



PROJECT

AASHTOWare Project Civil Rights and Labor (CRL)

Create a Payroll:
Manual Entry Method

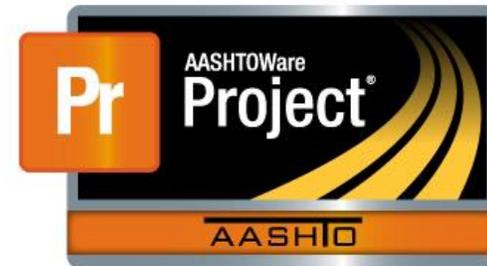
Video Instructions

- The video will automatically play, go to the next page and start the screen recordings
- If you would like to pause the video at any point, right click on the screen and choose Play/Pause. This will allow you to play it at your own speed, follow along on your computer or to take notes
- Follow the same steps to resume playing the video



Log in

- Enter in the email address under Username.
- Enter in the password that was given in the email. The password is case sensitive.
- If the user has created a unique password, the user will need to use that.
- Change the drop down to MDT Contractors.
- Click on Log On
- Note: All passwords will expire in 60 days. If you continue to use the Temporary password, it may expire sooner.



[Forgot your contractor username or password?](#)

Add Payroll to Contract

- Sign into AASHTOWare
- Enter the contract ID in the search box under the Vendor Payrolls component.
- Click on the blue row action drop arrow of the specific contract.
- Select the Add link.
- Note: Payrolls will need to be completed in specific time period as noted in the contract Special Provisions.

On this page: [Vendor Payrolls](#) [Unapproved Payrolls](#)

PROJECT MDT Non Agency Prime Contractor Payroll User

▼ Vendor Payrolls ?

Q train Active Projects Showing 2 of 2

[Convert Payroll Spreadsheet to XML](#)

0 change

Contract	Description	Payrolls	Vendor	Legal Name
TRAIN01	Contract used for training videos	0	TRAIN1	Training Vendor
TRAIN01	Contract used for training videos	0	TRAIN2	Training Subcontractor Vendor

▼ Unapproved Payrolls ?

Create a Payroll

- Enter the payroll number this payroll will represent.
- Note: If no work was completed during a specific week, a payroll does not need to be completed. The user will continue with consecutive numbering on the following payroll that contract work was done.
- Enter in the work week the payroll represents.
- Select the appropriate Fringe benefit type if applicable.
- All benefits will need to be listed on this page if it is applicable.
- Save

The screenshot shows a web application interface for adding a certified payroll. At the top, there are navigation tabs for 'Home', 'Previous', and 'My Pages'. On the right side, there are links for 'Actions', 'Help', and 'Log off'. The main heading is 'External Add Certified Payroll'. Below this, there is a dropdown menu for 'Contract: TRAIN01 - Contract used for training videos' and a 'Save' button. Underneath, it says 'Payroll Vendor: TRAIN1 - Training Vendor'. The form contains several fields: 'Payroll Number*' with a text input field; 'Begin Date*' with a date picker showing 'mm/dd/yyyy'; 'End Date*' with a date picker showing 'mm/dd/yyyy'; 'Fringe Benefit Payment Type*' with a dropdown menu; and 'Comments' with a text area. A mouse cursor is visible over the date pickers.

Fringe Benefits - Cash, Plan Funds & Plan Funds with Exceptions

- If Fringe rates are being applied to a program, enter them in the Benefit Program Field.
 - This will show up after the user Saves the first time.
- Fill in all the Required fields that are designated with a red asterisk.
- For multiple benefit programs, select the New button.
- Add in all the required information for all Benefit Programs.
- Save.

