eComply Solutions

Contractor User Guide

Website: https://polb.ecomply.us/

Welcome

The Port of Long Beach is aware that using prevailing wage software may be a new undertaking for many Contractors. We have designed this guide to explain what eComply Solutions, or eComply, is used for and to walk you through each step so you can start using the software.

The Port of Long Beach uses eComply to track, validate, and secure storage of contractors' certified payroll records. Utilizing eComply creates efficiency by storing, maintaining, and reporting on electronic submissions of contractors' certified payrolls, labor compliance, and if applicable, Project Labor Agreement (PLA) documentation, on Port of Long Beach public works projects.

eComply collects, monitors and manages certified payroll records in accordance with Federal Davis-Bacon Act, California Prevailing Wage laws, and if applicable, PLA requirements.

How does eComply work?

eComply is a paperless, online system of entering Certified Payroll Reports (CPRs). Payroll data may be entered directly into the system or uploaded from major construction accounting and payroll programs. The service eliminates the need for Contractors to submit paper documents and forms while providing an online database that stores all Certified Payroll Reports.

Benefits of utilizing eComply include the following:

- Upload data from existing accounting and payroll programs (Check with eComply for compatibility)
- Export certified payroll reports in XML format to submit directly to the Department of Industrial Relations' electronic certified payroll reporting system
- There is no need to mail paperwork to the Port of Long Beach; Payrolls are submitted electronically
- There is no cost to Contractors for utilizing service. Training is available at no cost as well.

Technical Support and Training

eComply offers free technical support and training to ensure that all contractors have an understanding of how the system works. There are a wide range of training options, including on-site training sessions, webinars, user manuals, and subject-based training videos available. Training videos can be found under "**Support**" in eComply.

To request eComply Tech Support, complete a service request at: **https://help.b2gnowsupport.com/hc/en-us/requests/new** . When completing the service request, fill in your contact information. Under the "**Product**" section select, in order, "**eComply - Prevailing Wage**", then select "**eComply Contractor**". Continue to fill out the requested information as it appears on screen. Attachments may be added at the bottom of the page, if applicable.

You may also contact the Port's Labor Compliance Program at: **(562) 283-7200** or laborcompliance@polb.com.

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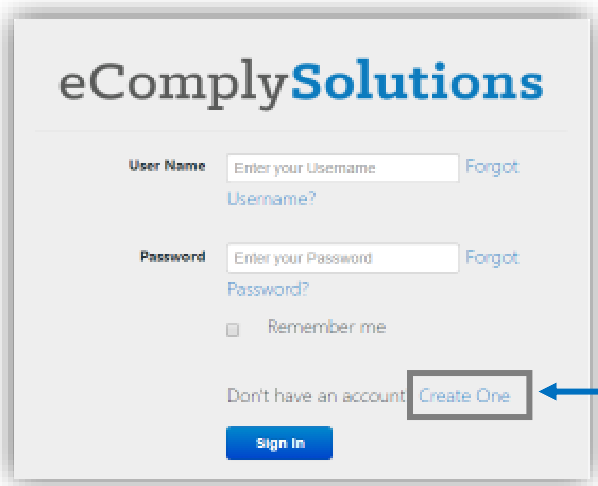
STEP 1: REGISTER IN ECOMPLY

This step will show you how to register your company with eComply (new users only). Your company should only register once in eComply, regardless of the number of projects you will work on. If your company previously created an eComply profile for a different agency, please see ***For Existing eComply Profiles*** at the bottom of Page 4.

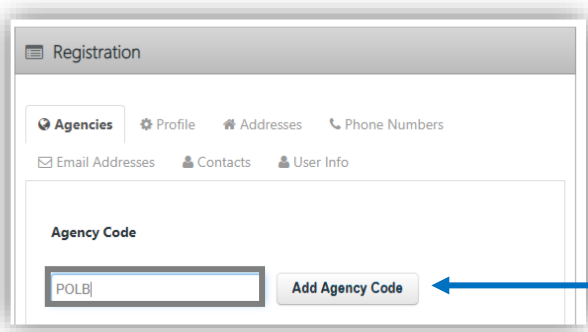
1. Go to https://polb.ecomply.us/

2. ***Click > Don't have an account? Create One***

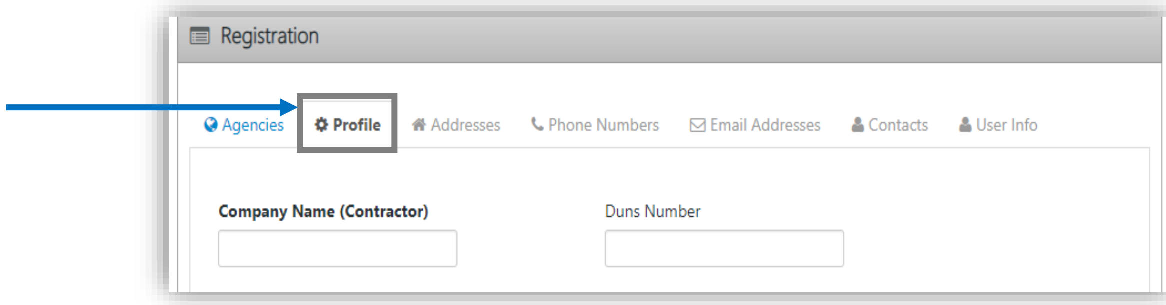


3. Enter Agency Code: **POLB**

4. ***Click > Add Agency Code*** and ***Click > Next***

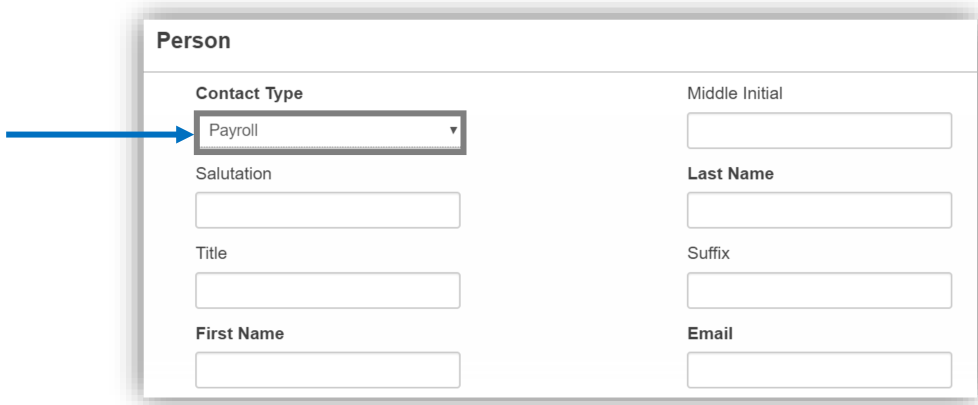


5. On the 'Profile' tab, enter your company's information. All **bold** fields are required.



6. Complete the 'Addressses', 'Phone Numbers' and 'Email Addresses' tabs. All **bold** fields are required.

7. On the 'Contacts' tab, enter the contact information for your company's Payroll/Labor Compliance contact. Please note, at lease **one** Contact Type must be selected as "Payroll."



8. On the 'User Info' tab, enter your name, email address, password and ***Click > Submit***. Please note, the email and password you enter will be your eComply username and password.

9. If your registration is successful, you will be brought back to the eComply login screen where you can login with the username and password you just created.

10. After successfully registering on eComply:

    a. Prime Contractor: Please notify the Port's Labor Compliance Program at laborcompliance@polb.com so you can be assigned to the project.

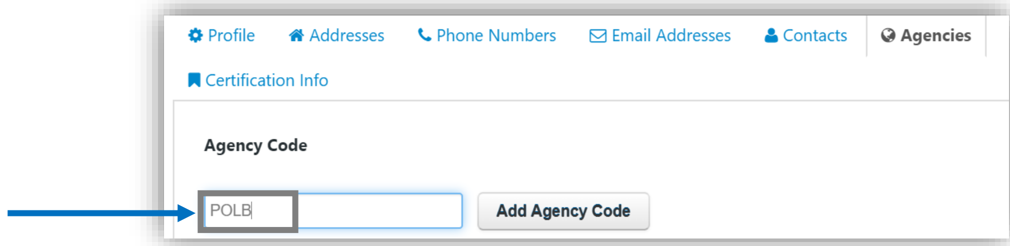
    b. Subcontractors: please notify the Prime Contractor so they can assign you the project.

IMPORTANT NOTE: The Port of Long Beach must assign the Prime Contractor to the project before it can start assigning subcontractors to the project.

For Existing eComply Profiles

If your company has an existing eComply profile for a different agency, there is no need to create a new account for the Port of Long Beach. All you have to do is update your profile to associate it with the Port of Long Beach.

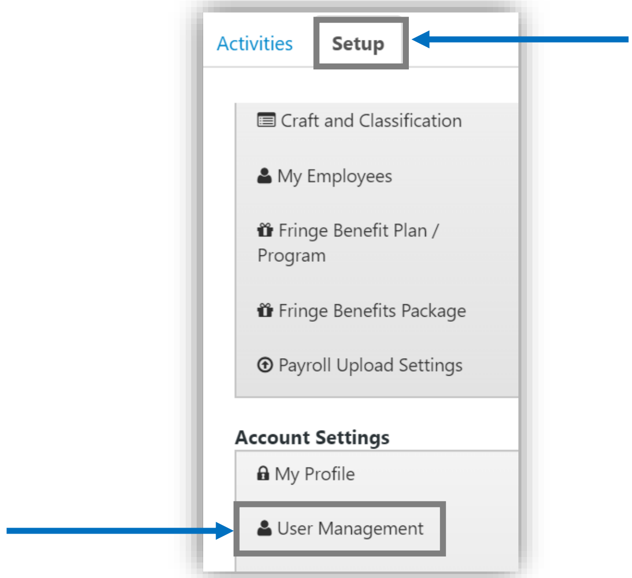
To do this, sign in to eComply with your existing log in information and: ***Click > Setup > My Organization > Agencies*** > *enter Agency Code* ***POLB > Add Agency Code > Save Changes.***



STEP 2: ADDING USERS

If your company needs to add additional users to access eComply, please follow these steps. If no additional users are needed, please skip to ***Page 7***, ***Step 3: Upload Electronic Signature for CPRs***.

1. ***Click > Setup*** on the top left of the screen, then ***Click > User Management***.



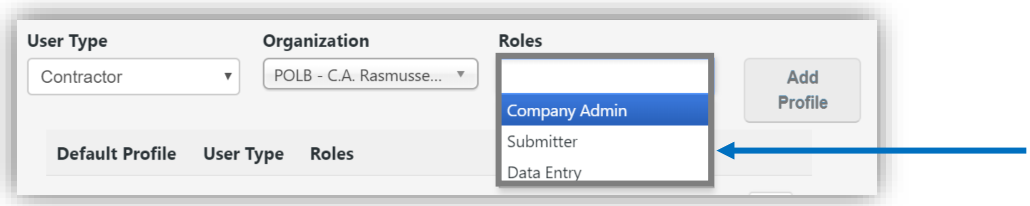
2. ***Click > Create New Account*** to add new user.

3. Select the role for the new user: "Company Admin," "Submitter," or "Data Entry."

   a. Company Admin: This role has full privileges (The user who initially registered your company on eComply is automatically assigned this role; you can be multiple Company Admins).

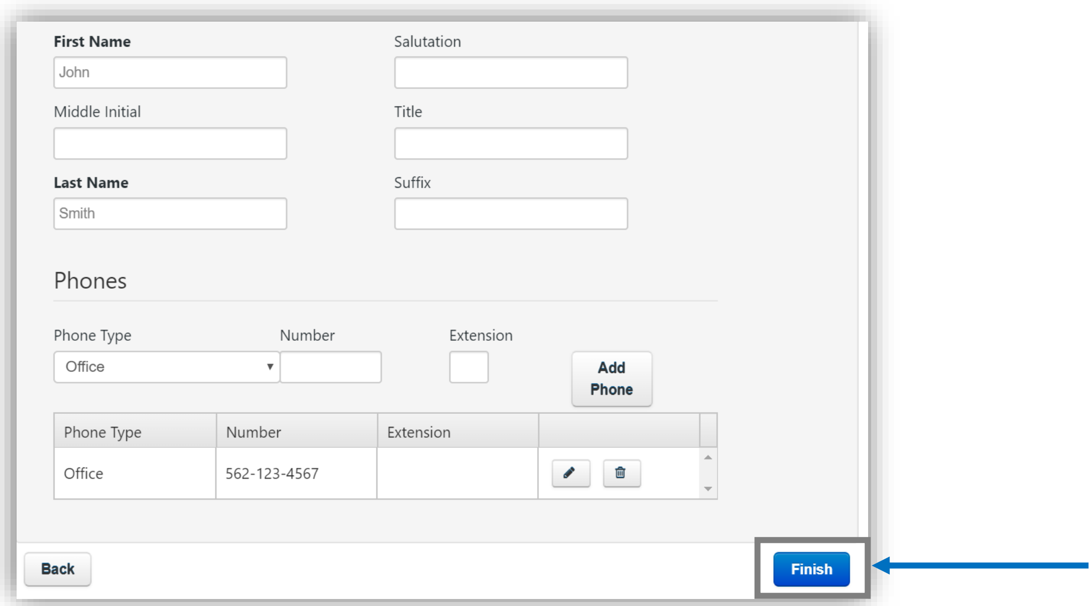
b. <u>Submitter</u>: This role is for creating and submitting CPRs and documentation only.

c. <u>Data Entry</u>: This role is for entering data only, but will not be able to submit information.



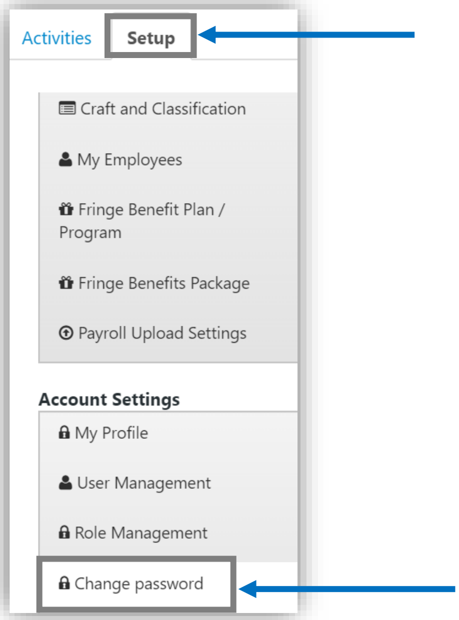
4. ***Click > Add Profile*** and ***Click > Next***
5. Enter the new user's email address and ***Click > Next***. The email entered will be the new user's eComply username.

6. Enter the new user's contact information and ***Click > Finish***. All **bold** fields are required.



7. After clicking ***Finish***, the new user will receive an email with a temporary password. They will use this temporary password to login to eComply.

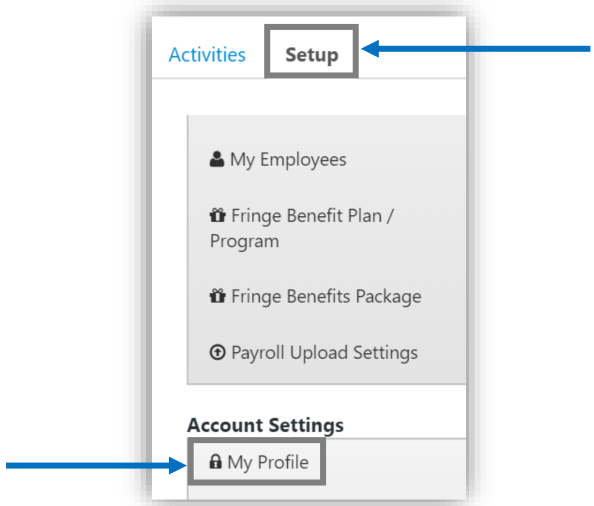
   a. Once logged in, the new user can change their password by ***Click > Setup > Change Password***.



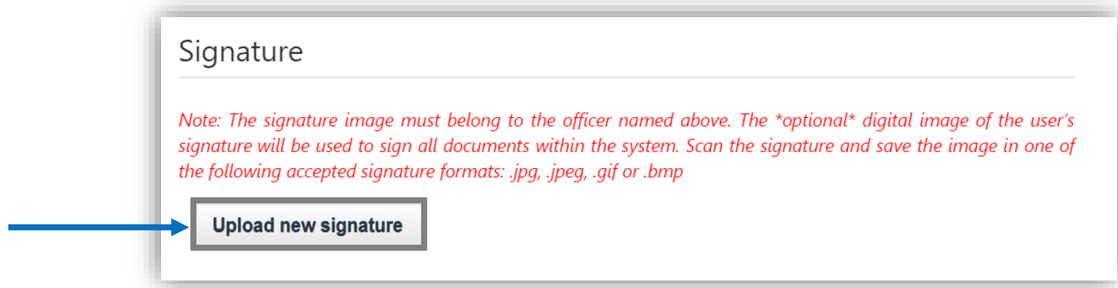
STEP 3: UPLOAD ELECTRONIC SIGNATURE FOR CPRS

This step will show you how to upload an electronic signature to sign all documents within eComply, including certified payroll reports.

