



AASHTOWare Project Civil Rights & Labor™ Quick Reference Guide for TDOT 6 | Modify a Rejected Payroll

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

Background:

- This process is applicable to both prime contractors and subcontractors who submit payroll records in AASHTOWare Project Civil Rights & Labor.
- For a prime contractor payroll: When TDOT rejects a payroll, the prime contractor will review the payroll. If the payroll is correct, the prime contractor will approve it with an explanation. If it is not correct, the prime contractor will create a payroll modification and sign the corrected payroll.
- For a subcontractor payroll: When TDOT rejects a payroll, the prime contractor automatically rejects the payroll. The subcontractor will review the payroll. If the payroll is correct, the subcontractor will approve it with an explanation, and the payroll will return to TDOT for review. If it is not correct, the subcontractor will create a payroll modification and sign the corrected payroll. The prime contractor will perform a prime review if a modified subcontractor payroll is submitted to TDOT.
- A payroll modification can be created at any time. A prime contractor does not have to wait for TDOT to reject a payroll to correct the payroll. Likewise, a subcontractor does not have to wait for TDOT or the prime contractor to reject a payroll to correct the payroll.
- A payroll record can be progressed and returned as many times as necessary, with as many modifications created as needed. The previous payroll records are kept as historical records.

View Payroll Status:

Applicable to both prime contractors and subcontractors.

1. Log on to AASHTOWare Project Civil Rights & Labor.
2. From the Home page, in the Unapproved Payrolls **Quick Find** search box, type the **Contract ID**.
3. Locate the payroll you want to review. Click the **Contract** link.
4. On the **External Certified Payroll Status** page, there may be a few sections to review: **Transitions, Exceptions, Comments** and / or **Employee Mismatches**.
5. Determine whether this payroll record is correct and needs to be approved with an explanation, or if this payroll is not correct and needs to be modified.

Modify a Rejected Payroll via Spreadsheet:

Applicable to both prime contractors and subcontractors.

1. Copy and rename the rejected weekly payroll spreadsheet if you wish to keep the original for your records. The name could be the same with **MOD #** added.
2. Make the necessary corrections in the modified weekly payroll spreadsheet. Refer to the TDOT Quick Reference Guide **1C | Create a Payroll Spreadsheet**.
3. If the corrections impact recurring information, make any necessary changes in the template payroll spreadsheet. Refer to the TDOT Quick Reference Guide **1C | Create a Payroll Spreadsheet**.
4. Use the website <https://xml.aashtowareproject.org/spreadsheet/> to convert the spreadsheet to an XML file. Refer to the TDOT Quick Reference Guide **2 | Convert a Payroll Spreadsheet to XML**.

5. In AASHTOWare Project Civil Rights & Labor, import and validate the XML payroll file. In the ImportPayrollFile.LOG file, note the assigned payroll and modification numbers. Refer to the TDOT Quick Reference Guide **3 | Import and Validate a Payroll**.
6. In AASHTOWare Project Civil Rights & Labor, sign the payroll modification. Include an appropriate comment describing the modification with your user ID. Refer to the TDOT Quick Reference Guide **4 | Sign a Payroll**.

Modify a Rejected Payroll within CRL:

Applicable to both prime contractors and subcontractors.

1. Log on to AASHTOWare Project Civil Rights & Labor.
2. From the Home page, in the Unapproved Payrolls **Quick Find** search box, type the **Contract ID**.
3. Locate the rejected payroll you want to modify. Click the **Contract** link.
4. On the **External Certified Payroll Status** page, review the Transitions **Comments**.
5. On the top **External Certified Payroll Status** component, click the component **Actions** button and select the **Create Modification** task.
6. Update the information in the payroll modification as needed. Refer to the TDOT Quick Reference Guide **1A | Create a Payroll in CRL** in order to update the modified payroll.
7. In AASHTOWare Project Civil Rights & Labor, sign the payroll modification. Include an appropriate comment describing the modification with your user ID (email address). Refer to the TDOT Quick Reference Guide **4 | Sign a Payroll**.

Tiered Review of a Subcontractor Payroll:

- Applicable to prime contractors and subcontractors with tiered subcontractors.
- After a subcontractor signs a modified payroll, the prime contractor performs a prime review of the payroll. The prime contractor can forward the payroll for review by TDOT or return the payroll to the subcontractor with comments.
- After a tiered subcontractor signs a modified payroll, the parent subcontractor followed by the prime contractor review the payroll. They can either forward the payroll or return the payroll to the tiered subcontractor with comments.
- Refer to the TDOT Quick Reference Guide **5 | Tiered Review of a Subcontractor Payroll**.

Key to Actions buttons:



System **Actions** button
(At the top of the screen)



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



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