

Instructions for OJT Monthly Status Report

✓ General Instructions:

- Save the original form.
- This report is to be completed following the last full pay period of every month.
- The report is due in the Civil Rights office within one month following that pay period OR within one month of the ending of the pay period during which the trainee graduates, is suspended/laid off, quits or is terminated. Failure to submit in a timely manner may result in deduction for late reporting.
- Following the initial report, subsequent reports should include only training hours since the last report.
- If trainee has a change in hourly wage rate during the week, split the week across two lines in the table.
- Only one form can be submitted at a time.
- Any boxes outlined in red are required fields.
- Contractor has the responsibility to monitor trainee wages and hours to ensure that proper minimum wages are paid based on information, which was provided on the completed registration form.

✓ Report for Month Ending: Select Month from drop down box and add year

Report for Month Ending	Select Month	2025
Trainee Name		
Project Number/PCNs of	January	tion
	February	
	March	
	April	
	May	
	June	
	July	
PROJECT/ LOCATION		HOURLY WAGE

✓ Contractor: Type Contractor Name

✓ Trainee Name: Type Trainee Name

✓ Training Program: Type Training Program of Trainee (Use job classification titles such as "Scraper Operator", "Form Builder", etc. Be clear and be specific. Use titles as they appear in the SDDOT OJT Manual and/or wage scale. DO NOT USE WAGE CODES. Any classification not found in the SDDOT OJT Manual must be approved by SDDOT and FHWA prior to Trainee beginning program. Copy of the manual can be found at: <https://dot.sd.gov/programs-services/civil-rights/on-the-job-training-ojt>)

✓ Project Number/PCNs of Trainee Registration: Type Project Number and PCN Number

Report for Month Ending	July	2025	Contractor	Hansen Construction
Trainee Name	Sally Brown		Training Program	Concrete Finisher
Project Number/PCNs of Trainee Registration P 0009(21)28, PCN 1234				

- ✓ **Project/Location:** Identify where trainee was working by stating City, County or Project Number/PCN Number. If not a SDDOT project, be sure to input the other project owner such as “City of XYZ” or “Business Parking Lot”. If trainee works on multiple projects in the same week, please list each project separately in the table.
- ✓ **Week Ending:** Select end of work week from drop down calendar.

PROJECT/LOCATION	WEEK ENDING
Hughes Co (PCN 1234)	7/5/25

July 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Today: 08/07/2025

- ✓ **Hourly Wage:** Enter wage rate as shown on payroll. If performing work in other classifications at different wage rates, separate those hours on a separate line.
- ✓ **General Note on Reporting Hours:** Please report hours to the closest quarter of a percent. The report form will not let you enter a number that is not to the closest quarter of a percent. For example, 40.8 should be entered as 40.75.
- ✓ **Training Hours Worked:** Enter training hours worked. This is a total of regular and overtime training hours worked during the pay period. DO NOT show regular and overtime hours separately on the report. DO NOT include non-training hours in this column. If hours are worked on different projects, please enter those hours on a separate line. Total training hours worked for the reporting period will be calculated and automatically updated in the “Total Training Hours” below the table.
- ✓ **Non-Training Hours:** Enter number of hours worked outside the training program. The table will automatically calculate the 25% eligible non-training hours and update in the “25% Non-Training Hours” below the table. DO NOT enter any off-site non-training hours. Those hours do not count towards graduation and are not eligible for reimbursement.
- ✓ **Off-Site Training Hours:** Enter number of training hours performed on off-site projects. The total number of off-site training hours will be calculated and automatically updated in the “Total Off-Site Training Hours” below the table. All off-site training hours should be reported and listed on the report. All training hours including off-site count towards graduation from the training program. For reimbursement purposes only, there is a limit of 100 hours eligible for reimbursement.

PROJECT/LOCATION	WEEK ENDING	HOURLY WAGE	TRAINING HOURS WORKED	NON-TRAINING HOURS (25% of total program hours MAX)	OFF-SITE TRAINING HOURS (List all off-site training hours – only 100 hours eligible for reimbursement)
Hughes Co (PCN 1234)	7/5/25	\$ 22.38	38.75	14.25	
City of Sioux Falls	7/12/25	\$ 26.75			46.5
Hughes Co (PCN 1234)	7/19/25	\$ 24.01	48	8.75	
Hughes Co (PCN 1234)	7/26/25	\$ 24.01	16.25	38.5	
Gregory Co (PCN 5678)	8/2/25	\$ 26.75			34
City of Madison	8/2/25	\$ 24.23			26.25

- ✓ **Total Hours from Last Report:** Enter the Total hours from previous report. If this is the first report, enter zero (0).
- ✓ **Total Training Hours:** Report form will automatically calculate and insert total.
- ✓ **25% Non-Training Hours:** Report form will automatically calculate and insert total eligible hours.
- ✓ **Total Off-Site Training Hours:** Report form will automatically calculate and insert total.
- ✓ **New Total Accrued Hours:** Report form will automatically calculate and insert total.

TOTAL HOURS FROM LAST REPORT	TOTAL TRAINING HOURS	25% NON-TRAINING HOURS	TOTAL OFF-SITE HOURS	NEW TOTAL ACCRUED HOURS
455.5	103	15	106.75	680.25

- ✓ **Complete the questions at the bottom of the form as appropriate.**
 - **Question A:** Click on “Yes” or “No”
 - **Question B:** Click on “Yes” or “No”. If “Yes”, select effective date from drop down calendar. Enter Reason.

