



AASHTOWARE ELECTRONIC PAYROLLS

*Montana Department of
Transportation (MDT)*

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AASHTOWARE
CIVIL RIGHTS &
LABOR™ (CRL)

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About AASHTOWare

AASHTOWare CRL is a web-based system that accepts contractor and subcontractor required certified payroll information allowing for verification of compliance with Federal and State laws and regulations.

The system processes contractor payrolls against the appropriate Wage Decision allowing for increased accuracy and timeliness.

The AASHTOWare CRL program can import data from an XML file, eliminating the need to manually key it in. This file can be the result of Conversion of the MDT provided Spreadsheet or one downloaded from the contractor's payroll system in the correct format.

Although Users can manually enter the data into the system, there can be quite a lot of it, and many firms use software systems that contain most or all of what is needed already.

System Requirements

There is no cost to access the system or receive a Login ID

Web based

Supported Internet browsers:

Google Chrome

Microsoft Edge

Microsoft Excel 2010 or newer

VENDOR ACCESS



Passwords must be updated every 60 days by the user, if not, they will need to be reset.

Vendor Access

A vendor/contractor will have access to contracts where they are a Prime contractor or approved Subcontractor.

To request access to the system, submit the CRL Access form electronically:

<https://www.mdt.mt.gov/business/contracting/crl-access.shtml>

Access may take a minimum of 2 business days to grant.

Once access is granted, you will receive an email with a temporary password. You can then go in and change it to a password unique to you.

If someone leaves your company, please send an email to CRL Support **mdtawprcrsupport@mt.gov** to deactivate their Login.

If you have difficulty logging in, please send an email to CRL Support **mdtawprcrsupport@mt.gov** to have your password reset.

Vendor Access

Once Vendor Access is granted and you are emailed a **Temporary Password**, please review the following slides to set up a password unique to you or to reset your password using the security questions you've set up.

The reset function is **not** available with the Temporary Password. In this instance you must contact **CRL Support** for assistance.

Once you set a unique password, it will expire every 60 days, so it is suggested you set a reminder to change your password prior to it expiring.

To Change the Temporary Password to one unique to you

At the login page, **do not login but click here**

Version 4.2 Revision 026

You are then taken to this page

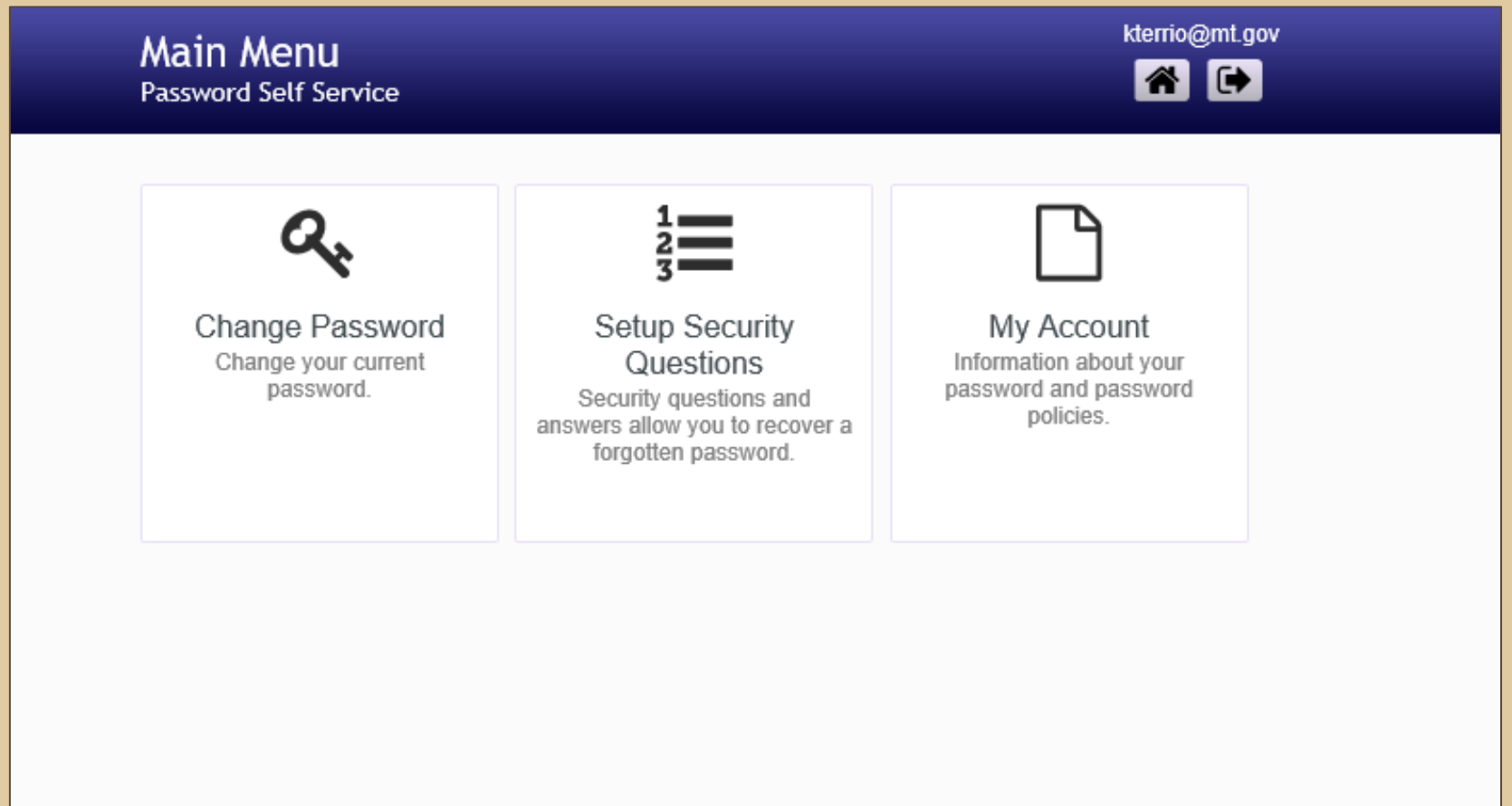
Sign in with your email address and the temporary password that was emailed to you.

Main Account Menu

At this screen you can **Change** your **Password** and **Set up Security Questions**.

We suggest you write down your answers to the questions. They are case sensitive and need the exact answer as you typed it (including spaces or no spaces) when you need to reset your password next time.

Sometimes an error will come up because your answer was not specific enough. Using a phrase seems to work best. To answer the question “What is your favorite food?” say something like: “Ilovetacos”.



The screenshot shows a web interface for 'Main Menu Password Self Service'. The header is dark blue with the text 'Main Menu Password Self Service' on the left and the email 'kterrio@mt.gov' on the right. Below the header are three white boxes with blue borders. The first box has a key icon and the text 'Change Password Change your current password.' The second box has an icon of three horizontal lines with numbers 1, 2, and 3 to the left, and the text 'Setup Security Questions Security questions and answers allow you to recover a forgotten password.' The third box has a document icon and the text 'My Account Information about your password and password policies.' There are also home and refresh icons in the top right corner of the header area.

If you need to reset your password again, click on **Forgot Password** at the login page and it will prompt you to enter your security questions.

Logging into AASHTOWare

Web address:

<https://awproject.mdt.mt.gov/Account/LogOn>

Email address (not case sensitive)

Password (is case sensitive)

Select MDT Contractors from dropdown



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

Important

If you have forgotten your password, do not login but click here.



Username

Password

State Employees

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

Then click here and follow the prompts. This will allow you to recover your password if you have changed it from the Temporary Password given to you when you first set up your account.

