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How does Certified Payroll Solution handle bi-weekly payroll?

Certified Payroll reports can be generated from QuickBooks bi-weekly paycheck, although it is a little more complex, and there are some items that we simply cannot compensate for - the main one is how QuickBooks recognizes payroll - which is as of the date you cut your paycheck, instead of accurately accruing the payroll over each week. Because of this, you will run two certified payroll for each paycheck; one referencing the date of the first pay period ending date and another with the second pay period ending date.

 If this frustrates you as much as it frustrates us - please submit Feedback to Intuit. In QuickBooks choose the Help Menu, Send Feedback Online, Product Suggestion, and request that bi-weekly payroll be accurately accrued over the workweeks.

For example:
Your pay period ends on Saturday.
Your first work week covers Sunday, December 21, 2003 through Saturday, December 27, 2003
Your second work week covers Sunday, December 28, 2003 through Saturday January 3, 2004
Your paychecks are cut and dated on Wednesday, January 7, 2004

 In CPS, be sure that you have checked the option for Paychecks are issued bi-weekly on the System Setup -> System Preferences -> **Settings Tab**.

You may wish to enter the following "Remark" on your **Statement of Compliance, section WH-348(4):**
"Payroll is issued on a bi-weekly basis, amounts shown on the Certified Payroll Report reflect gross amounts from the employees single bi-weekly paycheck."

1. When you run CPS enter the following dates for the first week:
   Work Week/ Pay Period Ending Date 12/27/03 with **Date of Paychecks From** 01/07/04 To 01/07/04
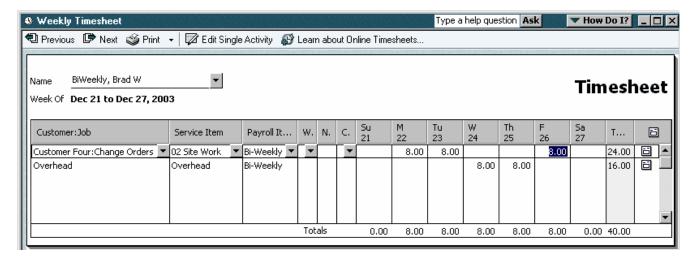2. When you run CPS enter the following dates for the second week:
   Work Week/ Pay Period Ending Date 01/03/04 with **Date of Paychecks From** 01/07/04 To 01/07/04

Further details:
Your pay period ends on Saturday.

Your first work week covers Sunday, December 21, 2003 through Saturday December 27, 2003
    Employee Brad BiWeekly's timesheet is entered, as shown in the following screen.

Weekly Timesheet | Type a help question [Ask] | ▼ How Do I? | _ □ X

◄ Previous | ► Next | Print ▼ | Edit Single Activity | Learn about Online Timesheets...

Name BiWeekly, Brad W ▼

Week Of **Dec 21 to Dec 27, 2003**

Timesheet

Customer:Job	Service Item	Payroll It...	W.	N.	C.	Su 21	M 22	Tu 23	W 24	Th 25	F 26	Sa 27	T...	🗐
Customer Four:Change Orders ▼	02 Site Work ▼	Bi-Weekly ▼	▼		▼		8.00	8.00			8.00		24.00	🗐
Overhead	Overhead	Bi-Weekly							8.00	8.00			16.00	🗐
					Totals	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	

Your second work week covers Sunday, December 28, 2003 through Saturday, January 3, 2004.
Employee Brad BiWeekly's timesheet is entered, as shown below.

Weekly Timesheet | Type a help question [Ask] | ▼ How Do I? | _ □ X

◄ Previous | ► Next | Print ▼ | Edit Single Activity | Learn about Online Timesheets...

Name BiWeekly, Brad W ▼

Week Of **Dec 28, 2003 to Jan 3, 2004**

Timesheet

Customer:Job	Service Item	Payroll It...	W.	N.	C.	Su 28	M 29	Tu 30	W 31	Th 1	F 2	Sa 3	T...	🗐
Customer Four:Change Orders	02 Site Work	Bi-Weekly					8.00	8.00			8.00		24.00	🗐
Overhead	Overhead	Bi-Weekly							8.00	8.00			16.00	🗐
					Totals	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	

Your paychecks are cut and dated on Wednesday, January 7, 2004.

