

Section 4. Employees

In this area, you can manage the list of your company's employees working on LAUSD public works projects. Employees whose work is covered by prevailing wage—including owners or partners of the company who are self-performing the work—must be reported on your company's certified payroll records⁸.



The screenshot shows the 'Employees' section of the Contractor's Certified Payroll Reporting System. The header includes the LAUSD Facilities Services Division logo and navigation buttons for Home, My Account, My Contracts, Employees (selected), Archive, and Logout. The user is identified as Mr. User on Friday, Jan 22, 2010. The page title is 'Contractor's Certified Payroll Reporting System'. Below the title, it says 'Employees of LCP Contractor, Ltd.' and 'Home : Employees'. There is a search bar for 'Look Up Employees' with a dropdown menu set to 'Employees'. Radio buttons are selected for 'Active', with 'Inactive' and 'All' also visible. A 'Display' button is present. Below the search bar, there are links for 'Add Employee' and 'Add Owner Operator'. A message states: 'There are no Active Employees in the system.'

You may also add employees on the job site whose work is administrative, managerial, or supervisory in nature. Since the Department of Industrial Relations (DIR) does not enforce prevailing wage for this “trade-exempt” work, the wages earned by these personnel are not required to be reported. Nevertheless, for the sake of maintaining records consistent with those kept by other departments—e.g., Inspection, Project Management, etc.—the *time* these employees are on-site at LAUSD public works projects should be reported.

In addition, you can also add Owner-Operators hired by your company to work on LAUSD public works projects. The owner-operator classification is for individuals *outside* your company who own and operate their *own* machinery—to whom your company pays a rate for the rental and operation of that machinery.



The screenshot shows the 'Owner Operators' section of the Contractor's Certified Payroll Reporting System. The header is identical to the previous screenshot. The page title is 'Contractor's Certified Payroll Reporting System'. Below the title, it says 'Employees of LCP Contractor, Ltd.' and 'Home : Owner Operators'. There is a search bar for 'Look Up Owner Operators' with a dropdown menu set to 'Owner Operators'. Radio buttons are selected for 'Active', with 'Inactive' and 'All' also visible. A 'Display' button is present. Below the search bar, there are links for 'Add Employee' and 'Add Owner Operator'. A message states: 'There are no Active Owner Operators in the system.'

Please note: Owner-operators should not be confused with owners self-performing the work on the project—these individuals are considered *employees* for the purposes of prevailing wage requirements and certified payroll reporting. Owner-operators should also not be confused with employees working under the *Operating Engineer* classification who operate equipment owned by *your* company.

⁸ California Labor Code, Sections 1723, 1772.

Add Employee

To begin adding an employee, click **Add Employee**. Enter the employee's First Name, Last Name, contact information, and Social Security Number.

The screenshot shows the 'Add Employee' form within the Contractor's Certified Payroll Reporting System. The header includes the logo for LA ESD Facilities Services Division, navigation buttons for Home, My Account, My Contracts, Employees, Archive, and Logout, and the user information 'Mr. User :: Friday, Jan 22, 2010'. The form fields are as follows:

Employee First Name	The		
Employee Last Name	Worker		
Address	9 Blue Collar Ln		
City, State Zip	The City	CA	90001
Social Sec No	001	- 01	- 0001
	<input type="radio"/> Single		

Next, choose the Marital Status, and enter the number of Tax Exemptions as reported on the employee's Form W-4. For the purposes of reporting via the CPR System, if an employee claims "exempt", enter zero Tax Exemptions.

This screenshot shows the Marital Status and Tax Exemptions fields. The Marital Status is set to Single, and the number of Tax Exemptions is 1.

