

## 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 \(Windows 7,8,8.1,10\)](#)





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.**

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

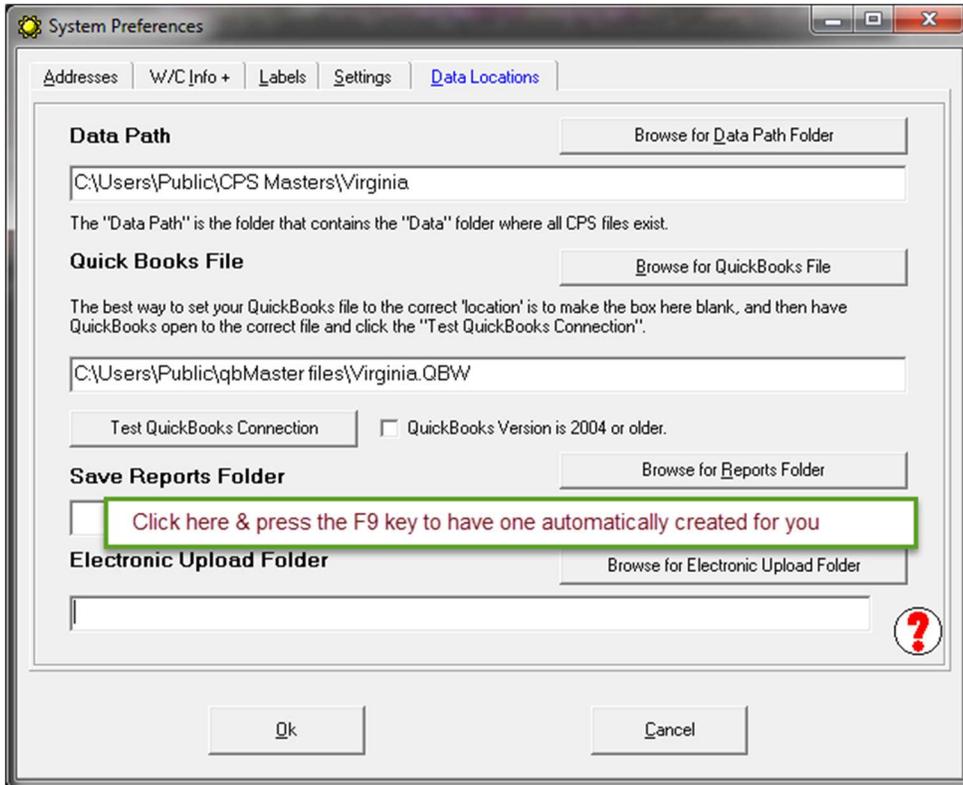
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From the CPS System Setup menu → choose System Preferences → click on the Data Locations tab

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)

