



**Metropolitan St. Louis Sewer District
Electronic Workforce Reporting Manual
Professional Services Contracts**

Revision Date: January 11, 2017

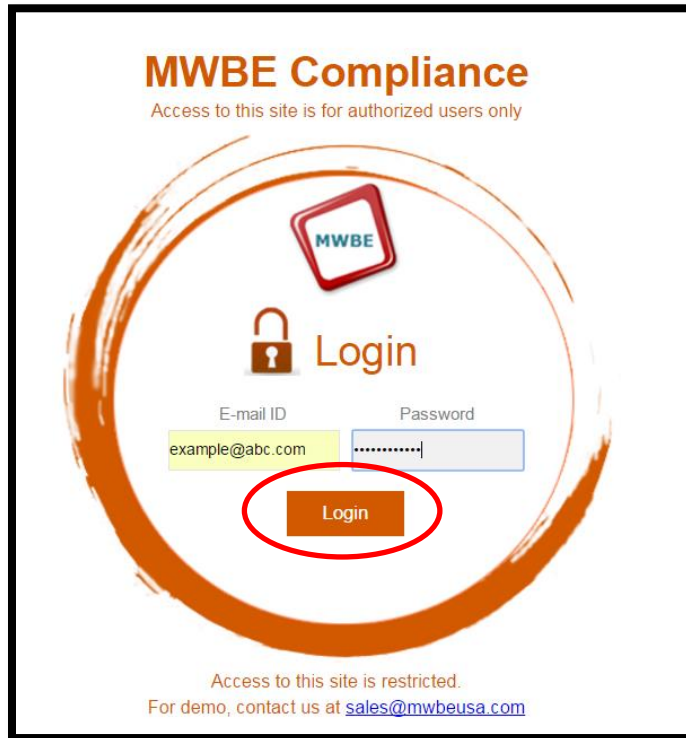
TABLE OF CONTENTS

Logging into MSD Diversity Reporting	3
Review of the “Workforce Report Management” Page.....	4
Submitting a Quarterly Workforce Report	6
Printing the Quarterly Workforce Report	9
Additional Notes	10

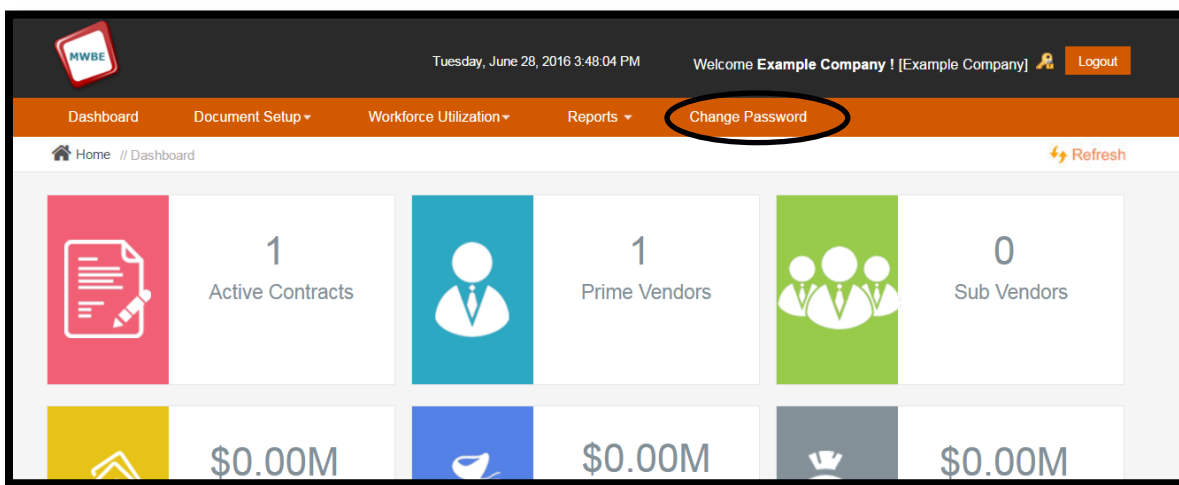
Logging into MSD Diversity Reporting (Workforce) for the First Time

Your Username and Password will be supplied to you by MSD Diversity. If you do not have a Username and Password, or to request an additional Username and Password, please contact MSD Diversity at diversity@stlmsd.com.

- Go to www.msddiversityreporting.com.
- Enter your **E-mail ID** and **Password**, and then click the “Login” button.



