



AASHTOWare Project™ Civil Rights & Labor (CRL) Module Payroll Workflow Guide for Contractor/Subcontractor Role at MnDOT



Prepared by the Minnesota Department of Transportation (MnDOT)

October 2016



AASHTOWare is a registered trademark and service mark of AASHTO.

The AASHTOWare logo, Trns•port Estimator, the Trns•port Estimator logo, Trns•port Expedite, the Trns•port Expedite logo, AASHTO Trns•port, the AASHTO Trns•port logo, CES, the Trns•port CES logo, CAS, the Trns•port CAS logo, PES, the Trns•port PES logo, LAS, the Trns•port LAS logo, BAMS/DSS, the Trns•port BAMS/DSS logo, Trns•port SiteManager, the Trns•port SiteManager logo, SiteManager, Trns•port SiteXchange, the Trns•port SiteXchange logo, Trns•port FieldManager, the Trns•port FieldManager logo, Trns•port FieldBook, the Trns•port FieldBook logo, Trns•port FieldBuilder, the Trns•port FieldBuilder logo, Trns•port Preconstruction, the Trns•port Preconstruction logo, Trns•port CRLMS, the Trns•port CRLMS logo, AASHTOWare Project logo and AASHTOWare Project BAMS/DSS logo are registered trademarks of AASHTO.

AASHTOWare Project Bids, AASHTOWare Project Bids logo, AASHTOWare Project Civil Rights & Labor, AASHTOWare Project Civil Rights & Labor logo, AASHTOWare Project Construction Administration, AASHTOWare Project Construction Administration logo, AASHTOWare Project Construction & Materials, AASHTOWare Project Construction & Materials logo, AASHTOWare Project Decision Support, AASHTOWare Project Decision Support logo, AASHTOWare Project Payroll XML(AASHTOWare Project Payroll XML Resource Kit), Payroll XML(AASHTOWare Project Payroll Spreadsheet and Conversion Utility), AASHTOWare Project Worksheet, AASHTOWare Project Estimation, AASHTOWare Project Estimation logo, AASHTOWare Project Estimator, AASHTOWare Project Estimator logo, AASHTOWare Project Expedite, AASHTOWare Project Expedite logo, AASHTOWare Project FieldBook, AASHTOWare Project FieldBook logo, AASHTOWare Project FieldBuilder, AASHTOWare Project FieldBuilder logo, AASHTOWare Project FieldManager, AASHTOWare Project FieldManager logo, AASHTOWare Project FieldNet, AASHTOWare Project FieldNet logo, AASHTOWare Project, AASHTOWare Project logo, AASHTOWare Project Preconstruction, AASHTOWare Project Preconstruction logo, AASHTOWare Project Worksheet, AASHTOWare Project Worksheet logo, AASHTOWare Project SiteManager, AASHTOWare Project SiteManager logo, AASHTOWare Project SiteXchange, AASHTOWare Project SiteXchange logo, AASHTOWare Project SYNC Service, AASHTOWare Project SYNC Service logo, AASHTOWare Project TRACER, and AASHTOWare Project TRACER logo are trademarks of AASHTO.

AASHTO Trns•port, Trns•port CES, Trns•port PES, Trns•port Expedite, Trns•port LAS, Trns•port CAS, Trns•port SiteManager, Trns•port BAMS/DSS, Trns•port SiteXchange, Trns•port Preconstruction, Trns•port CRLMS, AASHTOWare Project BAMS/DSS, AASHTOWare, AASHTOWare Project Bids, AASHTOWare Project Civil Rights & Labor, AASHTOWare Project Cost Estimation, AASHTOWare Project Decision Support, AASHTOWare Project Estimation, AASHTOWare Project Expedite, AASHTOWare Project Preconstruction, AASHTOWare Project, AASHTOWare Project SiteManager, and AASHTOWare Project SiteXchange are proprietary software products of AASHTO.

Other product names are trademarks or registered trademarks of their respective owners.

