

**CONTRACT VENDOR PAYROLL
(FOR XML) USER GUIDE
NON-AGENCY**

Switch Role

- Contractor Three
- ✓ EXTERNALSUBPAYROLL
- EXTERNALPRIMEPAYROLL
- EXTERNALBIDDER
- EXTERNALSUBPAYMENT

Verify your current role.

Civil Rights & Labor External Links

Subcontractor Payroll User

Welcome!

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

Vendor Payrolls

Type search criteria or press Enter Advanced

0 changed

Enter search criteria above to see results or Show first 10

Unapproved Payrolls

Type search criteria or press Enter System Default

0 changed

Enter search criteria above to see results or Show first 10

Civil Rights & Labor

Contracts

External Links

KDOT Website
 Kdotweb
 KDOT Reports Portal
 Cloverleaf
 Payroll XML
 Highway Contractors

Internet
 KDOT's Intranet Site
 Crystal Reports
 AASHTO Transportation Construction Community
 Resources for Using XML with AASHTOWare Project™ Payroll XML Resource Kit
 Information for Highway Contractors

On this page: Vendor Payrolls Unapproved Payrolls Civil Rights & Labor External Links

PROJECT KDOT ROLE for External Subcontractor Payroll User

News ?

Welcome!

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

1. Click the component action button

Vendor Payrolls ?

Type search criteria or press Enter **Advanced**

Enter search criteria above to see results **Show first 10**

2. Click "Import Payroll"

Actions ×

There are no actions available.

Tasks changed

Import Payroll

Unapproved Payrolls ?

Type search criteria or press Enter **System Default**

Enter search criteria above to see results **Show first 10**

Civil Rights & Labor ?

Contracts

External Links ?

KDOT Website
 Kdotweb
 KDOT Reports Portal
 Cloverleaf
 Payroll XML
 Highway Contractors

Internet
 KDOT's Intranet Site
 Crystal Reports
 AASHTO Transportation Construction Community
 Resources for Using XML with AASHTOWare Project™ Payroll XML Resource Kit
 Information for Highway Contractors

Import

Import Import

Select File...

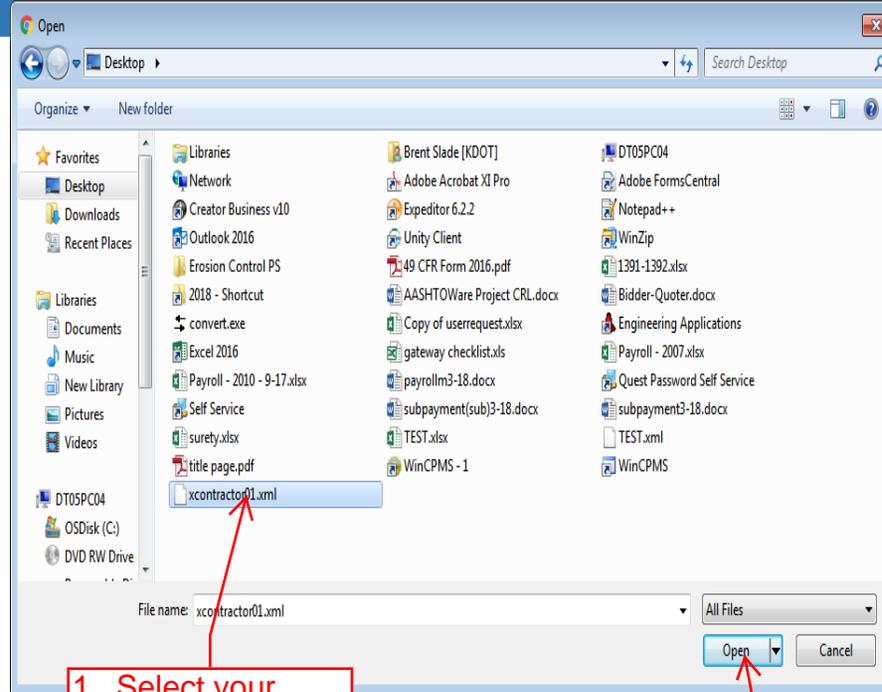
Click "Select File"

Import

Import

Import

Select File...



1. Select your XML file for the payroll

2. Click "Open"

Import

There are unsaved changes. x

Payroll Import Import ?

Select File...

xcontractor01.xml 8542 bytes

Click "Import"

Import

Payroll import successfully submitted. Process history ID: 9202

Import Import ?

Select File...

xcontractor01.xml 8542 bytes Process History

Once the Import Process is completed and successful, Click the "Process History" link

Process History Overview

Process History Overview Save ?

