May 2024

AASHTOWare Project Civil Rights and Labor™

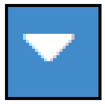
Quick Reference Guide for WVDOT

Managing Payrolls

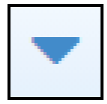
Role: WV EXT Sub Payment

Key to Actions Menus:

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



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



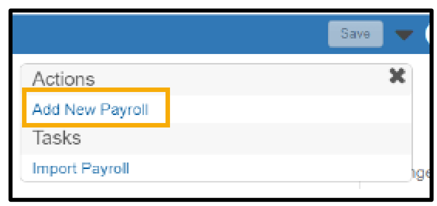
Row **Actions** menu (On the row)

Background:

- After the agency makes a payment to the prime contractor for work on the contract, the prime contractor is in turn responsible for paying the subcontractors, suppliers and other vendors used for the work, and they must in turn pay other subcontractors and vendors. The agency monitors all of these payments to make sure they are made within the federal and state guidelines for prompt payment.

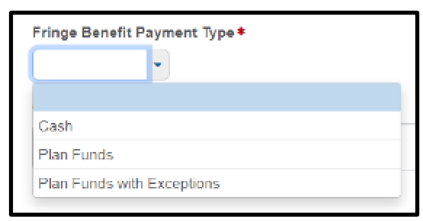
Manually Inputting a Payroll:

1. Navigate to **Civil Rights & Labor** section in the home page.
2. Click on the **Payrolls** link.
3. On the Vendor Payrolls Overview, search for the contract you want to add a payroll for.
4. For the contract, click the **Payrolls** link.
5. On the Contract Certified Payroll Overview, click the component **Actions** menu.



6. Click the **Add New Payroll** action.
7. Click the **Payroll Number** field, enter the payroll number.
8. Click the **Begin Date** field, enter or choose the date.
9. Click the **End Date** field, enter or choose the date.
10. Click the **Fringe Benefit Type** dropdown, select the type.

- **Note:** If **Cash** is selected, then no Fringe Benefit information would have to be inputted.



11. Click the **Comments** field, enter any comments.
12. Under the **Benefits Program** section, click the **New** button.
13. Click the **Benefit Program Name** field, enter the name.
14. Click the **Trustee/Contact Person** field, enter the person's name.
15. Click the **Benefit Program dropdown**, select the type.
16. Click the **Benefit Account Number** field, enter the number.
17. Click the **Trustee/Contact Phone** field, enter the number.
18. Click the **Benefit Classification** field, enter the classification.
19. Click the **Save** button.
20. Click the **Employee** quick link.
21. Click the Employee component **Actions** menu.
22. Click the **Add Ref Employees** button.

- **Note:** You can add a new employee or add an employee already in the payroll with different classification from the other actions on the menu.

23. On the Select Reference Employee modal screen, find and select the employee(s) to add to payroll.

- **Note:** You can add multiple employees at once. A green check mark will appear next to the first name for all selected employees.

24. Click the **Add to Employees** button.

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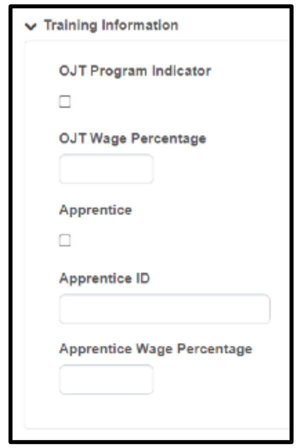
25. Under the **Classification** section, click on the **Contract Project ID** field, enter the ID.
26. Click the **Labor Classification** field, find and select classification.
27. Click the **Craft Code** drop-down arrow, select the code.
28. Click the **Straight Hourly Rate** field, enter the rate.
29. Click the **Overtime Hourly Rate** field, enter the rate.
30. Click the **Project Lump Sum Payment** field, enter the amount.
31. Within the Training Information, click the **OJT Program Indicator** check box if the employee is a trainee in the OJT program.
   - **Note:** If the **OJT Program Indicator** check box is checked, then you must also enter a value in the **OJT Wage Percentage** field.
32. Click **OJT Wage Percentage** field, enter the percentage of the standard wage for this labor class paid to an employee that is a trainee in the OJT program.
33. Click the **Apprentice** check box if employee is working under apprentice status for this contract.
   - **Note:** If the **Apprentice** check box is checked, then you must also enter values in the **Apprentice ID** and **Apprentice Wage Percentage** fields.
34. Click the **Apprentice ID** field, enter the unique identifier assigned if this employee is an apprentice.
35. Click the **Apprentice Wage Percentage** field, enter the percentage of the full wage rate to be paid to this apprentice.
   - **Note:** An employee can be both a trainee in an OJT program and an apprentice.
   - **Note:** For any apprentice that is being recorded on a payroll for the first time, they must attach the **Apprentice Certification** form to the payroll. See the **Adding an Attachment to a Payroll** exercise.

