PRISM Guide
Vendor
August 2019

San Diego Housing Commission
1122 Broadway, Suite 300
San Diego, CA 92101
www.sdhc.org

Table of Contents

Purpose

The purpose of this guide is to instruct users how to effectively use PRISM, a web-based contract compliance portal that allows contractors to electronically submit and certify payroll reports, receive notifications and create subcontractor plans.

San Diego Housing Commission encourages contractors to utilize PRISM, as it streamlines and increases the efficiency of the compliance monitoring process.

PRISM is not an accounting system. The information entered in PRISM by users should reflect their company's records.

San Diego Housing Commission offers various forms of training. Contact your Labor Compliance Analyst or the Equal Opportunity Contracting Program for more information.

QUICK-START GUIDE
(For use with the PRISM Vendor Guide)

1. **Activate Registration** (Prime Contractor) – *PRISM Guide* p. 5
   1.1. <u>Access Registration Portal</u>. Using the hyperlink provided in email from PRISMCOMPLIANCE.COM, click "Register Now."
   1.2. <u>Authentication</u>. Log in using Federal Tax ID number and PIN (identification number provided via an email from PRISMCOMPLIANCE.COM).
   1.3. <u>User Information.</u> Complete the fields to register the **default vendor user** account and verify email.
   1.4. <u>Validation Code.</u> Check email to retrieve validation code.   Input code to verify email.
   1.5. <u>Account Information.</u> Create username and password for the account.
   1.6. <u>Set up Other Accounts as needed</u>.   The additional user will be able to log in using the username and password created by the default vendor user. At initial log in, a message will appear prompting the user to enter a new password.

2. **Generate Digital Signature and Code** – *PRISM Guide* pp. 8-9
   Path:
   Administration >> Manage Users Profile >> Edit User >> Answer Security Question to Start Using Digital Signatures >> *(After answering the questions, the page will go back to the Administration Menu)* >> Manage User Profile >> Generate New Digital Signature

   2.1. Generate for the default vendor user
   2.2. Instruct other users to generate their respective signatures and codes at initial log in.

   > Each account user will need to generate a digital signature and code. Only account users who are listed as authorized signatories on the SDHC *Authorized Signatory* form are permitted to submit and certify payrolls using the digital signature and code.

3. **Add Employees** – *PRISM Guide* pp. 11-12
   Path:
   Administration >> Manage Employees Profiles >> Add Employee >> *(On General tab, fill in employee's information)* >> Continue to the Workforce
   3.1 Create profiles for those employees working on the contract. You will need employee's name, full social security number, full address, race/ethnicity and gender.
   3.2 Assign a Job Category for each employee.   Job Categories are not CA Department of Industrial Relations (DIR) classifications. You will add DIR classifications later.
   3.3 Indicate the employee source or Special Demographic.

4. **Assign Craft/Classification to Employees** – *PRISM Guide* p. 13

Path:
Administration >> Manage Employees >> Click the menu icon in the Action column >> Assign Classification

---

It is recommended that you have the determination publications with the exact craft name available before you begin the assigning process. Multiple crafts/classifications can be assigned to an employee. Once a craft/classification is assigned to an employee, it will be available for use on multiple projects.

---

5. **Submit Subcontractor Plan** (if applicable) – *PRISM Guide* pp. 22-23
   Path:
   Compliance >> Click the corresponding menu icon located in the Action column >> Sub Plan

   5.1. Add 1st, 2nd, Nth- tier subcontractors

It is the prime contractor's responsibility to add all tiered subcontractors. To add a sub plan, prime contractor must have submitted a complete SDHC *Project Contact Sheet* form to the SDHC Labor Compliance Analyst.

---

6. **Add and Certify Payroll**—*PRISM Guide* pp. 14-19
   Path:
   Labor Compliance >> Payroll Management >> Add a Payroll

   6.1. Follow the prompts and enter the information on each tab
   6.2. At the end of adding a payroll, there are three options: Confirm & Save, add New Employee Pay, or add New Payroll.

Entered and saved payrolls are stored in Payroll Management under Manage Non-Certified Payroll Reports. Payrolls in this section can be modified or certified: Labor Compliance >> Payroll Management >> Manage Non-Certified Payroll Reports

---

For on-line assistance, go to http://help.prismcompliance.com/vendorwebhelp

If you have technical questions, please contact eoc@sdhc.org .

