



**COLORADO**

Department of Transportation

# CDOT Civil Rights Trucking Compliance Resource Guide

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## Table of Contents

Click section titles for quick navigation

<b>Introduction</b>	<b>3</b>
<b>CDOT Requirements at a Glance</b>	<b>3</b>
<b>Deciding Between the Subcontractor and Supplier Role</b>	<b>4</b>
<b>Truckers as Subcontractors, CDOT Form 205</b>	<b>5</b>
<b>Use of Suppliers (Control of Material), CDOT Form 1425</b>	<b>10</b>
<b>Independent Truck Drivers</b>	<b>14</b>
<b>Appendix A Contractor Reference Tables</b>	<b>16</b>
Potential Impact to DBE Program & Counting	17
Contractor Type Reference Tables	18
Subcontractors	18
Suppliers	19
On-Site Trucking/Hauling	21
<b>Appendix B Trucking Flowchart, Definitions, and Abbreviations</b>	<b>22</b>
Trucking Flow Chart	23
Trucking Definitions and Abbreviations	24
<b>Appendix C Entering Trucking Payroll -</b>	<b>25</b>
<b>Brokers, Lessors, and 1099 Haulers/Employees</b>	<b>25</b>
<b>Appendix D Training Guides for Entering Trucking Payroll</b>	<b>27</b>
Entering Trucking Payroll with Employees	28
Details	28
Procedure Objective	28
Step-by-Step System Procedures	28
Entering Trucking Payroll for Owner/Operator	35
Details	35
Procedure Objective	35
Step-by-Step System Procedures	35


## Introduction

A number of factors create a framework for contractor compliance on federally -assisted construction projects. Payrolls, nondiscrimination, subletting, labor interviews, etc. are all components that direct compliance in some way. The Colorado Department of Transportation (CDOT) manages the compliance program to meet the Department of Labor (DOL) requirements as well as those of the Federal Highway Administration (FHWA) regulations, and per the FHWA / State of Colorado stewardship agreement. CDOT is required to perform checking procedures to ensure contractors & subcontractors meet these defined terms.

Verification of contact compliance can be challenging, and CDOT continues to work to follow guidance from all of the oversight groups mentioned above while providing careful scrutiny throughout the process. CDOT recognizes that trucking is one area that continues to be challenging due to multiple factors, such as drivers serving in various roles, special exemptions, and payroll variances.

The following trucking guidance is the result of those efforts, and it is designed to answer questions about how to notify CDOT of the decision to sublet a portion of the contract or incorporate materials and supplies into the project. It also addresses the many questions and careful details surrounding civil rights compliance to better align compliance requirements with the realities of construction project delivery and Department of Labor expectations.

## CDOT Requirements at a Glance

	Form 205	Form 1425 <i>if over \$10k</i>	FHWA Form 1273	EEO Reporting <i>if over \$10k</i>	FHWA Form 1391 <i>if over \$10k</i>	B2GNow Account Creation	Input into B2GNow	Prompt Payment	Input into LCPTracker	Certified Payroll
 Subcontractor	✓	✗	✓	✓	✓	✓	✓	✓	✓	●
 On-Site Trucking/Hauling	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓
 Supplier	✗	✓	✓	✗	✗	●	●	✓	✗	●

✓	= Required
✗	= Not Required
●	= Depends

## Deciding Between the Subcontractor and Supplier Role

The goal of this document is to help truckers decide what his or her reported contract role is as well as to help them determine the contractual responsibilities that are associated with that role. It is important to note that in regard to trucking, DOL largely doesn't look at the work performed.

They look principally at the relationship between who hired the lower tier(s), and then they look at secondary factors (type of work, where the work is performed, etc.). Within this guidance, the first question becomes: **Is the trucker functioning as a subcontractor or supplier?**

Truckers (including independent owner/operators) need to determine:

- 1) Who hired you? (Contractor/Subcontractor or Bona Fide Material Supplier)
  - A) Truckers Count as a Subcontractor: If hired by a Contractor or subcontractor and is performing "construction, prosecution, completion, or repair" as referenced in 29 CFR 5.2(l) (see FOH 15b05) for work that is performed on the site of work.
    - 1) Drivers of a contractor or subcontractor for time spent working on the site of the work
    - 2) Drivers of a contractor or subcontractor for time spent loading and/or unloading materials and supplies on the site of the work, if such time is not de minimis (see FOH 15e22(b)(3))
    - 3) Truck drivers transporting materials or supplies between a facility that is deemed part of the site of the work and the actual construction site
    - 4) Truck drivers transporting portions(s) of the building or work between a site established specifically for the performance of the contract or project where a significant portion of such building or work is constructed and the physical place(s) where the building or work called for in the contract(s) will remain.
  - B) Truckers Count as a Supplier: If hired by a bona-fide material supplier who performs the manufacture and delivery to the work site of supply items such as sand, gravel, and ready-mixed concrete, when the facilities serve the public in general
    - 1) If the trucker/employee (that is a material supplier) is also performing warranty / repair work, this role would immediately change to fall under subcontractor work.

If it is determined that the trucker was hired by a subcontractor, then the hauler would follow the subcontractor area. If it is determined that the hauler was hired by a supplier, then the hauler would follow the supplier area.

## Truckers as Subcontractors, CDOT Form 205

### 1. What is a Subcontractor?

CDOT Specification 101.81 provides the following definition for the term Subcontractor: An individual, firm, corporation, or other legal entity to whom the Contractor sublets part of the Contract. A subcontractor shall include an individual, firm, or corporation who meets one or both of the following criteria:

- a. Establishes a fabricating process or facility exclusively for the use of the Project, whether on or off the site of work per 29 CFR 5.2(l)(1) and 29 CFR 5.2(l)(2).
- b. Performs work that is incorporated within the project limits.

### 2. Is the Contractor permitted to sublet a portion of the contract?

Per CDOT Specification 108.01, the Contractor will be permitted to sublet a portion of the Contract; however, the Contractor's organization shall perform work amounting to 30 percent or more of the total original contract amount. Any items designated in the Contract as "specialty items" may be performed by subcontract. The cost of "specialty items" performed by subcontract may be deducted from the total original contract amount before computing the amount of work required to be performed by the Contractor's own organization. The original contract amount includes the cost of material and manufactured products which are to be purchased or produced by the Contractor and the actual agreement amounts between the Contractor and a subcontractor. Proportional value of a subcontracted partial contract item will be verified by the Engineer.

### 3. Does the Contractor need approval from CDOT to sublet?

Per CDOT Specification 108.01, the Contractor shall not sublet, sell, transfer, assign, or dispose of the Contract or Contracts, or any portion thereof without written permission of the Engineer.

**4. How does the Contractor request approval from CDOT to sublet?**

Prior to beginning any work by the subcontractor, the Contractor shall request permission from the Engineer by submitting a completed Sublet Permit Application, CDOT Form No. 205, via the B2GNow software system. The subcontract work shall not begin until the Contractor has received the Engineer's recommendation (and the Civil Rights approval) via the B2GNow system. The Contractor shall make all project related written subcontracts, agreements, and purchase orders available to the Engineer for viewing, upon request, and at a location convenient to the Engineer. The submission of the CDOT Form 205 indicates that the Contractor has personal knowledge of a formal, executed subcontract or service agreement for the work or supplies listed above.

**5. What happens if a subcontractor begins work prior to being approved via a CDOT Form 205?**

Any work done by that subcontractor prior to the approval date is considered unauthorized work, per Subsection 105.17 and the Project Engineer has the authority to have the work removed and replaced or to not pay for it. As soon as the subcontractor is discovered working on the project without authorization, a Form 105 (Speed Memo) should be issued immediately by the PE, informing the Prime Contractor of the situation.

**6. Are subcontractors required to create an account in the B2GNow compliance software?**

All firms to which the Contractor will be subletting a portion of the Contract must have an account created in the B2GNow software system. If the firm does not have an account created, approval of the Form 205 (or Form 1425 for Suppliers) will not occur.

**7. Are trucking subcontractors required to submit certified payrolls?**

Yes, Contractors and subcontractors and their employees, including truck drivers, are covered by DBRA prevailing wages in the following instances (They must be paid at least prevailing wages and must submit and be included on a payroll):

- The employees and truck drivers are working on the “site of the work.”
  - Truck drivers hauling from one location on the project to another location on the project are working on the “site of the work” and are covered under DBRA.
- Employees working at a facility and truck drivers hauling to or from a facility that is deemed part of the “site of the work” are covered under DBRA.

- For example, truck drivers hauling between the job site and a batch plant, hot mix plant, materials pit, or staging area dedicated exclusively or nearly so, to the project, and whose location is adjacent or virtually adjacent to the project are covered under DBRA.
  - It is important to note that while the site of work can be defined as adjacent or virtually adjacent, it doesn't eliminate other project sites that are miles away but dedicated exclusively. DOL has chosen not to assign a mileage amount as a definitive factor in determining whether or not a location is considered on-site.

