

AASHTOWARE PROJECT™

Civil Rights and Labor

Training Guide

CONTACT INFORMATION

- AASHTOWare Project™ CRL Administrators
 - KDOT#AWP.ADMIN@KS.GOV
- KDOT Computer Training Component
 - KDOT.KCTC@KS.GOV

SYSTEM BENEFITS

- Allows electronic filing of contractor payrolls and subcontractors payments; instant Confirmation
- Standardizes all contractors' payroll reporting
- Online prime contractor review and approval of subcontractor's payrolls
- Electronic signing of Documents
- Reduction of Administrative workload; elimination of paper forms (printing, filing, long-term storage, and mailing)
- Provides faster, easier, and accurate way to meet government reporting requirements

SYSTEM REQUIREMENTS

- Web based
- Supported Web Browsers for AASHTOWare Project 3.01
 - Internet Explorer 11
 - Google Chrome
 - Microsoft Edge
- Supported Operating Systems
 - Windows 7
 - Windows 8
 - Windows 10
- Microsoft Excel 2007 or newer for payroll

MOVING FORWARD

- In 2017 it is suggested you pick 1 or 2 projects to start with
 - New or Existing project
 - Contact Field Office and let them know which project
 - Contact Prime Contractor or Subcontractors and let them know which project
- Starting January 1, 2018 for all projects you will be required to submit:
 - Payrolls
 - Subcontract Payments (Formerly DOT Form 1010)
 - After January 1, 2018 paper forms will no longer be accepted for these two items

TOPICS

- Payrolls
- Bidder/Quoter
- Subcontract Payments(Formerly DOT Form 1010)
- Contract Vendor Payrolls
- Reports

CHAPTER 1
GETTING STARTED

LOGGING ON

- Open Web Browser type : <http://awpext.ksdot.org>
 - Type in username provided to you by KDOT
 - Type in password you created

EOM.pdf Log on to AASHTOWare x

awpext.ksdot.org/Account/Login/ReturnUrl=%2f



Username

Password

DTNT

Log On

If this is your first time logging on, please set up your profile in the [KDOT Self-Service Password Manager](#).

Having trouble logging on? Please use the [KDOT Self-Service Password Manager](#) for the following issues:

- I don't know my username
- I don't know my password
- I need to unlock my account

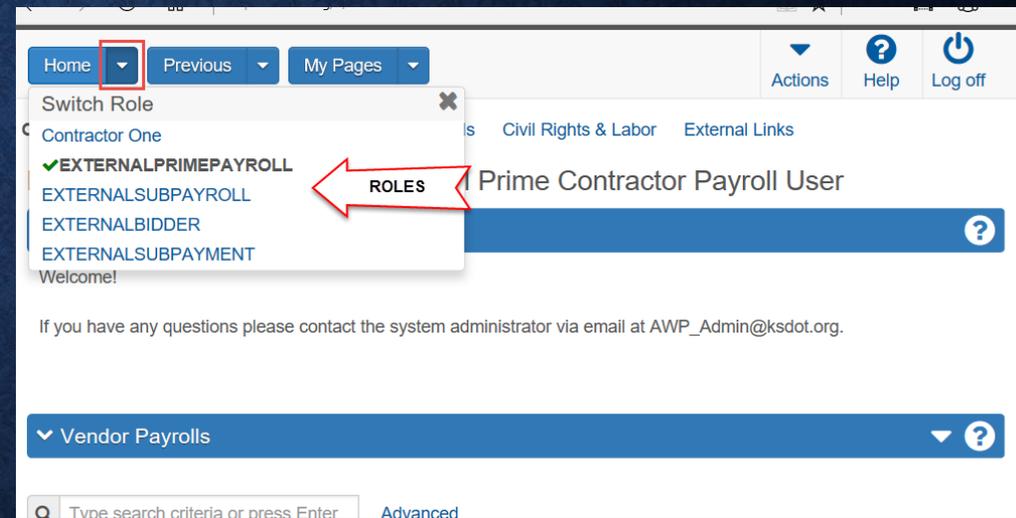
If you are having other problems logging on, please call the Help Desk at [\(785\) 296-0315](tel:785-296-0315).

v3.00.133.04

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ROLES

- A user role is a name associated with a collection of security access rights to the information contained in AASHTOWare Project™ components
- All users of the AASHTOWare Project™ system are assigned at least one security role
- When filling out Vendor Form that will let KDOT know what role and whether you should have sign authority



DASHBOARD

The screenshot shows a dashboard interface with several key elements and annotations:

- Menu Bar:** Located at the top left, containing navigation links: Home, Previous, and My Pages.
- System Action:** Located at the top right, containing utility links: Actions, Help, and Log off.
- Quick Links:** A horizontal bar below the menu bar with links: Vendor Payrolls, Unapproved Payrolls, Civil Rights & Labor, and External Links.
- Expand/Collapse Component:** A blue bar with a dropdown arrow icon on the left and a help icon on the right.
- Component Action:** A blue bar with a dropdown arrow icon on the right and a help icon on the far right.
- Row Action:** A blue bar with a dropdown arrow icon on the right and a help icon on the far right.

The main content area includes a search bar with the text "Type search criteria or press Enter" and an "Advanced" button. Below the search bar, there are sections for "Vendor Payrolls" and "Unapproved Payrolls", each with a search bar and a "System Default" dropdown menu. The "Civil Rights & Labor" section is partially visible at the bottom, showing a list of items: Contracts, Payrolls, and Unapproved Payrolls.

NOTIFICATIONS

Notification	Image	Border Color
Informational		Blue 
Warning		Yellow 
Error		Red 

 This proposal has been transitioned to CRLMS

 **Warning:** Detected 2 rows with warnings. Please review messages below.
 The sum of the percentages of the funds in priority 2 is smaller than 100.
 Priority 1 funds are not limited. Therefore, no funds will be allocated to higher priority funds.

 **Error:** No rows saved; detected 2 rows with errors. Please review messages below.

- Percentage: Invalid value '120'; greater than the maximum value of 100. (base rule)
- The sum of the percentages of the funds in priority 1 is greater than 100.
- The highest priority funds (priority 2) must be unlimited.

[Show All](#)
 [Show Errors](#)
 [Show Warnings](#)

ICONS

Icon	Usage
	The erase icon appears in Quick Find search boxes after criteria is entered. You can click the icon to reset the search criteria
	This magnifying glass icon at the left side of a field indicates an auto-complete field. Auto-complete fields display a filtered list of field values based on the first few characters you type. You can press Enter to show all values.
	This magnifying glass is sometimes displayed on the right side of a text box. Clicking this button opens a text dialog panel that allows you to view and edit the text in a larger area.
	A red asterisk indicates a field where data entry is required.
	The actions icon appears on Actions buttons that you can click to display an Actions menu. Actions menus provide access to commands and functions you can perform on data.
	The undo icon appears on Undo buttons that you can click to reverse a delete action.
	Save button will appear bold on the component when a change is made.
	The calendar icon is displayed on the right side of a date field. You can click the calendar icon to display a calendar where you can pick a date as the field value.
	The help icon appears on Help buttons that you can click to display the help system.
	The log off button allows you to completely log off the system.

FIELDS

Text boxes-allow you can directly type or delete information. Text boxes that can contain multiple rows of text include a magnifying glass icon on the right side of the box.

Numeric fields- allow you can type only numeric characters. For all non-key numeric fields, the system automatically inserts and corrects the placement of commas and justifies values to the right when you leave the fields

Auto-complete fields- are like text boxes except that they automatically display a filtered list of field values based on the first few characters you type into the field. Auto-complete fields are indicated by a magnifying glass icon at the beginning of the field.

Date fields- include a calendar button next to the field. Click the calendar button to display a calendar from which you can select a date to populate the field instead of typing the date manually.

Drop-down list boxes- include a down arrow next to the field. Click the down arrow to display a list of possible field values.

Non-editable fields- display information without a text box. You cannot change the information in this type of field.

Check boxes- are square boxes that can be selected or cleared by positioning the mouse pointer over them and clicking the left mouse button. Check boxes are used to turn an option on or off

SIMPLE LIST

Home | Previous | My Pages

Actions | Help | Log off

On this page: Vendor Payrolls | Unapproved Payrolls | External Links

PROJECT KDOT ROLE for External Prime Contractor Payroll User

News

Welcome!

If you have any questions please contact the system administrator via email at AWP_Admin@ksdot.org.

Vendor Payrolls

Type search criteria or press Enter | Advanced | Showing 10 of 472 | 0 changed

Contract	Description	Payrolls	Vendor	Short Name
514816071	SURFACE RECYCLE & CHIP SEAL	1	02554	ROADSAFE TRAF SYSTEMS INC
514816313	MILL & HMA OVERLAY	0	02554	ROADSAFE TRAF SYSTEMS INC
514816413	MILL & HMA OVERLAY	0	02554	ROADSAFE TRAF SYSTEMS INC
514802262	GRADE, BRIDGE & SURFACING, STATE TI	0	02231	FULSOM BROTHERS INC
514802262	GRADE, BRIDGE & SURFACING, STATE TI	0	01370	SEEDERS INC
514802272	GRADE & SURFACING, STATE TIE- 36-79	0	02231	FULSOM BROTHERS INC
514812171	GRADE, BRIDGE & SURFACING	0	02369	PCI ROADS, LLC
514812171	GRADE, BRIDGE & SURFACING	0	00677	PHILLIPS SOUTHERN ELECT CO INC
514812171	GRADE, BRIDGE & SURFACING	0	01370	SEEDERS INC
514812535	PEDESTRIAN & BICYCLE PATHS	0	01370	SEEDERS INC

Load next 50 | Showing 10 of 472

ROLLING LIST

Home Recent My Pages Actions Help Log off

- Overview
- Approved DBE Commitments
- Contract Administration
- Contract Progress
- Current DBE Commitments
- EOM Trucking
- Items
- Payments
- Subcontracts

Contract Project Summary

Contract Project: DE01701391107 - FARMERSVILLE ROAD (KY 139) Save

New 0 added | 0 marked for deletion | 0 changed

County ID:*	Percentage:*	Primary:	
017 CALDWELL	70.0000	<input checked="" type="checkbox"/>	
002 ALLEN	30.0000	<input type="checkbox"/>	

General
Categories
Districts
Counties
Points
Road Segments
Bridge Segments
Wage Decisions

Top of Page

ACCORDION LIST

Employees Save ?

Employees: Sue Johnson - 01 - Bricklayer - Project_TRAIN01 1 of 2 ← →

Employee: Sue M Johnson	Social Security Number: 536-76-8418
Employee Information...	Partial Social Security Number: 8418
Vendor Supplied Employee ID:	Payroll Revised Indicator: No
Payment Type: Hourly	

Classification

Hours

Wages

Deductions

Advanced

New 0 added | 0 marked for deletion | 0 changed

Top of Page

SORTING AND FILTERING LISTS

Home Previous My Pages

On this page: Vendor Payrolls Unapproved Payrolls External Links

PROJECT KDOT ROLE for External Prime Contractor Payroll User

News

Welcome!

If you have any questions please contact the system administrator via email at AWP_Admin@ksdot.org.

Vendor Payrolls

Q Type search criteria or press Enter **Advanced**

Editing System Default Delete this setting

Filters
Select field to filter by

Sort
Select field to sort by

Apply Settings
Save as or Apply without saving

Make this the default setting.

Save and Apply

ATTACH FILES TO A CONTRACT

Types of files you might attach include

- Microsoft® Word documents
- Excel spreadsheets
- PDFs
- URLs
- Digital photographs and other types of graphic files

ATTACH FILES & LINKS TO A CONTRACT

Home Previous My Pages Actions Help Log off

Attachments Overview

There are unsaved changes.

Attachments For Contract Save

Type search criteria or press Enter Advanced

Select File...

CRL Training.pdf 60475 bytes

0 marked for deletion | 0 changed | Expand All

Name	Historical Report	Size (kb)	Additional Roles Count
CRL Training.pdf			0

Description

Contractor Training Information

Up to 256 characters

Attorney/Client Privilege

VIEW GLOBAL ATTACHMENTS AND LINKS

Home Previous My Pages

Actions Help Log off

On this page: Vendor Payrolls Unapproved Payrolls

PROJECT KDOT ROLE for External P

News

Welcome!

If you have any questions please contact the system admin

Vendor Payrolls

Actions

- Open Process History
- Tracked Issues
- Cases
- Import File
- Generate Report
- Execute Process
- Global Attachments**
- Global Links
- My Settings
- My Outbox

Open Global Actions Menu

Global Attachments Save ?

Attachments

System Attachments

Type search criteria or press Enter Advanced Showing 49 of 49

Associated To

Begin typing to search or

0 marked for deletion | 0 changed | Collapse All

Name	Historical Rep...	Size (kb)	Additional Roles Co...
J01010542016-Nov-15BidderQuoter.pdf	No	80 0	
Description			
BidderQuoter KDOTAD\xcontractor01 2016-Nov- 15	<input type="checkbox"/>	Bidder	
J01010542016-Nov-15BidderQuoterVerification.pdf	No	78 0	
Description			
BidderQuoterVerification KDOTAD\xcontractor01 2016-Nov- 15	<input type="checkbox"/>	Bidder	

ONLINE HELP

Home Previous My Pages Actions Help Log off

Global Attachments Overview

Global Attachments Save

awptest.ksdot.org/Help_External1/AASHTOWare_Project_Help.htm

Contents Search

Type in the word(s) to search for:
Payroll GO

Search results per page 10

Total Number of Search Results : 23

Title	Rank
Maintaining a Payroll Record	1
Maintaining Payroll Employees	2
Maintaining Payroll Employees	3
Maintaining Payroll Status	4
Adding a Contract Payroll	5
External Payroll Vendor	6
External Proxy Payroll Vendor	7
Copying a Payroll	8
Viewing Contract Payroll Information	9
Performing a Prime Payroll Review	10

1 2 3 >>

Home > Welcome > Welcome to Help

Welcome to Web-Based AASHTOWare Project™ Help

Welcome to the web-based AASHTOWare Project™ Help system. If you are new to this application, the information on this page will help you understand how the Help system works.

The Help system is *context sensitive*, which means that when you click the **Help** button on a component in the software, the system provides information on the functionality of that component only. Each Help page provides links to other Help pages containing related information.

Contents

The Help system also contains many topics that are more general in nature and not linked to a specific component in the software. You can navigate the entire Help system by clicking the **Contents** link in the top left corner of any Help page to open the Help explorer. You can search the entire Help system by typing your search criteria in the **Search** box on the toolbar and clicking the **Go** button.

The Contents pane is organized by business category and uses expandable and collapsible books and pages to display the list of topics available in the Help system. This pane helps you navigate through the Help hierarchy to find a desired category and subject.

Click a book to expand it and then click the page you want to see. The system displays the page in the right pane of the browser window.

Search

The Search pane provides a rapid full-text search of all the topics in the online Help. To perform a search, type your search criteria in the **Search** input field on the toolbar and click the **Go** button. To search for a phrase, enclose the phrase in quotes in the **Search** field.

The system performs the search and automatically opens the Search pane, which displays a list of the topics in which the search text appears. Topics are ranked in order of best match. Click a topic to display the page in the right pane of the browser window.

You can also perform a search in the Search pane itself by clicking on the **Search** tab.

To make your first experiences with the system easier and more intuitive, you might also want to review the [Getting Started](#) section of the Help.

KDOT WEBSITE

From KDOT external website you can access

- Wage Decision Codes
- Project User Request Form
- New Vendor Request Form
- AASHTOWare User Guides
- Excel Spreadsheet for Vendor Payrolls
- Link to AASHTOWARE Login Screen



CHAPTER 2
BIDDER/QUOTERS

BIDDER/QUOTERS OVERVIEW

- Bidders are vendors that have either submitted a bid in the bid letting
- Quoters are vendors that have submitted quotes as subcontractors, suppliers, truckers, or brokers to a bidder in a bid letting to the bidder.
- Civil Rights Compliance Office needs this information to capture the real DBE world. This information will help to get a better understanding of which subcontractors are bidding and where they are actively bidding to get work, no dollar amount is required. This will help set DBE goals in the future

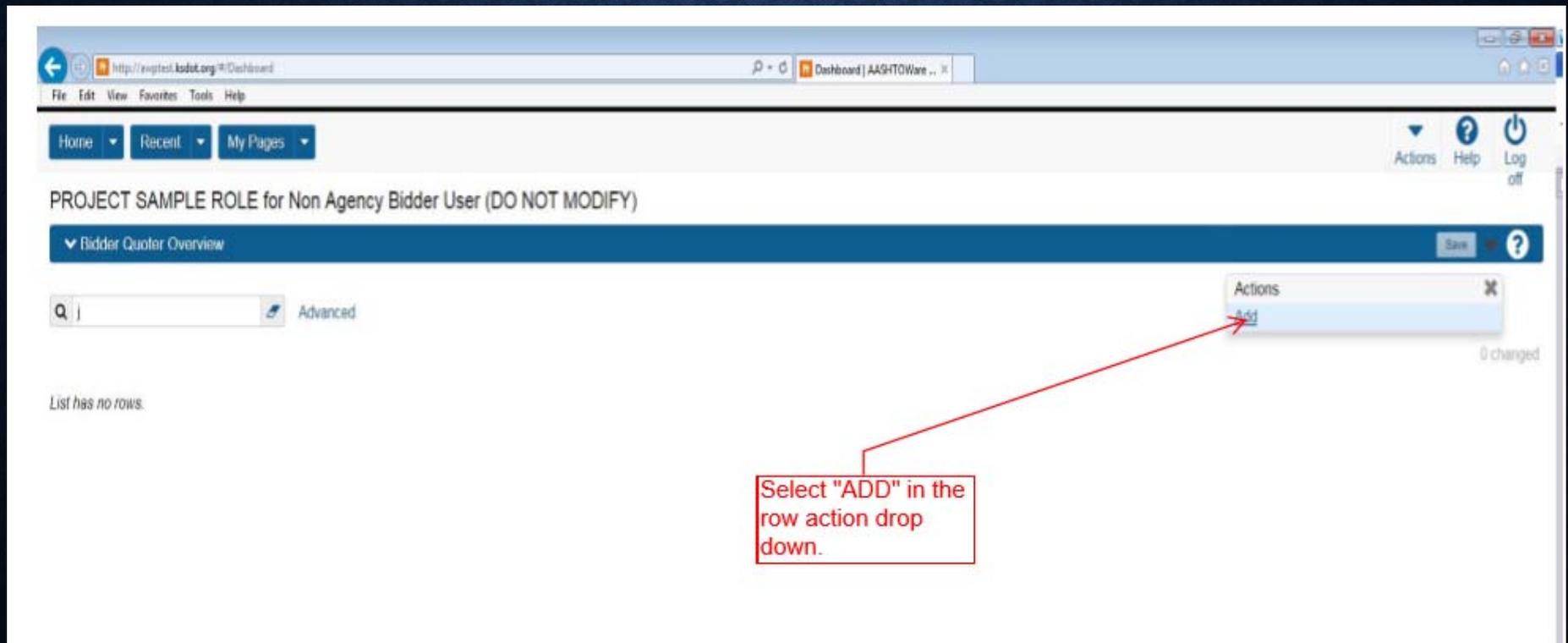
BIDDER/QUOTERS OVERVIEW

- If contractors need assistance they will need to contact their field office. If you are bidding as a prime contractor all Bidder/Quoter information needs to be put in to the system by the end of each bid month regardless of if you get the bid or not
- If a Quoter needs added to CRL system, please email the New Vender Request Form to KDOT#AWP.ADMIN@ks.gov with the required information. This form can be found at <http://www.ksdot.org/bureaus/burConsMain/crl.asp>
- When specifying a Company Name within the system regardless of what branch it is just the overall company name needs listed for example: “APAC” is “APAC KS”

ADD BIDDER/QUOTERS

The screenshot shows a web browser window with the URL <http://aashtotest.kodol.org/#/Dashboard>. The browser's address bar and menu bar are visible. Below the browser, there is a navigation bar with 'Home', 'Recent', and 'My Pages' buttons. On the right side of the navigation bar, there are icons for 'Actions', 'Help', and 'Log off'. The main content area displays a 'Switch Role' dropdown menu. The current user is identified as 'Test User' and the role is 'Agency Bidder User (DO NOT MODIFY)'. The dropdown menu lists several roles, with 'NONAGEBIDDER' selected and highlighted in blue. A red arrow points from a red-bordered box containing the text 'Select "BIDDER" role.' to the 'NONAGEBIDDER' option in the dropdown menu. Other roles listed include NONAGEPRIMEPAYROLL, NONAGESUBPAYMENT, NONAGESUBPAYROLL, NONAGEDBECOMMIT, NONAGEUSER, and NONAGEESTIMATION.

