


# Alaska DOL customized version of the AASHTO Trns•port® Payroll Spreadsheet and the New LLS Online Filing System.

	<p>You must update Certified Payroll Solution to Version 5.0.976 (OR higher - 5.0.977, 5.0.978, etc.) to obtain the compatibility update for the new LLS Online Filing System. Use Help → Check for Updates → Download and Install current version of our software.</p> <p>If you wish to print these instructions, you will need to use legal sized paper to accommodate large screen shots!</p> <p><b>Alaska DOL LLS online Filing System setup are found <a href="#">here</a></b></p>
---	--

## AASHTO Trns•port® Payroll Spreadsheet

You can create the AASHTO spreadsheet with most data filled in by Certified Payroll Solution; however, there is no way to provide this as a 100% accurate form that can be submitted. More than any other Certified Payroll Report, this form has more requirements and/or demands than any other form or electronic upload that we’ve added to CPS.

This spreadsheet is provided by the vendor who developed the AASHTO Trns•port® system and many aspects of it cannot be changed or modified.

The most important thing is that this spreadsheet cannot be printed by CPS, nor will the print preview be visible to a human eye. Do not call and tell us that the print or Preview of this report is wrong, as there is nothing we can about this. However, you **must** use the preview function in CPS in order for it to create this Excel spreadsheet and fill it out and subsequently save it for you to use.

### Basic Instructions for generating this report:

**This form has been provided in Excel .xlsx format, therefore, Office/Word 2016/Office 365 or newer is required. Older versions of Office are not supported. We cannot change this.**

**Step 1: Create a folder on your computer to save the completed form**

Create a folder on your computer or on your server called AASHTO TransPort.

In CPS go to → System Setup menu → System Preferences → click on the Data Locations tab → use the Browse for Reports Folder button and navigate to and select the folder you created.

In CPS, go to Linked Data → Jobs → find a job that requires this format. Double-click on the job name and click the Edit button → click on the Form Options tab → using the Form to Use dropdown menu, select AASHTO Trns\*Port Spreadsheet. Click the Ok button; make the same changes to other jobs. When you are finished, click the OK button, the Done button, and when prompted click Yes, to Save Changes.

Data has been filled in as well as we can, but due to the specific nature of their reporting requirements, certain changes may have to be made in within CPS so that the forms are as complete as possible.

1. **Contractor's ID:** (Excel Cell F22, comes from CPS, Linked Data → Jobs → this job → Additional Info tab → License). If this will be the same for all jobs, you may enter a default in CPS from the System Setup menu → Defaults → Jobs **OR** the System Setup menu → System Preferences → Addresses tab → Contractor's License #; **but you will need to change existing jobs from the Linked Data menu → Jobs.**
2. **Contract #:** This will be populated with the CPS info found in Linked Data menu → Jobs → this job → Federal and State Project #s.
3. **How Fringe Benefits are paid** - these are the normal selections for your company, found from the System Setup menu → Statement of Compliance → WH-348 (4) tab.

Sunburst Software Solutions, Inc. Alaska Update - Revised 12/2023 Page 2

**Employee Entries - see screenshot on page 6 for locations and item numbers:**

- 1. **Project:** This will be populated with the info found in CPS, Linked Data → Jobs → this job → Additional Information tab → Contract (PO) # field. This field is to be used to further refine a job, whereas the DOT/DOL may wish to report a job based upon mile markers 1-5, 5-10 and 11 to 15 as 3 separate projects within this job. DOT/DOL wishes each week to see the projects separated within the same job and if an employee worked on each “project” in one week, they would be listed 3 times on the same report. CPS cannot do this. CPS could report it as 3 separate jobs or as 1 project combined but it cannot separate the projects on the same report. There is a slight work around described in #3 below, but the project # will always be the same for all entries per job.
- 2. **Ethnicity:** AASHTO lets each reporting agency define their own ethnicity. CPS cannot track these ethnicities for every reporting agency. For Alaska there are 7 different Ethnicity Values, which are found on the Ethnicity tab of the AASHTO form (who would have figured), White and Asian - report just fine. But since requirements combine American Indian or Alaska Native you’ll need to specify these **exact names** for this to be correctly interpreted. In CPS go to the Basic Info menu → Race Classification --> and Add new Work Classifications based on the Ethnicity values required by AASHTO. If you do not do this, the spreadsheet will be filled out incorrectly. You can change this in the spreadsheet AFTER it is saved, but if you do this in CPS, then the spreadsheet will be generated correctly for new reports that you run.

