

Virginia, Louisiana, Montana, & Tennessee DOT AASHTOWare Project™ Payroll Spreadsheet Update - Revised October 2021

Use these instructions if your company is in Virginia, Louisiana, Montana and Tennessee.

As most of you are aware, the DOT has teamed up with the American Association of State Highway and Transportation Officials (AASHTO) and is now requiring ALL prime and subcontractors working on DOT projects with federal funding to submit certified payrolls into the AASHTOWare Project Civil Rights and Labor™ (CRL) Management System.

You can create this spreadsheet with **MOST** of the data filled in by Certified Payroll Solution; however, there is NO WAY to provide this as a 100% accurate form that can be submitted due to complicated requirements. You will need to check this form carefully before submitting it.

The spreadsheet is provided by the vendor who developed the AASHTO Trns*port® system and many aspects of it cannot be changed or modified. This form has been provided in an .XLSX format, therefore, Office/Excel 2016, Office 365 or newer is required - and they must be locally installed on your computer, not accessed via a web browser..

The most important thing that you need to be aware of is that this spreadsheet CANNOT be printed by CPS, nor will the print preview be visible to the human eye.

DO NOT call and tell us that the Preview of the report is wrong, as there is NOTHING, we can do about this.

You MUST click the preview button on the Print Window for CPS to create the Excel spreadsheet for you so that you can then open it and look at it and verify that the data is accurate and add any missing information that is required.

AASHTO requirements are very complex and require quite a bit of setup in Certified Payroll Solution in order to create a file that you can read, correct, and troubleshoot to upload - AND THEN YOU WILL NEED TO TAKE THAT FILE CPS CREATED AND RUN IT THROUGH A CONVERTER to create a machine readable XML file - **so please follow the instructions in this document carefully**. The converter can be found here - <https://xml.aashtowareproject.org/spreadsheet/>

Step 1 - Download the program update

You **MUST** update CPS on each machine that the program is installed on.

The Version that you download will be the most current version in our Web Service Center

From the Certified Payroll Solution (CPS) Help menu → choose Check for Updates (or About → click on the BIG “Login to Web Service Center” button).

This launches a web page and automatically logs you into our web service center. Here, look for the **Download Current CPS Setup/Installation button** on the left and click on it. Run or save the file.



Welcome to our Web Service Center

Certified Payroll Solution

is the current release version available to download.

is the current version installed on your PC.

You have installed a newer or BETA version that the current release version over a BETA/older version can cause problems. Do not attempt to do so by technical support.

Windows 7,8,8.1,10 users

[Download Current CPS Setup / Installation \(Windows 7,8,8.1,10\)](#)

Download the
CURRENT CPS
Setup/Installation



Some browsers will have you save the file, while others will allow you to choose to Run it. If you choose the Run option, simply follow the prompts, and run through the installation program.



Can't figure out where the download was saved?

Press the Ctrl and the J keys at the same time on your keyboard to display a list of things you have downloaded. This works in Internet Explorer, Chrome, and Firefox. Double-click the file called CPSV5setup.exe and follow the prompts in the installation wizard.

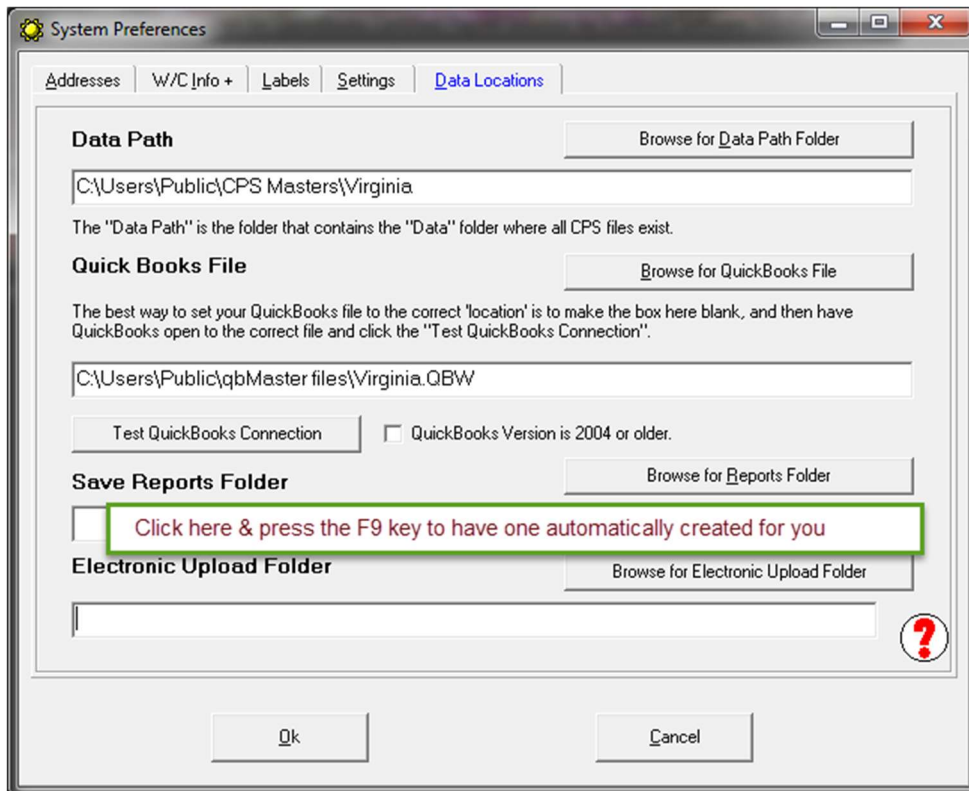
Step 2 - Create and Select a Folder in which to save the AASHTO file

From the CPS System Setup menu → choose System Preferences → click on the Data Locations tab

Click into the **Save Report Folder** field/box and press the **F9** key to have the program automatically create a folder for you - if this field is currently blank/empty.