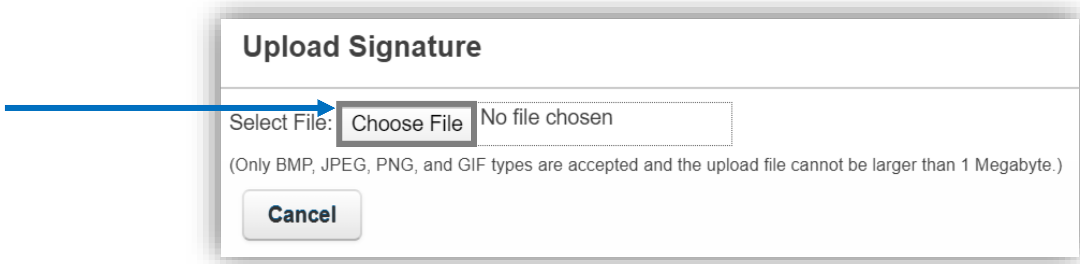
1. ***Click > Setup > My Profile***



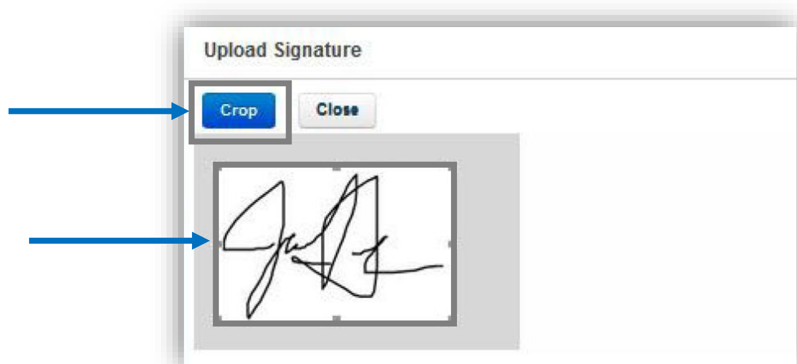
2. In 'My Profile', scroll down to the bottom of the page until you see the signature section and ***Click > Upload New Signature***.



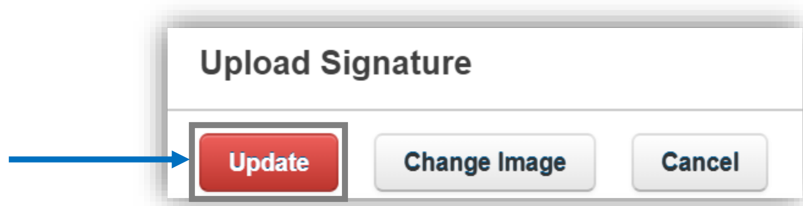
3. ***Click > Choose File*** to locate the image file you wish to upload for your electronic signature. The signature must be legible and in a **.jpg** or **.png** file format. If you need assistance with uploading your signature, please contact: https://help.b2gnowsupport.com/hc/en-us/requests/new.



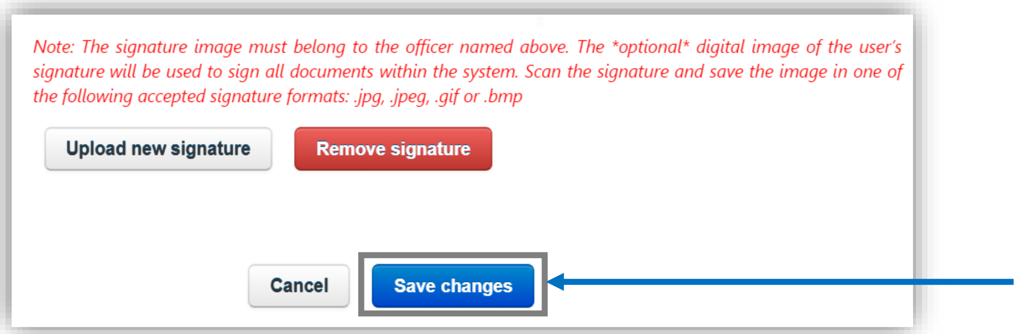
4. After selecting the file to load as your electronic signature, use the cropping tool to crop the image to best fit and view your signature. After positioning the cropping tool and you are satisfied with its placement, ***Click > Crop***.



5. The image will show what your electronic signature will look like on CPRs. Please make sure it is **legible**. If you're happy with the way your signature looks, ***Click > Update***.



6. ***Click > Save Changes*** to save the signature to your profile.

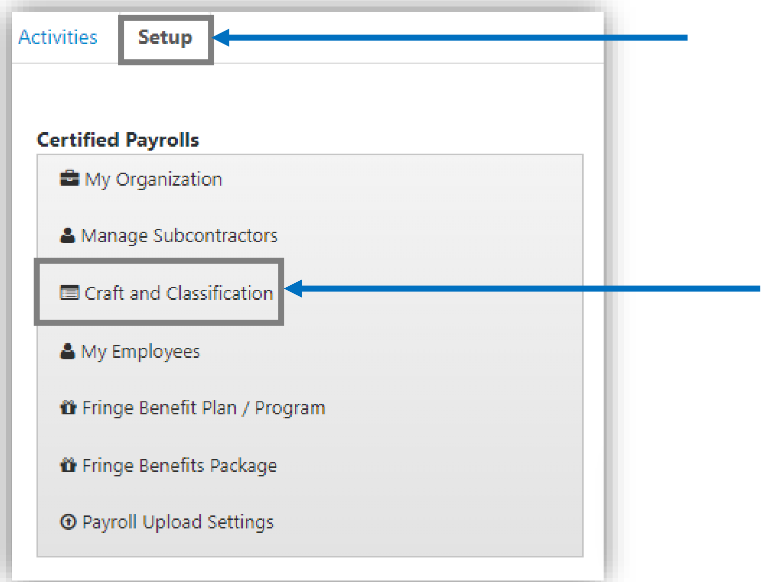


STEP 4: SELECT CRAFTS AND CLASSIFICATIONS

This Step will show you how to select the applicable crafts and classifications that pertain to your company and the work performed for each project.

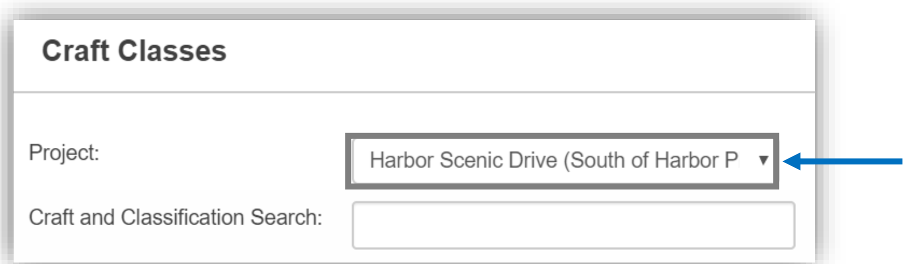
TRAINING VIDEO: These instructions are covered in the training video ***Selecting Crafts and Classifications***, which can be accessed by clicking ***> Activities > Training Videos***.

1. ***Click > Setup > Craft and Classification***



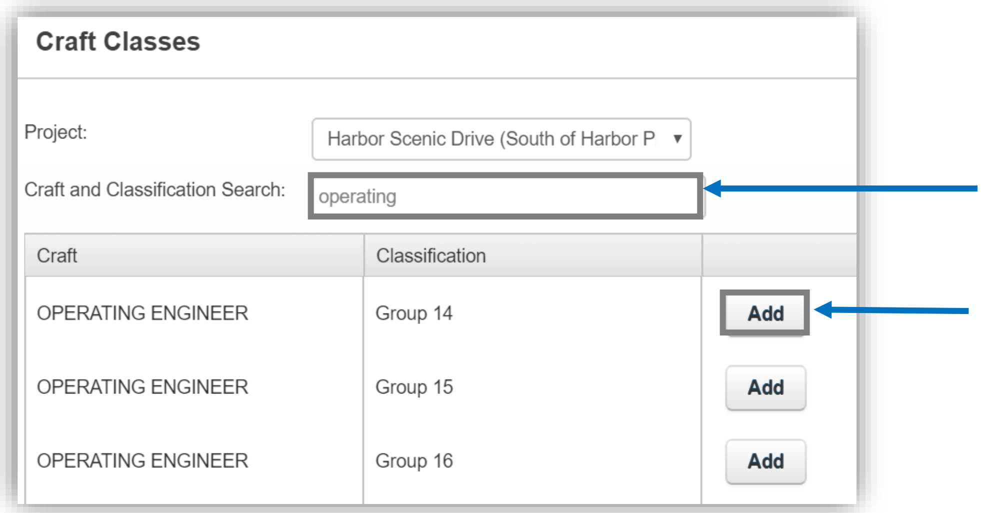
2. ***Click > "Add Craft"***

3. Select your project from the drop down.

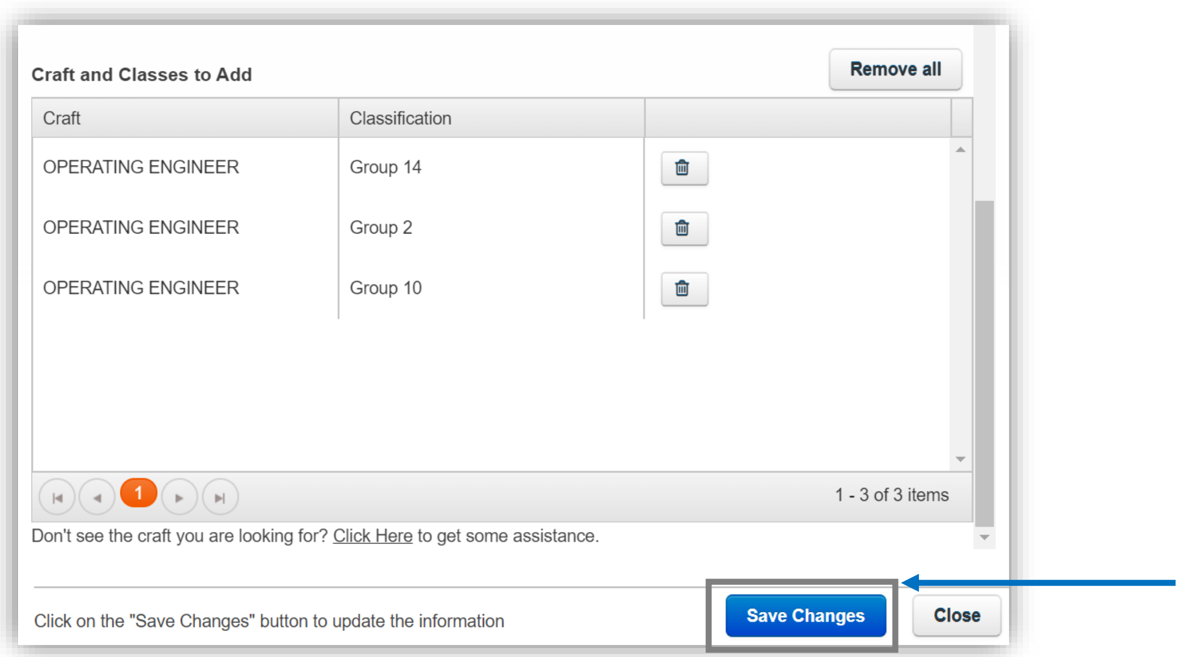


IMPORTANT NOTE: If you do not see your project, please contact the Port's Labor Compliance Program at: 562-283-7200 or laborcompliance@polb.com so your project can be added to your company profile.

4. To add a craft and classification, ***Click > Add*** next to each applicable craft. You can also search for crafts by using the "Craft and Classification Search" box. For example, type in "Operating" to search for the Operating Engineer craft.



5. You will find all the crafts that have been selected on the bottom half of the screen. To save the crafts and classifications to your profile for this project, ***Click > Save Changes***.



STEP 5A: IMPORT EMPLOYEE PROFILES

This step will show you how to easily create profiles for each of your employees by importing a CSV file. Please contact eComply Solutions so they can provide you with a CSV template to easily import your employee profiles into eComply. For a copy of the CSV template, please contact eComply Solutions at: **(855) 496-9526** or https://help.b2gnowsupport.com/hc/en-us/requests/new

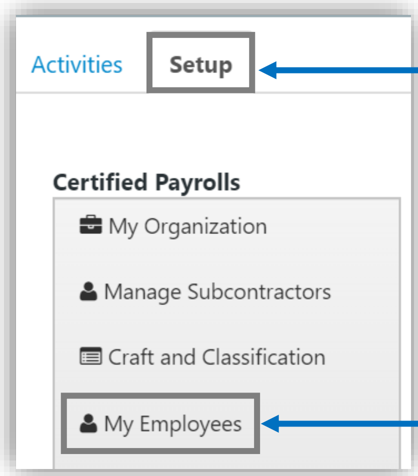
If you are unable to import using a CSV file, or if you prefer to manually enter your employee profiles, please skip to ***Page 13***, ***Step 5B: Manually Add / Edit Employee Profiles***.

IMPORTANT NOTE: If your payroll interface is already configured to upload into eComply (Page 30, ***Step 12A Submitting Certified Payroll Reports***), you can also use this payroll file to upload your employee profiles. Please contact eComply Solutions for help with this.

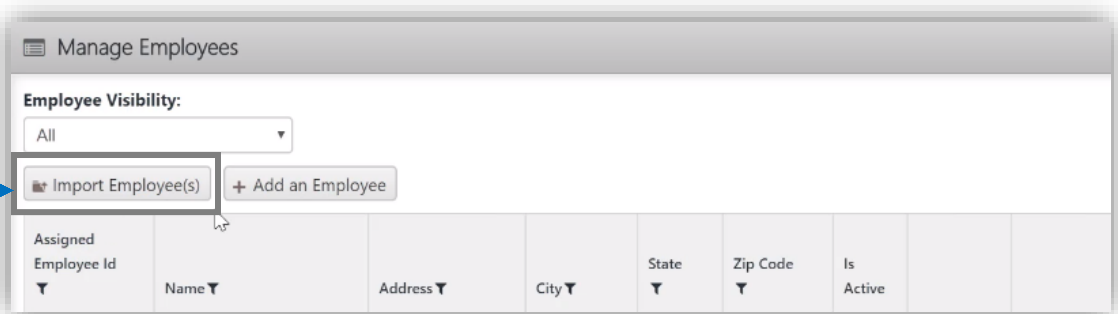
TRAINING VIDEO: These instructions are covered in the training video ***Employee Import***, which can be accessed by clicking ***> Activities > Training Videos***.

To import employee profiles using a CSV file, please follow these steps:

1. ***Click > Setup > My Employees***



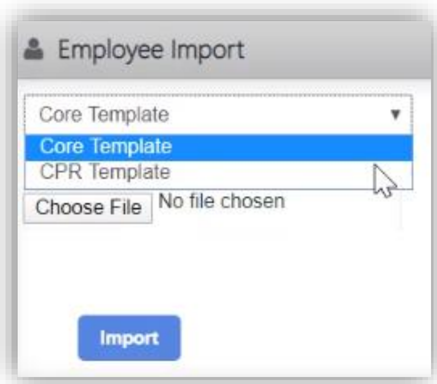
2. ***Click > Import Employee(s)***



3. From the "Employee Import" drop down, you will see two options:

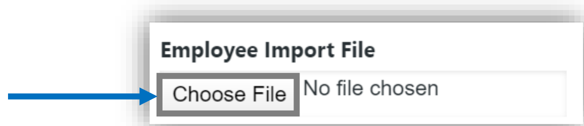
a. **Core Template** – Select this option if you plan on manually entering CPRs and will <u>not</u> be configuring your accounting system to upload CPRs in eComply.

b. **CPR Template** – Select this option if you <u>will</u> be configuring your accounting system to upload CPRs in eComply.

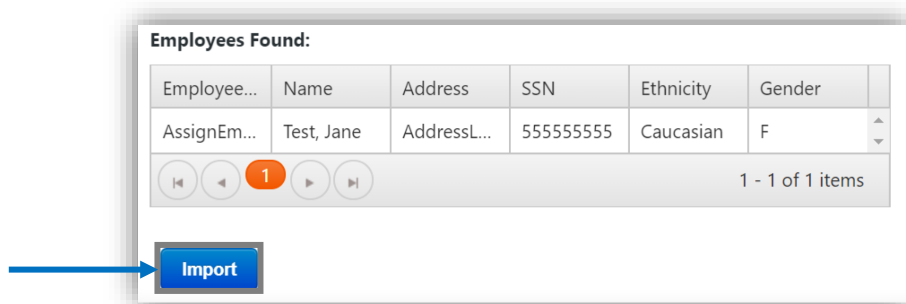


4. If you haven't already, please request the Core Template <u>or</u> CPR Template from eComply at: https://help.b2gnowsupport.com/hc/en-us/requests/new.

