| Certified Payrolls Externals

Certified Payrolls

AASHTOWare Project Civil Rights & Labor Quick Reference Guide for ODOT

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

Key to Action Buttons

- Actions — Global Actions menu (top of the screen)
- Component Actions menu (on headings)
- Row Actions menu (on rows)

Roles:

CM- Prime, CM-Subcontractor

Background:

- The purpose of this is to record payrolls that are on each project. This is not a payroll system, so no calculations will be made to ensure that the information provided is accurate and meets the needs of the agency.

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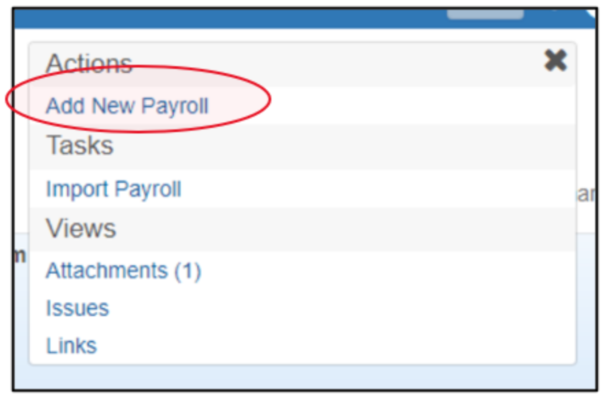
Submitting a Payroll by Manual Entry in AWP:

Log on to AASHTOWare Project. From the home page, navigate to the Civil Rights & Labor component.



1. Click the **Payrolls** link.
2. From the Vendor Payrolls Overview, search for the contract you want to add a payroll to.
3. Click the **Number** link under the Payrolls column for the given contract record.
4. From the Contract Certified Payroll Overview, click the component **Actions** menu.
5. Click the **Add New Payroll** action.
6. In the **Payroll Number** field, enter the payroll number. Payrolls should be in consecutive order.
   - **Note:** There is no need to enter "no work" weeks.
7. In the **Begin Date** field, enter a date.
8. In the **End Date** field, enter a date.
9. In the **Fringe Benefit Type** drop-down, select the type.
   - **Note:** If Cash is selected, then no Fringe Benefit information would have to be input.
10. In the **Comments** field, enter any comments.
11. Click the **Save** button.
12. Does your company pay fringe benefits to programs? Under the **Benefits Program** section, a new record already appears. To add multiple Benefit Programs, click the **New** button.
13. In the **Benefit Program Name** field, enter the name of the Benefit Program.
14. In the **Trustee/Contact Person** field, enter the person's name. (This can be anyone in your office.)
15. In the **Benefit Program** drop-down, select the type.

16. In the **Benefit Account Number** field, enter the number. (This can be a fictitious number.)
17. In the **Trustee/Contact Phone** field, enter the phone number. (This can be your 10-digit office phone number.)
18. In the **Benefit Program Classification** field, do not enter anything.
19. Click the **Save** button.
20. Click the **Employee** quick link at the top of the page.
21. Click the component **Actions** menu for the Employee component.
22. Click the **Add Employee or Add Ref Employees…** button.
    - **Note:** You can add an employee already in the payroll with a different classification from the other actions on the menu.
23. If you choose **Add Ref Employees…** from the Select Reference Employee component, search for and select the employee(s) to add to the payroll. For an employee to show on the Reference Employee List, the employee must have appeared on a previous payroll that has been approved.
    - **Note:** You can add multiple employees at once. A green check mark will appear next to the first name for all select employees.
24. If you select **Add Employee** to add a new employee:
    - In **Last Name**, type the last name of the employee in the blue space.
    - In **First Name**, type the first name of the employee in the blue space.
    - In **Middle Initial**, type the middle initial of the employee in the blue field, if applicable.
    - In **EIN**, type the unique employee identification number. ODOT has determined to use the employee's month, day, and last 4 digits of their social security number. (MM/DD/ Last 4 of SS)
    - In **Gender**, select the appropriate gender for the employee.
    - In **Ethnicity**, select the appropriate ethnicity for the employee.
25. In the **Labor Classification** field, search for and select the classification.

