



MANUAL PAYROLL ENTRY

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Transportation (MDT)*

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Vendor Access

A vendor/contractor will have access to contracts where they are a Prime contractor or approved Subcontractor.

To request access to the system, submit the CRL Access form electronically:

<https://www.mdt.mt.gov/business/contracting/crl-access.shtml>

Once access is granted, you will receive an email with a temporary password. You can then go in and change it to a password unique to you.

If someone leaves your company, please send an email to CRL Support mdtawprcrlsupport@mt.gov to deactivate their Login.

If you have difficulty logging in, please send an email to CRL Support mdtawprcrlsupport@mt.gov to have your password reset. Passwords must be updated every 90 days by the user. If not, they will need to be reset.

MANUAL ENTRY

Payroll Entry Methods

1. **Manual Entry** – Entry of payroll data directly into AASHTOWare.

2. **XML File Data Import** - Import from contractor payroll system utilizing one of the software vendors capable of exporting to AASHTOWare.

3. **Payroll Spreadsheet, Conversion Tool & Import** – Enter data into the provided spreadsheet, convert to xml format and import.

Montana Specific codes must be used:

https://www.mdt.mt.gov/publications/docs/brochures/dbe_eeo/Certified-Payroll-Codes.pdf

No Paper Payrolls will be accepted.

The Montana Department of Transportation (MDT) is understanding but will not waive contract requirements and will withhold funds pending compliance.

AASHTOWare Login

<https://awproject.mdt.mt.gov/Account/LogOn>

Email address (not case sensitive)

Password (is case sensitive)

Select MDT Contractors from dropdown



[Forgot your contractor username or password?](#)

Vendor Home Page

System Help

The screenshot shows the Vendor Home Page interface. At the top left, there are navigation buttons: 'Home', 'Previous', and 'My Pages'. A 'Switch Role' dropdown menu is open, showing 'Kathy Terrio' and two options: 'NONAGEPRIMEPAYROLL' and 'NONAGESUBPAYROLL'. A callout box points to this menu with the text: 'Select the Role you are working in, Prime or Subcontractor'. In the top right corner, there are 'Actions', 'Help', and 'Log off' buttons. A 'System Help' callout box points to the 'Help' button. Below the navigation, there are two main sections: 'Vendor Payrolls' and 'Unapproved Payrolls'. Each section has a search bar with the placeholder 'Type search criteria or press Enter' and an 'Advanced' link. A callout box points to the search bars with the text: 'Search fields are located on many screens and can be customized by the User by setting advanced filters.' Below each search bar, there is a link to 'Convert Payroll Spreadsheet to XML' and a 'Show first 10' option. The status '0 changed' is visible on the right side of each section.



The Home button takes you back to the Home page or dropdown allows you to change roles



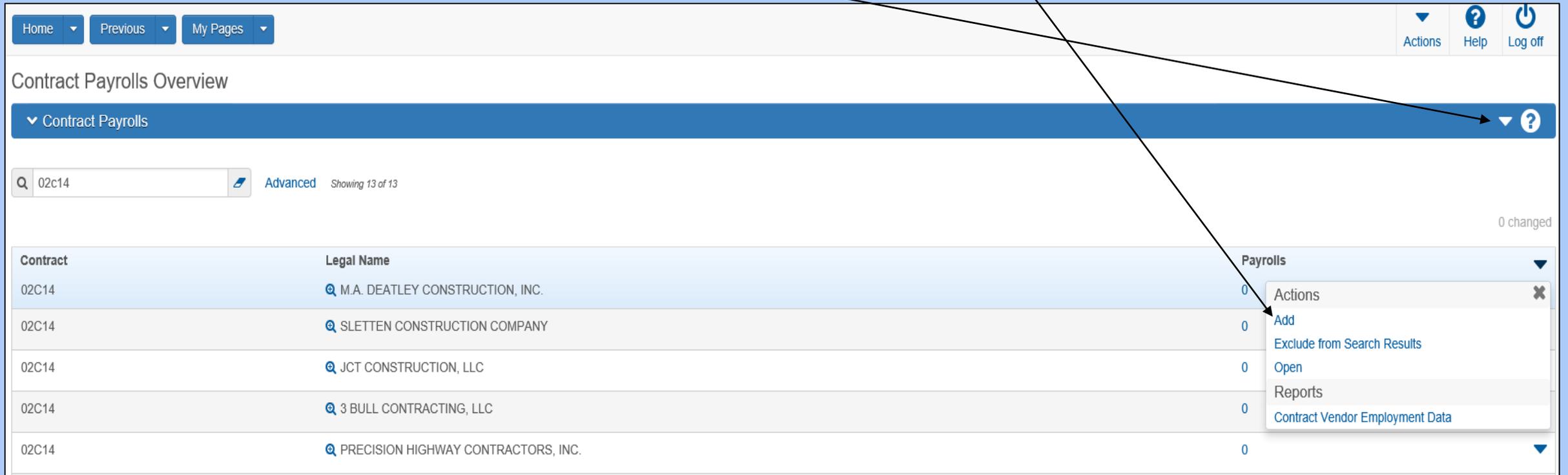
Previous button allows you to go back to the previous page or the dropdown can take you back thru the last 10 pages last visited

