



Contractor Payrolls

AASHTOWare Project Construction and Materials™
rev. April 2023

This page is intentionally left blank



Table of Contents

Introduction.....	1
Contractor Payrolls	1
Payroll Entry.....	1
Next Payroll Entry	3
Delete Payroll Entry.....	4
Overdue Payroll Estimate Exceptions	4
Daily Work Reports	5
Need Support	6

Introduction

AASHTOWare Project™ (AWP) is a web-based program consisting of several modules designed to electronically allow the SCDOT to manage the entire lifecycle of construction contracts using a standardized format while providing a collaborative environment.

AASHTOWare Project Construction and Materials™ (PrCM) is a module designed to support the complete construction and materials management process.

Contractor Payrolls

All contractors (Prime and Subcontractors) working on federally funded contracts must submit Certified Payrolls to the RCE. The purpose is to ensure all hourly employees working on federally funded projects are receiving at least the minimum wage rates specified by the Davis-Bacon Act. Once the hard copy of certified payrolls are received and verified, the date for the period covered and the date the payrolls are actually received are entered into AASHTOWare Project.

Prime Contractor Certified Payrolls must be entered each week after the Work Start Date. Subcontractor Payrolls are only required for periods when the subcontractor has employees actively working on the project.

Roles that can enter Payroll:

- RCAP
- PROJ ENG
- ARCE
- RCE

Payroll Entry

Ensure you are using one of the roles mentioned in the last topic and have contract authority.

1. From the Home Screen, select Payrolls.

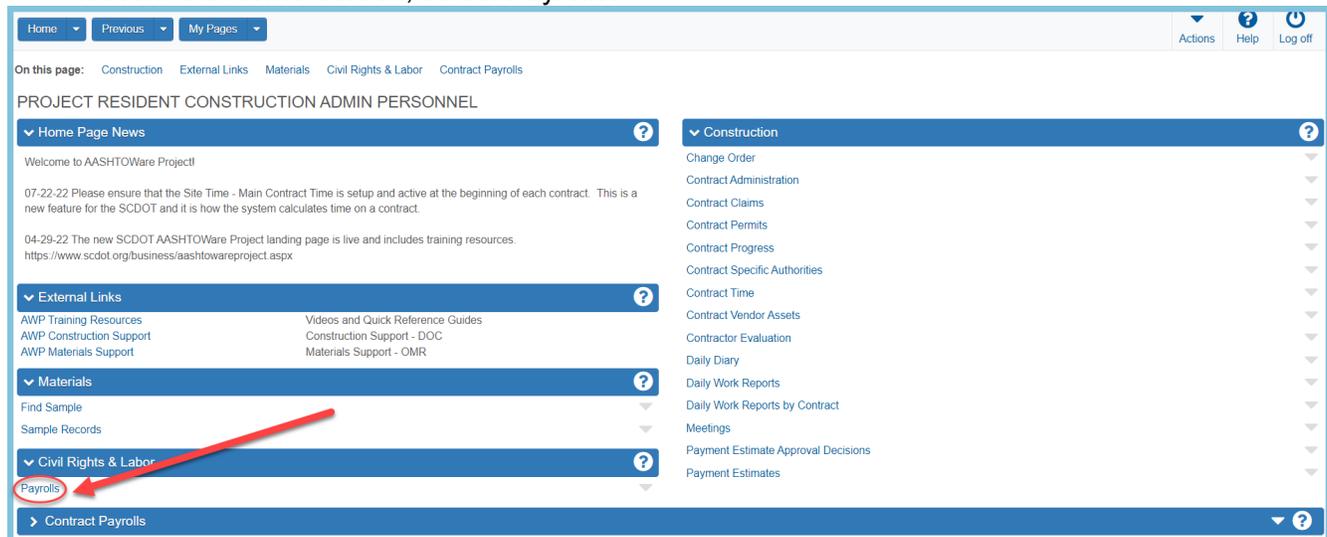


Figure 1 - Contract Payrolls

2. Search for the contract.

Figure 2 – Select Contract

3. For the contractor that requires a payroll entry, select the Row Action Menu
4. Click Add.

Contract	Short Name	Is Prime	Payr...
1459820	PALMETTO CORP. OF CONWAY	Yes	
1459820	CAROLINA PAVEMENT MARKINGS, INC.	No	0
1459820	LU, INCORPORATED	No	0

Figure 3 - Add Payroll Entry

5. Enter the following fields:

- Payroll Number
- Period Begin Date
- Period End Date (must be 6 days after the Period Begin Date)
- Payroll Received Date
- Check the Certified or No Employees for Period checkbox
- Comment

6. Press **Save**.

Figure 4 - Payroll Data Entry

**If the Prime Contractor performs no work, check the No employee hours for period box.*

Next Payroll Entry

1. To enter the next payroll, click the Overview link.

Figure 5 – Contract Certified Payroll Overview Link

2. Select the Component Action Menu
3. Click Add New Payroll

Payroll	Begin Date	End Date	Payroll Received ...	Certified	No Employee Hours fo...	Comments
1	02/01/2022	02/07/2022	02/23/2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Payroll Received

Figure 6 - Next Payroll Entry

4. Enter the following fields:
 - *Payroll Number*
 - *Period Begin Date (must be 1 day after the previous Period Ending Date)*
 - *Period End Date (must be 6 days after the current Period Begin Date)*
 - *Payroll Received Date*
 - *Check the Certified or No Employees for Period checkbox*
 - *Comment*
5. Press **Save**.

