

Kansas, Virginia, Louisiana, Montana, & Tennessee DOT AASHTOWare Project™
Payroll Spreadsheet Conversion Utility 2.0 Updated 5/31/23 - Revised 2/25/25

Use these instructions if your company is in Kansas, 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 - including several drop-down menu items. 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.

If you were given a spreadsheet by AASHTO dated AFTER 5/31/23, please contact AASHTO and ask them for a “complete, unlocked spreadsheet” and email it to AskUs@SunburstSoftwareSolutions.com. AASHTO does not notify us when they revise their spreadsheet.

IMPORTANT!!!!

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.

However, you MUST click the preview button on the Print Window in 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 AASHTO specific converter can be found here - <https://xml.aashtowareproject.org/spreadsheet/>

Step 1 - Existing Customers Download the program update. New Customers - start with Step 2.

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

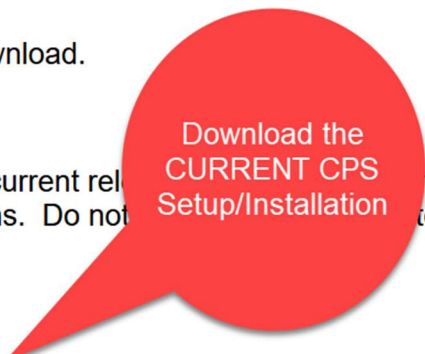
is the current release version available to download.


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)



 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.

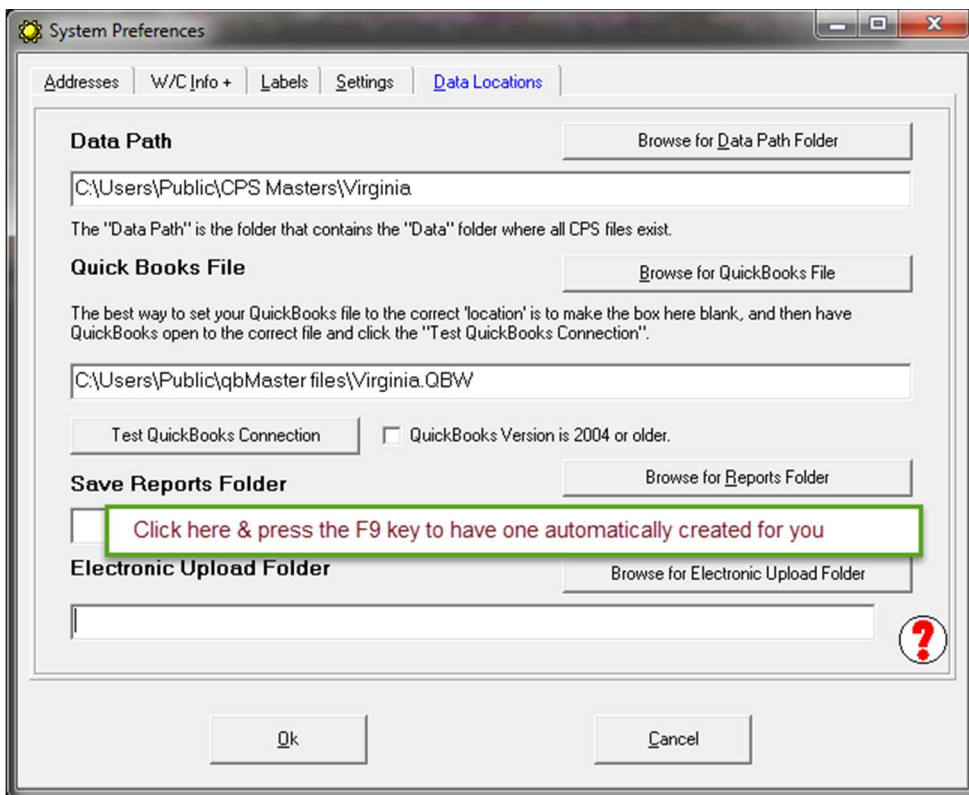
Step 2 - Create and Select a Folder in which to save the AASHTO spreadsheet file

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.

