



# AASHTOWare Project Civil Rights & Labor™ Quick Reference Guide for VDOT 1A | Create a Payroll Spreadsheet

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

## Background:

- This process is applicable to contractors who will use the VDOT payroll spreadsheet to create a payroll record for later conversion and import into AASHTOWare Project Civil Rights & Labor.
- Obtain the most recent spreadsheet from VDOT.
- This process is the same for prime contractors and subcontractors.
- Copy the blank VDOT payroll spreadsheet to create a template payroll spreadsheet (**T**) for each contract.
- Each week, copy the template payroll spreadsheet to create a weekly payroll spreadsheet (**W**) for submittal.
- Payroll spreadsheet fields listed below may be marked as **T** or **W** to indicate whether they should be filled in on the template or weekly payroll spreadsheets. Note that these are suggestions; you might use the template and weekly payroll spreadsheets differently depending on your company's needs and the specific details of your employees' information.
- Information entered in the spreadsheet must be typed correctly. Errors in spelling or capitalization may cause the spreadsheet to fail conversion or import, or may trigger an exception notification to VDOT.

## Payroll Form Tab – Contractor Information:

- **CONTRACTOR (Prime) or SUBCONTRACTOR – (T)** – Type an X in the field that identifies your company for this contract.
- **Name of Contractor – (T)** – Type the name.
- **Contractor's ID – (T)** – Type your CRL vendor number. To find your **Vendor ID**, log on to CRL. In the **Vendor Payrolls Quick Find** search box, type your contract ID. In the search results, locate your **Vendor ID**.
- **Payroll Number – (W)** – Type the number. Must be unique for each payroll submitted for this contract. Should increase sequentially each week.
- **For Week Ending – (W)** – Type the last day of the week covered by this payroll. Verify the date is one week later than the For Week Ending date on the previous payroll.
- **CONTRACTOR ADDRESS – (T)** – Type the address. The **State** must be the two-letter postal abbreviation.
- **Contract # – (T)** – Type the contract number as stated on your contract. To find your **Contract #**, log on to CRL. In the **Vendor Payrolls Quick Find** search box, type your vendor name or ID. In the search results, locate your **Contract #**.
- **Day – (T)** – Select your company's starting day of the week for payrolls.
- **Date – (W)** – Filled in automatically based on **For Week Ending**.
- **(a) or (b) – (T)** – Type an X in the field that identifies your company for this contract. When **(a)** is selected, you must record the Benefit Program information in the next section.

## Payroll Form Tab – Benefit Program Information:

- Leave this section blank if you previously selected (b) **WHERE FRINGE BENEFITS ARE PAID IN CASH**.
- For each benefit program, complete a row.
- A benefit program must be recorded in this section to assign corresponding hourly rate credits for the program for an employee in the next section.

## Payroll Form Tab – Employee Information:

**Note:** If an employee works under more than one classification, enter the employee as many times as needed to capture all the information.

- **Last Name** – (T) – Type the last name.
- **First Name** – (T) – Type the first name.
- **Middle Initial** – (T) – Type the middle initial when applicable.
- **Vendor Emp ID** – (T) – Type the vendor's employee ID.
- **Gender** – (T) – Click the drop-down arrow and select the employee's gender.
- **Ethnicity** – (T) – Click the dropdown arrow and select the employee's ethnicity.
- **Has Changed?** – (T, W) – Typically set to the default value of **false**. Select **true** when this is the first weekly payroll after this employee's information was updated on the template.
- **Salaried** – (T) – The default value is **No**. Select **Yes** when needed.
- **Project ID #** – (T) – Type the project number.
- **Craft Code** – (T) – Click the **Craft Code** drop-down arrow and select the **Craft Code** value.
- **Labor Code** – (T) – Click the drop-down arrow and select the employee's classification.
- **HOURS WORKED EACH DAY** – Type the values. The dates for the seven columns can be found above in the Contractor Information section. Each field must contain a number, even if it is **0.00**.
  - **O.T. and S.T** – (W) – Record the Over Time Hours and the Standard Time Hours for hourly employees only.
  - **S.H.** – (W) – Record the Salaried Time Hours for salaried employees only.
- **Total Hours** – Type the total hours as applicable.
  - **O.T. and S.T** – (W) – For hourly employees only.
  - **S.H.** – (W) – For salaried employees only.

- **O.T. and S.T – RATE OF PAY** – (T) – Type the rates for hourly employees only. These values must be present even if **Total Hours** is **0.00**.
- **Employee Comments** – (T, W) – Type the comments. Use when applicable.
- **OJT %** – (T) – Type the percentage. Use when applicable.
- **Apprentice ID** and **Apprentice Wage %** – (T) – Type the ID and percentage. Use when applicable.
- **Project Gross** – (W) – Type the amount. If this is for an employee where **Salaried** is set to **Yes**, this cell should be blank.
- **Salaried Employee Only**
  - **Period Salaried Hours** – (W) – Type the value.
  - **Normal Salary** – (W) – Type the amount.
- **Wages Area**
  - **Gross Pay** – (W) – Type the amount.
  - **FICA, Federal Income Tax, State Income Tax, Medicare** – (W) – Type the amount.
  - **Other Deductions** – (T, W) – Automatically calculated from sum of any **Other Deduction Amount** entries.
  - **Total Deductions** – (W) – Type the calculated value of all deductions listed.
  - **NET WAGES** – (W) – Type the calculated value by subtracting the **Total Deductions** from the **Gross Pay**.
- **Fringe Benefit Rates**
  - **Health Welfare, Vacation Holiday, Apprentice Fund, Pension, Other 1, Other 2** – (T) – Type the values. Note that for each entry there must be a corresponding program recorded in the **Benefit Program** section above.
- **Total Project Fringe Benefits Paid for the Classification for this Pay Period (Rates x Hours)** – (W) – Enter the calculated sum of the hourly rate credits multiplied by the total hours worked (S.T. + O.T.).
- **(c) EXCEPTION (CRAFT)** – (T, W) – Type the Craft/Classification in the upper field and the reason in the lower field.
- **Other Deductions – Other Deduction Description and Amount** – (T, W) When needed, type the description and the amount. Confirm the sum of the **Amounts** displays in the **Other Deductions** field. Update the **Total Deductions** field accordingly.