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

**Background:**

- This process is applicable to contractors who will use the LaDOTD payroll spreadsheet to create a payroll record for later conversion and import into AASHTOWare Project Civil Rights & Labor.
- Obtain the spreadsheet from the AASHTOWare Project Civil Rights & Labor site on the Home page under External Links.
- This process is the same for prime contractors and subcontractors.
- Copy the blank LaDOTD payroll spreadsheet to create a template payroll spreadsheet (T) for each contract.
- Each week, copy the template payroll spreadsheet to create a weekly payroll spreadsheet (W) for submittal.
- Payroll spreadsheet fields listed below may be marked as T or W to indicate whether they should be filled in on the template or weekly payroll spreadsheets. Note that these are suggestions; you might use the template and weekly payroll spreadsheets differently depending on your company’s needs and the specific details of your employees’ information.
- Information entered in the spreadsheet must be typed correctly. Errors in spelling or capitalization may cause the spreadsheet to fail conversion or import, or may trigger an exception notification to LaDOTD.
- You cannot submit No Work Performed payroll records using the payroll spreadsheet.
- In the payroll spreadsheet, you can see additional information by clicking many of the yellow cells.

**Employee Information Tab:**

- On the template payroll spreadsheet, enter recurring employees in alphabetical order by last name.
- Employees entered on this tab are available to select on the Payroll Form tab.
- When an employee’s information changes, update this tab on the template payroll spreadsheet. On the next weekly payroll spreadsheet, set the employee’s Has Changed field to True on the Payroll Form tab.

**Payroll Form Tab – Contractor Information:**

- **CONTRACTOR (Prime) or SUBCONTRACTOR – (T)** – Type an X in the field that identifies your company for this contract.
- **Name of Contractor – (T)** – Type the name.
- **Contractor's Vendor ID – (T)** – Type your CRL vendor number. This is not your state license number or tax ID. To find your Vendor ID, log on to CRL. In the Vendor Payrolls Quick Find search box, type your project number. In the search results, locate your Vendor ID.
- **Payroll Number – (W)** – Type the number. Must be unique for each payroll submitted for this contract. Should increase by 1 each week.
- **For Week Ending – (W)** – Type the last day of the week covered by this payroll. Verify the date is one week later than the previous payroll.
- **CONTRACTOR ADDRESS – (T)** – Type the address. The State must be the two-letter postal abbreviation.
- **Contract # – (T)** – Type the project number as stated on your contract. To find your Contract #, log on to CRL. In the Vendor Payrolls Quick Find search box, type your project number. In the search results, locate your Contract #.
PAYROLL FORM TAB – BENEFIT PROGRAM INFORMATION:

- Leave this section blank if you previously selected 4(b) WHERE FRINGE BENEFITS ARE PAID IN CASH.
- For each benefit program, complete a row. All fields in the row must be completed.
- A benefit program must be recorded in this section to assign corresponding hourly rate credits for the program for an employee in the next section.

PAYROLL FORM TAB – EMPLOYEE INFORMATION:

Note: If an employee works under more than one classification, enter the employee as many times as needed to capture all the information.

- Select Employee – (T) – Select the Employee Full Name. Information filled in automatically is from the Employee Information tab.
- Project ID # – (T) – Type the project number using the format H.001234.6, unless your project uses the older format 123-45-6789.
- Craft Code – (T) – Select the Labor Code first; its numerical value will display in a blue box below. Then click the Craft Code drop-down arrow and select the Craft Code whose first digit matches that of the Labor Code.
- Labor Code – (T) – Click the drop-down arrow and select the employee’s classification. Note that the classifications are not in alphabetical order.
- Has Changed – (T, W) – Typically set to the default value of False. Select True when this is the first weekly payroll after this employee’s information was updated on the template on the Employee Information tab.
- Salaried – (T) – The default value is No. Select Yes when needed.
- O.T. and S.T – HOURS WORKED EACH DAY – (W) – Type the values. The dates for the seven columns can be found above in the Contractor Information section. O.T is overtime and S.T is straight time. Each field must contain a number, even if it is 0.00.
- O.T. and S.T – Total Hours – (W) – Automatically calculated. If this is for an employee where Salaried is set to Yes, delete 0.0 in the O.T. cell.

PAYROLL FORM TAB – BENEFIT PROGRAM INFORMATION:

- O.T. and S.T – RATE OF PAY – (T) – Type the rates. For hourly employees, these values must be present even if Total Hours is 0.00. If Salaried is set to Yes, leave both O.T. and S.T. cells blank.
- Employee Comments – (T, W) – Type the comments. Use when applicable.
- OJT % – (T) – Type the percentage. Use when applicable.
- Apprentice ID and Apprentice Wage % – (T) – Type the ID and percentage. Use when applicable.
- Project Gross – (W) – Automatically calculated. If this is for an employee where Salaried is set to Yes, delete 0.0 in this cell.

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