Marital Status	<input checked="" type="radio"/> Single <input type="radio"/> Married
Tax Exemptions	1
Ethnicity	Select one

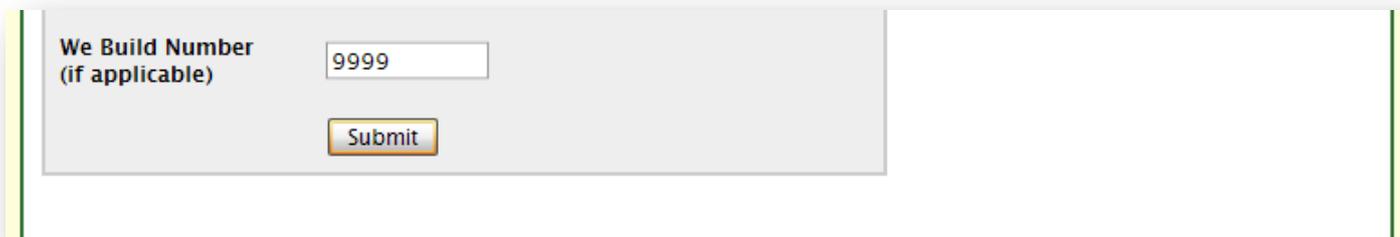
For statistical purposes, we also request that you provide the Ethnicity, Gender, and U.S. Veteran status of the employee if that information is available. Then, choose the Employee Status: if the employee is to be reported on certified payroll records, choose *Active*; otherwise, choose *Inactive*.

This screenshot shows the Ethnicity, Gender, US Veteran, and Employee Status fields. The Ethnicity is Native American, Gender is Female, US Veteran is Yes, and Employee Status is Active.

Ethnicity	Native American
Gender	Female
US Veteran	<input checked="" type="radio"/> Yes <input type="radio"/> No
Employee Status	Active
We Build Number	

Finally, if the employee is a graduate of the *We Build* pre-apprenticeship training program, enter that employee's graduate We Build Number; otherwise, leave the field empty. For more information about the We Build Program, please see the following website:

www.laschools.org/contractor/webuild



The image shows a screenshot of a web form. On the left side, there is a grey rectangular area containing the text "We Build Number (if applicable)" next to a text input field. The input field contains the number "9999". Below the input field is a "Submit" button with a yellow border and a shadow effect. The rest of the page is white with a thin green vertical line on the right side.

When you have completed entering the employee's personal information, click **Submit**. *Please note:* upon submitting this screen, the employee's Name and Social Security Number cannot be modified, so please ensure that this information is correct *before* submitting this screen.

Employee Information

Once you submit the employee's personal information, you will be brought to the employee's profile. If you need to make any changes to the employee's personal information, click **Edit**. If the employee profile was entered in error, click **Delete** to remove the employee from the system completely.

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Mr. User :: Friday, Jan 22, 2010

Contractor's Certified Payroll Reporting System

Employee: The Worker

Home : [Employees](#) : Employee Info

- Click on "Edit" to modify the employee's information.
- To return to the employees list click on "Employees" on the main navigation.

- Click on the employee trade to modify it or change the hourly wages.

Trade/Classification Info: [\[Add Trade/Classification \]](#)

Trade	Subtrade	Classification	Pay Level	Hourly Wage				Reported Rate	Delete Employee Trade (Available when trade is not on a CPR)
				ST	1½x	2x	3x		
				\$ per hour					
Incomplete:				<i>Please enter a Trade in order to include this employee on a CPR</i>					

[\[Add New Employee \]](#)

This employee is not reported on any payrolls

General Info: [\[Edit \]](#) [\[Delete \]](#)

Address	9 Blue Collar Ln
City, State Zip	The City, CA 90001
Social Sec No	001-01-0001
Marital Status	S
Tax Exemptions	1
Ethnicity	Native American
Gender	F
US Veteran	Yes
Employee Status	Active
We Build Number	N/A

Please note: once trade/classification information has been entered and reported on any payroll form, you will no longer be able to remove the employee from the system. If the employee takes a leave of absence or no longer works for your company, edit the employee profile and change the Employee Status from *Active* to *Inactive* in order to remove that employee from your company's roster of Active employees.

