



October 2016

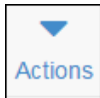
## AASHTOWare Project Civil Rights & Labor™ Quick Reference Guide for LaDOTD Create a No Work Performed Payroll

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

### Background:

- At LaDOTD, a weekly payroll record must be submitted in AASHTOWare Project Civil Rights & Labor even if no employees worked on that contract during that payroll period.
- No Work Performed payroll records cannot be submitted using the payroll spreadsheet or by importing an XML file. They must be created in AASHTOWare Project Civil Rights & Labor.
- This process is applicable to prime contractors who did not perform any work on a contract during a payroll period.
- Payrolls must be submitted by the prime contractor between the project's Final Inspection and Final Acceptance dates when no work is performed.
- This process is not applicable to subcontractors.

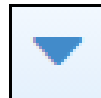
### Key to Actions buttons:



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



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



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

### Create a No Work Performed Payroll:

1. Log on to AASHTOWare Project Civil Rights & Labor.
2. In the Vendor Payrolls **Quick Find** search box, type the **Contract ID**.
3. On the row for the Contract and Vendor, click the **Payrolls** link.
4. Click the component **Actions** button and select the **Add New Payroll** action.
5. In the **Payroll Number** field, enter a unique payroll number.
6. In the **Begin Date** field, click the calendar icon and select the date the payroll period begins.
7. In the **End Date** field, click the calendar icon and select the date the payroll period ends.
8. In the **Fringe Benefit Payment Type** field, click the drop-down arrow and select **Cash**.
9. Select the **No Work Performed** checkbox.
10. In the **Comments** field, type a comment and your user ID.
11. Click the **Save** button.

### Next Steps:

- After creating the *No Work Performed* payroll record, you will sign the payroll. Refer to the LaDOTD training file **Sign a Payroll** for more information.