

# AASHTOWARE PROJECT CIVIL RIGHTS & LABOR™

## Quick Reference Guide for Alaska DOT&PF and Alaska DOLWD



## Import and Validate a Payroll

### Background:

- This process is for contractors who have a payroll XML file from either their payroll software or from converting the master payroll spreadsheet.
- The XML payroll file will be imported into AASHTOWare Project Civil Rights & Labor system. The imported payroll will be validated to determine whether the import was successful.
- This QRG describes the import and validation processes.
- This process is the same for prime and subcontractors.

### Import a Payroll:

1. Log on to AASHTOWare Project Civil Rights & Labor.
2. Click the **Global Actions Menu**.
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 **Process History** link. Or, click the **Global Actions Menu** and click the action **Open Process History**.
2. If the process is not finished, the **Output Files** will show *No files found*.
3. Check the **Success** status, which will be either **Yes** or **No**:  
**Yes:** The payroll was imported successfully.  
**No:** The payroll did not import successfully. Click the **ImportPayrollFile.LOG** to download the log and see details about errors. Refer to the FAQ for typical import errors and how to resolve.

If you need to correct an error or warning make sure to import a corrected XML file.

### Delete Process History:

1. To declutter your Process History Overview, you can delete the items you have completed successfully. On the **Process History Overview** page, locate the row you are finished reviewing.
2. Click the **Row Actions Menu** and click the **Delete** action.
3. Click the **Save** button.

4. Proceed to the QRG **Sign a Payroll** to submit your certified payroll to the agency.