



Trns·port® Payroll XML File Import Guide



Prepared by the Minnesota Department of Transportation (Mn/DOT)

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Overview

“Extensible Markup Language (XML) is a set of rules for encoding documents in machine-readable form. XML's design goals emphasize simplicity, generality, and usability over the Internet. It is a textual data format with strong support via Unicode for the languages of the world. Although the design of XML focuses on documents, it is widely used for the representation of arbitrary data structures, for example in Web services.”

<http://en.wikipedia.org/wiki/XML>

Data transfer between external systems and web Trns•port has been designed to take advantage of the benefits of XML. It is a relatively straight forward process to convert the output of a software system to a specified XML format. This allows for precise data exchange and the ability to quickly validate data input.

Currently, external import of payroll via XML is the only XML file transfer supported within the Trns•port application.

In order to create an XML file for import, vendors should follow these generic steps:

1. Extract the payroll data from the payroll system.
2. As appropriate, convert the extracted payroll data into an XML file (in the required Trns•port XML schema).
3. Import the XML file into web Trns•port.

Note: There is a Payroll Resource Kit and validator available for use with payroll import files. The Resource Kit includes information for payroll system vendors so they can format their XML file output to conform to the Payroll Schema. A standard Excel spreadsheet is also available for smaller contracting vendors that do not have access to the Internet and a conversion tool to convert the Excel output file to the Payroll XML file format. These tools will be made available through Cloverleaf with the 2.01 production release.

System Requirements for Contractors

- Payroll software capable of generating Payroll XML (ex., Viewpoint, Streetsmarts, Timberline).
- Access to web Trns•port (Username and Password supplied by MN/DOT Desktop Support)

XML Payroll File Requirements for Contractors

Contractors need to know:

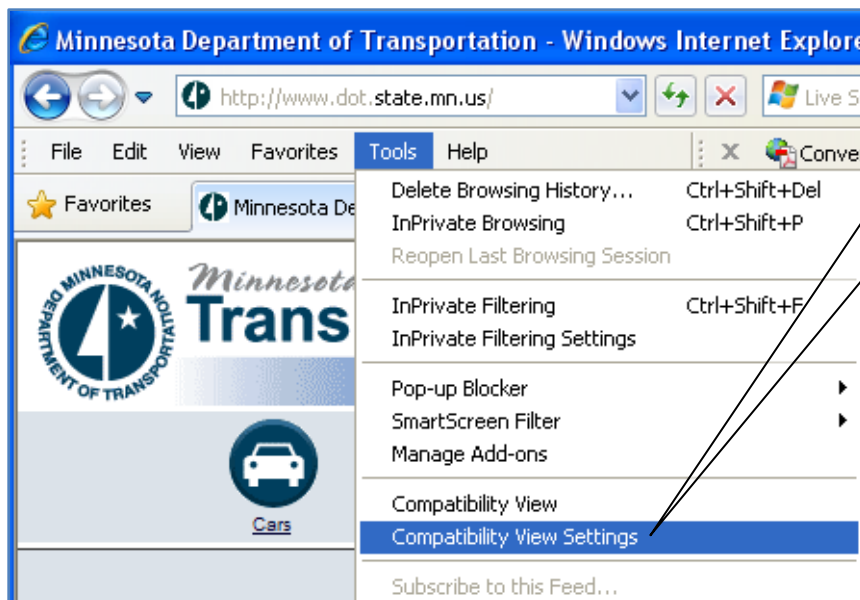
- Vendor ID/SWIFT ID
- Contract number
- Project ID

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Web browser configuration applies only for Internet Explorer Version 8. If your computer is running Internet Explorer Version 9, you do not need to do any configuration.

