Elation Systems
DASNY Vendor
User Guide
for Prime Contractors, Subcontractors, and Sub-subcontractors

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Elation Systems Help

Elation Troubleshooting & Reporting Assistance Contacts

Questions Regarding Registration, Digital Signatures, Reporting Help:

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Questions Regarding Certified Payrolls:

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Initial Set-up

Registration

1) Go to [https://www.elationsys.com/elationsys/](https://www.elationsys.com/elationsys/)

2) In the top right corner, click Registration.

3) Or, if you hit Login, from this screen you can select Sign up for free.
3) Click Register as a contractor, subcontractor, vendor, or consultant.

4) The next screen to load will be a form to fill out.
5) Enter **NYGOSR-2020-A** in the **Promotion Code** box.

6) Fill in information as prompted:

   a. Business Information: Company Name, Federal ID No., DUNS No.
      i. DUNS No. – if your organization/firm does not currently have a Dun & Bradstreet (DUNS) Number, use this link to register for one: [https://www.dandb.com/free-duns-number/](https://www.dandb.com/free-duns-number/)
      ii. Once you have your DUNS number, you can proceed with your Elation Systems Registration. **You MUST have a DUNS number prior to completing registration.**

   b. In the Services line, click the blue link that says **Select Services**.
      i. Search for the service you are providing by using key words, or the NAICS Code. Select the appropriate services; when finished, click **Done**.

   c. Fill in the remaining Business Information sections.

   d. Complete the Administrative Contact Information fields:
      i. NOTE: for these types of projects—particularly construction projects—it is recommended that the “Administrative Contact” be familiar with wage compliance regulations and generating Certified Payroll Reports (e.g., Payroll Manager).
7) Continuing down the form, fill in the information for Secondary Contact Information, or check the box which reads “Same as business information.”

8) Finally, create your login information with your Contact Email address, Desired Login Name, and your Login Password, which you will need to enter twice to confirm.

9) Check the box “I have read and understood the service agreement” at the bottom of the form, following review of that document, which is available if you click the blue hyperlink.

10) Click Submit.

12) Check your inbox for an email from noReply@elationsystems.com; this email could end up in your Spam/Junk folder.

11) Click on the link provided in the email to complete your registration; otherwise your account will not be activated.
12) Check your email to confirm receipt of an account activation email.

13) To complete the final steps and login to your new Elation account, go to
    https://www.elationsys.com/APP/

14) Login by inputting your established Login Name and Password, and click Log in to Elation.

15) A box titled “Usage Terms & Conditions” will pop up. Read the terms and click I Agree, and you will then be logged in to Elation.
Account Set-up

Following account activation, the user can add other members of their organization to the account. Users can be added, modified, and/or deleted from the Configuration tab as needed.

Add User(s)

1) Log in to Elation.
2) Click on the Configuration Tab.
3) This should open to the User-Related Options tab, Users List sub-tab. Click on + New:

4) A new screen will open. Complete the info in the pop-up box:

5) Select the type of user you wish to set-up:
a. There are two types of Users:
   i. *Company User* – has access only to areas assigned; cannot set up other users or assign rights; cannot complete reports.
   ii. *Company Admin* – has access to everything; can set up other users; can assign rights; can create reports.

1. We recommend creating at least two admin accounts.

6) Once you have completed the form, click **Save**.

7) A green box will appear stating “Saved Successfully.”

8) The pop-up box will turn into an info screen, which can be accessed at any time by clicking on the user name in the User List. (Users can also be deleted from this screen, seen here.)

9) If you click **Close** from the info screen, Elation will take you back to the User-Related Options tab. Create as many users as necessary, then progress to the next step.
Assign User(s) to Projects
Assigning Users to projects is critical to allow Users rights to view and conduct activities in specific projects in Elation. There are multiple ways to accomplish this task; following is the set of instructions which will allow you to assign projects most simply, by the individual user. Reach out to your Elation contact if you would like direction on creating groups, setting group assignments of projects, batch assigning of projects, etc.

