1. Verify your current role.

2. Click on the "Highway Contractors" link.
## INFORMATION FOR HIGHWAY CONTRACTORS

**WARNING:** AS OF MARCH 31, 2018 KDOT WILL NO LONGER ACCEPT PAPER PAYROLLS AND SUBCONTRACTOR PAYMENT FORMS 1099. AASHTOWARE PCL WILL BE THE ONLY ACCEPTABLE FORMAT.

### General
- Letting Information
  - Proposal Information, Summary of Quantities, As-Read Bidders List, Bid Tacks
- Kansas Work Zone Safety and Mobility Process and Procedures
- Highway Contractors Help Terms
- Contractor's Pre-Qualification Questionnaire
- Pre-Qualified Contractors List
- Pre-Qualified Contractors Work Types Explained
- Equipment Guidelines
- Disadvantaged Business Enterprises
- KTA Asphalt Plant Sites
- HWA Project Guidance for 2015-2016
  - AASHTOWare Project Information
  - Kansas Regional Coordinate System

### Specifications and Manuals
- Specifications
- Construction Manual, Parts I - V
- Geotechnical Manual
- Bridge Construction Manual

### Highway Flagger Information
- KDOT Flagger Handbook
- KDOT Manual Del Senalero
- Flagger Certification Cards
- KDOT Flagger Safety Training Video
- Flagger Safety Training Video - Spanish

### Schedules & Reports
- Construction Bid Letting Schedule
- Work Type Codes and Information
- Monthly Bid Letting Report

### Engineering Services
- Bid Item List
- CMS Program Files
- Lane Closure Guide (Access Database, Please Save Copy)
- KDOT Internet Forms Warehouse
- Standard Drawings - KART Service Account (Engineering Manuals, Software & Resources)
- CMS Spex (PC Minimum Requirements)

### Partnering Program

**Click the "AASHTOWare Project Information" link**
Choose the correct version of the Excel Spreadsheet for your Excel version. Either 2007 or 2010.
The following screen shots are from the 2010 version of the spreadsheet. The main difference is the "Employee Information" tab does not exist in the 2007 version.

Click the "Employee Information" tab.
1. Enter all the employee’s information in the BLUE boxes. Their address maybe entered if desired.

2. Click on the "Payroll Form" tab.
1. Enter the Contractor's Name
2. Enter the Contractor's KDOT Vendor ID #
3. Enter the payroll #
4. Enter the last day for the payroll
5. Enter the KDOT nine digit contract #
6. Select the first day of the payroll
7. Enter an "X" in the appropriate Fringe box
8. Enter the Benefit Program Name and select the appropriate corresponding Benefit Program Type
1. Select the employee's name from the drop down

2. Enter the KDOT Project ID. Needs to be as follows: Letter(s) space Four Digit Number dash Two Digit Number (i.e. KA 1486-01)

3. If any of the employee's information has changed select "True" otherwise leave as "False"

4. If the employee is Salaried then select "Yes"

5. Enter all hours worked by employee on this project for this classification. For salaried employees enter all time as S.T.

6. Enter both the Straight and Overtime Wage for the employee for this classification. For salaried employees leave blank.

7. Select the Labor Classification for the employee.

8. Enter the appropriate pay check information. All information should match the weekly check for that employee

9. Enter any Hourly Fringe Rate Credits for any Benefit Types listed above.

10. Enter any Other Deductions the employee may pay

For Additional Employees, scroll down on the spreadsheet and follow steps 1-10 above. For Additional Classifications for an employee just scroll down to the next employee and enter that information. The pay check information will be the same for both.

11. Once all employees have been added click "File" and then "Save As" and give the file a specific name and save it in a location that you can remember
Click "Payroll XML" to convert EXCEL file to XML file
Resources for Using XML with AASHTOWare Project™ Payroll XML Resource Kit

AASHTOWare Project™ software makes extensive use of XML to share data between it, and other systems. This site contains resources to help those interested to share XML data with AASHTOWare Project™ software, whether they are end users or vendors of software systems.

Payroll XML

Developers of payroll systems who need to produce valid Payroll XML files to share data between a payroll management system and AASHTOWare Payroll XML Resource Kit section of this site, including all needed XML schema, 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 already supports producing valid Payroll XML files. Alternatively, they 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 valid Payroll XML.

Click "AASHTOWare Project Payroll Spreadsheet Conversion Utility"
1. Click "Choose File" Depending on your browser this might read "Browse"

2. Click the check box

3. Click "Convert"
1. Click the drop down arrow and select "Show in folder". Depending on your browser it may show up with a Save and a drop down. Click the drop down and select "Save As"
1. Click the component action button

2. Click "Import Payroll"
Click "Select File"
1. Select your XML file for the payroll

2. Click "Open"
Click "Import"
Once the Import Process is completed and successful, Click the "Process History" link.
1. To view errors click the "IMPORTPAYROLLFILE.LOG" link. If at first it shows No Files Found, refresh the screen until it shows up.

2. Click the drop down next to the file and Click "Open". This will vary depending on your browser.
1. If there was an ERROR(s) contained in the XML file they will show up here. WARNINGS are OK, and are just suggestions for potential issues but does not affect the payroll from going through

2. Click the close button.

3. If the file was successful then you can click the "Home" button. Otherwise you will need to review your file and correct the issue and resubmit.
Project KDOT Role for External Subcontractor Payroll User

Welcome!

If you have any questions please contact the system administrator via email at KDOT-AWF-Admin@es.gov.

1. Enter the KDOT Contract #
2. Click on the Payrolls # link

<table>
<thead>
<tr>
<th>Contract</th>
<th>ST Proj Num</th>
<th>Description</th>
<th>Payrolls</th>
<th>Vendor</th>
<th>Short Name</th>
</tr>
</thead>
<tbody>
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<td>1235-007 KA 3109-01</td>
<td>GRADING, BRIDGE &amp; SURFACING</td>
<td>1</td>
<td>01288</td>
<td>DONELINGER &amp; SONS CONST CO INC</td>
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<td>01242</td>
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<td>KLAYER CONST CO INC</td>
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</table>
1. Click the row action button for the payroll you want to review

2. Click "Sign Payroll"
1. Review all payroll information for accuracy. Each page after the first one is one employee and one classification.

2. Click the Blue arrow at the bottom of the page.
1. Review the verification text

2. Click the Blue arrow at the bottom of the page
1. Enter Comments as needed
2. Click "Sign Payroll"
**Payroll process complete**