wT CRLMS Sub Contractor Entering a Payroll Manually

Prepared by the Minnesota Department of Transportation (MnDOT)

May 2012

Payroll Data

Payroll data can be entered into CRLMS in three ways:

- Directly entered into CRLMS.
- Entered into an AASHTO Trns•port® Payroll Excel Spreadsheet which is then converted into XML format using AASHTO Trns•port® Payroll Spreadsheet Conversion Utility (both of these are found at https://xml.cloverleaf.net/spreadsheet/). The payroll XML file is then imported into CRLMS.
- Converting data currently in a contractor's/subcontractor's payroll software system into the specific XML file format accepted by CRLMS. The payroll XML file is then imported into CRLMS. This conversion process would be executed by the firm who designed the contractor's payroll software system.

This chapter will show the first method: Directly entered into CRLMS.
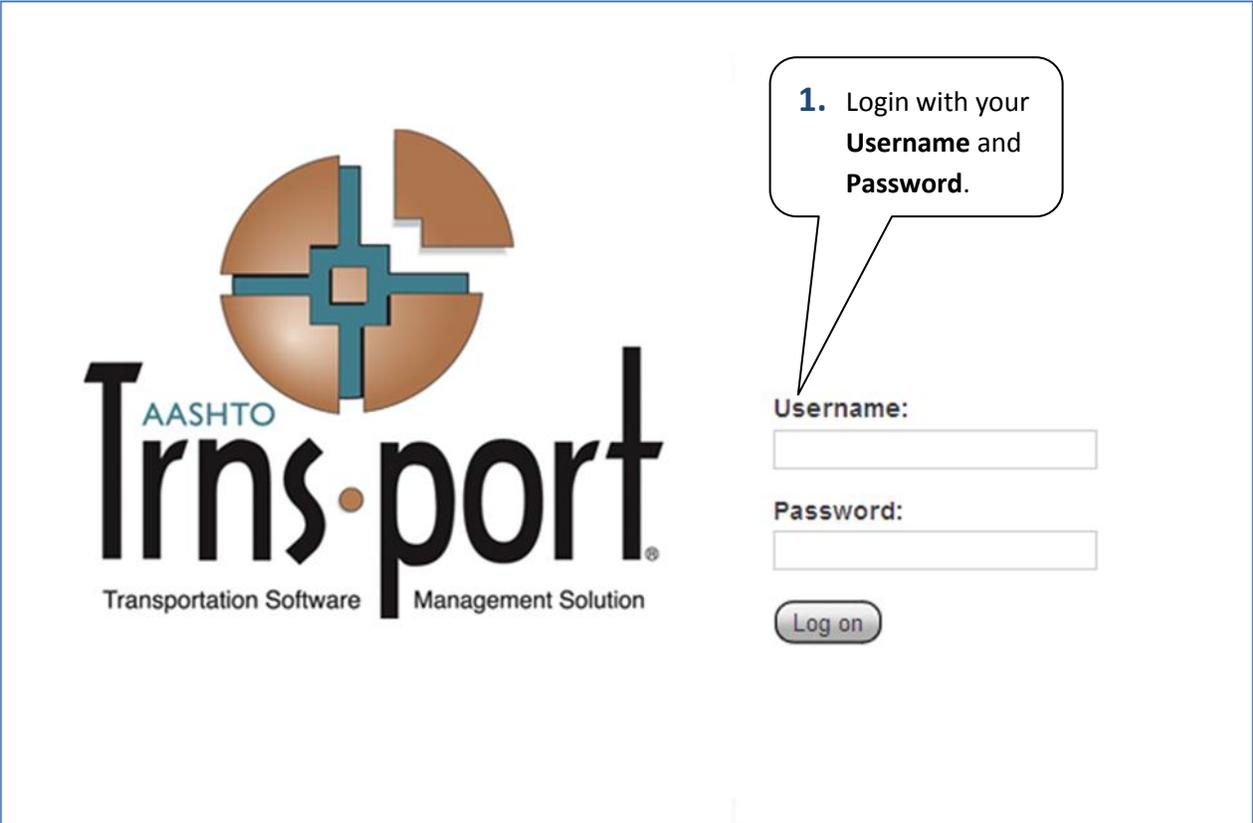
1. Login with your **Username** and **Password**.

