



AASHTOWare Project (AWP) Civil Rights and Labor (CRL) Certified Payroll Reports Training

Teresa Rademacher, Cua (Cece) Xiong, and Dave Bahr

AWP CRL Virtual Training

March 2025

Welcome

- Virtual Housekeeping
 - Place questions in the chat (we'll try to get to them during Q&A)
- The training session is being recorded. The video will be added to the [AWP Knowledge Base \(AWPKB\) Training](#) page.
- Lunch 12p-1p
- Be back promptly for Q&A 1p-2p
- Evaluation



Agenda

- Where to find training material
- Setting up a Payroll Contact
- How to gain access to AASHTOWare Project
- The Payroll Role
- HCCI Website, Contract # & Project ID
- Wage Determinations
- Craft Codes & Labor Classification
- Payroll Workflow
- Methods of submitting CPRs
- Adding a Contract Payroll
- Copying an Existing CPR
- Deleting a Payroll
- Non-Performance
- Final Flag
- Multiple Job Classifications & Double Overtime
- Signing and Certifying Payrolls
- Payroll Phases
- Reviewing Rejected Payrolls & Payroll Modification
- Searching, sorting and filtering
- Wage Rates Report
- OJT/Apprentices
- Progressing a Payroll

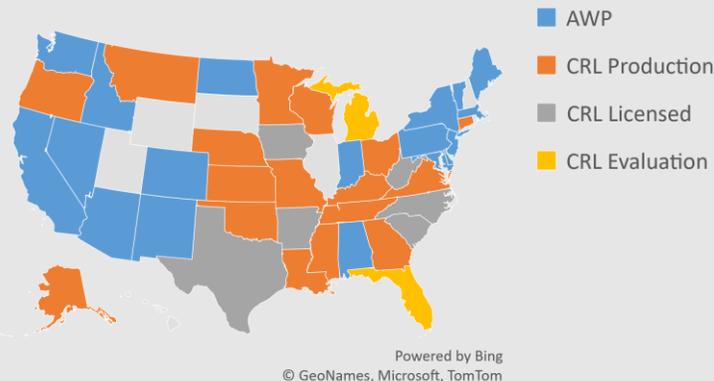


Why the switch to AWP CRL?

States using CRCS

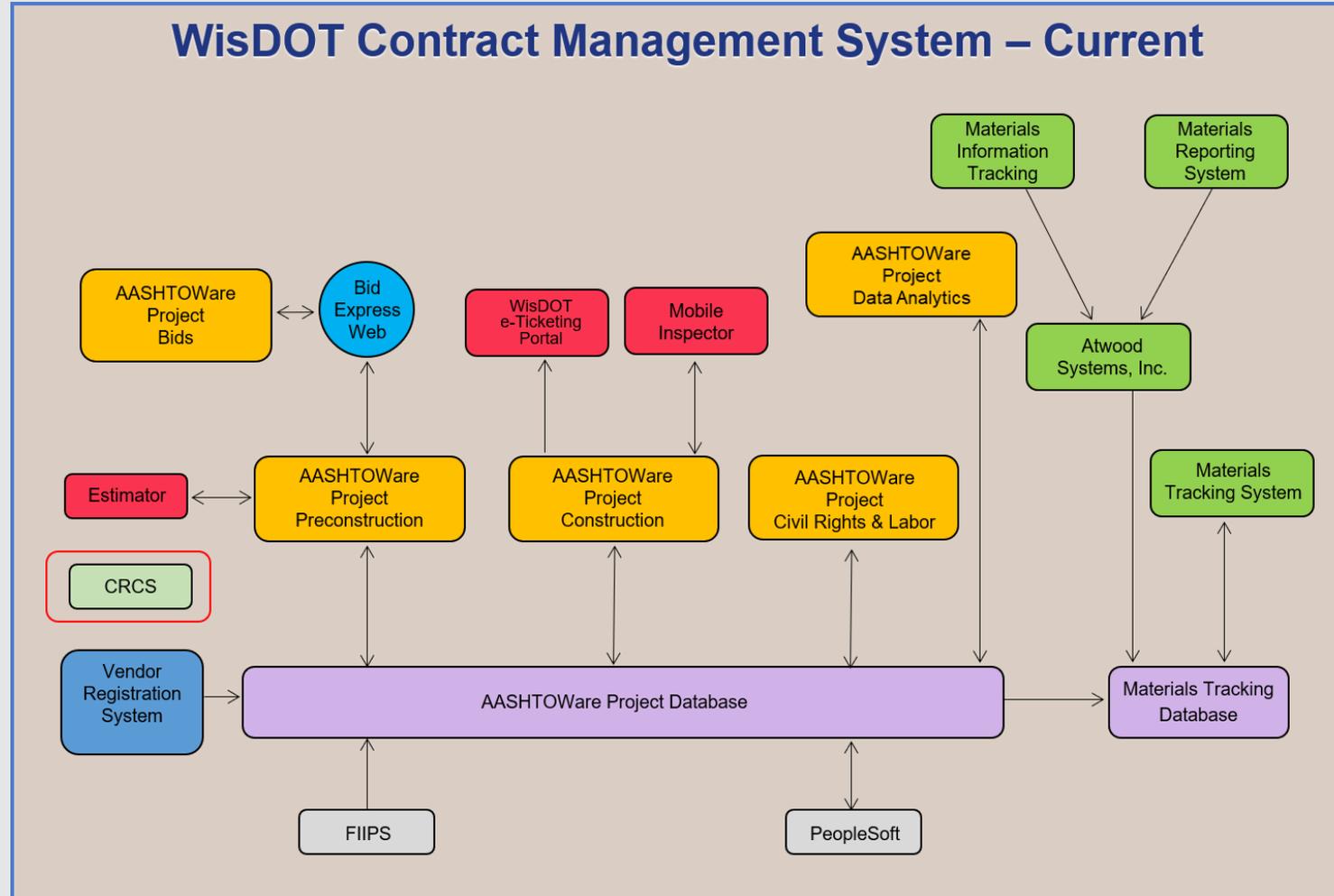


States using AWP



- Only Wisconsin is using CRCS while AWP is used across many agencies.
- Getting technical support for CRCS is becoming more challenging while AWP enjoys robust technical support.
- Software improvements are no longer taking place on CRCS (or are very difficult) while AWP is undergoing continuous improvement. This includes support for changing legal requirements.
- Using AWP is more cost effective than CRCS.
- Better integration with other contract management processes.

CRCS is an isolated system



Payments and Subcontractors





Payments

- Payments will continue in CRCS at this time.

<https://wisdot.ecomply.us/Login.aspx>

WisDOT Civil Rights Compliance



Subcontractors

- Adding subcontractors will also continue in CRCS.

<https://wisdot.ecomply.us/Login.aspx>



Note – Videos and Examples

- Throughout the presentation, videos and examples used will illustrate 2024 or prior information and contracts in AWP CRL (test). This was for demonstration purpose only.
- Contracts awarded January 2025 and after, the certified payroll report (CPR) must be entered in AWP CRL.



ASP-9

Electronic Certified Payroll or Labor Data Submittal

<https://wisconsindot.gov/hccidocs/contracting-info/asp-9.pdf>



Projects Let December 2024 and prior, the payrolls will continue in CRCS.



Projects Let January 2025 and on, the payrolls must be submitted through AWP CRL.



AASHTOWARE Project (AWP) Training

AWP Knowledge Base (KB) Website

AWP CRL: <https://awpkb.dot.wi.gov/Content/crl/crl.htm>

AWPKB: <https://awpkb.dot.wi.gov>



AWP CRL Website

Option 1: Click on CRL



Navigation menu: AASHTOWare Project, Preconstruction, Construction, Materials, **Civil Rights & Labor**, Vendor Registration System

External Resources

Search

AASHTOWare Project Civil Rights & Labor™

Last updated: 2024-01-11

AASHTOWare Project Civil Rights & Labor will replace the Civil Rights Compliance System (CRCS). The AASHTOWare Project Civil Rights and Labor module allows the department to receive and process the data required to meet federal and state requirements for civil rights and labor compliance activities.

This section provides information on how WisDOT staff will monitor construction contracts. The Compliance Specialists will review daily work progress reports, diaries, change orders and payment estimates on active contracts.

Certified payroll reports (prime contractor and subcontractors)

- Certified payrolls overview
- Manual payroll data entry
- Payroll spreadsheet creation, conversion, and import process
- Payroll software XLSX export file, conversion, and import process
- Payroll XML file creation and import process
- Review and sign a Certified Payroll Report (CPR)

Training

[Back to top](#)

Option 2: Put cursor over CRL



Navigation menu: AASHTOWare Project, Preconstruction, Construction, Materials, **Civil Rights & Labor**, Vendor Registration System

External Resources

Search

- Certified payroll reports (prime contractor and subcontractors) »
 - Certified payrolls overview
 - Manual payroll data entry
 - Payroll spreadsheet creation, conversion, and import process
 - Payroll software XLSX export file, conversion, and import process
 - Payroll XML file creation and import process
 - Review and sign a Certified Payroll Report (CPR)
- Contract compliance (compliance specialist)
- Payroll compliance (compliance specialist)
- Wage decisions
- Training

You are here: Civil Rights & Labor

AASHTOWare Project Civil Rights & Labor™

Last updated: 2024-01-11

AASHTOWare Project Civil Rights & Labor will replace the Civil Rights Compliance System (CRCS). The AASHTOWare Project Civil Rights and Labor module allows the department to receive and process the data required to meet federal and state requirements for civil rights and labor compliance activities.

This section provides information on how WisDOT staff will monitor construction contracts. The Compliance Specialists will review daily work progress reports, diaries, change orders and payment estimates on active contracts.

Certified payroll reports (prime contractor and subcontractors)

- Certified payrolls overview
- Manual payroll data entry
- Payroll spreadsheet creation, conversion, and import process
- Payroll software XLSX export file, conversion, and import process
- Payroll XML file creation and import process
- Review and sign a Certified Payroll Report (CPR)



AWP Knowledge Base – Training Page

<https://awpkb.dot.wi.gov/Content/crl/Training.htm>

2

Training

Last updated: 2025-03-12

Below are links to training materials for AASHTOWare Project CRL Payrolls.

☐ [March 2025 virtual vendor training videos and PowerPoint presentation](#)
[March 5 Virtual Vendor Training session recording](#) - March 11, 2025 (Total video time 1:40:25)

- [Adding existing reference employee \(manual entry\)](#) (Total video time 3:03)
- [Adding new employee \(manual entry\)](#) (Total video time 1:00)
- [Copying a payroll](#) (Total video time 3:27)
- [Creating a payroll modification manually](#) (Total video time 2:23)
- [Deleting a CPR](#) (Total video time 0:29)
- [Final flag - manually entered CPR](#) (Total video time 1:37)
- [Final flag - payroll import submission](#) (Total video time 0:53)
- [How to alphabetize employees in the payroll spreadsheet](#) (Total video time 1:36)
- [Manual entry](#) (Total video time 2:26)
- [Non-performance payroll](#) (Total video time 1:20)
- [Progressing a CPR to WisDOT \(longer version\)](#) (Total video time 3:25)
- [Progressing a CPR to WisDOT \(shorter version\)](#) (Total video time 1:45)
- [Running the Wage Rates on Projects Report](#) (Total video time 1:46)
- [Signing and certifying payrolls](#) (Total video time 3:15)
- [Spreadsheet entry](#) (Total video time 2:56)
- [XML import](#) (Total video time 6:03)

[March 5 Virtual Vendor Q&A Session Recording](#) - March 11, 2025 (Total video time 1:40:25)

[AWP CRL Payroll Virtual Training Sessions PowerPoint presentation](#) - March 11, 2025 (PowerPoint Presentation)

☐ [AWP CRL Payroll overview video](#)

Presented at the January 2025 WTBA Event. Basic steps for gaining access to the AWP Payroll function. Plus an overview of the three Certified Payroll Report entry options.

[AWP CRL Payroll Overview](#) - January 24, 2025 (Total video time 21:47)

AWP CRL Payroll Virtual Training Sessions

Introduction to Vendor Payroll – Posted February 4, 2025

The training sessions are intended to get you started entering Certified Payroll Records into AWP. Topics to be covered include:

Where to find training material	Methods of submitting CPRs	Project ID
Setting up a payroll contact	Signing and certifying payrolls	Wage determinations
How to gain access to AASHTOWare Project	Payroll phases	Craft codes
The Payroll role	HCCI website	Labor classification codes
Payroll workflow	Contract ID	Progressing a payroll to WisDOT

Go to this [Teams meeting link](#) when ready to join the training.

* No registration required.

Date	Training session	Q&A session
Wednesday, March 5, 2025	Complete	Complete
Thursday, March 13, 2025	10:00 a.m. - 12:00 p.m. CT	1:00 - 2:00 p.m. CT
Tuesday, March 18, 2025	10:00 a.m. - 12:00 p.m. CT	1:00 - 2:00 p.m. CT

Training

Last updated: 2025-03-12

Below are links to training materials for AASHTOWare Project CRL Payrolls.

☐ [March 2025 virtual vendor training videos and PowerPoint presentation](#)
 ☐ [AWP CRL Payroll overview video](#)

Click to expand

AWP CRL Payroll Virtual Training Sessions

Introduction to Vendor Payroll – Posted February 4, 2025

The training sessions are intended to get you started entering Certified Payroll Records into AWP. Topics to be covered include:

Where to find training material	Methods of submitting CPRs	Project ID
Setting up a payroll contact	Signing and certifying payrolls	Wage determinations
How to gain access to AASHTOWare Project	Payroll phases	Craft codes
The Payroll role	HCCI website	Labor classification codes
Payroll workflow	Contract ID	Progressing a payroll to WisDOT

Go to this [Teams meeting link](#) when ready to join the training.

* No registration required.

Date	Training session	Q&A session
Wednesday, March 5, 2025	Complete	Complete
Thursday, March 13, 2025	10:00 a.m. - 12:00 p.m. CT	1:00 - 2:00 p.m. CT
Tuesday, March 18, 2025	10:00 a.m. - 12:00 p.m. CT	1:00 - 2:00 p.m. CT



WAMS / VRS / AWP



WAMS Account Management

Wisconsin Access Management System (WAMS)

- Create a new WAMS ID (self-registration)
- Reset WAMS ID password (if forgotten)
- Unlock WAMS account
- Update WAMS account info such as name, password, email, phone number, and address

<https://on.wisconsin.gov/WAMS/home>



WAMS Account Management Continued

Create a new WAMS ID

Self-Registration

* Indicates Required Field

Profile Information

FORWARD

First Name *

Middle Initial

Last Name *

Suffix ▼ eg., JR, SR, I, II, III *

E-Mail *
Example: username@host.domain

Phone #

If you provide address information it must be complete and correct. A United States Postal Service data base is used to verify each address.

Home Residence Address

Street

Unit Number

City

State ▼ Select a State

Zip Code

Home Mailing Address

Mailing Address is the same as Residence Address.

Address(1)

Address(2)

City

State ▼ Select a State

Zip Code

Account Information

Your User ID must be between 5-20 characters and CAN be a combination of letters and numbers. Your Password must be between 7-20 characters and MUST contain a combination of letters and either numbers or special characters (except the @ sign). User IDs and Passwords are case sensitive.

User ID *

Password *

Re-enter Password *

Account Recovery

Compose a question and answer for account recovery purposes. [Guidelines.](#)

Secret Question *

Answer to Secret Question *



Update the Payroll Contact in Vendor Registration System (VRS)

- If WisDOT needs to contact you for anything related to payrolls, we will rely on the payroll contact information in VRS.
- Check with your VRS Administrator to ensure the Payroll Contact has the correct name, email, and phone number.



What is VRS and how can I determine if my company registered in VRS?

