



AASHTOWare Project Civil Rights & Labor™ Quick Reference Guide for TDOT 1C | Create a Payroll Spreadsheet

Additional contractor payroll Quick Reference Guides and Computer Based Training files are available from TDOT. In the spreadsheet, blue fields indicate data entry fields and green fields are calculated.

Background:

- This process is applicable to contractors who use the TDOT payroll spreadsheet to create a payroll record for later conversion and import into AASHTOWare Project Civil Rights & Labor™.
 - Obtain the spreadsheet from the TDOT Construction Division website to use as a starting point.
 - This process is the same for prime contractors and subcontractors.
- Use the blank TDOT payroll spreadsheet to create a template payroll spreadsheet (**T**) for each contract.
- Each week copy the template payroll spreadsheet (**T**) to create a weekly payroll spreadsheet (**W**) for submittal.
- Payroll spreadsheet fields listed below may be marked as **T** or **W** to indicate whether they should be filled in on the template or weekly payroll spreadsheets.
 - Note that these are suggestions; you might use the template and weekly payroll spreadsheets differently depending on your company's needs and the specific details of your employees' information.
- Information entered in the spreadsheet must be typed correctly. Errors in spelling or capitalization may cause the spreadsheet to fail conversion or import and may trigger an exception notification to TDOT.
- You cannot submit **No Work Performed** payroll records using the payroll spreadsheet.
- In the payroll spreadsheet, you can see additional information by clicking many of the header cells.

Project ID Tab:

- **Project Number** – (**T**) – Type the project number(s) for the contract using the following format: #####-####-## (i.e., 12345-1234-123). Project numbers are located on the cover of the contract book.
- **Project Description** – (**T**) – Type the project description for the corresponding project number. This field is optional.

Employee Information Tab:

- On the template payroll spreadsheet (**T**), enter employees in alphabetical order by last name. Columns in blue are considered required, if applicable. The blue fields on the left (Name, ID, Gender and Ethnicity) are required. Blue fields on the right, OJT and Apprentice fields, are not always applicable.
- When an employee's information changes, update this tab on the template payroll spreadsheet (**T**). On the next weekly payroll spreadsheet (**W**), set the employee's **Has Changed** field to **True** on the **Payroll Form** tab.

Payroll Form Tab – Contractor Information:

- **CONTRACTOR (Prime)** or **SUBCONTRACTOR** – (**T**) – Type an X in the field that identifies your company for this contract.
- **Name of Contractor** – (**T**) – Type the company name.
- **TDOT Vendor Number** – (**T**) – Type your TDOT vendor number. To find your **Vendor ID**, log on to CRL. In the **Vendor Payrolls Quick Find** search box, type the Contract ID. In the search results, locate your **Vendor ID**.

- **Payroll Number – (W)** – Type the payroll number. This must be unique for each payroll submitted for this contract and should increase by **1** each week.
- **Week Ending Date – (W)** – Type the last day of the week covered by this payroll. Verify the date is one week later than the previous payroll.
- **CONTRACTOR ADDRESS – (T)** – This field is not required. If used, the **State** must be the two-letter postal abbreviation.
- **Contract # – (T)** – Type the project number as stated on your contract. To find your **Contract ID**, log on to CRL. In the **Vendor Payrolls Quick Find** search box, type your company name or Vendor ID. In the search results, locate your **Contract ID**.
- **4(a) or 4(b) – (T)** – Type an **X** in the field that identifies your company for this contract. When **4(a)** is selected, you must record the Benefit Program information in the next section.

Payroll Form Tab – Benefit Program Information:

- Leave this section blank if you previously selected **4(b) WHERE FRINGE BENEFITS ARE PAID IN CASH**.
- For each benefit program, complete a row. All fields in the row must be completed.
- A benefit program must be recorded in this section to assign corresponding hourly rate credits for the program for an employee in the next section.

Payroll Form Tab – Employee Information:

Note: If an employee works under more than one classification, enter the employee as many times as needed to capture all information.

- **Select Employee – (T)** – Select the desired employee. Information populates from the **Employee Information** tab.
- **Project Number – (T)** – Select the desired project number. Information populates from the **Project ID** tab.
- **Craft Code – (T)** – This field is automatically populated based on the **Labor Code** selected below.
- **Labor Code – (T)** – Select the employee's labor classification. Note that the classifications are not in alphabetical order.
- **Has Changed – (W)** – Typically set to the default value of **False**. Select **True** when this is the first weekly payroll after this

employee's information was updated on the template **(T)** on the **Employee Information** tab.

- **Salaried – (T)** – Default value is **No**. Select **Yes** when needed.
- **O.T., S.T. and S.H. – HOURS WORKED EACH DAY – (W)** – Type the values. The dates for the seven columns can be found above in the Contractor Information section. **O.T** is *overtime*, **S.T** is *straight time* and **S.H.** is *salaried hours*. Each field must contain a number, even if it is **0.00**.
- **O.T., S.T. and S.H. – Total Hours – (W)** – Automatically calculated based on prior field entries.
- **O.T. and S.T. – RATE OF PAY – (T)** – Type the rates. For hourly employees, these values must be present even if **Total Hours** is **0.000**. If **Salaried** is set to **Yes**, O.T. and S.T. cells are automatically set to blank. Both fields may contain up to three decimal places.
- **Employee Comments – (W)** – Type any comments when applicable.
- **OJT % – (T)** – Information populates from the **Employee Information** tab.
- **Apprentice ID and Apprentice Wage % – (T)** – Information populates from the **Employee Information** tab.
- **Lump Sum – (W)** – Type the value. This value must be present even if **0.00**.
- **Project Gross – (W)** – Automatically calculated based on prior field entries.
- **Pay Period Check Stub Area**
 - **Pay Period Gross Pay – (W)** – Type the amount.
 - **FICA, Federal Income Tax, State Income Tax, Medicare – (W)** – Type each amount as applicable.
 - **Other Deductions – (W)** – Automatically calculated from sum of any **Other Deduction Amount** entries.
 - **Total Deductions – (W)** – Automatically calculated from all deductions listed.
 - **NET WAGES – (W)** – Automatically calculated by subtracting the **Total Deductions** from the **Pay Period Gross Pay**.
- **Classification Fringe Benefit Hourly Rate Credits**
 - **Health Welfare, Vacation Holiday, Apprentice Fund, Pension, Other 1, Other 2 – (T)** – Type the amounts, as applicable. For each entry there must be a corresponding program recorded in the **Benefit Program** section above.

- **Fringe Benefits Total – (T, W)** – Automatically calculated from the sum of the hourly rate credits multiplied by the total hours worked (O.T. + S.T. + S.H.).
- **4(c) EXCEPTION (CRAFT) – (T, W)** – Type the Craft/Classification and the reason. Follow the directions in the spreadsheet.
- **Other Deductions – Other Deduction Description and Amount – (T, W)** When needed, type the description and the amount. The sum of the **Amounts** will display in the **Pay Period Check Stub Area – Other Deductions** field.

Next Steps:

- After creating a payroll spreadsheet, the next step is to convert the spreadsheet to an XML file. Refer to TDOT Quick Reference Guide 2 | **Convert a Payroll Spreadsheet to XML** for more information.