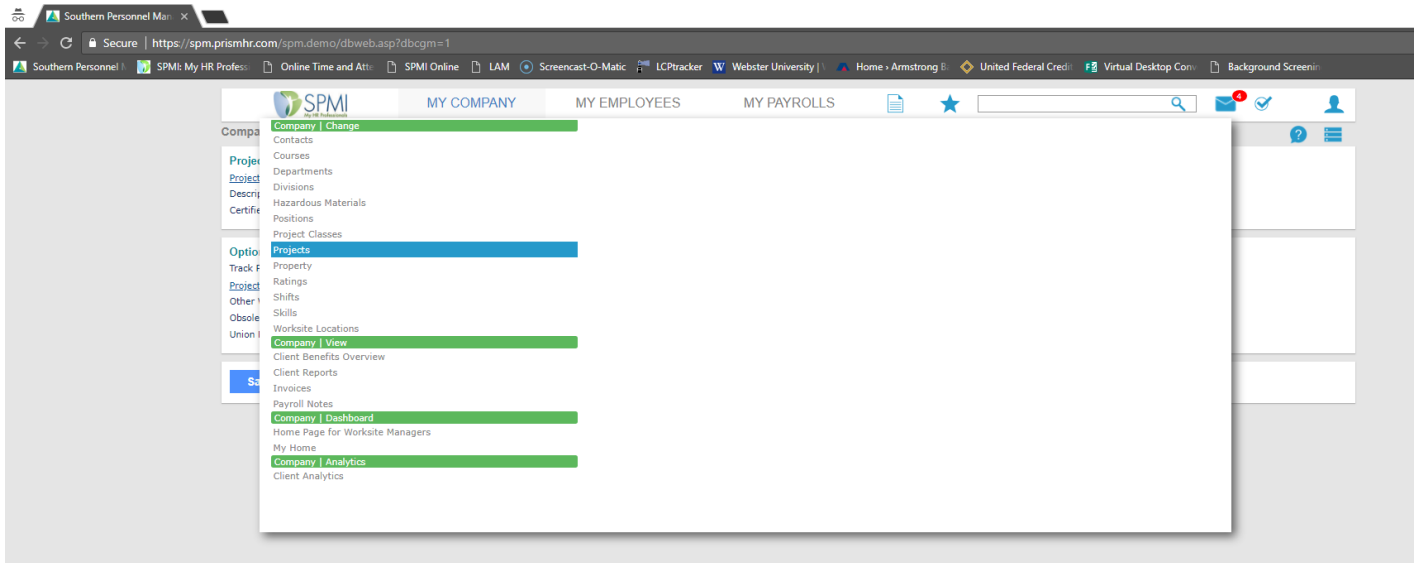




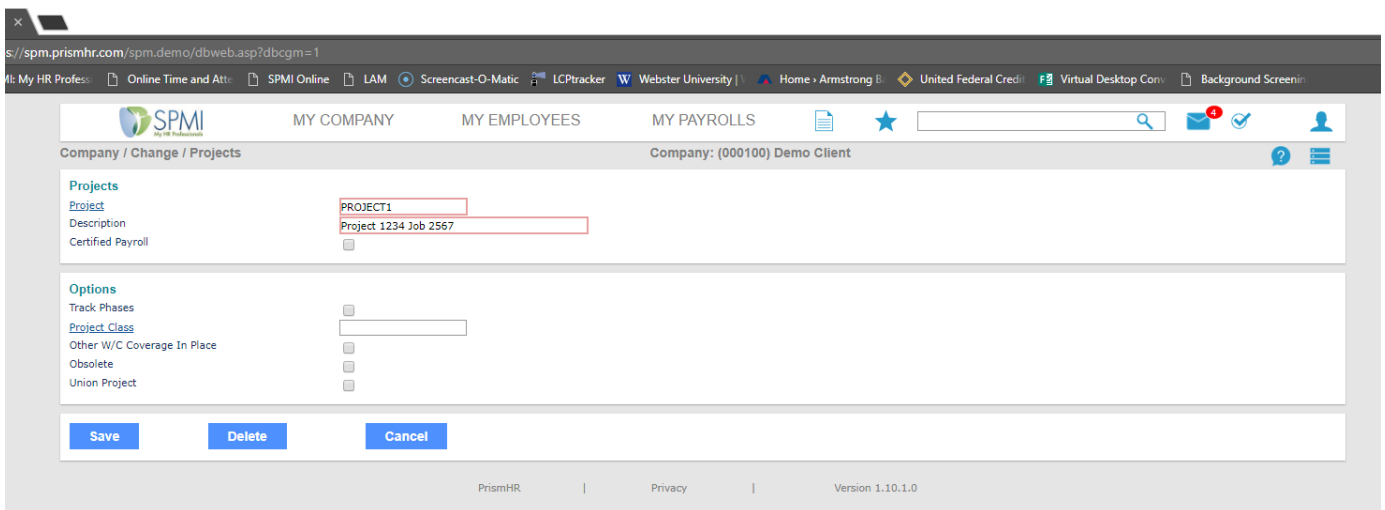
My HR Dashboard - Certified Setups and Reports

