

PROJECT

AASHTOWare Project Civil Rights and Labor (CRL)

System Navigation

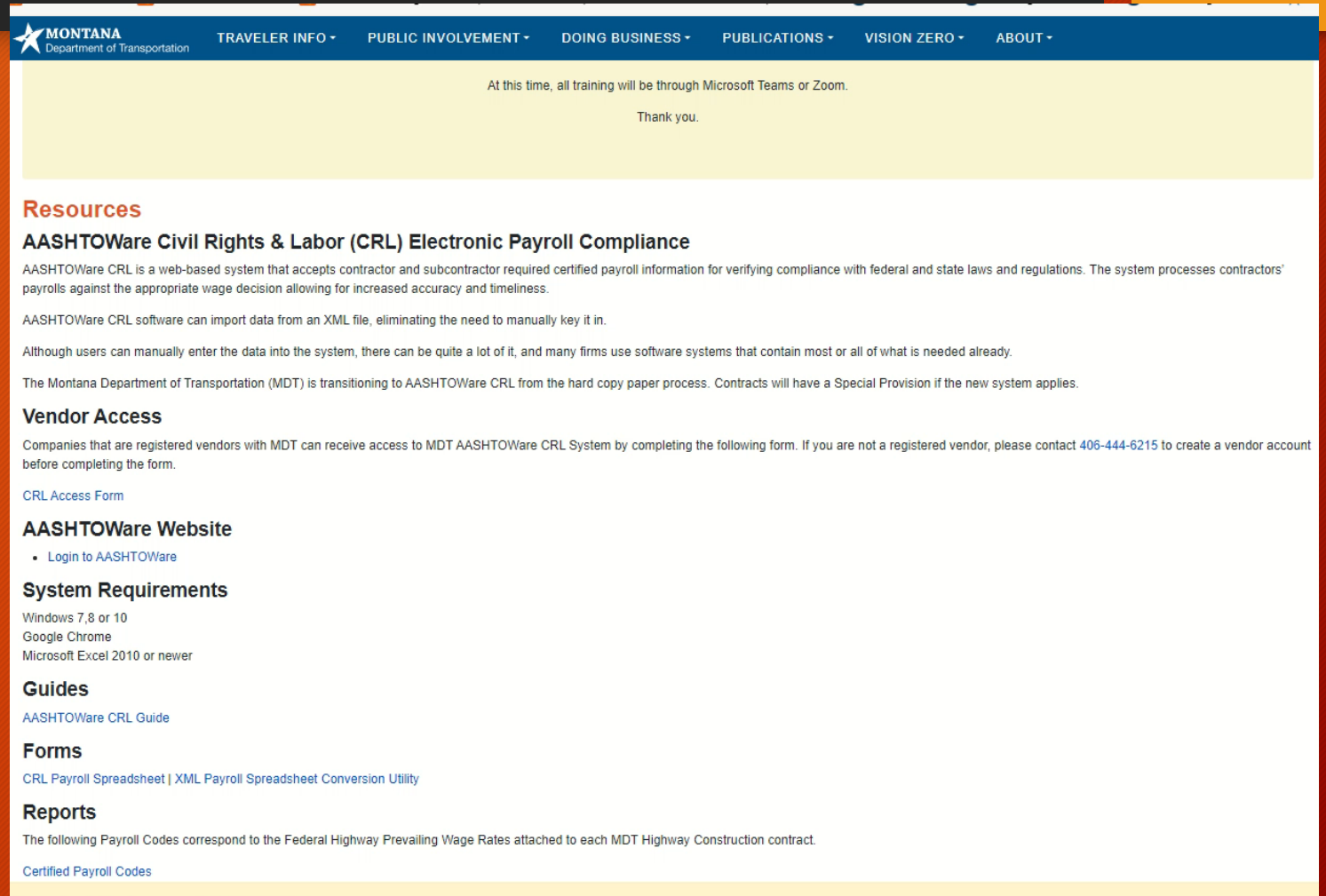
Access Requests

- To gain access to the AASHTOWare system, the potential user will need to request access.
- The access request can be found on the MDT website [AASHTOWare Civil Rights & Labor \(CRL\) Resources | Montana Department of Transportation \(MDT\) \(mt.gov\)](https://www.mdt.mt.gov)
- Click on the CRL Access Form under the Vendor Access Title.

