

# How to Submit a Manual Payroll Record

1

Log in to your contractor landing page. Click "View eCPRs" for the project to which you would like to submit a manual payroll record.

The screenshot shows the contractor landing page for the State of California Department of Industrial Relations (DIR). The page is titled "Welcome, Test User" and "Example Contractor for Testing". It features a "DIR Approved" badge and a "Request Addition to a Project Team" button. Below this is a "My Projects" section with a search bar and a table of projects. The table has columns for Name, Project Number, State, Stage, Awarding Body, Submit new ECPR, and View eCPRs. Two projects are listed: "Example Project" and "Painting". The "View eCPRs" button for the "Example 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	<a href="#">Submit</a>	<a href="#">View eCPRs</a>
Painting	1234567	Approved		Example Awarding Body for Testing	<a href="#">Submit</a>	<a href="#">View eCPRs</a>

2

Click "Submit New eCPR." Please note that the "Update Subcontractors List" and "See Project Information" buttons are not currently working. We apologize for the inconvenience. Please reference other user guides or try navigating your landing page to reach the subcontractors list and/or project information.

Project Name: Example Project  
project status: Approved  
DIR Project ID 123456789  
Example Contractor for Testing

Update Subcontractors List  
See Project Information

Submit New eCPR Upload New eCPR

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
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

Rows 1 - 3 of 3

3

Select the type of payroll. Regular indicates that the employee worked this payroll period. Non-performance indicates that the employee did not work this payroll period.

Payroll Setup  
Action required

Employee Selection  
Action required

Payroll Information  
Action required

Review and Submit  
Action required

## Payroll Setup

Select Payroll type

Regular  Non-Performance

Work was performed during the payroll period No work was performed during the payroll period

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

mm/dd/yyyy mm/dd/yyyy

4

Indicate whether this is the Final Payroll Period (this is the last period in which the employee is working on this project)

The screenshot shows the 'Payroll Setup' form in the DIR system. The left sidebar contains a navigation menu with four items: 'Payroll Setup' (Action required), 'Employee Selection' (Action required), 'Payroll Information' (Action required), and 'Review and Submit' (Action required). The main content area is titled 'Payroll Setup' and includes the following sections:

- Select Payroll type:** Radio buttons for 'Regular' (selected) and 'Non-Performance'. Subtext: 'Work was performed during the payroll period' and 'No work was performed during the payroll period'.
- Is this the Final Payroll for this project?:** Radio buttons for 'Yes' and 'No'. This section is highlighted with an orange border.
- Select reporting type:** Radio buttons for 'Weekly' (7 days), 'Bi-weekly' (14 days), and 'Semi-monthly' (From 1st to 15th OR from 16th to last day of the month).
- From Date:** Input field with placeholder 'mm/dd/yyyy' and a calendar icon.
- To Date:** Input field with placeholder 'mm/dd/yyyy'.
- Footer:** Text: 'Select a previous eCPR submission to preselect Employees and prefill Payroll information'.

5

Select on what cadence you pay your employees (Weekly, Bi-weekly, Semi-monthly)

The screenshot shows the 'Payroll Setup' form in the DIR system. The left sidebar contains a navigation menu with four items: 'Payroll Setup' (Action required), 'Employee Selection' (Action required), 'Payroll Information' (Action required), and 'Review and Submit' (Action required). The main content area is titled 'Payroll Setup' and includes the following sections:

- Select Payroll type:** Radio buttons for 'Regular' (selected) and 'Non-Performance'. Subtext: 'Work was performed during the payroll period' and 'No work was performed during the payroll period'.
- Is this the Final Payroll for this project?:** Radio buttons for 'Yes' and 'No' (selected).
- Select reporting type:** Radio buttons for 'Weekly' (selected), 'Bi-weekly', and 'Semi-monthly'. Subtext: '7 days', '14 days', and 'From 1st to 15th OR from 16th to last day of the month'. This section is highlighted with an orange box.
- From Date:** Input field with placeholder 'mm/dd/yyyy' and a calendar icon.
- To Date:** Input field with placeholder 'mm/dd/yyyy'.
- Select a previous eCPR submission to preselect Employees and prefill Payroll information:** A dropdown menu.