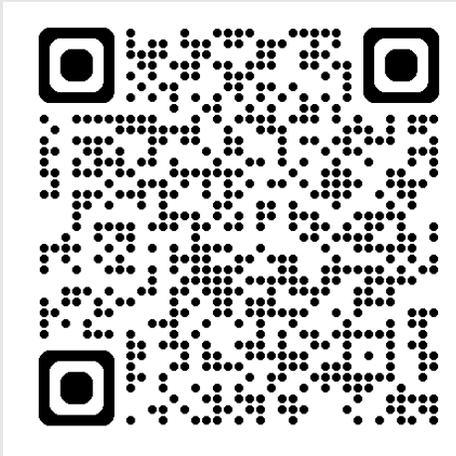
- Purpose of VRS
- Logon Process with WAMS ID
- Search for Existing Vendor and Take Ownership
- Create a New Vendor
- Vendor Profile Data Entry
- Officers Data Entry
- DBE Certification Process Initiation



Vendor Registration System (VRS)

Logon Process

<https://vendorregistration.infotechinc.com/>

A screenshot of the Vendor Registration System login page. The page has a white background with a dark blue header. The header contains the text "Vendor Registration System" and "A WAMS ID is required to use this app". In the top right corner, there is a circular logo for the Wisconsin Department of Transportation. Below the header, there is a large blue button with the text "LOGIN" in white. Below the button, there are two links: "Create a WAMS ID" and "Reset WAMS Password". The entire screenshot is framed by a green border.

Vendor Registration System

A WAMS ID is required to use this app

LOGIN

[Create a WAMS ID](#) [Reset WAMS Password](#)

The WisDOT Vendor Registration System is used to create a new or edit existing vendor records for the purposes of maintaining a vendor account with the State of Wisconsin. This replaces the existing functionality for Vendor - Registration/Maintenance within the existing Civil Rights Compliance System (CRCS). A Wisconsin Access Management System (WAMS) ID is required to logon and use the application.



Vendor Registration System (VRS)

Search for a Vendor


Vendor Registration

Vendor Lookup

Please check if your vendor is already registered.

Q

i If your vendor does not appear in the list, click <Next> to register as a new vendor.
 If your vendor appears in the list with an Obsolete Date, DO NOT click <Next>. Click on the obsoleted vendor row to request access to this vendor.

Vendor ID	Vendor Name	Mailing Address	Phone	Admin User	Obsolete Date	Action
AGI005	ACA GREENHOUSES INC	5106 Ocean Dr S, Brigantine, NJ, 08203	(609) 266-9002		12/04/2023	SELECT
AR15	ARBOR GREEN INC	430 East Albert Street, Portage, WI, 53901-1414	(608) 742-0055	Christy Wade		SELECT
AR59	ARTEKA NATURAL GREEN CORPORATION	8810 13th Ave East, Shakopee, MN, 55379-8804	(612) 934-2000		10/21/2016	SELECT
BA03	B & B PAVERS OF GREEN BAY, INC.	1845 E. Allouez Avenue, Green Bay, WI, 54301	(920) 468-4878		12/04/2023	SELECT
BA94	BARRICADE FLASHER SERV. - GREEN BAY	1500 Elms Street, Green Bay, WI, 54302			12/04/2023	SELECT
GR36	CHARLES O. GREEN, INC.	1701 S. Douglas Street, Appleton, WI, 54914-5130	(920) 734-6688			SELECT



AWP Accounts

Adding the Payroll Role

- Request a New Account
- Modify an Existing Account

AWP KB

AASHTOWare Project™ accounts Page

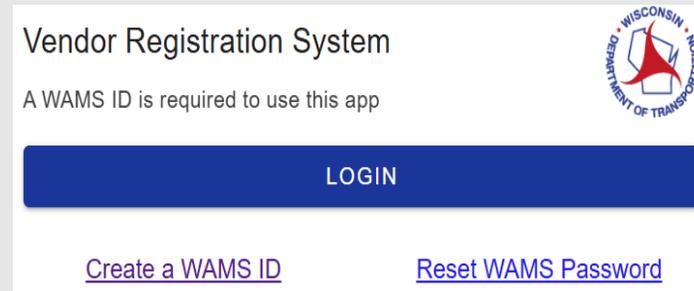
<https://awpkb.dot.wi.gov/Content/awp-sysinfo/awp-accts/app-access-appr.htm>



Creating Accounts for entering CPRs



1



2



**WisDOT AASHTOWare Project (AWP)
New Account Request**

OR

**WisDOT AASHTOWare Project (AWP)
Account Modification Request**

3

To enter CPRs for WisDOT, vendors are required to have the following accounts and complete the following steps:

1. Obtain a Wisconsin Web Access Management (WAMS) account if you don't already have one. Go to [WAMS account management](#) for details.
2. Ensure your company is registered in the WisDOT Vendor Registration System (VRS) and the Payroll Contact is entered. Go to [Vendor Registration System \(VRS\)](#) for details.
3. Request an AASHTOWare Project™ (AWP) account to log into AASHTOWare Project Civil Rights and Labor Payrolls (AWP CRL) to enter CPRs. Go to [AASHTOWare Project accounts | Request an AWP account](#) for details. If you already have an AASHTOWare Project™ (AWP) account, go to [AASHTOWare Project™ accounts | Modify an existing AWP account](#) to request the addition of the Payroll role.



AWP Login Page

Logon Process

<https://wisdot-pr-prod.infotechfl.com/Account/LogOn>



The screenshot shows the AASHTOWare Project login interface. At the top, the logo reads "AASHTOWare™ PROJECT". Below the logo are four input fields: "Username" with "WAMS ID" entered, "Password" with "Associated Password" entered, and "eDirProd" with a dropdown arrow. A red box highlights the "eDirProd" field, and a green arrow points to the "Log On" button. To the right of the dropdown, red text reads "Environment to add CPRs".

The AASHTOWare Project system is for official business use by WisDOT and authorized users only. External users of the system including contractors and consultants may not access any data unless it is directly relative to the construction projects for which they are under contract with WisDOT. Use of the AASHTOWare Project system is monitored. WisDOT will audit all data created, viewed, updated and deleted in a manner consistent with state and federal law.

For assistance, contact the WisDOT AASHTOWare Project System Administrators at AWPSupport@dot.wi.gov

Version 5.02 Revision 036

AASHTOWare Project™ and the AASHTOWare Project™ logo are registered trademarks of the American Association of State Highway and Transportation Officials. Copyright ©1997-2025 AASHTO.



Payroll Dashboard Overview

Home Previous My Pages Actions Help Log off

On this page: Vendor Payrolls Unapproved Payrolls

PROJECT WisDOT CRL Payroll

1 Payroll Information

WisDOT AASHTOWare Project (AWP) 5.02.036 upgrade completed September, 25 2024.

Support

- Contract Compliance Specialist support mailbox - DOTLaborComplianceManagementSystem@dot.wi.gov
- Labor and wage compliance contacts at <https://wisconsin.gov/Pages/doing-bus/civil-rights/labornwage/contacts.aspx>

Documentation

- AASHTOWare Project Payroll documentation is located on our AASHTOWare Project Knowledge Base (AWPKB) at <https://awpkb.dot.wi.gov/Content/Default.htm> under Civil Rights and Labor

2 Vendor Payrolls

Open Component Actions Menu

Actions

There are no actions available

Tasks

Import Payroll

Temporary Showing 4 of 4

Contract	Controlling Prj ID	Description	Payrolls	Vendor ID	Vendor Name
202402	6996-		0		
202402	6767-		2		
202402	6767-		2		
202406	1071-		0		

3 Unapproved Payrolls

Advanced Showing 2 of 2

Contract	Controlling P...	Description	Phase	Payroll	Mod ...	Last Updated	Last Updated Dt	Vendor	Name
202402	6767-		Under Agency Review	10,192,024	0	IT\lawptrain01	11/14/2024 1:53:12 PM		
202402	6767-		Under Prime Review	10,262,024	0	IT\lawptrain05	11/14/2024 2:22:26 PM		



AWP CRL Payroll Role



Home Previous My Pages **TEST Environment** Actions Help Log off

Switch Role Payroll Employee Overview

PROJECT WisDOT CRL Payroll

Payroll Information

WisDOT AASHTOWare Project (AWP) 5.02 upgrade completed October 17, 2024.

Support

- Contract Compliance Specialist support mailbox - DOTLaborCompliance@dot.wi.gov
- Labor and wage compliance contacts at <https://wisconsin.dot.gov/Pages/doing-bus/civil-rights/labornwage/contacts.aspx>

Documentation

- AASHTOWare Project Certified payroll reports (CPRs) for the prime contractor and subcontractors is located on our AASHTOWare Project Knowledge Base (AWPKB) at <https://awpkb.dot.wi.gov/Content/crl/Payrolls-PrimesAndSubs/Payrolls-PrimeAndSubs.htm>

Vendor Payrolls

Advanced 0 changed

Enter search criteria above to see results or Show first 10

Unapproved Payrolls

Advanced 0 changed

Enter search criteria above to see results or Show first 10



AWP CRL Payroll Role Continued

- If you do not have access to the contract, the contract may not have been executed yet.
- After execution, the contract status will transition to an “Active” status.
 - Accessible for payroll entry.
- Subcontractors: Once you’ve been added by WisDOT Project Staff (1st tier and DBEs) and Compliance Specialists (2nd tier and lower), you’ll be able to access the contract to submit payrolls.



AWP CRL Payroll Role Continued

On this page: Vendor Payrolls Unapproved Payrolls Employee Overview

PROJECT WisDOT CRL Payroll

Payroll Information

WisDOT AASHTOWare Project (AWP) 5.02 upgrade completed October 17, 2024.

Support

- Contract Compliance Specialist support mailbox - DOTLaborCompliance@dot.wi.gov
- Labor and wage compliance contacts at <https://wisconsindot.gov/Pages/doing-bus/civil-rights/labornwage/contacts.aspx>

Documentation

- AASHTOWare Project Certified payroll reports (CPRs) for the prime contractor and subcontractors is located on our AASHTOWare Project Knowledge Base (AWPKB) at <https://awpkb.dot.wi.gov/Content/crl/PayrollPrimesAndSubs/Payrolls-PrimeAndSubs.htm>

Vendor Payrolls

20240213018 Advanced Showing 17 of 17

Contract	Controlling Prj ID	Fed Proj Num	Description	Status	Payrolls	Vendor ID	Vendor Name
20240213018	1130-64-76	wisc 2024306, 229	Appleton - De Pere; Northland/STH 15 Intchg B44	Active	5	MRS001	MICHELS ROAD & STONE, IN



WisDOT HCCI Website



HCCI Website

State of Wisconsin
Department of Transportation

DMV Online Services | DMV Info | Doing Business | Travel | Safety | Projects and Studies | About WisDOT

Highway Construction Contract Information

- HCCI
- Bid letting**
- Contract logs
- Contract logs - Archive
- Contract payments
- Contracting information
- DBE
- Design-build projects
- Emergency services directory
- Labor, wages and EEO information
- Master contract schedule

General notices to contractors

Welcome. Within this website you will be able to view all the information and documents needed relating to the WisDOT Highway Construction Contract Information (HCCI).

Bidding contract information

Bidding for highway construction projects is conducted under the authority provided in [Wisconsin Statutes 84.06\(2\)\(a\)](#) Bids, Contracts. Contracts shall be awarded to the lowest competent and responsible bidder as determined by the department.

- See [Standard Spec 102](#) as well as [Facilities Development Manual \(FDM\)](#).

Contractor tips

- Required steps for prime and subcontractors from advertisement through contract execution. [View checklist](#).
- Electronic bidding [best practice](#) provided by Bid Expresssm.
- Request to be a plan holder and/or eligible bidder. DT1633, [Bidder Proposal Request System \(BPRS\)](#), [users guide](#).
- [Electronic bidding Instructions](#) - Update: DBE attachment documentation (January 5, 2021)
- Prime contractors are required to use [eSubmit](#) for any supplemental DBE documentation submitted after the letting ends at 11:00:00 am on letting day Tuesday.
 - Verify your company is registered and has eSubmit access prior to bid letting day.
 - Refer to the eSubmit [instructions](#) on how to register and contact Ijeoma O'Rorke,

Construction bid letting - General process overview

The Wisconsin Department of Transportation's (WisDOT) process for bidding on highway construction projects is outlined in the State of Wisconsin, Department of Transportation, Standard Specifications for Highway and Structure Construction.

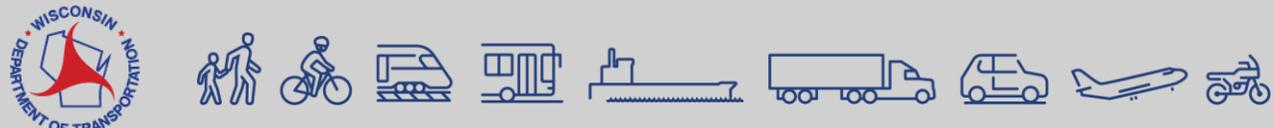
- All bidders of prospective highway construction projects are "prequalified" by the department to ensure that the bidder has "competency and responsibility to perform the work."
- Bid letting **advertisements** are posted approximately five weeks prior to the bid letting.
 - [2024 advertisement schedule](#)
 - [2025 advertisement schedule](#)
- Plan holder and eligible bidder** listings are posted every Friday. The files are also posted on Monday, Wednesday and Monday the week before the letting.
- Bidders submit a sealed bid for a prospective highway construction project to the department.
- All highway construction projects have a bid opening on the second Tuesday of each month at 11:00 a.m. Upon opening and reading the prospective bids, the department posts **apparent bids** beginning approximately 12:00 p.m. the day after the letting has ended.
- WisDOT proceeds through a process of awarding and executing the highway construction contract. The award process involves comparison and analysis of the bids in order to look for irregularities and to ensure the eligibility of the bidder.
- Upon completion of this process the contract is awarded to the "lowest responsible bidder."
- The highway construction contract is then executed by the Governor upon receipt of the contract, the contract bond and all other department-required forms.
- After each highway bid letting, WisDOT makes awards and publishes the **all bids received** report for each awarded contract.
- Reports are available online for the current and previous year.

Wisconsin Department of Transportation (WisDOT) Highway Construction Bid Lettings occur on the second Tuesday of each month.

Bid lettings information by letting date:

- 2025**
- 2024
- 2023

<https://wisconsindot.gov/Pages/doing-bus/contractors/hcci/default.aspx>



Let Dates

2025 bid lettings information by date

January 14 (December 10)	February 11 (January 07)	March 11 (February 4)	April 08 (March 4)
May 13 (April 08)	June 10 (May 6)	July 08 (June 3)	August 12 (July 8)
September 09 (August 5)	October 14 (September 9)	November 11 (October 7)	December 09 (November 4)

January 14 (December 10)

(December 10) = Date all plans/proposals in January were available for viewing

January 14, 2025 = 2nd Tuesday of the Month when Bid letting occurs

<https://wisconsindot.gov/Pages/doing-bus/contractors/hcci/bid-let-2025.aspx>



Plans and Proposals - Highway Work Proposal

January 2025 Let – Contract

Plans and Proposals

Proposal status (report listing the status of each proposal in this letting)

20250114001	20250114002	20250114003	20250114004	20250114005	20250114006
• Plan • Proposal					
20250114007	20250114008	20250114009	20250114010	20250114011	20250114012
• Plan • Proposal					
20250114013	20250114014	20250114015	20250114016	20250114017	20250114018
• Plan • Proposal					
20250114019	20250114020	20250114021	20250114022	20250114023	20250114024
• Plan • Proposal					

20250114023

2025 = Year,

01 = Month,

14 = Date of bid let,

023 = Highway Work Proposal Number

HIGHWAY WORK PROPOSAL

Wisconsin Department of Transportation
DT1502 01/2020 s.66.0901(7) Wis. Stats

Proposal Number: **023**

<u>STATE ID</u>	<u>FEDERAL ID</u>	<u>PROJECT DESCRIPTION</u>	<u>HIGHWAY</u>	<u>COUNTY</u>
3833-05-70	WISC 2025159	T Burlington, Ketterhagen Rd, CTH W to STH 36/83	LOC STR	Racine



Highway Work Proposal

Project ID

Example 1: 3320-02-70

HIGHWAY WORK PROPOSAL

Wisconsin Department of Transportation
DT1502 01/2020 s.66.0901(7) Wis. Stats

Proposal Number:

004

<u>STATE ID</u>	<u>FEDERAL ID</u>	<u>PROJECT DESCRIPTION</u>	<u>HIGHWAY</u>	<u>COUNTY</u>
3320-02-70	WISC 2024429	Bergen - Emerald Grove, Illinois State Line to V Clinton	STH 140	Rock



Highway Work Proposal

Project ID

Example 2: 1204-08-73 (Controlling Project ID)

HIGHWAY WORK PROPOSAL

Wisconsin Department of Transportation
DT1502 01/2020 s.66.0901(7) Wis. Stats

Proposal Number: **001**

<u>STATE ID</u>	<u>FEDERAL ID</u>	<u>PROJECT DESCRIPTION</u>	<u>HIGHWAY</u>	<u>COUNTY</u>
1204-08-73	WISC 2025145	Mount Horeb - Madison, CTH G to West Verona Ave/Epic Ln	USH 018	Dane
1204-08-74	WISC 2025146	Mount Horeb - Madison, West Verona Ave/Epic Ln to STH 69	USH 018	Dane



Davis-Bacon Federal Wage Determinations (federally funded projects only)



Wage Determinations

- Before a WisDOT project is let there may be a change in the wage determination.
- Go to HCCI Construction Bid Letting.