ADD BIDDER/QUOTERS



The screenshot shows a web browser window with the URL <http://regtest.lsdot.org/it/Dashboard>. The page title is "PROJECT SAMPLE ROLE for Non Agency Bidder User (DO NOT MODIFY)". Below the title is a blue header bar for "Bidder Quoter Overview" with a "Save" button and a help icon. A search bar with a magnifying glass icon and the text "Advanced" is visible. The main content area displays "List has no rows." On the right side, there is an "Actions" dropdown menu with "Add" selected. A red arrow points from a text box to the "Add" option. The text box contains the instruction: "Select 'ADD' in the row action drop down."

ADD BIDDER/QUOTERS

The screenshot shows a web browser window with the URL <http://evgttest.ksdot.org/#/Quoter/Add>. The page title is "Add Bidder Quoter". Below the browser window, there is a navigation bar with "Home", "Recent", and "My Pages" buttons. The main content area is titled "Add Bidder Quoter" and contains a blue header bar with a dropdown menu and a "Save" button. Below the header, there are three search input fields: "Letting*", "Bidder*", and "Quoter*".

1. Enter Letting Month (Jul = 07) and pick letting
2. Enter your Company's Contractor Number
3. Enter Quoter's name and select from the list that appears.
4. Click "Save"

ADD BIDDER/QUOTER

Overview

Bidder/Quoter Summary

Quoter - Successfully Saved

▼ Bid Letting - 01/01/0001

Select Bidders...

No Quote Rec	Vendor	Short Name	Signed By	Signed Dt	Quoters
No	02285	EBERT CONST CO INC & SUBS			1

Comment

Vendor

01517

Short Name

KINGS CONST CO INC

0 marked for deletion | 0 changed | Expand All

1. Select Row Action button

2. Click "Select Quoters"

- Actions
- Delete
- Select Quoters
- Tasks
- Sign
- Views
- Attachments
- Links
- Tracked Issues
- Reports
- Bidder Quoter Report
- Bidder Quoter Verification Report

ADD BIDDER/QUOTER

The screenshot displays a web application window titled "Select Quoters". The browser address bar shows the URL "http://wepfco.kadd.org/letting/ED/ExternalBidderQuoterSummaryFromAdd". The application interface includes a search bar, a table of vendors, and an "Add to Bidder" button. Two red annotations provide instructions: "1. Select Quoter(s)" points to the search bar, and "2. Click Add to Bidder once all Quoters have been selected for Letting." points to the "Add to Bidder" button.

Vendor	Short Name
00005	SAK CONST LLC
00007	KANSAS ELECTRIC INC
00009	A-CORE CONCRETE CUTTING INC
00011	AMINO BROTHERS CO INC
00012	PACE CONST CO LLC
00015	ZACHRY CONSTRUCTION CORP & SUBS
00016	BAYER CONST CO INC
00017	TRUESDELL CORP THE
00020	ANDALE READY MIX CENTRAL INC
00023	L G BARCUS & SONS INC

Showing 10 of 6587

Add to Bidder

ADD BIDDER/QUOTER

The screenshot shows a web browser window with the URL <http://wqtest.kalbt.org/Listing/02/EditBidderQuoterSummaryFromAdd>. The page title is "Bidder/Quoter Summary". A yellow notification bar at the top states "There are unsaved changes." A blue navigation bar contains "Home", "Previous", and "My Pages" buttons, along with "Actions", "Help", and "Log off" links. A "Save" button is highlighted with a red box and an arrow pointing to it from the text "Click Save.".

Overview

Bidder/Quoter Summary

▼ Bid Letting: - 01/01/0001

Select Bidders...

0 marked for deletion | 0 changed | Expand All

No Quote Rec	Vendor	Short Name	Signed By	Signed Dt	Quoters
No	00285	EBERT CONST CO INC & SUBS			1
Comment					
01517		KINGS CONST CO INC			
Vendor	Short Name				
00005		SAK CONST LLC			
00009		A-CORE CONCRETE CUTTING INC			
00012		PACE CONST CO LLC			
00017		TRUESDELL CORP THE			

ADD PROPOSAL TO A QUOTE

The screenshot shows a web browser window with the URL <http://twoplust.bizdot.org/Listing/ExternalBidderQuoteSummaryFromAdd>. The page title is "Bidder/Quoter Summary". A green notification bar at the top says "Bidder - Successfully Saved". Below this is a blue header for "Bid Lotting - 01/01/0001".

The main content area features a table with the following columns: "No Quote Rec", "Vendor", "Short Name", "Signed By", and "Signed Dt". The first row is highlighted in blue and has a dropdown arrow on its right side. A red box with the text "1. Select Row Action button for first Quoter" points to this dropdown arrow.

Below the first row, there is a section for "Vendor" and "Short Name" with several rows of data:

Vendor	Short Name
00005	SAK CONST LLC
00017	TRUESOELL CORP THE
01517	KINGS CONST CO INC
00009	A-CORE CONCRETE CUTTING INC
00012	PACE CONST CO LLC

A context menu is open over the first row of this table. A red box with the text "2. Click 'Open Quoter Proposal'" points to the "Open Quoter Proposal" option in the menu. The menu items are: "Actions", "Delete", "Open Quoter Proposal", "Views", "Attachments", "Links", and "Tracked Issues".

ADD PROPOSAL TO A QUOTE

The screenshot shows a web browser window with the URL <http://wqptest.ksook.org/Bidder/23/ExternalQuoteProposalSummaryTreeModelId-114>. The page title is "Quoter Proposal Summary". The breadcrumb navigation shows "Overview Bidder/Quoter". The main heading is "Quoter Proposal Summary". Below this, there is a blue bar for "Bidder: 02285 - EBERT CONST CO INC & SUBS" and a dropdown for "Quoters: 00005 - SAK CONST LLC". A "Comments" section is visible with a search icon and a "Comments" button. At the bottom, there is a search bar with the text "Type search criteria or press Enter" and an "Advanced" link. A red box highlights the "Select Proposals" button with the text "Click Select Proposals" and an arrow pointing to it. The status bar at the bottom indicates "No rows found matching criteria." and "0 marked for deletion | 0 changed | Collapse All".

Home Previous My Pages Actions Help Log off

Overview Bidder/Quoter

Quoter Proposal Summary

Bidder: 02285 - EBERT CONST CO INC & SUBS

Quoters: 00005 - SAK CONST LLC 1 of 5

Comments

Type search criteria or press Enter Advanced

Select Proposals **Click Select Proposals**

No rows found matching criteria.

0 marked for deletion | 0 changed | Collapse All

ADD PROPOSAL TO A QUOTE

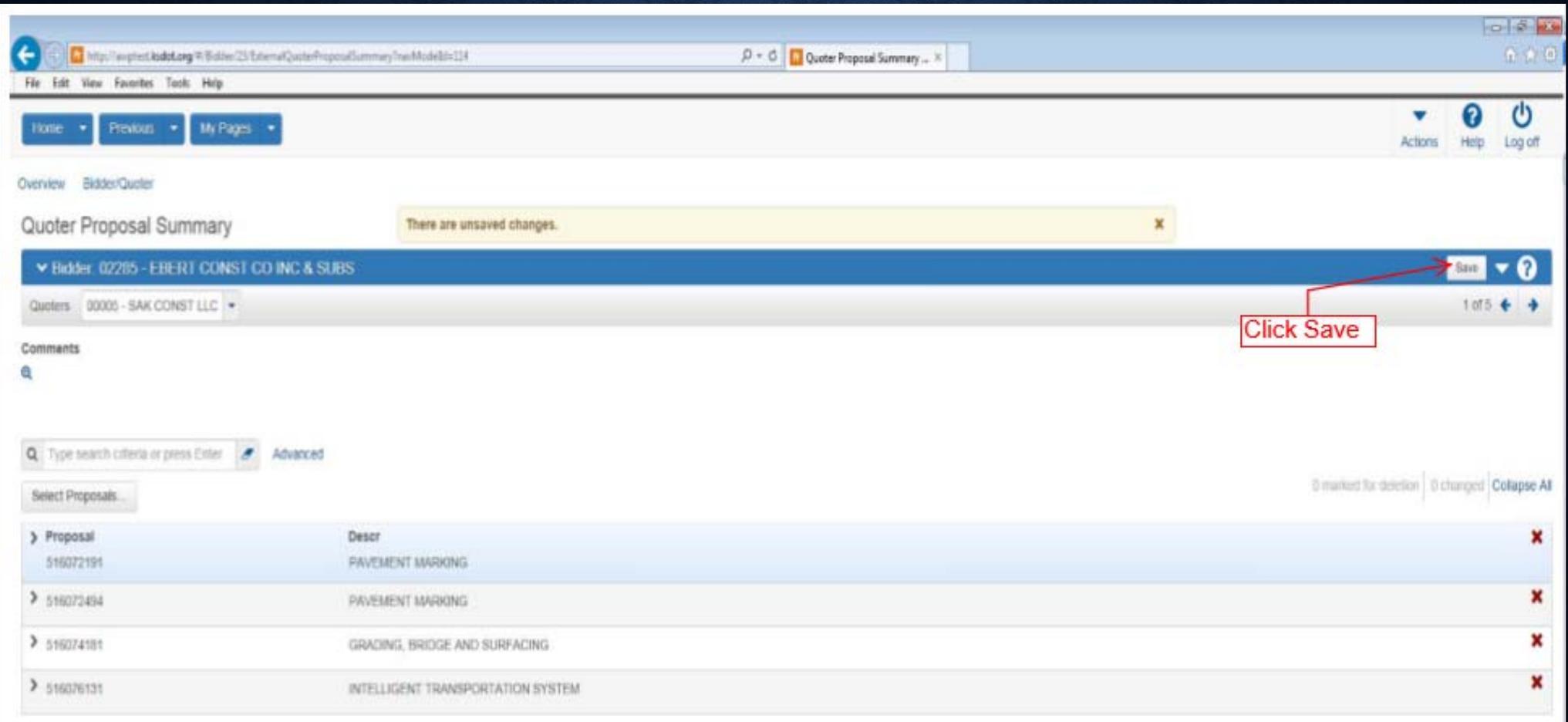
The screenshot shows a web browser window with a 'Select Proposals' dialog box open. The dialog box contains a search bar, a table of proposals, and an 'Add to Quoter' button. Two red boxes with arrows provide instructions: '1. Select all proposals for quoter for letting' points to the table, and '2. Once finished click Add to Quoter' points to the button.

1. Select all proposals for quoter for letting

Proposal	Descr	Fed Proj Num	St Proj Num
516072191	PAVEMENT MARKING	HSP-AD43(116)	046 KA 4353-01
516072282	PEDESTRIAN AND BICYCLE PATHS	TA-T041(001)	059 TE 0410-01
516072494	PAVEMENT MARKING	HSP-AD43(116)	U169-061 KA 4360-01
516072595	LIGHTING	HSP-AD43(216)	U054-087 KA 4212-01
516074181	GRADING, BRIDGE AND SURFACING	STP-C470(001)	044 C 4700-01
516074235	GRADING & SURFACING	TEA-T037(501)	K004-005 TE 0375-01
516074575	ROADSIDE IMPROVEMENT	TA-T042(301)	K004-005 TE 0423-01
516076121	BRIDGE REPAIR		1435-046 KA 4275-04
516076131	INTELLIGENT TRANSPORTATION SYSTEM		046 KA 4024-01
516076141	BRIDGE REPAIR		1635-105 KA 4087-01
516076262	CHIP SEAL		106 KA 4265-01
516076454	MILLING		106 KA 4368-01
516076474	SLIDE REPAIR		U169-061 KA 4364-01
516076626	MILLING AND OVERLAY		U063-066 KA 4368-01

2. Once finished click Add to Quoter

ADD PROPOSAL TO A QUOTE



There are unsaved changes.

Bidder: 02205 - EBERT CONST CO INC & SUBS

Quoters: 00005 - SAK CONST LLC

1 of 5

Click Save

0 marked for decision | 0 changed | Collapse All

Proposal	Descr	
516072191	PAVEMENT MARKING	X
516072494	PAVEMENT MARKING	X
516074181	GRADING, BRIDGE AND SURFACING	X
516076131	INTELLIGENT TRANSPORTATION SYSTEM	X

ADD ADDITIONAL QUOTERS

The screenshot shows a web browser window with the URL <http://seplint.kndot.org/Bidder/25/ExternalQuoterProposalSummary/propMsIdId=114>. The browser's address bar and menu bar are visible. The application interface includes a navigation bar with 'Home', 'Previous', and 'My Pages' buttons. A red box with the text '2. Once all Quoters have been completed click "Bidder/Quoter"' has an arrow pointing to the 'Bidder/Quoter' link in the navigation bar. Below the navigation bar, there is a 'Quoter Proposal Summary' section with a 'Save Complete' button. A blue header bar displays 'Bidder: 02285 - EBERT CONST CO INC & SUBS'. Below this, a 'Quoters' section shows a dropdown menu with the current selection '00005 - SAK CONST LLC'. A red box with the text '1. Click drop down for next Quoter and repeat pages 10 - 12 for each' has an arrow pointing to the dropdown arrow. The dropdown menu is open, showing a search bar and a list of quoter IDs: '00005 - SAK CONST LLC', '00017 - TRUESDELL CORP THE', '01517 - KINGS CONST CO INC', '00009 - A-CORE CONCRETE CUTTING INC', and '00012 - PACE CONST CO LLC'. Below the dropdown is a 'Comments' section with a search bar and a list of comments. At the bottom, there is a 'Select Proposals...' button and a table with columns 'Proposal' and 'Descr'. The table contains four rows of proposal data.

2. Once all Quoters have been completed click "Bidder/Quoter".

1. Click drop down for next Quoter and repeat pages 10 - 12 for each

Proposal	Descr
516072191	PAVEMENT MARKING
516072494	PAVEMENT MARKING
516074181	GRADING, BRIDGE AND SURFACING
516076131	INTELLIGENT TRANSPORTATION SYSTEM

SIGN

The screenshot shows a web browser window with the URL <http://awpnet.kubit.org/Bidder/External/BidderQuoterSummary>. The page title is "Bidder/Quoter Summary". Below the navigation bar, there is a section for "Bid Letting - 01/01/0001". A table lists bid entries with columns for "No Quote Rec", "Vendor", "Short Name", "Signed By", "Signed Dt", and "Quoters". The first row shows "No" for "No Quote Rec", "02285" for "Vendor", "EBERT CONST CO INC & SUBS" for "Short Name", and "5" for "Quoters". A "Comment" field is present below the table. A context menu is open over the first row, showing options like "Delete", "Sign", and "Reports".

1. Click Row Action button

2. Click Sign

No Quote Rec	Vendor	Short Name	Signed By	Signed Dt	Quoters
No	02285	EBERT CONST CO INC & SUBS			5

- Actions
- Delete
- Select Quoters...
- Tasks
- Sign
- Views
- Attachments
- Links
- Tracked Issues
- Reports
- Bidder Quoter Report
- Bidder Quoter Verification Report

SIGN

The screenshot shows the 'Sign Bidder Quoter' web application interface. At the top, there is a navigation bar with 'Home', 'Previous', and 'My Profile' buttons. Below this is a 'Progress' bar with 'Review', 'Verify', and 'Sign' tabs. The main content area displays a 'Review' page for a bid from 'ESERT CONSTRUCTION CO INC & SUBSIDIARY'. It lists bid details such as 'Bidder: 82285', 'Signed By:', and 'Signed Date:'. Below this, there are sections for 'Quotes' and 'Proposals' for various items like 'PAVEMENT MARKING' and 'GRAVING, BRIDGE AND SURFACING'. The interface includes the Kansas Department of Transportation logo and a timestamp of '11/09/2016 09:55:30 AM'. At the bottom of the page, there is a blue arrow pointing to the right, which is highlighted by a red callout box. Another red callout box points to the 'Review' tab in the progress bar.