The screenshot shows a Bing search results page for the query 'mdt.mt.gov'. The top navigation bar includes 'Microsoft Bing', a search bar with 'mdt.mt.gov' entered, and various search filters like 'SEARCH', 'COPILOT', 'IMAGES', 'VIDEOS', 'MAPS', 'NEWS', 'SHOPPING', and 'TOOLS'. The main results area features a prominent card for the 'Montana Department of Transportation (MDT)' with the URL 'https://www.mdt.mt.gov'. Below this, there are several category links: 'Traveler Information', 'Forms', 'Contracting & Bidding', 'Road Condition Report', 'Cameras', and 'Publications'. To the right, there are informational boxes for 'About 511 | Montana Department of Transportation (MDT)' and 'Disadvantaged Business Enterprise & Small Business Enterp...'. At the bottom, there is a 'Cameras | Montana Department of Transportation (MDT)' result and an 'Ask Copilot' section with a list of related queries such as 'montana mdt core values' and 'montana department of transportation map'.

Access Requests Continued

- Fill out the required information on the form to request access as either a Prime Contractor, Subcontractor or both.
- When the form is filled out, click on the Send Request button at the bottom of the page.
- Please note, it can take up to 24 to 48 hours for requests to be completed.
- When access has been granted, and email will be sent to the user with the information about the next steps.
- Important: Please make sure that the email address is correct for correspondence.



MONTANA
Department of Transportation

TRAVELER INFO ▾ PUBLIC INVOLVEMENT ▾ DOING BUSINESS ▾ PUBLICATIONS ▾ VISION ZERO ▾ ABOUT ▾

At this time, all training will be through Microsoft Teams or Zoom.

Thank you.

Resources

AASHTOWare Civil Rights & Labor (CRL) Electronic Payroll Compliance

AASHTOWare CRL is a web-based system that accepts contractor and subcontractor required certified payroll information for verifying compliance with federal and state laws and regulations. The system processes contractors' payrolls against the appropriate wage decision allowing for increased accuracy and timeliness.

AASHTOWare CRL software can import data from an XML file, eliminating the need to manually key it in.

Although users can manually enter the data into the system, there can be quite a lot of it, and many firms use software systems that contain most or all of what is needed already.

The Montana Department of Transportation (MDT) is transitioning to AASHTOWare CRL from the hard copy paper process. Contracts will have a Special Provision if the new system applies.

Vendor Access

Companies that are registered vendors with MDT can receive access to MDT AASHTOWare CRL System by completing the following form. If you are not a registered vendor, please contact [406-444-6215](tel:406-444-6215) to create a vendor account before completing the form.

[CRL Access Form](#)

AASHTOWare Website

- [Login to AASHTOWare](#)

System Requirements

Windows 7, 8 or 10
Google Chrome
Microsoft Excel 2010 or newer

Guides

[AASHTOWare CRL Guide](#)

Forms

[CRL Payroll Spreadsheet](#) | [XML Payroll Spreadsheet Conversion Utility](#)


Reports

The following Payroll Codes correspond to the Federal Highway Prevailing Wage Rates attached to each MDT Highway Construction contract.

[Certified Payroll Codes](#)

Log in and Password Change

- Click on the website link in the email received.
- Enter in the email address that was submitted under Username.
- Enter in the password that was given in the email. The password is case sensitive.
- Change the drop down to MDT Contractors.
- To set up a unique password, follow the steps in the document attached to the email.
- Note: All passwords will expire in 60 days. If you continue to use the Temporary password, it may expire sooner.



