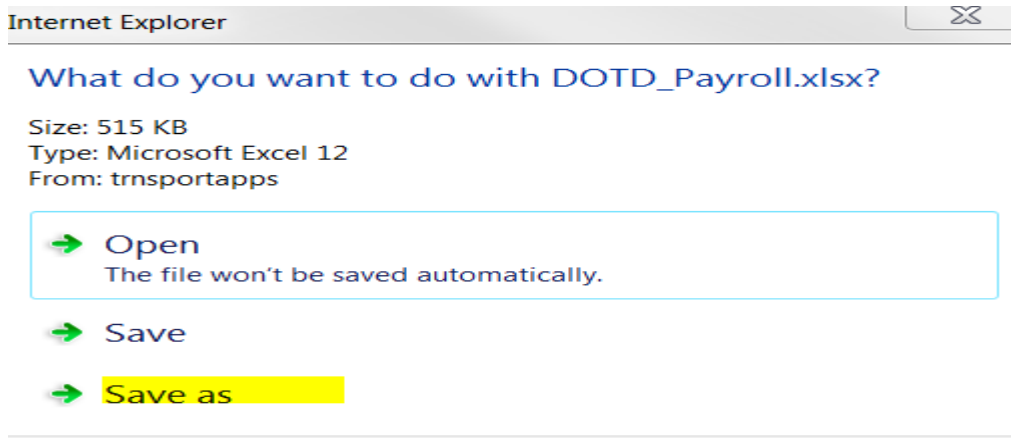


Once you have received your ID

- 1) Go to www.dotd.la.gov
- 2) Go to “Business, Working with DOTD”
- 3) Click on “DBE box”
- 4) Click on “Certified Payroll Pilot” to the left of the screen
- 5) Click on “DOTD_ Payroll_ Spreadsheet”.



- 6) Decide whether you want to open or save the spreadsheet and then open the spreadsheet.

The Payroll Spreadsheet is below

AASHTOWare Project™ Payroll Spreadsheet Conversion Utility 1.03.002.00

PLEASE READ THESE TERMS OF USE CAREFULLY BEFORE CONT SPREADSHEET YOU ACCEPT AND AGREE TO ALL OF THE TERM AGREE WITH THESE TERMS AND CONDITIONS, DO NOT USE T USE OF THIS SPREADSHEET IS AT YOUR SOLE RISK, AND AASHT Updated by LA DOTD on 03/31/2016 Copyright © 2014 AASHTO

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.

CONTRACTOR (Prime) SUBCONTRACTOR

Name of Contractor
Contractor's Vendor ID
Payroll Number
For Week Ending MM/BB/####

CONTRACTOR ADDRESS
Addr 1
Addr 2
City
State:
Zip:
Contract #

Enter payroll data only in the Gray cells. The yellow cells have additional information or functionality. You can expand the worksheet through the Excel zoom function.

Day
Date
O.T.
or
S.T.

Individual Employee Name and Identifier
Last Name
First Name
Middle Initial
SSN (Full 9-digits)
Partial SSN
Vendor-Emp-ID
Gender
Ethnicity

Select Employee
Project ID #

Day	O.T.	S.T.	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	Total Hours	RATE OF PAY
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Craft Code
Labor Code

Select Craft Code
Select Labor Code

OIT %
Apprentice ID
Apprentice Wage %
Lump-Sum
Project Gross

Pay Period Check Stub Area

4(a) WHERE FRINGE BENEFIT
In addition to the basic hourly wage benefits as listed in the contract have in section 4(c) below.

4(b) WHERE FRINGE BENEFIT
Each laborer or mechanic listed in the sum of the applicable basic hourly or section 4(c) below.

Employee Comments

- 7) In the Payroll Form worksheet, enter contractor information starting with name of contractor.

Note: Contract # must match contract number in CR & L.

Ex: H.012345.6 or H.012345.6-R1 (if the project was LET 2 times)

- 8) In the Employee List worksheet, enter all employees (one per line).
 Note: Project ID # is 10 characters, for example, H.012345.6

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

Required Cells		Optional Cells							
Example:									
Smith J Joseph	Smith	Joseph	J	6789	Male	C	Non-Hispanic White	300 Main Street	
Employee Full Name	Last Name Value - 2	First Name Value - 3	Middle Initial Value - 4	Partial SSN - 5	Gender - 6	Ethnicity - 7	Ethnicity Select	Address 1 -	
Select Employee					Select Gender		Select Ethnicity		
					Select Gender		Select Ethnicity		
					Select Gender		Select Ethnicity		
					Select Gender		Select Ethnicity		
					Select Gender		Select Ethnicity		
					Select Gender		Select Ethnicity		
					Select Gender		Select Ethnicity		
					Select Gender		Select Ethnicity		

- 9) Save the file as a "MASTER." Congratulations you have made a template.
- 10) Copy template to a file with a name that includes week number.
- 11) Get a copy of employee's payroll. Go to the Payroll Form worksheet. Starting with Last Name, enter the employee's payroll information.

