



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

- Davis-Bacon 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 Davis-Bacon employees
- Prime and Sub Highway Contractors only

ONCE A MONTH between the 1st and 10th

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



Example

Consultant work performed in July

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

Consultant work performed in August

- Report in OCIP September 1 through 10 *for August*

Consultant work performed in September

- Report in OCIP October 1 through 10 *for September*



Example for Corrections

Guidance is to report accurately the first time

- ◆ Report corrections in the next month
- ◆ Correction for July
 - Report in OCIP September 1 through 10 *for July*



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

Equal Rights Officer

- Enrolls contractors in OCIP feature of CRCS
- Reviews diaries
- Notify Project Leaders when Highway Contractors have not completed their payroll
- Provides reports to Project Leaders from CRCS for FHWA monitoring

Consultant Project Leaders

- Follow-up with Prime Highway Contractors
- Notify Project Managers



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



Federal Reporting

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

- 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

Equal Rights Officers and Tess Mulrooney