AASHTOWare Project Civil Rights & Labor™ Payroll Exceptions

Handling Payroll Exceptions

- Review each payroll exception.
- Determine whether a payroll exception requires a payroll modification from the contractor.
  - No Modification Required
    - Exception Resolution Date
    - Resolution Comments – Explain why the payroll exception does not require a payroll modification.
  - Modification Required
    - Agency Comments – Provide contractor with appropriate explanations, requests, etc.
    - Vendor Notified
- Save the payroll exception updates.
  - **NOTE:** This step must be performed PRIOR to approving or rejecting a payroll.
- Approve or Reject the payroll (as appropriate).

Missing Labor Classification Exception

Payroll Exception Description

Vendor ID '32044000', Contract ID 'H.003729.6', Payroll Number '1', Modification Number '0', Payroll Employee 'Miles Grint', Project ID 'H.003729.6', Labor Classification 'Tack Truck': For Payroll Employee (Miles Grint), the Labor Classification (Tack Truck) does not exist on the Project Wage Decision (LA160017) Modification (0) within the Project Counties.

Vendor ID '32044000', Contract ID 'H.003729.6', Payroll Number '1', Modification Number '0', Payroll Employee 'Miles Grint', Project ID 'H.003729.6', Labor Classification 'Tack Truck': For Payroll Employee (Miles Grint), the Labor Classification (Tack Truck) does not exist on the Project Wage Decision (LA160017) Modification (0) within the Project Counties.

- The payroll employee's Labor Classification does not exist on the contract's referenced Wage Decision.

Low Wage Exception

Vendor ID '32044000', Contract ID 'H.003729.6', Payroll Number '1', Modification Number '0', Payroll Employee 'Ezra Bridger', Project ID 'H.003729.6', Labor Classification 'Water Truck': For Payroll Employee (Ezra Bridger), the reported Total Payroll Wages for this Craft Code / Zone / Labor Classification (400/ Zone01/ 405) does not meet the minimum required pay (551.60) based on the Wage Decision Modification (General Decision Number 'LA160017', Modification Number '0').

- For the specified Labor Classification, the payroll employee was paid less than what is required by the contract's referenced Wage Decision.
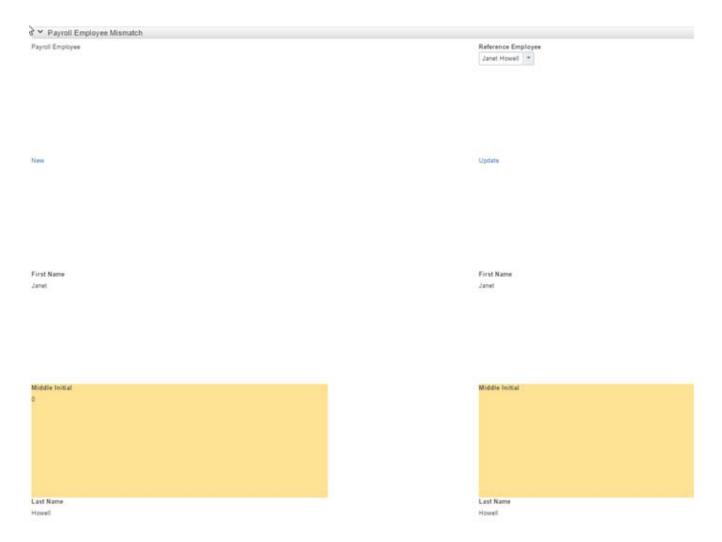
Employee Mismatch Exception

Vendor ID '32044000', Contract ID 'H.003729.6', Payroll Number '1', Modification Number '0', Payroll Employee 'Janet 0. Howell': Payroll Employee Janet 0. Howell has matching Partial Social Security Number '9881' with Employee '1502' Janet Howell; Change Indicator on Payroll Employee is False and the Comments are ''; The decision whether this Payroll Employee matches this Employee or whether this Payroll Employee is a new Employee is left to the user.

- The payroll employee's information partially matches information for a reference employee who already exists in the system.
- Resolve Employee Mismatches
  - **NOTE:** Payroll Approver Functions Only (Consult with Contractor as Needed)

- **New** – Add the payroll employee as a new reference employee in the system.
- **Update** – Update the system's reference employee record with the payroll employee's information.

o Incorrect Payroll Employee Information – Contractor submits a payroll modification with the correct payroll employee information.

Overtime Hours Exception

Vendor ID '12487000', Contract ID 'H.010209.6', Payroll Number '23', Modification Number '0', Payroll Employee 'Eric B. Guillory': Overtime Hours value (0.00) is less than the Calc Total Overtime Hours value (3.50) for Payroll Employee Eric B. Guillory.

- For the specified payroll employee, the Total Overtime Hours entered on the payroll does not equal the system's Calc Total Overtime Hours (based on Overtime Hours entered for each day of the week).

Payroll Period Start Day of the Week Exception

Vendor ID '32044000', Contract ID 'H.003729.6', Payroll Number '1', Modification Number '0': The first day of this Certified Payroll does not match the Contractor's (Construction Co., LLC) Payroll Period Start Day of the Week on Vendor.

- The contractor's Payroll Period Start Day of the Week on the payroll does not match the contractor's recorded Payroll Period Start Day of the Week in the system.