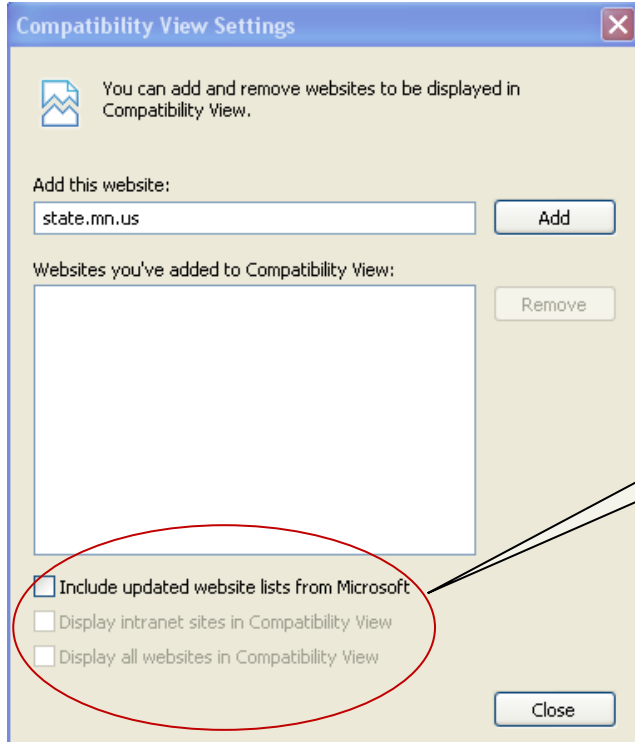
Web Browser Configuration

- You will need Internet Explorer 8.0 web browser or greater on your desktop.
- Compatibility mode must be disabled.



1. Open Internet Explorer. Click **Tools** and then choose **Compatibility**

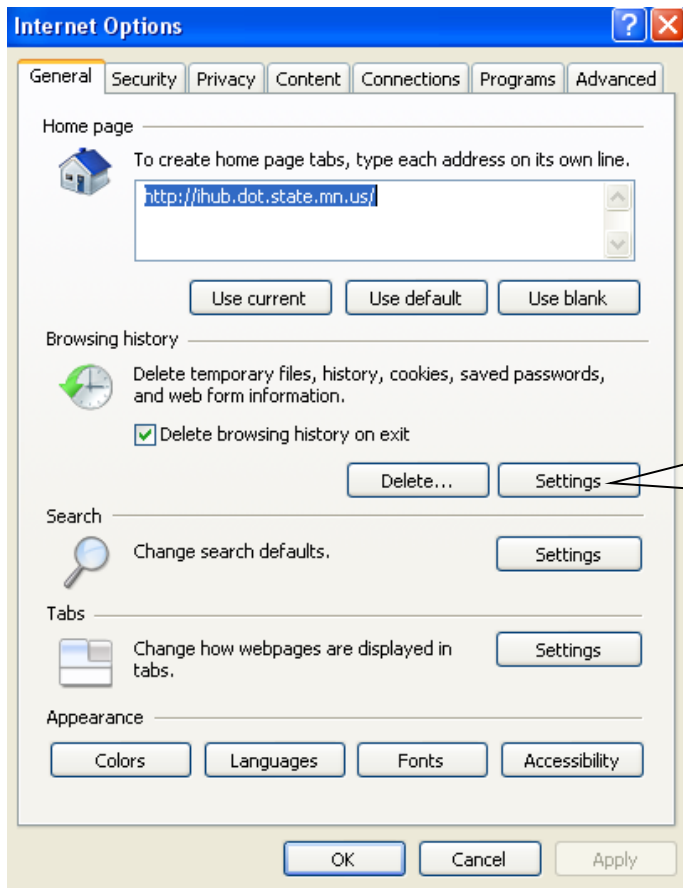
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2. Ensure that these boxes are NOT checked. Click **Close**.

Temporary Internet Files Settings

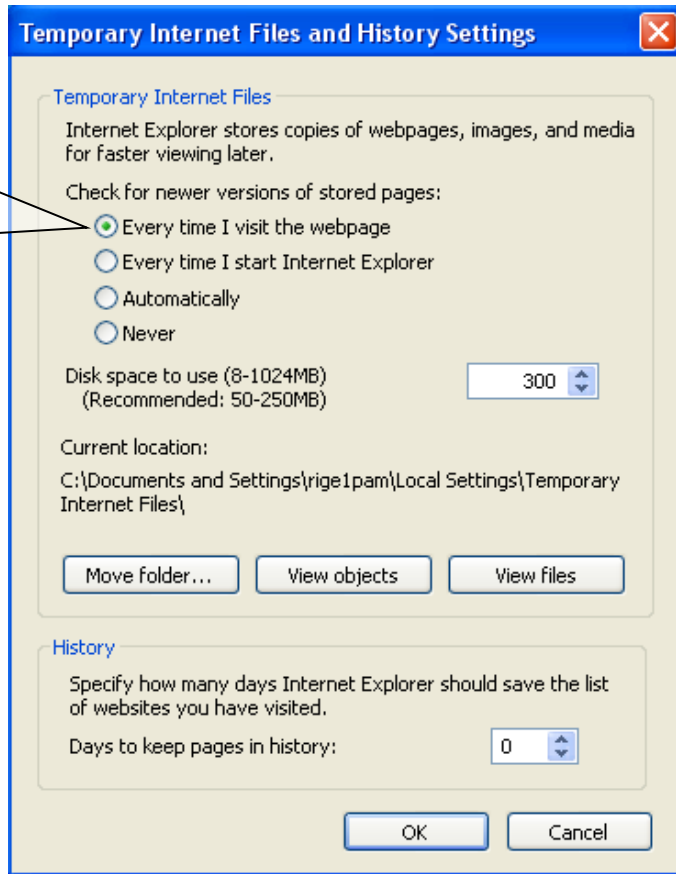
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1. From the **Tools** drop-down, select **Internet Options**.
2. Under Browsing history click **Settings**.

