AASHTO Project® Entering Data into the Excel Payroll Spreadsheet
(Payroll Spreadsheet - Basic)

 DEPARTMENT OF TRANSPORTATION

Prepared by the Minnesota Department of Transportation (MnDOT)

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Accessing the AASHTO Project® Payroll Spreadsheet and Conversion Utility

Overview

Vendors/contractors can either use the Payroll Spreadsheet Conversion process or manually enter data if they do not have a computerized payroll system capable of generating a payroll XML file to import into AASHTO Project. Contracting vendors, who may not have internet access, can use any public computer (e.g. a local library computer) or another contractor's computer to access the standard Excel spreadsheet and on-line convertor tool to convert the Excel output file to the Payroll XML file format or manually access the system and enter the payroll data.

- The *AASHTO Project Excel Payroll Spreadsheet* was designed with smaller contractors or small contractor crew sizes in mind. The spreadsheet, by design, has entry spaces for a maximum of 50 classifications per payroll (e.g. 10 employees with 5 classifications each or 50 employees with one classification each).
- You will need Microsoft Excel 2007 or 2010 to use this file.
- MnDOT customized the *AASHTO Project Payroll Spreadsheet* to better meet MnDOT's requirements. The customized spreadsheets are at http://www.dot.state.mn.us/const/labor/civil-rights-labor.html.

- Once you have created your *AASHTO Project Payroll Spreadsheet*, use the Cloverleaf Web Site to convert it into XML file format.

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- An alternate way of navigating to the Payroll Spreadsheet and Conversion Utility:
  From the **AASHTO Cloverleaf** https://www.cloverleaf.net/

1. Click **Products**.

2. Click **Payroll XML** - AASHTO Project® Payroll XML Resource Kit and AASHTO Project® Payroll Spreadsheet and Conversion Utility.
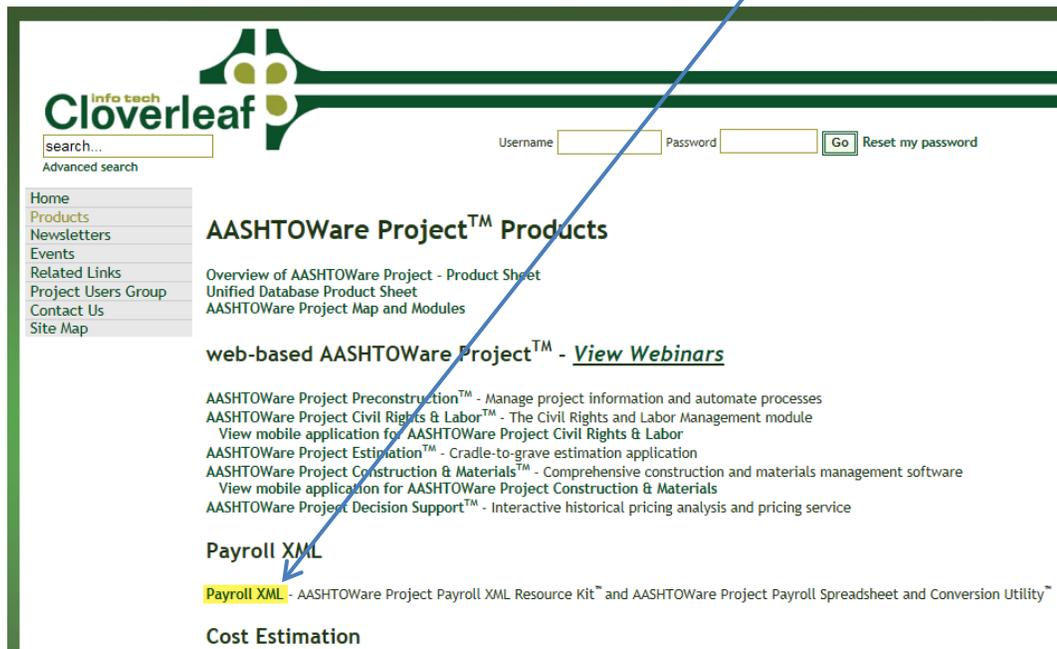
3.   In the last paragraph, click AASHTO Project® Payroll Spreadsheet and Conversion Utility

4.   Follow the instructions in the **Converter** section on the lower portion of the web page to convert your file.

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CRITICAL!

