



QUICK REFERENCE GUIDE:

Manually Add a Payroll

Background:

Both prime and subcontractors can manually submit their payroll. This option is ideal for contractors with few employees and owner operators.

Roles:

CONTRACTORPAYROLL

Navigation:

Vendor Payrolls

Add a Payroll

1. In the Vendor Payrolls collapsible, enter the Contract ID for the payroll to be input in the **Search** field.
2. On the row for the DOT Contract and Vendor you are submitting payroll for, click the **Payrolls** number link.
 - If the required payroll information is not visible, reach out to DOT Contract staff to request contract authority. Subcontractors can contact the Prime contractor with their user ID, and the contractor they will be submitting payroll for and the prime should share that information with the DOT contract staff.
3. Select the **Component Actions Menu** and click the **Add New Payroll** action.
4. In the **Payroll Number** field, enter a payroll number. These numbers must be sequential.
5. In the **Begin Date**, select the date the payroll period begins.
6. In the **End Date**, select the date the payroll period ends.

7. If fringe benefits are paid to a plan or Trust, list these in the **Benefit Plans** box. If you are paying exclusively cash fringe benefits, leave the box blank.
8. If there is additional information about this payroll that should be communicated, enter it in the **Comments** field.
9. If this is the final payroll for this contract check the **Is Final Payroll?** box.
10. Click **Save**.

Review and Complete Statement of Compliance

11. Owner Operator- Section 5 (optional)
 - If applicable, check the **Bona Fide Owner Operator** box.
 - In the **Progress Payment Date** field enter the date of the last progress payment.
 - In the **Name of Owner Operator** field enter the owner operator's name
 - In the **Progress Payment Amount** field enter the dollar amount of the last progress payment.
12. Fringe Benefit- Section 6
 - Check the box next to the appropriate type or types of fringe benefits. More than one can apply.
13. Boarding and Lodging- Section 7
 - Check at least one box for Board and Lodging. More than one can apply.
14. Check the **Acknowledge Compliance** box to acknowledge compliance to the regulations.
15. Click **Save**.

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If this is your first time adding entering payroll for an employee, follow the steps to *Add an Employee*. If you have previously entered payroll for an employee, follow the steps under *Reference Employee – Add an Employee*.

Add an Employee

Unapproved Payroll > Payroll Summary > Employee Quick Link

16. On the Employees component header, click the **Component Actions Menu**.
17. Click the **Add Employee** action.
18. Populate the **First Name** and **Last Name** field.
19. Select the employee's **Gender** from the dropdown box.
20. Press enter with the cursor in the **Ethnic Group** box to view the options, and make the appropriate selection.
21. In the **Social Security Number**, enter the employee's full social security number.
22. Enter the employees address in **Address Line 1** and if applicable, **Address Line 2**.
Populate the **City** field, and select the **State** from the dropdown.
23. Enter the **Zip Code** field.
24. If any of the employee's information has changed since the last submission, select the **Change Indicator** box.
25. 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*.
26. Click **Save**.

Use a Reference Employee

If payroll for the company you are submitting payroll for currently has been submitted previously in AWP, you may be able to skip entering employee information and instead use existing employee information.

Unapproved Payroll > Payroll Summary > Employee Quick Link

27. From the External Payroll Employees screen, click the **Employees Component Actions Menu**.
28. Select **Add Ref Employee**.
29. In the search field, search and select the employee(s) you want to add to the payroll.
30. Click the **Add to Employees** button.
31. The green *Save Successful* banner will appear to notify you that you successfully added the reference employee(s) you selected.
32. Click the Employee Information link and update the **Employee Method of Payment field** and click **Save**.

Add Classification, Hours, and Wages

33. Under the Employees component header, review the **Employees** drop-down, to make sure the correct employee is selected.
34. The **Contract Project ID** field should match the DOT Contract ID.
35. Begin typing the labor classification into the **Labor Classification** autocomplete and select the work code for this employee.
36. Click the **Craft Code** drop-down arrow to select the corresponding craft code.
37. Enter the **Straight Hourly Rate** field (this value should not include fringe benefits).

