

# Monthly Workforce Utilization/Gross Wages Reporting for CONSTRUCTION CONTRACTORS and SUBCONTRACTORS

## Contents

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NYS Executive Order No. 162.....2

Reporting and Submission Schedule .....2

Forms.....3

Business Partner Application.....3

Workforce Utilization/Gross Wages Reports (Monthly).....4

Verifying/Adding/Updating Firms.....5

Uploading Forms .....6

## NYS Executive Order No. 162

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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.

All prime contractors and any subcontractors (MWBE/Non-MWBE) to such prime with contracts in excess of \$100,000.00 for construction and \$25,000.000 for services and commodities that were executed on or after June 1, 2017, are required to report.

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

## Reporting and Submission Schedule

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

- 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.

## Forms

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

[Subcontractors](#) are required to complete the fillable Excel spreadsheet and email it to their Prime for uploading.

[General Contractors](#) are required to collect and upload forms received from their subcontractors.

The Monthly Workforce Utilization/Gross Wages Reports reporting, and submission process is located in the Fund's Business Partner Application.

## Business Partner Application

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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 (Monthly)

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

- **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.
5. If applicable, click on the drop down to select Job Order Number (JOCs)

### Monthly Workforce Utilization/Gross Wages Reporting - Construction

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

Contract Number:  Month / Year:

Job Order Number (JOCs):

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

Find a contract:  Contract/Type:

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

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

# Verifying/Adding/Updating Firms

## Monthly 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 [Monthly Workforce Utilization/Gross Wages Reports – Construction](#) to upload.

**Monthly Workforce Utilization/Gross Wages Reporting - Firm List / Update**

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Contract: T006046 Vendor: Construction Company Inc. Construction - Full Service Coordinator:  
 32X468-06 ( 32468) - Core and Shell - Stony Brook - HSC

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Firm	Firm Name
H6879	Construction Company Inc. PRIME
Z9991	Sample Contractor
Z9992	Sample Contractor 2
Z9993	Sample Contractor 3
Z9994	Sample Contractor 4

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

Firm Id:  Firm List

# Uploading Forms

On the [Monthly Workforce Utilization/Gross Wages Reports – Construction](#) screen

1. Select [Monthly 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 Monthly Report Workforce Utilization/Gross Wages Report.

**Monthly Workforce Utilization/Gross Wages Reporting - Construction**

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

Contract Number:  Month / Year:

Job Order Number (JOCs):

Find a contract:  Contract/Type:

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

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

[Main Menu](#)

[Monthly Workforce Utilization/Gross Wages Report](#)  
[Directions for Monthly Workforce Utilization/Gross Wages Reporting](#)

**Monthly Workforce Utilization/Gross Wages Report Upload** EEOSearchResu

Contract: T006046 Vendor: Construction Company Inc. Construction - Full Service Coordinator:  
 32X468-06 ( 32468) - Core and Shell - Stony Brook - HSC  
 Month Year: 012018

**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"/> <a href="#">Construction Company Inc. PRIME (H6879)</a>	02/23/2018	
<input type="radio"/> Sample Contractor (Z9991)		
<input type="radio"/> Sample Contractor 2 (Z9992)		
<input type="radio"/> Sample Contractor 3 (Z9993)		
<input type="radio"/> Sample Contractor 4 (Z9994)		

**Attach File**

File size cannot exceed 3.0MB.

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