Civil Rights Compliance System (CRCS)
Frequently Asked Questions
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ELECTRONIC PAYROLLS

What do you need to start?

- CRCS Registration
- A project
- An electronic signature file
- Wage rates
- Employees, crafts, wages, hours worked, paycheck deductions
-
- **** One-time Set up Begins ****

How do I know if my firm is registered?

The firm hiring you will tell you if they cannot assign your firm to a project. Otherwise, assume that you are.

If you have received a letter telling you to register, you may already be registered. If you know how to log on, you are registered and will not need to register again.

What if my firm has no project is in the system?

Verify with the firm hiring you that your firm has been assigned to the project. WisDOT may also have to approve the sublet before the project will appear.

Sometimes firms register a second time. The firm hiring yours sees your firm is assigned, while you see no projects. If this is the case, contact Customer Support.

How do I get a signature file?

Either attach an image to an e-mail to Customer Support or fax it to 608 264 6667

If you try this yourself, the file cannot be a .pdf or an 8.5 x 11" sheet of paper; it must be cropped.

What are wage rates?

They are the minimum requirements for paying each craft. If both state and federal rates apply, you must pay the higher of the two.

How Do I Log On?

The final screen of the registration asked for an e-mail address and a password. Use these. If you do not know what they are, call Customer Support.

Why am I having trouble logging into the system?

You may have Caps Lock on. Passwords are case sensitive.

If your firm's annual registration is expiring, you may see a faint message that a pop-up has been blocked. You must allow it. If the password has disappeared, this is the problem.

What do the messages mean when I log on?

You should have a message telling you that some projects require payrolls (meaning electronic payrolls). Any projects without a message will not allow you to submit electronic payrolls.

You may have a message telling you that payments need to be confirmed. This is described in a later section of this document.

You may have a message that your ARRA projects need OCIP reports submitted. This cannot be done until all payrolls are accounted for during the previous month.

If your firm is a DBE, you may also have a message that it is time to submit your annual affidavit.

What screens do I need to fill out?

At a minimum: Add Employee, CPR Data Entry (Manual)'s CPR Employees, and a Compliance Statement. On ARRA projects: you will also have to submit a monthly OCIP Report.

If you will have several payrolls, you will also want to use Select Crafts & Classes and Manage Fringe Benefit Package as well before going on to CPR Data Entry (Manual).

Why is Active Projects missing from my screen?

The Apple and Mozilla Firefox browsers will require you to scroll down further to see them. This will also be true for seeing messages.

Why can't I see CPR Data Entry (Manual) and Manage Fringe Benefit Package?

You have not yet clicked on the project under Active Projects and the Region.

Why do firm names appear under a project and the above menu options are still missing?

When your firm has been assigned multiple times to a project, this is how it looks. In addition to clicking on the project, you must also click on one of the firm's names. If you scroll or "mouse over" the firm's name, it will clearly show you the flow of sublet assignments from WisDOT to your firm.

Employee Record

What do yellow fields mean?

These are the mandatory fields for you to enter.

What if I can't tell yellow from white background fields?

The mandatory fields are employee name, SSN, gender, race, address, and hire date.

Should a craft be displayed?

Yes. You should have Available and Default checked for one craft. You may check Available for multiple crafts. Otherwise, you will have to update this on every payroll record, and you may make a mistake.

Why is Hire Date a required field?

When employees are marked as TrANS Grads or Apprentices, they are compared against these databases using SSNs. This date will determine whether you are given credit for having these employees on your payrolls.

What is a TrANS Grad?

It is someone hired out of the Transportation Alliance for New Solutions (TrANS) program. They are prepared to do General Laborer work. WisDOT reimburses employers for part of their salary when reported on our payrolls as long as ASP-1 is in the contract. They should be marked as Journeyworkers, not as Trainees.

What does "non-prevailing wage only" mean?

This tells the system not to include the employee on payrolls, but it will allow you to add time for them on OCIP reports for the ARRA projects.

Why is my firm's name missing in the Trucker Employed By field?

The system assumes all employees are for your firm. If you find your firm name in the list, it means your firm is registered a second time. You should call Customer Support to have the duplicate registration removed.

Manage Fringe Benefits

What is a template versus a package?