Please Sign in
Password Self Service

Password

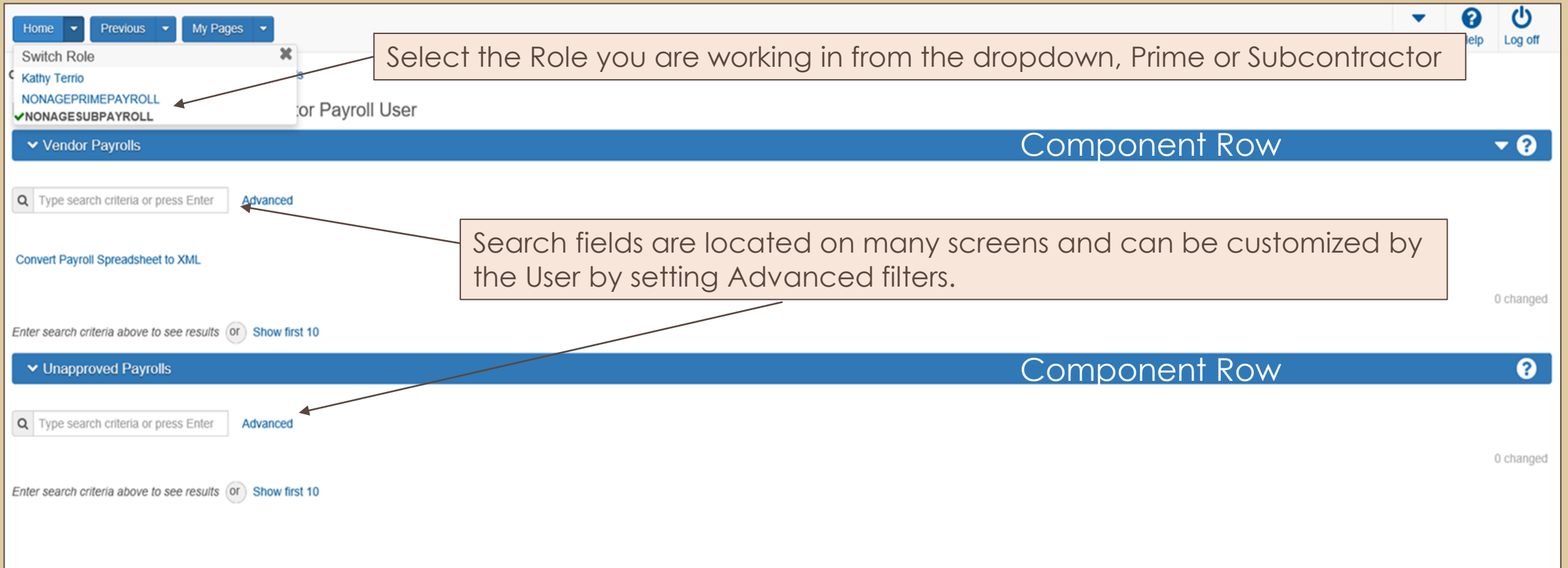
Regain access to your account if you have forgotten your password.

* If you have not set a unique password or need other assistance, please contact: **CRL Support**

AASHTOWARE NAVIGATION

Vendor Home Page

System Help is located on each page by using the 



The screenshot shows the Vendor Home Page interface. At the top, there are navigation buttons: Home, Previous, and My Pages. A dropdown menu for 'Switch Role' is open, showing options: Kathy Terrio, NONAGEPRIMEPAYROLL, and NONAGESUBPAYROLL (which is selected). A callout box points to this menu with the text: "Select the Role you are working in from the dropdown, Prime or Subcontractor". Below the navigation is a blue header bar for "Vendor Payrolls" with a "Component Row" label and a help icon. A search bar is present with the text "Type search criteria or press Enter" and an "Advanced" link. A callout box points to this search bar with the text: "Search fields are located on many screens and can be customized by the User by setting Advanced filters." Below the search bar is a link "Convert Payroll Spreadsheet to XML" and a status indicator "0 changed". Another section for "Unapproved Payrolls" is visible below, also with a search bar and "Advanced" link, and a status indicator "0 changed".

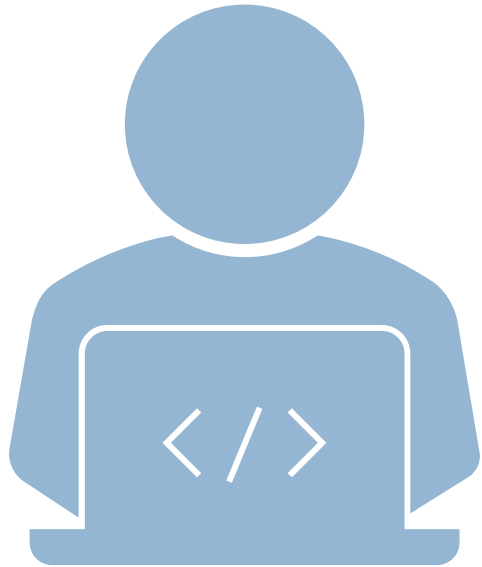
Home

The Home button takes you back to the Home page

Previous

Previous button allows you to go back to the previous page or the dropdown can take you back thru the last 10 pages last visited

PAYROLL ENTRY METHODS



PAYROLL ENTRY METHODS FOR ELECTRONIC CERTIFIED PAYROLLS

1. Manual Entry: Entry of payroll data directly into AASHTOWare.
2. XML file Data Import: File import from contractor's payroll system utilizing a program capable of exporting to AASHTOWare.
3. Payroll Spreadsheet, Conversion Tool & Import: Enter data into the provided CRL spreadsheet, convert to XML format and import.

Montana specific codes must be used:

https://www.Mdt.Mt.Gov/other/webdata/external/const/manuals_guidelines/AASHTOWARE-CRL/certified-payroll-codes.Pdf

PAPER PAYROLLS WILL NOT BE ACCEPTED.
THIS IS A REQUIRED CONTRACT SPECIFICATION.

1. MANUAL PAYROLL ENTRY

This begins the process for manually entered payroll information directly into AASHTOWare

Finding your contract

AASHTOWare Civil Rights and Labor (CRL) – MANUAL PAYROLL ENTRY

This method is a great tool for contractors that do not have a lot of employees on a contract. If there are many employees, it is better to use the Spreadsheet version.

- A) Log into [AASHTOWare](#) (AWP)
- B) Under the Vendor Payrolls Search box, enter in the contract number (if known) or click on the show first 10 to select the contract.

Q 03C Advanced Showing 46 of 46

[Convert Payroll Spreadsheet to XML](#)

Contract	Description	Payrolls	Vendor
03C18	Q CULBERTSON - EAST	0	2094
03C18	Q CULBERTSON - EAST	0	2061

- C) Select the contractor (or subcontractor) that the payroll needs to be created for.
- D) Click on the [blue number](#) in this case 0 under the Payrolls heading in the contractor row.

Contract	Description	Payrolls	Vendor	Legal Name
03C18	Q CULBERTSON - EAST	0	2094	Q PRINCE, INC.
03C18	Q CULBERTSON - EAST	0	2061	Q WICKENS CONSTRUCTION, INC.

- E) Select the white drop-down arrow on the Project component ribbon (Upper right-hand corner)
- F) Select ADD NEW PAYROLL

Adding a payroll

ADDING A CERTIFIED PAYROLL

- A) Fill in the Payroll number, the Begin and End Dates and the Fringe Benefit Payment Type.
 - a. The Payroll numbers should be **consecutive**. If there is a week that site work is not being done, you will not need to submit a payroll for that. **Payrolls only need to be submitted for pay periods worked.**
 - i. Ex: If work was done from 7/31/22 to 8/6/22 (payroll #1) and then did not return to site until 8/14/22 – 8/20/22, then the week of 8/14/22 would be payroll #2.

External Add Certified Payroll

▼ Contract: 03C18 - CULBERTSON - EAST

Payroll Vendor: 2094 - PRINCE, INC.

Payroll Number *

8,999,999,999

Begin Date *

End Date *

Fringe Benefit Payment Type *

Comments

- B) Save

If you have a Fringe Benefit Program(s) other than Cash, you will need to define those program(s) on the lower portion of the screen that opens after you select either Plan Funds or Plan Funds with Exceptions . Plan Funds means the entire Contracts Fringe Benfit amount goes to a program(s). Plan Funds with Exceptions means part of the amount goes into the program and part goes back to the employee as Cash.

Fringe Benefit Payment Type *

Cash

Cash

Plan Funds

Plan Funds with Exceptions

Define Fringe Benefits

Benefit Programs

New 1 added | 0 marked for deletion | 0 changed

▼ New Certified Payroll Benefit Program

Benefit Program Name ▼	Benefit Account Number ▼
<input type="text"/>	<input type="text"/>
<small>(Up to 80 characters)</small>	
Trustee/Contact Person ▼	Trustee/Contact Phone ▼
<input type="text"/>	<input type="text"/>
Benefit Program Type ▼	Benefit Program Classification ▼
<input type="text"/>	<input type="text"/>

Use the **New** button to add additional programs. Once you save this information, the **Employee** view will be available by clicking on **Employee** on the upper left.

Home Previous My Pages

Employee Status

External Certified Payroll

▼ Contract: 05519 - BR PRES YELLOWSTONE GARDINER

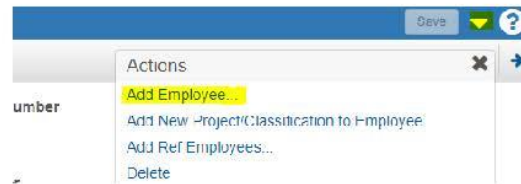
Adding employees

ADDING A NEW EMPLOYEE TO A PAYROLL

A) Select the Employee Quick link under the HOME button.



B) Click on the white arrow on the EMPLOYEE component ribbon.



C) Add First Name, Last Name, Gender, Payment Type (Hourly or Salaried) Ethnic Group (if known) and Partial SSN number. The rest does not need to be filled out.