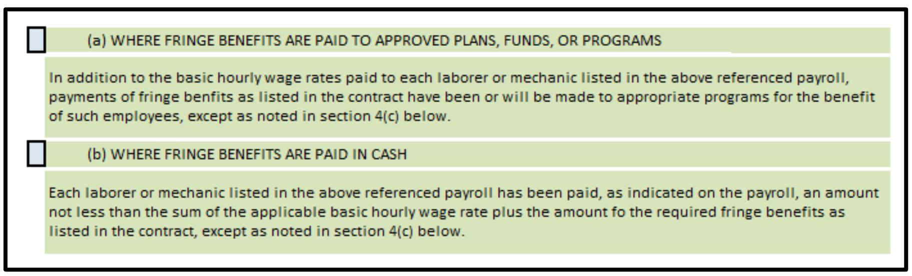


36. Click the **Fringe Health Welfare Rate** field, enter the rate.
37. Scroll down to the **Hours** section to enter the hours for the employee for the given payroll.
38. Click the **Straight Time Hours** field(s) according to the straight time hours worked.
   - **Note:** Depending on the Vendor the starting weekday may differ.
39. Click the **Overtime Hours** field(s) according to the overtime hours worked.
   - **Note:** depending on the Vendor the starting weekday may differ.
40. Click the **Total Straight Time Hours** field, enter the hours.
41. Click the **Total Overtime Hours** field, enter the hours.
42. Click the **Classification Total Hours** field, enter the hours.
43. Scroll down to the **Wages** section to enter the wage information for the employee on the given payroll.
44. Click the **Project Classification Gross Pay** field, enter the pay amount.
45. Click the **Total Gross Pay** field, enter the pay.
46. Click the **Net Pay** field, enter the pay.
47. Click the **Total Deductions** field, enter the deductions.
48. Click the **FICA Withholding Amount**, enter the amount.
49. Click the **Federal Withholding Amount** filed, enter the amount.
50. Click the **State Withholding Amount** field, enter the amount.
51. Click the **Medicare Amount** field, enter the amount.
52. Click the **Total Fringe Benefits Paid** field, enter the amount.
53. Scroll to the **Deductions** section.
54. Click the **New** button.
55. Click the **Description** field, enter any deduction description.
56. Click the **Amount** field for deductions amount.
57. Click the **Save** button.
   - **Note:** If this is a subcontractor entering the payroll, the prime will now review the payroll that is entered

Managing Payrolls

Using a Payroll Spreadsheet to Enter Payroll

1. Open supplied Payroll Spreadsheet.
2. Read the Instructions.
3. Ensure you are on the Payroll Form tab.
4. Click the **Contractor** field, enter an X
- **Note:** You can mark an X to the Subcontractor field if you are a subcontractor.
5. Click the **Name of Contractor** field, enter the contractor's name.
6. Click the **Contractor's ID** field, fill the ID.
7. Click the **Payroll Number** field, enter the number.
8. Click the **For Week Ending** field, enter the date.
9. Under the **Contractor Address** section, click the **Address 1** and enter the address.
10. Click the **Address 2** and enter the address if necessary.
11. Click the **City** field, enter the city.
12. Click the **State** field, enter the state.
13. Click the **Zip** field, enter the zip code.
14. Click the **Contract #** field, enter the Contract number.
15. Click the **Day(s)** field, select the days.
16. Click the **Date(s)** field, enter the dates.
17. Click the Benefit either package (a) or (b) and enter a X.
- **Note:** Package (a): WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS
- **Note:** Package (b): WHERE FRINGE BENEFITS ARE PAID IN CASH

