

How to Amend an eCPR

1

Log in to the contractor landing page. Click "View eCPRs" for the project with an eCPR that you want to edit

The screenshot shows the contractor landing page for the State of California Department of Industrial Relations (DIR). The page title is "Example Contractor for Testing". A green "DIR Approved" badge is visible, along with buttons for "Manage Contractor Employees", "Manage Contractor Users", and "Manage Contractor Information". A "Request Addition to a Project Team" button is also present. The "My Projects" section contains a table with three rows of project data. The "View eCPRs" button for the first project is highlighted with an orange circle.

| Name | Project Number | State | Stage | Awarding Body | Submit new ECPR | View eCPRs |
|-----------------|----------------|----------|-------|-----------------------------------|------------------------|----------------------------|
| Example Project | 123456789 | Approved | | Demo Awarding Body | Submit | View eCPRs |
| Painting | 1234567 | Approved | | Example Awarding Body for Testing | Submit | View eCPRs |
| #1.04/13/2017 | 041320171 | Approved | | Chino Valley Fire District | Submit | View eCPRs |

2

Click "Amend" for the eCPR you would like to amend

The screenshot shows the DIR Department of Industrial Relations web interface. At the top, there is a navigation bar with the CA.GOV logo, the DIR logo (EST. 1927), and the text 'State of California Department of Industrial Relations'. To the right of the navigation bar are links for 'Contractors', 'Projects', 'Services', 'Your information', and a 'TU Test User' profile icon.

Below the navigation bar, there is a project information section with the following text: 'Project Name: Example Project', 'project status: Approved', 'DIR Project ID 123456789', and 'Example Contractor for Testing'. To the right of this text are buttons for 'Update Subcontractors List', 'See Project Information', 'Submit New eCPR', and 'Upload New eCPR'.

The main content area features a 'Payroll Runs' table with the following columns: 'Payroll Number', 'Start Date', 'End Date', 'Payroll Type', 'Created', 'Amendments', 'Submitted', 'State', 'Open eCPR', and 'Amend'. The table contains four rows of data:

| Payroll Number | Start Date | End Date | Payroll Type | Created | Amendments | Submitted | State | Open eCPR | Amend |
|----------------|------------|------------|--------------|---------------------|------------|------------|-----------|---------------------------|-----------------------|
| PRRUN0002172 | 2024-06-14 | 2024-06-20 | Regular | 2024-06-14 14:41:13 | 1 | | Draft | Open eCPR | Amend |
| PRRUN0002175 | 2024-06-14 | 2024-06-27 | Regular | 2024-06-14 14:47:18 | 0 | 2024-06-14 | Submitted | Open eCPR | Amend |
| PRRUN0002141 | 2024-06-01 | 2024-06-07 | Regular | 2024-06-13 10:24:27 | 0 | 2024-06-13 | Submitted | Open eCPR | Amend |
| PRRUN0002173 | | | Regular | 2024-06-14 14:43:47 | 0 | | Draft | Open eCPR | Amend |

At the bottom of the table, there are navigation arrows and the text 'Rows 1 - 4 of 4'. The 'Amend' button for the second row (PRRUN0002175) is highlighted with an orange circle.

At the bottom of the page, there is a footer with the CA.GOV logo, links for 'Terms & Conditions', 'Privacy Policy', 'Disclaimer', 'Nondiscrimination Notice', 'Accessibility', and 'dir.ca.gov', and the text 'Copyright 2024 State of California'.

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Note that you cannot change payroll type or period in amendment and will need to create a new eCPR entirely if this is what you are attempting to do. Click "Next Step"

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DIR State of California
EST. 1927 Department of Industrial Relations

Contractors Projects Services Your information TU Test User

Review and Submit
Action required

Is this the Final Payroll for this project?
 Yes No

Select reporting type
 Weekly Bi-weekly Semi-monthly
7 days 14 days From 1st to 15th OR from 16th to last day of the month

From Date To Date
06/14/2024 06/27/2024

Select a previous eCPR submission to preselect Employees and prefill Payroll information
No prefill information

Next Step

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At this stage, you have the opportunity to change employees selected if need be.

Click "New Step"

The screenshot displays the DIR (Department of Industrial Relations) web application interface. The header includes the CA.GOV logo, the DIR logo (EST. 1927), and the text 'State of California Department of Industrial Relations'. Navigation links for 'Contractors', 'Projects', 'Services', and 'Your information' are visible, along with a 'TU Test User' profile icon.

