



## Certified Payroll

Please make sure all the following are setup for certified payroll to calculate correctly.

1. Go to Client > Tracking Levels  
Check Certified Payroll on one of the tracking levels (you can only choose one level as certified)  
Click the Pencil icon to create the Projects

Tracking Level: 6

Project

Union  Certified Payroll  Work Classification  Require  
 Exclude From Job Cost  Sync To Sundial



Click +Add to create the project  
Check the Certified Job box  
Fill the information on each tab  
Save

Client > Tracking Levels > Tracking Level 3: Projects ★

Tracking Code	Description	Inactive	Certified Job	
BOWLING GREEN	BOWLING GREEN	N	Y	
KENT STATE	KENT STATE	N	Y	
OSU	OSU	N	Y	

General Information | Project | Contractor | Sub-Contractor | Tax

Tracking Code: AKRON  
Description: AKRON  
 Inactive  Certified Job  
Client GL Code

2. There are 2 options for entering the certified pay rate per job.  
Option 1. Go to Employee Card  
Go to Multiple Pay Rates tab  
Click +Add  
Enter Start Date  
Click + Add Pay Rate  
Choose the Project  
Choose the Pay Code  
Enter the Pay Rate  
Save

Repeat these steps if using an overtime pay code and rate.

Employee List > Allen, Austin (22)

Profile | Tax Setup | Direct Deposit | Time Off | Scheduled Pay | Deductions | Dependents/Beneficiary | Events | Attachments | Checks | YTD

W2/1099/ACA | Custom Fields | Notes | Internal Setup | Allocations | **Multiple Pay Rates**

+ Add | Print

Start Date: 08/01/2024 | Stop Date

Pay Rates

+ Add Pay Rate

Pay Rate 1

Divisions: Any | Department: Any | **Projects: KENT STATE - KENT ST** | reporting: Any

**Pay Code: Regular** | **Pay Rate: 35**

Option 2. You can manually change the rate in timesheet.

Employee	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Rate	Other Pay	Other Hours	Other Amount
Allen, Austin (22)	0.0000	2.0000	5.0000	3.0000	5.0000	2.0000	0.0000			17.0000	0.00
	0.0000	2.0000	2.0000	0.0000	2.0000	2.0000	0.0000	16.0000	Regular	8.0000	0.00
	0.0000	0.0000	3.0000	3.0000	3.0000	0.0000	0.0000	<b>35.0000</b>	Regular	9.0000	0.00

Check Number: 1 | Work Location: Richfield, OH | Wcomp: OH-2883 | Shift: 0

Divisions: DIVISION 1 - DIVISION1 | Department: | Projects: KENT STATE - KENT STATE | reporting: Any

3. Start Payroll

Choose Pay code in Other Pay column

Enter the hours in the columns per day

Click the drop down arrow on the left to allocate to the correct project

If you have more than one project, click the plus sign on the far right to add new line.

Repeat the above steps

All Employees | - ALL OTHER PAY - | SEARCH...

Return | Submit | Options | Reports

Employee	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Rate	Other Pay	Other Hours	Other Amount
Allen, Austin (22)	0.0000	2.0000	2.0000	0.0000	2.0000	2.0000	0.0000	16.0000	Regular	8.0000	0.00
	0.0000	2.0000	0.0000	0.0000	2.0000	2.0000	0.0000			8.0000	0.00

Check Number: 1 | Work Location: Richfield, OH | Wcomp: OH-2883 | Shift: 0

Divisions: DIVISION 1 - DIVISION1 | Department: | **Projects: AKRON - AKRON** | reporting: Any

Also add new line to enter overtime with the correct pay code, rate, and allocation.

Employee	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Rate	Other Pay	Other Hours	Other Amount
Allen, Austin (22)	0.0000	4.0000	5.0000	3.0000	7.0000	2.0000	0.0000			21.0000	0.00
	0.0000	2.0000	2.0000	0.0000	2.0000	2.0000	0.0000	16.0000	Regular	8.0000	0.00
	0.0000	0.0000	3.0000	3.0000	3.0000	0.0000	0.0000	35.0000	Regular	9.0000	0.00
	0.0000	2.0000	0.0000	0.0000	2.0000	0.0000	0.0000	52.0000	O/T	4.0000	0.00

  

Check Number 1	Work Location Richfield, OH	Wcomp OH-2883	Shift 0
Divisions DIVISION 1 - DIVISION1	Department	Projects KENT STATE - KENT STATE	reporting

4. After payroll is submitted and ready for review, you can find the Certified Report in your list of reports to review.

Review
Reports
Approve

Continue

Timesheet Recap

Continue

Timesheet Submission Report

Continue

Invoice

Continue

Check Overview

Continue

View Checks

Continue

Timeoff Accruals

Continue

Deduction Recap

Continue

Direct Deposit Report

Continue

Job Cost Report

Continue

Payroll Register

Continue

Employee Change Log

Continue

Certified Report

Continue

Exceptions Report

Continue

Worker Compensation Recap

Continue

Payroll Register By Tracking Level

Continue

Retirement Contribution Report

Continue

Payroll Register - No YTD

OR

After payroll is processed, you can find Payroll Certified under Prior Payroll Reports.

**U.S. Department of Labor**  
Wage and Hour Division

**PAYROLL**  
(For Contractor's Optional Use; See Instructions at [www.dol.gov/whd/forms/wh347instr.htm](http://www.dol.gov/whd/forms/wh347instr.htm))

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.



U.S. Wage and Hour Division  
Rev. Dec. 2008

NAME OF CONTRACTOR <input checked="" type="checkbox"/> OR SUBCONTRACTOR <input type="checkbox"/>		ADDRESS , MI				OMB No.: 1235-0008 Expires: 07/31/2024														
PAYROLL NO. 2	FOR WEEK ENDING 08/24/2024	PROJECT AND LOCATION AKRON 149 N Parklane Dr NE, Grand Rapids, MI 49505			PROJECT OR CONTRACT NO. 100															
(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g. LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NO. OF HOURS EXEMPTION	(3) WORK CLASSIFICATION	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS					(9) NET WAGES PAID FOR WEEK		
			Sun	Mon	Tue	Wed	Thu	Fri	Sat				FICA	WITH-HOLDING TAX	STATE WH TAX	LOCAL TAXES	OTHER		TOTAL DEDUCTIONS	
			HOURS WORKED EACH DAY																	
Allen, Austin xxx-xx-4445	0	Laborer								8.00	20.0000	160.00	45.52	33.25	12.07	12.50	491.66	595.00	0.00	
Hunt, Helen xxx-xx-0011	0									12.00	30.0000	360.00	50.49	15.21	12.30	16.50	19.80	114.30	545.70	
												660.00								