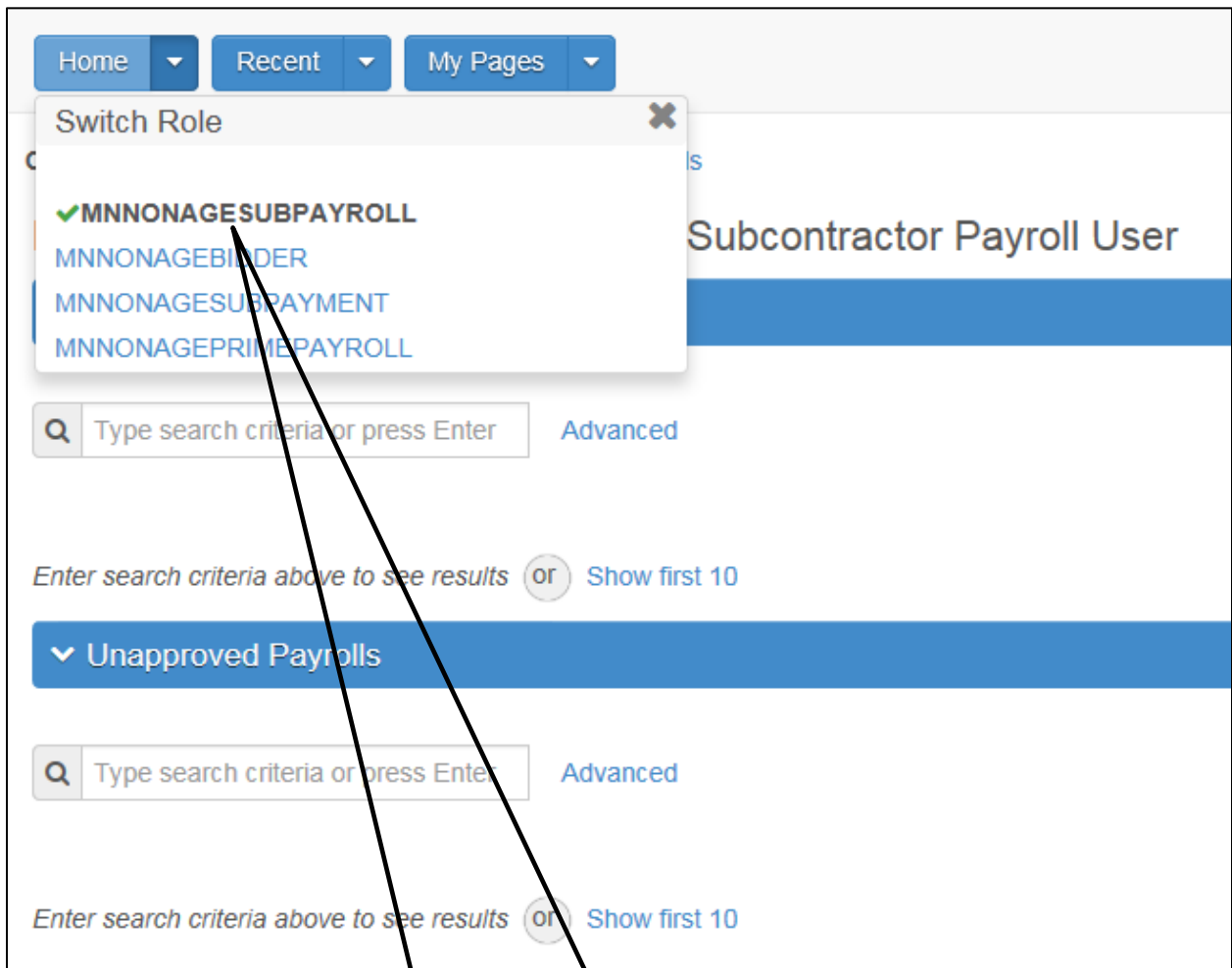
FieldManager, FieldBook, and FieldBuilder represent one or more proprietary products jointly owned by Info Tech, Inc., and the State of Michigan.

FieldNet represents a proprietary product of Info Tech, Inc.

Mobile Inspector and Field Interviewer are trademarks and proprietary products of Info Tech, Inc.

© Copyright 2016 by the American Association of State Highway and Transportation Officials, Inc. All rights reserved. This document or parts thereof may not be reproduced in any form without written permission of the publisher. Printed in the United States of America.

First check to make sure you are in the correct user role:



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.

In the Vendor Payrolls component enter the contract number in the quick find search box.

Home Recent My Pages Actions Help Log off

On this page: Vendor Payrolls Unapproved Payrolls

PROJECT MnDOT for Non Agency Subcontractor Payroll User

Vendor Payrolls

140074 Advanced Showing 1 of 1 0 changed

| Contract | Description | Payrolls | Vendor | Short Name |
|----------|---------------------|----------|------------|-------------|
| 140074 | GRADING, BITUMINOUS | 15 | 0000195693 | XYZ COMPANY |

