



# Civil Rights and Labor Management System 2015 – 2016 Training Classes

**Class name:** Civil Rights and Labor, CRL – AASHTO Transport product

**Sponsor:** Mn/DOT Office of Civil Rights and Mn/DOT Office of Construction and Innovative Contracting. For content questions, please contact Charles Groshens at [charles.groshens@state.mn.us](mailto:charles.groshens@state.mn.us) or 651-366-4209.

**Audience and description:** For contractors, payroll administrators, IT professionals and managers. Learn about the AASHTOWare, Project, Civil Rights & Labor system which provides a more accurate way to meet government reporting requirements.

**Learning objectives:**

- Computer system requirements
- Electronic filing of contractor payrolls
  - Methods of submitting payroll records: manual data entry & electronic XML import
  - Prime contractor review and approval of entered subcontractor payrolls
- Electronic submission of Request to Sublet information
- Electronic Prompt Pay requirements (subcontractor payments)
- Apparent Low Bidders: bidders and quoters lists submitted through electronic access
- Electronic DBE Commitment requirements

**Registration by email:** Email your training session date, time, name, title, employer, address, and phone number to [LCUTrainings.dot@state.mn.us](mailto:LCUTrainings.dot@state.mn.us). Multiple attendees may be registered within the same email.

**Include all requested registration details.** Confirmations will be sent by email. Call Amanedia Dear at 651-366-4202 with your registration questions.

**Dates, times and locations:**

**2015 Dates**

Dates	Time	Location	Training Room(s)	Seats open
11/18/2015	8:00 – 12:00	Arden Hills	Room 1	80
11/18/2015	1:00 – 5:00	Arden Hills	Room 1	80
12/2/2015	8:00 – 12:00	St. Cloud	Lewis Central & North	75
12/2/2015	1:00 – 5:00	St. Cloud	Lewis Central & North	75
				CANCELED

## 2016 Dates

Dates	Time	Location	Training Room(s)	Seats open
1/12/2016	8:00 – 12:00	St. Cloud	Lewis Central & North	75
1/12/2016	1:00 – 5:00	St. Cloud	Lewis Central & North	75
1/27/2016	8:00 – 12:00	Arden Hills	Room 4	80
1/27/2016	1:00 – 5:00	Arden Hills	Room 4	80
2/17/2016	1:00 – 5:00	Detroit Lakes	Room 4	30
2/23/2016	8:00 – 12:00	Arden Hills	Room 2	32
2/23/2016	1:00 – 5:00	Arden Hills	Room 2	32
2/24/2016	1:00 – 5:00	Arden Hills	Room 2	32
3/8/2016	1:00 – 5:00	St. Cloud	Sinclair Lewis Grand	50
3/9/2016	1:00 – 5:00	Duluth	Lake Superior Rooms A & B	40
3/15/2016	1:00 – 5:00	Mankato	Northwoods & River Center	50

### Locations:

Mn/DOT Arden Hills Training Center, 1900 West County Road I, Shoreview, MN 55126  
Phone: 651-366-5252

Mn/DOT St. Cloud, 3725 12th Street North, St. Cloud, MN 56303  
Phone: 320-223-6500

Mn/DOT Detroit Lakes, 1000 Highway 10 West, Detroit Lakes, MN 56501  
Phone: 218-846-3600

Mn/DOT Mankato, 2151 Bassett Drive, Mankato, MN 56001  
Phone: 507-304-6100

Mn/DOT Duluth, 1123 Mesaba Avenue, Duluth, MN 55811  
Phone: 218-725-2700

For more information, visit <http://www.dot.state.mn.us/const/labor/civil-rights-labor.html>