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3. Check **Every time I visit the webpage.**
4. Click **OK.**



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1. Use the link from MnDOT's Labor Compliance CRLMS web page to go to the CRL login page



What is the Civil Rights and Labor Management System?

MnDOT has gone live with the CRLMS program for all MnDOT construction contracts **advertised after July 1, 2013**.

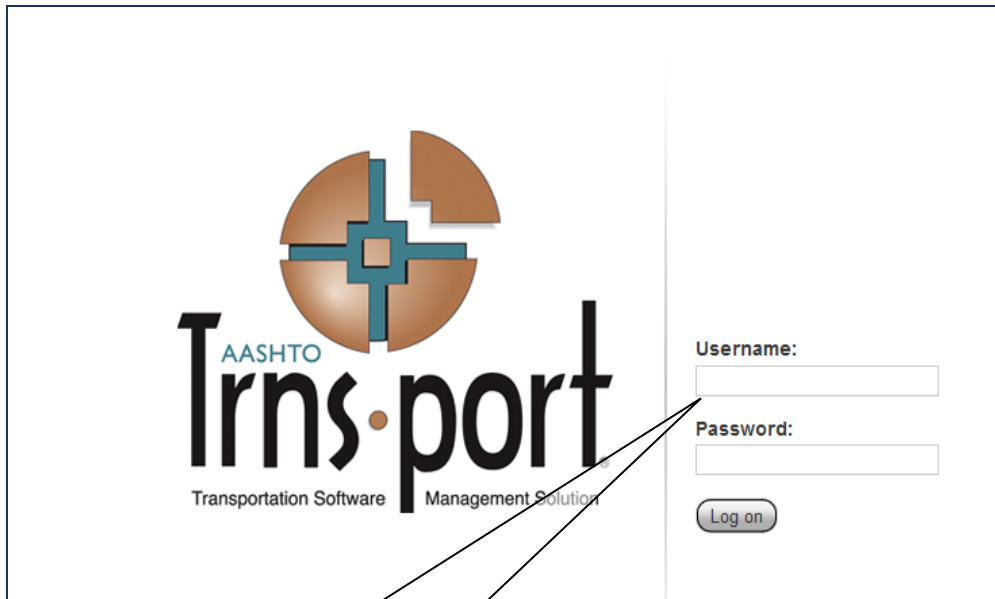
CRLMS manages the department's Civil Right requirement and provides contract electronic access to submit the Certified Payrolls, Bidder/Quoters, and Prompt Payment reports. The system will provide a faster, easier, and more accurate way for contractors to meet government reporting requirements.

After February 2014, the system will be rebranded to Civil Rights & Labor (CRL) from CRLMS.

How do I enter/submit payrolls?