1. Review Information for accuracy

2. Click blue arrow at bottom of page

SIGN

http://www.kdot.org/Bidder/CS/SignBidderQuoterOverview

File Edit View Favorites Tools Help

Home Previous My Pages

Actions Help Log off

Overview BidderQuoter

Sign Bidder Quoter

Sign Bidder Quoter

Progress: Review **Verify** Sign

Verify: Kansas Department of Transportation 11/08/2016 09:57:21 AM

Kansas
Department of Transportation

Bidder Quoter Verification Report Page 1 of 1

Bidder: 02285 EBERT CONSTRUCTION CO INC & SUBSIDIARY

Date: 11/8/2016

I, Contractor Thirteen do hereby state:

Click blue arrow at bottom of page

SIGN

http://equest.kdnet.org/Bidder/23/SignBidderQuoterOverview

File Edit View Favorites Tools Help

Home Previous My Pages

Actions Help Log off

Overview Bidder/Quoter

Sign Bidder Quoter

Sign Bidder Quoter

Progress: Review Verify **Sign**

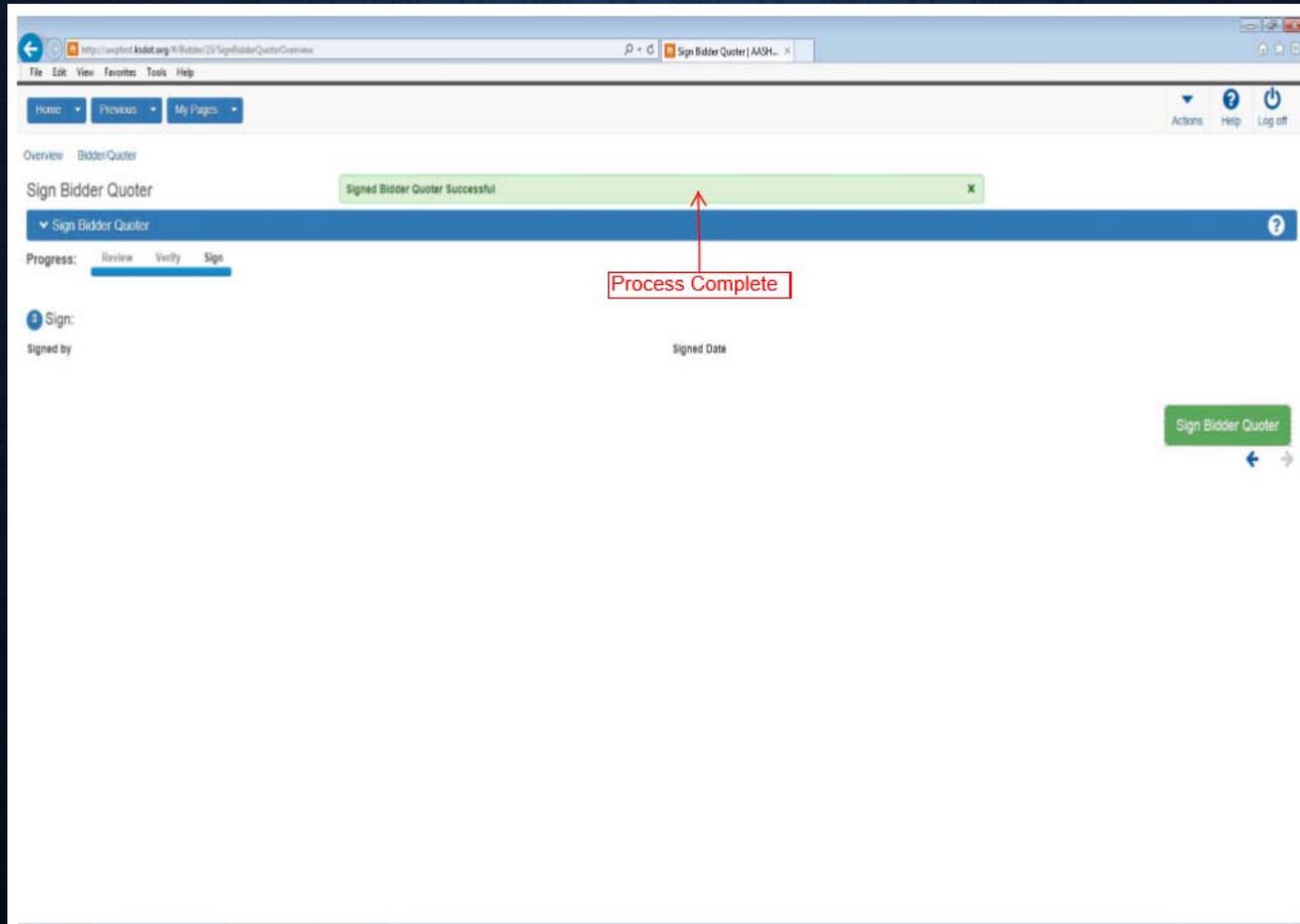
Sign:

Signed by	Signed Date
-----------	-------------

Click "Sign Bidder Quoter"

Sign Bidder Quoter

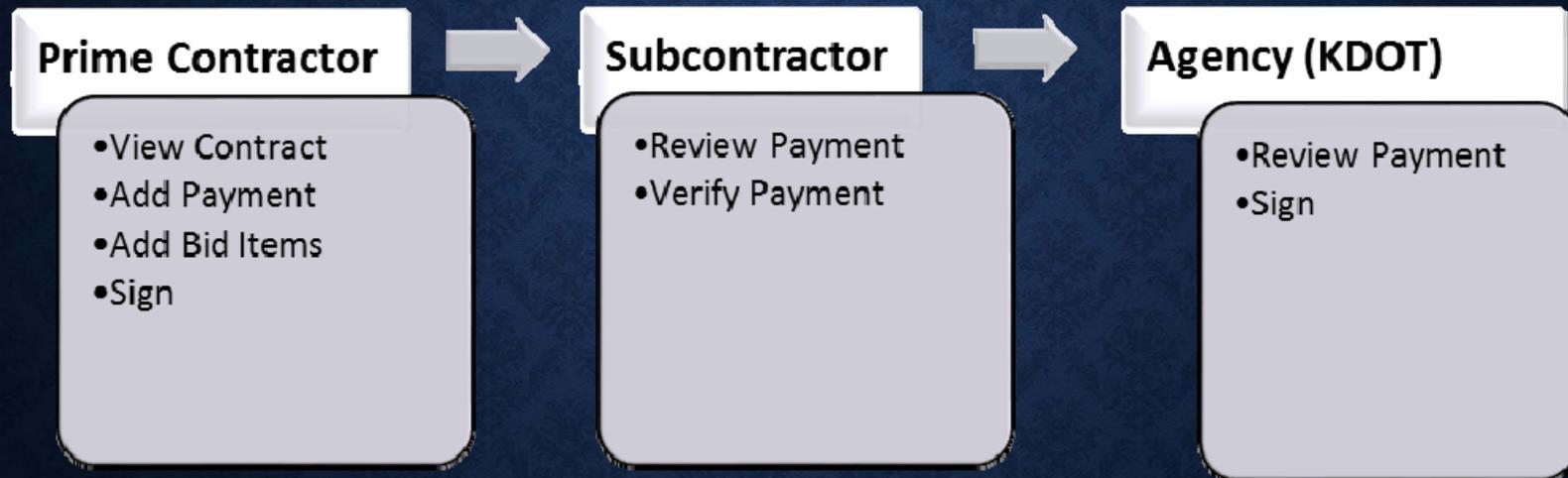
SIGN



CHAPTER 3

SUBCONTRACTOR PAYMENTS (FORMERLY DOT FORM 1010)

SUBCONTRACTOR PAYMENTS WORKFLOW



SUBCONTRACT PAYMENTS NOTIFICATION

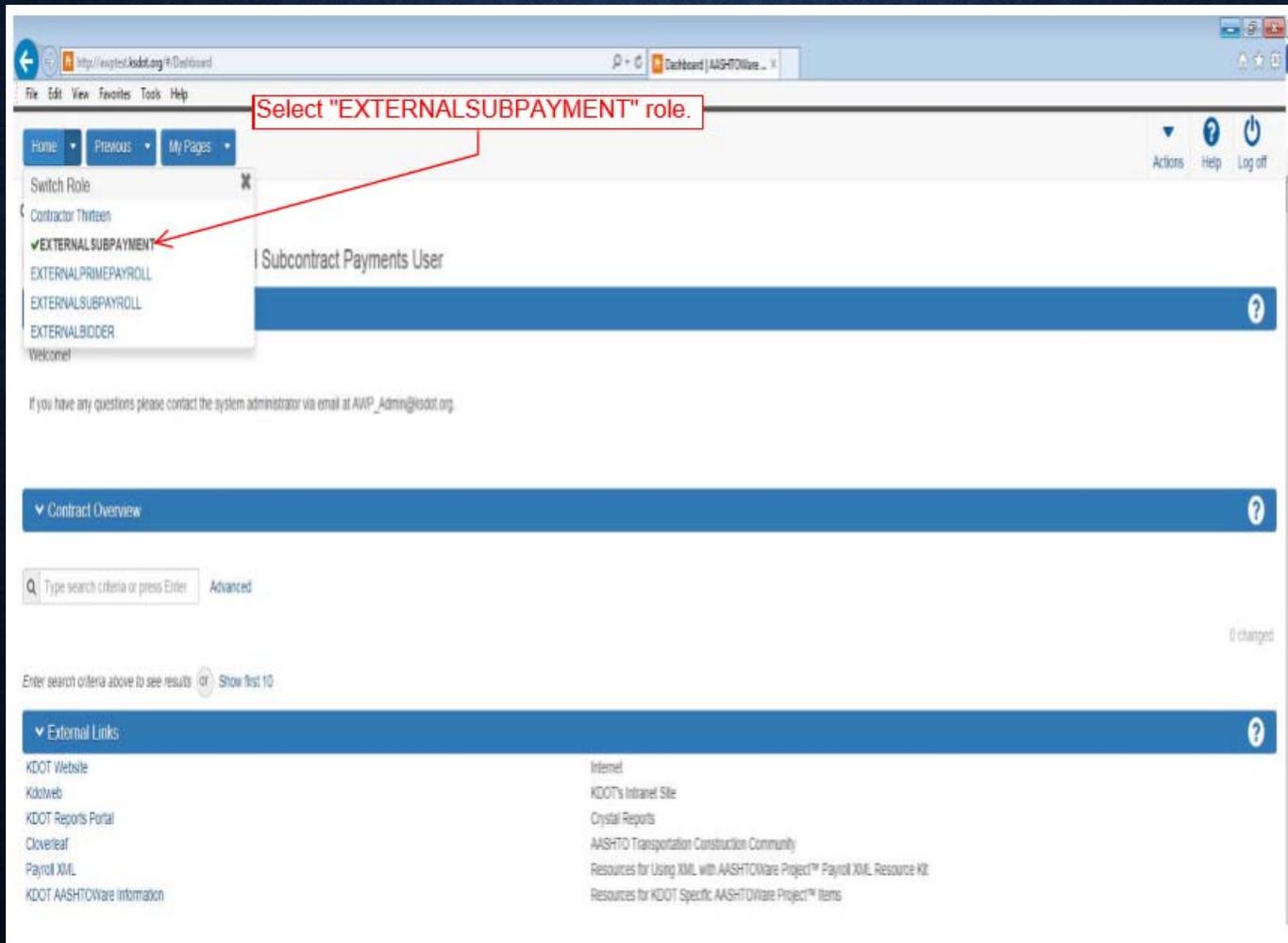
At this time KDOT, Prime Contractors and Subcontractors will need to discuss and work out the sending and receiving of the following information;

- KDOT payments to Prime
- Subcontractor Payments to Subcontractors & KDOT
- Subcontractors approval of subcontractor payments to Prime & KDOT

SUBCONTRACT PAYMENTS IMPORTANT INFORMATION

- Must pay within 10 days and certify within 15 days
- If there are no subcontractor payments to be made, email the field office
- All payments can be viewed by prime and subcontractors assigned to contract.
- The subcontractor can now see pay estimates (couldn't in past) as a subcontractor you need to review that pay estimate before you respond that you have received as expected, or not as expected etc.
- The subcontracts answer has to be based off of what the prime contractor was paid by KDOT

AS PRIME ADD SUBCONTRACT PAYMENT



AS PRIME ADD SUBCONTRACT PAYMENT

The screenshot shows a web browser window with the URL <http://avgrest.kdot.org/>. The page title is "PROJECT KDOT ROLE for External Subcontract Payments User". The interface includes a navigation bar with "Home", "Previous", and "My Pages" buttons, and a search bar containing "515072262". A table lists contract details:

Contract	Description	Prime ID	Prime Name
515072262	GRADING, BRIDGE AND SURFACING	02006	KING CONST CO INC AND SUBS

Below the table is an "External Links" section with various resources. A context menu is open over the table, showing options like "Open Contract Payments".

Three red callout boxes provide instructions:

1. Enter KDOT Contract Number
2. Select the row action button for the contract.
3. Select "Open Contract Payments".

AS PRIME ADD SUBCONTRACT PAYMENT

Contract Payment Overview

Contract: 515072262 - GRADING, BRIDGE AND SURFACING

Advanced Showing 7 of 7

Estimate Num	Type	Amount Paid	End Date
0007	Progress Estimate	93,157.12	09/17/2016
0006	Progress Estimate	73,865.63	05/06/2016
0005	Progress Estimate	223,129.30	04/19/2016
0004	Progress Estimate	147,909.86	03/15/2016
0003	Progress Estimate	59,136.71	01/25/2016
0002	Progress Estimate	74,365.80	12/16/2015
0001	Progress Estimate	81,170.45	11/13/2015

AS PRIME ADD SUBCONTRACT PAYMENT

Contract Payment Overview

Contract Payment Summary

Contract 515072262 - GRADING, BRIDGE AND SURFACING

Estimate Num: 0004 - Payment End Dt: 03/15/2016

General	Estimate Number	Contract Payment Period Start Date
Items	0004	01/25/2016
Subcontract Payments	Estimate type	Contract Payment Period End Date
	Progress Estimate	03/15/2016
	Paid Amount	Date Payment was Made
	147,909.96	03/21/2016
	Previous Total Paid Amount	
	214,672.96	
	Total Paid to Date Amount	
	362,582.92	

AS PRIME ADD SUBCONTRACT PAYMENT

Contract Payment Overview

Contract Payment Summary

Contract 515072262 - GRADING, BRIDGE AND SURFACING

Estimate Num: 0004 - Payment End Dt: 03/15/2016

General

Items

Subcontract Payments

Add Subcontract Payment From Prime

No rows found matching criteria

0 marked for deletion | 0 changed

Click "Add Subcontractor Payment From Prime" link.

AS PRIME ADD SUBCONTRACT PAYMENT

Contract Payment

Add Subcontractor Payment

Contract: 515072262 - GRADING, BRIDGE AND SURFACING

Number: 0004 Period: 01/26/2016 - 03/15/2016

Payer
02006 - KING CONST CO INC AND SUBS

Payee*

Payee Payment Number*

Date Paid*
12/22/2016

Payment Type*

Paid Amount

DBE Firm Indicator
No

DBE Commitment Indicator
No

Payee Work Complete Indicator

Save

1. Type the Subcontractor's name in the box and then select it from the drop down.
2. Enter the Payee Payment Number. A unique sequential number for this subcontractor.
3. Enter the Date Paid. Same as the check date.
4. Select Payment Type. Either "Progress or Final"
5. If the subcontractor's work is complete please select.
6. Click "Save" when finished.

AS PRIME ADD SUBCONTRACT PAYMENT

Contract Payment Overview Contract Payment

Subcontract Payment Summary

Subcontractor Payment - Successfully Saved

Contract 515072262 - GRADING, BRIDGE AND SURFACING

Number: 0004 End Date: 03/15/2016

General	Payer	DBE Firm Indicator
Withholding	02006 - KING CONST CO INC AND SUBS	No
Endorsements	CONST INC	DBE Commitment Indicator
Items	Payee Payment Number	No
	1	Payee Work Complete Indicator
	Date Paid	<input type="checkbox"/>
	12/22/2016	
	Payment Type	
	Progress	
	Paid Amount	
	1,000.00	

Select "Items" tab.

AS PRIME ADD SUBCONTRACT PAYMENT

The screenshot shows a web browser window displaying a 'Subcontract Payment Summary' page. The browser address bar shows 'http://swptest.kstnet.org/#SubcontractorPayment/1623/ExternalSummary'. The page title is 'Subcontract Payment Summary'. A green notification bar at the top says 'Subcontractor Payment - Successfully Saved'. The main content area is for 'Contract 515072202 - GRADING, BRIDGE AND SURFACING'. On the left, there are tabs for 'General', 'Withholding', 'Endorsements', and 'Items'. The 'New Subcontractor Payment Item' section is active, showing fields for 'Contract Item Line Number', 'Quantity Paid', 'Actual Payment', and 'Payment or Partial Amount Withheld Indicator'. A 'Partial Payment Comments' field is also present. On the right, there are checkboxes for 'Retainage Released', 'Retainage Dollars Held', and 'Payee Work Complete Indicator'. A 'Save' button is located at the top right of the form area. Red callout boxes with arrows point to various elements, providing instructions:

- 1. Enter Contract Line Item Number or Name.
- 2. Enter Quantity Paid on this payment.
- 3. Enter Payment Amount for this payment on this line.
- 4. Click this box if there is retainage or partial payment.
- 5. Must be filled out if above box is checked.
- 6. Click "New" if there are additional items for this subcontractor on this payment.
- 7. Click "Save" when finished.

AS PRIME ADD SUBCONTRACT PAYMENT

The screenshot shows a web browser window with the URL <http://wqfnet.kdnet.org/SubcontractPayment/162/Edit/Summary>. The page title is "Subcontract Payment Summary". A green "Save Complete" button is visible at the top right. The main content area is titled "Contract 515072262 - GRADING, BRIDGE AND SURFACING" with "Number: 0004" and "End Date: 03/15/2016". On the left, there is a navigation menu with tabs: "General", "Withholding", "Endorsements", and "Items". The "Withholding" tab is selected, and a red box highlights it with the text "Click the 'Withholding' tab." and an arrow pointing to the tab. The main form area contains a "Retainage Dollars Held" field with the value "0.00", a "Payment or Partial Amount Withheld Indicator" checkbox which is checked, and a "Partial Payment Comments" text area containing the word "Retainage". At the bottom, there is a "Payer Comments" text area.

AS PRIME SIGN SUBCONTRACT PAYMENT

The screenshot shows the AS PRIME web application interface for signing subcontract payments. The browser address bar displays <http://evpfirst.kdot.org/#/SubcontractorPayment/3623/ExternalSummary>. The page title is "Subcontract Payment Summary".