1) Select the Assign Users to Projects sub-tab:

Under the Set By Users sub-tab, click on the User’s Name you wish to assign to projects. All users will need to be assigned to the project(s) to which they will need access. Individual view here:
2) Make the assignment by checking off the box at the left of the project to which you wish to assign the User. **If you accidentally click a project name, your screen will jump to the project view, which will show you all users assigned to a given project. To return to the individual view (all projects assigned to a given individual), simply click a User name.**

Project view here:

![Project view](image)

Simply select name to return to view in previous screenshot

3) **You have completed assigning Users to Projects. Optional further steps:** To grant a batch of Users the same access rights in Elation, or to manage a large number of users, Groups can be created. To do this, click on the **Group-Related Options** tab in the left side menu:

![Group-Related Options](image)
4) Group-Related Options will open automatically to the Group Rights sub-tab, but to begin, Select the **Add User Groups** sub-tab at the left. Click **+ New Item** to add an Admin Group, Reporting Group, Payroll Group, and/or whatever group structure makes the most sense for your organization. Groups can be added and deleted from this screen.

![Add User Groups](image1)

5) To set access rights for the groups you have created, navigate back to the **Group Rights** center sub-tab. (Work with your GOSR project contact to determine which rights are most appropriate for each group, if you have questions or concerns on this topic.) Elation offers several ways to limit or expand group access rights via this tab.

![Group Rights](image2)

6) To assign Users to the groups you have created, select the **Assign Users to Groups** sub-tab to the far right:
7) Select the User you wish to assign, and then select the Group to which you’d like them assigned. You will see a green check mark appear next to both of your selections, indicating this has been properly assigned.

**If you would like information on setting up custom user groups (e.g. Read Only, Invoice Only), please reach out to the Elation contacts at the beginning of the Manual for assistance.
Modules

1) **Optional.** Once you have assigned all Users to the desired projects, go back to the User-Related Options tab and select the **Module Access** sub-tab at the far right:

2) Modules can be set either by User or by the Groups you’ve just created. You will see the Users List on the left side of the screen under the **Set By Users** tab, by default; if you choose, you can select to **Set By Groups**, instead, and your Groups will appear in the list below. Click on the User or Group to which you wish to assign Module Access:

3) Once you have clicked on the User or Group, you will see a set of Modules in the center of the screen. Click into each Module you wish to assign. A green checkmark will appear next to each selection, indicating the assignment has been made.
The Module descriptions are as follows:

a. **Payroll**: This is where construction payroll activities will take place.
b. **Payments**: This is where all payment activity and the majority of the quarterly HUD compliance forms for all project types will be recorded and filed.
c. **Section 3**: This is where all the Section 3 reports are found and filed.
d. **Reports and Documents**: At this time, these modules are not actively used.
e. **Configuration**: This is where you set up users and assign access – all users have access to this module by default, but depending on their level of access, their ability to modify other users might be limited.

4) Repeat these steps for each User or Group you wish to give Module Access in your account.
Adding Employees

Adding employees in Elation is **required** for all vendors, as entering employee information will allow Certified Payroll Reporting and several of the quarterly reports to auto-populate. Manual entry is the default option, but other methods of entry are available. This is separate and distinct from adding Users.

Note that only those employees working on GOSR projects need to be considered for quarterly reporting. There is also one **conditional** quarterly report for which adding **new** employees only is mandatory; see Section 3 reporting (p. 49) for additional details.

1) Go to the **Configuration** tab.

2) Click the **Add Employees** sub-tab at the left. This will auto-direct you to the **Add Employees manually** tab. (In the menu at left, you will see the Delete Employee and Edit Employee tabs. Utilize these as needed.)

- **Add employees manually** is the default and recommended option for entering employees, shown below. Add an employee by filling out the information requested in the yellow boxes:

  - Fill in information for **Assigned Employee ID** (put N/A if not applicable), **First Name**, **Last Name**, **Middle Initial**, **Name Suffix**, **SSN/Employee ID**, and **job Title**
  - When you click on **Ethnicity** a pop-up box will appear with ethnicities to choose from. (Note: the first box you click on will be designated the employee’s primary ethnicity.) Click **OK** when finished.
  - Select the **Gender** , **Withholding Exemption** and enter the **Home Phone #**.
  - Complete the **Employee Home Address** section.
  - The **Owner Operator** field is only applicable to Trucking and/or Equipment Owned & Operated Individuals; otherwise, leave blank.
  - Complete the **Miscellaneous Information** and **Hiring Source** sections
  - The **Worker’s Certificate** section is only applicable to apprentice employees; if applicable, fill out and upload the appropriate file.
  - The same applies to the last section, **Veteran Certificate**.
• Click **Submit**.

