



South Carolina Department of Transportation

# **Contractor Payrolls**

AASHTOWare Project Construction and Materials™ rev. April 2023

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### Introduction

AASHTOWare Project<sup>M</sup> (*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<sup>M</sup> (*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.

Home			Actions	<b>?</b> Help	U Log off
On this page: Construction External Links Mater	ials Civil Rights & Labor Contract Payrolls				
PROJECT RESIDENT CONSTRUCTION	ON ADMIN PERSONNEL				
✓ Home Page News	?	✓ Construction			?
Welcome to AASHTOWare Project!		Change Order			-
07-22-22 Please ensure that the Site Time - Main Contra	act Time is setup and active at the beginning of each contract. This is a	Contract Administration			
new feature for the SCDOT and it is how the system call	culates time on a contract.	Contract Claims			- <b>-</b>
04-29-22 The new SCDOT AASHTOWare Project landir	n name is live and includes training resources	Contract Permits			
https://www.scdot.org/business/aashtowareproject.aspx	g page is live and includes training resources.	Contract Progress			
		Contract Specific Authorities			
✓ External Links	?	Contract Time			
AWP Training Resources	Videos and Quick Reference Guides	Contract Vendor Assets			
AWP Construction Support AWP Materials Support	Construction Support - DOC Materials Support - OMR	Contractor Evaluation			
		Daily Diary			
✓ Materials	<b>V</b>	Daily Work Reports			
Find Sample		Daily Work Reports by Contract			
Sample Records	· · · · · · · · · · · · · · · · · · ·	Meetings			
✓ Civil Rights & Labor	?	Payment Estimate Approval Decisions			
Payrolls	×	Payment Estimates			
> Contract Payrolls					- ?

Figure 1 - Contract Payrolls





2. Search for the contract.

Contract Payrolls Overview	
✓ Contract Payrolls	- ?
Image: System Default       System Default       Showing 5 of 5         The previously highlighted row is not in the current search results. Show previously highlighted row.       X	

Figure 2 – Select Contract

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

Contract Payrolls Overvie	W			
✓ Contract Payrolls				- ?
Q 1459820 The previously highlighted row is not in	System Default Showing 5 of 5 In the current search results. Show previously highlighted row.			0 changed
Contract	Short Name	Is Prime	Payr	
1459820	Q PALMETTO CORP. OF CONWAY	Yes	Actions	×
1459820	Q CAROLINA PAVEMENT MARKINGS, INC.	No	0 Add Exclude from Search Results	
1459820	Q LU, INCORPORATED	No	0 Open	



- 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.

Certified Payroll	
✓ Contract: 1459820 - Reconstruction/Rehabilitation - Clarendon County	Save 🗸 🖓
Payroll Vendor: 1PA005 - PALMETTO CORP. OF CONWAY	
Payroll Number*	Certified
1	
Period Begin Date*	No Employee Hours for Period
02/01/2022	
Period Ending Date *	Comments
02/07/2022	Payroll Received
Payroll Received Date *	
02/23/2022	



\*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.

Overview Employee Status Certified Payroll	
✓ Contract: 1459820 - Reconstruction/Rehabilitation - Clarendon County	Save 🗸 🍞
Payroll Vendor: 1PA005 - PALMETTO CORP. OF CONWAY	
Payroll Number *	Certified
1	
Period Begin Date *	No Employee Hours for Period
02/01/2022	
Period Ending Date*	Comments

Figure 5 – Contract Certified Payroll Overview Link

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

Contrac	Contract Certified Payroll Overview									
✓ Contract: 1459820 - Reconstruction/Rehabilitation - Clarendon County								Save	?	
Vendor ID	Vendor ID Vendor Short Name Actions								8	
1PA005	IPA005 Q PALMETTO CORP. OF CONV. Add New Payroll									
	Views									
							Attachments (0)		anged	
Dermell	De via Dete	End Data	December 11 December 1	0	No Englando Harra fa	0	Issues			
Payroll	Begin Date	End Date	Payroll Received	Certified	No Employee Hours to	Comments 🗸	Links		-	
1	02/01/2022	02/07/2022	02/23/2022			Payroll Received	SCDOT Contract Limit Percentage			
							SCDOT Insurance & Bonding			
							SCDOT SCEIS Codes			

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.

Certified Payroll	
✓ Contract: 1459820 - Reconstruction/Rehabilitation - Clarendon County	Save 🗸 🖓
Payroll Vendor: 1PA005 - PALMETTO CORP. OF CONWAY	
Payroll Number*	Certified
2	
Period Begin Date*	No Employee Hours for Period
02/08/2022	
Period Ending Date*	Comments
02/14/2022	Payroll Received
Payroll Received Date*	
03/01/2022	

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.

Contrac	t Certified I	Payroll Ove	rview					
✓ Contr	act: 1459820	- Reconstruct	on/Rehabilitation - C	Clarendon Cou	inty			Save 🗸 💎
Vendor ID					Vendor Short	Name		
1PA005					Q PALMETTO	CORP. OF CONWAY		0 marked for deletion 2 changed
Payroll	Begin Date	End Date	Payroll Received	Certified 🔻	No Employee Hours fo	Comments 🔻		
2	02/08/2022	02/14/2022	03/01/2022			Payroll Received	Actions	×
							Сору	
1	02/01/2022	02/07/2022	02/23/2022			Payroll Received	Delete	
							Attachments (0)	
							Links	
							Tracked Issues	

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	Q overdue	Advanced Showing 1 of 1	ł	Adjustment		
Exceptions					0 chang	leq
Time Charges	Exception ID	Payment Estimate Exception	Status	\$	Adjustment	-
Projects	▲ 17	Overdue Payrolls	Overri	idden	No	
Items	Description		S	Status * 🔻		
Contract Adjustments	Q Estimate Exception Ty	pe: Payroll Exception: Contract 0486510, Contr	E (	Overridden -		
Item Adjustments	Adjustment					
Approval Tracking	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	5	Status: Pending App	proval				
General Notes Contractors Contractor Equipment	Q Type search criteria or press Entr	er 🖉 Advanced sho	wing 2 of 2					0 marked for deletion	0 changed
Contractor Personnel	Contractor		Prime	Equipment	Personnel	Staff	DBE Certified	Contractor Not Onsite / Payroll Not Required 🕶	-
Contractor Staff	PALMETTO CORP. OF CONWAY		Yes	Yes	Yes	Yes	No		
Agency Staff	PEEK PAVEMENT MARKING, LLC		No	Yes	Yes	No	No	0	-
Postings									
Acceptance Records									

Figure 11 – Daily Work Reports

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

SCCC	South Carolina Department of T	South Carolina Department of Transportation	
DWR Contractors Onsite for Payroll Entry		Report v1	
Contract: 14	59820, Reconstruction/Rehabilitation - Clarendon County	Davis Bacon Wag	e Rate Required: No
DWR Date: 04	/04/2023	Day of the Week:	Tuesday
Contractors Entered: Yes Inspector: Brandon Trout			andon 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



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