

*New Jersey Schools Development Authority
Risk Management and Vendor Services Division*

32 East Front Street PO Box 991 Trenton, NJ 08625-0991

**MONTHLY WORKFORCE TRACKING REPORT FORM (AA202) - CONSTRUCTION
SUB-CONTRACTOR INSTRUCTIONS**

- ⇒ Enter *MONTH AND YEAR* for the new report period
- ⇒ Enter *CONTRACTOR NAME*
- ⇒ Enter *% OF WORK COMPLETE*
- ⇒ Enter *TRADE OR CRAFT*

NUMBER OF EMPLOYEE/HRS**

- ⇒ Enter the *TOTAL EMPLOYEES* and *TOTAL WORK HOURS* for *ALL* employees in each level of classification (*F, J, AP*)
- ⇒ Enter the # *MINORITY EMPLOYEES* and # *MINORITY WORK HOURS* for *ALL* for each ethnic category, in each level of classification (*F, J, AP*)
- ⇒ Enter the # *FEMALE EMPLOYEES* and # *FEMALE HOURS* for *ALL* for each ethnic category, in each level of classification (*F, J, AP*)
- ⇒ Enter the total # *MINORITY EMPLOYEES* and total # *MINORITY HOURS*

LOCAL NUMBER OF EMPLOYEE/HRS**

- ⇒ Enter the # *EMPLOYEES* and # *HOURS* in each Ethnic, Non-minority, and Female category for each level of classification (enter data for *ALL* employees who live in the *DISTRICT* and/or *COUNTY* where the project is being constructed, according to employee home address on the Certified Payroll)
(If the employee lives in the District you must also include in the County Totals. County employees who do not live in the District but reside in the County should be included in the County Total Columns)
- ⇒ Repeat for each Trade
- ⇒ Submit completed AA202 with reporting certified payroll to the Prime Contractor

FORM SHOULD BE SIGNED BY SUB-CONTRACTOR REPRESENTATIVE RESPONSIBLE FOR SUPPLYING NJSDA WITH INFORMATION REGARDING MINORITY AND FEMALE EMPLOYEES

****Employee Classification/Hours**

F = Foreman, J = Journeyman, AP = Apprentice

MINORITY = Black, Hispanic, American Indian, and Asian

FEMALE employees are a separate category and ***SHOULD NOT*** be included as minorities