

Electronic MEUR (ODOT form 731-0668.pdf) Process for Electronic Approval and Submittal

Purpose

The purpose of this process is to provide a consistent, systematic and timely method to report, validate and record required workforce data captured on the electronic Monthly Employee Utilization Report form (eMEUR).

Completing the form:

Filling out the eMEUR form:

Subcontractors and Prime contractors must submit one form for every project every calendar month from the beginning to the end of the subcontract and/or project. All data fields on the eMEUR form are numbered. Fields 1-13 and 29-32 are required fields. The form has 13 lines for employee information, select item 28 "Add Another Employee" to add additional lines if needed. Select the "X" at the end of the employee information line, item 27, to remove a line.

"No-Work Performed" during reporting period:

If no work was performed on the project during the month, fill out items 1 through 13 and select "No work performed" in box 14 then skip down to items 29 through 32.

The form along with the information entered can be saved for future use if using Acrobat Reader 9.1 or greater. For a free download go to <http://get.adobe.com/reader/>

Subcontractors

The Subcontractor's role in the eMEUR process is to ensure that an eMEUR is completed each reporting period (every calendar month) for all apprentice, trainee, and journey level employees employed on the project.

Submitting the completed eMEUR form:

Once all of the information has been entered on the eMEUR, (ODOT form 731-0668.pdf), select the "Submit by email" button and email it to the Prime Contractor.

If using an email application on your computer:

1. Select the "Submit By E-Mail" button

2. Select "Desktop Email Application". The eMEUR form will automatically be attached and the subject line will be filled out. Do not change the subject line.
3. Add the message "I have reviewed and approve the attached MEUR"
4. Send to the Prime or your controlling Contractor

If using an internet email system such as Juno, Yahoo or Gmail:

1. Save the form to your computer
2. Sign on to your email provider
3. Create a new email
4. Enter the contract number, form number, Subcontract ID and year/month (YYYYMM) for the reporting period in the subject line
5. Attach the saved form
6. Add the message "I have reviewed and approve the attached MEUR"
7. Send to the Prime or controlling Contractor

Prime Contractors

The Prime Contractor's (PC) role in the eMEUR process is to ensure that each of the subcontractors working on the project submits an eMEUR each reporting period (calendar month), and to verify that the information they have submitted is complete and accurate. In addition, the PC is responsible for completing and submitting an eMEUR for their workforce each reporting period.

Prime Contractor's review of Sub-Contractor submittals:

1. Open the attachment received from the subcontractor.
2. Verify information
3. ***If Acceptable:*** the PC will forward the email received from the subcontractor with the attached eMEUR, adding the message "I have reviewed and approve the attached MEUR" and sending the form to the Project Manager.
If Unacceptable: the PC will return the eMEUR to the subcontractor by forwarding the original email with the attached eMEUR form to the Subcontractor. In the body of the email the PC should give a brief explanation of the question and/or discrepancy. It is recommended that a due date should also be established by the PC to ensure that the eMEUR is corrected and re-submitted timely. Once the revised eMEUR is submitted and accepted by the PC, the PC can forward to the Project Manager.

Prime Contractor Filling out eMEUR Form for their own workforce:

Follow the instructions above for filling out the eMEUR.

Sending form:

Once all of the information is entered, email the form to the Project Manager.

If using an email application on your computer:

1. Select the "Submit By E-Mail" button
2. Select "Desktop Email Application".
Your eMEUR form will automatically be attached and the subject line will be filled out.
3. Add the message "I have reviewed and approve the attached MEUR" and send the form to the Project Manager

If using an internet email system such as Juno, Yahoo or Gmail:

1. Save the form to your computer
2. Sign on to your email provider
3. Create a new email
4. Enter the contract number, form number, Subcontract ID and year/month (YYYYMM) for the reporting period in the subject line
5. Attach the saved form
6. Add the message "I have reviewed and approve the attached MEUR"
7. Send to the Project Manager

Project Managers

The Project Manager's (PM) role is to review all eMEURs submitted by the prime contractor and its sub-contractors. The PM will ensure that all forms are complete and accurate.

If Acceptable: the PM will approve the eMEUR by forwarding the email with the attached eMEUR and adding the message "I have reviewed and approve the attached MEUR" to the Field Coordinator.

If unacceptable: the PM will return the eMEUR to the prime contractor by forwarding the original email with the attached eMEUR form to the Prime Contractor. The PM should indicate in the subject line that the eMEUR is being returned (example: 12345_0668_xxxx – Possible Errors). In the body of the email the PM should give a brief explanation of the question and/or discrepancy. It is recommended that a due date also be established by the PM to ensure that the eMEUR is corrected and re-

submitted timely. Once the revised eMEUR is submitted and accepted by the PM, the PM will forward to the Field Coordinator.

Civil Rights Field Coordinators

The Civil Rights Field Coordinator's (FC) role is to conduct a cursory review of the eMEUR ensuring the form is complete, consistent and accurate based on previous knowledge of the project.

If Acceptable: the FC will convert the email to a PDF. To save the email pdf, navigate to the contract file, eMEUR folder, create a new folder named for the year and month the eMEUR was received (YYYYMM), save the file in the YYYYMM folder. At this point the data will be uploaded to Civil Rights Compliance Tracking (CRCT), and the eMEUR process for this reporting period is complete.

If unacceptable: the FC will return the eMEUR to the PM by forwarding the original email with the attached eMEUR form to the PM. The FC should indicate in the subject line that the eMEUR is being returned (example: eMEURxxxx – Possible Errors). In the body of the email the FC should give a brief explanation of the question and/or discrepancy.

Once the PM forwards the revised eMEUR to the FC, the FC will follow the process outlined above.