



AASHTOWare Project™ Civil Rights Labor (CRL) Module Contractor Entering a Payroll Manually Guide



Prepared by the Minnesota Department of Transportation (MnDOT)

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AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

Payroll Data

Payroll data can be entered into the AASHTOWare Project™ Civil Rights Labor (CRL) Module in three ways:

- Directly entered into AASHTOWare Project™ CRL Module.
- Entered into an AASHTOWare Project CRL Payroll Excel Spreadsheet (found at <http://www.dot.state.mn.us/const/labor/civil-rights-labor.html>) which is then converted into XML format using AASHTOWare Project™ Payroll Spreadsheet Conversion Utility (found at <https://xml.cloverleaf.net/spreadsheet/>). The payroll XML file is then imported into the AASHTOWare Project™ CRL Module.
- Converting data currently in a contractor's/subcontractor's payroll software system into the specific XML file format accepted by AASHTOWare Project™ CRL Module. The payroll XML file is then imported into AASHTOWare Project™ CRL Module. This conversion process would be executed by the firm who designed the contractor's payroll software system.

This guide will show the first method: Directly entered into AASHTOWare Project™ CRL Module.

AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

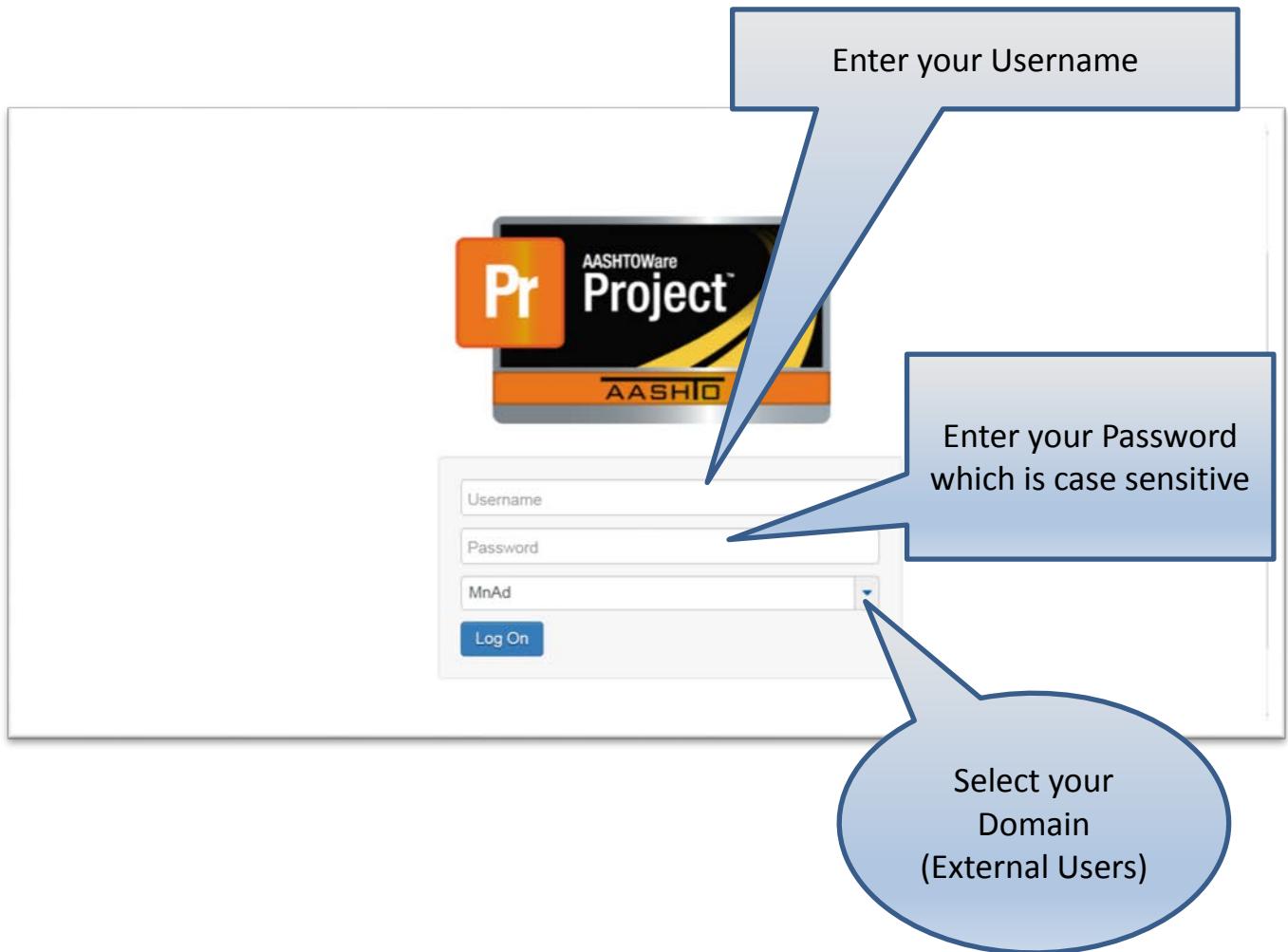
The link to the AASHTOWare Project login screen can be found on

<http://www.dot.state.mn.us/const/labor/civil-rights-labor.html>

in the left column, halfway down the page (choose the Civil Rights Labor application link)

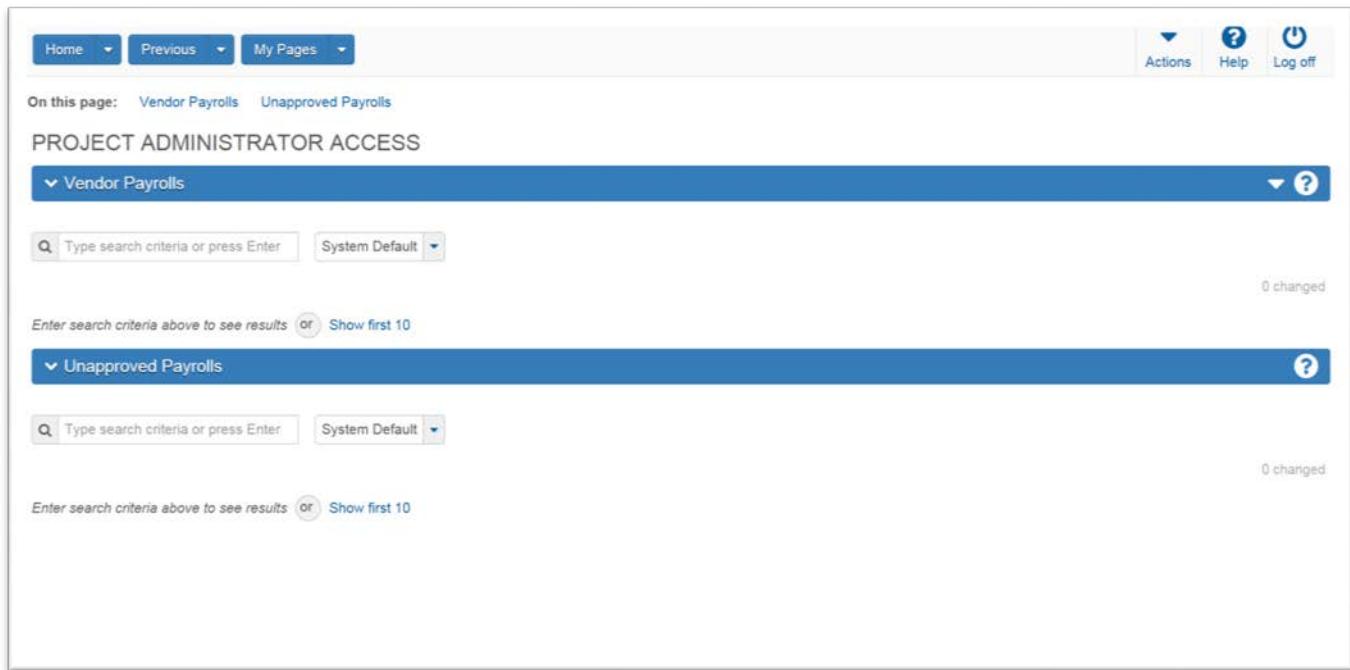
How do I enter/submit payrolls?

- Log into [Civil Rights Labor application](#) to get into AASHTOWare Project, Civil Rights and Labor (CRL) program



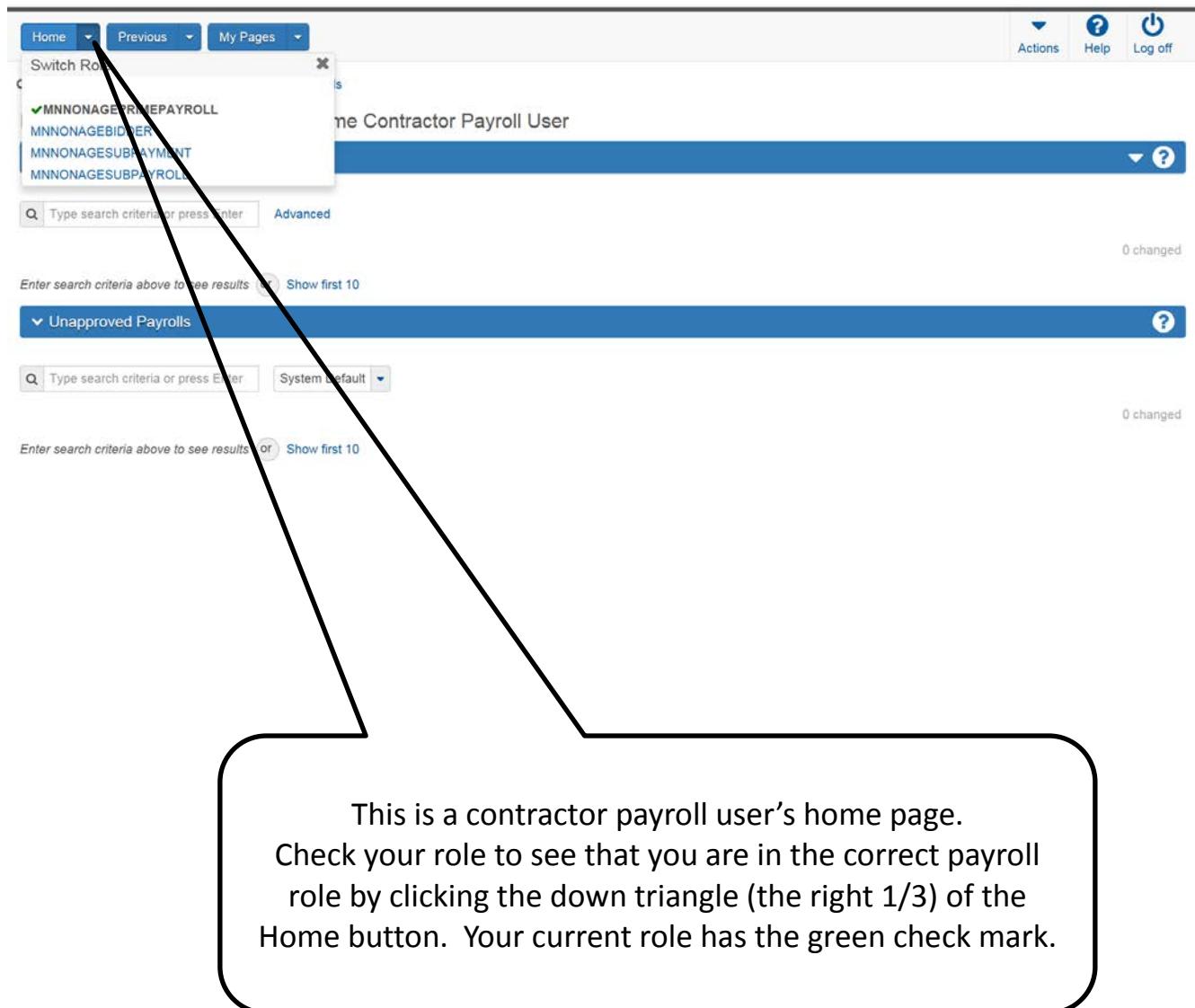
AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

If your log on was successful you will then see the Home Page for the last user role you were utilizing in AASHTOWare Project CRL Module.