- You will then be directed to the Dashboard for your company. The Dashboard will provide a “quick view” of your workforce contract information. MSD will update the Dashboard view to best fit consultant needs.

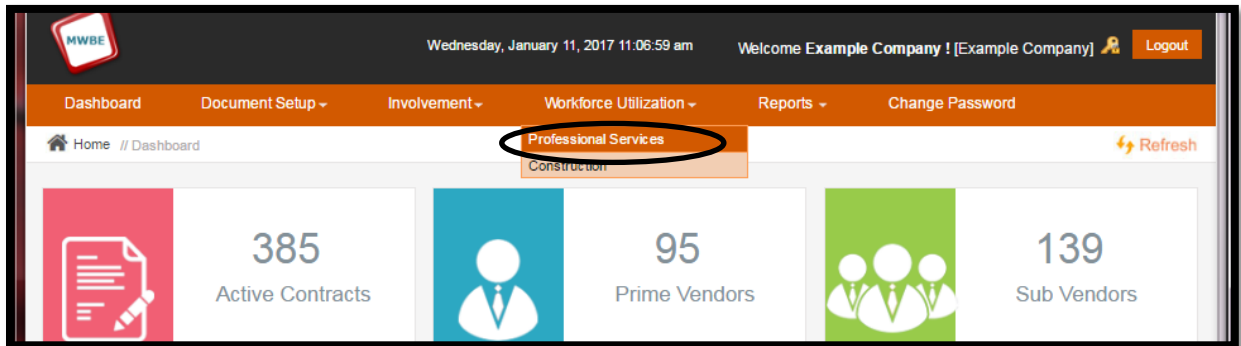


- Please note the **Change Password** tab above. Please click this tab to update your user password. To request additional User IDs, please contact MSD Diversity at diversity@stlmsd.com.

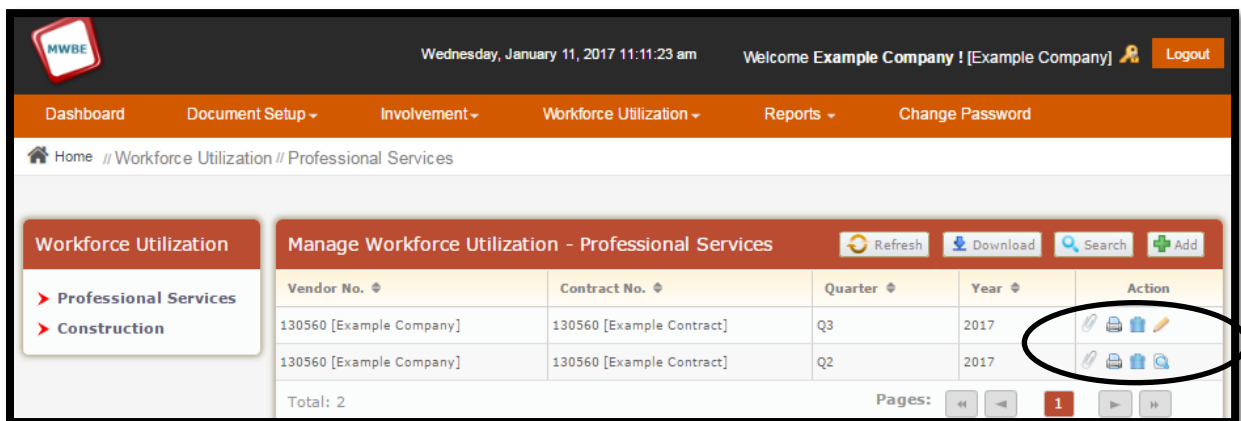
Review of the “Workforce Report Management” Page

On the Workforce Report Management page, the user is able to search, edit, and submit Quarterly Workforce Utilization Reports. An overview of this page is as follows.

- From the Dashboard, hover the mouse over the **Workforce Utilization** tab and click the **Professional Services** link. This link will lead to the Workforce Utilization Report Management page.

