

AASHTOWare Contractor’s User Manual

SECTION 1: AASHTOWARE SYSTEM ACCESS AND USER RESOURCES	2
Requesting a User Account	2
Updating a Temporary Password	2
Logging In	3
Guides and Videos	3
SECTION 2: ENTERING/SUBMITTING PAYROLLS IN AASHTOWARE	4
Method 1: Manual Entry.....	4
Method 2: Excel Payroll Spreadsheet.....	11
Method 3: Alternative Payroll Program Conversion.....	19
Converting your Payroll (Method 2 and Method 3).....	19
Submitting a Payroll (Method 2 and Method 3).....	22
Approving or Returning a Payroll as a Prime Contractor	30
Filling Out a Payroll When No Work Has Been Performed	33
SECTION 3 – PAYMENTS TO SUBCONTRACTORS AND VERIFICATION OF PAYMENTS	34
Recording a Payment to a Subcontractor.....	41
Subcontractor Verification of Payment.....	43

Section 1: AASHTOWare System Access and User Resources

Requesting a User Account

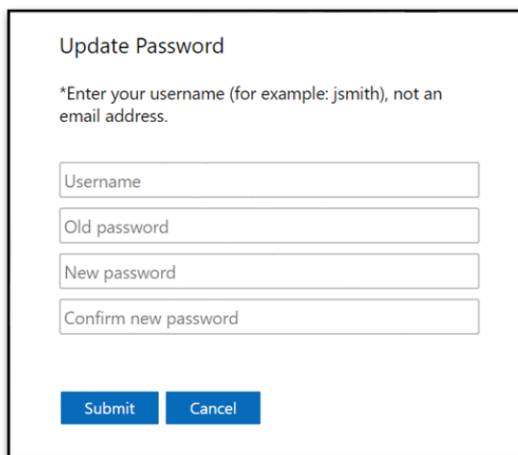
A request is required for each user account on a per project basis. To request a user account, please fill out the CTDOT AASHTOWare User Registration Form (External Partner/Contractor) located in this link: <https://portal.ct.gov/-/media/DOT/documents/dconstruction/AASHTOWare-Guides-and-Videos-and-Forms/Forms/CRL-User-Account-Registration-Form-rev-6-24-23.pdf> This form shall be used to revise or deactivate your user account. Subcontractors used on each project shall also submit this form to access a User-ID and password.

Email your completed form to DOT.AWP-Support@ct.gov to request a User-ID and password. If you will have “Can-Sign” privileges to sign certified payrolls, you will need to also submit proof that you have approval from a corporate officer of your company.

The Central Construction Office will set up a profile and reply by email with the information needed to access the software.

Updating a Temporary Password

Go to [Update Password \(infotechinc.com\)](#). You will see a popup window similar to that in the image below:



Update Password

*Enter your username (for example: jsmith), not an email address.

Username

Old password

New password

Confirm new password

Submit Cancel

Enter your username and the temporary password provided in the email from DOT.AWP-Support@ct.gov in the **old password** field.

Create a **new password**. Passwords must be at least nine (9) characters, and contain at least one uppercase letter, one lowercase letter, one number, and one special character (i.e. ~!@#%&*_ - +=`|\(){}[];:'<>.,./?).

Logging In

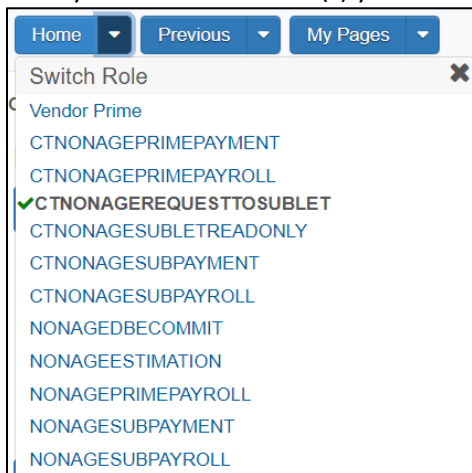
Once your temporary password is changed, navigate to the login page:
<https://ctdot-pr-prod.infotechinc.com/Account/LogOn?ReturnUrl=%2F>



Enter your username and password and select the **CTDOT** Domain (not CONNDOT) from the dropdown menu.

Click the **Log On** button when complete, and you will be directed to the home screen. Select the **Role** from the dropdown menu by clicking the arrow next to the **Home** button.

Note: Some users may be provided several unique roles. Be sure you have the role selected that most closely matches the action(s) you are trying to perform.)



Guides and Videos

Additional learning resources for Contractor and Subcontractor payroll, payment, and payment verification activities can be found using the following link:

[AASHTOWare Training Guides and Videos for Contractors and Subcontractors](#)

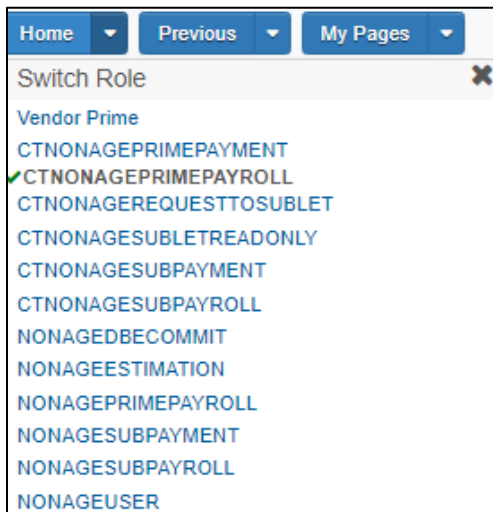
Section 2: Entering/Submitting Payrolls in AASHTOWare

There are three basic methods of submitting payrolls into the AASHTOWare system. Any of the three methods can be used, and it is up to your company to decide which method is most suitable.

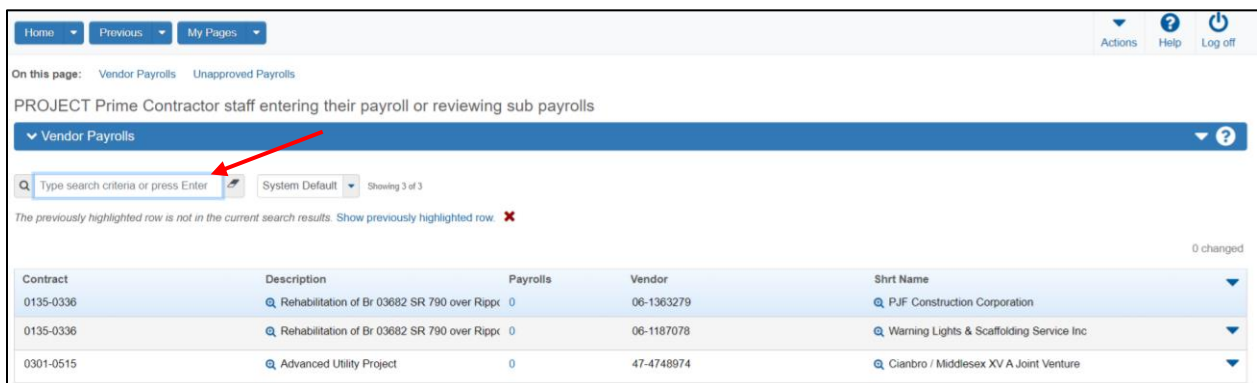
Method 1: Manual Entry

The first method is direct manual entry of payroll records into the AASHTOWare system. This method is only recommended for companies with very few employees, performing only a week or two of work on a project.

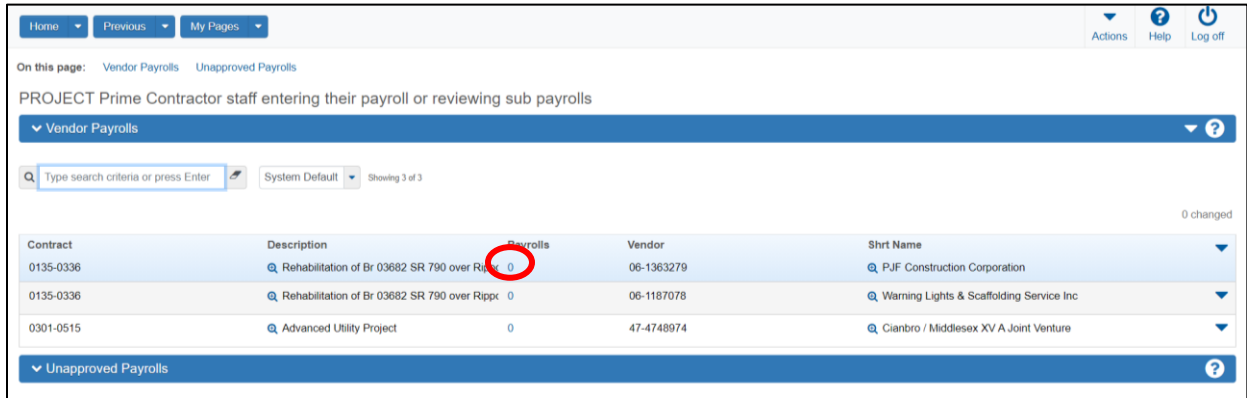
Step 1: Log into the AASHTOWare system. Select the CTNONAGEPRIMEPAYROLL Role, if you are a prime contractor, or the CTNONAGESUBPAYROLL Role, if you are a subcontractor by clicking on the action carrot besides the “Home” Button.



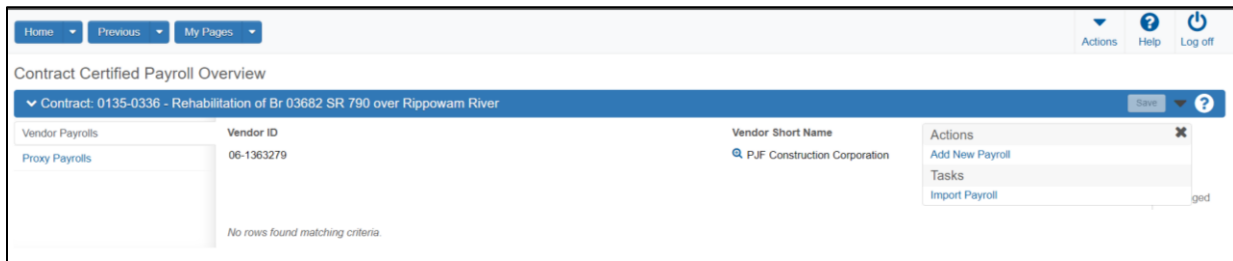
Step 2: Click into the “Type search criteria or press Enter” field and press **Enter**.



Step 3: Click on the number below the “payrolls” header to open the “Contract Certified Payroll Overview” screen.



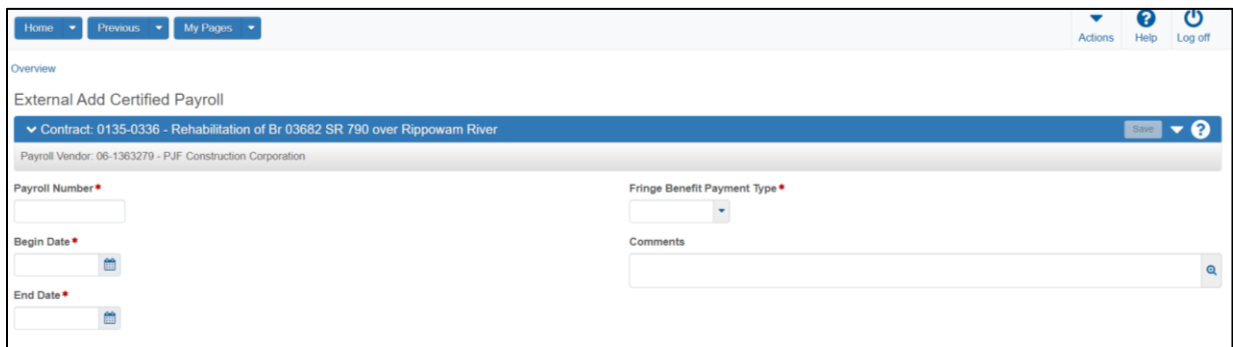
Step 4: Click on the Action Carrot besides the “Save” button and click on **Add New Payroll**.



Step 5: The “External Add Certified Payroll” screen will appear.