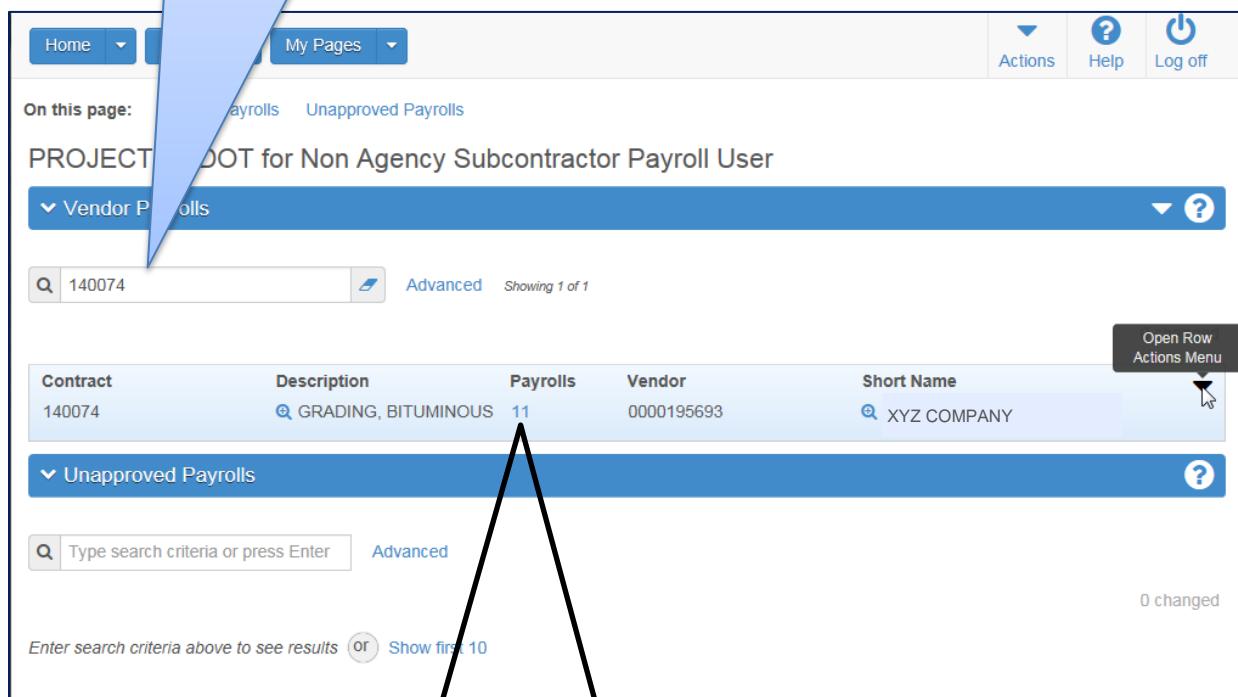
The screenshot shows the AASHTOWare Project CRL Contractor Home Page. At the top, there are navigation links: Home, Previous, My Pages, Actions, Help, and Log off. Below the navigation, it says "On this page: Vendor Payrolls Unapproved Payrolls". The main content is titled "PROJECT ADMINISTRATOR ACCESS". The first section, "Vendor Payrolls", is expanded, showing a search bar with "Type search criteria or press Enter" and a dropdown for "System Default". It also includes a link "Enter search criteria above to see results or Show first 10" and a note "0 changed". The second section, "Unapproved Payrolls", is collapsed, showing a similar search bar and dropdown. It also includes a link "Enter search criteria above to see results or Show first 10" and a note "0 changed".

AASHTOWare Project™ CRL Contractor Entering a Payroll Manually



AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

In the quick find search box enter the MnDOT contract number for the payroll you are submitting.



Home ▾ My Pages ▾ Actions Help Log off

On this page: Payrolls Unapproved Payrolls

PROJECT MnDOT for Non Agency Subcontractor Payroll User

▼ Vendor Payrolls ▾ ?

🔍 140074 Advanced Showing 1 of 1

Contract	Description	Payrolls	Vendor	Short Name
140074	GRADING, BITUMINOUS	11	0000195693	XYZ COMPANY

▼ Unapproved Payrolls ▾ ?

🔍 Type search criteria or press Enter Advanced

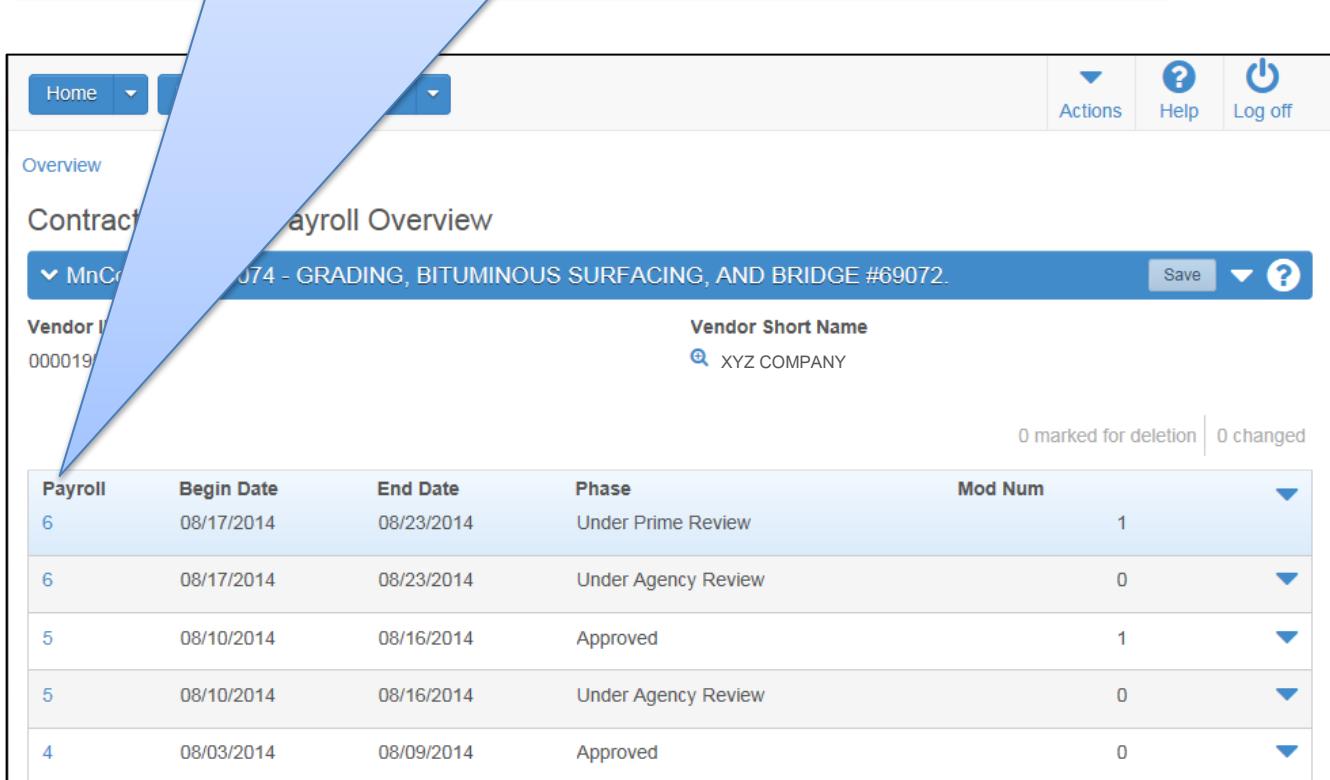
Enter search criteria above to see results (or) Show first 10 0 changed

The blue number is a hypertext link. Click on the blue number to see a list of payrolls already in CRL.

AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

Locate and remember the last payroll number, begin date, and end date.

This information is important to note in order to number the next payroll appropriately in sequence and not have overlapping payroll dates.



The screenshot shows the 'Payroll Overview' section of the AASHTOWare Project™ CRL Contractor interface. The top navigation bar includes 'Home', 'Actions', 'Help', and 'Log off'. The main content area displays a table of payrolls for vendor 'XYZ COMPANY'. The table columns are 'Payroll', 'Begin Date', 'End Date', 'Phase', and 'Mod Num'. The data in the table is as follows:

Payroll	Begin Date	End Date	Phase	Mod Num
6	08/17/2014	08/23/2014	Under Prime Review	1
6	08/17/2014	08/23/2014	Under Agency Review	0
5	08/10/2014	08/16/2014	Approved	1
5	08/10/2014	08/16/2014	Under Agency Review	0
4	08/03/2014	08/09/2014	Approved	0

AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

Click on the component actions icon (the downward pointing triangle).

Contract Certified Payroll Overview

▼ MnContract: 140074 - GRADING, BITUMINOUS SURFACING, AND BRIDGE #69072. Save ?

Payroll	Begin Date	End Date	Phase
6	08/17/2014	08/23/2014	Under Prime Review
6	08/17/2014	08/23/2014	Under Agency Review
5	08/10/2014	08/16/2014	Approved
5	08/10/2014	08/16/2014	Under Agency Review
4	08/03/2014	08/09/2014	Approved
3	07/27/2014	08/02/2014	Approved

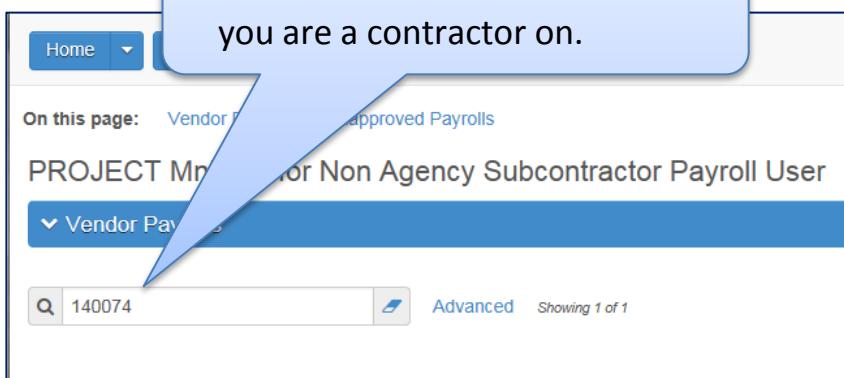
Vendor Sh: Actions
XYZ CO Add New Payroll Tasks Import Payroll

Mod Num
1
0
1
0
0
0

Click on the **Add New Payroll** quick link to start a new manually entered payroll for this contract.

AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

This page and the next page shows an alternate method of starting a new payroll.



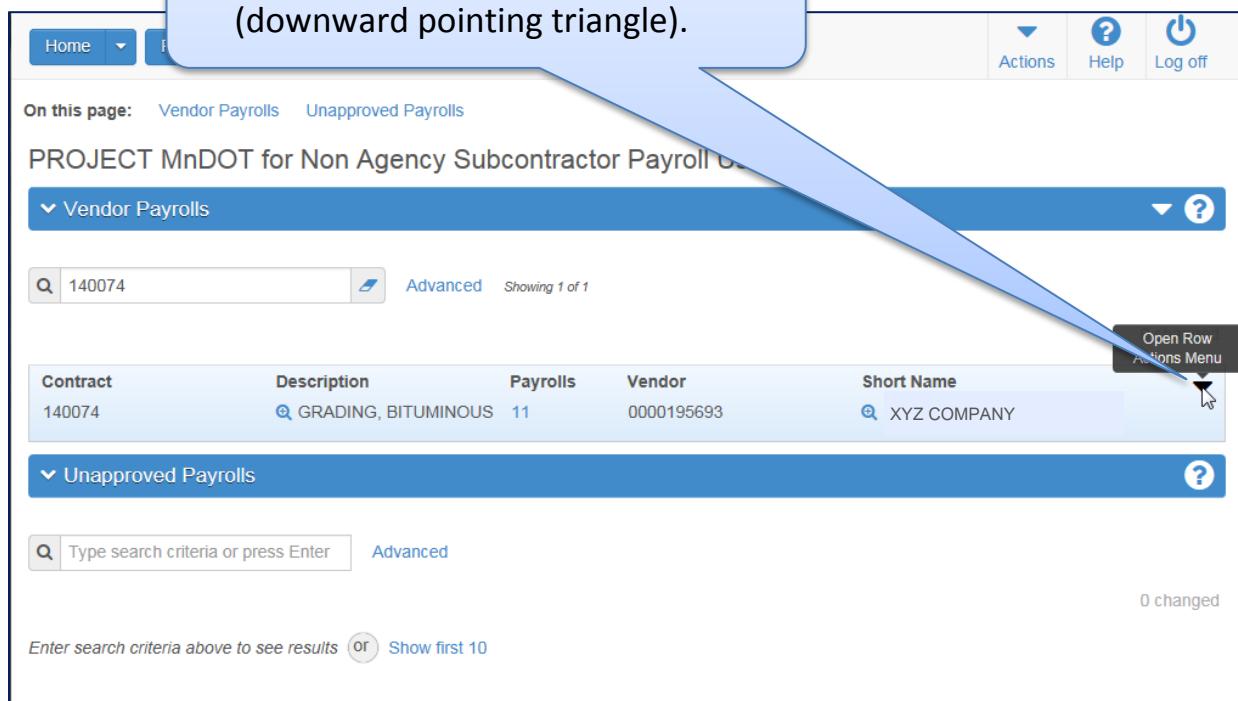
1. Type in the contract number that you are a contractor on.

On this page: Vendor Payrolls Unapproved Payrolls

PROJECT MnDOT for Non Agency Subcontractor Payroll User

▼ Vendor Payrolls

🔍 140074 Advanced Showing 1 of 1



2. Click on the row Actions button (downward pointing triangle).

On this page: Vendor Payrolls Unapproved Payrolls

PROJECT MnDOT for Non Agency Subcontractor Payroll User

▼ Vendor Payrolls

🔍 140074 Advanced Showing 1 of 1

Contract Description Payrolls Vendor Short Name

140074	GRADING, BITUMINOUS	11	0000195693	XYZ COMPANY
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▼ Unapproved Payrolls

🔍 Type search criteria or press Enter Advanced

Enter search criteria above to see results Or Show first 10 0 changed

AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

3. Click on the **Add** link to add a new payroll.

Vendor Payrolls

140074 Advanced Showing 0 changed

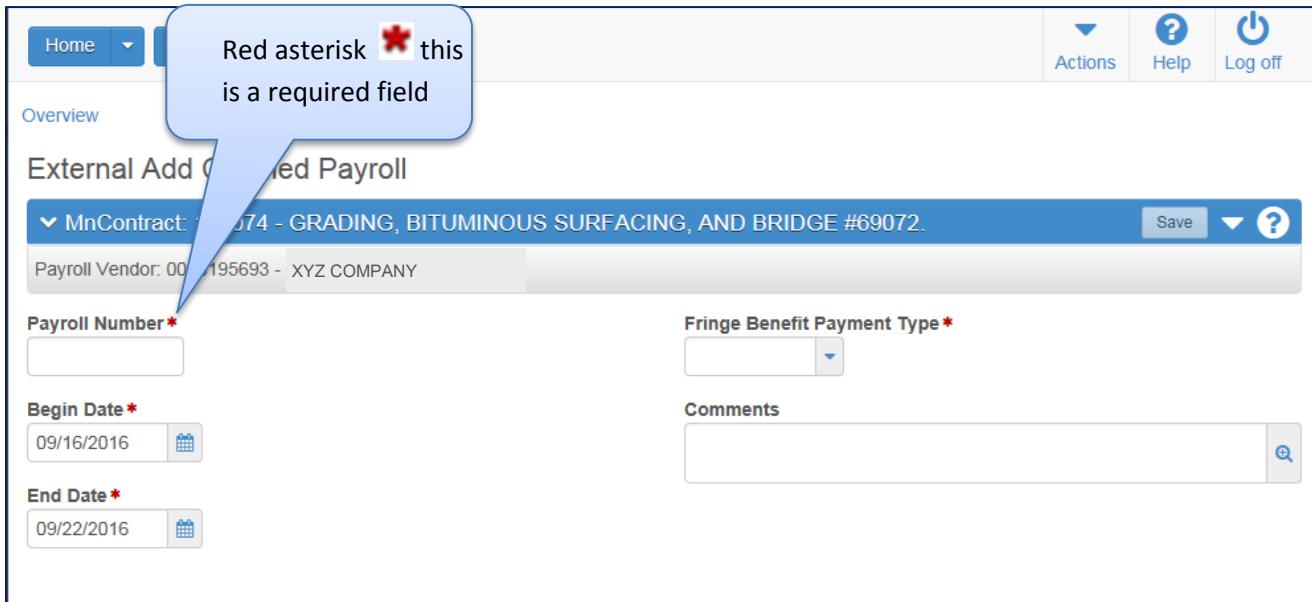
Contract	Description	Payrolls	Vendor	Short Name
140074	GRADING, BITUMINOUS	11	0000195693	JOHN BROTHERS INC

Actions

- Add
- Exclude from Search Results
- Open
- Reports
- Contract Vendor Employment Data

AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

Note: Any field that has a red asterisk  is a required entry field.



Red asterisk * this is a required field

Home Overview External Add Certified Payroll

MnContract: 140074 - GRADING, BITUMINOUS SURFACING, AND BRIDGE #69072. Save ?

Payroll Vendor: 0000195693 - XYZ COMPANY

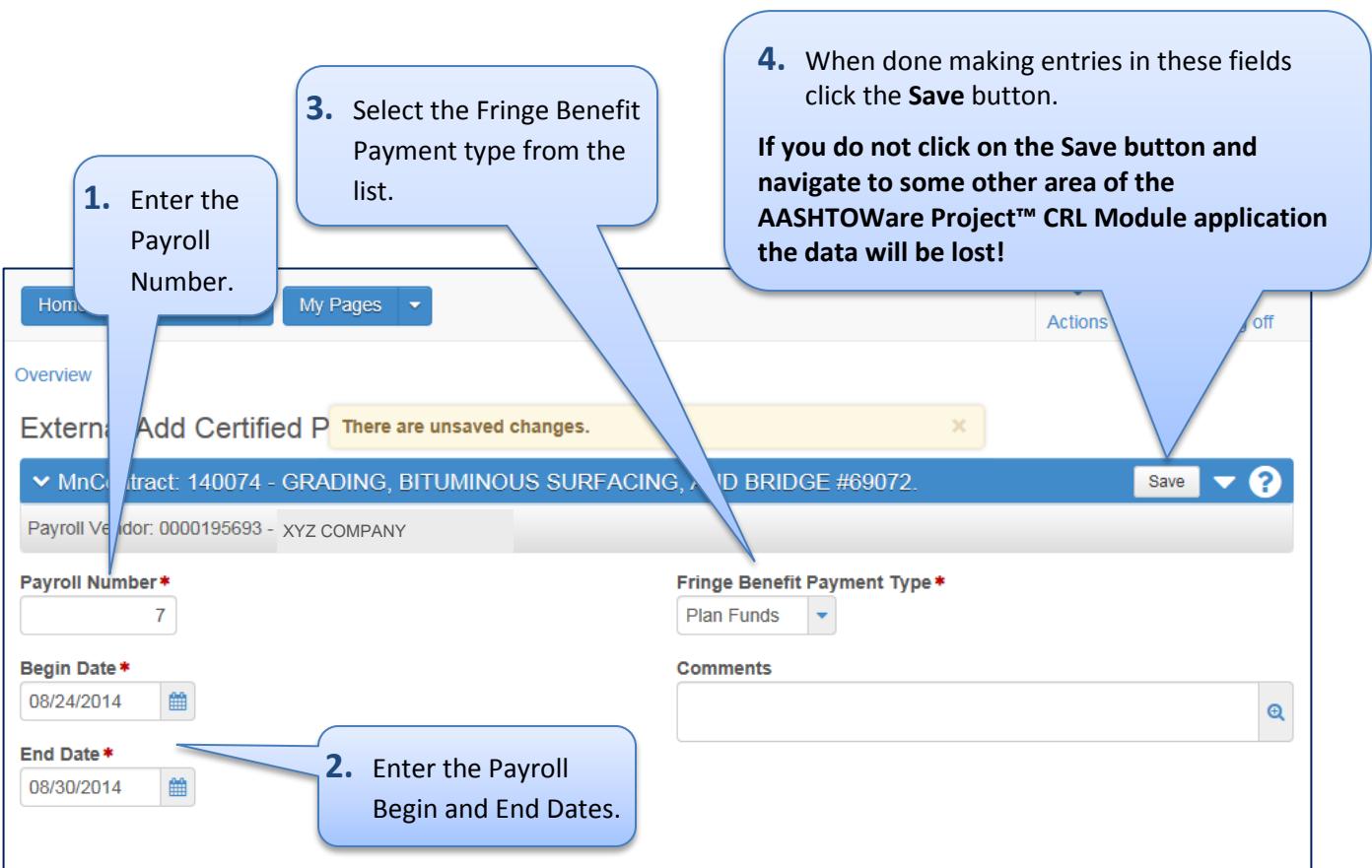
Payroll Number*

Begin Date* 09/16/2016

End Date* 09/22/2016

Fringe Benefit Payment Type*

Comments



1. Enter the Payroll Number.

2. Enter the Payroll Begin and End Dates.

3. Select the Fringe Benefit Payment type from the list.

4. When done making entries in these fields click the **Save** button.

If you do not click on the **Save** button and navigate to some other area of the AASHTOWare Project™ CRL Module application the data will be lost!

Home My Pages Overview External Add Certified P There are unsaved changes. Save ?

MnContract: 140074 - GRADING, BITUMINOUS SURFACING, AND BRIDGE #69072.

