



## New Jersey Department of Transportation Monthly Employment Utilization CC-257R Electronic Reporting Instructions

We are pleased to announce that workforce reporting information (Form CC-257R) is now available on the internet through the New Jersey portal at <https://www.nj.gov>. To access this application, you will need: **1)** to be registered with the New Jersey portal; and **2)** to receive an authorization code (via email) that will provide you with the link to the application. **If you already have a portal account, you do not need to register again.** The instructions below explain the registration process for a portal account.

### **New Jersey Portal Registration Instructions**

Please follow these instructions carefully.

*If you have already registered on the New Jersey portal and need to enter an Authorization Code for a new application, go to <https://www.nj.gov> and follow the instructions beginning at Step 7 below.*

1. Open an Internet browser and type <https://www.nj.gov> in the address box and press <Enter>
2. At the top left (under the “Home” tab) are the “Login” and “Register” boxes for the portal
3. Click on “Register”
4. In the dialog box entitled “Create Your My New Jersey Account,” enter a Logon ID and Password of your choosing and the rest of the requested information. Be sure to include a challenge question and valid email address in case you forget your password. (This is the account your Portal password will be sent to if you forget it. You will not be able to get into the application if you do not log onto the Portal)
5. Now that you have created your account, logout. The next step is to verify the existence of your new account.
6. Log in your account using your newly created Logon ID and Password.

### **Activating Authorization Code**

Authorization codes will be sent via email under separate cover after you have emailed the following to [trnsport@dot.nj.gov](mailto:trnsport@dot.nj.gov)

1. Company Name
2. Email Address for company Official or CEO
3. Company’s Federal Identification Number
4. Contact Person’s Name (this should be the person who registered the account and will be logging on and supplying the requested employment data)
5. Contact Person’s email address

## **Monthly Employment Utilization CC-257R Electronic Reporting Instructions - continued**

Once you receive the code, follow the instructions below which provide access to the CC-257R reporting program.

6. Once logged into the Portal, select “enter authorization code.”
7. Follow the instructions carefully. Type the code in the text box labeled, “Enter your authorization code” and click the “Finished” button. Note that the code is case sensitive.
8. The system will log you out.
9. Log into your account. Your new application will have a link under the NJDOT heading.

### **Please Note**

1. Under no circumstances should you give your authorization code to another user. This code has been personalized for your particular need.
2. The state job number (CE#) specific to the project is the unique identifier needed for reporting, and inserted in the Job Number field.
3. Questions concerning the request for authorization code should be directed to NJDOT's AASHTOWare Support Staff - Ryan DelGrande at (609) 963-1868

### **Also Note**

1. Federal Executive Order 11246 requires workforce reporting to be completed each month by both prime and subcontractors.
2. These reports are to be submitted by the 10th day of each month during the term of the contract, and include the total work hours for each employee classification in each trade in the covered area for the monthly reporting period.
3. The prime contractor submits a report for its total workforce and is responsible for ensuring that its subcontractors submit their respective reports.
4. Questions concerning the workforce report should be directed to the NJDOT, Division of Civil Rights/Affirmative Action at **(609) 963-2047**.
5. Questions concerning the request for authorization code should be directed to NJDOT's AASHTOWare Support Staff - Ryan DelGrande at (609) 963-1868.
6. For problems with system errors, please contact Marc Dorsch at (609) 530- 2585.