

Nevada DOT utilizes AASHTOWare Project™

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 - that we cannot complete, these items will be highlighted later in this document.** 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.

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 - 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 (5.0.950 is the **INITIAL** release of this update and it will be included in higher versions - 5.0.951, 5.0.952, etc.)

To download the update, in CPS go to the Help menu → Check for Updates (or Help → About → Login to Web Service Center).

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.

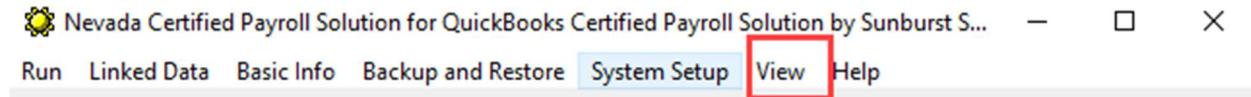
If for some reason you have trouble installing the update, you may need to:

- Turn off your anti-virus
- Check your firewall settings
- Or, if you have an IT company, they may have prevented you from installing software - so call them first - as they may need to do it for you.

Step 2 - Make sure you have a Saved Reports Folder

Because the AASHTOWare Project™ Payroll form is an actual spreadsheet, it is saved in your **Saved Reports** folder.

If you **do not** have a **View** menu option in CPS, you'll need to create and select a folder in which to save this.

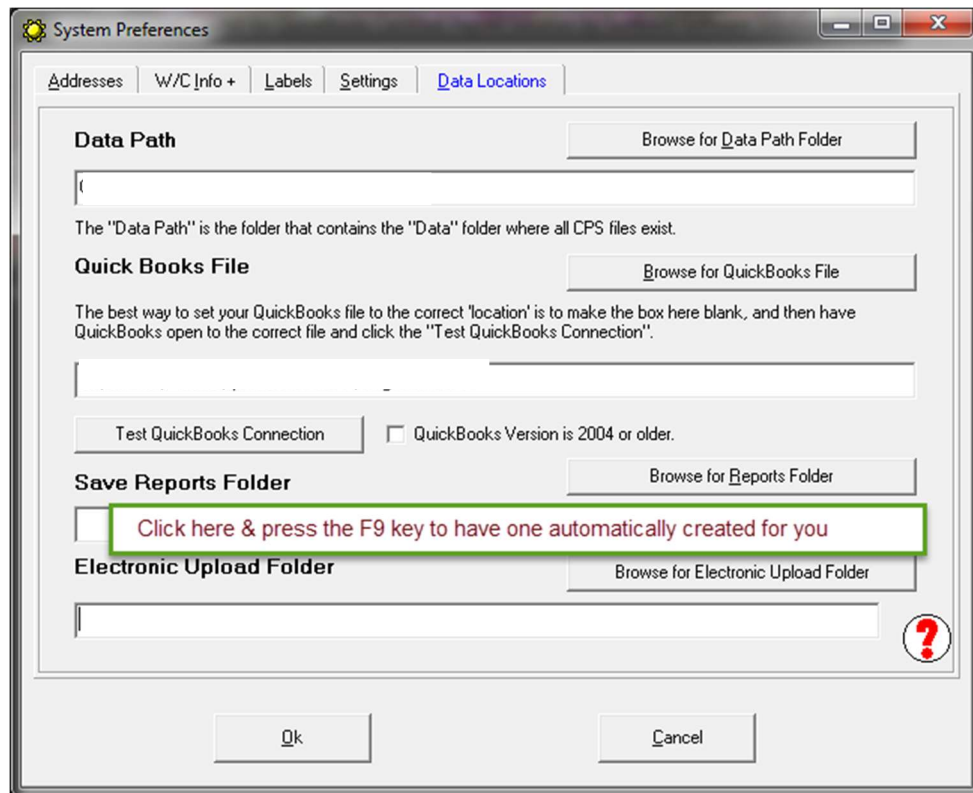


From the CPS System Setup menu → choose System Preferences → click on the Data Locations tab

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 - Setup Fringe Benefits & Special Withholdings

AASHTO allows for up to 18 different entries in the top benefits section - for the time being we are sticking with the 6 benefits that the AASHTO form seems to require. AASHTO also requires the hourly rate of each specific fringe benefit types to be displayed as well as the TOTAL Hourly fringe benefit rate. These benefits can be 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 any of the current 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.

