

GUIDE – eCPR submissions

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 - a. New search ability – search by DIR PROJECT ID number

- B. How to submit XML eCPRpage 3 - 5**
 - a. New “CONTRACT WITH” field
 - i. You can submit multiple eCPRs for same workweek
 - b. XML schema template
 - i. <https://www.dir.ca.gov/Public-Works/CPR/CPR.xsd>
 - c. How to amend XML eCPRpage 6 - 9
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- C. How to submit MANUAL eCPR.....page 10 - 21**
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HOW TO ADD PROJECT

STEP 1. How to Add project - click “REQUEST ADDITION to a PROJECT TEAM”



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Cash Contracting Company 2000004249

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[Manage Contractor Employees](#)

Request Addition to a Project Team

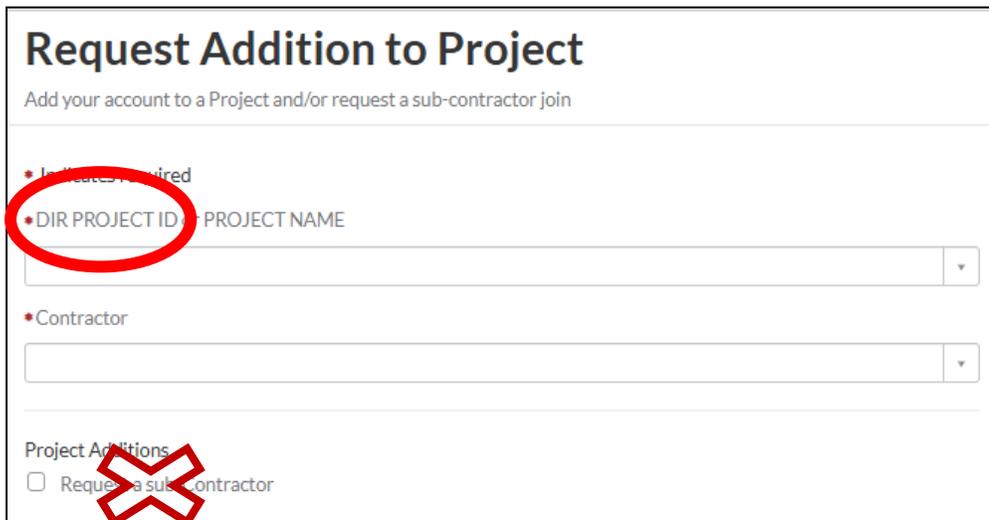
My Projects

All

Name	Project Number	State	Stage	Awarding Body	Submit new ECPR	View eCPRs
Shasta Lake School Painting	R3125-00008	Approved		Gateway Unified School District	Submit	View eCPRs
1Emergency Main Feed Water Line Repair	11 PO #16	Approved		Coor Roofing Inc, dba: 1st Choice Roofin...	Submit	View eCPRs

STEP 2. How to Add project -Now you can search by “DIR PROJECT ID“.

Enter the **DIR PROJECT ID** and select your project. Enter your contractor name in **“CONTRACTOR”** field



Request Addition to Project
Add your account to a Project and/or request a sub-contractor join

* Indicates Required

*DIR PROJECT ID PROJECT NAME

*Contractor

Project Additions
 Request a sub-contractor



DO NOT click box to “REQUEST A SUBCONTRACTOR”

How to submit XML eCPR

STEP 1. How to submit XML eCPR -Your project now appears on your dashboard. To upload XML, click “View eCPRs”



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Request Addition to a Project Team

