



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Highways

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Alanna J. Keller, P.E.
Deputy Secretary of Transportation
Deputy Commissioner of Highways

Jimmy Wriston, P. E.
Secretary of Transportation
Commissioner of Highways

June 24, 2024

MEMORANDUM

TO: All Contractors and Subcontractors

FROM: Jimmy Wriston, P.E. *ow*
Secretary of Transportation
Commissioner of Highways

THRU: William Hartwell, Director *William Hartwell*
Civil Rights Compliance Division

Shawn Smith, P.E., Director *hsh*
Contract Administration Division

Stephen T. Rumbaugh, P.E. *Steph R*
Chief Engineer of Construction

Alanna J. Keller, P.E. *ajk*
Deputy Secretary of Transportation
Deputy Commissioner of Highways

SUBJECT: AASHTOWare Project™ (AWP) Civil Rights and Labor (CRL) Module

Beginning with the October 08, 2024 letting, the West Virginia Division of Highways will be implementing CRL functionality in the AWP software platform. This will entail a major change in how your company submits certified payrolls and subcontractor payment information. All contractors and subcontractors will be required to submit these items directly into AWP and eliminates the submission of paper documents.

Any of your employees that will be entering payrolls and subcontractor payments into AWP must have an account with an individual user identification number. If they do not already have an account, please have them begin registering immediately.

Payroll entry into the system will require your company, or your payroll vendor, to utilize computer software that is compatible with CRL. Without this software, manual payroll entry into the system would be necessary. As Federal law requires payrolls to be submitted weekly, an important item to note is the system will not process progress payments to Prime contractors if these weekly submissions are not made.

Information on the CRL module, payroll software requirements, and account registration information can be found on the Civil Rights Compliance page of the West Virginia Department of Transportation website. Please take time to review this information and begin preparing your company for the transition to CRL. The weblink is: <https://transportation.wv.gov/crc/Pages/default.aspx>

Self-guided, interactive computer-based training for payroll entry/submission and subcontractor payment submission is also available on the above-noted website. I strongly encourage you to avail yourselves of these training courses to ensure as smooth a transition as possible to CRL. Staff from our Civil Rights Compliance Division will be available to assist as needed.

As with implementation of any new system, we realize there will be glitches, errors, etc. until your company is familiar with CRL. Civil Rights Compliance staff will work with you throughout the process to ensure your company's success with CRL. If you have questions, or for more information, please contact our Civil Rights Compliance Division.

JW:B

cc: HO, DE/M

NEWS RELEASE

CONTACT INFORMATION:

West Virginia Division of Highways

Civil Rights Compliance Division

304-558-3931

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RELEASE DATE:

June 24, 2024

AASHTOWARE PROJECT™ CIVIL RIGHTS AND LABOR MODULE

Functionality Implementation

CHARLESTON, WEST VIRGINIA, June 2024 — The West Virginia Division of Highways is implementing the Civil Rights and Labor (CRL) module functionality within the AASHTOWare Project™ software platform. Please be advised that ALL Certified Payrolls and Subcontractor Payments MUST be submitted through this process beginning with the October 8, 2024 letting. If your firm does not already have an account, please register ASAP.

Benefits of CRL usage include:

- Faster, more efficient paperless process
- Electronic processing of certified payrolls with automated error checking
- Track payment process to ensure compliance
- Verify timely payment of vendors
- Electronically confirm accurate payment
- Receive email notifications when action is needed
- Resolve payment issues faster by submitting concerns or violations

Information on CRL, as well as how to register for an account, can be found on the Civil Rights Compliance page of the West Virginia Department of Transportation website: <https://transportation.wv.gov/crc/Pages/default.aspx>

Questions can be directed to the Civil Rights Compliance Division at dotcrl@wv.gov