



wT CRLMS Sub Contractor Entering a Payroll Manually



Prepared by the Minnesota Department of Transportation (MnDOT)

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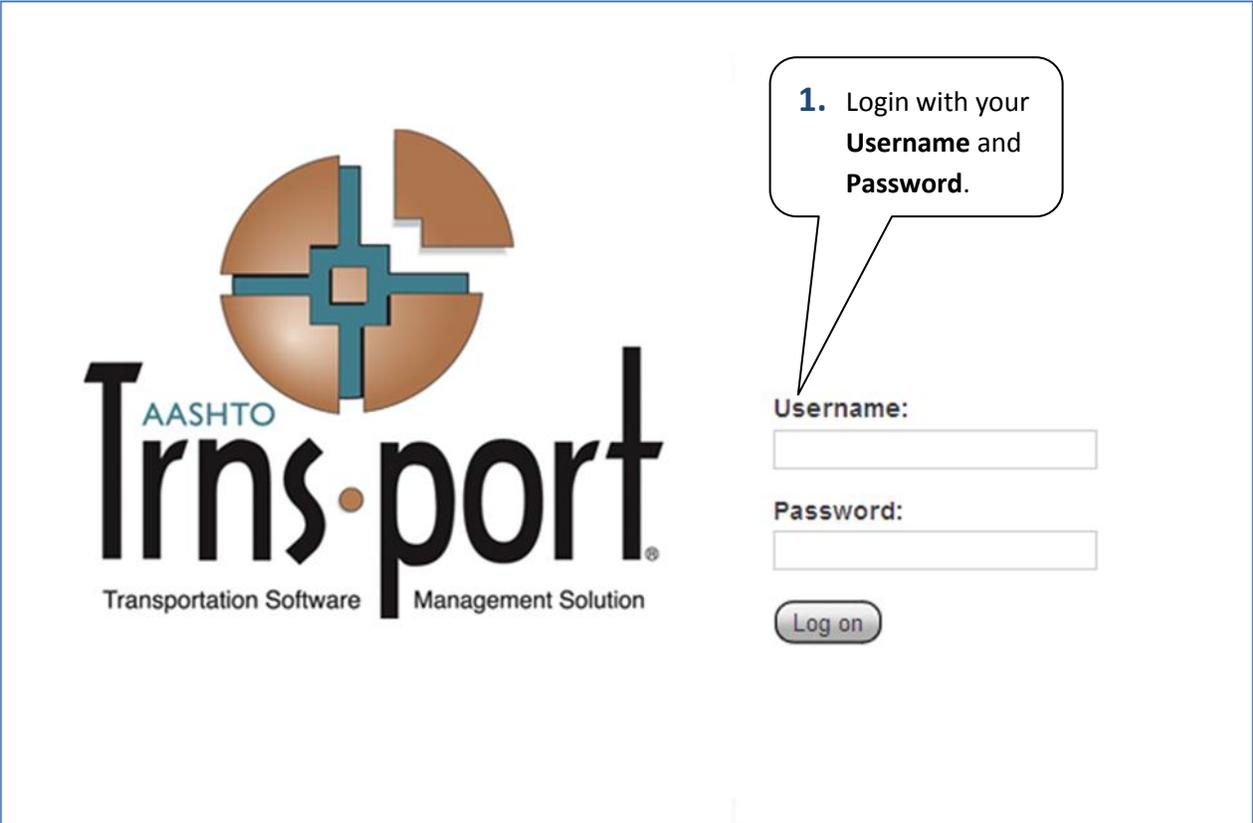
Payroll Data

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.

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1. Login with your **Username** and **Password**.