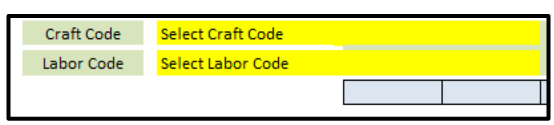

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benfits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount fo the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

18. Click the **Benefit Program Name** field(s), enter the name.
19. Click the **Benefit Program Type** field, select the type.
20. Click the **Benefit Account Number** field, enter the number.
21. Click the **Benefit Labor Classification** field, enter the classification.
22. Click the **Contact Person** field, enter the person information.
23. Click the **Contact Person's Phone** field, enter the phone number.
24. Scroll down to the **Employee** section to enter Individual Employee payroll information.
25. Click the **Last Name** field, enter the last name.
26. Click the **First Name** field, enter the first name.
27. Click the **Middle Initial** field, enter the middle name initial if applicable.
28. Click the **Employee Identification Number** field, enter the EIN.
29. Click the **Gender** field, select the gender of the employee.
30. Click the **Ethnicity** field, select the ethnicity.
31. Click the **Has Change?** field, select true or false.
- **Note:** The default for this false"
32. Click the **Project #** field, enter the project number.
33. Click the **Craft Code** field, select the craft code for the employee.
34. Click the **Labor Code** field, enter the labor code for the employee.
35. Click the **Hours** section to enter the Hours works for the week.



- **Note: O.T.** = Over Time Hours, **S.T.** = Standard Time Hours
36. Click the **Total Project Classification Hours** according to the week for **O.T**. hours, enter the total overtime hours.
37. Click the **Total Project Classification Hours** according to the week for **S.T.** hours, enter the total standard time hours.
38. Click the **Rate of Pay** field **for O.T.** hours line, enter the overtime rate of pay amount.

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39. Click the **Rate of Pay** field for S.T. hours line, enter the standard rate of pay amount.
40. Click the **OJT %** field, enter percentage of the full wage rate if this employee is a trainee in an OJT program.
41. Click the **Apprentice ID** field, enter the unique identifier if this employee is an apprentice.
42. Click the **Apprentice Wage %** field, enter the percentage of the full wage rate to be paid if this employee is an apprentice.

- **Note:** An employee can be both a trainee in an OJT program and an apprentice.
- **Note:** For any apprentice that is being recorded on a payroll for the first time, they must attach the **Apprentice Certification** form to the payroll after the payroll spreadsheet has been imported. See the **Adding an Attachment to a Payroll** exercise.

43. Click the **Project Gross** field, enter the amount.
44. Click the **Gross Pay** field, enter the pay amount.
45. Click the **FICA** field, fill in the amount if applicable.
46. Click the **Federal Income Tax** field, enter the amount if applicable.
47. Click the **State Tax** field, enter the amount if applicable.
48. Click the **Medicare** field, enter the amount if applicable.
49. Click the **Other Deductions** fields, enter the amount if applicable.
50. Click the **Total Deductions** field, enter the total deductions.
51. Click the **Net Wages** field, enter the net wages.
52. Click the **Health Welfare** field, enter the benefit rate amount if applicable.
53. Click the **Vacation Holiday** field, enter the benefit rate amount if applicable.
54. Click the **Apprentice Fund** field, enter the benefit rate amount if applicable.
55. Click the **Pension** field, enter the benefit rate amount if applicable.
56. Click the **Other 1** field, enter the benefit rate amount if applicable.
57. Click the **Other 2** field, enter the benefit rate amount if applicable.
58. Click the **Fringe Benefits Total** field, enter the fringe benefits total.
59. Click the **Other Deductions** section if you need to enter other deductions and click the amount to enter the amount according to the deduction description.
60. After entering all the employee(s) information, click the **Save** button.

- **Note:** For this Employee Payroll record, there was no double time entry. The following steps will guide you to enter double time information if applicable.

