

Quantum Project Manager

California Department of Industrial Relations eCPR XML File Creation and Upload Instructions Last Update: 7/6/2021

The California Department of Industrial Relations now requires that all contractors and subcontractors use the eCPR (Electronic Certified Payroll Records) website to submit weekly certified payroll reports for public works projects awarded after April 1, 2015. You need to register to use the website and must add your project and obtain a project id.

The Quantum Project Manager now supports creating a file that can be uploaded to the eCPR website. Just create the XML file from the Quantum Project Manager, then logon to the eCPR website and select the option to upload the file. There are validation checks that occur during the upload and you can review/edit what was uploaded before you submit it. You can make corrections on the website or return to the Quantum Project Manager to make any corrections and generate/upload the XML file again.

There is some additional information that is required for the XML file upload. There is a new report type on the project screen called "CA Dept. of Ind. Relations (eCPR XML file to upload)" and an additional button called "CA-DIR eCPR Other Info". Click this button to enter a few additional fields. Instructions are provided on this screen on how to ensure the XML file is complete and accurate and will pass the validation checks that occur during the upload to the CA DIR eCPR website. To create the XML file, use the "Certified Payroll Compliance Reports" screen just like you would to print a paper form. Instructions for creating the file and a link to the website to upload the file are provided.

To create the XML file from the Quantum Project Manager program:

1. Enter the information in the program just like you do for a printed report. There are some additional fields and other considerations described below to ensure a successful file upload.
2. On the project screen:
 - a. Edit the project certified payroll tab and select the report type "CA Dept. of Ind. Relations (eCPR XML file to upload)".
 - b. Enter the eCPR project id in the field "CA-DIR eCPR Project ID" (top left field).
 - c. Enter the FEIN in the "Tax ID" field for the contractor or subcontractor as appropriate.
 - d. Make sure the "city, state + zip" lines are in the right format. The city should not contain commas and should be followed by a comma. This is followed by one space then the two digit state code. The state code is followed by one space and the 5 digit zip code.
 - e. Click the "CA DIR eCPR Other Info" button and enter the information listed.
 - f. Note that it is recommended to use the option to report the fringe benefits as hourly amounts.
3. On the employee screen:
 - a. Enter the employee name, SSN, and address.
 - b. The address should be filled out in the same manner as described above.
 - c. If you are entering fringe benefit amounts for employees, the plan amount headings should be in the following order - H&W, Pension, Vac, Training (last two are totaled and reported as Other).
 - d. On the taxes tab, enter the number of federal and state allowances or exemptions.
 - e. If the Quantum Project Manager calculates taxes, set the state tax to "CA" and the "Other" tax to CA SDI.
 - f. Other deductions get reported in the fund/admin field in the XML file.
4. Enter or import your time cards for the week.
5. Go to the Certified Payroll Compliance Reports screen.
6. Enter the week ending date and select the project then click "Create XML File".
7. Use the default file name or change it if desired. Note the location of the file.
8. Click the "Create File" button to create the file.
9. Click the link on the page to go to the CA DIR eCPR website.
10. Follow the instructions at the bottom of the page to select and upload the file.
11. There are validation checks performed. You can view the results on the website and correct any errors then submit it or return to the Quantum Project Manager to make corrections and recreate and upload the file again.
12. If you have questions on using the eCPR website, please contact the CA DIR.
13. If you have questions on using the Quantum Project Manager, call us at 610-373-4835.