Username:

Password:

Log on

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

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

0 changed

Enter search criteria above to see results or Show first 10

Unapproved Payrolls

0 changed

Enter search criteria above to see results or Show first 10

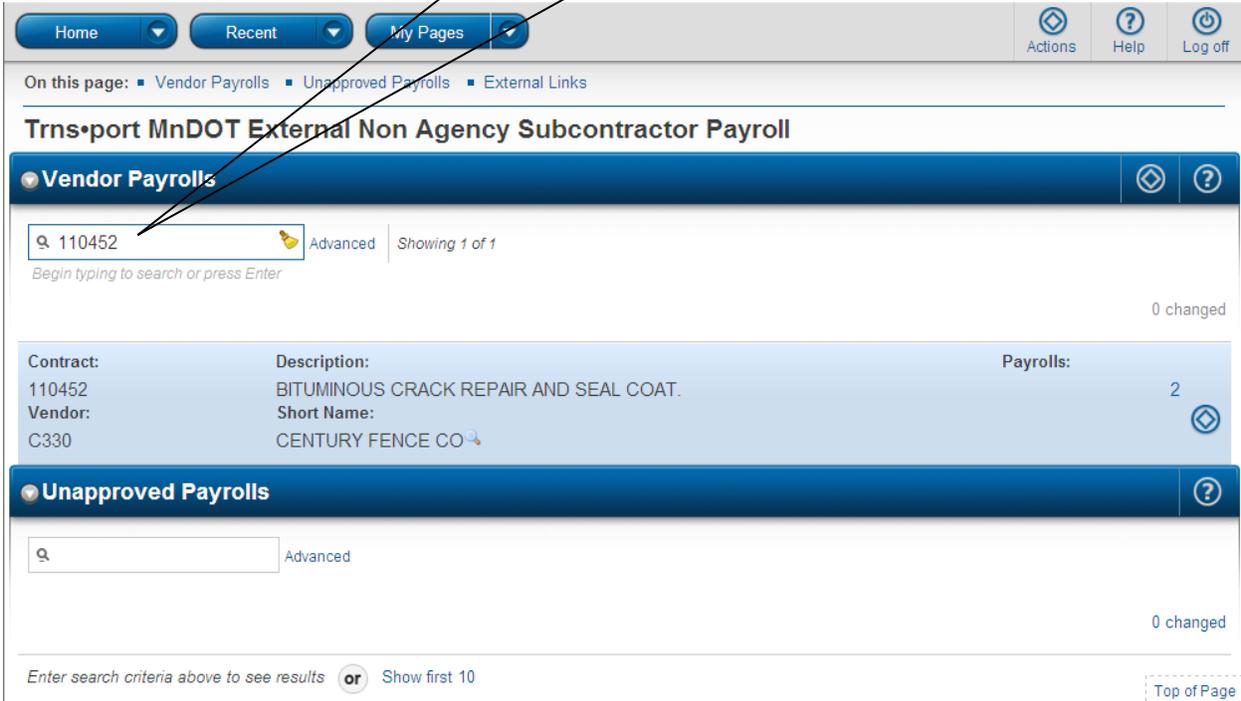
External Links

Cloverleaf	AASHTO Transportation Construction Community
MnDOT - Bid Letting	MnDOT Bid Letting Website
Construction Tools Home	Information tools for construction personnel
Bid Express	Bid Express Secure Internet Bidding