<https://wisconsindot.gov/Pages/doing-bus/contractors/hcci/bid-let-2025.aspx>

- Click on let date, will open Bid Letting information.
- Scroll down to the Addenda section.



Wage Determinations – Addendums

Wisconsin.Gov

State of Wisconsin
Department of Transportation

DMV Online Services | DMV Info | Doing Business | Travel | Safety | Projects and Studies | About WisDOT

Bid letting information - January 14, 2025

Advertisement | Plans-Proposals | Addenda | Supplemental Info | Bidder Info | Debar | Apparent Bids | Awards

Vendors who are approved by WisDOT to be eligible bidders or plan holders and who want to remain confidential, will not appear on the lists of eligible bidders or plan holders on the HCCI website or Bid Express™. It is the responsibility of the vendor to ensure that they have been approved as an eligible bidder before submitting a bid.

Vendors who choose to be confidential are still contractually obligated, as all eligible bidders are, that by submission of the bid, the bidder contractually commits to all applicable laws, regulations and procedures, including any coordination with subcontractors and DBE community.

Advertisement

- Advertisement
 - Program
 - Project

20250114043	20250114044	20250114045
<ul style="list-style-type: none">PlanProposal	<ul style="list-style-type: none">PlanProposal	<ul style="list-style-type: none">PlanProposal

Addenda (-soi requires updated schedule of items from Bid Express™)

- Federal Wage Rate (Jan 6)
- 001-soi (Jan 6)
- 001b (Jan 10)
- 002-soi (Jan 6)
- 002b (Jan 9)
- 004 (Dec 19)
- 006-soi (Jan 6)
- 006b-soi (Jan 9)
- 007 (Dec 19)
- 007b-soi (Jan 9)

Click on Federal Wage Rate

Example:
Proposal 02 –
Will have both WI10 and WI08 Wage Rates

NOTICE TO ALL CONTRACTORS:

Federal Wage Rate Addendum #01

Letting of January 14, 2025

Attached is a copy of the revised WI 10 Highway Davis Bacon Prevailing Wage Rates that are included in proposals 01 – 09, 11 – 42, 44, and 45; WI 8 Heavy (Sewer & Water Line & Tunnel) Davis Bacon Prevailing Wage Rates that are included in proposals 02 and 18; WI 15 Heavy Davis Bacon Prevailing Wage Rates that are included in proposals 12 and 41; and WI 11 Building Davis Bacon Prevailing Wage Rates that are included in proposals 26 and 44. These wage rates are effective for all proposals they are included in in the January 14, 2025 letting. The updated wage rates are dated January 3, 2025 and are effective on or after January 13, 2025.

The responsibility for notifying potential subcontractors and suppliers of these changes remains with the prime contractors.



Wage Determinations – Project Type

- **Highway WI10** applies to all highway work and these wages are included in every contract.
- **Heavy WI15** included in contract if there is a bridge or structure over a navigable waterway as defined by USDOL and the US Coast Guard (applies to all work on the bridge/structure from bank to bank).
- **Heavy WI08** included in contract if sanitary sewer and water main work is more than 20% of the contract and will cost more than 1 million dollars.
- **Building** rates included in any contract with a building.

Project Type	
10	Highway
15	Bridge
08	Sewer Water
Bldg	Building

WI10 is assigned to every contract. WI15, WI08 and Bldg may also be included depending on the type of work.



Wage Determinations – Project Type (Continued)

Examples

"General Decision Number: WI20250010 01/03/2025

Superseded General Decision Number: WI20240010

State: Wisconsin

Construction Type: Highway

Counties: Wisconsin Statewide.

"General Decision Number: WI20250008 01/03/2025

Superseded General Decision Number: WI20240008

State: Wisconsin

Construction Types: Heavy (Sewer and Water Line and Tunnel)

Counties: Wisconsin Statewide.

"General Decision Number: WI20250015 01/03/2025

Superseded General Decision Number: WI20240015

State: Wisconsin

Construction Type: Heavy

Counties: Wisconsin Statewide.

"General Decision Number: WI20250011 01/03/2025

Superseded General Decision Number: WI20240011

State: Wisconsin

Construction Type: Building

Counties: Adams, Ashland, Barron, Bayfield, Buffalo, Burnett, Clark, Columbia, Crawford, Dodge, Door, Dunn, Florence, Fond Du Lac, Forest, Grant, Green, Green Lake, Iowa, Iron, Jackson, Jefferson, Juneau, Kewaunee, Lafayette, Langlade, Lincoln, Manitowoc, Marinette, Marquette, Menominee, Monroe, Oconto, Oneida, Pepin, Polk, Portage, Price, Richland, Rusk, Sauk, Sawyer, Shawano, Taylor, Trempealeau, Vernon, Vilas, Walworth, Washburn, Waupaca, Waushara and Wood Counties in Wisconsin.



Work Crafts / Code (1st Level)

Work Crafts	Code
Laborers - 100	100
Operator - 200	200
Truck Driver - 300	300
Bricklayer/Cement Mason/Concrete Finish - 400	400
Carpenter/Millwright/Piledriver - 500	500
Electrician - 600	600
Ironworker - 700	700
Painter - 800	800
Specialty - 900	900

<https://awpkb.dot.wi.gov/Content/crl/files/Craft%20and%20Classification.xlsx>



Labor Codes for each Work Craft (2nd Level)

Examples: WI08 and WI10

Heavy WI08 (sewer and water)	
Classification	Labor Code
Bricklayer - 08 - 411	411
Carpenter - 08 - 511	511
Cement Mason/Concrete Finisher - 08 - 412	412
Electrician - 08 - 611	611
Ironworker - 08 - 711	711
Laborer Group 1 - 08 - 111	111
Laborer Group 2 - 08 - 112	112
Laborer Group 3 - 08 - 113	113
Laborer Group 4 - 08 - 114	114
Millwright - 08 - 512	512
Piledriver - 08 - 513	513
Power Equipment Operator Group 1 - 08 - 211	211
Power Equipment Operator Group 2 - 08 - 212	212
Power Equipment Operator Group 3 - 08 - 213	213
Power Equipment Operator Group 4 - 08 - 214	214
Power Equipment Operator Group 5 - 08 - 215	215
Power Equipment Operator Group 6 - 08 - 216	216
Truck Driver 1 & 2 Axles - 08 - 311	311
Truck Driver 3 or more Axles, Euclids, Dumptor & Articulated, Truck Mechanic - 08 - 312	312

Work Crafts | WI 10 Highway | **WI 08 SewerWater** | WI 15 Bridge | Bldg

Highway (highway work; included in every contract)	
Classification	Labor Code
Bricklayer - 10 - 401	401
Carpenter - 10 - 501	501
Cement Mason/Concrete Finisher - 10 - 402	402
Electrician - 10 - 601	601
Ironworker - 10 - 701	701
Laborer Group 1 - 10 - 101	101
Laborer Group 2 - 10 - 102	102
Laborer Group 3 - 10 - 103	103
Laborer Group 4 - 10 - 104	104
Laborer Group 5 - 10 - 105	105
Laborer Group 6 - 10 - 106	106
Line Construction Heavy Equipment Operator - 10 - 604	604
Line Construction Lineman - 10 - 603	603
Line Construction Lineman Equipment Operator - 10 - 605	605
Line Construction Lineman Groundsman - 10 - 608	608
Line Construction Lineman Heavy Groundman Driver - 10 - 606	606
Line Construction Lineman Light Groundman Driver - 10 - 607	607
Millwright - 10 - 502	502
Painter - Brush, Roller - 10 - 801	801
Painter Bridge - 10 - 804	804
Painter Brush Prem Pay Structural Steel Spray Bridges - 10 - 806	806
Painter New Brush, Roller - 10 - 807	807
Painter New Spray, Sandblast, Steel - 10 - 808	808
Painter Repaint Brush, Roller - 10 - 809	809
Painter Repaint Spray, Sandblast, Steel - 10 - 810	810
Painter Spray - 10 - 802	802
Painter Spray & Sandblast - 10 - 803	803
Painter Structural Steel - 10 - 805	805
Piledriver - 10 - 503	503
Power Equipment Operator Group 1 - 10 - 201	201
Power Equipment Operator Group 2 - 10 - 202	202
Power Equipment Operator Group 3 - 10 - 203	203
Power Equipment Operator Group 4 - 10 - 204	204
Power Equipment Operator Group 5 - 10 - 205	205
Power Equipment Operator Group 6 - 10 - 206	206
Teledata System Installer/Technician - 10 - 602	602
Truck Driver 1 & 2 Axles - 10 - 301	301
Truck Driver 3 or more Axles, Euclids, Dumptor & Articulated, Truck Mechanic - 10 - 302	302

Work Crafts | **WI 10 Highway** | WI 08 SewerWater | WI 15 Bridge | Bldg



Labor Codes for each Work Craft (2nd Level)

Examples: WI15 and Bldg

Heavy WI 15 (bridge)	
Classification	Labor Code
Boilermaker - 15 - 921	921
Bricklayer - 15 - 421	421
Carpenter - 15 - 521	521
Cement Mason/Concrete Finisher - 15 - 422	422
Electrician - 15 - 621	621
Ironworker - 15 - 721	721
Laborer Group 1 - 15 - 121	121
Laborer Group 2 - 15 - 122	122
Laborer Group 3 - 15 - 123	123
Laborer Group 4 - 15 - 124	124
Laborer Group 5 - 15 - 125	125
Laborer Group 6 - 15 - 126	126
Line Construction Heavy Equipment Operator - 15 - 624	624
Line Construction Lineman - 15 - 623	623
Line Construction Lineman Equipment Operator - 15 - 625	625
Line Construction Lineman Groundsman - 15 - 628	628
Line Construction Lineman Heavy Groundman Driver - 15 - 626	626
Line Construction Lineman Light Groundman Driver - 15 - 627	627
Millwright - 15 - 522	522
Painter - 15 - 821	821
Piledriver - 15 - 523	523
Plumber/Pipefitter - 15 - 923	923
Power Equipment Operator Group 1 - 15 - 221	221
Power Equipment Operator Group 2 - 15 - 222	222
Power Equipment Operator Group 3 - 15 - 223	223
Power Equipment Operator Group 4 - 15 - 224	224
Power Equipment Operator Group 5 - 15 - 225	225
Power Equipment Operator Group 6 - 15 - 226	226
Small Boiler Repair (under 25,000 lbs hr) - 15 - 922	922
Teledata System Installer/Technician - 15 - 622	622
Truck Driver 1 & 2 Axles - 15 - 321	321
Truck Driver 3 or more Axles, Euclids, Dumptor & Articulated,	322
Truck Mechanic - 15 - 322	
Well Driller - 15 - 924	924

Work Crafts | WI 10 Highway | WI 08 SewerWater | **WI 15 Bridge** | Bld

Building	
Classification	Labor Code
Laborer, General - Bldg - 131	131
Laborer: Asbestos/hazardous material remover - Bldg - 132	132
Landscaper Laborer - Bldg - 133	133
Power Equipment Operator Cranes Over 100 Tons - Bldg - 231	231
Power Equipment Operator Cranes 100 Tons or Less - Bldg - 232	232
Power Equipment Operator Traveling Crane - Bldg - 233	233
Power Equipment Operator Hydraulic Crane - Bldg - 234	234
Power Equipment Operator Forklift - Bldg - 235	235
Power Equipment Operator Backhoe - Bldg - 236	236
Power Equipment Operator Excavator - Bldg - 237	237
Power Equipment Operator Front End Loader - Bldg - 238	238
Truck Driver 2 axle - Bldg - 331	331
Truck Driver 3 axle - Bldg - 332	332
Bricklayer, Cement - Bldg - 431	431
Mason, Tile Setter - Bldg - 432	432
Carpenter - Bldg - 531	531
Millwright - Bldg - 532	532
Electrician - Bldg - 631	631
Teledata System Installer/Technician - Bldg - 632	632
Ironworker - Bldg - 731	731
Painter - Bldg - 831	831
Painter Brush & Roller (exc Drywall Finishing) - Bldg - 832	832
Painter Spray - Bldg - 833	833
Boilermaker - Bldg - 931	931
Small Boiler Repair (under 25,000 lbs hr) - Bldg - 932	932
Heat and Frost Insulator - BLDG - 933	933
Asbestos Removal Worker/hazardous material handler - Bldg - 934	934
Plumber/Pipefitter \$50,000 or less - Bldg - 935	935
Plumber/Pipefitter all other work - Bldg - 936	936
Sheet Metal Worker (Including HVAC) - Bldg - 937	937

Work Crafts | WI 10 Highway | WI 08 SewerWater | WI 15 Bridge | **Bldg**



Labor Codes for each Work Craft (2nd Level)

Example: Laborer Group – Milwaukee & Waukesha Counties

Highway (highway work; included in every contract)	
Classification	Labor Code
Bricklayer - 10 - 401	401
Carpenter - 10 - 501	501
Cement Mason/Concrete Finisher - 10 - 402	402
Electrician - 10 - 601	601
Ironworker - 10 - 701	701
Laborer Group 1 - 10 - 101	101
Laborer Group 2 - 10 - 102	102
Laborer Group 3 - 10 - 103	103
Laborer Group 4 - 10 - 104	104
Laborer Group 5 - 10 - 105	105
Laborer Group 6 - 10 - 106	106
Line Construction Heavy Equipment Operator - 10 - 604	604
Line Construction Lineman - 10 - 603	603
Line Construction Lineman Equipment Operator - 10 - 605	605
Line Construction Lineman Groundsman - 10 - 608	608
Line Construction Lineman Heavy Groundman Driver - 10 - 606	606
Line Construction Lineman Light Groundman Driver - 10 - 607	607

Work Crafts **WI 10 Highway** WI 08 SewerWater WI 15 Bridge Bldg FHWA 1392 All

MILWAUKEE AND WAUKESHA COUNTIES

	Rates	Fringes
LABORER		
Group 1.....	\$ 35.61	25.01
Group 2.....	\$ 35.76	25.01
Group 3.....	\$ 35.96	25.01
Group 4.....	\$ 36.11	25.01
Group 5.....	\$ 36.26	25.01
Group 6.....	\$ 32.10	25.01

LABORERS CLASSIFICATIONS

GROUP 1: General Laborer; Tree Trimmer; Conduit Layer; Demolition and Wrecking Laborer; Guard Rail, Fence, and Bridge Builder; Landscaper; Multiplate Culvert Assembler; Stone Handler; Bituminous Worker (Shoveler, Loader, and Utility Man); Batch Truck Dumper or Cement Handler; Bituminous Worker (Dumper, Ironer, Smoother, and Tamper); Concrete Handler

GROUP 2: Air Tool Operator; Joint Sawyer and Filler (Pavement); Vibrator or Tamper Operator (Mechanical Hand Operated); Chain Saw Operator; Demolition Burning Torch Laborer

GROUP 3: Bituminous Worker (Raker and Luteman); Formsetter (Curb, Sidewalk, and Pavement); Strike Off Man

GROUP 4: Line and Grade Specialist

GROUP 5: Blaster and Powderman

GROUP 6: Flagperson; traffic control person



Craft Code and Labor Classification

Contract ID: 20250114018

WI10 Wage Decision

Power Equipment Operator

	Rates	Fringes
Power Equipment Operator		
Group 1.....	\$ 46.37	28.80
Group 2.....	\$ 45.87	28.80
Group 3.....	\$ 44.77	28.80
Group 4.....	\$ 44.51	28.80
Group 5.....	\$ 44.22	28.80
Group 6.....	\$ 38.32	28.80

HAZARDOUS WASTE PREMIUMS:
 EPA Level ""A"" protection - \$3.00 per hour
 EPA Level ""B"" protection - \$2.00 per hour
 EPA Level ""C"" protection - \$1.00 per hour

POWER EQUIPMENT OPERATORS CLASSIFICATIONS

<https://sam.gov/wage-determination/WI20250010/0>

Painter Spray - 10 - 802	802
Painter Spray & Sandblast - 10 - 803	803
Painter Structural Steel - 10 - 805	805
Piledriver - 10 - 503	503
Power Equipment Operator Group 1 - 10 - 201	201
Power Equipment Operator Group 2 - 10 - 202	202
Power Equipment Operator Group 3 - 10 - 203	203
Power Equipment Operator Group 4 - 10 - 204	204
Power Equipment Operator Group 5 - 10 - 205	205
Power Equipment Operator Group 6 - 10 - 206	206
Teledata System Installer/Technician - 10 - 602	602
Truck Driver 1 & 2 Axles - 10 - 301	301
Truck Driver 3 or more Axles, Euclids, Dumptor & Articulated, Truck Mechanic - 10 - 302	302

Work Crafts | **WI 10 Highway** | WI 08 SewerWater | WI 15 Bridge | B

1/6/25, 7:24 AM SAM.gov

GROUP 1: Cranes, tower cranes, and derricks with or without attachments with a lifting capacity of over 100 tons; or cranes, tower cranes, and derricks with boom, leads and/or jib lengths measuring 176 feet or longer.

