



Business Planning & Training Guide for Civil Rights & Labor for Non-Agency Users

AASHTOWare Project Civil Rights & Labor™

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Prepared by



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Getting Started

Introduction

AASHTOWare Project Civil Rights & Labor™ is a comprehensive web-based application that allows agencies to receive and process the data required to meet federal and state requirements for civil rights and labor compliance activities. AASHTOWare Project Civil Rights & Labor allows for the effective administration of an agency's external civil rights and labor compliance activities such as contractor payrolls and labor compliance, wage decisions, Disadvantaged Business Enterprise (DBE) certification, vendor data management, DBE commitments, On-the-Job Trainees (OJT) tracking and monitoring, subcontractor data and prompt payment tracking, bidder/quoter submittals, and trucking types and tracking.

Functionality and security is also available to allow non-agency users (e.g. contractors and subcontractors) to externally access AASHTOWare Project Civil Rights & Labor to submit electronic payroll and subcontractor payment information.

This training guide provides detailed information about using the AASHTOWare Project Civil Rights & Labor application, along with general information about the web-based AASHTOWare Project™ system.

Document Conventions

This training guide is intended to be used in conjunction with the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*. References to the user's guide are included to obtain more information.



Note: Depending on the policies, system configurations, and roles at your agency, you may not have access to all of the functionality shown in this training guide.

Overview of Getting Started

The Getting Started section describes how to use features in web-based AASHTOWare Project to complete basic tasks. Carefully review these topics to make your first experiences with the software easier and more intuitive.

For more information, see the *Overview of Getting Started* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Setting Up Your Browser

Because AASHTOWare Project Civil Rights & Labor is a web application, correct browser settings are an important part of making sure the application performs as it should. The information in this topic will help you to set your web browser options correctly.

Using the Correct Browser

Web-based AASHTOWare Project is designed to run on Google Chrome, Microsoft Edge, or Internet Explorer version 11 (IE11). If you are using Internet Explorer, make sure you update your browser to this version.

Setting the Browser Mode in Internet Explorer

If you will use Internet Explorer, after you complete this training and before you use AASHTOWare Project on your own computer, see the *Setting Up Your Browser* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users* and set your browser mode.



Instructions

To ensure the browser mode is properly set:

1. Open the **Internet Explorer** browser.
2. Press the **Alt** key to display the toolbar.
3. From the **Tools** menu, select **Compatibility View Settings**.
4. In the Compatibility View Settings window, clear the **Display intranet sites in Compatibility View** check box.
5. Click the **Close** button.

Setting Internet Options in Internet Explorer

If you will use Internet Explorer, after you complete this training and before you use AASHTOWare Project on your own computer, see the *Setting Internet Options* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users* and set your internet options and enable your Data Object Model (DOM) storage.



Note: If the system does not display icons properly, perform one of the following actions:

- Set the Internet Explorer option for **Font Download** to **Enable for the Internet security zone**.
- Add the AASHTOWare Project website to the list of Trusted Sites.



Instructions

To ensure the browser internet options are properly set and that the DOM storage is enabled:

1. Open the **Internet Explorer** browser.
2. Navigate to the **Tools** menu, and select **Internet Options**.

The browser displays the Internet Options dialog box.

3. Under **Browsing History**, click the **Settings** button.

The browser displays the Temporary Internet Files and History Settings dialog box.

4. For the Check for newer versions of stored pages setting, click the **Every time I visit the webpage** option.
5. Click the **OK** button.
6. In the **Internet Options** dialog box, click the **Advanced** tab.
7. In the **Settings** box, scroll down to the **Security** section, and ensure the **Enable DOM Storage** option is selected.
8. Click the **OK** button.

Configuring Browser Settings for Microsoft Edge

For user interface elements to be displayed properly in Microsoft Edge, settings for touch and mouse events must be configured correctly.



Instructions

To verify or update the settings in your Microsoft Edge browser:

1. Open the **Microsoft Edge** browser.
2. In the **address** bar, type **about:flags**.
3. In the **Standards Preview** section, ensure that the **Enable touch events** field is set to either **Always on** or **Only on when a touchscreen is detected**.
4. If you made changes, close the browser to allow the changes to take effect.

Logging On

AASHTOWare Project Civil Rights & Labor is a web-based application. Start AASHTOWare Project by opening a web browser and entering the address of the program.



Note: You will receive your agency's website link and your username and password from your agency.



Instructions

To log on to AASHTOWare Project:

1. In your browser, navigate to the **AASHTOWare Project** web address supplied by your agency.
2. In the **Username** field, type your username

The username is not case sensitive.

3. In the **Password** field, type your password.

The password is case sensitive.

4. In the **Domain** field, click the drop-down arrow and select the appropriate domain, if applicable.
5. Click the **Log on** button.
6. Click the **Home** dropdown arrow.
7. Select the appropriate role.

Using Online Help

The AASHTOWare Project Help system provides a wealth of information immediately available to you while you work. Understanding how the Help system works makes it easier to find the information you need.

When you access the context sensitive Help, the system displays information for the current component, with no further searching needed.

For more information, see the *Using Online Help* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Using Search

The Search pane provides a rapid full-text search of all the topics in the Help system. For more information, see the *Search* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Note: If your search phrase includes words that can be mistaken for the operators *Or*, *And*, or *Not*, place your search terms in quotation marks. For example, if you want to search for information on the tab “*Bids Not On Proposal*”, place the tab name in quotation marks. Otherwise the search will not return the desired results.



Instructions

To view the online Help:

1. On the **Menu** bar, click the system **Help** button.
2. Click the **Search** button.
3. In the **Type in the word(s) to search for** field, type a search term.
4. Click the **GO** button.
5. Click the appropriate title, which is a link to information about that topic.
6. View the information.
7. Select a related topic.
8. Click the **Contents** link.
9. Close the **Help** window.
10. To access the context sensitive help for any component, click the **Help** button.

11. View the information on the help window.
12. Close the **Help** window.

Navigating in Web-Based AASHTOWare Project™

Web-based AASHTOWare Project components and webpages include a variety of features to help you navigate more easily through the system. The features described in this section are standard throughout the system.

For more information, see the *Navigating in Web-Based AASHTOWare Project* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Dashboard	When you log on to the system, the software opens on the dashboard. You can also go to the dashboard at any time by clicking the Home button on the Menu bar. The dashboard contains one or more components. Each component is identified by a title set within a header bar. Each component provides access to the information and processes required for a specific area of your agency's work.
Menu bar	The system displays the Menu bar at the top of every webpage in the system. The buttons and menus on this bar help you to move quickly through the system to visit the pages and components you use most often.
Quick Links	Quick links are displayed below the Menu bar and above the webpage title. These links allow you to quickly jump to application pages related to the current page.
Hypertext Links	Hypertext links can be located anywhere on an application component or webpage and are identified by underlined text. When clicked, a link takes you to another component or page, usually one containing more detailed information than what is available in the current component.
Icons	Icons are small images throughout the system that either convey information or can be clicked to perform an action. For example, a red asterisk icon indicates a required field. An eraser icon in a Quick Find search box can be clicked to reset search criteria.
Alternate Paths	Keep in mind that all of the various navigational elements, such as hypertext links, quick links, previous pages, and Actions menus, can all provide different ways of accomplishing the same task. The same command might be accessible from an Actions menu or as a link.
Bookmarks	You can bookmark specific pages in the software just as you would for any other website.

Logging Off

You can log off the system at any time by clicking the Log off button on the Menu bar on any page in the application. When you log off, the system ends your session and takes you to the logon page.

Instructions To log off AASHTOWare Project:

1. On the **Menu** bar, click the **Log off** button.

Understanding Your Role

A user role is a name associated with a collection of security access rights to the information contained in system components. Roles combine the permissions needed for several related tasks and allow you more efficient access to the parts of the system you need. Roles are designed by your agency and assigned to you by your system administrator.

Depending on your agency options, you may have one or more roles. You can switch your role at any time while working in the application.

For more information, see the *Understanding Your Role* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

To view and change your active role:

1. From within AASHTOWare Project, on the **Home** button, click the drop-down arrow.
2. Select the appropriate role.

The system will update the functionality to which you have access based on the selected role.

3. Click the **Home** drop-down arrow and select another role.

Viewing Previous Activity

The Previous functionality allows you to return to pages and components that you previously visited in the system for your active role.

For more information, see the *Viewing Previous Activity* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

To view and maintain previous activity:

1. Click the **Previous** button to return to the last page you visited in the system in your active role.
2. On the **Previous** button, click the drop-down arrow.
3. From the list of previous windows, select the entry for the appropriate window to which to navigate.

Viewing My Pages

The My Page Overview component contains a list of all the pages you have added to your My Pages list for your active role. This component functions similarly to a list of favorites in a browser.

For more information, see the *Viewing My Pages* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

To view and maintain My Pages:

1. Click the **My Pages** button, and select the appropriate page.
2. To add a bookmark, on, click the drop-down arrow next to the **My Pages** button.
3. Click **Remember this Page** button.
4. Click the **Close** button in the **My Pages** pop-up window.
5. Click the **Home** button.

Using Components

The web-based AASHTOWare Project Civil Rights & Labor system displays information in application components. A component is a container for the information and business functions on an application webpage. Components are made up of elements such as fields, lists, and links. Some components contain a list of tabs along the left side, each of which corresponds to a subset of information related to the component entity.



Note: To protect the information contained in your agency's system, components and webpages only display the information and action features for which your active role has been assigned access.

For more information, see the *Using Components* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Component features include:

- Component header with Save, Actions, and Help button
- Vertical Scroll Bar
- Fields
- Lists
- Filters
- Actions menus
- Modal windows
- Tabs

Working with Fields

Fields are the most common element found on components. Information can be recorded in fields. You can move from one field to another by pressing the Tab key or moving your pointer to the field and clicking the left mouse button. The system has several different types of fields, as described below.

For more information, see the *Working with Fields* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Text Boxes	Directly type or delete information.
Numeric Fields	Numeric fields allow only numeric characters.
Auto-complete Fields	Auto-complete fields are similar to text boxes except that they automatically display a filtered list of field values based on the first few characters typed into the field.
Date Fields	Date fields include a calendar button next to the field. Click the calendar button to display a calendar and select a date to populate the field.
Drop-down List Boxes	Drop-down list boxes include a down arrow next to the field. Click the drop-down arrow to display a list of possible field values.
Non-editable Fields	Non-editable fields display information without a text box. The information cannot be changed.
Check boxes	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.
Agency Fields	Agency fields look and behave like any other field, but have been customized for purposes specific to an agency.

Entering Data in a Range of Fields

The Range Fill feature provides a quick way to copy the same value to the same field on multiple rows of a list. For example, if you are granting contract authority to a number of people on a contract, you can add each person and then use range fill to enter the same role or effective date for all of them at one time.

Fields that allow range fill are determined by your agency and are identified by a gray down arrow beside the field's label.



Note: Rows with fields that are read-only are included in the count but skipped in the range fill.

For more information, see the *Working with Fields* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

To use the range fill feature:

1. Navigate to the appropriate overview or summary window.
2. Select a row and field containing the value you want to copy to a range of fields.
3. Click the **Range Fill** button (gray down arrow) on the field containing the value you want copy.

The system opens the Range Fill overlay. You can also open the Range Fill overlay by clicking in or tabbing to the field and then pressing ALT+1.

4. In the **Rows** field, type the number of rows you want in the range that will be filled.
5. If the range you want filled extends downward from the selected field, select the **Down** option, or if the range extends upward, select the **Up** option.
6. Alternatively, you can select a check box to copy the value to the field in all of the rows displayed in the component or all of the rows in the list.
7. Click the **Fill** button to fill the range of fields with the copied value.
8. To close the overlay without filling the range of fields, click the **Close** button.

The system copies the value to the specified range of fields and displays an Undo button beside each field populated with the range fill. Click the Undo button on any range filled field to revert to its previous value.

Working with Lists

Many system components contain lists of rows for a type of data, such as projects or proposals. You can browse list information using the scroll bar on the right side of the component. The system has several different types of lists, as described below.

For more information, see the *Lists* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

- | | |
|-----------------------------|--|
| Simple Lists | These are read-only lists of information. If the rows in a simple list contain enough information, they may be collapsed or expanded. |
| Rolling Lists | These typically contain only a few fields, and no more than two lines of information per row. Rolling lists are used for quick entry, maintenance, or view. |
| Accordion Lists | Used to manage rows that require input into more fields than allowed in a rolling list. A row in an accordion list can be expanded or collapsed by clicking the expand/collapse button. |
| Grouped Lists | Some components allow data in lists to be grouped relative to a field from that list. |
| Grouped Associations | Grouped associations are similar to grouped lists, except that the data is grouped according to an association between multiple entities, not a field contained in the list. |
| Selection Lists | To select a single data row, click anywhere inside the row. The system adds a check mark beside each row you select and shades the row. To cancel a selection, click the selected row again. |

Sorting and Filtering Lists

System components with lists allow you to sort and filter the list to make it easier to find specific rows. You can create advanced sorts and filters that search on multiple criteria.

For more information, see the *Sorting and Filtering Lists* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Using the Quick Find Search Box

A Quick Find search box is standard on each component that contains a list. It searches all rows in the list for a string of text and then displays only rows with fields containing that string.



Note: The Quick Find search is not case sensitive.



Note: The word *Temporary* appears next to the Quick Find search field when a sort or filter is applied to the results list.

For more information, see the *Using the Quick Find Search Box* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

To use the Quick Find search box:

1. Click the **Home** drop-down arrow and verify the correct role is selected.
2. Navigate to the appropriate overview window.
3. In the **Quick Find** search box, type the appropriate search term.

To clear your search term, click the Eraser button.

Using Advanced Filters and Sorts

Every system component that contains a Quick Find search box provides an **Advanced** filter link that allows you to create and save custom sorts and filters that search on multiple criteria. Sorts and filters can be based on both visible and hidden fields for an entity.

Some field types may not be used as sort and filter criteria, including system generated IDs, code table descriptions in fields associated with a code table, counts that are not stored in the database, passwords, and fields that are a list of other fields.

For more information, see the *Using Advanced Filters and Sorts* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Filtering



Instructions

To create and save a filter using the Advanced Filter/Sort window:

1. Next to the **Quick Find** search box, click the **Advanced** link.
2. In the **Filters** field, click the drop-down arrow to display a list of all the columns in the component (including hidden columns).
3. Select the column by which to filter.

The system displays a list of operators appropriate for the selection and a field where you can enter the value you want to match (depending on the field you are filtering, this may be a text box, a check box, or a tool for selecting a date).

4. Click the drop-down arrow and select the operator you want to use to narrow your filter.
5. Enter the value you are trying to match or want to use as a delimiter (if a text box, the filter is not case-sensitive).
6. In the **Apply Setting** section, in the **Save as** box, enter the name for which to save your search criteria for future use.
7. Click the **Save and Apply** button.