Manual Entry - Entry of payroll data directly into AASHTOWare CRL.

The screenshot displays the AASHTOWare CRL interface. At the top, there are navigation tabs: Home, Previous, and My Pages. On the right, there are icons for Actions, Help, and Log off. Below the navigation, the page title is 'PROJECT MDT Non Agency Subcontractor Payroll User'. The main section is titled 'Vendor Payrolls' and contains a search input field with the placeholder text 'Type search criteria or press Enter' and an 'Advanced' link. Below the search field, there is a link 'Convert Payroll Spreadsheet to XML'. A callout box with the text 'Enter your contract number to locate or click on **Show first 10**' has arrows pointing to the search input field and the 'Show first 10' button. Below the search field, there is a link 'Enter search criteria above to see results' and a button 'Show first 10'. The 'Unapproved Payrolls' section is also visible below, with a similar search input field and 'Show first 10' button.

Add Payroll

Click on the action icon  for your company and select the “Add” Quick Link to start a manually entered payroll for this contract.



The screenshot shows the 'Contract Payrolls Overview' page. At the top, there are navigation tabs for 'Home', 'Previous', and 'My Pages'. On the right, there are links for 'Actions', 'Help', and 'Log off'. Below the navigation is a blue header bar with a dropdown arrow and a question mark icon. A search bar contains '02c14' and 'Advanced' filters. The main content is a table with columns for 'Contract', 'Legal Name', and 'Payrolls'. The 'Payrolls' column has a dropdown menu open, showing options: 'Actions', 'Add', 'Exclude from Search Results', 'Open', 'Reports', and 'Contract Vendor Employment Data'. The 'Add' option is highlighted. The table lists five contracts, all with '0' payrolls.

Contract	Legal Name	Payrolls
02C14	M.A. DEATLEY CONSTRUCTION, INC.	0
02C14	SLETTEN CONSTRUCTION COMPANY	0
02C14	JCT CONSTRUCTION, LLC	0
02C14	3 BULL CONTRACTING, LLC	0
02C14	PRECISION HIGHWAY CONTRACTORS, INC.	0

Or click on the **Payrolls** number for your company

Home Previous My Pages Actions Help Log off

Contract Payrolls Overview

Contract Payrolls

Q 02c14 Advanced Showing 13 of 13 0 changed

Contract	Legal Name	Payrolls
02C14	M.A. DEATLEY CONSTRUCTION, INC.	0
02C14	SLETTEN CONSTRUCTION COMPANY	0

Then click on the Component Action icon

Home Previous My Pages Actions Help Log off

Contract Certified Payroll Overview

Contract: 02C14 - LEWISTOWN - SOUTHEAST Save

Vendor ID: 3744 Legal Name: M.A. DEATLEY CONSTRUCTION, INC.

Actions
Add New Payroll
Tasks
Import Payroll

Then **Add New Payroll**

Complete Payroll Information

Add your Payroll Number and Week Begin and End Dates, keeping each week consecutive in number and 7 days in length.

Home Previous My Pages Actions Help Log off

Overview

Add Certified Payroll

Contract: 02C14 - LEWISTOWN - SOUTHEAST Save ?

Payroll Vendor: 3744 - M.A. DEATLEY CONSTRUCTION, INC.

