

# CONSTRUCTION WORKFORCE MANAGEMENT SYSTEM (CWMS) FOR VENDORS

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## I. About CWMS

The New Jersey Schools Development Authority (NJSDA) Construction Workforce Management System (CWMS) was created for the NJSDA Division of Risk Management and Vendor Services 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.

# II. NJSDA'S Division of Risk Management and Vendor Services

The Division of Risk Management and Vendor Services 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.

### III. The Prime Contractor's Role

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 CWMS 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 **CWMS**.

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

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### Logging in to CWMS IV.

CWMS is a web-based application. The URL to access CWMS is:

https://sda01.njsda.gov/CWMS



### **Construction Workforce Management System (CWMS)**



MIS Help Desk: Phone number: 609-943-4960, Email: MISHelpDesk@njsda.gov

Enter your user name and password. While the user name is not case sensitive, the password is. Additionally, you will be required to change this password every 90 days, based on the system prompt. Your password must be a minimum of 10 characters and must contain a combination of capital letters, lower case letters, special characters and numbers. Per NJSDA policy, you must never share your password with anyone.

If you have any problems logging in, please contact the Information Systems Help Desk (609-943-4960).

Once logged in, the following screen displays:

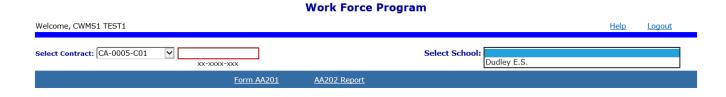
### **Work Force Program**

Welcome, CWMS1 TEST1	<u>Help</u>	Logout
Select Contract:   XX-XXXXX-XXXX		

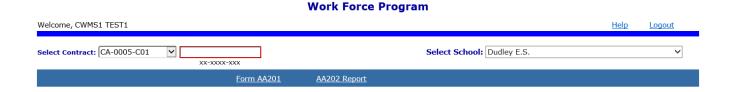
CWMS User Guide for Vendors Page 4 of 8 Created: 5/20/2020 Revised: 5/19/2023 Select a contract number from the dropdown list. Only contracts for which the logged in Contractor is listed as the Prime Contractor display in the list.

# Welcome, CWMS1 TEST1 Select Contract: CA-0005-C01 EL-0007-P01 ET-0056-P01 JE-0034-C01 NE-0015-C01 PA-0008-C01 PA-0008-C01 PA-0026-P01 WT-0008-C02 WT-0008-C05

Once the desired contract is selected, select the applicable school from the dropdown list.

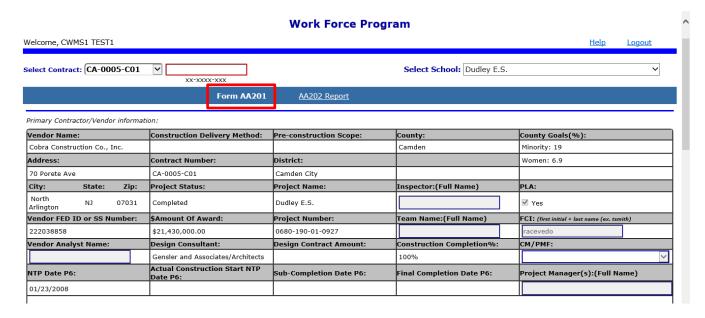


Select either Form AA201 or AA202 Report.

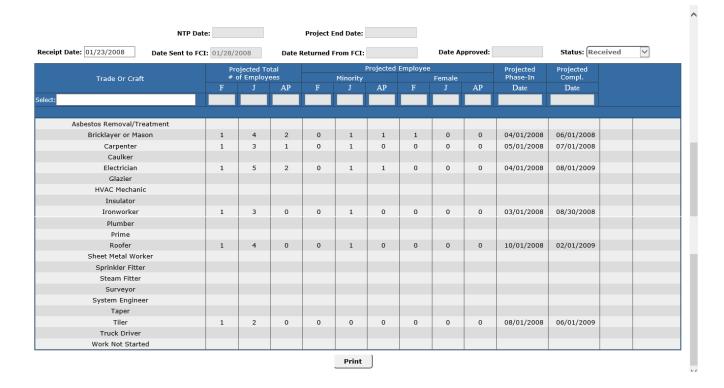


### V. Form AA201

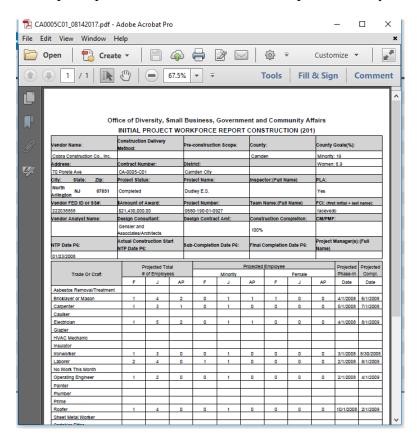
Form AA201 contains projected workforce composition statistics, broken out by trade as well as by Minority, Female and job Classification details. The Prime Contractor submits the paper form to the NJSDA within seven (7) days of the contract award. The data is entered into the WFP system and maintained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



Scroll down to see the trade information. Select the Print button to get a listing of the report.



Created: 5/20/2020 Revised: 5/19/2023 The report opens in Adobe PDF and can be printed to any local printer.



## VI. AA202 Report

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.

Click the AA 202

# Welcome, CWMS1 TEST1 Select Contract: CA-0005-C01 XX-XXXX-XXX Form AA201 AA202 Report