A **template** applies to the **total company**, while a **package** applies to a particular **project**. A template allows you to clone wage information from project to project. Without one, you have to create a package from scratch for every project.

Are templates and/or packages required?

No, but their absence means you must type this information on every employee on every payroll.

When should the After Tax box be checked?

Some fund payments are given to employees in the form of a cash fringe. Later, this amount is also deducted from the employee's paycheck.

What should a trucking firm enter?

Just three numbers: base rate, overtime rate, and cash in lieu of fringe benefits.

Should the truck's hourly rate from the invoice be used for fringes?

They can be, but if overtime hours are reported, you will cause yourself unnecessary grief. Very few trucking firms enter this amount.

When wage rates increase over the life of a project, where do you enter this amount?

Future increases may be added either to the base or to the fringe benefits. Most firms add the increase to the fringe benefits.

Why aren't the fringe benefits appearing on the payroll when I have keyed them in?

Either you created a template, but not a package, or you did not use the Define Associations link. If the package is created, you will find it in the drop-down list.

When Defining Associations, is it better to associate with a craft or a person?

You will have less work associating with a craft. It will not work unless their Default craft button is set or you set the Journeyworker/Apprentice/Trainee flag on the payroll.

Why is the employee craft I want not displaying on Define Association's left column?

The Department of Workforce Development does not provide a uniform list of crafts from county to county. If using Truckers or Heavy Equipment Operators in particular, you may have to add additional crafts available on your list. You may also have to request the Equal Rights Officer to request additional rates be loaded for one of your ongoing crafts.

**** One-time Set up Complete ****

Create a New Payroll

How do I start?

You can use the Manual CPR button on the CPR Log or from the main menu, choose Payroll Reporting, then CPR Data Entry (Manual).

1) Check the employees being paid
2) If no other payroll is needed, Check If This Is The Last CPR
3) Click "Submit"
4) Edit each employee
5) Click "Submit" when all lights are green to move to the Compliance Statement
6) "Sign" and "Submit" the Compliance Statement
7) Close

The system tells me my first payroll is before the project began. What do I do?

Call Customer Support and request the project start date be changed to a date before your first day of work.

All of the employee lights should be green, so why is the Incomplete Info button still present?

Click on it and see. It may be that you entered hours for overtime, but no overtime rate was present.

There's a payroll draft on my Work in Progress Screen. What is it doing there, and what should I do about it?

Sometimes when a project is in suspension mode, a person starts a payroll without noticing the date on it. S/he notices the date is wrong when it is time to edit an employee. If this is what happened, then you can simply delete the payroll. Go to Project, Project Suspension and resume or delete the suspension, whichever fits your needs.

I'm being told that I have to change my weekending date to a Saturday date. How do I do this?

You can't. Once you've submitted a payroll, you are locked into that day of the week for the life of the project.

I'm being told my payrolls are not acceptable because a red 'x' shows up instead of a signature. What do I do?

Nothing. When the wrong size or type of signature file is imported into the system, that person's submitted documents will never display a signature. Equal Rights Officers need to know that a document cannot be submitted without a signature password and accept it.

How do I make an employee appear on a payroll twice?

You are given two opportunities to do this. The first is when you are selecting your employees;   type a '2' in the box behind the employee's name.   The second time is on the CPR Employees screen. An Add Employee button appears in gray at the top right of the list.

I'm behind in my payrolls. I don't have all of the information for payroll #1. Can I go on and begin payroll #2?

No, because it would mean you would wipe out your first payroll. Unless you are importing your payrolls, you must work on them one at a time.

What happens to a payroll after I have submitted it?

It is stored on the CPR Log. Any time you click on the project (in red under your name upper right or on the Active Projects list), it will take you to this screen. Click on the blue down arrow and all of the payrolls, non-performance reports, and suspensions will be revealed.

What if a red triangle appears in front of my firm's name?

That means no payrolls have been submitted to date.

Why is the next payroll date before my first payroll date?

The payrolls have been suspended. Go to Project, Project Suspension, and click on Resume. Then choose the date prior to the payroll you are trying to enter.

Why is the next payroll date weeks or months in the past?
You need to submit non-performance reports or create a project suspension.

