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

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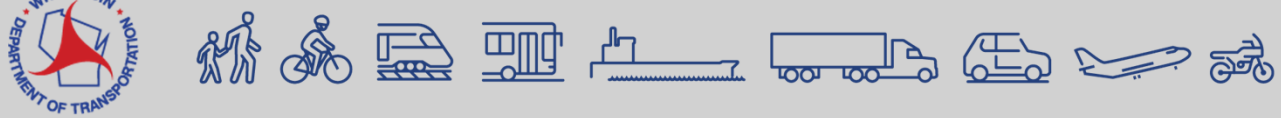
Compliance Analyst

WTBA/CE Conference
Wisconsin Dells, WI

January 16, 2025

Agenda

- What is AASHTOWare Project
- Where to find training material
- Setting up a Payroll Contact
- How to gain access to AASHTOWare Project
- The Payroll Role
- Payroll Workflow
- Methods of submitting CPRs
- Signing and Certifying Payrolls
- Payroll Phases
- Training



What is AASHTOWare Project

- Developed for the AASHTO transportation construction community
- Used by over 40 U.S. States to manage construction projects
- WisDOT has partnered with AASHTOWare Project to implement the Payroll function
- Payroll module has been implemented by many states including Minnesota, Ohio, Alaska, and Nebraska

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 CRCS.

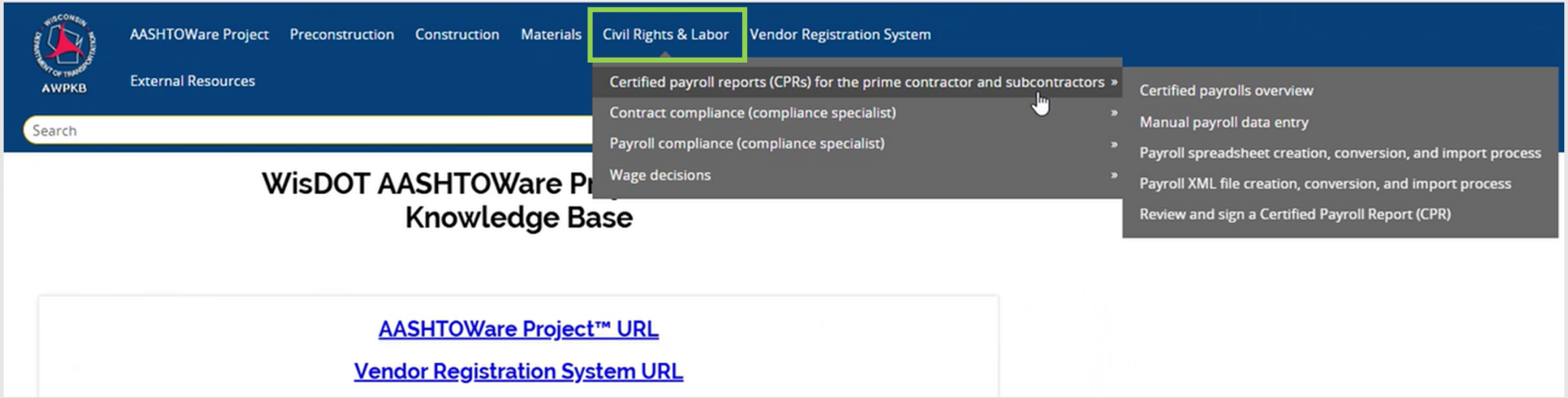
Projects Let January 2025 and on, the payrolls will be submitted through AWP CRL.

