

Alaska DOL customized version of the AASHTO Trns•port® Payroll Spreadsheet



You must update Certified Payroll Solution to Version 5.0.910 (OR higher - 5.0.911, 5.0.912, etc.). Use Help → Check for Updates --> Download and Install current version of our software.

If you wish to print these instructions, you will need to use legal sized paper to accommodate large screen shots!

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.

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 do about this. However, you **must** use the preview function in CPS in order for it to create this Excel spreadsheet and fill it out and subsequently save it for you to use.

Basic Instructions for generating this report:

This form has been provided in Excel .xlsx format, therefore, Office/Word 2016/Office 365 or newer is required. Older versions of Office 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 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 Trns*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.

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 **OR** CPS → System Setup → System Preferences → Addresses tab → Contractor's License #; but you will need to change existing jobs from the Linked Data menu → Jobs.
2. **Contract #:** This will be populated with the CPS → Linked Data → Job Federal and State Project #s.
3. How Fringe Benefits are paid - these are the normal selections for your company, found from the System Setup menu → Statement of Compliance → WH-348 (4) tab.

AASHTOWare Project™ Payroll Spreadsheet Conversion Utility 2.0

3/2021-AKDOL&WD/AKDOT&PF v.3

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: You must convert spreadsheet to XML file at <https://xml.aashtowareproject.org/spreadsheet/> and import to CRL

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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CONTRACTOR SUBCONTRACTOR * Must Select One

CONTRACTOR ADDRESS

Addr 1:

Addr 2:

City: State:

Zip:

DOT

* Contract #:

* Day	Select Day	Select Day	Select Day	Select Day	Select Day	Select Day	Select Day
* Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* Must Select One

(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 benefits 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 6 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 for the required fringe benefits as listed in the contract, except as noted in section 6 below.

Employee Entries - see screenshot on page 6 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/DOL 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/DOL 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:** AASHTO let’s each reporting agency define their own ethnicity, CPS cannot track these ethnicities for every reporting agency. For Alaska there are 7 different Ethnicity Values, which are found on the Ethnicity tab of the AASHTO form (who would have figured), White and Asian - report just fine. But since requirements combine American Indian or Alaska Native you’ll need to specify these **exact names** for this to be correctly interpreted. In CPS → Basic Info → Race Classification - Add new Work Classifications based on the Ethnicity values required by AASHTO. If you do not do this, the spreadsheet will be filled out incorrectly. You can change this in the spreadsheet AFTER it is saved, but if you do this in CPS, then the spreadsheet will be generated correctly for new reports that you run.

Ethnicity Values	Code
Select Ethnicity	
AMERICAN INDIAN OR ALASKA NATIVE	N-AK
ASIAN	SUB-A
BLACK or AFRICAN AMERICAN	B-AM
HISPANIC OR LATINO	H-AM
NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	N-HI
TWO OR MORE RACES	TWO
WHITE	CAUC

Alaskan
American Indian
Asian
Black
Hispanic
Pacific Islander
White

Description: AMERICAN INDIAN OR ALASKA NATIVE

Race: American Indian/Alaskan

Minority
 Native Hawaiian or Other Pacific Islander
 Two Or More Races

Ok Cancel

Copy the "name" in the **Ethnicity Values** column into the "Description" field of the Race Classification Maintenance window. Choose the correct race so your EEOC Reports are correct.

3. **How fringes are paid** - this preference is set in CPS → System Setup → Statement of Compliance → WH-348(4) tab
4. **Work Classification:** AASHTO requires **both a Craft Code and a Labor Code**. Both the Craft and Labor codes are specified in CPS Work classifications (Basic Info menu → Work Classifications → Electronic Upload Codes tab) There are 32 AASHTO craft values and 136 labor values - you'll find the **specifics on the Craft and Labor tabs of the spreadsheet**. These items must match exactly

what is listed on the “Craft” and “Labor” tabs of the AASHTO spreadsheet. It is best to copy & paste (if allowed) these codes from the spreadsheet into the appropriate fields in the CPS Work Classification window as shown below.

Craft Values

1	Craft Values	Code
2	Select Craft Code	
3	Boilermakers	1
4	Bricklayers & Blocklayers	
5	Carpenters, Region I (North of 63 latitude)	13
6	Carpenters, Region II (South of N63 latitude)	18
7	Cement Masons	14
8	Culinary Workers	3
9	Dredgemen	24
10	Electricians	4
11	Elevator Workers	5
12	Heat & Frost Insulators/Asbestos Workers	6
13	IronWorkers	7
14	Laborers (The Alaska areas north of N63 latitude and east of W138 longitude)	38
15	Laborers (The area that is south of N63 latitude and west of W138 longitude)	8
16	Millwrights	35
17	Painters, Region I (North of N63 latitude)	15
18	Painters, Region II (South of N63 latitude)	19
19	Piledrivers	9
20	Plumbers, Region I (North of N63 latitude)	16
21	Plumbers, Region II (South of N63 latitude)	20
22	Plumbers, Region IIA (1st Judicial District)	22
23	Power Equipment Operators	10
24	Roofers	17
25	Select Craft Code	
26	Sheet Metal Workers, Region I (North of N63 latitude)	27
27	Sheet Metal Workers, Region II (South of N63 latitude)	21
28	Shipyard Laborers	31
29	Shipyard Tradesman	32
30	Sprinkler Fitters	11
31	Surveyors	34
32	Truck Drivers	12
33	Tunnel Workers, Laborers (The Alaska areas north of N63 latitude and east of W138 longitude)	39
34	Tunnel Workers, Laborers (The area that is south of N63 latitude and west of W138 longitude)	29
35	Tunnel Workers, Power Equipment Operators	30
36		

