

## Connecticut DOT AASHTOWare Project™ Payroll Spreadsheet Update - Initial Release February, 2024

**This Help document will need to be printed in Landscape mode! Screenshots of the AASHTO form are HUGE!**

As most of you are aware, the DOT has teamed up with the American Association of State Highway and Transportation Officials (AASHTO) and is now requiring ALL Prime and subcontractors working on DOT projects with Federal funding to submit certified payroll data electronically into the AASHTOWare Project Civil Rights and Labor™ (CLR) Management System.

You can have Certified Payroll Solution create a spreadsheet with **MOST** of the data filled in that can be uploaded into the AASHTO system after it's been converted to an XML (machine readable document). However, there is NO WAY to provide this as a 100% complete and accurate form that can be submitted due to extremely complicated requirements. **You will need to check this form carefully before submitting it.**

**The spreadsheet is provided by the vendor who developed the AASHTO Trans\*port® system and many aspects of it cannot be changed or modified. This form has been provided in an .XLXS format, therefore, Office/Excel 2016, Office 365, or newer is required - and they must be locally installed on your computer - not accessed via a web browser.**

The most important thing that you need to be aware of is that this spreadsheet CANNOT be printed by CPS, now will the print preview be visible/legible to the human eye.

DO NOT call and tell us that the Preview of the report is wrong, as there is NOTHING, we can do about this.

You MUST click the Preview button on the CPS Print Window in order for the file to be created and saved. Once it has been saved, you can then open it and look at it carefully to verify that the data is accurate and add any missing pieces of information that is required.

AASHTO requirements are very complex and require quite a bit of additional setup in Certified Payroll Solution in order to create a file that you can read, correct, and troubleshoot before uploading - AND THEN YOU WILL NEED TO TAKE THE FILE THAT CPS CREATED AND RUN IT THROUGH A CONVERTER to create a machine readable XML file so it can be read by a machine - **so please follow the instructions in this document carefully.**

The XML converter can be found here - <https://xml.aashtowareproject.org/spreadsheet/>

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## STEP 1 - IMPORTANT - DO THIS FIRST, BEFORE DOWNLOADING THE UPDATE

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Before downloading the update, it is important to make sure you know how you currently are entering the hourly fringe benefit rates that are required on the printed on the standard Connecticut form.

Be sure to go to System Setup → Fringe Benefits & Special Withholding and look at/take a screen shot of how each item is setup.

Make sure that you know how the fringe is paid:

- This fringe is paid by the employer, OR
- This is deducted from the employee's paycheck (if for example a vacation fringe is taxable, added to the base rate of pay to be taxes, and then deducted after taxes and then sent to the Union)

If you're a Union Shop, the Calculation method should be:

- This method is calculated by Certified Payroll Solution using the rated entered for each Payroll Wage Item
- Hourly fringe rates must then be entered for EACH payroll wage item found from the Linked Data menu → Wages

And if you're a non-union shop and take credit for company paid benefits that change by employee, the Calculation method should be:

- This method is calculated by Certified Payroll Solution using the rated entered for each Payroll Wage Item - **AND**
- You'll also want to make sure that the **Enter Fringe Benefits by Employee** option is checked by going to System Setup → System Preferences → on the W/C Info+ tab.
- Hourly fringe rates must then be entered for each employee found from Linked Data menu → Employees.

We've had a couple of people call saying that their settings were lost with the update. We are unable to assist you with "how they were before". So please make sure you take screenshots!

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## STEP 2 - DOWNLOAD THE LATEST VERSION OF THE SOFTWARE

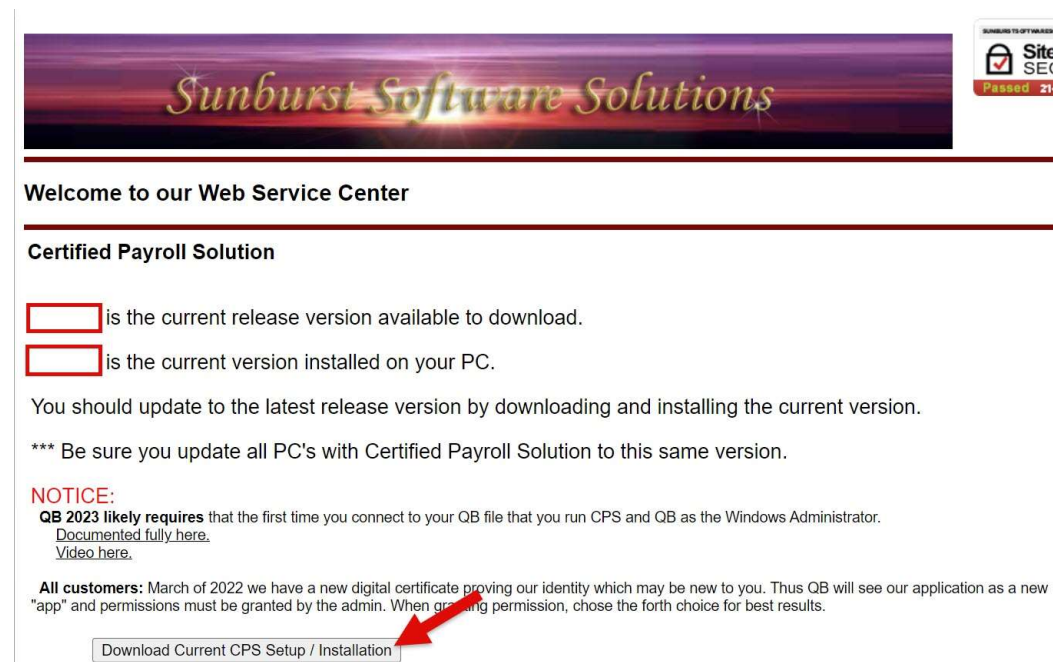
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You **MUST** download the latest version of CPS on each machine/computer that the program is installed on. **EVERYONE MUST BE RUNNING THE SAME VERSION.**

