Wisconsin Department of Transportation

Civil Rights Compliance

Contractor's User Manual
Payrolls

Hill International

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CHAPTER 1 INTRODUCTION

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1.1 Overview

The Wisconsin Department of Transportation (WisDOT) has implemented WisDOT Civil Rights Compliance, a state-of-the-art, software application for payment tracking and labor compliance management. This system is designed to fulfill and streamline various federal and state reporting and monitoring requirements.

The system contains three major functionalities:

Payment Tracking – tracking and reporting actual payment transactions by prime and subcontractors.

Labor Compliance Management – provides electronic certified payroll and fringe benefit reporting by prime contractors and all subcontractors.

Disadvantaged Business Enterprise Management – allows the four Unified Certification Program partners to share a database which can interact with the other functionalities.

1.2 Payment Tracking

The payment tracking functionality is designed to assist contractors and WisDOT to meet the reporting requirements of 49 CFR, Part 26.37. The web-based system allows WisDOT to track all actual payments made to contractors. The payment tracking functionality facilitates this by allowing each contractor to manage its payment reporting on a contract-by-contract basis.

Payment tracking, combined with the labor compliance management, is simple, easy to use, and cost effective methodology. Through the use of industry standard navigation techniques, drop down menus, pop up calendars and easy to understand information boxes, the reporting payment transaction is easily accomplished.

Prime contractors are required to report the information on payments made to all first-tier subcontractors and all DBE subcontractors utilized on the project. Subcontractors are responsible for confirming the payments they receive. Payment reports that relate to individual contractors are also available through the system.

1.3 Labor Compliance Management (LCM)

The web-based LCM function is designed to streamline the reporting and monitoring process of state and federal prevailing-wage laws, including the Davis-Bacon Act. The LCM functionality collects electronic certified payroll data and automatically verifies it against applicable prevailing wage rates. The LCM reporting and monitoring platform enables contractors to interface with WisDOT, and vice versa, in a secure environment.

The unique feature of the LCM functionality enables it to collect certified payroll data directly from the output file from a contractor's payroll system. Therefore, it significantly reduces the burden of the reporting requirements for contractors and subcontractors. It also provides web-based reporting forms for those contractors who currently may not use an electronic payroll system in-house. By utilizing the data collected, the system will automatically generate monthly reports including workforce utilization, geographical utilization, Journey Worker-Apprentice Ratio and other applicable reports.

CHAPTER 2 GETTING STARTED

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2.1 Recommended Internet Settings

Before using the application, we recommend that users update their Internet Explorer settings in order to improve and facilitate the use of the application.

Pop-Up Blockers

The WisDOT Civil Rights Compliance application uses pop-up windows. In order to use the application, you may need to alter your pop-up blocker. TRS recommends adding the following website to the allowed list in the pop-up blocker settings: https://app.mylcm.com/wisdot.

Cache Settings

TRS recommends that users change the cache setting to prevent web browsers from displaying “cached” (old) information.

To edit these settings:

1. Open Internet Explorer.
2. From the “Tools” menu, select “Internet Options” to open the Internet Options window (Figure 1).
3. In the Internet Options window, select “General Tab” (Figure 2). From the select “Browsing History” section select “Settings” to open the Settings window (Figure 3).
4. Verify that the setting for “Check for newer versions of stored pages:” is set to “Every visit to the page.” If not, select this option and click “OK”
5. Click “OK” on the Internet Options window to complete cache settings update.

Figure 1 - Tools Menu, Internet Options

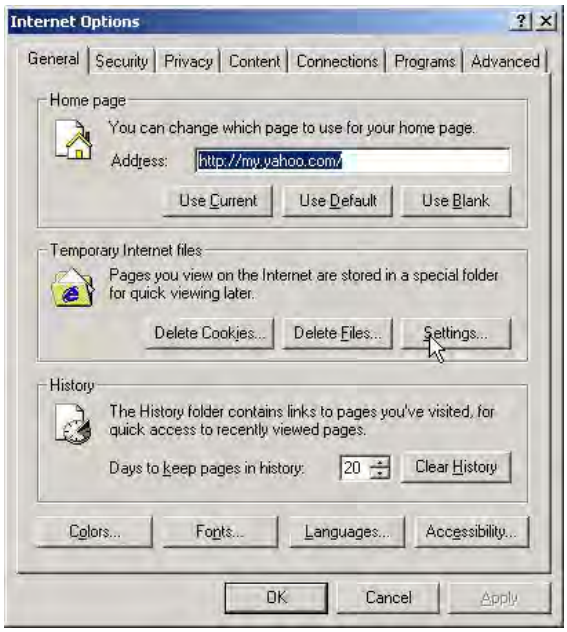

Figure 2 - Internet Options Window

Figure 3 - Settings Window

Security Settings

Hill International, Inc. recommends adding the website address to the user's "Trusted Sites" list on their computers. This will help the website load more quickly.

To edit the security settings:

1. Open Internet Explorer.

2. From the “Tools” menu, select “Internet Options” to open the Internet Options window (Figure 1).
3. In the Internet Options window click on the “Security” tab (Figure 4).
4. Click on the “Trusted Sites” icon and then click on the “Sites…” button to open the Trusted Sites window (Figure 4).
5. Type in the LCM website address, https://app.mylcm.com/wisdot, and click on “Add” and then click on “OK” to return to the Internet Options window (Figure 5).
6. Click “OK” on the Internet Options window to complete the recommended security settings update.

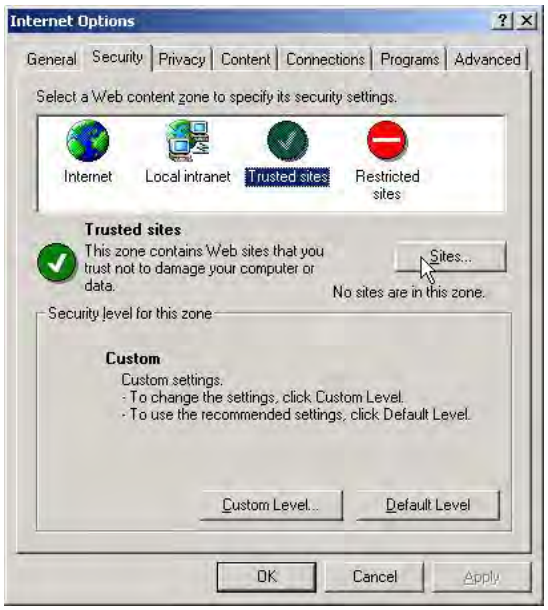

Figure 4 - Internet Options Window, Security Tab

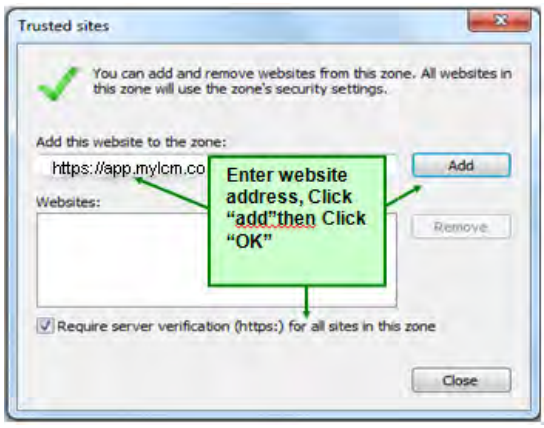

Figure 5 - Trusted Site Window

2.2 Annual Registration Renewal

Each year, WisDOT is asked to prepare a list of ready, willing, and able participants to work on its projects for DBE goal-planning purposes. This bidder's list includes all prime contractors, subcontractors, and suppliers.

To ensure the accuracy of our list, contractors are required to renew their registration with the WisDOT Civil Rights Compliance application. Once you have ignored the system message for 30 days, the system will send the Bidding Contact an e-mail on the following Sunday as a final reminder. Nothing more will appear for another year, but you will not be allowed to log onto the system until your browser accepts the pop-up window and you renew the registration.
Note: If your firm is a DBE, this is more complicated.

Your firm may choose not to work on WisDOT projects every year. The expiration date may pass for a few years, and then someone may later renew it.

To renew your registration:

1. Thirty days prior to your firm's registration expires, you will receive a notification upon login. The notification will ask if you want to renew now (Figure 6).

   What happens next depends on the number of days displayed and your answer to the question.

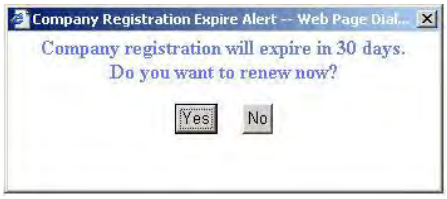

Figure 6 – Registration Expiration Alert

   - If you select "No" and the 30 days have not expired, your browser will enter the software normally.
   - If on the other hand the 30 days have expired, your browser will force you to update the Company Profile.
   - If you select "Yes," your web browser is directed to the Company Profile.

2. Click on "Yes" to continue.

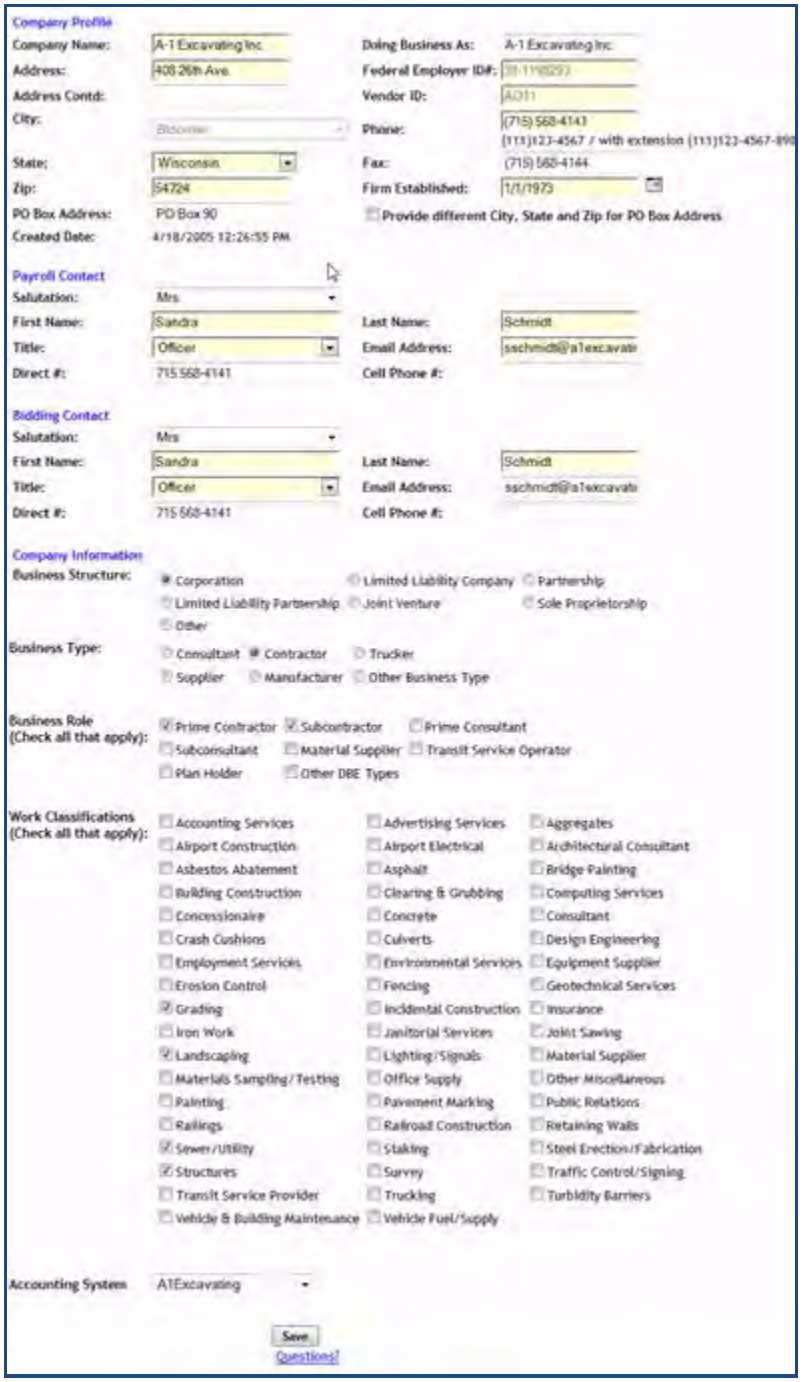

Figure 7 - Update Company Profile

3. Change any necessary information on the previous screen.
4. Click on "Renew."

Note: If you remove or change the Accounting System value, you may lose the ability to import payrolls.

2.3 Revising Company Profile Data

Each year, WisDOT asks your firm to review its registration information and provide any updates. Throughout the year, you may have other reasons to update the information, such as a change in employees or an office move.

1. Select "Company Profile" as shown below.
2. Make any necessary changes.

Note: Because the data you enter here refreshes WisDOT's Trns*Port database, the company address we are asking for on this screen should belong to the corporate headquarters.

Figure 8 - Select Company Profile

Note: The footer of each page contains a Question Link which will allow you to send an e-mail directly to Customer Support.

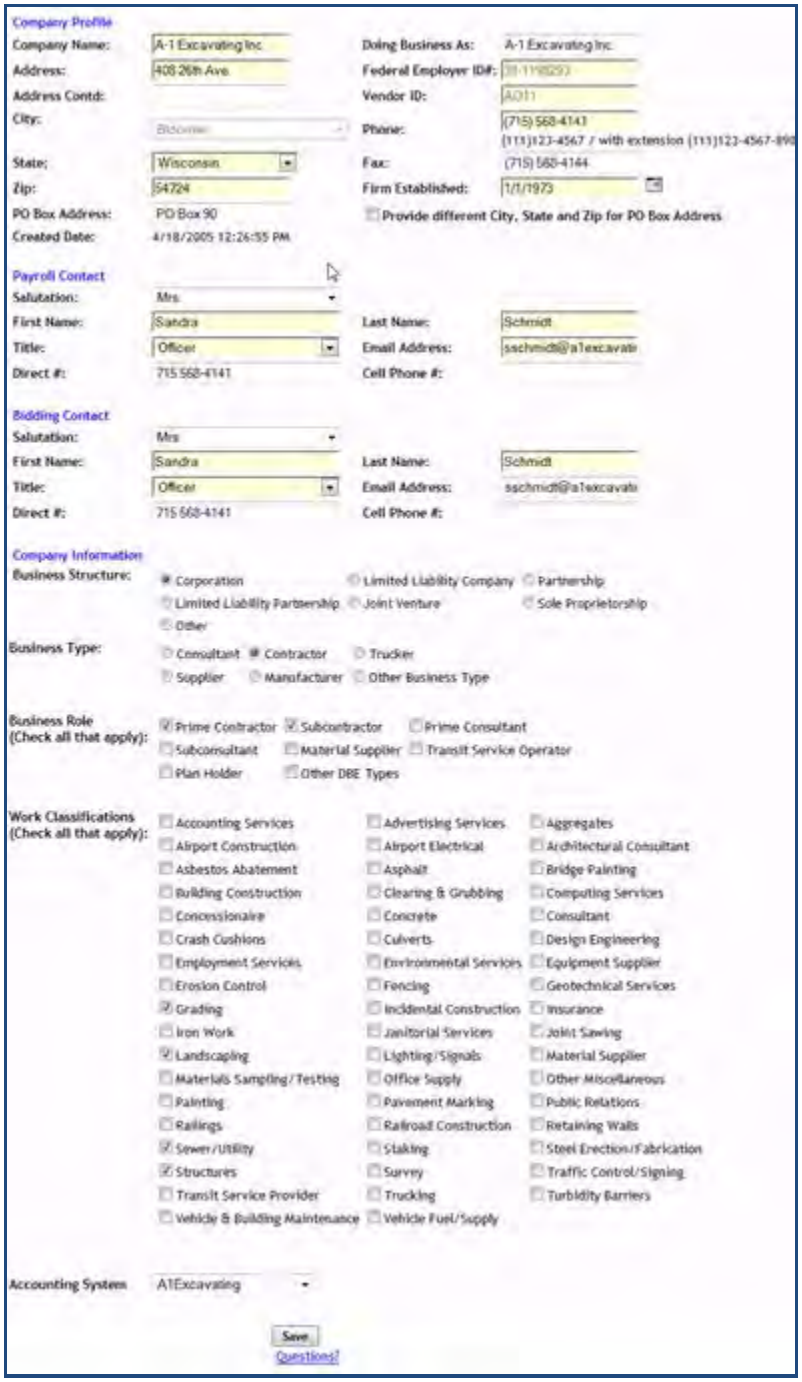

Figure 9 - Update Company Profile

3. Select “Save.”

2.4 Logging in to WisDOT Civil Rights Compliance

Open the Internet browser and type in the following website url in the address bar and click the log in button (Figure 10): https://app.mylcm.com/WisDOT/

Enter the User ID and Password into the fields listed and click “Submit” (Figure 10).

Note: Contact Customer Support if you need help with what to enter.

Figure 10 - Log in Screen

2.5 Selecting a Project

When you log in to the application, you will see a list of your projects on the left hand side of the screen. You may also see red informational messages about payments or OCIP reports.

Note: You will see a list of the WisDOT regions (northcentral, northeast, northwest, southwest, or southeast) with a project list for any region applicable to your firm.

Firms with more than 40 projects may also have to click on the region name to see the list of projects. Sublet and payment staff should not have this little limitation but payroll and administrators will.

You can select a project by clicking on the name of the project from the list (Figure 11). The project name will then turn red and additional menu options will appear. Clicking on the project name will clear the informational messages and display the CPR Log screen.

Occasionally contractors are assigned to a project multiple times either by a single contractor or by multiple contractors. In this case, clicking the project name will expand the list and show each assignment to the project identified with the name of the contractor assigning your firm.

If the same contractor were to assign your firm multiple times, then each assignment will be given a number (0001, 0002, etc.)

Note: Contractors at higher tiers must assign subcontractors to the project. WisDOT then must approve the assignment. If WisDOT has approved the assignment, the project will appear on the list of Active Projects, and your firm will receive an e-mail indicating this has taken place.

Figure 11 - Selecting a Project Screen

If you need to return to the CPR log at any time you may click on the project name under your name (upper right) or on the list on the right.

2.6 Logging out of WisDOT Civil Rights Compliance

You may log out of the WisDOT Civil Rights Compliance System at any time by clicking “Logout” in the upper right-hand corner of the screen (Figure 12).

Figure 12 - Logout

CHAPTER 3 COMPANY SETUP

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3.1 Introduction

Contractors should perform a number of tasks in order to prepare for submitting payrolls for their company. These tasks include adding users, selecting company crafts, adding employees, and adding fringe benefit templates.

Each task may be done prior to being assigned to a project. The tasks are described in detail in the following sections.

3.2 Adding System Users

(Admin Users)

The application contains four defined roles so firms may provide security for the data being submitted. Each role is responsible for a set of tasks. Each user may be assigned one or more roles. The table below identifies these access levels of each user role.

Table 1 - User Types

Admin Users	Payroll Users	Payment Users	Sublet Users
Add/Edit all user information	Edit own user information	Edit own user information	Edit own user information
Add/Edit employee profiles	Add/Edit employee profiles		
Assign Subcontractors			Assign Subcontractors
Add fringe benefits	Add fringe benefits		
Select Crafts & Classes	Select Crafts & Classes		
Create CPRs	Create CPRs		
Sign and submit CPRs	Sign and submit CPRs		
View own and subcontractor CPRs	View own and subcontractor CPRs	View CPR log	View CPR log
Schedule Suspensions	Schedule Suspensions		
Record and confirm payments		Record and confirm payments	
View OCIP Reports	View OCIP Reports	View OCIP Reports	View OCIP Reports
Create, sign and submit OCIP Reports	Create, sign and submit OCIP Reports		

The user account created during the registration process is an Admin user without Signature Privileges. Before any CPRs can be submitted, at least one

user must have signature privileges. Admin users may either add a signature to their own profile (created during registration) or add an admin user or payroll user with signature privileges. This section will explain how to add a new user; the next section will describe how to add signatures to existing user accounts.

To add a new user:

1. From the Company menu, select "Add/Edit User" (Figure 13).

Figure 13 – Add/Edit User Menu

2. This will direct your web browser to the "Add User Screen" (Figure 14). Select all applicable roles. If you choose "Admin," you do not need to select any of the other options since Administrators have complete access to the application.

   Note: The signature option will only appear if "Admin" or "Payroll" is checked (Figure 16). There are no signature requirements for "Payment" or "Sublet" users.

3. Supply a user ID, password, user's full name, and title. These fields are mandatory for all users.

   Note: All User IDs should be e-mail addresses. If the password is lost, the system can send an e-mail to this address.

4. If you are to have signature privileges (Admin or Payroll users only), then an electronic image of your signature must be uploaded (refer to Appendix 1 for detailed directions).
5. On the Add User screen (Figure 16), click the "Browse" button. This will open a new window.
6. Locate and select the signature file and click "Open." Note: The file size of the signature file should not exceed 100kb. The full pathname to the file will then appear in the box in front of the Browse button.
7. Users with signatures also need a signature password. To submit any report requiring a signature, the person will be asked to enter this password. We recommend that this password be different from the user's login password.
8. Once all fields are completed and the signature is uploaded, click "Submit." The new user will appear on the table of existing users at the bottom of the screen. The new user will immediately be able to log in to WisDOT Civil Rights Compliance.

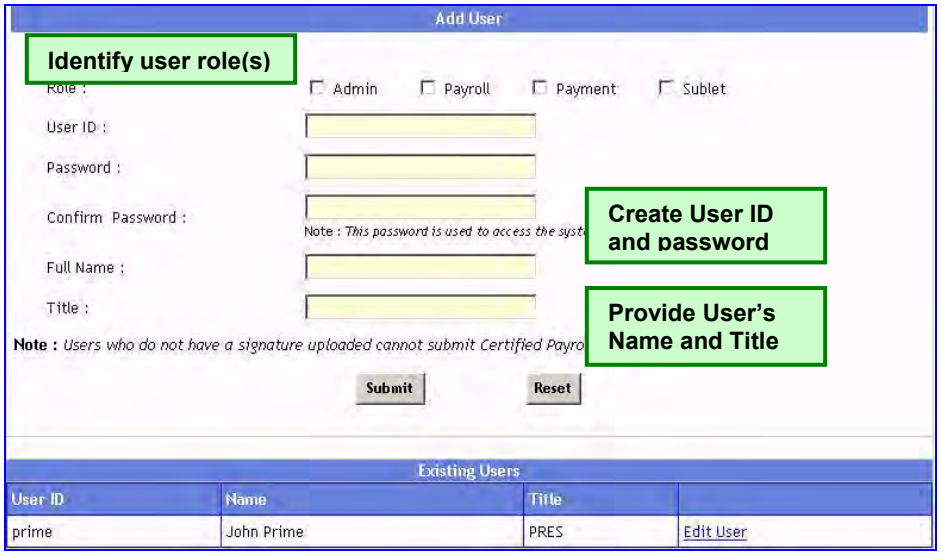


Figure 14 – Add/Edit User Screen

3.3 Disable User Account

Administrators can edit disable other users' profiles to keep them from logging into the system after they have changed positions. This feature works as a toggle switch between being active and inactive.

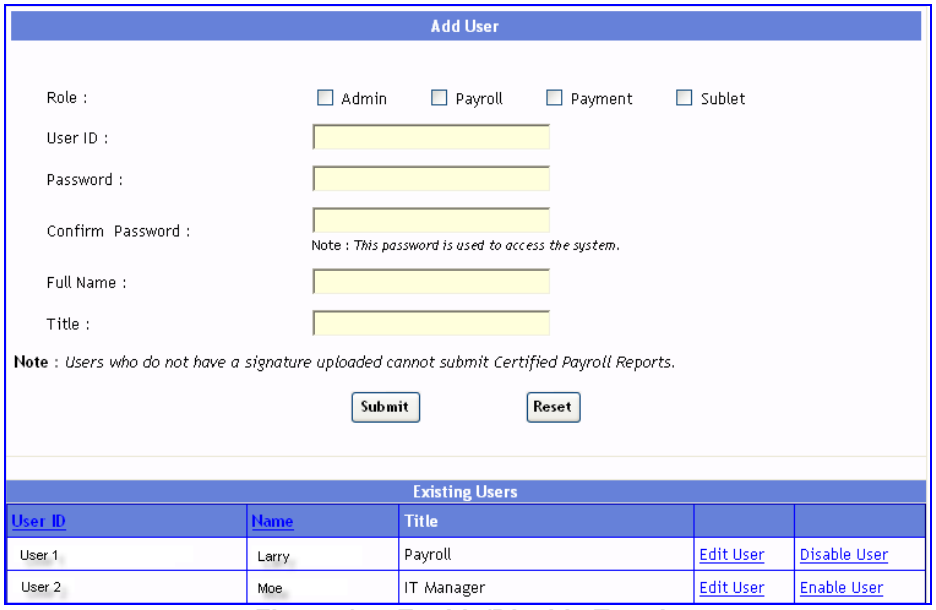


Figure 15 - Enable/Disable Toggle

Of the two accounts you can see here, the first is active, while the second is inactive.

Note: You cannot delete users once creating them, but you can disable their account. Whatever option is displayed, will be the next action you would take to activate or deactivate an account. If a user is labeled Enable, this means they are inactive and will receive an error message when they try to log on.

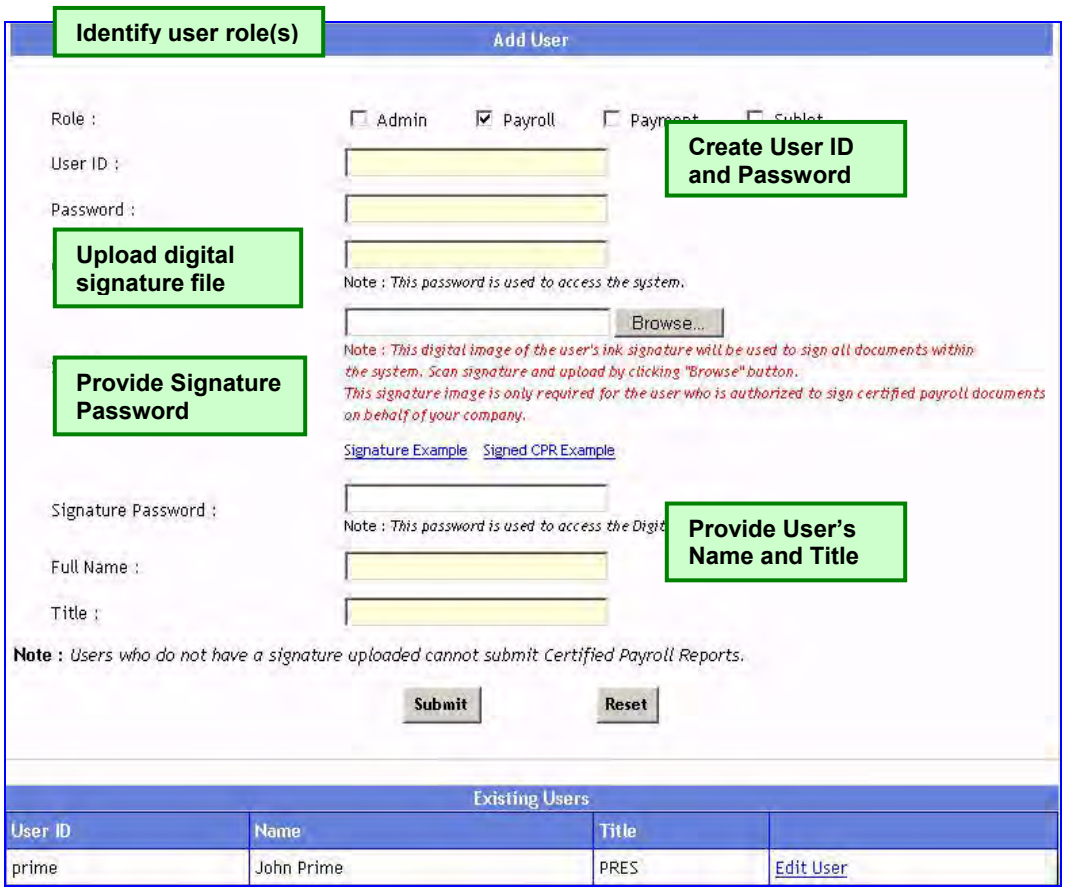


Figure 16 - Add User Screen - Admin or Payroll User

3.4 Edit User Information

Administrators can edit other users' profiles, including their own, while other users may only edit their own information. Additionally, administrators may use this feature to change the role and/or add signature privileges to an existing user.

To do this:

1. From the Company menu bar at the top of the screen, click "Add/Edit user" (Figure 13).
2. From the list of Existing Users at the bottom of the screen, select the user whose profile you want to edit and click "Edit User" (Figure 17). This will direct your browser to the Edit User Screen (Figure 18).

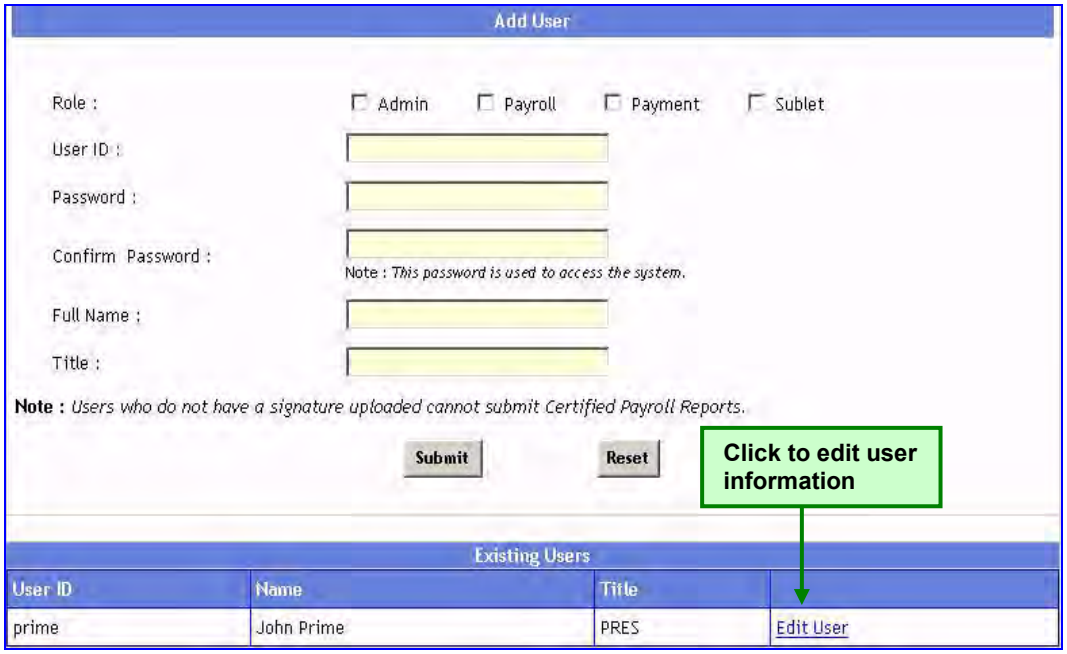


Figure 17- Add User Screen - Edit User

The following information can be edited/added (Figure 18, Figure 19, Figure 20):

- User role (this can only be edited by admin users only)
- Password
- A signature image can be added (by admin users only) if no signature exists. Follow the instruction for adding a signature in the previous section.
- Signature password (for users with signatures)
- Full name
- Title

Note: The user's full name and title will appear on the statement of compliance and, if applicable, OCIP payroll reports.

Passwords may be alphabetic, numeric, or alphanumeric. They are required to be at least three and no longer than 20 characters in length.

User IDs and signature images cannot be edited. If this information changes, someone with an administrator role will need to add a new user.

If you misplace or forget your password, please refer to Appendix 3 – Customer Support.

