Florida Department of Transportation

District User Guide

Classification Request Manager(WRD)

Prepared by:
State Construction Office (SCO)
Construction Systems Section
July 2015

July 2015

Document Control

Version	Change	Made By	Date
1.0	Document created	Mike Johnson	09/25/2015

Table of Contents

INTRODUCTION 3
WORKFLOW PROCESS 3
CONTACTS 4
GENERAL DEFINITIONS 4
NAVIGATION 5
Menu Bar 5
Home: 5
Contracts tab: 5
Admin: 5
Help tab: 5
GRID 5
Column Sorting: 5
Column Filtering: 6
Paging: 6
CONTRACTS 7
REQUEST 7
Validate Request: 8
Add Request header: 9
Add Request Detail: 10
Edit Request header: 11
SUBMIT REQUEST 12
REJECTED REQUEST 13
VENDORS 13
Adding Vendors: 13

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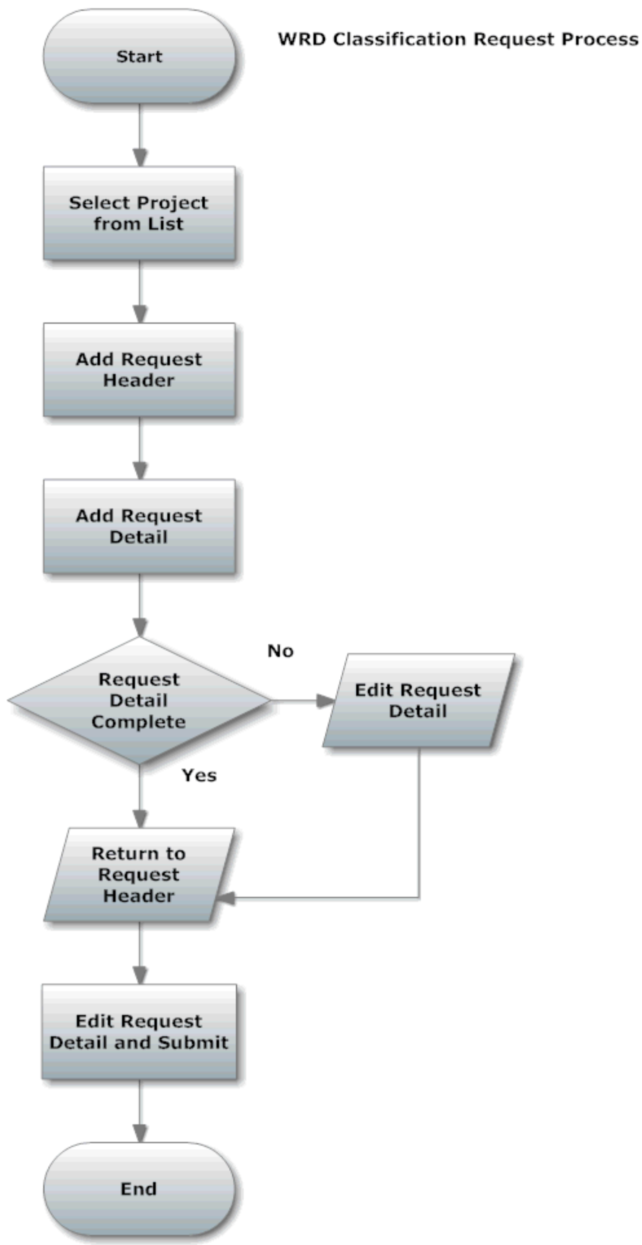
INTRODUCTION

Welcome to the Classification Request Manager (WRD), a new system for managing additional classification request. The purpose of this application is to allow classification request to be submitted through a web site that allows the contractor to submit and FDOT personnel to process the request much quicker and easier.