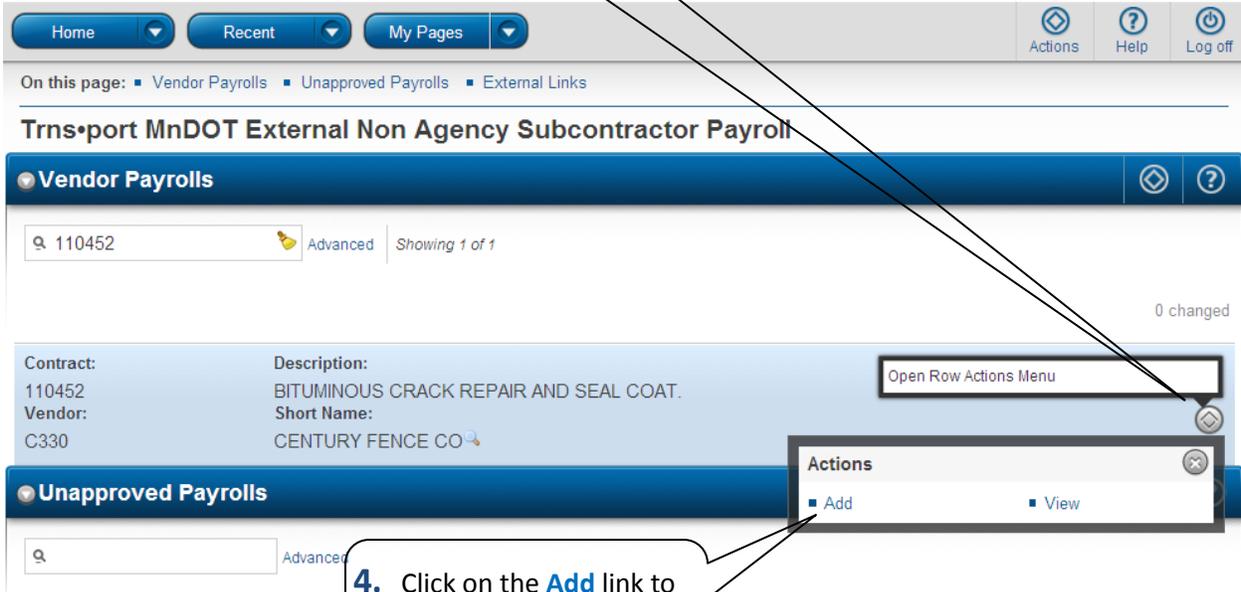
Top of Page

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



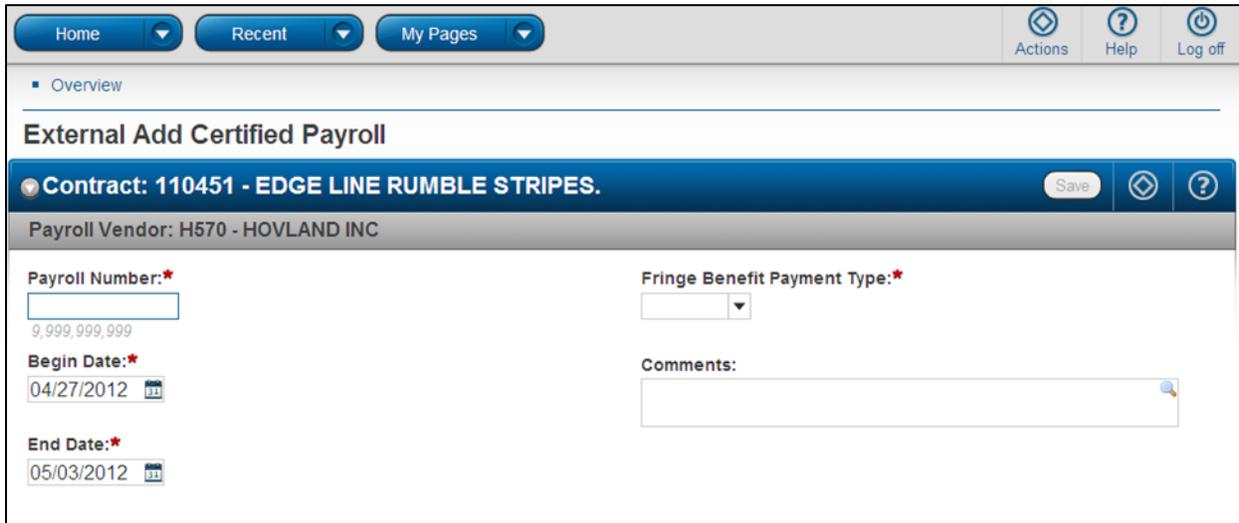
3. Click on the Actions button.



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

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Note: Any field that has a  is a required entry field.