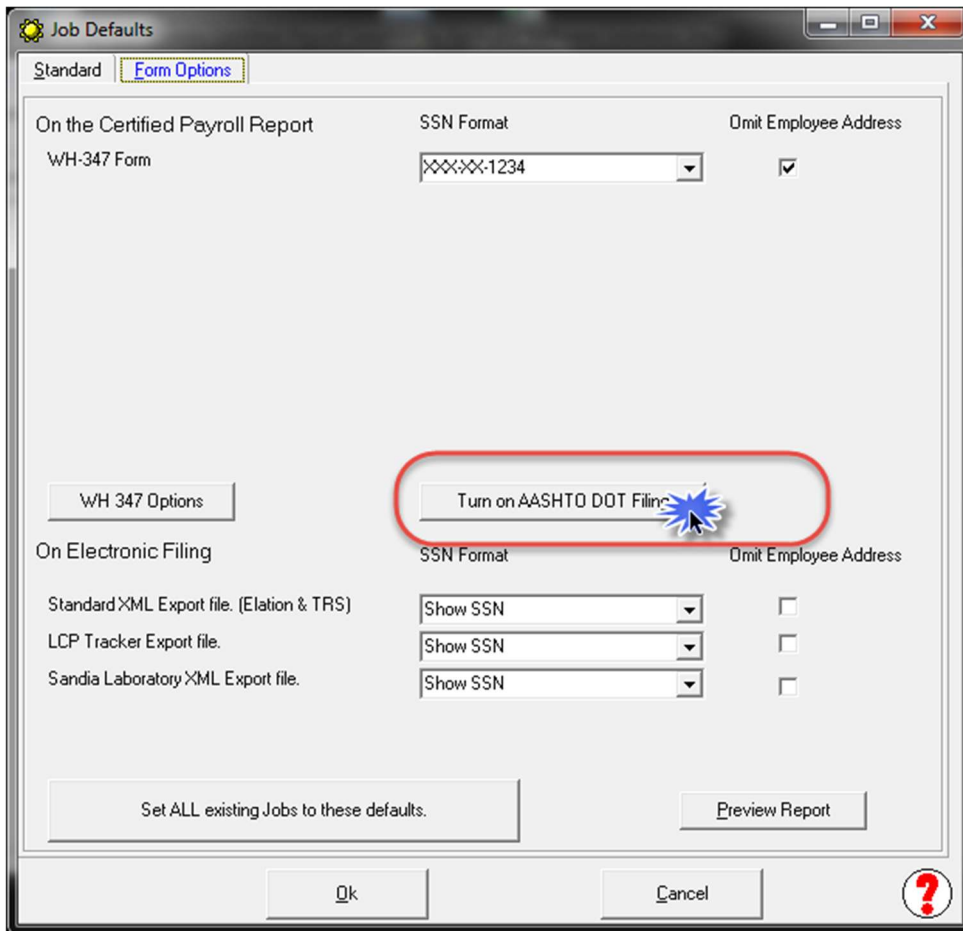
OR use the **Browse for Reports Folder** to create a folder in the location of your choice.

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



Step 3 - Turn on AASHTO DOT Filing

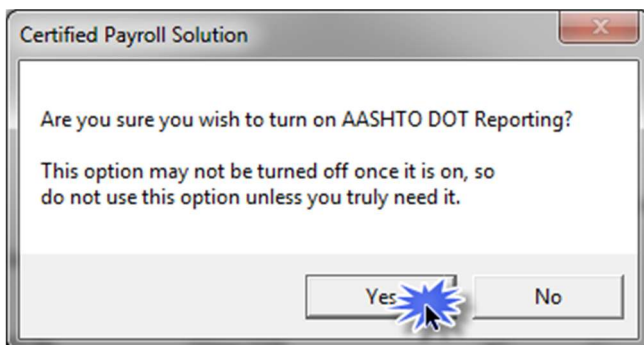
From the System Setup menu → choose Defaults → Job → click on the Form Option tab → click on the **Turn on AASHTO DOT Filing** button



This step is **ONLY** available in Virginia, Louisiana & Montana.

It's not required in Tennessee.

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.



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 (value) of 6 specific fringe benefit types which are already set up in CPS, access them from System Setup menu → Fringe Benefits & Special Withholdings:

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

These fringes can be paid to the Union Hall, into one or more bona-fide plans, or company paid items that you are taking credit for against the full fringe benefit amount.

Information about these fringe benefit types, and these hourly rates/values will need to be entered into CPS for both the AASHTO and the NEW WH-347 form, because we cannot get hourly values from QuickBooks only Weekly totals.

IF YOU PAY FRINGE BENEFITS IN CASH TO THE EMPLOYEE AS PART OF THEIR HOURLY RATE OF PAY YOU CAN SKIP THE FRINGE BENEFITS & SPECIAL WITHHOLDINGS SET-UP AND PROCEED TO STEP 6. YOU WILL NEED TO ENTER THE FULL CASH BENEFIT RATE FOR EACH PAYROLL WAGE ITEM UNDER LINKED DATA → WAGES.

IMPORTANT NOTE FOR ALL STATES REQUIRING SALARIED HOURS TO BE REPORTED - TIMESHEETS MUST BE CREATED IN QUICKBOOKS FOR SALARIED EMPLOYEES.

Important notes & information about fringe benefit setup.



Read the following information prior to making any selections in this section. These instructions also comply with the NEW WH-347 Form that expires in 2028 – released in January 2025.

