

Completing a Labor Standards Review (Form 2220) in SiteManager

Recordkeeper Job Aid
Construction Division



Construction Recordkeeper Job Aid

Construction Recordkeeper Job Aid

Completing a Labor Standards Review (Form 2220) in SiteManager

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

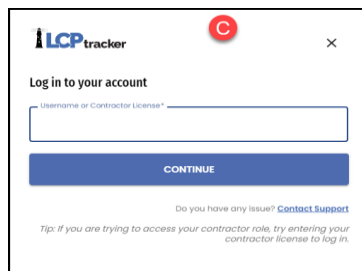
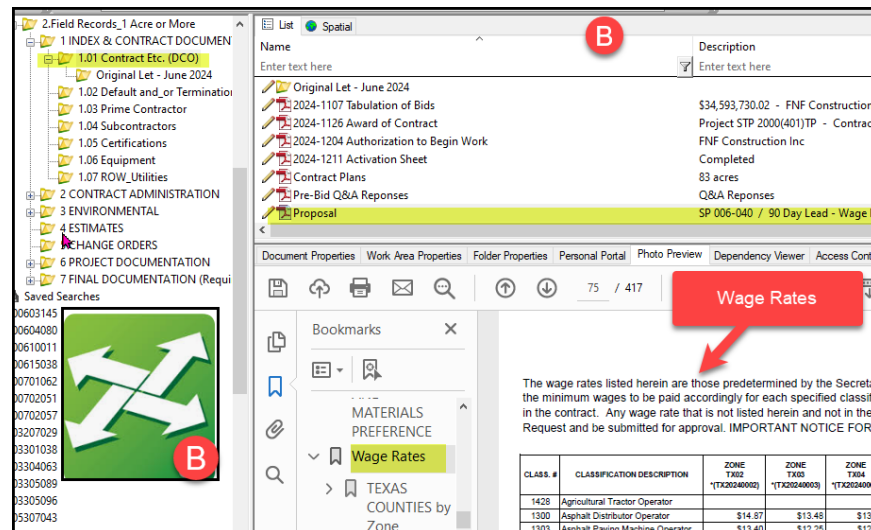
- A. Completed Form 2220, "Labor Standards Review" (Labor Interview)
- B. ProjectWise: Proposal – Wage Rate Decision
- C. LCPtracker
- D. SiteManager



LABOR STANDARDS REVIEW A Form 2220 (Rev. 2/18) Page 1 of 2

Project CSJ: County: Date:

Employer:



C

LCPtracker

Log in to your account

Username or Contractor License#

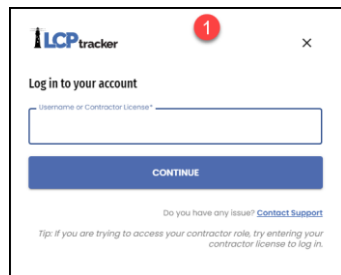
CONTINUE

Do you have any issue? [Contact Support](#)

Tip: If you are trying to access your contractor role, try entering your contractor license to log in.