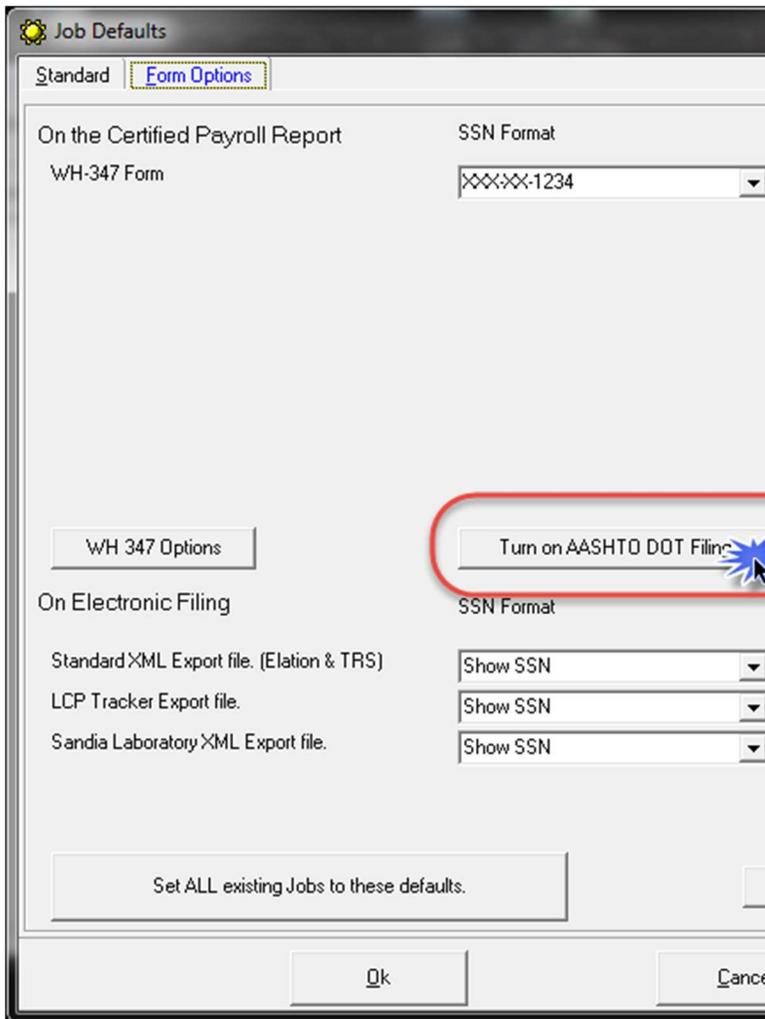


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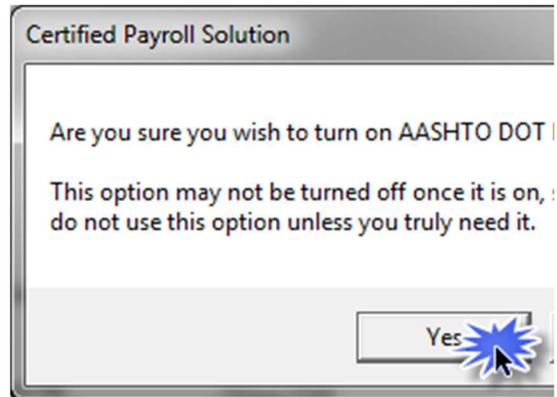
### Step 3 - Turn on AASHTO DOT Filing

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



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.

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## Step 4 - Setup Fringe Benefits & Special Withholdings

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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 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.

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.

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

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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.virginiadot.org/business/aashtoware\\_project\\_civil\\_rights\\_and\\_labor\\_crl\\_management\\_system.asp](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](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](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>

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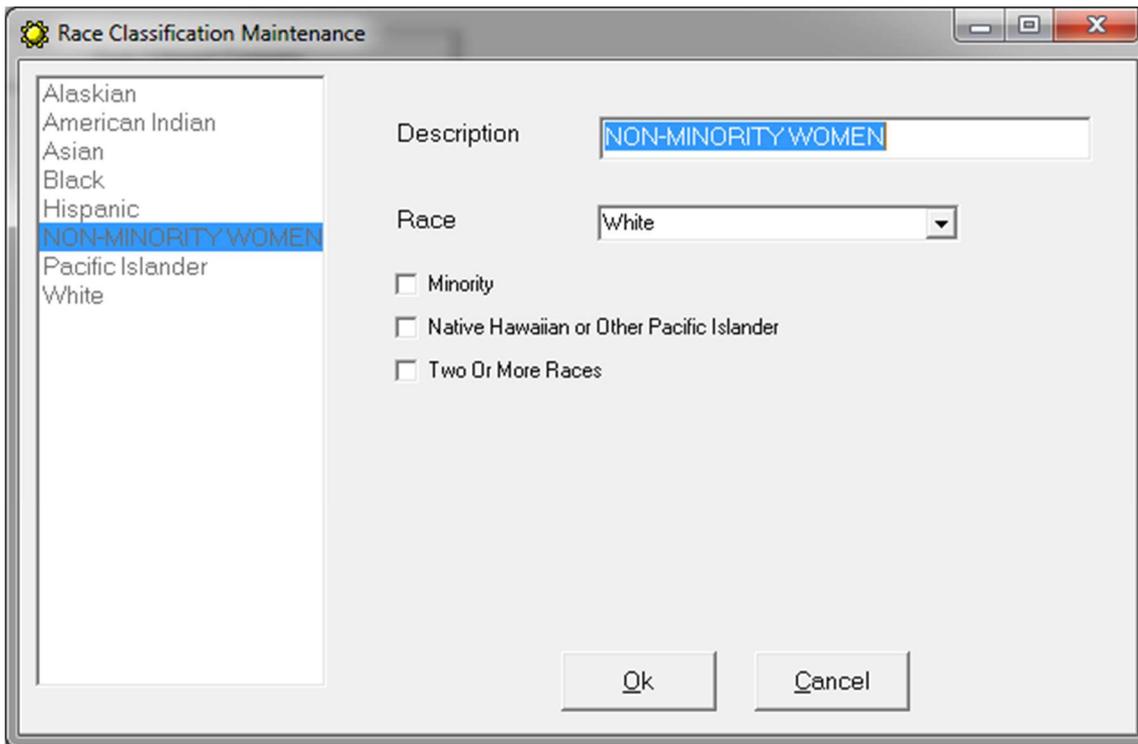
## Ethnicity/Race Values

