



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

**Cua (Cece) Xiong**  
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.



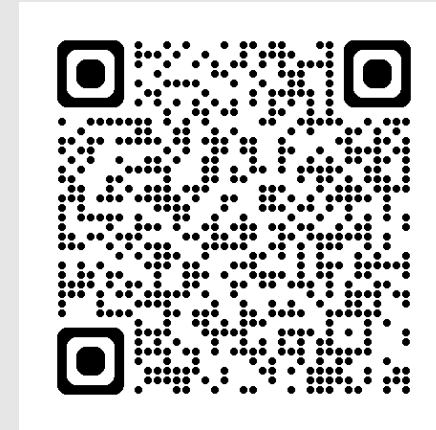
Projects Let January 2025 and on, the payrolls will be submitted through AWP CRL.



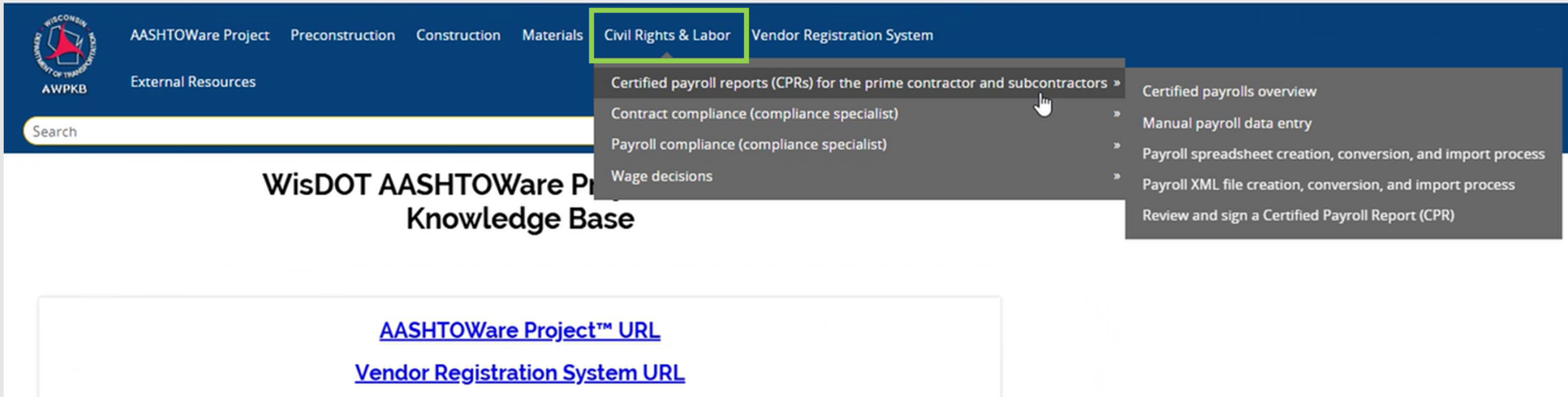
# AASHTOWARE Project (AWP) Training

## AWP Knowledge Base Website

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



# AWP Knowledge Base Website



The screenshot shows the navigation menu of the AWP Knowledge Base Website. The menu is located at the top of the page and includes the following items:

- AASHTOWare Project
- Preconstruction
- Construction
- Materials
- Civil Rights & Labor** (highlighted with a green box)
- Vendor Registration System

Below the main navigation menu, there is a search bar and the text "WisDOT AASHTOWare Project Knowledge Base".

The "Civil Rights & Labor" menu is expanded, showing the following sub-items:

- Certified payroll reports (CPRs) for the prime contractor and subcontractors »
- Contract compliance (compliance specialist) »
- Payroll compliance (compliance specialist) »
- Wage decisions

The expanded menu also includes a secondary list of sub-items:

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

Below the navigation menu, there are two links:

- [AASHTOWare Project™ URL](#)
- [Vendor Registration System URL](#)



# WAMS Account Management

## Wisconsin Access Management System (WAMS)

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

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



# WAMS Account Management Continued

## Create a new WAMS ID

**Self-Registration**

\* Indicates Required Field

**Profile Information**

First Name  \*

Middle Initial

Last Name  \*

Suffix  eg., JR, SR, I, II, III

E-Mail  Example: username@host.domain

Phone #

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

**Home Residence Address**

Street

Unit Number

City

State  Select a State

Zip Code

**Home Mailing Address**

Mailing Address is the same as Residence Address.