Fill in the following information:

- The **Payroll Number** (Beginning at 001 and going in chronological order, 001, 002, 003, etc.)
- The **Begin Date**
- The **End Date**
- The **Fringe Benefit Payment Type**
- Any **Comments**
- Press the **Save** Button



Step 6: After saving, the following screen will appear, which includes the “Benefit Programs” section.

Fill in the following information:

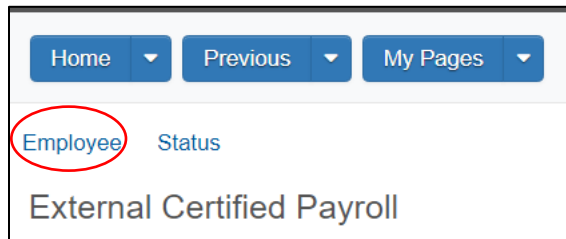
- The **Benefit program Name**
- The **Benefit Account Number**
- The **Trustee/Contact Person**
- The **Trustee/Contact Phone**
- The **Benefit Program Type**
- The **Benefit Program Classification**
- Press the **Save** button.

The screenshot shows a web application interface for managing payroll. At the top, there are navigation tabs: 'Home', 'Previous', and 'My Pages'. On the right, there are icons for 'Actions', 'Help', and 'Log off'. Below the navigation, the page title is 'External Certified Payroll'. A green notification banner at the top says 'Certified Payroll - Successfully Saved'. Below this, there is a blue header bar with the contract information: 'Contract: 0051-0272-R1 - Rehabilitt. Br. Nos.01487&03245 RT 177 over Farmington River'. Below the header, there is a section for 'Payroll Vendor: 13-3392991 - McNamee Construction Corp.'. The main form area contains several fields: 'Payroll Number' (value: 1), 'Begin Date' (06/14/2021), 'End Date' (06/20/2021), 'Fringe Benefit Payment Type' (Plan Funds), and 'Comments' (Test). Below these fields is a section titled 'Benefit Programs' with a 'New' button. To the right of the 'New' button, it says '1 added | 0 marked for deletion | 0 changed'. Below the 'New' button, there is a form for adding a new benefit program with the following fields: 'Benefit Program Name', 'Benefit Account Number', 'Trustee/Contact Person', 'Trustee/Contact Phone', 'Benefit Program Type', and 'Benefit Program Classification'.

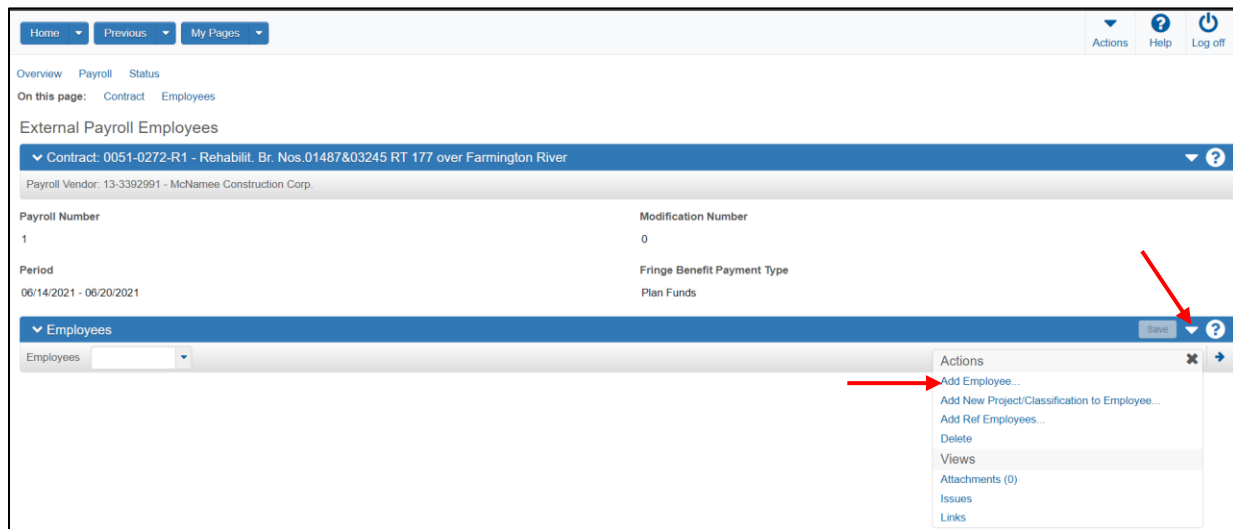
Step 7: If a new benefit program needs to be added, click on the **New** button and repeat the previous step.

This is a close-up screenshot of the 'Benefit Programs' section. The 'New' button is highlighted with a red rectangular box. Below the 'New' button, there is a form for adding a new benefit program with the following fields: 'Benefit Program Name', 'Benefit Account Number', 'Trustee/Contact Person', 'Trustee/Contact Phone', 'Benefit Program Type', and 'Benefit Program Classification'.

Step 8: Click on **Employee** in the top left corner.



Step 9: Open the action menu and select “Add Employee...”



Step 10: Enter the following information.

- **First Name**
- **Last Name**
- **Middle Initial** (If applicable)
- The **Payment Type**
- The **Vendor Supplied Employee ID**
- Their **Gender**
- **DO NOT ENTER THE SOCIAL SECURITY NUMBER**
- Their **Ethnic Group**
- **DO NOT ENTER THEIR PARTIAL SOCIAL SECURITY NUMBER**
- Their **Address Line 1**
- Their **Address Line 2 (If applicable)**
- Their **City**
- Their **State/Province**
- Their **Zip Code**
- Any **Comments** (If applicable)
- Press the **Save** button

Payroll Employee
✕

▼ Employee Details

First Name *	Middle Initial	
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	
Last Name *	Vendor Supplied Employee ID	
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	
Payment Type *	Social Security Number	
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	
Gender *	Partial Social Security Number	
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	
Ethnic Group *		
<input style="width: 90%;" type="text"/>		

▼ Address Information

Address Line 1	State/Province
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Address Line 2	Zip Code
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
City	Change Indicator
<input style="width: 95%;" type="text"/>	<input type="checkbox"/>
Comments	
<input style="width: 95%;" type="text"/>	

Step 11: Enter the following Information:

- The **Labor Classification**
- The **Craft Code**
- The **Payment Type**
- The **Straight Hourly Rate**
- The **Overtime Hourly Rate**
- The **Regular Hourly Rate**
- The **Project Lump Sum Payment**
- The **Training Information (If applicable)**
 - Check the **OJT Program Indicator**
 - **OJT Wage Percentage**
 - Check if **Apprentice**
 - **Apprentice ID**
 - **Apprentice Wage Percentage**
- The **Fringe Pension Rate**
- The **Straight Time Hours (Monday-Sunday)**
- The **Overtime Hours (Monday-Sunday)**
- The **Total Straight Time Hours**
- The **Total Overtime Hours**
- The **Classification Total Hours**
- The **Project Classification Gross Pay**
- The **Total Gross Pay**
- The **Net Pay**
- The **Total Deductions**
- The **FICA Withholding Amount**

- The **Federal Withholding Amount**
- The **State Withholding Amount**
- The **Medicare Withholding Amount**
- The **Total Fringe Benefits Paid**
- The **Deductions**
- The **Exceptions**
- Press the **Save** Button

Home Previous My Pages Actions Help Log off

Overview Payroll Status

On this page: Contract Employees

External Payroll Employees Save Complete X

Contract: 0051-0272-R1 - Rehabil. Br. Nos.01487&03245 RT 177 over Farmington River

Payroll Vendor: 13-3392991 - McNamee Construction Corp.

Payroll Number	Modification Number
1	0
Period	Fringe Benefit Payment Type
06/14/2021 - 06/20/2021	Plan Funds

Employees Save ?

Employees Thomas Brady -- 1 of 1

Employee	Social Security Number
Thomas Brady	
Employee Information ...	Partial Social Security Number
Vendor Supplied Employee ID	Payroll Revised Indicator
07-123456789	No
Payment Type	
Hourly	

Classification

Classification

Contract Project ID*
0051-0272 - Rehabilitation of bridge Nos.01487& 03...

Labor Classification*
Begin typing to search or press Enter

Craft Code*
Payment Type

Straight Hourly Rate*
Overtime Hourly Rate*
Regular Hourly Rate
Project Lump Sum Payment
Calc Total Straight Time Hours
Calc Total Overtime Hours

OJT Program Indicator
Apprentice

Training Information

OJT Program Indicator

OJT Wage Percentage

Apprentice

Apprentice ID

Apprentice Wage Percentage

Fringe Health Welfare Rate
Fringe Vacation Holiday Rate
Fringe Apprenticeship Fund Rate

Fringe Pension Rate

Fringe Other 1 Rate

Fringe Other 2 Rate

Hours

	MON	TUE	WED	THU	FRI	SAT	SUN
	14	15	16	17	18	19	20
Straight Time Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overtime Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Straight Time Hours	<input type="text"/>			Calc Total Straight Time Hours			
Total Overtime Hours	<input type="text"/>			Calc Total Overtime Hours			
Classification Total Hours *	<input type="text"/>			Calc Total Hours			

Wages

Project Classification Gross Pay *

Total Gross Pay *

Calc Total Pay

FICA Withholding Amount

Federal Withholding Amount

State Withholding Amount

Net Pay *

Total Deductions *

Deductions

Medicare Withholding Amount

Total Fringe Benefits Paid

Q Type search criteria or press Enter [Advanced](#)

0 added | 0 marked for deletion | 0 changed

No rows found matching criteria.

Exception

Filling out the payroll spreadsheet

AASHTOWare Project™ Payroll Spreadsheet Conversion Utility 2.0	
Instructions	
<p>1: Blue fields are data entry fields. Green fields are autopopulated fields</p> <p>2: Yellow fields can be clicked for added description.</p> <p>3: Use 'Save As' in Excel to save file. Note the name and the location where you are saving.</p> <p>4. Upload the spreadsheet/XML file using prescribed Agency method.</p>	

Step 1: Complete the following fields

- Enter an 'X' in either the Contractor (Prime) or Subcontractor box.
- Enter the name of the contractor and the contractor's ID number.
- Enter the payroll number, in the form 'XXX'. (Ex: The first will be '001', second will be '002', etc.)
- Enter the Week Ending Date. (**Note:** This will populate the weekday dates later in this section)
- Enter the contractor's address.
- Enter the contractor's city.
- Enter the contractor's state.
- Enter the contractor's zip code.
- Enter the Contract Number for the project.

<input type="checkbox"/> CONTRACTOR <input type="checkbox"/> SUBCONTRACTOR		CONTRACTOR ADDRESS					
Name of Contractor		Addr 1					
CT Vendor Number (FEIN)		Addr 2					
Payroll Number		City					
Week Ending Date XX/XX/XXXX		State:					
		Zip:					
		Contract #					
Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date							

Step 2: Enter an 'X' in the section 'a' or 'b' as noted below.

- Select 'a' if fringe benefits are paid to approved plans, funds, or programs.
- Select 'b' if the fringe benefits are paid in cash.

<input type="checkbox"/>	(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS
	In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.
<input type="checkbox"/>	(b) WHERE FRINGE BENEFITS ARE PAID IN CASH
	Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount for the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

Step 3: Benefit's Program Section

- Enter the 'Benefit Program Name'
- Select the 'Benefit Program Type' from the drop down menu (depicted in the second image)
- Enter the 'Benefit Account Number'
- Enter the 'Benefit Labor Classification'
- Enter the 'Contact Person'
- Enter the 'Contact Person's Phone' number

- Employee's Zip Code

NOTE: The OSHA-10 number **MUST** be included for the payroll to import successfully.

The worksheet will allow 250 employees to be added
 It is strongly recommended that you add your employees in alphabetical order to aid in searching on the "Payroll Form" "Select Employee" dropdown
 It is strongly recommended that the employee information you add to this worksheet is the same as that recorded in your Payroll Software system. The CRL system is case sensitive.
 Fill in all the appropriate column information
 Middle Initial will ONLY take ONE character.

Example:	Smith Joseph W	Smith	Joseph	W	01-123456789	Male	CAUC	
	Employee full Name	Last Name Value - 2	First Name Value - 3	Middle Initial - 4	OSHA-10 No. - 5	Gender - 6	Ethnicity - 7	Ethnicity Sele
						Select Gender	Select Ethnicity	Select Ethnicity
						Select Gender	Select Ethnicity	Select Ethnicity
						Select Gender	Select Ethnicity	Select Ethnicity
						Select Gender	Select Ethnicity	Select Ethnicity
						Select Gender	Select Ethnicity	Select Ethnicity
						Select Gender	Select Ethnicity	Select Ethnicity

Step 7: Select the "Payroll Form" tab. .



