

# 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](mailto: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.

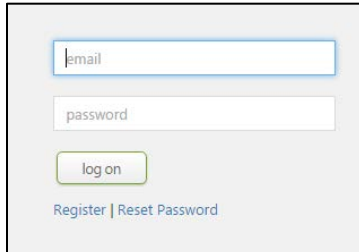
## New System vs. Old System

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.

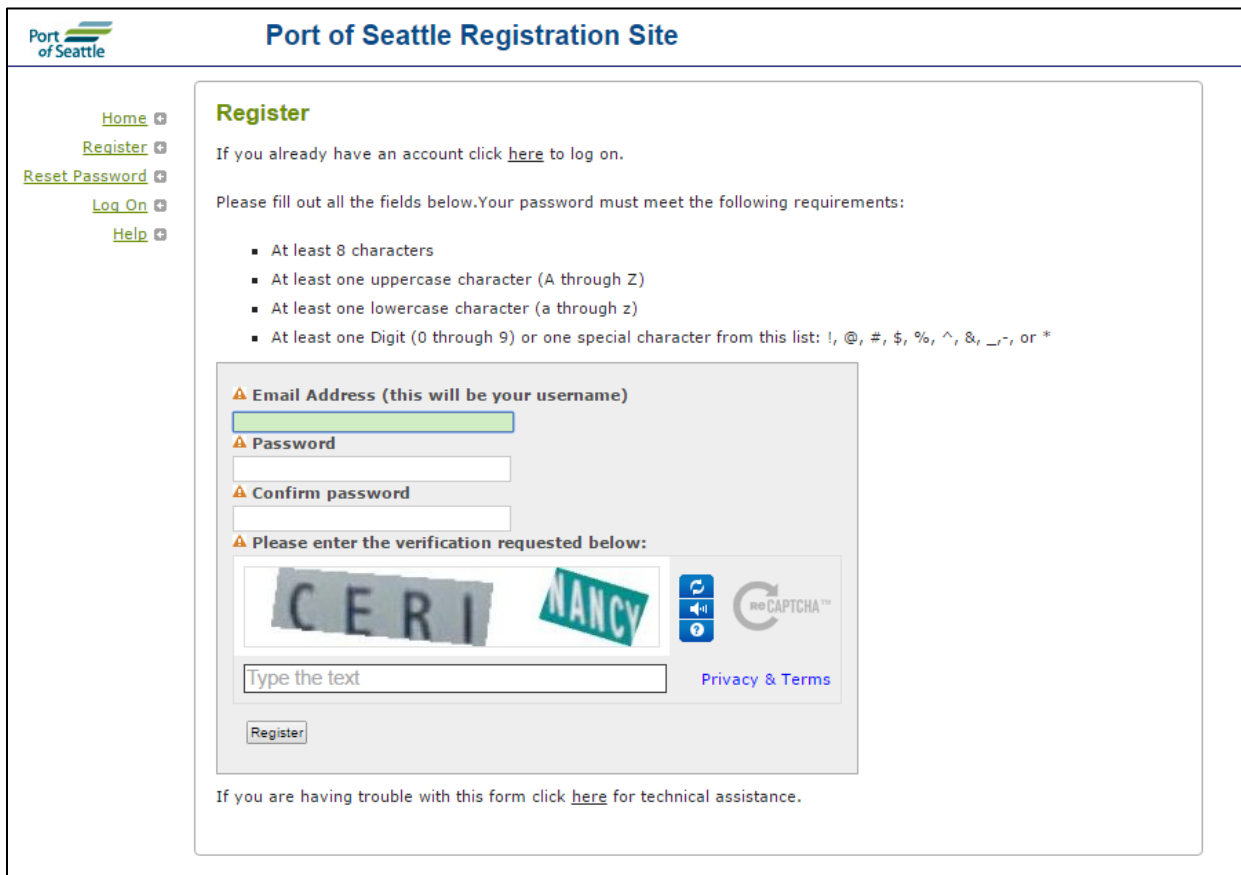


email

password

log on

[Register](#) | [Reset Password](#)



**Port of Seattle**

**Port of Seattle Registration Site**

[Home](#) [Register](#) [Reset Password](#) [Log On](#) [Help](#)

### Register

If you already have an account click [here](#) to log on.

