

# Upload eCPR

(Electronic Certified Payroll Record)

## Section 1: Submitting Manual eCPR

**Step 1:** As a contractor, navigate to the main landing page at <https://services.dir.ca.gov/pw>

Next to your project, select *Submit* → *Manual* from the dropdown.

The screenshot shows the 'Active Projects' section of a web application. At the top right, there is a search bar with the placeholder text 'Search by name, awarding body, etc.'. Below the search bar is a table with the following columns: 'Project Name', 'DIR Project ID', 'Awarding body', and 'Submit new eCPR'. The first row of the table contains a star icon, a blue redacted project name, a blue redacted DIR Project ID, a blue redacted awarding body, and a dropdown menu with the text 'Submit...' and a downward arrow. This dropdown menu is highlighted with a red rectangular box. Below the table, there are navigation arrows and the text 'Viewing 1 - 1 of 1'.

**Step 2:** Fill out the Payroll Setup page.

The screenshot shows the 'Payroll Setup' page. At the top, there are three tabs: 'Payroll Setup' (selected), 'Employee Payroll', and 'Review and Submit'. Below the tabs, there is a section titled 'Payroll Selection'. It includes a 'Contract With' dropdown menu, a 'Project Name' dropdown menu with the value 'ESSER III-BWI', and radio button options for 'Regular' (selected), 'Non-performance', and 'Select non-performance if there was no work performed during this pay period'. There are also radio button options for 'Weekly' (selected) and 'Biweekly' reporting types. A 'Highlight Required Information' toggle switch is visible on the right side of the page.

**Step 3:** Add employees to the payroll. Then click Edit payroll next to each employee to enter their individual payroll information.

**+ Add employees to payroll**

Edit payroll	First name	Last name	Er
<b>Edit payroll</b>	RAFAEL	CONTRERAS RUIZ	

Viewing 1 - 1 of 1

**Step 4:** Fill out payroll information for each employee. For each employee, you can add a craft/classification/level by clicking the 'add craft/classification/level' button at the top right of the form. After completing payroll, click save at the bottom of the form

\* Indicates required Highlight Required Information

**+ Add craft/classification/level**

Craft	Classification	Level	Period	Edit
No classifications added yet.				

Travel & subsistence payments for this project \$0.00

### Deductions

Total lump sum (non-hourly amounts)

Total gets auto-calculated by summing up each contribution or deduction. To enter "other" deductions, enter amount in the "other" category in this table, then provide additional details in Additional Information.

Fed tax	FICA (soc sec)	State tax	SDI	Fund/admin	Savings	Dues	Other	Total Deductions
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Check Summary

* Gross wages for all projects	\$0.00
Total Deductions	\$0.00
Net Wages	\$0.00

Cancel **Save**

**Add Classification** ✕

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Craft Classification

Bricklayer Other (Please specify)

Classification other (Please specify)

Bricklayer

Level:

Journeyman

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Cancel Add

**Step 5:** Review and submit.

Review all payroll information. You can view an example PDF of your payroll before submitting by clicking 'Preview eCPR submission'.

## Payroll Preview

[Preview eCPR submission](#)

**Acknowledgment**



# Public Works Electronic Payroll Reporting Form

PWCR# [Redacted] DIR Project ID [Redacted]  Statement of Non-Performance  
CSLB # [Redacted] Awarding Body [Redacted]  Final Payroll  
System Payroll # [Redacted] Project Name [Redacted]  
eCPR Sequence # [Redacted] Project Address [Redacted]  
Payroll Period [Redacted] Project County [Redacted]  
Contractor [Redacted]  
Contract With [Redacted]

Employee: [Redacted]  
Address: [Redacted]

Hours Worked										Contributions						
Type	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hours	Base Hourly	Total Hourly Rate	Vac/Holi	H&W	Pension	Other	Training	Total Hourly Fringe
S	0.00	2.00	0.00	0.00	0.00	0.00	0.00	2.00	2.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00

Deductions (lump sum/non hourly rates)									Payments		Wages Summary		
Fed Tax	FICA (Soc Sec)	State Tax	SDI	Fund/ Admin	Savings	Dues	Other	Total Deductions	Travel & subsistence	Gross Wages for all projects	Gross Wages for this project	Net Wages Paid	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	4.00	2.00	

**Certification under penalty of perjury:**

"I, the undersigned, certify on, that I have the authority to act for and on behalf of SWINERTON BUILDERS, certify under penalty of perjury that the records or copies thereof submitted and consisting of certified payroll records for the dates 03/23/2026 to 03/29/2026 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."

Close

Enter your Contractor Signature, check the acknowledgement box and click Submit.

## Acknowledgement

I, SheriAnn Murphy, the undersigned, certify on 03/23/2026, that I have the authority to act for and on behalf of SWINERTON BUILDERS. I certify under penalty of perjury that the records or copies thereof submitted and consisting of certified payroll records for the dates 03/23/2026 to 03/29/2026 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.

