

Section 3

- 1) Manage Section 3 Business (for contractors that qualify as a Section 3 business)
- 2) Manage Core Employee & New Hire (how to submit the Core Employee List)
- 3) Assign Employee to the Project
- 4) Manage Section 3 Worker (how to submit the Section 3 Worker Certification Form)

Section 3

1) Manage Section 3 Business (contact Compliance Team before submitting documents here)

Click on the project name on left side panel, in the expanded menu click on "Manage Section 3 Business". A tree view of you and your subs will be listed on the rights. Under "Is Section 3" column, check off the box to indicate section business, **upload supporting docs** for your agency to review. *Check with the compliance team or the general contractor for list of supporting documents required.

Project: Elation Convention Hall

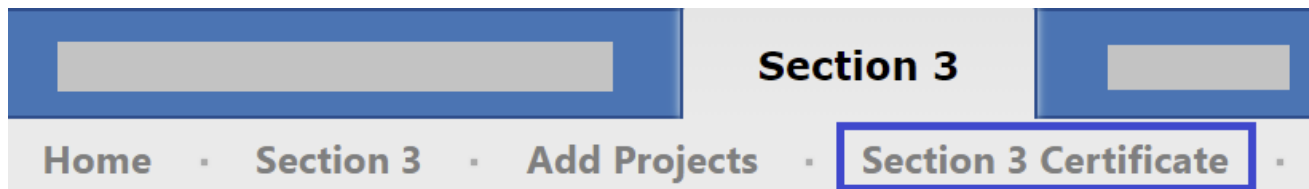
Legends: Draft Submitted

Company Name	Certificate / Supporting Docs	Is Section 3	Agency Verified Section 3	Verified List
Elation Systems Co. --CM/PC	Submitted by [redacted]	<input type="checkbox"/>		Verified Agency_(0)
[redacted] --Tier 1	[redacted].xlsx Upload Supporting Docs	<input checked="" type="checkbox"/>		Verified Agency_(0)
[redacted] --Tier 2	Submitted by [redacted] [redacted] document.pdf Upload Supporting Docs	<input checked="" type="checkbox"/>		Verified Agency_(1)

Optional: How to create a section 3 Certificate for your company

To upload supporting documents for yourself as a section 3 business, you can use the file you have or you can generate a section 3 certificate within the system by utilizing the "Section 3 Certificate" function.

- a. Click on the "Section 3" tab.
- b. On the second level sub menu click on "Section 3 Certificate"



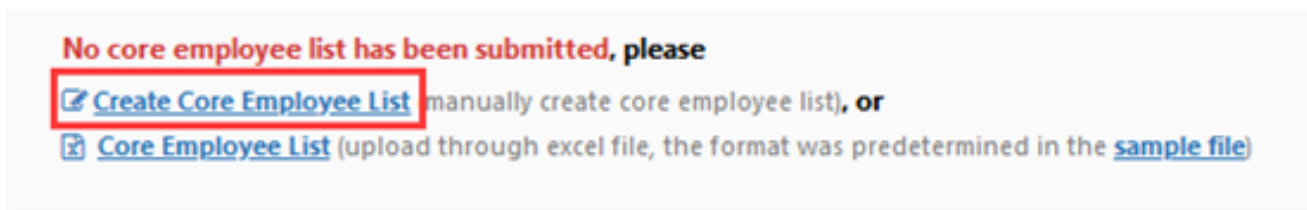
- c. Click on "New Section 3 Certificate" on the right side working area.
- d. Fill out the form and Submit.

Once the certificate is generated, it will be attached to every section 3 project you participated as supporting document. Please Note: You still need to indicate you are section 3 business by checking off the box in "Manage Section 3 Buisness" page.

2) Manage Core Employee & New Hire

(a). Manually Create Core Employee List:

There are two ways of creating Core Employee list, the 1st option is to create manually by clicking on "Create Core Employee list".



In the pop up window, all the employees from your company account will display. Check off the box in the first column to indicate core employee, then click on "Confirm" to submit core employee list.



(b). Upload Core Employee List:

The 2nd option is upload your Core Employee list through a excel file by clicking on "Upload through excel file". The excel file needs to be in the same format as Elation provided sample which can be found by the link of "sample file".

