


Section 6. Archive

The Archive area lists all payroll forms on the CPR System created by your company. Click the **Payroll Number** of the payroll form you wish to view or edit.

 **Facilities Services Division**
Building the Learning Community

HomeMy AccountMy ContractsEmployeesArchiveLogout

Mr. User :: Wednesday, Jan 27, 2010

Contractor's Certified Payroll Reporting System

Forms Archive: LCP Contractor, Ltd.

Home : Archive

Form Count: 3

Contract Status [Current | Archived | All] Form Status [Editable | Finalized | All] Sub Contractor Archives

Payroll Period	Payroll No	Form ID	Online Form Status	Hard Copy Received	Last Modified
Contract No 1010011 -- WESTCHESTER SH					
01/25/2010 - 01/31/2010	0	2142099	Finalized	01/25/2010	Last modified on 01/25/2010 05:56 PM by Mr. User
02/01/2010 - 02/07/2010	1	2142100	Finalized	01/26/2010	Last modified on 01/26/2010 03:21 PM by Mr. User
02/08/2010 - 02/14/2010	2	2142101	Finalized	Not Received	Last modified on 01/27/2010 04:03 PM by Mr. User

Filter Archive

Filter by Contract Status

The Archive will initially display payroll forms for current contracts. To display payroll forms for all contracts—including past contracts—click **All**. To display payroll forms for current contracts, click **Current**. To display payroll forms for past contracts, click **Archived**.

Filter by Form Status

To display payroll forms that have been finalized, click **Finalized Forms**. To display forms that have yet to be finalized and are still editable, click **Editable Forms**. To display all forms, click **All Forms**.

Forms Archive: LCP Contractor, Ltd.

Home : Archive

Form Count: 3

Contract Status [Current | Archived | All] Form Status [Editable | Finalized | All] Sub Contractor Archives

Payroll Period	Payroll No	Form ID	Online Form Status	Hard Copy Received	Last Modified
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Subcontractor Archives [Prime Contractors]

As a prime contractor, you can monitor your subcontractors' compliance to certified payroll reporting by clicking **Subcontractor Archives**.

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Home My Account My Contracts Inbox(10) Employees Archive Logout

Test User :: Wednesday, Jan 27, 2010

Contractor's Certified Payroll Reporting System

Forms Archive: LCP Vendor

Home : Archive

Form Count: 8

Contract Status [Current | Archived | All] Form Status [Editable | Finalized | All]

Sub Contractor Archives

Payroll Period	Payroll No	Form ID	Online Form Status	Hard Copy Received	Last Modified
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First, select the **Contract No.** Then choose the **Subcontractor** on that contract, and click **Show Archive**.

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Home My Account My Contracts Inbox(10) Employees Archive Logout

Test User :: Wednesday, Jan 27, 2010

Contractor's Certified Payroll Reporting System

Sub Contractor Archives

Home : Archive : Sub Contractor Archives

Contract No. Sub Contractor

0930099 Facilities Services Division, Inc.

Show Archive

This will then display the payroll forms finalized by this subcontractor on this contract. Click the **Payroll Number** of the payroll form you wish to view.

Sub Contractor Archives

Home : Archive : Sub Contractor Archives

Contract No. Sub Contractor

0930099 Facilities Services Division, Inc.

Show Archive

Facilities Services Division, Inc. Archive

Payroll Period	Payroll No	Form ID	Source	Hard Copy Received	Last Modified
Contract No 0930099 -- 187TH ST EL					
07/28/2010 - 08/03/2010	1	831700	Entered by Contractor	09/17/2010	Last modified on 09/12/2010 02:09 PM by The User
08/04/2010 - 08/10/2010	2	831756	Entered by Contractor	09/17/2010	Last modified on 09/12/2010 02:36 PM by The User

To return to your own company's Archive, click the breadcrumb for **Archive**.