_____

THIS PAGE INTENTIONALLY LEFT BLANK

Getting Started

Registration & Vendor Profile

Prime contractors awarded contracts with the San Diego Housing Commission are already registered into PRISM. Subcontractors are registered after the prime contractor submits a completed Project Contact Sheet, which identifies all subcontractors performing on the project, to the Labor Compliance Analyst. The Project Contact Sheet is available at:
www.sdhc.org/doing-business-with-us/labor-compliance

Registration is inactive until prime contractor/subcontractor (Vendor) initially logs in to PRISM. SDHC will provide vendors with a unique PRISM Identification Number (PIN). The PIN and the firm's Federal Tax ID Number (without hyphen) are needed to register. The PIN will be used to identify a vendor for username and password assistance and creation. **SAVE THIS PIN!**

Vendor Registration:

1. Obtain PIN (automated email from PRISMCOMPLIANCE.COM).
2. Access registration portal (hyperlink provided in email from PRISMCOMPLIANCE.COM). Click **RegisterNow.**
3. **Authentication.** Authenticate by entering Federal Tax ID Number (without hyphen) and PIN. The Tax ID Number must match that which is on record with SDHC.
4. **UserInformation.** Complete the fields to register default user account and verify email.
5. **ValidationCode.** Input code (provided in automated email from PRISMCOMPLIANCE.COM) to verify email.
6. **AccountInformation.** Use to create username and password for the account.
7. Set up other accounts as needed

Log-in to PRISM by going to:

www.sdhc.org/doing-business-with-us/labor-compliance

Forgot Username/Password

Use the **Need Log in Help** link under the log-in field to retrieve your Username or Password.

Receiving Email Correspondence

It is imperative that your account receives emails from PRISMCOMPLIANCE.com. The email address listed in your Vendor profile will be used for correspondence. If you do not receive emails from prismcompliance.com, check your junk email and set options to allow emails from prismcompliance.com.

Default (Main) Account

The Username for your default, or main, account is your firm's Federal Tax ID number (without hyphen) on record with SDHC. Your default account has the ability to create additional sub-user accounts for staff responsible for submitting and/or reviewing reports and information. This is explained in further detail in a later section.

Need Help?

Assistance

San Diego Housing Commission offers prevailing wage and PRISM trainings on a regular basis. For more information and/or to register for a class, contact the Labor Compliance Analyst at laborcompliance@sdhc.org. For on-line vendor tutorials, go to:

http://help.prismcompliance.com/vendorwebhelp

Labor Compliance Analyst

The Labor Compliance Analyst (LCA) should be the main point of contact for matters pertaining to labor compliance reporting. Some of the duties of the LCA include:

- Assigning wage decisions and classifications to the project
- Reviewing submitted payroll reports
- Unlocking submitted payrolls
- Providing technical assistance

PRISM Performance Issues

Please let us know when you are experiencing technical difficulties such as long buffering times between screens, server errors, or Oops messages. Report these issues to eoc@sdhc.org with the following information:

Subject: PRISM Performance Issues

- Your company name

- Contact information

- Describe the issue, what you were doing when it occurred, and the module you are in

- Contract Name and Bid number (if applicable)

- If issue occurs while entering subcontractor plan, provide the name of subcontractor(s)

- If issue occurs while entering payroll, provide the employee name, craft, and payroll number

- Print screen (screenshot) of what appears on the screen

Managing Account Information

Account information can be managed within the Administration module. Within this module, firms can:

1. Manage Vendor Profile.

2. Manage Users Profile.

3. Manage Employees Profile.

To access this information, click the **Administration** button on the left side of the screen.

Manage Vendor Profile

Enter and update firm's information in this section. The email address used in your Vendor Profile will receive all correspondence from PRISM. Please be sure to update the **Profile, Address, Certifications, Industry** and **Advanced** tabs.

Only the jurisdiction can add or edit the Profile section on the Profile tab. Submit add/edit requests to eoc@sdhc.org .

Remember to save all changes.

Manage (Users Profile)

User accounts are for people who will be submitting reports and information. Use **Manage User Profile** to edit and add new accounts, change your password, and generate a digital signature. You will need a digital signature to submit certified payroll. Additional users can only be added when logged in as the default user.