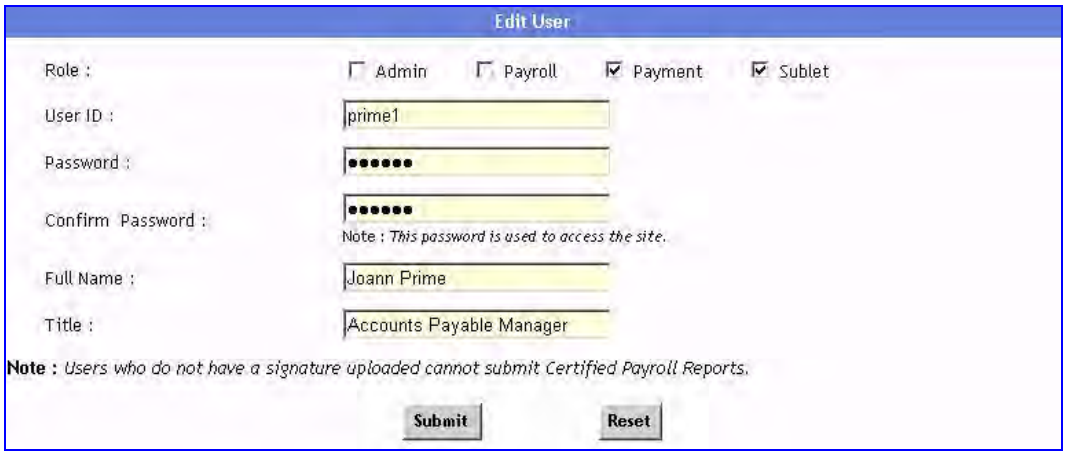


Figure 18 - Edit Payment or Sublet User Screen (Signature not Available)

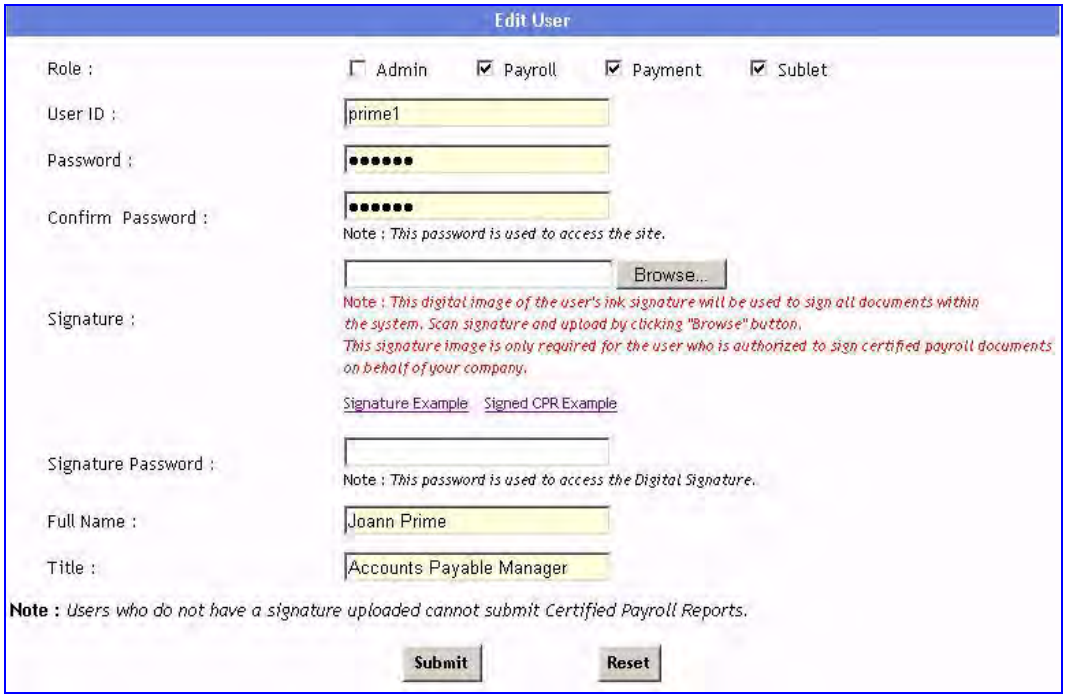


Figure 19 - Edit User - Add Signature Privileges

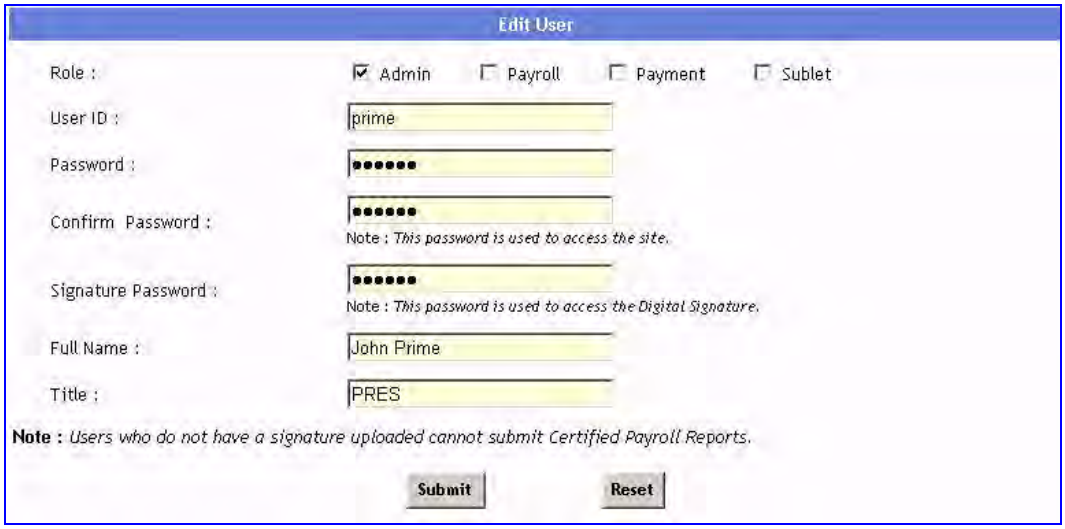


Figure 20 - Edit User with Signature Privileges

3.5 Select Company Crafts

The Wisconsin Department of Workforce Development list of crafts available on highway projects is extensive. By identifying the crafts of the contractor's workforce, the application will limit the list to only the applicable company crafts. Additionally, this will enable contractors to identify default crafts for their employees.

To select company crafts:

1. From the Company menu, click on the "Select Crafts & Classes" option (Figure 21). This will direct your web browser to the Select Frequently Used Crafts and Classes screen (Figure 22).

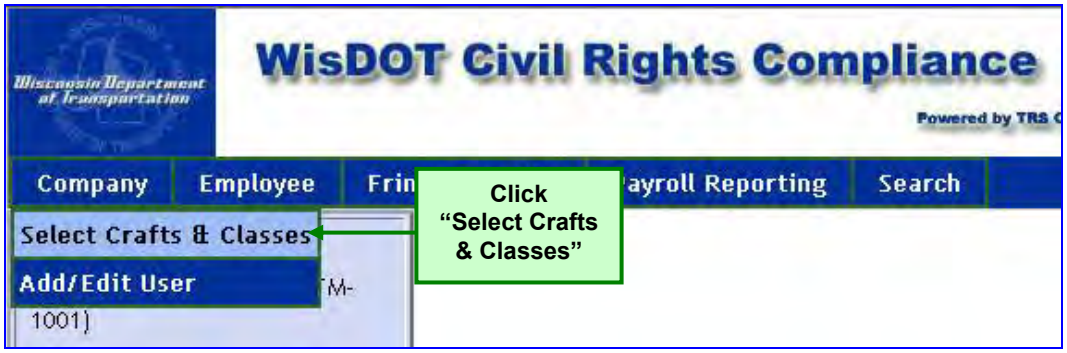


Figure 21 - Select Crafts & Classes Menu

Note: After the paving crafts, you will find X-Bldg and AIRPORT project rates.

2. From the “Available Crafts and Classes” table on the left, check the boxes next to all of the applicable crafts then click the “>>” button. This will create the list of “Selected Crafts and Classes” on the right side of the screen. Call your Equal Rights Officer if you feel you need to add an additional craft.

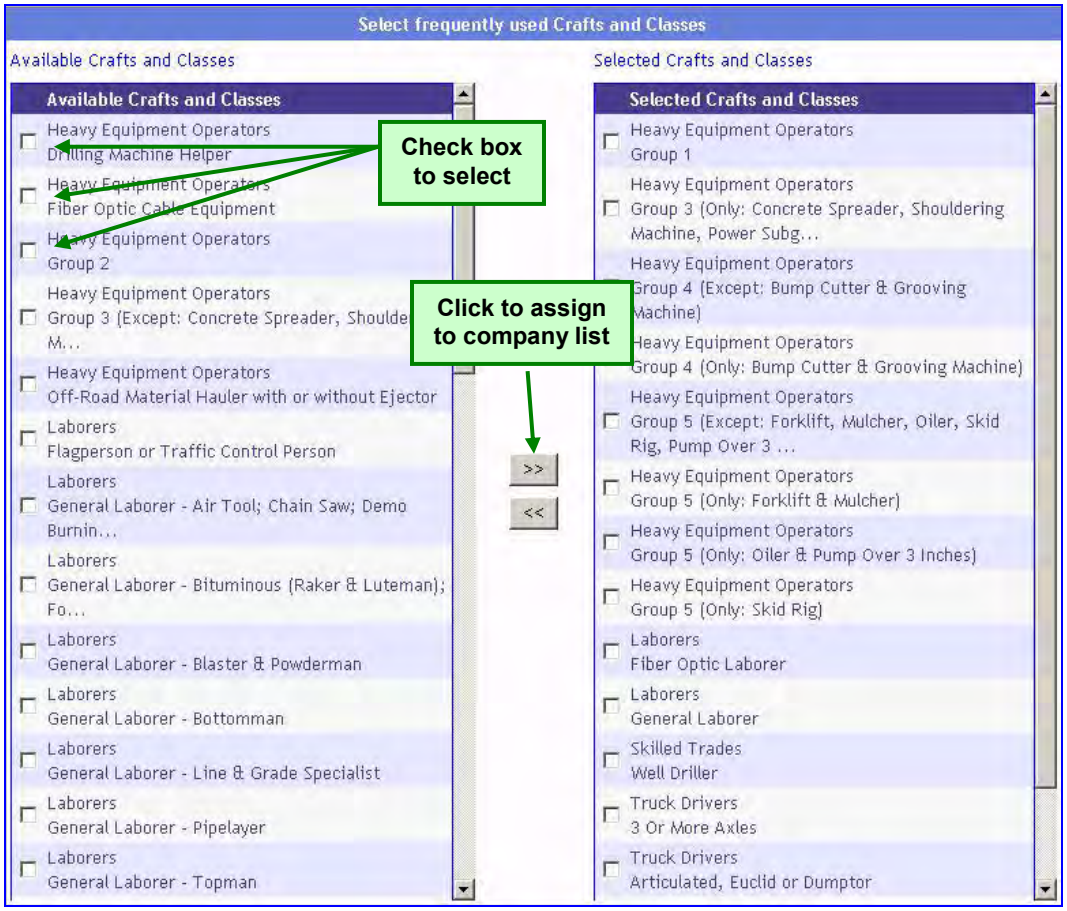


Figure 22 - Select Company Crafts

Crafts and classes can be unselected by checking the boxes next to the crafts on the “Selected Crafts and Classes” and clicking the “<<” button.

Note: If you try to unselect a craft that is already assigned to an employee (see next section), then you will be asked for confirmation to continue (Figure 23).

A complete list of the Heavy Equipment Operator Groups can be found in Appendix 4.

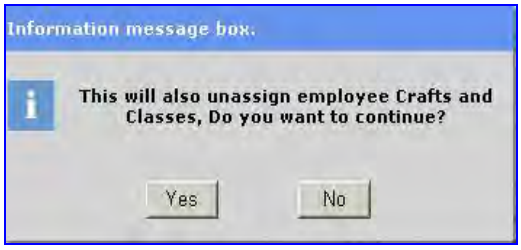


Figure 23 - Unselect Crafts Confirmation Window

3.6 Adding Employees

Once logged into the application, users may begin adding employees who will be working on WisDOT project(s). As employment conditions change, contractors may add additional employees at any time during the course of the project(s).

Note: Contractors who upload payroll files do not need to add employees. The employees will be added from the certified payroll report files. They may, however, need to edit employees if data changes or if any mandatory information is not contained in the payroll file.

To add an employee:

1. From the Employee menu, select the "Add Employee" option (Figure 24). The next screen will be the "Add Employee" screen.

Figure 24 - Add Employee Menu

2. Add all the employee information (Figure 25).

Note: The mandatory fields must be complete prior to submitting employee data. These fields are shaded yellow.

- Suffix is available for employees who are Jr., Sr., III, etc.
- Actual hire dates are needed for three types of employees: a) those you've hired as a result of this project, b) apprentices, and c) participants of the Transportation Alliance for New Solutions (TrANS) Graduates. While a date is required for all employees,

you may use any date of your choosing for the remaining employees, such as the date your firm began business.

Note: The mandatory fields must be complete prior to submitting employee data. These fields are shaded yellow.

3. Select the job group(s) and job class(es) that this individual works. This list is generated from the selected craft and classes identified in the previous section. It is preferable to always default the employee's craft; identify the default craft by clicking the radio button next to the available checkbox.

   Note: Each employee may only have one default craft.

   An employee is always considered a Journey Worker if they are not an apprentice or a trainee.

   Supervisors need not have these values set unless they also provide labor on the project.

   If an employee is an apprentice, and the person is in the apprentice database, you no longer need to fax the Equal Rights Officer an apprentice certificate. If this is an ASP2 project, apprentice hours are not payable as a bid item.

4. In the employee address fields, you should supply the zip code prior to the city or state information. The application stores all zip codes for the state of Wisconsin. If the zip code is identified, then the city and state information will be provided automatically.

   Note: If the zip code is not in Wisconsin, skip the street address and work from the bottom up, beginning with the zip code.

5. If your firm hires employees from the TrANS Graduate program, check here to ensure you will be reimbursed. The employee must also appear in the TrANS Grad database; see chapter 8. The project contract language in ASP 1 identifies whether employee hours are eligible for reimbursement.

6. If your firm is enrolled in OCIP for any of your projects, you must also add non-prevailing wage employees to the application. In addition to the standard employee information, you will also need to select the worker's compensation code from the dropdown list and identify the user's hourly rate for each non-prevailing wage employee.

7. If the employee is a trucker, then select the trucker's employer.

8. After completing the employee information, click "Submit." If everything was entered properly the computer will indicate, "Employee has been successfully added/updated!"

   Repeat these steps for each employee who needs to be added to the system.

   Note: Employees may be added at any time during the project by repeating this process.

   If an employee no longer works for you, Disable their record.

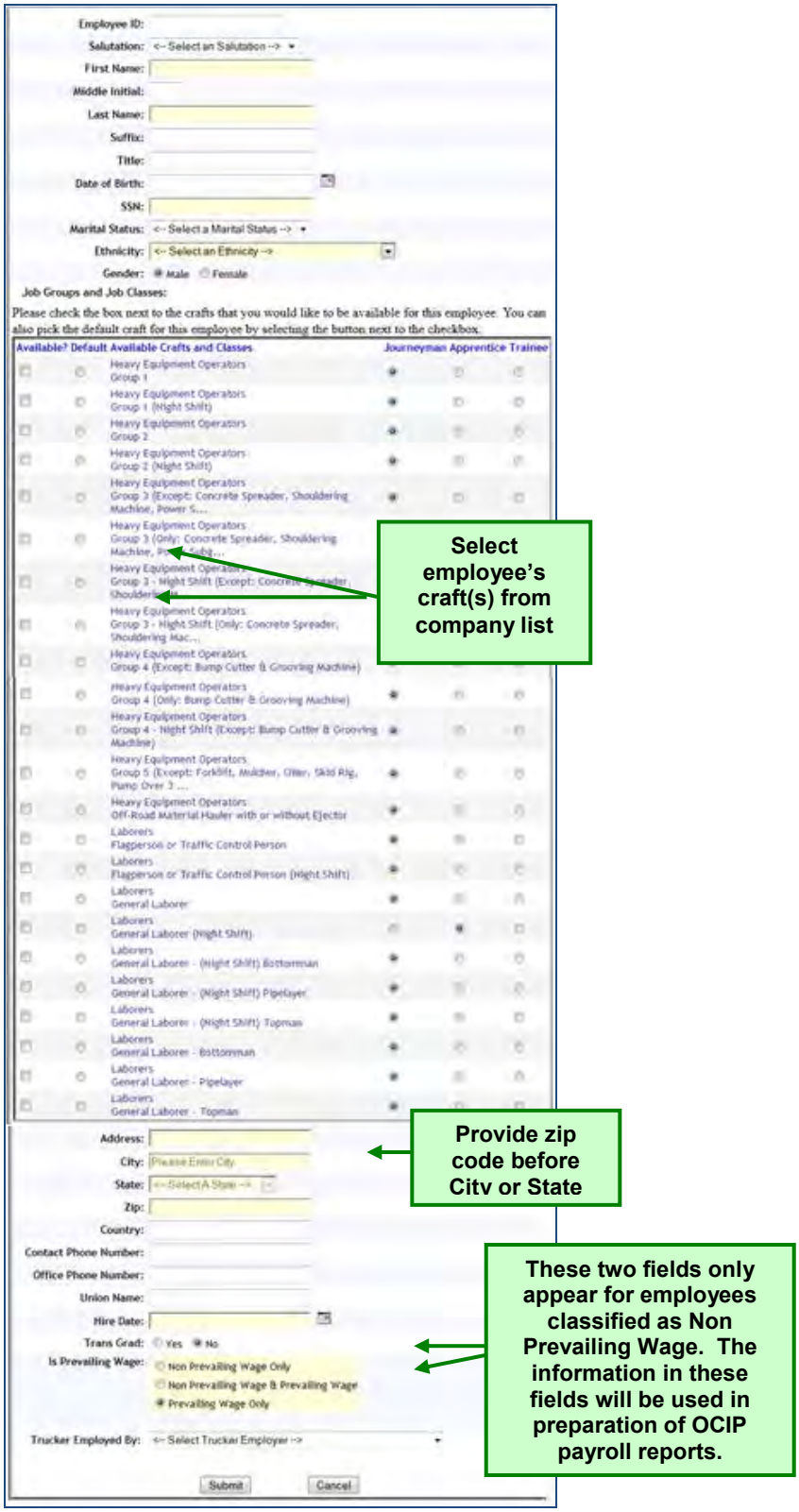


Figure 25 - Add Non-Prevailing Wage Employee Screen

Figure 26 - Add Prevailing-Wage Employee

Note: If an owner-operator appears on your payroll, scroll through the Trucker Employed By list to select the appropriate firm. Otherwise, ignore this field. The firm must be registered to appear in the list.

3.7 Editing Employee Profiles

If an employee's information changes, someone will need to update this information in the application.

To do this:

1. From the Employee menu select "Edit Employee" (Figure 27). This will open a screen with a list of all of the employees in the application (Figure 28).

Figure 27 - Edit Employee Menu

2. Locate the employee's name and click the "Edit" link to the right of their name. This will open the Add Employee/Edit Employee screen. The screen will be populated with the existing employee profile.

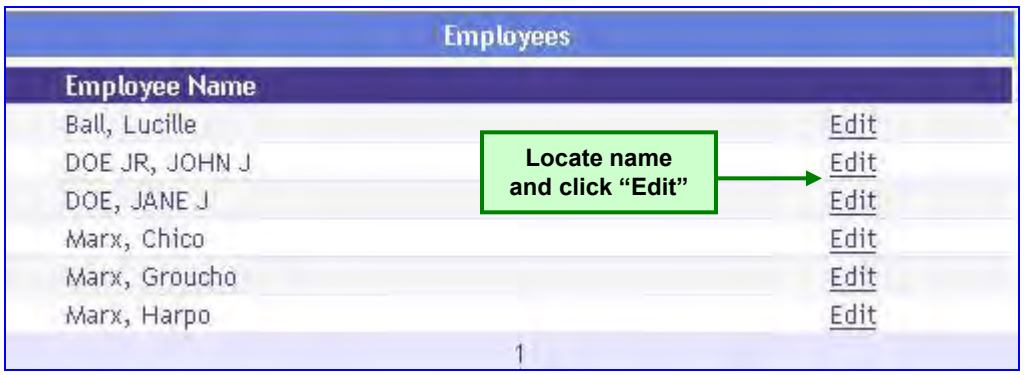


Figure 28 - Employee List

Figure 29 - Add Employee / Edit Employee Screen

Note: The Employee Status field allows you to indicate an employee no longer works for your firm. The default is Enabled, meaning the employee should be among those appearing on future payrolls.

3. Edit all applicable information and click the "Submit" button. This will return your browser to the employee list.

3.8 View Rate Sets

On most projects, the Department of Workforce Development has planned pay increases every six months over the course of the project.

This may mean that if the federal rates were higher one half of the year, the state rates will suddenly become the higher rate. Wisconsin law mandates that the higher of the two rate sets is paid to staff working on WisDOT projects.

1. Click "View Rate Sets" from the Project menu (Figure 30). This will open the View Rate Set screen.

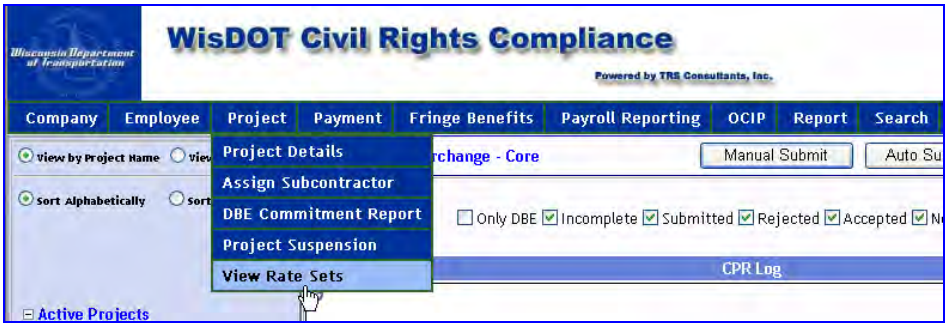


Figure 30 – Click View Rates Sets Screen

2. Select the rate set option which is displayed (Figure 31). This will display the set type, county, and year the rates apply to.

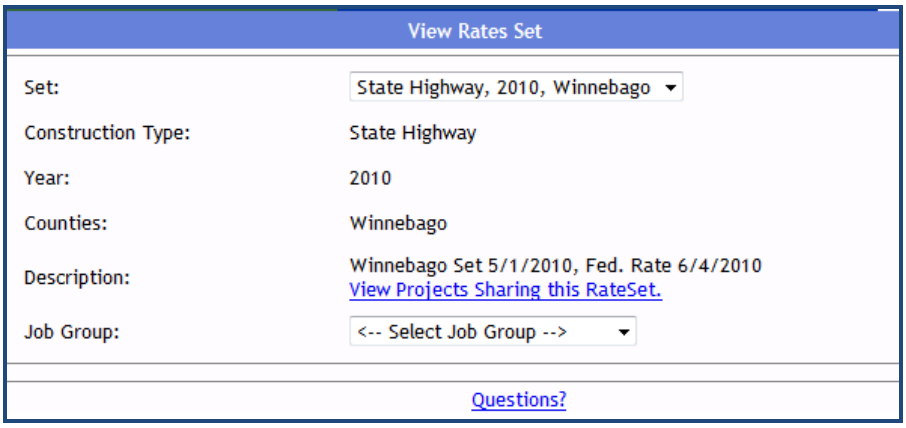


Figure 31 – Select the Rate Set Option Screen

Note: If no options appear, this project does not allow electronic payrolls.

3. Select the appropriate Job Group you wish to view.
4. Identify the correct craft. The system will identify which rates will be higher.

Note: The sum of the basic hourly rate and the fringes determines whether the federal or the state rates will take precedence. When the two sums are a tie, then the overtime rates are reviewed and the higher is marked. If one set of rates are higher at the straight-time level, no further checking is done.

Job Group: Laborers

* Prevailing Rate

Class Name	Basic Hourly Rate	Fringes	OT Rate	Effective Date	State / Federal
Asbestos Abatement Worker*	15.50	8.69	23.25	5/1/2010	State
Fiber Optic Laborer (Outside Other Than Concrete Encased)*	16.98	10.52	25.47	5/1/2010	State
Flagperson or Traffic Control Person*	21.40	12.40	32.10	5/1/2010	State
Effective 06/01/2010	21.40	14.00	32.10	6/1/2010	State
Effective 06/01/2011	21.40	15.60	32.10	6/1/2011	State
Effective 06/01/2012	21.40	17.20	32.10	6/1/2012	State
Effective 06/01/2013	21.40	18.90	32.10	6/1/2013	State
Effective 06/01/2014	21.40	20.50	32.10	6/1/2014	State
Flagperson or Traffic Control Person	20.50	11.75	30.75	5/1/2010	Federal

Figure 32 – Rate Set Screen

5. Close this screen by moving to a payroll, an employee, or back to the project's CPR Log.

3.9 About Fringe Benefits

In addition to the basic hourly rate, contractors are generally required to pay fringe benefits either to an employee directly (in cash) or to funds on the employee's behalf. The application has a set of standard fringe benefit categories (such as health & welfare, training, and vacation) as well as fields for other benefit types. The sum of each of the fringe benefit categories and the basic hourly rate equal the total hourly rate paid to the employee.

Because fringe benefits are often similar across projects, the application supports both fringe benefit templates and fringe benefit packages. Templates allow contractors to define a common subset of fringe benefits in order to easily create similar fringe benefit packages.

- **Fringe Benefit Templates** – the purpose of the fringe benefit template is for contractors to create a compensation package that can be copied to multiple projects in the form of fringe benefit packages.

- **Fringe Benefit Packages** – these are project specific compensation packages for a particular group of employees on the project. Contractors must create fringe benefit packages for each of your projects.

We recommend that new users set up fringe benefit packages and then use these as a basis for their fringe benefit templates. Although, fringe benefit packages do not need to be based on a fringe benefit template, we recommend that contractors use a blank template for special cases only.

Note: If your firm's payroll exports all fringe benefit data, you will not need to create templates or packages.

3.10 Adding Fringe Benefits Templates

As described above, fringe benefit templates are the basis for fringe benefit packages. If you are working in the southeast region, Equal Rights Officers will consider this mandatory.

To add a fringe benefit template:

1. From the Fringe Benefits menu, click on "Manage Fringe Benefit Templates" (Figure 33). This will open the Fringe Benefit Templates screen (Figure 34).

Figure 33 – Manage Fringe Benefit Templates Menu

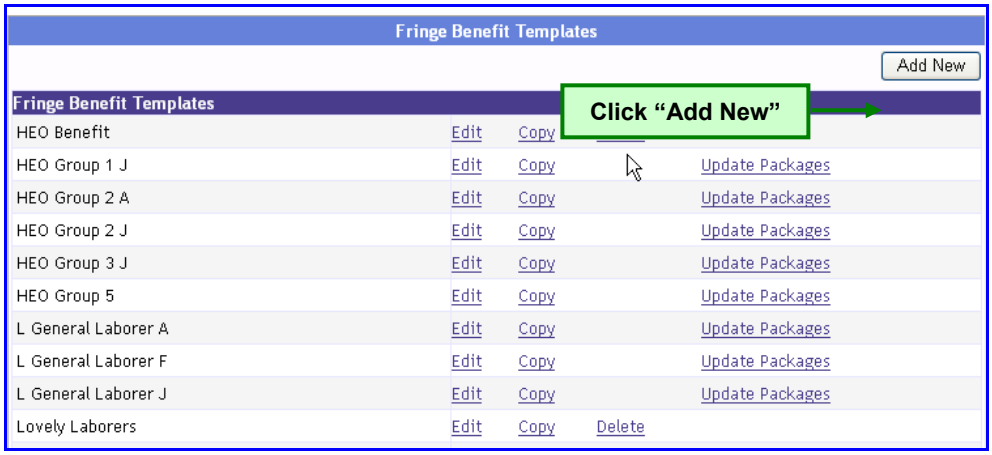


Figure 34 - Fringe Benefit Templates Screen

2. Click on the "Add New" button to create a new fringe benefit template. This will open the Add Fringe Benefit Template Screen (Figure 35).

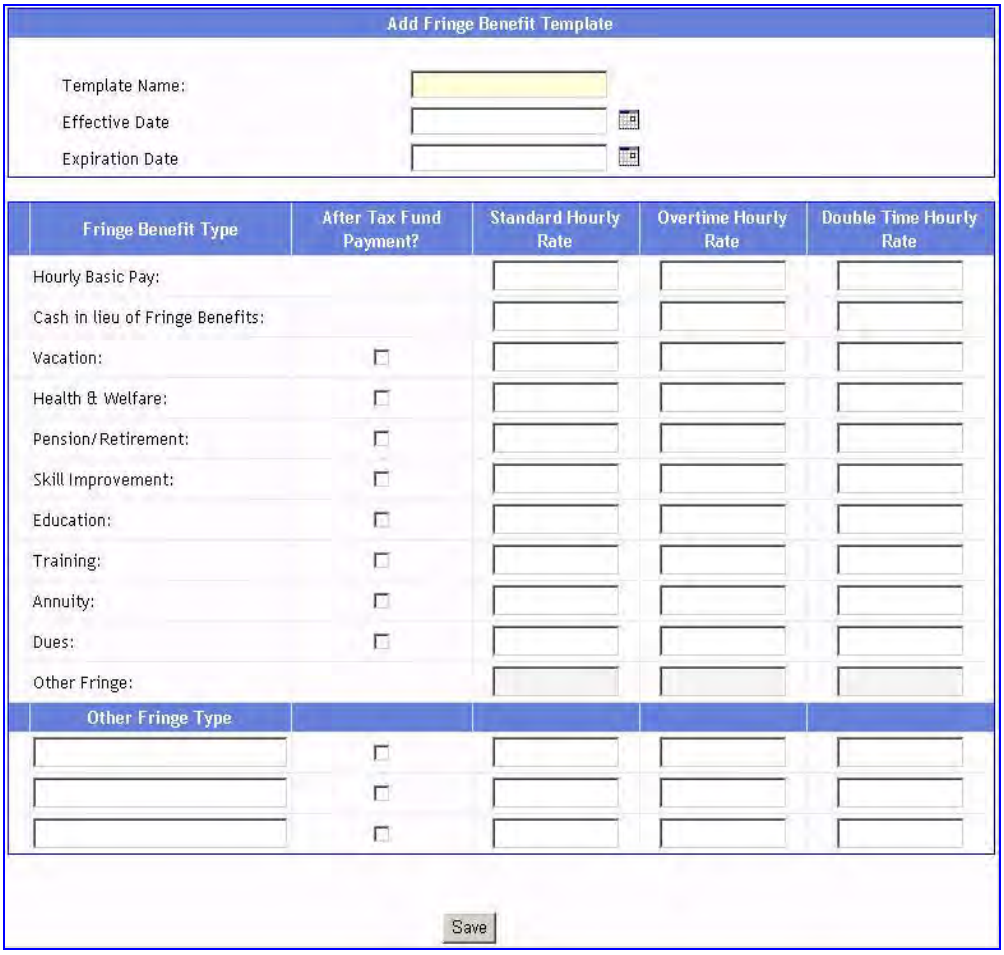


Figure 35 - Add Fringe Benefit Template Screen

3. Create a name for the fringe benefit template.
4. Provide Effective and Expiration dates for the template (optional).
5. Indicate the hourly rate of pay for the employees that this template will apply to (optional).

   Note: Contractors may elect to leave blank any rate that varies by project. This information may be provided while creating the fringe benefit package.

6. For each fund, indicate whether it is an after-tax fund payment by checking the box next to the description. This occurs if the amount is included in the calculation of the employee's gross pay and then is deducted after tax.

   The after-tax fund payment is often used for vacation pay. Additionally, any time this box is checked there should be a corresponding deduction added in the Other Deductions field of the certified payroll report; the gross wages will be higher as a result, and these fringes will display as a Cash Fringe.

7. For each item, include the straight time, overtime, and double time rate for each fund and hourly rate.

   Note: Overtime and double-time fringe benefit amounts default to the standard time rates.

   Use these if you typically pay fringes as a percent of gross wages.

8. Review to ensure that all the information is complete and then click "Submit."

3.11 Copying Fringe Benefit Templates

If a contractor has an existing fringe benefit template that is very similar to a new template they want to create, they may elect to copy and edit the template rather than developing it from scratch.

To do this:

1. From the Fringe Benefits menu, click on "Manage Fringe Benefit Templates" (Figure 36). This will open the Fringe Benefit Templates screen (Figure 37).

Figure 36 - Manage Fringe Benefit Templates Menu

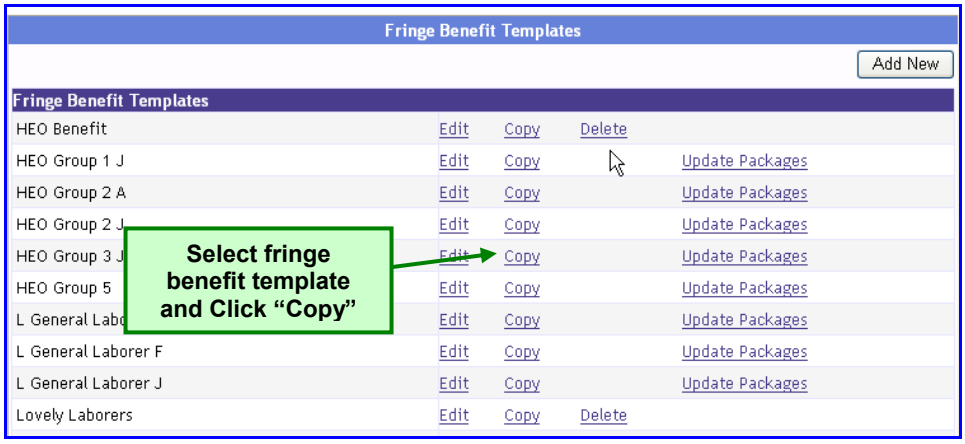


Figure 37 - Manage Fringe Benefit Templates Screen

2. Locate the fringe benefit template that you want to copy and click the "Copy" link to the right of the name. This will open a populated fringe benefit template form (Figure 38).

