

Maintenance Program Management (MPM)

Equipment Module – Composite Rate Election

This job aid will walk you through the steps necessary to elect and submit the Composite Rate Request.

The Machinery Management Committee has authorized the use of an alternative method of charging specific components of a winter maintenance unit, referred to as "composite rates".

The purpose of composite rates is to simplify recordkeeping by reducing the complexity of gathering accurate reports of time for each individual component piece of a winter maintenance unit used. Because various components are normally used intermittently, the ability to collect such information at this level of detail is cumbersome and may threaten the integrity of the data. Composite rates are based on an average utilization within the scope of winter operations to substitute for such detailed data capture.

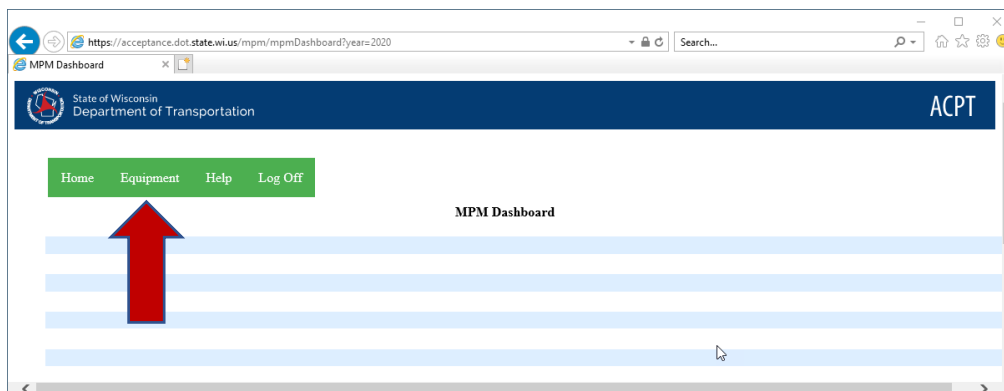
Step 1: Logon to MPM. Reference the MPM Basics and Navigation Job Aid for assistance.

You will land on the MPM Main Screen.

Step 2: Select the desired calendar year and click on Go:

MPM Home page for Calendar Year: 2020

The MPM Dashboard will be displayed:



Step 3: Click on the Equipment link above

The Equipment Main Screen will be displayed:

The screenshot shows the 'Equipment Main Screen' of the ACPT system. At the top, there is a navigation bar with 'Home', 'Equipment', 'Help', and 'Log Off' links. Below this, the 'Equipment Main Screen' title is displayed. The main area contains several sections: 'County' and 'Region' dropdown menus, 'Equipment Class' dropdown menu, 'Year' and 'Version' dropdown menus, and a table of equipment classes. A red arrow points to the 'View/Change Equipment Class Code' link in the first row of the table.

Select the County that you want to work with.

Step 4: Select the year desired and then click on the “Annual Election Request to Use Composite Rates” link.

The screenshot shows the 'Equipment Main Screen' with 'County' set to 'ADAMS' and 'Region' set to 'NC'. The 'Year' dropdown menu is set to '2020'. A red arrow points to the 'Year' dropdown menu, and another red arrow points to the 'Annual Election Request to Use Composite Rates' link at the bottom of the page.

Step 5: Confirm the message by clicking on OK

The screenshot shows a message dialog box titled 'Message from webpage'. It contains a question mark icon and the text 'Do you want to create the annual election to use composite rate for year 2020?'. There are 'OK' and 'Cancel' buttons at the bottom. A red arrow points to the 'OK' button.

Step 6: Review, Sign and Submit as County Requester

County: ONEIDA Region: NC Year: 2020 Go

Annual Election Request to Use Composite Rates

Submit Cancel Validate Save Back Print

County: ONEIDA Year: 2020

Chapter 02 Administration
Section 30 Cost Documentation
Subject 50 Annual Election to Use Composite Rates for Winter Maintenance Equipment

1.0 Annual Election

This document establishes the election by the named county to use the optional "composite rates" method for snow plow truck attachments in classes 632 through 637 and spreader attachments in classes 420 through 428. Composite rates are described in Policy 02-25-75 and presented in Policy 02-25-60.