Home Recent My Pages Actions Help Log off

Overview

External Add Certified Payroll

Contract: 110451 - EDGE LINE RUMBLE STRIPES. Save

Payroll Vendor: H570 - HOVLAND INC

Payroll Number:*
9,999,999,999

Begin Date:*
04/27/2012

End Date:*
05/03/2012

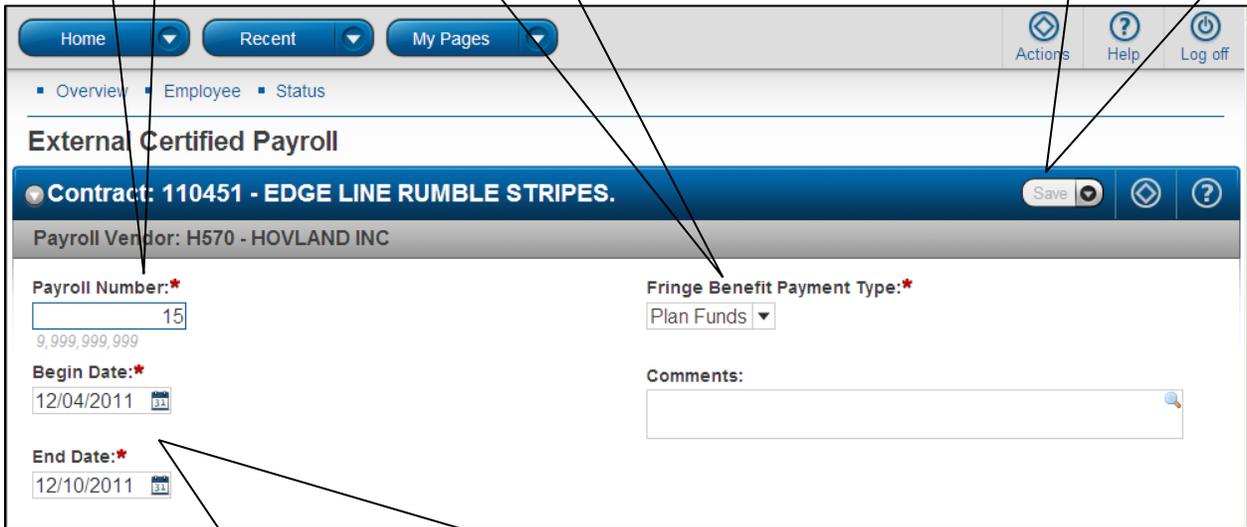
Fringe Benefit Payment Type:*
[Dropdown]

Comments:

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!



Home Recent My Pages Actions Help Log off

Overview Employee Status

External Certified Payroll

Contract: 110451 - EDGE LINE RUMBLE STRIPES. Save

Payroll Vendor: H570 - HOVLAND INC

Payroll Number:*
15
9,999,999,999

Begin Date:*
12/04/2011

End Date:*
12/10/2011

Fringe Benefit Payment Type:*
Plan Funds

Comments:

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)

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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)

The screenshot shows a web interface for entering benefit program information. At the top, there is a 'Benefit Programs' header with a dropdown arrow and a 'New' button. Below this, a table lists existing programs. The first row is selected and highlighted in light blue. The form fields for this program are as follows:

Benefit Program Name: *	Benefit Account Number: *
MN Cement Masons Fring	22-01854/22-0076
Trustee/Contact Person: *	Trustee/Contact Phone: *
Zenith Administrators	(651)256-1084
Benefit Program Type: *	Benefit Program Classification:
Fringe Health/Welfare	Health and Welfare

Up to 20 characters

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

The screenshot shows the same web interface as above, but with the second row of the table selected and highlighted in light blue. The form fields for this program are as follows:

Benefit Program Name: *	Benefit Account Number: *
it Masons Fringe Benefits	22-01854/22-0076
Trustee/Contact Person: *	Trustee/Contact Phone: *
Zenith Administrators	(651)256-1084
Benefit Program Type: *	Benefit Program Classification:
Fringe Vacation/Holiday	Vacation

Up to 20 characters

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

Contract: 110451 - EDGE LINE RUMBLE STRIPES. Save ?

