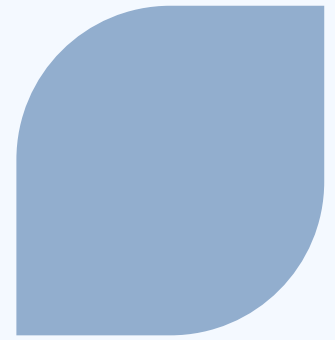


# eComply for NYCHA Contractors:

A Complete Guide to CPR, CHR, and Section 3  
Reporting



# Welcome and Objectives

Today we will cover the following topics:

## Foundations

### **01 Background**

Understanding labor reporting requirements

### **02 Getting Started in eComply**

Navigate with confidence

## Reporting in eComply

### **03 Setting up CPRs in eComply**

eComply setup, adding titles, fringes and employees

### **04 Submitting CPRs in eComply**

Instructions for Submitting CPRs

### **05 Managing Non-performance weeks**

Non-performance weeks

### **06 Certified Hourly Reports (CHR)**

Guidance for CHR reporting

## Project Administration

### **07 Adding Subcontractors**

Submitting subcontractors for approval

### **08 Other Economic Opportunities**

Instructions for submitting and OEO details explained

### **09 Invoicing and Payments**

How eComply Links to payments

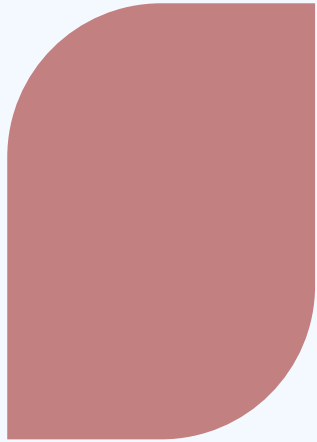
## Help and Resources

### **10 Resources and Support**

Find resources and support when you need help

### **Appendix**





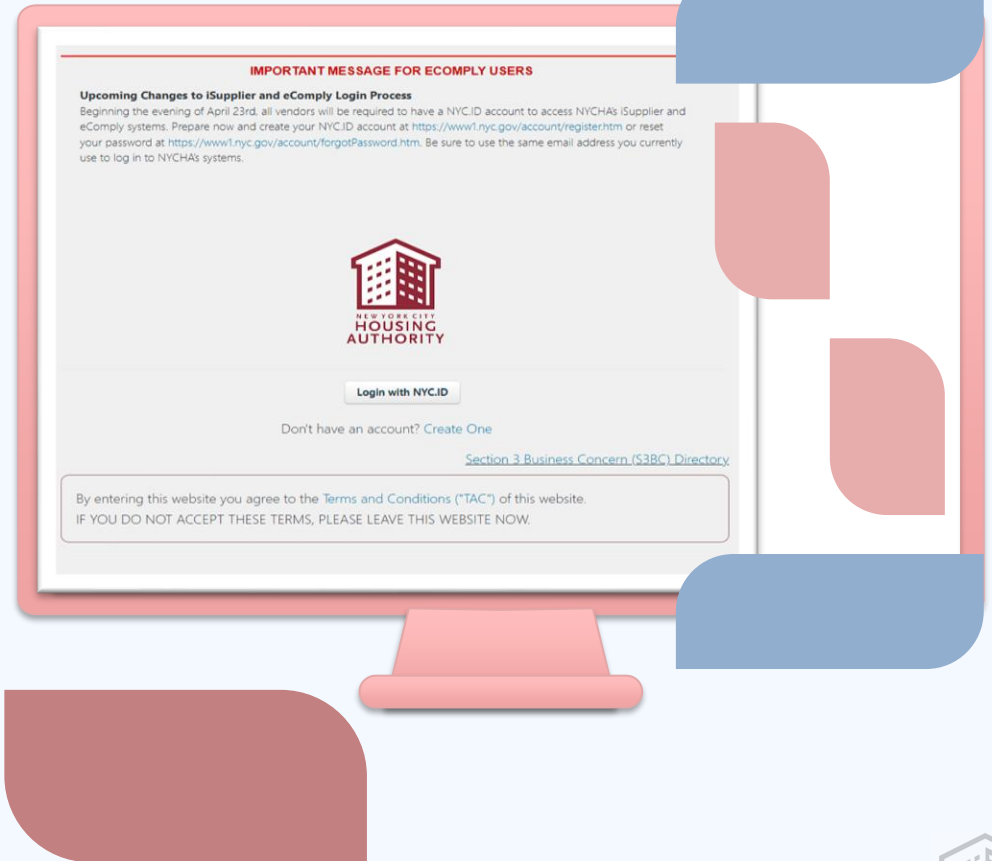
# Background

Understanding labor reporting requirements and eComply

01

# What is eComply?

1. eComply is NYCHA's online labor compliance tool designed to enhance compliance and streamline payroll reporting for contractors and subcontractors on NYCHA contracts.
2. It is a portal that centralizes all required reporting for **Section 3**, **M/WBE**, and **labor compliance**. It is the sole submission method, serving as our single location for compliance documentation.
3. The platform also stores project documents and sign-in sheets, functioning as our project library.



# Contractor Obligations for Certified Payrolls

The Certified Payroll Report (CPR) is required by federal regulations under the Davis-Bacon and Related Acts (DBRA) for all contracts where mechanics or laborers perform DBRA work and HUD adopts the DBRA federal standards for HUD Maintenance Wage Rate Decision (MWD) work.

CPRs must be submitted for all workers whose work is subject to the prevailing wage under the DBRA and the HUD MWD. All contractors performing work on our contracts must list their prevailing wage workers in their Certified Payroll Reports.

- **Pay Prevailing wages and benefits** - no less than the applicable prevailing wage and required benefits.
- **Submit accurate Certified Payrolls weekly**- Contractors must provide proof of compliance, including Certified Payrolls records.
- **Maintain payroll documentation** – and cooperate with NYCHA audits. Primes and subcontractors must keep copies of related agreements and payment records.

*Meeting these obligations ensures smooth projects and protects both workers and contractors.*

For questions, please email our prevailing wage team at : [PrevailingWages@nycha.nyc.gov](mailto:PrevailingWages@nycha.nyc.gov)

# Compliance (**Certified Payrolls**)



NYCHA's Prevailing Wage team is available to support contractors and ensure compliance on projects.

## **What to expect during oversight**

- Contract Compliance Officers visit job sites to help ensure prevailing wage rules are being followed.
- They may interview workers, review payrolls, and examine inspection logs to confirm accuracy
- If issues are found, NYCHA will work with you to resolve them. Continued non-compliance can lead to penalties.

Learn more about NYCHA's Prevailing Wage Program : [NYCHA's Prevailing Wage Initiative](#)

For questions, please email our prevailing wage team at : [PrevailingWages@nychanyc.gov](mailto:PrevailingWages@nychanyc.gov)

# What is HUD Section 3?

(24 CFR Part 75 Subpart B).

## What Is HUD Section 3

HUD Section 3 is intended to make sure that economic opportunities generated by HUD funded projects benefit low and very low-income individuals. Priority is given to residents who receive housing assistance.

NYCHA, its contractors, subcontractors, and development partners must make best efforts to

- provide employment and training opportunities to Section 3 workers.
- award subcontracts to business concerns that provide economic opportunities to Section 3 workers.

## When Section 3 Applies

- Section 3 applies to** HUD funded housing rehabilitation, housing construction, and other public construction projects.
- NYCHA **applies Section 3 requirements** to all qualifying contracts and projects and applies equivalent requirements to certain non-HUD funded projects.
- Section 3 requirements apply to** NYCHA contracts covered under a Project Labor Agreement.

**Section 3 does not apply to** material supply only contracts.

## Section 3 Benchmark: Contractors are considered to have complied with Section 3 requirements if they:

1. Certify that they have followed the prioritization of effort
2. And meet or exceed the applicable Section 3 benchmarks:
  - 25% of total labor hours are performed by Section 3 Workers.
  - 5% of total labor hours are performed by Targeted Section 3 Workers.

**Please note that all hours performed by S3BCs count towards the Section 3 labor hour benchmark.**

## Professional Services

If a contract is entirely professional services, contractors may choose to project and report labor hours for Section 3 workers and or other economic opportunities.

If a contract includes both professional services and other types of work, and professional services hours are not reported, **labor hours for the other portions of work must still be reported.**

**Professional Services from HUD Regulations (24 CFR Part 75 Subpart B)** means non-construction services that require an advanced degree or professional licensing, including, but not limited to, contracts for legal services, financial consulting, accounting services, environmental assessment, architectural services, and civil engineering services.

# Additional Section 3 Compliance Guidance



For further guidance on NYCHA's Section 3 requirements, please refer to the resource document links below.

- [Section 3 Compliance Guidance for NYCHA DECAR and other Non-Professional Services Contracts](#)
- [Section 3 Compliance Guidance for NYCHA Professional Services Contracts](#)
- [Section 3 Resources](#)



# Compliance (Section 3)



NYCHA's Vendor Development and Support team oversees our **Section 3** program. They support contractors, track contractor's progress towards meeting the Section 3 benchmarks, and gather the Section 3 information needed for reporting to our oversight agencies.

## What to expect for oversight

- Vendor Development and Support reviews Section 3 information in eComply.
- They also maintain NYCHA's Section 3 Business Concern Registry.
- Oversight is focused on reviewing documentation and reporting entered in eComply (CHRs, OEO outcome summaries and self-certifications).
- If issues are found, the Vendor Development team will work with you to resolve them. Continued non-compliance may lead to penalties.

Learn more: [Doing Business with NYCHA- Section 3](#)



# Getting Started in eComply

Navigate with confidence



02

# Signing into eComply

Instructions for First-Time Contractor Registration.

1	<u>Create a NYCID account</u>	<ul style="list-style-type: none"><li>• All contractors must have an <b>NYC ID</b> account.</li><li>• Create one here: <a href="https://www1.nyc.gov/account">https://www1.nyc.gov/account</a>.</li><li>• <b>Use the same email address for NYCID for all NYCHA Systems.</b></li></ul>
2	<u>Register in iSupplier</u>	<ul style="list-style-type: none"><li>• <b>New contractors:</b> Complete <a href="#">Prospective Supplier Registration form</a>.</li><li>• <b>Other contractors with no iSupplier account:</b> Complete <a href="#">iSupplier Account Request for Existing Vendors form</a> .</li><li>• For more information see <a href="#">iSupplier Portal Guide (isupplierguide.pdf)</a></li></ul>
3	<u>Register in eComply</u>	<ul style="list-style-type: none"><li>• To register, visit: <a href="https://nycha.ecomply.us/">https://nycha.ecomply.us/</a> and click “create one”</li><li>• When prompted enter Agency Code: <b>NYCHA</b> -&gt; Use your <b>NYCID</b> email as your username</li><li>• Then submit profile request.</li></ul> <p>If your registration is successful, you'll return to the login screen where you can use your NYC.ID email and password.</p>

Questions ? Email NYCHA's SMP Vendor Development and Support team at:  
[eComply.support@nycha.nyc.gov](mailto:eComply.support@nycha.nyc.gov)

# What is eComply Collecting?

## Pre-Award (at Solicitation)

Program	Requirement	eComply Module
Section 3	Section 3 Plan at Solicitation	Section 3 REO/OEO Plans
Section 3	Identification of S3BCs for subcontracting	Section 3 business Concern (S3BC) Directory
M/WBE	Goal setting	M/WBE Utilization Plan

Today we are covering these reports

## Post Award (after project start)

Program	Requirement	eComply Module
Section 3	Identification of Section 3 workers	Employee Profile
Labor	Reporting Labor hours subject to prevailing wage.	Certified Payroll Report (CPR).
Section 3	Reporting Labor hours NOT subject to prevailing wage	Certified Hourly Report (CHR) (submitted weekly or less frequently in some cases)
Section 3	Reporting OEO Information	Section 3 OEO Summary (submitted at minimum quarterly)

**Vendor Diversity**

- ☰ Section 3 Self Registration
- ☰ S3BC Directory
- ☰ Section 3 REO and OEO Plans
- ▲ M/WBE Utilization Plan
- ☰ Section 3 OEO Summary

**Documents**

- 📁 Contractor Documents
- 📁 Employee Documents
- 📁 Sub's Employee Documents

**Reports**

- 📊 Standard Reports

**Support**

- 📞 Contact & User Guides
- 📺 Training Videos

**Announcement Board**

[Unable to find Crafts and Classifications??](#) Please email eComply Tech support at support@ecomplysolution.com  
...read more

[Vendors can reach out to the Prevailing Wage staff for AP help:](#) Vendors can reach out to the following Prevailing Wage staff ...read more








# eComply Homepage Overview

**Getting Started**




Steps	Status	Description	Last Action
Step 1	●	Organization Profile Created	Completed: 05/11/22
Step 2	●	User Profile Completed	Completed: 05/11/22
Step 3	●	Signature Added	Completed: 05/11/22
Step 4	●	Crafts and Classifications Added <a href="#">(Click Here)</a>	Completed: Pending
Step 5	●	Fringe Benefit Plans Added <a href="#">(Click Here)</a>	Completed: Pending
Step 6	●	Fringe Benefit Package Added <a href="#">(Click Here)</a>	Completed: Pending
Step 7	●	Fringe Benefit Statement Submitted <a href="#">(Click Here)</a>	Completed: Pending
Step 8	●	Employees Added <a href="#">(Click Here)</a>	Completed: Pending
Step 9	●	CPRs Submitted <a href="#">(Click Here)</a>	Completed: Pending

# eComply Homepage Overview

## Certified Reports

-  My Organization
-  Manage Subcontractors
-  Craft and Classification
-  Fringe Benefit Plan / Program
-  Fringe Benefits Package
-  My Employees
-  Payroll Upload Settings

## Account Settings

-  My Profile
-  User Management
-  Alerts

## Action Items

CPR Package(s) rejected by Project Officer. To view the rejected CPR Package(s), please check the following project(s):

- [1524368-0059/PATTERSON/Fed/Federal](#)
- [1925098-0438/WASHINGTON/City/City Mayoral](#)
- [1925099-0139/KINGSBOROUGH/City, Fed, State/City Council, Federal, State](#)
- [2331255-0002/RIIS I, RIIS II/Fed/Federal](#)

Page  of 1

You need to submit CPR(s) for the following project(s):

- [2102315-1356/BAYVIEW-0670/Fed/GF01](#)
- [1924847-0008/KINGSBOROUGH/Fed/Federal](#)
- [2102315-1225/CASTLE HILL-0431/Fed/GF01](#)
- [2102315-109/JOHN MITCHEL-0249/City/C021](#)
- [1925098-0016/CONEY ISLAND I \(SITE 8\), O'DWYER GARDENS, SURFSIDE GARDENS/Fed/FEDERAL](#)
- [2102315-163/BROWNSVILLE SC-S512/City/C021](#)
- [1917786-0003/PINK/City/City Council](#)
- [2102315-696/MORRISANIA AIR -0385/City/C021](#)
- [1925099-0138/FIRST HOUSES/Fed/Federal](#)
- [2015479-398/RED HOOK WEST-0230/Fed/GF01](#)

Show all

Page  of 16 Next



# CPR Overview- Setup

03

- Add prevailing wage titles (CPR only)
- Create Fringe Benefits and Package (CPR only)
- Add employees (CPR and CHR)

# 1 Add Employee Titles

Add all prevailing wage titles you plan to use for your project before creating a CPR.

2

- Titles represent the work you plan to perform on your projects, such as Laborer, Operating Engineer, or Plumber. eComply understands titles as crafts and classifications.
- The **Craft and Classification** page, is where you can manage or add job titles for your projects. Check the titles created for each project to make sure they are correct.

3

**Important: Titles do not carry over between projects.**

If a craft or classification already exists in eComply for another project, you must add it again to every new project where it will be used. If the title is not added to the specific project, it will not appear in your CPR and cause errors.

**Check that your Craft and Classification is added to all relevant projects.**

The screenshot shows the 'Manage Craft Classes' interface. On the left, the 'Setup' menu is open, and 'Craft and Classification' is selected. The main table lists the following data:

Craft	Classification	Trade Type	Sub Trade Type	Project	Assigned Employees	
LABORER-HIGHWAY	Laborers	Journeyman		2021520-147/MORRISANIA AIR – MAINTENANCE BASEMENT/Fed/GF01	67	
LABORER-HIGHWAY	Formsetter	Journeyman		2021520-147/MORRISANIA AIR – MAINTENANCE BASEMENT/Fed/GF01	8	
LABORER-HIGHWAY	Small Equipment Operator (not Operating)	Journeyman		2021520-147/MORRISANIA AIR –		

# 1 Add Employee Titles

The screenshot shows the 'New York City Housing Authority' software interface. The top navigation bar includes the organization name and a user profile for 'estimating@empirecontrol.com - Contractor'. The left sidebar has a 'Setup' menu expanded, with 'Craft and Classification' selected. The main content area is titled 'Manage Craft Classes' and contains a table with the following data:

Craft	Classification	Trade Type	Sub Trade Type	Project	Assigned Employees	
LABORER-HIGHWAY	Laborers	Journeyman		2021520-147/MORRISANIA AIR – MAINTENANCE BASEMENT/Fed/GF01	67	
LABORER-HIGHWAY	Formsetter	Journeyman		2021520-147/MORRISANIA AIR – MAINTENANCE BASEMENT/Fed/GF01	8	
LABORER-HIGHWAY	Small Equipment Operator (not Operating)	Journeyman		2021520-147/MORRISANIA AIR – MAINTENANCE BASEMENT/Fed/GF01	4	

## ADD TITLES

- Click **Setup** in the upper-left corner to expand the menu options.
- Under Certified Reports, select **Crafts and Classifications**. This is where you manage titles for each project.

## Check Project Association

- Seeing a craft/class on the manage craft classes page does NOT mean it is linked to your new project.
- You must check that each craft/class is associated with **THIS** specific project.
- If the title does not appear under the project, click Add Craft in the upper-right corner to associate it.

