



# Alaska Department of Transportation & Public Facilities

## AASHTOWare Project Meagan Wright

Our mission is to *Keep Alaska Moving* through service and infrastructure.

# Why use AASHTOWare Project?

Tentative Advertising Schedule

Bid Calendar

Award Calendar

Vendor List

Certified DBE List

Bidders Registration

Consultant Registration

A map of Alaska showing various geographical features and project locations. The map is color-coded by region: Brooks Range (orange), Yukon (brown), and other areas in shades of green, pink, and purple. Numerous yellow dots are scattered across the state, representing project locations. Labels on the map include 'Siberian Sea', 'East Siberian Sea', 'Bering Sea', 'Gulf of Alaska', 'Yukon', 'BROOKS RANGE', and 'UNITED STATES'.

**Software designed to help state DOTs manage  
the construction lifecycle**

# DBE Directory



## State of Alaska Department of Administration Substitute Form W-9

Questions? Email [DOA.DOF.Vendor.HelpDesk@alaska.gov](mailto:DOA.DOF.Vendor.HelpDesk@alaska.gov)

RETURN COMPLETED FOR

Department of Administration  
Division of Finance  
P.O. Box 110204  
Juneau, AK 99811-0204  
Or FAX to: (907) 465-2169

**DO NOT send**

### Taxpayer Identification Number (TIN) Verification

The Internal Revenue Service requires the State of Alaska to issue 1099 forms when payments to individuals, partnerships or limited liability companies for rents, services and awards meet or exceed \$600.00 for the year. An IRS Form 1099 is not required when payments are specifically for merchandise or made to some types of corporations.

*Print or Type*

Please see attachment or reverse for complete instructions.

<b>Legal Name</b> (as shown on your income tax return)	<b>State of Alaska Vendor Number</b> (if applicable)
<b>Business Name</b> (if different from above) (use if doing business as (DBA) or enter business name of Sole Proprietorship)	<b>Entity Designation</b> (check only one type) <input type="radio"/> Individual / Sole Proprietor

If no business name is entered on the W9, the Legal name will appear in the DBE Directory

### DBE Directory List

Copy	CSV	Print	Column visibility ▼	Search:	
Vendor Name	ACDBE	Type	Work Category	Regions	
			Rip Rap; Construction - Steel - Reinforcing / Installation		
A&D Drilling LLC	No	Woman-Owned	Construction - Earthwork - Blasting; Supplier - Equipment Rental	Central Region; Northern Region; Southcoast Region	
ABOVE & BEYOND COMMUNICATIONS INC	No	Minority & Woman-Owned	Construction - Telecommunications - Low Voltage	Central Region; Northern Region; Southcoast Region	
			Construction - Clearing / Grubbing; Construction - Earthwork - Excavation &		

Showing 1 to 245 of 245 entries

# AASHTOWare Project– the basics

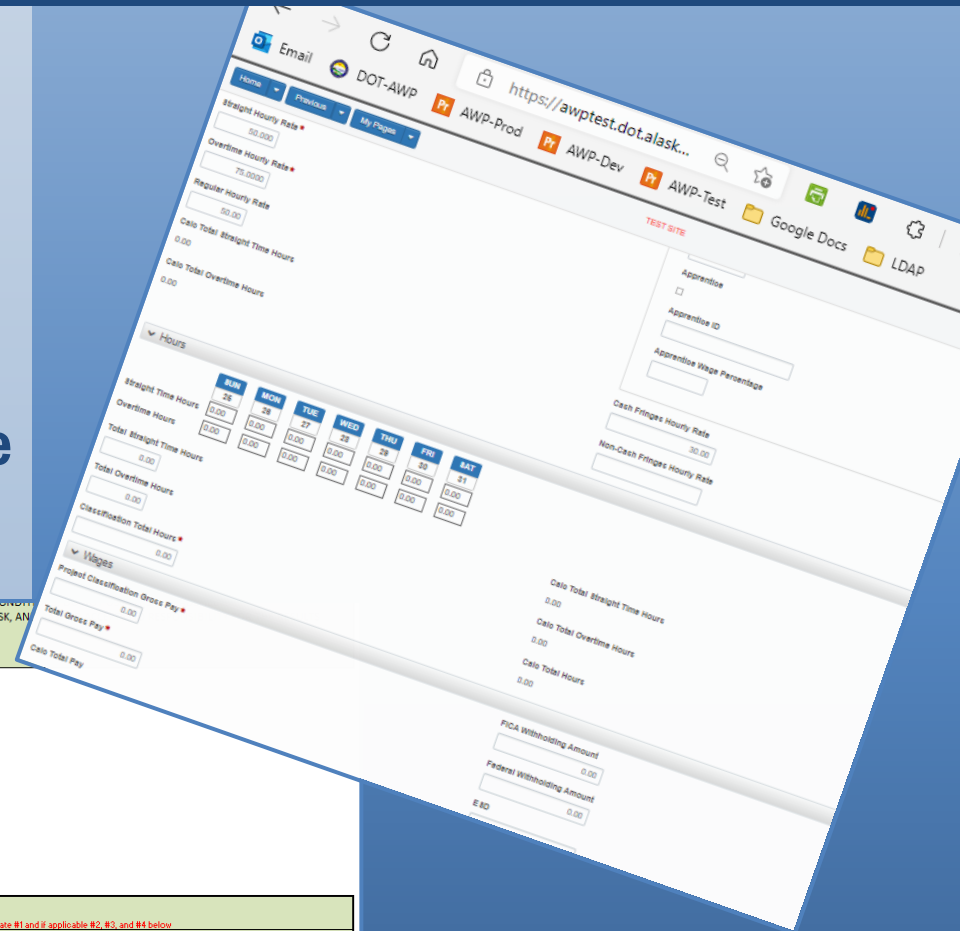
- 
- **Web based**
  - **Always Available**
  - **Only Submit Payroll Once**
  - **Data Stored in One Database**
  - **Assists DOT&PF Meet Reporting Requirements**

