CONTRACT VENDOR PAYROLL (FOR EXCEL SPREADSHEET) USER GUIDE NON-AGENCY

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If you have any questions please contact the system administrator via email at KDOT#AWPAdmin@ks.gov.

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Payroll XML Highway Contractors	link for Using XML with AASHTOWare Project™ Payroll XML Resource Kit	



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DME TRAVELER INFORMATION DOING BUSINESS	INSIDE KDOT PROJECTS	PUBLICATIONS PUBLIC INFORMATION	
AASHTOWare			
		Updated 03/05/19	
QUESTIONS: - PLEASE CONTACT THE KDOT CONSTRUCT CONTACT: KDOT#AWP.Admin@ks.gov_	FION OFFICE ADMINISTERING YOUR CO	ONTRACT FIRST THEN IF THEY CANNOT HELP	
WAGE DECISION CODES			
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KS 20 (Butler, Doniphan, Franklin, Geary, Harvey, Jackson, Jef	fferson, Linn, Osage, Pottawatomie, Riley, S	Sedgwick, Sumner, Wabaunsee)	
AASHTOWare PROJECT TRAINING DATES: (Classes will o	only be held if there at LEAST 10 studen	s.)	
To register for a class, please send an email to KDOT.KCTO	C@ks.gov and include student's name, o	email, company, two dates in case of conflict	
Classes will be held in Topeka in the Eisenhower State Offi	ice Building, 700 SW Harrison		
AA SHTOWARE WILL BE REQUIRED TO SUBMIT 1010) STARTING MARCH 1, 2018. AFTER THAT D	PAYROLLS AND SUBCONTRACTO DATE PAPER FORMS WILL NO LOP	OR PAYMENTS (FORMERLY DOT FORM NGER BE ACCEPTED FOR THESE TWO	
Contractors Only:			
November 7, 2018 (8:30 to 4:30)			
CONTRACTOR ONLY TRAINING POWERPOINT			
KDOT/Consultants:			
November 7, 2018 (8:30 to 4:30) & November 8, 201	18 (8:30 to 12:00)		
KDOT ONLY TRAINING POWERPOINT			
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LIST OF CONTRACTORS TRAINED/PAYROLL SOFTW/	ARE - SORTED BY CONTRACTOR NAM	E(UPDATED 07/17/18)	
AASHTOWare Project User Request Form - Please subm	nit this form prior to being enrolled into	a class. CONTRACTORS ONLY(To Submit	
EITHER click the SUBMIT Button on the form or email	it to <u>KDOT#AWP.Admin@ks.gov</u>)		
AASHTOWARE USER GUIDES			
Bidder Quoter User Guide (Non-Agency) - UPDATED 03/09	¥18		
Subcontractor Payment User Guide (Prime Process) (Non-/ Subcontractor Payment User Guide (Subcontractor Process Contract Vendor Payroll (Manual Entry) User Guide (Non-A	<u>Agency</u>) - UPDATED 03/09/18 <u>s) (Non-Agency</u>) - UPDATED 03/09/18 Idency) - UPDATED 03/09/18		
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FOR KDOT/CONSULTANTS: Field Interview User Guide (Agency) - UPDATED 03/09/18 Subcontractor Payment User Guide (Agency) - UPDATED 0	03/09/18		
Contract Vendor Payroll User Guide (Agency) - UPADATED Employee Mismatch Resolution User Guide (Agency) - UPE	3/09/18 DATED 04/10/18		
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EXCEL SPREADSHEETS FOR VENDOR PAYROLLS			i Spreadsheet link to downic
<u>Ensyroll Spreadsneet (for AASHTOWare 4.1 Update March</u> MISC.	131)	the Excel Pavro	II Spreadsheet
Trouble Shooting			
AASHTOWare Project Login - KDOT ONLY!			
Payroll Excel Spreadsheet Conversion Tool			
Cloverleaf XML Resource Kit (detailed description for softy	ware vendors on how to set up XML)		
MNDOT E-Learning Tool (additional training resource onlin	19)		
AASHTOWare System Requirements			
ALL Kansas Wage Decision Codes			

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6 7 8 Instructions 1. The blue fields are qualiable for data entry.		USE OF THIS SPREADSHEET IS A UPDATED 03/01/19 Copyright © 2014 AASHTO	T YOUR SOLE RISK, AND AASHTO ACCEPTS NO RES	PONSIBILITY FOR THE RESULTS RETURNED.		
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11. Once all employees have been added click "File" and then "Save As" and give the file a specific name and save it in a location that you can remember



For Additional Employees, scroll down on the spreadsheet and follow steps 1-10 above. For Additional Classifications for an employee just scroll down to the next employee and enter that information. The pay check information will be the same for both.

