



STATE OF NEW JERSEY

SCHOOLS DEVELOPMENT AUTHORITY

DIVISION OF CONTRACTOR AND WORKFORCE COMPLIANCE

NJSDA WORKFORCE PROGRAM TRACKING

FOR

PRIME CONTRACTORS

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ABOUT WFP

The New Jersey Schools Development Authority (NJSDA) Workforce Program (WFP) Tracking System was created for the NJSDA Division of Contractor and Workforce Compliance to monitor, track, and report information concerning the workforce composition of all contractors (Prime and Sub) contracted for NJSDA construction projects.

The application itself is a constantly evolving tool; additional functionality is added periodically to provide for more efficient data entry and access. As changes are implemented, users will be notified of the changes and their impact upon specific processes.

NJSDA'S DIVISION OF CONTRACTOR AND WORKFORCE COMPLIANCE

The Division of Contractor and Workforce Compliance of NJSDA is dedicated to enabling the employment of Small, Minority, and Women-owned Business Enterprises (SMWBEs) for the fulfillment of NJSDA construction contracts. One requirement of the Division is to monitor Prime Contractor and Sub-contractor workforce composition throughout the course of the project for which they are contracted.

CONTENTS

This guide is designed to assist Prime Contractors awarded NJSDA construction contracts in accessing and using the NJSDA Workforce Program Tracking System.

Topics include:

- Access and LogIn
- Adding the AA202 monthly report
- Viewing and/or modifying existing AA202 reports
- Printing AA202 Reports
- Viewing and Printing Prime Contractor Information from AA201 forms
- Viewing and Printing Sub-Contractor information from AA201a forms
- Viewing County Goals

Appendix A - directions for requesting a WFP account, creating a User Name and Password or changing a Password

Appendix B - instructions for creating a desktop icon for WFP

Appendix C - *How To* information for adding and submitting an AA202

Appendix D - definitions of the various forms used and a copy of the AA201a utilized to update Sub-Contractor information/participation

THE PRIME CONTRACTOR’S ROLE IN WFP



Forms AA201 and AA201a must be completed for each contract, although Prime Contractors need only one WFP account

Prime Contractors are responsible for completing paper **Forms AA201** and **AA201a**, and submitting them to the NJSDA within seven (7) days of NJSDA **Notice to Proceed (NTP)**. These forms contain information regarding the Initial Projected Workforce Composition, as well as the names and trades of proposed Sub-Contractors. NJSDA is responsible for entering the information from those forms into the WFP system.

On a monthly basis, Prime Contractors are required to file **Form AA202**, which details actual workforce composition statistics for the previous month. The Prime Contractor files this form online, with the data going directly into the **Workforce Program** system.

Prime Contractors have access to **AA201, AA201a** AND **AA202** information in WFP system for all contracts they have been awarded.

ACCESS AND LOGIN

The WFP is a Web-based application with the following requirements:

- Microsoft™ Internet Explorer version 5.0 (version 5.5 or higher is preferred)
- Access to the Internet
- At least one AA201 must have been submitted to NJSDA
- A valid User login ID and Password for the Workforce Program

(If you do not yet have a WFP Login and Password, see Appendix A for directions to create a WFP Account.)

No other software is required.

The URL to access the Login screen is:

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

THE LOGIN SCREEN



Work Force Project

User Name:

User Password:

Account Set-up for first time users (non-SDA employees) [Click Here](#)

Forgot Your Password [Click Here](#)

Download user guide [Click Here](#)

For convenience, the URL should be added to your Internet Explorer's Favorites list. An icon can also be created on the PC desktop for quicker access to the **LOGIN** screen. Instructions for creating an icon are located in **Appendix B**.

While the **USER NAME** is not case sensitive, the **PASSWORD** is. If the correct login/password pair is **not** entered, the following message results:



Work Force Project

Please, check your User Name or Password

User Name:

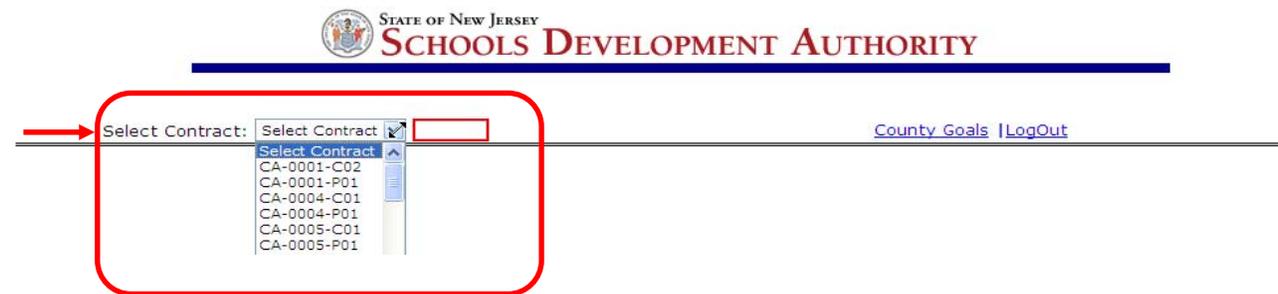
User Password:

WORKFORCE PROGRAM – PRIME CONTRACTORS

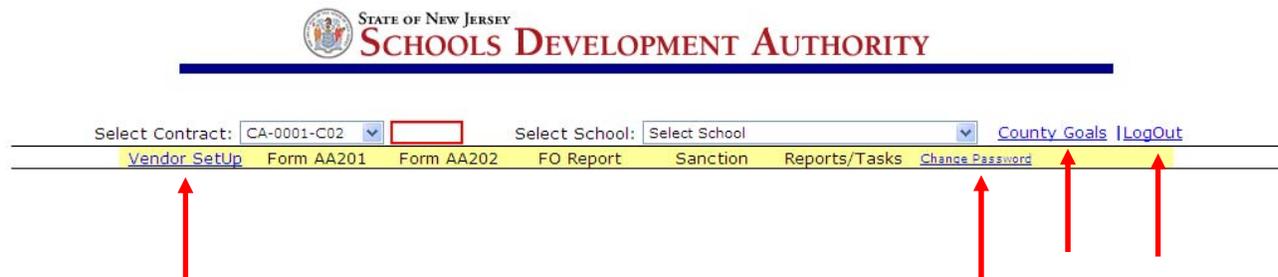
Otherwise, the following screen displays:



Before any information can be displayed, a **CONTRACT** must be selected from the dropdown list. Only contracts for which the logged in Contractor is listed as the Prime Contractor display in the **SELECT CONTRACT** listing:



Once the desired Contract is selected, a **SELECT SCHOOL** field displays. If a school is **not** selected, four functions are available:



- **VENDOR SETUP** Displays names of Prime and Sub-Contractors associated with the contract selected
- **CHANGE PASSWORD** Allows the logged-in user to change the password
- **COUNTY GOALS** Displays a list of all New Jersey Counties, Minority and Female goals
- **LOGOUT** Logs out current User and displays the login screen

WORKFORCE PROGRAM – PRIME CONTRACTORS

NOTE: When using the dropdown list for the *SELECT SCHOOL* field, only those schools associated with that *CONTRACT* display.

