

Welcome to the LSS Online Filing System

Certified Payrolls in Excel Format

The LSS Online Filing System program permits contractors working on public construction contracts in Alaska to pay filing fees, submit electronic certified payrolls manually or through bulk upload, and file required documents such as the “Notice of Work” and “Notice of Completion” electronically.

This new Excel spreadsheet allows users to upload two types of data, the **Employee List** and the **Payroll Data**, in a “weekly” and “biweekly” (every 2 weeks) format. Each type will be discussed separately below.

The following instructions will also guide you through the process of uploading your data.

Key points to keep in mind:

- ◆ The information in the **Employee List** worksheet is entered and uploaded separately from the **Payroll Data** worksheet.
- ◆ Always enter employees’ data on the **Employee List** first. This should be done regardless of the project the employee may be working on.
- ◆ Before uploading the **Employee List** or **Payroll Data** into the LSS Online Filing System, you may edit any information contained in those sheets. However, once the completed payroll has been uploaded into the system, **that information cannot be changed in the system by changing the spreadsheet.** At that point, changes must be made manually through the online system.
- ◆ To correct information submitted in your **Employee List**, you must log into the system and make the desired changes manually.
- ◆ To correct information submitted in your **Payroll Data**, log into the system, locate the payroll and click “Revise.”
- ◆ Owner/Operators are also required to enter their information in the **Employee List**, and
- ◆ Always double-check each employee’s name and Social Security number for accuracy before uploading.

The “Employee List” sheet

- Begin by entering the names and information for every employee in each field as required. Until you upload the spreadsheet, you may edit this data at any time. At this point, the employee information you enter is not tied to any specific project or payroll.
- Enter the employee’s full Social Security number. **This is also a requirement for Owner/Operators.**
- Enter the employees’ complete, physical domicile addresses (no Post Office boxes) where required and mailing addresses in the fields where indicated.
- Indicate whether each employee is an Owner/Operator with a “Y” for yes and “N” for no. This field cannot be left blank.
- **If the Department of Transportation and Public Facilities (DOT) awarded the contract, indicate the race and gender of each employee. Race and gender codes are required.**

Once you have completed entering all employees’ data, you are ready to enter the payroll information into the “Weekly Payroll” tab.

The “Weekly Payroll” worksheet

- ◇ Locate the box near the top of the worksheet and indicate the number of entries you will make:

55

• Number of Entries for this week

The number must match the number of payroll entries at the time of upload. **Before uploading, make sure there are no blank entries on the payroll sheet.**

TIP: You can enter a larger number than you think you will need, and then change it once you enter all your payroll.

If an employee works in more than one classification in a single week, he/she must have a separate payroll entry for each classification for that payroll reporting period. For example, an employee who performs work as both a laborer and a carpenter in a single week is counted as two entries for that week;

- ◇ Enter the contractor’s and project information. If you are unsure of the DOLWD project number, contact the prime contractor or your regional Wage and Hour Administration office at the number cited at the bottom of page 3 of these instructions.

Be sure not to omit information such as the phone number, contractor license number or the date the work started. **Always indicate whether you are the prime**

contractor or a subcontractor. This information is required even if you are a 2nd, 3rd or 4th-tier subcontractor.

After entering your week-ending date, the field will change and update that information under the “HOURS WORKED” heading.

- ◇ Enter the employees’ data by entering the employee’s Social Security number in correct field. The payroll will automatically populate the information from the “Employee List” sheet. You may edit any incorrect information displayed on the payroll by going back to the “Employee List” sheet and making the necessary correction(s). **If incorrect employee information has already been uploaded into the system, you must log into the online system and correct it manually.**

- ◇ Enter the employee’s classification and corresponding classification code. The “Classification” is the general name of the craft, e.g. Cement Mason. The “Classification Code” is the subcategory that describes the actual work the employee performed, e.g., “S0402” for a Form Setter. These codes are found in the *Laborers’ and Mechanics Minimum Rates of Pay, Pamphlet 600*, and can be accessed here:
<http://labor.state.ak.us/lss/pamp600.htm>.

- ◇ Enter the hours per day each employee worked. Enter the gross amount each employee earned, the deductions taken and the net amount earned (the actual amount of the employee’s paycheck, or take-home pay).

If you elect to submit your payrolls biweekly, follow the steps above using the biweekly spreadsheet.