In CPS, go to the System Setup menu → choose Fringe Benefits & Special Withholdings to indicate HOW you pay these fringe benefits.

The fringe benefit types are:

- Health & Welfare Benefit
- Pension Benefit
- Vacation Benefit
- Apprentice Training Benefit
- Other Benefit
- Other Benefit #2
(new)

And then, there are the:

- Vacation Deduction
- Health & Welfare Deduction

Fringe Benefit & Special Withholdings Setup

H & W Bene | Pension Bene | Vacation Bene | App Tr. Bene | Other Bene | Vac Deduction | H & W Deduction | **Other Bene #2**

Name: Other Bene #2 ** Highly recommended that you NOT change this name.

Paid by Employee or Employer:

This fringe is paid by the employer **NEW**

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

Ok Cancel ?

Make your selection for each specific fringe benefit item here and then go to the appropriate place to enter the hourly values.

Step 4 - Setting up Fringe Benefit Information

Near the top of the form (between your information and the employee information) there is a Fringe Benefit grid, which requires you to report the following information about each Fringe Benefit that you pay:

- Benefit Program Name - this would be the name of the Union, Health Insurance Plan name, Pension Plan name, etc.
- Benefit Program Type - whether this is a Health & Welfare benefit, a Vacation/Holiday Benefit, an Apprenticeship Training Benefit, a Pension Benefit, or an Other #1 or Other #2 Benefit.
- Benefit Account Number - your company’s account number with the Benefit Program Name
- Benefit Labor Classification - we are assuming that this would be the labor/work classification that this specific benefit would be paid for (so equipment operators, laborers, etc.)
- Contact Person - the name of the Contact Person at the Benefit Program Name
- Contact Person’s Phone - the phone number of the Contact Person

Below is a screenshot of the area I’m talking about.

Benefit Program Name	Benefit Program Type	Benefit Account Number	Benefit Labor Classification	Contact Person	Contact Person's Phone
	Select Type				
	Select Type				
	Select Type				
	Select Type				
	Select Type				
	Select Type				
	Select Type				
	Select Type				
	Select Type				
	Select Type				
	Select Type				
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	Select Type				
	Select Type				
	Select Type				
	Select Type				
	Select Type				

This grid can be completed by completing additional information within CPS, by going to System Setup → Statement of Compliance.

Clicking on the DOT 4 (d) tab allows you to enter the **Labor/Program Classification** information (I opted to type in **All Work Classifications** - indicating that all Work Classifications received a Health Fringe). Typing an X in the Specific type of Fringe Benefit column will automatically select AASHTO’s wording. In the example below I placed an X in the **Health** column, and it displays as **Fringe Health Welfare** in the **Benefit Labor Classification** column of the table.

The screenshot shows a window titled "Statement Of Compliance (WH-348)". In the background, a table has the following data:

Benefit Program Type	Benefit Account Number	Benefit Labor Classification
Fringe Health/Welfare	123456	All Work Classifications

In the foreground, the "DOT 4 (d)" tab is active, showing a table titled "AASHTO DOT 4 (d)":

Labor/Program Classification	Health	Vacation	Training	Pension	Other	Other 2
All Work Classifications	x					

Red arrows indicate the flow of information: from the "Fringe Health/Welfare" cell in the main table to the "DOT 4 (d)" tab, and from the "Health" column in the sub-table back to the "Benefit Labor Classification" column of the main table.

Next, you'll click on the **DOT 4 (e)** tab.