Process History
Scheduled

Type search criteria or press Enter Advanced Showing 1 of 1 Status No Filter

0 marked for deletion | 0 changed

Process	User	Success	
ImportPayrollFile	Contractor - Three	Yes	
Reviewed	Start Time	Finish Time	Output Files
<input type="checkbox"/>	03/05/2018 1:18:06 PM	03/05/2018 1:18:40 PM	ImportPayrollFile.LOG Error.log

1. To view errors click the "IMPORTPAYROLLFILE.LOG" link. If at first it shows No Files Found, refresh the screen until it shows up

2. Click the drop down next to the file and Click "Open" This will vary depending on your browser

Open
Always open files of this type
Show in folder
Cancel

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.

Home Previous My Pages

Process History Overview

Process History Overview

Process History

Scheduled

ImportPayrollFile (12).LOG - Notepad

File Edit Format View Help

Start Time: 03/05/2018 13:18:07.842
Warning: Vendor ID '02280', Contract ID '516022585', Payroll Number '1': Created modification '3' for Payroll Number '1'.
Finish Time: 03/05/2018 13:18:40.095

1. If there was an ERROR(s) contained in the XML file they will show up here. WARNINGS are OK, and are just suggestions for potential issues but does not affect the payroll from going through

2. Click the close button.

0 marked for deletion | 0 changed

Success

Yes

Actions Help Log off

On this page: Vendor Payrolls Unapproved Payrolls Civil Rights & Labor External Links

PROJECT KDOT ROLE for External Subcontractor Payroll User

News

Welcome!

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

Vendor Payrolls

Advanced Showing 20 of 20

1. Enter the KDOT Contract #

2. Click on the Payrolls # link

0 changed

Contract	ST Proj Num	Description	Payrolls	Vendor	Short Name
516022585	I235-087 KA 3109-01	GRADING, BRIDGE & SURFACING	1	02280	DONDLINGER & SONS CONST CO INC
516022585	I235-087 KA 3109-01	GRADING, BRIDGE & SURFACING	0	01242	COLLINS & HERMANN INC
516022585	I235-087 KA 3109-01	GRADING, BRIDGE & SURFACING	0	01565	WILDCAT CONST CO INC & SUBS
516022585	I235-087 KA 3109-01	GRADING, BRIDGE & SURFACING	0	01054	DUSTROL INC
516022585	I235-087 KA 3109-01	GRADING, BRIDGE & SURFACING	0	01499	J & J CONTRACTORS INC
516022585	I235-087 KA 3109-01	GRADING, BRIDGE & SURFACING	0	11062	GARY A. CRAIN, INC.
516022585	I235-087 KA 3109-01	GRADING, BRIDGE & SURFACING	0	02234	KLAVER CONST CO INC

Overview

Contract Certified Payroll Overview

Contract: 516022585 - GRADING, BRIDGE & SURFACING

- Vendor Payrolls
- Proxy Payrolls

Vendor ID: 02280
Vendor Short Name: DONDLINGER & SONS CONST CO INC

0 marked for deletion 0 changed

Payroll	Begin Date	End Date	Phase	Mod Num
1	03/20/2016	03/26/2016	Initial	

Latest Mod
Yes

1. Click the row action button for the payroll you want to review

2. Click "Sign Payroll"

- Actions
- Copy
- Delete
- Tasks
- Create Modification
- Import Payroll
- Views
- Attachments
- Employees
- Links
- Sign Payroll
- Status
- Summary
- Tracked Issues
- Reports
- Payroll Exceptions
- Payroll Summary
- Payroll Verification Text

Overview Employee Status

On this page: Contract Sign Payroll

Sign Payroll

Contract: 516022585 - GRADING, BRIDGE & SURFACING
 Payroll Vendor: 02280 - DONDLINGER & SONS CONST CO INC

Payroll Number: 1 Modification Number: 3
 Period: 03/20/2016 - 03/26/2016 Fringe Benefit Payment Type: Plan Funds

Sign Payroll
 Progress: Review Verify Sign

1 Review: Kansas Department of Transportation 03/05/2018 01:24:37 PM
Payroll Summary Report Page 1 of 1
 Contract Description: GRADING, BRIDGE & SURFACING
 Contract ID: 516022585 Vendor Name: DONDLINGER & SONS CONSTRUCTION CO INC
 State Project Number: Vendor ID: 02280
 Prime Vendor Name: DONDLINGER & SONS CONSTRUCTION CO INC
 Prime Vendor ID: 02280
 Payroll Number: 1
 Modification Number: 3
 Payroll Begin Date: 03/20/2016 Last Updated Date: 03/05/2018 Attachment Description: tmp7484.tmp
 Payroll End Date: 03/26/2016
 Payroll Status: Paper Copy On File: No
 Fringe Benefit Type: Plan Funds

