



AASHTOWARE PROJECT CIVIL RIGHTS & LABOR™ (CRL)

*Montana Department of
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.

System Login <https://awproject.mdt.mt.gov/Account/LogOn>



Email address (not case sensitive)

Password (are case sensitive)

Select MDT Contractors from dropdown

Password forgotten or to Change it

A login form with four input fields: an empty text box for email, a text box labeled 'Password', a dropdown menu labeled 'State Employees', and a blue 'Log On' button.

[Forgot your Contractor/Consultant username or password?](#)

Import from contractor payroll system utilizing one of the software vendors capable of exporting to AASHTOWare.

XML FILE DATA IMPORT

Payroll Software Vendors: XML file for the CRL System				
Company Name	Contact Person	Email Address	Main Phone	Fax
Construction Solutions, LLC	Cathy Haekenkamp - ComputerEase	cathyh@csiwin	(651) 379-5737	
Explorer Software	Tony Pereira	anthony.pereira@explorer-software.com	(847) 725-0932	(604) 925-3560
Foundation Software	Denise East	dae@foundationsoft.com	(800) 246-0800	
Foundation Software	Chris Urban	clu@foundationsoft.com	(800) 246-0800	
Intersoft Systems	Bitsy Law	sales@intersoftsystems.com	(800) 547-6429	
Intersoft Systems	Paul Cotton	paulc@intersoftsystems.com	(503) 644-3761	
Progressive Reports	David Hardy	david.hardy@progrssivereports.com	(971) 223-3658	
Sage Contractor 100	Steve - Techware	stevep@techwaremn.com	(952) 435-9700	
Sage Contractor 100	Gary - Contract Business Tools	gary@contractorbusinesstools.com	(320) 259-9866	
Software Consultants	Joe Lee - Timberline	jlee@sofcon.com	(651) 307-2517	
	Larry Knudson	lknudson@ixthusdata.com		
Sunburst Software Solutions (QuickBooks Software)		https://www.sunburstsoftwaresolutions.com/certified-payroll-solution.htm		
SelectView Data Solutions	Karen Wagon	kwagon@SelectViewData.com	(800) 931-8062	

Software vendors – These are a few vendors that have the ability to export the xml file.

Don't see your vendor?

Contact them to see if your system already has the ability to create the file for AASHTOWare Civil Rights & Labor Electronic Payrolls .



Payroll XML Resource Kit 2.0

AASHTOWare Project Civil Rights & Labor Management™ (formerly Trns•port CRLMS®) accepts contractor and subcontractor certified payroll information for verifying compliance with federal and state laws and regulations. Although users can manually enter the data into the system, there is generally quite a lot of it, and many firms use software systems that contain most of all of what is needed already. AASHTOWare Project Civil Rights & Labor software can import the data from an XML file, eliminating the need to manually key it in.

This information has a rich internal structure, so a simple list such as might be passed in CSV (comma-separated values) format is not suitable for it. Instead, data to import must be in a specific XML file format, called **Payroll XML**. This Resource Kit exists to help providers of payroll data create valid Payroll XML files.

Introduction to Payroll XML Format

Read about this file format and the kinds of data it can represent.

Conversion Example

Given an existing WH-347 document with payroll data in it, see how a correct Payroll XML file is created with the same information.

Schemas

The specifications of how Payroll XML files must be formatted. You can read about individual files, or download all the schemas at once.

How Project uses the payroll schema

- [Payroll XML Project Field Definitions \(PDF\)](#)
- [Payroll XML Project Field Definitions \(Excel\)](#)

Validators

Do you think you've got a good Payroll XML file? You can check it using either of these validators.

If you are running a recent version of Microsoft Windows, you can [download a validator program](#) and run it on your own PC to check files.

Instead of setting up a validator program yourself, you can just upload a Payroll XML file to be [checked online](#).

PAYROLL XML RESOURCES

[HTTPS://XML.AASHTOWAREPRO
JECT.ORG/RESOURCEKIT/](https://xml.aashtowareproject.org/resourcekit/)

For Certified Payrolls, use the following Montana Department of Transportation Codes. These correspond with the upcoming Electronic Payroll System.