The county agrees to maintain separate cost records for each attachment unit, but shall charge those units to activities using the composite rates.

The department guarantees that, for attachments charged to State Highway Winter Maintenance, the chargeable composite hours will not be less than a guarantee utilization level as defined in Policy 02-25-75. Should total composite rate hours charged to the department be less than the guarantee hours, the department shall, upon presentation of a claim as part of the standard invoice, pay for the shortfall in hours. Payment shall be for the shortfall hours multiplied by the unit rates in the proportion those units represent in the composite hours charged.

2.0 Acknowledgement of Agreement

This agreement covers the period January 1, 2020 through December 31, 2020

Name	Title *	Date
Request Submitted By County:		

You don't have the ability to modify the text of the agreement. As a County requester, all you can do is "sign" by entering your title and clicking on the submit button.

Use of the Save and Validate buttons are not necessary when completing this form. It is enough to enter your job title and then click Submit. Clicking the Save and Validate buttons will result in pop-up message errors that will put you into a never-ending loop.

Step 7: Review, Sign and Submit as County Approver

Once submitted, it needs to be approved by the County. The County Approver has the ability to reject it back to the County Requester, but nothing about the agreement can be altered except the Title of the Requester.

County: ONEIDA Region: NC Year: 2020 Go

Annual Election Request to Use Composite Rates

Data Saved Successfully.

Approve Reject Cancel Save Back Print

County: ONEIDA Year: 2020

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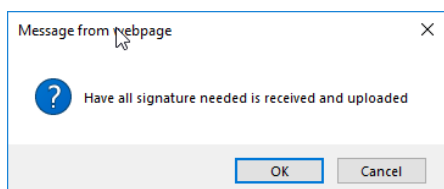
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2.0 Acknowledgement of Agreement

This agreement covers the period January 1, 2020 through December 31, 2020

Name	Title *	Date
Request Submitted By County:	Rachael Lohr	County Requester
Request Approved By County:		09/24/2019

To approve, click on the Approve button. You will be prompted to confirm by clicking OK.



In some instances, the commissioner may be signing on behalf of the county highway committee. If your policy is that additional signatures need to be stored, you can attach a document containing the additional signatures.

If you want to reject the agreement, you must put a note in the bottom of the screen note box explaining the rejection, then click the Reject button:

A screenshot of a "Notes" section in a web application. It features a "Document Name:" label followed by a text input field. To the right is a "Document:" label followed by a text input field and a "Browse..." button. Below these fields is a large text area containing the placeholder text "Use different title".

Step 8: Review, Sign and Submit as Region Approver

Once the County has approved the request, it is routed next to the Region Approver, who like the County roles, can only sign, approve or reject the request.

If the Region approver rejects the request (must include a note indicating why), it is rejected all the way back to the County requester and all electronic signatures are removed.

Step 9: Review, Sign and Submit as BHM Approver

Once the Region has approved the request, it is routed next to the BHM Approver, who like the other roles, can only sign, approve or reject the request.

If the BHM approver rejects the request (must include a note indicating why), it is rejected all the way back to the County requester and all electronic signatures are removed.

This is the final step in the composite rate election process. Once BHM has approved, the status will change to Closed and the bottom of the screen will contain all the approval information:

	Name	Title *	Date
Request Submitted By County:	Rachael Lohr	County Requester	09/24/2019
Request Approved By County:	Rachael Lohr	County Approver	09/24/2019
Request Approved By Region:	Rachael Lohr	Region Approver	09/24/2019
Request Approved By BHM:	Rachael Lohr	BHM Approver	09/27/2019

An approval notification will be e-mailed:

