Background:

- This process is applicable to payroll records created in AASHTOWare Project Civil Rights & Labor.
- A payroll signed by a subcontractor moves forward for a review by the prime contractor.
- A payroll signed by a tiered subcontractor moves forward for a review by the subcontractor, followed by a review by the prime contractor.
- Tiered reviews are performed by prime contractors and subcontractors with tiered subcontractors.
- Prime contractors do not need to review their own payrolls. A payroll signed by a prime contractor moves forward for review by TDOT staff.

View Payroll Status:

1. From the 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.

Review of a Payroll (Subcontractor):

Use these instructions when you are a subcontractor reviewing payrolls.

1. Log on to AASHTOWare Project Civil Rights & Labor.
2. From the Home page, in the Unapproved Payrolls Quick Find search box, type the Contract ID.
3. Locate the payroll you want to review, click the Contract link.
4. On the top Contract component, click the component Actions button.
5. Click the Progress Tiered Payroll action.
7. At the bottom of the screen, click the Next button.
8. In the Comments field, type any applicable comments.
9. If the payroll is unsatisfactory, click the Return to Contractor button to return the payroll to the payroll vendor for corrections.
10. If the payroll is satisfactory, click the Progress Tiered Payroll button to progress the payroll to the next level of review.
11. Wait for the Certified Payroll Progression Successful message.
Review of a Payroll (Prime Contractor):

Use these instructions when you are a prime contractor reviewing payrolls.

1. Log on to AASHTOWare Project Civil Rights & Labor.
2. From the Home page, in the Unapproved Payrolls Quick Find search box, type the Contract ID.
3. Locate the payroll you want to review, click the Contract link.
4. On the top Contract component, click the component Actions button.
5. Click the Prime Review action.
7. At the bottom of the screen, click the Next button.
8. In the Comments field, type any applicable comments.
9. If the payroll is unsatisfactory, click the Return to Contractor button to return the payroll to the payroll vendor for corrections.
10. If the payroll is satisfactory, click the Forward to Agency button to progress the payroll to the agency for review.
11. Wait for the Certified Payroll Progression Successful message.

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)