GROUP 2: Cranes, tower cranes and derricks with or without attachments with a lifting capacity of 100 tons or less; or cranes, tower cranes, and derricks with boom, leads, and/or jibs lengths measuring 175 feet or under and Backhoes (excavators) weighing 130,000 lbs and over; caisson rigs; pile driver; dredge operator; dredge engineer; Boat Pilot.

GROUP 3: Mechanic or welder - Heavy duty equipment; cranes with a lifting capacity of 25 tons or under; concrete breaker (manual or remote); vibratory/sonic concrete breaker; concrete laser screed; concrete slipform paver; concrete batch plant operator; concrete pvt. spreader - heavy duty (rubber tired); concrete spreader & distributor; automatic subgrader (concrete); concrete grinder & planing



Craft Code and Labor Classification

Contract ID: 20250114018

WI08 Wage Decision

Power Equipment Operator

DODGE, FOND DU LAC, JEFFERSON, KENOSHA, MILWAUKEE, OZAUKEE, RACINE, SHEBOYGAN, WALWORTH, WASHINGTON, AND WAUKESHA COUNTIES

Heavy WI08 (sewer and water)	
Classification	Labor Code
Bricklayer - 08 - 411	411
Carpenter - 08 - 511	511
Cement Mason/Concrete Finisher - 08 - 412	412
Electrician - 08 - 611	611
Ironworker - 08 - 711	711
Laborer Group 1 - 08 - 111	111
Laborer Group 2 - 08 - 112	112
Laborer Group 3 - 08 - 113	113
Laborer Group 4 - 08 - 114	114
Millwright - 08 - 512	512
Piledriver - 08 - 513	513
Power Equipment Operator Group 1 - 08 - 211	211
Power Equipment Operator Group 2 - 08 - 212	212
Power Equipment Operator Group 3 - 08 - 213	213
Power Equipment Operator Group 4 - 08 - 214	214
Power Equipment Operator Group 5 - 08 - 215	215
Power Equipment Operator Group 6 - 08 - 216	216
Truck Driver 1 & 2 Axles - 08 - 311	311
Truck Driver 3 or more Axles, Euclids, Dumptor & Articulated, Truck Mechanic - 08 - 312	312

Work Crafts | WI 10 Highway | **WI 08 SewerWater** | WI 15 Bridge | Bldg

REMAINING COUNTIES

	Rates	Fringes
Power Equipment Operator		
Group 1.....	\$ 48.78	27.14
Group 2.....	\$ 47.53	27.14
Group 3.....	\$ 44.23	27.14
Group 4.....	\$ 43.70	27.14
Group 5.....	\$ 41.63	27.14
Group 6.....	\$ 40.10	27.14

HAZARDOUS WASTE PREMIUMS:
 EPA Level "A" Protection: \$3.00 per hour
 EPA Level "B" Protection: \$2.00 per hour
 EPA Level "C" Protection: \$1.00 per hour

POWER EQUIPMENT OPERATORS CLASSIFICATIONS

GROUP 1: Cranes, Tower Cranes and Derricks with or without attachments with a lifting capacity of over 100 tons; Cranes, Tower Cranes, and Derricks with boom, leads and/or jib lengths 176 ft or longer.

GROUP 2: Backhoes (Excavators) weighing 130,00 lbs and over; Cranes, Tower Cranes and Derricks with or without attachments with a lifting capacity of 100 tons or less; Cranes, Tower Cranes, and Derricks with boom, leads, and/or jib lengths 175 ft or less; Caisson Rigs; Pile Driver

	Rates	Fringes
Power Equipment Operator		
Group 1.....	\$ 45.04	26.80
Group 2.....	\$ 44.26	26.80
Group 3.....	\$ 43.31	26.80
Group 4.....	\$ 42.26	26.80
Group 5.....	\$ 40.86	26.80

HAZARDOUS WASTE PREMIUMS:
 EPA Level "A" Protection: \$3.00 per hour
 EPA Level "B" Protection: \$2.00 per hour
 EPA Level "C" Protection: \$1.00 per hour

POWER EQUIPMENT OPERATORS CLASSIFICATIONS

GROUP 1: Cranes, Tower Cranes, and Derricks with or without attachments, with a lifting capacity of over 100 tons; or Cranes, Tower Cranes, and Derricks with boom, leads, and/or jib lengths measuring 176 feet or longer; Backhoes (Excavators) 130,000 lbs and over; Caisson Rigs and Pile Drivers

GROUP 2: Cranes, Tower Cranes and Derricks with or without attachments with a lifting capacity of 100 tons or under;

<https://sam.gov/wage-determination/WI20250008/0>

1/6/25, 7:25 AM SAM.gov

or Cranes, Tower Cranes, and Derricks with boom, lead, and/or jib lengths measuring 175 feet or under; Backhoes (Excavators) under 130,000 lbs; Skid Rigs; Dredge Operator; Traveling Crane (Bridge type); Concrete Paver over 27 E; Concrete Spreader and Distributor; Concrete Pumps and Boring Machines (directional)



Craft Codes and Labor Classification

Manual Entry

▼ Classification

Project ID *
 1130-64-76 - Appleton - De Pere; Northland/STH 15 ...

Craft Code *
 100 - Laborer

Labor Classification *
 Q laborer

- 101 10 - Laborer Group 1
- 102 10 - Laborer Group 2
- 103 10 - Laborer Group 3
- Q Type 104 10 - Laborer Group 4
- Select 105 10 - Laborer Group 5
- 106 10 - Laborer Group 6
- Select 111 08 - Laborer Group 1
- 112 08 - Laborer Group 2
- ✓ 113 08 - Laborer Group 3
- 114 08 - Laborer Group 4
- 121 15 - Laborer Group 1

Showing 19 of 19

WisDOT AWP Excel Spreadsheet

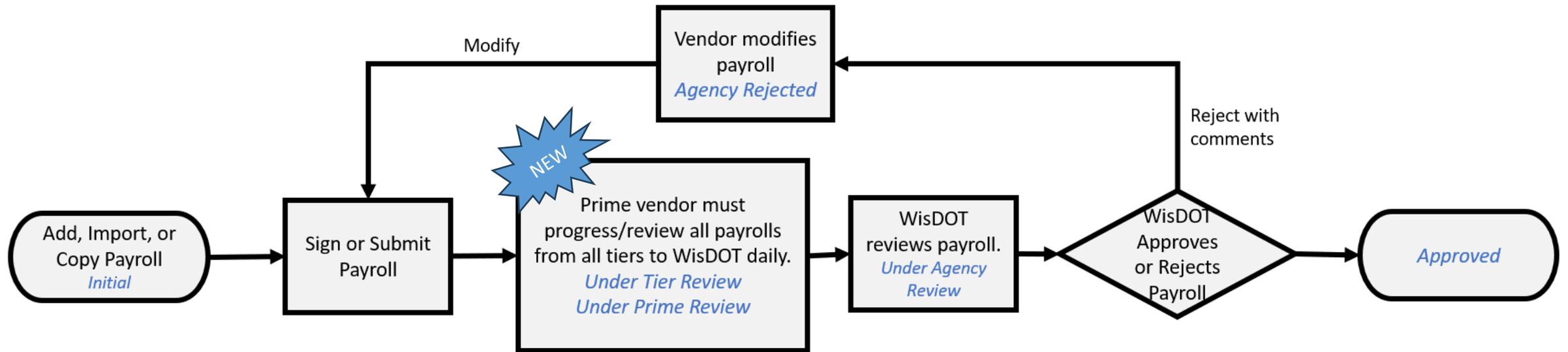
Project ID	S.T.	0.00	0.00	0.00
	S.H.	0.00	0.00	0.00
Craft Code	Select Labor Code in Cell Below			
* Labor Class	Select Labor Code (DropDown List)			
Salaried Em	Laborer Group 1 - 08 - 111 Laborer Group 1 - 10 - 101 Laborer Group 1 - 15 - 121 Laborer Group 2 - 08 - 112 Laborer Group 2 - 10 - 102 Laborer Group 2 - 15 - 122 Laborer Group 3 - 08 - 113 Laborer Group 3 - 10 - 103 Laborer Group 3 - 15 - 123 Laborer Group 4 - 08 - 114 Laborer Group 4 - 10 - 104 Laborer Group 4 - 15 - 124			
Total Pay Period				
Salaried Hours				
	Health/ Welfare	Holiday	Federal Withholding	Fringe Benefit
			kill Impr/	Training/ Education



Payroll Process Workflow



Payroll Process Workflow



Note: Non-primes can review historical payrolls of their subs at any time.



Certified Payroll Creation Methods

Vendor Payroll System Export (XML/XLSX) to CRL

- Best for larger vendors
- Vendors using the CRCS payroll auto upload capability should consider this option

WisDOT Payroll Excel Spreadsheet

- Ideal for most vendors
- Must have access to Microsoft Excel

Manual Payroll Data Entry

- Small number of employees
- May not have Microsoft Excel



Vendor Payroll System Export (XML/XLSX) to CRL

Questions? Contact:
AWPSupport@dot.wi.gov

Payroll XML file creation, conversion, and import process

Last updated: 2024-11-17

Roles:

- Payroll role for the prime and subcontractors = modify access
- All other construction and CRL roles including Contractors = no access

Using a company's current accounting (payroll) software system, review the WisDOT .XML field definition requirements, export the required data in XML file format, validate the XML file, and import the file into AWP CRL Payrolls. Prime contractors and subcontractors can work with their payroll software vendors to determine if they can export payroll files in the required XML file format.

✓ Requirements:

- This process is the same for both prime contractors and subcontractors.
- Payroll numbers should be sequential. The begin date should be one day later than the end date of the previous payroll.
- The contractors role does not have access to enter payrolls. Contractor and subcontractor staff who enter payrolls must use the Payroll role. Contractor staff with multiple roles will need to switch to the Payroll role to complete these tasks.
- .TXT, .CSV, .PDF files cannot be imported into AASHTOWare Project.
- .XLSX files can be converted to .XML files for import. See [Payroll XLSX file creation, conversion, and import process](#) for details.
- .XML files are the only valid file import type for AWP CRL Payrolls.

- ▢ [Introduction to Payroll XML Format](#)
- ▢ [WisDOT Payroll XML field definitions](#)
- ▢ [AASHTOWare Project Payroll XML Resource Kit 2.1 Validator](#)
- ▢ [Payroll XML file import process](#)

<https://awpkb.dot.wi.gov/Content/crl/Payrolls-PrimesAndSubs/PayrollXMLFileCreationProcess.htm>
<https://awpkb.dot.wi.gov/Content/crl/Payrolls-PrimesAndSubs/ExportPayrollXLSXFile.htm>



Payroll Spreadsheet Creation

Payroll spreadsheet creation, conversion, and import process

Last updated: 2024-12-16

Roles:

- Payroll role for the prime and subcontractors = modify access
- All other construction and CRL roles including Contractors = no access

Complete the steps below to use the WisDOT AASHTOWare Project Payroll Spreadsheet to upload payrolls into the AWP CRL Payrolls. The WisDOT AASHTOWare Project Payroll Spreadsheet is customized specifically for WisDOT. The spreadsheet is used to enter up to 50 employee payrolls each week for a specified WisDOT contract and project. Once payroll entry is complete, use the AASHTOWare Project Spreadsheet Conversion Utility to convert the spreadsheet to an XML file and import the .XML file into the AWP CRL Payrolls system.

✓ Requirements:

- This process is the same for both prime contractors and subcontractors.
- Each week, company payroll staff copy the contract specific payroll spreadsheet template to create a weekly payroll spreadsheet for the specified contract for that week for import into AWP CRL.
- The information provided are suggestions to make this process easier for your company. Each company might use the template and weekly payroll spreadsheets differently depending on your company's needs and the specific details of your employees' information.
- Information entered in the spreadsheet must be typed correctly. Errors in spelling or capitalization may cause the spreadsheet to fail the AASHTOWare Project conversion process, the import process, or the payroll review process by triggering a payroll exception.
- Blue fields are data entry fields. A red asterisk indicates a required field.
- Some fields have associated tool tips that will appear upon clicking the cell.
- The contractors role does not have access to enter payrolls. Contractor and subcontractor staff who enter payrolls must use the Payroll role. Contractor staff with multiple roles will need to switch to the Payroll role to complete these tasks.

▣ Process overview

- ▣ Download and create a company contract specific payroll spreadsheet template
- ▣ Enter weekly payrolls into a weekly payroll spreadsheet
- ▣ Payroll spreadsheet conversion process (from an .XLSX to an .XML file)
- ▣ Payroll spreadsheet import process

▣ Download and create a company contract specific payroll spreadsheet template

Each prime contractor and subcontractor will download a copy of the official WisDOT AASHTOWare Project Payroll Spreadsheet and update it for their company to use to submit weekly payrolls for WisDOT construction work.

1. Download a copy of the [WisDOT AASHTOWare Project Payroll Spreadsheet Template-v1.xlsx](#) file. (Last updated January 16, 2025)

<https://awpkb.dot.wi.gov/Content/crl/Payrolls-PrimesAndSubs/PayrollXLSCreationProcess.htm>



AASHTOWare Project™ Payroll Spreadsheet Conversion Utility 2.0



WisDOT v1

Instructions

- 1: Blue fields are data entry fields. A red asterisk indicates a required field.
- 2: Some fields and labels have associated tool tips that will appear upon clicking the cell.
- 3: Use 'Save As' to save the template as a weekly payroll report spreadsheet. Example: Contractor name-Contract or Project ID-End Date of Payroll.xlsx
4. Go to AWP Payroll Spreadsheet Conversion Utility to convert the spreadsheet to an XML file and import into AWP.

PLEASE READ THESE TERMS OF USE CAREFULLY BEFORE CONTINUING YOUR USE OF THIS SPREADSHEET. IF YOU USE THIS SPREADSHEET YOU ACCEPT AND AGREE TO ALL OF THE TERMS AND CONDITIONS CONTAINED IN THESE TERMS. IF YOU DO NOT AGREE WITH THESE TERMS AND CONDITIONS, DO NOT USE THIS SPREADSHEET. USE OF THIS SPREADSHEET IS AT YOUR SOLE RISK, AND AASHTO ACCEPTS NO RESPONSIBILITY FOR THE RESULTS RETURNED.

