



AASHTOWare Project Civil Rights & Labor™ Quick Reference Guide for TDOT 2 | Convert a Payroll Spreadsheet to XML

Additional contractor payroll Quick Reference Guides and Computer Based Training files are available from TDOT.

Background:

- This process is applicable to contractors who use the TDOT AASHTOWare Project™ Payroll Spreadsheet.
- The spreadsheet must be converted to the XML file format. The conversion process is described here.
- The XML payroll file can then be imported into AASHTOWare Project Civil Rights & Labor. The import process is described in a separate guide.
- This process is the same for prime contractors and subcontractors.
- To perform the conversion, you can go directly to the link provided here. Alternately, you visit the **Links to Resources** tab on the TDOT AASHTOWare Project™ Payroll Spreadsheet.

Convert a Payroll Spreadsheet to XML:

1. Open your browser and go to <https://xml.aashtowareproject.org/spreadsheet/>.
2. Scroll down to the **Converter** section.
3. In the **Converter** section, click the **Browse** button or the **Choose File** button, as applicable.
4. Locate and select your payroll spreadsheet.
5. Click the **Open** button.
6. If you want to review the terms, click the link **Terms of Use**. When you are finished, close the terms.
7. Click the **I agree to the Terms of Use** check box.
8. Click the **Convert** button. *If you get an error message, read it carefully. Make any needed changes to your payroll spreadsheet. Begin again at step 1.*
9. Save the payroll XML file to your computer.

Next Steps:

- After converting a payroll spreadsheet to XML, the next step is to import and validate the XML in AASHTOWare Project Civil Rights & Labor. Refer to TDOT Quick Reference Guide **3 | Import and Validate a Payroll** for more information.