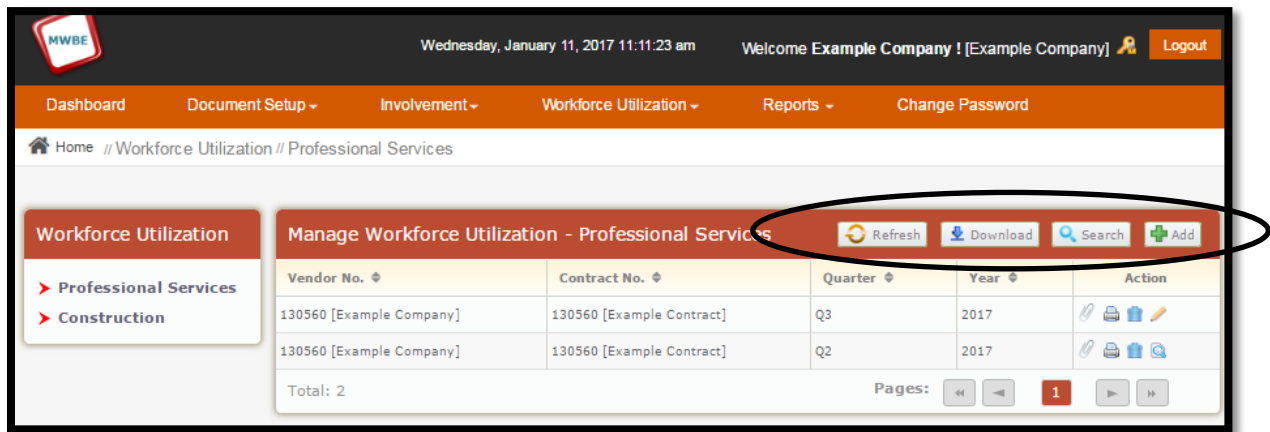


- If any workforce reports have been submitted by your company, those reports will be listed on this page. You may sort those reports using the column headings – Vendor No., Contract No., Quarter, or Year.



- The action icons, circled in black (above) are as follows:
 - Paperclip:** By clicking this icon, the user may view the Good Faith Effort documentation attached to the workforce report as supporting documentation.
 - Printer:** By clicking this icon, the user is able to print the Quarterly Workforce Utilization report for that contract and reporting period.
 - Trashcan:** The user may click on the **trashcan** icon to delete a “draft workforce” report.
 - Magnifying Glass:** Once a workforce report has been submitted, the report may no longer be changed or deleted, but the workforce report may be viewed by clicking the **magnifying glass** icon.
 - Pencil:** Workforce Reports may be saved as a draft where the user may return to the report to make any changes before submitting the report. Draft Workforce Reports may be identified by the **pencil** icon. Clicking the **pencil** icon will allow the user to re-enter the workforce report form to make changes and then submit the completed report.

- The buttons, circled in black (below), are as follows:



- Refresh:** Clicking this button will **refresh** the Workforce Reports to their pre-configured sorting method.
- Download:** Clicking the **download** button will allow the user to export the specified workforce report information into an Excel Spreadsheet.

The 'Download' dialog box has a title bar with 'Download' and a close button. It contains the following fields:

- Contract No.:
- Quarter (e.g. 1 or 2 or 3 or 4):
- Year:
- Submitted:

 At the bottom, there are two buttons: 'Download Now' and 'Cancel'.

- Search:** Clicking this button will allow the user to **search** for Workforce Reports based on desired criteria.

The 'Search' dialog box has a title bar with 'Search' and a close button. It contains the following fields:

- Contract No.:
- Quarter (e.g. 1 or 2 or 3 or 4):
- Year:
- Submitted:

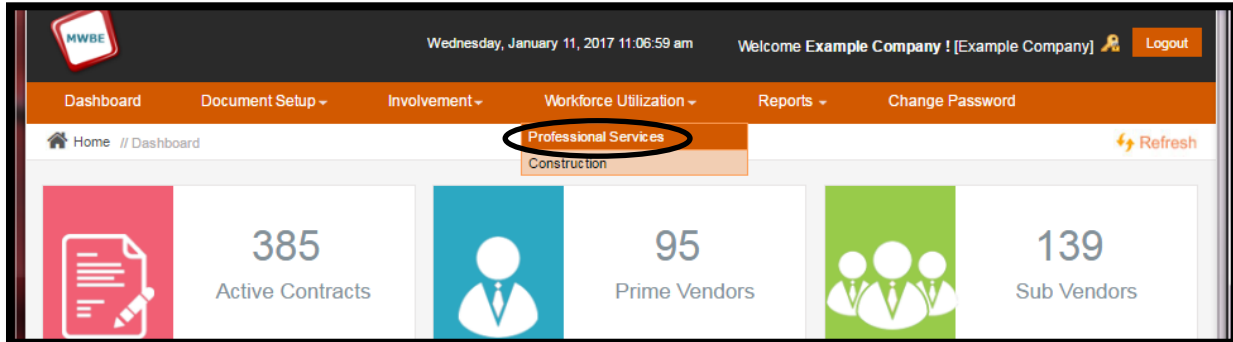
 At the bottom, there are two buttons: 'Start Searching' and 'Cancel'.