Edit Account

User Administration

Contractor Users						
Username	**Name**	**Role**	**Unlock**	**Reset Password**	**Edit**	**Delete**
12-3456789	Bruce Emerald	Contractor	Default Vendor User	Reset Password Generate New Digital Signature	Edit User	Default Vendor User

Add New User

To modify your User Profile, click **Edit User**. Users can update their name, title, password, and email address.

It is important to note the email address entered in your User Profile will receive all password reset correspondence from PRISM.

Remember to save all changes.

Add New User

Vendors can create multiple user accounts for different employees within your firm. Additional users can only be created by the default account. Each new user account will have its own User Profile with a unique User ID and password. To create a new user, click the **Add New User** button. Enter the required information. The new user will be able to log in using the User ID and password you create. At the initial log in, a message will appear prompting the user to enter a new password twice.

Use the following picture to become familiar with the features in the Users Tab.

① **User ID** (Default Account). The User ID for the main account is your firm's Federal TAX ID number.

② **User ID** (Added Users). Added users will appear how the main account creates them.

③ **Lock Account**. Default users have the ability to lock other user account. Clicking "Lock" will lock the account. Locked accounts will not be able to log in. To unlock an account, click the "Unlock" link.

④ **Generate New Digital Signature**. Use the link to generate a digital signature code. More directions are provided in this guide.

⑤ **Delete**. Delete accounts by using this link when signed in under the main account.

⑥ **Add New User**. Use this button to add new user accounts. You must be logged in under the main account.

⑦ **Reset Password**. The main account has the ability to reset passwords for the added users. Click this link will send password reset instructions to the email address entered in the user's profile.

⑧ **Edit User**. Edit the User's Profile (name, password, email address).

Generating a Digital Signature and Code

You will need to generate a Digital Signature before you begin to submit certified payroll. Each account user will have separate unique digital signature and code.

Only account users who are listed as authorized signatories on the Authorized Signatory form are permitted to submit and certify payrolls using the digital signature and code.

Beginning from the Manage User Profile tab, complete the following steps:

1. Click **Edit User.**

2. On the Edit Contractor User tab, click **Answer Security Questions to Start Using**.

3. You will be prompted to answer a series of questions. After answering the questions, you will be taken back to the User Administration page.

4. Next, click **Manage User Profile**. Click **Generate New Digital Signature** and follow the prompts. You will have the option of using a personal signature saved on your computer or selecting a font in PRISM.

5. Click save. You will receive an email with a code consisting of letters, numbers, and special characters.

6. *SAVE THIS CODE!* You will need to use it every time you certify a payroll. If you lose your code you will need to generate a new digital signature and correctly answer your accounts security questions.

The Authorized Signatory form is available at www.sdhc.org/doing-business-with-us/labor-compliance

---

August 2019

Manage Employee Profile

Use **Manage Employee Profile** to enter employee information. These employees are the people working on the contracts. The image below is a quick guide to some of the features on the main employee profile page.

Navigating Employee List

---

① Check/Uncheck to show or hide deactivated employees.

② **Column Headings**. The order of the column headings can be changed by clicking and dragging the heading to the desired location. Right click on the column heading for more sorting and display options.

③ **Column Filters**. Type in criteria, click the filter icon on the right, and chose the option that best fits. The column will be filtered according to the information entered and selected.

④ **Employee Row**. Shows information entered or assigned to the employee.

⑤ **Page Navigation**. Use these buttons to navigate through the multiple pages of employees.

⑥ Add Employee. Use this button to add new.

⑦ **Active** & **Deactivate** Buttons. Use the check box on the far left of the employee row to select an employee. Use the Activate or Deactivate buttons to either activate or deactivate an employee.

⑧ **Page Size**. Display either 10, 30, 50 employees on a page.

⑨ **Action Menu**. Provides available actions. You can *Assign Classifications*, *Copy Employee*, *Deactivate* an employee, or *Delete* an employee.

Add Employee(s)

To add an employee, click the **Add Employee** button. On the General tab, fill in the employee's name, complete Social Security Number, complete address, and all other required fields. Continue to the Workforce tab.

Select **Employment Utilization** from the dropdown menu for the question "What workforce program(s) employee participates in."

