

Completing a Labor Standards Review (Form 2220) in SiteManager

Recordkeeper Job Aid

Construction Division

Completing a Labor Standards Review (Form 2220) in SiteManager

CLASS. #	CLASSIFICATION DESCRIPTION	ZONE TX02 (*TX02040002)	ZONE TX03 (*TX03040003)	ZONE TX04 (*TX04040004)
1428	Agricultural Tractor Operator			
1300	Asphalt Distributor Operator	\$14.87	\$13.48	\$13.3
1303	Asphalt Paving Machine Operator	\$13.46	\$12.25	\$12.2



Gather the following documents and have the following applications open to be able to accurately complete the Labor Standards Review (Labor Interview).

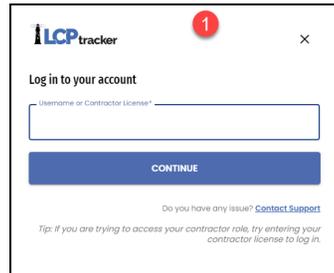
- A. Completed Form 2220, "Labor Standards Review" (Labor Interview)
- B. ProjectWise: Proposal – Wage Rate Decision
- C. LCPtracker
- D. SiteManager

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Use the following steps to pull the payroll report to compare to Form 2220.

1. Log into LCPtracker using your login credentials



2. Make the following selections from the Certification tab.

a. Department – Area Office number

b. Project – CSJ identified from Form 2220

c. Contractor – Identified from Form 2220

d. Accept status – Choose from “accepted” or “not accepted,” depending on the status of the payroll.

e. Click the Load Data button.

TXDOT DEPARTMENT OF TRANSPORTATION | Administrator - Project Manager

Projects **Certifications** Violations Reports Admin eDocuments Set Up

Department: All Departments **a**

Project: 000602114 - IH 20 : EAST OF CR 111 : WEST OF LP 170 : NOLAN **b**

Contractor: All Contractors **c**

Sub To | Contract ID: All Assignments

Show Only Flagged CPRs?

Load Data **e**

From Date: To Date: Process Status: All Process Statuses Accept Status: All Accept Statuses **d**

Match Range: Match Contains

Payroll No. From: Payroll No. To:

There are 13926 certification records found for the above selection.

Delete	Contractor	Project	Payroll No.	Performing?	Submitted	View CPR	Process Status	Select	Accept Status
<input type="checkbox"/>	TOTAL HIGHWAY MAINTENANCE, LLC	003301040 - US 83 : AT DOUBLE MTN FORK OF BRAZOS RIVER : : STONEWALL	1	YES	3/4/2021	PDF	Certified	<input type="checkbox"/>	ACCEPTED
<input type="checkbox"/>	TOTAL HIGHWAY MAINTENANCE, LLC	003301040 - US 83 : AT DOUBLE MTN FORK OF BRAZOS RIVER : : STONEWALL	2	YES	3/11/2021	PDF	Certified	<input type="checkbox"/>	ACCEPTED

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- Identify the appropriate Week-End payroll for the week of the date on Form 2220.

The certified payroll report will open in a new window/tab.

- Check the certified payroll report to identify the employee(s) interviewed by the Inspector.
 - Confirm the following match on the certified payroll and Form 2220.
 - Classification Code
 - Base hourly rate of pay is \geq minimum rate of pay for that Classification Code shown in the Wage Rate Decision table in the proposal (ProjectWise)

Project: 000602114 - IH 20 : EAST OF CR 111 : WEST OF LP 170 : NOLAN

Contractor: BARRICADES UNLIMITED

Sub To | Contract ID: All Assignments

Show Only Flagged CPRs?

Load Data

From Date: [calendar icon] To Date: [calendar icon]

Process Status: All Process Statuses Accept Status: All Accept Statuses

Match Range: Match Contains

Payroll No. From: [input] Payroll No. To: [input]

There are 94 certification records found for the above selection.

