

**CONTRACT VENDOR PAYROLL
(FOR EXCEL ZERO PAYROLL)
USER GUIDE NON-AGENCY**

Switch Role

- Contractor Three
- ✓ EXTERNALSUBPAYROLL
- EXTERNALPRIMEPAYROLL
- EXTERNALBIDDER
- EXTERNALSUBPAYMENT

1. Verify your current role.

Subcontractor Payroll User

Welcome!

If you have any questions please contact the system administrator via email at KDOT#AWP.Admin@ks.gov.

Vendor Payrolls

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

External Links

KDOT Website

Kdotweb

KDOT Reports Portal

Cloverleaf

Payroll XML

Highway Contractors

Internet

KDOT's Intranet Site

Crystal Reports

AASHTO Transportation Construction Community

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

Information for Highway Contractors

2. Click on the "Highway Contractors" link

INFORMATION FOR HIGHWAY CONTRACTORS

WARNING: AS OF MARCH 01, 2018 KDOT WILL NO LONGER ACCEPT PAPER PAYROLLS AND SUBCONTRACTOR PAYMENT FORMS 1010. AASHTOWARE CRL WILL BE THE ONLY ACCEPTABLE FORMAT.

General

- [Letting Information
\(Proposal Information, Summary of Quantities, As Read Bidders List, Bid Tabs\)](#)
- [Kansas Work Zone Safety and Mobility Process and Procedures](#)
- [Highway Contractors Help Terms](#)
- [Contractor's Pre-Qualification Questionnaire](#)
- [Pre-Qualified Contractors List](#)
- [Pre-Qualified Contractors Work Types Explained](#)
- [Equipment Guidelines](#)
- [Disadvantaged Business Enterprises](#)
- [KTA Asphalt Plant Sites](#)
- [HMA Project Guidance for 2015-2016](#)
- [AASHTOWare Project Information](#)
- [Kansas Regional Coordinate System](#)

Specifications and Manuals

- [Specifications](#)
- [Construction Manual, Parts I - V](#)
- [Geotechnical Manual](#)
- [Bridge Construction Manual](#)

Highway Flagger Information

- [KDOT Flagger Handbook](#)
- [KDOT Manual Del Senalero](#)
- [Flagger Certification Cards](#)
- [KDOT Flagger Safety Training Video](#)
- [Flagger Safety Training Video - Spanish](#)

Schedules & Reports

- [Construction Bid Letting Schedule](#)
- [Work Type Codes and Information](#)
- [Monthly Bid Letting Report](#)

Engineering Services

- [Bid Item List](#)
- [CMS Program Files](#)
- [Lane Closure Guide \(Access Database, Please Save Copy\)](#)
- [KDOT Internet Forms Warehouse](#)
- [Standard Drawings - KART Service Account \(Engineering Manuals, Software & Resources\)](#)
- [CMS Specs \(PC Minimum Requirements\)](#)

Partnering Program

Click the "AASHTOWare Project Information" link



AASHTOWare

Updated 03/05/18

QUESTIONS: KDOT#AWP.Admin@ks.gov.

WAGE DECISION CODES

- [KS 4 \(Douglas, Leavenworth, Shawnee\)](#)
- [KS 9 \(Johnson, Miami, Wyandotte\)](#)
- [KS 19 \(All Other Counties\)](#)
- [KS 20 \(Butler, Doniphan, Franklin, Geary, Harvey, Jackson, Jefferson, Linn, Osage, Pottawatomie, Riley, Sedgwick, Sumner, Wabaunsee\)](#)

AASHTOWare PROJECT TRAINING DATES: (Classes will only be held if there at LEAST 10 students.)

To register for a class, please send an email to KDOT.KCTC@ks.gov and include student's name, email, company, two dates in case of conflict. Classes will be held in Topeka in the Eisenhower State Office Building, 700 SW Harrison

AASHTOWare WILL BE REQUIRED TO SUBMIT PAYROLLS AND SUBCONTRACTOR PAYMENTS (FORMERLY DOT FORM 1010) STARTING MARCH 1, 2018. AFTER THAT DATE PAPER FORMS WILL NO LONGER BE ACCEPTED FOR THESE TWO ITEMS.