Note 1: Fields in yellow are required. Enter your data in the blue fields.
 Note 2: Rate of Pay must be filled in for both standard time and overtime.

AASHTOWare Project™ Payroll Spreadsheet Conversion Utility 1.03.002.00

PLEASE READ THESE TERMS OF USE CAREFULLY BEFORE CONT SPREADSHEET YOU ACCEPT AND AGREE TO ALL OF THE TERM AGREE WITH THESE TERMS AND CONDITIONS, DO NOT USE T USE OF THIS SPREADSHEET IS AT YOUR SOLE RISK, AND AASHT Updated by LA DOTD on 03/31/2016 Copyright © 2014 AASHTO

Instructions

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

CONTRACTOR (Prime) SUBCONTRACTOR

Name of Contractor: [Field]
 Contractor's Vendor ID: [Field]
 Payroll Number: [Field]
 For Week Ending: ##/##/####

CONTRACTOR ADDRESS
 Addr 1: [Field]
 Addr 2: [Field]
 City: [Field] State: [Field]
 Zip: [Field]
 Contract #: [Field]

4(a) WHERE FRINGE BENE...
 In addition to the basic hourly wage benefits as listed in the contract have in section 4(c) below.
 4(b) WHERE FRINGE BENE...
 Each laborer or mechanic listed in the sum of the applicable basic hourly w section 4(c) below.

Enter payroll data only in the Gray cells. The yellow cells have additional information or functionality. You can expand the worksheet through the Excel zoom function

Individual Employee Name and Identifier	Day	Date	HOURS WORKED EACH DAY							Total Hours	RATE OF PAY	Employee Comments
			O.T.	S.T.								
Last Name: [Field]			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
First Name: [Field]			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Middle Initial: [Field]			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
SSN (Full 9-digit #): [Field]			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Partial SSN: [Field]			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Vendor-Emp-ID: [Field]			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Gender: [Field]			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Ethnicity: [Field]			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

Craft Code: [Field] OIT %: [Field] Apprentice ID: [Field] Apprentice Wage %: [Field] Lump-Sum: [Field] Project Gross: [Field]

Labor Code: [Field]

Pay Period Check Stub Area

Individual Employee Name and Identifier		or S.T.		HOURS WORKED EACH DAY						Total Hours		
Last Name		Select Employee		O.T.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
First Name				S.T.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Middle Initial		Project ID #										
SSN (full 9-digit-#)												
Partial SSN		Craft Code	100 - Laborer	OJT %		Apprentice ID		Apprentice Wage %		Lump Sum		Project Gross
Vendor-Emp-ID		Labor Code	100 - Laborer									
Gender				100		101						0.00
Ethnicity		Pay Period Check Stub Area										

- 12) When selecting the Craft Code and Labor Code of the employees, selecting the Labor Code first will help in determining which Craft Code to use.
 Ex: If the Labor Code begins with 1--, such as the example above (101) then the Craft Code will be 100, if the Labor Code is 206, then the Craft Code will be 200, etc.

Craft Code	200 - Power Equipment Operator		
Labor Code	Bulldozer		
	200	206	

Craft Code	300 - Specialty Craft		
Labor Code	Pipefitter (excluding HVAC pipe)		
	300	328	

- 13) When finished with the employee's payroll information, scroll down. In the next Last Name field, begin to enter the second employee's payroll information.
 14) Repeat for every employee who worked this week.
 15) When finished with all employees working for the week, save the file.

CONVERT SPREADSHEET TO XML FILE

- 1) Go to www.dotd.la.gov
- 2) Go to “Business, Working with DOTD”
- 3) Click on “DBE box”
- 4) Click on “Certified Payroll Pilot” to the left of the screen
- 5) Click on AASHTOWare Project Payroll Spreadsheet Conversion Utility.