# How can I Prepare?

- ✓ **Sign up for Notifications**
- ✓ **Registered Vendor in Iris**
- ✓ **User Account on the Website**
- ✓ **Contract Authority for your Contract**
- ✓ **Pick your preferred way to submit payroll**

# 3 Ways to Submit Certified Payroll

- Directly in the Website
- Using an Excel Template
- Export form Accounting Software



12/28/21-AK DOLWDAK DOTAPP - II

STATE OF ALASKA  
DEPARTMENT OF LABOR  
AND WORKFORCE DEVELOPMENT

INSTRUCTIONS

- The blue fields are available for data entry and will provide a description.
- Yellow fields when clicked will provide a drop-down menu.
- Complete Employee Information tab to create list of selectable employees.
- Once complete convert spreadsheet to XML file at <https://lhwml.aashdotwareproject.org/spreadsheet/>
- Import XML file to AASHTOware Project at <https://lwp.dot.alaska.gov/>

USE OF THIS SPREADSHEET IS AT YOUR SOLE RISK, AND RETURNED.

Copyright © 2014 AASHTO

Contractor  Sub-contractor  \* Must Select One

\* Name of Contractor: Alaska Bidder Contractor  
 \* Contractor's IRS ID: 01  
 \* Payroll Number: 00  
 \* For 'Week Ending': 11/2/2021

DOT  
 \* Contract #: CONTRACT XYZ  
 \* Day:  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  
 \* Date: #####

Individual Employee Name and Identifier	O.T. S.T.	Overtime Hours Straight Hours	Hours Worked	Total Project Classification Hours	Rate of Pay					
* Last Name: Smith * First Name: James * Middle Initial: A SSN (Full 9-digit #): 278483627	James A Smith * Project #: CONTRACT -XYZPROJ	O.T.: 11.50 S.T.: 0.00	3.50 8.00	3.50 8.00	0.00 8.00	3.50 8.00	11.50 8.00	37.00 40.00	\$9.040 \$42.530	* Net Pay: 40.00
* Gender: Male * Ethnicity: N-AK INDIAN OR ALASKA * Address Line 1: 15 Wood Rd * Address Line 2: * City: Anchorage * State: AK Alaska * Zip: 99516 Has This Changed?: false	* Draft Code: Power Equipment Operator - 10 * Labor Code: Power Equipment Operator, Group 1 - A901	* Draft Code: Power Equipment Operator - 10 * Labor Code: Power Equipment Operator, Group 1 - A901		* Draft Code: Power Equipment Operator - 10 * Labor Code: Power Equipment Operator, Group 1 - A901		* Draft Code: Power Equipment Operator - 10 * Labor Code: Power Equipment Operator, Group 1 - A901		* Draft Code: Power Equipment Operator - 10 * Labor Code: Power Equipment Operator, Group 1 - A901		* Total Fringe Benefit Rates: 3555.66
* Total Gross Pay: 3885.68		* Total Fringe Benefit Rates: 301.05		* Total Fringe Benefit Rates: 524.63		* Total Fringe Benefit Rates: 10.00		* Total Fringe Benefit Rates: 28.00		* Total Fringe Benefit Rates: 405.00
* Total Fringe Benefit Rates: 1268.86		* Total Fringe Benefit Rates: 256.80		* Total Fringe Benefit Rates: 1351.85		* Total Fringe Benefit Rates: 0.00		* Total Fringe Benefit Rates: 25.35		* Total Fringe Benefit Rates: 0.00