Next, assign a **Job Category** from the dropdown menu. For more descriptions of the job categories, please review the City of San Diego's Work Force Report available at: **https://www.sandiego.gov/eoc/forms**

Job Categories are not Department of Industrial Relations (DIR) classifications. These classifications will be added later.

To indicate an *Employee Source* or **Special Demographic,** use the dropdown menu under Assign Special Demographics. After a Title is selected enter the Start and End Dates and then click **Add.**

Employee classified as apprentices should be assigned the **Apprenticeship Program** using the Special Demographics.

For contracts or projects that are subject to HUD Section 3 regulations, assign the applicable **Special Demographics** (*New Hire and/or Section 3 Resident*).

Remember to save all changes.

Navigating Classification Assignment

---

① **Determination Menus.** Use these menus to filters through the determinations and find the craft you are assigning to your employee(s).

② **Column Filters.** Type in criteria, click the filter icon on the right, and chose the option that best fits. The column will be filtered according to the information entered and selected.

③ **Classification Row.** Provides the craft name associated with your filtered searches.

④ **Page Navigation.** Use these buttons to navigate through the multiple pages of employees.

⑤ **Assign button.** Use this button to assign selected crafts to an employee.

⑥ **Page Size.** Display either 30, 50, 100 employees on a page.

⑦ **Employee Menu.** Use this menu to select an employee you will assign a classification.

⑧ **Want to See Assigned Classifications.** Select this box to see the classifications assigned to an employee.

⑨ **Unassign.** Use this link to un-assign a craft from an employee.

Assign Craft/Classification

Assign crafts/classifications to employees from the Department of Industrial Relations (DIR) or Department of Labor, if applicable when Davis-Bacon applies, based on the scope of work they perform on the project.

Multiple crafts/classifications can be assigned to an employee. It is recommended to have the determination publications with the exact craft name available before you begin the assigning process. The filters can be used to find crafts needed for your employee(s). Once a craft/ classification is assigned to an employee, it will be available for use on multiple projects (*provided you have submitted the List of Trades and/or Crafts form to the Labor Compliance Analyst*).

The List of Trades and/or Crafts form is available at www.sdhc.org/doing-business-with-us/labor-compliance

---

Take the following action to assign a craft/classification:

Click **Administration** > Click **Manage Employees** > Click the **menu icon** in the *Action* column > Click **Assign Classifications** >

- Next, use the filters to find your craft. The most efficient and accurate way to find a classification is to use the **WD Number** dropdown menu. First, filter by the **WD Number**. You can also use the **Craft** dropdown menu to select a specific classification/craft.

- Select the craft by checking the box to the left of the craft name. Then, in the *Menu* column, click the **menu icon**, and click **Assign**. A message confirming a successfully classification assigning will appear.

The assigned craft/classifications will appear in the **List of Assigned Classification** section. You can assign multiple craft/classifications to an employee.

Once a craft/classification is assigned, you can use an assigned craft/classification on multiple contracts. Delete the craft/classification by clicking **Unassign** in the **menu icon** located in the *Menu* column on the right of the screen.

Submitting Payroll

Adding a Payroll

All contractors and subcontractors, regardless of tier, are to submit certified payroll using PRISM if prevailing wage requirements apply. Employees must be entered in PRISM, with crafts/classifications assigned to them, before you can add them to a payroll.

> The List of Trades and/or Crafts should also have been sent to the Labor Compliance Analyst (LCA). The LCA uses the List of Trades and/or Crafts to assign classifications to the project for monitoring purposes. If the crafts assigned by the LCA and the contractor do not match, vendors will not be able to complete the payroll process.

There are two options for adding payrolls, a manual entry process and an excel import template process.

If you use the excel import template method, it is important to review the **Pay Information Tab** section to ensure information is submitted correctly.