Username

Password

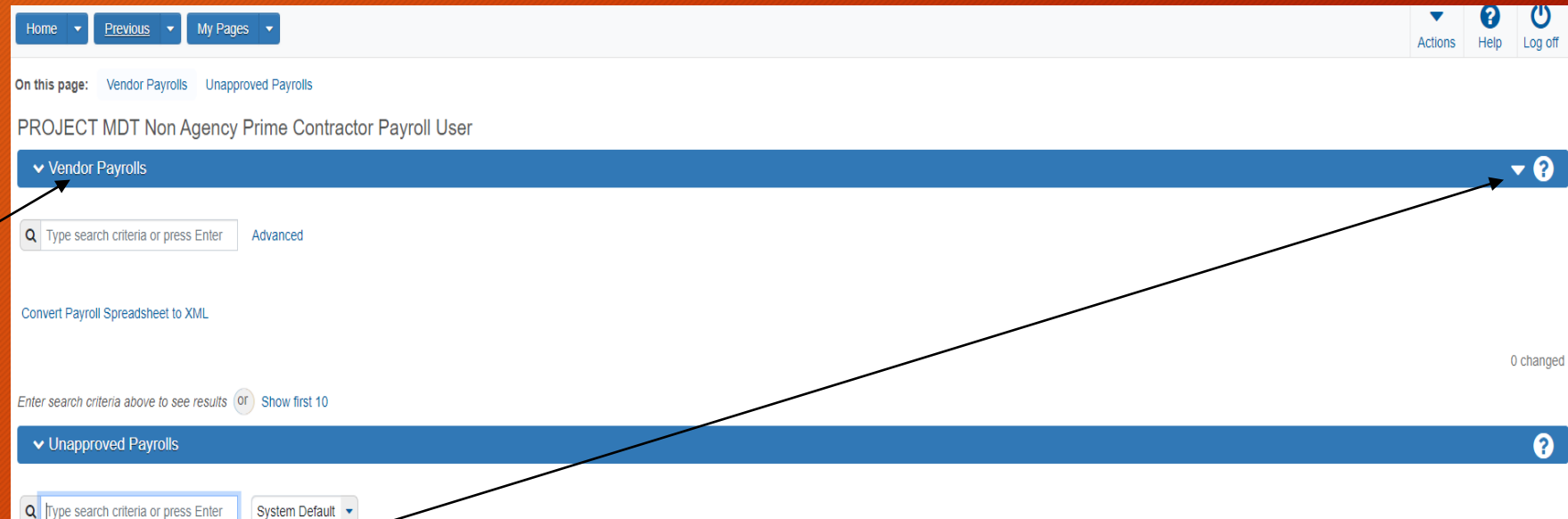
State Employees

Log On

[Forgot your contractor username or password?](#)

Home Dashboard - Navigation

- The Home Dashboard is the main screen within the system for the user to navigate through to different locations within AASHTOWare. These locations can be accessed through the component options.
- Components are defined by the dark blue ribbons. These components also have specific help icons as well as Component actions that allow the user to complete actions.
- Row actions are the white drop arrows on the component rows. These drop downs will be utilized for multiple options including running reports and adding personnel for example.



Home Dashboard - Navigation continued

- In the upper right corner, there are multiple selections depending on the need of the user.
- The Actions button will allow the user to pull reports by using the Generate report option.
- The Help button will bring the user.
- Log off will exit the user from the system.
- Quick-links are hyperlinks within the system that take a user to specific sections of the system. These do change depending on the screen and can be found next to the **On This Page** under the Home button and can go across top of the Component ribbons.



Locating Contracts

- User will be able to locate their contracts under the Vendor Payrolls blue component ribbon.
- User can enter the 5-digit contract number in the search box or place their cursor in the search box and hit enter. This will list out the users current approved contracts. User can also start typing in the name of the contract.
- Below the search box will be the contract information that was searched for.

