

OJT Monitoring and Compliance

Recordkeeper Job Aid

Construction Division

Construction Recordkeeper Job Aid

Overview

On-the-Job Training Program has been established in accordance with U.S. DOT regulations to ensure training and skill-improvement opportunities are provided on Federal construction contracts under Special Provision in all TxDOT federal-aid construction contracts that were effective with the January 2014 state letting.

TxDOT's Civil Rights Division will notify every contractor selected for participation in the program at the beginning of each calendar year and advise them of the number of trainees they are expected to support. Participating contractors must enroll, train and graduate a number of trainees sufficient to meet their assigned annual trainee goal.

The goal of this document is to guide the Recordkeeper how to monitor for compliance, review, and verification that OJT participation is submitted and accounted for correctly.

Applications Used

TxDOT DMS, (internal Crossroads webpage)

Forms

Form 2784, "OJT Enrollment Form"

Form 2220, "Labor Standards Review"

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Resources

- Construction Contract Administration Manual (CCAM), Chapter 15, Section 2, "On-the-Job Training"
- Civil Rights Division (CIV) On-the-Job Training SharePoint page (**Note:** internal access only)
- Special Provision to Item 000, "On-the-Job Training Program," included in the contract
- Civil Rights programs (CIV) On-the-Job Training external webpage on TxDOT.gov (additional forms)

On-the-Job Training (OJT)

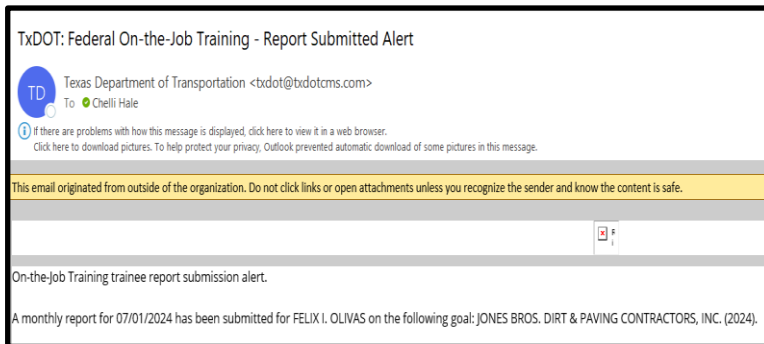
CIV will notify contractors selected for participation in the OJT program.

Contractors must submit all OJT data through TxDOT's DMS portal. OJT progress reports should be submitted monthly, on the 10th of the following month, in DMS.

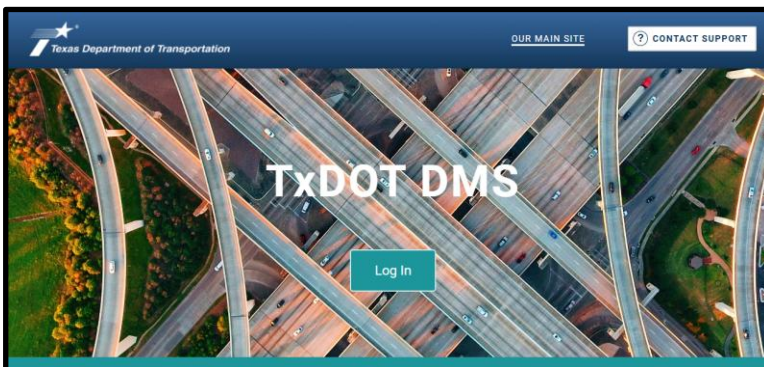
Use the steps on the following pages to access and review the reports.

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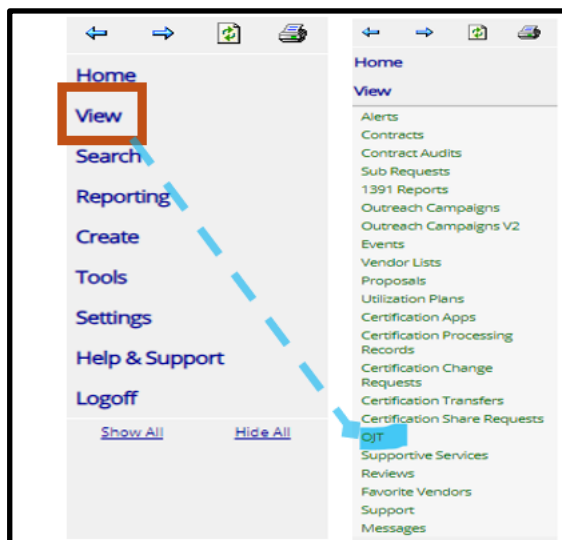
OJT Monitoring and Compliance



1. Each compliance officer listed in DMS will receive an email alert when the prime submits OJT hours for a participant in DMS.