Employee Status ▼

We Build Number (if applicable)

Add Trade/Classification

To begin adding work and wage information for the employee, click **Add Trade/Classification**.

Trade/Subtrade

First, choose the Trade from the drop-down menu. The trades listed in the CPR System are craft classifications recognized by the Department of Industrial Relations for public works projects.

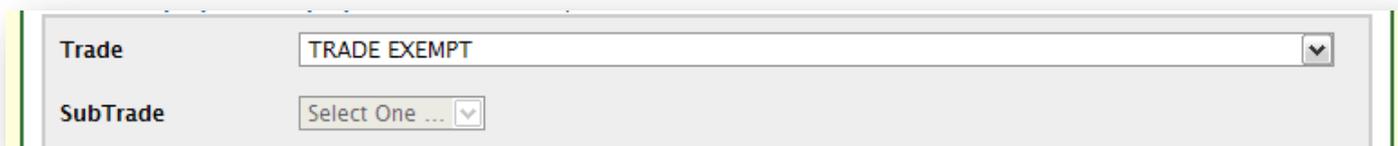


The screenshot shows the 'Contractor's Certified Payroll Reporting System' interface. At the top, there is a navigation bar with links for 'Home', 'My Account', 'My Contracts', 'Employees', 'Archive', and 'Logout'. The user is identified as 'Mr. User' on 'Friday, Jan 22, 2010'. The main heading is 'Contractor's Certified Payroll Reporting System'. Below this, the page title is 'Add Trade/Classification for The Worker'. The breadcrumb trail is 'Home : Employees : Employee Info : Add Trade/Classification'. The form contains two dropdown menus: 'Trade' is set to 'LABORER' and 'SubTrade' is set to 'GROUP 05'.

If you are unsure of the trade to select, please see the DIR Prevailing Wage Determinations, *Scope of Work Provisions* to determine the craft classification which most closely aligns to the work performed by your company:

www.dir.ca.gov/dlsr/DPreWageDetermination.htm

If the employee is on-site, but not performing work covered by prevailing wage, choose the “trade” *Trade-Exempt*.



The screenshot shows a close-up of the form fields. The 'Trade' dropdown menu is set to 'TRADE EXEMPT'. The 'SubTrade' dropdown menu is set to 'Select One ...'.

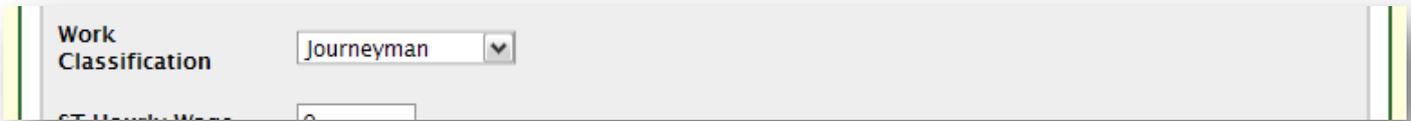
Please note: all employees—including those who would otherwise be classified *Trade-Exempt*—who perform any work covered by prevailing wage must be paid/reported at the appropriate wage rate/trade classification for the duration that work was performed. If you are unsure as whether work is subject to prevailing wage, please see the DIR Public works coverage determinations:

www.dir.ca.gov/dlsr/PubWorkDecision.htm

Once you have selected the Trade, choose the Subtrade if applicable to the work performed by this employee. *Please note:* if you do not report a subtrade when a subtrade is applicable, the prevailing wage rate of the highest-paid subclassification under that craft will be enforced, so please ensure that you choose the appropriate subtrade if necessary.

Work Classification

Next, choose the Work Classification. *Journeyman* is the general classification for workers employed upon public works projects. *Please note:* an individual classified as *Owner* who self-performs the work must be paid at the appropriate journey-level wage rate for that trade.



A screenshot of a web form. The 'Work Classification' field is a dropdown menu with 'Journeyman' selected. Below it, the 'ST Hourly Wage' field is empty.