AASHTOWare Project™ Payroll Spreadsheet Conversion Utility 1.03.002.00

The best way to produce Payroll XML files is to use a software system to manage the data that can also produce this format directly. However, not all end users will have such a system available to them, in that case, data can be manually entered directly into the AASHTOWare Project Civil Rights & Labor Management System™ (formerly Trns-Port CRLMS®) module, or produced using an Excel spreadsheet.

This section contains a downloadable general-purpose Microsoft Excel 2007 (XLSX) spreadsheet that can be used to enter payroll data and an online conversion utility that can take a filled-in spreadsheet and return a valid Payroll XML file for delivery to an agency.

Spreadsheet

Download the general-purpose version of the Payroll spreadsheet here. You will need Microsoft Excel 2007 - 2013 to use this file.

Instructions:

- Check the box agreeing to the [Terms of Use](#) then click the Download button to fetch a blank spreadsheet.
- I agree to the [Terms of Use](#)
- Make a copy of the downloaded file to enter your data in.
- Enter the data. There are instructions on what data is needed in the spreadsheet.
- Save the file with your data.

Once you have saved a spreadsheet with your data, you can convert it to Payroll XML using the online converter below, and then deliver the Payroll XML file to the agency via whatever method they have specified.

Converter

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

Instructions:

- If the online spreadsheet conversion utility fails to work correctly, this may be the result of an error caused by Windows Update KB2962872. Please refer to this document for instructions on how to resolve this issue.
[Payroll XML-Instructions for Removing Update KB2962872](#)
- 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.
- 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.

- 6) The page above should be what is on the computer. Click on Browse button (highlighted below)

Instructions:

- If the online spreadsheet conversion utility fails to work correctly, this may be the result of an error caused by Windows Update KB2962872. Please refer to this document for instructions on how to resolve this issue.
[Payroll XML-Instructions for Removing Update KB2962872](#)
- 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.
- 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.

- 7) Locate the spreadsheet just completed. Highlight the Excel file, click the Open button at the bottom.
- 8) After reading the Terms of Use, click on I agree to the Terms of Use
- 9) Click on Convert button.

- 10) Any errors in the conversion process will display in a pop-up window. Edit the spreadsheet and fix the errors.
- 11) When errors have been fixed, repeat steps 5 through 10.
- 12) Once the conversion process is successful, locate the XML file. It may be in the Downloads folder on the desktop as.XML file. **This is the file used to import the payroll in CR & L.**



Congratulations you have converted your spreadsheet into a XML file.

IMPORT THE XML FILE TO CR & L

- 1) Go to www.dotd.la.gov
- 2) Go to “Business, Working with DOTD”
- 3) Click on “DBE box”
- 4) Click on “Certified Payroll Pilot” to the left of the screen
- 5) Click on the link called AASHTOWare Project – Certified Payroll Pilot:

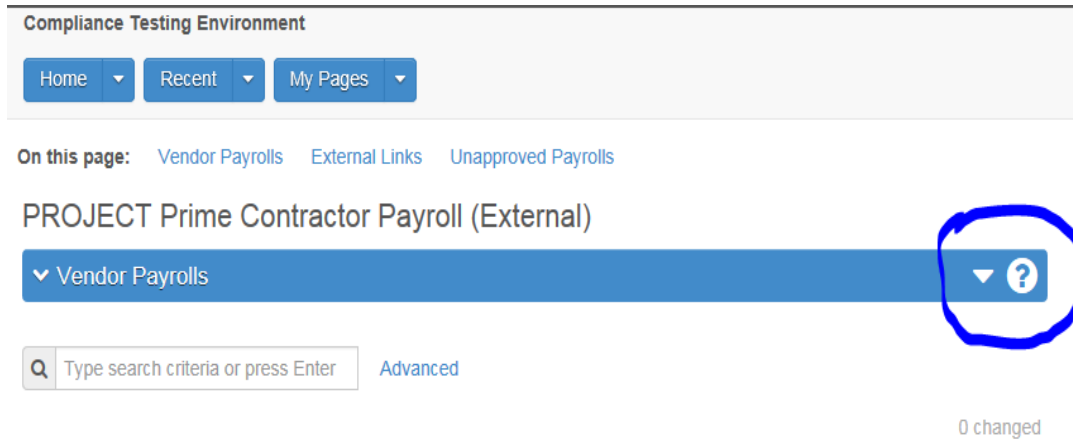
The screenshot shows the DOTD Louisiana Department of Transportation & Development website. The main navigation bar includes links for RESIDENTS (In My Community), BUSINESS (Working With DOTD), GOVERNMENT (State and Local Resources), and INSIDE (La DOTD). The current page is titled "Certified Payroll Pilot" and is located under the path: Home > Inside LaDOTD > Divisions > Administration > Compliance. The page content states: "The Louisiana Department of Transportation and Development has started a 'Pilot' of the Certified Payroll functionality of the AASHTOWare web Trns•port™ (to be renamed AASHTOWare Project™) application. Please be advised that ALL Certified Payroll's MUST be submitted through this process when we enter Production. During the 'Pilot' only select Contractors will participate. If your firm does not already have an account please register at the account link below. Questions can be directed to the DOTD Compliance Programs Office – Labor Compliance Program." Below this text is a link: "AASHTOWare Project - Certified Payroll Pilot: <https://awprojecttest.dotd.la.gov/>".

