



December 2017

## AASHTOWare Project Civil Rights & Labor™ Quick Reference Guide for VDOT 7 | Modify a Rejected Payroll

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

### **Background:**

- This process is applicable to both prime contractors and subcontractors who submit payroll records in AASHTOWare Project Civil Rights & Labor.
- For a prime contractor payroll: When VDOT rejects a payroll, the prime contractor will review the payroll. If the payroll is correct, the prime contractor will approve it with an explanation. If it is not correct, the prime contractor will create a payroll modification and sign the corrected payroll.
- For a subcontractor payroll: When VDOT rejects a payroll, the prime contractor will also reject the payroll. The subcontractor will review the payroll. If the payroll is correct, the subcontractor will approve it with an explanation. If it is not correct, the subcontractor will create a payroll modification and sign the corrected payroll. The prime contractor will perform a prime review of the modified subcontractor payroll.
- A payroll modification can be created at any time.
  - A prime contractor does not have to wait for VDOT to reject a payroll to correct a payroll.
  - A subcontractor does not have to wait for VDOT or the prime contractor to reject a payroll to correct a payroll.
- A payroll record can be progressed and returned as many times as necessary, with as many modifications created as needed. The previous payroll records are kept as historical records.

### **View Payroll Status:**

Applicable to both prime contractors and subcontractors.

1. Log on to AASHTOWare Project Civil Rights & Labor.
2. From the Home page, in the Unapproved Payrolls **Quick Find** search box, type the **Contract ID**.
3. Locate the payroll you want to review. Click the **Contract** link.
4. On the **External Certified Payroll Status** page, review the Transitions **Comments**, **Exceptions**, and **Employee Mismatches** sections.
5. Determine whether this payroll record is correct and needs to be approved with an explanation, or if this payroll is not correct and needs to be modified.

### **Approve a Rejected Payroll:**

Applicable to both prime contractors and subcontractors.

1. On the **External Certified Payroll Status** page, click the Transitions **Approve** button.
2. In the **Comments** field, type an explanation with your user ID.
3. Click the **Save** button.

## Modify a Rejected Payroll (Spreadsheet):

Applicable to both prime contractors and subcontractors.

1. Copy and rename the rejected weekly payroll spreadsheet. The name could be the same with **MOD #** added.
2. Make the necessary corrections in the modified weekly payroll spreadsheet. Refer to the VDOT training file **1A | Create a Payroll Spreadsheet**.
3. If the corrections impact recurring information, make any necessary changes in the template payroll spreadsheet. Refer to the VDOT training file **1A | Create a Payroll Spreadsheet**.
4. Use the website <https://xml.cloverleaf.net/spreadsheet/> to convert the spreadsheet to an XML file. Refer to the VDOT training file **2 | Convert a Payroll Spreadsheet to XML**.
5. In AASHTOWare Project Civil Rights & Labor, import and validate the XML payroll file. In the ImportPayrollFile.LOG file, note the assigned payroll and modification numbers. Refer to the VDOT training file **3 | Import and Validate a Payroll**.
6. In AASHTOWare Project Civil Rights & Labor, sign the payroll modification. Include an appropriate comment describing the modification with your user ID. Refer to the VDOT training file **5 | Sign a Payroll**.

## Modify a Rejected Payroll (Within CRL):

Applicable to both prime contractors and subcontractors.

1. Log on to AASHTOWare Project Civil Rights & Labor.
2. From the Home page, in the Unapproved Payrolls **Quick Find** search box, type the **Contract ID**.
3. Locate the rejected payroll you want to modify.
4. Click the row **Actions** button and select the **Create Modification** task.
5. Update the information in the payroll modification as needed. Refer to the VDOT training file **1B | Create a Payroll in CRL**.
6. In AASHTOWare Project Civil Rights & Labor, sign the payroll modification. Include an appropriate comment describing the modification with your user ID. Refer to the VDOT training file **5 | Sign a Payroll**.

## Prime Rejection of a Subcontractor Payroll:

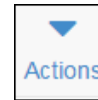
Applicable to prime contractors only. After VDOT rejects a subcontractor payroll, the prime contractor can reject the payroll.

1. Log on to AASHTOWare Project Civil Rights & Labor.
2. From the Home page, in the Unapproved Payrolls **Quick Find** search box, type the **Contract ID**.
3. Locate the payroll you want to review. Click the **Contract** link.
4. On the **External Certified Payroll Status** page, click the **Transitions Reject** button.
5. In the **Comments** field, type an explanation with your user ID.
6. Click the **Save** button.

## Prime Review of a Subcontractor Payroll:

- Applicable to prime contractors only.
- After a subcontractor signs a modified payroll, the prime contractor performs a prime review of the payroll. The prime contractor can forward the payroll for review by VDOT or return the payroll to the subcontractor with comments.
- Refer to the VDOT payroll training file **6 | Prime Review of a Subcontractor Payroll**.

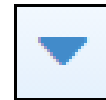
## Key to Actions buttons:



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



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



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