# 1 Add Employee Titles

- Find your project missing a title using its corresponding purchase order (PO) or contract number.
- Search for the **Crafts and Classifications** relevant to your project.
- Click the **Add** button on any titles that apply then **save changes**.

2

**Craft Classes**

Project:

Craft and Classification Search:

Craft	Classification
2216325-735/COOPER PARK-0223/City/C004	
2216325-736/HOWARD-0568/City/C004	
2216325-739/WHITMAN HOUSES-0509/City/C004	
2216325-74/BARUCH-0215/Fed/F047	
2216325-75/VAN DYKE-0216/Fed/F047	
2216325-76/VAN DYKE-0216/City/C004	
2216325-77/ALBANY-0524/Fed/F047	
2216325-83/VAN DYKE-0216/City/C004	
2216978-0001/VAN DYKE I, VAN DYKE II/Fed, State/Federal, State	
2216978-0002/BREVOORT/Fed, State/Federal, State	
2216978-0003/VAN DYKE I, VAN DYKE II/State/State	
2319233-0001/HABER/Fed/CDBGDR	
2319233-0002/VAN DYKE I/Fed/Federal	
2320589-0001/BARUCH, CAMPOS PLAZA II, RIIS II, WALD/Fed/Federal	
2320589-0002/VAN DYKE I/Fed/Other	
2320589-0003/VAN DYKE I/Fed/Other	
2320589-0004/BARUCH, CAMPOS PLAZA II, RIIS II, WALD/Fed/Federal	
2320589-0005/EAST RIVER, HAMMEL, ISAACS, METRO NORTH PLAZA, REDFERN/Fed/Federal	
2331264-0001/VAN DYKE I/Fed/Other	
2331264-0002/HABER/Fed/Federal	

Showing 0 to 0 of 0 entries

Don't see the craft you are looking for

Click on the "Save Changes" button to update the information

3

**Craft Classes**

Project:

Craft and Classification Search:

Craft	Classification	
NON-PREVAILING WAGE TITLE	ADMINISTRATIVE ASSISTANT	<input type="button" value="Add"/>
NON-PREVAILING WAGE TITLE	ADMINISTRATOR	<input type="button" value="Add"/>
NON-PREVAILING WAGE TITLE	ANALYST	<input type="button" value="Add"/>
NON-PREVAILING WAGE TITLE	ARCHITECT	<input type="button" value="Add"/>

First Previous **1** 2 3 Next Last

Showing 1 to 15 of 35 entries

Don't see the craft you are looking for? [Click Here](#) to get some assistance.

Click on the "Save Changes" button to update the information

- Repeat until you added all titles needed for your project.

# 2

# Adding Fringe Benefits

CPRs require fringe benefit details for employees. This step applies only to CPRs. You are entering the plan or program information for the benefits that you are offering your employees.

# 3

**To create your fringe benefit program and a fringe benefit package**

- Go to the Setup tab -> fringe benefit / program -> Add new fringe benefit plan button.

# 2

# Adding Fringe Benefits

# 3

Create new Fringe Benefit Plan Back to Fringe Benefit Plans

**Fringe Benefit Plan**

Name:

**Fringe Benefit Plan Address**

Address 1  Country

Address 2  County

City

State

ZIP

**Administrator**

Administrator Name:

**Administrator Plan Address**

Is same as above:

Address 1  Country



Address 2  County

City

State



ZIP

Comments:

- Name your plan
  - Add the address information (you do not need to add the administrator information.)
  - Save
- You'll return to the Plan Management screen where:
- The pencil icon allows you to edit 
  - The Trash icon allows you to delete 
- A green pop up means that your entry saved without error

**Fringe Benefit Plan Management** Notice! The fringe benefit plan has been successfully processed.

Search

Name	Address	Administrator	Administrator Address	
LOCAL NYCHA	90 Church, 90 Church, New York, NY, 11111	Tester	90 Church, 90 Church, New York, NY, 11111	 

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

# 2 Adding Fringe Benefits Package

3

Use the **Fringe Benefits package** section to enter hourly fringe benefit rates for your employees. Create separate packages when different rates apply.

**Create to create separate packages:**

- Employees earn different hourly rates.
- Journeymen and apprentices have different benefits.
- Wage rates differ but benefit contributions are the same. Enter benefits only and leave the hourly rate blank.

The screenshot displays the 'Fringe Benefits Package Management' interface. On the left sidebar, the 'Setup' tab is active, and the 'Fringe Benefits Package' option is highlighted. The main content area features a search bar, a table with columns for Name, Effective Date, Expiration Date, and Created Date, and a button labeled 'Add New Fringe Benefits Package'. The table currently shows 'No packages found.' and navigation links for First, Previous, Next, and Last. The status at the bottom indicates 'Showing 0 to 0 of 0 entries'.

## To get started

- Go to **Setup**
- Select **Fringe Benefits Package**
- Click **Add New Fringe Benefits Package**

# 2 Adding Fringe Benefits

3

Add Fringe Benefits Package

Fringe Benefits Package Name:

Effective Date:  Expiration Date:

Hourly Fringe Benefit	Fringe Benefit Plan	Regular	Swing	Graveyard	Overtime 1.5X	Overtime 2X	Overtime 3X	Overtime 4X	Paid Holiday
Hourly Rate		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cash in lieu of Fringe Benefits		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Savings	<input type="text"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel/Subsistence	<input type="text"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund Admin	<input type="text"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Payments	<input type="text"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dues	<input type="text"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health & Welfare	<input type="text"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Pension/Retirement	<input type="text"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vacation/Holiday	<input type="text"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Training	<input type="text"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Fringe Benefits		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Other Fringe Benefit Type								
<input type="text"/>	<input type="text"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="text"/>	<input type="text"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="text"/>	<input type="text"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="text"/>	<input type="text"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="text"/>	<input type="text"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## Add a New Benefit Package

Enter:

- Package Name (required)
- Effective and Expiration Dates (optional)

Enter hourly rates for:

- Regular
- Swing/Split Shift
- Graveyard (Overnight)
- Overtime
- Cash in Lieu of Fringe Benefits (if applicable)

2

# Adding Fringe Benefits

3

Enter the amounts for the benefits that apply to **your** employees.

Additional fringe benefit boxes are available if you need to indicate additional fringe benefit types.

Enter the title.

Click “select a plan” to see the drop-down of available plans.

And then again, you’ll receive this pop-up. Select “OK” if you want to fill the other fields.

And then once you’ve completed the package, you want to make sure you select the blue **Save** option.

Add Fringe Benefits Package

Fringe Benefits Package Name:

Effective Date:  Expiration Date:

Hourly Fringe Benefit	Fringe Benefit Plan	Regular	Swing	Graveyard	Overtime 1.5X	Overtime 2X	Overtime 3X	Overtime 4X	Paid Holiday
Hourly Rate		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cash in lieu of Fringe Benefits		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Savings	<input type="text" value="Select a plan"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel/Subsistence	<input type="text" value="Select a plan"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund Admin	<input type="text" value="Select a plan"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Payments	<input type="text" value="Select a plan"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dues	<input type="text" value="Select a plan"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health & Welfare	<input type="text" value="Select a plan"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Pension/Retirement	<input type="text" value="Select a plan"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vacation/Holiday	<input type="text" value="Select a plan"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Training	<input type="text" value="Select a plan"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Fringe Benefits		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Fringe Benefit Type									
<input type="text"/>	<input type="text" value="Select a plan"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="text"/>	<input type="text" value="Select a plan"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="text"/>	<input type="text" value="Select a plan"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="text"/>	<input type="text" value="Select a plan"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="text"/>	<input type="text" value="Select a plan"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Confirm**

Copy this value (20) to the remaining cells in this row?

2

# Adding Fringe Benefits

3

### Warning!

Reminder! After you create a Fringe Benefits Package, you can only use it after you associate it to an employee or classification. Click the 'Define Association' button for more information

Fringe Benefits Package Management				
Search: <input type="text"/>				<a href="#">Add New Fringe Benefits Package</a>
Name	Effective Date	Expiration Date	Created Date	
Asbestos Local 12A (JM)	07/04/2022	12/31/2022	07/10/2022	<a href="#">Define Association</a>
Asbestos Local 12A (JM) -2023	01/01/2023	12/31/2023	10/14/2022	<a href="#">Define Association</a>
Asbestos Local 78- Apprentice 1st Year	07/04/2022	01/01/2023	11/02/2022	<a href="#">Define Association</a>
Bricklayer (JM)	07/01/2021	07/04/2022	08/24/2022	<a href="#">Define Association</a>
Bricklayer Foreman	07/01/2023	06/30/2024	03/12/2024	<a href="#">Define Association</a>
Bricklayer Foreman (Copy)	07/01/2024	06/30/2025	08/27/2024	<a href="#">Define Association</a>
Bricklayers (JM)	07/04/2022	07/03/2023	07/10/2022	<a href="#">Define Association</a>
Bricklayers (JM) 23-24	07/01/2023	06/30/2024	08/03/2023	<a href="#">Define Association</a>
Building/Residential Carpenters (JM) (Copy)	07/01/2023	06/30/2024	10/17/2023	<a href="#">Define Association</a>
Carpenters (JM)	07/04/2022	06/30/2023	07/10/2022	<a href="#">Define Association</a>

After saving, you'll return to the **Package Management** screen and see an orange **warning message** to define associations.

### Steps to Define Association

- Click **Define Association**.
- Select the **Crafts** linked to this package.
- Choose the **Trade Type** (Journeyman or Apprentice).
- If Apprentice, select the **Subtrade Type** (level or year).
- You can select multiple crafts.
- Click **Save**.

You'll see a green pop-up message confirming that the association was saved.

# 2

# Adding Fringe Benefits

# 3

## Duplicate an Existing Package (OPTIONAL)

If you want to use an existing package as a template, you have the option to create a duplicate and skip retyping your values. Here's how:

- Click the **Pencil icon** next to the package.
- Change the **Package Name** immediately.
- Make your edits.
- Click **Save As** to create a new version.

Don't forget to **define the association** for the new package. And **SAVE**

**Fringe Benefits Package Management**

Search:  Add New Fringe Benefits Package

Name	Effective Date	Expiration Date	Created Date	
Roofers (1stYR Apprentice)	05/01/2023	04/30/2024	12/01/2023	<span>Define Association</span> <span>✎</span>
Roofers (4th YR Apprentice)	05/01/2023	04/30/2024	06/09/2023	<span>Define Association</span> <span>✎</span>
Roofers (4th YR Apprentice (Copy))	05/01/2023	04/30/2024	11/15/2024	<span>Define Association</span> <span>✎</span>
Roofers (JM)	05/01/2022	04/30/2023	07/10/2022	<span>Define Association</span> <span>✎</span>
Roofers (JM) (2023)	05/01/2023	04/30/2024	05/24/2023	<span>Define Association</span> <span>✎</span>
Roofers (JM) (2024)	05/01/2024	04/30/2025	05/14/2024	<span>Define Association</span> <span>✎</span>

Showing 1 to 6 of 6 entries (filtered from 63 total entries)

**Edit Fringe Benefits Package**

Fringe Benefits Package Name:

Effective Date:  Expiration Date:

Hourly Fringe Benefit	Fringe Benefit Plan	Regular	Swing	Graveyard	Overtime 1.5X	Overtime 2X	Overtime 3X	Overtime 4X	Paid Holiday
Hourly Rate		\$34.88	\$48.83	\$0.00	\$69.75	\$93.00	\$0.00	\$0.00	\$0.00
Cash in lieu of Fringe Benefits		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Savings	Roofers Local 8	\$8.40	\$8.40	\$8.40	\$8.40	\$8.40	\$8.40	\$8.40	\$8.40
Travel/Subsistence		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund Admin		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Payments	Roofers Local 8	\$0.52	\$0.52	\$0.52	\$0.52	\$0.52	\$0.52	\$0.52	\$0.52
Dues	Roofers Local 8	\$1.40	\$1.40	\$1.40	\$1.40	\$1.40	\$1.40	\$1.40	\$1.40
Health & Welfare	Roofers Local 8	\$11.44	\$11.44	\$11.44	\$11.44	\$11.44	\$11.44	\$11.44	\$11.44
Pension/Retirement	Roofers Local 8	\$3.45	\$3.45	\$3.45	\$3.45	\$3.45	\$3.45	\$3.45	\$3.45
Vacation/Holiday	Roofers Local 8	\$5.26	\$5.26	\$5.26	\$5.26	\$5.26	\$5.26	\$5.26	\$5.26
Training	Roofers Local 8	\$0.06	\$0.06	\$0.06	\$0.06	\$0.06	\$0.06	\$0.06	\$0.06
Other Fringe Benefits		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Other Fringe Benefit Type**

	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Save Save As Delete Cancel

# 3 Adding an Employee

The last setup step in setting up your Company for CPRs is adding your employees to your project. This is where you link your titles and fringe to each employee.

There are two methods available for adding employees:

- **Manually:** Employees are added individually by entering their details directly into the system.
- **By Import:** Multiple employees can be added by import. You can use the **eComply Core Employee Import Template**, which allows for bulk uploads.

The screenshot displays the 'Manage Employees' interface. On the left, a sidebar under the 'Setup' tab lists various management options, with 'My Employees' highlighted. The main content area features a header 'Manage Employees' and filter buttons for 'All', 'Enabled', 'Disabled', and 'Draft'. Below this is a search bar and a 'Clear Filters' button. A red box highlights two buttons: 'Import Employee(s)' and '+ Add an Employee'. The main area contains a table with columns for 'Employee Info', 'Address', and 'Craft/Classes Assigned: 0'. The table lists one employee: 'Abbas, Tahir', an Asian Indian/Male, born 05/20/2023, living at 2243 Cropsy Ave #C15, Brooklyn, NY 11214 USA. The employee's status is 'Enabled'. There are edit and delete icons for this entry.

Employee Info	Address	Craft/Classes Assigned: 0
<b>Abbas, Tahir</b> Asian Indian/ Male 05/20/2023	2243 Cropsy Ave #C15 Brooklyn, NY 11214 USA	<b>Default Craft/Class:</b> <b>Trade:</b> <b>Status:</b> Enabled

## 3

# Adding an Employee (by import)

Importing employees in e-Comply allows you to add multiple employees at once, rather than entering each one individually. This method is particularly beneficial when managing large batches of employees (e.g., 50+), as it saves significant time compared to manual entry.

When adding employees in e-Comply, specific fields (in red) are required to ensure accurate reporting and compliance. While only required fields are mandatory, we encourage you to provide as much additional information as possible, such as Hire Date, Legal Status, and detailed Supplemental Benefits.

This method requires that you are mindful of the information you are adding. Double check your entries before the upload. Comprehensive data ensures accuracy, improves reporting quality, and supports efficient employee management within e-Comply.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
Assign	Assign												Supplemental	Supplemental	Supplemental	First		LastNam
AlienNo	Empld	DOB	Gender	HireDate	IsNewHire	IsActive	MaritalStatus	LegalStatus	EADExpirationDate	SSN	Section3	TaxExemption	BenefitsU	BenefitsE	BenefitsO	Nam	Ethnicity	e
		1/1/1988	M	1/1/2024	1	1	m	US Citizen	1/4/2013	150-90-9000	1				1	Tom	01	Smith
		1/2/1988	F	2/2/2024	1	1	m	US Citizen	1/4/2013	150-90-9000	1				1	Lisa	01	Smith
		1/3/1988	M	3/5/2024	1	1	m	US Citizen	1/4/2013	150-90-9000	1				1	Tom	01	Smith
		1/4/1988	F	4/6/2024	1	1	m	US Citizen	1/4/2013	150-90-9000	1				1	Lisa	01	Smith
		1/5/1988	M	5/8/2024	1	1	m	US Citizen	1/4/2013	150-90-9000	1				1	Tom	01	Smith
		1/6/1988	F	6/9/2024	1	1	m	US Citizen	1/4/2013	150-90-9000	1				1	Lisa	01	Smith
		1/7/1988	M	1/1/2024	1	1	m	US Citizen	1/4/2013	150-90-9000	1				1	Tom	01	Smith
		1/8/1988	F	2/2/2024	1	1	m	US Citizen	1/4/2013	150-90-9000	1				1	Lisa	01	Smith
		1/9/1988	M	1/1/2024	1	1	m	US Citizen	1/4/2013	150-90-9000	1				1	Tom	01	Smith

# 3 Adding an Employee (Manually)

## Complete the "Create New Employee" Wizard

A step-by-step wizard will guide you through entering the employee's information.

### Step 1: Profile

- Fill out all required fields (in bold).
- Optional fields should also be completed if applicable.
- Double-check all entered information before moving to the next step.

Create new Employee

1 Profile 2 Craft & Classes 3 Fringe Benefits Package 4 Project Termination Dates 5 Other Deductions 6 Section 3 7 Complete

Profile

Assigned Employee Id  DOB

**First Name**  Marital Status

Middle Initial  Gender

**Last Name**  **Ethnicity**

Suffix  **Hire Date**

Title   Is New Hire

**SSN/ITIN**  Legal Status

# of Tax Exemptions

**Supplemental Benefits Paid To**  Union  Employee  Other

Active  Is Active

### Section 3 New Hire:

A *new hire* refers to an employee that is hired after the contract is awarded.

To be considered a Section 3 new hire, an individual must meet the income criteria defined by HUD as a "low-income" resident, often including those living in public housing or receiving Section 8 housing assistance.

HUD publishes income guidelines here:

### Employer responsibility:

Companies receiving HUD funding for housing projects are required to actively seek and hire Section 3 residents when new positions open up.

### Documentation:

Employers must document the Section 3 status of new hires by verifying their income and housing situation

# 3 Adding an Employee Manually

## Step 2: Craft & Classes

Create new Employee

1 Profile 2 Craft & Classes 3 Fringe Benefits Package 4 Project Termination Dates 5 Other Deductions 6 Section 3 7 Complete

### Craft & Classes

Please check the box next to the crafts that you would like to be available for this employee. You can also pick the default craft for this employee by selecting the button next to the checkbox.

