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.

**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/](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:**
Run a report (District users only):
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.

View a list of payrolls:
1. Log on to AASHTOWare Project Civil Rights & Labor.
2. In the Civil Rights & Labor section, click the Unapproved Payrolls link.
3. Type your search criteria in the Quick Find search box.
4. View the results on the Unapproved Certified Payroll Overview page.

**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*, you do not need to run the Payroll Exception Report.
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.
9. Click the Status quick link.

**View Payroll Reports:**
**CRL-025 Payroll Exception Report:**
2. Wait for the page Settings Set Parameters 3 of 5 to display.
3. Select the Include Exception Comments checkbox
4. Click the Execute button.
5. Review the report. When you are done, close the report.
6. Click the Recent drop-down arrow and select the Certified Payroll Status page for your payroll.

**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.

**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.