

# AASHTOWARE PROJECT CIVIL RIGHTS & LABOR™

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



## Manually Add a Payroll

### Background:

- Importing an XML file is the recommended way to create a payroll record in AASHTOWare Project Civil Rights & Labor, but you can manually add and copy payrolls also.
- This process is the same for prime contractors and subcontractors.
- Payroll numbers should be sequential.

### Add a Payroll:

1. Log on to AASHTOWare Project Civil Rights & Labor.
2. In the Vendor Payrolls **Quick Find** search box, type the **Contract number**.
3. On the row for the Contract and Vendor, click the number under the Payrolls column.
4. Click the component **Actions** menu and click **Add New Payroll**.
5. In the **Payroll Number** field, enter a unique payroll number.
6. In the **Begin Date** field, click the calendar icon and select the date the payroll period begins.
7. In the **End Date** field, click the calendar icon and select the date the payroll period ends.
8. If your **Fringe Benefits** are paid to a plan, you must list your **Benefit Plans** (ie. Health/Welfare, Pension) in the box.
9. Enter any applicable **Comments**.
10. If this is your final payroll for this contact check the **Is Final Payroll?** box.
11. Click the **Save** button.

### Review and Complete Statement of Compliance:

1. **Section 5 – Owner Operator**
  - a. If you are an Owner Operator, check the **Bona Fide Owner Operator Box**.
  - b. Enter the date of your last **Progress Payment**.
  - c. Enter your **Progress Payment Amount**.
2. **Section 6 – Fringe Benefits**
  - a. Check the box next to the appropriate type of fringe benefits paid. More than one can apply.
3. **Section 7 – Board and Lodging**
  - a. Check at least one box for Board and Lodging. More than one can apply.
4. Check the box to **Acknowledge Compliance** of the regulations.
5. Click the **Save** button.

## Add an Employee:

1. On the payroll record, click the **Employee** quick link.
2. On the **Employees** component header, click the **Component Actions Menu**.
3. Click the **Add Employee** action.
4. In the **First Name** field, type the first name.
5. In the **Last Name** field, type the last name.
6. Click the **Gender** drop-down arrow and select a value.
7. Press enter in the **Ethnic Group** autocomplete and select a value.
8. In the **Social Security Number** field, type the employee's full social security number.
9. In the **Address Line 1** field, type the employee's address. Use **Address Line 2**, if applicable.
10. In the **City** field, type the employee's city.
11. Click the **State** drop-down arrow and select a value.
12. In the **Zip Code** field, type the employee's zip code.
13. Only select the **Change Indicator** box when this information has changed from the previous submission of this employee information.
14. In the next section you must indicate **#1. Method of Payment** to the employee (Cash, Check, or Electronic Funds Transfer (EFT)). If applicable enter **#2. Check Number**, **#3. Certificate of Fitness Number**, and **#4. Total Per Diem Paid This Pay Period**.
15. Click the **Save** button.

## Add Classification, Hours, and Wages:

1. On the **Employees** component header, click the **Employees** drop-down arrow, and select the employee.
2. Ensure the correct value is selected in the **Contract Project ID** field.
3. Begin typing the labor classification into the **Labor Classification** autocomplete and select the work code for this employee.
4. Click the **Craft Code** drop-down arrow and select the corresponding craft code for this employee.
5. In the **Straight Hourly Rate** field, type the straight time rate.
6. In the **Overtime Hourly Rate** field, type the overtime rate.
7. You are not required to enter a **Regular Hourly Rate**.
8. Enter OJT and apprenticeship information in these fields if appropriate: **OJT Program Indicator** (check box if yes), **OJT Wage Percentage** (current percentage of full wage rate to be paid to trainee, 0-100%), **Apprentice Indicator** (check box if yes), **Apprentice ID**, **Apprentice Wage Percentage** (percentage of full wage rate to be paid to apprentice, 0-100%).
9. In the **Cash Fringes Hourly Rate** and **Non-Cash Fringes Hourly Rate** fields, enter the hourly rates for this employee (non-cash hourly rate if you are paying into plan funds, cash hourly rate if you are paying in cash).
10. In the **Straight Hours** row fields, enter hours for each day.

