

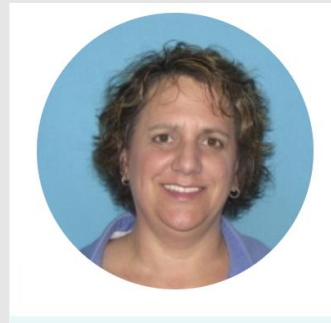
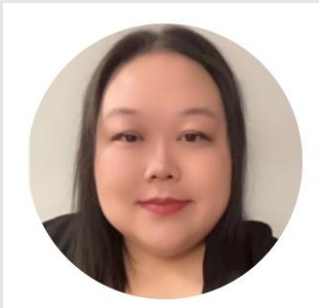


AASHTO Ware™



CIVIL RIGHTS & LABOR

Certified Payroll Reports Training



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

March/April 2026



Today's AWP CRL session will be recorded.

March 31, 2026



Welcome

- Virtual Housekeeping
 - Place questions in the chat (we'll try to get to them during Q&A)
- The video will be added to the [AWP Knowledge Base \(AWPKB\) Training](#) page.
- Evaluation



Agenda

- Access to AWP
- The Payroll Role
- Craft Codes & Labor Classification
- Methods of submitting CPRs
- OJT/Apprentices
- Multiple Job Classifications
- Double Overtime
- Copying an Existing CPR
- Deleting a Payroll
- Final Flag
- Signing and Certifying Payrolls
- Rejected Payrolls
- Payroll Modification
- Filtering
- Reports
- Miscellaneous





One year later. . .

Projects Let January 2025 and on, the certified payroll reports (CPRs) are submitted through [AWP CRL](#).



Improvements

- Payroll reports submitted directly to WisDOT
- Apprentice verification process streamlined
- Program speed bump fixed
- Rejection Notifications – An email is generated to vendor
- Non-performance reports no longer required
- WisDOT AWP Spreadsheet (v2) – Automated calculation fields, changed cell formats to Text, etc.
- WisDOT AWP Spreadsheet (v3) – “It is a dream!”



Payments, Subcontractors, and AERO Projects





Payments

- Payments will continue in CRCS at this time.
- We plan to move the payment module from CRCS to AWP this year. More details to come. Watch out for information.



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



Subcontractors

- Adding subcontractors will continue in CRCS.

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

WisDOT Civil Rights Compliance



Aeronautics Projects

- Aeronautics projects will remain in CRCS at this time.

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

WisDOT Civil Rights Compliance



General Overview



WAMS ID / VRS / AWP / CRCS

- **WAMS ID** (Web Access Management System) → Must have a WAMS ID in order to log into VRS and AWP
- **VRS** (Vendor Registration System) → Add or update your company profile and add/edit Officer information
- **AWP CRL** (AASHTOWare Project Civil Rights & Labor) → January 2025 let and later, payrolls must be submitted through new system.
- **CRCS** (Civil Rights & Labor System) → Payment confirmation, sublet process, subcontractor assignment



WAMS ID / VRS / AWP

Projects let after January of 2025, certified payrolls must be entered in [AASHTOWare Project \(AWP\) Civil Rights and Labor \(CRL\)](#).

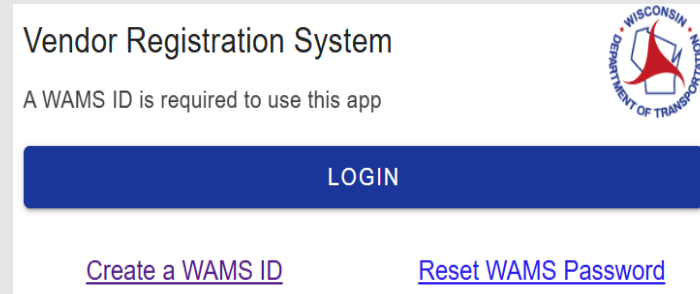
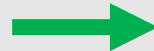
Start Here:

1. Obtain a Wisconsin Web Access Management (WAMS) account if you don't already have one. [Wisconsin Web Access Management System](#)
 - Go to [WAMS account management](#) for more details and step-by-step guidance.
 - [How to create a WAMS ID](#) (total video time 5:00, updated 01/12/2026) ****NEW****
2. Ensure your company is registered in the WisDOT Vendor Registration System (VRS) and the Payroll Contact is entered. [Login | VRS](#)
 - Go to [Vendor Registration System \(VRS\)](#) for more details and step-by-step guidance.
3. Request an AASHTOWare Project™ (AWP) account to log into AWP CRL Payrolls to enter Certified Payroll Reports. [WisDOT AASHTOWare Project \(AWP\) New Account Request : WI DOT - External](#)
 - Go to [AASHTOWare Project accounts | Request an AWP account](#) for additional details and step-by-step guidance.
4. Log into AWP to enter payrolls after your payroll account has been approved and created by AWP Admins: <https://wisdot-pr-prod.infotechfl.com/Account/LogOn>

****Can't remember your WAMS account password? Logon credentials are entered incorrectly more than 3 times and the account is locked? Check out: [How to recover a WAMS account](#) (total video time 2:40, updated 01/28/2026) ****NEW******



Creating Accounts for entering CPRs in AWP



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

OR



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

1

2

3



New Company?

How do you access CRCS?

Have you completed all the steps below?

- WAMS ID 
- VRS 
- AWP CRL Payroll role (although not required of all vendors) 

After your account is approved by AWP Support, it will take 24 hours for information from the Vendor Registration System to sync with CRCS. Then a CRCS account will be created.



New Company?

How do you access CRCS?

To log into CRCS (first time accessing account):

1. <https://wisdot.ecomply.us/default.aspx?ReturnUrl=%2flogout.aspx>
2. Click “Request Password”
3. Enter the email address used when signing up through WAMS.
 - Within 30 seconds, the assigned system generated password will be emailed. Please make sure you can access the email.
4. After password is received, you may now log into CRCS. <https://wisdot.ecomply.us/Login.aspx>
5. **User ID:** Email address

Password: Found in email.

NOTE: Email DOTLaborCompliance@dot.wi.gov to change the system generated password to one that you prefer.



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.

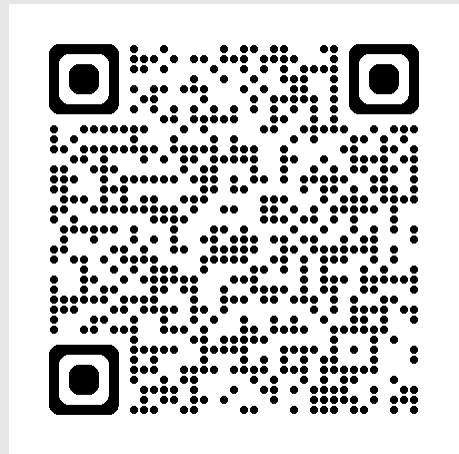


Projects Let January 2025 and on, the payrolls must be submitted through AWP CRL.



AASHTOWARE Project (AWP) Training

AWP Knowledge Base Website CRL

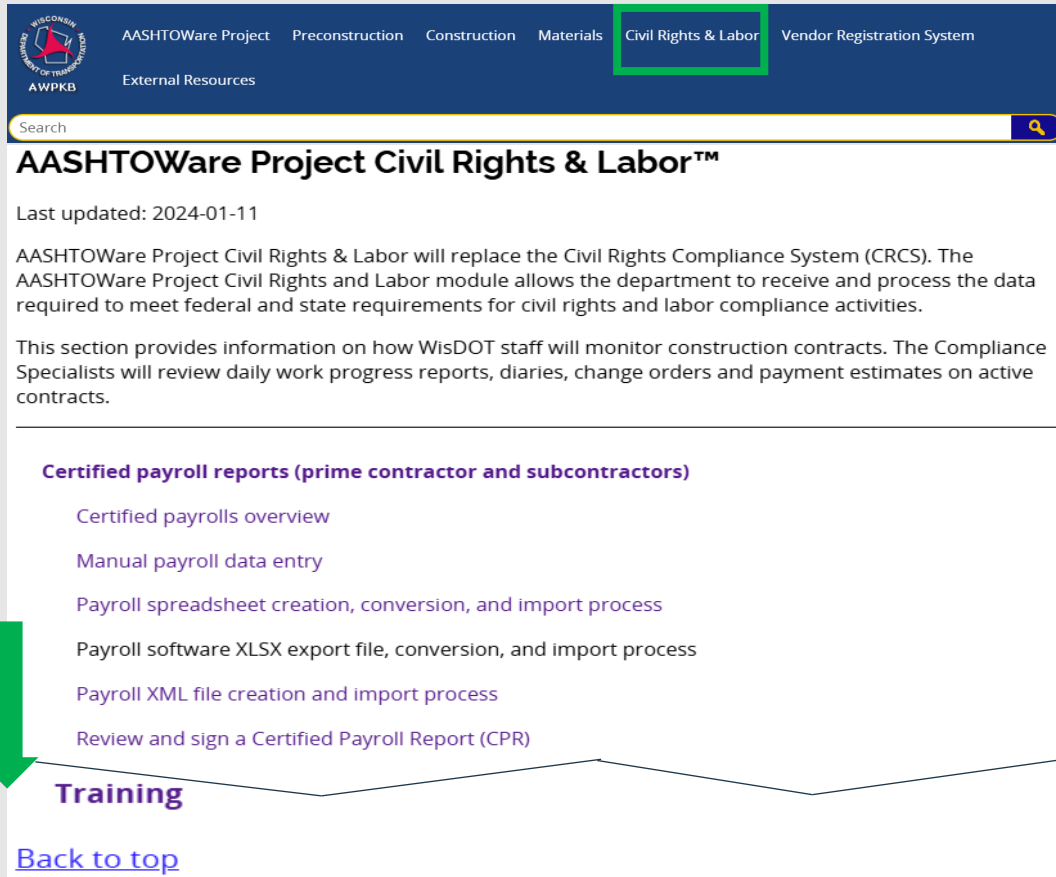


<https://awpkb.dot.wi.gov/Content/crl/crl.htm>



AWP CRL Website

Option 1: Click on CRL



The screenshot shows the top navigation bar of the AWP CRL website. The 'Civil Rights & Labor' menu item is highlighted with a green box. Below the navigation bar, the page title is 'AASHTOWare Project Civil Rights & Labor™'. The main content area contains introductory text and a list of links under the heading 'Certified payroll reports (prime contractor and subcontractors)'. A green arrow points to the 'Training' link at the bottom of the page.

