



AASHTOWare Project Civil Rights & Labor (CRL)



Presented by:
Charles Groshens
Sean Skibbie

Your Destination... Our Priority



Things to Remember

- ▶ Rebranded
 - CRLMS to CRL
 - AASHTO Trns*port to AASHTOWare Project
 - Logos have also changed
- ▶ AASHTO
 - American Association of State Highway and Transportation Officials
- ▶ CRL is an Electronic Data Reporting System
 - It's not a Payroll System; It's a **STANDARDIZED** reporting tool



System Functionality

- ▶ AASHTOWare Project **enterprise system** manages an Agency's internal construction contract management program (**Estimation, Bid, Pre-Construction, CRL, Construction/Materials**)
- ▶ **CRL** manages all aspects of the agency's internal and external civil rights and labor compliance activities:
 - DBE goals, TGB goals, and VET goals
 - OJT and Work Force goals
 - Bidders/Quoters
 - Contract Clearance and Good Faith Efforts
 - State and Federal Prevailing Wages Regulations
 - Federal/State **Reporting Requirements**



System Requirements

- ▶ No cost to the contractor to access the system or receive a Login-ID
- ▶ Web based
- ▶ Windows 7 or Window 8
 - Currently testing Windows 10
- ▶ Internet Explorer 11
 - Currently testing Internet Explorer “Edge” and other Browsers
- ▶ Google Chrome
- ▶ Microsoft Excel 2007 or newer



Benefits

- ▶ Allows electronic filing of contractor payrolls and subcontractors payments; instant Confirmation
- ▶ Standardizes all contractors' payroll reporting
- ▶ Online prime contractor review and approval of subcontractor's payrolls
- ▶ Electronic signing of Documents
- ▶ Reduction of Administrative workload; elimination of paper forms (printing, filing, long-term storage, and mailing)
- ▶ Provides faster, easier, and accurate way to meet government reporting requirements
- ▶ Eliminates EEO-12, EEO-13, Contractor Payment Form, and future forms



Functional Enhancements

▶ Issue Tracking

- Electronic Administrative assistance
- Functionality will track contract issues, send auto-emails based on system events, and tickler messages
- MnDOT personnel will be working over the winter to get the email and ticklers file set up for contractors and project personnel

▶ External Access

- Request to Sublets
- Month-end Trucking Report

▶ Many **System Enhancements** coming over the next year.



MnDOT Support Network

- ▶ MnDOT **District Office Managers** are the Contract support experts
- ▶ MnDOT Labor Compliance Unit is the State-wide Business Support Experts with a LCU supported CRL Website.
- ▶ **Local** implementation is under discussion



Implementation

- ▶ St Croix Bridge Crossing (Spring 2013)
 - CRL Pilot projects
 - 1 Design/Build – Federal – Hwy 36 Approach
 - 2 Design/Bid/Build – Federal – Foundation & Deck
 - 1 State funded contract – Overlook
- ▶ CRL contract requirements are part of the contract **Special Provision Division S**
- ▶ All MnDOT contracts advertised after **July 1, 2013**
 - MnPASS was included
- ▶ Some Local contracts have already been added to CRL.



Construction Season 2014 CRL Program

(March 19 to October 29; 8 month reporting, 6 month season)

- ▶ March: 2826 Vendors in the system
- ▶ **October:** 3053 Vendors in the system
- ▶ March: 706 Contractor Employees
- ▶ **October:** 7621 Contractor Employees
- ▶ March: 63 Contracts in the system
- ▶ **October:** 262 Contracts in the system
- ▶ March: 189 Contractors on various contracts
- ▶ **October:** 2082 Contractors on various contracts
- ▶ March: 59 Contractors imported payrolls
- ▶ **October:** 350 Contractors imported payrolls
- ▶ March: 1013 Payrolls imported in various workflows
- ▶ **October:** 9071 Payrolls imported in various workflows



CRL Total Program

(July 2013 to December 2015)