Exception (Draft)


Other Deductions

Description of Other Deduction	Amount
401k Employee Contribution	45.00
Employee Health Insurance	45.00
HSA	245.00

\* You must indicate #1 and if applicable #2, #3, and #4 below

\*1. Employee Method of Payment (Cash, Check, or Electronic Funds Transfer (EFT))  
 If Applicable: 2. Check Number, 3. Certificate of Fitness Number, and 4. Total Pay Disb Paid This Pay Period  
 1.EFT, 2. 123456, 3. N/A, 4. 1625


# DOT.ALASKA.GOV/AASHTOWARE



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## AASHTOWare Project

### What is AASHTOWare Project?

AASHTOWare Project (AWP) is a website based software designed specifically for state DOTs to manage their complex construction processes. AASHTOWare Project has been customized by the Alaska Department of Transportation & Public Facilities (DOT&PF) to align with our business process, to track and monitor, and to comply with all federal and state regulations.


**Login to Alaska AASHTOWare Website**

**Information** regarding our Contractor Q&A session via Zoom can be found under the [Contractors](#) tab.

**Contractors** - If you are on an awarded Contract, follow the submission process detailed in the instructions to get an AWP account. [AASHTOWare Instructions](#) can be found here.

**DOT&PF Staff** - Login with your SOA ID and email password. If you are on an Active Contract, but cannot view the Contract Information, contact your Project Engineer and request Contract Authority. If you are the Project Engineer, contact the module admin for assistance with Contract Authority. If you are unable to login altogether, contact your [Module Admin\(s\)](#).

**Consultants** - Provide your DOT manager with: Your full name (including middle initial), the company you work for, your phone number, and your email address. They will submit a ticket to [OIT](#) with that information and request you have an LDAP account set up to access AWP.



### Email Updates

To sign up for updates or to access your subscriber preferences, please enter your contact information below.

1. Subscription Type

Email

\* Email Address


Above Photo Banner: Glenn Highway looking beyond Giannallen Photo by Dennis Blishep, Alaska DOT&PF


Site Map Policies Non-discrimination Accessibility Employee Directory

Department of Transportation & Public Facilities  
PO Box 112500 (mailing)  
3132 Channel Drive  
Juneau, Alaska 99811-2500

DOT&PF Staff Resources InMotion Staff Newsletter

Contact Info





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## AASHTOWare Project: Submitting Certified Payroll

AASHTOWare Project (AWP) is a web-based software, used by the Alaska Department of Transportation & Public Facilities to receive and process the data required to meet federal and state requirements for certified payroll.

Below are answers to some of the questions we have heard from you

**How do I get access?**  [Vendor List](#)  
[Sub W 9](#)  
[User Access Request Form](#)  
[Join Monday SAM Meeting](#)

**I'm logged into AWP, why can't I see my contract(s)?**  [Contract Authority](#)

**I forgot my AASHTOWare password...**  [Contract Authority](#)

**I've read the user guides but still have questions...**  [Contract Authority](#)

We host zoom meetings every Monday morning and answer questions of any contractor who attends. This is an opportunity to share screens and address questions specific to those in attendance.

Join us every Monday at @ 9 a.m. (excluding State of Alaska holidays) for our virtual Contractor Q&A session.

OR

Meeting ID: 838 8195 9552  
Passcode: DOT

**Who can see the payroll I submit?**  [Contract Authority](#)

**How do I manage who has access to my company's payroll?**  [Contract Authority](#)

**I am an Owner Operator, do I need to submit my payroll through AASHTOWare?**  [Contract Authority](#)

**Can Payroll be automatically uploaded?**  [Contract Authority](#)

**I have an account and Contract Authority; how do I submit payroll?**  [Contract Authority](#)

**I have a payroll person who no longer works for our company, what should I do?**  [Contract Authority](#)

# Resources

Home Contractors DOT&PF Staff User Guides Training and Outreach Contacts Resources

## AASHTOWare Project: User Guides

Expand the phrase you are looking within to find Guides, Quick Reference Guides (QRG), and links to Computer based Trainings (CBT). Below you will find guidance for DOT staff, Consultants, and Contractors.

