VDOT's Payroll Training for Contractors, Subcontractors, and Vendors

Next steps for using VDOT's AASHTOWare Project Civil Rights & Labor website

Now that you have been trained on the use of the CRL website to submit your certified payrolls, you have an important decision to make for your company. Which method will you choose to submit your certified payroll? There are three basic methods and you will decide which method works best for your company.

After reviewing this information, please reach out to us at crlms@vdot.virginia.gov if you have questions.

Option 1: Manual entry in the CRL website

This option is only recommended for smaller firms with one crew, or similarly situated firms. This method can be cumbersome if you have more than a few employees to track, but it is available for your use.

What you need:

- A username and password for VDOT's AASHTOWare Project Civil Rights & Labor website.

Option 2: Payroll spreadsheet, followed by XML import into the CRL website

The payroll spreadsheet was designed for firms with up to 50 employees. You can create a spreadsheet template for each project, and then copy it from week to week to update the payroll hours/wages. The payroll spreadsheet is then converted to XML (which translates the spreadsheet into computer language) and imported electronically into the CRL website.

What you need:

- A username and password for VDOT's AASHTOWare Project Civil Rights & Labor website.
- VDOT has the official payroll spreadsheet for your use here: VDOT Payroll Spreadsheet Template (https://www.virginiadot.org/business/resources/Civil_Rights/Copy_of_VDOT_Payroll_Spreadsheet.xlsx)

Option 3: Direct XML Import into the CRL website

The most efficient and recommended method is to export a correctly formatted XML file from your own payroll software and import it into the CRL website. It may take some time to prepare this XML file format the first time, so you may need to temporarily use Option 2 above until it is ready.

You likely will have to reach out for assistance to either your company's Information Technology (IT) staff or the provider of your out-of-the-box construction payroll software. You will need to provide them the following resources:

- For information about how to create correctly formatted payroll XML files, refer to the AASHTOWare Project Payroll XML Resource Kit (https://xml.aashtowareproject.org/resourcekit/).
- For the list of valid Craft and Classifications (Labor) codes that are specific to Virginia published Wage Decisions, refer to the codes listed on the Craft tab and the Labor tab on the VDOT Payroll Spreadsheet Template (https://www.virginiadot.org/business/resources/Civil_Rights/Copy_of_VDOT_Payroll_Spreadsheet.xlsx).

If you use a payroll software vendor, please check the list of "Payroll Software Vendors Successfully Creating XML Files For CRL" including contact information at VDOT CRL Website (https://www.virginiadot.org/business/aashtoware_project_civil_rights_and_labor_crl_management_system.asp). Several payroll software vendors have previously created XML files for other contractors in other states already using the CRL software, including Minnesota, Ohio, Kansas, and Louisiana.

What you need:

- A username and password for VDOT's AASHTOWare Project Civil Rights & Labor website.
- The ability to export a correctly formatted XML file from your payroll system.