



AASHTOWare Project Civil Rights & Labor™ Quick Reference Guide for VDOT 1C | Create and Submit a Proxy Payroll

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

Background:

- This process is performed by prime contractors. Subcontractors will not create or submit proxy payrolls, although they can view them.
- The recommended approach is for subcontractors to submit their own payrolls within AASHTOWare Project Civil Rights & Labor. However, prime contractors can submit proxy payrolls on behalf of their subcontractors if needed.
- A proxy payroll submitted by a prime contractor on behalf of a subcontractor contractor moves forward for review by VDOT staff.
- For you to submit subcontractor payrolls, your account must show that you are authorized to sign payrolls for your own company.
- A submitted payroll cannot be changed or deleted. If you need to make changes, you can create a payroll modification.

Navigation:

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 applicable subcontractor, click the **Payrolls** link.
4. On the Contract Certified Payroll Overview page, notice that 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.

Enter a Proxy Payroll by Spreadsheet or XML:

1. Create the payroll spreadsheet. Remember to fill out the **Contractor Information** section with the subcontractor's information, not the prime contractor's information. Refer to the VDOT training file **1A | Create a Payroll Spreadsheet**.
2. Use the website <https://xml.cloverleaf.net/spreadsheet/> to convert the spreadsheet to an XML file. Refer to the VDOT training file **2 | Convert a Payroll Spreadsheet to XML**.
3. In AASHTOWare Project Civil Rights & Labor, import and validate the XML payroll file. Refer to the VDOT training file **3 | Import and Validate a Payroll**.
4. Any attachment files should be added to the payroll record prior to submitting the proxy payroll. Refer to the VDOT training file **4 | Create a Payroll Attachment**.

Enter a Proxy Payroll within Civil Rights & Labor:

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 applicable subcontractor, click the row **Actions** button and select **Add for Subcontractor**.
4. Enter the payroll information. Refer to the VDOT training file **1B | Create a Payroll in CRL**.
5. Any attachment files should be added to the payroll record prior to submitting the proxy payroll. Refer to the VDOT training file **4 | Create a Payroll Attachment**.

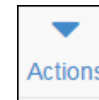
Submit the Proxy Payroll:

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 **Proxy Payroll** tab.
5. On the proxy payroll you want to submit, click the **Payroll** link.
6. Click the component **Actions** button.
7. Click the **Submit for Subcontractor** action.
8. Review the **Payroll Summary** information.
9. Scroll down and click the **Next** button.
10. Review the **Payroll Verification** information.
11. Scroll down and click the **Next** button.
12. In the **Submission Method** field, click the drop-down arrow and select the applicable value.
13. In the Subcontractor's **Payroll Signer** field, type the name of the person who signed the subcontractor payroll you are submitting.
14. In the **Proxy Signed Date** field, enter the date the subcontractor payroll you are submitting was signed.
15. In the **Comments** field, type your comment.
16. Click the **Submit Payroll** button.
17. Wait for the message indicating the process is complete. Verify the information.

View Payroll Status:

1. At the top of the page for the signed payroll record, click the **Status** quick link.
2. Review the **Status** section and the **Transitions** section. The information will be updated at each step of the payroll workflow.

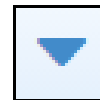
Key to Actions buttons:



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



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



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