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AASHTOWare Project Civil Rights & Labor™ Quick Reference Guide for LaDOTD

Manually Add a Payroll

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

Background:

- Importing an XML file is the recommended way to create a payroll record in AASHTOWare Project Civil Rights & Labor, but you can manually add and copy payrolls if needed.
- This process is the same for prime contractors and subcontractors.
- Payroll numbers should be sequential. The begin date should be one day later than the end date of the previous payroll.

Add 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. Click the component **Actions** button, and click **Add New Payroll**.
5. In the **Payroll Number** field, enter a unique payroll number.
6. In the **Begin Date** field, click the calendar icon and select the date the payroll period begins.
7. In the **End Date** field, click the calendar icon and select the date the payroll period ends.
8. In the **Fringe Benefit Payment Type** field, click the drop-down arrow and select the appropriate value.
9. Do not select the **No Work Performed** check box. See the *Create a No Work Performed Payroll* training file for instructions on when to select the **No Work Performed** check box.
10. In the **Comments** field, type a comment.
11. Click the **Save** button.

Add a Benefit Program:

Benefit programs can only be added to a payroll if the **Fringe Benefit Payment Type** for the payroll is set to either **Plan Funds** or **Plan Funds with Exceptions**.

1. On the payroll record, under **Benefit Programs**, click the **New** button.
2. In the **Benefit Program Name** field, type a name to identify the program.
3. In the **Trustee/Contact Person** field, type the contact person's name.
4. In the **Benefit Program Type** field, click the drop-down arrow and select the appropriate value.
5. In the **Benefit Account Number** field, type the account number.
6. In the **Trustee/Contact Phone** field, type the phone number for the contact person.
7. In the **Benefit Program Classification** field, type a classification, if appropriate.
8. Click the **Save** button.

Add a New Employee:

Add a new employee who is not in the system as a reference employee.

1. On the payroll record, click the **Employee** quick link.
2. On the Employees component header, click the **Actions** button.
3. Click the **Add Employee** action.
4. In the **First Name** field, type the first name.
5. In the **Last Name** field, type the last name.
6. Click the **Payment Type** drop-down arrow, and select a value.
7. Click the **Gender** drop-down arrow, and select a value.
8. Click the **Ethnic Group** drop-down arrow, and select a value.
9. In the **Partial Social Security** field, type the last four digits of the employee's social security number.
10. In the **Address Line 1** field, type the employee's address.
11. In the **City** field, type the employee's city.
12. Click the **State** drop-down arrow, and select a value.
13. In the **Zip Code** field, type the employee's zip code.
14. Do not select the **Change Indicator** check box. (This check box is selected to update information for a previously recorded employee.)
15. Click the **Save** button.

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Add a Reference Employee:

You can select a previously reported employee to add to a payroll without having to enter the employee's information again.

1. On the Employees component header, click the **Actions** menu, and click **Add Ref Employees**.
2. Search for and select the employees you want to add.
3. Click the **Add to Employees** button.

Add Classification, Hours, and Wages:

1. On the Employees component header, click the **Employees** drop-down arrow, and select the employee.
2. Ensure the correct value is selected in the **Contract Project ID** field.
3. Click the **Labor Classification** drop-down arrow, and select a value.
4. Click the **Craft Code** drop-down arrow, and select a value.
5. In the **Straight Hourly Rate** field, type the straight time rate.
6. In the **Overtime Hourly Rate** field, type the overtime rate.
7. In the **Project Lump Sum Payment** field, type a value, if appropriate.
8. Enter OJT and apprenticeship information in these fields if appropriate: **OJT Program Indicator**, **OJT Wage Percentage**, **Apprentice**, **Apprentice ID**, **Apprentice Wage Percentage**.
9. In the **Straight Time Hours** fields, enter hours for each day.
10. In the **Overtime Hours** fields, enter overtime hours for each day.
11. In the **Total Straight Time Hours** field, enter the employee's straight time hours for the pay period.
12. In the **Total Overtime Hours** field, enter the employee's overtime hours.
13. In the **Federal Gross Pay** field, enter the employee's federal gross pay.
14. In the **Total Gross Pay** field, enter the employee's total gross pay.
15. In the **Net Pay** field, enter the employee's net pay for the pay period.
16. In the **Total Hours** field, enter the employee's hours for the pay period.
17. In the **Total Deductions** field, enter the employee's total deductions.
18. Enter amounts in these withholding fields as needed: **FICA Withholding Amount**, **Federal Withholding Amount**, **State Withholding Amount**, **Medicare Withholding Amount**.
19. Click the **Save** button.
20. If an employee worked under multiple classifications during the pay period, add the additional classifications. Click the Employees component **Actions** button, and select **Add New Project/Classification to Employee**. The employee will be listed once for each classification in the **Employees** drop-down list.

Add a Deduction:

In addition to the standard deductions for FICA, federal, state, and Medicare withholding amounts, you can add deductions for a payroll employee for 401(k) contributions, union dues, or other amounts as needed.

1. On the Employees component header, click the **Employees** drop-down arrow, and select the employee.
2. In the **Deductions** section, click the **New** button.
3. In the **Description** field, type a description for the deduction.
4. In the **Amount** field, type the amount of the deduction.
5. Click the **Save** button.

Add a Fringe Benefit Exception:

Fringe benefit exceptions can only be added to a payroll if the **Fringe Benefit Payment Type** for the payroll is set to **Plan Funds with Exceptions**.

1. On the Employees component header, click the **Employees** drop-down arrow, and select the employee.
2. In the **Exception** section, click the **New** button.
3. In the **Expl** field, type an explanation of why the amount being paid on a fringe benefit for the employee deviates from the standard amount.
4. Click the **Save** button.

Copy a Payroll:

If you already have a payroll in the system that is similar to the one you want to create, copying the payroll can save time. All the information is copied to the new payroll, except the **Hour** and **Wage** details, which are reset to 0.00.

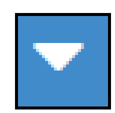
1. On the **Home** screen, in the Vendor Payrolls **Quick Find** search box, type the **Contract ID**.
2. On the row for the Contract and Vendor, click the **Payrolls** link.
3. On the payroll you want to copy, click the **Actions** button, and click **Copy**.
4. In the **New Payroll Number** field, type the next sequential number. The blue component header displays the current payroll number.
5. In the **Begin Date** field, click the calendar icon and select the date the payroll period begins.
6. In the **End Date** field, click the calendar icon and select the date the payroll period ends.
7. Click the **Copy Payroll** button.

Next Steps:

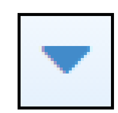
- After adding or copying a payroll, you will attach any supporting documentation and sign the payroll. Refer to the LaDOTD training files *Create a Payroll Attachment* and *Sign a Payroll*.

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)