



AASHTOWARE PROJECT CIVIL RIGHTS & LABOR™ (CRL)

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Transportation (MDT)*

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PAYROLL ENTRY
METHODS FOR
ELECTRONIC
CERTIFIED PAYROLLS

Payroll Entry Methods

1. **Manual Entry** – Entry of payroll data directly into AASHTOWare.
2. **XML File Data Import** - Import from contractor payroll system utilizing one of the software vendors capable of exporting to AASHTOWare.
3. **Payroll Spreadsheet, Conversion Tool & Import** – Enter data into the provided spreadsheet, convert to xml format and import.

Montana Specific codes must be used:

https://www.mdt.mt.gov/publications/docs/brochures/dbe_eeo/Certified-Payroll-Codes.pdf

No Paper Payrolls will be accepted.

The Montana Department of Transportation (MDT) is understanding but will not waive contract requirements and will withhold funds pending compliance.

PAYROLL
SPREADSHEET,
CONVERSION &
IMPORT

Payroll Spreadsheet Requirements

To utilize the provided payroll spreadsheet to complete and import your certified payrolls, ensure you are using Microsoft Excel 2010 or newer.



		O.T.	Over Time Hours				
		S.T.	Standard Time Hours		Hours Worked		
		S.H.	Salaried Time Hours				
Select Employee		O.T.	0.00	0.00	0.00	0.00	0.00
Project ID #		S.T.	0.00	0.00	0.00	0.00	0.00
		S.H.	0.00	0.00	0.00	0.00	0.00
Craft Code	Select Craft Code			OJT %	Apprentice ID	Apprentice Wage %	Lump
Labor Code	Select Labor Code						
Salaried Employee Only							
Period Salaried Hours	Normal Salary	Gross Pay	FICA	Federal Income Tax	Optional 1	Optional 2	Oth Deduc
							0.0
Fringe Benefit Rates							
Health Welfare	Vacation Holiday	Apprentice Fund	Pension	Other 1	Oth		

Note - The Project ID# is the same as the UPN#

Payroll Spreadsheet

By using the provided **Payroll Spreadsheet** and **Conversion Tool**, you will be able to import your payroll **XML** file into AASHTOWare CRL.

[Payroll Spreadsheet](#)

[Conversion Tool](#)

Contract Information

AASHTOWare Project™ Payroll Spreadsheet Conversion Utility 2.0

PLEASE READ THESE TERMS OF USE CAREFULLY BEFORE CONTINUING YOUR USE OF THIS SPREADSHEET. IF YOU USE THIS SPREADSHEET YOU ACCEPT AND AGREE TO ALL OF THE TERMS AND CONDITIONS CONTAINED IN THESE TERMS. IF YOU DO NOT AGREE WITH THESE TERMS AND CONDITIONS, DO NOT USE THIS SPREADSHEET. USE OF THIS SPREADSHEET IS AT YOUR SOLE RISK, AND AASHTO ACCEPTS NO RESPONSIBILITY FOR THE RESULTS RETURNED. UPDATED 12/10/18

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Instructions

- 1: The blue fields are available for data entry.
- 2: Click the field names for a description.
- 3: Use 'Save As' in Excel to save file. Note the name and the location where you are saving.
4. Upload the spreadsheet/XML file using prescribed Agency method.

CONTRACTOR <input type="checkbox"/>		SUBCONTRACTOR <input type="checkbox"/>		CONTRACTOR ADDRESS						
Name of Contractor	<input type="text"/>	Addr 1	<input type="text"/>							
Contractor's ID	<input type="text"/>	Addr 2	<input type="text"/>							
Payroll Number	<input type="text"/>	City	<input type="text"/>	State:	<input type="text"/>			Zip:	<input type="text"/>	
Far Week Ending	#####	Contract #	<input type="text"/>							
Day	<input type="text" value="Select Day"/>									
Date	<input type="text"/>									

One of two boxes needs to be checked.

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

In addition to the basic hourly wage rate paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount for the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

Complete the **Contractor** and **Contract** information along with the **Payroll Number**, **Dates** and **Days** of the week. Remember a payroll must be 7 days in length and consecutive.

Select where **Fringe Benefits** are going whether to a Plan, Cash or both.