Figure 7 – Next Payroll Entry Data

Delete Payroll Entry

To delete a payroll entry, select the Row Action Menu for the record to be deleted

1. Click Delete
2. Click **Save**.

Contract Certified Payroll Overview

Contract: 1459820 - Reconstruction/Rehabilitation - Clarendon County

Vendor ID: 1PA005 | Vendor Short Name: PALMETTO CORP. OF CONWAY

Payroll	Begin Date	End Date	Payroll Received ...	Certified	No Employee Hours fo...	Comments
2	02/08/2022	02/14/2022	03/01/2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Payroll Received
1	02/01/2022	02/07/2022	02/23/2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Payroll Received

0 marked for deletion | 2 changed

Figure 8 - Delete Payroll Entry

Overdue Payroll Estimate Exceptions

If a contractor is marked as onsite in a DWR and no payroll is entered into the system for the week, an overdue payroll exception will be displayed on the Payment Estimate. These exceptions can be cleared by entering the payroll for the missing week and Recalculating Estimate Exceptions.

For more details on exceptions, refer to the Payment Estimate instructions

General | Notes | Exceptions | Time Charges | Projects | Items | Contract Adjustments | Item Adjustments | Approval Tracking

Search: overdue | Advanced | Showing 1 of 1 | Adjustment: No Filter

Exception ID	Payment Estimate Exception	Status	Adjustment
17	Overdue Payrolls	Overridden	No

Description: Estimate Exception Type: Payroll Exception: Contract 0486510, Contr... | Status: Overridden

Adjustment: No

Figure 9 – Payment Estimate Exceptions

Description

Estimate Exception Type: Payroll Exception: Contract 0486510, Contractor 1SS001, S AND S CONSTRUCTION, INC. OF ANDERSON, DWR Dates 2/28/2023, 2/27/2023.

Figure 10 - Estimate Exceptions Description



Daily Work Reports

Daily Work Reports indicate whether or not a contractor is onsite and working for a particular day. If an inspector includes a contractor on a DWR for a federally funded contract, payroll will be required. Alternatively, they have the option to indicate a contractor is not onsite. (For example: a contractor was only added to create an item posting). If an inspector fails to use this indicator for a contractor that is not onsite, the system will require a payroll. This can be corrected if the DWR is not included in an approved payment estimate. If the payment estimate is approved, a “dummy” payroll entry must be created to include the contractor and the DWR date to remove any future estimate exception.

Contract Daily Work Report Summary

Contract: 1459820 - Reconstruction/Rehabilitation - Clarendon County

DWR Date: 04/04/2023 Inspector: NTS/troutbl Sequence: 2 Status: Pending Approval

General Notes Contractors Contractor Equipment Contractor Personnel Contractor Staff Agency Staff Postings Acceptance Records

Type search criteria or press Enter Advanced Showing 2 of 2

Select Contractors...

Contractor	Prime	Equipment	Personnel	Staff	DBE Certified	Contractor Not Onsite / Payroll Not Required
PALMETTO CORP. OF CONWAY	Yes	Yes	Yes	Yes	No	<input type="checkbox"/>
PEEK PAVEMENT MARKING, LLC	No	Yes	Yes	No	No	<input type="checkbox"/>

0 marked for deletion | 0 changed

Figure 11 – Daily Work Reports

A report has been created called “DWR Contractors Payroll” to show contractors included in a DWR.

SCDOT South Carolina Department of Transportation 4/11/2023

DWR Contractors Onsite for Payroll Entry Report v1

Contract: 1459820, Reconstruction/Rehabilitation - Clarendon County Davis Bacon Wage Rate Required: No
DWR Date: 04/04/2023 Day of the Week: Tuesday
 Contractors Entered: Yes Inspector: Brandon Trout

Contractor ID	Contractor Name	Prime/Sub	Contractor Onsite / Payroll Required
1PA005	PALMETTO CORP. OF CONWAY	Prime	Yes
1PE002	PEEK PAVEMENT MARKING, LLC	Sub	Yes

Figure 12 – DWR Contractors Payroll Report



Need Support?

*For all AASHTOWare Project
related support, please contact:*

Construction Support

AWPConstSupport@scdot.org

Materials Support

AWPMaterialsSupport@scdot.org

Additional Support

For training and additional resources please visit

<https://www.scdot.org/business/aashtowareproject.aspx>



South Carolina Department of Transportation