61. Scroll down to the next Employee Record.
62. Click the **Last Name** field, enter the last name.
63. Click the **First Name** field, enter the first name.
64. Click the **Middle Initial** field, enter the middle name initial if applicable.
65. Click the **Employee Identification Number** field, enter the EIN.
66. Click the **Gender** field, select the gender of the employee.
67. Click the **Ethnicity** field, select the ethnicity.
68. Click the **Has Change?** field, select true or false.

- **Note:** The default value for **Has Changed?** field is set to false.

69. Click the **Project #** field, enter the project number.
70. Click the **Craft Code** field, select the craft code for the employee.
71. Click the Labor Code field, enter the labor code for the employee.
72. Click the **Hours** section to enter the Hours works for the week.

- **Note: O.T.** = Over Time Hours, **S.T.** = Standard Time Hours.
- **Note:** Use the **O.T.** row to entire the double hours for each day.

O.T. S.T.	Over Time Hours Standard Time Hours			Hours Worked				Total Project Classification Hours	RATE OF PAY
O.T.	5.00	0.00	0.00	0.00	0.00	0.00	5.00	10.00	61.4800
S.T.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.740

73. Click the **Total Project Classification Hours** according to the week for **O.T.** hours, enter the total double time hours.
74. Click the **Total Project Classification Hours** according to the week for **S.T.** hours, enter 0 standard time hours.
75. Click the **Rate of Pay** field for **O.T.** hours line, enter the double time rate of pay amount.
76. Click the **Rate of Pay** field for **S.T.** hours line, enter the standard rate of pay amount.
77. Click the **OJT %** field, enter percentage of the full wage for the trainee in an OJT program.
78. Click the **Apprentice ID** field, enter the unique identifier assigned if this employee is an apprentice.
79. Click the **Apprentice Wage %** field, enter the percentage of the full wage rate to be paid if this employee is an apprentice.

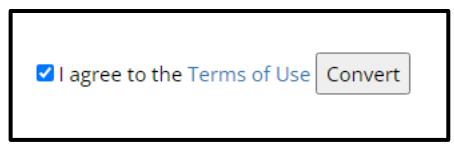
- **Note:** An employee can be both a trainee in an OJT program and an apprentice.
- **Note:** For any apprentice that is being recorded on a payroll for the first time, they must attach the **Apprentice Certification** form to the payroll after the payroll spreadsheet is imported. See the **Adding an Attachment to a Payroll** exercise.

80. Click the **Project Gross** field, enter the amount.
81. Click the **Gross Pay** field, enter the pay amount.
82. Click the **Net Wages** field, enter the net wages.
83. Click the **Health Welfare** field, enter the amount if applicable.
84. Click the **Vacation Holiday** field, enter the amount if applicable.
85. Click the **Apprentice Fund** field, enter the amount if applicable.
86. Click the **Pension** field, enter the amount if applicable.
87. Click the **Other 1** field, enter the amount if applicable.
88. Click the **Other 2** field, enter the amount if applicable.
89. Click the **Fringe Benefits Total** field, enter the fringe benefits total.
90. For the double time entry, you do not need to enter the other deductions again.
91. After entering all the employee(s) information, click the **Save** button.

Converting a Payroll Spreadsheet:

1. Navigate to this site: https://xml.aashtowareproject.org/spreadsheet/.
2. Under the **Instruction** section, click the **Choose File** button.
3. Find and choose the Payroll Spreadsheet file.
4. Click **Open**.
5. Click the **I agree to the Terms of Use** check box.
6. Click the **Convert** button.
7. If an error occurs, update the payroll spreadsheet accordingly.
8. Once complete, refresh the web page and repeat steps starting step number.

- **Note:** After conversion, you should see a xml file in your downloads folder named identical to the payroll spreadsheet you're converting.