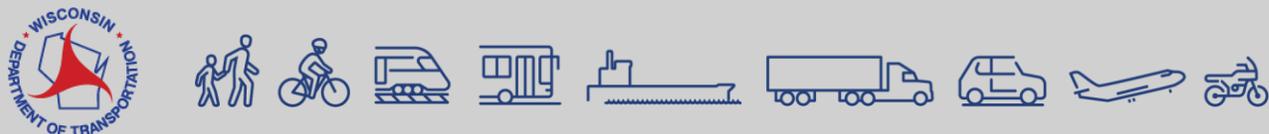
Copyright © 2014 AASHTO

* Vendor Name	<input type="text"/>	* Project ID	<input type="text"/>
* Vendor Number	<input type="text"/>	* Contract #	<input type="text"/>
* Payroll Number	<input type="text"/>	Entering a Pay Period Week End Date autopopulates work week below.	
* Pay Period Week End Date	<input type="text"/>	Day	<input type="text"/>
		Date	<input type="text"/>

Individual Employee Name and Identifier		O.T. Over Time Hours	S.T. Standard Time Hours	S.H. Salaried Time Hours	Daily Hours Worked				Total Weekly Hours Worked	* RATE OF PAY			
Last Name	<input type="text"/>	Select Employee (DropDown List)			O.T.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
First Name	<input type="text"/>	Project ID			S.T.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Middle Initial	<input type="text"/>				S.H.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SSN (Full 9-digit #)	<input type="text"/>	Craft Code Select Labor Code in Cell Below			Apprentice/ OJT ID				Apprentice/OJT Wage %	* Project Wages			
Reenter SSN	<input type="text"/>	* Labor Class Select Labor Code (DropDown List)								0.00			
Gender	<input type="text"/>	Salaried Employee Only			Pay Period Check Stub Area								
Ethnicity	<input type="text"/>	Total Pay Period Salaried Hours	Normal Salary	* Pay Period Gross Pay				FICA	Federal Withholding	State Withholding	Additional Deduction(s)	Total Deductions	NET PAID
Addr Line 1	<input type="text"/>					Fringe Benefit Hourly Rate							
City	<input type="text"/>					Health/ Welfare	Vacation/ Holiday	Skill Impr/ Training/ Education	Pension / Retirement / Annuity	Cash Payment	Additional Fringe(s)	Fringe Benefits Total	
State	<input type="text"/>												
ZIP	<input type="text"/>												
Has Changed?	false												

Employee Comments (Check Number or ACH is required)

NOTE: Enter above, if applicable, per diem paid and any other payments.



Using the XML Converter Tool

<https://xml.aashtowareproject.org/spreadsheet/>

AASHTOWare Project™ Payroll Spreadsheet Conversion Utility 2.0

The best way to produce Payroll XML files is to use a software system to manage the data that can also produce this format directly. However, not all end users will have such a system available to them. In that case, data can be manually entered directly into the AASHTOWare Project Civil Rights & Labor Management System™ (formerly Trns•Port CRLMS®) module, or produced using an Excel spreadsheet.

AASHTO provides a general-purpose Microsoft Excel 2007 (XLSX) spreadsheet to agencies that can be used to enter payroll data (Payroll Spreadsheet) and an online conversion utility that can take a filled-in spreadsheet and return a valid Payroll XML file for delivery to an agency.

Spreadsheet

Instructions:

- Use the following form to select the spreadsheet you have created, Check the box agreeing to the [Terms of Use](#), then click the **Convert** button to send your spreadsheet to the online conversion utility.

1 No file chosen

2 I agree to the [Terms of Use](#) 3

- Save the Payroll XML file that is returned from the online converter.

You can now deliver the Payroll XML file to the agency via whatever method they have established.



Using the XML Converter Tool

Error Converting Spreadsheet

- 1 Missing Contract number in cell S26.

Try Again:

- Use the following form to select the spreadsheet you have created, Check the box agreeing to the [Terms of Use](#), then click the **Convert** button to send your spreadsheet to the online conversion utility.

- 2 No file chosen I agree to the [Terms of Use](#)

- Save the Payroll XML file that is returned from the online converter.

The screenshot shows an Excel spreadsheet with a form overlaid. The cell S26 is circled in red. The form includes the following fields:

- Name of Contractor: Northeast Asphalt
- Vendor Number: NO14
- Payroll Number: 29
- Pay Period End Date: 11/23/2024
- Project ID: 1234-12-12
- Contract #: (empty, circled in red)

A table titled "Enter a Pay Period" is also visible, with columns for Day and Date.

Day	Sunday	Monday	Tues
Date	11/17/2024	11/18/2024	11/19/2024

Contract Number: The contract number as defined in the Contract Log posted on the WisDOT Highway Construction website.



On this page: Vendor Payrolls Unapproved Payrolls

PROJECT WisDOT Payroll

Payroll Information

Payroll Information



WisDOT AASHTOWare Project (AWP) 5.0 Upgrade Complete

Support
- Contract Compliance Specialist support mailbox - DOT.LaborComplianceManagementSystem@dot.wi.gov
- Labor and wage compliance contacts at <https://wisconsin.gov/Pages/doing-bus/civil-rights/labornwage/contacts.aspx>

Documentation
- AASHTOWare Project Payroll documentation is located on our AASHTOWare Project Knowledge Base (AWPKB) at <https://awpkb.dot.wi.gov/Content/Default.htm> under Civil Rights and Labor

Vendor Payrolls



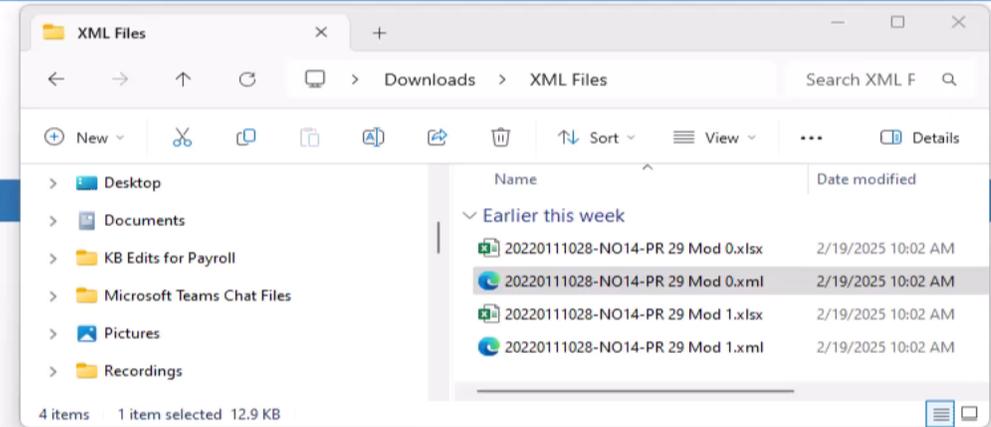
Type search criteria or press Enter System Default

Enter search criteria above to see results or Show first 10

Unapproved Payrolls

Type search criteria or press Enter Advanced

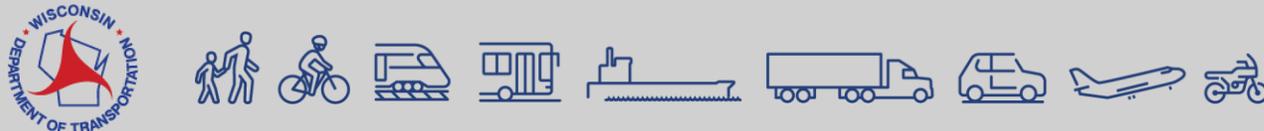
Enter search criteria above to see results or Show first 10



0 changed



0 changed



XML import video (06:03)

Manual Payroll Data Entry

Manual payroll data entry

Last updated: 2024-12-12

Roles:

- Payroll role for the prime and subcontractors = modify access
- All other construction and CRL roles including the Contractor role = no access

Certified payrolls may be entered or imported into AWP CRL Payrolls in four different ways.

Prime contractors and subcontractors can manually enter weekly certified payrolls directly into AWP CRL Payrolls. Staff may copy an existing payroll for a project to create a new one which saves some data entry steps by copying several employee specific fields to the new payroll record.



Requirements:

- This process is the same for both prime contractors and subcontractors.
- Fields noted below with a * are required data entry on a certified payroll record.
- Payroll numbers should be sequential. The begin date should be one day later than the end date of the previous payroll.
- The contractors role does not have access to enter payrolls. Contractor and subcontractor staff who enter payrolls must use the Payroll role. Contractor staff with multiple roles will need to switch to the Payroll role to complete these tasks.

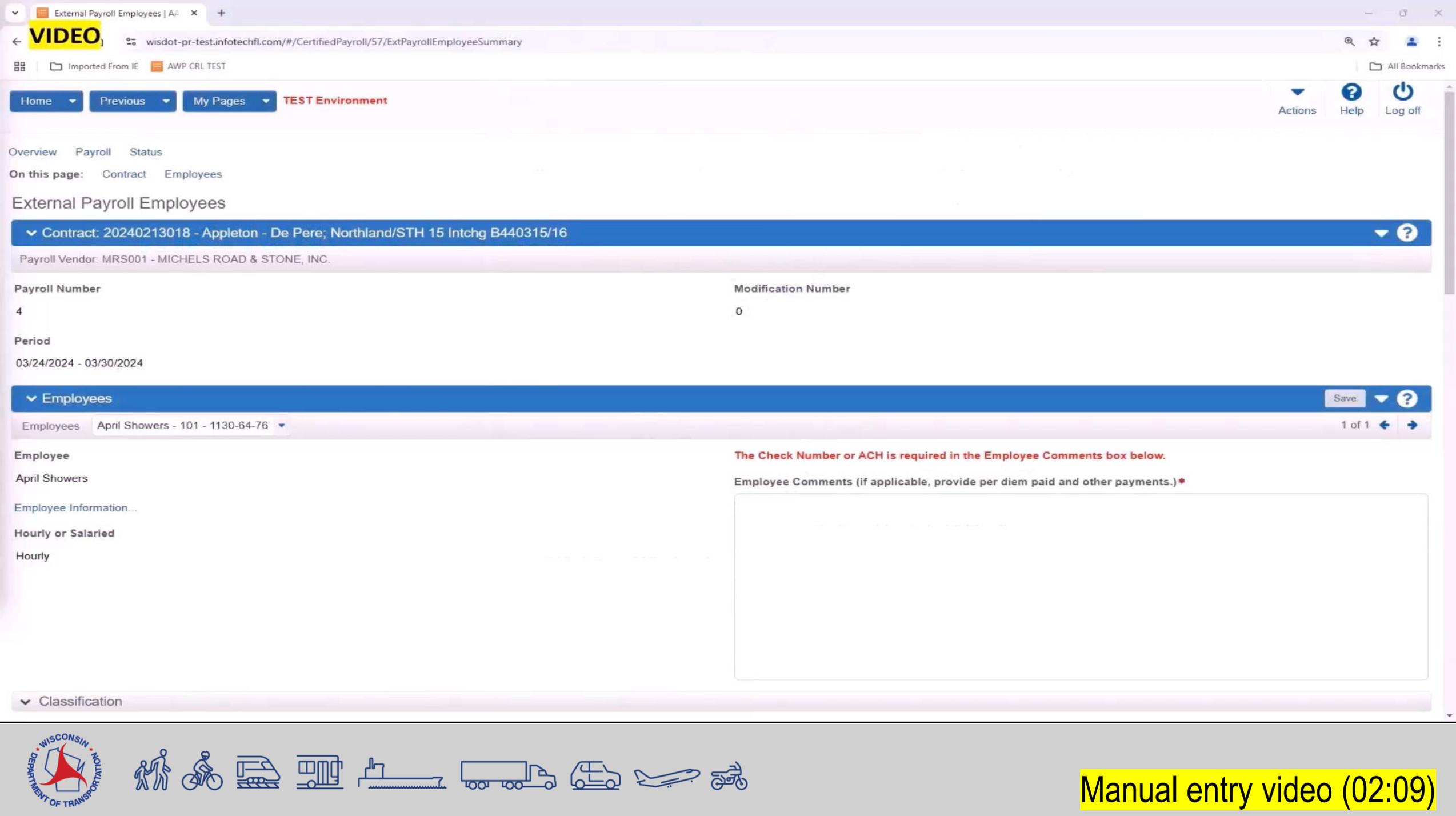


Tip: Click on the thumbnail images below to expand and view the content.

- [!\[\]\(cd40d00a38c9471022d8abba3b1c1823_img.jpg\) Manually add a new certified payroll for a pay period](#)
- [!\[\]\(edd9db783c3029050b568ea76757fc93_img.jpg\) Adding employees to the certified payroll record](#)
- [!\[\]\(f2863417d3ac4660b39159f7f4d2796f_img.jpg\) Entering employee payrolls](#)
- [!\[\]\(8ab1e1acb4ac45102858555da1be5ebd_img.jpg\) Craft Codes and Labor Codes based on Federal US DOL Wisconsin Wage Determinations](#)
- [!\[\]\(8a3acf7e271b46499391f3237494daa0_img.jpg\) Add new project or classification to an employee](#)
- [!\[\]\(c8844ee5fee773466b02a31c737712ed_img.jpg\) How to handle double overtime for an employee](#)
- [!\[\]\(dbdc2c904f6ab684a4f97a8387ff7eeb_img.jpg\) Copy an existing certified payroll to create a new certified payroll \(save data entry time\)](#)
- [!\[\]\(d1f8d142f943f423f3e4c8198606f2df_img.jpg\) Delete an employee from a certified payroll record](#)
- [!\[\]\(383242e95802e5278d1d107e8d6b6e74_img.jpg\) Update basic employee information](#)

<https://awpkb.dot.wi.gov/Content/crl/Payrolls-PrimesAndSubs/ManualPayroll.htm>





VIDEO

wisdot-pr-test.infotechfl.com/#/CertifiedPayroll/57/ExtPayrollEmployeeSummary

Home Previous My Pages TEST Environment

Actions Help Log off

Overview Payroll Status

On this page: Contract Employees

External Payroll Employees

Contract: 20240213018 - Appleton - De Pere; Northland/STH 15 Intchg B440315/16

Payroll Vendor: MRS001 - MICHELS ROAD & STONE, INC.

Payroll Number Modification Number

4 0

Period

03/24/2024 - 03/30/2024

Employees

Employees April Showers - 101 - 1130-64-76

Save

1 of 1

Employee

April Showers

Employee Information...

Hourly or Salaried

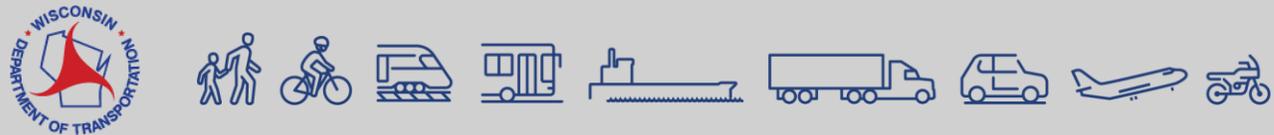
Hourly

The Check Number or ACH is required in the Employee Comments box below.

Employee Comments (if applicable, provide per diem paid and other payments.) *

Empty text area for employee comments.

Classification



Manual entry video (02:09)

Adding a Contract Payroll



Adding Employees to a Payroll (Excel Spreadsheet)

The worksheet will allow 250 employees to be added
 It is strongly recommended that you add your employees in alphabetical order to aid in searching on the "Payroll Form" "Select Employee" dropdown
 It is strongly recommended that the employee information you add to this worksheet is the same as that recorded in your Payroll Software system. The CRL system is case sensitive
 Fill in all the appropriate column information
 Middle Initial will ONLY take ONE character.

Employee full Name	Last Name Value - 2	First Name Value - 3	Middle Initial - 4	Social Security No. - 5	Gender - 6	Ethnicity
Smith Joseph W	Smith	Joseph	W	123456789	Male	
Johnson James	Johnson	James	M	341341234	Male	BLK
Scott Michael	Scott	Michael	A	372324321	Male	CAUC
					Select Gender	Select Ethnicity
					Select Gender	Select Ethnicity
					Select Gender	Select Ethnicity
					Select Gender	Select Ethnicity



Employee Information

Add your employees in alphabetical order to aid in searching on the "Payroll Form" "Select Employee" dropdown.

Select Employee (DropDown List)

Select Employee (DropDown List)

Johnson James

Scott Michael



Adding Employees to a Payroll Continued (Excel Spreadsheet)

The worksheet will allow 250 employees to be added
 It is strongly recommended that you add your employees in alphabetical order to aid in searching on the "Payroll Form" "Select Employee" dropdown
 It is strongly recommended that the employee information you add to this worksheet is the same as that recorded in your Payroll Software system. The CRL system
 Fill in all the appropriate column information
 Middle Initial will ONLY take ONE character.