My Projects

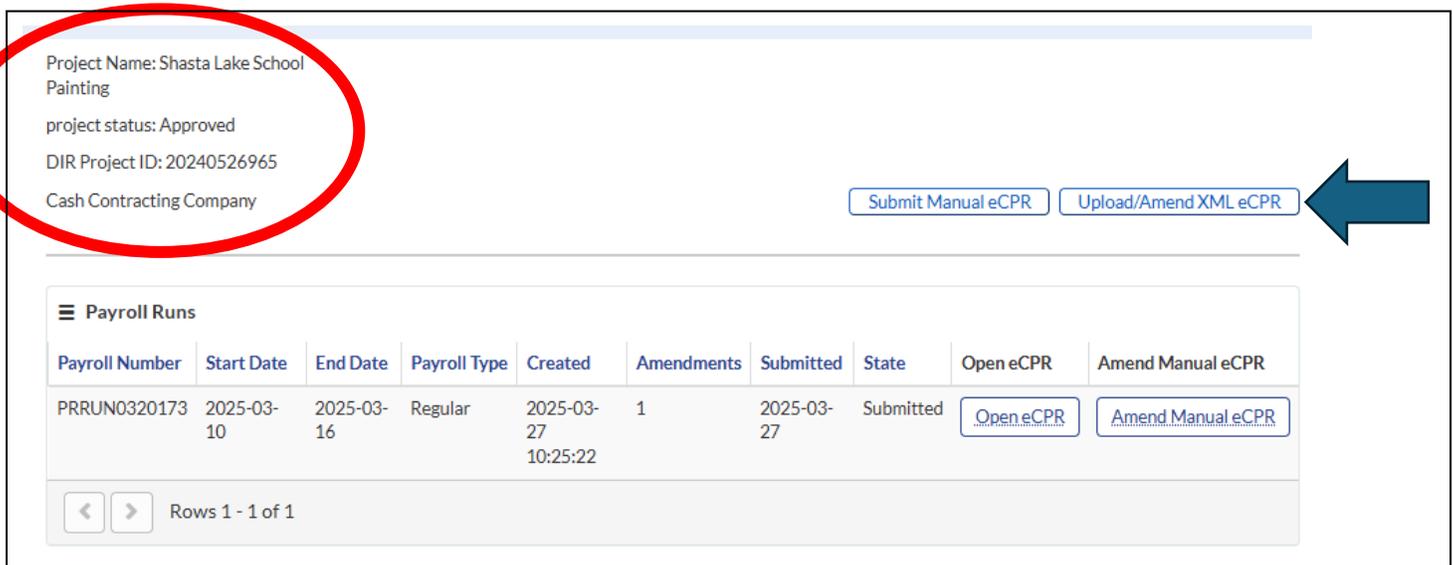
Search My Projects

Name	Project Number	State	Stage	Awarding Body	Submit new eCPR	View eCPRs
Shasta Lake School Painting	R3125-00008	Approved		Gateway Unified School District	Submit	View eCPRs

STEP 2. How to submit XML eCPR -Your project now appears on your dashboard.

SAVE the information circled in red, you'll need it on the next screen.

Then, to upload XML click “View eCPRs”



Project Name: Shasta Lake School Painting
project status: Approved
DIR Project ID: 20240526965
Cash Contracting Company

Submit Manual eCPR Upload/Amend XML eCPR

Payroll Runs

Payroll Number	Start Date	End Date	Payroll Type	Created	Amendments	Submitted	State	Open eCPR	Amend Manual eCPR
PRRUN0320173	2025-03-10	2025-03-16	Regular	2025-03-27 10:25:22	1	2025-03-27	Submitted	Open eCPR	Amend Manual eCPR

Rows 1 - 1 of 1

STEP 3. How to submit XML eCPR –

In the “**CONTRACTOR**” field - Enter your contractor name

In the “**CONTRACT WITH**” field - Enter the contractor you were hired by or the awarding body you were hired by

In the “**PROJECT**” field - Enter the **DIR PROJECT ID** number

Lastly click the blue “**UPLOAD**” button to upload your eCPR XML file.

The screenshot shows a web interface for uploading an eCPR XML file. On the left is a sidebar 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 'Upload ECPR XML File'. It contains several required fields marked with a red dot: 'Contractor' (a dropdown menu), 'Contract With' (a dropdown menu), 'Project' (a dropdown menu), and 'Upload XML File' (a blue 'Upload' button). Below these fields is a question 'Is this XML upload an Amendment to a previous payroll?' with a dropdown menu currently set to 'No'. A blue 'Next Step' button is located at the bottom right of the form area.

STEP 4. How to submit XML eCPR - Please make sure you are using the required SCHEMA FILE template.

a. Linked here <https://www.dir.ca.gov/Public-Works/CPR/CPR.xsd>

REJECTION - The system will fail your XML upload or reject it if the **DIR PROJECT ID** is not correct, if you are using the wrong XML template file, or if you accidentally delete some of the field sections.

Your eCPR SCHEMA FILE



```
<?xml version="1.0" encoding="utf-8" standalone="yes"?>
<CPR:eCPR xmlns:CPR="http://www.dir.ca.gov/dlse/CPR-Prod-Test/CPR.xsd">
  <CPR:contractorInfo>
    <CPR:contractorName>Northstar Contracting Group, Inc.</CPR:contractorName>
    <CPR:contractorLicense>
      <CPR:licenseType>CSLB</CPR:licenseType>
      <CPR:licenseNum>518740</CPR:licenseNum>
    </CPR:contractorLicense>
    <CPR:contractorPWCR>1000002307</CPR:contractorPWCR>
    <CPR:contractorFEIN>133414537</CPR:contractorFEIN>
    <CPR:contractorAddress>
      <CPR:street>13320 Cambridge Street</CPR:street>
      <CPR:city>Santa Fe Springs</CPR:city>
      <CPR:state>CA</CPR:state>
      <CPR:zip>90670</CPR:zip>
    </CPR:contractorAddress>
    <CPR:insuranceNum>NA</CPR:insuranceNum>
    <CPR:contractorEmail>lgutierrez@northstar.com</CPR:contractorEmail>
  </CPR:contractorInfo>
  <CPR:projectInfo>
    <CPR:awardingBody></CPR:awardingBody>
    <CPR:contractAgencyID></CPR:contractAgencyID>
    <CPR:contractAgency>CW Driver LLC</CPR:contractAgency>
    <CPR:projectName>1543</CPR:projectName>
    <CPR:projectID>20240526965</CPR:projectID>
    <CPR:awardingbodyID></CPR:awardingbodyID>
    <CPR:projectNum></CPR:projectNum>
    <CPR:contractID>518740</CPR:contractID>
    <CPR:projectLocation>
      <CPR:description></CPR:description>
      <CPR:street></CPR:street>
      <CPR:city></CPR:city>
      <CPR:county></CPR:county>
```