Select an Employee and the Project ID #.

By clicking on the "Select Employee" box, a drop down list will appear with all of the previously entered employees. When an employee is selected here, their information will automatically be populated in the green boxes to the left.

By clicking on the "Select Project ID #" box, a drop down list will appear and you will select the employee that you wish to enter. That project number will appear in the green box below.

Navigate to the yellow boxes at the bottom of the employee information column. If applicable, please follow the instructions below:

- "Has Changed?" Select 'true' or 'false' based on the following:
 - Select 'true' if the employees information has changed since their last payroll submission
 - Select 'false' if the employees information has not changed since their last payroll submission
- Select 'Yes' or 'No' from the 'Salaried (y/n)' section to indicate whether or not the employee is salaried

Last Name	
First Name	
Middle Initial	
SSN (Full 9-digit #)	
Partial SSN	
OSHA - 10 #	
Gender	
Ethnicity	
Addr Line 1	
Addr Line 2	
City	
State	
Zip	
Has Changed?	false
Salaried (y/n) :	No

Last Name	
First Name	
Middle Initial	
SSN (Full 9-digit #)	
Partial SSN	
OSHA - 10 #	
Gender	
Ethnicity	
Addr Line 1	
Addr Line 2	
City	
State	
Zip	
Has Changed?	false
Salaried (y/n) :	No

Step 8: This next section is used to enter employee time ,craft and labor codes, benefits, pension, and other deductions.

		Hours Worked							Total Project Classification Hours	RATE OF PAY
		O.T.	S.T.	S.H.						
		Over Time Hours	Standard Time Hours	Salaried Time Hours						
Select Employee		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Select Project ID #		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Craft Code	Select Craft Code	OJT %		Apprentice ID	Apprentice Wage %	Lump Sum	Project Gross			
Labor Code	Select Labor Code								0.00	
Salaried Employee Only		Pay Period Check Stub Area								
Total Pay Period Salaried Hours	Normal Salary	Pay Period Gross Pay	FICA	Federal Income Tax	State Income Tax	Medicare	Other Deductions	Total Deductions	NET WAGES	
							0.00	0.00	0.00	
		Classification Fringe Benefit Hourly Rate Credits								
		Health Welfare	Vacation Holiday	Apprentice Fund	Pension	Other 1	Other 2	Fringe Benefits Total		
								0.00		

Once the Employee and Project ID# are selected, enter the Over Time Hours (O.T.), Standard Time Hours (S.T.) and Salaried Time Hours (S.H.), as applicable.

		Hours Worked							Total Project Classification Hours	RATE OF PAY
		O.T.	S.T.	S.H.						
		Over Time Hours	Standard Time Hours	Salaried Time Hours						
O.T.		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
S.T.		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
S.H.		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

The hours will automatically add up for each each section in the “Total Project Classification Hours” box. Enter the rate of pay besides the total number of hours worked for both O.T. and S.T. as applicable. For salaried Employees, complete the ‘Salaried Employee Only’ box as well:

Salaried Employee Only	
Total Pay Period Salaried Hours	Normal Salary

Very important notes below:

Note: If the employee is not a ‘Salaried Employee’, a ‘0’ must still be in the box for the ‘Total Project Classification Hours’ for ‘Salaried Time Hours’. Also, even if no overtime hours were worked, a ‘0’ must still be entered in the ‘Total Project Classification Hours’ for ‘Over Time Hours’ as well as the actual ‘RATE OF PAY’, which would be the rate of pay that the employee would have received if they had worked any amount of over time hours.

Note: If the employee is a ‘Salaried Employee’, then only enter the amount of hours worked in the ‘Hours Worked’ boxes and they will automatically populate the total for ‘Total Project Classification Hours’ for the salaried employee. You must leave the ‘Total Project Classification Hours’ for ‘Over Time Hours’ and ‘Standard Time Hours’ at zero, as well as leave the ‘RATE OF PAY’ boxes for both at zero as well.

Step 9: Select the employee’s Labor Code by clicking onto the yellow ‘Select Labor Code’ box.

Craft Code	Select Craft Code	OJT %	Apprentice ID	Apprentice Wage %	Lump Sum	Project Gross
Labor Code	Select Labor Code					0.00

From the 'Select Labor Code' box, select the Labor Code from the dropdown list that best applies to the employee. The Labor Code that you select will automatically populate the Craft Code box and the codes to both will appear in the boxes as depicted in the image below.

Craft Code	Select Craft Code	OJT %	Apprentice ID	Apprentice Wage %	Lump Sum	Project Gross
Labor Code	Select Labor Code					0.00

'Lump Sum' is used if there are any additional cash benefits that the employee received.

'Project Gross' is where the total amount is automatically summated from the amount of hours worked by the employee and their Rate of Pay (Standard and Over Time or Salaried) on that specific Project ID #.

Note: Lump Sum is also included in this summation

Step 10: Enter the following information:

- Pay Period Gross Pay (The employee's total earnings on **ALL** projects throughtout the week)
- FICA
- Federal Income Tax
- State Income Tax
- Medicare
- Other Deductions (Second Image)

The Total Deductions and NET WAGES will automatically populate once you enter the employee's information.

Pay Period Check Stub Area							
Pay Period Gross Pay	FICA	Federal Income Tax	State Income Tax	Medicare	Other Deductions	Total Deductions	NET WAGES
					0.00	0.00	0.00

Step 11: Enter all other deductions and their amounts. (**Note:** All 'Other Deduction' amounts will be included in the 'Total Deductions' calculation.)

Other Deductions	
Other Deduction Description	Amount

Step 12: Enter the Fringe Benefit Rates:

- Health Welfare

- Vacation Holiday
- Apprentice Fund
- Pension
- Other 1
- Other 2

The 'Fringe Benefits Total' will automatically populate with the summation of the values that were entered.

Note: Only fill in the Fringe Benefit Hourly Rate if it was selected up top as a 'Benefit Program Type' from the drop down menu with the appropriate information filled in.

Classification Fringe Benefit Hourly Rate Credits						Fringe Benefits Total
Health Welfare	Vacation Holiday	Apprentice Fund	Pension	Other 1	Other 2	
						0.00

Step 13: Enter any comments into the 'Employee Comments' field.

Employee Comments

NOTE: For contractors that utilize apprenticeship programs, enter any pertinent apprenticeship information for the employee in the Employee Comments box for the employee.

Example: If an employee is a first-year electrician apprentice, enter: "Electrician Apprentice, 60% wage rate" in the comments box.

For further guidance and information related to entering apprenticeship data for employees, please contact DOT.AWP-Support@ct.gov

Step 14: Enter any craft code exceptions following the instructions in green.

4(c) EXCEPTION (CRAFT) to 4(a) or 4(b) at top of payroll - Put the Craft/Classification in the first cell below and the reason in the second cell below	

Repeat these steps for all applicable employees on your payroll. This payroll template can accommodate up to 50 employees.

[Advance to “Converting your Payroll \(Method 2 and Method 3\)”](#)

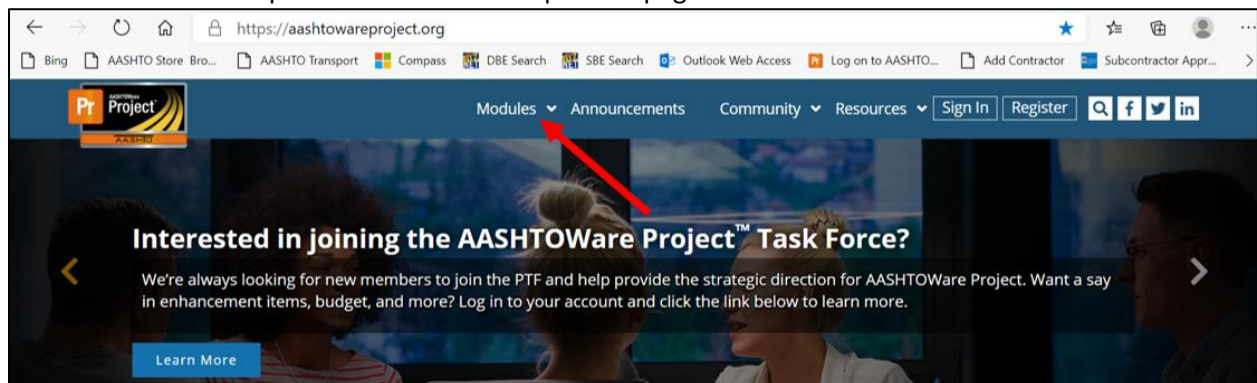
Method 3: Alternative Payroll Program Conversion

Many existing payroll software utilities can have their output files converted to AASHTOWare’s .xml file type. This is usually done “in-house” by the software provider, or by a third-party software coder. Upon conversion of the original file output, the payroll user directly uploads the file into AASHTOWare in the process detailed below.

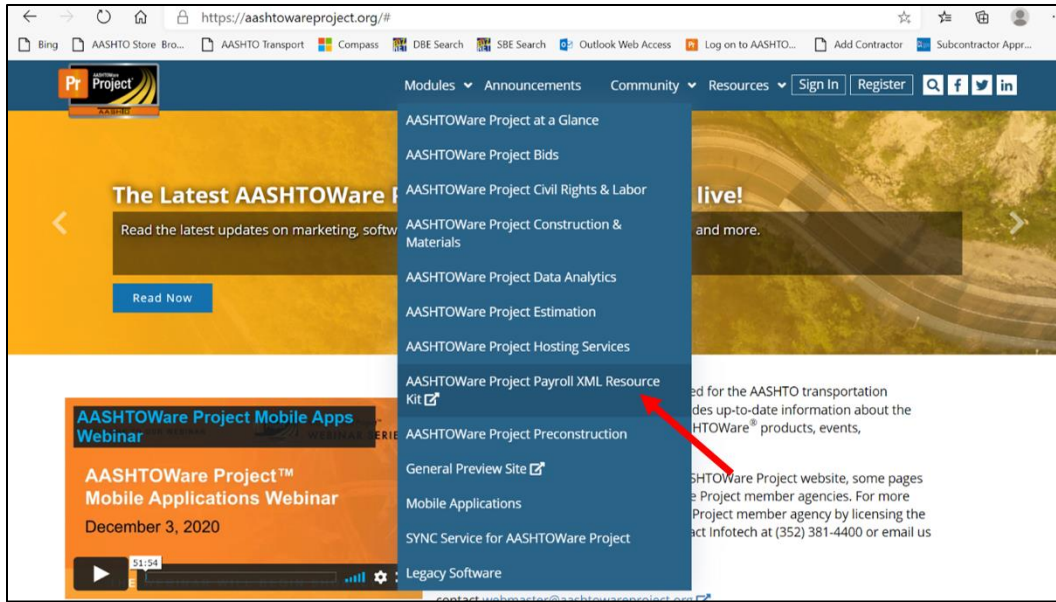
Please visit [Payroll XML Resource Kit 2.1 \(aashtowareproject.org\)](https://aashtowareproject.org) for details and instructions on setting up and using the alternative method.