KDOT/Consultant Only:

Contractors Only:

- March 15, 2018 (8:30 to 4:30)
- March 29, 2018 (8:30 to 4:30)

[CONTRACTOR ONLY TRAINING POWERPOINT](#)

KDOT/Consultant Only:

- March 13 & 14, 2018 (1:00 to 5:00 & 8:30 to 3:30)

- [KDOT ONLY TRAINING POWERPOINT](#)
- [LIST OF CONTRACTORS TRAINED/PAYROLL SOFTWARE](#) - SORTED BY PAYROLL SOFTWARE(UPDATED 12/22/17)
- [LIST OF CONTRACTORS TRAINED/PAYROLL SOFTWARE](#) - SORTED BY CONTRACTOR NAME(UPDATED 12/22/17)

[AASHTOWare Project User Request Form](#) - Please submit this form prior to being enrolled into a class. CONTRACTORS ONLY (To Submit EITHER click the SUBMIT Button on the form or email it to KDOT#AWP.Admin@ks.gov)

[New Vendor Request Form](#) - For Contractors that are NOT currently in our system.

AASHTOWare USER GUIDES

- [Bidder Quote User Guide \(Non-Agency\)](#) - UPDATED 11/8/16
- [End of the Month Trucking User Guide \(Non-Agency\)](#) - UPDATED 1/18/17
- [Contract Vendor Payroll \(Excel Spreadsheet\) User Guide \(Non-Agency\)](#) - UPDATED 12/19/16
- [Contract Vendor Payroll \(Manual Entry\) User Guide \(Non-Agency\)](#) - UPDATED 2/13/17
- [Contract Vendor Payroll \(XML Upload\) User Guide \(Non-Agency\)](#) - UPDATED 10/18/16
- [Prime Approval for a Subcontractor Payroll User Guide \(Non-Agency\)](#) - UPDATED 9/8/16
- [Contract Vendor Payroll \(Manual Entry\) For Zero Payroll User Guide \(Non-Agency\)](#) - UPDATED 2/13/17
- [Subcontractor Payment \(Formerly KDOT Form 1010\) User Guide \(Non-Agency\)](#) - UPDATED 09/14/17
- [Subcontractor Payment User Guide \(KDOT Only\)](#) - UPDATED 9/2/16
- [Contract Vendor Payroll User Guide \(KDOT Only\)](#) - UPDATED 9/8/16

EXCEL SPREADSHEETS FOR VENDOR PAYROLLS

- [2007 Version \(for computers operating on Microsoft 2007 or earlier\)](#) - UPDATED 11/02/16
- [2010 Version \(for computers operating on Microsoft 2010 or later\)](#) - UPDATED 11/07/16

MISC.

- [Trouble Shooting](#)
- [AASHTOWare Project Login - KDOT ONLY!](#)
- [AASHTOWare Project Login - External Users](#)
- [Payroll Excel Spreadsheet Conversion Tool](#)
- [Cloverleaf XML Resource Kit \(detailed description for software vendors on how to set up XML\)](#)
- [MNDOT E-Learning Tool \(additional training resource online\)](#)
- [AASHTOWare System Requirements](#)
- [ALL Kansas Wage Decision Codes](#)
- [Common Errors associated with Payroll Import Process](#)

Questions - KDOT#AWP.Admin@ks.gov

Choose the correct version of the Excel Spreadsheet for your Excel version. Either 2007 or 2010

The following screen shots are from the 2010 version of the spreadsheet. The main difference is the "Employee Information" tab does not exist in the 2007 version

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 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 Updated 11/02/17

CONTRACTOR (Prime) SUBCONTRACTOR

CONTRACTOR ADDRESS

Addr 1: _____
 Addr 2: _____
 City: _____ State: _____
 Zip: _____

Name of Contractor: Dondlinger & Sons Construction Co., Inc.
 Contractor's Vendor ID: 02280
 Payroll Number: 1
 For Week Ending: 3/26/2016

Contract #: 516022585

One of the two boxes needs to be checked

4(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

4(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount for the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

Once you select a "Benefit Program Type", you must complete corresponding column information in that line for the system to accept the benefit.