eCPR DASHBOARD with DIRPROJECT ID



CA.GOV

DIR State of California
Department of Industrial Relations
EST. 1927

eCPR Public Search

Your information ▾

Project Name: Shasta Lake School
Painting

project status: Approved

DIR Project ID: 20240526965

Cash Contracting Company

Payroll Runs

Payroll Number	Start Date	End Date	Payrol
PRRUN0320173	2025-03-10	2025-03-16	Regula

Rows 1 - 1 of 1

How to amend XML eCPR

STEP 1. How to amend XML eCPR -

Save the circled information in screenshot below. You will need it to AMEND your XML eCPR.

- You will need the exact **PAYROLL RUN** number to amend your XML eCPR.

Next - Click **“UPLOAD/AMEND XML ECPR”**

Project Name: Shasta Lake School Painting
project status: Approved
DIR Project ID: 20240526965
Cash Contracting Company

[Submit Manual eCPR](#) [Upload/Amend XML eCPR](#)

Payroll Runs										
Payroll Number	Start Date	End Date	Payroll Type	Created	Amendments	Submitted	State	Open eCPR	Amend Manual eCPR	
PRRUN0320173	2025-03-10	2025-03-16	Regular	2025-03-27 10:25:22	1	2025-03-27	Submitted	Open eCPR	Amend Manual eCPR	

< > Rows 1 - 1 of 1

STEP 2. How to amend XML eCPR –

Complete all fields – “CONTRACTOR”, “CONTRACT WITH”, “PROJECT”

In the “**IS THIS XML upload an Amendment to a previous payroll**” field – Select **YES**

In the “**PAYROLL RUN NUMBER**”, search and select the eCPR you are amending

Lastly, click the blue “**UPLOAD**” button and upload your XML eCPR.

The screenshot shows a web interface for uploading an ECPR XML file. On the left is a navigation sidebar with two items: 'DIR Services - Home' and 'Upload eCPR XML' (both with 'Action required' status), and 'Sign and Submit eCPR' (with 'Action required' status). The main content area is titled 'Upload ECPR XML' and includes a sub-header 'Upload ECPR XML File'. Below this, there are several required fields marked with a red asterisk: 'Contractor' (dropdown menu with 'Cash Contracting Company'), 'Contract With' (dropdown menu with 'Cloud LLP'), and 'Project' (dropdown menu with '20240526965'). There is also a question 'Is this XML upload an Amendment to a previous payroll?' with a dropdown menu set to 'Yes'. The 'Payroll run number' field is a dropdown menu with 'PRRUN0320173'. At the bottom, there is an 'Upload XML File' section with a blue 'Upload' button.

