DESIGN – CONSULTANTS/SUBCONSULTANTS

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.

These requirements will impact the April 10, 2018, Workforce Utilization/Gross Wages Report submissions.

In order 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.
Instructions for
(Quarterly)
Workforce Utilization/Gross Wages Reporting

Reporting and Submission Schedules

(Quarterly) Workforce Utilization/Gross Wages reporting schedules are 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.

(Quarterly) Workforce Utilization/Gross Wages reporting schedules are as follows:

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Covered Period</th>
<th>Submission Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>January 1 - March 31</td>
<td>April 10</td>
</tr>
<tr>
<td>2nd</td>
<td>April 1 - June 30</td>
<td>July 10</td>
</tr>
<tr>
<td>3rd</td>
<td>July 1 - September 10</td>
<td>October 10</td>
</tr>
<tr>
<td>4th</td>
<td>October 1 - December 31</td>
<td>January 10</td>
</tr>
</tbody>
</table>
Instructions for
(Quarterly)
Workforce Utilization/Gross Wages Reporting

Business Partner Login

Enter your user name and password here...

Business Partner Login

Enter your user name and password.

User Name: 
Password: 

Enter

Business Partners - Forgot your User Name or Password?
Instructions for  
(Quarterly)  
Workforce Utilization/Gross Wages Reporting  
FORMS  

PRIMES  
The Workforce Utilization/Gross Wages Reports (Quarterly) reporting and submission process is located in the Business Partner Applications.  

Once the form has been completed it must be saved for uploading.  Primes are required to collect and upload forms received from their subs  

OR  

Subconsultants can access Workforce Utilization/Gross Wages Reports (Quarterly) on the Fund’s website located at https://www.sucf.suny.edu under “Forms.”  

Once the form has been completed it must be saved and emailed to the Prime for uploading.  

NOTE: The Monthly Workforce Utilization/Gross Wages Report is a Fillable Excel spreadsheet.
Instructions for
(Quarterly)
Workforce Utilization/Gross Wages Reporting

Click on Workforce Utilization/Gross Wages Reports (Monthly/Quarterly) link…

Main Menu

Having Problems Using the Portal? Click Here!

- Workforce Utilization/Gross Wages Reports (Monthly/Quarterly)
- Update User Account Information
Click on Quarterly Workforce Utilization/Gross Wages Reporting (Design) tab…

**Workforce Utilization/Gross Wages Reporting (Monthly/Quarterly)**

- Monthly Workforce Utilization/Gross Wages Reporting (Construction)

- Quarterly Workforce Utilization/Gross Wages Reporting (Design)
Instructions for
(QQuarterly)
Workforce Utilization/Gross Wages Reporting

Here you will enter contract Number / Select Report Quarter/Year and Access Report Forms

Click on drop down to find and/or select Contract Number

Click on drop down to select Month /Year corresponding with the report being submitted*

* 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.
Verifying/Adding/Updating Firms

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 subconsultants not listed. Go to the bottom of the page where it will need to be added.

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.

After the firm has been selected from the “Firm List” click “Save Firm.”
Repeat these above, for each firm required* to report.
Once all firms have been saved and the Firm List has been updated, click on the “Back” button.

Then, go back to the previous (Quarterly Workforce Utilization/Gross Wages Reports – Design) screen.
Instructions for (Quarterly) Workforce Utilization/Gross Wages Reporting

UPLOADING FORMS

Click on Quarterly Workforce Utilization/Gross Wages Reporting – Firm List/Upload…

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 (JOs): [ ]

Main Menu

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

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

• Quarterly Workforce Utilization/Gross Wages Report Upload

Here you will begin uploading the reports. Select the firm from the list for the report being uploaded and attach the report. Click the “Browse” button to locate the quarterly report being submitted for the firm selected. Click “Upload File” to submit the Quarterly Workforce Utilization/Gross Wages Report.