Please fill out all the fields below. Your password must meet the following requirements:

- At least 8 characters
- At least one uppercase character (A through Z)
- At least one lowercase character (a through z)
- At least one Digit (0 through 9) or one special character from this list: !, @, #, \$, %, ^, &, \_-, or \*

▲ Email Address (this will be your username)

▲ Password

▲ Confirm password

▲ Please enter the verification requested below:

C E R I N A N C Y

Type the text

Privacy & Terms

Register

If you are having trouble with this form click [here](#) for technical assistance.

**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](mailto:mailbox-cds@portseattle.org) to be assigned to a company.

[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](mailto: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.


 Contractor Data System

Sbaker@ABCRoofing.com | [Change User](#) | [Log out](#)

[HOME](#)
[PROJECTS](#)
[SERVICE AGREEMENTS](#)
[COMPANIES](#)
[EMPLOYEES](#)

## Welcome ABC Roofing Co



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](mailto: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.

Port of Seattle

Contractor Data System

HOME

PROJECTS

SERVICE AGREEMENTS

COMPANIES

EMPLOYEES

Contract # ^	Work Project #	Project Name	Status ^
MC-0319988	908888	Main Terminal Roof	Active
MC-0319999	909999	AOB Roof Rehabilitation	Active

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15 items per page

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.

Port of Seattle

Contractor Data System | MC-0319999: AOB Roof Rehabilitation

Sbaker@ABCRoofing.com | Log out

HOME

PROJECTS

SERVICE AGREEMENTS

COMPANIES

EMPLOYEES

MC-0319999: AOB ROOF REHABILITATION

PRIME CONTRACTOR

ABC Roofing Co

PROJECT EXECUTION DATE

2/4/2016

WORK PROJECT #

909999

SUBSTANTIAL COMP DATE

10/26/2016

Companies

Payrolls

Payroll Hours

Monthly Amounts Paid

Company	Sub Tier	Type	Sub to Company	Primary Contact Name	Phone #
ABC Roofing Co	P	Contractor		Samantha Baker	(206) 555-9785
Smith & Thompson, Inc.	S001	Contractor	ABC Roofing Co		
Seattle Electrical Services LLC	S002	Contractor	ABC Roofing Co	James Sanderson	

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15

items per page

1 - 3 of 3 items

## Submitting Monthly Amounts Paid (MAP) via online forms

The screenshot shows the 'Contractor Data System | MC-0319999: AOB Roof Rehabilitation' interface. The user is logged in as 'Sbaker@ABCRoofing.com'. The navigation menu includes HOME, PROJECTS, SERVICE AGREEMENTS, COMPANIES, and EMPLOYEES. The main content area displays the project details for 'MC-0319999: AOB ROOF REHABILITATION'. The 'PRIME CONTRACTOR' is 'ABC Roofing Co' and the 'WORK PROJECT #' is '909999'. The 'PROJECT EXECUTION DATE' is '2/4/2016' and the 'SUBSTANTIAL COMP DATE' is '10/26/2016'. The 'Monthly Amounts Paid' tab is selected, showing a table with columns for 'Companies', 'Payrolls', 'Payroll Hours', and 'Monthly Amounts Paid'. There are buttons for 'add monthly amounts paid' and 'upload excel'. The status bar at the bottom shows 'No items to display'.

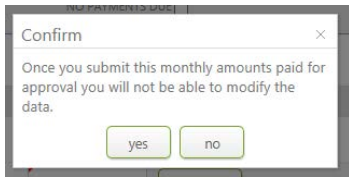
The “add monthly amounts paid” button here lets you type MAP data directly into online forms in the new system, no separate spreadsheet required.

### 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.

The screenshot shows the 'add payment' form in the 'Contractor Data System | MC-0319999: AOB Roof Rehabilitation' interface. The user is logged in as 'Sbaker@ABCRoofing.com'. The navigation menu includes HOME, PROJECTS, SERVICE AGREEMENTS, COMPANIES, and EMPLOYEES. The main content area displays the project details for 'MC-0319999: AOB ROOF REHABILITATION'. The 'SUBMITTING ON BEHALF OF' dropdown is set to 'P ABC Roofing Co'. The 'PAY ESTIMATE NUMBER' is blank, and the 'FOR MONTH YEAR' is set to '10/2016'. There are checkboxes for 'FINAL PAYMENT' and 'NO PAYMENTS DUE'. The 'add payment' button is highlighted. Below the form is a table with columns for 'Company', 'Payment Date', 'Amount', and 'Certifications'. The table lists two subcontractors: 'Seattle Electrical Services LLC S002' and 'Smith & Thompson, Inc. S001'. Each subcontractor has a 'manage' button next to it.