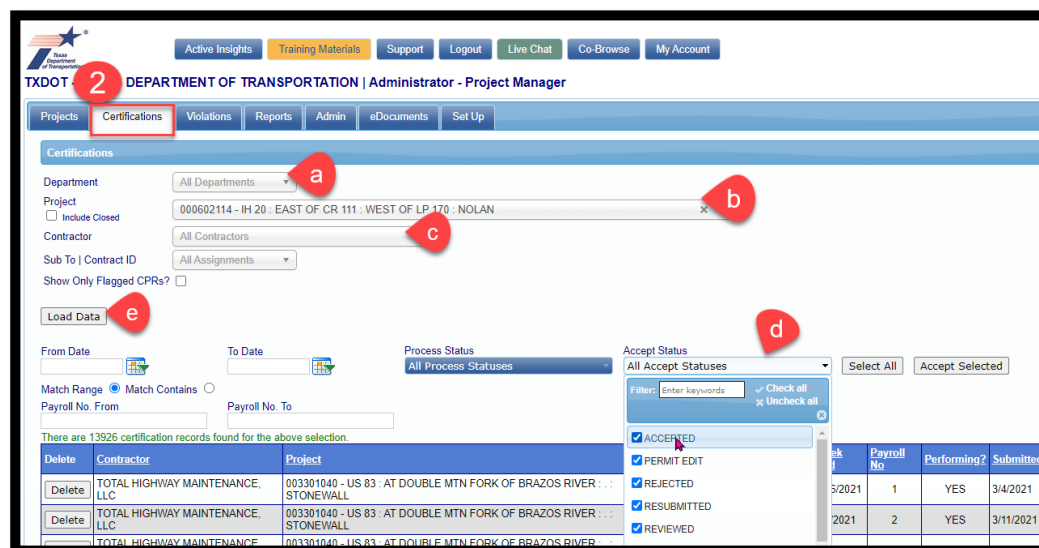
Construction Recordkeeper Job Aid



1

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

1. Log into LCPtracker using your login credentials



2

a

b

c

d

e

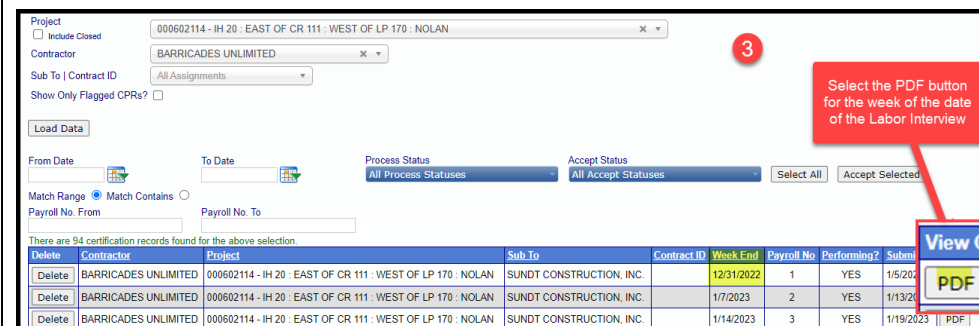
There are 13926 certification records found for the above selection.

| Delete | Contractor | Project | Week | Payroll No | Performing? | Submitted |
|------------------------|--------------------------------|--|--------|------------|-------------|-----------|
| Delete | TOTAL HIGHWAY MAINTENANCE, LLC | 003301040 - US 83 : AT DOUBLE MTN FORK OF BRAZOS RIVER : : STONEWALL | 5/2021 | 1 | YES | 3/4/2021 |
| Delete | TOTAL HIGHWAY MAINTENANCE, LLC | 003301040 - US 83 : AT DOUBLE MTN FORK OF BRAZOS RIVER : : STONEWALL | 2021 | 2 | YES | 3/11/2021 |

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.

Construction Recordkeeper Job Aid



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: To Date: Process Status: All Process Statuses Accept Status: All Accept Statuses Select All Accept Selected

Match Range: Match Contains Payroll No. From: Payroll No. To:

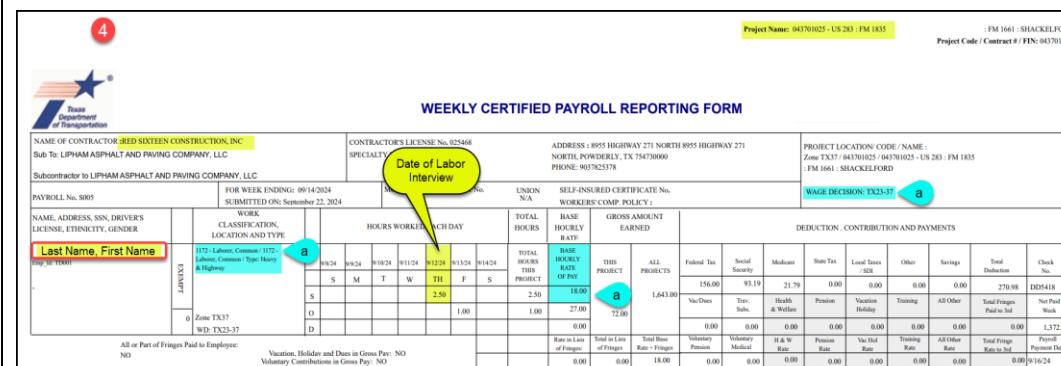
There are 94 certification records found for the above selection.

| Delete | Contractor | Project | Sub To | Contract ID | Week End | Payroll No. | Performing? | Subm |
|------------------------|----------------------|---|--------------------------|-------------|------------|-------------|-------------|-----------|
| 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 |
| 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 |
| 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 PDF

3. 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.