5. ***Click > Choose File.***



6. Once the information has been extracted from the file, it will appear on the screen. If all information looks correct, ***Click > Import.***



7. Once the import is complete, the system will direct you to the "Manage Employees" screen where you will see the imported employees' information.

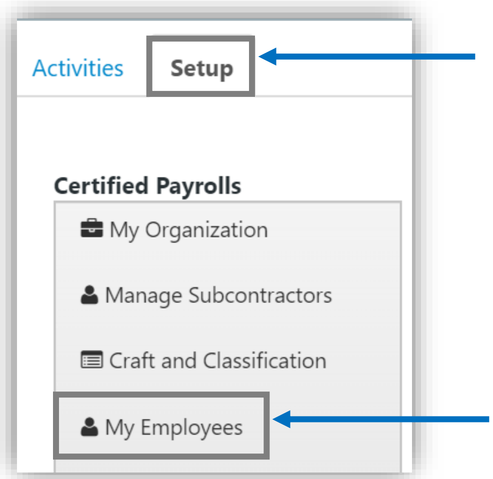
STEP 5B: MANUALLY ADD / EDIT EMPLOYEE PROFILES

This step will show you how to manually add or edit your employee profiles if you were unable to import using a CSV file, or if you prefer to manually enter your employee profiles. If you were able to successfully import your employee profiles by using a CSV template as described in ***Page 11***, ***Step 5A: Import Employee Profiles***, please skip to ***Page 16***, ***Step 6: Add Fringe Benefit Plans / Programs***.

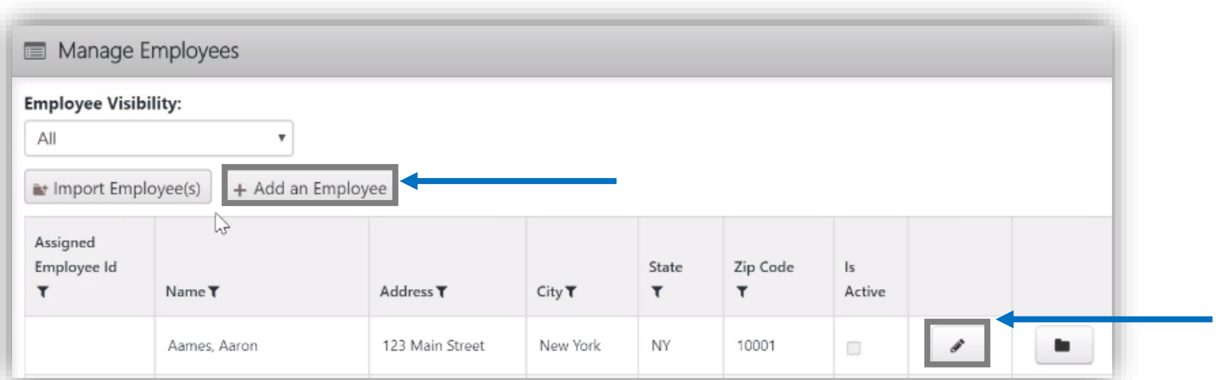
TRAINING VIDEO: These instructions are covered in the training video ***Adding or Editing an Employee***, which can be accessed by clicking ***> Activities > Training Videos***.

To manually add employee profiles, please follow these steps:

1. ***Click > Setup > My Employees***

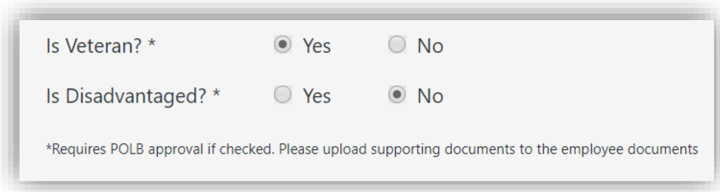


2. ***Click > Add an Employee*** *OR* click the pencil icon to edit an existing employee profile.

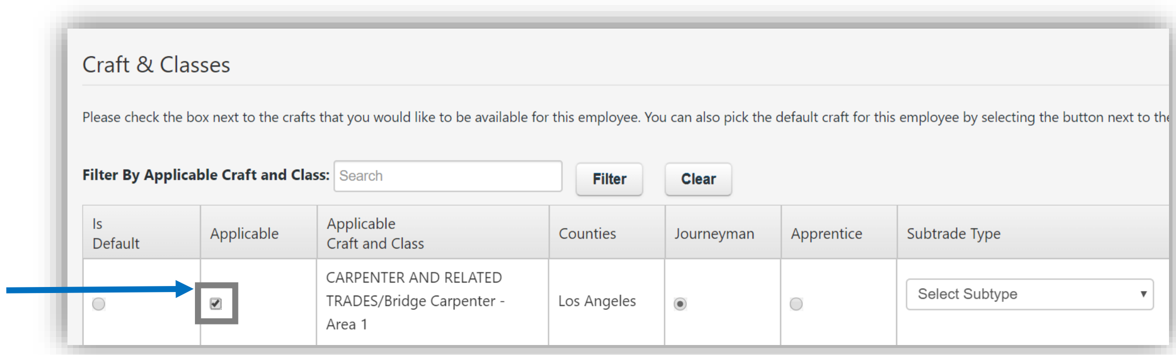


3. Complete the 'Profile' tab. All **bold** fields are required. Once complete, ***Click > Next***.

   IMPORTANT NOTE: If your project is covered by a **Project Labor Agreement (PLA)**, please select "Yes" or "No" to indicate if the employee is a Veteran or Disadvantaged Worker. Port staff will verify this information later to confirm the employee's status as a Veteran or Disadvantaged Worker. If your project is **NOT** covered by a PLA, please ignore these questions. If you're not sure whether your project is covered by a PLA, please contact the Port's Labor Compliance Program at (562) 283-7200 or laborcompliance@polb.com.



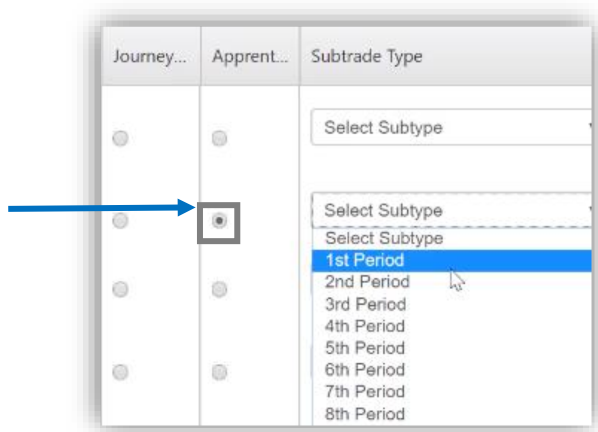
4. Complete the 'Craft & Classes' tab. The crafts and classifications that you previously selected in ***Page 9***, ***Step 4*** will appear. ***Click > Applicable*** checkbox next to all the applicable crafts and classifications for the employee. If a particular craft does not appear, please revisit ***Page 9***, ***Step 4*** to select the missing craft/classification.



   a. ***Click > Is Default*** checkbox to select a default craft/classification for the employee. An employee can have several applicable crafts, but only one default.

5. If the employee is a Journeyman, ***Click > Journeyman***.

6. If the employee is an Apprentice, ***Click > Apprentice*** and select the appropriate period level under "Subtrade Type."

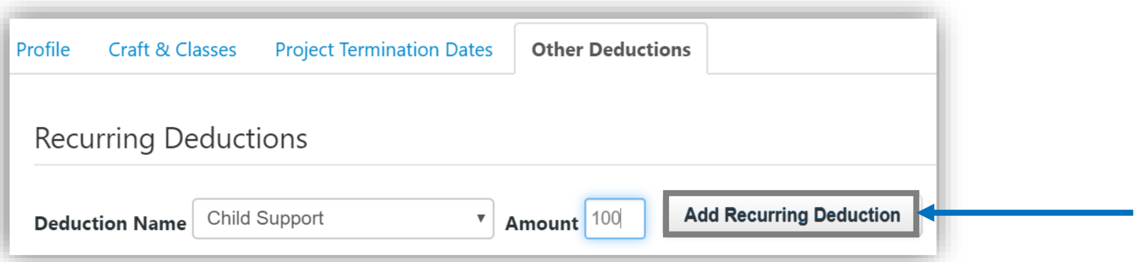


7. Once all applicable crafts and classifications for the employee are selected, ***Click > Next***.

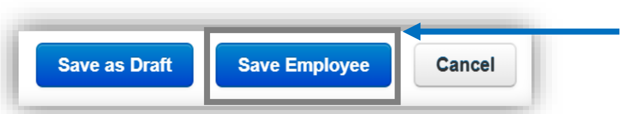
8. The “Project Termination Dates” tab is optional. This option was created to set the date that the employee will no longer be working on a project. Once the date entered has been reached, that employee will no longer be an option in the data entry screen for certified payrolls for that specific project. To bypass this tab, ***Click > Next***.

9. The “Other Deductions” tab is optional and allows you to enter any <u>recurring</u> “Other Deductions” with fixed amounts that will not vary week to week, such as child support or garnishments. If the employee has a recurring “other deduction” with a fixed amount, enter the Deduction Name, Amount and ***Click > Add Recurring Deduction.*** To continue to the next tab, ***Click > Next.***

   a. Any “Other Deductions” with amounts that vary each week will need to be entered manually on the actual certified payroll report.

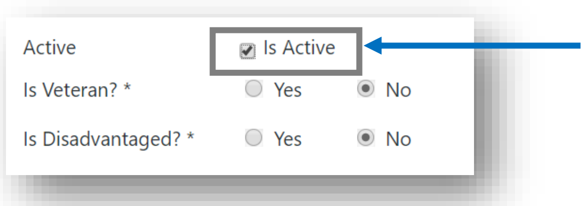


10. On the “Complete” tab, review the information for your employee. Edit any information if necessary. After completed all required information, ***Click > Save Employee***.



11. Repeat these steps for each employee that will be working on the project. Additional employees may be added at any time during the project.

IMPORTANT NOTE: Employees cannot be deleted from eComply, but their status can be changed to “inactice” if they are no longer with the company, or if you no longer wish to see their name when selecting employees on certified payroll reports. To change status to “inactive,” click on the pencil icon to the right-hand side of their name. Once in their profile, ***Click > Is Active*** to deselect the “active” button. Once updated, ***Click > Save Employee***.

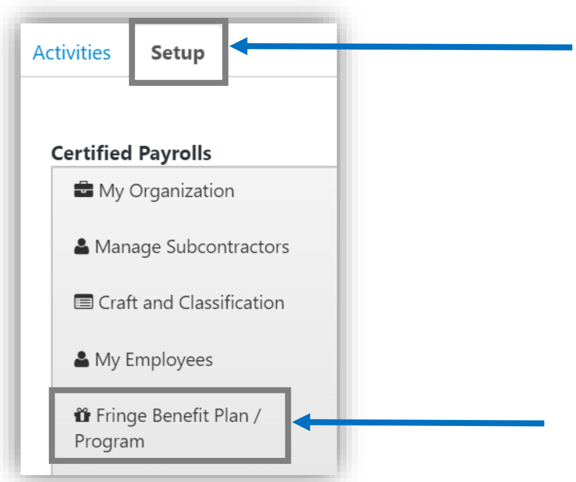


STEP 6: ADD FRINGE BENEFIT PLANS / PROGRAMS

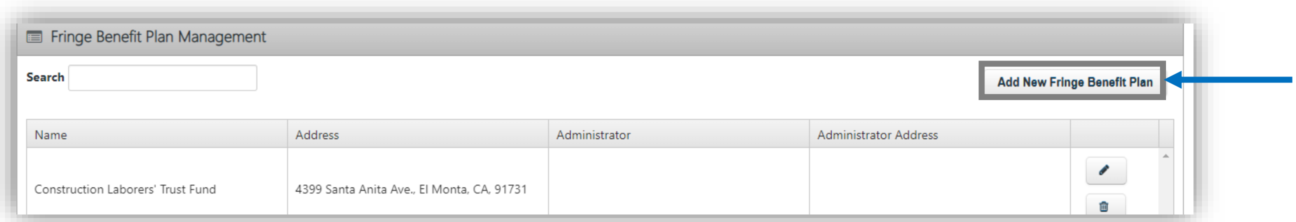
This step will show you how to create a fringe benefit plan on eComply. In addition to the basic hourly rate, contractors are required to pay fringe benefits either to an employee directly (in cash of lieu of) or to plans/programs on the employee's behalf. The plans or programs created in this step are for those your company pays to on behalf of your employees.

TRAINING VIDEO: These instructions are covered in the training video ***Creating Fringe Benefit Plan, Package & Define Association***, which can be accessed by clicking ***> Activities > Training Videos.***

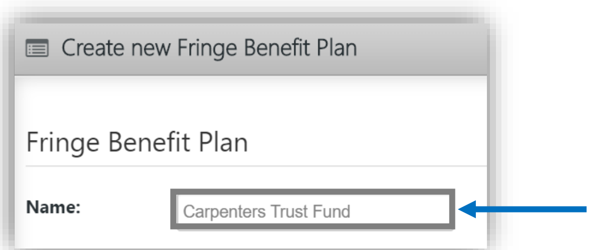
1. ***Click > Setup > Fringe Benefit Plan/Program***



2. ***Click > Add Fringe Benefit Plan***

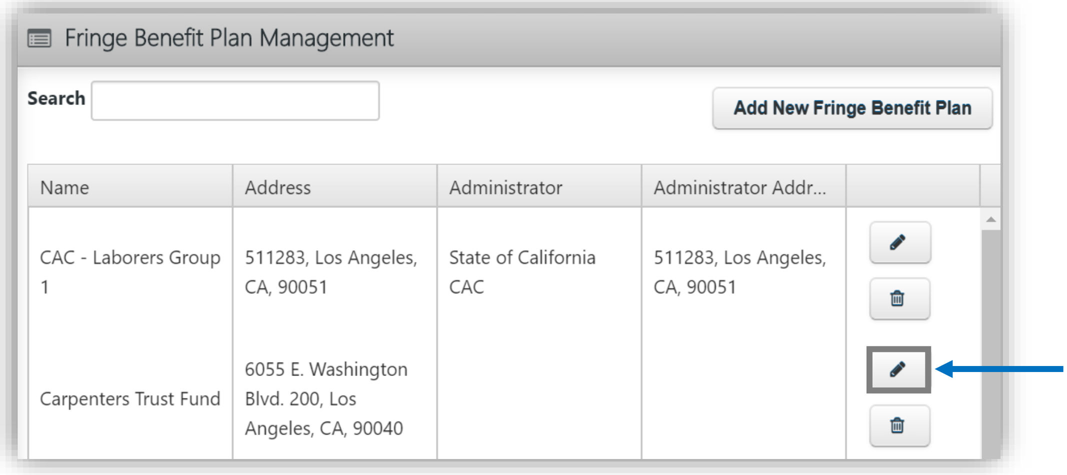


3. Enter the Fringe Benefit Plan Name and Address information (i.e., Construction Laborers Trust Fund or Operating Engineers Trust Fund). All **bold** fields are required. The Administrator and Administrator Plan Address can be left blank. When finished, ***Click > Save***.



IMPORTANT NOTE: If you will be paying an employee directly (in cash of lieu of), you will need to create a Fringe Benefit Plan for the California Apprenticeship Council for training fund contributions paid to these classifications (not applicable on PLA projects).

4. The package that you created will appear in the "Fringe Benefit Plan Management" screen. To edit information, click on the pencil icon.



5. Repeat steps 1-4 (above) as necessary for all Plans/Programs needed.

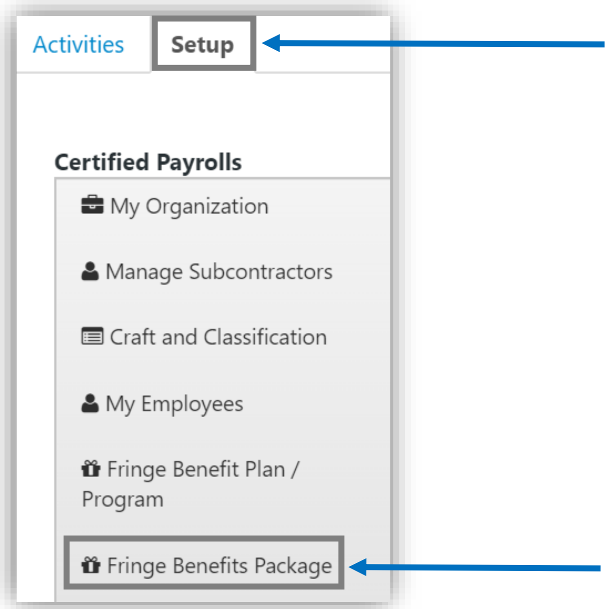
STEP 7: CREATE FRINGE BENEFIT PACKAGE

This step will show you how to create fringe benefit packages. Fringe benefit packages are project-specific compensation packages for a group of employees on the project. Fringe benefit packages can be created for Journeymen, Apprentices, or per the year performing the work.