- Add+:** Clicking this button will lead the user to the Quarterly Workforce Reporting form where the user may enter Workforce Reports.

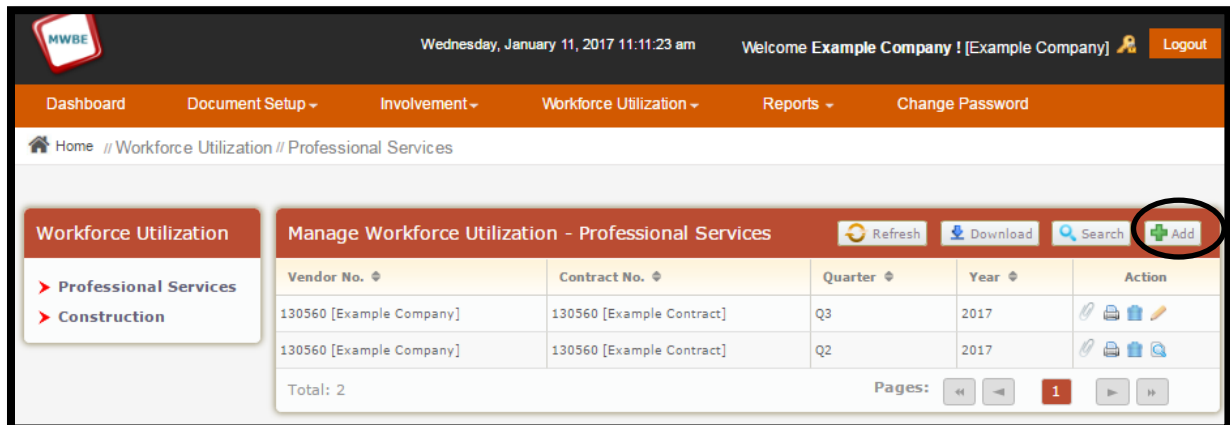
Submitting a Quarterly Workforce Report

All Professional Services contracts awarded for \$500,000.00 or above fall under Workforce Reporting requirements. The Prime Consultant is required to submit a Quarterly Workforce Report for the actual current workforce make-up of the local office registered with the District. In the rare occasion that there is no locale office, then the workforce goals will be measured by the number of employees working on MSD's project.

- From the Dashboard, hover the mouse over the **Workforce Utilization** tab and click the **Professional Services** link. This link will lead to the Workforce Utilization Report Management page.



- Click the **Add+** button. This will lead the user to the **Quarterly Workforce Utilization Form**.



- In the form header, select the Contract Number, Prime Consultant Vendor, Fiscal Year, and Quarter from the drop down lists. **Please ensure that the correct date range is selected under the Quarter dropdown list.**
- Click the **Check For Duplication** button to ensure that a workforce report for this contract, vendor, and reporting period has not already been submitted.

The screenshot shows the 'Add Workforce Utilization - Professional Services' form. At the top, there are buttons for 'Check For Duplication' (circled in red), 'Add/Update', and 'Cancel'. Below these buttons, there are several input fields: 'Contract No.' (130560 [Example Contra]), 'Project No.' (12345), 'Fiscal Year' (2017), and 'Quarter' (--- Select Quarter ---). There is also a 'Final' checkbox and a 'GFE Attachment' field with a 'Choose File' button. A dropdown menu for 'Quarter' is open, showing options: Q1 (07/01/2016 - 09/30/2016), Q2 (10/01/2016 - 12/31/2016), Q3 (01/01/2017 - 03/31/2017), and Q4 (04/01/2017 - 06/30/2017).

- Once the system has verified that this report is not a duplicate, the form will expand so that the user may enter the employees that makeup the workforce for the selected period.

Add Workforce Utilization - Professional Services

Contract No.: 130560 [Example Contra] Project No.: 12345 130560 [Example Company]* Fiscal Year: 2017 Quarter: Q4 (04/01/2017 - 06/30/2017)