Ethnicity Values	Code	Ethnicity Values	Code
Black or African American	AA	Asian	SA
Native Hawaiian or Other Pacific Islander	AS	White	WH
Hispanic or Latino	HS	Two or more ethnicities	TWM
American Indian or Alaska Native	NA	Other	OTH

Craft Values	Code	Craft Values	Code
Carpenter	CARP	Painter	PNTR
Cement Mason / Concrete Finisher	CEMT	Power Equipment Operator - Group 1	POWR1
Diver	DIVER	Power Equipment Operator - Group 2	POWR2
Electrician	ELEC	Power Equipment Operator - Group 3	POWR3
Ironworker - Area 1	IRON1	Power Equipment Operator - Group 4	POWR4
Ironworker - Area 2	IRON2	Power Equipment Operator - Group 5	POWR5
Laborer - Group 1	LABR1	Power Equipment Operator - Group 6	POWR6
Laborer - Group 2	LABR2	Power Equipment Operator - Group 7	POWR7
Laborer - Group 3	LABR3	Truck Driver - Group 1	TRCK1
Laborer - Group 4	LABR4	Truck Driver - Group 2	TRCK2
Electrician (Line Construction)	LINE		

Labor Values	Code	Labor Values	Code
Carpenter/Millwright - Zone 1	CRPMZ1	Iron Worker - Zone 1	IRONZ1
Carpenter/Millwright - Zone 2	CRPMZ2	Iron Worker - Zone 2	IRONZ2
Carpenter/Millwright - Zone 3	CRPMZ3	Iron Worker - Zone 3	IRONZ3
Carpenter/Piledriverman - Zone 1	CARPZ1	Laborer - Zone 1	LABRZ1
Carpenter/Piledriverman - Zone 2	CARPZ2	Laborer - Zone 2	LABRZ2
Carpenter/Piledriverman - Zone 3	CARPZ3	Laborer - Zone 3	LABRZ3
Cement Mason/Concrete Finisher - Zone 1	CEMTZ1	Line Construction Equip Operator - Zone 1	LCEQZ1
Cement Mason/Concrete Finisher - Zone 2	CEMTZ2	Line Construction Equip Operator - Zone 2	LCEQZ2
Cement Mason/Concrete Finisher - Zone 3	CEMTZ3	Lineman - Zone 1	LINEZ1
Diver Stand By - Zone 1	DVRSBZ1	Lineman - Zone 2	LINEZ2
Diver Stand By - Zone 2	DVRSBZ2	Painter - Zone 1	PNTRZ1
Diver Stand By - Zone 3	DVRSBZ3	Painter - Zone 2	PNTRZ2
Diver Tender - Zone 1	DVRZ1	Painter - Zone 3	PNTRZ3
Diver Tender - Zone 2	DVRZ2	Powderman - Zone 1	PWDR1
Diver Tender - Zone 3	DVRZ3	Powderman - Zone 2	PWDR2
Diving - Zone 1	DVRDZ1	Powderman - Zone 3	PWDR3
Diving - Zone 2	DVRDZ2	Power Equipment Operator - Zone 1	POWRZ1
Diving - Zone 3	DVRDZ3	Power Equipment Operator - Zone 2	POWRZ2
Electrician - Zone 1	ELECZ1	Power Equipment Operator - Zone 3	POWRZ3
Electrician - Zone 2	ELECZ2	Truck Driver - Zone 1	TRCKZ1
Electrician - Zone 3	ELECZ3	Truck Driver - Zone 2	TRCKZ2
Groundman - Zone 1	GRNDZ1	Truck Driver - Zone 3	TRCKZ3
Groundman - Zone 2	GRNDZ2		

Montana Specific Certified Payroll Codes

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

Vendor Home Page

System Help

The screenshot shows the Vendor Home Page interface. At the top left, there are navigation buttons: 'Home', 'Previous', and 'My Pages'. A 'Switch Role' dropdown menu is open, showing options: 'Kathy Terrio', 'NONAGEPRIMEPAYROLL', and 'NONAGESUBPAYROLL'. A callout box points to this menu with the text: 'Select the Role you are working in, Prime or Subcontractor'. On the top right, there are 'Actions', 'Help', and 'Log off' buttons. Below the navigation is a 'Vendor Payrolls' section with a search bar containing 'Type search criteria or press Enter' and an 'Advanced' link. A callout box points to the search bar with the text: 'Search fields are located on many screens and can be customized by the User by setting advanced filters.' Below the search bar is a link 'Convert Payroll Spreadsheet to XML' and a status indicator '0 changed'. Further down is an 'Unapproved Payrolls' section, also with a search bar and 'Advanced' link, and a status indicator '0 changed'.

