SURGE Compliance Portal Guide: Certified Payroll Submission

Overview

Prime Contractors and Subcontractors can use this guide to submit copies of Certified Payroll Records (CPRs) through the SURGE Compliance Portal.

All Prime Contractors and Subcontractors performing work on an applicable AB 2143 project are required to submit copies of their Certified Payroll Records by the statutory reporting deadlines of July 1 and December 31 for the applicable reporting period.

✅ Required Information

Please have the following information available before you begin:

- Project Name (Please use the same name as it appears on the original Project Registration)
- Project Identification Number (SURGE Assigned Number)
- Project Interconnection Application Number (Utility Assigned Number)
- Electric Utility Name
- Contractor/Subcontractor Company Name
- Submitter's Contractor Identification Number (SURGE Assigned Number)
- Are you the Prime Contractor for this project?
- First and Last Day of Reporting Period
- Upload your certified payroll report(s) for the pay period listed above.
- Is this your firm's last and final payroll submission for your work on this project?
- Are there any periods of non-performance during the reporting period listed above?

🚨 Before You Get Started 🚨

There are a few important reminders before you get started on submitting copies of certified payroll records to the SURGE Compliance Portal. Please ensure that you have done the following:

- **Completed SURGE Contractor Registration**
  - All Prime Contractors and Subcontractors must register as a contractor on the SURGE Compliance Portal. Please review additional guidance here: SURGE Compliance Portal Guide: Contractor Registration

- **Completed SURGE Project Registration**
  - Only the Prime Contractor is required to register projects on the SURGE Compliance Portal. Then, they must share the Project Identification

Number (PIN) and project name with their Subcontractors. Please review additional guidance here: SURGE Compliance Portal Guide: Project Registration

- **Ensure Copies of Certified Payroll Records are Complete with Required Information and are in the Correct Format**

    - **Certified Payroll Records submitted to SURGE must include**:
        i. **Correct Project Name**: Use the same project name provided in the SURGE Project Registration form and in your Interconnection Application. Please avoid abbreviations or alternate names.

        ii. **All Required Information Listed in Labor Code §1776**: This includes name, address, Social Security number, work classification, straight time/overtime hours worked, hourly rate of pay, etc.
            1. Worker Classifications Examples:
                a. Not an acceptable Worker Classification:
                    i. "Electrician" or "Apprentice"
                    ii. "Laborer"
                b. Acceptable Worker Classification:
                    i. "Electrician: Inside Wireman-Journeyman"
                    ii. "Laborer Group 3"

        iii. **Statement of Compliance**: The Signed Statement of Compliance is a document attached to the Certified Payroll Records (see page 2 in the DIR's A-1-131 Public Works Payroll Reporting Form) that certifies that workers received the proper prevailing wages.