The *Apprentice* classification is for individuals registered in an apprenticeship program approved by the Division of Apprenticeship Standards. To verify whether an employee is registered, please see the DAS Apprenticeship certification for public works:

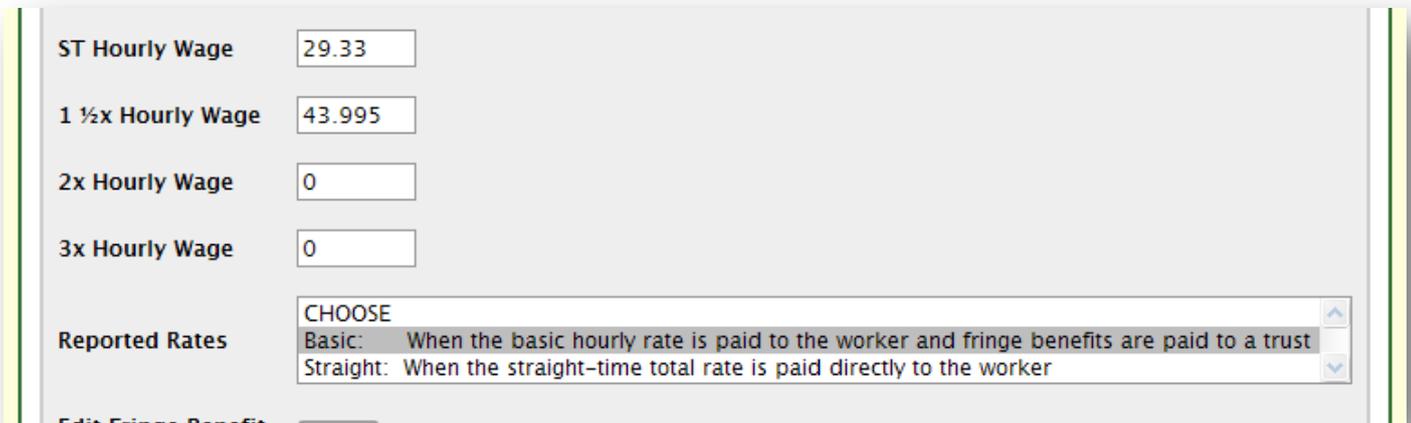
www.dir.ca.gov/DAS/appcertpw/AppCertSearch.asp

If you are unsure of which apprentice period corresponds to the wage rate or percentage of the apprentice, please see the DAS Public Works apprentice wage sheets:

www.dir.ca.gov/DAS/PWAppWage/PWAppWageStart.asp

Hourly Wage/Reported Rates

Now, enter the hourly rate of pay the employee receives for Standard Time (ST), and (*if applicable*) Overtime ($1\frac{1}{2}x$), Double Time ($2x$), and Triple Time ($3x$). If the employee will *not* be working at a pay rate besides ST, simply leave the pay rate at zero.



A screenshot of a web form. It contains several input fields for hourly wages: 'ST Hourly Wage' (29.33), '1 1/2x Hourly Wage' (43.995), '2x Hourly Wage' (0), and '3x Hourly Wage' (0). Below these is a 'Reported Rates' dropdown menu with 'CHOOSE' selected. The dropdown options are 'Basic: When the basic hourly rate is paid to the worker and fringe benefits are paid to a trust' and 'Straight: When the straight-time total rate is paid directly to the worker'. The 'Basic' option is highlighted.

If the employee receives on her paycheck the total straight-time hourly rate—including fringe benefits—choose *Straight* for Reported Rates. If the employee receives the basic hourly rate and fringe benefits contributions are made to an approved plan or trust on her behalf, choose *Basic*.

Fringe Benefit Contributions

Upon selection of Reported Rates, a popup will appear for you to enter the hourly rate of fringe benefit contributions. For each (non-zero) hourly pay rate entered—ST, 1½x, etc.—you can enter the contribution rate. Depending upon the trade classification and fringe benefit, the contribution rate may be the same for each pay rate (*automatically filled-in by default*), or factored at the applicable overtime multiplier.