Username:

Password:

Log on

wT CRLMS Sub Contractor Entering a Payroll Manually

If your log on is successful you will then see the Subcontractor Payroll Home Page

2. Type in the contract number that you are a subcontractor on.

| Home ▼ | Recent ▼ | My Pages ▼ | | ◎ Actions | ? Help | ⏻ Log off |

On this page: ▪ Vendor Payrolls ▪ Unapproved Payrolls ▪ External Links

Trns•port MnDOT External Non Agency Subcontractor Payroll

⦿ Vendor Payrolls

🔍 110452   🖊️ Advanced   *Showing 1 of 1*

Begin typing to search or press Enter

0 changed

Contract:	Description:	Payrolls:
110452	BITUMINOUS CRACK REPAIR AND SEAL COAT.	2
Vendor:	Short Name:	
C330	CENTURY FENCE CO 🔍	◎

⦿ Unapproved Payrolls

🔍 _____   Advanced

0 changed

Enter search criteria above to see results **or** Show first 10   Top of Page

---

3. Click on the **Actions** button.

| Home ▼ | Recent ▼ | My Pages ▼ | | ◎ Actions | ? Help | ⏻ Log off |

On this page: ▪ Vendor Payrolls ▪ Unapproved Payrolls ▪ External Links

Trns•port MnDOT External Non Agency Subcontractor Payroll

⦿ Vendor Payrolls

🔍 110452   🖊️ Advanced   *Showing 1 of 1*

0 changed

Contract:	Description:	Open Row Actions Menu
110452	BITUMINOUS CRACK REPAIR AND SEAL COAT.	
Vendor:	Short Name:	
C330	CENTURY FENCE CO 🔍	◎

Actions ⊗

▪ Add   ▪ View

⦿ Unapproved Payrolls

🔍 _____   Advanced

4. Click on the **Add** link to add a new payroll.

6

wT CRLMS Sub Contractor Entering a Payroll Manually

Note: Any field that has a ✚ is a required entry field.
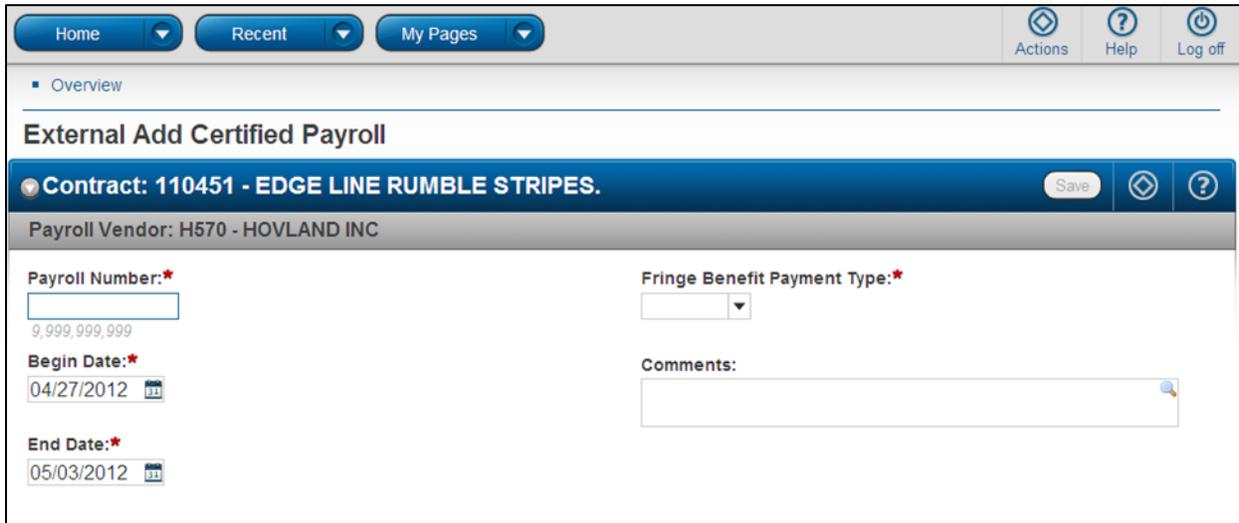
5. Enter the Payroll Number.