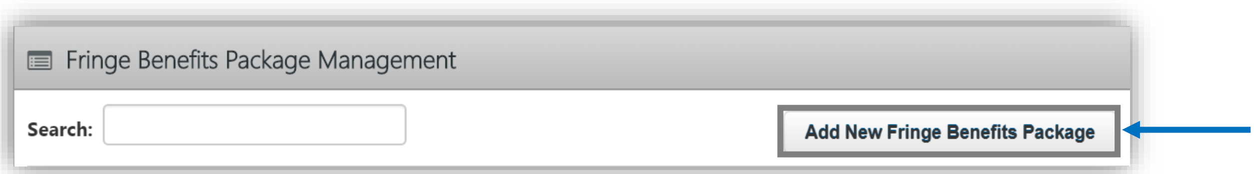
TRAINING VIDEO: These instructions are covered in the training video ***Creating Fringe Benefit Plan, Package & Define Association***, which can be accessed by clicking ***> Activities > Training Videos***.

1. After all your Fringe Benefit Plans or Programs have been entered (See ***Page 16***, ***Step 6: Add Fringe Benefit Plans/Programs***), you will need to create the Fringe Benefit Package for each of those Plans/Programs.

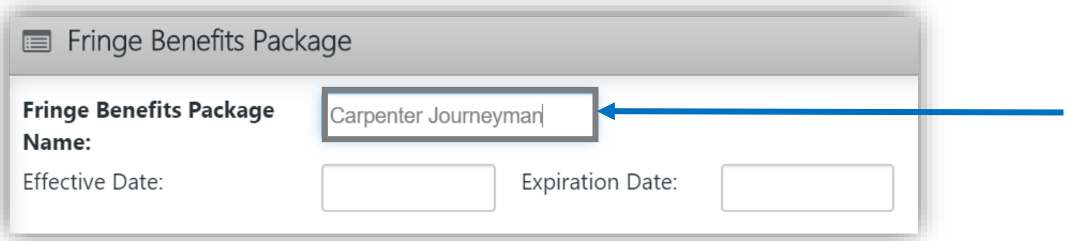
   Click > Setup > Fringe Benefits Package.



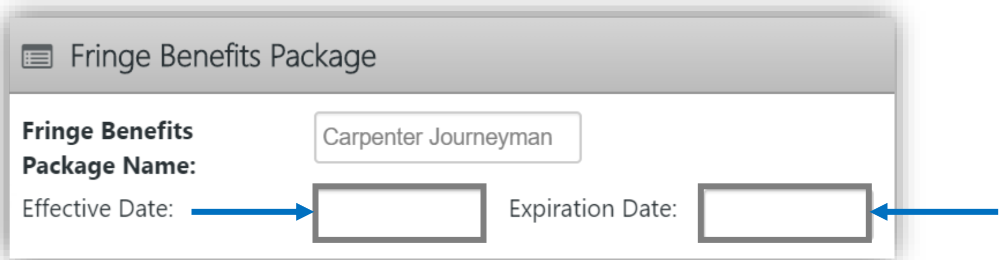
2. ***Click > Add New Fringe Benefits Package.***



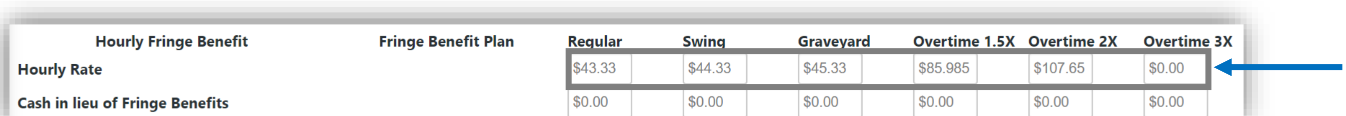
3. Enter a Package Name to describe the Fringe Benefit Package. This is named so that you know who the package is for (i.e., Carpenter Journeyman; Carpenter Apprentice Period 1). If you are creating individual packages for your employees (i.e., each employee receives different fringe benefits under the same craft/classification), then you would title the Fringe Benefits Package with the employee's name. If all employees will be paid the same fringe benefit amounts under the same craft/classification, you can identify the Fringe Benefit Package by the craft/classification name.



4. Enter the “Effective Date” and “Expiration Date” if the rates will change throughout the duration of the project. Please keep in mind that if you enter an “Effective Date” and “Expiration Date”, eComply will not recognize fringe benefits before the effective date or expiration date. Once the package expires, you will need to enter a new Fringe Benefit Package.

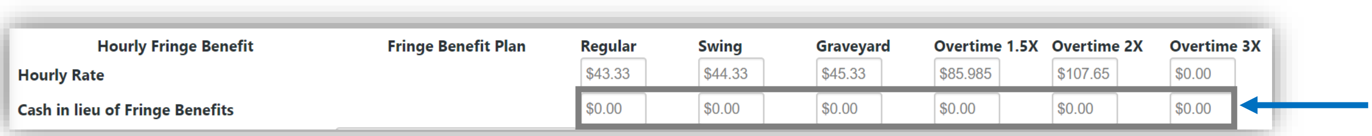


5. If the employees under the craft/classification will all receive the same hourly rate, you can enter the Hourly Rate for Regular, Swing, Graveyard, and Overtime to auto populate on the certified payroll each week.



IMPORTANT NOTE: If you have a group of employees who receive the same fringes but different hourly rates, you may leave the Hourly Rate blank and instead, enter the amounts manually during the Certified Payroll data entry.

6. If you pay cash in lieu of fringes enter that amount in the “Cash in lieu of Fringe Benefits” field (this amount will be added to the Basic Hourly Rate on the data entry screen. Provide the hourly fringe benefit amounts for each applicable plan/fund for this package.



7. For each benefit type (i.e., Health & Welfare, Pension, Vacation/Holiday, Training), select the Fringe Benefit Plan (from the dropdown menu).

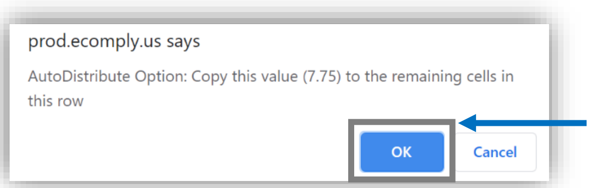
Hourly Fringe Benefit	Fringe Benefit Plan	Regular	Swing	Graveyard	Overtime 1.5X	Overtime 2X	Overtime 3X
Hourly Rate		$43.33	$44.33	$45.33	$85.98	$107.6	$0.00
Cash in lieu of Fringe Benefits		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Savings	Select a Plan	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Travel/Subsistence	Select a Plan	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Fund Admin	Select a Plan	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Other Payments	Select a Plan	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Dues	Select a Plan	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Health & Welfare	Carpenters Trust Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Pension/Retirement	Carpenters Trust Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Vacation/Holiday	Carpenters Trust Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Training	Carpenters Trust Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

IMPORTANT NOTE: If you do not see the Fringe Benefit Plan in the drop down, you will need to revisit *[Page 16,](#)* ***Step 6: Add Fringe Benefit Plans / Programs***, and create the Fringe Benefit Plan or Program.

8. Enter the “Regular” hourly rate for each benefit type.

Hourly Fringe Benefit	Fringe Benefit Plan	Regular	Swing	Graveyard	Overtime 1.5X	Overtime 2X	Overtime 3X
Hourly Rate		$43.33	$44.33	$45.33	$85.98	$107.6	$0.00
Cash in lieu of Fringe Benefits		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Savings	Select a Plan	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Travel/Subsistence	Select a Plan	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Fund Admin	Select a Plan	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Other Payments	Select a Plan	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Dues	Select a Plan	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Health & Welfare	Carpenters Trust Fund	$7.75	$7.75	$7.75	$7.75	$7.75	$7.75
Pension/Retirement	Carpenters Trust Fund	$5.16	$5.16	$5.16	$5.16	$5.16	$5.16
Vacation/Holiday	Carpenters Trust Fund	$7.02	$7.02	$7.02	$7.02	$7.02	$7.02
Training	Carpenters Trust Fund	$0.62	$0.62	$0.62	$0.62	$0.62	$0.62

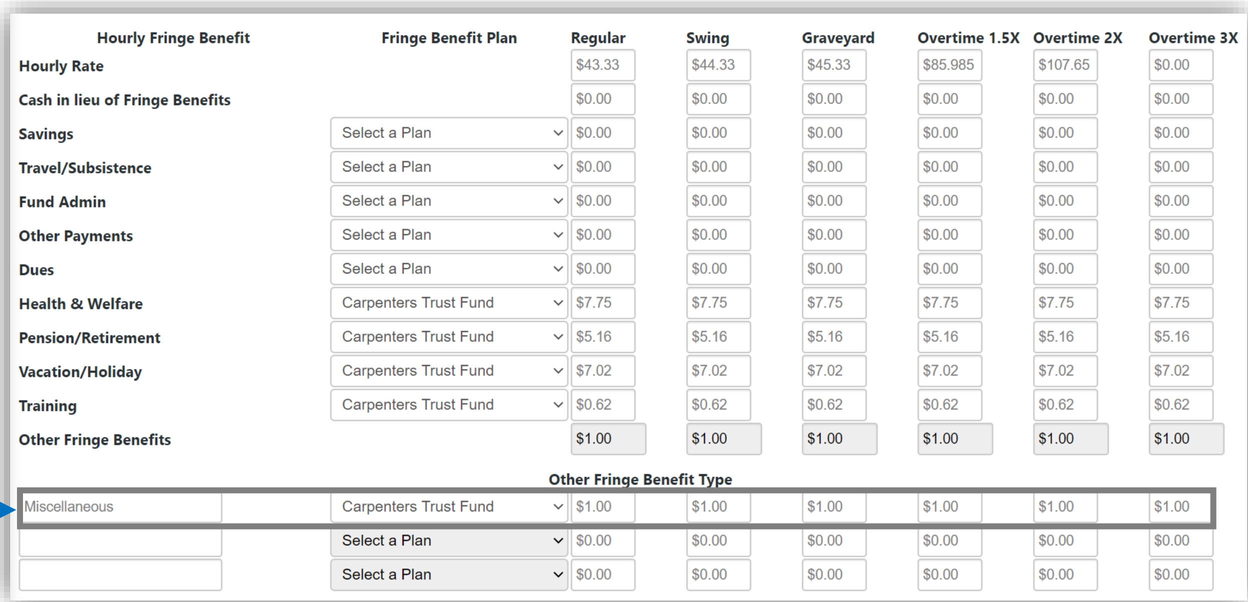
9. Hit “Tab” on your keyboard to auto populate the “Regular” hourly rate into the remaining cells in the row. When the pop-up window appears, ***Click > OK***.



IMPORTANT NOTE: You can also manually enter the hourly fringe benefit amounts if they vary from Regular, Swing, Graveyard, and Overtime shifts.

10. If there are additional fringe benefit types that are not identified in the existing categories, they may be entered under “Other Fringe Benefit Type.” Title the name of the fringe benefit type, select the Fringe Benefit Plan from the drop down, and enter the hourly amount. Hit “Tab” on your keyboard to auto populate the hourly rate into the remaining cells in the row.

    Any amounts entered here will appear under the “Other Fringe Benefits” row.



Hourly Fringe Benefit	Fringe Benefit Plan	Regular	Swing	Graveyard	Overtime 1.5X	Overtime 2X	Overtime 3X
Hourly Rate		$43.33	$44.33	$45.33	$85.985	$107.65	$0.00
Cash in lieu of Fringe Benefits		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Savings	Select a Plan	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Travel/Subsistence	Select a Plan	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Fund Admin	Select a Plan	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Other Payments	Select a Plan	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Dues	Select a Plan	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Health & Welfare	Carpenters Trust Fund	$7.75	$7.75	$7.75	$7.75	$7.75	$7.75
Pension/Retirement	Carpenters Trust Fund	$5.16	$5.16	$5.16	$5.16	$5.16	$5.16
Vacation/Holiday	Carpenters Trust Fund	$7.02	$7.02	$7.02	$7.02	$7.02	$7.02
Training	Carpenters Trust Fund	$0.62	$0.62	$0.62	$0.62	$0.62	$0.62
Other Fringe Benefits		$1.00	$1.00	$1.00	$1.00	$1.00	$1.00
		Other Fringe Benefit Type					
Miscellaneous	Carpenters Trust Fund	$1.00	$1.00	$1.00	$1.00	$1.00	$1.00
	Select a Plan	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Select a Plan	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

11. Once you’ve finished entering the fringe benefit hourly rates, review to ensure all the information is complete and correct, and ***Click > Save***.

12. Repeat steps 1-10 (above) to create as many Fringe Benefit Packages as needed, based on how you pay your employees.

Creating Fringe Benefit Packages from Existing Packages

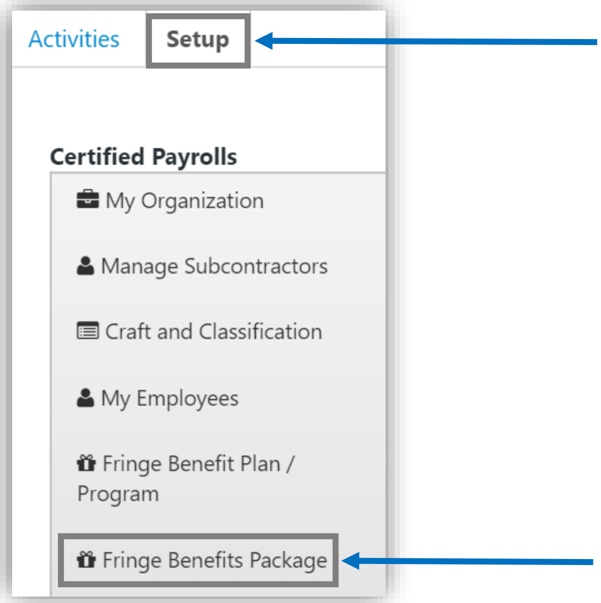
If you previously created a Fringe Benefit Package, and would like to duplicate it in order to create a different Fringe Benefit Package for a different Group Number or Apprentice Period Level, please watch the following training video: ***Click > Activities > Training Videos > Creating Fringe Benefit Package from Existing (Shortcut)***.

STEP 8: DEFINE FRINGE BENEFIT PACKAGE

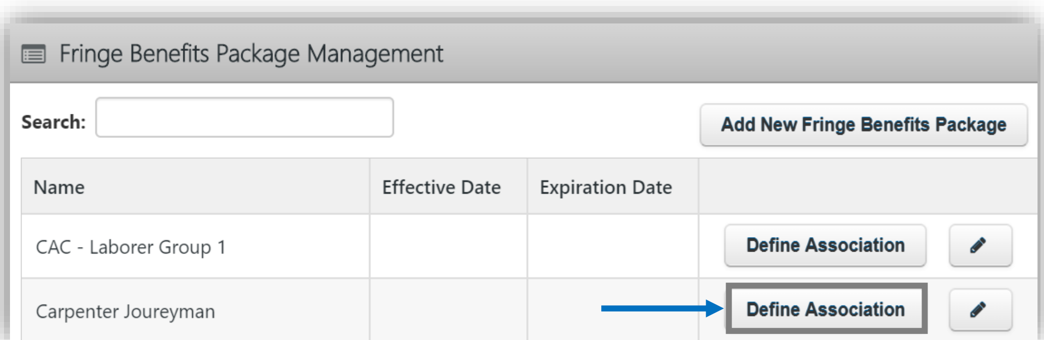
After you create all your fringe benefit packages (See [Page 18](#), ***Step 7: Create Fringe Benefit Package***), they will need to be associated to employees or classifications. This step will show you how to define your fringe benefit packages in order to link them to crafts and employees in certified payroll reports.

