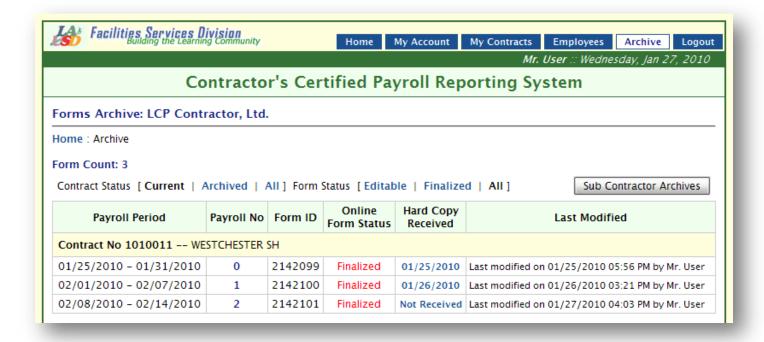
Section 6. Archive

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.



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**.



Subcontractor Archives [Prime Contractors]

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



First, select the **Contract No**. Then choose the **Subcontractor** on that contract, and click **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.



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