Final
 GFE GFE Attachment: No f...sen

TOTAL ENGINEERING PROFESSIONAL SERVICES EMPLOYEES IN LOCAL OFFICE/PROJECT TEAM

Job Categories	Total All Employees		Total Minorities		African American (Not of Hispanic Origin)		Hispanic		Asian or Pacific Islander		American Indian or Alaskan Native		Caucasian (Not of Hispanic Origin)		Minority and Women Percentages of # of Employees**	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	% Minority	% Women
EXECUTIVES, SENIOR OFFICERS AND MANAGERS	2		1		1								1		50.0%	0.0%
FIRST / MID LEVEL OFFICERS / MANAGERS	2	5		1		1							2	4	14.3%	71.4%
PROFESSIONALS	4	7	1	1		1			1				3	6	18.2%	63.6%
TECHNICIANS																
SALES WORKERS																
ADMINISTRATIVE SUPPORT WORKERS																
CRAFT WORKERS																
OPERATIVES																
LABOURERS AND HELPERS																
SERVICE WORKERS																
TOTAL	8.00	12.00	2.00	2.00	1.00	2.00	0.00	0.00	1.00	0.00	0.00	0.00	6.00	10.00	20.0%	60.0%
Combined Male + Female	20.00		4.00		3.00		0.00		1.00		0.00		16.00			
Combined % of Totals	100.0%		20.0%		15.0%		0.0%		5.0%		0.0%		80.0%			

Comments:

- Copy Last Record:** If the local office workforce has not changed since the previous period, the user may click the **Copy Last Record** button. The report will automatically populate with the same employee information as the previous quarter's report. The user may then submit the report after attaching any necessary Good Faith Effort documentation or adding any necessary comments.
- Final Checkbox:** If this is the final Workforce Report for this contract, please ensure that the **Final** checkbox is marked for the **Prime Consultants** Workforce Report. The **Final** checkbox will not display when a sub-consultant is selected.
 - **Once the Final checkbox has been clicked and the report has been submitted, no further reports can be submitted for the project; therefore, please ensure that the last report submitted for a project is the Prime Consultant report so that this checkbox may be selected.****
- GFE (Good Faith Effort) Checkbox:** If the user is attaching Good Faith Effort documentation to a workforce report, the **GFE** checkbox must be checked.
- Good Faith Effort Documentation Upload:** By clicking the **Choose File** button to the right of the **GFE Attachment** label, the user may upload any necessary Good Faith Effort documentation. Please remember to check the **GFE** checkbox as well.
 - **Only one document can be attached to each Quarterly Workforce Report. Please ensure that any GFE Documentation is scanned together and combined under one document.****
- Enter the number of employees by Job Category, Ethnicity, and Gender. As you enter data, the **% Minority** and **% Women** for that Job Category will automatically calculate on the right side of the form.

- Once all data has been entered, scroll to the bottom of the form.

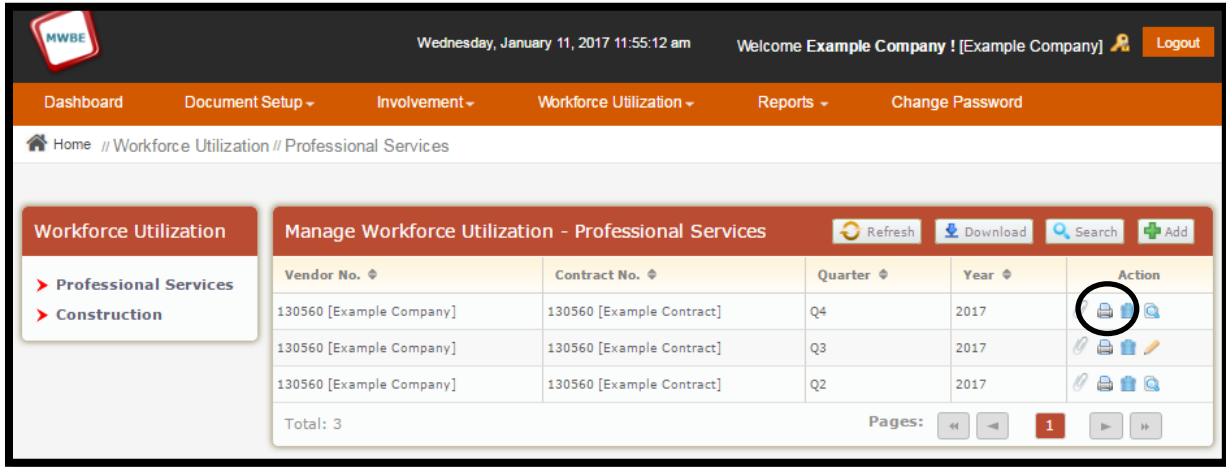
OPERATIVES																	
LABOURERS AND HELPERS																	
SERVICE WORKERS																	
TOTAL	8.00	12.00	2.00	2.00	1.00	2.00	0.00	0.00	1.00	0.00	0.00	0.00	6.00	10.00	20.0%	60.0%	
Combined Male + Female	20.00		4.00		3.00		0.00		1.00		0.00		16.00				
Combined % of Totals	100.0%		20.0%		15.0%		0.0%		5.0%		0.0%		80.0%				
Comments:	<input type="text"/>																
<input type="button" value="Submit"/> <input type="button" value="Add/Update"/> <input type="button" value="Cancel"/>																	

