

FIELD INTERVIEW USER GUIDE AGENCY

REVISED 3/18

Expand Home

Agency One

✓KDOT_LABORUSER

PROJECT KDOT ROLE FOR LABOR USER

1. Verify Role

News

Welcome!

If you have any questions please contact the system administrator via email at KDOT#AWP.Admin@ks.gov.

Preconstruction

- Projects
- Proposals
- Find Bid Data

Civil Rights & Labor

- Contracts
- Payrolls
- Unapproved Payrolls
- On the Job Trainee Goal
- Compliance

2. Click "Compliance"

Employee Overview

Type search criteria or press Enter Advanced

0 changed

Enter search criteria above to see results or Show first 10

External Links

- | | |
|---------------------|---|
| KDOT Website | Internet |
| Kdotweb | KDOT's Intranet Site |
| KDOT Reports Portal | Crystal Reports |
| Cloverleaf | AASHTO Transportation Construction Community |
| Payroll XML | Resources for Using XML with AASHTOWare Project™ Payroll XML Resource Kit |
| Highway Contractors | Information for Highway Contractors |

Compliance Overview

Compliance Overview Save ?

- Labor
- DBE and OJT
- Payroll Management
- Field Interview
- Findings

Q [Type search criteria or press Enter] Advanced

Add

0 changed

No **Click "Field Interview"**

Compliance Overview

Compliance Overview

Save ?

Labor

DBE and OJT

Payroll Management

Field Interview

Findings

Type search criteria or press Enter Advanced

Add **Click "Add"**

No rows found matching criteria.

0 changed

Compliance Overview

Add Field Interview

▼ Add Field Interview Save ?

Contractor ID *
Q Begin typing to search or press Enter

1. Enter the KDOT Contract Number and select the contractor the employee works for

Field Interview Date *
Calendar icon

2. Enter the date of the interview

Interviewed By *
Q Begin typing to search or press Enter

3. Enter the interviewer's name

4. Enter comments if needed

Comments

The Bulletin Board is up and contains all up to date required information

It is the opinion of the interviewer that the contractor has taken the required action to comply with all of the Labor requirements in his contract

5. Check the appropriate box(s)

Compliance Overview

Field Interview - Successfully Saved

Compliance Overview Save ?

- Labor
- DBE and OJT
- Payroll Management
- Field Interview
- Findings

Type search criteria or press Enter Advanced

Add

No rows found matching criteria.

0 changed

Click "Field Interview"

Compliance Overview

Compliance Overview Save ?

- Labor
- DBE and OJT
- Payroll Management
- Field Interview
- Findings

Q Type search criteria or press Enter Advanced Showing 1 of 1

Add

0 changed

Contract	Reviewed Contractor	Field Interview Date	Interviewed By
516022585 - GRADING, BRIDGE & SURFACING	02006 - KING CONSTRUCTION COMPANY INC AND SUBSIDIARIES	01/10/2018	BWS - BRENT SLADE

Click the Field Interview Date for the interview you are entering

If interviewee works for a trucking firm go to page 12 prior to completing steps below.

Home Previous My Pages Actions Help Log off

Compliance Overview

On this page: Contract Field Interview Employees

Field Interview Summary

Contract: 516022585 - GRADING, BRIDGE & SURFACING Save ?

General	Prime Contractor 02280 - DONDLINGER & SONS CONSTRUCTION CO INC	Field Interview Date 01/10/2018
Trucking	Reviewed Contractor 02006 - KING CONSTRUCTION COMPANY INC AND SUBSIDIARIES	Interviewed By BWS - BRENT SLADE

Comments

The Bulletin Board is up and contains all up to date required information

It is the opinion of the interviewer that the contractor has taken the required action to comply with all of the Labor requirements in his contract

Field Interview Employees

Interview Employees

1. Click the component action button

2. Click either "Add Employee" for employees that have not been on any payroll enter into the system or "Add Ref Employees" for employees that have been on payroll

- Actions
- Add Employee...
- Add Ref Employees...
- Delete
- Views
- Attachments
- Issues
- Links

The following steps are for adding an Employee that has not been entered on a payroll in the system

The screenshot shows a web form titled "Field Interview Employee Information". The form contains several input fields and dropdown menus. Red callout boxes with arrows point to specific fields, numbered 1 through 8. The fields are: First Name*, Middle Initial, Last Name*, Gender*, Ethnicity*, On this project is the Employee on Travel status, Paid By*, Method of Payment*, Address Line 1, Address Line 2, City, State/Province, Zip Code, Country, Lodging, Travel Expenses, and Per Diem. A "Save" button is located at the bottom right of the form.

