



December 2017

AASHTOWare Project Civil Rights & Labor™ Quick Reference Guide for VDOT 4 | Create a Payroll Attachment

Additional contractor payroll Quick Reference Guides and Computer Based Training files are available from VDOT.

Background:

- This process is applicable to contractors who have a completed payroll record in AASHTOWare Project Civil Rights & Labor that is ready to be signed and submitted.
- This process is the same for prime contractors and subcontractors.
- Attachment files are supporting documentation for the payroll record.
- Attachment files should be added to the payroll record prior to signing the payroll. Once you sign your payroll, you won't be able to add an attachment. If you need to make changes, you can create a payroll modification.
- Do not assign roles to the attachment record.

Attach a File to a Payroll Record:

1. Log on to AASHTOWare Project Civil Rights & Labor.
2. In the Vendor Payrolls **Quick Find** search box, type the **Contract ID**.
3. On the row for the Contract and Vendor, click the **Payrolls** link.
4. Locate the payroll.
5. Click the row **Actions** button.
6. Click the **Attachments** view.
7. Click the **Select File** button.
8. Navigate to the file, select it, and click the **Open** button.
9. In the **Description** field, type additional information about the file attachment.
10. Click the **Save** button.

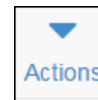
Delete an Attached File:

1. From the payroll record, click the row **Actions** button.
2. Click **Attachments**.
3. Locate the attachment you want to delete.
4. Click the row **Actions** button and select the **Delete** action.
5. Click the **Save** button.
6. Use the **Home** or **Recent** buttons to navigate to another page.

View an Attached File:

1. From the payroll record, click the row **Actions** button.
2. Click **Attachments**.
3. Click the name of the attachment you want to view. Open or save the attachment as needed.
4. Use the **Home** or **Recent** buttons to navigate to another page.

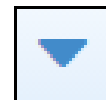
Key to Actions buttons:



System **Actions** button
(At the top of the screen)



Component **Actions** button
(On the heading)



Row **Actions** button
(On the row)