

How to Submit an XML Payroll Record

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Log in to your contractor landing page using your username and password. Click "View eCPRs" for the project that you would like to submit an XML Payroll Record for. **Make sure that you note the Project Number as you will need it in future steps.**

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" and the status is "Pending". There are three management buttons: "Manage Contractor Employees", "Manage Contractor Users", and "Manage Contractor Information". A "Request Addition to a Project Team" button is also visible. Below 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. The first row is highlighted, and the "View eCPRs" button for the first project is circled in orange.

Name	Project Number	State	Stage	Awarding Body	Submit new ECPR	View eCPRs
Painting	1234567	Approved		Example.Awarding.Body.for.Testing	Submit	View eCPRs
Levi's Stadium	123456789	Approved		Demo.Awarding.Body	Submit	View eCPRs
Street Repaving	123456784	Approved		Demo.Awarding.Body	Submit	View eCPRs
#1.04.13.2017	041320171	Approved		Chino Valley Fire District	Submit	View eCPRs

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Click "Upload 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.**

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DIR State of California Department of Industrial Relations EST. 1927

Support Contractors Projects Services Your information Test User

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

Update Subcontractors List
See Project Information

Submit New eCPR Upload New eCPR

Payroll Runs

Payroll Number	Start Date	End Date	Payroll Type	Created	Amendments	Submitted	State	Open eCPR	Amend
PRRUN0002230	2024-06-20	2024-06-26	Regular	2024-06-19 12:07:16	0		Draft	Open eCPR	Amend
PRRUN0002222	2024-06-19	2024-06-25	Regular	2024-06-19 09:00:29	0		Draft	Open eCPR	Amend
PRRUN0002221	2024-06-19	2024-06-25	Regular	2024-06-19 08:47:18	0		Draft	Open eCPR	Amend
PRRUN0002220	2024-06-12	2024-06-18	Regular	2024-06-19 08:32:58	0		Draft	Open eCPR	Amend

Rows 1 - 4 of 4

3 Enter the Contractor and Project information.

Please note that any project can be selected from the project dropdown when submitting an XML. If you cannot join a project but need to submit eCPRs, use the XML submission portal to submit eCPRs for any project.

The screenshot shows a web interface for uploading ECPR XML files. The header includes the CA.GOV logo, the State of California Department of Industrial Relations logo (EST. 1927), and navigation links for Support, Contractors, Projects, Services, Your information, and a Test User profile. The main content area is titled 'Upload ECPR XML' and contains a form with the following fields:

- Indicates required**: A red asterisk indicating a required field.
- Contractor**: A dropdown menu with a red asterisk, highlighted by an orange circle.
- Project**: A dropdown menu with a red asterisk.
- Upload XML File**: A section with a blue button labeled 'Required - Upload'.

A 'Next Step' button is located at the bottom right of the form area.

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Click "Required - Upload." Upload the XML file that has the payroll record. **Make sure that the Project ID matches the Contractor name in the XML. XML fields must match the fields that appear at the top left of the page that appears when you click "View eCPR"**

The screenshot shows a web interface for uploading an ECPR XML file. At the top left, there is a navigation menu with two items: "Upload eCPR XML" (Action required) and "Sign and Submit eCPR" (Action required). The main content area is titled "Upload ECPR XML" and contains the following fields:

- Contractor:** A dropdown menu with "Example Contractor for Testing" selected.
- Project:** A dropdown menu with "Emergency Main Feed Water Line Repair" selected.
- Upload XML File:** A button labeled "Required - Upload" with a circular arrow icon, which is circled in orange in the image.

A "Next Step" button is located at the bottom right of the form area. The footer of the page includes the CA.GOV logo, links for Terms & Conditions, Privacy Policy, Disclaimer, Nondiscrimination Notice, Accessibility, and dir.ca.gov, along with a copyright notice for 2024 State of California.

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Please note, XML files must use the DIR Project ID and Project Name. The name and ID is also shown on the eCPR dashboard for each project. XMLs that do not match these field will not upload correctly.

The screenshot shows the DIR eCPR dashboard. At the top left is the DIR logo (EST. 1927) and the text "State of California Department of Industrial Relations". Navigation links include "eCPR Public Search", "Public Works Support", "Contractors", "Projects", "Services", and "Your information". A user profile icon labeled "TU Test U" is in the top right.

Project details are displayed in the center: "Project Name: Project for Contractor Demo" (highlighted with an orange box), "project status: Approved", "DIR Project ID 20240525426" (highlighted with an orange box), and "Example Contractor for Testing". Action buttons include "Update Subcontractors List", "See Project Information", "Submit New eCPR", and "Upload New eCPR".

A "Payroll Runs" table is shown below:

Payroll Number	Start Date	End Date	Payroll Type	Created	Amendments	Submitted	State	Open eCPR	Amend
PRRUN0002331	2024-06-24	2024-06-30	Regular	2024-06-24 14:10:53	0		Draft	Open eCPR	Amend
PRRUN0002247	2024-06-08	2024-06-14	Regular	2024-06-20 10:32:49	0	2024-06-20	Submitted	Open eCPR	Amend
PRRUN0002252	2024-05-01	2024-05-31	Non-Performance	2024-06-20 11:31:15	0	2024-06-20	Submitted	Open eCPR	Amend

Navigation for the table shows "Rows 1 - 3 of 3".

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Click "Next Step"

The screenshot shows the "Upload ECPR XML" form. On the left is a sidebar with two steps: "Upload eCPR XML" (Action required) and "Sign and Submit eCPR" (Action required). The main form area has the title "Upload ECPR XML" and the subtitle "Upload ECPR XML File".

Form fields include:

- *Contractor: "Example Contractor for Testing" (dropdown menu)
- *Project: "Emergency Main Feed Water Line Repair" (dropdown menu)
- *Upload XML File: "Sample_XML_eCPR.xml" (file input) with "Upload" and "Delete" buttons.

A "Next Step" button is located at the bottom right of the form area.

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

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Enter your name. The Contractor Name will be auto-filled. Then, enter the start and end date of the payroll record for which you are uploading the file.

The screenshot shows the 'Sign and Submit eCPR' form. On the left, a sidebar contains two items: 'Upload eCPR XML' (Completed) and 'Sign and Submit eCPR' (Action required). The main content area has a title 'Sign and Submit eCPR' and a project name 'Emergency Main Feed Water Line Repair'. Below the project name, there is a text input field for the user's name, a dropdown menu for the contractor name (currently showing 'Example Contracto'), and two date pickers for the start and end dates of the payroll records. The date pickers are currently set to 'mm/dd/yyyy'.

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Click "Sign and Submit." **Successfully uploaded XMLs will appear in the payroll records table after a few minutes.**

This screenshot shows the same 'Sign and Submit eCPR' form as above, but with the 'Sign and Submit' button highlighted with a red circle. The form fields are now populated: the name field contains 'My Name', the contractor dropdown shows 'Example Contracto', and the date pickers are set to '06/20/2024' and '06/27/2024'. The sidebar and project information remain the same.