

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"

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)

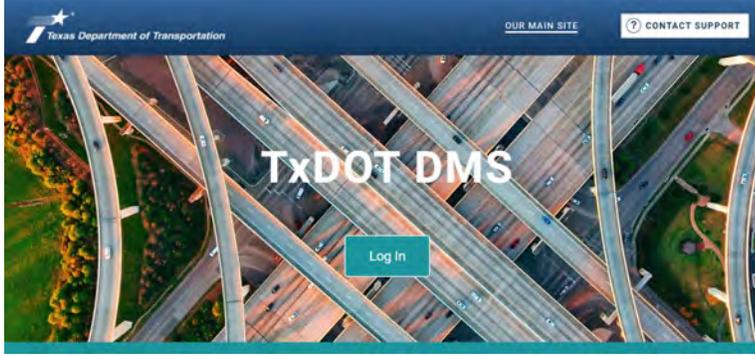
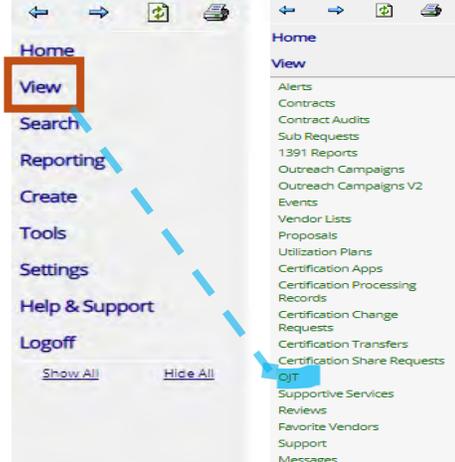
CIV will notify contractors selected for participation in the OJT program.

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, through DMS.

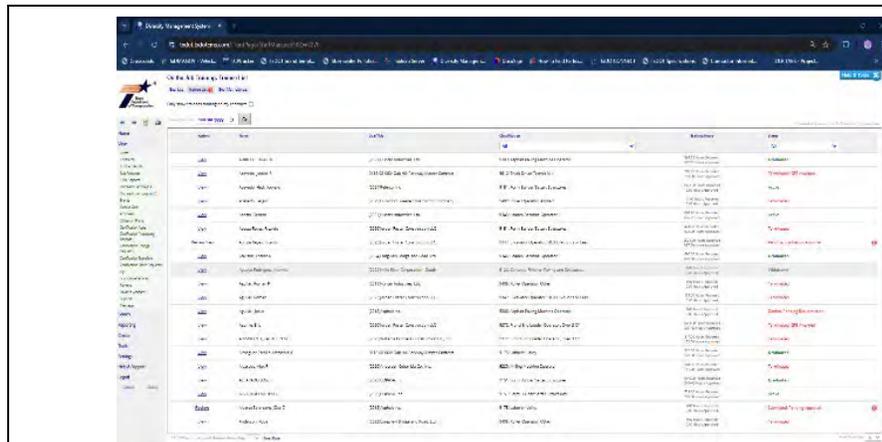
Use the steps on the following pages to access and review the reports.

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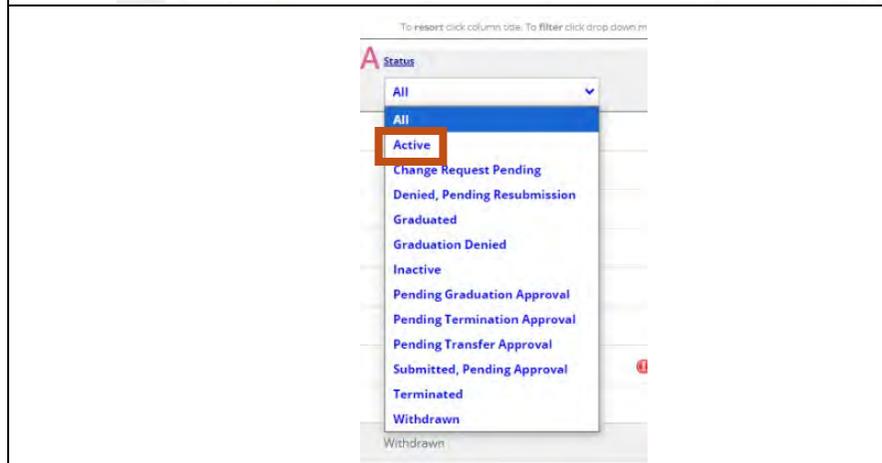
<p>TxDOT: Federal On-the-Job Training - Report Submitted Alert</p> <p> Texas Department of Transportation <txdot@txdotcms.com> To: Chelli Hale</p> <p><small>if there are problems with how this message is displayed, click here to view it in a web browser. Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.</small></p> <p style="background-color: #ffffcc; border: 1px solid #ccc; padding: 2px;">This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.</p> <hr/> <p>On-the-Job Training trainee report submission alert.</p> <p>A monthly report for 07/01/2024 has been submitted for FELIX I. OLIVAS on the following goal: JONES BROS. DIRT & PAVING CONTRACTORS, INC. (2024).</p>	<p>1. Each compliance officer listed in DMS will receive an email alert when the prime submits OJT hours for a participant in DMS.</p>
	<p>2. Log into the TxDOT DMS Portal and follow the steps for authentication.</p>
	<p>3. On the home screen, click View on the left-hand navigation to bring up the menu.</p> <p>Click on OJT.</p>
<p>Transactions: On the Job Training Goals</p> <p>Goal List Trainee List  Goal Methodology</p> <p>Only show records assigned to you <input checked="" type="checkbox"/></p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Actions</p> <p>No OJT Goals Found</p> </div>	<p>4. Make sure "Only show records assigned to you" is unchecked, then click on the Trainee List tab.</p>