Preview Paycheck

BiWeekly, Brad W

Type a help question [Ask]   ▼ How Do I?   [X]

Pay Period 12/21/2003 ▦ - 01/03/2004 ▦

☐ Use Direct Deposit

Earnings

Item Name		Rate	Hours	WC Code	Customer:Job		Class		Service Item	
Bi-Weekly	▼	28.50	48.00	▼	Customer Four...	▼		▼	02 Site ...	▼
Bi-Weekly		28.50	32.00		Overhead				Overhead	

Total Hours: 80.00

Sick Available	0.00
Vacation Avail.	0.00
Sick Accrued	
Vac. Accrued	

☐ Do not accrue sick/vac

Other Payroll Items

Item Name	Rate	Quantity
Union Dues		

Employee Summary

Item Name	Amount	YTD
Bi-Weekly	1,368.00	2,280.00
Bi-Weekly	912.00	2,280.00
Union Dues	0.00	0.00
Federal Withholding	-423.00	-423.00
Social Security Employee	-141.36	-141.36
Medicare Employee	-33.06	-33.06
CA - Withholding	-127.35	-127.35
CA - Disability Employee	-26.90	-26.90

Company Summary

Item Name	Amount	YTD
CA - Employment Training Tax	2.28	2.28
Social Security Company	141.36	141.36
Medicare Company	33.06	33.06
Federal Unemployment	18.24	18.24
CA - Unemployment Company	77.52	77.52

Check Amount: 1,528.33

[Create]   [Cancel]   [Help]   ☐ Enter net/Calculate gross

Your Certified Payroll report for week ending 12/27/03 will look like this:

PAYROLL No. 1	FOR WEEK ENDING 12/27/03	PROJECT AND LOCATION Project Number Project Name Project Street Address Project City, VT 05872					Change Orders						PROJECT/CONTRACT NO.	

(1) NAME, ADDRESS AND SOCIAL SECURITY NUMBER OF EMPLOYEE	# Withholding Exemptions	(3) WORK CLASSIFICATION	Overtime or Straight Time	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY/CASH FRINGES	(7) GROSS AMOUNT EARNED - THIS JOB/ALL JOBS	(8) DEDUCTIONS - BASED ON GROSS WAGES FOR ALL PROJECTS						(9) NET WAGES PAID FOR WEEK
				Sun 12/21	Mon 12/22	Tue 12/23	Wed 12/24	Thu 12/25	Fri 12/26	Sat 12/27				FWH	MCARE	FICA	STWH	OTHER	TOTAL DEDUCTIONS	
				HOURS WORKED EACH DAY																
BiWeekly, Brad W PO Box 1111-B Anywhere, CA 85923 007-56-9961	S-	Ironworkers	OT										$ 1,368.00					#1 $ - #2 $ -		
			ST	0	8	8	0	0	8	0	24	$ 28.50	$2,280.00	$ 423.00	$ 33.06	$ 141.36	$ 127.35	#3 $ 26.90 #4 $ -	$ 751.67	$1,528.33

Your Certified Payroll report for week ending 1/3/04 will look like this:

PAYROLL No. 1	FOR WEEK ENDING 01/03/04	PROJECT AND LOCATION Project Number Project Name Project Street Addresss Project City, VT 05872					Change Orders						PROJECT/CONTRACT NO.	

(1) NAME, ADDRESS AND SOCIAL SECURITY NUMBER OF EMPLOYEE	# Withholding Exemptions	(3) WORK CLASSIFICATION	Overtime or Straight Time	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY/CASH FRINGES	(7) GROSS AMOUNT EARNED - THIS JOB/ALL JOBS	(8) DEDUCTIONS - BASED ON GROSS WAGES FOR ALL PROJECTS						(9) NET WAGES PAID FOR WEEK
				Sun 12/28	Mon 12/29	Tue 12/30	Wed 12/31	Thu 1/1	Fri 1/2	Sat 1/3				FWH	MCARE	FICA	STWH	OTHER	TOTAL DEDUCTIONS	
				HOURS WORKED EACH DAY																
BiWeekly, Brad W PO Box 1111-B Anywhere, CA 85923 007-56-9961	S-	Ironworkers	OT										$ 1,368.00					#1 $ - #2 $ -		
			ST	0	8	8	0	0	8	0	24	$ 28.50	$2,280.00	$ 423.00	$ 33.06	$ 141.36	$ 127.35	#3 $ 26.90 #4 $ -	$ 751.67	$1,528.33