



# AASHTOWare Project Civil Rights & Labor™ Quick Reference Guide for VDOT 6 | Tiered Review of a Subcontractor Payroll

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

## Background:

- This process is applicable to payroll records created in AASHTOWare Project Civil Rights & Labor.
- A payroll signed by a subcontractor moves forward for a review by the prime contractor.
- A payroll signed by a tiered subcontractor moves forward for a review by the subcontractor, followed by a review by the prime contractor.
- Tiered reviews are performed by prime contractors and subcontractors with tiered subcontractors.
- Prime contractors do not need to review their own payrolls. A payroll signed by a prime contractor moves forward for review by VDOT staff.

## Tiered Review of a Subcontractor Payroll:

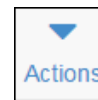
1. Log on to AASHTOWare Project Civil Rights & Labor.
2. From the Home page, in the Unapproved Payrolls **Quick Find** search box, type the **Contract ID**.
3. Locate the payroll you want to review. Click the **Contract** link.
4. On the top Contract component, click the component **Actions** button.
5. If you are a subcontractor, click the **Progress Tiered Payroll** action. If you are a prime contractor, click the **Prime Review** action.
6. Review the **Payroll Summary Report**.
7. At the bottom of the screen, click the **Next** button.
8. In the **Comments** field, type your comments.

9. If the payroll is unsatisfactory, click the **Return to Contractor** button to return the payroll to the payroll vendor for corrections.
10. If the payroll is satisfactory and you are a subcontractor, click the **Progress Tiered Payroll** button to progress the payroll to the next level of review.
11. If the payroll is satisfactory and you are a prime contractor, click the **Forward to Agency** button to progress the payroll to the agency for review.
12. Wait for the **Certified Payroll Progression Successful** message.

## View Payroll Status:

1. From the 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.

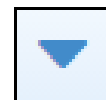
## Key to Actions buttons:



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



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



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