Project Name: 000701025 - US 283 - FM 1833

Project Code / Contract #: FM 1833

NAME OF CONTRACTOR: BIRD SIXTEEN CONSTRUCTION, INC.

Sub To: LIPHAM ASPHALT AND PAVING COMPANY, LLC

Subcontractor to LIPHAM ASPHALT AND PAVING COMPANY, LLC

FOR WEEK ENDING: 09/14/2024

SUBMITTED ON: September 22, 2024

NAME, ADDRESS, SSN, DRIVER'S LICENSE, ETHNICITY, GENDER: Last Name, First Name

WORK CLASSIFICATION, LOCATION AND TYPE: 1172 - Laborer, Common - 1172 - Laborer, Common - Type: Hourly & Regular

HOURS WORKED EACH DAY

| DATE | S | M | T | W | TH | F | S | TOTAL HOURS THIS PROJECT | BASE HOURLY RATE | GROSS AMOUNT EARNED |
|----------|---|---|---|---|----|---|---|--------------------------|------------------|---------------------|
| 09/16/24 | | | | | | | | 2.50 | 18.00 | 45.00 |
| 09/17/24 | | | | | | | | 1.00 | 27.00 | 27.00 |

DEDUCTION, CONTRIBUTION AND PAYMENTS

| Federal Tax | State Tax | Local Taxes | Other | Savings | Total Deduction | Check No. |
|-------------|-----------|-------------|-------|---------|-----------------|-----------|
| 156.00 | 93.19 | 21.76 | 0.00 | 0.00 | 270.95 | 000419 |

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)

4. Check the certified payroll report to identify the employee(s) interviewed by the Inspector.

- a. 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)



6. Open ProjectWise Explorer.

- | |
|-------------------------|
| 7. Select the proposal. |
|-------------------------|

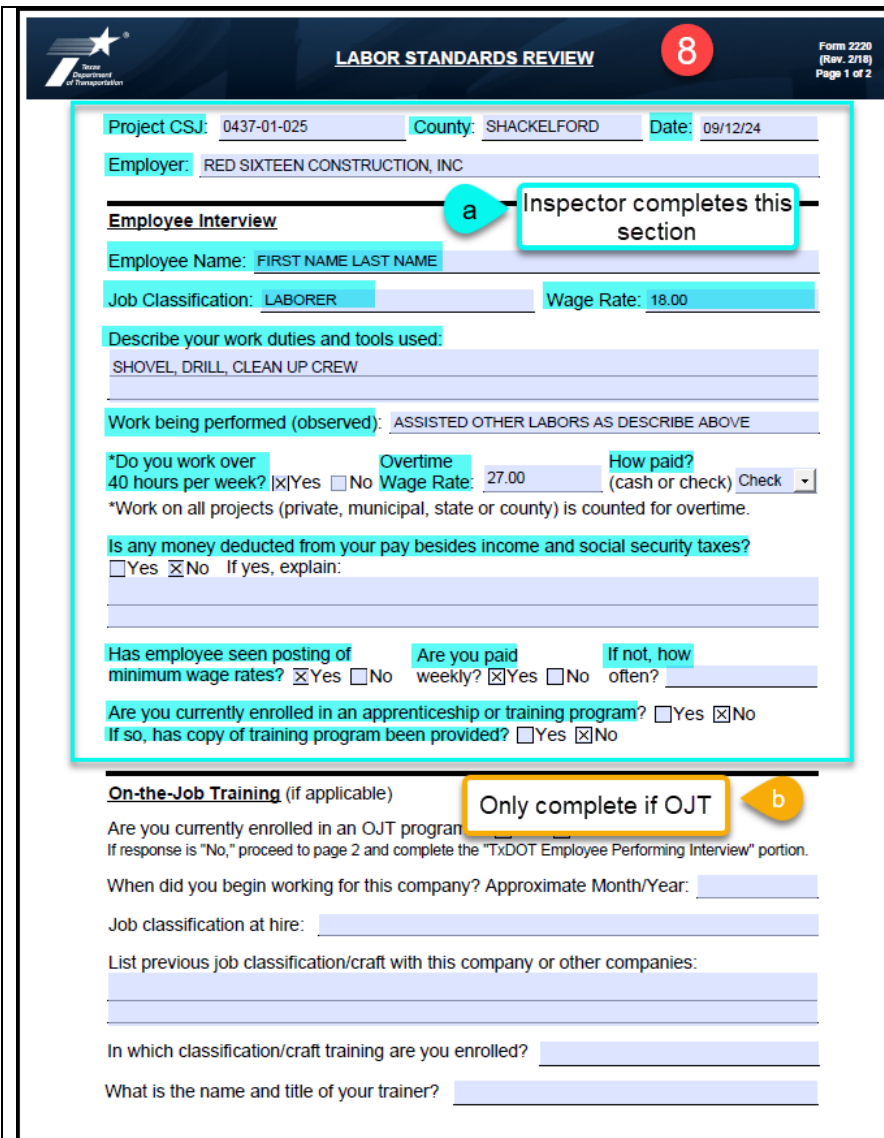
- a. Scroll through to locate the Wage Rates table.
- b. Locate the Zone for the county of the project.
- c. Locate the classification description from the payroll.