Individual Employee Information

Select Employee from drop down. These come from the list created on the previous slide.

Individual Employee Name and Identifier		O.T. Over Time Hours	Hours Worked						Total Project Classification Hours	RATE OF PAY	Employee Comments							
Last Name		O.T.	0.00	0.00	0.00	0.00	0.00	0.00	0.00		Employee Comments							
First Name		S.T.	0.00	0.00	0.00	0.00	0.00	0.00	0.00									
Middle Initial		S.H.	0.00	0.00	0.00	0.00	0.00	0.00	0.00									
SSN		Craft Code	Select Craft Code						OJT %	Apprentice ID		Apprentice Wage %	Lump Sum	Project Gross				
Partial SSN		Labor Code	Select Labor Code						0					0.00				
Vendor Emp ID		Salaried Employee Only																
Gender		Period Salaried Hours	Normal Salary							Gross Pay		FICA	Federal Income Tax	Optional 1	Optional 2	Other Deductions	Total Deductions	NET WAGES
Ethnicity										Fringe Benefit Rates								
Addr Line 1				Health Welfare	Vacation Holiday	Apprentice Fund	Pension	Other 1	Other 2	Fringe Benefits Total								
Addr Line 2										0.00								
City										0.00								
State										0.00								
Zip										0.00								
Has Changed?	false									0.00								
Salaried (y/n):	No									0.00								
4(c) EXCEPTION (CRAFT)										Other Deductions								
										Other Deduction Description						Amount		

By adding employees to the **Employee Information** Tab, then selecting them, their information is populated into the payroll. This allows consistency and reduces **Employee Mismatches** resulting in a payroll being rejected and then having to be modified by the contractor.

Cash Fringe vs. Plan Fringe

When **Fringe Benefits** are paid to **Cash** instead of a Plan or Program the total amount of **fringe due (rate x hours)** is entered into the **Lump Sum** box then manually added to the **Project Gross** pay amount.

Individual Employee Name and Identifier		O.T. Over Time Hours S.T. Standard Time Hours S.H. Salaried Time Hours		Hours Worked				Total Project Classification Hours	RATE OF PAY				
Last Name		Select Employee		O.T.	0.00	0.00	0.00	0.00	0.00	0.00			
First Name		Project ID #		S.T.	0.00	0.00	0.00	0.00	0.00	0.00			
Middle Initial				S.H.	0.00	0.00	0.00	0.00	0.00	0.00			
SSN				OJT %		Apprentice ID	Apprentice Wage %	Lump Sum	Project Gross				
Partial SSN		Craft Code	Select Craft Code						0.00				
Vendor Emp ID		Labor Code	Select Labor Code										
Gender		Salaried Employee Only											
Ethnicity		Period Salaried Hours	Normal Salary										
Addr Line 1				Gross Pay	FICA	Federal Income Tax	Optional 1	Optional 2	Other Deductions	Total Deductions	NET WAGES		
Addr Line 2									0.00	0.00	0.00		
City				Fringe Benefit Rates									
State				Health Welfare	Vacation Holiday	Apprentice Fund	Pension	Other 1	Other 2		Fringe Benefits Total		
Zip											0.00		
Has Changed?	false												
Salaried (y/n) :	No												
4(c) EXCEPTION (CRAFT)													Other Deductions

When **Fringe Benefits** are paid to a **Plan** or **Program**, the individual **Fringe Benefit Rates** are added to the boxes and the formula in the spreadsheet places the total in the **Fringe Benefits Total** box.

Employees in Multiple Classifications

Must have a separate block for each classification.

The **Net Wages** from one block is added to the **Gross Pay** on the other block.

All Deductions such as FICA, Medicare etc. can be on the first or second classification block.