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

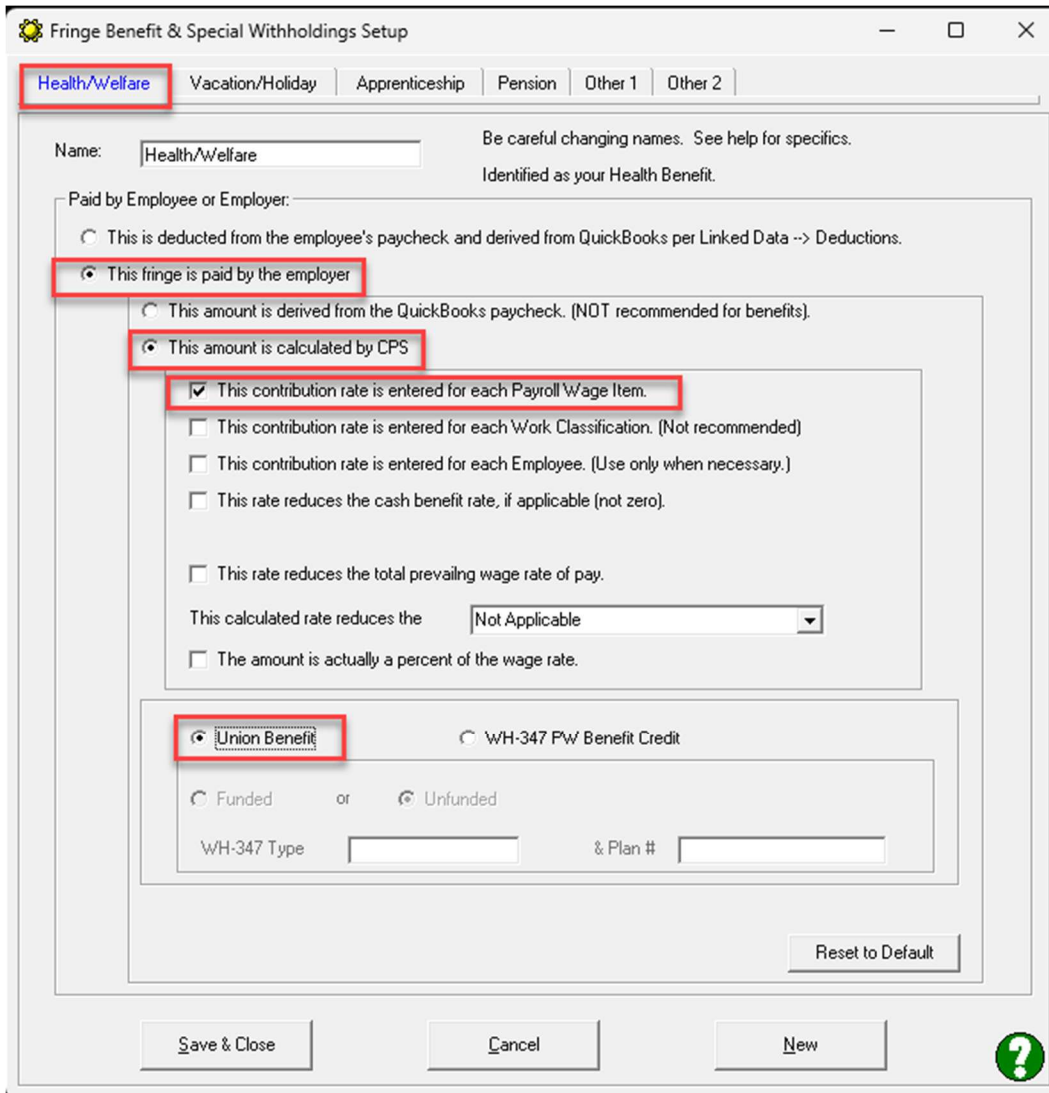
OPTION 1 - Work Classification - NOT RECOMMENDED IN MOST CASES

Option 2 - Payroll Wage Item - RECOMMENDED IF YOU'RE UNION AND HAVE SPECIFIC QUICKBOOKS PAYROLL WAGE ITEMS FOR EACH DIFFERENT WORK CLASSIFICATION

Option 3 - Employee - RECOMMENDED IF YOU'RE TAKING CREDITS FOR COMPANY PAID BENEFITS AGAINST THE FULL PREVAILING WAGE FRINGE RATE AND RATES ARE DIFFERENT BY EMPLOYEE.

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

UNION CONTRACTOR - 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:



- Select **This fringe is paid by the employer**
- **This amount is calculated by Certified Payroll Solution**
- **This contribution 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.
- **Choose Union Benefit**
- **Click Save & Close when finished.**
- **Go to Linked Data menu → Wages → Edit each QuickBooks Payroll Wage Item and enter the hourly values for fringes**
- **When finished click the OK button → Done → and Yes to Save Changes.**

NON-UNION CONTRACTOR paying 100% of the full fringe benefit rate to one or more bona-fide plans you can also choose:

The screenshot shows the 'Fringe Benefit & Special Withholdings Setup' window with the following configuration:

- Tab: Health/Welfare
- Name: Health/Welfare
- Paid by Employee or Employer:
 - This fringe is paid by the employer
 - This amount is derived from the QuickBooks paycheck. (NOT recommended for benefits).
 - This amount is calculated by CPS
- Contribution Rate Options:
 - This contribution rate is entered for each Payroll Wage Item.
 - This contribution rate is entered for each Work Classification. (Not recommended)
 - This contribution rate is entered for each Employee. (Use only when necessary.)
 - This rate reduces the cash benefit rate, if applicable (not zero).
 - This rate reduces the total prevailing wage rate of pay.
- This calculated rate reduces the: Not Applicable
- The amount is actually a percent of the wage rate.
- Benefit Type:
 - Union Benefit
 - WH-347 PW Benefit Credit
- Funding:
 - Funded
 - or
 - Unfunded
- WH-347 Type: Health Ins
- Plan #: BC/BS VA 112-551

- Select **This fringe is paid by the employer**
- **This amount is calculated by Certified Payroll Solution**
- **This contribution rate is entered for each Work Classification (Not recommended).** 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. **This method is NOT recommended because employees can be the same classification on multiple jobs with each job having a different fringe rate. It's best if you set up specific payroll wage items in QuickBooks for each work classification/job combination and enter fringe rates that way.**
- **WH-347 PW Benefit Credit** - because you aren't a Union shop
- **Funded** -because you are paying this into a bona fide plan
- **WH347 Type** - Health Insurance
- **Plan #** - enter the health insurance plan number.

- Click **Save & Close** when finished
- Go to **Basic Info** menu → **Work Classifications** → Edit each work classification that your employees fall under and click on the **Benefits** tab - enter the hourly fringe benefits for each work classification.
- **When finished**, click OK, Done, Yes to save changes

NON-UNION CONTRACTOR AND PAY A PORTION OF THE TOTAL HOURLY FRINGE RATE TO ONE OR MORE BONA FIDE PLAND AND THE REMAINDER IN CASH TO THE EMPLOYEE.