DIR Services - Home
Upload eCPR XML
Action required

Sign and Submit eCPR
Action required

Upload ECPR XML

Upload ECPR XML File

* Indicates required

* Contractor
Cash Contracting Company

Contract With
Cloud LLP

* Project
20240526965

Is this XML upload an Amendment to a previous payroll?
Yes

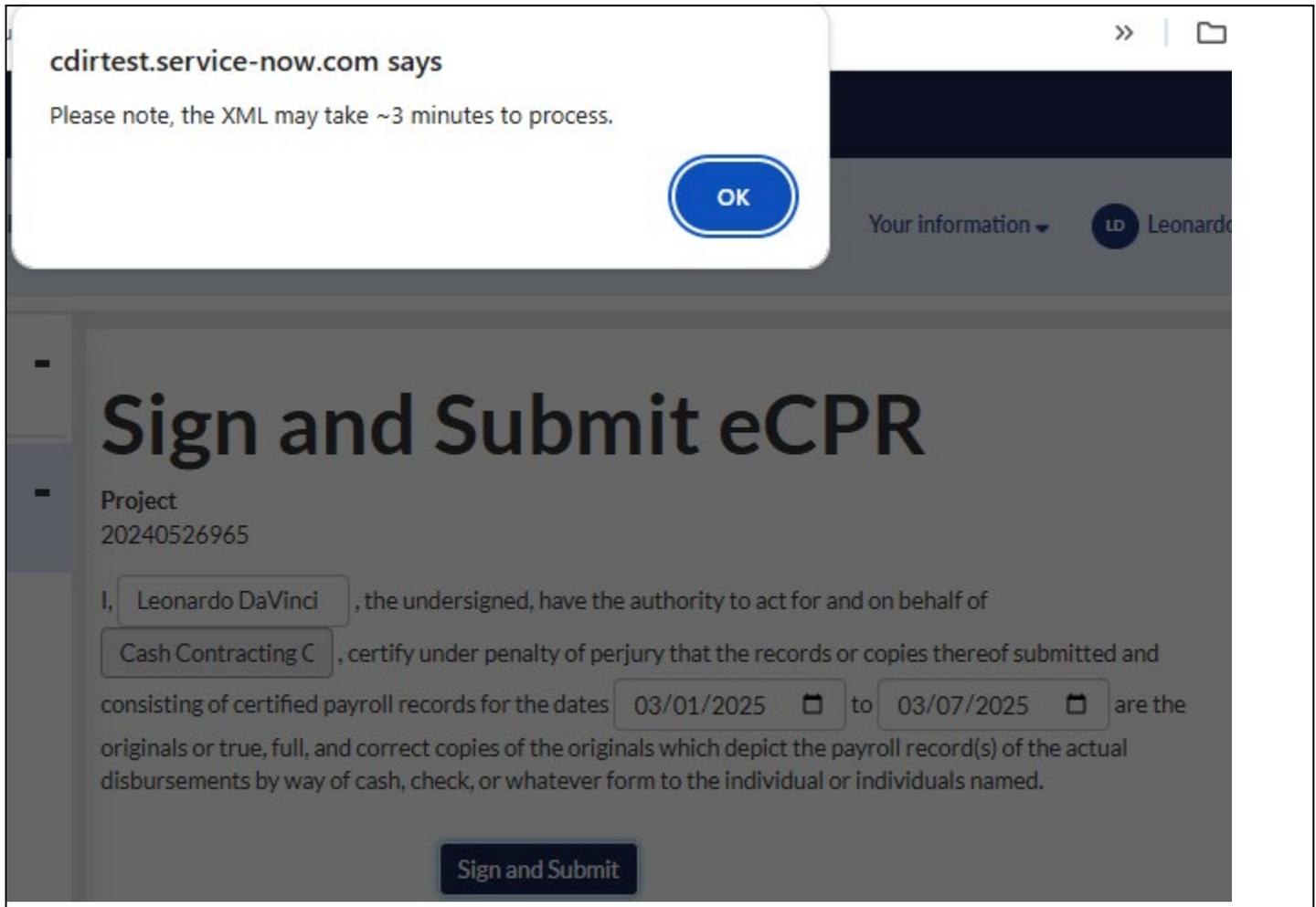
* Payroll run number
PRRUN0320173

* Upload XML File
Upload

STEP 3. How to amend XML eCPR –

Lastly click the blue **“UPLOAD”** button to upload your eCPR XML file.

Then on next screen , **“SIGN and SUBMIT eCPR”**. You’ll see a message displayed that the XML file may take approximately 3 minutes to process.



STEP 4. How to amend XML eCPR –

“DATA TRANSFORMED SUCCESSFULLY” - system will display the message if the XML upload was successful

The screenshot displays the DIR State of California Department of Industrial Relations eCPR system interface. The header includes the DIR logo and navigation links for eCPR Public Search, Public Works Support, Contractors, Projects, and Services. A yellow breadcrumb trail shows 'Home > Submitted Request' with a search bar on the right. The main content area is titled 'REQ0266663' and features a vertical timeline of events:

- System** (2025-03-28 13:28:53): Data transformed successfully. This message is circled in red.
- System** (2025-03-28 13:27:02): Please note this processing takes ~3 minutes to complete.
- Leonardo DaVinci** (2025-03-28 13:26:59): REQ0266663 Created.
- Start** (Green circle at the bottom of the timeline).

How to submit MANUAL eCPR

STEP 1. How to submit MANUAL eCPR -

click “REQUEST ADDITION to a PROJECT TEAM”



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[Request Addition to a Project Team](#)

[Manage Contractor Employees](#)