O.T.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45.0000	
S.T.	0.00	0.00	10.00	10.00	10.00	0.00	0.00	30.00	30.00	
S.H.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1										
	OJT %	Apprentice ID	Apprentice Wage %	Lump Sum	Project Gross					
LABR1	LABRZ1				900.00					
Gross Pay	FICA	Federal Income Tax	Optional 1	Optional 2	Other Deductions	Total Deductions	NET WAGES			
900.00					0.00	0.00	900.00			
Fringe Benefit Rates										
Health Welfare	Vacation Holiday	Apprentice Fund	Pension	Other 1	Other 2	Fringe Benefits Total				
5.00			4.60			288.00				
Other Deductions										
Other Deduction Description										Amount

O.T.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	47.5000	
S.T.	0.00	0.00	0.00	0.00	0.00	10.00	0.00	10.00	35.00	
S.H.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2										
	OJT %	Apprentice ID	Apprentice Wage %	Lump Sum	Project Gross					
LABR2	LABRZ1				350.00					
Gross Pay	FICA	Federal Income Tax	Optional 1	Optional 2	Other Deductions	Total Deductions	NET WAGES			
1250.00	150.00	100.00	50.00		100.00	400.00	850.00			
Fringe Benefit Rates										
Health Welfare	Vacation Holiday	Apprentice Fund	Pension	Other 1	Other 2	Fringe Benefits Total				
5.00			4.60			96.00				
Other Deductions										
Other Deduction Description										Amount
Child Support										100.00

AASHTOWare Home Page

Home Previous My Pages

On this page: Vendor Payrolls Unapproved Payrolls

PROJECT 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

Unapproved Payrolls

Type search criteria or press Enter Advanced

Enter search criteria above to see results or Show first 10

Converting an Excel Spreadsheet to XML File

Click on the link

[Convert Payroll Spreadsheet to XML](#)

This takes you to the Conversion Utility



AASHTOWare Project™ Payroll Spreadsheet Conversion Utility 2.0

The best way to produce Payroll XML files is to use a software system to manage the data that can also produce this format directly. However, not all end users will have such a system available to them. In that case, data can be manually entered directly into the [AASHTOWare Project Civil Rights & Labor Management System™](#) (formerly Trns•Port CRLMS®) module, or produced using an Excel spreadsheet.

AASHTO provides a general-purpose Microsoft Excel 2007 (XLSX) spreadsheet to agencies that can be used to enter payroll data (Payroll Spreadsheet) and an online conversion utility that can take a filled-in spreadsheet and return a valid Payroll XML file for delivery to an agency.

Spreadsheet

Agency Instructions

- Download the Payroll Spreadsheet: Log into Cloverleaf > Software Downloads > AASHTOWare Project section/Related Documentation Tab.
- Populate the tabs Ethnicity, Craft, Labor, and State with your agency's specific values prior to distributing to the contractor.

Contractor Instructions

- Please contact your agency to request a copy of their customized Payroll Spreadsheet.
- Completed Payroll spreadsheets can be used with the Conversion Utility below.
- If you experience issues with using the AASHTOWare Project Spreadsheet and Conversion Utility, please contact your agency's representative.

Converter

Once you have a payroll spreadsheet with your data entered, you can create a Payroll XML file online with this tool.

Instructions:

- Use the following form to select the spreadsheet you have created, Check the box agreeing to the [Terms of Use](#), then click the **Convert** button to send your spreadsheet to the online conversion utility.

Browse... I agree to the [Terms of Use](#)

- Save the Payroll XML file that is returned from the online converter.

You can now deliver the Payroll XML file to the agency via whatever method they have established.

AASHTOWare Project Payroll Spreadsheet Conversion Utility using **Internet Explorer**

Browse to the location on your computer where you saved your payroll spreadsheet. Check the **I agree** box then the **Convert** button.

AASHTOWare Project™ Payroll Spreadsheet Conversion Utility 2.0

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V:\CRL\LABOR COMPLIANCE Browse...

I agree to the [Terms of Use](#) Convert

- Save the Payroll XML file that is returned from the online converter.

You can now deliver the Payroll XML file to the agency via whatever method they have established.

Conversion - Using Internet Explorer

Click on the drop down, then **Save As** and save to your computer location.





AASHTOWare Project™ Payroll Spreadsheet Conversion Utility 2.0

The best way to produce Payroll XML files is to use a software system to manage the data that can also produce this format directly. However, not all end users will have such a system available to them. In that case, data can be manually entered directly into the AASHTOWare Project Civil Rights & Labor Management System™ (formerly Trns•Port CRLMS®) module, or produced using an Excel spreadsheet.