• Contractor Signature

• Please add required information.

\* I agree to the certification under penalty of perjury

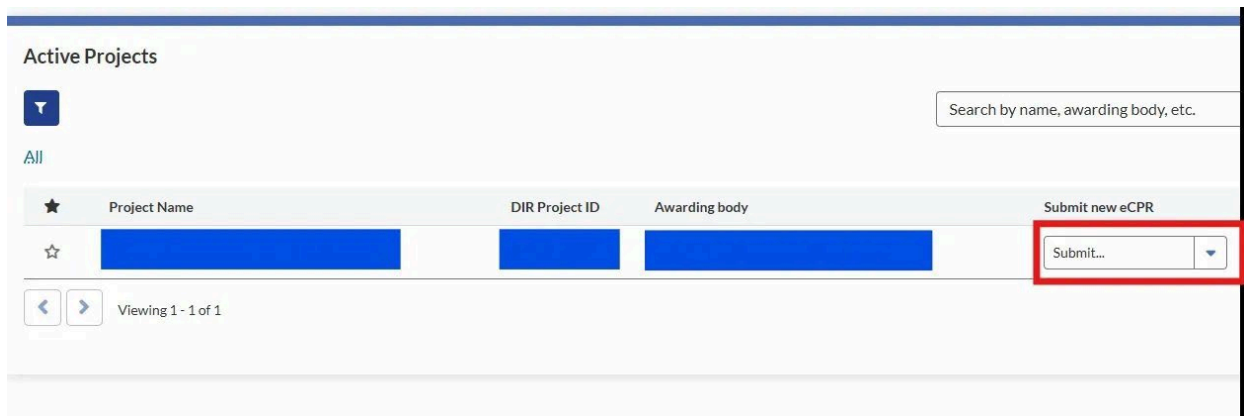
• Please add required information.

[Return to previous step](#)

[Submit](#)

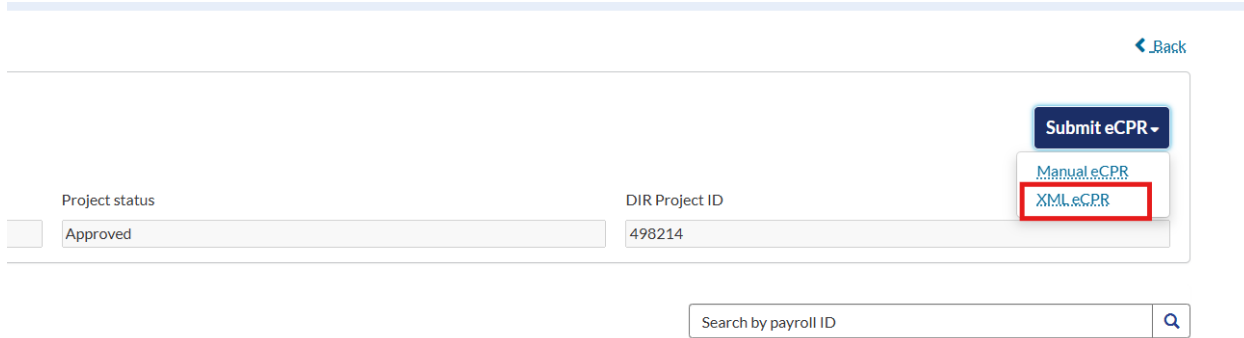
## Section 2: Uploading XML eCPR

**Step 1:** From the main landing page at <https://services.dir.ca.gov/pw>, next to your project select Submit → XML from the dropdown.



The screenshot shows the 'Active Projects' section of a web application. It features a search bar at the top right with the placeholder text 'Search by name, awarding body, etc.'. Below the search bar is a table with columns: 'Project Name', 'DIR Project ID', 'Awarding body', and 'Submit new eCPR'. The first row of the table has redacted content in the first three columns. The 'Submit new eCPR' column for the first row contains a dropdown menu with 'Submit...' selected, which is highlighted with a red box. Below the table, there are navigation arrows and the text 'Viewing 1 - 1 of 1'.

Optionally you click 'View eCPR's next to your project and click submit eCPR -> XML ecPR



The screenshot shows the project details page. At the top right, there is a '< Back' link. Below it, there is a 'Submit eCPR' button. A dropdown menu is open from this button, showing two options: 'Manual eCPR' and 'XML eCPR'. The 'XML eCPR' option is highlighted with a red box. Below the dropdown, there are two input fields: 'Project status' with the value 'Approved' and 'DIR Project ID' with the value '498214'. At the bottom, there is a search bar with the placeholder text 'Search by payroll ID' and a magnifying glass icon.

**Step 2:** Fill out the XML upload form.

Complete the required fields in the form: Contractor, Contract With, and DIR Project ID. Indicate whether this is an amendment to a previous payroll. Click Upload to attach your XML file (exported from your payroll system).

The following information is required for a valid XML file: Project ID, Employee Names, Employee SSN, Employee Addresses, Days/Hours worked, rates, total hours worked.