Example:

Employee full Name	Last Name Value - 2	First Name Value - 3	Middle Initial - 4	Social Security No. - 5	Gender - 6
Smith Joseph W	Smith	Joseph	W	123456789	Male
Johnson James	Johnson	James	M	341341234	Male
Scott Michael	Scott	Michael	A	372324321	Male
Beesly Pam	Beesly	Pam		223757123	Female
Schrute Dwight	Schrute	Dwight	C	454127985	Male
Kapoor Kelly	Kapoor	Kelly	M	336013322	Female
Halpert Jim	Halbert	Jim	J	445046789	Male
Bernard Andy	Bernard	Andy	M	616754856	Male

Select Employee (DropDown List)

Select Employee (DropDown List)

- Johnson James
- Scott Michael
- Beesly Pam
- Schrute Dwight
- Kapoor Kelly
- Halpert Jim
- Bernard Andy

If additional employees are added and they are not in alphabetical order, it may become difficult when searching on the "Payroll Form" "Select Employee" dropdown.



Adding Employees to a Payroll Continued (Excel Spreadsheet)

1. Add new employee(s) to the next available line(s).
2. When all new employees are added, highlight all the lines with employee information.
3. Go to the top of the ribbon and click on “Data”.
4. Click the “Sort” icon.
5. Uncheck “My data has headers”
6. For Column, sort by “Column A”; Sort On, “Cell Values”; and Order, “A to Z”.
7. Click “Ok”.



AASHTOWare Project™ Payroll Spreadsheet Conversion Utility 2.0

Instructions



- 1: Blue fields are data entry fields. A red asterisk indicates a required field.
- 2: Some fields and labels have associated tool tips that will appear upon clicking the cell.
- 3: Use 'Save As' to save the template as a weekly payroll report spreadsheet. Example: Contractor name-Contract or Project ID-End Date of Payroll.xlsx
4. Go to AWP Payroll Spreadsheet Conversion Utility to convert the spreadsheet to an XML file and import into AWP.

PLEASE READ SPREADSHEET AGREE WITH USE OF THIS S

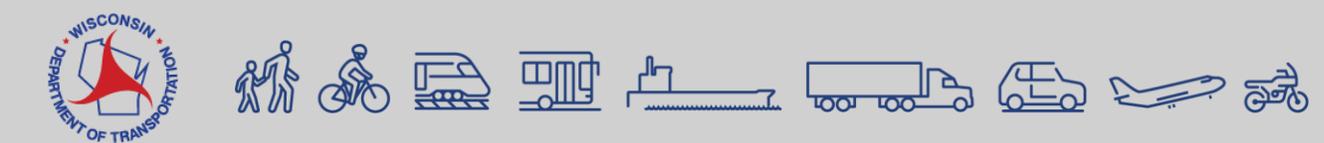
Copyright © 2

* Vendor Name	<input type="text"/>
* Vendor Number	<input type="text"/>
* Payroll Number	<input type="text"/>
* Pay Period Week End Date	<input type="text"/>

* Project ID	<input type="text"/>
* Contract #	<input type="text"/>

Entering a Pay Period Week End Date autopopulates work week below.

Day						
Date						



How to alphabetize employees in the payroll spreadsheet video (01:36)

Adding Employees to a Payroll (Manual Entry)

1. Select an existing reference employee who was entered in the system previously and works for the contractor currently entering payrolls.
 - a. *Always check reference employee record before creating a new record.*
2. Create a new employee record if a reference employee record cannot be found. This record will become a reference employee after the CPR is created and signed by the sub and prime moves/forwards to the Agency. (The payroll will be in “Under Agency Review” status phase.)



AASHTOWare™ PROJECT

The AASHTOWare Project system is for official business use by WisDOT and authorized users only. External users of the system including contractors and consultants may not access any data unless it is directly relative to the construction projects for which they are under contract with WisDOT. Use of the AASHTOWare Project system is monitored. WisDOT will audit all data created, viewed, updated and deleted in a manner consistent with state and federal law.

For assistance, contact the WisDOT AASHTOWare Project System Administrators at AWPSupport@dot.wi.gov

Version 5.02 Revision 036 Test Environment
**Data imported from database dump generated on 9/09/2024*

AASHTOWare Project™ and the AASHTOWare Project™ logo are registered trademarks of the American Association of State Highway and Transportation Officials. Copyright ©1997-2025 AASHTO.



Adding existing reference employee (manual entry) video (03:03)

Overview Payroll Status
On this page: Contract Employees

External Payroll Employees

Contract: 20240213018 - Appleton - De Pere, Northland/STH 15 Intchg B440315/16
Payroll Vendor: MRS001 - MICHELS ROAD & STONE, INC.

Payroll Number: 7
Modification Number: 0
Period: 04/14/2024 - 04/20/2024

Employees Save 1 of 2

Employee: Jan Uary
Employee Information...
Hourly or Salaried: Hourly

The Check Number or ACH is required in the Employee Comments box below.
Employee Comments (if applicable, provide per diem paid and other payments.)*

Classification
Project ID*
Craft Code*
Labor Classification*
OJT Trainee or Apprentice
OJT Trainee or Apprentice Information

Entering employee payrolls

Example: Fringe Benefits

Entering employee payrolls

AWP KB

Secur.	Field	Required	Calculated	Salary or Hourly	Description
	Health / Welfare Rate	No	No	Hourly	Hourly rate of employer contribution towards a Health and Welfare plan. Hourly Rate = Annual Employer Cost/Total Hours (public and private) worked in a year.
	Vacation / Holiday Rate	No	No	Hourly	Hourly rate of employer contribution towards a Vacation or Holiday pay plan. Hourly Rate = Annual Employer Cost/Total Hours (public and private) worked in a year.
	Skill Improvement / Training / Education Rate	No	No	Hourly	Hourly rate of employer contribution towards Skill Impr/Training/Education. Hourly Rate = Annual Employer Cost/Total Hours (public and private) worked in a year. Do not include Transportation Education Fund (TEF).
	Pension / Retirement / Annuity Rate	No	No	Hourly	Hourly rate of employer contribution towards Pension/Retirement/Annuity. Hourly Rate = Annual Employer Cost/Total Hours (public and private) worked in a year.
	Cash Payment Rate	No	No	Hourly	Hourly cash payment paid this week toward the prevailing wage fringe benefit amount if no fringes or partial fringes are paid by the employer.
	Additional Fringe(s)	No	No	Hourly	Hourly rate of employer contribution towards a bona fide fringe benefit not listed under Fringe Benefits. To get the hourly rate, divide the annual employer contribution divided by total hours (public and private) worked in a year. Identify this fringe in the Employee Comments area
	Total Fringe Benefits Paid	Yes	No	Hourly	Total fringe benefit amount (add hourly amounts for fringes multiplied by Total Hours worked on this project).

AWP CRL Manual Entry

Hours

	SUN	MON	TUE	WED	THU	FRI
	10	11	12	13	14	15
Straight Time Hours	<input type="text"/>					
Overtime Hours	<input type="text"/>					
Total Straight Time Hours	<input type="text"/>					
Total Overtime Hours	<input type="text"/>					
Total Hours	<input type="text"/>					

Health/Welfare Rate

Vacation/Holiday Rate

Skill Improvement/Training/Education Rate

Pension/Retirement/Annuity Rate

Cash Payment Rate

Additional Fringe(s)

Total Fringe Benefits Paid

AWP CRL Excel

Fringe Benefit Hourly Rate						Fringe Benefits Total
Health/ Welfare	Vacation/ Holiday	Skill Impr/ Training/ Education	Pension / Retirement / Annuity	Cash Payment	Additional Fringe(s)	
						0.00

AWP CRL Knowledge Base: <https://awpkb.dot.wi.gov/Content/crl/Payrolls-PrimesAndSubs/ManualPayroll.htm#2>



Copying an existing CPR (Manual Entry only)



AASHTOWare™ PROJECT

The AASHTOWare Project system is for official business use by WisDOT and authorized users only. External users of the system including contractors and consultants may not access any data unless it is directly relative to the construction projects for which they are under contract with WisDOT. Use of the AASHTOWare Project system is monitored. WisDOT will audit all data created, viewed, updated and deleted in a manner consistent with state and federal law.

For assistance, contact the WisDOT AASHTOWare Project System Administrators at AWPSupport@dot.wi.gov

Version 5.02 Revision 036 Test Environment
 *Data imported from database dump generated on 9/09/2024

AASHTOWare Project™ and the AASHTOWare Project™ logo are registered trademarks of the American Association of State Highway and Transportation Officials. Copyright ©1997-2025 AASHTO.



Copying a Payroll video (03:27)

Deleting a Payroll ("Initial" Phase only)



Deleting a Payroll – Initial Phase Only

Contract Certified Payroll Overview

Contract: 20240213018 - Appleton - De Pere; Northland/STH 15 Intchg B440315/16 Save

Vendor Payrolls

Vendor ID: MAH001 Vendor Short Name: MATT'S HAULING

Type search criteria or press Enter Advanced Showing 4 of 4

0 marked for deletion 0 changed

Payroll	Mod Num	Begin Date	End Date	Phase	Latest Mod
4	0	04/07/2024	04/13/2024	Initial	Yes
3	0	03/31/2024	04/06/2024	Approved	Yes
2	0	03/24/2024	03/30/2024	Agency Rejected	Yes
1	0	03/17/2024	03/23/2024	Approved	Yes



Deleting a Payroll – Initial Phase continued

Contract Certified Payroll Overview

Contract: 20240213018 - Appleton - De Pere; Northland/STH 15 Intchg B440315/16

Vendor Payrolls

Vendor ID: MAH001
Vendor Short Name: MATTS HAULING

0 marked for deletion | 0 changed

Payroll	Mod Num	Begin Date	End Date	Phase	Latest Mod
4	0	04/07/2024	04/13/2024	Initial	Yes
3	0	03/31/2024	04/06/2024	Approved	Yes
2	0	03/24/2024	03/30/2024	Agency Rejected	Yes
1	0	03/17/2024	03/23/2024	Approved	Yes

Open Row Actions Menu

- Actions
- Copy
- Delete
- Exclude from Search Results
- Tasks
- Create Modification
- Import Payroll
- Sign Payroll
- Views



Deleting a Payroll – Initial Phase Cont'd

wisdot-pr-test.infotechfl.com/#/Contractor/25851/ExternalContractPayrollOverview

Imported From IE AWP CRL TEST

Home Previous My Pages TEST Environment

Actions Help Log off

Contract Certified Payroll Overview

There are unsaved changes.

Contract: 20240213018 - Appleton - De Pere; Northland/S 1H 15 Intchg B440315/16

Save

Vendor Payrolls

Vendor ID MAH001 Vendor Short Name MATT'S HAULING

Type search criteria or press Enter Advanced Showing 4 of 4

1 marked for deletion 0 changed

Payroll	Mod Num	Begin Date	End Date	Phase	Latest Mod
4	0	04/07/2024	04/13/2024	Initial	Yes
3	0	03/31/2024	04/06/2024	Approved	Yes
2	0	03/24/2024	03/30/2024	Agency Rejected	Yes
1	0	03/17/2024	03/23/2024	Approved	Yes



Contract Certified Payroll Overview

Contract: 20240213018 - Appleton - De Pere; Northland/STH 15 Intchg B440315/16 Save ?

Vendor Payrolls

Vendor ID	Vendor Short Name
MAH001	MATTS HAULING

Type search criteria or press Enter Advanced Showing 4 of 4

0 marked for deletion | 0 changed

Payroll	Mod Num	Begin Date	End Date	Phase	Latest Mod
4	0	04/07/2024	04/13/2024	Initial	Yes
3	0	03/31/2024	04/06/2024	Approved	Yes
2	0	03/24/2024	03/30/2024	Agency Rejected	Yes
1	0	03/17/2024	03/23/2024	Approved	Yes

Creating a Non-Performance (Must be entered manually only)



On this page: Vendor Payrolls Unapproved Payrolls Employee Overview

PROJECT WisDOT CRL Payroll

Payroll Information ?

WisDOT AASHTOWare Project (AWP) 5.02 upgrade completed October 17, 2024.

Support
- Contract Compliance Specialist support mailbox - DOTLaborCompliance@dot.wi.gov
- Labor and wage compliance contacts at <https://wisconsin.gov/Pages/doing-bus/civil-rights/labornwage/contacts.aspx>

Documentation
- AASHTOWare Project Certified payroll reports (CPRs) for the prime contractor and subcontractors is located on our AASHTOWare Project Knowledge Base (AWPKB) at <https://awpkb.dot.wi.gov/Content/crl/Payrolls-PrimesAndSubs/Payrolls-PrimeAndSubs.htm>

Vendor Payrolls ?

Type search criteria or press Enter

Advanced

0 changed

Enter search criteria above to see results or Show first 10

Unapproved Payrolls ?

Type search criteria or press Enter

Advanced

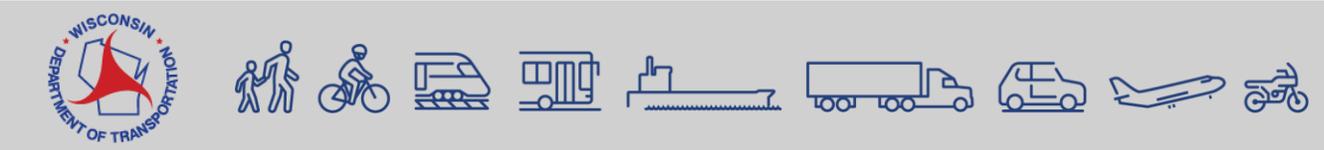
0 changed

Enter search criteria above to see results or Show first 10

Employee Overview ?

Type search criteria or press Enter

Advanced



Non-performance payroll video (01:20)

Adding a Final Flag



AASHTOWare™ PROJECT

The AASHTOWare Project system is for official business use by WisDOT and authorized users only. External users of the system including contractors and consultants may not access any data unless it is directly relative to the construction projects for which they are under contract with WisDOT. Use of the AASHTOWare Project system is monitored. WisDOT will audit all data created, viewed, updated and deleted in a manner consistent with state and federal law.

For assistance, contact the WisDOT AASHTOWare Project System Administrators at AWPSupport@dot.wi.gov

Version 5.02 Revision 036 Test Environment
 *Data imported from database dump generated on 9/09/2024

AASHTOWare Project™ and the AASHTOWare Project™ logo are registered trademarks of the American Association of State Highway and Transportation Officials. Copyright ©1997-2025 AASHTO.



Final flag – manually entered CPR video (01:37)

Final Flag – Payroll Import Submission



Final Flag – Import Payroll Submission

1. The Payroll was imported into AWP CRL. It is in the “Initial” Phase.
2. Click on the Payroll Number 6 hyperlink which will take you to the External Certified Payroll page.

Contract Certified Payroll Overview

Contract: 20240213018 - Appleton - De Pere; Northland/STH 15 Intchg B440315/16 Save ?

Vendor Payrolls

Vendor ID: MRS001

Vendor Short Name: MICHELS ROAD & STONE, INC.

Type search criteria or press Enter Advanced Showing 8 of 8

0 marked for deletion | 0 changed

Payroll	Mod Num	Begin Date	End Date	Phase	Latest Mod
6	0	04/07/2024	04/13/2024	Initial	Yes
5	0	03/31/2024	04/06/2024	Approved	Yes



Final Flag – Import Payroll Submission Continued

3. Click the box below “Final Payroll”. A checkmark will appear.

4. Go to Open Component Actions Menu | Sign Payroll.

Employee Status

External Certified Payroll

Contract: 20240213018 - Appleton - De Pere; Northland/STH 15 Intchg B440315/16 Save

Payroll Vendor: MRS001 - MICHELS ROAD & STONE, INC.

Payroll Number *
6

Begin Date *
04/07/2024

End Date *
04/13/2024

Comments
Salary test

Non-Performance Payroll

Final Payroll
 3

Open Component Actions Menu

- Actions
- Copy
- Create Modification
- Open Payroll Employees Summary
- Sign Payroll**
- Tasks
- Import Payroll
- Views
- Attachments (0)
- Issues
- Links



Contract Certified Payroll Overview

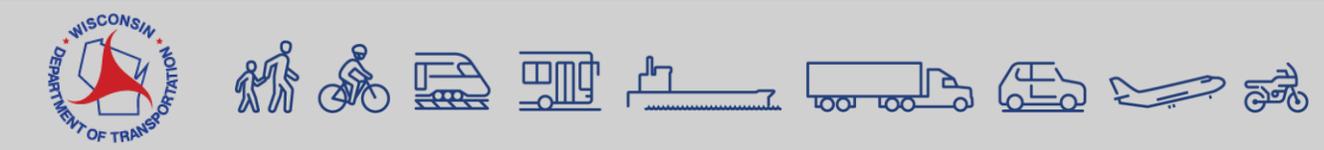
Contract: 20240213018 - Appleton - De Pere; Northland/STH 15 Intchg B440315/16 Save

Vendor Payrolls

Vendor ID	Vendor Short Name
MRS001	MICHELS ROAD & STONE, INC.