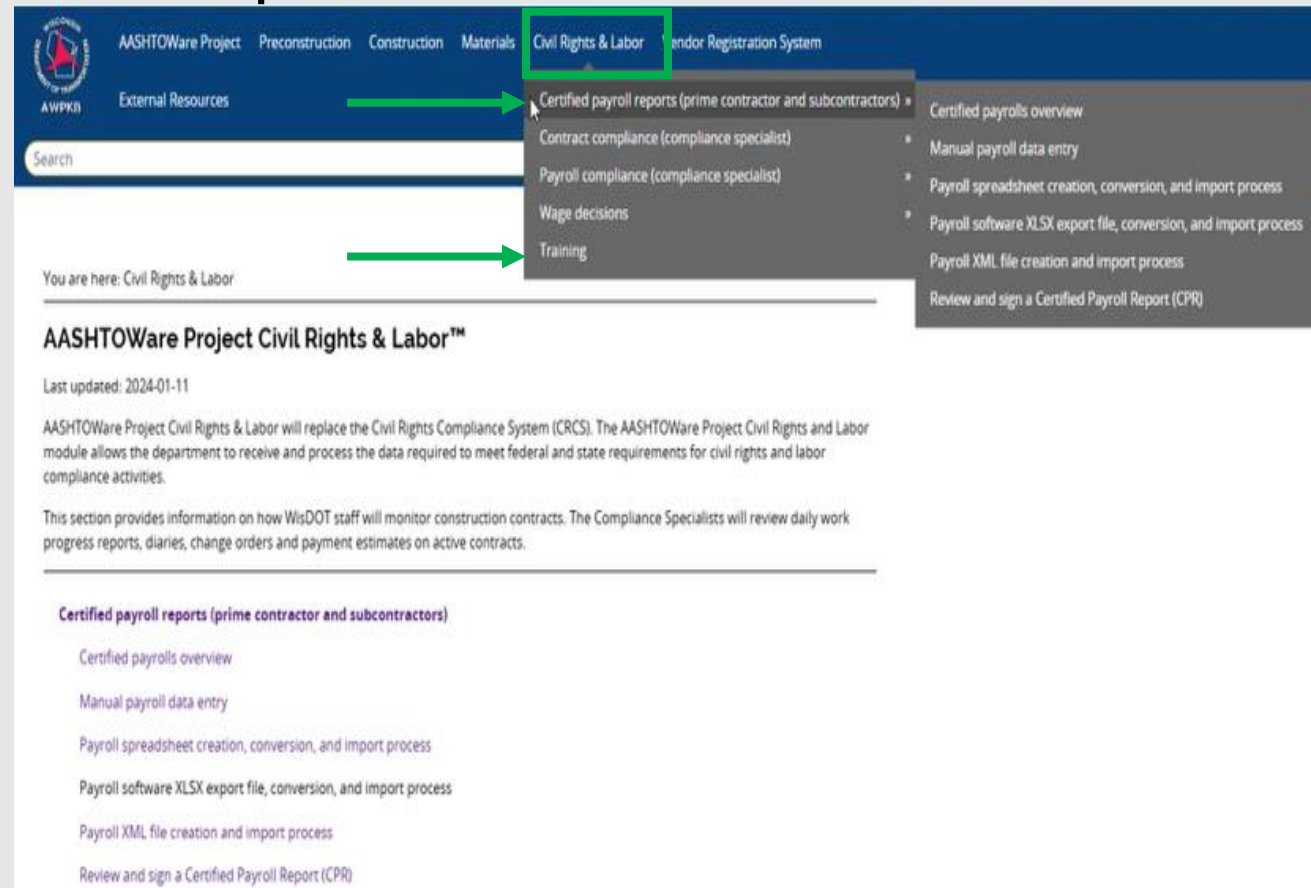
Certified payroll reports (prime contractor and subcontractors)

- [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



The screenshot shows the 'Civil Rights & Labor' menu item highlighted with a green box. A green arrow points to the dropdown menu that appears when the cursor is over the menu item. The dropdown menu contains the following items:

- 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



AWP Knowledge Base – Training Page

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

Training

Last updated: 2026-02-19

Below are links to training materials for AASHTOWare Project CRL Payrolls and information regarding upcoming training sessions for 2026.

[2026 Contractor CRCS and AWP CRL training sessions](#)

Click on the above link for participation information about these upcoming training sessions. No registration is required

Contractor Compliance

Wednesday, March 11, 2026, 10:00 am - 12:00 pm

Civil Rights Compliance System (CRCS)

Wednesday, March 11, 2026, 1:00 pm - 3:00 pm

AASHTOWare Project Civil Rights and Labor (AWP CRL)

Tuesday, March 31, 2026, 10:00 am - 12:30 pm

Wednesday April 8, 2026, 10:00 am - 12:30 pm

[2025 training materials](#)

Click to expand

1

2025 training materials

AWP CRL Payroll virtual training session – March 17, 2025 ([PowerPoint version](#)) ([PDF version](#))

[Virtual Vendor Training session recording](#) - March 18, 2025 (Total video time 1:48:19)

Subsets of the Virtual Vendor Training Session:

- [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)
- [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)

[March 13 Virtual Vendor Q&A session recording](#) - March 13, 2025 (Total video time 36:45)

[March 18 Virtual Vendor Q&A session recording](#) - March 18, 2025 (Total video time 22:52)

2

Training session recording & short clip videos

Q&A recordings



Work Craft / Labor Classification



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.

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

Project Type	
10	Highway
15	Bridge
08	Sewer Water
Bldg	Building



Wage Determinations – Project Type

(Continued)

"General Decision Number: WI20260010 01/02/2026

Superseded General Decision Number: WI20250010

State: Wisconsin

Construction Type: Highway

Counties: Wisconsin Statewide.

HIGHWAY, AIRPORT RUNWAY & TAXIWAY CONSTRUCTION PROJECTS (does not include bridges over navigable waters; tunnels; buildings in highway rest areas; and railroad construction)

"General Decision Number: WI20260015 01/02/2026

Superseded General Decision Number: WI20250015

State: Wisconsin

Construction Type: Heavy

Counties: Wisconsin Statewide.

HEAVY CONSTRUCTION PROJECTS (Excluding Tunnel, Sewer, and Water Lines).

"General Decision Number: WI20260008 01/02/2026

Superseded General Decision Number: WI20250008

State: Wisconsin

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

Counties: Wisconsin Statewide.

TUNNEL, SEWER & WATER LINE CONSTRUCTION PROJECTS

"General Decision Number: WI20260014 01/02/2026

Superseded General Decision Number: WI20250014

State: Wisconsin

Construction Type: Building

County: Brown County in Wisconsin.

BUILDING CONSTRUCTION PROJECTS (does not include single family homes and apartments up to and including 4 stories)



Work Crafts / Code (1st Level)

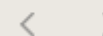
Work Crafts	Code
Laborers - 100	100
Operator - 200	200
Truck Driver - 300	300
Bricklayer/Cement Mason/Concrete Finish - 400	400
Carpenter/Millwright/Piledriver - 500	500
Electrician - 600	600
Ironworker - 700	700
Painter - 800	800
Specialty - 900	900



Labor Codes for each Work Craft (2nd Level)

WI 10 Highway

Highway (highway work; included in every contract)	
Classification	Labor Code
10 - Bricklayer	401
10 - Carpenter	501
10 - Carpenter & Piledriver	504
10 - Carpenter & Piledriver	514
10 - Cement Mason/Concrete Finisher	402
10 - Electrician	601
10 - Ironworker	701
10 - Laborer Group 1	101
10 - Laborer Group 2	102
10 - Laborer Group 3	103
10 - Laborer Group 4	104
10 - Laborer Group 5	105
10 - Laborer Group 6	106
10 - Line Construction Equipment Operator	607
10 - Line Construction Groundsman	610
10 - Line Construction Heavy Equipment Operator	606
10 - Line Construction Heavy Groundman Driver	608
10 - Line Construction Light Groundman Driver	609
10 - Line Construction Lineman	605
10 - Millwright	502
10 - Painter	801
10 - Painter Bridge	806
10 - Painter Brush	802
10 - Painter Brush Prem Pay \$1.00 Structural Steel Spray Brid	803
10 - Painter Brush, Roller	805
10 - Painter New Brush, Roller	809
10 - Painter New Spray, Sandblast, Steel	810
10 - Painter Repaint Brush, Roller	811
10 - Painter Repaint Spray, Sandblast, Steel	812
10 - Painter Spray	804
10 - Painter Spray & Sandblast	808
10 - Painter Structural Steel	807
10 - Piledriver	503
10 - Power Equipment Operator Group 1	201
10 - Power Equipment Operator Group 2	202
10 - Power Equipment Operator Group 3	203
10 - Power Equipment Operator Group 4	204
10 - Power Equipment Operator Group 5	205
10 - Power Equipment Operator Group 6	206
10 - Sound & Communications Installer	603
10 - Sound & Communications Technician	604
10 - Teledata System Installer/Technician	602
10 - Truck Driver 1 & 2 Axles	301
10 - Truck Driver 3 or more Axles Euclids Dumptor & Articulate	302



Work Crafts

WI 10 Highway

WI 08 Sew

Heavy WI 15 (bridge)	
Classification	Labor Code
15 - Boilermaker	921
15 - Bricklayer	421
15 - Carpenter	521
15 - Carpenter & Piledriver	524
15 - Cement Mason/Concrete Finisher	422
15 - Electrician	621
15 - Ironworker	721
15 - Laborer Group 1	121
15 - Laborer Group 2	122
15 - Laborer Group 3	123
15 - Laborer Group 4	124
15 - Laborer Group 5	125
15 - Laborer Group 6	126
15 - Line Construction Equipment Operator	627
15 - Line Construction Groundsman	630
15 - Line Construction Heavy Equipment Operator	626
15 - Line Construction Heavy Groundman Driver	628
15 - Line Construction Light Groundman Driver	629
15 - Line Construction Lineman	625
15 - Millwright	522

15 - Painter	821
15 - Painter Bridge, Structural Steel	825
15 - Painter Brush, Roller	822
15 - Painter New Brush, Roller	827
15 - Painter New Spray, Sandblast, Steel	828
15 - Painter Repaint Brush, Roller	829
15 - Painter Repaint Spray, Sandblast, Steel	830
15 - Painter Spray	824
15 - Painter Spray & Sandblast	826
15 - Piledriver	523
15 - Pipefitter	926
15 - Plumber	924
15 - Plumber and Steamfitter	925
15 - Plumber/Pipefitter	923
15 - Power Equipment Operator Group 1	221
15 - Power Equipment Operator Group 2	222
15 - Power Equipment Operator Group 3	223
15 - Power Equipment Operator Group 4	224
15 - Power Equipment Operator Group 5	225
15 - Power Equipment Operator Group 6	226
15 - Premium Pay \$1.00 Structural Steel Spray Bridge	823
15 - Small Boiler Repair (under 25,000 lbs hr)	922
15 - Sound & Communications Installer	623
15 - Sound & Communications Technician	624
15 - Teledata System Installer/Technician	622
15 - Truck Driver 1 & 2 Axles	321
15 - Truck Driver 3 or more Axles Euclids Dumptor & Articulated	322
15 - Well Driller	927

WI 15 Heavy Bridge

< >

Work Crafts

WI 10 Highway

WI 08 SewerWater

WI 15 Bridge



WI 08 Heavy Sewer

Heavy WI08 (sewer and water)	
Classification	Labor Code
08 - Bricklayer	411
08 - Carpenter	511
08 - Cement Mason/Concrete Finisher	412
08 - Electrician	611
08 - Ironworker	711
08 - Laborer Group 1 Open Cut; Sewer; Sewer & Water	111
08 - Laborer Group 2 Open Cut; Sewer; Sewer & Water	112
08 - Laborer Group 3 Open Cut; Sewer	113
08 - Laborer Group 4 Open Cut; Sewer	114
08 - Laborer Group 5 Open Cut	115
08 - Laborer Group 6 Open Cut	116
08 - Laborer Group 7 Open Cut	117
08 - Laborer Group 8 Open Cut	118
08 - Laborer Group 9 Open Cut	119
08 - Millwright	512
08 - Piledriver	513
08 - Power Equipment Operator Group 1	211
08 - Power Equipment Operator Group 2	212
08 - Power Equipment Operator Group 3	213
08 - Power Equipment Operator Group 4	214
08 - Power Equipment Operator Group 5	215
08 - Power Equipment Operator Group 6	216
08 - Truck Driver 1 & 2 Axles	311
08 - Truck Driver 3 or more Axles Euclids Dumptor & Articulated Truck Mechanic	312