For full instructions on how to setup an XML file, visit this [eCPR XML guide](#)

```
<CPR:contractorName>NorthSouth Inc</CPR:contractorName>
<CPR:contractorLicense>
  <CPR:licenseType>CSLB</CPR:licenseType>
  <CPR:licenseNum>123123</CPR:licenseNum>
</CPR:contractorLicense>
<CPR:contractorPWCRC>1077023777</CPR:contractorPWCRC>
<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>snow@northstar.com</CPR:contractorEmail>
</CPR:contractorInfo>
<CPR:projectInfo>
  <CPR:awardingBody></CPR:awardingBody>
  <CPR:contractAgencyID></CPR:contractAgencyID>
  <CPR:contractAgencyCW>Driver LLC</CPR:contractAgency>
  <CPR:projectName></CPR:projectName>
  <CPR:projectID>0</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>
    <CPR:state></CPR:state>
    <CPR:zip></CPR:zip>
  </CPR:projectLocation>
</CPR:projectInfo>
<CPR:payrollInfo>
  <CPR:statementOfNP>false</CPR:statementOfNP>
  <CPR:payrollNum></CPR:payrollNum>
  <CPR:amendmentNum></CPR:amendmentNum>
  <CPR:forWeekEnding>2024-06-02</CPR:forWeekEnding>
<CPR:employees>
  <CPR:employee>
    <CPR:name id="617742834::WADE DwyANE">WADE, DwyANE</CPR:name>
    <CPR:address>
      <CPR:street>1/ Biscayne Bay Blvd</CPR:street>
      <CPR:city>Miami</CPR:city>
      <CPR:state>FL</CPR:state>
      <CPR:zip>01011</CPR:zip>
    </CPR:address>
    <CPR:ssn>617742834</CPR:ssn>
    <CPR:numWithholdingExemp>0</CPR:numWithholdingExemp>
    <CPR:workClass>Asbestos and Lead Abatement (Laborer)-Asbestos and Lead Abatement Worker</CPR:workClass>
  </CPR:employee>
</CPR:employees>
</CPR:payroll>
```

```
<CPR:day id="6">
  <CPR:date>2024-06-01</CPR:date>
  <CPR:straightTime>0.0000</CPR:straightTime>
  <CPR:overtime>0.0000</CPR:overtime>
  <CPR:doubletime>0.0000</CPR:doubletime>
</CPR:day>
<CPR:day id="7">
  <CPR:date>2024-06-02</CPR:date>
  <CPR:straightTime>0.0000</CPR:straightTime>
  <CPR:overtime>0.0000</CPR:overtime>
  <CPR:doubletime>0.0000</CPR:doubletime>
</CPR:day>
/CPR:hrsWorkedEachDay>
CPR:totHrs>
  <CPR:totHrsStraightTime>24.0000</CPR:totHrsStraightTime>
  <CPR:totHrsOvertime>0.0000</CPR:totHrsOvertime>
  <CPR:totHrsDoubletime>0.0000</CPR:totHrsDoubletime>
/CPR:totHrs>
CPR:hrlyPayRate>
  <CPR:hrlyPayRateStraightTime>41.38</CPR:hrlyPayRateStraightTime>
  <CPR:hrlyPayRateOvertime>62.07</CPR:hrlyPayRateOvertime>
  <CPR:hrlyPayRateDoubletime>82.76</CPR:hrlyPayRateDoubletime>
/CPR:hrlyPayRate>
```

• Indicates required

• Contractor

Contract With

• DIR Project ID

Is this XML upload an Amendment to a previous payroll?

• Upload XML File

I, the undersigned, certify that I have the authority to act for and on behalf of this contractor, certify under penalty of perjury that the records or copies thereof submitted and consisting of certified payroll records from the dates indicated below 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.

• Signature

Today's Date

Enter your Signature and click **Submit**.

**Note:** The system will take several minutes to process your XML and create a payroll record. If you do not see the page refresh after a few minutes, you can manually click refresh in your browser.

**Note:** After submission, if you experience an error (pictured below), refer to this [eCPR XML guide](#) for details on mandatory eCPR XML information.

The screenshot displays a vertical timeline of system messages. Each message is contained within a light gray box with a white background and a drop shadow. To the right of each box is a gray circular icon containing a white letter 'S', connected to the message box by a thin vertical line. The top message is titled 'System' and contains the text: '2026-03-24 10:32:08 • Additional comments' followed by 'Contractor/Project Information selected on form does not match with XML Data. Request cannot be fulfilled'. The bottom message is also titled 'System' and contains the text: '2026-03-24 10:32:08 • Additional comments' followed by 'Please note this processing takes ~3 minutes to complete'.

**System**  
2026-03-24 10:32:08 • Additional comments

Contractor/Project Information selected on form does not match with XML Data. Request cannot be fulfilled

**System**  
2026-03-24 10:32:08 • Additional comments

Please note this processing takes ~3 minutes to complete