OR use the **Browse for Reports Folder** to create a folder in the location of your choice.

(Press the **F5** Key to verify that the folder actually exists)



Step 3 - Turn on AASHTO DOT Filing

From the System Setup menu → choose Defaults → Job → click on the Form Option tab → click on the **Turn on AASHTO DOT Filing** button

The screenshot shows the 'Job Defaults' dialog box with the 'Form Options' tab selected. The 'On the Certified Payroll Report' section shows 'WH-347 Form' and 'SSN Format' set to 'XXX-XX-1234'. The 'On Electronic Filing' section shows 'Standard XML Export file. (Elation & TRS)', 'LCP Tracker Export file.', and 'Sandia Laboratory XML Export file.' all set to 'Show SSN'. A red circle highlights the 'Turn on AASHTO DOT Filing' button. At the bottom, there is a checkbox labeled 'Set ALL existing Jobs to these defaults.' and 'Ok' and 'Cancel' buttons.

You'll get a small pop-up window asking if you are **sure** that you wish to turn on AASHTO DOT Reporting. Click the Yes button.

The screenshot shows a 'Certified Payroll Solution' pop-up window. It contains the text: 'Are you sure you wish to turn on AASHTO DOT Reporting?' and 'This option may not be turned off once it is on, so do not use this option unless you truly need it.' There is a 'Yes' button with a mouse cursor clicking it.

From the Run menu → choose Exit.

Now start CPS again by double-clicking on your desktop shortcut.

Step 4 - Setup Fringe Benefits & Special Withholdings

AASHTO expects to see **the hourly rate of 6 specific fringe benefit types** that are paid to the Union Hall, one or more bona-fide plans, or company paid items that you are taking credit for against the full fringe - this is totally different than how the Federal WH-347 form requirements have always been.

These hourly rates/values will need to be entered into CPS, because we cannot get hourly values from QuickBooks only Weekly totals.



Important notes & information about fringe benefit setup.

Read the following information prior to making any selections in this section.

In CPS, you can enter the Hourly Fringe Benefit Rates by:

- Work Classification
- Payroll Wage Item
- Employee

Please determine HOW you are paying and tracking the fringe benefits for assistance with proper setup.

1. If you are a Union Contractor OR paying 100% of the full fringe benefit rate to one or more bona-fide plans you can choose from one of the following options:
 - a. Select **This fringe is paid by the employer AND This amount is calculated by Certified Payroll Solution using the rate entered for each payroll wage item.** You must then have specific payroll wage items in QuickBooks that you use for specific Work Classifications OR Work Classifications and Jobs (if the fringe rate changes by job). You will then enter the hourly fringe amounts for each type of fringe benefit by going to the Linked Data menu → Wages and editing each payroll wage item and enter the correct hourly fringe rate.
 - b. Select **This fringe is paid by the employer AND This amount is calculated by Certified Payroll Solution AND This contribution rate is entered for each Work Classification.** This method will work if you DO NOT have specific payroll wage items in QuickBooks that you use for specific work classification and jobs. You will then enter the hourly fringe amounts for each type of fringe benefit by going to the Basic Info menu → selecting Work Classifications → edit each Work Classification and enter the hourly values in the Benefits tab.
2. If you are a non-union contractor and pay 100% of the full fringe amount in CASH to the employee select **This fringe is paid by the employer AND NO calculation.** You will then enter the full hourly CASH fringe rate by going to the Linked Data menu → choose Wages → edit each payroll wage item and enter the full fringe amount in the **Cash Benefit Rate** box. This method assumes that you have specific payroll wage items for specific work classifications and/or Jobs.
3. If you are a non-union contractor and pay a portion of the hourly fringe rate to a bona-fide plan AND the remainder in cash to the employee, select **This fringe is paid by the employer**

AND This amount is calculated by Certified Payroll Solution. Next go to System Setup menu → choose System Preferences → click on the W/C Info + tab → check the box to Enter Fringe Benefits by Employee. Then go to the Linked Data menu → Employees → edit each employee and enter the hourly values that you pay in the Benefits tab. You will then enter the full hourly fringe rate by going to the Linked Data menu → choose Wages → edit each payroll wage item and enter the full fringe amount in the **Cash Benefit Rate** box.

