Convert a Payroll Spreadsheet to XML

Background:

- This process is for contractors who use the Alaska Master AASHTOWare Project™ Payroll Spreadsheet found at http://dot.alaska.gov/aashtoware/.

- The spreadsheet must be converted to the XML file format. The conversion process is described here.

- The XML payroll file can then be imported into AASHTOWare Project Civil Rights & Labor. The import process is described in the QRG **Import & Validate**.

- This process is the same for prime and subcontractors.

- To perform the conversion, you can go directly to the link provided in the instructions.

Convert a Payroll Spreadsheet to XML:

1. Open your browser and go to https://xml.aashtowareproject.org/spreadsheet/

2. Scroll down to the **Converter** section.

3. In the **Converter** section, click the **Browse** button (if you use Internet Explorer) or the **Choose File** button (if you use Microsoft Edge or Google Chrome), as applicable.

4. Locate and select your weekly payroll spreadsheet.

5. Click the **Open** button.

6. If you want to review the terms, click the link **Terms of Use**. When you are finished, close the terms.

7. Click the **I agree to the Terms of Use** check box.

8. Click the **Convert** button. *If you get an error message, read it carefully. Make any needed changes to your payroll spreadsheet. Begin again at step 1.*

9. Save the payroll XML file to your computer.

10. Proceed to the **Import & Validate** guide for your next steps.