AASHTOWARE PROJECT™

Civil Rights and Labor

Training Guide
CONTACT INFORMATION

• AASHTOWare Project™ CRL Administrators
  • KDOT#AWP.ADMIN@KS.GOV
• KDOT Computer Training Component
  • KDOT.KCTC@KS.GOV
SYSTEM BENEFITS

• Allows electronic filing of contractor payrolls and subcontractors payments; instant Confirmation

• Standardizes all contractors’ payroll reporting

• Online prime contractor review and approval of subcontractor’s payrolls

• Electronic signing of Documents

• Reduction of Administrative workload; elimination of paper forms (printing, filing, long-term storage, and mailing)

• Provides faster, easier, and accurate way to meet government reporting requirements
SYSTEM REQUIREMENTS

• Web based

• Supported Web Browsers for AASHTOWare Project 3.01
  • Internet Explorer 11
  • Google Chrome
  • Microsoft Edge

• Supported Operating Systems
  • Windows 7
  • Windows 8
  • Windows 10

• Microsoft Excel 2007 or newer for payroll
MOVING FORWARD

• In **2017** it is suggested you pick 1 or 2 projects to start with
  - New or Existing project
  - Contact Field Office and let them know which project
  - Contact Prime Contractor or Subcontractors and let them know which project

• Starting **January 1, 2018** for **all projects** you will be required to submit:
  - Payrolls
  - Subcontract Payments (Formerly DOT Form 1010)
  - After January 1, 2018 paper forms will no longer be accepted for these two items
TOPICS

• Payrolls
• Bidder/Quoter
• Subcontract Payments (Formerly DOT Form 1010)
• Contract Vendor Payrolls
• Reports
CHAPTER 1

GETTING STARTED
LOGGING ON

• Open Web Browser type: [http://awpext.ksdot.org](http://awpext.ksdot.org)
  • Type in username provided to you by KDOT
  • Type in password you created
Roles

- A user role is a name associated with a collection of security access rights to the information contained in AASHTOWare Project™ components.
- All users of the AASHTOWare Project™ system are assigned at least one security role.
- When filling out Vendor Form that will let KDOT know what role and weather you should have sign authority.
### DASHBOARD

**Menu Bar**

**Quick Links**

**Expand/Collapse Component**

**System Action**

**Component Action**

**Row Action**

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**On this page:** Vendor Payrolls, Unapproved Payrolls, Civil Rights & Labor, External Links

Welcome!

If you have any questions please contact the system administrator via email at AWP_Admin@kdot.org.

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#### Vendor Payrolls

Type search criteria or press Enter: Advanced

Enter search criteria above to see results or Show first 10

---

#### Unapproved Payrolls

Type search criteria or press Enter: System Default

Enter search criteria above to see results or Show first 10

---

#### Civil Rights & Labor

Contracts
  - Payrolls
  - Unapproved Payrolls
## Notifications

<table>
<thead>
<tr>
<th>Notification</th>
<th>Image</th>
<th>Border Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Informational</td>
<td><img src="image1.png" alt="Informational Icon" /></td>
<td>Blue</td>
</tr>
<tr>
<td>Warning</td>
<td><img src="image2.png" alt="Warning Icon" /></td>
<td>Yellow</td>
</tr>
<tr>
<td>Error</td>
<td><img src="image3.png" alt="Error Icon" /></td>
<td>Red</td>
</tr>
</tbody>
</table>

**Warning:** Detected 2 rows with warnings. Please review messages below.
- The sum of the percentages of the funds in priority 2 is smaller than 100.
- Priority 1 funds are not limited. Therefore, no funds will be allocated to higher priority funds.

**Error:** No rows saved; detected 2 rows with errors. Please review messages below.
- Percentage: Invalid value ‘120’, greater than the maximum value of 100. (base rule)
- The sum of the percentages of the funds in priority 1 is greater than 100.
- The highest priority funds (priority 2) must be unlimited.

[Show All]  [Show Errors]  [Show Warnings]
<table>
<thead>
<tr>
<th>Icon</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Erase" /></td>
<td>The erase icon appears in Quick Find search boxes after criteria is entered. You can click the icon to reset the search criteria.</td>
</tr>
<tr>
<td><img src="image" alt="Magnifying Glass" /></td>
<td>This magnifying glass icon at the left side of a field indicates an auto-complete field. Auto-complete fields display a filtered list of field values based on the first few characters you type. You can press Enter to show all values.</td>
</tr>
<tr>
<td><img src="image" alt="Magnifying Glass" /></td>
<td>This magnifying glass is sometimes displayed on the right side of a text box. Clicking this button opens a text dialog panel that allows you to view and edit the text in a larger area.</td>
</tr>
<tr>
<td><img src="image" alt="Red Asterisk" /></td>
<td>A red asterisk indicates a field where data entry is required.</td>
</tr>
<tr>
<td><img src="image" alt="Down Arrow" /></td>
<td>The actions icon appears on Actions buttons that you can click to display an Actions menu. Actions menus provide access to commands and functions you can perform on data.</td>
</tr>
<tr>
<td><img src="image" alt="Redo" /></td>
<td>The undo icon appears on Undo buttons that you can click to reverse a delete action.</td>
</tr>
<tr>
<td><img src="image" alt="Save" /></td>
<td>Save button will appear bold on the component when a change is made.</td>
</tr>
<tr>
<td><img src="image" alt="Calendar" /></td>
<td>The calendar icon is displayed on the right side of a date field. You can click the calendar icon to display a calendar where you can pick a date as the field value.</td>
</tr>
<tr>
<td><img src="image" alt="Help" /></td>
<td>The help icon appears on Help buttons that you can click to display the help system.</td>
</tr>
<tr>
<td><img src="image" alt="Log Off" /></td>
<td>The log off button allows you to completely log off the system.</td>
</tr>
</tbody>
</table>
**FIELDS**