Payroll data must be entered as described in this guide, or errors may be generated when you convert the Excel file and attempt to upload the XML file. The spreadsheet was designed strictly as a data entry tool. The spreadsheet may or may **NOT** convert to XML format if you **ENTER FORMULAS IN THE CELLS OF THIS SPREADSHEET! The spreadsheet is locked so you can only get to the specific cells you need to enter data into, however, you can use the zoom feature to increase the spreadsheet for viewing purposes.**

1. To use this guide, locate a highlighted area of the spreadsheet.

2. Use the table information to fill in the fields.
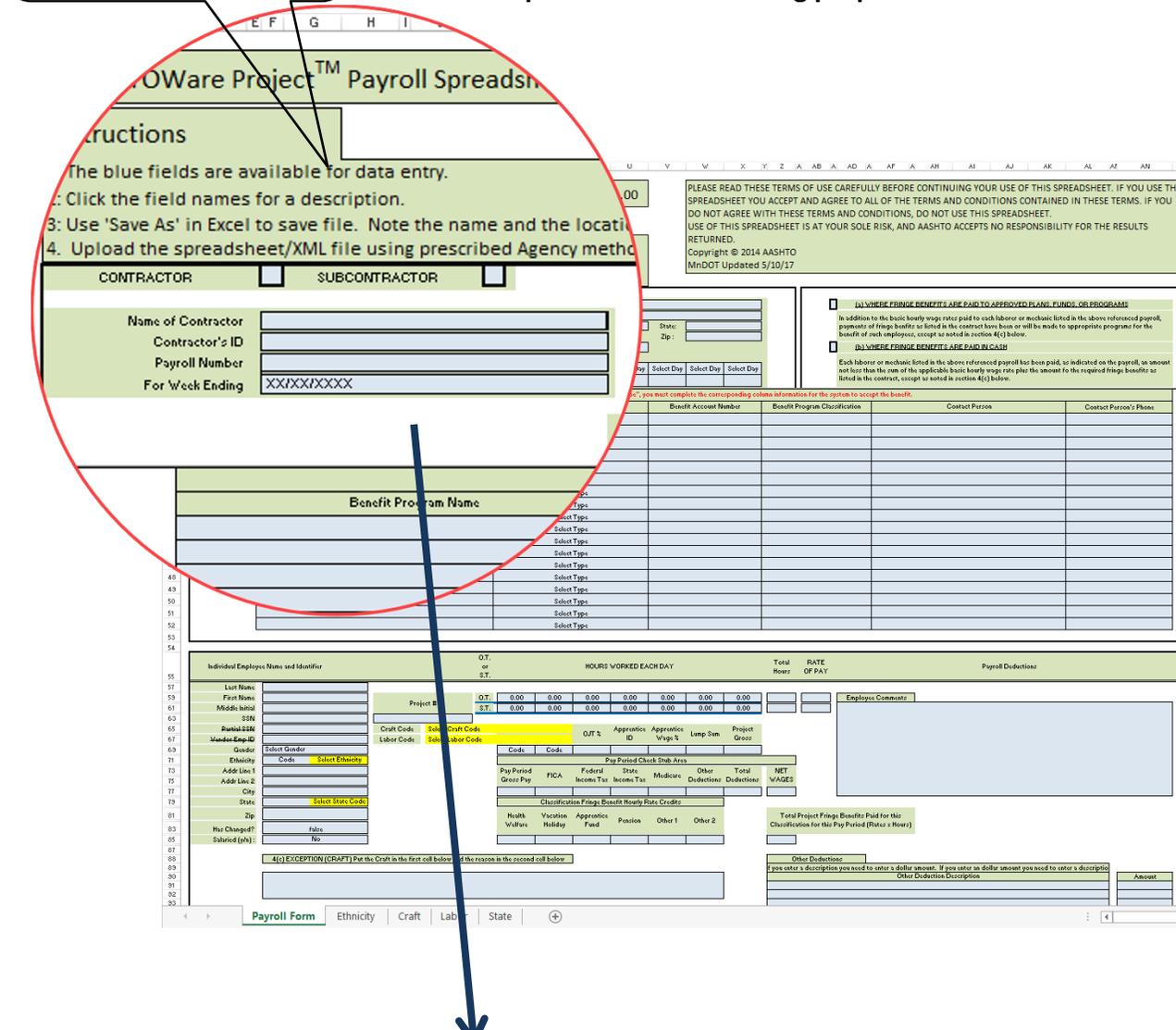
Field name	Information to enter
CONTRACTOR (check box)	Type **X** in the appropriate checkbox to identify yourself as the prime contractor or as a subcontractor.
SUBCONTRACTOR (check box)	
Name of Contractor	Legal company name
Contractor's ID	The Contractor's ID should be the same as your 10 digit Vendor SWIFT Number. You should verify your Id prior to entering information into the system. To verify you can go to the Vendor Look up tool at the LCU, CRLMS website at:

	http://transport.dot.state.mn.us/reference/refvendor.aspx Vendor Resources: Contractor (Vendor) Lookup system helps MnDOT contractors search for vendors, subcontractors and suppliers to ensure that they are in our system. The correct Vendor ID is contained in the first column of the table. Note: If you have been entering payrolls into the system and then get an error message that you are not authorized you should revalidate your ID number in the "Lookup" system.
Payroll Number	Based on the sequence of work performed on the project
For Week Ending	Enter the week ending date here and it will automatically populate the daily dates on Row 30

Field name	Information to enter
Addr 1	Complete Address
Addr 2	Include additional address information if needed.
City	City
State	Use State Abbreviations (MN, WI, etc.)
Zip	5-digit Zip Code
Contract #	**Note:** You can find this on the front page of the Proposal and near the end of the Proposal on the Proposed Bid Schedule listed as Job Number. It is also searchable from MnDOT - Contract Project ID Look-up or http://transport.dot.state.mn.us/reference/refprojectId.aspx
Day	In Cell R29 click in the Select Day field, click on drop arrow, and then select the starting day of your normal pay period. The following days for this work week will auto-fill.
Date	These dates will be auto-filled by entering the week ending date in Cell F26.

AASHTOWare Project™ Payroll Spreadsheet Conversion Utility 1.03.002.00

Instructions
1: The blue fields are available for data entry.
2: Click the field names for a description.
3: Use 'Save As' in Excel to save file. Note the name and the location where you are saving.
4. Upload the spreadsheet/XML file using prescribed Agency method.

Text within magnified inset:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED

In addition to the basic hourly wage rates paid to each laborer or m...
payments of fringe benfits as listed in the contract have been or wil...
benefit of such employees, except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

Each laborer or mechanic listed in the above referenced payroll ha...
not less than the sum of the applicable basic hourly wage rate plu...
listed in the contract, except as noted in section 4(c) below.

...em to accept the benefit.

...ion   Contact Person

Sheet tabs: **Payroll Form** | Ethnicity | Craft | Labor | State | +

| **(a)** WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS   (check box) | You must place an **X** in a checkbox for either (a) or (b) **(Check only one)**.   Check (a) if the company has any fringe benefit plans offered to employees. The Fringe Benefit area will need to be completed below.   If you check (b), you do not need to complete the Fringe Benefit area below. This indicates that all employees are receiving the Total Contract Classification Prevailing Wage Rate as cash and listing the total amount in the Straight/Overtime hourly "Rates of Pay" boxes. |
| **(b)** WHERE FRINGE BENEFITS ARE PAID IN CASH   (check box) | |

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Field name	Information to enter (Not required if (b) above is checked) **Do not use the "&" symbol in any of these fields**
Benefit Program Name	Required – No more than 80 Characters
Benefit Program Type	Click in Type field, click on the drop-down arrow, and then select the Program Type. Once you select a "Benefit Program Type", you must complete the corresponding columns on the row for the system to accept the benefit information.
Benefit Account Number	Required – No more than 40 Characters
Benefit Program Classification	Required – No more than 20 Characters
Contract Person	Contact person from the Benefit Program Office – No more than 40 Characters
Contract Person's Phone	Required

If additional Benefit accounts are needed, you will have to manually enter them into the system on the payroll after you have imported the payroll into the system prior to signing or See the Combining XML Files manual to perform the task outside the system.