The screenshot shows the top navigation bar of the NJSDA Schools Development Authority website. The header includes the state seal and the text "STATE OF NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY". Below the header, there are two dropdown menus: "Select Contract:" with the value "CA-0001-C02" and "Select School:" with the value "Select School". The "Select School" dropdown is open, showing a list of schools, with "Early Childhood Development Center #25" selected. A red box highlights the "Select School" dropdown and its list. Below the dropdowns, there are several menu items: "Vendor Setup", "Form AA201", "Form AA202", "FO Report", "County Goals", and "LogOut".

Once both a *CONTRACT* and a *SCHOOL* have been selected, the AA201 and AA202 forms become available:

The screenshot shows the same top navigation bar as the previous image, but with the "Select School" dropdown menu now closed and displaying "Early Childhood Development Center #25". Below the dropdowns, the menu items "Form AA201" and "Form AA202" are highlighted in yellow. Two red arrows point upwards from below the page towards these two menu items, indicating that they are now available for selection.

WORKFORCE PROGRAM – PRIME CONTRACTORS

FILING AN AA202



Clicking once with the left mouse button selects the option. There is no need to press the Enter key.

Form AA202 details the monthly workforce composition by Prime Contractor and Sub-Contractor.

In accordance with certified payroll information, the Prime Contractor must submit this form by the seventh (7th) working day of each month, from inception through duration of the contract, even if no work occurs for a certain period.

To file an AA202 online, follow this procedure:

- Make sure a valid **LOGIN** and **PASSWORD** is used
- Select the appropriate **CONTRACT** and **SCHOOL**
- Select the **FORM AA202** option



Select Contract: CA-0001-C02 Select School: Early Childhood Development Center #25 [County Goals](#) | [LogOut](#)

[Vendor Setup](#) [Form AA201](#) [Form AA202](#) [FO Report](#) [Sanction](#) [Reports/Tasks](#) [Change Password](#)



- The header of the AA202 will display
- Basic information about the Prime Contractor and the Contract is automatically displayed within



Select Contract: CA-0001-C02 Select School: Early Childhood Development Center #25 [County Goals](#) | [LogOut](#)

[Vendor Setup](#) [Form AA201](#) [Form AA202](#) [FO Report](#) [Sanction](#) [Reports/Tasks](#) [Change Password](#)

Vendor Name: Henderson Corporation (The)	FID: 221619689	Agency Awarding Contract: NJSCC	County: Camden	County Goals (%): Minority: 19 Women: 6.9	PLA Field PO: racevedo PMF: Don Todd
Address: 575 State Highway 28		Contract Number: CA-0001-C02	District: Camden City		
City: Raritan	State: NJ	Zip: 08869	Date Of Award: 2/10/2005	Project Name: Early Childhood Development Center #25	
		\$Amount Of Award: \$25,750,000.00	Project Number: 0680-025-01-0929		

History: Select Report Period Add New: Month Year Add **NTP Date** **Projected End Date**

WORKFORCE PROGRAM – PRIME CONTRACTORS

- Use the **HISTORY** (**SELECT REPORT PERIOD**) to access the months for which reports already exist



Select Contract: CA-0001-C02 Select School: Early Childhood Development Center #25 [County Goals](#) | [Logout](#)

[Vendor Setup](#) [Form AA201](#) [Form AA202](#) [FO Report](#) [Sanction](#) [Reports/Tasks](#) [Change Password](#)

Vendor Name: Henderson Corporation (The)	FID: 221619689	Agency Awarding Contract: NJSCC	County: Camden	County Goals (%): Minority: 19 Women: 6.9	PLA Field PO: racedo PMF: Don Todd
Address: 575 State Highway 28		Contract Number: CA-0001-C02	District: Camden City		
City Raritan	State NJ	Zip 08869	Date Of Award: 2/10/2005	Project Name: Early Childhood Development Center #25	
		\$Amount Of Award \$25,750,000.00	Project Number: 0680-025-01-0929		

History: **Select Report Period** Month **NTP Date** **Projected End Date**

Select Report Period

- 1/2009
- 12/2008
- 11/2008
- 10/2008
- 9/2008
- 8/2008
- 7/2008

The WFP will only accept one AA202 for a single report period. For example, if a report already exists for 9/2003, a new AA202 cannot be created for 9/2003. It may be possible to amend the existing report; see **MODIFYING AN AA202** for more information.

- If there is no existing entry for the period to be reported, use the **MONTH** and **YEAR** fields to specify the reporting period, and click the **ADD** button. Both date fields are dropdown lists



Select Contract: CA-0001-C02 Select School: Early Childhood Development Center #25 [County Goals](#) | [Logout](#)

[Vendor Setup](#) [Form AA201](#) [Form AA202](#) [FO Report](#) [Sanction](#) [Reports/Tasks](#) [Change Password](#)

Vendor Name: Henderson Corporation (The)	FID: 221619689	Agency Awarding Contract: NJSCC	County: Camden	County Goals (%): Minority: 19 Women: 6.9	PLA Field PO: racedo PMF: Don Todd
Address: 575 State Highway 28		Contract Number: CA-0001-C02	District: Camden City		
City Raritan	State NJ	Zip 08869	Date Of Award: 2/10/2005	Project Name: Early Childhood Development Center #25	
		\$Amount Of Award \$25,750,000.00	Project Number: 0680-025-01-0929		

History: **Select Report Period** 2 **NTP Date** **Projected End Date**

WORKFORCE PROGRAM – PRIME CONTRACTORS



The vendor can be either the Prime Contractor or a Sub-Contractor.