Is it possible to record two check numbers for an employee?
Yes. You can separate the numbers with a comma or a semi-colon.

Update a Payroll

How do I change a non-performance report into a certified payroll report?
Open the list of payrolls on the CPR Log. Click on the hammer icon for that payroll in the Options column. Choose Replace, then Manual CPR.

What if I missed entering a payroll at the very beginning of the project?
When you start a new payroll, click on the date list. Every date from the time the project began will be present. You may find you also have to submit some non-performance reports or create a project suspension and "resume" it when the next payroll occurs.

How do I fix a payroll if I underpaid an employee?
Open the list of payrolls on the CPR Log. Click on the hammer icon for that payroll in the Options column. Choose Adjustment. For each employee needing to be updated, click on Adjust.

If more than 10 hours per day or 40 hours per week straight time were reported, enter -x where x is the amount you are subtracting out for the day of the week needing to be fixed. Enter x as a positive number on the Overtime line for that day of the week. Assuming your fringe benefit was included in the overtime rate, your project wages will be figured out.

If a specific dollar entry was short, enter the difference between what was paid and what was owed in cell D.

Decide whether to write a separate check or to roll this amount into the next week's pay check. Enter all information for the check in the remaining cells as you normally would.

Save and submit the payroll.

How do I fix a payroll if I reported the wrong craft for an employee?
Open the list of payrolls on the CPR Log. Click on the hammer icon for that payroll in the Options column. Choose Adjustment. For each employee needing to be

updated, click on Edit. Click on Edit for that employee, then click on Edit to bring up his/her Edit Employee screen. Fix the problem here, then save it. When the screen closes, it should be corrected here. Save the record and resubmit the payroll.

I am told that I have an Incomplete Payroll. How do I fix it?

Click on Payroll Reporting, CPR Data Entry (Manual), and click on the date you find there. Submit the report. If the project has its final payroll flag turned on, you will have to use the hammer to edit it.

How do I learn the number of hours my trucking firms have turned in so I can balance it against what we have billed in our system?

The best option we have right now is the individual Utilization Reports you can view on the CPR Log when you drill down into each firm's activity. These reports are generated once a month and can provide either the hours worked or the headcounts reported. This is the data the Department of Labor reviews each year.

What does a green dot mean?

The system generates data for the Department of Labor each month. When a project is suspended, no utilization data is generated for viewing here for that month. All data will appear on utilization reports.

Closing a Project

Why do some of my completed projects disappear from the list of projects with payrolls and others do not?

Some have had their final payroll flag set.

I've turned my final payroll flag on. Do I need to continue to submit non-performance reports?

No, you don't. You will be able to submit a final OCIP report, if necessary, without having to submit non-performance reports for the extra weeks.

My final payroll flag is on, and I've been told that I have to enter a missing week of payrolls. I've done that, and now I can't turn the final payroll flag back on.

This happens less frequently, but it would mean that you were current with your payrolls. If your weekending date is Saturday, this must be Monday, Tuesday, Wednesday, or Thursday, because the system will not allow you to submit a payroll before the week is complete. Wait until Friday and then submit a non-performance report with the final payroll flag turned on.

I'm being told to enter a final payroll flag on a project which has never had to have a certified payroll. How do I do this?

You cannot. WisDOT staff can close the OCIP period for you, but unless the sublet is removed, the system will expect payrolls because your firm is not a supplier or manufacturer.

What if I've set my final payroll flag and discover I have to submit some more payrolls?

Click on the project to bring up the CPR Log screen. Look for the gray button reading "Remove 'Last CPR' Flag" and click on it. You will likely have to enter a project suspension and resume payrolls before you can begin this payroll.

OCIP REPORTS

What is OCIP?

It stands for the Owner-Controlled Insurance Program, a self-insurance tool WisDOT is using for its megaprojects. The Civil Rights Compliance System collected OCIP data directly for the Marquette Interchange projects, but it appears it will no longer be used for other megaprojects.

It is, however, being used for the ARRA, or stimulus-funded, projects. Unlike on a megaproject, it has no effect on your insurance premiums.

When am I expected to submit an OCIP report?

After each month's payrolls are all submitted. The data is due at 10 p.m. on the 10th day of each month.