No core employee list has been submitted, please

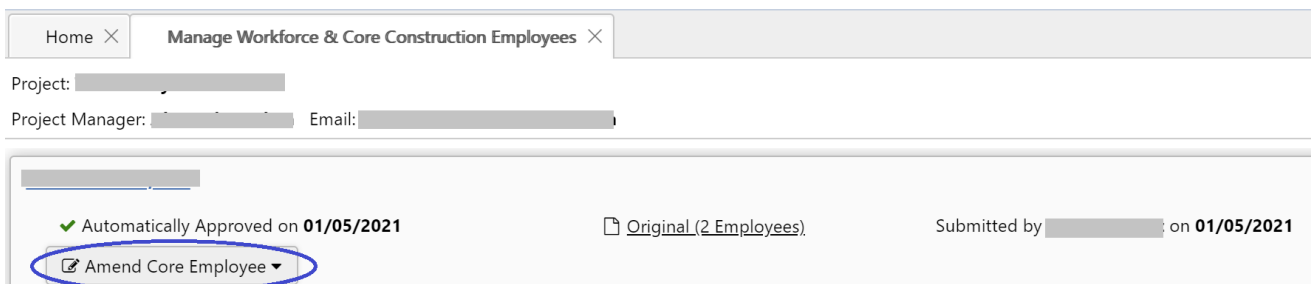
[Create Core Employee List](#) manually create core employee list), or

[Core Employee List](#) upload through excel file, the format was predetermined in the [sample file](#)

Note*: The original core employee list is automatically accepted by agency, **any further amendments is upon agency's approval** to take effective on Section 3 workforce report.

(c). How to Amend Core Employee List:

Contractors can update core employee list anytime as needed by clicking on “Amend Core Employee” button:



Then depending on how you need to amend the list, you can

1. On the right side panel, check or uncheck boxes in front employees name to indicate whether they are core employees
2. Put down the reason to amend the list.
3. Click on "Confirm" button to submit the list for your project owner to approve.

Process details		
Status: Automatically Approved		
Submit by Rick Shi on 03/24/2017		
Fullname (Last 4 Digit SSN)	Contractor Operation	Agency Approval
New [Redacted]	● Set as core employee	✓ Approved
New [Redacted]	● Set as core employee	✓ Approved
New [Redacted]	● Set as core employee	✓ Approved
Cancel		

(e) New Hire:

For all the employee that are not included in your core employee list, when they first appear in Certified Payroll Report on this project, they will be automatically recognized as New Hire. You will need to come to this page to verify the Hire Date, specify their Job Category and upload supporting document if necessary. **The reported hire date should always be the date the worker was hired by the company.**

[Elation Systems Co. \(Prime Contractor\)](#)

No core employee list has been submitted, please

[Create Core Employee List](#) (manually create core employee list), or

[Core Employee List](#) (upload through excel file, the format was predetermined in the [sample file](#))

Manage Core Construction Employees & Staff

Employee name

Page 1 of 1 Total: 5

First Name	Last Name	Is Core Employee	Hired Date	Job Category	Upload Files
[Redacted]	[Redacted]	New hire	06/01/2014	Not specified	Upload File
[Redacted]	[Redacted]	New hire	<input type="text" value="09/19/2017"/>	Not specified	Upload File

3) Assign Employee to the Project

Click on "Assign Employee" under the project name on left side panel:

○ Section 3 Project

- Manage Section 3 Business
- Manage Core Employee & New Hire
- Assign Employee

On the right side working area, click on the blue arrow to assign the project to the project.

Total 125 Available Employees Assign All				Total 0 As
First Name	Last Name	SSN	Assign	Remove
		XXX-XX-	→	
		XXX-XX-	→	
		XXX-XX-	→	
		XXX-XX-	→	
		XXX-XX-	→	

4) Manage Section 3 Worker

- Under the Project name, Click on the "Manage Section 3 Worker" link.
- All employees assigned to the project will be listed on the right side working area.

- For projects that have utilized the new Section 3 New Rule, the User Interface will look like below. **The Section 3 status of each worker is required. A Section 3 Worker Certification Form should be used to determine the worker's Section 3 status and uploaded.**

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Identify Section 3 Resident Workforce Section 3 Worker Stats

Employee name Page 1 of 1

First Name	Last Name	Income Standard	Union	Section 3	Job Categories	Upload Files
		Set Income Standard	<input type="radio"/> NU <input checked="" type="radio"/> U	No set	Not specified	<input checked="" type="radio"/> View Files
		Set Income Standard	<input type="radio"/> NU <input type="radio"/> U	No set	Not specified	<input type="radio"/> No File
		Set Income Standard	<input type="radio"/> NU <input type="radio"/> U	No set	Not specified	<input type="radio"/> No File
		Set Income Standard	<input type="radio"/> NU <input type="radio"/> U	No set	Not specified	<input type="radio"/> No File


Click on "Not Set", a small window will pop up. Select applicable category for the employee. Then the Section 3 worker and/or Targeted Section 3 Worker designation will be automatically set. Lastly, Click on "Confirm" button.

Section 3 Settings

Section 3 Worker Targeted Section 3 Worker

Please indicate applicable category:

Income is below the income limit established by HUD.

Employed by a Section 3 business concern. 

YouthBuild participant.

Resident of public housing or Section 8-assisted housing.

Resident of other public housing projects or Section 8-assisted housing managed by the PHA that is providing the assistance.

None of the above.