Modify a Rejected Payroll

Background:

- This process is for both prime and subcontractors.
- For a **prime contractor** payroll: When Alaska DOT&PF rejects a payroll, the prime contractor will review the payroll. If the payroll is correct, the prime contractor can approve it with an explanation. If a correction needs to be made, the prime contractor should create a payroll modification and sign the corrected payroll.
- For a **subcontractor** payroll: The process is the same as that of the prime, except once the payroll is re-approved and explained, or a modification is created, the prime will perform a review prior to the second agency review.
- A payroll modification can be created at any time. A contractor does not have to wait for Alaska DOT&PF to reject a payroll to correct a 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, review the Transitions **Comments**, and **Exceptions**.
5. Determine whether this payroll record is correct and needs to be approved with an explanation for resubmission, or if this payroll is not correct and needs to be modified, re-signed and submitted.

Resubmit a Rejected Payroll with no Changes:

For prime contractors when no changes are necessary prior to re-submission (maybe the payroll was mistakenly rejected or there was a necessary clarification in order for the Agency to review the payroll):

1. On the **External Certified Payroll Status** page, click the Transitions **Approve** button.
2. In the **Comments** field, type an explanation and/or clarification.
3. Click the **Save** button.

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For Subcontractors when no changes are necessary before re-submission:

1. On the External Certified Payroll Status page, click the **Component Actions Menu** and select **Return Certified Payroll**.
2. Enter any clarifications that need to be made for the payroll to be re-reviewed and approved in the **Comments** field.
3. Press the **Return Certified Payroll** button.

Modify a Rejected Payroll:

Once a modification has been made to the payroll the previous version will become read only.

1. If using the Payroll Spreadsheet:
    a. Copy and rename the rejected weekly payroll spreadsheet.
    b. Make the necessary corrections and use the website **https://xml.aashtowareproject.org/spreadsheet/** to convert the spreadsheet to an XML file (See the **Convert a Payroll Spreadsheet to XML** QRG for more details).
    c. In AASHTOWare Project Civil Rights & Labor, import and validate the XML payroll file (See the **Import and Validate a Payroll** QRG for more details).

    - OR -

2. If correcting the error in the AASHTOWare Project CRL system:
    a. On the payroll record for correction, in the **Row Actions Menu**, select **Create Modification**.
    b. Fill-out the **Statement of Compliance** sections 5, 6, and 7, as applicable, and check the box to acknowledge your compliance and click **Save**.
    c. Select the **Employee** quick link and make any necessary corrections.
3. Once Step 1 or Step 2 is completed, sign the payroll modification. Include an appropriate comment describing the modification. (See the **Sign a Payroll** QRG for more details).

Next Steps:

- If the re-submitted payroll is from a subcontractor see the **Review of Subcontractor Payroll** QRG for detailed instructions on forwarding the payroll to the agency.

Key to Actions menus:

Global Actions Menu
(At the top of the screen)

Component Actions Menu (On the heading)

Row Actions Menu
(On the row)