Filter By Applicable Craft and Class:

Is Default	Applicable	Applicable Craft and Class	Counties	Journeyman	Apprentice	Subtrade Type
<input type="checkbox"/>	<input type="checkbox"/>	Asbestos Handler (Hazardous Material)/Asbestos Handler (Hazardous Material)	Richmond	<input type="checkbox"/>	<input type="checkbox"/>	Select Subtype <input type="button" value="v"/>
<input type="checkbox"/>	<input type="checkbox"/>	CARPENTER - BUILDING & RESIDENTIAL/Carpenter	Richmond	<input type="checkbox"/>	<input type="checkbox"/>	Select Subtype <input type="button" value="v"/>
<input type="checkbox"/>	<input type="checkbox"/>	CARPENTER - BUILDING & RESIDENTIAL/Soft Floor Layer	Richmond	<input type="checkbox"/>	<input type="checkbox"/>	Select Subtype <input type="button" value="v"/>
<input type="checkbox"/>	<input type="checkbox"/>	CARPENTER - HEAVY & HIGHWAY/Carpenter	Richmond	<input type="checkbox"/>	<input type="checkbox"/>	Select Subtype <input type="button" value="v"/>

- Select the title or class that the employee is associated with.
- The trade type will default to journeyman.
- If you have apprentices, once you provide the apprentice information, you'll be able to select the apprentice trade type.
- If the employee is tied to multiple titles, you can associate them with more than one at this stage.

# 3 Adding an Employee Manually

## Step 3: Fringe Benefits Package

- If you did not define an association when creating packages, you can do it here.
- Click **Define Association** next to the applicable package.

Create new Employee

1 Profile 2 Craft & Classes 3 Fringe Benefits Package 4 Projects Start/Termination 5 Other Deductions 6 Section 3 7 Complete

### Fringe Benefits Package

**This tab is optional if the employee is not paid fringes.**


Search:

Name	Effective Date	Expiration Date	Selected Association	
LOC 12A			No Craft Classes associated (View)	<b>Define Association</b>
LOCAL 78			No Craft Classes associated (View)	<b>Define Association</b>

First Previous 1 Next Last

Showing 1 to 2 of 2 entries

**Back** **Save as Draft** **Cancel** **Next**



# 3 Adding an Employee Manually

## Step 3: Fringe Benefits Package... Continued

- Select the correct **craft and classes**.
- Click **Save** when finished.
- Then click **next**.

The screenshot shows a web application interface for creating a new employee. The main heading is "Create new Employee". Below it, there are several steps: "1", "2", "3", "4", "5", "6 Section 3", and "7 Complete". The current step is "3", which is highlighted. The form is divided into several sections. The top section is a table with columns for "Applicable Crafts and Classes", "Trade Type", and "Trade Sub Type". There are three rows of data, each with a checkbox in the "Select All" column. The first row is for "Asbestos Handler (Hazardous Material)", the second for "LABORER Asbestos - Building Construction", and the third for "LABORER Hazardous Waste - Building Construction". Each row has a "View Counties" link. Below the table, there are "Previous", "1", and "Next" buttons, along with "Cancel" and "Save" buttons. The bottom section of the form shows "LOCAL 78" and "No Craft Classes associated (View)". There are "Define Association" buttons below this. At the bottom of the form, there are "Back", "Save as Draft", "Cancel", and "Next" buttons.

Select All	Applicable Crafts and Classes	Trade Type	Trade Sub Type
<input type="checkbox"/>	Asbestos Handler (Hazardous Material) Asbestos Handler (Hazardous Material) <a href="#">View Counties</a>	Select Trade Type	Select Subtype
<input type="checkbox"/>	LABORER Asbestos - Building Construction <a href="#">View Counties</a>	Select Trade Type	Select Subtype
<input type="checkbox"/>	LABORER Hazardous Waste - Building Construction <a href="#">View Counties</a>	Select Trade Type	Select Subtype

Showing 1 to 3 of 3 entries

Previous 1 Next

Cancel Save

LOCAL 78 No Craft Classes associated (View)

Define Association

Define Association

First Previous 1 Next Last

Showing 1 to 2 of 2 entries

Back Save as Draft Cancel Next

# 3 Adding an Employee Manually

## Step 4: Project Termination Dates

Create new Employee

1 Profile   2 Craft & Classes   3 Fringe Benefits Package   4 Project Termination Dates   5 Other Deductions   6 Section 3   7 Complete

Project Termination Dates

Project  Termination Date

Project	Termination Date
No data available in table	

- Use this tab to set an end date for a specific project.
- Select the project from the **drop-down menu**.
- Enter the **termination date for the project**.

# 3 Adding an Employee Manually

## Step 5: Other Deductions

- Enter recurring, fixed deductions (e.g., wage garnishments, child support).
- Select the **deduction type** from the drop-down.
- Enter the **dollar amount**.
- Click **Add Recurring Deduction**.
- After adding all deductions that apply for this employee, select **next**.

Create new Employee

1 Profile 2 Craft & Classes 3 Fringe Benefits Package 4 Projects Start/Termination 5 Other Deductions 6 Section 3 7 Complete

Recurring Deductions

Deduction Name  Amount  **Add Recurring Deduction**

Deduction	Amount
No data available in table	

Back **Save as Draft** Cancel Next

Create new Employee

1 Profile 2 Craft & Classes 3 Fringe Benefits Package 4 Projects Start/Termination 5 Other Deductions 6 Section 3 7 Complete

Recurring Deductions

Deduction Name  Amount  **Add Recurring Deduction**

Deduction	Amount
NYC Tax	10.00

Back **Save as Draft** Cancel Next

# Who qualifies as a Section 3 worker?

**A Section 3 worker** is any worker who fits or when hired in the past 5 years fit at least one of the following:

- Their household income is at or below HUD income limits
- They are employed by a Section 3 Business Concern
- They are a YouthBuild participant

**Targeted Section 3 Worker** for public housing financial assistance means a Section 3 worker who is:

- A worker employed by a Section 3 Business Concern; or
- A worker who fits or when hired within the past 5 years fit one of the following:
  - A resident of public housing or Section-8 assisted housing; or
  - A resident of other public housing projects or Section 8-assisted housing managed by the PHA that is providing the assistance; or
  - A YouthBuild participant

*HUD income limits are updated annually. [Please visit the HUD Income limits website](#) for most recent income limits established by HUD.*

# 3 Adding an Employee Manually

Create new Employee

1 Profile 2 Craft & Classes 3 Fringe Benefits Package 4 Projects Start/Termination 5 Other Deductions 6 Section 3 7 Complete

### Section 3

Section 3 is a provision of the Housing and Urban Development Act of 1968. The purpose of Section 3 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons. ⓘ

Is the employee a Low-Income Worker? ⓘ  
 Yes  No

Is the employee a NYCHA (STAGE2) Public Housing Resident?  
 Yes  No

Is the employee employed by a Section 3 Business Concern? ⓘ  
 Yes  No

Is the employee a NYCHA (STAGE2) Section 8 resident OR NYCHA (STAGE2) Section 8 voucher holder?  
 Yes  No

Is the employee a YouthBuild participant? ⓘ  
 Yes  No

Upload Self-Certification: Section 3 Worker/Targeted Section 3 Worker  
Choose File | No file chosen

[\\*\\*LINK TO SELF-CERT TEMPLATE .PDF](#)

Effective Date

Back Save as Draft Cancel Next

## Step 6: Section 3

- You **must** answer the five questions regarding the employee's Section 3 status.
- If **Yes** is selected in response to any of the five questions, then the employee will be marked as a Section 3 worker, and you will be prompted to upload the Self-Certification form.

It is important to accurately reflect the employee's Section 3 status in their employee profile as it will be tied to the CPRs and CHRs submitted for the employee and will serve as the data used to track Section 3 compliance.


- At the end of the profile, click **Save Employee**.

See Appendix C for additional Section 3 policy detail: [Go to Appendix C](#)

# How Section 3 self certification works

1. Workers complete the Section 3 self certification form.
2. Vendors collect the completed form.
3. Vendors upload the form to eComply.
4. NYCHA verifies residency status when applicable.

- Download NYCHA's Section 3 worker Self Certification Form : [linked here](#)
- The HUD changes eligible income limits every year by location. Check your local income limit here: [HUD Area Median Income \(AMI\) Table](#).
- You can find more information on self certification and the HUD income limits in our [appendix](#).

SELF-CERTIFICATION: SECTION 3 WORKER/ TARGETED SECTION 3 WORKER		NEW YORK CITY HOUSING AUTHORITY VENDOR INTEGRITY AND SUPPLIER DIVERSITY DEPARTMENT	
The purpose of HUD's Section 3 program is to provide employment, training & contracting opportunities to low-income individuals, particularly those who are recipients of government assistance for housing or other public assistance programs. A Section 3 Worker seeking certification shall self-certify and submit this form to the recipient contractor or subcontractor.			
I, _____, a legal resident of _____ _____ (permanent address where you reside) hereby certify that I qualify as a:			
<b>Section 3 Worker (please select ONE of the following):</b>			
<input type="checkbox"/>	A low or very low-income resident (the worker's individual income for the previous or annualized calendar year is below the income limit established by HUD as published on the HUD website, see link on page 2); or		
<input type="checkbox"/>	Employed by a Section 3 Business Concern (as defined on page 2); or		
<input type="checkbox"/>	A YouthBuild participant		
<b>Targeted Section 3 Worker (please answer the following questions):</b>			
Do you reside in a NYCHA public housing development?			
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If Yes, please list the name of the NYCHA public housing development _____ _____			
Are you a NYCHA Section 8 resident or a NYCHA Section 8-assisted housing voucher holder?			
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>EMPLOYEE STATEMENT OF CERTIFICATION</b>			
I affirm that the above statements are true, complete, and correct to the best of my knowledge and belief. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.			
_____ Print Name		_____ Date	
_____ Signature		_____ Date Hired	
Employers must retain this form in their Section 3 Compliance file for five years for auditing review purposes.			
		1 of 2	
NYCHA 136.139 (Rev. 9/30/21) v2			

# 3 Adding an Employee Manually

## Step 7: Review your employee details

Last and final step is to review what you entered, and you have the option to save the employee or save this entry as a draft.

**Edit** Crafts & Classes

Asbestos Handler (Hazardous Material)/Asbestos Handler (Hazardous Material)  
LABORER/Asbestos - Building Construction

**Edit** Fringe Benefits Package

Name	Effective Date	Expiration Date	Selected Association
LOC 12A			2 Craft Classes associated ( <a href="#">View</a> )

First Previous **1** Next Last

Showing 1 to 1 of 1 entries

**Edit** Projects Start/Termination

1835866/SOUTH JAMAICA II/Fed/Federal 10/11/2023 - 10/31/2025

**Edit** Other Deductions

10.00 NYC Tax

**Edit** Section 3

Is the employee a Low-Income Worker?: No  
Is the employee a NYCHA (STAGE2) Public Housing Resident?: No  
Is the employee employed by a Section 3 Business Concern?: No  
Is the employee a NYCHA (STAGE2) Section 8 Resident?: No  
Is the employee a YouthBuild participant?: No  
Self Certification for Low Income Status Documentation:  
Documentation Effective Date:

**Back** **Save as Draft** **Save Employee** **Cancel**

# 3 Managing Your Employee

After saving your employee, you will return to the **Manage Employees** screen where you can review and edit the information entered.

You can also upload employee specific documents using the folder icon.

## Key actions

- **Pencil icon** - edit the employee's entry.
- **Folder icon** - upload employee's documents.
- **Enabled, Disabled, draft** - filter employees by status.

Activities Setup

**Certified Reports**

- My Organization
- Manage Subcontractors
- Craft and Classification
- Fringe Benefit Plan / Program
- Fringe Benefits Package
- My Employees
- Payroll Upload Settings

**Manage Employees**

All Enabled Disabled Draft

Employee Name / Employee ID:

Search Clear Filters Import Employee(s) + Add an Employee

Employee Info	Address	
<b>EMPLOYEE, SAMPLE</b> Hispanic/ Male 04/05/2025	149-30 Lefferts Blvd South Ozone Park, NY 11420 USA	<b>Craft/Classes Assigned: 1</b> <b>Default Craft/Class:</b> PAINTER / Painters, Drywall Finishers, Lead Abatement Worker <b>Trade:</b> Journeyman <b>Status:</b> Enabled

Edit Upload

# 3 Managing Your Employee

Manage Employee Documents

[Back to Manage Employees](#) [New Document](#)

Employees: EMPLOYEE, SAMPLE

Document Type	Name/Description	Created/Updated	Status
No data available in table			

First Previous Next Last

Showing 0 to 0 of 0 entries

To add a document to the employee's profile, select the folder icon, and click the new document button.

Select the document type from the drop-down and enter the title and description. If what you are uploading has an expiration date, you can enter it here.

Add Employee Document - EMPLOYEE, SAMPLE (XXX-XX-7414)

Document Details

Document Type: Please select...

Title:

Description:

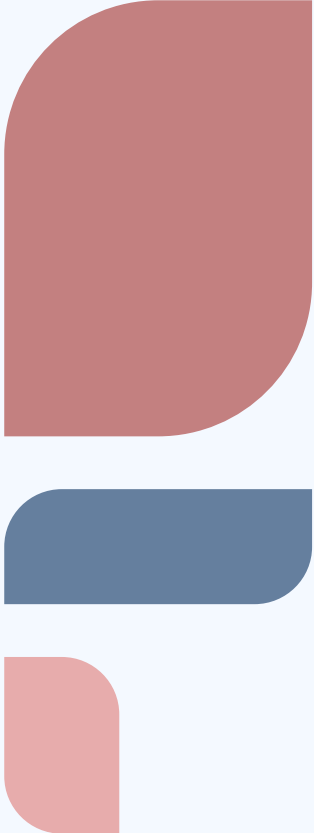
Expiration Date:

Permissions:

Projects:

Upload File:  No file chosen

[Back to Manage Documents](#) [Submit Document](#) [Save as Draft](#)



# CPR Overview- Submissions

Instructions for NYCHA  
Vendors Submitting CPRs



04

# Which Report Do I Submit for my Employees?



## CPR vs CHR: Quick Reference

The type of work performed dictates where to report your employee's hours.

- For **Prevailing Wage Employees**: Submit a **CPR** (Certified **Payroll** Report) weekly.
- For **Non-Prevailing Wage Employees**: Submit a **CHR** (Certified **Hourly** Report) weekly.

It's expected that many employers will have employees working both types of work. For employees who perform both, employers should submit both reports weekly.

- Hours where the employee performs **Prevailing wage** work remain on the **CPR**
- Hours where the employee performs **Non-Prevailing wage** hours are reported on the **CHR**.

### Key Difference:

- Section 3 requires us to report all labor hours (CHR), and Davis Bacon prevailing wage laws requires us to include all wage details (CPR).
- **CPR** records wages, benefits and hours to confirm prevailing wage compliance.
- **CHR** records all hours worked which supports labor tracking and Section 3 compliance.

CPR+ CHR = Total Labor Hours

# CPR Submissions

CPRs can be submitted in two ways. Select the option that best fits your reporting needs.



## Spreadsheet Upload (Template)

Best for large teams or repeat reporting

- Prepare data of eComply using an approved template.
- Upload once and process all employee hours at one time.
- Get your template preapproved by contacting eComply support at: [support@ecomplysolutions.com](mailto:support@ecomplysolutions.com). The eComply team can verify if your hourly template works with the eComply portal.



## Guided Entry (Wizard)

Best for small teams or simple submissions

- Enter CPR data directly in eComply step-by-step
- Add employees individually.
- Real time checking helps catch issues as you go

# 4

## Creating a CPR

Where to start.

For either method you must first open start your CPR In the CPR Management screen.

The screenshot displays the New York City Housing Authority's web application interface. At the top, the header reads "New York City Housing Authority". On the left, a navigation menu is visible, with "Activities" highlighted by a red box and a circled "1". Below "Activities", "Manage CPRs" is also highlighted by a red box and a circled "2". The main content area is titled "CPR Management" and contains a "Search CPR List" section with a search input field, a "Project Description" dropdown, and "Search" and "Reset" buttons. Below this, there are two dropdown menus: "Select Borough" and "Select Contract", both highlighted by a red box and a circled "3".

Go to **Activities** → **Certified Payroll** → **Manage CPRs**.

Select the borough and contract for your project.

Find your company name and click to open the CPR/ NP management table.

# 4

## Creating a CPR

Find your project then select your company name.

Then click **New CPR/NP** button.

CPR Management

Search CPR List

search  Project Description

Search Reset

Select Borough

Select Contract

- Bronx
  - 1817224
    - 1817224-489/ST MARY'S PARK -0673/Fed/GF01 (No CPR)
      - SAHARA CONSTRUCTION CORP. (No CPR)
    - 1817224-492/ST MARY'S PARK -0673/Fed/GF01 (No CPR)
      - SAHARA CONSTRUCTION CORP. (No CPR)

CPR/NP

No CPRs have been submitted for SAHARA CONSTRUCTION CORP. (No CPR) Yet.

New CPR/NP

Step 2: Select Date tab

Enter the week ending date and payroll number.

New York City Housing Authority

1817224-489/ST MARY'S PARK -0673/Fed/GF01

Warning!  
Reminder: All vendors/contractors are required to upload a copy of the Sign-In Sheets that correspond with this week ending date into the Project Documents.

Certified Payroll Report Wizard [ Week Ending Date: 10/16/2025 ]

1 Project 2 Select Date 3 Employees 4 Summary 5 Complete

Select Week-Ending Date

CPR Week Ending Date cannot be later than today or earlier than project's start date (6/13/2018).

