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

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™ t system are assigned at least one security role

- When filling out Vendor Form that will let KDOT know what role and weather you should have sign authority
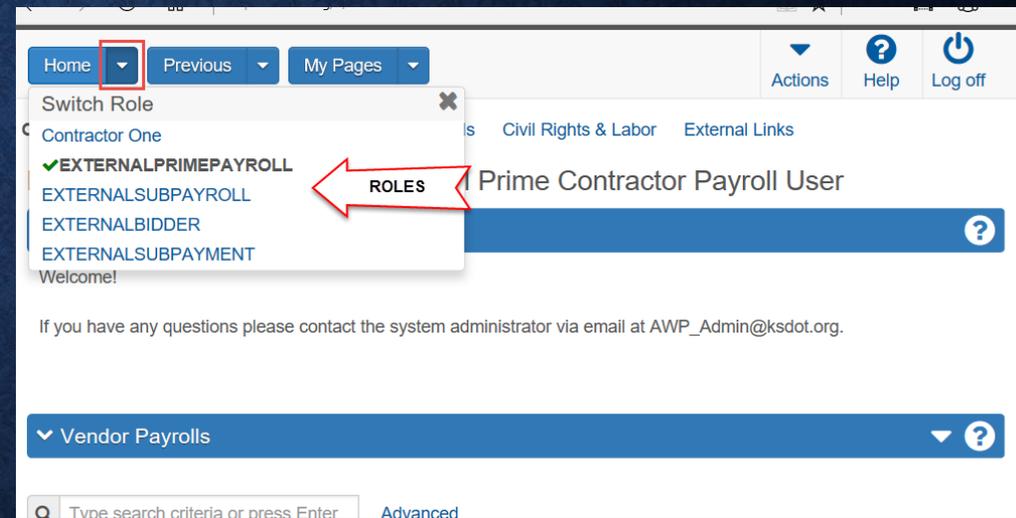
DASHBOARD

Menu Bar → Home ▼ | Previous ▼ | My Pages ▼

System Action → ▼ Actions | ? Help | ⏻ Log off

On this page: Vendor Payrolls   Unapproved Payrolls   Civil Rights & Labor   External Links   ← Quick Links

PROJECT KDOT ROLE for External Prime Contractor Payroll User

Expand/Collapse Component → ▼ N...   ?

Welcome!

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

▼ Vendor Payrolls   Component Action → ▼ ?

🔍 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   System Default ▼

0 changed

Enter search criteria above to see results or Show first 10

▼ Civil Rights & Labor   ?

Contracts   ▼ ← Row Action
Payrolls   ▼
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.

❶ **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	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.
Help	The help icon appears on **Help** buttons that you can click to display the help system.
Log off	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

ROLLING LIST

ACCORDION LIST

SORTING AND FILTERING LISTS

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

VIEW GLOBAL ATTACHMENTS AND LINKS

ONLINE 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

ADD BIDDER/QUOTERS

ADD BIDDER/QUOTERS

ADD BIDDER/QUOTER

ADD BIDDER/QUOTER

ADD BIDDER/QUOTER

ADD BIDDER/QUOTER

ADD PROPOSAL TO A QUOTE

ADD PROPOSAL TO A QUOTE

ADD PROPOSAL TO A QUOTE

ADD PROPOSAL TO A QUOTE

ADD ADDITIONAL QUOTERS

SIGN

SIGN

SIGN

SIGN

SIGN

CHAPTER 3

SUBCONTRACTOR PAYMENTS (FORMERLY DOT FORM 1010)