Note: To perform a search without saving the search criteria, click the **Apply without saving** button and do not enter a Save as name.

Sorting



Instructions

To create a sort:

1. Next to the **Quick Find** search box, click the drop-down arrow.
2. Scroll to and click the **Advanced** link.
3. If necessary, in the **Editing** section, click the drop-down arrow and select **System Default**.
4. In the **Sort** field, click the drop-down arrow to display a list of all the columns in the component (including hidden columns).
5. Select the column by which to sort.

The component information will sort in ascending order.

6. To sort the selected column in descending order, click in the **Sort descending** check box.
7. Click the **Apply without saving** button.



Note: To save your sort criteria, in the **Save as** field, enter a name for your sort and click the **Save and Apply** button.

Modifying Saved Settings

You can modify the filter and sort settings that you save.

For more information, see the *Modifying Saved Settings* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

To modify a saved filter or sort setting:

1. Next to the **Quick Find** search box, click the drop-down arrow.
2. Scroll to and click the **Advanced** link.
3. In the **Editing** section, click the drop-down arrow and select the saved filter or sort to modify.
4. Change information in columns, operators, and values as needed.

Deleting Saved Settings

You can delete saved filter and sort settings.

For more information, see the *Deleting Saved Settings* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

To delete a saved filter or sort setting:

1. Next to the **Quick Find** search box, click the drop-down arrow.
2. Scroll to and click the **Advanced** link.
3. In the **Editing** section, click the drop-down arrow and select the filter or sort to delete.
4. Click the **Delete this setting** link.
5. Click the **Close** button.

Using Operators with the Advanced Filter

The user's guide contains a table showing which operators can be used with the Advanced Filter to filter different kinds of data.

For more information, see the *Using Operators with the Advanced Filter* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Working with Worksheets

Worksheets are lists with a grid layout that allows you to add and change information directly in the worksheet. Each record in a worksheet is displayed as a single row of multiple fields.

Worksheets allow you to quickly move between records by using the keyboard or mouse. Click a row to select it. You can move the selection to the row above or below by pressing the Up Arrow and Down Arrow keys. Quick sort and advanced filter and sort settings are available, including a setting to change the column order of a worksheet.

Values in a worksheet can be easily edited. Activate an editable field by clicking in the field. Depending on the type of field you activate, the system opens a text area, drop-down menu, or other overlay where you can change the field value. The range fill functionality is also available in worksheets.

For more information, see the *Working with Worksheets* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Using Actions Menus

Actions menus allow you to choose a function or process to perform on data. Actions menus are located throughout the application and are accessed by clicking an Actions button. The system has several different types of action menus, as described below.

For more information, see the *Using Actions Menus* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

System Actions Menu The Actions menu for system-level functions and processes is located on the Menu bar, a horizontal strip at the top of every system webpage. Clicking the Actions button opens the Actions menu.

Component Actions Menus Component Actions menus contain functions and processes that can be performed on the component level, for example, adding or importing a new project.

List Actions Menus List Actions menus contain functions and processes that can be performed on a list, for example, adding items to a project item list. The button for this type of Actions menu is located below the component header, directly above the list.

Row Actions Menus Row Actions menus contain functions and processes that are performed on an individual data row in a list, for example, adding or deleting an item. The Actions button is located on the right side of each row.

Row Actions menus on a worksheet list are different from those on other types of lists. For more information about row Actions menus on a worksheet, see the *Working with Worksheets* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Reviewing Action Menus



Instructions

To review component and row actions:

1. Navigate to the appropriate window.
2. Click the component **Actions** button to view the available actions, tasks, or views for the component.
3. In the component **Actions** menu, click the **Close** button.
4. For any row in a list, click the row **Actions** button to view the available actions, tasks, or views for the row.
5. In the row **Actions** menu, click the **Close** button.

Duplicating and Inserting Rows

In rolling lists and accordion lists, when you click the New button, the system automatically adds the new row as the last row in the list, or you can insert a new row in a specific location within the list.

If you are adding a row that is similar to an existing row, you can save the time it would take to enter all the identical information by copying the existing row and assigning it a new identifier. You can then make any minor changes required for the new row.

For more information, see the *Duplicating and Inserting Rows* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Selecting Data in Modal Windows

A modal window is a secondary pop-up window associated with a component. While a modal window is open, you cannot work in the associated component, but you can reposition the modal window to view information behind it.

Modal windows are used when you add one or more rows of data to an entity, to select the records you want to add. Each modal window includes a Quick Find search box to help you find the data you want to add. To select data to add, click anywhere inside its row. The system adds a check mark beside each row you select and shades the row. When you have selected all the data you want to add in a selection modal window, click the Add button.

For more information, see the *Selecting Data in Modal Windows* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Frequently Asked Questions

This section presents answers to some of the questions we hear most frequently from users like you. We hope you find them helpful and informative.



Note: The information provided on this page is intended as a helpful resource for web-based AASHTOWare Project users. For best results, however, do not download plug-ins (such as a spell checker) for your browser or change your established web settings (such as the pop up blocker) without first consulting the system administrator for your agency.

You can also find answers to additional questions on aashtowareproject.org.

Can I use my browser's search functionality?

Yes. All supported browsers include a built-in search function to find a string of data on a single webpage. You can use this browser feature in addition to the built-in features within the system web application. If you have a large list and want to immediately find a row without filtering the page, you can use your browser's search feature to jump right to the desired value.

Can I use my browser's Back button?

A better alternative to your browser's Back button is the system's Previous button with links to previously visited pages.

Beware of the Back button! Yes, you can use the Back button, but be aware that it simply returns you to a snapshot of the page you were previously visiting. This could also result in changes to the current page not being saved. Clicking the Back button may or may not retrieve the actual page from the server, therefore the data that you see on the page might be out of date and cause confusion. For that reason, you should avoid using the browser Back

button if possible. If you are unable to navigate using the provided links within the system web application for any reason, the Back button can be used, but only as a last resort.

The back function is available in a number of ways through the browser; the most common is the Back button on the Address bar. It can also be accessed by selecting Back from the right mouse button menu anywhere on a webpage, through a keyboard shortcut (Alt+Left), and from the History menu. Any of these will return you to a snapshot of the page you were previously visiting.

Can I use my browser's Refresh button?

Yes, you can use the Refresh button, however, as with the Back button, you may lose information you have recently changed on the page. When you click the Refresh button, the browser retrieves the data last saved for that page on the server.

The refresh function is available in a number of ways; the most common is the Refresh button in the browser's Address bar. It can also be accessed by pressing a keyboard shortcut (F5) or by choosing Refresh from the View menu.

Can I use the Tab and arrow keys on my keyboard?

Keyboard keys can be used as an alternative to using a mouse for various functions. You can use the Tab key to move from one field to the next, the Enter key to open a drop-down list of values in a field and select a value, and the arrow keys to scroll through lists of rows.

Does web-based AASHTOWare Project provide a spell checking feature?

Spell checking is a feature that is either already available within your web browser or can be easily added to your browser. You can use your browser's spell checking feature on all system text fields.

Why won't my browser allow me to download files?

The ability to download files is often controlled by your browser settings. If you have selected high security options for downloading files or enabled a pop-up blocker, this may interfere with your ability to import and export information to and from other AASHTOWare Project applications. However, because browser settings may affect many other agency functions, consult your systems administrator before making any changes.

Why do some number fields not sort properly?

If a field containing numbers (for example, a line number field) is not sorting properly, it is because it is defined as a character field, even though numbers are valid values. If you want a character field to sort numerically, you must place the numeric sort base validation rule on that field in the metadata (see Data Validation (IsNumber) for more information). Creating zero-fill character fields can also improve sorting on character fields.

Managing My Settings

The My Settings component contains information about your user account and your email address. For new users, agencies may choose to set the New User Help option to open to the Role-Based Workflows help topic when you click the Help button on the Menu Bar.

For more information, see the *Managing My Settings* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

To view information on the User Information tab and clear the New User Help check box:

1. On the **Menu** bar, click the system **Actions** button.
2. Click the **My Settings** action.
3. Review your user information.
4. Click the **New User Help** check box to check or clear the check box.
5. Click the **Save** button.

Changing Your Email Address

The Email tab on the My Settings component contains the email address currently recorded for your user account and allows you to change the address.

For more information, see the *Changing Your Email Address* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Note: If an email address has been entered for your user account, the Email tab is displayed. If the Email tab is not displayed and you want to enter your email address, contact your system administrator. After your system administrator has granted you permission to enter your email address, the next time you log on to the system, you will be prompted to enter and confirm your current email address.



Instructions

To record or change your email address:

1. On the **Menu** bar, click the system **Actions** button.
2. Click the **My Settings** action.
3. Click the **Email** tab.
4. In the **New Email Address** field, enter your email address.
5. In the **Confirm Email Address** field, enter your email address again.
6. Click the component **Actions** button, and select **Confirm Email**.

If the two email addresses match, the system will save the new email address.

Managing My Outbox

Working with Email Messages

The Outbox Overview component enables you to view and delete email messages sent within the system from the current user account. It also enables you to send new messages to other system users. To send a message, an email address must be recorded in the system for both the sender and the recipient user accounts.

For more information, see the *Working with Email Messages* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

To view the Outbox Overview component:

1. On the **Menu** bar, click the global **Actions** button.
2. Click the **My Outbox** action.

A list of email messages you sent from within the system is displayed.

Creating an Email Message

You may send an email message to another user in the system. In order to send a message, an email address must be recorded in the system for both the sender and the recipient user accounts.

For more information, see the *Creating an Email Message* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

To create a new message:

1. Click the **Create Message** button.
2. To select an individual email address, in the **Recipient** field, begin typing an email address or click in the field and press the **Enter** key to see all email addresses.
3. Click on the appropriate email address from the list.
4. To select multiple email addresses, click the list **Actions** button next to the New button.
5. Click the **Select Recipients** action.
6. In the **Quick Find** search box, type the name of the recipient or click in the field and press the **Enter** key to see all email addresses.
7. Click the rows for the recipients to add to the email.
8. Click the **Add to Message** button.
9. In the **Subject** field, type a subject for the email.
10. In the **Message Text** field, type a message.
11. Click the **Send** button.

Creating Dynamic Mailing Groups

A mailing group is a collection of names and email addresses that can be selected as the recipient of an email message. A mailing group can include email addresses for a person, vendor, administrative office, or other entity that has an email address entered in the system.

For more information, see the *Creating Dynamic Mailing Groups* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

To create a new dynamic mailing group:

1. Click the **Dynamic Mailing Groups** quick link.
2. Click the **New** button.
3. In the **Name** field, enter a descriptive name for the mailing group.
4. In the **Filter** section, click the drop-down arrow and select the appropriate filter criteria.



Note: Additional criteria fields are now available. Depending on the filter criteria selected, different options are available in the additional fields.

5. In the middle drop-down field, select the operator for the filter.
6. In the third criteria field, select or enter the values by which to filter.
7. You may select additional filter criteria in the second Filter row.
8. Click the **Test Filter Results** button.

This allows you to preview the user names and email addresses that will be included in the mailing group as a result of the filter criteria statement.

9. Click the **Save** button.

Working with Attachments

Attachments provide an easy way to integrate outside information of various kinds into your project, proposal or any other system entity. Examples of the types of files you might attach include Microsoft Word documents, Excel spreadsheets, PDFs, URLs, digital photographs and other types of graphic files.

Attachments are accessed on any component by clicking the Actions button on a row or component header.

The Attachments Overview component contains a list of rows for all the files that have been attached to the entity by you or another user with your active role.

For more information, see the *Working with Attachments* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Attaching a File to a Row



Instructions

To add an attachment:

1. Click the **Home** drop-down arrow and verify the correct role is selected.
2. Navigate to the component that contains the row to which you want to attach the file.
3. Click the component or row **Actions** button and select the **Attachments** view.
4. Click the **Select File** button.
5. In the **Choose File to Upload** window, navigate to the directory where the file is located and click the file to attach.
6. Click the **Open** button.
7. In the **Description** field, type a description for the attachment.
8. Click the **Save** button.

Granting Security Access to an Attached File

You can allow users with other roles to have access to attachments.



Instructions

To grant users with other roles access to the attachment:

1. On the attachment's row, click the row **Actions** button and click **Select Roles**.
2. In the **Quick Find** search box, search for and select the roles to add.
3. Click the **Add to Attachment** button.
4. Click the **Save** button.

Removing Security Access to an Attached File



Instructions

To remove access to the attachment for users with a specific role:

1. Click the expand arrow for the attachment from which to remove a role.

The system displays a list of the roles that are assigned access to the attachment.

2. Select the role to remove.
3. Click the row **Actions** button and select **Delete**.
4. Click the **Save** button.

Using Global Attachments

The Global Attachments Overview component allows you to view and change two types of global attachments:

- Attachments are attached files that you have permission to view, but are attached to entities you do not have permission to access.
- System Attachments are files not attached to a specific entity.

You can access the Global Attachments Overview from any page in the application. For the system attachments that you create, you can also grant and remove security access to roles, as shown in the sections above.

For more information, see the *Using Global Attachments* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

To view global attachments:

1. On the **Menu** bar, click the system **Actions** button.
2. Click the **Global Attachments** action.

The Attachments tab lists any attached files that you have permission to view, but that are attached to entities you do not have permission to access.

3. Click the attachments name link to open the attachment in the attached file's application.
4. Close the attached file's application when you have finished reviewing the attachment.
5. Click the **System Attachments** tab.

The System Attachments tab lists any attached files that you have permission to view that are not attached to a specific entity.

6. Click the attachments name link to open the attachment in the attached file's application.
7. Close the attached file to return to the application when you have finished reviewing the attachment.

Working with Links

You can attach a link to an outside website address (also known as a *URL*) to your project, proposal, or any other entity in the system. Any user with your active role who has permission to access the entity will be able to access the attached link. You can also give users whose role does not allow them access to the entity permission to access the attached link.

You can access links on any component by clicking the Actions menu on a row or component header, and then clicking the link you want to follow.

Use caution when granting role access rights that allow users to create links (Assign Role Access Rights component, Resources tab, URLAttachments) and assign access to those links (Assign Role Access Rights component, Resources tab, URLAttachmentRoles). Users granted access to creating links could potentially create a link to malware or a malicious resource. If that occurred, any user with authority to access the link could click it, which may lead to undesired consequences.

For more information, see the *Working with Links* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Attaching a Link to an Entity



Instructions

To attach a link to an entity:

1. Navigate to the component to which to add the link.
2. From the component or row **Actions** menu, click the **Links** view.
3. In the **URL** field, type the URL for the link.
4. In the **Link Name** field, type a name for the link.
5. Click the **Save** button.