Payroll Number *
1

Begin Date *
04/02/2019

End Date *
04/08/2019

Fringe Benefit Payment Type *

- Cash
- Plan Funds
- Plan Funds with Exceptions

Define **Fringe Benefit Payment Type (see next slide)**, if it is a Plan Funds Program, Cash or a combination of both, then Save. If a combination of both then the Cash portion of the Fringe is listed under **Lump Sum** under Payment Type on the Employee Record.

Define Fringe Benefits

Benefit Programs

New 1 added | 0 marked for deletion | 0 changed

New Certified Payroll Benefit Program

Benefit Program Name * Up to 80 characters

Trustee/Contact Person *

Benefit Program Type *

Benefit Account Number *

Trustee/Contact Phone *

Benefit Program Classification

If you don't know the number, you can create one.

Use the New button to add additional programs. Once you save this information, the **External Payroll Employees** screen will open.

If the employee has not been recorded in the system, select **Add Employee** from the **Actions** menu. Enter information as needed in the Payroll Employee modal window (**see next slide**). Click the Save button.

Home Previous My Pages

Overview Payroll Status

On this page: Contract Employees

External Payroll Employees

Contract: 01718 - 3M SE WHITEFISH - BRIDGE DECK

Payroll Vendor: 7080 - L & J CONSTRUCTION GROUP, LLC

Payroll Number	Modification Number
1	5

Period: 03/31/2019 - 04/06/2019

Fringe Benefit Payment Type: Cash

Employees Save

Add Ref Employees allows you to select employees in your reference employee list. You can also **Add New Project Classification to Employee** to an existing employee that works in multiple classifications. Like as a Laborer and a Truck Driver.

Actions

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

Add Employee modal window. Complete employee details and save. Once saved they are added to your **Reference Employee** list and can then be selected and added to your payroll.

Payroll Employee ✕

▼ Employee Details

First Name *	<input type="text"/>	Middle Initial	<input type="text"/>
Last Name *	<input type="text"/>	Vendor Supplied Employee ID	<input type="text"/>
Payment Type *	<input type="text" value="Hourly"/>	Partial Social Security Number	<input type="text"/>
Gender *	<input type="text"/>		
Ethnic Group *	<input type="text"/>		

▼ Address Information

Address Line 1	<input type="text"/>	State/Province	<input type="text"/>
Address Line 2	<input type="text"/>	Zip Code	<input type="text"/>
City	<input type="text"/>	Change Indicator	<input type="checkbox"/>

Save

After you add your employee, complete the employee's payroll information such as classification, hours, wages and fringe benefit deductions.

Home Previous My Pages Actions Help Log off

Overview Payroll Status

On this page: Contract Employees

External Payroll Employees

Contract: 01718 - 3M SE WHITEFISH - BRIDGE DECK

Payroll Vendor: 7080 - L & J CONSTRUCTION GROUP, LLC

Payroll Number	1	Modification Number	5
Period	03/31/2019 - 04/06/2019	Fringe Benefit Payment Type	Cash

Employees Save 1 of 1

Employee	Kathleen Terrio --	Social Security Number	
	Kathleen A Terrio	Partial Social Security Number	1234
Vendor Supplied Employee ID		Payroll Revised Indicator	No
Payment Type	Hourly		

Employee Information...

Employee list for this payroll

Once all employees with their payroll information have been added, [Sign Payroll](#). The Sign process will allow you to review the payroll before signing.

The screenshot displays the AASHTOWare payroll system interface. At the top, there are navigation tabs for 'Home', 'Previous', and 'My Pages'. On the right, there are 'Actions', 'Help', and 'Log off' buttons. Below the navigation, there are links for 'Overview', 'Payroll', and 'Status'. The main content area is titled 'External Payroll Employees' and shows a contract for '01718 - 3M SE WHITEFISH - BRIDGE DECK' with a payroll vendor of '7080 - L & J CONSTRUCTION GROUP, LLC'. The payroll details include a payroll number of 1, a modification number of 5, a period from 03/31/2019 to 04/06/2019, and a fringe benefit payment type of 'Cash'. Below this, there is a section for 'Employees' with a dropdown menu showing 'Kathleen Terrio'. The employee details for Kathleen A Terrio are listed, including her social security number (1234), partial social security number (1234), and payment type (Hourly). An 'Actions' menu is open on the right, showing options such as 'Copy', 'Create Modification', 'Sign Payroll', 'Tasks', 'Import Payroll', 'Views', 'Attachments', 'Issues', 'Links', 'Reports', 'Payroll Exceptions', 'Payroll Summary', 'Payroll Verification Text', and 'Proxy Verification Report'. A blue question mark icon is visible in the top right corner of the interface.