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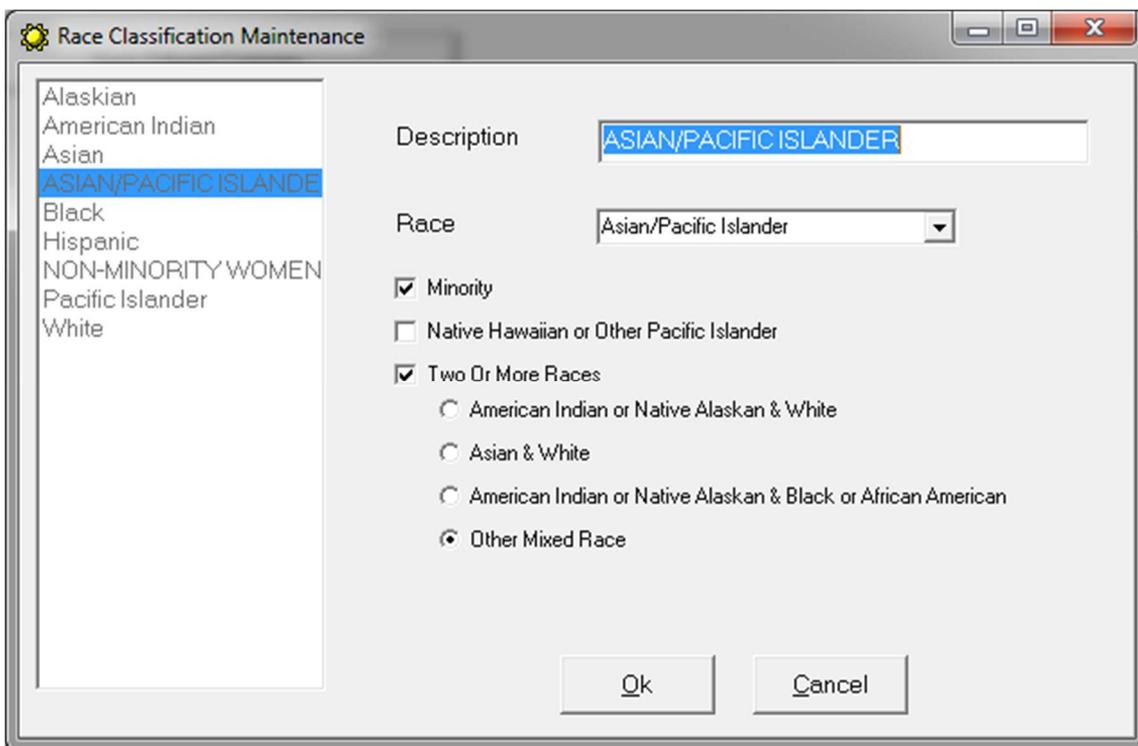
View and verify that you have the required Ethnicity (Race) Values in CPS, by going to the Basic Info menu → choosing Race Classifications. these items must be set up exactly as they are in the AASHTO payroll form.

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..



