Contractor Data Systems (CDS)

Monthly Amounts Paid and EPI Submissions
May 2017 v2

New CDS Website

https://hosting.portseattle.org/cds

Used by Port Contractors and Consultants to submit, edit and view EPI (electronic payroll information) and MAP (monthly amounts paid) data, if contractually required.

The system is optimized for Internet Explorer, though will work fine in most cases in other browsers, too.

Getting Help

Contact the CDS System Administrator at 206-787-7744 or email mailbox-cds@portseattle.org with any questions or issues with the new system. New CDS system upgrades will be released every couple of months. Your feedback and suggestions help us improve the system for everyone.

MAP and EPI Submissions from Port Contractors/Consultants

All Port Contractors/Consultants with payments to subs are required to submit Monthly Amounts Paid (MAP) reports with total amounts they paid to their subs.

Major Construction contractors are required to submit EPI, employee data and weekly payroll data for those employees who are working on Port projects.
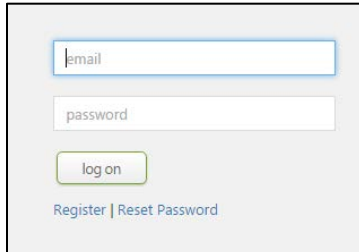
New System vs. Old System

1. Onscreen message and routing to new system from old system (old system URL was https://www2.portseattle.org/app/cds)
2. Allows contractors/consultants to continue uploading Payroll and MAP data via Excel spreadsheets (as they do now)
3. Has new online forms for contractors/consultants to submit Payroll and MAP data (without spreadsheet, directly into webpages)
4. Current contractors/consultants should check with their Port contact on whether they must use new online forms.
5. Online forms are required for any new Port contracts from now on.

System Login

The new system requires you to login using your email and a password.

Click the link for "Register" to set up a new email/password for CDS access.
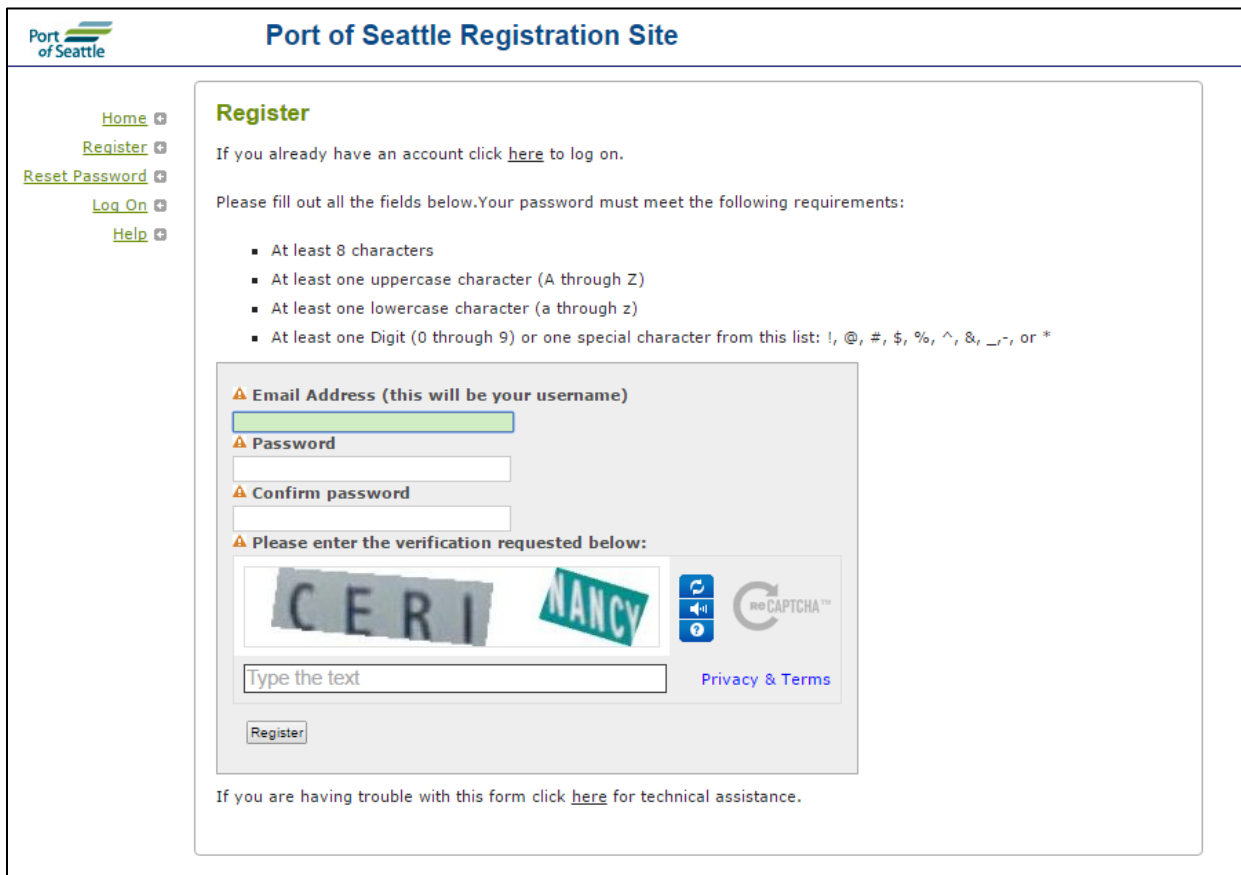