Week-Ending Date  
10/16/2025

Payroll Number

Your CHR Steps are here

# 4

## Creating a CPR

### Step 2: Continued

- Check the **Non-performance CPR** or **Last CPR boxes** if applicable.
- Select invoice from dropdown. (or click **add new** to create a new one)
- *If you are using the bulk upload method, here is where you can select and upload your file.*
- *Bulk uploading will skip the next few steps and go right to end of the CPR process.*
- Click **Next**.

The screenshot shows the 'Certified Payroll Report Wizard' interface for a week ending on 10/16/2025. The wizard has five steps: 1 Project, 2 Select Date, 3 Employees, 4 Summary, and 5 Complete. Step 2 is currently active. The main heading is 'Select Week-Ending Date'. Below this, there is a message: 'CPR Week Ending Date cannot be later than today or earlier than project's start date (6/13/2018)'. The 'Week-Ending Date' field is set to 10/16/2025. The 'Payroll Number' field is empty. There are two checkboxes: 'Non-Performance CPR' (unchecked) and 'Last CPR' (unchecked). The 'Invoice Number' section includes a dropdown menu labeled 'Select Invoice Number' and a blue 'Add New' button. The 'Upload CPR Data' section has a 'Choose File' button and the text 'No file chosen'. At the bottom, there are 'Back', 'Cancel', and 'Next' buttons.

# 4 Creating a CPR

- Clicking add new invoice will bring a popup .
- To save your new invoice you will need to type the invoice number exactly as it is in oracle.
- *Note : For A&CM contracts that use eBuilder there are invoice numbers populated in the dropdown. Select the one that applies for the period you are reporting.*
- Add the period from and the period to. Save.
- Now you can select the invoice number you just created and save.
- Also remember to Upload required sign-sheets under Project Documents.

The screenshot displays the 'Certified Payroll Report Wizard' interface. The main window is titled 'Certified Payroll Report Wizard [ Week Ending ]' and has two steps: '1 Project' and '2 Select Date'. The 'Select Date' step is active, showing a 'Select Week-Ending Date' section with a text input field containing '10/16/2025'. Below this is a 'Payroll Number' field. The 'Invoice Number' section features a dropdown menu with 'Select Invoice Number' and an 'Add New' button. There is also a checkbox for 'Last CPR' and an 'Upload CPR Data' section with a 'Choose File' button and 'No file chosen' text.

The 'Create a New Invoice Number' popup dialog is overlaid on the right side. It contains the following text and fields:

- Create a New Invoice Number**
- Important! Please make sure the invoice number is entered exactly as it was submitted in Oracle.**
- Invoice Number**: A text input field.
- Period From Date**: A text input field containing '10/16/2025'.
- Period To Date**: A text input field containing '10/16/2025'.
- Buttons**: 'Cancel' and 'Save'.

## 4

# Creating a CPR

## Step 3: Employees tab

- Click **Add Employees** . eComply automatically displays the employees you have already added to your project in a pop-up.
- and add all employees that worked this reporting week by clicking the checkboxes next to their names.
- **No. of Classifications** on this screen should show the number of classifications that each employee performs.
- After reviewing, click the **Add Employees** button to confirm your selections.

Certified Payroll Report Wizard [ Week Ending Date: 09/08/2024 ]

1 Project > 2 Select Date > 3 Employees > 4 Summary > 5 Complete

Select Employees

**Add Employees**

All	Assigned Employee Id	Name	Craft	Class	Status
<input type="checkbox"/>					

No data available in table

Showing 0 to 0 of 0 entries

First Previous Next Last

Back Cancel Save as Draft

**Add Employees**

Search  **Submit** **Clear Search**

<input type="checkbox"/> Select All	Employee	No. of Classifications
<input type="checkbox"/>	Allen, Charles	<input type="text" value="1"/>
<input checked="" type="checkbox"/>	Almodovar, Eshawn	<input type="text" value="1"/>
<input checked="" type="checkbox"/>	Andretta, Richard	<input type="text" value="1"/>
<input checked="" type="checkbox"/>	Aponte, Ernesto	<input type="text" value="2"/>
<input type="checkbox"/>	Armato, Vincent	<input type="text" value="1"/>
<input checked="" type="checkbox"/>	Barreiros, Claudio	<input type="text" value="1"/>
<input type="checkbox"/>	Beermann, Christopher	<input type="text" value="1"/>

Showing 1 to 15 of 130 entries

First Previous **1** 2 3 4 5 ... 10 Next Last

Cancel **Add Employees**

## 4











# Creating a CPR

Certified Payroll Report Wizard [ Week Ending Date: 09/08/2024 ]

1 Project 2 Select Date 3 Employees 4 Summary 5 Complete

Select Employees

[Add Employees](#)

All	Assigned Employee Id	Name	Craft	Class	Status	
<input type="checkbox"/>		Almodovar, Eshawn	ELEVATOR MECHANIC	Elevator Constructor (Less than 5 years)	Not Ready	 
<input type="checkbox"/>		Andretta, Richard	ELEVATOR MECHANIC	Modernization and Repair (15 or more years)	Not Ready	 
<input type="checkbox"/>		Aponte, Ernesto	ELEVATOR MECHANIC	Elevator Constructor (Less than 5 years)	Not Ready	 
<input type="checkbox"/>		Aponte, Ernesto	ELEVATOR MECHANIC	Elevator Constructor (Less than 5 years)	Not Ready	 
<input type="checkbox"/>		Barreiros, Claudio	ELEVATOR MECHANIC	Modernization and Repair (15 or more years)	Not Ready	 

Showing 1 to 5 of 5 entries


First Previous **1** Next Last

- Employee status will display **Not Ready** until weekly hours entered.
- Use the pencil icon to edit CPR data for an employee.
- Entries will turn green as they are completed and all information is entered.
- Use the trash icon to delete any entries made in error.

# 4 Creating a CPR

Enter Payroll Information

**Employee Information**



**Assigned Employee Id:**  
**Full Name:** Almodovar, Eshawn  
**Address:** 731 East 161 Street, Apt 5C, Bronx, NY, 10456  
**SSN:** XXX-XX-5065

**Hire Date:** 06/05/2023  
**Gender:** M  
**Ethnicity:** African American  
**Tax Exemption:** 0

[Edit Employee](#)

**Craft/Class** ELEVATOR MECHANIC/Elevator Constructor (Less than 5 years)

**Trade/Trade Type** Select Classification

**Sub Trade/Trade Type** ELEVATOR MECHANIC/Modernization and Repair (Less than 5 years)

**Wage/Fringe Benefits** ELEVATOR MECHANIC/Elevator Constructor (Less than 5 years)

**Supplemental Benefits Paid To**  Union  Other  Employee

- **Select the craft** and verify trade type.
- eComply automatically populates the **fringe benefit package**.
- Benefits can only be edited for the current week only.

## Hourly and Fringe Benefit Rates

Fringe Benefits Package [Edit Package](#)

Fringe Benefit	Regular	Swing	Graveyard	Overtime 1.5X	Overtime 2X	Overtime 3X	Overtime 4X	Paid Holiday
Hourly Basic Pay	34.4	0	0	51.67	68.9	0	0	0
Cash in lieu of Fringe Benefits	0	0	0	0	0	0	0	0
Savings	0	0	0	0	0	0	0	0
Fund Admin	0	0	0	0	0	0	0	0
Health & Welfare	0	0	0	0	0	0	0	0
Pension/Retirement	0	0	0	0	0	0	0	0
Vacation/Holiday	1.61	0	0	1.61	1.619	0	0	0
Training	0	0	0	0	0	0	0	0
<b>Other Fringe Benefit</b>								
NEIEP	0	0	0	0	0	0	0	0
NYEIF	0	0	0	0	0	0	0	0
Holidays	1.61	0	0	1.61	1.619	0	0	0

# 4

## Creating a CPR

**Hours Worked**

Standard

Allow Makeup Day

	Hourly Rate	Mon 9/02	Tue 9/03	Wed 9/04	Thu 9/05	Fri 9/06	Sat 9/07	Sun 9/08	TOTAL
Regular Shift	\$34.4500	0	0	0	0	0	0	0	0.0000
Swing Shift	\$0.0000	0	0	0	0	0	0	0	0.0000
Graveyard Shift	\$0.0000	0	0	0	0	0	0	0	0.0000
Overtime 1.5X	\$51.6750	0	0	0	0	0	0	0	0.0000

Overtime 2X, Overtime 3X, Overtime 4X, PH

	Hourly Rate	Mon 9/02	Tue 9/03	Wed 9/04	Thu 9/05	Fri 9/06	Sat 9/07	Sun 9/08	TOTAL
Overtime 2X	\$68.0000	0	0	0	0	0	0	0	0.0000
Overtime 3X	\$0.0000	0	0	0	0	0	0	0	0.0000
Overtime 4X	\$0.0000	0	0	0	0	0	0	0	0.0000
Paid Holiday	\$0.0000	0	0	0	0	0	0	0	0.0000

Other Project Hours

Regular Time

Overtime

Other Deductions

Description  Amount

Description	Amount	
Other	0.6	<input type="button" value="edit"/> <input type="button" value="delete"/>

- Enter hours worked, overtime, and other project hours.
- Other Deductions: Select the deduction type, amount, and **click Add Deduction.**

# 4 Creating a CPR

**Other Payments**

Check if Not Included in Gross Pay

Description  Amount

Check if Not Included In Gross Pay	Description	Amount
No data available in table		

**Deductions**

FICA	FED WH	ST WH	Local Tax	Dues	Other Deductions (Specify)	Other Payments (Specify)	Earnings For This Job	Gross Wages	Net Paid	Check #
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.60)	<input type="text"/>











- **Other Payments:** Enter items such as travel, lodging, or hazardous pay, then click Add Payment.
- **Deductions:** All required fields and must be entered. FICA, federal and state withholdings, local tax, union dues, gross wages, and check.
- **Save** to confirm and record the payroll data

# 4 Creating a CPR

1 Project 2 Select Date 3 Employees 4 Summary 5 Complete

Select Employees

Add Employees

All	Assigned Employee Id	Name	Craft	Class	Status	
<input type="checkbox"/>		Almodovar, Eshawn	ELEVATOR MECHANIC	Elevator Constructor (Less than 5 years)	Ready	 
<input type="checkbox"/>		Andretta, Richard	ELEVATOR MECHANIC	Modernization and Repair (15 or more years)	Not Ready	 
<input type="checkbox"/>		Aponte, Ernesto	ELEVATOR MECHANIC	Elevator Constructor (Less than 5 years)	Not Ready	 
<input type="checkbox"/>		Aponte, Ernesto	ELEVATOR MECHANIC	Elevator Constructor (Less than 5 years)	Not Ready	 
<input type="checkbox"/>		Barreiros, Claudio	ELEVATOR MECHANIC	Modernization and Repair (15 or more years)	Not Ready	 

Showing 1 to 5 of 5 entries

First Previous 1 Next Last

Back Cancel Save as Draft

When you saved, the employee's status changed from **Not Ready** (red) to **Ready** (green).

You can save as a draft until you finish all employee details, and their statuses show as Ready (green).

# 4

## Creating a CPR

**Step 4: Summary** Click Next to view CPR summary: net pay per employee. Once all your employees are green you will see a next bottom appear. If everything looks correct, select next again

Certified Payroll Report Wizard [ Week Ending Date: 10/17/2021 ]

1 Project > 2 Select Date > 3 Employees > **4 Summary** > 5 Complete

CPR Summary Information CPR Preview

Employee	Craft/Class	Amount
Castillo, Jonathan	BRICKLAYER/Bricklayer	\$2,009.48

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

Back Cancel Save as Draft Next

# 4

## Creating a CPR

**Step 5: Complete** Review and complete the **Statement of Compliance**.

Sections 4A and 4B require a checkmark.

Certified Payroll Report Wizard [ Week Ending Date: 10/17/2021 ]

1 Project      2 Select Date      3 Employees      4 Summary

**CPR Statement of Compliance**

Date: **3/12/2022**  
I, **Jennifer Gray, Owner**,  
(Name of signatory party) (Title)

Do hereby state:  
(1) That I pay or supervise the payment of the persons employed by:  
Company 1 on the project: **2117011/DREW-HAMILTON-0434/City**  
(Contractor or subcontractor) (Building or work)

that during the payroll period commencing on the **11th day of October, 2021** persons employed on said project have been paid the full weekly wages earned or indirectly to or on behalf of said  
**Tri State Construction** from the full  
(Contractor or subcontractor)

weekly wages earned by any person and that no deductions have been made by any person, other than permissible deductions as defined in Regulations, Part 101-2.3 of the Labor Law under the Copeland Act. As amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 1356) below:

(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 Apprenticeships 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
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

# 4 Creating a CPR

Remarks

I

1 Add remarks if necessary and click sign.

Name and Title Signature  
Jennifer Gray, Owner Sign

The parties agree that the following electronic signature is made pursuant to 15 U.S.C. 7001 et. seq. and the Uniform Electronic Transactions Act such that a signature may not be denied legal effect or enforceability solely because it is in electronic form. THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENT 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. STATEMENT OF COMPLIANCE – FORM WH-348

2 Sign Agreement

2 Type your name how it appears on the screen

Please type your name as: Jennifer Gray

Name

Jennifer Gray

Close

Sign

Name and Title Signature  
Jennifer Gray, Owner

Jennifer Gray

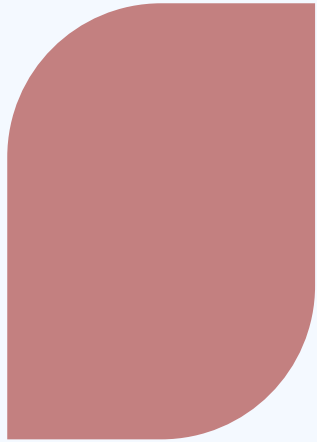
3 Your signature will appear. When you're ready to submit, select the blue submit button.

The parties agree that the following electronic signature is made pursuant to 15 U.S.C. 7001 et. seq. and the Uniform Electronic Transactions Act such that a signature may not be denied legal effect or enforceability solely because it is in electronic form. THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENT 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. STATEMENT OF COMPLIANCE – FORM WH-348

Back

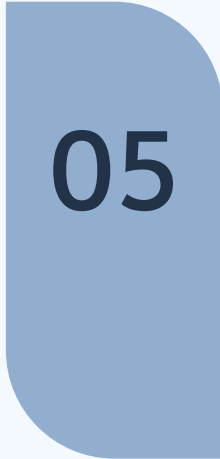
Cancel

Submit



# CPR Overview– Non-Performance CPRs

Non-performance weeks



## 5

# Non-Performance Weeks



A **non-performance week** is when employee(s) do not perform any work on a specific project. For the week where no hours are performed, it is still required to submit a Non-Performance Certified Payroll Report (NP) to maintain compliance with reporting standards.

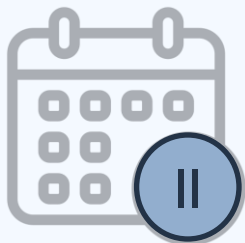
This ensures that there is a complete and accurate record for each reporting period, confirming that no labor was performed rather than leaving a reporting gap.

When creating your reports, you must include Non-Performance Certified Payroll Report (NP) for weeks with no hours worked in the project to ensure all hours are accounted for.

You can use eComply to submit reports for multiple weeks of Non-Performance at the same time. Just remember, you can only submit them after the reported time has passed.

A **single non-performance report can cover multiple weeks**. However, you will not be able to submit a NP CPR until after you submitted at least one CPR.

Remember, the eComply system will ask for either a CPR or NP weekly.



## 5

# Creating a Non-Performance CPR

The screenshot displays the 'CPR Management' interface. On the left, the 'Setup' menu is open, showing options like 'Manage CHRs', 'Manage CPRs', and 'New CPR/NP'. The main area features a search bar for 'CPR List' with a 'Project Description' dropdown. Below the search bar are dropdown menus for 'Brooklyn' and '2208536'. A 'New CPR/NP' button is visible in the top right. A table below shows CPR/NP entries with columns for Week Ending, Payroll Number, Version, Status, and Action.

Week Ending	Payroll Number	Version	Status	Action
04/27/2025	59	1	Accepted/Non-Performance	Action
04/27/2025	58	1	Accepted/Non-	Action

- Navigate to the Manage CPRs section on the left-hand side of the setup menu. Find your project.
- Select Add **New CPR/NP** in the upper right-hand corner.
- The Certified Hours Report Wizard will appear. It is the same wizard for a standard CHR.



Submitting non-performance CPRs ensures compliance even when no work occurs.

# 3

## Creating a Non-Performance CPR

Certified Payroll Report Wizard [ Week Ending Date: 05/04/2025 ]

1 Project 2 Select Date 3 Employees 4 Summary 5 Complete

Select Week-Ending Date

Week-Ending Date  
05/04/2025

Payroll Number  
00

Non-Performance CPR ⓘ

Last CPR

Upload CPR Data  
Choose File No file chosen

Back Cancel Next

- Enter the week-ending date and payroll number.
- This time check the box labeled **Non-Performance CPR** to indicate that this is a non-performance report.
- And add the number of Non-Performance weeks you would like to report. This is where you can indicate that you are submitting NP CPRs for multiple weeks.
- Click **Next** to save your non-performance CPR.

# 3 Creating a Non-Performance CPR

Certified Hours Report Wizard [ Week Ending Date: 09/27/2024 ]

1 Project 2 Select Date 3 Employees 4 Summary 5 Complete

**STATEMENT OF NON-PERFORMANCE**

Date: 12/13/2024  
Payroll No: [ \$PayrollNumber ]

Name of Contractor: SAMPLE CONTRACTOR  
1. Insert Name President  
(Name of signatory party),(Title)

Do hereby state that no persons were employed on the construction of the Project:  
e22397-TREE PLANTING@HABER  
during the payroll period commencing on 21st day of September, 2024, And ending 27th day of September, 2024

Name and Title Signature  
Insert Name, President Sign

Back Cancel Submit

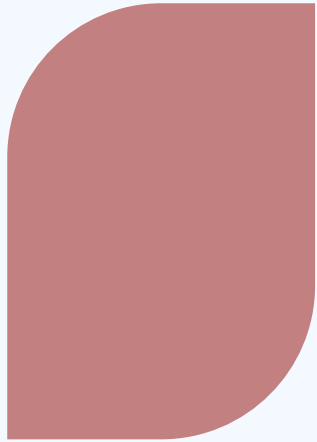
Unlike standard CPRs, the wizard skips intermediate steps and takes you directly to Step 5.

