MDOT 2124A/ARRA Reporting System – User Guide

September 2011
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SECTION 1: CREATING A LOGIN ACCOUNT

Go to https://sso.state.mi.us/

If you are using the Design Package Evaluation (DPE) system you already have a User ID and Password that allows access to this system. Please use that previously established User ID and Password for your company.

If you do not have a User ID and Password, click on the Register button (shown below) and complete the registration process.
You will receive a confirmation email when your account has been created. Go to https://sso.state.mi.us/ and log in using your User ID and Password.

Click on the ‘Subscribe to Applications’ link.

Select ‘Dept of Transportation’ from the list.
Select ‘MDOT 2124A/ARRA Reporting System’.
Complete the requested information and submit your request.
You will receive a confirmation email when you have been granted access.
After receiving your confirmation email, go to https://sso.state.mi.us/ and log in using your User ID and Password. Select ‘MDOT 2124A / ARRA Reporting System’ from the list.

Complete the Registration Information page shown below. Contractors/Consultants must select their Company Name and enter their Job Title. Enter your DUNS #, if it is known. When you are finished, click Submit.

SECTION 2: USING THE 2124A BI-WEEKLY DATA ENTRY - PRIME CONTRACTORS

Once you receive a confirmation email, log in to https://sso.state.mi.us/ again. Click on the 2124A Bi-Weekly Data Entry link.
The Construction project list displays all the contracts that you are currently assigned to as a prime contractor.

Select a Project and a Bi-Weekly Period Ending from the list and calendar control. Click on the textbox to open a Calendar control pop up. Then click Go.

Once you click on the "Go" button then system calculates the bi-weekly period for the entered date.

If it was first time entering the data, then the first entered Saturday becomes the starting date. Once you entered the first data, then you can only enter data bi-weekly from the first starting date.

To add or edit 2124A Bi-Weekly data, click on the Pencil icon next to the row you would like to edit. Please be sure to select a correct Bi-Weekly Period Ending date. When you enter a date with a Calendar control, if it's not Saturday, then the calendar control automatically changes the date to the following Saturday of that week.
Enter data in the boxes and click the Save icon when you are finished. If the deduction is not $0.00, then the system will force you to provide deduction comments. If you do not want to save your data, click the Cancel icon. When you are finished entering data for the project enter the Title and confirm that the contract reporting is complete by checking the box, then click on the Submit button when you are finished. Once you click the Submit button, you can no longer change data for that bi-weekly period.
If you would like to print your bi-weekly data, click on the Reports link (shown below). Select 2124A from the first list, then the Bi-Weekly Period Ending and a Construction Project. Click Create Report.
SECTION 3: USING THE MDOT ARRA MONTHLY DATA ENTRY-CONTRACTORS

Once you receive a confirmation email, log in to https://sso.state.mi.us/ again. To go to ARRA Monthly Data Entry, click on the ARRA Monthly Data Entry link.

The Project list displays ARRA construction projects you are currently assigned to. Select a Project and Month/Year, then click Go.
To add or edit monthly data, click on the Pencil icon next to the row you would like to edit. If you are the Prime Contractor, you can add/edit monthly data for all contractors assigned to the project. If you are a Subcontractor on the project, you can only add/edit your own monthly data.
Enter data in the boxes and click the Save icon when you are finished. If you do not want to save your data, click the Cancel icon. If you are the Prime Contactor for the project, enter the Source of Data and confirm that the contract reporting is complete by checking the box, then click on the Submit button when you are finished. Once you click the Submit button, you can no longer change monthly data for that month.

***DBE Payment amount should be reported as a cumulative dollar amount for the duration of the project***
If you would like to print your monthly data, click on the Reports link (shown below). Select FWHA-1589 from the first list, then the Month/Year and a Construction Project. Click Create Report.

**SECTION 4: USING THE MDOT ARRA MONTHLY DATA ENTRY-CONSULTANTS**

Once you receive a confirmation email, log in to [https://sso.state.mi.us/](https://sso.state.mi.us/) again. To go to ARRA Monthly Data Entry, click on the [ARRA Monthly Data Entry](https://sso.state.mi.us/) link.
If you are assigned to construction and consultant projects, your default view will be construction projects. To switch to consultant projects, click on the View Consultant Projects link (shown below).

The Contract/Authorization list displays projects you are currently assigned to. Select a Contract/Authorization, the corresponding ARRA Project, and a Month/Year, then click Go button.