The version that you download will be the most current version on our [Web Service Center](#).

From the CPS Help menu → choose Check for Updates.

This launches a web page and automatically logs you into our Web Service Center. Here, look for the button that says **“Download Current CPS Setup/Installation”** on the left and click on that button. Run or save the file.



**Welcome to our Web Service Center**

**Certified Payroll Solution**

is the current release version available to download.

is the current version installed on your PC.

You should update to the latest release version by downloading and installing the current version.

\*\*\* Be sure you update all PC's with Certified Payroll Solution to this same version.

**NOTICE:**  
**QB 2023 likely requires** that the first time you connect to your QB file that you run CPS and QB as the Windows Administrator.  
[Documented fully here.](#)  
[Video here.](#)

**All customers:** March of 2022 we have a new digital certificate proving our identity which may be new to you. Thus QB will see our application as a new "app" and permissions must be granted by the admin. When granting permission, chose the forth choice for best results.

[Download Current CPS Setup / Installation](#)



Some browsers will have you save the file, while others will allow you to choose to Run it. If you choose the Run option, simply follow the prompts, and run through the installation program.

Initial Release - 2/26/2024



Can't figure out where the download was saved?

Still in your browser, press the CTRL & the J keys at the same time on your keyboard to display a list of things you've downloaded. This works in Edge, Chrome, and Firefox. Double click the file called CPSV5setup.exe and follow the prompts in the installation wizard.

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### STEP 3 - VERIFY THAT FRINGE BENEFIT & SPECIAL WITHHOLDING ARE CORRECT

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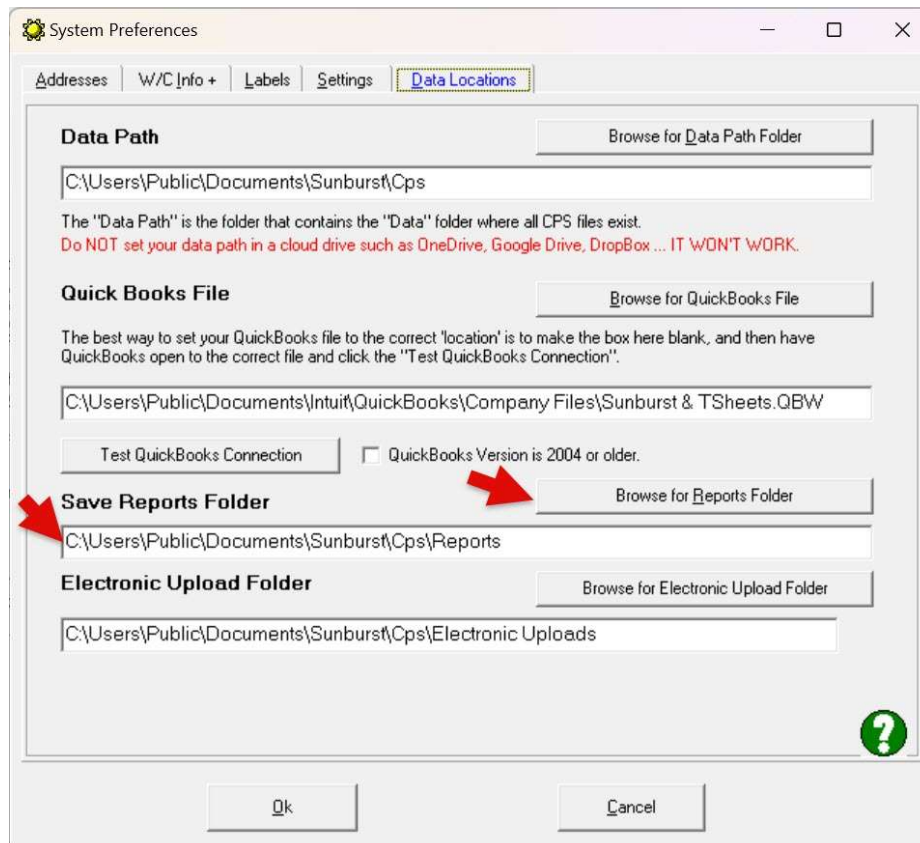
After installing the update, start CPS, go to System Setup → Fringe Benefits & Special Withholdings and make sure your setup options upgraded correctly. Compare each of the tabs to the screenshots you took in Step 1 and make sure that the setting are correct, making any corrections necessary.