- a. Partial SSN should be the last 4 digits ONLY.
- b. Employee name input should be consistent formatting.
 - i. Ex: If the First initial of both last name is entered as a capital letter, then it will need to be the same for all subsequent payrolls. If a middle initial is entered, it should also be on all subsequent payrolls. Do **NOT** mix and match data entry as it does cause exceptions.

Employee Details

First Name *

Last Name *

Payment Type *

Gender *

Ethnic Group *

Middle Initial

Vendor Supplied Employee

Partial Social Security Num

Up to 4 characters

- D) Follow steps B & C for **EVERY NEW** employee that needs to be on the payroll.
- E) Once the employee(s) have been added, they will show in the drop down under the EMPLOYEES component ribbon.
 - a. When an employee is first entered, they will show a -- next to their name.
 - b. If they have a number associated after their name, then the contract information is already associated with the employee. This number is the contract UPN or Project Number.

Employees

Employees

Employee
 Dylan Ross - LABRZ3 - 7953020000
 Cody Sheehan - LABRZ3 - 7953020000
 John Sheehan - LABRZ3 - 7953020000
 Employee Info Austin Stafford - LABRZ3 - 7953020000

Adding Classification and Craft codes

CLASSIFICATION COMPONENT ROW

THIS WILL NEED TO BE DONE FOR EACH EMPLOYEE THAT WAS CREATED FOR THE CERTIFIED PAYROLL

- A) Fill in the Laborer Classification.
 - a. For contracts Let **AFTER** June 9th, 2022: Zone Pay will no longer be a separate pay and will **not** be associated to contracts. Use the classification for **ZONE 1** as **this does not add additional pay**.
 - b. **CHECK ALL CONTRACT LABOR REQUIREMENTS TO SEE WHAT APPLICABLE RATES NEED TO BE USED.**

Labor Classification *

LABR3 - Laborer - Zone 3

- B) Fill in the Craft Code.
 - a. This is what Group the employee is to be classified with.
 - b. Check contract for information of what work designates for which group.
 - i. **Note: BLD – Building: This is used for Rest Areas ONLY**

GROUP 1: Flag Person

GROUP 2: All General Labor work; Burning Bar; Bucket Man; Carpenter Tender; Caisson Worker; Cement Mason Tender; Cement Handler (dry); Chuck Tender; Choker Setter; Concrete Worker; Curb Machine-Lay Down; Crusher and Batch Plant Worker; Fence Erector; Form Setter; Form Stripper; Heater Tender; Landscaper; Pipe Wrapper; Pot Tender; Powderman Tender; Rail and Truck Loaders and Unloaders; Riprapper; Sealants for Concrete and other materials; Sign Erection, Guard Rail and Jersey Rail; Stake Jumper; Spike Driver; Signalman; Tail Hoseman; Tool Checker and Houseman; Traffic Control Worker

GROUP 3: Concrete Vibrator; Dumpman (Grademan); Equipment Handler; Geotextile and Liners; High-Pressure Nozzleman; Jackhammer (Pavement Breaker); Laser Equipment; Non-riding Rollers; Pipelayer; Posthole Digger (power); Power Driven Wheelbarrow; Rigger; Sandblaster; Sod-Cutter-power; Tampers

Craft Code *

LABR3 - Laborer - Group 3

- ELECLC - Electrician - Line Construction
- Glazier - Glazier for Rest Area Windows
- IRON - Ironworkers
- LABR1 - Laborer - Group 1
- LABR2 - Laborer - Group 2
- LABR3 - Laborer - Group 3**
- LABR4 - Laborer - Group 4
- LINE - Electrician - Line Construction
- PNTR - Painters
- POWR1 - Power Equipment Operator - Group 1
- POWR2 - Power Equipment Operator - Group 2

Cash Edge Payment

- C) Enter in the Straight Rate.
- D) Enter in the Overtime Rate. An Overtime Rate must be entered even if the employee does not have Overtime Hours.
- E) Regular Hourly rate can be left blank. It is not applicable.
- F) Enter in the Cash Fringe Rate if applicable. This is a total for the entire pay week for on-site work.
 - a. This is calculated but taking the fringe rate multiplied by the total hours for the week.
 - b. Fringe rates are only earned at Straight time rates. They are not earned at OT rates.

Straight Hourly Rate *

27.190

Overtime Hourly Rate *

40.7800

Regular Hourly Rate

Cash Fringe Payment

393.60

Calc Total Straight Time Hours

40.00

Calc Total Overtime Hours

1.00

Adding Employee hours

HOURS COMPONENT ROW

- A) Enter all Straight time hours in the dates on the top row.
- B) Enter all Overtime hours in the dates in the bottom row.
- C) Enter in the total Straight time hours
 - a. This should not go past 40 hours in a work week.
- D) Enter in the Total Overtime hours.
- E) Enter in the Classification Total Hours amount. Both Straight time plus Overtime.
- F) The CALC totals on the right should match the information that was entered on the left.
 - a. Calc is system calculations based on user input.

Hours							
	SUN	MON	TUE	WED	THU	FRI	SAT
	17	18	19	20	21	22	23
Straight Time Hours		14.00	14.00	12.00			
Overtime Hours				1.00			
Total Straight Time Hours	40.00						
Total Overtime Hours	1.00						
Classification Total Hours *	41.00						
Calc Total Straight Time Hours	40.00						
Calc Total Overtime Hours	1.00						
Calc Total Hours	41.00						

Adding Employee Wages


WAGES COMPONENT ROW

- A) Enter in the **Classification Gross pay**.
 - a. This is the total for both the Straight Time and Overtime rates for this project only.
- B) Enter in the **Total Gross Pay**.
 - a. If an employee has been working on an MDT project and a private project, this would be the total for all work this week.




Wages	
Classification Gross Pay *	FICA Withholding Amount
<input type="text" value="165.20"/>	<input type="text" value="148.49"/>
Total Gross Pay *	Federal Withholding Amount
<input type="text" value="2,537.90"/>	<input type="text" value="381.16"/>
Calc Total Pay	State Withholding Amount
165.20	<input type="text" value="34.73"/>
Net Pay *	Medicare Withholding Amount
<input type="text" value="1,533.85"/>	<input type="text" value="120.00"/>
Total Deductions *	Fringe Benefits Total
<input type="text" value="1,004.05"/>	<input type="text" value="0.00"/>

- C) Enter in **Deductions**. FICA, FEDERAL, STATE, MEDICARE.
 - a. FICA can be a combined total of both Social Security and Medicare. If combined, do not fill on the Medicare box.
- D) Enter in the **Fringe Benefits total**.
 - a. This is the total of Fringe that they received for the pay period. Example is the Fringe Health and Welfare rate times the hours worked.
- E) Enter in any other Deductions in the deduction row for anything not covered under the normal deductions.
 - a. Example: Child support, Direct deposit fees, payroll advances etc.
- F) Fill in the **Total Deductions** box.
 - a. This includes all deductions in the Deductions row.

▼ Deductions

🔍 Type search criteria or press Enter  Advanced Showing 3 of 3

New 0 added | 0 marked fo

Description *	Amount
401K 	251.67
FSA 	20.00
Health Ins 	48.00

Review and Sign Payroll

FINAL REVIEW AND SIGN PAYROLL

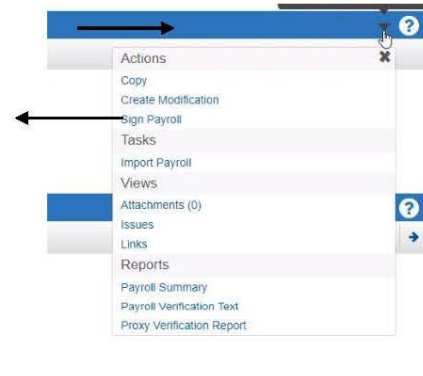
- A) Before the payroll is signed, run the Payroll Summary report.
- B) Click on the white drop arrow on the Contract Row. Click on Payroll Summary under the Reports action.

The screenshot displays a payroll system interface. At the top, a blue header bar shows 'Contract: 01C19 - SOUTH OF BOULDER - SOUTH' with a dropdown arrow. Below this, the 'Payroll Vendor' is listed as '6782 - HIGHMARK TRAFFIC SERVICES, INC.'. The main area contains two tables. The first table has columns for 'Payroll Number' (3), 'Modification Number' (0), 'Period' (08/08/2021 - 08/14/2021), and 'Fringe Benefit Payment Type' (Cash). The second table, titled 'Employees', has columns for 'Employee' (Brett Brodie) and 'Partial Social Security Number' (1678). A dropdown menu is open on the right side, showing options under 'Reports', with 'Payroll Summary' highlighted in yellow. Other options include 'Import Payroll', 'Views', 'Attachments (3)', 'Issues', 'Links', 'Payroll Verification Text', and 'Proxy Verification Report'.