Construction Recordkeeper Job Aid



| | |
|--|--|
| | <p>If there is a discrepancy between Form 2220 and payroll, request clarification from the contractor and note on Form 2220.</p> |
|--|--|

Construction Recordkeeper Job Aid



LABOR STANDARDS REVIEW 8 Form 2220 (Rev. 2/18) Page 1 of 2

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

Employer: RED SIXTEEN CONSTRUCTION, INC

Employee Interview

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

Are you currently enrolled in an OJT program? ☐ Yes ☒ No
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.

- Inspector is to conduct the Labor Interview in the field with the contractor's employees directly and sign page 2.
- 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 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 location of the minimum wage rates by inspector. Requested clarification from the prime regarding job classification or additional wages owed for rate paid).

Construction Recordkeeper Job Aid



Form 2220 (Rev. 2/18)
Page 2 of 2

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

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:

Supplemental Payrolls Submitted? ☐ Yes ☒ No

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

TXDOT RECORDKEEPER 09/24/24

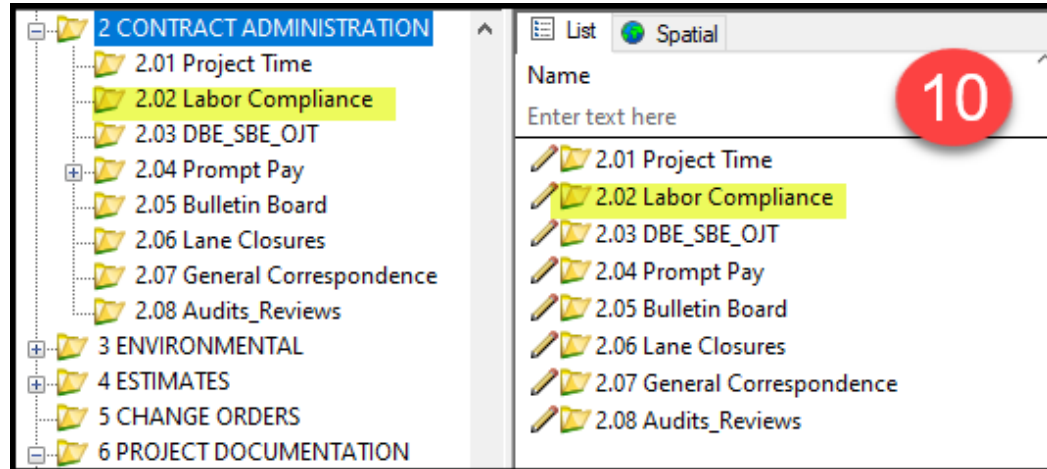
Reviewer Signature Reviewer Title Date

Contact/Help

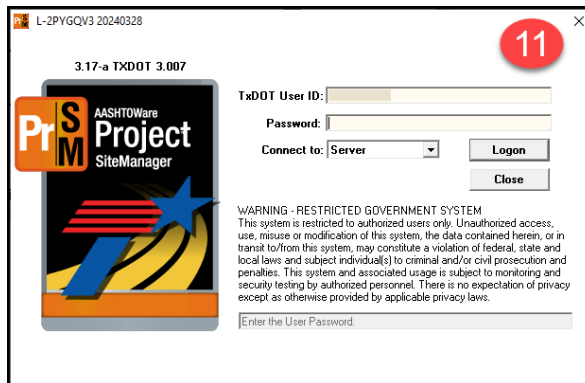
This section to be completed by RK

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

Construction Recordkeeper Job Aid



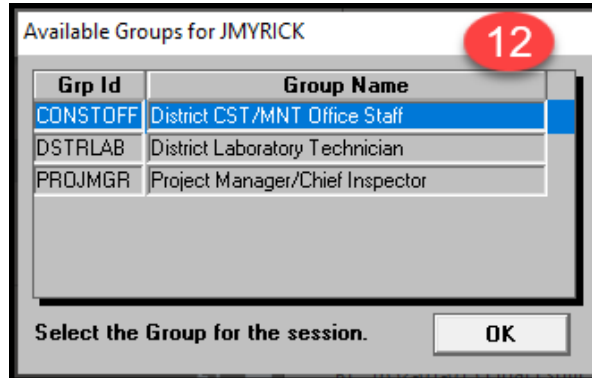
10. Combine all documents (Form 2220 and payroll) and file in ProjectWise in 2.02 Labor Compliance folder.



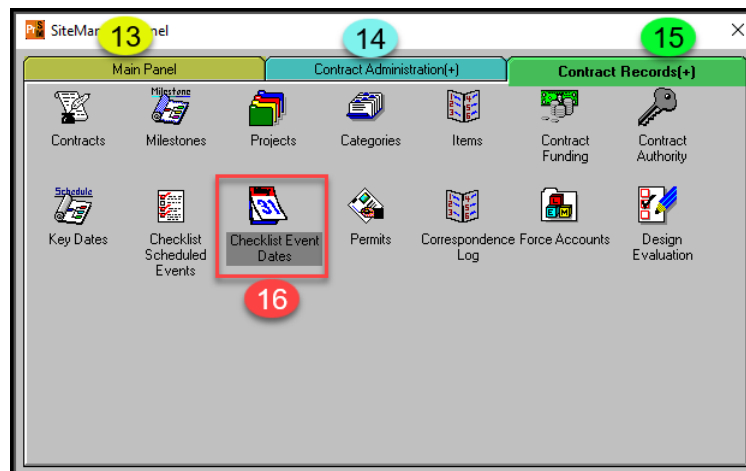
Use the following steps to record the labor standards review in SiteManager Checklist Events.

