



# Civil Rights and Labor Management System 2014 – 2015 Training Classes

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

**Sponsor:** MnDOT Office of Civil Rights and MnDOT Office of Construction and Innovative Contracting. For content questions 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 new system which provides a more accurate way to meet government reporting requirements.

**Learning objectives:**

- Computer system requirements
- Electronic filing of contractor payrolls and subcontractor payments
- Prime contractor review and approval of entered subcontractor payrolls
- Methods of submitting payroll records: manual data entry, electronic import (conversion tool, xml)
- Confirmation of received data and verification
- Apparent Low Bidders: bidders and quoters lists submitted through electronic access
- Meeting prompt pay requirements through electronic access

**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 651-366-4208 with your registration questions.

**Dates, times and locations:**

**2014 Dates**

Dates	Time	Location	Training Room(s)	Max
11/5/2014	12:30p-4:30p	Bemidji	149A, 150A 151A	50
11/6/2014	12:30p-4:30p	Duluth	Lk Superior A & B	40
11/17/2014	12:30p-4:30p	Arden Hills	Rm 1	80
12/3/2014	12:30p-4:30p	St Cloud	Lewis Central & South	75
12/4/2014	12:30p-4:30p	Willmar	D8 Middle & East	50
12/10/2014	12:30p-4:30p	Owatonna	Basement 2 rooms	40
12/11/2014	12:30p-4:30p	Mankato	River Center & Southern Prairie	45

## 2015 Dates

Dates	Time	Location	Training Room(s)	Max
2/4/2015	8a-12p	Arden Hills	Rm 4	80
2/4/2015	1p-5p	Arden Hills	Rm 4	80
2/5/2015	8a-12p	St . Cloud	Lewis Central & South	75
2/5/2015	1p-5p	St . Cloud	Lewis Central & South	75
2/18/2015	12:30p-4:30p	Detroit Lakes	B 109 & B 110	40
3/9/2015	8a-12p	Arden Hills	Rm 4	80
3/9/2015	1p-5p	Arden Hills	Rm 4	80
3/10/2015	8a-12p	St Cloud	Lewis Central & South	75
3/10/2015	1p-5p	St Cloud	Lewis Central & South	75
3/11/2015	8a-12p	St Cloud	Lewis Central & South	75
3/11/2015	1p-5p	St Cloud	Lewis Central & South	75
3/12/2015	8a-12p	Arden Hills	Rm 4	80
3/12/2015	1p-5p	Arden Hills	Rm 4	80

### Locations:

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

MnDOT Bemidji, 3920 Hwy 2 West, Bemidji, MN 56601,  
Phone: 218-755-6500

MnDOT Detroit Lakes, 1000 Highway 10 West, Detroit Lakes, MN 56501,  
Phone: 218-846-3600

MnDOT Duluth, 1123 Mesaba Ave, Duluth, MN 55811,  
Phone: 218-725-2700

MnDOT Mankato, 2151 Basset Drive, Mankato, MN 56001,  
Phone: 507-304-6100

MnDOT Owatonna, 1010 21<sup>st</sup> Ave NW, Owatonna, MN 55060  
Phone: 507-445-5500

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

MnDOT Willmar, 2505 Transportation Rd, Willman, MN 56201  
Phone: 320-231-5195

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