Here you'll enter:

- Program Name (who the fringe is paid to) = **Benefit Program Name**
- Account Number (your account number with who the fringe money is paid to) = **Benefit Account Number**
- 3rd Party Trustee/Contact - a contact person where the money is paid to) = **Contact**
- Phone (Number) - of the Contact person = **Contact Persons Phone**

Benefit Program Name	Benefit Program Type	Benefit Account Number	Benefit Labor Classification	Contact Person	Contact Person's Phone
Union Local 20	Fringe Health/Welfare	123456	All Work Classifications	Shirley Somebody	8005622520

If, for example, you pay all of the fringes to a specific Union, 4 (d) would look like this

AASHTO DOT 4 (d)						
Labor/Program Classification	Health	Vacation	Training	Pension	Other	Other 2
All Work Classifications	x					
All Work Classifications		x				
All Work Classifications			x			
All Work Classifications				x		
All Work Classifications					x	
All Work Classifications						x

And DOT 4 (e) would look like this

AASHTO DOT 4 (e)			
Program Name	Account #	3rd Party Trustee/Contact	Phone
Union Local 20	123456	Shirley Somebody	(800) 562-2520
Union Local 20	123456	Shirley Somebody	(800) 562-2520
Union Local 20	123456	Shirley Somebody	(800) 562-2520
Union Local 20	123456	Shirley Somebody	(800) 562-2520
Union Local 20	123456	Shirley Somebody	(800) 562-2520
Union Local 20	123456	Shirley Somebody	(800) 562-2520

Step 5 - Setup AASHTO Ethnicity Codes in CPS

AASHTO and EACH State’s DOT have agreed upon specific Ethnicity (Race) Codes. These codes are totally different than those that we provide for regular (printed) EEOC Reports.

Ethnicity Values	Code
Select Ethnicity	
ASIAN INDIAN	A-IN
ASIAN/PACIFIC ISLANDER	A-PF
SUBCONT. ASIAN AMERICAN	AS-AM
ASIAN-PACIFIC AMERICAN	AS-P
BLACK AMERICAN	BLK
CAUCASIAN	CAUC
HISPANIC AMERICAN	HISP
HANDICAPPED	HNDC
NATIVE AMERICAN	N-AM
NON-MINORITY WOMEN	NMWM
NOT SPECIFIED	NS

This is a list of Ethnicity Codes that DOT has chosen, and you will need to Add or Modify these in CPS by going to the **Basic Info menu → Race Classifications**

These classifications must be set up **EXACTLY** as they are shown to the right.

Below is an example for adding the **HANDICAPPED** classification.

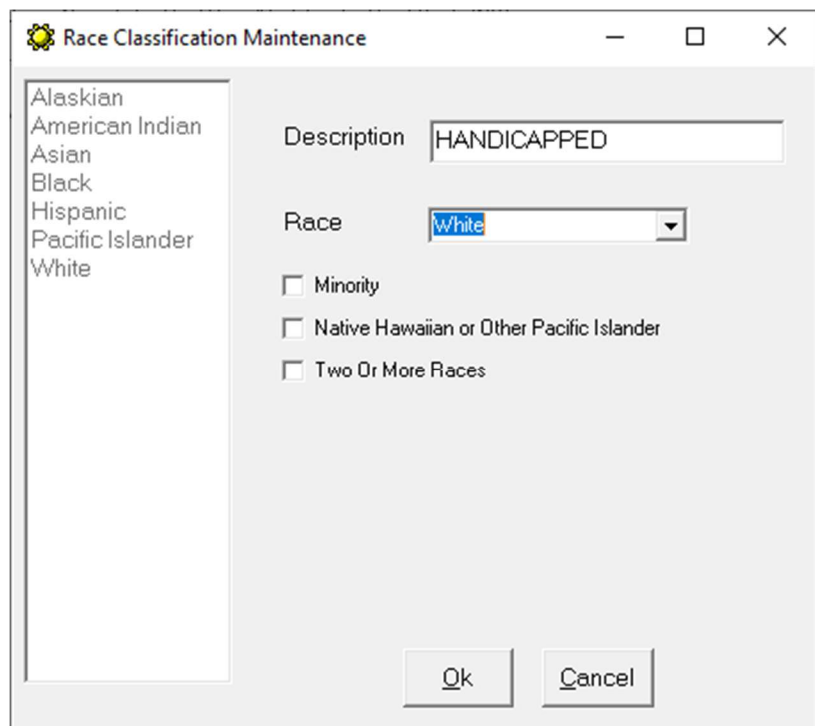
From the **Basic Info menu → Race Classifications** -> click the **Add button**

In the Description block, type in **HANDICAPPED**

From the Race drop-down menu -> choose a “normal” race.