11. In the **Overtime Hours** row fields, enter overtime hours for each day.
12. In the **Total Straight Time Hours**, enter the employee's straight time hours for the pay period.
13. In the **Total Overtime Hours**, enter the employee's overtime hours.
14. In the **Classification Total Hours** field, enter the employee's total overtime and straight time hours for this project.
15. In the **Project Classification Gross Pay** field, enter the employee's total gross pay under this classification for this project (fringe benefits should be listed separately in the **Total Fringe Benefits** field).
16. In the **Total Gross Pay** field, enter the employee's total gross pay for this pay period (if you are reporting multiple classifications or double time, the total gross pay should appear along with the total deductions and net pay on only one entry for each employee).
17. In the **Net Pay** field, enter the employee's net pay for the pay period (if you are reporting multiple classifications or double time, the actual net pay should appear on one entry along with the actual total gross and total deductions for each employee, all other entries should be specific to that classification and pay).
18. In the **Total Deductions** field, enter the employee's total deductions.
19. Enter amounts in these withholding fields as needed: **FICA Withholding Amount**, **Federal Withholding Amount**, **ESD** and **Union Dues**. If you have more deductions to report for this employee, use the **Add a Deduction** section below, making sure to populate both a description and an amount (if you are reporting multiple classifications or double time, the total deductions should appear on only one entry, along with the actual total gross pay and net pay for each employee).
20. In the **Total Fringe Benefits** field, enter the employee's total fringe benefits for this pay period.
21. Click the **Save** button.
22. If an employee worked under multiple classifications during the pay period, add the additional classifications. Click the **Employees** component **Actions** menu and select **Add New Project/Classification to Employee**. The employee will be listed once for each classification in the **Employees** drop-down list.

## Add a Deduction:

In addition to the standard deductions for FICA, Federal Income Tax, ESD or Union Dues amounts, you can add more deductions for a payroll employee for other amounts as needed.

1. On the **Employees** component header, click the **Employees** drop-down arrow, and select the appropriate employee to list the deduction.
2. In the **Deductions** section, click the **New** button.
3. In the **Description** field, type a description for the deduction.
4. In the **Amount** field, type the amount of the deduction.
5. Click the **Save** button.

## Add a Fringe Benefit Exception:

If you have Exceptions to the Fringe Benefits paid to this employee:

1. On the Employees component header, click the **Employees** drop-down arrow, and select the employee.
2. In the **Exception** section, click the **New** button.
3. In the **Expl** field, type an explanation of why the amount being paid on a fringe benefit for the employee is not a standard amount.
4. Click the **Save** button.

## Copy a Payroll:

If you already have a payroll in the system that is similar to the one you want to create for the next week, copying the payroll can save time. All the information is copied to the new payroll, except the **Hour** and **Wage** details, which are reset to 0.00.

1. On the **Home** screen, in the Vendor Payrolls **Quick Find** search box, type the **Contract ID**.
2. On the row for the Contract and Vendor, click the **Payrolls** link.
3. On the payroll you want to copy, click the Payroll link to open the payroll.
4. Click the **Actions** menu and click **Copy**.
5. In the **New Payroll Number** field, type the next sequential number. The blue component header displays the current payroll number.
6. In the **Begin Date** field, click the calendar icon and select the date the payroll period begins.
7. In the **End Date** field, click the calendar icon and select the date the payroll period ends.
8. Click the **Copy Payroll** button.

## Next Steps:

- Refer to the *Sign a Payroll* guide.

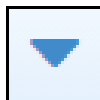
## Key to Actions menu:



Global **Actions** menu  
(At the top of the screen)



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



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