Setting Up Projects:

1. Go to www.myhrprofessionals.com and 'Login' and 'MyHRDashboard Admin'
2. You will then go to 'My Company' and 'Projects' *Note: You can also search for 'Projects' in the search bar at the top, right with the magnifying glass.*



3. To ADD a Project, just enter in the code you are wanting to use for the Project and the Description you want for that Project. *Note: If this is not a Certified Project just hit 'Save.' If this IS certified, check the box 'Certified Payroll' to expand for more selections.*



4. Once you check the box for 'Certified Payroll,' addition information will populate for more information about your certified job.



- To setup the different Positions (Job Titles) and the Prevailing Wage Rate, you will click on the hyperlink 'Position Code' to select the position required for this certified job and enter in the Prevailing 'Base Rate' and any 'Fringe Rate' if applicable.

Southern Personnel Management, Inc. (SPMI) MY COMPANY MY EMPLOYEES MY PAYROLLS

Company / Change / Projects Company: (000100) Demo Client

Projects
 Project: PROJECT1
 Description: Project 1234 Job 2567
 Certified Payroll:

Certified Payroll Details
 Certified Payroll Report Format:
 Wage Decision Number:
 Wage Decision Date:
 Project City:
 Project state:

Certified Pay Rates

	Position Code	Position Title	Base Rate	Fringe Rate	Prevailing Wage Rate
> x					

Use Higher of Prevailing Wage Rate or Employee's Pay Rate
 Subtract Benefit/Hour from calculated Pay Rate
 Filter Cert Pay on Jobs

Certified Payroll Report Setup
 Contractor Or Subcontractor: -- Select --
 Name of Contractor:
 Address:
 Project and Location:
 District or Contract No.:

Project state:

Certified Pay Rates

	Position Code	Position Title	Base Rate	Fringe Rate	Prevailing Wage Rate
> x	LABOR	Laborer	10.5000	3.5000	14.0000
> x	MASON	Mason/Brick Layer	14.5000	3.5000	18.0000
> x					

- Use Higher of Prevailing Wage Rate or Employee's Pay Rate
 Subtract Benefit/Hour from calculated Pay Rate
 Filter Cert Pay on Jobs

Certified Payroll Report Setup

Note: If you want the system to always default to an employee's higher wage rate (example if employee makes 14.50 an hour; yet, Project is set for \$14.00 for Prevailing Wage), make sure the check box, 'Use Higher of Prevailing Wage Rate or Employee's Pay Rate,' is checked.



6. You can then add your 'Certified Payroll Report Setup' which is what will print on the certified report.

> x	MASON	Mason/Brick Layer	14.5000	3.5000	18.0000
> x					

Use Higher of Prevailing Wage Rate or Employee's Pay Rate

Subtract Benefit/Hour from calculated Pay Rate

Filter Cert Pay on Jobs

Certified Payroll Report Setup

Contractor Or Subcontractor

Name of Contractor

Address

Project and Location

Project or Contract No.

Signatory Name

Signatory Title

These affect check boxes on web reports only

Fringe Benefits Paid to Approved Plans

Fringe Benefits Paid In Cash

Report Hours Paid Instead Of Hours Worked?