**Text boxes**—allow you can directly type or delete information. Text boxes that can contain multiple rows of text include a magnifying glass icon on the right side of the box.

**Numeric fields**—allow you can type only numeric characters. For all non-key numeric fields, the system automatically inserts and corrects the placement of commas and justifies values to the right when you leave the fields.

**Auto-complete fields**—are like text boxes except that they automatically display a filtered list of field values based on the first few characters you type into the field. Auto-complete fields are indicated by a magnifying glass icon at the beginning of the field.

**Date fields**—include a calendar button next to the field. Click the calendar button to display a calendar from which you can select a date to populate the field instead of typing the date manually.

**Drop-down list boxes**—include a down arrow next to the field. Click the down arrow to display a list of possible field values.

**Non-editable fields**—display information without a text box. You cannot change the information in this type of field.

**Check boxes**—are square boxes that can be selected or cleared by positioning the mouse pointer over them and clicking the left mouse button. Check boxes are used to turn an option on or off.
### Project KDOT Role for External Prime Contractor Payroll User

Welcome

If you have any questions please contact the system administrator via email at AVP_Admin@kdo24.org.

#### Vendor Payrolls

<table>
<thead>
<tr>
<th>Contract</th>
<th>Description</th>
<th>Payrolls</th>
<th>Vendor</th>
<th>Short Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>514166271</td>
<td>SURFACE RECYCLE &amp; CHIP SEAL</td>
<td>1</td>
<td>02504</td>
<td>ROADSafe TRAFF SYSTEMS INC.</td>
</tr>
<tr>
<td>514166331</td>
<td>MILL &amp; HMA OYERLAY</td>
<td>0</td>
<td>03554</td>
<td>ROADSafe TRAFF SYSTEMS INC.</td>
</tr>
<tr>
<td>514166413</td>
<td>MILL &amp; HMA OYERLAY</td>
<td>0</td>
<td>03554</td>
<td>ROADSafe TRAFF SYSTEMS INC.</td>
</tr>
<tr>
<td>514102282</td>
<td>GRADE, BRIDGE &amp; SURFACING, STATE:</td>
<td>0</td>
<td>02231</td>
<td>FULLSOM BROTHERS INC.</td>
</tr>
<tr>
<td>514102292</td>
<td>GRADE, BRIDGE &amp; SURFACING, STATE:</td>
<td>0</td>
<td>01370</td>
<td>FULLSOM BROTHERS INC.</td>
</tr>
<tr>
<td>514102292</td>
<td>GRADE &amp; SURFACING, STATE: 35.79</td>
<td>0</td>
<td>02231</td>
<td>FULLSOM BROTHERS INC.</td>
</tr>
<tr>
<td>514102517</td>
<td>GRADE, BRIDGE &amp; SURFACING</td>
<td>0</td>
<td>01360</td>
<td>PCI ROAD, LLC.</td>
</tr>
<tr>
<td>514121271</td>
<td>GRADE, BRIDGE &amp; SURFACING</td>
<td>0</td>
<td>0677</td>
<td>PHILLIPS SOUTHERN ELECT CO INC</td>
</tr>
<tr>
<td>514121711</td>
<td>GRADE, BRIDGE &amp; SURFACING</td>
<td>0</td>
<td>01370</td>
<td>FULLSOM BROTHERS INC.</td>
</tr>
<tr>
<td>514125535</td>
<td>PEDESTRIAN &amp; BICYCLE PATHS</td>
<td>0</td>
<td>01370</td>
<td>FULLSOM BROTHERS INC.</td>
</tr>
</tbody>
</table>
ATTACH FILES TO A CONTRACT

Types of files you might attach include

• Microsoft® Word documents
• Excel spreadsheets
• PDFs
• URLs
• Digital photographs and other types of graphic files
**ATTACH FILES & LINKS TO A CONTRACT**

<table>
<thead>
<tr>
<th>Name</th>
<th>Historical Report</th>
<th>Size (kb)</th>
<th>Additional Roles Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRL Training.pdf</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Description**

Contractor Training Information

**Attorney/Client Privilege**

[ ]
VIEW GLOBAL ATTACHMENTS AND LINKS
Welcome to Web-Based AASHTOWare Project™ Help

Welcome to the web-based AASHTOWare Project™ Help system. If you are new to this application, the information on this page will help you understand how the Help system works.