Five numbered red callout boxes provide instructions:

1. Enter Retainage amount for entire subcontractor payment. (Points to the "Retainage Dollars Held" input field containing "100.00")
2. Click "Save". (Points to the "Save" button in the top right of the form area)
3. Click the row action button. (Points to the question mark icon in the top right of the form area)
4. Click "Add New Payment Same Payee" if you have additional Subcontractors for this pay estimate. Then follow pages 9-11. (Points to the "Add New Payment Same Payee" option in the "Actions" dropdown menu)
5. Once finished with this pay estimate click "Sign Subcontractor Payment" (Points to the "Sign Subcontractor Payment" option in the "Actions" dropdown menu)

The interface includes a "Save Complete" notification, a "Contract 515072262 - GRADING, BRIDGE AND SURFACING" header, and a "Number: 0004 End Date: 03/15/2016" sub-header. The main form area contains sections for "General", "Withholding", "Endorsements", "Items", "Retainage Released", "Retainage Dollars Held", "Payment or Partial Amount Withheld Indicator", "Partial Payment Comments", and "Payer Comments".

AS PRIME SIGN SUBCONTRACT PAYMENT

Contract Payment Overview Contract Payment Subcontract Payment

Sign Subcontract Payment

Progress: Review Verify Sign

Review: Kansas Department of Transportation 12/22/2016 11:59:51 AM

Subcontract Payment Report Page 1 of 2

Contract ID	Contract Description	Awarded Contract Amount	Current Contract Amount
418072262	GRAVING, BRIDGE AND SURFACING	\$794,952.39	\$800,547.85

Prime Contract: 02008 KDOT CONSTRUCTION COMPANY INC AND SUBSIDIARIES

Federal Project No: STP-A-00010011 State Project No: KDOT-114 KA-1006-01 Overall Fed. Funding Percent: 90.00%

Closed for Civil Rights & Labor State Project Payment Delay Retainage Released by Prime: 10 30

Subcontract Payment

Paying Vendor: 02008 KDOT CONSTRUCTION COMPANY INC AND SUBSIDIARIES

Payee Payment Number: 1 Payee Name: BETTOR SURFAC T & CONSTRUCTION INC ERF Proj. No: ERF Consultant No:

Payment ID No: 12/22/2016 Payment Type: Progress

Retainage (Dollar Held): \$100.00

Payment Received: No Date Received: No

Item Code	Item Description	Quantity	Unit	Actual Payment	Retainage (Percent)	Retainage (Dollar)	Retainage (Percent)	Retainage (Dollar)	Payment (Dollar)
02008	GRAVING, BRIDGE AND SURFACING	1.00	YD	800.000	10%	80.000	10%	80.000	720.000

Subcontract Payment Report Page 2 of 2

HWA-COMMERCIAL GRADE (CLASS A)

1. Review information.

2. Click the arrow at the bottom of page.

AS PRIME SIGN SUBCONTRACT PAYMENT

Contract Payment Overview Contract Payment Subcontract Payment

Sign Subcontract Payment

Progress: Review **Verify** Sign

Verify:
Date: 12/22/2016
I, Contractor Thirteen
do hereby state:
That I paid BETTIS ASPHALT & CONSTRUCTION INC for work, material, labor, equipment and miscellaneous expense associated with 015072202 GRADING, BRIDGE AND SURFACING, with payment paid 12/22/2016.

1. Review statement.

2. Click arrow at the bottom of the page.

AS PRIME ADD SUBCONTRACT PAYMENT

The screenshot displays a web browser window with the URL <http://mytest.kodot.org/#SubcontractorPayment/2623/ExternalSign/Overview>. The page title is "Sign Subcontract Payment". The breadcrumb trail is "Contract Payment Overview > Contract Payment > Subcontract Payment". The main heading is "Sign Subcontract Payment". Below the heading is a blue bar with a dropdown menu set to "Sign Subcontract Payment" and a help icon. The progress bar shows "Review", "Verify", and "Sign" (the active step). The "Sign" section includes a "Signer Comments" text area and a "Signed Date" label. A "Sign Payment" button is located at the bottom right. Two red callout boxes provide instructions: "1. Enter Comments if needed." points to the "Signer Comments" text area, and "2. Click 'Sign Payment'." points to the "Sign Payment" button.

AS SUBCONTRACTOR REVIEW PAYMENT FROM PRIME

The screenshot shows a web browser window displaying the AASHTOWare project dashboard. The page title is "PROJECT KDOT ROLE for External Subcontract Payments User". The main content area is titled "Contract Overview" and contains a search bar with the contract number "015072262" entered. Below the search bar is a table with the following data:

Contract	Description	Prime ID	Prime Name
015072262	GRADING, BRIDGE AND SURFACING	02006	KING CONST CO INC AND SUBS

Below the table is an "External Links" section with the following links:

- KDOT Website
- Kdotweb
- KDOT Reports Portal
- Coverleaf
- Payroll XML
- KDOT AASHTOWare Information
- Crystal Reports
- AASHTO Transportation Construction Community
- Resources for Using XML with AASHTOWare Project™ Payroll XML Resource Kit
- Resources for KDOT Specific AASHTOWare Project™ Items

Three red annotations with arrows point to specific elements on the page:

- 1. Enter KDOT Contract Number**: Points to the search bar containing "015072262".
- 2. Click the row action button.**: Points to the dropdown arrow icon on the right side of the table row.
- 3. Click "Open Contract Payments"**: Points to the "Open Contract Payments" option in the dropdown menu.

AS SUBCONTRACTOR REVIEW PAYMENT FROM PRIME

Contract Payment Overview

Contract: 515072262 - GRADING, BRIDGE AND SURFACING

Advanced Showing 7 of 7

Estimate Num	Type	Amount Paid	End Date
0007	Progress Estimate	93,157.12	06/17/2016
0006	Progress Estimate	73,865.63	05/06/2016
0005	Progress Estimate	223,129.30	04/18/2016
0004	Progress Estimate	147,909.66	03/15/2016
0003	Progress Estimate	59,136.71	01/25/2016
0002	Progress Estimate	74,365.80	12/16/2015
0001	Progress Estimate	81,170.45	11/13/2015

Click the Pay Estimate Number.

AS SUBCONTRACTOR REVIEW PAYMENT FROM PRIME

Contract Payment Overview

Contract Payment Summary

Contract 515072262 - GRADING, BRIDGE AND SURFACING

Estimate Num: 0004 - Payment End Dt 03/15/2016

General Estimate Num: 0004 Contract Payment Period Start Date: 03/15/2016

Items Estimate Type: Progress Estimate Contract Payment Period End Date: 03/15/2016

Subcontract Payments Paid Amount: 147,909.86 Date Payment was Made: 03/21/2016

Total Paid Amount: 362,582.82

Total Paid to Date Amount: 362,582.82

1. Click on the "Items" tab to view the items paid on the Pay Estimate.

2. Click on the "Subcontractor Payments" tab.

AS SUBCONTRACTOR VERIFY PAYMENT FROM PRIME

Contract Payment Overview

Contract Payment Summary

Contract 515072262 - GRADING, BRIDGE AND SURFACING

Estimate Num: 0004 - Payment End Dt: 03/15/2016

0 marked for deletion 0 changed

02006 KING CONST CO INC AND SUBS

00050 BETTIS ASPHALT & CONST INC

Progress

Paid Amount: 900.00

Total Paid To Date: 1,800.00

Parent Subcontractor Payment ID

DBE Firm Indicator: No

DBE Commitment Indicator: No

02006

00050

Payer Name

Payee Name

Payee Payment Number

Date Paid

12/22/2016

Actions

- Add New Payment From Payee
- Delete
- Review Sub Contractor Paymt. Summary
- Verify Payment
- Views
- Attachments
- Links
- Tracked Issues
- Reports
- Payment Verification Text
- Subcontract Payment

1. Click the row action on the line with your company's name.

2. Click "Verify Payment".

AS SUBCONTRACTOR VERIFY PAYMENT FROM PRIME

1. Review Payment Details.

2. Click the arrow at the bottom of the page.

Contract Payment Subcontract Payment

Verify Payment

Progress: **Review** Verify Receipt Submit

Review

Kansas Department of Transportation 12/22/2018 12:07:33 PM

Subcontract Payment Report Page 1 of 2

Contract

Contract ID:	61507293	Awarded Contract Amount:	\$734,352.39
Description:	GRADING, BRIDGE AND SURFACING	Current Contract Amount:	\$503,947.03
Prime Contractor:	02006	Awarded Date:	

Federal Project No: STP-2009(01)
State Project No: 9015-014 KA 2005-B1
Overall Paid Funding Percent: 83.00%

Checked for Civil Rights & Labor Laws: 10
Retainage Released to Prime: 30

Subcontract Payment

Payment Vendor: 02006 KANSAS CONSTRUCTION COMPANY INC AND SUBSIDIARIES

Payment Number: 1
Payment ID: 00002
Payee Name: BEFFIE APPELLT & CONSTRUCTION INC
EBB Form: No
EBB Connected: No

Payment ID No: 12220216
Payment Date: 12/22/2018
Payment Type: Progress
Retainage Dollars Held: \$100.00
Paid Amount: \$900.00
Retainage Released No: Payment Work Complete Indicator: No
Payment or Partial Amount Withheld: Yes
Payment Comments: No
Amount Received: Payment Received: Date Received: Payment Comments: No

Item Line #	Item Description	Quantity Paid	Actual Amount	Payment / Invoice Date Entered	Payment Comments	Retention Amount	Subcontract Status	Payment Sheet Number
03	241003	10.000	\$900.000	Yes	Yes	No	No	

Kansas Department of Transportation 12/22/2018 12:07:33 PM

Subcontract Payment Report Page 2 of 2

HMA-COMMERCIAL
GRADE (CLASS 4)

AS SUBCONTRACTOR VERIFY PAYMENT FROM PRIME

The screenshot shows a web browser window with the URL <http://wep101.kdot.org/#/SubcontractorPayment/1623/ExternalSub/VerifyPayment>. The page title is "Verify Payment". The progress bar shows "Review", "Verify Receipt", and "Submit". The "Verify Receipt" step is active. The form includes fields for "Payment Received" (a dropdown menu), "Amount Received", and "Date Received". There are also checkboxes for "Payee's Work on Contract Complete" and "Payee Comments".

1. Click the drop down arrow and select the appropriate response. Choices are "No", "Yes as Expected", or "Yes Not As Expected".*
2. Enter Payment Amount Received. If no payment received then leave blank.
3. Enter Date Check was received. If no payment received then leave blank.
4. Required if Payment Received box is other than "Yes as Expected".
5. Click the arrow at the bottom of the page.

* Before selecting "Yes Not As Expected", review the KDOT pay estimate. The prime contractor is not going to pay subcontractors for work KDOT has not paid them. If work was completed and KDOT did not pay, please contact the appropriate KDOT Field Office.

AS SUBCONTRACTOR VERIFY PAYMENT FROM PRIME

Contract Payment - Subcontract Payment

Verify Payment

Verify Payment

Progress: Review Verify Receipt **Submit**

3 Submit:

Payee Name	Payee Reviewed Date
00000	

Payee Reviewed By

Click "Submit Verification"

Submit Verification

CHAPTER 4

CONTRACT VENDOR PAYROLLS

CONTRACT VENDOR PAYROLLS INFORMATION

- Payroll has to be submitted for each employee per project, per classification
- System checks against Davis Bacon wage rate and payroll Classification it will error out if not accurate. If Payroll errors out contractor will not be notified, KDOT field office will see error and reject
- Cloverleaf has a Resource Kit for programmers
 - <https://xml.cloverleaf.net/>
 - Select Link -AASHTOWare Project Payroll XML Resource Kit
- In 2018, you will no longer fill out 1391- For the last full pay period of July each year submit payroll for each additional classification per project:
 - Officers
 - Supervisors
 - Clerical
 - Foreman

CONTRACT VENDOR PAYROLLS EMAIL NOTIFICATION

At this time KDOT, Prime Contractors and Subcontractors will need to discuss and work out the sending and receiving of the following information;

- Subcontractor submits payroll to Prime
- Prime/Subcontractor payrolls submitted to KDOT

PAYROLL ENTRY OPTIONS

Three ways to enter payrolls

- Manual Entry
- Spreadsheet Conversion Tool
- XML File Data Import
- **No Paper Payrolls will be accepted as of January 1st 2018**

PAYROLL: MANUAL ENTRY

PAYROLL MANUAL ENTRY

Switch Role

- Test User
- NONAGESUBPAYROLL** Agency Subcontractor Payroll User (DO NOT MODIFY)
- NONAGEPRIMEPAYROLL
- NONAGESUBPAYMENT
- NONAGEBIDDER
- NONAGEBECOMMIT
- NONAGEUSER
- NONAGEESTIMATION

Verify role. For Subcontractors select "SubPayroll" for Primes select "PrimePayroll".

Payrolls

Enter search criteria above to see results or Show first 10

Unapproved Payrolls

Type search criteria or press Enter Advanced

Enter search criteria above to see results or Show first 10

PAYROLL MANUAL ENTRY

On this page: Vendor Payrolls Unapproved Payrolls

PROJECT SAMPLE ROLE for Non Agency Subcontractor Payroll User (DO NOT MODIFY)

Vendor Payrolls

515036343

1. Enter KDOT Contract Number

2. Click the row action button

Contract	Description	Payrolls	Vendor	Short Name
515036343	GRADING & SURFACING	0	04713	CILLESSEN AND SONS INC

Unapproved Payrolls

Type search criteria or press Enter Advanced

3. Click on "Add" in the row action for YOUR contract as indicated in the "Short Name"

Enter search criteria above to see results or Show first 10

PAYROLL MANUAL ENTRY

The screenshot shows a web browser window with the URL <http://www.aashtoware.com/Contract/515036343/ExternalAddCertifiedPayroll/VendorId/1278>. The page title is "External Add Certified Payroll". The breadcrumb trail is "Home > Recent > My Pages > External Add Certified Payroll". The page content includes a "Contract: 515036343 - GRADING & SURFACING" and "Payroll Vendor: 04713 - CILLESSEN AND SONS INC". The form fields are: "Payroll Number" (empty), "Begin Date" (09/30/2016), "End Date" (09/05/2016), "Fringe Benefit Payment Type" (empty), and "Comments" (empty). A "Save" button is located at the bottom right of the form. Five red callout boxes with arrows point to these fields, providing instructions: 1. Sequential Number from your accounting system. 2. Enter the date of the beginning of the pay period. 3. Enter the date of the End of the pay Period. 4. Select type of fringe benefit from the drop down. Choices are Cash, Plan Funds, Plan Funds with Exceptions. 5. Click "Save".

Contract: 515036343 - GRADING & SURFACING
Payroll Vendor: 04713 - CILLESSEN AND SONS INC

Payroll Number*

Begin Date*
09/30/2016

End Date*
09/05/2016

Fringe Benefit Payment Type*

Comments

Save

1. Sequential Number from your accounting system.
2. Enter the date of the beginning of the pay period.
3. Enter the date of the End of the pay Period.
4. Select type of fringe benefit from the drop down. Choices are Cash, Plan Funds, Plan Funds with Exceptions.
5. Click "Save".

PAYROLL MANUAL ENTRY

The screenshot shows a web-based payroll system interface. At the top, there's a navigation bar with 'Home', 'Recent', and 'My Pages' buttons. Below that, a breadcrumb trail shows 'Overview > Employee > Status'. A green notification banner at the top center reads 'Certified Payroll - Successfully Saved'. The main content area is titled 'External Certified Payroll' and includes a contract dropdown menu set to 'Contract: 515036343 - GRADING & SURFACING' and a payroll vendor 'Payroll Vendor: 04713 - GILLESSEN AND SONS INC'. A 'Save' button is visible in the top right of this section.

Below the vendor information, there are several input fields and a 'Benefit Programs' section. The 'Benefit Programs' section has a '+ New' button. A 'New Certified Payroll Benefit Program' modal window is open, showing the following fields:

- Benefit Program Name***: An empty text input field.
- Trustee/Contact Person***: An empty text input field.
- Benefit Program Type***: A dropdown menu.
- Benefit Account Number***: An empty text input field.
- Trustee/Contact Phone***: An empty text input field.
- Benefit Program Classification**: An empty text input field.

Numbered instructions are overlaid on the screenshot:

1. Enter a name of Benefit Program. (ie Health, Pension)
2. Enter "Unkown".
3. Select Benefit Type from drop down. Choices are Fringe Apprenticeship Fund, Fringe Health/Welfare, Fringe Other 1, Fringe Other 2, Fringe Pension, Fringe Vacation/Holiday.
4. Enter 99999999.
5. Enter 999-999-9999.
6. Click "New" to add additional Benefit Programs and then follow steps 1-5 on this page.
7. Click "Save" once all Benefit Programs have been entered.

PAYROLL MANUAL ENTRY

Home Recent My Pages

Actions Help Log off

Overview **Employee** Status

External Certified Payroll Save Complete

Contract: 515036343 - GRADING & SURFACING

Payroll Vendor: 04713 - DILLESSEN AND SONS INC

Payroll Number*
1

Begin Date*
07/31/2016

End Date*
08/13/2016

Fringe Benefit Payment Type*
Plan Funds

Comments

Benefit Programs

New 0 added 0 marked for deletion 0 changed

>	Health Insurance	Fringe Health/Welfare	▼
>	Pension	Fringe Pension	▼

PAYROLL MANUAL ENTRY

Home Recent My Pages

Actions Help Log off

Overview Payroll Status

On this page: Contract Employees

External Payroll Employees

Contract: 515030343 - GRADING & SURFACING

Payroll Vendor: 04713 - CILLESSEN AND SONS INC

Payroll Number	Modification Number
1	0
Period	Fringe Benefit Payment Type
07/31/2016 - 08/13/2016	Plan Funds

Employees

1. Click the row action button.

2. Click "Add Employee"

If Employee was added on a previous payroll click "Add Ref Employees"

- Actions
- Add Employee ..
- Add New Project/Classification to Employee
- Add Ref Employees ..
- Delete
- Views
- Attachments
- Issues
- Links

PAYROLL MANUAL ENTRY

4. Select Ethnic Group from drop down. Choices are ASAM-Subcont. Asian American, AS-P-Asian Pacific American, BLK-Black American, CAUC-Caucasian, HISP-Hispanic American, N-AM-Native American, OTH-Other.

The screenshot shows a web-based payroll entry form titled "Payroll Employee". The form is divided into two main sections: "Employee Details" and "Address Information".

