



## **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)

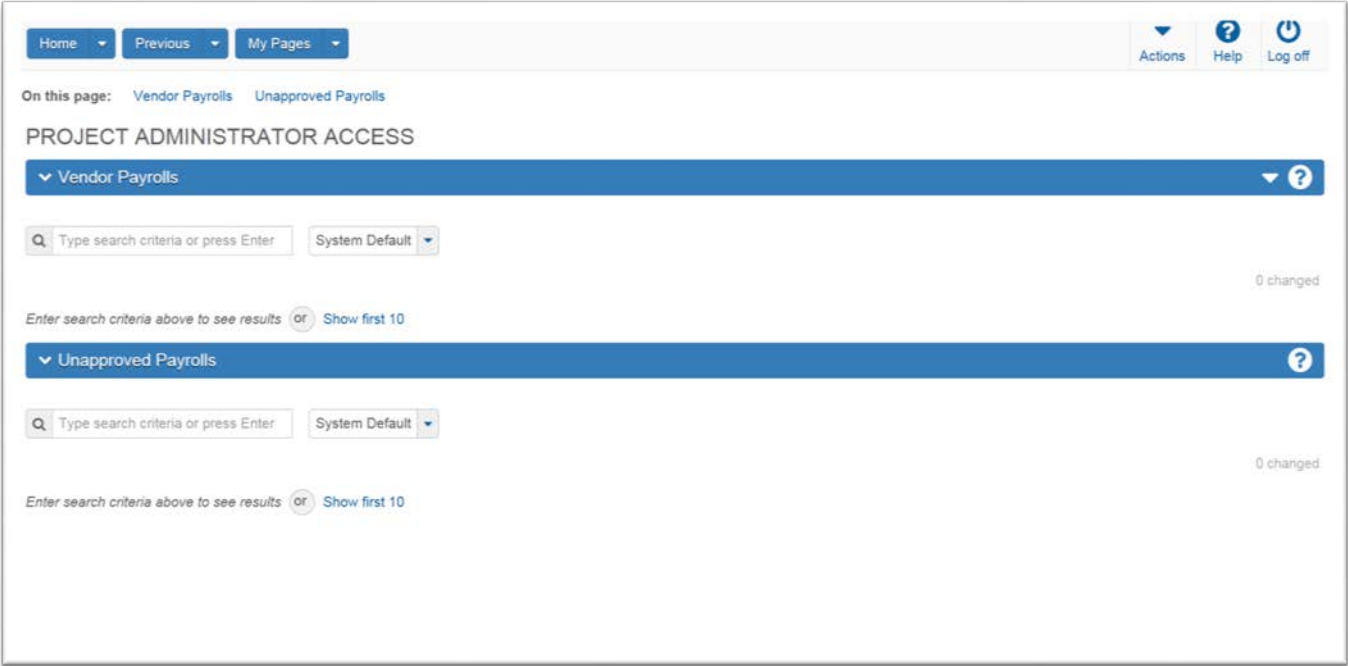
### How do I enter/submit payrolls?

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

The screenshot shows the AASHTOWare Project login interface. At the top is the AASHTOWare Project logo. Below it is a login form with three input fields: 'Username', 'Password', and 'MnAd'. A blue 'Log On' button is at the bottom of the form. Three callouts are present: a rectangular box pointing to the Username field with the text 'Enter your Username'; a rectangular box pointing to the Password field with the text 'Enter your Password which is case sensitive'; and an oval box pointing to the MnAd dropdown menu with the text 'Select your Domain (External Users)'.

# 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.



## AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

Home Previous My Pages

Switch Role

- ✓ MNNONAGEPRIMEPAYROLL
- MNNONAGEBIDDER
- MNNONAGESUBPAYMENT
- MNNONAGESUBPAYROLL

Type search criteria or press Enter Advanced

0 changed

Enter search criteria above to see results or Show first 10

Unapproved Payrolls

Type search criteria or press Enter System Default

0 changed

Enter search criteria above to see results or Show first 10

This is a contractor payroll user's home page. Check your role to see that you are in the correct payroll role by clicking the down triangle (the right 1/3) of the Home button. Your current role has the green check mark.

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 ?

Q 140074

Advanced

Showing 1 of 1

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

▼ Unapproved Payrolls ?

