



QUICK REFERENCE GUIDE:

Payroll Exceptions Explained

- 1 - Indicates if an exception is resolved
- 2 - Indicates if an exception needs to be resolved by the agency (directions can be found in the *Payroll – Reviewing Payroll (Exceptions)* QRG)
- 3 - The type of exception
- 4 - Agency Comments is where the DOT & DOL can write information about the exception
5. Checking the Vendor Notified box allows the contractor to see the exception (only exceptions the contractor needs to fix should have this box checked)
- 6 - The date an exception is resolved
- 7 - Resolution Comments (required explanation when resolving an exception)
- 8 - Displays the username of the Agency User who resolved the exception

Exception Descriptions:

Exception #47- Must Resolve: Information for the payroll employee matches an existing reference employee. DOL must address this exception prior to DOT approving or rejecting the payroll. If a Resolution date has been populated DOT can continue with the approval/rejection process. If DOL has populated comments, but not populated a resolution date the vendor notified box should be checked and the payroll should be rejected. Mismatches should be resolved by DOL within two weeks. If they are not resolved within this timeframe or are delaying a contractor payment, please contact your Module Admin and they will reach out to the AWP team and/or DOL directly.

Exception #46 – May be Left Unresolved: The Reported Gross Pay plus Reported Fringe Benefit amount for the classification is less than the required minimum pay based on the wage decision rate plus fringe rates multiplied by the total hours. DOT should check to make sure the employee is being paid correctly and enter their findings in the Resolution Comments field.

A screenshot of the AASHTOWare Payroll Exceptions interface. The interface is a form with several sections. At the top, there are three dropdown menus: 'Rslvd Ind' (set to 'No'), 'Must Be Resolved' (set to 'Yes'), and 'Pyr! Except Type' (set to 'Labor'). Below these are three numbered callouts (1, 2, 3) pointing to each dropdown. The main section is 'Payroll Exception Description', which contains text: 'Vendor ID 'ACI07335', Contract ID 'CONTRACT XYZ', Payroll Number 'S', Modification Number '0', Payroll Employee 'Neville Longbottom': Exception #16: Gross Pay value (50.00) Gross Pay value (75.00) for Payroll Employee Neville Longbottom.' Below this is the 'Agency Comments' section, with a callout (4) pointing to the text 'Please review calculations and resubmit.'. The 'Vendor Notified' section has a checked checkbox and a callout (5). The 'Must Be Resolved' section is set to 'Yes'. The 'Exception Resolution Date' section has a callout (6) pointing to an empty date field. The 'Vendor Notified Date' section is set to '08/27/2021' and has a callout (7). The 'Resolution Comments' section is empty. At the bottom, the 'Exception Resolved By' field is empty and has a callout (8).

If you need further assistance, please contact your Module Admin
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