

ARRA Monthly Employment Reporting Frequently Asked Questions

General Questions

- G1. [Who do I contact regarding questions on monthly employment reporting?](#)
- G2. [Is a DUNS number required?](#)
- G3. [Should monthly reports be submitted even if they are known to be incomplete?](#)
- G4. [Can the monthly employment report be cut off at the last full week of the month?](#)

Data Questions

- D1. [Which employees should be included in the report?](#)
- D2. [What is included in the report's Payroll number?](#)
- D3. [Is the monthly DBE Payment amount the DBE payments due or the DBE payments paid?](#)

General Questions

G1. Who do I contact regarding questions on monthly employment reporting?

(Added 4/17/2009)

Email:

Email any questions to the main reporting address: ARRAreports@nd.gov

Phone:

Eric Molbert
NDDOT Construction Services
Phone: (701)328-2568

NDDOT will post questions and answers on this FAQ page.

G2. Is a DUNS number required? *(Added 4/17/2009)*

A DUNS number is required for Prime Contractors, Consultants and Local Agencies. A DUNS number is available free of charge from Dun and Bradstreet, Inc at their web page: <http://www.dnb.com/us/>

G3. Should monthly reports be submitted even if they are known to be incomplete?

(Added 5/15/2009)

Yes. Always submit your Prime Contractor or Prime Consultant report by the 10th of the following month even if it is known to be incomplete, for instance, missing subcontractor data. Provide details in the report email what data is incomplete and resubmit the complete report as soon as it is available.

G4. Can the monthly employment report be cut off at the last full week of the month? *(Added 5/15/2009)*

Yes. Payroll data can be gathered by the week. If the end of the month falls midweek, you can include that entire week's payroll data in the next month's report.

Data Questions

D1. Which employees should be included in the report? *(Added 5/15/2009)*

Current Federal guidance states that Contractors and Consultants will report the **direct, on-the-project jobs** for their workforce and the workforce of their subcontractors active during the reporting month. These jobs data include employees **actively engaged in projects** who work on the jobsite, in the project office, in the home office or telework from a home or other alternative office location. This also includes any engineering personnel, inspectors, sampling and testing technicians, and lab technicians **performing work directly in support** of the Recovery Act funded project. This does not material suppliers such as steel, culverts, guardrail, and tool suppliers.

Office support staff is considered indirect and should not be included unless they are working in a project office that is dedicated to a project. Likewise, company managers who do not work directly on the project but provide oversight of activities are considered indirect jobs and not included.

D2. What is included in the report's Payroll number? *(Revised 5/15/2009)*

Payroll number is total of wages paid to employees. Do not include overhead, vacation, benefit, or other indirect costs of payroll.

D3. Is the monthly DBE Payments amount the DBE payments due or the DBE payments paid? *(Added 5/15/2009)*

DBE payment amount should be the total of payments paid.