- Select the name of the **CONTRACTOR** from the dropdown **SELECT VENDOR** list, and enter the percentage of work completed (**% WRK COMPL.**) by that contractor



Select Contract: CA-0001-C02 Select School: Early Childhood Development Center #25 [County Goals](#) | [LogOut](#)

[Vendor Setup](#) [Form AA201](#) **Form AA202** [FO Report](#) [Sanction](#) [Reports/Tasks](#) [Change Password](#)

Vendor Name: Henderson Corporation (The)	FID: 221619689	Agency Awarding Contract: NJSCC	County: Camden	County Goals (%): Minority: 19 Women: 6.9	PLA Field PO: racevedo PMF: Don Todd
Address: 575 State Highway 28		Contract Number: CA-0001-C02	District: Camden City		
City: Raritan	State: NJ	Date Of Award: 2/10/2005	Project Name: Early Childhood Development Center #25		
Zip: 08869		\$Amount Of Award: \$25,750,000.00	Project Number: 0680-025-01-0929		

History: 1/2009 Add New: Month Year Add Status: Received NTP Date Projected End Date

8. Contractor		9. % Wrk Compl.	10. Trade Or Craft	
Select Vendor			Select Trade	

Classification	11. Number Empl/Hrs				12. Total			DISTRICT						
	A. Total Empl	B. Black	C. Hispanic	D. Amer.Ind.	E. Asian	F. Females	# Minority Empl	# Minority Hours	Total Wrk Hrs	Black	Hispanic	Amer.Ind.	Asian	
	#Empl	#Hrs	#Empl	#Hrs	#Empl	#Hrs	#Empl	#Hrs	#Empl	#Hrs	#Empl	#Hrs	#Empl	#Hrs
F														
J														
J														

If a Sub-contractor does not display in the **SELECT VENDOR** dropdown list, it may be necessary to file an AA201a with the NJSDA (see Subcontractor Projection Form)

- Select the **TRADE OR CRAFT** for that Prime Contractor/Sub-Contractor from the dropdown list



Select Contract: CA-0001-C02 Select School: Early Childhood Development Center #25 [County Goals](#) | [LogOut](#)

[Vendor Setup](#) [Form AA201](#) **Form AA202** [FO Report](#) [Sanction](#) [Reports/Tasks](#) [Change Password](#)

Vendor Name: Henderson Corporation (The)	FID: 221619689	Agency Awarding Contract: NJSCC	County: Camden	County Goals (%): Minority: 19 Women: 6.9	PLA Field PO: racevedo PMF: Don Todd
Address: 575 State Highway 28		Contract Number: CA-0001-C02	District: Camden City		
City: Raritan	State: NJ	Date Of Award: 2/10/2005	Project Name: Early Childhood Development Center #25		
Zip: 08869		\$Amount Of Award: \$25,750,000.00	Project Number: 0680-025-01-0929		

History: 1/2009 Add New: Month Year Add Status: Received NTP Date Projected End Date

8. Contractor		9. % Wrk Compl.	10. Trade Or Craft	
Henderson Corporation (The)			Select Trade	

Classification	11. Number Empl/Hrs				12. Total			DISTRICT						
	A. Total Empl	B. Black	C. Hispanic	D. Amer.Ind.	E. Asian	F. Females	# Minority Empl	# Minority Hours	Total Wrk Hrs	Black	Hispanic	Amer.Ind.	Asian	
	#Empl	#Hrs	#Empl	#Hrs	#Empl	#Hrs	#Empl	#Hrs	#Empl	#Hrs	#Empl	#Hrs	#Empl	#Hrs
F														
J														
AP														

WORKFORCE PROGRAM – PRIME CONTRACTORS

Complete the following fields with information pertaining to the reporting period for the Prime Contractor/Sub-Contractor for this project.

- In the **NUMBER EMPL/HRS** section, enter the following:
 - Column A - The **TOTAL** number of **FOREMEN**
 - Column B - The number of **BLACK FOREMEN** and number of **WORK HOURS**
 - Column C - The number of **HISPANIC FOREMEN** and number of **WORK HOURS**
 - Column D - The number of **AMERICAN INDIAN FOREMEN** and number of **WORK HOURS**
 - Column E - The number of **ASIAN FOREMEN** and number of **WORK HOURS**
 - Column F - The number of **FEMALE FOREMEN** and number of **WORK HOURS**

- In the **TOTAL** section, enter the **TOTAL NUMBER** of **MINORITY EMPLOYEES (FOREMAN)**, the total **NUMBER** of **MINORITY WORK HOURS (FOREMAN)** and the **TOTAL NUMBER** of **WORK HOURS** (all **FOREMEN**) at this site during the reporting period for this Prime Contractor/Sub-Contractor.

- Repeat these entries for both the **JOURNEYMAN** and **APPRENTICE** classifications for this particular Prime Contractor/Sub-Contractor.

- In the **LOCAL NUMBER OF EMPLOYEES/HOURS** section, enter the following information pertaining to the **DISTRICT** and/or **COUNTY** for every employee living in the **PROJECT DISTRICT** or **PROJECT COUNTY** (refer to the reporting period's certified payroll):
 - The number of **BLACK FOREMEN** and **NUMBER** of **WORK HOURS**
 - The number of **HISPANIC FOREMEN** and **NUMBER** of **WORK HOURS**
 - The number of **AMERICAN INDIAN FOREMEN** and **NUMBER** of **WORK HOURS**
 - The number of **ASIAN FOREMEN** and **NUMBER** of **WORK HOURS**
 - The **TOTAL NUMBER** of **MINORITY FOREMEN** and **WORK HOURS**
 - The **TOTAL NUMBER** of **NON-MINORITY FOREMEN** and **WORK HOURS**
 - The number of **FEMALE FOREMEN** and **NUMBER** of **WORK HOURS**

- Repeat these entries for both the **JOURNEYMAN** and **APPRENTICE CLASSIFICATIONS** for this particular Prime Contractor/Sub-Contractor.

WORKFORCE PROGRAM – PRIME CONTRACTORS

Remember, when the **ADD** button is used to save the data, the statistics for that contractor will display as described previously.

 Clicking the **ADD** button saves the data. Make sure all data is added before using the **SUBMIT TO SDA** button.

While NJSDA strongly recommends that an AA202 be completed in a single session, it is possible to start one and then complete it in a subsequent session. If the report data is partially complete, see **MODIFYING AN AA202** for information on that process.