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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.

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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

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

Trainee Information

TRAINING PROGRESS: 

NAME: OLIVAS, FELIX I

STATUS: Pending Graduation Approval (Mark Active)

SSN (LAST 4 DIGITS): 9367

ADDRESS: 500 SOUTH OREGON STREET, El Paso, TX, 79901

PHONE NUMBER: (575) 964 0878

GENDER: Male

ETHNICITY: Hispanic/Latino

LABOR REVIEW COMPLETED: (highlighted with a red box)

1172: Laborer, Common

Supervisor Recommendation: [Delete Trainee](#)

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.

Training Reports

Training Report Period	Start Date	Trainee Name	Status	Hours Earned	Date Received	Action
September 2024	05/19/2024	OLIVAS, FELIX I	Approved: No Work	0	06/04/2024	View Report
August 2024	05/19/2024	OLIVAS, FELIX I	Approved: No Work	0	06/04/2024	View Report
July 2024	05/19/2024	OLIVAS, FELIX I	Pending Self-Review	150.5	06/08/2024	Review Report
June 2024	05/19/2024	OLIVAS, FELIX I	Approved	31	07/19/2024	View Report
May 2024	05/19/2024	OLIVAS, FELIX I	Approved	104.5	07/18/2024	View Report

On the Job Training: View Trainee

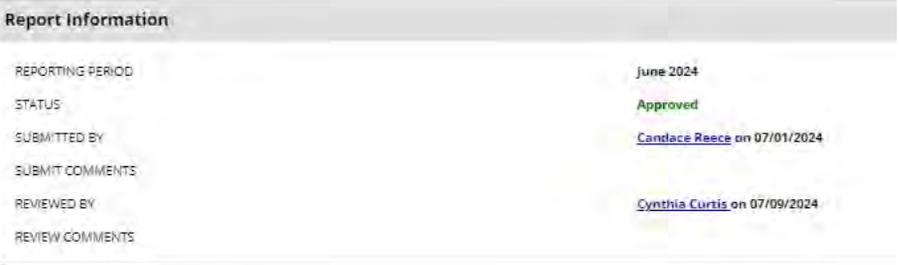
Goal List | Vendor | Goal | **Trainee** | Training Report List | Action History | Documents | Messages | Reports

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.

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	<p>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.</p>
 	<p>10. The training report has four sections:</p> <ol style="list-style-type: none"> Report Information – Shows reporting period, status of report, and Pending Staff Review or Approved. <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.
	<ol style="list-style-type: none"> Trainee Information – Verify the correct participant is listed.

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Training Information						
REPORTING MONTH		June 2024				
TOTAL HOURS PRIOR TO THIS REPORTING PERIOD		104.50				
Payroll Period	Contract	Reference Number	District	Area Office	Training Hours for Payroll Period	
06/05/2024	08233014: HIGHWAY IMPROVEMENT (0103-01-044)	08233014	Odessa (6)	Fort Stockton	71.00	
06/15/2024	08233014: HIGHWAY IMPROVEMENT (0103-01-044)	08233014	Odessa (6)	Fort Stockton	10.00	
Total training hours for the reporting month					81.00	
Total training hours (current and previous months)					185.50	
Percentage of training completed					53.97	

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 Report Review	
<input type="checkbox"/> By checking this box, I confirm the following will represent my digital signature. *	
DATE	10/29/2024
REPORT ACTION *	<input type="radio"/> Approve <input type="radio"/> Return
COMMENTS	<input type="text"/>

d. **Training Report Review** – Once verified against reported information from LCPtracker, this section is used to Approve or Return the monthly report.

