

# AASHTOWARE PROJECT CIVIL RIGHTS & LABOR™

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



## Sign a Payroll

### Background:

- This process is for contractors who have a completed payroll record in AASHTOWare Project Civil Rights & Labor that is ready to be signed and submitted.
- This process is the same for prime contractors and subcontractors.
- A signed payroll cannot be changed or deleted. If you need to make changes, you can create a payroll modification.

### Sign a Payroll - Manually Added:

1. Log on to AASHTOWare Project Civil Rights & Labor.
2. In the Vendor Payrolls **Quick Find** search box, type the **Contract ID**.
3. On the row for the Contract and Vendor, click the **Payrolls** number link.
4. On the payroll you want to sign, click the **Payroll** link.
5. Click the component **Actions** button.
6. Click the **Sign Payroll** action.
7. Review the **Payroll Summary** information. Scroll down and click the **Next** button.

8. Review the **Payroll Verification** information. This will include your selections made to view your full Statement of Compliance prior to signing. Scroll down and click the **Next** button.
9. In the **Comments** field, type anything you want to tell the Agency about this payroll, if needed. (ie. Special garnishments, unexpected reimbursements)
10. Click the **Sign Payroll** button.
11. Wait for the **Signature Process Completed** message. Verify the signing information.

### Sign a Payroll - Imported

You must complete the **Statement of Compliance** and **Benefit Plan** information after importing your file but before you are able to sign your weekly payroll. If you are currently on **Process History**, click the **Home** button and proceed to #2.

1. Log on to AASHTOWare Project Civil Rights & Labor.
2. In the Vendor Payrolls **Quick Find** search box, type the **Contract ID**.
3. On the row for the Contract and Vendor, click the **Payrolls** number link.
4. On the payroll row you want to sign, click the **Payroll** link.
5. You will see the Payroll Number, Begin and End Date
6. If applicable, list your **Benefit Plans** (ie. Health/Welfare, Pension) paid to employees in the box.

7. Scroll down and enter the following: **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 the **Name of the Owner Operator**.
  - d. Enter your **Progress Payment Amount**.
8. **Section 6 – Fringe Benefits**
  - a. Check the box next to the appropriate type of fringe benefits paid
9. **Section 7 – Board and Lodging**
  - a. Check at least one box for Board and Lodging. More than one can apply to a payroll record.
10. Check the box to **Acknowledge Compliance** of the regulations.
11. Click the **Save** button.
12. You can now sign your payroll. Click the component **Actions** button.
13. Click the **Sign Payroll** action.
14. Review the **Payroll Summary** information. Scroll down and click the **Next** button.
15. Review the **Payroll Verification** information. This will include your selections made to view your full Statement of Compliance prior to signing. Scroll down and click the **Next** button.
16. In the **Comments** field, type anything you want to tell the Agency about this payroll, if needed. (ie. Special garnishments, unexpected reimbursements)
17. Wait for the **Signature Process Completed** message. Verify the signing information.

## View Attachments:

The system attaches the **Payroll Summary** report and the **Statement of Compliance** (Verification Text) report to the signed payroll record.

1. From the signed payroll record, click the component **Actions** button.
2. Click **Attachments**.
3. Click the name of the attachment you want to view. Open or save the attachment as needed.
4. Use the **Home** or **Recent** buttons to navigate to another page.

## View Payroll Status:

1. At the top of the page for the signed 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 menus:



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



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



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