AASHTOWARE Project (AWP) Training

AWP Knowledge Base Website

https://awpkb.dot.wi.gov/

AWP Knowledge Base Website



WAMS Account Management

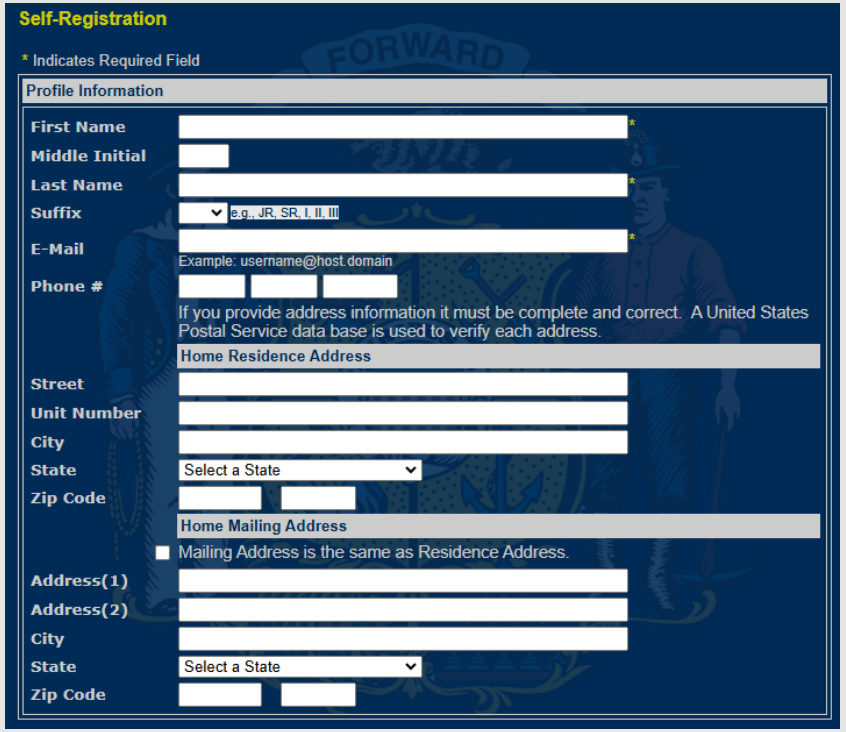
Wisconsin Access Management System (WAMS)

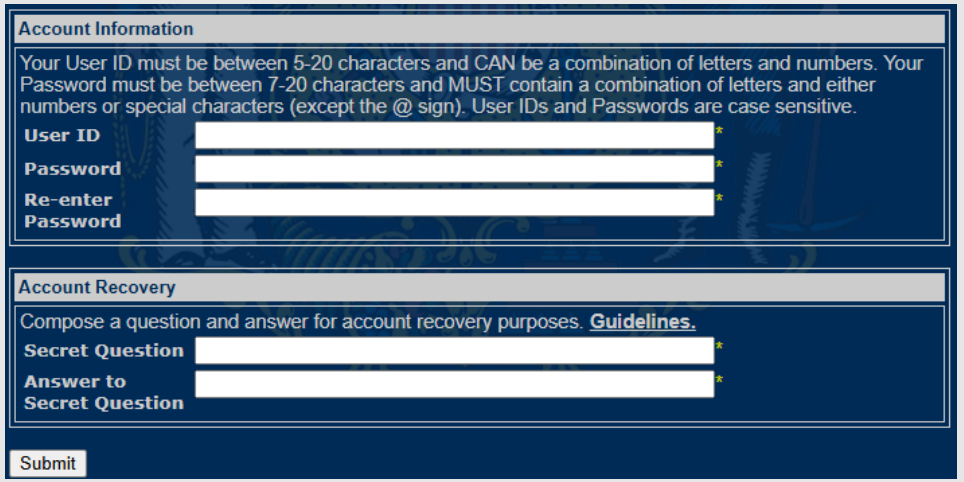
- Create a new WAMS ID (self-registration)
- Reset WAMS ID password (if forgotten)
- Unlock WAMS account
- Update WAMS account info such as name, password, email, phone number, and address

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

WAMS Account Management Continued

Create a new WAMS ID





Update the Payroll Contact in Vendor Registration System (VRS)