Granting Security Access to a Link

You can attach a link to an outside web address (also known as a URL) to an entity in the system. Any user with the same active role as the person who attached the link, who has permission to access the entity will be able to access the attached link. You can also give users whose role does not allow them access to the entity permission to access the attached link.

For more information, see the *Granting Security Access to a Link* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

To allow users with other roles to access a link:

1. On the link's row, click the row **Actions** button and click **Select Roles**.
2. In the **Quick Find** search box, search for and select the roles to add.
3. Click the **Add to Link** button.
4. Click the **Save** button.

Removing Security Access to a Link

You can remove role security access only from links that you created.

For more information, see the *Removing Security Access to a Link* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

To remove security access from a link for a role:

1. Click the expand arrow for the link from which to remove a role.
The system displays a list of the roles that are assigned access to the link.
2. For each role you want to remove, click the row **Actions** button and select **Delete**.
3. Click the **Save** button.

Using Global Links

Links provide a convenient way to access an outside website while working in the system. The Global Links Overview component allows you to view and change two types of global links:

- Links are links that you have permission to access, regardless of whether you have permission to access the entities associated with the links.
- System Links are links that are not attached to a specific entity.

You can access the Global Links Overview from any page in the application. You can also grant and remove security access to roles, as shown in the sections above.

For more information, see the *Using Global Links* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

To view system links:

1. On the **Menu** bar, click the global **Actions** button.
2. Click the **Global Links** action.

The Links tab lists the links that you have permission to access, but that are linked to entities you do not have permission to access.

3. Click the **Link** name to open the web page.
4. Close the web browser when you have finished reviewing the link.
5. Click the **System Links** tab.

The System Links tab lists any links that you have permission to view that are not attached to a specific entity.

6. Click the **Link** name to open the web page.
7. Close the web browser when you have finished reviewing the link.

Using Processes

Viewing Process History

The Process History Overview component allows you to check on the status of all processes you are running at any time, including system and scheduled processes.

For more information, see the *Viewing Process History* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

To view the status of a process:

1. Click the global **Actions** menu.
2. Select the **Open Process History** action.
3. In the **Quick Find** search box, search for and select the process to view.
4. View the process history.

Viewing Payroll Import Notifications

The **Payroll Import Notifications** tab on the Process History Overview component allows you to view the status, notifications and output of payroll import processes.



Note: The finish time and success of a process is not displayed until the process concludes and the page is refreshed.

For more information, see the *Viewing Payroll Import Notifications* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

To view the status of a payroll import process:

1. Click the **Payroll Import Notifications** tab.
2. View the payroll import processes.

Viewing and Saving Process Output Files

For more information, see the *Viewing and Saving Process Output Files* section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

To view and save an output file for a completed process:

1. Click the **Process History** tab.
2. For the appropriate process, click the **Output Files** link to view the output file.
3. Click the **Save** button.
4. Follow browser instructions to save the file.

Using Reports

The AASHTOWare Project applications contain a number of standard reports. For more information about how to generate reports, as well as information about the standard reports for this application, see the Reports section in the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Bidder/Quoter Information for a Proposal

Selecting the Letting for Bidder/Quoter Information

Bidders are vendors that have either submitted a bid in the bid letting or collected quotes from subcontractors, suppliers, truckers, or brokers for 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.



Note: Until you or someone in your office adds a letting, vendor and quoter, no records will be displayed. The bidders you can select are restricted by Vendor Authority. Adding lettings, vendors and quoters will be explained later in this section.

For more information, see the *Selecting the Letting for Bidder/Quoter Information* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Required fields are:

- Letting
- Bidder
- Quoter



Instructions

Navigation: Bidder Quoter

To select a letting and add it to the Bidder Quoter Overview:

1. Navigate to the **Bidder Quoter Overview** component.
2. Click the component **Actions** button and select **Add**.
3. In the **Letting** field, search for and select the bid letting for which you will add bidder and quoter information.
4. In the **Bidder** field, search for and select the vendor who has either submitted a bid or has collected quotes from a subcontractor, supplier, trucker, or broker for a bid on a proposal in the bid letting.
5. In the **Quoter** field, search for and select the vendor submitting a quote for the selected bidder.
6. Click the **Save** button.

Managing Bidder/Quoter Information

The Bidder/Quoter Summary contains a list of all the bidders currently recorded for the selected letting.

For more information, see the *Managing Bidder/Quoter Information* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Adding Bidders to the Letting

Bidders are vendors that have collected quotes from subcontractors, suppliers, truckers, or brokers for a bid in the bid letting.

For more information, see the *Adding Bidders to the Letting* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Note: You can only add bidders for whom you have been assigned vendor authority. If you are an agent entering data for multiple vendors, you would see the appropriate vendors and be able to add them to the letting.

Adding Quoters to a Bidder

For more information, see the *Adding Quoters to a Bidder* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

Navigation: Bidder Quoter > Bidder/Quoter Summary

To add a quoter to a bidder:

1. Click the **Expand/Collapse** button for the bidder record.
2. Click the row **Actions** button for the bidder record.
3. Click the **Select Quoters...** action.
4. In the **Quick Find** search box, search for and select the vendor submitting a quote for the selected bidder.
5. Click the **Add to Bidder** button.
6. Click the **Save** button.

Maintaining Quoter Information for Proposals in a Letting

Based on the agency's policies, a bidder must submit information to the agency for all the quotes the bidder received for proposals in the bid letting. The Quoter Proposal Summary component contains a list of all the proposals for which you have received quotes from the selected quoter.

For more information, see the *Maintaining Quoter Information for Proposals in a Letting* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Adding a Proposal

For more information, see the *Adding a Proposal* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Note: To delete a bidder, quoter, or proposal association, you must delete them in the reverse of the order you created them. Delete the proposal associations first, then quoters, and then bidders. After you sign bidder/quoter information, it can no longer be changed or deleted.



Instructions

Navigation: Bidder Quoter > Bidder/Quoter Summary

To associate a proposal to a quoter:

1. Click the **Expand/Collapse** button for the bidder record.
2. Click the row **Actions** button for the quoter record for which you will add a proposal association.
3. Click the Open Quoter Proposal action.
4. Click the **Select Proposals** button.
5. In the **Quick Find** search box, search for and select the appropriate proposal.
6. Click the **Add to Quoter** button.
7. In the **Tot Quote Amt** field, enter the total amount quoted by the quoter to the bidder for the proposal.
8. Mark the **Used In Bid** checkbox if the quoter is used in the proposal bid.

9. Click the **Save** button

You may receive a warning message that this proposal is not in the contract list. This is informational only and does not stop the Bidder/Quoter progress.

Maintaining Item-Level Quotes

If your agency requires you to submit quotes at the proposal item level, expand a proposal row to display the items quoted for that proposal.

For more information, see the *Maintaining Item-Level Quotes* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

Navigation: Bidder Quoter > Bidder/Quoter Summary > Quoter Proposal Summary

To add new item quotes to a proposal:

1. Click the **Expand/Collapse** button for the appropriate quoter proposal record.
2. Click the row **Actions** button for the appropriate quoter proposal record.
3. Click the **Select Proposal Item** action.
4. In the **Quick Find** search box, search for and select the item(s) you want to add to the quoter proposal record.
5. Click the **Add to Quoter Proposal** button.
6. When you are finished entering quotes, click the **Save** button.
7. Click the **Bidder/Quoter** quick link.

Signing Bidder/Quoter Information

The Sign Bidder Quoter component provides a guided process by which you review, verify, and sign bidder/quoter information for a proposal.

For more information, see the *Signing Bidder/Quoter Information* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Note: After you sign bidder/quoter information, it can no longer be changed or deleted.



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Navigation: Bidder Quoter > Bidder/Quoter Summary

To review, verify, and sign bidder/quoter information:

1. Click the row **Actions** button for the bidder record you want to sign.
2. Select the **Sign** task.
3. Review the Bidder Quoter Report and click the **Next** button at the bottom of the component.
4. Review the verification requirement and click the **Next** button at the bottom of the component.
5. Click the **Sign Bidder Quoter** button.

*The system verifies that you are authorized to sign the bidder/quoter information, sets the **Signed By** field with your User ID and the **Signed Date** with the current system date, and displays a message that the bidder/quoter information was signed successfully. The system then attaches the PDF files of the Bidder Quoter report and the Bidder Verification report to the bidder record.*

Proposal Vendor DBE Commitments

Contractors can log into the system and enter their DBE commitment information using external access functionality. The agency then reviews and approves or rejects the DBE commitments as appropriate. When DBE commitments are entered into the system using external access, they are progressed through an external workflow that provides appropriate access to both agency and non-agency (i.e. prime contractors) users based on the Contract Authority and Vendor Authority established for the user.

Following is a more detailed description of the Proposal Vendor DBE Commitments workflow:

- **Initial** – DBE commitment information is initially entered and signed by contractors. When DBE commitment information is added to the system, it automatically sets its status to Initial. The DBE commitment will not progress further in the workflow until it is signed and progressed to the next step in the process.
- When a DBE commitment in the Initial phase is signed and progressed by the vendor, the commitment is progressed to the Under Agency Review phase.
- Agency users are not able to view or access DBE commitments in the Initial phase.
- **Under Agency Review** – In this phase, the agency reviews contractors' DBE commitments. The agency can either progress or reject the DBE commitment.
- When a DBE commitment is rejected in the Under Agency Review phase, the system sets its status to Rejected.
- When a DBE commitment is progressed in the Under Agency Review phase, the system sets its status to Ready for Agency Approval.

- **Rejected** – DBE commitments enter this phase if the agency rejects the DBE commitment in the Under Agency Review phase. After the DBE commitment is rejected, it reverts back to the Initial phase for the contractor to make appropriate changes.
- If the DBE commitment is not rejected by the agency, the contractor may change the DBE commitment after it has been signed (using the Revise task), which also reverts the DBE commitment to the Initial phase.
- Regardless of why changes are made, if the DBE commitment reverts to the Initial phase, it must be signed by the contractor again and go through another agency review.
- **Ready for Agency Approval** – DBE commitments enter this phase if the agency progresses the DBE commitment in the Under Agency Review phase. During this phase, the agency reviews the DBE commitment again and either approves or rejects the commitment.
- When a DBE commitment is rejected in the Ready for Agency Approval phase, the system sets its status to Under Agency Review.
- When a DBE commitment is approved in the Ready for Agency Approval phase, the system sets its status to Approved.
- **Approved** – DBE commitments in Approved status become read-only and cannot be revised. Changes can subsequently be made only by revision (on the Revised Commitment tab) or by adding new DBE commitments.
- A DBE commitment revision must be signed and progressed through the entire approval process.
- **Revision** – DBE commitments enter this phase after the commitment is approved and the contractor revises the DBE commitment (using the Revise task) during the construction phase of the contract.

Adding a DBE Commitment to a Proposal Vendor

The Add DBE Commitment component allows you to create and save a new DBE commitment for the associated proposal vendor.



Note: DBE commitments cannot be added for proposals that have been awarded.

For more information, see the *Adding a DBE Commitment to a Proposal Vendor* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Required fields are:

- Vendor ID
- Commitment Amount
- Race Conscious Amount
- Race Neutral Amount



Instructions

Navigation: Proposal Vendor DBE Commitment

To add a DBE commitment to a proposal vendor:

1. Navigate to the **Proposal Vendor DBE Commitment Overview**.
2. In the **Quick Find** search box, search for the proposal to which you will add a DBE commitment.
3. For the desired proposal, click the row **Actions** button.
4. Click the **Add DBE Commitment** action.
5. In the **Vendor ID** field, search for and select the appropriate DBE certified vendor.
6. In the **Commitment Amount** field, type the dollar amount allocated to the DBE commitment.
7. In the **Race Conscious Amount** field, type the dollar amount allocated to the DBE commitment that will count as race conscious.
8. In the **Race Neutral Amount** field, type the dollar amount over and above the DBE commitment.
9. Click the **Save** button.

Adding DBE Vendor Information

The DBE Vendor component is located in the lower part of the Proposal Vendor DBE Commitment Summary page.

The DBE Vendor component contains DBE commitment information, including work types, materials, and trucking, for all the DBE vendors associated with the proposal vendor. The component allows you to revise and review each DBE vendor's commitments. Information is grouped on tabs on the left side of the component. The tabs that are available vary depending on the current phase of the proposal vendor DBE commitment.

For more information, see the *DBE Vendor Information* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Maintaining DBE Vendor Work Types

The Work Types tab on the DBE Vendor component contains a list of all the work types recorded for the DBE vendor.

For more information, see the *Maintaining DBE Vendor Work Types* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Required fields are:

- DBE Work Type ID



Instructions

Navigation: Proposal Vendor DBE Commitment > Proposal Vendor DBE Commitment Summary > Work Types tab

To add a work type for a DBE vendor:

1. Scroll down to the **DBE Vendor** component and click the **Work Types** tab.
2. In the **DBE Work Type ID** field, click the drop-down arrow and select the work type associated with the DBE commitment.
3. In the **DBE Work Type Commitment Amount** field, type the portion of the total DBE commitment attributable to this work type.
4. In the **DBE Work Type Commitment Amount for DBE Credit** field, type the portion of the DBE commitment that can be credited toward meeting the DBE goal.
5. If additional work types are needed, click the **New** button and repeat steps 2 through 4.
6. Click the **Save** button.

Maintaining DBE Vendor Work Items

The Work Items tab on the DBE Vendor component contains a list of all the DBE commitment work items associated with the DBE vendor.

For more information, see the *Maintaining DBE Vendor Work Items* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Required fields are:

- Bid Item



Instructions

Navigation: Proposal Vendor DBE Commitment > Proposal Vendor DBE Commitment Summary > Work Items tab

To add a work item for a DBE vendor:

1. Scroll down to the **DBE Vendor** component and click the **Work Items** tab.
2. In the **Bid Item** field, search for and select the bid item.
3. In the **DBE Work Item Commitment Amount** field, type the portion of the total DBE commitment attributable to this work item.
4. In the **DBE Work Item Commitment Amount for DBE Credit** field, type the portion of the DBE commitment that can be credited toward meeting the DBE goal.
5. After the agency's post-letting review, in the **DBE Work Item Adjusted Commitment Amount** field, type the revised DBE commitment amount for this work item,
6. After the agency's post-letting review, in the **DBE Work Item Adjusted Commitment Amount for DBE Credit** field, type the portion of the DBE commitment work item that can be credited toward meeting the DBE goal.
7. In the **Comments** field, if needed type additional information about this work item.
8. If additional work items are needed, click the **New** button and repeat steps 2 through 7.
9. Click the **Save** button.

Maintaining DBE Vendor Materials

The Materials tab on the DBE Vendor component contains information related to the construction materials and/or equipment being supplied for this DBE commitment.