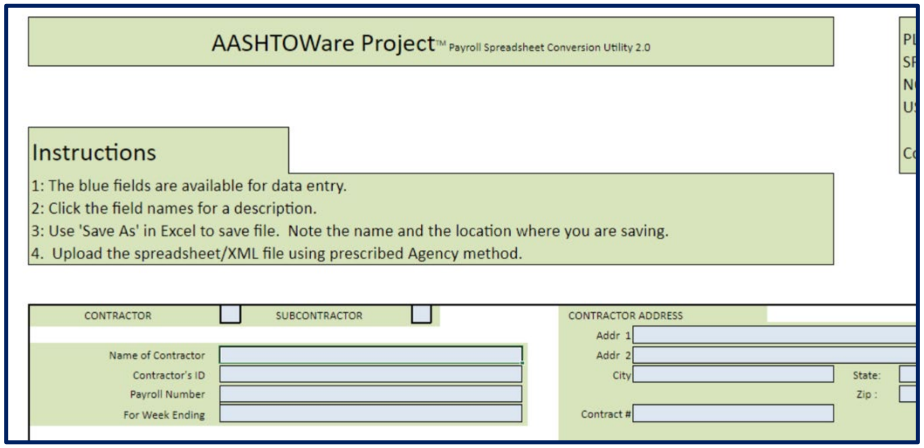
26. In the **Craft Code** drop-down, select the code.
27. In the **Straight Hourly Rate** field, enter the rate of pay.
28. In the **Overtime Hourly Rate** field, enter the rate of pay.
29. In the **Regular Hourly Rate** field, enter nothing.
30. Do not enter any amount in the **Project Lump Sum Payment** field.
31. From the Training Information, click the **OJT Program Indicator** check box, if applicable.
32. In the **OJT Wage Percentage** field, enter the percentage.
33. Click the **Apprentice** check box, if applicable.
34. In the **Apprentice ID** field, enter the ID.
35. In the **Apprentice Wage Percentage** field, enter the percentage.
36. If you select **Plan Funds**, or **Plan Funds with Exceptions** for fringe, enter the **hourly amount** paid to each plan fund in each box that is applicable.
37. Scroll down to the **Hours** section to fill in the hours for the employee for the given payroll.
38. In the **Straight Time Hours** field(s), enter the hours according to the straight time hours worked each day.
39. In the **Overtime Hours** field(s), enter the hours according to the overtime hours worked each day.
40. In the **Total Straight Time Hours** field, enter the total straight time hours worked.
41. In the **Total Overtime Hours** field, enter the total overtime hours worked.
42. In the **Classification Total Hours** field, enter the hours worked in this classification on this project for both straight and overtime.
43. Scroll to the **Wages** section to fill in the wage information for the employee on the given payroll.
44. In the **Project Classification Gross Pay** field, enter the gross pay in this classification for this project.
45. In the **Total Gross Pay** field, enter the total pay for the employee for all projects this employee has worked in this classification, during this pay period.

46. In the **Net Pay** field, enter the pay the employee earned for all projects this employee worked in this classification, minus the Total Deductions in this pay period for this classification.
47. In the **Total Deductions** field, enter the sum of all deductions listed.
48. In the **FICA Withholding Amount** field, enter the amount.
49. In the **Federal Withholding Amount** field, enter the amount.
50. In the **State Withholding Amount** field, enter the amount.
51. In the **Total Fringe Benefits Paid** field, enter the total fringe that was paid in cash for all hours worked.
52. If applicable, scroll to the **Deductions** section.
    - Click the **New** button.
    - In the **Description** field for the deductions, enter the description.
    - In the **Amount** field, enter the amount.
53. Click the **Back to Top** link.
54. Click the **Save** button.

Filling Out the Payroll Spreadsheet:

1. The **Payroll Spreadsheet** can be downloaded from here: https://www.oregon.gov/odot/Business/AWP/Documents/ODOT_spreadsheet_locked.xlsx.

