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

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 if needed.
- This process is the same for prime contractors and subcontractors.

Add a Payroll:

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** link.
4. Click the component **Actions** button and click **Add New Payroll**.
5. In the **Payroll Number** field, enter a unique payroll number. This should be sequential and increase by **1** each week.
6. In the **Begin Date** field, click the calendar icon and select the date the payroll period begins. This should be one day later than the end date of the previous payroll.
7. In the **End Date** field, click the calendar icon and select the date the payroll period ends. This should make the full pay period one week (i.e., Sunday-Saturday, Tuesday-Monday, etc.)
8. In the **Fringe Benefit Payment Type** field, click the drop-down arrow and select the appropriate value.
9. In the **Comments** field, type a comment as applicable.
10. Click the **Save** button.

Add a New Employee:

Add a new employee who is not in the system *as a reference employee*.

1. On the payroll record, click the **Employee** Quick Link.
2. On the Employees component **Actions** button, click the **Add Employee** action.
3. In the **First Name** field, type the first name.
4. In the **Last Name** field, type the last name.
5. Click the **Payment Type** drop-down arrow and select a value.
6. Click the **Gender** drop-down arrow and select a value.
7. Click the **Ethnic Group** drop-down arrow and select a value.
8. In the **Partial Social Security** field, enter their **TN Employee ID**. This consists of the employee's name, last for digits of their SSN and birthday formatted as follows: TN<last four digits of the employee's social security number>-<first 2 initials of the first name> <MMDD of birthday>.

   ⚠ Do not select the **Change Indicator** check box. (This check box is selected to update information for a previously recorded employee)

9. Click the **Save** button.

Add a Reference Employee:

You can select a **previously reported** employee to add to a payroll without having to enter the employee's information again.

1. From a Payroll, on the Employees component header, click the **Actions** menu, and click **Add Ref Employees**.
2. In the Quick Find search box, search for and click a name to select the employee(s) you want to add.
3. Click the **Add to Employees** button.

Note: When you need to update information for a Reference Employee, click the **Employee Information link** for that employee and make the needed updates. Then click to check the **Change Indicator** check box and click **Save**.

Add Classification, Hours, and Wage for Hourly Employees:

On the Employees component header, click the **Employees** drop-down arrow, and select the employee.

1. Ensure the correct value is selected in the **Contract Project ID** field.
2. In the **Labor Classification** Quick Find search box type the code for the applicable classification and select the value.
3. Click the **Craft Code** drop-down arrow and select a value. The first digit of the **Craft Code** should match the first digit of the **Labor Classification**.
4. In the **Straight Hourly Rate** field, type the straight time rate.
5. In the **Overtime Hourly Rate** field, type the overtime rate.
6. In the **Project Lump Sum Payment** field, type a value, if appropriate.
7. Enter OJT and apprenticeship information in these fields if applicable: **OJT Program Indicator**, **OJT Wage Percentage**, **Apprentice**, **Apprentice ID**, **Apprentice Wage Percentage**.
8. In the **Straight Time Hours** fields, enter hours for each day.
9. In the **Overtime Hours** fields, enter overtime hours for each day.
10. In the **Total Straight Time Hours** field, enter the employee's total straight time hours for the pay period.
11. In the **Total Overtime Hours** field, enter the employee's total overtime hours.
12. In the **Classification Total Hours** field, enter the employee's total hours (**Straight Time Hours** + **Overtime Hours**).
13. In the **Project Classification Gross Pay** field, enter the total gross pay for this classification.
14. In the **Total Gross Pay** field, enter the employee's total gross pay for the pay period, regardless of classification.
15. In the **Net Pay** field, enter the employee's net pay for the pay period (**Total Gross Pay** − **Total Deductions**).
16. In the **Total Deductions** field, enter the employee's total deductions.
17. Enter amounts in these withholding fields as applicable: **FICA Withholding Amount**, **Federal Withholding Amount**, **State Withholding Amount**, **Medicare Withholding Amount**. If other deductions were taken, click the **New** button under the **Deductions** section and enter a **Description** and **Amount** for each, as applicable.
18. Click the **Save** button.

Note: If an employee worked under multiple classifications during the pay period, add the additional classifications by clicking the Employees component **Actions** button and selecting **Add New Project/Classification to Employee**. The employee will be listed once for each classification in the **Employees** drop-down list.

Add Classification, Hours, and Wages for Salaried Employees:

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 or hit enter in the **Labor Classification** field and select a value.
4. Click the **Craft Code** drop-down arrow and select a value.
5. Enter OJT and apprenticeship information in these fields if appropriate: **OJT Program Indicator**, **OJT Wage Percentage**, **Apprentice**, **Apprentice ID**, and **Apprentice Wage Percentage**.
6. In the **Fringe Other 1 Rate** field and **Fringe Other 2 Rate** field, type a value, if appropriate.
7. In the **Salaried Employee Hours** fields, type the number of hours the employee worked for each day of the week.
8. In the **Total Project Classification Salaried Hours** field, type the total number of hours worked by the salaried employee.
9. In the **Total Pay Period Salaried Hours** field, type the total number of hours the salaried employee worked during this pay period.
10. In the **Normal Salary** field, type the salary the employee receives per pay period.
11. In the **Total Gross Pay** field, type the amount earned by the employee for all project and non-project period.
12. In the **Net Pay** field, type the net pay (gross pay amount minus total deductions) earned by the employee during this payroll period.
13. In the **Total Deduction** field, type the sum of all withholdings and deductions.
14. Enter amounts in these withholding fields as needed: **FICA Withholding Amount**, **Federal Withholding Amount**, **State Withholding Amount**, **Medicare Withholding Amount**.
    In the **Total Fringe Benefits Paid** field, type the total fringe benefits amount to be paid, if appropriate.
15. 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, 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. The number value is a hyperlink.
3. On the payroll you want to copy, click the row **Actions** button, and click **Copy**.
4. In the **New Payroll Number** field, type the next sequential number.
5. In the **Begin Date** field, click the calendar icon and select the date the payroll period begins.
6. In the **End Date** field, click the calendar icon and select the date the payroll period ends.
7. Click the **Copy Payroll** button.

Next Steps:

- After adding or copying a payroll, the next step is to sign the payroll. Refer to TDOT Quick Reference Guide **4 | Sign a Payroll** for more information.

Key to Actions buttons:

▼ Actions	▼	▼
Global **Actions** button (At the top of the screen)	Component **Actions** button (On the heading)	Row **Actions** button (On the row)