- 4) For Major Construction 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.

Port of Seattle Contractor Data System | MC-0319999: AOB Roof Rehabilitation Sbaker@ABCRoofing.com | Log out

HOME PROJECTS SERVICE AGREEMENTS COMPANIES **EMPLOYEES**

MC-0319999: AOB ROOF REHABILITATION

PRIME CONTRACTOR  PROJECT EXECUTION DATE

WORK PROJECT #  SUBSTANTIAL COMP DATE

Companies Payrolls Payroll Hours Monthly Amounts Paid

Status

Approved January 2017

items per page 1 - 1 of 1 items

### **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.

Port of Seattle Contractor Data System | MC-0319999: AOB Roof Rehabilitation

HOME PROJECTS SERVICE AGREEMENTS COMPANIES EMPLOYEES

MC-0319999: AOB ROOF REHABILITATION

SUBMITTING ON BEHALF OF

PAY ESTIMATE NUMBER  FINAL PAYMENT ☐

FOR MONTH YEAR   NO PAYMENTS DUE ☐

Company	Payment Date	Amount	Certifications
Emerald Valley Environmental S003			<input type="button" value="manage"/>
Seattle Electrical Services LLC S002			<input type="button" value="manage"/>
Smith & Thompsen, Inc. S001			<input type="button" value="manage"/> SBE

- 1) Click the “add payment” button on the Monthly Amounts Paid form. A pop-up form appears, with three options:

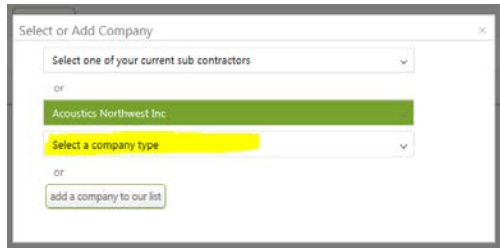
- 2) Sometimes contractors will have multiple payments to the same sub during a particular month. **To report an additional payment for existing subcontractors**, click on “select one of your current sub contractors”. Choose a sub from the drop down list that appears. CDS creates an additional row on the monthly amounts paid submission for the selected subcontractor.

Company	Payment Date	Amount	Certifications
Emerald Valley Environmental S003	03/10/2017	\$5,621.30	<a href="#">manage</a>
<b>Seattle Electrical Services LLC S002</b>	<b>[REDACTED]</b>	<b>[REDACTED]</b>	<a href="#">manage</a>
Seattle Electrical Services LLC S002	03/07/2017	\$1,150.00	<a href="#">manage</a>
Smith & Thompsen, Inc. S001	03/07/2017	\$2,648.92	<a href="#">manage</a> SBE

- 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.

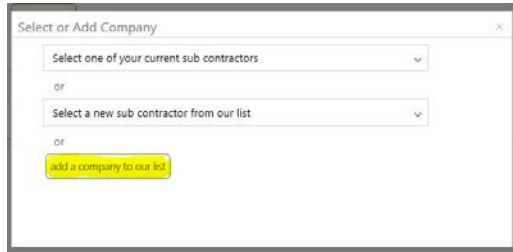
- b. If you see your subcontractor in the list, click on the name.

- 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”.

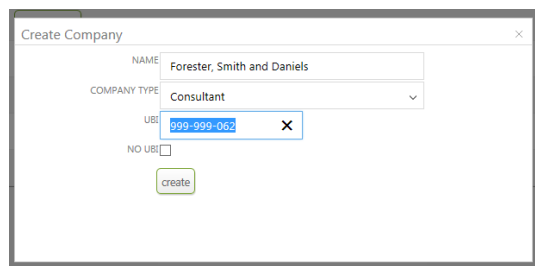


- d. CDS creates an additional row on the monthly amounts paid submission for the selected subcontractor.

- 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.