**PLEASE NOTE** that the tab names have changed! They are now listed as Health, Pension, Life Insurance, Disability, Vacation/Holiday, and Apprentice. **More on this in Step 5.**

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**STEP 4 - CREATE & SELECT A FOLDER IN WHICH TO SAVE THE AASHTO FILE**

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

Click into the **Save Reports Folder** block and press the **F9** key to have the program automatically create a folder for you - *if this field is currently empty/blank.*

OR

Use the **Browse for Reports Folder** button to create a folder in the location of your choice.

Once you've completed this step, press the **F5** Key to verify that the folder really exists.

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## STEP 5 -FRINGE BENEFITS & SPECIAL WITHHOLDINGS - THINGS HAVE CHANGED!

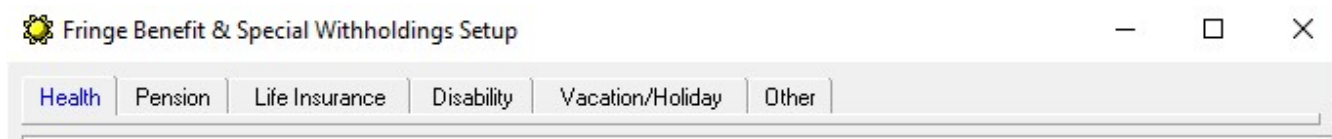
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**IMPORTANT:** For years we’ve dealt with the same 6 fringe benefit types that appear are identified on the standard Connecticut certified payroll report form with their hourly values displayed on the actual certified payroll.

Those 6 fringe benefit types have always been:

- |                          |                           |
|--------------------------|---------------------------|
| 1. Medical or hospital   | 4. Disability             |
| 2. Pension or retirement | 5. Vacation/Holiday       |
| 3. Life Insurance        | 6. Other (please specify) |

These fringe benefit items have been displayed like this in the CPS System Setup menu → Fringe Benefits & Special Withholding section.



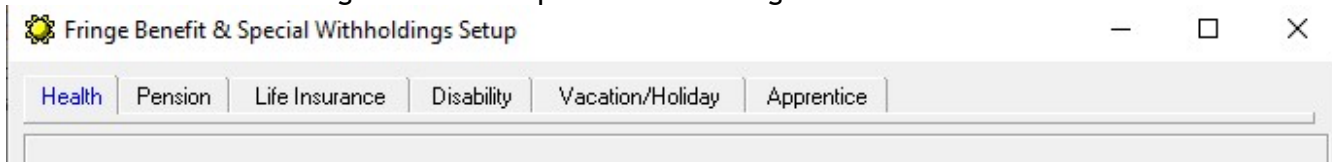
**That’s changed, now that AASHTO is in the mix.**

AASHTO also expects to see **hourly rates** for 6 somewhat specific fringe benefit types with different names than what you’re used to seeing, yet on the final form they provide you with space for up to 18 fringe benefit types.

- |                       |           |
|-----------------------|-----------|
| • Health/Welfare      | • Pension |
| • Vacation/Holiday    | • Other 1 |
| • Apprenticeship Fund | • Other 2 |

But we’ve had to make some changes to the Fringe Benefits & Special Withholdings section in order to accommodate this.

This is what the new Fringe Benefits & Special Withholding section look like:



Here’s how the original fringe benefits are mapped to the new “names”:

1. Medical or hospital is **now Health/Welfare** (no change to the standard CT form)
2. Pension or retirement is **now Pension** (no change to the standard CT form)

3. Life Insurance is now Other 1 (but will still display as Life Insurance on the standard printed Connecticut paper form)
4. Disability is now Other 2 (but will still display as Disability on the standard printed Connecticut paper form)
5. Vacation/holiday is still Vacation Holiday
6. Other (please specify) is now Apprenticeship Fund. Apprenticeship fund will display on the standard CT form.

### STEP 6 - LET'S LOOK AT THE AASHTO FORM

The AASHTO form is quite different than the printed forms you're used to producing. However, much of the information comes from the same places that are used for the printed forms. Below is a mapping of where information comes from.