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

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

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

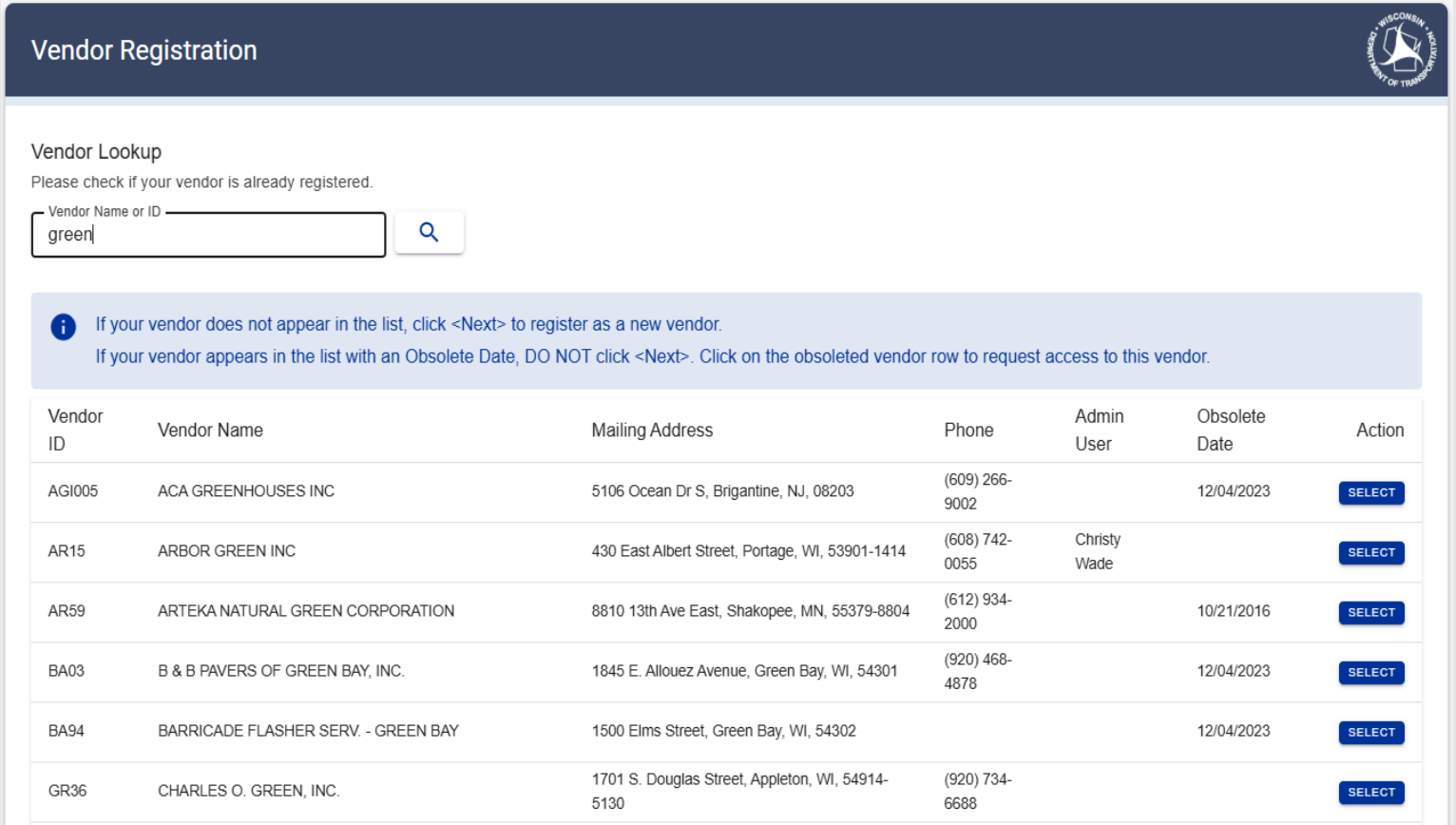
Vendor Registration System (VRS)

Logon Process

https://vendorregistration.infotechinc.com/

Vendor Registration System (VRS)