6. Select the Fringe Benefit Payment type from the list.

7. When done making entries in these fields click the **Save** button.

If you do not click on the Save button and navigate to some other area of the CRLMS application the data will be lost!
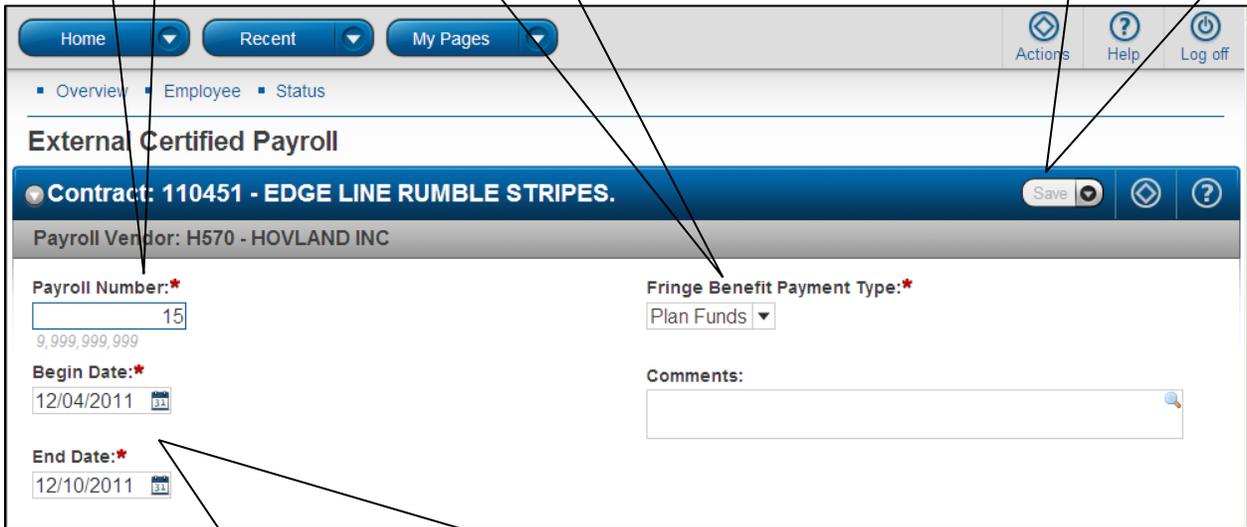
8. Select the payroll beginning date from the calendar or type it.

Select the Payroll ending date from the calendar or type it.

(Enter normal payroll start day date and end day date not just the dates work was performed on the payroll)

wT CRLMS Sub Contractor Entering a Payroll Manually

Next you will have to enter the Benefit Program information for **each** Benefit Program Type.

9. Click **New**. (screen capture shows entries for the first fringe benefit program)

10. For each benefit program type, click **New** and then make the required entries.

11. Click the **Save** button once you have completed your entries in the Benefit Program fields.

12. After clicking the **Save** button you should see the message, "Certified Payroll – Successfully Saved" in the green box.

Adding Employees to the Payroll

1. Click on **Employee** to begin entering Employee data.

wT CRLMS Sub Contractor Entering a Payroll Manually

There are two ways to add an employee to the payroll:

- If the employee has not been recorded in the system, select **Add Employee** from the **Actions** menu on the component header. The system displays a modal window for adding basic information for the new employee.

- If the employee is already recorded in the system as a reference employee from a previous payroll, select **Add Ref Employees** from the **Actions** menu on the component header. The system displays a modal window for selecting an employee from the Reference Employee list.

1. To add an Employee to this payroll click on this **Action** button.

- Overview - Payroll - Status

On this page: - Contract - Employees

Payroll Employees

Contract: 110451 - EDGE LINE RUMBLE STRIPES.

Payroll Vendor: H570 - HOVLAND INC

Payroll Number:
15

Modification Number:
0

Period:
12/04/2011 - 12/10/2011

Fringe Benefit Payment Type:
Plan Funds

Employees

Actions
- Add Employee   - Delete
- Add New Project/Classification to Employee
- Add Ref Employees

A. Select **Add Employee** quick link if this employee has never been entered on a payroll which was entered or imported to CRLMS.