11. Log into SiteManager.

Construction Recordkeeper Job Aid

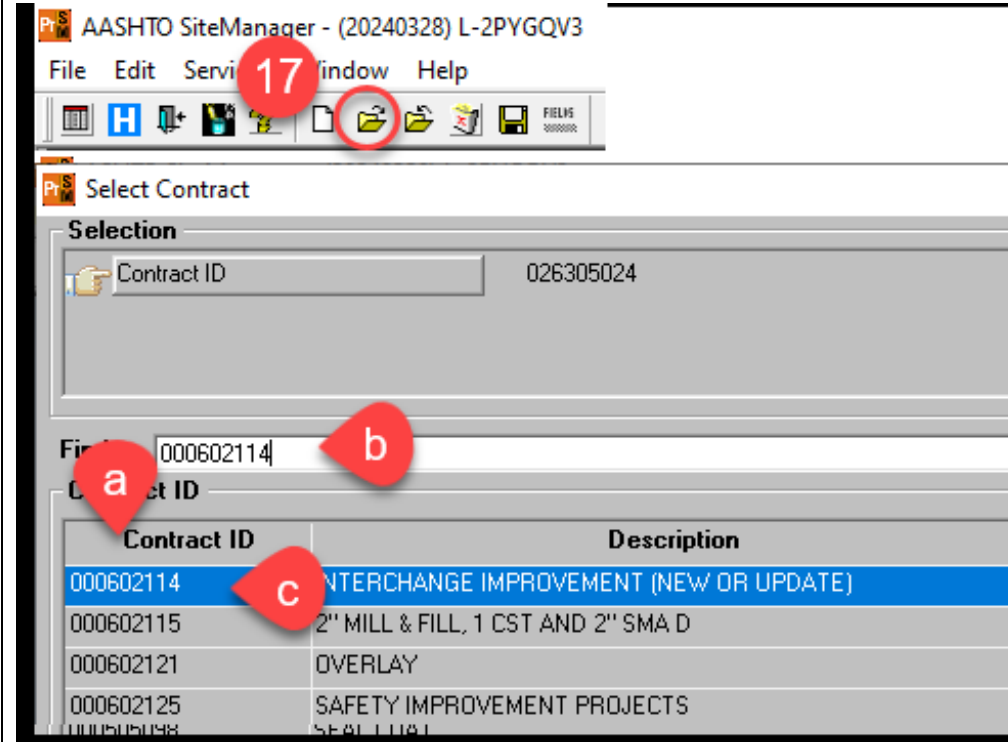


12. Select the appropriate Group from the Available Groups.



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

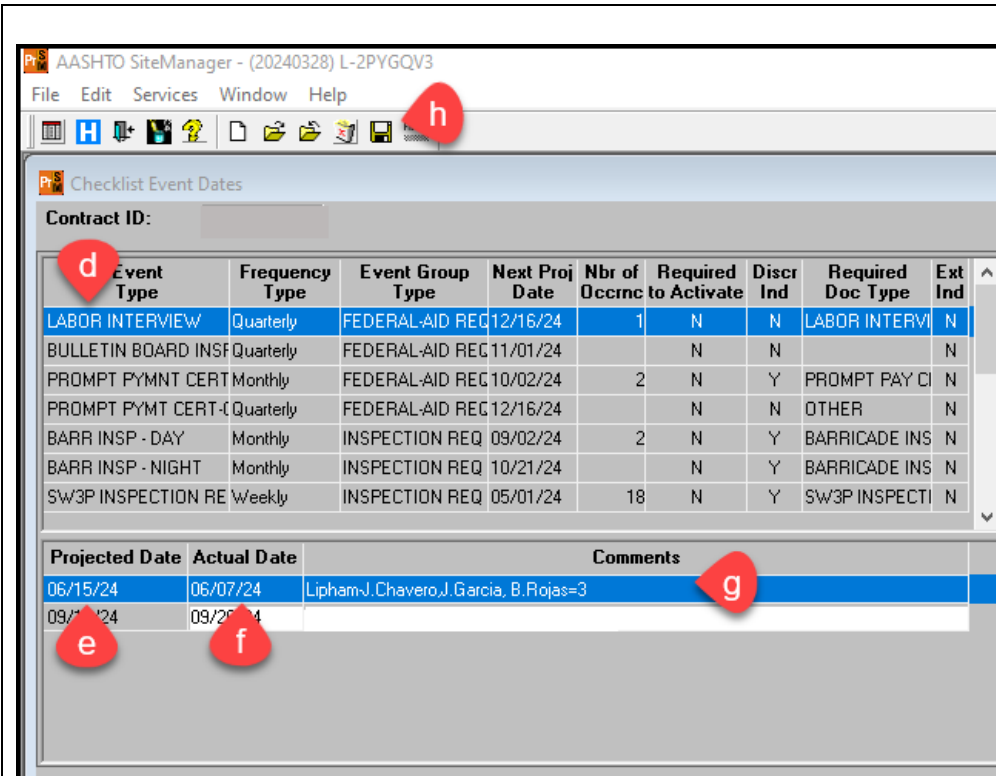
Construction Recordkeeper Job Aid



17. Select the Open folder for the CSJ and click OK.

- Click on Contract ID column to sort the CSJs.
- Type the CSJ in the "Find" bar.
- Double click on the CSJ.

Construction Recordkeeper Job Aid



AASHTO SiteManager - (20240328) L-2PYGQV3

File Edit Services Window Help

Checklist Event Dates

Contract ID: [Redacted]

| 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 REQ | 12/16/24 | 1 | N | N | LABOR INTERVI | N |
| BULLETIN BOARD INSP | Quarterly | FEDERAL-AID REQ | 11/01/24 | | N | N | | N |
| PROMPT PYMNT CERT | Monthly | FEDERAL-AID REQ | 10/02/24 | 2 | N | Y | PROMPT PAY CI | N |
| PROMPT PYMT CERT | Quarterly | FEDERAL-AID REQ | 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 |
| 09/11/24 | 09/28/24 | |

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