When the information is complete for the Prime Contractor and all Sub-Contractors for that reporting period, click the **SUBMIT TO SDA** button:



Select Contract: CA-0001-C02 Select School: Early Childhood Development Center #25 County Goals | LogOut

Vendor Setup Form AA201 **Form AA202** FO Report Sanction Reports/Tasks Change Password

Vendor Name: Henderson Corporation (The)		FID: 221619689	Agency Awarding Contract: NJSCC		County: Camden	County Goals(%): Minority: 19		PLA
Address: 575 State Highway 28			Contract Number: CA-0001-C02	District: Camden City	Women: 6.9		Field PO: ravedo	
City: Raritan	State: NJ	Zip: 08869	Date Of Award: 2/10/2005	Project Name: Early Childhood Development Center #25		PMF: Don Todd		
			Amount Of Award: \$25,750,000.00	Project Number: 0680-025-01-0929				

History: 4/2009 Add New: Month Year Add NTP Date: 2/16/2009 Projected End Date: 2/17/2009

8. Contractor: Select Vendor 9. Wrk Compl. 10. Trade Or Craft: Select Trade

Classification	11. Number Empl/Hrs						12. Total			13. Local Number of Employees/Hrs							
	A. Total Empl	B. Black #Empl	C. Hispanic #Empl	D. Amer. Ind. #Empl	E. Asian #Empl	F. Females #Empl	# Minority Empl	# Minority Hours	Total Wrk Hrs	Black #Empl	Hispanic #Empl	Amer. Ind. #Empl	Asian #Empl	Total Minority #Empl	Non-Minority #Empl	Female #Empl	Black #Empl
F																	
J																	
AP																	
ADD RESET																	

8. Contractor	9. Wrk Completed	10. Trade Or Craft	Classification	11. Number Empl/Hrs						12. Total			13. Local Number of Emp							
				A. Total Empl	B. Black #Empl	C. Hispanic #Empl	D. Am. Indian #Empl	E. Asian #Empl	F. Females #Empl	# Minority Empl	# Minority Hours	Total Wrk Hrs	Black #Empl	Hispanic #Empl	Am Indian #Empl	Asian #Empl	Total Minority #Empl	Non-Minority #Empl	Female #Empl	Black #Empl
Henderson Corporation (The)	25.00	Bricklayer or Mason	F	5		1	25				1	25	300							
Edir Calata			J	6				1	25		1	25	400							
			AP	7						1	1	25	500							
Total				18	1	25	1	25	1	25	2	50	1200	1	25	1	25			

Print Notes Notify AAO Submit To SDA

A confirmation window (as shown below) will display, with a reminder that clicking **OK** ends the ability to make changes for that period's data.



WORKFORCE PROGRAM – PRIME CONTRACTORS

Once the **OK** button is clicked, a status screen will display to verify that the report has been submitted:



**STATE OF NEW JERSEY
SCHOOLS DEVELOPMENT AUTHORITY**

Select Contract: CA-0001-C02 Select School: Early Childhood Development Center #25 [County Goals](#) | [LogOut](#)

[Vendor Setup](#) [Form AA201](#) **[Form AA202](#)** [FO Report](#) [Sanction](#) [Reports/Tasks](#) [Change Password](#)

Vendor Name: Henderson Corporation (The)		FID: 221619689	Agency Awarding Contract: NJSCC		County: Camden	County Goals(%): Minority: 19 Women: 6.9		PLA Field PO: racevedo PMF: Don Todd
Address: 575 State Highway 28 Raritan			Contract Number: CA-0001-C02		District: Camden City			
City: Raritan		State: NJ	Zip: 08869	Date Of Award: 2/19/2009		Project Name: Early Childhood Development Center #25		
Amount Of Award: \$25,750,000.00				Project Number: 0680-025-01-0929				
History: 4/2009 <input type="button" value="Add New"/>		Month <input type="button" value="Add"/>	Year <input type="button" value="Add"/>	Status: Submitted To SDA		NTP Date: 2/16/2009	Projected End Date: 2/17/2009	
8. Contractor <input type="text" value="Select Vendor"/>				9.% Wrk Compl. <input type="text"/>		10. Trade Or Craft <input type="text" value="Select Trade"/>		

Designated NJSDA Compliance personnel will review the new **AA202** to ensure that it is filled out completely. If the report for that month is correct, an E-mail is sent indicating that it has been reviewed and accepted. If it is rejected, an E-mail is sent indicating the reason for the rejection.

WORKFORCE PROGRAM – PRIME CONTRACTORS

FORM AA202 STATUS

An AA202 Report does not receive a status until it is submitted to the NJSDA. Subsequently, there are three possible status designations:

- **SUBMITTED TO SDA**
 - Displays when an AA202 has been submitted, but not yet accepted or rejected
 - Form can be edited only by designated NJSDA Compliance personnel

STATE OF NEW JERSEY
SCHOOLS DEVELOPMENT AUTHORITY

Select Contract: CA-0001-C02 Select School: Early Childhood Development Center #25 [County Goals](#) | [Logout](#)

Vendor Setup Form AA201 **Form AA202** FO Report Sanction Reports/Tasks Change Password

Vendor Name: Henderson Corporation (The)	FID: 221619689	Agency Awarding Contract: NJSCC	County: Camden	County Goals(%): Minority: 19 Women: 6.9	PLA Field PO: racedo DMF: Don Todd
Address: 575 State Highway 28		Contract Number: CA-0001-C02	District: Camden City		
City: Raritan	State: NJ	Date Of Award: 2/10/2005	Project Name: Early Childhood Development Center #25		
Zip: 08869		Amount Of Award: \$25,750,000.00	Project Number: 0680-025-01-0929		

History: 4/2009 Add New: Month Year Add **Status: Submitted** NTP Date: 2/16/2009 Projected End Date: 2/17/2009

8. Contractor	9. % Wrk Compl.	10. Trade Or Craft
Select Vendor		Select Trade

- **RECEIVED**
 - Displays once the report is reviewed by the NJSDA and appears to be complete
 - An E-mail is generated indicating that the report has been accepted
 - Status can be changed only by designated NJSDA Compliance personnel

STATE OF NEW JERSEY
SCHOOLS DEVELOPMENT AUTHORITY

Select Contract: CA-0001-C02 Select School: Early Childhood Development Center #25 [County Goals](#) | [Logout](#)

Vendor Setup Form AA201 **Form AA202** FO Report Sanction Reports/Tasks Change Password

