

Instructions for  
(Quarterly)  
Workforce Utilization/Gross Wages Reporting

**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 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>.

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

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

**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:

[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](#)**

**Instructions for**  
**(Quarterly)**  
**Workforce Utilization/Gross Wages Reporting**

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**  
**(Quarterly)**  
**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\*

**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):

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

Find a contract:  Contract/Type:

[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](#)

[Main Menu](#)

\* 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.

**Instructions for**  
**(Quarterly)**  
**Workforce Utilization/Gross Wages Reporting**

**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.

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

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

Design - Fee Schedule  
Coordinator:

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

**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 (JOCs):

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

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](#)

[Main Menu](#)

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.

**Instructions for**  
**(Quarterly)**  
**Workforce Utilization/Gross Wages Reporting**

**Quarterly Workforce Utilization/Gross Wages Report Upload**

EEOSearch

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.