ELECTRONIC MONTHLY EMPLOYMENT UTILIZATION REPORT (eMEUR)
BOX SPECIFIC INSTRUCTIONS

ODOT Form Number 731-0668

The reporting period must be for one complete calendar month.

Prime Contractor (PC) - complete and submit to the Project Manager's (PM) office. If unsure what e-mail address to use, ask the PM's office. Electronic MEUR forms are due for every project *every calendar month from the beginning (1ˢᵗ note) to the end of the project*, including months of NO WORK PERFORMED.

Subcontractor – complete and submit to the controlling contractor. Electronic MEUR forms are due for **every** *project every calendar month from the first month of work to the last month of work,* including months of NO WORK PERFORMED. When a company works for multiple contractors on a project, eMEURs must be submitted separately for each subcontract.

1. Enter the name of the contactor submitting this report
2. Enter the name of the controlling contractor. If you are the PC leave blank.
3. Enter the ODOT or other agency contract number.
4. Enter the subcontractor ID. For PCs enter 00. Subcontractors may get this number from the PC or from the Civil Rights Regional Field Coordinator (FC) for the project.
5. Use the drop-down box to select the year and month you are reporting.
6. Use the drop-down box to select whether this is a new report for that month or a revised report for that month.
7. Enter the local mailing address for the company submitting the report
8. Enter the phone number of the company submitting the report
9. Enter the county in which the work was performed. For projects spanning multiple counties, enter the county in which the majority of the work was performed in this reporting period.
10. Enter the city for the mailing address of the company submitting the report.
11. Enter the state for the mailing address of the company submitting the report
12. Enter the zip code for the mailing address of the company submitting the report.
13. Enter the e-mail address of the person completing the report.
14. Check this box if no work was performed during the reporting period.

Detail Grid

Complete this grid for each employee/trade combination. For employees working more than one trade in a reporting period, report the data for each trade on separate lines.

15. Enter the last name of each employee performing work on this project during the reporting period.
16. Enter the first name of each employee performing work on this project during the reporting period.
17. Enter the middle initial of each employee performing work on this project during the reporting period.
18. Enter the last four digits of the social security number of each employee performing work on this project during the reporting period.
19. Enter the home city of each employee performing work on this project during the reporting period.
20. Enter the home zip code of each employee performing work on this project during the reporting period.
21. Enter the ethnicity of each employee performing work on this project during the reporting period.
22. Enter the gender of each employee performing work on this project during the reporting period.

23. Use the drop-down list to select the trade worked by each employee performing work on this project during the reporting period.

24. Use the drop-down list to select the skill level for each employee performing work on this project during the reporting period.

25. Enter the total hours worked by trade for each employee performing work on this project during the reporting period. If employee works more than one group within a trade, list each separately.

26. Enter the base rate of pay by trade for each employee performing work on this project during the reporting period.

27. Click this "X" to delete a line of data.

28. Click this box to add another employee.

29. Enter the name of the person completing this report.

30. Enter the position title of the person completing this report.

31. Enter the name of the person completing this report. This entry is the same as signing a paper form.

32. Enter the date you are completing this report.

33. Click here to print the form.

34. Click here to submit the form by e-mail according to the following instructions. ***Do not change the auto-populated subject line.***

SUBMISSION INSTRUCTIONS

If using an e-mail application on your computer:

1. Select the "Submit by e-mail button".

2. Select "Desktop E-mail Application". The MPR form will automatically be attached and the subject line will be filled out. DO NOT change the subject line.

3. Send to the PM, Prime, or controlling contractor as appropriate.

4. Send only ONE form per e-mail

If using an internet e-mail system such as Juno, Yahoo, or Gmail:

1. Save the form to your computer by clicking the "Save As" button at the bottom of the form.

2. Sign on to your e-mail provider.

3. Create a new e-mail.

4. Enter the contract number, form number, subcontract ID, and year/month (YYYYMM) for the reporting period in the subject line.

5. Attach the saved form.

6. Send to the PM, Prime, or controlling contractor as appropriate.

7. Send only ONE form per e-mail

ROLES & RESPONSIBILITIES

Subcontractors

The Subcontractor's role in the eMEUR process is to ensure that an eMEUR is completed for each reporting period (every calendar month) for all apprentice, trainee, and journey level employees on the project.