TRAINING VIDEO: These instructions are covered in the training video ***Creating Fringe Benefit Plan, Package & Define Association***, which can be accessed by clicking ***> Activities > Training Videos.***

1. ***Click > Setup > Fringe Benefit Package***

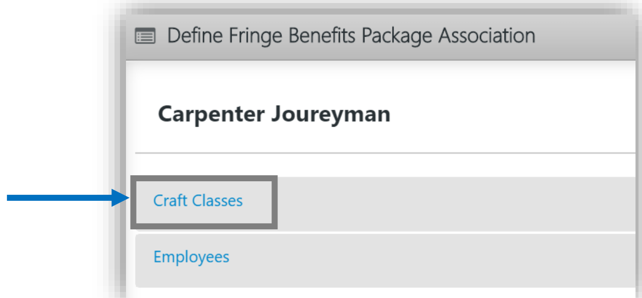


2. Locate the Fringe Benefit Package and ***Click > Define Association.***

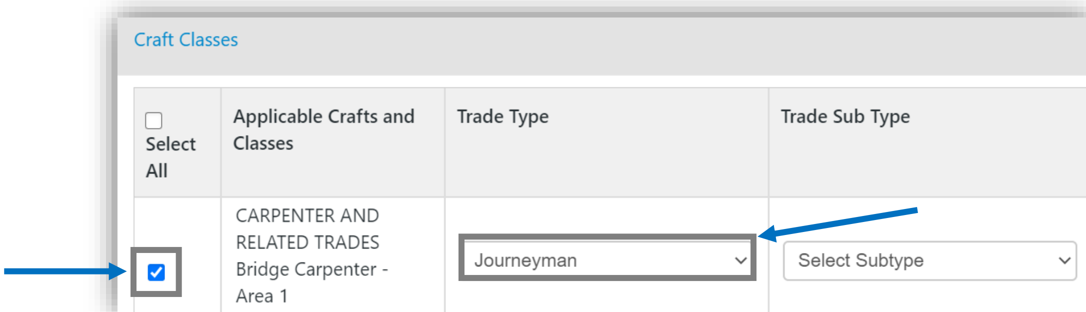


3. The Define Association screen is divided into two sections: the section on the top lists all of the company identified crafts and classifications from [Page 9](#), ***Step 4: Select Crafts and Classifications***; the section on the bottom lists all of the employees entered in the program from [Page 11](#), ***Step 5A: Import Employee Profiles*** and/or [Page 13](#), ***Step 5B: Manually Add/Edit Employee Profiles***.

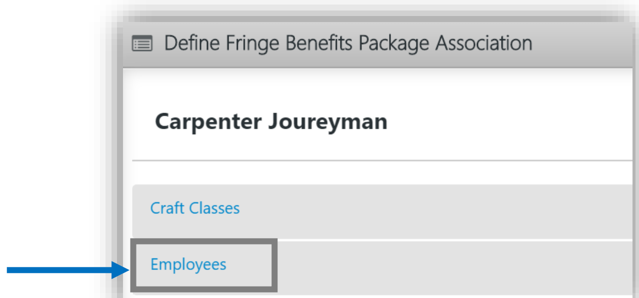
4. ***Click > Craft and Classes***.



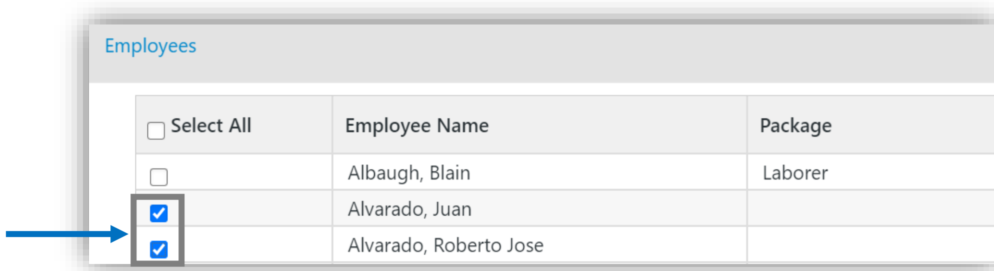
   a. Select all the applicable crafts and classes to be associated with the selected Fringe Benefit Package. Under "Trade Type", select Journeyman or Apprentice.



5. ***Click > Employees***.



   a. Select all the applicable employees to be associated with the selected Fringe Benefit Package.



IMPORTANT NOTE: Employees can belong to multiple Fringe Benefit Packages if they work multiple classifications.

6. After all applicable crafts and employees have been selected, ***Click > Save***.

7. To verify that the selected employees were associated with the selected Fringe Benefit Package, ***Click > Define Association*** from the "Fringe Benefits Package Management" screen. If the associations were successfully saved, you will see the Fringe Benefit Package next to the employee's name.

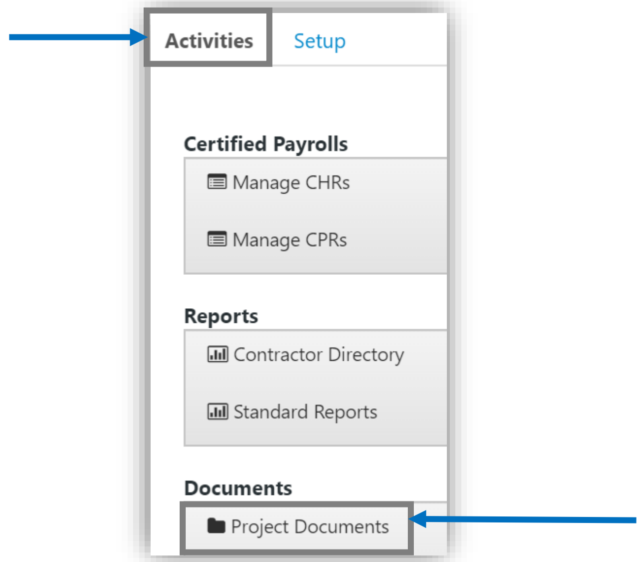
8. Repeat steps 1-7 (above) as needed to define all of your Fringe Benefit Packages.

STEP 9: UPLOAD PROJECT DOCUMENTS

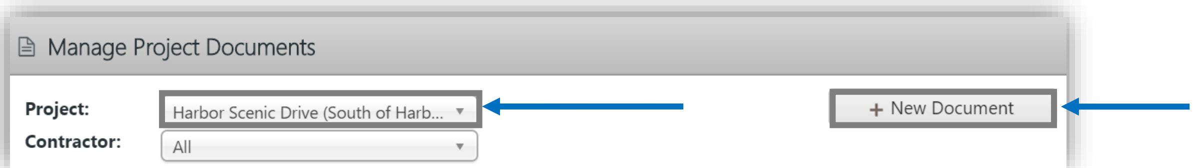
This step will show you how to upload project specific documents such as Checklist of Labor Law Requirements, Fringe Benefit Statement, DAS-140 and DAS-142 Forms, and Monthly Union Trust Fund Letters.

TRAINING VIDEO: These instructions are covered in the training video ***Uploading Documentation***, which can be accessed by ***Click > Activities > Training Videos***.

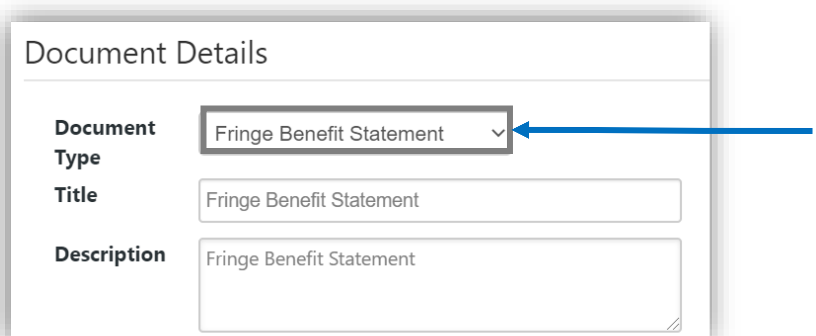
1. ***Click > Activities > Project Documents***



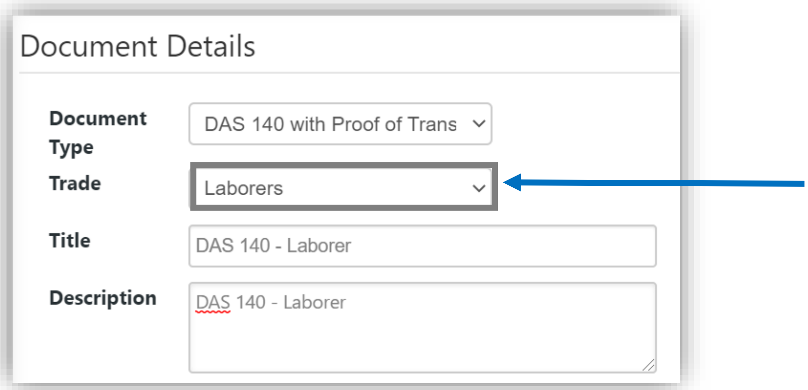
2. Select the project from the drop down and ***Click > New Document.***



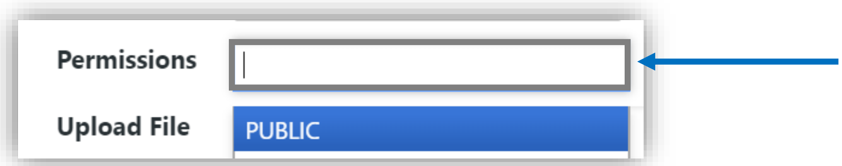
3. Select the document type from the drop down. All **bold** fields are required.



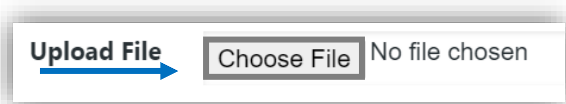
IMPORTANT NOTE: When uploading a DAS 140 or DAS 142 Form, you will also need to enter the associated trade (Laborers, Operating Engineers, etc.) from the Trade drop down.



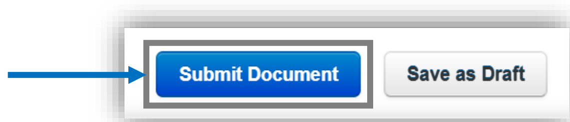
4. Under "Permissions", select **PUBLIC**. When a document has a "Public" permission, this means the General Contractor/Parent Contractor and Port of Long Beach will both be able to view the document.



5. ***Click > Choose File*** to upload the selected file.



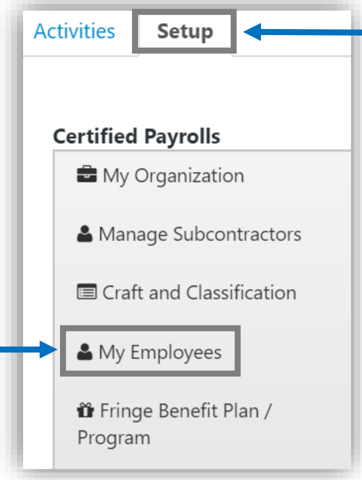
6. Once the file has successfully uploaded, ***Click > Submit Document.***



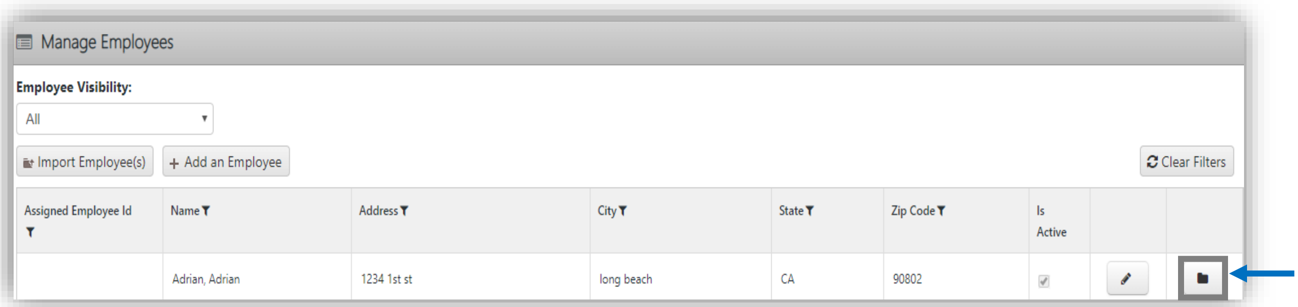
STEP 10: UPLOAD EMPLOYEE DOCUMENTS

This step will show you how to upload employee specific documents such as Apprentice Certification, Disadvantaged or Veteran Status Documentation, and Employee Authorization for Payroll Deductions.

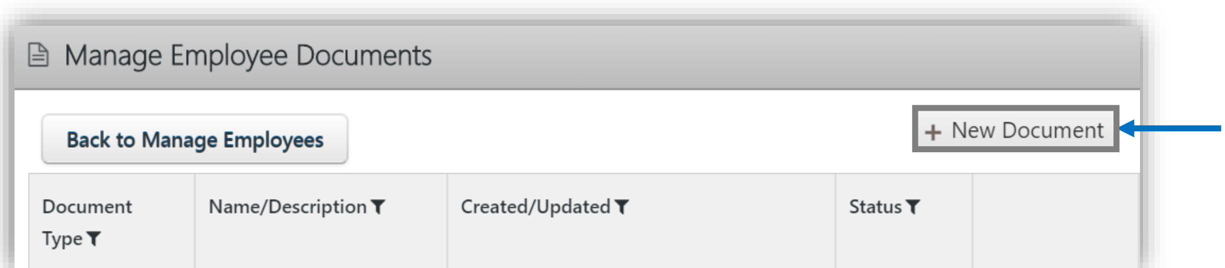
1. ***Click > Setup > My Employees***



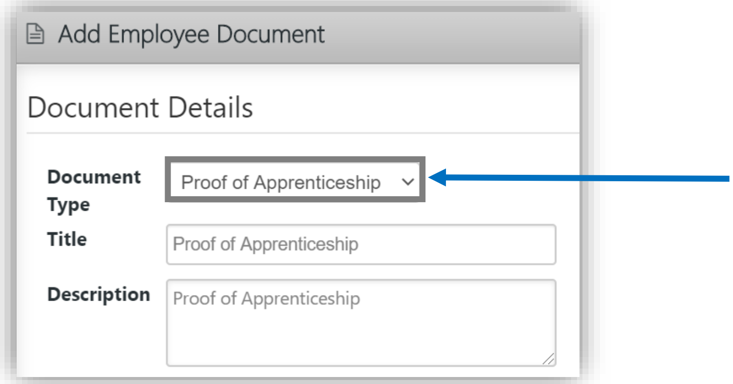
2. Once you find the employee you would like to upload a document for, click on the folder icon.



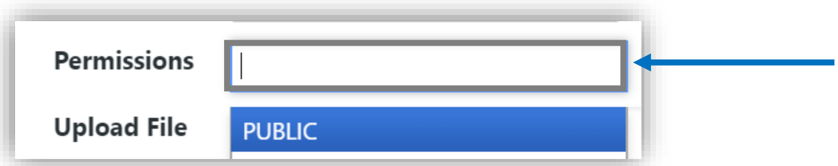
3. ***Click > New Document.***



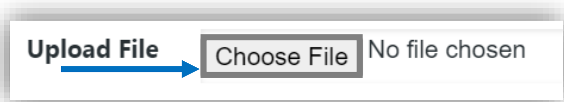
4. Select the document type from the drop down. All **bold** fields are required.



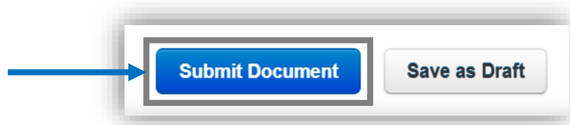
5. Under "Permissions", select **PUBLIC**. When the document is set to PUBLIC, the General Contractor/Parent Contractor and Port of Long Beach will both be able to view the document.



6. ***Click > Choose File*** to upload the selected file.



7. Once the file has successfully uploaded, ***Click > Submit Document.***



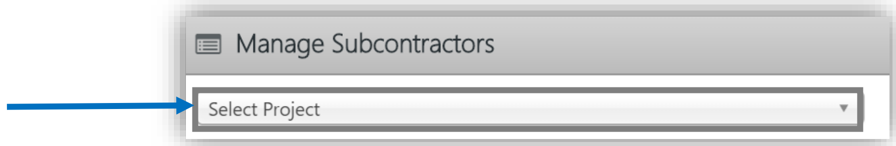
STEP 11: ASSIGNING SUBCONTRACTORS

This step will show you how to assign your subcontractors to the project. Each tier of subcontractors is assigned by whomever their contract is with. If you have subcontractors, you will be the one to assign them to the project. If your subcontractors have their own subcontractors, they will be assigning them to the project, etc.

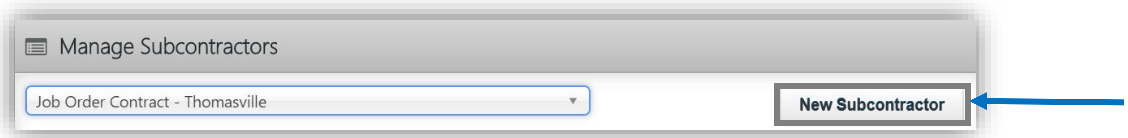
TRAINING VIDEO: These instructions are covered in the training video ***Assigning Sub Contractor***, which can be accessed by ***Click > Activities > Training Videos***.

1. To add subcontractors, ***Click > Setup > Manage Subcontractors***.

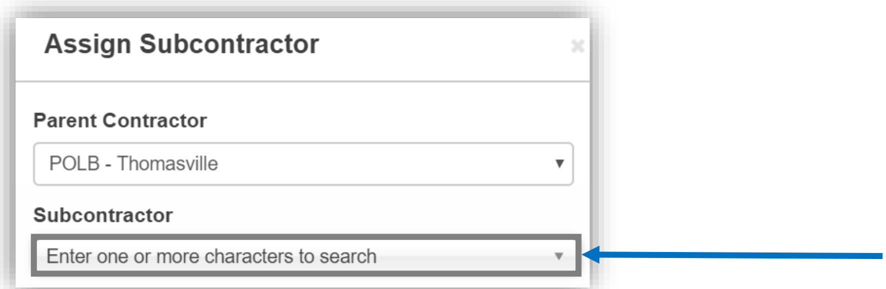
2. ***Click > Select Project*** and select the project you will be assigning the subcontractor to.