For more information, see the *Maintaining DBE Vendor Materials* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

Navigation: Proposal Vendor DBE Commitment > Proposal Vendor DBE Commitment Summary > Materials tab

To add materials information to a DBE vendor:

1. Click the **Materials** tab.
2. Select the **Supplier / Manufacturer / Broker / Regular Dealer** check box to indicate whether the DBE vendor is a supplier, manufacturer, broker, or regular dealer of construction materials and/or equipment.
3. In the **DBE Supplier Total Amount** field, type the total dollars contracted to the DBE supplier/manufacturer.
4. In the **DBE Supplier Percentage Credit Allowed** field, type the percentage of total dollars that can be applied to the DBE commitment for a supplier or manufacturer.
5. Click the **Save** button.

Maintaining DBE Vendor Trucking

The Trucking tab on the DBE Vendor component contains trucking information for the selected DBE vendor.

For more information, see the *Maintaining DBE Vendor Trucking* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

Navigation: Proposal Vendor DBE Commitment > Proposal Vendor DBE Commitment Summary > Trucking tab

To add trucking information to a DBE vendor:

1. Click the **Trucking** tab.
2. Select the **Trucker / Broker** check box to indicate whether the DBE vendor is a trucker or broker.
3. In the **DBE Trucker Total Amount** field, type the total dollars contracted to the DBE trucker/broker.
4. In the **DBE Trucker Dollar Credit Allowed** field, type the dollars that can be applied to the DBE trucker/broker's commitment.
5. Click the **Save** button.

Maintaining Good Faith Efforts for the Proposal Vendor DBE Commitment

When a contractor is unable to meet the DBE commitment goals for a contract, the means and extent to which the contractor attempted to meet those goals and the reason those efforts did not succeed must be recorded as good faith efforts.

The Good Faith Effort tab on the Proposal Vendor DBE Commitment Summary component contains a list of all the recorded good faith efforts for the proposal vendor.

For more information, see the *Maintaining Good Faith Efforts for the Proposal Vendor DBE Commitment* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Required fields are:

- DBE Vendor



Instructions

Navigation: Proposal Vendor DBE Commitment > Proposal Vendor DBE Commitment Summary > Good Faith Effort tab

To add good faith effort information to a proposal vendor's DBE commitments:

1. Click the **Good Faith Effort** tab.
2. In the **DBE Vendor** field, search for and select the DBE certified vendor contacted for a commitment quote.
3. Select the **Quote Received** check box to indicate whether the quote was received from the DBE vendor.
4. In the **Value of Quote** field, type the dollar amount the DBE vendor quoted to the proposal vendor.
5. In the **Contact Date** field, type the date the DBE vendor was contacted. In the **Reason Code** field, click the drop-down arrow and select the reason the DBE vendor's quote was not used in the bid.
6. Click the **Save** button.

Viewing Revised Goals for a Proposal Vendor DBE Commitment - SKIP

The Revised Goals tab on the Proposal Vendor DBE Commitment Summary component contains agency revisions to the proposal vendor's DBE goal. Non-agency users can view but not change information on this tab.

For more information, see the *Viewing Revised Goals for a Proposal Vendor DBE Commitment* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions 31 – SKIP

Navigation: > Proposal Vendor DBE Commitment > Proposal Vendor DBE Commitment Summary > Revised Goals tab

To view a revised goal for a proposal vendor:

1. On the **Proposal Vendor** component, click the **Revised Goals** tab.
2. The **Revised Goal** field indicates whether the DBE Goal has been revised.
3. The **Revised Goal Percent** field displays the revised goal on the proposal.
4. The **Revised Goal Approved By** field displays the person who approved the revised goal.
5. The **Revised Goal Approved Date** field displays the date the revised goal was approved.

Signing a Proposal Vendor DBE Commitment

The Sign DBE Commitment component provides a guided process by which you review, verify, and sign the DBE commitment for a proposal. In order to sign a DBE commitment, the current user must be a non-agency user with vendor authority and Can Sign permission for the proposal vendor.

For more information, see the *Signing a Proposal Vendor DBE Commitment* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions 32

Navigation: Proposal Vendor DBE Commitment > Proposal Vendor DBE Commitment Summary

To review, verify, and sign a proposal vendor DBE commitment:

1. On the **Proposal Vendor** component, click the component **Actions** button.
2. Select the **Sign** action.
3. Review the DBE Commitment Report and click the **Next** button at the bottom of the component.
4. Review the verification requirement and click the **Next** button at the bottom of the component.
5. Click the **Sign DBE Commitment** button.

*The system verifies that you are authorized to sign the DBE commitment, sets the **Signed By** field to your User ID, and sets the **Signed Date** to the current system date. The system also attaches the DBE Commitment and Verification reports to the Proposal Vendor DBE Commitment Summary component.*

Understanding the Approval Process for Proposal Vendor DBE Commitments

After the proposal vendor DBE commitment has been signed by the proposal vendor, it enters the Under Agency Review phase. The agency reviews it and either progresses the DBE commitment or rejects it.

Once the agency has approved the proposal vendor's DBE commitment, the information becomes read-only, and changes can subsequently be made only by revision (on the Revised Commitment tab) or by adding new DBE commitments or good faith efforts. Proposal vendors must then Progress the revised commitments to the Under Agency Review phase for agency approval or rejection.

For more information, see the *Understanding the Approval Process for Proposal Vendor DBE Commitments* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Viewing Approved Proposal Vendor DBE Commitments

The Approval tab of the Proposal Vendor DBE Commitment Summary component allows the agency to record approval information for the proposal vendor's DBE commitment. Non-agency users cannot change information on this tab.

For more information, see the *Approving Proposal Vendor DBE Commitments* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

Navigation: Proposal Vendor DBE Commitment > Proposal Vendor DBE Commitment Summary > Approval tab

To view a proposal vendor's DBE commitment Approval information:

1. On the top **Proposal Vendor** component, click the **Approval** tab.
2. The **DBE Commitment Approval** field indicates whether the agency has approved the contractor's total DBE commitment.
3. The **Approved By** field displays the agency staff member who approved the contractor's total DBE commitment.
4. The **Approval Date** field displays the date the contractor's total DBE commitment was approved by the agency.

Revising a Proposal Vendor DBE Commitment

The Revised Commitment tab of the Proposal Vendor DBE Commitment Summary component allows the proposal vendor to revise the DBE commitment after it has been approved by the agency.

This tab is only displayed after a non-agency user has set the approved DBE commitment to the Revision phase by selecting Revise from the Actions menu on the Proposal Vendor DBE Commitment Summary component.

For more information, see the *Revising a Proposal Vendor DBE Commitment* section and the *Revising DBE Vendor Information* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

Navigation: Proposal Vendor DBE Commitment > Proposal Vendor DBE Commitment Summary

To revise a proposal vendor's DBE commitment data:

1. Under the **Proposal Vendor DBE Commitment Overview** component, in the **Quick Find** search box, search for the proposal you want to revise.
2. For the desired proposal, click the row **Actions** button.
3. Click the **Open** action.
4. On the top **Proposal Vendor** component, click the component **Actions** button.
5. Click the **Revise** action.
6. In the **DBE Vendor** component, verify that the desired DBE vendor is selected.
7. Click the Revised Commitment tab.
8. In the **Revised Commitment Amount** field, type the revised DBE commitment amount for the DBE vendor.
9. In the **Revised Race Conscious Amount** field, type the revised race conscious amount for the DBE vendor.
10. In the **Revised Race Neutral Amount** field, type the revised race neutral amount for the DBE vendor.
11. Click the **Save** button.



Note: On the top **Contract** component, **General** tab, the **Revised Commitment** field indicates that the record is for a revised commitment.

12. Click the **Revised Commitment** tab.
13. The **Revised Commitment Amount** field is populated with the new, total revised DBE commitment amount.
14. The **Revised Commitment Percent** field is populated with the new, total revised DBE commitment percentage, when applicable.
15. The **Revised Race Conscious Amount** field is populated with the new revised race conscious amount.
16. The **Total Revised Race Conscious Amount** field is populated with the. new, total revised race conscious amount.
17. The **Revised Race Neutral Amount** field is populated with the new revised race neutral amount.
18. The **Total Revised Race Neutral Amount** field is populated with the. new, total revised race neutral amount.
19. On the top **Proposal Vendor** component, click the component **Actions** button.
20. Click the **Sign** action.

Complete the guided signature process to submit the revised DBE commitments to the agency for view and approval.

Current Contract DBE Commitments

After the award, prime contractors can log into the system and enter their DBE commitment information using external access functionality. The agency then reviews and approves or rejects the DBE commitments as appropriate. When DBE commitments are entered into the system using external access, they are progressed through an external workflow that provides appropriate access to both agency and non-agency (i.e. prime contractors) users based on the Contract Authority and Vendor Authority established for the user.

Following is a more detailed description of the Contract Current DBE Commitments workflow:

- **Initial** – DBE commitment information is initially entered and signed by prime contractors. When DBE commitment information is added to the system, it automatically sets its status to Initial. The DBE commitment will not progress further in the workflow until it is signed and progressed to the next step in the process.
 - When a DBE commitment in the Initial phase is signed and progressed by the vendor, the commitment is progressed to the Under Agency Review phase.
 - Agency users are not able to view or access DBE commitments in the Initial phase.
- **Under Agency Review** – In this phase, the agency reviews prime contractors' DBE commitments. The agency can either progress or reject the DBE commitment.
 - When a DBE commitment is rejected in the Under Agency Review phase, the system sets its status to Rejected.
 - When a DBE commitment is progressed in the Under Agency Review phase, the system sets its status to Ready for Agency Approval.
- **Rejected** – DBE commitments enter this phase if the agency rejects the DBE commitment in the Under Agency Review phase. After the DBE commitment is rejected, it reverts to the Initial phase for the prime contractor to make appropriate changes.

- If the DBE commitment is not rejected by the agency, the prime contractor may change the DBE commitment after it has been signed (using the Revise task), which also reverts the DBE commitment to the Initial phase.
- Regardless of why changes are made, if the DBE commitment reverts to the Initial phase, it must be signed by the contractor again and go through another agency review.
- **Ready for Agency Approval** – DBE commitments enter this phase if the agency progresses the DBE commitment in the Under Agency Review phase. During this phase, the agency reviews the DBE commitment again and either approves or rejects the commitment.
 - When a DBE commitment is rejected in the Ready for Agency Approval phase, the system sets its status to Under Agency Review.
 - When a DBE commitment is approved in the Ready for Agency Approval phase, the system sets its status to Approved.
- **Approved** – DBE commitments in Approved status become read-only. Changes can subsequently be made only by revision (on the Revised Commitment tab) or by adding new DBE commitments.
 - A DBE commitment revision must be signed and progressed through the entire approval process.
- **Revision** – DBE commitments enter this phase after the commitment is approved and the contractor revises the DBE commitment (using the Revise task) during the construction phase of the contract.

Adding a Contract Current DBE Commitment

The Add Contract Current DBE Commitment component allows you to create and save a new DBE commitment for the associated contract.

For more information, see the *Managing Current DBE Commitments* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Required fields are:

- DBE Vendor ID
- Commitment Amount
- Race Conscious Amount
- Race Neutral Amount



Instructions

Navigation: Contract Current DBE Commitment

To add a DBE commitment to a contract:

1. Under the **Contract Current DBE Commitment Overview** component, in the **Quick Find** search box, search for the contract to which you will add a DBE commitment.
2. For the desired contract, click the row **Actions** button.
3. Click the **Add DBE Commitment** action.
4. In the **DBE Vendor ID** field, search for and select the appropriate DBE certified vendor.
5. In the **Commitment Amount** field, type the dollar amount allocated to the DBE commitment.
6. In the **Race Conscious Amount** field, type the dollar amount allocated to the DBE commitment that will count as race conscious.
7. In the **Race Neutral Amount** field, type the dollar amount over and above the DBE commitment.
8. Click the **Save** button.

Adding Contract Current DBE Vendor Information

The DBE Vendor component is located in the lower part of the Contract Current DBE Commitment Summary page.

The DBE Vendor component contains DBE commitment information, including work types, materials, and trucking, for all the DBE vendors associated with the contract. The component allows you to revise and review each DBE vendor's commitments. Information is grouped on tabs on the left side of the component. The tabs that are available vary depending on the current phase of the proposal vendor DBE commitment.

For more information, see the *Managing Contract Current DBE Vendors* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Maintaining Work Types for a Current DBE Vendor

The Work Types tab on the DBE Vendor component contains a list of all the DBE commitment work types recorded for the selected DBE vendor.

For more information, see the *Maintaining Work Types for a Current DBE Vendor* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Required fields are:

- DBE Work Type ID



Instructions

Navigation: Contract Current DBE Commitment > Contract Current DBE Commitment Summary > Work Types tab

To add a work type for a DBE vendor:

1. Scroll down to the **DBE Vendor** component and click the **Work Types** tab.
2. In the **DBE Work Type ID** field, click the drop-down arrow and select the work type associated with the DBE commitment.
3. In the **DBE Work Type Commitment Amount** field, type the portion of the total DBE commitment attributable to this work type.
4. In the **DBE Work Type Commitment Amount for DBE Credit** field, type the portion of the DBE commitment that can be credited toward meeting the DBE goal.
5. If additional work types are needed, click the **New** button and repeat steps 2 through 4.
6. Click the **Save** button.

Maintaining Work Items for a Current DBE Vendor

The Work Items tab on the DBE Vendor component contains a list of all the DBE commitment work items associated with the DBE vendor.

For more information, see the *Maintaining Work Items for a Current DBE Vendor* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Required fields are:

- Contract Item



Instructions

Navigation: Contract Current DBE Commitment > Contract Current DBE Commitment Summary > Work Items tab

To add a work item for a DBE vendor:

1. Scroll down to the **DBE Vendor** component and click the **Work Items** tab.
2. In the **Contract Item** field, search for and select the contract item.
3. In the **DBE Work Item Commitment Amount** field, type the portion of the total DBE commitment attributable to this work item.
4. In the **DBE Work Item Commitment Amount for DBE Credit** field, type the portion of the DBE commitment that can be credited toward meeting the DBE goal.
5. When needed, after the agency's post-letting review, in the **DBE Work Item Adjusted Commitment Amount** field, type the revised DBE commitment amount for this work item,
6. When needed, after the agency's post-letting review, in the **DBE Work Item Adjusted Commitment Amount for DBE Credit** field, type the portion of the DBE commitment work item that can be credited toward meeting the DBE goal.
7. In the **Comments** field, if needed type additional information about this work item.
8. In the **Original Commitment** field, view whether this commitment is for the original prime contractor.
9. If additional work items are needed, click the **New** button and repeat steps 2 through 7.
10. Click the **Save** button.

Maintaining Materials for a Current DBE Vendor

The Materials tab on the DBE Vendor component contains information related to the construction materials and/or equipment being supplied by this vendor for the current contract.