WORKFLOW PROCESS



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GENERAL DEFINITIONS

- DCCM – District Construction Compliance Manager
- USDOL – United State Department of Labor
- Pending – classification request that you are working on that have not been submitted.
- Draft – request that you are working on that you have not hit the submit button on.
- Submitted – request that have been received by the District offices but have not been validated yet.
- Validated – request that have been sent to USDOL for their approval, but a conformance has not been received.
- Approved – request the USDOL has responded to with there approval.
- Approved with Exception – request the USDOL has responded to with there approval but with an exception.
- Not Approved – request the USDOL has reponded to with Not Approved.
- Rejected – request that have been sent to the FDOT for processing, and the department has rejected the classification. If rejected an email informing of the rejection and why will be sent to the contractor. This will not affect any other classifications that were submitted for the same request header.

NAVIGATION

To start, or open the application go to the State Construction infonet home page. http://infonet.dot.state.fl.us/tlconstruction/ and click on CARS link. Then select the Classification Request Manager & Payroll Violation link.

This application uses two methods to navigate: Links and Tabs

Menu Bar

The menu located far top right of the page allows the user to quickly navigate to three main areas. Contracts is the default page. Admin is only available to Administrators and won't be shown for other users, Help, and Home. You may select any of the menu items at any time.

Home:

The tab will take you to the CARS home menu page

Contracts tab:

This tab will display a list of projects that are sorted by vendor. The list of projects shown are only those projects in your district. The list only shows active projects by default, you may clear the filter to see all projects. The page gets data from two sources. The first source is SiteManager, and the second source is LAPIT. The projects that are retrieved from the two sources are only Federal Aid projects.

Admin:

This tab is only available to Administrators.

Help tab:

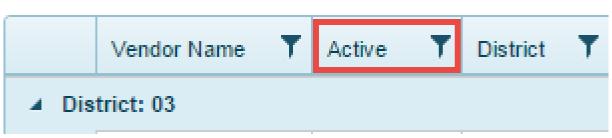
This tab will provide links to a help file and other useful information.

GRID

Each column on the grid can be sorted and filtered.

Column Sorting:

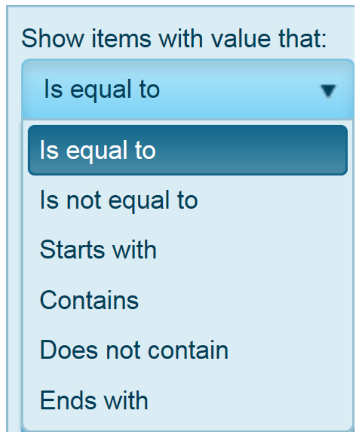
To sort a column just click anywhere within the column title, this is the area within the red box.



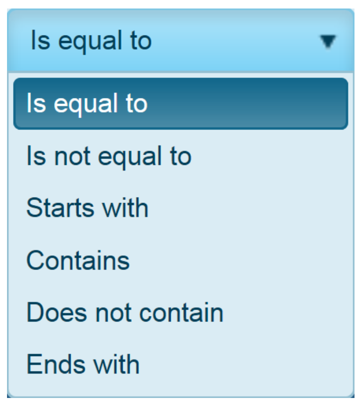
Column Filtering:

Filtering columns is done by selecting the filter icon located to the right of each column title. Depending on the type of data that's found in the column determines the choices you will have.

1. Text data – by default "**Is equal to"** is selected, but you also have the following options to choose.



2. Numeric data – by default "**Is equal to"** is selected, but you also have the following options to choose.



To add a filter click on the icon, select the option you want, enter the value and click on **Filter** button.

To clear a filter click on the icon , click on the **Clear** button.

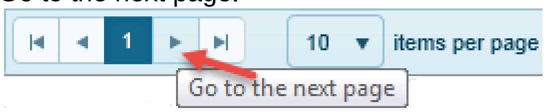
Paging:

The grid by default displays only five projects at a time, in order to navigate to the next or previous five items you will use one of the following buttons located along the left bottom of the grid.

