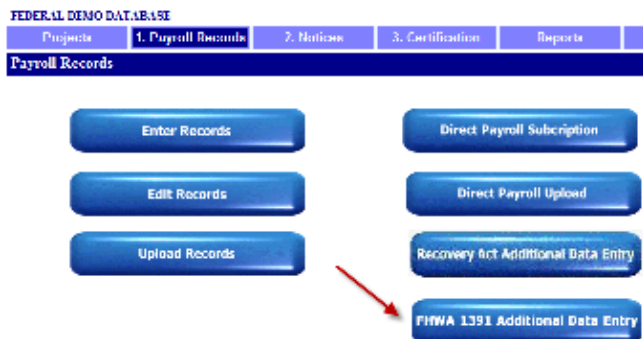


Contractor's Use of 1391 Reporting

This process is to automate the collection and compilation of the FHWA 1391 report. Contractors will be sent a request for reporting in a specified date range for week end dates. For example the last week worked with a week end date in July.

Additional Data Entry

Contractors will enter the additional, non-prevailing wage employment information in the forms shown below.



The screenshot shows the 'FHWA 1391 Additional Data Input Form' with the following fields and options:

- Select Week End Date in specified week:
- Month of peak employment in current year:
- Peak employment number of employees:

A text box with a red arrow pointing to the table header states: "This list controlled by admin".

	Total Employed		Total R/E Minimum		White		Black		Hispanic		American Indian		Asian		Hispanic		Two or More		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Officials (Managers)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Supervisors	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Workers (not previously reported)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Below the table, there are input fields for:

- Enter Submitted By:
- Enter Title of Submitted By:
- Enter Signature Password:

Buttons: Cancel, Save

A text box with a red arrow pointing to the 'Total R/E Minimum' column states: "Enter non-prevailing wage information, number of employees by".

1391 Report

Once the data is in the contractor can view their own 1391 report. The administrator has a report showing who has submitted data.

FEDERAL DEMO DATABASE

Projects	1. Payroll Records	2. Notices	3. Certification	Reports	e
1391 Report					

Selection parameters

1. Select report time frame (Date format mm/dd/yyyy)

Begin date

End date

Select weekend that corresponds to additional data entry. Date range will pick up week end dates in the range.

2. Select Contractors to report on

All Contractors

<input checked="" type="checkbox"/> DOLL ELECTRIC	▲
<input type="checkbox"/> DPI TEST INC.	☰
<input type="checkbox"/> EARTH MATERIAL SERVICES	▼

Cancel

Run 1391 Report

Run 1391 Additional Data Entry Status Report