Certified Payroll California XML Parameters

CA License Type

CA License No

CA PWCR

CA Ins Number

CA Contractor Email

CA Awarding Body Id

CA Awarding Body Proj No

CA Awarding Body Contract Id

CA Stmt Of NonPerformance

Options

Track Phases

[Project Class](#)

Other W/C Coverage In Place

Obsolete

Union Project

PrismHR | Privacy | Version 1.10.1.0

7. Once all the information required is added, click 'Save' to the bottom, left to save the information.



8. To make any changes to the Project after Saved, just click on the 'Project' hyperlink to bring up your list of Projects to choose from, select, and then edit any of the fields to Save again.

prismhr.com/spm.demo/dbweb.asp?dbcgm=1

Company / Change / Projects Company: (000100) Demo Client


Project Work Codes Search

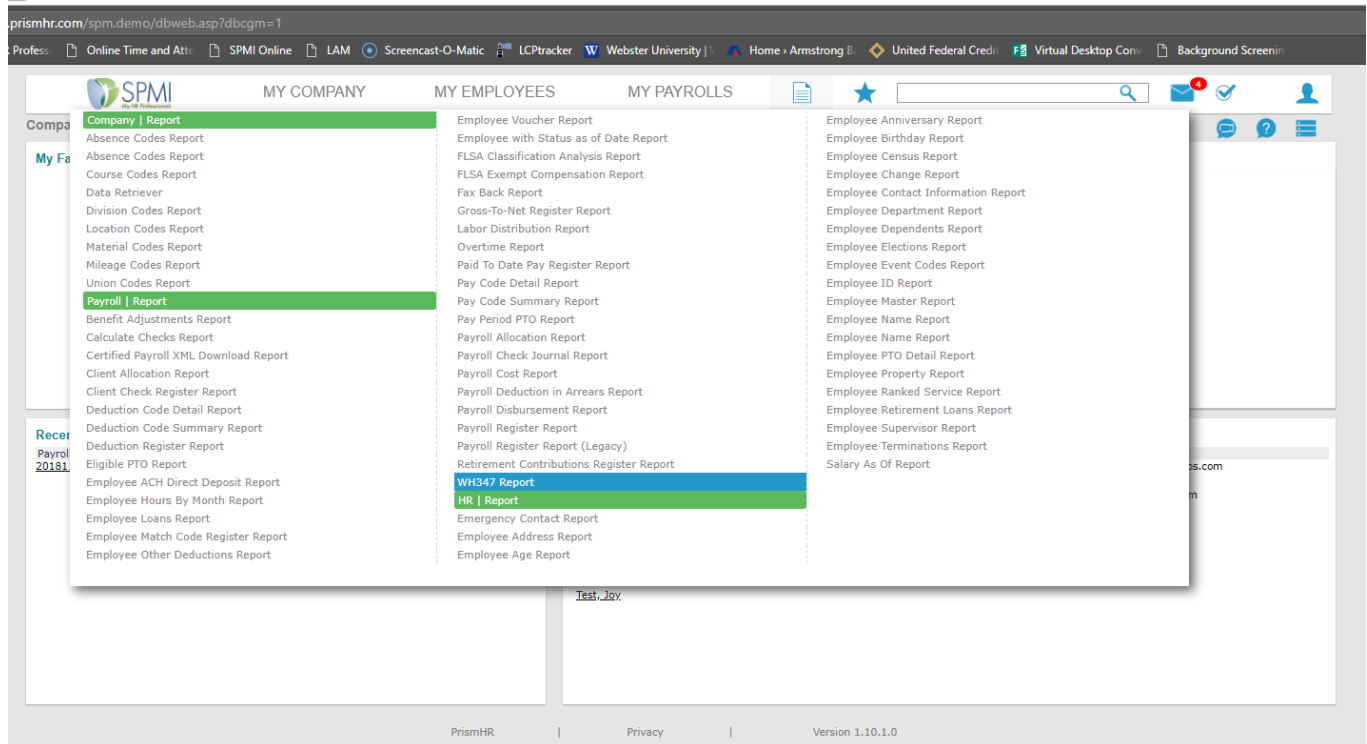
Project Code	Description	Obsolete
1 ACH	Arkansas Childrens Hospital	N
2 PR1	Project 1	N
3 PROJECT1	Project 1234 Job 2567	N

