



# AASHTOWare Project Civil Rights & Labor™ Quick Reference Guide for VDOT 1B | Create a Payroll in CRL

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

## Background:

- Importing an XML file is the recommended way to create a payroll record, but you can manually add and copy payrolls if needed.
- This process is the same for prime contractors and subcontractors.

## Add a Payroll:

1. Log on to AASHTOWare Project Civil Rights & Labor.
2. In the Vendor Payrolls **Quick Find** search box, type the **Contract ID**.
3. On the row for the Contract and Vendor, click the **Payrolls** link.
4. Click the component **Actions** button, and click **Add New Payroll**.
5. In the **Payroll Number** field, enter a unique, sequential payroll number.
6. In the **Begin Date** field, click the calendar icon and select the date the payroll period begins. This should be one day later than the end date of the previous payroll.
7. In the **End Date** field, click the calendar icon and select the date the payroll period ends.
8. In the **Fringe Benefit Payment Type** field, click the drop-down arrow and select the appropriate value.
9. In the **Comments** field, when applicable type a comment.
10. Click the **Save** button.

## Add a Benefit Program:

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**.

1. On the payroll record, under **Benefit Programs**, click the **New** button.
2. In the **Benefit Program Name** field, type a name to identify the program.
3. In the **Trustee/Contact Person** field, type the contact person's name.

4. In the **Benefit Program Type** field, click the drop-down arrow and select the appropriate value.
5. In the **Benefit Account Number** field, type the account number.
6. In the **Trustee/Contact Phone** field, type the phone number for the contact person.
7. In the **Benefit Program Classification** field, type a classification, if appropriate.
8. Click the **Save** button.

## Add a New Employee:

Add a new employee who is not in the system as a reference employee.

1. On the payroll record, click the **Employee** quick link.
2. On the Employees component header, click the **Actions** button.
3. Click the **Add Employee...** action.
4. In the **First Name** field, type the first name.
5. In the **Last Name** field, type the last name.
6. Click the **Payment Type** drop-down arrow, and select a value.
7. Click the **Gender** drop-down arrow, and select a value.
8. Click the **Ethnic Group** drop-down arrow, and select a value.
9. In the **Middle Initial** field, enter a middle initial if desired.
10. In the **Vendor Supplied Employee ID** field, type the employee's ID number.
11. Click the **Save** button.

## Add a Reference Employee:

You can select a previously reported employee to add to a payroll without having to enter the employee's information again.

1. On the Employees component header, click the **Actions** menu, and click **Add Ref Employees**.
2. Search for and select the employees you want to add.
3. Click the **Add to Employees** button.

## Add Classification, Hours, and Wages for Hourly Employees:

1. On the Employees component header, click the **Employees** drop-down arrow, and select the employee.
2. Ensure the correct value is selected in the **Contract Project ID** field.
3. Begin typing or hit enter in the **Labor Classification** field, and select a value.
4. Click the **Craft Code** drop-down arrow, and select a value.
5. In the **Straight Hourly Rate** field, type the straight time rate.
6. In the **Overtime Hourly Rate** field, type the overtime rate.
7. Enter OJT and apprenticeship information in these fields if appropriate: **OJT Program Indicator**, **OJT Wage Percentage**, **Apprentice**, **Apprentice ID**, and **Apprentice Wage Percentage**.
8. In the **Fringe Other 1 Rate** field and **Fringe Other 2 Rate** field, type a value, if appropriate.
9. In the **Straight Time Hours** fields, enter hours for each day.
10. In the **Overtime Hours** fields, enter overtime hours for each day.
11. In the **Total Straight Time Hours** field, enter the employee's straight time hours for the pay period.
12. In the **Total Overtime Hours** field, enter the employee's overtime hours.
13. In the **Classification Total Hours** field, type the total number of hours the employee worked during this payroll period on this project.
14. In the **Project Classification Gross Pay** field, enter the employee's federal gross pay.
15. In the **Total Gross Pay** field, enter the employee's total gross pay.
16. In the **Net Pay** field, enter the employee's net pay for the pay period.
17. In the **Total Deductions** field, enter the employee's total deductions.
18. Enter amounts in these withholding fields as needed: **FICA Withholding Amount**, **Federal Withholding Amount**, **State Withholding Amount**, **Medicare Withholding Amount**.
19. In the **Total Fringe Benefits Paid** field, type the total fringe benefits amount to be paid, if appropriate.
20. Click the **Save** button.
21. If an employee worked under multiple classifications during the pay period, add the additional classifications. Click the Employees component **Actions** button, and select **Add New Project/Classification to Employee**. The employee will be listed once for each classification in the **Employees** drop-down list.