At Step 5, review the details, sign, and certify that the employee did not work any hours for the specified week-ending period.

After the signature is added, click **Submit** in the bottom-right corner to complete the process.

**Congratulations! You successfully submitted:**  
-CPRs using the wizard,  
-CPRs by import template, and  
-Non-Performance CPRs.





# Certified Hourly Reports

Submitting and CHRs successfully

06

# Certified Hourly Reports (CHR)

The Certified Hourly Report (CHR) is a report submitted by vendors through eComply to log hours worked by employees in non-prevailing wage titles on NYCHA projects.

- This is a Section 3 requirement for non-prevailing wage titles.
- Section 3 data is collected from CPRs and CHRs so that NYCHA complies with the Section 3 requirement to collect total labor hours as required by HUD Section 3 regulations.
- Vendors must ensure CHRs are completed for all non-prevailing wage workers on NYCHA projects.

***The CHR process in eComply follows the same steps as the CPR process, but wage and fringe data entry is skipped for CHRs.***

- **Wage and fringe data entry is skipped** because CHRs do not require those details, while CPRs do. Therefore, eComply automatically skips wage specific steps for CHRs, but not for CPRs.
- The other steps are the same for both, meaning, you will still:
  - Add titles/classifications
  - Add employees
  - Create weekly reports
  - Submit non-performance weeks when needed



# CHR Overview

## Initial Setup (One- Time Tasks)

Before beginning the CHR process for the first time, ensure that the following is completed:

- 1 All non-prevailing wage Titles/Classifications are added to your project.
- 2 All non-prevailing wage employees are added to your project.

## Recurring tasks (Weekly)

- 3 Submit weekly CHR reports as work is performed.
- 4 Submit **Non-performance (NP) CHRs** for weeks with no work.

**Note:** NP-CHRs can be submitted for multiple weeks after the first CHR is submitted.

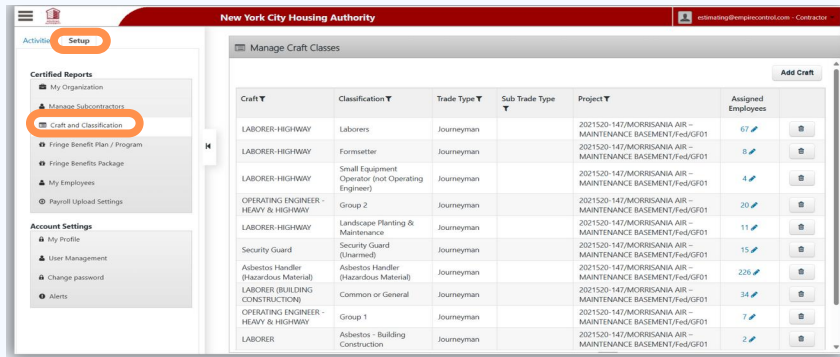
- 5 Continue to update and add employee titles as needed.

# Adding Non-Prevailing Wage Titles

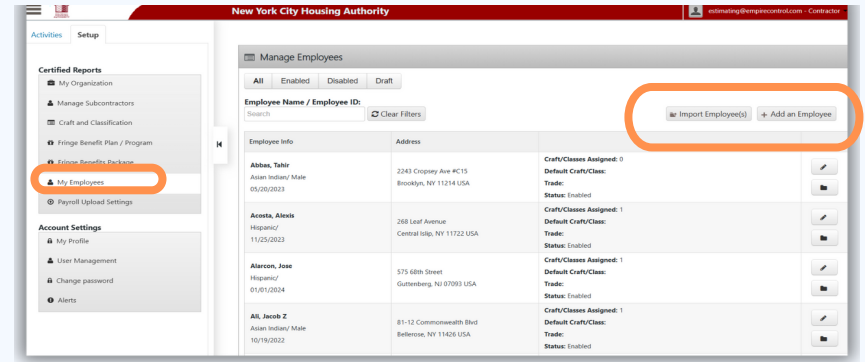
# Adding Employees

1 Adding non-prevailing wage titles is similar to adding the prevailing wage ones. The steps are identical so you can refer to the previous section “Add Employee Titles “ (Slide 16) for a step by step walk through and accompanying visual aids.

2 The process for adding employees for CPRs and CHRs is titles are identical so you can refer to the previous section “Adding an Employee “ (Slide 26) for a step by step walk through and accompanying visual aids.



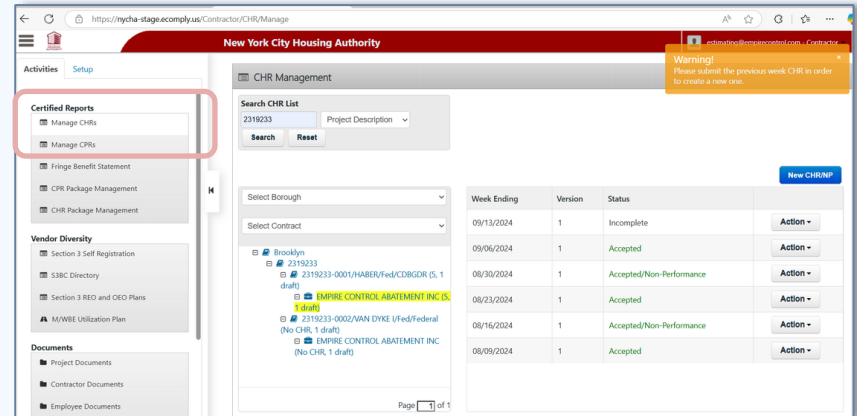
Craft	Classification	Trade Type	Sub-Trade Type	Project	Assigned Employees
LABORER-HIGHWAY	Laborers	Journeyman		2021520-147/MCRRISSANIA AIR – MAINTENANCE BASEMENT/Fed/FG01	67
LABORER-HIGHWAY	Formsetter	Journeyman		2021520-147/MCRRISSANIA AIR – MAINTENANCE BASEMENT/Fed/FG01	8
LABORER-HIGHWAY	Small Equipment Operator (not Operating Engineer)	Journeyman		2021520-147/MCRRISSANIA AIR – MAINTENANCE BASEMENT/Fed/FG01	4
OPERATING ENGINEER - HEAVY & HIGHWAY	Group 2	Journeyman		2021520-147/MCRRISSANIA AIR – MAINTENANCE BASEMENT/Fed/FG01	20
LABORER-HIGHWAY	Landscape Planting & Maintenance	Journeyman		2021520-147/MCRRISSANIA AIR – MAINTENANCE BASEMENT/Fed/FG01	11
LABORER-HIGHWAY	Security Guard (Unarmed)	Journeyman		2021520-147/MCRRISSANIA AIR – MAINTENANCE BASEMENT/Fed/FG01	15
LABORER (BUILDING CONSTRUCTORS)	Asbestos Handler (Hazardous Material)	Journeyman		2021520-147/MCRRISSANIA AIR – MAINTENANCE BASEMENT/Fed/FG01	226
LABORER (BUILDING CONSTRUCTORS)	Common or General	Journeyman		2021520-147/MCRRISSANIA AIR – MAINTENANCE BASEMENT/Fed/FG01	34
OPERATING ENGINEER - HEAVY & HIGHWAY	Group 1	Journeyman		2021520-147/MCRRISSANIA AIR – MAINTENANCE BASEMENT/Fed/FG01	7
LABORER	Asbestos - Building Construction	Journeyman		2021520-147/MCRRISSANIA AIR – MAINTENANCE BASEMENT/Fed/FG01	2



Employee Name / Employee ID	Address	Craft/Class Assigned
Abbas, Tahir Asian Indian/ Male 05/20/2023	2243 Croppys Ave #C15 Brooklyn, NY 11214 USA	Craft/Classes Assigned: 0 Default Craft/Class: Trade: Status: Enabled
Acosta, Alexis Hispanic/ 11/25/2023	268 Leaf Avenue Central Islip, NY 11722 USA	Craft/Classes Assigned: 1 Default Craft/Class: Trade: Status: Enabled
Alarcon, Jose Hispanic/ 01/01/2024	375 68th Street Guttenberg, NJ 07093 USA	Craft/Classes Assigned: 1 Default Craft/Class: Trade: Status: Enabled
Ail, Jacob Z Asian Indian/ Male 10/19/2022	81-12 Commonwealth Blvd Bellerose, NY 11426 USA	Craft/Classes Assigned: 1 Default Craft/Class: Trade: Status: Enabled

# Creating a CHR report

CHR follows the same step by step process shown in the CPR submission section. Screenshots and detailed visuals are covered earlier in this training. See “Section 4 CPR Submission” (slide 43) .



**Warning!**  
Please submit the previous week CHR in order to create a new one.

**Search CHR List**  
2319233 Project Description  
Search Reset

Select Borough  
Select Contract

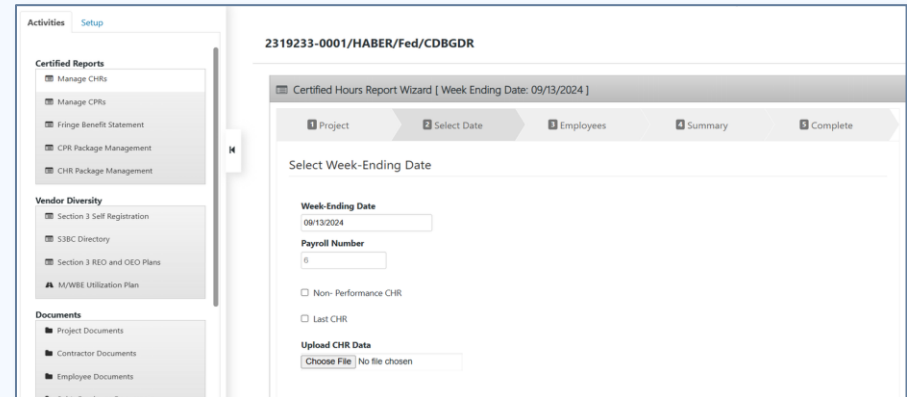
Week Ending	Version	Status	Action
09/13/2024	1	Incomplete	Action -
09/06/2024	1	Accepted	Action -
08/30/2024	1	Accepted/Non-Performance	Action -
08/23/2024	1	Accepted	Action -
08/16/2024	1	Accepted/Non-Performance	Action -
08/09/2024	1	Accepted	Action -

Page 1 of 1

Note that the menu has the options **Manage CHR** and **Manage CPR**. Make sure you select the correct one.

# Creating a CHR report

- Open **Manage CHR**s, Select your project and click **New CHR/NP**
- This opens the Certified Hourly Reports wizard.
- Enter week ending date and payroll number.
- Check the boxes for last CHR, if applicable.
- If you would like to upload a CHR you can do so from this screen or you can follow the wizard.
- Add employees and enter hours worked.
- Review summary, sign, and submit.



The screenshot shows the 'Certified Hours Report Wizard' interface. The left sidebar contains a navigation menu with sections: 'Certified Reports' (Manage CHRs, Manage CPRs, Fringe Benefits Statement, CPR Package Management, CHR Package Management), 'Vendor Diversity' (Section 3 Self Registration, S3BC Directory, Section 3 RED and CEO Plans, M/WBE Utilization Plan), and 'Documents' (Project Documents, Contractor Documents, Employee Documents). The main content area is titled '2319233-0001/HABER/Fed/CDBGDR' and 'Certified Hours Report Wizard [ Week Ending Date: 09/13/2024 ]'. It features a progress bar with steps: Project, Select Date, Employees, Summary, and Complete. The 'Select Date' step is active, showing a 'Select Week-Ending Date' section with a 'Week-Ending Date' field (09/13/2024), a 'Payroll Number' field (6), and checkboxes for 'Non-Performance CHR' and 'Last CHR'. There is also an 'Upload CHR Data' section with a 'Choose File' button and the text 'No file chosen'.

NOTE: When submitting both CHR and CPRs for your project, make sure that your week-ending dates match.

# Creating a Non-Performance CHR report

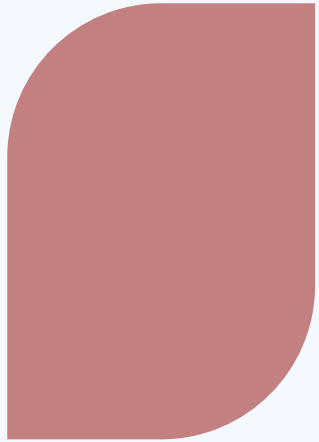
Used for weeks where no hours are worked.

- Open **Manage CHR**s, Select your project and click **New CHR/NP**
- Enter week ending date and payroll number.
- Check the **Non- Performance CHR box**
- Enter the number of Non-Performance weeks you would like to report.
- Review the details, sign, and certify that the employee did not work any hours for the specified week-ending period.
- Save

The screenshot displays the 'Certified Hours Report Wizard' for project 2319233-0001/HABER/Fed/CDBGDR. The wizard is at the 'Select Date' step, with a week ending date of 09/27/2024. The 'Non-Performance CHR' checkbox is checked, and the 'Number Of Non-Performance Weeks' is set to 1. The 'Upload CHR Data' section shows 'Choose File' with 'No file chosen'. The 'Back' and 'Cancel' buttons are visible at the bottom.

## NOTE:

Remember that you can submit a single NP for multiple weeks at once.



## Adding a Subcontractor

07

# How to Submit a Subcontractor Request

All contractors (primes and subs) must upload required documentation in eComply before access to a project site is granted.

- Contractors assign **their own subcontractors**
- Subcontractors assign **their subcontractors**, if applicable

## Project Type Requirements

### 1. Asset & Capital Management Projects

- Upload **Procurement Approval Letter**

or

### 2. Operations & All Other Department Projects

- Upload **Subcontractor Request Email**
- Upload **Reporting Form 036.013**

## Prepare Subcontractor Request Package

*(Prime Contractors – One Combined PDF)*

- Subcontractor Debarment Certification **Form 022.015**
- Required **Licenses** (if applicable)
- Proof of registration with:
  - **PASSPort**
  - **NYS Department of State – Division of Corporations**
- NY DOL 220-i Registration Certificate**
- Required approval documentation based on project type

# Manage Subcontractors – Assignment Details

Manage Subcontractors

Borough: Bronx  
Contract: 1825860  
Project: 1825860-38/HIGHBRIDGE GRDS-0229/Fed/GF01

Filter Projects Clear Filter

1825860-38/HIGHBRIDGE GRDS-0229/Fed/GF01  
AMIT CONSTRUCTION CORP. (\$806.00)  
ACS System Associates Inc (\$200.00)

**Add New Subcontractor**

**Subcontractor Assignment Details**

Start Date: 11/01/2024

Note: if this contractor will be subbing out ALL work on this project and NOT submitting payrolls, please enter a future start date (i.e. end of estimated project) in order to keep them off the delinquent CPR report.

Scope of Work / Tools & Equipment Used

Upload Subcontractor Request email and Reporting Form 036.013:  
Choose File No file chosen

Prime contractors will need to upload (as one combined PDF) the following:

- A copy of the Subcontractor Request, submitted via email by the Admin Department to Procurement Subcontractor Requests proc.subctrreqs@nycha.nyc.gov.
- A copy of the completed Subcontractor Reporting Form 036.013 submitted with the above email request.

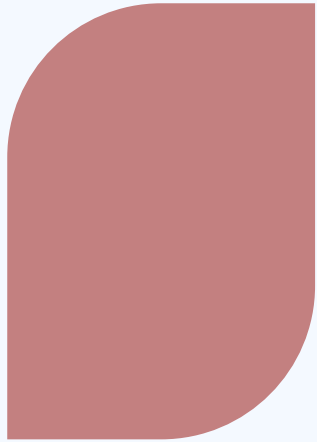
Cancel Submit

For Operations Projects, upload the Subcontractor Request email and Reporting Form 036.013.

## How to Add Subcontractors in eComply

Prime contractors will be asked to upload, in eComply, a copy of the entire Subcontractor Request, including all the required documents as one combined PDF.

1. In the setup tab, select **Manage Subcontractors**, and click **Add New Subcontractor** button
2. Navigate to the 'Subcontractor Assignment Details' section and click 'Choose File'
3. Locate the combined PDF you created and upload, then click submit



# Other Economic Opportunities



## Section 3 Other Economic Opportunities (OEO) Outcome Summary



It is NYCHA's policy to supplement the Section 3 regulations by requiring **Professional Services contractors** (for contracts exceeding \$250,000) to provide 'Other Economic Opportunities' (OEO) to NYCHA residents even if they are not projecting Labor Hours for Section 3 workers.



**The Section 3 (OEO) Outcome Summary** is where contractors report measurable progress in achieving the OEO initiatives proposed in the contractor's approved Section 3 OEO Plan (*sections 1-5*). They are submitted **quarterly** within eComply.



**Professional Service Contractors** that projected other economic opportunities (OEO) in their approved OEO Plan must provide updates on their other economic opportunities initiatives through the OEO Outcome Summary module.