3. The screen will show a list of currently assigned subcontractors. To add a new subcontractor, ***Click > New Subcontractor***.



4. On the "Assign Subcontractor" window, enter 2-3 characters of the subcontractor's name to search for them. If the subcontractor is registered in eComply, their name will appear after you enter the first 2-3 characters of the subcontractor's name.



5. If a subcontractor's name does not appear, they might not be registered in eComply. Please refer to ***Page 3***, **Step 1: Register in eComply**.

6. Select the subcontractor's name and enter the Assignment Date, Start Date, Contract Amount, and Scope of Work/Tools & Equipment Used. When finished, ***Click > Submit***.

7. The subcontractor will be able to see the project in eComply as soon as they are assigned.

STEP 12A: SUBMITTING CERTIFIED PAYROLL REPORTS

Contractors must submit weekly certified payroll reports (CPRs) on eComply. There are two options to submit certified payroll reports:

OPTION 1: Upload CPR Data **(RECOMMENDED OPTION)** – See ***Page 31***, ***Step 12B: Import Certified Payroll Reports***.

This option allows you to export CPRs from your payroll system and import them into eComply. This option is preferred because it is much easier and take less time than manual entry. Compatible payroll systems are listed below.

Compatible payroll accounts include, but are not limited to, the following:

- ADP
- American Contractors Plus
- Citnalta
- CompuPay
- Const Software
- Construction Software
- Construction Software Gallagher
- CSV Express Format
- EMARS CSV
- Emque
- Forsythe
- Foundation for KCMO
- Foundation Software
- Foundations Software 13.1
- Foundation Software 13.12
- Foundation Software with 4-10 Hour Days
- LCM CSV
- LCPtracker CSV
- Legacy AMCC
- Legacy LCM CSV
- Paychex CSV
- Paychex XLS
- Platinum
- Plexxis
- Quantum
- QuickBooks 2007
- QuickBooks 2014
- Ruhlin
- SCAXIs
- Sunburst
- Viewpoint

To configure your payroll account to import CPRs into eComply, please contact eComply Solutions at: **(855) 496-9526** or https://help.b2gnowsupport.com/hc/en-us/requests/new.

Option 2: Manual Entry – See ***Page 35***, ***Step 12C: Manually Enter Certified Payroll Reports***.

If your payroll system cannot be configured, or if you prefer to manually enter your certified payroll reports, you will have to manually enter your certified payroll reports each week.

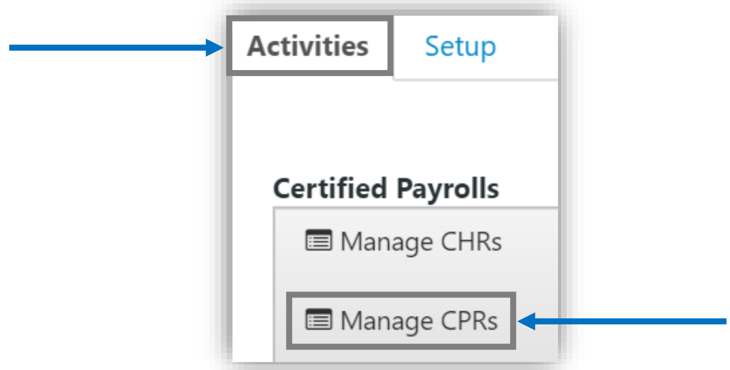
STEP 12B: IMPORT CERTIFIED PAYROLL REPORTS

This step will show you how to import a CPR once your payroll account has been configured to export and import CPRs to eComply. If your payroll account has not been configured, please contact eComply Solutions at: **(855) 496-9526** or https://help.b2gnowsupport.com/hc/en-us/requests/new.

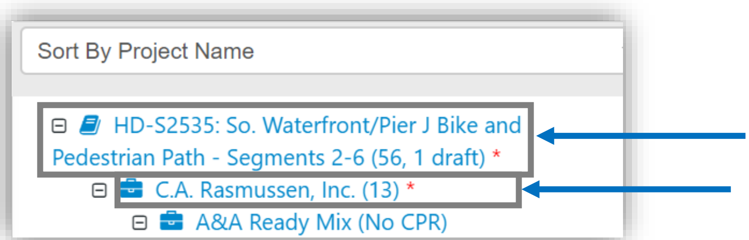
If you will be manually entering CPRs, please skip to ***Page 35***, ***Step 12C: Manually Enter Certified Payroll Reports***.

To import a CPR, please follow these steps:

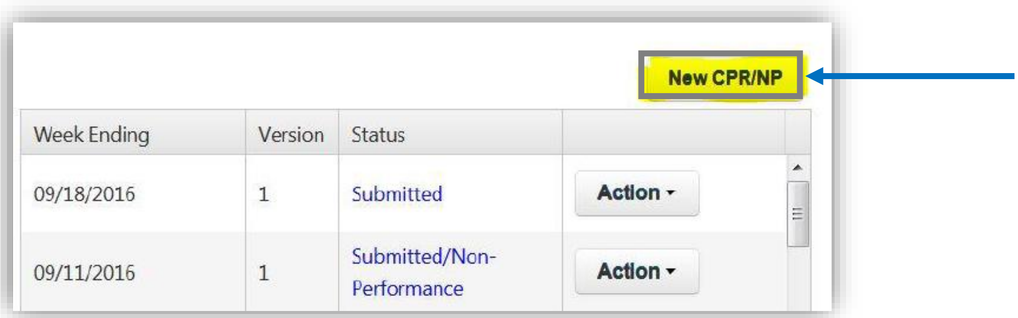
1. ***Click > Activities > Manage CPRs***



2. From the CPR Management screen, select the project you will be submitting a CPR for and click on your company name under that project.

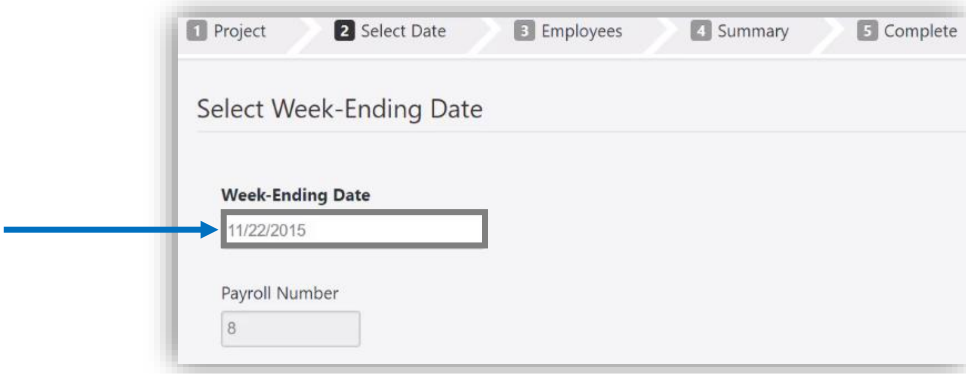


3. If this is the first CPR, you will not see any CPRs listed. If you have previously submitted CPRs, you will see them on the right-hand side of the screen. To import your CPR file, ***Click > New CPR/NP.***

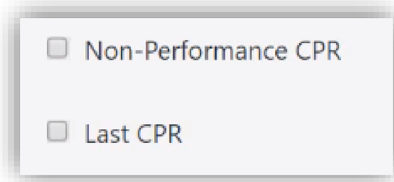


4. The "Project" tab will display the agency you will be submitting the CPR to and the project name. To go to the next screen/tab, ***Click > Next***.

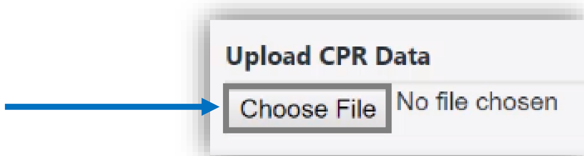
5. The "Select Date" tab will allow you to select the week ending date for the CPR. If you have submitted a CPR previously, the date will auto populate as the next week ending date in sequential order.



6. If the CPR is a Statement of Non-Performance (SNP), ***Click > Non-Performance CPR.*** If this is the "Final" or "Last" CPR, ***Click > Last CPR.***

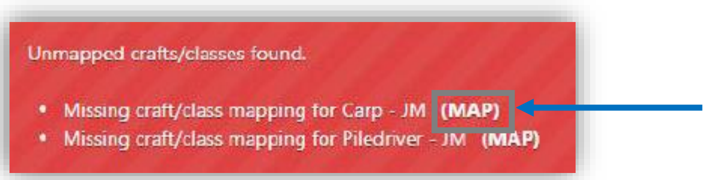


7. To import the payroll file from your payroll application, ***Click > Choose File***.



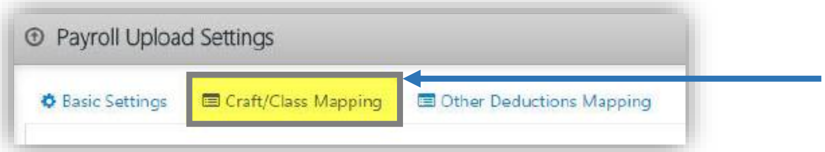
8. Once you navigate to the import file you wish to upload, highlight the file, ***Click > Open*** to process the file. eComply will read the file and provide messages instructing you what the next step will be.

9. If you receive the message below, this means you need to identify or "map" the classifications from your import file to the classifications in your eComply project profile. ***Click > Map***.



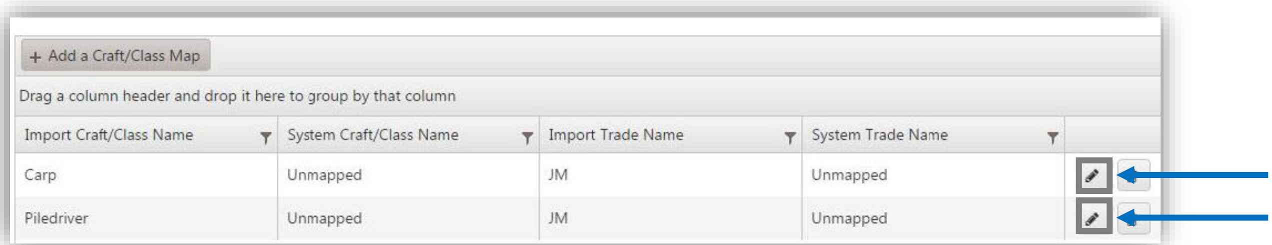
Note: If you are prompted to navigate from the current screen, click "Ok" or "Leave Page."

10. You will be taken to the "Payroll Upload Settings" window. Do not do anything to the first tab, "Basic Settings". This shows the interface profile you are currently assigned to. The second tab, "Craft/Class Mapping", is the tab you will want to click on.



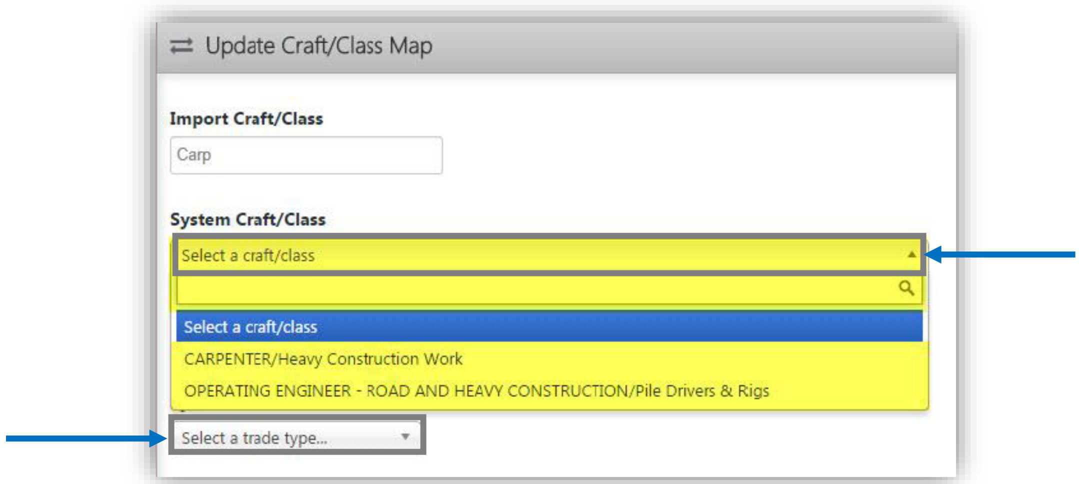
11. The "Craft/Class Mapping" tab shows the crafts/classifications and trades that were imported from your import file. Here you can also see if they have already been mapped to a classification within eComply.

To map a craft/class and trade, click on the pencil icon to the right of the craft/class and trade you wish to map.



12. On the "Update Craft/Class Map" screen, you will select the craft/class and trade to match the classification used in your import file.

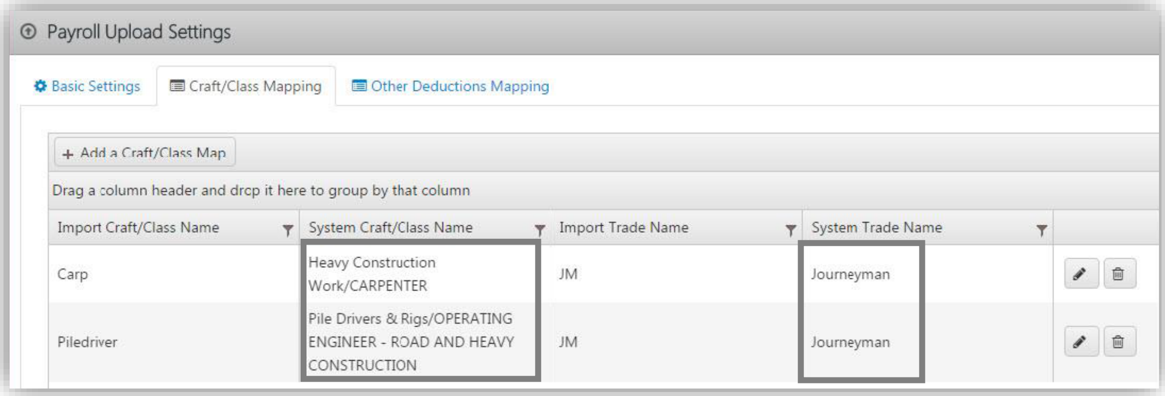
Click on the drop down "System Craft/Class" to select the classification. For Trade Type, select Journeyman or Apprentice.



IMPORTANT NOTE: Only crafts/classes that were previously selected and added under ***Page 9***, ***Step 4: Select Crafts and Classifications*** will appear as a selection. If you need to add additional crafts and classes to choose from, please revisit ***Page 9***, ***Step 4: Select Crafts and Classifications*** to add them.

13. Once the System Craft/Class and Trade Type have been selected, ***Click > Submit***. Repeat steps 9-12 above for all crafts and classifications needing to be mapped.

14. A successful mapping will no longer say "Unmapped" under the System Craft/Class Name and System Trade Name columns.



15. After all Craft/Classes have been mapped***, Click > Activities > Manage CPRs*** and try importing the certified payroll, following ***Page 31, Steps 1-8*** above.

IMPORTANT NOTE: If you need to revise a submitted CPR or SNP, please contact laborcompliance@polb.com.

If you have any issues importing CPRs, please contact eComply Solutions at: **(855) 496-9526** or https://help.b2gnowsupport.com/hc/en-us/requests/new.

STEP 12C: MANUALLY ENTER CERTIFIED PAYROLL REPORTS

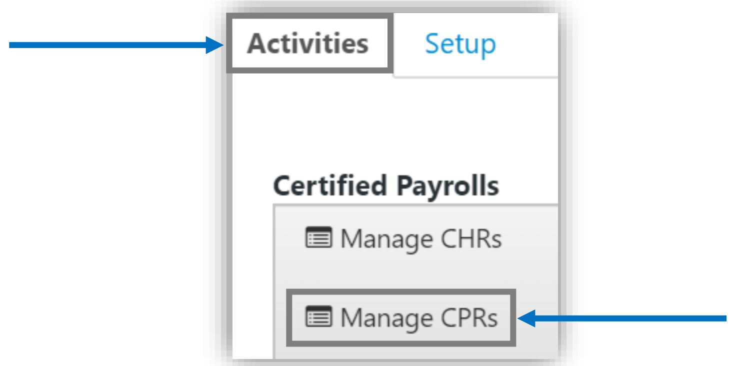
This step will show you how to manually enter a CPR if you were not able to configure your payroll account to export and import CPRs to eComply.

If you are importing CPRs instead, please skip to *Page 40*, ***Step 13: Reviewing Certified Payroll Reports***.