Additionally, for drivers that work (either as employees or through a written agreement) for a construction contractor (or subcontractor) performing construction onsite, the additional guidance listed below applies. Under current DOL guidance as stated in the Field Operations Handbook (FOH) at 15e22:

(a) Truck drivers are covered by the DBA in the following circumstances:

- (1) Drivers of a contractor or subcontractor for time spent working on the site of the work
- (2) Drivers of a contractor or subcontractor for time spent loading and/or unloading materials and supplies on the site of the work, if such time is not de minimis (see FOH 15e22(b)(3))
- (3) Truck drivers transporting materials or supplies between a facility that is deemed part of the site of the work and the actual construction site
- (4) Truck drivers transporting portions(s) of the building or work between a site established specifically for the performance of the contract or project where a significant portion of such building or work is constructed and the physical place(s) where the building or work called for in the contract(s) will remain.

(b) Truck drivers are NOT covered in the following instances:

- (1) Material delivery truck drivers while off the site of the work
- (2) Drivers of a contractor or subcontractor traveling between a DBA job and a commercial supply facility while they are off the site of the work
- (3) Truck drivers whose time spent on the site of the work is de minimis, such as only a few minutes at a time merely to pick up or drop off materials or supplies.

## **8. What is de minimis?**

De minimis is categorized as a “few minutes as a time merely to pick up or drop off materials or supplies.” De minimis is considered to be an insubstantial or insignificant period of time on the project (DOL defines this as being more than 25% (on the site of work) of his/her time in a workweek). The obligation to track de minimis exists for drivers that work either (as employees or through a written agreement) for a construction contractor or a subcontractor while on the site of work. For the purposes of de minimis, trucker time would be evaluated for each time on the site of work. As outlined in the DOL 15e22 (b)(3), truck drivers whose time spent on the site of work is de minimis, such as only a few minutes at a time, merely to pick up or drop off materials or supplies, then that trucker subcontractor would NOT be required to report payroll as that time would be considered de minimis.

If the time spent waiting in queue on the site of work in order to drop off materials from a location that is not considered to be site of work (like a commercial supply facility), the time spent does not contribute to the counting of de minimis. By project close out, prime contractors will submit a list in writing to the PE of the name(s) of each trucking firm (including owner-operators and independent haulers) operated in a de minimis capacity. It is important to note and a best practice that for all truckers that are reporting a de minimis working time on the site of work and accordingly not reporting payroll, must have records (upon request) that documents de minimis time was worked for each employee and for each employee’s work week. This documentation would also have to contain the total number of hours worked in each employee’s work week so that de minimis could be evaluated in terms of the total number of hours worked in a work week.

Skip to the [Independent Truck Drivers Section](#)

## **9. Can a Contractor/subcontractor also be a supplier on a single project?**

Yes, per CDOT Specification 108.01: When a firm sells material to a prime contractor/subcontractor (or when they are the prime contractor), and when the manufacture and delivery to the worksite are accomplished by a bona fide material suppliers operating facilities serving the public in general, and they perform the work of incorporating the materials into the project, these two phases shall be considered in combination and as constituting a single subcontract. The subcontractor shall acknowledge on the Form 205 that they are operating both in



the capacity of a subcontractor and supplier for a project. For the companies that are operating in both capacities of supplier and subcontractor, the obligation to submit certified payroll depends on the role that they are playing. Bona fide material supply does not require certified payroll. Subcontractor work (including warranty or repair work) would necessitate certified payrolls.

**10. Is a brokerage firm a subcontractor or supplier?**

If a brokerage firm is contracted to only provide brokerage services, that firm is considered a subcontractor and would adhere to the subcontractor requirements. If the brokerage firm is providing brokerage services and is also providing supplies, a Form 205 is required (due to the brokerage services where truck drivers are tiered out under the broker). The firm would indicate on the Form 205 that it is also operating as a supplier for the project.

**11. If a wage decision contains a truck driver classification on it, do all employees for suppliers and subcontractors have to submit certified payrolls uniformly?**

No, it is vital to evaluate if the firm is categorized as a supplier or subcontractor to determine certified payroll requirements even if the wage decision contains a classification that may be used for both suppliers and subcontractors.

When functioning as a supplier, please see the [supplier guidance](#) regarding certified payrolls. .

**As a subcontractor:** For drivers that work (either as employees or through a written agreement) for a construction Contractor (or subcontractor) performing construction onsite, the following additional guidance applies: under current DOL guidance as stated in the Field Operations Handbook at 15e22, drivers who work for the construction contractor are covered when loading or unloading materials onsite for delivery or removal if such time is not de minimis. For more information about Contractors and subcontractors working on site as well as the de minimis principle, please see the [section](#) about subcontractors and payroll requirements.

## Use of Suppliers (Control of Material), CDOT Form 1425

### 1. What is a Supplier?

CDOT Specification 101.02 provides the following definition for the term Supplier: An individual, firm, or corporation who meets one or both of the following criteria:

- a. Fabricates or processes a material not on the site of work per 29 CFR 5.2(l)(3).
- b. Delivers material directly to the project.

In both cases, the material shall be intended for permanent incorporation into the worksite.

While this is how CDOT defines material suppliers, DOL has its own definition. Accordingly, suppliers must fit into the DOL definition in order to be exempt from certified payroll reporting.

DOL Definition of Supplier in DOL FOH 15e16: The manufacture and delivery to the work site of supply items such as sand, gravel, and ready-mixed concrete, when accomplished by bona fide material suppliers, operating facilities serving the public in general, are activities not covered by DBRA. This would be so even though the materials are delivered directly into a contractor's mixing facilities at the work site. Such bona fide material suppliers are not considered contractors under DBRA. Thus, their employees are not subject to DBRA.

If the supplier fits the (DOL) definition listed above from DOL FOH 15e16, and when their hired drivers (hired by a bona fide material supplier) are as an extension of the material supplier, then the CDOT Form 1425 is the mandatory form of record, and the following certified payroll guidance applies:

- For drivers that work either as employees or as material supplier haulers hired by a bona fide material supply company as outlined in 15e16, the following additional guidance applies: If the driver is making deliveries of materials to the site of work, that time is not covered for DBRA purposes. However, if the worker of a material supply company (including a driver) performs actual construction work (such as warranty or repair work) for more than an incidental amount of time (20% of a work week), and that construction work is related to an item that has been delivered to the site of work, then that time spent performing actual construction work (on site) would be covered by DBRA. Moreover, if a worker for a material supply

company spends more than 20% of their workweek performing actual construction work on the site of work, at that point all time that the worker spends on the site of work, including delivery time, will be considered to be covered. The material supply company should be tracking any time that a material supply company worker spends on the site of work doing actual construction to make sure that the worker is paid the applicable prevailing wage for that work. If the material supply worker spends more than 20% of their work week performing actual construction work, the contractor would then also need to track delivery time spent on site as at that point they are considered to be essentially a construction worker and all of their onsite time would be covered.

**2. Are suppliers required to create an account in the B2GNow compliance software?**

All suppliers who provide one or more of the following elements in which the cost exceeds \$10,000 shall create an account in the B2GNow software system.

- a. Fabrication of materials
- b. Processing of materials
- c. Delivery service cost of the material delivered to the project

If the supplier does not have an account created, Form 1425 will not be entered or processed.

**3. Is the supplier status governed by the type of material that is being carried?**

No. The type of material does not govern the status of a driver as either a supplier or subcontractor. Status of the hauler is determined using the following information:

a) Who hired you?

- i) If hired by a bona-fide material supplier as described below, the truck driver would be considered a material supplier.

Hired by a bona-fide material supplier who performs the manufacture and delivery to the work site of supply items such as sand, gravel, and ready-mixed concrete, when the facilities serve the public in general

- 1. If the trucker/employee (that is a material supplier) is performing warranty / repair work, this falls under subcontractor work.

- ii) If hired by a Contractor or subcontractor as described below, the truck driver would be considered a subcontractor.

Hired by a Contractor or subcontractor and is performing “construction, prosecution, completion, or repair” as referenced in 29 CFR 5.2(l) (see FOH 15b05) for work that is performed on the site of work.

**4. How does the Contractor request approval from CDOT to utilize suppliers?**

Per CDOT Specification 106.01, the Contractor shall submit a completed Form 1425 for each direct supplier that provides one or more of the following elements in which the cost exceeds \$10,000.

- a. Fabrication of materials
- b. Processing of materials
- c. Delivery service cost of the material delivered to the project

The Form 1425 shall be submitted to the Engineer prior to beginning any work on the project, incorporating materials into the project, or at such time that the \$10,000 amount is known to be exceeded.

Each subcontractor or supplier at any tier meeting the \$10,000 requirement above shall submit a Form 1425 to the Contractor, who will then submit it to the Department. The Contractor shall submit the subcontractor's Form(s) 1425 with Form 205 (if any) to the Engineer prior to the subcontractor/supplier beginning any work on the project, incorporating materials into the project, or at such time the \$10,000 amount is known to be exceeded.