Vendor Name: Henderson Corporation (The)	FID: 221619689	Agency Awarding Contract: NJSCC	County: Camden	County Goals(%): Minority: 19 Women: 6.9	PLA Field PO: racedo DMF: Don Todd
Address: 575 State Highway 28		Contract Number: CA-0001-C02	District: Camden City		
City: Raritan	State: NJ	Date Of Award: 2/10/2005	Project Name: Early Childhood Development Center #25		
Zip: 08869		Amount Of Award: \$25,750,000.00	Project Number: 0680-025-01-0929		

History: 4/2009 Add New: Month Year Add **Status: Received** NTP Date: 2/16/2009 Projected End Date: 2/17/2009

8. Contractor	9. % Wrk Compl.	10. Trade Or Craft
Select Vendor		Select Trade

WORKFORCE PROGRAM – PRIME CONTRACTORS

- **RECEIVED/NEEDS MODIFICATION**

- Displays when the report has been reviewed and there are either questions about the data, or the data appears incomplete
- An E-Mail is generated indicating the reason for the rejection
- Form can be edited by the Prime Contractor to correct the condition and resubmitted (see **MODIFYING AN AA202** for specifics)

NOTE: A rejected AA202 should be corrected and resubmitted **AS SOON AS POSSIBLE** to keep the data accurate and current.

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Select Contract: CA-0001-C02 Select School: Early Childhood Development Center #25 [County Goals](#) | [LogOut](#)

[Vendor Setup](#) [Form AA201](#) **[Form AA202](#)** [FO Report](#) [Sanction](#) [Reports/Tasks](#) [Change Password](#)

Vendor Name: Henderson Corporation (The)	FID: 221619689	Agency Awarding Contract: NUSCC	County: Camden	County Goals(%): Minority: 19 Women: 6.9	PLA Field PO: Racedo PMF: Don Todd
Address: 575 State Highway 28		Contract Number: CA-0001-C02	District: Camden City		
City: Raritan	State: NJ	Date Of Award: 2/10/2005	Project Name: Early Childhood Development Center #25		
Zip: 08869		Amount Of Award: \$25,750,000.00	Project Number: 6330-025-01-0929		
History: 4/2009	Add New: Month Year Add	Status: Received/Needs Modification	NIP Date: 2/6/2009	Projected End Date: 2/17/2009	
8. Contractor Select Vendor		9. % Wk. Compl.	10. Trade Or Craft Select Trade		

The status of a submitted report can be viewed at any time by using the **HISTORY (SELECT REPORT PERIOD)** field to select the report, and checking the status field as indicated above.

WORKFORCE PROGRAM – PRIME CONTRACTORS

PRINTING AN AA202

NJSDA strongly recommends that an AA202 be printed each time it is submitted, and when it is approved.

An AA202 can be printed when there is a **PRINT** button displayed at the bottom of the screen.



When the **PRINT** button is selected, a new window opens showing what the printed copy will look like. Selecting the **PRINTER** Icon in the new window's Menu Bar sends the report directly to the default printer.

New Jersey Schools Development Authority
Office of Diversity, Small Business, Government and Community Affairs

MONTHLY PROJECT WORKFORCE REPORT-CONSTRUCTION (202)

Report Period: 4/2009

Vendor Name:		FID:		Agency Awarding Contract:				County:				County Goals (%):			
Henderson Corporation (The)		221619689		NJSCC				Camden				Minority: 19			
Address:				Contract Number:				District:				Women: 6.9			
575 State Highway 28				CA-0001-C02				Camden City							
City		State		Zip		Date Of Award:				Project Name:					
Raritan		NJ		08869		2/10/2005				Early Childhood Development Center #25					
				\$Amount Of Award				Project Number:							
				\$25,750,000.00				0680-025-01-0929							

FPO: racevedo PMF: Don Todd PLA :Yes

8. Contractor	9. % Wrk Completed	10. Trade Or Craft	Classification	11. Number Empl/Hrs											12. Total			% Work Hours		Cum Work Hours		Cum % Work Hours		13. Location				
				A.		B.		C.		D.		E.		F.		=	=	Total Wrk Hrs	% Min	% Fem	Tot Wrk Hrs	Min	Fem	% Min	% Fem	Cum Tot Hrs	Cum Min Hrs	Cum Fem Hrs
				Total Empl	Blk Empl	Blk Hrs	Hisp Empl	Hisp Hrs	Am. Ind. Empl	Am. Ind. Hrs	Asian Empl	Asian Hrs	Fem Empl	Fem Hrs														
Henderson Corporation (The)	25.00	Bricklayer or Mason	F	5			1	25			1	25				1	25	300	8.33		300	25	8.33		25			
			J	6					1	25					1	25	400	6.25		400	25	6.25						
			AP	7							1	25				25	500	5.00		550	50	9.09		4.55		25		
Total				18			1	25		1	25			1	25	2	50	1200	14.58	5.00	1250	100	25	23.67	4.55	50		

WORKFORCE PROGRAM – PRIME CONTRACTORS

ACCESSING AA201 (INITIAL PROJECT WORKFORCE REPORT)

Form AA201 contains projected workforce composition statistics, broken out by trade as well as by Minority, Female and job Classification details. The Prime Contractor submits the paper form to the NJSDA within seven (7) days of the contract award. The data is entered into the WFP system and maintained by NJSDA Division of Contractor and Workforce Compliance, but is accessible to that Prime Contractor at any time by selecting the **FORM AA201** option:



Select Contract: CA-0001-C02 Select School: Early Childhood Development Center #25 [County Goals](#) | [LogOut](#)

[Vendor Setup](#) **Form AA201** [Form AA202](#) [FO Report](#) [Sanction](#) [Reports/Tasks](#) [Change Password](#)

NOTE: A valid **CONTRACT** and **SCHOOL** must be selected in order to access the AA201. While this information can be modified only by NJSDA Compliance personnel, it can be printed at any time. To print the report, select the **PRINT** button at the bottom of the screen:

Select Contract: CA-0001-C02 Select School: Early Childhood Development Center #25 [County Goals](#) | [LogOut](#)

[Vendor Setup](#) **Form AA201** [Form AA202](#) [FO Report](#) [Sanction](#) [Reports/Tasks](#) [Change Password](#)