Q Type search criteria or press Enter

Advanced

Enter search criteria above to see results or Show first 10

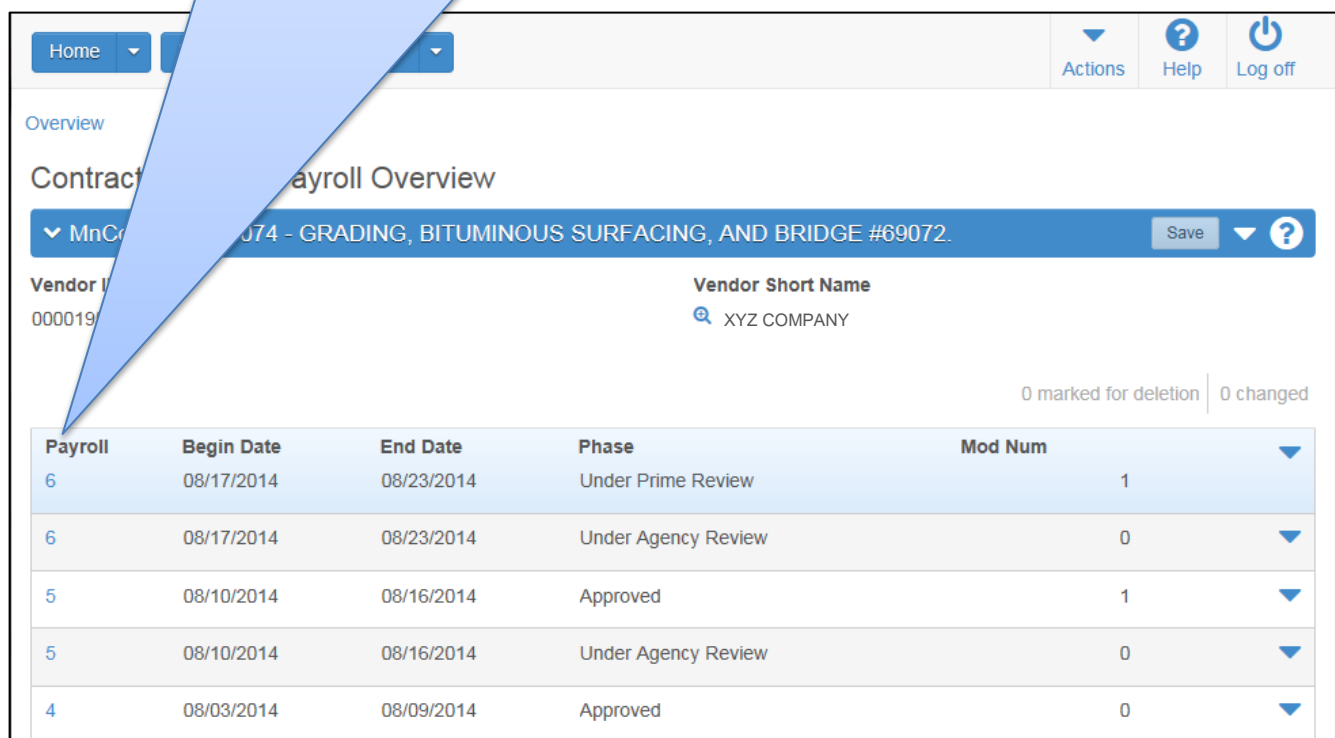
0 changed

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.



Home Actions Help Log off

Overview

### Contractor Payroll Overview

▼ MnC 074 - GRADING, BITUMINOUS SURFACING, AND BRIDGE #69072. Save ?

Vendor ID: 000019 Vendor Short Name: XYZ COMPANY

0 marked for deletion | 0 changed

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).

Home ▾

Actions ▾ Help ? Log off

Overview

Contract Certified Payroll Overview

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

Vendor ID  
0000195693

Vendor Sh XYZ CO

Actions  
Add New Payroll  
Tasks  
Import Payroll

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 Re	0	▾
4	08/03/2014	08/09/2014	Approved	0	▾
3	07/27/2014	08/02/2014	Approved	0	▾

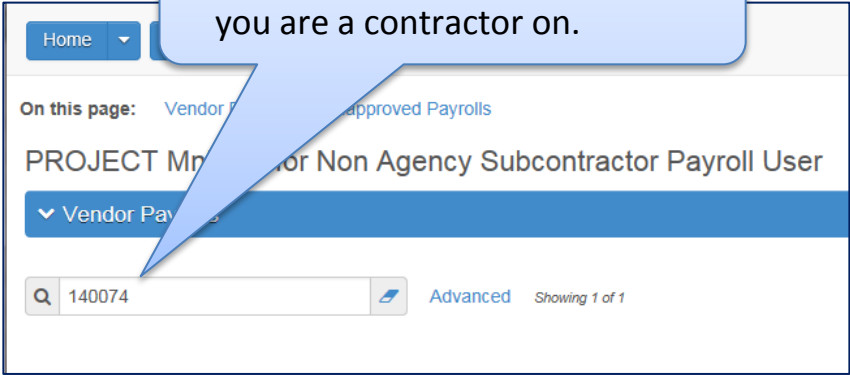
Click on the **Add New Payroll** quick link to start a new manually entered payroll for this contract.