If an individual, firm, or corporation is responsible for installation of supplies, a Form 205 shall be required for the subcontractor. The supplier shall notify the Contractor if an individual spends more than 20% of their workweek performing actual construction work such as installation, repair, or warranty work on the site of work as that would require the submission of a Form 205 and certified payrolls.

**5. Are suppliers required to submit certified payrolls?**

For more information about certified payrolls and the requirements therein, please review number one in the [supplier section](#).

## Independent Truck Drivers

**1. Is a trucking firm (or independent hired driver) a subcontractor or supplier?**

Each circumstance is unique and each trucking firm (or independent hired driver) must evaluate the situational cues to determine if they are functioning as a subcontractor or supplier. See the section that outlines, “[Deciding Between the Subcontractor and Supplier Role.](#)”

**2. What is required for an independent truck driver to be utilized on a CDOT project?**

It depends on whether or not they are functioning as a subcontractor or supplier. (Please see [Deciding Between the Subcontractor and Supplier Role](#) on page 4.) Once the role is determined, then the trucker will need to follow the guidelines outlined in the subcontractor or supplier sections.

**3. How does certified payroll apply to independent truck drivers?**

The requirement for certified payroll depends on whether or not the truck driver functioning as a subcontractor or supplier. (Please see [Deciding Between the Subcontractor and Supplier Role on page 4.](#)) Once the role is determined, then the trucker will need to follow the guidelines outlined in the subcontractor or supplier sections in regard to payroll.

**4. Are certified payrolls required for owner/operators of trucks?**

<https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/Tab9.pdf>

The [US DOL's enforcement position](#) is that the owner/operator status applies only when the owners own AND drive their own truck. This owner/operator position does not apply to any other employee working for the owner, nor does it apply to any other equipment other than a truck.

The requirement for certified payroll depends on whether or not the truck driver is functioning as a subcontractor or supplier. (The following guidance would not apply to a supplier as they are exempt from prevailing wage.) For owner/operator truck drivers that are functioning as subcontractors less than a de minimis time, certified payrolls are not required. For those owner/operators that are hauling on-site, performing a part of construction and/or are on the project more than de minimis (more than 25% of the workweek), certified payrolls must be completed. The certified payrolls must include the names of the owner/operator, and the owner/operator will need to click a button that says “owner/ operator” within

LCPtracker. Owner/operators will not need to show the hours worked nor the rate paid. Registration, Owner-Operator Affidavit, and driver's license must be uploaded into e-documents within LCPtracker. For those owner/operators that are sometimes de minimis and sometimes not, owner/operators must claim a no workweek, with a "working de minimis time," notation for each week that it is applicable. Truck drivers who are independent owner/operators cannot be listed on the prime contractor's certified payroll. Either the truck drivers are independent owner/operators, or they are employees. They are not both.

- Link to information for certified payroll about [subcontractors](#).
- Link to information for certified payroll about [suppliers](#).

**5. How do these rules apply to my covered 1099 employees?**

Firms must report certified payroll information for all of their employees. A 1099 driver is never considered an employee. Either those individuals are employees where they are directed in terms of work, or they are independent contractors. If they are not W-2 employees, then those 1099 drivers are considered subcontractors or suppliers (and that relationship must be documented accordingly through the parameters of the form 205 or form 1425) and are responsible for submitting their own certified payroll information.

**6. How does DBE counting work for trucking firms, including those using 1099 drivers?**

DBE trucking firms receive credit for the total value services provided by trucks that the DBE owns, insures, and operates with either its W-2 employees or 1099 drivers. If a DBE firm's employee drives a truck that is not owned by the DBE, then they cannot get DBE credit. No credit is granted for services provided by leased or subcontracted trucks including those driven by the DBE firm's W-2 employee.

## Appendix A Contractor Reference Tables



## Potential Impact to DBE Program & Counting

<b>Contractor Reference Information</b> <b>Potential Impact to DBE Program</b>	
Subcontractor	Subcontractor work generally counts as 100% DBE participation if the Subcontractor performs work for which it is certified.
Supplier	Only count work performed by the DBE towards the goal if the supplier is certified for that work. This definition accounts for a manufacturer which would count for 100% participation. It does not account for regular dealers and brokers who will only count for a portion of the firm's participation (60% for regular dealers and only commission fees for brokers). Regular dealers provide supplies to a project but do not manufacture and/or produce goods. Brokers are third-party facilitators for a transaction involving goods.
On-Site Trucking	Count 100% DBE participation for any transportation services provided by trucks owned, insured, and operated by the DBE firm's employees.
Owner-Operators	Count 100% DBE participation for any transportation services provided by trucks owned, insured, and operated by the DBE firm's employees.
Other Contractor/ Firm Types	Count cost of delivery as part of DBE participation if the supplier is a DBE.
Material Production Sites	Count cost of delivery as part of DBE participation if the supplier is a DBE.
Hired Drivers	If the trucking firm that hired the driver (either as an employee or a 1099 contractor) is DBE certified and the driver operates the DBE firm's truck, count that participation as DBE participation.

## Contractor Type Reference Tables

### Subcontractors

Contractor Type	Subcontractor
Definition	<p>An individual, firm, corporation, or other legal entity to whom the Contractor sublets part of the Contract. A subcontractor shall include an individual, firm, or corporation who meets one or both of the following criteria:</p> <ol style="list-style-type: none"> <li>Establishes a fabricating process or facility exclusively for the use of the Project, whether on or off the site of work per 29 CFR 5.2(l)(1) and 29 CFR 5.2(l)(2).</li> <li>Performs work that is incorporated within the project limits.</li> </ol>
Required Form on CDOT Project	CDOT Form 205 (CDOT Specification 108.01)
FHWA 1273	Yes, required to be attached
EEO Reporting (required if contract/agreement exceeds \$10,000)	Yes (CDOT Specification: Affirmative Action Requirements, Equal Employment Opportunity)
FHWA 1391	Yes (if subcontract/agreement exceeds \$10,000)
B2GNow Account Creation	Yes (CDOT Specification 108.01)
Input into B2GNow	Yes (CDOT Specification 109.06 (h))
Prompt Payment Required	Yes (CDOT Specification 109.06 (e))
Potential Impact to DBE Counting/ Program	Depends on service provided; generally counts as 100% DBE participation if the Subcontractor performs work for which it is certified.
Input into LCPtracker	Yes (CDOT Specification: Certified Payroll Requirements for Construction Contracts)
Certified Payroll Requirements	<p>Link to information for certified payroll about <a href="#">subcontractors</a>.</p> <p>Link to information for certified payroll about <a href="#">suppliers</a>.</p>

*Subcontractor*

## Suppliers

Contractor Type	Supplier
Definition	<p>An individual, firm, or corporation who meets one or both of the following criteria:</p> <ul style="list-style-type: none"> <li>a. Fabricates or processes a material not on the site of work per 29 CFR 5.2(l)(3).</li> <li>b. Delivers material directly to the project.</li> </ul> <p>In both cases, the material shall be intended for permanent incorporation into the worksite.</p> <p>While this is how CDOT defines material suppliers, DOL has its own definition. Accordingly, suppliers must fit into the DOL definition in order to be exempt from certified payroll reporting.</p> <p>DOL Definition of Supplier in DOL FOH 15e16: The manufacture and delivery to the work site of supply items such as sand, gravel, and ready-mixed concrete, when accomplished by bona fide material suppliers, operating facilities serving the public in general, are activities not covered by DBRA. This would be so even though the materials are delivered directly into a contractor's mixing facilities at the work site. Such bona fide material suppliers are not considered contractors under DBRA. Thus, their employees are not subject to DBRA.</p>
Required Form for CDOT Project	CDOT Form 1425, \$10,000 threshold (CDOT Specification 106.01)
FHWA 1273	Yes, required to be referenced
EEO Reporting (required if contract/agreement exceeds \$10,000)	No (CDOT Specification: Affirmative Action Requirements, Equal Employment Opportunity)
FHWA 1391	Not required
B2GNow Account Creation	Yes, \$10,000 threshold (CDOT Specification 106.01)
Input into B2GNow	Yes, \$10,000 threshold (CDOT Specification 109.06 (h))
Prompt Payment Required	Yes (CDOT Specification 109.06 (e))

Potential Impact to DBE Counting/ Program	Only count work performed by the DBE towards the goal if the supplier is certified for that work. This definition accounts for a manufacturer which would count for 100% participation. It does not account for regular dealers and brokers who will only count for a portion of the firm's participation (60% for regular dealers and only commission fees for brokers). Regular dealers provide supplies to a project but do not manufacture and/or produce goods. Brokers are third-party facilitators for a transaction involving goods.
Input into LCPtracker	Generally no. If guidance below determines that certified payrolls are required, they will be input into the LCPtracker system by the supplier performing work.
Certified Payroll Requirements	<p>Link to information for certified payroll about <a href="#">subcontractors</a>.</p> <p>Link to information for certified payroll about <a href="#">suppliers</a>.</p>