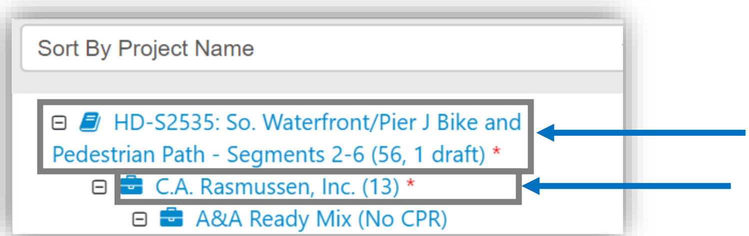
TRAINING VIDEO: These instructions are covered in the training video ***Submit a CPR***, which can be accessed by ***Click > Activities > Training Videos***.

To manually enter a CPR, please follow these steps:

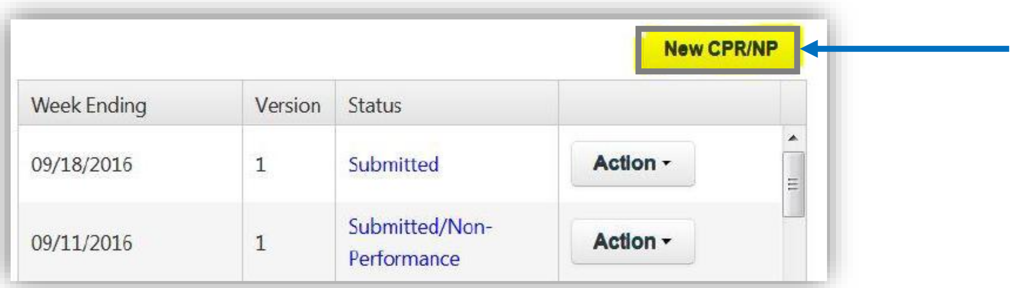
1. ***Click > Activities > Manage CPRs***



2. From the CPR Management screen, select the project you will be submitting a CPR for and click on your company name under that project.

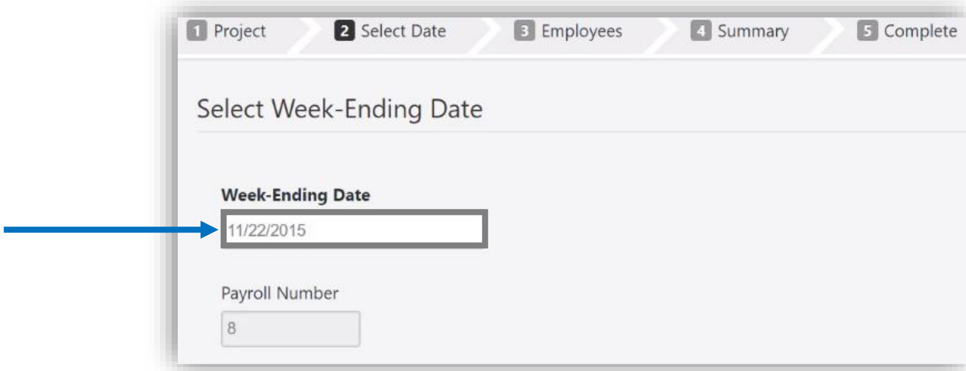


3. If this is the first CPR, you will not see any CPRs listed. If you have previously submitted CPRs, you will see them on the right-hand side of the screen. To import your CPR file, ***Click > New CPR/NP.***

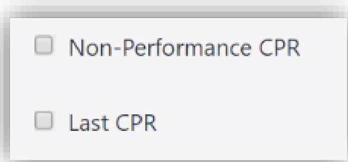


4. The "Project" tab will display the agency you will be submitting the CPR to and the project name. To go to the next screen/tab, ***Click > Next***.

5. The "Select Date" tab will allow you to select the week ending date for the CPR. If you have submitted a CPR previously, the date will auto populate as the next week ending date in sequential order.

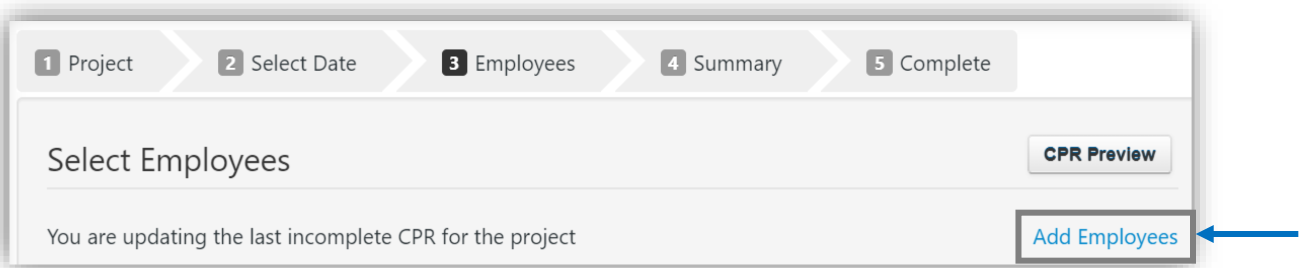


6. If the CPR is a Statement of Non-Performance (SNP), ***Click > Non-Performance CPR.*** If this is the "Final" or "Last" CPR, ***Click > Last CPR.***



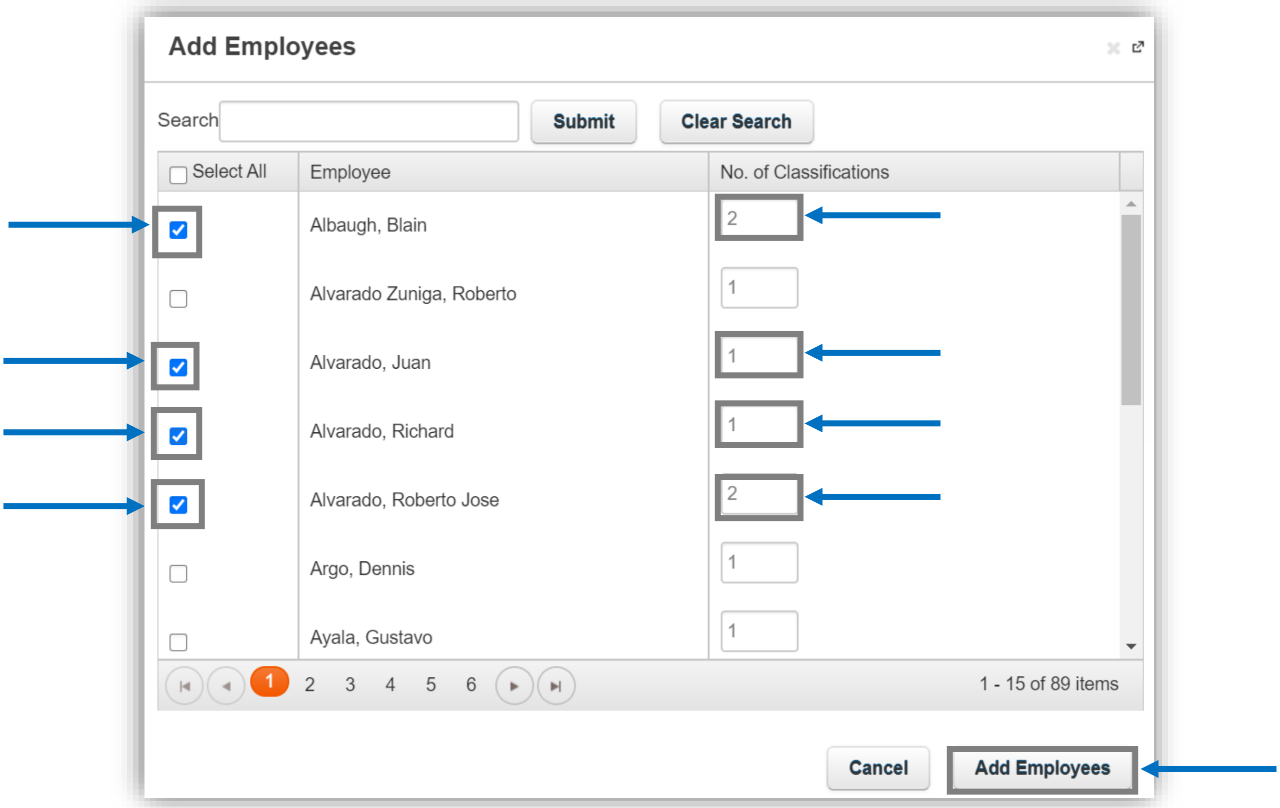
7. After entering all information, ***Click > Next***.

8. On the "Employees" tab you can add the employees that you need to report for that week. On the right hand side of the screen, ***Click > Add Employees***.



9. Put a check mark next to each employee you will be reporting for that week.

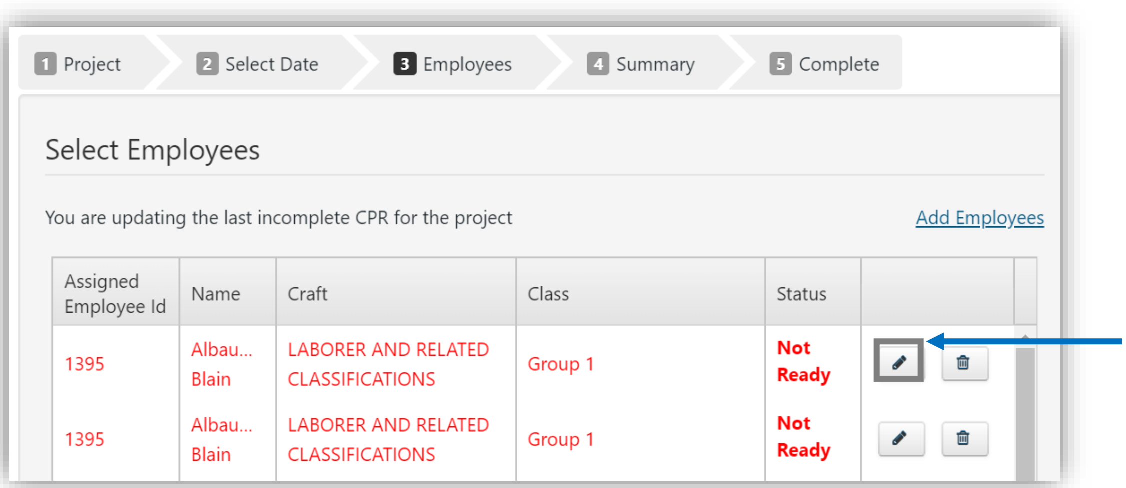
   If any employee worked more than 1 classification for this reporting period, you will need to enter the number of classifications on the right-hand side. This will allow create additional entries within the CPR for that employee, so you can report each classification and the hours worked under each classification, etc.



IMPORTANT NOTE: Only employees that were previously added under [*Page 11*](), ***Step 5A or*** [*Page 13*](), ***5B*** will appear as a selection. If you need to add additional crafts and classes to choose from, please revisit [Page 11](), ***Step 5A: Import Employee Profiles*** or [*Page 13*](), ***Step 5B: Manually Add/Edit Employee Profiles*** to add them.

10. After selecting the employees, ***Click > Add Employees*** to add them to the CPR for that week.

11. The employees listed will be in **red font**. This lets you know that the employee's payroll information is not complete. To add any information needed, **click** on the pencil icon to the right of the employee's name.



12. Once you're in the employee's payroll information, you will see the information previously created for the employee profile. If the employee is working more than one classification, select the correct classification from the drop-down menu. Make sure to select the correct Wage/Fringe Benefits for that classification.

Craft/Class	LABORER AND RELATED CLASSIFICATIONS/Group 1
Trade/Trade Type	Journeyman
Sub Trade/Trade Type	Select Sub Trade Type
Wage/Fringe Benefits	Laborer

13. Under "Hourly and Fringe Benefit Rates," verify the hourly fringe benefit amounts. If any changes need to be made, ***Click > Edit Package***.

Hourly and Fringe Benefit Rates

Fringe Benefits Package

Edit Package

Fringe Benefit	Regular	Swing	Graveyard	Overtime 1.5X	Overtime 2X	Overtime 3X	Paid Holiday
Hourly Basic Pay	0	0	0	0	0	0	0
Cash in lieu of Fringe Benefits	0	0	0	0	0	0	0
Vacation/Holiday	4.59	4.59	4.59	4.59	4.59	4.59	0
Pension/Retirement	7.53	7.53	7.53	7.53	7.53	7.53	0
Health & Welfare	7.12	7.12	7.12	7.12	7.12	7.12	0
Dues	1.3	1.3	1.3	1.3	1.3	1.3	0

14. Under "Hours Worked", enter the employee's Hourly Rate and hours worked each day for that week. If the hourly rate was previously entered with the Fringe Benefit Package, they will auto populate.

Allow Makeup Day

	Hourly Rate	Sun 10/01	Mon 10/02	Tue 10/03	Wed 10/04	Thu 10/05	Fri 10/06	Sat 10/07	TOTAL
Regular Shift	$33.19	0	0	0	0	0	8	0	8
Overtime 1.5X	$49.785	0	0	0	0	0	3.5	0	3.5

15. Enter any addition deductions under "Other Deductions" and any other payments under "Other Payments."

16. Enter the employee's tax deductions, Gross Wages and check number (if direct deposit, enter DD).

Deductions

FICA	FED WH	ST WH	SDI	Dues	Other Deductions (Specify)	Other Payments (Specify)	Earnings For This Job	Gross Wages	Net Paid	Check #
$130.17	$0.00	$0.00	$15.31	$0.00	$199.67	$0.00	$439.77	$1,701.54	$1,356.39	1007171

17. After entering all of the employee's payroll information for that week, ***Click > Save***.

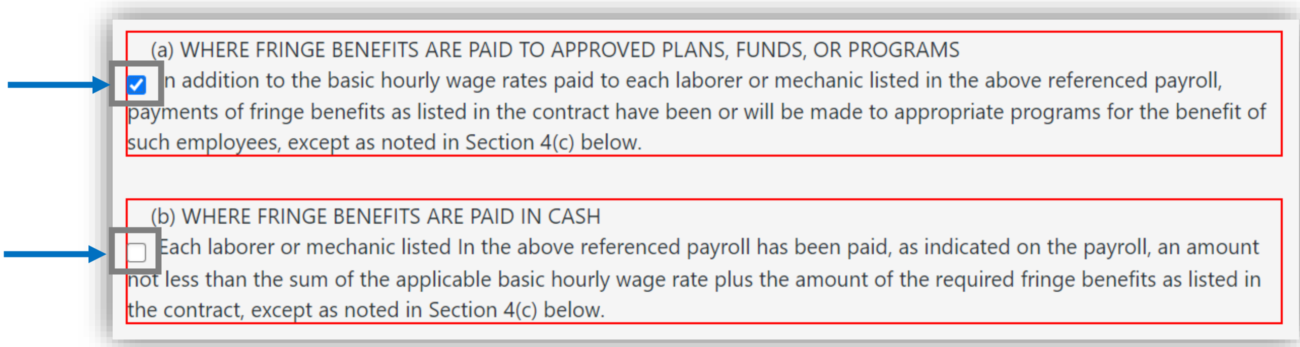
18. You will be brought back to the "Select Employee" screen and you will now see the employee in **green font**.

19. Repeat steps 11-17 above for all employees that need to be entered.

20. After completing the payroll details for each employee and each employee shows in **green font**, ***Click > Next*** to proceed and submit the CPR.

21. Under the "Summary" tab, you will see a summary of the employees and wages on the CPR. Take this time to verify the information. After you verify the information, ***Click > Next***.

22. The next screen will be the Statement of Compliance. ***Click > Box 4A*** or ***Box 4B***, depending on the type of fringe benefits the employees receive.



23. Scroll down to the bottom of the screen and ***Click > Sign*** to apply your electronic signature. The system will prompt you to enter in your name as it appears on the screen. Once entered, ***Click > Sign***.

24. Once your electronic signature is entered, you will see the signature on the Statement of Compliance. ***Click > Submit***.

25. You will be brought back to the CPR Management screen. If you click on your company name under the project you just submitted a CPR for, you will see the submitted CPR.

IMPORTANT NOTES:

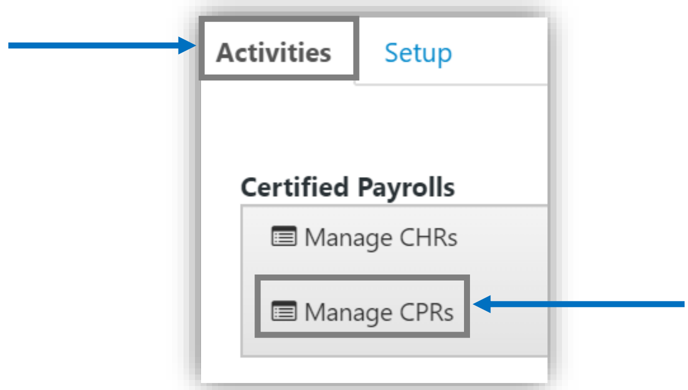
- To remove an employee from the CPR, click on the trash icon.
- To save the CPR as a draft, ***Click > Save as Draft***.
- To preview a CPR, ***Click > CPR*** Preview in the top right-hand corner. This will show you how the CPR will appear when submitted. Only those employees that are in **green font** will appear in the preview.
- If you need to revise a submitted CPR or SNP, please contact laborcompliance@polb.com.