Payroll Vendor: 0000195693 - XYZ COMPANY

Payroll Number* 7

Begin Date* 08/24/2014

End Date* 08/30/2014

Fringe Benefit Payment Type* Plan Funds

Comments

AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

8. Select the payroll beginning date from the calendar or type it.
Select the Payroll ending date from the calendar or type it.
(Enter your company normal payroll start day date and end day date not just the dates work was performed on the payroll)

Payroll Vendor: 0000195693 - XYZ

Payroll Number * 7

Begin Date * 08/24/2014

End Date * 08/30/2014

Fringe Benefit Payment Type * Plan Funds

Comments

1 added | 0 marked for deletion | 0 changed

Benefit Programs

New

New Certified Payroll Benefit Program

Benefit Program Name * Up to 80 characters

Trustee/Contact Person *

Benefit Program Type *

Benefit Account Number *

Trustee/Contact Phone *

Benefit Program Classification

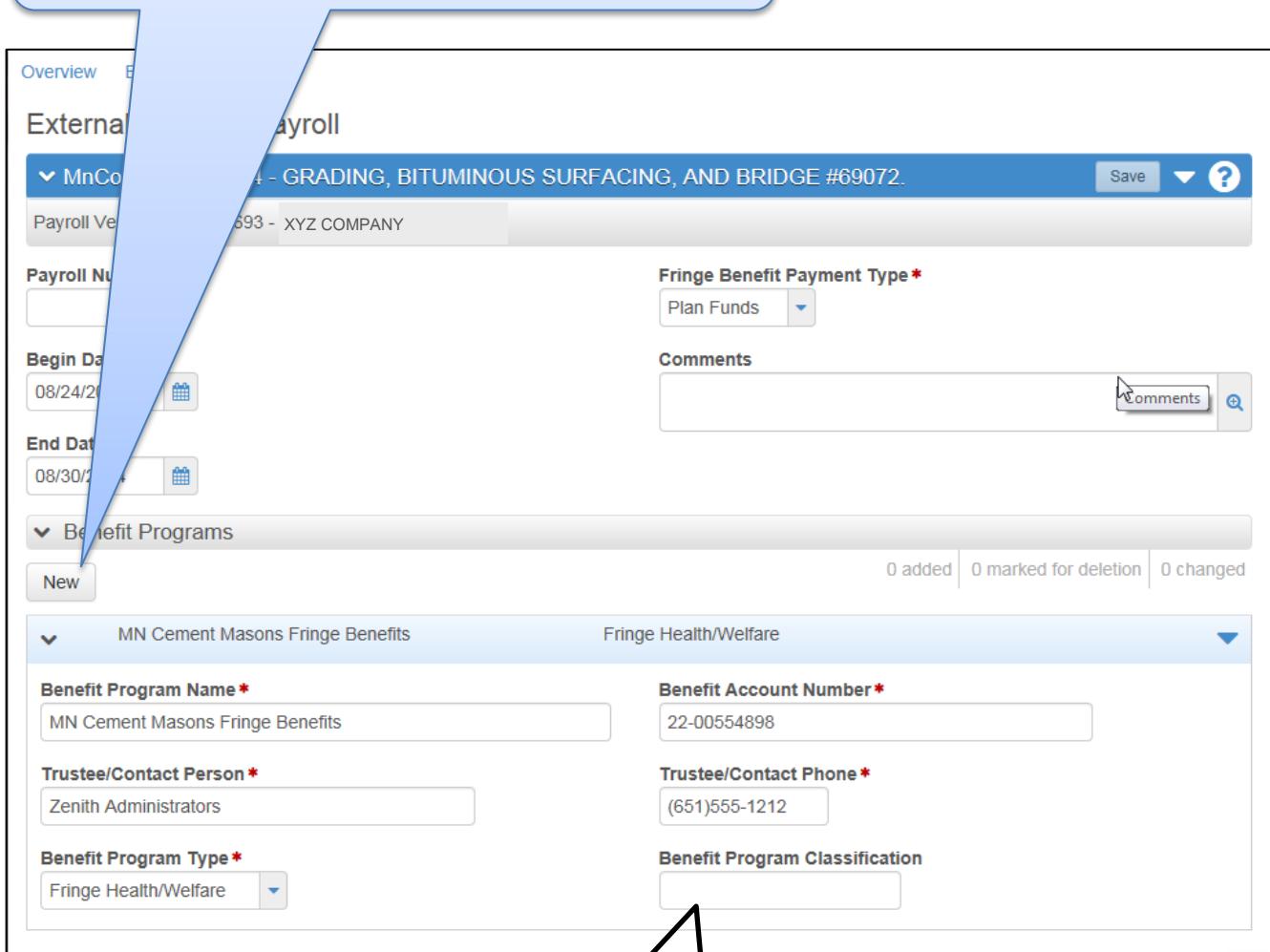
Enter the first Fringe Benefit Program information
Enter information in all fields with the red asterisk .

Note: Fringe Benefit Program entry fields will not show
after clicking the Save button if you selected Cash as your
Fringe Benefit Payment Type.

AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

You will have to enter the Benefit Program information for each Benefit Program Type.

Click **New**. (Screen capture shows entries for the first fringe benefit program)



External Payroll

GRADING, BITUMINOUS SURFACING, AND BRIDGE #69072.

Save ?

Payroll Version: 693 - XYZ COMPANY

Payroll Number:

Begin Date: 08/24/2014

End Date: 08/30/2014

Benefit Programs

New

0 added | 0 marked for deletion | 0 changed

MN Cement Masons Fringe Benefits

Fringe Health/Welfare

Benefit Program Name *: MN Cement Masons Fringe Benefits

Benefit Account Number *: 22-00554898

Trustee/Contact Person *: Zenith Administrators

Trustee/Contact Phone *: (651)555-1212

Benefit Program Type *: Fringe Health/Welfare

Benefit Program Classification

Benefit Program Classification is a required entry field if you select **Benefit Program Type**: Other 1 or Other 2

AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

For each benefit program type, click **New** and then make the required entries.

Benefit Programs	
New	1 added 0 marked for deletion 0 changed
» MN Cement Masons Fringe Benefits	Fringe Health/Welfare
▼ MN Cement Masons Fringe Benefits	Fringe Vacation/Holiday X
Benefit Program Name *	Benefit Account Number *
MN Cement Masons Fringe Benefits	22-005544
Trustee/Contact Person *	Trustee/Contact Phone *
Zenith Administrators	(651)555-1212
Benefit Program Type *	Benefit Program Classification
Fringe Vacation/Holiday	Vacation

AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

Click the **Save** button once you have completed your entries in the Benefit Program fields.

External Certified Payroll There are unsaved changes. X

▼ MnContract: 140074 - GRADING, BITUMINOUS SURFACING, AND BRIDGE #69072. Save ?

Payroll Vendor: 0000195693 - XYZ COMPANY

Payroll Number*	Fringe Benefit Payment Type*
<input type="text" value="7"/>	<input type="button" value="Plan Funds"/>
Begin Date*	Comments
08/24/2014 <input type="button" value=""/>	<input type="text"/>
End Date*	
08/30/2014 <input type="button" value=""/>	

Benefit Programs 2 added | 0 marked for deletion | 0 changed

New

<input type="button" value=">"/>	MN Cement Masons Fringe Benefits	Fringe Vacation/Holiday	<input type="button" value="▼"/>
<input type="button" value=">"/>	MN Cement Masons Fringe Benefits	Fringe Health/Welfare	<input type="button" value="▼"/>
<input type="button" value="▼"/>	MN Cement Masons Fringe Benefits	Fringe Pension	<input type="button" value="X"/>

Benefit Program Name* Up to 80 characters

Benefit Account Number*

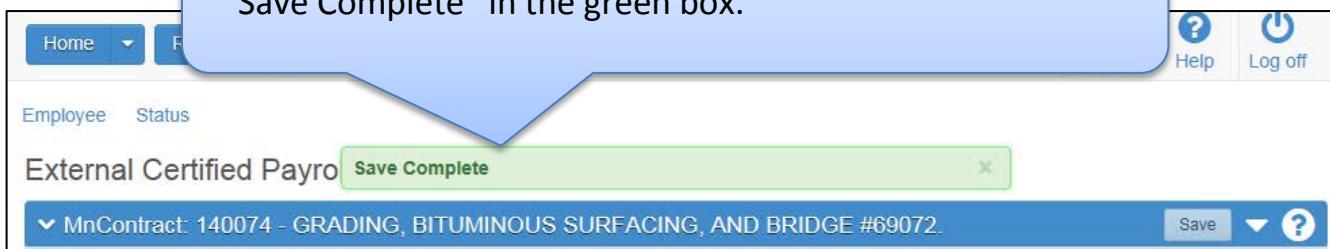
Trustee/Contact Person*

Benefit Program Type* ▼

Trustee/Contact Phone*

Benefit Program Classification

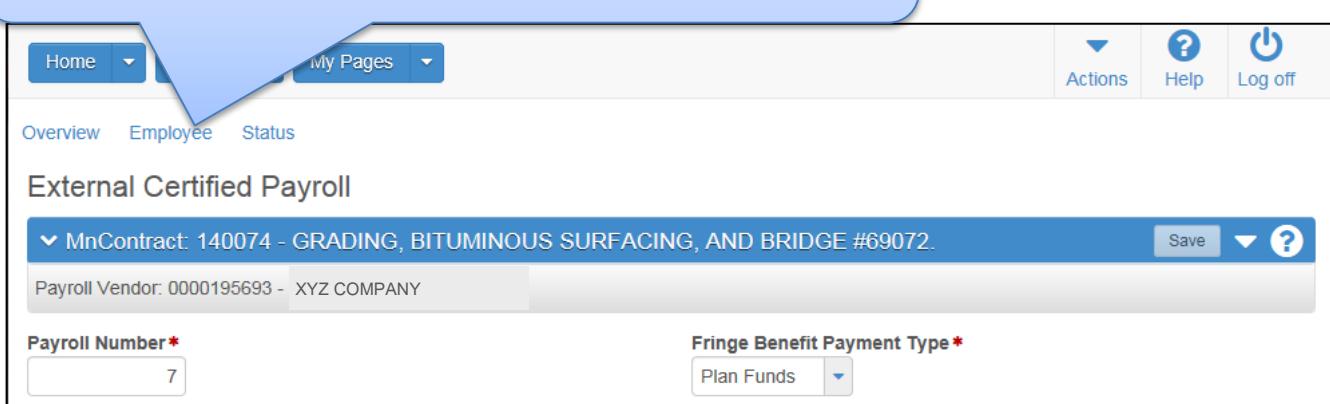
After clicking the **Save** button you should see the message, “Save Complete” in the green box.



The screenshot shows a web-based application for payroll management. At the top, there is a navigation bar with 'Home', 'Help', and 'Log off' buttons. Below the navigation bar, there are tabs for 'Employee', 'Status', and 'External Certified Payroll'. The 'External Certified Payroll' tab is active. A green message box in the center of the screen displays the text 'Save Complete'. At the bottom of the screen, there is a blue footer bar with the text '▼ MnContract: 140074 - GRADING, BITUMINOUS SURFACING, AND BRIDGE #69072.' and buttons for 'Save', a dropdown arrow, and a help icon.