- ▶ As of the end of December 2015:
 - 3,018 – Active Vendors (Contractors) in the system
 - 14,314 – Individual Contractor Employees
 - 780 – Contracts in the system
 - Roughly 100 are Federal State-aid Contracts added by OCR
 - 5,643 – Contractors on various contracts
 - 636 – Individual Contractors have imported payrolls
 - Largest Payroll 648 Employee Classifications listed
 - 28,881 – Payrolls imported in various workflows





LCU CRL Website

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Labor Compliance

- [Labor Home](#)
- [Wage Complaints](#)
- [Certified Payrolls](#)
- [Contract Admin](#)
- [Forms](#)
- [Poster Boards](#)
- [Civil Rights/Labor](#)
- [Trucking](#)
- [Contacts](#)

Civil Rights Labor (CRL) Training

2015 – 2016 Training Classes

[Civil Rights and Labor Management System \(PDF\)](#)

E-learning tools

Log into [MnDOT's CRL Interactive E-Learning Tool \(updated 2/5/15\)](#)

to develop your knowledge and understanding of the CRL system. The interactive exercises and references materials will walk you through the step by step processes for electronic Certified Payroll, Prompt Payment, and the Bidder/Quoter. It will explain your Role in each of these three processes through six self-directed interactive lessons with various topics listed under the Topic Men

Vendor Login Access to MnDOT AASHTOWare

Companies that are registered vendors in MNDOT AASHTOWare system can obtain login access for employees or designated representatives to enter payrolls, bidder-quoter and payments by doing the following:

System support

For help with usernames and passwords, email crisupport.dot@state.mn.us.

[District CRL support contacts \(PDF 1 MB\)](#) are your first line of contacts when you have issues with your CRL payroll process. Contact the person in the [MnDOT District Office \(PDF 1 MB\)](#) where the project is located.

For vendor forms, Electronic Payroll questions for AASHTOWare Project CRL, or Prevailing Wage questions, email LCUsupport.DOT@state.mn.us or call 651-366-4238

For AASHTOWare Project CRL Bidder / Quoter questions, contact OCR office at amy.oday@state.mn.us or call 651-366-3335

Reference materials

AASHTO

- [Welcome Getting Started \(PDF, 2 MB\)](#)
- [Bidder-Quoters \(PDF, .1 MB\)](#)



these three processes through six self-directed interactive lessons with various topics listed under the Topic Menu.

Vendor Login Access to MnDOT AASHTOWare

Companies that are registered vendors in MNDOT AASHTOWare system can obtain login access for employees or designated representatives to enter payrolls, bidder-quoter and payments by doing the following:

I. Check that your company is a registered vendor in the MnDOT AASHTOWare by searching on this page

- [Contractor Search](#)
- [SWIFT Search](#)

4 most used Manuals

II. Create your personal login ID on the [MnDOT Login ID Service website](#):

III. Download and complete the AASHTOWare user account request for your company by completing the [AASHTOWare User Account Registration Form](#):

Note: Please login and change your password prior to 180 days as it will be locked and you will have to request to be administratively unlocked. At this time, you will not receive any email notification from the system.

This Login ID and registration form are covered in more detail in the [AASHTOWare Self-Service Login ID Guide 6/4/15 \(PDF\)](#)

LCUsupport.DOT@state.mn.us or call 651-366-4238

For AASHTOWare Project CRL Bidder / Quoter questions, contact OCR office at amy.oday@state.mn.us or call 651-366-3335

Reference materials

AASHTO

- [Welcome Getting Started \(PDF, 2 MB\)](#)
- [Bidder-Quoters \(PDF, .1 MB\)](#)
- [Contract Vendor Payroll \(PDF, 1 MB\)](#)
- [Subcontractor Payments \(PDF, .1 MB\)](#)

