



AASHTOWare Project Civil Rights & Labor™ Quick Reference Guide for VDOT 2 | Convert a Payroll Spreadsheet to XML

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

Background:

- This process is applicable to contractors who use the VDOT AASHTOWare Project™ Payroll Spreadsheet.
- The spreadsheet must be converted to the XML file format. The conversion process is described here.
- The XML payroll file can then be imported into AASHTOWare Project Civil Rights & Labor. The import process is described in a separate guide.
- This process is the same for prime contractors and subcontractors.

Convert a Payroll Spreadsheet to XML:

1. Open your browser and go to <https://xml.aashtowareproject.org/spreadsheet/>
2. Scroll down to the **Converter** section.
3. In the **Converter** section, click the **Browse** button or the **Choose File** button, as applicable to your browser.
4. Locate and select your payroll spreadsheet.
5. Click the **Open** button.
6. If you want to review the terms, click the link **Terms of Use**. When you are finished, close the terms.
7. Click the **I agree to the Terms of Use** check box.
8. Click the **Convert** button.

If you get an error message, read it carefully. Make any needed changes to your payroll spreadsheet. Begin again at step 1.
9. Save the payroll XML file to your computer.