A Payroll Period

06/08/2024

06/15/2024

B Contract

08233014: HIGHWAY IMPROVEMENT (0103-01-044)

08233014: HIGHWAY IMPROVEMENT (0103-01-044)

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

11. Complete the Training Report – Gather the information from the DMS portal to verify the following.

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

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Best Practices for OJT Training Reports

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

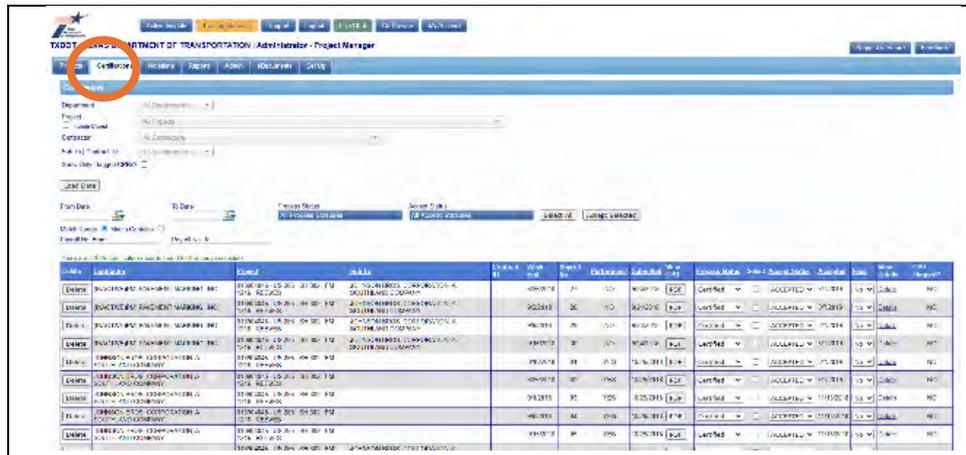
- Review the data related to your project(s).
- If a project is listed in your district that you do not have access to, request the LCPtracker wage report from the recordkeeper.
- If there are additional hours on the report worked for another district:
 - ask that district's recordkeeper for the LCPtracker 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.

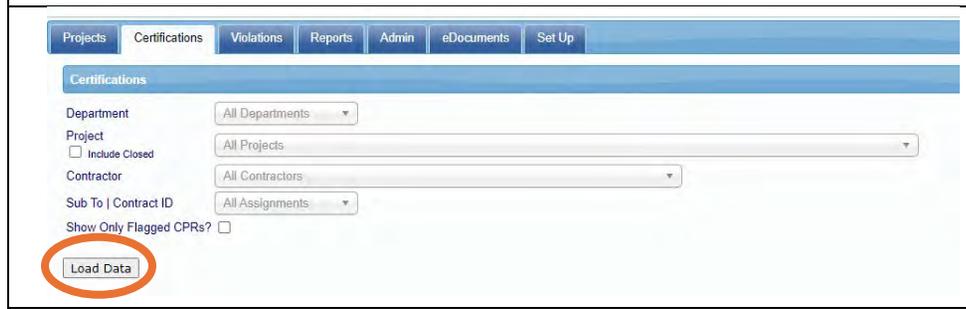
To verify the submitted hours and wage rates, access and review the certified payroll in LCP Tracker using the following steps.

 <p>The image shows three screenshots of the LCP Tracker login process. The first screenshot is the 'Login' page with fields for 'Username and Password' and a 'Login' button. The second screenshot is a 'Login Tutorial' video player showing 'Fortify Onboarding'. The third screenshot is the 'LCP tracker' login page with a 'USERNAME' field containing 'tambra.hale@txdot.gov', a 'Next >' button, and a 'Looking for „iPhonect“ Login Here' link.</p>	<p>12. Log into LCPtracker and follow the steps for authentication.</p>
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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.