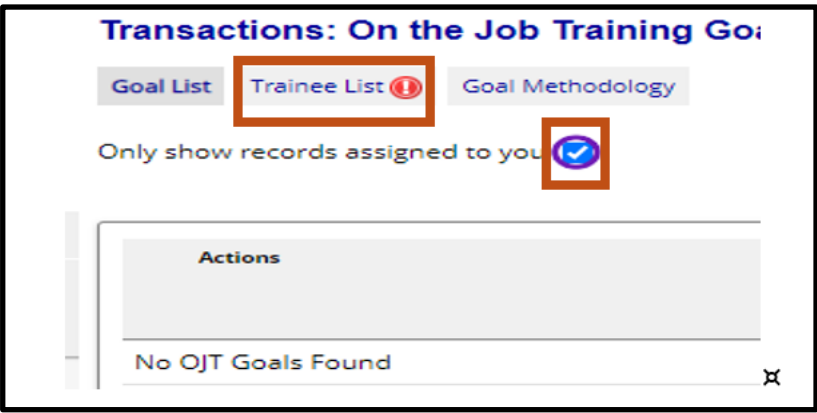
2. Log into the TxDOT DMS Portal and follow the steps for authentication.



3. On the home screen, click View on the left-hand navigation to bring up the menu.

Click on OJT.

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4. Make sure "Only show records assigned to you" is unchecked, then click on the Trainee List tab.

Best Practices for OJT Training Reports

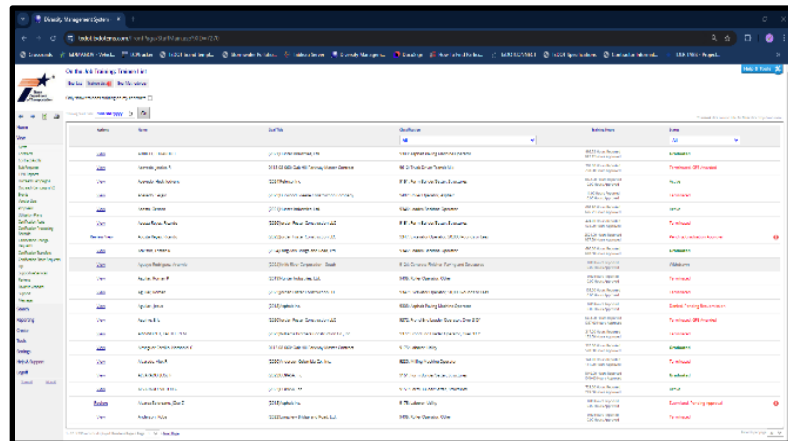
What should I do if there are other projects on the monthly report I am reviewing?

- Review the data related to your project(s).
- If a project is listed in your district that you do not have access to, request the LCPtracker wage report from the recordkeeper.
- If there are additional hours on the report worked for another district:
 - ask that district's recordkeeper for the LCPtracker wage report to allow you to confirm the hours match the submission or
 - if the training report has only a few hours in your district and most trainee hours in another district, send the LCPtracker report to the other district to approve the report.

Currently TxDOT DMS does not have the functionality for multiple districts to approve one training report.

To verify the submitted hours and wage rates, access and review the certified payroll in LCP Tracker using the following steps.

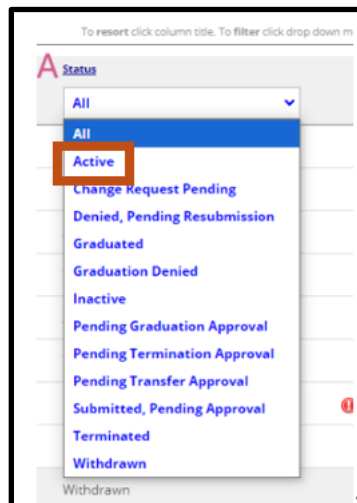
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Name	Status	Goal Title	Actions
OLIVAS, FELIX I	Active	(2024)JONES BROS. DIRT & PAVING CONTRACTORS, INC.	Review View
TAPIA, EDUARDO G	Active	(2024)JONES BROS. DIRT & PAVING CONTRACTORS, INC.	Review View
ZALDATE, RAMIRO D	Active	(2024)JONES BROS. DIRT & PAVING CONTRACTORS, INC.	View

5. The list will include all OJT participants of all statuses (active, terminated, graduated, etc.)

Note: DMS does not list the prime contractor or the CSJ on this screen, only participant names.