Search for a Vendor



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

AWP Accounts

Adding the Payroll Role

- Request a New Account
- Modify an Existing Account

AWP KB

AASHTOWare Project™ accounts Page

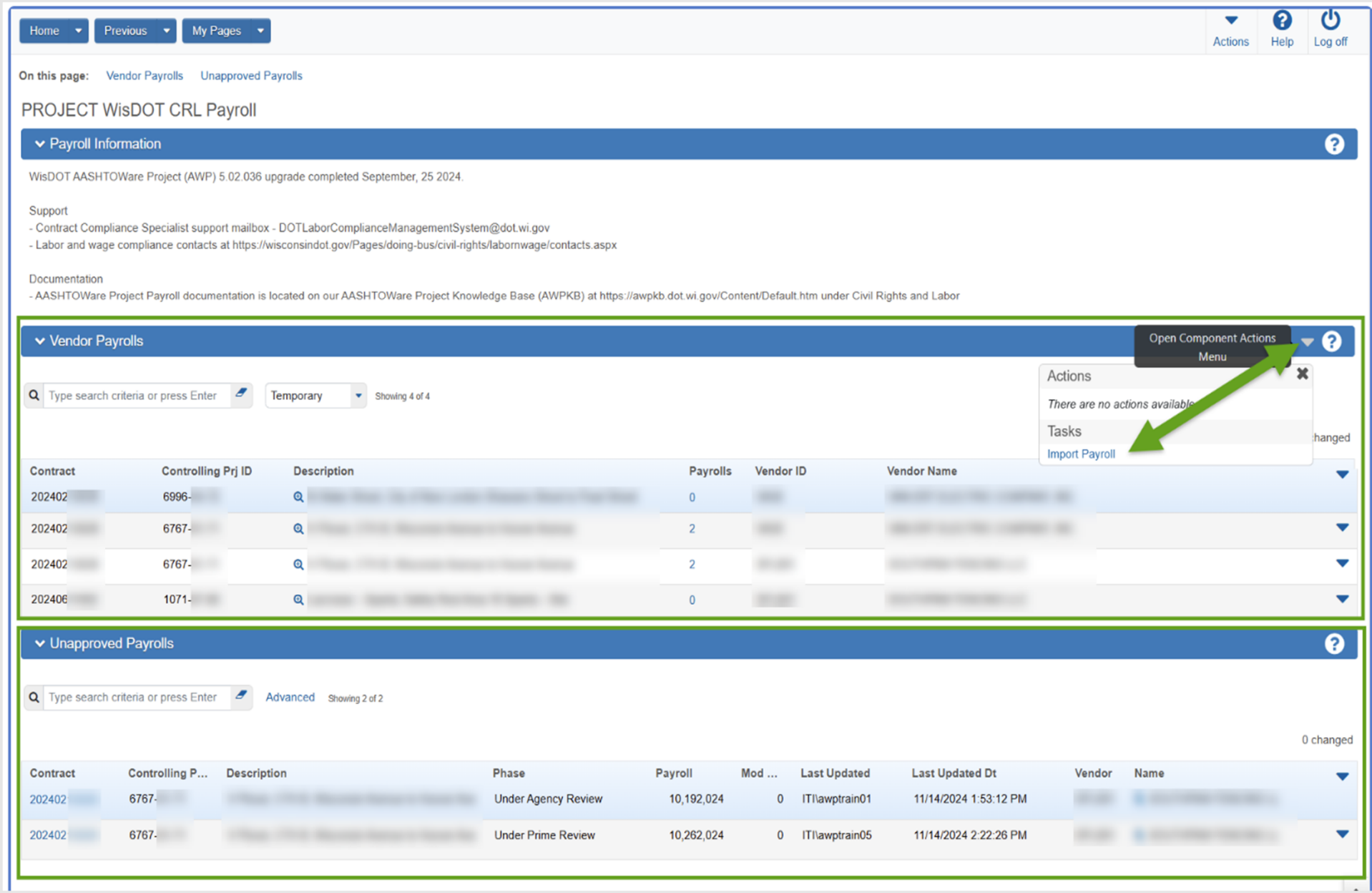
https://awpkb.dot.wi.gov/Content/awp-sysinfo/awp-accts/app-access-appr.htm