- 6) Using your Contractor’s ID and password, log into CR & L TEST.

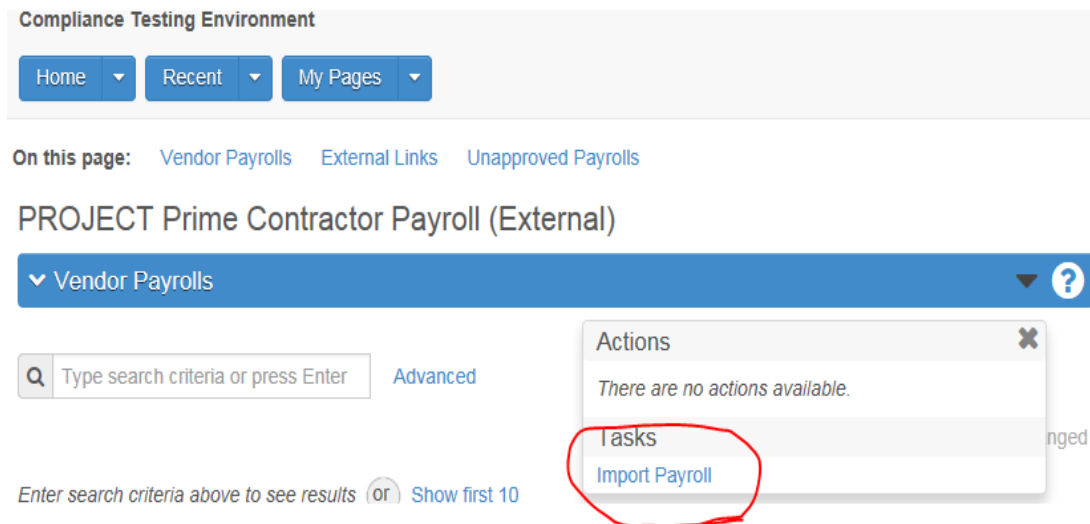


The image shows a login form for AASHTOWare Project. It has three input fields: a text field for the username (containing a vertical bar), a password field labeled "Password", and a dropdown menu with "LADOTDOM" selected. Below the fields is a blue "Log On" button.

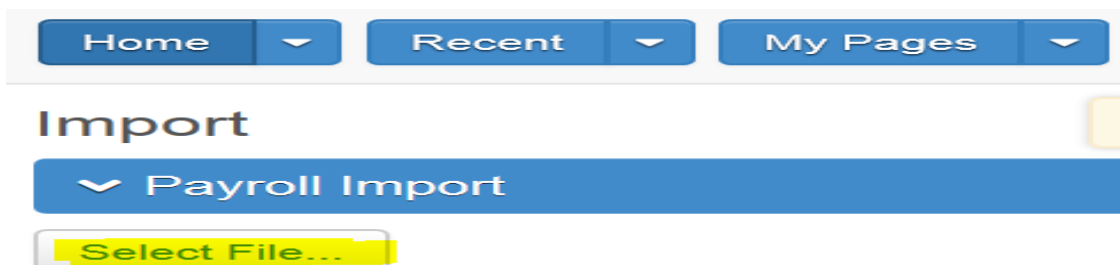
- 7) The Dashboard looks like the below picture. In the Vendor Payrolls section, click on the down arrow to the right.