MnDOT

- [Access to MnDOT AASHTOWare Project, first steps \(DOC\)](#)
- [CRL Browser/System Guide - 1/6/16 \(PDF, 1 MB\)](#)
- [Entering Data onto Excel Spreadsheet Utility - 6/16/14 \(PDF, .5 MB\)](#)
- [Transport XML File Import - 8/27/13 \(PDF, 1 MB\)](#)
- [Contractor Entering a Payroll Manually - 9/15/14 \(PDF, 2 MB\)](#)
- [Steps to Move Prime Returned Payroll to Initial Phase - 7/10/14 \(Word, .1 MB\)](#)
- [Payroll Workflow \(PDF, 1.5 MB\)](#)
- [Contractor Navigation Guide \(PDF, 1 MB\)](#)
- [Combining Payroll XML Files--11/12/13 \(DOC, .1 MB\)](#)

Forms

- [MTO Request to Sublet Form - 6/4/15 \(PDF, .1MB\)](#)
- [AASHTOWare Project Self-Service LoginAccount \(PDF\)](#)
- [MnDOT AASHTOWare CRL Roles/User Registration Form \(PDF\)](#)

Vendor resources

- MnDOT – [Contract Project ID Look-up](#) helps contractors identify the required Project IDs associated to a contract to properly submit



Search engines to look up information within the system necessary for CRL. Vendor Form Link

Vendor resources

- MnDOT – [Contract Project ID Look-up](#) helps contractors identify the required Project IDs associated to a contract to properly submit electronic certified payrolls into the CRL system. Project IDs are associated to the State Project Numbers (SP numbers) on the proposal cover page. There are two ways to look up the ID either with the contract number or with the SP number.
- [Contractor \(Vendor\) Lookup System](#) helps MnDOT contractors search for vendors, subcontractors and suppliers to ensure that they are in our system.
- [Vendor form](#) is for contractors, suppliers and trucking companies to submit new and current vendor information to MnDOT.

How do I enter/submit payrolls?

- Log into [wT Civil Rights Labor application](#) to get into CRL.
- [Payroll Spreadsheet – Basic \(11-16-15\)](#): is the new basic spreadsheet with no added formulas by MnDOT that works with 2007, 2010, and newer Microsoft Excel for use on MnDOT projects specifically it does include the MnDOT value codes needed for payroll import into the CRL system. This spreadsheet should be used if your computer system has troubles with the other two provided Payroll Spreadsheets. **Do not use the "general-purpose version of the payroll spreadsheet" on the Cloverleaf website under the *spreadsheet conversion tool* link below.** You may use the Excel zoom feature to increase the form size on your screen. All worksheets are protected in the *Payroll Spreadsheet Conversion Utility* workbook .
- [Payroll Spreadsheet – Formulas \(updated 11-16-15\)](#): This is the Basic Spreadsheet with MnDOT added Formulas and Pop-up features which should aid in enter information onto the Payroll Form worksheet. This spreadsheet may only be compatible with 2010 or newer Excel. If you have 2007, please use the Basic Spreadsheet and add your own formulas.
- [Payroll Spreadsheet – Formulas & Names \(updated 11-16-15\)](#):

Website also contains:

- Link to the Portal
- 3 Versions of Payroll Excel Spreadsheet
- Link to online XML Converter





Vendor/User Access

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Vendor Forms

- ▶ All Contractors working on our project need to submit a MnDOT Vendor form (**next Slide**)
 - <http://www.dot.state.mn.us/const/labor/forms.html>
- ▶ This includes:
 - All trucking entities
 - Suppliers: Apparent Low Bidder's Bidders/Quoters
- ▶ Vendors need to obtain a **SWIFT** Id.
- ▶ MnDOT is validating:
 - SWIFT Id and Addresses
 - Minnesota Revenue Numbers
 - DOT Numbers
 - Secretary of State Names
 - Independent Contractor Status





Contractor/Vendor Form

Instructions to complete on page 2

Contractor/Vendor Type:

- Corporation, LLC, Sole Proprietor, Joint Venture, Partnership, Limited Partnership

Contractor/Vendor Identification Numbers:

SWIFT VENDOR ID, Federal Tax ID Number, MN State Tax ID Number, MN Revenue Exempt, MN Secretary of State File Number

Contractor/Vendor Demographics: (* = Cannot be its own Legal Entity)