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Individual Employee Name and Identifier	
Field name	**Information to enter**
Last Name	Required
First Name	Required – Use the name you have in your payroll system
Middle Initial	Required – Just the middle initial no period after
SSN	Required - Full SSN you do not have to add the dashes just the numbers.
Partial SSN	MnDOT's spreadsheet does not allow entry of data in this cell.
Vendor Emp ID	MnDOT's spreadsheet does not allow entry of data in this cell.
Gender	Choose gender from the drop-down list.
Ethnicity	Choose appropriate ethnicity from the drop-down list (click in the yellow highlighted cell to see drop-down list).
Addr 1	Address
Addr 2	Additional address information if needed
City	City
State	Use State Abbreviations (MN, WI, etc.)
Zip	5-digit Zip Code
Has Changed	Select "true" from drop-down list if any of the above information is a change from what was previously submitted electronically in CRL for this worker.
Salaried (y/n)	Select appropriate response from the drop-down list (the spreadsheet is defaulted to "no").

Hours Worked Each Day	
Field name	**Information to enter**
O.T.	Number of overtime hours worked that day on the project under this classification (Just add the hours worked do not delete any zeros)
S.T.	Number of straight time hours worked that day on the project under this classification (Just add the hours worked do not delete any zeros)
Total Hours	
O.T.	Total number of overtime hours under this classification worked that week
S.T.	Total number of straight time hours under this classification worked that week
Rate of Pay	
O.T.	Overtime hourly rate paid to the worker for this classification (You must enter an overtime rate even if the worker had no overtime hours this work period.)
S.T.	Straight time hourly rate paid to the worker for this classification
Employee Comments	Optional