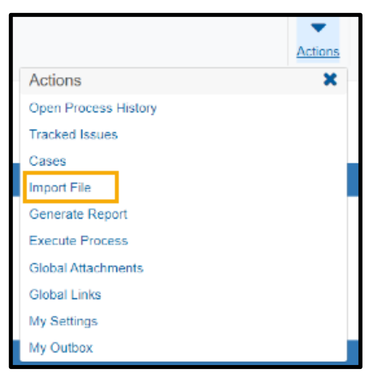


Importing a Payroll:

1. On the home page, click the global **Actions** menu.
2. Click the **Import File** action.
3. Click **Select File** button.
4. Choose the XML file to import.

- **Note:** To import payroll to AASHTOWare Project, the file must be in XML format

5. Click the **Open** button.
6. Click the **Import** button.
7. Wait to a success message appears.
8. Click the **Go to Process History Payroll Import Notifications** link.
9. Check if the process import is successful.



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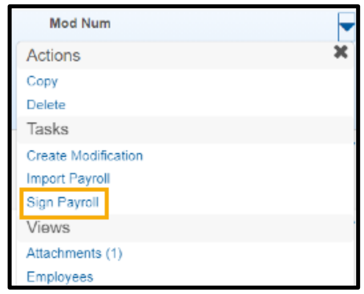
Signing a Payroll:

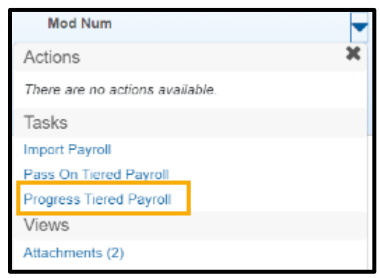


1. Navigate to the **Vendor Payrolls** component and search for vendor payroll.
2. Click the **Payrolls** link.
3. Find the specific payroll you want to sign.
4. Click the row **Actions** menu.
5. Click the **Sign Payroll** task.
6. Review the information on the contractor payroll and scroll down to review the payroll summary.
7. Click the **Next** arrow.
8. Review the Verification page information.
9. Scroll down to finish reviewing the information.
10. Click the **Next** arrow.
11. Under the **Sign Payroll** component, click the **Comments** field, enter any comments.
12. Click the **Sign Payroll** button.

Conducting a Tiered Review [Parent Subcontractor]:

1. On the Vendor Payrolls Overview, search for the **Contract** you want to create a payroll modification for.
2. For the contract, click the **Payrolls** link.
3. On the Contract Certified Payroll Overview, click the row **Actions** menu on the **Payroll Number** that is in phase "Under Tier Review".
4. Click the **Progress Tiered Payroll** task.
5. Review the information on the contractor payroll and scroll down to review the payroll summary.
6. Click the **Next** arrow.
7. Click the **Comments** field, enter any comment.
8. Click the **Progress Tiered Payroll** button.

- **Note:** If there are errors or mismatches, click the **Return to Contractor** button. **Comments** field is required if returning the payroll to the contractor.

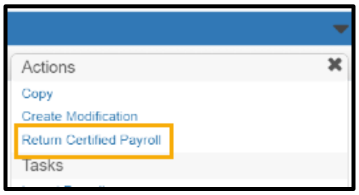


Conducting a Prime Review or Returning a Payroll [Prime Contractor]:

1. For the contract, click the payrolls link.
2. On the Contract Certified Payroll Overview, find and click on the **Payroll Number** that is in phase "Prime Review".
3. Click the Contract component **Action** menu.
4. Click the **Prime Review** task.
5. Review the information on the contractor payroll and scroll down to review the payroll summary.
6. Click the **Next** arrow.
7. Click the **Comments** field, enter any comments.
8. Click the **Forward to Agency** button.

- **Note:** If there are errors or mismatches, click the **Return to Contractor** button. **Comments** field is required if returning the payroll to the contractor.

