AASHTOWARE PROJECT
CIVIL RIGHTS & LABOR™ (CRL)

Montana Department of Transportation (MDT)

Kathy Terrio, Labor Compliance Construction Administration Section
kterrio@mt.gov
406.444.9270
SIGN PAYROLL
Click on the Component Action

Then click on Sign Payroll
The system allows you to **Review**, **Verify** and **Sign** the Payroll. Review what you entered for accuracy.

The click the arrow at the bottom of the page to progress to Verify
This screen shows the system has the Federally required language and shows the person signing the payroll.

By clicking the right arrow at the bottom of the page, you will complete the signing process and receive a notification on the page when complete.

Verify Screen

Date: 04/17/2019

Kathy Tanio PILOT Payroll Manager

do hereby state:

(1) That I pay or supervise the payment of the persons employed by SLETEN CONSTRUCTION COMPANY on the 11171 5 M NORTH OF ROSCOE - NORTH, that during the payroll period commencing on 01/01/2019, 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 SLETEN 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 (40 Stat. 946, 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 1081 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.
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.
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

MDT AWPR CRL Support