Ethnicity Values	Code
Select Ethnicity	
AMERICAN INDIAN OR ALASKA NATIVE	N-AK
ASIAN	SUB-A
BLACK or AFRICAN AMERICAN	B-AM
HISPANIC OR LATINO	H-AM
NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	N-HI
TWO OR MORE RACES	TWO
WHITE	CAUC

Alaskan  
Asian  
Black  
Hispanic  
Pacific Islander  
White

Description

AMERICAN INDIAN OR ALASKA NATIVE

Race

American Indian/Alaskan

☒ Minority

☐ Native Hawaiian or Other Pacific Islander

☐ Two Or More Races

Copy the "name" in the Ethnicity Values column into the "Description" field of the Race Classification Maintenance window. Choose the correct race so your EEOC Reports are correct.

OkCancel

3. **How fringes are paid** - this preference is set in CPS from the System Setup menu → Statement of Compliance → WH-348(4) tab
4. **Work Classification:** AASHTO requires **both a Craft Code and a Labor Code**. Both the Craft and Labor codes are specified in CPS Work classifications (Basic Info menu → Work Classifications → Electronic Upload Codes tab) There are 32 AASHTO craft values and 136 labor values - you'll find the **specifics on the Craft and Labor tabs of the spreadsheet**. These items must match exactly what is listed on the “Craft” and “Labor” tabs of the AASHTO spreadsheet. It is best to copy & paste (if allowed) these codes from the spreadsheet into the appropriate fields in the CPS Work Classification window as shown below.

Craft Values

1	Craft Values	Code
2	Select Craft Code	
3	Boilermakers	1
4	Bricklayers & Blocklayers	
5	Carpenters, Region I (North of 63 latitude)	13
6	Carpenters, Region II (South of N63 latitude)	18
7	Cement Masons	14
8	Culinary Workers	3
9	Dredgemen	24
10	Electricians	4
11	Elevator Workers	5
12	Heat & Frost Insulators/Asbestos Workers	6
13	IronWorkers	7
14	Laborers (The Alaska areas north of N63 latitude and east of W138 longitude)	38
15	Laborers (The area that is south of N63 latitude and west of W138 longitude)	8
16	Millwrights	35
17	Painters, Region I (North of N63 latitude)	15
18	Painters, Region II (South of N63 latitude)	19
19	Piledrivers	9
20	Plumbers, Region I (North of N63 latitude)	16
21	Plumbers, Region II (South of N63 latitude)	20
22	Plumbers, Region IIA (1st Judicial District)	22
23	Power Equipment Operators	10
24	Roofers	17
25	Select Craft Code	
26	Sheet Metal Workers, Region I (North of N63 latitude)	27
27	Sheet Metal Workers, Region II (South of N63 latitude)	21
28	Shipyard Laborers	31
29	Shipyard Tradesman	32
30	Sprinkler Fitters	11
31	Surveyors	34
32	Truck Drivers	12
33	Tunnel Workers, Laborers (The Alaska areas north of N63 latitude and east of W138 longitude)	39
34	Tunnel Workers, Laborers (The area that is south of N63 latitude and west of W138 longitude)	29
35	Tunnel Workers, Power Equipment Operators	30
36		

Work Class Maintenance

Carpenters, Region I (North of 63 Latitude)

Classification Code #

Federal EEOC Code

Carpenters

Use This Name on EEOC Reports

On the Job Trainee

Owner Operator

Apprentice

Percent

0

Level

On the Unified Payroll Report

Electronic Upload Codes

Texas DOT Job Class

0

TX DOT Appr Experience

0

NY DOT EBO Classification Code

Maryland Classification ID (Job Code ID)

AASHTO Craft Code

13

AASHTO Labor Code

Prism Craft

Prism Craft Level

LCPTracker Craft Code

Ok

Cancel

?