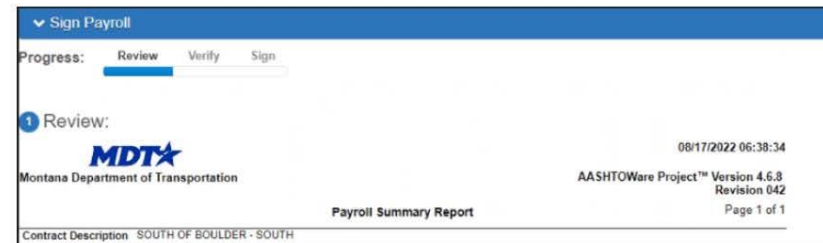
- C) When the Generate Report – Payroll summary (This opens in a new tab), look through the employee information and make sure all data is correct.
- D) If all employee information and math matches the system calculated (within a couple cents if there is rounding errors), the payroll can be signed.

REVIEW AND SIGN PAYROLL

- A) If payroll is ready to be submitted for the approval, click on the white drop arrow on the Contract component ribbon.
- B) Select the Sign Payroll option.



- C) This will take you through the review and sign process. To maneuver through this process, you will need to use the blue directional arrows at the bottom right corner.



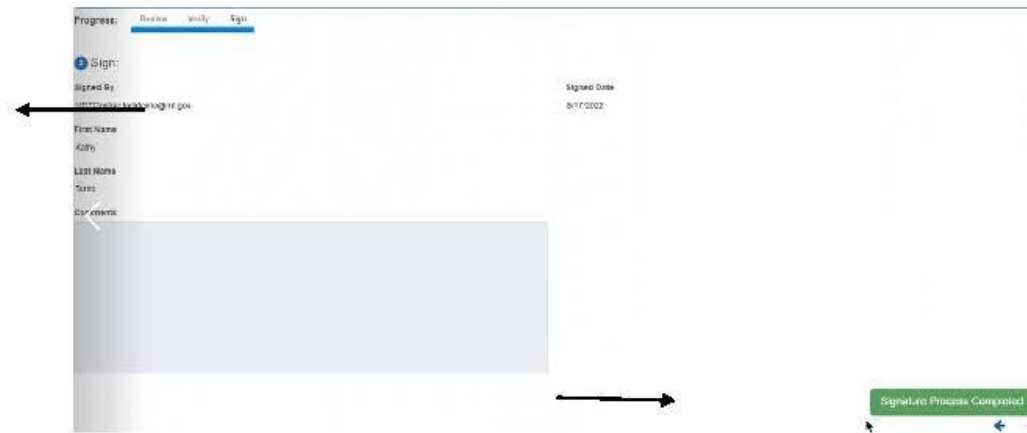
Once signed, the payroll is automatically moved to the next level whether to the Parent Subcontractor or Prime.

- D) Verify the payroll report that populates under Review.
- E) Verify the Labor Compliance data is correct. This is a certification that the information in the payroll is correct.

- F) Select the Green Sign Payroll box to sign your payroll.



- G) Once the payroll is completed, a Completed Progress screen will show and the Payroll is moved along in the process such as Prime Review or Under Agency Review.



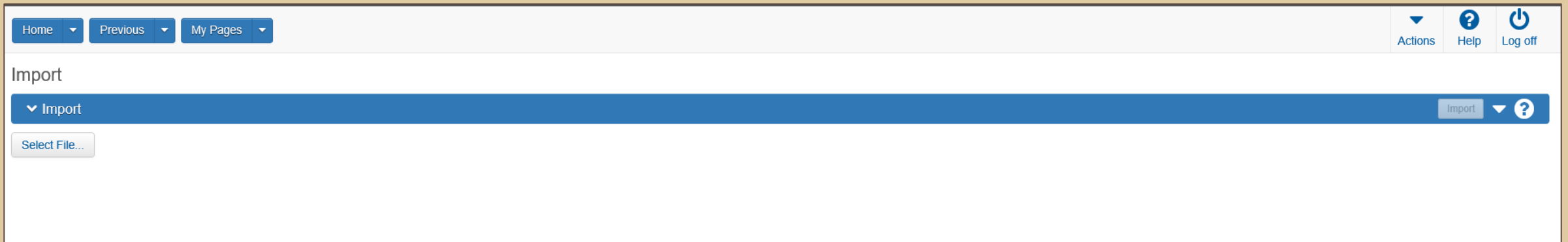
2. XML FILE DATA IMPORT PAYROLL ENTRY

This method is used when the Contractor has a system compatible with AASHTOWare and capable of generating the xml file in the correct format.

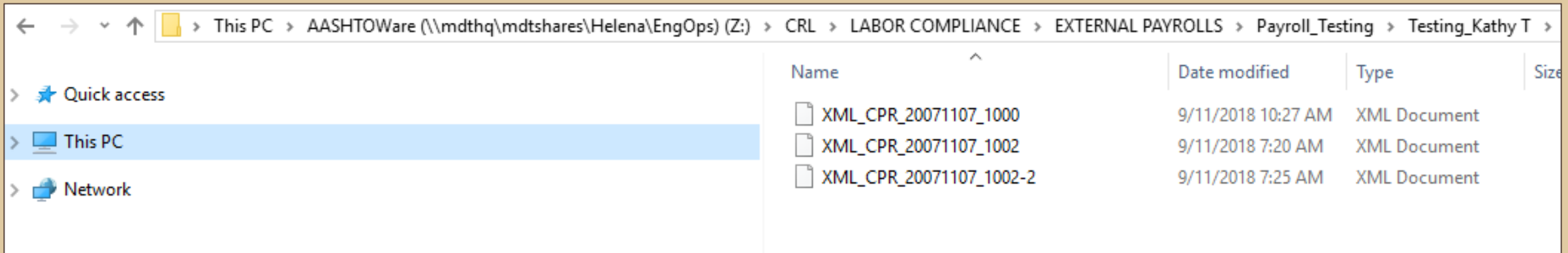
When Importing a payroll, you do not need to enter a contract number. You can click on the component Actions arrow. Then click on [Import Payroll](#).

The screenshot displays the AASHTOWare web interface. At the top, there are navigation buttons for 'Home', 'Previous', and 'My Pages'. On the right side, there are icons for 'Actions', 'Help', and 'Log off'. Below the navigation, the page title is 'PROJECT Non Agency Subcontractor Payroll User'. The main content area is divided into two sections: 'Vendor Payrolls' and 'Unapproved Payrolls'. Each section has a search bar with the placeholder text 'Type search criteria or press Enter' and an 'Advanced' link. The 'Vendor Payrolls' section includes a link for 'Convert Payroll Spreadsheet to XML' and a status indicator '0 changed'. The 'Unapproved Payrolls' section also has a status indicator '0 changed'. An arrow from the text above points to the 'Actions' menu in the 'Vendor Payrolls' section, which is open and shows the 'Import Payroll' option.

When you click Import Payroll, the [Select File](#) button is available.



A dialog box will open. Select the XML file you would like to import from your computer, then click open. If you are using Google Chrome, you can select several files for the same contract at one time by holding the Ctrl key and selecting the files.



Remember the system will only import xml files.

Home Previous My Pages Actions Help Log off

Import

There are unsaved changes.

Payroll Import Import

Select File...

Test.xml 12412 bytes

The file name with the "xml" extension and bytes will appear on this line. Click on Import.

Home Previous My Pages Actions Help Log off

Import

Payroll Import Submitted - See Notifications

Import

Select File...

Test 11448 bytes

Click here to **Go to Process History**

[Go to Process History Payroll Import Notifications](#)

Process History shows whether an **Import** was successful or if there are errors needing correction.

Home Previous My Pages Actions Help Log off

Process History Overview

Process History Overview Save

Process History Scheduled Payroll Import Notifications

Search [] Advanced Showing 1 of 1 Status No Filter

0 marked for deletion | 0 changed

Header	User ID	File Name
<p>Log</p> <p>Start Time: 04/11/2019 10:53:21.657 Error: Vendor ID '2096', Contract ID ", Payroll Number '102', Modification Number '0': Contract ID: Invalid value '07817A' because it was not found in Contract</p>	MDTContractor\kterrio@mt.gov	Z:\CRL\LABOR COMPLIANCE\EXTERNAL PAYROLLS\Payroll_Testing
Reviewed	Start Time	Finish Time
<input type="checkbox"/>	04/11/2019 10:53:21 AM	04/11/2019 10:53:35 AM

Output Files

- Error.log
- ImportPayrollFile.LOG

Success

No

Click on the plus sign to open ImportPayrollFile.LOG and view errors.

Successful import?

Log

Start Time: 04/11/2019 10:53:21.657

Error: Vendor ID '2096', Contract ID "", Payroll Number '102', Modification Number '0': Contract ID: Invalid value '07817A' because it was not found in Contract List.

