



QUICK REFERENCE GUIDE:

Add an External Payroll User

Background:

The users will need to have filled out the User Access Request Form and submitted it to dot.aashtoware@alaska.gov. A blank copy of this form is located here: <https://dot.alaska.gov/aashtoware/docs/AASHTOWare-User-Registration-Form.pdf>

Roles:

Module Admin, CRL Module Admin, CRO Module Admin

Navigation:

Navigation: Reference Data > Vendors

1. Enter the Vendor ID or Vendor Name in the Search field
2. Once the desired Vendor appears, click the **Vendor** link
3. In the Vendor General Summary select the **Component Actions Menu** and click **Attachments**
4. Click **Select File** and in the modal window Select the completed User Access Request Form to attach and click **Save**

System Administration > Persons

1. In the Person Overview search for the first or last name of the person to make sure they are not already in the system
2. Assuming they are not in the system click the **Component Actions Menu** and click **Add**
3. Enter the User ID from the Contractor Registration Form in the **Person ID** field

4. Enter the First Name and Last Name as it appears on the Contractor User Registration form in the **First Name** field and **Last Name** field
5. Press **Save**
6. Press the **Component Actions Menu** and click **Associate Person to Domain**
7. Make sure the **Agency User** box is UNchecked.
8. Toggle the Directory to DOT&PF and Contractors
9. Use the first or last name to search for the person, and select them when their name appears in the list
10. Press **Associate**
11. Select the **User** quick link at the top of the Person Summary
12. Select the **User Roles** Tab
13. Click **Select Roles***
 - a. Begin to type CONTRACTORPAYROLL in the search field
 - b. Upon finding CONTRACTORPAYROLL select the role and click **Add to User**
14. Enter today's date as the **Effective Date** and set the **Status** to **Active**
15. Click **Save**
16. Click the **Vendor Authority** tab
17. Begin to type the Contractor name in the **Vendor ID** field and select the contractor when their name populates
18. Enter the **Title** as specified from the Job Title section of the User Access Request Form.
19. Check the **Can Sign** box and do not change after initial set up. After initial set up this box will systematically check and uncheck to stop users who have not populated their statement of compliance from being able to sign their payroll.
20. Click **Save**.

If you need further assistance please contact your Module Admin

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