



AASHTOWARE PROJECT CIVIL RIGHTS & LABOR™ (CRL)

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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 A REFERENCE EMPLOYEE

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.

Employees Kathleen Terrio - TRCKZ1 - 8088014000

Employee	Partial Social Security Number
Kathleen A Terrio	1235

Employee Information...

Vendor Supplied Employee ID	Payroll Revised Indicator
	No

Payment Type

Hourly

Actions

- Add Employee...
- Add New Project/Classification to Employee...
- Add Ref Employees...
- Views
- Attachments
- Issues
- Links

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

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.

The screenshot shows the 'Employees' component header with a 'Save' button and a help icon. Below the header, there is a search bar for 'Employees' with the value 'Kathleen Terrio - TRCKZ1 - 8088014000'. The main content area displays the following information:

Employee	Partial Social Security Number
Kathleen A Terrio	1235
Employee Information...	Payroll Revised Indicator
Vendor Supplied Employee ID	No
Payment Type	
Hourly	

An 'Actions' menu is open on the right side of the modal, containing the following options:

- Add Employee...
- Add New Project/Classification to Employee...
- Add Ref Employees...
- Views
- Attachments
- Issues
- Links

To add classification information for the employee, expand the record to display all the available information. Complete and Save.

ADDING CLASSIFICATIONS

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.

The screenshot shows a web application interface for adding a classification to an employee. The main window is titled "Add New Project/Classification to Employee".

Search and Selection: A search box contains the text "Type search criteria or press Enter". Below it, a table lists employees with columns for "First Nm", "Middle Init", and "Last Nm". One employee, Jason M Smith, is selected, indicated by a green checkmark and the text "1 selected".

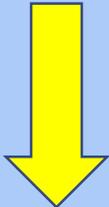
First Nm	Middle Init	Last Nm
Jason	M	Smith
Sara	T	Smith

Classification Form: Below the table, there is a section for "Classification" with the following fields:

- Contract Project ID*:** A dropdown menu showing "8088014000 - 3M SE WHITEFISH - BRIDGE DECK".
- Labor Classification*:** A search box containing "TRCKZ3" with a dropdown menu showing "Truck Driver - Zone 3".
- Craft Code*:** A dropdown menu showing "TRCK2 - Truck Driver - Group 2".

Action: A button at the bottom right of the form is labeled "Add Classification/Project to Employee".

Remember **Help** is always available!



Home Previous My Pages Actions Help Log off

On this page: Vendor Payrolls Unapproved Payrolls

PROJECT Non Agency Prime Contractor Payroll User

Vendor Payrolls

Type search criteria or press Enter Advanced

Convert Payroll Spreadsheet to XML

Enter search criteria above to see results or Show first 10

Unapproved Payrolls

Type search criteria or press Enter Advanced

0 changed

0 changed

Component **Help**

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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