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 #**.

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- **Day** – (T) – Select your company's starting day of the week for payrolls.
- **Date** – (W) – Filled in automatically based on **For Week Ending**.
- **4(a)** or **4(b)** – (T) – Type an **X** in the field that identifies your company for this contract. When **4(a)** is selected, you must record the Benefit Program information in the next section.

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.

- **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.
- **Pay Period Check Stub Area**
    - **Pay Period Gross Pay** – (W) – Type the amount.
    - **FICA**, **Federal Income Tax**, **State Income Tax**, **Medicare** – (W) – Type the amounts.
    - **Other Deductions** – (T, W) – Automatically calculated from sum of any **Other Deduction Amount** entries.
    - **Total Deductions** – (W) – Automatically calculated from all deductions listed.
    - **NET WAGES** – (W) – Automatically calculated by subtracting the **Total Deductions** from the **Pay Period Gross Pay**.
- **Classification Fringe Benefit Hourly Rate Credits**
    - **Health Welfare**, **Vacation Holiday**, **Apprentice Fund**, **Pension**, **Other 1**, **Other 2** – (T) – Type. For each entry there must be a corresponding program recorded in the **Benefit Program** section above.
- **Total Project Fringe Benefits Paid for the Classification for this Pay Period (Rates x Hours)** – (W) – Automatically calculated from the sum of the hourly rate credits multiplied by the total hours worked (S.T. + O.T.).
- **4(c) EXCEPTION (CRAFT)** – (T, W) – Type the Craft/Classification and the reason. Follow the directions in the spreadsheet.
- **Other Deductions – Other Deduction Description** and **Amount** – (T, W) When needed, type the description and the amount. The sum of the **Amounts** will display in the **Pay Period Check Stub Area – Other Deductions** field.