Remember AASHTOWare Help



has additional information and guidance

SIGN PAYROLL

Click on the Component Action



Then click on Sign Payroll

Home Previous My Pages

Actions Help Log off

Overview Employee Status

External Certified Payroll

Contract: 11718 - 5 M NORTH OF ROSCOE - NORTH

Save ?

Payroll Vendor: 2054 - SLETTEN CONSTRUCTION COMPANY

Payroll Number*

5

Begin Date*

01/06/2019

End Date*

01/12/2019

Fringe Benefit Payment Type*

Plan Funds with Exceptions

Comments

Empty text input field for comments.

Benefit Programs

New

>	Montana Laborers	Fringe Apprenticeship Fund
>	Montana Laborers	Fringe Health/Welfare

- Actions
- Copy
- Create Modification
- Open Payroll Employees Summary
- Sign Payroll
- Tasks
- Import Payroll
- Views
- Attachments
- Issues
- Links
- Reports
- Payroll Exceptions
- Payroll Summary
- Payroll Verification Text
- Proxy Verification Report

The system allows you to **Review**, **Verify** and **Sign** the Payroll. Before signing, **Review** what you entered for accuracy.

▼ Sign Payroll ?

Progress: Review Verify Sign

1 Review:

MDT

Montana Department of Transportation

Payroll Summary Report

Date: 04/17/2019

Page 1 of 1

Contract Description 5 M NORTH OF ROSCOE - NORTH

Contract ID 11718	Vendor Name SLETTEN CONSTRUCTION COMPANY	
State Project Number	Vendor ID 2054	
	Prime Vendor Name SLETTEN CONSTRUCTION COMPANY	
Payroll Number 5	Prime Vendor ID 2054	

Payroll Attachment Descriptions		
	Last Updated Date	Attachment Description
Modification Number 0	03/15/2019	XML_CPR_20190112_2752-18487_lgreenwood.xml

Payroll Begin Date 01/06/2019

Payroll End Date 01/12/2019

Payroll Status

Paper Copy On File No

Fringe Benefit Type Plan Funds with Exceptions

11:38 AM

Then click the arrow at the bottom of the page to progress to **Verify**



STATEMENT OF COMPLIANCE

THE SYSTEM HAS THE REQUIRED LANGUAGE AND SHOWS THE PERSON SIGNING THE PAYROLL.

By clicking the right **arrow** at the bottom of the page, you will proceed in the signing process.



▼ Sign Payroll

Progress: Review Verify Sign

2 Verify:
Date: 04/17/2019

I, Kathy Terrio PILOT Payroll Manager
do hereby state:

(1) That I pay or supervise the payment of the persons employed by SLETTEN CONSTRUCTION COMPANY on the 11718 5 M NORTH OF ROSCOE - NORTH; that during the payroll period commencing on 01/06/2019, and ending on 01/12/2019, all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said SLETTEN CONSTRUCTION COMPANY from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. § 3145).

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TIT F 18 AND SECTION 231 OF TIT F 31 OF THE UNITED STATES CODE

Sign Payroll

▼ Sign Payroll ?

Progress: Review Verify **Sign**

3 Sign:

Signed By	Signed Date
First Name	
Last Name	

Comments

Click on the green box at the bottom of the page

Sign Payroll

← →

Signature Process Complete

▼ Sign Payroll ?