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.

**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.

**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).

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## Step 7 Selecting Jobs that require AASHTO reporting

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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 contains 'Crew Entry'. The 'Certified Payroll Report' section is highlighted with a red box, and a green callout box points to the 'Use WH-347 Federal Form instead of AASHTO DOT form' checkbox, stating 'This option should NOT be checked for the AASHTO form'. Other options include 'Use Department of Defense Statement of Compliance' and 'Use Notarized Federal Statement of Compliance'. The 'SSN # Format' is set to 'XXX-XX-1234' and 'Omit Employee's address' is checked. The 'Electronic Filing' section has 'Electronic Upload Type' set to 'None' and 'SSN # Format' set to 'Show SSN'. The 'List By "Print Name As"' checkbox is unchecked. The window has 'Ok' and 'Cancel' buttons and a help icon.

Job Maintenance

Crew Entry

Name Crew Entry

Standard Information Additional Information **Form Options**

**Certified Payroll Report**

Use WH-347 Federal Form instead of AASHTO DOT form

Use Department of Defense Statement of Compliance

Use Notarized Federal Statement of Compliance

SSN # Format XXX-XX-1234

Omit Employee's address.

**Electronic Filing**

Electronic Upload Type None

SSN # Format Show SSN

Omit Employee's address.

List By "Print Name As"

Ok Cancel

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### 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 a software window titled "Employee Maintenance" with a list of employees on the left and a form for editing an employee on the right. The "Miscellaneous" tab is active, showing fields for "ARRA Hire", "Employee # (not SSN)", "Apprentice Registration #", "Birth Date MMY format", "NTW Econ Distressed Area", and "NTW Disadvantaged". The "Birth Date MMY format" field contains the value "1160".

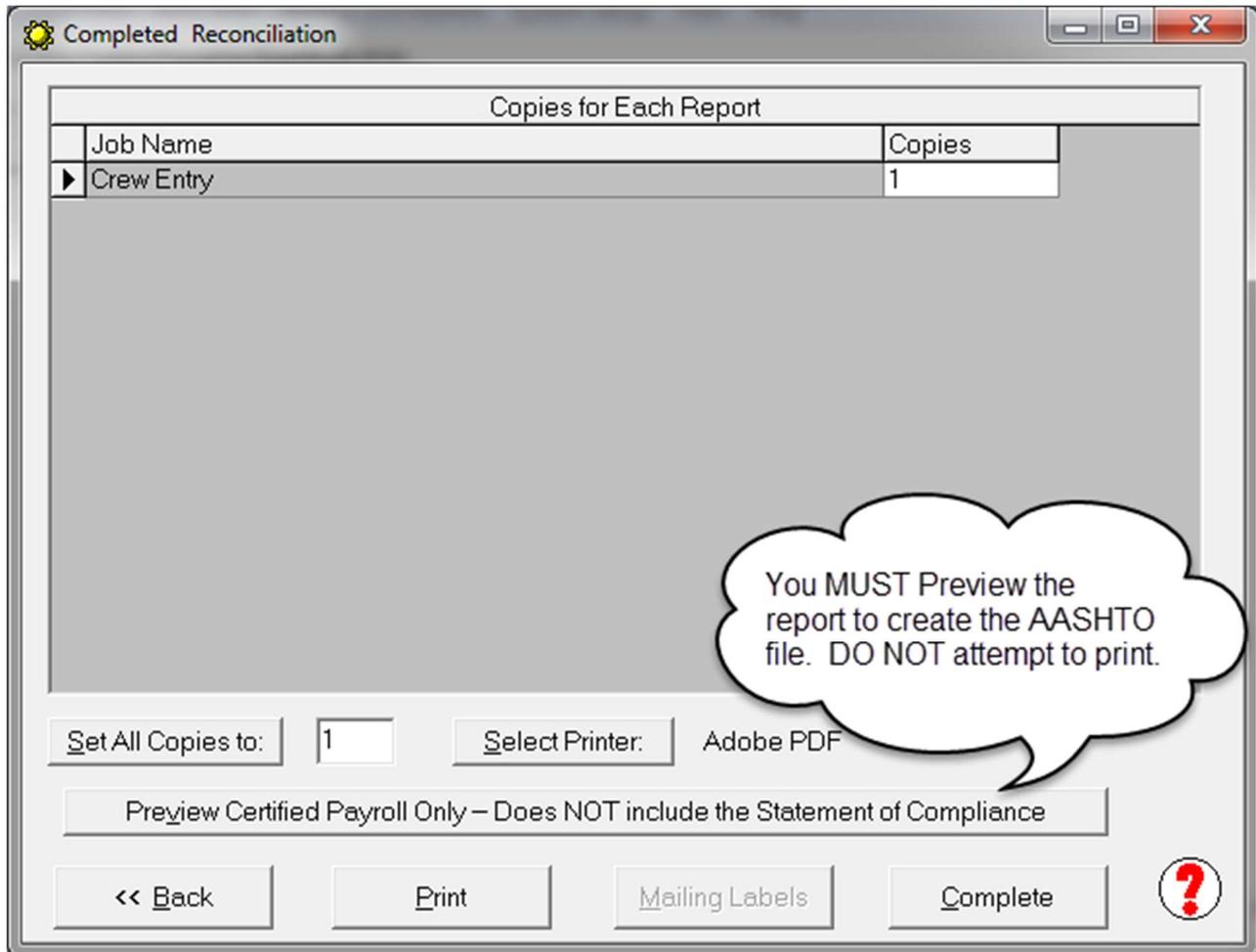
Field	Value
Name	Backhoe, Frederick F
Local	Local 61
EEOC Work Class	Equip. Opers.
Race	Hispanic
Federal Allowances	0
Gender	Female
ARRA Hire	<input type="checkbox"/>
Employee # (not SSN)	1
Apprentice Registration #	
Birth Date MMY format	1160
NTW Econ Distressed Area	
NTW Disadvantaged	

