

Quantum Project Manager

Certified Payroll Reports

Instructions for Completing the U.S. DOL WH-347 2025 form

Last Update: 4/7/2025

The U.S. Department of Labor issued a new version of the WH-347 form in January of 2025 to satisfy the updated requirements for submitting weekly certified payroll reports in compliance with the Davis-Bacon and Related Acts (DBRA). There is a new version 23.1 of the Quantum Project Manager that includes this new report. This document describes how to go about using the program to generate the new updated WH-347 report. You can also print to the previous WH-347 format which is still valid and expires 9/30/2026. There are more detailed field by field instructions from the U.S. DOL that can be printed from the program using the "Print Instructions" button on the certified payroll compliance reports screen.

There are many changes to the report. One major change is that the form now includes a column to report fringe benefit credits being taken toward compliance with the prevailing wage requirement and a column for cash paid in lieu of fringe benefits. There is also a new certification page that includes a section to list the different fringe benefit plans you may be contributing to and the hourly amounts for each employee.

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 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 cash field will be used for reporting cash paid in lieu of fringe benefits. The union and plan fields can be mapped to funded or unfunded fringe benefit plans for purposes of reporting them on the certification page. The fringe benefit plans can be created and then set up on each project to print as the columns on the certification page in the fringe benefit section as described below. This requirement to create fringe benefit plans is new but is necessary to comply with the new reporting format. Mapping the union and plan fields to the fringe benefit plans is the critical part of this if using plans.

To create and print the WH-347 2025 report from the Quantum Project Manager program:

1. Install version 23.1 of the Quantum Project Manager if you have not already done so.
2. Use the manual and certified payroll checklist to enter the required information as done in the past.
3. From the main menu of the program, click the Preferences button, then click on the Certified Payroll tab:
 - a. Change the report type to "US Department of Labor WH-347 (2025)" or (3 lines, 2025).
 - b. Click the "Certification Information" button, enter the required information, then close that form.
 - c. Click the "Fringe Benefit Information" button.
 - i. Check the boxes and fill in the required information.
 - ii. If taking credit for fringe benefits, click "Fringe Benefit Plans", create the plans then close.
 - iii. Assign the plans to up to 6 columns that will be used on the certification page report.
 - iv. At the bottom of the screen is where you map the fringe benefit fields to plans. This default mapping can be overridden on the employee screen or on the timecard project/work class.
4. On the project screen for each project where you need to use the new WH-347 2025 format:
 - a. On the certified payroll tab, select the report type "US Department of Labor WH-347 (2025)".
 - b. Click the "Certification Information" button, enter the required information, then close that form. Use the "Copy Defaults from Preferences" button to save time entering the information.
 - c. Click the "Fringe Benefit Information" button then click "Copy Defaults from Preferences". Make adjustments to the plans, additional remarks, etc. as needed then close this form.
5. On the employee screen for each employee, click the Fringe Benefits tab:
 - a. If using fringe benefit plans, click the "Plan Amts/Pcts" button then enter the amounts/pcts. If you need to map the plan fields to different plans for this employee, you can do so here. Otherwise, it will use the default mapping done above under Preferences.
 - b. If paying cash in lieu of fringe benefits, check add to gross and enter the cash amount here or enter the fringe amount on the project work class entry and use the surplus option of "Cash".
 - c. If paying fringe benefits to a union, set up the union as a plan above. Then you can enter the amount here or you can enter the fringe amount on the project work class entry and use the surplus option of "Union". You can also map to the correct union plan here for this employee.
6. Enter or import your time cards for the week.
7. If needed, edit the time cards and click the "fringes" button to review/edit the plan mappings.
8. Go to the Certified Payroll Compliance Reports screen.
9. Print and review the certified payroll reports to make sure everything is filled in as expected.
10. It is strongly recommended to create PDF files and save them in a folder on your computer or save the paper copies as your permanent record for your certified payroll reports.
11. If you have questions on using the Quantum Project Manager, call us at 610-373-4835.