The fringe benefit types are as follows:

- Fringe Health & Welfare
- Fringe Vacation/Holiday
- Fringe Apprenticeship Fund
- Fringe Pension
- Fringe Other 1
- Fringe Other 2

In CPS, go to the System Setup menu → choose Fringe Benefits & Special Withholdings to indicate HOW you pay these fringe benefits. **You will NOT see Fringe Benefits & Special Withholdings until AFTER you restart CPS.**

Fringe Benefit & Special Withholdings Setup

Health/Welfare | Vacation/Holiday | Apprenticeship | Pension | Other 1 | Other 2

Name: ** Highly recommended that you NOT change this name.

Paid by Employee or Employer:

☒ This fringe is paid by the employer

☐ This is deducted from the employee's paycheck

Calculation Method:

☐ This amount is derived from the QuickBooks paycheck.

☒ This amount is calculated by Certified Payroll Solution using the rate entered for each Payroll Wage Item

☐ No calculation

☒ This contribution rate is entered for each Work Classification.

Make your selection for each specific Fringe benefit type here AND then go to the appropriate place to enter the hourly fringe amounts.

Step 5 - Setting Up Benefit Information

For each Fringe Benefit type, you will be required to provide the Benefit Program Name, Benefit Program Type, Benefit Account Number, Benefit Program Classification, Contact Person and Contact Person's Phone. *If you need additional information, you will need to contact DOT as we cannot help you.*

To enter this information in CPS, go to the **System Setup** menu → **Statement of Compliance** → click on the **DOT 4 (d)** tab. Here you will enter the plan administrator (example for health insurance you would enter the name of the insurance company - Blue Cross/Blue Shield) in the **Program Title/Name** column and enter an "x" in the type of fringe it is (Health).

AASHTO DOT 4 (d)						
Program Title/Name	Health	Vacation	Training	Pension	Other	Other 2
Blue Cross/Blue Shield	x					
T. Rowe Price				x		
Local Bank		x				
SUB Plan					x	
Apprenticeship Bureau			x			

Click on the **DOT 4 (e)** tab and enter the Name, Address/Program Name, Account #, 3rd Party Trustee/Contact, and phone number for each fringe plan.

Statement Of Compliance (WH-348)

WH-348 (1) | WH-348 (4) | DOT 4 (d) | **DOT 4 (e)**

AASHTO DOT 4 (e)

	Name, Address/Program Name	Account #	3rd Party Trustee/Contact	Phone
▶	Blue Cross/Blue Shield, Address, City, VA 12345	123	Contact	888-222-333
	T. Rowe Price, Address, City, VA 12345	456	Contact	888-333-444
	Local Bank, Address, City, VA 12345	789	Contact	888-444-555
	U. S. Bank Trustees, Address, City, VA 12345	012	Contact	888-555-666
	Apprenticeship Bureau, Address, City, VA 12345	3456	Contact	888-666-777

Ok Cancel ?

Click the Ok button when you have completed this information.

Step 6 - Setup AASHTO Ethnicity, Craft & Labor Codes in CPS

AASHTO & each State's DOT have agreed upon specific Ethnicity (Race), Craft Codes and Labor Codes. These codes are likely to be different than those that we provide.

Virginia - Download the "Excel Template" found on this page -

https://www.viriniadot.org/business/aashtoware_project_civil_rights_and_labor_crl_management_system.asp your Ethnicity, Craft & Labor Codes are included in the Excel template

Louisiana - Download the DOTD_Payrollv2.0_2.15.19 found on this page -

http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Administration/Compliance/Pages/Certified_Payroll.aspx Your Ethnicity, Craft & Labor Codes are included in this file

Montana - Download your Ethnicity, Craft, & Labor Codes here -

https://mdt.mt.gov/publications/docs/brochures/dbe_eeo/Certified-Payroll-Codes.pdf Your Ethnicity, Craft & Labor Codes are NOT included in your spreadsheet.

Tennessee - Download the Excel Spreadsheet v1.6 (Current) file to find your Ethnicity, Craft & Labor Codes here -