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Converter

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Instructions:

- Use the following form to select the spreadsheet you have created, Check the box agreeing to the [Terms of Use](#), then click the **Convert** button to send your spreadsheet to the online conversion utility.

No file chosen

I agree to the [Terms of Use](#)

- Save the Payroll XML file that is returned from the online converter.

You can now deliver the Payroll XML file to the agency via whatever method they have established.

AASHTOWare Project Payroll Spreadsheet Conversion Utility using **Google Chrome**

Browse to the location on your computer where you saved your payroll spreadsheet. Check the **I agree** box then the **Convert** button.

Conversion - Using Google Chrome

Open payroll and save to
your computer location.

XML Resource Kit Spreadsheet Conversion Utility 2.0

AASHTOWare Project™ Payroll Spreadsheet Conversion Utility 2.0

The best way to produce Payroll XML files is to use a software system to manage the data that can also produce this format directly. However, if you do not have such a system available to them. In that case, data can be manually entered directly into the AASHTOWare Project Civil Rights & Labor (formerly Trns•Port CRLMS®) module, or produced using an Excel spreadsheet.

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Converter

Once you have a payroll spreadsheet with your data entered, you can create a Payroll XML file online with this tool.

Instructions:

- Use the following form to select the spreadsheet you have created, Check the box agreeing to the [Terms of Use](#), then click the **Convert** button to upload the spreadsheet to the online conversion utility.

Copy of Roscoe C...1.03.18.xlsx I agree to the [Terms of Use](#)

- Save the Payroll XML file that is returned from the online converter.

You can now deliver the Payroll XML file to the agency via whatever method they have established.

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Copy of Roscoe C...xml

Importing Multiple files using Google Chrome only – Click on dropdown arrow, then click on Import Payroll.

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 of Show first 10

Unapproved Payrolls

Type search criteria or press Enter Advanced

Enter search criteria above to see results of Show first 10

0 changed

0 changed

At this screen, click on the Select File button. You can select multiple files using Google Chrome only. These can then be uploaded at once. Once selected, click on Import.

Home Previous My Pages Actions Help Log off

Import

There are unsaved changes.

Payroll Import

Select File...

Test1.xml 9183 bytes

Test2.xml 9183 bytes

Import

Once you click Import, [Go to Process History Import Notifications.](#)

Header	User ID	File Name
Import payroll files from multiple files. Please see individual process histories for details Log Start Time: 04/01/2019 10:03:11.608 Information: Import payroll files from the zip file: GeneratedPayrollImports_20190401100311.zip Finish Time: 04/01/2019 10:03:28.000	state\U2879	GeneratedPayrollImports_20190401100311.zip Output Files ImportPayrollFile.LOG Error.log GeneratedPayrollImports_20190401100311.zip
<input type="checkbox"/>	04/01/2019 10:03:11 AM	04/01/2019 10:03:28 AM
Reviewed		
Vendor ID '7300', Contract ID '11718', Payroll Number '14', Modification Number '1' Log Start Time: 04/01/2019 10:03:28.281 Warning: UserName 'state\U2879', Vendor ID '7300', Contract ID '11718', Payroll Number '14', Modification Number '0': Created modification '1' for Payroll Number '14'	state\U2879	Test2.xml Success Yes Test2.xml Error.log ImportPayrollFile.LOG
<input type="checkbox"/>	04/01/2019 10:03:28 AM	04/01/2019 10:03:28 AM
Reviewed		
Vendor ID '7300', Contract ID '01718', Payroll Number '14', Modification Number '1' Log Start Time: 04/01/2019 10:03:25.718 Warning: UserName 'state\U2879', Vendor ID '7300', Contract ID '01718', Payroll Number '14', Modification Number '0': Created modification '1' for Payroll Number '14'	state\U2879	Test1.xml Success Yes Test1.xml ImportPayrollFile.LOG Error.log
<input type="checkbox"/>	04/01/2019 10:03:25 AM	04/01/2019 10:03:28 AM
Reviewed		

When Importing several payrolls at one time for the same or different contracts, the system creates multiple files. One zip file and separate payroll files.

Importing a single Payroll file.