Employee Details Section:

- 1. Enter name of Employee.** Points to the "First Name" text input field.
- 2. Enter how the employee is paid from drop down. Choices are Hourly or Salaried.** Points to the "Payment Type" dropdown menu, which currently shows "Hourly".
- 3. Select Gender from drop down. Choices are Male or Female.** Points to the "Gender" dropdown menu.
- 4. Select Ethnic Group from drop down. Choices are ASAM-Subcont. Asian American, AS-P-Asian Pacific American, BLK-Black American, CAUC-Caucasian, HISP-Hispanic American, N-AM-Native American, OTH-Other.** Points to the "Ethnic Group" dropdown menu.
- 5. Enter additional personal information** points to the "Middle Initial", "Vendor Supplied Employee ID", "Social Security Number", and "Partial Social Security Number" fields.
- Enter the last four digits of the Social Security Number.** Points specifically to the "Partial Social Security Number" field.

Address Information Section:

- 6. Enter address information for the employee at least the first time.** Points to the "Address Line 1", "Address Line 2", "City", "State/Province", and "Zip Code" fields.

7. Click "Save" once all information has been entered. Points to the "Save" button at the bottom right of the form.

PAYROLL MANUAL ENTRY

Pages 8-10 are one screen in AASHTOWare.

Home Recent My Pages

Overview Payroll Status

On this page: Contract Employees

External Payroll Employees Save Complete

Contract: 515036343 - GRADING & SURFACING

Payroll Vendor: 04713 - CILLESSEN AND SONS INC

Payroll Number: 1 Modification Number: 0

Period: 07/31/2016 - 08/13/2016 Fringe Benefit Payment Type: Plan Funds

Employees 1 of 1

Employee: Fred A Bear

Social Security Number: 555-55-5555

Partial Social Security Number: 5555

Payroll Revised Indicator: No

Payment Type: Hourly

Classification

Contract Project ID*: KA 2014-01 - GRADING & SURFACING

Labor Classification*

Craft Code*

OJT Program Indicator

Apprentice

Training Information

OJT Program Indicator

11. Click "Save" once all information has been completed.

1. Select Labor Classification from drop down. Choices are listed in the wage decision for this contract.

2. Select Craft Code from drop down. Choices are listed in the wage decision for this contract.

Pages 8-10 are one screen in AASHTOWare.

Payment Type

Straight Hourly Rate

Overtime Hourly Rate

Regular Hourly Rate

Project Lump Sum Payment

OJT Wage Percentage

Apprentice

Apprentice ID

Apprentice Wage Percentage

Fringe Health Welfare Rate

Fringe Vacation Holiday Rate

Fringe Apprenticeship Fund Rate

Fringe Pension Rate

Fringe Other 1 Rate

Fringe Other 2 Rate

Hours

	SUN	MON	TUE	WED	THU	FRI	SAT
Straight Time Hours *	<input type="text"/>						
Overtime Hours	<input type="text"/>						

3. Enter dollar amount for per hour straight time.

4. Enter dollar amount for per hour overtime.

5. Enter all fringes that were selected on page 4.

5. Enter hours for each day. If the hours are zero leave blank.

Pages 8-10 are one screen in AASHTOWare.

Same as number 5 above.

Form fields and sections:

- Straight Time Hours
- Overtime Hours
- Total Straight Time Hours
- Total Overtime Hours
- Calc Total Straight Time Hours
- Calc Total Overtime Hours
- Wages
- Federal Gross Pay
- Total Gross Pay*
- Net Pay*
- Total Hours*
- Total Deductions*
- FICA Withholding Amount
- Federal Withholding Amount
- State Withholding Amount
- Medicare Withholding Amount
- Total Fringe Benefits Paid
- Deductions
- Search: Type search criteria or press Enter
- New
- Description
- Amount

6. Enter the total dollar amount earned for this labor class on **THIS PROJECT**.

7. Enter the total dollar amount earned for this labor class on both this project and others.

8. Enter gross pay for both state and non state projects less deductions.

9. Enter total hours worked both state and non-state projects.

10. Enter total amount withheld from pay check.

11. Enter all withholdings and fringes

12. Click "New" to add other deductions not listed above.

15. Click to return to top of page and click "Save".

13. Enter description of deduction not listed above.

14. Enter dollar amount of deduction.

PAYROLL MANUAL ENTRY

The screenshot shows a web-based payroll system interface. At the top, there are navigation tabs: Home, Recent, and My Pages. Below these are links for Overview, Payroll, and Status. A red arrow points from the 'Overview' link to a callout box that says: "2. Click 'Overview' once all employees have been entered for pay period." Another red arrow points from the 'Overview' link to a second callout box that says: "1. To add additional employees refer back to pages 6-10." The main content area is titled "External Payroll Employees" and includes a "Save Complete" button. Below this, there are sections for "Contract: 515036343 - GRADING & SURFACING" and "Payroll Vendor: 04713 - CILLESSEN AND SONS INC". The "Payroll Number" is 1, and the "Modification Number" is 0. The "Period" is 07/31/2016 - 08/13/2016, and the "Fringe Benefit Payment Type" is Plan Funds. There is a "START" button with a question mark icon. Below this, there is a section for "Employees" with a dropdown menu showing "Fred Bear - 07 - LABORER (COMMON OR GENERAL) - KA 2014-01". The "Employee" information includes "Fred A Bear" and "Social Security Number" 555.55.5555. Other fields include "Partial Social Security Number" 5555, "Payroll Revised Indicator" No, "Contract Project ID" KA 2014-01 - GRADING & SURFACING, "Labor Classification" 07 - LABORER (COMMON OR GENERAL), "Craft Code" 06 - LABORER, "OJT Program Indicator" No, and "Apprentice" No. There is also a "Training Information" section with an "OJT Program Indicator" field.

Home Recent My Pages

Overview Payroll Status

On this page: Contract Employees

External Payroll Employees Save Complete

Contract: 515036343 - GRADING & SURFACING

Payroll Vendor: 04713 - CILLESSEN AND SONS INC

Payroll Number: 1 Modification Number: 0

Period: 07/31/2016 - 08/13/2016 Fringe Benefit Payment Type: Plan Funds

Employees START ?

Employees: Fred Bear - 07 - LABORER (COMMON OR GENERAL) - KA 2014-01 1 of 1

Employee: Fred A Bear Social Security Number: 555.55.5555

Employee Information: Partial Social Security Number: 5555

Vendor Supplied Employee ID: 04650465046540 Payroll Revised Indicator: No

Payment Type: Hourly

Classification: Contract Project ID: KA 2014-01 - GRADING & SURFACING

Labor Classification: 07 - LABORER (COMMON OR GENERAL)

Craft Code: 06 - LABORER

OJT Program Indicator: No

Apprentice: No

Training Information: OJT Program Indicator

SIGN PAYROLL MANUAL ENTRY

Overview

Contract Certified Payroll Overview

Contract: 515036343 - GRADING & SURFACING

Vendor ID: 04713 Vendor Short Name: GILLESSEN AND SONS INC

Payroll	Begin Date	End Date	Phase	Mod Num
1	07/31/2016	08/13/2016	Initial	

0 marked for deletion 0 changed

1. Click row action button.

2. Click "Sign Payroll" for the payroll number you are working.

- Actions
- Copy
- Delete
- Tasks
- Create Modification
- Import Payroll
- Views
- Attachments
- Employees
- Links
- Sign Payroll
- Status
- Summary
- Tracked Issues
- Reports
- Payroll Exceptions
- Payroll Summary
- Payroll Verification Text

SIGN PAYROLL MANUAL ENTRY

Pages 13 & 14 are one screen in AASHTOWare.

Overview Employee Status

On this page: Contract Sign Payroll

Sign Payroll

Contract: 515030343 - GRADING & SURFACING

Payroll Vendor: 04713 - CILLESSEN AND SONS INC

Payroll Number	1	Modification Number	0
Period	07/31/2016 - 09/13/2016	Fringe Benefit Payment Type	Plan Funds

Sign Payroll

Progress: Review Verify Sign

1 Review: Kansas Department of Transportation 08/30/2016 10:42:27 AM

[Payroll Summary Report](#) Page 1 of 1

Contract Description: GRADING & SURFACING

Contract ID	515030343	Vendor Name	CILLESSEN AND SONS INC
State Project Number		Vendor ID	04713
		Prime Vendor Name	SIVOKY HILL LLC
		Prime Vendor ID	02070

Payroll Number 1
Modification Number 0
Payroll Begin Date 07/31/2016
Payroll End Date 09/13/2016
Payroll Status
Paper Copy On File: No
Fringe Benefit Type: Plan Funds

Payroll Attachment Descriptions	
Last Updated Date	Attachment Description

SIGN PAYROLL MANUAL ENTRY

Home Recent My Pages

Overview Employee Status

On this page: Contract Sign Payroll

Sign Payroll

Contract: 515036343 - GRADING & SURFACING

Payroll Vendor: 04713 - CILLESSEN AND SONS INC

Payroll Number 1	Modification Number 0
Period 07/31/2016 - 08/13/2016	Fringe Benefit Payment Type Plan Funds

Sign Payroll

Progress: Review **Verify** Sign

Verify:
Date: 08/30/2016

I, Test User
do hereby state:

(1) That I pay or supervise the payment of the persons employed by CILLESSEN AND SONS INC on the 515036343 GRADING & SURFACING, that during the payroll period commencing on 07/31/2016, and ending on 08/13/2016, all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said CILLESSEN AND SONS INC from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly, from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 106, 72 Stat. 997, 76 Stat. 367, 40 Stat. 1034), or any other law or regulation otherwise under this contract required to be subtracted for the above period are correct and complete, that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract, that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(2) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor; or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION

1. Review statement

2. Click blue arrow at bottom of page.

SIGN PAYROLL MANUAL ENTRY

Home Recent My Pages Actions Help Log off

Overview Employee Status

On this page: Contract Sign Payroll

Sign Payroll

Contract: 515036343 - GRADING & SURFACING
Payroll Vendor: 04713 - CILLESSEN AND SONS INC

Payroll Number: 1	Modification Number: 0
Period: 07/31/2016 - 08/13/2016	Fringe Benefit Payment Type: Plan Funds

Sign Payroll

Progress: Review Verify **Sign**

3 Sign:

Signed By

Signed Date

First Name

Last Name

Comments

1. Add comments as needed.

2. Click "Sign Payroll"

Sign Payroll

SIGN PAYROLL MANUAL ENTRY

Home Recent My Pages

Overview Employee Status

On this page: Contract Sign Payroll

Sign Payroll Signature Process Completed.

Contract: 515030343 - GRADING & SURFACING

Payroll Vendor: 04713 - CILLESSEN AND SONS INC

Payroll Number	1	Modification Number	0
Period	07/01/2016 - 08/13/2016	Fringe Benefit Payment Type	Plan Funds

Sign Payroll

Progress: Review Verify Sign

3 Sign:

Signed By	KDOTAD\contractor01	Signed Date	8/30/2016
First Name	Test		
Last Name	User		
Comments			

Done and ready for Prime Contractor review and signature.

PAYROLL MANUAL ENTRY FOR A ZERO PAYROLL

Click on your roll. If you are a prime choose PRIMEPAYROLL. If you are a subcontractor choose SUBPAYROLL

Switch Role

- Test User
- ✓NONAGEPRIMEPAYROLL
- NONAGESUBPAYMENT
- NONAGESUBPAYROLL
- NONAGEBIDDER
- NONAGEBECOMMIT
- NONAGEUSER
- NONAGEESTIMATION

Agency Prime Contractor Payroll User (DO NOT MODIFY)

Unapproved Payrolls

Type search criteria or press Enter Advanced

Enter search criteria above to see results Show first 10

PAYROLL MANUAL ENTRY FOR A ZERO PAYROLL

On this page: Vendor Payrolls Unapproved Payrolls

PROJECT SAMPLE ROLE for Non Agency Prime Contractor Payroll User (DO NOT MODIFY)

Vendor Payrolls

515106232

1. Type the KDOT Contract number and then ENTER.

2. Click the row action button for YOUR contract

Contract	Description	Payrolls	Vendor	Short Name
515106232	MILL AND OVERLAY	0	02291	HALL BROTHERS INC & C

3. Click "Open"

0 changed

0 changed

PAYROLL MANUAL ENTRY FOR A ZERO PAYROLL

1. Click the row action button.

2. Click "Add New Payroll"

PAYROLL MANUAL ENTRY FOR A ZERO PAYROLL

The screenshot shows a web application interface for 'External Add Certified Payroll'. The page title is 'External Add Certified Payroll' and the contract is '515100232 - MILL AND OVERLAY'. The payroll vendor is '02291 - HALL BROTHERS INC & CONSOLIDATED SUBS'. The form contains the following fields and instructions:

- 1. Enter the sequential number for the payroll.** This instruction points to the 'Payroll Number*' field.
- 2. Enter the begin date.** This instruction points to the 'Begin Date*' field.
- 3. Enter the end date.** This instruction points to the 'End Date*' field.
- 4. Choose the Fringe Type from the drop down. Choices are Cash, Plan Funds, Plan Funds with Exceptions.** This instruction points to the 'Fringe Benefit Payment Type*' dropdown menu.
- 5. Enter "No work performed".** This instruction points to the 'Comments' text area.
- 6. Click "Save"** This instruction points to the 'Save' button in the top right corner of the form.

SIGN PAYROLL MANUAL ENTRY FOR A ZERO PAYROLL

The screenshot displays a web-based payroll system interface. At the top, there is a navigation bar with 'Home', 'Recent', and 'My Pages' buttons. Below this, a status bar shows 'External Certified Payroll' and a green notification box stating 'Certified Payroll - Successfully Saved'. The main content area is titled 'External Certified Payroll' and includes a contract identifier '515100232 - MILL AND OVERLAY' and a payroll vendor '02291 - HALL BROTHERS INC & CONSOLIDATED SUBS'. On the left, there are input fields for 'Payroll Number' (value: 1), 'Begin Date' (09/07/2016), and 'End Date' (09/20/2016). Below these are sections for 'Benefit Programs' and 'New Certified Payroll Benefit Program' with various input fields. On the right, an 'Actions' menu is open, listing options such as 'Copy', 'Create Modification', 'Open Payroll Employees Summary', 'Sign Payroll', 'Tasks', 'Import Payroll', 'Views', 'Attachments', 'Issues', 'Links', 'Reports', 'Payroll Exceptions', 'Payroll Summary', and 'Payroll Verification Text'. Two red callout boxes with arrows point to the 'Sign Payroll' button in the actions menu and the 'Sign Payroll' option in the dropdown menu.

1. Click the row action button.

2. Click "Sign Payroll".

SIGN PAYROLL MANUAL ENTRY FOR A ZERO PAYROLL

http://www.aas-towns.org/ContentPages/13-ExternalSignOverview

Sign Payroll | AAS-TOWNS

Home Recent My Pages

Actions Help Log off

Overview Employee Status

On this page: Contract Sign Payroll

Sign Payroll

Contract: 515100232 - MILL AND OVERLAY

Payroll Vendor: 02291 - HALL BROTHERS INC & CONSOLIDATED SUBS

Payroll Number	1	Modification Number	0
Period	06/07/2016 - 06/20/2016	Fringe Benefit Payment Type	Plan Funds

Sign Payroll

Progress: Review **Verify** Sign

2 Verify

Date: 06/31/2016

I, Test User
do hereby state:

(1) That I pay or supervise the payment of the persons employed by HALL BROTHERS INC & CONSOLIDATED SUBSIDIARIES on the 515100232 MILL AND OVERLAY, that during the payroll period commencing on 06/07/2016, and ending on 06/20/2016, all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said HALL BROTHERS INC & CONSOLIDATED SUBSIDIARIES from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (2) OFB (Subpart A), issued by Secretary of Labor under the Copeland Act, as amended (49 Stat. 144), and any other applicable laws, rules and regulations applicable to the above period are correct and complete, that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract, that the classifications set forth therein for each laborer or mechanic conform with the work to be performed.

(2) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR TO PENALTY UNDER FEDERAL AND STATE LAWS.

1. Review for accuracy.

2. Click blue arrow at the bottom of the page.

SIGN PAYROLL MANUAL ENTRY FOR A ZERO PAYROLL

The screenshot displays a web-based payroll system interface. At the top, there are navigation tabs for 'Home', 'Recent', and 'My Pages'. Below this, the page title is 'Sign Payroll'. The main content area shows details for a payroll entry, including 'Contract: 51510623D - MLL AND OVERLAY' and 'Payroll Vendor: 02291 - HALL BROTHERS INC & CONSOLIDATED SUBS'. The 'Sign Payroll' step is highlighted in the progress bar. A red box with the text 'Click "Sign Payroll"' and a red arrow points to a green 'Sign Payroll' button located at the bottom right of the interface.

Contract: 51510623D - MLL AND OVERLAY
Payroll Vendor: 02291 - HALL BROTHERS INC & CONSOLIDATED SUBS

Payroll Number: 1
Modification Number: 0

Period: 06/07/2016 - 06/06/2016
Fringe Benefit Payment Type: Plan Funds

Progress: Review Verify Sign

3 Sign:
Signed By: _____
Signed Date: _____

First Name: _____
Last Name: _____
Comments: _____

Click "Sign Payroll"

Sign Payroll

PAYROLL: EXCEL

PAYROLL: EXCEL ENTRY

The screenshot shows the AASHTOWare payroll system interface. At the top, there is a navigation bar with 'Home', 'Recent', and 'My Pages' tabs. Below this is a 'Switch Role' dropdown menu. The current role is 'Prime Contractor Payroll User'. The dropdown menu lists several roles, with 'EXTERNALPRIMEPAYROLL' selected and highlighted by a red arrow. A red box with the text 'Verify your current role.' points to this selection. Below the role selection, there are sections for 'Unapproved Payrolls' and 'External Links'. The 'External Links' section contains a list of links, with 'KDOT AASHTOWare Project Information' highlighted by a red arrow. A red box with the text '1. Click on "KDOT AASHTOWare Project Information" to download the approved Excel spreadsheet' points to this link.

Switch Role
Brent Stede
✓EXTERNALPRIMEPAYROLL
ADMIN
EXTERNALSUBPAYROLL
EXTERNALBIDDER
EXTERNALSUBPAYMENT
KDOT_LABORUSER

Prime Contractor Payroll User
Contact the system administrator via email at AWP_Admin@ksdot.org.

Type search criteria or press Enter Advanced 0 changed

Enter search criteria above to see results or Show first 10

Unapproved Payrolls

Type search criteria or press Enter Advanced 0 changed

Enter search criteria above to see results or Show first 10

External Links

KDOT Website	Internet
Kdotweb	KDOT's Intranet Site
KDOT Reports Portal	Crystal Reports
Cloverleaf	AASHTO Transportation Construction Community
KDOT AASHTOWare Project Information	KDOT AASHTOWare Project Information
Payroll XML	Resources for Using XML with AASHTOWare Project™ Payroll XML Resource Kit

Verify your current role.