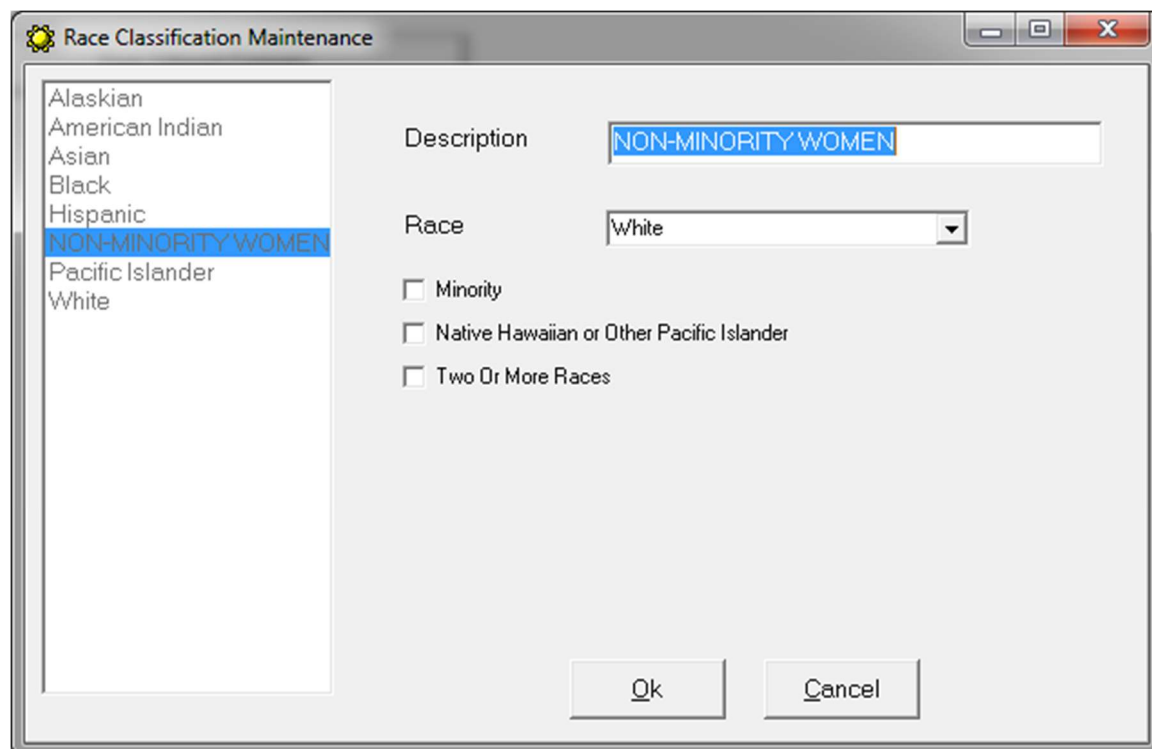
<https://www.tn.gov/tdot/tdot-construction-division/transportation-construction-division-resources/tdot-labor-compliance/certified-payrolls.html>

Ethnicity/Race Values

View and verify that you have the required Ethnicity (Race) Values in CPS, by going to the Basic Info menu → choosing Race Classifications. these items must be set up exactly as they are in the AASHTO payroll form.

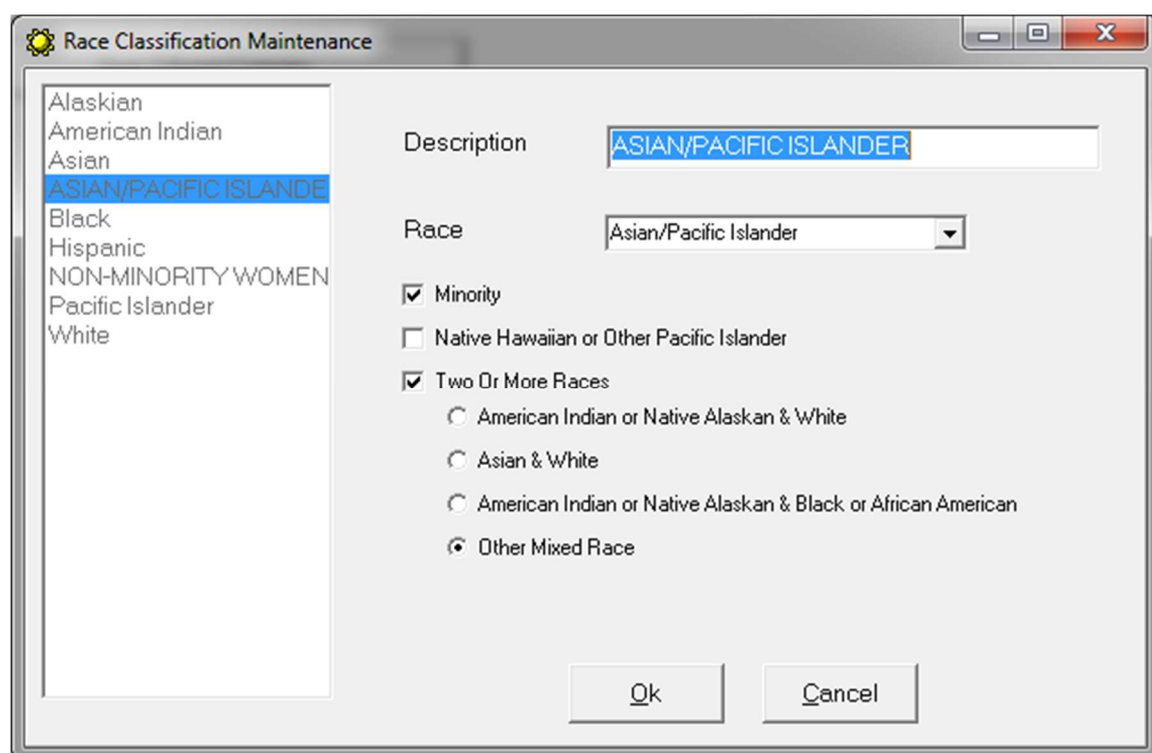
To add or modify the Race Values, in CPS go to the **Basic Info** menu → choose **Race Classifications**. To add a new Race Classification, click the Add button otherwise click the Edit button to modify an existing classification.

In the following example we will add a Race classification for NON-MINORITY WOMEN. Again, remember to enter the names from AASHTO in the EXACT format that they are shown - including all upper case letters it that is the way they are displayed..



