AASHTOWARE PROJECT CIVIL RIGHTS & LABOR™ (CRL)

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SIGN PAYROLL
Successfully Imported Payroll

Once a Payroll is successfully imported, return to the Home screen and locate your payroll to review and sign.
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.
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.

[Image of the verification process page]
Click on the green box at the bottom of the page.
Signature Process Complete

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.
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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