



AASHTOWARE PROJECT CIVIL RIGHTS & LABOR™ (CRL)

*Montana Department of
Transportation (MDT)*

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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. You can locate it by either entering the contract number in the search box or clicking on **Show first 10**.

Home Previous My Pages Actions Help Log off

On this page: Vendor Payrolls Unapproved Payrolls

PROJECT MDT Non Agency Prime Contractor Payroll User

Vendor Payrolls

Type search criteria or press Enter Advanced

[Convert Payroll Spreadsheet to XML](#)

Enter search criteria above to see results or **Show first 10** 0 changed

Unapproved Payrolls

Type search criteria or press Enter Advanced

0 changed

Open the payroll you wish to Sign and Click on the Component Action arrow.



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

Benefit Programs

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

Fringe Benefit Payment Type*
Plan Funds with Exceptions

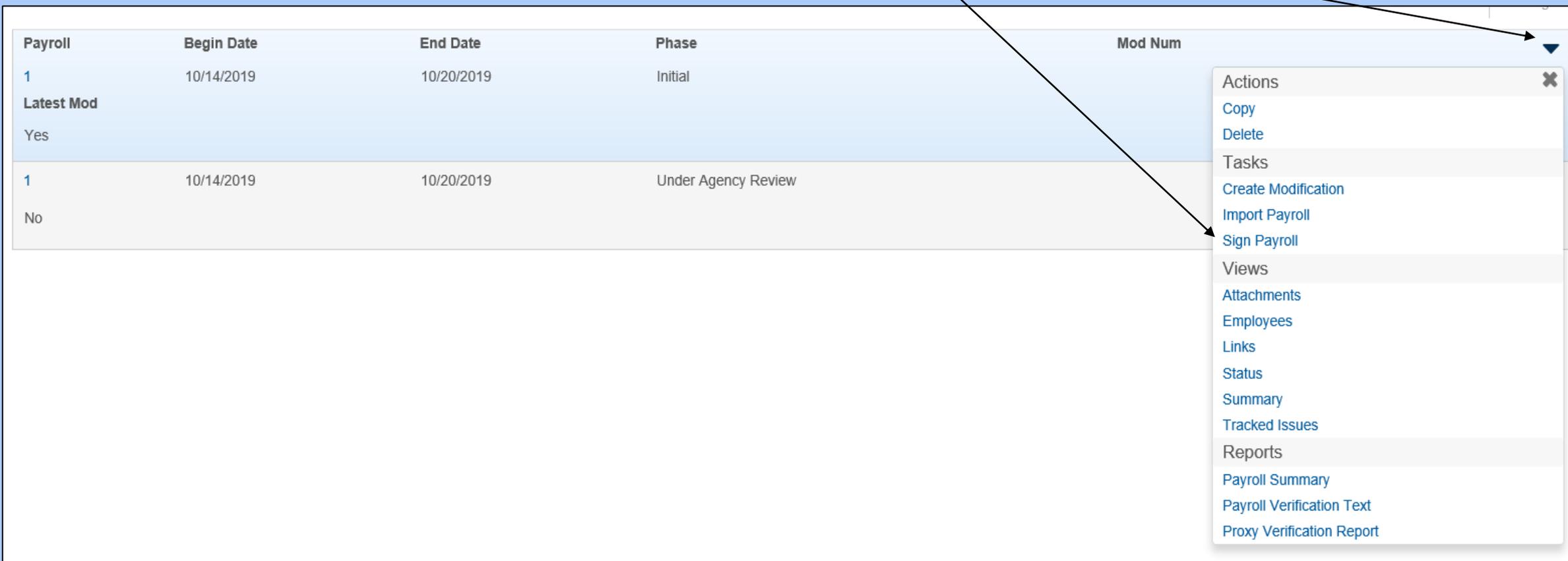
Comments

- 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

Then click on Sign Payroll

OR

From the Contract Certified Payroll Overview screen, click on the payroll's Actions arrow to open the menu and click on **Sign Payroll**



The screenshot displays a table with the following columns: Payroll, Begin Date, End Date, Phase, and Mod Num. The table contains two rows of data. The first row is highlighted in light blue and has a dropdown arrow in the Mod Num column. The second row is highlighted in light gray. An actions menu is open over the first row, listing various options under different categories.

Payroll	Begin Date	End Date	Phase	Mod Num
1	10/14/2019	10/20/2019	Initial	
1	10/14/2019	10/20/2019	Under Agency Review	

The actions menu for the first row includes the following items:

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

The system allows you to **Review**, **Verify** and **Sign** the Payroll. Ensure you 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	
	Prime Vendor ID 2054	

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

Payroll Number 5
Modification Number 0
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

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.



