MnDOT's customized version of the AASHTO Trns•port® Payroll Spreadsheet

NOTE: You must update Certified Payroll Solution to Version 5.0.604 (OR higher – 5.0.605, 5.0.608, 5.0.610, etc.) AND then download the State of Minnesota forms. Use Help → Check for Updates -> Select Version 5.0.604 from the Select an Update drop down menu -> click the Download and Install button → click the Download and Install button on the next window. Click OK – program closes. Next, got back to Help -> Check for Updates -> choose State of Minnesota forms -> click Download and Install -> click Download and Install again. Click the Close button -> click the Exit button.

To print this help document you will need to load your printer with legal-sized paper.

You can create this spreadsheet with most data filled in by Certified Payroll Solution; however, there is no way to provide this as a 100% accurate form that can be submitted. More than any other Certified Payroll Report, this form has more requirements and/or demands than any other form or electronic upload that we've added to CPS in the last 11 years.

This spreadsheet is provided by the vendor who developed the AASHTO Trns•port® system and many aspects of it cannot be changed or modified.

> The most important thing is that this spreadsheet cannot be printed by CPS, nor will the print preview be visible to a human eye. Do not call and tell us that the print or
> Preview of this report is wrong, as there is nothing we can about this. However you **must** preview the report as CPS then creates this Excel spreadsheet and fills it out and subsequently saves it for you to use.

Basic Instructions for generating this report:

This form has been provided in Excel 2007 format, therefore, Office/Word 2007 or newer is required. Office 2003 and prior are not supported. We cannot change this.

Step 1: Create a folder on your computer to save the completed form
Create a folder on your computer or on your server called AASHTO TransPort.
In CPS go to → System Setup menu → System Preferences → click on the Data Locations tab → use the Browse for Reports Folder button and navigate to and select the folder you created.

Step 2: Select jobs that need the MnDOT/AASHTO upload
In CPS → go to Linked Date → Jobs → find a job that requires this format → double-click on the job name to Edit the record → click on the Form Options tab → using the Form to Use dropdown menu, select AASHTO Trans*Port Spreadsheet. Click the Ok button; make the same changes to other jobs. When you are finished, click the OK button → the Done button → and when prompted click Yes, to Save Changes.

Step 3: Run reports AND PREVIEW

Preview: Page 1 of 6
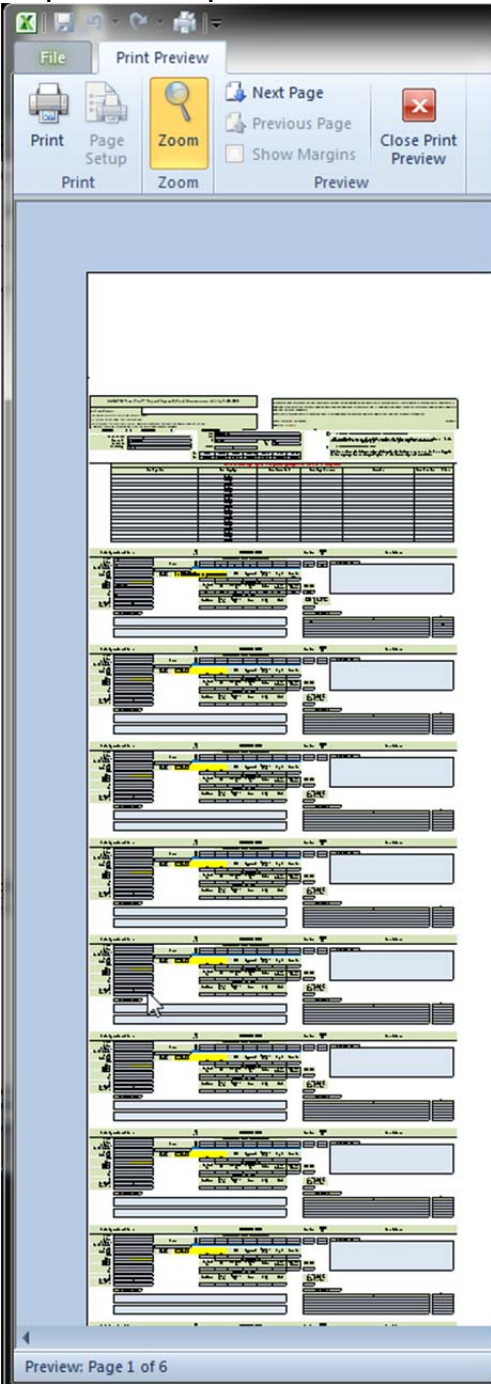
Once these two things are setup, run CPS for a week and then you must preview or print the report (for each job that requires this form).

