Quantum Project Manager

New York State Department of Labor
Certified Payroll Portal XML File Creation and Upload Instructions
Last Updated: 1/31/2026

The New York State Department of Labor now requires that all contractors and subcontractors use their Certified Payroll Portal to submit weekly certified payroll reports at least every 30 days starting January 1, 2026. You need to register to use the portal, add your project and obtain a prevailing rate case (PRC) number.

The Quantum Project Manager now supports creating a file that can be uploaded to the certified payroll portal. Just create the XML file from the Quantum Project Manager, then logon to the portal and select the option to upload the file. There are validation checks that occur during the upload and you can review/edit what was uploaded before you submit it. You can make corrections or additions on the website or return to the Quantum Project Manager to make any corrections and generate/upload the XML file again. You will have to delete what you uploaded on the portal before you can upload it again.

There is some additional information that is required for the XML file upload. There is a report type on the project screen called "NY State Department of Labor PW 12 Report/File Upload)" and a few additional fields. To create the XML file, use the "Certified Payroll Compliance Reports" screen just like you would to print a normal report. Instructions for creating the file and a link to the website to upload the file are provided.

If you pay fringe benefits to approved plans or programs, you need to report the supplemental benefit amounts. There is a total regular hourly rate, overtime rate, and double-time rate on the Quantum employee screen and on the time card. There is the ability to enter a breakdown of the regular rate, but not a breakdown of the overtime rate. Prevailing wage law typically does not require that you pay fringe benefits at a premium rate for overtime hours. However, if the total fringe benefit overtime rate on the time card is more than the total regular fringe rate, you can choose how to handle this "differential" in the XML file (see below). If this does not meet your needs, **you may need to review and edit the supplemental benefit overtime rates after you upload the XML file.**

Deductions are not uploaded in the XML file as the only deductions requested by the NYS DOL certified payroll portal are deductions other than taxes that are related just to the project you are submitting. The gross pay reported is for this project only, the deductions you enter on the portal are for this project only, and the net wages are for this project only.

To create the XML file from the Quantum Project Manager program:
1. Enter the information in the program just like you do for a printed report. There are some additional fields and other considerations described below to ensure a successful file upload.
2. Enter the NYS DOL work category name for each work classification in the Quantum program. From the main menu, click Maintain Information, Work Classifications and edit each entry to add the NYS DOL work category name used on the drop-down list on their certified payroll portal.
3. On the project screen certified payroll tab:
    a. Select the report type "NY State Department of Labor PW 12 Report/File Upload".
    b. Enter the prevailing rate case (PRC) number in the field PRC Number" (top left).
    c. Select the appropriate option for handling the overtime fringe benefit amount from the "Fringe Benefit OT Differential" drop down list. You can choose to report the difference separately (default), or you can choose to add it to the Pension, Health/Welfare, Vacation, Apprenticeship Training or Other fields. For example, if all the overtime fringe benefit rates are the same as the regular fringe rates except for pension because it is based on a percentage, you can choose "Add to Pension". The pension overtime rate will be increased by the differential in the XML file. If you choose to report the overtime differential separately, be sure to explain this in the supplementary benefit documentation you have to upload. The default for new projects can be set under Preferences, Certified Payroll.
4. On the employee screen:
    a. Enter the employee name, SSN, and address. The city, state and zip goes on the second line.
    b. Make sure the "city, state + zip" line is in the right format. The city should not contain commas and should be followed by a comma. This is followed by one space then the two digit state code. The state code is followed by one space and the 5 digit zip code.
    c. If you are entering plan fringe benefit amounts for employees, the plan amount headings should be in the following order - H&W, Pens, Vac, App (last two are totaled as Other). Union fringe benefits also get reported as Other with an explanation of "Union Benefits".

     d. Enter the total overtime fringe benefit rates (OT and ST). If the overtime rate is higher than the regular rate or if any of the fringe amounts are based on a percentage (e.g., pension), see above for how the difference between the total hourly regular and total overtime fringe rate on the time card is reported in the XML file.

5. Enter or import your time cards for the week.
6. Go to the Certified Payroll Compliance Reports screen.
7. Enter the week ending date and select the project.
8. If needed, change the report type to "NY State Department of Labor PW 12 Report/File Upload".
9. Click "Create File for NYS DOL Upload ".
10. Use the default file name or change it if desired. You can use the select button to choose a different folder. You can also set a default folder on the project using the "Doc Folder" button at the top of the project screen.
11. Click the "Create File" button to create the file. Note the location and name of the file for the next step.
12. Go to the NYS DOL certified payroll portal and upload the file. Note there is a link at the top of the Quantum Project Manager screen for your convenience to go to the portal.
13. There are validation checks performed. You can view the results on the website and correct any errors. You can return to the Quantum Project Manager to make corrections and recreate and upload the file again, but you will need to delete what was uploaded before uploading again.
14. **If there are project related deductions, you will need to enter these on the website portal**
15. **Review the supplemental benefits and adjust the overtime rates if needed (see above).**
16. Complete the steps on the portal to submit the certified payroll for that week.
17. If you have questions about using the certified payroll portal website, please contact the NYS DOL.
18. If you have questions about the Quantum Project Manager, call Quantum Software at 610-373-4835.