Select Row:
Page 1 of 1
Select Page:
Refine Search
Project Code:
Description:
Obsolete:
Buttons: Previous, Next, Go to Page, Refine, Reset



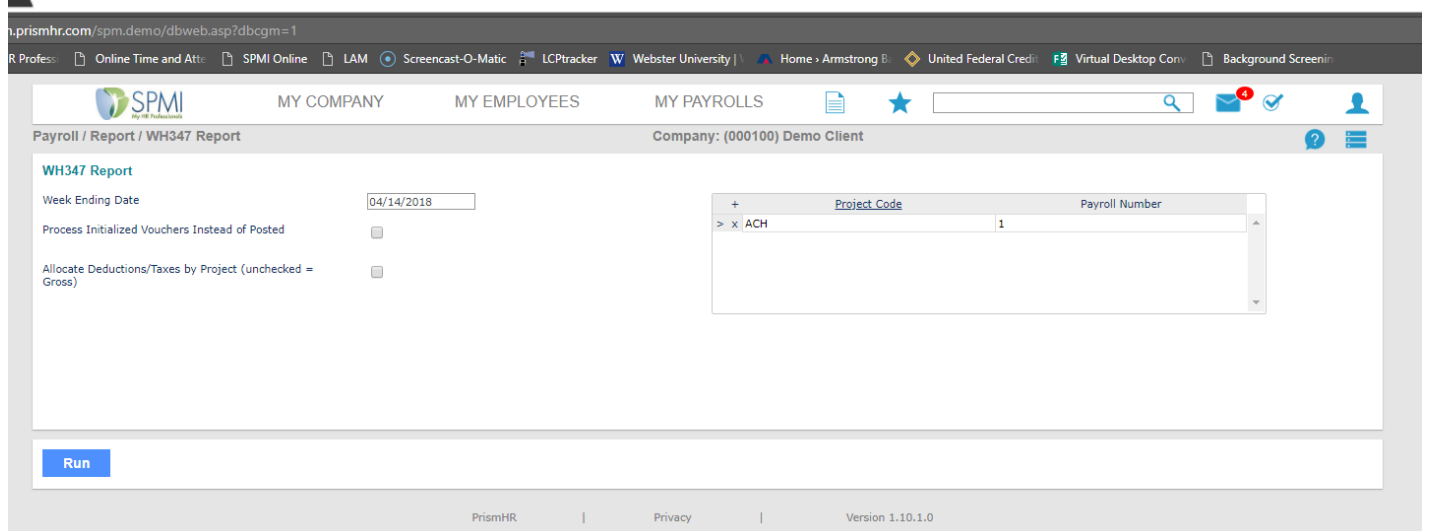
To Run Certified WH347 Reports:

1. Go to the Report Icon  and select 'WH347 Report' under the 'Payroll | Report' header. *Note: You can also search for 'WH347' in the top, right search bar with the magnifying glass.*



The screenshot shows the PrismHR web application interface. The top navigation bar includes 'MY COMPANY', 'MY EMPLOYEES', and 'MY PAYROLLS'. A search bar is located in the top right. The main content area displays a list of reports under the 'Payroll | Report' header. The 'WH347 Report' is highlighted in blue, and the 'HR | Report' is highlighted in green. Other reports listed include 'Employee Voucher Report', 'Employee with Status as of Date Report', 'FLSA Classification Analysis Report', 'FLSA Exempt Compensation Report', 'Fax Back Report', 'Gross-To-Net Register Report', 'Labor Distribution Report', 'Overtime Report', 'Paid To Date Pay Register Report', 'Pay Code Detail Report', 'Pay Code Summary Report', 'Pay Period PTO Report', 'Payroll Allocation Report', 'Payroll Check Journal Report', 'Payroll Cost Report', 'Payroll Deduction in Arrears Report', 'Payroll Disbursement Report', 'Payroll Register Report', 'Payroll Register Report (Legacy)', 'Retirement Contributions Register Report', 'Emergency Contact Report', 'Employee Address Report', and 'Employee Age Report'.