Company's Full Legal Name, Assumed Name, Company E-Mail Address, Company Website Address, State of Incorporation / Organization, Telephone Number, Fax Number

Main Physical Address (Same as SWIFT):

Street Address 1, City, State, Zip Code, County

Remittance Address (Same as SWIFT):

Street Address 1, Post Office Box Number, City, State, Zip Code, Post Office Box Zip Code, County

PO Box Address (If appropriate and the same as SWIFT):

Post Office Box Number, City, State, Zip Code, County

Contractor/Vendor Officers: (* = Required)

Owner(s), Partners, Chief Executive, Chief Financial, President, Vice President(s), Treasurer, Payroll Manager, Payroll Manager (2), Other (+Title)

Signature:

I the undersigned, verify that I am a legal officer of the company noted above: Position or Title, Email address, Phone, Name, Signature, Date



Scan and email to CRL Support

MnDOT AASHTOWare CRL Roles\User Registration Form

Prior to completing and submitting this form you are required to create your login ID on the website: <https://dotapp7.dot.state.mn.us/mnaashtowareusers/>
 A company officer must sign this form to approve an employee entering and signing information on behalf of the company. Complete, Sign, Notarize, Scan this form to PDF & email it to: crlsupport.dot@state.mn.us

1) COMPANY AND CRL USER INFORMATION:
 Company SWIFT #: _____ Company Name: _____
 Phone Number: _____ Job Title: _____
 First Name: _____ Last Name: _____
 Email-address & Login ID: _____

2) AASHTOWare CRL ROLES: Check the all of role(s) you will have when this form is processed.

Bidder Quoter Entry Payroll Entry Sub-Contractor
 Manage Payments Between Prime and Sub Payroll Entry Prime Contractor

3) SIGNATURE AUTHORITY:
 This authority is required to legally & electronically sign and submit (i) payrolls to the Prime or MnDOT and (ii) bidder-quoter data on a letting proposal to MnDOT. The account holder is responsible for all data entered and signed under this account. Signature has no purpose if no role is selected in item #2 above.

Grant Signature Authority for Person named above in item #1.

4) COMPANY OFFICER APPROVING EMPLOYEE REQUEST FOR USER ACCOUNT :
 I, the undersigned, verify and attest that I am a duly sworn officer of the company whose Minnesota SWIFT ID is listed above and that the individual listed above is an employee and/or legally affiliated staff designated to perform the AASHTOWare Project CRL Roles selected for this company.

POSITION/TITLE: _____ PHONE: _____
 NAME : _____ SIGNATURE : _____
 EMAIL: _____

5) NOTARY REQUIRED: (Notaries may not notarize this form if it grants them a CRL role. Obtain alternate Notary approval.)
 Notary Signature: _____ Title: _____
 Date: _____ Commission Expiration Date: _____

Do no notarize a document that applies to yourself, provides you gain/profit or involves a conflict of interest.

- ▶ Needs **SWIFT** Number & Company **Name**
- ▶ **Complete** your personal information
- ▶ Select **all** Appropriate Roles (Everytime)
- ▶ **If resubmitting**, check all appropriate roles.
- ▶ Check if getting **signing** authority
- ▶ Officer information & **signature**
- ▶ **Visible** Notary Stamp
- ▶ Notary **cannot** be the same person.
- ▶ **Request to Sublet Role**



Contractor Access

- ▶ All contractors need to be assigned login usernames and passwords by MnDOT prior to using the system
- ▶ Apparent Low Bidder will receive access on day of bid opening
- ▶ Prime and Subcontractors assigned once they are assigned through the system
- ▶ Contractors will **only** have access to contracts where they are ALB, Prime or Subcontractor
- ▶ **User/Roles > Vendor > Contract**



Request to Sublet

- ▶ Currently, the Request to Sublet is still a **paper form** and must be submitted to the PE for all subcontractors and MTOs; Contracts will contain Special Provisions when Electronic process is required
- ▶ Subcontractors need to be entered upon receipt from the prime so they have access to the system
- ▶ MTOs will come in on a MTO Request to Sublet form in order get access for their payroll submissions
- ▶ MTOs will still need to need to be reported on a Month-end Trucking Report.