Vendor Name: Henderson Corporation (The)	FID: 221619689	Agency Awarding Contract: NJSCC	County: Camden	County Goals(%): Minority: 19 Women: 6.9	PLA <input type="checkbox"/>
Address: 575 State Highway 28		Contract Number: CA-0001-C02	District: Camden City		Field PO: racedvedo <input type="text"/>
City: Raritan	State: NJ	Date Of Award: 2/10/2005	Project Name: Early Childhood Development Center #25		PNF: Don Todd <input type="text"/>
	Zip: 08869	\$Amount Of Award: \$25,750,000.00	Project Number: 0680-025-01-0929		

NTP Date: 2/16/2009 Projected End Date: 2/17/2009 Add NTP & End Date

Receipt Date: 02/28/05 Date Sent to AAO: 03/01/05 Date Returned From AAO: Date Approved: Status: Sent to AAO

Trade Or Craft	Projected Total # of Employees			Projected Empl.						Projected Phase-In Date	Projected Compl. Date	Add	RESET
	F	J	AP	Minority			Female						
Select Trade	F	J	AP	F	J	AP	F	J	AP				
Prime													
Work Not Started													
No Work This Month													
Bricklayer or Mason	1	30	3		5					5/1/2005	9/1/2005	Edit	Remove
Carpenter	1	9	1		2					5/1/2005	1/1/2006	Edit	Remove
Electrician	1	15	2		2					4/1/2005	9/1/2006	Edit	Remove
Glazier	1	4								11/1/2005	1/1/2006	Edit	Remove
HVAC Mechanic	1	5	1		2					12/1/2005	8/1/2006	Edit	Remove
Ironworker	2	10			2					5/1/2005	11/1/2005	Edit	Remove
Operating Engineer	1	5			1					3/1/2005	11/1/2005	Edit	Remove
Painter	1	5			1					4/1/2006	9/1/2006	Edit	Remove
Plumber	1	9	1		2					4/1/2005	8/1/2006	Edit	Remove
Roofer	1	9	1		2					11/1/2005	1/1/2006	Edit	Remove
Sheet Metal Worker	1	6	1		1					11/1/2005	4/1/2006	Edit	Remove
Sprinkler Fitter	1	3	1		1					11/1/2005	4/1/2006	Edit	Remove
Surveyor	1	2								3/1/2005	6/1/2006	Edit	Remove
Tiler	1	3								11/1/2005	5/1/2006	Edit	Remove
Laborer	1	15			5					3/1/2005	9/1/2006	Edit	Remove
Dockbuilder												Edit	Remove
Truck Driver												Edit	Remove

WORKFORCE PROGRAM – PRIME CONTRACTORS

The AA201 report will display in a new window. Selecting the *PRINTER* Icon in the Menu Bar of the new window, sends it directly to the default printer.



New Jersey Schools Development Authority
Office of Diversity, Small Business, Government and Community Affairs
INITIAL PROJECT WORKFORCE REPORT CONSTRUCTION (201)

Vendor Name:		FID:		Agency Awarding Contract:	County:	County Goals (%):
Henderson Corporation (The)		221619689		NJSCC	Camden	Minority: 19
Address:				Contract Number:	District:	Women: 6.9
575 State Highway 28				CA-0001-C02	Camden City	
City		State	Zip	Date Of Award:	Project Name:	
Raritan		NJ	08869	2/10/2005	Early Childhood Development Center #25	
				Amount Of Award	Project Number:	
				\$25,750,000.00	0680-025-01-0929	

FPO: racevedo

PMF: Don Todd

PLA :Yes

Trade Or Craft	Projected Total # of Employees			Projected Empl.						Projected Phase-In Date	Projected Compl. Date
	F	J	AP	Minority			Female				
Prime											
Work Not Started											
No Work This Month											
Bricklayer or Mason	1	30	3		5					5/1/2005	9/1/2005
Carpenter	1	9	1		2			1		5/1/2005	1/1/2006
Electrician	1	15	2		2			1		4/1/2005	9/1/2006
Glazier	1	4								11/1/2005	1/1/2006
HVAC Mechanic	1	5	1		2					12/1/2005	8/1/2006
Ironworker	2	10			2					5/1/2005	11/1/2005
Operating Engineer	1	5			1					3/1/2005	11/1/2005
Painter	1	5			1			1		4/1/2006	9/1/2006
Plumber	1	9	1		2			1		4/1/2005	8/1/2006
Roofer	1	9	1		2					11/1/2005	1/1/2006
Sheet Metal Worker	1	6	1		1					11/1/2005	4/1/2006
Sprinkler Fitter	1	3	1		1					11/1/2005	4/1/2006

NJSDA recommends that a printed copy be kept along with a copy of the original AA201 submitted.

ACCESSING AA201a (SUB-CONTRACTOR PROJECTION FORM)

Like the AA201, the AA201a information is supplied by the Prime Contractor and entered into the WFP system by NJSDA. The initial AA201a is submitted to the NJSDA within seven (7) days of the Contract Award, along with the AA201.

Since this form contains information about the Sub-contractors working with the Prime Contractor on a contract, it can, and should, be updated as changes occur. To update AA201a data, a paper form (available in Appendix D) should be completed and submitted to NJSDA. NJSDA will update the WFP database.

To view existing AA201a data, select the **CONTRACT** and the **SCHOOL** from the appropriate dropdown list, then click on the **VENDOR SETUP** option.



The Prime Contractor and Sub-Contractor information will display.

The screenshot shows the "Vendor Setup" page. At the top, there are dropdown menus for "Select Contract:" (value: HS-0001-C01) and "Select School:" (value: Asbury Park H.S.). Below these are links for "Vendor Setup", "Form AA201", "Form AA202", "LogOut", and "Change Password". The page is divided into two sections: "Primary Contractor" and "Sub Contractor(s)".

Primary Contractor					
Vendor	Address	City	State	Zip	
Frank Bennett Electric Corp.	148 Dayton Avenue	Passaic	NJ	07053	

Sub Contractor(s)					
Vendor	Address	City	State	Zip	
Kim E's Consulting	123 Last Ave	Marlton	NJ	08053	
A&M Bertoldi Builders Inc	718 Cedar Avenue	Pitman	NJ	08071	
O'Donnell, Stanton & Associates, Inc.	1705 Route 37 East	Toms River	NJ	08753	
Facchina Construction Co., Inc	9320 W&W Industrial Rd	Lapata	MD	20646	

At the bottom of the table is a "Refresh Page" button.

If modifications are needed, a new AA201a must be completed and sent to NJSDA.

NOTE: A BLANK AA201a FORM IS INCLUDED IN APPENDIX D.