Unapproved Payrolls

Type search criteria or press Enter Advanced 0 changed

Enter search criteria above to see results or Show first 10

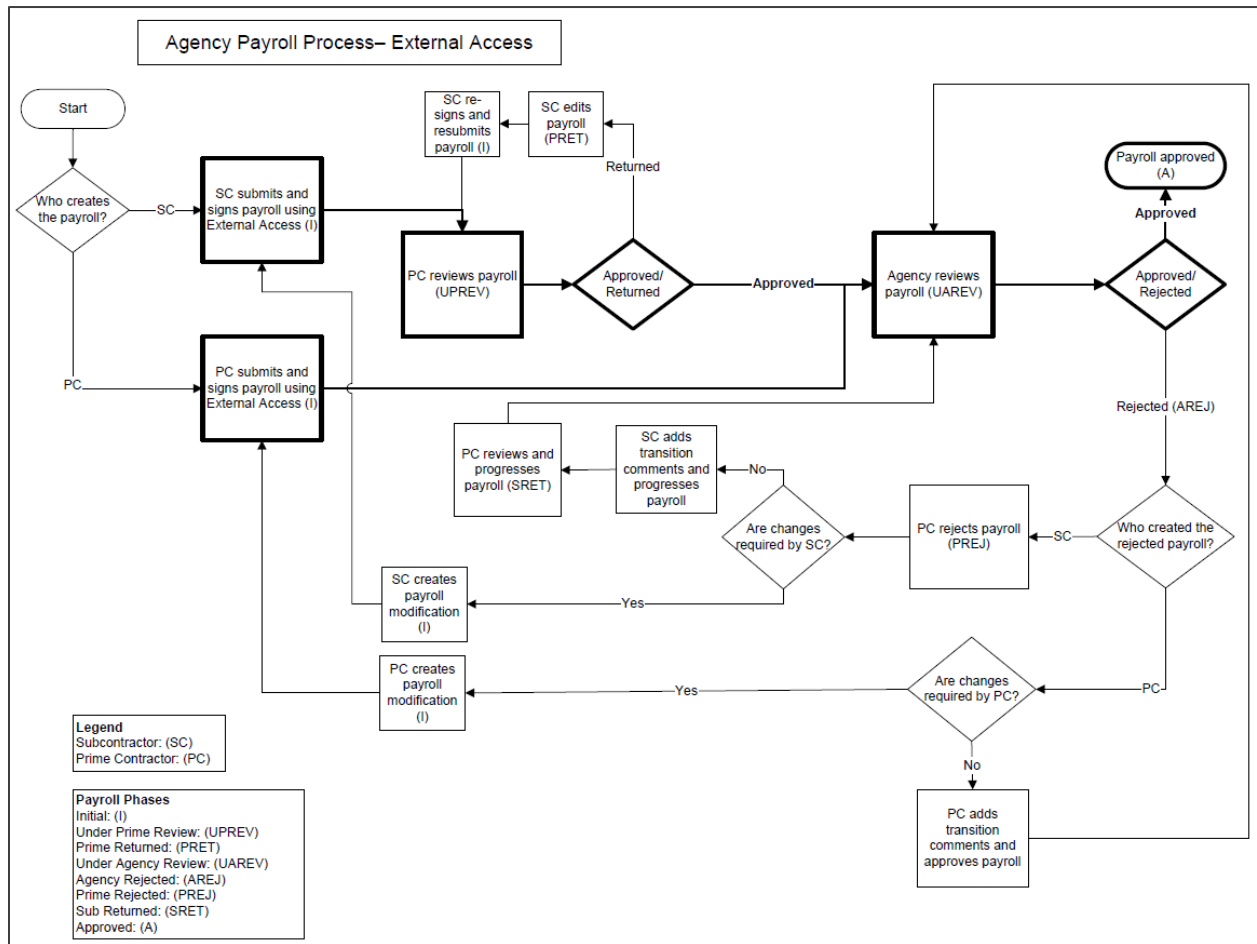
Click the blue number of payrolls link

Payroll Workflow

For subcontractors AASHTOWare Project™ CRL Module usually has four phases a payroll progresses through:

- Initial
- Under Prime Review
- Under Agency Review
- Approved

Other possible payroll phases are shown in the following diagram:



AASHTOWare Project™ Payroll Workflow for Contractor/Subcontractor Role at MnDOT

Whether a subcontractor enters payroll data directly into the AASHTOWare Project CRL module or imports a payroll XML file the payroll's status is first automatically set to "Initial". Payrolls in "Initial" phase are editable or can be deleted. The most recent modification number of a payroll in *Initial* status can be deleted by the originator; payroll must be deleted in modification order. A contractor/subcontractor can continue to make changes to the most recent modification number of a payroll in *Initial* status.

Payroll No 9 was an XML file imported by subcontractor. Phase is set to initial.

Overview

Contract Certified Payroll Overview

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

Vendor ID: 0000195693 Vendor Short Name: XYZ COMPANY

0 marked for deletion | 0 changed

| Payroll | Begin Date | End Date | Phase | Mod Num |
|---------|------------|------------|---------------------|---------|
| 9 | 09/07/2014 | 09/13/2014 | Initial | 0 |
| 8 | 08/31/2014 | 09/06/2014 | Under Agency Review | 1 |

For a subcontractor to progress a submitted payroll to the next step, *Under Prime Review* status, the payroll administrator for the subcontractor must certify and digitally sign the payroll.

AASHTOWare Project™ Payroll Workflow for Contractor/Subcontractor Role at MnDOT

Signing Contract Vendor Payrolls

The Sign Payroll component provides a guided process by which you review, verify and sign a contract vendor payroll.

Caution: After you sign a payroll, it can no longer be edited or deleted. You will be allowed to make changes by creating a *payroll modification*. A payroll modification is a copy of the payroll record, identical to the original except that it does not include attachments or comments. You can then record changes to the payroll in the modification record.

Follow these steps to sign a payroll:

On the Certified Payroll Summary component, select **Sign Payroll** from the **Actions** menu on the contract payroll's row.

Click the row **Actions** button (downward pointing triangle) on the right side of the payroll row.