**Professional services** means non-construction services that require an **advanced degree or professional licensing**, including, but not limited to:

- contracts for legal services,
- financial consulting
- accounting services
- environmental assessment
- architectural services
- civil engineering services



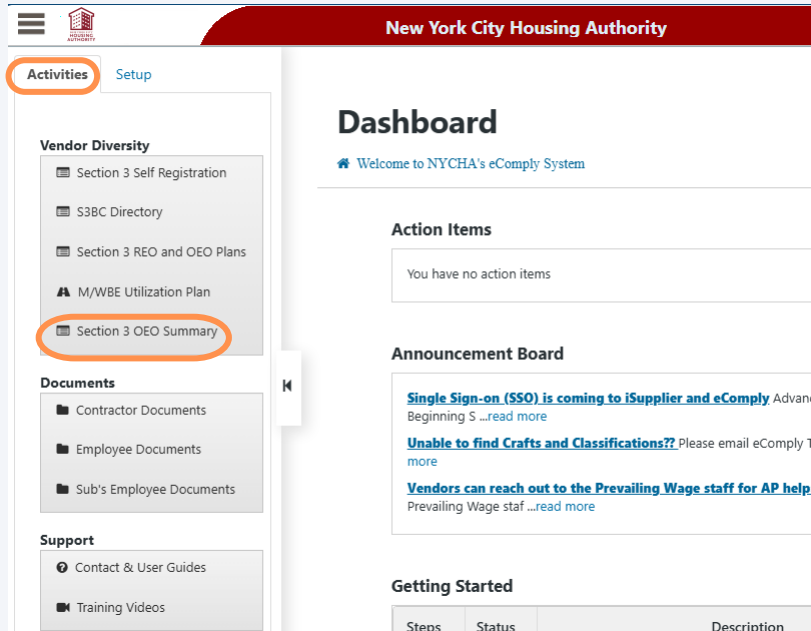
### Need help?

Additional user guides and videos are available in eComply to walk you through how to submit OEO summaries. You can also email NYCHA's SMP Vendor Development and Support team at:  
[eComply.support@nycha.nyc.gov](mailto:eComply.support@nycha.nyc.gov)

# Submitting a Section 3 OEO Summary

Section 3 OEO summaries are submitted **quarterly** in eComply, if applicable.

- The OEO summary reports the contractor's progress in achieving the other economic opportunity initiatives proposed in the contractors Section 3 plan.



**New York City Housing Authority**

**Activities** Setup

**Vendor Diversity**

- Section 3 Self Registration
- S3BC Directory
- Section 3 REO and OEO Plans
- M/WBE Utilization Plan
- Section 3 OEO Summary**

**Documents**

- Contractor Documents
- Employee Documents
- Sub's Employee Documents

**Support**

- Contact & User Guides
- Training Videos

**Dashboard**

Welcome to NYCHA's eComply System

**Action Items**

You have no action items

**Announcement Board**

- [Single Sign-on \(SSO\) is coming to iSupplier and eComply](#) Advance Beginning S ...read more
- [Unable to find Crafts and Classifications??](#) Please email eComply Tec more
- [Vendors can reach out to the Prevailing Wage staff for AP help:](#) v Prevailing Wage staf ...read more

**Getting Started**

Steps	Status	Description
-------	--------	-------------

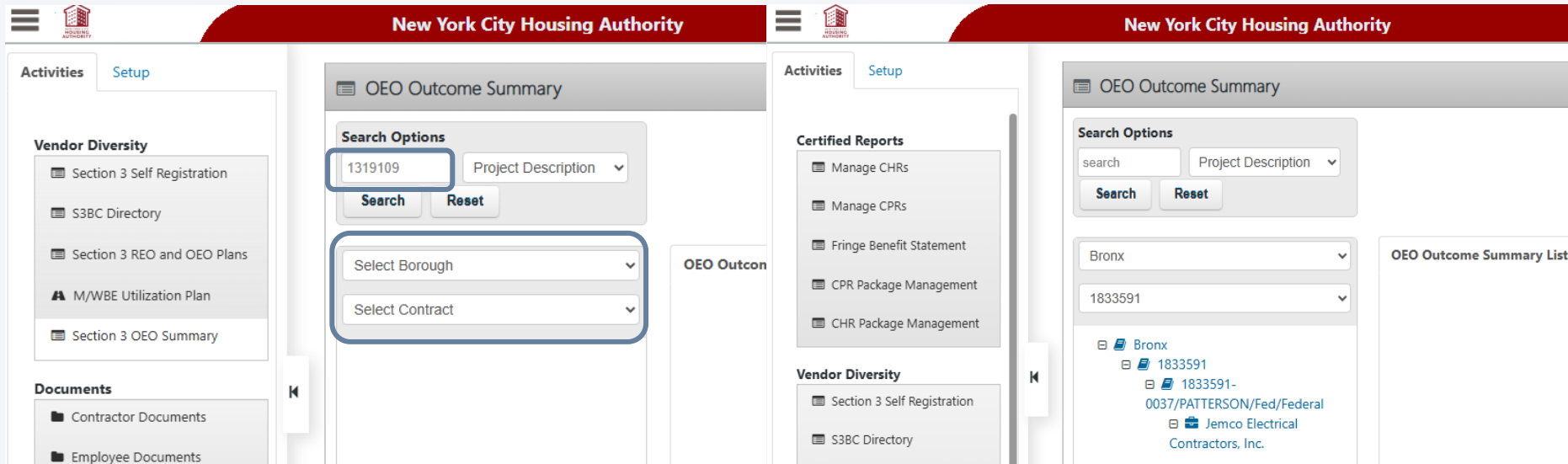
## NAVIGATE TO SECTION 3 OEO

- After logging in, click **Activities** in the upper-left corner to expand the menu options.
- Under Vendor Diversity, click on **Section 3 OEO Summary**. This is where you'll manage your report for your project.

# Submitting a Section 3 OEO Summary

## FIND YOUR PROJECT

- Type your project number and click **search** or pick the borough and then select the contract.
- Your project should populate, select it to open your OEO module.



The image displays two screenshots of the New York City Housing Authority's OEO Outcome Summary interface. The left screenshot shows the search options with the project number 1319109 and dropdowns for Borough and Contract highlighted with blue boxes. The right screenshot shows the search results for project 1833591 in the Bronx, listing the contractor Jemco Electrical Contractors, Inc.

**New York City Housing Authority**

Activities Setup

OEO Outcome Summary

Search Options

1319109 Project Description

Search Reset

Select Borough

Select Contract

OEO Outcon

Vendor Diversity

- Section 3 Self Registration
- S3BC Directory
- Section 3 REO and OEO Plans
- M/WBE Utilization Plan
- Section 3 OEO Summary

Documents

- Contractor Documents
- Employee Documents

**New York City Housing Authority**

Activities Setup

OEO Outcome Summary

Search Options

search Project Description

Search Reset

Bronx

1833591

OEO Outcome Summary List

- Bronx
  - 1833591
    - 1833591-0037/PATERSON/Fed/Federal
      - Jemco Electrical Contractors, Inc.

Vendor Diversity

- Section 3 Self Registration
- S3BC Directory

# Submitting a Section 3 OEO Summary

## START YOUR OEO SUMMARY

- Click **New OEO Outcome Summary**
- Select the date period and click **next**
- You will notice that the top of the module maps the **next steps** in the process

OEO Outcome Summary

**Search Options**

search  Project Description

Bronx

1833591

Bronx

- 1833591
  - 1833591-0037/PATERSON/Fed/Federal
    - Jemco Electrical Contractors, Inc.**

**OEO Outcome Summary List**

Week Ending	Version	Status	
No data available in table			

1833591-0037/PATERSON/Fed/Federal

Select Project & Date → Section 3 Employment & Training Priorities → Required Documents → Sign and Submit

Select Project

1833591-0037/PATERSON/Fed/Federal

**Submit To:**

New York City Housing Authority

Select Date Period

**From Date**

**To Date**

Last OEO Outcome Summary

# Submitting a Section 3 OEO Summary

## ADD YOUR PARTICIPATION DETAILS

- Enter the project details in the module and click **next**
- Upload required documents by selecting **+New Document**
- Now you can save as a draft or select next to continue.

1833591-0037/PATTERSON/Fed/Federal

Select Project & Date    Section 3 Employment & Training Priorities    Required Documents    Sign and Submit

1. INDIRECT PARTICIPATION (HIRING SECTION 3 RESIDENTS/TARGETED SECTION 3 RESIDENTS IN POSITIONS OUTSIDE THE SECTION 3 COVERED CONTRACT) [+ New Participation](#)

Name of Section 3/Targeted Section 3 Worker	Last 4 Digits of SSN #	Job Title	Hire Start Date	Actual # of Hours Worked for Payroll Period	
No items found.					

Showing 0 to 0 of 0 entries

2. PAID INTERNSHIP PROGRAM (ALL INTERNS MUST BE PAID AT LEAST THE MINIMUM WAGE FOR AT LEAST 20 HRS PER WEEK) [+ New Internship](#)

Name of Intern	Last 4 Digits of SSN #	Internship Title	Intern Start Date	Actual # of Hours Worked for Payroll Period	
No items found.					

1833591-0037/PATTERSON/Fed/Federal

Select Project & Date    Section 3 Employment & Training Priorities    Required Documents    Sign and Submit

### Documents List

[+ New Document](#)

Description	Upload Supporting PDF Documents (not to exceed 50MB)
No data available in table	

[Back](#)    [Cancel](#)    [Save as Draft](#)    [Next](#)

# Submitting a Section 3 OEO Summary



## SIGN AND SUBMIT

- Select the link labeled **Sign** to upload your saved signature.
- You can save as draft or select submit to finalize and send your OEO summary.
- After submitting, if all fields are complete, you will have a “success message in green pop up on the top right of your screen, otherwise you will see a message in red indicating what fields need revision.

1833591-0037/PATTERSON/Fed/Federal

Select Project & Date    Section 3 Employment & Training Priorities    Required Documents    **Sign and Submit**

### Sign & Submit

I, the undersigned, affirm that our company will comply with the Section 3 regulations. I understand that failure to comply may be deemed to be a material breach of the terms of the contract and may result in sanctions, termination and/or unsatisfactory performance evaluations, cautions reported and affect award of future contracts.

Name and Title Signature  
**Caleb Sacarello, Billing Specialist** [Sign](#)

[Back](#)    [Cancel](#)    [Save as Draft](#)    [Submit](#)

OEO Outcome Summary

Section 3 OEO Outcome Summary has been submitted successfully.

**Search Options**

search  Project Description

[Search](#)    [Reset](#)

Select Borough

Select Contract

- Bronx
  - 1833591
    - 1833591-0037/PATTERSON/Fed/Federal (1)
      - Jemco Electrical Contractors, Inc. (1)

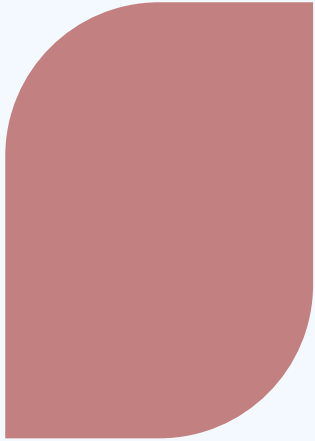
**OEO Outcome Summary List**

[New OEO Outcome Summary](#)

Week Ending	Version	Status	Action
4/8/2025	1	Submitted	<a href="#">Action</a>

Congratulations, you have successfully submitted your OEO summary.





# Invoices and Payments

Submitting Invoices to NYCHA for payment processing for Operations Vendors

09

# Submitting Invoices for Operations Contracts

NYCHA no longer accepts paper invoices and CPRs. We now use a new payment process that involves electronic CPR submissions in eComply and invoices emailed to Accounts Payable (AP) - [\*\*pw.invoice@nycha.nyc.gov\*\*](mailto:pw.invoice@nycha.nyc.gov).

This change replaces a slow and paper-heavy process with one that is faster, clearer, and more reliable. Using eComply improves communication, shortens review time, and ensure compliance with local prevailing wage, Davis-Bacon.

## **What Has Changed**

- Paper submissions are no longer required
- Original documents are no longer needed
- Accounts Payable will only keep copies of the invoices, and not any other documents, the Certified Payroll Report and payroll information and supplemental documents will be kept in eComply
- However, for contracts or purchase orders **from 2020 or earlier**, continue submitting invoices to Accounts Payable using the previous process

We are here to help you in this new process and to make sure you get paid as quickly as possible. But you **must** follow this new process in order to get paid!

## **For payment questions**

- **NYCHA Accounts Payable** : [eComplyAPsupport@nycha.nyc.gov](mailto:eComplyAPsupport@nycha.nyc.gov)



# Submitting Invoices for Payment

## Payment Process

### Step 1: Email Invoice to NYCHA ( as we transition to eInvoicing)

- Current:** Submit invoices **ONLY** by email to [PW.invoice@nycha.nyc.gov](mailto:PW.invoice@nycha.nyc.gov) attachments.
- Future:** Register for an account at [connect.transcepta.com/NYCHA](https://connect.transcepta.com/NYCHA) for electronic invoicing to avoid delay in manual processing.

**NOTE:** Acceptable file formats for emailing include PDF, JPEG, Excel, Word, TIF & BMP.

### Step 2: Submit Supplemental Documentation to eComply

Documents will be matched to your supplemental records in eComply using the PO/Projects/Release number.

- In eComply, type the Invoice number for which you are submitting the Supplement Documentation. Remember, the invoice was emailed separately, and eComply needs to know where to attach these supplemental documents. The invoice number in eComply **MUST MATCH** the invoice number **EXACTLY** in order to link properly.

**NOTE:** Avoid using special characters in the Invoice number.

- Type payroll information directly into eComply.
- Enter certification information directly into eComply and select the appropriate boxes.
- In the **Project Documents** section in eComply, upload all supplemental documents:
  - Statement of Services,
  - Sign-in sheet,
  - Section 3 Hiring Summary and
  - Affidavits of General Contract into eComply

# Payments for A&CM contracts – How to Submit CPR and CHR Packages

For A&CM contracts, the invoice number is not manually entered in eComply. It is generated automatically through eBuilder. **This is different from Operations contracts.**

*A&CM payments are processed using eBuilder and eComply.*

1. Contractors initiate the payment by **submitting an invoice for approval in eBuilder through the eBuilder Invoice Process**. This creates an invoice number and the Start /End Date in eComply.

Please note...

- The eBuilder invoice stays in an “eComply hold” step until contractors submit a CPR package in eComply. Contractors will be notified that their invoice is pending package submittal.
- CPRs and CHRs are to be submitted weekly.
- CPR packages cannot be submitted until all weekly CPRs within the invoice period are submitted and are in 'Approved' status.
- Only after the package is submitted in eComply does the eBuilder payment process move forward for NYCHA approval.

*If the Contractor also has CHR within that invoice period, then...*

1. Contractors must submit a CHR package as well.
2. Best practice is to submit the CHR package **BEFORE** the CPR package. If the CPR package is submitted first without CHRs, the eBuilder process will move forward but flag the missing CHR. This will slow down the invoice approval process as both are needed for proper reporting.

# Payments for A&CM contracts – Detail on Submitting a CPR Package

Steps for submitting a CPR Package

1. Contractor to select CPR Package Management under the "Activities"
2. Contractor will select Borough, Contract, and Project.
3. Select 'Create New'.

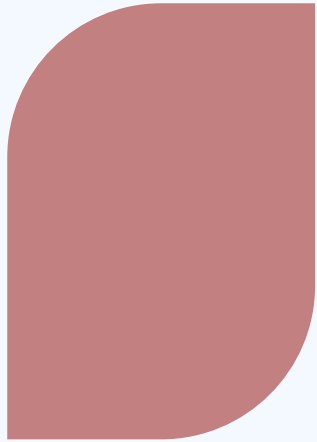
The screenshot displays the New York City Housing Authority web application. The header is red with the organization's name and a user profile icon. The left sidebar contains a navigation menu with 'Activities' and 'Setup' tabs. Under 'Activities', there are sections for 'Certified Reports' and 'Vendor Diversity'. The 'CPR Package Management' option is highlighted in the 'Certified Reports' section. The main content area is titled 'CPR Package Management' and features three dropdown filters: 'Borough' (Brooklyn), 'Contract' (1924847), and 'Project \*' (1924847-0013/BAY VIEW/Fed/Federal). Below the filters is a 'Create New' button and a 'Refresh' button. A table lists submitted packages with columns for Start Date, End Date, Invoice #, Package Status, and Date. The table contains two rows of data. At the bottom right, there are pagination controls: 'First', 'Previous', '1', 'Next', and 'Last'.

Start Date	End Date	Invoice #	Package Status	Date	
02/29/2024	03/19/2025	1924847-0013-00002	Submitted	03/26/2025	View
09/14/2023	02/28/2024	1924847-0013-00001	Submitted	04/23/2024	View

# Payments for A&CM contracts – Detail on Submitting a CPR Package (cont'd)

4. Select 'Invoice #', which was created by eBuilder; then Start and End date will automatically come up, based on the eBuilder invoice. Select CPRs within that invoice period. Then, select 'Preview' and 'Submit' to finalize.

The screenshot displays the 'CPR Package Wizard' application. On the left is a sidebar with 'Activities' and 'Setup' tabs. Under 'Certified Reports', there are options for 'Manage CHR's', 'Manage CPRs', 'Fringe Benefit Statement', 'CPR Package Management', and 'CHR Package Management'. Under 'Vendor Diversity', there are options for 'Section 3 Self Registration', 'S3BC Directory', 'Section 3 REO and OEO Plans', 'M/WBE Utilization Plan', and 'Section 3 OEO Summary'. The main window has a progress bar with four steps: 1 Project, 2 Select Dates, 3 Select CPRs, and 4 Preview and Submit. The current step is '4 Preview and Submit'. Below the progress bar is the 'Invoice Start and End Dates' section. It contains an 'Invoice #' dropdown menu with a red circle and the number '4' overlaid on it. Below the dropdown are 'Start Date' and 'End Date' text input fields. At the bottom of the window are 'Back', 'Cancel', and 'Next' buttons.