Don't worry that the preview is unreadable (this is what it will look like) just close the preview window.

**If you choose to print the report from the Preview window, the report will NOT print.**

The program will save this spreadsheet in the folder specified in the Save Reports folder specified above.

Once you are finished printing other reports and/or previewing just the AASHTO reports in CPS, click "Complete". From the CPS main menu select View → Saved Reports. This will open Windows Explorer to this folder where you will see the saved spreadsheets that you can open by double clicking the file. The name will be CPR –*job name-YYYY-MM-DD* where job name is your job name and YYYY-MM-DD is the work week ending date.

NOTE: To actually work with the final report, you'll need to:
1. Open the Excel spreadsheet in full-screen mode
2. Zoom in to approximately 70% - this may be a different percentage depending upon the overall size of your monitor and your resolution.

The zoom function is located at the lower left corner of the Excel spreadsheet – increase the zoom by clicking the + sign, decrease the zoom by clicking the – sign.
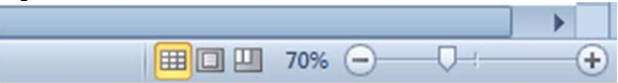
Step 4: Verify information

Please verify and validate this form for completeness, validity and accuracy as all the information has not been filled in. Note that for certain sections, such as the Benefit section, you might want to make a master sheet and copy & paste the missing data to the new sheet.

Below are a couple of screenshots of what the completed form looks like. Below is the "header" and "Benefit" section, you might want to make/save a master sheet and copy paste the missing information to the new sheet.

AASHTO Trns•Port® Payroll Spreadsheet Conversion Utility 1.03.000

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.

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MnDOT Updated 11/14/13

Instructions

1: The blue fields are available for data entry.
2: Click the field names for a description.
3: Use 'Save As' in Excel to save file. Note the name and the location where you are saving.
4. Upload the spreadsheet/XML file using prescribed Agency method.

CONTRACTOR	☐	SUBCONTRACTOR	☐

Name of Contractor
Contractor's ID
Payroll Number
For Week Ending   XX/XX/XXXX

CONTRACTOR ADDRESS
Addr 1
Addr 2
City   State:
                                    Zip:
Contract #

Day	Select Day ▼					
Date	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	XX/XX/XXXX

☐ (a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benfits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

☐ (b) WHERE FRINGE BENEFITS ARE PAID IN CASH

Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount fo the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

Once you select a "Benefit Program Type", you must complete the corresponding column information for the system to accept the benefit.

Benefit Program Name	Benefit Program Type	Benefit Account Number	Benefit Program Classification	Contact Person	Contact Person's Phone (Numbers only)
	Select Type				
	Select Type	There are 6 Benefit Program Types:			
	Select Type	Health & Welfare			
	Select Type	Vacation/Holiday			
	Select Type	Apprenticeship Fund			
	Select Type	Pension			
	Select Type	Other 1			
	Select Type	Other 2			
	Select Type				
	Select Type				
	Select Type				
	Select Type				
	Select Type				
	Select Type				
	Select Type				
	Select Type				
	Select Type				
	Select Type				
	Select Type				
	Select Type				

Below is a screenshot of an employee section. A section like this MUST be completed for each employee who worked on the jobsite.