To add or edit monthly data, click on the Pencil icon next to the row you would like to edit. For consultant projects, only the Prime Consultant can add and edit monthly data. Sub Consultants cannot add or edit any monthly data. Please note that in most cases you are probably entering data for the previous month’s work, so be sure that the previous month is selected in the Month/Year list.
***DBE Payment amount should be reported as a cumulative dollar amount for the duration of the project****

If you are the Prime Consultant, enter data in the boxes and click the Save icon when you are finished. If you do not want to save your data, click the Cancel icon. Information entered for the Prime Consultant must be saved before entering information for the Sub Consultant. When you are finished entering data for the project enter the Source of Data and confirm that the contract reporting is complete by checking the box, then click on the Submit button when you are finished. Once you click the Submit button, you can no longer change monthly data for that month.
If you would like to print your monthly data, click on the Reports link (shown below). Select FWHA-1589 from the first list, then the Month/Year and a Consultant Project. Click Create Report.
SECTION 5: USING THE 2124A BI-WEEKLY DATA ENTRY - ENGINEERS / PROJECT MANAGERS

Go to https://sso.state.mi.us/ and log in using your User ID and Password. Select ‘MDOT 2124A/ARRA Reporting System’ from the list. Complete the Registration Information page shown below. Engineers/Project Managers must select their Name. When you are finished, click Submit.

Once you receive a confirmation email, log in to https://sso.state.mi.us/ again. Click on the 2124A Bi-Weekly Data Entry link.
The Construction project list displays projects that you are currently assigned to.

Select a Project and a Bi-Weekly Period Ending from the list and calendar control. Click on the textbox to open a Calendar control pop up. Then click Go.

Once you click on the "Go" button then system calculates the bi-weekly period for the entered date.

If it was first time entering the data, then the first entered Saturday becomes the starting date. Once you entered the first data, then you can only enter data bi-weekly from the first starting date.

To add or edit 2124A Bi-Weekly data, click on the Pencil icon next to the row you would like to edit. Please be sure to select a correct Bi-Weekly Period Ending date. When you enter a date with a Calendar control, if it's not Saturday, then the calendar control automatically changes the date to the following Saturday of that week.
Data entered by prime will be displayed. The note at the top of the table indicates whether the Prime Contractor has finished entering data and submitted it.

To edit bi-weekly data, click on the Pencil icon next to the row you would like to edit. When you are finished updating a row of data, click on the Save icon. When you are finished reviewing/updating data for the Project/Bi-Week, confirm your approval by checking the box at the bottom of the screen and clicking the Submit button.

SECTION 6: USING THE ARRA MONTHLY DATA ENTRY - ENGINEERS / PROJECT MANAGERS

Go to https://sso.state.mi.us/ and log in using your User ID and Password. Select ‘MDOT 2124A/ARRA Reporting’ from the list.
Complete the Registration Information page shown below. Engineers/Project Managers must select their Name. When you are finished, click Submit.

![Registration Information Form]

Once you receive a confirmation email, log in to https://sso.state.mi.us/ again. To go to ARRA Monthly Data Entry, click on the ARRA Monthly Data Entry link.

![ARRA Monthly Data Entry]

The Project list displays ARRA projects you are currently assigned to. Select a Project and Month/Year, then click Go.
Data entered by prime and sub contractors will be displayed. The note at the top of the table indicates whether the Prime Contractor has finished entering data and submitted it.

To edit monthly data, click on the Pencil icon next to the row you would like to edit. When you are finished updating a row of data, click on the Save icon. When you are finished reviewing/updating data for the Project/Month, confirm your approval by checking the box at the bottom of the screen and clicking the Submit button.
MDOT - ARRA Monthly Data Entry

Step #1: Select a Project and a Month/Year from the lists below, then click Go.

** Construction Project: **
State # 102811A - Leer Rd Resurface (Contract #: 04007-102811)

** Month/Year: **
August 2011

View Consultant Projects

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Step #2: Click the Pencil next to the row you'd like to enter or change data. Click Save when you are finished.

AUGUST 2011: State # 102811A - Leer Rd Resurface (Contract #: 04007-102811)

**The Prime Contractor has submitted payroll data for this Project/Month.**

<table>
<thead>
<tr>
<th>NAME</th>
<th>TYPE</th>
<th># OF EMPLOYEES</th>
<th># OF HOURS</th>
<th>PAYROLL AMOUNT</th>
<th>DBE?</th>
<th>DBR PAYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bolen Asphalt Paving, Inc.</td>
<td>Prime Contractor</td>
<td>100</td>
<td>100</td>
<td>$100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cordes Excavating, Inc.</td>
<td>Subcontractor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dale Dukes &amp; Sons, Inc.</td>
<td>Subcontractor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Give Em A Brake Safety, Inc.</td>
<td>Subcontractor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>J&amp;S Reclaming, Inc.</td>
<td>Subcontractor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Michigan Pavement Markings, LLC</td>
<td>Subcontractor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SOURCE OF DATA: test

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Step #3: Project Manager/Engineer - Once you have reviewed the payroll data above, please check the box below and click the Submit button.

I have reviewed and reasonably verified the payroll data for the month shown above.

Submit