# Resources and Support

Find resources and support when you need help



# eComply – Help & Support Resources

Access eComply by visiting :  
<https://nycha.ecomply.us/>



A screenshot of the eComply website interface. The top navigation bar is red with the text "New York City Housing Authority". Below the navigation bar, there are several menu categories: "Activities" (with a sub-menu "Setup"), "Documents", "Extension Programs", "Correspondence", and "Support". The "Support" menu is highlighted with a blue border and contains two items: "Contact &amp; User Guides" and "Training Videos". To the right of the main content area, there is a section titled "Contact &amp; User Guides" with a list of links: "eComply FAQ", "Getting Started Doing Business with NYCHA", "M/WBE Utilization Plan &amp; Waiver Guide for eComply", "Section 3 REO Plan &amp; OEO Plan Guide for eComply", "S3BC Registration Guide", and "User Manual". A blue arrow points from the text "Training videos and guides are available in the Support menu" to the "Support" menu item in the screenshot.

## Contact & User Guides

Please contact support by email at [support@ecomplysolutions.com](mailto:support@ecomplysolutions.com).

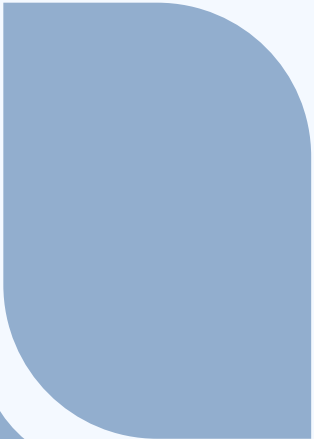
- [eComply FAQ](#)
- [Getting Started Doing Business with NYCHA](#)
- [M/WBE Utilization Plan & Waiver Guide for eComply](#)
- [Section 3 REO Plan & OEO Plan Guide for eComply](#)
- [S3BC Registration Guide](#)
- [User Manual](#)

Training videos and guides are available in the Support menu

# eComply Support Contacts for Vendors

Topic	Contact Email
eComply technical issues (assisting contractor if they need help with steps for editing a rejected CPRs/CHRs, For initial setup/entering employees/creating/editing FB pkgs)	<a href="mailto:support@ecomplysolutions.com">support@ecomplysolutions.com</a>
CPR Upload document verification	<a href="mailto:support@ecomplysolutions.com">support@ecomplysolutions.com</a>
Contractor user access and accounts	<a href="mailto:eComply.support@nycha.nyc.gov">eComply.support@nycha.nyc.gov</a>
Section 3 reporting and compliance (e.g. pending residency verifications)	<a href="mailto:eComply.support@nycha.nyc.gov">eComply.support@nycha.nyc.gov</a>
Prevailing Wage/ Certified payroll and labor reporting ( e.g. apprentice rate verifications)	<a href="mailto:PrevailingWages@nycha.nyc.gov">PrevailingWages@nycha.nyc.gov</a>
Accounts Payable questions	<a href="mailto:Ap.support@nycha.nyc.gov">Ap.support@nycha.nyc.gov</a> , or call the AP hotline at 212-306-6500
MarkView inbox for submitting A&CM invoice files only. <b>Not monitored for questions.</b>	<a href="mailto:acm.invoice@nycha.nyc.gov">acm.invoice@nycha.nyc.gov</a>
A&CM - technical questions and troubleshooting and invoice clarifications	Contact your A&CM project manager
Subcontractors with questions	Please reach out to your prime contractor first!

**Thank  
you**





# Appendix

# APPENDIX

## Table of Contents

### A. eComply Overview

- Activities Tab
- Setup Tab
- Homepage
- Key Features of eComply

### B. Key Definitions

- Certified Payrolls – purpose and key features
- Certified Reports – purpose and key features
- Sample Certified Payrolls – contractor requirements with (Prevailing Wage Schedule link)
- Why Certified Payrolls matter

### C. Section 3 Policy Overview

- HUD Compliance
- Professional Services considerations
- Benchmark requirements
- Applicability
- Section 3 New Hire Checklist
- Section 3 Self-Certification Form & Checklist (with HUD income link)
- Section 3 Worker definition
- Worker Hire Prioritization
- Section 3 Business Concern definition

### D. Transcepta Invoicing

- Contact information for support
- Connecting to NYCHA's Transcepta
- How to submit an invoice using Transcepta electronic invoicing
- Registering your business in Transcepta
- Sample invoice submission & invoice requirements
- Instructions for submitting a document through the portal
- Registration support email
- Navigating the Supplier Portal
- Adding new users



# Appendix A

# Activities Tab

## eComply Homepage Overview

### Certified Reports

- Manage CHRs
- Manage CPRs
- Fringe Benefit Statement
- CPR Package Management
- CHR Package Management

### Vendor Diversity

- Section 3 Self Registration
- S3BC Directory
- Section 3 REO and OEO Plans
- M/WBE Utilization Plan
- Section 3 OEO Summary

### Documents

- Project Documents
- Contractor Documents
- Employee Documents
- Sub's Employee Documents

### Reports

- Standard Reports

### Extension Programs

- Payment Tracking

### Support

- Contact & User Guides
- Training Videos



### Certified Payrolls

Add your Certified Payroll reports  
A&CM contractors also submit packages here.



### Vendor Diversity

Submit Section 3, REO, OEO, and MWBE plans  
Access the Section 3 Business Directory to find subcontractors



### Documents

Upload required or requested documents  
*Project Documents:* project-specific uploads  
*Contractor Documents:* company-level uploads  
Upload employee documents (checks, apprentice info) under employee profiles









### Support

Access training videos and help resources

# eComply Homepage Overview

## Setup Tab

### Certified Reports

-  My Organization
-  Manage Subcontractors
-  Craft and Classification
-  Fringe Benefit Plan / Program
-  Fringe Benefits Package
-  My Employees
-  Payroll Upload Settings

### Account Settings

-  My Profile
-  User Management
-  Alerts



### Craft and Classification

Add the titles for your projects.



### Fringe Benefit Plan / Program

Enter the plan or program information for the benefits you offer your employees.



### Fringe Benefits Package

Enter hourly rates for the benefits you offer your employees  
Define which crafts are linked each the package (define association).



### User Management:

- Users get a system-generated password via email
- Update password or security question here
- Add new users and assign roles: *Company Admin, Submitter, Data Entry*

# eComply Homepage Overview

<b><u>Getting started</u></b>	Steps to complete. The red tasks will earn a green as you complete them.
<b><u>Announcement Board</u></b>	Where NYCHA or eComply will post any announcements in this section.
<b><u>Action Items</u></b>	<ul style="list-style-type: none"><li>• first section will indicate if any CPRs require your review (if prime)</li><li>• second section projects where CPRs are overdue,</li><li>• third indicates any CPRs are were rejected.</li></ul>
<b><u>Setup Panel</u></b>	For completing your initial set up in our system for your projects. We have video tutorials that we have provided for any actions that you need to do in the system.
<b><u>Activities Panel</u></b>	Where you submit your CPRs reports, documents and other compliance plans. This section also houses the support training and materials



# Key Features of eComply

## Tracking Compliance

Ensures adherence to Section 3, MWBE, and applicable prevailing wage laws.

## Simplifying Workflows

eComply enables electronic submissions and review of Certified Payroll Reports (CPRs).

Automates CPR submissions and reduces manual errors

## Enhancing Accessibility

Accessible anytime on a secure, web-based platform.

Offers training materials and support are available to assist users.

Tracks compliance in real time and centralizes documentation.

System-generated notifications support transparency and timely action for all prevailing wage jobs.

# Appendix B

# What is a Certified Payroll Report (CPR)

A CPR is an eComply report contractors used to submit weekly payroll information for workers covered under the prevailing wage laws. It captures hours worked, job titles, and wages paid, allowing agencies to verify workers were paid correctly and that their project complies with prevailing wage requirements.



## Purpose

- Enter Prevailing Wage hours in eComply for reporting.
- Supports transparency and streamlines compliance reporting for contractors and staff.



## Key Features

- Designed for simplicity, efficiency, and alignment with HUD policies.
- Track prevailing wage hours electronically
- System notifications for overdue/ rejected CPRs



## Policy Reason

- Transition to online submissions improves accuracy.
- Ensures data is systematically recorded in e-Comply.
- Secure online submission.

# What is a Certified Hourly Report (CHR)

A Certified Hourly Report (CHR) is a report in eComply used to document the total labor hours worked on a project by employees not subject to prevailing wage requirements and record how a project is meeting workforce goals.



## Purpose

- **Enter Non-Prevailing Wage hours in eComply for reporting.**
- **Supports transparency and streamline compliance reporting for contractors and staff.**



## Key Features

- **Includes worker names and labor hours but excludes wage details.**
- **Designed for simplicity, efficiency, and alignment with HUD policies.**
- **System notifications for overdue/ rejected CPRs**



## Policy Reason

- **Transition to CHRs in eComply improves accuracy.**
- **Ensures data is systematically recorded in e-Comply.**
- **Secure online submission**

# Here's Your Quick Start Guide- CPR or CHR Submissions

- **Step 1:** Log in to eComply and open your project
- **Step 2:** Set up your project: Add job titles, fringe benefits(CPR only), and employees
- **Step 3:** Create **weekly** reports and for CPR, upload sign-in sheets
- **Step 4:** Submit **non-performance reports even when no work** occurs. Multiple weeks can be submitted at one time.

Questions? Email: [eComply.support@nycha.nyc.gov](mailto:eComply.support@nycha.nyc.gov)



# Why Certified Payrolls Matter

**Certified payrolls** are required by federal, state, and city laws to ensure **fair wages**. They also help collect **Section 3 data**, which tracks employment for low-income residents, especially those receiving government housing assistance. Compliance with both is required on all NYCHA contracts.

## Key Laws establishing the foundation for Certified Payrolls

- Davis-Bacon and Related Acts- requires contractors pay workers the prevailing wage for their trade on federally funded projects.
- U.S. Housing Act of 1937-fair labor standards on public housing projects funded by HUD.
- Section 3, 24 CFR Part 75- requires us to report employment and labor hours to ensure economic opportunities are directed to low- and very low-income individuals. Certified payrolls allow us to collect and report those labor hours

# NYCHA Operations Vendors — Prevailing Wage Payment Process

## Step-by-Step Breakdown

### Step 1 – Weekly Payroll & Compliance Submission

- ❑ **Complete Certified Payroll (PW-30):** Vendor documents all hours worked, job classifications, and prevailing wage rates.
- ❑ **Gather Sign-In Sheets:** Daily attendance records matching payroll data.
- ❑ **Upload to eComply:** Vendor submits both the certified payroll and sign-in sheets to NYCHA's eComply system.
- ❑ **NYCHA eComply Compliance Review:** eComply reinforces wage determination compliance, correct classifications, and completeness.

1

### Step 2 – Compliance Check

- If **approved**, the vendor proceeds to invoicing. Approved status will be interfaced back to Oracle to release Oracle PW hold
- If **rejected**, the vendor must correct discrepancies (e.g., wage underpayments, overtime, missing signatures etc.) and resubmit in eComply before invoicing.

2

### Step 3 – Invoice Submission

- ❑ **Prepare Invoice:** Vendor ensures the invoice references the correct NYCHA contract/PO Project number.
- ❑ **Email Invoice:** Sent to the dedicated address [pw.invoice@nycha.nyc.gov](mailto:pw.invoice@nycha.nyc.gov) or preferably process invoices in Transcepta for e-Invoicing.
- ❑ Invoice number that is entered in eComply MUST MATCH EXACTLY TO THE INVOICE NUMBER that's sent to NYCHA. **NOTE:** Avoid using special characters in the Invoice number.
- ❑ **MarkView Processing** – NYCHA's workflow system captures the invoice, processors retrieve, validate it against the contract, and enter them in Oracle AP module.

3

### Step 4 – Payment Processing

- ❑ **Oracle AP System:** Approved invoices are entered into Oracle for accounts-payable processing.
- ❑ **Payment Issued:** Vendor receives payment via check or EFT.
- ❑ **Process Complete:** Cycle repeats for the next pay period.

4

# Appendix C

# Policy Overview: HUD Section 3 Compliance

- NYCHA, its contractors, subcontractors, and development partners, must make their best efforts to:
  - Provide employment and training opportunities to Section 3 workers.
  - Award contracts and subcontracts to business concerns that provide economic opportunities to Section 3 workers.
- Professional services contractors may choose to project and report on labor hours for Section 3 workers and/or other economic opportunities (OEO) if the scope of the contract is entirely professional services.
- However, if a contract covers both professional services and other types of work, and the PHA, recipient, contractor, or subcontractor chooses not to report labor hours from professional services, **they are still required to report the other labor hours for other portion of work covered under the contract.**

# Professional Services Definition

## **Professional Services from HUD Regulations (24 CFR Part 75 Subpart B):**

- Professional services means non-construction services that require an advanced degree or professional licensing, including, but not limited to, contracts for legal services, financial consulting, accounting services, environmental assessment, architectural services, and civil engineering services.

# Policy Overview: HUD Section 3 Benchmark

**Section 3 Benchmark:** Contractors are considered to have complied with Section 3 requirements if they:

- Certify that they have followed the prioritization of effort (covered later); and
- Meet or exceed the applicable Section 3 benchmarks:
  - **25%** of total labor hours are performed by Section 3 Workers.
  - **5%** of total labor hours are performed by Targeted Section 3 Workers.

**\* Please note that all hours performed by S3BCs count towards the Section 3 labor hour benchmark.**

# Policy Overview: HUD Section 3 Applicability

## What is the HUD Section 3 Policy?

- The purpose of HUD Section 3 is to ensure that economic opportunities generated by HUD federal assistance, are directed to low- and very low-income persons particularly those who are recipients of government assistance for housing.

## Applicability:

- Section 3 requirements apply to HUD program assistance used for Housing rehabilitation, housing construction, and other public construction projects. (24 CFR Part 75 Subpart B)
- It is NYCHA's policy to apply the Section 3 requirements to contracts and projects that qualify for section 3 and to apply Section 3 equivalent requirements, based on the Section 3 requirements, to projects that receive other types of assistance.
- The Section 3 requirements apply to NYCHA contracts including projects covered under the Project Labor Agreement (PLA).
- Section 3 provisions do not apply to material supply contracts.

# What is a Section 3 New Hire?

## Definition :

A *Section 3 new hire* refers to an employee that is hired after the contract is awarded.

The new HUD rule does not require reporting new Section 3 hires; however, NYCHA is capturing new hire information for other stakeholders, such as the Mayor's Office, City Council, residents, etc.

## New Hire Compliance Checklist



### Eligibility:

To be considered a Section 3 new hire, an individual must meet the income criteria defined by HUD as a "low-income" resident, often including those living in public housing or receiving Section 8 housing assistance.



### Employer responsibility:

Companies receiving HUD funding for housing projects are required to actively seek and hire Section 3 residents when new positions open up.



### Documentation:

Employers must document the Section 3 status of new hires by verifying their income and housing situation



## Step 1: Determine if you qualify for Section 3

Any low- and very low-income workers may qualify for Section 3 status. Targeted Section 3 workers are NYCHA residents or Section 8 voucher holders.

The federal government changes eligible income limits every year by location – [HUD Area Median Income \(AMI\) Table](#).

To qualify as a “Section 3 worker” based on income level, your household income must be at or below 80% of the median income of the area.

In 2025, that is \$90,750 no matter the family size.

Qualified? → See Step 2

**HUD 2025 Low Income Limits (\$) at 80% of AMI (\$103,000)**

Family Size	1	2	3	4	5	6	7
Income Limit	\$90,750	\$103,700	\$116,650	\$129,600	\$140,000	\$150,350	\$160,750

## Step 2: Get the Self-Certification Form

- a. Download the Self-Certification: Section 3 Worker/ Targeted Section 3 Worker Form on NYCHA’s Website (see QR Code below).
- b. Distribute to qualified workers.
- c. Vendors upload the completed form to eComply.
- d. For workers who are also residents, NYCHA’s REES department will verify the individual is on the lease.

SCAN TO ACCESS FORMS & LEARN MORE

Section 3 Worker/ Targeted Section 3 Worker Form



Information for NYCHA Vendors on Section 3





# What is a Section 3 Worker?

## What is a Section 3 Worker?

Section 3 worker is any worker who fits at least one of the following categories, **(or met them when hired if within the past 5 yrs):**

- The worker's income for the previous or annualized calendar year is below the income limit established by HUD; or
- The worker is employed by a Section 3 business concern; or
- The worker is a YouthBuild participant\*



## What is a Targeted Section 3 Worker?

A Targeted Section 3 worker who is also:

- A worker employed by a Section 3 business concern; or
- A current YouthBuild participant
- A worker who is a resident of public housing project or Section 8-assisted housing, (or who was when hired by their employer) ; or
- A resident from other PHA-managed public housing receiving assistance



\* For more information on YouthBuild visit: <https://www.dol.gov/agencies/eta/youth/youthbuild>

## SECTION 3 Worker Categories and Prioritization

HUD defines four categories of Section 3 workers. Recipients and their contractors must prioritize **hiring and training in this order**—so understanding each category is essential



1

1

**Category 1:** Residents of the properties receiving HUD assistance.

2

2

**Category 2:** Residents of other public housing projects providing assistance or for section 8 assistance.

3

3

**Category 3:** Participants in HUD YouthBuild programs.<sup>1</sup>

4

4

**Category 4:** Low and very low-income residents within the metropolitan area.

# A Section 3 Business Concern is

**51%+**

owned by low and very low-income persons.

**75%+**

of labor hours performed for the business over the prior 3-month period are performed by Section 3 workers.

**51%+**

owned by current residents of public housing or section 8 assisted housing.

# Contractors' Section 3 Requirements

## **Best efforts to provide employment and training:**

- In recruiting employees to meet Section 3 goals, partner with NYCHA's Office of Resident Economic Empowerment & Sustainability (REES) and receive referrals generated from REES's registry of interested residents.
- Prominently place notices of training opportunities at NYCHA developments.
- Meet with the recognized resident organization at the development where the work is being performed.
- Maintain a list of all Residents who apply on their own or by referral and the ultimate disposition of those applications.