For more information, see the *Maintaining Materials for a Current DBE Vendor* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

Navigation: Contract Current DBE Commitment > Contract Current DBE Commitment Summary > Materials tab

To add materials information to a DBE vendor:

1. Click the **Materials** tab.
2. Select the **Supplier / Manufacturer / Broker / Regular Dealer** check box to indicate whether the DBE vendor is a supplier, manufacturer, broker, or regular dealer of construction materials and/or equipment.
3. In the **DBE Supplier Total Amount** field, type the total dollars contracted to the DBE supplier/manufacturer.
4. In the **DBE Supplier Percentage Credit Allowed** field, type the percentage of total dollars that can be applied to the DBE commitment for a supplier or manufacturer.
5. Click the **Save** button.

Maintaining Trucking for a Current DBE Vendor

The Trucking tab on the DBE Vendor component contains trucking information for the selected DBE vendor.

For more information, see the *Maintaining Trucking for a Current DBE Vendor* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

Navigation: Contract Current DBE Commitment > Contract Current DBE Commitment Summary > Trucking tab

To add trucking information to a DBE vendor:

1. Click the **Trucking** tab.
2. Select the **Trucker / Broker** check box to indicate whether the DBE vendor is a trucker or broker.
3. In the **DBE Trucker Total Amount** field, type the total dollars contracted to the DBE trucker/broker.
4. In the **DBE Trucker Dollar Credit Allowed** field, type the dollars that can be applied to the DBE trucker/broker's commitment.
5. Click the **Save** button.

Maintaining Good Faith Efforts for the Current DBE Commitment

When a contractor is unable to meet the DBE commitment goals for a contract, the means and extent to which the contractor attempted to meet those goals and the reason those efforts did not succeed must be recorded as good faith efforts.

The Good Faith Effort tab on the Contract Current DBE Commitment Summary component contains a list of all the recorded good faith efforts for the contract.

For more information, see the *Maintaining Good Faith Efforts for the Current DBE Commitment* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Required fields are:

- DBE Vendor



Instructions

Navigation: Contract Current DBE Commitment > Contract Current DBE Commitment Summary > Good Faith Effort tab

To add good faith effort information to a contract's current DBE commitments:

1. Click the **Good Faith Effort** tab.
2. In the **DBE Vendor** field, search for and select the DBE certified vendor contacted for a commitment quote.
3. Select the **Quote Received** check box to indicate whether the quote was received from the DBE vendor.
4. In the **Value of Quote** field, type the dollar amount the DBE vendor quoted to the prime contractor.
5. In the **Contact Date** field, type the date the DBE vendor was contacted.
6. Click the **Quote Used** check box if the prime contractor used the DBE quote in the bid.
7. In the **Reason Code** field, click the drop-down arrow and select the reason the DBE vendor's quote was not used in the bid.
8. Click the **Save** button.

Viewing Revised Goals for the Current DBE Commitment

The Revised Goals tab on the Contract Current DBE Commitment Summary component contains agency revisions to the contract's DBE goal. Non-agency users can view but not change information on this tab.

For more information, see the *Viewing Revised Goals for the Current DBE Commitment* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

Navigation: Contract Current DBE Commitment > Contract Current DBE Commitment Summary > Revised Goals tab

To view a revised goal for a current DBE commitment:

1. On the **Contract** component, click the **Revised Goals** tab.
2. The **Revised Goal** field indicates whether the DBE Goal has been revised.
3. The **Revised Goal Percent** field displays the revised goal on the contract.
4. The **Revised Goal Approved By** field displays the person who approved the revised goal.
5. The **Revised Goal Approved Date** field displays the date the revised goal was approved.

Signing a Contract Current DBE Commitment

The Sign DBE Commitment Summary component provides a guided process by which you review, verify, and sign the DBE commitment for a contract. In order to sign a DBE commitment, the current user must be a non-agency user with vendor authority and *Can Sign* permission for the prime contractor.

For more information, see the *Signing a Contract Current DBE Commitment* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

Navigation: Contract Current DBE Commitment > Contract Current DBE Commitment Summary

To review, verify, and sign a contract current DBE commitment:

1. On the **Contract** component, click the component **Actions** button.
2. Select the **Sign** action.
3. Review the DBE Commitment Report and click the **Next** button at the bottom of the component.
4. Review the verification requirement and click the **Next** button at the bottom of the component.
5. Click the **Sign DBE Commitment** button.

*The system verifies that you are authorized to sign the DBE commitment, sets the **Signed By** field to your User ID, and sets the **Signed Date** to the current system date. The system also attaches the DBE Commitment and Verification reports to the Contract Current DBE Commitment Summary component.*

Understanding the Approval Process for Contract Current DBE Commitments

After the contract current DBE commitment has been signed by the prime contractor, it enters the Under Agency Review phase. The agency reviews it and either progresses the DBE commitment or rejects it.

Once the agency has approved the prime contractor's DBE commitment, the information becomes read-only, and changes can subsequently be made only by revision (on the Revised Commitment tab) or by adding new DBE commitments or good faith efforts. Prime contractors must then progress the revised commitments to the Under Agency Review phase for agency approval or rejection.

For more information, see the *Understanding the Revision and Approval Process* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Viewing Reviewed DBE Vendor Commitments

The Review tab on the DBE Vendor component allows the agency to document the review process for the selected DBE vendor's commitment. Information on this tab is read-only for non-agency users.



Note: This tab is not available until the DBE commitment has been approved.

For more information, see the *Maintaining Reviews for a Current DBE Vendor* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

Navigation: Contract Current DBE Commitment > Contract Current DBE Commitment Summary > Review tab

To view a prime contractor's current DBE commitment Review information:

1. Under the **Contract Current DBE Commitment Overview** component, in the **Quick Find** search box, search for the contract for which you will view Review information.
2. For the desired contract, click the row **Actions** button.
3. Click the **Open** action.
4. Scroll down to the **DBE Vendor** component.
5. For the selected DBE vendor, click the **Review** tab.
6. The **Reviewed** field indicates whether the DBE vendor commitment record has been reviewed.
7. The **Reviewed By** field displays the person who most recently reviewed the record.
8. The **Review Date** field displays the date the DBE commitment was reviewed.
9. If there are multiple DBE vendors for the DBE commitment, in the **DBE Vendor** header, click the drop-down arrow and select the next DBE vendor in the list.

Viewing Approved Contract Current DBE Commitments

The Approval tab of the Contract Current DBE Commitment Summary component allows the agency to record approval information for the prime contractor's DBE commitment. Non-agency users cannot change information on this tab. This tab is not available until the initial DBE commitment is signed by the prime contractor.

For more information, see the *Approving a Current DBE Commitment* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

Navigation: Contract Current DBE Commitment > Contract Current DBE Commitment Summary > Approval tab

To view a prime contractor's DBE commitment Approval information:

1. On the top **Contract** component, click the **Approval** tab.
2. The **DBE Commitment Approval** field indicates whether the agency has approved the contractor's total DBE commitment.
3. The **Approved By** field displays the agency staff member who approved the contractor's total DBE commitment.
4. The **Approval Date** field displays the date the contractor's total DBE commitment was approved by the agency.

Revising a Current DBE Commitment

The Revised Commitment tab of the Contract Current DBE Commitment Summary component allows the prime contractor to revise the DBE commitment after it has been approved by the agency.

This tab is only displayed after a non-agency user has set the approved DBE commitment to the Revision phase by selecting Revise from the Actions menu on the Contract Current DBE Commitment Summary component.

For more information, see the *Revising a Current DBE Commitment* section and the *Revising a DBE Vendor's Commitment* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Note: For traceability, to increase a DBE commitment, it is recommended that you create a new additional DBE commitment. To reduce an existing commitment, it is recommended that you revise the commitment.



Instructions

Navigation: Contract Current DBE Commitment > Contract Current DBE Commitment Summary

To revise contract current DBE commitment data:

1. Under the **Contract Current DBE Commitment Overview** component, in the **Quick Find** search box, search for the contract you want to revise.
2. For the desired contract, click the row **Actions** button.
3. Click the **Open** action.
4. On the top **Contract** component, click the component **Actions** button.
5. Click the **Revise** action.
6. In the **DBE Vendor** component, verify that the desired DBE vendor is selected.
7. Click the Revised Commitment tab.
8. In the **Revised Commitment Amount** field, type the revised DBE commitment amount for the DBE vendor.
9. In the **Revised Race Conscious Amount** field, type the revised race conscious amount for the DBE vendor.

10. In the **Revised Race Neutral Amount** field, type the revised race neutral amount for the DBE vendor.

11. Click the **Save** button.



Note: On the top **Contract** component, **General** tab, the **Revised Commitment** field indicates that the record is for a revised commitment.

12. Click the **Revised Commitment** tab.

13. The **Revised Commitment Amount** field is populated with the new, total revised DBE commitment amount.

14. The **Revised Commitment Percent** field is populated with the new, total revised DBE commitment percentage, when applicable.

15. The **Revised Race Conscious Amount** field is populated with the new revised race conscious amount.

16. The **Total Revised Race Conscious Amount** field is populated with the. new, total revised race conscious amount.

17. The **Revised Race Neutral Amount** field is populated with the new revised race neutral amount.

18. The **Total Revised Race Neutral Amount** field is populated with the. new, total revised race neutral amount.

19. On the top **Contract** component, click the component **Actions** button.

20. Click the **Sign** action.

21. Complete the guided signature process to submit the revised DBE commitments to the agency for view and approval.

Approved Contract DBE Commitments

The Contract Approved DBE Commitment Overview component lists the approved DBE commitments for each contract that the user has vendor authority for the prime contractor.

For more information, see the *Managing Approved DBE Commitments* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Viewing the Approved DBE Commitment

The Contract Approved DBE Commitment Summary page contains information about the DBE commitment as it was originally approved for the contract.

For more information, see the *Viewing the Approved DBE Commitment* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

Navigation: Contract Approved DBE Commitment > Contract Approved DBE Commitment Summary

To view approved contract DBE commitment data:

1. Under the **Contract Approved DBE Commitment Overview** component, in the **Quick Find** search box, search for the contract for which you will view approved DBE commitments.
2. For the appropriate contract, click the row **Actions** button.
3. Click the **Open** action.



Note: The data is read only. You can maintain the data from the Contract Current DBE Commitment Summary component.

Subcontract Payments

After the agency makes a payment to the prime contractor for work on the contract, the prime contractor is in turn responsible for paying the subcontractors and other vendors who performed the work. When the prime contractor has paid the subcontractors, those subcontractors are responsible for paying their own subcontractors and other vendors (suppliers, brokers, and truckers) who provided materials or services for contract work.

The general subcontract payment process follows these workflow steps:

- **Pending** – If you are the prime contractor, enter subcontract payment records for the work subcontractors performed for each estimate payment. To enter subcontract payments, first locate the contract payment from which the subcontract payment is being made. If you are a subcontractor entering payments made to other vendors, locate the appropriate subcontract payment for which you are the payee. Record any information required by your agency for the payment. In addition to general information and any amounts being withheld, this might include work items or work types being paid. Sign each subcontract payment record.
- **Under Payee Review** – Payees on subcontract payments verify receipt of the subcontract payment.
- **Under Agency Review** – The agency reviews the subcontract payment transactions.
- **Reviewed** – Subcontract payments have been reviewed. This is the end of the subcontract payment process.

For more information, see the *Subcontractor Payment Overview* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Viewing Agency Contract Payments

All subcontract payments must originate from a contract payment with the prime contractor as the payee.

The Contract Payment Overview component contains a list of all the payments the agency has paid to the prime contractor for the contract.

For more information, see the *Viewing Agency Contract Payments* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

Navigation: Contract Overview > Contract Payment Overview

To view the list of agency contract payments for a contract:

1. Navigate to the **Contract Overview** component.
2. In the **Quick Find** search box, search for the contract for which you will view an agency contract payment.
3. For the desired contract, click the row **Actions** button.
4. Click the **Open Contract Payments** action.

Viewing Contract Payment Details

The Contract Payment Summary component contains all the information currently recorded for the contract payment, including subcontract payments.

For more information, see the *Viewing a Contract Payment Summary* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

Navigation: Contract Overview > Contract Payment Overview > Estimate Num link

To view an agency contract payment summary:

1. From the **Contract Payment Overview** component, click the **Estimate Num** link for the contract payment you wish to view the details of.

The component opens on the General tab.

2. The **Estimate Number** field displays the appropriate estimate number.
3. The **Estimate Type** field displays the type of estimate.
4. The **Paid Amount** field displays the amount being paid to the prime contractor in this payment.
5. The **Previous Total Paid Amount** field shows the total amount that has been paid on this contract before the payment.
6. The **Total Paid to Date Amount** field shows the total amount that has been paid on this contract, including this payment.
7. The **Contract Payment Period Start Date** field displays the start date for this payment period.
8. The **Contract Payment Period End Date** field displays the end date for this payment period.
9. The **Date Payment was Made** field displays the date of this payment.
10. Click the **Items** tab.

The Items tab on the Contract Payment Summary component contains a list of all the contract items that are being paid in the associated contract payment.

11. To view a contract item record, expand the row to display all the available information.

Adding a Subcontract Payment

The Add Subcontractor Payment component allows you to add general information for a new subcontractor payment. There are several ways to access the Add Subcontractor Payment component from the Subcontract Payments tab on the Contract Payment Summary component depending on the type of payment being made:

- To add a new subcontract payment from the prime, click **Add Subcontract Payment From Prime**.
- To add a new subcontract payment from the payee, select **Add New Payment From Payee** from the **Actions** menu on any subcontract payment row.
- To add a new subcontract payment from the payer, select **Add New Payment Same Payer** from the **Actions** menu on any subcontract payment row.

The Subcontract Payments tab lists subcontract payments from the prime contractor (prime as payer) to a subcontractor (subcontractor as payee). This tab also lists subcontract payments from the subcontractor (subcontractor as payer) to a second tier subcontractor (second tier subcontractor as payee).

Some agencies track subcontractor payments at the item level. For these agencies, the Paid Amount field on the General tab can be left blank as it is calculated from the sum of the Actual Payment entries on the Items tab. If you record the Paid Amount here, it will be updated by the system to match the sum of the Actual Payment entries on the Items tab.

If your agency does not record Items or the Actual Payment entries on the Items tab, you will enter the Paid Amount on the General tab.

For more information, see the *Adding a Subcontractor Payment* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Required fields are:

- Payee
- Payee Payment Number
- Date Paid
- Payment Type

Adding a Subcontract Payment from the Prime Contractor



Instructions

Navigation: Contract Overview > Contract Payment Overview > Estimate Num link > Contract Payment Summary > Subcontract Payments tab

To add a subcontract payment from the prime contractor:

1. Navigate to the **Contract Payment Overview** component for the appropriate contract.
2. Click the appropriate **Estimate Number**.
3. Click the **Subcontract Payments** tab.
4. Click the **Add Subcontract Payment From Prime** link.
5. In the **Payee** field, search for and select the vendor receiving payment.
6. In the **Payee Payment Number** field, enter the unique identifier for the payment.
7. In the **Date Paid** field, enter the date of this payment.
8. In the **Payment Type** field, click the drop-down arrow and select the payment type.