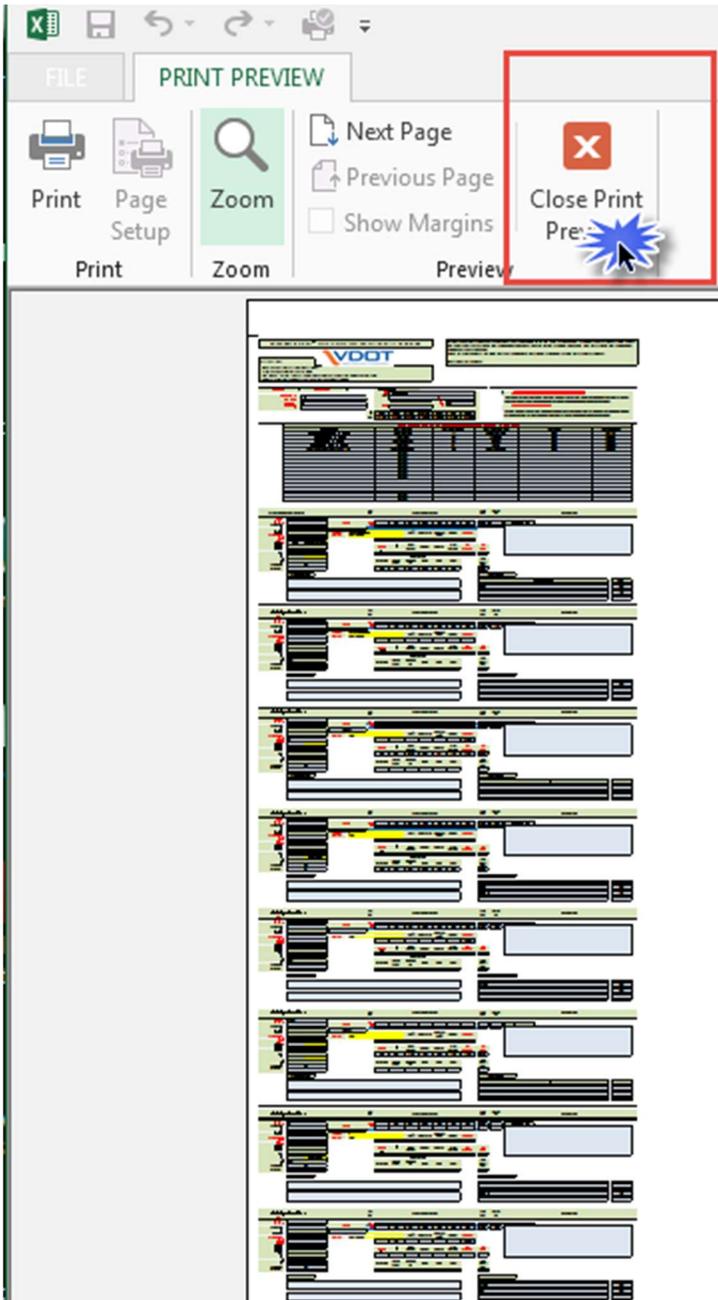
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### Step 9 Printing & Previewing

