

Quantum Project Manager

Certified Payroll Reports

Illinois Department of Labor Certified Transcript of Payroll (CTP) Portal Changes

Last Update: 7/15/2025

The Illinois Department of Labor made changes to the CSV file upload format that went effect on 7/2/2025. There is a new version 23.1b of the Quantum Project Manager that includes these changes. The changes are also included in version 24. If you have version 23 and are covered under a support plan, but do not have version 23.1b, contact technical support. If you are on an older version or are not covered under a support plan, contact sales to upgrade to version 24. This document describes how to use the program to include the new fields for the updated CSV file.

There are 6 new fields added to the CSV file. Three are related to the work classification and have been added to the work classification screen available from the main menu under Maintain Information, Work Classifications. The other three fields are fringe benefit fields derived from fields already on the employee and timecard screens.

The fringe benefits in the Quantum Project Manager program are listed on the timecard screen for each project and work class that the employee worked on. There are union, cash and plan fields. The cash and union fields are not included in the upload file, but the plan field is included. The plan field can be broken down into 6 different categories which by default are Health & Welfare, Pension, Vacation, Apprenticeship Training, and Other (2 fields for Other). The first four fields have been included in the upload file since the IDOL CTP website portal inception in 2020. The first "Other" fringe plan field is now included in the csv file as "Other Insurance".

The new fields added to the program and the CSV file are:

1. From the main menu of the program, click the Maintain Information button, then click on the Work Classifications button. The new fields added to this screen are:
 - a. Classification: Enter the work class name to include in the CSV file. If not filled in, the work class name at the top of the screen will be used. This enables multiple work class entries to have the same work class name in the CSV file even though they may be in different divisions or class types. An example would be work class name "Laborer NW" with classification name "Laborer".
 - b. Geographic Division: Select a division from the drop-down list (ALL, N, NE, E, SE, S, SW, W, NW). If this is left blank, ALL will be used in the CSV file.
 - c. Class Type: Select a class type from the drop-down list (ALL, BLD, HWY, O&C, RIV, FLT). If this is left blank, ALL will be used in the CSV file.
 - d. Class Code: Select a class code from the drop-down list (0 to 14) if applicable. If this is left blank, the field will be blank in the CSV file. Selecting 0 has the same effect as leaving the field blank meaning it is not applicable.
2. The other fields added to the CSV file are derived from the existing fringe benefit fields on the timecard and employee screens:
 - a. HourlyOtherInsurance: The field used for this is the first field under "Other" when you click the fringe benefits "Plan" field. The second other field is not included in the upload file. The first four are used the same way they were previously.
 - b. AddOT15: This is needed if there is an overtime premium paid for fringe benefits on overtime hours. The total OT rate for fringe benefits on the time card and employee screen should be set to the total fringe benefit rate for OT hours. The difference between this rate and the regular plan rate will be included in the CSV files as the AddOT15 field. If there is no premium paid for fringe benefits on OT hours, set the OT rate to the same value as the total regular plan rate.
 - c. AddOT20: This is needed if there is an overtime premium paid for fringe benefits on double-time hours. The total double-time or ST rate for fringe benefits on the time card and employee screen should be set to the total fringe benefit rate for double-time or ST hours. The difference between this rate and the regular plan rate will be included in the CSV files as the AddOT20 field. If there is no premium paid for fringe benefits on double-time or ST hours, set the rate to the same value as the total regular plan rate.
3. Create the CSV file upload file as was done previously and follow the instructions on the upload file creation screen in the Quantum Project Manager when printing certified payroll reports.
4. See the IDOL website at <https://labor.illinois.gov/laws-rules/conmed/certifiedtranscriptofpayroll.html> for more information on accessing the CTP portal.

If you have questions on any of this, call 610-373-4835 or email support@quantumss.com.