1. Click on "KDOT AASHTOWare Project Information" to download the approved Excel spreadsheet

PAYROLL: EXCEL ENTRY

Microsoft Internet Explorer provided by KDOT Dept. of Transportation

Kansas
Department of Transportation

HOME | NEWS | POPULAR LINKS | CONTACT KDOT | CAREERS | PORTALS |
Enter Search Terms:
Search

HOME | TRAVELER INFORMATION | DOING BUSINESS | INSIDE KDOT | PROJECTS/PUBLICATIONS | PUBLIC INFORMATION

AASHTOWARE

Wage Decision Codes

- [KS 4 \(Douglas, Leavenworth, Shawnee\)](#)
- [KS 5 \(Gove, Morris, Wyandotte\)](#)
- [KS 15 \(All Other Counties\)](#)
- [KS 20 \(Butler, Doniphan, Franklin, Geary, Henry, Jackson, Jefferson, LeRoy, Osage, Pottawatomie, Riley, Sedwick, Sumner, Wallace\)](#)

AASHTOWare User Guides

- [Bidder Guide User Guide \(Non-Agency\)](#)
- [Contract Vendor Payroll \(Excel Spreadsheet\) User Guide \(Non-Agency\)](#)
- [Contract Vendor Payroll \(Manual Entry\) User Guide \(Non-Agency\)](#)
- [Contract Vendor Payroll \(WAL Upload\) User Guide \(Non-Agency\)](#)
- [Prime Approval for a Subcontractor Payroll User Guide \(Non-Agency\)](#)
- [Contract Vendor Payroll \(Manual Entry\) or Zero Payroll User Guide \(Non-Agency\)](#)
- [Subcontractor Payment Formets \(KDOT Form 1010\) User Guide \(Non-Agency\)](#)
- [Subcontractor Payment User Guide \(KDOT Only\)](#)
- [Contract Vendor Payroll User Guide \(KDOT Only\)](#)

Excel Spreadsheet for KDOT Payroll (formerly DOT Form 1010)

- [2007 Version for computers operating on Microsoft 2007 or earlier](#)
- [2010 Version for computers operating on Microsoft 2010 or later](#)

Truistee Shooting

[AASHTOWare Project Login](#)

TRAVELER INFORMATION | **DOING BUSINESS** | **INSIDE KDOT** | **PROJECTS/PUBLICATIONS** | **PUBLIC INFORMATION** | **CONNECT WITH KDOT**

TRIPPLANS | TRAVELER INFO | RECORDS & LETTERS | KDOT KDOT | WORKS | NEWS | MEDIA CONTACTS | CONTACT
SAFETY INFORMATION | COMMERCIAL VEHICLES | TOPICAL/ARCHIVE (NETS) | PROJECTS/STUDIES | OPEN RECORDS | PROJECTS | FACEBOOK
STATE MAPS | SEARCH CONTRACTS | KDOT/FA/NETS | TRANSPORTATION PLANNING | PUBLICATIONS | PROPERTY DAMAGE CLAIM | TWITTER
TRUCK INFORMATION | HIGHWAY CONTRACTORS | DISTRICTS | PERFORMANCE | YOUTUBE
ROADWEATHER STATIONS | OFFICE OF CONTRACT COMPLIANCE | PIONEER | GALLERY
TOPICAL/ARCHIVE (NETS) | MEDIA CONTACTS |

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PAYROLL: EXCEL ENTRY

1. Input all Employee information for all Employees

The screenshot shows an Excel spreadsheet with the following columns: Employee full Name, Last Name Value - 2, First Name Value - 3, Middle Initial - 4, Social Security No. - 5, Gender - 6, Ethnicity - 7, Ethnicity Select, Address 1 - 9, Address - 10, City - 11, and State - 12. Row 10 provides an example for Joseph W Smith. Rows 11-39 are for data entry, with 'Select Gender' and 'Select Ethnicity' dropdown menus in columns 6 and 7 respectively. A red box highlights the 'Payroll Form' tab in the bottom-left corner.

2. Click on "Payroll Form" tab.

PAYROLL: EXCEL ENTRY

The screenshot shows an Excel spreadsheet titled "payroll - Microsoft Excel". The spreadsheet is divided into several sections with red callout boxes and arrows pointing to specific fields:

- 1. Select either "Prime" or "Subcontractor". Place a "X" in the appropriate box.** (Points to the "CONTRACTOR (Prime)" and "SUBCONTRACTOR" checkboxes)
- 2. Enter Contractor Name.** (Points to the "Name of Contractor" field)
- 3. Enter Contractor's KDOT Vendor #.** (Points to the "Contractor Vendor # (if applicable)" field)
- 4. Enter payroll #.** (Points to the "Payroll Number" field)
- 5. Enter End date. Cannot overlap previous payroll dates.** (Points to the "End Date" field)
- 6. Enter Contractor's address.** (Points to the "CONTRACTOR ADDRESS" section, including "Address", "City", "State", and "Zip" fields)
- 7. Enter KDOT Contract #.** (Points to the "Contract # (if applicable)" field)
- 8. Enter KDOT Contract #.** (Points to the "Contract # (if applicable)" field)
- 9. Enter Benefit Program Information for all fringes/benefits.** (Points to the "Benefit Program Information" table with columns: Name, Benefit Program Type, Benefit Account Number, Benefit Program Classification, Contact Person, and Contact Person's Phone Number)
- 10. Place "X" in the appropriate box.** (Points to checkboxes for "ALL WEEKS/SEMI-WEEKS ARE PAID TO ALL WORKERS" and "ALL WEEKS/SEMI-WEEKS ARE PAID TO ALL WORKERS")
- 11. Select the begin day of the week.** (Points to the "Select Day" dropdown menu)

At the bottom of the spreadsheet, there is a text box that says: "Scroll down in Excel for next screen."

AASHTOWare Project™ Payroll Spreadsheet Conversion

Instructions

- 1: The blue fields are available for data entry.
- 2: Click the field names for a description.
- 3: Use "Save As" in Excel to save file. Note the name and the location where you are saving.
- 4: Upload the spreadsheet/XML file using prescribed Agency method.

PLEASE READ THESE TERMS OF USE CAREFULLY BEFORE CONTINUING YOUR USE OF THIS SPREADSHEET. IF YOU USE THIS SPREADSHEET YOU ACCEPT AND AGREE TO ALL OF THE TERMS AND CONDITIONS CONTAINED IN THESE TERMS. IF YOU DO NOT AGREE WITH THESE TERMS AND CONDITIONS, DO NOT USE THIS SPREADSHEET. USE OF THIS SPREADSHEET IS AT YOUR SOLE RISK, AND AASHTO ACCEPTS NO RESPONSIBILITY FOR THE RESULTS RETURNED. Copyright © 2014 AASHTO MnDOT Updated 1/11/2016

1. Select Employee from list.

2. Enter KDOT Project #. example KA XXXX-XX

3. Enter Hours worked on project.

4. Enter rate of pay. Both Straight and Over Time.

5. Select Craft Code from list.

6. Select Labor Code from list.

7. Enter total gross pay for both KDOT and Non KDOT work.

8. Enter all withholding "Other Deductions".

9. Enter all Fringes/Benefits.

10. Enter other deductions such as Child Support.

For additional Employees, scroll down in Excel and follow steps 1-10.

11. Once all employees are entered click "Save As" and give it a unique name for this payroll.

The screenshot shows an Excel spreadsheet with a complex layout of data entry fields. The spreadsheet is titled "AASHTOWare Project™ Payroll Spreadsheet Conversion". It features a ribbon at the top with tabs for Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, and Account. The main area contains several sections: "CONTRACTOR" information, "EMPLOYEE" information, "PAYROLL" details, and "DEDUCTIONS". Red callout boxes with numbers 1 through 11 point to specific fields: 1 points to the "Select Employee" dropdown; 2 points to the "Project ID#"; 3 points to the "Hours Worked Each Day" table; 4 points to the "Rate of Pay" fields; 5 points to the "Craft Code" dropdown; 6 points to the "Labor Code" dropdown; 7 points to the "Total Gross Pay" field; 8 points to the "Other Deductions" table; 9 points to the "Fringes/Benefits" table; 10 points to the "Other Deductions" table; and 11 points to the "Save As" button in the bottom left corner.

PAYROLL: CONVERT EXCEL TO XML

On this page: [Vendor Payrolls](#) [Unapproved Payrolls](#) [External Links](#)

PROJECT KDOT ROLE for External Prime Contractor Payroll User

▼ News ?

Welcome! If you have any questions please contact the system administrator via email at AWP_Admin@ksdot.org.

▼ Vendor Payrolls ?

Q Type search criteria or press Enter Advanced

Enter search criteria above to see results or Show first 10 0 changed

▼ Unapproved Payrolls ?

Q Type search criteria or press Enter Advanced

Enter search criteria above to see results or Show first 10 0 changed

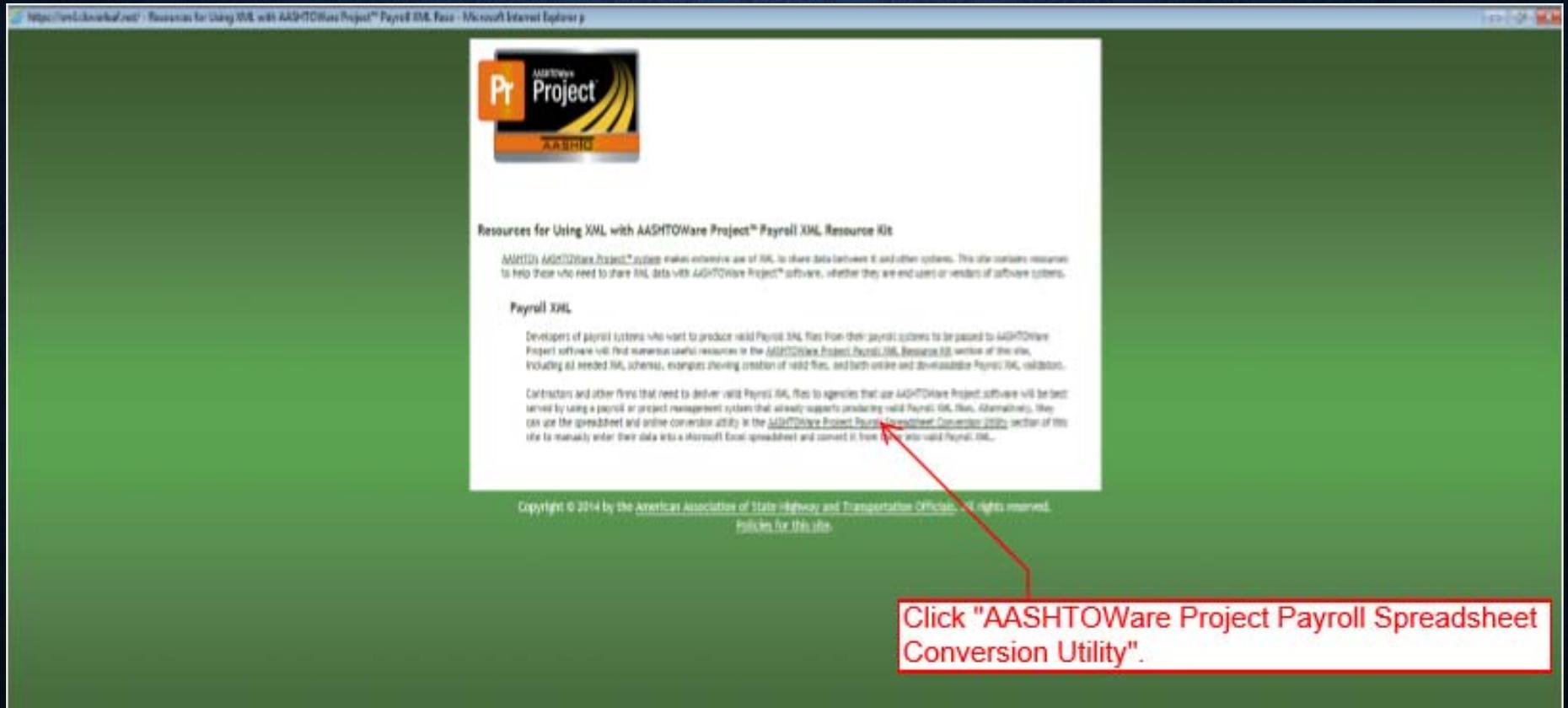
▼ External Links ?

KDOT Website	Internet
Kdotweb	KDOT's Intranet Site
KDOT Reports Portal	Crystal Reports
Cloverleaf	AASHTO Transportation Construction Community
KDOT AASHTOWare Project Information	KDOT AASHTOWare Project Information
Payroll XML	Resources for Using XML with AASHTOWare Project™ Payroll XML Resource Kit

Click "Payroll XML" to convert the Excel file to XML.

8:02 AM 11/11/2010

PAYROLL: CONVERT EXCEL TO XML



Resources for Using XML with AASHTOWare Project™ Payroll XML Files - Microsoft Internet Explorer 9



Resources for Using XML with AASHTOWare Project™ Payroll XML Resource Kit

AASHTOWare Project™ systems make extensive use of XML to share data between it and other systems. This site contains resources to help those who need to share XML data with AASHTOWare Project™ software, whether they are end users or vendors of software systems.

Payroll XML

Developers of payroll systems who want to produce valid Payroll XML files from their payroll systems to be passed to AASHTOWare Project software will find numerous useful resources in the [AASHTOWare Project Payroll XML Resource Kit](#) section of this site, including all needed XML schemas, examples showing creation of valid files, and both online and downloadable Payroll XML validation.

Contractors and other firms that need to deliver valid Payroll XML files to agencies that use AASHTOWare Project software will be best served by using a payroll or project management system that already supports producing valid Payroll XML files. Alternatively, they can use the spreadsheet and online conversion utility in the [AASHTOWare Project Payroll Spreadsheet Conversion Utility](#) section of this site to manually enter their data into a Microsoft Excel spreadsheet and convert it from that into valid Payroll XML.

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Click "AASHTOWare Project Payroll Spreadsheet Conversion Utility".

PAYROLL: CONVERT EXCEL TO XML

Cloverleaf Excel to XML converter.

The screenshot shows a web browser window displaying the AASHTOWare Project Payroll Spreadsheet Conversion Utility. The page has a green background and contains the following sections:

- 1. Click "Browse" and find your Excel file for current payroll.** This callout points to the "Browse..." button in the instructions section.
- 2. Click check box.** This callout points to the checkbox labeled "I agree to the Terms of Use" in the instructions section.
- 3. Click "Convert"** This callout points to the "Convert" button in the instructions section.

The instructions section contains the following text:

Use the following form to select the spreadsheet you have created. Check the box agreeing to the [Terms of Use](#), then click the Convert button to send your spreadsheet to the online conversion utility.

Save the Payroll XML file that is returned from the online converter.

You can now deliver the Payroll XML file to the agency via whatever method they have established.

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PAYROLL: CONVERT EXCEL TO XML



https://www.aashtoware.com/ - AASHTOWare Project™ Payroll Spreadsheet Conversion Utility 1.03.002.00 - Microsoft Internet Explorer

AASHTOWare Project™ Payroll Spreadsheet Conversion Utility 1.03.002.00

The best way to produce Payroll XML files is to use a software system to manage the data that can also produce this format directly. However, not all end users will have such a system available to them. In that case, data can be manually entered directly into the AASHTOWare Project Cost, Bidding, Labor, Measurement, Estimates, formerly Time-Port (TRAMP) module, or produced using an Excel spreadsheet.

This section contains a downloadable AASHTO provides a general purpose Microsoft Excel 2007 (XLSX) spreadsheet to agencies that can be used to enter payroll data (Payroll Spreadsheet) and an online conversion utility that can take a filled-in spreadsheet and return a valid Payroll XML file for delivery to an agency.

Spreadsheet

Agency Instructions

- Download the Payroll Spreadsheet: Log into Download > Software Downloads > AASHTOWare Project section/Related Documentation Tab.
- Populate the tabs: Ethnicity, Craft, Labor, and State with your agency's specific issues prior to distributing to the contractor.

Contractor Instructions

- Please contact your agency to request a copy of their customized Payroll Spreadsheet.
- Completed Payroll spreadsheets can be used with the Conversion Utility below.
- If you experience issues with using the AASHTOWare Project Spreadsheet and Conversion Utility, please contact your agency's representative.

Converter

Once you have a payroll spreadsheet with your data entered, you can create a Payroll XML file online with this tool.

Instructions:

- Use the following form to select the spreadsheet you have created, check the box agreeing to the [Terms of Use](#), then click the Convert button to send your spreadsheet to the online conversion utility.
- Download Document I agree to the [Terms of Use](#)
- Save the Payroll XML file that is returned from the online converter.

You can now deliver the Payroll XML file to the agency via whatever method they have established.

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Do you want to open or save **seavly.xml** from **xml.dovetail.net**?