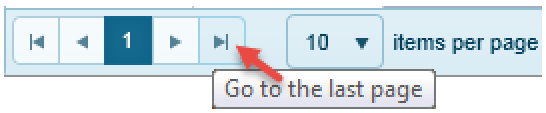
1. Go to the first page.

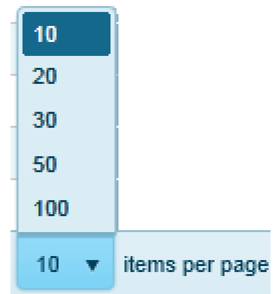
2. Go to the previous page.

3. Go to the next page.



4. Go to the last page.





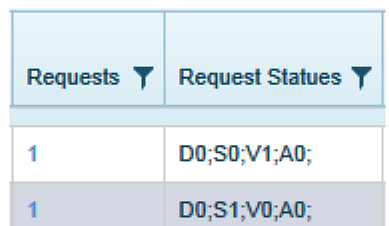
You can also change the default number of items being displayed by selecting from the drop down.

CONTRACTS

Note: if you don't see the contract or project in the list you need to work with see Adding Vendor.

On this page you will see a list of projects grouped by Vendor. You may sort, and/or filter on any of the columns you like. See GRID for details.

Let's take a look at some of the columns and what they mean.



Requests	Request Statues
1	D0;S0;V1;A0;
1	D0;S1;V0;A0;

Requests: Shows the current number of request for this project. This is what you will click on to add/edit/delete/validate a request header.

Request Statuses: See Definitions.

D = Draft, **S** = Submitted

V = Validated, **A** = Approved.

So at a glance we can see that we have one that has been validated for the first row, and one in submitted status on the second row.

REQUEST

Requests are broken into two parts.

1. Request Headers
   a. This part contains the contract information, wage decision, and contactor information.
2. Request Details
   a. This part contains the Base Amount, Fringe Amounts classification title, and description (job duties)

Validate Request:

Note: You can only validate request that are in submitted status. You validate a request in a two-step process. First you must validate the request detail(s) and then you validate the request header. A request header may contain more than one request detail. You may choose to validate, or reject. You must validate or reject all requests details before validating the request header for the request detail(s).

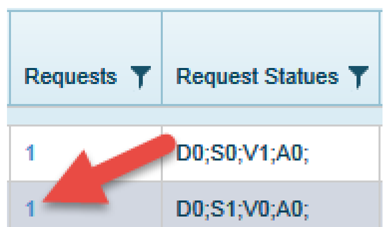
The following steps will guide you through the process of validating a request:

IMPORTANT: You need to verify that all the information on the request is correct. The Contract, Letting Date, Award Date, Wage Decision. You can review the Wage Decision by clicking on the EDMS # link. This link can be found in the Details view of the request header or by editing the request header as well. If you determine this information is not correct. See [Editing Request] for details.

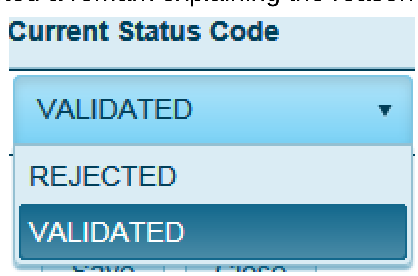
Step One: Validate request detail(s).

You need to be on the Project List page to start this process.

1. Click on Link under the Request Column.



2. Click on Link under the Classification Requests
3. Click on **EDIT** button.
4. Select either Rejected or Validated from Drop Down.
    a. If Rejected is selected a remark explaining the reason for the rejection will be required.



5. Click on **SAVE** button.
6. Click on Back to Request List link bottom left of page just above image of front end loader.

Step Two: Validate request header.

7. Click on the **EDIT** button.
8. Click on **SAVE** & Validate button.

   a. **Note**: Clicking on this button will validate the request header and also send an email to US DOL. Please make sure you have reviewed all information before completing this step.

9. Process is complete. The request has been validated and an email sent to US DOL and a copy to the contractor and Central office.

