



Instructions for Form

**Minnesota Report on Jobs**

This form is a guide for contractors in providing employment information on each applicable State bond funded project. Annual employment information on each project is used by MnDOT for meeting the reporting requirements of Minnesota Statutes Section 16A.633 Subdivision 4. In order for MnDOT to fulfill its reporting obligations, the agency must collect and analyze certain employment data for each applicable bond funded contract. This data to be reported is identified below. The prime contractor or consultant will complete a report for each year from the date of the Notice to Proceed until completion of the Contract. This report is only required for contracts that use bond funds legislatively approved during or after 2012. MnDOT requires contractors and consultants to provide the required information for their own workforce as well as the workforce of all subcontractors that were active on their project(s) for the reporting period.

MnDOT will require the following data be provided by each contractor, consultant and funding recipient working on a bond project as described above. The primary contractor or consultant for each project will be responsible for reporting their firm as well as all sub-contractors data.

**Due date:** Annually on each July following any work being performed.

**Due to:** Minnesota Department of Transportation Project Engineer

**Coding Instructions**

- BOX 1. **Project Description:** The project description must clearly identify the specific route, point of reference (from/to/at), and the work type(s) being done on the project.
- BOX 2. **State Project Number:** The state project number as assigned by MnDOT, consistent with the format reported in FMIS
- BOX 3. **Agreement Number or Contract Number:** The award project number as assigned by MnDOT.
- BOX 4. **Project Location (County):** The county where the project is located or, if it is located in more than one county, where it is primarily located.
- BOX 5. **Project Start Date:** The day that construction began within the project limits. Reported as “*mm/dd/yyyy*” (e.g. “May 1, 2009” would be coded as “05/01/2009”).
- BOX 6. **Project Completion Date:** The date the project is substantially complete, i.e. the project is or could be opened to traffic. Reported as “*mm/dd/yyyy*” (e.g. “May 1, 2009” would be coded as “05/01/2009”).
- BOX 7. **Prime Contractor Information:** The name and address of the primary contracting or consulting firm will include the name, street address, city, state, and zip code.
- BOX 8. **Contractor DUNS Number:** The unique nine-digit number issued by Dun & Bradstreet. Followed by the optional 4 digit DUNS Plus number. Reported as “99999999.9999”
- BOX 9. **Preparer’s Name, Title and Phone No:** Indicate the person name, title and phone number responsible for preparation of the form. By completing the form the person certifies that they are knowledgeable of the hours worked and employment status for all employees. Contractors, consultants and their subs are responsible to maintain data to support the employment form and make it available to the State should they request supporting materials.
- BOX 10. **Date Submitted:** The date that the employment form is completed and submitted. Reported as “*mm/dd/yyyy*” (e.g. “May 1, 2009” would be coded as “05/01/2009”).

BOX 11.

**Job Detail:** The prime contractor or consultant will report the direct, on-the-project jobs for their workforce and the workforce of their sub-contractors active during the reporting period. This jobs data includes employees actively engaged in projects who work on the jobsite, in the project office, in the home office or telework from a home or other alternative office location. This also includes any engineering personnel, inspectors, sampling and testing technicians, and laboratory technicians performing work directly in support of the funded project. This does not include material suppliers such as steel, culverts, guardrail and tool suppliers. The form requests specifically:

- **Year:** Calendar year which prime contractor is reporting on.
- **P/S:** If prime contractor is filling out employment, use P. If subcontractor is filling out, use S.
- **Name of Entity & Address:** The name of the subcontractor or sub-consultant that was active on the project for the reporting period, if being filled out by the subcontractor or sub-consultant.
- **Engineering/Professional, Construction or Other:** The employees on the project broken down by classification. The classification should be based on work type. Manager and supervisor jobs shall be classified based on the nature of the work those individuals spent the majority of their time overseeing.
  - **Number of Employees:** The number of project employees on the contractor's or consultant's workforce during the reporting period, or the number of project employees for each of the active subcontractors for the reporting period. Do not include material suppliers. Total field at bottom will be automatically calculated and reported as a whole number.
  - **Hours worked on Project:** The total hours on the specified project for all employees reported on the contractor's or consultant's project workforce during the reporting period, or the total hours for all project employees reported for each of the active subcontractors that reporting period. Total field at bottom will be automatically calculated and reported as a whole number.
  - **Total Payroll:** The total dollar amount of wages paid by the contractor or consultant that reporting period for employees of the specified project, or the total dollar amount of wages paid by each of the active subcontractors that reporting period. Payroll only includes wages and does not include overhead or indirect costs. Total field at bottom will be automatically calculated and will be rounded to the nearest whole dollar and reported as a whole number.
- **Retained Jobs/New Jobs:** Jobs should be classified as either jobs retained or new jobs; they cannot be counted as both. A "new job" is a new position created and filled, or an existing unfilled position that is filled, because of the Project. A "retained job" means a job at a specific wage level that existed prior to beginning the project that would have been lost but for the project. Only jobs in Minnesota should be counted.
  - Jobs should be classified according to the hourly pay ranges below, overhead or indirect costs or the value of pensions or other benefits should not be included in wages.