Delete	Contractor	Project	Sub To	Contract ID	Week End	Payroll No	Performing?	Submit	View C
Delete	BARRICADES UNLIMITED	000602114 - IH 20 : EAST OF CR 111 : WEST OF LP 170 : NOLAN	SUNDT CONSTRUCTION, INC.		12/31/2022	1	YES	1/5/2023	View C
Delete	BARRICADES UNLIMITED	000602114 - IH 20 : EAST OF CR 111 : WEST OF LP 170 : NOLAN	SUNDT CONSTRUCTION, INC.		1/7/2023	2	YES	1/13/2023	View C
Delete	BARRICADES UNLIMITED	000602114 - IH 20 : EAST OF CR 111 : WEST OF LP 170 : NOLAN	SUNDT CONSTRUCTION, INC.		1/14/2023	3	YES	1/19/2023	View C

Project Name: 043701025 - US 283 - FM 1835

FM 1661 : SHACKELFORD

Project Code / Contract # / FIN: 043701025

WEEKLY CERTIFIED PAYROLL REPORTING FORM

NAME OF CONTRACTOR: RED SIXTEEN CONSTRUCTION, INC. CONTRACTOR'S LICENSE No. 025468 ADDRESS: 8955 HIGHWAY 271 NORTH 8955 HIGHWAY 271 NORTH, POWDERLY, TX 754730000 PROJECT LOCATION/ CODE / NAME : Zone TX37 : 043701025 : 043701025 - US 283 - FM 1835 - FM 1661 : SHACKELFORD

Sub To: LIPHAM ASPHALT AND PAVING COMPANY, LLC SPECIALTY: SUBCONTRACTOR TO LIPHAM ASPHALT AND PAVING COMPANY, LLC

PAYROLL No. S005 FOR WEEK ENDING: 09/14/2024 SUBMITTED ON: September 22, 2024

NAME, ADDRESS, SSN, DRIVER'S LICENSE, ETHNICITY, GENDER: [Redacted]

WORK CLASSIFICATION, LOCATION AND TYPE: 1172 - Laborer, Common / 1172 - Laborer, Common / Type: Heavy & Highway

HOURS WORKED EACH DAY

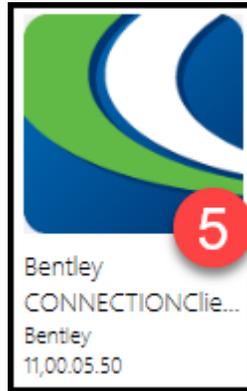
	08/24	09/24	01/024	01/124	01/224	01/324	01/424	TOTAL HOURS THIS PROJECT	BASE HOURLY RATE OF PAY	GROSS AMOUNT EARNED	DEDUCTION, CONTRIBUTION AND PAYMENTS
S								2.50	18.00	45.00	Federal Tax: 156.00, Social Security: 93.19, Medicare: 21.79, State Tax: 0.00, Local Taxes / SDI: 0.00, Other: 0.00, Savings: 0.00, Total Deduction: 270.98, Check No.: DDS418
O							1.00	1.00	27.00	27.00	Vac/Deas: 0.00, Trans. Subs.: 0.00, Health & Welfare: 0.00, Pension: 0.00, Vacation Holiday: 0.00, Training: 0.00, All Other: 0.00, Total Fringe Paid to 3rd: 0.00, Net Paid Week: 1,372.02
D									0.00	0.00	Rate in Lieu of Fringes: 0.00, Total in Lieu of Fringes: 0.00, Total Base Rate + Fringes: 18.00, Voluntary Pension: 0.00, Voluntary Medical: 0.00, H & W Rate: 0.00, Pension Rate: 0.00, Vac/Ret Rate: 0.00, Training Rate: 0.00, All Other Rate: 0.00, Total Fringe Rate to 3rd: 0.00, Payroll Payment Date: 9/16/24

All or Part of Fringes Paid to Employee: NO

Vacation, Holiday and Dues in Gross Pay: NO

Voluntary Contributions in Gross Pay: NO

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To review the wage rates for the project, locate the appropriate documents in the ProjectWise folder structure.

5. Log into Bentley Connection Client.
6. Open ProjectWise Explorer.
 - a. Locate the project using the following path:
District # – Construction
– CSJ # – 6. Construction
– 2. Field Records
– 1. Index & Contract Documents – 1.01 Contract Etc. (DCO)

Verify The Class# on the Wage Rate & the payroll from LCPTracker.
Confirm that employee is getting paid at least the minimum for that Class # and Zone

The wage rates listed herein are those predetermined by the Secretary of Labor and State Statute and listed in the United States Department of Labor's (USDOL) General Decisions dated 01-06-2023. If the minimum wages to be paid accordingly for each specified classification. To determine the applicable wage rate zone, a list entitled "TEXAS COUNTIES IDENTIFIED BY WAGE RATE ZONES" is provided in the contract. If the wage rate that is not listed herein and not in the USDOL's general decision, must be submitted to the Engineer for approval. IMPORTANT NOTICE FOR STATE PROJECTS: only the controlling wage rate zone applies to the project. Effective 01-06-2023.