1. Review all payroll information for accuracy. Each page after the first one is one employee and one classification

Kansas Department of Transportation 03/05/2018 01:24:37 PM
Payroll Summary Report (Employee) Page 1 of 1
 Payroll Number: 1 Modification Number: 3 Salaried Employee: No
 Employee Last Name: Public First Name: John

Craf/ Classification	Fringe Health/ Welfare	Fringe Vac/ Holiday	Fringe Apprent/ Train	Fringe Pension	Fringe Other1	Fringe Other2	Types of Hours	Hourly Rate	Day							Calc Gross Pay		
									Day 1	Day 4	Day 5	Day 7	Day 7	Day 7	Day 7			
KA 3109-01 LABORER	\$0.20	\$0.20		\$0.20					MAR 20	MAR 21	MAR 22	MAR 23	MAR 24	MAR 25	MAR 26	Total Hours	40.00	
Apprentice ID: Apprenticeship %: OJT %:									SUN	MON	TUE	WED	TH	FRI	SAT			
Straight Time \$25.00									0.00	8.00	8.00	8.00	8.00	8.00	0.00			
Overtime \$37.50									0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Salaried																		
Total Hours									0.00	8.00	8.00	8.00	8.00	8.00	0.00			40.00
\$1,000.00																		

Calc Total Payroll Straight Time Hours	40.00	Pay Period Gross Pay	\$1,000.00
Calc Total Payroll Overtime Hours	0.00	Gross Project Amount Earned	\$1,000.00
Calc Total Payroll Hours	40.00	Calc Total Gross Project Pay	\$1,000.00
		Calc Total Deductions	\$40.00
		Net Pay	\$960.00
		Total Fringe Benefits Provided	\$24.00
		Calc Total Project Fringe Paid	\$24.00

Fringe Benefit Exceptions		Other Deductions		Standard Deductions	
Classification	Explanation	Description	Amount		
		FICA With Amt		\$10.00	
		Federal With Amt		\$10.00	
		Medicare With Amt		\$10.00	
		State With Amt		\$10.00	

2. Click the Blue arrow at the bottom of the page

Overview Employee Status
On this page: Contract Sign Payroll

Sign Payroll

Contract: 516022585 - GRADING, BRIDGE & SURFACING
Payroll Vendor: 02280 - DONDLINGER & SONS CONST CO INC

Payroll Number 1	Modification Number 3
Period 03/20/2016 - 03/26/2016	Fringe Benefit Payment Type Plan Funds

Sign Payroll

Progress: Review **Verify** Sign

2 Verify:
Date: 03/05/2018

I, Contractor Three do hereby state:

(1) That I pay or supervise the payment of the persons employed by DONDLINGER & SONS CONSTRUCTION CO INC on the 516022585 GRADING, BRIDGE & SURFACING; that during the payroll period commencing on 03/20/2016, and ending on 03/26/2016, all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said DONDLINGER & SONS CONSTRUCTION CO INC from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. § 3145).

(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.

1. Review the verification text

2. Click the Blue arrow at the bottom of the page



Overview Employee Status

On this page: Contract Sign Payroll

Sign Payroll

Contract: 516022585 - GRADING, BRIDGE & SURFACING

Payroll Vendor: 02280 - DONDLINGER & SONS CONST CO INC

Payroll Number

1

Modification Number

3

Period

03/20/2016 - 03/26/2016

Fringe Benefit Payment Type

Plan Funds

Sign Payroll

Progress: Review Verify Sign

3 Sign:

Signed By

Signed Date

First Name

Last Name

Comments

1. Enter Comments as needed



2. Click "Sign Payroll"

Sign Payroll



Overview Employee Status

On this page: Contract Sign Payroll

Sign Payroll

Signature Process Completed. x

Contract: 516022585 - GRADING, BRIDGE & SURFACING
Payroll Vendor: 02280 - DONDLINGER & SONS CONST CO INC

Payroll Number

1

Modification Number

3

Period

03/20/2016 - 03/26/2016

Fringe Benefit Payment Type

Plan Funds

Payroll process complete

Sign Payroll

Progress: Review Verify Sign

3 Sign:

Signed By

KDOTAD\contractor03

Signed Date

3/5/2018

First Name

Contractor

Last Name

Three

Comments

Empty comment box