In the **Paid Amount** field, enter the amount for this payment. **Note:** If your agency tracks payments at the item level, you will not enter the paid amount here, but will enter each item's actual payment on the Items tab.

9. Click the **Payee Work Complete Indicator** check box if the work associated with this subcontract payment has been completed.
10. Click the **Save** button.

Maintaining Subcontract Payment Withholding Information

The Withholding tab of the Subcontract Payment Summary component contains information related to funds being withheld or previously withheld funds being released in the subcontract payment.

Some agencies track subcontractor payments and withholdings at the item level. For these agencies, the fields on the Withholding tab can be left blank as they will be populated from the entries on the Items tab.

If you have previously withheld a portion of a payment to a subcontractor and would like to release that payment, an additional subcontractor payment record should be made to pay those withheld amounts. Select the **Retainage Released** check box and enter the amount to release in the **Actual Payment** field.

If your agency does not record items or withholding information on the Items tab, you will enter withholding information and released amounts on the Withholding tab.



Note: On the Withholding tab, the Partial Payment Comments field is required if both of the following conditions exist for a subcontract payment:

- The Payment or Partial Amount Withheld Indicator field is selected.
- The agency does not require that work items or work types be recorded for the subcontractor payment.

For more information, see the *Maintaining Subcontractor Payment Withholding* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

Navigation: Contract Overview > Contract Payment Overview > Estimate Num link > Contract Payment Summary > Subcontract Payments tab > Subcontract Payment Summary > Withholding tab

To add withholding information to a subcontract payment:

1. Click the **Withholding** tab.
2. Click the **Retainage Released** check box if this subcontract payment includes the release of retainage withheld in an earlier payment.
3. In the **Retainage Dollars Held** field, enter the amount withheld from this subcontract payment for retainage.
4. Click the **Payment or Partial Amount Withheld Indicator** check box if a portion of the amount due for this subcontract payment is being withheld.
5. In the **Partial Payment Comments** field, enter information explaining why a portion of the amount due for this subcontract payment is being withheld.
6. In the **Payer Comments** field, enter information about the payment added by the paying vendor.
7. Click the **Save** button.

Maintaining Subcontract Payment Items

The Items tab on the Subcontract Payment Summary component contains a list of all the contract items that are being paid in this subcontract payment.

If your agency tracks subcontractor payments at the item level, you will enter each item's Actual Payment and withholding information on the Items tab.

If you have previously withheld a portion of a payment for an item to a subcontractor and would like to release that payment, an additional subcontractor payment record should be made to pay those withheld amounts. Select the **Retainage Released** check box and enter the amount to release in the **Actual Payment** field for the item.



Note: This tab is only available if your agency requires that work items be recorded for subcontractor payments.

For more information, see the *Maintaining Subcontractor Payment Items* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Required fields are:

- Contract Item Line Number
- Quantity Paid



Instructions

Navigation: Contract Overview > Contract Payment Overview > Estimate Num link > Contract Payment Summary > Subcontract Payments tab > Subcontract Payment Summary > Items tab

To add a subcontract payment item:

1. Click the **Items** tab.



In the **Contract Item Line Number** field, search for and select the contract item to add. **Note:** You are able to select from all of the items on the contract, not just the items associated to the subcontractor for this payment.

2. In the **Quantity Paid** field, enter the quantity of the work item being paid in this payment.
3. In the **Actual Payment** field, enter the actual amount paid for this item in this subcontractor payment.

4. Click the **Payment or Partial Amount Withheld Indicator** check box if a portion of the amount due for this subcontract payment is being withheld.
5. In the **Partial Payment Comments** field, enter comments explaining why a portion of the amount due is being withheld.
6. Click the **Retainage Released** check box if this subcontract payment includes the release of retainage withheld in an earlier payment.
7. In the **Retainage Dollars Held** field, enter the amount withheld from this subcontract payment for retainage.
8. Click the **Payee Work Complete Indicator** check box if the work associated with this subcontract payment has been completed.
9. Click the **Save** button.

Maintaining Subcontract Payment Work Types

The Work Types tab on the Subcontract Payment Summary component allows you to add and maintain the required work type information to the subcontract payment.




Note: This tab is only available if your agency requires that work types be recorded for subcontractor payments.

For more information, see the *Maintaining Subcontractor Payment Work Types* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Signing Subcontract Payments

The Sign Subcontract Payment component provides a guided process by which you review, verify and sign a subcontractor payment.

 **Note:** After you sign a subcontractor payment, it can no longer be changed or deleted.

For more information, see the *Signing Subcontract Payments* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.




Instructions

Navigation: Contract Overview > Contract Payment Overview > Estimate Num link > Contract Payment Summary > Subcontract Payments tab > Subcontract Payment Summary

To sign a subcontract payment:

1. Click the component **Actions** button.
2. Click the **Sign Subcontract Payment** task.
3. Review the Subcontract Payment Report and click the **Next** button at the bottom of the component.
4. Review the verification requirement and click the **Next** button at the bottom of the component.

 In the **Signer Comments** field, enter additional information about the subcontract payment. **Note:** The Signer Comments are viewable by the Payee and the agency.

5. Click the **Sign Payment** button.

After you click the **Sign Payment** button, the system:

- Verifies that you are authorized to sign the subcontract payment.
- Sets the **Signed By** field to your User ID.
- Sets the **Signed Date** to the current system date.
- Attaches the Subcontract Payment report and the Payment Verification report to the subcontract payment record.
- Sets the subcontract payment record to read-only to prevent any future changes.
- Takes you back to the Review Subcontract Payment Summary page.

Adding a Subcontract Payment from a Subcontractor



Note: You must add any subcontract payments to your tiered subcontractors prior to verifying receipt of your payment.



Instructions

Navigation: Contract Overview > Contract Payment Overview > Estimate Num link > Contract Payment Summary > Subcontract Payments tab

To add a subcontract payment where the payer is a subcontractor:

1. From the **Contract Overview** component, in the **Quick Find** search box, search for the contract for which you will view an agency contract payment. For the desired contract, click the row **Actions** button.
2. Click the **Open Contract Payments** action.
3. Click the appropriate **Estimate Number**.
4. Click the **Subcontract Payments** tab.
5. For the appropriate subcontract payment, click the row **Actions** button and select the **Add New Payment From Payee** task.
6. In the **Payee** field, search for and select the vendor receiving payment.
7. In the **Payee Payment Number** field, enter the unique identifier for the payment.
8. In the **Date Paid** field, enter the date of this payment.
9. In the **Payment Type** field, click the drop-down arrow and select the payment type.






In the **Paid Amount** field, enter the amount for this payment. **Note:** If your agency tracks payments at the item level, you will not enter the paid amount here, but will enter each item's actual payment on the Items tab.

10. Click the **Payee Work Complete Indicator** check box if the work associated with this subcontract payment has been completed.
11. Click the **Save** button.

Verifying Receipt of a Subcontract Payment

The payee must verify the subcontract record information to complete the subcontractor payment process. When the payee verifies receipt, the agency then reviews the transaction to ensure it was made within the federal and state guidelines for a timely and accurate payment.

The Verify Payment component provides a guided process by which the payee can review and verify the subcontractor payment.

-  **Note:** The system validates that you are authorized to verify the subcontractor payment, sets the Payee Reviewed By field with your User ID and the Payee Reviewed Date with the current date.
-  **Note:** All subcontractors must verify receipt of the subcontractor payment, whether you receive the subcontractor payment from the Prime contractor or another subcontractor.
-  **Note:** You must add any subcontract payments to your tiered subcontractors prior to verifying receipt of your payment.

For more information, see the *Verifying Receipt of a Subcontractor Payment* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

Navigation: Contract Overview > Contract Payment Overview > Estimate Num link > Contract Payment Summary > Subcontract Payments tab > Review Subcontract Payment Summary

To verify receipt of a subcontract payment as a subcontractor payee:

1. Under the **Contract Overview** component, in the **Quick Find** search box, search for the contract for which you will verify receipt of payment.
2. For the desired contract, click the row **Actions** button.
3. Click the **Open Contract Payments** task.
4. On the **Contract Payment Overview** component, click the appropriate **Estimate Number**.
5. Click the **Subcontract Payments** tab.
6. For the appropriate subcontract payment, click the row **Actions** button.
7. Click the **Review Sub Contractor Paymt. Summary** action.

8. Click the component **Actions** button.
9. Click the **Verify Payment** action.
10. Review the Subcontract Payment Report and click the **Next** button at the bottom of the component.
11. In the **Payment Received** field, click the drop-down arrow and select the appropriate payment received description.
12. In the **Amount Received** field, enter the payment amount received.
13. In the **Date Received** field, enter the date the payment was received.
14. Click the **Payee's Work on Contract Complete** check box if the payee's work associated with this contract has been completed.
15. In the **Payee Comments** field, enter any additional information about the payment.
16. Click the **Next** button at the bottom of the component.
17. Click the **Submit Verification** button.

Viewing Subcontract Payment Endorsements

The Endorsements tab on the Subcontract Payment Summary component contains endorsement and review information for the subcontract payment.

For more information, see the *Viewing Subcontractor Payment Endorsements* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

Navigation: Contract Overview > Contract Payment Overview > Estimate Num link > Contract Payment Summary > Subcontract Payments tab > Subcontract Payment Summary > Endorsements tab

To view subcontract payment endorsements:

1. Click the **Endorsements** tab.
2. The **Signed By** field displays the name of the person who signed the subcontract payment.
3. The **Signed Date** field displays the date the subcontract payment was signed.
4. The **Signer Comments** field displays any comments that were provided by the person who signed the subcontract payment.
5. The **Payee Reviewed By** field displays the name of the payee reviewer.
6. The **Payee Reviewed Date** field displays the date the payee reviewed the subcontract payment.
7. The **Payment Received** field displays the payee's payment received description.
8. The **Date Received** field displays the date the payment was received.
9. The **Amount Received** field displays the payment amount received.
10. The **Payee Work Complete Indicator** field displays whether the work associated with this subcontract payment has been completed.
11. The **Payee Comments** field displays any comment from the payee.
12. The **Agency Reviewed Date** field displays the date the subcontractor payment was reviewed by the agency.

13. The **Agency Reviewed By** field displays the name of the agency compliance officer who reviewed the subcontractor payment.
14. The **Agency Reviewer Comments** field displays any comment added by the agency's compliance officer about the review process.

Contract Vendor Payrolls

Working with Contract Vendor Payrolls

A payroll is a vendor's reporting of wages paid to employees for work on a specific agency contract during a given period of time. For each employee, the hours worked on each day for a given labor classification on a specific project must be reported. This is not a vendor's payroll system for payment and payroll tax deduction purposes, but instead it is a record based on the output from a vendor's payroll system.

When required by the agency, payrolls associated with the work performed must be recorded, reviewed, and approved by the agency. The approval process ensures that the calculations in the payroll are correct and that applicable federal and state guidelines for wages and fringe benefits have been followed.

For more information, see the *Working with Contract Vendor Payrolls* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Workflow with External Access for Prime Contractors

When an agency uses external access for prime contractors, payrolls can progress through the system by using the following phases.

For more information, see the *Workflow with External Access for Prime Contractors* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Initial

Payroll information is initially entered by prime contractors either through direct data entry or by importing electronic files.

Under Agency Review

During this phase, the agency reviews the prime contractors' payrolls.

Agency Rejected

A payroll enters this phase if the agency rejects the payroll during the *Under Agency Review* phase.

Approved

When an agency user reviews and approves a payroll, the payroll enters the *Approved* phase. Once approved, a payroll can only be changed by creating a payroll modification.

Workflow with External Access and a Tiered Review

When an agency uses external access with a tiered review, payrolls can progress through the system by using the following phases.

For more information, see the *Workflow with External Access and a Tiered Review* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Initial

Payroll information is initially entered subcontractors either through direct data entry or by importing electronic files. After an external user enters or imports a payroll and then saves it, the **Sign** option becomes available on the Actions menu on the payroll's row. The payroll will not progress further in the workflow until an external user signs the payroll.

When a payroll in *Initial* status is signed, the system automatically progresses it to *Under Tier Review* status.

Under Tier Review

During the Under Tier Review phase, subcontractors are responsible for reviewing subcontractor payrolls and progressing them to the next step in the process. Under Prime Review

During the Under Prime Review phase, prime contractors are responsible for reviewing subcontractor payrolls and progressing them to the next step in the process. Returned

If the prime contractor returns the payroll during the Under Prime Review phase, or a subcontractor returns the payroll during the Under Tier Review phase, the payroll has status of Returned. Under Agency Review

In this phase, the agency reviews prime contractors' and subcontractors' payrolls.

Agency Rejected

A payroll enters this phase if the agency rejects the payroll during the Under Agency Review phase. Prime Rejected

A payroll enters this phase when the prime contractor rejects a subcontractor's payroll after it has been rejected by the agency.

Sub Returned

A payroll enters the *Sub Returned* phase after a subcontractor adds transition comments to a payroll in the *Prime Rejected* phase, and then returns the payroll to the prime contractor.

Approved

When an agency user reviews and approves a payroll, the payroll enters the *Approved* phase. Once approved, a payroll can only be changed by creating a payroll modification.

Workflow with External Access and Proxy Payrolls

For more information, see the *Workflow with External Access and Proxy Payrolls* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

When an agency uses external access and allows proxy payrolls, payrolls can progress through the system by using the following phases.

Initial

Payroll information is initially entered on behalf of subcontractors by prime contractors either through direct data entry or by importing electronic files.

Under Prime Review

During the Under Prime Review phase, prime contractors are responsible for reviewing the proxy payrolls and progressing them to the next step in the process. Returned

If the prime contractor returns the payroll during the Under Prime Review phase, the payroll has status of Returned. Under Agency Review

In this phase, the agency reviews the payroll.

Agency Rejected

A payroll enters this phase if the agency rejects the payroll during the Under Agency Review phase. Approved

When an agency user reviews and approves a payroll, the payroll enters the *Approved* phase. Once approved, a payroll can only be changed by creating a payroll modification.

Payroll Creation Methods

There are two methods prime contractors and subcontractors can use for creating new payrolls in AASHTOWare Project Civil Rights & Labor. The payroll creation methods are as follows:

Manual Entry	Through the AASHTOWare Project Civil Rights & Labor user interface, contractors can manually enter weekly payroll information.
Importing a Payroll	Using an XML file format that matches the required XML payroll schema, contractors can import weekly payroll information into AASHTOWare Project Civil Rights & Labor.

For additional resources and information on generating an XML payroll file from a payroll system, please contact your agency or refer to the [Payroll XML Resource Kit](#) page on aashtowareproject.org.