Benefit Program Name	Benefit Program Type	Benefit Account Number	Benefit Program Classification	Contact Person	Contact Person's Phone
Health Insurance	Fringe Health/Welfare	999999999	Health/Welfare	UNKOWN	999999999
Pension	Fringe Pension	999999999	Pension	UNKOWN	999999999
Vacation	Fringe Vacation/Holiday	999999999	Vacation/Holiday	UNKOWN	999999999
	Select Type				
	Select Type				
	Select Type				
	Select Type				
	Select Type				
	Select Type				
	Select Type				
	Select Type				
	Select Type				
	Select Type				
	Select Type				
	Select Type				
	Select Type				
	Select Type				
	Select Type				
	Select Type				
	Select Type				
	Select Type				
	Select Type				

Click the "Employee Information" tab

Ready | Payroll Form | Employee Information | Ethnicity | Craft | Labor | State | Days | 80%

AutoSave xcontractor01.xlsx - Excel Brent Slade [KDOT] Share

File Home Insert Page Layout Formulas Data Review View Help ACROBAT Tell me what you want to do

Clipboard Font Alignment Number Styles Cells Editing

N12

1 The worksheet will allow 250 employees to be added
 2 It is strongly recommended that you add your employees in alphabetical order to aid in searching on the "Payroll Form" "Select Employee" dropdown
 3 It is strongly recommended that the employee information you add to this worksheet is the same as that recorded in your Payroll Software system. The CRL system is case sensitive.
 4 Fill in all the appropriate column information
 5 Middle Initial will ONLY take ONE character.
 Address, City, State are NOT required but can be filled out. Be careful not to put spaces either at the beginning or end of the entry.

7 Example:

8	Smith Joseph W	Smith	Joseph	W	123456789	Male	CAUC		300 John Street	Apt 10	Minneapolis	MN		55678	100	15687	60
9	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	State - 12	State Select	ZIP - 14	OJT % - 15	APPR ID - 16	App wage %

10 Select Employee

11	Public John Q	Public	John	Q	987654321	Male	CAUC	CAUCASIAN				KS	Kansas	66606			
12		Select Gender	Select Ethnicity	Select Ethnicity									Select State Code				
13		Select Gender	Select Ethnicity	Select Ethnicity									Select State Code				
14		Select Gender	Select Ethnicity	Select Ethnicity									Select State Code				
15		Select Gender	Select Ethnicity	Select Ethnicity									Select State Code				
16		Select Gender	Select Ethnicity	Select Ethnicity									Select State Code				
17		Select Gender	Select Ethnicity	Select Ethnicity									Select State Code				
18		Select Gender	Select Ethnicity	Select Ethnicity									Select State Code				
19		Select Gender	Select Ethnicity	Select Ethnicity									Select State Code				
20		Select Gender	Select Ethnicity	Select Ethnicity									Select State Code				
21		Select Gender	Select Ethnicity	Select Ethnicity									Select State Code				
22		Select Gender	Select Ethnicity	Select Ethnicity									Select State Code				
23		Select Gender	Select Ethnicity	Select Ethnicity									Select State Code				
24		Select Gender	Select Ethnicity	Select Ethnicity									Select State Code				
25		Select Gender	Select Ethnicity	Select Ethnicity									Select State Code				
26		Select Gender	Select Ethnicity	Select Ethnicity									Select State Code				
27		Select Gender	Select Ethnicity	Select Ethnicity									Select State Code				
28		Select Gender	Select Ethnicity	Select Ethnicity									Select State Code				
29		Select Gender	Select Ethnicity	Select Ethnicity									Select State Code				
30		Select Gender	Select Ethnicity	Select Ethnicity									Select State Code				
31		Select Gender	Select Ethnicity	Select Ethnicity									Select State Code				
32		Select Gender	Select Ethnicity	Select Ethnicity									Select State Code				
33		Select Gender	Select Ethnicity	Select Ethnicity									Select State Code				
34		Select Gender	Select Ethnicity	Select Ethnicity									Select State Code				
35		Select Gender	Select Ethnicity	Select Ethnicity									Select State Code				
36		Select Gender	Select Ethnicity	Select Ethnicity									Select State Code				
37		Select Gender	Select Ethnicity	Select Ethnicity									Select State Code				
38		Select Gender	Select Ethnicity	Select Ethnicity									Select State Code				
39		Select Gender	Select Ethnicity	Select Ethnicity									Select State Code				
40		Select Gender	Select Ethnicity	Select Ethnicity									Select State Code				
41		Select Gender	Select Ethnicity	Select Ethnicity									Select State Code				
42		Select Gender	Select Ethnicity	Select Ethnicity									Select State Code				
43		Select Gender	Select Ethnicity	Select Ethnicity									Select State Code				
44		Select Gender	Select Ethnicity	Select Ethnicity									Select State Code				
45		Select Gender	Select Ethnicity	Select Ethnicity									Select State Code				
46		Select Gender	Select Ethnicity	Select Ethnicity									Select State Code				
47		Select Gender	Select Ethnicity	Select Ethnicity									Select State Code				