Manual Process

1. Click **Labor Compliance.**

2. Click **Payroll Management.**

3. Click **Add a Payroll.** Follow the prompts and enter the appropriate information on each tab

   a. Select the project and select the vendor.
   b. Select payroll End Date and enter Payroll Number. Click **ContinuetoEmployeeInfo.**
   c. Select an employee and their craft (One employee and craft at a time). Click **ContinuetoPay Info.**
   d. Enter **Payment Information.** Note any differences in the Statement of Compliance. **(Detailed in following section and includes Training).**
   e. Enter **Total Gross Pay, Total Net Pay,** and **Check Number/Pay ID.**
   f. Enter **Hours WorkedEachDay.** Click **Calculate Project Pay.**
   g. Click **Continue to Deductions** and enter deductions.
   h. Click **Review & Confirm.**
   i. You have three options at the end of adding a payroll. You can:
      Confirm & Save - Saves information and stores payroll in the Manage Non-Certified Payroll Reports
      Add **New Employee Pay**– Starts the process over for a different employee on the same payroll
      Add **New Payroll** – Starts the process over for a new payroll week

4. After information is entered and saved, the payroll is stored in **Payroll Management** under **Manage Non-Certified Payroll Reports.** Payrolls in this section can be modified or certified.

Pay Information Tab

Your Fringe Information should mirror your Fringe Benefit Statement and correspond with how they are indicated as being paid on the Statement of Compliance.

<div style="border:1px solid">

The Fringe Benefit Statement is available at www.sdhc.org/doing-business-with-us/labor-compliance

</div>

Base/Overtime Rate: Enter the hourly rate the employee is being paid. **Overtime Rate** 1 is time and a half and **Overtime Rate 2** is double time.

Fringe Benefits Paid to Approved Plans, Funds, or Programs

Enter the appropriate amounts being paid for each fringe category. The total will calculate in the Autosum Total Fringe cell.

Fringe Benefits Paid in Cash

If fringes are paid directly to the employee, enter the amount in the *Cash* cell in the Fringes section.

Training Fund Contributions

Enter the amount paid towards training per hour for the employee in the *Training* cell of the Fringes section.

Example:

Basic Hourly Rate:	$20.00	Training:	$0.50
Total Fringes:	$9.00	**Total:**	$29.50

The following page contains illustrating on how pay information can be entered using the example rates. Remember, the amount paid towards training per hour should be entered in the Training cell.

The print screen below illustrates how pay information can be entered if fringes are paid into plans, funds, or programs.

Payment Information		
Prevailing Wage		**Actual Wage**
		Base Rate: $20.00 /hour
Craft:		Overtime Rate 1: $0.00 /hour
		Overtime Rate 2: $0.00 /hour
PW Rate:	N/A	Fringes:
Overtime 1:	N/A	Health & Welfare: $3.00 /hour
Overtime 2:	N/A	Pension: $3.00 /hour
		Vacation/Holiday: $2.00 /hour
Fringes:		Training: $0.50 /hour
Health & Welfare:	N/A	Cash: @ $0.00 /hour
Pension:	N/A	Other: $1.00 /hour
Vacation/Holiday:	N/A	
Training:	N/A	Total Fringe (old): $0.00 /hour
Other:	N/A	*For legacy purposes only, excluded from payroll form. Please enter individual Fringe Benefits.
Total Fringe:	N/A	Autosum Total Fringe: $9.50 /hour
Total Hourly Rate:	N/A	Total Hourly Rate: $29.50 /hour

The next print screen shows how pay information can be entered to if fringes are paid in cash.

Payment Information		
Prevailing Wage		
WD#: SC-LML-2014-1		**Actual Wage**
Craft: LANDSCAPE MAINTENANCE LABORER ROUTINE WORK		Base Rate: $20.00 /hour
		Overtime Rate 1: $15.00 /hour
		Overtime Rate 2: $20.00 /hour
PW Rate:	N/A	Fringes:
Overtime 1:	N/A	Health & Welfare: $0.00 /hour
Overtime 2:	N/A	Pension: $0.00 /hour
		Vacation/Holiday: $0.00 /hour
Fringes:		Training: $0.50 /hour
Health & Welfare:	N/A	Cash: @ $9.00 /hour
Pension:	N/A	Other: $0.00 /hour
Vacation/Holiday:	N/A	Total Fringe (old): $0.00 /hour
Training:	N/A	*For legacy purposes only, excluded from payroll form. Please enter individual Fringe Benefits.
Other:	N/A	Autosum Total Fringe: $9.50 /hour
Total Fringe:	N/A	Total Hourly Rate: $29.50 /hour
Total Hourly Rate:	N/A	

Excel Import Template

For instructions of how to add payroll please use the tutorials at:

http://help.prismcompliance.com/vendorwebhelp

Completing these steps does not certify your payroll. At this point, your payroll is only saved in the **Manage Non-Certified Payroll Reports** queue. You can view, edit, and certify payroll in this queue.