The screenshot displays the 'External Certified Payroll' system interface. At the top, it shows the contract 'TRAIN01 - Contract used for training videos' and the payroll vendor 'TRAIN1 - Training Vendor'. The main form area is divided into several sections:

- Payroll Information:** Includes 'Payroll Number' (set to 1), 'Begin Date' (04/06/2025), and 'End Date' (04/12/2025).
- Fringe Benefit Payment Type:** A dropdown menu set to 'Plan Funds'.
- Comments:** A text area for additional notes.
- Benefit Programs:** A section with a 'New' button and a status bar showing '1 added', '0 marked for deletion', and '0 change'.
- New Certified Payroll Benefit Program Form:** Contains several required fields marked with a red asterisk: 'Benefit Program Name', 'Benefit Account Number', 'Trustee/Contact Person', and 'Benefit Program Type'. There is also a 'Benefit Program Classification' field.

Add employees

- Click on the Employee quick-link.
 - This is located under the Blue Home Button
- Click on the white drop component arrow on the blue row Employees.
- Select the Add Employee link.
- Include the last 4 digits to the employee.
- Address information is not required and does not need to be filled out.
- Save.
- Follow the same steps for each employee to be added to the payroll.

The screenshot shows a web application interface for managing payroll. At the top, there are navigation tabs: Home, Previous, and My Pages. On the right, there are links for Actions, Help, and Log out. The main content area is titled 'Employee Status' and 'External Certified Payroll'. A green 'Save Complete' notification bar is visible. Below this, there is a blue header for 'Contract: TRAIN01 - Contract used for training videos' and a grey header for 'Payroll Vendor: TRAIN1 - Training Vendor'. The form contains several fields: 'Payroll Number *' (text input with '1'), 'Begin Date *' (calendar icon, '04/06/2025'), 'End Date *' (calendar icon, '04/12/2025'), 'Fringe Benefit Payment Type *' (dropdown menu, 'Plan Funds'), and 'Comments' (text area). A section titled 'Benefit Programs' has a 'New' button and a summary: '0 added | 0 marked for deletion | 0 changes'. Under this section, a row for 'Training - Health' is expanded, showing 'Fringe Health/Welfare' details: 'Benefit Program Name *' (text input, 'Training - Health'), 'Benefit Account Number *' (text input, '123456'), 'Trustee/Contact Person *' (text input, 'Silly Jo'), 'Trustee/Contact Phone *' (text input, '(406)222-2222'), 'Benefit Program Type *' (dropdown menu, 'Fringe Health/Welfare'), and 'Benefit Program Classification' (text input).

Classifications

- Select the employee from the Employees drop down.
- Enter in the Labor Classification.
 - This what role the employee is working in. Ex: Laborer, Power equipment operator ect.
- Enter in the Craft code
 - Building is used on Rest areas only
 - All zones will be Zone 1
- Enter in the Straight Hourly Rate.
- Enter in the Overtime Rate.
- Save.

Home Previous My Pages Actions Help Log off

Overview Payroll Status

On this page: Contract Employees

External Payroll Employees

Contract: TRAIN01 - Contract used for training videos

Payroll Vendor: TRAIN1 - Training Vendor

Payroll Number	1	Modification Number	0
Period	04/06/2025 - 04/12/2025	Fringe Benefit Payment Type	Plan Funds with Exceptions

Employees Ronald MacDonald -- Save 1 of 2

Employee	Ronald MacDonald	Partial Social Security Number	1234
Employee Information...		Payroll Revised Indicator	No
Vendor Supplied Employee ID			

Payment Type

Hourly

Classification

Contract Project ID *	TRAIN01 - Used for CRL Training video	OJT Program Indicator	
Labor Classification *		Apprentice	

Cash Fringes

- Fringe rates are earned at Straight Time (Regular time) only.
- Cash Fringe Payment field is used only if the employee is **not** paying into a benefit plan. This amount is the fringe rate for the classification x the total hours worked.
 - EX: The employee worked 60 hours between Regular and OT. Fringe rate for the employee's classification is \$12.40. $60/\text{hrs} \times \$12.40 = \744 paid in Cash fringes
- Save.