*Supplier*

## On-Site Trucking/Hauling

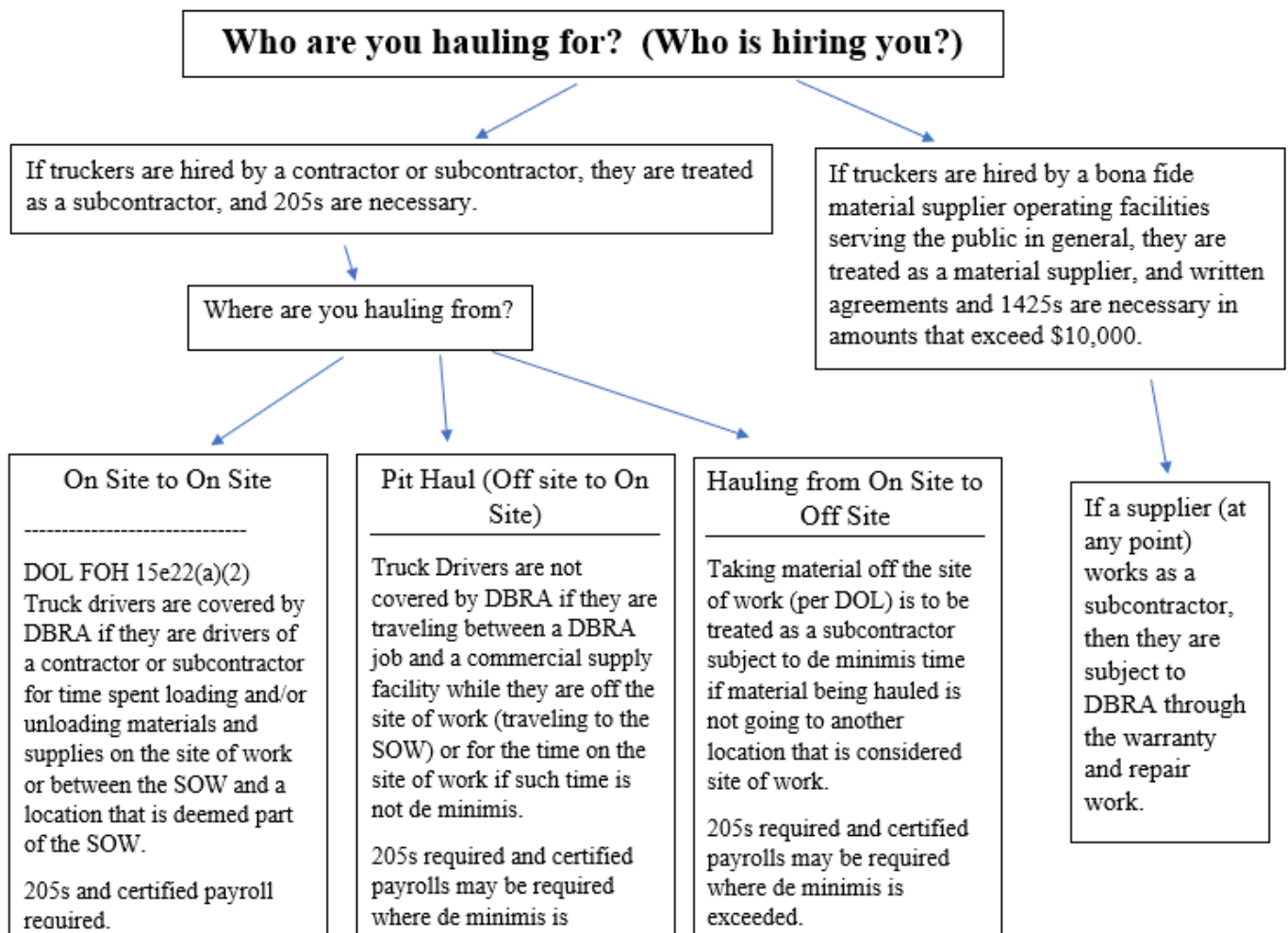
Contractor Type	On Site Trucking/Hauling
Definition	Working or Hauling within Project Limits
Required Form on CDOT Project	CDOT Form 205 (CDOT Specification 108.01)
FHWA 1273	Yes, required to be attached
EEO Reporting (required if contract/agreement exceeds \$10,000)	Yes (CDOT Specification: Affirmative Action Requirements, Equal Employment Opportunity)
FHWA 1391	Yes (if subcontract/agreement exceeds \$10,000)
B2GNow Account Creation	Yes (CDOT Specification 108.01)
Input into B2GNow	Yes (CDOT Specification 109.06 (h))
Prompt Payment Required	Yes (CDOT Specification 109.06 (e))
Potential Impact to DBE Counting/ Program	Count 100% DBE participation for any transportation services provided by trucks owned, insured, and operated by the DBE firm's employees.
Input into LCPtracker	Yes (CDOT Specification: Certified Payroll Requirements for Construction Contracts)
Certified Payroll Requirements	<p>Payrolls for work done on the site of work is considered subcontractor work and payrolls are required.</p> <p>Link to information for certified payroll about <a href="#">subcontractors</a>.</p>

*On-Site Trucking/Hauling*

## Appendix B Trucking Flowchart, Definitions, and Abbreviations

## Trucking Flow Chart

### Truckers



## Outline of Trucker Flow Chart

### 1) Who are you hauling for? (Who is hiring you?)

a) If truckers are hired by a contractor or subcontractor, they are treated as a subcontractor, and 205s are necessary.

#### i) Where are you hauling from?

1) On Site to On Site: DOL FOH 15e22(a)(2) Truck drivers are covered by DBRA if they are drivers of a contractor or subcontractor for time spent loading and/or unloading materials and supplies on the site of work or between the SOW and a location that is deemed part of the SOW.

2) Pit Haul (Off site to On Site): Truck Drivers are not covered by DBRA if they are traveling between a DBRA job and a commercial supply facility while they are off the site of work (traveling to the SOW) or for the time on the site of work if such time is not de minimis. 205s are required and certified payrolls may be required where de minimis is.

3) Hauling from On Site to Off Site: Taking material off the site of work (per DOL) is to be treated as a subcontractor subject to de minimis time if material being hauled is not going to another location that is considered site of work. 205s required and certified payrolls may be required where de minimis is exceeded.

b) If truckers are hired by a bona fide material supplier operating facilities serving the public in general, they are treated as a material supplier, and written agreements and 1425s are necessary in amounts that exceed \$10,000.

i) If a supplier (at any point) works as a subcontractor, then they are subject to DBRA through the warranty and repair work.



## Trucking Definitions and Abbreviations

**Site of Work (SOW)** - DOL FOH 15b04 (b)(1) - The “site of the work” is the physical place or places where the building or work called for in the contract will remain and any other site where a significant portion of the building or work is constructed, provided that such site is established specifically for the performance of the contract or project. Except as provided in paragraph 5.2(l)(3), batch plants, borrow pits, job headquarters, tool yards, etc., are part of the “site,” provided they are dedicated exclusively, or nearly so, to the contract or project, and are adjacent or virtually adjacent to the site of the work as defined in paragraph 5.2(l)(1).

**De Minimis:** De minimis is categorized as a “few minutes as a time merely to pick up or drop off materials or supplies.” De minimis is considered an insubstantial or insignificant period of time on the project (DOL defines this as being more than 25% (on the site of work) of the hauler’s time in a work week).

**Owner-Operators** - Defined as those haulers that own and drive their own truck (US DOL Prevailing Wage Resource Book, DBA/DBRA Compliance Principles, Coverage of Truck Drivers).

**DBRA** - Davis-Bacon and Related Acts are federal labor standards that govern how work is paid and reported by contractors.

**DOL FOH** - Department of Labor Field Operations Handbook. For the purposes of labor compliance, CDOT focuses on Chapter 15.

**CDOT [Form 205](#)** - Sublet Permit Application -- allows subcontractors to be on the project and allows the prime to subcontract a portion of the work; located in the CDOT forms library.

**CDOT [Form 1425](#)** - Supplier Application Approval Request; located in the CDOT forms library.

## Appendix C Entering Trucking Payroll - Brokers, Lessors, and 1099 Haulers/Employees

**Brokers:**

As it relates to highway construction, trucking brokers are often the middle person between the prime contractor and other (lower tier) truckers. Brokers facilitate communication and work loads to the jobsite.

Brokers often have two different roles on a project.

- 1) If they are functioning as brokers, where they are facilitating the work between the prime and other truckers (but not performing work on site), then they will be entered on a 205, but there is no payroll required if they are not performing work on the site of work. However, the lower tier subcontractors will have to report payroll as their own entity, their company listed under the subprime broker.
- 2) If they are functioning as owner/operator where they are not only garnering other truckers but also hauling, then the requirement to be on a 205 or 1425 depends on who hired them. Truckers working in this hauling capacity should follow the payroll guidelines for owner/operator truckers.