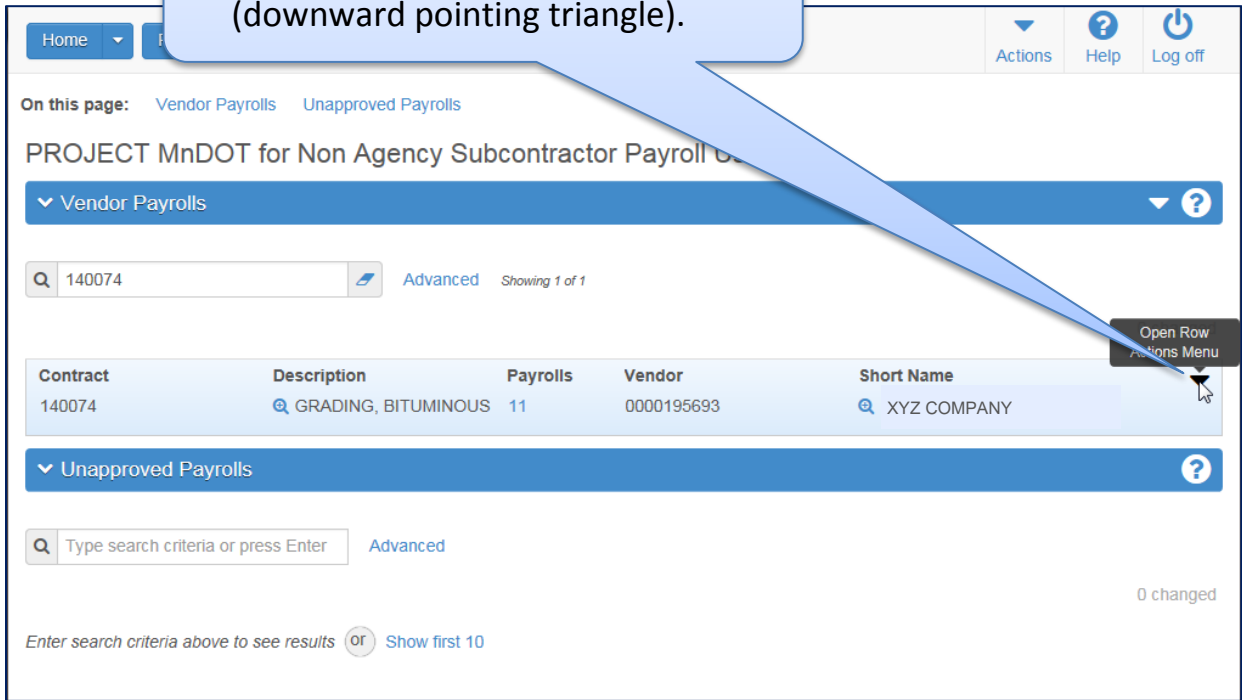
# AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

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.



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



# AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

Home

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

ActionsHelpLog off

MnRefVend

▼ Vendor Payrolls


Q 140074

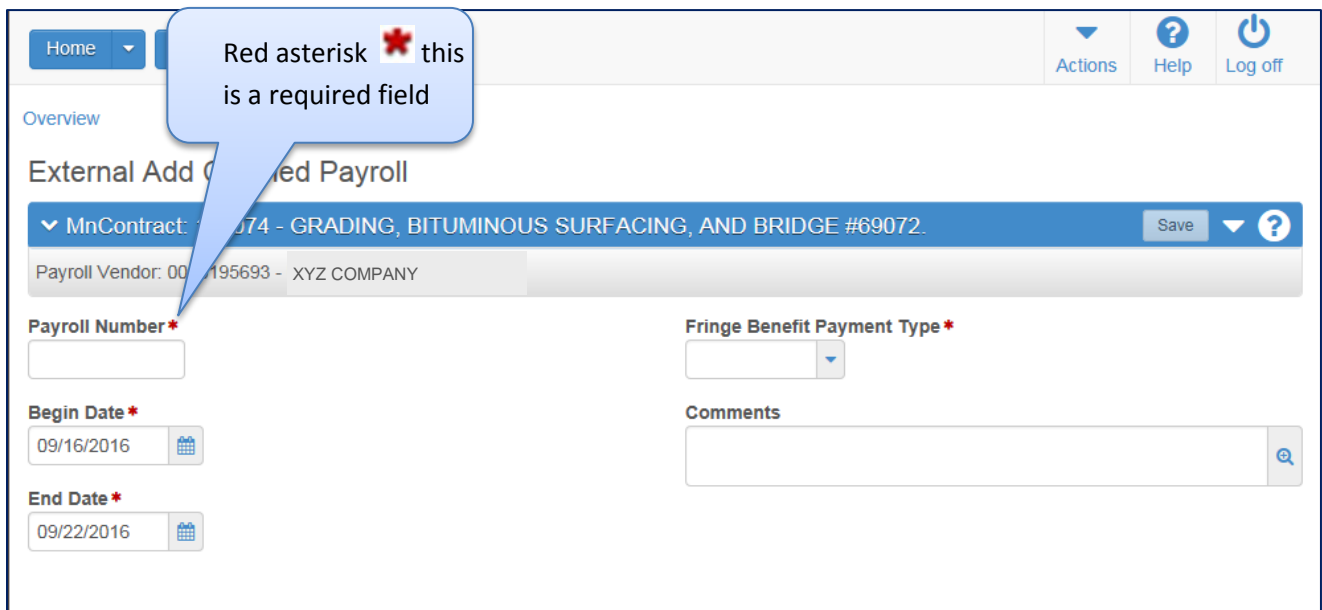
AdvancedShowing

0 changed

Contract	Description	Payrolls	Vendor	Short Name
140074	GRADING, BITUMINOUS	11	0000195693	<div>Actions</div> <div><div>Add</div><div>Exclude from Search Results</div><div>Open</div><div>Reports</div><div>Contract Vendor Employment Data</div></div>

# AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

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




Home Overview


External Add Certified Payroll

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

Payroll Vendor: 0000195693 - XYZ COMPANY

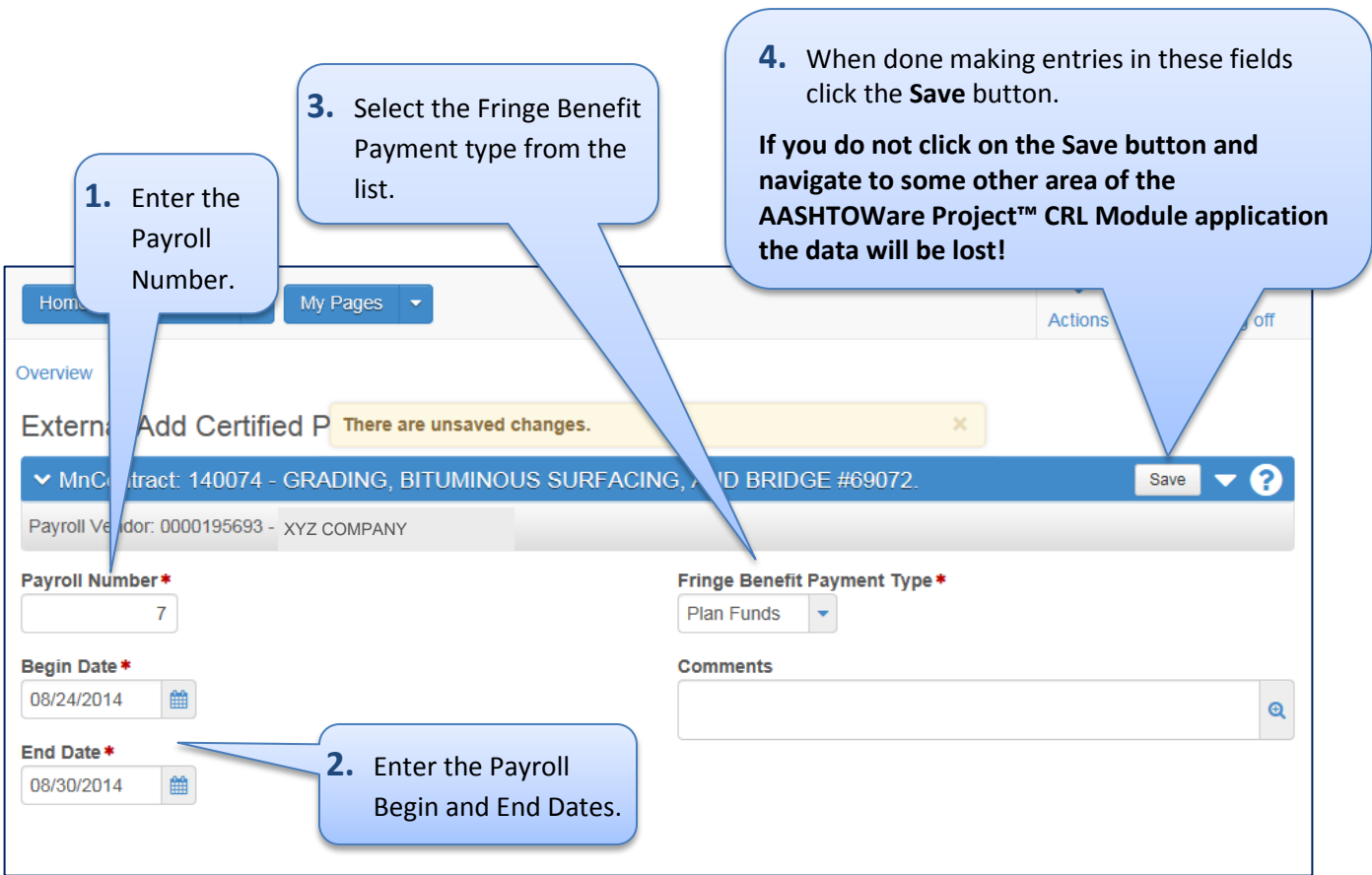
Payroll Number\*

Begin Date\*  

End Date\*  

Fringe Benefit Payment Type\*

Comments




Home Overview My Pages Actions Log off


External Add Certified Payroll There are unsaved changes. x

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

Payroll Vendor: 0000195693 - XYZ COMPANY

Payroll Number\*

Begin Date\*  

End Date\*  

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!

## AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

Home

Overview

External

MnCor

Payroll Vendor: 0000190693 - XYZ

**Payroll Number \***  
7

**Begin Date \***  
08/24/2014

**End Date \***  
08/30/2014

**Fringe Benefit Payment Type \***  
Plan Funds

**Comments**

Benefit Programs

New

1 added | 0 marked for deletion | 0 changed

New Certified Payroll Benefit Program

**Benefit Program Name \***  
Up to 80 characters

**Benefit Account Number \***

**Trustee/Contact Person \***

**Trustee/Contact Phone \***


**Benefit Program Type \***

**Benefit Program Classification**

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)

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)

Overview External Payroll

▼ MnCo - GRADING, BITUMINOUS SURFACING, AND BRIDGE #69072. Save ?

