

# AASHTOWARE PROJECT CIVIL RIGHTS & LABOR™

## Quick Reference Guide for Alaska DOT&PF and Alaska DOLWD



## Modify a Rejected Payroll

### Background:

- This process is for both prime and subcontractors who submit payroll records in AASHTOWare Project Civil Rights & Labor.
- For a **prime contractor** payroll: When Alaska DOT&PF rejects a payroll, the prime contractor will review the payroll. If the payroll is correct, the prime contractor will approve it with an explanation. If it is not correct, the prime contractor will create a payroll modification and sign the corrected payroll.
- For a **subcontractor** payroll: The process is the same as that of the prime, except once the payroll is re-approved and explained, or a modification is created, the prime will perform a review prior to the second agency review.
- A payroll modification can be created at any time. A contractor does not have to wait for Alaska DOT&PF to reject a payroll to correct a payroll.
- A payroll record can be progressed and returned as many times as necessary, with as many modifications created as needed. The previous payroll records are kept as historical records.

### View Payroll Status:

Applicable to both prime contractors and subcontractors:

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 **External Certified Payroll Status** page, review the Transitions **Comments**, **Exceptions**, and **Employee Mismatches** sections.
5. Determine whether this payroll record is correct and needs to be approved with an explanation for resubmission, or if this payroll is not correct and needs to be modified, re-signed and submitted.

### Approve a Rejected Payroll for Re-submission:

Applicable to both prime contractors and subcontractors when no changes are needed before re-submission:

1. If there are no changes needed on the **External Certified Payroll Status** page, click the Transitions **Approve** button.
2. In the **Comments** field, type an explanation.
3. Click the **Save** button.

## Modify a Rejected Payroll:

Once a modification has been made to the payroll the previous version will become read only.

1. If using the Payroll Spreadsheet:
  - a. Copy and rename the rejected weekly payroll spreadsheet.
  - b. Make the necessary corrections and use the website <https://xml.aashtowareproject.org/spreadsheet/> to convert the spreadsheet to an XML file (See the **Convert a Payroll Spreadsheet to XML QRG** for more details).
  - c. In AASHTOWare Project Civil Rights & Labor, import and validate the XML payroll file (See the **Import and Validate a Payroll** QRG for more details).  
- OR -
2. If correcting the error in the AASHTOWare Project CRL system:
  - a. On the payroll record for correction, in the **Row Actions Menu**, select **Create Modification**.
  - b. Fill-out the **Statement of Compliance** sections 5, 6, and 7, as applicable, and check the box to acknowledge your compliance and click **Save**.
  - c. Select the **Employee** quick link and make any necessary corrections.
3. Once Step 1 or Step 2 is completed, sign the payroll modification. Include an appropriate comment describing the modification. (See the **Sign a Payroll** QRG for more details).

## Next Steps:

- If the re-submitted payroll is from a subcontractor see the **Review of Subcontractor Payroll** QRG for detailed instructions on forwarding the payroll to the agency.

## Key to Actions menus:



**Global Actions Menu**  
(At the top of the screen)



**Component Actions Menu**  
(On the heading)



**Row Actions Menu**  
(On the row)