[Work Crafts](#) |
 [WI 10 Highway](#) |
 [WI 08 SewerWater](#) |
 [WI 15 Bridge](#) |
 [Bldg](#) |
 [All](#) |
 [FHW](#)



WI XX Building

Building	
Classification	Labor Code
Bldg - Asbestos Removal Worker/Hazardous Material Handle	931
Bldg - Asbestos Worker/Heat and Frost Insulator	951
Bldg - Asbestos Worker/Insulator	932
Bldg - Boilermaker	934
Bldg - Bricklayer	431
Bldg - Bricklayer & Tile Setter	435
Bldg - Bricklayer Cement Mason Plasterer Tile Layer	432
Bldg - Bricklayer Cement Mason Tile Layer	433
Bldg - Bricklayer Cement Mason Tile Setter	434
Bldg - Bricklayer Tile Setter	436
Bldg - Brush, Roller, Drywall Finisher	831
Bldg - Cabinet Installer	531
Bldg - Carpenter	532
Bldg - Carpenter & Soft Floor Layer	534
Bldg - Carpenter (Inc Drywall Hanging Acoustical Work Exc	533
Bldg - Carpenter; Piledriver	535
Bldg - Carpenter; Piledriver; Soft Floor Layer	536
Bldg - Cement Mason/Concrete Finisher	437
Bldg - Cement Mason/Concrete Finisher	938
Bldg - Drywall Finisher/Taper	832
Bldg - Drywall Taper/Finisher	833
Bldg - Electrician	631
Bldg - Elevator Mechanic Vac 6%	936
Bldg - Elevator Mechanic Vac 8%	937
Bldg - Fence Installer	952
Bldg - Glazier	834
Bldg - Glazier	953
Bldg - Heat and Frost Insulator	933
Bldg - Ironworker	731
Bldg - Laborer (1)	145
Bldg - Laborer (2)	146
Bldg - Laborer (3)	147
Bldg - Laborer (4)	148
Bldg - Laborer (5)	149
Bldg - Laborer (6)	150
Bldg - Laborer (7)	151
Bldg - Laborer (8)	152

Work Crafts

WI 10 Highway

WI 08 SewerWater

WI 15 Bridge

Bldg



Labor Codes for each Work Craft (2nd Level)

Laborer Group – Brown County

Highway (highway work; included in every contract)

Classification	Labor Code
10 - Bricklayer	401
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10 - Laborer Group 5	105
10 - Laborer Group 6	106

LABO0140-002 06/02/2025

ADAMS, ASHLAND, BARRON, BAYFIELD, **BROWN**, BUFFALO, BURNETT, CALUMET, CHIPPEWA, CLARK, COLUMBIA, CRAWFORD, DODGE, DOOR,

Rates Fringes

LABORER

Group 1.....	\$ 43.77	19.97
Group 2.....	\$ 43.87	19.97
Group 3.....	\$ 43.92	19.97
Group 4.....	\$ 44.12	19.97
Group 5.....	\$ 43.97	19.97
Group 6.....	\$ 40.40	19.97

LABORER 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



Selecting the Labor Code

- Choose the 10 rates unless there are 08,15 or Building rates added to the contract
- Manual entry in the drop down all the labor codes are listed
- Spreadsheet also has all the labor codes listed
- Working to get the list to only be the labor codes available on that contract
- First thing to do when starting on a project, run the Wage Report

Labor Classification *

Q Laborer

<input type="checkbox"/>	101	10 - Laborer Group 1
<input type="checkbox"/>	102	10 - Laborer Group 2
<input type="checkbox"/>	103	10 - Laborer Group 3
<input type="checkbox"/>	104	10 - Laborer Group 4
<input type="checkbox"/>	105	10 - Laborer Group 5
<input type="checkbox"/>	106	10 - Laborer Group 6
<input type="checkbox"/>	111	08 - Laborer Group 1 Open Cut; Sewer; Sewer & Water
<input type="checkbox"/>	112	08 - Laborer Group 2 Open Cut; Sewer; Sewer & Water
<input type="checkbox"/>	113	08 - Laborer Group 3 Open Cut; Sewer
<input type="checkbox"/>	114	08 - Laborer Group 4 Open Cut; Sewer

Showing 10 of 46

Wage Report by Contract

Home Previous My Pages **PROD Environment**

On this page: External Links Vendor Payrolls Unapproved Payrolls Employee Overview

PROJECT WisDOT CRL Payroll

Payroll Status ?

ATTENTION: This system is used for the entry of certified payroll reports (CPRs) for contracts awarded in January 2025 or later. Entry of CPRs for contracts awarded in December 2024 and early will continue in the CRCS. Contract IDs start with the year they were awarded (e.g. 20250114001).

Updates:
10/23/2025 – WisDOT upgraded to AASHTOWare Project (AWP) 5.04 on Thursday, October 23, 2025.
10/20/2025 – WisDOT will no longer require Non-Performance payrolls. WisDOT will continue to require vendors to check the Final Payroll box on their last payroll report submitted for the project

Support and Documentation:
Check out our new support and documentation links under External Links on the right side of the homepage.

2026 CONTRACTOR TRAINING INFO
Please see the new link under External Links on the right side of the homepage.

External Links

- AASHTOWare Project Knowledge Base (AWPKB)
- WisDOT Roadway Standards
- WisDOT Standard Specifications
- WisDOT Highway Construction Contract Information
- Prime/Sub Certified Payroll Report Documentation
- Labor and Wage Compliance Support Contacts
- Email WisDOT CRL Support Team
- 2026 Contractor Training - CRCS and AWP CRL Modules
- AWPKB CRL Documentation
- AWP CRL Support
- AWP CRL Support
- AWP CRL Training

On the Home screen to the far right and click on the Actions down arrow.

Home Previous My Pages **PROD Environment**

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- AWP CRL Support
- AWP CRL Support
- AWP CRL Training

Click on Generate Report

Actions

- Open Process History
- Cases
- Import File
- Generate Report**
- Execute Process
- Global Links
- My Settings
- My Outbox
- AWPKB CRL Documentation
- AWP CRL Support
- AWP CRL Support
- AWP CRL Training



Generate Report

Generate Report Execute

Settings **Select Report** 1 of 5

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

Select	Report	Data
	Certified Vendor Directory	RefVendor
	Month End Trucking Report	EOMTrucking
	Payroll Exception Report	CertifiedPayroll
	Payroll Summary	CertifiedPayroll
	Payroll Verification Text	CertifiedPayroll
	Proxy Verification Report	CertifiedPayroll
	Subcontract Listing	Contract
	Wage Decision Modification Report	RefWageDecisionModification
	Wage Rate on Projects	Contract

Click on Wage Rate on Projects

Generate Report

Generate Report - Wage Rate on Projects Execute

Settings **Select Data** 2 of 5

Q Enter search criteria or hit enter

Advanced
Select: All | None

Enter search criteria above to see results or **Show first 10**

2 options
Enter CONTRACT ID in the search box (Project ID will not work). Ex. 2025021102
OR
Click on Show first 10 and the contracts you are assigned to as a subcontractor will appear.



Generate Report

Generate Report - Wage Rate on Projects

Execute

Settings Select Data

2 of 5

2025

Showing 3 of 3

Advanced
Select: All None

1 selected

Select	Contract	Description
<input checked="" type="checkbox"/>	20250211026	Appleton - De Pere; Ballard Rd (CTH E) Intchg
<input type="checkbox"/>	20250311028	C Green Bay, Country Club Road; Mason St Frontage Rd to Indian Hill
<input type="checkbox"/>	20250513027	T Wausaukee, Glendale Road; Wausaukee River Bridge

Select the contract.
A green check mark will appear.

Generate Report

Generate Report - Wage Rate on Projects

Click on Execute button.

Execute Report

Settings Select Data

2 of 5

Execute

Downloads



Generate - 2026-03-03T114915.999.pdf

[Open file](#)





Wisconsin Department of Transportation

Wage Rates

Contract Number: 20250211026
Project Number: 1130-65-76
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	60.86	01/03/2025	Federal
102	10 - Laborer Group 2	40.67	19.45	61.01	01/03/2025	Federal
103	10 - Laborer Group 3	40.72	19.45	61.08	01/03/2025	Federal
104	10 - Laborer Group 4	40.92	19.45	61.38	01/03/2025	Federal
105	10 - Laborer Group 5	40.77	19.45	61.16	01/03/2025	Federal
106	10 - Laborer Group 6	37.2	19.45	55.80	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	69.56	01/03/2025	Federal
202	10 - Power Equipment Operator Group 2	45.87	28.8	68.81	01/03/2025	Federal
203	10 - Power Equipment Operator Group 3	44.77	28.8	67.16	01/03/2025	Federal
204	10 - Power Equipment Operator Group 4	44.51	28.8	66.77	01/03/2025	Federal
205	10 - Power Equipment Operator Group 5	44.22	28.8	66.33	01/03/2025	Federal
206	10 - Power Equipment Operator Group 6	38.32	28.8	57.48	01/03/2025	Federal



Find the Craft and Classification List

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

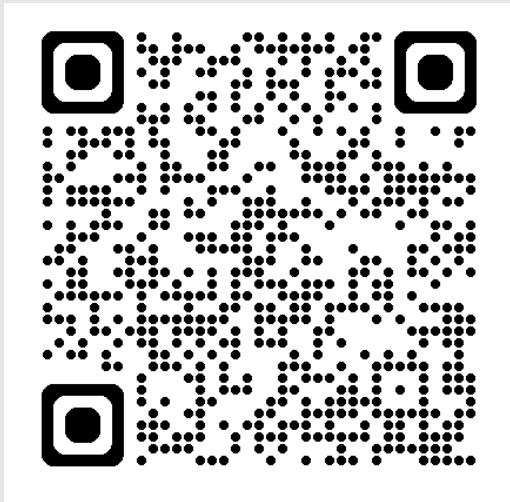


AWP CRL



AWP Login Page

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



The screenshot shows the AASHTOWare Project login interface. At the top, the logo reads "AASHTOWare™ PROJECT" in orange and black. Below the logo is a login form with the following fields: "Username" with the value "WAMS ID", "Password" with the value "WAMS Password", and "eDirProd" with a dropdown arrow. A blue "Log On" button is at the bottom of the form, with a green arrow pointing to it from the left.

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

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Payroll Dashboard Overview

PROJECT WisDOT CRL Payroll

Payroll Status

ATTENTION: This system is used for the entry of certified payroll reports (CPRs) for contracts awarded in January 2025 or later. Entry of CPRs for contracts awarded in December 2024 and early will continue in the CRCS. Contract IDs start with the year they were awarded (e.g. 20250114001).

Updates:
10/23/2025 – WisDOT upgraded to AASHTOWare Project (AWP) 5.04 on Thursday, October 23, 2025.
10/20/2025 – WisDOT will no longer require Non-Performance payrolls. WisDOT will continue to require vendors to check the Final Payroll box on their last payroll report submitted for the project

Support and Documentation:
Check out our new support and documentation links under External Links on the right side of the homepage.