Manage Non-Certified Payroll (Edit Payroll)

To access non-certified payrolls click **Labor Compliance** and then **Payroll Management.** Next, click the **Manage Non-Certified Payroll Reports** button. To modify information for an employee, click the appropriate payroll week in the *Payroll Number* column. A list of employees on the payroll will appear. Click the employee's name to edit their information.

Remember to save your revision on each tab!

Adding Additional Employees

Click **Add** under the *Add New Payment* column to an additional employee to a payroll. You will then be able to select an employee and continue from Step 3 (c) for the previous Manual Process.

Preview Payroll

Click **View Payroll** in the **menu icon** under the *Action* column to preview how the payroll will look on the DIR Public Works Payroll Reporting form. Clicking **View** under the *History* column will show previous submitted certified payrolls that are being amended.

Certifying Payroll

1. Ensure the User account you are using is the person authorized to sign (Authorized Signatory form) payrolls for your firm. The name entered in you User Profile will appear on the signed Statement of Compliance.

2. To certify a payroll, find the payroll in the click the **Manage Non-Certified Payroll Reports** queue.

3. Next, in the **menu icon** located in the *Action* column, click **Certify Payroll.** You will then see a screen containing the same information on a Statement of Compliance.

August 2019

4. Review the statement. Indicate how your firm is paying the employer payments (Fringe Benefits). Write any explanations or notes in the exception section.

5. Check the box to acknowledge you have reviewed the above Statement of Compliance and wish to certify your payroll.

   If this is your Final payroll, check the 'This is the Final Payroll' box.

6. Write your name in the Name field. <u>You must write it exactly how it is inserted in your User Profile.</u>

7. Insert your Digital Signature Confirmation Code.

8. Click the **Certify This Payroll** button. You will receive a Payroll Certification Acknowledgment email. Click the confirmation link in the email. A message will appear in Prism indicating the payroll has been certified.

   Your certified payroll will now be available in the **List All Certified Payroll Reports** button.

Viewing Payroll: Certified and Non-Certified

To view certified and non-certified payrolls click **Labor Compliance** and then **Payroll Management**. Use the <u>View</u> link on the corresponding payroll row to access the payroll in the DIR's reporting form.

Click the **List All Certified Payroll Reports** button to view all certified payrolls by project. Prime contractors will be able to view payrolls submitted by their subcontractors. Click the **Manage Non-Certified Payroll Reports** button to view payrolls that are saved but not certified.

Print Payroll

While viewing the payroll, click the Print button located at the bottom of the page. Change your printing settings to Landscape to ensure the full page will be printed.

Amending Submitted Payroll

To modify a submitted certified payroll, you must first contact the LCA. The LCA will then unlock your submitted payroll allowing you to submit an amended payroll.

The amended payroll will be available to edit in the **Manage Non-Certified Payroll** queue. The payroll number will be automatically changed to reflect the number of times it has been unlocked by the LCA. For example, an unlocked payroll number 1 will appear as payroll number *1.1* in the **Manage Non-Certified Payroll** queue. Payroll number 1 unlocked twice will appear as *1.2*. Click on the payroll number to be able to access the information.

Using the Grid

Users can sort and filter information presented in the grid format. The order of the column headings can be changed by clicking and dragging the heading to the desired location. Right clicking on the column heading will provide more sorting and display options. More grid features are displayed below.

1. **Save Grid Layout**. Save changes you make to your grid to maintain your view when you log in.

2. **Export.** Export your grid into an excel spreadsheet.

3. **Column Headings.** The order of the column headings can be changed by clicking and dragging the heading to the desired location. Right click on the column heading for more sorting and display options.

4. **Column Filters.** Type in criteria, click the filter icon on the right, and chose the option that best fits. The column will be filtered according to the information entered and selected.

5. **Column Options.** Right click the column to view available options of sorting and grouping

6. **Page Navigation** and **Page Size.** Use these buttons to navigate through the multiple pages of employees and change the number of records displayed on a single page.

7. **Displayed Columns.** Select the column you want visible on your grid. Deselect the column you do not want visible.

8. **Want to See Non-Certified Payrolls.** Click to view non-certified payroll.