2. Open the payroll spreadsheet in Excel.
3. Indicate if you are a contractor or subcontractor by placing an “x” in the blue box for your selection.
4. In **Name of Contractor**, type the name in the blue field provided.
5. In **Contractor’s ID**, type the contractor’s CV (commercial vendor) number in the blue space provided.
6. In **Payroll Number**, type the current payroll number in the blue space provided.
7. In **For Week Ending**, type the date for the week ending the payroll in format MM/DD/YYYY.
    - **Note:** This is always a Sunday.



8. In **Contractor Address**, fill in all applicable fields for your contractor’s address.
9. In **Contract #,** type the contract number that this payroll is being submitted against. Include the “C” in the contract number (e.g., C12345).
10. In the **Day** fields, select the appropriate day for each in order of the payroll that is being submitted.
11. In the **Date** fields, type the appropriate date (format MM/DD/YYYY) for each in the order of the payroll being submitted.
12. Indicate how fringe benefits are being paid by placing an “x” next to the appropriate a or b on the right-hand side. If a) see below:
    - Type each Benefit Program Name in the blue spaces provided.
    - Select each Benefit Program Type from the drop-down menu.
    - Type each Benefit Program Name in the blue spaces provided.
    - Type each of the Benefit Labor Classification(s) in the blue spaces provided.
    - Type each of the Contact Person(s) for each benefit program in the blue spaces provided. (This can be someone from your office.)

- Type each of the Contact Person(s) Phone for each benefit program in the blue spaces provided. (This can be your 10-digit office phone number.)

The following instructions should be repeated for each person on the week's payroll for this project.

13. In **Last Name**, type the last name of the employee in the blue space.
14. In **First Name**, type the first name of the employee in the blue space.
15. In **Middle Initial**, type the middle initial of the employee in the blue field, if applicable.
16. In **EIN** (employee identification number), type the unique employee identification number. ODOT has determined to use the employee's month, day, and last 4 digits of their social security number (MM/DD/ Last 4 of SS).
17. If applicable, enter the **Vendor Emp ID**.
    - **Note:** This is not the EIN. Placing the EIN here will result in the payroll being rejected.
18. In **Gender**, select the appropriate gender for the employee.
19. In **Ethnicity**, select the appropriate ethnicity for the employee.
20. In **Project #,** type the project number in the blue space provided.
    - **Note: This is different from the Contract Number.** Reach out the RE office or AWPadmin@odot.oregon.gov for this number.
21. In **Craft Code**, select the appropriate code in the yellow drop-down menu.
22. In **Labor Code**, select the appropriate labor code in the yellow drop-down menu.
23. In **O.T.**, record each day's overtime hours for the employee.
24. In **S.T.**, record each day's straight time hours for the employee.
25. In **S.H.**, record each day's salary hours for the employee if applicable.

26. In the **Total Project Classification Hours** field, record the total hours for each of the overtime, straight, and salary hours in the blue spaces provided.
27. In the **Rate of Pay** field, record the overtime and straight time hourly pay in the blue fields provided.
28. In **OJT%**, enter the percentage of pay the trainee is to receive, if applicable.
29. In **Apprentice ID**, enter the apprentice ID, if applicable.
30. In **Apprentice Wage %**, enter the percentage of pay the apprentice is to receive.
31. In **Lump Sum**, enter the lump sum amount added to the pay of the employee, if applicable.
32. In **Project Gross**, the amount of project gross pay for the employee is entered.
33. In **Gross Pay**, enter the entire amount of gross pay the employee received for the week from all projects.
34. In **FICA**, enter the amount withheld for the employee.
35. In **Federal Income Tax**, enter the amount withheld for the employee.
36. In **Optional 1**, enter the additional withholding for the employee.
37. In **Optional 2**, enter the additional withholding for the employee.
38. If there are more deductions, record the names and associated amounts of each in the **Other Deduction Description** field on the lower right side of the page.
39. In **Other Deductions**, enter the total amount from the Other Deductions previously entered.
40. In **Total Deductions**, enter the total amount withheld from all deductions recorded for the employee.
41. In **Net Wages**, enter the net wages for the employee.
42. In **Health Welfare**, enter the fringe amount paid, if applicable.
43. In **Vacation Holiday**, enter the fringe amount paid, if applicable.
44. In **Apprentice Fund**, enter the fringe amount paid, if applicable.
45. In **Pension**, enter the fringe amount paid, if applicable.