Q Type search criteria or press Enter Advanced Showing 8 of 8 0 marked for deletion 0 changed

Payroll	Mod Num	Begin Date	End Date	Phase	Latest Mod
6	0	04/07/2024	04/13/2024	Initial	Yes
5	0	03/31/2024	04/06/2024	Approved	Yes
4	0	03/24/2024	03/30/2024	Under Agency Review	Yes
3	1	03/17/2024	03/23/2024	Under Agency Review	Yes
3	0	03/17/2024	03/23/2024	Agency Rejected	No
2	1	03/10/2024	03/16/2024	Under Agency Review	Yes
2	0	03/10/2024	03/16/2024	Agency Rejected	No
1	0	03/03/2024	03/09/2024	Approved	Yes



Final flag – payroll import submission video (00:53)

Multiple Job Classifications & Double Overtime



Multiple Job Classifications

Individual Employee Name and Identifier

O.T. Over Time Hour
S.T. Standard Time Hour
S.H. Salaried Time Hour

Daily Hours Worked

Total Weekly Hours Worked

RATE OF PAY

Employment Type

Wayne Maxim

Project ID: 6767-01-71

Craft Code: Laborer - 100

Labor Class: Laborer Group 1 - 10 - 101

Wayne Maxim

Project ID: 6767-01-71

Craft Code: Carpenter/Millwright/Piledriver - 500

Labor Class: Piledriver - 10 - 503

Wayne Maxim

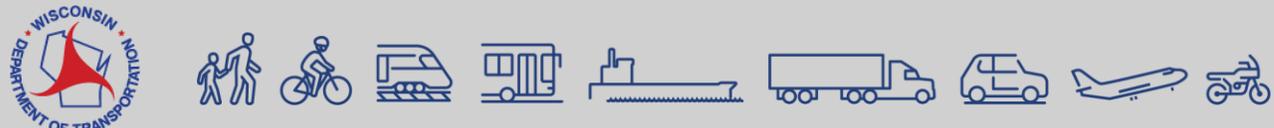
Project ID

Craft Code	Laborers - 100
* Labor Class	Laborer Group 1 - 10 - 101
	100 101

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
O.T.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45.000
S.T.	8.00	8.00	8.00	0.00	0.00	0.00	0.00	24.00	30.000
S.H.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Craft Code	Carpenter/Millwright/Piledriver - 500
* Labor Class	Piledriver - 10 - 503
	500 503

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
O.T.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	52.500
S.T.	0.00	0.00	0.00	8.00	8.00	0.00	0.00	16.00	35.000
S.H.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	



Double Overtime

Individual Employee Name and Identifier

Last Name: Maxim, First Name: Wayne, Middle Initial: Project ID, SSN: 888-40-1234, Reenter SSN: 888-40-1234

Gender: Male, Ethnicity: HISP, Address: 74 Tudor Lane, City: Madison, State: WI, ZIP: 53708, Haz Change?: False, Salaried (Y/N): No

Craft Code: Laborer - 100, Laborer Group: 1-10-101

O.T.	Daily Hours Worked							Total Weekly Hours Worked	RATE OF PAY
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
O.T.	0.00	0.00	0.00	0.00	2.00	0.00	0.00	2.00	45.000
S.T.	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	30.000
S.H.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

4(c) EXCEPTION (CRAFT) to 4(a) or 4(b) at top of payroll
Enter the reason and craft code/labor classification in the field below:
101 Sample reason.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
O.T.	0.00	0.00	0.00	0.00	2.00	0.00	0.00	2.00	45.000
S.T.	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	30.000
S.H.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Wayne Maxim
Project ID

Individual Employee Name and Identifier

Last Name: Maxim, First Name: Wayne, Middle Initial: Project ID, SSN: 888-40-1234, Reenter SSN: 888-40-1234

Gender: Male, Ethnicity: HISP, Address: 74 Tudor Lane, City: Madison, State: WI, ZIP: 53708, Haz Change?: False, Salaried (Y/N): No

Craft Code: Laborer - 100, Laborer Group: 1-10-101

O.T.	Daily Hours Worked							Total Weekly Hours Worked	RATE OF PAY
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
O.T.	0.00	0.00	0.00	0.00	0.00	0.00	4.00	4.00	60.000
S.T.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.000
S.H.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

4(c) EXCEPTION (CRAFT) to 4(a) or 4(b) at top of payroll
Enter the reason and craft code/labor classification in the field below:
101 Sample reason.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
O.T.	0.00	0.00	0.00	0.00	0.00	0.00	4.00	4.00	60.000
S.T.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.000
S.H.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	



Signing Contract Vendor Payrolls

<https://awpkb.dot.wi.gov/Content/crl/Payrolls-PrimesAndSubs/ReviewSignPayroll.htm>



On this page: Vendor Payrolls Unapproved Payrolls Employee Overview

PROJECT WisDOT CRL Payroll

Payroll Information

WisDOT AASHTOWare Project (AWP) 5.02 upgrade completed October 17, 2024.

- Support
- Contract Compliance Specialist support mailbox - DOTLaborCompliance@dot.wi.gov
 - Labor and wage compliance contacts at <https://wisconsin.gov/Pages/doing-bus/civil-rights/laborwage/contacts.aspx>

- Documentation
- AASHTOWare Project Certified payroll reports (CPRs) for the prime contractor and subcontractors is located on our AASHTOWare Project Knowledge Base (AWPKB) at <https://awpkb.dot.wi.gov/Content/crl/Payrolls-PrimesAndSubs/Payrolls-PrimeAndSubs.htm>

Vendor Payrolls

Search: Type search criteria or press Enter Advanced

The previously highlighted row is not in the current search results. Show previously highlighted row. ✖

0 changed

Enter search criteria above to see results or Show first 10

Unapproved Payrolls

Search: Type search criteria or press Enter Advanced

0 changed

Enter search criteria above to see results or Show first 10

Employee Overview



Signing & certifying payrolls video (03:15)

Payroll Phases



Payroll Phases – Tracking to Approval

Contract Certified Payroll Overview

Contract: 2021 Save ▼ ?

Vendor Payrolls Vendor ID Vendor Short Name

0 marked for deletion | 0 changed

Payroll	Mod Num	Begin Date	End Date	Phase	Latest Mod
6	0	02/12/2023	02/18/2023	Under Agency Review	Yes
5	0	02/05/2023	02/11/2023	Initial	Yes
4	0	01/23/2022	01/29/2022	Under Agency Review	Yes
3	0	01/16/2022	01/22/2022	Under Agency Review	Yes
2	1	01/09/2022	01/15/2022	Under Agency Review	Yes
2	0	01/09/2022	01/15/2022	Agency Rejected	No
1	0	01/02/2022	01/08/2022	Approved	Yes



Payroll Phases (1 of 2)

Phase	Description
Initial	<p>CPRs are entered by prime contractors and subcontractors through manual data entry or importing an XML file.</p> <ul style="list-style-type: none"> •CPRs entered manually into the system are assigned this phase by default. •When a CPR is imported into the system, the system automatically validates the payroll to detect any errors that are normally captured when the payroll is manually entered. If errors are found, the system does not load the payroll into AWP CRL Payrolls. The errors are logged for the user to review. If no errors are found, the system loads the payroll and assigns this phase by default. •Payrolls in "Initial" status can be deleted. <p>When a payroll in "Initial" status is signed, the system automatically progresses it to "Under Prime Review" status.</p>
Under Prime Review	<p>The prime contractors are responsible for reviewing their payrolls and progressing them to the next step in the process. When a payroll in "Under Prime Review" status is approved and forwarded to the agency, the system automatically sets its status to "Under Agency Review" and its "Prime Accepted Date" field to the current date.</p>
Under Agency Review	<p>In this phase, the system runs a series of checks to verify that the data in the payroll is valid.</p> <ul style="list-style-type: none"> •If the payroll has no payroll exceptions and the validation is successful, the system will automatically accept and approve the payroll setting the payroll status to "Approved". •If one of these validations is not met, the system generates a payroll exception. WisDOT compliance staff can flag exceptions for vendor notification, enabling the contractor to review and respond to the exception if needed. •When a payroll in "Under Agency Review" status is rejected, the system automatically sets its status to "Agency Rejected" and sets the payroll's "Agency Original Not Accepted Date" field to the current date.



Payroll Phases (2 of 2)

Phase	Description
Agency Rejected	<p>A payroll enters this phase if WisDOT compliance staff reject the payroll during the "Under Agency Review" phase. When a payroll is in the "Agency Rejected" phase, the contractor payroll staff member is required to take one of the two following actions on the payroll:</p> <ul style="list-style-type: none">•Review and return the payroll to WisDOT. Navigate to the Status component on the Payroll Status page and click <Approved>. The system displays a Comments field in which you must enter an explanation. Click <Save> to progress the payroll to the "Under Agency Review" phase.•Create a payroll modification. After saving, the Sign option becomes available on the Actions menu on the payroll's row. The payroll will not progress further in the workflow until the contractor signs the payroll. After the payroll is signed, the system automatically progresses it to "Under Agency Review" status.
Approved	<p>When a WisDOT compliance specialist reviews and approves a payroll, the payroll is placed in the "Approved" phase. Once approved, a payroll can only be changed by creating a payroll modification.</p>



Reviewing WisDOT Payroll Rejections

Home Previous My Pages TEST Environment Actions Help Log off

On this page: Vendor Payrolls Unapproved Payrolls Employee Overview

PROJECT WisDOT CRL Payroll

Payroll Information ?

WisDOT AASHTOWare Project (AWP) 5.02 upgrade completed October 17, 2024.

Enter search criteria above to see results or Show first 10

Unapproved Payrolls ?

Type search criteria or press Enter Advanced Showing 1 of 1 0 changed

Contract	Controlli...	Description	Phase	Payroll	Mo...	Last Updated	Last Updated Dt	Ven...	Name
20231212029	1190-08-79	Chippewa Falls - New Auburn, 40th Av	Agency Rejected	1	0	TestEDIR/Dav	02/04/2025 11:48:36 A	CH13	CHIPPEWA CONC

Employee Overview ?

Type search criteria or press Enter Advanced



Reviewing Rejected Payrolls & Payroll Modification



Contract Certified Payroll Overview

Contract: 20240213018 - Appleton - De Pere; Northland/STH 15 Intchg B440315/16 Save

Vendor Payrolls

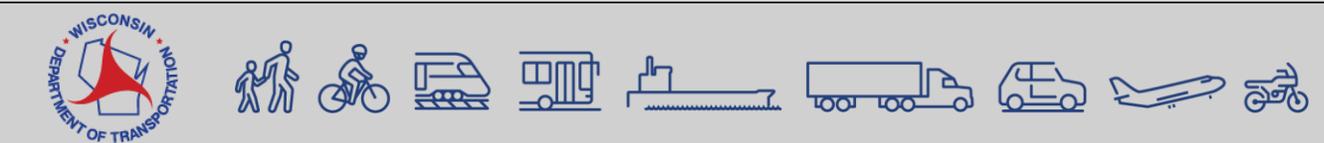
Vendor ID: MRS001

Vendor Short Name: MICHELS ROAD & STONE, INC.

Q Type search criteria or press Enter Advanced Showing 9 of 9

0 marked for deletion | 0 changed

Payroll	Mod Num	Begin Date	End Date	Phase	Latest Mod
7	0	04/14/2024	04/20/2024	Agency Rejected	Yes
6	0	04/07/2024	04/13/2024	Initial	Yes
5	0	03/31/2024	04/06/2024	Approved	Yes
4	0	03/24/2024	03/30/2024	Under Agency Review	Yes
3	1	03/17/2024	03/23/2024	Under Agency Review	Yes
3	0	03/17/2024	03/23/2024	Agency Rejected	No
2	1	03/10/2024	03/16/2024	Under Agency Review	Yes
2	0	03/10/2024	03/16/2024	Agency Rejected	No
1	0	03/03/2024	03/09/2024	Approved	Yes



Creating a payroll modification manually video (02:23)

Searching, sorting, and filtering



Filtering lists

1. Begin by entering three characters or more in the search box. The system will begin to narrow down the list. Enter more characters to make the search criteria more specific. You may search using the contract number, controlling project ID or description.

2. Click the <Clear all search and filter criteria> button  to delete the data entered and begin a new search.

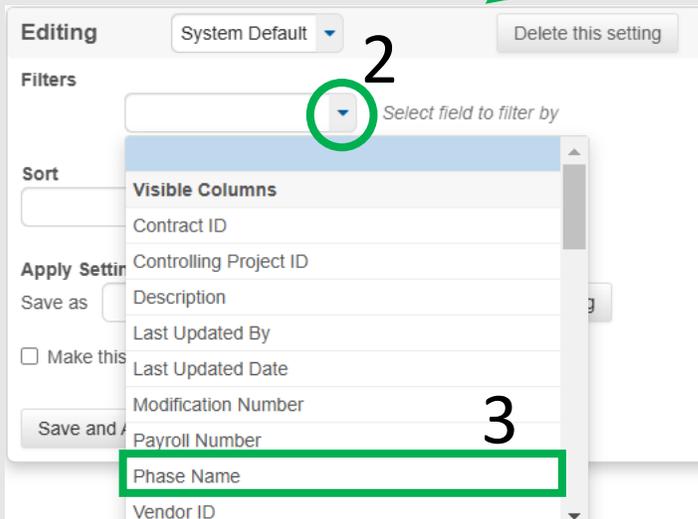
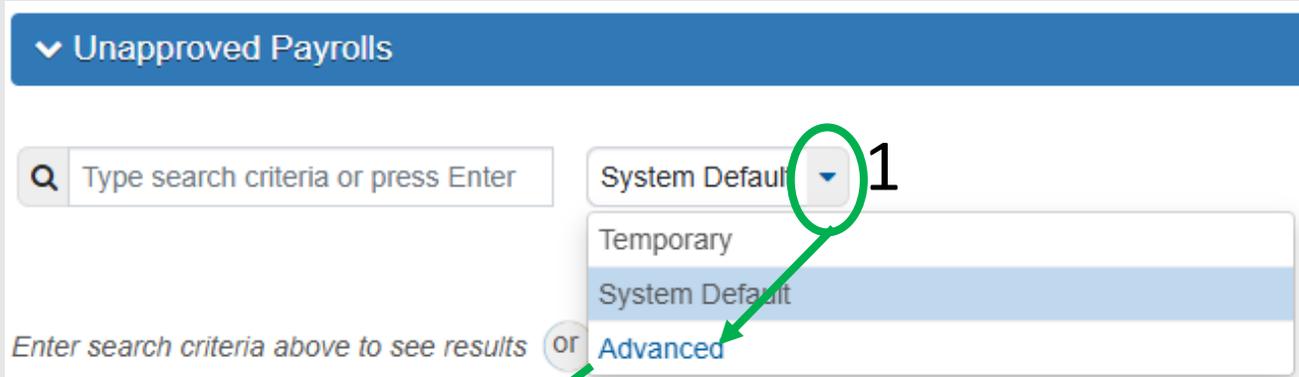
Unapproved Payrolls

Q 202402  System Default Showing 10 of 10

Contract	Controlling ...	Description	Phase	Payroll	Mod ...
20240213018	1130-64-76	Appleton - De Pere; Northland/STH 15 Intchg	Agency Rejected	2	0
20240213018	1130-64-76	Appleton - De Pere; Northland/STH 15 Intchg	Agency Rejected	4	2
20240213018	1130-64-76	Appleton - De Pere; Northland/STH 15 Intchg	Agency Rejected	2	0
20240213018	1130-64-76	Appleton - De Pere; Northland/STH 15 Intchg	Under Agency Review	3	1
20240213018	1130-64-76	Appleton - De Pere; Northland/STH 15 Intchg	Under Agency Review	5	0
20240213018	1130-64-76	Appleton - De Pere; Northland/STH 15 Intchg	Under Agency Review	4	0
20240213018	1130-64-76	Appleton - De Pere; Northland/STH 15 Intchg	Under Agency Review	2	0
20240213018	1130-64-76	Appleton - De Pere; Northland/STH 15 Intchg	Under Prime Review	6	0
20240213018	1130-64-76	Appleton - De Pere; Northland/STH 15 Intchg	Under Prime Review	3	0
20240213018	1130-64-76	Appleton - De Pere; Northland/STH 15 Intchg	Under Tier Review	6	0



Custom Filter – “Phase Name”



1. Go to the Unapproved Payrolls Panel. Click the Current Filter option using the drop down and select “Advanced”.
2. Select field(s) and enter value(s) on filter on.
3. Filter with “Phase Name”

Example – Temporary filter

3a. Up to 20 characters can be entered. Example: tier review or prime review.