**Header Information:**

CONTRACTOR <input type="checkbox"/> SUBCONTRACTOR <input checked="" type="checkbox"/>		CONTRACTOR ADDRESS Addr 1: 168 Westford Road Addr 2: City: Eastford State: CT Zip: 6242		<p style="text-align: center; color: red; font-weight: bold;">One of two boxes needs to be checked.</p> <input checked="" type="checkbox"/> (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.																
Name of Contractor: Connecticut Certified Payroll Solution for QuickBooks De CT Vendor Number (FEIN): System Preferences->Addresses->WC Info+ <b>1</b> Payroll Number: 1 Week Ending Date: 10/7/2000		Contract #: Linked Data->Jobs->Project #'s <b>3</b> <table border="1" style="width: 100%; text-align: center; font-size: small;"> <tr> <td>Day</td> <td>Sunday</td> <td>Monday</td> <td>Tuesday</td> <td>Wednesday</td> <td>Thursday</td> <td>Friday</td> <td>Saturday</td> </tr> <tr> <td>Date</td> <td>10/1/2000</td> <td>10/2/2000</td> <td>10/3/2000</td> <td>10/4/2000</td> <td>10/5/2000</td> <td>10/6/2000</td> <td>10/7/2000</td> </tr> </table>			Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Date	10/1/2000	10/2/2000	10/3/2000	10/4/2000	10/5/2000	10/6/2000	10/7/2000
Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday													
Date	10/1/2000	10/2/2000	10/3/2000	10/4/2000	10/5/2000	10/6/2000	10/7/2000													

1. **CT Vendor Number (FEIN)** comes from System Setup → System Preferences → WC Info+ → FEIN Block
2. **Zip** - there is a BUG in the spreadsheets when a zip code starting with a 0, the 0 doesn't appear in the spreadsheet. WE CANNOT CHANGE THIS, THE DEVELOPER/DESIGNER MUST.
3. **Contract #** - this comes from the Linked Data menu → Jobs → This job → Project number fields.
4. **How fringe benefits are paid checkboxes** - this comes from System Setup → Statement of Compliance → WH-348 (4) tab

**Fringe Benefit Section:**

AASHTO is very big on having you report information about who you pay the fringe benefits to, your account number with the company or organization (Blue Cross/Blue Shield for Health insurance or the Union Local), the name of the Contact person at the company or organization, and the phone number of the contact person.

If you are reporting contractor paid benefit(s), you must complete ALL 5 corresponding columns and reported by Benefit Program Type.					
Benefit Program Name	Benefit Program Type	Benefit Account Number	Benefit Labor Classification	Contact Person	Contact Person's Phone
Iron Workers Local 424	Fringe Health/Welfare	123456	[Classification Names A, B, C]	Suzie @ Local 424	203-555-2121
Iron Workers Local 424	Fringe Vacation/Holiday	123456	[Classification Names A, B, C]	Suzie @ Local 424	203-555-2121
Iron Workers Local 424	Fringe Apprenticeship Fund	123456	[Classification Names A, B, C]	Suzie @ Local 424	203-555-2121
Iron Workers Local 424	Fringe Pension	123456	[Classification Names A, B, C]	Suzie @ Local 424	203-555-2121
Iron Workers Local 424	Fringe Other 1	123456	[Classification Names A, B, C]	Suzie @ Local 424	203-555-2121
Iron Workers Local 424	Fringe Other 2	123456	[Classification Names A, B, C]	Suzie @ Local 424	203-555-2121
Teamsters Local 1150					806-555-1150
Teamsters Local 1150					806-555-1150
Teamsters Local 1150					806-555-1150
Teamsters Local 1150					806-555-1150
Teamsters Local 1150					806-555-1150
IBEW Local 42	Fringe Health/Welfare	454545	[Classification Names G, H, I]	Becky @ Local 42	203-555-4200
IBEW Local 42	Fringe Vacation/Holiday	454545	[Classification Names G, H, I]	Becky @ Local 42	203-555-4200
IBEW Local 42	Fringe Apprenticeship Fund	454545	[Classification Names G, H, I]	Becky @ Local 42	203-555-4200
IBEW Local 42	Fringe Pension	454545	[Classification Names G, H, I]	Becky @ Local 42	203-555-4200
IBEW Local 42	Fringe Other 1	454545	[Classification Names G, H, I]	Becky @ Local 42	203-555-4200
IBEW Local 42	Fringe Other 2	454545	[Classification Names G, H, I]	Becky @ Local 42	203-555-4200

This information comes from CPS, System Setup menu --> Statement of Compliance --> tabs 4 (d) and 4 (e).  
**See Step 7**

All of the fringe benefit information is setup in CPS, from the System Setup menu → Statement of Compliance → tabs 4 (d) and 4 (e). See Step 7 for instructions on setting up this information.



## STEP 7 - SET UP ADDITIONAL FRINGE BENEFIT INFORMATION

AASHTO requires that you provide the following information for each of the 6 fringe benefit types:

- Benefit Program Name
- Benefit Program Type (Numbers 1-6 from Step 5)
- Benefit Account Number
- Benefit Labor Classification
- Contact Person at Benefit Program Name
- Contact Persons Phone Number

This information is setup in CPS, by going to the System Setup menu → choosing Statement of Compliance and clicking on the DOT 4 (d) and DOT 4 (e) tabs.