Labor Values

1	Labor Values	Code
2	Select Labor Code	
3	Boilermakers	A0101
4	Bricklayers & Blocklayers, Blocklayer	A0201
5	Bricklayers & Blocklayers, Tuck Point Caulker	A0202
6	Bricklayers & Blocklayers, Marble & Tile Finisher	A0203
7	Bricklayers & Blocklayers, Torginal Applicator	A0204
8	Carpenters, Region I (North of N63 latitude)	N0301
9	Carpenters, Region II (South of N63 latitude)	S0301
10	Cement Masons, Group 1	A0401
11	Cement Masons, Group 2	A0402
12	Cement Masons, Group 3	A0403
13	Cement Masons, Group 4	A0404
14	Cement Masons, Group 5	A0405
15	Culinary Workers, Baker/Cook	A0501
16	Culinary Workers, General Helper	A0503
17	Culinary Workers, Head Cook	A0504
18	Culinary Workers, Head Housekeeper	A0505
19	Dredgemen, Assistant Engineer	A0601
20	Dredgemen, Assistant Mate (deckhand)	A0602
21	Dredgemen, Fireman	A0603
22	Dredgemen, Leverman Clamshell	A0605
23	Dredgemen, Leverman Hydraulic	A0606
24	Dredgemen, Mate & Boatman	A0607
25	Dredgemen, Oiler (dredge)	A0608
26	Electricians, Inside Cable Splicer	A0701
27	Electricians, Inside Journeyman Wireman	A0702
28	Electricians, Power Cable Splicer	A0703
29	Electricians, Tele Com Cable Splicer	A0704
30	Electricians, Power Journeyman Lineman	A0705
31	Electricians, Tele Com Journeyman Lineman	A0706
32	Electricians, Straight Line Installer - Repairman	A0707

Work Class Maintenance

Carpenters

Cement Masons

Clerical

General Employee

Electricians

Equip. Opers.

Foreperson

Foreperson apprentice 80%

Ironworkers

Laborer Semi-Skilled OTJT

Laborer, Semi-Skilled

Laborer, Unskilled

Laborer-Apprentice 60%

Laborer-Apprentice 80%

Mechanics

Never Report

Officials (Managers)

Painters

Pipefitter Plumber

Supervisors

Truck Drivers

Name

Classification Code #

Federal EEOC Code

Use This Name on EEOC Reports

On the Job Trainee

Owner Operator

Apprentice

Percent

Level

On the Certified Payroll Report

Electronic Upload Codes

Texas DOT Job Class

TX DOT Appr Experience

NY DOT EEOC Classification Code

Maryland Classification (Job Code ID)

AASHTO Craft Code

AASHTO Labor Code

Prism Craft

Prism Craft Level

LCPtracker Craft Code

Ok

Cancel

?

Note that you can use similar work classifications in CPS to create separate entries for “project”. The project will still not be filled correctly, but two entries will be listed for the same work classification, so that all you need to edit is the project #. For example, if you have separate payroll items in CPS for each project Labor, “Labor Project A -ST” “Labor Project A - OT”, “Labor Project B - ST” and in CPS you have 2 work classifications “Labor (A Project)” and “Labor (B Project)” then CPS will list this employee twice, for work on each project, you will simply need to edit the entry and change the project # to be correct for the proper entry.

5. (c) Exception (Craft) -- This section is not filled out by the program for each employee. If you believe that using the CPS System Setup Statement of Compliance exceptions would be beneficial to you for all employees, please contact us.
6. Apprentice ID has been added to CPS from Linked Data menu → Employees → this Employee → Apprentice ID.