Home Previous My Pages

Actions Help Log off

On this page: Vendor Payrolls Unapproved Payrolls

PROJECT Non Agency Prime Contractor Payroll User

Vendor Payrolls

Q Type search criteria or press Enter Advanced

Convert Payroll Spreadsheet to XML

Enter search criteria above to see results or Show first 10

Unapproved Payrolls

Q | Advanced

Enter search criteria above to see results or Show first 10

0 changed

0 changed

Click on Import Payroll, browse to the saved XML file

Actions

There are no actions available.

Tasks

Import Payroll

Importing a Payroll - Continued

Home ▾ Previous ▾ My Pages ▾

Actions Help Log off

Import

▾ Import Import ▾ ?

Select File...

Select the file and the **Import** button opens so it may be clicked. Click **Import** and **Save**.

Home ▾ Previous ▾ My Pages ▾

Actions Help Log off

Import

There are unsaved changes. x

▾ Payroll Import Import ▾ ?

Select File...

6211_102018.xml 79824 bytes

Once Imported, Click on **Go to Process History Payroll Import Notifications**

The screenshot shows a web interface for payroll import. At the top, there are navigation buttons: 'Home', 'Previous', and 'My Pages'. On the right side, there are icons for 'Actions', 'Help', and 'Log off'. Below the navigation, there is a green notification bar that says 'Payroll Import Submitted - See Notifications' with a close button (X). Underneath the notification, there is a blue header bar with a dropdown menu labeled 'Import' and an 'Import' button with a help icon. Below the header, there is a 'Select File...' button and the text '6211_102018.xml 79824 bytes'. At the bottom of the main content area, there is a blue link that says 'Go to Process History Payroll Import Notifications'. A black arrow points from the text in the top box to this link.

In the next screen you will see if you have Warnings and/or Errors and if the payroll was successfully Imported.

Process History Payroll Import Notifications

Process History Overview Save Complete

Process History Overview Save ?

Process History

Scheduled Advanced Showing 1 of 1 Status: No Filter

Payroll Import Notifications 0 marked for deletion 0 changed

Header	User ID	File Name	
Log	MDTContractor\kterrio@mt.gov	Z:\CRL\LABOR COMPLIANCE\EXTERNAL PAYROLLS\Payroll_Testing	
Start Time: 02/11/2019 13:01:10.476 Error: Vendor ID '0008', Contract ID ", Payroll Number '1', Modification Number '0': Contract ID: Invalid value '07817A' because it was not found in Contract List. Error: Craft Code 'LABR1', Project ID ", Labor Classification 'LABRZ1', First Name 'JOE', Last Name 'SMITH': Project ID: Invalid value '5157010000A' because it was not found in Contract Project List.		ImportPayrollFile.LOG Error.log	
Reviewed	Start Time	Finish Time	Success
<input type="checkbox"/>	02/11/2019 1:01:10 PM	02/11/2019 1:01:24 PM	No

Click the plus to open the **Log**

Log ×

Start Time: 02/11/2019 13:01:10.476
Error: Vendor ID '0008', Contract ID ", Payroll Number '1', Modification Number '0': Contract ID: Invalid value '07817A' because it was not found in Contract List.
Error: Craft Code 'LABR1', Project ID ", Labor Classification 'LABRZ1', First Name 'JOE', Last Name 'SMITH': Project ID: Invalid value '5157010000A' because it was not found in Contract Project List.
Finish Time: 02/11/2019 13:01:23.789

This error is for an invalid **Project ID**

Successfully Imported Payroll

Once a Payroll is successfully imported, return to the **Home** screen and locate your payroll to review and sign. This can be done by entering the contract number in the **search box** or clicking on **Show First 10**.

The screenshot displays a web application interface for payroll management. At the top, there are navigation buttons for 'Home', 'Previous', and 'My Pages'. On the right side, there are icons for 'Actions', 'Help', and 'Log off'. Below the navigation, the page title is 'PROJECT MDT Non Agency Prime Contractor Payroll User'. There are two main sections: 'Vendor Payrolls' and 'Unapproved Payrolls'. Each section has a search box with the placeholder text 'Type search criteria or press Enter' and an 'Advanced' link. The 'Vendor Payrolls' section also includes a link for 'Convert Payroll Spreadsheet to XML' and a 'Show first 10' button. The 'Unapproved Payrolls' section also has a search box and an 'Advanced' link. The status '0 changed' is visible at the end of each section.

