

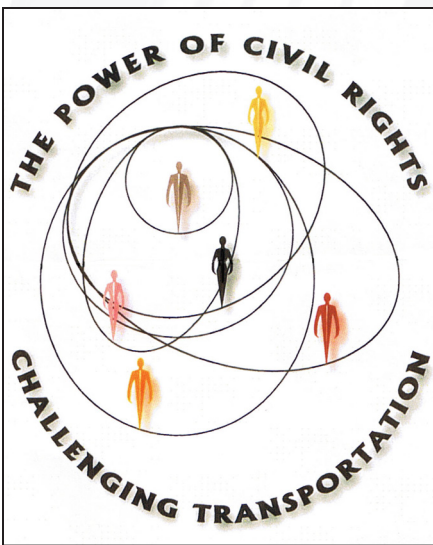
# AASHTOWare Project Civil Rights & Labor™



The AASHTOWare Project Civil Rights & Labor™ module is a comprehensive part of the AASHTOWare Project™ web-based software, allowing agencies to receive and process the data required to meet federal and state requirements for civil rights and labor compliance activities. The collection of this information in one unified software application improves the quality of the information, eliminates duplicate data entry, and reduces the time and effort to perform important tasks such as federal reporting, disparity studies, and data analysis (e.g. payrolls).

## More Effective Management

Implementation of the AASHTOWare Project Civil Rights & Labor module allows more effective administration of an agency's civil rights and labor compliance activities, such as management of contractor and subcontractor data. Agencies and contractors can save time and effort on jobs with certified payroll submission, which includes automatic error checking. Agencies will also see a substantial reduction in efforts in gathering data for the semi-annual Uniform Report of DBE Commitments/Awards and Payments. The AASHTOWare Project Civil Rights & Labor module addresses civil rights and labor compliance activities through the following functions:



- Equal Employment Opportunity and Affirmative Action monitoring
- Wage decisions and labor compliance monitoring
- Ability to create a Conformance Wage Classification at the contract project level for work not covered by the wage decision
- Automated checking of submitted contractor payrolls and extensive exception reporting
- DBE certifications and DBE/MBE/WBE program monitoring
- Prompt/Actuals payment submittals and monitoring
- Good faith efforts (e.g. bidder/quoter submittals)
- Civil rights, labor, on-the-job training (OJT), apprentice, and DBE reporting
- DBE and OJT contract and annual goal setting
- Access to and use of the application by external parties (for example, contractors, subcontractors, FHWA, cities, and counties)
- The Info Tech® Field Interviewer™ mobile application was developed to interface with AASHTOWare Project Civil Rights and Labor Field Interviews so the field employee can capture interview data on a mobile device and sync the data with AASHTOWare Project database.



## Key Reports and Payroll Tools

AASHTOWare Project Civil Rights & Labor includes data collection functions and report generation for the aforementioned activities that assist in data analysis for DBE and OJT goal setting, labor analysis, disparity studies, and program performance monitoring. The software also provides several key standard reports and comes with a reporting tool to allow the agency to create their own custom reports. Examples of key standard reports include:

- DBE Directory
- Contract Employment Data
- Uniform Report of DBE Commitments/Awards and Payments including the required Excel® output
- Federal 1392 Report, including the required Excel output
- OJT Employment Information
- End of Month Trucking

In addition, tools are available to agencies, contractors, and payroll system vendors to convert payroll data into properly formatted XML files that can be imported into AASHTOWare Project Civil Rights & Labor. For payroll software vendors, the AASHTOWare Project Payroll XML Resource Kit allows developers to create add-ons to payroll software to create XML output files in the format required for proper import into AASHTOWare Project Civil Rights & Labor. For agencies and contractors that do not use an electronic payroll system, the AASHTOWare Project Payroll Spreadsheet and Conversion Utility™ allows users without access to the web-based AASHTOWare Project software to use a spreadsheet to enter payroll data that can be converted and imported into the AASHTOWare Project Civil Rights & Labor module.

## Integral Part of the AASHTOWare Project Software

The AASHTOWare Project Civil Rights & Labor module is an integral part of the web-based product offerings for the AASHTOWare Project suite. Web-based AASHTOWare Project provides a comprehensive solution for the management of agency procurement and construction programs. Integration of the AASHTOWare Project Civil Rights & Labor module with the web-based AASHTOWare Project software takes advantage of the wealth of pertinent production agency data that supports the civil rights and labor compliance program areas (e.g., proposals, vendors, contracts). This reduces duplication in the entry and management of data, and it provides for ready access to the data produced by the procurement and construction management functions. Improved and timelier capability for civil rights and labor compliance professionals to monitor, control, and report program activities will be the result. Such a collaborative solution helps to ensure a comprehensive application that not only meets requirements, but is also cost effective.

The AASHTOWare Project Civil Rights & Labor software provides a flexible user interface and extensive configuration options:

- Any user with proper access can attach files/URL links and add agency fields to any record in the system.
- System events and issue tracking enable an agency to automate complex processes and workflows that might require input or review from several different users.
- Thorough online help is available throughout the application, including configurable tool tips.

## System Specifications

For details about system specifications for all AASHTOWare Project products, please refer to: [www.cloverleaf.net/sys\\_arch/](http://www.cloverleaf.net/sys_arch/).

For more information about this product contact AASHTO or the AASHTOWare® contractor:



444 North Capitol Street N.W., Suite 249  
Washington, DC 20001  
Phone (202) 624-5821  
Fax (202) 624-5806  
E-mail [tbianchi@ashto.org](mailto:tbianchi@ashto.org)  
Internet [www.aashtoware.org](http://www.aashtoware.org)



2970 SW 50th Terrace  
Gainesville, FL 32608  
Phone (352) 381-4400  
Fax (352) 381-4444  
E-mail [info@infotechfl.com](mailto:info@infotechfl.com)  
Internet [www.infotechfl.com](http://www.infotechfl.com)

The AASHTOWare logo, AASHTOWare Project Bids, AASHTOWare Project Construction & Materials, AASHTOWare Project Civil Rights & Labor, AASHTOWare Project Estimation, AASHTOWare Project Preconstruction, and AASHTOWare Project are trademarks of AASHTO. AASHTOWare and AASHTOWare Project are registered service marks and trademarks of AASHTO. The AASHTOWare Project logo is a registered trademark of AASHTO. Other product and company names mentioned herein may be trademarks and/or service marks of their respective owners. © Copyright 2017 by the American Association of State Highway and Transportation Officials, Inc. All rights reserved. This document or parts thereof may not be reproduced in any form without written permission of the publisher. Printed in the United States of America.