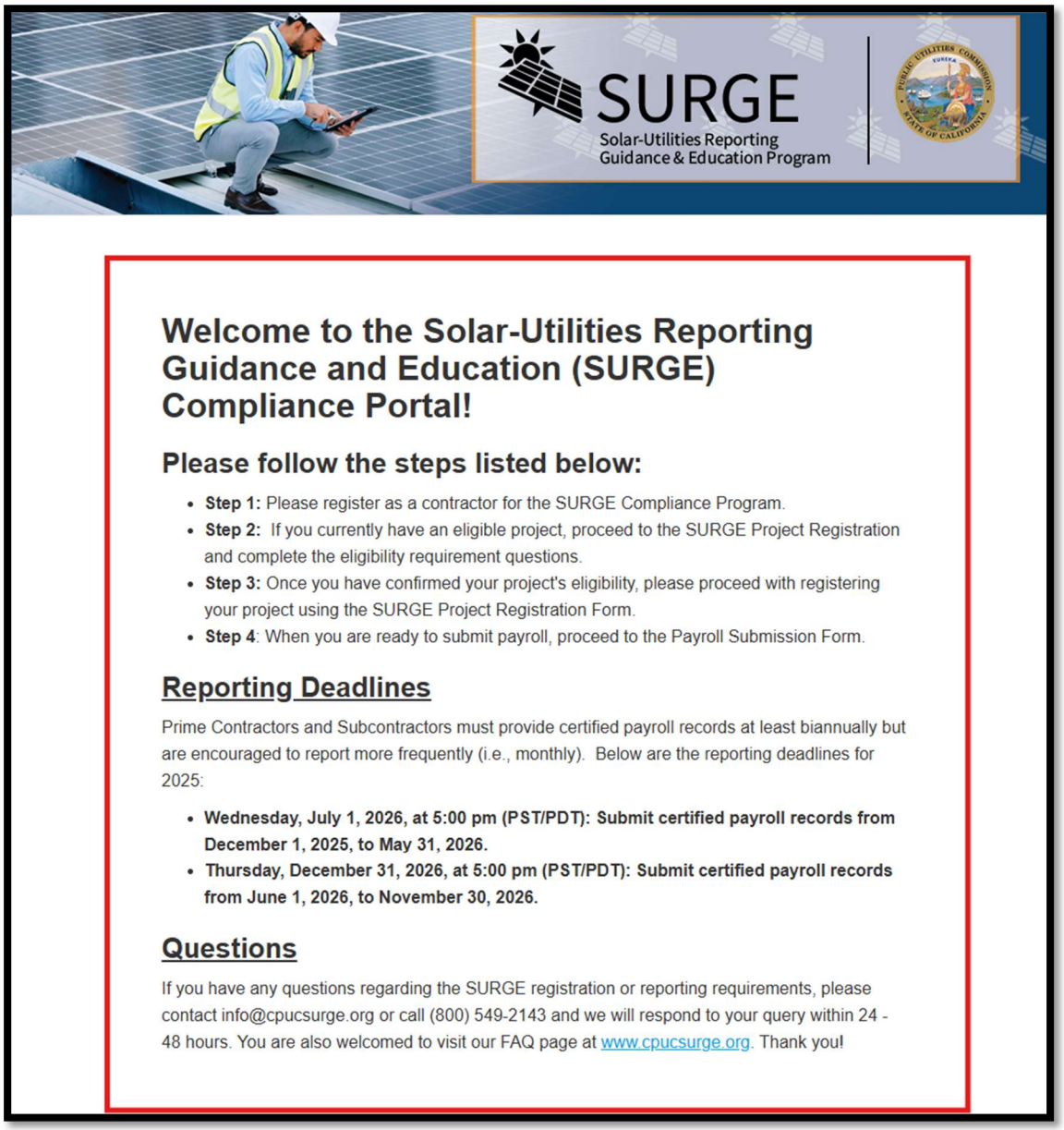
        iv. **Statement of Non-Performance**: If a Prime Contractor or Subcontractor does not perform any work during a reporting week, they must submit a Statement of Non-Performance for each week in which no work was performed. The Statement of Non-Performance must correspond to the same reporting week(s) for which no Certified Payroll Records are being submitted.

    - **Contractors may submit CPRs in the following formats as a PDF**:
        i. Using the DIR's A-1-131 Public Works Payroll Reporting Form
        ii. Using an in-house payroll reporting form (must contain all required information)
        iii. Using unredacted eCPRs that were submitted to DIR (all required information needs to be viewable)