Payroll Vendor 593 - XYZ COMPANY

Payroll Number

Begin Date 08/24/2018

End Date 08/30/2018

Fringe Benefit Payment Type \* Plan Funds

Comments

▼ 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

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	✖

**Benefit Program Name \***

**Benefit Account Number \***

**Trustee/Contact Person \***

**Trustee/Contact Phone \***

**Benefit Program Type \***

**Benefit Program Classification**

## 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.

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

**Payroll Vendor:** 0000195693 - XYZ COMPANY

**Payroll Number \***

**Fringe Benefit Payment Type \***

**Begin Date \***

**End Date \***

**Comments**

**Benefit Programs**  
New 2 added 0 marked for deletion 0 changed

>	MN Cement Masons Fringe Benefits	Fringe Vacation/Holiday	▼
>	MN Cement Masons Fringe Benefits	Fringe Health/Welfare	▼
▼	MN Cement Masons Fringe Benefits	Fringe Pension	✖

**Benefit Program Name \***  
  
Up to 80 characters

**Benefit Account Number \***

**Trustee/Contact Person \***

**Trustee/Contact Phone \***

**Benefit Program Type \***

**Benefit Program Classification**

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

The screenshot shows the top navigation bar with 'Home' and 'Employee' tabs. Below the tabs, there's a section titled 'External Certified Payroll' with a green box containing the text 'Save Complete'. At the bottom, there's a blue bar with a dropdown menu showing 'MnContract: 140074 - GRADING, BITUMINOUS SURFACING, AND BRIDGE #69072.' and a 'Save' button.

### Adding Employees to the Payroll

Click on the blue [Employee](#) quick link to start entering the first employee.

The screenshot shows the 'Employee' tab selected in the top navigation bar. Below the tabs, there's a section titled 'External Certified Payroll' with a blue bar showing 'MnContract: 140074 - GRADING, BITUMINOUS SURFACING, AND BRIDGE #69072.' and a 'Save' button. Below this, there's a field for 'Payroll Vendor: 0000195693 - XYZ COMPANY'. At the bottom, there are two fields: 'Payroll Number\*' with a value of '7' and 'Fringe Benefit Payment Type\*' with a dropdown menu showing 'Plan Funds'.



## 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.

Click the component **Actions** button.

Click the **Add Employee** quick link if this employee has never been submitted on a payroll which was entered or imported to CRL.

Click **Add Ref Employees** quick link to select an employee who is already in the CRL data base by being entered on a previous payroll that progressed to Under Agency Review

## 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 a 'Payroll Employee' modal window with two main sections: 'Employee Details' and 'Address Information'. The 'Employee Details' section includes 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 includes 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

**Plan Funds**

**Employees** Save ?

Employees Anita Job -- 1 of 1

**Employee**  
Anita B Job

**Payroll Revised Indicator**  
No

[Employee Information...](#)

**Payment Type**  
Hourly

**Classification**

**Payroll Employee**

**Employee Details**

**First Name\***  
Anita  
Up to 40 characters

**Gender\***  
Female

**Ethnic Group\***  
NMWM - NON-MINORITY WOMEN

**Last Name\***  
Job

**Payroll Revised Indicator**  
☐

**Payment Type\***  
Hourly

**Comments**

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.

<b>Payroll Number</b> 7	<b>Modification Number</b> 0
<b>Period</b> 08/24/2014 - 08/30/2014	<b>Fringe Benefit Payment Type</b> Plan Funds

▼ Employees

Employees Anita Job -- 1 of 1

Save ?

<b>Employee</b> Anita B Job	<b>Payroll Revised Indicator</b> No
--------------------------------	--

[Employee Information...](#)

<b>Payment Type</b> Hourly
-------------------------------

▼ Classification

<b>Contract Project ID *</b>	<b>OJT Program Indicator</b>
<b>Labor Classification *</b>	<b>Apprentice</b>
<b>Craft Code *</b>	<b>▼ Training Information</b>
	<b>OJT Program Indicator</b>
<b>Payment Type</b>	<input type="checkbox"/>

AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

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.

ActionsHelpLog off

MnContract: 140074 - GRAD...NOUS SURFACING, AND BRIDGE #69072

Payroll Vendor: 0000195693 - XYZ COMPAN

Payroll Number  
7

Modification Number  
0

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

Fringe Benefit Payment Type  
Plan Funds

Employees

Anita Job --

Save

?

Employee  
Anita B Job

Payroll Review  
No

Employee Information...

Payment Type  
Hourly

Classification

Contract Project ID \*

Labor Classification \*

OJT Program Indicator

Apprentice

Actions

Add Employee...

Add New Project/Classification to Employee

Add Ref Employees...

Delete

Views

Attachments

Issues

Links

Open Component Actions Menu

## AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

Select Reference Employees

Q xav| Advanced Showing 3 of 3

Select: All None 0 selected

First Name	Mi	Last Name	Ethnicity
XAVIER	L	HAMPTON	BLK - BLACK AMERICA
Xavier	S	Howard	BLK - BLACK AMERICA
Xavier	D	Powers	OTH - OTHER

Add to Employees...