Prime Contractor Information

Prime Contractor:	Telephone Number: ()
State Contract Number:	Fax Number: ()
Project Location:	Email:

Important Notices and Instructions

1. The Prime Contractor must complete this form, acquire applicable signatures, and submit it to the Project Engineer (P.E.) prior to the first day of work by the Multiple Trucking Company.
2. Multiple Trucking Companies (MTO) are firms that are subject to the contract labor provisions and will need access to the AASHTOWare Project, Civil Rights & Labor (CRL) program to submit electronic certified payrolls.
3. Upon approval, the P.E. will sign the form and provide a copy to the Prime Contractor.
4. Each Multiple Trucking Firm must submit an IC-134 form to the Prime contractor and the Prime contractor shall submit the necessary IC-134 forms to the Department before the State of Minnesota or its Subdivisions will issue final payment.
5. The Multiple Trucking Companies will still need to be included on the Month-end Trucking MTO Reports.

Multiple Trucking Company Information

MTO Subcontractor:	SWIFT Vendor ID:
Street Address:	Federal Tax I.D. Number:
City, State, Zip Code:	Minnesota Tax I.D. Number:
Telephone Number: ()	Email:
Fax Number: ()	

<u>Name of contractor the MTO is working for on this contract:</u>	<u>Contractor's SWIFT Number:</u>
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CONTRACTOR'S STATEMENT OF COMPLIANCE

<u>Print Name and Title of Prime Contractor Representative</u>	<u>Signature</u>	<u>Date</u>
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As a representative of the Prime Contractor, I hereby certify that the information described on this form is truthful and accurate to the best of my knowledge and that: All subcontracts are in writing and contain the appropriate requirements and provisions from the prime contract for the work performed by the individual subcontractor which includes: Special Provisions Division A, Federal and/or State wage determinations and the State certified truck rental rates. All subcontractors have viewed the Prevailing Wage Pre-construction videos and meeting agenda located on the MnDOT, LCU website prior to signing this document. All subcontractors are meeting the requirements of [Minn. Stat. 16C.075](#) E-Verify and I have verified that all subcontractors are not suspended or debarred by any governmental agency.

<u>Print Name and Title of MTO Subcontractor Representative</u>	<u>Signature</u>	<u>Date</u>
---	------------------	-------------

As a representative of the Multiple Trucking Company, I hereby certify that: All company information listed in the Information area above is true and accurate. I've reviewed our written subcontract and understand all applicable contract requirements and specifications for the work we will be performing on the contract, which include but are not limited to: Special Provisions Division A, Federal and/or State wage determinations, State certified truck rental rates.