1. Enter Employee's Name

2. Select Gender from drop down

3. Select Ethnicity from drop down

4. Answer appropriately from the drop down

5. If answer is "YES" in Step 4, you will need to answer these three

6. Select how the employee is paid.

7. Select method in which the employee is paid

8. Click "Save"

The following steps are for adding a Ref Employee that has appeared on a payroll in the system

Select Reference Employees

On this project is the Emp **1. Answer appropriately from the drop down**

Paid By* **3. Select how the employee is paid**

Method of Payment* **4. Select the method in which the employee is paid**

▼ If Yes, please select the items below that either the contractor is paying for or reimbursing the cost.

Lodging Travel Expenses

Per Diem

2. If answer is "YES" in Step 1, you will need to answer these three

Q Type search criteria or press Enter Advanced Showing 10 of 743

Select: All | None 0 selected

First Name	Mi	Last Name	Ethnicity
Jose			HISP - HISPANIC AMERICAN
Catarino R.		Morales	HISP - HISPANIC AMERICAN
Vence		Purdum	N-AM - NATIVE AMERICAN
Emmanuel		Trejo	OTH - OTHER
Juan		Avila	HISP - HISPANIC AMERICAN
Robin		Johnson	CAUC - CAUCASIAN
William		Chandler	HISP - HISPANIC AMERICAN

5. Either enter the employee's name or click "Show First 10"

6. Select Employee

7. Click "Add to Field Interview"

Add to Field Interview

Field Interview Summary

On this page: Contract Field Interview Employees

Field Interview Summary

Contract: 516022585 - GRADING, BRIDGE & SURFACING

General: Trucking

Prime Contractor: 02280 - DONDLINGER & SONS CONSTRUCTION CO INC

Reviewed Contractor: 02006 - KING CONSTRUCTION COMPANY INC AND SUBSIDIARIES

Field Interview Date: 01/10/2018

Interviewed By: BWS - BRENT SLADE

Comments:

The Bulletin Board is up and contains all up to date required information

It is the opinion of the interviewer that the contractor has taken the required action to comply with all of the Labor requirements in his contract

Field Interview Employees

Interview Employees: Fred Smart

Added from Ref Employee: No

Employee Information... Interview Number: 16

Employee Data Correct:

Union:

Union Local:

Union Number:

On this project is the Employee on Travel status? *
N - NO

If Yes, please select the items below that either the contractor is paying for or reimbursing the cost.

Lodging: Travel Expenses:

Per Diem:

Phone Number:

Straight Time Hours:

Worked Over 40 Hours:

Paid Overtime:

Paid By *
Weekly - Paid Weekly

Method of Payment *
EFT - Paid by Electronic Funds Transfer

Seen Contract Minimum Wage Rate Posting:

Deductions other than income and FICA Taxes:

Comments:

Classifications

New

1 added | 0 marked for deletion | 0 changed

New Field Interview Job Classification

Job Classification *

Description of Duties and Tools *

Wage Rate *

Wage Rate Scale *

Apprentice:

Apprentice Percentage Received:

OJT Program:

OJT Percentage Received:

First Fringe Benefit Program:

Second Fringe Benefit Program:

Third Fringe Benefit Program:

Fourth Fringe Benefit Program:

6. Click Save. →

1. Enter Job Classification. →

2. Enter Tools used by employee →

3. Enter employee's wage →

4. Enter wage scale from Davis Bacon for this project for this classification

5. Enter Fringes →

IF you are interviewing a trucker you will need to select the Trucking tab and follow steps below along with pages 9-11

Home Previous My Pages Actions Help Log off

Compliance Overview

On this page: Contract Field Interview Employees

Field Interview Summary

Contract: 516022585 - GRADING, BRIDGE & SURFACING Save ?

General Trucking

New 1 added 0 marked for deletion 0 changed

1. Enter Trucking Company Name

Company Name on Truck*

Trucking Company on Insurance Card

truck type **2. Select Truck type from the drop down.**

Name on Truck Registration **3. Enter the name of the Owner on the Truck's Registration**

Cab Number* OPTIONAL

Rental Type **4. IF the truck is rented then pick the rental type from the drop down**

Plate Number* OPTIONAL

Truck Rental Rate

DOT Number* OPTIONAL

Broker Fee Indicator

Drivers CDL* OPTIONAL

Broker Fee Value

Comments

Field Interview Employees Save ?

Interview Employees Fred Smart 1 of 1

Added from Ref Employee No Phone Number

Employee Information Straight Time Hours

To Review a Field Interview follow these steps on pages 13-16

Home Previous My Pages Actions Help Log off

Switch Role Agency One Employee Overview External Links

✓KDOT_LABORUSER ← 1. Verify your role

PROJECT KDOT ROLE FOR LABOR USER

News

Welcome!

If you have any questions please contact the system administrator via email at KDOT#AWPAdmin@ks.gov.