New registered users see a message to contact Port to be assigned to a company. You will not be able to view/add/edit any data until this assignment is complete.

Currently, each user email can only be assigned to a single company. Additional system refinements, in progress now, will allow one user email to be associated with multiple companies.

Contact the CDS System Administrator at 206-787-7744 or email mailbox-cds@portseattle.org to be assigned to a company.

jbates@test.com

password

log on

Register | Reset Password

Your email address has not been assigned to a company as a contact for the Contractor Data System application. Please email mailbox-cds@portseattle.org or call (206) 787-7744 for assistance.

Once you successfully login, a welcome screen appears with general information about the system. A menu of options across the top allows access to information in CDS about your company's projects, service agreements, companies (subcontractors on your jobs) or employees.

Port of Seattle   Contractor Data System   Sbaker@ABCRoofing.com | Change User | Log out

HOME   PROJECTS   SERVICE AGREEMENTS   COMPANIES   EMPLOYEES

Welcome ABC Roofing Co

⊕ upload files

The Port of Seattle Contractor Data System allows vendors working on Port of Seattle projects to submit Electronic Payroll (EPI) and Monthly Amounts Paid (MAP) electronically. CDS also allows vendors to view their current data and their subcontractors' data.

EPI and MAP data can be entered directly on this website now. More detailed instructions may be downloaded here (under Electronic Payroll (EPI) and Monthly Amounts Paid (MAP)).

If you are currently submitting EPI or MAP via Excel files, you may continue to do so for now. New contracts will be transitioned to online entry. You may also voluntarily begin entering this data online at any time.

Submission of Affirmations of Correctness for EPI is no longer required, however, by submitting EPI, you certify:

- That any payroll otherwise under this contract required to be submitted for the payment period are correct and complete, that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract, that the classifications set forth therein for each laborer or mechanic conforms with the work s/he performed.
- That any apprentices employed in the payment period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency.
- That where fringe benefits are paid to approved plans, funds, or programs, in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the submitted payroll, payments of fringe benefits as listed in submitted payroll have been or will be made to appropriate programs for the benefits of such employees.
- **The willful falsification of any of the above statements may subject the contractor to civil or criminal prosecution.**

For assistance, you may contact the Port's Office of Contractor Data by calling (206) 787-7744, or emailing mailbox-cds@portseattle.org.

Navigation in New CDS

Main menu across the top of the screen gives you access to system information about Port Projects or Service Agreements, Companies working on your projects and Employees working on your Port projects.

Each menu choice provides a list. Click on provided hyperlinks in the list to navigate to information about Projects, Service Agreements, Companies, or Employees.

For example, navigating to a particular project, displays a screen with tabs for companies on that project, payroll submission or specifics of Payroll Hours, and Monthly Amounts Paid Submissions.

