

Sample of the MnDOT's customized version of the AASHTO Trns•port® Payroll Spreadsheet

Followed by section after section for individual employees.

| Individual Employee Name and Identifier | | O.T. or S.T. | HOURS WORKED EACH DAY | | | | | | | Total Hours | RATE OF PAY | Payroll Deductions |
|---|-----------------------|--|--|--------------------|------------------|-------------------|------------------|--------------------------|-----------|----------------|---|--------------------|
| Last Name | | | "0.00" MUST BE PRESENT IN ANY BOX NOT CONTAINING HOURS | | | | | | | | | Employee Comments |
| First Name | | O.T. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| Middle Initial | | S.T. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| Full SSN (No Dashes) | | Project # | | | | | | | | | | |
| Partial SSN | | Craft Code | Select Craft Code | OJT % | Apprentice ID | Apprentice Wage % | Lump Sum | Project Gross | | | | |
| Vendor Emp ID | | Labor Code | Select Labor Code | | | | | | | | | |
| Gender | Select Gender | Code | Code | | | | | | | | | |
| Ethnicity | Code Select Ethnicity | Pay Period Deductions | | | | | | | | | | |
| Addr Line 1 | | Pay Period Gross | FICA | Federal Income Tax | State Income Tax | Medicare | Other Deductions | Total Payroll Deductions | NET WAGES | | | |
| Addr Line 2 | | | | | | | 0.00 | | | | | |
| City | | Fringe Benefit Hourly Rates | | | | | | | | | | |
| State | | Health Welfare | Vacation Holiday | Apprentice Fund | Pension | Other 1 | Other 2 | | | | | |
| Zip | | | | | | | | | | | | |
| Has Changed? | false | Total Project Fringe Benefits Paid This Pay Period (Rates x Hours) | | | | | | | | | There is a section like this that must be completed for EACH employee on the jobsite. | |
| Salaried (y/n): | No | Other Deductions | | | | | | | | | | |
| 4(c) EXCEPTION (CRAFT) | | Other Deduction Description | | | | | | | Amount | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

There are 6 Craft Codes, 208 Labor Codes, and 10 Ethnicity codes!

Certified Payroll Solution, with it's initial compatibility release can complete this form with only 4 exceptions:

1. Lump Sum - we currently are unable to complete the lump sum block - employees are usually paid on an hourly basis and not via a lump sum payment.
2. Employee Comments - we are currently unable to complete the employee comments section - as EACH employee section or record has a spot for comments for that specific employee.
3. Item 4 (c) Exception (Craft) - we are currently unable to complete the Exception (Craft) block, because again block is a requirement for EACH employee section or record.
4. Has Changed - we are currently unable to complete the Has Changed block - a piece of software (no matter how smart) has no way of knowing if anything regarding this employee has changed since the last submission - this information is ONLY known by a human.

NOTE: The built-in QuickBooks Certified Payroll Report cannot produce this form.