The Help system is context sensitive, which means that when you click the Help button on a component in the software, the system provides information on the functionality of that component only. Each Help page provides links to other Help pages containing related information.

Contents

The Help system also contains many topics that are more general in nature and not linked to a specific component in the software. You can navigate the entire Help system by clicking the Contents link in the top left corner of any Help page to open the Help explorer. You can search the entire Help system by typing your search criteria in the Search box on the toolbar and clicking the Go button.

The Contents pane is organized by business category and uses expandable and collapsible books and pages to display the list of topics available in the Help system. This pane helps you navigate through the Help hierarchy to find a desired category and subject.

Click a book to expand it and then click the page you want to see. The system displays the page in the right pane of the browser window.

Search

The Search pane provides a rapid full-text search of all the topics in the online Help. To perform a search, type your search criteria in the Search input field on the toolbar and click the Go button.

The system performs the search and automatically opens the Search pane, which displays a list of the topics in which the search text appears. Topics are ranked in order of best match. Click a topic to display the page in the right pane of the browser window.

You can also perform a search in the Search pane itself by clicking on the Search tab.

To make your first experiences with the system easier and more intuitive, you might also want to review the Getting Started section of the Help.
From KDOT external website you can access

- Wage Decision Codes
- Project User Request Form
- New Vendor Request Form
- AASHTOWare User Guides
- Excel Spreadsheet for Vendor Payrolls
- Link to AASHTOWARE Login Screen
CHAPTER 2

BIDDER/QUOTERS
BIDDER/QUOTERS OVERVIEW

• Bidders are vendors that have either submitted a bid in the bid letting

• Quoters are vendors that have submitted quotes as subcontractors, suppliers, truckers, or brokers to a bidder in a bid letting to the bidder.

• Civil Rights Compliance Office needs this information to capture the real DBE world. This information will help to get a better understanding of which subcontractors are bidding and where they are actively bidding to get work, no dollar amount is required. This will help set DBE goals in the future
BIDDER/QUOTERS OVERVIEW

• If contractors need assistance they will need to contact their field office. If you are bidding as a prime contractor all Bidder/Quoter information needs to be put in to the system by the end of each bid month regardless of if you get the bid or not.

• If a Quoter needs added to CRL system, please email the New Vender Request Form to KDOT#AWP.ADMIN@ks.gov with the required information. This form can be found at http://www.ksdot.org/bureaus/burConsMain/crl.asp

• When specifying a Company Name within the system regardless of what branch it is just the overall company name needs listed for example: “APAC” is “APAC KS”
ADD BIDDER/QUOTERS

Select "BIDDER" role.
ADD BIDDER/QUOTERS

Select "ADD" in the row action drop down.
ADD BIDDER/QUOTERS

1. Enter Letting Month (Jul = 07) and pick letting
2. Enter your Company’s Contractor Number
3. Enter Quoter’s name and select from the list that appears.
4. Click “Save”
ADD BIDDER/QUOTER

1. Select Row Action button

2. Click “Select Quoters”
ADD BIDDER/QUOTER

Either Type in the name of the Quoter or click "Show First 10 for a list to select from."
ADD BIDDER/QUOTER

1. Select Quoter(s)

2. Click Add to Bidder once all Quoters have been selected for Letting.
ADD BIDDER/QUOTER

Click Save.
ADD PROPOSAL TO A QUOTE

1. Select Row Action button for first Quoter
2. Click "Open Quoter Proposal"
ADD PROPOSAL TO A QUOTE

Click Select Proposals
ADD PROPOSAL TO A QUOTE

1. Select all proposals for quoter for letting

2. Once finished click Add to Quoter
ADD PROPOSAL TO A QUOTE

Click Save
ADD ADDITIONAL QUOTERS

1. Click drop down for next Quoter and repeat pages 10 - 12 for each

2. Once all Quoters have been completed click "Bidder/Quoter".
**SIGN**

1. Click Row Action button

2. Click Sign
SIGN

Click "Sign Bidder Quoter"
CHAPTER 3

SUBCONTRACTOR PAYMENTS
(FORMERLY DOT FORM 1010)
SUBCONTRACTOR PAYMENTS WORKFLOW

Prime Contractor
- View Contract
- Add Payment
- Add Bid Items
- Sign

Subcontractor
- Review Payment
- Verify Payment

Agency (KDOT)
- Review Payment
- Sign
SUBCONTRACT PAYMENTS NOTIFICATION

At this time KDOT, Prime Contractors and Subcontractors will need to discuss and work out the sending and receiving of the following information;

• KDOT payments to Prime
• Subcontractor Payments to Subcontractors & KDOT
• Subcontractors approval of subcontractor payments to Prime & KDOT
SUBCONTRACT PAYMENTS IMPORTANT INFORMATION

• Must pay within 10 days and certify within 15 days
• If there are no subcontractor payments to be made, email the field office
• All payments can be viewed by prime and subcontractors assigned to contract.
• The subcontractor can now see pay estimates (couldn’t in past) as a subcontractor you need to review that pay estimate before you respond that you have received as expected, or not as expected etc.
• The subcontracts answer has to be based off of what the prime contractor was paid by KDOT
AS PRIME ADD SUBCONTRACT PAYMENT

