AASHTOWARE PROJECT
CIVIL RIGHTS & LABOR™ (CRL)

Montana Department of Transportation (MDT)

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Salaried Employees

Salaried individuals that are not working in a Prevailing Wage/Davis Bacon Classification will not appear on the Electronic Certified Payroll.

If they are working in a classification such as Operator or Truck Driver, for 20% or more of their time, will need appear on a Certified Payroll.
Whether using the xml file Import, Spreadsheet or Manual entry to enter a payroll, an employee’s hourly wage must at least meet the Prevailing Wage for the Classification. This includes Zone and Fringe Pay.

In this example, the Employee is an Electrician. The Hourly Rate is $32.74 plus $13.42 Fringe for a Total of $46.16. The Salaried Employee must be at least making that rate for the hours worked in the Classification. Normal Salary divided by Total Pay Period Salaried Hours $2000.00/40 = $50.00 per hour and meets the requirement ($46.16). If it doesn’t then a payroll exception will be generated.
### Example of Spreadsheet entry.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Gross Pay</th>
<th>FICA</th>
<th>Federal Income Tax</th>
<th>State</th>
<th>Medicare</th>
<th>Other Deductions</th>
<th>Total Deductions</th>
<th>NET WAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC</td>
<td>2000.00</td>
<td>30.00</td>
<td>30.00</td>
<td>30.00</td>
<td>30.00</td>
<td>0.00</td>
<td>120.00</td>
<td>1880.00</td>
</tr>
</tbody>
</table>

- **Gross Pay**
  - **Cash Fringe** (Hourly rate * Hours worked, both Straight & Overtime)
    - Cash Fringe: $13.42 x 16 = $214.72

- **Hourly Rate**
  - Classification Hourly Rate is $32.74 plus $13.42 Fringe for a Total of $46.16. Normal Salary/40 Hours = $50.00 per hour, meeting the Prevailing Wage requirement

- **Overtime Rate**
  - Overtime Rate

- **Classification Gross Pay** (Manually add the Lump Sum amount to total)
  - Lump Sum: 214.72

The Classification Hourly Rate is $32.74 plus $13.42 Fringe for a Total of $46.16. Normal Salary/40 Hours = $50.00 per hour, meeting the Prevailing Wage requirement.
Exempt Employees

Categories of workers normally considered not to be laborers or mechanics when, in the course of their duties, they perform no manual or physical work on the construction project are:

- Architects and engineers
- Timekeepers
- Inspectors
- Owner/Operators of heavy hauling trucks
- Material Suppliers who deliver to the site and do not place material

Company Owners: An individual who owns at least a bona fide 20 percent equity interest in the business and is actively engaged in its management is considered a bona fide executive and is exempt from Prevailing Wage/Davis Bacon Requirements.
NEED ASSISTANCE OR HAVE QUESTIONS?

AASHTOWARE SUPPORT

EMAIL

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