6. To minimize the list, filter for Active participants.

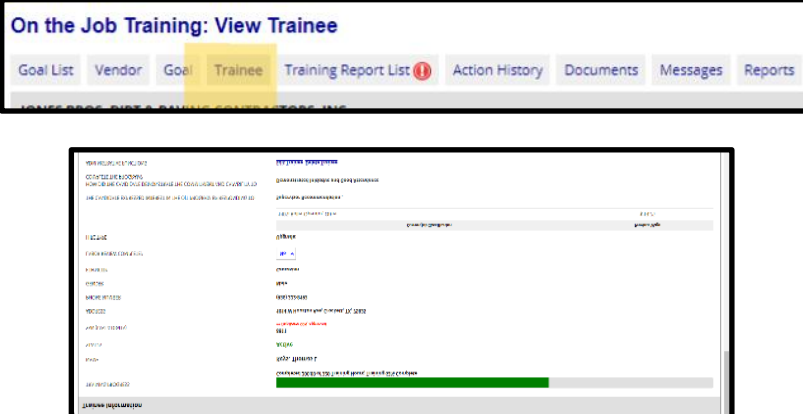
Actions	Name	Goal Title
Review View	OLIVAS, FELIX I	(2024)JONES BROS. DIRT & PAVING CONTRACTORS, INC.
Review View	TAPIA, EDUARDO G	(2024)JONES BROS. DIRT & PAVING CONTRACTORS, INC.
View	ZALDATE, RAMIRO D	(2024)JONES BROS. DIRT & PAVING CONTRACTORS, INC.

7. After locating the participant, click **View** next to their name to bring up all information for the individual, including training reports submitted.

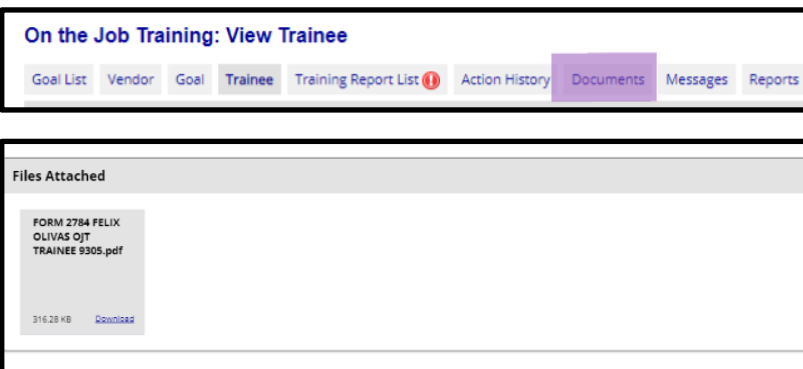
Construction Recordkeeper Job Aid

8. Review and verify the following information.

a. Trainee tab – Confirm you have selected the correct participant.

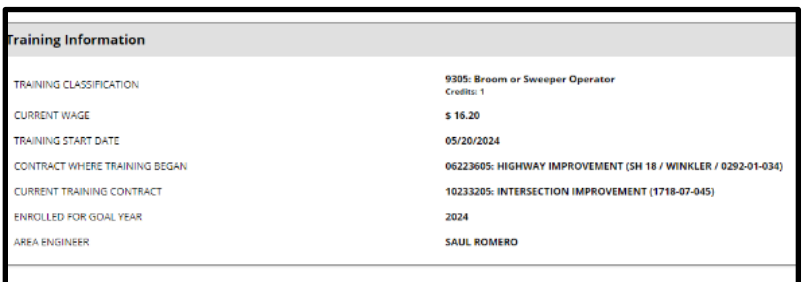


b. Documents tab – Verify that Form 2784, "OJT Enrollment Form," (uploaded by the prime) is attached.



Note: The Documents tab is where the Labor Review will be uploaded when completed.

c. Training Information – Confirm the training classification is correct by verifying against Form 2784.



Training Information	
TRAINING CLASSIFICATION	9305: Broom or Sweeper Operator Credits: 1
CURRENT WAGE	\$ 16.20
TRAINING START DATE	05/20/2024
CONTRACT WHERE TRAINING BEGAN	06223605: HIGHWAY IMPROVEMENT (SH 18 / WINKLER / 0292-01-034)
CURRENT TRAINING CONTRACT	10233205: INTERSECTION IMPROVEMENT (1718-07-045)
ENROLLED FOR GOAL YEAR	2024
AREA ENGINEER	SAUL ROMERO

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d. Trainee Information – Labor Review Completed

- If this shows “No,” notify the responsible inspectors or project managers for all CSJs listed on the training reports that the trainee is active and request they conduct a labor review.
- If this shows “Yes,” verify it has been uploaded in the Documents tab.

Trainee Information

TRAINING PROGRESS

Completed 185.50 of 320 Training Hours; Training 58% Complete

NAME

OLIVAS, FELIX I

STATUS

Pending Graduation Approval (Mark Active)

SSN (LAST 4 DIGITS)

9387

ADDRESS

500 SOUTH OREGON STREET, El Paso, TX, 79901

PHONE NUMBER

(575) 964 0878

GENDER

Male

ETHNICITY

Hispanic/Latino

LABOR REVIEW COMPLETE?