Contribution	Add to Taxable Wage?	ST	1½x
Vac/Hol	<input type="checkbox"/>	3.60	3.60
Health/Welfare		4.76	4.76
Pension		5.75	
Training			
Other	<input type="checkbox"/>		

Update and Close

Please note: make sure not to leave any field blank; if a field is not applicable, enter zero, otherwise this employee Trade/Classification will be marked *incomplete* and cannot be added to your payroll form.

For *Straight* Reported Rates, although fringe benefits may be paid directly to the employee, report Training Fund contributions—made at the prevailing hourly rate to the California Apprenticeship Council for employees performing work under an apprenticeable craft⁹.

Contribution	ST	1½x
Training	0.64	0.64

Update and Close

⁹ *Ibid.*, Section 1777.5.

For *Basic* Reported Rates, enter the hourly rates for Vacation & Holiday, Health & Welfare, Pension, Training Fund, and Other fringe benefit contributions.

Contribution	Add to Taxable Wage?	Fringe Benefits (\$/hr)	
		ST	1½x
Vac/Hol	<input type="checkbox"/>	3.60	3.60
Health/Welfare		4.76	4.76
Pension		5.75	5.75
Training		0.64	0.64
Other	<input type="checkbox"/>	0.34	0.34

Update and Close

If contributions—such as Vacation & Holiday—are made based upon a percentage of the employee’s gross wages, calculate from the percentage of the basic wage rate entered previously and report the *dollar amount* of the contribution rate.

If there are any contributions added to the employee’s pay rate in order to be taxed and then deducted from the employee’s paycheque in order to be contributed, check *Add to Taxable Wage* next to the applicable fringe benefit contribution rate. Upon checking this box, the employee’s taxable hourly wage rate—used to calculate the employee’s gross wages—will be increased by the rate for this fringe benefit contribution. This contribution rate will also be used to calculate deductions from the employee’s gross wages for these fringe benefits.

Please note: if the amount for the taxable fringe benefit is *already* included in the employee’s basic hourly wage rate, enter the contribution rate for that fringe benefit here, but *do not* check *Add to Taxable Wage*—otherwise, the fringe benefit will be counted *twice* toward the employee’s taxable hourly wage rate. The actual deduction for that fringe benefit should then be reported on the *Public Works Payroll Reporting Form* [cf. *Section 5. Public Works Payroll Reporting Form: Deductions and Payments* below].

Click **Update and Close** once you have completed entering the fringe benefit contributions and wish to return to the employee’s work and wage information screen.

If you need to return to the Fringe Benefit Contributions popup, click **Edit**. When you have completed entering this employee’s work and wage information, click **Submit**.

Edit Fringe Benefit Contributions

Once you have been returned to the employee's profile, click the name of the **Trade** if you need to modify any aspect of that pay rate. If the trade/classification/pay rate was entered in error, click **Delete**.

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Mr. User :: Friday, Jan 22, 2010

Contractor's Certified Payroll Reporting System

Employee: The Worker

Home : [Employees](#) : Employee Info

- Click on "Edit" to modify the employee's information.
- To return to the employees list click on "Employees" on the main navigation.
- Click on the employee trade to modify it or change the hourly wages.

Trade/Classification Info: [\[Add Trade/Classification \]](#)

Trade	Subtrade	Classification	Pay Level	ST	Hourly Wage			Reported Rate	Delete Employee Trade (Available when trade is not on a CPR)	
					1½x	2x	3x			
					\$ per hour					
LABORER	GROUP 05	Journeyman	0	29.33	43.995	0.00	0.00	Basic	Delete	complete
				Vac/Hol	3.60	3.60				
				Health/Welf	4.76	4.76				
				Pension	5.75	5.75				
				Training	0.64	0.64				
				Other Payments	0.34	0.34				

[\[Add New Employee \]](#)

This employee is not reported on any payrolls

General Info: [\[Edit \]](#)

Address	9 Blue Collar Ln
City, State Zip	The City, CA 90001
Social Sec No	001-01-0001
Marital Status	S
Tax Exemptions	1
Ethnicity	Native American
Gender	F
US Veteran	Yes

To add another trade/classification—such as is the case when the employee performs work under more than one craft/subtrade or at more than one pay rate, e.g., shift differential or midweek rate increase—click **Add Trade/Classification**.