Preconstruction Civil Rights & Labor

Projects Contracts

Proposals Payrolls

Find Bid Data Unapproved Payrolls

On the Job Trainee Goal

2. Click "Compliance" → Compliance

Employee Overview

Type search criteria or press Enter Advanced 0 changed

Enter search criteria above to see results or Show first 10

External Links

KDOT Website	Internet
Kdotweb	KDOT's Intranet Site
KDOT Reports Portal	Crystal Reports
Cloverleaf	AASHTO Transportation Construction Community
Payroll XML	Resources for Using XML with AASHTOWare Project™ Payroll XML Resource Kit
Highway Contractors	Information for Highway Contractors

Compliance Overview

Compliance Overview Save ?

- Labor
- DBE and OJT
- Payroll Management
- Field Interview
- Findings

Q Type search criteria or press Enter Advanced

Add

0 changed

Click "Field Interview"

No rows found matching criteria.

Compliance Overview

Compliance Overview Save ?

- Labor
- DBE and OJT
- Payroll Management
- Field Interview
- Findings

Q Type search criteria or press Enter Advanced Showing 5 of 5

Add

0 changed

Click on the date for the field interview you want to review

Contract	Reviewed Contractor	Field Interview Date	Interviewed By
516022585 - GRADING, BRIDGE & SURFACING	02006 - KING CONSTRUCTION COMPANY INC AND SUBSIDIARIES	01/10/2018	BWS - BRENT SLADE
516022585 - GRADING, BRIDGE & SURFACING	02280 - DONDLINGER & SONS CONSTRUCTION CO INC	03/08/2018	BWS - BRENT SLADE
516022585 - GRADING, BRIDGE & SURFACING	02280 - DONDLINGER & SONS CONSTRUCTION CO INC	03/08/2018	BWS - BRENT SLADE
516022585 - GRADING, BRIDGE & SURFACING	02280 - DONDLINGER & SONS CONSTRUCTION CO INC	02/26/2018	BWS - BRENT SLADE
516022585 - GRADING, BRIDGE & SURFACING	02280 - DONDLINGER & SONS CONSTRUCTION CO INC	02/01/2018	BWS - BRENT SLADE

Below is the Field Interview screen

Home
Previous
My Pages

Actions
Help
Log off

Compliance Overview

On this page: [Contract](#) [Field Interview Employees](#)

Field Interview Summary

Contract: 516022585 - GRADING, BRIDGE & SURFACING
Save ?

<p>General</p> <p>Trucking</p>	<p>Prime Contractor 02280 - DONDLINGER & SONS CONSTRUCTION CO INC</p> <p>Reviewed Contractor 02006 - KING CONSTRUCTION COMPANY INC AND SUBSIDIARIES</p> <p>Comments</p> <div style="border: 1px solid #ccc; padding: 2px; min-height: 20px;"> <p>The Bulletin Board is up and contains all up to date required information</p> <p><input checked="" type="checkbox"/></p> <p>It is the opinion of the interviewer that the contractor has taken the required action to comply with all of the Labor requirements in his contract</p> <p><input checked="" type="checkbox"/></p> </div>	<p>Field Interview Date 01/10/2018</p> <p>Interviewed By BWS - BRENT SLADE</p>
--------------------------------	---	--

Field Interview Employees
Save ?

Interview Employees: Fred Smart 1 of 1

Added from Ref Employee: No

Employee Information...

Interview Number: 16

Employee Data Correct:

Union:

Union Local:

Union Number:

On this project is the Employee on Travel status? *
N - NO

If Yes, please select the items below that either the contractor is paying for or reimbursing the cost.

Lodging: <input type="text"/>	Travel Expenses: <input type="text"/>
Per Diem: <input type="text"/>	

Phone Number:

Straight Time Hours:

Worked Over 40 Hours:

Paid Overtime:

Paid By *
Weekly - Paid Weekly

Method of Payment *
EFT - Paid by Electronic Funds Transfer

Seen Contract Minimum Wage Rate Posting:

Deductions other than income and FICA Taxes:

Comments:

Classifications

New 0 added | 0 marked for deletion | 0 changed

07 - LABORER (COMMON OR GENERAL)

<p>Job Classification * 07 LABORER (COMMON OR GENERAL)</p> <p>Description of Duties and Tools * Shovels</p> <p>Wage Rate * 25.00</p> <p>Wage Rate Scale * 25.00</p> <p>Apprentice: <input type="checkbox"/></p> <p>Apprentice Percentage Received: <input type="text"/></p>	<p>OJT Program: <input type="checkbox"/></p> <p>OJT Percentage Received: <input type="text"/></p> <p>First Fringe Benefit Program Fringe Health/Welfare</p> <p>Second Fringe Benefit Program Fringe Vacation/Holiday</p> <p>Third Fringe Benefit Program Fringe Pension</p> <p>Fourth Fringe Benefit Program: <input type="text"/></p>
---	--