Field name	Information to enter
Project #	**Note:** If you are a subcontractor, get this number from the prime contractor. **The Project Number is not the State Project (SP) number or the Contract number.** The Project number is also searchable from MnDOT - Contract Project ID Look-up or http://transport.dot.state.mn.us/reference/refprojectId.aspx
Craft Code	Select the appropriate craft code number from the drop down list (click in the yellow highlighted cell to see drop-down list).
Labor Class	Select the appropriate labor class from the drop down list (click in the yellow highlighted cell to see drop-down list).
OJT%	This percentage is issue by the Office of Civil Rights
Apprentice ID	This number is the Apprentice's Indentured number issued by the State or Federal Departments of Labor
Apprentice Wage %	The current percentage rate the employee has reached based on the company apprenticeship agreement.
Lump Sum	This field is used to show any non-designated fringe benefit amounts that is paid in cash to the employee and that are not being reported as part the hourly Straight time and Overtime wage rate. Note: these are considered taxable wages.
Project Gross	The gross amount earned by the employee for work on this project for this classification
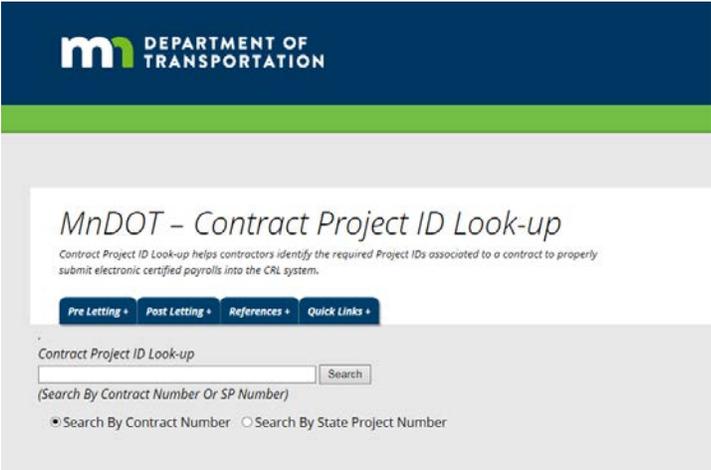
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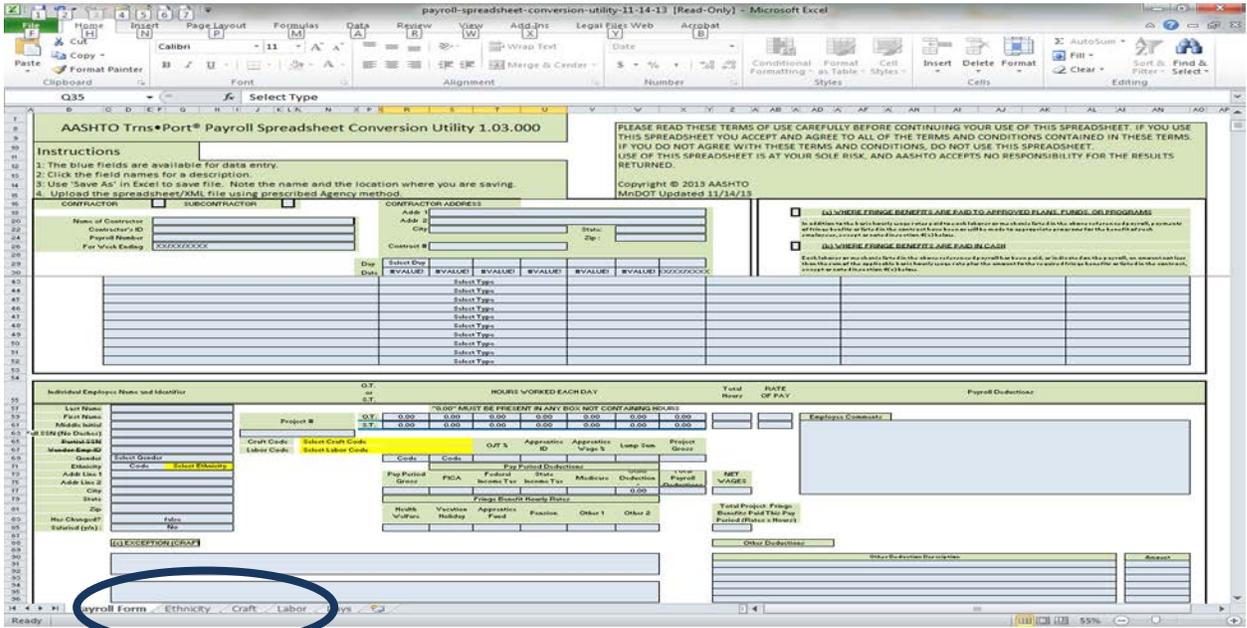
You can view a complete list of codes (Labor or Ethnicity codes) needed for the system by clicking on the attached worksheet tabs on the bottom of the workbook.
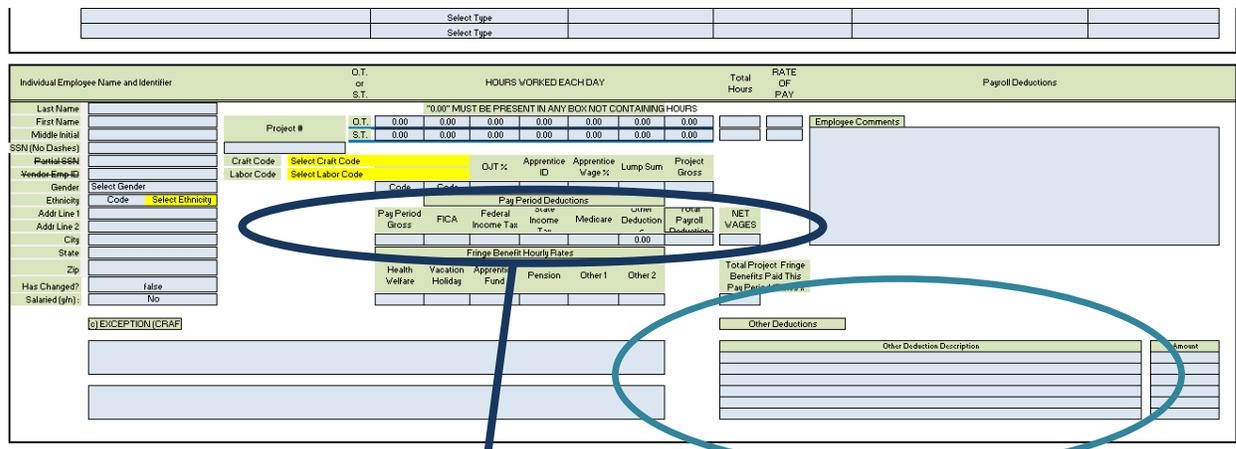
Field name	Information to enter (Check Stub Area)
Pay Period Gross	Full amount of salary earned by the employee for all hours worked during the pay period on both public and private work
FICA	Full employee FICA deducted from the gross pay for the week
Federal Income Tax	Full employee federal income tax deducted from the gross pay for the week
State Income Tax	Full employee state income tax deducted from the gross pay for the week
Medicare	Full employee Medicare deducted from the gross pay for the week
Other Deduction	This cell will total the Other Deductions listed here (e.g. Child support, taxed union vacation, union dues, court ordered deduction) All deductions listed must have complete descriptions and must be individually listed. No negative values.
Total Payroll Deductions	Total deductions removed from the employee gross pay including other deductions
Net Wages	This should list the full dollar amount of the check issued to the employee for the pay period

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Employees who work on multiple projects on the same contract (e.g. MN and WI boarder project, a contract with multiple distinct area/regions or types of Federal & State wage decisions) or work in multiple classifications on a project, will need two or more Employee blocks completed. Check the Project ID lookup to see if the contract you are working on has multiple Project IDs.