7. **Fringe Benefit Rates.** If you pay fringes in cash the cash benefit rate must be entered into CPS via the QB Payroll Item in CPS from the Linked Data menu → Wages → this wage → Cash Benefit Rate. Union and/or Bona-fide plan fringe Benefit rates may be entered into CPS by the QB payroll item (Linked Data → Wages and a benefit rate assigned for the wage item). They may also be entered by employee in CPS from the Linked Data menu → Employees, as long as you setup this option in CPS from the System Setup menu → System Preferences → W/C Info + → check the box labeled Enter Fringe Benefits by Employee. If you turn on the employee option, the program will add the two rates together.
8. **Other Deductions/Other Deduction Descriptions & Amounts.** The Other Deductions section is completed by combining information from BOTH QuickBooks & CPS as follows:
- a. Other Deduction Descriptions come from the descriptions that you entered on the System Setup menu → System Preferences → Labels tab in the lower half of that window.
  - b. Amounts come directly from the QuickBooks paycheck for these amounts - this is the TOTAL amounts from the paycheck.
9. **Employee method of payment, Check number and Certificate of Fitness Number** - While a check # can be extracted from QuickBooks and is inserted into this field, electronic funds transfer numbers are not available and is left blank. **NOTE: Employee Certificate of Fitness Number** - is required for electricians and plumbers and is a professional license required to perform these types in accordance with Alaska's minimum codes. While it is noted as a required field - it's only required if the employee has the certificate and is performing electrical or plumbing work. **ALL OTHER WORK CLASSIFICATIONS CAN SKIP THIS.** Certificate of Fitness Numbers are entered into CPS under Linked Data → Employees.

54

55

57

59

61

63

65

67

69

71

73

75

77

79

81

83

85

87

88

89

90

91

92

93

94

95

96

97

98

Individual Employee Name and Identifier		O.T. S.T.	Overtime Hours Straight Hours	Hours Worked						* Total Project Classification Hours	* RATE OF PAY
* Last Name											
* First Name											
Middle Initial											
* SSN											
Partial SSN											
Vendor Emp ID											
* Gender	Select Gender										
* Ethnicity	Select Ethnicity										
* Addr Line 1											
Addr Line 2											
* City											
* State	Select State Code										
* Zip											
Has Changed?	false										
6 EXCEPTION (CRAFT)											

O.T.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
S.T.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
* Craft Code	Select Craft Code								
* Labor Code	Select Labor Code								
OJT %									
Apprentice ID									
Apprentice Wage %									
Lump Sum									
* Project Gross									

* Gross Pay	FICA	Federal Income Tax	ESD	Union Dues	Other Deductions	Total Deductions	* NET WAGES

Fringe Benefit Rates		
Cash Fringes	Non-cash Fringes	Per Diem

* Fringe Benefits Total

You must indicate #1, #2, and #3 in the blue section below:

\*1. Employee Method of Payment (Cash, Check, or Electronic Funds Transfer (EF

\*2. Check Number and \*3. Certificate of Fitness Number

9

5

8

Other Deductions

Other Deduction Description	Amount

10. Employee address: Domicile Residence:

Employee Maintenance

Backhoe, Frederick F  
banana, Split D  
Bookkeeper, Betty A.  
Bulldozer, Benjamin J  
Clerical, Christina W  
Jones, Union j  
Laborer, Laura B.  
Laborer, Lawrence M  
Rules, Cash M  
Supervisor, Sam L.  
Teamster, Thomas M  
Tractor, John J  
Trucker, Tammi T

Name: Backhoe, Frederick F

Local: None [Edit Locals](#)

EEOC Work Class: Equip. Opers. [Edit Work Classes](#)

Race: Alaskan [Edit Races](#)

Federal Allowances: M-3

Gender: Male [Domicile Address](#)

[Miscellaneous](#)