AWP Login Page

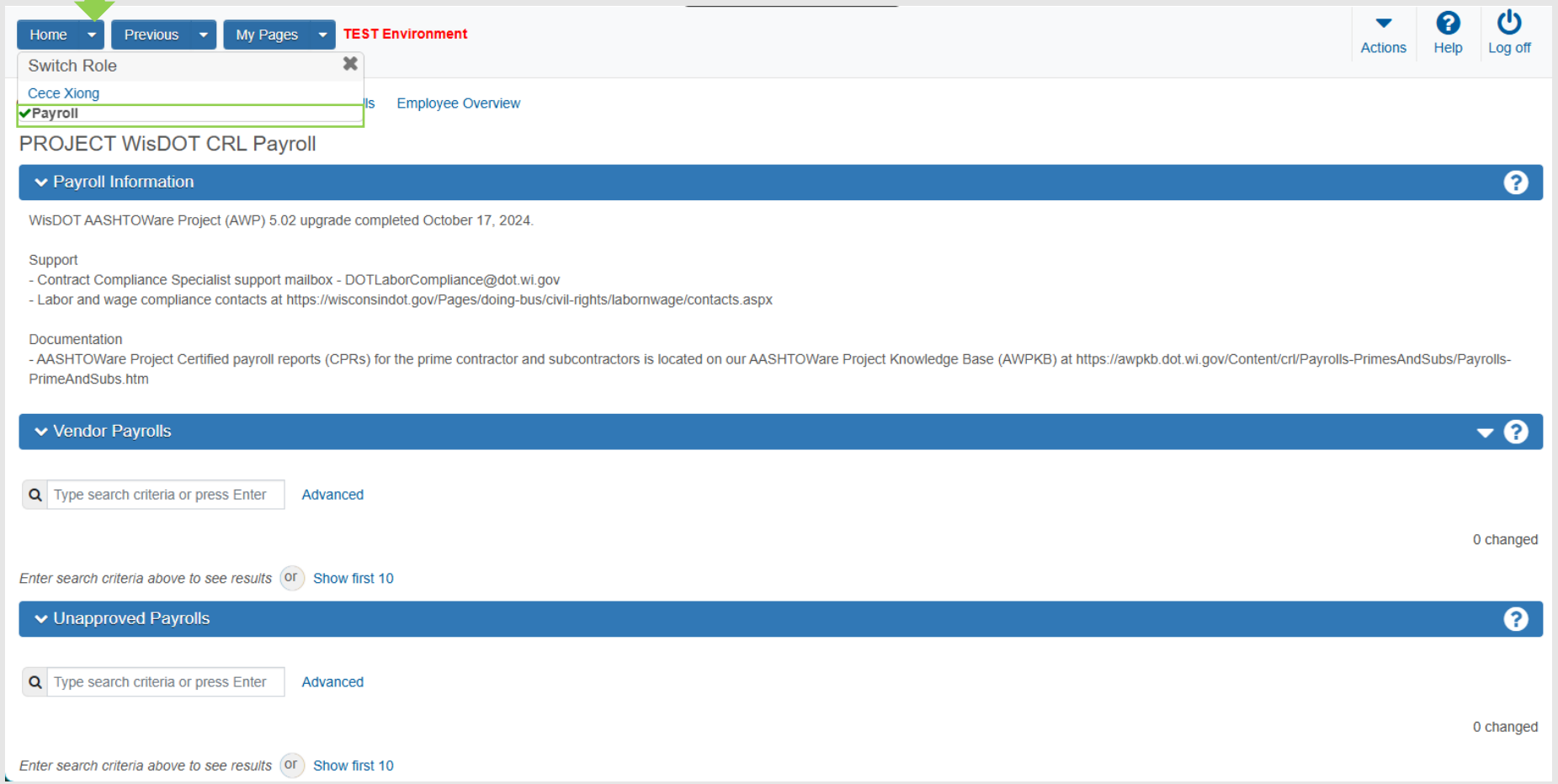
Logon Process

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

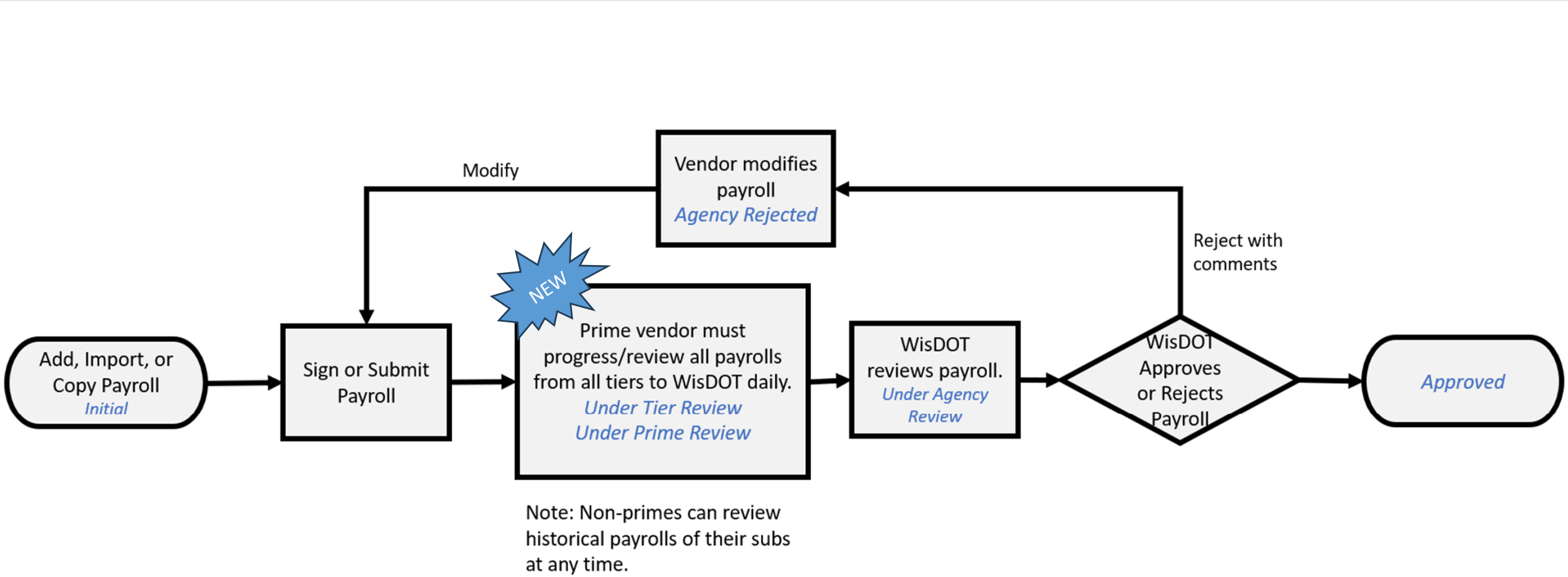
Payroll Dashboard Overview



AWP CRL Payroll Role



Payroll Process Workflow



Certified Payroll Creation Methods

Vendor Payroll System Export (XML) to CRL

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