**The DOT 4 (d) screen holds the Work Classification Names and the specified fringe benefits:**

Enter the Work Classification(s) that your Employees work under and type an “x” in the column for each fringe benefit type.

This section could be problematic. Essentially you are limited to 3 classifications with 6 fringes each. So, you may need to get creative and play around with this in order to get things correct.

If you’re a Union Shop and everyone belongs to the same Union, you could set up the **Benefit Labor Classifications** like this, however, we cannot guarantee that this will be accepted when you upload:

All Classifications (for the Benefit Labor Classifications name in each of 6 rows)

And then place an “x” in the correct column for each row. (see screenshot below)

AASHTO DOT 4 (d)						
Labor/Program Classification	Health	Vacation	Training	Pension	Other	Other 2
All Classifications	x					
All Classifications		x				
All Classifications			x			
All Classifications				x		
All Classifications					x	
All Classifications						x

If you’re a Union Shop, and have several different classifications belonging to up to 3 different unions, you could set things up by grouping the classifications that belong to each different union together like this:

[Classification Names A, B, C] (for the Benefit Labor Classifications name in each of 6 rows)

And then place an “x” in the correct column for each row.

[Classification Names D, E, F] (for the Benefit Labor Classifications name in each of the next 6 rows)

And then place an “x” in the correct column for each row.

[Classification Names G, H, I] (for the Benefit Labor Classifications name in each of the last 6 rows)

And then place an “x” in the correct column for each row. (see screenshot below)

Statement Of Compliance (WH-348)

WH-348 (1) | WH-348 (4) | DOT 4 (d) | DOT 4 (e)

AASHTO DOT 4 (d)						
Labor/Program Classification	Health	Vacation	Training	Pension	Other	Other 2
[Classification Names A, B, C]	x					
[Classification Names A, B, C]		x				
[Classification Names A, B, C]			x			
[Classification Names A, B, C]				x		
[Classification Names A, B, C]					x	
[Classification Names A, B, C]						x
[Classification Names D, E, F]	x					
[Classification Names D, E, F]		x				
[Classification Names D, E, F]			x			
[Classification Names D, E, F]				x		
[Classification Names D, E, F]					x	
[Classification Names D, E, F]						x
[Classification Names G, H, I]	x					
[Classification Names G, H, I]		x				
[Classification Names G, H, I]			x			
[Classification Names G, H, I]				x		
[Classification Names G, H, I]					x	
[Classification Names G, H, I]						x

The DOT 4 (e) screen holds information about who the 6 different fringes are paid to:

- Benefit Program Name (we believe this is either the company or organization that the fringes are paid to)
- Benefit Account Number (your account number with the company or organization)
- Contact Person (at the company or organization)
- Contact Person’s Phone (the phone number of the contact person at the company or organization)

Statement Of Compliance (WH-348)

WH-348 (1) | WH-348 (4) | DOT 4 (d) | DOT 4 (e)

AASHTO DOT 4 (e)

Program Name	Account #	3rd Party Trustee/Contact	Phone
Iron Workers Local 424	123456	Suzie @ Local 424	(203) 555-2121
Iron Workers Local 424	123456	Suzie @ Local 424	(203) 555-2121
Iron Workers Local 424	123456	Suzie @ Local 424	(203) 555-2121
Iron Workers Local 424	123456	Suzie @ Local 424	(203) 555-2121
Iron Workers Local 424	123456	Suzie @ Local 424	(203) 555-2121
Iron Workers Local 424	123456	Suzie @ Local 424	(203) 555-2121
Teamsters Local 1150	222222	Sharon @ Local 1150	(806) 555-1150
Teamsters Local 1150	222222	Sharon @ Local 1150	(806) 555-1150
Teamsters Local 1150	222222	Sharon @ Local 1150	(806) 555-1150
Teamsters Local 1150	222222	Sharon @ Local 1150	(806) 555-1150
Teamsters Local 1150	222222	Sharon @ Local 1150	(806) 555-1150
Teamsters Local 1150	222222	Sharon @ Local 1150	(806) 555-1150
Teamsters Local 1150	222222	Sharon @ Local 1150	(806) 555-1150
IBEW Local 42	454545	Becky @ Local 42	(203) 555-4200
IBEW Local 42	454545	Becky @ Local 42	(203) 555-4200
IBEW Local 42	454545	Becky @ Local 42	(203) 555-4200
IBEW Local 42	454545	Becky @ Local 42	(203) 555-4200
IBEW Local 42	454545	Becky @ Local 42	(203) 555-4200
IBEW Local 42	454545	Becky @ Local 42	(203) 555-4200

Ok Cancel ?