Error: Craft Code 'LABR1', Project ID "", Labor Classification 'LABRZ1', First Name 'John', Last Name 'Smith': Project ID: Invalid value '5157010000A' because it was not found in Contract Project List.

Error: Craft Code 'LABR1', Project ID "", Labor Classification 'LABRZ1', First Name 'Dave', Last Name 'Jefferson': Project ID: Invalid value '5157010000A' because it was not found in Contract Project List.

Finish Time: 04/11/2019 10:53:35.563

Example of Payroll Errors needing correction. In this instance, the Project ID was incorrect.

Correct on the payroll and re-import the XML file.

Once the file is **Successfully** imported it will be automatically moved to the [Initial Phase](#) allowing you to [Sign](#) the payroll. [See slides 27-29 for the signing process.](#)

The system also saves the imported files as attachments to the payroll.

Close

3. MDT
PROVIDED
EXCEL
SPREADSHEET
PAYROLL ENTRY

Payroll Spreadsheet Requirements

To utilize the provided payroll spreadsheet to complete and import your certified payrolls, ensure you are using Microsoft Excel 2010 or newer.



Payroll Spreadsheet

By using the provided **Payroll Spreadsheet** and **Conversion Tool**, you will be able to import your payroll **XML** file into AASHTOWare CRL.

Payroll Spreadsheet

Conversion Tool

This is the process to enter your payrolls utilizing the MDT provided Excel spreadsheet.

Download the spreadsheet

AASHTOWare CRL – XML File Data Import Entry

This method is easier when there are many employees working for a contractor. The file can be saved as a template and used for multiple weeks.

The form [\(CRL PAYROLL SPREADSHEET\)](#) and the Conversion Utility [\(XML PAYROLL SPREADSHEET CONVERSION UTILITY\)](#) instructions can be found on the CRL site under Forms at: [AASHTOWare Civil Rights & Labor \(CRL\) Resources | Montana Department of Transportation \(MDT\) \(mt.gov\)](#)

Other CRL instructions can be found under the Guides section of the website. [Manuals & Guides | Montana Department of Transportation \(MDT\) \(mt.gov\)](#)

*** Important – Do not delete lines in the spreadsheet, this will create exceptions (errors).**

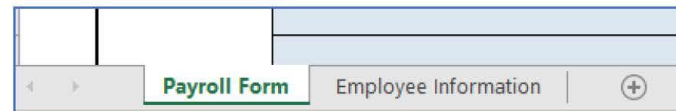
XML Spreadsheet

1. Open the spreadsheet by clicking on the CRL Payroll spreadsheet found on the Internet web page link above.
 - a. This opens in Microsoft Excel. You must have Excel 2010 or newer.
2. Download the form and save.
 - a. This allows data entry in the spreadsheet.
 - b. If it is not downloaded, no data entry will be allowed.
3. Directions for how this spreadsheet should be utilized are found in the Payroll Form Tab. Many required areas are highlighted in Yellow.

Instructions

- 1: The blue fields are available for data entry.
- 2: Click the field names for a description.
- 3: Use 'Save As' in Excel to save file. Note the name and the location where you are saving.
4. Upload the spreadsheet/XML file using prescribed Agency method.

- a. There are 2 tabs for this form. The Payroll Form and the Employee Information tab. Both are located on the bottom of the workbook.



Completing Contract Information

Filling out the spreadsheet – Payroll Form

Required information are the **BLUE** boxes also the **yellow highlighted** areas. Some areas auto calculate.

1. **Check if the Prime Contractor or a Subcontractor**
2. **Contractor Name**
3. **Vendor ID**
 - a. If this information is not known, please contact Kathy Terrio to obtain.
4. **Payroll number**
 - a. These are consecutive numbers as payrolls are created. Do not skip numbers.
5. **Week Ending date**
 - a. The payroll work week needs to start on the same day of the week for each payroll. (Example: Payroll period is Monday through Sunday, or Sunday through Saturday). This should be the same Pay period work week starting date for all projects. The week must be 7 days in length.
 - b. Once established, do not change the work week starting day as this can cause exceptions on following payrolls.
6. **Contract #**
 - a. This is the 5-digit contract number.
7. **Day and date**
 - a. Select the day of the week from the dropdown (Select Day). The Date, once the first date is selected, the rest will auto populate.

CONTRACTOR <input type="checkbox"/>		SUBCONTRACTOR <input checked="" type="checkbox"/>		CONTRACTOR ADDRESS						
Name of Contractor		Loral Construction Inc		Addr 1						
Contractor's ID		99999		Addr 2						
Payroll Number		2		City			State:			
For Week Ending		8/6/2022		Contract #			06123			
Day	Select Day	Select Day	Select Day	Select Day	Select Day	Select Day	Select Day	Select Day	Select Day	Select Day
Date	7/31/2022	8/1/2022	8/2/2022	8/3/2022	8/4/2022	8/5/2022	8/6/2022			

Adding Fringe Benefits

8. Fringe Benefits

a. Select one of the two options of how the fringe benefits are being paid to the employee.

One of two boxes needs to be checked.

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount for the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

9. Benefit Program Name

- a. If the Fringe box was checked with that Approved Plans, Funds or Programs, the benefit program boxes will need to be filled out with the correct documentation. If cash is being paid, the program boxes will not be needed.
- b. Your account number will not need to be entered and you can use the default numbering that populates.

Benefit Program Name	Benefit Program Type	Benefit Account Number	Benefit Labor Classification	Kathy Terrio	Contact Person's Phone
ABC Healthcare	Fringe Health/Welfare	999999999	Health/Welfare	Kathy Terrio	406-475-2258
401K	Fringe Pension	999999999	Pension	Kathy Terrio	406-475-2258
	Select Type				

Completing the Employee Tab

Filling out the Employee Information tab first before filling out the Wages and Hours sections.

1. Fill in the information for ALL employees that is in **BLUE**.
 - a. There is an example on the top bar.
 - b. If this is the first spreadsheet, it is imperative that you use the exact name spelling (legal name) that is recorded in the Payroll Software you use. If a middle initial is used, it will need to be used on all following payrolls.

Instructions:

The worksheet will allow 250 employees to be added
 It is strongly recommended that you add your employees in alphabetical order to aid in searching on the "Payroll Form" "Select Employee" dropdown
 It is strongly recommended that the employee information you add to this worksheet is the same as that recorded in your Payroll Software system. The CRL system is case sensitive.
 Fill in all the appropriate column information
 Middle Initial will ONLY take ONE character.
 State and Zip Code are required but Address and City is not. Be careful not to put spaces either at the beginning or end of the entry.

Example:							
Smith Joseph W	Smith	Joseph	W	1234	Male		
Employee full Name	Last Name Value - 2	First Name Value - 3	Middle Initial - 4	Partial Social Security No. - 5	Gender - 6	Ethnicity - 7	Ethnicity Select
MacDonald Old R	MacDonald	Old	R	9999	Male	WH	White
Needles Robert	Needles	Robert		8888	Male	AA	Black or African American
Roberts Lorali C	Roberts	Lorali	C	3333	Female	TWM	Two or more ethnicities
Smith Opal	Smith	Opal		7878	Female	TWM	Two or more ethnicities

2. You will need to use the scroll bar at the bottom of the worksheet to get to the other required fields. But you can also use the tab button.
3. OJT % - 15: This is for the wage progression as designated by the Approved OJT Program for the contract. If the employee is being paid at the full labor classification rate, 100% can be used.
4. APPR ID – 16: If the employee is an apprentice, document the Apprentice ID number.
5. App wage % - 17: If the apprenticeship wage is different contract wages, document the percentage of wages.

**** Contact Kathy Terrio with questions regarding Apprenticeship documentation****

MN		55678	100	15687	60
State - 12	State Select	ZIP - 14	OJT % - 15	APPR ID - 16	App wage % - 17
MT	Montana	97878	100		
MT	Montana	97878	100	MT0000000	0
MT	Montana	97878	100		
MT	Montana	97878	100	MT1111111	0

Once the Employee tab is completely filled out, go to the Payroll Form tab.

Selecting employees on the Payroll Tab

Individual Employee Name and Identifier Section

Located under the Benefit Information section.

1. Click on the Blue box Select Employee.
 - a. A little drop arrow will show next to the button.

Individual Employee Name and Identifier		O.T
Last Name	<input type="text"/>	S.T
First Name	<input type="text"/>	S.H
Select Employee		O.T

2. Choose the employee that was entered on the previous tab.
3. Information from the previous page will populate the employee information.
4. If the employee is a salaried employee, click on the Salaried (y/n) box and change to yes.
 - a. In the Salaried Employee Only box, enter the employee hours and Salary amount
5. Enter in the Project/UPN# (10 digit)
 - a. This information can be obtained by talking with the Prime Contractor (if a subcontractor) or talking with EPM.
 - b. The information is also available on the Subcontract Consent letter.