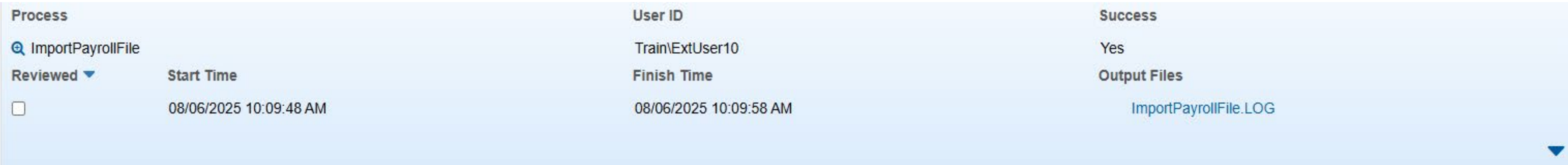
46. In **Other 1**, enter the fringe amount paid, if applicable.
47. In **Other 2**, enter the fringe amount paid, if applicable.
48. If fringe is paid in cash enter the **total amount** in the "Fringe Benefits Total" box.
49. In **Employee Comments**, enter any comments associated with the employee, if applicable.
50. Repeat steps 14-50 for each of the employees on the payroll for the week and associated contract.
51. Once all employees have been recorded, ensure the file has been saved by clicking **File** then **Save**.

Converting & Importing a Payroll Spreadsheet:

1. Navigate to the [XML Conversion Utility.]
2. Click **Choose File**, select the appropriate week's payroll excel file, and click Open.
3. Read the Terms of Use, check the box agreeing to them, and click Convert.
4. The XML file is now saved to your computer.
5. Open your web browser and navigate to [AASHTOWare Project] and sign in.
6. From the global **Actions** menu, select Import File.
7. Click **Select File**, select the XML file (not the Excel) and click open.

8. Click **Import** on the component bar near the component actions menu.
9. To ensure the import was successful, click the **Payroll Import Notifications** hyperlink presented.

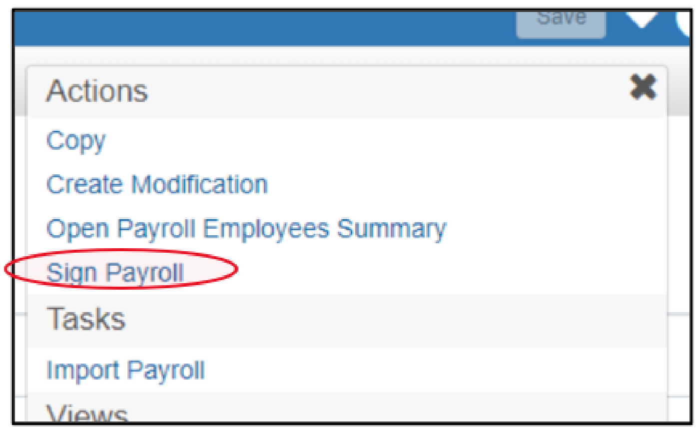
10. Once the upload is complete, ensure you are viewing the correct one by looking at the **File Name** and, if successful, under the Success will be **Yes**.



11. Your payroll has been successfully uploaded when you see a success status as “Yes”.
    - **Note: Navigate to the Payroll Overview and sign the payroll.**

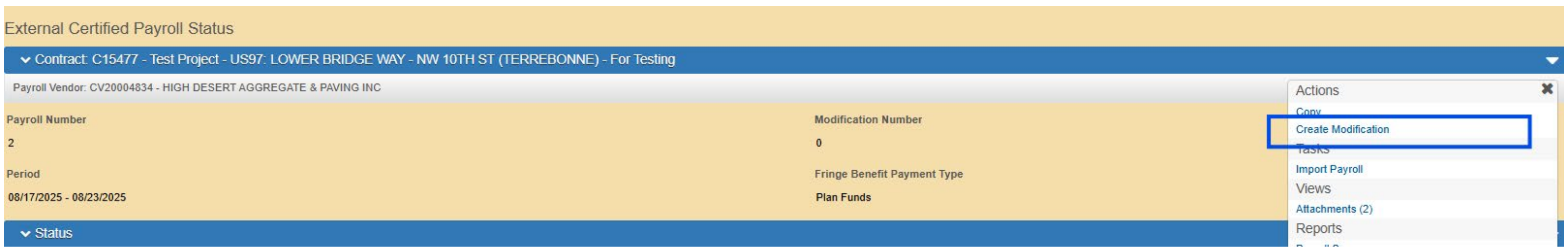
Signing a Payroll:

1. Log on to AASHTOWare Project. From the Home page, navigate to the **Civil Rights & Labor** component.
2. In the **Vendor Payrolls** component, using the **Quick Find** search field, press enter or type the **Contract ID**.
3. On the row for the Contract and Vendor, click the **Payrolls** number link.
4. On the payroll you want to sign, click the **Payrolls** link.
5. Click the component **Actions** button.
6. Click the **Sign Payroll** action.
7. Review the Payroll Summary information. Scroll down and click the Next button.
8. Review the **Payroll Verification** information.
9. In the **Comments** field, type your role and the process being completed (e.g., prime signing, sub forward to prime, etc.) and anything you want to tell the Agency about this payroll, if needed (e.g., special garnishments, unexpected reimbursements).



10. Click the **Sign Payroll** button.
11. Wait for the **Signature Process Completed** message. Verify the signing information.
12. Once a payroll is signed, the payroll phase will change to “Under Prime Review” or “Under Agency Review”. When the reviews are complete, the payroll will show as “approved” or “rejected”.

Creating a Payroll Modification of a Rejected Payroll:



1. If correcting a payroll manually:
   a. Navigate to the appropriate payroll.
   b. In the row Actions menu, select Create Modification.
   c. Select the Employee quick link at the top of the screen and make any necessary corrections.
   d. Once complete, go through the process of Signing a Payroll. (See page 10 above.)
2. If correcting the payroll in the Payroll Spreadsheet:
   a. Copy and rename the rejected payroll spreadsheet.
   b. Make the necessary corrections and use the website https://xml.aashtowareproject.org/spreadsheet/ to convert the spreadsheet to an XML file.

c. In the AASHTOWare Project Civil Rights & Labor module, import and validate the XML payroll file. If the payroll number on your spreadsheet is the same as the rejected payroll when the spreadsheet is uploaded, it will automatically create the next modification.
d. Once complete, go through the process of Signing a Payroll. (See page 10 above.)

Prime Review of a Subcontractor Payroll:

1. Start from the home screen. In the **Vendor Payrolls** component, using the **Quick Find** search box, press enter or type the **Contract ID**.
2. Search for the payroll you want to review and select the **Contract** link.
3. Click the contract **component actions menu** and select **Prime Review**.
4. Review the **Payroll Summary Report** presented and determine if the information is accurate/acceptable.
5. Once reviewed, at the bottom of the screen, click the **Next** arrow.
6. If comments are necessary, record these in the **Comments** field.
7. If an error is identified in review, you will return the payroll to the subcontractor for correction using the **Return to Contractor** button. If the payroll is acceptable, you will move it to **Under Agency Review** by using the **Forward to Agency** button.
8. Once the **Certified Payroll Progression Successful** message appears at the top of your page, you are finished with this payroll record.

Parent Subcontractor Tier Review of Payroll:

1. Start from the home screen. In the **Vendor Payrolls** component, using the **Quick Find** search box, press enter or type the **Contract ID**.
2. Search for the payroll you want to review and select the **Contract** link.
3. Click the contract **component actions menu** and select **Progress Tiered Payroll**.
4. Review the **Payroll Summary Report** presented and determine if the information is accurate/acceptable.
5. Once reviewed, at the bottom of the screen, click the **Next** arrow.
6. If comments are necessary, record these in the **Comments** field.
7. If an error is identified in review, you will return the payroll to the subcontractor for correction using the **Return to Contractor** button. If the payroll is acceptable, you will progress it by using the **Progress Tiered Payroll** button.
    - **Note:** A lower-tier subcontractor has the option to resubmit the same payroll with an explanation or correction to the issue identified.
8. Once the **Certified Payroll Progression Successful** message appears at the top of your page, you are finished with this payroll record.