

7-5 Contractor Uses OJT Classification Codes to Submit Payroll for Trainee

Responsible Party(ies)

Prime contractor & subcontractor

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Document Owner

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Procedure Objective

The purpose of this document is to provide step-by-step instructions on how a contractor uses OJT classification codes to submit payroll for a trainee.

System Procedures

- 1) In the *Payroll Record Entry*, you will need to enter the necessary information such as the week end date, project, location and employee who will be utilizing the OJT classification code. Click on *Add Classification* to search for the OJT classification that was added to the project.

COLORADO DOT [Change Account](#)

Projects 1. Payroll Records 2. Notices 3. Certification Reports eDocuments Set Up

Payroll Record Entry

Week End Date *
11/06/2021

Project *
99999 - CDOT Test Project | CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS

Location *
Adams County, CO (C012)

Employee *
DOE, JANE

- 2) Select the Craft that contains the OJT classification code and scroll down to select the code. Click on *Add Selected*.

Add Classifications

Jurisdiction
CDOT - Federal Wages ▼

Craft
POWER EQUIPMENT OPERATOR ▼

| | | | | |
|-------------------------------------|-------------------------|--|---------|--|
| <input checked="" type="checkbox"/> | Adams County, CO (C012) | xx1083ATW70 - Power Equipment Operator: Broom/Sweeper -- Apprentice/Trainee Wage 70% | Highway | |
| <input type="checkbox"/> | Adams County, CO (C012) | xx1083ATW85 - Power Equipment Operator: Broom/Sweeper -- Apprentice/Trainee Wage 85% | Highway | |
| <input type="checkbox"/> | Adams County, CO (C012) | xx1083ATW95 - Power Equipment Operator: Broom/Sweeper -- Apprentice/Trainee Wage 95% | Highway | |

Add Selected **Cancel**

Note: Custom OJT classification codes will contain the XX at the beginning of the code. If you use the wrong code that does not contain the XX, you will be asked to re-submit the payroll using the proper code. Refusal to use the proper codes will result in no credit for OJT training. Please refer to the process guide Enter Payroll in LCPtracker for more information about submitting payroll.

- 3) You have successfully selected the OJT classification code to submit payroll for the trainee.