UPN# (Enter Below)	
<input type="text"/>	
Craft Code	Select Craft Code
Labor Code	Select Labor Code
Salaried Employee Only	
Total Pay Period	Normal Salary
Salaried Hours	
<input type="text"/>	

6. Select the employee Craft Code
 - a. Craft code is the Classification code.
 - b. Example: Laborer 1, Operator 2 etc.
7. Select the Labor Code
 - a. This is the Zone pay location
 - b. See **CONTRACT REQUIREMENTS** for Zone pay, if applicable.

Craft Code	Laborer_Group_1
Labor Code	Laborer - Zone 2

8. Fill in the hours for that pay week.
 - a. OT = Overtime Hours
 - b. ST = Straight time hours
 - c. SH = Salaried Hours (For salaried employees only)

Hours Worked								Total Project Classification
O.T.	Standard Time Hours							Hours
S.T.	Salaried Time Hours							Hours
S.H.								Hours
O.T.	0.00	8.00	7.00	5.00	9.00	6.00	12.00	47.00
S.T.	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00
S.H.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

9. Fill In the Rate of Pay for both the OT and ST hours. (Even if no OT wages, a rate must be filled in)
10. Fill in the Gross Pay/FICA/Federal Income Tax. Optional 1 & 2 may be used for things such as State Income Tax.
11. Fill in the Fringe Benefit Rates – If Applicable. (These are an hourly rate)

Gross Pay	FICA	Federal Income Tax	Optional 1	Optional 2	Other Deductions	Total Deductions	NET WAGES
2100.00	120.00	16.50			0.00	136.50	1963.50
Fringe Benefit Rates							
Health Welfare	Vacation Holiday	Apprentice Fund	Pension	Other 1	Other 2	Fringe Benefits Total	
10.00	15.00					2175.00	

12. Enter any information for any other Deductions.
 - a. Example: Child Support or Direct Deposit fees
 - b. These amounts will automatically populate to the Other Deductions box and become a part of the Total Deductions.

Other Deductions	
Other Deduction Description	Amount
Child Support	100.00
Direct Deposit fee	1.00
401(k) supplemental	50.00

Other Deductions	Total Deductions
151.00	287.50

13. Follow Steps 1 thru 12 in the **Individual Employee Section** for **EACH** employee to be documented on the payroll.

14. Save the file somewhere it is accessible to find it.

a. It is suggested to use the pay period ending date in the file name.

i. This will allow you find the spreadsheet with ease or do a correction on the current payroll.

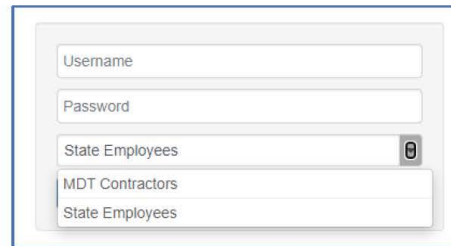
NOTE: If the employees do not change from payroll to payroll, make the corrections to the hours and deductions for each employee. Do a FILE -> SAVE AS and change the file name to the new pay period ending date. You may always add employees to the Employee Tab. If you do not use an employee one week, do not select them on the Payroll Form. Do not delete lines.

DOUBLE CHECK ALL INFORMATION FOR ACCURACY PRIOR TO UPLOADING THE SPREADSHEET INTO AASHTOWARE

Spreadsheet Conversion

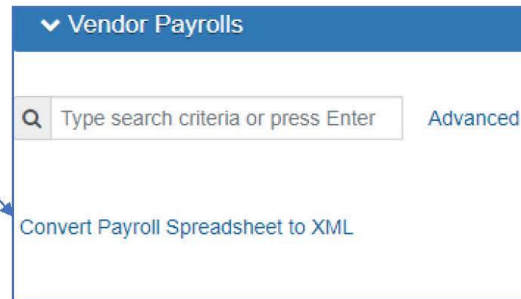
CONVERTING SPREADSHEET INTO AN XML FILE

1. Sign into AASHTOWare using the email address access was granted to.
 - a. The password that is assigned during the access enrollment is intended as a **temporary** password. All passwords expire within 60 days.
 - b. To change your password to something that is unique to you, please view the cheat sheet at: [Cheat Sheets | Montana Department of Transportation \(MDT\) \(mt.gov\)](#) (Changing a Password – External Users). By doing this, you will be able to recover your password when it expires. The Temporary Password once expired will need to be reset by [CRL Support](#).
2. Select MDT Contractors from the drop-down menu.



A screenshot of the AASHTOWare login interface. It features four input fields: 'Username', 'Password', 'State Employees' (with a lock icon), and a dropdown menu. The dropdown menu is currently open, showing 'MDT Contractors' and 'State Employees' as options.

3. Click on the Convert Payroll Spreadsheet to XML link.



A screenshot of the 'Vendor Payrolls' page. At the top is a blue header with a dropdown arrow and the text 'Vendor Payrolls'. Below the header is a search bar with a magnifying glass icon, the placeholder text 'Type search criteria or press Enter', and the word 'Advanced' to its right. Below the search bar, the link 'Convert Payroll Spreadsheet to XML' is visible. A blue arrow points from the text 'Convert Payroll Spreadsheet to XML' in the step above to this link.

4. Under the Instructions:
 - a. Choose the payroll spreadsheet to upload.
5. Check the "I agree to the Terms of Service" box.
6. Select the Convert button.

Converter

Once you have a payroll spreadsheet with your data entered, you can create a Payroll XML file online with this tool.

Instructions:

- Use the following form to select the spreadsheet you have created, Check the box agreeing to the [Terms of Use](#), then click the **Convert** button to send your spreadsheet to the online conversion utility.

No file chosen

I agree to the Terms of Use

- Save the Payroll XML file that is returned from the online converter.

You can now deliver the Payroll XML file to the agency via whatever method they have established.

IMPORTING A PAYROLL

- From the home dashboard, click on the white drop arrow on the blue component ribbon to the right.
- Select Import Payroll from the Tasks.



- Select the xml file you saved.
- Once the file has been selected, click on the Import button on the right-side of the blue component ribbon.
- Once the import is complete, click on the Go to Progress History Important Notifications link. (Middle of the screen)
 - This allows you to see if the payroll was imported correctly or if there are any issues with the import.
 - This creates a .zip file and separate payroll files.

Import

Payroll Import Submitted - See Notifications X

▼ Import Import

Select File...

6211_102018.xml 79824 bytes

[Go to Process History Payroll Import Notifications](#)

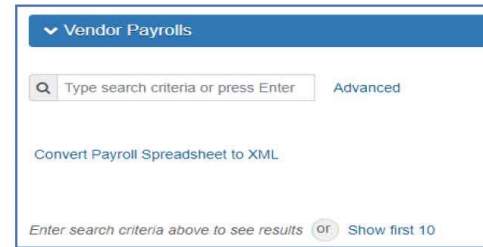
Header	User ID	File Name
<p>Import payroll files from multiple files. Please see individual process histories for details</p> <p>Log</p> <p>Start Time: 04/01/2019 10:03:11 AM Information: Import payroll files from the zip file: GeneratedPayrollImports_20190401100311.zip</p>	state\J2879	GeneratedPayrollImports_20190401100311.zip
<p>Reviewed ▼</p> <p>Start Time</p> <p>Finish Time</p>	04/01/2019 10:03:11 AM	04/01/2019 10:03:28 AM
		<p>Output Files</p> <p>ImportPayrollFile.LOG</p> <p>Error.log</p> <p>GeneratedPayrollImports_20190401100311.zip</p> <p>Success</p> <p>Yes</p>

6. Click on the magnifying glass on the log to open the log to bigger viewing screen. Was the payroll successful?

XML Successfully Imported

SUCCESSFUL IMPORT

1. If the import was successful, return to the Home screen.
2. In the search box, enter in the contract number or select the Show First 10 link.



3. Select the payroll number you imported.

01C19	SEARCH SOUTH OF BOULDER - SOUTH	2	7643	SEARCH PAVEMENT SOLUTIONS INC
-------	---------------------------------	---	------	-------------------------------

4. Click on the current payroll number.
 - a. This should show as in the Initial phase.
5. Double check that everything is accurate.
 - a. It is recommended that the Payroll Summary Report be used to view the payroll for accuracy.
 - b. The report can be pulled from the white drop arrow on the blue component ribbon on the right side of the screen.

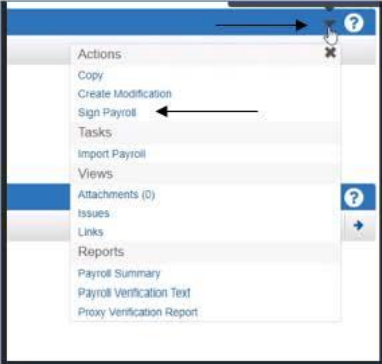


6. It is **IMPORTANT** to double check for accuracy. This will help make sure that the payroll will not be rejected from the Agency.

