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AASHTOWare Project Civil Rights & Labor™ Quick Reference Guide for LaDOTD Level 2 Review – Labor Compliance Payroll Personnel

Payroll Quick Reference Guides and Computer Based Training files are available from LaDOTD for contractor and LaDOTD staff.

Background:

- Training files are available for both contractor and LaDOTD staff for the tasks each must perform.
- A contractor's user account must be assigned vendor authority to perform some of their payroll tasks.
 - Navigation to assign Vendor Authority: **Home page > System Administration > Users > User Summary > Vendor Authority.**
 - Note that on the **Vendor Authority** tab, the **Can Sign** checkbox must be selected for a user to sign payrolls.

Payroll Workflow for Contractors:

Create a Payroll Spreadsheet

- The spreadsheet can be obtained by contractors from the AASHTOWare Project Civil Rights & Labor site on the Home page under **External Links**.

Convert a Payroll Spreadsheet to XML

- The spreadsheet is converted to XML at <https://xml.cloverleaf.net/spreadsheet/>

Import and Validate a Payroll

- Contractors who have a payroll system capable of exporting an XML file in the correct format will begin the process at this step.

Sign a Payroll

- After signing, a subcontractor payroll progresses to the prime contractor for review.
- After signing, a prime contractor payroll progresses to the first level of agency review (District or LPA).

Prime Review of a Subcontractor Payroll*

- This task is only performed by prime contractors.
- Prime contractors will either return the payroll to the subcontractor or forward it to the first level of agency review (District or LPA).

Modify a Rejected Payroll

- A payroll record can be rejected by either the first level of agency review (District or LPA) or the second level of review (Labor Compliance).
- For contractors to view the details of any **Exceptions** on the rejected payroll record, the LaDOTD user must select the **Vendor Notified** checkbox.
- When a contractor modifies a payroll, the original record is retained in the system as a historical record. Contractors can modify a payroll as many times as needed.
- A contractor can modify a payroll at any time; they do not have to wait for a payroll to be rejected by LaDOTD.
- A rejected *prime contractor* payroll can be approved again with an explanation, or modified and signed, returning it to the first level of agency review (District or LPA).
- A rejected *subcontractor* payroll can be approved again with an explanation, or modified and signed, returning it to prime review.

Create a No Work Performed Payroll

- **No Work Performed** payroll records cannot be submitted using the payroll spreadsheet. They are created manually in AASHTOWare Project Civil Rights & Labor. The payroll record is then signed.

Locate Payrolls for Review and View Reports:

CRL-026 Compliance Unapproved Payrolls report:

1. Log on to AASHTOWare Project Civil Rights & Labor.
2. Click the global **Actions** button and select **Generate Report**.
3. Click the **CRL-026 Compliance Unapproved Payrolls** report.
4. Click the **Show first 10** link.
5. Click the **All** link.
6. Click the **Execute** button.
7. View the results.

Payroll Exception Report:

1. Click the global **Actions** button and select **Generate Report**.
2. Click the **CRL-025 Payroll Exception Report**.
3. Search for and select the needed payrolls.
4. Click the **Next** button.
5. Select the **Include Exception Comments** checkbox.
6. Click the **Execute** button.
7. View the results.

View Payroll Status:

Background: When payrolls are submitted for review by LaDOTD, the system runs a series of validation checks. If one of these validations is not met, the system generates a payroll exception.

1. On the Unapproved Certified Payroll Overview page, locate the payroll you want to review.
2. Click the **Contract** link.
3. On the Certified Payroll Status page, view the information.
4. If the Exceptions section displays *List has no rows*, there are no exceptions.
5. If any exceptions are listed, review the information.
6. For the Payroll Exception Description, click the **Magnifying Glass** to see all the information.
7. In the Employee Mismatches section, if any rows are listed, click the Rslvd Ind **No** link. Review the information.
8. On the Resolve Employee Mismatches page, view the affected employees.
 - a. If this is a new employee, click the **New** link.
 - b. If this is a correction to the existing Reference Employee, click the **Update** link.
 - c. If neither applies, consider rejecting the payroll.

View Additional Payroll Reports:

Payroll Summary Report:

1. On the Certified Payroll Status page, click the Contract component **Actions** button and select **Payroll Summary**.
2. Wait for the page **Settings Output Options 4 of 5** to display.
3. Click the **Execute** button
4. Review the report. When you are done, close the report.
5. Click the **Recent** drop-down arrow and select the **Certified Payroll Status** page for your payroll.

Run the CRL-027 District Unapproved Payrolls report:

1. Log on to AASHTOWare Project Civil Rights & Labor.
2. In the External Links section, click the **CRL-027 District Unapproved Payrolls** link.
3. After running the report, view the results, which list Level 1 Unapproved Payrolls for all districts and gangs.

Progress a Payroll:

Approve a payroll:

1. On the Certified Payroll Status page, click the **Approve** button.
2. Type a comment followed by your user ID.
3. Click the **Save** button.

Reject a payroll:

1. On the Certified Payroll Status page, review any exceptions listed.
2. For each exception, click the **Vendor Notified** checkbox and type any **Agency Comments** needed. Make sure enough information is provided so the contractor understands what requires correction or additional information.
3. Click the **Reject** button.
4. Type a comment followed by your user ID. Make sure enough information is provided so the contractor understands why the payroll was rejected.
5. Click the **Save** button.