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Certified Payroll Solution Wisconsin Department of Transportation AASHTOWare Project Payroll Spreadsheet Conversion Utility 2.0 (WisDOT v1) Compatibility Update - Initial Release 3/27/25

In addition to the compatibility update for the NEW WH-347 Form (released to some states beginning on 2/27/2025) **[*DOWNLOAD THOSE INSTRUCTIONS HERE*](#)** - Wisconsin DOT has joined many other states in requiring that certified payroll data be uploaded into the AASHTOWare System.

It's very likely that not only will you need to follow the [setup instructions for the NEW WH-347 form](#), but if you work with Wisconsin DOT, you'll also need to follow these instructions.

NOTE: The original State of Wisconsin Export File is still a valid option within CPS as we have been made aware that the original export will continue to be required on some projects.

This document outlines where required AASHTO information is entered into the CPS program.

CHANGES REQUIRED IN THE CPS JOB RECORD ON A JOB-BY-JOB BASIS BY GOING TO THE CPS LINKED DATA MENU → CHOOSING JOBS → FIND & EDIT A JOB THAT REQUIRES AASHTO SUBMISSION:

AASHTO Vendor Number -click on the Additional Info Tab and enter YOUR 8-digit Vendor ID in the Project ID (AASHTO form 999-99-99) field.

AASHTO Project ID -Standard Information tab → State Proj #/DWD #/Project # (9-digit #) field.

AASHTO Contract # - Standard Information tab → Fed Proj #/AASHTO Contract # field

Selecting the AASHTO form - Form Options tab → Form to Use Dropdown → choose **Wisconsin AASHTO**

WISCONSIN DOT/AASHTO REQUIRES THAT YOU SUBMIT THE FULL SOCIAL SECURITY NUMBER AND ADDRESS OF EACH EMPLOYEE - MAKE SURE THOSE OPTIONS ARE SET CORRECTLY ON THE FORM OPTIONS TAB.

Need to upload into the old system? On the Form Options tab → Electronic Filing Section → Electronic Upload Type → select **State of Wisconsin Export File**

Remember to click the OK button, then Done, and choose Yes to save changes when finished.

CHANGES REQUIRED IN CPS, BASIC INFO MENU → WORK CLASSIFICATIONS

Using the Labor tab at the bottom of the AASHTO spreadsheet, identify each Labor Code that your employees fall under, you'll enter this information into CPS.

Go to the Basic Info menu → choose Work Classifications → find & Edit each Work Classification that your employees fall under → click on the Electronic Upload Codes tab and enter the Labor Value(s) into the AASHTO Craft Code block.

| 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 | Carpenter - 08 - 511 |
| AASHTO Labor Code | |
| Prism Craft | |
| Prism Craft Level | |
| LCPTracker Craft Code | |

| Labor Values |
|---|
| Select Labor Code (DropDown List) |
| Asbestos Removal Worker/hazardous material handler - Bldg - 934 |
| Boilermaker - 15 - 921 |
| Boilermaker - Bldg - 931 |
| Bricklayer - 08 - 411 |
| Bricklayer - 10 - 401 |
| Bricklayer - 15 - 421 |
| Bricklayer, Cement - Bldg - 431 |
| Carpenter - 08 - 511 |
| Carpenter - 10 - 501 |
| Carpenter - 15 - 521 |
| Carpenter - Bldg - 531 |

IMPORTANT: The Labor Codes will NOT populate the Labor Class dropdown list block on the AASHTO spreadsheet - but they will be included on the final form for reference, and you will manually have to select the correct code from the DropDown list.

* Labor Class Select Labor Code (DropDown List)
Select this code from the dropdown list
Carpenter - 08 - 511

Apprentice/OJT Wage % comes from the Work Classification window -> Apprentice Percent block.

CHANGES REQUIRED IN CPS, LINKED DATA MENU → EMPLOYEES

Apprentice/OJT ID come from the Apprentice Registration # block in each employee's record who is an apprentice or OJT.

Remember to click the OK button, then Done, and choose Yes to save changes when prompted.

ADDING FRINGE BENEFIT ITEMS

Follow the instructions for setting up Fringe Benefit items as outlined in the instructions for the [NEW WH-347 Form](#) from the System Setup menu → Fringe Benefits & Special Withholdings. We've included Health & Welfare, Vacation(/Holiday) and Pension(/Retirement/Annuity). You'll need to add Skill Impr/Training/Education and "Other Fringes"

IMPORTANT NOTE ABOUT THE SALARIED EMPLOYEE ONLY SECTION

You must create a timesheet and then a paycheck for salaried hours in order for this section to contain information.

IMPORTANT NOTE ABOUT OVERTIME RATE OF PAY

AASHTO allows for a rate of pay with three decimal places.

A Straight time rate of pay in QuickBooks that is \$20.75 will have an Overtime rate of \$31.13.

Because AASHTO allows three decimal places (like you can really split a penny), it automatically takes the \$20.75 ST rate and multiplies it by 1.5 to produce an OT rate of \$31.125.

If you want the OT rate to match in both places, you'll need to change your QuickBooks OT rate of pay to \$31.125. We cannot modify AASHTO's spreadsheet.

SAVE AND TROUBLESHOOT YOUR REPORTS FOR ACCURACY!

From the **System Setup** menu → choose **System Preferences** → click on the **Data Locations** tab → click into the **Saved Reports** field and press the **F9** key on your keyboard to automatically create a folder in which to save your reports to.

You can also create a user-defined folder in a location of your choosing in which to save copies of your reports in Excel (when at the Data Locations tab, choose the **Browse for Reports** folder).

Open & view reports after generating them by going to the **View** menu → **Saved Reports**.

AFTER REVIEWING YOUR REPORTS FOR ACCURACY, YOU NEED TO CONVERT THE EXCEL SPREADSHEET TO AN XML FILE!

To create an XML file from the Excel spreadsheet, go to <https://xml.aashtowareproject.org/spreadsheet/> select the spreadsheet that was created by CPS and run the conversion.

Once the CPS file has been converted, you can log into your WI DOT/AASHTO Account at <https://wisdot-pr-prod.infotechfl.com/Account/LogOn?ReturnUrl=%2F> and upload the xml file.

Any errors encountered must be documented with a screenshot and reported. Read these error messages closely as they may tell you what the problem is. Errors are likely to be the result of missing/inaccurate information in the Excel spreadsheet or errors on the AASHTO side of things. We cannot help you resolve most errors as we do not have an AASHTO account for testing - however, we have customers in nine other states that are uploading successfully.