**Someone Who Leases a Truck:**

Those are those that rent their trucks (generally on a longer term basis). In these cases of truck leasing, there are two different scenarios:

- 1) The person that is leasing the truck (the lessee) may identify themselves as an owner-operator. However, this is an incorrect stance as the truck driver that is leasing does not own their own truck. Per the DOL Prevailing Wage Seminar of 2018, "An owner-operator is a person who owns and drives a truck." Truck drivers that are leasing the truck do not fit this definition and are not able to report in this capacity.
- 2) A hired driver is the second category that most appropriately fits a driver who leases a truck. In terms of compliance monitoring, the "how-to" of reporting would be governed by whomever hired the driver. The hired driver would be considered a supplier if they were hired by a bona-fide material supplier who performs the manufacture and delivery to the work site of supply items such as sand, gravel, and ready-mixed concrete, when the facilities serve the public in general. If hired by a bona fide supplier, the CDOT form 1425 may be required based on applicability. The hired driver would be considered a subcontractor when hired by a Contractor/subcontractor. A CDOT form 205 would be required as would certified payroll if not de minimis.

**1099 Truckers**

Firms must report payroll information for all of their employees. However, a 1099 driver is NEVER considered an employee. If the hauler has a 1099 status, they should NOT be on another company's payroll. They are considered independent contractors and are responsible for submitting their own payroll information. 1099 truckers should follow the guidelines for owner-operators or hired drivers as appropriate.

## Appendix D Training Guides for Entering Trucking Payroll

## Entering Trucking Payroll with Employees

### Details

1. Responsible parties - Subcontractors & Project Staff
2. CDOT contact, Vanessa Urbina, [vanessa.urbina@state.co.us](mailto:vanessa.urbina@state.co.us)

### Procedure Objective

The purpose of the document is to provide step-by-step instructions to enter trucking payroll with employees.

### Step-by-Step System Procedures

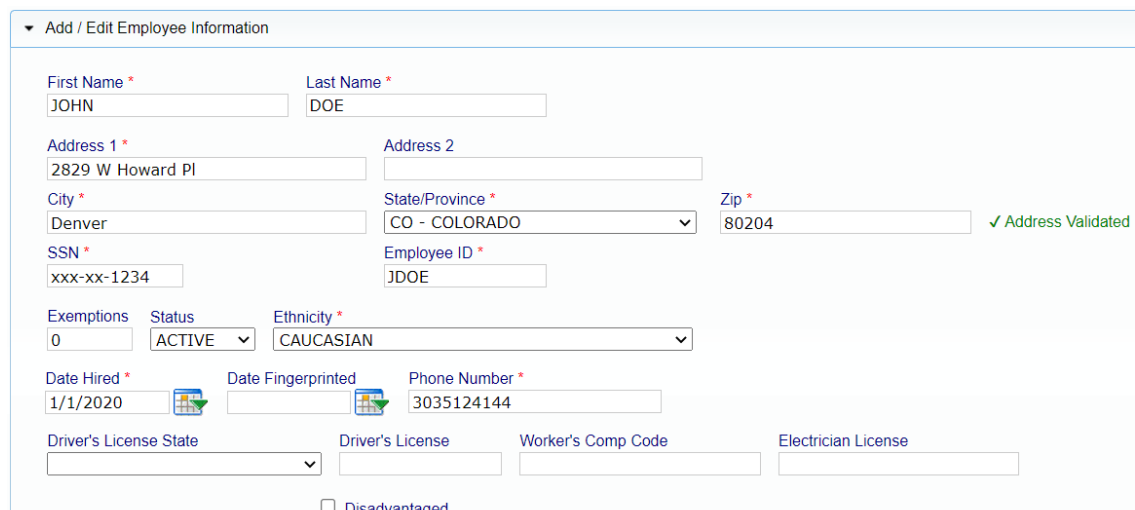
- 1. Begin by clicking on the Set Up tab in LCPtracker. You will then click on Add/Edit Employee.



The screenshot shows the LCPtracker interface. At the top is a navigation bar with tabs: Projects, 1. Payroll Records, 2. Notices, 3. Certification, Reports, eDocuments, Set Up (highlighted), Daily Reporter, and LCPcertified. Below the navigation bar is the 'Setup Main Menu' section, which contains a grid of buttons: Add/Edit Employee (highlighted), Company Information, Add/Remove Project Match, Fringe Benefits Maintenance, Copy Employees, Add/Edit Craft Name, Edit Login Password, Add/Remove County Match, Add/Edit Work Order, Edit/Reset eSignature, and Add/Remove Craft Match.

- 2. Enter the employee information in the set up then click on Save. You will repeat this step if you have multiple employees to add to the project.

*Note: When you add the social security number only the last four digits are required. Example: xxx-xx-0000.*



The screenshot shows the 'Add / Edit Employee Information' form. It contains the following fields and options:

- First Name \*: JOHN
- Last Name \*: DOE
- Address 1 \*: 2829 W Howard Pl
- Address 2: (empty)
- City \*: Denver
- State/Province \*: CO - COLORADO
- Zip \*: 80204
- SSN \*: xxx-xx-1234
- Employee ID \*: JDOE
- Exemptions: 0
- Status: ACTIVE
- Ethnicity \*: CAUCASIAN
- Date Hired \*: 1/1/2020
- Date Fingerprinted: (empty)
- Phone Number \*: 3035124144
- Driver's License State: (empty)
- Driver's License: (empty)
- Worker's Comp Code: (empty)
- Electrician License: (empty)

At the bottom right, there is a green checkmark and the text 'Address Validated'.

3. You will then click on the Payroll Records tab, then click on Enter Records.

The screenshot shows a navigation bar with tabs: Projects, 1. Payroll Records (selected), 2. Notices, 3. Certification, Reports, eDocuments, Set Up, Daily Reporter, and LCPcertified. Below this, a 'Payroll Records' section contains three buttons: 'Enter Records', 'Direct Payroll Subscription', and 'Edit Certified Payroll Records'.

4. Select the Week End Date, Project, Location, Employee, and check mark the Select box for the classification you'll be using to enter the payroll in LCPtracker for the employee then click on Next.

The 'Payroll Record Entry' form includes the following fields and options:

- Week End Date \***: 03/26/2022
- Project \***: 99999 - CDOT Test Project | CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS
- Location \***: Adams County, CO (C012)
- Employee \***: DOE, JOHN
- Buttons: Add Classification, Cancel, Next

Select	Jurisdiction	Location	Craft	Classification	Construction Type	Notes
<input type="checkbox"/>	CDOT - Federal Wages	Adams County, CO (C012)	POWER EQUIPMENT OPERATOR	1064 - Power Equipment Operator: Asphalt Paver	Highway	<a href="#">Delete</a>
<input checked="" type="checkbox"/>	CDOT - Federal Wages	Adams County, CO (C012)	TRUCK DRIVER	1133 - Truck Driver: Semi/Trailer (Includes Pickup and Pilot Car)	Highway	<a href="#">Delete</a>

5. Enter the Base, Fringe, and hours worked on the project this week.

The 'Payroll record entry form (2 of 2)' includes the following sections:

- Form Fields**:
  - Week End Date**: 3/26/2022
  - Project**: 99999 - CDOT Test Project
  - Employee**: DOE, JOHN
  - Contractor**: ABC Testing
  - Sub To**: CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS
  - Contract ID**:
  - ☐ Is Foreman
  - ☐ Is Owner/Operator
- Payroll Summary Table**:
 

Gross Employee Pay This Project (Usually No Fringes)	Wages Paid in Lieu of Fringes (Total Cash Fringes)	These fields are Hourly rate fields (Usually No Fringes)			Rate in Lieu of Fringes (Cash Fringes)
		Base Hourly	Overtime Hourly	Doubletime Hourly	
597.675	134.225	18.390	27.590	0.000	4.130
- Classifications**:
 

Jurisdiction	Location	Craft	Classification	Construction Type
CDOT - Federal Wages	Adams County, CO (C012)	TRUCK DRIVER	1133 - Truck Driver: Semi/Trailer (Includes Pickup and Pilot Car)	Highway
- Hours Worked Each Day for This Project Only**:
 

	Sunday 3/20/2022	Monday 3/21/2022	Tuesday 3/22/2022	Wednesday 3/23/2022	Thursday 3/24/2022	Friday 3/25/2022	Saturday 3/26/2022	Total Hours
Regular Time	0.00	7.00	3.50	6.00	8.00	8.00	0.00	32.50
Overtime at 1.5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Double-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	0.00	7.00	3.50	6.00	8.00	8.00	0.00	32.50

6. Enter the paycheck information. If you have a dollar amount listed in the “Other” box make sure to delineate each amount separately.