2026 CONTRACTOR TRAINING INFO
Please see the new link under External Links on the right side of the homepage.

External Links

- AASHTOWare Project Knowledge Base (AWPKB)
- WisDOT Roadway Standards
- WisDOT Standard Specifications
- WisDOT Highway Construction Contract Information
- Prime/Sub Certified Payroll Report Documentation
- Labor and Wage Compliance Support Contacts
- Email WisDOT CRL Support Team
- 2026 Contractor Training - CRCS and AWP CRL Modules
- AWPKB CRL Documentation
- AWP CRL Support
- AWP CRL Support
- AWP CRL Training

Vendor Payrolls

Q Type search criteria or press Enter Advanced

0 changed

Enter search criteria above to see results or Show first 10

Unapproved Payrolls

Q Type search criteria or press Enter Advanced

0 changed

Enter search criteria above to see results or Show first 10

Employee Overview

Q Type search criteria or press Enter System Default



AWP CRL Payroll Role

Home Previous My Pages Current Role: Payroll TEST Environment

Switch Role
awp train16
✓ Payroll ←
Unapproved Payrolls Employee Overview

PROJECT WisDOT CRL Payroll

Payroll Status

ATTENTION: This system is used for the entry of certified payroll reports (CPRs) for contracts awarded in January 2025 or later. Entry of CPRs for contracts awarded in December 2024 and early will continue in the CRCS. Contract IDs start with the year they were awarded (e.g. 20250114001).

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- AWP CRL Support
- Email WisDOT CRL Support Team
- AWP CRL Support
- 2026 Contractor Training - CRCS and AWP CRL Modules
- AWP CRL Training

Vendor Payrolls

Q Type search criteria or press Enter Advanced

Enter search criteria above to see results or Show first 10

Unapproved Payrolls



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 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: [External Links](#) [Vendor Payrolls](#) [Unapproved Payrolls](#) [Employee Overview](#)

PROJECT WisDOT CRL Payroll

Payroll Status ?

ATTENTION: This system is used for the entry of certified payroll reports (CPRs) for contracts awarded in January 2025 or later. Entry of CPRs for contracts awarded in December 2024 and early will continue in the CRCS. Contract IDs start with the year they were awarded (e.g. 20250114001).

Updates:
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2026 CONTRACTOR TRAINING INFO
 Please see the new link under External Links on the right side of the homepage.

External Links ?

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- WisDOT Standard Specifications
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- Contacts
- Email WisDOT CRL Support Team
- 2026 Contractor Training - CRCS and AWP CRL Modules
- AWPKB CRL Documentation
- AWP CRL Support
- AWP CRL Support
- AWP CRL Training

Vendor Payrolls ?

Q 20250513003 Advanced Showing 39 of 39

0 changed

Contract	Controlling Prj ID	Fund Type	Description	Status	Payrolls	Vendor ID	Vendor Name
20250513003	3042-01-62	FED - Federal Func	Lowell - Hartford; STH 67 to Washington Co Line	Active	9	NO14	NORTHEAST ASPHALT, INC



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

Manual Payroll Data Entry

- Small number of employees
- May not have Microsoft Excel

WisDOT Payroll Excel Spreadsheet

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



XML/XLSX Payroll System Export to CRL (Direct XML Import)



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>



Vendor Payroll System Export (XML/XLSX) to CRL

```
▼<Payroll xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:xlink="http://www.w3.org/1999/xlink"
xmlns:txl="http://www.transxml.net/schema/txl/1.0" xmlns="http://www.transxml.net/schema/pr1/1.2">
  <vendorID>Required Field. Vendor ID of vendor submitting this payroll report. (Ex:AN75)</vendorID>
  <contractID>Required Field.Contract Number is the year, month, date of the Let and proposal number. No dashes or spaces. Example,
20250114001 is the contract id for proposal number 1 let on January 14, 2025. See KB on how to locate the Contract # in CRL.
(Ex:20240213028)</contractID>
  <payrollNumber>Required Field.Number assigned to payroll report by vendor. Start with 1 for first week, 2 for second week, etc. Don't
skip numbers. Check number prior to uploading payroll report. (Ex:1)</payrollNumber>
  <payrollBeginDate>Required Field.Date weekly pay period begins. Weekly pay period is 7 consecutive 24 hour days the vendor has set as
their pay period. System will not allow weeks to overlap. (Ex:2024-06-24)</payrollBeginDate>
  <payrollEndDate>Required Field.Date weekly pay period ends. Weekly pay period is 7 consecutive 24 hour days the vendor has set as
their pay period. System will not allow weeks to overlap. (Ex:2024-06-30)</payrollEndDate>
  <fringeBenefitPaymentType>Required Field.The value "Plan Funds with Exceptions" must be the only value in this tag and is required.
You may pay your employees with Cash fringes or Plan Funds without Exceptions, but programmatically, this tag needs to be Plan Funds
with Exceptions</fringeBenefitPaymentType>
  <comments>Optional field.Enter any comments about the entire payroll entry,can hold 256 characters. If no comments, then default it to
an empty tag with no information.</comments>
```

Questions? Contact: AWPSupport@dot.wi.gov



Manual Payroll Submission



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.

- [!\[\]\(4ad3a328e1585965a195f5d4eee1a27e_img.jpg\) Manually add a new certified payroll for a pay period](#)
- [!\[\]\(1b4d5714ce43973e7fc6ceee098d143c_img.jpg\) Adding employees to the certified payroll record](#)
- [!\[\]\(c004e58315efeea1bf2c6a96352ca3ad_img.jpg\) Entering employee payrolls](#)
- [!\[\]\(745d902a229d214384859d9d13877a1c_img.jpg\) Craft Codes and Labor Codes based on Federal US DOL Wisconsin Wage Determinations](#)
- [!\[\]\(d68d574d9dafc90a7c0612fd9c7be420_img.jpg\) Add new project or classification to an employee](#)
- [!\[\]\(03c314fc0a4a772f8b66d5ab79f23e09_img.jpg\) How to handle double overtime for an employee](#)
- [!\[\]\(59b685624a40f9d085a7bed9ce07ec07_img.jpg\) Copy an existing certified payroll to create a new certified payroll \(save data entry time\)](#)
- [!\[\]\(17aeb181399663935da0ba933079b1a3_img.jpg\) Delete an employee from a certified payroll record](#)
- [!\[\]\(d93207605d84a9b8ade11fcac71d976a_img.jpg\) Update basic employee information](#)

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



Log on to AASHTOWare Project x Dashboard | AASHTOWare Proj... x Dashboard | AASHTOWare Proj... x +

wisdot-pr-prod.infotechfl.com/Account/LogOn

Imported From IE AWP CRLimp Dev AWP CRL TEST AWP PROD AWP CRL Step-by-st... WisDOT AWPKB CPR - WAMS, AWP -... CRCS Login All Bookmarks

AASHTOWare™ PROJECT

itiprime1
.....
eDirProd
Log On

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 5.04 Revision 037

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Manual entry video (11:00)

Adding Employees to a Payroll (Manual Entry)

- 1. Add Employee.** 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 the payroll has been submitted to WisDOT.
- 2. Add Ref Employee.** 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.**



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

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

“Add Employee” Choices Cheat Sheet

Home Previous My Pages CRLIMPL Environment Actions Help Log off

Overview Payroll Status

On this page: Contract Employees

External Payroll Employees

Contract: 20250114045 - C New Berlin Moorland Road; CTH Es to CTH D

Payroll Vendor: HO10 - HOFFMAN CONSTRUCTION COMPANY

Payroll Number	Modification Number
2	0

Period
02/08/2026 - 02/14/2026

Employees

Save

Employees

- Add Employee...
- Add New Project/Classification to Employee...
- Add Ref Employees...
- Delete

Views

- Attachments (0)
- Issues
- Links

Add Employee - Brand new employee being entered into the system.

Add Ref Employee - The employee has been entered into the system before.

Add New Project/Classification to employee - You want to make a second entry for an employee if a different classification, double OT rate, OT fringe benefits are different, etc.

Delete - This will allow you to delete an employee if they were added to the payroll by accident.



Multiple Job Classifications/Hourly Rates (Manual Entry)



Overview Payroll Status

On this page: Contract Employees

External Payroll Employees

Contract: 20250114045 - C New Berlin Moorland Road; CTH Es to CTH D

Payroll Vendor: HO10 - HOFFMAN CONSTRUCTION COMPANY

Payroll Number: 2 Modification Number: 0

Period: 02/08/2026 - 02/14/2026

Employees Save 2 of 2

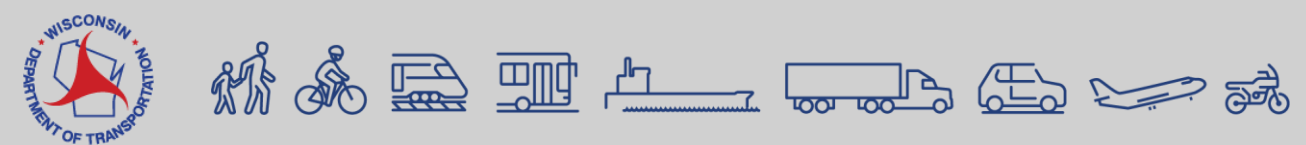
Employees Cece Thursday - 106 - 2722-08-71

Employee: Cece Thursday **The Check Number or ACH is required in the Employee Comments box below.**

Employee Information...

Hourly or Salaried

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



Adding additional classification video (03:49)

Data Entry Fields



Entering employee payrolls

Example: Fringe Benefits

Entering employee payrolls

AWP KB

AWP CRL Manual Entry

Fringes

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).

Health/Welfare Rate

Vacation/Holiday Rate

Skill Improvement/Training/Education Rate

Pension/Retirement/Annuity Rate

Cash Payment Rate

Additional Fringe(s)

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



How to Calculate Total Fringe Benefits Paid Field

Employees

Straight Hourly Rate *

Overtime Hourly Rate *

OJT Trainee or Apprentice Pe

Health/Welfare Rate

Vacation/Holiday Rate

Skill Improvement/Training/Education Rate

Pension/Retirement/Annuity Rate

Cash Payment Rate

Additional Fringe(s)

Health \$10.00 + Vacation \$6.00 + Skill \$5.00 + Pension \$5 + Additional Fringe \$.25 = \$26.25 (Total Fringe)

Hours

	SUN	MON	TUE	WED	THU	FRI	SAT
	8	9	10	11	12	13	14
Straight Time Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	8.00	8.00	<input type="text"/>
Overtime Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2.00	<input type="text"/>
Total Straight Time Hours	16.00						
Total Overtime Hours	2.00						
Total Hours	18.00						

\$26.25 Total Fringe
 X
 18 Total Hours
 =
 \$472.50 Total Fringe Benefits Paid

Wages

FICA Withholding Amount

Federal Withholding Amount

Total Fringe Benefits Paid

Project Wages



OJT/Apprentice



Adding OJT/Apprentice Information

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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overtime Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



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 apprenticeship 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].