No

FILE TYPE

Upgrade

THE CANDIDATE EXPRESSED INTEREST IN THE OJT PROGRAM BY RESPONDING TO:

Supervisor Recommendation

HOW DID THE CANDIDATE DEMONSTRATE THE COMMITMENT AND CAPABILITY TO COMPLETE THE PROGRAM?

Supervisor Recommendation

ADMINISTRATIVE FUNCTIONS

Delete Trainee

e. Below the trainee information on the Trainee tab is the list of monthly reports submitted.

Note: This information can also be accessed through the menu at the top.

Training Report Month	File Date	File Name	Status	Hours Reported	File Type	Action
September 2024	10/10/2024	OLIVAS, FELIX I	Approved: No Review	0	09/09/2024	View Report
August 2024	09/10/2024	OLIVAS, FELIX I	Approved: No Review	0	08/09/2024	View Report
July 2024	08/10/2024	OLIVAS, FELIX I	Pending Grad Review	178.5	08/08/2024	View Report
June 2024	07/10/2024	OLIVAS, FELIX I	Approved	81	07/09/2024	View Report
May 2024	06/10/2024	OLIVAS, FELIX I	Approved	180.5	07/09/2024	View Report

On the Job Training: View Trainee

[Goal List](#)
[Vendor](#)
[Goal](#)
[Trainee](#)
[Training Report List](#)
[Action History](#)
[Documents](#)
[Messages](#)
[Reports](#)

Training Report Month	File Date	File Name	Status	Hours Reported	File Type	Action
September 2024	10/10/2024	OLIVAS, FELIX I	Pending Grad Review	0	09/09/2024	View Report
August 2024	09/10/2024	OLIVAS, FELIX I	Approved: No Review	0	08/09/2024	View Report
July 2024	08/10/2024	OLIVAS, FELIX I	Approved: No Review	0	07/09/2024	View Report
June 2024	07/10/2024	OLIVAS, FELIX I	Approved	81	07/09/2024	View Report
May 2024	06/10/2024	OLIVAS, FELIX I	Approved	180.5	07/09/2024	View Report
April 2024	05/10/2024	OLIVAS, FELIX I	Approved: No Review	0	04/09/2024	View Report

9. **Review and verify the training reports submitted by the prime.** Choose the month that needs to be reviewed and click **View Report** in the Action column.

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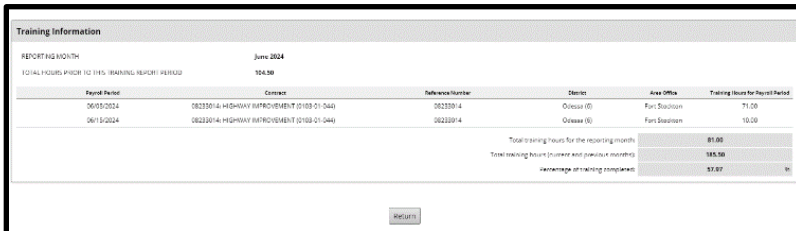
<div data-bbox="94 396 883 615"> <p>Report Information</p> <table> <tr> <td>REPORTING PERIOD</td> <td>August 2024</td> </tr> <tr> <td>STATUS</td> <td>Pending Staff Review</td> </tr> <tr> <td>SUBMITTED BY</td> <td>Candace Reece on 09/04/2024</td> </tr> <tr> <td>SUBMIT COMMENTS</td> <td></td> </tr> </table> </div> <div data-bbox="94 758 883 1026"> <p>Report Information</p> <table> <tr> <td>REPORTING PERIOD</td> <td>June 2024</td> </tr> <tr> <td>STATUS</td> <td>Approved</td> </tr> <tr> <td>SUBMITTED BY</td> <td>Candace Reece on 07/01/2024</td> </tr> <tr> <td>SUBMIT COMMENTS</td> <td></td> </tr> <tr> <td>REVIEWED BY</td> <td>Cynthia Curtis on 07/09/2024</td> </tr> <tr> <td>REVIEW COMMENTS</td> <td></td> </tr> </table> </div>	REPORTING PERIOD	August 2024	STATUS	Pending Staff Review	SUBMITTED BY	Candace Reece on 09/04/2024	SUBMIT COMMENTS		REPORTING PERIOD	June 2024	STATUS	Approved	SUBMITTED BY	Candace Reece on 07/01/2024	SUBMIT COMMENTS		REVIEWED BY	Cynthia Curtis on 07/09/2024	REVIEW COMMENTS		<p>10. The training report has four sections:</p> <p>a. Report Information – Shows reporting period, status of report, and Pending Staff Review or Approved.</p> <ul style="list-style-type: none"> • Pending Staff Review – Needs action taken to review and verify the information with payrolls in LCPtracker. • Approved – Shows approval date, approver name, and any comments, if applicable.
REPORTING PERIOD	August 2024																				
STATUS	Pending Staff Review																				
SUBMITTED BY	Candace Reece on 09/04/2024																				
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<div data-bbox="94 1320 883 1606"> <p>Trainee Information</p> <table> <tr> <td>TRAINEE NAME</td> <td>OLIVAS, FELIX I</td> </tr> <tr> <td>SSN (LAST 4 DIGITS)</td> <td>9367</td> </tr> <tr> <td>TRAINING CLASSIFICATION (At time of report submission)</td> <td>9305: Broom or Sweeper Operator Credits: 1</td> </tr> <tr> <td>HOURLY WAGE RATE</td> <td>\$ 16.20</td> </tr> <tr> <td>CONTRACTOR</td> <td>JONES BROS. DIRT & PAVING CONTRACTORS, INC. DBA:</td> </tr> </table> </div>	TRAINEE NAME	OLIVAS, FELIX I	SSN (LAST 4 DIGITS)	9367	TRAINING CLASSIFICATION (At time of report submission)	9305: Broom or Sweeper Operator Credits: 1	HOURLY WAGE RATE	\$ 16.20	CONTRACTOR	JONES BROS. DIRT & PAVING CONTRACTORS, INC. DBA:	<p>b. Trainee Information – Verify the correct participant is listed.</p>										
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HOURLY WAGE RATE	\$ 16.20																				
CONTRACTOR	JONES BROS. DIRT & PAVING CONTRACTORS, INC. DBA:																				

Construction Recordkeeper Job Aid

c. Training Information (hrs.)

– Contains the hours worked under the OJT classification code for the month.

This information must be verified prior to approval. Any discrepancies will result in the report being returned.



Training Information

REPORTING MONTH: June 2024
TOTAL HOURS PRIOR TO THIS TRAINING REPORT PERIOD: 104.00

Payroll Period	Contract	Reference Number	Class	Area Office	Training Hours for Report Period
06/01/2024	08233014: HIGHWAY IMPROVEMENT (0103-01-044)	08233014	Classroom (C)	Fort Stockton	71.00
06/15/2024	08233014: HIGHWAY IMPROVEMENT (0103-01-044)	08233014	Classroom (C)	Fort Stockton	10.00
Total training hours for the reporting month:					81.00
Total training hours (current and previous months):					185.00
Percentage attaching compliance:					57.97 %

[Return](#)

d. Training Report Review –

Once verified against reported information from LCPtracker, this section is used to Approve or Return the monthly report.



Training Report Review

☐ By checking this box, I confirm the following will represent my digital signature. *

DATE: 10/29/2024

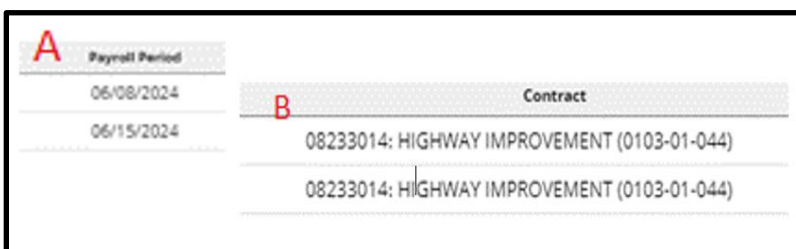
REPORT ACTION:
☐ Approve
☐ Return

COMMENTS:

11. Complete the Training Report –

Gather the information from the DMS portal to verify the following.

- Payroll Period date is the Week End Date reported in LCPtracker.
- Contract information is the project information in LCPtracker.



A Payroll Period

06/08/2024
06/15/2024

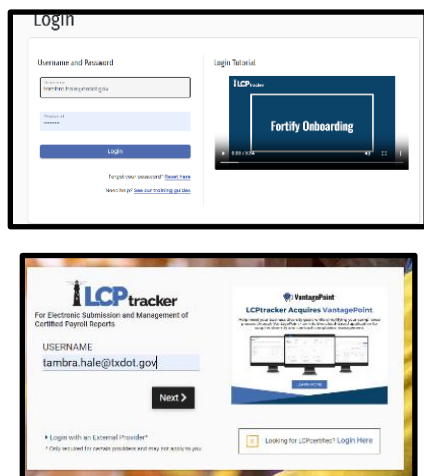
B Contract

08233014: HIGHWAY IMPROVEMENT (0103-01-044)
08233014: HIGHWAY IMPROVEMENT (0103-01-044)

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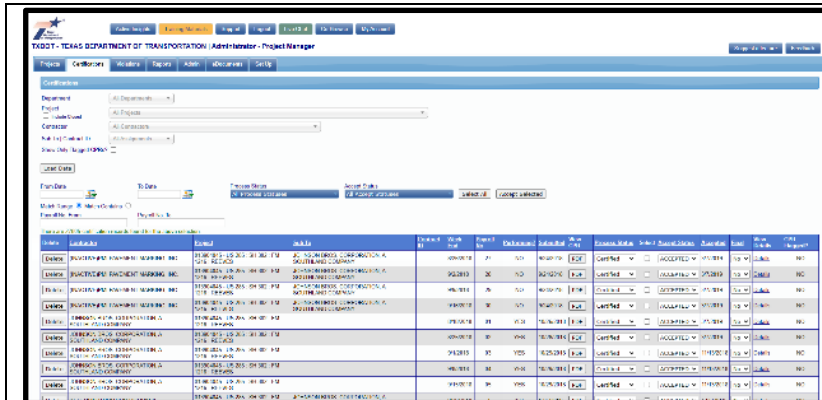
C	District	Area Office	D	Training Hours for Payroll Period
	Odessa (6)	Fort Stockton		4.00
	Odessa (6)	Fort Stockton		15.00

- c. District and Area Office information will be used to gather additional information.
- d. Training Hours, OJT job code classification (9XXX), and current wage listed on the training report are verified in LCPtracker.

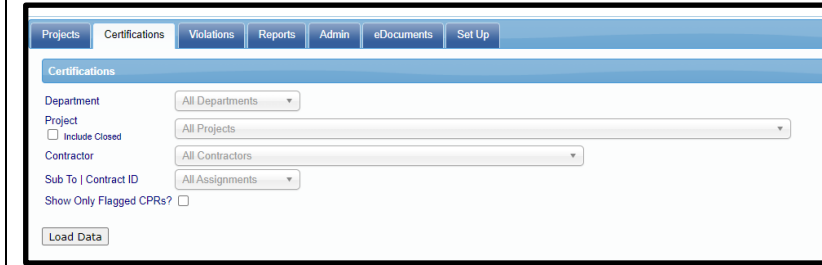


- 12. Log into LCPtracker and follow the steps for authentication.

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13. On the home page, click on the Certifications tab.



14. Using the dropdown menus, choose the project and contractor listed on the trainee report, and click Load Data.

a.

Week End	Payroll No	Performing?	Submitted	View CPR	Process Status	Select	Accept Status	Accepted	Final	View Details
11/4/2023	1	YES	1/3/2024	PDF	Certified	<input type="checkbox"/>	ACCEPTED	1/18/2024	No	Details
11/11/2023	2	YES	3/21/2024	PDF	Certified	<input type="checkbox"/>	ACCEPTED	3/21/2024	No	Details
11/18/2023	3	YES	3/21/2024	PDF	Certified	<input type="checkbox"/>	ACCEPTED	3/21/2024	No	Details
11/25/2023	4	YES	3/21/2024	PDF	Certified	<input type="checkbox"/>	ACCEPTED	3/21/2024	No	Details

b.

15. In the Week End column, find the

- date of the payroll listed on the trainee report
- click on the Details link in the same row.

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16. The top of the screen will show the project information and if the report has any notices or rejections.

And the bottom of the screen will list the names of all the employees who worked during the pay period.

17. Find the name of the trainee.
Click on the Audit button in the right column to view trainee information for the pay period.

18. On the following screen, click the arrows to expand the following sections to show the information to be verified:

- Classifications
- Hours Worked Each Day for This Project Only

Project Code: 010301044
Project Name: 010301044 - SH 17 - N OF COTTON ST - 3/4 MI S OF CR 206 - REEVES
Contractor: JONES BROS. DIRT & PAVING CONTRACTORS, INC.
Contract ID:
Sub To:
[View Contractor Assignment Report](#)

Week End Date: 6/8/2024 [View Project Wage Database](#)
Process Status: Certified Payroll Number: 32
Accept Status: ACCEPTED Performing: YES
Person Submitting: Cindi Wilkerson Final: No
Employees Interviewed This Week: 0

Contractor Notes: FELIX IVAN DELVAL OLIVAS IS NOW CLASSIFIED AS AN OJT BROOM SWEEPER OPERATOR.

Confidential Admin Comments:

[Save](#) [Cancel](#) [Add Notice](#) ☐ Hide Closed Notices

Notice Type	Notice Title	Notice Date	Status	Created By	Action
REJECTION	Rejection Notice	7/10/2024	CLOSED	tonner@tjla.com	Edit Close Respond To Case

Submitted Date	Status	View CPR
8/23/2024	Certified	View
8/19/2024	Superseded	View