Copy Fringe Benefit Template

Template Name:

Effective Date 3/1/2005

Expiration Date 2/28/2006

Fringe Benefit Type	After Tax Fund Payment?	Standard Hourly Rate	Overtime Hourly Rate	Double Time Hourly Rate
Hourly Basic Pay:		22	33	44
Cash in lieu of Fringe Benefits:		2.75	2.75	2.75
Vacation:	☑	3.83	3.83	3.83
Health & Welfare:	☐	4.71	4.71	4.71
Pension/Retirement:	☐	4.51	4.51	4.51
Skill Improvement:	☐	0	0	0
Education:	☐	0	0	0
Training:	☐	0.7	0.75	0.8
Annuity:	☐	0	0	0
Dues:	☐	0	0	0
Other Fringe:		0	0	0
Other Fringe Type				
	☐			
	☐			
	☐			

Save Cancel

Figure 38 - Copy Fringe Benefit Template Screen

3. Provide a name for the new template and edit any information that differs from the other template. Click “Save” to save the new template. This will return your browser to the Manage Fringe Benefit Templates Screen (Figure 37).

3.12 Editing & Deleting Fringe Benefit Templates

If a fringe benefit template changes, the contractor may elect to either edit the template to reflect the changes or delete the template altogether.

To do this:

1. From the Fringe Benefits menu, click on “Manage Fringe Benefit Templates” (Figure 39). This will open the Fringe Benefit Templates screen (Figure 40).

Figure 39 - Manage Fringe Benefit Templates Menu

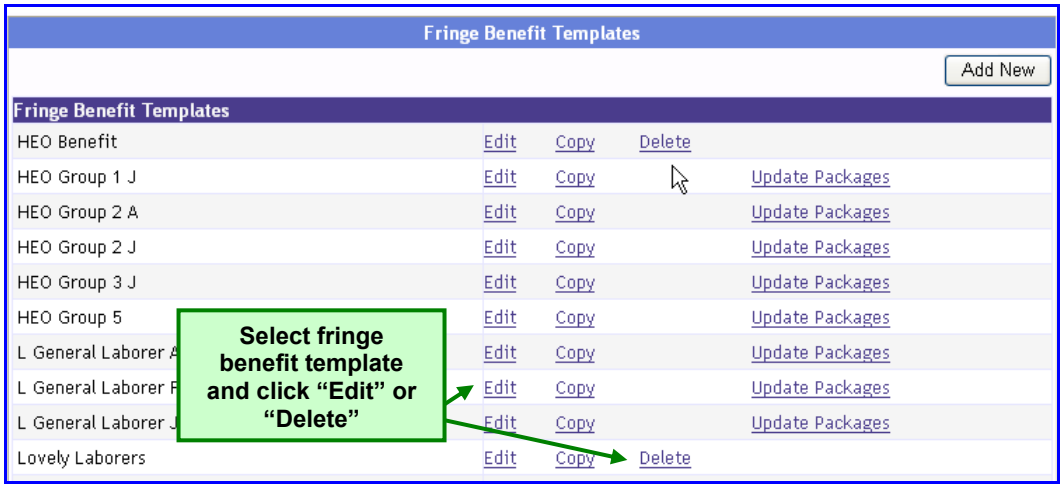


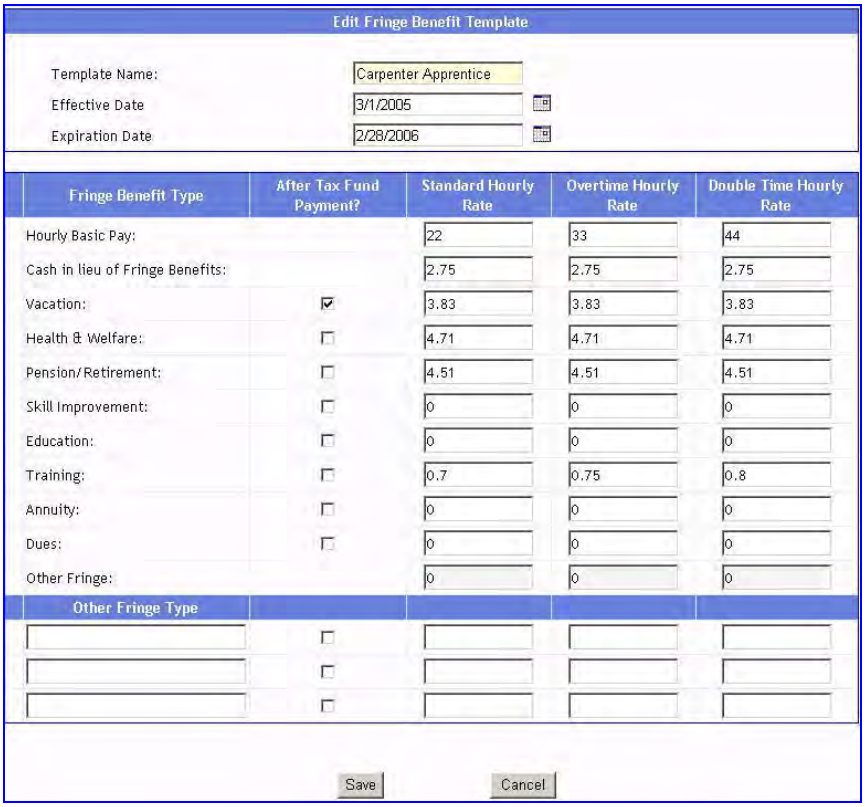
Figure 40 - Manage Fringe Benefit Templates Screen

2. **To Delete:** Locate the fringe benefit template that you want to delete. Click "Delete" to delete the Fringe Benefit Template. Before the application deletes the template, you will need to confirm this action by clicking "OK" in the dialog box (Figure 41).

   Note: If a Fringe Benefit Template is associated to a Fringe Benefit Package, then you will not be able to delete it, unless you first delete all packages.

Figure 41 - Delete Template Confirmation

3. **To Edit:** Locate the fringe benefit template that you want to edit. Click "Edit" to open the Edit Fringe Benefit Template Screen (Figure 42).



Edit Fringe Benefit Template

Template Name: Carpenter Apprentice
Effective Date 3/1/2005
Expiration Date 2/28/2006

Fringe Benefit Type	After Tax Fund Payment?	Standard Hourly Rate	Overtime Hourly Rate	Double Time Hourly Rate
Hourly Basic Pay:		22	33	44
Cash in lieu of Fringe Benefits:		2.75	2.75	2.75
Vacation:	☑	3.83	3.83	3.83
Health & Welfare:	☐	4.71	4.71	4.71
Pension/Retirement:	☐	4.51	4.51	4.51
Skill Improvement:	☐	0	0	0
Education:	☐	0	0	0
Training:	☐	0.7	0.75	0.8
Annuity:	☐	0	0	0
Dues:	☐	0	0	0
Other Fringe:		0	0	0
Other Fringe Type				
	☐			
	☐			
	☐			

Save Cancel

Figure 42 - Edit Fringe Benefit Template Screen

4. Make any changes to the information and click "Save." This will return your web browser to the Manage Fringe Benefit Templates Screen (Figure 40).

To update Fringe Benefit Packages, refer to Chapter 4.6.

CHAPTER 4 PROJECT SETUP

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4.1 Introduction

All of the tasks described in the previous chapter are project independent. This chapter describes the tasks that contractors need to perform for each of your projects.

Note: If using the auto submit option for payrolls, proceed directly to section 4.8

4.2 Adding Fringe Benefit Packages

The previous chapter described how to add a fringe benefit template. This section will discuss how to add a fringe benefit package. The package may be developed from a blank template or from one of the previously defined templates. Southeast region Equal Rights Officers consider these mandatory.

To add a fringe benefit package:

1. Select from the list of assigned projects the one needing fringe benefit packages added.
2. Click "Manage Fringe Benefit Packages" from the Fringe Benefits menu (Figure 43). This will open the Manage Fringe Benefit Package screen (Figure 44).

Figure 43 - Manage Fringe Benefits Menu

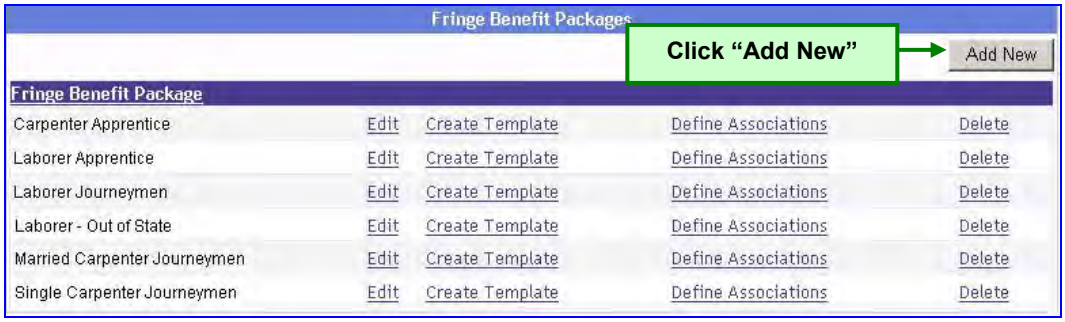


Figure 44 - Manage Fringe Benefit Package Screen

3. Click the "Add New" button to create a new fringe benefit package for this project. This will direct your web browser to the fringe benefit template selection screen (Figure 45).
4. On this screen, you will be asked to select the fringe benefit template on which to base the fringe benefit package. If you have not set up any fringe benefit templates or if the package is not similar to any of the fringe benefit templates in the application, you can use a blank template. Select the appropriate template and click "Submit." This will open the Add Fringe Benefit Package screen (Figure 45).

   Note: Changes made to fringe benefit templates will not have any affect on existing fringe benefit packages that were based on the template.

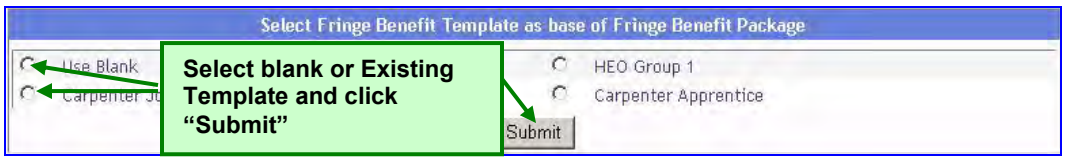


Figure 45 - Fringe Benefit Template Selection Screen

5. Provide a name to describe the fringe benefit package.
6. Indicate the effective date and expiration date of this fringe benefit.

   Note: The purpose of the effective and expiration dates is to prompt contractors to update fringe benefit information. For example, this may be required for predetermined wage rate changes, Union determined wage rate changes, or for contractor imposed wage changes. If no changes to the fringe benefits are expected during the duration of the project, then select an expiration date past the expected project completion date. If union contracts routinely remain unsettled after the contract expiration, allow a certain amount of time for this to transpire.

7. Provide the standard, overtime and double time hourly rates for the package.

   Note: If your firm uses the Auto Submit payroll feature, you do not need to include the hourly rates of pay in the fringe benefit packages. This amount will be populated into the CPR form from the upload file. However, if you elect to include these amounts in the fringe benefit package, these amounts will override the uploaded amounts.

   You may type the dollar amount $177 as 177 or 177.00. "Input String Was Not in Correct Format" is the result of entering "177."

8. If using a blank form, then for each fund indicate whether it is an after-tax fund payment by checking the box next to the description. This occurs if the amount is included in the calculation of the employee's gross pay and then is

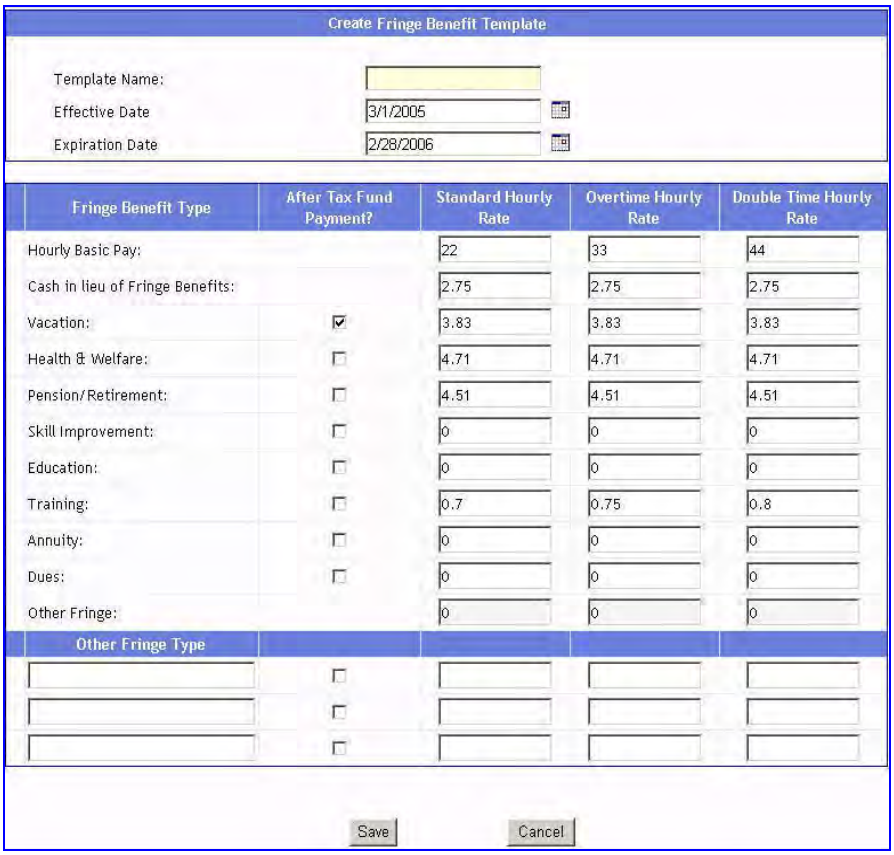
deducted after tax. If using a fringe benefit template, edit this information if required to make it applicable for this project.

> ***Note: The after-tax fund payment is often-used for vacation pay. Additionally, any time this box is checked, there should be a corresponding deduction in the Other Deductions field of the certified payroll report. You may also need to increase the gross wages.***

9. If using a blank form, then for each fund provide the straight time, overtime, and double time rate for each fund and hourly rate. If using a template, edit this information if required to make it applicable for this project.

> ***Note: Overtime and double-time fringe benefit amounts default to the standard time rates.***

10. Review to ensure that all the information is complete and then click "Submit."
11. Repeat these steps to add all applicable fringe benefit packages that will be used on this project.



Create Fringe Benefit Template

Template Name:
Effective Date 3/1/2005
Expiration Date 2/28/2006

Fringe Benefit Type	After Tax Fund Payment?	Standard Hourly Rate	Overtime Hourly Rate	Double Time Hourly Rate
Hourly Basic Pay:		22	33	44
Cash in lieu of Fringe Benefits:		2.75	2.75	2.75
Vacation:	☑	3.83	3.83	3.83
Health & Welfare:	☐	4.71	4.71	4.71
Pension/Retirement:	☐	4.51	4.51	4.51
Skill Improvement:	☐	0	0	0
Education:	☐	0	0	0
Training:	☐	0.7	0.75	0.8
Annuity:	☐	0	0	0
Dues:	☐	0	0	0
Other Fringe:		0	0	0
Other Fringe Type				
	☐			
	☐			
	☐			

Save Cancel

Figure 46 - Create Fringe Benefit Template Screen

4.3 Defining Fringe Benefit Package Associations

Defining fringe benefit package associations allows users to link fringe benefit packages to particular crafts and/or employees for defaulting purposes. Each employee and each craft may only be associated with a single fringe benefit package. However, on the certified payroll report screen, users will have the opportunity to select a fringe benefit package other than the default.

To define fringe benefit package associations:

1. Select from the list of assigned projects the one to which you need to define fringe benefit package associations.
2. Click "Manage Fringe Benefit Packages" from the Fringe Benefits menu (Figure 47). This will open the Manage Fringe Benefit Package screen (Figure 48).

Figure 47 - Manage Fringe Benefits Menu

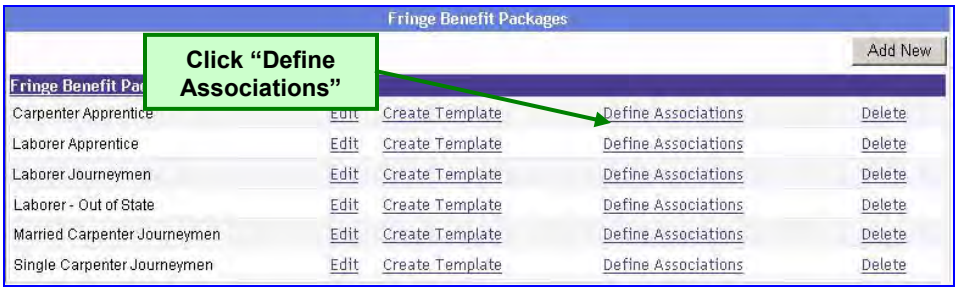


Figure 48 - Manage Fringe Benefit Package Screen

3. Locate the fringe benefit package for which you want to define associations and click the "Define Associations" link. This will direct your web browser to the Define Associations screen (Figure 49).

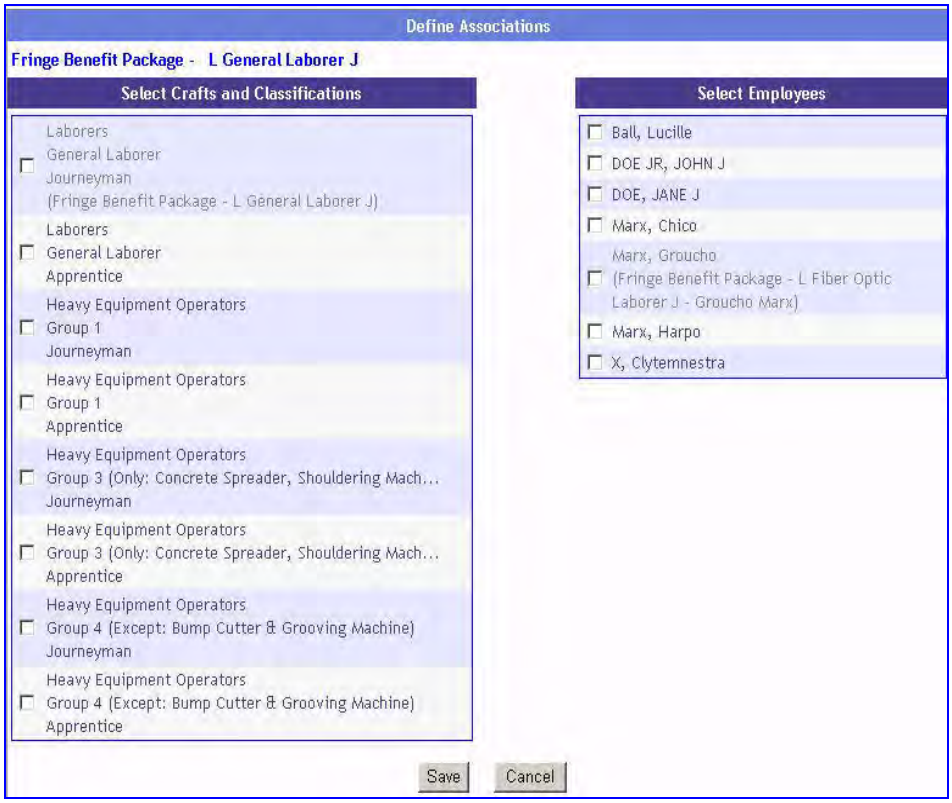


Figure 49 - Define Associations Screen

4. The Define Associations screen is divided into two columns. The column on the left lists all of the company identified crafts and classifications (Refer to Section 3.5). The column on the right lists all of the employees stored in the application. Select all employees and/or crafts that will default to this fringe benefit package by checking the box next to the name and click "Save."

   Note: if the individual or craft is already associated with another package, the name will be in gray and the associated fringe benefit package will be listed below. You may still select this, but it will replace the existing association with the new one.

   For defaulting purposes, the application first checks to see if an employee has a default benefit package. If so, the application will apply that package. If not, the application will check to see if the employee's craft has a default fringe benefit package and apply that package. If neither condition is met, then the fringe benefit package will not default.

   In the example above, only General Laborers and Groucho have been associated with a package.

4.4 Creating Templates from Fringe Benefit Packages

Technically speaking, you can create fringe-benefit packages without creating fringe-benefit templates. However, when you begin work on a new project, these new packages will not appear on the list of available templates.

To do this:

1. Select from the list of assigned projects the one to which you need to convert a fringe benefit package into a template.
2. From the Fringe Benefits menu, click on "Manage Fringe Benefit Packages" (Figure 50). This will open the Fringe Benefit Packages screen (Figure 51).

Figure 50 - Manage Fringe Benefit Packages Menu

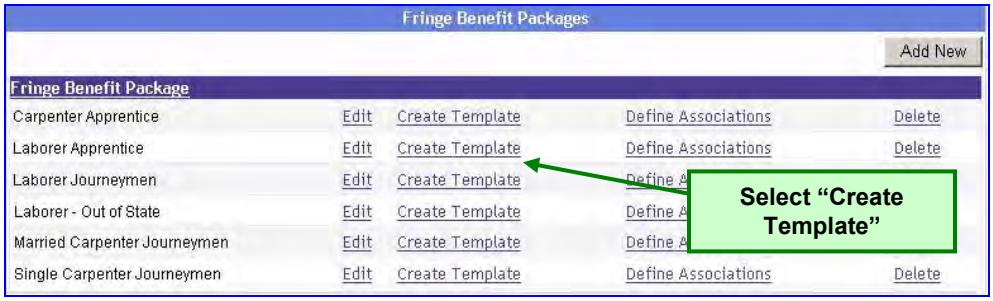


Figure 51 - Manage Fringe Benefit Packages Screen

3. Locate the fringe benefit package that you want to convert into a fringe benefit template and click the "Create Template" link. This will direct your web browser to the Create Fringe Benefit Template screen (Figure 46).
4. The create fringe benefit template screen will be populated with all of the information contained in the fringe benefit package. Create a name for the template, make any necessary changes, and then click "Save."

Note: If you create a customized package from a generic-type template, you will not be able to create a customized template from the package. The generic-type template's name will appear in the screen when you are trying to add it. You will have to key the template from scratch. Print the Fringe Benefit Summary report under Fringe Benefits and key what you see on the report.

4.5 Editing and Deleting Fringe Benefit Packages

If fringe benefit packages change during the course of the project, contractors may elect to either edit the package to reflect the changes or delete the package altogether.

To do this:

1. Select from the list of assigned projects the one to which you need to edit or delete a fringe benefit package.
2. From the Fringe Benefits menu, click on “Manage Fringe Benefit Packages” (Figure 52). This will open the Fringe Benefit Packages screen (Figure 53).

Figure 52 - Manage Fringe Benefit Packages Menu

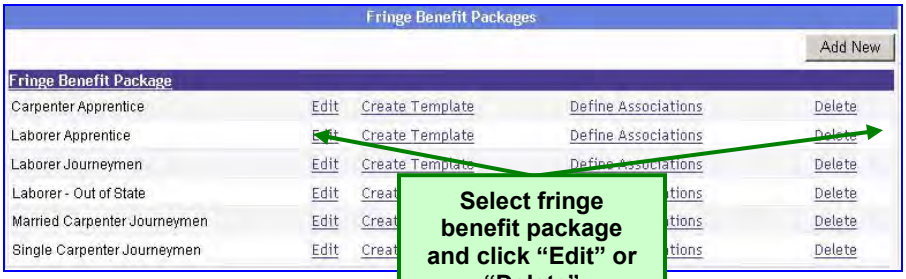


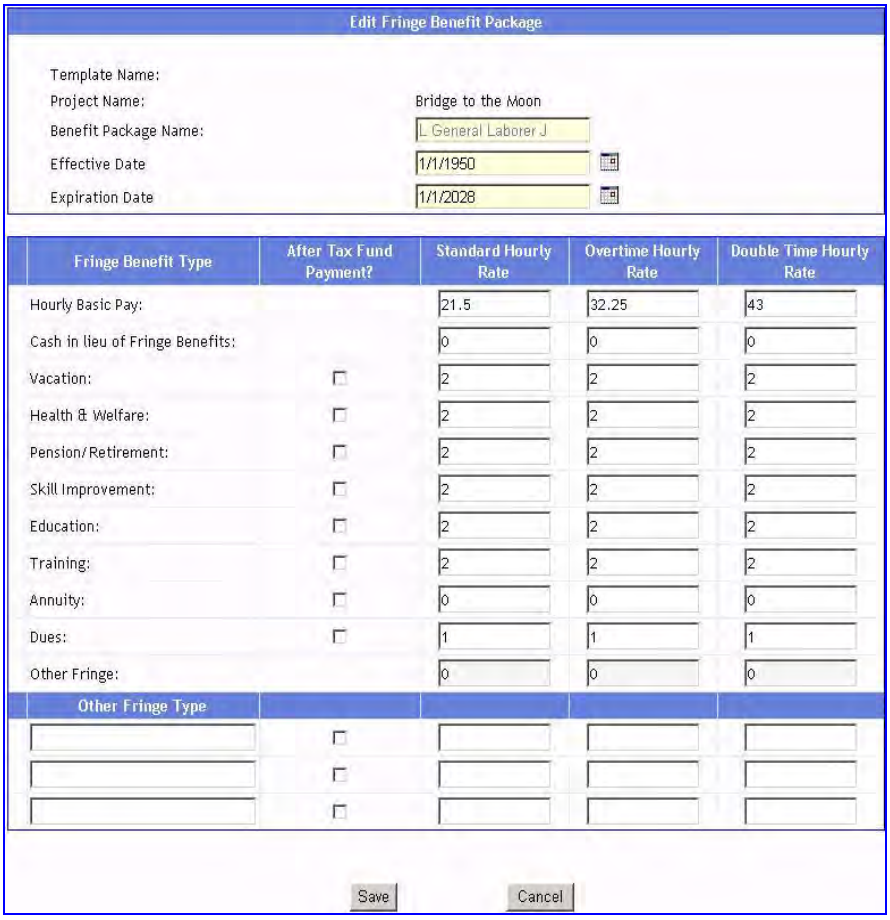
Figure 53 - Manage Fringe Benefit Packages Screen

3. **To Delete:** Locate the fringe benefit package that you want to delete. Click “Delete” to delete the Fringe Benefit Package. Before the application deletes the template, you will need to confirm this action by clicking “OK” on the dialog box (Figure 54).

Figure 54 - Delete Package Confirmation

4. **To Edit:** Locate the fringe benefit template that you want to edit. Click "Edit" to open the Edit Fringe Benefit Package Screen (Figure 42).

Note: All information, with the exception of the fringe benefit package name, is editable.



Edit Fringe Benefit Package

Template Name:
Project Name: Bridge to the Moon
Benefit Package Name: L General Laborer J
Effective Date 1/1/1950
Expiration Date 1/1/2028

Fringe Benefit Type	After Tax Fund Payment?	Standard Hourly Rate	Overtime Hourly Rate	Double Time Hourly Rate
Hourly Basic Pay:		21.5	32.25	43
Cash in lieu of Fringe Benefits:		0	0	0
Vacation:	☐	2	2	2
Health & Welfare:	☐	2	2	2
Pension/Retirement:	☐	2	2	2
Skill Improvement:	☐	2	2	2
Education:	☐	2	2	2
Training:	☐	2	2	2
Annuity:	☐	0	0	0
Dues:	☐	1	1	1
Other Fringe:		0	0	0
Other Fringe Type				
	☐			
	☐			
	☐			

Save Cancel

Figure 55 - Edit Fringe Benefit Package Screen

Make any changes to the information and click "Save." This will return your web browser to the Manage Fringe Benefit Packages Screen (Figure 53).

Caution: Once you have made these changes, if you have to edit a payroll entered before these rates were in effect, these numbers will automatically replace what was in that payroll.

4.6 Updating Fringe Benefit Packages

Contractors may need to update the Fringe Benefit Packages after changes have been made to the Fringe Benefit Templates. Many crafts have automatic pay increase each year.

This technique allows you to update a minimal number of templates and fringes each year. By focusing changes in the templates used to create packages the system can automatically identify possible candidates to update.

To do this:

1. From the "Fringe Benefits" menu select "Manage Fringe Benefit Templates" (Figure 56).

Figure 56 – Select Fringe Benefit Templates

2. A list of Fringe Benefit Templates will appear in the column; on the left click on "Update Packages" for the Fringe Benefit Template you've edited (Figure 57).

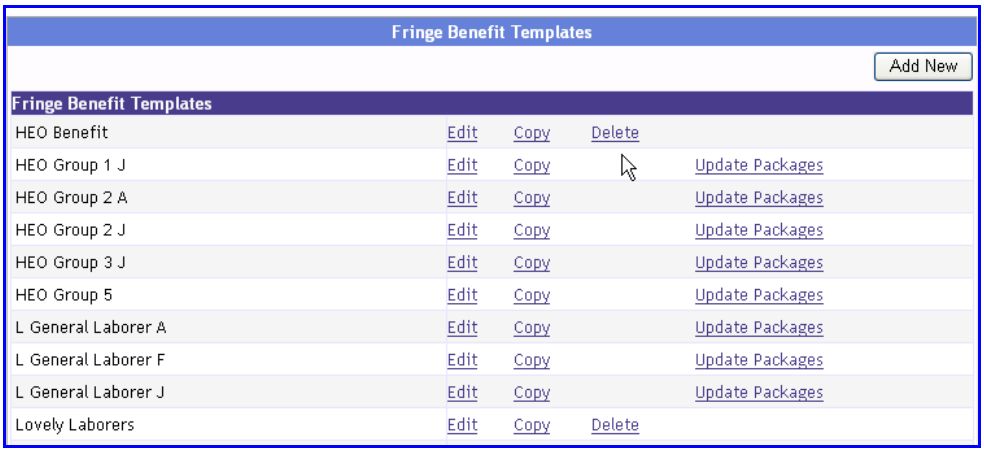


Figure 57- Fringe Benefit Templates Screen

3. Check the Fringe Benefit Package(s) that you want to update.
4. Click the down arrow to scroll the other fringe benefit package(s) also linked to the Fringe Benefit Template (Figure 58). Check any additional package(s).
5. Review the Fringe Benefit Template information on the lower half of the screen.
6. Click on "Submit" to update the selected packages.

Update Fringe Benefit Packages From Template

To update fringe benefit package(s) derived from the template below, select the appropriate check box(es). Click the arrow down image to view fringe benefit package(s).

Marquette Interchange - Core

Package Name	Standard Hourly Rate	Overtime Hourly Rate	Double Time Hourly Rate
☑ HEO Group 1 J	28.2700	42.4050	56.5400

Marquette Interchange - South Leg

Submit Cancel

Fringe Benefit Template Info

Template Name: HEO Group 1 J
Effective Date: 6/1/2005
Expiration Date: 5/31/2006

Fringe Benefit Type	After Tax Fund Payment?	Standard Hourly Rate	Overtime Hourly Rate	Double Time Hourly Rate
Hourly Basic Pay:		28.27	42.405	56.54
Cash in lieu of Fringe Benefits:		0	0	0
Vacation:	☐	0	0	0
Health Welfare:	☐	8.3	8.3	8.3
Pension/Retirement:	☐	5.65	5.65	5.65
Skill Improvement:	☐	0.45	0.45	0.45
Education:	☐	0	0	0
Training:	☐	0	0	0
Annuity:	☐	0	0	0
Dues:	☐	0	0	0
Other Fringe:		0.18	0	0
Other Fringe Type				
TRANS ED	☐	0.08	0.08	0.08
LAB MANAGEMENT	☐	0.1	0.1	0.1
	☐			

Figure 58 – Selecting/View Fringe Benefit Package

Note: Any figures reported under Other Fringe Type will not be counted as fund fringes.

4.7 CPR Submittal Process

WisDOT Civil Rights Compliance provides two options for submitting certified payroll reports.

Option 1: Manual Submit utilizes a web version of the standard WisDOT certified payroll form to report the certified payroll data. This option is designed for contractors who currently do not utilize an electronic payroll system. It provides a familiar user interface for contactors to report their data electronically.

Option 2: Auto Submit is an advanced feature designed to eliminate the double data entry of payrolls. WisDOT Civil Rights Compliance works with most accounting payroll systems in the construction industry to automatically extract the electronic certified payroll data from an output file of the contractor's payroll system. See Appendix 2 for a list of what the sample file needs to contain.

To use option 2, contractors must send several sample accounting files for mapping purposes. We prefer you to e-mail any files direct to Customer Support

(see Appendix 3). This way we have a log of how long the process is taking and who needs to respond to whom.

Note: Manual payroll firms may proceed to the next chapter.

4.8 CPR Auto Submit (Data Mapping)

CPR Auto Submit (Data Mapping) is an advanced feature designed to map the job classifications that the contractor uses in their payroll packages to the classifications used by the Department of Workforce Development.