September 19, 2024
Date

Apprentice Signature

September 19, 2024
Date

Sponsor Signature

September 20, 2024
Date

Department Approval

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)



OJT/Apprentice Data Entry Example

HCST Graduate

▼ OJT Trainee or Apprentice Information

OJT Trainee or Apprentice

OJT Trainee or Apprentice ID

OJT Trainee or Apprentice Percentage

HCST Graduate & Apprentice

▼ OJT Trainee or Apprentice Information

OJT Trainee or Apprentice

OJT Trainee or Apprentice ID

OJT Trainee or Apprentice Percentage

Apprentice

▼ OJT Trainee or Apprentice Information

OJT Trainee or Apprentice

OJT Trainee or Apprentice ID

OJT Trainee or Apprentice Percentage

Note: When entering the percentage, only enter full digits. Do not include the % sign.



Apprentice
Contract ID –
Unknown or
not found?

▼ OJT Trainee or Apprentice Information

OJT Trainee or Apprentice



OJT Trainee or Apprentice ID

APP

OJT Trainee or Apprentice Percentage

75.00

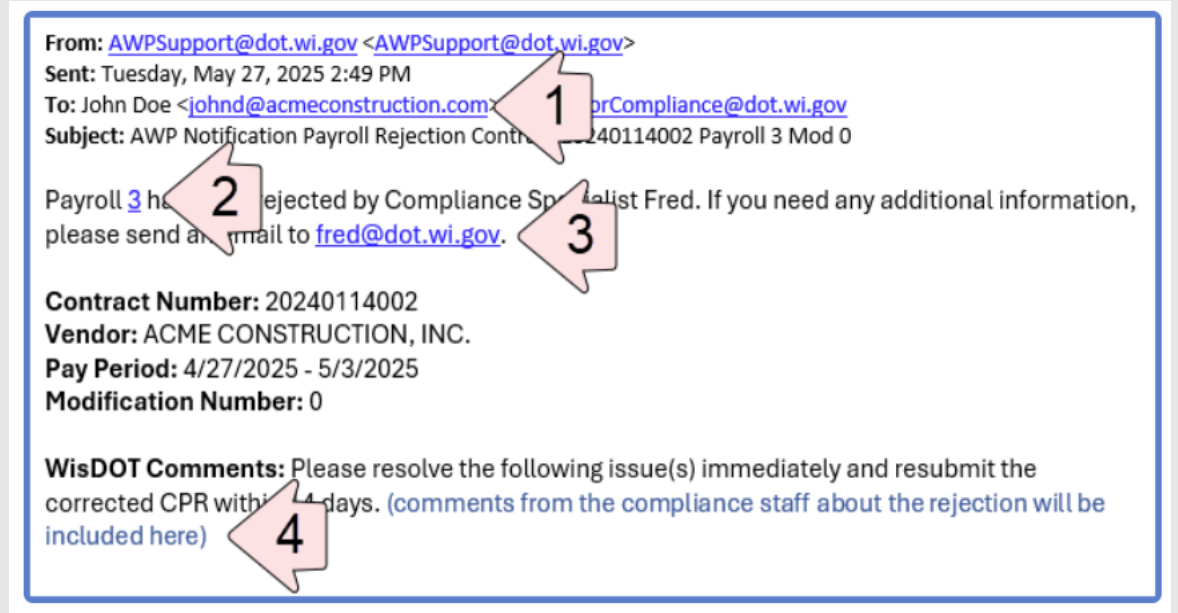


Rejected Payrolls



Rejection Notifications

1. An email is sent to the person who signed the payroll using the email address provided in their WAMS account.
2. The payroll number is hyperlink and will open the rejected payroll if already logged into AWP.
3. The email address of the Compliance Specialist who rejected the payroll is provided. Use this if additional information is needed. Do not reply to this email with payroll questions.
4. The rejection comments supplied by the Compliance Specialist in AWP are also provided in the body of the email for review.



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



Payroll Modification



Manual Payroll Modification Steps

1. On the Contract Certified Payroll component, select Open Component Actions Menu | Create Modification
2. The payroll modification record will be created and displayed on the Contract Certified Payroll Overview component. The Payroll number will remain the same, but the Modification Number will be set to 1.
3. Click on the Payroll number hyperlink to open the Payroll and make changes.
4. Once all changes are complete and saved, Review and Sign the payroll.

AWPKB: [Creating a 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

Vendor Payrolls ?

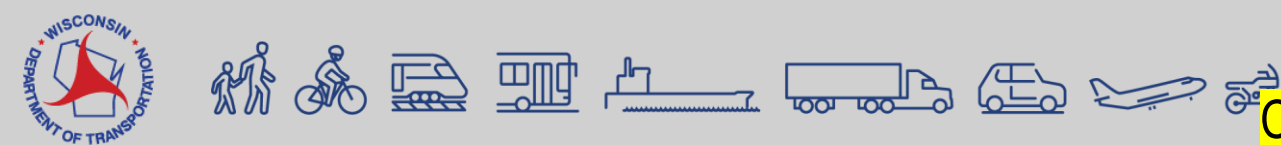
Type search criteria or press Enter Advanced
0 changed
Enter search criteria above to see results or Show first 10

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 System Default
0 changed
Enter search criteria above to see results or Show first 10



Copying an existing CPR



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

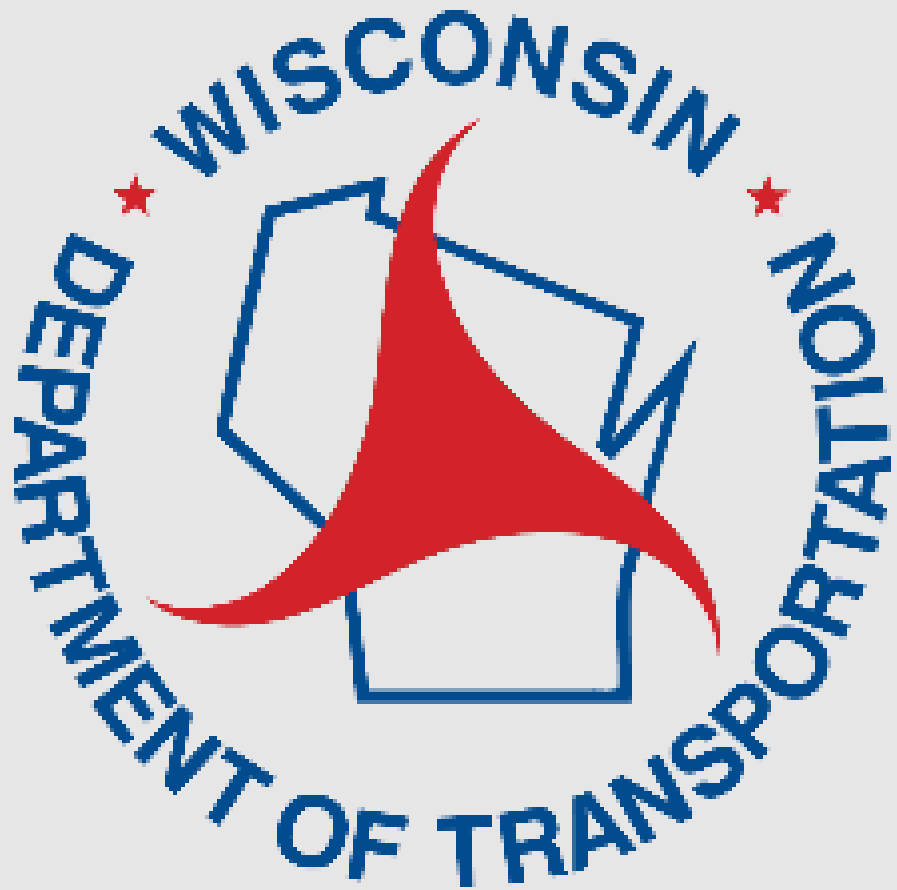
Version 5.02 Revision 036 Test Environment

**Data imported from database dump generated on 9/09/2024*

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Copying a Payroll video (03:27)



Return by:



WisDOT AWP Excel Spreadsheet



Payroll Spreadsheet Creation

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



Payroll spreadsheet creation, conversion, and import process

Last updated: 2026-03-27

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.



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

[Spreadsheet 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-v2.xlsx](#) file (Last updated August 6, 2025) or [WisDOT AASHTOWare Project Payroll Spreadsheet Template-v3.xlsx](#) (Last updated March 4, 2026). The v3 template is recommended in most cases. There are more fields on the Employee Information tab thus requiring less data entry on a weekly basis.

AASHTOWare Project™ Payroll Spreadsheet Conversion Utility 2.0



Instructions

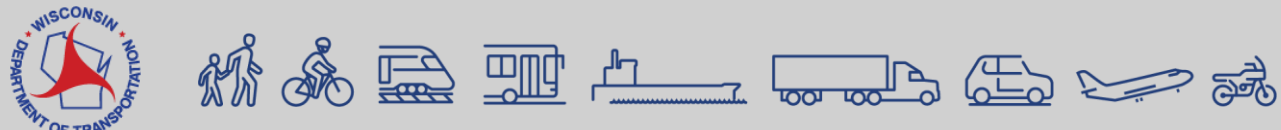
- 1: Blue fields are data entry fields. A red asterisk indicates a required field.
- 2: Some fields and labels have associated tool tips that will appear upon clicking the cell.
- 3: Use 'Save As' to save the template as a weekly payroll report spreadsheet. Example: Contractor name-Contract or Project 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 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)			D.T.	0.00	0.00	0.00	0.00	0.00	0.00	Employee Comments (Check Number or ACH is required)
First Name	<input type="text"/>	Project ID			S.T.	0.00	0.00	0.00	0.00	0.00	0.00	
Middle Initial	<input type="text"/>	Craft Code Select Labor Code in Cell Below			S.H.	0.00	0.00	0.00	0.00	0.00	0.00	
SSN (Full 9-digit #)	<input type="text"/>	* Labor Class Select Labor Code (DropDown List)			Apprentice/ OJT ID	Apprentice/OJT Wage %		* Project Wages		0.00		
Reenter SSN	<input type="text"/>	Salaried Employee Only			Pay Period Check Stub Area							
Gender	<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		
Ethnicity	<input type="text"/>	Fringe Benefit Hourly Rate			Health/ Welfare	Vacation/ Holiday	Skill Impr/ Training/ Education	Pension / Retirement / Annuity	Cash Payment	Additional Fringe(s)	Fringe Benefits Total	
Addr Line 1	<input type="text"/>	Has Changed? false			NOTE: Enter above, if applicable, per diem paid and any other payments.							



V1 & V2 Spreadsheet entry video (02:56)



Search



You are here: [Civil Rights & Labor](#) > [Certified payroll reports \(prime contractor and subcontractors\)](#) > Payroll spreadsheet creation, conversion, and import process

Payroll spreadsheet creation, conversion, and import process

Last updated: 2026-03-27

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

- [Spreadsheet process overview](#)
- [Download and create a company contract specific payroll spreadsheet template](#)
- [Enter weekly payrolls into a weekly payroll spreadsheet](#)
- [Payroll spreadsheet conversion process \(from an .XLSX to an .XML file\)](#)



V3 Spreadsheet introduction video (8:30)

Why move to Version 3 Spreadsheet?

1. LESS DATA ENTRY!

➤ There are more fields on the Employee Information tab thus requiring less data entry on a weekly basis.

