



Payroll Guidance Overview

CRCS / OCIP

Who uses it and why

How to use it

Roles and Responsibilities



CRCS / OCIP

Civil Rights Compliance System

Owner Controlled Insurance Program

- Prime and Sub Highway Contractors
- Consultants
- Management Consultants



OCIP Details

Not all ARRA projects are part of the Owner Controlled Insurance Program

WisDOT is utilizing this system for all projects because it collects the employment data needed for federal, ARRA reporting



OCIP Details

Mega projects that are funded by the
Recovery Act and in the Owner Controlled
Insurance Program

Enter employment data in CRCS / OCIP
AND the Aon Wrap System



Prime and Sub Highway Contractors

Many are familiar with CRCS

- Prevailing Wage Reporting
- Weekly report requirement
- ASP9 (Additional Special Provision 9)
- Confirming prompt payments

Will also use OCIP

- Reports require employment data for all employees working on Recovery Act funded projects



General Timeline

EACH WEEK

- CRCS Prevailing Wage employees
- Prime and Sub Highway Contractors only

ONCE A MONTH between the 1st and 10th

- CRCS displays Prevailing Wage employee data entered for final edits, if any
- OCIP feature becomes available in CRCS
- Non Prevailing Wage employees' data entered
- Everyone but WisDOT



Example

Consultant work performed in April

- Report in OCIP May 1 through 10 *for April*

Consultant work performed in May

- Report in OCIP June 1 through 10 *for May*

Consultant work performed in June

- Report in OCIP July 1 through 10 *for June*



Example for Corrections

Guidance is to report accurately the first time

- ◆ Report corrections in the next month
- ◆ Correction for April
 - Report in OCIP June 1 through 10 *for May*



Compliance Tasks and Roles

Equal Rights Officer

- Enrolls contractors in OCIP feature of CRCS
- Reviews CRCS “CPR Log Report” each week to update OCIP enrollments and develop list of missing work for prime contractor
- Approves/rejects payrolls



Compliance Tasks and Roles

Equal Rights Officer (cont.)

- Reviews Project Tracking “Contractor Payroll Verification Report”
- Notifies Project Leaders to withhold payment when Highway Contractors have not completed their payroll
- Provides reports to Project Leaders from CRCs for FHWA monitoring



Compliance Tasks and Roles

Consultant Project Leaders

- Responsible for entering their own OCIP hours
- Responsible for consultant subs
- Entries in Project Diary
 - “ARRA Project Leader Checklist”



Compliance Tasks and Roles

Consultant Project Leaders

- Follow-up with Prime Highway Contractors
- Notify Project Managers of compliance problems



Compliance Tasks and Roles

Project Managers

MCs or WisDOT Project Managers

- Verify that Consultant Project Leaders are entering their payroll information
Progress report, email, etc.
- Help address non-compliance from contractors
Involve Oversight Engineers



WisDOT Employee Time

Use TEAL

- When working on a Recovery Act project
- Use activity codes you would normally use
773 – Consultant Management Oversight
- Do not use Activity Code 110 on a direct
ARRA project ID



Federal Reporting

Each month, for each Contractor, Consultant, Management Consultant, or State worker

- Number of employees
- Total hours for these employees
- Total payroll these employees



Provisions and Resources

WisDOT has developed contract provisions that cover these requirements.

Payroll guidance documents

- Distributed during training today
- Distributed at pre-bid meetings
- Available on WisDOT internet site

Equal Rights Officers and Tess Mulrooney