Payroll Entry Rules

Four types of system payroll rules

Excel Spreadsheet Utility Converter Error

- Error Converting Spreadsheet, data missing in a cell.

Import XML File Data Rules

- System checks the XML file during the import process to ensure that the data meets Database requirements

Manual Entry System Rules

- Rules designed to ensure compliance with Agency Options; Required System Fields have Red Asterisks.

System Payroll Rules

- Process runs after the payroll has moved to “Under Agency Review” phase (Example; Overtime Hours, PW Rates, etc.)

Payroll Work Flow Phase Definitions

A Phase is the status in the Workflow the payroll is in.

Initial – Initially entered by Prime or Sub. Is unsigned and can be altered or deleted

Under Tier Review – Sub contractors are responsible for the review of lower tier Subs and progressing them to the next step in the tier review process.

Under Prime Review - Sub has signed the payroll & the Prime is responsible to review and forward to the Agency.

Returned - If the Prime contractor or Sub returns the payroll during the Under Prime Review or Under Tier Review phase, the payroll has a status of Returned.

Prime Rejected - A payroll enters this phase when the Prime contractor rejects a Sub contractor's payroll after it has been rejected by the agency.

Under Agency Review - Prime has approved the payroll and is then moved to the Agency for Review and Approval

Agency Rejected – The Agency has rejected the payroll for errors. The Payroll Exception Report can be run, and the payroll must be modified and resubmitted

Approved – The Agency has Approved the payroll and no further action is required.

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.

Review and correct Errors on the **PayrollImportFile.Log**.

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

Viewing Prime and Subcontractor Payrolls

The screenshot shows a web application interface for payroll management. At the top, there is a navigation bar with 'Home', 'Previous', and 'My Pages' dropdown menus. On the right side of the navigation bar are 'Actions', 'Help', and 'Log off' buttons. A dropdown menu is open, showing the user's name 'Kathy Terrio' and two roles: 'NONAGEPRIMEPAYROLL' and 'NONAGESUBPAYROLL', with the latter selected. Below the navigation bar, there is a 'Vendor Payrolls' section with a search bar and an 'Advanced' button. A link 'Convert Payroll Spreadsheet to XML' is visible. Below that, there is a section for 'Unapproved Payrolls' with another search bar and 'Advanced' button. The interface also includes pagination options like 'Show first 10' and '0 changed'.

A Prime Contractor can view Subcontractors Payrolls. Subcontractor cannot view Primes Payrolls only theirs and any Subcontractors below them in their tier structure.

Tiers: Prime>Sub Contractor>Sub Sub Contractor

SIGN PAYROLL

Inside the Payroll Click on the Component Action



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

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

Benefit Programs

New

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

The system allows you to **Review**, **Verify** and **Sign** the Payroll. Before signing, **Review** what you entered for accuracy.

Sign Payroll ?

Progress: **Review** Verify Sign

1 Review:

MDT Montana Department of Transportation Date: 04/17/2019

Payroll Summary Report 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 Number 5
Modification Number 0

Payroll Attachment Descriptions		
	Last Updated Date	Attachment Description
Payroll Begin Date 01/06/2019	03/15/2019	XML_CPR_20190112_2752-
Payroll End Date 01/12/2019		18487_lgreenwood.xml
Payroll Status		

Paper Copy On File No
Fringe Benefit Type Plan Funds with Exceptions

11:38 AM

Then 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:

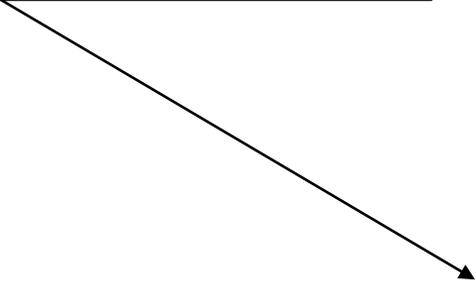
Signed By	Signed Date
First Name	
Last Name	