Add Request header:

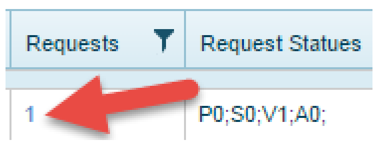
You may find a need to add request, due to a contractor refusing to submit a request online. This section covers this process.

You need to be on the Project List page to complete these steps.

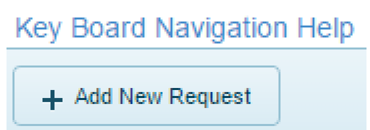
To add a request header you need to click on the link under the column Requests that's associated to the project you wish to submit a classification request.

The following steps will guide you through the process of adding a request header:

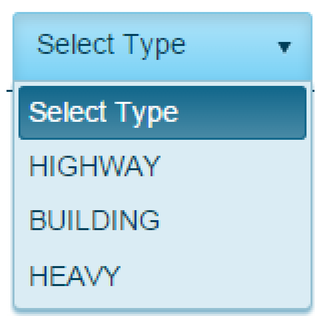
1. Click on Link under Request Column.



2. Click on the Add New Request button. Located on left of the screen just under the Key Board Navigation Help link.



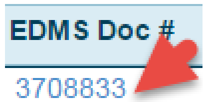
3. Select County.
   a. If there is more than one county for the project then you will need to select the county.



4. Select Type
   a. Highway
   b. Building
   c. Heavy
5. Select Include/Exclude
   a. The options will depend on the choice made on step 4.
6. Save the request by clicking on the **SAVE** button.

7. Saving will return you to the list of Request headers for the selected Project.
8. Proceed to Adding Request Details.

   Note: You may also view the General Decision Document the system selected by clicking on the **EDMS** Doc# link.



Let's take a look at the grid you are seeing and discuss some of the columns and there meaning.

The Classification Requests and Classification Statuses are the two I want to explain a little further.

Classification Requests: Shows the current nunber of classification request for this request header. You may add as many classification request details as you need to the request header. This link is what you will click on to add/edit/delete/validate a request detail.

Classification Statuses: See Definitions.

P = Pending, **S** = Submitted, **V** = Validated

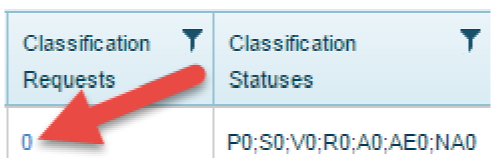
R = Rejected, **A** = Approved, **AE** = Approved with exception

NA = Not Approved.

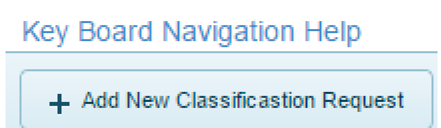
Add Request Detail:

In order to complete the following steps you must be located on the Request Header page for a selected project.

Complete the following steps to add a new Request Detail.



1. Click on the Link under Classification Requests.
2. Click on Add New Classification Request button. Located on left of the screen just under the Key Board Navigation Help link.



3. Select Classification Alias.
   a. Alias description is tied to the Classification Title, we have many different titles that mean the same thing. For example ADA Curb Ramp Installer refers to ADA Installer, and also ADA/ABA Curb Ramp Installer refers to the same title.
4. Enter a Base Rate
   a. This is not required at this point, but will be required before you can submit. This option was provided in case you are interrupted you can save at this point and return later to complete. The base rate must also be equal to or greater than Florida's Minimum Wage Rate.

5. Enter a Fringe Amount.
    a. Optional.
6. Enter a Fringe Percentage.
    a. Optional.
    b. Example: 10% is entered as 0.10
7. Save the Classification Request by clicking on the **SAVE** button.
8. You may now add another classification request to the same header. Add as many classification requests as needed to the same header by repeating steps 1-7.
9. Return to request details.

