



# AASHTOWARE PROJECT CIVIL RIGHTS & LABOR™ (CRL)

*Montana Department of  
Transportation (MDT)*

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PAYROLL  
EXCEPTION  
REPORT

# 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.



## Montana Department of Transportation

Date:

### Payroll Exception Report

Page 1 of 1

Contract ID: 12218 MELROSE - DIVERSION STRUCTURE  
Prime Vendor: 2448 JORDAN CONTRACTING, INC.  
State Project Number:  
Payroll Vendor: 0711 JLC, INC.  
Payroll Number: 14 Modification Number: 1  
Payroll Begin Date: 01/13/2019 Payroll End Date: 01/19/2019

Exception ID	Payroll Exception Description	Exception Resolved By	Resolution Date	Comments
524	Vendor ID '0711', Contract ID '12218', Payroll Number '14', Modification Number '1', Payroll Employee 'Tanner Cooney': Straight Time Hours value (0.00) is less than the Calc Total Straight Time Hours value (3.50) for Payroll Employee Tanner Cooney.			
525	Vendor ID '0711', Contract ID '12218', Payroll Number '14', Modification Number '1', Payroll Employee 'Christopher J. Pesanti': Straight Time Hours value (0.00) is less than the Calc Total Straight Time Hours value (3.50) for Payroll Employee Christopher J. Pesanti.			

Example of Payroll Exception Report.

To run the report click on the Action arrow.

The screenshot displays a web application interface for 'PROJECT Non Agency Prime Contractor Payroll User'. At the top, there are navigation buttons for 'Home', 'Previous', and 'My Pages'. On the right, there are 'Actions', 'Help', and 'Log off' buttons. Below the navigation, there are links for 'Vendor Payrolls' and 'Unapproved Payrolls'. A search bar is present with the text 'Type search criteria or press Enter' and an 'Advanced' button. A callout box with the text 'Then click Generate Report' points to the 'Generate Report' option in the 'Actions' dropdown menu. The dropdown menu also includes options like 'Open Process History', 'Tracked Issues', 'Cases', 'Import File', 'Execute Process', 'Global Attachments', 'Global Links', 'My Settings', and 'My Outbox'. At the bottom, there is a 'Convert Payroll Spreadsheet to XML' link and a 'Show first 10' button. The status '0 changed' is visible in the bottom right corner.

Home

Previous

My Pages

Actions

Help

Log off

## Generate Report

Generate Report

Execute

Settings

Select Report

1 of 5



Payroll Exception



Advanced

Showing 1 of 1

0 selected

Report

Data



Payroll Exception Report

CertifiedPayroll

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.

Home

Previous

My Pages

Actions

Help

Log off

## Generate Report

Generate Report - Payroll Exception Report

Execute

Settings

Select Data

2 of 5

Enter search criteria or hit enter

Advanced Showing 29 of 29

Select: All | None

1 selected

Contract	Description	Vendor	Legal Name	Payroll	Mod Num	
✓ 01718	3M SE WHITEFISH - BRIDGE I	7080	L & J CONSTRUCTION GROU		1	6
12218	MELROSE - DIVERSION STRL	2448	JORDAN CONTRACTING, INC		25	0
12218	MELROSE - DIVERSION STRL	2448	JORDAN CONTRACTING, INC		22	0
12218	MELROSE - DIVERSION STRL	2448	JORDAN CONTRACTING, INC		21	0
12218	MELROSE - DIVERSION STRL	2448	JORDAN CONTRACTING, INC		19	0

Pick the payroll you wish to run the report on then click **Execute** in the upper right corner

# Example of the report



## Montana Department of Transportation

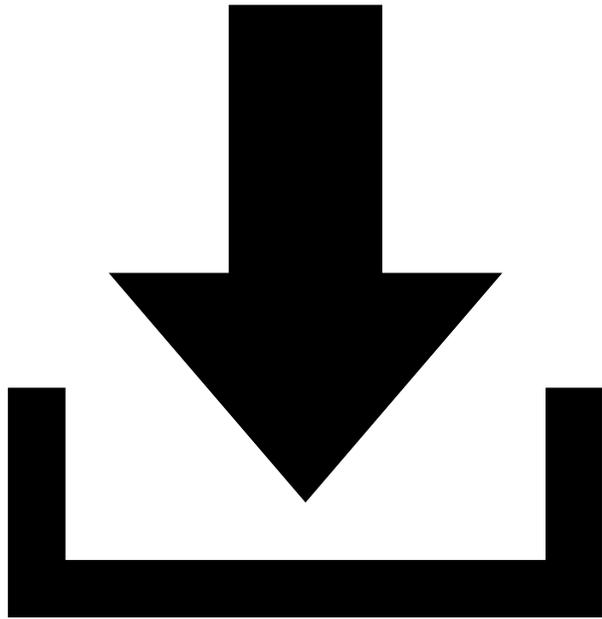
Date:

### Payroll Exception Report

Page 1 of 1

**Contract ID:** 01718                      3M SE WHITEFISH - BRIDGE DECK  
**Prime Vendor:** 2097                      SCHELLINGER CONSTRUCTION CO., INC.  
**State Project Number:**  
**Payroll Vendor:** 7080                      L & J CONSTRUCTION GROUP, LLC  
**Payroll Number:** 1                      **Modification Number:** 6  
**Payroll Begin Date:** 03/31/2019                      **Payroll End Date:** 04/06/2019

Exception ID	Payroll Exception Description	Exception Resolved By	Resolution Date	Comments
542	Vendor ID '7080', Contract ID '01718', Payroll Number '1', Modification Number '6', Payroll Employee 'Kathleen A. Terrio', Project ID '8088014000', Labor Classification 'Truck Driver - Zone 1': For Payroll Employee (Kathleen A. Terrio), the reported Total Payroll Compensation (300.00) for this Craft Code / Zone / Labor Classification (TRCK2/ STATEWIDE/ TRCKZ1) does not meet the minimum required pay (382.20) based on the Wage Decision Modification (General Decision Number 'MT180080 031618', Modification Description '2') with a difference of 82.20.			



Once you have corrected the errors the report shows, you are ready to submit your payroll modification.



AASHTOWARE SUPPORT

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