The screenshot shows a software interface for setting classification and fringe rates. The interface is divided into several sections:

- Classification:**
 - Contract Project ID*: TRAIN01 - Used for CRL Training video
 - Labor Classification*: LABRZ1 (Laborer - Zone 1)
 - Craft Code*: LABR2 - Laborer - Group 2
 - Payment Type: Hourly
 - Straight Hourly Rate*: 50.000
 - Overtime Hourly Rate*: 75.0000
 - Regular Hourly Rate: (empty)
 - Cash Fringe Payment: (empty)
 - Calc Total Straight Time Hours: 0.00
 - Calc Total Overtime Hours: 0.00
- OJT Program Indicator:** No
- Apprentice:** No
- Training Information:**
 - OJT Program Indicator:
 - OJT Wage Percentage: (empty)
 - Apprentice:
 - Apprentice ID: (empty)
 - Apprentice Wage Percentage: (empty)
- Fringe Health Welfare Rate:** (empty)
- Fringe Vacation Holiday Rate:** (empty)
- Fringe Apprenticeship Fund Rate:** (empty)

A Windows Calculator window is overlaid on the right side of the interface, showing the 'Standard' mode. The display shows '0'. The calculator interface includes buttons for MC, MR, M+, M-, MS, M-, %, CE, C, $\frac{1}{x}$, x^2 , \sqrt{x} , \div , 7, 8, 9, \times , 4, 5, 6, $-$, 1, 2, 3, $+$, \pm , 0, $.$, and $=$.

Fringes to Benefit Plans

- If the employee has deductions to a benefit plan, enter in the amount per hour in the appropriate field.
 - EX: Fringe rate is \$12.40 per hour. The employee has a deduction of \$1.25 per hour for insurance. \$1.25 would be entered in the Health & Welfare field
- If there are multiple benefit plans, then the amount per hour will need to be added to the appropriate field.
 - EX: Fringe rate is \$12.40 per hour. The employee has \$1.25 is applied to Health & Welfare. \$6.15 to Pension and \$5.00 to Vacation.
 - The per hour amounts will be added to the appropriate fields.
- Save.

The screenshot shows a web-based HR system interface for editing employee information. The main header is 'Employees' with a 'Save' button and '1 of 2' pages. The employee name is 'Ronald MacDonald - LABRZ1 - TRAIN01'. The form is divided into several sections:

- Employee Information:** Ronald MacDonald, Employee Information..., Vendor Supplied Employee ID.
- Payment Type:** Hourly.
- Classification:** Contract Project ID (TRAIN01 - Used for CRL Training video), Labor Classification (LABRZ1 - Laborer - Zone 1), Craft Code (LABR2 - Laborer - Group 2).
- Payment Type:** Hourly.
- Rate Fields:** Straight Hourly Rate (50.000), Overtime Hourly Rate (75.000), Regular Hourly Rate.
- Other Fields:** Partial Social Security Number (1234), Payroll Revised Indicator (No), OJT Program Indicator (No), Apprenticeship (No), Training Information, Fringe Health Welfare Rate, Fringe Vacation Holiday Rate, Fringe Apprenticeship Fund Rate, Fringe Pension Rate, Fringe Other 1 Rate.

Fringes to Benefit Plans and Cash Fringes

- If then employee has fringe rates going to benefit plans and the extra is paid in cash, then the amount is deducted from the fringe and added as cash.
- Enter the amount that is deducted from the fringe rate and add it to the appropriate field.
- Subtract the benefit amount per hour from the fringe rate.
- Multiply the remaining fringe rate by the total hours worked for the week.
- Add the amount to the Cash Fringes field.
 - Ex: Fringe rate is \$12.40/hour. \$1.25 is to health. $\$12.40 - \$1.25 = \$11.15$
 - $\$11.15 \times 60 \text{ hours} = \669.00 in cash