1. From the Payroll Reporting Menu, select "CPR Auto Submit (Data Mapping)," Figure 59.

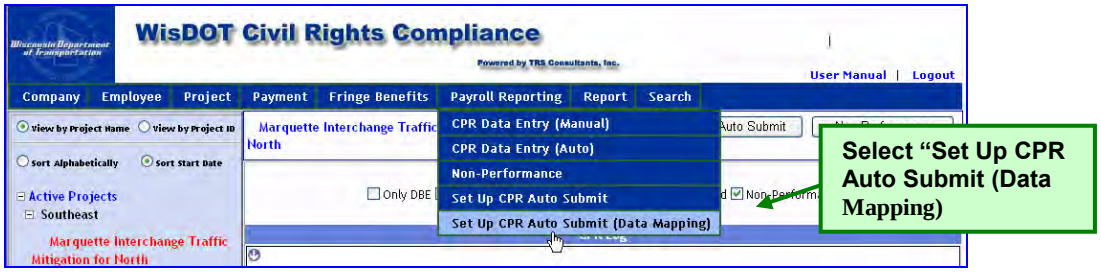


Figure 59- Select Set up CPR Auto Submit (Data Mapping) Screen

This will open the Job Groups and Classes Data Mapping screen (Figure 60). On the left hand side of the screen you will see the Job Group and Classes from the payroll package that was imported. On the right hand side you will see the classifications that your company had selected in Section 3.5.

2. Click on "Edit" to begin mapping the Job Groups and Classes.

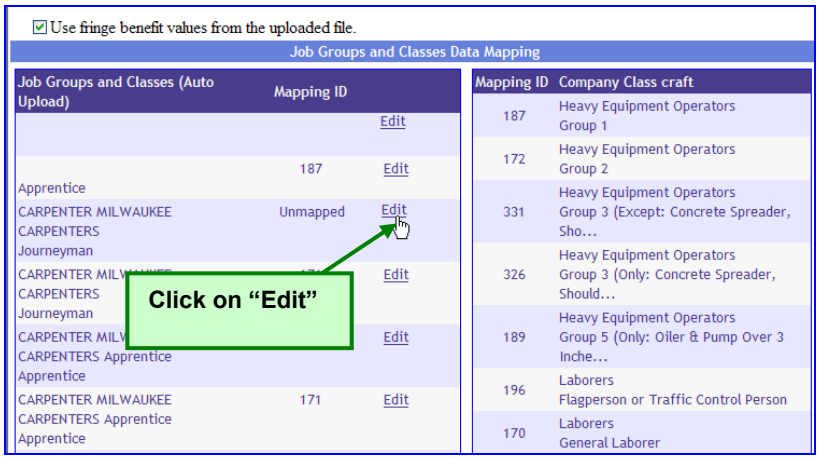


Figure 60 – Job Groups and Classes Data Mapping

3. Enter the Mapping ID number shown on the right hand side of the screen (Figure 61).

4. Specify whether the classification is a Journeyman or Apprentice.
5. Click on “Update.

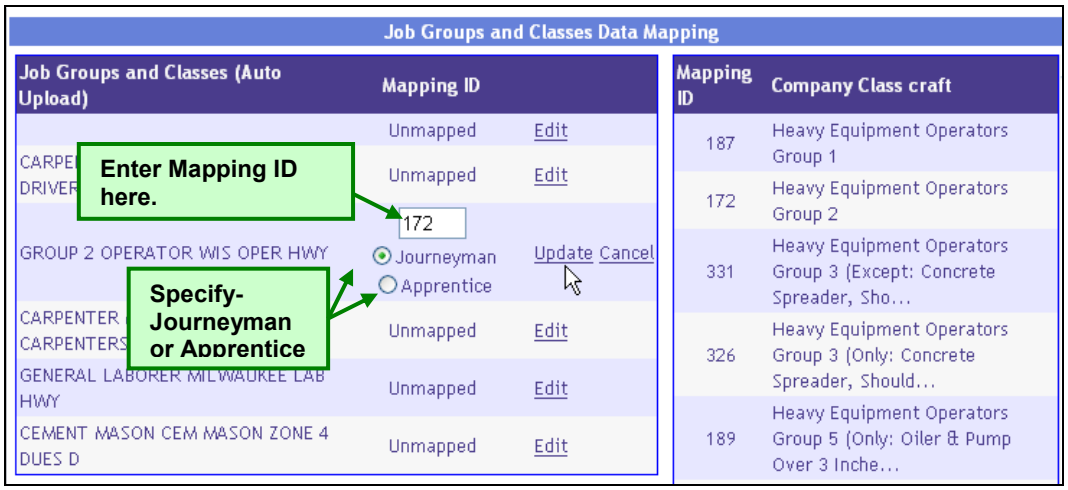


Figure 61 –Mapping Job Groups and Classes

You have now completed the one-time set up for working on payrolls. The next chapter will discuss your four options for reporting weekly labor activity on the project.

CHAPTER 5 SUBMITTING CERTIFIED PAYROLL REPORTS

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5.1 Introduction

Each week, whether or not the contractor performs work on the project, they must submit information to WisDOT (unless their project is under suspension). During weeks when work is performed, contractors must submit a certified payroll report (CPR). If no work has been performed, then the contractor shall submit a Non-Performance Report for the week or suspend payrolls indefinitely. This chapter will discuss the two methods for submitting a CPR, as well as how to submit a non-performance report and indicate a suspension.

5.2 About Certified Payroll Reports

The WisDOT Civil Rights Compliance application requests a lot of information about each employee listed on the certified payroll reports. The following table along with the certified payroll report employee record (Figure 62), is designed to assist contractors to understand what is required. Each report is reviewed against several criteria. You will receive feedback on every certified payroll, either through an e-mail message or by viewing the payroll on the CPR Log.

Table 2 – Certified Payroll Report Data Description

Label	Description	Action Required by Contractor
A	Employee Profile Information – Name – Employees full name Address – Street address, city, and zip code Social Security Number TrANS Graduate Identifier Hire Date Gender Ethnicity Exemption – Marital status and number of exemptions	All of this information is contained in the employee profile. If any information is incorrect or missing, You can click the "Edit" button.
B	Job Group, Craft and Trade Information – The craft and classification that this employee performed on this project for this week.	This information may be defaulted from either the employee profile or from a previous CPR. If it does not appear, or is incorrect, contractors will need to select the information from the dropdown lists. ***Note: The dropdown lists are limited to company specific crafts. To select from all crafts, you will need to click the "Show all Jobs" button.***

Label	Description	Action Required by Contractor
C	Basic Straight Time, Overtime & Double Time Hourly Rate of Pay – The basic straight time hourly rate of pay is the amount paid to the employee in cash before fringe benefits are added. *Weekend hours are always paid overtime. Standard hours cannot exceed 10 hours per day or 40 hours per week.* *If employees work beyond midnight, those hours are associated with the rate of the next day. If the hours cross into a Saturday, they must be paid overtime.* *Double time hours may not apply to your crafts. Electrician unions frequently require this.* *To avoid problems with Overtime calculations, you should always report fringe benefits separately.*	**Manual Submit:** If a default fringe benefit package is setup, then this information will populate from the fringe benefit package. Contractors may also select a fringe benefit from the fringe benefit dropdown list or manually enter the hourly rates. **Auto Submit:** This information will either be populated from the auto submit file or as described above.
D	Benefits Hourly Rate – Hourly fringe benefits paid to each employee. *Fund Payment – Contractor is paying fringe benefits to a fund* ○ *This should not be included in employee wages* ○ *Hourly breakdown of fund payment mush be provided* ○ *Sum of payments to funds shall be recorded in the "Fund Payment" column* *Cash Payment – Contractor is paying cash directly to an employee in their paycheck* ○ *Hourly cash fringe benefit amount shall be recorded in the "Cash Payment" column.*	**Manual Submit:** If a default fringe benefit package is setup, then this information will populate from the fringe benefit package. Contractors may also select a fringe benefit from the fringe benefit dropdown list or manually enter the hourly rates. **Auto Submit:** This information will either be populated from the auto submit file or as described above.
E	Total Hourly Rate	No action required. This field is the sum of the basic hourly rates and benefits hourly rates

Label	Description	Action Required by Contractor
F	Hours Worked for this project – the hours worked each day by this employee under this craft for this project.	**Manual Submit:** You must type the hours **Auto Submit:** The hours are uploaded from auto submit file.
G	Other Project Hours – the total straight time and overtime hours worked by this employee on all other projects for this week.	**Manual Submit:** You must type the hours **Auto Submit:** The hours are uploaded from auto submit file.
H	Deductions – Standard deductions include FICA, Federal withholding, and State withholding. Other deductions must be listed in the "Other Deduction" box.	**Manual Submit:** You must type the deductions. **Auto Submit:** The deductions are uploaded from auto submit file.
I	Other Payments – Include travel reimbursements, clothing allowances, loans, etc.	**Manual Submit:** You must type the payments. **Auto Submit:** The payments are uploaded from auto submit file.
J	Project Wages – Project wages are the sum of the straight time project wages and the overtime project wages. ○ *Straight time project wages are calculated by multiplying the weekly straight time hours by the sum of the straight time hourly rate of pay and the straight time hourly cash benefit amount.* ○ *Overtime project wages are calculated by multiplying the total weekly overtime hours by the sum of the overtime rate of pay and the overtime hourly cash benefit amount* ○ *Double time project wages are calculated by multiplying the total weekly double time hours by the sum of the double time rate of pay and the double time hourly cash benefit amount.* ○ *Fund fringes are not included in the Project Wages.*	None, this field is calculated automatically

Label	Description	Action Required by Contractor
K	Gross Wages – The gross wages equals the project wages plus any wages the employee earns on other projects. This should be equal to the gross wages shown on the employee's paycheck.	**Manual Submit:** You must manually enter the gross wages **Auto Submit:** The gross wages are uploaded from auto submit file. ***Note: if the Gross and Project Wages are not equal, either Other Payments or Other Project Hours should explain the discrepancy.***
L	Net Pay – The net pay is the amount that appears on the employee's paycheck. This shall be equal to the gross wages minus the sum of all deductions.	None, this field is calculated automatically ***Note: if the net pay is negative, verify that the gross wages are correct.***
M	Check Number – The number of the check or direct deposit ID issued to each employee.	**Manual Submit:** You must manually enter the check/deposit number. **Auto Submit:** The number is uploaded from auto submit file.

Figure 62 - Employee Payroll Record with Labels

5.3 The CPR log

In the CPR log contractors may view all previously-submitted certified payroll reports for each project and for every subcontractor. CPR means Certified Payroll Report.

To view these reports:

1. Select the project from the list on the left side of the screen. The name will turn red and project information will appear on the screen to the right of the project list.
2. Select the contractor whose CPR you want to view by clicking the down arrow next to their name. This will expand the CPR log for that contractor (Figure 63).

Note: If the icon is a red triangle, no payrolls have been submitted.

Figure 63 – CPR Log Screen

3. Click on the symbol in the CPR column to review the CPR. (Figure 64)

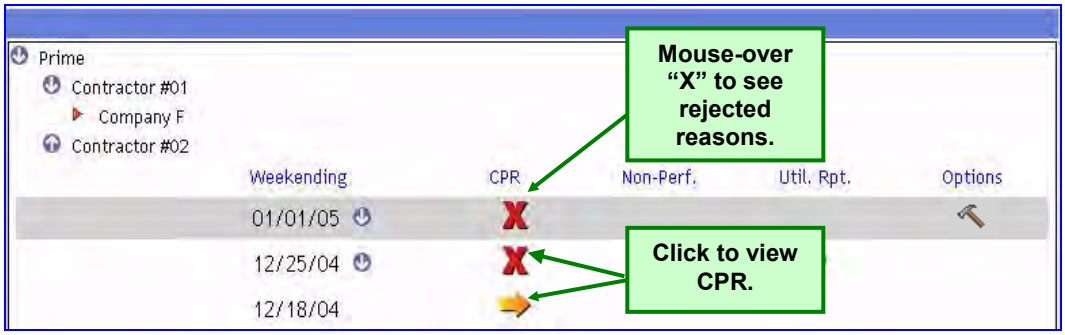


Figure 64 - CPR Log

4. Click on the icon indicating the report status to open a new window to view the report.

> ***Note: The CPR Log contains five columns. The first column shows the week-ending date. The second is the status of each Certified Payroll Report, see Figure 65 for the meaning of each legend. The next column is the non-performance CPRs, followed by the Utilization report, which is automatically generated at the end of each month. Finally is the Options column; it allows you to revise an existing payroll.***

Figure 65 – CPR Log Legend

Each will be discussed in later sections of the manual.

5.4 Submitting a Certified Payroll Report – Manual Submit

After completing the company and project setup described in the previous chapters, you may begin submitting weekly CPRs electronically using the Manual Submit option as described below.

1. From the project list in the column on the left side of the screen, click on the project name for which a CPR needs to be prepared. The name will turn red and project information will appear on the screen to the right of the project list.
2. Click on the "Manual Submit" button on the upper right-hand side of the screen (Figure 66). This will direct your web browser to the Employee Selection Screen (Figure 67).

Note: Users may also select "CPR Data Entry (Manual)" from the Payroll Reporting menu.

Figure 66 - Main Project Screen

3. Select the weekending date of the CPR.

Note: Once the initial CPR report weekending date is selected, all other weekending dates will limited to those using the same week day for the weekending date. For example, if the first payroll has Saturday for its weekending date, all future weekending dates will be Saturdays.

4. Click on the boxes to the left of employee (the list consists of all enabled employees in the application) who worked on this project for the weekending date indicated above.
5. If any employee performed multiple crafts (aka split-paid employees) during the week, please indicate the number of crafts in the box to the right of the employee's name. This will create an additional record for this employee on the CPR. Leaving this box blank assumes that the employee only performed a single craft during the week.

   If in a month when the prevailing-wage rates are increased and your firm pays both the old and new rates in one week, you will need to include every affected employee in the payroll twice.

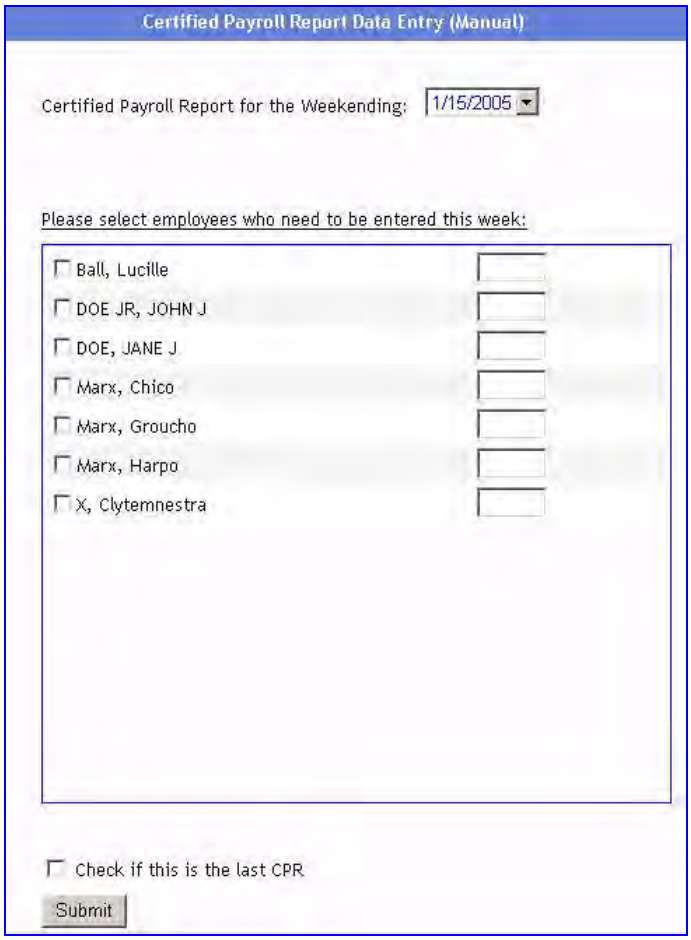


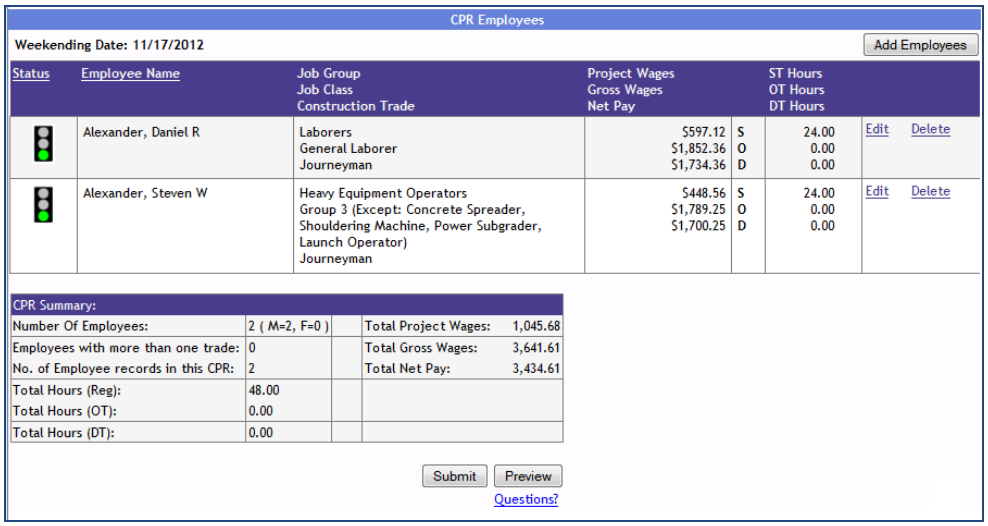
Figure 67 - Employee Selection Screen

6. Indicate by checking the box if this is the last certified payroll report for the project.

   Note: Once this box is checked, no additional payrolls may be entered for the project unless the flag is later removed.

   If you later find that you have completed all work on this project and have already submitted your last CPR, you may submit a final Non-Performance Report to indicate completion on the project. Or you may simply suspend payrolls.

7. Once the above steps are completed, click "Submit." This will direct your web browser to the CPR Employees Screen (Figure 68).



CPR Employees

Weekending Date: 11/17/2012 — Add Employees

Status	Employee Name	Job Group / Job Class / Construction Trade	Project Wages / Gross Wages / Net Pay		ST Hours / OT Hours / DT Hours	
	Alexander, Daniel R	Laborers General Laborer Journeyman	$597.12 $1,852.36 $1,734.36	S O D	24.00 0.00 0.00	Edit Delete
	Alexander, Steven W	Heavy Equipment Operators Group 3 (Except: Concrete Spreader, Shouldering Machine, Power Subgrader, Launch Operator) Journeyman	$448.56 $1,789.25 $1,700.25	S O D	24.00 0.00 0.00	Edit Delete

CPR Summary:			
Number Of Employees:	2 (M=2, F=0)	Total Project Wages:	1,045.68
Employees with more than one trade:	0	Total Gross Wages:	3,641.61
No. of Employee records in this CPR:	2	Total Net Pay:	3,434.61
Total Hours (Reg):	48.00		
Total Hours (OT):	0.00		
Total Hours (DT):	0.00		

Submit Preview

Questions?

Figure 68 – CPR Employees Screen

8. Each of the employees who were selected on the previous screen will be listed. The red light indicator to the left of their name indicates that their record is incomplete. To complete the record, click "Edit." This will direct your web browser to the Employee CPR Record Screen (Figure 69).

   Note: If at any time you realize that you need to add another employee record, you may do so by clicking the "Add Employees" button on the CPR Employees Screen. Similarly, you may delete an employee record by clicking the "Delete" link to the right of the employee name (See Figure 58.)

   If your stoplights are not turning green, use the "Incomplete Info" button to see why.

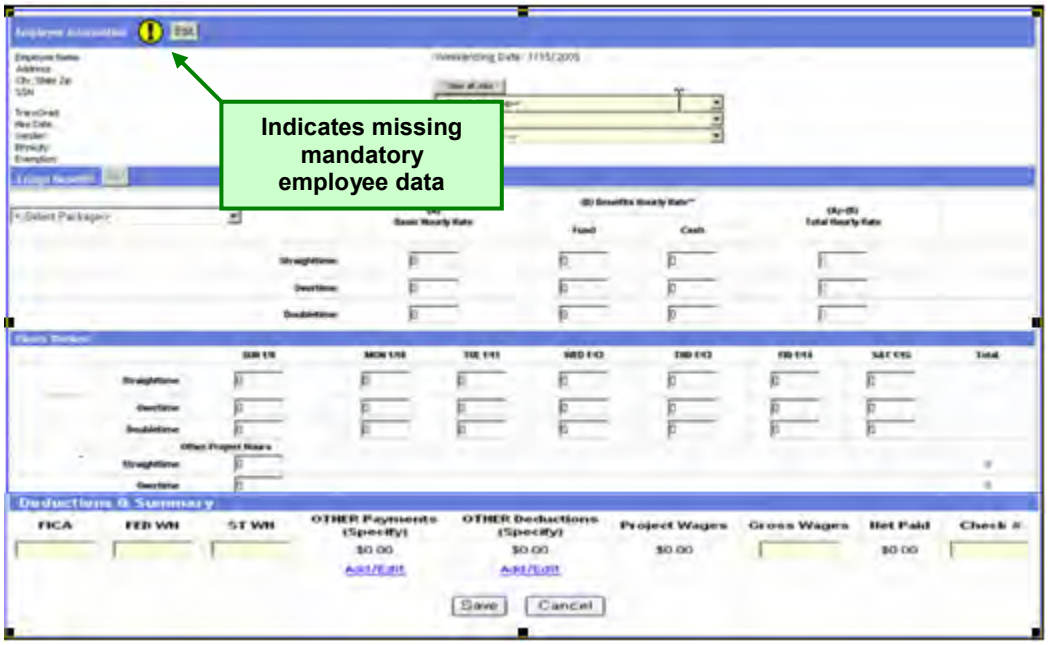


Figure 69 - Employee CPR Record

9. If an exclamation point icon appears next to the Employee Information heading, then there is missing required employee information. Click the "Edit" button to update the employee profile.

10. Select the occupation information from the dropdown menus if it is not defaulted or if the employee is working another craft. Ideally, it should be defaulted for you.

11. Select the fringe benefit package from the dropdown menu if it is not defaulted or if another package is being used for this employee record. You also have the option to manually enter the basic hourly rates and benefit hourly rates if you have chosen not to enter a fringe benefit package. Ideally, it should be defaulted for you.

    Note: If you select a fringe benefit package, the basic hourly rates and benefit hourly rates can still be edited.

12. Enter the hours worked each day for this project and the total hours for other projects.

13. Enter the standard deductions (FICA, Federal Withholding, and State Withholding).

    Note: If the employee record has multiple FICA deductions, sum each of them and put the total in the FICA field.

    These deduction fields are mandatory. Please type 0 in each field where no deductions were taken.

14. Enter any additional payments the employee received (loan, clothing allowance, travel reimbursement). Click "Add/Edit" to pop-up the Other Payments Screen (Figure 70) to add other payments. Supply a description

and amount for each other payment and click “Submit.” The other payment field on the Employee CPR record will populate with this total amount.

Note: You may need to check the Gross Wages Excluded box if the net payment does not calculate correctly.

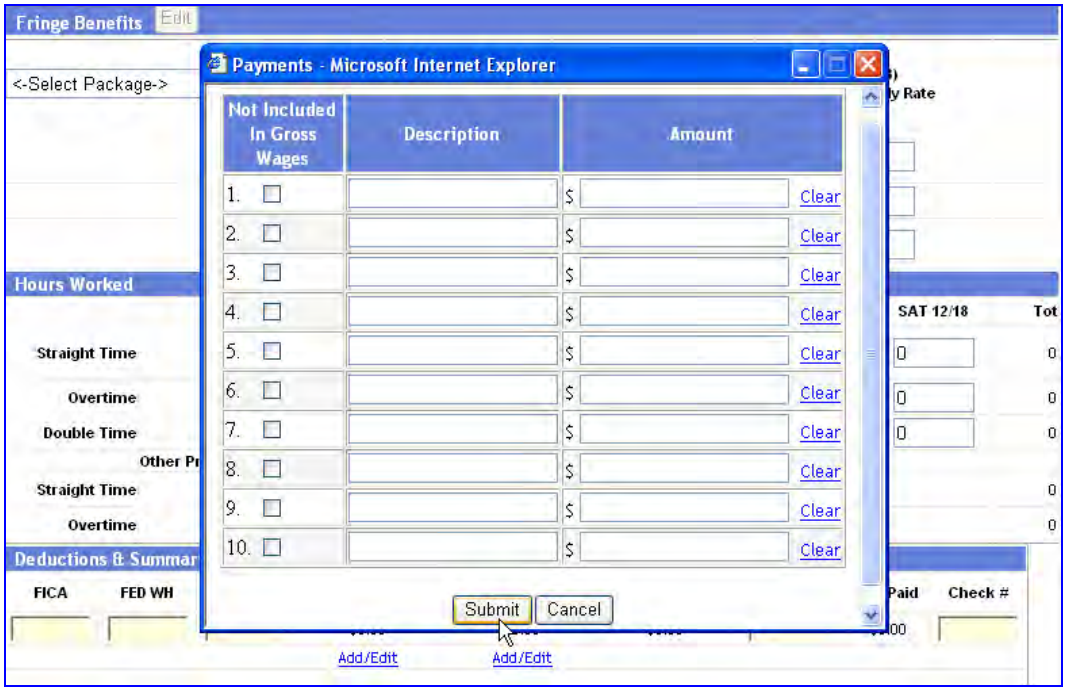


Figure 70 - Other Payments Screen

15. Click “Add/Edit” to pop-up the Other Deductions Screen (Figure 71) to add other deductions. Supply a description and amount for each other deduction and click “Submit.” The other deductions field on the Employee CPR record will populate with this total amount.

    Note: If you have recorded After-tax deductions, you will need to report those here. You may also have to add this amount to the gross pay if the project wages are higher.

16. Enter the gross wages and check/direct deposit number and then click “Save” to save this record. If you are missing any mandatory information, a pop-up window will appear, indicating what is missing. You must complete all mandatory information in order to save the record.

    Note: Multiple check numbers can be added at once. The field can hold up to 50 characters.

17. Upon saving, your browser will be redirected to the CPR Employees Screen. The stoplight next to the completed employee record will become green, indicating that the record is complete.

18. Repeat steps 7-15 for each employee.

Note: The CPR is considered a "Work in Progress" from the time it is started until it has been submitted. If you cannot complete a CPR in a single session, you may log back in to the application and complete it at a later time. Refer to section 5.5 for further details.

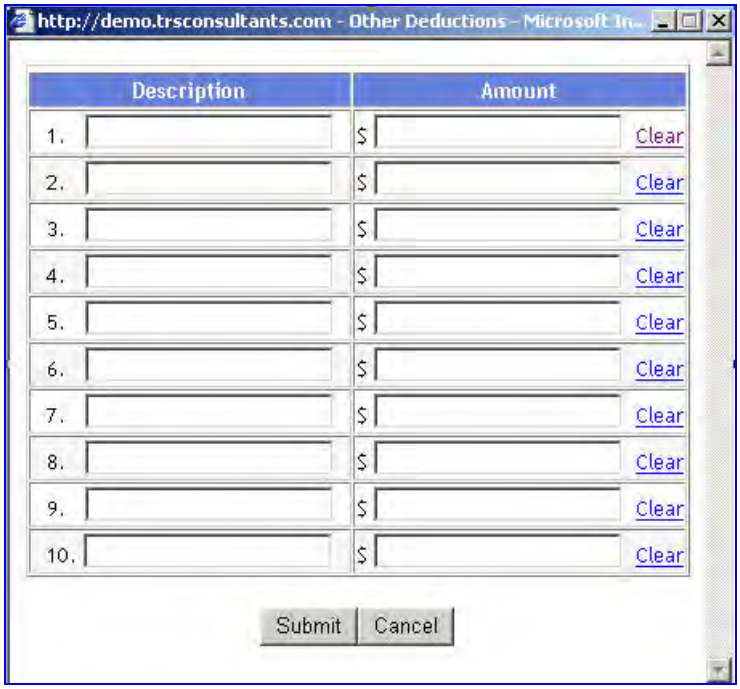


Figure 71 - Other Deductions Screen

19. Once all of the employee records are complete (marked with a green light), the certified payroll report is ready to be previewed. Click the "Preview" button to see the completed CPR. Review it to ensure all of the data is correct. Click the "Back" button to return to the CPR Employees Screen.
20. If everything looked correct, click the "Submit" button. This will direct your web browser to review the Other Deductions entered (Figure 72).

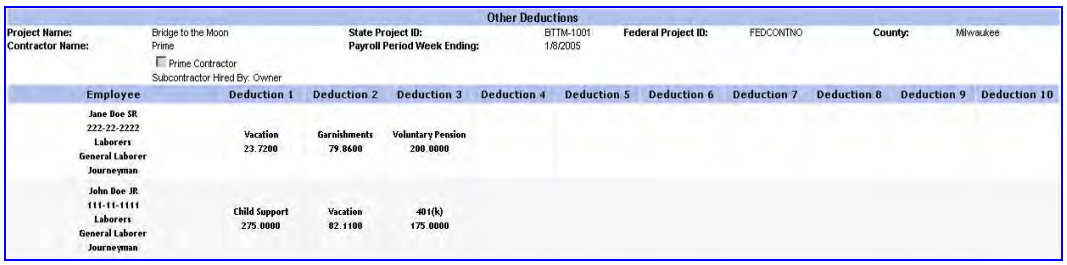
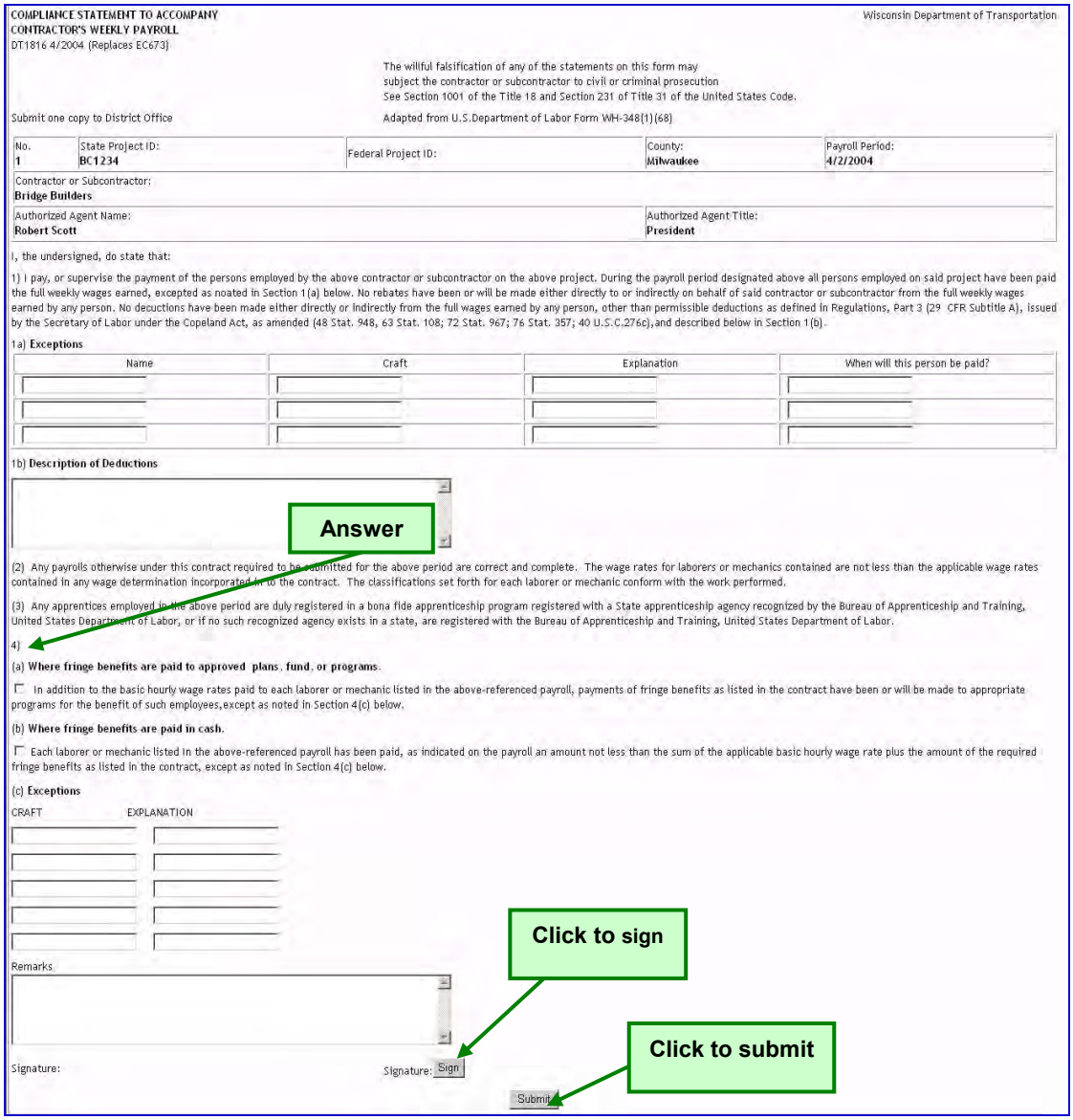


Figure 72 - Other Deductions Summary

21. Click on "Next" if things look reasonable. This will direct your web browser to the Statement of Compliance (Figure 73).



COMPLIANCE STATEMENT TO ACCOMPANY
CONTRACTOR'S WEEKLY PAYROLL
DT1816 4/2004 (Replaces EC673)

Wisconsin Department of Transportation

The willful falsification of any of the statements on this form may subject the contractor or subcontractor to civil or criminal prosecution See Section 1001 of the Title 18 and Section 231 of Title 31 of the United States Code.