The dialog box is titled "Race Classification Maintenance". On the left is a list of race categories: Alaskan, American Indian, Asian, Black, Hispanic, NON-MINORITY WOMEN (highlighted), Pacific Islander, and White. On the right, the "Description" field contains "NON-MINORITY WOMEN". The "Race" dropdown menu is set to "White". Below this are three unchecked checkboxes: "Minority", "Native Hawaiian or Other Pacific Islander", and "Two Or More Races". At the bottom are "Ok" and "Cancel" buttons.

An ASIAN/PACIFIC ISLANDER would be setup as shown below:



The dialog box is titled "Race Classification Maintenance". On the left is a list of race categories: Alaskan, American Indian, Asian, ASIAN/PACIFIC ISLANDER (highlighted), Black, Hispanic, NON-MINORITY WOMEN, Pacific Islander, and White. On the right, the "Description" field contains "ASIAN/PACIFIC ISLANDER". The "Race" dropdown menu is set to "Asian/Pacific Islander". Below this are three checked checkboxes: "Minority", "Two Or More Races", and "Native Hawaiian or Other Pacific Islander". Under "Two Or More Races", there are four radio button options: "American Indian or Native Alaskan & White", "Asian & White", "American Indian or Native Alaskan & Black or African American", and "Other Mixed Race" (which is selected). At the bottom are "Ok" and "Cancel" buttons.

Craft & Labor Codes

To enter the Craft & Labor codes into CPS, go to the **Basic Info** menu → choose **Work Classifications**. Here you will either **Edit** existing Work Classifications that you have previously created OR add new ones based on AASHTO requirements.

These work classifications MUST be created in CPS EXACTLY as they are shown in the AASHTO spreadsheet - including the use of all CAPS and some things in parenthesis.

Here is an example: Let's say your company has workers that fall under the Truck Driver-Single Rear Axle classification.

The AASHTO Craft Code is **TRUCK DRIVER**

The AASHTO Labor Code is **TRUCK DRIVER (SINGLE REAR AXLE)**

If you chose to enter Fringe Benefits by Work Class, enter the hourly rates for applicable fringes under the **Benefits** tab.

The screenshot shows the 'Work Class Maintenance' window. On the left is a list of work classifications, with 'Truck Driver Single Rear Axle' highlighted. The main area shows the details for this classification. The 'Name' field is 'Truck Driver Single Rear Axle'. The 'Federal EEOC Code' is 'Truck Drivers'. There are checkboxes for 'Apprentice', 'On the Job Trainee', 'Use This Name on EEOC Reports', and 'Owner Operator'. The 'LCP Tracker Code' is empty. The 'Texas DOT Job Class' is '0'. The 'Texas DOT Appr Experience' is '0'. The 'NY DOT EBO Classification Code' is empty. The 'Maryland Classification ID (Job Code ID)' is empty. The 'AASHTO Craft Code' is 'TRUCK DRIVER' and the 'AASHTO Labor Code' is 'TRUCK DRIVER (SINGLE REAR AXLE)'. The 'Benefits' tab is active, showing fields for 'Health/Welfare' (1), 'Apprenticeship' (.10), and 'Pension' (3). The 'On the Certified Payroll Report' checkbox is checked. The 'Ok' and 'Cancel' buttons are at the bottom.

NOTE: Tennessee simply wants the CODE NUMBERS without the “Craft” or “Labor” values/names.

In this example you would use 400 for the AASHTO Craft Code and 402, 403, 405, or 475 for the AASHTO Labor Code



If you create new Work Classifications remember that you will need to assign them to Employees (Linked Data → Employees) and QuickBooks Payroll Wage Items (Linked Data → Wages).

Step 7 Selecting Jobs that require AASHTO reporting

In CPS, go to the **Linked Data** menu → **Jobs**, **edit** each job that requires AASHTO reporting:

→ On the Additional Info tab enter your Vendor ID number

→ click on the **Form Options** tab and make sure that the **Use WH-347 Form instead of AASHTO DOT form** is NOT checked.

The screenshot shows the 'Job Maintenance' window with the 'Form Options' tab selected. The 'Name' field is 'Crew Entry'. The 'Certified Payroll Report' section has three checkboxes: 'Use WH-347 Federal Form instead of AASHTO DOT form' (unchecked), 'Use Department of Defense Statement of Compliance' (unchecked), and 'Use Notarized Federal Statement of Compliance' (unchecked). The 'SSN # Format' is set to 'XXX-XX-1234'. The 'Omit Employee's address' checkbox is checked. The 'Electronic Filing' section has 'Electronic Upload Type' set to 'None', 'SSN # Format' set to 'Show SSN', and 'Omit Employee's address' unchecked. A green callout box points to the first checkbox with the text: 'This option should NOT be checked for the AASHTO form'. At the bottom, there is a 'List By "Print Name As"' checkbox, 'Ok' and 'Cancel' buttons, and a red question mark icon.