Submitting Monthly Amounts Paid (MAP) via online forms

The "add monthly amounts paid" button here lets you type MAP data directly into online forms in the new system, no separate spreadsheet required.

To Submit MAP via online forms:

1) Navigate to the **Project screen**, Monthly Amounts Paid tab.
2) Click the "add monthly amounts paid" button.
3) A new form appears for the MAP data. Each of your Subcontractors in the CDS system is automatically listed with space to add the Payment Date and the Amount Paid.

4) For Major Contruction projects only, add Pay Estimate Number for this month. Service Agreements or Small Works can leave this box blank.
   a. If you are a subcontractor, please coordinate with your Prime to report the correct Pay Estimate number. All subs should be reporting the same number for the month.
5) Use the calendar button to the right of the "For Month Year" box to choose and fill in the Month Year that the work occurred. You cannot type directly into the box, must use calendar to choose.
6) Fill in the payment date and amount of payment for each of the listed subcontractors.
7) Click the "submit" button to send MAP data to the Port. You will see a confirmation message, warning you that you won't be able to change data once it is submitted.
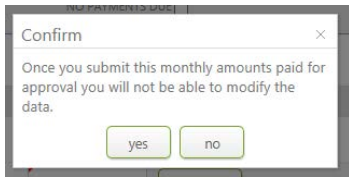
8) Click Yes to submit completed data to the Port.

MAPs submitted via online forms appear in the list on the Project, Monthly Amounts Paid tab. Click the hyperlink in the Status column to view the submitted data. You cannot make any changes to the data.

Adding Payments to New Subcontractors, or Additional Payments to existing Subcontractors:

When you add a monthly amounts paid report, CDS automatically lists any of your subcontractors who have been identified previously in the CDS system. If you do not see a subcontractor in the list, you can add a payment to a new subcontractor with the "add payment" button. You should also use this button if you need to add a second payment for a subcontractor who is already in the list.

1) Click the "add payment" button on the Monthly Amounts Paid form. A pop-up form appears, with three options:
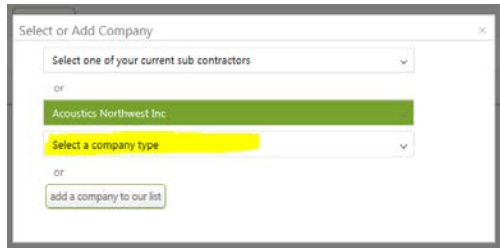
2) Sometimes contractors will have multiple payments to the same sub during a particular month. **To report an additional payment for existing subcontractors**, click on "select one of your current sub contractors". Choose a sub from the drop down list that appears. CDS creates an additional row on the monthly amounts paid submission for the selected subcontractor.

3) **To report a payment to a new subcontractor** (one who does not already appear on the monthly amounts paid form), click on "select a new sub contractor from our list" to look for your subcontractor in the list of companies that are already in CDS.

   a. Type any part of the subcontractor name in the box that appears, to filter the list of companies to those that contain whatever you type.
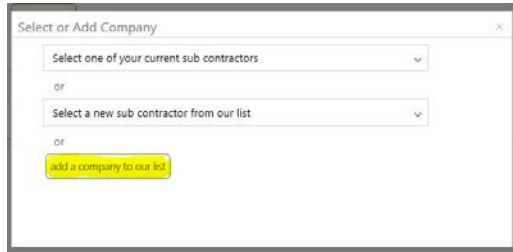
   b. If you see your subcontractor in the list, click on the name.

c. Then click in the "select a company type" box and choose from the list that appears. You should be choosing either "contractor" or "consultant".
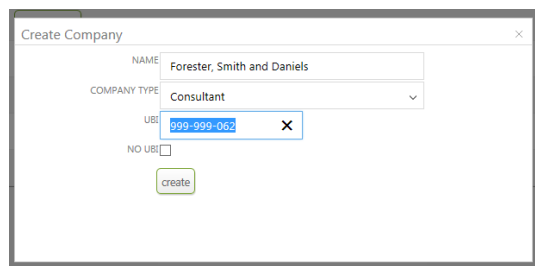
d. CDS creates an additional row on the monthly amounts paid submission for the selected subcontractor.

