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

Background:

- This process is applicable to 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 payroll signed by a 2nd tier subcontractor moves forward for review by the parent subcontractor.
  - A payroll signed by a subcontractor moves forward for review by the prime contractor.
  - A payroll signed by a prime contractor moves forward for review by TDOT staff.

- For you to perform this task, your account must show that you are authorized to sign payrolls for your company.

- A signed payroll cannot be changed or deleted. If you need to make changes, you create a payroll modification.

Sign 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. 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. Scroll down and click the **Next** button.
9. In the **Comments** field, type your comment.
10. Click the **Sign Payroll** button.
11. Wait for the **Signature Process Completed** message. Verify the signing information.

View Attachments:

The system attaches the **Payroll Summary** report and the **Payroll Verification** report to the signed payroll record.

1. From the signed payroll record, click the row or component **Actions** button as applicable.
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 **Previous** 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.
3. If a payroll is rejected, refer to TDOT Quick Reference Guide **6 | Modify a Rejected Payroll** for more information.

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)