The main content area shows a 'Review and Submit' step with a 'Completed' status and an 'Action required' indicator. Below this, there is a table with the following data:

| | Employee ID | First Name | Last Name | Action |
|-------------------------------------|-------------|------------|-----------|--------|
| <input checked="" type="checkbox"/> | | Tom | Tom | |

At the bottom of the main content area, there are two buttons: 'Previous Step' and 'Next Step (1)'. The 'Next Step (1)' button is highlighted with an orange circle.

The footer contains the CA.GOV logo, links for 'Terms & Conditions', 'Privacy Policy', 'Disclaimer', 'Nondiscrimination Notice', 'Accessibility', and 'dir.ca.gov', along with the text 'Copyright 2024 State of California'.

5 Make any changes as necessary. Then, click "Next Step"

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Contractors Projects Services Your information TU Test User

| | |
|---|---|
| Gross wages for all projects included in this check * | 0 |
| Gross wages for this project | 0 |
| Net wages for all projects | 0 |

Employee notes

Enter Employee notes about this payroll

Previous Employee **Next Step**

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6 Make any changes as necessary. Review that the information listed here is correct. Then, click "Next Step"

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Contractors Projects Services Your information TU Test User

- ✓ Payroll Setup Completed
- ✓ Employee Selection Completed
- ✓ Payroll Information Completed
- Review and Submit Action required

Review eCPR

Payroll Setup

Edit Payroll Setup

Payroll type Regular **Reporting type** Biweekly **Payroll dates** 6/14/2024 - 6/27/2024

Payroll Information

Total 1 employees selected

Edit Employees Selection Edit Payroll Information

| Employee | Classifications and experience level | Total hours worked | Net wage |
|----------|--------------------------------------|--------------------|----------|
| Tom, Tom | Buggymobile Man - apprentice | 0 | 0 |

Previous Step **Next Step**

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Sign and submit the amended eCPR. Then, click "Submit Amendment" to sign and attest to the accuracy of the statement.

The screenshot displays the DIR (Department of Industrial Relations) website interface. At the top left is the CA.GOV logo. Below it is the DIR logo with the text "State of California Department of Industrial Relations EST. 1927". The top right navigation bar includes links for "Contractors", "Projects", "Services", "Your information", and a "TU Test User" profile icon.

The main content area features a sidebar on the left with a progress indicator for four steps: "Payroll Setup" (Completed), "Employee Selection" (Completed), "Payroll Information" (Completed), and "Review and Submit" (Action required). The main panel is titled "Sign and Submit eCPR". It contains a "Project" field with the value "Example Project". Below this is a signature line: "I, John Doe, the undersigned, have the authority to act for and on behalf of Example Contracto, certify under penalty of perjury that the records or copies thereof submitted and consisting of certified payroll records for the dates 06/14/2024 to 06/27/2024 are the originals or true, full, and correct copies of the originals which depict the payroll record(s) of the actual disbursements by way of cash, check, or whatever form to the individual or individuals named." At the bottom of the form area are two buttons: "Previous Step" and "Submit Amendment". The "Submit Amendment" button is highlighted with a red circle.

The footer contains the CA.GOV logo, links for "Terms & Conditions", "Privacy Policy", "Disclaimer", "Nondiscrimination Notice", "Accessibility", and "dir.ca.gov", along with the text "Copyright 2024 State of California".

8

Click this dropdown to view previous versions. You can access the original payroll, and then any amended views. Click the "Save" button to save the version you would like to keep as the most up-to-date version.

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Support Contractors Projects Services Your information Test User

New eCPK
Draft
Payroll ID PRRUN0002256

Amendment 2: 2024-06-20 13:32:42 Save

- Payroll Setup Completed
- Employee Selection Completed
- Payroll Information Action required
- Review and Submit Action required

Payroll Information - Doe, Jane

Employee ID:

Check number

Payroll dates: 6/20/2024 to 6/26/2024

Classification paid 1

Level:

| Rate type | Thursday 06/20/2024 | Friday 06/21/2024 | Saturday 06/22/2024 | Total hours worked |
|-----------|---------------------|-------------------|---------------------|--------------------|
| | | | | |

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Click "OK"