Converting your Payroll (Method 2 and Method 3)

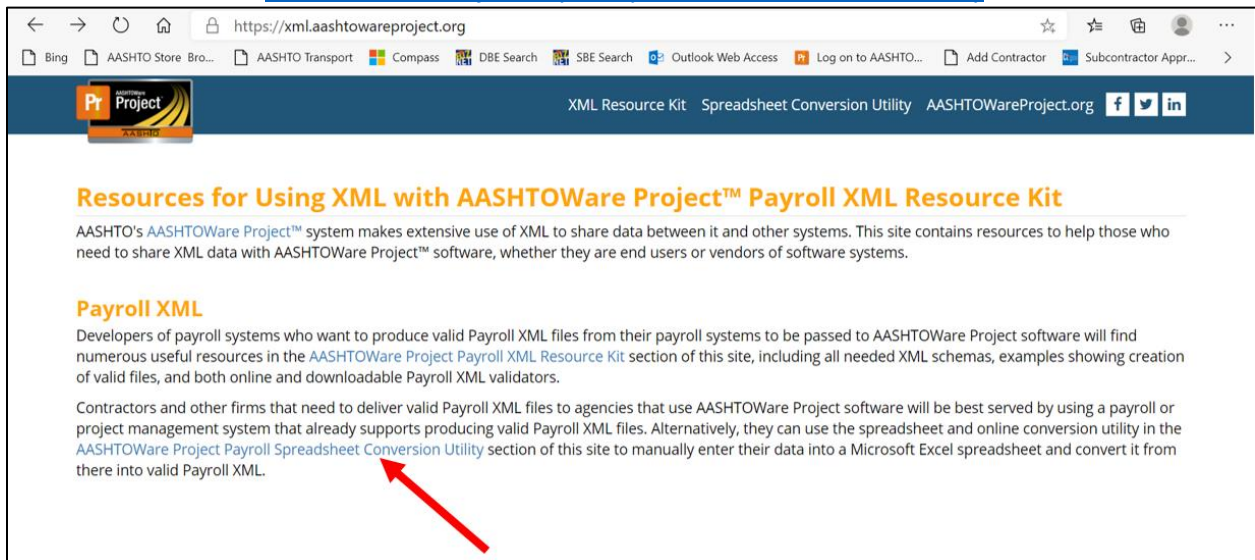
Before you can submit your payroll into the AWP system, you need to convert your payroll from an excel format to an .xml format. Once you save the payroll, navigate to the aashtowareproject.org home page. Click the **Modules** drop down arrow at the top of the page.



Select the 'AASHTOWare Project Payroll XML Resource Kit' link as shown below.



Select the link for the [AASHTOWare Project Payroll Spreadsheet Conversion Utility](https://xml.aashtowareproject.org)



Click the **Choose File** button.

https://xml.aashtowareproject.org/spreadsheet/

XML Resource Kit Spreadsheet Conversion Utility AASHTOWareProject.org

AASHTOWare Project™ Payroll Spreadsheet Conversion Utility 2.0

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 AASHTOWare Project Civil Rights & Labor Management System™ (formerly Trns-Port CRLMS®) module, or produced using an Excel spreadsheet.

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

Spreadsheet

Agency Instructions

- Download the Payroll Spreadsheet: Log into aashtowareproject.org > Downloads > Software Downloads > select "Related Documentation" from the Download Type dropdown menu.
- 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 representative.

Converter

Once you have a payroll spreadsheet with your data entered, you can create a Payroll XML file online with this tool.

Instructions:

- Use the following form to select the spreadsheet you have created, Check the box agreeing to the [Terms of Use](#), then click the **Convert** button to send your spreadsheet to the online conversion utility.
- Save the Payroll XML file that is returned from the online converter.

You can now deliver the Payroll XML file to the agency via whatever method they have established.

No file chosen I agree to the Terms of Use

Navigate to and select the Excel file to convert. Click the **Open** to select the file.

XML Resource Kit Spreadsheet Conversion Utility AASHTOWareProject.org

Agency Instructions

- Download the Payroll Spreadsheet: Log into aashtowareproject.org > Downloads > Software Downloads > select "Related Documentation" from the Download Type dropdown menu.
- 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 representative.

Converter

Once you have a payroll spreadsheet with your data entered, you can create a Payroll XML file online with this tool.

Instructions:

- Use the following form to select the spreadsheet you have created, Check the box agreeing to the [Terms of Use](#), then click the **Convert** button to send your spreadsheet to the online conversion utility.
- Save the Payroll XML file that is returned from the online converter.

You can now deliver the Payroll XML file to the agency via whatever method they have established.

No file chosen I agree to the Terms of Use

Click the check box pertaining to the **I agree to the Terms of Use** statement and then click the **Convert** button.

Agency Instructions

- Download the Payroll Spreadsheet: Log into [aashtowareproject.org](https://xml.aashtowareproject.org) > Downloads > Software Downloads > select "Related Documentation" from the Download Type dropdown menu.
- 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 representative.

Converter

Once you have a payroll spreadsheet with your data entered, you can create a Payroll XML file online with this tool.

Instructions:

- Use the following form to select the spreadsheet you have created, Check the box agreeing to the [Terms of Use](#), then click the **Convert** button to send your spreadsheet to the online conversion utility.

Choose File CT Payroll.xlsx I agree to the [Terms of Use](#) **Convert**

- Save the Payroll XML file that is returned from the online converter.

You can now deliver the Payroll XML file to the agency via whatever method they have established.

Once you press convert, an .xml file will be created, and downloaded to your computer (Check your "Downloads" folder). This file will be used as the file that is uploaded to AWP.

Submitting a Payroll (Method 2 and Method 3)

Log in to AWP using the **CTNONAGEPRIMEPAYROLL** or **CTNONAGESUBPAYROLL** role (as applicable).

Home Previous My Pages Actions Help Log off

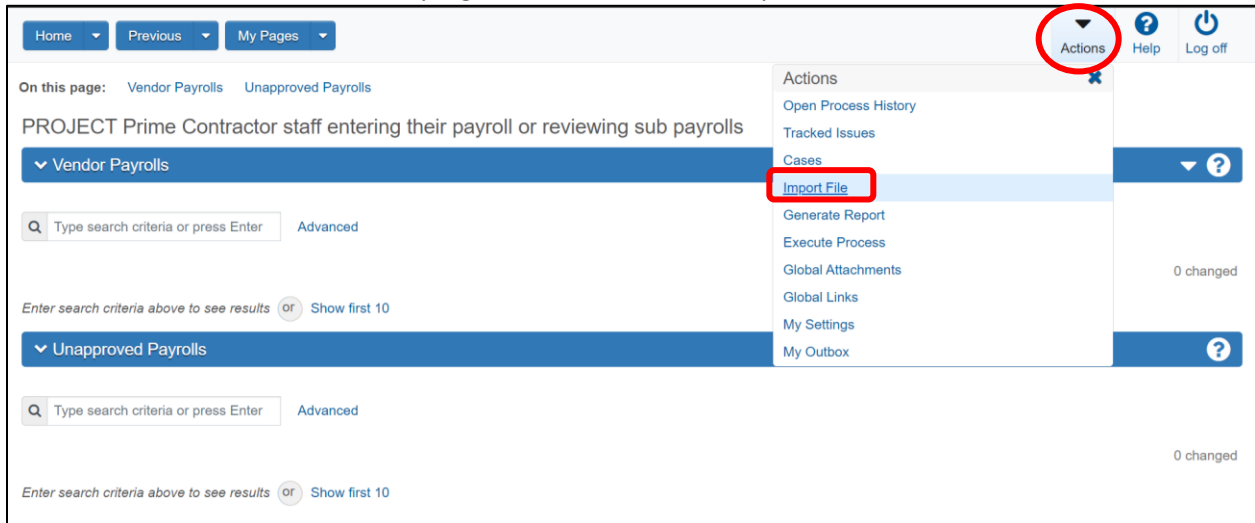
Switch Role

- Vendor Prime
- CTNONAGEPRIMEPAYMENT
- CTNONAGEPRIMEPAYROLL**
- CTNONAGESUBLETREADONLY
- CTNONAGESUBPAYMENT
- CTNONAGESUBPAYROLL
- NONAGEDBECOMMIT
- NONAGEESTIMATION
- NONAGEPRIMEPAYROLL
- NONAGESUBPAYMENT
- NONAGESUBPAYROLL
- NONAGEUSER

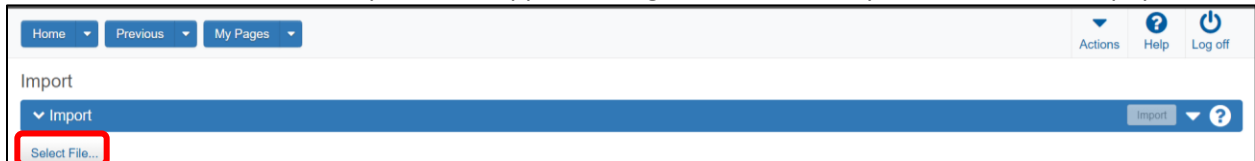
Type search criteria or press Enter Advanced

Enter search criteria above to see results Or Show first 10

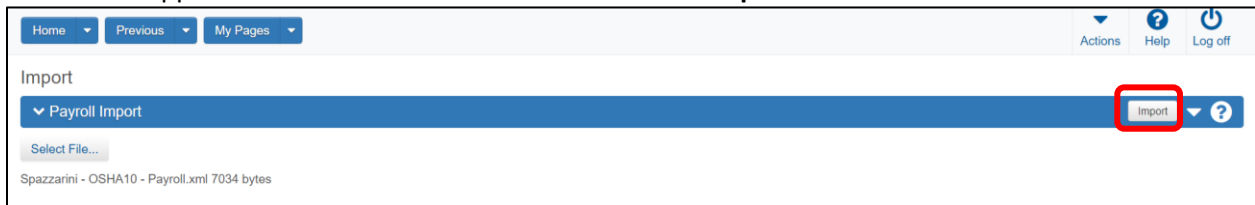
Click the “Actions” button in the top right corner and select “Import File”.



Click on **Select File...**The file explorer will appear. Navigate to and select your converted .xml payroll.



The file will appear below the “Select File...” button. Select **Import**



After clicking **Import**, select **Go To Process History Import Notifications**.



The “Process History Overview” screen will load and automatically navigate to the “Payroll Import Notifications” tab. If the process isn’t complete when the screen first loads, refresh your browser until the process is complete. If done correctly, you should see a success in the bottom right hand corner.

The screenshot displays the 'Process History Overview' interface. At the top, there are navigation buttons for 'Home', 'Previous', and 'My Pages', along with 'Actions', 'Help', and 'Log off'. The main content area is titled 'Process History Overview' and includes a search bar with the placeholder text 'Type search criteria or press Enter'. Below the search bar, there are tabs for 'Process History' and 'Scheduled', and a 'Payroll Import Notifications' section. The 'Payroll Import Notifications' section shows a table with columns for 'Reviewed', 'Start Time', 'Finish Time', and 'Status'. The first row shows a process for Vendor ID '06-1188574' with a 'Success' status, which is circled in red. The second row shows a process for Vendor ID '06-0744098' with a 'Yes' status. The table also includes columns for 'Header', 'User ID', 'File Name', and 'Log'.

Reviewed	Start Time	Finish Time	Status
<input type="checkbox"/>	03/02/2021 1:54:21 PM	03/02/2021 1:54:39 PM	Success
<input type="checkbox"/>	02/19/2021 10:57:07 AM	02/19/2021 10:57:27 AM	Yes

Select the Home button to return to the home screen. Search for the project that you just submitted your payroll for by pressing “Show first 10” or pressing enter in the search box.

Click on the number under “Payrolls”.

Home Previous My Pages Actions Help Log off

On this page: Vendor Payrolls Unapproved Payrolls

PROJECT Prime Contractor staff entering their payroll or reviewing sub payrolls

Vendor Payrolls

Type search criteria or press Enter Advanced Showing 31 of 31 0 changed

Contract	Description	Payrolls	Vendor	Shrt Name
0134-0147	MODERN ROUNDABOUT AT RTE 190 AND RTE 319	11	06-1188574	Spazzarini Construction Co Inc
0041-0119	NEW EAST HAMPTON FACILITY & M	5	06-1528418	Nosal Builders Inc
0041-0119	NEW EAST HAMPTON FACILITY & M	3	20-4023973	Clean Slate Environmental Inc
0134-0147	MODERN ROUNDABOUT AT RTE 190 AND RTE 319	0	56-2504997	Medeiros Hydro Seeding & Landscapir
0134-0147	MODERN ROUNDABOUT AT RTE 190 AND RTE 319	0	06-1044424	Northeastern Clearing Inc
0301-0510	Lockwood-Mathews Mansion Historic F	0	06-1187078	Warning Lights & Scaffolding Service I
0041-0119	NEW EAST HAMPTON FACILITY & M	0	20-5746239	Delta Surveying Services LLC
0041-0119	NEW EAST HAMPTON FACILITY & M	0	01-0206260	Cianbro Corporation
0041-0119	NEW EAST HAMPTON FACILITY & M	0	36-2231526	Walsh Construction Company
0041-0119	NEW EAST HAMPTON FACILITY & M	0	06-1568104	KTM Electrical Construction

The latest payroll that was imported will appear at the top of the list.