STEP 13: REVIEWING CERTIFIED PAYROLL REPORTS

This step will show how to review subcontractors' CPRs. The Prime Contractor and parent contractors will review their subcontractors' CPRs prior to the Port of Long Beach.

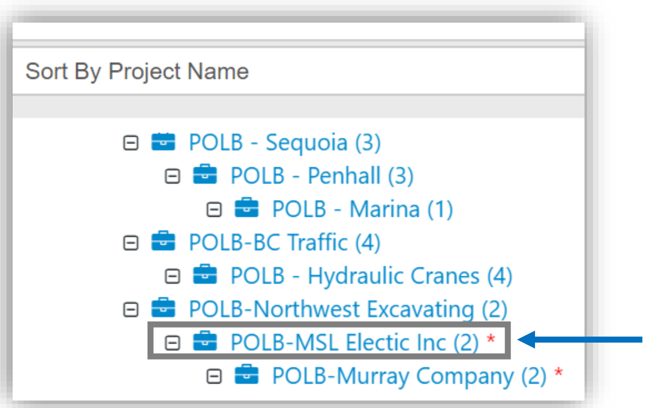
To review your subcontractors' CPR, please follow these steps:

1. ***Click > Activities > Manage CPRs***



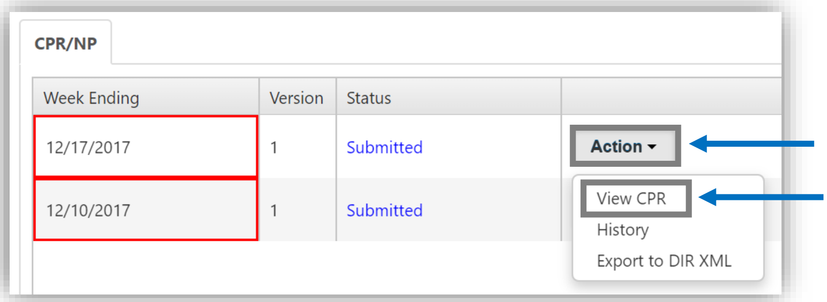
2. You will see an expanded list that allows you to view your subcontractors' CPRs. Select the contractor whose CPR you want to view by clicking on the contractor's company name.

   IMPORTANT NOTE: If there is an asterisk (*) next to the subcontractor's name, this means there are new CPRs that need to be reviewed.

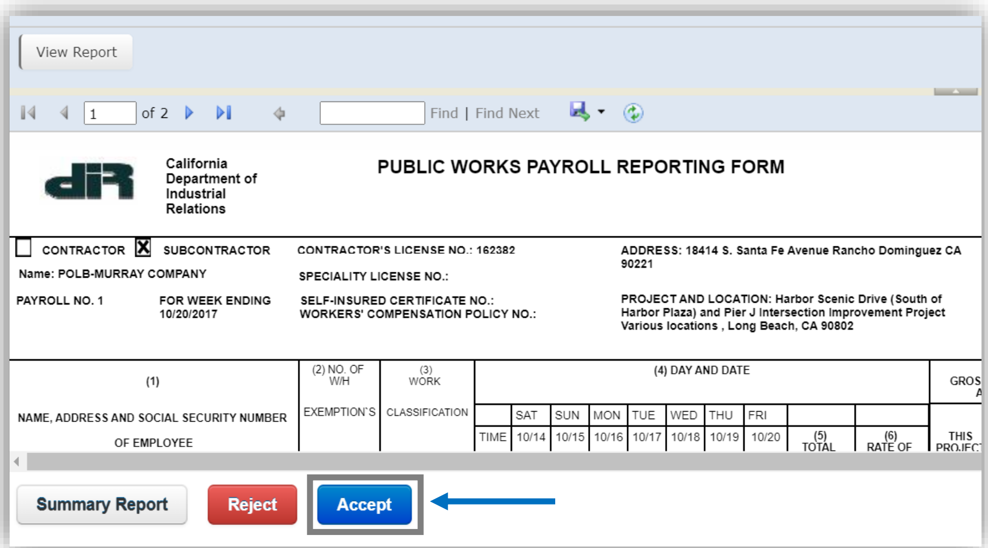


3. To view a CPR, ***Click > Action*** and select the 'View CPR' option. This will bring up the CPR for you to review.

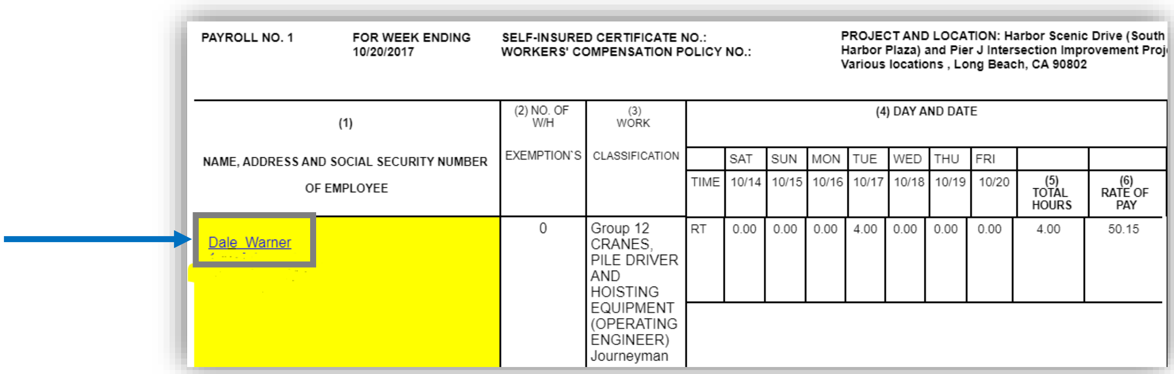
   IMPORTANT NOTE: A non-compliant CPR will be outlined with a **red** box on the week ending date, as seen on the next page. If the CPR has been resubmitted, the "Status" column will' identify it as "Resubmitted". Details for the previously submitted CPR(s) can be viewed by ***Click > Action > History***.



4. If the CPR <u>does not</u> have a **red** box indicating a non-compliance issue, verify all information and ***Click > Accept*** to accept the CPR. On the next pop-up window, enter a remark (optional), and then ***Click > Submit***.



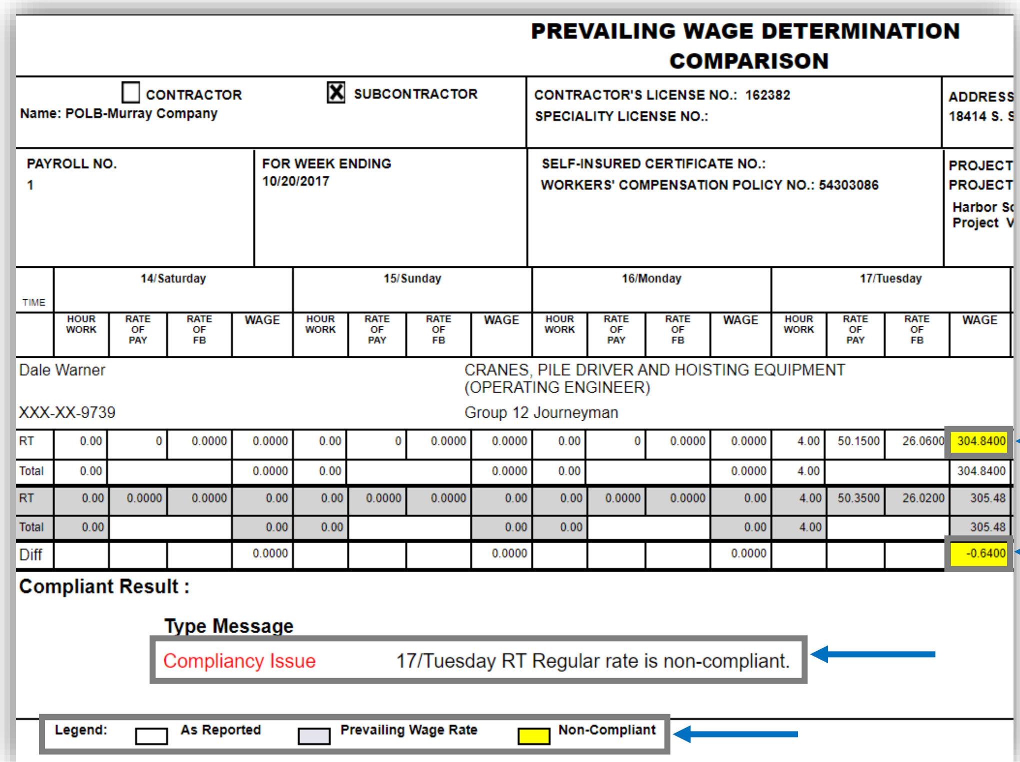
5. If there are any employee's names highlighted in yellow, click the highlighted employee to see additional information regarding the non-compliance.



6. Clicking the highlighted employee will open a new window called "Prevailing Wage Determination Comparison" (shown on the next page), to indicate what the non-compliance is. The non-compliance issue will be identified in the "Compliant Result" box.

IMPORTANT NOTE: If the issue is due to underpayment of prevailing wage, the non-compliant wage will be highlighted in yellow (see below).

- The rate of pay in the white boxes show what the contractor paid.
- The rate of pay in the gray boxes show what the correct prevailing wage rate should be.


PREVAILING WAGE DETERMINATION COMPARISON

☐ CONTRACTOR ☒ SUBCONTRACTOR
Name: POLB-Murray Company
CONTRACTOR'S LICENSE NO.: 162382
SPECIALITY LICENSE NO.:
ADDRESS
18414 S. S
PAYROLL NO. 1
FOR WEEK ENDING 10/20/2017
SELF-INSURED CERTIFICATE NO.:
WORKERS' COMPENSATION POLICY NO.: 54303086
PROJECT
PROJECT
Harbor Sc
Project V

Dale Warner — CRANES, PILE DRIVER AND HOISTING EQUIPMENT (OPERATING ENGINEER)
XXX-XX-9739 — Group 12 Journeyman

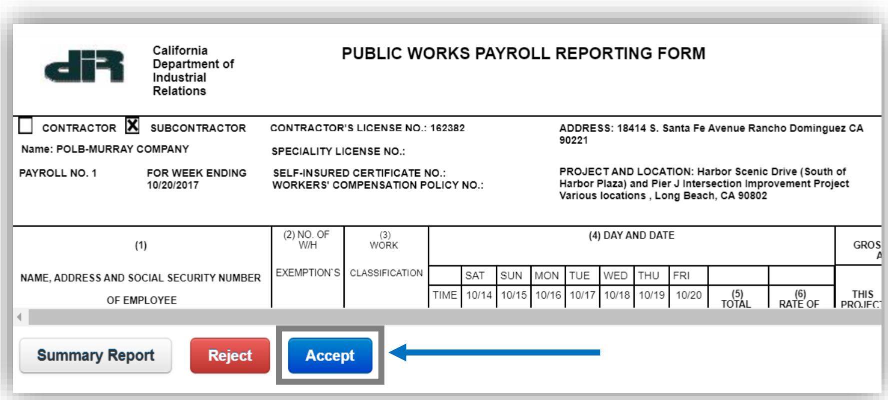
TIME	14/Saturday HOUR WORK	RATE OF PAY	RATE OF FB	WAGE	15/Sunday HOUR WORK	RATE OF PAY	RATE OF FB	WAGE	16/Monday HOUR WORK	RATE OF PAY	RATE OF FB	WAGE	17/Tuesday HOUR WORK	RATE OF PAY	RATE OF FB	WAGE
RT	0.00	0	0.0000	0.0000	0.00	0	0.0000	0.0000	0.00	0	0.0000	0.0000	4.00	50.1500	26.0600	304.8400
Total	0.00			0.0000	0.00			0.0000	0.00			0.0000	4.00			304.8400
RT	0.00	0.0000	0.0000	0.00	0.00	0.0000	0.0000	0.00	0.00	0.0000	0.0000	0.00	4.00	50.3500	26.0200	305.48
Total	0.00			0.00	0.00			0.00	0.00			0.00	4.00			305.48
Diff				0.0000				0.0000				0.0000				-0.6400

Compliant Result :

Type	Message
Compliancy Issue	17/Tuesday RT Regular rate is non-compliant.

Legend: As Reported | Prevailing Wage Rate | Non-Compliant

7. If you review a CPR and find it non-compliant, close the Prevailing Wage Determination Comparison window, ***Click > Reject*** on the CPR, enter any remarks in the pop-up window, and ***Click > Submit***. This will show the CPR as 'Rejected' and the subcontractor will receive an email notification to revise/resubmit their CPR.

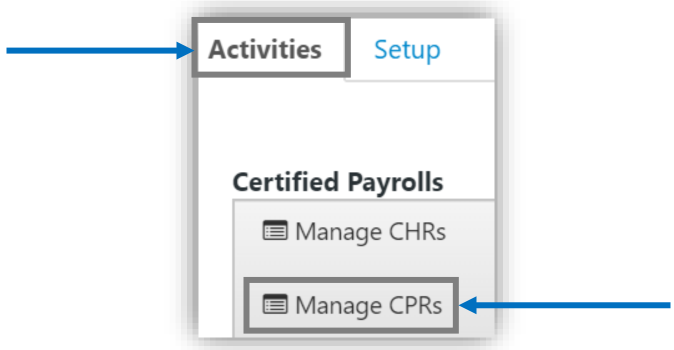


8. If you need to revise a submitted CPR or SNP, please contact laborcompliance@polb.com.

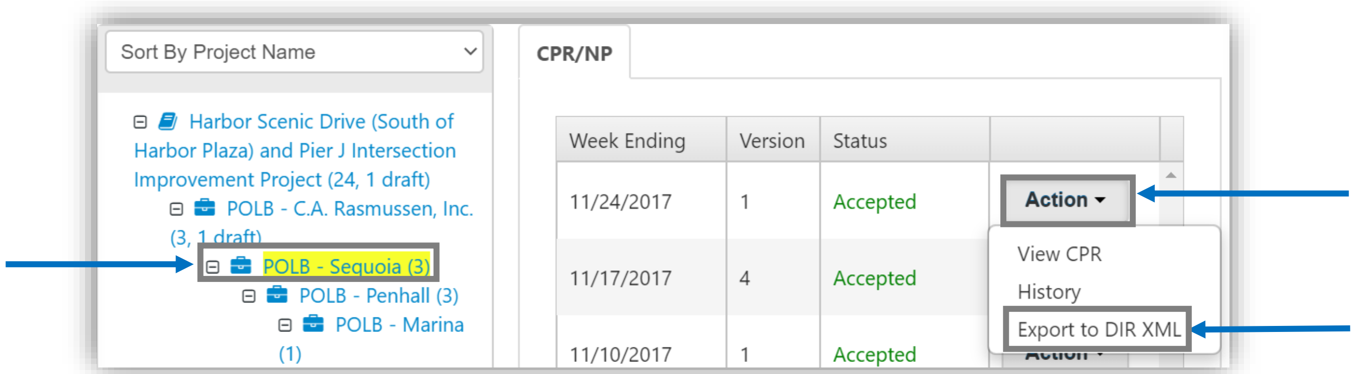
STEP 14: EXPORTING DIR XML FILE

Contractors and subcontractors are required to submit certified payroll records to the Labor Commissioner's Office using the Department of Industrial Relations' (DIR) electronic certified payroll reporting system. This step will show you how to use eComply Solutions to export a certified payroll report in XML file to upload to the DIR's system.

1. ***Click > Activities > Manage CPRs.***



2. Click on your company to see all submitted certified payroll reports. From the "Action" drop down, select "Export to DIR XML".



LIST OF TRAINING VIDEOS

The following training videos are available for your use by clicking ***> Activities > Training Videos***.

- Adding or editing an Employee
- Assigning Sub Contractor
- Creating Fringe Benefit Package from Existing (Shortcut)
- Creating Fringe Benefit Plan, Package & Define Association
- Employee Import
- Logging Payment
- Reject CPR – Modify vs. Adjustment
- Rejected CPR – See Rejection Comments
- Selecting Crafts and Classifications
- Submit a CPR
- Submitting a Non-Performance
- Uploading Documentation

Should you need any additional assistance, please contact eComply Tech Support at: **(855) 496-9526** or https://help.b2gnowsupport.com/hc/en-us/requests/new. When contacting eComply, please make sure to mention Port of Long Beach as the agency and the project name.

You may also contact the Port's Labor Compliance Program at: **(562) 283-7200** or **laborcompliance@polb.com**.