Additional contractor payroll Quick Reference Guides and Computer Based Training files are available from LaDOTD.

Background:

- This process is applicable to contractors who have a completed payroll record in AASHTOWare Project Civil Rights & Labor that is ready to be signed and submitted.

- This process is the same for prime contractors and subcontractors.

- A payroll signed by a subcontractor moves forward for review by the prime contractor. A payroll signed by a prime contractor moves forward for review by LaDOTD staff.

- For you to perform this task, your account must show that you are authorized to sign payrolls for your company.

- A signed payroll cannot be changed or deleted. If you need to make changes, you can create a payroll modification.

Sign a Payroll:

1. Log on to AASHTOWare Project Civil Rights & Labor.
2. In the Vendor Payrolls **Quick Find** search box, type the **Contract ID**.
3. On the row for the Contract and Vendor, click the **Payrolls** link.
4. On the payroll you want to sign, click the **Payroll** link.
5. Click the component **Actions** button.
6. Click the **Sign Payroll** action.
7. Review the **Payroll Summary** information. Scroll down and click the **Next** button.
8. Review the **Payroll Verification** information. Scroll down and click the **Next** button.
9. In the **Comments** field, type your comment. Note that this field is required by LaDOTD.

10. Click the **Sign Payroll** button.
11. Wait for the **Signature Process Completed** message. Verify the signing information.

View Attachments:

The system attaches the **Payroll Summary** report and the **Payroll Verification** report to the signed payroll record.

1. From the signed payroll record, click the component **Actions** button.
2. Click **Attachments**.
3. Click the name of the attachment you want to view. Open or save the attachment as needed.
4. Use the **Home** or **Recent** buttons to navigate to another page.

View Payroll Status:

1. At the top of the page for the signed payroll record, click the **Status** quick link.
2. Review the **Status** section and the **Transitions** section. The information will be updated at each step of the payroll workflow.

Key to Actions buttons:

| Global **Actions** button (At the top of the screen) | Component **Actions** button (On the heading) | Row **Actions** button (On the row) |

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