1. Enter all the employee's information in the BLUE boxes. Their address maybe entered if desired

2. Click on the "Payroll Form" tab

Payroll Form Employee Information Ethnicity Craft Labor State Days

Ready 80%

6. Click "Save" and close

1. Select Employee from drop down

2. Leave all hours as zero

3. Enter both Straight and Overtime rates

4. Leave as zero

5. Can leave rate credits in place

6. Click "Save" and close

CONTRACTOR (Prime) SUBCONTRACTOR

Name of Contractor: Dondlinger & Sons Construction Co., Inc.
 Contractor's Vendor ID: 02280
 Payroll Number: 2
 For Week Ending: 4/2/2016

Contract # 516022585

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date	3/27/2016	3/28/2016	3/29/2016	3/30/2016	3/31/2016	4/1/2016	4/2/2016

Individual Employee Name and Identifier

Last Name: Public
 First Name: John
 Middle Initial: Q
 SSN (full 9-digit #): 987654321
 Partial-SSN: [Redacted]
 Vendor-Emp-ID: [Redacted]
 Gender: Male
 Ethnicity: CAUC
 Addr Line 1: 0
 Addr Line 2: [Redacted]
 City: 0
 State: KS
 Zip: 66606
 Has Changed?: false
 Salaried (y/n): No

Project ID #: KA 3109-01

O.T.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Total Hours	RATE OF PAY
S.T.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00

Pay Period Check Stub Area

Pay Period	FICA	Federal Income Tax	State Income Tax	Medicare	Deduction	Deduction	NET WAGES
Gross Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Classification Fringe Benefit Hourly Rate Credits

Health Welfare	Vacation Holiday	Apprentice Fund	Pension	Other 1	Other 2
0.20	0.20		0.20		

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

EXCEPTION (CRAFT) to 4(a) or 4(b) at top of payroll - Put the Craft/Classification in the first cell below and the reason in the second cell below

Payroll Form Employee Information Ethnicity Craft Labor State Days

On this page: Vendor Payrolls Unapproved Payrolls Civil Rights & Labor 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 KDOT#AWP.Admin@ks.gov.

Vendor Payrolls ?

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

External Links ?

[KDOT Website](#)

[Kdotweb](#)

[KDOT Reports Portal](#)

[Cloverleaf](#)

[Payroll XML](#)

[Highway Contractors](#)

[Internet](#)

[KDOT's Intranet Site](#)

[Crystal Reports](#)

[AASHTO Transportation Construction Community](#)

[Resources for Using XML with AASHTOWare Project™ Payroll XML Resource Kit](#)

[Information for Highway Contractors](#)

Return to AASHTOWare and click the "Payroll XML" link



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

AASHTO's AASHTOware Project™ system makes 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 validators.

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 there into valid Payroll XML.

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[Policies for this site.](#)

Click "AASHTOware Project Payroll Spreadsheet Conversion Utility"



AASHTOWare Project™ Payroll Spreadsheet Conversion Utility 1.03.003.01

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 Civil Rights & Labor Management System™ (formerly Trns+Port CR/LMS®) module, or produced using an Excel spreadsheet.

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 Cloverleaf > Software Downloads > AASHTOWare Project section/Related Documentation Tab.
- Populate the tabs Ethnicity, Craft, Labor, and State with your agency's specific values 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.

No file chosen 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.

1. Click "Choose File" and select your Excel payroll file

2. Click the box

3. Click "Convert"



AASHTOWare Project™ Payroll Spreadsheet Conversion Utility 1.03.003.01

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 Civil Rights & Labor Management System™](#) (formerly Trms+Port CRLMS®) module, or produced using an Excel spreadsheet.

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- Populate the tabs Ethnicity, Craft, Labor, and State with your agency's specific values 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

IT support team for assistance. You may also contact the AASHTO Project Support Center for assistance 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.

