



AASHTOWare Project Civil Rights & Labor™ Quick Reference Guide for VDOT 3 | Import and Validate a Payroll

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

Background:

- This process is applicable to contractors who have a payroll spreadsheet in XML file format.
- The XML payroll file is imported into AASHTOWare Project Civil Rights & Labor. The imported payroll is validated to determine whether the import was successful.
- The import and validation processes are described here.
- This process is the same for prime contractors and subcontractors.

Import a Payroll:

1. Log on to AASHTOWare Project Civil Rights & Labor.
2. Click the system **Actions** button.
3. Click the action **Import File**.
4. Click the **Select File** button.
5. Locate and select your payroll XML file.
6. Click the **Open** button.
7. Click the **Import** button.
8. Wait for the message **Payroll import successfully submitted**.

Validate a Payroll:

1. On the **Import** page, click the **Go to Process History Payroll Import** link.
Or, click the system **Actions** button and click the action **Open Process History**, then click the **Payroll Import Notifications** tab.
2. If the process is not finished, the **Output Files** will show *No files found*. On your keyboard, press **F5** to refresh the page until the process is finished.

3. Check the **Success** status, which will be either **Yes** or **No**.
Yes: The payroll was imported. Details about any warnings will be listed in the **Output Files**.
No: The payroll did not import. Details about errors will be listed in the **Output Files**.
4. In the **Log** field, click the magnifying glass icon to review details about any warnings or errors for the payroll import.
5. Click the **ImportPayrollFile.LOG** link. Open and review the file. If present, note any warnings or errors. Close the file.
6. Click the **Error.log** link. Open and review the file. Close the file.
7. If necessary, correct any errors or warnings and then import a corrected XML file. Note the assigned modification number listed in the **Output Files**.

Delete Process History:

1. On the **Process History Overview** page, locate the row you are finished reviewing.
2. Click the row **Actions** button and click the **Delete** action.
3. Click the **Save** button.

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)