3) There are two other tabs that can be used to add employees: the **Copy and paste employees** tab and the **Upload Excel File** tab. These options are useful if you have many employees to upload; however, they require precise direction and can be difficult to set up independently. If you feel this would be a better option for your company, please reach out to your GOSR project contact to ensure this is done correctly.

  o **Copy and paste employees**
    ▪ This is done by creating mapping settings. Click on the blue link that reads **View my current mapping settings**. From this menu, you can indicate which column(s) the information to be mapped (First/Last Name, SSN, Gender, Ethnicity, Address, City, State, Zip) is in. You then can copy and paste your records directly. You can click **Preview** at the bottom of the page to see the results.

  o **Upload Excel File** of employee records
    ▪ Here you can also set up **Mapping settings** by clicking on the blue link at the right with the gear next to it; or you can **Download a sample file** to view one way of organizing your Excel information in preparation for upload.
To add the file, you can either press the **Upload** button or drag and drop the file into the center of the page. Both will generate previews which you can view and then press **Submit**.

4) Once entered, **employees need to be assigned to projects** to populate in workforce reports for those projects. Note that entering/assigning **Users** is separate and distinct from entering/assigning **employees**. **User information does not factor into reporting.**
   - Go to the **Payments** tab and select the project in question at right.
   - From the Project Menu that opens, select **Assign Employee**. Use the arrows to move employees into the ‘Assigned’ area as appropriate. Note that you can also add employees from this screen as needed.
Project Set-up

This is completed by DASNY & GOSR once the Work Authorization is executed and loaded into the NYS Contract System. You may view the values and dates of the contract(s) and subcontracts using the guidance below:

Quick Check for Dates:

1) In the Payments tab, click on the project name for which you wish to view details. A list of items will expand alongside the home tab of your project, and here you will notice that the Project Team link appears.

2) Click on Project Team, and wait for the tree to expand.

3) The link will expand to list each sub-contractor on this project. You will see the M/WBE status of each sub-contractor, as well as the contract amount and any changes to the contract amount. Click on the blue hyperlink of the subcontract you wish to view. A pop-up box will show all the contract details in a quick-view format:
Compliance Reporting

Each quarter, Vendors/Contractors are required to complete compliance reporting to stay compliant with CDBG program requirements. Reports must be submitted in Elation within in 5 calendar days of the close of each quarter (April 5th, July 5th, Oct 5th, Jan 5th). Failure to complete reports in a timely fashion may hold up payment requests.

Compliance forms are found in three locations: the Payments tab, the Payroll tab, and the Section 3 tab. To be able to submit compliance reporting, you must first set up a digital signature.

Digital Signature Request
This is the first step in being able to complete your compliance reporting. Once you have registered for your Elation Systems Account and completed the activation process, you will need to request a digital signature. Digital signatures are exclusive to the user requesting them and are not capable of being shared across accounts.

1) Click on the Configuration Tab.

2) You should automatically be directed to the User-Related Options sub-tab, where you will see a list of Users assigned to this account (if not automatically directed here, select User-Related Options under the Users menu on the left side of the screen).

3) The Request Digital Signing column located at the right side of the screen contains a link showing the status of your digital signature. Click on “Request New” to request a new signature:
4) A pop-up box titled “Authorize Electronic Signature” will appear with instructions on how to obtain your digital signature.

- Print the letter in the pop-up box on official letterhead (you may also copy and paste the letter onto official letterhead).
- Complete the form as directed and sign the form.
- Fax or Email completed form to Elation Systems at 925-924-0387 or support@elationsystems.com
- It takes about 48 hours to get an email response from Elation Systems containing the link to download and install your digital signature.