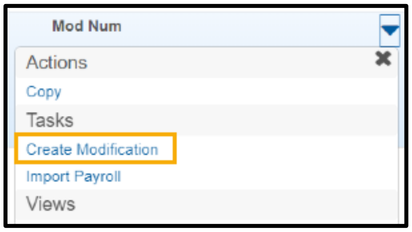
Returning Rejected Payrolls [Subcontractor]:



1. On the Vendor Payrolls Overview, search for the Contract you want to create a payroll modification for.
2. For the contract, click the **Payrolls** link.
3. On the Contract Certified Payroll Overview, find and click on the **Payroll Number** that is in phase "Agency Rejected".
4. After ensuring that all data is correct and no modification is needed, click the Contract component **Actions** menu.
5. Click the **Return Certified Payroll** action.
6. A modal window will pop-up, insert a comment as to why the payroll is being returned without modification and click **Return.**

Creating a Modification:

1. Click on the **Payrolls** link.
2. On the Vendor Payrolls Overview, search for the **Contract** you want to create a payroll modification for
3. For the contract, click the **Payrolls** link.
4. On the Contract Certified Payroll Overview, find the **Payroll Number** you want to create a modification for.
5. On the row **Actions** menu of the payroll, click the **Create Modification** task.
6. Select the newly created latest modification payroll number and update the required data.
7. **Note:** Once complete, update the areas which are requiring changes, click **Save**, and return to the Signing Payroll task.

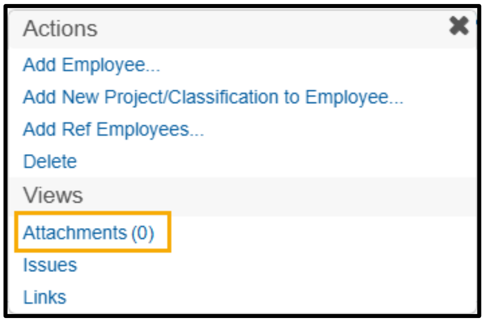


Adding an Attachment to a Payroll:

1. On the Vendor Payrolls Overview, search for the Contract for which you want to add an attachment.

- **Note:** Payrolls where an apprentice is first appearing, the apprenticeship agreement form shall be attached prior to signing the payroll.

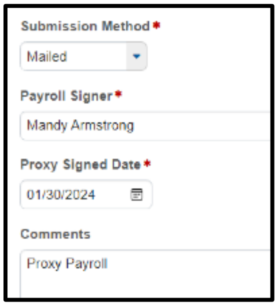
2. For the contract, click the **Payrolls** link.
3. Click on the **Payroll Number** link.
4. Click the **Employees quick** link.
5. Click on the Employee component **Actions** menu.
6. Click the **Attachments** view.
7. Click the button **Select File**.
8. Select the file to attach.
9. Click the **Open** button.
10. On the component, click the **Save** button.



Adding a Proxy Payroll:

1. Navigate to **Civil Rights & Labor** section in the home page.
2. Click on the **Payrolls** link.
3. On the Vendor Payrolls Overview, search for the Contract you want to add a payroll to.
4. For the contract, click the **Payrolls** link.

5. On the Contract Certified Payroll Overview, click the component **Actions** menu.
6. Click the **Add for Subcontractor** action.
7. Click the **Payroll Number** field, enter the payroll number.
8. Click the **Begin Date** field, enter or choose the date.
9. Click the **End Date** field, enter or choose the date.
10. Click the **Fringe Benefit Type** dropdown, select the type.
11. Note: If **Cash** is selected, then no Fringe Benefit information would have to be inputted.
12. Click the **Comments** field, enter any comments.
13. Click the **Employee** quick link.
14. Click the Employee component **Actions** menu.
15. Click the **Add Ref Employees** button.
- **Note:** You can add a brand-new employee or add an employee already in the payroll with different classification from the other actions on the menu.
16. On the Select Reference Employee modal screen, find and select the employee(s) to add to payroll.
- **Note:** you can add multiple employees at once. A green check mark will appear next to the first name for all selected employees.
17. Click the **Add to Employees** button.
18. Under the **Classification** section Click on the **Contract Project ID** field, enter the ID.
19. Click the **Labor Classification** field, find and select classification.
20. Click the **Craft Code** dropdown, select the code.
21. Click the **Straight Hourly Rate** field, enter the rate.
22. Click the **Overtime Hourly Rate** field, enter the rate.
23. Within the Training Information, click the **OJT Program Indicator** check box if applicable.
24. Click **OJT Wage Percentage** field, enter the percentage.
25. Click the **Apprentice** check box if applicable.
26. Click the **Apprentice ID** field, enter the ID.
27. Click the **Apprentice Wage Percentage** field, enter the percentage.
28. Click the **Fringe Health Welfare Rate** field, enter the rate.
29. Scroll down to the **Hours** section to enter the hours for the employee for the given payroll.
30. Click the **Straight Time Hours** field(s) according to the straight time hours worked.
- **Note:** depending on the Vendor the starting weekday may differ.
31. Click the **Overtime Hours** field(s) according to the overtime hours worked.
- **Note:** depending on the Vendor the starting weekday may differ."
32. Click the **Total Straight Time Hours** field, enter the hours.
33. Click the **Total Overtime Hours** field, enter the hours.
34. Click the **Classification Total Hours** field, enter the hours.
35. Scroll down to the Wages section to enter the wage information for the employee on the given payroll.
36. Click the **Project Classification Gross Pay** field, enter the pay.
37. Click the **Total Gross Pay** field, enter the pay.
38. Click the **Net Pay** field, enter the pay.
39. Click the **Total Deductions** field, enter the deductions.
40. Click the **FICA Withholding Amount** field, enter the amount.
41. Click the **Federal Withholding Amount** filed, enter the amount.
42. Click the **State Withholding Amount** field, enter the amount.
43. Click the **Total Fringe Benefits Paid** field, enter the amount.
44. Scroll to the **Deductions** section.
45. Click the **New** button.