Step 8 TENNESSEE ONLY Employee Birth Date MMY format

Tennessee DOT requires that the Employee Birth date is included in the upload. It must be entered & displayed in MMY format. This information will be added to each employee record in CPS, by going to the Linked Data menu → Employees → and Edit each employee and entering this information in the field called **Birth Date MMY format** as shown below:

The screenshot shows the 'Employee Maintenance' window. On the left is a list of employees: Backhoe, Frederick F (selected), Bulldozer, Benjamin J, Laborer, Laura B., Laborer, Lawrence M, Owner, Owen W., Supervisor, Sam L., and Trucker, Tammi T. The main area displays fields for the selected employee: Name (Backhoe, Frederick F), Local (Local 61), EEOC Work Class (Equip. Ops.), Race (Hispanic), Federal Allowances (0), and Gender (Female). There are buttons for 'Edit Locals', 'Edit Work Classes', and 'Edit Races'. Below these is a 'Miscellaneous' tab. Under this tab, there is a checkbox for 'ARRA Hire', a text field for 'Employee # (not SSN)' containing '1', a text field for 'Apprentice Registration #', a text field for 'Birth Date MMY format' containing '1160', a text field for 'NTW Econ Distressed Area', and a dropdown for 'NTW Disadvantaged'. At the bottom are 'Ok' and 'Cancel' buttons, and a green help icon with a question mark.

Name	Backhoe, Frederick F	
Local	Local 61	Edit Locals
EEOC Work Class	Equip. Ops.	Edit Work Classes
Race	Hispanic	Edit Races
Federal Allowances	0	
Gender	Female	

Miscellaneous

☐ ARRA Hire

Employee # (not SSN) 1

Apprentice Registration #

Birth Date MMY format 1160

NTW Econ Distressed Area

NTW Disadvantaged

Ok Cancel ?

Step 9 Printing & Previewing

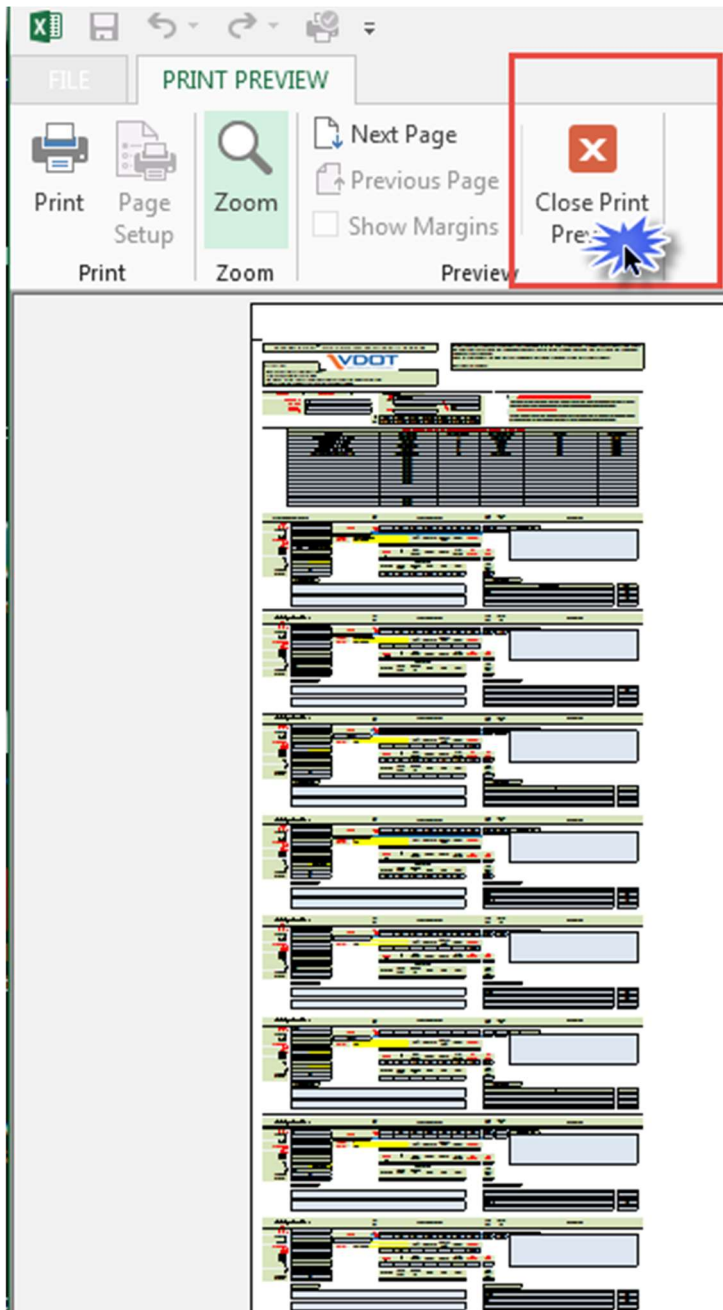
When you get to the Completed Reconciliation window, you MUST Preview the Certified Payroll Report for CPS to create the AASHTO file for you.

Job Name	Copies
Crew Entry	1

Set All Copies to: Select Printer: Adobe PDF

<< Back

You MUST Preview the report to create the AASHTO file. DO NOT attempt to print.



When you click the **Preview Certified Payroll Only - Does NOT include the Statement of Compliance** button you will see something like this.