NOTE: As long as **HANDICAPPED** appears in the “name field” it will populate correctly with **HNDC** on the final report.

Click Ok, Done and choose Yes to save changes.



Here is how we are dealing with the other Ethnicity Values:

- If "Handicap" is in the Race Classification description (case insensitive) then Handicapped (HNDC) is used.
- If "Not Specified" is in the Race Classification description (case insensitive) then Not Specified (NS) is used.
- Native American, Black, and Hispanic are determined by the race drop down list and reported as (N-AM), (BLK), and (HISP).
- White men are listed as Caucasian (CAUC)
- White women are selected as Non-Minority Women (NMWM)
- If "Asian/Pacific Islander" is selected from the Race drop down list, then (A-PF) is reported
- If the race check box for "Native Hawaiian or Pacific Islander", the "Asian-Pacific American" is reported (A-PF)
- If the race class name contains "India" (case insensitive) American Indian is reported (N-AM).
- If the race class name contains "Pacific" (case insensitive) American/Pacific Islander is reported (A-PF).
- All other Asians are classified as Subcont. Asian American and reported as (AS-AM).

Yes, it's a lot to deal with.

You will want to go to Linked Data menu → Employees and Edit each employee making certain that their Race/Ethnicity has been setup correctly.

Step 6 - Setup Craft & Labor Codes in CPS

AASHTO also allows each state to specify their own specific Craft & Labor Codes.

Nevada has chosen 21 Craft Codes and 1,552 Labor Codes! So, you're in for some fun.

The Craft & Labor Code lists can be found within the actual Payroll Form spreadsheet you were provided with - if you don't have handy access to that spreadsheet, you can use the template that we provide after you do a trial run.

To enter the Craft & Labor Codes specific to your company, in CPS, go to **Basic Info → Work Classifications →** . Here you will either **Edit** existing Work Classifications OR **Add** new ones based on AASHTO requirements.

These codes are entered on the Electronic Upload Codes tab and the Craft & Labor Codes must be entered into CPS EXACTLY as they are shown in the AASHTO spreadsheet - including the use of ALL CAPS and some things being in (parenthesis).

Here's an example: Let's say your company has workers that fall under the **Truck Driver Group 1 Zone 1** Craft Code:

- The AASHTO Craft Code would be **Truck Driver**
- The AASHTO Labor Code would be **Truck Driver Group 1 Zone 1**

Name		Truck Driver Group 1 Zone 1	
Zone			
Federal EEOC Code		Truck Drivers	
Use This Name on EEOC Reports		<input type="checkbox"/>	
On the Job Trainee		<input type="checkbox"/>	
Owner Operator		<input type="checkbox"/>	
Apprentice		<input type="checkbox"/>	
Percent		0	
Level			
On the Certified Payroll Report		Electronic Upload Codes	
Texas DOT Job Class		0	
TX DOT Appr Experience		0	
NY DOT EBO Classification Code			
Maryland Classification ID (Job Code ID)			
AASHTO Craft Code		Truck Driver	
AASHTO Labor Code		Truck Driver Group 1 Zone 1	
Prism Craft			
Prism Craft Level			
LCPTracker Craft Code			

For existing users - 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).