Work Class Maintenance

Classification Code # [Carpenters, Region I (North of 63 Latitude)]

Federal EEOC Code [Carpenters]

Use This Name on EEOC Reports

On the Job Trainee Owner Operator

Apprentice Percent [0] Level []

On the Certified Payroll Report [Electronic Upload Codes](#)

Texas DOT Job Code [0] TX DOT Appr Experience [0]

NY DOT EBO Classification Code []

Maryland Classification ID (Job Code ID) []

AASHTO Craft Code [13]

AASHTO Labor Code []

Prism Craft []

Prism Craft Level []

LCPTracker Craft Code []

Ok Cancel ?

Labor Values

1	Labor Values	Code
2	Select Labor Code	
3	Boilermakers	A0101
4	Bricklayers & Blocklayers, Blocklayer	A0201
5	Bricklayers & Blocklayers, Tuck Point Caulker	A0202
6	Bricklayers & Blocklayers, Marble & Tile Finisher	A0203
7	Bricklayers & Blocklayers, Torginal Applicator	A0204
8	Carpenters, Region I (North of N63 latitude)	N0301
9	Carpenters, Region II (South of N63 latitude)	S0301
10	Cement Masons, Group 1	A0401
11	Cement Masons, Group 2	A0402
12	Cement Masons, Group 3	A0403
13	Cement Masons, Group 4	A0404
14	Cement Masons, Group 5	A0405
15	Culinary Workers, Baker/Cook	A0501
16	Culinary Workers, General Helper	A0503
17	Culinary Workers, Head Cook	A0504
18	Culinary Workers, Head Housekeeper	A0505
19	Dredgemen, Assistant Engineer	A0601
20	Dredgemen, Assistant Mate (deckhand)	A0602
21	Dredgemen, Fireman	A0603
22	Dredgemen, Leverman Clamshell	A0605
23	Dredgemen, Leverman Hydraulic	A0606
24	Dredgemen, Mate & Boatman	A0607
25	Dredgemen, Oiler (dredge)	A0608
26	Electricians, Inside Cable Splicer	A0701
27	Electricians, Inside Journeyman Wireman	A0702
28	Electricians, Power Cable Splicer	A0703
29	Electricians, Tele Com Cable Splicer	A0704
30	Electricians, Power Journeyman Lineman	A0705
31	Electricians, Tele Com Journeyman Lineman	A0706
32	Electricians, Straight Line Installer - Repairman	A0707

Work Class Maintenance

Carpenters Name:

Classification Code #:

Federal EEOC Code:

Use This Name on EEOC Reports:

On the Job Trainee: Owner Operator:

Apprentice: Percent: Level:

On the Certified Payroll Report: [Electronic Upload Codes](#)

Texas DOT Job Class: TX DOT Appr Experience:

NY DOT EEOC Classification Code:

Maryland Classification (Job Code ID):

AASHTO Craft Code:

AASHTO Labor Code:

Prism Craft:

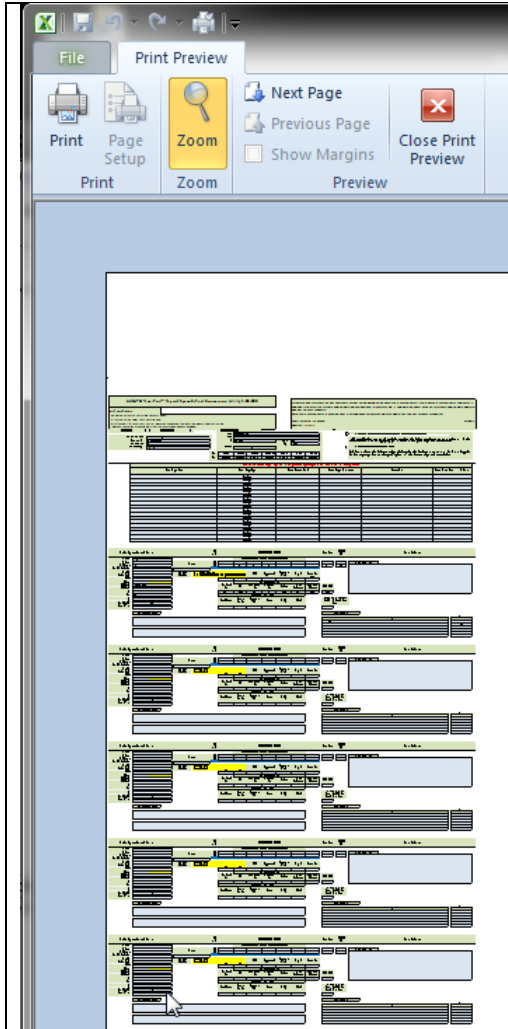
Prism Craft Level:

LCPracker Craft Code:

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.

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

Step 3: Run reports AND PREVIEW



Once these things are setup, run CPS for a week and then you must **preview** 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.

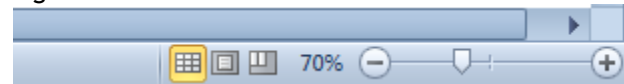
The program will save this spreadsheet in the folder specified in the Save Reports folder specified above.

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 to 100% - 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.