Payroll Vendor: H570 - HOVLAND IIC

Payroll Number: * 15
9,999,999,999

Begin Date: * 12/04/2011

End Date: * 12/10/2011

Fringe Benefit Payment Type: * Plan Funds

Comments:

Benefit Programs

New

MN Cement Masons Fringe Benefits	Fringe Health/Welfare	✗
MN Cement Masons Fringe Benefits	Fringe Vacation/Holiday	✗
Mn Cement Masons Fringe Benefits	Fringe Apprenticeship Fund	✗
Mn Cement Masons Fringe Benefits	Fringe Pension	✗

Benefit Program Name: * nt Masons Fringe Benefits

Benefit Account Number: * 22-01854/22-0076

Trustee/Contact Person: * Zenith Administrators

Trustee/Contact Phone: * (651)256-1084

Benefit Program Type: * Fringe Pension

Benefit Program Classification: Pension

Up to 20 characters

Top of Page

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

Home Recent My Pages Actions Help Log off

Overview Employee Status

External Certified Payroll Certified Payroll - Successfully Saved

Contract: 110451 - EDGE LINE RUMBLE STRIPES. Save ?

Payroll Vendor: H570 - HOVLAND INC

Payroll Number: * 15

Begin Date: * 12/04/2011

End Date: * 12/10/2011

Fringe Benefit Payment Type: * Plan Funds

Comments:

Benefit Programs

New

MN Cement Masons Fringe Benefits	Fringe Health/Welfare	✗
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Adding Employees to the Payroll

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

The screenshot shows a web application interface for entering payroll data. At the top, there is a navigation bar with buttons for 'Home', 'Recent', and 'My Pages'. To the right are 'Actions', 'Help', and 'Log off' icons. Below the navigation bar, there are tabs for 'Overview', 'Employee', and 'Status'. The main content area is titled 'Certified Payroll' and shows details for 'Contract: 110451 - EDGE LINE RUMBLE STRIPES'. The payroll vendor is 'H570 - HOVLAND INC'. The form includes fields for 'Payroll Number' (15), 'Begin Date' (12/04/2011), 'End Date' (12/10/2011), 'Fringe Benefit Payment Type' (Plan Funds), 'Comments', and 'Modification Number' (0). A 'Benefit Programs' section is partially visible at the bottom.

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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.

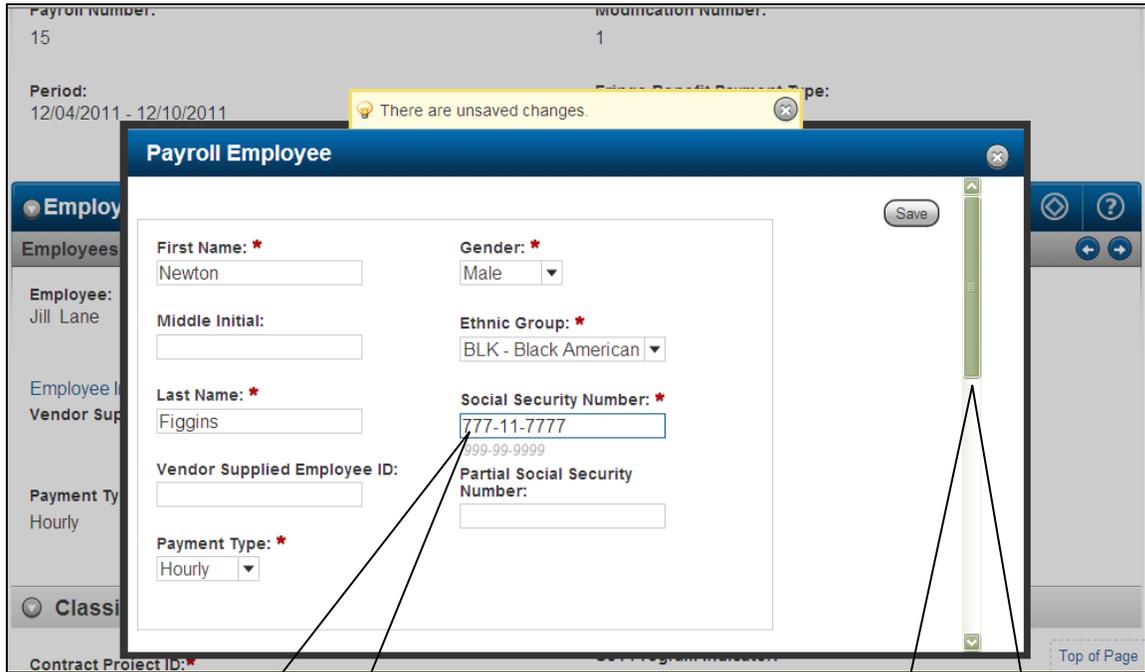
The screenshot displays the 'Payroll Employees' page for Contract 110451 - EDGE LINE RUMBLE STRIPES. The page includes a breadcrumb trail (Overview > Payroll > Status) and a sub-breadcrumb (On this page: > Contract > Employees). The main content area shows payroll details: Payroll Number 15, Modification Number 0, Period 12/04/2011 - 12/10/2011, and Fringe Benefit Payment Type Plan Funds. Below this is an 'Employees' component header with a 'Save' button and navigation icons. An 'Actions' menu is open, listing: Add Employee, Add New Project/Classification to Employee, Add Ref Employees, and Delete. A 'Top of Page' link is visible at the bottom right of the page.