The screenshot displays the MnDOT payroll system interface. At the top, there is a header bar with the text "MnContract: 140074 - GRADING, BITUMINOUS SURFACING, AND BRIDGE #60072." and a "Save" button. Below the header, there are fields for "Vendor ID" (0000195693) and "Vendor Short Name" (XYZ COMPANY). A table of payroll records is shown with columns for "Payroll", "Begin Date", "End Date", "Phase", and "Mod Num". Row 9 is highlighted, and its "Actions" menu is open, showing options like "Copy", "Delete", "Tasks", "Create Modification", "Import Payroll", "Views", "Attachments", "Employees", "Links", "Sign Payroll", "Status", "Summary", "Tracked Issues", "Reports", "Payroll Exceptions", "Payroll Summary", "Payroll Summary For Contractors", and "Payroll Verification Text".

| Payroll | Begin Date | End Date | Phase | Mod Num |
|---------|------------|------------|---------------------|---------|
| 9 | 09/07/2014 | 09/13/2014 | Initial | |
| 8 | 08/31/2014 | 09/06/2014 | Under Agency Review | |
| 8 | 08/31/2014 | 09/06/2014 | Under Agency Review | |
| 7 | 08/24/2014 | 08/30/2014 | Under Agency Review | |
| 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 | | | | |
| 3 | | | | |
| 2 | | | | |
| 2 | | | | |

Click the **Sign Payroll** quick link. If you don't see "Sign Payroll" on the menu you do not have signing authority.

The CRL system takes you to the Sign Payroll component, which is a 3-step guided process.

Wait for the Payroll Summary Report to generate on the page. Review the payroll data. When you have determined the information in the payroll is correct for this pay period, click the **Right Pointing Arrow** at the bottom right of the component.

Home ▾
Recent ▾
My Pages ▾

Actions ▾
Help ?
Log off

Overview [Employee](#) [Status](#)

On this page: [MnContract](#) [Sign Payroll](#)

Sign Payroll

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

Payroll Vendor: 0000195693 - XYZ COMPANY

| | |
|-------------------------|------------------------------------|
| Payroll Number | Modification Number |
| 9 | 0 |
| Period | Fringe Benefit Payment Type |
| 09/07/2014 - 09/13/2014 | Plan Funds |

▾ Sign Payroll
?

Progress:

Review
Verify
Sign

1 Review:
 09/30/2016 07:58:03

Payroll Summary Report Page 1 of 1

Contract Description GRADING, BITUMINOUS SURFACING, AND BRIDGE #69072.

| | | |
|-------------------------------------|--|--|
| Contract ID 140074 | Vendor Name XYZ COMPANY | |
| State Project Number 6929-18 | Vendor ID 0000195693 | |
| | Prime Vendor Name ABC CORPORATION | |
| | Prime Vendor ID 0000889455 | |

| Payroll Attachment Descriptions | |
|---------------------------------|------------------------|
| Last Updated Date | Attachment Description |
| 09/30/2016 | tmp392C.tmp |

09/30/2016 07:58:03

Payroll Summary Report (Employee)

Page 1 of 1

Payroll Number 9 Modification Number 0

Employee Last Name Job Salaried Employee No
 First Name Anita Comment

| Project ID | Craft/Classification | Fringe Health/Welfare | Fringe Vac/Holiday | Fringe Appmt/Train | Fringe Pension | Fringe Other1 | Fringe Other2 | Lump Sum Pmt | Type of Hours | Hourly Rate | Day | | | | | | | Total Hours (per week) | Calc Gross Pa | |
|---|-------------------------------------|-----------------------|--------------------|--------------------|----------------|---------------|---------------|--------------|---------------|-------------|-------|-------|-------|--------|--------|--------|--------|------------------------|---------------|--|
| | | | | | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | |
| 112942 | Special Crafts 712 - Ironworkers | \$8.30 | | \$0.75 | \$9.85 | | | | | | SEP 7 | SEP 8 | SEP 9 | SEP 10 | SEP 11 | SEP 12 | SEP 13 | 32.00 | | |
| Apprentice ID: Apprenticeship %: OJT %: | | | | | | | | | | | SUN | MON | TUE | WED | TH | FRI | SAT | | | |
| Straight Time \$33.54 | | | | | | | | | | | 0.00 | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 32.00 | | |
| Overtime \$50.31 | | | | | | | | | | | 0.00 | 0.00 | 2.00 | 3.00 | 3.00 | 3.00 | 10.00 | 21.00 | | |
| Salaried | | | | | | | | | | | | | | | | | | | | |
| Total Hours | | | | | | | | | | | 0.00 | 0.00 | 10.00 | 11.00 | 11.00 | 11.00 | 10.00 | 53.00 | | |

\$2,129.79

| | | | | | |
|--|------------|--------------------------------|------------|--------------------------------|------------|
| Reported Payroll Straight Time Hours | 32.00 | Pay Period Gross Pay | \$2,549.04 | Calc Total Gross Project Pay | \$2,129.79 |
| Reported Payroll Overtime Hours | 21.00 | Gross Project Amount Earned | \$2,129.79 | Calc Total Deductions | \$597.99 |
| Reported Payroll Hours (Straight + Overtime) | 53.00 | Total Deductions | \$597.99 | Net Pay | \$1,951.05 |
| Comment | | Total Fringe Benefits Provided | \$1,001.70 | Calc Total Project Fringe Paid | \$1,001.70 |
| Reported Total Project of Wages and Fringes | \$3,131.49 | | | | |

| Fringe Benefit Exceptions | | Other Deductions | | Standard Deductions | |
|---------------------------|-------------|------------------|--------|---------------------|----------|
| Classification | Explanation | Description | Amount | | |
| | | | | FICA With Amt | \$120.00 |
| | | | | Federal With Amt | \$345.00 |
| | | | | Medicare With Amt | \$27.99 |
| | | | | State With Amt | \$105.00 |



If the payroll information is correct click the **Right Pointing Arrow**.

