AASHTOWARE PROJECT
CIVIL RIGHTS & LABOR™ (CRL)

Montana Department of Transportation (MDT)

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Creating a Payroll Modification

If a payroll needs to be revised at a point in the workflow when the payroll record can no longer be edited, you can only make the changes by **creating a payroll modification**.

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.

The **system automatically creates a payroll modification** if you **Import** an updated payroll record that has the same contract, payroll vendor, and payroll number as an existing payroll record.
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 as **Initial**. You can then make any changes needed to the payroll modification and click the **Save** button. The system displays a message to confirm that the information was saved successfully. The new modification is listed in the Contract Payroll Overview with the Modification Number field set. Once that’s done you can Sign your payroll and resubmit it.
Creating a Payroll Modification - continued

When adding subsequent modifications, the system creates an identical copy of the payroll record, except that it does not include attachments or comments.

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.

**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.
Four types of system payroll rules

Excel Spreadsheet Utility Convorter Error
• Error Converting Spreadsheet, data missing in a cell.

Import XML File Data Rules
• System checks the XML file during the import process to ensure that the data meets Database requirements

Manual Entry System Rules
• Rules designed to ensure compliance with Agency Options; Required System Fields have Red Asterisks.

System Payroll Rules
• Process runs after the payroll has moved to “Under Agency Review” phase (Example; Overtime Hours, PW Rates, etc.)
## Payroll Work Flow Phase Definitions

A Phase is the status in the Workflow the payroll is in.

<table>
<thead>
<tr>
<th>Phase</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Initial</strong></td>
<td>Initially entered by Prime or Sub. Is unsigned and can be altered or deleted</td>
</tr>
<tr>
<td><strong>Under Tier Review</strong></td>
<td>Sub contractors are responsible for the review of lower tier Subs and progressing them to the next step in the tier review process.</td>
</tr>
<tr>
<td><strong>Under Prime Review</strong></td>
<td>Sub has signed the payroll &amp; the Prime is responsible to review and forward to the Agency.</td>
</tr>
<tr>
<td><strong>Returned</strong></td>
<td>If the Prime contractor or Sub returns the payroll during the Under Prime Review or Under Tier Review phase, the payroll has a status of Returned.</td>
</tr>
<tr>
<td><strong>Prime Rejected</strong></td>
<td>A payroll enters this phase when the Prime contractor rejects a Sub contractor’s payroll after it has been rejected by the agency.</td>
</tr>
<tr>
<td><strong>Under Agency Review</strong></td>
<td>Prime has approved the payroll and is then moved to the Agency for Review and Approval</td>
</tr>
<tr>
<td><strong>Agency Rejected</strong></td>
<td>The Agency has rejected the payroll for errors. The Payroll Exception Report can be run, and the payroll must be modified and resubmitted</td>
</tr>
<tr>
<td><strong>Approved</strong></td>
<td>The Agency has Approved the payroll and no further action is required.</td>
</tr>
</tbody>
</table>
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.
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