5) The Request status will update based on where each user is in the request process:

After approximately 48 hours you should receive an email notification that your digital signature certificate is Issued and available for installation. **Before installation**, please see the following notes:
Digital signatures are stored locally, on the individual machine, and will not work if the person attempting to digitally sign is using a computer to which the signature certificate has not been installed. To digitally sign, you must be logged into a computer on which you have installed your signature.

Elation will typically only allow you to digitally sign your compliance reports using the browser with which you installed your digital signature.

When setting up a digital signature or attempting to digitally sign a report, please note that it is best to use either:

- Internet Explorer or Google Chrome

6) When you receive the initial installation email, save this for your records. Follow the instructions to download your digital signature.

7) Please note that the download password will remain the same for all future necessary signature downloads, including signature renewals. The digital signature expires after one year, and renewal can be requested from the same place in the Configuration tab. Please note that renewal is automatic within 8 hours, and there will be no new email from Elation. The original signature download password is important to keep on file for this reason.
Digital Signature Installation

Download and install the signature upon receipt of the installation email from Elation Support.

1) Log in to Elation and click your user name, which appears as a blue hyperlink in the upper right corner:

2) The My Account pop-up box will appear. Click on the checkbox that says Change Signature Password. Once you check the box, two fields will appear for you to set and re-enter the password associated with use of your digital signature. Please note that the password here is for use of the signature on reports and not for signature download. These are two separate passwords: you can reset the password to use the signature, while the download password will not change. Click Save before moving forward.

3) When ready, click the underlined red link that says Download your certificate here.

Note: Should you need any assistance at this point or encounter browser issues, click on the blue link next to this button, Instruction, for help, or reach out to your GOSR Elation contact with questions.

4) A notification box will open with your download; click to Open and the Certificate Import Wizard window will pop up. Click Next: it will auto-populate the signature file’s saved location.

5) Make sure the “Include all extended properties” box is checked, and type in the Password that was provided in your Digital Signature Certification email. Then click Next.
6) Check “Automatically select the certificate store based on the type of certificate,” and then click **Next**.

7) Click **Next**, and complete by clicking **Finish**. You will then be prompted to install the certificate with a Security Warning. Click **Yes**, and your certificate will be installed.
PROC-5: Workforce Employment Utilization Report
Submitted quarterly by the Prime Contractor and Subcontractors.

1) To complete the Proc-5 report, click on the Payments (for Term Consultants and JOCS Contractors) or Payroll (for Construction Contractors) tab.

2) Click on the Project Name on the left side. A list of project-related items will appear alongside the project’s home tab.

3) Select PROC-5 Workforce Utilization from the project menu. The Proc-5 report panel will appear. You can click into any quarter to submit that quarter’s report, or hover your mouse over the Reports button and then click the Create New Report icon to create a new report for any quarter.
4) Make sure your browser will allow pop-ups, to ensure you will be able to view and complete this report. A new screen will open, with prompts regarding reporting period and employees. If not all of your employees display for inclusion in the report, you will need to go back and make sure they were all properly added in Elation and assigned to the project. See pages 19-21 of the manual for reference on adding and assigning employees.

5) First confirm that you are reporting for the correct time period. Note that the Fiscal Year may not reflect the current Calendar Year, as demonstrated above.

6) Ensure that all of the appropriate employees are selected to the far right of their names, that their job category is correctly selected, and then click Submit.

7) With three employees entered as an example, the report would show as follows. The report will auto-populate only the employees you select for inclusion:
8) With no employees entered (if no work was done within the reporting quarter), the report will still need to be submitted, and will show as follows. The circled sections will always auto-populate. Please be sure to double check these for accuracy.
9) In the **Report Includes** section, be sure to check off ‘Work force to be utilized on this contract.’

![Report includes screenshot]

10) Once you have completed the form, hit the **Sign** button at the bottom to sign it digitally.

![Sign button on form]

11) Upon signing the form, you can either opt to **Save as Draft** or **Submit** the form in the upper right corner of the screen.

![Save as draft and submit options]

12) Once you have saved or submitted your form, you will see it listed with all other PROC-5 reports on the report panel.

![PROC-5 reports section]

13) Use the legend at top right of the screen to identify the status of your reports. You can view past reports by clicking on the status icon beside each.

![Legend with status icons]
PROC-6: MWBE Quarterly Report

This is automatically pulled from B2G; you don’t need to complete the Elation version.

ADM-136: Monthly Employment Utilization Report

*Monthly reports submitted quarterly by the Prime Contractor and Subcontractors.*

1) To complete the ADM-136 report, click on the **Payments** (Professional Services Projects) or **Payroll** (Construction Projects) tab.

2) Click on the **Project Name** on the left side. A list of project-related items will appear alongside the project’s home tab. From this list, select ADM-136 Monthly EMPLT Utilization.

3) The ADM-136 report panel will appear. To create a new report for any quarter, hover your mouse over the Reports button and then click the Create New Report icon.
4) A new screen will open with prompts. Note that this form will be quite similar to the PROC-5, with the exception that it is completed for each month, but is due quarterly. (You would submit all three reports for Quarter 1 together within five days of the close of that quarter, for example. You must complete an ADM-136 for each month of the quarter, regardless of how many hours were worked, beginning with the month in which you executed your contract.)

5) Confirm that you are reporting for the correct month, and then make sure that all appropriate employees are checked off for inclusion in the report. If not all of your employees display for inclusion in the report, you will need to go back and make sure they were all properly added in Elation and assigned to the project. See pages 9-12 of the manual for reference on adding and assigning employees.

6) With three employees entered as an example, the report would show as follows. The report will auto-populate only the employees you select for inclusion. You can modify this report or complete manually as needed. An empty report would still need to be submitted if no work was done on the project within the reporting quarter.
7) If known, enter in the Labor Amount paid to employees assigned to this project for this reporting month, for the respective hours they worked on this project. The Percent of Job Complete should auto-populate.

8) Once you have completed the form, and have confirmed it is accurate, Click **Sign** on the bottom left corner to place your digital signature on the form:

9) When ready, click **Submit** or **Save as draft** in the upper left-hand corner of the screen.

10) Once you have saved or submitted your form, you will see it listed with all other ADM-136 reports on the report panel. View reports by clicking on the status icon in the Report column.
11) Use the legend at the top of the screen to identify the status of your reports.
ADM-146: Affirmation of Payment Report
This is automatically pulled from B2G; you don’t need to complete the Elation version.

ADM-123: Cumulative Payment Report
This is automatically pulled from B2G; you don’t need to complete the Elation version.

HUD-2516: Contract and Subcontract Activity Report
Submitted quarterly by Prime Contractors only.

1) To complete the HUD-2516 report, click on the Payments tab.

2) Click on the Project Name on the left side. A list of project-related items will appear alongside the project’s home tab. From this list, select HUD-2516 Report.
3) The HUD-2516 report panel will appear. You can review past reports from this screen, or click the + New Report icon to create a new report.

4) A pop-up box will appear:

5) Select the correct reporting quarter, and confirm that you are reporting for the correct Fiscal Year. Note that the Fiscal Year may not reflect the current Calendar Year.

6) **Always** check the box marked ‘Include contracts not addition to original contract amount.’ If you do not check this box and you have subcontractors, the report will not populate correctly. Click confirm.

7) The HUD-2516 Contract and Subcontract Activity form will open. The entire form should auto-populate, but be sure to double check this information for accuracy before submitting. The grey fields are editable and can be modified if needed. The correct program code is ‘9 – Other.’

8) The report should auto-populate with any new contracts for the reporting period. **If you have any reason to make edits to this form,** this means that your subcontractors are not entered correctly in Elation. Reach out to your GOSR project contact for assistance if you do not see a correctly populated report.
9) When you’re ready, click on the **Submit** or **Save as draft** button in the upper left hand corner.

10) Once you have saved or submitted your form, you will see it listed with all other HUD-2516 reports on the report panel. View reports by clicking on the icon in the status column.

11) Use the legend at the top of the screen to identify the status of your reports.
Section 3 Reporting:

Submitted quarterly by Prime Contractors and Subcontractors with contracts equal to or exceeding $100,000 only. Contracts less than $100,000 are not subject to these reports. Please note that this report concerns hiring activity within the reporting period only.