1. Click Save As and save as a unique name.

PAYROLL: UPLOAD XML FILE

Switch Role

- Contractor Thorton
- ✓NONAGEPRIMEPAYROLL
- NONAGESUBPAYMENT
- NONAGESUBPAYROLL
- NONAGESBDDER
- NONAGESBECOMMIT
- NONAGEUSER
- NONAGEESTIMATION

Agency Prime Contractor Payroll User (DO NOT MODIFY)

Enter search criteria above to see results Show first 10

Unapproved Payrolls

Enter search criteria above to see results Show first 10

0 changed

0 changed

PAYROLL: UPLOAD XML FILE

On this page: [Vendor Payrolls](#) [Unapproved Payrolls](#)

PROJECT SAMPLE ROLE for Non Agency Prime Contractor Payroll User (DO NOT MODIFY)

▼ Vendor Payrolls

Q Type search criteria or press Enter **Advanced** ← **Enter KDOT Contract #.**

Enter search criteria above to see results 0 changed

▼ Unapproved Payrolls

Q Type search criteria or press Enter **Advanced**

Enter search criteria above to see results 0 changed

PAYROLL: UPLOAD XML FILE

On this page: Vendor Payrolls Unapproved Payrolls

PROJECT SAMPLE ROLE for Non Agency Prime Contractor Payroll User (DO NOT MODIFY)

Vendor Payrolls

51020343 Advanced Showing 6 of 6 0 changed

Contract	Description	Payrolls	Vendor	Short Name
51020343	GRADING & SURFACING	19	02075	SHACKY HILL LLC
51020343	GRADING & SURFACING	0	07208	SMH
51020343	GRADING & SURFACING	0	02060	ATAC KS INC SHEARS DIV
51020343	GRADING & SURFACING	0	01004	DUSTROL INC
51020343	GRADING & SURFACING	24	04713	CILLESSEN AND SONS INC
51020343	GRADING & SURFACING	0	06302	LEBSEN SEEDING & FENCING COMPANY

Unapproved Payrolls 0 changed

Type search criteria or press Enter! Advanced

Enter search criteria above to see results Show first 10

PAYROLL: UPLOAD XML FILE

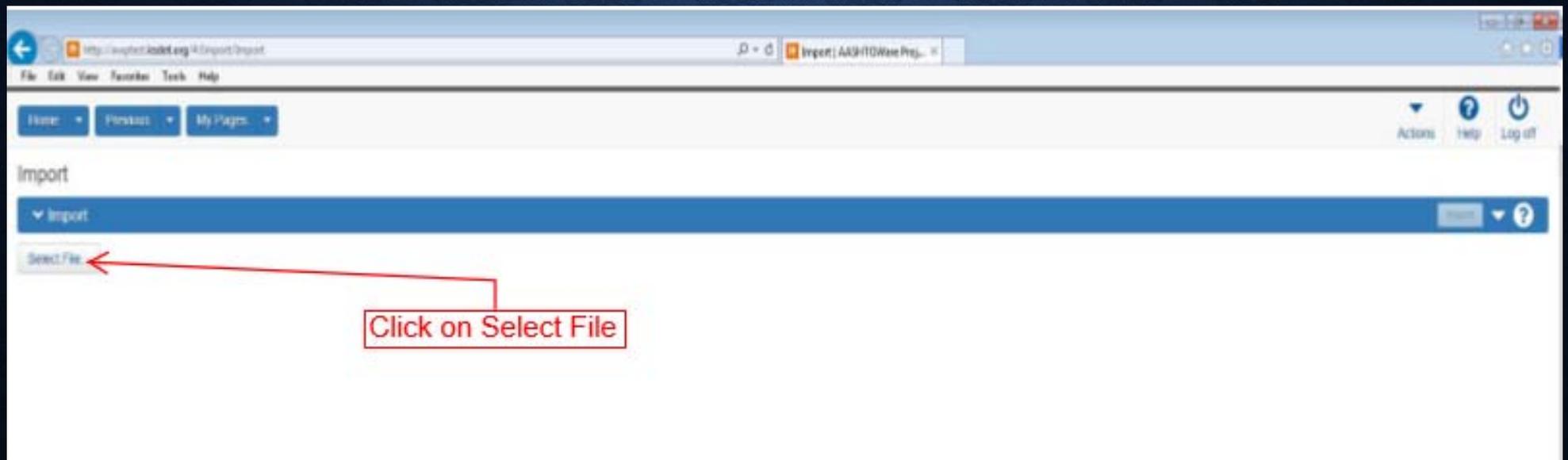
The screenshot shows a web application interface for 'Contract Certified Payroll Overview'. The browser address bar shows the URL: <http://payroll.addlog.com/ContractCertifiedPayrollOverview>. The page title is 'Contract Certified Payroll Overview'. The breadcrumb trail is 'Contract 515030343 - GRADING & SURFACING'. The vendor information is 'Vendor ID: 00075' and 'Vendor Short Name: SMOKEY HILL LLC'. The page contains a table of payroll records with columns: Payroll, Begin Date, End Date, Phase, and Mod Num. The table has two rows: one with Payroll 11, Begin Date 10/01/2016, End Date 10/06/2016, Phase 'Initial', and Mod Num 1; and another with Payroll 10, Begin Date 06/15/2016, End Date 06/25/2016, Phase 'Under Agency Review', and Mod Num 0. An 'Actions' menu is open over the first row, showing options: 'Add New Payroll', 'Tasks', and 'Import Payroll'. Two red annotations with arrows point to the 'Import Payroll' option and the 'Actions' menu icon.

1. Click on the row action.

2. Click on "Import Payroll".

Payroll	Begin Date	End Date	Phase	Mod Num
11	10/01/2016	10/06/2016	Initial	1
10	06/15/2016	06/25/2016	Under Agency Review	0

PAYROLL: UPLOAD XML FILE



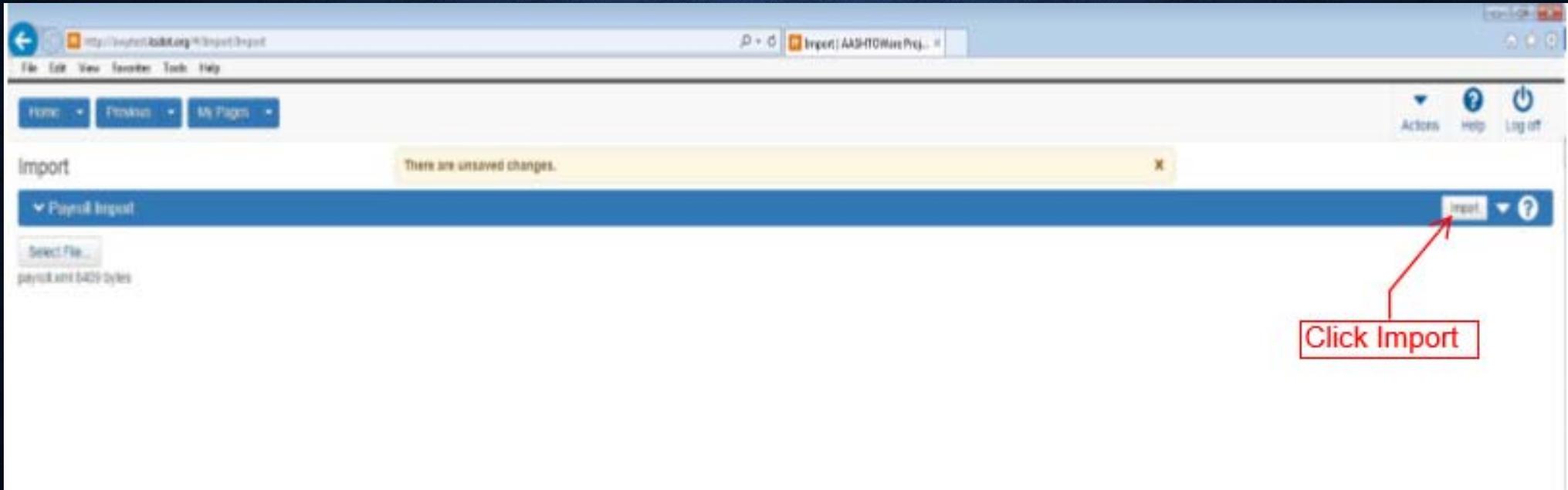
PAYROLL: UPLOAD XML FILE

The screenshot shows a web browser window with the URL <http://system.ladit.org/Import/Import>. The page title is "Import" and there are navigation buttons for "Home", "Previous", and "My Pages". A "Select File" button is visible on the left. A "Choose file to upload" dialog box is open, showing the "Documents library" with a list of files:

Name	Date modified	Type
14daypayroll.pdf	8/8/2008 1:08 PM	Adobe Acrobat
payroll.xls	10/11/2008 8:07 AM	Microsoft Excel
payroll.xml	10/11/2008 8:08 AM	XML Document
payroll.xml.pdf	10/11/2008 8:01 AM	Adobe Acrobat
payroll.xlsx	10/11/2008 1:03 PM	Microsoft Excel
payroll.xml.pdf	9/8/2008 11:05 AM	Adobe Acrobat
production.xls	9/23/2008 2:02 PM	Microsoft Excel
subpayment.xlsx	10/11/2008 1:03 PM	Microsoft Excel
subpayment.pdf	9/2/2008 8:29 AM	Adobe Acrobat

The file "payroll.xml" is selected. A red arrow points from the "Open" button at the bottom of the dialog to a red box containing the text "2. Click Open". Another red arrow points from the "payroll.xml" file to a red box containing the text "1. Select the XML file for the payroll to upload."

PAYROLL: UPLOAD XML FILE



PAYROLL: UPLOAD XML FILE

The screenshot displays a web browser window with the URL <http://wspnet.kaltek.org/Import/Import>. The browser's address bar shows the page title as "Import [AASHTOWare Proj...]". The application interface includes a navigation menu with "Home", "Previous", and "My Pages". A green notification bar at the top states "Payroll import successfully submitted. Process history ID: 6446". Below this, a blue header bar contains a "Select File..." button and a "Process History" link. A red arrow points from a text box labeled "Click on 'Process History'" to the "Process History" link.

Payroll import successfully submitted. Process history ID: 6446

Select File... Process History

Click on "Process History"

PAYROLL: UPLOAD XML FILE

Note: If no ImportPayrollFile.LOG exists click the refresh button until it appears. May take a few minutes.

Process	User	Success
ImportPayrollFile	Contractor - Thierlein	Yes
<input type="checkbox"/>	Start Time: 10/17/2016 8:40:56 AM Finish Time: 10/17/2016 8:41:28 AM	Output Files: ImportPayrollFile.LOG Error.log
ImportPayrollFile	Contractor - Thierlein	Yes
<input checked="" type="checkbox"/>	Start Time: 10/14/2016 2:13:39 PM Finish Time: 10/14/2016 2:14:09 PM	Output Files: ImportPayrollFile.LOG Error.log

Click on "ImportPayrollFile.LOG"

PAYROLL: UPLOAD XML FILE

The screenshot shows a web browser window displaying the 'Process History Overview' page. The page has a navigation bar with 'Home', 'Process', and 'My Pages' buttons. A yellow notification bar at the top says 'There are unsaved changes.' Below this is a 'Process History Overview' section with a search bar and filters. The main content is a table with the following data:

Process	User	Success
ImportPayrollFile	Contractor - Thirteen	Yes
<input type="checkbox"/>	Start Time: 10/17/2016 8:40:56 AM Finish Time: 10/17/2016 8:41:35 AM Output Files: ImportPayrollFile.LOG, Error.log	
ImportPayrollFile	Contractor - Thirteen	Yes
<input checked="" type="checkbox"/>	Start Time: 10/14/2016 2:13:39 PM Finish Time: 10/14/2016 2:14:09 PM Output Files: ImportPayrollFile.LOG, Error.log	

At the bottom of the screen, a file dialog box is open, asking 'Do you want to open or save ImportPayrollFile.LOG (55 bytes) from ewgates.us?'. The 'Open' button is highlighted with a red arrow and a text box that says 'Click on Open.'

PAYROLL: UPLOAD XML FILE

The screenshot shows a web application interface for 'Process History Overview'. A modal window titled 'ImportPayrollELOS - Netside' is open, displaying the following information:

- File: ImportPayrollELOS - Netside
- start Time: 10/17/2016 08:40:58.375
- Finish Time: 10/17/2016 08:41:28.610

A red arrow points from a text box to the modal window. The text box contains the following text:

Review the errors that may exist.

The background interface includes a navigation menu with 'Home', 'Process', and 'My Pages'. On the right side, there are 'Actions', 'Help', and 'Log off' buttons. Below the modal window, there is a section for 'Process History' with a search bar and a list of processes. The list includes 'ImportPayrollELOS' and 'ImportPayrollELOS' with checkboxes for 'Reviewed' and 'Imported'.

PAYROLL: UPLOAD XML FILE

Process History Overview

There are unsaved changes.

Process History Overview

Process History: Scheduled

Type search criteria or press Enter

Start Time Descendin

Showing 2 of 2

Status: No Filter

0 items for download | 1 changed

Process	User	Start Time	Finish Time	Output Files	Success
<input type="checkbox"/> ImportPayrollFile	Contractor - Thirteen	10/17/2016 8:40:56 AM	10/17/2016 8:41:28 AM	ImportPayrollFile.LOG Error.log	Yes
<input checked="" type="checkbox"/> ImportPayrollFile	Contractor - Thirteen	10/14/2016 2:13:39 PM	10/14/2016 2:14:09 PM	ImportPayrollFile.LOG Error.log	Yes

PAYROLL: UPLOAD XML FILE

The screenshot shows a web browser window with the URL <http://avgfct.kdd.org/ProcessHistoryOverview>. The page title is "Process History Overview". A green notification bar at the top says "Save Complete". Below the title bar, there are navigation buttons for "Home", "Process", and "My Pages". A red arrow points from a callout box labeled "Click Home" to the "Home" button. The main content area displays a table of process history. The table has columns for "Process", "User", "Start Time", "Finish Time", "Output Files", and "Success". Two rows of data are visible, both showing a successful upload of an XML file.

Process	User	Start Time	Finish Time	Output Files	Success
ImportPayrollFile	Contractor - Thirteen	10/17/2016 8:40:56 AM	10/17/2016 8:41:28 AM	ImportPayrollFile.LOG Error.log	Yes
ImportPayrollFile	Contractor - Thirteen	10/14/2016 2:13:39 PM	10/14/2016 2:14:09 PM	ImportPayrollFile.LOG Error.log	Yes

SIGN UPLOADED PAYROLL

The screenshot shows a web application interface for managing payroll. At the top, there is a navigation bar with 'Home', 'Previous', and 'My Pages' buttons. Below this, there are links for 'Vendor Payrolls' and 'Unapproved Payrolls'. The main heading reads 'PROJECT SAMPLE ROLE for Non Agency Prime Contractor Payroll User (DO NOT MODIFY)'. A search bar contains the value '010010343'. A table lists payroll records with columns for Contract, Description, Payrolls, Vendor, and Short Name. A red box highlights the 'Payrolls' column with the instruction 'Click on Payrolls that applies to your contract.' Below the table, there is a section for 'Unapproved Payrolls'.

Contract	Description	Payrolls	Vendor	Short Name
010010343	GRADING & SURFACING	20	00078	SMOKY HILL LLC
010010343	GRADING & SURFACING	0	07358	SMH
010010343	GRADING & SURFACING	0	02085	APAC KS INC SHEARS DIV
010010343	GRADING & SURFACING	0	01054	DUSTROL INC
010010343	GRADING & SURFACING	24	04713	CILLESSEN AND SONS INC
010010343	GRADING & SURFACING	0	06352	LEIBEN SEEDING & FENCING COMPANY

SIGN UPLOADED PAYROLL

Contract Certified Payroll Overview

Contract: 515030343 - GRADING & SURFACING

Vendor Payroll: 00078

Vendor Short Name: SHECKY HILL LLC

Payroll ID	Start Date	End Date	Status	Count
12	10/03/2016	10/10/2016	Initial	0
11	10/02/2016	10/06/2016	Initial	1
10	09/19/2016	09/25/2016	Under Agency Review	0
9	09/13/2016	09/18/2016	Under Agency Review	1

0 marked for deletion | 0 changed

Select the payroll

SIGN UPLOADED PAYROLL

The screenshot shows a web browser window with the URL <http://va.gov/externalcertifiedpayroll.org/ExternalCertifiedPayrollSummary>. The browser's address bar and menu bar are visible. The application interface includes a navigation bar with 'Home', 'Previous', and 'My Pages' buttons. On the right side of the navigation bar, there are 'Actions', 'Help', and 'Log off' links. Below the navigation bar, there are tabs for 'Overview', 'Employee', and 'Status'. A red box with the text 'Click on "Status"' is positioned above the 'Status' tab, with a red arrow pointing to it. The main content area is titled 'External Certified Payroll' and contains a blue header bar with 'Contract: 515030343 - GRADING & SURFACING'. Below this, it shows 'Payroll Vendor: 00078 - SMOKEY HILL, LLC'. The form includes several input fields: 'Payroll Number' (value: 12), 'Begin Date' (value: 10/09/2016), 'End Date' (value: 10/15/2016), 'Fringe Benefit Payment Type' (value: Plan Funds), and 'Comments'. There is also a 'Benefit Programs' section with a 'New' button and a 'Fringe Health/Welfare' section with 'Benefit Program Name' (value: Health Care) and 'Benefit Account Number' (value: 0000001).

Click on "Status"

Home Previous My Pages

Overview Employee **Status**

External Certified Payroll

Contract: 515030343 - GRADING & SURFACING

Payroll Vendor: 00078 - SMOKEY HILL, LLC

Payroll Number* 12

Begin Date* 10/09/2016

End Date* 10/15/2016

Fringe Benefit Payment Type* Plan Funds

Comments

Benefit Programs

New

Health Care Fringe Health/Welfare

Benefit Program Name* Health Care

Benefit Account Number* 0000001

SIGN UPLOADED PAYROLL

The screenshot shows a web application interface for managing payroll. The main content area is titled "External Certified Payroll Status" and displays details for a specific payroll record. The record is for Contract 515036343 - (GRAVING & SURFACING) with Payroll Vendor 02076 - SMOKEY HILL LLC. The payroll number is 02, and the period is 10/09/2016 - 10/13/2016. The status is currently "Infile".

Annotations with red boxes and arrows provide instructions:

- 1. Click on the row action button.** This points to a question mark icon in the top right corner of the payroll record's header bar.
- 2. Click Sign Payroll** This points to the "Sign Payroll" option in the dropdown menu that appears after clicking the action button.

The dropdown menu includes the following options:

- Actions
- Copy
- Create Modification
- Sign Payroll
- Tasks
- Import Payroll
- Views
- Attachments
- Issues
- Links
- Reports
- Payroll Exceptions
- Payroll Summary
- Payroll Verification Text
- Proxy Verification Report

Additional fields visible on the page include:

- Payroll Number: 02
- Modification Number: 0
- Period: 10/09/2016 - 10/13/2016
- Created Date: 10/17/2016 8:41:26 AM
- Signed Date
- Prime Original Not Accepted Date
- Prime Accepted Date
- Agency Original Not Accepted Date
- Agency Accepted Date

SIGN UPLOADED PAYROLL

The screenshot shows a web browser window displaying a payroll system interface. The page title is "Sign Payroll" and the URL is "https://myhr.mhfi.org/contractor/sign-payroll". The interface includes a navigation bar with "Home", "Payroll", and "All Payroll" tabs. Below the navigation bar, there are sections for "Contractor", "Payroll Number", "Modification Number", and "Period". The "Sign Payroll" section has a progress bar with "Review", "Verify", and "Sign" steps. The "Verify" step is active, showing a "Date" of "10/1/2016" and a "Contractor" of "Therion, Inc.". A red box with the text "1. Read Verification Statement" has an arrow pointing to the verification statement text. At the bottom of the page, there are navigation arrows, and a red box with the text "2. Click forward arrow at bottom of page." has an arrow pointing to the right arrow.