For one-time use filters, click <Apply without Saving>.

Unapproved Payrolls

Q Type search criteria or press Enter

Editing System Default Delete this setting 3a

Filters

Phase Name Contains tier review

Or Phase Name Contains prime review

Or Select field to filter by

Sort Select field to sort by

Apply Settings

Save as or Apply without saving

Make this the default setting.

Save and Apply

Example – Filter being saved for future reference

3a. Up to 20 characters can be entered. Example: tier review or prime review.

To save the filter for future use:

- a) Enter a name of the filter in the “Save As” field.
- b) Click <Save and Apply>

Unapproved Payrolls

Q Type search criteria or press Enter

Editing System Default Delete this setting 3a

Filters

Phase Name Contains tier review

Or Phase Name Contains prime review

Or Select field to filter by

Sort Select field to sort by

Apply Settings

Save as ProgressToWisDOT or Apply without saving

Make this the default setting.

Save and Apply

Example – Saved Filter

Unapproved Payrolls

Q Type search criteria or press Enter ProgressToWisDOT Showing 3 of 3

- Temporary
- Test
- MoveToWisDOT
- ProgressToWisDOT**
- System Default
- Advanced

Contract	Controlling ...	Description	Phase	Payroll	Mod ...	Last Updated
20240213018	1130-64-76	Appleton - De Pere; Northland/STH 15 Intchg	Under <u>Prime Review</u>	6	0	IT\lawptrain17
20240213018	1130-64-76	Appleton - De Pere; Northland/STH 15 Intchg	Under <u>Tier Review</u>	6	0	IT\lawptrain18
20240213018	1130-64-76	Appleton - De Pere; Northland/STH 15 Intchg	Under <u>Prime Review</u>	3	0	IT\lawptrain17

Q Type search criteria or press Enter ProgressToWisDOT Showing 3 of 3



Wage Rates Report





1



2



Wisconsin Department of Transportation

Wage Rates

Contract Number: 20250114042
Project Number: 1130-66-80
Construction Type: 10
County: Outagamie
Publication Date: 01/03/2025

Laborer

Class Name	Class Description	Basic Hourly Rate	Fringes	OT Rate	Effective Date	State / Federal
101	10 - Laborer Group 1	40.57	19.45		01/03/2025	Federal
102	10 - Laborer Group 2	40.67	19.45		01/03/2025	Federal
103	10 - Laborer Group 3	40.72	19.45		01/03/2025	Federal
104	10 - Laborer Group 4	40.92	19.45		01/03/2025	Federal
105	10 - Laborer Group 5	40.77	19.45		01/03/2025	Federal
106	10 - Laborer Group 6	37.2	19.45		01/03/2025	Federal

Operator

Class Name	Class Description	Basic Hourly Rate	Fringes	OT Rate	Effective Date	State / Federal
201	10 - Power Equipment Operator Group 1	46.37	28.8		01/03/2025	Federal
202	10 - Power Equipment Operator Group 2	45.87	28.8		01/03/2025	Federal
203	10 - Power Equipment Operator Group 3	44.77	28.8		01/03/2025	Federal
204	10 - Power Equipment Operator Group 4	44.51	28.8		01/03/2025	Federal
205	10 - Power Equipment Operator Group 5	44.22	28.8		01/03/2025	Federal
206	10 - Power Equipment Operator Group 6	38.32	28.8		01/03/2025	Federal

Truck Driver

Class Name	Class Description	Basic Hourly Rate	Fringes	OT Rate	Effective Date	State / Federal
301	10 - Truck Driver 1 & 2 Axles	37.57	27.41		01/03/2025	Federal
302	10 - Truck Driver 3 or more Axles, Euclids, Dumptor & Articulated, Truck Mechanic	37.72	27.41		01/03/2025	Federal

Bricklayer/Cement Mason/Concrete Finish

Class Name	Class Description	Basic Hourly Rate	Fringes	OT Rate	Effective Date	State / Federal
401	10 - Bricklayer	41.62	27.03		01/03/2025	Federal



Running the Wage Rates on Projects Report video (01:46)

Running a Report Recap

Actions

- Open Process History
- Tracked Issues
- Cases
- Import File
- Generate Report**
- Execute Process
- Global Attachments
- Global Links
- My Settings
- My Outbox

Generate Report - Wage Rate on Projects

Settings Select Report 1 of 5

Type search criteria or press Enter Advanced Showing 9

Select	Report
	Certified Vendor Directory
	Month End Trucking Report
	Payroll Exception Report
	Payroll Summary
	Payroll Verification Text
	Proxy Verification Report
	Subcontract Listing
	Wage Decision Modification Report
<input checked="" type="checkbox"/>	Wage Rate on Projects

Generate Report - Wage Rate on Projects

Settings Select Data 2 of 5

20240213018

Showing 1 of 1

Advanced Select: All | None

Select Contract

<input checked="" type="checkbox"/>	20240213018
-------------------------------------	-------------

Generate Report - Wage Rate on Projects

Settings Set Parameters 3 of 5

No parameters for this report.

Generate Report - Wage Rate on Projects

Settings Output Options 4 of 5

Output Type

- Generate as PDF
- Download PDF
- Generate as HTML

Generate Available Data Output

Use Accessible-compliant PDF

Report Layout Source

- Base
- Custom
- Test

Generate Report - Wage Rate on Projects

Settings Schedule Report 5 of 5

Enable Scheduling

Execute



OJT/Apprentice



Adding OJT/Apprentice Information

Manual Entry

Classification

Project ID*
1130-64-76 - Appleton - De Pere; Northland/STH 15 ...

Craft Code*
100 - Laborer

Labor Classification*
101
10 - Laborer Group 1

Straight Hourly Rate*

Overtime Hourly Rate*

OJT Trainee or Apprentice
No

OJT Trainee or Apprentice Information

OJT Trainee or Apprentice

OJT Trainee or Apprentice ID

OJT Trainee or Apprentice Percentage

Hours

	SUN	MON	TUE	WED	THU	FRI	SAT
Straight Time Hours	24	25	26	27	28	29	30
Overtime Hours							

WisDOT AWP Excel Spreadsheet

Daily Hours Worked					Total Wee
0.00	0.00	0.00	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	
Apprentice/ OJT ID		Apprentice/OJ T Wage %		* Project Wages	
				0.00	
Pay Period Check Stub Area					
Federal Withholding	State Withholding		Additional Deduction(s)	Total Deductions	
				0.00	
Fringe Benefit Hourly Rate					



OJT Data Entry Example

Manual Entry

Classification

Project ID *

1130-64-76 - Appleton - De Pere; Northland/STH 15 ...

Craft Code *

100 - Laborer

Labor Classification *

101

10 - Laborer Group 1

Straight Hourly Rate *

Overtime Hourly Rate *

OJT Trainee or Apprentice

No

OJT Trainee or Apprentice Information

OJT Trainee or Apprentice

OJT Trainee or Apprentice ID

OJT

OJT Trainee or Apprentice Percentage

100.00

WisDOT AWP Excel Spreadsheet

0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
Apprentice/ OJT ID		Apprentice/OJT Wage %		* Project Wages
OJT		100.00		0.00
Pay Period Check Stub Area				
Federal Withholding	State Withholding		Additional Deduction(s)	Total Deductions
				0.00



Apprentice Contract ID

Apprentice Contract

This contract was prepared by Lavelle Gill on the date of ,
between the Wisconsin Department of Workforce Development (the Department) and:

Apprentice

DOB: [REDACTED]
Contract #: [REDACTED]
Phone: [REDACTED]
SSN: [REDACTED]

Sponsor

1181
Wisconsin Operating Engineers
JAC
W11584 State Road 21
Coloma WI 54930-8776

The Apprenticeship term begins on September 19, 2024, and terminates upon the successful completion of the apprenticeship program provisions of the Operating Engineer occupation, which are incorporated as part of this contract as Exhibit A, Program Provisions. The provisions included in this contract are binding on the parties.

The Department will issue a Certificate of Apprenticeship to the apprentice upon satisfactory completion of the provisions of this Apprenticeship Contract.

Apprentice Contract

This contract was prepared by Lavelle Gill on the date of ,
between the Wisconsin Department of Workforce Development (the Department) and:

Apprentice

DOB: [REDACTED]
Contract #: [REDACTED]
Phone: [REDACTED]
SSN: [REDACTED]

Sponsor

1181
Wisconsin Operating Engineers
JAC
W11584 State Road 21
Coloma WI 54930-8776

The Apprenticeship term begins on September 19, 2024, and terminates upon the successful completion of the apprenticeship program provisions of the Operating Engineer occupation, which are incorporated as part of this contract as Exhibit A, Program Provisions. The provisions included in this contract are binding on the parties.

The Department will issue a Certificate of Apprenticeship to the apprentice upon satisfactory completion of the provisions of this Apprenticeship Contract.

The Department may terminate the contract upon request of the apprentice or sponsor for good cause and in accordance with Wis. Admin. Code Ch. DWD 295.20, which provides for due process. In addition, the Department may terminate the contract if any party to the contract is unable to continue with the obligations under the contract or has breached the contract.

The apprentice's signature authorizes the assigned provider(s) of paid and unpaid related instruction to release progress, grades, and attendance reports to the Department, sponsor, and employer while this contract is in effect.

The sponsor and apprentice agree to the standards of the apprenticeship program as they exist on the date of the contract and as they may be amended during the period of the contract, upon approval of the Department. The terms of an existing apprentice contract may be modified subject to approval of the Department.

The sponsor shall not discriminate against apprenticeship applicants or apprentices on the basis of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. The sponsor will also not discriminate against apprenticeship applicants or apprentices based on conviction record, arrest record, marital status, veteran status, use of lawful products, or use of qualifying family or medical leave. The sponsor shall take affirmative action to provide equal opportunity in apprenticeship and operate the apprenticeship program as required under 29 CFR part 30 and Wis. Admin. Code Ch. DWD 296.

The apprentice, sponsor, and employer agree to fulfill all the obligations of this Apprenticeship Contract. The parties have signed this contract, as required by Chapter 106.01 of the laws of Wisconsin. Personal information provided herein may be used for secondary purposes [Privacy Law, s.15.04(1)(m) Wisconsin Statutes].

Apprentice Signature	September 19, 2024 Date
Sponsor Signature <i>David D. [Signature]</i>	September 19, 2024 Date
Department Approval	September 20, 2024 Date

The Registration Agency is the authority to receive and resolve controversies or differences arising out of this contract when they cannot be resolved locally in accordance with established procedures or collective bargaining provisions.

Registration Agency:
Department of Workforce Development
Division of Employment and Training
Bureau of Apprenticeship Standards
PO Box 7972, Madison, WI 53707
Phone: 608-266-3332

DETA-4224 (R. 02/2023)



Apprentice Contract ID - Where to Add Information?

Manual Entry

Classification

Project ID *
1130-64-76 - Appleton - De Pere; Northland/STH 15 ...

Craft Code *
100 - Laborer

Labor Classification *
101
10 - Laborer Group 1

Straight Hourly Rate *
Overtime Hourly Rate *

OJT Trainee or Apprentice
No

OJT Trainee or Apprentice Information

OJT Trainee or Apprentice

OJT Trainee or Apprentice ID
123456

OJT Trainee or Apprentice Percentage
80.00

Hours

	SUN	MON	TUE	WED	THU	FRI	SAT
Straight Time Hours	24	25	26	27	28	29	30
Overtime Hours							

WisDOT AWP Excel Spreadsheet

0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
Apprentice/ OJT ID	Apprentice/OJT Wage %			* Project Wages
123456.00	80.00			0.00
Pay Period Check Stub Area				
Federal Withholding	State Withholding		Additional Deduction(s)	Total Deductions
				0.00
Finance Department				



Progressing a Payroll to WisDOT (Agency)



Progressing a Payroll to WisDOT (Agency)

NEW

Prime Vendors must progress payrolls daily!

- Prime vendors can review but must progress (forward) all subs payrolls to WisDOT daily.
- Non-primes can review their subs payrolls at any time.



AASHTOWare™ PROJECT

The AASHTOWare Project system is for official business use by WisDOT and authorized users only. External users of the system including contractors and consultants may not access any data unless it is directly relative to the construction projects for which they are under contract with WisDOT. Use of the AASHTOWare Project system is monitored. WisDOT will audit all data created, viewed, updated and deleted in a manner consistent with state and federal law.

For assistance, contact the WisDOT AASHTOWare Project System Administrators at AWPSupport@dot.wi.gov

Version 5.02 Revision 036 Test Environment
**Data imported from database dump generated on 9/09/2024*

AASHTOWare Project™ and the AASHTOWare Project™ logo are registered trademarks of the American Association of State Highway and Transportation Officials. Copyright ©1997-2025 AASHTO.



Progressing a CPR to WisDOT (longer version) video (03:25)

On this page: Vendor Payrolls Unapproved Payrolls Employee Overview

PROJECT WisDOT CRL Payroll

Payroll Information

WisDOT AASHTOWare Project (AWP) 5.02 upgrade completed October 17, 2024.

Support
- Contract Compliance Specialist support mailbox - DOTLaborCompliance@dot.wi.gov
- Labor and wage compliance contacts at <https://wisconsindot.gov/Pages/doing-bus/civil-rights/labornwage/contacts.aspx>

Documentation
- AASHTOWare Project Certified payroll reports (CPRs) for the prime contractor and subcontractors is located on our AASHTOWare Project Knowledge Base (AWPKB) at <https://awpkb.dot.wi.gov/Content/crl/Payrolls-PrimesAndSubs/Payrolls-PrimeAndSubs.htm>

Vendor Payrolls

Type search criteria or press Enter Advanced

0 changed

Enter search criteria above to see results or Show first 10

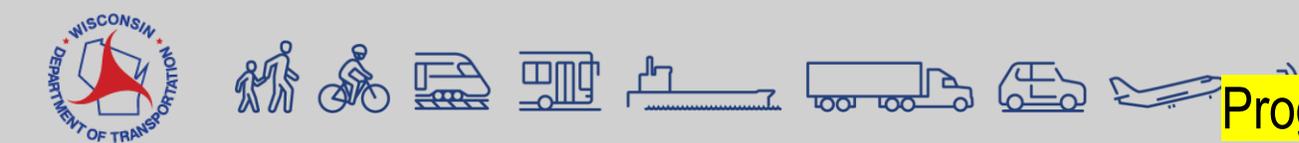
Unapproved Payrolls

Type search criteria or press Enter Advanced

0 changed

Enter search criteria above to see results or Show first 10

Employee Overview



Progressing a CPR to WisDOT (shorter version) video (01:45)

Upcoming Trainings

AWP CRL Virtual Training

- Tuesday, March 18, 2025
 - 10am – 12pm (CRL)
 - 1pm – 2pm (Q&A Session)
 - Information being presented is the same at all training.

Annual Contract Compliance and CRCS

- Wednesday, March 26, 2025
 - 10am – 12pm (Contract Compliance)
 - 1pm – 3pm (CRCS)



Top Takeaways

1. January 2025 Letting and after, CPRs must be submitted through AWP CRL
2. AWP/VRS Account
3. Register for Payroll Role
4. AWP CRL Knowledge Base <https://awpkb.dot.wi.gov/Content/crl/crl.htm>
5. Training Video(s) <https://awpkb.dot.wi.gov/Content/crl/Training.htm>
6. Identify method of CPR submission (XML, Excel Spreadsheet, Manual)
7. Prime Vendors – You must progress all subcontractors CPRs to WisDOT daily
8. Payments and adding subcontractors will continue in CRCS





Email:

DOTLaborCompliance@dot.wi.gov

Subject line: AWP CRL, Contract #,
Project ID – Vendor ID/Name

Example: AWP CRL, 20250114323,
3333-23-23 – TTT23/The Terrific Trio