Review/Sign Payroll

REVIEW AND SIGN PAYROLL

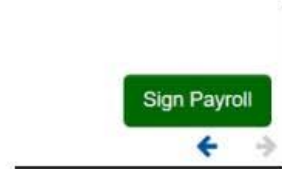
- 1. If payroll is correct and ready to be submitted for the approval process, click on the white drop arrow on the Contract component ribbon.
- 2. Select the Sign Payroll Option.



- 3. This will take you through the review and sign process. To maneuver through this process, you will need to use the blue directional arrows in the bottom right corner.



4. Verify the payroll report that populates under Review.
5. Verify the Labor Compliance data is correct.
 - a. This is a certification that all information in the payroll is correct.
6. Select the Green Sign Payroll box to sign the payroll.



7. Once the payroll is signed, a Completed Progress screen will show.



FRINGE BENEFITS

Cash Fringe vs. Plan Fringe

When **Fringe Benefits** are paid to **Cash** instead of a Plan or Program the total amount of **fringe due (rate x hours)** is entered into the **Cash Fringe** box then it's automatically added to the **Project Gross** pay amount.

Individual Employee Name and Identifier		O.T. Over Time Hourz	Hours Worked							Total Project Classification	Total Project Hourz	RATE OF PAY		
Last Name			O.T.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Employee Comments		
First Name		Select Employee	S.T.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Middle Initial		Project/U/P#	S.H.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
SSN										0.00	0.00			
Partial SSN		Craft Code	Select Craft Code	OJT %		Apprentice ID	Apprentice Wage %	Cash Fringe Total	Project Gross					
Under Emp ID		Labor Code	Select Labor Code						0.00					
Gender		Salaried Employee Only												
Ethnicity		Total Pay Period Salaried Hourz	Normal Salary	Gross Pay	FICA	Federal Income Tax	Optional 1	Optional 2	Other Deductions	Total Deductions	NET WAGES			
Addr Line 1									0.00	0.00	0.00			
Addr Line 2		Fringe Benefit Rates												
City		Health Welfare	Vacation Holiday	Apprentice Fund	Pension	Other 1	Other 2	Fringe Benefits Total						
State								0.00						
Zip												Other Deductions		
Has Changed?	False											Other Deduction Description		Amount
Salaried (y/n):	Na													
(-) EXCEPTION (CRAFT)														

When **Fringe Benefits** are paid to a **Plan** or **Program**, the individual **Fringe Benefit Rates** are added to the boxes and the formula in the spreadsheet places the total in the **Fringe Benefits Total** box.

EMPLOYEES IN
MULTIPLE
CLASSIFICATIONS

Employees in Multiple Classifications

To enter employees that work in **multiple classifications**, you will need to list them twice, once for each classification.

One classification will have:

Classification Gross Pay, Total Gross Pay and the **Net Pay** all with the same amount.

The Deductions will be zero.

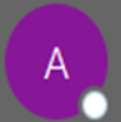
The second will have the **Net Wages** from the first added to the **Total Gross Pay** on the second.

All **Deductions such as FICA, Medicare etc.**, will be on the second with the **Total Gross Pay** for all hours worked that week.

REVIEWING PAYROLL EXCEPTIONS

Email Notification of Rejected or Returned Payroll

Certified Payroll Under Agency Review - Contract 12345 Flintstone Lane F & R Construction .



aashwareproject@mt.gov

To

Terrio, Kathleen

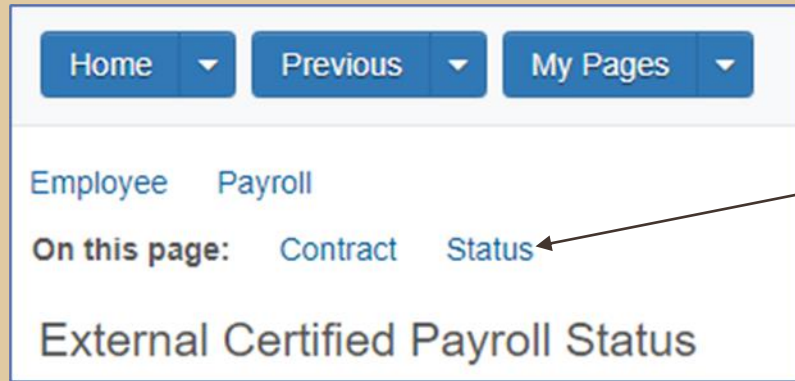
You forwarded this message on 1/17/2020 11:37 AM.

Payroll Under Agency Review Payroll - 10 Mod - 0 Beg Dt - 01/05/2020 End Dt - 01/11/2020

The Payroll Manager on record will receive an email when the Agency Rejects a payroll or a Prime Contractor Returns a payroll to the Subcontractor.

If a Prime Contractor Returns a payroll, you can make corrections directly on the Returned Payroll, re-sign and send back through. For a Rejected Payroll, a Modification must be created, signed and sent back through the Approval process.

To Correct a Rejected Payroll - Click on the Rejected Payroll and go to the Status page




Home Previous My Pages

Employee Payroll

On this page: Contract Status

External Certified Payroll Status

Open each Exception by clicking on the arrow to see what needs correcting before you make a modification.

Exceptions		
Type search criteria or press Enter  Advanced Showing 3 of 3		
>	No	Employee
>	No	Payroll
>	No	Labor

CREATING A PAYROLL MODIFICATION

If you need to revise a payroll after it has been rejected or approved, you need to create a payroll modification.

A payroll modification is a copy of the payroll record, identical to the original except that it does not include attachments or comments. You can then record changes to the payroll in the modification record.

The system automatically creates a payroll modification if you import an updated payroll record that has the same contract, payroll vendor, and payroll number as an existing payroll record.

To manually create a payroll modification, select **Create Modification** from the **Actions** menu on the Certified Payroll component header. The system adds the modification record to the component.

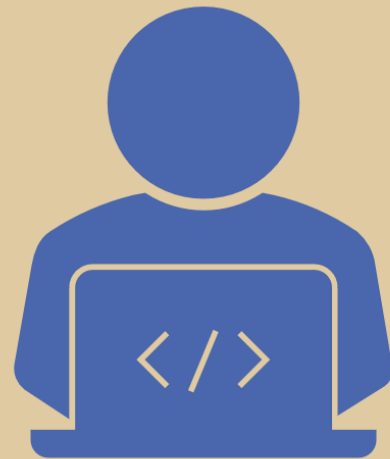
The screenshot displays the 'Contract Certified Payroll Overview' page. At the top, there are navigation buttons for 'Home', 'Previous', and 'My Pages', along with 'Actions', 'Help', and 'Log off' icons. The main header shows the contract '01C19 - SOUTH OF BOULDER - SOUTH'. Below this, there are sections for 'Vendor Payrolls' and 'Proxy Payrolls'. A table lists payroll records with columns for 'Payroll', 'Begin Date', 'End Date', 'Phase', and 'Mod Num'. The first record (Payroll 38) is highlighted, and its 'Actions' menu is open, showing options like 'Copy', 'Delete', 'Tasks', and 'Create Modification'. An arrow points from the text above to the 'Create Modification' option.

Payroll	Begin Date	End Date	Phase	Mod Num
38	08/20/2021	08/26/2021	Approved	
Latest Mod				
Yes				
37	08/13/2021	08/19/2021	Approved	

Make any changes required to the payroll modification and click the **Save** button. The system displays a message to confirm that the information was saved successfully. The system displays the new modification in the Contract Payroll Overview with the **Modification Number** field set to **01**.

When adding subsequent modifications, the system creates an identical copy of the payroll record, except that it does not include attachments or comments. Each subsequent modification is listed in the Contract Payroll Overview component, and the value in the **Modification Number** field is automatically increased by an increment of one.

•**Note:** When you add a payroll modification, all the information associated with any previous modifications (including payroll exceptions) becomes read-only and cannot be changed.



Once you have completed your Modification, sign the payroll for processing.

COPYING A PAYROLL

If you are setting up a new payroll that is like an existing payroll, you can save time by creating a copy of the existing payroll.

On the Contract Certified Payroll Overview page or the Certified Payroll page, locate the payroll you want to copy, and select **Copy** from the **Actions** menu.

The system takes you to the Copy Certified Payroll component.

- Click in the New Payroll Number field and enter a unique payroll number for the new payroll.
- Enter a new Begin Date and End Date for the payroll.
- Click the **Copy Payroll** button.

The system copies all information in the source payroll to the new payroll, sets all employee hours and wages to 0.00, and displays the new payroll on the Certified Payroll page.