The screenshot shows a software interface for managing employee data. The main window is titled "Employees" and has a "Save Complete" button. The interface is divided into several sections:

- Payment Type:** Hourly
- Classification:**
 - Contract Project ID: TRAIN01 - Used for CRL Training video
 - Labor Classification: LABRZ1 (Laborer - Zone 1)
 - Craft Code: LABR2 - Laborer - Group 2
- Payment Type:** Hourly
- Rate Fields:**
 - Straight Hourly Rate: 50.000
 - Overtime Hourly Rate: 75.0000
 - Regular Hourly Rate: (empty)
 - Cash Fringe Payment: (empty)
- Calculation Summary:**
 - Calc Total Straight Time Hours: 0.00
 - Calc Total Overtime Hours: (empty)
- Other Fields:**
 - OJT Program Indicator: No
 - Apprentice: No
 - Training Information: (empty)
 - Fringe Health Welfare Rate: (empty)
 - Fringe Vacation Holiday Rate: (empty)
 - Fringe Apprenticeship Fund Rate: (empty)
 - Fringe Pension Rate: (empty)
 - Fringe Other 1 Rate: (empty)
 - Fringe Other 2 Rate: (empty)

A Windows Calculator window is overlaid on the right side of the interface, showing the number 0 in the display area. The calculator is in "Standard" mode and has various mathematical functions available.

The Hours row

- Add the hours for the employee in the appropriate fields
 - These are hours that the employee worked on the project
- Enter in the Total Straight Time Hours worked for this contract.
 - This can not exceed 40 hours
- Enter in the Total Overtime Hours worked for this pay period.
- Enter in the Total Classification Hours worked for this contract.
 - This includes both Regular Straight time and Overtime.
- User can verify hours by looking at the Calc Hours on the right of the screen.
- Save.

Employees Save

Fringe Other 2 Rate

Hours

	SUN	MON	TUE	WED	THU	FRI	SAT
SUN	6	7	8	9	10	11	12
Straight Time Hours	<input type="text"/>						
Overtime Hours	<input type="text"/>						

Total Straight Time Hours

Total Overtime Hours

Classification Total Hours *

Wages

Classification Gross Pay *

Total Gross Pay *

Calc Total Pay 669.00

Net Pay *

Calc Total Straight Time Hours 0.00

Calc Total Overtime Hours 0.00

Calc Total Hours 0.00

FICA Withholding Amount

Federal Withholding Amount

State Withholding Amount

Medicare Withholding Amount

Wages Row

- Enter in the Total Classification Gross pay
 - This is the total dollar amount for Regular and OT hours
 - If the employee is getting cash fringes, the dollar amount is added to the Total Classification Gross
 - Ex: Employee made \$3,500 for classification wages. Employee is paid in cash for fringes. $\$3500 + \$669 = \$4,169.00$ total classification wage
- Enter the Total Gross Pay amount
 - This includes any wages earned for other work not associated to the contract.
- Enter in the Deduction amounts withheld
- Note: If the employee has amounts withheld to benefit plans, enter the total dollar amount to the Fringe Benefits Total Field

<input type="text" value="20.00"/>	<input type="text" value="20.00"/>
Classification Total Hours * <input type="text" value="60.00"/>	Calc Total Hours <input type="text" value="60.00"/>
Wages	
Classification Gross Pay * <input type="text" value="0.00"/>	FICA Withholding Amount <input type="text" value="0.00"/>
Total Gross Pay * <input type="text" value="0.00"/>	Federal Withholding Amount <input type="text" value="0.00"/>
Calc Total Pay 4,169.00	State Withholding Amount <input type="text" value="0.00"/>
Net Pay * <input type="text" value="0.00"/>	Medicare Withholding Amount <input type="text" value="0.00"/>
Total Deductions * <input type="text" value="0.00"/>	Fringe Benefits Total <input type="text" value="0.00"/>
Deductions	
<input type="text" value=""/> Type search criteria or press Enter Advanced	
<input type="button" value="New"/> 0 added 0 marked for deletion 0 changed	
No rows found matching criteria.	
Exception	
<input type="text" value=""/> Type search criteria or press Enter Advanced	