Payroll Record Count	Employee	Jurisdiction	Job	Classification	Hours	Rate	Status	Audit	View
1	AGUIRRE, JR. OSCAR	TXDOT	1172 - LABORER, COMMON	1172 - Laborer, Common	0	Certified	Yes	Audit	View
2	AGUIRRE, RAMON VILLA	TXDOT	1172 - LABORER, COMMON	1172 - Laborer, Common	0	Certified	Yes	Audit	View
3	ALUCHONDO, MARIA MENDEZ	TXDOT	1405 - ROYALTY OPERATOR, OTHER	1405 - Royalty Operator Other	0	Certified	Yes	Audit	View
4	ARAGON, RAUL ALCALA	TXDOT	1302 - ASPHALT PAVING MACHINE OPERATOR	1302 - Asphalt Paving Machine Operator	0	Certified	Yes	Audit	View
5	ARAUJO, JENNE	TXDOT	1172 - LABORER, COMMON	1172 - Laborer, Common	0	Certified	Yes	Audit	View
6	ARON, RAMIRO DELGADO	TXDOT	1172 - LABORER, COMMON	1172 - Laborer, Common	0	Certified	Yes	Audit	View
7	BLANCO, SALLI	TXDOT	1172 - LABORER, COMMON	1172 - Laborer, Common	0	Certified	Yes	Audit	View

DELVAL	TXDOT	0305 - Broom or Sweeper Operator	0305 - Broom or Sweeper Operator	Edit Record	1	Certified	Yes	Audit	View
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Notices

Week End Date: 6/8/2024 Payroll No: 32
Project: 010301044 - SH 17 - N OF COTTON ST - 3/4 MI S OF CR 206 - REEVES Contractor: JONES BROS. DIRT & PAVING CONTR
Employee: OLIVAS, FELIX IVAN DELVAL Sub To:
Contract ID:

☐ Is Foreman ☐ Is Owner/Operator

Gross Employee Pay This Project (Usually No Fringes) Wages Paid in Lieu of Fringes (Total Cash Fringes) These fields are Hourly rate fields (Usually No Fringes) Rate in Lieu of Fringes (Cash Fringes)

Base Hourly Overtime Hourly Doubletime Hourly

Amounts paid

[Classifications](#)

[Hours Worked Each Day for This Project Only](#)

[Fringes / Contributions paid to others \(not employee\) for This Project Only \(Rate Times the # of Hours Worked\)](#)

[Paycheck - Deductions, Payments and Notes \(For All Projects Worked This Week\)](#)

[Notices](#)

[Cancel](#) [Revalidate](#) [Show CPR](#)

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▼ Classifications

Jurisdiction	Location	Craft	Classification	Construction Type
TXDOT	Zone TX08	9305 - Broom or Sweeper Operator	9305 - Broom or Sweeper Operator	Heavy & Highway

▼ Hours Worked Each Day for This Project Only

	Sunday 6/2/2024	Monday 6/3/2024	Tuesday 6/4/2024	Wednesday 6/5/2024	Thursday 6/6/2024	Friday 6/7/2024	Saturday 6/8/2024	Total Hours
Regular Time	0.00	13.50	14.00	12.50	0.00	0.00	0.00	40.00
Overtime at 1.5	0.00	0.00	0.00	1.00	14.00	12.00	4.00	31.00
Double-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	13.50	14.00	13.50	14.00	12.00	4.00	71.00

Note: OJT participants may work within multiple classification codes during the pay period. Only verify the hours for the 9XXX OJT classification the participant is enrolled in; any hours worked as a laborer or other classification code do not count toward OJT participation hours reported.

Trainee Information

Trainee Name: [Name]
 SSN (Last 4 Digits): [SSN]
 Training Classification: [Classification]
 Hourly Wage Rate: [Rate]
 Contractor: [Contractor]

Training Information

Reporting Month: August 2024
 Total Hours Prior to This Training Report Period: 15.00

Report Period	Classification	Reference Number	Source	Hourly Rate	Training Hours for Report Period
08/01/2024	02202207 - HIGHWAY SURVEILLATION & SAFETY (C) 0801-04-025 San Augustine County	02202207	LA/Am (17)	14.00	4.00
08/10/2024	02202207 - HIGHWAY SURVEILLATION & SAFETY (C) 0801-04-025 San Augustine County	02202207	LA/Am (17)	14.00	11.00
Total training hours for the reporting month:					15.00
Total training hours (current and previous months):					29.00
Percentage of training completed:					43%

19. Return to DMS to verify the following data points matches the data reported in LCPTracker

- **Training classification code,**
- **Hourly wage rate,**
- **Training hours for payroll period,**
- **Contract information.**

Training Report Review

☐ By checking this box, I confirm the following will represent my digital signature. *

DATE: 10/29/2024

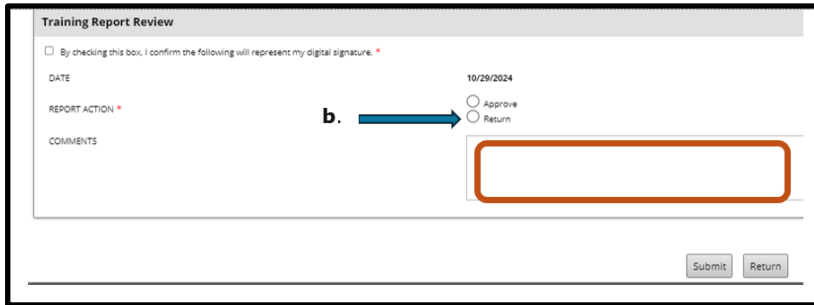
REPORT ACTION: ☐ Approve ☐ Return

COMMENTS: [Text Area]

Submit Return

a. If the data is correct, check the box to confirm digital signature, select the Approve button, add verification comments, and click Submit.