Note: If your review of the payroll showed something you want to correct interrupt the sign payroll sequence by scrolling up and click the Home button. At this point the payroll is still in *Initial* status. Navigate to the payroll. Make the corrections and start the sign payroll sequence again.

▼ Sign Payroll ?

Progress:

Review **Verify** Sign

2 Verify:

Date: 09/30/2016

I, Dave Kovala KovalaBshott 3.0 Testing
do hereby state:

(1) That I pay or supervise the payment of the persons employed by and reported on this payroll XYZ COMPANY : on the 140074 GRADING, BITUMINOUS SURFACING, AND BRIDGE #69072.; that during the payroll period commencing on 09/07/2014, and ending on 09/13/2014, all persons employed and performing work under said contract have been paid the full weekly wages earned for all hours worked during the pay period, that no rebates have been or will be made either directly or indirectly to or on behalf of said ULLAND BROTHERS INC from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. § 3145) and/or permissible deductions as defined in Minnesota Statutes 177.24, Subdivision 4; 181.06, and 181.79, issued by the Minnesota Commissioner of Labor & Industry.

(2) That the payroll submitted under said Contract for the above period is correct and complete; that the wage rate(s) paid to laborer(s), or mechanic(s), or worker(s) performing work under said Contract are not less than the applicable wage rates contained in the wage determination(s) incorporated into the contract, are in compliance with the contract labor specifications, and in accordance with applicable laws; that the wages paid to each laborer, mechanic and worker is at least the prevailing wage rate for the most similar classification of labor they performed on said Contract as defined under applicable law;.

(3) That in addition to the basic hourly wage rates paid to each laborer, mechanic, or worker, listed on the payroll report, payments of the classification fringe rate as listed in said Contract have been or will be contributed on behalf of the report person(s) to appropriate plans or programs for the individual benefit of each person based on applicable law or where paid to the laborer, mechanic, or worker in cash an amount not less than the sum of applicable basic hourly wage plus the amount of the required fringe benefits for all hours worked under the contract.

(4) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program with Minnesota Department of Labor and Industry or are registered with the Bureau of Apprenticeship and Training, United States Department of Labor and all provisions of the registered program were followed on said Contract.

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR OR THEIR AGENT TO CIVIL OR CRIMINAL PROSECUTION UNDER FEDERAL AND/OR STATE LAW. SEE MINNESOTA STATUTE 15C; 16B; 161.315, SUBDIVISION 2; 177.43 SUBDIVISION 5; 177.44, SUBDIVISION 6; 609.63. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

← →

↑

Review the verification requirement and Click the **Right Pointing Arrow** to proceed.

Note: You can click the **Left Pointing Arrow** to return to the payroll data if needed.

Prior to clicking the Sign Payroll button click in the **Comments** field and enter any information you need to record for the payroll record. Comments are optional.

| | |
|---|---|
| Payroll Number 9 | Modification Number 0 |
| Period 09/07/2014 - 09/13/2014 | Fringe Benefit Payment Type Plan Funds |
| ▼ Sign Payroll ? | |
| Progress: Review Verify <u>Sign</u> | |
| 3 Sign: | |
| Signed By | Signed Date |
| First Name | |
| Last Name | |
| Comments | |
| <input type="button" value="Sign Payroll"/> <input type="button" value="←"/> <input type="button" value="→"/> | |

Sign the payroll by clicking the **Sign Payroll** button.

The system verifies that you are authorized to sign the payroll, sets the **Signed By** field with your User ID and the **Signed Date** with the current date on the system. The system then sets the payroll record to read-only to prevent any future changes.

The screenshot displays the 'Sign Payroll' interface. At the top, there are navigation tabs for 'Home', 'Recent', and 'My Pages', along with 'Actions', 'Help', and 'Log off' buttons. Below the navigation, there are tabs for 'Overview', 'Employee', and 'Status'. The main content area shows 'On this page: MnContract Sign Payroll'. A green notification box states 'Signature Process Completed.' The payroll details include 'MnContract: 140074 - GRADING, BITUMINOUS SURFACING, AND BRIDGE #69072.' and 'Payroll Vendor: 0000195693 - XYZ COMPANY'. Key fields are listed: Payroll Number (9), Modification Number (0), Period (09/07/2014 - 09/13/2014), and Fringe Benefit Payment Type (Plan Funds). A progress bar shows the 'Sign' step is active. The 'Sign' section includes 'Signed By: MNADLDSP\bshott.145nl@gmail.com' and 'Signed Date: 9/30/2016'. Other fields include 'First Name: Dave', 'Last Name: Kovala', and a 'Comments' section with an empty text area.

Scroll up and click the **Overview** link

Home Recent My Pages Actions Help Log off

Overview Employee Status

On this page: MnContract Sign Payroll

Sign Payroll Signature Process Completed.