Progress: Review Verify Sign

3 Sign:

Signed By	Signed Date
MDTContractorKterrio@mt.gov	6/17/2019

First Name
Kathy

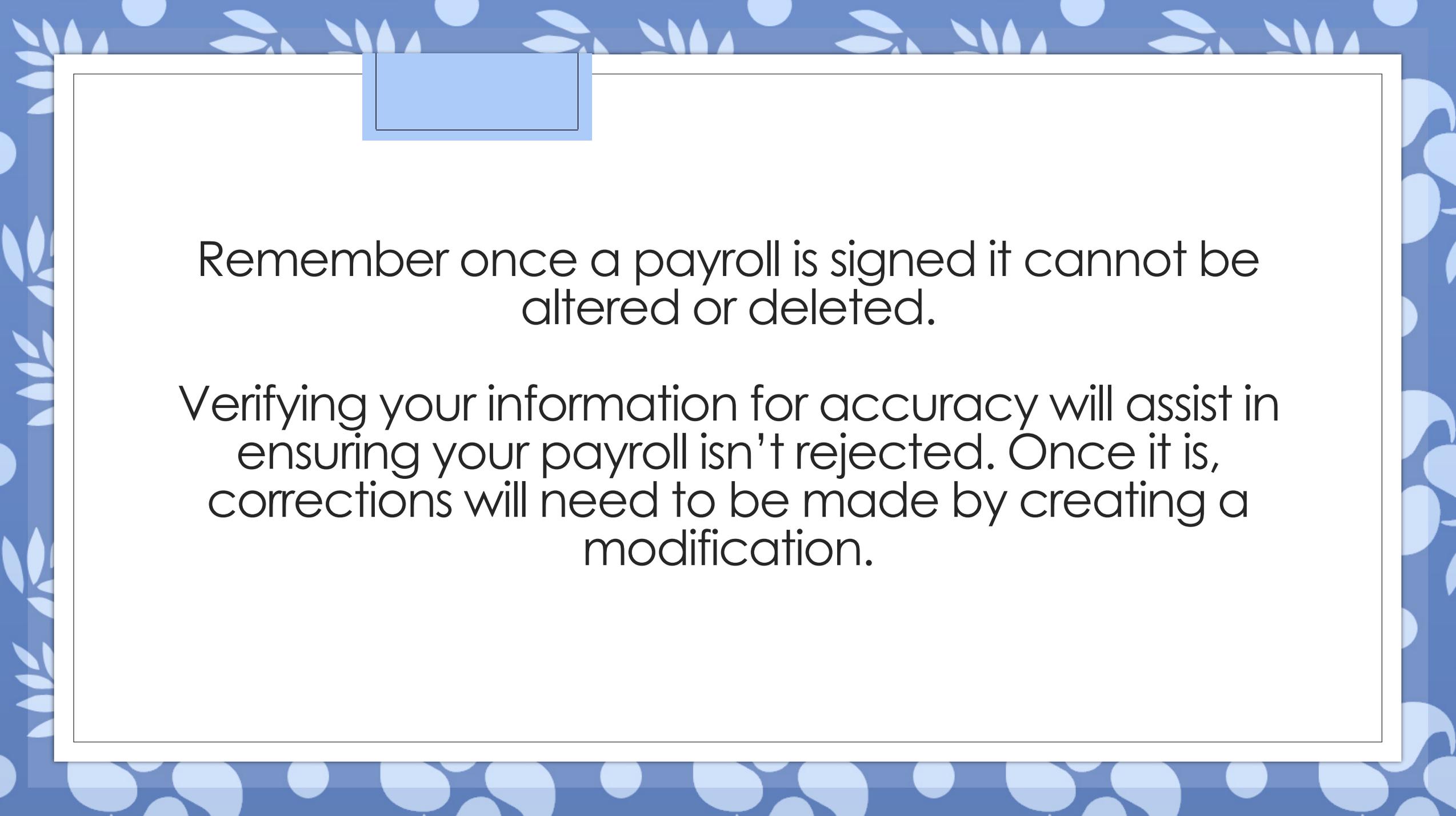
Last Name
Terrio

Comments

Signature Process Completed

← →

Once complete, the payroll is progressed to the next level. This could be Under Prime Review, Tier Review or Agency Review



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

Verifying your information for accuracy will assist in ensuring your payroll isn't rejected. Once it is, corrections will need to be made by creating a modification.

Payroll Work Flow Phase Definitions

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

Initial – Initially entered by Prime or Sub. Is unsigned and can be altered or deleted

Under Tier Review – Sub contractors are responsible for the review of lower tier Subs and progressing them to the next step in the tier review process.

Under Prime Review - Sub has signed the payroll & the Prime is responsible to review and forward to the Agency.

Returned - 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.

Prime Rejected - A payroll enters this phase when the Prime contractor rejects a Sub contractor's payroll after it has been rejected by the agency.

Under Agency Review - Prime has approved the payroll and is then moved to the Agency for Review and Approval

Agency Rejected – The Agency has rejected the payroll for errors. The Payroll Exception Report can be run, and the payroll must be modified and resubmitted

Approved – The Agency has Approved the payroll and no further action is required.

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

EMAIL:

mdtawprcrsupport@mt.gov