AASHTOWARE PROJECT
CIVIL RIGHTS & LABOR™ (CRL)

Montana Department of Transportation (MDT)

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PAYROLL EXCEPTION REPORT
When a payroll in Under Agency Review status is rejected, the system automatically sets its status to Agency Rejected and sets the payroll's Agency Original Not Accepted Date field to the current date.

If a payroll is rejected the MDT Reviewer checks the Vendor Notified box before saving. This allows the contractor to generate the Payroll Exception Report. The report runs against only the latest modification for the selected payroll.

Example of Payroll Exception Report.
To run the report click on the Action arrow.

Then click Generate Report
In the search box type Payroll Exception or just Payroll to find the report. Place a check next to the report name. Once you check it, the system will automatically go to the next screen so that you can locate the payroll you are working with.
Pick the payroll you wish to run the report on then click **Execute** in the upper right corner.
### Payroll Exception Report

<table>
<thead>
<tr>
<th>Exception ID</th>
<th>Payroll Exception Description</th>
<th>Exception Resolved By</th>
<th>Resolution Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>542</td>
<td>Vendor ID '7080', Contract ID '01718', Payroll Number '1', Modification Number '6', Payroll Employee 'Kathleen A. Terrio', Project ID '80880140000', Labor Classification Truck Driver - Zone 1: For Payroll Employee (Kathleen A. Terrio), the reported Total Payroll Compensation (360.00) for this Craft Code / Zone / Labor Classification (TRO2/ STATEWIDE/ TROCK1) does not meet the minimum required pay (382.20) based on the Wage Decision Modification (General Decision Number MT180080 031818, Modification Description '2') with a difference of 22.20.</td>
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</tbody>
</table>
Once you have corrected the errors the report shows, you are ready to submit your payroll modification.
AASHTOWARE SUPPORT
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