Once you have submitted a final payroll flag, signifying that you have completed your work on this project, you are **not** expected to submit any more OCIP reports.

I made a change to a certified payroll report. Do I need to resubmit the OCIP report for that month?

If you changed the number of hours worked paid to any employee, yes.

If you changed the straight-time amount using the Edit feature, yes.

If you changed the salary amounts using the Adjustment feature, no. The amounts will be treated as fringe benefits.

Anything else, no. OCIP figures never report overtime rates, for instance.

Why does the system tell me that not all of my CPRs are submitted?

Every full week of payrolls must be accounted for with a certified payroll report, a non-performance report, or a suspension. Choose one of these actions, and the system will remove this message.

Why do some of my projects display OCIP on the main menu and others do not?

WisDOT staff have not enrolled your firm in the collection tool for this ARRA project. Call your local Equal Rights Officer.

If the project does not have ARRA funding, it will not require OCIP reports.

Do I have to submit OCIP reports when my firm's work is finished?

No, but you should make sure you have turned on your final payroll flag so WisDOT staff know to mark your OCIP reporting complete. If you are unsure, you should add a Project Suspension.

What if my payrolls have not been approved and the deadline is here?
Submit the report anyway.

My firm was never used on the project, and I'm seeing the message to submit OCIP reports and payrolls every time I log on. How can I make this go away?
If you have not submitted any OCIP reports, we can simply have the sublet assignment removed. If OCIP reports are present, we must first have TRS Consultants delete the OCIP reports, and then we can remove the sublet. DBE firms should not be removed without consulting with Yemi Falomo first.

My firm did not work on the project, but we had subcontractors. I'm seeing the message to submit OCIP reports and payrolls every time I log on. How can I make this go away?
When WisDOT staff enter the project's end date, this will clear the messages for you.

ENTERING SUBLETS

Yesterday we tried to unassign Maple Construction because we added B-Max (Maple is now B-Max; Maple no longer exists). When I went to unassign Maple, I got an error message that says "error in SQL stored procedure". I tried again this morning and got the same message. Can you help with this?
This means that Maple had entered some payrolls or OCIP reports, or that you had previously entered some payments for Maple which may or may not be confirmed. If they had entered payrolls or OCIP reports, you would not be allowed to remove them. If Maple were a DBE, you would have to have WisDOT staff approve their removal from the project (Yemi Falomo and Customer Support at a minimum).

Should we tell anyone if a firm has gone out of business?
Please let Customer Support know. She can mark their record accordingly so they will no longer appear in the list of registered firms.

CONFIRMING PAYMENTS

Some firms have not confirmed payments within half a year or more. What can we do?
Call Customer Support to have them confirmed. Some lower-tier subcontractors call Customer Support and report a date.

I need to edit some data on a payment which is already confirmed. How do I do this?
Customer Support has to unconfirm any payments you wish to have edited or removed. Make sure she knows a date and/or dollar amount as it can be confusing. Some firms may be assigned to the project more than one time.

BIDDER’S LIST

The fax number does not appear on the screen which comes up. The heading indicates it should.

The export file has both phone numbers on it, and you can also use the details of the firms to view the fax number.

UCP DIRECTORY

I am contacting DBEs who are telling me that they will not bid on a WisDOT project. Do I need to contact them every month?

No. If you would like to share this information with WisDOT staff, their DBE record can be marked accordingly.

I have phone numbers, faxes and/or e-mails which do not work for firms. How can we get these corrected?

Send them to Customer Support. She will forward a list of the firms with issues to the UCP certifying agency (WisDOT, Dane County, City of Madison, or Milwaukee County).

DBE TRUCKING SCHEDULE

How often are trucking schedules updated?

Some firms update them 4 or 5 times during a construction cycle. Updates come in as late as November. In December, the system freezes them until the following February.

Miscellaneous

What is the role of the Equal Rights Officer?

Accept contractors, wage rates, review and/or accept/reject payrolls, enroll contractors in the OCIP program after the first payroll is entered, enter a final OCIP date when the final payroll flag has been turned on, and enter a project archive date after final payment.

What is the role of Customer Support?

Assist with CRCS registration, electronic signature files, identify system bugs, and develop system enhancements based on feedback.