SUBCONTRACTOR PAYMENTS WORKFLOW

Prime Contractor
- View Contract
- Add Payment
- Add Bid Items
- Sign

→

Subcontractor
- Review Payment
- Verify Payment

→

Agency (KDOT)
- Review Payment
- Sign
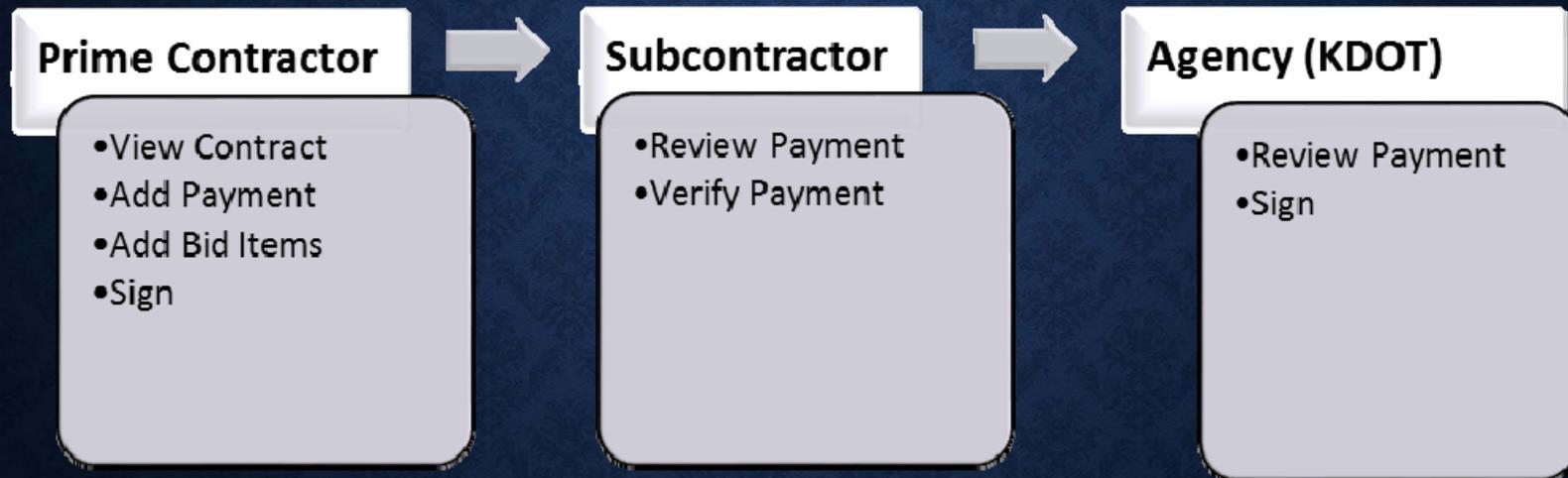
SUBCONTRACT PAYMENTS NOTIFICATION

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

AS PRIME ADD SUBCONTRACT PAYMENT

AS PRIME ADD SUBCONTRACT PAYMENT

AS PRIME ADD SUBCONTRACT PAYMENT

AS PRIME ADD SUBCONTRACT PAYMENT

AS PRIME ADD SUBCONTRACT PAYMENT

AS PRIME ADD SUBCONTRACT PAYMENT

AS PRIME ADD SUBCONTRACT PAYMENT

AS PRIME SIGN SUBCONTRACT PAYMENT

3. Click the row action button.

2. Click "Save".

1. Enter Retainage amount for entire subcontractor payment.

5. Once finished with this pay estimate click "Sign Subcontractor Payment"

4. Click "Add New Payment Same Payee" if you have additional Subcontractors for this pay estimate. Then follow pages 9-11.

AS PRIME SIGN SUBCONTRACT PAYMENT

AS PRIME SIGN SUBCONTRACT PAYMENT

AS PRIME ADD SUBCONTRACT PAYMENT

AS SUBCONTRACTOR REVIEW PAYMENT FROM PRIME

AS SUBCONTRACTOR REVIEW PAYMENT FROM PRIME

AS SUBCONTRACTOR REVIEW PAYMENT FROM PRIME

AS SUBCONTRACTOR VERIFY PAYMENT FROM PRIME

AS SUBCONTRACTOR VERIFY PAYMENT FROM PRIME

AS SUBCONTRACTOR VERIFY PAYMENT FROM PRIME

AS SUBCONTRACTOR VERIFY PAYMENT FROM PRIME

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 <u>no</u> 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

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PAYROLL MANUAL ENTRY

PAYROLL MANUAL ENTRY

PAYROLL MANUAL ENTRY

PAYROLL MANUAL ENTRY

PAYROLL MANUAL ENTRY

PAYROLL MANUAL ENTRY

Pages 8-10 are one screen in AASHTOWare.