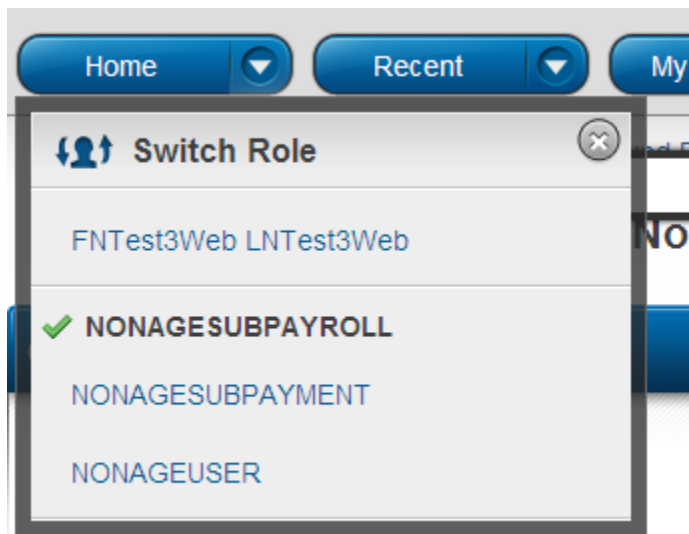
- Log into [wT Civil Rights Labor application](#) to get into CRLMS
- Use [Civil Rights Labor payroll spreadsheet](#) (XLS, .1 MB) for MnDOT contracts specifically. Do not use the "general-purpose version of the payroll spreadsheet" on the Cloverleaf website. The form is supported on 2007 or newer Microsoft Excel and the zoom feature will increase the form size.

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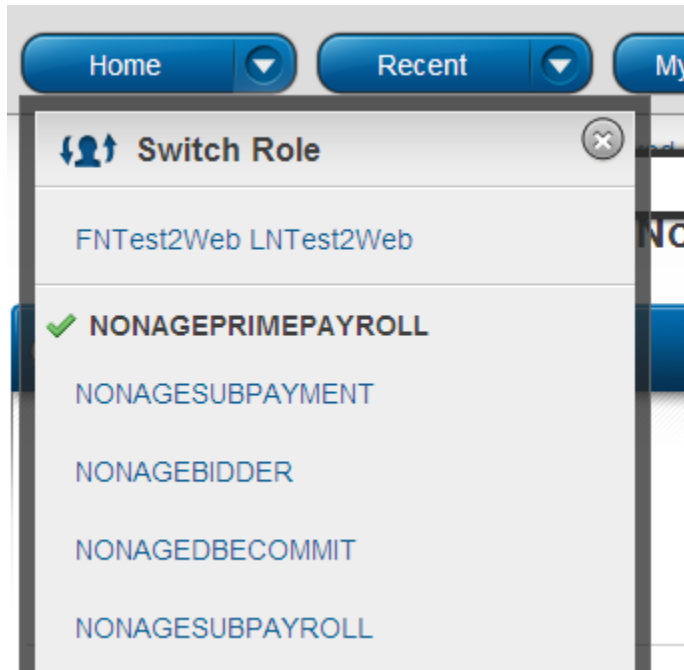
2. Enter the **Username** and **Password** that MnDOT assigned to you.

If you are a subcontractor click on the downward triangle button (the right 25% of the Home button) and check that you are in subpayroll role.