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

Payroll Vendor: 0000195693 - XYZ COMPANY

Payroll Number: 9 Modification Number: 0

Payroll #9 has now progressed to the next phase: **Under Prime Review**

Home Recent My Pages Actions Help Log off

Overview

Contract Certified Payroll Overview

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

Vendor ID: 0000195693 Vendor Short Name: XYZ COMPANY

0 marked for deletion | 0 changed

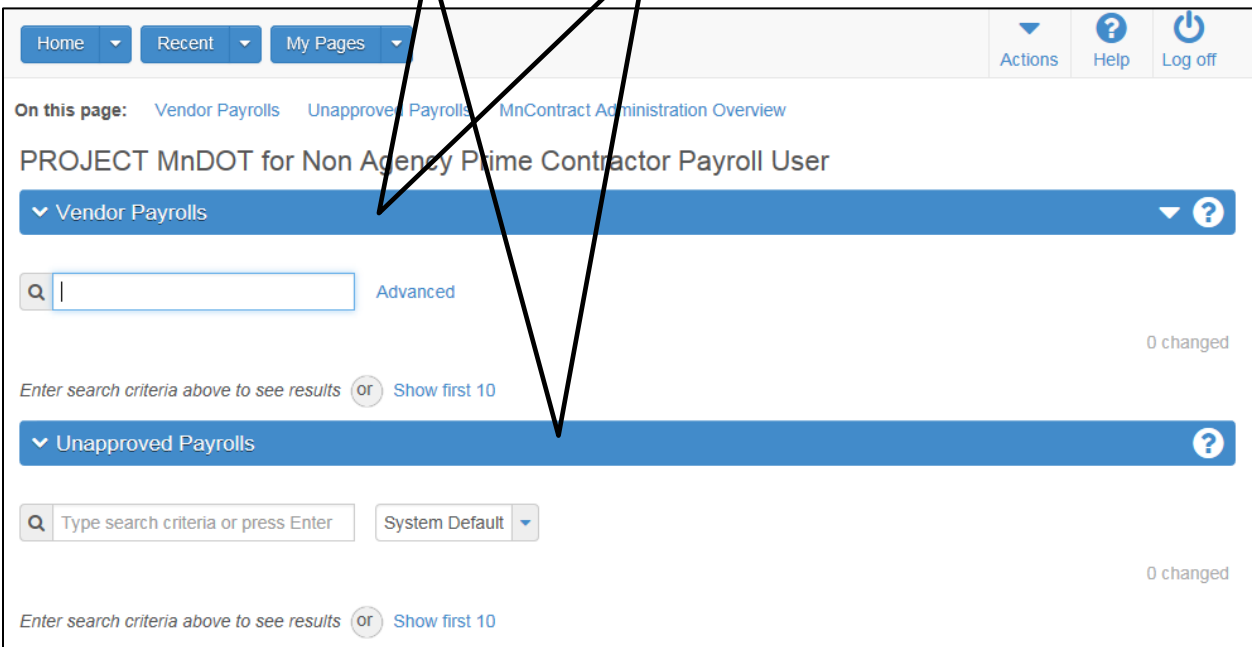
| Payroll | Begin Date | End Date | Phase | Mod Num |
|---------|------------|------------|---------------------|---------|
| 9 | 09/07/2014 | 09/13/2014 | Under Prime Review | 0 |
| 8 | 08/31/2014 | 09/06/2014 | Under Agency Review | 1 |

Performing a Prime Payroll Review

The prime contractor on a contract must review and progress all payrolls submitted and signed by subcontractors and other payroll vendors for the contract before the payroll can be processed by the agency. The Progress Payroll component provides a guided process by which you can perform a prime payroll review of a contract vendor payroll.

Follow these steps to perform a prime payroll review:

1. Log in and use either the **Vendor Payrolls** or the **Unapproved Payrolls** component to navigate to the subcontractor payroll(s) currently in Under Prime Review status.



2. On a payroll whose latest modification is currently in phase “Under Prime Review” click on the row **Actions** button (the downward pointing triangle)

