Create a Payroll Spreadsheet

Background:

A blank copy of the payroll spreadsheet template is accessible on the AWP website dot.alaska.gov/aashtoware/ on the Resources tab. Both prime and subcontractors can use the template to modify, and submit weekly payroll. Information entered in the spreadsheet must be typed correctly. Errors in spelling or capitalization may cause the spreadsheet to fail conversion or import or may trigger an exception notification. The following instructions are in two sections: creating a template to reuse over the life of the contract and entering weekly payroll information.

Roles:

CONTRACTORPAYROLL

Navigation:

Creating a Template

Populating the excel with information that is used from week to week will allow the template file to be copied each week and wage information to be populated.

1. Navigate to http://dot.alaska.gov/aashtoware/. On the Resources tab, download Blank Payroll Template v.11. Start in the Payroll Form tab.
2. Type an X in either the **Contractor** or **Subcontractor** box.
3. Enter **Name of Contractor**.
4. Input the IRIS Number in the **Contractor's IRIS ID** box. If the IRIS number is unknown, navigate to the AWP Information site, the Contractor's tab, in the Quick Links, use the Vendor List to search for the company's IRIS number.

5. Enter the contract number in **DOT Contract #**.

In the Employee Information tab of the spreadsheet enter employee details. The employee information tab will generate a list of employee information when entering weekly payroll. For efficient searching, add employees alphabetically. Ensure consistency with your payroll software system, keeping in mind that the CRL system is case sensitive. Note that the Middle Initial field allows only one character. Import errors may occur due to spaces before or after employee information, so be vigilant about accurate entry.

For each employee, complete the following:

6. For the **Employee Full Name**, type the employees last name, first name and middle initial with no commas.
7. In the **Last Name Value** enter the employees last name.
8. In the **First Name Value**, enter the employees first name.
9. In the **Middle Initial**, enter one letter for the employee.
10. For the **Social Security No.** enter the employee's social security number with no dashes.
11. Select the employees **Gender** from the dropdown box.
12. From the dropdown box, **Ethnicity Select**, select the applicable ethnicity.
13. Enter the employees address in **Address 1-9**, and if necessary, **Address 1-10**.
14. Type the employees **City**.
15. Use the dropdown box to **State Select**.
16. In the **Zip**, enter the employees zip code.

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Upon completing the Employee Information, navigate back to the Payroll Form tab and add the employees who will be working on this project into your Template.

17. In the yellow **Select Employee** dropdown box, select the desired employee to populate the employee information.
18. In the **Project #** field, input the project number the agency provided, typically identical to the contract number.
19. In the dropdown box, **Select Labor Code**, select the employee's work classification. This will auto populate the required Labor and Craft codes for this work. If this employee requires more than one classification, add the employee as many times as needed until all applicable classifications are entered. When entering multiple classifications or double time only enter the actual Gross, Deductions and Net on one entry; all other entries should be project and classification specific.
20. Leave the **O.T. and S.T – Hours Worked** section blank in the template, they will be updated weekly.
21. Leave **Total Project Classification Hours a. O.T.** and **S.T – Total Hours** blank for the template, they will be updated weekly.
22. Input **O.T.** and **S.T**. **Rate of Pay**. Each field must contain a number, even if there are no overtime hours reported.
23. **Employee Method of Payment** is to be left blank for the template but will be updated weekly.
24. When applicable, enter the percentage of the standard wage owed to trainee for this work classification (0-100%) in the **OJT Wage %.**
25. When applicable, provide the apprentice number in **Apprentice ID**.
26. When applicable, provide the percentage of full wage rate to be paid in the **Apprentice Wage %.**

27. Leave the **Project Class Gross** blank for the template, this will be updated weekly.
28. Leave the **Total Gross Pay** blank for the template, this will be updated weekly.
29. For consistent deductions such as **FICA Withholding**, **Federal Withholding**, **ESD**, and **Union Dues**, enter the applicable details in the template. If these deductions remain unchanged on a weekly basis, fill in the information. If these differ week to week, leave blank.
30. Input applicable **Other Deductions** if they are consistent week to week. If these deductions vary weekly, leave blank for the template.

Creating/Entering Weekly Payroll

Using the payroll template that you created, open the file, and save it with a unique name each week for your records. Start in the Payroll Form tab.

1. Ensure the following auto populates correctly from the payroll spreadsheet template created in the above steps:
   - **Contractor or Subcontractor Checkbox**
   - **Name of Contractor**
   - **Contractor's IRIS ID**
   - **DOT Contract #**
   - **Employee Information**
2. Input the **Payroll Number**.
3. Input the last day of the week for this payroll in **For Week Ending**.
4. If any of the employee's information has changed, toggle to **True** in the **Has this Changed?**
5. Input **O.T.** and **S.T. Hours Worked** for each day in this classification. A number is required in each field even if it is 0.00.

6. Input **Total Project Classification Hours** for O.T. and S.T. A number is required in each field even if it is 0.00.
7. Make sure **O.T**. and **S.T. Rate of Pay** is populated from the template creation.
8. In the **Employee Method of Payment** field you must indicate the following criteria: *#1. Method of Payment* to the employee (Cash, Check, or Electronic Funds Transfer (EFT)). If applicable, enter *#2. Check Number, #3. Certificate of Fitness Number,* and *#4. Total Per Diem Paid This Pay Period.*
9. Make sure, if appropriate, the **OJT Wage %, Apprentice ID, and Apprentice Wage %** is populated from the template creation.
10. Input the **Project Class Gross** with the employee's total gross pay for this project and this classification.
11. In the Pay Period Wages section, input the following:
    a. **Total Gross Pay:** Enter the gross pay for this employee for this pay period. This must include the gross pay for all projects worked in this pay period for this employee.
    b. **FICA Withholding, Federal Withholding, ESD** and **Union Dues:** If not entered in the creation of the template, populate them now.
    c. **Other Deductions:** If you utilized the "Other Deductions" section, input the total amount. If these deductions weren't standard ones included in the template, please record them in this space. If there are no other deductions, keep the cell empty.
    d. **Total Deductions:** If not entered in the creation of the template, populate them now.
    e. **Net Pay:** Input the net payment amount for this pay period.

12. In the Fringe Benefit Rates section, enter **Hourly Cash Fringes** and **Hourly Non-Cash Fringes** if not entered in the creation of the template, populate them now.
13. Enter the total fringe benefits paid for the pay period in **Fringe Benefits Total** field.
14. If necessary, enter a description and amount in **Other Deduction Description** and **Amount** fields.

Next Steps:

On the AWP Information website: https://dot.alaska.gov/aashtoware/ use *Convert Payroll to XML* QRG to convert your weekly payroll spreadsheet to the XML format to import the payroll into the AWP.