WisDOT Payroll Excel Spreadsheet

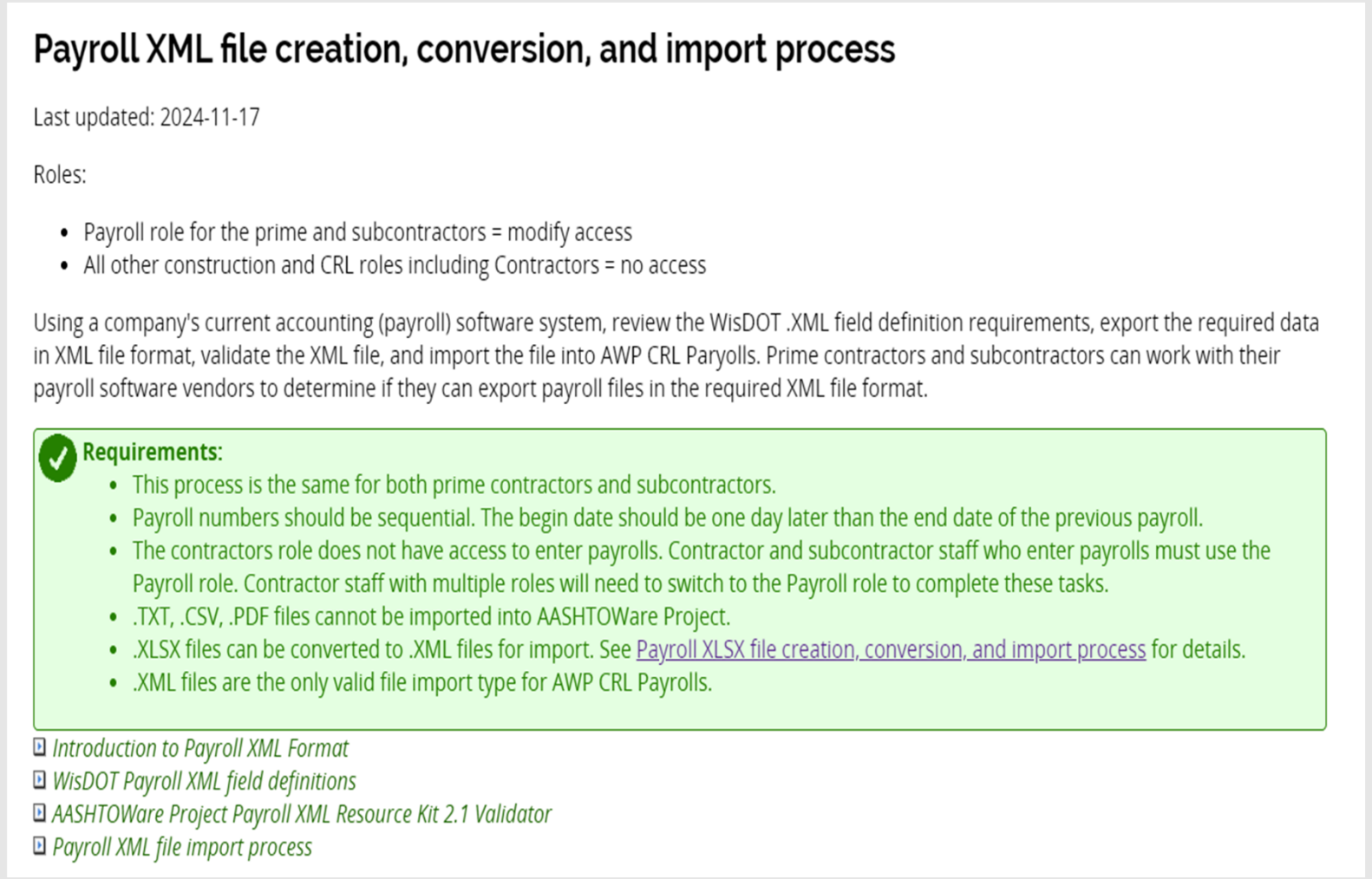
- Ideal for most vendors
- Must have access to Microsoft Excel

Manual Payroll Data Entry

- Small number of employees
- May not have Microsoft Excel

Vendor Payroll System Export (XML) 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 Paryolls. 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.