The screenshot shows the 'Contract Certified Payroll Overview' page. At the top, there are navigation buttons for 'Home', 'Previous', and 'My Pages'. On the right, there are 'Actions', 'Help', and 'Log off' links. Below the navigation, the page title is 'Contract Certified Payroll Overview'. A blue header bar contains a dropdown menu for 'Contract' with the value '01234 Capitol City Rd', a 'Save' button, and a help icon. On the left, there is a sidebar with 'Vendor Payrolls' and 'Proxy Payrolls' sections. The main content area shows a table with columns: 'Payroll', 'Begin Date', 'End Date', 'Phase', and 'Mod Num'. The table has two rows: one for payroll 38 (Begin Date: 08/20/2021, End Date: 08/26/2021, Phase: Approved) and one for payroll 37 (Begin Date: 08/13/2021, End Date: 08/19/2021, Phase: Approved). An 'Actions' menu is open for payroll 38, showing options: 'Copy', 'Delete', 'Tasks', and 'Create Modification'. The status '0 marked for deletion | 0 changed' is visible at the bottom right of the table area.

Payroll	Begin Date	End Date	Phase	Mod Num
38	08/20/2021	08/26/2021	Approved	
37	08/13/2021	08/19/2021	Approved	

PROGRESSING
SUBCONTRACTOR
PAYROLLS

Tiered Review - During the Under Tier Review phase, a Parent Subcontractor is responsible for reviewing Lower Tier Subcontractor payrolls and progressing them to the next step in the process.

The system does not progress the payroll further in the workflow until the Parent Subcontractor approves the payroll, at which time the payroll progresses to Under Prime Review.

Open the Payroll you would like to review:

Payroll	Begin Date	End Date	Phase	Mod Num
2	10/08/2020	10/14/2020	Under Tier Review	1
Latest Mod				
Yes				

Then click on the Actions arrow on the right and select Progress Tiered Payroll. Follow the screens to Progress the Payroll to the Prime Contractor or Return to the Subcontractor for corrections.

External Certified Payroll Status

Contract: 01234 Capitol City Rd

Payroll Vendor: Acme Contracting

Payroll Number: 2

Modification Number: 1

Period: 10/08/2020 - 10/14/2020

Fringe Benefit Payment Type: Plan Funds

Status

- Actions
- Copy
- Create Modification
- Tasks
- Import Payroll
- Progress Tiered Payroll
- Views
- Attachments (2)
- Issues

Prime Contractor Review - During the **Under Prime Review** phase, Prime Contractors are responsible for reviewing subcontractor payrolls and progressing them to the next step in the process.

The system does not progress the payroll further in the workflow until the prime contractor reviews the payroll by executing the **Prime Review** task from the **Actions** menu on the Contract component header on the Certified Payroll Status page

The screenshot displays the 'External Certified Payroll Status' page. At the top, there is a blue header bar with a dropdown menu for 'Contract' showing '01234 Capitol City Rd' and a 'Payroll Vendor' field showing 'Acme Contracting'. Below this, a table lists payroll details: 'Payroll Number' 2, 'Modification Number' 1, 'Period' 10/08/2020 - 10/14/2020, and 'Fringe Benefit Payment Type' Plan Funds. A blue bar at the bottom contains a 'Status' dropdown. On the right side, an 'Actions' menu is open, listing options: Copy, Create Modification, Tasks, Import Payroll, Prime Review, Views, Attachments (2), and Issues.

When a payroll in **Under Prime Review** status is approved and forwarded to the agency, the system automatically sets its status to **Under Agency Review**.

When a payroll in **Under Prime Review** status is rejected and returned to the contractor, the system automatically sets its status to **Prime Returned**.

CONTRACTOR REPORTS

Contractor Reports

Overdue Payroll Report for External User – Informs the contractor when a payroll has not been entered into AASHTOWare based on work performed on-site.

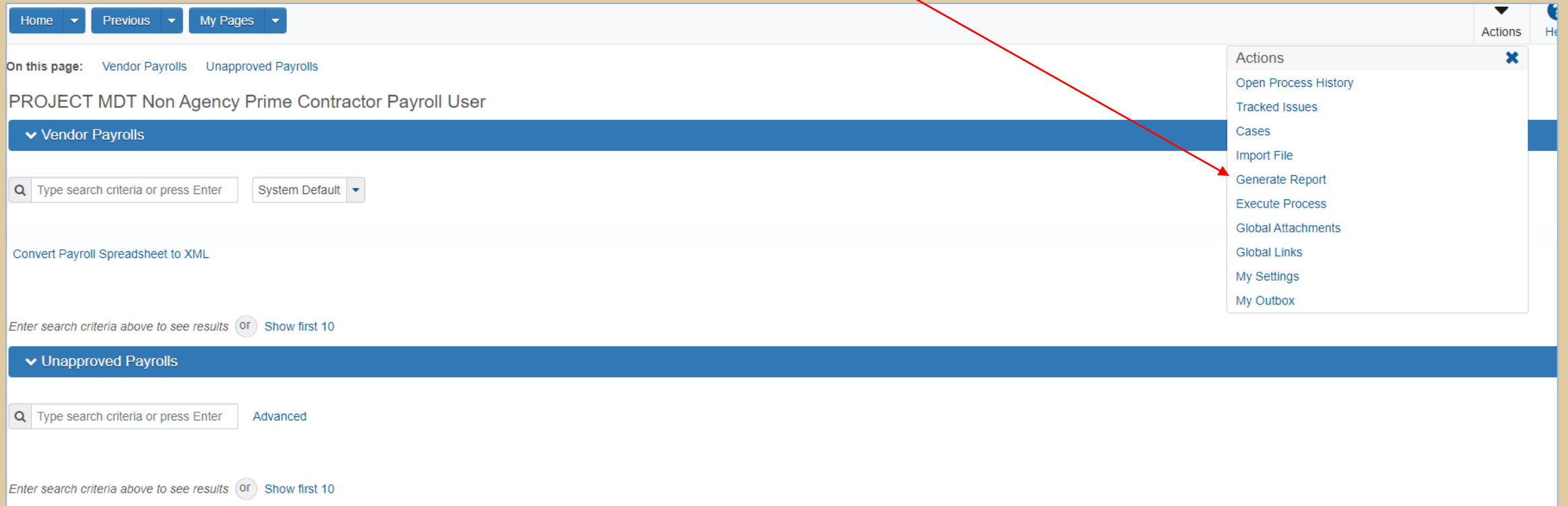
Payroll Exception Report – Shows the Exceptions (Errors) on a Rejected Payroll.

Payroll Summary – A summary of the entire payroll.

Payroll Verification Text – The Federally required Statement of Compliance.

Subcontractor Listing – A listing of all Subcontractors on a given project.

At the Home Page, click on the Actions arrow and select Generate Report



The screenshot displays a web application interface with a navigation bar at the top containing 'Home', 'Previous', and 'My Pages' buttons. Below the navigation bar, the page title is 'PROJECT MDT Non Agency Prime Contractor Payroll User'. The main content area is divided into two sections: 'Vendor Payrolls' and 'Unapproved Payrolls'. Each section has a search bar and a 'Show first 10' button. The 'Actions' menu is open on the right side of the page, listing various options: 'Open Process History', 'Tracked Issues', 'Cases', 'Import File', 'Generate Report', 'Execute Process', 'Global Attachments', 'Global Links', 'My Settings', and 'My Outbox'. A red arrow points from the text above to the 'Generate Report' option in the menu.

Home Previous My Pages

On this page: Vendor Payrolls Unapproved Payrolls

PROJECT MDT Non Agency Prime Contractor Payroll User

Vendor Payrolls

Type search criteria or press Enter System Default

Convert Payroll Spreadsheet to XML

Enter search criteria above to see results or Show first 10

Unapproved Payrolls

Type search criteria or press Enter Advanced

Enter search criteria above to see results or Show first 10

Actions

- Open Process History
- Tracked Issues
- Cases
- Import File
- Generate Report
- Execute Process
- Global Attachments
- Global Links
- My Settings
- My Outbox

Select the Report you would like to generate. Follow the screens to Generate the Report.

Home Previous My Pages Actions Help Log off

Generate Report

Generate Report Execute ?

Settings Select Report 1 of 5

Q Type search criteria or press Enter Advanced Showing 5 of 5 0 selected

Report	Data
Overdue Payroll Report for external user	Contract
Payroll Exception Report	CertifiedPayroll
Payroll Summary	CertifiedPayroll
Payroll Verification Text	CertifiedPayroll
Subcontract Listing	Contract

REMINDERS



Remember once a payroll has been signed, it cannot be altered or deleted.

Verifying your information for accuracy will assist in ensuring your payroll isn't Rejected thus needing to create a Modification.

Utilize the Payroll Summary Report to view your payroll prior to signing.

When a payroll is signed, it automatically moves to the next phase, Agency, Prime or Tier Review.

FOR QUESTIONS OR ASSISTANCE, PLEASE
CONTACT:

MDTAWPRCRLSUPPORT@MT.GOV

THANK YOU!