Add Employee...

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.

Select Reference Employees

Search: xav Advanced Showing 3 of 3

Select: All None 1 selected

First Name	Mi	Last Name	Ethnicity
XAVIER	L	HAMPTON	BLK - BLACK AMERICA
Xavier	S	Howard	BLK - BLACK AMERICA
✓ Xavier	D	Powers	OTH - OTHER

Add to Employees...

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  
Anita Job --

Save

1 of 2

Employee  
Anita B Job

Payroll Revised Indicator  
No

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.

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...](#)

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/CLASS).

Payroll Revised Indicator

No

Labor Classification \*

NOUS SURFACING, A...

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

OJT Program Indicator

Apprentice

Training Information

OJT Program Indicator

☐

OJT Wage Percentage

Apprentice

☐

Apprentice ID

25

## 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.

The screenshot displays the 'Employees' section of the AASHTOWare Project CRL Contractor interface. The 'Craft Code' field is highlighted with a callout box. The dropdown list for 'Craft Code' is open, showing options: 100 - Laborers, 200 - Special Power Equipment, 300 - Highway/Heavy Power Equipment Operators, 500 - Commercial Power Equipment Operators, 600 - Truck drivers, and 700 - Special Crafts. The '300 - Highway/Heavy Power Equipment Operators' option is selected.

**Employees** [Save] [?] [1 of 2]

**Employee**  
Anita B Job

**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

**Apprentice**

▼ Training Information

OJT Program Indicator  
☐

OJT Wage Percentage

Apprentice  
☐

Apprentice ID

Apprentice Wage Percen...

Fringe Health Welfare Rate

Fringe Vacation Holiday Rate

Fringe Apprenticeship Fund Rate

Fringe Pension Rate

Fringe Other 1 Rate

Fringe Other 2 Rate

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

Check Apprentice box and enter data in apprentice fields if the employee is enrolled in an approved MnDLI or Federal BAT apprenticeship program.

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](http://www.dot.state.mn.us/const/labor/wageandfringe.html)

Note: Fringe benefit entry fields are only available for benefit programs defined on the lower part of the saving new payroll page, in the **Benefit Programs** sub-header.

# AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

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

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

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

Hours

	SUN 24	MON 25	TUE 26	WED 27	THU 28	FRI 29	SAT 30
			8.00	8.00	8.00	8.00	
Straight Time Hours ★			3.00	3.00	3.00	3.00	9.00
Overtime Hours							

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

## AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

### Field descriptions

The amount earned by the payroll employee for the classification during the pay period on the project.

**Federal Gross Pay \***

2,129.79

The amount earned by a payroll employee for the classification of work performed for the classification for all work, Project and Non-project.

**Total Gross Pay \***

2,549.04

The gross pay amount minus total deductions for all work performed (state and non-state) by this employee during this pay period.

**Net Pay \***

1,403.59

Total hours worked in this Classification during this payroll period on this contract.

**Total Hours \***

53.00

The sum of FICA withholding, federal withholding, state withholding, Medicare withholding, and other deductions.

**Total Deductions \***

597.99

The amount of Social Security tax to be deducted from the employee's gross amount for this payroll period.

**FICA Withholding Amount**

120.00

The amount of federal income tax to be deducted from the employee's gross amount for this payroll period.

**Federal Withholding Amount**

345.00

The amount of state income tax to be deducted from the employee's gross amount for this payroll period.

**State Withholding Amount**

105.00

The amount of Medicare tax to be deducted from the employee's gross amount for this payroll period.

**Medicare Withholding Amount**

27.99

The total fringe benefit amount to be paid on behalf of this employee during this pay period for work performed in this classification.

**Total Fringe Benefits Paid**

1,001.70



# AASHTOWare Project™ CRL Contractor Entering a Payroll Manually

Below is an example of this section with entries completed:

▼ Wages

<b>Federal Gross Pay *</b>	<b>FICA Withholding Amount</b>
<input type="text" value="2,129.79"/>	<input type="text" value="120.00"/>
<b>Total Gross Pay *</b>	<b>Federal Withholding Amount</b>
<input type="text" value="2,549.04"/>	<input type="text" value="345.00"/>
<b>Net Pay *</b>	<b>State Withholding Amount</b>
<input type="text" value="1,403.59"/>	<input type="text" value="105.00"/>
<b>Total Hours *</b>	<b>Medicare Withholding Amount</b>
<input type="text" value="53.00"/>	<input type="text" value="27.99"/>
<b>Total Deductions *</b>	<b>Total Fringe Benefits Paid</b>
<input type="text" value="597.99"/>	<input type="text" value="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.

The screenshot shows the 'Deductions' section of the AASHTOWare Project CRL Contractor interface. At the top, there is a search bar with the text 'Type search criteria or press Enter' and an 'Advanced' link. Below the search bar is a 'New' button. To the right of the 'New' button, there is a status bar showing '1 added', '0 marked for deletion', and '0 changed'. Below the status bar is a table with two columns: 'Description\*' and 'Amount'. The 'Description\*' column contains the text 'Union Dues' and the 'Amount' column contains the text '40.00'. A 'Delete' button is visible in the top right corner of the table area.