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.

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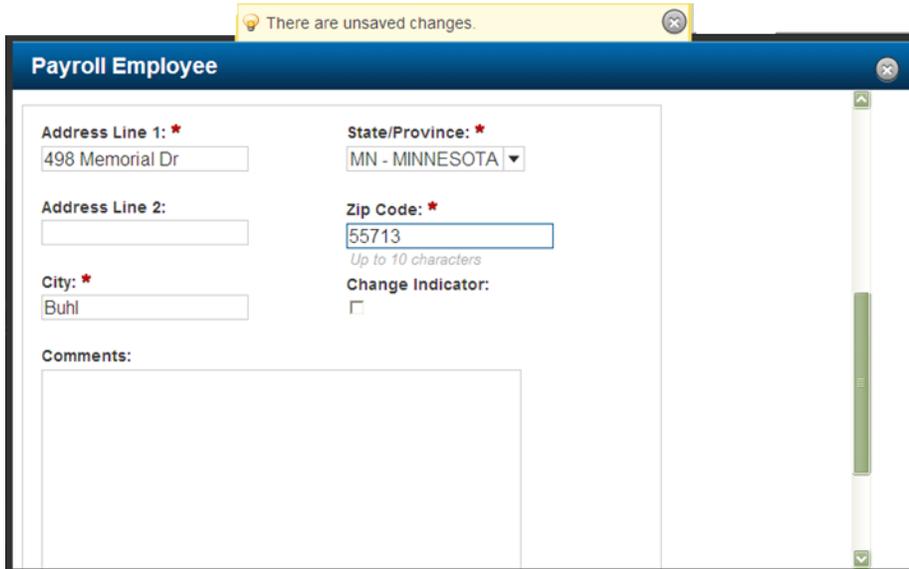
From the previous step, if using the **Add Employee** quick link, you will be presented with a Payroll Employee modal window to enter employee information.



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



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2. When entries have been made in all the required payroll employee fields scroll up and click **Save**.

The screenshot shows a web form titled "Payroll Employee" with a yellow notification bar at the top that says "There are unsaved changes." The form contains several fields: "First Name" (Newton), "Gender" (Male), "Middle Initial" (empty), "Ethnic Group" (BLK - Black American), "Last Name" (Figgins), "Social Security Number" (777-11-7777), "Vendor Supplied Employee ID" (empty), "Partial Social Security Number" (empty), and "Payment Type" (Hourly). A "Save" button is located on the right side of the form, and a callout box points to it.

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

The screenshot shows a summary page titled "Employees" for "Newton Figgins". It displays the following information: "Employee: Newton Figgins", "Social Security Number: 777-11-7777", "Partial Social Security Number:", "Payment Type: Hourly", "Payroll Revised Indicator: No", and "Vendor Supplied Employee ID:". Below this is a section titled "Classification" with fields for "Contract Project ID", "Labor Classification", "OJT Program Indicator", and "Apprentice:". A callout box points to the "Employee Information..." link.