Submit one copy to District Office

Adapted from U.S.Department of Labor Form WH-348(1)(68)

No.	State Project ID:	Federal Project ID:	County:	Payroll Period:
1	BC1234		Milwaukee	4/2/2004

Contractor or Subcontractor:
Bridge Builders

Authorized Agent Name:	Authorized Agent Title:
Robert Scott	President

I, the undersigned, do state that:

1) I pay, or supervise the payment of the persons employed by the above contractor or subcontractor on the above project. During the payroll period designated above all persons employed on said project have been paid the full weekly wages earned, excepted as noated in Section 1(a) below. No rebates have been or will be made either directly to or indirectly on behalf of said contractor or subcontractor from the full weekly wages earned by any person. No deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108; 72 Stat. 967; 76 Stat. 357; 40 U.S.C.276c), and described below in Section 1(b).

1a) **Exceptions**

Name	Craft	Explanation	When will this person be paid?

1b) **Description of Deductions**

Answer

(2) Any payrolls otherwise under this contract required to be submitted for the above period are correct and complete. The wage rates for laborers or mechanics contained are not less than the applicable wage rates contained in any wage determination incorporated in to the contract. The classifications set forth for each laborer or mechanic conform with the work performed.

(3) Any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a state, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

4)

(a) **Where fringe benefits are paid to approved plans, fund, or programs.**

☐ In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above-referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

(b) **Where fringe benefits are paid in cash.**

☐ Each laborer or mechanic listed in the above-referenced payroll has been paid, as indicated on the payroll an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

(c) **Exceptions**

CRAFT	EXPLANATION

Click to sign

Click to submit

Remarks

Signature:

Signature: Sign

Submit

Figure 73 - Statement of Compliance

22. After completing the form, click "Sign" to electronically sign the report. A new window will open. Type in your signature password and click "Sign" (Figure 74).

    Note: All passwords are case sensitive.

    If you see a box containing a circle, triangle, and square, it means you haven't yet uploaded your electronic signature file. See Company-Edit User, Section 3.3.

23. Click "Submit" on the Statement of Compliance to complete the Certified Payroll and submit it to WisDOT. The prime, and any other firm which may have hired your firm, will also be able to see you payroll to know that is completed.

Figure 74 – CPR Signature Window

24. You will see a message saying that you have successfully submitted a payroll. Click on “Close” to return to the CPR Log. Chapter 6.2 shows how to view it.

5.5 Submitting a Certified Payroll Report – Auto Submit

To begin this process, you must have received a message saying that your file has been successfully mapped and when you can begin uploading files. This may be as simple as altering the value at the bottom of the Company Profile Screen.

Save the correct week’s certified payroll file from your accounting software package onto your computer. Once this is complete, follow the steps below to upload the CPR information.

1. From the project list, click on the project name for which a CPR needs to be prepared. The project name will turn red and project information will appear on the screen to the right of the project list.
2. Click the “Auto Submit” button (Figure 75). This will open the Upload File screen (Figure 76).

Figure 75 - Main Project Screen

Figure 76 - Upload File Screen

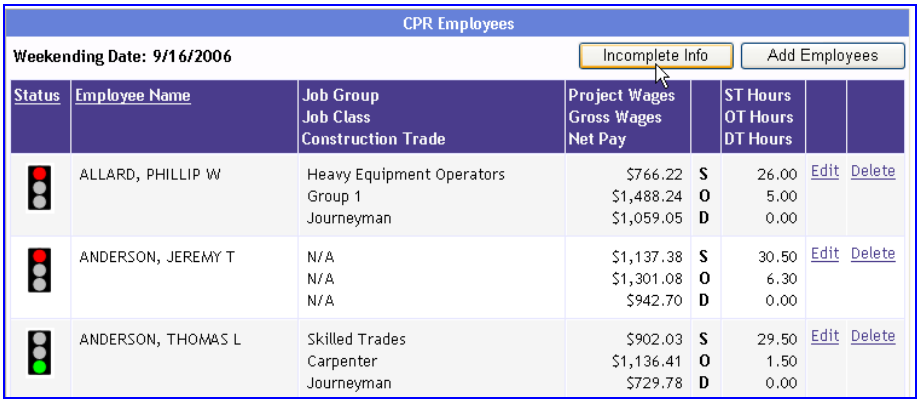
3. Select the weekending date from the dropdown field.
4. Type the file name and path containing the CPR from the accounting software or click "Browse" to search for the file on the user's computer.
5. Click "Submit" to upload the file.

   Note: Even minor changes to the contractor's payroll output file may result in a problem uploading. If you do not see the screen shown in Figure 77 or receive an error message, e-mail the file to customer support (refer to Appendix 3). "Index outside of range" is a typical message.

   Unlike manual payrolls you may import multiple weeks at one time and then submit then as convenient. Each week must be imported separately.

   See first Section 4.8 before reviewing employees to ensure all of the crafts are fully mapped.

6. A record will be created for each employee listed in the payroll report.



CPR Employees

Weekending Date: 9/16/2006 | Incomplete Info | Add Employees

Status	Employee Name	Job Group Job Class Construction Trade	Project Wages Gross Wages Net Pay		ST Hours OT Hours DT Hours		
	ALLARD, PHILLIP W	Heavy Equipment Operators Group 1 Journeyman	$766.22 $1,488.24 $1,059.05	S O D	26.00 5.00 0.00	Edit	Delete
	ANDERSON, JEREMY T	N/A N/A N/A	$1,137.38 $1,301.08 $942.70	S O D	30.50 6.30 0.00	Edit	Delete
	ANDERSON, THOMAS L	Skilled Trades Carpenter Journeyman	$902.03 $1,136.41 $729.78	S O D	29.50 1.50 0.00	Edit	Delete

Figure 77 - Auto Submit Employee List

Note: If any employee's stoplight remains red, a problem has been found. You may receive good information from the Incomplete Info button.

You may need to adjust the "Set Up CPR Auto Submit (Data Mapping) entries. See Section 4.8 if the craft is missing from the right column for mapping, you must return to Section 3.5.

7. Click the "Edit" link next to the name of the first employee. This will open the employee record populated with the information from the auto submit file (Figure 78).

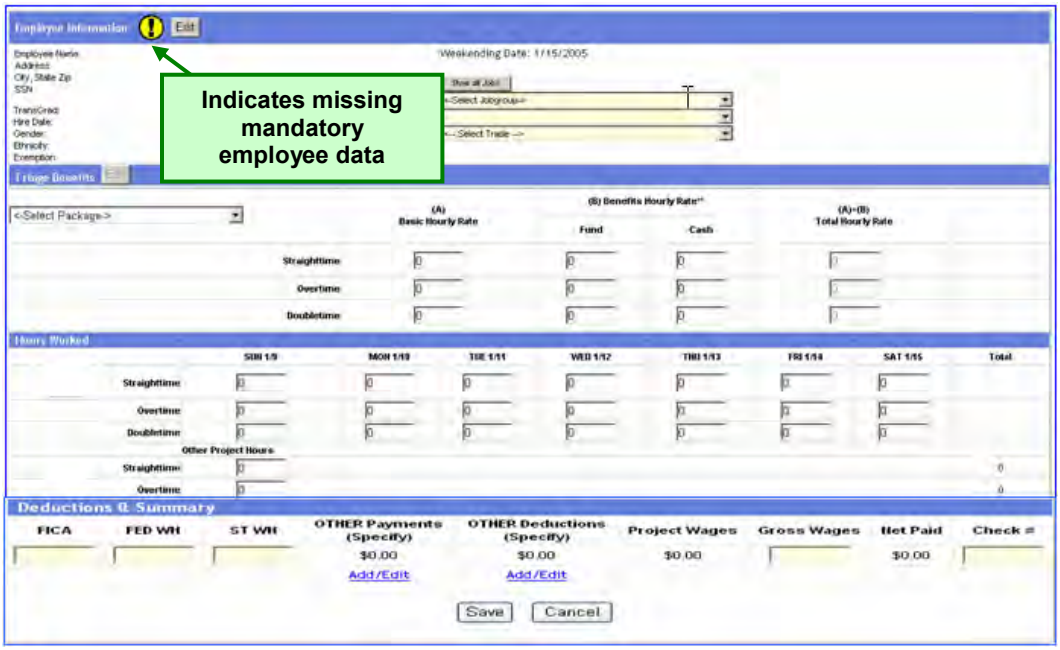


Figure 78 - Auto Submit Employee Record

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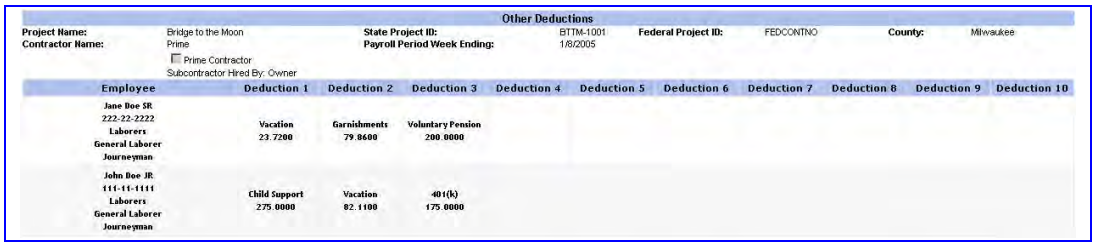
8. If an exclamation point icon appears next to the Employee Information heading, then there is missing required employee information. Click the "Edit" button to update the employee profile.
9. Correct any incorrect information (such as misclassifications or incorrect fringe benefit packages) or add any missing information. When the record is complete, click the "Save" button. This will return your browser to the previous screen. Once the record is saved, the light next to the employee's name will turn green. Repeat this for each employee record.

   Note: You may find that only the total deduction figure will appear in this Other Deductions or Other Payments box.

10. Just as in manual submit, you may add more employees to the payroll record by clicking the "Add Employees" button. Similarly, you may delete employees by locating the employee in the list and clicking the "Delete" link.

    If any of your employees receive a pay increase mid-week, they need to be included on the payroll twice, once at each pay rate. Employees who are only supervisory should be deleted and their hours added to the OCIP Report for the month.

11. Once all of the employee records are complete (marked with a green light), the certified payroll report is ready to be previewed. Click the "Preview" button to see the completed CPR. Review it to ensure all of the data is correct. Click the "Back" button to return to the CPR Employees Screen.
12. If everything looks correct, click the "Submit" button. This will direct your web browser to review the Other Deductions entered (Figure 72).



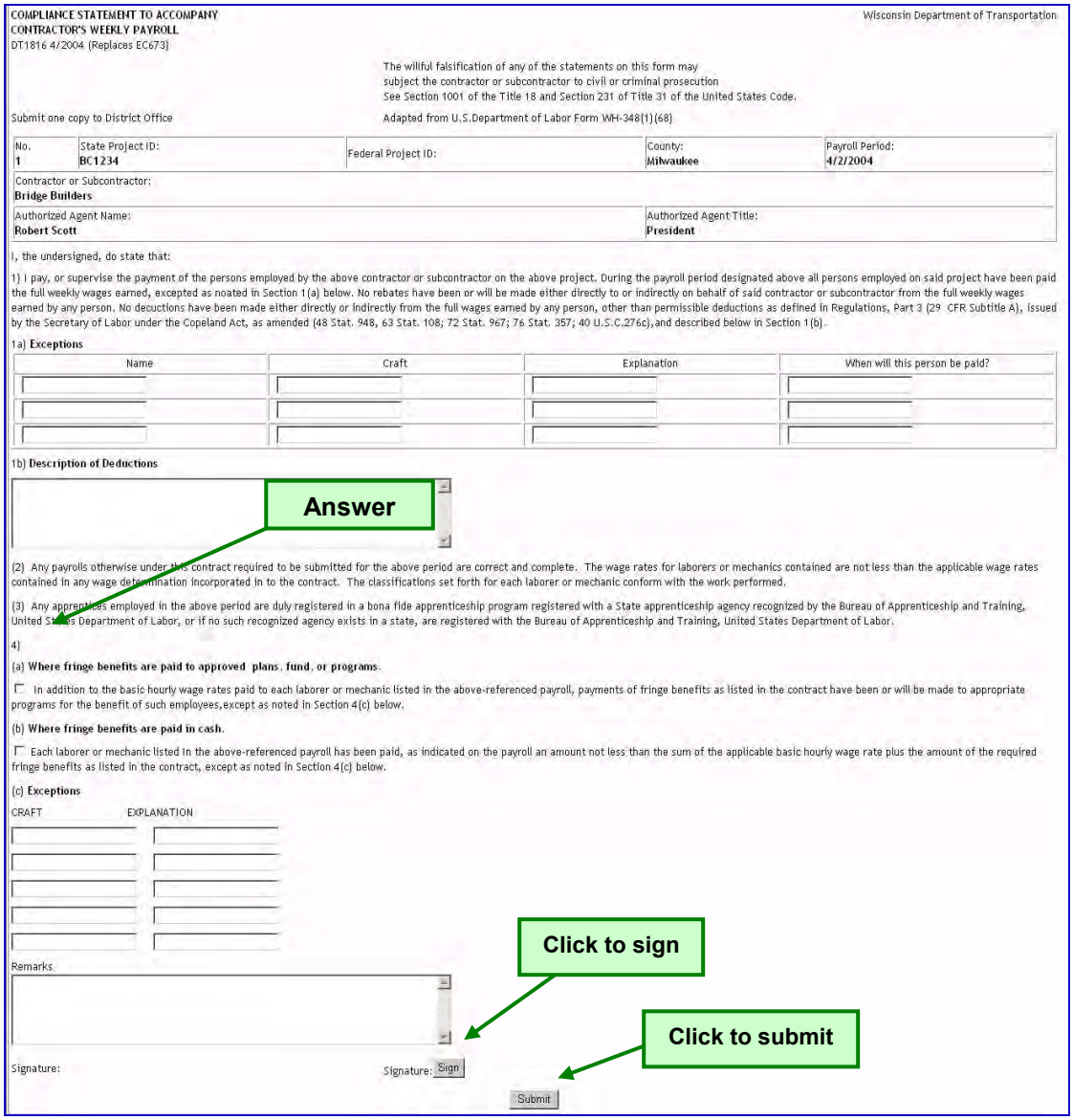
Other Deductions

Project Name:	Bridge to the Moon	**State Project ID:**	BTTM-1001	**Federal Project ID:**	FEDCONTNO	**County:**	Milwaukee
Contractor Name:	Prime ☐ Prime Contractor Subcontractor Hired By: Owner	**Payroll Period Week Ending:**	1/8/2005				

Employee	Deduction 1	Deduction 2	Deduction 3	Deduction 4	Deduction 5	Deduction 6	Deduction 7	Deduction 8	Deduction 9	Deduction 10
Jane Doe SR 222-22-2222 Laborers General Laborer Journeyman	Vacation 23.7200	Garnishments 79.8600	Voluntary Pension 200.0000							
John Doe JR 111-11-1111 Laborers General Laborer Journeyman	Child Support 275.0000	Vacation 82.1100	401(k) 175.0000							

Figure 79 - Other Deductions Summary

13. Click on "Next" after reviewing the summary. This will direct your web browser to the Statement of Compliance (Figure 80).



COMPLIANCE STATEMENT TO ACCOMPANY
CONTRACTOR'S WEEKLY PAYROLL
DT1816 4/2004 (Replaces EC673)

Wisconsin Department of Transportation

The willful falsification of any of the statements on this form may subject the contractor or subcontractor to civil or criminal prosecution See Section 1001 of the Title 18 and Section 231 of Title 31 of the United States Code.

Submit one copy to District Office

Adapted from U.S.Department of Labor Form WH-348(1)(68)

No.	State Project ID:	Federal Project ID:	County:	Payroll Period:
1	BC1234		Milwaukee	4/2/2004

Contractor or Subcontractor:
Bridge Builders

Authorized Agent Name:	Authorized Agent Title:
Robert Scott	**President**

I, the undersigned, do state that:

1) I pay, or supervise the payment of the persons employed by the above contractor or subcontractor on the above project. During the payroll period designated above all persons employed on said project have been paid the full weekly wages earned, excepted as noated in Section 1(a) below. No rebates have been or will be made either directly to or indirectly on behalf of said contractor or subcontractor from the full weekly wages earned by any person. No deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108; 72 Stat. 967; 76 Stat. 357; 40 U.S.C.276c), and described below in Section 1(b).

1a) **Exceptions**

Name	Craft	Explanation	When will this person be paid?

1b) **Description of Deductions**

Answer

(2) Any payrolls otherwise under this contract required to be submitted for the above period are correct and complete. The wage rates for laborers or mechanics contained are not less than the applicable wage rates contained in any wage determination incorporated in to the contract. The classifications set forth for each laborer or mechanic conform with the work performed.

(3) Any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a state, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

4)

(a) **Where fringe benefits are paid to approved plans, fund, or programs.**

☐ In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above-referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

(b) **Where fringe benefits are paid in cash.**

☐ Each laborer or mechanic listed in the above-referenced payroll has been paid, as indicated on the payroll an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

(c) **Exceptions**

CRAFT	EXPLANATION

Click to sign

Click to submit

Remarks

Signature:

Signature: Sign

Submit

Figure 80 - Statement of Compliance

14. After completing the form, click "Sign" to electronically sign the report. A new window will open. Type in your signature password and click "Sign" (Figure 81).

    Note: All passwords are case sensitive.

15. Click "Submit" on the Statement of Compliance to complete the Certified Payroll and submit it to WisDOT. Be sure to answer Question 4.

    Note: When the system is very busy, you may see this message;

    Transaction (Process ID XX) was deadlocked on lock resources with another process and has been chosen as the deadlock victim. Rerun the transaction.

Wait 6-10 seconds and try again. You will have to sign the compliance Statement again.

Figure 81 – CPR Signature Window

5.6 Completing a "Work in Progress" CPR

From the time that you start the certified payroll report until you submit it, it is considered a work in progress. If you are unable to finish a work in progress in a single log-in session, you may return to it at any time. Unfinished work will not appear on the CPR Log until submitted.

To continue working on a work-in-progress payroll:

1. From the project list in the column on the left side of the screen, click on the project name for which a CPR needs to be completed. The name will turn red and project information will appear on the screen to the right of the project list.
2. Click on the "Manual Submit" button on the upper right-hand side of the screen (Figure 82). This will direct your web browser to the Work In Progress screen (Figure 83).

Note: If you do not have any works in progress, then clicking Manual Submit will direct your web browser to the employee selection screen as indicated in Section 5.3.

Even contractors using Auto Submit must navigate to the Work In Progress screen via the Manual Submit button. It is not possible to have multiple payrolls displayed at any given time, unless someone accidentally deleted a Payroll Suspension.

Figure 82 - Main Project Screen

Figure 83 - Work In Progress Screen

3. Click on the "Weekending Date" payroll shown.
4. Complete each of the CPR records according to the instructions for manual or auto submit (depending on original method).

5.7 Submitting a Non-Performance Report

Contractors must account for each week of the project from the time they start work until they have completed the project. For those weeks when they are not performing work on the project, they must either report a suspension (discussed in the following section) or submit a Non-Performance Report. This report merely indicates that for a particular week, the contractor did not have any prevailing wage employees performing work on the project.

To submit a Non-Performance Report:

1. From the project list, click on the project name for which a Non-Performance Report needs to be prepared. The name will turn red and project information will appear on the screen to the right of the project list.

2. Click the Non Performance button (Figure 84). This will open a non-performance report date selection screen (Figure 85).
3. Select the weekending date from the dropdown list and click "Submit." This will direct your web browser to the Statement of Non-Performance screen (Figure 86).

Note: If the non-performance report is the last report for this project, check the box indicating "last CPR."

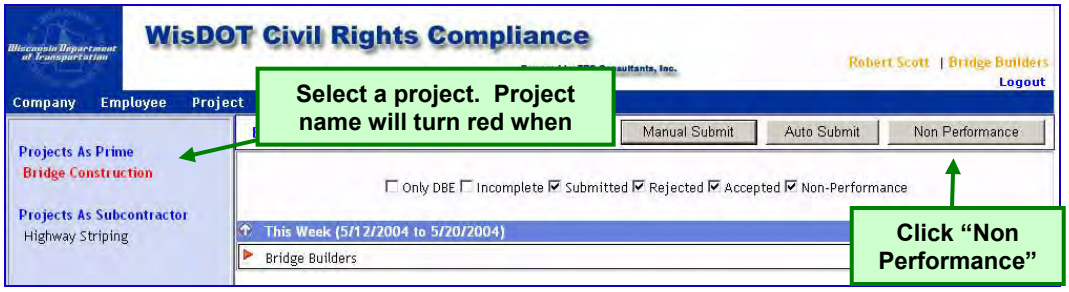
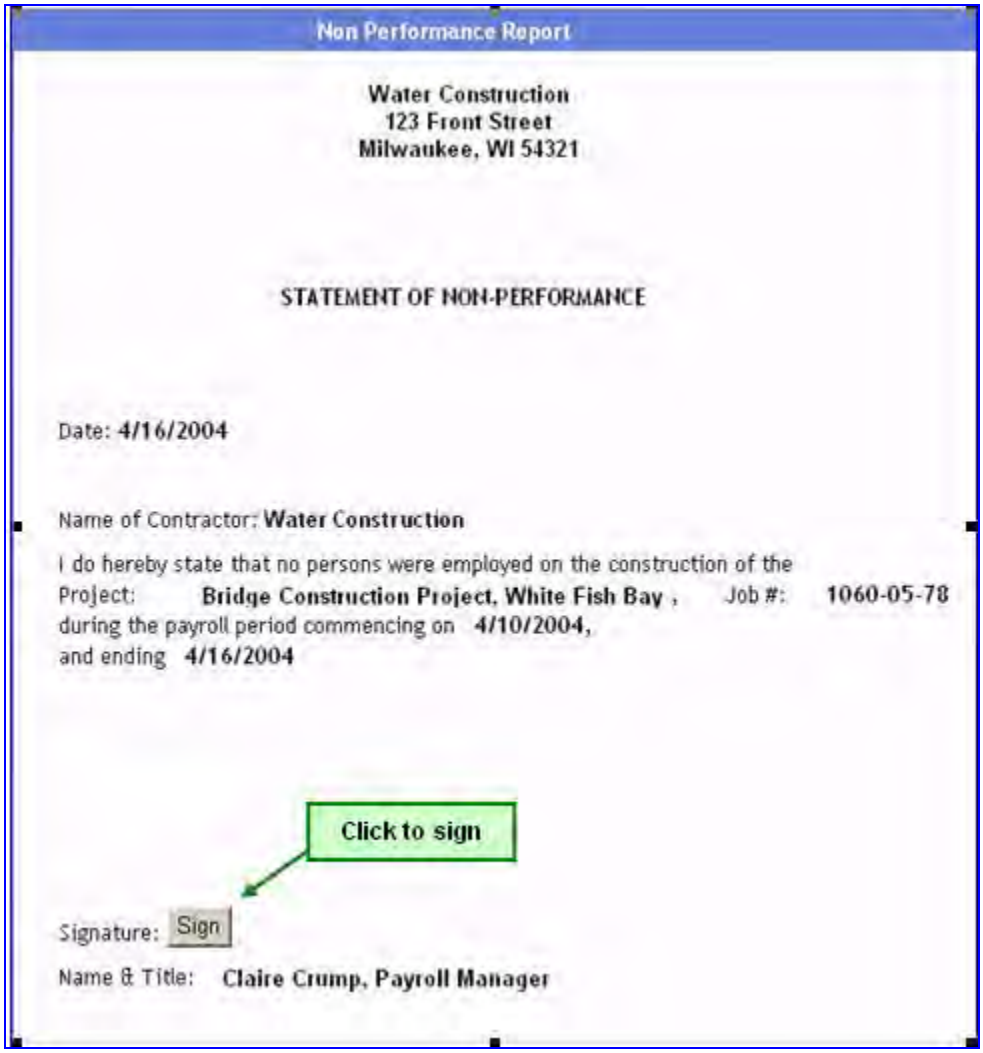


Figure 84 - Main Project Screen

Figure 85 - Non-Performance Report Date Selection Screen

4. To sign the report electronically, click the sign button. A new window will appear asking for the signature password (Figure 87). Enter the password and click "Sign." This window will close, and an image of the signature will appear on the Statement of Non-Performance.

Note: All passwords are case sensitive.



Non Performance Report

Water Construction
123 Front Street
Milwaukee, WI 54321

STATEMENT OF NON-PERFORMANCE

Date: 4/16/2004

Name of Contractor: Water Construction

I do hereby state that no persons were employed on the construction of the Project: Bridge Construction Project, White Fish Bay , Job #: 1060-05-78 during the payroll period commencing on 4/10/2004, and ending 4/16/2004

Click to sign

Signature: Sign

Name & Title: Claire Crump, Payroll Manager

Figure 86 - Statement of Non-Performance

Figure 87 - Non-Performance Report Signature Window

5. Click "Submit" to complete this process and submit the report.

Note: Non-performance reports do not require WisDOT approval.

Figure 88 – Close Nonperformance Screen

1.1 Click on “Back to Project Home” to return to the CPR Log for this same project. If you need to work on another project, click on the project name in the Active Projects list.

5.8 Reporting a Suspension

If the contractor is going to be offsite for a long period of time, or indefinitely, they may record a suspension rather than submitting a Non-Performance Report each week.

To report a suspension:

1. Select the project from the list on the left for which a suspension needs to be reported.
2. From the Project menu, select “Project Suspension” (Figure 89). This will direct your web browser to the Project Suspension Screen (Figure 90).
3. To add a suspension, click the “Add” button. This will direct your web browser to the Add Project Suspension screen (Figure 91).

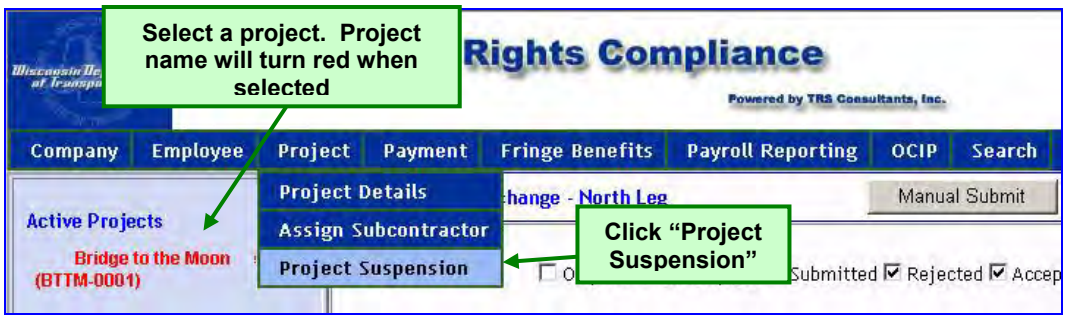


Figure 89 - Project Suspension Menu

Figure 90 - Project Suspensions Screen

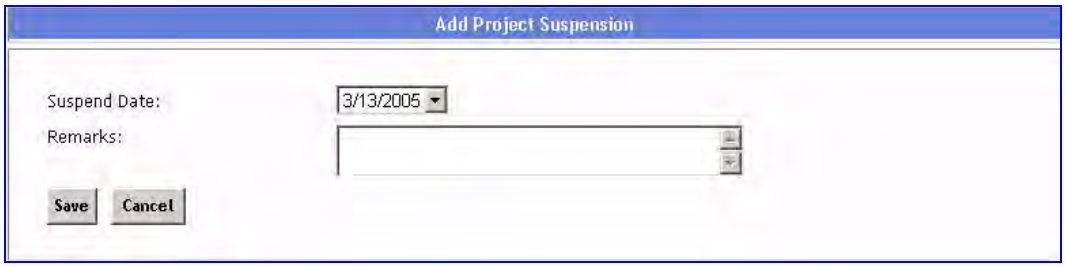


Figure 91 - Add Suspension Screen

4. Select the week starting date of the first week of the suspension from the dropdown menu.

   Note: If your weekending day is Saturday, the week starting day will always be a Sunday.

5. In the remarks field, provide an explanation of the suspension and click "Save." This will return your browser to the Project Suspensions Screen with the suspension recorded (Figure 92).

Figure 92 - Project Suspensions Screen

5.9 Ending a Suspension

Once the suspension is complete, you must resume the project.

To do this:

1. Select "Project Suspensions" from the Project menu.
2. Locate the suspension and click the "Resume" link. This will direct your web browser to the Resume Project Suspension screen (Figure 93).
3. Choose the date before the next payroll.

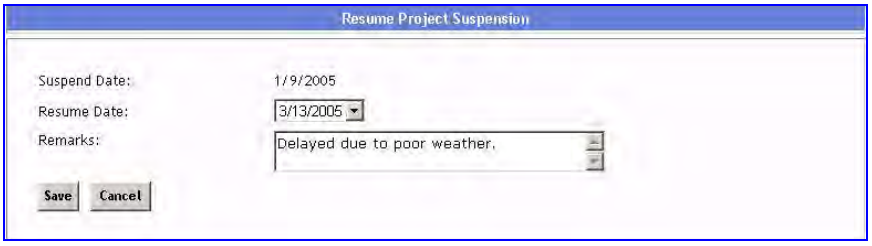


Figure 93 - Resume Project Suspension Screen

4. Click “Save” to resume the project. This will return your browser to the Project Suspensions Screen with the updated project suspension details.

   Note: Once the project is resumed, contractors must begin submitting certified payroll reports again.

5. Submit a non-performance report.

Then you can submit your next certified payroll report.

Figure 94 - Project Suspensions Screen

5.10 Deleting a Suspension

If you have mistakenly entered a suspension, this is the only time you should click on “Delete” when viewing Figure 94.

Note: If you click here thinking you are cleaning up an old entry, you should be aware that you will also be deleting all of the payrolls which the suspension generated. You will suddenly find a number of old dates available, and possibly no current dates, the next time you try to submit a payroll.

5.11 Printing a Payroll

If you need to print, or save, a copy of a payroll that either you, or one of your subcontractors, have submitted, follow the steps below.

1. Return to the CPR Log by clicking on the project name in the column on the left (Figure 95).

2. Click on the blue arrow beside the name of the firm whose payroll you wish to print.

Figure 95 – View CPRs

3. Click on the icon in the CPR column that you wish to print. This will open the certified payroll report (Figure 96).

   Note: If you wish to print an older version of a certified payroll report, click on the blue arrow next to the weekending date and then click on the appropriate version number. Generally, you should not need to look at earlier versions.

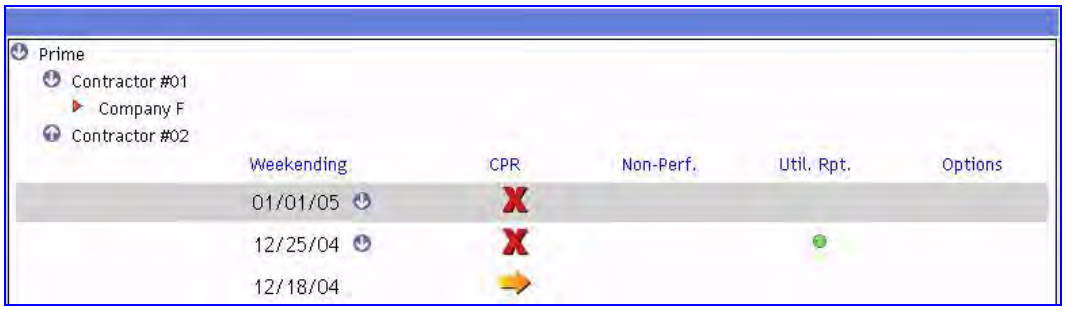


Figure 96 - Select Specific CPR

4. Click "Create PDF" on the certified payroll report screen. This will generate a.pdf version of the report in a new window (Figure 97).

   Note: You need a copy of Adobe Reader in order to view the .pdf file. Remember that if you get a new computer, you may need to download another copy. http://www.adobe.com/ is the web address.

5. If you are scanning the report on the screen, please note the report has its own scroll bar on the right side of the window. You may need to scroll right to find it.
6. You may either save the file to your computer or print the file by using the "Print" or "Save As…" command from the File menu.

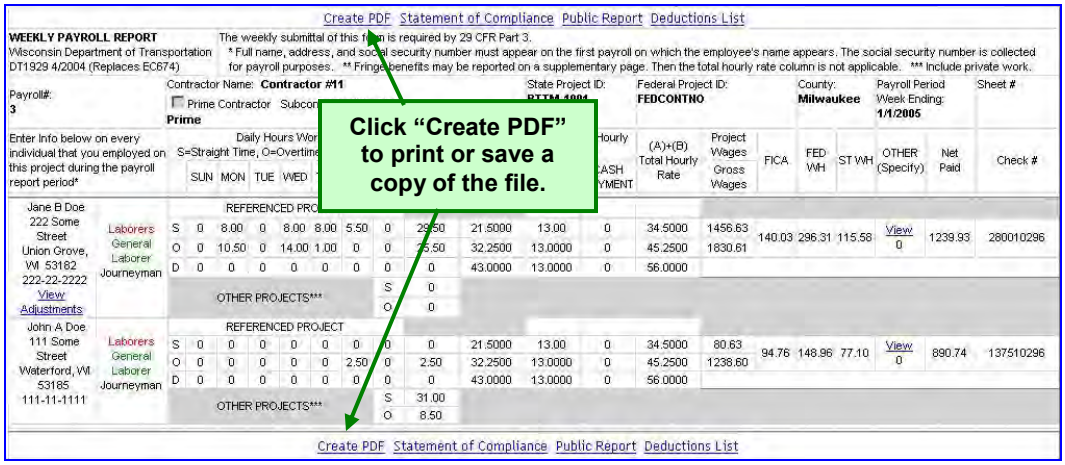


Figure 97 - Create PDF to Print Payroll

5.12 Removing a Final Payroll Flag

When a project has been recorded with a final payroll flag, no additional payrolls can be entered until it is removed. If you discover you need to enter an additional payroll, you must first remove this flag.

