

# Department of Industrial Relations



## eCPR XML Guidelines

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Version 2.0

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### 1. Introduction

This guide will provide guidelines for contractors familiar with using XML files to upload Certified Payroll Records in XML format.

## 2. System Requirements

XML files can be created and edited with any standard text editor such as Notepad (PC) or Textedit (Mac). We highly recommend Notepad++ or XML Notepad for editing and validating XML files against a schema file.

## 3. Software Recommendation

- There are several freeware, and commercial products to validate XML files against a schema. Following software is a free XML editor from Microsoft:

### 1. XML Notepad

- To download:

1. Go to this Webpage: <https://microsoft.github.io/XmlNotepad/>
2. Click "**Install**".
3. Download the installer to install the application on your device.

4. Go through the installation wizard and click "**Install**" to complete the installation.
5. A following page with additional links to XML is shown after a successful installation:

## 4. Create an XML file using CPRSample.xml as a template

- The following files are available to help you follow eCPR XML guideline:
  1. **CPRSample.xml** (XML with sample data)
  2. **CPR.xsd** (eCPR Schema)

Save the **CPRSample.xml** and **CPR.xsd** files to a local or network drive.

Open **CPR.xsd** with any standard text editor or XML editor. The file will open and display the existing code.

Review the **CPR.xsd file**, and know the acceptable values of each element.

```

1 <?xml version="1.0" encoding="utf-8"?>
2 <xs:schema xmlns:xs="http://www.w3.org/2001/XMLSchema"
3   xmlns:CPR="http://oak01web/dlse/CPR-Test/CPR.xsd"
4   targetNamespace="http://oak01web/dlse/CPR-Test/CPR.xsd"
5   elementFormDefault="qualified" attributeFormDefault="unqualified">
6   <!--XML SCHEMA for electronic California Payroll Records version Pre-development-->
7   <!--day element changed according to iform-->
8   <xs:include schemaLocation=""></xs:include>
9   <xs:element name="eCPR">
10    <xs:complexType>
11      <xs:sequence>
12        <xs:element name="contractorInfo">
13          <xs:annotation>
14            <xs:documentation>
15              This element contains information of the
16              contractor or company that is legally
17              responsible for this payroll.
18            </xs:documentation>
19          </xs:annotation>
20          <xs:complexType>
21            <xs:sequence>
22              <xs:element name="contractorName">
23                <xs:annotation>
24                  <xs:documentation>
25                    This element contains the name
26                    of the contractor or company
27                    that is legally responsible for
28                    this payroll.
29                  </xs:documentation>
30                </xs:annotation>
31                <xs:simpleType>
32                  <xs:restriction base="xs:string">
33                    <xs:minLength value="1" />
34                    <xs:maxLength value="56" />
35                  </xs:restriction>
36                </xs:simpleType>

```

**element definition** → `<xs:documentation>` (lines 24-25)

**acceptable values** → `<xs:restriction base="xs:string">` (lines 32-34)

Open **CPRSample.xml** with any standard text editor or XML editor.

```

1 <?xml version="1.0" encoding="UTF-8"?>
2 <CPR:eCPR xmlns:CPR="http://oak01web/dlse/CPR-Test/CPR.xsd">
3   <CPR:contractorInfo>
4     <CPR:contractorName>Happy Carrier</CPR:contractorName>
5     <CPR:contractorLicense>
6       <CPR:licenseType>OTHER</CPR:licenseType>
7       <CPR:licenseNum>California Motor Carrier Permit: 0123456</CPR:licenseNum>
8     </CPR:contractorLicense>
9     <CPR:contractorPWCR>1234567890</CPR:contractorPWCR>
10    <CPR:contractorFEIN>123456789</CPR:contractorFEIN>
11    <CPR:contractorAddress>
12      <CPR:street>999 Carrier Rd</CPR:street>
13      <CPR:city>Oakland</CPR:city>
14      <CPR:state>CA</CPR:state>
15      <CPR:zip>94612</CPR:zip>
16    </CPR:contractorAddress>
17    <CPR:insuranceNum>Insurance101</CPR:insuranceNum>
18    <CPR:contractorEmail>happy@carrier.com</CPR:contractorEmail>
19  </CPR:contractorInfo>