▼ Paycheck - Deductions, Payments and Notes (For All Projects Worked This Week)

☒ Single Paycheck ☐ Multiple Paychecks

Deductions

Fed Tax	123.000	+	Social Security	32.000	+	Medicare	4.000	+	State Tax	63.000	+	Local Taxes/SDI	0.000	+	Other	120.000	+	Vac/Dues	0.000	+	Savings	0.000	=	Total Deductions	342.000
---------	---------	---	-----------------	--------	---	----------	-------	---	-----------	--------	---	-----------------	-------	---	-------	---------	---	----------	-------	---	---------	-------	---	------------------	---------

Payments (If included in paycheck)

Trav/Subs	0.000	Gross Pay All Projects	731.900	Paycheck Amount	389.900	Check Number *	2472	Payment Date *	03/28/2022
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Notes

Other Deduction Notes

Child Support: \$100.00, H/W: \$7.50, Vision: \$12.50

7. Once you have entered the paycheck information, you will check to see if any notices show up on the bottom of the record below the paycheck information.


▼ Notices

There are no notices

8. Once you have entered all the necessary information on the payroll record you will click on Save.

Cancel Save

9. Next, you will need to download the necessary documentation for you to complete the payroll submission. Click on the eDocuments tab.

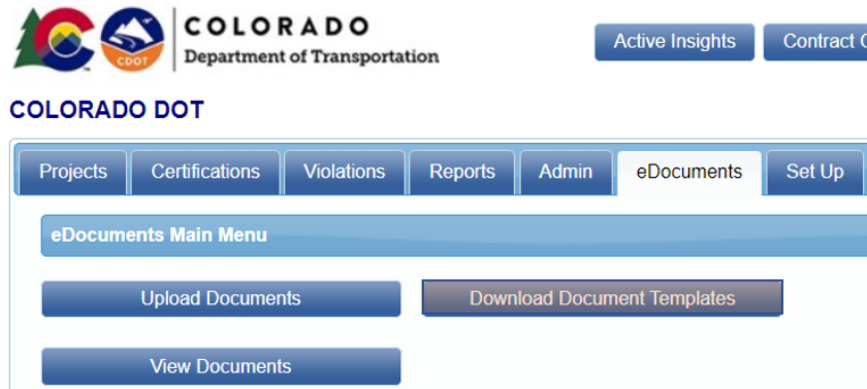
 **COLORADO**  
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Active Insights Contract Compliance

**COLORADO DOT**

Projects Certifications Violations Reports Admin eDocuments Set Up

10. Click on the Download Document Template button.

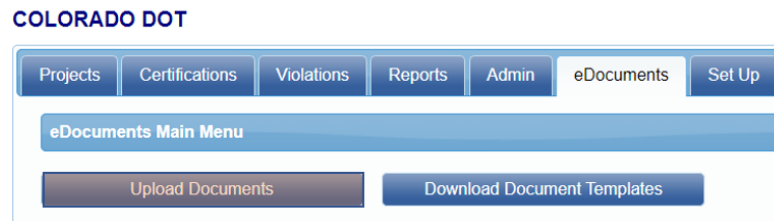


11. You will need to download the following document: Contractor Fringe Benefit Statement.





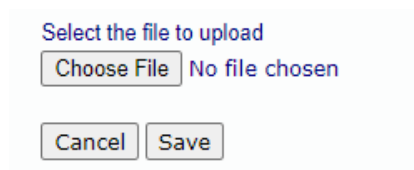
12. Complete the form with the required information and save the document on your computer. The form and additional backup documents such as child support deductions for payroll will need to be uploaded into the eDocuments tab by clicking on Upload Documents.



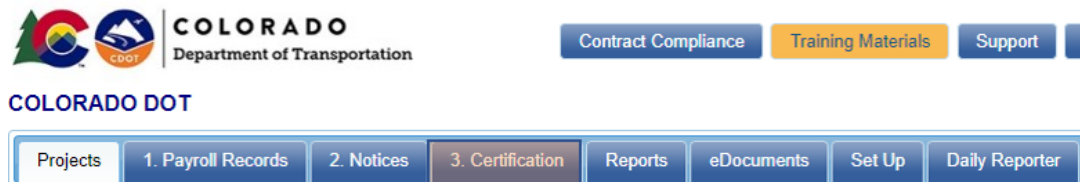
13. Use the drop down arrows to populate the project information for your upload.

The screenshot shows the 'Upload Documents' form. At the top is a navigation bar with tabs: 'Projects', 'Certifications', 'Violations', 'Reports', 'Admin', 'eDocuments', and 'Set Up'. The 'eDocuments' tab is selected. Below the navigation bar is a section titled 'Upload Documents'. The form contains the following fields: 'Department \*' with a dropdown menu showing '-- All Departments --'; a checkbox labeled 'Include Closed Projects'; 'Project Name \*' with a text input field containing '99999 - CDOT Test Project'; 'Contractor \*' with a dropdown menu showing 'ABC Testing'; 'Sub To | Contract ID \*' with a dropdown menu showing 'CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS |'; 'Document Type \*' with a dropdown menu showing 'Contractor Fringe Benefit Statement'; 'Document Date \*' with a date input field showing '12/03/2022' and a calendar icon; 'Expiration Date' with an empty date input field and a calendar icon; and 'Description' with a text input field.

14. Once the fields have been completed you will select the document you saved in your computer and click on save. It will give you a message that it has been successfully uploaded

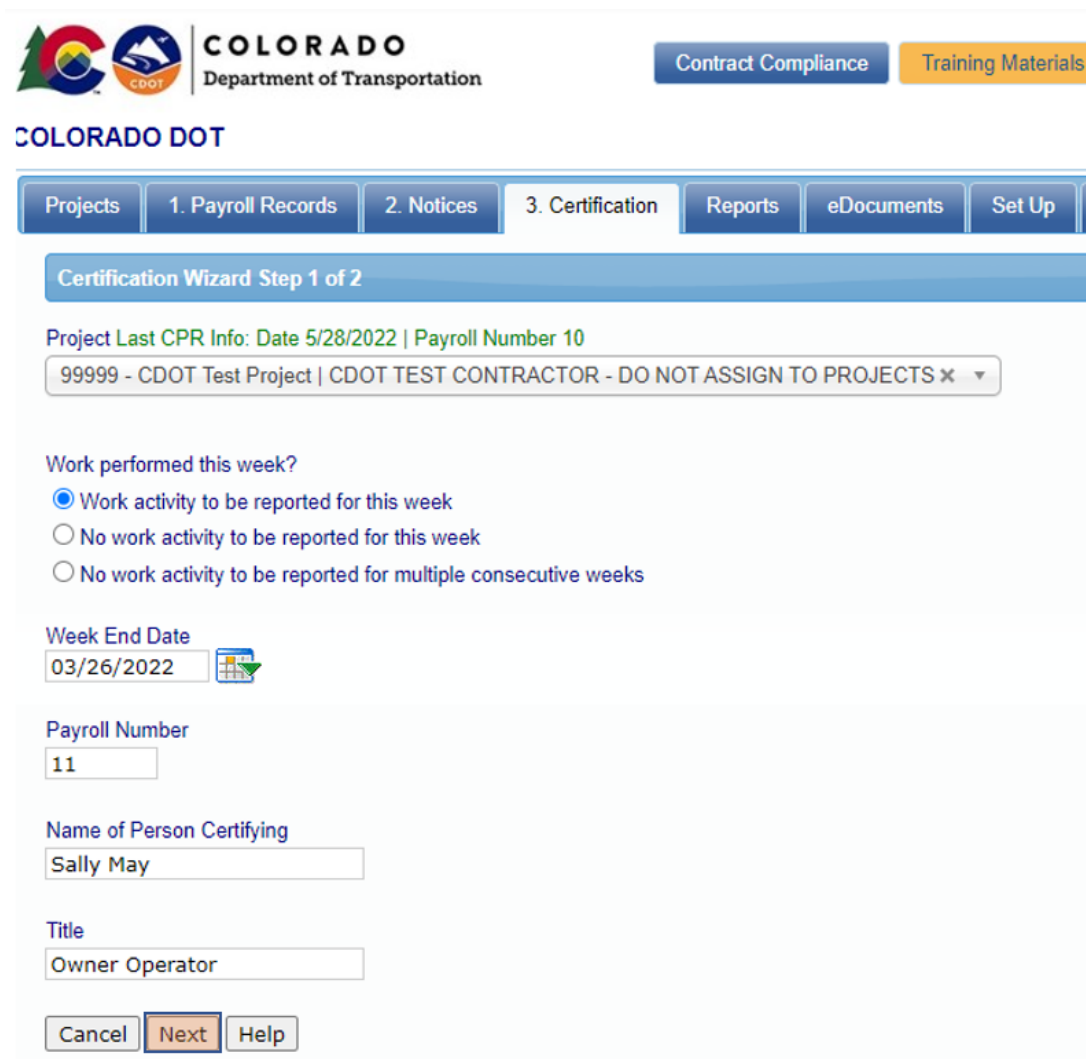


15. The payroll now needs to be certified so the Prime and the Project Engineer can review the payroll. Click on the Certification tab.