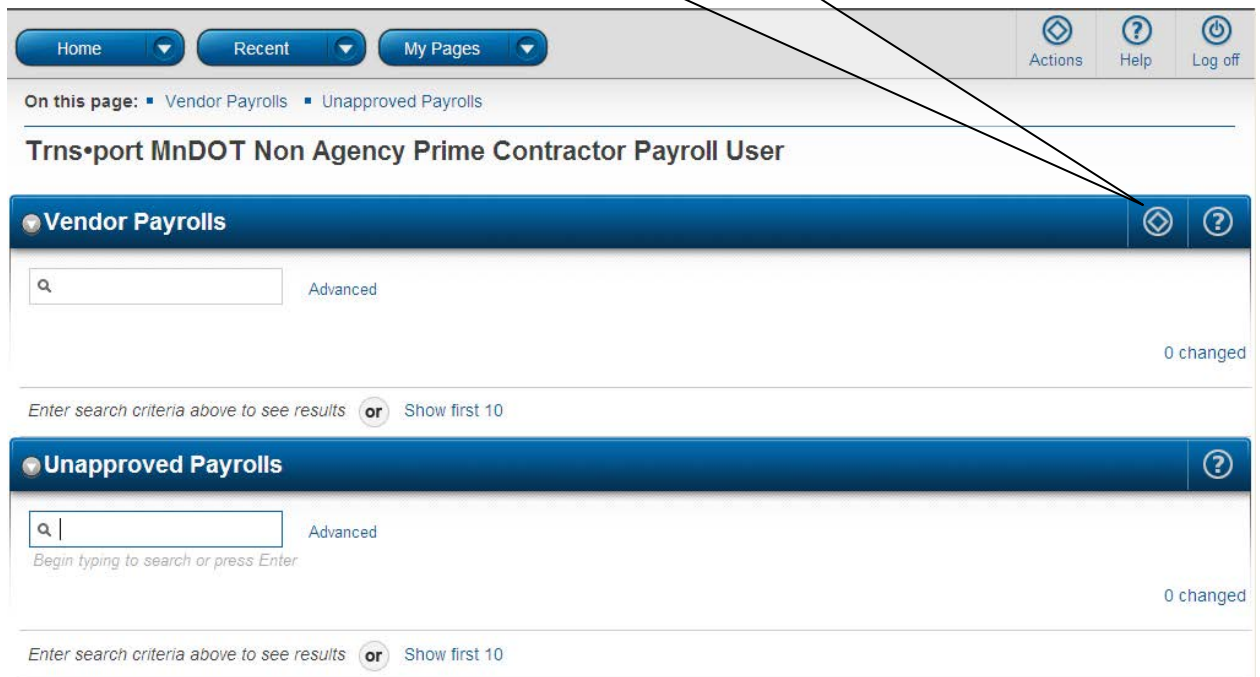


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If you are a prime contractor click on the downward triangle button (the right 25% of the Home button) and check that you are in primepayroll role

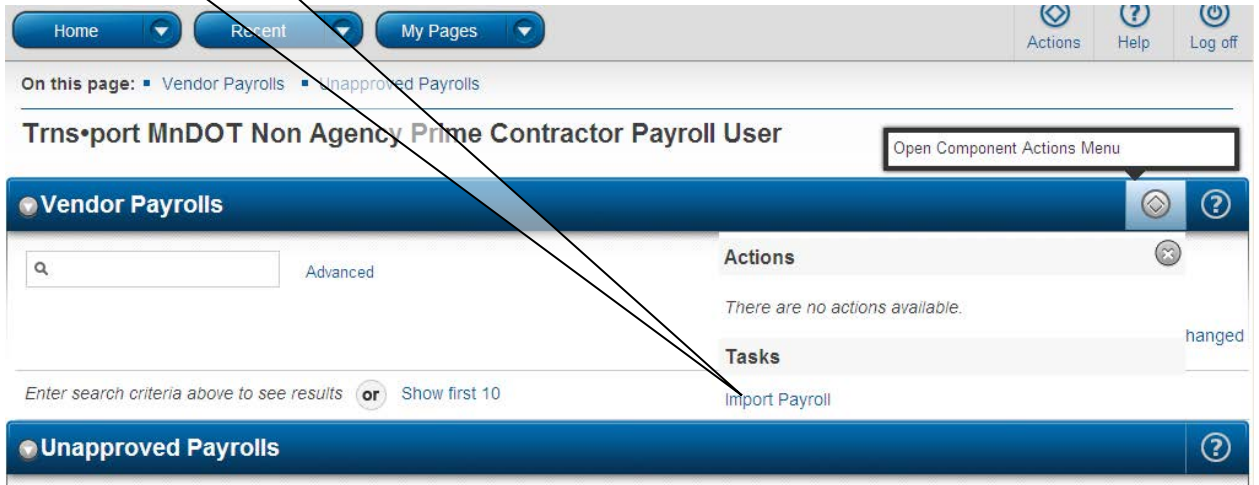


3. Click the component **Actions** button on the end of **Vendor Payrolls**.



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4. Select **Import Payroll**.