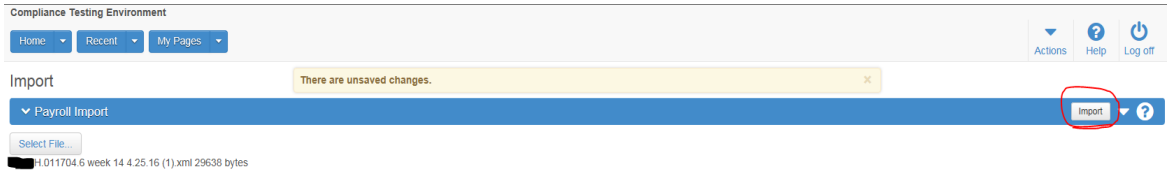
- 8) Click on Import Payroll



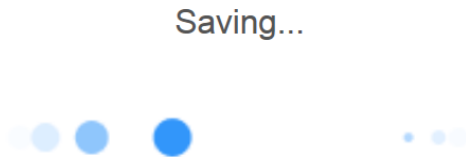
- 9) Click Select file button. Locate the XML file just created.



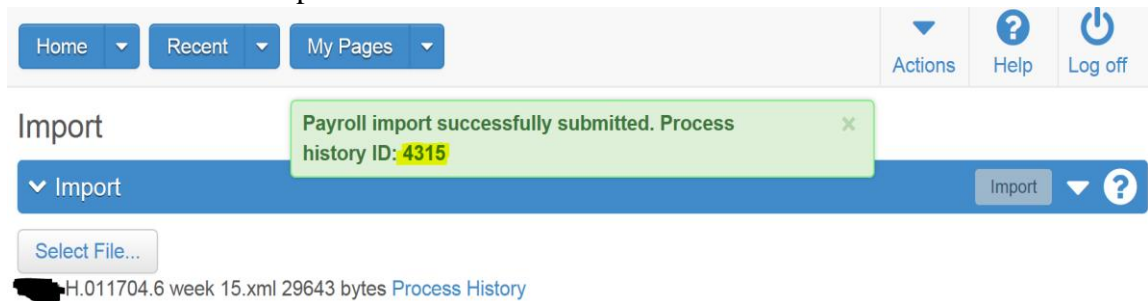
10) Click once on the XML file, click Open button. Should see the picture below. Click the Import button on the right of the screen.



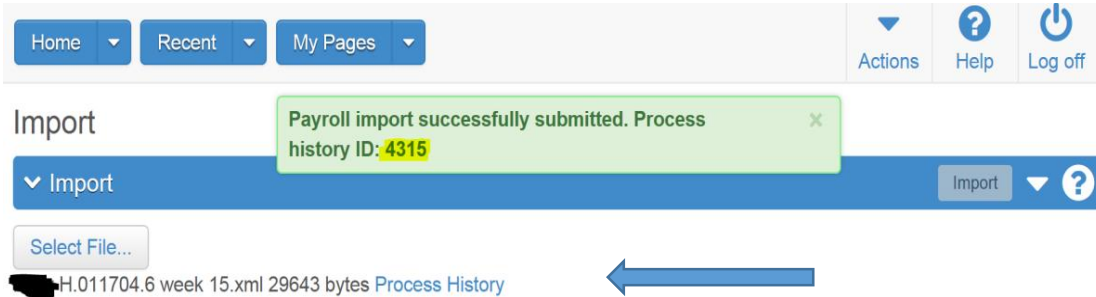
11) Blank screen with Saving should come up



12) Should receive message of payroll import successfully submitted. Process History ID: 4315 such as the example below.



13) Click on Process History



14) Process History Overview shows all of the files for this project that have been imported to CR & L.

Process	User	Start Time	Finish Time	Output Files	Success
ImportPayrollFile	[Redacted]	05/03/2016 15:00:15	05/03/2016 15:00:55	ImportPayrollFile.LOG Error.log	Yes
ImportPayrollFile	Barack - Forby	04/28/2016 11:05:28	04/28/2016 11:06:08	ImportPayrollFile.LOG Error.log	Yes
ImportPayrollFile	[Redacted]	04/28/2016 11:04:19	04/28/2016 11:05:00	ImportPayrollFile.LOG Error.log	Yes
ImportPayrollFile	[Redacted]	04/25/2016 11:33:45	04/25/2016 11:34:21	Error.log ImportPayrollFile.LOG	No

If Success is YES, the file has been imported correctly.

If Success is NO, double click on ImportPayrollFile.Log to learn what failed. Resolve errors by returning to spreadsheet (Excel) file.

15) After resolving errors, repeat steps in the chapter called CONVERT SPREADSHEET TO XML FILE.

16) After successfully converting to a XML file, repeat steps 7 through 15 above.

17) After successfully importing the XML file, the Error.log looks like the below.

```

Error - Notepad
File Edit Format View Help
Start Time: 05/03/2016 15:00:16.764
Process completed successfully.
Finish Time: 05/03/2016 15:00:55.171
  
```