



CREATING A PAYROLL MODIFICATION

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Creating a Payroll Modification

If a payroll needs to be revised after it has been signed, whether it's because it was rejected, returned or you realize you need to correct something, you can only make the changes by **creating a payroll modification**.

Remember a payroll can be changed or deleted up until you sign it, then it's locked.

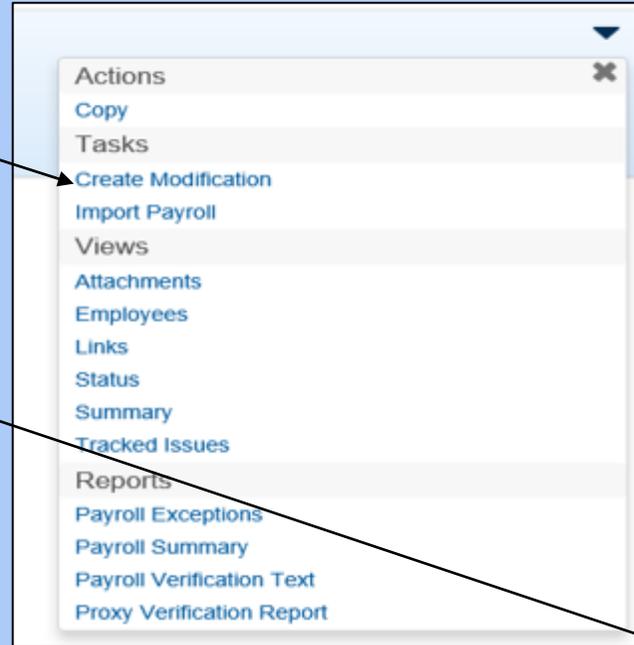
A payroll modification is a copy of the payroll record, identical to the original except that it does not include attachments or comments. You can then record changes to the payroll in the modification record.

AASHTOWare will automatically creates a payroll modification if you **re-import** an updated payroll record that has the same contract, payroll vendor, and payroll number as an existing payroll record. It will also add the modification number to the record.

On the next slide you will see how to create a **Manual** modification.

Creating a Payroll Modification - continued

To manually create a Payroll Modification, select **Create Modification** from the **Actions** menu on the **Contract Certified Payroll Overview** component header. The system adds the modification record to the component and takes you to that screen.



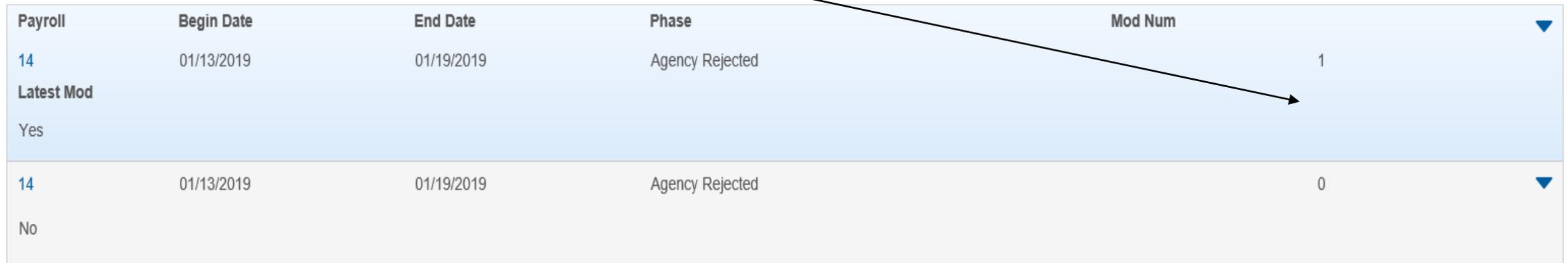
Your payroll modification is listed in the **Initial Phase**. You can make any changes needed to the payroll modification and click the **Save** button. The system displays a message **Save Complete** to confirm that the information was saved successfully. The new modification is listed in the **Contract Payroll Overview** screen with the Modification Number (**Mod Num**) field set. Once that's done you can Sign your payroll and resubmit it.

0 marked for deletion | 0 changed

Payroll	Begin Date	End Date	Phase	Mod Num
9	08/19/2019	08/25/2019	Initial	1
Yes				
9	08/19/2019	08/25/2019	Agency Rejected	0
Latest Mod				
No				
8	08/12/2019	08/18/2019	Approved	0
Yes				
7	08/05/2019	08/14/2019	Approved	0
Yes				

Creating a Payroll Modification - continued

Each subsequent modification is listed in the **Contract Payroll Overview** component, and the value in the **Modification Number** field is automatically increased by an increment of one.



Payroll	Begin Date	End Date	Phase	Mod Num
14	01/13/2019	01/19/2019	Agency Rejected	1
Latest Mod				
Yes				
14	01/13/2019	01/19/2019	Agency Rejected	0
No				

Note: When you add a payroll modification, all the information associated with any previous modifications (including payroll exceptions) becomes read-only and cannot be changed.

Remember once a payroll is signed it cannot be altered or deleted.

Verifying your information for accuracy will assist in keeping the payroll from being rejected or returned.

Once a payroll is rejected, corrections will need to be made by creating a modification to the payroll.

Important!



AASHTOWARE SUPPORT

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