Construction Recordkeeper Job Aid




Training Report Review


☐ By checking this box, I confirm the following will represent my digital signature. *

DATE 10/29/2024

REPORT ACTION *

b.  ☐ Approve ☐ Return

COMMENTS

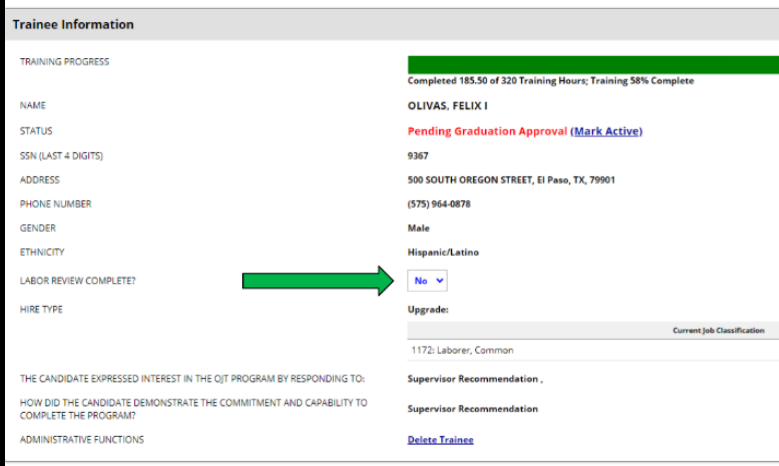
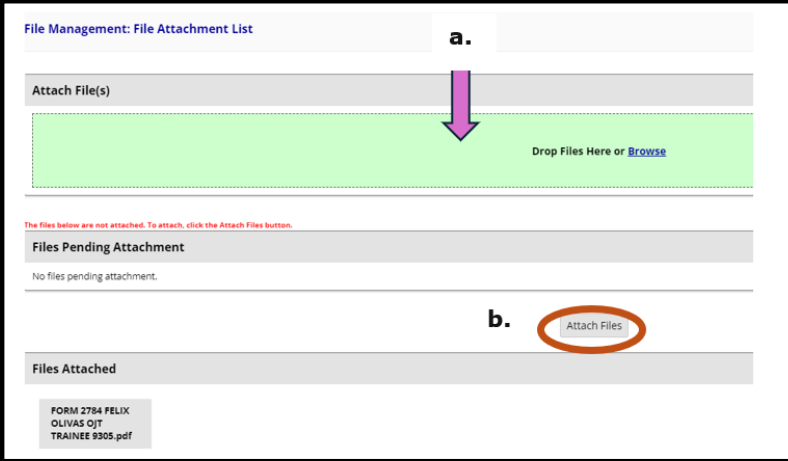


Submit Return

- b. If the data is incorrect, select the Return button, add comments stating the specific reasons for returning the report, and click Return. Send a LCPtracker notification to the contractor for any necessary payroll corrections.

Note: A Labor Standards Review (Form 2220) should be conducted at least once for each trainee during their training period. Once the Labor Review is complete, return to DMS and follow the steps below.

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	<p>20. Open the OJT Trainee Information page.</p> <ol style="list-style-type: none"> Click on the Labor Review Complete dropdown box. Change from No to Yes in dropdown.
	<p>21. Open the Documents tab.</p> <ol style="list-style-type: none"> Click Browse, navigate to the Labor Review file location, select the appropriate file, and click Open. Click Attach Files. <p>Confirm files are attached in the system.</p>

Reimbursement Process

The contractor can request reimbursement on federal aid projects where the total hours have been verified through a review of certified payrolls and accurately reflect the total hours of actual training. Reimbursement is usually made on the project the trainee worked the most – usually the project on which the trainee was enrolled.

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Contractors may be reimbursed eighty cents per verified training hour on federal-aid projects.

Reimbursement requests by the contractor should occur at the end of training period.

Verified reimbursement costs are paid out by line item on an estimate through "On the Job Training (Paid by the Hour)" that has been added to the contract at activation or added by change order when reimbursement is requested by the contractor.

File all documentation and correspondence related to OJT in ProjectWise within the appropriate folder in the project file.