

DUE DATES/TIME FRAMES

Please review and make note of the document submittal requirements and due dates listed below.

Forms due Daily

- 1) Daily Reports due by the end of business to no later than the next business day following completion of the work day for each individual contractor working
 - a. Please check with PM/PA on method of delivery

Forms Due Weekly or As Required

- Certified Payroll with Statement of Compliance and/or Statement of Non-Performance
 - ✓ All payrolls will be entered into the eMars payroll system, Emars provides an XML copy for easy upload into the DIR eCPR
 - ✓ CPR will start with the 1st week worked, not with a non-performance
- **Apprentice Certifications** from the Department of Industrial Relations Division of Apprenticeship Standards <http://www.dir.ca.gov/das/appcertpw/AppCertSearch.asp> will need to be uploaded into Emars when apprentices are utilized
 - ✓ One time submittal for each apprentice, Certifications are due once apprentice appears on CPR records
 - ✓ For the Federal trades listed, a certificate from a Federally and State approved program will need to be submitted
- **WDA**, required for any employee that has 'other' deductions taken from their check/listed on payroll; WDA's are due with the 1st CPR that the deduction(s) appear on payroll
 - ✓ i.e. Medical, Dental, 401K, Uniforms, Garnishment, etc.
http://www.dir.ca.gov/dlse/faq_deductions.htm
 - ✓ If changes occur to amounts/deductions, a new WDA will be required

Forms Due Monthly

- Training Fund Contribution Forms (CAC2/Union forms), calculations sheet/break out of hours/employee, and proof of payment (copy of check) are due by the end of the following month for work performed onsite
 - ✓ i.e. Hours worked in March, TFC form, list of workers hours, and check should be uploaded into Emars by the last week of April, canceled check should be provided once available
 - ✓ **Union Letters will not be accepted without aforementioned back up above –must have validation of payment of hours by trade**
- Employer's Monthly Report to Trustees or Fringe Benefit Program
 - ✓ Must include a detailed statement/spreadsheet/form including employee names along with a copy of the contributions check
- OCIP Monthly Payroll Reporting – Not the same as CPR. Submit via electronic system (Email with link should be sent from OCIP provider or PA-Sue Jackson)
- Minority Reporting through Textura for subs and all lower tiers (small business –DeAnna Andrews)

Documents Potentially Due or Requested*

- Supplemental Payroll forms –for any under payments of wages, to be uploaded in Emars
- Pay Stubs –for validation of wages and hours on project, to be uploaded in Emars

Forms Due Upon Final

- Affidavit of Compliance with California Prevailing Wage Law [LC§1775\(b\)\(4\)](#)
 - ✓ Completed, signed, notarized, and uploaded into Emars upon submittal of final payroll