Home Previous My Pages Actions Help Log off

Contract Certified Payroll Overview

Contract: 0134-0147 - MODERN ROUNDABOUT AT RTE 190 AND RTE 319 Save

Vendor Payrolls Vendor ID: 06-1188574 Vendor Short Name: Spazzarini Construction Co Inc

Proxy Payrolls 0 marked for deletion 0 changed

Payroll	Begin Date	End Date	Phase	Mod Num	
6	02/19/2021	02/25/2021	Initial	1	Latest Mod
6	02/19/2021	02/25/2021	Initial	0	No
5	02/12/2021	02/18/2021	Initial	2	Yes
5	02/12/2021	02/18/2021	Initial	1	No
5	02/12/2021	02/18/2021	Initial	0	No

Click the action arrow on the row corresponding to the latest payroll and select "Sign Payroll"

Home Previous My Pages

Contract Certified Payroll Overview

Contract: 0134-0147 - MODERN ROUNDABOUT AT RTE 190 AND RTE 319

Vendor Payrolls Vendor ID: 06-1188574 Vendor Short Name: Spazzarini Construction Co Inc

Payroll	Begin Date	End Date	Phase
6	02/19/2021	02/25/2021	Initial
Latest Mod			
Yes			
6	02/19/2021	02/25/2021	Initial
No			

Actions: Copy, Delete, Tasks, Create Modification, Import Payroll, Sign Payroll, Views, Attachments, Employees, Links, Status, Summary, Tracked Issues, Reports, Payroll Summary, Payroll Verification Text, Proxy Verification Report

Review the payroll:

Home Previous My Pages

Overview Employee Status

On this page: Contract Sign Payroll

Sign Payroll

Contract: 0134-0147 - MODERN ROUNDABOUT AT RTE 190 AND RTE 319

Payroll Vendor: 06-1188574 - Spazzarini Construction Co Inc

Payroll Number: 6 Modification Number: 1

Period: 02/19/2021 - 02/25/2021 Fringe Benefit Payment Type: Plan Funds

Sign Payroll

Progress: Review Verify Sign

1 Review:

Connecticut Department Of Transportation 3/2/2021

Payroll Summary Report Page 1 of 1

Contract Description: MODERN ROUNDABOUT AT RTE 190 AND RTE 319

Contract ID: 0134-0147 Vendor Name: Spazzarini Construction Company Inc

State Project Number Vendor ID: 06-1188574

Prime Vendor Name: Spazzarini Construction Company Inc

Prime Vendor ID: 06-1188574

Payroll Number: 6

Sign Payroll

Progress: Review Verify Sign

1 Review:

Connecticut Department Of Transportation 3/2/2021

Payroll Summary Report Page 1 of 1

Contract Description: MODERN ROUNDABOUT AT RTE 190 AND RTE 319

Contract ID: 0134-0147 Vendor Name: Spazzarini Construction Company Inc

State Project Number Vendor ID: 06-1188574

Prime Vendor Name: Spazzarini Construction Company Inc

Prime Vendor ID: 06-1188574

Payroll Number: 6

Modification Number: 1

Payroll Begin Date: 02/19/2021

Payroll End Date: 02/25/2021

Payroll Status: **Review**

Paper Copy On File: No

Fringe Benefit Type: Plan Funds

Payroll Attachment Descriptions	
Last Updated Date	Attachment Description
03/02/2021	Spazzarini - OSHA10 - Payroll.xml

After reviewing the verification statement, proceed to the **Sign** screen by clicking the right arrow.

CTDOL Affirmation

1. All persons employed on said project have been paid the full weekly wages earned by them during the week in accordance with Connecticut General Statutes, section 31-53, as amended. Further, I hereby certify and state the following:

- a) The records submitted are true and accurate;
- b) The rate of wages paid to each mechanic, laborer or workman and the amount of payment or contributions paid or payable on behalf of each such person to any employee welfare fund, as defined in Connecticut General Statutes, section 31-53(h), are not less than the prevailing rate of wages and the amount of payment or contributions paid or payable on behalf of each such person to any employee welfare fund, as determined by the Labor Commissioner pursuant to subsection Connecticut General Statutes, section 31-53(d), and said wages and benefits are not less than those which may also be required by contract;
- c) The Employer has complied with all of the provisions in Connecticut General Statutes section 31-53 (and Section 31-54 if applicable for state highway construction);
- d) Each such person is covered by a worker's compensation insurance policy for the duration of his employment which proof of coverage has been provided to the contracting agency;
- e) The employer does not receive kickbacks, which means any money, fee, commission, credit, gift, gratuity, thing of value, or compensation of any kind which is provided directly or indirectly, to any prime contractor, prime contractor employee, subcontractor, or subcontractor employee for the purpose of improperly obtaining or rewarding favorable treatment in connection with a prime contract or in connection with a prime contractor in connection with a subcontractor relating to a prime contractor; and
- f) The Employer is aware that filing a certified payroll which he knows to be false is a class D felony for which the employer may be fined up to five thousand dollars, imprisoned for up to five years or both.

2. OSHA-The employer shall affix a copy of the construction safety course, program or training completion document to the certified payroll required to be submitted to the contracting agency for this project on which such persons first appears.

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.



Click the **Sign Payroll** button.

Sign Payroll

Progress: Review Verify **Sign**

3 Sign:

Signed By	Signed Date
First Name	
Last Name	

Comments

Sign Payroll

The "Signature Process Completed" message will appear. Return to the "Home" screen.

Signature Process Completed. ✕

In the **Unapproved Payrolls** section of the home screen, locate the payroll that was just signed. The phase status will be "Under Agency Review". This status indicates that the payroll has been sent to the Connecticut Department of Transportation for review.

Note: When a Subcontractor submits a payroll, it will first be reviewed by the prime. The prime will follow the same steps of signing a payroll as shown above. Once this payroll is signed, it will then be passed along for agency review, just as the payroll for the Prime was.

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Previous', and 'My Pages' dropdown menus, and 'Actions', 'Help', and 'Log off' buttons. Below the navigation bar, there are breadcrumb links for 'Vendor Payrolls' and 'Unapproved Payrolls'. The main heading is 'PROJECT Prime Contractor staff entering their payroll or reviewing sub payrolls'. A blue sidebar contains 'Vendor Payrolls' and 'Unapproved Payrolls' with expand/collapse icons. A search bar is present with the text 'Type search criteria or press Enter' and 'Advanced' filter options. The main content area displays a table with 6 rows of payroll data. The first row's 'Phase' column is highlighted with a red box.

Contract	Description	Phase
0041-0119 Vendor 06-1528418	NEW EAST HAMPTON FACILITY & MARLBOROUGH RENOVATION Shrt Name Nosal Builders Inc	Under Agency Review
0134-0147 06-1188574	MODERN ROUNDABOUT AT RTE 190 AND RTE 319 Spazzarini Construction Co Inc	Under Agency Review
0134-0147 06-1188574	MODERN ROUNDABOUT AT RTE 190 AND RTE 319 Spazzarini Construction Co Inc	Under Agency Review
0134-0147 06-1188574	MODERN ROUNDABOUT AT RTE 190 AND RTE 319 Spazzarini Construction Co Inc	Under Agency Review
0140-0175	REPLACEMENT OF RETAINING WALL ALONG SR 807	Under Agency Review

Approving or Returning a Payroll as a Prime Contractor

Log into AWP using the **CTNONAGEPRIMEPAYROLL** Role.

- Press **Enter** on the “Type search criteria or press Enter” or enter the project number into the search bar under the “Unapproved Payrolls” section.

The screenshot shows the top navigation bar with 'Home', 'Previous', and 'My Pages' dropdowns, and 'Actions', 'Help', and 'Log off' buttons. Below the navigation, there are breadcrumb links for 'Vendor Payrolls' and 'Unapproved Payrolls'. The main content area is titled 'PROJECT Prime Contractor staff entering their payroll or reviewing sub payrolls'. It features two search sections: 'Vendor Payrolls' and 'Unapproved Payrolls'. Each section has a search bar with the placeholder text 'Type search criteria or press Enter' and an 'Advanced' button. The 'Unapproved Payrolls' search bar is highlighted with a red box. Below each search bar, there is a link to 'Show first 10' results and a status indicator '0 changed'.

- Select the payroll by first clicking on the **Contract**

The screenshot shows a table titled 'Unapproved Payrolls'. The table has three columns: 'Contract', 'Description', and 'Phase'. The 'Contract' column contains the value '0140-0175', which is highlighted with a red box. The 'Description' column contains the text 'REPLACEMENT OF RETAINING WALL ALONG SR 807'. The 'Phase' column contains the text 'Under Prime Review'. Below the table, there is a 'Vendor' section with the value '06-1611431' and a search icon followed by the text 'Total Fence LLC'. The table also includes a search bar with the placeholder text 'Type search criteria or press Enter' and an 'Advanced' button. The status indicator '0 changed' is visible in the top right corner of the table area.

Contract	Description	Phase
0140-0175	REPLACEMENT OF RETAINING WALL ALONG SR 807	Under Prime Review

Vendor: 06-1611431 Total Fence LLC

Click on the **Action** menu arrow for the contract payroll and select **Prime Review**.

Home Previous My Pages Actions Help Log off

Employee Payroll

On this page: Contract Status

External Certified Payroll Status

Contract: 0140-0175 - REPLACEMENT OF RETAINING WALL ALONG SR 807

Payroll Vendor: 06-1611431 - Total Fence LLC

Payroll Number	Modification Number
2	0
Period	Fringe Benefit Payment Type
01/30/2022 - 02/05/2022	Cash

Status

Phase: Under Prime Review

Created Date	Prime Accepted Date
02/08/2022 1:38:32 PM	
Signed Date	Agency Original Not Accepted

- Actions
- Copy
- Create Modification
- Tasks
- Import Payroll
- Prime Review
- Views
- Attachments (2)
- Issues
- Links
- Reports
- Payroll Summary
- Payroll Verification Text
- Proxy Verification Report

Review the payroll and click on the **Right Arrow** on the bottom of the page to advance to the "Progress" screen.

Home Previous My Pages Actions Help Log off

Status

On this page: Contract Progress Payroll

Progress Payroll

Contract: 0140-0175 - REPLACEMENT OF RETAINING WALL ALONG SR 807

Payroll Vendor: 06-1611431 - Total Fence LLC

Payroll Number	Modification Number
2	0
Period	Fringe Benefit Payment Type
01/30/2022 - 02/05/2022	Cash

Progress Payroll

Progress: Review Progress

1 Review:

Connecticut Department Of Transportation 2/8/2022

Payroll Summary Report Page 1 of 1

Contract Description REPLACEMENT OF RETAINING WALL ALONG SR 807

Contract ID 0140-0175 Vendor Name Total Fence, LLC

State Project Number Vendor ID 06-1611431

Prime Vendor Name Dayton Construction Company Inc

← →

The payroll is either approved or denied from this menu. To approve, select the “Forward to Agency” button. To deny, select the “Return to Contractor” button.

Home Previous My Pages Actions Help Log off

Status

On this page: Contract Progress Payroll

Progress Payroll

Contract: 0140-0175 - REPLACEMENT OF RETAINING WALL ALONG SR 807

Payroll Vendor: 06-1611431 - Total Fence LLC

Payroll Number	Modification Number
2	0
Period	Fringe Benefit Payment Type
01/30/2022 - 02/05/2022	Cash

Progress Payroll

Progress: Review Progress

2 Progress:

Signed By	Last Name
First Name	Signed Date

Submission Method	Proxy Signed Date
Attached	02/08/2022
Payroll Signer	
Kian Downes Test	
Comments	

Return to Contractor Forward to Agency

Filling Out a Payroll When No Work Has Been Performed

A payroll is required to be submitted each week. Even when no work has been performed on site. For weeks with no work performed, simply fill out the top heading of the payroll (depicted below) and leave the rest of the payroll sheet blank.

- Enter an 'X' in either the Contractor (Prime) box or Subcontractor box.
- Enter the name of the Contractor and the Contractor's ID number.
- Enter the payroll number, which should have the 'XXX' nomenclature (Ex. The first payroll for a job will be '001', with the second being '002', and so on).

NOTE: Payrolls *MUST* be submitted in numerical order within the system, even when no work has been performed on a week-to-week basis.