Port of Seattle Contractor Data System | MC-0319999: AOB Roof Rehabilitation Sbaker@ABCRoofing.com | Log out

HOME PROJECTS SERVICE AGREEMENTS COMPANIES EMPLOYEES

MC-0319999: AOB ROOF REHABILITATION

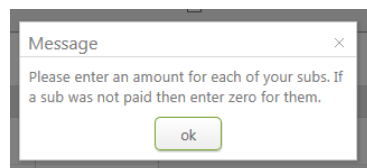
SUBMITTING ON BEHALF OF P ABC Roofing Co

PAY ESTIMATE NUMBER 10 ☐ FINAL PAYMENT

FOR MONTH YEAR February 2017 ☒ NO PAYMENTS DUE

Company	Payment Date	Amount	Certifications
Seattle Electrical Services LLC S002		\$0.00	<input type="button" value="manage"/>
Smith & Thompson, Inc. S001		\$0.00	<input type="button" value="manage"/>

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.

The screenshot shows the 'Contractor Data System' interface for project 'MC-0319999: AOB Roof Rehabilitation'. The user is logged in as 'Sbaker@ABCRoofing.com'. The interface includes a navigation bar with 'HOME', 'PROJECTS', 'SERVICE AGREEMENTS', 'COMPANIES', and 'EMPLOYEES'. The main form area has fields for 'SUBMITTING ON BEHALF OF' (P ABC Roofing Co), 'PAY ESTIMATE NUMBER' (9), and 'FOR MONTH YEAR' (February 2017). There are buttons for 'certifications', 'submit', and 'delete'. Below the form is a table with columns 'Company', 'Payment Date', 'Amount', and 'Certifications'. The table lists two subcontractors: 'Seattle Electrical Services LLC 5002' and 'Smith & Thompson, Inc. 5001', both with 'manage' buttons in the 'Certifications' column.

Company	Payment Date	Amount	Certifications
Seattle Electrical Services LLC 5002	02/15/2017	\$957.20	<a href="#">manage</a>
Smith & Thompson, Inc. 5001	02/28/2017	\$1,564.12	<a href="#">manage</a>

- 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.

Company	Payment Date	Amount	Certifications
Seattle Electrical Services LLC S002	02/15/2017	\$957.20	manage
Smith & Thompson, Inc. S001	02/28/2017	\$1,564.12	manage SCS, MBE

## 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.

Contractor Data System | MC-0319999: AOB Roof Rehabilitation

Staker@ABCRoofing.com | Log out

HOME

PROJECTS

SERVICE AGREEMENTS

COMPANIES

EMPLOYEES

MC-0319999: AOB ROOF REHABILITATION

PRIME CONTRACTOR

ABC Roofing Co

PROJECT EXECUTION DATE

2/4/2016

WORK PROJECT #

909999

SUBSTANTIAL COMP DATE

5/26/2017

Companies

Payrolls

Payroll Hours

Monthly Amounts Paid

add payroll

add no work payrolls

upload excel

START DATE

2/4/2016

END DATE

5/3/2017

Status	Contractor	Sub Type	Payroll Ending Date	New Work P.	Submission	Final Payroll	Total Hours
Approved	ABC Roofing Co	P	10/29/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	30
Approved	Seattle Electrical Services LLC	S002	10/29/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	84
Approved	Seattle Electrical Services LLC	S002	10/22/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	168
Approved	ABC Roofing Co	P	10/22/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	40
Approved	ABC Roofing Co	P	10/15/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	40
Approved	Smith & Thompson, Inc.	S001	10/15/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
Approved	Seattle Electrical Services LLC	S002	10/15/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
Approved	Seattle Electrical Services LLC	S002	10/08/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
Approved	Smith & Thompson, Inc.	S001	10/06/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
Approved	ABC Roofing Co	P	10/06/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	38
Approved	ABC Roofing Co	P	10/01/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	40
Approved	Smith & Thompson, Inc.	S001	10/01/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
Approved	Seattle Electrical Services LLC	S002	10/01/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
Approved	Seattle Electrical Services LLC	S002	09/24/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	168
Approved	Smith & Thompson, Inc.	S001	09/24/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0

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Items per page

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Payroll hours tab shows details of employee and payroll data.