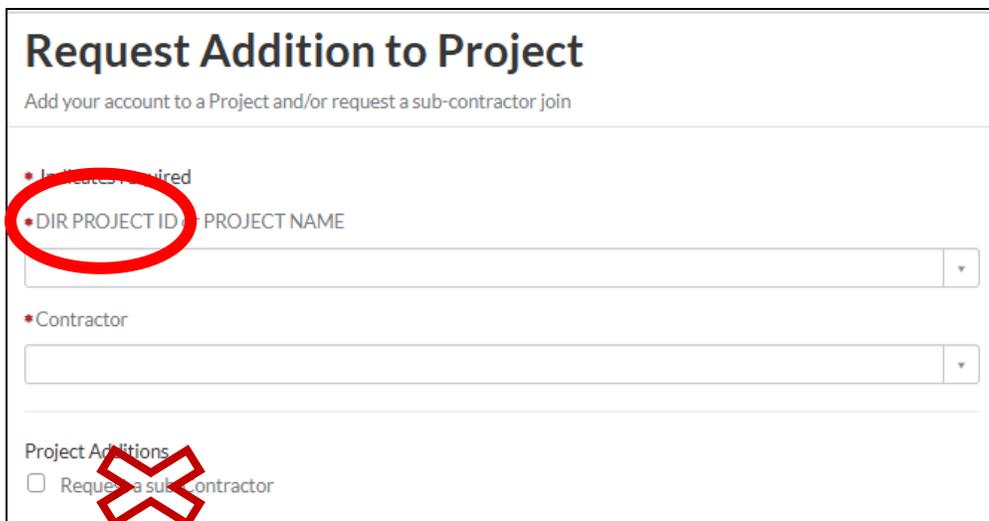
My Projects

All

Name	Project Number	State	Stage	Awarding Body	Submit new ECPR	View eCPRs
Shasta Lake School Painting	R3125-00008	Approved		Gateway Unified School District	Submit	View eCPRs
"1.Emergency Main Feed Water Line Repair"	11 PO #16	Approved		Coor Roofing Inc, dba: 1st Choice Roofin...	Submit	View eCPRs

STEP 2. How to submit MANUAL eCPR - Now you can search by “DIR PROJECT ID“.

Enter the **DIR PROJECT ID** and select your project. Enter your contractor name in “**CONTRACTOR**” field



Request Addition to Project
Add your account to a Project and/or request a sub-contractor join

* **DIR PROJECT ID** PROJECT NAME

* Contractor

Project Additions
 Request a sub-contractor



DO NOT click box to “REQUEST A SUBCONTRACTOR”

STEP 3. How to submit MANUAL eCPR –

Click **“SUBMIT”**

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☰ My Projects



📏 All

Name	Project Number	State	Stage	Awarding Body	Submit new ECPR	View eCPRs
Shasta Lake School Painting	R3125-00008	Approved		Gateway Unified School District	Submit	View eCPRs
"1Emergency Main Feed Water Line Repair"	11 PO #16	Approved		Coor Roofing Inc. dba: 1st Choice Roofin...	Submit	View eCPRs

STEP 4. How to submit MANUAL eCPR –

Complete all fields.

In the “**CONTRACT FIELD**” – you can search by PWCR number, contractor name, or Awarding Body. Enter the contractor that hired you or the Awarding Body that hired you.

Payroll Setup
Completed

Employee Selection
Action required

Payroll Information
Action required

Review and Submit
Action required

Payroll Setup

Select Payroll type

Regular Work was performed during the payroll period Non-Performance No work was performed during the payroll period

Is this the Final Payroll for this project?

Yes No

Contract With

Cash Contracting Company

Select reporting type

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

From Date: 03/01/2025 To Date: 03/07/2025

Select a previous eCPR submission to preselect Employees and prefill Payroll information

No prefill information

[Next Step](#)

STEP 5. How to submit MANUAL eCPR –

Click “**ADD EMPLOYEE**” and add your workers on the next screen by completing all fields on form.

Cash Contracting Company projects > 20240526965 > eCPRs > New eCPR

New eCPR

Draft
Payroll ID PRRUN0320181

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

Employees Selection

Employees 13

Select only the employees to be included in this payroll.