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

3. Enter dollar amount for per hour straight time.

Overtime Hourly Rate

4. Enter dollar amount for per hour overtime.

Regular Hourly Rate

Project Lump Sum Payment

OJT Wage Percentage

Apprentice

Apprentice ID

Apprentice Wage Percentage

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

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 31	MON 1	TUE 2	WED 3	THU 4	FRI 5	SAT 6
Straight Time Hours *							
Overtime Hours							

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

PAYROLL MANUAL ENTRY

SIGN PAYROLL MANUAL ENTRY

SIGN PAYROLL MANUAL ENTRY

Pages 13 & 14 are one screen in AASHTOWare.

Click blue arrow at the bottom of page.

SIGN PAYROLL MANUAL ENTRY

SIGN PAYROLL MANUAL ENTRY

SIGN PAYROLL MANUAL ENTRY

PAYROLL MANUAL ENTRY FOR A ZERO PAYROLL

PAYROLL MANUAL ENTRY FOR A ZERO PAYROLL

PAYROLL MANUAL ENTRY FOR A ZERO PAYROLL

PAYROLL MANUAL ENTRY FOR A ZERO PAYROLL

SIGN PAYROLL MANUAL ENTRY FOR A ZERO PAYROLL

SIGN PAYROLL MANUAL ENTRY FOR A ZERO PAYROLL

SIGN PAYROLL MANUAL ENTRY FOR A ZERO PAYROLL

SIGN PAYROLL MANUAL ENTRY FOR A ZERO PAYROLL

PAYROLL: EXCEL

PAYROLL: EXCEL ENTRY

PAYROLL: EXCEL ENTRY

PAYROLL: EXCEL ENTRY

Screen shots for Excel are from 2010 Version. Only difference between the two versions is the Employee Tab is NOT in the 2007 Version.

Click on "Employee Information" tab.

PAYROLL: EXCEL ENTRY

1. Input all Employee information for all Employees

2. Click on "Payroll Form" tab.

PAYROLL: EXCEL ENTRY

PAYROLL: CONVERT EXCEL TO XML

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

PAYROLL: CONVERT EXCEL TO XML

PAYROLL: CONVERT EXCEL TO XML

Cloverleaf Excel to XML converter.

1. Click "Browse" and find your Excel file for current payroll.

2. Click check box.

3. Click "Convert"

PAYROLL: CONVERT EXCEL TO XML

PAYROLL: UPLOAD XML FILE

PAYROLL: UPLOAD XML FILE

PAYROLL: UPLOAD XML FILE

Click on the "Payrolls" for the contract that applies to you.