6

Select the beginning date for this manual payroll record. The "To Date" will be auto-filled based on the reporting type and "From Date"

The screenshot shows the 'Payroll Setup' form in the DIR system, focusing on the 'Review and Submit' step. The left sidebar shows 'Review and Submit' (Action required). The main content area includes:

- Is this the Final Payroll for this project?:** Radio buttons for 'Yes' and 'No' (selected).
- Select reporting type:** Radio buttons for 'Weekly' (selected), 'Bi-weekly', and 'Semi-monthly'. Subtext: '7 days', '14 days', and 'From 1st to 15th OR from 16th to last day of the month'.
- From Date:** Input field with placeholder 'mm/dd/yyyy' and a calendar icon. This field is highlighted with an orange box.
- To Date:** Input field with placeholder 'mm/dd/yyyy'.
- Select a previous eCPR submission to preselect Employees and prefill Payroll information:** A dropdown menu with the option 'No prefill information' selected.
- Next Step:** A button at the bottom right.

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Continue to the next page by scrolling down to the bottom and clicking "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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Select the employee for which you would like to submit a manual payroll record.

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Action required

Review and Submit Action required

Select only the employees to be included in this payroll.

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

Previous Step Next Step (0)

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Click "Next Step"

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Contractors Projects Services Your information TU Test User

Action required

Review and Submit Action required

Select only the employees to be included in this payroll.

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

Previous Step Next Step (0)

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10

Enter the check number with which you paid/are going to pay the employee. Then fill out the form with the classification, level, rates, and hours worked by the employee.

Please note that check number is a required field.

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Draft  
Payroll ID PRRUN0002175 Save

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

### Payroll Information - Tom, Tom

Employee ID:

Check number

Payroll dates: 6/14/2024 to 6/27/2024

Classification paid 1

Level:

Rate type						Friday 06/14/2024	Saturday 06/15/2024	Total hours worked
Straight Time						0	0	

11

Select the classification and level for which this employee is getting paid.

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eCPR Public Search Public Works Support Contractors Projects Services Your information TU Test User

## Payroll Information - Tom, Tom

Employee ID:

Check number: 12313

Payroll dates: 6/24/2024 to 6/30/2024

Classification paid 1: [Dropdown menu]

Level: [Dropdown menu]

Rate type	Monday 06/24/2024	Tuesday 06/25/2024	Wednesday 06/26/2024	Thursday 06/27/2024	Friday 06/28/2024	Saturday 06/29/2024	Total hours worked
Straight Time	0	0	0	0	0	0	
Rate type	Sunday 06/30/2024						Total hours worked



12 Enter the number of hours the employee worked during this payroll period.

**You have the option to add overtime or doubletime.**

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Rate type	Monday 06/24/2024	Tuesday 06/25/2024	Wednesday 06/26/2024	Thursday 06/27/2024	Friday 06/28/2024	Saturday 06/29/2024	Total hours worked
Straight Time	5	5	5	5	5	0	

Sunday 06/30/2024

Straight Time 25 hr

[Add Overtime](#)  
[Add Doubletime](#)

Are the benefits paid to a fringe benefit plan?  
 Yes  No

Hourly rates - Journey level [Learn when to fill out fringe rates](#)

Rate type	Base hourly rate	Training	Total hr rate
Straight Time	0	0	0

[+ Add Classification/Level](#)

13 Note whether there are benefits paid to a fringe benefit plan.

Enter the base hourly rate for the different types of work (straight, over, and double time).

The screenshot shows a web form from the State of California Department of Industrial Relations (DIR). The form includes a question about fringe benefits and a table for hourly rates. The question is: "Are the benefits paid to a fringe benefit plan?" with radio buttons for "Yes" and "No". The "No" option is selected. Below the question is a table titled "Hourly rates - Journey level" with columns for "Rate type", "Base hourly rate", "Training", and "Total hr rate". The table has three rows: "Straight Time", "Over Time", and "Double Time". Each row has input fields for "Base hourly rate" and "Training", and a "Total hr rate" column. The "Total hr rate" column contains the value "0". There is a link "Learn when to fill out fringe rates" next to the table title. Below the table is a button "+ Add Classification/Level". At the bottom of the form is a section for "Deductions (per payroll)".