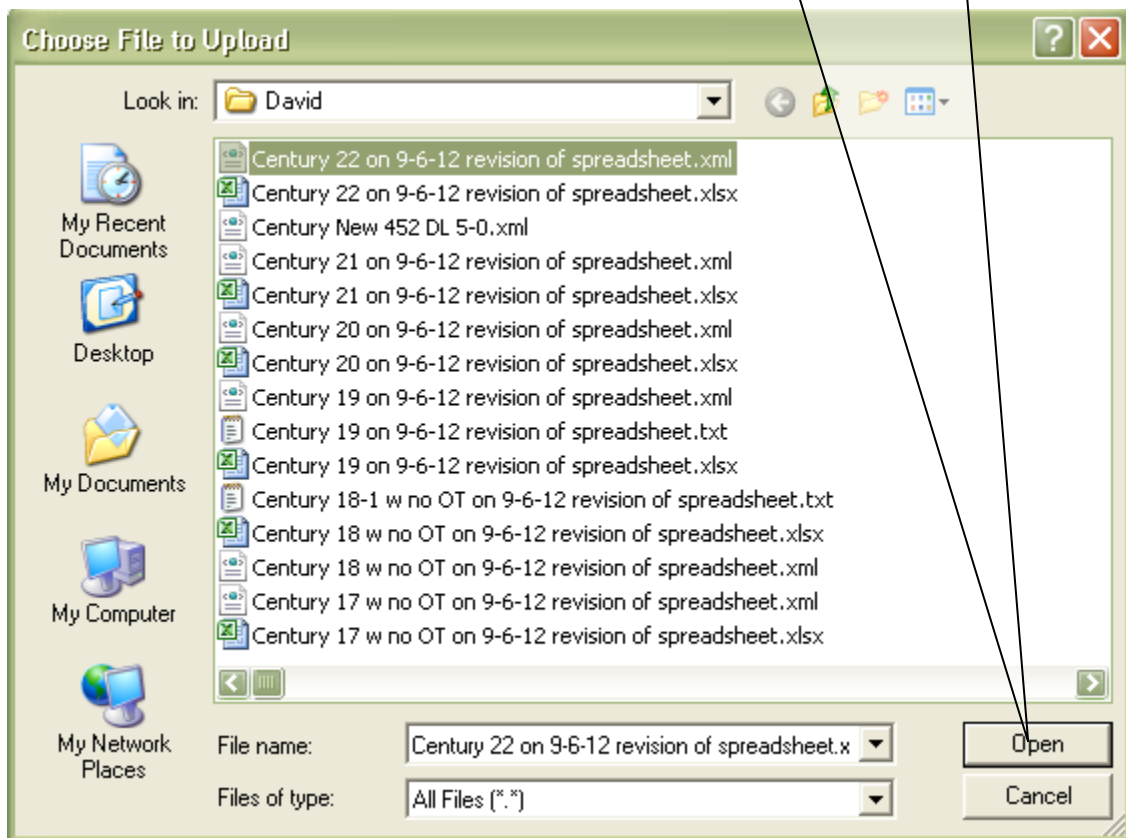


5. Click the **Select File** button.



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6. On your computer navigate to and select your prepared XML payroll file, and then click the **Open** button.



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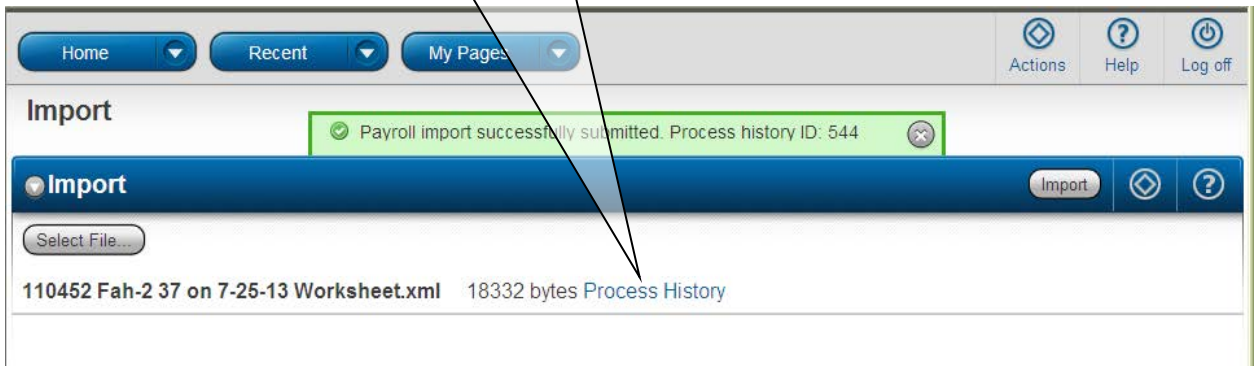
7. After this screen displays your XML file name and shows the size of the file in bytes click the **Import** button.