Wages Row - Cont

- Enter in the Total dollar amount of deductions.
 - This includes the Fringe Benefits Total if applicable
- Subtract the deductions from the Total Gross Pay to get the employees Net pay.
- Save
- Note: The user can verify for accuracy in multiple sections.
 - These show on the payroll as Calc.
 - These are system calculations based on user entry.
 - Classification Calc shows on the left, Hours on the right & Wages under the Total Gross Pay field.

	SUN	MON	TUE	WED	THU	FRI	SAT
	6	7	8	9	10	11	12
Straight Time Hours		8.00	8.00	8.00	8.00	8.00	
Overtime Hours		2.00	2.00	3.00	5.00	0.00	8.00
Total Straight Time Hours							Calc Total Straight Time Hours
<input type="text" value="40.00"/>							40.00
Total Overtime Hours							Calc Total Overtime Hours
<input type="text" value="20.00"/>							20.00
Classification Total Hours *							Calc Total Hours
<input type="text" value="60.00"/>							60.00
▼ Wages							
Classification Gross Pay *							FICA Withholding Amount
<input type="text" value="4,169.00"/>							<input type="text" value="105.00"/>
Total Gross Pay *							Federal Withholding Amount
<input type="text" value="4,169.00"/>							<input type="text" value="375.00"/>
Calc Total Pay							State Withholding Amount
4,169.00							<input type="text" value="200.00"/>
Net Pay *							Medicare Withholding Amount
<input type="text" value="0.00"/>							<input type="text" value="195.00"/>
Total Deductions *							Fringe Benefits Total
<input type="text" value="0.00"/>							<input type="text" value="75.00"/>
▼ Deductions							

Deductions Row

- If the employee has other deductions, they will need to be listed.
- Select the New Button.
- Enter in a Description of the deduction.
 - Ex: Child Support, Safety, 401(k) ect
- Enter in the full dollar amount for the deduction.
- Add the Deductions row amounts together and then add ALL deduction amounts together.
- Enter the total of all the deductions to the Total Deductions field.
- Save.

The screenshot displays a payroll system interface with the following sections:

- Wages Section:**
 - Classification Gross Pay ***: Input field with value 4,169.00
 - Total Gross Pay ***: Input field with value 4,169.00
 - Calc Total Pay**: 4,169.00
 - Net Pay ***: Input field with value 3,219.00
 - Total Deductions ***: Input field with value 875.00
 - FICA Withholding Amount**: Input field with value 105.00
 - Federal Withholding Amount**: Input field with value 375.00
 - State Withholding Amount**: Input field with value 200.00
 - Medicare Withholding Amount**: Input field with value 195.00
 - Fringe Benefits Total**: Input field with value 0.00
- Deductions Section:**
 - Search bar: "Type search criteria or press Enter" with an "Advanced" link.
 - "New" button.
 - Status: "0 added | 0 marked for deletion | 0 changed"
 - Message: "No rows found matching criteria."
- Exception Section:**
 - Search bar: "Type search criteria or press Enter" with an "Advanced" link.
 - "New" button.
 - Status: "0 added | 0 marked for deletion | 0 changed"

Employees with Multiple Classifications

- If a user is doing work within multiple classifications, this will need to be recorded.
- Select the employee it applies to.
- Select the white row action arrow.
- Select the Add New Project/Classification to Employee Option.
- In the pop-up box, select the Labor Classification.
- Enter in the Craft Code.
- Select the Employee at the bottom of the page.
- Click on the Classification/Project to Employee.