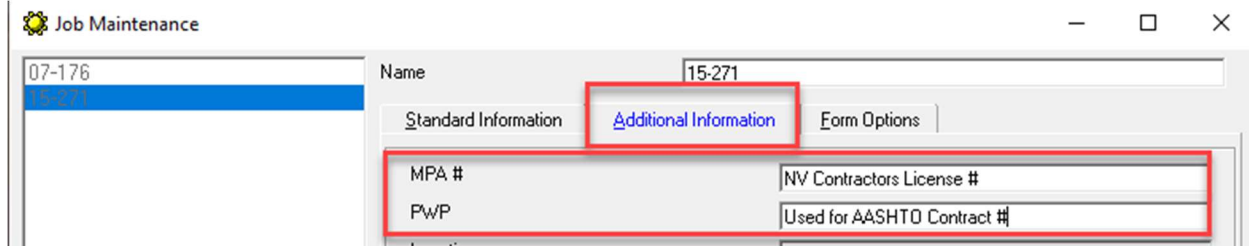
For new users - you will assign these Work Classifications to Employees and Wages as you set the program up.

Step 7 - Selecting Jobs that require AASHTO Reporting

In CPS, go to **Linked Data** → **Jobs** → **Edit** each job that requires AASHTO reporting.

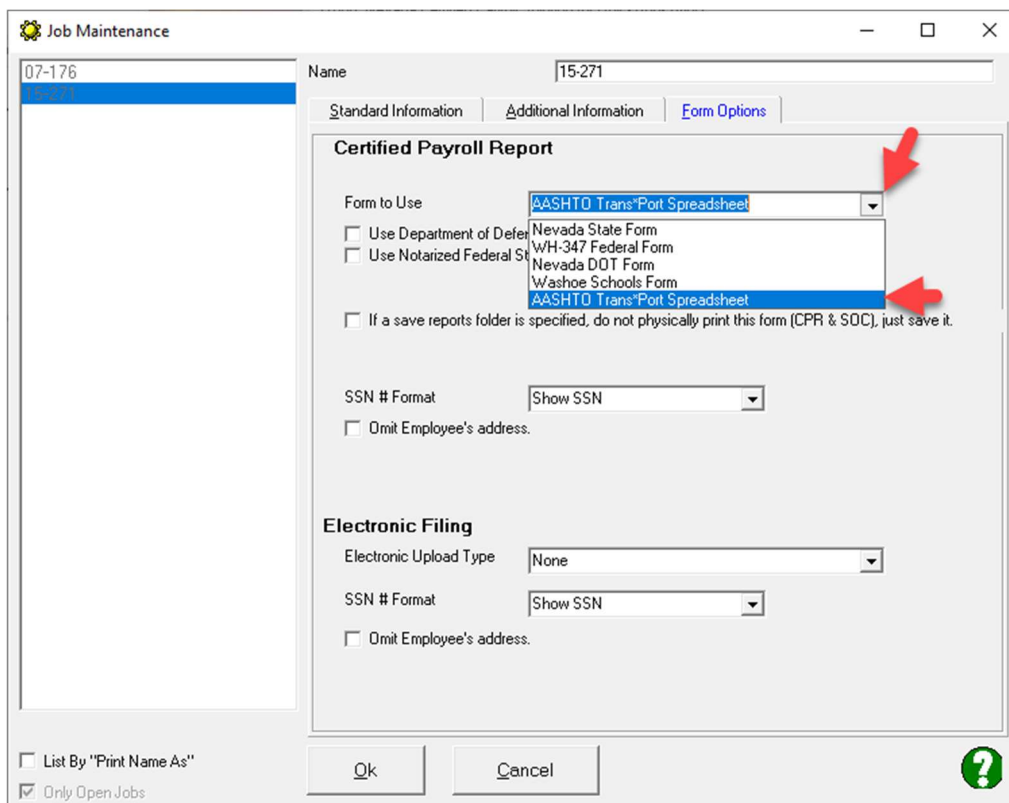
On the **Additional Info** tab:

- we are using your **MPA#** as the **Contractor ID**
- and we are using the **PWP** as the **Contract #**



This may or may not be correct, there was little direction for us to complete the form. If these should be wrong, contact us as AskUs@SunburstSoftwareSolutions.com and tell us what really should be in these fields.