☐ ARRA Hire ☐ Section

Employee # (not SSN): 1

Apprentice Registration #: Cert #1

Truck Lic. #: TK #2

Employee Domicile Address

Backhoe, Frederick F

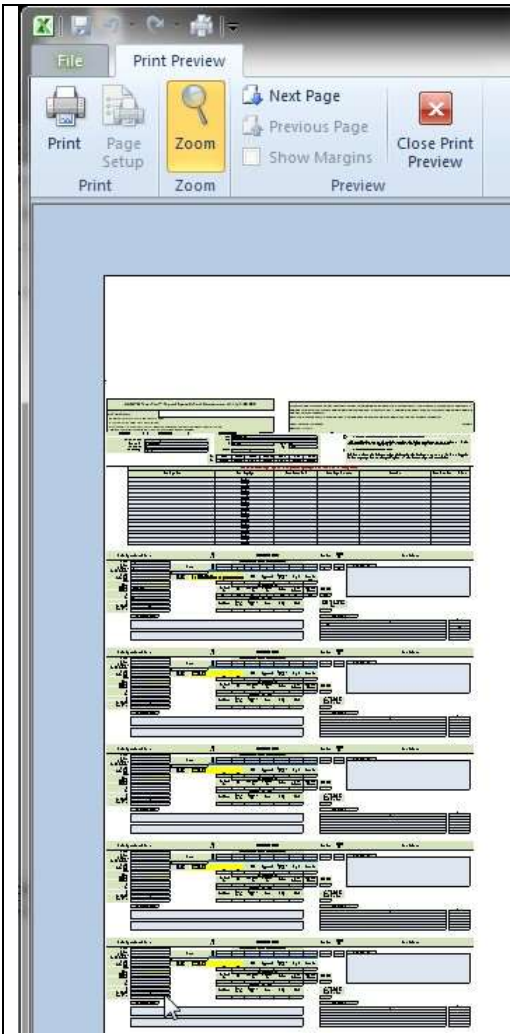
Address 1: 176 Windham Rd.

Address 2:

City, State, Zip: Anchorage AK 99502

[Ok](#) [Cancel](#)

Step 3: Run reports AND PREVIEW






Once these things are setup, run CPS for a week and then you must **preview** the report (for each job that requires this form).

**Don't worry that the preview is unreadable (this is what it will look like) just close the preview window.**

**If you choose to print the report from the Preview window, the report will NOT print.**

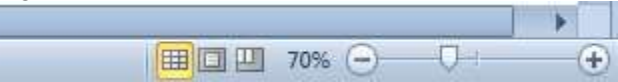
**The program will save this spreadsheet in the folder specified in the Save Reports folder specified above.**

Once you are finished printing other reports and/or previewing just the AASHTO reports in CPS, click "Complete". From the CPS main menu select View    Saved Reports. This will open Windows Explorer to this folder where you will see the saved spreadsheets that you can open by double clicking the file. The name will be CPR -*job name*-YYYY-MM-DD where job name is your job name and YYYY-MM-DD is the work week ending date.

NOTE: To actually work with the final report, you'll need to:

1. Open the Excel spreadsheet in full-screen mode
2. Zoom in to approximately 70 to 100% - this may be a different percentage depending upon the overall size of your monitor and your resolution.

The zoom function is located at the lower left corner of the Excel spreadsheet - increase the zoom by clicking the + sign, decrease the zoom by clicking the - sign.



Step 4: Verify information

Please verify and validate this form for completeness, validity, and accuracy as all the information has not been filled in. Note that for certain sections, such as the Benefit section, you might want to make a master sheet and copy & paste the missing data to the new sheet.



# LLS upload instructions:

If you are using the ADOL LLS Online system, please follow these setup instructions.

**Step 1: CLASS Codes** - Obtain Class codes from <https://labor.state.ak.us/lss/pamp600.htm> . Enter class codes in Basic Info → Work Classifications → find & Edit Work Classification → Electronic Upload Codes.

**Step 2: Job Forms Set Up:** Linked Data menu → Jobs → select the correct job → click the Edit button →

Click the Additional Information Tab → check the box that states: Print Employee List for this Job

The screenshot shows the 'Job Maintenance' window for 'AIA Training Exercise'. The 'Additional Information' tab is selected. The 'Print Employee List for this Job' checkbox is checked and highlighted with a red box. Other fields include 'Contractor Lic. #', 'Dept Labor /AASHTO Project #', 'Location', 'County', 'Prism Jurisdiction', 'LCP Work Order #', 'Contract #', and 'Cntr #'. At the bottom, there are checkboxes for 'List By "Print Name As"', 'Only Open Jobs', and buttons for 'Ok' and 'Cancel'.

From the Form options tab, select the Alaska Form. From the Electronic Upload type dropdown → select the State of Alaska Export File.