- All employees entered are totaled at the bottom of the form and the Minority and Women workforce participation percentages are calculated for the reporting period.
- The user may enter any necessary comments in the **Comments** text box.
- To save the form as a “draft,” click the **Add/Update** button. **Please remember to submit and lock all draft reports by the 10th day following the end of each quarter for the previous quarter’s reporting.**
- To submit and lock the form, click the **Submit** button. Once a form has been submitted, the user may not change or delete the form. If the user needs to alter a submitted form, please contact the MSD Diversity Department.
- Once the Quarterly Workforce Utilization Report has been submitted, please print a copy of the Quarterly Report for your records. Instructions for printing this report may be found on the next page.

Printing Quarterly Workforce Utilization Reports

Users may print Quarterly Workforce Utilization Reports.

- After submitting a Quarterly Workforce Utilization Report, the user will be directed to the **Manage Workforce Utilization – Professional Services** module.



- First, locate the desired Quarterly Workforce Utilization Report. The user may use the arrow buttons to sort through the list of reports or utilize the **Search** button.
- Click the **Print Button**, which is circled in black above. The report will display in a pop-up window with the option to print.

WORKFORCE UTILIZATION ENGINEERING PROFESSIONAL SERVICES REPORT															Print
Current Goals Minority: 18.00% Female: 32.00%			Reporting Period For: Q4 2017			Contract#-Name 130560-Example Contract			Contractor Example Company			Award Date 05/01/2016			
TOTAL ENGINEERING PROFESSIONAL SERVICES EMPLOYEES IN LOCAL OFFICE/PROJECT TEAM															
Job Categories	Total All Employees		Total Minorities		African American (Not of Hispanic Origin)		Hispanic		Asian or Pacific Islander		American Indian or Alaskan Native		Caucasian (Not of Hispanic Origin)		Minority & Women Percentage of # of Employees
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
EXECUTIVES, SENIOR OFFICERS AND MANAGERS	2.00	0.00	1.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	50.00%
ST / MID LEVEL OFFICERS / MANAGERS	2.00	5.00	0.00	1.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	4.00	14.29%
PROFESSIONALS	4.00	7.00	1.00	1.00	0.00	1.00	0.00	0.00	1.00	0.00	0.00	0.00	3.00	6.00	18.18%
TOTAL	8.00	12.00	2.00	2.00	1.00	2.00	0.00	0.00	1.00	0.00	0.00	0.00	6.00	10.00	20.00%
Combined Male + Female	20.00		4.00		3.00		0.00		1.00		0.00		16.00		
Combined % of Totals	100.0%		20.0%		15.0%		0.0%		5.0%		0.0%		80.0%		
Final: No			Comments:												
Minority females are counted twice, once as a female and once as a minority.															
Print Date: 01/11/2017															
Brought To You By															

Additional Notes

- The web address for MSD Diversity Reporting System (MWBE USA) is www.msddiversityreporting.com.
- This reporting system can be accessed from any computer that has internet connection.
- This manual will be updated as necessary, and the new version will be posted directly to MSD Diversity's web page. Please submit enhancement requests to MSD Diversity at diversity@stlmsd.com
- Please attach Good Faith Effort documentation to workforce reports, as needed. Remember to click the **GFE** checkbox when uploading Good Faith Effort documentation.
- A Quarterly Workforce Utilization Report must be submitted by the 10th day following the end of the previous quarter. If a workforce report is missing from the previous quarter, the user cannot submit workforce reports for the current quarter. Failure to complete the quarterly reporting may lead to delay in payment from the District.
- Under MSD's current Minority and Workforce Utilization Program policy, Prime Consultants are required to submit a Quarterly Workforce Utilization Report to report the make-up of the Prime Consultant's local office. In the rare occasion that there is no local office, then workforce goals will be measured by the numbers of employees working on MSD's project. The current policy does not require submission of sub-consultant workforce reports.
- MSD will audit workforce report submissions. Users will also begin receiving e-mail reminders for late reporting.
- Please direct all questions to MSD Diversity at diversity@stlmsd.com.