Fringe Benefit & Special Withholdings Setup

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

Name: Health/Welfare Be careful changing names. See help for specifics.
Identified as your Health Benefit.

Paid by Employee or Employer:

This is deducted from the employee's paycheck and derived from QuickBooks per Linked Data --> Deductions.

This fringe is paid by the employer

This amount is derived from the QuickBooks paycheck. (NOT recommended for benefits).

This amount is calculated by CPS

This contribution rate is entered for each Payroll Wage Item.

This contribution rate is entered for each Work Classification. (Not recommended)

This contribution rate is entered for each Employee. (Use only when necessary.)

This rate reduces the cash benefit rate, if applicable (not zero).

This rate reduces the total prevailing wage rate of pay.

This calculated rate reduces the: Not Applicable

The amount is actually a percent of the wage rate.

Union Benefit

WH-347 PW Benefit Credit

Funded or Unfunded

WH-347 Type: Health Insurance & Plan #: VA-BSBS 6666-887

Reset to Default

Save & Close | Cancel | New

- This fringe is paid by the employer
- This amount is calculated by CPS
- This contribution rate is entered for each employee
- This rate reduces the cash fringe benefit rate
- WH-347 PW Benefit Credit

- **Funded** (because you're paying this money to the health insurance company). Otherwise UNFUNDED if it's vacation/holiday that you'll ultimately be paying to the employee at some point during the year.
- **WH-347 Type = Health Insurance**
- **Enter the Plan #**
- **Click Save & Close when you're finished.**
- **Go to Linked Data → Employees -> Edit each employee and enter their hourly credits.**
- **When finished → click OK, Done, and Yes to Save Changes.**
- **Go to Linked Data → Wages → Edit each QuickBooks Payroll Wage Item and enter the TOTAL Fringe benefit rate in the CASH Benefit Rate block.**
- **When finished → Click Ok, Done, and Yes to save Changes.**

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

The AASHTO form wants specifics about the fringe benefits you're paying/taking credit for, such as 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 Bureaa | | | 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.

| 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 |
| | | | |
| | | | |
| | | | |
| | | | |

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've included in the following examples.**

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

<https://www.ksdot.gov/home/showpublisheddocument/1839/638736655784170000>

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

https://www.virginiadot.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 -

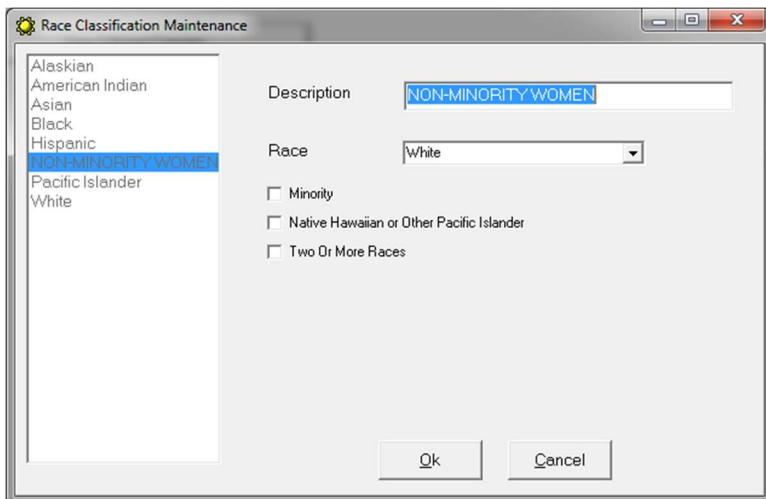
<https://www.tn.gov/tdot/tdot-construction-division/transportation-construction-division-resources/tdot-labor-compliance/certified-payrolls.html>

Ethnicity/Race Values

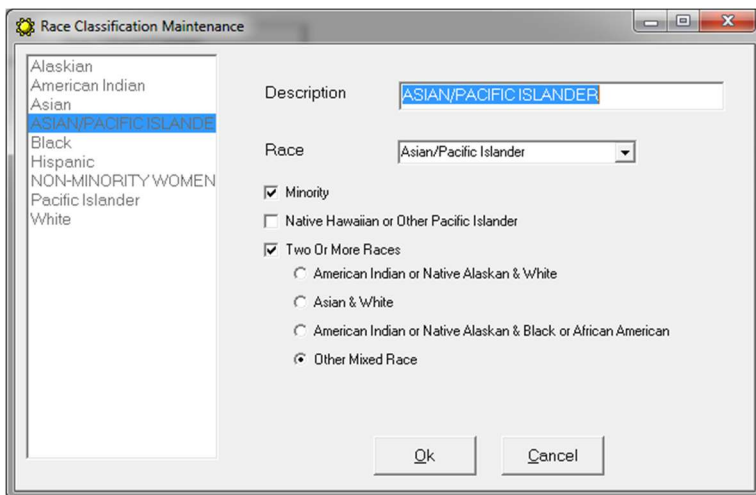
View and verify that you have the required Ethnicity (Race) Values in CPS, by going to the Basic Info menu → choosing Race Classifications. These items must be set up exactly as they are in the AASHTO payroll spreadsheet → Ethnicity tab.

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..