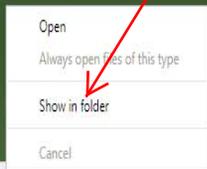
xcontractor02.xlsx I agree to the [Terms of Use](#)

- 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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[Policies for this site.](#)

Click the drop down arrow and select "Show in folder" Depending on your browser it may show up with a Save and a drop down. Click the drop down and select "Save As"



xcontractor02.xml

Show all

Return to AASHTOWare and verify role

Switch Role

- Contractor Three
- ✓ EXTERNALPRIMEPAYROLL
- EXTERNALSUBPAYROLL
- EXTERNALBIDDER
- EXTERNALSUBPAYMENT

Welcome!

Civil Rights & Labor External Links

Prime Contractor Payroll User

If you have any questions please contact the system administrator via email at KDOT#AWPAdmin@ks.gov.

Vendor Payrolls

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

External Links

KDOT Website
Kdotweb
KDOT Reports Portal
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On this page: Vendor Payrolls Unapproved Payrolls Civil Rights & Labor 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 KDOT#AWP.Admin@ks.gov.

1. Click the component row action button

Vendor Payrolls

Type search criteria or press Enter Advanced

Enter search criteria above to see results or Show first 10

Actions

There are no actions available.

Tasks

Import Payroll

2. Click "Import Payroll"

Unapproved Payrolls

Type search criteria or press Enter System Default

Enter search criteria above to see results or Show first 10

Civil Rights & Labor

Contracts

External Links

- KDOT Website
- Kdotweb
- KDOT Reports Portal
- Cloverleaf
- Payroll XML
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- Internet
- KDOT's Intranet Site
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Import

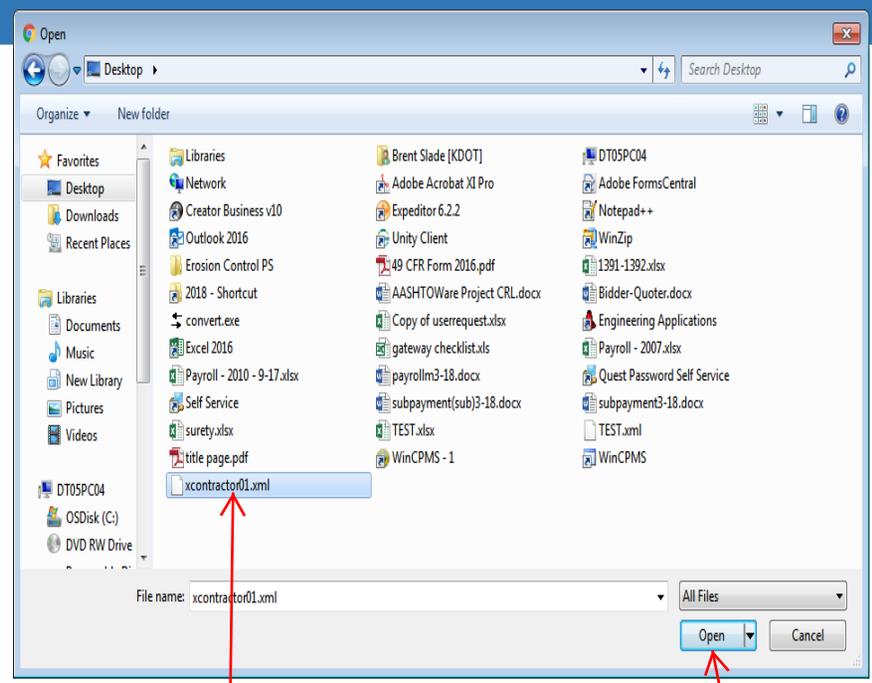
Import Import ?

Select File... ← Click "Select File"

Import

Import

Select File...



1. Select your XML file for the payroll

2. Click "Open"

Import

There are unsaved changes. x

Payroll Import Import ?

Select File...

xcontractor02.xml 8526 bytes

Click "Import"

Home Previous My Pages

Actions Help Log off

Import

Payroll import successfully submitted. Process history ID: 9206

Import

Select File...

xcontractor02.xml 8526 bytes [Process History](#)

Import ?

Click the "Process History" link

File is successfully imported

Process History Overview

Process History Overview Save ?

