

# Quarterly Workforce Utilization/Gross Wages Reporting for DESIGN CONSULTANTS and SUBCONSULTANTS

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#### NYS Executive Order No. 162

In accordance with the requirements pursuant to Executive Order No. 162, effective January 1, 2018, state agencies are required to collect Workforce Compensation Data on all contracts and procurements subject to Executive Law Article 15-A, issued on or after June 1, 2017.

To comply with these requirements, the State University Construction Fund has established reporting schedules for the electronic submission of Quarterly Workforce Utilization/Gross Wages Reports.

### Reporting and Submission Schedule

• Workforce Utilization/Gross Wages data for the preceding month must be uploaded by the 10<sup>th</sup> of each month, for the preceding month.

For example, if Workforce Utilization/Gross Wages are being reported for December 1 – December 31, the report shall be electronically uploaded by January 10<sup>th</sup>.

The Quarterly Workforce Utilization/Gross Wages reporting schedule is as follows:

Quarter	Covered Period	Submission Date
1st	January 1st - March 31 <sup>st</sup>	April 10 <sup>th</sup>
2 <sup>nd</sup>	April 1 <sup>st</sup> - June 30 <sup>th</sup>	July 10 <sup>th</sup>
3 <sup>rd</sup>	July 1 <sup>st</sup> - September 10 <sup>th</sup>	October 10 <sup>th</sup>
4 <sup>th</sup>	October 1 <sup>st</sup> - December 31 <sup>st</sup>	January 10 <sup>th</sup>



#### **Forms**

The Quarterly Workforce Utilization/Gross Wages Reports are located on the Fund's website at https://www.sucf.suny.edu under "Forms. The Quarterly Workforce Utilization/Gross Wages Report is a fillable Excel spreadsheet.

<u>Subconsultants</u> are required to complete the fillable Excel spreadsheet and email it to their Prime for uploading.

<u>Prime Contractors</u> are required to collect and upload forms received from their subcontractors.

#### **Business Partner Application**

To access the Business Partner Application, go to the Fund's Internet Home Page.

1. Login in with your Username and Password.





# Workforce Utilization/Gross Wages Reports (Quarterly)

- 1. Select Workforce Utilization/Gross Wages Reporting (Monthly/Quarterly)
- 2. Select Quarterly Workforce Utilization/Gross Wages Reporting (Design)
  - Monthly Workforce Utilization/Gross Wages Reporting (Construction)
  - Quarterly Workforce Utilization/Gross Wages Reporting (Design)



- 3. Click on the drop down to find and/or select Contract Number
- 4. Click on the drop down to select Month/Year corresponding with the report being submitted.

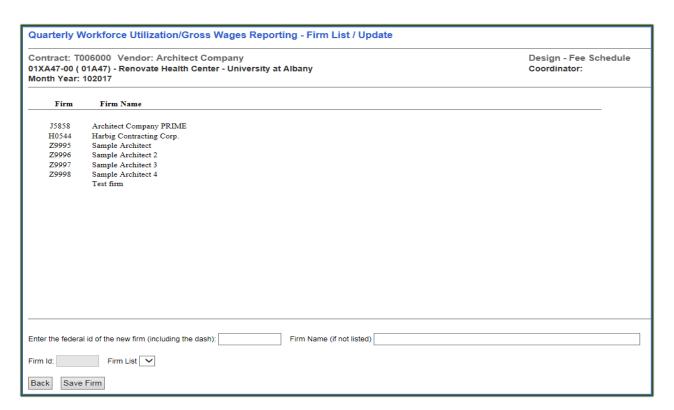




#### Verifying/Adding/Updating Firms

Quarterly Workforce Utilization/Gross Wages Reporting – Firm List / Update Here you will begin to verify, add and/or update the list of firms listed in the system for the contract. If the Firm does not appear on the Firm List, you are required to add subcontractors not listed. Go to the bottom of the page where it will need to be added.

- 1. Enter the Federal ID # or Firm Name of the firm to be added. If the firm exists in the SUCF system, it will appear in the "Firm Id:" box. Then click on "Firm List" and select the Firm name from the drop-down list.
- 2. After the firm has been selected from the "Firm List" click "Save Firm."
- 3. Repeat these above, for each firm required\* to report.
- 4. Once all firms have been saved and the Firm List has been updated, click on the "Back" button to return to Quarterly Workforce Utilization/Gross Wages Reports—Construction to upload.





## <u>Uploading Forms</u>

On the Quarterly Workforce Utilization/Gross Wages Reports – Design screen

- 1. Select Quarterly Workforce Utilization/Gross Wages Reporting Firm List/Upload.
- 2. Select the firm from the list for the report being uploaded and attach the report.
- 3. Click the "Browse" button to locate the monthly report being submitted for the firm selected.
- 4. Click "Upload File" to submit the Quarterly Report Workforce Utilization/Gross Wages Report.