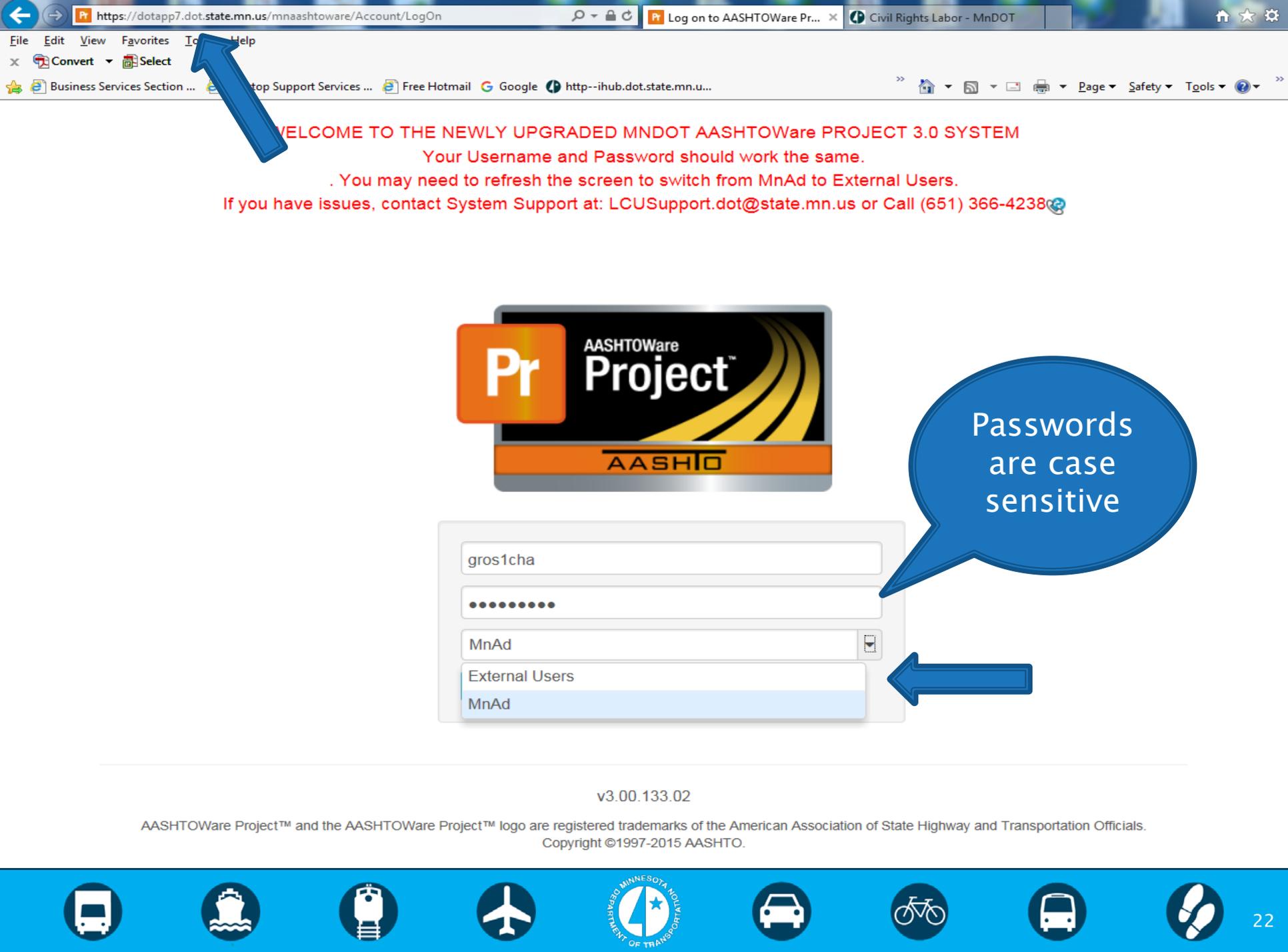
<u>Print Name and Title of Project Engineer</u>	<u>Signature</u>	<u>Date</u>
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As a representative of the Department, I approve the Prime Contractor's utilization of the above-mentioned Subcontractors. Additionally, the Prime Contractor has complied with the terms established in MnDOT Standard Specifications for Construction, Section 1801.

MTO Request to Sublet Form

On the CRL Webpage





WELCOME TO THE NEWLY UPGRADED MNDOT AASHTOWare PROJECT 3.0 SYSTEM

Your Username and Password should work the same.

. You may need to refresh the screen to switch from MnAd to External Users.

If you have issues, contact System Support at: LCUSupport.dot@state.mn.us or Call (651) 366-4238



gros1cha
.....
MnAd
External Users
MnAd

Passwords are case sensitive

v3.00.133.02

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Switch Role ✕

- Charles Groshens
- ✓ **MNNONAGEPRIMEPAYROLL**
- ADMIN
- MNDBEUSER
- MNLABORUSER
- MNOFFICEMGRS
- MNNONAGESUBPAYMENT
- MNNONAGESUBPAYROLL
- MNREFVENDORADMIN

Prime Contractor Payroll User

Enter search criteria above to see results or Show first 10

▼ Unapproved Payrolls ?

Q Type search criteria or press Enter Advanced

Enter search criteria above to see results or Show first 10

Roles are part of the security of the system.



