

AASHTOWARE PROJECT CIVIL RIGHTS & LABOR™

Quick Reference Guide for Alaska DOT&PF and Alaska DOLWD



Create a Payroll Spreadsheet

Background:

- This process is for contractors using the Master Alaska Payroll Spreadsheet to create a payroll record for import into AASHTOWare Project Civil Rights & Labor.
- The official spreadsheet from the Alaska DOT&PF site is located at <http://dot.alaska.gov/aashtoware/> on the Resources tab
- This process is the same for prime and subcontractors.
- This QRG will detail the process for creating an official template spreadsheet with contract information to be copied from week to week.
- This QRG also details the process for copying and modifying the spreadsheet for weekly payroll submission.
- Note that these are suggestions, each contractor may use the template and weekly payroll spreadsheets differently depending on their needs.
- Information entered in the spreadsheet must be typed correctly. Errors in spelling or capitalization may cause the spreadsheet to fail conversion or import or may trigger an exception notification.

- In the payroll spreadsheet, you can see tool tips with additional information by clicking the blue cells.
- Yellow fields when clicked will provide a drop-down menu
- Cells with a red asterisk are required to have information for the system to accept the file as complete.

Create Payroll Spreadsheet Template:

Payroll Form - Contractor Information:

- **Contractor (Prime) or Subcontractor** – Type an X in the field that identifies your company for this contract.
- **Name of Contractor** – Type the contractor's name.
- **Contractor's ID** – Type your IRIS Number. To find your **Vendor ID** information to determine if you have an IRIS Vendor Number can be found here: <http://dot.alaska.gov/aashtoware> on the Contractor's tab,
- **DOT Contract #** – Type the contract number as stated on your contract.
- **Day** – Select your company's starting day of the week for payrolls and the remaining days will auto-populate.

Employee Information Tab:

Use the **Employee Information** tab of the spreadsheet to enter all your employee information. This will be used to populate a list of employees on the main **Payroll Form** tab for you to build your Template for this project.

Tips: Add employees in alphabetical order to aid in searching the list.
Ensure employee information matches your payroll software system.
The CRL system is case sensitive.
Middle Initial will only allow one character.
Spaces before/after employee information cause an error on import.

- **Employee Full Name** – Type the Employee Last Name First Name Middle Initial (no comma).
- **Last Name Value** – Type Employee Last Name
- **First Name Value** – Type Employee First Name
- **Middle Initial** – Type Employee Middle Initial (only one character)
- **Social Security No.** – Type Employee Social Security Number (no dashes)
- **Gender** – Select Employee Gender
- **Ethnicity Select** – Select Employee Ethnicity
- **Address 1-9** – Type Employee Address
- **Address-10** – Type additional Employee Address details
- **City** – Type Employee City of residence
- **State Select** – Select Employee State of residence
- **Zip** – Type Employee Zip Code of residence

Once your Employee Information is complete, return to the Payroll Form tab and add employees to your Template that will be working on this project.

- **Select Employee** – Click in this field and use the arrow to see your employee list and select one for your template. The employee information will populate in the appropriate cells of the spreadsheet.
- **Has This Changed?** – The default value is **false**. If any of the employee information has changed since the last payroll select **true**. If it has not changed, select **false**.
- **Project #** – Type the project number provided to you by the Agency. In most cases, it will be the same as the Contract number.

- **Select Labor Code** – Click the drop-down arrow and select the employee's work classification. This will auto-populate the required Labor and Craft codes for this work.
- **O.T. and S.T – Hours Worked** – Leave this area blank for the template, they will be updated weekly.
- **Total Project Classification Hours**
 - a. **O.T. and S.T – Total Hours** – Leave this area blank for the template, they will be updated weekly.
- **O.T. and S.T. – Rate of Pay** – Type the rates. Each field must contain a number, even if there are no overtime hours reported, you must enter their overtime rate of pay.
- **Employee Method of Payment** – Leave this area blank for the template, it will be updated weekly.

Note: If an employee works under more than one classification, enter the employee as many times as needed to capture all the information. When entering multiple classifications or double time only enter the actual Gross, Deductions and Net on one entry; all other entries should be project and classification specific.

- **OJT Wage %** – Type the percentage of the standard wage owed to trainee for this work classification (0-100%). Use when applicable.
- **Apprentice ID and Apprentice Wage %** – Provide the Apprenticeship number and percentage of full wage rate to be paid to this apprentice (0-100%). Use when applicable.
- **Project Class Gross** – Leave this area blank for the template, this will be updated weekly.
- **Pay Period Wages**
 - **Total Gross Pay** – Leave this area blank for the template, this will be updated weekly.
 - **FICA Withholding, Federal Withholding, ESD and Union Dues** – If these are standard deductions that will not change weekly, fill in for the template. Otherwise, leave this area blank.
 - **Other Deductions**– If you used the Other Deductions section below, fill in the total dollar value of all other deductions. If these are standard deductions that will not change weekly, fill in for the template. Otherwise, leave this area blank.

