



QUICK REFERENCE GUIDE:

OJT – Reference Employee

Background:

- This process is for internal staff who manage OJT Programs in AASHTOWare Project.
- Fields with red asterisks are required fields and must have data.

Role:

CRO Admin, CRO User

Navigation: Reference Data → Employees → Select an Employee

→ Reference Employee Summary

Add OJT Program to Employee

1. Select the OJT Trainee tab
2. Click the **New** button
3. Select the appropriate contractor on the **Employer ID** drop down
4. Begin typing to search and select the **Reference OJT Program** for this employee

5. By default, the **Status** will be **Active**
Enter the **Engineer Signature Date**
6. If applicable, enter approved **Non-DOT Hours**
7. If applicable, enter any **Comments**
8. Click **Save**

To access documentation or attach new documentation

9. On the OJT Trainee Program record actions menu click **Attachments**
10. Click the **Select File** button and navigate to the electronic copy of the OJT documentation
11. Enter a **Description**, if applicable
12. Click **Save**

Add OJT Contract Assignment to Employee

The training program for the employee must be assigned to a contract and the system will track the trainee's progress as certified payroll are submitted with the classification that matches the Skill Sets for the OJT Program

1. Select the **OJT Trainee** tab
2. On the OJT Trainee Program record actions menu click **Contract Assignments**
3. Search and select the appropriate **Contract**
4. By default, the **Status** will be **Active**
5. Enter any applicable **Comments**
6. Click **Save**

When certified payroll is submitted for this employee in the trainee classification on the contract assignment, the **Hours To Date Across All Employers** field will populate with the updated total hours

Reports

OJT By Contract and Trade Category Report
OJT Employee Information Report

Add Apprenticeship Information to Employee

1. Select the **Apprentice** tab
2. Click the **New** button
3. Enter the **Apprenticeship ID** (when the contractor submits certified payroll, this number must match for the system to recognize and total the **Hours To Date**)
4. Enter the **Required Hours To Graduate**
5. Check the **Apprentice Full Fringe Verification** box if this employee is due 100% of the prevailing wage per their apprenticeship agreement
6. Enter any applicable **Comments**
7. Select the appropriate **Apprtc** (Apprenticeship) **Craft** code and corresponding **Apprtc Class** to track apprenticeship program hours
8. Click **Save**

If this employee ends their apprenticeship agreement in the future, enter or select an **Obsolete Date** or the **Graduated To Journeyman Date**