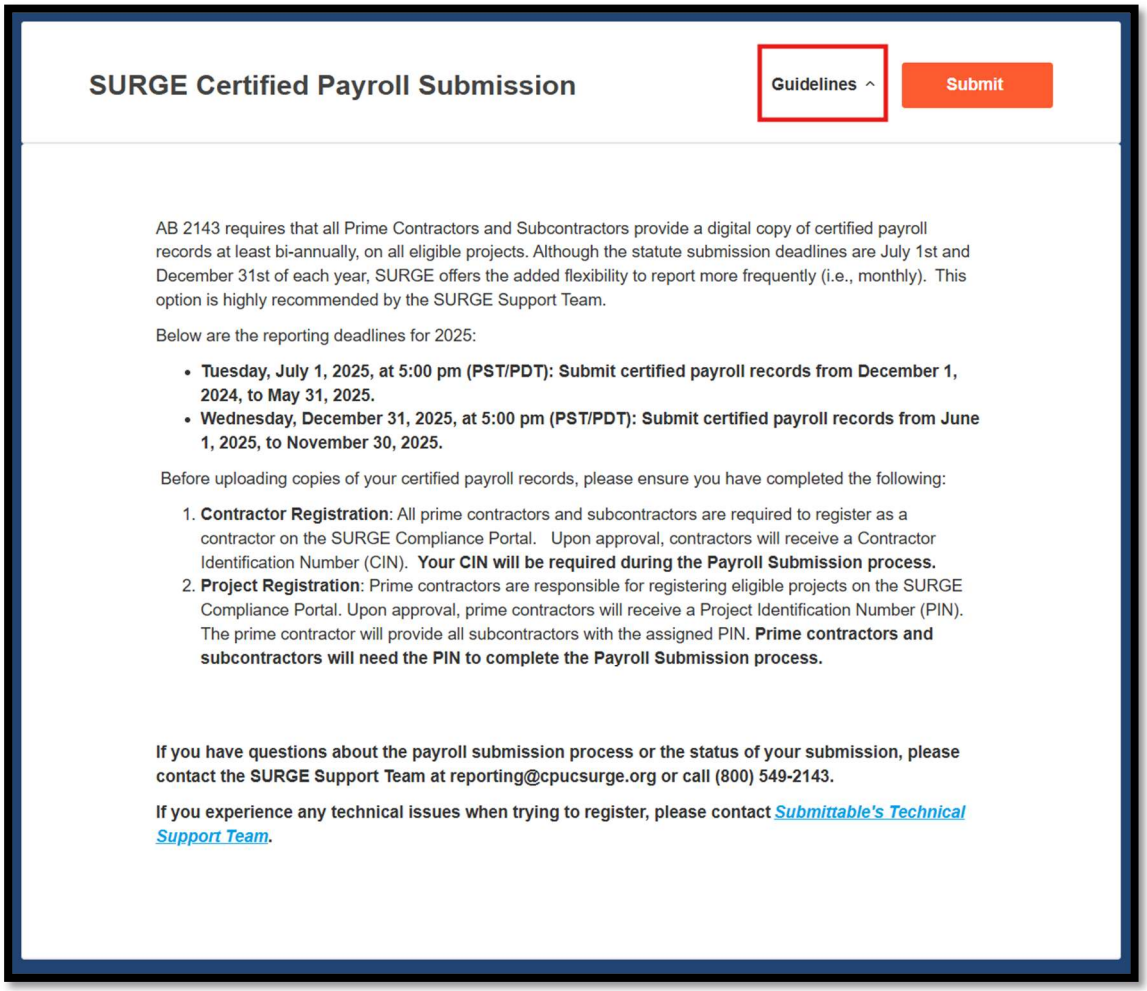
Step-By-Step Guide

1) To begin submitting certified payroll records to SURGE, go to www.cpucsurge.org. Then go to the "SURGE Compliance Portal" button in the banner at the top of the webpage. You can also click on this link to access the SURGE Compliance Portal.

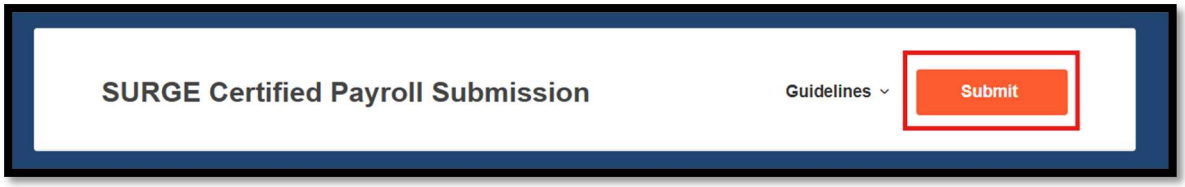
2) On the SURGE Compliance Portal landing page, please read the instructions and the reporting deadline reminder.



3) Then, scroll down to "SURGE Certified Payroll Submission" and click the "Guidelines" button to view the dropdown instructions.



4) Once you have read the instructions, click the "Submit" button.



5) The SURGE Compliance portal is hosted on Submittable. You should have created a **FREE** Submittable account when you completed your SURGE Contractor Registration. You will need the Contractor Identification Number (CIN) and Project Identification Number (PIN) to complete your certified payroll submission.

If you have not completed your SURGE Contractor Registration (required for all Prime Contractors and Subcontractors) and/or the Prime Contractor has not completed the SURGE Project Registration STOP HERE and complete these requirements before proceeding with your Certified Payroll submission.