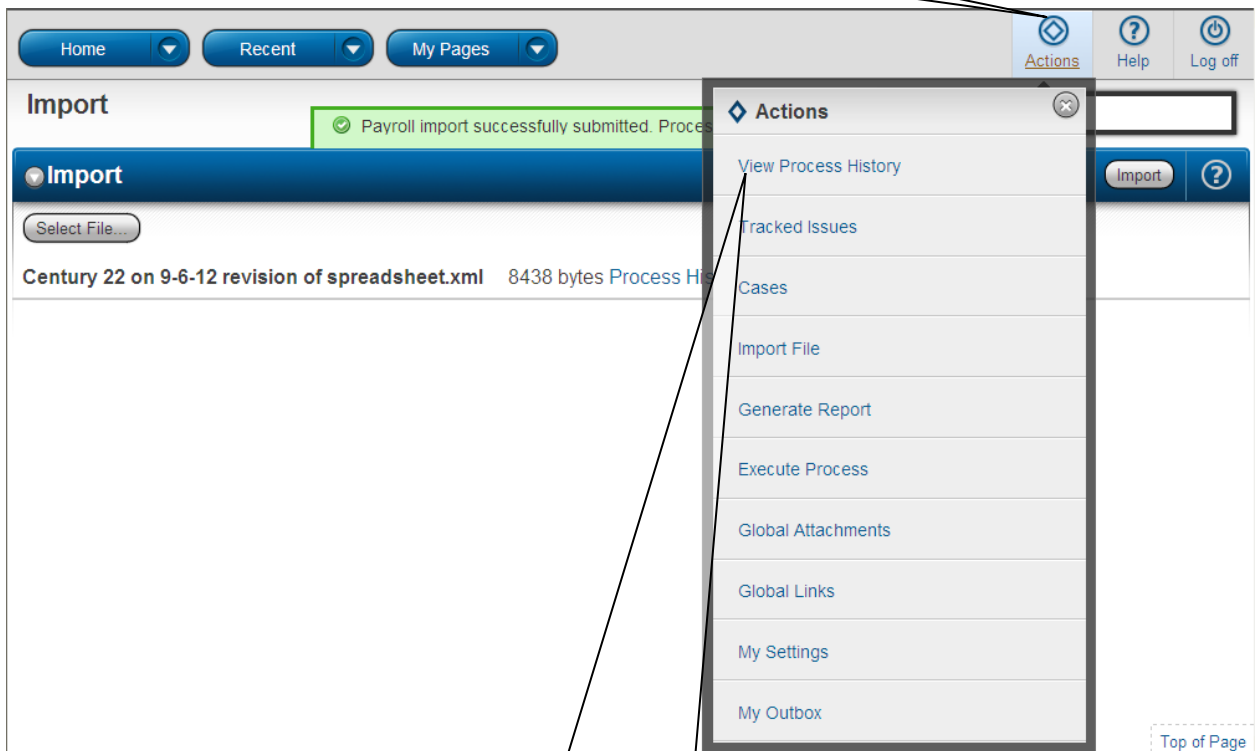
Important!! At this point you **must** validate that your payroll data was successfully submitted. Follow the steps below to validate the data.

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8. Click the blue [Process History](#) link



Another way to view process history is to click on the Global Actions button



9. Select **View Process History**.

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The *Process History* is a log file that shows either:

- The successful creation of the payroll file
Or
- Errors that were generated when the file was created.

Note: You may have to click your browser's refresh button or F5 to see all these fields filled in.

10. In the **Success** column look for **Yes** or **No**, to verify if the process was successful or not. If **Yes** is displayed, the process is complete! If you submitted a modification to a previous payroll open the ImportPayrollFile.LOG file to see which modification number wT assigned to go with the payroll number. (information needed so you know which payroll to sign in future steps) go to step **14**

If **No** is displayed, go to step **11**.

The screenshot displays the 'Process History Overview' page. At the top, there are navigation buttons for 'Home', 'Recent', and 'My Pages', along with 'Actions', 'Help', and 'Log off'. The main content area has a search bar and a status filter set to 'No Filter'. A table lists process details:

Process:	User:	Success:
ImportPayrollFile	MnAd\kova1dav-adm - MnAd\kova1dav-adm	Yes

Below the table, there are fields for 'Reviewed', 'Start Time', 'Finish Time', and 'Output Files':

Reviewed:	Start Time:	Finish Time:	Output Files:
<input type="checkbox"/>	11/15/12 09:35:41	11/15/12 09:36:05	Error.log ImportPayrollFile.LOG

Note: It is your responsibility to delete old process histories that are no longer valid.