The Prime Contractor subject to Section 3 reporting would submit one Section 3 Workforce Report and one Section 3 Subcontracting Report per quarter. The Subcontractor subject to Section 3 reporting would submit only one Section 3 Workforce Report per quarter, unless they have second-tier subcontractors of their own.

Assigning Employees

Please note that the Section 3 Workforce Report does not have the capability to be completed manually. If you hired new employees during the reporting period, these employees must be entered into Elation to be included in this report, and must also be assigned to the proper projects. See pages 9-12 of the manual for reference on adding and assigning employees.

1) Note that employees can also be added and assigned from the Section 3 tab if needed.

2) Click on the project name at left. A list of project-related items will appear, and the Section 3 reports ‘home’ screen will open. From this screen, you can view existing reports by clicking into the report status symbols at right. You can also double check assigned employees by clicking Assign Employee in the project menu at left.
Section 3 Workforce Reports

1) If you are a Prime or Subcontractor with a contract over $100,000, you will need to complete this quarterly report. To complete the Section 3 Workforce Report, go to the Section 3 Tab.

2) Click on the name of the project for which you wish to complete the Section 3 Workforce Report. The home tab of this page will display either the name and completed reports of the Prime and all Subcontractors, if the viewing firm is a Prime, or simply the Subcontractor name and reports, if the viewing firm is a Subcontractor. In this example, the viewing firm is a Prime.

3) Click on Report(s) and select Workforce Report from the dropdown list.
4) A new screen will open, with prompts regarding reporting period and employees. Note that this will also be Fiscal Year and quarter. After selecting the date range and including any necessary employees for inclusion in the report, click Submit. In this example, no new employees were hired, and none pre-populated for inclusion.

5) The Section 3 New Hire Report will open. Section A will auto-fill with the applicable company information; please review to ensure accuracy.
6) Add in the information for any new hires in Section B by clicking on the **Add** button. You will be able to select the relevant new employees from a list, based on the employees you selected for inclusion in the report. See previous section on Assigning Employees to the project if you have not already done so.

7) In Section C, enter in the relevant hours worked per job category for each respective new hire. If there were no new hires for this reporting period, you would check the box indicating that there were no new hires.
8) Once you have verified the information in Sections A-C, complete the certification statement at the bottom of the form by clicking Sign, and then, once the document is signed, click Submit.

9) Once you have saved or submitted your form, you will see it listed with all other Section 3 Workforce reports on the report panel. View reports by clicking on the icon in the report column.

10) Use the legend at the top of the screen to identify the status of your reports.
Section 3 Subcontracting Report

1) If you are a Prime with a contract over $100,000, you will need to complete this quarterly report. **Subcontractors are not subject to this report unless they have second-tier subcontractors of their own.** To complete the Section 3 Subcontracting Report, go to the Section 3 tab.

2) Click on the name of the project for which you wish to complete the report. The home tab of this page will display as described in the previous section.

3) Click on **Report(s)** and select **Subcontracting Reports** from the dropdown list.
4) The Section 3 Project Summary report will open, and the top section will auto-populate with the applicable firm information. Please verify this info for accuracy.

![Section 3 Project Summary Image]

5) What auto-populated for the report period and year may not be accurate, so be sure to manually correct if needed

![Check Report Period and insert Year Image]

6) Add in the information for any subcontractors in the middle section by clicking +Add. A pop-up will appear with contracts to add. If the subcontractor(s) are not designated as Section 3 and properly connected with the project in Elation, they will not appear for entry into this report.

![Subcontractor Information Image]
7) If there were no new subcontracts for the reporting period, please check the box stating that there were no new subcontracts.

8) This report does not need to be signed. Once you have saved or submitted your form, you will see it listed with all other Section 3 Subcontracting reports on the report panel. View reports by clicking on the icon in the report column.

9) Use the legend at the top of the screen to identify the status of your reports.

**Quarterly Compliance Reporting is Now Complete**
Section 3 Certification Application

Vendors must complete a Section 3 Certification Application to be verified as a Section 3 Business in Elation.

1) Click on the **Section 3** tab, then on the **Section 3 Certificate** sub-tab.

2) In the middle of the screen, click on the link that reads either “New Section 3 Certificate” or, in the case above for one that has already been submitted, “Modify & Resubmit Section 3 Certificate.”