9. **Action Menu.** Provides available actions for this row.

Downloading Payroll in XML Format

The Department of Industrial Relations (DIR) requires all contractors and subcontractors working on Public Works projects to submit electronic certified payroll directly to the Labor Commissioner through their eCPR system. As a courtesy, an eCPR compatible XML file is available to download for each certified payroll submitted in PRISM.

For the most efficient import process, ensure all of your company's and employees' information is entered in PRISM's Vendor and Employee Profiles.

This XML file is designed specifically for the purpose of uploading payrolls into the State's eCPR system. Other uses of the XML download is not guaranteed and are at your own discretion.

Project Set-Up

Ensure the Labor Compliance Analyst (LCA) has entered the DIR Project ID and Contract Agency for the project (This only has to be entered once for each project).

Vendor Profile Set-Up

1. Ensure your company's complete **Address** is entered in PRISM's Vendor Profile. You will have to manually input this information into the State's eCPR system if it is not entered in PRISM.
   Administration> Manage Vendor Profile > Address Tab > Select **Primary >** Enter your information and then click **Update Address** to save

2. Ensure your company's **Insurance Number** is entered. Enter either the worker's compensation policy number or the self-insurance certificate number. NA will be filled in if the field is blank.
   Administration > Manage Vendor Profile > Enter Insurance Number in the Insurance Number field **>** Click **Update Profile** to save

3. Ensure your company's email address is entered in the Contact Information 1 **Email** field.
   Administration > Manage Vendor Profile > Enter company email in Contact Information 1 section **>** Click **Update Profile** to save

4. Ensure your company's **License Type** and **License Number** are entered in PRISM's corresponding Vendor Profile fields. For License Type, select CSLB, PL (for professional license) or OTHER. If the fields are left blank in PRISM, OTHER will be filled in for the License Type and NA will be filled in for the License Number.
   Administration> Manage Vendor Profile > Advanced Tab > Select **Edit** then select/enter the appropriate information **>** Click **Update** to save

Employee Profile Set-Up
1. Ensure your employee's **full nine digit SSN** is entered. You will have to manually input this information into the State's eCPR system if it is not entered in PRISM.

Administration > Manage Employees Profile > Select Employee > Enter employee information > Continue to Workforce Tab and click Save

2. Ensure your complete address is entered (Street Address, City, State, and Zip Code). You will have to manually input this information into the State's eCPR system if it is not entered in PRISM.

Administration > Manage Employees Profile > Select Employee > Enter employee information > Continue to Workforce Tab and click Save

Downloading XML File

1. Click **Labor Compliance**.

2. Click **Payroll Management**.

3. Click **List All Certified Payroll Reports** and select your Project.

4. Click **View** link for the corresponding payroll report. A new screen will pop up displaying the payroll and Statement of Compliance.

5. Scroll down to the bottom of the page and click the **Generate Payroll XML** button.

6. Follow you computers prompts to save the XML file.

Troubleshooting

You may receive validation errors after attempting to upload your payroll to the eCPR system. The most common errors are from incomplete employee SSNs, company address, and employee addresses.

⊘ Electronic Certified Payroll Records

eCPR XML Validation Error

The XML file you have provided contains invalid data.

Please review the following error:

cvc-pattern-valid: Value '4206' is not facet-valid with respect to pattern '[0-9]{9}' for type '#AnonType_ssnemployeeemployeespayrollInfoeCPR'.

You can either fix the problems in the XML file and upload it again.

OR

You may be able to load the xml into the OnLine eCPR form.

There you fix your issues and then submit the payroll information.

These errors can be fixed manually in the eCPR system by clicking the load the **xml into the OnLine eCPR form** link under the error. Ensure your vendor profile and employees' profiles are complete for a seamless upload.

Submitting a Subcontractor Plan

Subcontractor plans (Sub Plan) can be added within the Compliance module. Within this module, firms can:

1. Add, Edit or Remove a Sub Plan.

2. Report Contract Related Spend (currently not available).

3. Report Invoices (currently not available).

If you did not submit the Project Contact Sheet form to the Labor Compliance Analyst (LCA), you will not be able to add a sub plan. The LCA uses the Project Contact Sheet to identify the subcontractors on the project and subsequently register them in the system for monitoring purposes.