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Note: When errors exist, you need to correct the errors in the payroll and generate a new XML file to import. When a new file is created, the wT system will generate a new modification number. You don't need to be concerned about the file you previously submitted.

11. Open and review the **ImportPayrollFile.LOG**.
12. Correct the error(s). (Warnings do not stop an XML file from importing. Errors do and have to be corrected for the payroll XML file to successfully import.)

```
Start Time: 08/08/2013 11:42:52.779
```

```
Warning: Vendor ID 'F0045', Contract ID '110452', Payroll Number '37': Created modification '3' for Payroll Number '37'.
```

```
Error: Vendor ID 'F0045', Contract ID '110452', Payroll Number '37', Modification Number '0', Craft Code '300', Project ID '', Labor Classification '305': Project ID: Invalid value '55689' because it was not found in Contract Project List.
```

```
Finish Time: 08/08/2013 11:42:55.571
```

13. Go back to step 3 and repeat all of the steps through 12.

When no more payroll error logs are generated the import process is complete.

The next step after you have successfully imported your payroll is to review, verify and sign it.

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To continue on from Step 10

14. Click Home

The screenshot shows the 'Process History Overview' page. At the top, there are navigation buttons for 'Home', 'Recent', and 'My Pages', along with 'Actions', 'Help', and 'Log off' icons. The main content area has a blue header with 'Process History Overview' and a 'Save' button. Below the header, there is a search bar with a magnifying glass icon and a bell icon, labeled 'Advanced' and 'Showing 50 of 90'. To the right of the search bar is a 'Status:' dropdown menu set to 'No Filter'. Below the search bar, there is a note 'Begin typing to search or press Enter' and a status '0 marked for deletion | 0 changed'. The main content area displays a table of process history entries. The first entry is for 'ImportPayrollFile' with a success status of 'Yes'. The table also shows 'Reviewed:Start Time:', 'Finish Time:', and 'Output Files:' for the selected entry.

Process:	User:	Success:
ImportPayrollFile	MnAd'kova1dav- adm - MnAd'kova1dav- adm	Yes

Reviewed:Start Time: Finish Time: Output Files:
☐ 11/15/12 09:35:41 11/15/12 09:36:05 ■ Log Error.log ■ Log ImportPayrollFile.LOG

15. Apply a filter to sort by (contract number) in the quick find box. Unsigned payrolls will only be found under the Vendor Payrolls component.

The screenshot shows the 'Vendor Payrolls' page. At the top, there are navigation buttons for 'Home', 'Recent', and 'My Pages', along with 'Actions', 'Help', and 'Log off' icons. Below the navigation, there is a breadcrumb trail: 'On this page: Vendor Payrolls > Unapproved Payrolls'. The main content area has a blue header with 'Vendor Payrolls' and a 'Save' button. Below the header, there is a search bar with a magnifying glass icon and a bell icon, labeled 'Advanced' and 'Showing 8 of 8'. Below the search bar, there is a note 'Begin typing to search or press Enter' and a status '0 changed'. The page title is 'Trns•port MnDOT Non Agency Prime Contractor Payroll User'.

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110451 U010	EDGE LINE RUMBLE STRIPES. ULLAND BROTHERS INC	0
110451 03145	EDGE LINE RUMBLE STRIPES. GROUND EFFECTS DIRECTIONAL DRILLING	0
110451 H570	EDGE LINE RUMBLE STRIPES. HOVLAND INC	0
110451 C330	EDGE LINE RUMBLE STRIPES. CENTURY FENCE CO	39

16. Click on payroll link

17. Find the payroll you just imported

Home Recent My Pages Actions Help Log off

Overview

Contract Certified Payroll Overview

Contract: 110451 - EDGE LINE RUMBLE STRIPES. Save

Vendor ID: C330 Vendor Short Name: CENTURY FENCE CO

0 marked for deletion | 0 changed

Payroll:	Begin Date:	End Date:	Phase:	Mod Num:
22	10/09/11	10/15/11	Initial	0
21	10/02/11	10/08/11	Under Agency Review	0
20	09/25/11	10/01/11	Approved	1

Please refer to the Payroll Workflow guide for next steps in this review, verify and sign process.