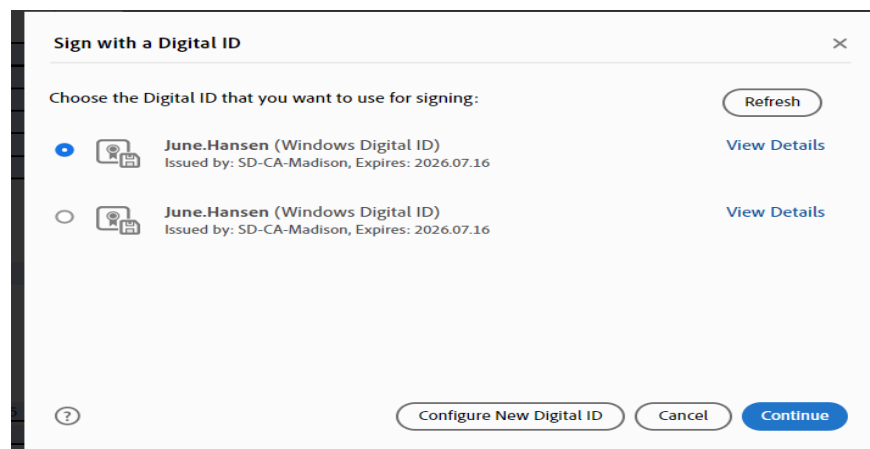
- **Question C:** Click on “Yes” or “No”. If “Yes”, select date from drop down calendar. Click on “Yes” or “No” to answer question about journeyman level status.

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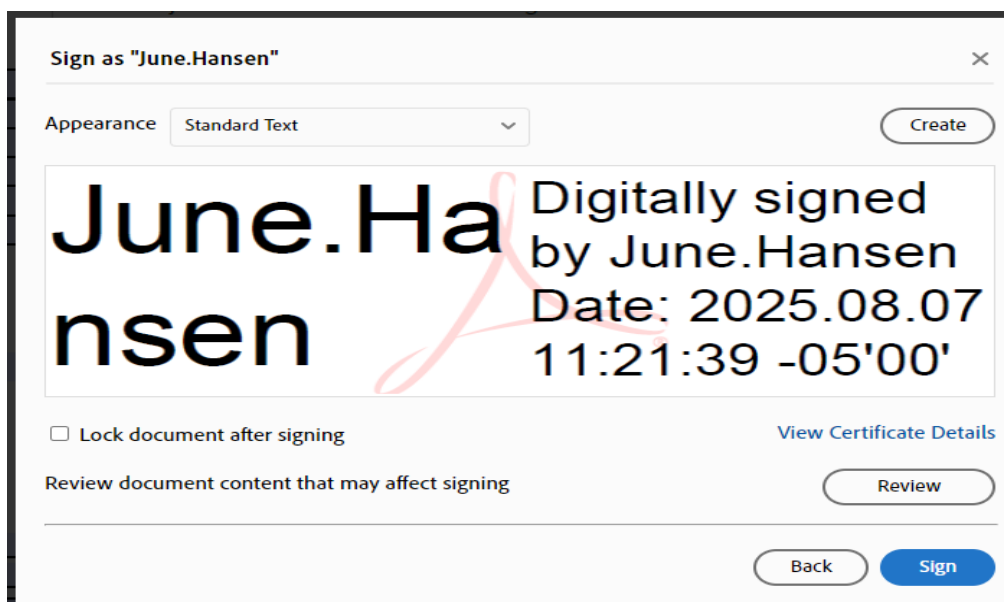
Complete these items as appropriate:

- A. Is the trainee working multiple projects concurrently? ☐ Yes ☒ No
If "Yes", please separate hours by project in the table above.
- B. Has trainee been transferred, laid off, terminated (voluntarily or involuntarily)? ☒ Yes ☐ No
If "Yes", effective date 9/5/25
Reason: Transferred
- C. Has trainee graduated? ☒ Yes ☐ No
If "Yes", date completed program 09/02/25
Is the graduate now employed with your firm at journeymen level? ☒ Yes ☐ No

- ✓ **Signature of Person Preparing Report:** Click on signature box and insert electronic signature. Select Signature and hit "continue".



- Click on "Sign"



- **Save the Document:** Then it will ask you to save the document. Rename the document including last name of trainee and month of report. For Example: OJT Monthly Status Report–Brown-July 2025.pdf. Click on “Save”.

- ✓ **Date:** Select date of signature from drop down calendar.

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August 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today: 08/07/2025

- ✓ **Submit Form:** Click on the “Submit Form” button. It will bring up an email and ask which email you want to utilize and set a default for future submissions. Then hit “Send” on the email and the form will be sent.

This company certifies that it has provided supervised training as reported above in accordance with the Training Special provision and the Approved Training Program.

June.Hansen Digitally signed by June.Hansen
Date: 2025.08.07 11:24:57 -0500
Signature of Person Preparing Report 08/07/2025 Date

- ✓ **Alternative Methods to Submit OJT Monthly Status Form:** Forms may also be scanned and emailed to June.hansen@state.sd.us or via US Mail to the following address:

Department of Transportation
ATTN: June Hansen
700 E. Broadway Ave.
Pierre, SD 57501