The Upload Process

Before beginning this process, have your **Employee List** and **Payroll Data** completed and double-checked for errors. *MyAlaska* will time-out after 20 minutes of inactivity. Ensure that your **Employee List** and **Payroll Data** have been entered and saved on your computer.

- * Log into *MyAlaska* with your business ID and password, then access the “LSS - Online Filing Services” hyperlink found under “Services for Business.”

- * This will take you to the LSS Application Portal. Now click:

[Upload/Submit Certified Payroll and Employee Lists](#)

Below this header are options for downloading a copy of weekly and biweekly spreadsheets, as well as the option to test your payroll for the correct format.

- * Click “Upload/Submit Certified Payroll and Employee Lists” and then in the “Project” box, locate the name of the project for which you wish to submit data.
- * Click the name of the project to highlight it blue; your screen may flash -- this is normal. If you can’t locate the name of your project, click “Add Project.” You will be prompted to enter the project information. **If you are a subcontractor, you must know the full DOL Project Number, the contract bid date and the contract award date. These dates can be obtained from the prime contractor, or from your regional Wage and Hour Administration office.**
- * Scroll to the bottom of the page and click “Next.”

Certified Payroll - Employee Information (Demographics)

- This page will prompt you to enter the “week ending” date. This date must match the “week ending” date on your spreadsheet. Enter that date in the following format: mm/dd/yyyy.
- Enter your payroll number, e.g., Payroll #1, 2, 3. Indicate whether this is a weekly or biweekly payroll by clicking the corresponding button. If you are revising a previously entered payroll, it is important that you click the “Revise” box. Failure to do so will result in an error code indicating that your week ending date is invalid.
- Select your method of entering your employees’ records. For the purposes of these instructions, select “Excel Bulk Upload” and click “Browse.”
NOTE: This will upload the employees’ names, addresses and all other information about the employees. The Employee List does not contain the hours or days the employees worked. Payroll information will be uploaded separately as **Payroll Data**.
- Choose the Excel spreadsheet you wish to upload and click “Select.” **Do not skip this step.** Doing so will result in an error code and the weekend and payroll number fields will turn pink. Clicking on “Select” confirms that this is the payroll you wish to submit.
- If the upload is successful, the employee records will display under “Select.” Instructions will be displayed showing you how to correct or update the employee list if needed.
- Click “Save Employees” when you are satisfied that the information displayed is correct.
- Click “Next” to move to the **Certified Payroll** page.

Certified Payroll Data

- ❖ On this page, select your method of entering the **Payroll Data**. For the purposes of these instructions, select “Excel File Certified Payroll Import” and click “Browse.”
- ❖ Select the Excel spreadsheet you wish to upload and click “Open”.
- ❖ Click “Upload”. The payroll information will be displayed for your review.
- ❖ If the information displayed is correct, click “Submit”.

The page will now display the employees’ names with a checkmark next to each name. You will see the last four numbers of each employee’s Social Security number. Clicking on the Social Security number will open the screen that allows you to manually edit their payroll data if needed. Remember to click “Save Employee Payroll” if you change any information.

- ❖ Click “Next” to move on to the “Review Page.”

Review Page

Here you will review all of the information you submitted for each employee. This is done by clicking on edit tabs next to either the ‘Contractor and Project,’ ‘Employee Information (Demographics)’ or ‘Payroll’ headings. Please note that any changes made here will not reflect on the original spreadsheet you uploaded. You must make the same changes there, or print this payroll for your own records.

- Click “Next” to move to the “Sign and Submit” page.

Statement of Compliance

- ❖ Fill out the fields on this page as applicable. If you are an owner/operator, indicate the date and amount of your progress payment under (5).
- ❖ Please ensure that the Statement of Compliance is filled out accurately. This is a legal document, and willful falsification may result in civil or criminal prosecution.
- ❖ Indicate your Title, and check the box “Click to Sign” at the bottom of the page. This constitutes your electronic signature.
- ❖ Click “Next”.
- ❖ You will now have the opportunity to print your Statement of Compliance. **Please print your Statement of Compliance at this time.**
- ❖ Your upload process is complete! You may now submit another payroll, return to the homepage or log out of MyAlaska.

Please contact your regional Wage and Hour Administration office with any questions at the following numbers:

To Contact the Wage and Hour Administration:

	Juneau	Anchorage	Fairbanks
Phone:	(907) 465-4842	(907) 269-4900	(907) 451-2886
Fax:	(907) 465-3584	(907) 269-4915	(907) 451-2885