- Enter the Week Ending Date (automatically populates the rest of the dates for the week).
- Enter the Contractor's address.
- Enter the Contract Number for the project.
- Select the start day for the beginning of the pay period.
- Check either the 'a' box or check the 'b' box. One must be selected.

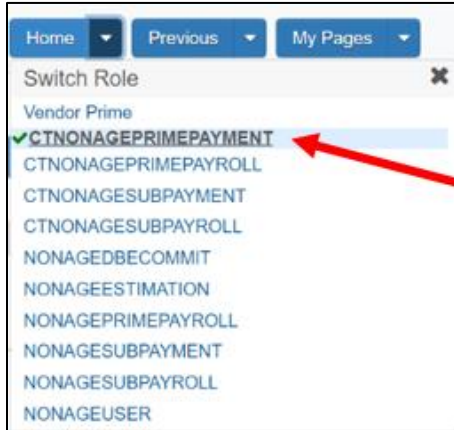
CONTRACTOR <input type="checkbox"/>		SUBCONTRACTOR <input type="checkbox"/>		CONTRACTOR ADDRESS							
Name of Contractor				Addr 1							
CT Vendor Number (FEIN)				Addr 2							
Payroll Number				City				State:		Zip:	
Week Ending Date XX/XX/XXXX				Contract #							
Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
Date											

One of two boxes needs to be checked.	
<input type="checkbox"/>	(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS
	In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.
<input type="checkbox"/>	(b) WHERE FRINGE BENEFITS ARE PAID IN CASH
	Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount for the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

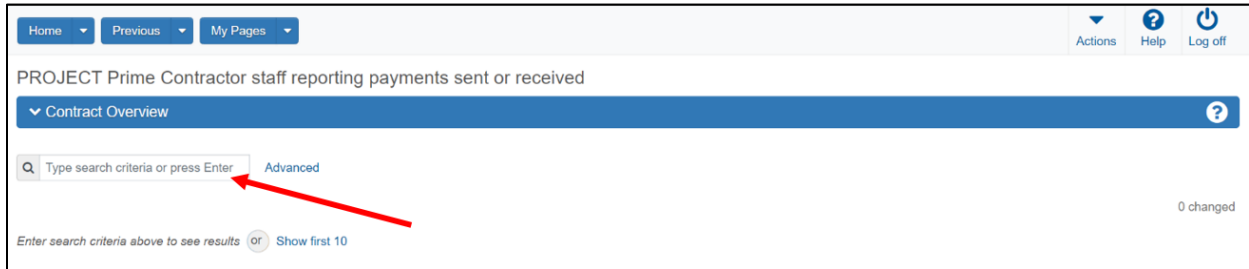
Convert the workbook and submit within AASHTOWare.

Section 3 – Payments to Subcontractors and Verification of Payments

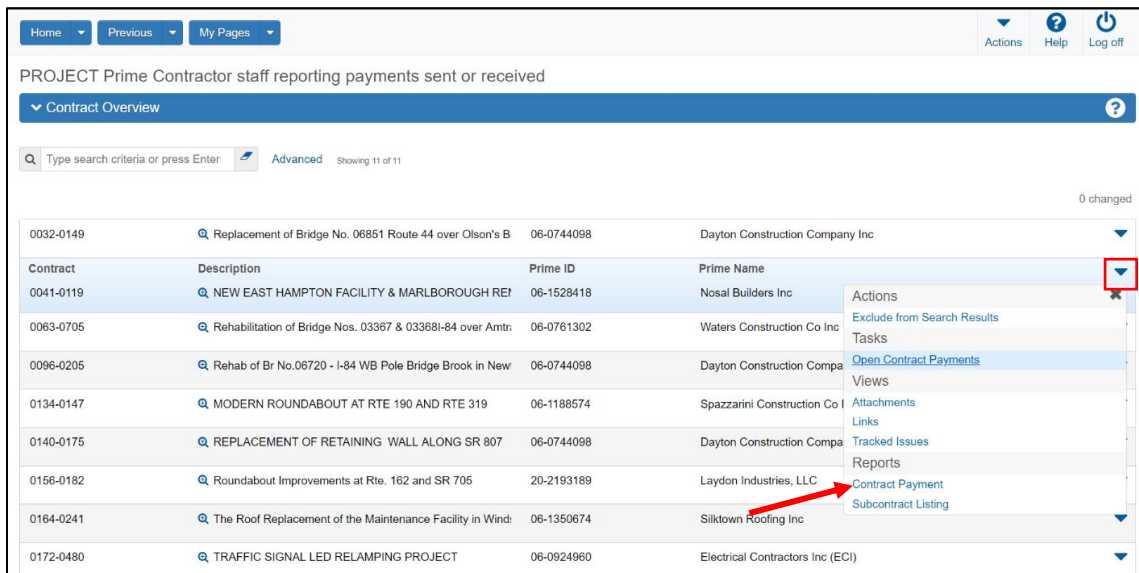
Log into AWP and select the **CTNONAGEPRIMEPAYMENT** Role.



Locate your project using the contract overview search box.



Click the **Action** menu arrow on the right side of the project row and select **Open Contract Payments**.



Select the **Action** menu arrow on the row for the corresponding payment estimate and select **Add Subcontract Payment from Prime**.

Contract Payment Overview

Contract: 0041-0119 - NEW EAST HAMPTON FACILITY & MARLBOROUGH RENOVATION

Search: Type search criteria or press Enter | Advanced | Showing 2 of 2 | 0 changed

Estimate Num	Type	Amount Paid	End Date	Actions
0002	Progress Estimate	500,000.00	12/31/2019	<ul style="list-style-type: none"> Exclude from Search Results Open Tasks Add Subcontract Payment from Prime Views Attachments Links Tracked Issues
0001	Progress Estimate	160,601.15	07/31/2019	

Fill in the following information:

- **Payee** (who will be receiving this payment)
- **Payee Payment Number**
- **Date Paid**
- **Payment Type**
- **Paid Amount**
- **Payee Work Complete Indicator** (Leave unchecked if the Subcontractor's work is incomplete.)
- **Press Save.**

Contract Payment

Add Subcontractor Payment

Contract: 0041-0119 - NEW EAST HAMPTON FACILITY & MARLBOROUGH RENOVATION | Save

Number: 0002 Period: 08/01/2019 - 12/31/2019

Payer: 06-1528418 - Nosal Builders Inc

DBE Firm Indicator: No

Payee*:

DBE Commitment Indicator: No

Payee Payment Number*:

Payee Work Complete Indicator:

Date Paid*: 02/24/2021

Payment Type*:

Paid Amount:

Below is an example of what this page will look like when the information is filled in.

Contract Payment

Add Subcontractor Payment There are unsaved changes.

Contract: 0041-0119 - NEW EAST HAMPTON FACILITY & MARLBOROUGH RENOVATION Save

Number: 0002 Period: 08/01/2019 - 12/31/2019

Payer 06-1528418 - Nosal Builders Inc	DBE Firm Indicator No
Payee * Q 06-1187078 Warning Lights & Scaffolding Service Inc	DBE Commitment Indicator No
Payee Payment Number * 001-05	Payee Work Complete Indicator <input type="checkbox"/>
Date Paid * 02/24/2021	
Payment Type * Progress	
Paid Amount 300.00	

The “Subcontract Payment Summary” component will appear. Along the left side of the page, you will see the following tabs:

- General
- Withholding
- Endorsements
- Items

Example **General** tab:

Contract Payment Overview **Contract Payment**

Subcontract Payment Summary Subcontractor Payment - Successfully Saved

Contract 0041-0119 - NEW EAST HAMPTON FACILITY & MARLBOROUGH RENOVATION Save

Number: 0002 End Date: 12/31/2019

General	Payer 06-1528418 - Nosal Builders Inc	DBE Firm Indicator Yes
Withholding	Payee 06-1187078 - Warning Lights & Scaffolding Service Inc	DBE Commitment Indicator Yes
Endorsements	Payee Payment Number 001-05	Payee Work Complete Indicator <input type="checkbox"/>
Items	Date Paid 02/24/2021	
	Payment Type Progress	
	Paid Amount 300.00	

Example **Withholding** tab:

Home Previous My Pages Actions Help Log off

Contract Payment Overview Contract Payment

Subcontract Payment Summary Subcontractor Payment - Successfully Saved

Contract 0041-0119 - NEW EAST HAMPTON FACILITY & MARLBOROUGH RENOVATION Save ?

Number: 0002 End Date: 12/31/2019

General Withholding Endorsements Items

Retainage Released

Retainage Dollars Held

Payment or Partial Amount Withheld Indicator

Partial Payment Comments

Payer Comments

Example **Endorsements** tab:

(Note: This page will become populated as this payment progresses to the payee and the agency.)

Home Previous My Pages Actions Help Log off

Contract Payment Overview Contract Payment

Subcontract Payment Summary Subcontractor Payment - Successfully Saved

Contract 0041-0119 - NEW EAST HAMPTON FACILITY & MARLBOROUGH RENOVATION Save ?

Number: 0002 End Date: 12/31/2019

General Withholding Endorsements Items

Signed By Signer Comments

Signed Date

Payee Reviewed By Amount Received

Payee Reviewed Date Payee Work Complete Indicator

No

Payment Received Payee Comments

Date Received

Agency Reviewed Date Agency Reviewer Comments

Agency Reviewed By

Items tab:

- **Contract Item Line Number:** Enter the **Contract Item Line Number** (or type the item#/description) for the work item(s) performed by the subcontractor.
- **Quantity Paid:** Enter quantity of contract item paid to the subcontractor.
- **Actual Payment:** Enter \$ amount paid to subcontractor (qty X subcontractor approval unit price).
- **Payment or Partial Amount Withheld Indicator:** Check this box if money is being withheld.
- **Partial Payment Comments:** add comments if money is withheld.
- **Retainage Released:** NOT APPLICABLE, leave blank.
- **Retainage Dollars Held:** NOT APPLICABLE, leave blank.
- **Payee Work Complete Indicator:** Check box if subcontractor work is complete.
- Repeat as necessary for each **Contract Item Line Number** paid to this subcontractor.
- Save your progress

Home Previous My Pages Actions Help Log off

Contract Payment Overview Contract Payment

Subcontract Payment Summary There are unsaved changes.

Contract 0041-0119 - NEW EAST HAMPTON FACILITY & MARLBOROUGH RENOVATION Save

Number: 0002 End Date: 12/31/2019

General Withholding Endorsements Items

New 1 added 0 marked for deletion 0 changed

Contract Item Line Number	Quantity Paid	Actual Payment	Retainage Released	Retainage Dollars Held	Payee Work Complete Indicator
0300 CONSTRUCTION SIGNS 1220027 CONSTRUCTION SIGNS	1.000	300.00	<input type="checkbox"/>		<input type="checkbox"/>

Payment or Partial Amount Withheld Indicator

Partial Payment Comments
Test

Click on the **Action** menu arrow and click **Sign Subcontract Payment**.

Home Previous My Pages Actions Help Log off

Contract Payment Overview Contract Payment

Subcontract Payment Summary Save Complete

Contract 0041-0119 - NEW EAST HAMPTON FACILITY & MARLBOROUGH RENOVATION Save

Number: 0002 End Date: 12/31/2019

General Withholding Endorsements Items

New

0300 [object Object] 1220027

Contract Item Line Number*

Q 0300 1220027 CONSTRUCTION SIGNS

Quantity Paid* 1.000

Actual Payment 300.00

Payment or Partial Amount Withheld Indicator

Partial Payment Comments Test

Actions

There are no actions available.

Tasks

Add New Payment Same Payer

Sign Subcontract Payment

Views

Attachments

Issues

Links

Reports

Payment Verification Text

Subcontract Payment

Review the payment. If the information is correct, click the right arrow at the bottom of the page to progress to the **Verify** screen.