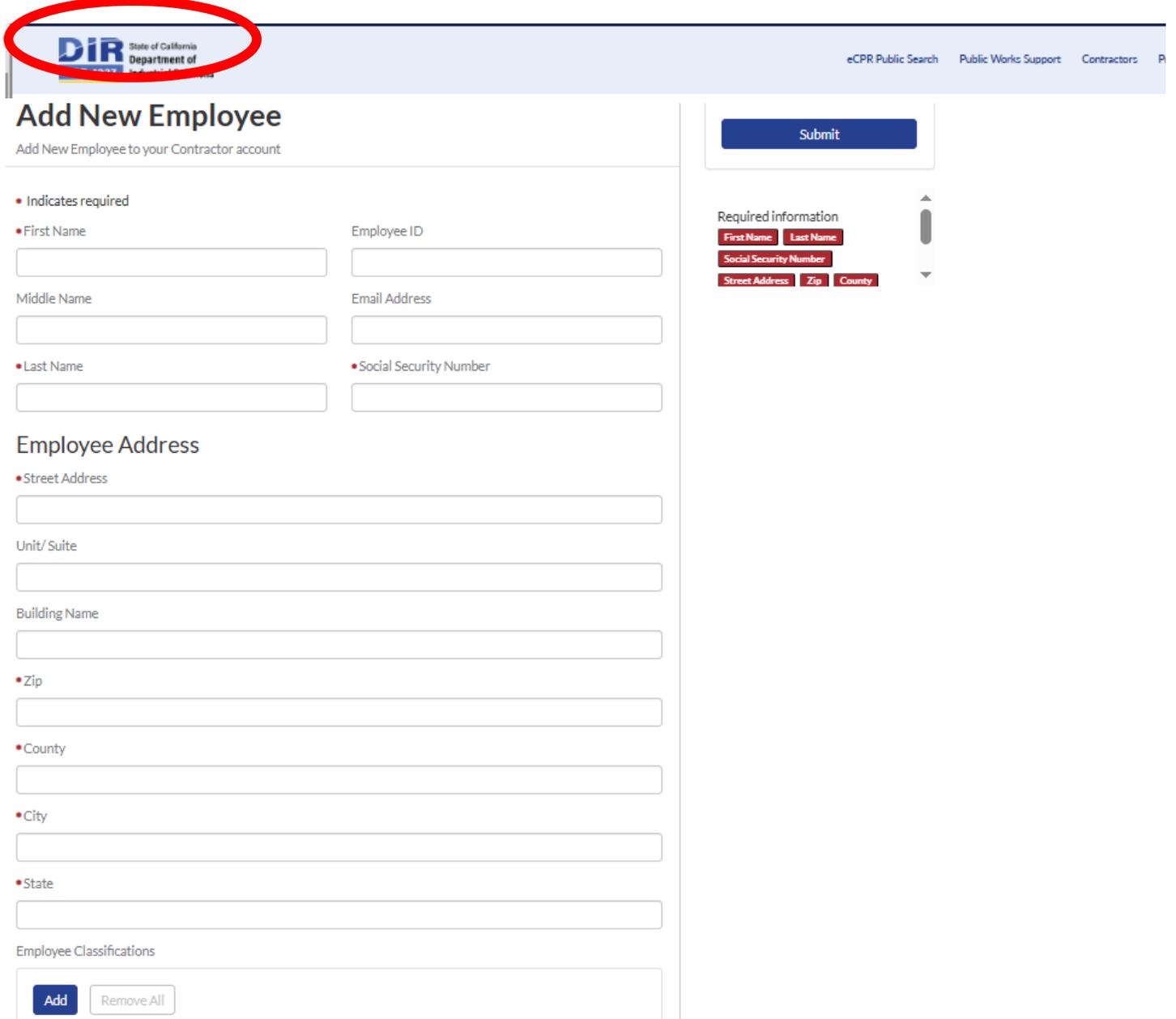
 [Add Employee](#)

	Employee ID	First Name	Last Name	Action
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STEP 6 - How to submit MANUAL eCPR –

once done, click **“SUBMIT”**, then click the **“DIR LOGO”** to dashboard.



DIR State of California Department of Industrial Relations

eCPR Public Search Public Works Support Contractors P

Add New Employee

Add New Employee to your Contractor account

• Indicates required

• First Name Employee ID

Middle Name Email Address

• Last Name • Social Security Number

Employee Address

• Street Address

Unit/ Suite

Building Name

• Zip

• County

• City

• State

Employee Classifications

Submit

Required information

- First Name
- Last Name
- Social Security Number
- Street Address
- Zip
- County

STEP 7 - How to submit MANUAL eCPR -

From the dashboard, you'll have to click back into starting a new eCPR by clicking "SUBMIT".

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[Request Addition to a Project Team](#)

☰ My Projects

Search My Projects



🔍 All

Name	Project Number	State	Stage	Awarding Body	Submit new ECPR	View eCPRs
Shasta Lake School Painting	R3125-00008	Approved		Gateway Unified School District	Submit	View eCPRs
"1Emergency Main Feed Water Line Repair"	11 PO #16	Approved		Coor Roofing, Inc. dba: 1st Choice Roofin...	Submit	View eCPRs

STEP 8. How to submit MANUAL eCPR –

Complete all fields.

In the “**CONTRACT FIELD**” – you can search by PWCR number, contractor name, or Awarding Body. Enter the contractor that hired you or the Awarding Body that hired you.

Payroll Setup
Completed

Employee Selection
Action required

Payroll Information
Action required

Review and Submit
Action required

Payroll Setup

Select Payroll type

Regular Work was performed during the payroll period Non-Performance No work was performed during the payroll period

Is this the Final Payroll for this project?

Yes No

Contract With

Cash Contracting Company

Select reporting type

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

From Date: 03/01/2025 To Date: 03/07/2025

Select a previous eCPR submission to preselect Employees and prefill Payroll information

No prefill information

[Next Step](#)

STEP 9. How to submit MANUAL eCPR –

Select your worker(s)

Cash Contracting Company projects > 20240526965 > eCPRs > New eCPR

New eCPR

Draft

Payroll ID PRRUN0320183

Save

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

Employees Selection

Employees 14



Add Employee

Select only the employees to be included in this payroll.