On this page: Contract Employees

External Payroll Employees

Contract: TRAIN01 - Contract used for training videos

Payroll Vendor: TRAIN1 - Training Vendor

Payroll Number	1	Modification Number	0
Period	04/06/2025 - 04/12/2025	Fringe Benefit Payment Type	Plan Funds with Exceptions

Employees

Employees: Ronald MacDonald - LABRZ1 - TRAIN01

Employee	Ronald MacDonald	Partial Social Security Number	1234
Employee Information...		Payroll Revised Indicator	No
Vendor Supplied Employee ID			
Payment Type	Hourly		

Classification

Contract Project ID*	TRAIN01 - Used for CRL Training video	OJT Program Indicator	No
Labor Classification*		Apprentice	

Employees with Multiple Classifications Cont.

- Select the employee from the drop menu under the Employees Row.
- Enter the Employee Pay information.
- Hours only need to be recorded for this classification.
- Enter the Classification Gross pay.
- Enter in the Total Gross Pay.
- Enter the Net pay.
- Save.
- Classification Gross, Total Gross and Net Pay will be the same number.
- Note: Deductions can be added to 1 classification, it does not need to be broken up per classification.

On this page: Contract Employees

External Payroll Employees

Contract: TRAIN01 - Contract used for training videos

Payroll Vendor: TRAIN1 - Training Vendor

Payroll Number	1	Modification Number	0
Period	04/06/2025 - 04/12/2025	Fringe Benefit Payment Type	Plan Funds with Exceptions

Employees

Employees Ronald MacDonald - LABRZ1 - TRAIN01

Employee	Ronald MacDonald	Partial Social Security Number	1234
Employee Information...		Payroll Revised Indicator	No
Vendor Supplied Employee ID			
Payment Type	Hourly		

Classification

Contract Project ID *	TRAIN01 - Used for CRL Training video	OJT Program Indicator	No
Labor Classification *		Apprentice	

Employees with Multiple Classifications Cont.

- Select the Employee's other classification from the Employees Row.
- Add the Net Pay from the second classification to the other Total Gross Pay field.
- Subtract out the Deductions and/or the Fringe Benefits Total from the Total Gross Pay.
- Enter in the Net Pay.
- Save.

On this page: Contract Employees

External Payroll Employees

Contract: TRAIN01 - Contract used for training videos

Payroll Vendor: TRAIN1 - Training Vendor

Payroll Number	1	Modification Number	0
Period	04/06/2025 - 04/12/2025	Fringe Benefit Payment Type	Plan Funds with Exceptions

Employees

Employees: Ronald MacDonald - POWRZ1 - TRAIN01

Employee	Ronald MacDonald	Partial Social Security Number	1234
Employee Information...		Payroll Revised Indicator	No
Vendor Supplied Employee ID			
Payment Type	Hourly		

Classification

Contract Project ID*	TRAIN01 - Used for CRL Training video	OJT Program Indicator	No
Labor Classification*		Apprentice	

Sign Payroll

- When all employee pay information is completed and verified for accuracy, the user can sign the payroll.
- Select the Contract Component white drop arrow.
 - The very top dark blue ribbon.
- Select the Sign Payroll.
- Review: This is a snapshot of each employee. It is highly suggested that the user verifies accuracy of each employee here.
- Use the blue -> on the bottom right of the screen.
- Verify: Verification of accuracy statement.
- Select the Sign Payroll Green button.

On this page: Contract Employees

External Payroll Employees

Contract: TRAIN01 - Contract used for training videos

Payroll Vendor: TRAIN1 - Training Vendor

Payroll Number	1	Modification Number	0
Period	04/06/2025 - 04/12/2025	Fringe Benefit Payment Type	Plan Funds with Exceptions

Employees

Employees: Ronald MacDonald - LABRZ1 - TRAIN01

Employee	Ronald MacDonald	Partial Social Security Number	1234
Employee Information...		Payroll Revised Indicator	No
Vendor Supplied Employee ID			
Payment Type	Hourly		