1 Review:

Connecticut Department Of Transportation 2/24/2021

Subcontract Payment Report Page 1 of 1

Contract

Contract ID: 0041-0119
 Description: NEW EAST HAMPTON FACILITY & MARLBOROUGH RENOVATION
 Prime Contractor: 06-1528418 Nosal Builders Inc
 Federal Project No: N/A
 State Project No: 0041-0119
 Overall Fed. Funding Percent: 0.00%

Awarded Contract Amount: \$11,191,285.24
 Current Contract Amount: \$12,366,845.24
 Awarded Date:
 Closed for Civil Rights & Labor Date:
 Prompt Payment Days: 30
 Retainage Released by Prime: 30

Subcontract Payment

Paying Vendor: 06-1528418 Nosal Builders Inc

Payee Payment Number: 001-05

Payee ID: 06-1187078 Payee Name: Warning Lights & Scaffolding Service Inc
 DBE Firm: Yes DBE Commitment: Yes

Payment ID No.:
 Payment Date: 02/24/2021 Payment Type: Progress
 Paid Amount: \$300.00 Retainage Dollars Held: \$0.00
 Retainage Released: No Payee Work Complete Indicator: No Payment or Partial Amount Withheld: No Payer Comments: No
 Amount Received: Payment Received: Date Received: Payee Comments: No

Item Line #	Ref. Item ID	Ref. Item Description	Quantity Paid	Actual Payment	Payment / Partial Amt Withheld	Partial Payment Comments	Retainage Released	Retainage Dollars Held	Payee Work Complete
0300	1220027	CONSTRUCTION SIGNS	1.000	\$300.000	No	Yes	No		No

Navigation arrows: Left arrow, Right arrow (circled in red), Up arrow

On the **Verify** screen, review the verification statement and click the right arrow at the bottom of the page to progress to the **Sign** page.

The screenshot shows the 'Sign Subcontract Payment' interface. At the top, there are navigation tabs: 'Home', 'Previous', and 'My Pages'. On the right, there are 'Actions', 'Help', and 'Log off' buttons. Below the navigation, there are breadcrumb links: 'Contract Payment Overview', 'Contract Payment', and 'Subcontract Payment'. The main heading is 'Sign Subcontract Payment'. A progress bar shows three steps: 'Review', 'Verify' (which is highlighted), and 'Sign'. Below the progress bar, there is a section titled '2 Verify:' with a date of '02/24/2021'. The text reads: 'I, Vendor Prime Boss do hereby state: That I paid Warning Lights & Scaffolding Service Inc for work, material, labor, equipment and miscellaneous expenses associated with 0041-0119 NEW EAST HAMPTON FACILITY & MARLBOROUGH RENOVATION; with payment paid 02/24/2021.'

Click “Sign Payment”

The screenshot shows the 'Sign Subcontract Payment' interface in the 'Sign' step. The progress bar now highlights the 'Sign' step. Below the progress bar, there is a section titled '3 Sign:'. It contains a table with two columns: 'Signer Comments' and 'Signed Date'. The 'Signer Comments' column has a large empty text area. Below this table, there is a 'Signed By' field. At the bottom right, there is a green 'Sign Payment' button. Below the button are navigation arrows (left and right) and an upward arrow.

Once complete, the “Successfully signed Subcontract Payment” message will appear at the top of the screen.

The screenshot shows the 'Subcontract Payment Summary' screen. At the top, there is a green notification banner that says 'Successfully signed Subcontract Payment' with a close button (x). Below the banner, there is a blue header bar with the contract name: 'Contract 0041-0119 - NEW EAST HAMPTON FACILITY & MARLBOROUGH RENOVATION'. Below the header, there is a table with the following data:

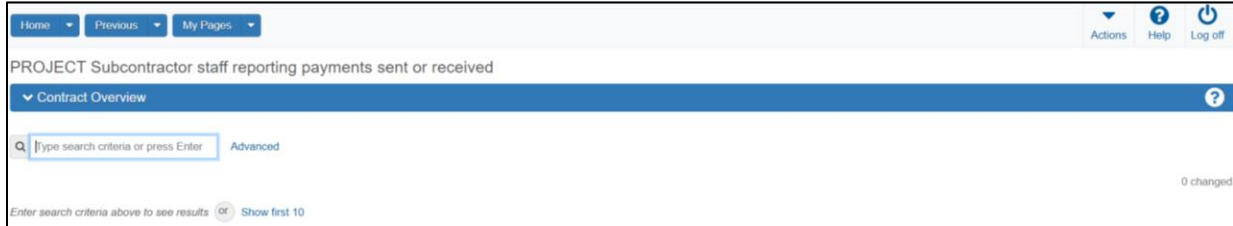
General	Payer	DBE Firm Indicator
Withholding	06-1528418 - Nosal Builders Inc	Yes
Endorsements	Payee	DBE Commitment Indicator
Items	06-1187078 - Warning Lights & Scaffolding Service Inc	Yes

Recording a Payment to a Subcontractor

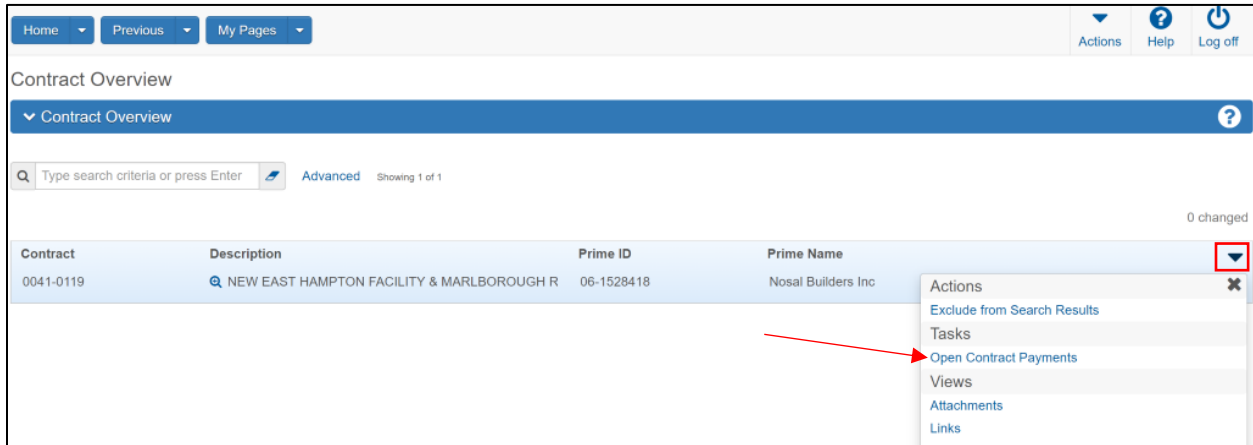
Log in to AWP using the **CTNONAGESUBPAYMENT** role and open your project.

NOTE: This includes Prime Contractor payments to subcontractors and subcontractors payments to lower tier subcontractors.

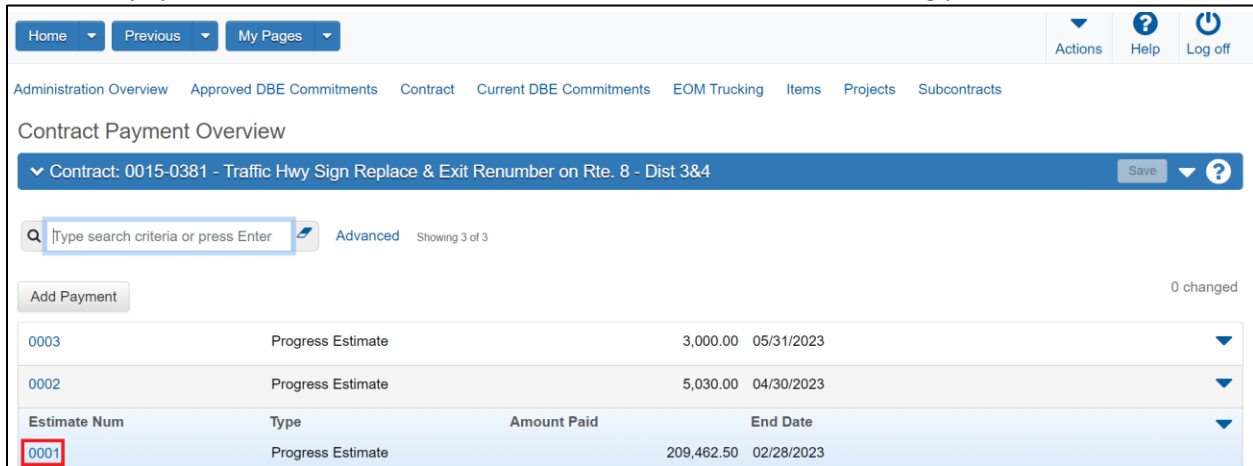
NOTE: Contractors will be given permission to see their own projects. (i.e. prime or an approved sub)



Click the **Actions** menu arrow and select **Open Contract Payments**



Select the payment estimate that includes the work the subcontractor is being paid for



Select the **Subcontract Payments** tab, and then select **Add Subcontract Payment From Prime**:

Home Previous My Pages Actions Help Log off

Administration Overview Payment Overview Contract Subcontracts

Contract Payment Summary

Contract 0015-0381 - Traffic Hwy Sign Replace & Exit Renumbr on Rte. 8 - Dist 3&4 Save ?

Estimate Num: 0001 - Payment End Dt 02/28/2023

General Add Subcontract Payment From Prime

Items 0 marked for deletion | 0 changed

Subcontract Payments No rows found matching criteria.

Enter the following information

- **Payee:** choose subcontractor that was paid. The subcontractor must be approved for this project.
- **Payee Payment Number:** Payment number to sub.
- **Payment Type:** choose **Final** or **Progress** from the dropdown menu.
- **Paid Amount:** enter the dollar amount paid to the subcontractor.
- **Payee Work Complete Indicator:** check box IF subcontractor work is complete.
- Click the **Save** button.

Contract Payment

Add Subcontractor Payment

Contract: 0041-0119 - NEW EAST HAMPTON FACILITY & MARLBOROUGH RENOVATION Save ?

Number: 0002 Period: 08/01/2019 - 12/31/2019

Payer 06-1528418 - Nosal Builders Inc	DBE Firm Indicator No
Payee * Q Begin typing to search or press Enter	DBE Commitment Indicator No
Payee Payment Number * <input type="text"/>	Payee Work Complete Indicator <input type="checkbox"/>
Date Paid * 09/14/2020	
Payment Type * <input type="text"/>	
Paid Amount <input type="text"/>	

Subcontractor Verification of Payment

Log onto the AASHTOWare system and select the **CTNONAGESUBPAYMENT** Role.

The screenshot shows the AASHTOWare interface. At the top, there are navigation tabs: Home, Previous, and My Pages. On the right, there are icons for Actions, Help, and Log off. A dropdown menu is open, showing the 'Switch Role' section with the following options: Vendor Prime, CTNONAGEPRIMEPAYMENT, CTNONAGEPRIMEPAYROLL, **CTNONAGESUBPAYMENT** (highlighted), CTNONAGESUBPAYROLL, NONAGEDBECOMMIT, NONAGEESTIMATION, NONAGEPRIMEPAYROLL, NONAGESUBPAYMENT, NONAGESUBPAYROLL, and NONAGEUSER. Below the dropdown, a table displays project information. The table has columns for Contract ID, Description, Prime ID, and Prime Name. The data is as follows:

Contract ID	Description	Prime ID	Prime Name
0041-0119	NEW EAST HAMPTON FACILITY & MARLBOROUGH REI	06-1528418	Nosal Builders Inc
0063-0705	Rehabilitation of Bridge Nos. 03367 & 03368I-84 over Amtr:	06-0761302	Waters Construction Co Inc
0096-0205	Rehab of Br No.06720 - I-84 WB Pole Bridge Brook in New	06-0744098	Dayton Construction Company Inc
0134-0147	MODERN ROUNDABOUT AT RTE 190 AND RTE 319	06-1188574	Spazzarini Construction Co Inc
0140-0175	REPLACEMENT OF RETAINING WALL ALONG SR 807	06-0744098	Dayton Construction Company Inc
0156-0182	Roundabout Improvements at Rte. 162 and SR 705	20-2193189	Laydon Industries, LLC
0164-0241	The Roof Replacement of the Maintenance Facility in Windr:	06-1350674	Silktown Roofing Inc
0172-0480	TRAFFIC SIGNAL LED RELAMPING PROJECT	06-0924960	Electrical Contractors Inc (ECI)
0301-0510	Lockwood-Mathews Mansion Historic Fence Restoration	13-3392991	McNamee Construction Corp.
DJBdemo-01	demonstration data	00-00000000001	R. H. White Construction

Locate the project you want to verify payments on, and open the actions menu and select **Open Contract Payments**

The screenshot shows the AASHTOWare interface with the 'Contract Overview' section selected. The table from the previous screenshot is visible. The 'Actions' menu for the project '0041-0119' is open, and the 'Open Contract Payments' option is highlighted with a red box. The menu options are: Actions, Exclude from Search Results, Tasks, Open Contract Payments, Views, Attachments, Links, Tracked Issues, Reports, Contract Payment, and Subcontract Listing. The URL at the bottom of the page is <https://ctdot-pr-impl.infotechinc.com/Contract/4/ExternalPaymentOverview>.