WORKFORCE PROGRAM – PRIME CONTRACTORS

COUNTY GOALS

Selecting the **COUNTY GOALS** option in the Main Menu generates an on-screen report which details by County and Trade, the percentage goal for both **MINORITY** and **FEMALE** workforce compliance.



The report displays the goals for all **COUNTIES**.



CONTRACTOR AND WORKFORCE COMPLIANCE
MINORITY AND FEMALE GOAL OBLIGATIONS
For
CONSTRUCTION CONTRACTS AND SUBCONTRACTS

COUNTY	MINORITY%	FEMALE%
Atlantic	18	6.9
Bergen	22	6.9
Burlington	15	6.9
Camden	19	6.9
Cape May	5	6.9
Cumberland	27	6.9
Essex	53	6.9
Gloucester	9	6.9
Hudson	60	6.9
Hunterdon	3	6.9
Mercer	30	6.9
Middlesex	24	6.9
Monmouth	15	6.9
Morris	16	6.9
Ocean	16	6.9
Passaic	36	6.9
Salem	10	6.9
Somerset	20	6.9
Sussex	4	6.9
Union	45	6.9
Warren	5	6.9

The report can be printed or downloaded to a local or network drive. To send the results directly to an attached printer, use the **FILE > PRINT** option from the Menu Bar.

To save the results to a file, use the **FILE > SAVE AS** option in the Menu Bar.

WORKFORCE PROGRAM – PRIME CONTRACTORS

LOGOUT

To minimize the chance that an unauthorized User can access the system, the **LOGOUT** option should be used to end a session. This returns the system to the **LOGIN** screen, and prevents inadvertent access under a valid User ID.



The screenshot shows the header of the NJSDA Workforce Program Tracking System. At the top center is the State of New Jersey logo and the text "STATE OF NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY". Below this is a navigation bar with several menu items: "Vendor SetUp", "Form AA201", "Form AA202", "FO Report", "Sanction", "Reports/Tasks", and "Change Password". On the right side of the navigation bar, there are two dropdown menus: "Select Contract:" with the value "CA-0001-C02" and "Select School:" with the value "Early Childhood Development Center #25". To the right of these dropdowns are the links "County Goals" and "Logout". The "Logout" link is highlighted with a red rectangular box.

SUMMARY

- The Workforce Program Tracking System (WFP) was created to assist the NJSDA Division of Contractor and Workforce Compliance in capturing, monitoring, and reporting information regarding the workforce composition of NJSDA Prime Contractors/Sub-Contractors on all projects.
- Prime Contractors must request a Login and Password in order to access the WFP system.
- Prime Contractors must file at least one AA201 with NJSDA before requesting WFP access.
- Prime Contractors send the AA201 and initial AA201a to the NJSDA on paper, and the NJSDA is responsible for entering the data into the WFP system.
- Prime Contractors are responsible for the timely filing of Form AA202 online, by the seventh (7th) business day of the following month. For example, the AA202 report for January 2009 should be filed and submitted by February 10, 2009.
- Prime Contractors can view the AA201 and the AA201a (Vendor Setup) information, but cannot modify it.
- Additional AA201a reports should be sent to the NJSDA Division of Contractor and Workforce Compliance Contractor and Workforce Compliance when there is a change in Sub-Contractor information.

APPENDIX A EXPLAINS HOW TO ESTABLISH A WFP ACCOUNT, AND HOW TO CHANGE A PASSWORD.

SETTING UP ACCESS TO WFP

The Workforce Program tracking database is a Web-based application accessible using the following criteria:

- Microsoft™ Internet Explorer version 5.0 (version 5.5 or higher is preferred)
- Access to the Internet
- At least one AA201 must have been submitted to NJSDA
- A valid User Name and Password for Workforce Program access

NOTE: ONLY ONE ACCOUNT PER PRIME CONTRACTOR IS PERMITTED.

No other software is required.

To request access, use the following URL to access the Login screen:

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

At the **LOGIN** screen that displays, select the **CLICK HERE** option for first time users:



Work Force Project

User Name:	<input type="text"/>
User Password:	<input type="password"/>
	<input type="button" value="Login"/> <input type="button" value="Cancel"/>

Account Set-up for first time users (non-SDA employees) [Click Here](#)

Forgot Your Password [Click Here](#)

Download user guide [Click Here](#)



APPENDIX A – GAINING ACCESS

The following screen contains fields required to establish a WFP account. Please note that entries are required in all fields in order for the request to be considered.

CREATE WEB LOGIN ACCOUNT (FOR NOT SDA EMPLOYEES ONLY)

All Fields Are Required

Tax ID (9 digits, no dashes):

Email:

Create User Name And Password

User Name (6-10 characters):

Password: (6-10 characters)

Confirm Password:



- **TAX ID** – The 9-digit number assigned by the IRS. Do not enter any spaces or dashes.
- **EMAIL** – A valid Internet E-mail address is needed. This E-mail address must be the same one indicated on Form AA201.
- **USER NAME** – Any string of 6 to 10 characters (alpha or numeric). Anyone with access to this name (and the password) will have access to your information.
- **PASSWORD** – A string of 6 to 10 characters. This should be selected with a bit of thought, since it is the key to your data. For security, this does not display on the screen as it is typed.
- **CONFIRM PASSWORD** – The initial password entry (above) displays as asterisks (*); re-entering the password is a safeguard to ensure a match.

When complete, click the **CREATE** button. An Account Activation Notification will be emailed to the address specified on the AA201 form.

CHANGING A PASSWORD

Changing a current password can only be done after logging into WFP, and selecting the Change Password option:



In the Change Password screen, a New Password can be specified. As in the initial request for access, the password is entered once, and then re-entered, to ensure a match.

CHANGE PASSWORD (FOR NOT SDA EMPLOYEES ONLY)

All Fields Are Required

New Password: (6-10 characters)

Confirm New Password:

The image shows a 'CHANGE PASSWORD' form. It has a title 'CHANGE PASSWORD (FOR NOT SDA EMPLOYEES ONLY)' and a red instruction 'All Fields Are Required'. There are two text input fields: 'New Password: (6-10 characters)' and 'Confirm New Password:'. Below the fields are two buttons: 'Change' and 'Close'. A red arrow points from the text below to the 'Change' button.

When complete, click the **CHANGE** button. The New Password is effective immediately, and an E-Mail will be sent confirming the change.

APPENDIX B – CREATING A DESKTOP ICON

APPENDIX B GIVES INSTRUCTIONS ON HOW TO CREATE A SHORTCUT ICON ON A WINDOWS DESKTOP TO PROVIDE MORE CONVENIENT ACCESS TO WFP.