Week End	Payroll No	Performing?	Submitted	View CPR	Process Status	Select	Accept Status	Accepted	Final	View Details
a.	1	YES	1/3/2024	PDF	Certified	<input type="checkbox"/>	ACCEPTED	1/18/2024	No	b.
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

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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Payroll Record Details									
Payroll Record Count	Employee	Job Code	Job Title	Classification	Hours	Hours Action	Hours Code	Status	Audited
1	AGUIRRE JR RODRIGO	TXDOT	1172 - LABORER, COMMON	1172 - Laborer Common			0	Certified	Audit View
2	AGUIRRE RAMON VILLA	TXDOT	1172 - LABORER, COMMON	1172 - Laborer Common			0	Certified Yes	Audit View
3	ANCHONDO KARLA MENDOZA	TXDOT	1105 - ROLLER OPERATOR OTHER	1105 - Roller Operator Other			0	Certified	Audit View
4	BRAGON RAUL GUZMAN	TXDOT	1303 ASPHALT PAVING MACH OPERATOR	1303 Asphalt Paving Machine Operator			0	Certified	Audit View
5	ARAUJO JENNE	TXDOT	1172 - LABORER, COMMON	1172 - Laborer Common			0	Certified	Audit View
6	ARUCH RAMIRO DELGADO	TXDOT	1172 - LABORER, COMMON	1172 - Laborer Common			0	Certified	Audit View
7	BLANCO SANTIAGO	TXDOT	1172 - LABORER, COMMON	1172 - Laborer Common			0	Certified	Audit View

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

Project Code: 010301044
 Project Name: 010301044 - SH 17 - N OF COTTON ST - 3/4 M.I.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: 02
 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	toonard@ttda.com	Edit Close Resend To Case

Submission Date	Status	View OJT
8/23/2024	Certified	View
8/19/2024	Suspended	View

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

DELVAL	TXDOT	0305 - Broom or Sweeper Operator	0305 - Broom or Sweeper Operator	Edit Record	Certified Yes	Audit View
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17. Find the name of the trainee. Click on the Audit button in the right column to view trainee information for the pay period.

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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:
 Is Foreman Is Owner/Operator Contract ID:

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

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

Trainee Information

Trainee Name: Lyman, Allen
 SSN (Last 4 Digits): 1105
 Training Classification: 9999 Truck Driver, Single or Tractor-Axle Dump Truck
 Hourly Wage Rate: 1.24
 Contractor: JONES CONSTRUCTION CO., INC.

Training Information

Reporting Month: August 2024
 Total Hours Prior to This Training Report Period: 13.50

Report Period	Contract	Reference Number	Class	Area (City)	Training Hours to Report
08/08/2024	02232271 HOWARD SUBMITTATION & SARETH CS 08P-04-003 San Augustin County	02232271	LuAnn (T)	Harris/Grimes	6.00
08/10/2024	02232271 HOWARD SUBMITTATION & SARETH CS 08P-04-003 San Augustin County	02232271	LuAnn (T)	Harris/Grimes	18.00
Total training hours for the reporting month:					18.00
Total training hours (current and previous months):					34.00
Percentage of training complete:					4.72 %

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

- Classifications and
- Hours Worked Each Day for This Project Only.

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.

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

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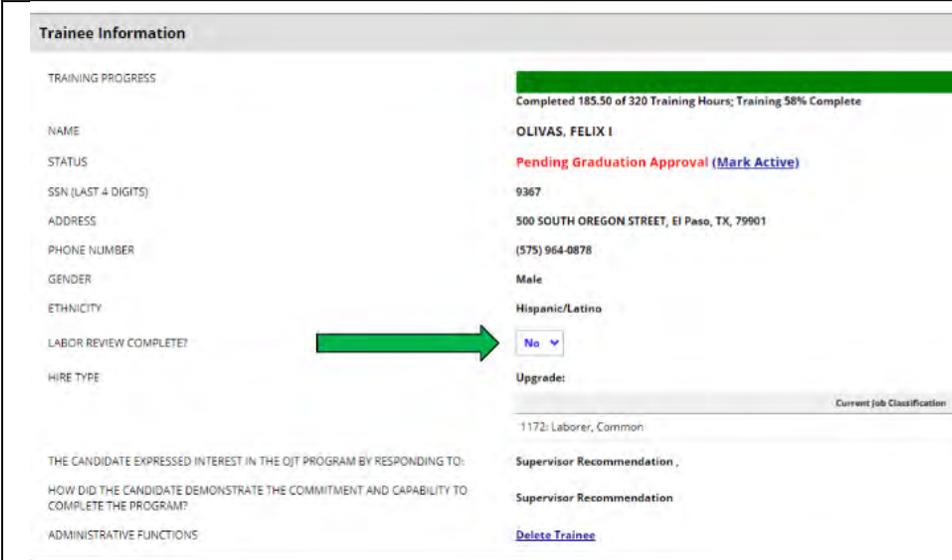