Edit Request header:

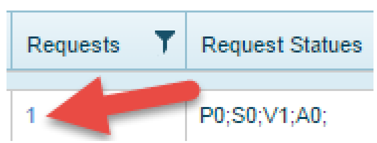
You may find a need to edit the request header, due to errors found during the validation process. The system uses the letting date or the award date to determine the correct wage decision to select. The contractor has no control over this process. If the incorrect decision is chosen by the system you can correct it by following the steps below.

You need to be on the Project List page to complete these steps.

To edit a request header you need to click on the link under the column Requests that's associated to the project.

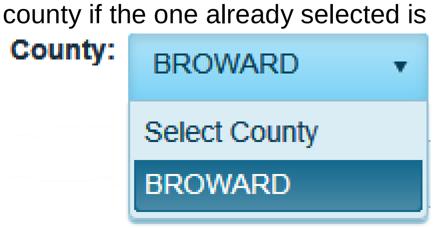
The following steps will guide you through the process of editing a request header:

1. Click on Link under Request Column.



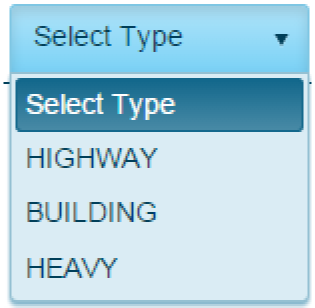
2. Click on the Edit Button of the request you need to edit.

3. Select County.
    a. Select the correct county if the one already selected is incorrect.



4. Select Type

a. Select the correct Type if the one already selected is incorrect.



5. Select Include/Exclude
   a. The options will depend on the choice made on step 4.
   b. Select the correct Include/Exclude if the one already selected is incorrect.
6. Select Published Date.
   a. Select the correct published date based on the following critria.

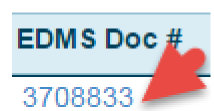
   Step one: If award date is greater than equal to 89 days then the ward is used in the next step else use the letting date.

   Step two: Take the date from step one and subtract 10 days.

   Step three: Select published date that equals or is less than step two date.

7. Select Decision.
   a. You should only see one. If not please contact Central Office. See Contacts.
8. Review the decision document by clicking on the EDMS Doc # link.
   a. If this is the incorrect decision then contact Patty or Susan. They will need to load the correct decision into the system. Once they let you know this has been done. You may repeat these steps to correct the request header and proceed with validating. See Validate Request.
9. Save the request by clicking on the **SAVE** button.
10. Saving will return you to the list of Request headers for the selected Project.
11. Proceed to Adding Request Details.

Note: You may also view the General Decision Document the system selected by clicking on the **EDMS** Doc# link.



SUBMIT REQUEST

In order to submit a request for processing you must ensure the following items have been completed:

1. At least one Classification Request for the request header being submitted exists.
2. The Classification Request's base rate has been filled in.
3. Make sure you are on the Request header page.

To submit the request complete the following steps.

1. Edit the request header in question.
2. Review the request.

3. If all the items mentioned above have been completed you will see a button called Save & Submit.
    a. If you do not see this button.
        i. Check to make sure you have at least one classification request. Does the column classification request show something other than 0?
        ii. Make sure the base rate for all classification request details has been filled in. It cannot be less than the minimum wage.
4. Click the Save & Submit button.

You have successfully completed an additional Classification Request. The system will send an email to the wage rate coordinator that a request has been submitted for processing.

REJECTED REQUEST

Note: If you receive a request via email from a contractor that requires you to enter the request and this request will be rejected, proceed with entering the request and reject it so a record of it will be in the system. See Adding Request.

VENDORS

Adding Vendors:

You need to be on the Project List page to start this process.

The following steps show how to add a vendor to the project list. This process should be done if you need to add a request received from a contractor via email and you must enter the request into the system.

1. Click on Add New Vendor button.
    a. Location top left of page under header and menu bar.
2. Select the vendor id you need to add from the list.
    a. Note: You may sort and filter list. See Grid.
3. You're done.
    a. The system will add all projects for the selected vendor.