4) If you do NOT see your subcontractor in the list of companies that are already in CDS, then you need the third option: click the button "add a company to our list".

a. A pop-up form appears, to add a new Company.

b. Fill out the new form: name, company type and UBI (or checking No UBI, for entirely out of state companies) are required. You will get an error message if you type a UBI that is already in the system. That duplicate UBI error generally means the company you are trying to add is already in CDS and you should choose it from the list in the earlier steps described here.

c. Click "create" and CDS creates an additional row on the monthly amounts paid submission for the new subcontractor.

5) Any new subcontractors will show up on all subsequent monthly amounts paid submissions.

No Payments to Subs:

If you have **no payments to any subs** during a particular month, you must still make an MAP submission.

Click the "No Payments Due" check box to indicate you made NO payments to sub for this MAP month/year.

You must also enter an amount for each sub. Enter 0 if you did not make a payment to a sub for the month. If you try to submit an MAP without entering an amount for each sub, you will get an error.
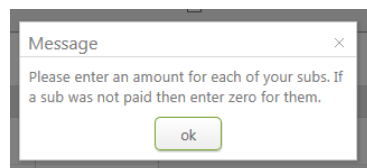
We expect to update the system in the next few months so "No Payments Due" check will automatically add 0's to all sub amounts. For the time being, you do need to type 0 amounts in for your submission.

Final Payment on Contract:
If this is the final payment report for this contract, click the "Final Payment" check box. Fill out the remainder of the form as always.

Business Certifications:
The Port tracks business certification status for all contractors/consultants.
Certification categories are:

SCS   Small Contractors and Suppliers
DBE   Disadvantaged Business Enterprise
MBE   Minority Owned Business Enterprise
WBE   Woman Owned Business Enterprise
SBE   Small Business Enterprise
NSB   Not a Small Business

Certification status and numbers for SCS firms can be found through King County website:
https://blue.kingcounty.gov/EXEC/contractreporting/Public/SCS/default.aspx

Certification status and numbers for all other certification types (MBE, WBE, DBE, SBE) can be found through Washington state OWMBE office website:
http://omwbe.wa.gov/directory-of-certified-firms/

To add Business Certifications for Companies on Port Projects:

1) While submitting payroll data, you can add certification status for the submitting company or for any of the subcontractor companies.
   a. Click the "certifications" button to add small business certification information for the submitting company.
   b. Click one of the "manage" buttons, on the subcontractor company rows, to add small business certification information for a subcontractor.

2) Certifications form appears. Click the "add certification" button to add a new small business certification for the company.

3) Choose the certification type from the drop down list.
4) Add certification number, if you have one.

5) Or, click the "Self Declared" check box, if the business is not certified but rather identifying themselves as a particular business type. Some types do not have self declared option (like SCS).
6) Click the "Save" button.
7) Click the X in the top right corner of the Certifications form to close it.
8) You will notice the selected type(s) appearing next to subcontractor manage button.

Viewing Payroll data

Major Construction contractors and all subs are required to submit information on their employees and payroll for Port projects. This data is displayed on the Project form.

Payrolls tab shows overview data of all submissions for project and provides options for new submissions.

Payroll hours tab shows details of employee and payroll data.

Use the "items per page" drop down list at the bottom of these screens to control how many rows you see on the screen at one time.

Both of these payroll data tabs have sorting and filtering capabilities. You can also change column widths to view data better.

To Change Column Widths in the Payroll Grids:

Point at the small dividing line between column names and look for the column width indicator. Press and drag mouse to change column width.

To Sort Payroll Data:

Click on the name of a column to sort. Each click switches from ascending to descending and then back to original order.

To Filter Payroll Data:

If a column name has a small arrow next to it, click the down arrow to open a filter window, used to restrict entries in the data grid to rows that match your selection.

The blank box below "is equal to" has a small green box with an arrow. If you click that, you will get a list of all the available data values for the column you chose. Pick one and then click "filter" to only see rows with that data value.

Click the small down arrow to the right of a column name again, then click "clear" to remove the filter and return to the full list of data.