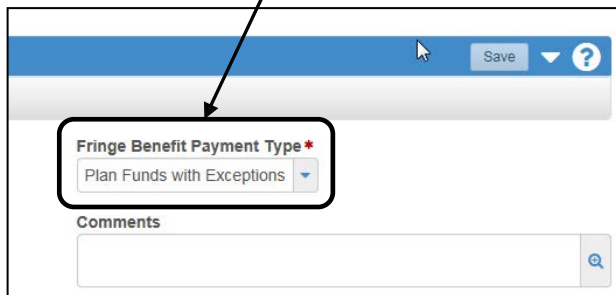
**Note:** Amounts entered as “Other Deductions” must be added to the total of FICA, Federal, State and Medicare withholdings and entered in the Total Deductions field.

**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.

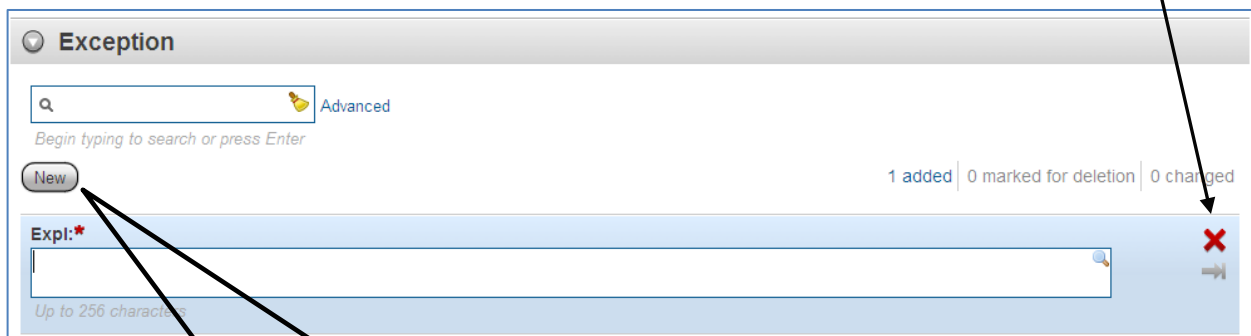
**Note:** You can only add a new fringe benefit exception if the Fringe Benefit Payment Type for the payroll is set to **Plan Funds with Exceptions**. This value can be changed on the Payroll Summary component.



A screenshot of a web form. At the top, there is a blue header bar with a 'Save' button and a question mark icon. Below the header, there is a dropdown menu labeled 'Fringe Benefit Payment Type\*'. The dropdown is open, showing 'Plan Funds with Exceptions' as the selected option. Below the dropdown is a text input field labeled 'Comments'.

**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.



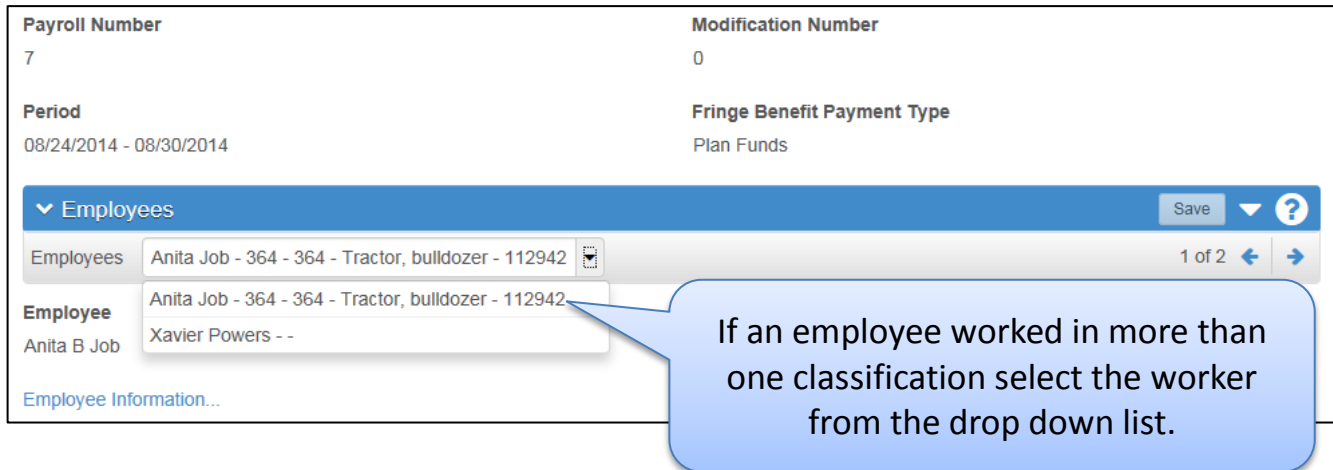
A screenshot of a web interface titled 'Exception'. It features a search bar with a magnifying glass icon and a 'New' button. Below the search bar, there is a status bar showing '1 added | 0 marked for deletion | 0 changed'. The main area displays a table with one row. The first column is labeled 'Expl:\*' and contains a text input field. The second column contains a red 'X' icon and a right-pointing arrow icon. A callout box points to the 'New' button, and another callout box points to the red 'X' icon.