CREATING A DESKTOP SHORTCUT ICON

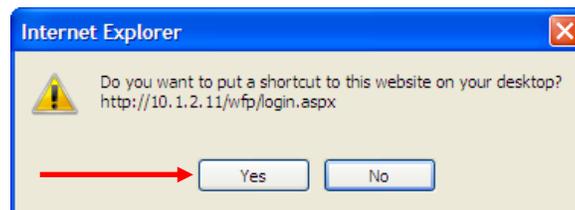
Adding a shortcut icon to the Windows desktop can make accessing the WFP system a little easier. With an active Internet connection, access the following URL:

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

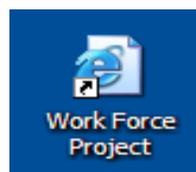
- The WFP Login screen will display.
- With your mouse, right click anywhere on the screen to display a Shortcut menu.
- Select 'Create Shortcut' on the menu.



- Answer **Yes** to the following prompt:



- The following shortcut icon will display on the desktop:



APPENDIX C EXPLAINS ‘HOW TO’ FOR ADDING AA202 REPORTS INTO WFP. WHILE IT IS A STEP-BY-STEP INSTRUCTION, NO EXPLANATIONS ARE GIVEN. FULL DETAIL IS PROVIDED IN THE MAIN BODY OF THIS GUIDE.

ADDING AN AA202 MONTHLY REPORT

- Log into WFP with a valid User Name and Password.
- Select the *CONTRACT* to be reported.
- Select the *SCHOOL* to be reported.
- Select *FORM AA202* in the options bar.
- Check *HISTORY (SELECT REPORT PERIOD)* to be sure a report does not already exist for the intended period.
 - If a report already exists, refer to *MODIFYING AN AA202* in the main body of this guide.
- Select the *MONTH* and *YEAR* of the new report period from the appropriate dropdown lists.
- Click the *ADD* button to the right of the *YEAR* field to save.
- Select the name of the first Contractor being reported from the *SELECT VENDOR* dropdown list.
- Enter the percentage of work completed (*% WORK COMPL.*) for that vendor.
- Select the trade from the *SELECT TRADE* dropdown list.
- Complete the following fields with information pertaining to the Reporting Period for the Contractor/Sub-Contractor at this site:
 - The *TOTAL* number of Foremen
 - The number of *BLACK* Foremen
 - The number of *HISPANIC* Foremen
 - The number of *AMERICAN INDIAN* Foremen
 - The number of *ASIAN* Foremen
 - The number of *FEMALE* Foremen

- In the Work Hours (**WRK HRS**) section, enter the total number of work hours (**TOTAL WRK HRS**) for Foreman at this site during the reporting period for this Contractor/Sub-Contractor, followed by:
 - The total number of work hours for Minority (**MIN. W/H**) Foremen (a total of Black, Hispanic, American Indian, and Asian).
 - The total number of work hours for Female (**FEM. W/H**) Foremen.

IMPORTANT NOTE: Females are a specific category and are **NEVER** included in any Minority group.

- Repeat these entries for both the Journeyman and Apprentice Classifications for each particular Contractor/Sub-Contractor.
- In the **LOCAL NUMBER OF EMPLOYEES/HOURS** section, enter the following information pertaining to the **DISTRICT** and/or **COUNTY** for every employee living in the **PROJECT DISTRICT** or **PROJECT COUNTY** (refer to the reporting period's certified payroll):
 - The number of **BLACK FOREMEN** and **NUMBER of WORK HOURS**
 - The number of **HISPANIC FOREMEN** and **NUMBER of WORK HOURS**
 - The number of **AMERICAN INDIAN FOREMEN** and **NUMBER of WORK HOURS**
 - The number of **ASIAN FOREMEN** and **NUMBER of WORK HOURS**
 - The **TOTAL NUMBER of MINORITY FOREMEN** and **WORK HOURS**
 - The **TOTAL NUMBER of NON-MINORITY FOREMEN** and **WORK HOURS**
 - The number of **FEMALE FOREMEN** and **NUMBER of WORK HOURS**
- Repeat these entries for both the **JOURNEYMAN** and **APPRENTICE CLASSIFICATIONS** for this particular Prime Contractor/Sub-Contractor in the School District and County sections.
 - When the entries are complete, click the **ADD** button to save.
 - Repeat this process for each Contractors/Sub-Contractor on this contract for this report period.
 - When complete, click the **SUBMIT TO SDA** button.
 - If a hard copy is desired, click the **PRINT** button (recommended).

APPENDIX D GIVES A BRIEF DESCRIPTION OF BOTH THE MANUAL AND ELECTRONIC FORMS USED IN THE WFP. A COPY OF THE AA201A, WHICH IS COMPLETED AND SUBMITTED MANUALLY, IS ALSO INCLUDED.

NJSDA FORMS FOR MONITORING

One goal of the Division of Contractor and Workforce Compliance is to ensure that businesses awarded NJSDA contracts meet the requirements of NJ AC 17:27-7.5 (NJSA 10:5-31). To assist with this, several forms are utilized:

Form AA201

This form is used to define, by trade, the projected number of employees (including sub-contractors) working as Foremen, Journeymen, or Apprentices on NJSDA projects. This form also defines the anticipated employee data by Minority or Female classification, if applicable.

The Prime Contractor completes this form manually and submits it, along with AA201a (below) to the SDA within seven (7) business days of the receipt of the Notice to Proceed (NTP).

Form AA201a

This form details information about Sub-contractors, including the business' Federal ID, and its MBE, WBE, and/or SBE status.

This form is manually completed by the Prime Contractor and initially submitted with Form AA201. It should also be submitted when changes or amendments occur.

Form AA202

This form, completed by the Prime Contractor, identifies the number of Minority and Female employees by Trade, job Classification, and Ethnicity. Work Hour information, along with Local School District and County data, is also detailed for each Prime and Sub-Contractor on a NJSDA project site.

Form AA202 is first filed within seven (7) days of the Notice to Proceed (NTP). It must be filed every subsequent month following the initial submission, until the project is complete. If there is no activity during a report period, the form must still be submitted in a timely manner with this information.

After the initial submission, the Prime Contractor must file this form online, with the information going directly into the WFP database.

We hope this Manual has been helpful. We appreciate your continued cooperation, and wish you success on NJSDA and other projects.