```

### Edit the file:

1. Enter the appropriate values for all fields under `<CPR:contractorInfo>` element:

```

1 <?xml version="1.0" encoding="utf-8"?>
2 <CPR:eCPR xmlns:CPR="http://www.dir.ca.gov/dlse/CPR-Prod-Test/CPR.xsd">
3   <CPR:contractorInfo>
4     <CPR:contractorName>Happy Carrier</CPR:contractorName>
5     <CPR:contractorLicense>
6       <CPR:licenseType>OTHER</CPR:licenseType>
7       <CPR:licenseNum>California Motor Carrier Permit: 0123456</CPR:licenseNum>
8     </CPR:contractorLicense>
9     <CPR:contractorPWCR>1234567890</CPR:contractorPWCR>
10    <CPR:contractorFEIN>123456789</CPR:contractorFEIN>
11    <CPR:contractorAddress>
12      <CPR:street>999 Carrier Rd</CPR:street>
13      <CPR:city>Oakland</CPR:city>
14      <CPR:state>CA</CPR:state>
15      <CPR:zip>94612</CPR:zip>
16    </CPR:contractorAddress>
17    <CPR:insuranceNum>Insurance101</CPR:insuranceNum>
18    <CPR:contractorEmail>happy@carrier.com</CPR:contractorEmail>
19  </CPR:contractorInfo>

```

2. For the "License Type" field, enter "**CSLB**", "**PL**", or "**OTHER**".

```

1 <?xml version="1.0" encoding="utf-8"?>
2 <CPR:eCPR xmlns:CPR="http://www.dir.ca.gov/dlse/CPR-Prod-Test/CPR.xsd">
3   <CPR:contractorInfo>
4     <CPR:contractorName>Happy Carrier</CPR:contractorName>
5     <CPR:contractorLicense>
6       <CPR:licenseType>OTHER</CPR:licenseType>
7       <CPR:licenseNum>California Motor Carrier Permit: 0123456</CPR:licenseNum>
8     </CPR:contractorLicense>
9     <CPR:contractorPWCR>1234567890</CPR:contractorPWCR>
10    <CPR:contractorFEIN>123456789</CPR:contractorFEIN>
11    <CPR:contractorAddress>
12      <CPR:street>999 Carrier Rd</CPR:street>
13      <CPR:city>Oakland</CPR:city>
14      <CPR:state>CA</CPR:state>
15      <CPR:zip>94612</CPR:zip>
16    </CPR:contractorAddress>
17    <CPR:insuranceNum>Insurance101</CPR:insuranceNum>
18    <CPR:contractorEmail>happy@carrier.com</CPR:contractorEmail>
19  </CPR:contractorInfo>

```

3. Under <CPR:projectInfo> element, provide any project details that are available however the only mandatory field for eCPR submission is Project ID. This Project ID must match the project you are submitting the payroll for.

```

20 <CPR:projectInfo>
21   <CPR:awardingBody></CPR:awardingBody>
22   <CPR:contractAgency>CA-DIR</CPR:contractAgency>
23   <CPR:projectName></CPR:projectName>
24   <CPR:projectID>7</CPR:projectID>
25   <CPR:awardingBodyID></CPR:awardingBodyID>
26   <CPR:projectNum></CPR:projectNum>
27   <CPR:contractID></CPR:contractID>
28   <CPR:projectLocation>
29     <CPR:description></CPR:description>
30     <CPR:street></CPR:street>
31     <CPR:city></CPR:city>
32     <CPR:county></CPR:county>
33     <CPR:state></CPR:state>
34     <CPR:zip></CPR:zip>
35   </CPR:projectLocation>
36 </CPR:projectInfo>
37 <CPR:payrollInfo>

```

4. Enter the appropriate values for all fields under <CPR:payrollInfo> element:

```

1 <?xml version="1.0" encoding="utf-8"?>
2 <CPR:eCPR xmlns:CPR="http://www.dir.ca.gov/dlse/CPR-Prod-Test/CPR.xsd">
3   <CPR:contractorInfo>
20 <CPR:projectInfo>
37 <CPR:payrollInfo>
38   <CPR:statementOfNP>false</CPR:statementOfNP>
39   <CPR:payrollNum></CPR:payrollNum>
40   <CPR:amendmentNum></CPR:amendmentNum>
41   <CPR:forWeekEnding>2015-01-09</CPR:forWeekEnding>
42   <CPR:employees>
43     <CPR:employee>
133     <CPR:employee>
223   </CPR:employees>
224 </CPR:payrollInfo>
225 </CPR:eCPR>

