

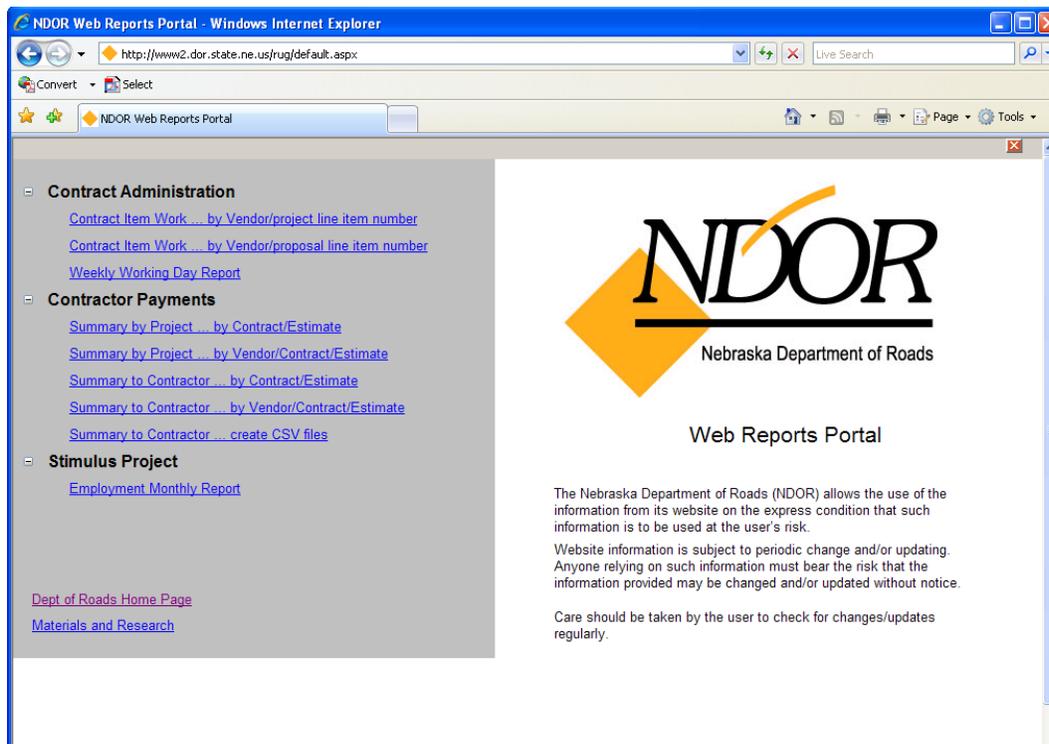
On-line Submittal of the Employee Monthly Report (Form 1589) for Stimulus Projects

Please read entire document before you begin.

Prime contractors of stimulus projects are required to complete a Monthly Employment Report and furnish it to the Department so that we can complete and submit our required reports to the FHWA by the 20th of the month. Accordingly, we must receive the Monthly Employment Report from the prime contractors by the 10th day of the month following the month being reported.

How to submit a form online:

Open: <http://www2.dor.state.ne.us/rug/default.aspx>



On the Left Hand Side Under **Stimulus Projects** click on Employment Monthly Report. The following window will open.

Contractor Type	Vendor	Number of Person(s)	Worked Hours	Payroll Amount
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Click on the Open button. Select your Vendor ID from the drop down box. Once you have selected your Vendor ID, select the Contract you're submitting data for in the Contract ID box. Select by hi-lighting in the Report Month box the month you are submitting the report for (it should be available for you to pick from in the list). Select OK

The Stimulus Payroll window should open with the Header information populated.