2. Easier to identify if a cell is missing a number or there are leading/trailing spaces.

3. Hours check tab – You requested it, we made it happen!

4. Our best version yet!

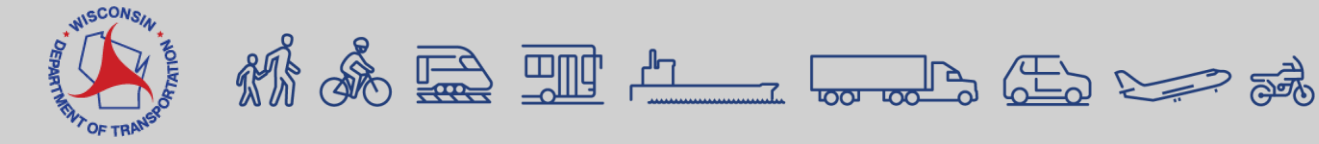


File Home Insert Page Layout Formulas Data Review View Automate Developer Help BLUEBEAM

Clipboard Font Alignment Number Styles Cells Analysis Sensitivity Add-ins Bluebeam

B22 fx

1	The worksheet will allow 250 employees to be added								
2	It is strongly recommended that you add your employees in alphabetical order to aid in searching on the "Payroll Form" "Select Employee" dropdown								
3	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.								
4	Fill in all the appropriate column information								
5	Middle Initial will ONLY take ONE character.								
6									
7	Example:								
8	Smith Joseph W	Smith	Joseph	W	123456789	Male	CAUC		300 John Street
9	Employee full Name	Last Name Value - 2	First Name Value - 3	Middle Initial - 4	Social Security No. - 5	Gender - 6	Ethnicity - 7	Ethnicity Select	Address 1 - 9
10	Friday Fred	Friday	Fred	W	666770112	Male	T-MR	TWO or MORE RACES	55 Friday Ave
11	Monday Mollie	Monday	Mollie	A	222334567	Female	A-IN	ASIAN (Asian Indian, Subcont As	1 Monday Ln
12	Saturday Sammy	Saturday	Sammy	J	777889974	Female	A-PF	NATIVE HAWAIIAN or OTHER PA	678 Saturday Ln
13	Sunday Stephanie	Sunday	Stephanie	R	888991063	Female	HISP	HISPANIC or LATINO AMERICAN	789 Sunday St
14	Thursday Travis	Thursday	Travis	J	555441425	Male	BLK	BLACK or AFRICAN AMERICAN	456 Thursday St
15	Tuesday Teresa	Tuesday	Teresa	A	333225566	Female	CAUC	CAUCASIAN or WHITE	23 Tuesday Rd
16	Wednesday Wendy	Wednesday	Wendy	K	444337894	Male	CAUC	CAUCASIAN or WHITE	345 Wednesday Rd
17						Select Gender	Select Ethnicity	Select Ethnicity	
18						Select Gender	Select Ethnicity	Select Ethnicity	
19						Select Gender	Select Ethnicity	Select Ethnicity	
20						Select Gender	Select Ethnicity	Select Ethnicity	
21						Select Gender	Select Ethnicity	Select Ethnicity	
22						Select Gender	Select Ethnicity	Select Ethnicity	
23						Select Gender	Select Ethnicity	Select Ethnicity	
24						Select Gender	Select Ethnicity	Select Ethnicity	
25						Select Gender	Select Ethnicity	Select Ethnicity	
26						Select Gender	Select Ethnicity	Select Ethnicity	
27						Select Gender	Select Ethnicity	Select Ethnicity	



Copying data from v1 or v2 to v3 video (02:34)

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.



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

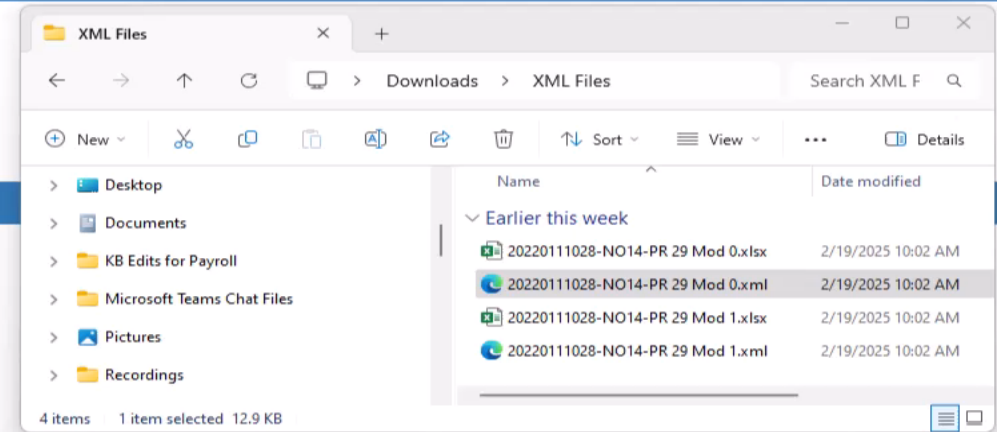
Enter search criteria above to see results or Show first 10

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)

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.

Example:

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

Payroll Form **Employee Information** Ethnicity | Craft | Labor | State | TABL ...



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



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.
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- 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

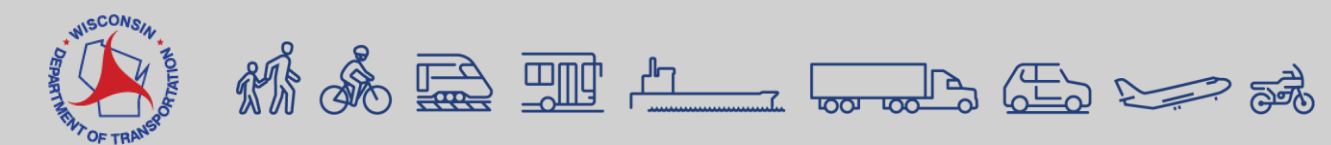
Copyright © 2

* 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)

Multiple Job Classifications & Double Overtime (Excel Spreadsheet)



Multiple Job Classifications

For V1 and V2 Spreadsheets

Individual Employee Name and Identifier

Wayne Maxim

Project ID: 6767-01-71

Craft Code: Laborers - 100

* Labor Class: Laborer Group 1 - 10 - 101

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Weekly Hour Worked	RATE OF PAY
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	

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
S.T.	8.00	8.00	8.00	0.00	0.00	0.00	0.00	24.00
S.H.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Individual Employee Name and Identifier

Wayne Maxim

Project ID: 6767-01-71

Craft Code: Carpenter/Millwright/Piledriver - 500

* Labor Class: Piledriver - 10 - 503

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Weekly Hour Worked	RATE OF PAY
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	

Wayne Maxim

Project ID

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
S.T.	0.00	0.00	0.00	8.00	8.00	0.00	0.00	16.00
S.H.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00



Modifying a Payroll (Excel Spreadsheet)



Modifying a Payroll Using the Excel Spreadsheet

- Submitting a new modification using the spreadsheet follows the same steps as submitting it for the first time.
- Each time an XML file is uploaded for a specific CPR, a new modification will be created.
- Only the most recent upload will be audited. All older versions will be ignored. Even if they have been signed and approved.



OJT/Apprentice Using the Excel Spreadsheet



Adding OJT/Apprentice Information

WisDOT AWP Excel Spreadsheet

Versions 1 & 2

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/OJT 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				

Version 3

	L	M	N	O	P
	WI		55678	327680	80
	State - 12	State Select	ZIP - 14	Apprentice/ OJT ID - 15	Apprentice / OJT Percentage - 16
	Select State	Select State Code			
	Select State	Select State Code			
	Select State	Select State Code			
	Select State	Select State Code			
Payroll Form	Employee Information	Ethnicity	Craft	...	+ :



OJT/Apprentice Data Entry Example

WisDOT AWP Excel Spreadsheet v1 and v2

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

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
Employee Benefit Health Data				

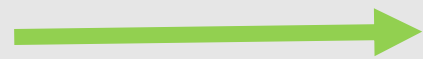


Apprentice Contract ID - Where to Add Information?

WisDOT AWP Excel Spreadsheet V2 and v3

	55678	327680	80
ZIP - 14	Apprentice/ OJT ID - 15		Apprentice / OJT Percentage - 16
53705	852963	85	

Employee Information | Ethnicity | Craft



0.00	0.00	0.00	0.00
	Apprentice/ OJT ID	Apprentice/OJT Wage %	
	852963	85	
Pay Period Check Stub Area			
Federal	State Withholding		Additional



Adding a Final Flag (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

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

0 marked for deletion | 0 changed



Final Flag – Import Payroll Submission Continued

3. Click the box below “Final Payroll”. A checkmark will appear.
4. Save.
5. Open Component Actions Menu.
6. Sign Payroll.

Employee Status

External Certified Payroll

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

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

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

Save

Component Actions Menu

3

4

5

6

Process History Overview | AAS

wisdot-pr-crlimpl.infotechfl.com/#/ProcessHistory/Overview

Imported From IE | AWP CRLImp Dev | AWP CRL TEST | AWP PROD | AWP CRL Step-by-st... | WisDOT AWPKB | CPR - WAMS, AWP -... | CRCS Login

Home | Previous | My Pages | **CRLIMPL Environment** | Actions | Help | Log off

Process History Overview

Process History Overview [Save] [?]

Process History

Scheduled

Payroll Import Notifications

Type search criteria or press Enter [Advanced] Showing 2 of 2 [No Filter]

0 marked for deletion | 0 changed

Header	User ID	File Name
Vendor ID 'HO10', Contract ID '20250114045', Payroll Number '3'	devlitprime1	WisDOTAWPPayrollSpreadsheetTemplate-V3 HC
Log		
Start Time: 04/07/2026 09:23:58.097 UserName 'devlitprime1', Vendor ID 'HO10', Contract ID '20250114045', Payroll Number '3', Modification Number '0'		
<input type="checkbox"/>	04/07/2026 9:23:57 AM	04/07/2026 9:24:12 AM
		ImportPayrollFile.LOG
		Success
		Yes
	devlitprime1	WisDOTAWPPayrollSpreadsheetTemplate-V3 HC
Start Time: 04/07/2026 09:22:30.268 Error: Vendor ID ", Contract ID '20250114045', Payroll Number '3', Modification Number '0': Vendor ID 'HO10' is not included in the list of available Contractors for the Contract, Contract, Project, Employee		
<input type="checkbox"/>	04/07/2026 9:22:29 AM	04/07/2026 9:22:42 AM
		ImportPayrollFile.LOG
		Error.log
		No



Final flag – Payroll Import Submission video (01:20)

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/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

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

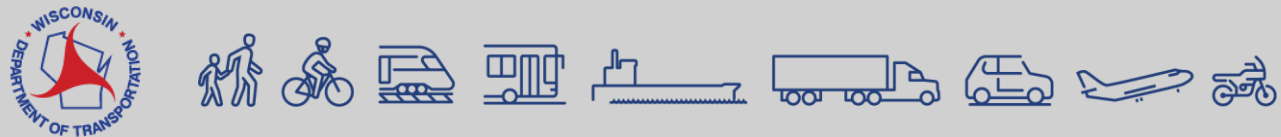
Unapproved Payrolls

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)

Deleting a Payroll ("Initial" Phase only and must be latest mod)



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

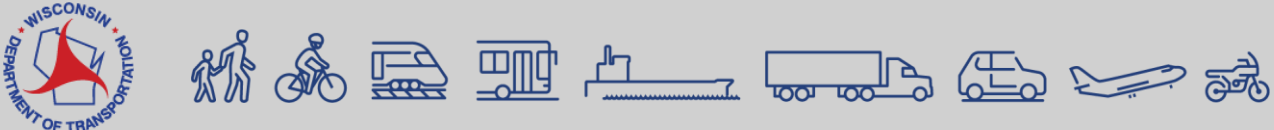
Vendor ID: MAH001 Vendor Short Name: MATTS HAULING

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

Back Wages Owed



When back wage is owed

1. Create a modification.
2. Update the ST, OT, and/or fringes (where applicable).
3. In the Employee Comment box, include:
 - a. New check number or ACH.
 - b. Identify the back wage amount paid to the employee.
 - c. Indicate you have sent copy of canceled check/direct deposit slip to Compliance Specialist (not required, but contractors have been doing this).
4. Send a copy of the canceled check or direct deposit slip to your Compliance Specialist.