Overview

Contract Certified Payroll Overview

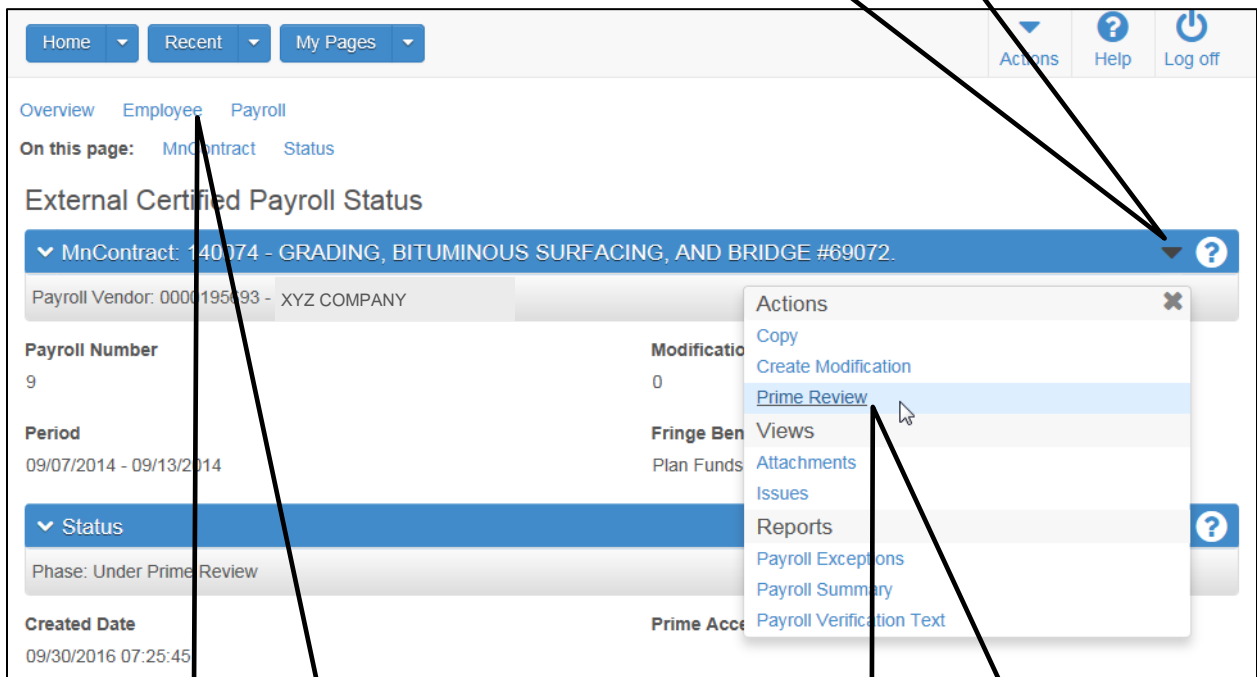
MnContract: 140074 - GRADING, BITUMINOUS SURFACING, AND BRIDGE #69072. Save

Vendor ID: 0000195693 Vendor Short Name: XYZ COMPANY

| Payroll | Begin Date | End Date | Phase | Mod Num |
|---------|------------|------------|---------------------|---------|
| 9 | 09/07/2014 | 09/13/2014 | Under Prime Review | |
| 8 | 08/31/2014 | 09/06/2014 | Under Agency Review | |
| 8 | 08/31/2014 | 09/06/2014 | Under Agency Review | |
| 7 | 08/24/2014 | 08/30/2014 | Under Agency Review | |
| 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. Select the **Status** link

4. Click on the component **Actions** button



5. Note: the Quick link allows you to view specific payroll information.

6. Select **Prime Review** from the menu.

The system takes you to the Progress Payroll component, which is a 2-step guided process.

Wait for the Payroll Summary Report to generate on the page. Review the payroll information. When you have finished your review, click the **Right Pointing Arrow** at the bottom right of the component.

Home ▾
Recent ▾
My Pages ▾

Actions ▾
Help ?
Log off ?

Status

On this page: MnContract Progress Payroll

Progress Payroll

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

Payroll Vendor: 0000195693 - XYZ COMPANY

| | |
|-------------------------|------------------------------------|
| Payroll Number | Modification Number |
| 9 | 0 |
| Period | Fringe Benefit Payment Type |
| 09/07/2014 - 09/13/2014 | Plan Funds |

▾ Progress Payroll
?

Progress:

Review
Progress

1 Review:

09/30/2016 11:03:03

Payroll Summary Report

Page 1 of 1

Contract Description GRADING, BITUMINOUS SURFACING, AND BRIDGE #69072.

| | | |
|------------------------------|-----------------------------------|--|
| Contract ID 140074 | Vendor Name XYZ COMPANY | |
| State Project Number 6929-18 | Vendor ID 0000195693 | |
| | Prime Vendor Name ABC CORPORATION | |
| | Prime Vendor ID 0000889455 | |

| | | |
|--------------------------------|--|--|
| Payroll Number 9 | | |
| Modification Number 0 | | |
| Payroll Begin Date 09/07/2014 | | |
| Payroll End Date 09/13/2014 | | |
| Payroll Status | | |
| Paper Copy On File Yes | | |
| Fringe Benefit Type Plan Funds | | |

| Payroll Attachment Descriptions | | |
|---------------------------------|-------------------|------------------------|
| | Last Updated Date | Attachment Description |
| | 09/30/2016 | |
| | 09/30/2016 | tmp392C.tmp |

Payroll Summary Report (Employee)

Payroll Number 9

Modification Number 0

Employee Last Name Job Salaried Employee No
 First Name Anita Comment

| State Project ID | Craft/ Classification | Fringe Health/Welfare | Fringe Vac/Holiday | Fringe Appmt/Train | Fringe Pension | Fringe Other1 | Fringe Other2 | Lump Sum Pmt | Type of Hours | Hourly Rate | Day | | | | | | | Total Hours (per week) | Calc Gross Pa |
|-----------------------|-------------------------------------|-----------------------|--------------------|--------------------|----------------|---------------|---------------|--------------|---------------|-------------|---------------|-------|-------|--------|--------|--------|------------|------------------------|---------------|
| | | | | | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | |
| 112942 | Special Crafts 712 - Ironworkers | \$8.30 | | \$0.75 | \$9.85 | | | | | | SEP 7 | SEP 8 | SEP 9 | SEP 10 | SEP 11 | SEP 12 | SEP 13 | 32.00 | |
| Apprentice ID: | | | | | | | | | | | Apprentice %: | | | | | | | | |
| | | | | | | | | | | | OJT %: | | | | | | | | |
| Straight Time \$33.54 | | | | | | | | | | 0.00 | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 32.00 | | |
| Overtime \$50.31 | | | | | | | | | | 0.00 | 0.00 | 2.00 | 3.00 | 3.00 | 3.00 | 10.00 | 21.00 | | |
| Salaried | | | | | | | | | | | | | | | | | | | |
| Total Hours | | | | | | | | | | 0.00 | 0.00 | 10.00 | 11.00 | 11.00 | 11.00 | 10.00 | 53.00 | | |
| | | | | | | | | | | | | | | | | | \$2,129.79 | | |