Adding Employees to the Payroll

Click on the blue **Employee** quick link to start entering the first employee.

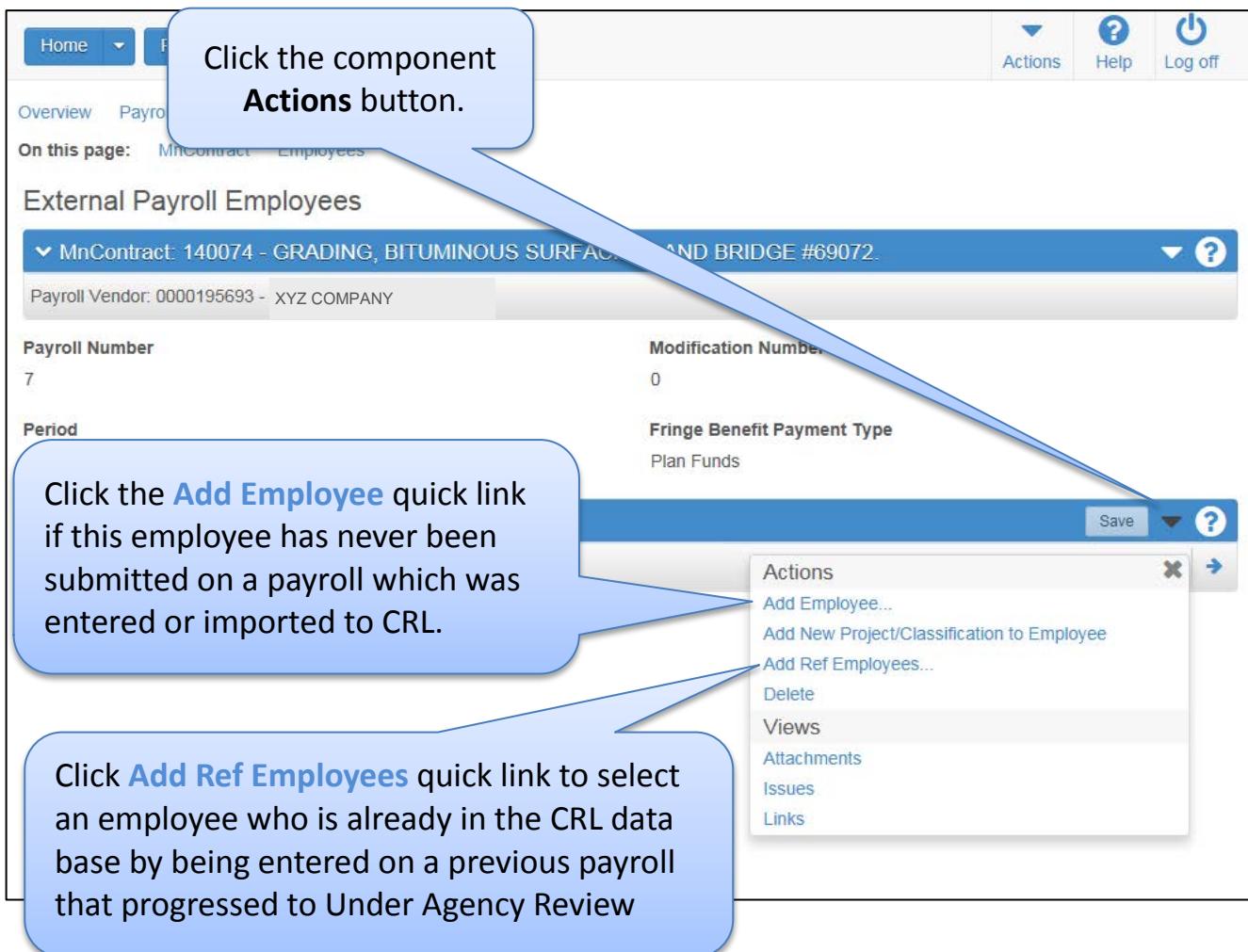


The screenshot shows the same web-based application. The 'Employee' tab is now highlighted in blue, indicating it is the active tab. The rest of the interface is identical to the previous screenshot, showing the 'External Certified Payroll' section with the 'Save Complete' message and the blue footer bar.

AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

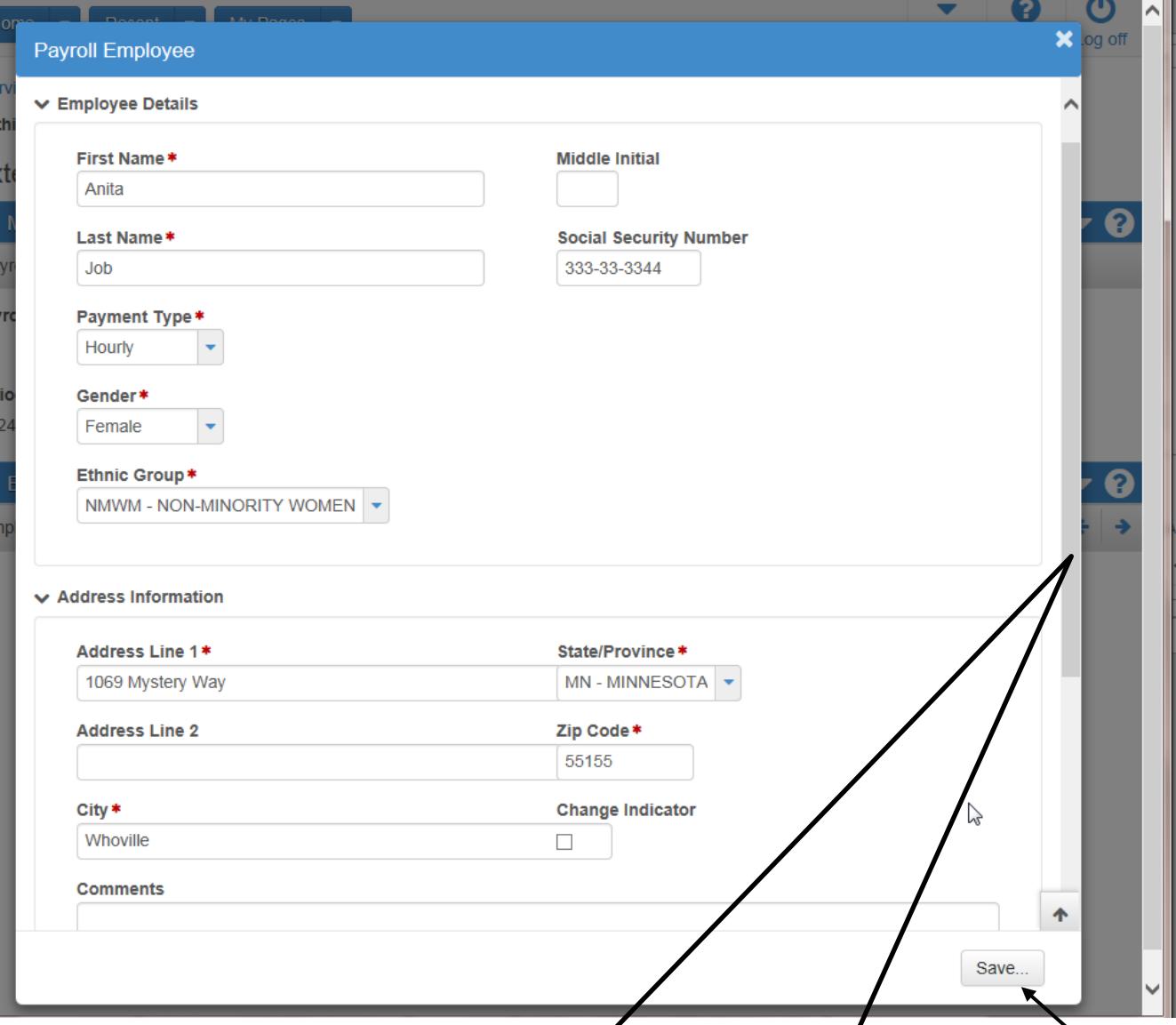
There are two ways to add an employee to a manually entered payroll:

- If the employee has not been recorded in the CRL system, select **Add Employee** from the **Actions** menu on the component header. The system displays a modal window for adding basic information for the new employee.
- If the employee is already recorded in the system as a reference employee from a previous payroll, select **Add Ref Employees** from the **Actions** menu on the component header. The system displays a modal window for selecting an employee from the Reference Employee list.



AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

From the previous step, if using the **Add Employee** quick link, you will be presented with a Payroll Employee modal window to enter employee information.



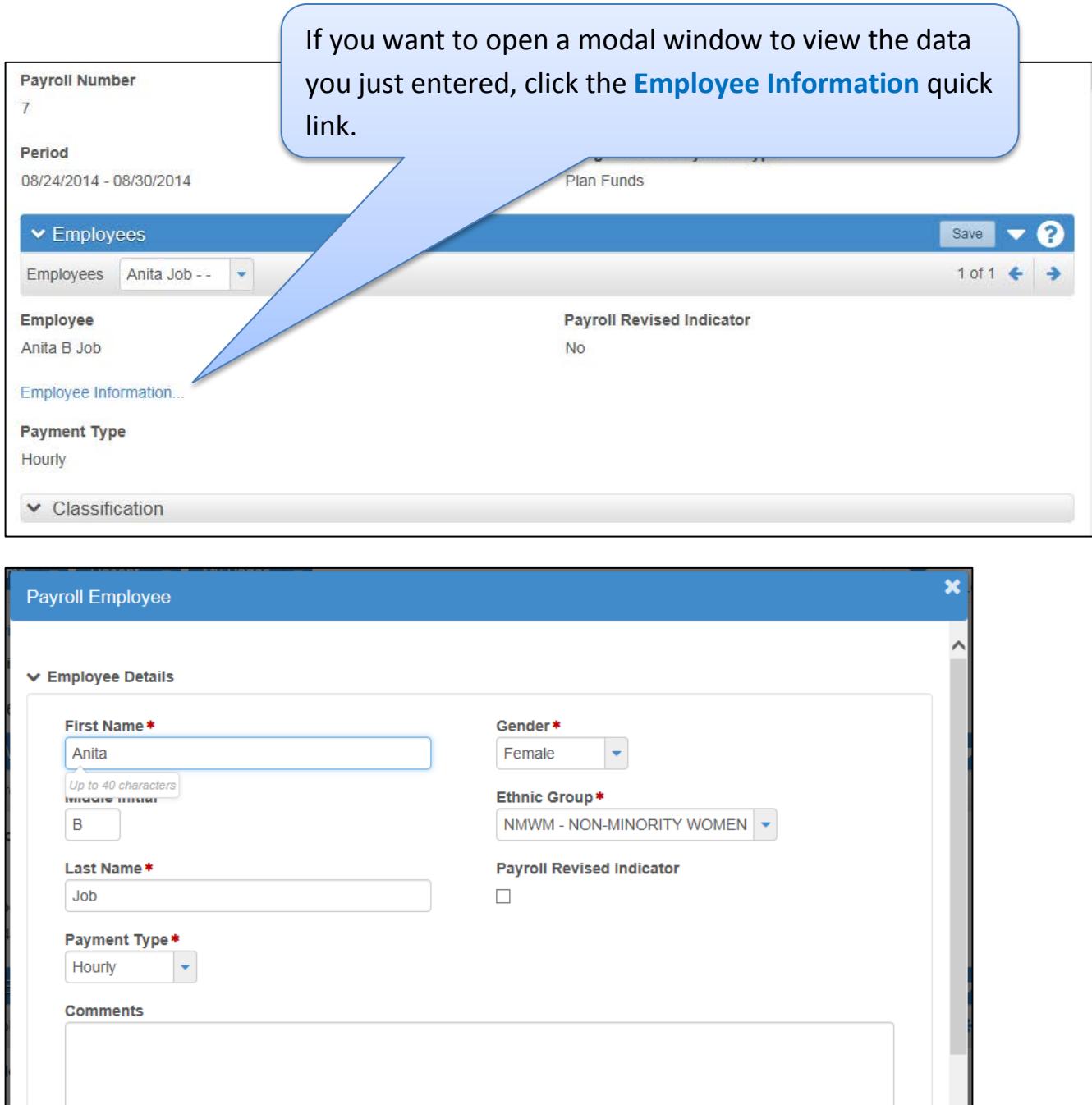
The screenshot shows the 'Payroll Employee' modal window. The 'Employee Details' section contains fields for First Name (Anita), Middle Initial, Last Name (Job), Social Security Number (333-33-3344), Payment Type (Hourly), Gender (Female), and Ethnic Group (NMWM - NON-MINORITY WOMEN). The 'Address Information' section contains fields for Address Line 1 (1069 Mystery Way), State/Province (MN - MINNESOTA), Address Line 2, Zip Code (55155), City (Whoville), and a Change Indicator checkbox. A 'Save...' button is located at the bottom right of the modal.