Trade/Classification Info: [[Add Trade/Classification](#)]

Trade	Subtrade	Classification	Pay Level	Hourly Wage				Reported Rate	Delete Employee Trade (Available when trade is not on a CPR)	
				ST	1½x	2x	3x			
				\$ per hour						
LABORER	GROUP 04	Journeyman	0	28.98	43.47	0.00	0.00	Basic	Delete	complete
Vac/Hol				3.60	3.60					
Health/Welf				4.76	4.76					
Pension				5.75	5.75					
Training				0.64	0.64					
Other Payments				0.34	0.34					
LABORER	GROUP 05	Journeyman	0	29.33	43.995	0.00	0.00	Basic	Delete	complete
Vac/Hol				3.60	3.60					
Health/Welf				4.76	4.76					
Pension				5.75	5.75					
Training				0.64	0.64					
Other Payments				0.34	0.34					

[[Add New Employee](#)]

Please note: once the trade/classification has been reported on any payroll form, you will no longer be able to remove that pay rate from the system. If the pay rate is no longer in use, you can simply overwrite the previously existing entry with the updated work and wage information.

Payroll Information

Below the Trade/Classification Information will be the list of payroll forms on which the employee is reported. Click the **Payroll Number** to view that payroll form. If the employee has not been reported on any payroll forms it will display *"This employee is not reported on any payrolls."*

US Veteran	Yes
Employee Status	Active
We Build Number	N/A

Payroll Form Info:							
Period	Form Id	Contract No	School	Payroll No	Form Status	Count	
02/01/2010-02/07/2010	2142096	1010001	COLDWATER CYN EL	1	Finalized	1	
02/08/2010-02/14/2010	2142097	1010001	COLDWATER CYN EL	2	Finalized	1	
02/15/2010-02/21/2010	2142098	1010001	COLDWATER CYN EL	3	Editable	1	

When you are ready to enter another employee, click **Add New Employee**. If you wish to return to your Employees listing, click the navigation breadcrumb for **Employee**.

Add Owner-Operator

To begin adding an owner-operator, click **Add Owner-Operator**. Enter the operator's First Name, Last Name, contact information, and Social Security Number.

The screenshot shows the 'Add Owner Operator' form within the Contractor's Certified Payroll Reporting System. The page header includes the LAESD Facilities Services Division logo and navigation links: Home, My Account, My Contracts, Employees, Archive, and Logout. The user is identified as 'Mr. User' on 'Friday, Jan 22, 2010'. The form fields are as follows:

Operator First Name	Smooth
Operator Last Name	Operator
Address	1200 North South Bl
City, State Zip	Los Angeles, CA 90099
Social Sec No	002 - 02 - 0002

Equipment Description/Hourly Rate

Then, enter the Description of the Equipment owned and operated by this individual, as well as the Equipment License Number and/or Truck Cal-T Number of that machinery.

The screenshot shows the 'Equipment Description/Hourly Rate' form. The fields are filled with the following information:

Equipment	HEAVY TRACTOR, CATERPILLAR MODEL 814
Equipment License No	000001
CalT No.	N/A

Next, enter the hourly rental rate paid for the owner-operated equipment at ST, and (if applicable) 1½x, 2x and 3x.

