CONTRACT VENDOR PAYROLL (FOR EXCEL ZERO PAYROLL) USER GUIDE NON-AGENCY
1. Verify your current role.

2. Click on the "Highway Contractors" link
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.

### 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 the location where you are saving.

### Payroll Spreadsheet Conversion Utility 1.03.002.00

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

Use of this spreadsheet is at your sole risk, and AASHTO accepts no responsibility for the results returned.

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Updated 02/02/17

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### Payroll Form

<table>
<thead>
<tr>
<th>Date</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
</table>

---

Click the "Employee Information" tab.
1. Enter all the employee's information in the BLUE boxes. Their address may be 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
6. Click "Save" and close

1. Select Employee from drop down
2. Leave all hours as zero
3. Enter both Straight and Overtime rates
4. Leave as zero
5. Can leave rate credits in place
Return to AASHTOWare and click the "Payroll XML" link
Resources for Using XML with AASHTOWare Project® Payroll XML Resource Kit

AASHTOWare Project® software makes extensive use of XML to store data between it and other systems. This site contains resources to help those who need 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 data from their payroll systems can be assisted by AASHTOWare Project software via this numerous useful resources in the 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 Kit version of this site to manually enter their data into a Microsoft Excel spreadsheet and convert it to valid Payroll XML.

Click "AASHTOWare Project Payroll Spreadsheet Conversion Utility"
1. Click "Choose File" and select your Excel payroll file

2. Click the box

3. Click "Convert"
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.”
Return to AASHTOWare and verify role
1. Click the component row action button

2. Click "Import Payroll"
Click "Select File"
1. Select your XML file for the payroll
2. Click "Open"
Click "Import"
Click the "Process History" link

File is successfully imported
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 Prime Contractor Payroll User**

Welcome!

If you have any questions please contact the system administrator via email at KDOT/AWP Admin@ks.gov

### Vendor Payrolls

**1.** Enter the KDOT Contract number

**2.** Click on the payroll number for your row

<table>
<thead>
<tr>
<th>Contract</th>
<th>ST Proj Num</th>
<th>Description</th>
<th>Payrolls</th>
<th>User</th>
<th>Short Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>516022565</td>
<td>1235-087 KA 3109-01</td>
<td>GRADING, BRIDGE &amp; SURFACING</td>
<td>0</td>
<td>01240</td>
<td>DONLINGER &amp; SONS CONSTR CO INC</td>
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<td>COLLINS &amp; HERMANN INC</td>
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<td>WILDCAT CONS TR CO INC &amp; SUBS</td>
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<td>J &amp; J CONTRACTORS INC</td>
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<tr>
<td>516022565</td>
<td>1235-087 KA 3109-01</td>
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<td>0</td>
<td>02234</td>
<td>KLAVER CONSTR CO INC</td>
</tr>
</tbody>
</table>
1. Click on the row action button for the payroll you are reviewing

2. Click "Sign Payroll"
1. Review for accuracy

2. Click the Blue arrow at the bottom of the page
Click "Sign Payroll"