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Payroll XML Highway Contractors	Resources for Using XML with AASHTOWare Project™ Payroll XML Resource Kit Information for Highway Contractors	
Click "Pavroll XML" to convert EXCEL file to XML file		



Resources for Using XML with AASHTOWare Project™ Payroll XML Resource Kit

AASHTO's AASHTOWare Project" system makes extensive use of XWL to share data between it and other systems. This site contains resources to help those who need to share XWL data with AASHTOWare Project" software, whether they are end users or vendors of software systems.

Payroll XML

Developers of payroll systems who want to produce valid Payroll XML files from their payroll systems to be passed to AASHTOWare Project software will find numerous useful resources in the <u>AASHTOWare Project Payroll XML Resource Kit</u> section of this site, including all needed XML schemas, examples showing creation of valid files, and both online and downloadable Payroll XML validators.

Contractors and other firms that need to deliver valid Payroll XML files to agencies that use AASHTOWare Project software will be best served by using a payroll or project management system that already supports producing valid Payroll XML files. Alternatively, they can use the spreadsheet and online conversion utility in the <u>AASHTOWare Project Payroll Spreadsheet Conversion Utility</u> section of this site to manually enter their data into a Microsoft Excel spreadsheet and convert it with the the total and the total total and the total and

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Click "AASHTOWare Project Payroll Spreadsheet Conversion Utility"



AASHTOWare Project™ Payroll Spreadsheet Conversion Utility 1.03.003.01

The best way to produce Payroll XML files is to use a software system to manage the data that can also produce this format directly. However, not all end users will have such a system available to them. In that case, data can be manually entered directly into the <u>AASHTOWare Project Civil Rights & Labor Management System</u>" (formerly Trns-Port CRLMS8) module, or produced using an Excel spreadheet.

AASHTO provides a general-purpose Microsoft Excel 2007 (NLSX) spreadsheet to agencies that can be used to enter payroli data (Payroli Spreadsheet) and an online conversion utility that can take a filled-in spreadsheet and return a valid Payroli XML file for delivery to an agency.

Spreadsheet

Agency Instructions

- Download the Payroll Spreadsheet: Log into Cloverleaf > Software Downloads >AASHTOWare Project section/Related Documentation Tab.
- · Populate the tabs Ethnicity, Craft, Labor, and State with your agency's specific values prior to distributing to the contractor.

Contractor Instructions

- Please contact your agency to request a copy of their customized Payroll Spreadsheet.
- Completed Payroll spreadsheets can be used with the Conversion Utility below.
- · If you experience issues with using the AASHTOWare Project Spreadsheet and Conversion Utility, please contact your agency's





AASHTOWare Project[™] Payroll Spreadsheet Conversion Utility 1.03.003.01

The best way to produce Payroll XML files is to use a software system to manage the data that can also produce this format directly. However, not all end users will have such a system available to them. In that case, data can be manually entered directly into the <u>ASHTOWare Project Civil Rights & Labor Management System</u>" (formerly Trns-Port CRLMS®) module, or produced using an Excel spreadsheet.

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d Payroll Spreadsheet.

· Populate the tabs Ethnicity, Craft, Labor, and State with your agency's specific values prior to distributing to the contractor.

Contractor Instructions

 Click the drop down arrow and select "Show in folder" Depending on your browser it may show up with a Save and a drop down. Click the drop down and select "Save As"

Conversion Utility, please contact your agency's



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3. If the file was successful then you can click the "Home" button. Otherwise you will need to review your file and correct the issue and resubmit.

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(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.		
(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.		
THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.		
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