



QUICK REFERENCE GUIDE:

# Modify a Rejected Payroll

## Background:

If the DOT&PF rejects a prime contractor's payroll, the contractor can either approve along with providing additional explanatory information or create a modification for correction. Subcontractors follow a similar process, but the prime contractor reviews their approved or modified payroll prior to agency review.

## Roles:

CONTRACTORPAYROLL

## Navigation:

[View Payroll Status](#)

Unapproved Payrolls

1. In the Unapproved Payrolls collapsible, enter the DOT Contract ID in the **Search** field.
2. Locate the payroll you want to review. Select the **Contract** link.
3. On the External Certified Payroll Status page, within the Transitions collapsible review each row the payroll changed status and any **Comments** entered. If this is a rejected payroll the agency user often inputs the reason for rejection in the transition comments. Review any **Exceptions** within the exception collapsible, these are also possible reasons for rejection. You can also select the **Component Actions Menu** and run the *Payroll Summary* report.
4. Determine whether this payroll record is correct and needs to be approved with an explanation for resubmission, or if this payroll is not correct and needs to be modified, re-signed and submitted.

## [Resubmit a Rejected Payroll with no Changes](#)

For Prime contractors, in cases where no modifications are required before resubmission (perhaps the payroll was mistakenly rejected or there was a clarification needed for the Agency to approve the payroll).

1. On the External Certified Payroll Status page, click the **Approve** button in the Transitions collapsible.
2. In the **Comments** field, type an explanation and/or clarification for the resubmission.
3. Click **Save**.

For Subcontractors when no changes are necessary before resubmission:

1. On the External Certified Payroll Status page, select the **Component Actions Menu** and click **Return Certified Payroll**.
2. In the **Comments** field, type an explanation and/or clarification for the resubmission.
3. Select the **Return Certified Payroll**.
4. A green **Certified Payroll Progression Successful** message bar should populate, and the DOT Status should be updated to under review.

## [Modify a Rejected Payroll](#)

If corrections are required prior to resubmission of a payroll the payroll must be modified. Once a modification has been made to the payroll the previous version will become read only.

If you need further assistance please contact your Module Admin

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1. If the payroll was entered using the payroll spreadsheet there is no requirement to use the payroll spreadsheet to make a correction. If it is a small correction, making it manually in AWP may be simpler. If you are using the Payroll Spreadsheet to make a modification:
  - a. Copy and rename the rejected weekly payroll spreadsheet.
  - b. Make the necessary corrections to the excel file and use the website <https://xml.aashtowareproject.org/spreadsheet/> to convert the spreadsheet to an XML file (See the *Convert Payroll to XML* QRG for more details).
  - c. In AWP, import and validate the XML payroll file (See the *Import and Validate* QRG for more details).
2. If correcting the error manually in AWP:
  - a. From the payroll record for correction, select the **Component Actions Menu**, and select the **Create Modification** task.
  - b. Fill-out the **Statement of Compliance**, check the box to **Acknowledge Compliance** and click **Save**.
  - c. Select the **Employee** quick link and make any necessary corrections.
3. Once the previous steps are completed, sign the payroll modification. Include a comment explaining the modification. (Refer to the *Sign a Payroll* QRG for more information).

## Next Steps:

In order to move payroll to the DOT Status, Under Agency Review, the Payroll must be signed. Follow the QRG: *Sign a Payroll*.

If you need further assistance please contact your Module Admin  
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