



AASHTOWare Project Civil Rights & Labor™ Quick Reference Guide for TDOT 5 | Tiered Review of a Subcontractor Payroll

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

Background:

- This process is applicable to payroll records created in AASHTOWare Project Civil Rights & Labor.
- A payroll signed by a subcontractor moves forward for a review by the prime contractor.
- A payroll signed by a tiered subcontractor moves forward for a review by the subcontractor, followed by a review by the prime contractor.
- Tiered reviews are performed by prime contractors and subcontractors with tiered subcontractors.
- Prime contractors do not need to review their own payrolls. A payroll signed by a prime contractor moves forward for review by TDOT staff.

View Payroll Status:

1. From the payroll record, click the **Status** quick link.
2. Review the **Status** section and the **Transitions** section. The information will be updated at each step of the payroll workflow.

Review of a Payroll (Subcontractor):

Use these instructions when you are a subcontractor reviewing payrolls.

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 top Contract component, click the component **Actions** button.
5. Click the **Progress Tiered Payroll** action.
6. Review the **Payroll Summary Report**.
7. At the bottom of the screen, click the **Next** button.
8. In the **Comments** field, type any applicable comments.
9. If the payroll is unsatisfactory, click the **Return to Contractor** button to return the payroll to the payroll vendor for corrections.
10. If the payroll is satisfactory, click the **Progress Tiered Payroll** button to progress the payroll to the next level of review.
11. Wait for the **Certified Payroll Progression Successful** message.

Review of a Payroll (Prime Contractor):

Use these instructions when you are a prime contractor reviewing payrolls.

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 top Contract component, click the component **Actions** button.
5. Click the **Prime Review** action.
6. Review the **Payroll Summary Report**.
7. At the bottom of the screen, click the **Next** button.
8. In the **Comments** field, type any applicable comments.
9. If the payroll is unsatisfactory, click the **Return to Contractor** button to return the payroll to the payroll vendor for corrections.
10. If the payroll is satisfactory, click the **Forward to Agency** button to progress the payroll to the agency for review.
11. Wait for the **Certified Payroll Progression Successful** message.

Key to Actions buttons:



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



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



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