CLASS #	CLASSIFICATION DESCRIPTION	ZONE TX02	ZONE TX03	ZONE TX04	ZONE TX05	ZONE TX06	ZONE TX07	ZONE TX08	ZONE TX24	ZONE TX25	ZONE TX27	ZONE TX29	ZONE TX30	ZONE TX37	ZONE TX38	ZONE TX42
1229	Joint Sealer	\$10.30	\$9.88	\$10.08	\$10.81	\$10.71	\$10.80	\$10.24	\$10.58	\$10.72	\$10.48	\$10.30	\$10.20	\$10.03	\$10.54	\$11.02
1172	Laborer-Common	\$11.80	\$11.53	\$12.70	\$12.17	\$11.81	\$12.27	\$12.11	\$11.33	\$12.32	\$11.80	\$11.53	\$11.23	\$11.50	\$11.95	\$11.73
1348	Loader/Backhoe Operator	\$14.18	\$12.77	\$12.07	\$15.88	\$14.12	\$14.12	\$15.18	\$13.58	\$12.87	\$13.21	\$13.21	\$13.21	\$14.13	\$14.29	\$12.90
1187	Mechanic	\$20.14	\$15.47	\$17.47	\$17.74	\$17.00	\$17.10	\$17.68	\$18.04	\$18.58	\$17.00	\$18.04	\$18.46	\$18.46	\$18.46	\$17.47
1380	Milling Machine Operator	\$16.94	\$14.64	\$12.22	\$14.25	\$14.18	\$14.18	\$14.32	\$14.35	\$12.95	\$14.32	\$14.35	\$12.95	\$14.75	\$19.53	\$12.95

7. Select the proposal.
 - a. Scroll through to locate the Wage Rates table.
 - b. Locate the Zone for the county of the project.
 - c. Locate the classification description from the payroll.

If there is a discrepancy between Form 2220 and payroll, request clarification from the contractor and note on Form 2220.

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LABOR STANDARDS REVIEW

8

Project CSJ: 0437-01-025
 County: SHACKELFORD
 Date: 09/12/24

Employer: RED SIXTEEN CONSTRUCTION, INC

Employee Interview
a
Inspector completes this section

Employee Name: FIRST NAME LAST NAME

Job Classification: LABORER Wage Rate: 18.00

Describe your work duties and tools used:
 SHOVEL, DRILL, CLEAN UP CREW

Work being performed (observed): ASSISTED OTHER LABORS AS DESCRIBE ABOVE

*Do you work over 40 hours per week? Yes No
 Overtime Wage Rate: 27.00
 How paid? (cash or check) Check

*Work on all projects (private, municipal, state or county) is counted for overtime.

Is any money deducted from your pay besides income and social security taxes?
 Yes No If yes, explain:

Has employee seen posting of minimum wage rates? Yes No
 Are you paid weekly? Yes No
 If not, how often?

Are you currently enrolled in an apprenticeship or training program? Yes No
If so, has copy of training program been provided? Yes No

On-the-Job Training (if applicable)
 Only complete if OJT
b

Are you currently enrolled in an OJT program? _____
If response is "No," proceed to page 2 and complete the "TxDOT Employee Performing Interview" portion.

When did you begin working for this company? Approximate Month/Year: _____

Job classification at hire: _____

List previous job classification/craft with this company or other companies:

In which classification/craft training are you enrolled? _____

What is the name and title of your trainer? _____

8. Review Form 2220.

- a. Inspector is to conduct the Labor Interview in the field with the contractor's employees directly (highlighted in teal) and sign page 2.
- b. OJT section will be completed if there is an OJT employee onsite. Reminder that OJT classifications are identified as starting with 9XXX.

NOTE: Payroll review includes information included on the actual payroll. Minimum hourly rate is identified in the Wage Rate table for the classification and should be documented. If discrepancies are noted either in the interview or the payroll review, they should be identified with actions taken. (Contractor employee was shown the location of the minimum wage rates by inspector. Requested clarification from the prime regarding job classification or additional wages owed for rate paid).

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Form 2220 (Rev. 2/18)
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LABOR STANDARDS REVIEW

On-the-Job Training (continued)

Please explain the training you are receiving: Inspector completes this section

Have you received a copy of the *Contractor OJT Enrollment Request Form* that you signed?
 Yes No

Have you received a copy of the *OJT Program* curriculum? Yes No

TxDOT Employee Performing Interview (Completion of the following fields is required.)

