AASHTOWARE PROJECT
CIVIL RIGHTS & LABOR™ (CRL)

Montana Department of Transportation (MDT)

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A payroll employee is an employee being paid on the selected payroll. Initially, a payroll employee might not be recorded in the system as a reference employee, but he or she will be added to the Reference Employee List during the payroll validation process.
Adding Reference Employees to the Payroll

If the employee is already recorded in the system as a reference employee, follow these steps:
Select **Add Ref Employees** from the **Actions** menu on the Employee component header.

The system displays a modal window for selecting employees from the Reference Employee list. Locate and click the row for each employee you want to add.

The system adds a check mark beside each employee you select and shades the selected rows. To cancel a selection, click the selected row again. Click the **Add to Employees** button.

The system closes the modal window and takes you to the Payroll Employees component with the new employee's basic information added to the component. Finish recording information for the payroll employee by entering the required information.
The process for adding an employee to the payroll depends on whether the employee is already recorded in the system reference data.
Adding a Non-Reference Employee to the Payroll

If the employee has not been recorded in the system, follow these steps:

On the **Employees** component:

- Select **Add Employee** from the Actions menu on the component header.
- Enter information as needed in the Payroll Employee modal window. Then click Save.

The system closes the modal window and takes you to the Payroll Employees Summary component with the new employee's basic information added to the component.
To add classification information for the employee, expand the record to display all the available information. Complete and Save.
In the search box, enter the employees name you are adding the classification to. Then select the Classification and Craft and Add to the Employee.
Remember Help is always available!
Things to remember

Use up-to-date **Forms** and **Manuals** (Prevailing Wage/Labor Compliance website)

**Double check** your work before signing. Ensure your totals are correct.

**Don’t** alter or add anything to the spreadsheet that is not necessary

Check the **PayrollImportFile.Log** after import.

**Warnings** are significant but do not stop import. They may create **exceptions** later in the process.

**Errors** stop the Import.

Always correct the first “**Error**” on the Import Log.

Workers with **multiple** classifications must have a **second** classification block.
AASHTOWARE SUPPORT

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