**STEP 8 - ENTER EMPLOYEE OSHA 10 # AND/OR APPRENTICE ID NUMBER**

OSHA 10 and Apprentice ID Numbers are entered in CPS, from the Linked Data menu → Employees.

The screenshot shows the 'Employee Maintenance' window with a sidebar menu on the left containing 'Eight I Employee', 'Eleven C Employee', 'Nine A Employee', 'Ten B Employee', and 'Twelve D Employee'. The main area displays the following fields:

Name	Eight I Employee	
Local	None	Edit Locals
EEOC Work Class	Foreperson	Edit Work Classes
Race	White	Edit Races
Federal Allowances	M-2	
Gender	Male	

**Miscellaneous**

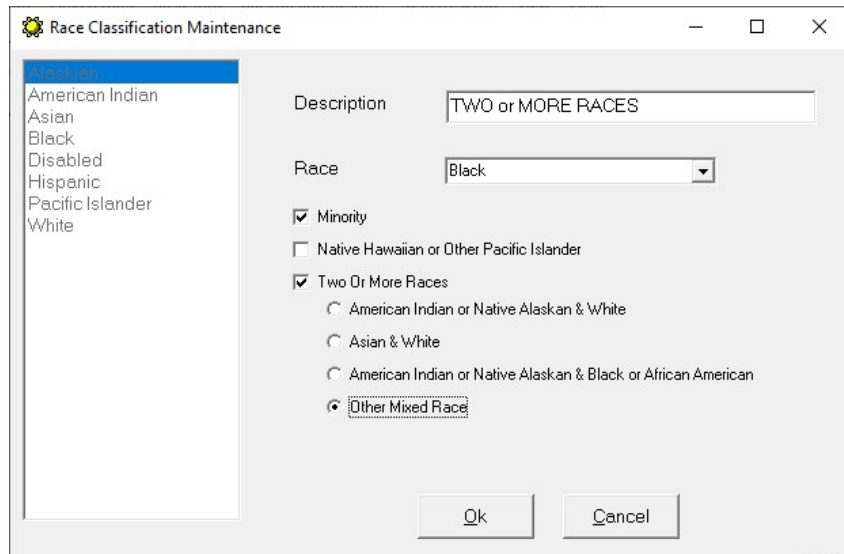
<input type="checkbox"/> ARRA Hire	<input type="checkbox"/> Section 3
Employee # (not SSN)	6
Apprentice Registration #	A-44567
OSHA-10 #	OSHA10#

**STEP 9 - SETTING UP & SELECTING NEW RACE/ETHNICITY CODES**

AASHTO has added/changed Race/Ethnicity Codes. If you open the actual AASHTO form, you'll find the new codes on the Ethnicity tab.

If your employees' race is:	They will appear on the AASHTO form with this code
ASIAN (Asian Indian, Subcont Asian America, Asian-Pacific American)	A-IN
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER	A-PF
BLACK or AFRICAN AMERICAN	BLK
CAUCASIAN or WHITE	CAUC
Disabled	D
HISPANIC or LATINO AMERICAN	HISP
Iberian Peninsula	I
AMERICAN INDIAN or ALASKA NATIVE	N-AM
TWO or MORE RACES	T-MR

Any of these “new” Race/Ethnicity Codes that you need to add is done by going to the Basic Info menu → choose Race Classifications → and **click the Add button.**



- Description - TWO or MORE RACES**
- Race - predominant race**
- Minority - must be checked**
- Two Or More Races - must be checked**
- Other Mixed Race - must be checked.**

**STEP 10 - SETTING UP AASHTO CRAFT & LABOR CODES IN CPS**

AASHTO also has very specific employee craft and labor codes (Work Classification names). If you have a copy to the actual AASHTO spreadsheet, you'll find them in the **Craft and Labor** tabs.

These codes must be setup in CPS, by going to the Basic Info menu → choosing Work Classifications → editing each specific Work Classification → and click on the Electronic Upload Codes tab.

If for example, your employees fall under a Carpenter Work Classification, the AASHTO Craft Code would be 5000 and the Labor Code could be anything between 5001 and 5014.

The screenshot shows the 'Work Class Maintenance' window for 'Carpenters'. The 'Electronic Upload Codes' tab is active. The 'AASHTO Craft Code' is set to 5000 and the 'AASHTO Labor Code' is set to 5001. The 'Craft Values' table lists codes from 1000 to 12000, and the 'Labor Values' table lists codes from 4005 to 6001. Red arrows indicate the mapping from the 'Craft Values' table to the 'AASHTO Craft Code' field, and from the 'Labor Values' table to the 'AASHTO Labor Code' field.

Craft Values	Code
Select Craft Code	
1000 - LABORERS	1000
2000 - PAINTERS	2000
3000 - TRUCK DRIVERS	3000
4000 - BRICKLAYERS	4000
5000 - CARPENTERS	5000
6000 - ELECTRICIANS	6000
7000 - POWER EQUIPMENT OPERATOR	7000
8000 - IRONWORKERS	8000
9000 - MECHANICS	9000
10000 - ELEVATORS	10000
11000 - PLUMBERS	11000
12000 - ROOFERS	12000

Labor Values	Code
4005 - Stone Mason	4005
4006 - Brick Pointer/Caulker/Cleaner	4006
5001 - Carpenter	5001
5002 - Piledriver	5002
5003 - ...	5003
5004 - Diver	5004
5005 - Millwright	5005
5006 - Floor Layer (Carpet Only)	5006
5007 - Scaffold Builder	5007
5008 - Acoustic Ceiling Installation	5008
5009 - Drywall Hanging	5009
5010 - Form Work	5010
5011 - Metal Stud Installation	5011
5012 - Soft Floor Layer	5012
5013 - Vinyl Flooring	5013
5014 - Hardwood Floors	5014
6001 - Electrician	6001

**IMPORTANT NOTE ABOUT CRAFT & LABOR CODES!**

On the actual AASHTO form, the Labor code is meant to be selected from a drop-down list. SOFTWARE CANNOT CLICK A DROP-DOWN LIST, so you'll manually need to select the Labor Code for each employee each week and we do help you to make sure that you're selecting the correct code.

The screenshot shows the AASHTO form with the following data:

Individual Employee Name and Identifier		3010 - Dump Truck 4001 - Bricklayer 4002 - Cement Mason 4003 - Cement Finisher 4004 - Plaster 4005 - Stone Mason 4006 - Brick Pointer/Caulker/Cleaner	
Last Name	Employee	Select Cr	
First Name	Eight	Select Pr	
Middle Initial	I	Craft Code	5001 - Carpenter
SSN (Full 9-digit #)		Labor Code	5001 - Carpenter
Partial SSN			
OSHA - 10 #	OSHA10#		
Gender	Male		
Ethnicity	T-MR	Salaried Employee Only	

Total Project Classification Hours	RATE OF PAY	Employee Comments
0.00	0.00	
0.00	0.00	
0.00	16.00	20.750
0.00	0.00	

We put the codes in this block and then you select it from the drop-down.

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## STEP 11 - DISPLAYING HOURLY FRINGE BENEFIT REPORTS ON THE AASHTO FORM

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If you've been running the standard Connecticut Certified Payroll Reports, you know that the hourly values of each fringe benefit:

- is entered against each payroll wage item from QuickBooks - if you're a union contractor (Linked Data menu → Wages)
- is entered for each employee - if you're a non-union contractor, taking credit for company paid items (Linked Data menu → Employees) as mentioned in **Step 1**.

For more information about setting up Hourly fringe benefits, please use the in-program help as follows:

- From the Help menu → choose Contents
- Click on the Search tab
- Type in Connecticut
- Click on Connecticut in the Select Topic Title Window
- Scroll down through the help until you reach the section titled - **How to Correctly Report your Company Paid Fringes.**

## STEP 12 - SELECTING/ASSIGNING JOBS THAT REQUIRE THE AASHTO FORM

You will be able to select the AASHTO form for **existing** jobs by going to the CPS Linked Data menu → Jobs → select and edit EACH specific job → click on the Form Options tab and from the Form to Use drop-down menu, select Connecticut DOT AASHTO.

Remember to click OK, Done, and choose Yes, to save changes when editing existing jobs.

Employee Social Security Numbers are NOT required on the AASHTO form, however, Employee Addresses are.

For new jobs, you can select this form during the initial CPS Job Setup, when you link the job back to QuickBooks.

### Important Note:

If you are required to also submit the standard Connecticut certified payroll, you will need to run the program twice, switching the form to use.

Job Maintenance

Name: 07-176

Standard Information | Additional Information | **Form Options**

**Certified Payroll Report**

Form to Use: Connecticut DOT AASHTO

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

SSN # Format: Do not show

Omit Employee's address.

Electronic Filing Folder has not been specified in System

**Social Security Numbers are NOT required on the AASHTO form, but the employee's address is.**

List By "Print Name As"

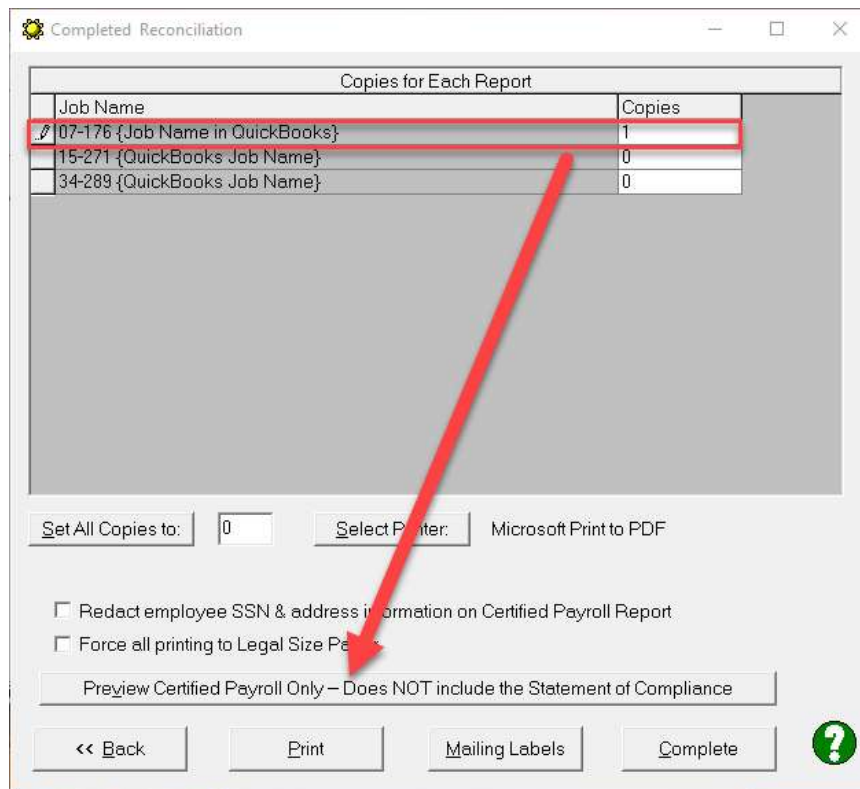
Only Open Jobs

Ok Cancel ?

**STEP 13 - PRINTING & PREVIEWING**

Run your certified payroll reports as usual.

When you get to the Print window - **DO NOT ATTEMPT TO PRINT THIS FORM!** It will be nothing but a mess. Instead click the **BIG Preview Certified Payroll Only - Does NOT include the Statement of Compliance** button.



Completed Reconciliation

Copies for Each Report	
Job Name	Copies
07-176 {Job Name in QuickBooks}	1
15-271 {QuickBooks Job Name}	0
34-289 {QuickBooks Job Name}	0

Set All Copies to: 0    Select Printer: Microsoft Print to PDF

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 ?



The information on the AASHTO Report is NOT readable to the human eye at this point.

**Close the Print Preview** and the report will be automatically saved in the folder you specified in **Step 4**.

**STEP 14 - WHAT'S NEXT?**

Almost to the home stretch! From the CPS View Menu → choose Saved Reports (this will open the folder that you specified in **Step 4**).

Double-click on the Job Names of the reports you indicated needed the AASHTO form to open it in Excel. VERIFY that the information is correct!

The screenshot displays the AASHTO form interface. On the left, there is a form for employee information including Last Name (Employee), First Name (Eight), Middle Initial (I), SSN, Partial SSN, OSHA-10#, Gender (Male), Ethnicity (BLK), Address (123 Anywhere Street), City (Anytown), State (CT), Zip (6242), Has Changed? (TRUE), and Salaried (y/n) (No). The main area contains a 'Select Employee' dropdown, a 'Select Project ID #' dropdown (marked with a red '1'), and a 'Select Labor Code' dropdown (marked with a red '3'). Below these are tables for 'Pay Period Check Stub Area' and 'Classification Fringe Benefit Hourly Rate Credits'. The 'Pay Period Check Stub Area' table shows Gross Pay of 692.26, FICA of 53.89, Federal Income Tax of 96.00, State Income Tax of 33.54, Medicare of 12.60, and Other Deductions of 23.00, resulting in a NET WAGES of 673.23. The 'Classification Fringe Benefit Hourly Rate Credits' table shows rates for Health Welfare (3.34), Vacation Holiday (1.00), Apprenticeship Fund (0.46), Pension (2.20), Life Insurance (0.15), and Disability (0.10). On the right, there is an 'Employee Comments' text area (marked with a red '2') and an 'Other Deductions' table with columns for 'Other Deduction Description' and 'Amount', listing items like Child Support, Union Dues, Medical, and Garnishments.

1. Select the Project ID from the dropdown list
2. Verify that the Overtime Rate is correct for this employee - if it's not, enter the correct amount (remember the Overtime Rate of Pay must be included, even if the employee had not overtime hours, and we can only "guess").
3. Select the correct Labor Code from the drop-down menu - we do include that code so you can select the correct one, but software cannot click on a drop-down menu and select the correct code - only you can do that.
4. When all the information is correct, Save this file.
5. Now you need to run this file through the AASHTO XML Converter at <https://xml.aashtowareproject.org/spreadsheet/>
6. If you need help learning how to use the AASHTO System, you will need to contact AASHTO - we have no knowledge about how their system works.
7. **If you receive any error messages from the AASHTO system, make sure you have followed the steps on this page. If you've verified everything and still get an error message, please take a screenshot and email it to us at [AskUs@SunburstSoftwareSolutions.com](mailto:AskUs@SunburstSoftwareSolutions.com)**
8. **One-on-one setup assistance is billable.**