Mt. San Antonio College
Community Workforce Agreement (CWA)
Certified Payroll Reports Dropbox Instructions

As part of the District's Review of Applications for Progress Payments (as specified in Mt. SAC General Conditions – Article 8, Section 3.2 (8.3.2)): "Certified Payrolls of the Contractor and all Subcontractors, of any tier, for laborers performing any portion of the Work for which a Progress Payment is requested, and where Contractor is required to submit such records weekly, all relevant Certified Payrolls for any portion of the Work for which a Progress Payment is requested must have been received by the District's CWA Coordinator".

Also, **(as specified in Mt. SAC General Conditions – Article 4, Section 12.6 (4.12.6)):** "The Contractor and all subcontractors shall furnish certified payroll records as required pursuant to Labor Code §1776 **directly** to the Labor Commissioner in accordance with Labor Code §1771.4 on at least a monthly basis (or more frequently if required by the District or the Labor Commissioner) and in a format prescribed by the Labor Commissioner."

To submit Certified Payrolls to the Mt. SAC Community Workforce Coordinator:

1) Go to **dropbox.mtsac.edu**

2) Select the blue "**Drop-off"** button

3) Complete all requested information listed under **Information about the Sender.**
    Please note:
       • You will need to complete this information each time you submit a Certified Payroll Report
       • You do **not** need a "Request Code" in order to send reports

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4) Wait for an email message from the dropbox.mtsac.edu service and click on the link in it.

5) Add "Community Workforce Coordinator" at email communityworkforce@mtsac.edu in the recipient fields (as shown below) and click "**Add & Close**".

Add Recipients

Add One	Add Many

Name: **Community Workforce Coordinator**

Email: communityworkforce@mtsac.edu

Add	Add & Close

6) Click the blue checkbox to the left of "Encrypt every file"
- Immediately, an "Encryption Passphrase" box will appear
- Create a passphrase, re-enter, and select "Ok"

☑ Encrypt every file
☑ Calculate SHA-256 checksum of each file
☑ Send me an email when each recipient picks up the files
☑ Send email message to recipients
☑ which includes Passcode as well as Claim ID

Encryption Passphrase

This passphrase will not be sent to the recipients.
You need to do this yourself.

Passphrase: ••••••••••

And again: ••••••••••

☑ Hide characters

OK	Cancel

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7) In the "Short note to the Recipients" field, please including the following:
- Contractor Name
- Project Name
- Pay Period

Short note to the Recipients:

Contractor Name: (Ex: Joe Mountie Plumbers Inc.)
Project Name: (Ex: 46A Restroom Reconstruction)
Pay Period: (Ex: March 1, 2010 - March 31, 2010)

8) Select "Click to Add Files or Drag Them Here" and attach Certified Payrolls.
- Please **redact** or **remove** Social Security numbers from reports submitted to Mt. SAC.

To:

Community Workforce Coordinator <communityworkforce@mtsac.edu> ⊖ ⊕

Short note to the Recipients:

Contractor Name: (Ex: Joe Mountie Plumbers Inc.)
Project Name: (Ex: 46A Restroom Reconstruction)
Pay Period: (Ex: March 1, 2010 - March 31, 2010)

☑ Encrypt every file
☑ Calculate SHA-256 checksum of each file
☑ Send me an email when each recipient picks up the files
☑ Send email message to recipients
☑ which includes Passcode as well as Claim ID
☐ Recipients must agree to terms and conditions
14 days until drop-off expires

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Click to Add Files or Drag Them Here

9) Add a short, document identifying description in the "Description" box, and select "Drop-off Files".

Filename	Size	Description	
1: CPR.pdf	69.2 KB	Joe Mountie CPR 3-1-10 to 3-31-10	✖

69.2 KB / 10240 MB

Drop-off Files

10) Please send communityworkforce@mtsac.edu an email with the Contractor Name, Project Name, Pay Period, and the "**Encryption Passphrase**" created in Step 6.

Important Notes:
- Certified Payroll Reports **cannot** be opened without the completion of Step 10
- Certified Payroll Reports **will not** be accepted via email