Once the flag has been removed, you may be responsible for only a few payrolls or several. If more than 3 nonperformance reports would need to be submitted to catch up to the current date, then suspend the payroll and end it first, before resuming payrolls.

Figure 98 – Final Payroll Flag Set

1. Click on the project name to return to the CPR Log screen shown above.
2. Click on the Remove Last CPR Flag button. This button is only visible when the flag has been set.
3. Either enter the missing week's nonperformance reports or suspend the project.
4. Begin entering payrolls again.

5.13 Correcting Who Receives E-mails About Payrolls

Firms registering before January, 2006 will find they may need to alter who is receiving the e-mails about their project payrolls. This can also be corrected as re-registering your firm to work with the department for another year.

1. Select Company Profile and scroll down to the area labeled Payroll Contact (Figure 99 and Figure 100).
2. If this isn't who you would like it to be, please change it.

Figure 99 – Select Company Profile

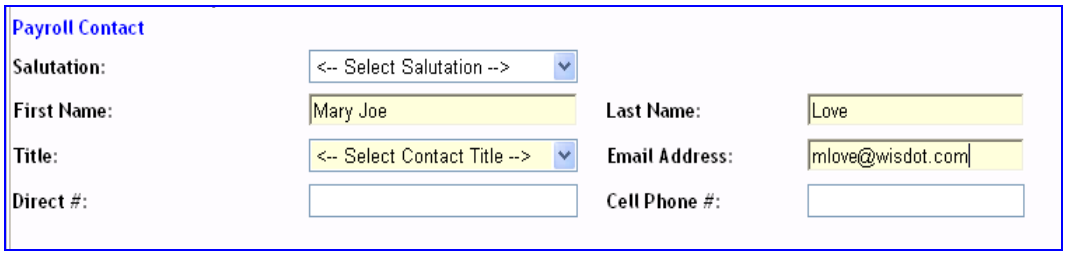


Figure 100 – Update Payroll Contact

3. Review the Bidding Contact as well.

System registrations may now be used to e-mail one another about future projects. You will not want your e-mail address here, if it was automatically defaulted in.

5.14 Payroll Backups

Each night, TRS Consultants backs up all of the payroll, payment, and other Civil Rights Compliance System-related data on their web server. If any of your payrolls were to disappear, simply request Customer Support restore them from the prior night's backup.

5.15 What Happens Next to Payrolls?

Each night, the system automatically reviews each payroll to see if it can be automatically accepted. If so the ➔ or ⇆ symbols will be changed to a ✔.

If it cannot, WisDOT staff must go through every payroll as they have time. The North Leg of the Marquette Interchange project had 15,000 payrolls in one year's time. The first time the automated acceptance progress ran, it accepted 900 payrolls and left 250 payrolls for two people to check at 10% of their time. It can take several months. If you have concerns over a payroll, feel free to call Customer Support or your Equal Rights Officer.

Payrolls are caught by the system for the following reasons:

1. Prevailing Wage Violations
2. Other project hours missing

5.16 What if a payroll was missed?

It's possible that a payroll should have been entered before any of the others. Once the first payroll has been submitted, a new Manual Payroll screen reveals a drop-down box beside the date.

1. Click on the drop-down date list.
2. Select the date you need.
3. Proceed to submit the payroll.
4. Add a suspension to cover any missing weeks.
5. Resume the suspension the week before the original payroll date.

5.17 How do I clear the messages about final payroll flags?

Sometimes it is nearly impossible to know if your firm will be returning to a project. When the prime contractor turns their flag on, it is likely that your firm is also complete. An exception might be a landscaping firm.

1. Click on nonperformance report from the menu or on CPR log.
2. Click the final CPR box
3. Click on Submit.

Note: An error indicates you must first delete a project suspension.

CHAPTER 6 REVIEWING AND RESUBMITTING CERTIFIED PAYROLL REPORTS

In This Chapter

6.1	Introduction	84
6.2	Viewing CPRs	84
6.3	Replacing a Report	85
6.4	Editing and Resubmitting a Manual Certified Payroll Report	87
6.5	Recording an Adjustment	91

6.1 Introduction

This chapter includes directions to view previously-submitted certified payroll reports for your firm, as well as its subcontractors' certified payroll reports. Additionally, this chapter provides instructions for resubmitting certified payroll reports that are found to be non-compliant and rejected by the agency.

6.2 Viewing CPRs

Contractors may view all previously submitted certified payroll reports for each project and for every subcontractor. To view these reports:

1. Select the project from the list on the left side of the screen. The name will turn red and project information will appear on the screen to the right of the project list (Figure 101).
2. Select the contractor whose CPR you want to view by clicking the down arrow next to their name. This will expand the CPR log for that contractor.

Note: If the icon is a red triangle, no payrolls have been submitted.

Figure 101 – CPR Log Screen

3. Click on the symbol in the CPR column to review the CPR (Figure 102).

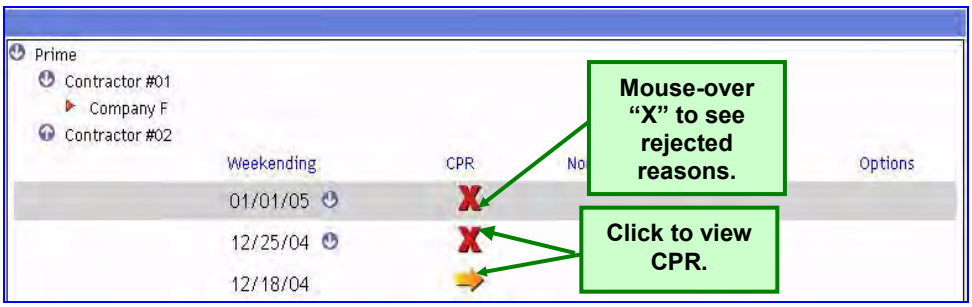


Figure 102 - CPR Log

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Note: The CPR Log contains five columns. The first column shows the week-ending date. The second is the status of each Certified Payroll Report, whether submitted manually or with a file. The next column is the non-performance CPRs, followed by the Utilization report, which is automatically generated at the end of each month. Finally is the Options column; it allows you to revise an existing payroll.

4. To view a public report, click the "Public Report" button to redact the employee information section (Figure 103).
5. Once finished reviewing the report, close the window.

Figure 103 - CPR Preview

6.3 Replacing a Report

Regardless of the status of the certified payroll report, you may elect to replace the report. The same is true for non-performance reports.

Note: You will not see this option if the payroll is in incomplete status. If that's the case, you must submit whatever is being edited.

Use this option if you have submitted a payroll and a non-performance report is needed instead.

If the payroll isn't being approved and you import your data, this may be an indication that values are missing on the data mapping screen (see section 4.8). If so, replace the payroll with a new Auto Submit once the values are all complete.

In order to replace a report:

1. Select the project for which a report needs replacing from the list on the left. The project name will turn red and the main project screen will appear.
2. Click on the blue arrow adjacent to your firm's contractor name to expand the log (Figure 104).

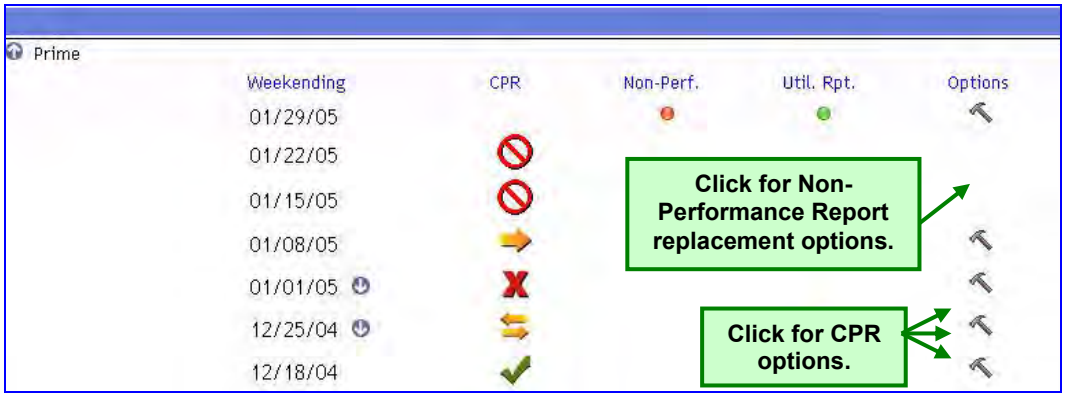

Figure 104 - CPR Log

Figure 105 - CPR Log Legend

3. Click on the options icon to view the options for a particular weekending date. If the report was a non-performance report, contractors have the option to replace the report with a CPR (Figure 106). If the report was a CPR, you have the option to edit, make an adjustment, or replace the entire report (Figure 107). Click the "Replace" button. This will direct your web browser to the Replacement Options for certified payroll reports (Figure 108).

Figure 106 – Replacement Options for Non-Performance Reports

Figure 107 - Certified Payroll Report Options

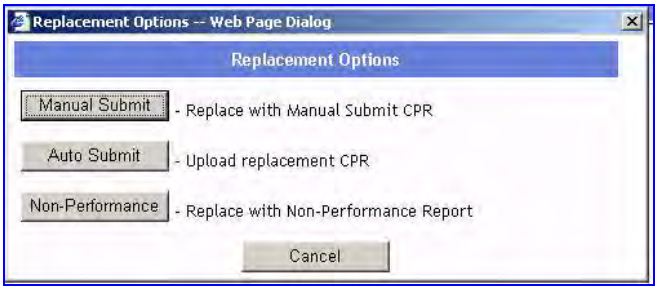

Figure 108 - Replacement Options for Certified Payroll Reports

4. Choose to submit a certified payroll report using either manual submit or auto submit or choose to submit a non-performance report (if replacing a CPR). Follow the applicable instructions in Chapter 5.

   Note: Previous versions of reports will be stored in the application and are visible to both upper tier contractors and WisDOT.

6.4 Editing and Resubmitting a Manual Certified Payroll Report

Regardless of the status of the CPR, you may elect to edit and resubmit the report. This may be required to correct a rejected CPR or if you discover a mistake on your own. The edit feature should only be used

- to add an employee to a CPR
- to correct a mistake on the day work took place
- to remove an employee from a CPR
- if an employee was double paid for some hours and needs to have them removed from the paycheck

1. Select the project for which a report needs editing from the list on the left. The project name will turn red and the main project screen will appear.
2. Click on the blue arrow adjacent to user's contractor name to expand the log (Figure 109).

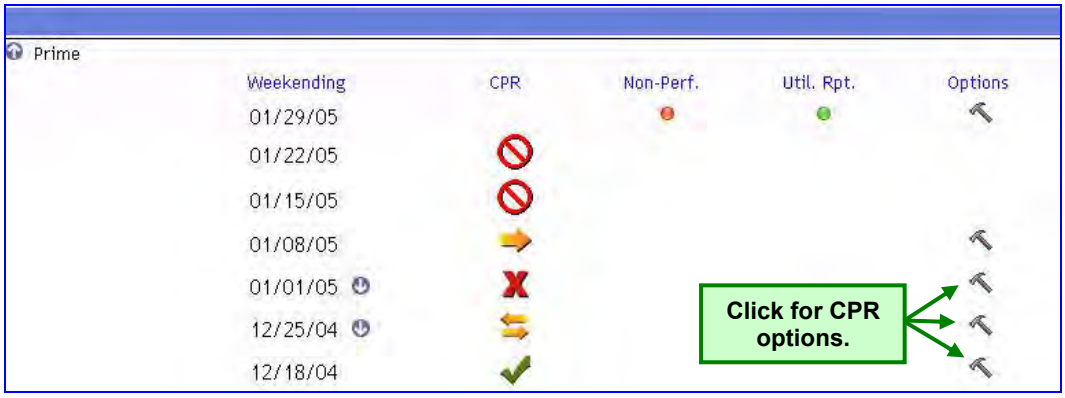

Figure 109 - CPR Log

3. Click on the options icon (Figure 109) for the CPR that needs editing and click the "Edit" button on the certified payroll report options window (Figure 110). This will direct your web browser to the CPR Employees Screen (Figure 111).

   Note: If your Final Payroll Flag is on, your payroll will not remain in the work in Progress view as it normally does. Changes will be saved but the payroll will have an Incomplete Payroll flag until you submit it.

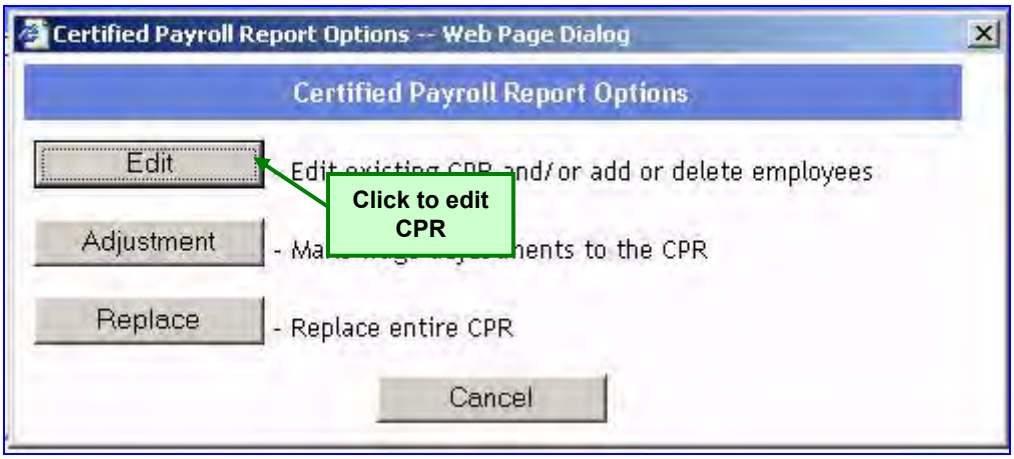

Figure 110 – Certified Payroll Report Options Window

4. Select the employee record that needs to be edited and click the "Edit" link. This will open the employee's editable payroll record (Figure 112).

   Note: Users may also click the "Add Employees" button to add employees to the payroll report.

5. Edit all information necessary and click "Save." This will return your browser to the CPR Employees Screen (Figure 111).

Figure 111 - CPR Employees Screen

Note: If an employee works multiple crafts, day and night, or a June increase occurs for the week, any affected employee must appear more than once. Click on Add Employees to make this happen.

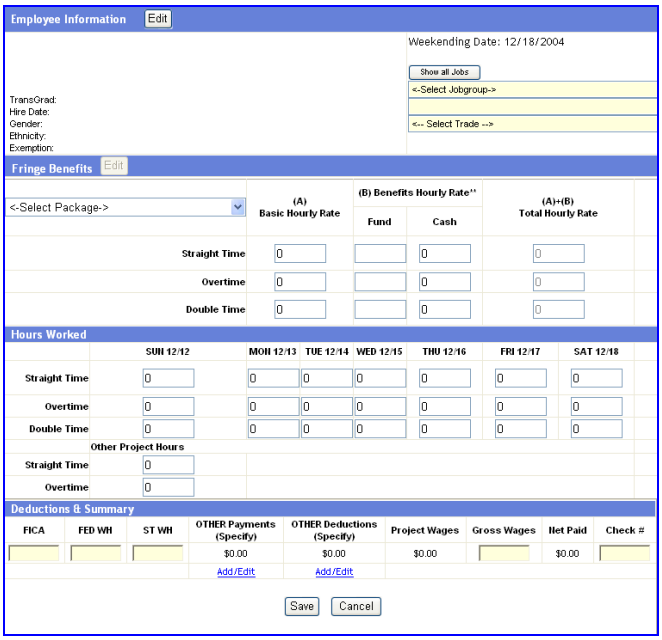

Figure 112 - Editable Employee Record

6. Repeat for each employee that needs editing. Once complete, click the "Preview" button and review the wages on the CPR Employee Screen or view edited report for accuracy. If reviewing in Preview, click the "Back" button.
7. If everything looks good, click the "Submit" button. This will direct your web browser to the Statement of Compliance (Figure 113).

Note: If you accidentally tab and hit enter, the web browser will move to the Employee's profile record. Simply hit the browser's Back button to return here.

8. Complete the Statement of Compliance and click the "Sign" button to open the signature window. Enter signature password and click "Sign" (Figure 114).

   All passwords are case sensitive.

   Be sure to answer question 4. If you make any changes to the Statement of Compliance after signing it, you will have to sign the document again.

   You must enter a Remark to say what you've changed.

9. Click "Submit" on Statement of Compliance to submit the revised CPR to WisDOT.

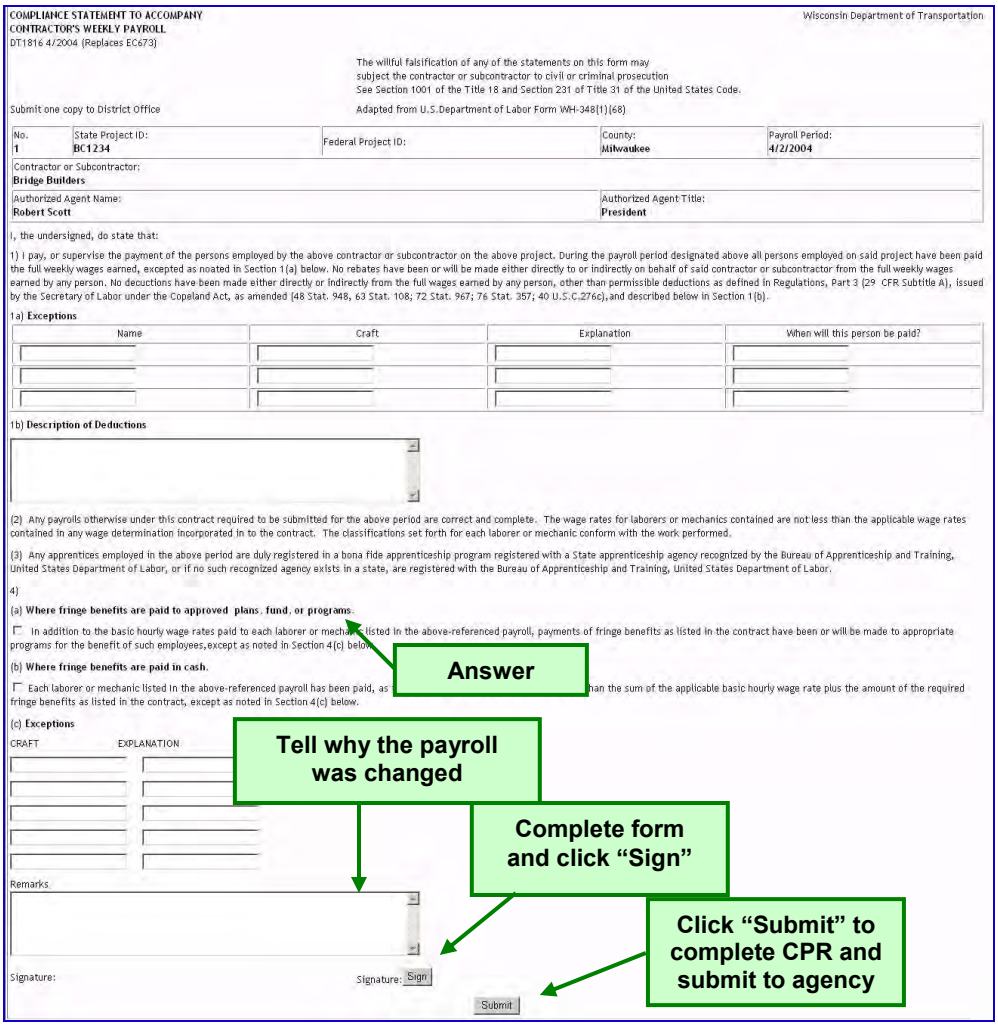

Figure 113 - Statement of Compliance

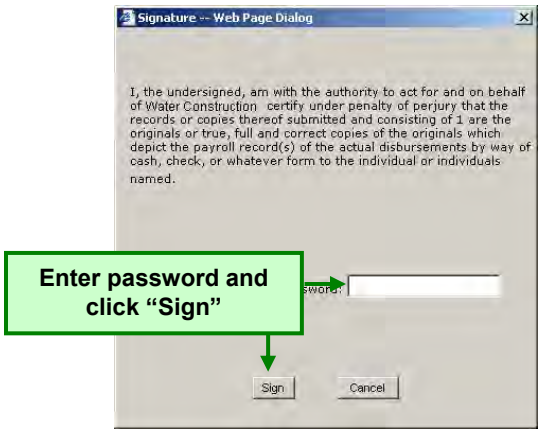

Figure 114 - Signature Window

6.5 Recording an Adjustment

If the contractor has underpaid an employee for a particular week, it needs to record an adjustment to correct the problem.

> ***Note: An adjustment should be only used to correct an underpayment to an employee. It should not be used to correct an overpayment.***

Please follow the steps below to record the payment of back wages:

1. Select the project for which an adjustment needs to be recorded from the list on the left. The project name will turn red and the main project screen will appear.
2. Click on the blue arrow adjacent to the contractor's name to expand the log (Figure 115).
3. Click on the options icon (Figure 115) for the CPR that needs an adjustment and click the "Adjustment" button on the certified payroll report options window (Figure 116). This will direct your web browser to the Adjustments Screen (Figure 117).

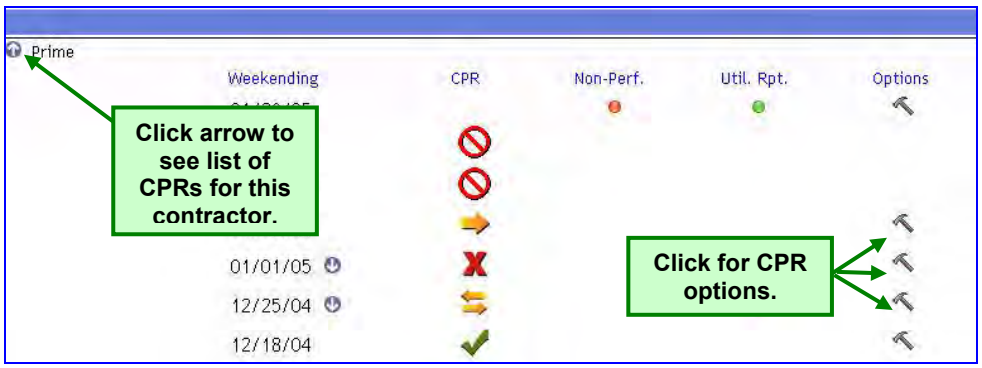

Figure 115 - CPR Log

Figure 116 – Certified Payroll Report Options Window

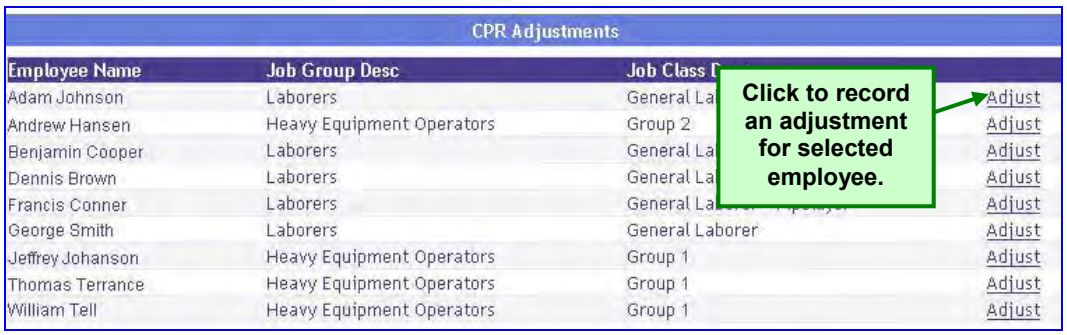

Figure 117 - Adjustments Screen

4. Select the employee whose wages you want to adjust and click the "Adjust" link to the right of their name. This will open a new screen that shows the payroll record previously submitted and an editable record for the adjustment (Figure 118).

   Note: The top half of the screen is to record the adjustment. The bottom half, for reference purposes only, is what was initially entered for the employee. You will receive a negative adjusted wage if you change hours on one line without reporting an equal number on another line. If this happens, you will have to edit the payroll instead.

5. All of the fields on the adjustment screen are editable. If the number of hours reported is incorrect, you can add and deduct hours as required. If the hourly rate is too low, put the difference between what was paid and what should be paid in the Adjustment box.

   If an employee was paid a standard-time rate instead of an overtime rate, you may need to enter hours like –5 in standard hours and +5 in overtime hours for a particular day. You will receive a negative adjusted wages if you change hours on one line without reporting on equal number on another line. If this happens you will have to edit instead.

6. The project wages will be calculated automatically. The contractor must add the gross wages, deductions, and the check number. Once the record looks correct, click the "Save" button to return to the Adjustments Screen (Figure 119).

After you record the adjustment, the "Adjust" option will have been changed to "Edit" and "Delete" for this employee. Click these to edit or delete the adjustment record.

Enter the required adjustments below

Help

Skilled Trades
Ironworker
JourneyMan

Adjusted Hours Worked S=Straight Time , O=Overtime, D=Doubletime	SUN	MON	TUE	WED	THU	FRI	SAT	Adjusted Weekly Hours Worked	(C) Original Hourly Rate	(D) Houly Rate Adjustment	(C)+(D) Adjusted Hourly Rate	Adjusted Wages Gross Wages	FICA	FED WH	ST WH	OTHER (Specify)
REFERENCED PROJECT																
S								16.00	46.13		46.13					Other
O								20.50	60.69		60.69					
D								0	75.25		75.25					Add/Edit
OTHER PROJECTS***																
S																
O																

Save Cancel

Current CPR Data

838.36
432-02-5562
840 West Avenue,
Onalaska WI

41
Skilled Trades

Payroll#:

Contractor Name: **Brian A. Mitchell Construction, Inc.**
Prime Contractor
Subcontractor Hired By: **Walsh Construction**

State Project ID: **1060-05-71**

Federal Project ID: **NH 2004611**

Daily Hours Worked S=Straight Time , O=Overtime, D=Doubletime	SUN	MON	TUE	WED	THU	FRI	SAT	Total Weekly Hours Worked	(A) Basic Hourly Rate	(B) Benefits Hourly Rate** FUND	CASH	(A)+(B) Total Hourly Rate	Project Wages Gross Wages	FICA	FED WH	ST WH
REFERENCED PROJECT																
S	0	0	0	8.00	8.00	0	0	16.00	29.1200	17.01	1	46.1300	1361.36	164.19	468.39	135.58
O	0	0	0	6.00	6.50	0	8.00	20.50	43.6800	17.0100	0	60.6900	2146.27			
D	0	0	0	0	0	0	0	0	58.2400	17.0100	0	75.2500				
OTHER PROJECTS***																
S								16414								
O								26.00								

Figure 118 - Employee Adjustment Screen

CPR Adjustments

Employee Name	Job Group Desc	Job Class Desc		
Adam Johnson	Laborers	General Laborer - Topman	Edit	Delete
Andrew Hansen	Heavy Equipment Operators	Group 2	Adjust	
Benjamin Cooper	Laborers	General Laborer - Pipelayer	Adjust	
Dennis Brown	Laborers	General Laborer - Pipelayer	Adjust	
Francis Conner	Laborers	General Laborer - Pipelayer	Adjust	
George Smith	Laborers	General Laborer	Adjust	
Jeffrey Johanson	Heavy Equipment Operators	Group 1	Adjust	
Thomas Terrance	Heavy Equipment Operators	Group 1	Adjust	
William Tell	Heavy Equipment Operators	Group 1	Adjust	

Submit

Figure 119 - CPR Adjustments Screen

7. The Adjustments screen will now have a submit button. Contractors can adjust another employee's wages, edit a previously adjusted employee's wages, delete an adjustment or submit the report. Make the necessary adjustments and then click "Submit."
8. This will open an Adjustment Verification Screen. Click "Yes" to submit or "No" to return to the CPR Adjustments Screen.

Figure 120 - Adjustment Verification Screen

9. Clicking the "Yes" button will open the Statement of Compliance. Fill the form out then click the "Sign" button. After entering your signature password, click the "Submit" button to submit the adjustment.

   Don't forget to add a Remark about the change made.

CHAPTER 7 REPORTS

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7.1 Introduction

The WisDOT Civil Rights Compliance application comes with a set of standard reports. Descriptions of each of these reports, along with instructions to generate them, are described below.

7.2 Bidder's List

For years, firms have tried to contact one another with faxes and telephone calls to try to determine who may be interested in helping share the workload for delivering a particular WisDOT project. Use of this system allows firms to now use electronic mail to assist in this effort.

1. From Report on the main menu, click "Bidder's List" to begin the search (Figure 121).

Figure 121 – Select Bidder's List

2. Using this screen, you can search for a particular firm, firms, in a specific city or zip code, as well as identify whether you are seeking a race-conscious or a race-neutral list of firms (Figure 122). NB: Default state is Wisconsin. The first option select all states.

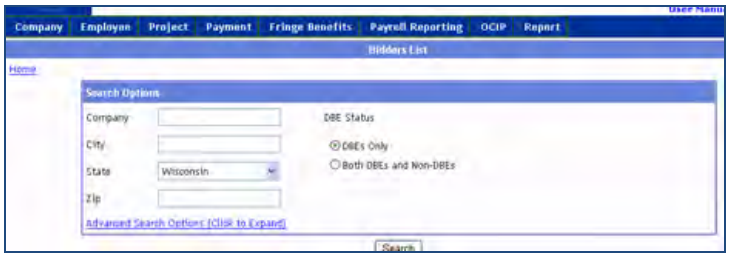


Figure 122 – Basic Search for Bidders

3. If these options aren't detailed enough, then click on "Advanced Search Options" to specifically search for a firm by its type of work (**Figure 123**).

   Note: As firms registered throughout 2004 and 2005, not all of these options were available. If you cannot find a firm you expect to see, we may have to ask them to revise their Work Classifications list. This can be done under Company-Company Profile.

4. Select the categories and/or business type of firms you are interested in getting in touch with.

   Note: Some firms are fuzzy on what their Business Type is. You may get skewed results by using this criteria.

5. Click on "Search."

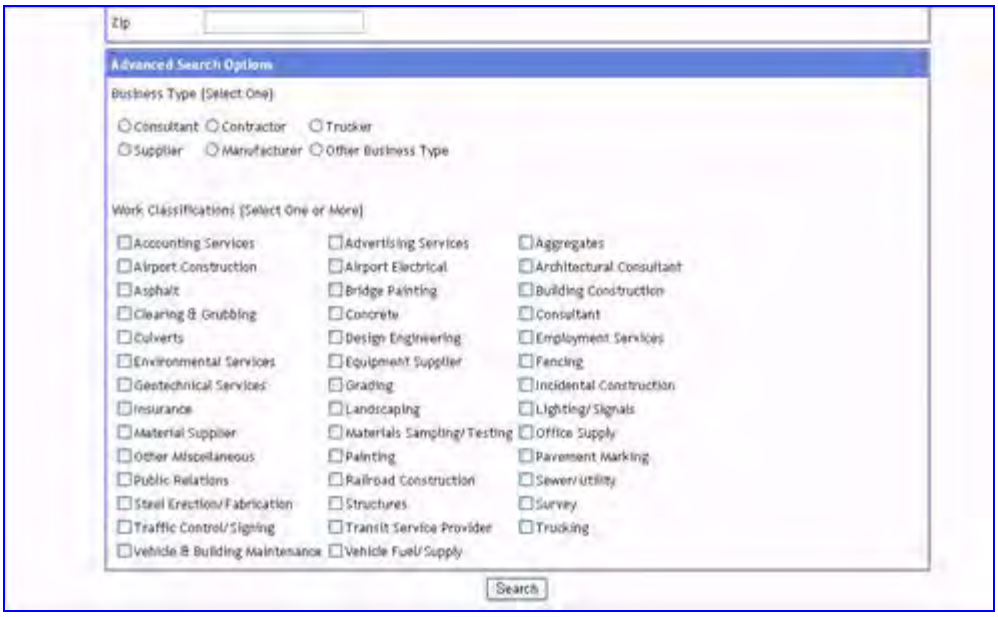


Figure 123 – Advanced Search for Bidders

Figure 124 –Bidders List Search Results

6. You may continue to refine your search criteria if you did not receive the results you expected. Click on “Search Companies.”
7. You have the options to print the list of firms meeting the criteria or exporting the data to an Excel spreadsheet file.

   Exporting: Click on “Export to Excel.” “Save” when it asks what you wish to do and provide a file name.

   Note: Choose Excel 2000 Data Only or you will only get a formatted report.