Address(1)

Address(2)

City

State  Select a State

Zip Code

**Account Information**

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

User ID  \*

Password  \*

Re-enter Password  \*

**Account Recovery**

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

Secret Question  \*

Answer to Secret Question  \*





# Update the Payroll Contact in Vendor Registration System (VRS)

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



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

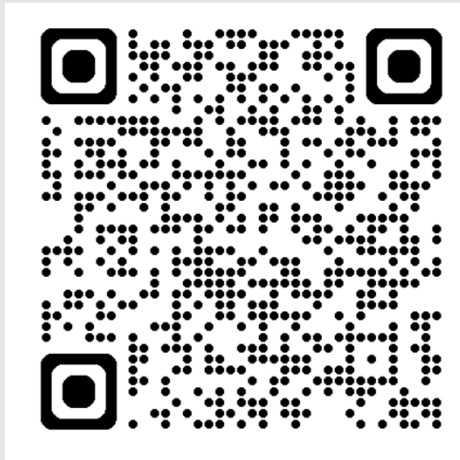
- Purpose of VRS
- Logon Process with WAMS ID
- Search for Existing Vendor and Take Ownership
- Create a New Vendor
- Vendor Profile Data Entry
- Officers Data Entry
- DBE Certification Process Initiation



# Vendor Registration System (VRS)

## Logon Process

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

A screenshot of the Vendor Registration System login interface. At the top right is the Wisconsin Department of Transportation logo. The main heading is "Vendor Registration System" with a sub-message: "A WAMS ID is required to use this app". A prominent blue button labeled "LOGIN" is highlighted with a green border. Below the button are two links: "Create a WAMS ID" and "Reset WAMS Password".

Vendor Registration System

A WAMS ID is required to use this app


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

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



# Vendor Registration System (VRS)

## Search for a Vendor


Vendor Registration

### Vendor Lookup

Please check if your vendor is already registered.

Q

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

Vendor ID	Vendor Name	Mailing Address	Phone	Admin User	Obsolete Date	Action
AGI005	ACA GREENHOUSES INC	5106 Ocean Dr S, Brigantine, NJ, 08203	(609) 266-9002		12/04/2023	<a href="#" style="background-color: #1a3d54; color: white; padding: 2px 5px; border-radius: 3px;">SELECT</a>
AR15	ARBOR GREEN INC	430 East Albert Street, Portage, WI, 53901-1414	(608) 742-0055	Christy Wade		<a href="#" style="background-color: #1a3d54; color: white; padding: 2px 5px; border-radius: 3px;">SELECT</a>
AR59	ARTEKA NATURAL GREEN CORPORATION	8810 13th Ave East, Shakopee, MN, 55379-8804	(612) 934-2000		10/21/2016	<a href="#" style="background-color: #1a3d54; color: white; padding: 2px 5px; border-radius: 3px;">SELECT</a>
BA03	B & B PAVERS OF GREEN BAY, INC.	1845 E. Allouez Avenue, Green Bay, WI, 54301	(920) 468-4878		12/04/2023	<a href="#" style="background-color: #1a3d54; color: white; padding: 2px 5px; border-radius: 3px;">SELECT</a>
BA94	BARRICADE FLASHER SERV. - GREEN BAY	1500 Elms Street, Green Bay, WI, 54302			12/04/2023	<a href="#" style="background-color: #1a3d54; color: white; padding: 2px 5px; border-radius: 3px;">SELECT</a>
GR36	CHARLES O. GREEN, INC.	1701 S. Douglas Street, Appleton, WI, 54914-5130	(920) 734-6688			<a href="#" style="background-color: #1a3d54; color: white; padding: 2px 5px; border-radius: 3px;">SELECT</a>



# 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>

The screenshot shows the AASHTOWare Project login interface. At the top, the logo reads "AASHTOWare™ PROJECT" with a stylized orange icon. Below the logo is a login form with four fields: "Username" containing "WAMS ID", "Password" containing "Associated 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. Below the form, there is a disclaimer paragraph, contact information for system administrators, and version information.