46. Click the **Description** field for deductions.
47. Click the **Amount** field for deductions.
48. Click the **Save** button.
49. Once all employees are added, navigate to the component Actions menu.
50. Click on the **Submit for Subcontractor** action.
51. Review the information on the contractor payroll and scroll down to review the payroll summary.
52. Click the **Next** arrow.
53. Review the **Verification** page information.
54. Scroll down to finish reviewing the information.
55. Click the **Next** arrow.
56. In the **Submission Method** drop down, select method**.**
57. In the **Payroll Signer** text box enter the name of the person that signed the payroll from the subcontractor
58. In the **Proxy Signed Date** field, enter the date signed.
59. Click **Submit Payroll** button.

- **Note:** After submitting the proxy payroll, then conduct a Prime Review. Review the **Prime Review or Returning Payrolls [Prime Contractor]** exercise.

Creating a Modification:

Note: After converting the payroll using the payroll spreadsheet converter and importing the xml into AASHTOWare Project, click the **Payroll Import Notifications** quick link. Alternatively, go to the global **Actions** Menu and select **Process History**, then select the **Payroll Import Notifications** tab.

Error: The parent element 'PayrollEmployeeLabor' record has invalid field 'netPay' at Line 77.	Return to the payroll xml file and check the netPay field at the line number which is giving the error. Update netPay field to correct amount, save file, then reupload to AASHTOWare Project
Error: Vendor ID '9789', Contract ID 'WVContract', Payroll Number '1', Modification Number '0': The Payroll Vendor 'WV Plumbing & Associates' and Modification Number 0 is not associated to Contract 'WVContract'.	The vendor ID is not associated to the contract. Ensure that the correct Vendor ID was recorded. If it is incorrect, please fix the error, save the new file, and reupload. If it is not an error, please contact XXXX for assistance in gaining contract access.
Error: Vendor ID '9879', Contract ID 'WVContract', Payroll Number '1', Modification Number '0', Craft Code '25', Project ID '', Labor Classification 'ELECA1', First Name 'Billy', Last Name 'Bob': Project ID: Invalid value 'WVCotreact' because it was not found in WV Contract List.	The Project ID listed is not associated to the Contract ID recorded in the payroll. Ensure that the correct Project ID was recorded. If it is incorrect, please fix the error, save the file, and reupload. If it is not an error, please contact XXXX for assistance.
Error: Vendor ID '9879', Contract ID 'WVContract', Payroll Number '2', Modification Number '0': Contract payroll dates overlap Begin Date: 8/14/2024 and End Date: 8/20/2024 for Payroll 2 and Modification Number 0 on Contract 'WVContract' and Vendor ID 'WV Plumbing & Associates'.	The recorded payroll dates overlap with a previously entered payroll. Please correct the dates and reupload.