



# AASHTOWare Project Civil Rights & Labor™ Quick Reference Guide for TDOT

## 7 | Agency Review for Payrolls

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

### Background:

- This process is applicable to TDOT Office Staff in AASHTOWare Project Civil Rights & Labor.
- A **payroll** is a vendor's reporting of wages paid to employees for a given period of time for a specific agency contract.
- **Payroll exceptions** are irregularities discovered in a contractor's certified payroll. The first time a certified payroll is put in 'Under Agency Review' status, the system runs a series of validation checks to verify that the data in the payroll is valid. If one of these validations is not met, the system generates a payroll exception.
- An **employee mismatch** is a payroll exception due to a mismatch between a payroll employee record and its corresponding reference employee record.
- 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.
- If TDOT rejects a payroll from a subcontractor, it is returned directly to the subcontractor. From there, the subcontractor can:
  - Create a modification and submit for the prime contractor to review and return to the agency; or,
  - Provide an explanation for the payroll being correct and send it to TDOT for review again.

### Review Payroll Status:

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 **Certified Payroll Status** page, there may be a few sections to review: **Transitions**, **Exceptions** 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 rejected.

### Review Payroll Exceptions:

This step should be repeated for each payroll exception as applicable.

1. On the **Certified Payroll Status** page, locate the **Exceptions** section.
2. Click the **Expand/Collapse** button for the appropriate listed exception.
3. In the **Agency Comments** field, type comments related to the payroll exception.
4. Select the **Vendor Notified** check box to allow contractors to view this payroll exception.
5. In the **Exception Resolution Date** field, click the calendar icon and select the date the payroll exception was resolved.
6. In the **Resolution Comments** field, type comments related to the payroll exception resolution.
7. Click the **Save** button.

## Generate Report

1. On the **Certified Payroll Status** page, click the component **Actions** button.
2. In the **Reports** section, select a report such as **Payroll Exceptions**, or **Payroll Summary**.
3. Wait until the system displays step 4 of 5.
4. Click the **Execute** button.
5. If needed, save or print the report.

## Approve a Payroll:

Applicable to payrolls in the “Under Agency Review” phase.

1. On the **Certified Payroll Status** page, in the Transitions section, click the **Approve** button.
2. In the **Comments** field, type an explanation as applicable.
3. Click the **Save** button.

## Reject a Payroll:

Applicable to payrolls in the “Under Agency Review” phase.

1. On the **Certified Payroll Status** page, in the Transitions section, click the **Reject** button.
2. In the **Comments** field, type an explanation for rejecting the payroll.
3. Click the **Save** button.

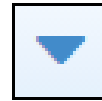
## Key to Actions buttons:



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



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



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