

Certified Payrolls | Frequently Asked Questions (FAQ)

How to I gain access to AASHTOWare Project Civil Rights and Labor for my company?

To gain access to CRL, please complete the External Access Registration form located on the TDOT Labor Compliance page.

How does the system handle extended decimal places?

The system allows the straight time hourly rate to be up to three decimal places, the overtime hourly rate to be up to four decimal places, and all other numerical fields/calculations are limited to two decimal places. One area of confusion is the “regular hourly rate” field, which is actually a non-required field used to provide the rate of pay paid for non-prevailing wage work. TDOT does not require this field and can be left blank.

Are you guys requiring salary information for salaried employees working on the job? We fear that creates some confidentiality issues on our end since different employees in different regions will be downloading/uploading this information. We don't currently provide that information.

The same people that are reported on your payrolls today will be reported in AASHTOWare.

We would like to be able to upload the SSN in the XXX-XX-1234 format...also for security reasons. Is that an issue?

Instead of using the SSN, we are requiring the partial SSN schema tag be populated with a “TN Employee ID”. This should be formatted as follows: “TN”<last 4 of SSN>“-”<First 2 initials of first name><MMDD of birthday> (example: TN1234-BL0829)

Fringe benefits – we are having a hard time assigning dollar amounts to fringe benefits. The only item fitting this category is an employer sponsored life insurance plan. Are any dollar amounts absolutely required?

No

Is there a test instance available? We have a download that we'd like to at least begin pushing and testing.

Yes, we have a test environment you may use to upload your payrolls to – if you could give the email address to everyone you want to have access in the test environment, we will add them.

There's some confusion on which project number is needed. We currently report payrolls with the federal project number. But there's also the contract number (CNUXXX) and state project numbers...which can be multiple...which is needed?

The project ID schema tag will need to be a state project number. If there are multiple state project numbers on the contract, you may just choose one of them and use that one for the life of the contract (you do not need to split up all your hours by project, just by contract as is done today).