```

5. If the submitting payroll week isn't a statement of non-performance, enter **"false"** for <statementOfNP> element. The values for <CPR:payrollNum> and <CPR:amendmentNum> elements are automatically assigned by the eCPR system and must be empty.

```

1 <?xml version="1.0" encoding="utf-8"?>
2 <CPR:eCPR xmlns:CPR="http://www.dir.ca.gov/dlse/CPR-Prod-Test/CPR.xsd">
3   <CPR:contractorInfo>
20  <CPR:projectInfo>
37  <CPR:payrollInfo>
38    <CPR:statementOfNP>>false</CPR:statementOfNP>
39    <CPR:payrollNum></CPR:payrollNum>
40    <CPR:amendmentNum></CPR:amendmentNum>
41    <CPR:forWeekEnding>2015-01-09</CPR:forWeekEnding>
42  <CPR:employees>
43    <CPR:employee>
133  <CPR:employee>
223 </CPR:employees>
224 </CPR:payrollInfo>
225 </CPR:eCPR>

```

6. For the <CPR:forWeekEnding> element, enter the ending date of payroll week in following date format: **yyyy-mm-dd**.

```

1 <?xml version="1.0" encoding="utf-8"?>
2 <CPR:eCPR xmlns:CPR="http://www.dir.ca.gov/dlse/CPR-Prod-Test/CPR.xsd">
3   <CPR:contractorInfo>
20  <CPR:projectInfo>
37  <CPR:payrollInfo>
38    <CPR:statementOfNP>>false</CPR:statementOfNP>
39    <CPR:payrollNum></CPR:payrollNum>
40    <CPR:amendmentNum></CPR:amendmentNum>
41    <CPR:forWeekEnding>2015-01-09</CPR:forWeekEnding>
42  <CPR:employees>
43    <CPR:employee>
133  <CPR:employee>
223 </CPR:employees>
224 </CPR:payrollInfo>
225 </CPR:eCPR>

```

7. Each worker's information is enclosed in each <CPR:employee> element. To add new workers to the Payroll Information, add <CPR:employee> elements contained within the parent element <CPR:employees>.

```

37  <CPR:payrollInfo>
38    <CPR:statementOfNP>>false</CPR:statementOfNP>
39    <CPR:payrollNum></CPR:payrollNum>
40    <CPR:amendmentNum></CPR:amendmentNum>
41    <CPR:forWeekEnding>2015-01-09</CPR:forWeekEnding>
42  <CPR:employees>
43    <CPR:employee>
133  <CPR:employee>
223 </CPR:employees>
224 </CPR:payrollInfo>


```

8. Each employee <CPR:name> element needs to have an "id" attribute that contains the SSN::Name of the employee. The "Name" must be all upper-case.

```

37< <CPR:employees>
38< <CPR:employee>
39 <CPR:name id="111223333::JOHN SMITH">John Smith</CPR:name>
40< <CPR:address>
41 <CPR:street>33 Elm Ave</CPR:street>
42 <CPR:city>Oakland</CPR:city>
43 <CPR:state>CA</CPR:state>
44 <CPR:zip>94612</CPR:zip>
45 </CPR:address>
46 <CPR:ssn>111223333</CPR:ssn>

```

 **upper-case only**

- Fill out Payroll Record for each employee. All fields under employee are mandatory except **<CPR:notes>**. Make sure address information is included for each employee. Day id should begin at '1' and then increment for each day included in the payroll. The total number of days for each employee should be the total number of days included in the payroll.

```

37< <CPR:employees>
38< <CPR:employee>
39 <CPR:name id="111223333::JOHN SMITH">John Smith</CPR:name>
40< <CPR:address>
41 <CPR:street>33 Elm Ave</CPR:street>
42 <CPR:city>Oakland</CPR:city>
43 <CPR:state>CA</CPR:state>
44 <CPR:zip>94612</CPR:zip>
45 </CPR:address>
46 <CPR:ssn>111223333</CPR:ssn>
47 <CPR:numWithholdingExemp>2</CPR:numWithholdingExemp>
48 <CPR:workClass>Carrier Driver</CPR:workClass>
49< <CPR:payroll>
50< <CPR:hrsWorkedEachDay>
51< <CPR:day id="1">
52 <CPR:date>2015-01-03</CPR:date>
53 <CPR:straightTime>8</CPR:straightTime>
54 <CPR:overtime>1</CPR:overtime>
55 <CPR:doubletime>0</CPR:doubletime>
56 </CPR:day>
57< <CPR:day id="2">
58 <CPR:date>2015-01-04</CPR:date>
59 <CPR:straightTime>8</CPR:straightTime>
60 <CPR:overtime>0</CPR:overtime>
61 <CPR:doubletime>0</CPR:doubletime>
62 </CPR:day>
63< <CPR:day id="3">
64 <CPR:date>2015-01-05</CPR:date>
65 <CPR:straightTime>8</CPR:straightTime>
66 <CPR:overtime>1</CPR:overtime>
67 <CPR:doubletime>0</CPR:doubletime>
68 </CPR:day>
69< <CPR:day id="4">
70 <CPR:date>2015-01-06</CPR:date>
71 <CPR:straightTime>8</CPR:straightTime>
72 <CPR:overtime>0</CPR:overtime>
73 <CPR:doubletime>0</CPR:doubletime>
74 </CPR:day>