If contractors are importing payrolls into the system (either generating an XML payroll file from a payroll system or using an agency-specific version of the Microsoft Excel spreadsheet from aashtowareproject.org), the agency will need to provide certain payroll-related information to the contractors in order for them to populate required, accurate payroll data.

Using the AASHTOWare Project Payroll Microsoft Excel Spreadsheet

If you are not able to manually populate data directly in AASHTOWare Project Civil Rights & Labor, or generate an XML payroll file from your payroll system, you can use a Microsoft Excel spreadsheet available from the agency to manually enter payroll data. The payroll spreadsheet must be converted into a valid XML payroll file, which can then be imported into AASHTOWare Project Civil Rights & Labor.

Instructions for the use of the payroll spreadsheet and converting it to an XML file are available either from the agency, or from the [AASHTOWare Project™ Payroll Spreadsheet Conversion Utility](#) page on aashtowareproject.org.

As employee payroll information is included on payroll records that are approved by the agency, the system adds those employees to the system as *Reference Employees*.



Note: Please contact your agency for the agency-specific version of the Microsoft Excel spreadsheet.



Note: Many of the values entered in the payroll spreadsheet must be typed exactly as they will appear in the system. Errors in spelling or capitalization may cause the spreadsheet to fail the conversion or import processes, or may trigger an exception or employee mismatch notification to the agency.

Using the AASHTOWare Project Converter Tool

After you have a correctly formatted payroll Excel spreadsheet with your data entered, you can create a payroll XML file online using the AASHTOWare Project converter tool.



Note: Many of the values entered in the payroll spreadsheet must be typed exactly as they will appear in the system. Errors in spelling or capitalization may cause the spreadsheet to fail the conversion or import processes.



Instructions

Navigation: <https://xml.aashtowareproject.org/spreadsheet/>

To use the AASHTOWare Project converter tool:

1. Open your browser and navigate to the following URL:
<https://xml.aashtowareproject.org/spreadsheet/>.
2. On the Spreadsheet Conversion Utility page, in the **Instructions** section, click the **Choose File** button.
3. Locate and select the completed payroll Excel spreadsheet that is saved on your computer.
4. Click the **Open** button to upload the Excel spreadsheet to the AASHTOWare Project converter tool.
5. Click the **I agree to the Terms of Use** check box.
6. Click the **Convert** button.
7. Save the payroll XML file to an appropriate location on your computer with an appropriate file name.

Importing a Payroll

You can import payrolls as long as the import file is in an .xml format that matches the XML payroll schema.

If your payroll system does not generate an XML file, a Microsoft Excel spreadsheet is available from your agency in which you can enter payroll data, and convert to a valid XML payroll file, which can then be imported into AASHTOWare Project Civil Rights & Labor.

For more information, see the *Importing a Payroll* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Note: Many of the values entered in the payroll spreadsheet must be typed exactly as they will appear in the system. Errors in spelling or capitalization may cause the spreadsheet to fail the conversion or import processes.



Instructions

Navigation: Vendor Payrolls

To import one or more payrolls:

1. Under the **Vendor Payrolls** component, in the **Quick Find** search box, search for the contract and vendor for which you want to import a payroll.
2. Click the row **Actions** menu and select **Open**.
3. Click the component **Actions** menu and click the **Import Payroll** task.
4. Click the **Select File** button.
5. In the **Choose File to Upload** window, navigate to and select the file(s) you want to import, and click the **Open** button.
6. Click the **Import** button.

The system begins the import process. After the import is complete, the system displays a Payroll Import Submitted message above the component header.

7. Click the **Go to Process History Payroll Import Notification** link
8. View the import results on the **Payroll Import Notifications** tab.

Adding a Contract Payroll

When required by the agency, payrolls associated with the work performed must be recorded, reviewed, and approved by the agency. The approval process ensures that the calculations in the payroll are correct and that federal guidelines for wages and fringe benefits have been followed.

In AASHTOWare Project Civil Rights & Labor™, payroll records can be manually entered and imported payroll records can be manually updated. For more information, see the section *Adding a Contract Payroll* of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Required fields are:

- Payroll Number
- Begin Date
- End Date
- Fringe Benefit Payment Type



Instructions


Navigation: Vendor Payrolls


To manually create a new payroll:

1. Under the **Vendor Payrolls** component, in the **Quick Find** search box, search for the contract and vendor for which you want to manually create a payroll.
2. Click the row **Actions** menu and select **Add**.
3. In the **Payroll Number** field, enter a unique payroll number for the new payroll.
4. In the **Begin Date** field, type the date the payroll period begins.
5. In the **End Date** field, type the date the payroll period ends.
6. In the **Fringe Benefit Payment Type** field, click the drop-down arrow and select the type of funds used to pay fringe benefits.
7. Click the **Save** button.

Adding Benefit Programs to the Payroll

Payroll benefit programs provide a variety of fringe benefits to employees, for example, medical insurance, retirement or pension funds, vacation time and apprenticeship funding.

 **Note:** The ability to add benefit program information is determined by your agency.

 **Note:** Benefit Programs can only be added to a payroll if the Fringe Benefit Payment Type for the payroll is set to either Plan Funds or Plan Funds with Exceptions.

Required fields are:

- Benefit Program Name
- Benefit Account Number
- Trustee/Contact Person
- Trustee/Contact Phone
- Benefit Program Type

For more information, see the *Adding Benefit Programs to the Payroll* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

Navigation: Vendor Payrolls > External Certified Payroll

To add a benefit program to a payroll:

1. Under the **Benefit Programs** section, click the **New** button.
2. In the **Benefit Program Name** field, type the name of the benefit program
3. In the **Trustee/Contact Person** field, type the name of the person to contact for benefit program information.
4. In the **Benefit Program Type** field, click the drop-down arrow and select the kind of benefit provided by this benefit plan.
5. In the **Benefit Account Number** field, type the vendor's identifier for the benefit program.
6. In the **Trustee/Contact Phone** field, type the telephone number for the benefit program's contact person.
7. In the **Benefit Program Classification** field, enter a description of the type of benefits provided by the program. Click the **Save** button.

Maintaining Payroll Employees

A *payroll employee* is an employee being paid on the selected payroll. Initially, a payroll employee might not be recorded in the system as a reference employee, but he or she will be added to the Reference Employee List during the payroll validation process.



Note: Non-agency users (prime contractors and subcontractors) can view payroll information for their employees and for subcontractors lower in the payroll hierarchy, for all payroll phases except Initial. However, only non-agency users with vendor authority are able to edit payroll and employee information.

For more information, see the *Maintaining Payroll Employees* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Adding Employees to the Payroll

The process for adding an employee to the payroll depends on whether the employee is already recorded in the system reference data.

Adding a Reference Employee to the Payroll

See the section *Adding Employees to the Payroll* of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users* for more information about adding a reference employee to the payroll.



Instructions

Navigation: Vendor Payrolls > External Certified Payroll > Employee quick link

To add a reference employee to the payroll:

1. Click the **Employee** quick link.
2. On the **Employees** component, click the component **Actions** button.
3. Click the **Add Ref Employees** action.
4. In the **Quick Find** search box, type the name of the reference employee you want to add to the payroll.
5. In the list of employees returned from the search, click the employee name.
6. Click the **Add to Employees** button.

Adding a Non-Reference Employee to the Payroll

As employee payroll information is included on payroll records that are approved by the agency, the system adds those employees into the system as *Reference Employees*.

See the section *Adding Employees to the Payroll* of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users* for more information about adding a non-reference employee to the payroll.

- Required fields are:
 - First Name
 - Last Name
 - Payment Type
 - Gender
 - Ethnic Group
 - Vendor Supplied Employee ID / Social Security Number / Partial Social Security Number

Your agency will determine which of these fields are required.

- Address Information

Your agency will determine whether address information is required.



Instructions

Navigation: Vendor Payrolls > External Certified Payroll > Employee quick link

To add a new non-reference employee to the payroll:

1. On the **Employees** component, click the component **Actions** button.
2. Click the **Add Employee** action.
3. In the **First Name** field, type the employee's first name.
4. In the **Last Name** field, type the employee's last name.
6. In the **Payment Type** field, click the drop-down arrow and select how the employee is paid.
7. In the **Gender** field, click the drop-down arrow and select the employee's gender.
8. In the **Ethnic Group** field, click the drop-down arrow and select the employee's ethnic group.
9. In the **Social Security Number** field, type the employee's full social security number.
10. In the **Address Line 1** field, type the employee's street address.
11. In the **City** field, type the employee's city.
12. In the **State/Province** field, click the drop-down arrow and select the employee's state.
13. In the **Zip Code** field, type the employee's zip code.
14. Click the **Save** button.

Adding Classifications

See the section *Adding Classifications* of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users* for more information about adding classification information for a payroll employee.



Instructions

Navigation: Vendor Payrolls > External Certified Payroll > Employee quick link

To add employee classifications to the payroll employee:

1. From the **External Payroll Employees** component, scroll down to the **Employees** component.
2. In the **Employees** section, click the drop-down arrow and select the employee to which to add classification information.
3. Scroll down to the **Classification** section for the selected employee.
4. In the **Contract Project ID** field, click the drop-down arrow and select the appropriate contract project.
5. In the **Labor Classification** field, search for and select the employee's labor classification.
6. In the **Craft Code** field, click the drop-down arrow and select the employee's craft.
7. In the **Straight Hourly Rate** field, type the amount the employee is paid for working an hour of base time.
8. In the **Overtime Hourly Rate** field, type the amount the employee is paid for working an hour of overtime.
9. In the **Regular Hourly Rate** field, type the regular rate of pay that an employee is paid on non-prevailing wage work.
10. In the **Project Lump Sum Payment** field, enter the amount of optional lump sum fringe payments made to the payroll employee.
11. Click the **OJT Program Indicator** check box if the employee is a trainee in the OJT program. (SKIP)
12. In the **OJT Wage Percentage** field, enter the percentage of the standard wage for this labor classification paid to the employee/trainee.
13. Click the **Apprentice** check box if this employee is working under apprentice status for this contract.

14. In the **Apprentice ID** field, enter the unique identifier assigned to the apprenticeship program.
15. In the **Apprentice Wage Percentage** field, enter the percentage of the full wage rate to be paid to this apprentice.

Adding Hours

See the section *Adding Hours* of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users* for more information about adding labor hours worked on the project for a payroll employee.



Note: Do not add non-project specific hours worked by the employee on the payroll record.

Hourly Employees



Instructions

Navigation: Vendor Payrolls > External Certified Payroll > Employee quick link

To add labor hours to an hourly payroll employee:

1. Click the **Employees** drop down and select the appropriate hourly employee.
2. Scroll down to the **Hours** section.
3. In the **Straight Time Hours** fields, type the number of regular hours the employee worked for each day of the week.
4. In the **Overtime Hours** fields, type the number of overtime hours the employee worked for each day of the week.
5. In the **Total Straight Time Hours** field, type the total number of regular hours the employee worked during this payroll period.
6. In the **Total Overtime Hours** field, type the total number of overtime hours the employee worked during this payroll period.
7. In the **Classification Total Hours** field, type the total number of hours the employee worked during this payroll period on this project.

Salaried Employees



Instructions

Navigation: Vendor Payrolls > External Certified Payroll > Employee quick link

To add labor hours to a salaried payroll employee:

1. Click the **Employees** drop down and select the appropriate salaried employee.
2. Scroll down to the **Hours** section.
3. In the **Salaried Employee Hours** fields, type the number of hours the employee worked for each day of the week.
4. In the **Total Project Classification Salaried Hours** field, type the total number of hours worked by the salaried employee.
5. In the **Total Pay Period Salaried Hours** field, type the total number of hours the salaried employee worked during this pay period.

Adding Wages

See the section *Adding Wages* of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users* for more information about adding wages earned on the project for a payroll employee.

Hourly Employees



Instructions

Navigation: Vendor Payrolls > External Certified Payroll > Employee quick link

To add wages to an hourly payroll employee:

1. Click the **Employees** drop down and select the appropriate salaried employee. Scroll down to the **Wages** section.
2. In the **Project Classification Gross Pay** field, type the amount earned by the employee during this payroll period on this project.
3. In the **Total Gross Pay** field, type the amount earned by the employee during this payroll period for all work (Project and Non-Project).
4. In the **Net Pay** field, type the net pay (gross pay amount minus total deductions) earned by the employee during this payroll period.
5. In the **Total Deductions** field, type the sum of all withholdings and deductions.
6. In the **FICA Withholding Amount** field, type the amount of Social Security tax to be deducted from the employee's gross amount for this payroll period.
7. In the **Federal Withholding Amount** field, type the amount of federal income tax to be deducted from the employee's gross amount for this payroll period.
8. In the **State Withholding Amount** field, type the amount of state income tax to be deducted from the employee's gross amount for this payroll period.
9. In the **Medicare Withholding Amount** field, type the amount of Medicare tax to be deducted from the employee's gross amount for this payroll period.
10. In the **Total Fringe Benefits Paid** field, type the total fringe benefit amount to be paid for work performed by this employee in this classification during this pay period.
11. Click the **Save** button.

Salaried Employees



Instructions

Navigation: Vendor Payrolls > External Certified Payroll > Employee quick link

To add wages to a salaried payroll employee:

1. Click the **Employees** drop down and select the appropriate salaried employee
2. Scroll down to the **Wages** section.
3. In the **Normal Salary** field, type the salary the employee receives per pay period.
4. In the **Total Gross Pay** field, type the amount earned by the employee for all project and non-project work. type the net pay (gross pay amount minus total deductions) earned by the employee during this payroll period. In the **Total Deductions** field, type the sum of all withholdings and deductions.
5. In the **FICA Withholding Amount** field, type the amount of Social Security tax to be deducted from the employee's gross amount for this payroll period. In the **Federal Withholding Amount** field, type the amount of federal income tax to be deducted from the employee's gross amount for this payroll period.
6. In the **State Withholding Amount** field, type the amount of state income tax to be deducted from the employee's gross amount for this payroll period.
7. In the **Medicare Withholding Amount** field, type the amount of Medicare tax to be deducted from the employee's gross amount for this payroll period.
8. In the **Total Fringe Benefits Paid** field, type the total fringe benefit amount to be paid for work performed by this employee in this classification during this pay period.
9. Click the **Save** button.

Adding Deductions

Records for standard payroll deductions such as federal income tax and FICA are maintained as part of the Payroll Employee record. Other deductions refer to additional, irregular deductions an employee may choose to make (for example, money withheld for the employee's 401(k) plan or to pay union dues).

For more information, see the *Adding Deductions* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

Navigation: Vendor Payrolls > External Certified Payroll > Employee quick link

To add deductions for the payroll employee:

1. Scroll down to the **Deductions** section.
2. Click the **New** button.
3. In the **Description** field, type a brief description for the deduction.
4. In the **Amount** field, type the amount to be withheld for the deduction from the employee's payroll.
5. Click the **Save** button.