The screenshot shows the Colorado Department of Transportation (CDOT) website. At the top, there is a logo for CDOT and the text "COLORADO Department of Transportation". To the right of the logo are three buttons: "Contract Compliance", "Training Materials", and "Support". Below the logo, the text "COLORADO DOT" is displayed. Underneath, there is a horizontal menu with several tabs: "Projects", "1. Payroll Records", "2. Notices", "3. Certification", "Reports", "eDocuments", "Set Up", and "Daily Reporter". The "3. Certification" tab is currently selected and highlighted.

16. Select your project from the drop down list (if applicable), select whether you're reporting a work week or non-performing work week, add the Week End Date, Payroll Number (begin with 1 if this is your first payroll), Name of the person certifying the payroll, Title of the person certifying the payroll, then click on next.



The screenshot shows the "Certification Wizard Step 1 of 2" on the Colorado DOT website. At the top, there is a logo for CDOT and the text "COLORADO Department of Transportation". To the right of the logo are two buttons: "Contract Compliance" and "Training Materials". Below the logo, the text "COLORADO DOT" is displayed. Underneath, there is a horizontal menu with several tabs: "Projects", "1. Payroll Records", "2. Notices", "3. Certification", "Reports", "eDocuments", and "Set Up". The "3. Certification" tab is currently selected and highlighted. Below the menu, there is a blue bar with the text "Certification Wizard Step 1 of 2". Underneath the bar, there is a text input field for "Project Last CPR Info: Date 5/28/2022 | Payroll Number 10". Below this, there is a dropdown menu with the text "99999 - CDOT Test Project | CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS x". Below the dropdown menu, there is a section titled "Work performed this week?". Underneath this section, there are three radio buttons: "Work activity to be reported for this week" (selected), "No work activity to be reported for this week", and "No work activity to be reported for multiple consecutive weeks". Below the radio buttons, there is a section titled "Week End Date". Underneath this section, there is a text input field with the date "03/26/2022" and a calendar icon. Below the date field, there is a section titled "Payroll Number". Underneath this section, there is a text input field with the number "11". Below the payroll number field, there is a section titled "Name of Person Certifying". Underneath this section, there is a text input field with the name "Sally May". Below the name field, there is a section titled "Title". Underneath this section, there is a text input field with the title "Owner Operator". At the bottom of the form, there are three buttons: "Cancel", "Next", and "Help".

17. Step 2 of the Certification Wizard will be the Statement of Compliance. Halfway through the page you will see option 4 on how the fringe benefits are paid. Please check the box that applies to your company benefits. Enter your e-signature password. Under the e-signature password you will see “Check here if last FINAL certification”, only check the box if this is the final payroll you’re submitting for the project, if it’s not your final payroll do not check mark the box. Once you click on save, you will see a confirmation message showing your certification was created successfully.

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 of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below

EXCEPTIONS:

EXCEPTION (CRAFT)	EXPLANATION
Truck Driver	Owner-Operator

Remarks:

Signature Password:

check here if last (FINAL) certification ☐

HE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 3729 OF TITLE 31 OF THE UNITED STATES CODE.

18. You have successfully entered certified payroll for trucking employees.

## Entering Trucking Payroll for Owner/Operator

### Details

3. Responsible party - Subcontractors
4. CDOT contact, Vanessa Urbina, [vanessa.urbina@state.co.us](mailto:vanessa.urbina@state.co.us)

### Procedure Objective

The purpose of the document is to provide step-by-step instructions to enter trucking payroll for Owner/Operators.

### Step-by-Step System Procedures

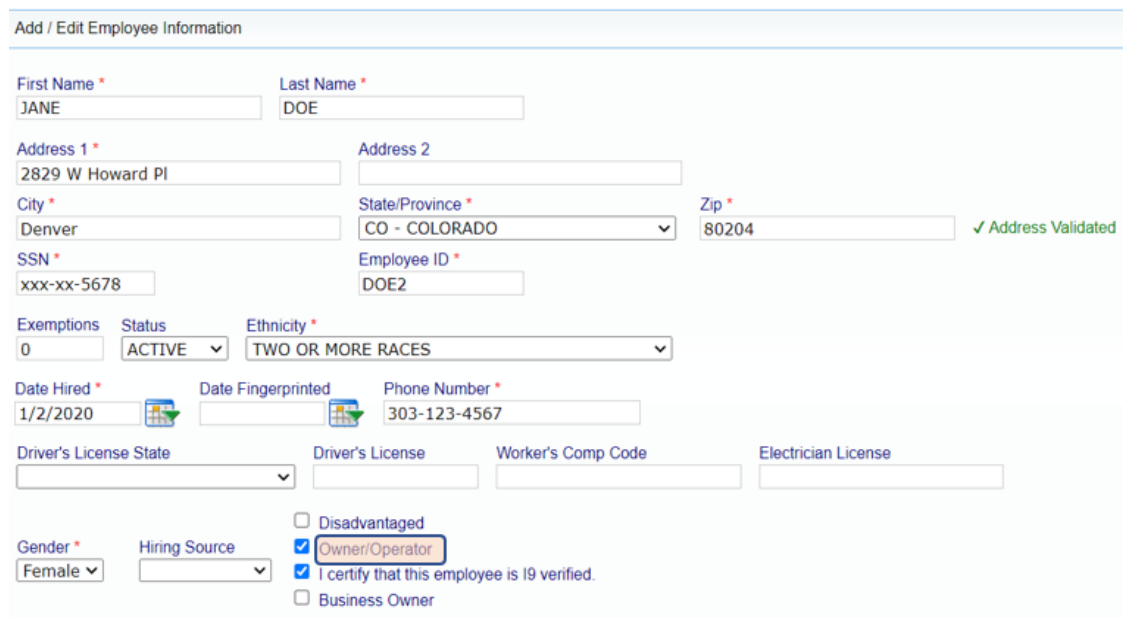
1. Begin by clicking on the Set-up tab in LCPtracker. Click on Add/Edit Employee.



The screenshot shows the LCPtracker interface with the 'Set Up' tab selected. The 'Setup Main Menu' contains several buttons: 'Add/Edit Employee' (highlighted), 'Company Information', 'Add/Remove Project Match', 'Fringe Benefits Maintenance', 'Copy Employees', 'Add/Edit Craft Name', 'Edit Login Password', 'Add/Remove County Match', 'Add/Edit Work Order', 'Edit/Reset eSignature', and 'Add/Remove Craft Match'.

2. Add information for the Owner/Operator. When you complete adding the information, make sure to check mark the Owner/Operator box. Click on Save.

*Note: When you add the social security number only the last four digits are required, the beginning should be listed as xx-xxx. Example: xxx-xx-0000.*



The screenshot shows the 'Add / Edit Employee Information' form. Fields include: First Name (JANE), Last Name (DOE), Address 1 (2829 W Howard Pl), Address 2, City (Denver), State/Province (CO - COLORADO), Zip (80204), SSN (xxx-xx-5678), Employee ID (DOE2), Exemptions (0), Status (ACTIVE), Ethnicity (TWO OR MORE RACES), Date Hired (1/2/2020), Date Fingerprinted, Phone Number (303-123-4567), Driver's License State, Driver's License, Worker's Comp Code, Electrician License, Gender (Female), and Hiring Source. The 'Owner/Operator' checkbox is checked, and the 'I certify that this employee is I9 verified.' checkbox is also checked. A green checkmark indicates 'Address Validated'.

3. You will then click on the Payroll Records tab, then click on Enter Records.

4. Select Week End Date, Project, Location, and Employee. Click add classification.

5. Select the Craft and Classification you'll use for the payroll. Click Add Selected.

Select	Location	Classification	Construction Type	Notes
<input type="checkbox"/>	Adams County, CO (C012)	1119 - Truck Driver: Distributor	Highway	
<input type="checkbox"/>	Adams County, CO (C012)	1122 - Truck Driver: Dump Truck	Highway	
<input type="checkbox"/>	Adams County, CO (C012)	1127 - Truck Driver: Lowboy Truck	Highway	
<input type="checkbox"/>	Adams County, CO (C012)	1129 - Truck Driver: Mechanic	Highway	
<input type="checkbox"/>	Adams County, CO (C012)	1130 - Truck Driver: Multi-Purpose Specialty and Hoisting Truck	Highway	
<input checked="" type="checkbox"/>	Adams County, CO (C012)	1133 - Truck Driver: Semi/Trailer (Includes Pickup and Pilot Car)	Highway	
<input type="checkbox"/>	Adams County, CO (C012)	1135 - Truck Driver: Single Axle (Includes Pickup and Pilot Car)	Highway	
<input type="checkbox"/>	Adams County, CO (C012)	1138 - Truck Driver: Truck Mounted Attenuator	Highway	
<input type="checkbox"/>	Adams County, CO (C012)	1139 - Truck Driver: Water Truck	Highway	