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  
7

Modification Number  
0

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

Fringe Benefit Payment Type  
Plan Funds

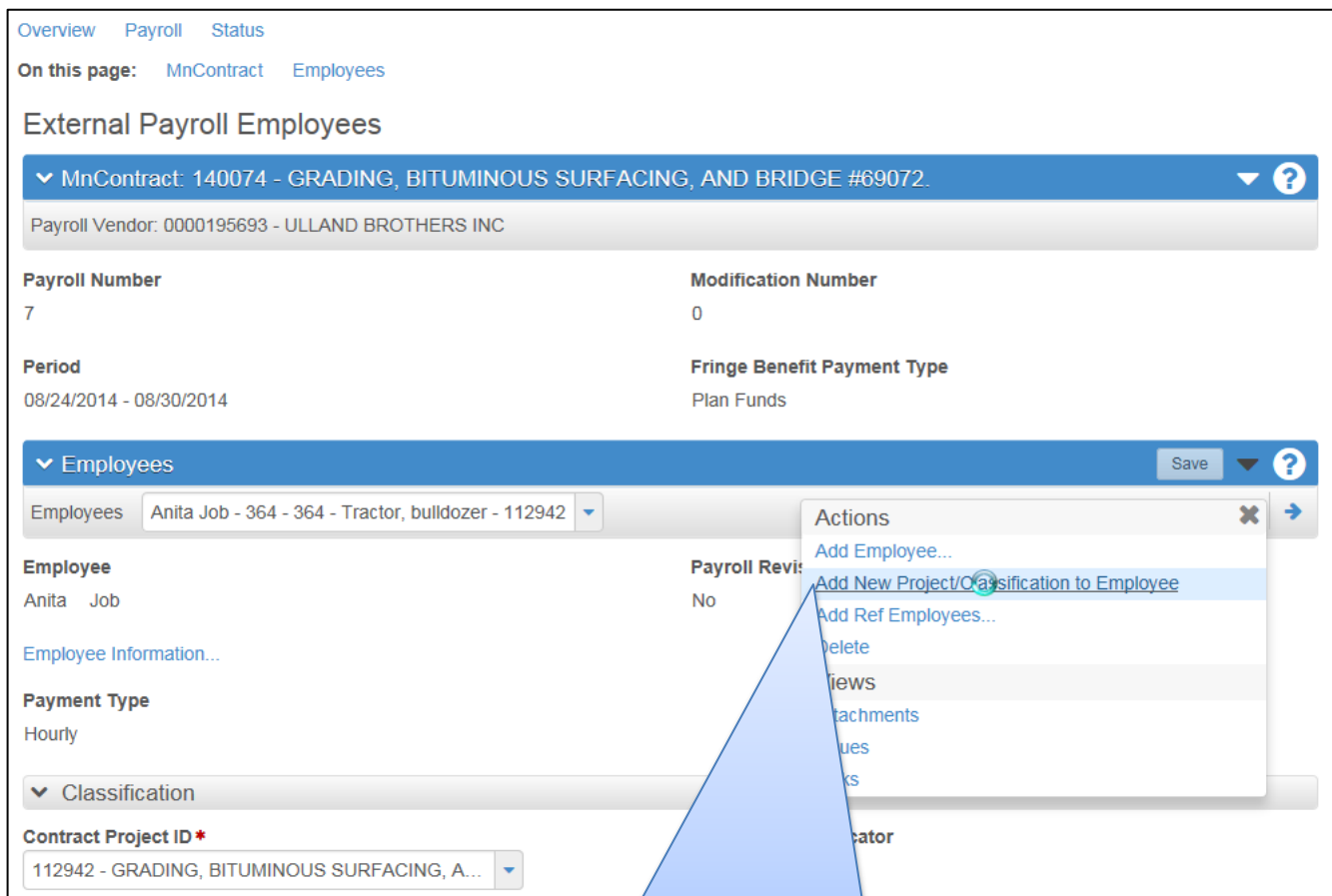
▼ Employees Save ?

Employees Anita Job - 364 - 364 - Tractor, bulldozer - 112942 1 of 2

Employee  
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  
7

Modification Number  
0

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

Fringe Benefit Payment Type  
Plan Funds

▼ Employees Save ?

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

Employee  
Anita Job

Employee Information...

Payment Type  
Hourly

▼ Classification

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

Actions  
Add Employee...  
Add New Project/Classification to Employee  
Add Ref Employees...  
Delete  
Views  
Attachments  
Queries  
Reports  
Tools

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

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

Employees

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

Xavier Powers - 712 - 712 - Ironworker - 112942

Warren Peace - -

Employee

Anita G Job

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.

Payroll Revised Indicator

No

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

11.00

Fringe Vacation Holiday Rate

Fringe Apprenticeship Fund Rate

Fringe Pension Rate

10.50

Fringe Other 1 Rate

Fringe Other 2 Rate

For a salaried worker  
enter fringe rates when  
appropriate.

▼ Hours

SUN

24

MON

25

TUE

26

WED

27

THU

28

FRI

29

SAT

30

Salaried Employee Hours ★

6.00

5.00

11.00

3.00

Total Salaried Hours

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