NOTE: Do not update deductions, wages section, Total Fringe Benefits Paid, Total Gross Pay, and Net Pay.



Searching, sorting, and filtering



Filtering lists

1. Begin by entering the project id / contract # in the search box. You will see that the subs names are in random order.
2. Click the drop down next to System Default.
3. Select Advanced.

Vendor Payrolls

Q 1370-00-73 1 System Default 2 Showing 50 of 50

Temporary
System Default
Advanced 3

0 changed

Contract	Controlling...	Fund Type	Pay...	Vendor ID	Vendor Name
20250114002	1370-00-73	FED - Federal	28	HO10	HOFFMAN CONSTR
20250114002	1370-00-73	FED - Federal	19	AN75	ANTIGO CONSTRU
20250114002	1370-00-73	FED - Federal	2	CCL010	CONCRETE CLIPPEF
20250114002	1370-00-73	FED - Federal	0	CAE000	CUMMINGS AND TUF
20250114002	1370-00-73	FED - Federal	33	DTS004	D2K TRAFFIC SAFET
20250114002	1370-00-73	FED - Federal	0	GEI004	GESTRA ENGINEERI
20250114002	1370-00-73	FED - Federal	20	HI07	HIGHWAY LANDSCAI
20250114002	1370-00-73	FED - Federal	3	IN17	INTERSTATE TREE L
20250114002	1370-00-73	FED - Federal	5	MSE001	M SQUARED ENGINE
20250114002	1370-00-73	FED - Federal	0	PA70	PAYNE AND DOLAN,
20250114002	1370-00-73	FED - Federal	14	SPS001	SHEET PILING SERV
20250114002	1370-00-73	FED - Federal	9	TR10	TRIERWEILER CONS
20250114002	1370-00-73	FED - Federal	0	MJK000	M & J KRUEGER TRL
20250114002	1370-00-73	FED - Federal	0	WA18	WATERFORD TRUCK
20250114002	1370-00-73	FED - Federal	0	MI96	MIXONSITE
20250114002	1370-00-73	FED - Federal	0	HBC000	HEIDER & BOTT COM

Filtering lists

- In the Sort drop down, scroll and find Is Prime. Then select.
- Check mark the box “Sort Descending” → Prime will always be at the top then.
- Go to the next Sort box.

Vendor Payrolls

1370-00-73 Advanced Showing 50 of 50

Editing System Default Delete this setting

Filters Select field to filter by

Sort Select field to sort by

Hidden Columns

- Contract Associated Vendor Short Name
- Contractor Type
- Created By
- Created Date
- Evaluations Count
- Is Original Prime
- Is Prime**
- Last Updated By
- Last Updated Date
- Overall Evaluation Status

Editing System Default Delete this setting

Filters Select field to filter by

Sort Is Prime Sort descending

Select field to sort by

Apply Settings

Save as or Apply without saving

Make this the default setting.

Save and Apply

Editing System Default Delete this setting

Filters Select field to filter by

Sort Is Prime Sort descending



Filtering lists

7. Find: Vendor Name and select.
8. Apply without saving.
Make sure this is the filter you want to see.

Q 1370-00-73 Advance

Editing System Default Delete this setting

Filters

Select field to filter by

Sort

Is Prime Sort descending

Select field to sort by

- Controlling Project ID
- Description
- Type of Funding
- Vendor ID
- Vendor Name**

Editing System Default Delete this setting

Filters

Select field to filter by

Sort

Is Prime Sort descending

Vendor Name Sort descending

Select field to sort by

Apply Settings

Save as or **Apply without saving**

Make this the default setting.

Save and Apply

Filtering lists

9. You now have a filtered list. It's currently called Temporary.

Vendor Payrolls

1370-00-73 Temporary Showing 50 of 50

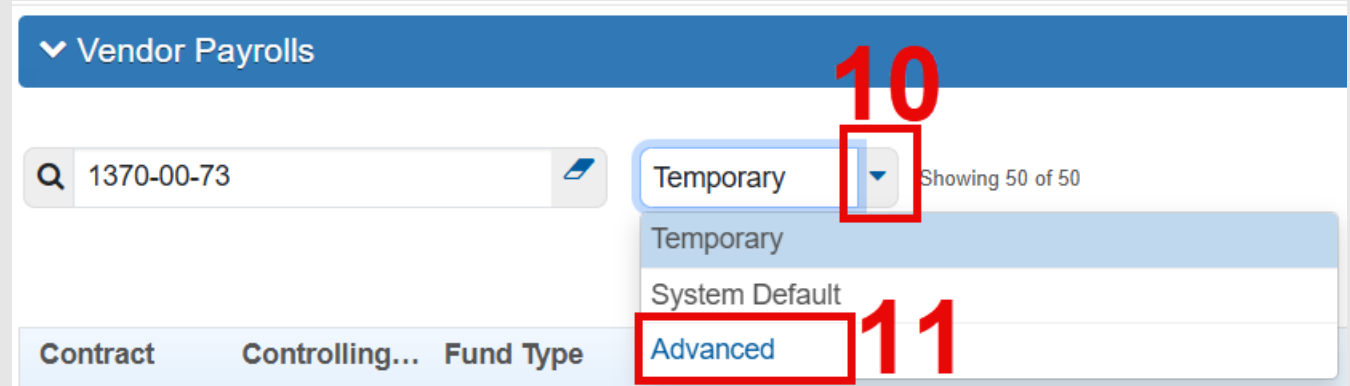
0 changed

Contract	Controlling...	Fund Type	Description	Status	Pay...	Vendor ID	Vendor Name
20250114002	1370-00-73	FED - Federal	Watertown- Waukesha; E Main St tc	Active	28	HO10	HOFFMAN CONSTR
20250114002	1370-00-73	FED - Federal	Watertown- Waukesha; E Main St tc	Active	1	TSL003	30TH STATE, LLC
20250114002	1370-00-73	FED - Federal	Watertown- Waukesha; E Main St tc	Active	2	TRU001	316 TRUCKING LLC
20250114002	1370-00-73	FED - Federal	Watertown- Waukesha; E Main St tc	Active	1	ATL029	AMS TRUCKIN', LLC
20250114002	1370-00-73	FED - Federal	Watertown- Waukesha; E Main St tc	Active	19	AN75	ANTIGO CONSTRU'
20250114002	1370-00-73	FED - Federal	Watertown- Waukesha; E Main St tc	Active	7	ACT008	AVIZ CAMPOS TRUC
20250114002	1370-00-73	FED - Federal	Watertown- Waukesha; E Main St tc	Active	8	BCT001	BEAR CLAW TRUCKI
20250114002	1370-00-73	FED - Federal	Watertown- Waukesha; E Main St tc	Active	0	BSL004	BRT SERVICES LLC
20250114002	1370-00-73	FED - Federal	Watertown- Waukesha; E Main St tc	Active	13	BUT002	BURKHALTER TRUCI



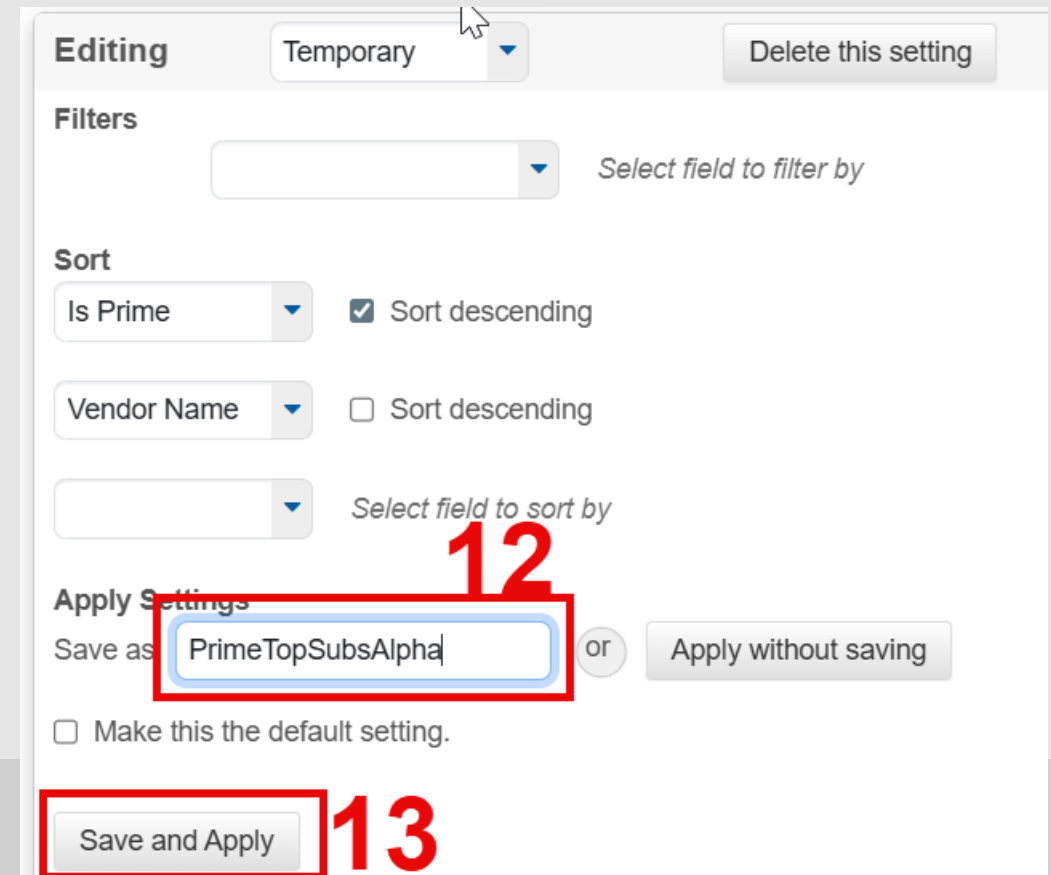
Filtering lists

10. After confirming it is the list you'd like, click the drop down.



11. Select Advanced.

12. Enter in a name for this filter. Example:
PrimeTopSubsAlpha



13. Save and apply.

This will be a saved filter for you now.



Payroll Summary Report



Payroll Summary Report

Select “Generate Report” from the Global Actions Menu.

Step 1 – Select which report you want to run.

Step 2 – Enter contract #.

Step 3 - Select the data you want to print.

Step 4 - Click “Execute” button.

The screenshot shows the 'Generate Report' interface. The 'Actions' menu is open, and 'Generate Report' is highlighted. The 'Generate Report - Wage Rate on Projects' window is displayed, with 'Payroll Summary' selected. The 'Execute' button is highlighted. The search criteria '20250114045' is entered, and the 'Execute' button is highlighted. The table below shows the results of the report.