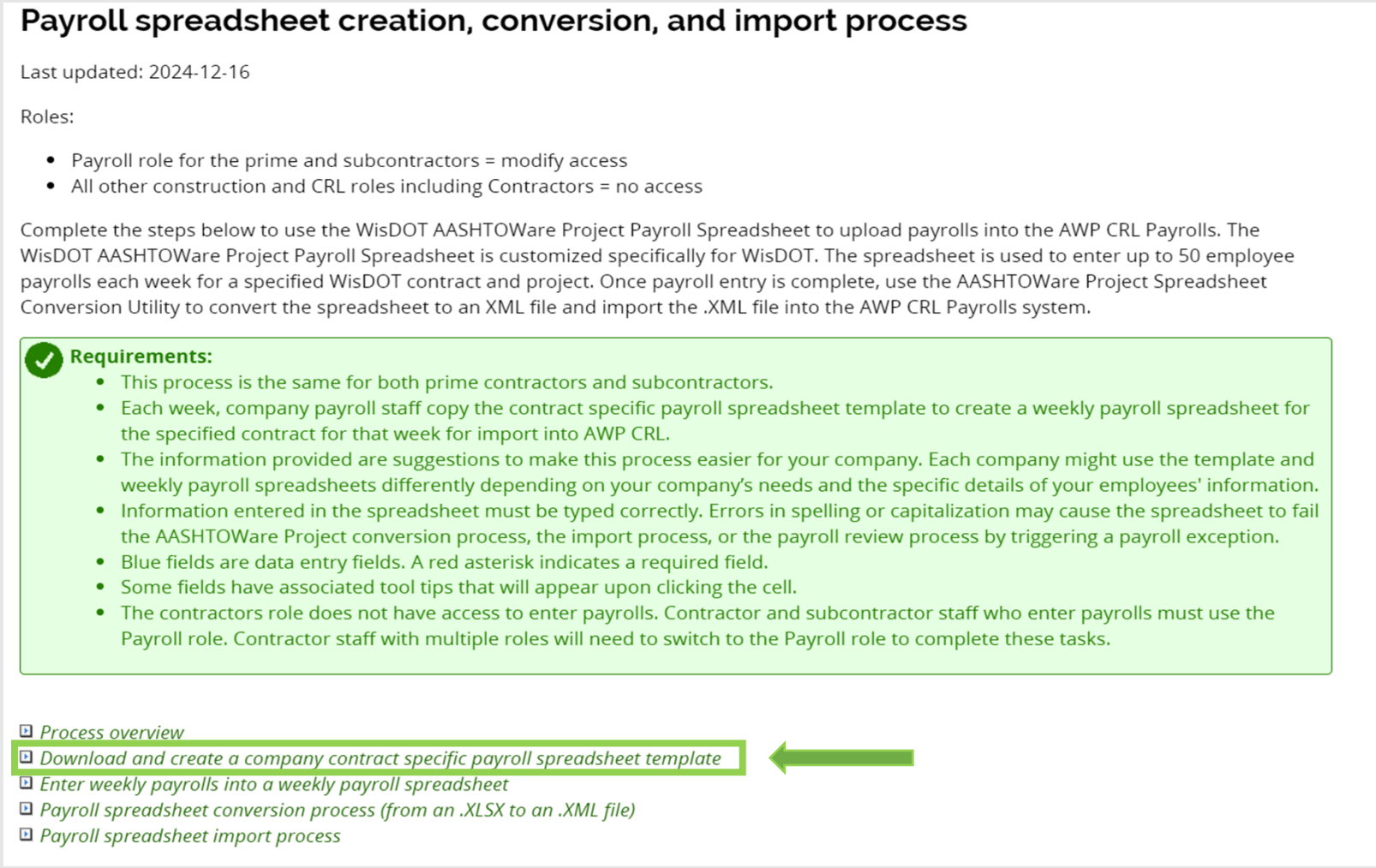
Requirements:

- 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

Payroll Spreadsheet Creation



Payroll spreadsheet creation, conversion, and import process

Last updated: 2024-12-16

Roles:

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

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

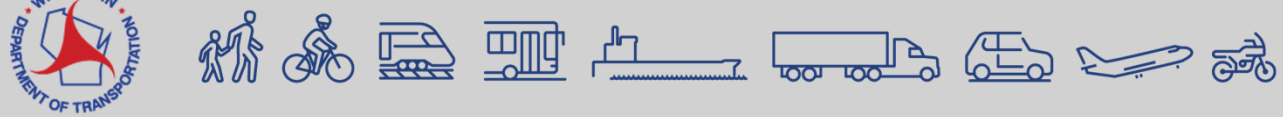
Requirements:

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

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

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

WisDOT AWP Payroll Spreadsheet Video



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 specfic 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.