ST Hourly Wage	<input type="text" value="109.69"/>
1 ½x Hourly Wage	<input type="text" value="0"/>
2x Hourly Wage	<input type="text" value="0"/>
3x Hourly Wage	<input type="text" value="0"/>
Reported Rates	<input type="radio"/> Basic <input checked="" type="radio"/> Straight

Please note: the hourly rental rate is for “man and machine”, and as such should include the prevailing wage rate for the respective equipment operator classification [cf. *Add Trade/Classification* above] and the rate for the actual rental of the equipment itself. For California Department of Transportation Equipment Rental Rates please see the following webpage:

www.dot.ca.gov/hq/construc/equipmnt.html

If the operator is paid the total straight-time hourly rate—including fringe benefits—choose *Straight* for Reported Rates. If the operator receives the basic hourly rate and fringe benefits contributions are made to an approved plan or trust on behalf of the operator, choose *Basic*.

For statistical purposes, we also request that you provide the Ethnicity, Gender, and U.S. Veteran status of the operator if that information is available. Then, choose the Owner-Operator Status: if the operator will be reported on certified payroll records, choose *Active*; otherwise, choose *Inactive*.

Ethnicity	<input type="text" value="Afro-American/Black"/>
Gender	<input type="text" value="Male"/>
US Veteran	<input type="radio"/> Yes <input checked="" type="radio"/> No
Owner Operator Status	<input type="text" value="Active"/>
<input type="button" value="Submit"/>	

When you have completed entering the operator’s personal information, click **Submit**. *Please note:* upon submitting this screen, the operator’s Name and Social Security Number cannot be modified, so please ensure that this is correct *before* submitting this screen.

Owner-Operator Information

Once you submit the owner-operator's personal information, you will be brought to the operator's profile. If you need to make any changes to the operator's personal information, click **Edit**. If the operator profile was entered in error, click **Delete** to the right of the equipment description, and then click **Delete** next to *General Information* to remove the operator from the system completely.

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Contractor's Certified Payroll Reporting System

Operator: Smooth Operator

[Home](#) : [Owner Operators](#) : Owner Operator Info

- Click on "Edit" to modify the employee's information.
- To return to the employees list click on "Employees" on the main navigation.
- Click on the equipment description to modify it or change the hourly wages.

General Info: [\[Edit \]](#)

Address	1100 North South Bl
City, State Zip	Los Angeles, CA 90099
Social Sec No	002-02-0002
Ethnicity	Afro-American/Black
Gender	M
US Veteran	No
Owner Operator Status	Active

Equipment Info: [\[Add Equipment \]](#)

Equipment	License No	CaIT No.	ST Hrly Wage	1½x Hrly Wage	2x Hrly Wage	3x Hrly Wage	Reported Rate	Action
HEAVY TRACTOR, CATERPILLAR MODEL 814	000001	N/A	109.69	0	0	0	Straight	delete

[\[Add New Owner Operator \]](#)

This owner operator is not reported on any payrolls

Please note: once equipment information has been entered and reported on any payroll form, you will no longer be able to remove the owner-operator from the system. If the operator takes a leave of absence or no longer works for your company, edit the operator profile and change the Owner-Operator Status from *Active* to *Inactive* in order to remove that operator from your company's roster of Active operators.

Owner Operator Status Inactive ▼

Submit

Add Equipment

To add additional machinery owned and operated by this individual, click **Add Equipment**. Just as when initially entering this operator, enter the Equipment Description, Equipment License Number and/or Truck Cal-T Number, Hourly Rate(s), and Reported Rate for the owner-operated equipment. When you have completed entering the information, click **Submit**.

The screenshot shows a web application interface for adding equipment. At the top, there is a navigation bar with links for Home, My Account, My Contracts, Employees, Archive, and Logout. The user is identified as 'Mr. User' on 'Friday, Jan 22, 2010'. The main heading is 'Contractor's Certified Payroll Reporting System'. Below this, the page title is 'Add Equipment for Smooth Operator'. A breadcrumb trail reads 'Home : Owner Operators : Owner Operator Info : Add Equipment'. The form contains several input fields: 'Equipment Description' (HEAVY TRACTOR, CATERPILLAR MODEL 824B), 'License No.' (000003), 'CalT No' (N/A), 'ST Hourly Wage' (174.51), '1½x Hourly Wages' (0), '2x Hourly Wages' (0), '3x Hourly Wages' (0), and 'Reported Rate' (Basic). A 'Submit' button is located at the bottom of the form.