When adding a new employee enter information in all fields with a red asterisk. Enter full legal names, the same as in your payroll software. Minnesota requires a full Social Security Number. (This is the only screen where you will actually see the Social Security Number.) Use the scroll bars to get to the address entry fields below.

When entries have been made in all the required payroll employee fields scroll down and click **Save**.

AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

If you want to open a modal window to view the data you just entered, click the **Employee Information** quick link.



Payroll Number
7

Period
08/24/2014 - 08/30/2014

Employees Anita Job --

Employee Anita B Job

Employee Information...

Payment Type
Hourly

Classification

Plan Funds

Save ?

1 of 1

Payroll Revised Indicator
No

Payroll Employee

Employee Details

First Name * Anita
Up to 40 characters
B

Gender * Female

Ethnic Group * NMWM - NON-MINORITY WOMEN

Last Name * Job

Payment Type * Hourly

Comments

Payroll Revised Indicator

Notice the Social Security Number field is no longer visible.

Now the employee is on this payroll. The new employee will not appear in the AASHTOWARE PROJECT™ CRL MODULE Reference Employee data base until the payroll is signed by the subcontractor, reviewed and accepted by the prime contractor and transitioned to Under Agency Review Status.

AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

If this is the first employee on the payroll, the system takes the user to the page for entering payroll data for the new employee.

Payroll Number	Modification Number
7	0
Period	Fringe Benefit Payment Type
08/24/2014 - 08/30/2014	Plan Funds
▼ Employees	
Employees Anita Job -- ▾	
Save ▾ ? 1 of 1 ← →	
Employee	Payroll Revised Indicator
Anita B Job	No
Employee Information...	
Payment Type	
Hourly	
▼ Classification	
Contract Project ID *	OJT Program Indicator
▼	
Labor Classification *	Apprentice
▼	
Craft Code *	▼ Training Information
▼	OJT Program Indicator
Payment Type	□

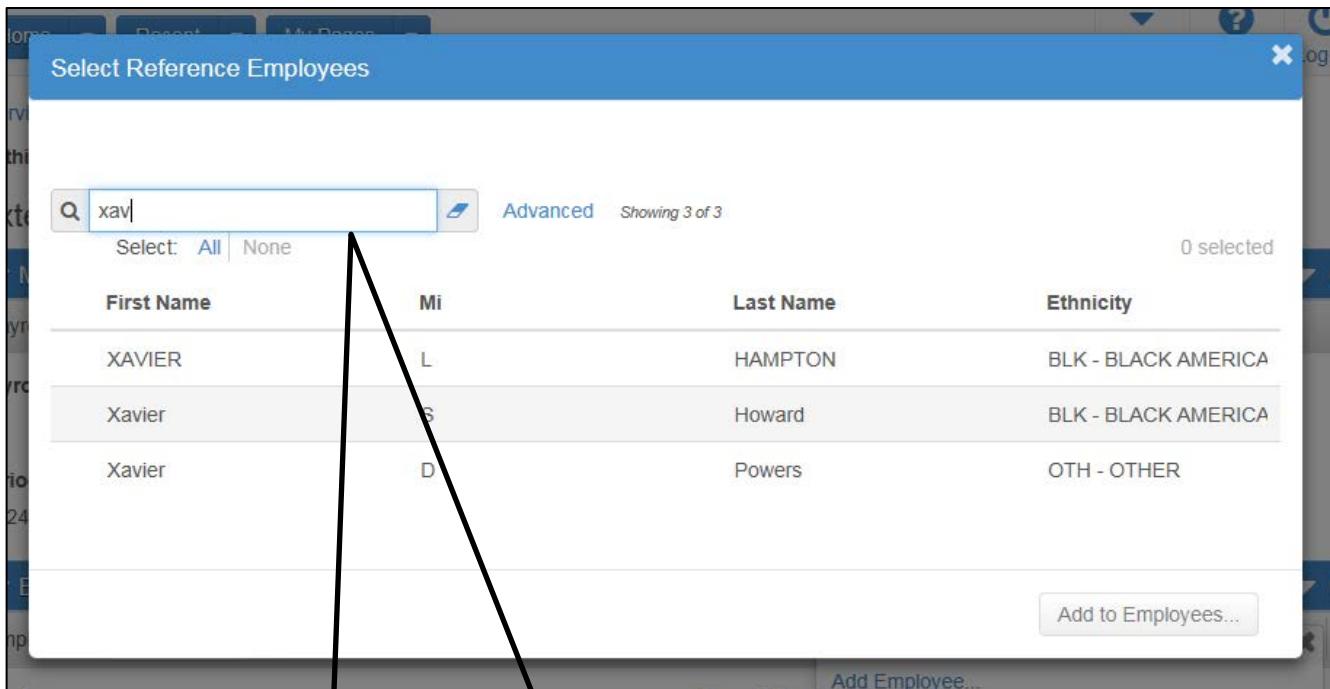
Add Ref Employees Example

Another method to add an employee to a payroll is to select an employee who is already in the CRL data base as a result of being entered on a previous payroll that progressed to Under Agency Review status.

Click **Add Ref Employees** quick link to select an employee who is in the CRL data base.

Payroll Number: 7
Period: 08/24/2014 - 08/30/2014
Payroll Vendor: 0000195693 - XYZ COMPANY
Payroll Project: MN 140074 - GRADUATE, CONCRETE SURFACING, AND BRIDGE #69072
Payroll Revision: No
Fringe Benefit Payment Type: Plan Funds
Modification Number: 0
Open Component Actions Menu
Save
Actions
Add Employee...
Add New Project/Classification to Employee
Add Ref Employees...
Delete
Views
Attachments
Issues
Links

AASHTOWare Project™ CRL Contractor Entering a Payroll Manually



In the quick find search box enter part of a first name or last name. After 3 characters are entered the system displays the rows that contain the string of characters you entered. This creates a temporary filter. Click the eraser icon located to the right of the quick find search box if you want to remove the temporary filter.

AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

To select the employee click on the row containing the employee you want to add to this payroll. Notice the green check mark on the row selected.

First Name	Mi	Last Name	Ethnicity
XAVIER	L	HAMPTON	BLK - BLACK AMERICA
Xavier	S	Howard	BLK - BLACK AMERICA
<input checked="" type="checkbox"/> Xavier	D	Powers	OTH - OTHER

Then click **Add to Employees.** Once you have selected the employee, you can start a new search for another employee.

AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

The next steps show how to directly enter payroll data for an employee.

Click the down arrow in the drop-down list box to select the project number the employee worked on. Please get the proper Project ID(s) from the Project Engineer or use the search engine located the LCU CRL website: <http://transport.dot.state.mn.us/reference/refprojectId.aspx>

Note: A contract can have multiple project numbers. If an employee worked on more than one project payroll data will have to be entered separately for each project.

Period
08/24/2014 - 08/30/2014

Fringe Benefit Payment Type
Plan Funds

Employees

Employees Anita Job - -

Save ? 1 of 2 ← →

Employee
Anita B Job

Employee Information...

Payment Type
Hourly

Classification

Contract Project ID *

112942 - GRADING, BITUMINOUS SURFACING, AND BRIDGE #69072
114754 - BRIDGE NO: 69072 DECK AREA: 3561 S.F.

Payroll Revised Indicator
No

OJT Program Indicator
Apprentice

Training Information

OJT Program Indicator

OJT Wage Percentage

AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

Click the down arrow to display a drop-down list of labor classifications.

Click an item in the list to populate the field with the Labor Classification the employee worked.

Hint: If you place your computer mouse over the Field Title in bold black font, in this example “Labor Classification”, hover briefly, and additional information will display related to the subject.

Employee Anita B Job Employee Information...	Payroll Revised Indicator No
Payment Type Hourly A code identifying a subset of a craft (this field is also called Decision Class Code in other areas of the application) (Maintained in the Reference Data/Decision Class component) (Code Table: DECISION/ICLASS).	OJT Program Indicator
Labor Classification* <input type="text" value="MATERIALS SURFACING, A..."/> 	Apprentice
▼ Training Information	
OJT Program Indicator <input type="checkbox"/>	
OJT Wage Percentage <input type="text"/>	
Apprentice <input type="checkbox"/>	
Apprentice ID <input type="text"/>	

Labor Classification* 

101 - 101 - Laborer, common (general labor work)
102 - 102 - Laborer, Skilled (assisting skilled craft journeyman)
103 - 103 - Laborer, Landscaping (gardener, sod layer, and nursery operator)
104 - 104 - Flag person
105 - 105 - Watch Person
106 - 106 - Blaster
107 - 107 - Pipelayer (water, sewer and gas)
108 - 108 - Tunnel miner
109 - 109 - Underground and open ditch laborer

AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

Click the down arrow to display a drop-down list of labor craft codes.

Click an item in the list to populate the field with the Craft Code the employee worked. The Craft Code number in the group the Classification number belong too. Example: 101 Classification is associate to 100 Craft Code; regardless of union affiliation.

Employees Anita Job - -

Employee Anita B Job

Employee Information...

Payment Type Hourly

Classification

Contract Project ID * 112942 - GRADING/BITUMINOUS SURFACING, A...

Labor Classification * 364 - 364 - Tractor/bulldozer

Craft Code *

100 - Laborers

200 - Special Power Equipment

300 - Highway/Heavy Power Equipment Operators

500 - Commercial Power Equipment Operators

600 - Truck drivers

700 - Special Crafts

Payroll Revised Indicator No

OJT Program Indicator

Apprentice

Training Information

OJT Program Indicator

OJT Wage Percentage

Apprentice

AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

Payment Type	Hourly
Classification	
Contract Project ID*	112942 - GRADING, BITUMINOUS SURFACING, A...
Labor Classification*	364 - 364 - Tractor, bulldozer
Craft Code*	300 - Highway/Heavy Power Equipment Operators
Payment Type	
Straight Hourly Rate*	
Overtime Hourly Rate*	
Regular Hourly Rate	
Project Lump Sum Payment	

Enter Straight Time rate.