Adding Fringe Benefit Exceptions

Fringe benefit exceptions are used to record a contractor's explanation of why the amount being paid on a fringe benefit for a payroll employee deviates from the standard amount. The exception may represent an increase or a decrease of the standard amount.

For more information, see the *Adding Fringe Benefit Exceptions* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

Navigation: Vendor Payrolls > External Certified Payroll > Employee quick link

To add fringe benefit exceptions for the payroll employee:

1. Scroll down to the **Exception** section.
2. Click the **New** button.
3. In the **Explanation** field, type the explanation of why the amount being paid on a fringe benefit deviates from the standard amount.
4. Click the **Save** button.

Signing Contract Vendor Payrolls

The Sign Payroll component provides a guided process by which an authorized user can review, verify, and sign a contract vendor payroll.

For more information, see the *Signing Contract Vendor Payrolls* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Note: After you sign a payroll, it can no longer be changed or deleted. Any further changes must be recorded by creating a payroll modification record.

After you sign a payroll, the system performs the following actions:

- The system verifies that you are authorized to sign the payroll, sets the **Signed By** field with your User ID, and sets the **Signed Date** field with the current date.
- The system progresses the payroll to the next step in the process and then sets the payroll record to read-only to prevent any future changes.
- The Payroll Summary and Payroll Verification Text reports that are reviewed during the guided Sign Payroll process are attached to the payroll record for historical purposes.



Instructions

Navigation: Vendor Payrolls > External Certified Payroll > Employee quick link

To sign a vendor payroll:

1. On the top **Contract** component, click the component **Actions** button.
2. Click the **Sign Payroll** action.
3. Review the Payroll Summary Report and click the **Next** button at the bottom of the component.
4. Review the verification requirement and click the **Next** button at the bottom of the component.
5. In the **Comments** field, enter additional information about the payroll.
6. Click the **Sign Payroll** button.

*The system verifies that you are authorized to sign the payroll, sets the **Signed By** field to your User ID, and sets the **Signed Date** to the current system date. The system attaches the Payroll Summary report and the Payroll Verification report to the payroll record. The system then sets the payroll record to read-only to prevent any future changes.*

Adding a Payroll for a Subcontractor

A prime contractor can enter a new payroll record on behalf of one of his subcontractors. The prime contractor can either enter the payroll record manually or import the payroll record in XML file format.

On the Contract Certified Payroll Overview page, existing payroll records are grouped on two tabs.

- The **Vendor Payrolls** tab lists contract vendors' own payrolls.
- The **Proxy Payrolls** tab lists payrolls that have been submitted by the prime contractor on behalf of subcontractors.



Note: Subcontractors can view the Proxy Payroll tab, but will not be able to add or change information.

For more information, see the *Adding a Payroll for a Subcontractor* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

Navigation: Vendor Payrolls

To manually create a new payroll for a subcontractor:

1. Under the **Vendor Payrolls** component, in the **Quick Find** search box, search for the contract and vendor for which you want to manually create a payroll.
2. Click the row **Actions** menu and select **Submit for Subcontractor**.
3. In the **Payroll Number** field, enter a unique payroll number for the new payroll.
4. In the **Begin Date** field, type the date the payroll period begins.
5. In the **End Date** field, type the date the payroll period ends.
6. In the **Fringe Benefit Payment Type** field, click the drop-down arrow and select the type of funds used to pay fringe benefits.
7. Click the **Save** button.

Submitting a Payroll for a Subcontractor

The Submit for Contractor component provides a guided process by which an authorized prime contractor can review, verify, and submit a contract vendor payroll on behalf of one of his subcontractors.



Note: After you submit a subcontractor's payroll, it can no longer be changed or deleted. Any further changes must be recorded by creating a payroll modification record.

After you submit a payroll for a subcontractor, the system performs the following actions:

- The system verifies that you are authorized to submit the payroll.
- The system progresses the payroll to the next step in the process and then sets the payroll record to read-only to prevent any future changes.
- The Payroll Summary and Proxy Verification Text reports that are reviewed during the guided Sign Payroll process are attached to the payroll record for historical purposes.

For more information, see the *Submitting Contract Vendor Payrolls for Subcontractors* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

Navigation: Vendor Payrolls > External Certified Payroll

To submit a payroll for a subcontractor:

1. On the top **Contract** component, click the component **Actions** button.
2. Click the **Submit for Subcontractor** action.
3. Review the Payroll Summary Report and click the **Next** button at the bottom of the component.
4. Review the verification requirement and click the **Next** button at the bottom of the component.
5. In the **Submission Method** field, record how you received the payroll record.
6. In the **Subcontractor's Payroll Signer** field, record the name of who signed the payroll record.
7. In the **Subcontractor's Payroll Signed Date** field, enter the date the payroll record was signed.
8. In the **Comments** field, enter additional information about the payroll.
9. Click the **Submit Payroll** button.

The system verifies that you are authorized to submit the payroll and then then sets the payroll record to read-only to prevent any future changes. The system attaches the Payroll Summary report and the Proxy Verification report to the payroll record.

Maintaining Payroll Status

The Status component allows you to maintain all the information related to the status of the payroll. On this component, you can view payroll transitions, exceptions, and employee mismatches. For non-agency users, the Status component displays only the exceptions and employee mismatches that the agency has flagged for vendor review.



Note: Non-agency users (prime contractors and subcontractors) can view payroll information for their employees and for subcontractors lower in the payroll hierarchy, for all payroll phases except Initial. However, only non-agency users with vendor authority are able to edit payroll and employee information.

For more information, see the *Maintaining Payroll Status* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Exceptions

The first time a certified payroll is put in *Under Agency Review* status, the system runs a series of validation checks to verify that the data in the payroll is valid. If one of these validations is not met, the system generates a payroll exception.

When the system calculates the values used to validate payroll data, the calculated values must be truncated or rounded to a whole penny. Calculated values for payment fields are rounded up to the next penny. Calculated values for deductions are truncated to two decimal places.

The Exceptions section of the Payroll Status component contains a list of exceptions that the system has generated for the payroll and which the agency has marked for vendor review and action.

Exceptions can include things such as payroll numbers out of sequence, payroll dates and the payroll start day of the week not matching, missing or incorrect wage rates, missing or incorrect work hours and calculations, missing or incorrect payment or deduction information, contractor or employee information that does not match the data in the application, and more.

If employee information in a payroll that is imported from a payroll spreadsheet, signed and submitted to the agency does not match the information in the reference employee record in the system, it will trigger an exception or employee mismatch notification to the agency. You may be required to review or correct the information.

For more information, see the *Exceptions* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

Navigation: Unapproved Payrolls > External Certified Payroll Status

To view a payroll exception:

1. Under the **Status** component, scroll down to the **Exceptions** section.
2. Click the **Expand/Collapse** button for the appropriate listed exception.
3. The **Payroll Exception Description** field displays text describing the payroll exception.
4. The **Agency Comments** field displays additional information the agency provided about the payroll exception.
5. The **Vendor Notified** check box indicates whether the payroll exception should be addressed by the payroll vendor.
6. The **Vendor Notified Date** field displays the date the vendor was notified of the payroll exception.
7. The **Exception Resolution Date** field displays the date the exception was resolved.
8. The **Resolution Comments** field displays additional information about how the payroll exception is being resolved.
9. The **Exception Resolved By** field displays the person who resolved the exception.

Employee Mismatches

If a payroll exception is due to a mismatch between a payroll employee record and its corresponding reference employee record, this section of the Payroll Status component will contain the mismatch information that the system has generated for the payroll and which the agency has marked for vendor review and action.

Employee Mismatches include employee information that does not match the reference employee data in the application, such as misspelled names, incorrect vendor supplied identification information, incorrect gender or ethnicity, and other incorrect employee information.

For more information, see the *Exceptions* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

Navigation: Unapproved Payrolls > External Certified Payroll Status

To view a payroll employee mismatch:

1. Under the **Status** component, scroll down to the **Employee Mismatches** section.
2. Under the Employee Mismatch Resolution component, scroll down to the Payroll Employee Mismatch section.
3. Review the employee mismatch information.

Any differences between the payroll and reference employee records are highlighted.

Transitions

Certified payrolls pass through several transition points as they are checked and accepted, or rejected, at different phases before eventually being approved by the transportation agency.

The Transitions section of the payroll Status component shows the date of the transition, the phase, whether the payroll was accepted or rejected, Approve or Reject buttons (as appropriate for the current phase), and a list of all the transition comments that were recorded for the payroll.

For more information, see the *Transitions* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Using the Payroll Transition Comment Window

Payroll transition comments are used to add explanatory information to the payroll record about the payroll's transition from one phase to the next (or to a previous phase in the case of a rejected payroll).

For more information, see the *Using the Payroll Transition Comment Window* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

Navigation: Unapproved Payrolls > External Certified Payroll Status

To add transition comments to a rejected payroll:

1. Under the **Unapproved Payrolls** component, in the **Quick Find** search box, search for the contract and vendor for which you want to add transition comments to a rejected payroll.
2. For the appropriate payroll, click the row **Actions** menu and select the **Status** view.
3. In the **Transitions** section, under the **Status** component, click the **Approve** button.
4. In the **Comments** field, type additional payroll transition comments.
5. Click the **Save** button.

Copying a Payroll

If you are setting up a new payroll that is similar to an existing payroll, you can save time by creating a copy of the existing payroll. For more information, see the *Copying a Payroll* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Note: The system copies all the information in the source payroll's record to the new payroll record. The payroll Hour details are reset to 0.00 along with the Wages details.

Required fields are:

- New Payroll Number
- Begin Date
- End Date



Instructions

Navigation: Vendor Payrolls > Contract Certified Payroll Overview

To copy a vendor payroll:

1. Under the **Vendor Payrolls** component, in the **Quick Find** search box, search for the contract and vendor for which you want to copy an existing payroll.
2. Click the row **Actions** menu and select **Open**.
3. As applicable, click the **Vendor Payrolls** tab or **Proxy Payrolls** tab.



Note: The Proxy Payrolls tab is not used by subcontractors.

4. Locate the payroll you want to copy and click the row **Actions** button.
5. Click the **Copy** action.
6. In the **New Payroll Number** field, enter a unique payroll number for the new payroll.
7. In the **Begin Date** field, type the date the new payroll period begins.
8. In the **End Date** field, type the date the new payroll period ends.
9. Click the **Copy Payroll** button.

Deleting a Payroll

You can only delete certified payrolls that have not been progressed beyond the Initial status.



Note: Deleting a payroll record will automatically delete all attachments linked to that payroll.



Instructions 61

Navigation: Vendor Payrolls > Contract Certified Payroll Overview

To delete a payroll:

1. Under the **Vendor Payrolls** component, in the **Quick Find** search box, search for the contract and vendor for which you want to delete an existing payroll.
2. Click the row **Actions** menu and select **Open**.
3. As applicable, click the **Vendor Payrolls** tab or **Proxy Payrolls** tab.



Note: The Proxy Payrolls tab is not used by subcontractors.

4. Locate the payroll you want to delete and click the row **Actions** button.
5. Click the **Delete** action.
6. Click the **Save** button.

Maintaining a Payroll Record

See the section *Maintaining a Payroll Record* of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users* for more information about maintaining a payroll.

Creating a Payroll Modification

If a payroll needs to be revised at a point in the workflow when the payroll record can no longer be edited, you can only make the changes by creating a *payroll modification*. A payroll modification is a copy of the payroll record, identical to the original except that it does not include attachments or comments. You can then record changes to the payroll in the modification record.

For more information, see the *Creating a Payroll Modification* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Note: When you add a payroll modification, all the information associated with any previous modifications (including payroll exceptions) becomes read-only and cannot be changed.



Note: The original payroll record can be modified until the payroll reaches the Under Agency Review phase. Once the payroll reaches the Under Agency Review phase, all payroll changes will need to be made with a new payroll modification.



Instructions

Navigation: Vendor Payrolls > Contract Certified Payroll Overview

To create a payroll modification:

1. Under the **Vendor Payrolls** component, in the **Quick Find** search box, search for the contract and vendor for which you want to create a payroll modification.
2. Click the row **Actions** menu and select **Open**.
3. As applicable, click the **Vendor Payrolls** tab or **Proxy Payrolls** tab.



Note: The Proxy Payrolls tab is not used by subcontractors.

4. Locate the payroll you want to create a payroll modification for and click the row **Actions** button. (**payroll number 1**)
5. Click the **Create Modification** task.

The system displays the new payroll modification record, with the same payroll ID, with the Modification Number field set to 1 and the Phase set to Initial.

At this point, you would open the new payroll modification and make any appropriate payroll changes. After all changes have been completed, you will need to sign the payroll modification to progress the payroll to the next step in the process.

Working with Unapproved Payrolls

The Unapproved Payrolls component allows you to locate a list of active payrolls that have not yet been approved by the agency.



Note: Payrolls that are in the Initial phase or the Approved phase will not appear in the Unapproved Payrolls component.

For more information, see the *Working with Unapproved Payrolls* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.

Performing a Payroll Review

Before a tiered subcontract payroll can be processed by the agency, the prime contractor, subcontractor, and any tiered subcontractors on a contract must first review and progress all payrolls submitted and signed by their subcontractors..



Note: To perform a review, the current user must have vendor authority for the prime contractor if they are conducting a Prime Review, or vendor authority for the subcontractor if they are conducting a tiered review.

For more information, see the *Performing a Payroll Review* section of the *AASHTOWare Project Civil Rights & Labor™ User's Guide for Non-Agency Users*.



Instructions

Navigation: Unapproved Payrolls > External Certified Payroll Status

To review a subcontractor payroll:

1. Under the **Unapproved Payrolls** component, in the **Quick Find** search box, search for the contract and vendor for which you want to review a subcontractor payroll.
2. For the appropriate payroll, click the row **Actions** menu and select the **Status** view.
3. On the top **Contract** component, click the component **Actions** button.
4. If you are a prime contractor, click the **Prime Review** action. If you are a subcontractor, click **Progress Tiered Payroll**.
5. Review the Payroll Summary Report and click the **Next** button at the bottom of the component.
6. In the **Comments** field, enter additional information about the payroll.

If your review determined the payroll data is unsatisfactory, click the **Return to Contractor** button to return the payroll to the payroll vendor for corrections. (The system sets the payroll status to *Prime Returned*.)

OR If your review determined the payroll data is satisfactory and you are a subcontractor, click the **Progress Tiered Payroll** button to progress the payroll to the next level of tiered review. (The payroll status remains in to *Under Tier Review*.)

OR

If your review determined the payroll data is satisfactory, click the **Forward to Agency** button to progress the payroll to the agency for review. (The system sets the payroll status to *Under Agency Review*.)