Submitting Payroll data via online forms

The Project, Payrolls tab provides several options for new payroll submissions.

To Submit Payroll data via online forms:

1) Navigate to the **Project screen**, Payrolls tab.
2) Click the "add payroll" button.

3) Project and Company: default to the project you started from and the company you signed on under. If you have other projects with the Port, you can select another Project from the drop down list.

   Additional system upgrades, coming in the next couple of months, will allow Prime Contractors to make payroll submissions for their subcontractors.

4) Sub To: required if you are a subcontractor, choose the company you sub to from the drop down list.

5) Payroll Ending Date: type in a date, or choose date by clicking the calendar icon to the right of the text box.

6) You will provide details for each employee with wages in this payroll period. The system gives you three options for this payroll's employee list
   a. Blank – you add each employee to the Payroll as needed.
   b. From Previous Payroll – choose a payroll ending date from the dropdown list and the system will automatically create the same list of employees for this new submission.

   c. All Active Employees – all employees with active status for this company are automatically listed for this payroll submission. You must also choose one or more hours types to display for each active employee.

7) Click the "next" button to generate the Payroll submission.

8) Fill in or change Hours, Hours Type, Base Rate and Benefit Rate, as needed.
   a. Base Rate should be the same for regular, time and a half, double and triple hours types for same employee on same payroll submission. System will calculate new amount per hour for these types automatically.

9) Click the "add new record" button to add a new payroll line for one of the company employees.

   a) Click on "Select an Employee" to open a list of company employees. Choose an employee
   b) System defaults to Trade and Classification for that employee. You can change these if needed.
   c) Add Hours, Hours Type, Base Rate and Benefit Rate for the employee for this pay period.

10) Click the "add new employee" button to add a new employee (not already in CDS) for the company. A Create Employee form opens.


a) Fill in each box. All information is required, except Apprenticeship information.
b) Click "save" button to save the new employee record. You are returned to Edit Payroll where you can click "add new record" now to add payroll information for the new employee.

11) Click the "duplicate" button to make a copy of a payroll record. Use this button when you need to add another record for the same employee for a different hours type.

12) Click the "delete" button to remove a line for an employee in the payroll submission. The system prompts for confirmation.
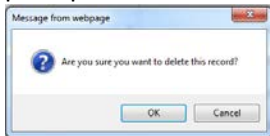
13) Click "delete payroll" to cancel the entire payroll submission. The system warns you about the deletion and prompts for confirmation.
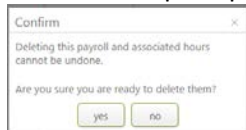
14) Click the "submit for approval" button to complete the payroll submission. The system warns you that you cannot modify payroll data after submission and prompts for confirmation.
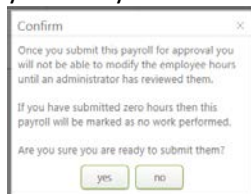
Your new payroll submission shows up in the list of Payrolls for your project with status "Pending Approval". Port Staff review and approve payroll submissions, usually within a couple of days.

To report No Work Performed Pay Periods via online forms:

Contractors are required to report payroll weeks with "No Work Performed" while they are on Port Projects.

1) Click the "add no work payrolls" on the Payrolls tab for your project to open the online form.
2) Company: shows the company you signed on under. If you are a Prime Contractor/Consultant, you can choose one of your subcontractors from the company drop down list and submit No Work Performed data on their behalf.
3) Add First Payroll Ending Date and Last Payroll Ending Date.

4) Click "create" button.
5) System will ask you to confirm and then create new payroll records with zero hours for the time period you specified.

6) Payroll End dates for a particular company on a particular Port project must be a consistent day of the week (always on a Saturday, for example). If you did not pick use consistent end dates, payroll records are not created and then system displays an error message at the bottom of the screen.

Adjust the First and/or Last Payroll Ending Dates, as needed and click "create" button again.

Your new payroll submission(s) show up in the list of Payrolls for your project with status "Pending Approval". Notice that all created are check "No Work" and show zero hours. Port Staff review and approve payroll submissions, usually within a couple of days.