Process History
Scheduled

Q Type search criteria or press Enter Advanced Showing 1 of 1 No Filter

0 marked for deletion | 0 changed

Process	User	Success
ImportPayrollFile	Contractor - Three	Yes
Reviewed	Start Time	Finish Time
<input type="checkbox"/>	03/05/2018 1:18:06 PM	03/05/2018 1:18:40 PM
		Output Files
		ImportPayrollFile.LOG
		Error.log

1. To view errors click the "IMPORTPAYROLLFILE.LOG" link. If at first it shows No Files Found, refresh the screen until it shows up

Open
Always open files of this type
Show in folder
Cancel

2. Click the drop down next to the file and Click "Open" This will vary depending on your browser

ImportPayrollFileLOG Show all X

3. If the file was successful then you can click the "Home" button. Otherwise you will need to review your file and correct the issue and resubmit.

The screenshot shows a web browser window with the URL <https://awpexttest.ksdot.org/#/ProcessHistory/Overview>. The page title is "Process History Overview". On the left, there are navigation buttons for "Home", "Previous", and "My Pages". The main content area is titled "Process History Overview" and contains a search bar and a table of process history. A table entry for "ImportPayrollFile" is visible, with a "Reviewed" checkbox. A Notepad window titled "ImportPayrollFile (18).LOG - Notepad" is open in the foreground, displaying the following text:

```
File Edit Format View Help
Start Time: 03/06/2018 09:35:06.065
Finish Time: 03/06/2018 09:35:32.286
```

Red arrows point from the text boxes to the "Home" button, the Notepad window, and the close button in the Notepad window's title bar.

1. If there was an ERROR(s) contained in the XML file they will show up here. WARNINGS are OK, and are just suggestions for potential issues but does not affect the payroll from going through

2. Click the close button

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

PROJECT KDOT ROLE for External Prime Contractor Payroll User

News

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Vendor Payrolls

516022585 Advanced Showing 21 of 21

1. Enter the KDOT Contract number

2. Click on the payroll number for your row

0 changed

Contract	ST Proj Num	Description	Payrolls	Vendor	Short Name
516022585	I235-087 KA 3109-01	GRADING, BRIDGE & SURFACING	2	02280	DONDLINGER & SONS CONST CO INC
516022585	I235-087 KA 3109-01	GRADING, BRIDGE & SURFACING	0	01242	COLLINS & HERMANN INC
516022585	I235-087 KA 3109-01	GRADING, BRIDGE & SURFACING	0	01565	WILDCAT CONST CO INC & SUBS
516022585	I235-087 KA 3109-01	GRADING, BRIDGE & SURFACING	0	01054	DUSTROL INC
516022585	I235-087 KA 3109-01	GRADING, BRIDGE & SURFACING	0	01499	J & J CONTRACTORS INC
516022585	I235-087 KA 3109-01	GRADING, BRIDGE & SURFACING	0	11062	GARY A. CRAIN, INC.
516022585	I235-087 KA 3109-01	GRADING, BRIDGE & SURFACING	0	02234	KLAVER CONST CO INC

Overview

Contract Certified Payroll Overview

Contract: 516022585 - GRADING, BRIDGE & SURFACING Save ?

- Vendor Payrolls
- Proxy Payrolls

Vendor ID: 02280 Vendor Short Name: DONDLINGER & SONS CO

1. Click on the row action button for the payroll you are reviewing

0 marked for deletion | 0 changed

Payroll	Begin Date	End Date	Phase	Mod Num
2	03/27/2016	04/02/2016	Initial	
Latest Mod				
Yes				
1	03/20/2016	03/26/2016	Under Agency Review	
Yes				

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

2. Click "Sign Payroll"

Overview Employee Status
 On this page: Contract Sign Payroll

Sign Payroll

Contract: 516022585 - GRADING, BRIDGE & SURFACING
 Payroll Vendor: 02280 - DONDLINGER & SONS CONST CO INC

Payroll Number: 2
 Modification Number: 0
 Period: 03/27/2016 - 04/02/2016
 Fringe Benefit Payment Type: Plan Funds

Sign Payroll
 Progress: Review Verify Sign

1 Review:
 Kansas Department of Transportation 03/06/2018 09:40:25 AM
Payroll Summary Report Page 1 of 1
 Contract Description: GRADING, BRIDGE & SURFACING
 Contract ID: 516022585 Vendor Name: DONDLINGER & SONS CONSTRUCTION CO INC
 State Project Number: Vendor ID: 02280
 Prime Vendor Name: DONDLINGER & SONS CONSTRUCTION CO INC
 Prime Vendor ID: 02280
Payroll Attachment Descriptions
 Last Updated Date: 03/06/2018 Attachment Description: tmp9AA4.tmp
 Payroll Number: 2
 Modification Number: 0
 Payroll Begin Date: 03/27/2016
 Payroll End Date: 04/02/2016
 Payroll Status:
 Paper Copy On File: No
 Fringe Benefit Type: Plan Funds