Select "EXTERNALSUBPAYMENT" role.
AS PRIME ADD SUBCONTRACT PAYMENT

1. Enter KDOT Contract Number

2. Select the row action button for the contract.

3. Select "Open Contract Payments"
AS PRIME ADD SUBCONTRACT PAYMENT

![Contract Payment Overview](http://www.example.com/ContractPaymentOverview)

<table>
<thead>
<tr>
<th>Estimate Num</th>
<th>Type</th>
<th>Amount Paid</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>0005</td>
<td>Progress Estimate</td>
<td>147,929.86</td>
<td>03/15/2016</td>
</tr>
<tr>
<td>0003</td>
<td>Progress Estimate</td>
<td>59,136.74</td>
<td>01/25/2016</td>
</tr>
<tr>
<td>0002</td>
<td>Progress Estimate</td>
<td>71,905.00</td>
<td>12/16/2015</td>
</tr>
<tr>
<td>0001</td>
<td>Progress Estimate</td>
<td>81,167.45</td>
<td>11/10/2015</td>
</tr>
</tbody>
</table>

**Select Estimate Number**
1. Select the "Items" tab to view the item paid on the estimate.

2. Select the "Subcontractor Payments" tab.
AS PRIME ADD SUBCONTRACT PAYMENT

Click "Add Subcontractor Payment From Prime" link.
AS PRIME ADD SUBCONTRACT PAYMENT

1. Type the Subcontractor's name in the box and then select it from the drop down.
2. Enter the Payee Payment Number. A unique sequential number for this subcontractor.
3. Enter the Date Paid. Same as the check date.
4. Select Payment Type. Either "Progress or Final".
5. If the subcontractor's work is complete please select.
6. Click "Save" when finished.
AS PRIME ADD SUBCONTRACT PAYMENT

Select "Items" tab.
AS PRIME ADD SUBCONTRACT PAYMENT

1. Enter Contract Line Item Number or Name.
2. Enter Quantity Paid on this payment.
3. Enter Payment Amount for this payment on this line.
4. Click this box if there is retainage or partial payment.
5. Must be filled out if above box is checked.
6. Click "New" if there are additional items for this subcontractor on this payment.
7. Click "Save" when finished.
AS PRIME ADD SUBCONTRACT PAYMENT

Click the “Withholding” tab.
AS PRIME SIGN SUBCONTRACT PAYMENT

1. Enter Retainage amount for entire subcontractor payment.

2. Click "Save".

3. Click the row action button.

4. Click "Add New Payment Same Payee" if you have additional Subcontractors for this pay estimate. Then follow pages 9-11.

5. Once finished with this pay estimate click "Sign Subcontractor Payment".
AS PRIME SIGN SUBCONTRACT PAYMENT

1. Review information.

2. Click the arrow at the bottom of page.
AS PRIME SIGN SUBCONTRACT PAYMENT

1. Review statement.

2. Click arrow at the bottom of the page.
AS PRIME ADD SUBCONTRACT PAYMENT

1. Enter Comments if needed.

2. Click "Sign Payment".
AS SUBCONTRACTOR REVIEW PAYMENT FROM PRIME

![Diagram showing how to review subcontractor payments from Prime]

1. Enter KDOT Contract Number
2. Click the row action button
3. Click “Open Contract Payments”
**AS SUBCONTRACTOR REVIEW PAYMENT FROM PRIME**

![Image of a computer screen showing a contract payment overview.

- **Instructions:**
  - Click the Pay Estimate Number.

<table>
<thead>
<tr>
<th>Estimate Num</th>
<th>Type</th>
<th>Amount Paid</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>0007</td>
<td>Progress Estimate</td>
<td>93,157.12</td>
<td>06/17/2016</td>
</tr>
<tr>
<td>0006</td>
<td>Progress Estimate</td>
<td>73,863.53</td>
<td>05/06/2016</td>
</tr>
<tr>
<td>0006</td>
<td>Progress Estimate</td>
<td>223,129.30</td>
<td>04/15/2016</td>
</tr>
<tr>
<td>0004</td>
<td>Progress Estimate</td>
<td>147,909.86</td>
<td>03/10/2016</td>
</tr>
<tr>
<td>0003</td>
<td>Progress Estimate</td>
<td>59,136.71</td>
<td>01/25/2016</td>
</tr>
<tr>
<td>0002</td>
<td>Progress Estimate</td>
<td>74,365.50</td>
<td>12/19/2015</td>
</tr>
<tr>
<td>0001</td>
<td>Progress Estimate</td>
<td>81,178.45</td>
<td>11/13/2015</td>
</tr>
</tbody>
</table>
AS SUBCONTRACTOR REVIEW PAYMENT FROM PRIME

1. Click on the "Items" tab to view the items paid on the Pay Estimate.

2. Click on the "Subcontractor Payments" tab.
AS SUBCONTRACTOR VERIFY PAYMENT FROM PRIME

1. Click the row action on the line with your company's name.
2. Click "Verify Payment".
AS SUBCONTRACTOR VERIFY PAYMENT FROM PRIME

1. Review Payment Details.

2. Click the arrow at the bottom of the page.
AS SUBCONTRACTOR VERIFY PAYMENT FROM PRIME

1. Click the drop down arrow and select the appropriate response. Choices are "No", "Yes as Expected", or "Yes Not As Expected".

