Review of a Subcontractor payroll

Background:

- This process is for prime contractors whose subcontractors submit payroll records in AASHTOWare Project Civil Rights & Labor. A payroll signed by a subcontractor moves forward for review by the prime contractor.

- Only prime contractors will perform **prime reviews**. Subcontractors may perform a **tier review** of a lower-tier subcontractor and those instructions are included here.

- Prime contractors do not need to review their own payrolls. A payroll signed by a prime contractor moves forward for review by the Agency.

Prime Review of a Subcontractor Payroll:

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. Click the Contract **Component Actions Menu** and select the **Prime Review** action.
5. Review the **Payroll Summary Report**.
6. At the bottom of the screen, click the **Next** arrow.
7. In the **Comments** field, type any applicable comments.

8. Click either the **Forward to Agency** button or the **Return to Contractor** button. You would return the payroll to the subcontractor if you notice an error during the review of the Payroll Summary. The subcontractor has the option to resubmit the same payroll with an explanation or correct the error by updating the information, re-signing and re-submitting to the prime contractor for review.
9. Wait for the **Certified Payroll Progression Successful** message.

Subcontractor Tier Review of a Lower-tier Subcontractor Payroll:

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. Click the Contract **Component Actions Menu** and select the **Progress Tiered Payroll** action.
5. Review the **Payroll Summary Report.**
6. At the bottom of the screen, click the **Next** button.
7. In the **Comments** field, type any applicable comments.

8. Click either the **Progress Tiered Payroll** button or the **Return to Contractor** button. You would return the payroll to the lower-tier subcontractor if you notice an error during the review of the Payroll Summary. The lower-tier subcontractor has the option to resubmit the same payroll with an explanation or correct the error by updating the information, re-signing and re-submitting for review.
9. Wait for the **Certified Payroll Progression Successful** message.

View Payroll Status:

1. From the 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.

Key to Actions menus:

▼ Actions	▼	▼
Global Actions Menu (At the top of the screen)	**Component Actions Menu** (On the heading)	**Row Actions Menu** (On the row)