The screenshot shows the 'Form Options' tab in the 'Job Maintenance' window for 'AIA Training Exercise'. The 'Form to Use' dropdown is set to 'Alaska Form - Letter size'. The 'Electronic Upload Type' dropdown is set to 'State of Alaska Export file.'. There are also checkboxes for 'Use Department of Defense Statement of Compliance', 'Use Notarized Federal Statement of Compliance', 'If a save reports folder is specified, do not physically print this form (CPR & SOC), just save it.', 'SSN # Format' (set to 'Show SSN'), and 'Omit Employee's address.'.

**Step 3: Upload Folder**

Make sure that your Uploads folder is created: System Setup → System Preferences → Data Locations  
Upload folder (If this folder is not created, then the report will not save) If you do not already have a folder set up. Simply Click in the empty box, Hit the F9 key.

**Step 4: Run reports AND PREVIEW**

Run the reports. Print or preview the reports. If you’ve used Weighted-Average Overtime, on the PRINT screen, check the option shown.

Completed Reconciliation

Copies for Each Report	
Job Name	Copies
ALA Training Exercise	1
QuickBooks Job Record=Project	0

Set All Copies to:

0

Select Printer:

Lexmark CS430 Series PostScript 3

☒ Weighted Average Overtime Checked on Alaska DOL Electronic Upload

☐ Redact employee SSN & address information on Certified Payroll Report

☐ Force all printing to Legal Size Paper

Preview Certified Payroll Only – Does NOT include the Statement of Compliance

<< Back

Print

Mailing Labels

Complete

?

In your Saved uploads folder, the upload will be created with 2 pages:

Contractor Name:		Prime/General:		Subcontractor:		Address																																									
Alaska Certified Payroll Solution for QuickBooks Dem		Check One: <input type="checkbox"/>		<input checked="" type="checkbox"/>		12345 That Street Juneau, AK 99802																																									
Phone	Contractor License No.	Week Ending	Payroll No.	Contracting Agency Project #	DOLWD Project #	Project Name and Location	Contract Amount																																								
888-347-2877	0	2/9/2014	1	Fed Proj# St Proj#	DOL/AASHTO Pro	Job Name-AIA Training Street Address City, VT 05872	1,000,000																																								
Date Work Started		Est. Completion Date																																													
Feb-14		December-19																																													
Enter the FULL Social Security # below Do not add/change employee information here. Edit on "Employee List" Sheet only!!		Worker Classification Information		HOURS WORKED				EARNED		DEDUCTIONS				NET PAID																																	
Social Security #: 001-22-3321		First Name: Frederick		Classification: Group II Operator		Class Code: G II - Code		Date		Hours Worked per Classification		Hourly Rate Paid		Gross Amount Earned per Classification		Total Gross		FICA		FED W/H TAX		ESD		Union Dues		Other		Total Deductions		Net Amount Paid		Check No. Issued/ DD date															
M.I.: F		Last Name: Backhoe		Suffix: 0		ST		4.00		8.00		8.00		8.00		0.00		0.00		0.00		0.00		28.00		16.03		448.84		1041.60		90.48		205.00		11.83		86.00		0.00		443.23		538.37		1042	
Address Line 1: 176 Windham Rd		Address Line 2: 0		City: Anchorage		State: AK		Zip: 99502		OT		4.00		8.00		8.00		8.00		0.00		0.00		0.00		28.00		16.03		448.84		Explanation		Check if OT weighted average was used													

[illegible]



## The Upload Process

These instructions were provided by the Alaska DOL and are provided here for your convenience.

Before beginning this process, have your **Employee List** and **Payroll Data** completed and double-checked for errors. *MyAlaska* will time-out after 20 minutes of inactivity. Ensure that your **Employee List** and **Payroll Data** have been entered and saved on your computer.

- Log into *MyAlaska* with your business ID and password, then access the “LSS - Online Filing Services” hyperlink found under “Services for Business.”
- This will take you to the LSS Application Portal. Now click:

### Upload/Submit Certified Payroll and Employee Lists 4

Below this header are options for downloading a copy of weekly and biweekly spreadsheets, as well as the option to test your payroll for the correct format.