B. Select **Add Ref Employees** quick link if this employee has previously been entered on a payroll and is in the CRLMS data base.

wT CRLMS Sub Contractor Entering a Payroll Manually

From the previous step, if using the **Add Employee** quick link, you will be presented with a Payroll Employee modal window to enter employee information.
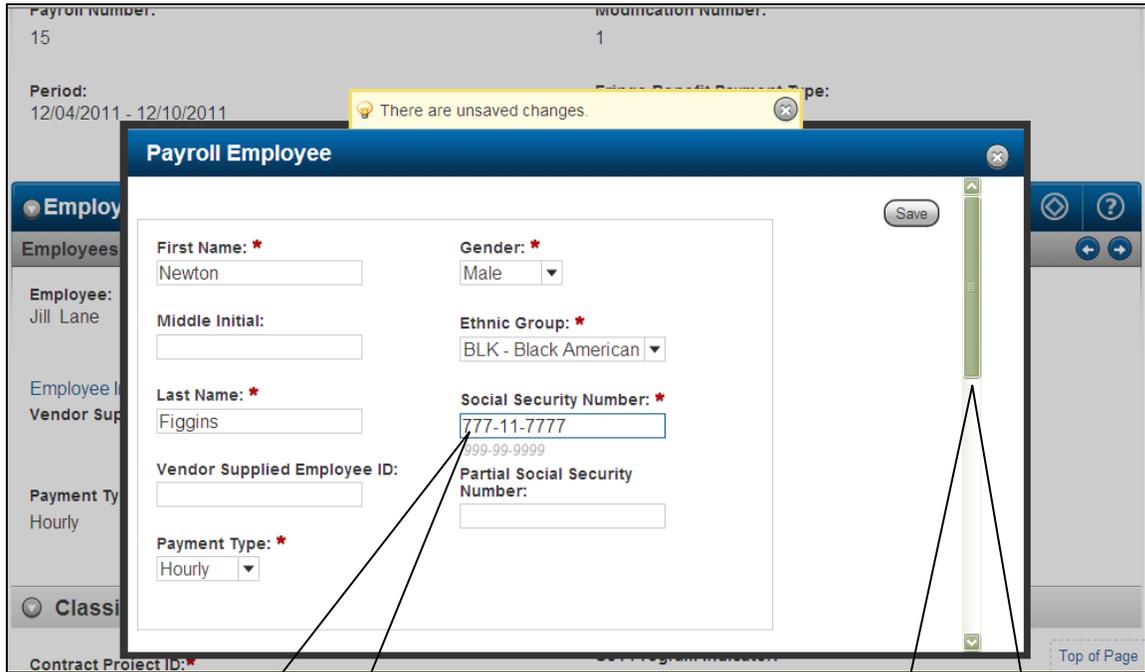
Note: Minnesota requires a full Social Security Number.

Use the scroll bar to see the lower portion of the Payroll Employee modal window (below).

Lower portion of the Payroll Employee entry screen
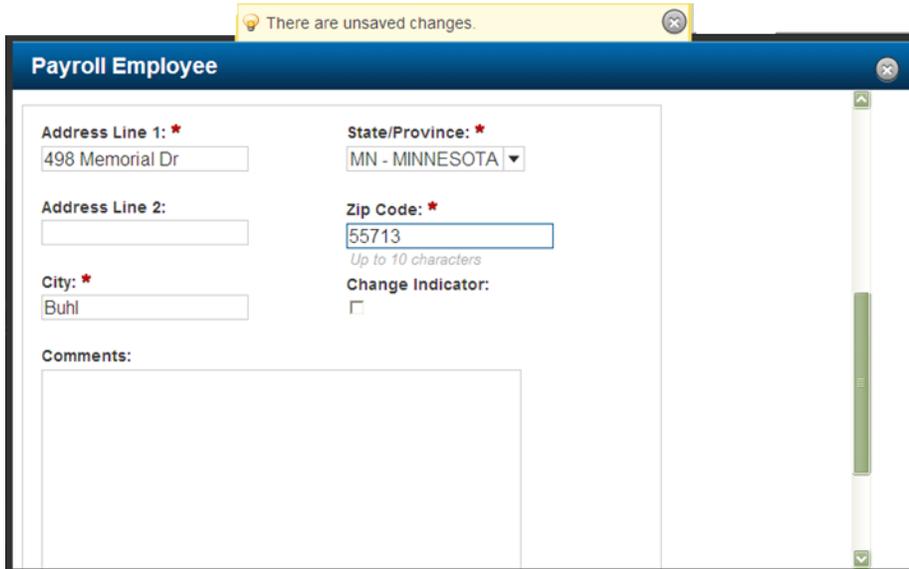
2. When entries have been made in all the required payroll employee fields scroll up and click **Save**.