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:

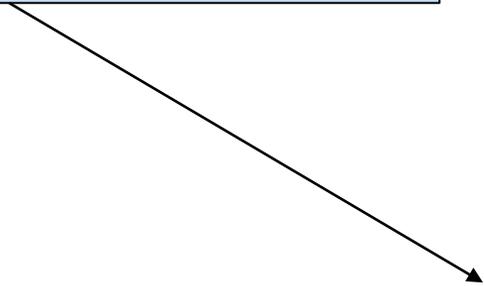
Signed By	Signed Date
First Name	
Last Name	

Comments

Sign Payroll

← →

Click on the green box at the bottom of the page



Signature Process Complete

▼ Sign Payroll ?

Progress: Review Verify Sign

3 Sign:

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

First Name
Kathy

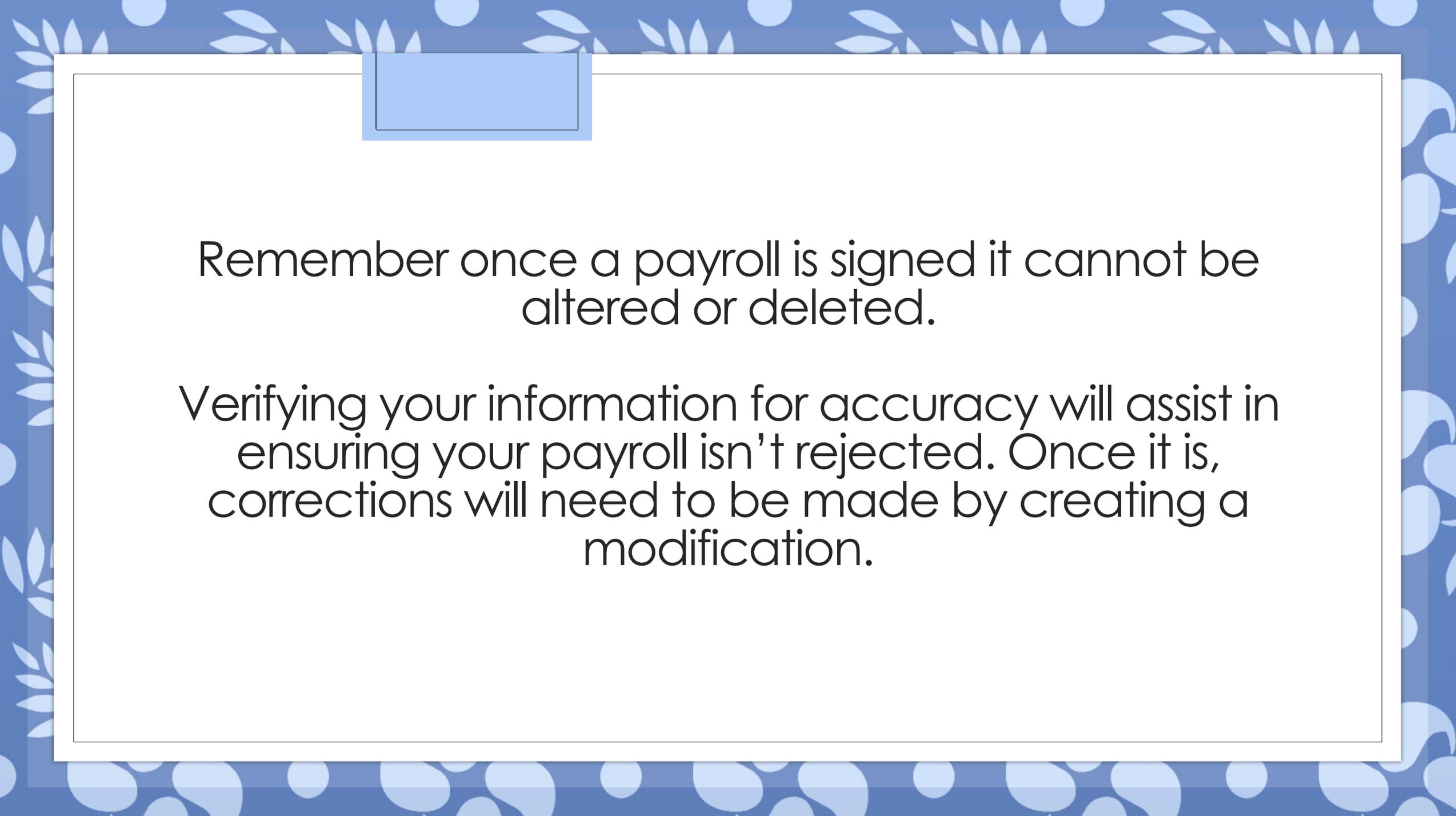
Last Name
Terrio

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.

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.

Workers with **multiple** classifications must have a **second** classification block.



AASHTOWARE SUPPORT

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