

| Entering Compliance

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AASHTOWare Project Civil Rights & Labor™ Quick Reference Guide

Additional Quick Reference Guides and Computer Based Training files are available from ODOT.

Roles:

OCR - Workforce

Background:

- This section of compliance is for field inspectors that will be entering the contractor and/or subcontractor information.
- Labor Compliance is needed when On-the-Job Training (OJT) goals are applied.
- Commercially Useful Function (CUF) compliance is needed when a Disadvantaged Business Enterprise (DBE) subcontractor is utilized.
- Equal Employment Opportunity (EEO) compliance is required of all ODOT recipients, but a subset of recipients is reviewed on an annual basis.

Key to Action Buttons



Global Actions menu (top of the screen)



Component Actions menu (on headings)



Row Actions menu (on rows)

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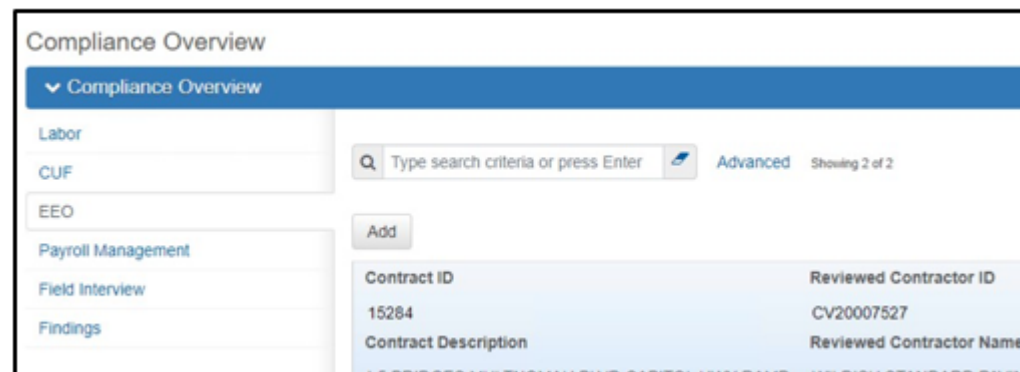
Entering Compliance

Entering Labor Compliance Data:

1. From the **Civil Rights & Labor** component on the home screen, click the **Compliance** link.
2. Click the **Add** button.
3. Select a **Compliance Type** from the drop-down.
4. Select the **Contractor ID** from the auto-complete section.
5. Enter the **General Date Reviewed**.
6. Select the **General Reviewed By** from the auto-complete section.
7. Select the **Reviewed By** from the auto-complete section.
8. Click the **Save** button.
9. Enter any additional information required.
10. Click the **Save** button again to save any changes.

Filling Out Compliance Summary EEO (OCR – Workforce):

1. From the **Civil Rights & Labor** component on the home screen, click the **Compliance** link.
2. From the **Compliance Overview**, click on the **EEO** tab.
3. Click on the **Add** button.
4. Choose a **Compliance Review Type**.
5. Search for or enter the **Vendor**.
6. Enter the **General Review Date** or choose it from the calendar.



The screenshot shows the 'Compliance Overview' interface. On the left, a sidebar lists navigation options: Labor, CUF, EEO (selected), Payroll Management, Field Interview, and Findings. The main area has a search bar with the placeholder 'Type search criteria or press Enter', an 'Advanced' link, and 'Showing 2 of 2'. Below the search bar is an 'Add' button. A table displays two records:

Contract ID	Reviewed Contractor ID
15284	CV20007527
Contract Description	Reviewed Contractor Name

| Entering Compliance

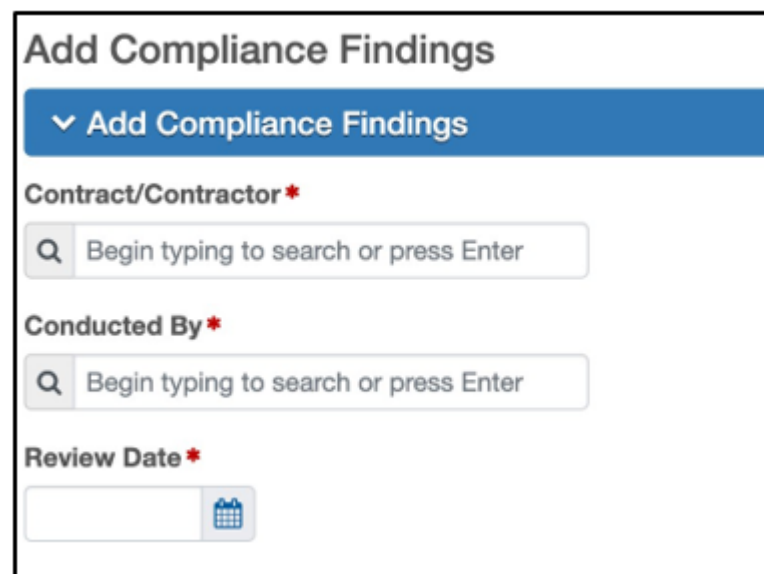
7. Search for or enter a name in the **General Reviewed By**.
8. Click the **Save** button.
9. Add additional **EEO Compliance Review** data as applicable
10. Click the **Save** button to save the record.

Entering CUF Data (CM – Inspector or CM – CAS):

See Entering CUF Review QRG

Entering Findings Data (OCR – Workforce):

1. From the **Civil Rights & Labor** component on the home screen, click the **Compliance** link.
2. Click the **Findings** tab.
3. Click the **Add** button.
4. Begin typing to search or press Enter in the **Contract/Contractor** autocomplete and select the contractor/contract.
5. Begin typing to search or press Enter in the **Contractor ID** autocomplete and select the contractor.
6. Enter a Review Date.
7. If applicable, click the **Show Cause** checkbox to indicate the order has been issued for the contractor.
8. If applicable, select a **Reason for Show Cause** from the drop-down.
9. If applicable, click the **Corrective Action Plan** checkbox.



The screenshot shows a web form titled "Add Compliance Findings". At the top is a blue button with a downward arrow and the text "Add Compliance Findings". Below this are three required fields, each marked with a red asterisk. The first field is "Contract/Contractor*", which has a search icon and the placeholder text "Begin typing to search or press Enter". The second field is "Conducted By*", also with a search icon and the same placeholder text. The third field is "Review Date*", which is an empty text box followed by a calendar icon.

| Entering Compliance

10. Enter any **Corrective Plan Comments**.
11. Select the **Type of Vendor** from the drop-down.
12. If applicable, click the **Vendor is Compliant** checkbox.
13. Enter the **Number** identifier for this finding.
14. Enter any **comments** associated with this finding.
15. If applicable, enter a **Date Resolved**.
16. If applicable, enter the **Show Cause Rescinded Date**.
17. If applicable, enter the **Show Cause Rescinded Reason**.