On the row for the estimate, click on the **Actions** menu arrow and select **Open**.

Contract Payment Overview

Contract: 0041-0119 - NEW EAST HAMPTON FACILITY & MARLBOROUGH RENOVATION

Search: Type search criteria or press Enter | Advanced | Showing 2 of 2 | 0 changed

Estimate Num	Type	Amount Paid	End Date	Actions
0002	Progress Estimate	500,000.00	12/31/2019	<ul style="list-style-type: none"> Exclude from Search Results Open Tasks Add Subcontract Payment from Prime Views Attachments Links Tracked Issues
0001	Progress Estimate	160,601.15	07/31/2019	

Once on this page, there will be three tabs on the left side of the page.

Contract Payment Overview

Contract Payment Summary

Contract: 0041-0119 - NEW EAST HAMPTON FACILITY & MARLBOROUGH RENOVATION

Estimate Num: 0002 - Payment End Dt: 12/31/2019

General	Estimate Number	Contract Payment Period Start Date
Items	0002	08/01/2019
Subcontract Payments	Estimate Type	Contract Payment Period End Date
	Progress Estimate	12/31/2019
	Paid Amount	Date Payment was Made
	500,000.00	01/15/2020
	Previous Total Paid Amount	
	160,601.15	
	Total Paid to Date Amount	
	660,601.15	

Open the **Subcontract Payments** tab.

Contract Payment Overview

Contract Payment Summary

Contract: 0041-0119 - NEW EAST HAMPTON FACILITY & MARLBOROUGH RENOVATION

Estimate Num: 0002 - Payment End Dt: 12/31/2019

Subcontract Payments

Add Subcontract Payment From Prime

0 marked for deletion | 0 changed

06-1528418	Nosal Builders Inc	20-5746239	Delta Surveying Services LLC
06-1528418	Nosal Builders Inc	20-4023973	Clean Slate Environmental Inc
06-1528418	Nosal Builders Inc	20-5746239	Delta Surveying Services LLC
06-1528418	Nosal Builders Inc	06-1137995	ADF Industries Inc
06-1528418	Nosal Builders Inc	06-1187078	Warning Lights & Scaffolding Service Inc
06-1528418	Nosal Builders Inc	06-1568104	KTM Electrical Construction

Locate the payment you wish to verify and click the action arrow, then select "Verify Payment"

>	06-1528418 Nosal Builders Inc	41-2167641 Reynolds Welding & Fabrication LLC	▼
>	06-1528418 Nosal Builders Inc	06-1187078 Warning Lights & Scaffolding Service Inc	▼
>	06-1528418 Nosal Builders Inc	06-1187078 Warning Lights & Scaffolding Service Inc	▼
>	06-1528418 Nosal Builders Inc	06-1187078 Warning Lights & Scaffolding Service Inc	▼
▼	06-1528418 Nosal Builders Inc	06-1187078 Warning Lights & Scaffolding Service Inc	▼

Actions ✕

- Add New Payment From Payee
- Delete
- Review Sub Contractor Paymt. Summary
- Verify Payment**
- Views
- Attachments
- Links
- Tracked Issues
- Reports
- Payment Verification Text
- Subcontract Payment

Payer Name	Payment Type
06-1528418	Progress
Payee Name	Paid Amount
06-1187078	300.00
Payee Payment Number	Total Paid To Date
001-05	1,700.00
Date Paid	Parent Subcontractor Paym
02/24/2021	
DBE Firm Indicator	
Yes	
DBE Commitment Indicator	
Yes	

Review the payment and if the information is correct, click the right arrow at the bottom of the page to progress to the **Verify Receipt** screen.

Progress: Review Verify Receipt Complete

1 Review:

Connecticut Department Of Transportation

Subcontract Payment Report

2/24/2021

Page 1 of 1

Contract

Contract ID: 0041-0119	Awarded Contract Amount: \$11,191,285.24
Description: NEW EAST HAMPTON FACILITY & MARLBOROUGH RENOVATION	Current Contract Amount: \$12,366,845.24
Prime Contractor: 06-1528418 Nosal Builders Inc	Awarded Date: Closed for Civil Rights & Labor Date:
Federal Project No: N/A	Prompt Payment Days: 30
State Project No: 0041-0119	Retainage Released by Prime: 30
Overall Fed. Funding Percent: 0.00%	

Subcontract Payment

Paying Vendor: 06-1528418 Nosal Builders Inc

Payee Payment Number: 001-05

Payee ID: 06-1187078 Payee Name: Warning Lights & Scaffolding Service Inc DBE Firm: Yes DBE Commitment: Yes

Payment ID No.:
 Payment Date: 02/24/2021 Payment Type: Progress
 Paid Amount: \$300.00 Retainage Dollars Held: \$0.00
 Retainage Released: No Payee Work Complete Indicator: No Payment or Partial Amount Withheld: No Payer Comments: No
 Amount Received: Payment Received: Date Received: Payee Comments: No

Item Line #	Ref. Item ID	Ref. Item Description	Quantity Paid	Actual Payment	Payment / Partial Amt Withheld	Partial Payment Comments	Retainage Released	Retainage Dollars Held	Payee Work Complete
0300	1220027	CONSTRUCTION SIGNS	1.000	\$300.000	No	Yes	No		No

← →

On the **Verify Receipt** screen, enter the following information:

- **Payment Received** status
 - No.
 - Yes, as expected.
 - Yes, not as expected.
- **Amount Received** (amount paid by the prime).
- **Date Received** (date of payment from the prime).
- **Payee's Work on Contract Complete** (If applicable. Leave unchecked if work is incomplete.).
- **Payee Comments**

Home Previous My Pages Actions Help Log off

Contract Payment Subcontract Payment

Verify Payment

Verify Payment

Progress: Review **Verify Receipt** Submit

2 Verify Receipt:

Payment Received
No

Amount Received

Date Received

Payee's Work on Contract Complete

Payee Comments

← →

Home Previous My Pages Actions Help Log off

Contract Payment Subcontract Payment

Verify Payment

Verify Payment

Progress: Review **Verify Receipt** Submit

2 Verify Receipt:

Payment Received
No
Yes as Expected
Yes Not as Expected

Amount Received

Date Received

Payee's Work on Contract Complete

Payee Comments

← →

When complete, click on the right arrow at the bottom of the screen to advance to the **Submit** screen

Note: If the Payment Received is checked as Yes as Expected, a Payee Comment is needed.

The screenshot shows the 'Verify Payment' interface. At the top, there are navigation tabs: 'Home', 'Previous', and 'My Pages'. On the right, there are 'Actions', 'Help', and 'Log off' buttons. Below the navigation, there are links for 'Contract Payment' and 'Subcontract Payment'. The main heading is 'Verify Payment' with a dropdown arrow and a help icon. The progress bar shows three steps: 'Review', 'Verify Receipt' (current), and 'Submit'. The 'Verify Receipt' step includes the following fields:

- Payment Received:** A dropdown menu set to 'Yes as Expected'.
- Amount Received:** A text input field containing '300.00'.
- Date Received:** A date picker showing '02/24/2021'.
- Payee's Work on Contract Complete:** A checkbox that is currently unchecked.
- Payee Comments:** A text input field containing 'Test'.

At the bottom right, there are two navigation arrows: a left arrow and a right arrow. The right arrow is circled in red, indicating it should be clicked to proceed to the next step.

Click the **Submit Verification** button at the bottom right of the screen.

The screenshot shows the 'Verify Payment' interface at the 'Submit' step. The progress bar now highlights the 'Submit' step. The 'Submit' step includes the following fields:

- Payee Name:** A text input field containing '06-1187078'.
- Payee Reviewed Date:** A text input field.
- Payee Reviewed By:** A text input field.

At the bottom right, there is a green button labeled 'Submit Verification'. Below the button are two navigation arrows: a left arrow and a right arrow.

When the verification is submitted, no further action is required. Details for the payment can be viewed in the subcontract payment summary.

The screenshot shows the 'Subcontract Payment Summary' screen. At the top, there are navigation tabs: 'Home', 'Previous', and 'My Pages'. On the right, there are 'Actions', 'Help', and 'Log off' buttons. Below the navigation, there are links for 'Contract Payment Overview' and 'Contract Payment'. The main heading is 'Subcontract Payment Summary' with a dropdown arrow and a help icon. A green notification banner at the top reads 'Successfully verified Subcontract Payment'. Below the notification, there is a blue bar with the contract details: 'Contract 0041-0119 - NEW EAST HAMPTON FACILITY & MARLBOROUGH RENOVATION'. Below this bar, there is a 'Save' button and a help icon. The main content area displays the following information:

- Number:** 0002 **End Date:** 12/31/2019
- General:** Payer: 06-1528418 - Nosal Builders Inc
- Withholding:** Payee: 06-1187078 - Warning Lights & Scaffolding Service Inc
- Endorsements:** Payee Payment Number: 001-05
- Items:** Date Paid: 02/24/2021
- Payment Type:** Progress
- Paid Amount:** 300.00
- DBE Firm Indicator:** Yes
- DBE Commitment Indicator:** Yes
- Payee Work Complete Indicator:**

The **Withholding** tab provides information that was entered by the Prime, or the tiered subcontractor making the payment.

The screenshot shows the 'Withholding' tab selected in the 'Subcontract Payment Summary' interface. The interface includes a navigation bar with 'Home', 'Previous', and 'My Pages' dropdowns, and 'Actions', 'Help', and 'Log off' buttons. The main content area displays the following information:

- Contract:** Contract 0041-0119 - NEW EAST HAMPTON FACILITY & MARLBOROUGH RENOVATION
- Number:** 0002 **End Date:** 12/31/2019
- General:** Retainage Released: No
- Withholding:** Retainage Dollars Held: 0.00
- Endorsements:** Payment or Partial Amount Withheld Indicator: No
- Items:** Partial Payment Comments: Test
- Payer Comments:** (Empty field with search icon)

Endorsements includes information about the payer and payee signers, dates, and comments from the payer and payee.

The screenshot shows the 'Endorsements' tab selected in the 'Subcontract Payment Summary' interface. The interface includes the same navigation bar as the previous screenshot. The main content area displays the following information:

- Contract:** Contract 0041-0119 - NEW EAST HAMPTON FACILITY & MARLBOROUGH RENOVATION
- Number:** 0002 **End Date:** 12/31/2019
- General:** Signed By: CTDOT\primev
- Withholding:** Signed Date: 02/24/2021
- Endorsements:**
 - Payee Reviewed By: CTDOT\primev
 - Payee Reviewed Date: 02/24/2021
 - Payment Received: Yes as Expected
 - Date Received: 02/24/2021
 - Agency Reviewed Date: (Empty)
 - Agency Reviewed By: (Empty)
- Items:**
 - Signer Comments: (Empty)
 - Amount Received: 300.00
 - Payee Work Complete Indicator: No
 - Payee Comments: Test
 - Agency Reviewer Comments: (Empty)

The **Items** tab provides information pertaining to the items that were included in the payment.

Home Previous My Pages Actions Help Log off

Contract Payment Overview Contract Payment

Subcontract Payment Summary

Successfully verified Subcontract Payment

Contract 0041-0119 - NEW EAST HAMPTON FACILITY & MARLBOROUGH RENOVATION Save ?

Number: 0002 End Date: 12/31/2019

0 added | 0 marked for deletion | 0 changed

- General
- Withholding
- Endorsements
- Items

New

0300 [object Object] 1220027

Contract Item Line Number	Retainage Released
Q 0300 1220027 CONSTRUCTION SIGNS	No
Quantity Paid	Retainage Dollars Held
1.000	
Actual Payment	Payee Work Complete Indicator
300.00	No
Payment or Partial Amount Withheld Indicator	
No	
Partial Payment Comments	
Test	