## **Best efforts to award subcontracts to Section 3 business concerns:**

- Specify a target number and value of subcontracts to be awarded Section 3 Business Concerns.
- Take specific steps to ensure that Section 3 Business Concerns are notified of pending contract opportunities.

## **Section 3 & Resident Economic Opportunity (REO) Plan:**

- With its bid, complete and submit REO Plan through eComply, and if applicable, submit Other Economic Opportunity (OEO) Plan.

# Contractors' Section 3 Requirements

## Contractor eComply Requirements:

- Report through eComply, with each payment request, all \* labor hours including all Section 3 labor hours, for the timeframe covered by the payment request.
- Complete and submit through eComply a Section 3 Worker/Targeted Section 3 Worker Self-Certification for each Section 3 resident hired .
- If applicable, the Contractor must at least quarterly submit updates on their OEO commitments through the OEO Outcome Summary module in eComply.

## Other Contractor Requirements:

- Complete and submit Job Order Forms detailing job vacancy specifications to REES throughout the duration of the Contactor to receive appropriate resident referrals.
- Meet as needed with NYCHA residents and staff and provide the documentation and reports required to confirm compliance.

\*Professional services vendors may report labor hours by Section 3 workers and Targeted Section 3 workers without including the total number of labor hours worked.

# Appendix D



## FAQ

- 1) I am a new supplier needing to connect with Transcepta – follow link <http://connect.transcepta.com/nycha>
- 2) I am already connected with Transcepta and need assistance – Contact Support by emailing [support@Transcepta.com](mailto:support@Transcepta.com) or calling (949) 382-2842

# Connection Page - <http://connect.transcepta.com/NYCHA/>

**transcepta**

- Contact NYCHA
- Contact Transcepta
- NYCHA Letter

**NYCHA - Connect Now**

NEW YORK CITY HOUSING AUTHORITY

New York City Housing Authority (NYCHA) asks you to send invoices electronically over the secure Transcepta procure-to-pay supplier network.

**Connecting with the Transcepta network will allow you to:**

- ✓ Save money on paper/postage fees.
- ✓ Confirm delivery of invoices to NYCHA's Accounts Payable system.
- ✓ Track your invoice status via confirmation emails from Transcepta.

**How many invoices do you send to NYCHA annually?**

Select one of the options below:

**Fewer Than 25 Invoices Per Year** | **More Than 25 Invoices Per Year**

**Send more than 25 invoices per year to NYCHA**

- Via Email**  
Choose this option if you can email invoices directly from your invoicing system. Transcepta does not accept scanned images of invoices.
- Via Virtual Printer**  
Choose this option if you are able to print your invoices but you are unable to email an invoice directly from your invoicing system. Transcepta does not accept scanned images of invoices.
- Via EDI Process**  
Choose this option if you have an established EDI process.
- Via Web Portal**  
None of the other options work for you? This option allows you to enter your invoice information online and submit it to your customer.

# Step 1 Filling out company information

- 1) Connection
- 2) Terms of Service
- 3) Summary

## Vendor Connection: New York City Housing Authority

Please tell us about you and your company to begin sending invoices electronically with Transcepta. Please contact Customer Service if you have questions or need assistance.

### Company Information

[Click here to review our privacy policy](#)

Please enter your company's billing address:

Your Company's Name:

Address 1:

Address 2:

Address 3:

City:

State/Province/Region:

ZIP/Postal Code:

Country:

Main Telephone Number:

Main Fax Number:

DUNS:

### Your Contact Information

You will use your email address and password to log into our system in the future. Please select your password carefully and keep it secret.

First and Last Name:

Title:

Telephone Number:

Your password must be at least 7 characters long and must contain characters from at least 3 of the following categories:

1. lower case characters a - z
2. upper case characters A - Z
3. numeric digits 0 - 9
4. special characters @#\$%^&\*()\_+!~=:{}[]";'<>/

Password:

Verify Password:

Email Address:

### Currency Information

Should we expect all your invoices to be billed in the same currency?

- We only use one currency
- We bill in multiple currencies

# Step 2 of connection page – Terms of Service



Invoices & Electronic Payments

✓ 1) Connection   ● 2) Terms of Service   3) Summary

## Terms of Service

Before your connection with New York City Housing Authority can be completed you must agree to the Transcepta Terms of Service here.

By clicking I Agree to the Terms of Service, you agree to join the Transcepta Procure to Pay Network Community for submitting invoices to New York City Housing Authority.

Vendor Service Agreement [download PDF](#)

I am authorized to agree to the [Terms of Service](#) on behalf of my company

[I agree to the terms of service](#)

# Step 3 Connection Complete Summary



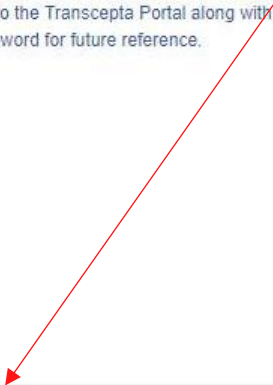
- ✓ 1) Connection
- ✓ 2) Terms of Service
- 3) Summary

## Connection Summary

**Congratulations! You are now part of the Transcepta Procure to Pay Network Community.**

Please note that the vendor portal login below is the email address needed to login into the Transcepta Portal along with the password you created on the connection page. Please make sure to write down your email and password for future reference.

Company Name: Enter Company Name Here  
Your Vendor Portal Login: ldoamaral@transcepta.com



# Invoice Sample Submission

transcepta

	Contact NYCHA
	Contact Transcepta
	NYCHA Letter

**Step 1 - Confirm that your document format meets the requirements**

**System Requirements**

Scanned images cannot be accepted  
Must be CSV, PDF or TXT

CSV

PDF

TXT

ONLY

**NYCHA Requirements**

- Invoice must include a valid NYCHA purchase order number.
- If the PO Type is BLANKET or PLANNED, a Release Number is required.

[Click Here For Full List of Requirements](#)

**Step 2 - Provide test document(s)**

Locate an old invoice in your accounting system *(include all fields that will appear in future invoices i.e line item data, freight charges, tax, etc).*  
If you have multiple formats or credit memos include one of each.

**Step 3 - Send test document(s)**

Send the test format(s) to

[nycha.invoices@submit.transcepta.com](mailto:nycha.invoices@submit.transcepta.com)

# Invoice Requirements Document



## Table of Contents

Submission Requirements .....	1
Invoice(s) ( <a href="#">Click here to view</a> ) .....	1

## Submission Requirements

Requirements are subject to change and additional requirements may be added

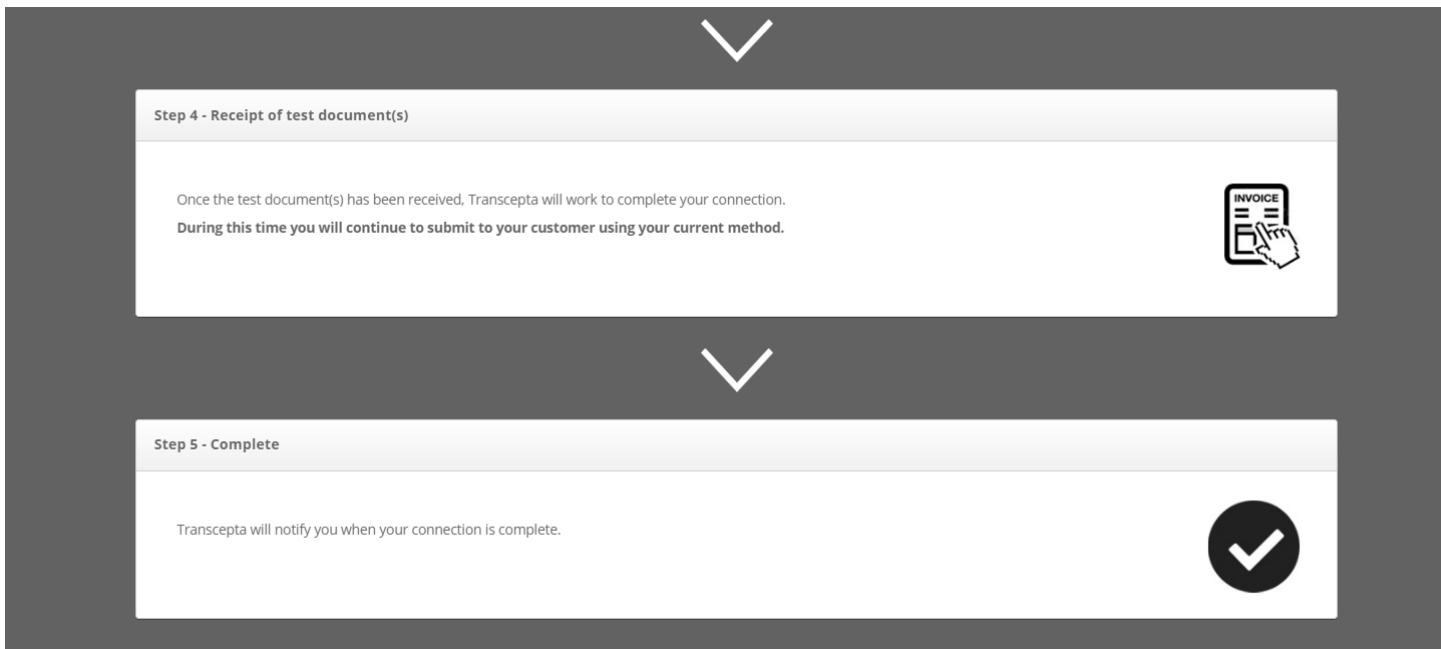
- Invoice must include a valid NYCHA purchase order number
  - PO is required at the header or line level
  - If reported at the line level, PO must be reported on every line
  - Only one PO number per invoice
- If the PO Type is BLANKET or PLANNED, a Release Number is required.
- \$0 invoices are not allowed
- All amounts on the invoice must have the same sign as the invoice total
  - Credits should be submitted via a separate Credit Memo document
- If the document is a Credit Memo, the original invoice number is required
- Line item description is required
- At least one invoice line item is required with a non-zero total
- Ship-to address is required at either the invoice header or on every line

## Invoice(s)

All invoices must include the following fields:

- Invoice Number
- Invoice Date
- Bill To Name- New York City Housing Authority
- Bill To Address
- Invoice Total
- Purchase Order Number
- Ship-to Name

# Invoice Sample Submission Cont.



# Collect Sample Email



## Sample Document Required

**BAR-LO Carbon Products** recently registered to submit documents electronically to Diagraph through Transcepta. At the time of registration, we requested that you submit the following sample document(s) to our system:

**Invoice (INV)**

Transcepta requires sample(s) in order to complete your connection to Diagraph.

### How to Submit a Sample Document

Please select the submission method you chose at the time of registration for instructions on how to submit your sample document.

[I registered to submit documents via Email](#)

[I registered to submit documents via Virtual Printer](#)

[I registered to submit documents via EDI X. 12](#)

### How to Submit a Sample Document

Please select the submission method you chose at the time of registration for instructions on how to submit your sample document.

[I registered to submit documents via Email](#)

[I registered to submit documents via Virtual Printer](#)

[I registered to submit documents via EDI X. 12](#)

If you are unsure of the submission method you chose at the time of registration, wish to change your submission method, or believe you already submitted a valid sample document, please contact our Customer Support department at [support@transcepta.com](mailto:support@transcepta.com) or call 888-221-2026.

Thank you,

The Transcepta Support Team

[support@transcepta.com](mailto:support@transcepta.com)



You have received this message because you have a business relationship with Transcepta to automate invoice delivery to one or more of your customers. If you feel you have received this email in error, or have questions, please contact us here.

# Email Submission Instructions



## Registration Complete

**Caulktite corp**, your Transcepta account setup is complete. You may now submit documents for **NYCHA**. Submit the following document types for processing:

**Invoice (INV)**

### How to send my documents by email

Submit all NYCHA documents for processing in your configured account format to [nycha.invoices@submit.transcepta.com](mailto:nycha.invoices@submit.transcepta.com)

**Note:** Only Transcepta registered email addresses are able to submit documents for processing.

The Transcepta Account Administrator can add additional users by following the below steps:

1. Login to the Supplier Portal by clicking [here](#)
2. Click **Settings** in the right corner and click **Manage Users**
3. Click on an existing user to make edits or click **Create New User**

For a visual tutorial on how to add new users, [click here](#).

For instructions on how to add additional documentation, [click here](#).

If you have any questions about submitting your documents to Transcepta, please contact our Support Team at [support@transcepta.com](mailto:support@transcepta.com) or call 888-221-2026.

Thank you,  
The Transcepta Support Team  
[support@transcepta.com](mailto:support@transcepta.com)  
888-221-2026



# Web Portal Instructions











## Registration Complete

Caulkrite corp, your Transcepta account is complete. You may now submit documents for NYCHA.

### How to Submit a Document in the Supplier Portal

For a visual tutorial on how to submit your document, [click here](#).  
You can also follow the steps below:

-  Visit <http://www.transcepta.com> and click **Supplier Login**
-  Enter your email address and password
-  Once you are in the Supplier Portal, click on the **Invoices** tab
-  Click **New Invoice** then select **Create New Invoice**
-  Select your customer (not applicable to suppliers with only one customer)
-  Input the invoice information
-  Click **Save and Preview**
-  Verify that all the information is correct and click **Send**

The Transcepta Account Administrator can add additional users by following the steps below:

1. Login to the Supplier Portal by clicking [here](#)
2. Click **Settings** in the right corner and click **Manage Users**
3. Click on an existing user to make edits or click **Create New User**

Thank you,  
The Transcepta Support Team  
[support@transcepta.com](mailto:support@transcepta.com)  
888-221-2026



 Contact Details for registration questions:

Registration@Transcepta.com  
(949) 382-2841



Demo Supplier Portal

# Transcepta Supplier Portal

Transcepta has an intuitive supplier portal that any supplier can use to submit invoices, check status, run reports, and more.

The screenshot displays the Transcepta Supplier Portal interface. The top navigation bar includes links for Home, Invoices, Purchase Orders, Reporting, Help Center, Settings, and Logout. The main dashboard features several navigation icons: Invoices, PO (Purchase Orders), PO Acknowledgements, ASNs, Early Payments, Reporting, and Help Center. Below these are sections for 'Early Payment Offers' (with a 'Learn More' link), 'Recent Invoices' (showing 'No recent invoices'), and 'Recent Purchase Orders' (showing 'No recent purchase orders').

Key performance indicators are shown in three boxes:
 

- Invoices Processed:** 443. Below it, text reads: 'On average, 800 invoices sent through Transcepta saves a tree.'
- Amount Processed:** \$135,165,049.62. Below it, text reads: 'This is the sum total of all successfully processed invoices.'
- Early Payments:** Includes the text: 'Are you interested in getting paid early for a discount? Let your buyer know now. Learn more...'

The right side of the interface shows an 'Invoice for Buyer 1, Buyer1' form. The form includes fields for:
 

- Invoice Date: 10/13/2015
- Invoice Number: 4839263
- PO Number: 002937142
- Payment Terms: (dropdown menu)
- Currency: USD - United States of America, Dollar
- Sales Rep. (empty)
- Requestor Email: john@buyer.com
- Comments (empty)
- Invoice Profile: Supplier 1
- Due Date: 10/13/2015
- Bill To: Buyer 1, 121 Enterprise, Mission Viejo, CA 92691
- Ship To: Buyer 1, 101 Enterprise, Mission Viejo, CA 92691
- Remit To: Supplier 1, 909 Green St., Mission Viejo, CA 92691

Below the form is a table of items:
 

Your Part #	Description	Unit Of Measure	Qty. Shipped	Price	Ext. Price	Total
32843	Apples		100	0.50	\$50.00	\$50.00
34829	Oranges		500	0.25	\$125.00	\$125.00
32859	Bananas		1,000	0.08	\$80.00	\$80.00

Below the table is an 'Add Item' button. To the right, a summary section shows:
 

- Subtotal: \$255.00
- Sales Tax %: 8.75%
- Sales Tax: \$22.31
- Freight Charge: \$20.00
- Total: \$297.31
- Amount Paid: \$0.00
- Amount Due: \$297.31

At the bottom of the form area, there is a 'Drag Supporting Documents Here' box with the instruction 'or choose documents to upload'. At the very bottom, a note states: 'Clicking "Save & Preview" will NOT submit your invoice. Save & Preview or Cancel'.

# How to Add New Users

**1** Under Account Administration in the Settings tab, click “Manage Users”.

transcepta Home Invoices Purchase Orders Reporting Help Center Settings Logout

Account Administration

- Edit Account Profile
- Manage Users**
- Change Password

Supplier Administration

- Manage Customers
- Manage Invoice Profiles
- Manage PO/POA Profiles
- Download the Virtual Printer

**2** Click the “+ New User” button.

transcepta Home Invoices Purchase Orders Reporting Help Center Settings Logout

Settings | Manage Users

## Manage Users

[Click here for an explanation of the user privilege columns.](#)

Users (2)

User Name	Email Address	Account Admin	Sign-in	Edit	Profile Admin	Last Sign-in
James Davis	supplier1jd@testernation.com	☑	☑	☑	☑	06/20/2014
supplier1@testernation.com	supplier1@testernation.com	☑	☑	☑	☑	01/05/2016

# How to Add New Users Continued

**3** Enter the new user's information. Then select the rights you would like enabled for the user. Then click "Save".

transcepta Home Invoices Purchase Orders Reporting Help Center Settings Logout

Settings > Manage Users > Create User

## Create User

User Name

Email Address

Please re-enter Email Address

Phone Number

### User Privileges

Click on the privilege name to see a list of specific rights that are enabled by that privilege.

Account Administration	<input type="checkbox"/>
Sign In	<input type="checkbox"/>
Edit Invoices	<input type="checkbox"/>
Profile Administration	<input type="checkbox"/>