2. Enter Payment Amount Received. If no payment received then leave blank.

3. Enter Date Check was received. If no payment received then leave blank.

4. Required if Payment Received box is other than "Yes as Expected".

5. Click the arrow at the bottom of the page.

*Before selecting "Yes Not As Expected", review the KDOT pay estimate. The prime contractor is not going to pay subcontractors for work KDOT has not paid them. If work was completed and KDOT did not pay, please contact the appropriate KDOT Field Office.
AS SUBCONTRACTOR VERIFY PAYMENT FROM PRIME
CHAPTER 4

CONTRACT VENDOR PAYROLLS
• Payroll has to be submitted for each employee per project, per classification

• System checks against Davis Bacon wage rate and payroll Classification it will error out if not accurate. If Payroll errors out contractor will not be notified, KDOT field office will see error and reject

• Cloverleaf has a Resource Kit for programmers
  • [https://xml.cloverleaf.net/](https://xml.cloverleaf.net/)
    • Select Link -AASHTOWare Project Payroll XML Resource Kit

• In 2018, you will no longer fill out 1391- For the last full pay period of July each year submit payroll for each additional classification per project:
  • Officers
  • Supervisors
  • Clerical
  • Foreman
At this time KDOT, Prime Contractors and Subcontractors will need to discuss and work out the sending and receiving of the following information:

• Subcontractor submits payroll to Prime
• Prime/Subcontractor payrolls submitted to KDOT
PAYROLL ENTRY OPTIONS

Three ways to enter payrolls

• Manual Entry

• Spreadsheet Conversion Tool

• XML File Data Import

• No Paper Payrolls will be accepted as of January 1st 2018
PAYROLL: MANUAL ENTRY
PAYROLL MANUAL ENTRY

Verify role. For Subcontractors select "SubPayroll" for Primes select "PrimePayroll".
# Payroll Manual Entry

### Project Sample Role for Non Agency Subcontractor Payroll User (Do Not Modify)

1. Enter KDOT Contract Number

<table>
<thead>
<tr>
<th>Contract</th>
<th>Description</th>
<th>Payrolls</th>
<th>Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>515036343</td>
<td>Grading &amp; Surfacing</td>
<td>0</td>
<td>04713</td>
</tr>
</tbody>
</table>

2. Click the row action button

3. Click on "Add" in the row action for YOUR contract as indicated in the "Short Name"
PAYROLL MANUAL ENTRY

1. Sequential Number from your accounting system.
2. Enter the date of the beginning of the pay period.
3. Enter the date of the End of the pay Period.
4. Select type of fringe benefit from the drop down. Choices are Cash, Plan Funds, Plan Funds with Exceptions.
5. Click "Save".
**PAYROLL MANUAL ENTRY**

6. Click "New" to add additional Benefit Programs and then follow steps 1-5 on this page.

1. Enter a name of Benefit Program. (i.e. Health, Pension)

2. Enter "Unknown".

3. Select Benefit Type from drop-down. Choices are Fringe Apprenticeship Fund, Fringe Health/Welfare, Fringe Other 1, Fringe Other 2, Fringe Pension, Fringe Vacation/Holiday.

4. Enter 999999999.

5. Enter 999-999-9999.

7. Click "Save" once all Benefit Programs have been entered.
PAYROLL MANUAL ENTRY

Click "Employee"
**PAYROLL MANUAL ENTRY**

1. Click the row action button.

2. Click "Add Employee"

If Employee was added on a previous payroll click "Add Ref Employees"
PAYROLL MANUAL ENTRY

1. Enter name of Employee.
2. Enter how the employee is paid from drop down. Choices are Hourly or Salaried.
3. Select Gender from drop down. Choices are Male or Female.
5. Enter additional personal information.
6. Enter address information for the employee at least the first time.
7. Click "Save" once all information has been entered.
8. Enter the last four digits of the Social Security Number.
PAYROLL MANUAL ENTRY

1. Select Labor Classification from drop down. Choices are listed in the wage decision for this contract.

2. Select Craft Code from drop down. Choices are listed in the wage decision for this contract.

11. Click "Save" once all information has been completed.

Pages 8-10 are one screen in AASHTOWare.
3. Enter dollar amount for per hour straight time.