Port of Seattle

Contractor Data System | MC-0319999: AOB Roof Rehabilitation

Staker@ABCRoofing.com | Log out

HOME

PROJECTS

SERVICE AGREEMENTS

COMPANIES

EMPLOYEES

MC-0319999: AOB ROOF REHABILITATION

PRIME CONTRACTOR

ABC Roofing Co

WORK PROJECT #

909999

PROJECT EXECUTION DATE

2/4/2016

SUBSTANTIAL COMP DATE

5/26/2017

Companies

Payrolls

Payroll Hours

Monthly Amounts Paid

START DATE

2/4/2016

END DATE

6/30/2016

Contractor A	Sub Type	Employee	Trade	Dis.	Ethnicity	R.	Payroll Date	Hours	Type	Rate	Benefits	Wages
ABC Roofing Co	P	Grant, Neil	Laborers	J	White	M	04/02/2016	2.00	REG	43.95	1.75	87.90
ABC Roofing Co	P	Villanueva, Peter	Laborers	J	Asian Subcor	M	04/02/2016	1.50	REG	43.95	1.75	65.93
ABC Roofing Co	P	Davis, James	Laborers	J	White	M	04/09/2016	25.00	REG	43.95	1.75	1,098.75
ABC Roofing Co	P	Grant, Neil	Laborers	J	White	M	04/09/2016	3.00	REG	43.95	1.75	131.85
ABC Roofing Co	P	Villanueva, Peter	Laborers	J	Asian Subcor	M	04/09/2016	3.00	REG	43.95	1.75	131.85
ABC Roofing Co	P	Davis, James	Laborers	J	White	M	04/16/2016	28.00	REG	43.95	1.75	1,230.60
ABC Roofing Co	P	Grant, Neil	Laborers	J	White	M	04/16/2016	28.00	REG	43.95	1.75	1,230.60
ABC Roofing Co	P	Hilton, John	Laborers	J	White	M	04/16/2016	28.00	REG	43.95	1.75	1,230.60
ABC Roofing Co	P	Villanueva, Peter	Laborers	J	Asian Subcor	M	04/16/2016	28.00	REG	43.95	1.75	1,230.60
ABC Roofing Co	P	Davis, James	Laborers	J	White	M	04/23/2016	40.00	REG	43.95	1.75	1,758.00
ABC Roofing Co	P	Grant, Neil	Laborers	J	White	M	04/23/2016	10.00	REG	43.95	1.75	439.50
ABC Roofing Co	P	Hilton, John	Laborers	J	White	M	04/23/2016	40.00	REG	43.95	1.75	1,758.00
ABC Roofing Co	P	Villanueva, Peter	Laborers	J	Asian Subcor	M	04/23/2016	12.00	REG	43.95	1.75	527.40
ABC Roofing Co	P	Parker, Kami	Laborers	J	White	F	04/23/2016	40.00	REG	43.95	1.75	1,758.00
ABC Roofing Co	P	Davis, James	Laborers	J	White	M	04/30/2016	36.00	REG	43.95	1.75	1,582.20

1 - 15 of 94 items

15 items per page

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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.

Contractor	Sub Tier	Employee	Trade	Class	Ethnicity	G...	Payroll Date	Hor
ABC Roofing Co	P	Grant, Neil			White	M	04/02/2016	2
ABC Roofing Co	P	Villanueva, Peter			Asian Subcor	M	04/02/2016	2
ABC Roofing Co	P	Davis, James			White	M	04/09/2016	25
ABC Roofing Co	P	Grant, Neil	Laborers	J	White	M	04/09/2016	2
ABC Roofing Co	P	Villanueva, Peter	Laborers	J	Asian Subcor	M	04/09/2016	2
ABC Roofing Co	P	Davis, James	Laborers	J	White	M	04/16/2016	28

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.

The screenshot shows the Contractor Data System interface for project MC-0319999: AOB Roof Rehabilitation. The top navigation bar includes links for HOME, PROJECTS, SERVICE AGREEMENTS, COMPANIES, and EMPLOYEES. The main content area displays the project details, including the Prime Contractor (ABC Roofing Co) and the Work Project # (909999). It also shows the Project Execution Date (2/4/2016) and the Substantial Comp Date (5/26/2017). Below this, there are tabs for Companies, Payrolls, Payroll Hours, and Monthly Amounts Paid. The Payrolls tab is active, showing a list of payroll entries with columns for Status, Contractor, and Payroll. The list includes three entries, all with a status of 'Approved' and a contractor of 'ABC Roofing Co'. At the bottom, there are buttons for 'add payroll', 'add no work payrolls', and 'upload excel', along with fields for Start Date (2/4/2016) and End Date (5/3/2017).