Classification

Contract Project ID *	TRAIN01 - Used for CRL Training video	OJT Program Indicator	No
Labor Classification *		Apprentice	

Prime Review

- When a payroll is Under Prime Review, the Prime will need to review and submit to the agency.
- Select the Prime Review on the row action drop arrow on the right of the payroll.
- Review the payroll.
- Use the blue -> arrow on the bottom right to toggle the screens.
- If the payroll is correct, select the Forward to Agency green button.
- If the payroll needs to be returned to the sub, select the Return to Sub option.
 - Add any comments as appropriate in the comments field before returning to sub.

Contract: TRAIN01 - Contract used for training videos

Vendor Payrolls

Vendor ID: TRAIN1

Legal Name: Training Vendor

0 marked for deletion | 0 changed

Payroll	Begin Date	End Date	Phase	Mod Num
2	04/13/2025	04/19/2025	Initial	0
1	04/06/2025	04/12/2025	Under Prime Review	0

Latest Mod: Yes

Copy Feature

- Once a payroll has been completed, there is a feature that allows the user to copy a previous payroll.
- If the employees are not changing, this is a great tool.
- Navigate to a payroll.
- Select the Row Action arrow on the right side of the payroll.
- Select Copy.
- Change the payroll number to the next payroll number
- Change the Begin and End dates to the appropriate week
- Click on the Copy Payroll on the blue component ribbon.
- Fill out the payroll as noted in the above slides.

Contract: TRAIN01 - Contract used for training videos

Vendor ID: TRAIN1

Legal Name: Training Vendor

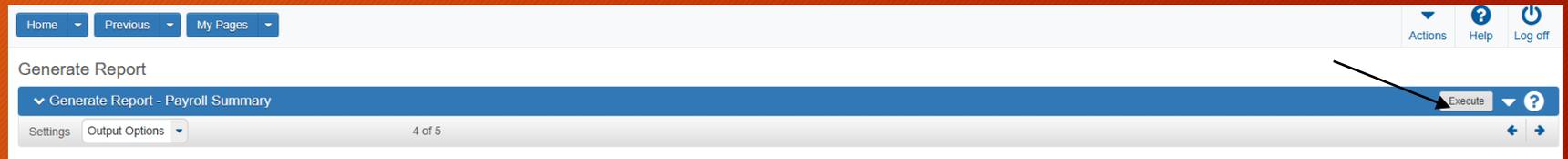
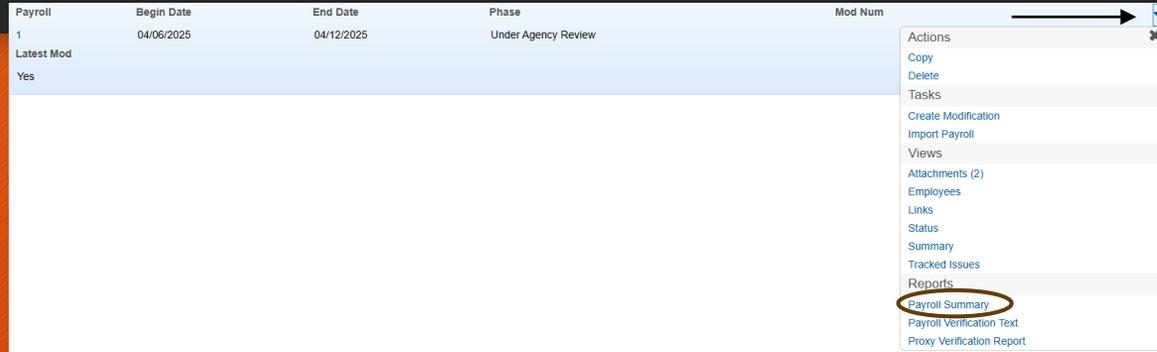
0 marked for deletion | 0 changed

Payroll	Begin Date	End Date	Phase	Mod Num
1	04/06/2025	04/12/2025	Under Agency Review	0

Latest Mod: Yes

Notes: Reports

- It is extremely important that the user verifies all pay information for accuracy. The Payroll Summary report is a useful resource.
 - Select the row action arrow on the right side of the payroll.
 - Click on the Payroll Summary Report
 - Select Execute to run the report.
 - This will open in a new Tab on the top of the user's screen.