4. Enter dollar amount for per hour overtime.

5. Enter all fringes that were selected on page 4.

5. Enter hours for each day. If the hours are zero leave blank.
Pages 8-10 are one screen in AASHTOWare.

6. Enter the total dollar amount earned for this labor class on **THIS PROJECT**.

7. Enter the total dollar amount earned for this labor class on both this project and others.

8. Enter gross pay for both state and non-state projects less deductions.

9. Enter total hours worked both state and non-state projects.

10. Enter total amount withheld from pay check.

11. Enter all withholdings and fringes.

12. Click "New" to add other deductions not listed above.

13. Enter description of deduction not listed above.

14. Enter dollar amount of deduction.

15. Click to return to top of page and click "Save".
1. To add additional employees, refer back to pages 6-10.

2. Click "Overview" once all employees have been entered for pay period.
**SIGN PAYROLL MANUAL ENTRY**

1. Click row action button.

2. Click "Sign Payroll" for the payroll number you are working.
SIGN PAYROLL MANUAL ENTRY

Pages 13 & 14 are one screen in AASHTOWare.
SIGN PAYROLL MANUAL ENTRY

1. Review statement
2. Click blue arrow at bottom of page.
SIGN PAYROLL MANUAL ENTRY

1. Add comments as needed.
2. Click "Sign Payroll"
SIGN PAYROLL MANUAL ENTRY

Done and ready for Prime Contractor review and signature.
PAYROLL MANUAL ENTRY FOR A ZERO PAYROLL

Click on your roll. If you are a prime choose PRIMEPAYROLL. If you are a subcontractor choose SUBPAYROLL.
PAYROLL MANUAL ENTRY FOR A ZERO PAYROLL

1. Type the KDOT Contract number and then ENTER.
2. Click the row action button for YOUR contract.
3. Click "Open"
PAYROLL MANUAL ENTRY FOR A ZERO PAYROLL

1. Click the row action button.

2. Click "Add New Payroll"
PAYROLL MANUAL ENTRY FOR A ZERO PAYROLL

1. Enter the sequential number for the payroll.
2. Enter the begin date.
3. Enter the end date.
4. Choose the Fringe Type from the drop down. Choices are Cash, Plan Funds, Plan Funds with Exceptions.
5. Enter "No work performed".
6. Click "Save"
SIGN PAYROLL MANUAL ENTRY FOR A ZERO PAYROLL

1. Click the row action button.

2. Click "Sign Payroll".
SIGN PAYROLL MANUAL ENTRY FOR A ZERO PAYROLL

1. Review for accuracy.

2. Click blue arrow at the bottom of the page.
SIGN PAYROLL MANUAL ENTRY FOR A ZERO PAYROLL

1. Review for accuracy.
2. Click blue arrow at the bottom of the page.
SIGN PAYROLL MANUAL ENTRY FOR A ZERO PAYROLL

Click “Sign Payroll”
PAYROLL: EXCEL ENTRY

1. Click on "KDOT AASHTOware Project Information" to download the approved Excel spreadsheet.

Verify your current role.
Click to download. Note: First one is for Computers with Microsoft 2007 or older, Second one is for Microsoft 2010 or newer, will not work with anything older than 2010.
Screen shots for Excel are from 2010 Version. Only difference between the two versions is the Employee Tab is NOT in the 2007 Version.

Click on "Employee Information" tab.
1. Input all Employee information for all Employees

2. Click on "Payroll Form" tab
PAYROLL: EXCEL ENTRY

1. Select either "Prime" or "Subcontractor". Place a "X" in the appropriate box.

2. Enter Contractor Name.

3. Enter Contractor's KDOT Vendor #.

4. Enter payroll #.

5. Enter End date. Cannot overlap previous payroll dates.

6. Enter Contractor's address.

7. Enter KDOT Contract #.

8. Enter Beneifit Program Information for all fringes/benefits.

9. Enter Begin day of the week.

Scroll down in Excel for next screen.
1. Select Employee from list.
2. Enter KDOT Project #. example KA XXXX-XX
3. Enter Hours worked on project.
4. Enter rate of pay. Both Straight and Over Time.
5. Select Craft Code from list.
7. Enter total gross pay for both KDOT and Non KDOT work.
8. Enter all withhold "Other Deductions".
9. Enter all Fringes/Benefits.
10. Enter other deductions such as Child Support.
11. Once all employees are entered click "Save As" and give it a unique name for this payroll.

For additional Employees, scroll down in Excel and follow steps 1-10.
Click "Payroll XML" to convert the Excel file to XML.
PAYROLL: CONVERT EXCEL TO XML

Click "AASHTOWare Project Payroll Spreadsheet Conversion Utility".

Resources for Using XML with AASHTOWare Project™ Payroll XML Resource Kit

AASHTO AASHTOWare Project™ uses XML to streamline the exchange of data among all systems. This resource kit provides resources to help those who need to share data with AASHTOWare Project software, whether they are end users or vendors of software systems.

Payroll XML

Developers of payroll systems who want to produce valid Payroll XML files from their payroll systems to be passed to AASHTOWare Project software will find numerous useful resources in the AASHTOWare Project Payroll XML Resource Kit section of this site, including all needed XML schemas, examples showing creation of valid files, and both online and downloadable Payroll XML validators.

Contractors and other firms that need to deliver valid Payroll XML files to agencies that use AASHTOWare Project software will be best served by using a payroll or project management system that actually supports producing valid Payroll XML files. Alternatively, firms can use the spreadsheet and online conversion utility in the AASHTOWare Project Payroll Spreadsheet Conversion Utility section of this site to manually enter their data into a Microsoft Excel spreadsheet and convert it into the valid Payroll XML.
PAYROLL: CONVERT EXCEL TO XML

Cloverleaf Excel to XML converter.