<input type="checkbox"/>	Employee ID	First Name	Last Name	Action
<input type="checkbox"/>		Mickey	Mouse	
<input type="checkbox"/>		BERRUN	JAIMES	
<input type="checkbox"/>		Barkley	Charles	
<input type="checkbox"/>		John	Doe	
<input type="checkbox"/>		Charles	Barkley	
<input type="checkbox"/>		Bob	Barker	
<input type="checkbox"/>		Charlie	Chaplain	
<input type="checkbox"/>		IAN	ARROYO	
<input type="checkbox"/>		Cazares	Fabian	
<input checked="" type="checkbox"/>		John	Jacob	
<input type="checkbox"/>		Barkley	Charles	

Previous Step

Next Step (0)

STEP 10. How to submit MANUAL eCPR –

Fill out ALL fields. **“CHECK NUMBER”** is a required field.

If your **“CRAFT”** has no **“CLASSIFICATION”**, you still need to select the option under **“CLASSIFICATION”** called **“other”**, and type **“craft has no classification”** in the new field.

Payroll Information - Mouse, Mickey
Employee ID:

***Check number**
123

Payroll dates: 3/1/2025 to 3/7/2025

***Craft paid 1**
Landscape Maintenance Laborer (Applies only to routine landsc... 

Classification paid 1
Other (Please specify) 

***Other Classification (Please specify):** craft has no classification 

Level:
Journeyman

Rate type	Saturday 03/01/2025	Sunday 03/02/2025	Monday 03/03/2025	Tuesday 03/04/2025	Wednesday 03/05/2025	Thursday 03/06/2025	Friday 03/07/2025	Total hours worked
Straight Time	0	0	8	8	8	8	8	40hr

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

STEP 11. How to submit MANUAL eCPR –

FRINGE BENEFIT SECTION - enter **HOURLY** values in the Fringe Benefit section below.

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

Fringe Benefit Contributions Paid To:
 Fringe Benefit Plan Directly to Worker

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

Basic Hourly Rate	H/W	PEN	Vac/Hol	Fund/Admin	Savings	Dues	TRNG	Other	OT	DT	Total regular Hrly rate	Total OT Hrly Rate	Total DT Hrly Rate
10	1.25	3.75	5.50	3.25	8.75	6.50	0.35	0.15	1.5	20	39.5	44.50	49.50

[+ Add Craft/Classification/Level](#)

DEDUCTIONS SECTION - enter **TOTAL LUMP SUM** values in the Deductions section below. For other deductions such as “GARNISHMENTS”, manually add amount to “**TOTAL(incl.other)**” field. Then add comments in “**EMPLOYEE NOTES**” section

Deductions (per payroll)				
Federal Tax	FICA (Soc. Sec.)	State Tax	SDI	Total (incl. other)**
500	300	250	125	1475

** Note: Total gets auto calculated by summing each standard Tax Deduction. To enter "Other" Deductions, modify the total field after entering the standard deductions, and provide details in the Employee Notes section.

Payments		
Travel and Subsistence Payments for this project	50	50

Gross wages for all projects included in this check *	5000
Gross wages for this project	1630
Net wages for all projects	3525.00

Employee Notes (Include other deductions, contributions, and/or payments)

\$100 Garnishment added to the "TOTAL(incl other)" field = \$1175 + \$100= \$1275
 \$200 Dues also added to the total deductions field = \$1275+ \$200 = \$1475