The Project Contact Sheet is available at: **www.sdhc.org/doing-business-with-us/labor-compliance**

To access this information, **click** the **Compliance** button on the left side of the screen.

Adding a Sub Plan

1. Click **Compliance**.
2. Identify the contract to add the sub plan.
3. On the corresponding **menu icon** located in the *Action* column, click **Sub Plan.**
4. In the **Companies Involved in the Contract** chart, right-click the diagram that represents the prime contractor. Click **Add Sub.**
5. Select the **Sub Vendor** (*provided you have submitted the Project Contact Sheet to the Labor Compliance Analyst*). Complete the fields. In the **Role** field, you must select from the drop-down menu the socio-economic certification that the Sub Vendor possesses. Identified as " certified" in parentheses. If the Sub Vendor is not certified, select "N/A." Click **Save and Close.**
6. In the **Companies Involved in the Contract** section, click **Save Changes** > click **Submit Changes.**

Editing a Sub Plan or Adding a Nth-Tier

- **Edit or Remove.** Follow steps for Adding a Sub Plan. In step 4, in the **Companies Involved in the Contract** chart, right-click the diagram that represents the subcontractor. Select **Edit Sub** or **Remove Sub.**

- **Add a Nth-tier.** Follow steps for Adding a Sub Plan. In step 4, in the **Companies Involved in the Contract** chart, right-click the diagram that represents the subcontractor that has the Nth-tier subcontractor. Select **Add Sub** to add the Nth-tier subcontractor.

Only the prime contractor and jurisdiction can add, edit or remove sub plans.

Adding a Sub Plan

Step 4:

Step 5:

Editing a Sub Plan or Adding a Nth-Tier

Frequently Asked Questions (FAQs)

1. How do I register in PRISM?

Prime contractors awarded contracts with the San Diego Housing Commission are already registered into PRISM. Subcontractors are registered after the prime contractor submits a completed Project Contact Sheet, which identifies all subcontractors performing on the project, to the Labor Compliance Analyst (LCA). Registration is inactive until prime contractor/subcontractor (Vendor) initially logs in to the PRISM registration portal using the firm's Federal Tax ID number and unique PRISM Identification Number (PIN). Access to the PRISM registration portal is provided via a hyperlink in an email from PRISMCOMPLIANCE.COM.

2. What is the PRISM Identification Number (PIN)?

The PIN is a unique identification number that is used to identify a vendor for username and password assistance and creation. It is provided to vendors via an email from PRISMCOMPLIANCE.COM.

3. I cannot log in because PRISM says my password has expired.

If you attempt to log-on and PRISM indicates your password has expired, click the "Need Log in Help."

4. I am locked out.

An account is locked after three failed attempts of entering the password. The lock out is temporary and the vendor will be able to try again after a few minutes. Jurisdiction users cannot unlock accounts.

5. I am trying to enter payroll and the crafts/classifications I assigned to my employee are not showing up.

The crafts/classifications assigned by both the vendor and the Labor Compliance Analyst (LCA) must match for the process to work. Contact the LCA monitoring your project to verify you both have the same crafts/classifications assigned for your project.

6. I made a mistake on my payroll. How do I change it?

After a payroll is certified it is locked. The only way to modify it is to have the LCA unlock the payroll. Once a payroll is unlocked it is placed back in the List of Non-Certified Payroll queue with a modified number (i.e. payroll 2 would be renamed 2.1). A record of the original payroll is saved.

7. I was told I need to provide a certificate showing I registered in PRISM. Where do I find my certificate?

Neither PRISM nor the San Diego Housing Commission have or provide a proof of registration certificate. Vendors and the public can use the PRISM vendor search to confirm a firm's registration. Any other form of proof should be worked out between the vendor and the requesting party.

8. I cannot add a subcontractor plan because my subcontractor is not registered in PRISM. What do I do?

Contact the Labor Compliance Analyst (LCA) to verify that you have submitted the required Project Contact Sheet. The LCA uses the Project Contact Sheet to identify all subcontractors on the project and register them in PRISM. The Project Contact Sheet is available at:

www.sdhc.org/doing-business-with-us/labor-compliance

If you verified the submittal of the Project Contact Sheet, but are still unable to locate the subcontractor or add a sub plan, contact the Administrator for the San Diego Housing Commission at eoc@sdhc.org .