

AASHTOWare Overdue Payroll Report Process

Purpose

This document provides MDT contractors with step-by-step instructions for generating an Overdue Payroll Report in AASHTOWare Project Civil Rights & Labor (CRL).

Access & Navigation

- Log into AASHTOWare Project Generating the Overdue Payroll Report
- Open the Global Report: Overdue Payroll Report (internal user).
- Enter the Contract Number and select the correct contract.
- For Period End Date, select the 25th of the month being reviewed.
- Click Execute to run the report.
- Review listed contractors with overdue payrolls.

Preparing for Estimates

- Run the Overdue Payroll Report before each estimate cutoff to ensure overdue payrolls are addressed prior to the estimate being generated.
- Address missing payrolls by contacting subcontractors or ensure the prime has all payrolls entered and approved.

Best Practices

- Run the report early in the estimate cycle to avoid delays.
- Document all outreach attempts when resolving overdue payrolls.
- Maintain continuous communication with subcontractors to ensure timely payroll submission.