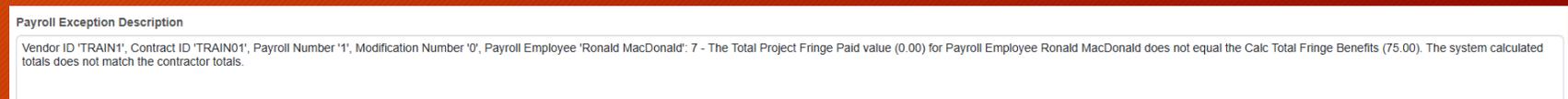
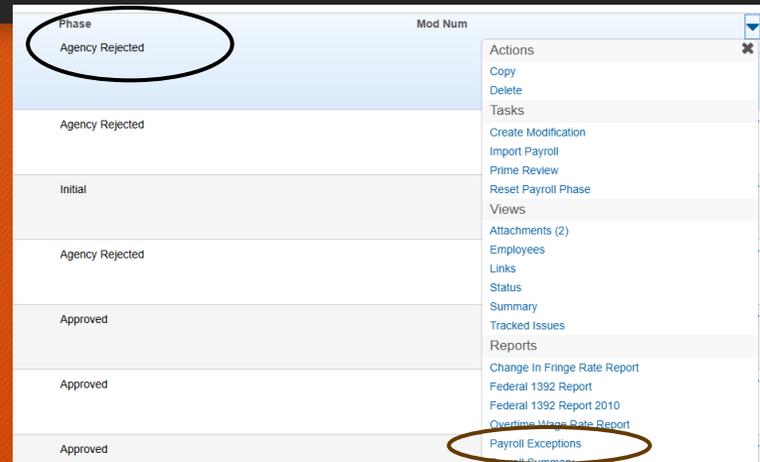


Revision 040
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Contract	TRAIN01	Payroll Number	1	Week End Date	04/12/2025	Modification Number	0												
Employee Last Name	MacDonald	Comments																	
First Name	Ronald																		
Middle Initial		Salaried Employee No																	
Craft/ Classification	Fringe Health/ Welfare	Fringe Vac/ Holiday	Fringe Apprntc / Train	Fringe Pensio n	Fringe Other1	Fringe Other2	Cash Fringe Total	Type of Hours	Hourly Rate	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Total Hours (per week)	Calc Total Hours	
TRAIN01							\$127.70			APR 6	APR 7	APR 8	APR 9	APR 10	APR 11	APR 12			
Power Equipment Operator - Group 3																		0.00	0.00
Apprentice ID: Power Equipment Operator - Zone 1																		10.00	10.00
Apprentice %:																		10.00	10.00
OJT %:																		10.00	10.00
Straight Time \$35.70																		0.00	0.00
Overtime \$53.55																		10.00	10.00
Total Hours																		10.00	10.00

Notes: Reports

- If a payroll has been rejected, the user should pull the exceptions report to see why a payroll was rejected by the agency.
 - This report HAS to be ran prior to any payroll modification.
- Click on the row action arrow on the right side of the rejected payroll.
- Select the Payroll Exceptions Report option.
- Select the Execute button on the Blue component ribbon.
- The report will open in a new tab at the top of the screen.
- The report will show the exceptions that will need to be fixed.
- Note: The user can also go into the rejected payroll and click on the Status quick link. Under the exceptions row, the user can see the exception(s).



Questions?

- If you have any questions, please email the CRL System Support staff at mdtawprcrlsupport@mt.gov