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



Craft & Labor Codes

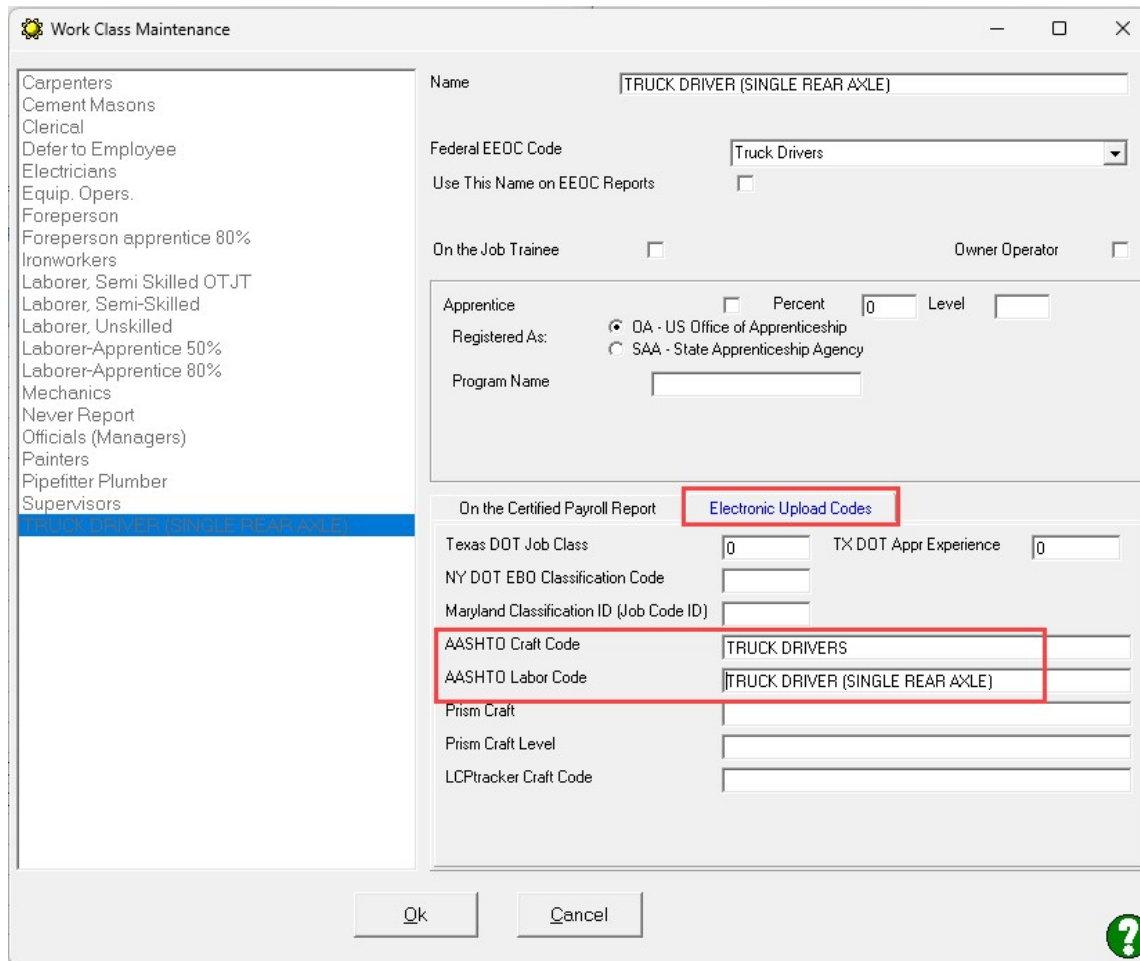
To enter the Craft & Labor codes into CPS, go to the **Basic Info** menu → choose **Work Classifications**. Here you will either **Edit** existing Work Classifications that you have previously created OR add new ones based on AASHTO requirements. Click on the **Electronic Upload Codes** tab.

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



NOTES ABOUT AASHTO CRAFT & LABOR CODES:

- Tennessee simply wants the CODE NUMBERS without the “Craft” or “Labor” values/names.
- Virginia wants the Labor and Craft Values - no codes

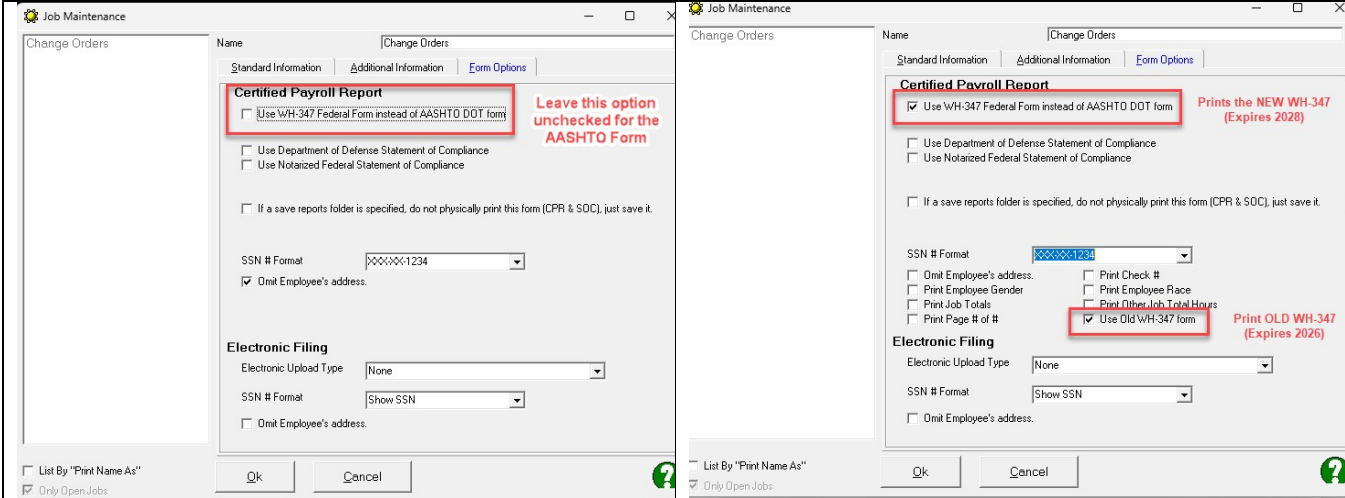
 If you create new Work Classifications remember that you will need to assign them to Employees (Linked Data → Employees) and QuickBooks Payroll Wage Items (Linked Data → Wages).

