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 payroll spreadsheet in XML file format.
- The XML payroll file is imported into AASHTOWare Project Civil Rights & Labor. The imported payroll is validated to determine whether the import was successful.
- The import and validation processes are described here.
- This process is the same for prime contractors and subcontractors.

Import a Payroll:

1. Log on to AASHTOWare Project Civil Rights & Labor.
2. Click the global **Actions** button.
3. Click the action **Import File**.
4. Click the **Select File** button.
5. Locate and select your payroll XML file.
6. Click the **Open** button.
7. Click the **Import** button.
8. Wait for the message **Payroll import successfully submitted**.

Validate a Payroll:

1. On the **Import** page, click the **Process History** link.
   Or, click the global **Actions** button and click the action **Open Process History**.

2. If the process is not finished, the **Output Files** will show *No files found*. On your keyboard, press **F5** to refresh the page until the process is finished.

3. Check the **Success** status, which will be either **Yes** or **No**:
   Yes: The payroll was imported. Details about any warnings will be listed in the **Output Files**.
   No: The payroll did not import. Details about errors will be listed in the **Output Files**.

4. Click the **ImportPayrollFile.LOG** link. Open and review the file. If present, note any warnings or errors. Close the file.

5. Click the **Error.log** link. Open and review the file. Close the file.

6. If you need to correct an error or warning you could import a corrected XML file. Note the assigned modification number listed in the **Output Files**.

Delete Process History:

1. On the **Process History Overview** page, locate the row you are finished reviewing.
2. Click the row **Actions** button and click the **Delete** action.
3. Click the **Save** button.

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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