PROJECT MDT Non Agency Prime Contractor Payroll User

▼ Vendor Payrolls

Q Train | Advanced Showing 1 of 1

Convert Payroll Spreadsheet to XML

Contract	Description	Payrolls	Vendor	Legal Name
TRAIN1	Q Contract used for training external users	1	9999	Q Training Vendor

▼ Vendor Payrolls

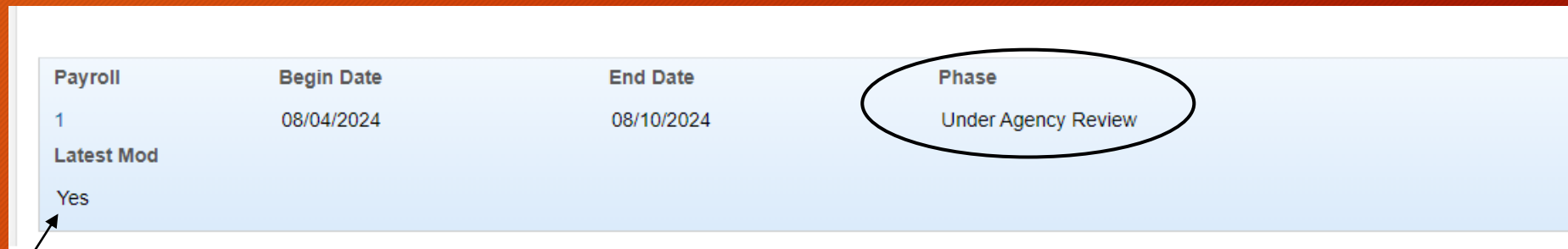
Q 9999 | Advanced Showing 1 of 1

Convert Payroll Spreadsheet to XML

Contract	Description	Payrolls	Vendor	Legal Name
TRAIN1	Q Contract used for training external users	1	9999	Q Training Vendor

Unapproved Payrolls

- In the Home Dashboard, there is a component ribbon called Unapproved Payrolls
- This allows the user to see the status of a submitted payroll and the tier that it will be at.
- Status types will include:
 - Initial Phase
 - Tier Review
 - Prime Contractor Review
 - Agency Review
 - Approved
 - Agency Rejected
 - Returned
- If there is a modification, user will need to look at the Latest Mod title. This should say Yes



The screenshot shows a table with the following data:

Payroll	Begin Date	End Date	Phase
1	08/04/2024	08/10/2024	Under Agency Review
Latest Mod			
Yes			

An arrow points from the 'Yes' cell in the 'Latest Mod' row to the 'Phase' column header. The 'Phase' column header and its corresponding cell 'Under Agency Review' are circled in black.

CRL Web Page - Helpful Information

- Within the CRL web page, there are resources available for the user. A few resources are:
- **AASHTOWare Website:** Navigates the user to the log in page
- **Guides:** A detailed guide that walks the user through entering in payrolls through the AASHTOWare system
- **Forms:** Allows the user to use the Payroll Spreadsheet and XML Conversion Utility
- For CRL Support, user can email at mdtawprcrsupport@mt.gov

Resources

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[Certified Payroll Codes](#)

CRL System Support

If you are experiencing login issues, please verify you have received a login email from MDT. If you have not received an email and are still having login issues or for Electronic Payroll questions, email [CRL System Support](mailto:CRL.System.Support).

AASHTOWare Civil Rights & Labor (CRL)

[CRL Access Form](#)
[Resources](#)

Federal Highway Prevailing Wage Rates

[20220080 06032022](#)
[20230079 04282023](#)

Helpful Links

[29 Code of Federal Regulations 5.1](#)
[Davis-Bacon Guide](#)
[MDT Prevailing Wage Compliance Program Manual](#)
[Office of Civil Rights Contractor Compliance](#)
[Required Contract Provisions Federal-Aid Construction Contracts](#)
[Subcontracting Resources](#)
[United States Department of Labor \(USDOL\) Prevailing Wage Resource Book](#)

Contact

Kathy Terrio
Engineering Contract Specialist
Prevailing Wage/OJT Compliance
[406-475-2258](tel:406-475-2258) | [Email](mailto:Kathy.Terrio@mt.gov)
TTY: [800-335-7592](tel:800-335-7592)
Fax: [406-444-7297](tel:406-444-7297)

Questions?

- If you have any questions, please email the CRL System Support staff at mdtawprcrlsupport@mt.gov