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





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.

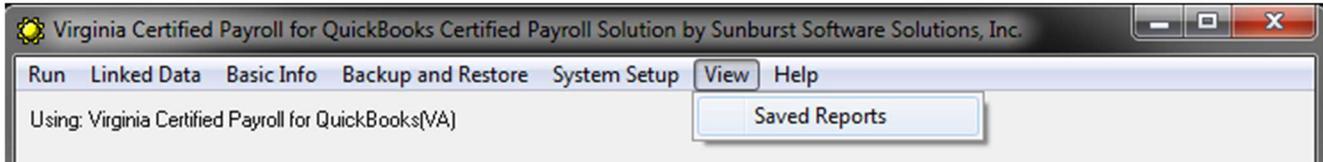
When you have finished in CPS, click the **Complete** button.

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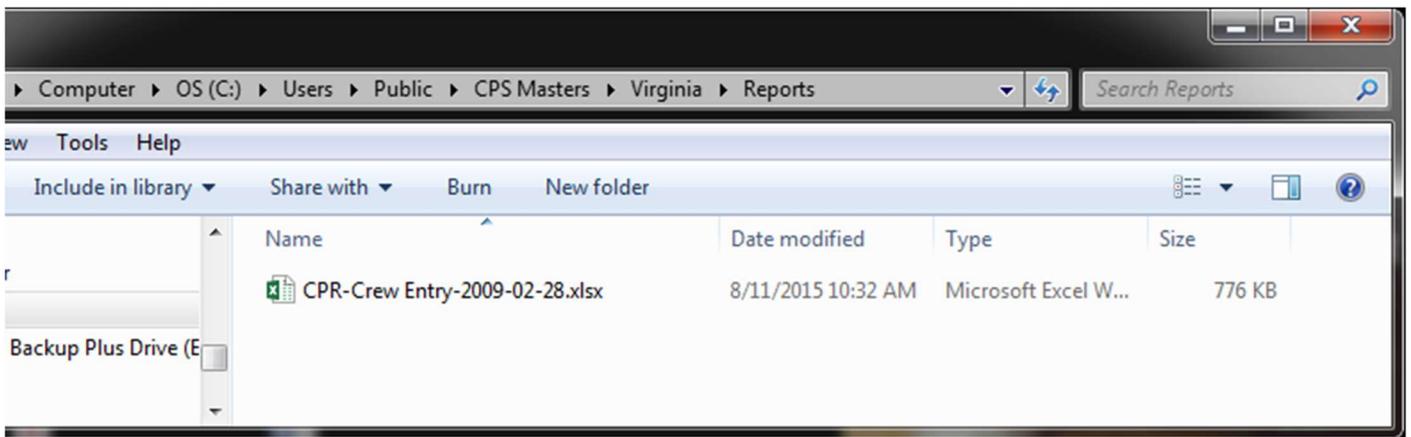
## Step 10 Viewing & Troubleshooting the Report Before Uploading

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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.



The screenshot shows a web form with a 'Browse...' button, a 'No file selected.' message, a checkbox for 'I agree to the Terms of Use', and a 'Convert' button. Red dashed arrows point from the text above to these three elements.

- 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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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.