There are unsaved changes.

Payroll Employee

Save

First Name: *
Newton

Middle Initial:

Last Name: *
Figgins

Vendor Supplied Employee ID:

Payment Type: *
Hourly

Gender: *
Male

Ethnic Group: *
BLK - Black American

Social Security Number: *
777-11-7777

Partial Social Security Number:

If you want to open a window to view the data just entered click the **Employee Information** quick link.

Employees

Save

Employees: Newton Figgins - - ▼ 3 of 3

Employee:
Newton Figgins

Employee Information...
Vendor Supplied Employee ID:

Payment Type:
Hourly

Social Security Number:
777-11-7777

Partial Social Security Number:

Payroll Revised Indicator:
No

Classification

Contract Project ID:*

Labor Classification:*

OJT Program Indicator:

Apprentice:

Now the employee is on this payroll. The employee will not appear in the CRLMS Reference Employee data base until the payroll is reviewed and accepted by the prime contractor and transitioned to Agency Review Status. The next steps show how to directly enter payroll data for this employee.

3. Click the down arrow in the drop-down list box to select the project number the employee worked on.

Note: A contract can have multiple project numbers. This example only shows one project listed. If an employee worked on more than one project payroll data will have to be entered separately for each project.

Classification

Contract Project ID:*

OJT Program Indicator:

022272 - EDGE LINE RUMBLE STRIPES.

Apprentice:

4. Click the down arrow in the drop-down list box to select the Labor Classification the employee worked.

Hint: If you place your mouse over the words Labor Classification and hover there, additional information will display in the green box.

Classification

A code identifying a subset of a craft (this field is also called Decision Class Code in other areas of the application). (Maintained in the Reference Data/Decision Class component.)

OJT Program Indicator:

Apprentice:

Labor Classification:*

Training Information...:

101 - Laborer Common (General Labor Work)
101 - common laborer - Mud Flinger
102 - Laborer, Skilled (assisting skilled craft journeyman)
103 - Laborer, Landscaping (gardener, sod layer, and nursery operator)
104 - Flag person

Fringe Health Welfare Rate:

Fringe Vacation Holiday Rate:

Straight Hourly Rate:*

5. Click the down arrow to select the Craft Code the employee worked.

Classification

Contract Project ID:*
022272 - EDGE LINE RUMBLE STRIPES.

Labor Classification:*
306 - Grader or motor patrol

Craft Code:*

- 100 - Laborers
- 200 - Special Equipment
- 300 - Highway & Heavy Equipment Operators
- 500 - Commercial Equipment Operators
- 600 - Truck Drivers
- 700 - Special Crafts

OJT Program Indicator:

Apprentice:

Training Information...:

Fringe Health Welfare Rate:

Fringe Vacation Holiday Rate:

Fringe Apprenticeship Fund Rate:

6. Enter Straight Time and Overtime hourly rates.

Craft Code:*
300 - Highway & Heavy Equipment Operators

Payment Type:

Straight Hourly Rate:*
32.500

Overtime Hourly Rate:*
48.75
999.9999

Project Lump Sum Payment:

Training Information...:

Fringe Health Welfare Rate:

Fringe Vacation Holiday Rate:

Fringe Apprenticeship Fund Rate:

Fringe Pension Rate:

Fringe Other 1 Rate:

Fringe Other 2 Rate:

Craft Code:*
300 - Highway & Heavy Equipment Operators ▼

Training Information...:

Payment Type:

Fringe Health Welfare Rate:

Fringe Vacation Holiday Rate:

Straight Hourly Rate:*
32.500
999.999

Fringe Apprenticeship Fund Rate:

Overtime Hourly Rate:*

The amount of optional lump sum fringe payments made to the payroll employee related to the current project labor row for the entire payroll period. It does not include payments for room and board, etc.

Fringe Pension Rate:

Fringe Other 1 Rate:

Project Lump Sum Payment:

Fringe Other 2 Rate:

Note: Fringe data entry fields are available only for the fringe benefit programs added to this payroll.