6) Next, start filling out your Certified Payroll Submission. You will need the following information:
    a. **Project Name:** Please enter the name of the project that you are submitting copies of certified payroll records for. This must match the project name provided on the SURGE Project Registration Form.

    b. **Project Identification Number (PIN):** Please enter the PIN that you received from SURGE when registering the project. If you are a Subcontractor, please contact the Prime Contractor to obtain this information.

    c. **Project Interconnection Application Number:** This is the number you received from the Utilities after completing your interconnection application. If you are a Subcontractor, please contact the Prime Contractor to obtain this information.

    d. **Electric Utility Name:** This is the name of the Utility that you completed the interconnection application for. This should be Pacific Gas & Electric (PG&E), Southern California Edison (SCE), or San Diego Gas & Electric (SDG&E). If the Utility is not listed here, please contact SURGE at info@cpucsurge.org for assistance.

    e. **Contractor/Subcontractor Company Name:** Enter the company name for the Prime Contractor or the Subcontractor.

    f. **Submitter's Contractor Identification Number (CIN):** This is the number that you received after approval of your Contractor Registration form on the SURGE Compliance Portal. To retrieve your Contractor Identification Number (CIN), log in to the SURGE Compliance Portal, open your Contractor Registration submission, and navigate to the Messages section. Your approved CIN will be included in the approval message.

    g. **Are you the Prime Contractor for this project?** If you are the Prime Contractor, then select "Yes". If you are the Subcontractor, then select "No".

h. **First Day of Reporting Period:** Enter the first day of the reporting period of the certified payroll records that you are submitting (including any non-performance weeks).

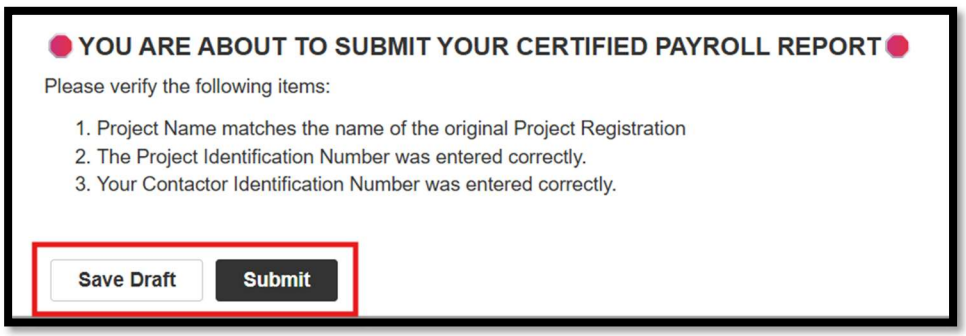
i. **Last Day of Reporting Period:** Enter the last day of the reporting period of the certified payroll records that you are submitting (including any non-performance weeks).

j. **Upload your certified payroll report(s) for the pay period listed above.** Here is where you will upload the PDF copies of your certified payroll records and/or Statements of Non-Performance. Click on "Choose Files" and select the files that you want to upload.
    i. **I confirm that all files contain a certified payroll report as per Labor Code Section 1776 and Public Works Manual Section 3.1 and 3.1.1.** Once you have uploaded the correct copies of certified payroll records, check the box to confirm that the files include a certified payroll record.

k. **Is this your final payroll reporting period for this project?** If you have completed all work on the project and there are no more payroll records to submit, then select "Yes". If you still have payroll records to submit, please select "No" and continue to submit payroll records until your work on the project has been completed.

l. **Are there periods on non-performance during the reporting period listed above?** If you are submitting a Statement of Non-Performance, then select "Yes" and enter the periods where no work was performed. If not, then select "No". Please note that the Statement of Non-Performance must be included in your uploads.

7) Once you have completed these fields, click the "Submit" button at the bottom of the page or if you need more time to complete, click on "Save Draft".



8) After you submit your Certified Payroll Records, you will receive an email from Submittable confirming that your submission was successfully received. If you receive this confirmation email (be sure to check your spam folder), there is no need to contact the SURGE Team to verify receipt. Please note that receiving a confirmation email does not mean your submission has been approved or that you are in compliance.

9) Finally, the SURGE Team must review each submission to ensure it is complete, accurate, and meets the reporting requirements. Your submission is not considered compliant until it has been reviewed and accepted by the SURGE Team.
    a. After the review is complete, the SURGE Team will either:
        i. Accept your submission if all required information has been provided; or
        ii. Request additional information or corrections if any information is missing, incomplete, or inaccurate.
            1. If the SURGE Team requests edits to your submission, or if you inform us that you need to update information, we will open up the payroll submission form for editing for you. Please do not submit a duplicate submission.
    b. In either instance, you will receive a Submittable notification from the SURGE Team.