3) A Section 3 Business Certification form will appear. Check the line(s) of the appropriate box(es), and then click **Upload** to attach any required documentation for this certification.

4) Click the line over Authorized Name and Signature to digitally sign this form.

5) Click the **Submit** button at top left. The report will appear as a line item under the Certificate/Supporting Docs list in the **Section 3 Business** section under the project name at left.
Section 3 Individual Affirmation

Individuals must affirm their Section 3 status via the self-affirmation form available from the GOSR website. Section 3 employees can then be identified in Elation for inclusion in Section 3 workforce reporting.

1) Navigate to: [https://stormrecovery.ny.gov/doing-business-with-gosr/local-workforce-opportunities](https://stormrecovery.ny.gov/doing-business-with-gosr/local-workforce-opportunities) and find the ‘Section 3 Employee Self Affirmation Form,’ or request a copy of the form from your GOSR project contact.

2) Section 3 employees should complete the form, and this should be kept on file by the vendor whether prime or sub-contractor.

3) To complete the process in Elation, navigate to the Section 3 tab and find the project name for which this employee is doing work at left.

4) From the menu that opens, select ‘Section 3 Resident.’ All employees will display who are assigned to the project. If an employee was entered in Elation but does not appear in this list, see guidance beginning on p. 19 to assign the employee to the project.

5) Check the appropriate boxes to indicate which employees are ‘New Hire’ and/or ‘Section 3’ status. This will allow them to populate into your Section 3 report at the end of the quarter.
<table>
<thead>
<tr>
<th>Report Name</th>
<th>Description</th>
<th>Reporting Requirement(s)</th>
<th>Quarterly Report Date Ranges</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROC-5 Workplace Employment Utilization</td>
<td>To report the <em>actual workforce utilized</em> in the performance of the Contract by the specified categories listed including ethnic background, gender, and Federal occupational categories. <em>Submitted by all vendors.</em></td>
<td>Quarterly</td>
<td>1st Quarter (04/01 - 06/30) 2nd Quarter (07/01 - 09/30) 3rd Quarter (10/01 - 12/31) 4th Quarter (01/01 - 03/31)</td>
</tr>
<tr>
<td>PROC-6 M/WBE Quarterly Report</td>
<td>NOT REQUIRED TO BE COMPLETED IN ELATION</td>
<td>Quarterly</td>
<td>1st Quarter (04/01 - 06/30) 2nd Quarter (07/01 - 09/30) 3rd Quarter (10/01 - 12/31) 4th Quarter (01/01 - 03/31)</td>
</tr>
<tr>
<td>ADM-136 Monthly Employment Utilization Report</td>
<td>This report covers all hourly workers, including foremen, supervisors or crew chiefs, journey workers and apprentices or trainees working on the project, including professionals, technicians and office clerical field office staff. <em>Submitted by Prime contractors only.</em></td>
<td>Quarterly (Submit Quarterly, Complete Monthly)</td>
<td>1st Quarter (01/01 - 03/31) 2nd Quarter (04/01 - 06/30) 3rd Quarter (07/01 - 09/30) 4th Quarter (10/01 - 12/31)</td>
</tr>
<tr>
<td>ADM-146 Affirmation of Income Payments to MBE/WBE</td>
<td>NOT REQUIRED TO BE COMPLETED IN ELATION</td>
<td>Quarterly</td>
<td>1st Quarter (04/01 - 06/30) 2nd Quarter (07/01 - 09/30) 3rd Quarter (10/01 - 12/31) 4th Quarter (01/01 - 03/31)</td>
</tr>
<tr>
<td>ADM-123 Cumulative Payment Statement</td>
<td>NOT REQUIRED TO BE COMPLETED IN ELATION</td>
<td>Quarterly</td>
<td>1st Quarter (04/01 - 06/30) 2nd Quarter (07/01 - 09/30) 3rd Quarter (10/01 - 12/31) 4th Quarter (01/01 - 03/31)</td>
</tr>
<tr>
<td>HUD 2516 Contract and Subcontract Activity</td>
<td>This report is to be completed by project owners for reporting contract and subcontract activities of $10,000 or more. <em>Submitted by Prime contractors only.</em></td>
<td>Quarterly</td>
<td>1st Quarter (04/01 - 06/30) 2nd Quarter (07/01 - 09/30) 3rd Quarter (10/01 - 12/31) 4th Quarter (01/01 - 03/31)</td>
</tr>
<tr>
<td>Section 3 Workforce</td>
<td>If the contract is <em>equal to or exceeding $100,000</em>, the vendor or contractor will complete Section 3 reports to disclose new hire activity within the part quarter. <em>Submitted by all appropriate vendors/contractors.</em></td>
<td>Quarterly</td>
<td>1st Quarter (01/01 - 03/31) 2nd Quarter (04/01 - 06/30) 3rd Quarter (07/01 - 09/30) 4th Quarter (10/01 - 12/31)</td>
</tr>
<tr>
<td>Section 3 Subcontracting</td>
<td>If the contract is <em>equal to or exceeding $100,000</em>, the vendor or contractor with subcontractors will complete Section 3 reports to disclose new Section 3 businesses contracted within the past quarter. <em>Submitted by all appropriate vendors/contractors.</em></td>
<td>Quarterly</td>
<td>1st Quarter (01/01 - 03/31) 2nd Quarter (04/01 - 06/30) 3rd Quarter (07/01 - 09/30) 4th Quarter (10/01 - 12/31)</td>
</tr>
</tbody>
</table>
Certified Payroll Reports