PAYROLL: UPLOAD XML FILE

PAYROLL: UPLOAD XML FILE

Click on Select File

PAYROLL: UPLOAD XML FILE

1. Select the XML file for the payroll to upload.
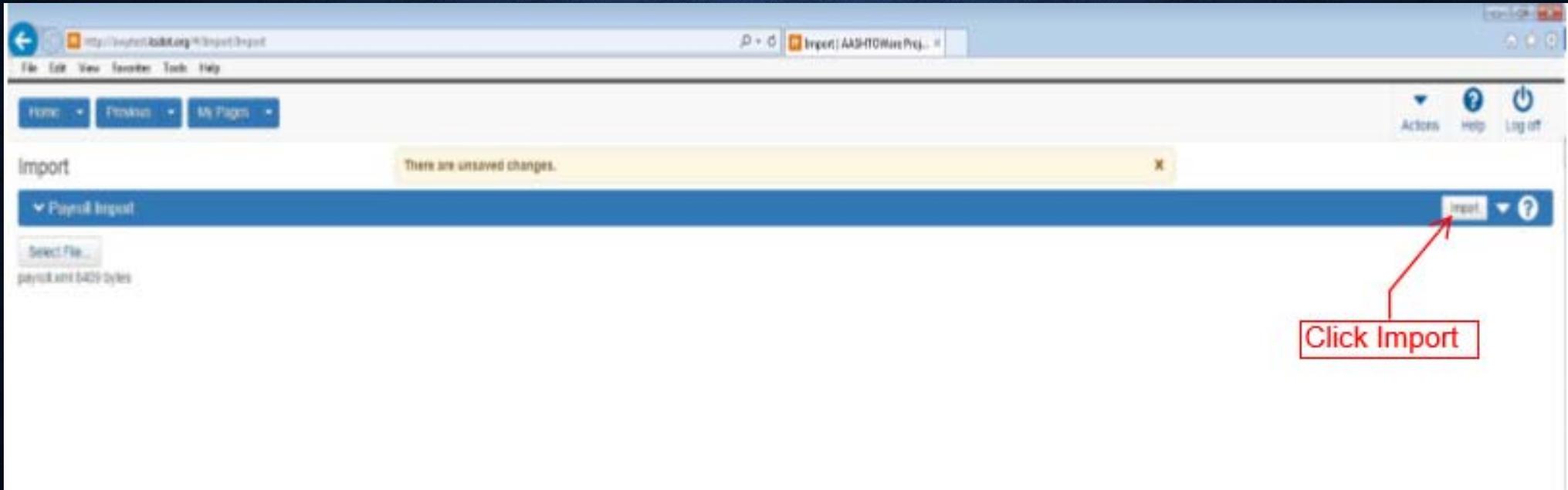
2. Click Open

PAYROLL: UPLOAD XML FILE

PAYROLL: UPLOAD XML FILE

Click on "Process History"

PAYROLL: UPLOAD XML FILE

PAYROLL: UPLOAD XML FILE

Click on Open.

PAYROLL: UPLOAD XML FILE

PAYROLL: UPLOAD XML FILE

PAYROLL: UPLOAD XML FILE

SIGN UPLOADED PAYROLL

SIGN UPLOADED PAYROLL

SIGN UPLOADED PAYROLL

SIGN UPLOADED PAYROLL

SIGN UPLOADED PAYROLL

SIGN UPLOADED PAYROLL

1. Read Verification Statement

2. Click forward arrow at bottom of page.

SIGN UPLOADED PAYROLL

PAYROLL EXCEL ENTRY FOR A ZERO PAYROLL

PAYROLL EXCEL ENTRY FOR A ZERO PAYROLL

PRIME APPROVAL FOR A SUBCONTRACTOR PAYROLL

PRIME REVIEW A SUBCONTRACT PAYROLL

PRIME REVIEW A SUBCONTRACT PAYROLL

PRIME REVIEW A SUBCONTRACT PAYROLL

Select Payroll number to be reviewed.

PRIME REVIEW A SUBCONTRACT PAYROLL

PRIME FORWARD SUBCONTRACT PAYROLL TO KDOT

PRIME FORWARD SUBCONTRACT PAYROLL TO KDOT

PRIME FORWARD
SUBCONTRACT PAYROLL
TO KDOT

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

END OF MONTH TRUCKING ENTRY

END OF MONTH TRUCKING ENTRY

END OF MONTH TRUCKING ENTRY

END OF MONTH TRUCKING ENTRY

CHAPTER 5

REPORTS

GENERATE A REPORT

GENERATE A REPORT

REPORT OPTIONS

SCHEDULING A REPORT

LOCATING SCHEDULED REPORT

QUESTIONS?