| | | | | | |
|--|-------------|--------------------------------|------------|--------------------------------|------------|
| Reported Payroll Straight Time Hours | 32.00 | Pay Period Gross Pay | \$2,549.04 | | |
| Reported Payroll Overtime Hours | 21.00 | Gross Project Amount Earned | \$2,129.79 | Calc Total Gross Project Pay | \$2,129.79 |
| Reported Payroll Hours (Straight + Overtime) | 53.00 | Total Deductions | \$597.99 | Calc Total Deductions | \$597.99 |
| Comment | | Net Pay | \$1,951.05 | | |
| Reported Total Project of Wages and Fringes | \$3,131.49 | Total Fringe Benefits Provided | \$1,001.70 | Calc Total Project Fringe Paid | \$1,001.70 |
| Fringe Benefit Exceptions | | Other Deductions | | Standard Deductions | |
| Classification | Explanation | Description | Amount | FICA With Amt | \$120.00 |
| | | | | Federal With Amt | \$345.00 |
| | | | | Medicare With Amt | \$27.99 |
| | | | | State With Amt | \$105.00 |



6. After scrolling through and reviewing the entire payroll click the **Right Pointing Arrow**.

Click in the **Comments** field and enter any information you need to record for the payroll record. Comments are not required to progress the payroll. **A Payroll Transition Comment is required prior to clicking the Return to Contractor button.**

Period
09/07/2014 - 09/13/2014

Fringe Benefit Payment Type
Plan Funds

▼ Progress Payroll ?

Progress:
Review Progress

2 Progress:

Signed By
MNADLDSP\bshott.145nl@gmail.com

Signed Date
09/30/2016

First Name
Dave

Last Name
Kovala

Comments

Return to Contractor

Forward to Agency

Back to Top

https://dotapp6.dot.state.mn.us/mnaashtoware/#TopOfPage

If your review determined the payroll data is unsatisfactory, click the **Return to Contractor** button to return the payroll to the subcontractor/payroll vendor for corrections.

If your review determined the payroll data is satisfactory, click the **Forward to Agency** button to progress the payroll to the agency for review.

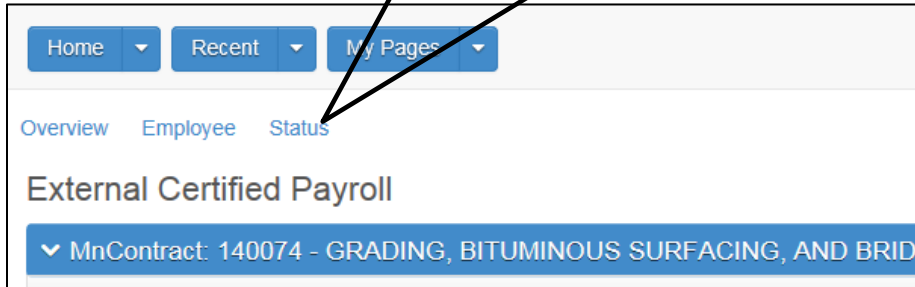
AASHTOWare Project™ Payroll Workflow for Contractor/Subcontractor Role at MnDOT

The system verifies that you are authorized to review the payroll, sets the **Prime Reviewed By** field with your User ID and the **Prime Reviewed Date** with the current date on the system. The system then progresses or returns the payroll.

If you clicked the **Forward to Agency** button, you should see this message.

The screenshot displays the AASHTOWare Project interface for a Contractor/Subcontractor role. At the top, there are navigation tabs for 'Home', 'Recent', and 'My Pages', along with 'Actions', 'Help', and 'Log off' buttons. The main content area shows the 'Progress Payroll' status, with a green notification box stating 'Certified Payroll Progression Successful'. Below this, a dropdown menu is expanded to show 'MnContract: 140074 - GRADING, BITUMINOUS SURFACING, AND BRIDGE #69072'. The 'Payroll Vendor' is listed as '0000195693 - XYZ COMPANY'. The interface includes fields for 'Payroll Number' (9), 'Modification Number' (0), 'Period' (09/07/2014 - 09/13/2014), and 'Fringe Benefit Payment Type' (Plan Funds). A 'Progress Payroll' button is visible, and the 'Progress' section is active, showing 'Signed By' (MNADLDSP\bshott.145nl@gmail.com) and 'Signed Date' (09/30/2016).

Scroll up and click on the **Status** button.



The payroll Status has now progressed to **Under Agency Review**.