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38. Enter the **Overtime Hourly Rate** field, (this value should not include fringe benefits).
39. You are not required to enter a **Regular Hourly Rate**.
40. If applicable, enter OJT and apprenticeship information in the fields:
 - Check the **OJT Program Indicator** box if this is an OJT
 - Enter the current percentage of the full wage rate paid to the trainee in the **OJT Wage Percentage** field (0-100)
 - Check the **Apprentice Indicator** box if this is an apprentice
 - Enter the apprentice ID in the **Apprentice ID** field
 - Enter the current percentage of the full wage rate paid to the apprentice in the **Apprentice Wage Percentage** field (0-100).
41. Enter hourly rates in the **Cash Fringes Hourly Rate** and **Non-Cash Fringes Hourly Rate** fields, (non-cash hourly rate if you are paying into plan funds, cash hourly rate if you are paying in cash).
42. In the **Straight Time Hours** row fields, enter hours for each day.
43. In the **Overtime Hours** row fields, enter overtime hours for each day.
44. In the **Total Straight Time Hours**, enter the employee's total straight time hours for the pay period in this classification.
45. In the **Total Overtime Hours**, enter the employee's total overtime hours for this pay period, in this classification.
46. In the **Classification Total Hours** field, enter the employee's total overtime and straight time hours for this pay period in this classification.
47. In the **Project Classification Gross Pay** field, enter the employee's total gross pay under this classification for this project (fringe benefits should be listed separately in the Total Fringe Benefits field).
48. In the **Total Gross Pay** field, enter the employee's total gross pay for this pay period (if you are reporting multiple classifications or double time, the total gross pay should appear along with the total deductions and net pay on only one entry for each employee).
49. In the **Net Pay** field, enter the employee's net pay for the pay period (if you are reporting multiple classifications or double time, the actual net pay should appear on one entry along with the actual total gross and total deductions for each employee, all other entries should be specific to that classification and pay).
50. In the **Total Deductions** field, enter the employee's total deductions (if you are reporting multiple classifications or double time, the total deductions should appear on only one entry, along with the actual total gross pay and net pay for each employee).
51. Enter amounts in these withholding fields as appropriate:
 - **FICA Withholding Amount**
 - **Federal Withholding Amount**
 - **ESD**
 - **Union Dues.**

Note: If you have more deductions to report for this employee, use **the Add a Deduction** section below, making sure to populate both a description and an amount (if you are reporting multiple classifications or double time, the total deductions should appear on only one entry, along with the actual total gross pay and net pay for each employee)

52. In the **Total Fringe Benefits** field, enter the employee's total fringe benefits for this pay period.
53. Click **Save**. If you chose multiple Reference Employees at once you will need to populate all required fields for all reference employees prior to saving.

Note: If an employee worked under multiple classifications during the pay period, click the Employees component actions menu and select **Add New**

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Project/Classification to Employee. Populate the **Labor Classification** field, **Craft Code**, select the **Employee** and click the **Add Classification/Project to Employee** button. The employee will be listed once for each classification in the **Employees** drop-down list after saving.

Add a Deduction

In addition to the standard deductions for FICA, Federal Income Tax, ESD or Union Dues amounts, you can add more deductions for a payroll employee as needed.

54. On the Employees component header, click the **Employees** drop-down, and ensure the correct employee is selected.
55. In the **Deductions** section, click the **New** button.
56. Enter a description for the deduction in the **Description** field.
57. In the **Amount** field, enter the dollar amount of the deduction.
58. Click **Save**.

Add a Fringe Benefit Exception

If there are Exceptions to the Fringe Benefits paid to this employee:

59. In the **Exception** section, click the **New** button.
60. In the **Expl** field, type an explanation of why the fringe benefit amount paid to the employee is not the standard amount.
61. Click **Save**.

Add an Attachment

Occasionally additional information like Union dispatch paperwork is required to submit with the payroll. Make sure NEVER to attach information with Personally Identifying Information (SSN, Address, etc.).

62. From the Payroll Summary or Payroll Status Summary page select the Component Actions Menu and click Attachments
63. Click the Select File button.
64. Search for and select the file you want to attach and press Open.
65. Click Save.

Copy a Payroll

Copying a payroll copies all of the employee information entered on a payroll while zeroing out all wage information. This is a helpful tool to prevent manually entering employee information more than once.

Vendor Payrolls

1. In the Vendor Payrolls collapsible, enter the Contract ID for the payroll to copy in the **Search** field.
2. On the row for the correct contract and vendor select the **Payrolls** link.
3. On the row for the payroll you want to copy, click the **Row Actions Menu** and click the **Copy** action.
4. Enter the new payroll number in the **New Payroll Number** field. The blue component header displays the current payroll number.
5. In the **Begin Date** field select the date the payroll period begins.
6. In the **End Date** field select the date the payroll period ends.
7. Click the **Copy Payroll** button.

Next Steps:

In order to move payroll to the DOT Status, Under Agency Review, the Payroll must be signed. Follow the QRG: *Sign a Payroll*.

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