

## **AASHTOWare Project**

### **Frequently Asked Questions (FAQ) regarding Certified Payrolls**

#### **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 AASHTOWare Project 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 not a required field and is used to provide the rate of pay paid for non-prevailing wage work. TDOT does not require this field and it can be left blank.*

#### **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 (CNXXXX) 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).*

#### **Why does AASHTOWare Project keep putting zeros ('0') in the middle initial field for my employees?**

*This is caused by using the excel resource for submitting payrolls. Excel believes any field that is truly empty represents a zero value instead of null. Because of this, our blank template posted to the website has an apostrophe (') in each empty field under the 'Employee Info' tab so that the conversion tool recognizes it should be null and not zero. If that apostrophe is removed and not replaced by another value, AWP will put a zero in that field. Verify that the middle initial for your employee has an apostrophe in that field if an actual character is not being used.*

#### **Why does AASHTOWare Project say my employees Apprentice ID is incorrect when they're not an apprentice?**

*This is caused by using the excel resource for submitting payrolls. Excel believes any field that is truly empty represents a zero value instead of null. Because of this, our blank template posted to the website has an apostrophe (') in each empty field under the 'Employee Info' tab so that the conversion tool recognizes it should be null and not zero. If that apostrophe is removed and not replaced by another value, AWP will put a zero in that field. Verify that the Apprentice ID for your employee has an apostrophe in that field if an actual character is not being used.*

#### **I need contract CNXXXX added to my account. How do I get it added?**

*Contracts will automatically be added to your account once your company's subcontract has been approved by TDOT. Follow up with your prime contractor if a contract isn't available in your contract listing.*

**I am converting my Excel resource but am getting an error that within the conversion tool that my file is missing a required field in cell XXXX. It is the first name field, and I do have the name entered. Why is it not recognizing the name?**

*This is typically caused by the name beginning or ending with a space character. Check the employee information tab to ensure there are no additional spaced included. Once corrected on the Employee Info tab, be sure to re-select the employee on the Payroll Form tab.*

**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 before AASHTOWare will be reported in AASHTOWare. If they are on site, they should be listed on the payroll. However, If they are not working a prevailing wage classification, then the specific salary information would not be required.*

**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.*

**If you have any additional questions, please contact [TDOT.ConstructionLaborUsers@tn.gov](mailto:TDOT.ConstructionLaborUsers@tn.gov).**