Sign a Payroll:

1. Log on to AASHTOWare Project Civil Rights & Labor.
2. In the Vendor Payrolls Quick Find search box, type the Contract ID.
3. On the row for the Contract and Vendor, click the Payrolls link.
4. On the payroll you want to sign, click the Payroll link.
5. Click the component Actions button.
6. Click the Sign Payroll action.
7. Review the Payroll Summary information. Scroll down and click the Next button.
8. Review the Payroll Verification information. Scroll down and click the Next button.
9. In the Comments field, type your comment.
10. Click the Sign Payroll button.

View Attachments:
The system attaches the Payroll Summary report and the Payroll Verification report to the signed payroll record.
1. From the signed payroll record, click the row or component Actions button as applicable.
2. Click Attachments.
3. Click the name of the attachment you want to view. Open or save the attachment as needed.
4. Use the Home or Previous buttons to navigate to another page.

View Payroll Status:

1. At the top of the page for the signed payroll record, click the Status quick link.
2. Review the Status section and the Transitions section. The information will be updated at each step of the payroll workflow.
3. If a payroll is rejected, refer to TDOT Quick Reference Guide 6 | Modify a Rejected Payroll for more information.
Key to Actions buttons:

- **System Actions button** (At the top of the screen)
- **Component Actions button** (On the heading)
- **Row Actions button** (On the row)