## Add Classification, Hours, and Wages for Salaried Employees:

1. On the Employees component header, click the **Employees** drop-down arrow, and select the employee.
2. Ensure the correct value is selected in the **Contract Project ID** field.
3. Begin typing or hit enter in the **Labor Classification** field, and select a value.
4. Click the **Craft Code** drop-down arrow, and select a value.
5. Enter OJT and apprenticeship information in these fields if appropriate: **OJT Program Indicator**, **OJT Wage Percentage**, **Apprentice**, **Apprentice ID**, and **Apprentice Wage Percentage**.
6. In the **Fringe Other 1 Rate** field and **Fringe Other 2 Rate** field, type a value, if appropriate.
7. In the **Salaried Employee Hours** fields, type the number of hours the employee worked for each day of the week.
8. In the **Total Project Classification Salaried Hours** field, type the total number of hours worked by the salaried employee.
9. In the **Total Pay Period Salaried Hours** field, type the total number of hours the salaried employee worked during this pay period.
10. In the **Normal Salary** field, type the salary the employee receives per pay period.
11. In the **Total Gross Pay** field, type the amount earned by the employee for all project and non-project period.
12. In the **Net Pay** field, type the net pay (gross pay amount minus total deductions) earned by the employee during this payroll period.
13. In the **Total Deduction** field, type the sum of all withholdings and deductions.
14. Enter amounts in these withholding fields as needed: **FICA Withholding Amount**, **Federal Withholding Amount**, **State Withholding Amount**, **Medicare Withholding Amount**.
15. In the **Total Fringe Benefits Paid** field, type the total fringe benefits amount to be paid, if appropriate.
16. Click the **Save** button.

## Add a Deduction:

In addition to the standard deductions for FICA, federal, state, and Medicare withholding amounts, you can add deductions for a payroll employee for 401(k) contributions, union dues, or other amounts as needed.

1. On the Employees component header, click the **Employees** drop-down arrow, and select the employee.
2. In the **Deductions** section, click the **New** button.
3. In the **Description** field, type a description for the deduction.
4. In the **Amount** field, type the amount of the deduction.
5. Ensure any deductions recorded are included in the **Total Deductions** field.
6. Click the **Save** button.

## Copy a Payroll:

If you already have a payroll in the system that is similar to the one you want to create, copying the payroll can save time. All the information is copied to the new payroll, except the **Hour** and **Wage** details, which are reset to 0.00.

1. On the **Home** screen, in the Vendor Payrolls **Quick Find** search box, type the **Contract ID**.
2. On the row for the Contract and Vendor, click the **Payrolls** link.
3. On the payroll you want to copy, click the **Actions** button, and click **Copy**.
4. In the **New Payroll Number** field, type the next sequential number. The blue component header displays the payroll number of the payroll that is being copied.
5. In the **Begin Date** field, click the calendar icon and select the date the payroll period begins.
6. In the **End Date** field, click the calendar icon and select the date the payroll period ends.
7. Click the **Copy Payroll** button.

## Next Steps:

- After adding or copying a payroll, you will attach any supporting documentation and sign the payroll. Refer to the VDOT training files **4 | Create a Payroll Attachment** and **5 | Sign a Payroll**.

## Key to Actions buttons:



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



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



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