### To Submit Payroll data via online forms:

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

The screenshot shows the Contractor Data System interface for the 'Create Payroll' form. The top navigation bar includes links for HOME, PROJECTS, SERVICE AGREEMENTS, COMPANIES, and EMPLOYEES. The main content area displays the 'CREATE PAYROLL' form. The form has several fields: PROJECT (AOB Roof Rehabilitation), COMPANY (ABC Roofing Co), SUB TO (null), PAYROLL ENDING DATE (with a calendar icon), and EMPLOYEE LIST (with radio buttons for 'Blank', 'From Previous Payroll', and 'All Active Employees'). A red error message 'Please select a Payroll Ending Date.' is displayed next to the PAYROLL ENDING DATE field. A 'next' button is located at the bottom right of the form.

- 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.

Port of Seattle Contractor Data System | Edit Payroll sbaker@aborroofing.com | Change User | Log Out

HOME PROJECTS SERVICE AGREEMENTS COMPANIES EMPLOYEES

EDIT PAYROLL

PROJECT: AOB Roof Rehabilitation  
COMPANY: ABC Roofing Co

PAYROLL ENDING DATE: 11/5/2016  
STATUS: Draft  
FINAL PAYROLL: ☐

[+ add new record](#) [+ add new employee](#)

Employee	Trade	Classification	Hours	Hour Type	Base Rate	Benefit Rate	
Chambers, Seth	Carpenters	Journey-worker	7.5	REG	25.14	9.88	<a href="#">duplicate</a> <a href="#">x delete</a>
Graham, Paul	Carpenters	Journey-worker	10	REG	36.25	11.46	<a href="#">duplicate</a> <a href="#">x delete</a>
Graham, Paul	Carpenters	Journey-worker	5	R+1/2	36.25	11.46	<a href="#">duplicate</a> <a href="#">x delete</a>

1 - 2 of 2 items

- 8) Fill in or change Hours, Hours Type, Base Rate and Benefit Rate, as needed.
- 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.

Port of Seattle Contractor Data System | Edit Payroll

HOME PROJECTS SERVICE AGREEMENTS COMPANIES EMPLOYEES

EDIT PAYROLL

PROJECT: AOB Roof Rehabilitation  
COMPANY: ABC Roofing Co

PAYROLL ENDING DATE: 11/5/2016  
STATUS: Draft  
FINAL PAYROLL: ☐

[+ add new record](#) [+ add new employee](#)

Employee	Trade	Classification	Hours	Hour Type	Base Rate	Benefit Rate	
Parker, Kami	Laborers	Journey-worker	28	REG	42.54	11.89	<a href="#">duplicate</a> <a href="#">x delete</a>
Parker, Kami	Laborers	Journey-worker	6	R+1/2	42.56	11.89	<a href="#">duplicate</a> <a href="#">x delete</a>
Parker, Kami	Laborers	Journey-worker	4	Dbl	42.56	11.89	<a href="#">duplicate</a> <a href="#">x delete</a>

1 - 1 of 1 items

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

Port of Seattle Contractor Data System | Edit Payroll

HOME PROJECTS SERVICE AGREEMENTS COMPANIES EMPLOYEES

EDIT PAYROLL

PROJECT: AOB Roof Rehabilitation  
COMPANY: ABC Roofing Co

PAYROLL ENDING DATE: 11/5/2016  
STATUS: Draft  
FINAL PAYROLL: ☐

[+ add new record](#) [+ add new employee](#)

Employee	Trade	Classification	Hours	Hour Type	Base Rate	Benefit Rate	
Select an Employee			0		0	0	<a href="#">duplicate</a> <a href="#">x delete</a>
Chambers, Seth	Carpenters	Journey-worker	0	REG	47.92	1.67	<a href="#">duplicate</a> <a href="#">x delete</a>
Parker, Kami	Laborers	Journey-worker	0	REG	43.95	1.75	<a href="#">duplicate</a> <a href="#">x delete</a>

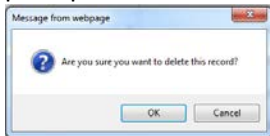
1 - 1 of 1 items

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

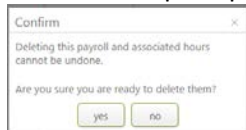


- 10) Click the “add new employee” button to add a new employee (not already in CDS) for the company. A Create Employee form opens.