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 The Serial/AASHTO Project #

→ click on the **Form Options** tab and make sure that the **Use WH-347 Form instead of AASHTO DOT form** is NOT checked if you need to create the AASHTO form. If you need the WH-347 form, you do have the option to print either the NEW WH-347 form (Expires 2028) or the OLD WH-347 (expires 2026)



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 details for the selected employee:

- Name: Backhoe, Frederick F.
- Local: Local 61 (with 'Edit Locals' button)
- EEOC Work Class: Equip. Opers. (with 'Edit Work Classes' button)
- Race: Hispanic (with 'Edit Races' button)
- Federal Allowances: 0
- Gender: Female

Below these fields is a 'Miscellaneous' tab containing:

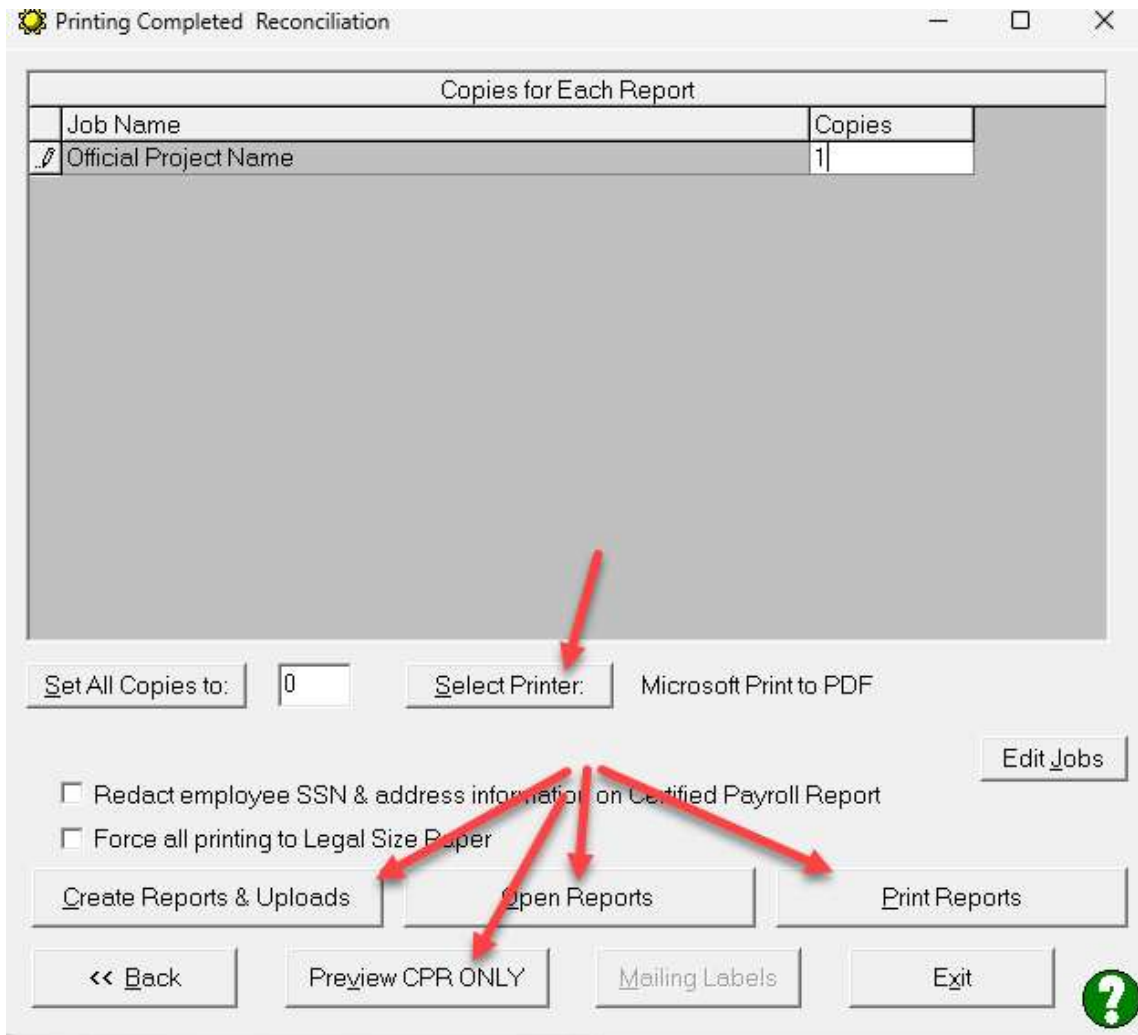
- ARRA Hire
- Employee # (not SSN): 1
- Apprentice Registration #: (empty field)
- Birth Date MMY format: 1160
- NTW Econ Distressed Area: (empty field)
- NTW Disadvantaged: (empty dropdown menu)