Previous Employee Next Employee

STEP 12. How to submit MANUAL eCPR –

Review eCPR summary and click **“Next Step”**

New eCPR

Draft

Payroll ID PRRUN0320183

Save

- 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

Weekly

Payroll dates

3/1/2025 - 3/7/2025

Payroll Information

Edit Employees Selection

Edit Payroll Information

Total 2 employees selected

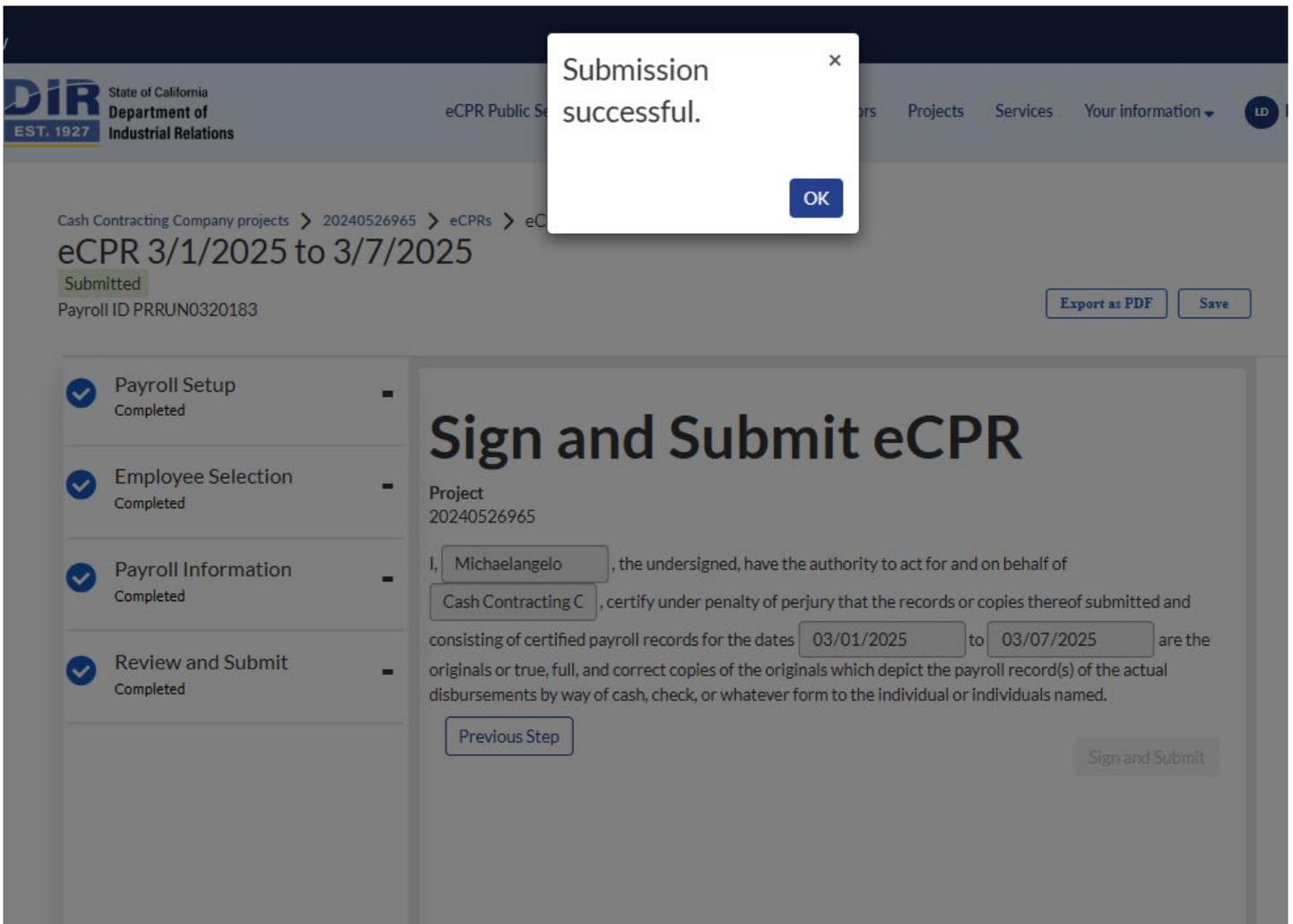
Employee	Classifications and experience level	Total hours worked	Net wage
Mouse, Mickey	Landscape Maintenance Laborer (Applies only to routine landscape maintenance work, not new landscape construction) : Other (Please specify) - craft has no classification - journey man	40	3525.00
Jacob, John	Carpenter : Millwright - - apprentice	1	590.00

Previous Step

Next Step

STEP 13. How to submit MANUAL eCPR –

Sign and submit eCPR



eCPR proof of submission

STEP 1. How to print eCPR proof of submission - on your dashboard, click “View eCPRs”

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Cash Contracting Company 2000004249

DIR Approved

[Manage Contractor Employees](#)

Registration valid from 2025-03-19 to 2027-06-30

[Request Addition to a Project Team](#)

My Projects

Search My Projects

All

Name	Project Number	State	Stage	Awarding Body	Submit new ECPR	View eCPRs
Shasta Lake School Painting	R3125-00008	Approved		Gateway Unified School District	Submit	View eCPRs



STEP 2. How to print eCPR proof of submission –

Print this page for proof of eCPR submission.

This page lists the payroll runs, payroll dates, project name, DIR PROJECT ID, eCPR submitted date, and eCPR submission status

DIR State of California
EST. 1927 Department of Industrial Relations

eCPR Public Search Public Works Support Contractors Projects Services Your information LD Leonardo DaVinci

Project Name: Shasta Lake School Painting
project status: Approved
DIR Project ID: 20240526965
Cash Contracting Company

[Submit Manual eCPR](#) [Upload/Amend XML eCPR](#)

Payroll Runs

Payroll Number	Start Date	End Date	Payroll Type	Created	Amendments	Submitted	State	Open eCPR	Amend Manual eCPR
PRRUN0320183	2025-03-01	2025-03-07	Regular	2025-03-28 13:54:40	0	2025-03-28	Submitted	Open eCPR	Amend Manual eCPR
PRRUN0320173	2025-03-10	2025-03-16	Regular	2025-03-27 10:25:22	2	2025-03-27	Submitted	Open eCPR	Amend Manual eCPR