- Click “Upload/Submit Certified Payroll and Employee Lists” and then in the “Project” box, locate the name of the project for which you wish to submit data.
- Click the name of the project to highlight it blue; your screen may flash -- this is normal. If you can’t locate the name of your project, click “Add Project.” You will be prompted to enter the project information. If you are a subcontractor, you must know the full DOL Project Number, the contract bid date and the contract award date. These dates can be obtained from the prime contractor, or from your regional Wage and Hour Administration office.
- Scroll to the bottom of the page and click “Next.”

### Certified Payroll - Employee Information (Demographics)

- o This page will prompt you to enter the “week ending” date. This date must match the “week ending” date on your spreadsheet. Enter that date in the following format: mm/dd/yyyy.
- o Enter your payroll number, e.g., Payroll #1, 2, 3. Indicate whether this is a weekly or biweekly payroll by clicking the corresponding button. If you are revising a previously entered payroll, it is important that you click the “Revise” box. Failure to do so will result in an error code indicating that your week ending date is invalid.
- o Select your method of entering your employees’ records. For the purposes of these instructions, select “Excel Bulk Upload” and click “Browse.”

NOTE: This will upload the employees’ names, addresses and all other information about the employees. The Employee List does not contain the hours or days the employees worked. Payroll information will be uploaded separately as Payroll Data.

- o Choose the Excel spreadsheet you wish to upload and click “Select.” Do not skip this step. Doing so will result in an error code and the weekend and payroll number fields will turn pink. Clicking on “Select” confirms that this is the payroll you wish to submit.
- o If the upload is successful, the employee records will display under “Select.” Instructions will be displayed showing you how to correct or update the employee list if needed.
- o Click “Save Employees” when you are satisfied that the information displayed is correct.
- o Click “Next” to move to the Certified Payroll page.

### Certified Payroll Data

- On this page, select your method of entering the Payroll Data. For the purposes of these instructions, select “Excel File Certified Payroll Import” and click “Browse.”
- Select the Excel spreadsheet you wish to upload and click “Open”.
- Click “Upload”. The payroll information will be displayed for your review.

If the information is correct, Click “Submit”

The page will now display the employees’ names with a checkmark next to each name. You will see the last four numbers of each employee’s Social Security number. Clicking on the Social Security number will open the screen that allows you to manually edit their payroll data if needed. Remember to click “Save Employee Payroll” if you change any information.

- Click “Next” to move on to the “Review Page.”

Review Page

Here you will review all of the information you submitted for each employee. This is done by clicking on edit tabs next to either the ‘Contractor and Project,” “Employee Information (Demographics)” or “Payroll” headings. Please note that any changes made here will not reflect on the original spreadsheet you uploaded. You must make the same changes there, or print this payroll for your own records.

- Click “Next” to move to the “Sign and Submit” page.

Statement of Compliance

- Fill out the fields on this page as applicable. If you are an owner/operator, indicate the date and amount of your progress payment under (5).
- Fill out the fields on this page as applicable. If you are an owner/operator, indicate the date and amount of your progress payment under (5).
- Please ensure that the Statement of Compliance is filled out accurately. This is a legal document, and willful falsification may result in civil or criminal prosecution.
- Indicate your Title, and check the box “Click to Sign” at the bottom of the page. This constitutes your electronic signature. Click “next”
- You will now have the opportunity to print your Statement of Compliance. Please print your Statement of Compliance at this time.
- Your upload process is complete! You may now submit another payroll, return to the homepage or log out of MyAlaska.

Please contact your regional Wage and Hour Administration office with any questions  
at the following numbers:

To Contact the Wage and Hour Administration:

	Juneau	Anchorage	Fairbanks
Phone:	(907) 465-4842	(907) 269-4900	(907) 451-2886
Fax:	(907) 465-3584	(907) 269-4915	(907) 451-2885

**Error Messages/Troubleshooting:**  
**We were not provided with an account with Alaska DOL so any errors that you encounter must be read carefully and reported to us via a screenshot!**