Switch to the **Form Options** tab, click the **Form to Use** drop-down menu & select **AASHTO Trans*Port Spreadsheet**



NOTE: We are not certain of how the Employee Social Security # format is to be displayed.

Step 8 - Printing & Previewing

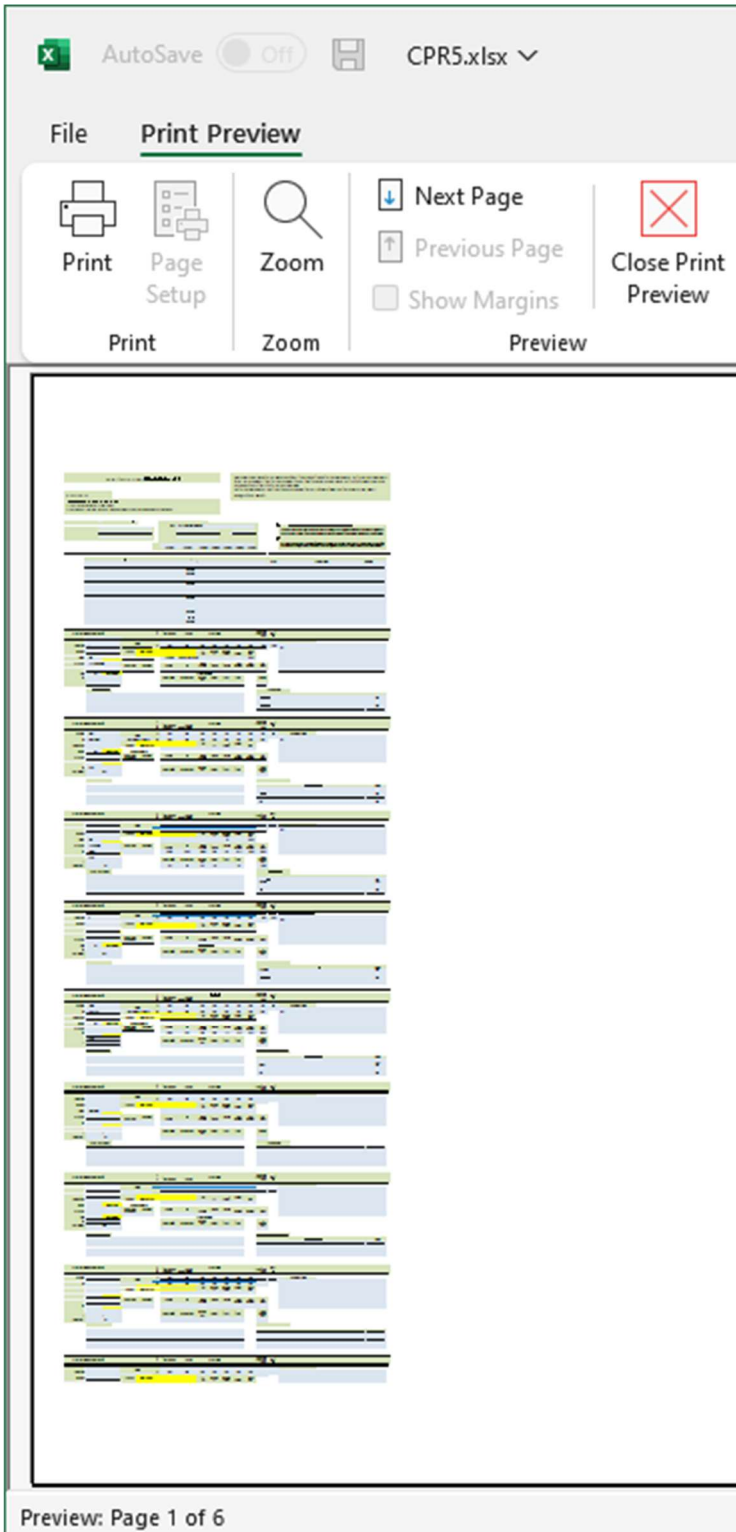
When you get to the Completed Reconciliation window, you **MUST** Preview the Certified Payroll Report for CPS to create the AASHTO file for you. **DO NOT** attempt to Print it.

