

*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 (AA202) - CONSTRUCTION
PRIME CONTRACTOR INSTRUCTIONS**

THIS FORM MUST BE COMPLETED AND SUBMITTED ON LINE TO NJSDA BY THE 7TH BUSINESS DAY OF EACH MONTH AT:

<https://www.njsda.com/wfp/login.aspx>

(Example: The report for January 2013 is due by February 10, 2013)

Companies subcontracted for more than one trade or craft should be listed separately for each type.

- ⇒ Log into the WFP program with a valid **USER NAME** and **PASSWORD**
- ⇒ Select the **Contract** and the **SCHOOL** being reported
- ⇒ Select **FORM AA202** on the Options Bar

In the **ADD NEW** Section:

- ⇒ Select the **MONTH** and the **YEAR** for the new report period
- ⇒ Click the **ADD** button

Select **CONTRACTOR** (from drop-down list) and enter the following:

- ⇒ **% OF WORK COMPLETE**
- ⇒ **TRADE OR CRAFT** (SELECT from drop-down list)

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 HOURS** for each ethnic category, in each level of classification (**F, J, AP**)
- ⇒ Enter the **# FEMALE EMPLOYEES** and **# FEMALE HOURS** in each level of classification (**F, J, AP**)
- ⇒ Enter the **# MINORITY EMPLOYEES** and **# 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)
- ⇒ Click the **ADD** button
- ⇒ Repeat for each Contractor
- ⇒ Click the **# SUBMIT TO NJSDA** button when data for all contractors (Prime and Sub-Contractors) is complete

FORM SHOULD BE SIGNED BY PRIME 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