The screenshot shows the LCPTracker Training Report Review interface. At the top, there are two highlighted boxes: an orange one containing a contract number and a purple one containing a wage rate. Below this is a table with columns for 'Contract', 'Training Hours', and 'Hourly Rate'. A blue box highlights a row in the table, and a green box highlights the 'Training Hours' column. Below the table are two 'Training Report Review' sections. The first section has a checkbox for digital signature confirmation, a date of 10/29/2024, radio buttons for 'Approve' and 'Return', and a large orange-bordered text box for comments. A blue arrow labeled 'a.' points to the 'Approve' radio button. Below this section are 'Submit' and 'Return' buttons, with the 'Submit' button circled in orange. The second section is identical but has a blue arrow labeled 'b.' pointing to the 'Return' radio button, and the 'Return' button is circled in orange.

- Training classification code,
 - Hourly wage rate,
 - Training hours for payroll period,
 - Contract information.
- a. If the data is correct, check the box to confirm digital signature, select the Approve button, add verification comments, and click Submit.
 - 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.

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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.



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)
9367

ADDRESS
500 SOUTH OREGON STREET, El Paso, TX, 79901

PHONE NUMBER
(575) 964-0878

GENDER
Male

ETHNICITY
Hispanic/Latino

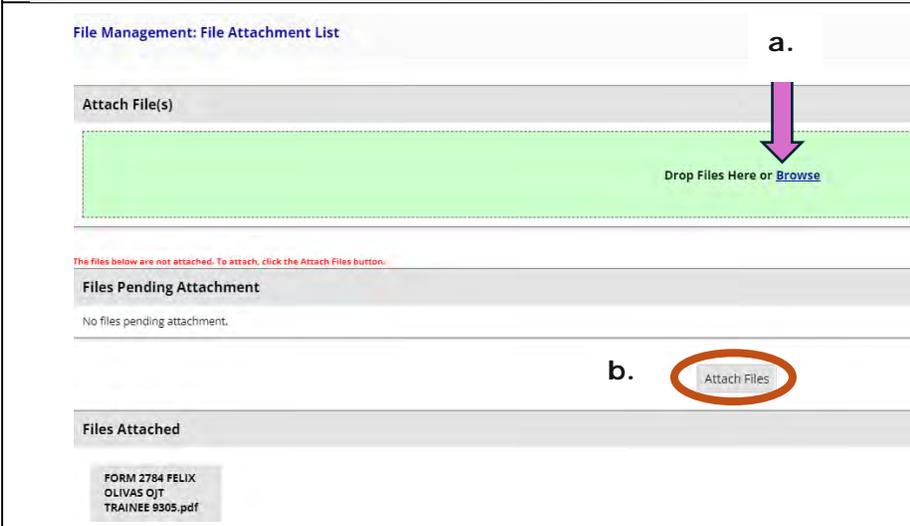
LABOR REVIEW COMPLETE? **No** 

HIRE TYPE
Upgrade: Current Job Classification
1172: Laborer, Common

THE CANDIDATE EXPRESSED INTEREST IN THE OJT PROGRAM BY RESPONDING TO:
HOW DID THE CANDIDATE DEMONSTRATE THE COMMITMENT AND CAPABILITY TO COMPLETE THE PROGRAM?
Supervisor Recommendation

ADMINISTRATIVE FUNCTIONS
[Delete Trainee](#)

20. Open the OJT Trainee Information page.
 - a. Click on the Labor Review Complete dropdown box.
 - b. Change from No to Yes in dropdown.



File Management: File Attachment List

a. 

Attach File(s)
Drop Files Here or [Browse](#)

The files below are not attached. To attach, click the Attach Files button.

Files Pending Attachment
No files pending attachment.

b. 

Files Attached

FORM 2784 FELIX OLIVAS OJT TRAINEE 9305.pdf

21. Open the Documents tab.
 - a. Click Browse, navigate to the Labor Review file location, select the appropriate file, and click Open.
 - b. Click Attach Files.
- Confirm files are attached in the system.

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.

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.