Payroll Overview

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Payroll Entry

- ▶ Three ways contractor can enter payrolls
- ▶ **Manual Entry**
- ▶ **Spreadsheet Conversion Tool**
- ▶ **XML File Data Import**
 - Online Validator (Payroll Software Vendors)
- ▶ 3 Sets of **Payroll Rules**: Spreadsheet Converter Rules, Import Rules, Under Agency Review Rules
- ▶ **No Paper Payrolls** being accepted by MnDOT
- ▶ MnDOT has **withheld monies** for non-submittal of payrolls based on our **contract requirements** to protect our interests



Payrolls

- ▶ Payrolls are managed inside the system through several processes:
- ▶ **Contractor Process**
 - Manually Entered or Imported Payrolls Reports
 - Copy, Modify, or Delete their Payroll Reports
 - Sign their payrolls
- ▶ **Primes**
 - Approve all Subcontractor Payroll Reports
- ▶ **Agency**
 - Review Exceptions; Approve or Reject Payrolls



Payrolls

▶ Work Flow

- Initial or Pending (unsigned can be altered or deleted)
 - Under Prime review (sub signed)
 - Prime Returned (Can be deleted if necessary)
 - Under Agency Review (prime has approved)
 - Agency Rejected
 - Approved
- ▶ Payrolls can be **modified** at any point in the process but can only be **deleted** in “Initial stage”





Prompt Payment Process

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Prompt Payment Process

- ▶ Payments managed inside the system through several processes:
- ▶ **Agency**
 - Enter Payments to Prime
- ▶ **Primes**
 - Enter payments to First Tier Subcontractors
- ▶ **First Tier Subcontractors (Including MTOs)**
 - Validate Payments received
 - Enter Payments to Lower Tier Subcontractors
 - Lower Tier Subcontractor Validate payments received





Bidder/Quoter Process in AASHTOWare Project CR

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Bidder/Quoter Information

- ▶ **Bidders:** Vendors that have either submitted a bid in the bid letting or collected quotes from subcontractors, suppliers, truckers, or brokers for a bid in the bid letting.
- ▶ **Quoters:** Vendors that have submitted quotes as subcontractors, suppliers, truckers, or brokers to a bidder in a bid letting.
- ▶ **ALB:** The Apparent Low Bidder on the day of letting that is able to enter information directly into system and signs
- ▶ **OCR:** The Office of Civil Right then validates the submitted information and approves award of contract



MnDOT Bidder / Quoter Contacts

- ▶ Sean Skibbie, Small Business Contracting Supervisor
 - 651-366-3331
- ▶ Amy O'Day, Business Coordinator
 - 651-366-3335
- ▶ Office of Civil Rights Website
 - <http://www.dot.state.mn.us/civilrights/>



Website / Training

- ▶ LCU Website:

- ▶ <http://www.dot.state.mn.us/const/labor/index.html>

- ▶ LCU CRL Website Link:

- ▶ <http://www.dot.state.mn.us/const/labor/civil-rights-labor.html>

- ▶ Upcoming 4-hour CRL Trainings:

- ▶ <http://www.dot.state.mn.us/const/labor/documents/training/CRL%20Announcement.pdf>

- ▶ Google.com

- **MnDOT Labor Compliance**



MnDOT LCU Contacts

- ▶ Charles Groshens, LCU Supervisor
 - (651) 366-4209
- ▶ Clancy Finnegan, Team Leader
 - (651) 366-4204
- ▶ Kirsten Reyes, Investigator Sr.
 - (651) 366-4229
- ▶ Roxanne Wilder, Investigator Sr.
 - (651) 366-4203
- ▶ Jackie Klein, Investigator Sr.
 - (651) 366-4208
- ▶ Amanedia Dear, Program Coordinator
 - (651) 366-4202
- ▶ **LCU Support: LCUsupport.DOT@state.mn.us**
 - **Phone Number: 651-366-4238**
 - **Primary contact: Conformances, Vendor Forms, CRL, Prevailing Wage Questions**



Questions

