



## AASHTOWare Project Civil Rights & Labor™ Quick Reference Guide for TDOT 3 | Import and Validate a Payroll

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

### Background:

- This process is applicable to contractors who have a payroll spreadsheet in XML file format.
- The XML payroll file is imported into AASHTOWare Project Civil Rights & Labor. The imported payroll is validated to determine whether the import was successful.
- The import and validation processes are described here.
- This process is the same for prime contractors and subcontractors.

### Import a Payroll:

1. Log on to AASHTOWare Project Civil Rights & Labor.
2. Click the global or Vendor Payrolls component **Actions** button.
3. Click the action **Import File**.
4. Click the **Select File** button.
5. Locate and select your payroll XML file.
6. Click the **Open** button.
7. Click the **Import** button.
8. Wait for the message **Payroll import successfully submitted**.

### Validate a Payroll:

1. On the **Import** page, click the **Go to Open Process History** link or click the global **Actions** button and click **Open Process History**.

2. If the process is not finished, the **Output Files** will show *No files found*. On your keyboard, press **F5** to refresh the page until the process is finished.
3. Check the **Success** status, which will be either **Yes** or **No**:
  - **Yes**: The payroll was imported. Details about any warnings will be listed in the **Output Files**.
  - **No**: The payroll did not import. Details about errors will be listed in the **Output Files**.
4. Click the **ImportPayrollFile.LOG** and **Error.log** links. Open and review the files.
5. If any errors or warnings are present, import a corrected XML file. Note the assigned modification number listed in the **Output Files**.

### Next Steps:

- After importing and validating, the next step is to sign the payroll. Refer to TDOT Quick Reference Guide **4 | Sign a Payroll** for more information.

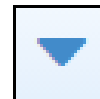
### Key to Actions buttons:



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



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



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