Once you have been returned to the owner-operator's profile, click the name of the **Equipment** if you need to modify any aspect of the equipment description. If the equipment description was entered in error, click **Delete**.

Equipment Info: [[Add Equipment](#)]

Equipment	License No	CalT No.	ST Hrly Wage	1½x Hrly Wage	2x Hrly Wage	3x Hrly Wage	Reported Rate	Action
HEAVY TRACTOR, CATERPILLAR MODEL 814	000001	N/A	109.69	0	0	0	Straight	delete
HEAVY TRACTOR, CATERPILLAR MODEL 824B	000003	N/A	174.51	0	0	0	Straight	delete

[[Add New Owner Operator](#)]

Payroll Information

Below the Equipment Information will be the list of payroll forms on which the owner-operator is reported. Click the **Payroll Number** to view that payroll form. If the operator has not been reported on any payroll forms the profile will display "This owner-operator is not reported on any payrolls."

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Contractor's Certified Payroll Reporting System

Operator: Smooth Operator

Home : Owner Operators : Owner Operator Info

- Click on "Edit" to modify the employee's information.
- To return to the employees list click on "Employees" on the main navigation.
- Click on the equipment description to modify it or change the hourly wages.

General Info: [Edit]

Address	1100 North South Bl
City, State Zip	Los Angeles, CA 90099
Social Sec No	002-02-0002
Ethnicity	Afro-American/Black
Gender	M

Equipment Info: [Add Equipment]

Equipment	License No	CalT No.	ST Hrly Wage	1½x Hrly Wage	2x Hrly Wage	3x Hrly Wage	Reported Rate	Action
HEAVY TRACTOR, CATERPILLAR MODEL 814	000001	N/A	109.69	0	0	0	Straight	delete

[Add New Owner Operator]

Payroll Number

- 1
- 2
- 3

When you are ready to enter another operator, click **Add New Owner-Operator**. If you wish to return to your Owner-Operators listing, click the breadcrumb for **Owner-Operators**.

Lookup Employee/Owner-Operator

Once you have returned to the Employees page, if you wish to lookup *Employees* or *Owner-Operators*, select the appropriate option from the drop-down menu, then choose employee status *Active*, *Inactive* or *All*, and click **Display**. If you wish to search for a specific employee or owner-operator, enter any part of that individual's first or last name, select *Employee* or *Owner-Operator*, choose the employee status, and click **Display**.

Look Up Employees: Active Inactive All

[Add Employee](#) | [Add Owner Operator](#)

All Employees

- Click on the employee name to see additional information.

Name	Address	City	State	Zip Code	Trade	Standard	1½x	2x	3x
						\$/hour			
Worker, The	9 Blue Collar Ln	The City	CA	90001	LABORER / GROUP 05 Journeyman	29.33	43.995	.00	.00

To perform more advanced searches, you can use SQL wildcard syntax:

- ❖ Enter a percent sign (%) to match any number of characters
- ❖ Enter an underscore (_) to match a single character

Look Up Owner Operators: Active Inactive All

[Add Employee](#) | [Add Owner Operator](#)

Active Owner Operators

- Click on the owner operator name to see additional information.

Name	Address	City	State	Zip Code					
Operator, Smooth	1100 North South Bl	Los Angeles	CA	90099	TRACTOR, CATERPILLAR MODEL 814	109.690 (ST)	.000 (1½x)	.000 (2x)	.000 (3x)
Smith, Maria J.	420 Northern Lights Avenue	New City	CA	90000	CRANE, KOMATSU MODEL PC 1100 LC-6	536.200 (ST)	.000 (1½x)	.000 (2x)	.000 (3x)

To return to the complete roster of your Active employees or owner-operators, clear the name field, choose Active, and click **Display**.