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.

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.**

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.

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

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

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"

7 Continue to the next page by scrolling down to the bottom and clicking "Next Step"

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

8 Select the employee for which you would like to submit a manual payroll record.

9 Click "Next Step"

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.

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

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

You have the option to add overtime or doubletime.

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).

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

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

16 Click "Next Step"

Net wages for all projects | 960

Employee notes

Enter Employee notes about this payroll

Previous Employee   Next Step

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

DIR State of California
Department of
Industrial Relations   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   **Reporting type**   **Payroll dates**
Regular   Biweekly   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

18 Enter your name in the first field.

Sign and Submit eCPR

Project
Example Project

I, [   ] 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]

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

Contractors   Projects   Services   Your information   Test User

State of California
Department of
Industrial Relations
EST. 1927

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19   Click "Sign and Submit"

20   Click "OK"