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

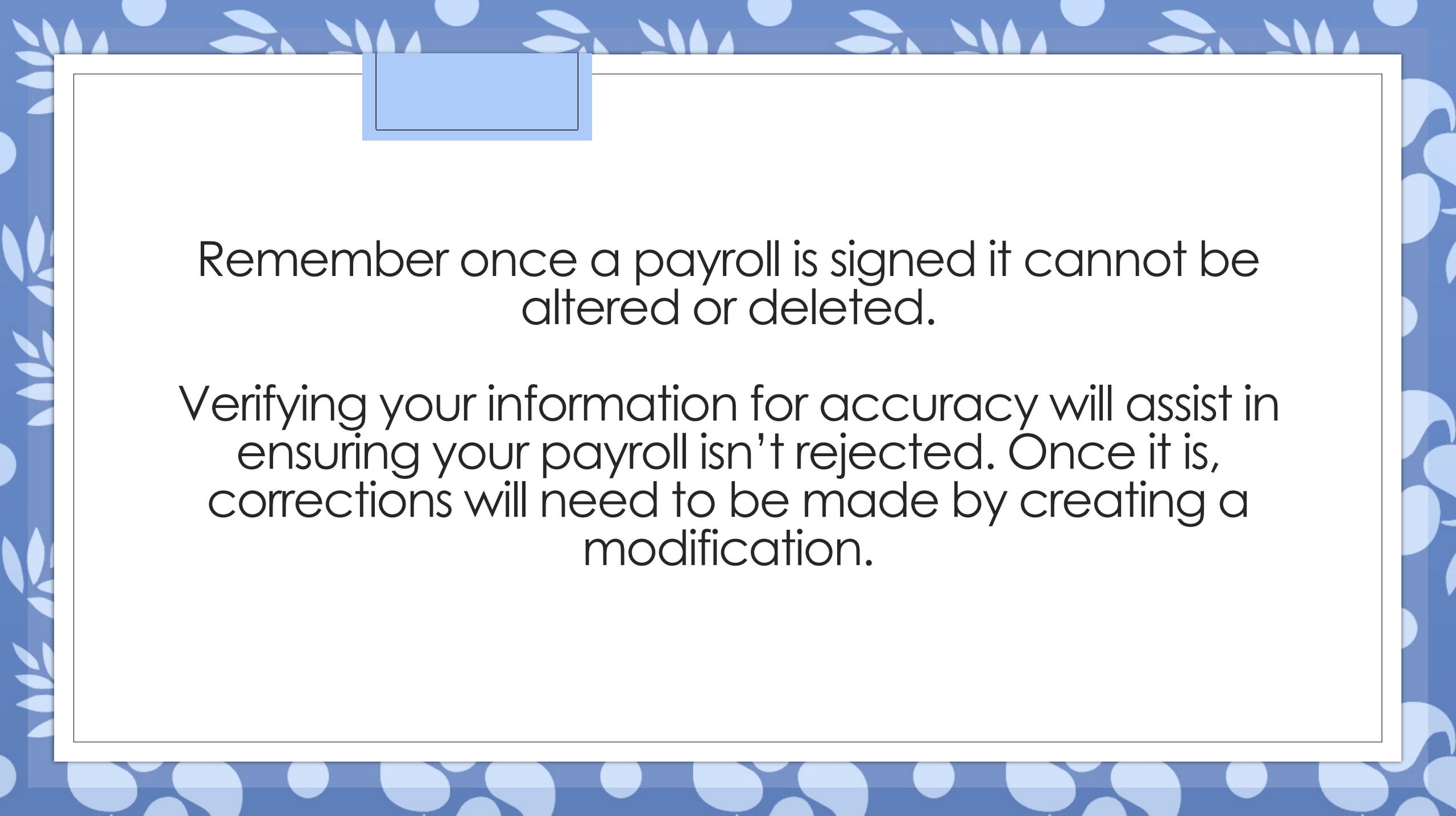
First Name
Kathy

Last Name
Terrio

Comments

Once complete, the payroll is progressed to the next level. This could be Under Prime Review, Tier Review or Agency Review

Signature Process Completed



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.



AASHTOWARE SUPPORT

EMAIL

mdtawprcrlsupport@mt.gov