Remove Overtime  
Remove Doubletime

Are the benefits paid to a fringe benefit plan?  
 Yes  No

Hourly rates - Journey level [Learn when to fill out fringe rates](#)

Rate type	Base hourly rate	Training	Total hr rate
Straight Time	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Over Time	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Double Time	<input type="text" value="0"/>	<input type="text" value="0"/>	0

+ Add Classification/Level

Deductions (per payroll)

14 Enter the values of the deductions.

**Payment and Subsistence** is a payment to the employee (e.g. per diem) and is not actually a deduction, so it should be included in Gross Wages for all projects

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Over Time	20	0	20
Double Time	30	0	30

+ Add Classification/Level

Deductions (per payroll)

Federal Tax	FICA (Soc. Sec.)	State Tax	SDI	Total
0	0	0	0	0

Payments

Travel and Subsistence Payments for this project	0	0
--	---	---

Gross wages for all projects included in this check \* 0.0

15

Enter the gross wages for all projects that are going to be in this check (check number listed at the top of the page).

**Gross Wages** for all projects are based on your input. Sometimes, employees work on non-public works projects which are included on their paycheck and are not required to be reported or they worked on a separate Public Works project.

**Gross Wages for this project** are calculated from the form

**Net Wages** are Gross Wages for All projects - Deductions

The screenshot shows the DIR Department of Industrial Relations web application interface. At the top, there is a navigation bar with the DIR logo (EST. 1927) and the text "State of California Department of Industrial Relations". To the right of the logo are navigation links: "eCPR Public Search", "Public Works Support", "Contractors", "Projects", "Services", "Your information", and a user profile icon labeled "TU Test User".

The main content area contains a form with several input fields and a summary table. At the top of the form, there are four input fields, each containing the number "10", and a final field containing "40". Below these is a section titled "Payments" with a table:

Payments	
Travel and Subsistence Payments for this project	10

Below the payments table is a summary table:

Gross wages for all projects included in this check *	0.0
Gross wages for this project	635
Net wages for all projects	-40

At the bottom of the form is a section titled "Employee notes" with a text input field containing the placeholder text "Enter Employee notes about this payroll".

16 Click "Next Step"

Net wages for all projects 960

### Employee notes

Enter Employee notes about this payroll

Previous Employee **Next Step**

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17 Review the information inputted for accuracy. Click "Next Step" once you have validated inputs

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- ✓ 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

[Edit Employees Selection](#) [Edit Payroll Information](#)

Total 1 employees selected

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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18 Enter your name in the first field.

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Contractors Projects Services Your information Test User

Payroll Setup Completed

Employee Selection Completed

Payroll Information Completed

Review and Submit Action required

## Sign and Submit eCPR

Project  
Example Project

I, [redacted], 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) or the actual disbursements by way of cash, check, or whatever form to the individual or individuals named.

Previous Step Sign and Submit

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## 19 Click "Sign and Submit"

The screenshot shows a web form titled "Sign and Submit eCPR". On the left is a sidebar with four steps: "Payroll Setup" (Completed), "Employee Selection" (Completed), "Payroll Information" (Completed), and "Review and Submit" (Action required). The main content area contains a form with the following text: "Project Example Project", "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." Below the text are two buttons: "Previous Step" and "Sign and Submit". The "Sign and Submit" button is circled in orange. At the bottom of the page, there is a footer with links for "Terms & Conditions", "Privacy Policy", "Disclaimer", "Nondiscrimination Notice", "Accessibility", "dir.ca.gov", and "Copyright 2024 State of California".

## 20 Click "OK"

The screenshot shows the same "Sign and Submit eCPR" form as in the previous step, but now a modal dialog box is open in the center. The modal has a title bar with a close button (X) and the text "Submission successful." Below the text is a "Close modal" button and an "OK" button. The "OK" button is circled in orange. The background form is dimmed. The sidebar on the left now shows all four steps as "Completed". The footer at the bottom is the same as in the previous step.