Interviewed by: JOHN SMITH Printed Name

[Signature] TXDOT INSPECTOR 09/12/24
 Interviewer Signature Interviewer Title Date

Payroll Review

Payroll Period: 9/8/24-9/14/24 Classification: 1172

Minimum Hourly Rate: \$10.54 Rate Paid: \$18.00

*OJT Current Training Period (if applicable):
 First Half @ min. 60% Third Quarter @ min. 75% Last Quarter @ min. 90%

*Trainee's current training quarter. Minimum percentage of prevailing wage rate to be paid for the corresponding quarter.

If employee interview or payroll review indicates non-compliance, describe actions taken:
[Blank]

Supplemental Payrolls Submitted? Yes No This section to be completed by RK

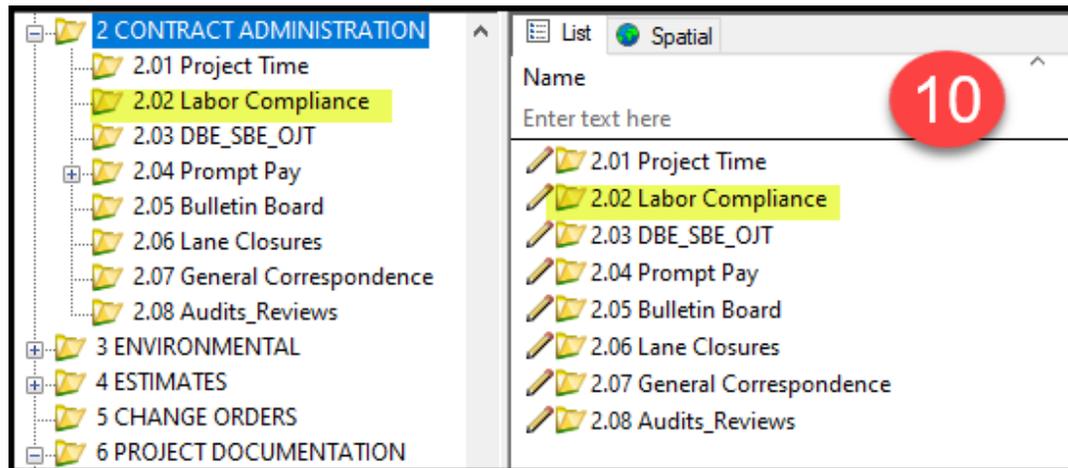
Date payrolls reviewed to verify reported information: 09/24/24

[Signature] TXDOT RECORDKEEPER 09/24/24
 Reviewer Signature Reviewer Title Date

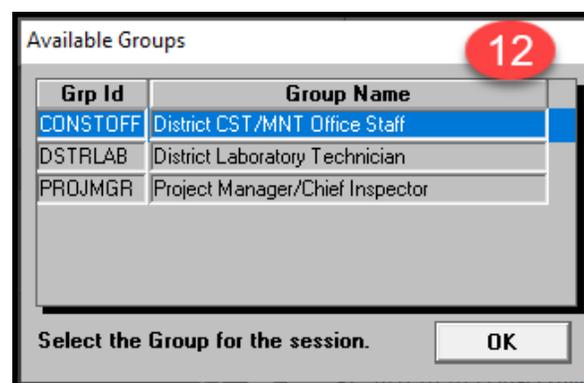
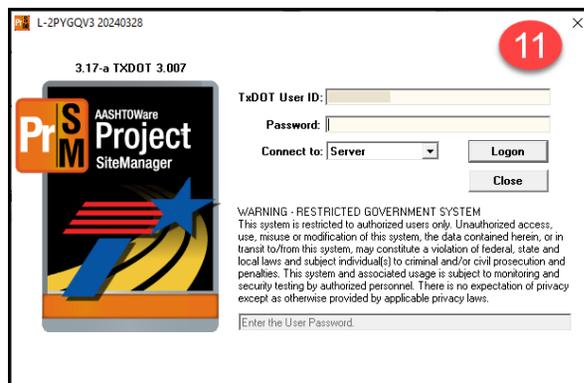
[Contact/Help](#)

9. RK will complete the Payroll Review section (highlighted in red) from information located on the payroll pulled from LCPtracker.
 - a. Verify Rate of Pay and Classification match on Form 2220 and payroll.
 - b. Confirm the employee is being paid greater than or equal to the minimum wage for that classification and zone for the project.

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10. Combine all documents (Form 2220 and payroll) and file in ProjectWise in 2.02 Labor Compliance folder.