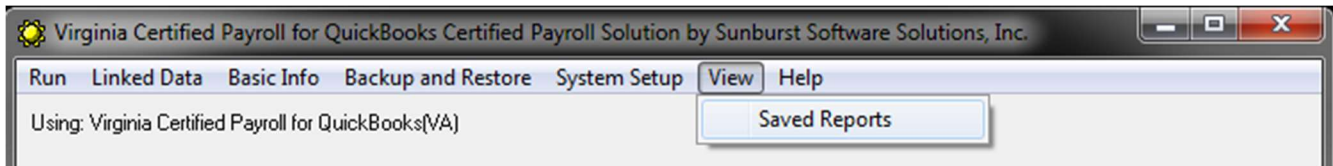
This is the way it was designed to preview and there is nothing we or you can do about it.

Simply click the **Close Print Preview** button.

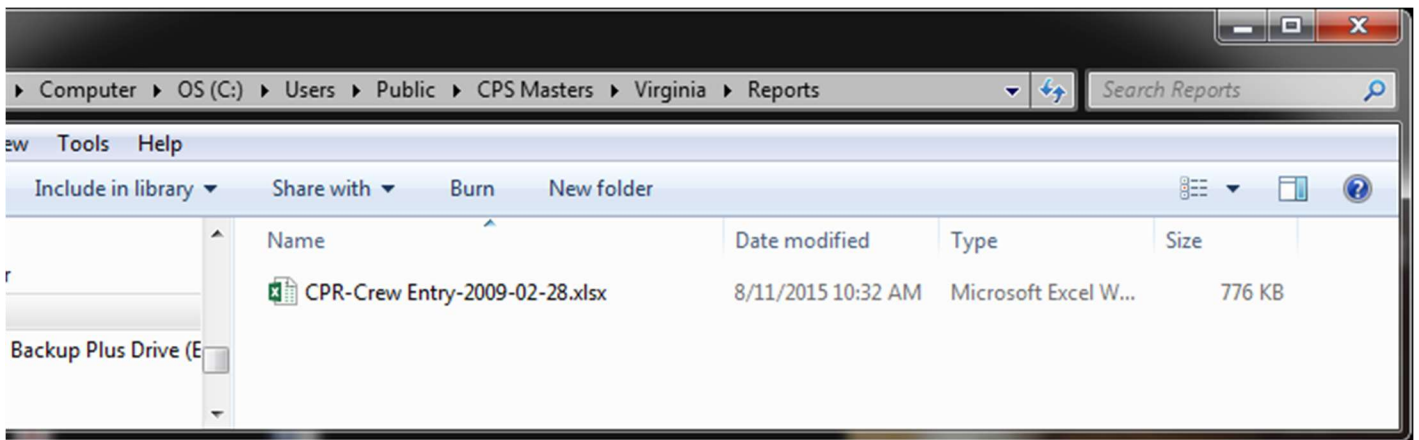
When you have finished in CPS, click the **Complete** button.

Step 10 Viewing & Troubleshooting the Report Before Uploading

From the main CPS window, choose the **View** menu → **Saved Reports**



This will automatically open the folder that you created in **Step 2**.



Here you can double click on the file to open it in Excel (IN A FORMAT THAT YOU CAN READ) to verify it for accuracy.

ONCE YOU HAVE VERIFIED THE INFORMATION IS CORRECT YOU WILL NEED TO TAKE THE EXCEL FILE AND CONVERT IT TO THE XML FORMAT THAT THE AASHTO SYSTEM CAN READ!

The converter can be found here - <https://xml.aashtowareproject.org/spreadsheet/>

Once you have opened this web page - follow the Contractor Instructions indicated below in the screenshot:

Contractor Instructions

- Please contact your agency to request a copy of their customized Payroll Spreadsheet.
- Completed Payroll spreadsheets can be used with the Conversion Utility below.
- If you experience issues with using the AASHTOWare Project Spreadsheet and Conversion Utility, please contact your agency's representative.

Converter

Once you have a payroll spreadsheet with your data entered, you can create a Payroll XML file online with this tool.

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.

No file selected. ☐ I agree to the [Terms of Use](#)

- 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.

Using the BROWSE button navigate to and select the Excel file you verified.

Click the "I agree to the Terms of Use" option

Click Convert

Once it's converted, save the NEW XML file back to your hard drive in the same location.

Log into the DOT website and select the xml file to upload the report.

We've provided some samples so that you can troubleshoot for accuracy and or missing information, so that you can go back, make corrections, and then rerun the reports before you upload.

NOTE: WHILE THE SAMPLES SHOWN DISPLAY VIRGINIA DEPARTMENT OF TRANSPORTATION - THIS DOCUMENTATION IS FOR VIRGINIA, LOUISIANA, MONTANA & TENNESSEE.

