

### **Entering Non-Prevailing Wage Job Categories in the FHWA 1391:**

To enter any non-prevailing wage job categories, including managers, supervisors, foreman, and clerical workers and their respective demographics, such as gender and ethnicity, use the 'FHWA 1391 Additional Data Entry' section.

Submitting Performing Work Week:

- Click on the "1. Payroll Records" tab
- Click on "FHWA 1391 Additional Data Entry"
- Select the project and contract (if there are multiple contracts)
  - o NOTE: Only projects marked as FHWA 1391/1392 projects by your Administrator will appear on this list.
- Select "Week End Date" from the drop down menu.
  - o NOTE: Use the same date that was used on the last performing pay period submitted for the certified payroll.
- Enter workforce data under the columns labeled by ethnicity
- The columns with your totals, the "Total Employed" and "Total Minorities" will automatically be entered into the table.
- Enter your name, title, and electronic signature password (eSignature)

Submitting Non-Performance Information:

Contractors can also mark their FHWA Additional Data Entry submissions as non-performance by following these steps:

- Check the box beside "Non-Performance"
- Enter your name, title, and electronic signature password (eSignature)

### **To Verify Submitted Job Performance:**

Contractors will be able to view the information submitted on behalf of their own company and any lower-tier subcontractors that have been hired for the project by running the FHWA 1391 Additional Data Entry Status Report.

This report provides a high-level overview of submissions into the FHWA Additional Data Entry that have been completed by the contractors for each project. In order to find out if your organization or any of your subcontractors have not completed or submitted their payroll and/or FHWA Additional Data, run the FHWA Contractor Submittal Report.

- Click on Reports tab
- Click 'Specialty Reports, AARA, HUD, Transit'
- Click on FHWA 1391 Additional Data Entry Status Report

**FHWA 1391 Additional Data Entry Status Report**

From Date:  To Date:

Status:  Contractor:

Projects:  Sub To:

- Enter the applicable date range for desired projects/payrolls
- Select the desired contractor
- Select the desired project
- Select desired entry under the "Sub To" drop down menu
- Click 'View Report'

**1391 Additional Data Entry Status Report**

2019 Report Date: 7/23/2019

Sr. No.	Contractor	Project	Sub To	Week End Date
1	D Goode Inc.	Annie Olivene Convention Center	Prime contractor	8/18/2018

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(Source: [Contractor Reporting Guide](#), LCP Tracker)