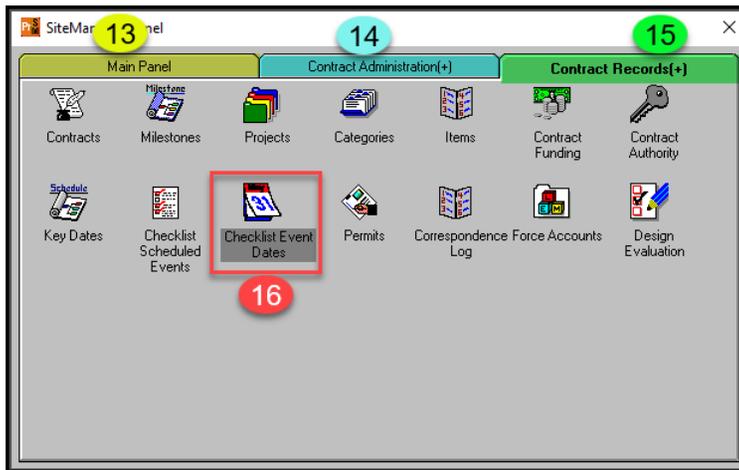
Use the following steps to record the labor standards review in SiteManager Checklist Events.

11. Log into SiteManager.

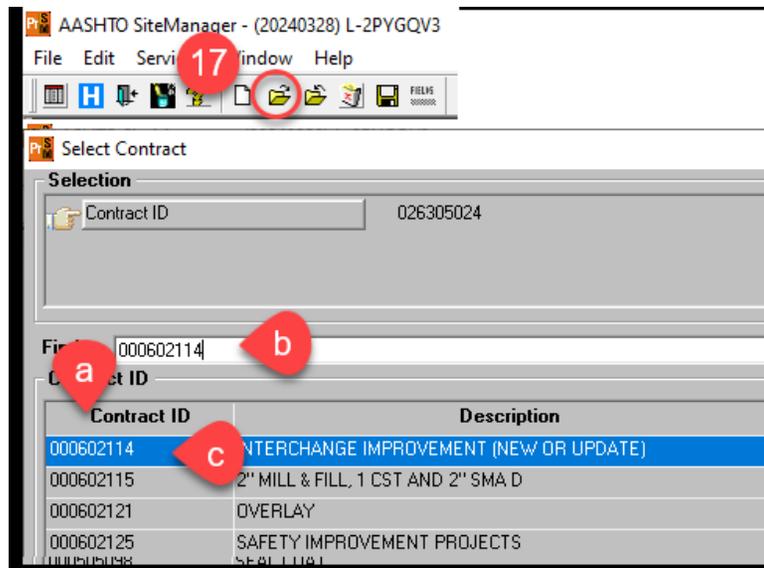
12. Select the appropriate Group from the Available Groups.

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13. Choose Main Panel tab.
14. Choose Contract Administration tab.
15. Choose Contract Records tab.
16. Select Checklist Event Dates.



17. Select the Open folder for the CSJ and click OK.
 - a. Click on Contract ID column to sort the CSJs.
 - b. Type the CSJ in the "Find" bar.
 - c. Double click on the CSJ.



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AASHTO SiteManager - (20240328) L-2PYGQV3

File Edit Services Window Help

Checklist Event Dates

Contract ID:

Event Type	Frequency Type	Event Group Type	Next Proj Date	Nbr of Occrnc	Required to Activate	Discr Ind	Required Doc Type	Ext Ind
LABOR INTERVIEW	Quarterly	FEDERAL-AID REG	12/16/24	1	N	N	LABOR INTERVI	N
BULLETIN BOARD INSF	Quarterly	FEDERAL-AID REG	11/01/24		N	N		N
PROMPT PYMNT CERT	Monthly	FEDERAL-AID REG	10/02/24	2	N	Y	PROMPT PAY CI	N
PROMPT PYMT CERT-C	Quarterly	FEDERAL-AID REG	12/16/24		N	N	OTHER	N
BARR INSP - DAY	Monthly	INSPECTION REQ	09/02/24	2	N	Y	BARRICADE INS	N
BARR INSP - NIGHT	Monthly	INSPECTION REQ	10/21/24		N	Y	BARRICADE INS	N
SW3P INSPECTION RE	Weekly	INSPECTION REQ	05/01/24	18	N	Y	SW3P INSPECTI	N

Projected Date	Actual Date	Comments
06/15/24	06/07/24	Lipham,J,Chavero,J,Garcia, B,Rojas=3
09/15/24	09/25/24	

- d. Click on LABOR INTERVIEW from Event Type column.
- e. Select New and hit Tab. Do not change Projected Date.
- f. Enter Actual Date of field Labor Interview.
- g. Hit Tab. Enter recommended documentation for your District in Comments.
- h. Click on Save.