- **Total Deductions** – If these are standard deductions that will not change weekly, fill in for the template. Otherwise, leave this area blank.
- **Net Pay** – Leave this area blank for the template, this will be updated weekly.
- **Fringe Benefit Rates**
 - **Hourly Cash Fringes** and **Hourly Non-Cash Fringes** – If these are standard fringes that will not change weekly, fill in for the template. Otherwise, leave this area blank.
- **Total Fringe Benefits** – Leave this area blank for the template, this will be updated weekly.
- **Other Deductions – Description of Other Deductions and Amount** – If needed for other type deductions (ie. Medicare), type the description and the amount. If these are standard deductions that will not change weekly, fill in for the template. Otherwise, leave this area blank.
- **Exception (Craft)** – if your payments to fringe benefit plans have exceptions for certain employees, list them in this area.

Create Weekly Payroll Spreadsheet:

Using the payroll template that you created, open the file, and save it with a unique name each week for your records.

Payroll Form Tab – Contractor Information:

- **Contractor (Prime) or Subcontractor** – Completed for the template.
- **Name of Contractor** – Completed for the template.
- **Contractor’s IRIS ID** – Completed for the template.
- **Payroll Number** – Type the number of your payroll. Must be unique for each payroll submitted for this contract and sequential by date.
- **For Week Ending** – Type the last day of the week covered by this payroll. Verify the date is one week later than the previous payroll (MM/DD/YYYY). This will auto-populate the required dates of the week for this payroll.
- **DOT Contract #** – Completed for the template.

Payroll Form Tab – Employee Information:

Note: Note: If an employee works under more than one classification, enter the employee as many times as needed to capture all the information. When entering multiple classifications or double time only enter the actual Gross, Deductions and Net on one entry; all other entries should be project and classification specific.

Employee – Completed for the template.

- **Project #** – Completed for the template.
 - **Labor Code** – Completed for the template.
 - **Has This Changed?** – If you update any of the employee’s address information from the previous payroll submission make sure that this field reads, *True*
 - **O.T. and S.T – Hours Worked** – Type the hours the employee worked each day in this work classification. The dates for the seven columns can be found above in the Contractor Information section. **O.T** is *overtime* and **S.T** is *straight time*. Each field must contain a number, even if it is **0.00**.
 - **Total Project Classification Hours**
 - a. **O.T. and S.T – Total Hours** – Type the total hours for the employee in each applicable area. Each field must contain a number, even if it is **0.00**.
 - **O.T. and S.T – Rate of Pay** – Completed for template.
 - **Employee Method of Payment** – You must indicate #1. Method of Payment to the employee (Cash, Check, or Electronic Funds Transfer (EFT)). If applicable, #2. Check Number, #3. Certificate of Fitness Number, and #4 Total Per Diem Paid This Pay Period.
 - **OJT Wage %** – Completed for the template.
- Apprentice ID and Apprentice Wage %** – Completed for the template.
- **Project Gross** – Enter the employee’s total gross pay for this project and this classification.

- **Pay Period Wages**
 - **Total Gross Pay** – Type the gross pay for this employee for this pay period. This must include the gross pay for all projects worked in this pay period for this employee.
 - **FICA Withholding, Federal Withholding, ESD and Union Dues** – If these were not standard and entered on the template, enter them here.
 - **Other Deductions**– If you used the Other Deductions section, fill in the total. If these were not standard deductions that were entered on the template, enter them here. If there are no other deductions leave the cell blank.
 - **Total Deductions** – If these are not standard deductions and this area was not completed on the template, enter the total of all deductions here.
 - **Net Pay** – Type the amount for this pay period.
- **Fringe Benefits Rates**
 - **Hourly Cash Fringes and Hourly Non-Cash Fringes** – If these are not standard fringes entered on the template, enter them here – enter the hourly rate that applies to this employee.
- **Fringe Benefits Total** – Type total fringe benefits for this pay period.
- **Other Deductions – Other Deduction Description and Amount** If needed for other type deductions (ie. Medicare), type the description and the amount.

Next Steps:

Use the **Convert to XML** QRG next to convert your weekly payroll spreadsheet to the XML format to import your payroll into the AASHTOWare Project Civil Rights & Labor system.