Below is an example of this section with entries completed:

Craft Code:*
300 - Highway & Heavy Equipment Operators ▼

Training Information...:

Payment Type:

Fringe Health Welfare Rate:
7.90

Fringe Vacation Holiday Rate:

Straight Hourly Rate:*
32.500

Fringe Apprenticeship Fund Rate:
0.75

Overtime Hourly Rate:*
48.7500

Fringe Pension Rate:
7.50

Regular Hourly Rate:*
30.30
999.99

Fringe Other 1 Rate:

Project Lump Sum Payment:

Fringe Other 2 Rate:

8. Enter hours worked in this labor classification. (Hours worked in a different labor classification will be entered **separately**.)

Hours

	SUN 5	MON 6	TUE 7	WED 8	THU 9	FRI 10	SAT 11
Straight Time Hours: *		6.00	8.00	8.00	8.00	8.00	
	99.99						
Overtime Hours:			2.00	2.00	2.00	2.00	

Total Straight Time Hours:
38.00

9. Enter totals for this payroll period.

Total Overtime Hours:
8.00

Calc Total Straight Time Hours:

10. Next, make entries in the following fields.

Wages

Federal Gross Pay:

Total Gross Pay:*

Net Pay:*

Total Hours:*

Total Deductions:*

FICA Withholding Amount:

Federal Withholding Amount:

State Withholding Amount:

Medicare Withholding Amount:

Total Fringe Benefits Paid:

Field descriptions

The gross amount earned by the payroll employee on all agency projects.

Federal Gross Pay:

The gross amount earned for the labor classification during the payroll period.

Total Gross Pay: *

The gross pay amount minus total deductions for all work performed (state and non-state) by this employee during this pay period.

Net Pay: *

The total number of hours (state and non-state) the employee worked during this payroll period.

Total Hours: *

The sum of FICA withholding, federal withholding, state withholding, Medicare withholding, and other deductions.

Total Deductions: *

The amount of Social Security tax to be deducted from the employee's gross amount for this payroll period.

FICA Withholding Amount:

The amount of federal income tax to be deducted from the employee's gross amount for this payroll period.

Federal Withholding Amount:

The amount of state income tax to be deducted from the employee's gross amount for this payroll period.

State Withholding Amount:

The amount of Medicare tax to be deducted from the employee's gross amount for this payroll period.

Medicare Withholding Amount:

The total fringe benefit amount to be paid for all work performed (state and non state) by this employee during this pay period.

Total Fringe Benefits Paid:

Below is an example of this section with entries completed:

Remember! **Scroll up and click the Save button. The entries will not be saved if you leave this page without saving!**

Note: Other Deductions and Fringe Benefit Exceptions are optional on each payroll.

Other Deductions

Records for standard payroll deductions such as federal income tax and FICA are maintained as part of the Payroll Employee record. *Other deductions* refer to additional, irregular deductions an employee may choose to make (for example, money withheld for the employee's 401-K plan or to pay **union dues**).

To maintain other deductions for the employee, expand the record to display all the available information. You can view or change information in these fields:

- Description
- Amount

> If you have any "Other Deductions" to enter, click on the **New** button to get the description and entry fields.

Fringe Benefit Exceptions

Fringe benefit exceptions are used to record a contractor's explanation of why the amount being paid on a fringe benefit for a payroll employee deviates from the standard amount. The exception may represent an increase or a decrease of the standard amount.

1. To maintain fringe benefit exceptions for the employee, expand the record to display a list of all the fringe benefit exceptions that currently exist for the payroll employee. Each row in the list represents one fringe benefit exception.

You can view or change information in the Explanation field.

A. To add a new fringe benefit exception to the list, click the **New** button. The system adds a new row at the bottom of the rolling list of exception records. All fields in the new row are blank. To create a complete exception record, you must enter information in the Explanation field.

- **Note**: You can only add a new fringe benefit exception if the Fringe Benefit Payment Type for the payroll is set to *Plan Funds with Exceptions*. This value can be changed on the Payroll Summary component.

B. To delete a fringe benefit exception, click **Delete** button on the exception's row.

To add a new fringe benefit exception to the list, click the **New** button.

2. When you have finished maintaining payroll employee information, scroll up and click the **Save** button to apply your changes to the system (including deleted information). Trns•port displays a message just above the component header to confirm that your changes were saved in the database.

Payroll employee data is now entered for this labor classification.

If this employee also worked in a different labor classification this pay period, click Add New Project/Classification to Employee to make the entries.

Complete the above payroll entry steps for every employee on this payroll.