Copies for Each Report	
Job Name	Copies
07-176 (QB JOB Name)	0
15-271 (QB JOB Name)	1

AASHTO Job

Set All Copies to: Select Printer: cs2417cn

Redact employee SSN & address information on Certified Payroll Report
 Force all printing to Legal Size Paper



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.

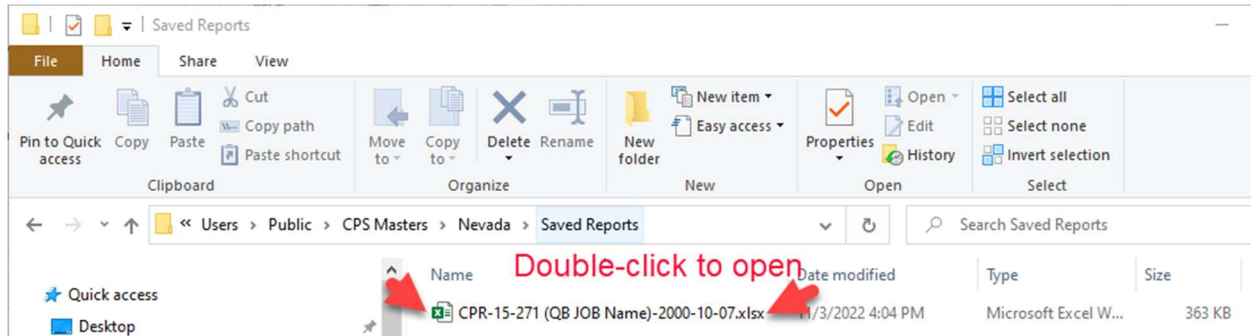
When you have finished in CPS, click the **Complete** button.

Step 9 - Viewing, Troubleshooting, Converting & 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 Job name to open it in Excel, in a manner that you can actually read it, to verify it for accuracy.



What you still need to do:

There are 4 drop-down menu items for EACH Employee that we cannot complete, this means that you'll have to do this each week.

If you're viewing the .pdf version of these instructions, they are highlighted in yellow, outlined in red, with red arrows.

If you've printed these instructions, you'll see them outlined and there are arrows.

Individual Employee Name and Identifier		O.T. Over Time Hours				
		S.T. Standard Time Hours				
		S.H. Salaried Time Hours				
Last Name	Employee	Project #	O.T.	0.00	0.00	0.00
First Name	Eight	Default PWP#	S.T.	0.00	0.00	0.00
Middle Initial	I	Craft Code	S.H.	0.00	0.00	0.00
SSN	123-45-6789	Labor Code				OJT %
Partial SSN						
Vendor Emp ID						
Gender	Male					
Ethnicity	HNDC					
Addr Line 1	123 anywhere street					
Addr Line 2						
City	anytown					
State	NV					
Zip	89101					
Has Changed?	TRUE					
Salaried (y/n)	No					
		Salaried Employee Only		Truck Driver		
		Total Pay Period	Normal Salary	Trk Driver Group 1 Zone 1		
		Salaried Hours				
				Gross Pay	FICA	Federal Income Tax
				923.39	55.82	100.00
		Fringe Benefit				
		Health Welfare	Vacation Holiday	Apprentice Fund		
		0.75	1.50	0.25		

For additional clarity, the items are Select Ethnicity, Select State Code, Select Craft Code, and Select Labor Code.

Each of these requires that a real live human, click a drop-down menu and select an option and is not something that software can do.

We have been able to provide you with some assistance though:

- For Ethnicity - we provide the CODE
- For the State - we provide the NV 2-letter abbreviation (all other AASHTO States use just the 2-letter abbreviation)
- There are empty blue cells in the spreadsheet which we utilize
 - to hold the Craft Code Name (Truck Driver) you have to grab the drop-down and menu and select it.
 - And the Labor Code Name (Truck Driver Group 1 Zone 1), but again, you have to grab the drop-down menu and select it.

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.