AASHTOWare Project™ Payroll Spreadsheet Conversion Utility 1.03.002.00



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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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 <input type="checkbox"/> SUBCONTRACTOR <input checked="" type="checkbox"/>		CONTRACTOR ADDRESS Addr 1: 12378 DANE HILL ROAD Addr 2: _____ City: West Charleston State: VA Zip: 5872	
Name of Contractor: Virginia Certified Payroll for QuickBooks Contractor's ID: 987654321 Payroll Number: 1 For Week Ending: 2/28/2009		Contract #: 123456 VA-123456 Day: Sunday 2/22/2009, Monday 2/23/2009, Tuesday 2/24/2009, Wednesday 2/25/2009, Thursday 2/26/2009, Friday 2/27/2009, Saturday 2/28/2009	
(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 4(c) below.			
<input type="checkbox"/> (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 to 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
Blue Cross/Blue Shield Address, City, VA 12345	Fringe Health/Welfare	123	Blue Cross/Blue Shield
T. Rowe Price Address, City, VA 12345	Fringe Pension	456	T. Rowe Price
Local Bank Address, City, VA 12345	Fringe Vacation/Holiday	789	Local Bank
U. S. Bank Trustees Address, City, VA 12345	Fringe Other 1	012	SUB Plan
Apprenticeship Bureau Address, City, VA 12345	Fringe Apprenticeship Fund	3456	Apprenticeship Bureau
	Select Type		

1. **Contractor's ID** - this comes from CPS by going to the System Setup menu → choosing System Preferences → Addresses tab → Contractor's License # field. If this is currently empty, enter this information and it will automatically populate on NEW jobs. Existing Jobs will require that you also go to Linked Data → Jobs → edit each job, going to the Additional Information tab and entering it into the License field.
2. **Contract #** - this comes from CPS by going to the Linked Data menu → Jobs → Edit each job and enter values into the Federal Project #, State Project Number fields or both.
3. **How Fringes are paid, Plan or Cash** - this comes from CPS by going to the System Setup menu → Statement of Compliance → click on the WH-348 (4) tab. If these boxes are not currently checked, set your preferences now and it will automatically populate on NEW jobs - be sure to also select the Use this information as a default for each job. Existing jobs will require that you also go to Linked Data → Jobs → Edit each job → click on the Statement of Compliance Optional Fields button and make your selection there.
4. **Benefit Program Information** - See Step 5 in this document for setup instructions.

Individual Employee Name and Identifier		O.T. or S.T.	HOURS WORKED EACH DAY										Total Hours	RATE OF PAY	Payroll Deductions		
<div><div>Last Name</div><div>Trucker</div></div> <div><div>First Name</div><div>Tammi</div></div> <div><div>Middle Initial</div><div>T</div></div> <div><div>SSN</div><div></div></div> <div><div>Birthdate</div><div></div></div> <div><div>Vendor Emp ID</div><div></div></div> <div><div>Gender</div><div>Female</div></div> <div><div>Ethnicity</div><div>IAN/PACIFIC ISLAND</div></div> <div><div>Address 1</div><div></div></div> <div><div>Address 2</div><div></div></div> <div><div>City</div><div></div></div> <div><div>State</div><div>Select State Code</div></div> <div><div>Zip</div><div>00000</div></div> <div><div>Has Changed?</div><div>TRUE</div></div> <div><div>Shared (Y/N)</div><div>No</div></div>			<div>Project #</div> <div>0.7</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>40.00</div>	<div>22.00</div>	<div>Employee Comments</div> <div></div>	
<div><div>Craft Code</div><div>TRUCK DRIVERS</div></div> <div><div>Labor Code</div><div>TRUCK DRIVERS (SINGLE PEAR AXLE)</div></div> <div><div>3</div><div>5</div><div>6400</div></div> <div><div>0.00</div></div>		<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>NET WAGES</div> <div>689.27</div>	
<div><div>Gross Pay</div><div>880.00</div></div> <div><div>FICA</div><div>54.56</div></div> <div><div>Federal Income Tax</div><div>102.00</div></div> <div><div>Optional 1</div><div>11.75</div></div> <div><div>Optional 2</div><div>12.76</div></div> <div><div>Union Deduction</div><div>9.68</div></div> <div><div>Health</div><div>880.00</div></div> <div><div>Vacation</div><div>54.56</div></div> <div><div>Holiday</div><div>102.00</div></div> <div><div>Fringe Benefit Rates</div><div>11.75</div></div> <div><div>Apprentice</div><div>12.76</div></div> <div><div>Pension</div><div>9.68</div></div> <div><div>Other 1</div><div>190.73</div></div> <div><div>Other 2</div><div>130.73</div></div> <div><div>Fringe Benefits Total</div><div>200.00</div></div>		<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>Other Deductions</div> <div></div>	
<div><div>Child Support</div><div>0.00</div></div> <div><div>Union Dues</div><div>0.00</div></div> <div><div>Medical</div><div>0.00</div></div> <div><div>Garnishments</div><div>9.68</div></div>		<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>0.00</div>	<div>Amount</div> <div>0.00</div>	

- 1. **Ethnicity** - this comes from the CPS Basic Info menu → Race Classifications. If Race classifications are incorrect - please see Step 8 of this document.
- 2. **Craft & Labor Code Descriptions** - this information comes from the CPS Basic Info menu → Work Classifications. If Work Classifications are not displaying properly - please see Step 6 of this document.
- 3. **Craft & Labor Code Numbers** - if your Craft & Labor Code Descriptions are accurate these values will automatically populate. If you do not see these numbers, then you do not have your CPS Work Classifications setup correctly - see Step 6 of this document.
- 4. **Hourly Fringe Benefit Rates and Fringe Benefit Totals** - these hourly values come from information that you entered into CPS when you followed Step 4 in this document. If this information is not correct, you will need to address your setup for Step 4.