

Instructions for
(Monthly)
Workforce Utilization/Gross Wages Reporting

CONSTRUCTION- CONTRACTORS/SUBCONTRACTORS

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 (monthly)

Workforce Utilization/Gross Wages Reports.

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(Monthly)
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Reporting and Submission Schedules

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

Workforce Utilization/Gross Wages data for the preceding month must be uploaded by the 10th 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 10th.

Instructions for
(Monthly)
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
(Monthly)
Workforce Utilization/Gross Wages Reporting

FORMS

PRIMES

The Workforce Utilization/Gross Wages Reports (Monthly) 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

Subcontractors

The Workforce Utilization/Gross Wages Reports (Monthly) 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
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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
(Monthly)
Workforce Utilization/Gross Wages Reporting

Click on Monthly Workforce Utilization/Gross Wages Reporting (Construction) tab...

Workforce Utilization/Gross Wages Reporting (Monthly/Quarterly)

- **Monthly Workforce Utilization/Gross Wages Reporting (Construction)**

 - **Quarterly Workforce Utilization/Gross Wages Reporting (Design)**
-

[Instructions for](#)
[\(Monthly\)](#)
[Workforce Utilization/Gross Wages Reporting](#)

Here you will enter contract Number / Select Report Month/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*

Click on drop down to select Job Order Number (JOCs)

Monthly Workforce Utilization/Gross Wages Reporting - Construction

To attach excel spreadsheets, choose a contract number, choose a month/year, and click on: Report Upload.

Contract Number: Month / Year:

Job Order Number (JOCs):

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

Find a contract: Contract/Type:

(Project, E-Builder Project, Voucher Number, Firm Id, or OSC Id)

- [Monthly Workforce Utilization/Gross Wages Reporting - Firm List / Update](#)
- [Monthly 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
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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 subcontractors not listed. Go to the bottom of the page where it will need to be added.

Monthly Workforce Utilization/Gross Wages Reporting - Firm List / Update

Contract: T006046 Vendor: Construction Company Inc.
32X468-06 (32468) - Core and Shell - Stony Brook - HSC

Construction - Full Service
Coordinator:

Firm	Firm Name
H6879	Construction Company Inc. PRIME
Z9991	Sample Contractor
Z9992	Sample Contractor 2
Z9993	Sample Contractor 3
Z9994	Sample Contractor 4

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 (Monthly Workforce Utilization/Gross Wages Reports – Construction) screen.

Instructions for
(Monthly)
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UPLOADING FORMS

Click on Monthly Workforce Utilization/Gross Wages Reporting – Firm List/Upload...

Monthly Workforce Utilization/Gross Wages Reporting - Construction

To attach excel spreadsheets, choose a contract number, choose a month/year, and click on: Report Upload.

Contract Number: Month / Year:

Job Order Number (JOCs):

[Monthly Workforce Utilization/Gross Wages Report](#)
[Directions for Monthly Workforce Utilization/Gross Wages Reporting](#)

Find a contract: Contract/Type:

(Project, E-Builder Project, Voucher Number, Firm Id, or OSC Id)

- [Monthly Workforce Utilization/Gross Wages Reporting - Firm List / Update](#)

- [Monthly 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 monthly report being submitted for the firm selected. Click “Upload File” to submit the Monthly Report Workforce Utilization/Gross Wages Report.

Instructions for (Monthly) Workforce Utilization/Gross Wages Reporting

Monthly Workforce Utilization/Gross Wages Report Upload

EEOSearchResu

Contract: T006046 Vendor: Construction Company Inc.
32X468-06 (32468) - Core and Shell - Stony Brook - HSC
Month Year: 012018

Construction - Full Service
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"/> Construction Company Inc. PRIME (H6879)	02/23/2018	
<input type="radio"/> Sample Contractor (Z9991)		
<input type="radio"/> Sample Contractor 2 (Z9992)		
<input type="radio"/> Sample Contractor 3 (Z9993)		
<input type="radio"/> Sample Contractor 4 (Z9994)		

Attach File

File size cannot exceed 3.0MB.