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AASHTOWare Project Civil Rights & Labor™ Quick Reference Guide for LaDOTD Prime Review of a Subcontractor Payroll

Additional contractor payroll Quick Reference Guides and Computer Based Training files are available from LaDOTD.

Background:

- This process is applicable to prime contractors whose subcontractors submit payroll records in AASHTOWare Project Civil Rights & Labor. A payroll signed by a subcontractor moves forward for review by the prime contractor.
- This process is performed by prime contractors. Subcontractors will not perform prime reviews.
- Prime contractors do not need to review their own payrolls. A payroll signed by a prime contractor moves forward for review by LaDOTD staff.

Prime Review of a Subcontractor Payroll:

1. Log on to AASHTOWare Project Civil Rights & Labor.
2. From the Home page, in the Unapproved Payrolls **Quick Find** search box, type the **Contract ID**.
3. Locate the payroll you want to review. Click the **Contract** link.
4. Click the Contract component **Actions** button and select the **Prime Review** action.
5. Review the **Payroll Summary Report**.
6. At the bottom of the screen, click the **Next** button.
7. In the **Comments** field, type your comments.
8. Click either the **Forward to Agency** button or the **Return to Contractor** button.
9. Wait for the **Certified Payroll Progression Successful** message.

View Payroll Status:

1. From the payroll record, click the **Status** quick link.
2. Review the **Status** section and the **Transitions** section. The information will be updated at each step of the payroll workflow.

Key to Actions buttons:



Global **Actions** button
(At the top of the screen)



Component **Actions** button
(On the heading)



Row **Actions** button
(On the row)