Figure 125 –Select Bidder’s List Export Type

8. To send an e-mail to these firms, click on the e-mail column of text and copy the values. Paste these into an e-mail note; you may have to add either a comma or a semi-colon between each firm’s name, depending on your e-mail system.

   Note: To avoid receiving returned emails on firms without working emails, it is strongly suggested you sort by email value and eliminate those beginning noemailXXX@email.com. You may need to write or fax these firms.

   If printing and you see the Export Options box, please change the radio button to All or you will only see the first page of the report.

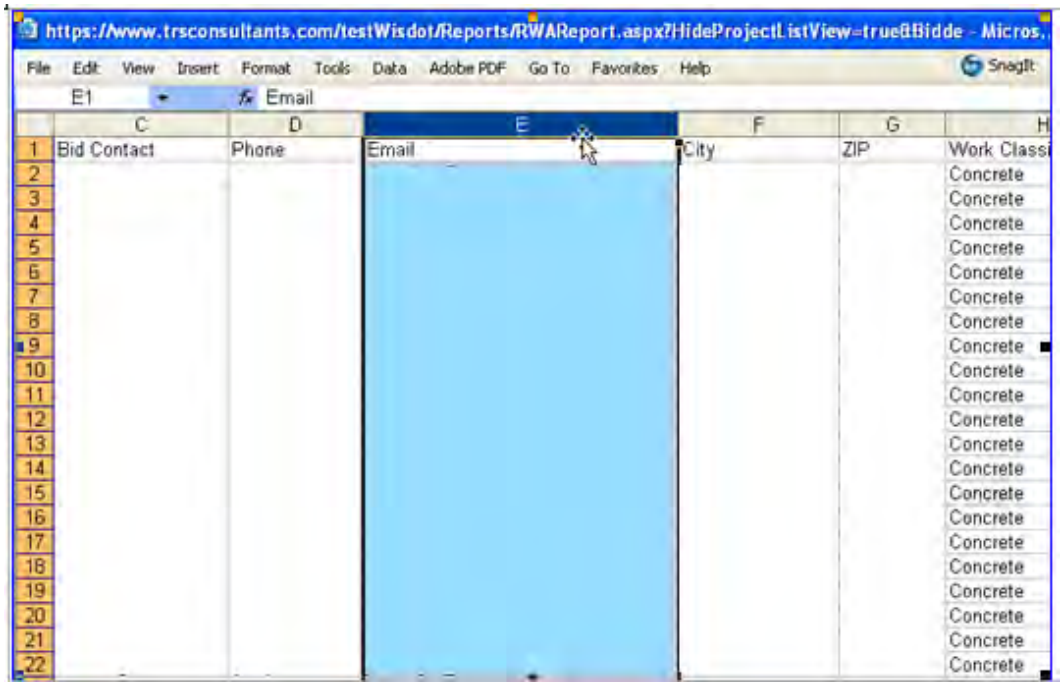


Figure 126 –Copy Bidders' E-mail Addresses

9. When the file is saved, this view will close.
10. Click on "Home" to return to the CPR Log screen.

Note: These columns have been purposely cleared for documentation purpose only.

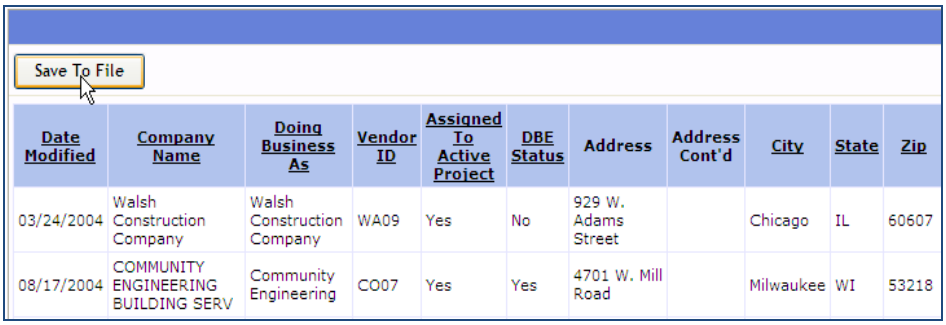
7.3 Export Registration Info

This file contains most of the registration data for every firm in the database. The primary difference between it and the Bidders' List is the ability to select certain firms and who you see as the contact. This file contains the payroll contact.

1. Select Report on the main menu.
2. Select "Export Registration Info."

Figure 127 – Select Export Registration Info

3. Save the data to a file.



Date Modified	Company Name	Doing Business As	Vendor ID	Assigned To Active Project	DBE Status	Address	Address Cont'd	City	State	Zip
03/24/2004	Walsh Construction Company	Walsh Construction Company	WA09	Yes	No	929 W. Adams Street		Chicago	IL	60607
08/17/2004	COMMUNITY ENGINEERING BUILDING SERV	Community Engineering	CO07	Yes	Yes	4701 W. Mill Road		Milwaukee	WI	53218

Figure 128 - Save To File

Fields you may wish to sort by:

- Assigned to Active Project
- DBE status
- Business Type
- Work Classification

7.4 Commitment v. Payment Report

The Commitment versus Actual Payments report summarizes the sublet contract amounts and compares them to the dollars you have paid your subcontractors to date.

To generate this report:

1. From the Report menu, scroll down to “Payment Related” and select “Commitment v. Payment Report” (Figure 129).

Figure 129 – Select Commitment v. Payment Report Menu

2. The Commitment v. Payment report selection window will open (Figure 130).
3. After selecting the report criteria, click “Submit” to generate the report (Figure 131).

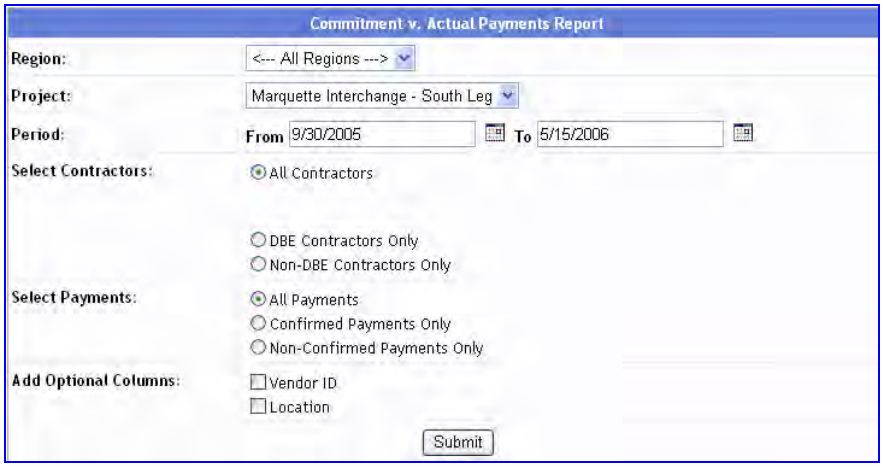


Figure 130 - Specify Criteria for Commitment Report

4. After viewing the report, click "Print" to print or close the window to close the report.

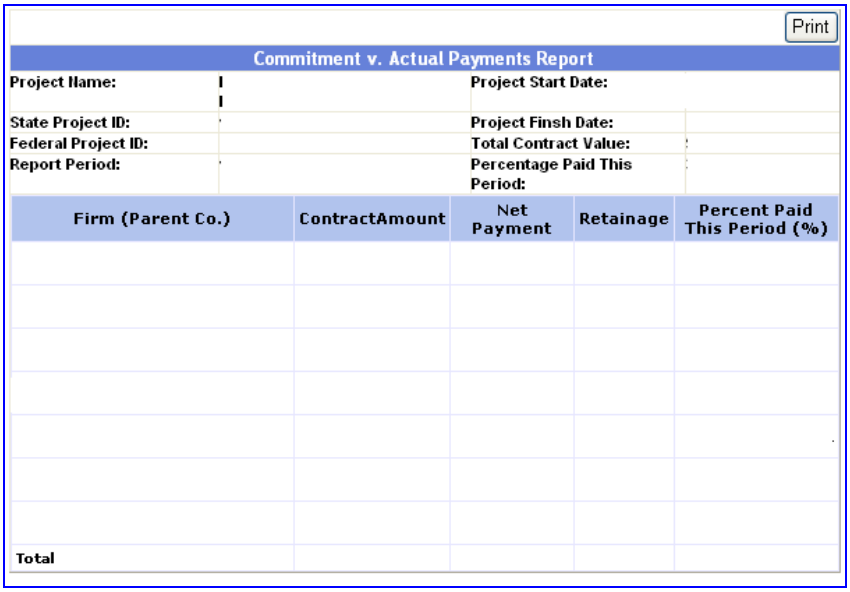


Figure 131 – Commitment v. Actual Report

7.5 Project Activity Report

The Project Activity report displays each of your subcontractors and cites the payroll weekending date and the current status of it.

To see this report:

1. From the Report menu, scroll down to "Payroll Related" and select "Project Activity Report" (Figure 132).

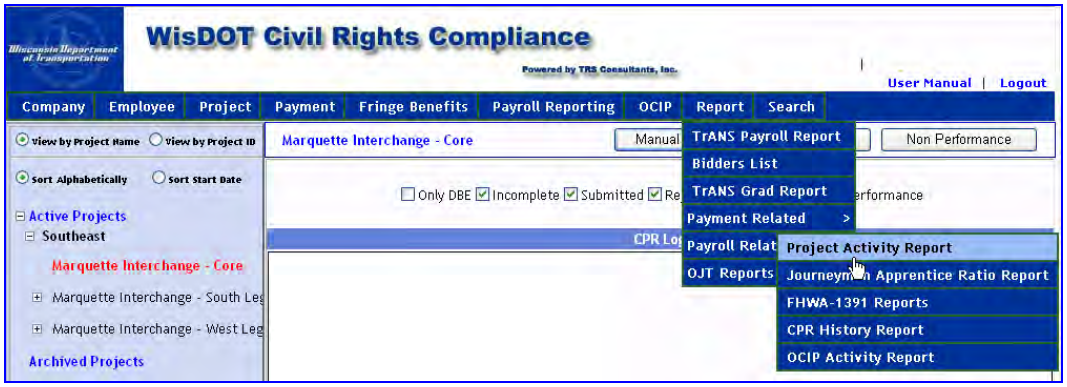


Figure 132 - Select Project Activity Report Menu

2. Alter the select criteria to meet your needs (Figure 133).

Figure 133 - Enter criteria for Project Activity Report

3. After viewing the report, click “Print” to print or close the window to close the report.

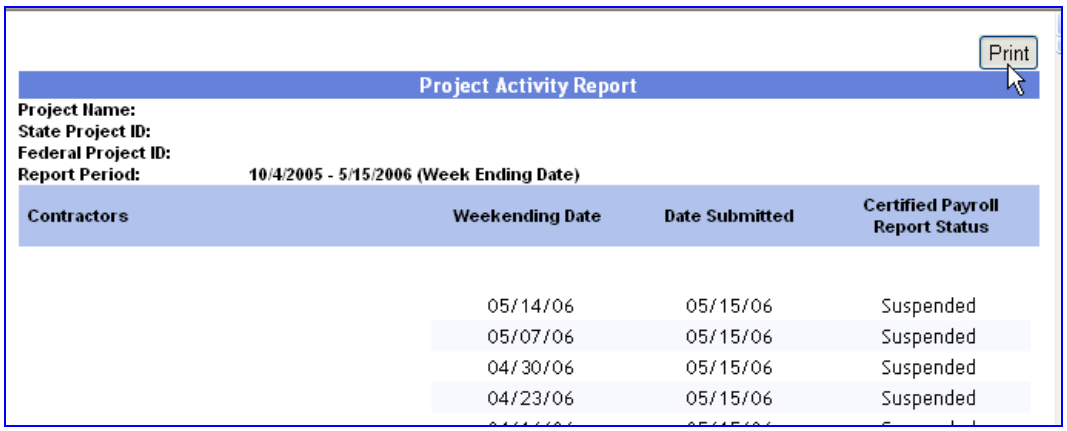


Figure 134 – View the Project Activity Report

7.6 Journeyman Apprentice Ratio Report

Each craft has a required journeyman apprentice ratio. This report allows you to monitor this relationship.

To generate the report:

1. From the Reports menu, scroll down to “Payroll Related” and select “Journeyman Apprentice Ratio Report” (Figure 135).

Figure 135 - Journeyman Apprentice Ratio Report Menu

2. The Journeyman-Apprentice Ratio report selection window will open (Figure 136).

Figure 136 - Journeyman Apprentice Ratio Report Selection

3. Select the period that you want to generate the report for and click “Submit” to generate the report.
4. After viewing the report, click “Print” to print or close the window to close the report.

7.7 Annual FHWA 1391 EEO Report

Every year in July, WisDOT requests that contractors working on federally-funded projects with contracts exceeding $10,000 value to submit a Federal-Aid Highway Construction Contractors Annual EEO Report (also known as the FHWA 1391 Report). Until all projects require electronic payrolls, you will not use WisDOT Civil Rights Compliance to assist you in developing and submitting this report.

If your firm has projects not tracked in this system, you should use an alternative method to prepare this report. You can link to that method at https://trust.dot.wi.us/EEO/index.jsp

Only firms who report payrolls are required to complete this report.

To prepare and submit this report in this system:

1. From the Report menu, scroll down to “Payroll Related” and select “FHWA-1391 Reports” (Figure 137).

Figure 137 - Request 1391 Report

Note: You will not be able to submit a 1391 until WisDOT has requested the report.

2. If a report has been requested, the reporting period for the report will appear in the table. Click the “Generate” link to begin generating the report.

Figure 138 – Prepare to Generate 1391 Counts

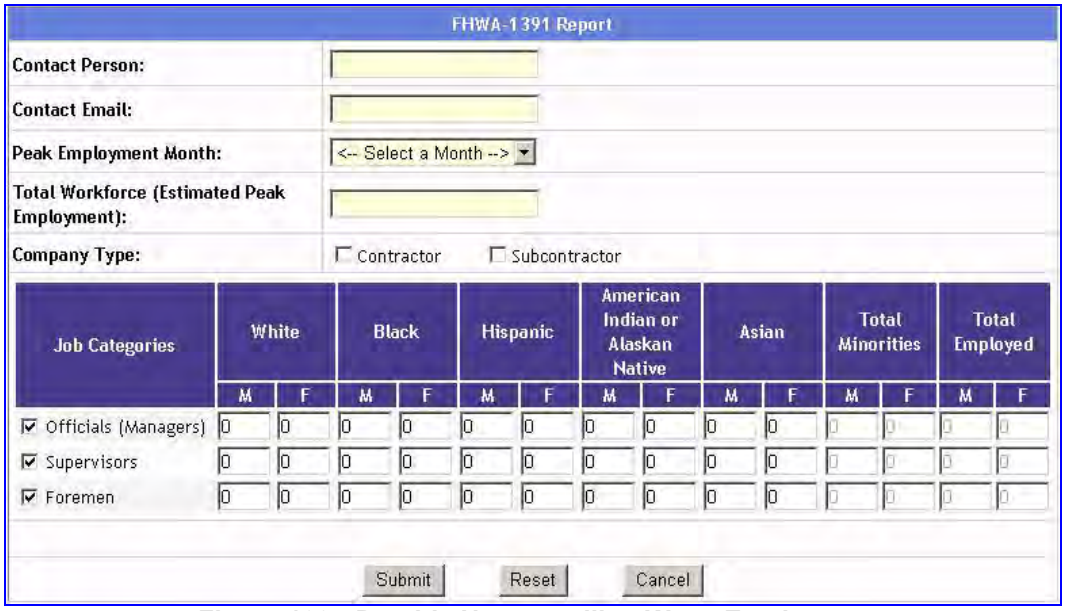


Figure 139 - Provide Nonprevailing Wage Employees

3. Enter your company's contact information in case WisDOT has questions regarding this report.
4. Identify the month of your company's peak employment as well as the total workforce for your company. Please include clerical support in this total, although they are not asked for elsewhere.
5. Check the box to indicate whether you are a contractor or subcontractor or both as applicable.
6. If you have any Officials (Managers), Supervisors or Foremen working on WisDOT federally-funded projects during the course of the identified reporting period, check the box next to the applicable job categories. For each job category that you selected, indicate the number of employees by ethnicity and gender working on WisDOT federally-funded projects during the reporting period.
7. Once you have completed the above steps, click "Submit." This will direct your browser to the completed 1391 report (Figure 140).
8. The headcounts for the other job categories are calculated based on your certified payroll reports. Review all of the information and click the "Sign" button to sign the report. This will open the signature dialog window (Figure 141). Enter your signature password and click "Sign."
9. Click "Submit" to submit the report to WisDOT.

Federal-Aid Highway Construction Contractors Annual EEO Report

This report is required by law and regulation (23 U.S.C. 140a and 23 CFR Part 230). Failure to report will result in noncompliance with this federal regulation. Complete workforce data must be provided for all listed job categories, by racial/ethnic minority group, and by gender. The "Clerical" job group is included in "All Workforce Data" because it is not a construction trade. Please note that white females are not considered a racial or ethnic minority group and must be separately reported in the columns entitled "Total Employed" "F".

Apprentices or On-The-Job Trainees should be separately reported in Table B and not reported twice as other employees. Apprentices are defined as identified apprentices enrolled in union-sponsored, state-approved apprenticeship programs. On-the-Job Trainees are contractor's employees in training positions such as first year TIAG, nonunion contractor training programs, or other training programs not formally sanctioned by the Bureau of Apprenticeship.

OMB No: 2125-0019
Report For:
1/1/2005 - 1/31/2005

1. Who do we call w/questions?
Mary Mason
mmason@masonry.com

4. Estimated Peak Employment

2. Mark Appropriate Blank(s)
☐ Contractor
☑ Subcontractor

3. Name, Street, Address, Phone#, E-Mail Address of Company
Master Masonry, Inc
123 Front Street
Milwaukee, WI 55555
(414) 444-4444
mmason@mmason.com

(a) Month in 2005: May

(b) Total Workforce: 50234

5. Workforce on Construction Site During the Week of 1/1/2005 - 1/31/2005

Job Categories	Table A: Total Employed (Table A)		White (Not of Hispanic Origin)		Total H/E Minorities (Table A)		Black (Not of Hispanic Origin)		Hispanic		American Indian or Alaskan Native		Asian Pacific Islander		Table B: Apprentices		Table B: On the Job Trainees	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officials (Managers)	4	1	0	1	4	0	1	0	0	0	2	0	1	0				
Supervisors	4	0	3	0	1	0	0	0	1	0	0	0	0	0				
Foremen	4	0	0	0	4	0	1	0	2	0	1	0	0	0				
Equipment Operators	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
Mechanics	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Truck Drivers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ironworkers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Carpenters	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cement Masons	15	1	9	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Electricians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pipefitters, Plumbers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Painters	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Laborers, Semi-Skilled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Laborers, Unskilled	3	0	2	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0
Flaggers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	**31**	**2**	**15**	**1**	**10**	**0**	**2**	**0**	**3**	**1**	**4**	**0**	**1**	**0**	**1**	**0**	**0**	**0**
Table C (Table B data by racial status)																		
Apprentices	1	0	1	0	0	0	0	0	0	0	0	0	0	0				
Trainees	0	0	0	0	0	0	0	0	0	0	0	0	0	0				

7. Prepared By: (Signature and Title of Contractors Representative)
Sign

Date

Reviewed By: (Signature and Title of State Highway Official)

Date

Submit to WisDOT-DTID-Bureau of Equity and Environmental Services - EEO Compliance Program
P.O. Box 7995, Madison, WI 53707-7995

Submit Cancel

Figure 140 - Form 1391 Report

Figure 141 - Sign 1391 Report

7.8 Revising Your 1391 Report

If after completing your 1391 you wish to make a change for any reason, you may regenerate and resubmit the report to WisDOT.

To do this:

1. From the Report menu, scroll down to “Payroll Related” and select “FHWA-1391 Reports” (Figure 142).

Figure 142 - FHWA 1391 Report Menu

2. Select the reporting period for the report that needs correcting and click “Regenerate” (Figure 143).

Figure 143 - 1391 Report Log

3. Follow the steps in Section 8.3 to generate a 1391 report.

7.9 CPR History Report

You can get the CPR history report to track what happened after it was first submitted. You will find this report easier to use than all of the separate e-mails you may receive.

To generate this report:

1. From the Reports menu, scroll down to “Payroll Related” and select “CPR History Report” (Figure 144).

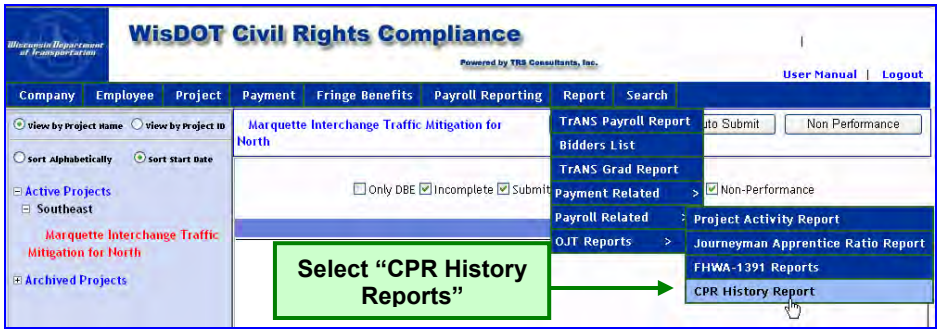


Figure 144 – Select CPR History Report

2. The CPR History report selection window will open (Figure 145).
3. After selecting the report criteria, click "Submit" to generate the report (Figure 146).

Figure 145 – CPR History Report

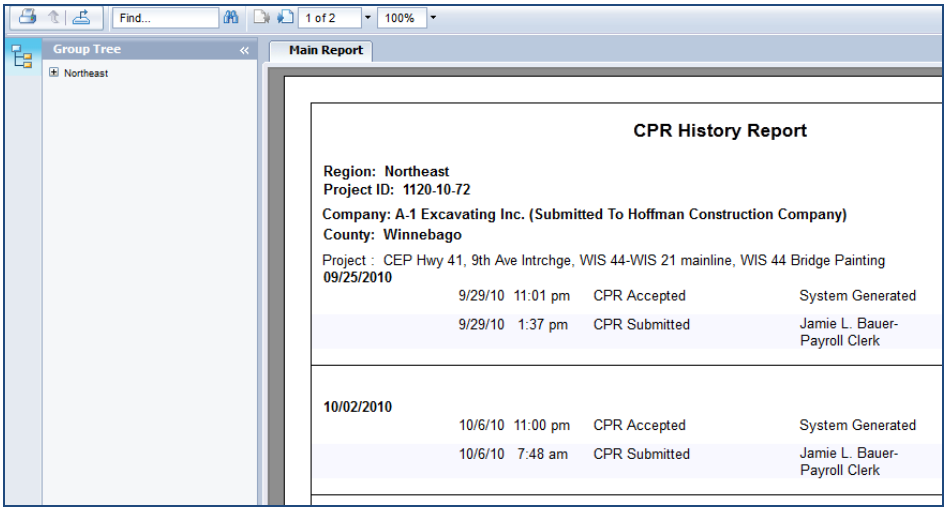


Figure 146 – Generated Payroll History Report

4. After viewing the report, click “Print” to print or close the window to close the report.

   Note: If you are overseeing other firms’ work as a prime or a lower tier subcontractor, you may also unclick Approved and Non-Performance to see which firms have problems with payrolls. Only those with problems will show the blue down arrow, the other firms symbols will change to red triangles.

7.10 Payroll Search

This report allows Equal Rights Officers to determine which payrolls a particular employee or craft appears for a specific project.

1. From the Reports menu, scroll down to “Payroll Related” and select “Payroll Search” (Figure 147).

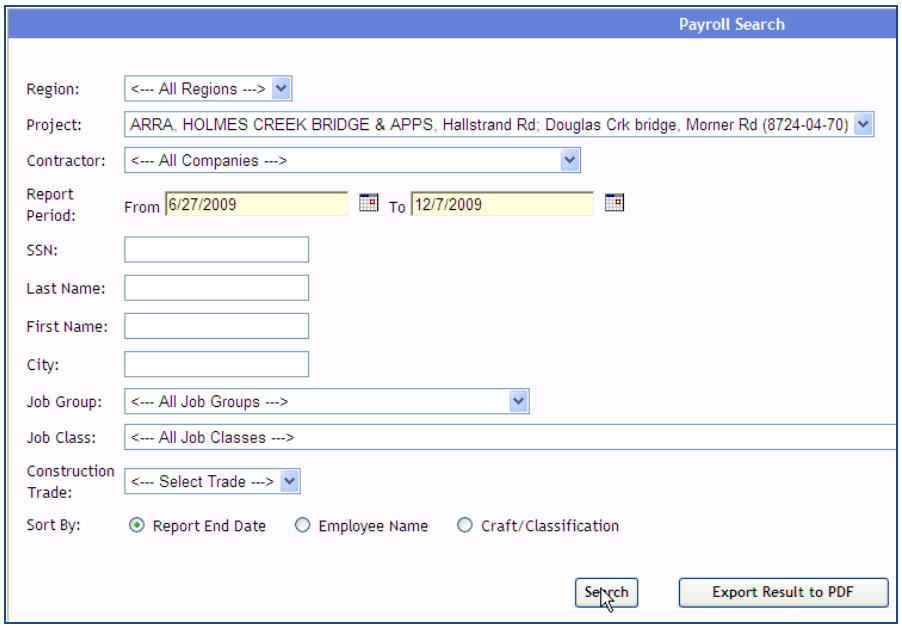


Figure 147 - Payroll Search Menu

2. The payroll search selection window will open (Figure 148). On this screen, select the following to customize the output of the search:
   - Region – select from the drop down list the region whose payroll you want to view.
   - Project – select from the dropdown list the name of the project that you want to view payroll reports or choose “All Projects” to view a summary report for all projects.
   - Contractor – select from the dropdown list the contractor whose payroll you want to view or select “All Companies” to view a report for all contractors in the application.

- Report Period – select the period of the payroll report.

3. You must provide at least one of the following in order to complete the payroll search:
   - SSN
   - Last Name
   - First Name
   - City
   - Job Group
   - Job Class
   - Construction Trade

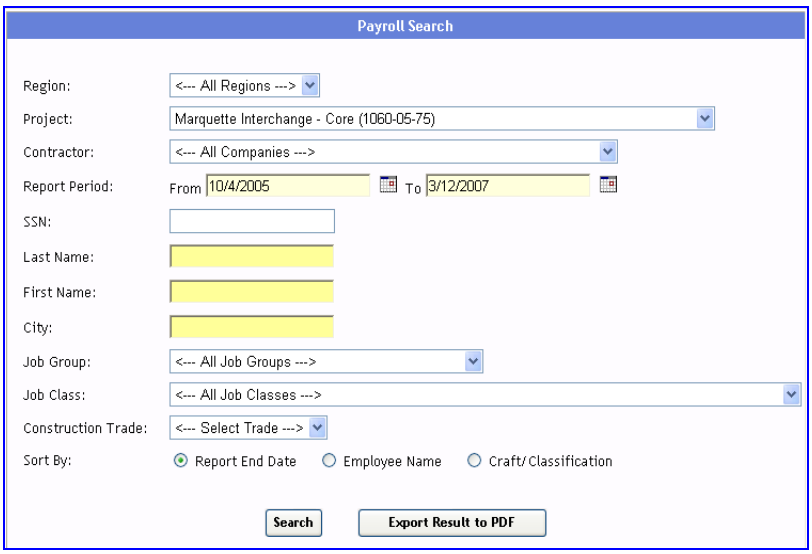


Figure 148 - Specify Payroll Search Criteria

Report End Date	Company Name	Employee Name	Job Group	Job Class	Construction Trade	Standard Basic Hourly Rate	Standard Total Hourly Rate
7/9/2005	Dakota Intertek Corp. [Assigned by Midwest Rail & Dismantling, Inc.(0001)]	John Riffe	BLDG - Heavy Equipment Operators	Group 3	Journeyman	$29.39	$43.59
7/16/2005	Dakota Intertek Corp. [Assigned by Midwest Rail & Dismantling, Inc.(0001)]	John Riffe	BLDG - Heavy Equipment Operators	Group 3	Journeyman	$29.39	$43.59

Figure 149 - Payroll Search Results

The report sorts by date, company, and employee first name.

7.11 Trucker Payroll Summary

Some trucking firms add employees for their leases onto their payrolls rather than managing a separate set of payrolls for each firm. While the firm name now

appears on the payroll along with the employee, it remains difficult to compare these “hidden” payrolls with the daily log.

1. From the Reports Menu, scroll down to “Payroll Related,” then select “Trucker Payroll Summary.”
2. Identify your selection criteria and click on “Submit.”

   Note: Generally this report works best if run for one month at a time.

   The difference between weekly Payroll view

   Yes – shows activity by payroll

   No – shows activity for time period

Review the report. You may print it by creating a pdf. (printer icon) or simply close the window.

7.12 CPR Log Report

The CPR Log Report provides a quick summary of the last payroll and last OCIP report submitted by firm as displayed in the sublet tiers. It is currently only visible to prime contractors, but lower tiers are requesting it.

1. From the Report menu, scroll down to “Payroll Related,” and select “CPR Log Report.”
2. Choose the Region whose projects you wish to review.
3. Choose project description or project id for display purpose.
4. Choose <Active Project> to see all projects for the region.
5. Click on “Submit.”

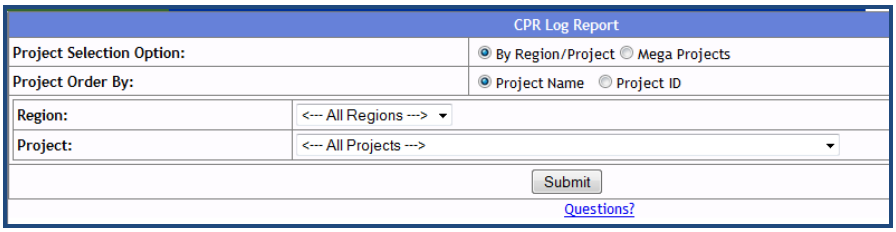


Figure 150 - Select Region and Project Screen

The report shows whether the final payroll flag is set and if the OCIP enrollment is turned on or off.

7.13 CPR Status Report

The CPR Status Report Log is a refinement of the CPR Log Report. It allows you to look for any irregularities for your firm’s payrolls or for a lower tier. You

may search by Region within a date range and then specify what you wish to see.

1. From the Report menu, scroll down to “Payroll Related,” and select “CPR Status Log Report.”
2. Choose project description or project id for display purpose.
3. Choose <Active Project> to see all projects for the region.
4. Have the Contractor set to <All Companies.>
5. Leave the dates to see year to date or modify to suit your needs.
6. Choose the Report Statuses you wish to know about.

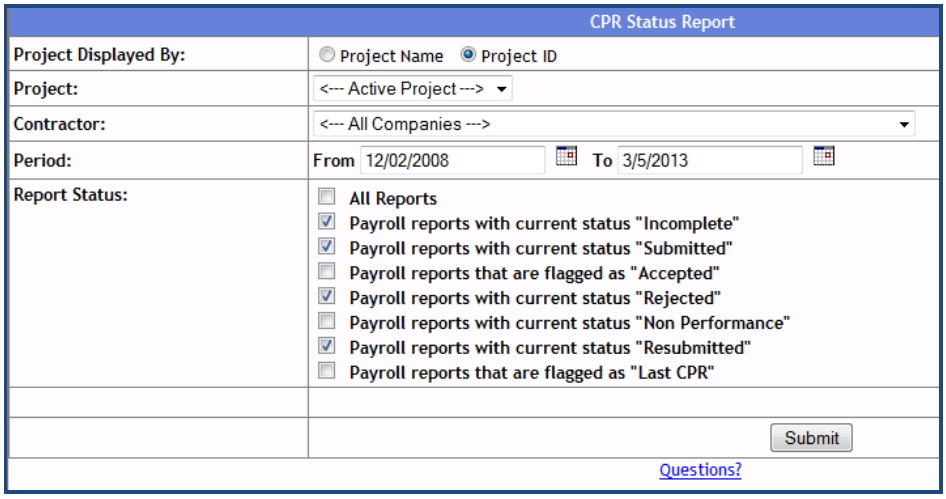


Figure 151 - Select CPR Status Log Criteria

7. Click on “Submit.”

If desired, print the pop-up window results.

7.14 TrANS Grad Payroll Report

Contractors are required to indicate if an employee is a TrANS Graduate on their certified payroll reports. The TrANS Grad payroll report provides a summary of all TrANS Graduates working on a particular project. To generate this report:

1. From the Reports menu, click on “TrANS Grad Payroll Report” (Figure 152).

Figure 152 - TrANS Grad Report Menu

2. The TrANS Grad report selection window will open (Figure 153). On this screen, select the following to customize the output of the report:
    - Project Name – select from the dropdown list.
    - Contractor – select a specific contractor assigned to the project or all contractors.
    - Period – select the period of payrolls to search for TrANS Grads.
    - Report – select to view a summary for the project or a detailed report for each TrANS Grad.