Payroll File Upload

Please contact Achilleas Hoppas at Achilleas.Hoppas@stormrecovery.ny.gov or (917) 922-0612 with any questions.

1) Click on the Payroll tab.

2) Click on the project name at left, and under the Home tab, hover over Report(s) for. You will have three options: CPR-Manual, CPR-Auto, and No Work Performed.

   a. CPR-Auto is a time-saving function if you have the initial time to set it up. This option will allow you to auto-submit your data by importing information from your accounting system. To use this function, you will need to report the name of your Accounting System and Version and upload an original sample file. Once this feature is set up, you can simply drag and drop your payroll reports into Elation.

   b. If you do not have the time to set this up you should instead opt for CPR-Manual.

   c. No Work Performed allows you to input a payroll report for when no work was performed for the pay period.

3) Click on CPR-Manual. A pop-up window titled ‘Manual Submit’ will appear. Complete the requested information, including subcontract, payroll end date, and number of trades per employee, and click Submit. (Please note that employees must be assigned to the project to be populated for this reporting. See guidance on adding and assigning employees on p. 9-12.)
4) The Payroll Reporting Form window will open.

5) Fill in the appropriate information. If you did not select all the employees initially, click to Add an employee or to Find Employees at the bottom of the form. Once completed, you can Save as Draft, Print, or, to submit, click Statement of Compliance Submit.

6) The report will appear as a line item under the home tab of the project, and you can click on the report icon in the CPR column to view it.
7) See the status bar at top right to identify the status of reports and any issues that might arise with reports.

8) You can check your email to see if the Certified Payroll Report has been accepted or rejected. If rejected, a member of the Wage Compliance Unit will be in touch to assist with compliance.
Project Specific Classifications Request

1) Click on the **Payroll** tab, and on the project name at left. A list of project-related items will appear. Select **Project Specific Classifications**.

2) Two new sub-tabs should appear, **Rates** and **Rate Requests**. If the screen does not default to Rate Requests, choose that sub-tab.

3) Click on **+New Request**.

4) A new tab will open, titled **New Rate Request Report**. Fill in the information for part 13 including the **Location**, **Construction Trade**, **Craft Description**, and **Class Description**, and click OK.
5) Review the form for completion, and when ready, click **Sign**.

6) Upon signing the form, you can **Save as draft** for further review, or **Submit**.
Payment Reporting

This info is automatically imported from B2G; you do not need to report or confirm payments in Elation.

**PLEASE DO NOT ALTER ANY PAYMENT INFO IN ELATION**

If you see anything that is missing or needs edits, please reach out to Lynne Corina-Chernosky at DASNY:

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518.257.3336 (office)
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lchernos@dasny.org

*You have completed Elation reporting!*