6. Check mark the classification under the select column then click on Next.

**Payroll Record Entry**

Week End Date \*  
03/26/2022

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

Location \*  
Adams County, CO (C012)

Employee \*  
DOE, JANE

Add Classification Cancel Next

Select	Jurisdiction	Location	Craft	Classification	Construction Type	Notes
<input checked="" type="checkbox"/>	CDOT - Federal Wages	Adams County, CO (C012)	TRUCK DRIVER	1133 - Truck Driver: Semi/Trailer (Includes Pickup and Pilot Car)	Highway	Delete

7. Make sure the Owner/Operator box is grayed out and check marked.

**Payroll record entry form (2 of 2)**

Week End Date: 3/26/2022 Contractor: ABC Testing  
Project: 99999 - CDOT Test Project Sub To: CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS  
Employee: DOE, JANE Contract ID:

☐ Is Foreman ☒ Is Owner/Operator

Gross Employee Pay This Project (Usually No Fringes) 0.000  
Wages Paid in Lieu of Fringes (Total Cash Fringes) 0.000

These fields are Hourly rate fields (Usually No Fringes)

Base Hourly	Overtime Hourly	Doubletime Hourly	Rate in Lieu of Fringes (Cash Fringes)
0.000	0.000	0.000	0.000

8. No pay rates or hours need to be reported for Owner/Operators.

Week End Date: 3/26/2022 Contractor: ABC Testing  
Project: 99999 - CDOT Test Project Sub To: CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS  
Employee: DOE, JANE Contract ID:

☐ Is Foreman ☒ Is Owner/Operator

Gross Employee Pay This Project (Usually No Fringes) 0.000  
Wages Paid in Lieu of Fringes (Total Cash Fringes) 0.000

These fields are Hourly rate fields (Usually No Fringes)

Base Hourly	Overtime Hourly	Doubletime Hourly	Rate in Lieu of Fringes (Cash Fringes)
0.000	0.000	0.000	0.000

▼ Classifications

Jurisdiction	Location	Craft	Classification	Construction Type
CDOT - Federal Wages	Adams County, CO (C012)	TRUCK DRIVER	1133 - Truck Driver: Semi/Trailer (Includes Pickup and Pilot Car)	Highway

▼ Hours Worked Each Day for This Project Only

	Sunday 3/20/2022	Monday 3/21/2022	Tuesday 3/22/2022	Wednesday 3/23/2022	Thursday 3/24/2022	Friday 3/25/2022	Saturday 3/26/2022	Total Hours
Regular Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Overtime at 1.5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Double-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

▼ Fringes / Contributions paid to others (not employee) for This Project Only (Rate Times the # of Hours Worked)

Vac / Hol / Dues	Health & Welf.	Pension	All Other	Training	Pension	Medical
0.000	0.000	0.000	0.000	0.000	0	0

Voluntary Contributions for all Projects  
☐ Vac/Hol/Dues Included in Gross Emp. Pay/Base Hourly Rate  
☐ Some or All Fringes Paid to Employee  
☐ Voluntary Contributions Included in Gross Emp. Pay  
 Calculate Fringes

9. Enter the paycheck number and the payment date then click on Save.

▼ Paycheck - Deductions, Payments and Notes (For All Projects Worked This Week)

☒ Single Paycheck ☐ Multiple Paychecks

**Deductions**

Fed Tax	Social Security	Medicare	State Tax	Local Taxes/SDI	Other	Vac/Dues	Savings	Total Deductions
0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

**Payments (If included in paycheck)**

Trav/Subs	Gross Pay All Projects	Paycheck Amount	Check Number *	Payment Date *
0.000	0.000	0.000	123	04/01/2022

**Notes**


**Other Deduction Notes**

▼ Notices

There are no notices

Cancel Save

10. Next, you will need to download the necessary documentation for you to complete the payroll submission. Click on the eDocuments tab.

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Department of Transportation

Active Insights Contract Compliance

**COLORADO DOT**

Projects Certifications Violations Reports Admin **eDocuments** Set Up

11. Click on the Download Document Template button.

 **COLORADO**  
Department of Transportation

Active Insights Contract Compliance


**COLORADO DOT**

Projects Certifications Violations Reports Admin **eDocuments** Set Up

**eDocuments Main Menu**

Upload Documents Download Document Templates

12. You will need to download the following documents: Contractor Fringe Benefit Statement & Owner-Operator Affidavit.



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Department of Transportation

Active InsightsContract C

COLORADO DOT

ProjectsCertificationsViolationsReportsAdmineDocumentsSet Up

E-Documents Templates

Templates Available For Download

Template Name
<a href="#">CDOT 0200 - OJT Questionnaire - PDF</a>
<a href="#">CDOT 0200 - OJT Questionnaire - Word version</a>
<a href="#">CDOT 0280 - Equal Employment Opportunity and Labor Compliance Verification - PDF</a>
<a href="#">CDOT 0280 - Equal Employment Opportunity and Labor Compliance Verification - Spanish</a>
<a href="#">CDOT 0280 - Equal Employment Opportunity and Labor Compliance Verification - Word version</a>
<a href="#">CDOT 0832 - On-The-Job Training Progress Report - PDF version</a>
<a href="#">CDOT 0832 - On-The-Job Training Progress Report - Word version</a>
<a href="#">CDOT 1336 - Request for Waiver on Contract's OJT Training Hours - PDF version</a>
<a href="#">CDOT 1336 - Request for Waiver on Contract's OJT Training Hours - Word version</a>
<a href="#">CDOT 1337 - Contractor Commitment to Meet OJT Requirements</a>
<a href="#">CDOT 1420 DBE Participation Plan Modification Request</a>
<a href="#">CDOT 838 - OJT Apprentice Record</a>
<a href="#">Contractor Commitment to Meet OJT Requirements (Form 1337)</a>
<a href="#">Contractor Fringe Benefit Statement</a>
<a href="#">LCPTracker Enrollment Form</a>
<a href="#">OJT Craft Graduation Certificate</a>
<a href="#">Owner-Operator Affidavit</a>
<a href="#">SF 4444 - Request for Additional Classification</a>

13. Complete the forms with the required information and save the documents on your computer. The forms and the additional requested documents will need to be uploaded into the eDocuments tab by clicking on Upload Documents.



**COLORADO**  
Department of Transportation

Active InsightsContract C

COLORADO DOT

ProjectsCertificationsViolationsReportsAdmineDocumentsSet Up

eDocuments Main Menu

Upload Documents

Download Document Templates

View Documents



14. Use the drop down arrows to populate the project information for your upload.

Projects Certifications Violations Reports Admin eDocuments Set Up

Upload Documents

Department \*  
-- All Departments --

☐ Include Closed Projects

Project Name \*  
99999 - CDOT Test Project

Contractor \*  
ABC Testing

Sub To | Contract ID \*  
CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS

Document Type \*  
Contractor Fringe Benefit Statement

Document Date \*  
12/03/2022

Expiration Date

Description

15. Once the fields have been completed you will select the document you saved in your computer and click on save. It will give you a message that it has been successfully uploaded.

Select the file to upload

Choose File No file chosen

Cancel Save

16. The payroll now needs to be certified so the Prime and the Project Engineer can review the payroll. Click on the Certification tab.

COLORADO Department of Transportation

Contract Compliance Training Materials Support

COLORADO DOT

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

17. Select your project from the drop down list (if applicable), select whether you're reporting a work week or non-performing work week, add the Week End Date, Payroll Number (begin with 1 if this is your first payroll), Name of the person certifying the payroll, Title of the person certifying the payroll, then click on next.



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Contract ComplianceTraining Materials

**COLORADO DOT**

Projects1. Payroll Records2. Notices3. CertificationReportseDocumentsSet Up

Certification Wizard Step 1 of 2

Project Last CPR Info: Date 5/28/2022 | Payroll Number 10

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

Work performed this week?

☒ Work activity to be reported for this week

☐ No work activity to be reported for this week

☐ No work activity to be reported for multiple consecutive weeks

Week End Date

03/26/2022 

Payroll Number

11

Name of Person Certifying

Sally May

Title

Owner Operator

CancelNextHelp

18. Step 2 of the Certification Wizard will be the Statement of Compliance. Scroll down to Halfway through the page you will see c.EXCEPTIONS under how Fringe Benefits are paid.Enter Truck Driver as the EXCEPTION CRAFT, then enter Owner Operator as the EXPLANATION . Enter your e-signature password. Under the e-signature password you will see “Check here if last FINAL certification” (only check the box if this is the final payroll you’re submitting for the project, if it’s not your final payroll do not check mark the box). Once you click on save, you will see a confirmation message showing your certification was created successfully.

(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 of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION
Truck Driver	Owner-Operator

Remarks:

eSignature Password:

Check here if last (FINAL) certification ☐

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 3729 OF TITLE 31 OF THE UNITED STATES CODE.

19. You have successfully entered payroll for a Trucking Owner Operator.