Individual Employee Name and Identifier		O.T. or S.T.	HOURS WORKED EACH DAY							Total Hours	RATE OF PAY	Payroll Deductions

"0.00" MUST BE PRESENT IN ANY BOX NOT CONTAINING HOURS

Last Name											
First Name		Project #	O.T.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Employee Comments
Middle Initial			S.T.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Full SSN (No Dashes)											
Partial SSN		Craft Code	Select Craft Code			OJT %	Apprentice ID	Apprentice Wage %	Lump Sum	Project Gross	
Vendor Emp ID		Labor Code	Select Labor Code								
Gender	Select Gender		Code	Code							
Ethnicity	Code	Select Ethnicity		Pay Period Deductions							
Addr Line 1			Pay Period Gross	FICA	Federal Income Tax	State Income Tax	Medicare	Other Deductions	Total Payroll Deductions	NET WAGES	
Addr Line 2								0.00			
City			Fringe Benefit Hourly Rates								
State			Health Welfare	Vacation Holiday	Apprentice Fund	Pension	Other 1	Other 2	Total Project Fringe Benefits Paid This Pay Period (Rates x Hours)		
Zip											
Has Changed?	false										
Salaried (y/n):	No										

There are 6 Craft Codes, 208 Labor Codes, and 10 Ethnicity codes!

There is a section like this that must be completed for EACH employee on the jobsite.

4(c) EXCEPTION (CRAFT)		Other Deductions	
		Other Deduction Description	Amount

Instructions for specific fields:

Data has been filled in as well as we can, but due to the specific nature of their reporting requirements, certain changes may have to be made in within CPS so that the forms are as complete as possible.

Job/Header Information – see screenshot below for locations and item numbers:
1. **Contractor's ID:** (Excel Cell F22, comes from CPS → Linked Data → Jobs → this job → Additional Info → License). If this will be the same for all jobs, you may enter a default in CPS → System Setup → Defaults → Jobs, for all new jobs, but you will need to change existing jobs in Linked Data.
2. **Contract #:** This will be populated with the CPS → Linked Data → Job Federal **and** State Project #s.
3. **Benefit Program table** will come from CPS → System Setup → Statement of Compliance. You may specify defaults here and allow them to be changed on a job by job basis so that Linked Data → Jobs → Statement of Compliance → Minnesota DOT tab will allow you to change this for each job. Check boxes (a) and (b) are entered the same way.

Employee Entries – see screenshot below for locations and item numbers:

1. **Project:** This will be populated with the CPS → Linked Data → Jobs → Additional Information → Contract (PO) # field. This field is to be used to further refine a job, whereas the DOT may wish to report a job based upon mile markers 1-5, 5-10 and 11 to 15 as 3 separate projects within this job. DOT wishes each week to see the projects separated within the same job and if an employee worked on each "project" in one week, they would be listed 3 times on the same report. CPS cannot do this. CPS could report it as 3 separate jobs or as 1 project combined but it cannot separate the projects on the same report. There is a slight work around described in #3 below, but the project # will always be the same for all entries per job.

2. **Ethnicity:** As AASHTO let's each reporting agency define their own ethnicity, CPS cannot track these ethnicities for every reporting agency. For Minnesota, White, Black, Native American and Hispanic races are reported just fine. But since requirements split Asian ethnicity by "ASIAN INDIAN, ASIAN/PACIFIC ISLANDER, SUBCONT. ASIAN AMERICAN, ASIAN-PACIFIC AMERICAN", you must specify these exact names (upper case required) in CPS → Basic Info → Race Classifications. Hence, any Asian is reported by the exact race name. If you do not do this, the spreadsheet will be filled out incorrectly. You can change this in the spreadsheet but if you do this in CPS, then the spreadsheet will be generated correctly for new reports that you run.

3. **Work Classification:** AASHTO requires a Craft Code and a Labor Code. The labor code is specified in the CPS Work classifications "Labor Code" field (CPS → Basic Info → Work Classifications). The craft code is derived from the first digit of the "Labor Code", as there are 6 AASHTO craft codes, i.e. 100 Laborers, 200 Special Equipment, etc. So CPS will automatically take care of craft codes. The "Labor Code" field must match exactly as what is listed on the "Labor" tab of the MN-DOT AASHTO spreadsheet, including the initial 3 digit number and all punctuation. Some codes are simple, such as "713 – LINEMAN"; some codes are extremely long and still must be entered into the CPS Work Classification labor code field exactly in their entirety. It is best to copy & paste these codes from the spreadsheet into PC. For example especially codes like