← 1. Review for accuracy

 Kansas Department of Transportation 03/06/2018 09:40:25 AM
Payroll Summary Report (Employee) Page 1 of 1
 Payroll Number: 2 Modification Number: 0
 Employee Last Name: Public Salaried Employee No
 First Name: John

KA 3109-01	Cred/ Classification	Fringe Health/ \$0.20	Fringe Vacat/ \$0.20	Fringe Appren/ \$0.20	Fringe Pension	Fringe Other1	Fringe Other2	Type of Hours	Hourly Rate	Day							Total Hours (per week)	Calc Gross Pay
										1	2	3	4	5	6	7		
LABORER (COMMON OR GENERAL)										MAR 27	MAR 28	MAR 29	MAR 30	MAR 31	APR 1	APR 2	0.00	\$0.00
Apprentice ID: Apprenticeship %: OJT %:										SUN	MON	TUE	WED	TH	FRI	SAT	0.00	\$0.00
Straight Time \$25.00										0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
Overtime \$37.50										0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
Salaried										0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
Total Hours:										0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00

Calc Total Payroll Straight Time Hours	0.00	Pay Period Gross Pay	\$0.00
Calc Total Payroll Overtime Hours	0.00	Gross Project Amount Earned	\$0.00
Calc Total Payroll Hours	0.00	Total Deductions	\$0.00
		Net Pay	\$0.00
		Total Fringe Benefits Provided	\$0.00
		Calc Total Project Fringe Paid	\$0.00

Fringe Benefit Exceptions		Other Deductions		Standard Deductions	
Classification	Explanation	Description	Amount	FICA With Amt	\$0.00
				Federal With Amt	\$0.00
				Medicare With Amt	\$0.00
				State With Amt	\$0.00

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



Overview Employee Status

On this page: Contract Sign Payroll

Sign Payroll

Contract: 516022585 - GRADING, BRIDGE & SURFACING

Payroll Vendor: 02280 - DONDLINGER & SONS CONST CO INC

Payroll Number 2	Modification Number 0
Period 03/27/2016 - 04/02/2016	Fringe Benefit Payment Type Plan Funds

Sign Payroll

Progress: Review Verify Sign

2 Verify:
Date: 03/06/2018

I, Contractor Three
do hereby state:

(1) That I pay or supervise the payment of the persons employed by DONDLINGER & SONS CONSTRUCTION CO INC on the 516022585 GRADING, BRIDGE & SURFACING; that during the payroll period commencing on 03/27/2016, and ending on 04/02/2016, 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 DONDLINGER & SONS CONSTRUCTION CO 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. 108, 72 Stat. 967; 76 Stat. 357, 40 U.S.C. § 3145).

(2) That any payrolls otherwise under this contract required to be submitted 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.

(3) 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 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

← 1. Review Verification Statement

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



Overview Employee Status

On this page: Contract Sign Payroll

Sign Payroll

Contract: 516022585 - GRADING, BRIDGE & SURFACING

Payroll Vendor: 02280 - DONDLINGER & SONS CONST CO INC

Payroll Number

2

Modification Number

0

Period

03/27/2016 - 04/02/2016

Fringe Benefit Payment Type

Plan Funds

Sign Payroll

Progress: Review Verify Sign

3 Sign:

Signed By

Signed Date

First Name

Last Name

Comments

Click "Sign Payroll"

Sign Payroll



Process Complete

Overview Employee Status

On this page: Contract Sign Payroll

Sign Payroll

Signature Process Completed. x

Contract: 516022585 - GRADING, BRIDGE & SURFACING

Payroll Vendor: 02280 - DONDLINGER & SONS CONST CO INC

Payroll Number

2

Modification Number

0

Period

03/27/2016 - 04/02/2016

Fringe Benefit Payment Type

Plan Funds

Sign Payroll

Progress: Review Verify Sign

3 Sign:

Signed By

KDOTAD\contractor03

Signed Date

3/6/2018

First Name

Contractor

Last Name

Three

Comments

Empty text area for comments.