1. Click "Browse" and find your Excel file for current payroll.
2. Click check box.
3. Click "Convert"
PAYROLL: CONVERT EXCEL TO XML

1. Click Save As and save as a unique name.
PAYROLL: UPLOAD XML FILE

Select correct role.

Agency Prime Contractor Payroll User (DO NOT MODIFY)
Enter KDOT Contract #.
Click on the "Payrolls" for the contract that applies to you.
1. Click on the row action.

2. Click on "Import Payroll".
PAYROLL: UPLOAD XML FILE

Click on Select File
PAYROLL: UPLOAD XML FILE

1. Select the XML file for the payroll to upload.

2. Click Open
PAYROLL: UPLOAD XML FILE

Note: If no ImportPayrollFile.LOG exists click the refresh button until it appears. May take a few minutes.

Click on "ImportPayrollFile.LOG"
PAYROLL: UPLOAD XML FILE
PAYROLL: UPLOAD XML FILE

Review the errors that may exist.
1. Click the Review check box.

2. Click Save.
# PAYROLL: UPLOAD XML FILE

![Process History Overview](image)

**Click Home**

<table>
<thead>
<tr>
<th>Process</th>
<th>User</th>
<th>Start Time</th>
<th>Finish Time</th>
<th>Output Files</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Process</th>
<th>User</th>
<th>Start Time</th>
<th>Finish Time</th>
<th>Output Files</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Contractor - Thirteen</td>
<td>10/14/2016 2:13:39 PM</td>
<td>10/14/2016 2:14:09 PM</td>
<td>Error.log</td>
</tr>
</tbody>
</table>

**Success**: Yes
Click on Payrolls that applies to your contract.
**SIGN UPLOADED PAYROLL**

Select the payroll:

<table>
<thead>
<tr>
<th>#</th>
<th>Date</th>
<th>Date</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>10/03/2016</td>
<td>10/15/2016</td>
<td>Initial</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>10/12/2016</td>
<td>10/28/2016</td>
<td>Initial</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>06/19/2016</td>
<td>06/25/2016</td>
<td>Under Agency Review</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>06/13/2016</td>
<td>06/19/2016</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SIGN UPLOADED PAYROLL

Click on "Status"
SIGN UPLOADED PAYROLL

1. Click on the row action button.

2. Click Sign Payroll

<table>
<thead>
<tr>
<th>Payroll Number</th>
<th>Period</th>
<th>Modification Number</th>
<th>Fringe Benefit Payment Type</th>
<th>Prime Accepted Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>1/1/2016 - 1/31/2016</td>
<td>0</td>
<td>Plan Funds</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Status</th>
<th>Phase</th>
<th>Created Date</th>
<th>Signed Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>Phase</td>
<td>1/17/2016 8:41:26 AM</td>
<td>1/17/2016 8:41:26 AM</td>
</tr>
</tbody>
</table>

Prime Original Not Accepted Date
Agency Original Not Accepted Date
Agency Accepted Date
SIGN UPLOADED PAYROLL

1. Review Information

2. Click arrow at bottom of page.
SIGN UPLOADED PAYROLL

1. Read Verification Statement

2. Click forward arrow at bottom of page.
SIGN UPLOADED PAYROLL

1. Enter Comments if any.

2. Click Sign Payroll.
PAYROLL EXCEL ENTRY FOR A ZERO PAYROLL

Instructions:
1. The blue fields are available for data entry.
2. Click the field names for a description.
3. Use ‘Save As’ in Excel to save file. Note the name and location where you are saving.
4. Upload the spreadsheet (.XLS) file using prescribed Agency method.

<table>
<thead>
<tr>
<th>CONTRACtor (Prime)</th>
<th>SUBCONTRACTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (of Contractor)</td>
<td>Name (of Subcontractor)</td>
</tr>
<tr>
<td>Project Name</td>
<td>Project Name</td>
</tr>
<tr>
<td>Contract Number</td>
<td>Contract Number</td>
</tr>
<tr>
<td>Pay Period</td>
<td>Pay Period</td>
</tr>
<tr>
<td>Pay Date</td>
<td>Pay Date</td>
</tr>
</tbody>
</table>

Please read these terms of use carefully before continuing your use of this spreadsheet. If you use spreadsheet data that you have signed, you accept and agree to all of the terms and conditions contained in these terms. If you disagree with these terms and conditions, do not use this spreadsheet.

AASHTOWare Project™ Payroll Spreadsheet Conversion Utility 1.03.002.00

Copyright © 2015 AASHTO

Note: This spreadsheet is for AASHTO’s use and is not intended for public distribution.