   "203 - LANDSCAPING EQUIPMENT, INCLUDES HYDRO SEEDER OR MULCHER, SOD ROLLER, FARM TRACTOR WITH ATTACHMENT SPECIFICALLY SEEDING SODDING, OR PLANT, AND TWO-FRAMED FORKLIFT (EXCLUDING FRONT, POSI-TRACK, AND SKID STEER LOADERS), NO EARTHWORK OR GRADING FOR ELEVATIONS"

   Note that you can use similar work classifications in CPS to create separate entries for "project". The project will still not be filled correctly, but two entries will be listed for the same work classification, so that all you need to edit is the project #. For example, if you have separate payroll items in CPS for each project Labor, "Labor Project A –ST" "Labor Project A – OT", "Labor Project B – ST" and in CPS you have 2 work classifications "Labor (A Project)" and "Labor (B Project)" then CPS will list this employee twice, for work on each project, you will simply need to edit the entry and change the project # to be correct for the proper entry.

4. **(c) Exception (Craft)** -- This section is not filled out by the program for each employee. If you believe that using the CPS → System Setup → Statement of Compliance exceptions would be beneficial to you for all employees, please contact us.

5. **Apprentice ID** has been added to CPS → Linked Data → Employees.

6. **Lump Sum** is NOT filled in and you will need to complete this based on their instructions.

7. **Employee Comments** are not filled in.

8. **Has Changed?** This is always set to true because it is impossible for CPS to tell if something has changed for each report that is generated.

9. **Employee Benefit Rates.** Union and/or Bona-fide plan fringe Benefit rates may be entered into CPS by the QB payroll item (Linked Data →Wages and a benefit rate assigned for the benefits). They may also be entered by employee in CPS → Linked Data → Employees, as long as you setup this option in CPS → System Setup → System Preferences → W/C Info + → check the box labeled Enter Fringe Benefits by Employee. If you turn on the employee option, the program will add the two rates together.

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CONTRACTOR ☐   SUBCONTRACTOR ☒

Name of Contractor	Minnesota Company
Contractor's ID	Lisc# 123456789
Payroll Number	1
For Week Ending	4/19/2014

CONTRACTOR ADDRESS

Addr 1	1215 Any Street
Addr 2	
City	Your Town
State:	AL
Zip :	59932
Contract #	AASHTO Contract #1 AASHTO Cont

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date	4/13/2014	4/14/2014	4/15/2014	4/16/2014	4/17/2014	4/18/2014	4/19/2014

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☐ (b) WHERE FRINGE BENEFITS ARE PAID IN CASH

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Individual Employee Name and Identifier

Last Name	Employee
First Name	Eleven
Middle Initial	C
Full SSN (No Dashes)	666554444
Partial SSN	
Vendor Emp ID	
Gender	Male
Ethnicity	Pacific Islander, SU
Addr Line 1	156 No Street
Addr Line 2	
City	Anytown
State	AR
Zip	59932
Has Changed?	TRUE
Salaried (y/n):	No

O.T. or S.T. — HOURS WORKED EACH DAY

"0.00" MUST BE PRESENT IN ANY BOX NOT CONTAINING HOURS

								Total Hours	RATE OF PAY
O.T.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
S.T.	0.00	8.00	8.00	0.00	0.00	0.00	0.00	20.00	18.75

Project #

AASHTO Proj

Craft Code	200 – Special Equipment
Labor Code	203 – LANDSCAPING EQUIPMENT,

OJT %	Apprentice ID	Apprentice Wage %	Lump Sum	Project Gross
200				375.00

Pay Period Deductions

Pay Period Gross	FICA	Federal Income Tax	State Income Tax	Medicare	Other Deductions	Total Payroll Deduction	NET WAGES
750.00	46.50	63.00	26.00	10.88	23.00	169.38	580.62

Fringe Benefit Hourly Rates

Health Welfare	Vacation Holiday	Apprentice Fund	Pension	Other 1	Other 2		Total Project Fringe Benefits Paid This Pay Period (Rates x
3.44	1.00	0.25	2.20	0.31	0.00		144.00

(c) EXCEPTION (CRAFT

Employee Comments

Other Deductions

Other Deduction Description	Amount
Child Support	0.00
Union Dues	23.00
	0.00
	0.00