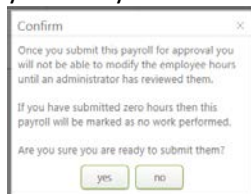
- a) Fill in each box. All information is required, except Apprenticeship information.
- b) Click “save” button to save the new employee record. You are returned to Edit Payroll where you can click “add new record” now to add payroll information for the new employee.
- 11) Click the “duplicate” button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

Port of Seattle Contractor Data System | MC-0319999: AOB Roof Rehabilitation

HOME PROJECTS SERVICE AGREEMENTS COMPANIES EMPLOYEES

MC-0319999: AOB ROOF REHABILITATION

PRIME CONTRACTOR: ABC Roofing Co

WORK PROJECT #: 909999

PROJECT EXECUTION DATE: 2/4/2016

SUBSTANTIAL COMP DATE: 5/06/2017

Companies Payrolls Payroll Hours Monthly Amounts Paid

+ add payroll + add no work payrolls ^ upload excel START DATE: 2/4/2016 END DATE: 5/9/2017

Status	Contractor	Sub Title	Payroll Ending Date	No Work P.	APR
Pending Approval	ABC Roofing Co		11/05/2016	<input type="checkbox"/>	
Approved	ABC Roofing Co		10/29/2016	<input type="checkbox"/>	
Approved	Seattle Electrical Services LLC	5002	10/29/2016	<input type="checkbox"/>	
Approved	Seattle Electrical Services LLC	5002	10/22/2016	<input type="checkbox"/>	
Approved	ABC Roofing Co		10/22/2016	<input type="checkbox"/>	
Approved	ABC Roofing Co		10/15/2016	<input type="checkbox"/>	

### **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.

Add No Work Payrolls

COMPANY: ABC Roofing Co

First Payroll Ending Date: 11/12/2016 Last Payroll Ending Date: 12/31/2016

create

- 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.

Confirm

Are you sure you want to create Payrolls? This cannot be undone.

yes no

- 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.

You must select a payroll ending date on a Saturday to match the previous payroll end date.

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.

Port of  
Seattle

Contractor Data System | MC-0319999: AOB Roof Rehabilitation

rbaker@abcroofing.com | Log out

HOME

PROJECTS

SERVICE AGREEMENTS

COMPANIES

EMPLOYEES

MC-0319999: AOB ROOF REHABILITATION

PRIME CONTRACTOR: ABC Roofing Co

PROJECT EXECUTION DATE: 2/4/2016

WORK PROJECT #: 909999

SUBSTANTIAL COMP DATE: 5/26/2017

Companies

Payrolls

Payroll Hours

Monthly Amounts Paid

add payroll

add no work payrolls

upload excel

START DATE: 2/4/2016

END DATE: 12/31/2016

Status ^	Contractor	Sub Type	Payroll Ending Date	No Work Submitted	Affirmation Received	Final Payroll	Hours
Pending Approval	ABC Roofing Co	P	12/31/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
Pending Approval	ABC Roofing Co	P	12/24/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
Pending Approval	ABC Roofing Co	P	12/17/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
Pending Approval	ABC Roofing Co	P	12/10/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
Pending Approval	ABC Roofing Co	P	12/03/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
Pending Approval	ABC Roofing Co	P	11/26/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
Pending Approval	ABC Roofing Co	P	11/19/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
Pending Approval	ABC Roofing Co	P	11/12/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
Approved	ABC Roofing Co	P	10/29/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	57
Approved	Seattle Electrical Services LLC	S002	10/29/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	64
Approved	Seattle Electrical Services LLC	S002	10/22/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	168
Approved	ABC Roofing Co	P	10/22/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	40
Approved	ABC Roofing Co	P	10/15/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	40
Approved	Smith & Thompson, Inc.	S001	10/15/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
Approved	Seattle Electrical Services LLC	S002	10/15/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0

1 - 15 of 94 items