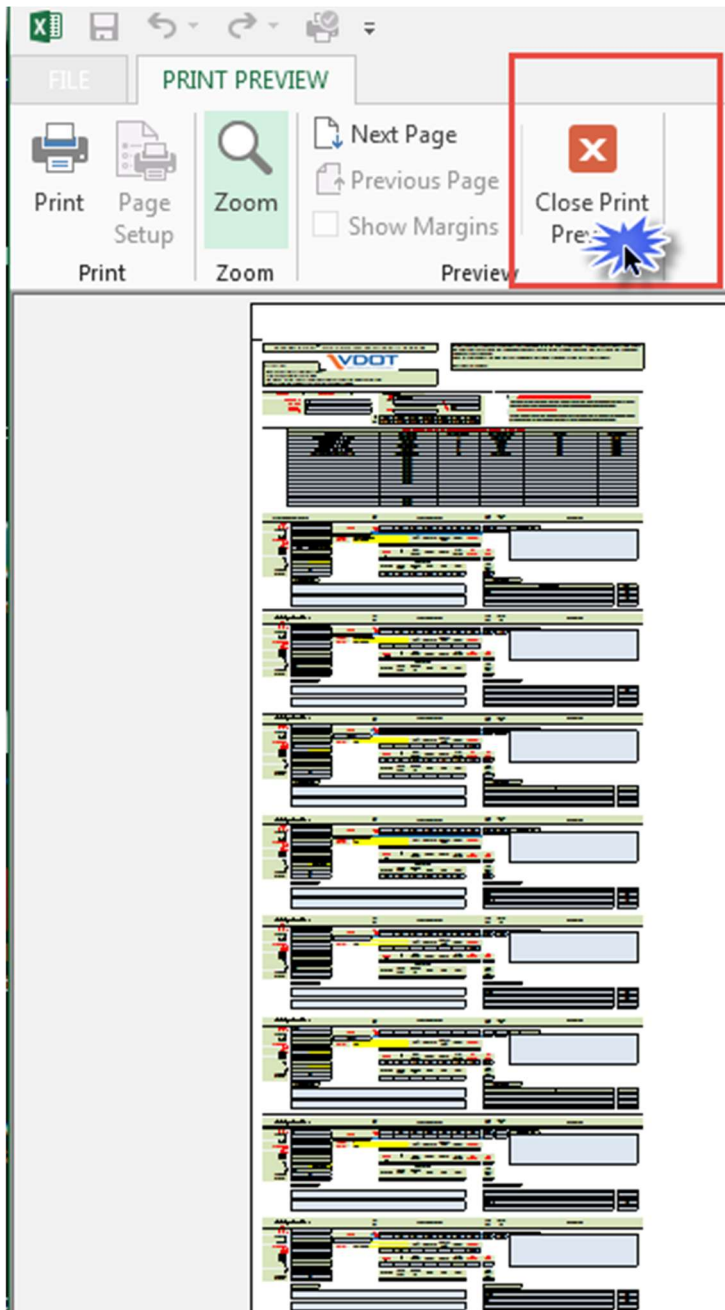
At the bottom are 'Ok' and 'Cancel' buttons, and a green question mark icon.

Step 9 Printing & Previewing

When you get to the Completed Reconciliation window, you have several options for generating your reports - **BUT YOU WORD AND EXCEL CAN HAVE NO OPEN FILES.**

- **Create Reports & Uploads** - selecting this option creates and saves your reports in the folders you specified - this may take a few minutes so be **PATIENT!**
- **Open Reports** - selecting this option creates and opens ALL Reports at once - depending on how many jobs you have this may cause Word & Excel to crash.
- **Print Reports** - send the reports to your printer - **do not try to print the AASHTO report - you won't be able to read it!**
- **Preview CPR ONLY** - allows you to preview the reports.





WHAT HAPPENS WHEN YOU TRY TO PREVIEW THE AASHTO REPORT.

When you click the **Preview CPR ONLY** button for an AASHTO job 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.

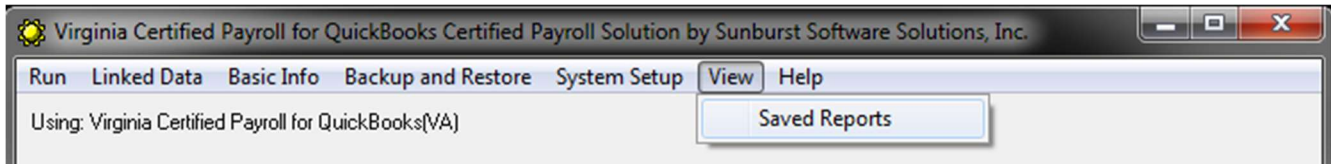
Simply click the **Close Print Preview** button.

Choose **Open Reports** instead.