```

```

75    <CPR:day id="5">
76      <CPR:date>2015-01-07</CPR:date>
77      <CPR:straightTime>8</CPR:straightTime>
78      <CPR:overtime>0</CPR:overtime>
79      <CPR:doubletime>0</CPR:doubletime>
80    </CPR:day>
81    <CPR:day id="6">
82      <CPR:date>2015-01-08</CPR:date>
83      <CPR:straightTime>8</CPR:straightTime>
84      <CPR:overtime>1</CPR:overtime>
85      <CPR:doubletime>0</CPR:doubletime>
86    </CPR:day>
87    <CPR:day id="7">
88      <CPR:date>2015-01-09</CPR:date>
89      <CPR:straightTime>8</CPR:straightTime>
90      <CPR:overtime>0</CPR:overtime>
91      <CPR:doubletime>0</CPR:doubletime>
92    </CPR:day>
93  </CPR:hrsWorkedEachDay>
94  <CPR:totHrs>
95    <CPR:totHrsStraightTime>56</CPR:totHrsStraightTime>
96    <CPR:totHrsOvertime>3</CPR:totHrsOvertime>
97    <CPR:totHrsDoubletime>0</CPR:totHrsDoubletime>
98  </CPR:totHrs>
99  <CPR:hrlyPayRate>
00    <CPR:hrlyPayRateStraightTime>50.00</CPR:hrlyPayRateStraightTime>
01    <CPR:hrlyPayRateOvertime>60.00</CPR:hrlyPayRateOvertime>
02    <CPR:hrlyPayRateDoubletime>70.00</CPR:hrlyPayRateDoubletime>
03  </CPR:hrlyPayRate>
04  <CPR:grossAmountEarned>
05    <CPR:thisProject>2000</CPR:thisProject>
06    <CPR:allWork>3000</CPR:allWork>
07  </CPR:grossAmountEarned>

```

10. **<CPR:notes>** element can be used to add free form supplemental descriptive information for each employee's payroll, but it isn't mandatory and can be left blank.

```

203  <CPR:deductionsContribPay>
204    <CPR:fedTax>100.00</CPR:fedTax>
205    <CPR:FICA>50.00</CPR:FICA>
206    <CPR:stateTax>20.00</CPR:stateTax>
207    <CPR:SDI>10.00</CPR:SDI>
208    <CPR:vacationHoliday>10</CPR:vacationHoliday>
209    <CPR:healthWelfare>10</CPR:healthWelfare>
210    <CPR:pension>10</CPR:pension>
211    <CPR:training>10</CPR:training>
212    <CPR:fundAdmin>20</CPR:fundAdmin>
213    <CPR:dues>30</CPR:dues>
214    <CPR:travelSubs>30</CPR:travelSubs>
215    <CPR:savings>0.0</CPR:savings>
216    <CPR:other>0.0</CPR:other>
217    <CPR:total>200</CPR:total>
218    <CPR:notes>This is a a sample</CPR:notes>
219  </CPR:deductionsContribPay>

```

11. If the submitting payroll week is a statement of non-performance, enter **"true"** for <statementOfNP> element. All <CPR:employee> elements contained within the <CPR:employees> element aren't included.

```
37 <CPR:payrollInfo>
38   <CPR:statementOfNP>true</CPR:statementOfNP>
39   <CPR:payrollNum></CPR:payrollNum>
40   <CPR:amendmentNum></CPR:amendmentNum>
41   <CPR:forWeekEnding>2015-01-09</CPR:forWeekEnding>
42 <CPR:employees>
43 </CPR:employees>
44 </CPR:payrollInfo>
45 </CPR:eCPR>
```

12. When entering fringe benefits (e.g. pension) in the <CPR:deductionsContribPay> section, make sure to include hourly amounts. For deductions, enter the total lump sum amount for deductions such as \$121.22 for FICA, which indicates a total amount paid to FICA of \$121.22 for all hours worked in the pay period.

## 5. XML File Naming Convention for eCPR

In order to upload an XML file to the Public Works eCPR submission, your file must end with the extension "xml" (e.g. testpayroll123.xml)