"Project Gross" is the total wages for the classification hours on this Project ID number (Employee Block).

S.T.

"0.00" MUST BE PRESENT IN ANY BOX NOT CONTAINING HOURS

|									
Project #	O.T.	0.00	0.00	0.00	0.00	3.50	0.00	0.00	3.50	52.18
64523T	S.T.	0.00	0.00	0.00	0.00	8.00	0.00	0.00	8.00	34.79

Craft Code	700 - Special Crafts		OJT %	Apprentice ID	Apprentice Wage %	Lump Sum	Project Gross
Labor Code	706 – CEMENT MASONS						
	700	706					460.97

Pay Period Deductions

Pay Period Gross	FICA	Federal Income Tax	State Income Tax	Medicare	Other Deductions	Total Payroll Deductions	NET WAGES
2141.29	89.93	334.04	124.19	31.05	0.00	579.21	1562.08

Fringe Benefit Hourly Rates

| Health Welfare	Vacation Holiday	Apprentice Fund	Pension	Other 1	Other 2	Total Project Fringe Benefits Paid This Pay Period (Rates x
7.25		0.30	6.85			165.60

Think of this row as your check stub and needs to be completed for each cell associated to a given employee. This row is the total pay period gross, total deductions and net pay of the check issued for the work week for both project numbers or classifications and any other work perform during the work week.

S.T.

"0.00" MUST BE PRESENT IN ANY BOX NOT CONTAINING HOURS

Project #	O.T.	0.00	6.00	2.00	2.50		0.00	0.00	10.50	52.78
123456T	S.T.	0.00	8.00	8.00	8.00		8.00	0.00	32.00	35.19

Craft Code	700 - Special Crafts		OJT %	Apprentice ID	Apprentice Wage %	Lump Sum	Project Gross
Labor Code	706 – CEMENT MASONS						
	700	706					1680.32

Pay Period Deductions

Pay Period Gross	FICA	Federal Income Tax	State Income Tax	Medicare	Other Deductions	Total Payroll Deductions	NET WAGES
2141.29	89.93	334.04	124.19	31.05	0.00	579.21	1562.08

Fringe Benefit Hourly Rates

Health Welfare	Vacation Holiday	Apprentice Fund	Pension	Other 1	Other 2	Total Project Fringe Benefits Paid This Pay Period (Rates x
7.25		0.30	6.85			612.00

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Field name	Information to enter (Not required if (b) is checked, all cash wages included in "Rate of Pay" boxes) & the Benefit Program details have been entered in the Fringe Benefit area.
Fringe Benefit Hourly Rates - Money contributed to a third party trustee or provided from assets of the company	
Health Welfare	Enter **hourly** rate
Vacation Holiday	Enter **hourly** rate if you provide a vacation based on the assets of the company (If you have a union vacation account which is taxed first, the hourly amount of the vacation should <u>not be</u> listed here but added to the hourly wages paid for straight time and overtime hours and then listed as a deduction in the deduction field in the lower right-hand side of the spreadsheet as "union vacation")
Apprentice Fund	Enter **hourly** rate
Pension	Enter **hourly** rate
Other 1	Enter **hourly** rate (If you use this field you need to define what this fringe benefit is under the Fringe Benefit area)
Other 2	Enter **hourly** rate (If you use this field you need to define what this fringe benefit is under the Fringe Benefit area)
Total Project Fringe Benefits Paid This Pay Period	Add up all the **hourly** fringe benefits listed in the above fields and multiply by the total hours (straight time & Overtime) worked in the classification on the project.

Field name	Information to enter (Not required if (b) is checked)
(c) Exception (Craft)	Record an explanation of why this worker's fringe benefit payments deviate from your standard fringe benefits payment.
	In the top box, insert the Craft Code/Labor Code (eg. 600/604)
	In the lower box, insert the description (eg. Fringe paid in case)