Enter Overtime hourly rate.
The overtime rate must be
entered even if no overtime
hours were worked.

Regular Hourly Rate is
optional

The Project Lump Sum
Payment field is used for
Remaining Cash Fringe
Benefits for the
classification which are
taxable wages

AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

<p>Apprentice</p> <p>▼ Training Information</p> <p>OJT Program Indicator <input type="checkbox"/></p> <p>OJT Wage Percentage <input type="text"/></p> <p>Apprentice <input type="checkbox"/></p> <p>Apprentice ID <input type="text"/></p> <p>Apprentice Wage Percen... <input type="text"/></p> <p>Fringe Health Welfare Rate <input type="text"/></p> <p>Fringe Vacation Holiday Rate <input type="text"/></p> <p>Fringe Apprenticeship Fund Rate <input type="text"/></p> <p>Fringe Pension Rate <input type="text"/></p> <p>Fringe Other 1 Rate <input type="text"/></p> <p>Fringe Other 2 Rate <input type="text"/></p>	<p>Check OJT Program Indicator box and enter “100” as the percentage if the employee has been enrolled in an OJT program with MnDOT’s Office of Civil Rights</p> <p>Check Apprentice box and enter data in apprentice fields if the employee is enrolled in an approved MnDLI or Federal BAT apprenticeship program.</p> <p>Enter hourly fringe benefit credits for this worker in this classification. For more information on Fringe Benefit see LCU Website at: www.dot.state.mn.us/const/labor/wageandfringe.html</p> <p>Note: Fringe benefit entry fields are only available for benefit programs defined on the lower part of the saving new payroll page, in the <u>Benefit Programs</u> sub-header.</p>
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AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

Below is an example of this fringe benefit section with entries completed:

Labor Classification * 364 - 364 - Tractor, bulldozer	Apprentice
Craft Code * 300 - Highway/Heavy Power Equipment Operators	Training Information
Payment Type	OJT Program Indicator <input type="checkbox"/>
Straight Hourly Rate * 33.540	OJT Wage Percentage <input type="text"/>
Overtime Hourly Rate * 50.3100	Apprentice <input type="checkbox"/>
Regular Hourly Rate <input type="text"/>	Apprentice ID <input type="text"/>
Project Lump Sum Payment <input type="text"/>	Apprentice Wage Percen... <input type="text"/>
	Fringe Health Welfare Rate 8.30
	Fringe Vacation Holiday Rate 0.75
	Fringe Apprenticeship Fund Rate
	Fringe Pension Rate 9.85
	Fringe Other 1 Rate
	Fringe Other 2 Rate

AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

Enter the daily straight time and overtime hours worked in this classification.

▼ Hours

SUN	MON	TUE	WED	THU	FRI	SAT
24	25	26	27	28	29	30
<input type="text"/>	<input type="text"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text"/>
Straight Time Hours *	<input type="text"/>	<input type="text" value="3.00"/>	<input type="text" value="3.00"/>	<input type="text" value="3.00"/>	<input type="text" value="3.00"/>	<input type="text" value="9.00"/>
Overtime Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Straight Time Hours
32.00

Total Overtime Hours
21.00

Calc Total Straight Time Hours

Calc Total Overtime Hours

Enter totals for straight time hours and overtime hours worked in this classification.

AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

Next, make entries in the following fields.

Wages	
Federal Gross Pay* <input type="text"/>	FICA Withholding Amount <input type="text"/>
Total Gross Pay * <input type="text"/>	Federal Withholding Amount <input type="text"/>
Net Pay* <input type="text"/>	State Withholding Amount <input type="text"/>
Total Hours * <input type="text"/>	Medicare Withholding Amount <input type="text"/>
Total Deductions * <input type="text"/>	Total Fringe Benefits Paid <input type="text"/>

AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

Field descriptions

<p>The amount earned by the payroll employee for the classification during the pay period on the project.</p> <p>Federal Gross Pay*</p> <p>2,129.79</p>	<p>The amount of Social Security tax to be deducted from the employee's gross amount for this payroll period.</p> <p>FICA Withholding Amount</p> <p>120.00</p>
<p>The amount earned by a payroll employee for the classification of work performed for the classification for all work, Project and Non-project.</p> <p>Total Gross Pay*</p> <p>2,549.04</p>	<p>The amount of federal income tax to be deducted from the employee's gross amount for this payroll period.</p> <p>Federal Withholding Amount</p> <p>345.00</p>
<p>The gross pay amount minus total deductions for all work performed (state and non-state) by this employee during this pay period.</p> <p>Net Pay*</p> <p>1,403.59</p>	<p>The amount of state income tax to be deducted from the employee's gross amount for this payroll period.</p> <p>State Withholding Amount</p> <p>105.00</p>
<p>Total hours worked in this Classification during this payroll period on this contract.</p> <p>Total Hours*</p> <p>53.00</p>	<p>The amount of Medicare tax to be deducted from the employee's gross amount for this payroll period.</p> <p>Medicare Withholding Amount</p> <p>27.99</p>
<p>The sum of FICA withholding, federal withholding, state withholding, Medicare withholding, and other deductions.</p> <p>Total Deductions*</p> <p>597.99</p>	<p>The total fringe benefit amount to be paid on behalf of this employee during this pay period for work performed in this classification.</p> <p>Total Fringe Benefits Paid</p> <p>1,001.70</p>

AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

Below is an example of this section with entries completed:

Wages	
Federal Gross Pay* 2,129.79	FICA Withholding Amount 120.00
Total Gross Pay* 2,549.04	Federal Withholding Amount 345.00
Net Pay * 1,403.59	State Withholding Amount 105.00
Total Hours* 53.00	Medicare Withholding Amount 27.99
Total Deductions* 597.99	Total Fringe Benefits Paid 1,001.70

Remember! Scroll up and click the Save button. The entries will not be saved if you leave this page without saving!

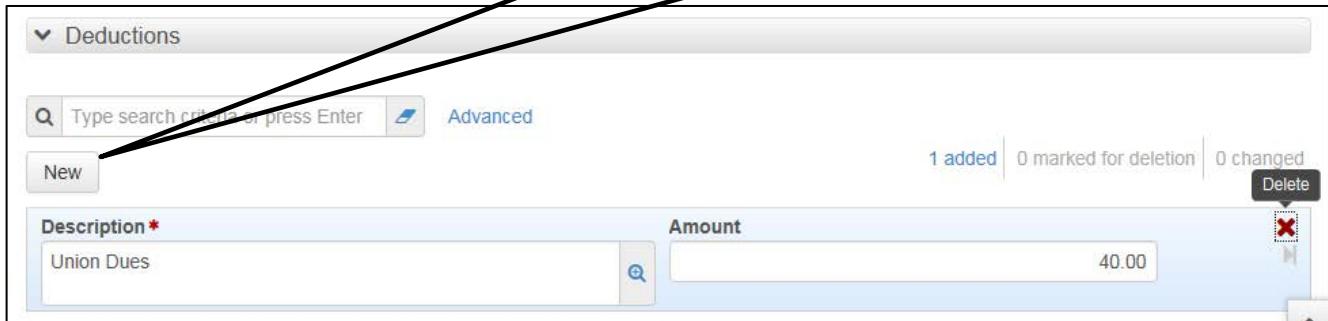
AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

Note: Other Deductions and Fringe Benefit Exceptions are optional on each payroll.

Other Deductions

Other deductions refer to additional, irregular deductions an employee may choose to make (for example, money withheld for the employee's 401-K plan or to pay union dues).

If you have any “Other Deductions” to enter, click on the **New** button to get the description and entry fields.



Description*	Amount
Union Dues	40.00

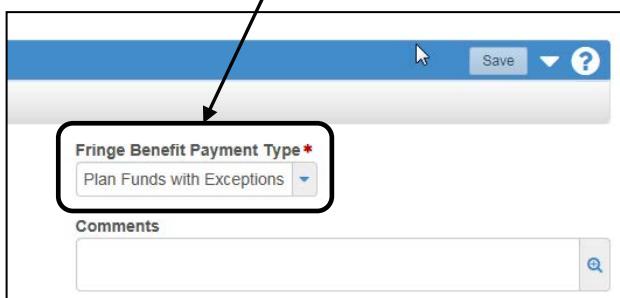
Note: Amounts entered as “Other Deductions” must be added to the total of FICA, Federal, State and Medicare withholdings and entered in the Total Deductions field.

Remember! After making entries in the description and amount fields scroll up and click the **Save button**. The entries will not be saved if you leave this page without saving!

Fringe Benefit Exceptions

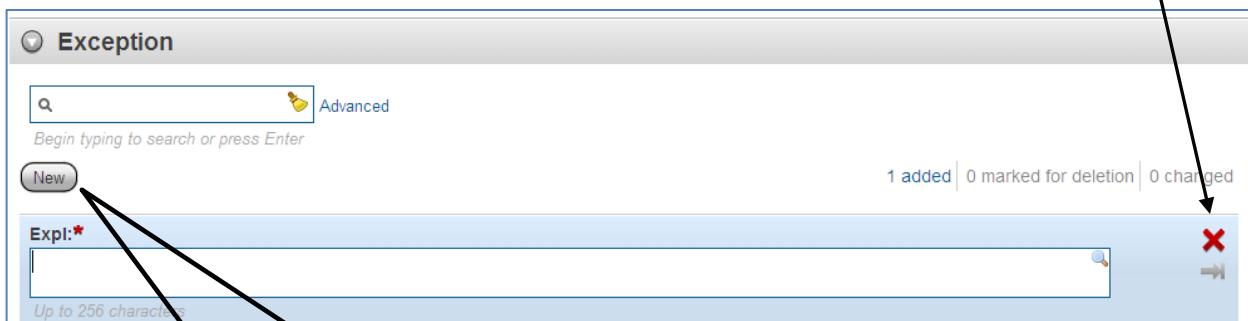
Fringe benefit exceptions are used to record a contractor's explanation of why the amount being paid on a fringe benefit for a payroll employee deviates from the standard amount. The exception may represent an increase or a decrease of the standard amount.

Note: You can only add a new fringe benefit exception if the Fringe Benefit Payment Type for the payroll is set to **Plan Funds with Exceptions**. This value can be changed on the Payroll Summary component.



The screenshot shows a software interface for configuring fringe benefit payment types. At the top, there are buttons for 'Save' and a question mark icon. Below this is a dropdown menu labeled 'Fringe Benefit Payment Type *' with the option 'Plan Funds with Exceptions' selected. A callout box points to this dropdown. Below the dropdown is a 'Comments' section with a text input field and a magnifying glass icon.

- A.** To add a new fringe benefit exception to the list, click the **New** button. The system adds a new row at the bottom of the rolling list of exception records. All fields in the new row are blank. To create a complete exception record, you must enter information in the Explanation field.
- B.** To delete a fringe benefit exception, click **Delete** button on the exception's row.



The screenshot shows a list of fringe benefit exceptions. At the top, there is a search bar with a magnifying glass icon and an 'Advanced' link. Below the search bar are buttons for 'New', 'Delete', and 'Save'. The main area displays a table with one row. The first column contains the text 'Expl: *' followed by a text input field with the placeholder 'Up to 256 characters'. The second column contains a delete icon (a red 'X'). At the bottom right of the table, there are status indicators: '1 added | 0 marked for deletion | 0 changed'.

