

FAQ

Certified Payroll Reporting

This document introduces an important compliance feature utilizing the Job Cost and Payroll modules in Sage 100cloud in conjunction with the Aatrix electronic filing service.

What is Certified Payroll Reporting?

Contractors working on a government-funded job (or in states where unions have a strong influence, any contract job) must pay their workers according to the predetermined prevailing wage. Submitting a Certified Payroll Report on a regular basis serves as proof of compliance with this requirement.

What modules are required to produce Certified Payroll Reports in Sage 100cloud?

To utilize the newly updated Certified Payroll Reporting functionality, customers need to implement Sage 100cloud 2018 Job Cost with Product Update 5 and Payroll 2.18.5 or higher.

Are there additional installation steps required to enable Certified Payroll Reporting?

Yes. Customers will need to install the Federal and State Tax Reporting client (from Aatrix) if they have not already done so for other Aatrix reporting. In addition, upon the first access the customer will be prompted with directions to download the Certified Payroll Reporting forms via eFiling and Reporting. This is a one-time only process. All forms will be updated via the Certified Payroll Reporting menu option thereafter.

Are there additional setup requirements to enable Certified Payroll Reporting?

Yes. In Job Cost, a new Contractor Maintenance/Listing task has been added to the Setup menu and is only available when Job Cost is integrated with Payroll. In this simple maintenance program, the customer enters identifying information for contractors with whom they do business. Those contractors are then entered on the Job Maintenance Certified Payroll Reporting dialog as either a Primary or Awarding Contractor. Fields include name, Address information, Telephone, and E-mail.

Note: Contractors cannot be deleted if used in Job Maintenance or Job History.

Where do I find the Certified Payroll Reporting task in Sage 100cloud?

Certified Payroll Reporting is located on the Reports menu of the Payroll module only when Payroll is integrated with Job Cost. Optionally, this report may also be chained from the Payroll Check Register/Update.

How do I enable Certified Payroll Reporting during Payroll Check Register/Update?

To enable Certified Payroll Reporting during Payroll Check Register/Update, first select the new security event in Role Maintenance Security Events under Payroll to "Allow Certified Payroll Reporting from Check Register/Update" for the appropriate user roles. Once selected, when a user with the proper permissions processes a weekly Payroll that is integrated with Job Cost will receive a prompt, "Do you want to run Certified Payroll Reporting?" If the response is "Yes", the Certified Payroll Reporting process launches. If the response is "No", the Daily Transaction Register process launches.

Are there additional charges associated with Certified Payroll Reporting?

Should a customer choose to eFile the reports, there is a nominal fee from Aatrix to do so. There is no additional fee from Sage.

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