- *Manually add a new certified payroll for a pay period*
- *Adding employees to the certified payroll record*
- *Entering employee payrolls*
- *Craft Codes and Labor Codes based on Federal US DOL Wisconsin Wage Determinations*
- *Add new project or classification to an employee*
- *How to handle double overtime for an employee*
- *Copy an existing certified payroll to create a new certified payroll (save data entry time)*
- *Delete an employee from a certified payroll record*
- *Update basic employee information*

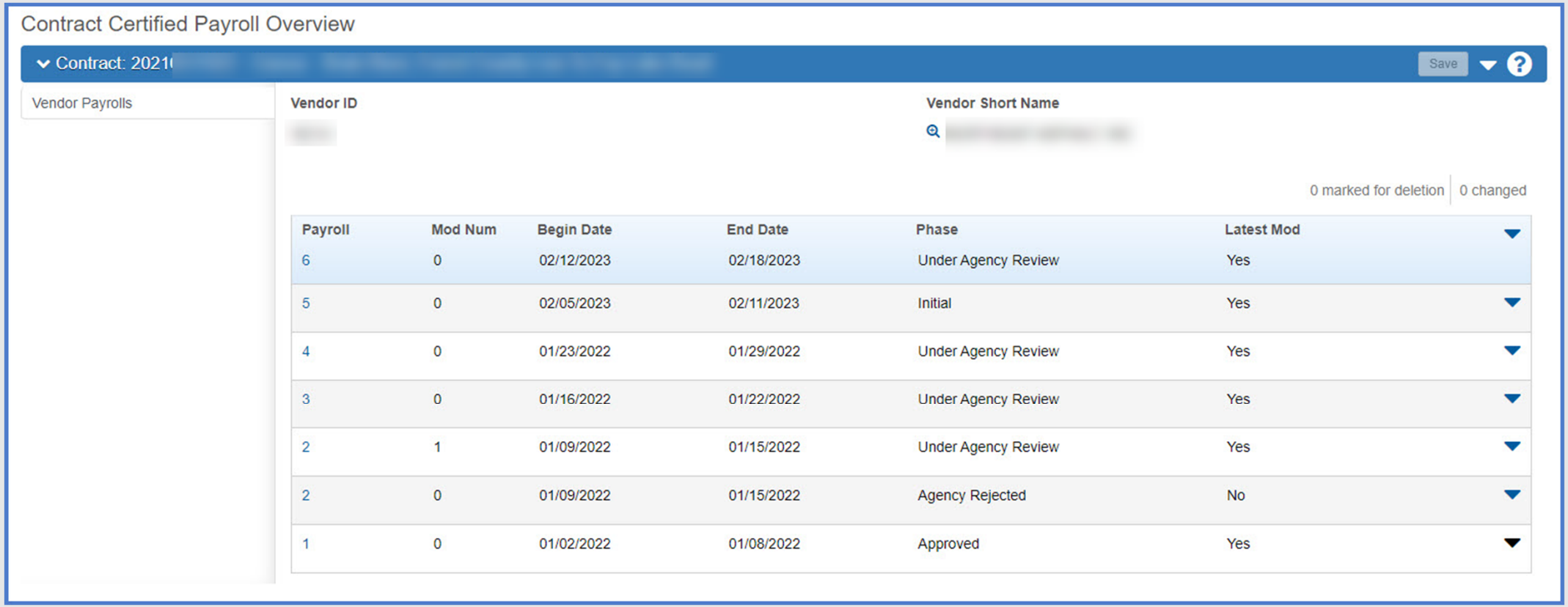
https://awpkb.dot.wi.gov/Content/crl/Payrolls-PrimesAndSubs/ManualPayroll.htm

Manual Payroll Data Entry VIDEO

Signing Contract Vendor Payrolls

Signing Contractor Vendor Payroll Video

Payroll Phases – Tracking to Approval



AWP CRL Training – VIRTUAL SESSIONS

Microsoft Teams

- Wednesday, March 5, 2025
- Thursday, March 13, 2025
- Tuesday, March 18, 2025
- **More details to follow**

Payments

- Payments will continue in CRCS.

Email:
DOTLaborCompliance@dot.wi.gov

Subject line: AWP CRL