2. You will then enter in the Period End date to the week required for the report (This is based on what Work Week you have setup. Example, Sunday through Saturday), the report 'Project Code' you are needing, and the 'Payroll Number' your project is on.



The screenshot shows the PrismHR web application interface for the 'WH347 Report'. The top navigation bar includes 'MY COMPANY', 'MY EMPLOYEES', and 'MY PAYROLLS'. The main content area displays the 'WH347 Report' configuration screen. The 'Week Ending Date' is set to '04/14/2018'. There are two checkboxes: 'Process Initialized Vouchers Instead of Posted' and 'Allocate Deductions/Taxes by Project (unchecked = Gross)'. A table is shown with the following data:

Project Code	Payroll Number
> x ACH	1

A 'Run' button is located at the bottom left of the configuration screen.



- Then click 'Run' at the bottom, left to run the report. *Note: This will open as a popup PDF so please make sure your Browser is allowing popups for this website.*
- The report can be saved, printed, or downloaded

U.S. Department of Labor		PAYROLL										U.S. Wage and Hour Division						
Employment Standards Administration		(For Contractor's Optional Use; See Instructions at www.dol.gov/esa/whd/forms/wh347instr.htm)										Rev. Dec. 2008						
Wage and Hour Division		Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.										OMB No.: 1235-0008						
NAME OF CONTRACTOR OR SUBCONTRACTOR <input checked="" type="checkbox"/>		ADDRESS Little Rock, AR										Expires: 02/28/2018						
PAYROLL NO. 1		FOR WEEK ENDING 04/14/2018				PROJECT AND LOCATION Arkansas Childrens Hospital Little Rock, AR				PROJECT OR CONTRACT NO.								
(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) MIS. USE WITHHOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS					(9) NET WAGES PAID FOR WEEK
			4/8	4/9	4/10	4/11	4/12	4/13	4/14				FICA	WITH-HOLDING TAX	State	Local	OTHER	
Jane C Doe ###-##-5503	0	Laborer	o						0.00		360.36	32.05	10.00	5.62	0.00	210.08	257.75	371.35
			s	8.2	10.5	8.6	0	0	27.3	13.20	629.10							
Jane C Doe ###-##-5503	0	Mason/Brick Layer	o	0	0	0	0	2.5	2.5	31.80	179.14	32.05	10.00	5.62	0.00	210.08	257.75	371.35
			s	0	0	0	0	4.7	4.7	11.20	629.10							
Michael D Fitzgerald ###-##-0005	0	Laborer	o	0	0	0	0	2.5	2.5	26.25	503.13	38.49	44.33	11.50	0.00	55.85	150.17	352.96
			s	9.5	10.5	0	0	5	25	17.50	503.13							
John Smith ###-##-8258	2	Laborer	o						0.00		118.80	8.13	0.00	1.50	0.00	22.64	32.26	86.54
			s	9	0	0	0	0	9	13.20	118.80							
			o						0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			s						0.00		0.00							
			o						0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			s						0.00		0.00							
			o						0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			s						0.00		0.00							
			o						0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			s						0.00		0.00							

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Public Burden Statement

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, ESA, U.S. Department of Labor, Room S3502, 200 Constitution Avenue, N.W. Washington, D.C. 20210

(over)



Date 04/17/2018

I, _____ (Name of Signatory Party) _____ (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by

_____ on the _____

(Contractor or Subcontractor) _____ on the _____
 Little Rock, AR _____; that during the payroll period commencing on the _____
 (Building or Work) _____

08 day of 04, 2018, and ending the 14 day of 04, 2018,

all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said

_____ from the full _____
 (Contractor or Subcontractor)

weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. § 3145), and described below:

Client Medical PreTax - 429.00, Medical PreTax - 46.16, Client Dental AfterTax - _____

50.00, UNIFORMS - 35.00, Short-Term Disability - 20.77, Medical AfterTax - 23.08 _____

(2) That any payrolls otherwise under this contract required to be submitted for the above 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 conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) 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 above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

— Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION

REMARKS:

NAME AND TITLE	SIGNATURE

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

Please let My HR Professionals know if you have any questions or issues with the above steps or processes. You can call (479) 474-7752 or email support@myhrpros.com