Fill in boxes the same as with the Excel Payroll.
PAYROLL EXCEL ENTRY FOR A ZERO PAYROLL

1. Select one employee
2. Enter Project Number
3. Enter "0" in each location.
4. Enter Wage for employee.
5. Enter Craft and Labor Class.
PRIME APPROVAL FOR A SUBCONTRACTOR PAYROLL
PRIME REVIEW A SUBCONTRACT PAYROLL

Select "NONAGEPRIME PAYROLL" Role
### Prime Review - A Subcontract Payroll

#### 1. Enter KDOT Contract Number under Vendor Payrolls

<table>
<thead>
<tr>
<th>Contract</th>
<th>Description</th>
<th>Payrolls</th>
<th>Vendor</th>
<th>Short Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>515036343</td>
<td>GRADING &amp; SURFACING</td>
<td>3</td>
<td>02076</td>
<td>SMOKY HILL LLC</td>
</tr>
<tr>
<td>515036343</td>
<td>GRADING &amp; SURFACING</td>
<td>3</td>
<td>04713</td>
<td>CALESSEN AND SONS INC</td>
</tr>
</tbody>
</table>

#### 2. Select Contract for subcontractor.
PRIME REVIEW A SUBCONTRACT PAYROLL

Select Payroll number to be reviewed.
Select "Status"
PRIME FORWARD
SUBCONTRACT PAYROLL
TO KDOT

1. Click row action button.

2. Select "Prime Review"
Prime Forward
Subcontract Payroll
To KDOT

1. Review information.

2. Click blue arrow at bottom of page to continue.
PRIME FORWARD
SUBCONTRACT PAYROLL
TO KDOT

<table>
<thead>
<tr>
<th>Payroll Number</th>
<th>Progress Payroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Period</th>
<th>Fringe Benefit Payment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/31/2016 - 08/13/2016</td>
<td>Plan Funds</td>
</tr>
</tbody>
</table>

Signed Date: 08/30/2016

Click “Forward to Agency”.
END OF MONTH TRUCKING
END OF MONTH TRUCKING INFORMATION

- Trucking firms must be vendors in the system
- Truckers can either be added as subcontractors or through End of Month Trucking tab
- DBE Truckers must be added as subcontractor
- This process is so that truckers can add payroll in the system
END OF MONTH TRUCKING ENTRY

1. Select correct Role.

2. Select the "Contracts" link.
END OF MONTH TRUCKING ENTRY

1. Enter the KDOT Contract Number
2. Select the row action button for your contract.
3. Select "Add EOM Trucking".
1. Enter your vendor ID Number.

2. Enter a sequential number for the EOM Trucking record.

3. Enter an approximate start date for the trucker.

4. Enter an approximate end date for the trucker.

5. Click "Save"
END OF MONTH TRUCKING ENTRY

1. Click the row action button.

2. Click "Add New"
END OF MONTH TRUCKING ENTRY

1. Click the row action button.

2. Click "Add New"
CHAPTER 5

REPORTS
# Generate a Report

## Contract Certified Payroll Overview

**Vendor ID:** 88888

**Vendor Short Name:** XYZ Contractors

<table>
<thead>
<tr>
<th>Payroll</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Phase</th>
<th>Mod Num</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>04/19/2015</td>
<td>04/25/2015</td>
<td>Under Prime Review</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>04/19/2015</td>
<td>04/25/2015</td>
<td>Under Prime Review</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>04/12/2015</td>
<td>04/18/2015</td>
<td>Under Prime Review</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>04/12/2015</td>
<td>04/18/2015</td>
<td>Under Prime Review</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>04/05/2015</td>
<td>04/11/2015</td>
<td>Under Prime Review</td>
<td></td>
</tr>
</tbody>
</table>
### Generate Report

<table>
<thead>
<tr>
<th>Report</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>DBE Directory</td>
<td>RefVendor</td>
</tr>
<tr>
<td>Month End Trucking Report</td>
<td>EOMTrucking</td>
</tr>
<tr>
<td>Payroll Exception Report</td>
<td>CertifiedPayroll</td>
</tr>
<tr>
<td>Payroll Summary</td>
<td>CertifiedPayroll</td>
</tr>
<tr>
<td>Payroll Verification Text</td>
<td>CertifiedPayroll</td>
</tr>
<tr>
<td>Subcontract Listing</td>
<td>Contract</td>
</tr>
<tr>
<td>Wage Decision Modification Report</td>
<td>RefWageDecisionModification</td>
</tr>
</tbody>
</table>

**Choose a report:**

- DBE Directory
- Month End Trucking Report
- Payroll Exception Report
- Payroll Summary
- Payroll Verification Text
- Subcontract Listing
- Wage Decision Modification Report

**Settings:**

- Select Report
- Select Data
- Set Parameters
- Output Options
- Schedule Report

**Actions:**

- Home
- Previous
- My Pages
- Execute
- Help
- Log off
SCHEDULING A REPORT

Generate Report

Settings: Schedule Report

Enable Scheduling


Schedule Frequency
- Once

Start Time
- 2:48 PM

Run on Date
- 4/3/2017

Repeat Task Every
- Minutes

Stop if runs longer than
- 30 minutes

Expire

End Date
- 4/3/2017

End Time
- 3:03 PM
LOCATING SCHEDULED REPORT

Process History Overview

- Process History Overview
  - Output file
  - What is scheduled?

No rows found matching criteria.

Actions
- Open Process History
  - Tracked Issues
  - Cases
  - Import File
  - Generate Report
  - Execute Process
  - Global Attachments
  - Global Links
  - My Settings
  - My Outbox
QUESTIONS?