

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 10th 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 10th.

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

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

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.

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

Prime Contractors 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.

Business Partner Login

Enter your username and password.

Username:

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.

Quarterly Workforce Utilization/Gross Wages Reporting - Design

To attach excel spreadsheets, choose a contract number, choose a month/year, and click on: Report Upload.

Contract Number: Quarter / Year: 10 2017

Job Order Number (JOCs):

Find a contract: Contract/Type:

(Project, E-Builder Project, Voucher Number, Firm Id, or OSC Id)

- [Quarterly Workforce Utilization/Gross Wages Reporting - Firm List / Update](#)
- [Quarterly Workforce Utilization/Gross Wages Report Upload](#)

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[Quarterly Workforce Utilization/Gross Wages Report](#)
[Instructions for Quarterly Workforce Utilization/Gross Wages Reporting](#)

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.

Quarterly Workforce Utilization/Gross Wages Reporting - Firm List / Update

Contract: T006000 Vendor: Architect Company Design - Fee Schedule Coordinator:
 01XA47-00 (01A47) - Renovate Health Center - University at Albany
 Month Year: 102017

Firm	Firm Name
J5858	Architect Company PRIME
H0544	Harbig Contracting Corp.
Z9995	Sample Architect
Z9996	Sample Architect 2
Z9997	Sample Architect 3
Z9998	Sample Architect 4
	Test firm

Enter the federal id of the new firm (including the dash): Firm Name (if not listed)

Firm Id: Firm List

Uploading Forms

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.

Quarterly Workforce Utilization/Gross Wages Reporting - Design

To attach excel spreadsheets, choose a contract number, choose a month/year, and click on: Report Upload.

Contract Number: Quarter / Year: 10 2017

Job Order Number (JOCs):

Find a contract: Contract/Type:

[Quarterly Workforce Utilization/Gross Wages Report](#)
[Instructions for Quarterly Workforce Utilization/Gross Wages Reporting](#)

(Project, E-Builder Project, Voucher Number, Firm Id, or OSC Id)

- Quarterly Workforce Utilization/Gross Wages Reporting - Firm List / Update
- Quarterly Workforce Utilization/Gross Wages Report Upload 

Quarterly Workforce Utilization/Gross Wages Report Upload

Contract: T006000 Vendor: Architect Company
 01XA47-00 (01A47) - Renovate Health Center - University at Albany
 Month Year: 102017

Design - Fee Schedule Coordinator:

Attachment

Select a firm, browse to attach a file (in the correct excel format), and press Upload file to attach the file.

Document	Date	Uploaded By
<input type="radio"/> Architect Company PRIME (J5858)		
<input type="radio"/> Harbig Contracting Corp. (H0544)		
<input type="radio"/> Sample Architect (Z9995)		
<input type="radio"/> Sample Architect 2 (Z9996)		
<input type="radio"/> Sample Architect 3 (Z9997)		
<input type="radio"/> Sample Architect 4 (Z9998)		
<input type="radio"/> Test firm		

Attach File

File size cannot exceed 3.0MB.