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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:

Apprentice:

022272 - EDGE LINE RUMBLE STRIPES.

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:

Training Information...

Fringe Health Welfare Rate:

Fringe Vacation Holiday Rate:

Labor Classification:*

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

Straight Hourly Rate:*

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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:*

Overtime Hourly Rate:*

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:

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Craft Code:*

Payment Type:

Straight Hourly Rate:*

999.999

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.

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:

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:*

Payment Type:

Straight Hourly Rate:*

Overtime Hourly Rate:*

Regular Hourly Rate:*

999.99

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:

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

Hours

	SUN	MON	TUE	WED	THU	FRI	SAT
	5	6	7	8	9	10	11
Straight Time Hours: *	<input type="text" value="99.99"/>	<input type="text" value="6.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text"/>
Overtime Hours:	<input type="text"/>	<input type="text"/>	<input type="text" value="2.00"/>	<input type="text" value="2.00"/>	<input type="text" value="2.00"/>	<input type="text" value="2.00"/>	<input type="text"/>
Total Straight Time Hours:	<input type="text" value="38.00"/>						
Total Overtime Hours:	<input type="text" value="8.00"/>						
Calc Total Straight Time Hours:							

9. Enter totals for this payroll period.

10. Next, make entries in the following fields.

Wages

<p>Federal Gross Pay: <input type="text"/></p> <p>Total Gross Pay:* <input type="text"/></p> <p>Net Pay:* <input type="text"/></p> <p>Total Hours:* <input type="text"/></p> <p>Total Deductions:* <input type="text"/></p>	<p>FICA Withholding Amount: <input type="text"/></p> <p>Federal Withholding Amount: <input type="text"/></p> <p>State Withholding Amount: <input type="text"/></p> <p>Medicare Withholding Amount: <input type="text"/></p> <p>Total Fringe Benefits Paid: <input type="text"/></p>
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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:

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Below is an example of this section with entries completed:

Wages	
Federal Gross Pay:*	FICA Withholding Amount:
<input type="text" value="1,625.00"/>	<input type="text" value="68.25"/>
Total Gross Pay:*	Federal Withholding Amount:
<input type="text" value="1,625.00"/>	<input type="text" value="253.50"/>
Net Pay:*	State Withholding Amount:
<input type="text" value="1,185.44"/>	<input type="text" value="94.25"/>
Total Hours:*	Medicare Withholding Amount:
<input type="text" value="46.00"/>	<input type="text" value="23.56"/>
Total Deductions:*	Total Fringe Benefits Paid:
<input type="text" value="439.56"/>	<input type="text" value="742.90"/>

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

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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.

The screenshot shows a web interface for entering deductions. At the top, there is a search bar with a magnifying glass icon and the text 'Begin typing to search or press Enter'. To the right of the search bar is a 'New' button. Below the search bar, there is a status bar that says '1 added | 0 marked for deletion | 0 changed'. The main form area has two input fields: 'Description:*' and 'Amount:'. The 'Description:*' field has a placeholder 'Up to 256 characters'. There is a red 'X' icon and a right arrow icon on the right side of the form.

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.

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Exception

Advanced

Begin typing to search or press Enter

New

1 added | 0 marked for deletion | 0 changed

Expl:*

Up to 256 characters

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.

External Payroll Employees

Contract: 110451 - EDGE LINE RUMBLE STRIPES.

Payroll Vendor: C330 - CENTURY FENCE CO

Payroll Number: 7

Modification Number: 0

Period: 06/05/2011 - 06/11/2011

Fringe Benefit Payment Type: Plan Funds with Except

Open Component Actions Menu

Save

Employees: Newton Figgins - 306 - Grader or motor patrol - 022272 2 of 2

Employee: Newton Figgins

Social Security Number: 777-11-7777

Payroll Number: No

Employee Information...

Payment Type:

Actions

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

Top of Page

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.