Select	Contract	Description	Vendor	Shrt Name	Payroll	Mod Num
<input checked="" type="checkbox"/>	20250114045	C New Berlin Moorlan	HO10	HOFFMAN CONSTR	3	0
<input checked="" type="checkbox"/>	20250114045	C New Berlin Moorlan	HO10	HOFFMAN CONSTR	2	1
<input type="checkbox"/>	20250114045	C New Berlin Moorlan	HO10	HOFFMAN CONSTR	2	0
<input checked="" type="checkbox"/>	20250114045	C New Berlin Moorlan	HO10	HOFFMAN CONSTR	1	0



Payroll Summary Report Continued



Wisconsin Department of Transportation

03/29/2026 11:30:57

Payroll Summary Report

Page 1 of 1

Contract Description C New Berlin Moorland Road; CTH Es to CTH D

Contract ID 20250114045

Project ID 2722-08-71

Vendor Name HOFFMAN CONSTRUCTION COMPANY

Vendor ID HO10

Prime Vendor Name HOFFMAN CONSTRUCTION COMPANY

Prime Vendor ID HO10

Payroll Number 3
Modification Number 0

Payroll Begin Date 02/22/2026

Payroll End Date 02/28/2026

Payroll Status Initial

Payroll Attachment Descriptions

Last Updated Date

Attachment Description

Non Performance No

Final Payroll No

Payroll Comment





Payroll Summary Report (Employee)

Payroll Number 3

Modification Number 0

Employee Last Name Ricola
First Name Cece

Employee Comments ACH

Green = You reported

Payroll Summary Report Continued

Project ID	Craft/ Classification	Fringe Health/ Welfare	Fringe Vac/ Holiday	Fringe Apprntc / Train	Fringe Pensio n	Fringe Other1	Fringe Other2	Lump Sum Pmt	Type of Hours	Hourly Rate	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Total Hours (per week)	
2722-08-71	Truck Driver 10 - Truck Driver 3 or more Axles Euclids Dumptor & Articulated Truck Mech						\$27.41	\$0.00			FEB 22	FEB 23	FEB 24	FEB 25	FEB 26	FEB 27	FEB 28		
Apprentice ID:											SUN	MON	TUE	WED	TH	FRI	SAT		
Apprentice %:												8.00	8.00	8.00	8.00	3.00			35.00
OJT %:																0.00			0.00
Straight Time \$40.000																			
Overtime \$60.000																			
Total Hours												8.00	8.00	8.00	8.00	3.00			35.00

System Calculates

Calc Total Payroll Straight Time Hours	35.00
Calc Total Payroll Overtime Hours	0.00
Calc Total Payroll Hours	35.00

Pay Period Gross Pay	\$3,200.00
Project Classification Gross Pay	\$1,400.00
Total Deductions	\$700.00
Net Pay	\$2,500.00
Total Fringe Benefits Provided	\$959.35

Calc Gross Pay	\$1,400.00
Calc Project Class Gross Pay Amount	\$1,400.00
Calc Total Deductions	\$700.00
Calc Total Project Fringe Paid	\$959.35

Fringe Benefit Exceptions		Other Deductions		Standard Deductions	
Classification	Explanation	Description	Amount		Amount
				FICA With Amt	\$400.00
				Federal With Amt	\$200.00
				Medicare With Amt	\$0.00
				State With Amt	\$100.00



Payroll Summary Report (Alternative)

Contract Certified Payroll Overview

Contract: 20250114045 - C New Berlin Moorland Road; CTH Es to CTH D Save ?

Vendor Payrolls **Vendor ID** **Vendor Short Name**
 HO10 HOFFMAN CONSTRUCTION COMPANY

Q Type search criteria or press Enter Advanced Showing 4 of 4

0 marked for deletion | 0 changed

3	0	02/22/2026	02/28/2026	Initial	Yes	No	No	1
Payroll	Mod ...	Begin D...	End Date	Phase	Latest M...	Non-Performa...	Final Pa...	
2	1	02/08/2026	02/14/2026	Approved				
2	0	02/08/2026	02/14/2026	Under Agency Re				
1	0	02/01/2026	02/07/2026	Approved				

Actions

- Copy
- Delete
- Exclude from Search Results

Tasks

- Create Modification
- Import Payroll

Views

- Attachments (2)
- Employees
- Links
- Status
- Summary
- Tracked Issues

Reports

- Payroll Summary**
- Payroll Verification Text
- Proxy Verification Report



Payroll Summary Report (Alternative Continued)

Generate Report

Generate Report - Payroll Summary

Settings Output Options 4 of 5

Execute

3

Output Type

- Generate as PDF
- Download PDF
- Generate as HTML

Report Layout Source

- Base
- Custom
- Test

Generate Available Data Output

Use Accessible-compliant PDF



Miscellaneous Topics



How to find your Compliance Specialist (CS)

At this time,
locate the assigned
Compliance Specialist
through CRCS

Project > Project Details

WisDOT Civil Rights Compliance

Project

Project Payment Fringe Benefits Report TrANS Grad Apprentice UCP

Project Details

Edit Project Details

Sublet Approval

DBE Commitment Report

View Rate Sets

Project Information

Project Name:

Contract ID:

Project ID:

Federal Contract Number:

Available for FHWA:

Project Description:

Advertising Date:

Bid Opening Date:

Award Date:

Project Start Date:

Estimated Project End Date:

Final Payment Date:

Project Archived Date:

Project Cost (\$):

Federal Contract Percentage:

Federal Governing Agency:

Lock Rates:

Prime Contractor:

Local Information

Address: Cua (Cece) Xiong cua.xiong@dot.wi.gov

City: (608) 246-3875

State: WI

Zip: 53707

County: Dane

Cross County? No

Other County/Countries:

Projects

entral

ist

est

ist

est

MRJ1008

0-102

0-103

0-103.c2

0-65

0-69

0-69.c2

0-70

0-97.c1

0-97.c3

47-106

MSN1017

MSN1020



How to Number Payrolls in AWP

Project 1234-56-78

- WE 04/04/26 On-site **Payroll 1**
- WE 04/11/26 No work (SKIP)
- WE 04/18/26 No work (SKIP)
- WE 04/25/26 On-site **Payroll 2**
- WE 05/02/26 On-site **Payroll 3**

Non-performance reports are no longer required.

APRIL 2026

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
		Payroll 1				
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
		Payroll 2				
26	27	28	29	30	1	2
		Payroll 3				



Subcontractor working for multiple parents

On External Certified Payroll page,
enter name of parent in Comments Box

External Certified Payroll

▼ Contract: 20250114002 - Watertown- Waukesha; E Main St to Rock River Road Save ?

Payroll Vendor: HO10 - HOFFMAN CONSTRUCTION COMPANY

Payroll Number *

Begin Date *

End Date *

Comments

Non-Performance Payroll

Final Payroll



Rejection messages

REJECTION:

Teddy Tuesday, the Labor Classification (08 - Truck Driver 3 or more Axles Euclids Dumptor & Articulated Truck Mechanic) does not exist on the Project Wage Decision.

WHAT DOES THIS MEAN?

The labor classification code you selected does not exist for this job.

WHAT SHOULD YOU DO?

Run the Wage Rates Report. Identify the correct labor classification code. Modify your payroll with the right code. Sign and resubmit CPR.



Rejection messages

REJECTION:

Summer Smith's Total Fringe Benefits Paid value is shown as (0.00) and does not equal the Calc Total Fringe Benefits of (81.40). Please review Total Fringe Benefits Paid field.

WHAT DOES THIS MEAN?

This is typically a manual payroll submission. The Total Fringe Benefits Paid (TFBP) field was left blank resulting in \$0.00.

WHAT SHOULD YOU DO?

Modify the payroll. Take Total Fringes x Total Hours Worked on project = TFBP. Enter value, sign and resubmit the CPR to WisDOT.



Rejection messages

REJECTION:

The first day of this Certified Payroll does not match the Contractor's (XYZ Trucking) Payroll Period Start Day of the Week, which is Wednesday. Please review the start day of your Certified Payroll, edit and resubmit. If your payroll Start Day has changed, modify the payroll and leave a note in the comment box informing me what your new payroll Start Day is.

WHAT DOES THIS MEAN?

The first time a payroll was submitted by XYZ Trucking, the Start Day was a Wednesday. The system is expecting all payrolls submitted by XYZ Trucking to begin on a Wednesday.

WHAT SHOULD YOU DO?

Identify your Start Day. If it is Wednesday, modify the payroll to a Wednesday. If it's meant to be a different Start Day, modify your payroll by leaving a note to the Compliance Specialist informing them your Start Day should be X day. Your Start Day must be consistent moving forward.



Rejection messages

REJECTION:

Dane Adams -- The number of Straight Time hours for a 7 day period recorded exceeds (40) hours on this CPR or across multiple CPRs for the same pay period. Please review Dane's records for this week. Then modify the payroll to update hours correct or add a note to the employee's comment box if hours submitted on another payroll have the OT hours captured and resubmit the CPR.

WHAT DOES THIS MEAN?

AWP can identify when an employee's hours exceed 40 hours either on the project being rejected or across multiple payrolls for the same pay period.

WHAT SHOULD YOU DO?

Please review Dane's records for this week. Then modify the payroll to update hours correct or add a note to the employee's comment box if hours submitted on another payroll have the OT hours captured and resubmit the CPR.



Rejection messages

REJECTION:

Dave Trio - The Total Deductions value (0.00) does not equal the Sum of the Standard Deductions plus the Calc Total Other Deductions (784.63).

WHAT DOES THIS MEAN?

AWP calculated the values you reported in fields FICA + Federal Withholding + State Withholding + Additional Deductions = \$784.63, but it was left blank with no value entered.

WHAT SHOULD YOU DO?

Modify your payroll. Review the Deductions section. Update the Total Deductions field. Sign and resubmit back to WisDOT.



Rejection messages

REJECTION:

For JAMES BOND, the reported Total Payroll Compensation (156.69) for this Craft Code / Zone / Labor Classification (200/ C005/ 203) does not meet the minimum required pay. The minimum required pay based on the Wage Decision Modification (General Decision Number '2025_10_2_BROWN', Modification Number '2') is (243.09), a difference of 86.40.

WHAT DOES THIS MEAN?

There is an underpayment. Generate the wage rates report. Review ST, OT, and fringes. Did you mistype a value?

WHAT SHOULD YOU DO?

If you accidentally missed a value, or flipped numbers, modify the payroll and resubmit back for review. If back wages are owed, follow the back wage process.



Upcoming AWP CRL Trainings

- Check AWP CRL Training Page for updates on additional training.



What's coming?

Version 5.05

AWP CRL will not be accessible – Upgrade to 5.05

There will be additional fields added such as a double overtime line.

This impacts manual entry only.



Top Takeaways

1. January 2025 Letting and after, CPRs must be submitted through AWP CRL
2. AWP/VRS Account/Register for Payroll Role
3. AWP CRL Knowledge Base <https://awpkb.dot.wi.gov/Content/crl/crl.htm>
4. Training Video(s) <https://awpkb.dot.wi.gov/Content/crl/Training.htm>
5. Identify method of CPR submission (XML, Excel Spreadsheet, Manual)
6. Payments and adding subcontractors will continue in CRCS
 - Watch out for Payment migration details from CRCS to AWP.



Support

Technical questions on AWP,
AWP account, and VRS
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