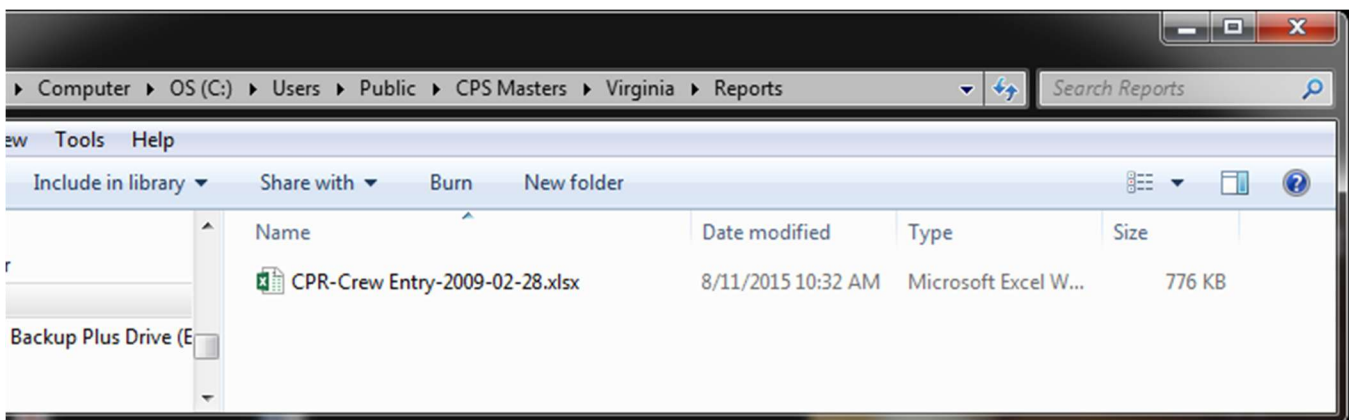
When you have finished, click the **Exit** button.

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 THAT THE INFORMATION IS CORRECT YOU WILL NEED TO TAKE THE EXCEL FILE AND CONVERT IT INTO 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.



- 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.

Use 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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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: Virginia Certified Payroll for Quickbooks
 Contractor's ID: 987654321
 Payroll Number: 1
 For Week Ending: 2/28/2009

CONTRACTOR ADDRESS
 Addr 1: 12378 Dane Hill Road
 Addr 2:
 City: West Charleston
 State: VA
 ZIP: 5872
 Contract #: 123456-VA-123456

| Day | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Date | 2/22/2009 | 2/23/2009 | 2/24/2009 | 2/25/2009 | 2/26/2009 | 2/27/2009 | 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.

(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 | Contact Person | Contact Person's Phone |
|---|----------------------------|------------------------|--------------------------------|----------------|------------------------|
| Blue Cross/Blue Shield Address, City, VA, 12345 | Fringe Health/Welfare | 123 | Blue Cross/Blue Shield | Contact | 8882223333 |
| T. Rowe Price, Address, City, VA, 12345 | Fringe Pension | 456 | T. Rowe Price | Contact | 8883334444 |
| Local Bank, Address, City, VA, 12345 | Fringe Vacation/Holiday | 789 | Local Bank | Contact | 8884445555 |
| U. S. Bank Trustees, Address, City, VA, 12345 | Fringe Other 1 | 012 | SLB Plan | Contact | 8885556666 |
| Apprenticeship Bureau, Address, City, VA, 12345 | Fringe Apprenticeship Fund | 3456 | Apprenticeship Bureau | Contact | 8886667777 |

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 | |
|---|----------------------------------|--------------|-----------------------|----------|--------------------|------------|------------|-----------------|-------------|-------------|--------------------|--|
| Last Name | Trucker | | | | | | | | 0.00 | | | |
| First Name | Tamm | O.T. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| Middle Initial | T | S.T. | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 40.00 | | | |
| SSN | | | | | | | | | 22.00 | | | |
| Partia-SSN | | | | | | | | | | | | |
| Vendor Emp ID | | | | | | | | | | | | |
| Gender | Female | | | | | | | | | | | |
| Ethnicity | A-F | | | | | | | | | | | |
| Address-1 | | | | | | | | | | | | |
| Address-2 | | | | | | | | | | | | |
| City | | | | | | | | | | | | |
| State | Select State Code | | | | | | | | | | | |
| Zip | 00000 | | | | | | | | | | | |
| Has Changed? | TRUE | | | | | | | | | | | |
| Shared (Y/N) | No | | | | | | | | | | | |
| [4]G EXEMPTION (GRAFT) | | | | | | | | | | | | |
| Project # | | | TRUCK DRIVERS | | | | | | NET WAGES | | Employee Comments | |
| Craft Code | TRUCK DRIVERS | 5 | O.T. % | | | | | | 889.27 | | | |
| Labor Code | TRUCK DRIVERS (SINGLE REAR AXLE) | | Wage % | | | | | | | | | |
| | | | Lump Sum | | | | | | | | | |
| | | | Project Gross | | | | | | 880.00 | | | |
| | | | Fringe Benefit Rates | | | | | | | | | |
| | | | Gross Pay | FICA | Federal Income Tax | Optional 1 | Optional 2 | Union Deduction | Total | | | |
| | | | 880.00 | 54.56 | 102.00 | 11.73 | 12.76 | 9.68 | 190.73 | 889.27 | | |
| | | | Fringe Benefit Rates | | | | | | | | | |
| | | | Health | Vacation | Apprentice Fund | Pension | Other 1 | Other 2 | | | | |
| | | | 1.00 | 2.00 | 0.10 | 0.10 | 0.10 | 0.00 | | | | |
| | | | Fringe Benefits Total | | | | | | 200.00 | | | |
| | | | Other Deductions | | | | | | | | | |
| | | | Child Support | | | | | | 0.00 | | | |
| | | | Union Dues | | | | | | 0.00 | | | |
| | | | Medical | | | | | | 0.00 | | | |
| | | | Garnishments | | | | | | 9.68 | | | |

- Ethnicity** - this comes from the CPS Basic Info menu → Race Classifications. If Race classifications are incorrect - please see Step 8 of this document.
- 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.
- 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.
- 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.