The screenshot shows the 'Stimulus Payroll' window with the following data:

Report Begin Date: 04/23/2009 | 04/09 | Completion Percentage: 0 % | DBE total paid to date: [Yellow Box]

Cont Id: 1813X | Contracting Agency: NDOR

Fed St Prj Nbr: STPD-15-1(113)

Vendor: 0049 HAWKINS CONSTRUCTION COMPANY
2516 DEER PARK BLVD
PO BOX 9008 STA C
OMAHA NE 68109

Duns Nbr: 002873693

Contractor Type	Vendor	Number of Person(s)	Worked Hours	Payroll Amount
Prime	HAWKINS CONSTRUCTION COMPANY	0	0.00	\$0.00
Prime and Subcontractor Totals:		0	0.00	\$0.00

Submitted by: Name [Yellow Box], Title [Yellow Box] | Locked Date: [Grey Box]

You are required to fill in the yellow portions of the report.

The **DBE Total Paid to Date** field is a SUM of the TOTAL Amount Paid to ALL DBE's on this project (not just for the current month).

If you submitted a report for the previous month and used the same subcontractors for the current month you can use the **copy subs from previous month button**. This will insert all the subcontractors from the previous month so you only have to update the **Employment Data**:

To add or remove a Subcontractor from the list you can right click on the name and select ADD or DELETE.

If you need to report on a Vendor that is NOT in the list, please use the **submit new vendor** button at the top.

The screenshot shows a web browser window with a single tab titled "Submit new vendor to State". The main content area contains a form with the following fields, all of which are highlighted in yellow:

- Contract Id: [text input]
- Report Month: [text input]
- New Vend Name: [text input]
- Nbr of Employees: [text input]
- Monthly Hours Worked: [text input]
- Monthly Payroll Amt: [text input]
- Sender Vendor Id: [text input]
- Sender Vendor Name: [text input]
- Sender Phone Nbr: [text input with a placeholder "() -"]
- Sender Email: [text input]

At the bottom of the form are two buttons: "Submit" and "Close".

Please fill out **ALL** the information in the above screen when submitting a new vendor. The construction office will receive notification and get a Vendor ID assigned so on the next report it should appear in the drop down list.

Entering Employment Information: The prime contractor or consultant will report the direct, on-the-project jobs for their workforce and the workforce of their subcontractors active during the reporting month. These jobs data include employees actively engaged in projects who work on the jobsite, in the project office, in the home office or telework from a home or other alternative office location. This also includes any engineering personnel, inspectors, sampling and testing technicians, and lab technicians performing work directly in support of the ARRA funded project. This does not include material suppliers such as steel, culverts, guardrail, and tool suppliers. States should include in their reports all direct labor associated with the ARRA project such as design, construction, and inspection. The States reports should include their own project labor, including permanent, temporary, and contract project staff. States are asked not to include estimated indirect labor, such as material testing, material production or estimated macro-economic impacts. FHWA will be estimating all indirect labor based on the information provided in this form along with other FHWA data. The form requests specifically:

a. **Subcontractor name:** The name of each subcontractor or sub-consultant that was active on the

project for the reporting month.

b. **Employees:** The number of project employees on the contractor's or consultant's workforce that month, and the number of project employees for each of the active subcontractors for the reporting month. Do not include material suppliers. Total field at bottom will be automatically calculated and reported as a whole number.

c. **Hours:** The total hours on the specified project for all employees reported on the contractor's or consultant's project workforce that month, and the total hours for all project employees reported for each of the active subcontractors that month. Total field at bottom will be automatically calculated and reported as a whole number.

d. **Payroll:** The total dollar amount of wages paid by the contractor or consultant that month for employees on the specified project, and the total dollar amount of wages paid by each of the active subcontractors that month. Payroll only includes wages and does not include overhead or indirect costs. Total field at bottom will be automatically calculated and will be rounded to the nearest whole dollar and reported as a whole number.

Once you have completed entering your payroll information please fill in the Submitted by Name and Title.

** If you begin entering information and do not get the form completed you can use the Save button at the top and come back and finish the form later.

** **If you complete the form for the month you MUST select the Lock button at the top. Once it is locked you will not be able to make changes to it.**

The form will not be officially submitted until it is locked!