To add a new fringe benefit exception to the list. click the **New** button.

Remember! After making entries in the exception fields scroll up and click the **Save** button.
The entries will not be saved if you leave this page without saving!

AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

A message displays just above the component header to confirm that your changes were saved in the database.

Payroll Number	Modification Number
7	0
Period	Fringe Benefit Payment Type
08/24/2014 - 08/30/2014	Plan Funds
▼ Employees	
Employees	Anita Job - 364 - 364 - Tractor, bulldozer - 112942
Employee	Anita Job - 364 - 364 - Tractor, bulldozer - 112942
Anita B Job	
Employee Information...	

If an employee worked in more than one classification select the worker from the drop down list.

Overview Payroll Status

On this page: MnContract Employees

External Payroll Employees

▼ MnContract: 140074 - GRADING, BITUMINOUS SURFACING, AND BRIDGE #69072. ? ▾

Payroll Vendor: 0000195693 - ULLAND BROTHERS INC

Payroll Number	Modification Number
7	0
Period	Fringe Benefit Payment Type
08/24/2014 - 08/30/2014	Plan Funds
▼ Employees	
Employees	Anita Job - 364 - 364 - Tractor, bulldozer - 112942
Employee	Anita Job
Employee Information...	
Payment Type	Payroll Revision
Hourly	No
▼ Classification	
Contract Project ID*	Add New Project/Classification to Employee
112942 - GRADING, BITUMINOUS SURFACING, A...	X ▾

- Actions
- Add Employee...
- Add New Project/Classification to Employee
- Add Ref Employees...
- Delete
- Views
- Attachments
- Issues
- Comments
- Locator

Then click Add New Project/Classification to Employee to make the entries.

AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

Manually Entering a Salaried Employee

Payroll Employee

Employee Details

First Name*
Warren

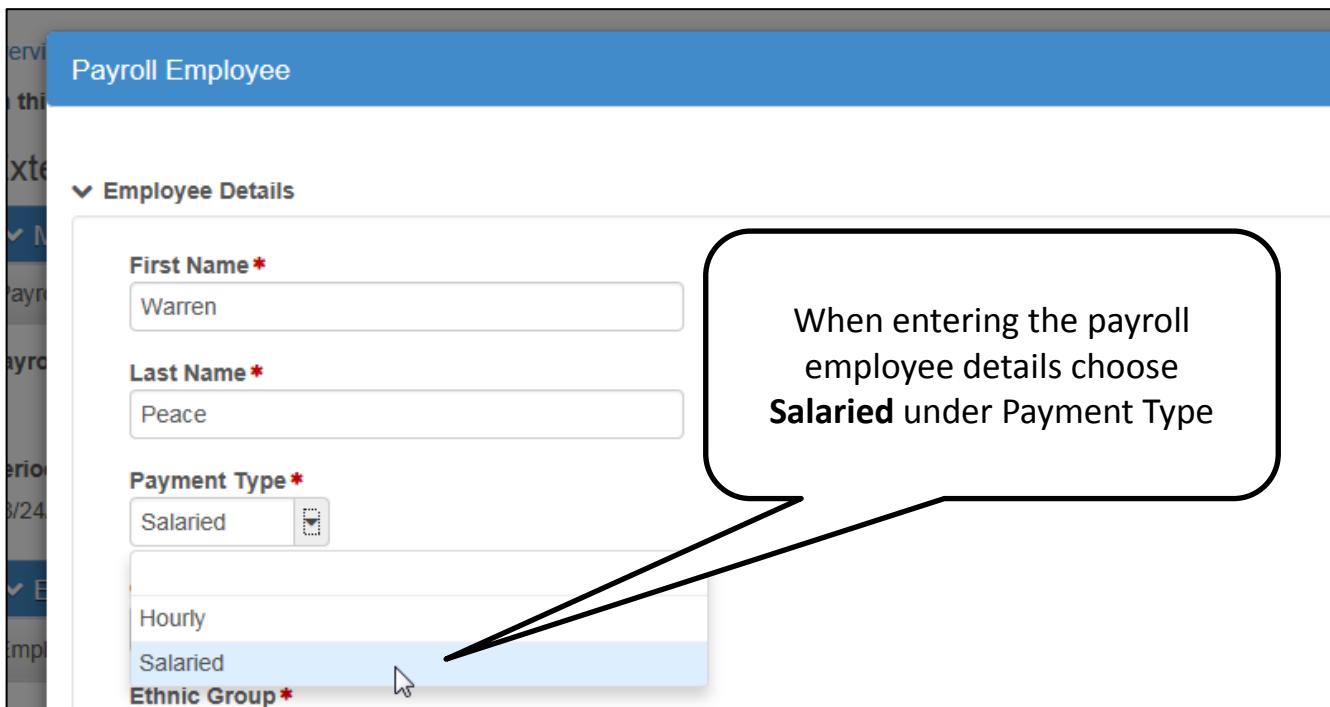
Last Name*
Peace

Payment Type*
Salaried

Hourly
Salaried

Ethnic Group*

When entering the payroll employee details choose **Salaried** under Payment Type



Payroll Number
7

Period
08/24/2014 - 08/30/2014

Employees

Anita Job - 364 - 364 - Tractor, bulldozer - 112942

Anita Job - 364 - 364 - Tractor, bulldozer - 112942

Xavier Powers - 712 - 712 - Ironworker - 112942

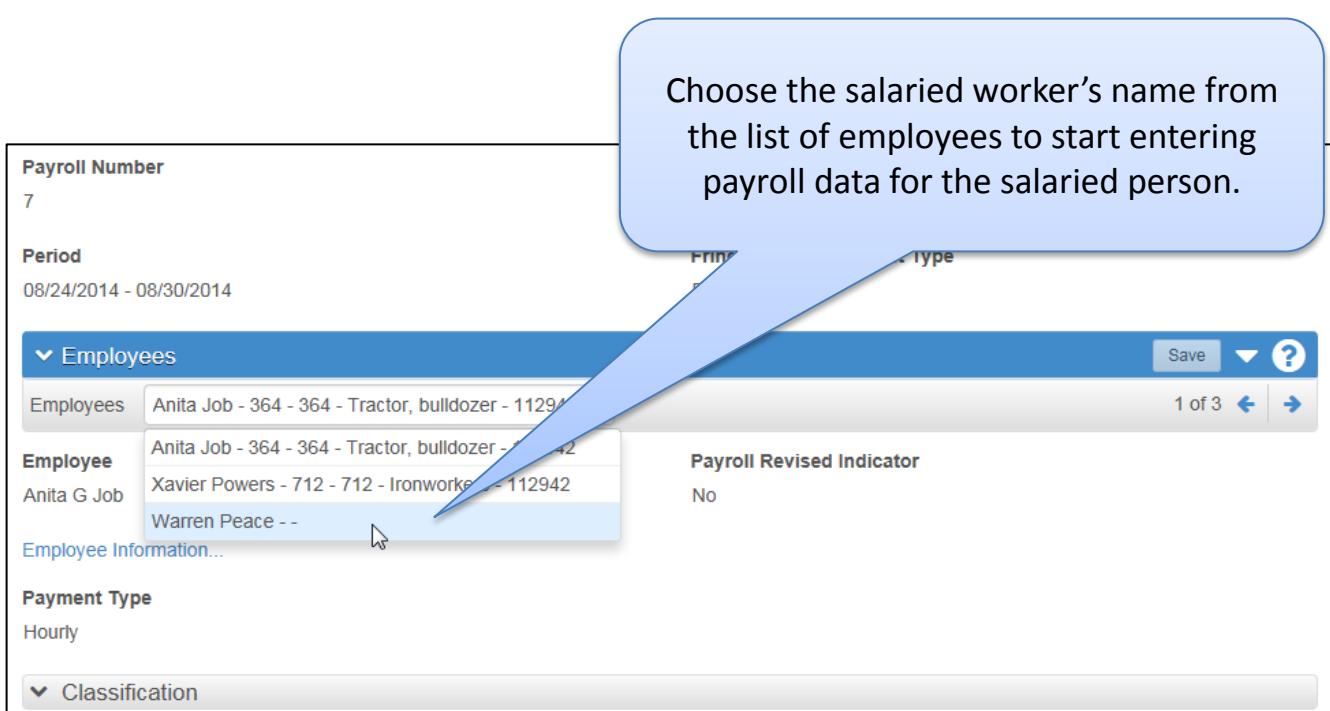
Warren Peace -

Employee Information...

Payment Type
Hourly

Classification

Choose the salaried worker's name from the list of employees to start entering payroll data for the salaried person.



AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

Employee
Warren M Peace

[Employee Information...](#)

Payment Type
Salaried

Classification

Contract Project ID*
112942 - GRADING, BITUMINOUS SURFACING, A...

Labor Classification*
359 - 359 - Rubber-tired farm tractor with backhoe in...

Craft Code*
300 - Highway/Heavy Power Equipment Operators

Payment Type

Project Lump Sum Payment

Choose the appropriate
Labor Classification and Craft
Code

For a salaried worker leave
the following fields blank:
Straight Hourly Rate,
Overtime Hourly Rate,
Regular Hourly Rate,
Project Lump Sum Payment

AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

Fringe Health Welfare Rate	<input type="text" value="11.00"/>
Fringe Vacation Holiday Rate	<input type="text"/>
Fringe Apprenticeship Fund Rate	
Fringe Pension Rate	<input type="text" value="10.50"/>
Fringe Other 1 Rate	
Fringe Other 2 Rate	

For a salaried worker enter fringe rates when appropriate.

▼ Hours						
SUN	MON	TUE	WED	THU	FRI	SAT
24	25	26	27	28	29	30
Salaried Employee Hours * <input type="text"/>						
Total Salaried Hours <input type="text" value="25.00"/>						
Calc Total Straight Time Hours						

Enter all daily project hours worked in this classification.

Enter in the “Total Salaried Hours” field the total for all hours worked in this classification by the Salaried Employee.

AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

Wages	
Total Gross Pay *	FICA Withholding Amount
<input type="text" value="2,700.00"/>	<input type="text" value="140.00"/>
Net Pay *	Federal Withholding Amount
<input type="text" value="2,000.00"/>	<input type="text" value="380.00"/>
Total Hours *	State Withholding Amount
<input type="text" value="25.00"/>	<input type="text" value="144.75"/>
Total Deductions *	Medicare Withholding Amount
<input type="text" value="700.00"/>	<input type="text" value="35.25"/>
	Total Fringe Benefits Paid
	<input type="text" value="537.50"/>

For a salaried employee make entries in the nine fields above. Salaried employee are not exempt from prevailing wage and overtime on the project to determine proper payment contact the MnDOT Labor Compliance Unit.

The Total Fringe Benefits Paid field is for earnings in this classification on the project. Earnings in another classification are entered separately. If no fringe benefits were paid leave this field blank.

The data entered in the remaining eight fields should be identical to the employee's check stub.

When done entering payroll data for all employees scroll up and click **Save**.

Then perform the steps to sign the payroll covered in the Payroll Workflow guide found on this web page:

<http://www.dot.state.mn.us/const/labor/civil-rights-labor.html>