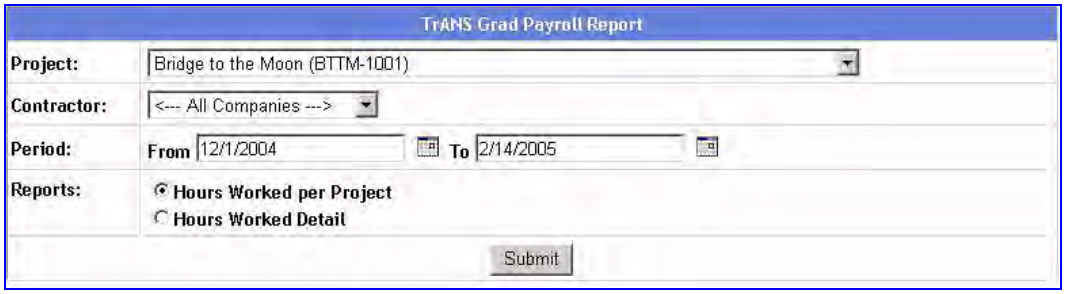


Figure 153 - TrANS Grad Payroll Report Selection

3. After selecting the report criteria, click "Submit" to generate the report.
4. After viewing the report, click "Print" to print or close the window to close the report.

7.15 TrANS Graduate Discrepancy Report

When employees are added to the system for payrolls, firms identify whether or not the employee is a TrANS graduate. This report shows both employees who were marked as TrANS grads but WisDOT has no corresponding record, or employees who were not marked as TrANS grads, but WisDOT has a matching SSN record.

1. From the Report menu scroll down to “OJT Reports” then select “TrANS Grad Discrepancy Report” to generate both of these reports (**Figure 154**).

Figure 154 – Select TrANS Grad Discrepancy Report

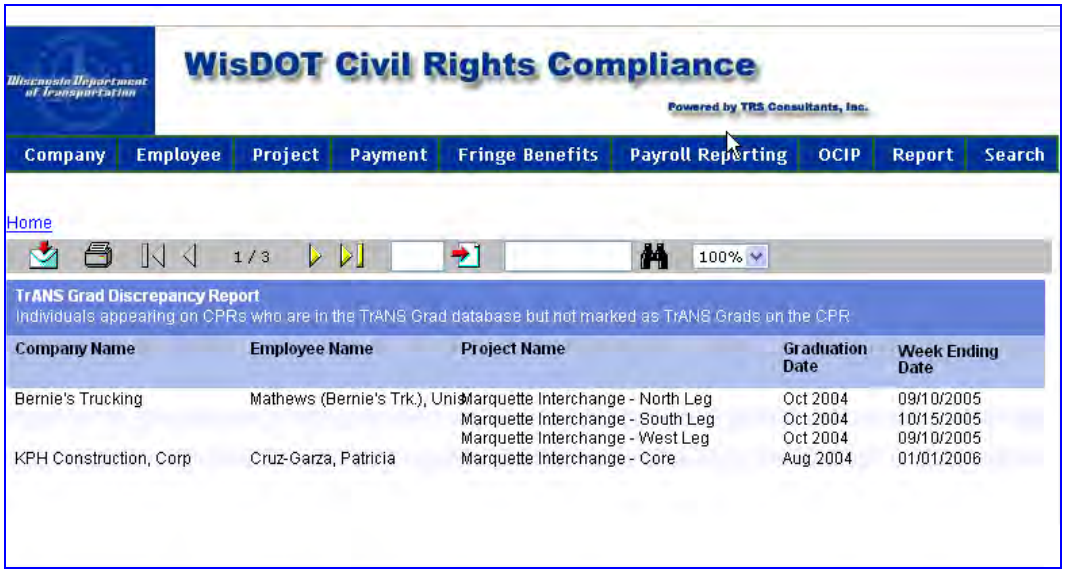


Figure 155 –TrANS Grad Discrepancy Report

2. Click on the yellow arrow to see the other discrepancy report.

7.16 TrANS Graduate Database

Several employers use a special apprentice program created to provide a suitable general labor workforce which benefits them by providing a reimbursement fee for hiring these employees. Graduates of this program make the employer eligible for employer-reimbursement of $5 for every hour, up to 2000 hours, that the graduates work.

Current TrANS Graduate program providers are Madison, Menominee, Milwaukee, and Mole Lake.

1. From the Report menu select “TrANS Grad Report.”

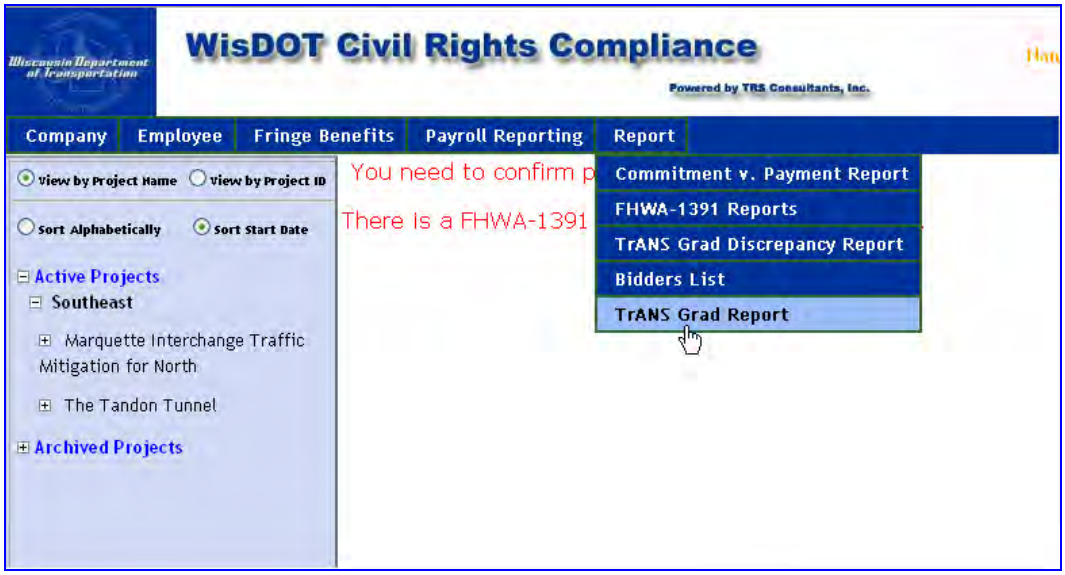


Figure 156–Select TrANS Grad Report

2. Select the program provider whose records you would like to review. If you are printing all providers' records, decide whether you wish to separate the TrANS Graduates by provider (break) (**Figure 157**).
3. Click on "Submit."

Figure 157 –Select TrANS Grad Provider, Report Break

7.17 TrANS Grad Total Report

The TrANS Grad Total Report identifies the number of hours worked by firms. This allows primes to distribute the WisDOT reimbursement appropriately.

1. From the Report men scroll down to "OJT Reports," and select "TrANS Grad Total Report."
2. Alter the period as necessary.
3. Click on "Submit."

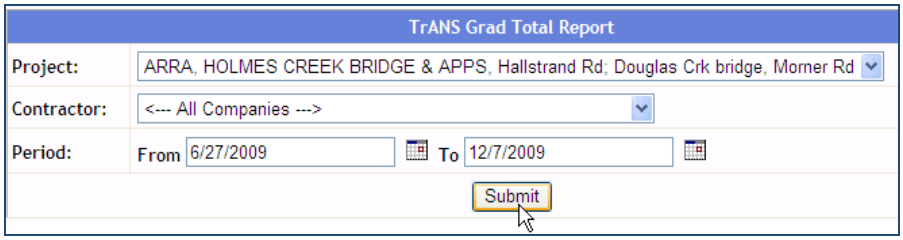


Figure 158 - Select TrANS Grad Total Report Screen

7.18 Possible TrANS Grad Employers

For security reasons, WisDOT and TrANS provider staff are limited to data they can see about projects with payrolls. This report attempts to provide basic information about which firms are working on WisDOT projects.

From the Report Menu:

1. Scroll down to "OJT Reports" and choose "Possible TransGrad Employers."
2. You may specify projects by county, region, or more specifically. Choose any of the following options.
    - Region
    - County
    - Project
    - Select Month to Date
    - Fiscal Year

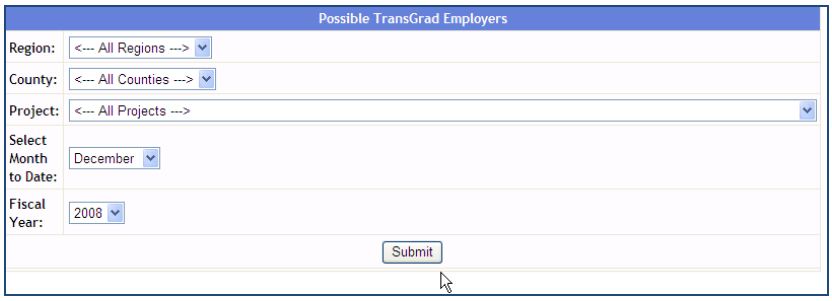
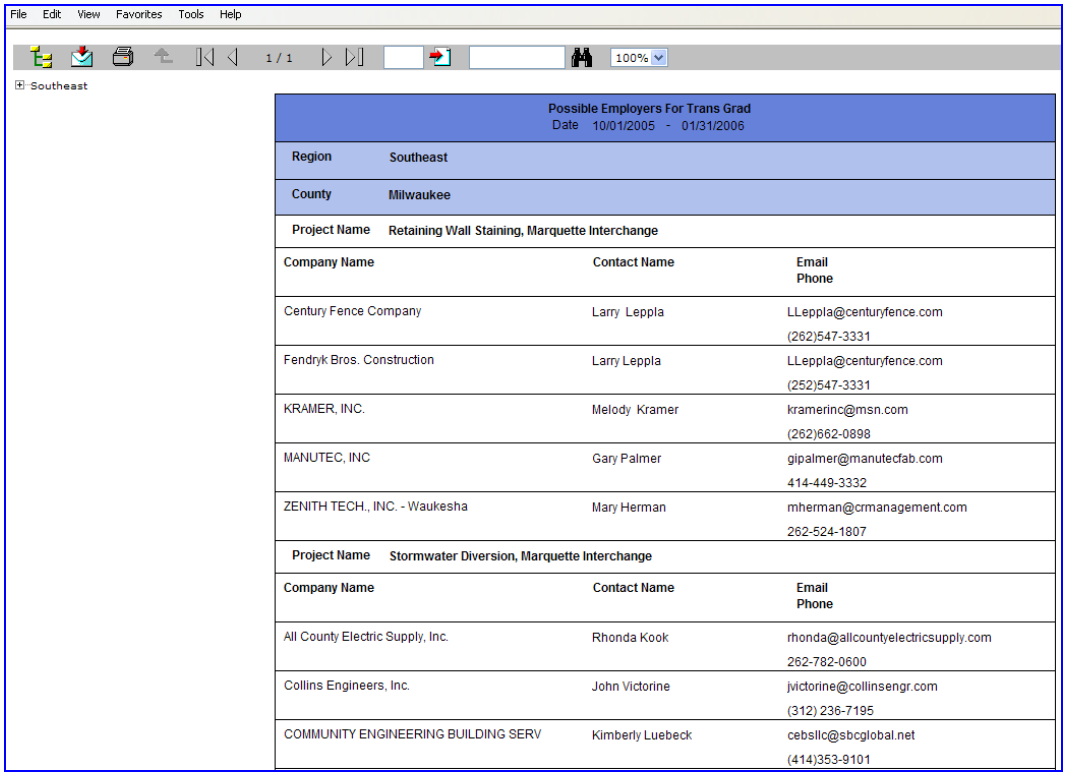


Figure 159 - Select Possible TransGrad Employers Screen

3. Click on Submit.

The report will appear. You may print or save the file.



File Edit View Favorites Tools Help

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Southeast

Possible Employers For Trans Grad Date 10/01/2005 - 01/31/2006		
Region	Southeast	
County	Milwaukee	
Project Name	Retaining Wall Staining, Marquette Interchange	
Company Name	Contact Name	Email Phone
Century Fence Company	Larry Leppla	LLeppla@centuryfence.com (262)547-3331
Fendryk Bros. Construction	Larry Leppla	LLeppla@centuryfence.com (252)547-3331
KRAMER, INC.	Melody Kramer	kramerinc@msn.com (262)662-0898
MANUTEC, INC	Gary Palmer	gipalmer@manutecfab.com 414-449-3332
ZENITH TECH., INC. - Waukesha	Mary Herman	mherman@crmanagement.com 262-524-1807
Project Name	Stormwater Diversion, Marquette Interchange	
Company Name	Contact Name	Email Phone
All County Electric Supply, Inc.	Rhonda Kook	rhonda@allcountyelectricsupply.com 262-782-0600
Collins Engineers, Inc.	John Victorine	jvictorine@collinsengr.com (312) 236-7195
COMMUNITY ENGINEERING BUILDING SERV	Kimberly Luebeck	cebsllc@sbcglobal.net (414)353-9101

Figure 160 - Possible Employers for TrANS Grad Report

7.19 Apprentice Overall Report

To generate this report:

1. From the Report menu, scroll down to “OJT Reports” and select “Apprentice Overall Report.”
2. The selection screen will appear, select the criteria and click on the “Submit” button (Figure 161).

Figure 161 – Apprentices Reports Selection Screen

3. Close the pop-up window.

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Apprentice Overall Report

Apprentice name	Gender	Race	Craft	Proposed Completion Date	Actual Completion Date	Cancel Date
Craft Name: **Ironworker**						
Carlson, Steven L.	M	Caucasian	Ironworker	12/08/2005		
Carmody, Leo J.	M	Caucasian	Ironworker	08/06/2007		
Gorney, Sandra	F	Caucasian	Ironworker	10/12/2008		
Kaale, Scott A.	M	Caucasian	Ironworker	08/27/2008		
Nowak, Chad J.	M	Caucasian	Ironworker	03/19/2007		
Presti, Brian K.	M	Caucasian	Ironworker	03/19/2007		
Presti, Scott M.	M	Caucasian	Ironworker	03/12/2007		
Radaj, Brett	M	Caucasian	Ironworker	04/16/2008		
Roberts, Jeremy R.	M	Caucasian	Ironworker	12/28/2005		
Roberts, Kenneth R.	M	Caucasian	Ironworker	05/19/2008		
Sadowski, Shawn E.	M	Caucasian	Ironworker	05/19/2008		
Spanaus, Jesse J.	M	Caucasian	Ironworker	11/12/2007		
Stam, Ryan R.	M	Caucasian	Ironworker	05/16/2006		
White, Jamie D	M	Caucasian	Ironworker	09/02/2008		
Willkomm, Michael	M	Caucasian	Ironworker	08/06/2007		
Wirt, Jeffrey N.	M	Caucasian	Ironworker	07/23/2007		

Figure 162 – Apprentice Overall Report

7.20 Apprentice Placement Discrepancy Report

Each of the DWD's apprentices also have an employment history. This report notes payroll records which are not appearing in the Placement database. If the employee is not in the database, only resubmitting the payroll will clean up the report.

To generate this report:

1. From the Reports menu, select "Apprentice Placement Discrepancy Report."

Home

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Apprentice Placement Discrepancy Report

Company Name	Employee Name	Project Name	Week Ending Date
Advanced Sewer & Water, Inc	Biederman, Tyler	Marquette Interchange - North Leg	09/17/2005
Advanced Sewer & Water, Inc	Kasten, Andrew	Marquette Interchange - North Leg	02/11/2006
Advanced Sewer & Water, Inc	Stack, Charles	Marquette Interchange - Core	12/03/2005
American Ornamental Iron, Inc.	NOWAK, CHAD J	Marquette Interchange - Core	02/04/2006
American Ornamental Iron, Inc.	ROBERTS, KENNETH R	Marquette Interchange - Core	02/04/2006
Arrow-Crete Construction, LLC	Steirer, Stacey L	Marquette Interchange, West Clybourn Street Sidewalk & Landscaping	12/11/2004
CAPITOL PAVERS INC	VILKOSKI, ERIC	Marquette Interchange - West Leg	11/05/2005
Case Foundation Company	Luckett Jr., Eddie N.	Marquette Interchange - Core	01/28/2006
Chilstrom Erecting Corp.	Carlson, Steve	Marquette Interchange - North Leg	12/24/2005

Figure 163 - Apprentice Placement Discrepancy Report

Any employees appearing on this report are either missing a placement record or there's a discrepancy in how the two databases record the employee ssn. A missing placement condition also exists when a firm wasn't registered at the time the placement was imported.

Note: A difficult to find employee may indicate DWD employees recorded the name wrong. Luis Cerda was recorded as Louis Cerba, while Olakunle Odupitan was recorded as Odupitan Olankunle.

Employees may still be missing in the Apprentice database. This could mean a name change, craft we aren't requesting, or out of State (IA, MI, MN, or IL) Apprentice. These latter apprentices should be added.

7.21 Reviewing Workforce Utilization Reports on the CPR Log

The application automatically generates a workforce utilization report each month from your certified payroll reports. WisDOT and the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) in Milwaukee use these figures.

While the software creates this report, the Department of Labor confirms it is the contractor's responsibility to provide a copy of the work hours and employee count reports directly to them, through the prime contractor.

To view this report:

1. Select a project from the list on the left hand of the screen.
2. Click on the contractor's name in the CPR Log whose workforce utilization report you want to generate.
3. Click on the green dot icon in the "Util. Rpt." column for the month of the report you want to view. This will open the report in a new screen with the data displayed in work hours.

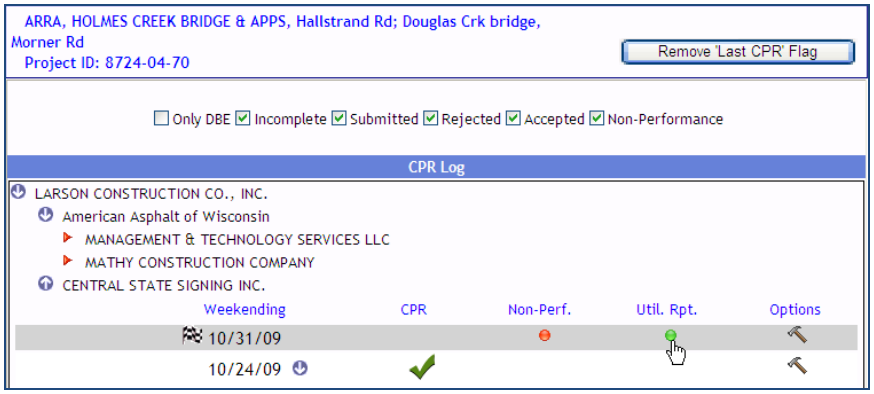

Figure 164 - Select Util. Rpt Screen

4. Click on the button marked "Head Count Report" in the upper right-hand corner to view the data by head count.

Head Count Report | Print

Monthly Workforce Utilization Report (Hours)

Month: October 2009 | Project Name: ARRA, HOLMES CREEK BRIDGE & APPS, Hallstrand Rd; Douglas Crk bridge, Morner Rd (State ID: 8724-04-70 Federal ID:) | Company Name: CENTRAL STATE SIGNING INC.

Construction Group/Classification	Construction Trade	Caucasian		African American		Hispanic		Native American or Alaskan		Asian or Pacific Islander		Other		Total Hours	Total Female Hours	% Female Hours	Total Minority Hours	% Minority Hours
		M	F	M	F	M	F	M	F	M	F	M	F					
Laborers / Flagperson or Traffic Control Person	Apprentice																	
	Journeyman	7.00												7.00				
	Trainee																	
	Subtotal	**7.00**												**7.00**				
Total this Period	Apprentice																	
	Journeyman	7.00												7.00				
	Trainee																	
	Grand Total	**7.00**												**7.00**				

Figure 165 – Select Work Utilization Reports, Head Count Screen

7.22 Workforce Utilization Reports

This report allows you to gather statistics for all firms on a project, not one at a time as on the CPR Log screen.

1. From the Reports menu, choose “Workforce Utilization Report.”
2. Select which projects you are reviewing.
3. Change the contractor and/or Period.
4. Choose whether to see Head Counts or Hours Worked.
5. Click on “Submit.”

Head Count Report | Print

Monthly Workforce Utilization Report (Hours)

Month: January 2005 | Project Name: Bridge to the Moon (State ID: BTTM-1001 Federal ID:) | Company Name: Prime

Construction Group/Classification	Construction Trade	Caucasian		African American		Hispanic		Native American or Alaskan		Asian or Pacific Islander		Other		Total Hours	Total Female Hours	% Female Hours	Total Minority Hours	% Minority Hours
		M	F	M	F	M	F	M	F	M	F	M	F					
Laborers / General Laborer	Apprentice																	
	Journeyman	83.00			55.00					10.00				148.00	55.00	37.16	65.00	43.92
	Trainee							55.00		44.50				99.50	55.00	55.28	99.50	100.00
	Subtotal	**83.00**			**55.00**			**55.00**		**54.50**				**247.50**	**110.00**	**44.44**	**164.50**	**66.46**
Total this Period	Apprentice																	
	Journeyman	83.00			55.00					10.00				148.00	55.00	37.16	65.00	43.92
	Trainee							55.00		44.50				99.50	55.00	55.28	99.50	100.00
	Grand Total	**83.00**			**55.00**			**55.00**		**54.50**				**247.50**	**110.00**	**44.44**	**164.50**	**66.46**

Figure 166 - Utilization Report

Note: Minority females are counted both as women and as minorities.

Hill International

APPENDIX 1 TIPS FOR CREATING AN ELECTRONIC SIGNATURE IMAGE

In order to create a user with signature privileges, contractors must create a digital image of the signature of the individual that will be signing the payroll reports electronically.

Have access to a scanner?

Please follow these steps to create a signature image.

1. Have the person authorized to sign payrolls sign a piece of paper.
2. Following your scanner's instructions, scan the signed paper.
3. The entire 8-1/2 x 11" image should appear in a dotted box. Grab the edges of this box and drag them in so that they surround only the area with the signature.
4. Save the image in one of the following accepted signature formats: .jpg, .jpeg, .gif, or .bmp.

Note: Remember the name of the folder where the file was saved for easy retrieval when uploading into our system.

Don't have access to a scanner?

Please follow these steps to create a signature image.

1. Have the person authorized to sign payrolls sign a piece of paper.
2. Fax a copy of the user's signature to Tess Mulrooney at WisDOT (608.264.6667). She will do the rest and send an e-mail when completed.

Be sure to include your contact information and e-mail address.

APPENDIX 2 EXPORTING PAYROLL FILES FROM ACCOUNTING SYSTEMS

WisDOT Civil Rights Compliance cannot directly read the files your software package creates. Contractors need to save the file as a text file or an Excel file. Most accounting systems will allow this using “Save As”, “Export to file” or “Print to file” functions. If your software does not allow this, you may wish to consider upgrading it or you will be forced to key your payrolls a second time.

All contractors electing to use the Auto Submit function must send a sample file. Sample files do not need to be for this project or for any WisDOT project.

Please be sure that the sample output file contains the following:

- Multiple employees
- Employees working multiple crafts
- Employees with overtime and double time hours
- Employee data must include social security numbers, gender and ethnicity
- One employee of each possible ethnicity and/or a list of all ethnicity codes we can expect to see on the file
- Employees with other project hours
- Enough records to cause a page break in the report; at least 6
- A TrANS Grad employee, if applicable
- A list of all Other Payment and Other Deduction possibilities

Using the “Save As” Function

Note: This is the most common option, but it is not available for all accounting software systems.

1. Open certified payroll report in accounting system.
2. Click on the file menu and select “Save As…” A new window will open, similar to that shown in Figure 167.
3. Select the folder the file will be saved in.
4. Provide a file name.
5. Select file type. Choose one of the following: .txt, text, plain text, tab separated value, or Excel file.
6. Click “Save” button to complete.

If you are using a mainframe or Unix-based system, you will first have to save the file and then use a Send command to send the file to a personal computer.

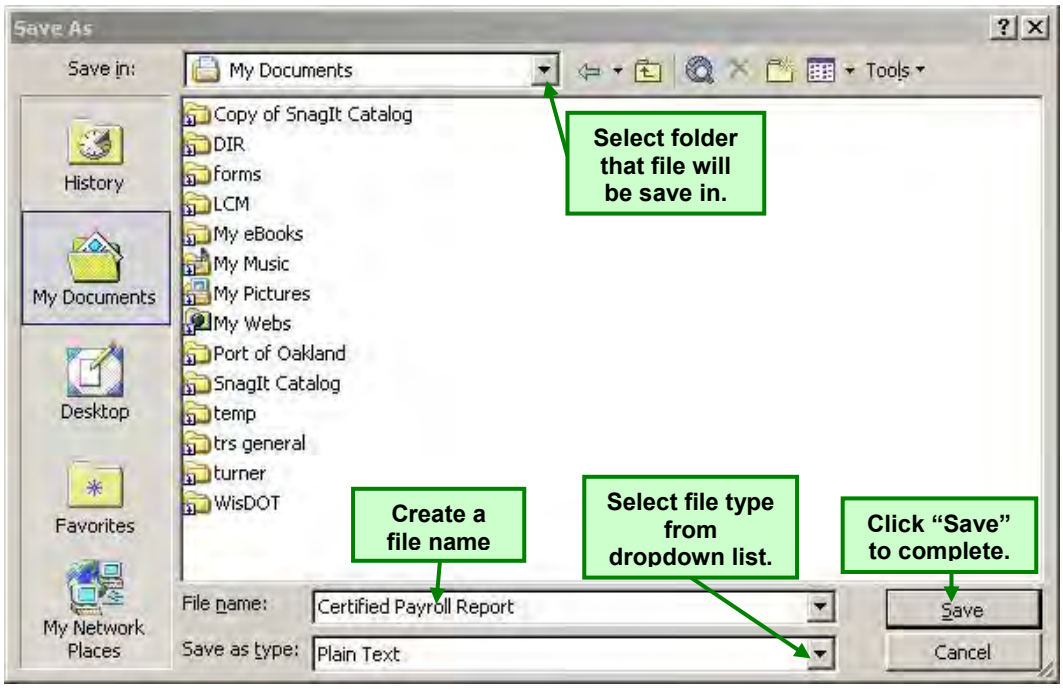

Figure 167 - Save As Window

APPENDIX 3 CUSTOMER SUPPORT

Questions

Tess Mulrooney will be supporting you with any questions you may have getting started, entering payroll, or reporting payment information. You may contact her via phone (608.267.4489) or e-mail (tess.mulrooney@dot.wi.gov).

If sending an e-mail, please be sure to include the following information in addition to your question.

- Project Name
- Company Name

Forgotten User Names or Passwords

If you forget your user name or password, please call Tess Mulrooney. She has an application that will generate and send an e-mail with this information to the registered e-mail address in the application.

Timing Out

For security purposes, the application will log you out after one hour of idle time. If you receive an error message after leaving the application unattended for a while, try logging out and logging back in to the application. If an error persists, refer to the following section for how to report errors.

Reporting Errors

If you encounter an error while using the system and in reviewing your steps believe that you have done everything correctly, please follow the steps below. A sample error screen follows.

****

Server Error in '/WISDOT' Application.

Input string was not in a correct format.

Description: An unhandled exception occurred during the execution of the current web request. Please review the stack trace for more information about the error and where it originated in the code.

Exception Details: System.FormatException: Input string was not in a correct format.

Source Error:

An unhandled exception was generated during the execution of the current web request.

Information regarding the origin and location of the exception can be identified using the exception stack trace below.

Stack Trace:

****

This screen contains one key line. That is the text above “Description.” In this case, “Input string was not in a correct format.” This means a date might not be in date format or a dollar amount has incorrect punctuation like a comma or a period without a following digit.

Other error messages are generally in red text or in a display box. Hopefully they will be self-explanatory.

APPENDIX 4 HEAVY EQUIPMENT OPERATOR GROUPS

These are based on state rates from the Dept of Workforce Development.

Group 1:

Crane, Tower Crane or Derrick, With or Without Attachments, With a Lifting Boom Capacity of Over 100 Tons

Crane, Tower Crane or Derrick, With Boom, Leads and/or Jib Lengths Measuring 176 Feet or Over

Group 2:

Backhoe (excavators) having a mfr's rated capacity of 3 cubic yards and over

Backhoe (track type) having a mfr's rated capacity of 130,000 lbs or over

Caisson rig

Crane, Tower Crane or Derrick, With or Without Attachments, With a Lifting Boom Capacity of under 100 Tons

Crane, Tower Crane or Derrick, With Boom, Leads and/or Jib Lengths Measuring 176 Feet or under

Derrick Truck

Dredge, Dredge Engineer or Operator

Group 3 Except:

Air Track

Asphalt Heater, Planer, Scarifier; Milling Machine; Paver; Plant; Plant Engineer; Screed

Automatic Subgrader (Concrete)

Augurer, Boring Machine for utility lines

Backhoe (excavators) having a mfr's rated capacity of under 3 cubic yards

Backhoe (track type) having a mfr's rated capacity of under 130,000 lbs.

Batch Plant Operator

Bituminous Paver

Blaster

Boatmen

Boom Truck

Boring Machine (Horizontal, Vertical, or Directional)

Bridge Paver

Bulldozer or Endloader

Bump Cutter

Concrete Batch Plant

Concrete Breaker (manual or remote)

Concrete Pumper

Conveyor System

Crane, 25 tons

Cranes with a Lifting Capacity of 25 tons or less

Directional bore

Drilling or Boring Machine (mechanical heavy)

Endloader Hydraulic Backhoe (tractor type)

Gradall (cruz-aire type)

Grader or Motor Patrol

Grinder or Planing Machine

Grout Pump, or Concrete Conveyor (rotec or bidwell type)

Hydro Blaster (100,000 psi and over)

Hydrovac

Laser Screed

Loading Machine (conveyor)

Material Hoist Operator

Mechanic or Welder; Welder-Heavy Duty Equipment

Milling Machine

Pavement Spreader (heavy duty rubber tired)

Paver; Pump

Percussion or Rotary Drilling Machine

Post Driver

Post Hole Digger or Driver

Roller (over 5 tons)

Scarifer

Scraper; Scraper (rubber tired single or twin engine)

Screed (bituminous paver)

Sideboom

Slipform Paver

Slipform Placer (curb and gutter machine)

Spreader

Spreader and Distributor

Stabilizing Mixer (self-propelled)

Straddle Carrier or Travel Lift

Tractor – Side Boom (heavy); Truck –Mounted Hydraulic Backhoe

Trencher; Trenching Machine

Tube Finisher

Tugger or Launch

Vibrator/Sonic Concrete Breaker

Winches and A-Frames

Group 3 Only:

Concrete Spreader

Launch Operator

Power Subgrader

Shouldering Machine

Group 4 Except:

Bobcat

Broom or Sweeper

Burlap Machine

Compactor (Self-Propelled)

Concrete Bump Cutter or Grooving Machine

Concrete Saw (Vermeer type)

Environmental Burner

Farm or Industrial-Type Tractor

Finishing Machine

Firefighter

Greaser

Jeep Digger

Joint Saw (Multiple Blade) Belting Machine, rider only

Mechanical Float

Roller (pneumatic tired), self-propelled; Steel (5 tons or under)

Self-Propelled Chip Spreader

Sweeper

Texturing Machine

Tining or Curing Machine

Tractor (mounted or towed compactors and light equipment); Endloader (rubber tired), light

Group 4 Only:

Bump Cutter

Grooving Machine

Group 5 Except:

Air Compressor

Automatic Belt Conveyor and Surge Bin

Auger-vertical and horizontal

Concrete Proportioning Plant Generators

Crusher; Crusher or Screening Plant

Curb Machine Operators

Oiler

Power Pack

Pug Mill Operator

Pump (3 inch or over) or Well Points

Rock Breaker

Screed (Milling Machine)

Screening or Wash Plant

Skid Rig

Skid Steer Loader (with or without attachments)

Stump Chipper

Tank Car Heaters

Utility Locating Machine

Vibratory Hammer or Extractor, mounted

Group 5 Only:

Forklift

Generator

Heavy Equipment Leader

Mudjack Operator

Mulcher

Group 6:

Fiber Optic Cable Equipment

Miscellaneous:

Seal coating = waterproofer

Lowboy = 3 + axles

Portable jackhammerer = general laborer

X-Bldg HEO Excluding Site Prep

Group 8

Boring Machine

Crane of over 100 tons

Group 10

Backhoe of under 130,000 lbs

Concrete Laser/Screed

Forklift Dredge Machinery 25 and over

Hydro Blaster, 10,000 psi and over

Group 11

Drilling Machine

Bulldozer, Endloader over 40 hp

Group 12

Backfiller

Broom or Sweeper

Bulldozer or Endloader under 40 hp

Group 13

Pumps-Well Points

Greaser

Hydraulic Jacking System

Loading Machine, Conveyor

Crusher, Screening or Wash Plant

Oiler

Elevator

Post-hole digger

X-Bldg HEO Site Prep

Group 1:

Backhoe-Track type of 130,000 = or under

Concrete Breaker, Batch Hopper

Cranes 25’ and over

Forklift-Machinery Moving or Street Erection

Group 2:

Back filler

Broom or Sweeper

Bulldozer or Endloader

Screed-Milling Machine

Forestry Equipment

Skid Rig

Group 3:

Tampers

Crusher

Post Hole Diggers

Forklift