Once all of the information has been entered on the eMEUR (ODOT Form 731-0668.pdf), select the "Submit by e-mail" button and e-mail to the PC, or controlling contractor as appropriate. ***Do not change the auto-populated subject line.***

Prime Contractors

The PC's (PC) role in the eMEUR process is to ensure that each of the subcontractors working on the project submits an eMEUR each reporting period (calendar month), and to verify that the information they have submitted is complete and accurate. In addition, the PC is responsible for completing and submitting an eMEUR for their workforce each reporting period from 1st note to 2nd note.

PC's review of Sub-Contractor submittals:

1. Open the attachment received from the subcontractor.

2. Verify the form is complete and accurate.

3. *If Acceptable:* the *PC will forward the e-mail received from the subcontractor with the attached eMEUR, adding the message **"I have reviewed and approve the attached eMEUR"** and send the form to the Project Manager's office. If unsure where to send, ask the PM's office.*

4. *If Unacceptable:* the PC will return the eMEUR to the subcontractor by forwarding the original e-mail with the attached eMEUR form to the subcontractor. In the body of the e-mail the PC should give a brief explanation of the question or discrepancy. It is recommended that a due date be established to ensure the eMEUR is corrected and re-submitted timely. Once the revised eMEUR is submitted and accepted by the PC, the PC can forward to the Project Manager's office. If unsure what e-mail address to use, ask the PM's office.

Prime Contractor's eMEUR

Follow the instructions above for filling out the eMEUR.

Once all of the information has been entered on the eMEUR select the "Submit by e-mail" button and e-mail to the PM.

If using an e-mail application on your computer:

1. Select the "Submit by e-mail button".

2. Select "Desktop E-mail Application". The eMEUR form will automatically be attached and the subject line will be filled out. ***Do not change the auto-populated subject line.***

3. Add the message ***"I have reviewed and approve the attached eMEUR"*** and send the form to the Project Manager's office. If unsure where to send, ask the PM's office..

If using an internet e-mail system such as Juno, Yahoo, or Gmail:

1. Save the form to your computer by clicking the "Save As" button at the bottom of the form.

2. Sign on to your e-mail provider.

3. Create a new e-mail.

4. In the subject line of the e-mail, enter the contract number, form number (731-0668), subcontract ID (00, 01, etc), and year/month (YYYY-MM) for the period being reported. *For example – 12345 731-0668 02 2012-07.*

5. Attach the saved form.

6. Add the message ***"I have reviewed and approve the attached eMEUR"***.

7. Send to the Project Manager's office. If unsure where to send, ask the PM's office.

Project Manager's Office

The role of the Project Manager's (PM's) office is to review all eMEURs submitted by the PC and its subcontractors. The PM will ensure that the forms are complete and accurate.

Acceptable: the *PM's office will forward the e-mail with the attached eMEUR, adding the message **"I have reviewed and approve the attached eMEUR"** and send to the OCR Regional FC.*

Unacceptable: the PM's office will return the eMEUR to the PC by forwarding the original e-mail with the attached eMEUR form. In the body of the e-mail the PM should give a brief explanation of

the question or discrepancy. It is recommended that a due date be established to ensure the eMEUR is corrected and re-submitted timely. When the corrected eMEUR is received, follow the "acceptable" instructions above.

Civil Rights Field Coordinators

The Civil Rights FC's (FC) role is to conduct a cursory review of the eMEUR ensuring the form is complete, consistent, and accurate.

If Acceptable: the FC will convert the e-mail to PDF. Save the e-mail to pdf, navigate to the contract file, eMEUR folder, create a new folder named for the year and month the eMEUR was received (YYYY-MM), save the file in the YYYY-MM folder. At this point the data will be uploaded to the Civil Rights Compliance Tracking (CRCT), and the eMEUR process for this requesting period is complete.

If Unacceptable: the FC will return the eMEUR to the PM's office by forwarding the original e-mail with the attached eMEUR. In the body of the e-mail the FC should give a brief explanation of the question or discrepancy. It is recommended that a due date be established to ensure the eMEUR is corrected and re-submitted timely. Once the revised eMEUR is submitted and accepted by the FC, the FC will follow the "acceptable" process above.

Last revised 07/2012