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](mailto:AWPSupport@dot.wi.gov)

Version 5.02 Revision 036

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



# Payroll Dashboard Overview

Home Previous My Pages
Actions Help Log off

On this page: Vendor Payrolls Unapproved Payrolls

## PROJECT WisDOT CRL Payroll

Payroll Information
?

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

Support

- Contract Compliance Specialist support mailbox - DOTLaborComplianceManagementSystem@dot.wi.gov
- Labor and wage compliance contacts at <https://wisconsin.dot.gov/Pages/doing-bus/civil-rights/labormwage/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
Open Component Actions Menu ?

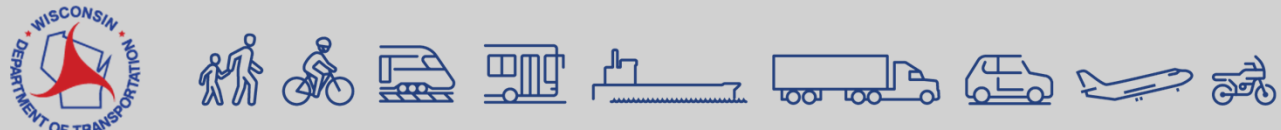
Temporary Showing 4 of 4

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

Unapproved Payrolls
?

Advanced Showing 2 of 2

Contract	Controlling P...	Description	Phase	Payroll	Mod ...	Last Updated	Last Updated Dt	Vendor	Name
202402	6767-		Under Agency Review	10,192,024	0	IT\lawprtrain01	11/14/2024 1:53:12 PM		
202402	6767-		Under Prime Review	10,262,024	0	IT\lawprtrain05	11/14/2024 2:22:26 PM		



# AWP CRL Payroll Role



Home Previous My Pages TEST Environment

Switch Role  
Cece Xiong  
✓ Payroll

Actions Help Log off

## PROJECT WisDOT CRL Payroll

### Payroll Information

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

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

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

### Vendor Payrolls

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

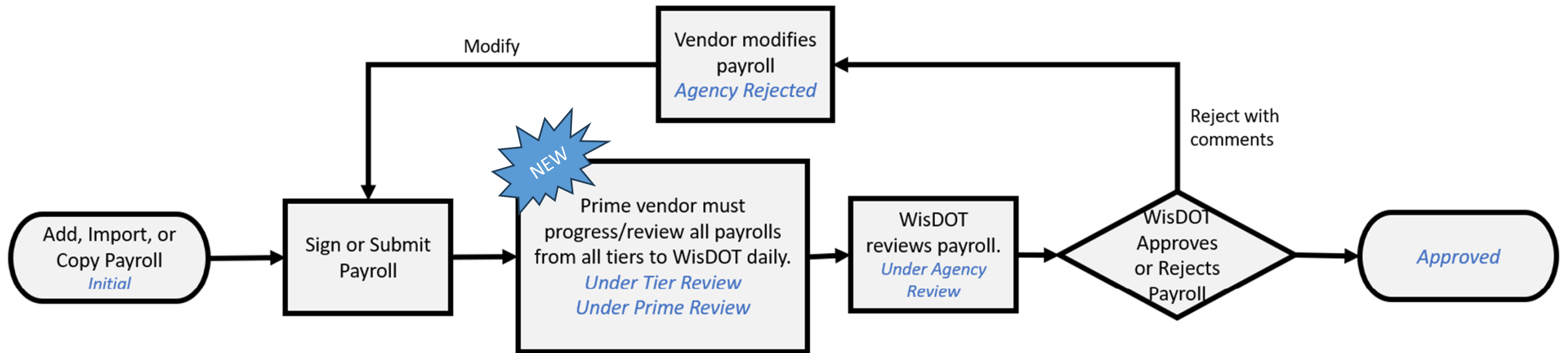
0 changed

Enter search criteria above to see results or Show first 10





# Payroll Process Workflow



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

# 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](mailto: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>



# 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 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.

- ▢ *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

Contract Certified Payroll Overview

Contract: 2021 Save ?

Vendor Payrolls

Vendor ID: [REDACTED] Vendor Short Name: [REDACTED]

0 marked for deletion | 0 changed

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



# 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](mailto:DOTLaborCompliance@dot.wi.gov)

Subject line: AWP CRL