Home The Home button takes you back to the Home page or dropdown allows you to change roles

Previous Previous button allows you to go back to the previous page or the dropdown can take you back thru the last 10 pages last visited

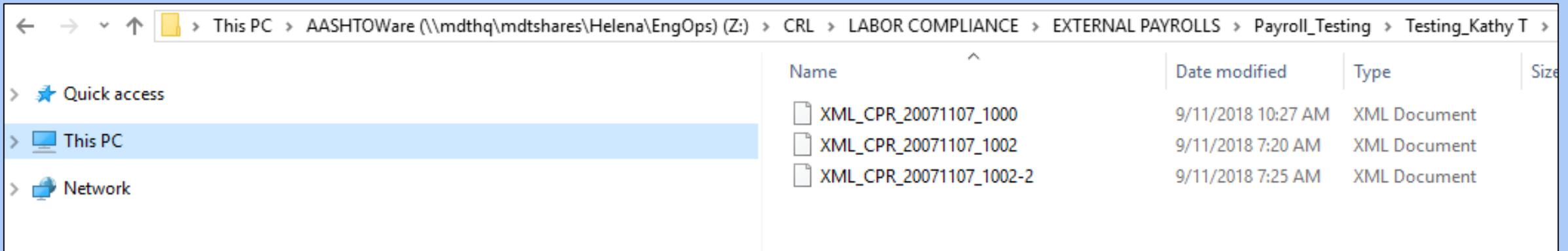
When Importing a payroll you do not need to enter a contract number. You can click on the component action arrow. Then click on [Import Payroll](#).

The screenshot displays a web application interface with a top navigation bar containing 'Home', 'Previous', and 'My Pages' dropdown menus, and 'Actions', 'Help', and 'Log off' buttons. Below the navigation bar, the page title is 'PROJECT Non Agency Subcontractor Payroll User'. The main content area is divided into two sections: 'Vendor Payrolls' and 'Unapproved Payrolls'. Each section has a search bar with the placeholder text 'Type search criteria or press Enter' and an 'Advanced' button. The 'Vendor Payrolls' section also includes a link for 'Convert Payroll Spreadsheet to XML' and a 'Show first 10' button. A callout box is open over the 'Vendor Payrolls' section, showing a list of actions: 'Actions' (with a close button), 'There are no actions available.', 'Tasks', and 'Import Payroll'. The 'Import Payroll' option is highlighted in blue. The 'Unapproved Payrolls' section also has a search bar and a 'Show first 10' button. The text '0 changed' is visible at the bottom right of each section.

When you click on the component action arrow the [Select File](#) button is available.



A dialog box will open. Select the xml file you would like to import then click open. If you are using Google Chrome, you can select several files at a time by holding the Ctrl key and selecting the files. You cannot do this in Internet Explorer.



Remember the system will only import xml files.

Home Previous My Pages Actions Help Log off

Import

There are unsaved changes.

Payroll Import Import

Select File...

Test.xml 12412 bytes

The file name with the "xml" extension and bytes will appear on this line. Click on Import.

Home Previous My Pages Actions Help Log off

Import

Payroll Import Submitted - See Notifications

Import

Select File...

Test 11448 bytes

Click here to **Go to Process History**

[Go to Process History Payroll Import Notifications](#)

Process History shows whether an **Import** was successful or if there are errors needing correction.

Home Previous My Pages Actions Help Log off

Process History Overview

Process History Overview Save

Process History

Scheduled

Payroll Import Notifications

Search: [] Advanced Showing 1 of 1 Status: No Filter

0 marked for deletion | 0 changed

Header	User ID	File Name
Log Start Time: 04/11/2019 10:53:21.657 Error: Vendor ID '2096', Contract ID ', Payroll Number '102', Modification Number '0': Contract ID: Invalid value '07817A' because it was not found in Contract	MDTContractor\kterrio@mt.gov	Z:\CRL\LABOR COMPLIANCE\EXTERNAL PAYROLLS\Payroll_Testing
Reviewed	Start Time	Finish Time
<input type="checkbox"/>	04/11/2019 10:53:21 AM	04/11/2019 10:53:35 AM

Output Files: Error.log, ImportPayrollFile.LOG

Success: No

Click on the plus sign to open ImportPayrollFile.LOG and view errors.

Successful import?