1. Read Verification Statement

2. Click forward arrow at bottom of page.

SIGN UPLOADED PAYROLL

The screenshot displays a web application interface for managing payroll. At the top, there are navigation tabs for 'Home', 'Payroll', and 'My Payroll'. The main content area is titled 'Sign Payroll' and shows details for a specific payroll entry, including 'Contract: S1500343 - GRADING & SURFACING', 'Payroll Version: 0020 - SHOOKY HILL LTD', 'Payroll Number: 12', 'Modification Number: 0', 'Period: 10/01/2016 - 10/15/2016', and 'Fringe Benefit Payment Type: Flat Funds'. Below this, a progress bar indicates the current step is 'Sign'. A sidebar on the left contains a 'Sign' section with fields for 'Signed By', 'First Name', and 'Last Name', and a large 'Comments' text area. A green 'Sign Payroll' button is located at the bottom right. Two red annotations are present: a box labeled '1. Enter Comments if any.' with an arrow pointing to the comments text area, and another box labeled '2. Click Sign Payroll.' with an arrow pointing to the 'Sign Payroll' button.

PAYROLL EXCEL ENTRY FOR A ZERO PAYROLL

AASHTOWare Project™ Payroll Spreadsheet Conversion Utility 1.03.002.00

Instructions

1. The blue fields are available for data entry.
2. Click the field names for a description.
3. Use 'Save As' in Excel to save file. Note the name and the location where you are saving.
4. Upload the spreadsheet/XML file using prescribed Agency method.

PLEASE READ THESE TERMS OF USE CAREFULLY BEFORE CONTINUING YOUR USE OF THIS SPREADSHEET. IF YOU USE THE TERMS AND CONDITIONS CONTAINED IN THESE TERMS, IF YOU DO NOT USE THIS SPREADSHEET.

USE OF THIS SPREADSHEET IS AT YOUR SOLE RISK, AND AASHTO ACCEPTS NO RESPONSIBILITY FOR THE RESULTS RE
Copyright © 2014 AASHTO
1/11/2016

1. Select one employee

2. Enter Project Number.

3. Enter "0" in each location.

4. Enter Wage for employee.

5. Enter Craft and Labor Class.

6. Follow the Conversion portion of the Excel Payroll User Guide.

CONTRACTOR (Prime) SUBCONTRACTOR

CONTRACTOR ADDRESS
 Name of Contractor: King Construction Co.
 Contractor's Vendor ID: 63306
 Payroll Number: 02
 For Week Ending: 12/17/2018
 Contract: 01S10464

CONTRACTOR ADDRESS
 Attn: Mr. Bob BHS
 Address:
 City: Houston, State: Texas
 Zip: 77062-0849

Pay Period: 12/11/2018 - 12/17/2018
 Rate of Pay: 0.00
 Total Gross: 0.00
 Total Net: 0.00

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Other	Total
Rate of Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Employee Name: John
 SSN: 123456789
 TIN: 987654321
 Craft Code: CARPENTER
 Labor Class: CARPENTER

Rate of Pay: 0.00
 Total Project Fringe Benefits Paid for this Classification for this Pay Period (Rate x Hours): 0.00

Other Deductions: 0.00

**PRIME APPROVAL FOR A
SUBCONTRACTOR PAYROLL**

PRIME REVIEW A SUBCONTRACT PAYROLL

The screenshot displays a web application interface with a 'Switch Role' dropdown menu open. The menu lists several roles, with 'NONAGEPRIMEPAYROLL' selected and highlighted. A red box and arrow point to this role with the text 'Select "NONAGEPRIME PAYROLL" Role'. The interface also shows a search bar and a list of roles.

Browser address bar: <http://localhost:8080/AMTOWWeb...>

Page title: Dashboard | AMTOWWeb...

Navigation: Home, Recent, My Pages

Actions: Actions, Help, Log off

Switch Role:

- Test User
- NONAGEPRIMEPAYROLL**
- NONAGESUBPAYMENT
- NONAGESUBPAYROLL
- NONAGEBIDDER
- NONAGEBECOMMIT
- NONAGEUSER
- NONAGEESTIMATION

Agency Prime Cont...

Unapproved Payrolls

Search: Type search criteria or press Enter. Advanced

Enter search criteria above to see results or Show first 10

PRIME REVIEW A SUBCONTRACT PAYROLL

On this page: [Vendor Payrolls](#) [Unapproved Payrolls](#)

PROJECT SAMPLE ROLE for Non Agency Prime Contractor Payroll User (DO NOT MODIFY)

▼ Vendor Payrolls

Q 515036343

Contract	Description	Payrolls	Vendor	Short Name
515036343	GRADING & SURFACING	3	02078	SMICKY HILL LLC
515036343	GRADING & SURFACING	3	04713	GILLESSEN AND SONS INC

▼ Unapproved Payrolls

Q Type search criteria or press Enter Advanced

Enter search criteria above to see results or Show first 10

1. Enter KDOT Contract Number under Vendor Payrolls

2. Select Contract for subcontractor.

PRIME REVIEW A SUBCONTRACT PAYROLL

Contract Certified Payroll Overview

Contract: 515036343 - GRADING & SURFACING

Vendor ID: 04713 Vendor Short Name: CILLESSEN AND SONS INC

Payroll	Begin Date	End Date	Phase	Mod Num
3	08/30/2016	09/05/2016	Under Prime Review	0
2	08/14/2016	08/27/2016	Initial	0
1	07/31/2016	08/13/2016	Under Prime Review	0

0 marked for deletion 0 changed

Select Payroll number to be reviewed.

PRIME REVIEW A SUBCONTRACT PAYROLL

Home Recent My Pages

Overview Employee **Status** ← Select "Status"

External Certified Payroll

Contract: 515036343 - GRADING & SURFACING

Payroll Vendor: 04713 - CILLESSEN AND SONS INC

Payroll Number
1

Begin Date
07/31/2016

End Date
08/13/2016

Fringe Benefit Payment Type
Plan Funds

Comments

Benefit Programs

0 added | 0 marked for deletion | 0 changed

Health Insurance Fringe Health/Welfare

Benefit Program Name
Health Insurance

Benefit Account Number
00001111

Trustee/Contact Person
John Smith

Trustee/Contact Phone
(555)555-5555

Benefit Program Type
Fringe Health/Welfare

Benefit Program Classification

Pension Fringe Pension

PRIME FORWARD SUBCONTRACT PAYROLL TO KDOT

The screenshot shows a web application interface for 'External Certified Payroll Status'. The page title is 'External Certified Payroll Status Summary'. The main content area displays details for a specific payroll record. A red box with the text '1. Click row action button.' points to a question mark icon in the top right corner of the record's header. Another red box with the text '2. Select "Prime Review"' points to the 'Prime Review' option in a dropdown menu that is open over the record. The dropdown menu includes options such as 'Copy', 'Create Modification', 'Prime Review', 'Tasks', 'Import Payroll', 'Views', 'Attachments', 'Issues', 'Links', 'Reports', 'Payroll Exceptions', 'Payroll Summary', and 'Payroll Verification Test'. The record details include: Contract: 51520343 - GRADING & SURFACING; Payroll Vendor: 04713 - CILLESSEN AND SONS INC; Payroll Number: 1; Modification Number: n; Period: 07/31/2016 - 09/13/2016; Status: Under Prime Review; Created Date: 06/30/2016 09:40:00; Signed Date: 06/30/2016; and various dates for acceptance and non-acceptance. The page also shows sections for Transitions, Comments, and Exceptions.

1. Click row action button.

2. Select "Prime Review".

External Certified Payroll Status Summary

Home Recent My Pages

Overview Employee Payroll

On this page: Contract Status

External Certified Payroll Status

Contract: 51520343 - GRADING & SURFACING

Payroll Vendor: 04713 - CILLESSEN AND SONS INC

Payroll Number: 1

Modification Number: n

Period: 07/31/2016 - 09/13/2016

Prime Benefit Payment Type: Plan Funds

Status: Under Prime Review

Created Date: 06/30/2016 09:40:00

Signed Date: 06/30/2016

Prime Original Not Accepted Date

Prime Accepted Date

Agency Original Not Accepted Date

Agency Accepted Date

Transitions

Date: 06/30/2016 10:48:48

Comments

Exceptions

0 changed

List has no rows

PRIME FORWARD SUBCONTRACT PAYROLL TO KDOT

1. Review information.

2. Click blue arrow at bottom of page to continue.

The screenshot shows a web browser window displaying a payroll system interface. The page title is 'Programs Payroll'. The main content area is titled 'Payroll Summary Report' and 'Payroll Summary Report (Employee)'. The report includes a table with columns for 'Employee', 'Rate', 'Hours', 'Pay', 'Tax', 'Social', 'Medicare', 'State', and 'Total'. The table contains several rows of data, including a summary row for 'Total'. The page is divided into sections by horizontal lines, and there are navigation arrows at the bottom right corner.

PRIME FORWARD SUBCONTRACT PAYROLL TO KDOT

The screenshot displays a web application interface for managing payroll. The page title is "Progress Payroll | A01M11". The main content area shows details for a "Progress Payroll" entry. The contract information is "Contract: 515006343 - GRADING & SURFACING" and the payroll vendor is "Payroll Vendor: 04713 - GILLESSEN AND SONS INC". The payroll number is "1" and the modification number is "0". The period is "07/31/2016 - 08/13/2016" and the fringe benefit payment type is "Plan Funds". The progress status is "Progress" and the signed date is "08/30/2016". The signed by field is "KDOTAD\contractor01". There is a "Comments" section with a text area. At the bottom left, there is a "Return to Contractor" button. At the bottom right, there is a "Forward to Agency" button, which is highlighted with a red box and an arrow pointing to it from a red box containing the text "Click 'Forward to Agency'.".

Contract: 515006343 - GRADING & SURFACING
Payroll Vendor: 04713 - GILLESSEN AND SONS INC

Payroll Number: 1
Modification Number: 0

Period: 07/31/2016 - 08/13/2016
Fringe Benefit Payment Type: Plan Funds

Progress: Review Progress

Signed By: KDOTAD\contractor01
Signed Date: 08/30/2016

First Name: Text
Last Name: User

Comments

Return to Contractor

Forward to Agency

Click "Forward to Agency".

END OF MONTH TRUCKING

END OF MONTH TRUCKING INFORMATION

- Trucking firms must be vendors in the system
- Truckers can either be added as subcontractors or through End of Month Trucking tab
- DBE Truckers must be added as subcontractor
- This process is so that truckers can add payroll in the system

END OF MONTH TRUCKING ENTRY

1. Select correct Role.

2. Select the "Contracts" link

The screenshot shows the AASHTOWare Project dashboard. At the top, there is a navigation bar with 'Home', 'Previous', and 'My Pages' buttons. Below this is a 'Switch Role' dropdown menu. The role 'EXTERNALPRIMEPAYROLL' is selected and highlighted with a red box. A red arrow points from the callout box '1. Select correct Role.' to this role. The main content area is divided into several sections: 'Vendor Payrolls', 'Unapproved Payrolls', 'Civil Rights & Labor', and 'External Links'. Under 'Civil Rights & Labor', there is a link for 'Contracts' which is also highlighted with a red box. A red arrow points from the callout box '2. Select the "Contracts" link' to this link. The 'External Links' section contains various links such as 'KDOT Website', 'KDOT Reports Portal', and 'AASHTO Transportation Construction Community'.

END OF MONTH TRUCKING ENTRY

Contract Administration Overview

Contract Administration Overview

1. Enter the KDOT Contract Number

2. Select the row action button for your contract.

3. Select "Add EOM Trucking".

Contract	Description	Orig Matl and AAs Gen DT	Prime ID	Prime Name
010012414	GRADE, BRIDGE & SURFACING		01000	A M COHRON & SON INC

- Actions
- Exclude from Search Results
- Tasks
- Add EOM Trucking
- Add Subcontracts
- Generate Materials and Acceptance Actions
- Import DVR Agency View Reference Item Associations
- Views
- Attachments
- EOM Trucking
- Links
- Tracked Issues
- Reports
- Subcontract Listing

END OF MONTH TRUCKING ENTRY

Contract: 515012414 - GRADE, BRIDGE & SURFACING
Prime Vendor: 01028 - A.M COCHRAN & SON INC

Vendor ID*

Start Date*

EOM Trucking ID*

End Date*

Save

1. Enter your vendor ID Number.
2. Enter a sequential number for the EOM Trucking record.
3. Enter an approximate start date for the trucker.
4. Enter an approximate end date for the trucker.
5. Click "Save"

END OF MONTH TRUCKING ENTRY

The screenshot shows a web application interface for 'End of Month Trucking Summary'. At the top, there is a navigation bar with 'Home', 'Previous', and 'My Pages' buttons, and 'Actions', 'Help', and 'Log off' links. Below this, a green notification bar states 'End of Month Trucking Record 1 - Successfully Saved'. The main content area is titled 'End of Month Trucking Summary' and displays details for 'Contract: 515012414 - GRADE, BRIDGE & SURFACING' and 'Prime Vendor: 01028 - A M COHRON & SON INC.'. The details are organized into two columns: 'Vendor ID' (01028), 'Vendor Short Name' (A M COHRON & SON INC), 'EOM Trucking ID' (1), and 'Start Date' (01/01/2017) on the left; and 'Trucking Total', 'Number of Trucks', and 'End Date' (01/01/2017) on the right. Below the details, there is a table with one row for 'Contract: 515012414 - GRADE, BRIDGE & SURFACING'. A red box labeled '1. Click the row action button.' points to the question mark icon in the table's header. A second red box labeled '2. Click "Add New"' points to the 'Add New' option in the dropdown menu that appears when the question mark icon is clicked. The dropdown menu also includes 'Actions', 'Tasks', 'Delete', 'Views', 'Attachments', 'Issues', and 'Links'.

1. Click the row action button.

2. Click "Add New"

END OF MONTH TRUCKING ENTRY

The screenshot shows a web application interface for 'End of Month Trucking Summary'. At the top, there is a navigation bar with 'Home', 'Previous', and 'My Pages' buttons. Below this, a breadcrumb trail reads 'On this page: Contract > Contract'. A green notification banner at the top right states 'End of Month Trucking Record 1 - Successfully Saved'. The main content area is titled 'End of Month Trucking Summary' and displays details for 'Contract: 515012414 - GRADE, BRIDGE & SURFACING' and 'Prime Vendor: 01028 - A M COHRON & SON INC'. The details are organized into two columns: 'Vendor ID' (01028), 'Vendor Short Name' (A M COHRON & SON INC), 'EOM Trucking ID' (1), and 'Start Date' (01/01/2017) on the left; and 'Trucking Total', 'Number of Trucks', and 'End Date' (01/01/2017) on the right. Below the details, there is a table with one row for the same contract. The table header includes 'End of Month Trucking Firms'. The row's action menu is open, showing options: 'Add New', 'Tasks', 'Delete', 'Views', 'Attachments', 'Issues', and 'Links'. Two red annotations with arrows point to the action menu: '1. Click the row action button.' points to the menu icon, and '2. Click "Add New"' points to the 'Add New' option.

1. Click the row action button.

2. Click "Add New"

CHAPTER 5

REPORTS

GENERATE A REPORT

The screenshot displays a web application interface. At the top, there are navigation buttons: 'Home', 'Previous', and 'My Pages'. To the right, there are 'Actions', 'Help', and 'Log off' options. The main content area is titled 'PROJECT KDOT ROLE for Ex' and includes sections for 'News' and 'Vendor Payrolls'. A search bar is located at the bottom left, and a status indicator '0 changed' is at the bottom right. A red box highlights the 'Generate Report' option in the 'Actions' dropdown menu.

Home Previous My Pages Actions Help Log off

On this page: Vendor Payrolls Unapproved

PROJECT KDOT ROLE for Ex

News

Welcome!

If you have any questions please contact the system administrator at helpdesk@kdot.gov.

Vendor Payrolls

Type search criteria or press Enter Advanced

0 changed

Enter search criteria above to see results or Show first 10

Actions

- Open Process History
- Tracked Issues
- Cases
- Import File
- Generate Report
- Execute Process
- Global Attachments
- Global Links
- My Settings
- My Outbox

Open Global Actions Menu

GENERATE A REPORT

Home Recent My Pages Actions Help Log off

Overview

Contract Certified Payroll Overview

Contract-Global: 140352 - DRAINAGE REPAIR Save ?

Vendor ID: 88888 Vendor Short Name: XYZ Contractors

0 marked for deletion Open Flow Actions Menu

Payroll	Begin Date	End Date	Phase	Mod Num
3	04/19/2015	04/25/2015	Under Prime Review	
3	04/19/2015	04/25/2015	Under Prime Review	
2	04/12/2015	04/18/2015	Under Prime Review	
2	04/12/2015	04/18/2015	Under Prime Review	
1	04/05/2015	04/11/2015	Under Prime Review	

- Actions
- Copy
- Tasks
- Create Modification
- Import Payroll
- Views
- Attachments
- Employees
- Links
- Status
- Summary
- Tracked Issues
- Reports
- Payroll Exceptions
- Payroll Summary**
- Payroll Summary For Contractors
- Payroll Verification Text

REPORT OPTIONS

Home Previous My Pages Actions Help Log off

Generate Report

Generate Report Execute

Settings Select Report

- Select Report
- Select Data
- Set Parameters
- Output Options
- Schedule Report

1 of 5

Type ing 7 of 7

0 selected

Report	Data
DBE Directory	RefVendor
Month End Trucking Report	EOMTrucking
Payroll Exception Report	CertifiedPayroll
Payroll Summary	CertifiedPayroll
Payroll Verification Text	CertifiedPayroll
Subcontract Listing	Contract
Wage Decision Modification Report	RefWageDecisionModification

Choose a report

SCHEDULING A REPORT

Home Previous My Pages Actions Help Log off

Generate Report

Generate Report Schedule ?

Settings Schedule Report

5 of 5

Enable Scheduling

At 2:48 PM on 4/3/2017.

Schedule Frequency
Once

Start Time
2:48 PM

Run on Date
4/3/2017

Repeat Task Every
Minutes

Stop if runs longer than
30 minutes

Expire

End Date 4/3/2017 **End Time** 3:03 PM

LOCATING SCHEDULED REPORT

Home Previous My Pages Actions Help Log off

Process History Overview

Process History Overview

Process History **Output file**

Scheduled **What is scheduled?**

Type search criteria or p

Actions

- Open Process History**
- Tracked Issues
- Cases
- Import File
- Generate Report
- Execute Process
- Global Attachments
- Global Links
- My Settings
- My Outbox

Save ?

ation | 0 changed

No rows found matching criteria.

QUESTIONS?