AASHTOWare Project Civil Rights & Labor™ Quick Reference Guide for LaDOTD
Level 1 Review – District and LPA Payroll Personnel

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Payroll Quick Reference Guides and Computer Based Training files are available from LaDOTD for contractor and LaDOTD staff.

Background:

- Training files are available for both contractor and LaDOTD staff for the tasks each must perform.

Payroll Workflow for Contractors:

Create a Payroll Spreadsheet

- The spreadsheet can be obtained by contractors from the AASHTOWare Project Civil Rights & Labor site on the Home page under **External Links**.

Convert a Payroll Spreadsheet to XML

- The spreadsheet is converted to XML at https://xml.cloverleaf.net/spreadsheet/

Import and Validate a Payroll

- Contractors who have a payroll system capable of exporting an XML file in the correct format will begin the process at this step.

Sign a Payroll

- After signing, a subcontractor payroll progresses to the prime contractor for review.
- After signing, a prime contractor payroll progresses to the first level of agency review (District or LPA).

Prime Review of a Subcontractor Payroll*

- This task is only performed by prime contractors.
- Prime contractors will either return the payroll to the subcontractor or forward it to the first level of agency review (District or LPA).

Modify a Rejected Payroll

- A payroll record can be rejected by either the first level of agency review (District or LPA) or the second level of review (Labor Compliance).
- For contractors to view the details of any **Exceptions** on the rejected payroll record, the LaDOTD user must select the **Vendor Notified** checkbox.
- When a contractor modifies a payroll, the original record is retained in the system as a historical record. Contractors can modify a payroll as many times as needed.
- A contractor can modify a payroll at any time; they do not have to wait for a payroll to be rejected by LaDOTD.
- A rejected *prime contractor* payroll can be approved again with an explanation, or modified and signed, returning it to the first level of agency review (District or LPA).
- A rejected *subcontractor* payroll can be approved again with an explanation, or modified and signed, returning it to prime review.

Create a No Work Performed Payroll

- **No Work Performed** payroll records cannot be submitted using the payroll spreadsheet. They are created manually in AASHTOWare Project Civil Rights & Labor. The payroll record is then signed.

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Locate Payrolls for Review:

Run a report (District users only):

1. Log on to AASHTOWare Project Civil Rights & Labor.
2. In the External Links section, click the **CRL-027 District Unapproved Payrolls** link.
3. After running the report, view the results.

View a list of payrolls:

1. Log on to AASHTOWare Project Civil Rights & Labor.
2. In the Civil Rights & Labor section, click the **Unapproved Payrolls** link.
3. Type your search criteria in the **Quick Find** search box.
4. View the results on the Unapproved Certified Payroll Overview page.

View Payroll Status:

Background: When payrolls are submitted for review by LaDOTD, the system runs a series of validation checks. If one of these validations is not met, the system generates a payroll exception.

1. On the Unapproved Certified Payroll Overview page, locate the payroll you want to review.
2. Click the **Contract** link.
3. On the Certified Payroll Status page, view the information.
4. If the Exceptions section displays *List has no rows*, you do not need to run the Payroll Exception Report.
5. If any exceptions are listed, review the information.
6. For the Payroll Exception Description, click the **Magnifying Glass** to see all the information.
7. In the Employee Mismatches section, if any rows are listed, click the Rslvd Ind **No** link. Review the information.
8. On the Resolve Employee Mismatches page, view the affected employees.
   a. If this is a new employee, click the **New** link.
   b. If this is a correction to the existing Reference Employee, click the **Update** link.
   c. If neither applies, consider rejecting the payroll.
9. Click the **Status** quick link.

View Payroll Reports:

CRL-025 Payroll Exception Report:

1. On the Certified Payroll Status page, click the Contract component **Actions** button and select **CRL-025 Payroll Exception Report**.
2. Wait for the page **Settings Set Parameters 3 of 5** to display.
3. Select the **Include Exception Comments** checkbox
4. Click the **Execute** button.
5. Review the report. When you are done, close the report.
6. Click the **Recent** drop-down arrow and select the **Certified Payroll Status** page for your payroll.

Payroll Summary Report:

1. On the Certified Payroll Status page, click the Contract component **Actions** button and select **Payroll Summary**.
2. Wait for the page **Settings Output Options 4 of 5** to display.
3. Click the **Execute** button
4. Review the report. When you are done, close the report.
5. Click the **Recent** drop-down arrow and select the **Certified Payroll Status** page for your payroll.

Progress a Payroll:

Approve a payroll:

1. On the Certified Payroll Status page, click the **Approve** button.
2. Type a comment followed by your user ID.
3. Click the **Save** button.

Reject a payroll:

1. On the Certified Payroll Status page, review any exceptions listed.
2. For each exception, click the **Vendor Notified** checkbox and type any **Agency Comments** needed. Make sure enough information is provided so the contractor understands what requires correction or additional information.
3. Click the **Reject** button.
4. Type a comment followed by your user ID. Make sure enough information is provided so the contractor understands why the payroll was rejected.
5. Click the **Save** button.