Log

Start Time: 04/11/2019 10:53:21.657

Error: Vendor ID '2096', Contract ID "", Payroll Number '102', 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 'John', Last Name 'Smith': Project ID: Invalid value '5157010000A' because it was not found in Contract Project List.

Error: Craft Code 'LABR1', Project ID "", Labor Classification 'LABRZ1', First Name 'Dave', Last Name 'Jefferson': Project ID: Invalid value '5157010000A' because it was not found in Contract Project List.

Finish Time: 04/11/2019 10:53:35.563

Payroll errors needing correction. Correct on payroll and re-import XML file.

Once the file is **Successfully** imported it will be automatically moved to [Initial](#) status allowing you to [Sign](#) the payroll.

The system also saves the import files as attachments to the payroll.

Close

SIGN 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

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 sign the payroll

Payroll	Begin Date	End Date	Phase	Mod Num
1	10/14/2019	10/20/2019	Initial	
Latest Mod				
Yes				
1	10/14/2019	10/20/2019	Under Agency Review	
No				

Actions ✕

- Copy
- Delete

Tasks

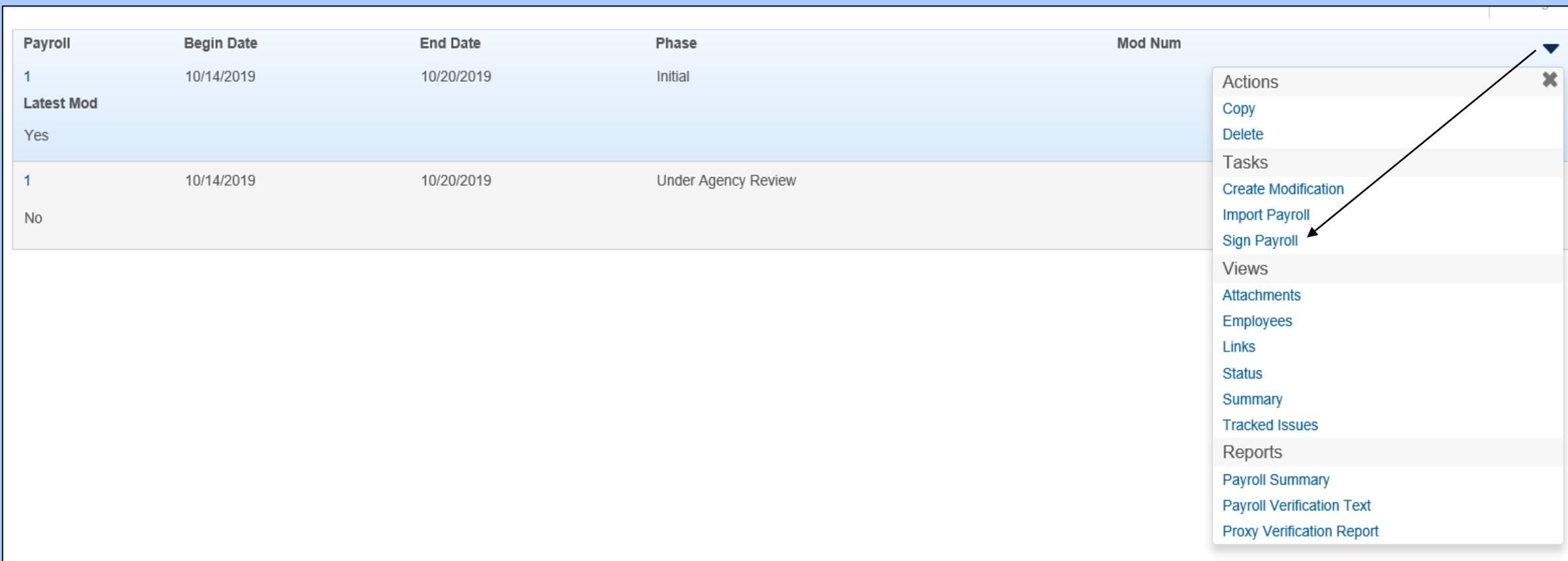
- Create Modification
- Import Payroll
- Sign Payroll

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

Payroll End Date 01/12/2019
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:

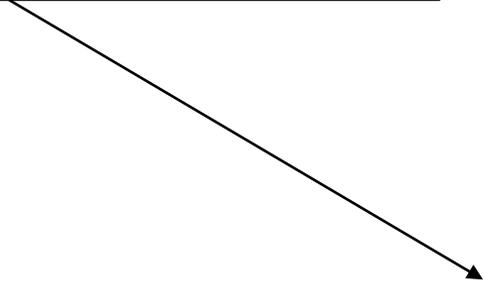
Signed By	Signed Date
First Name	
Last Name	

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

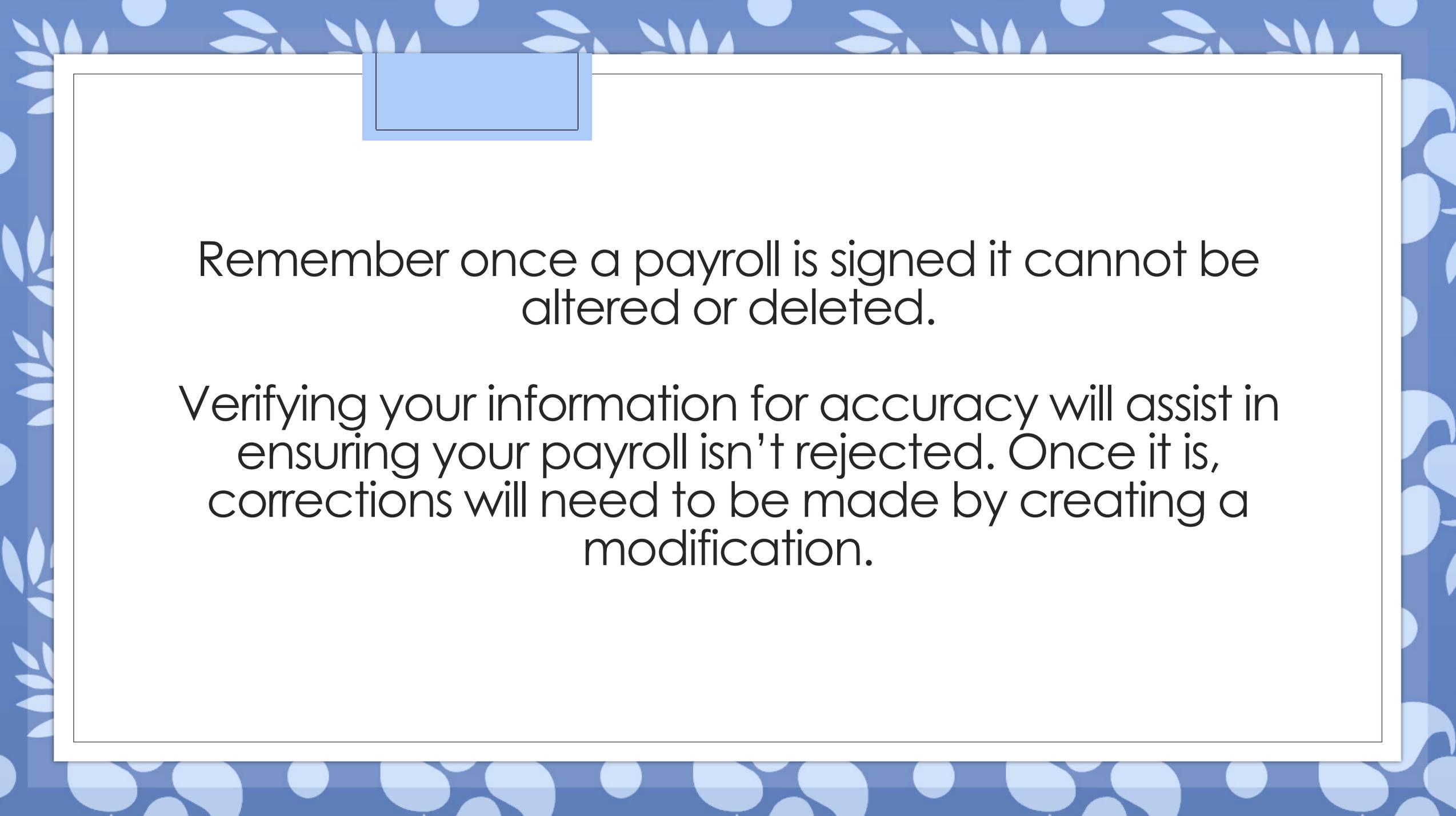
Last Name
Terrio

Comments

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.

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.

Always correct the first "**Error**" on the Import Log.

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



AASHTOWARE SUPPORT

EMAIL

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