SET UP & NAVIGATING AASHTOWARE (FOR ALL USERS)
PRECONSTRUCTION (DOT & CONSULTANTS)
PROFESSIONAL SERVICE AGREEMENTS (DOT)
CIVIL RIGHTS OFFICE
CERTIFIED PAYROLL (CONTRACTORS)

### Videos:

- AASHTOWare Certified Payroll Contractor Training - December 2020 [stream](#)

### CBTs (Computer Based Trainings):

- Getting Started for Contractors CBT
- Review Subcontractor Payroll CBT
- Manually Add Payroll CBT
- Payroll Spreadsheet CBT
- Convert Payroll to XML CBT
- Import & Validate CBT
- Create a Payroll Attachment CBT
- Sign Payroll CBT
- Modifying a Rejected Payroll

### QRGs (Quick Reference Guides):

- Managing Vendor Authority QRG (Updated February 1, 2024)
- Payroll Fields Expected Input (RIS) (Updated February 1, 2023)
- Payroll Spreadsheet QRG (Updated February 1, 2023)
- Convert Payroll to XML QRG (Updated March 10, 2023)
- Payroll Template - Over 50 Employees (Updated July 7, 2023)
- Import and Validate Payroll QRG (Updated March 18, 2021)
- Import Payroll Errors Excluded
- Import Payroll Errors - How to Read
- Manually Add Payroll QRG (Updated December 1, 2023)
- Modify Rejected Payroll QRG (Updated February 24, 2023)
- Review Subcontractor Payroll QRG
- Sign Payroll QRG (Updated July 22, 2023)
- Generating a Payroll Report QRG (Updated August 27, 2023)

### Payroll Examples

Sample Payroll Template (Basic Entry) v11 (Updated Feb 1, 2023)

- Pay Summary - Basic Entry (Report from AWP)
- Payroll Template - Basic Entry (Read Only Excel)
  - Basic Entry XML (XML)

Sample Payroll Template (Double Time) v11 (Updated Mar 1, 2023)

- Pay Summary - Double Time (Report from AWP)
- Payroll Template - Double Time (Read Only Excel)
  - Double Time XML (XML)

Sample Payroll Template (Multiple Classifications) v11 (Updated Feb 1, 2023)

- Pay Summary - Multiple Classifications (Report from AWP)
- Payroll Template - Multiple Classifications (Read Only Excel)
  - Multiple Classifications XML (XML)

## AASHTOWare PROJECT CIVIL RIGHTS & LABOR<sup>®</sup> Quick Reference Guide for Alaska DOT&PF and Alaska DOLWD



### Manually Add a Payroll

#### Background:

- Importing an XML file is the recommended way to create a payroll record in AASHTOWare Project Civil Rights & Labor, but you can manually add and copy payrolls also.
- This process is the same for prime contractors and subcontractors.
- Payroll numbers should be sequential.

#### Add a Payroll:

- Log on to AASHTOWare Project Civil Rights & Labor.
- In the Vendor Payroll Quick Find search box, type the Contract number.
- On the row for the Contract and Vendor, click the number under the Payroll column.
- Click the component Actions menu and click Add New Payroll.
- In the Begin Date field, enter a unique payroll number.
- In the End Date field, click the calendar icon and select the date the payroll period ends.
- If your Fringe Benefits are paid to a plan, you must list your Benefit Plans (i.e. Health/Welfare, Pension) in the box.
- Click the Save button.

#### Review and Complete Statement of Compliance:

- Section 5 - Owner Operator
  - If you are an Owner Operator, check the Bona Fide Owner Operator box.
  - Enter the date of your last Progress Payment.
- Section 6 - Fringe Benefits
  - Check the box next to the appropriate type of fringe benefits paid. More than one can apply.
- Section 7 - Board and Lodging
  - Check at least one box for Board and Lodging. More than one can apply.
- Check the box to Acknowledge Compliance of the regulations.
- Click the Save button.

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## AASHTOWare PROJECT CIVIL RIGHTS & LABOR<sup>®</sup> Quick Reference Guide for Alaska DOT&PF and Alaska DOLWD



### Create a Payroll Spreadsheet

#### Background:

- This process is for contractors using the Master Alaska Payroll Spreadsheet to create a payroll record for import into AASHTOWare Project Civil Rights & Labor.
- The official spreadsheet from the Alaska DOT&PF site is located at <http://dot.alaska.gov/aashtoware/> on the Resources tab.
- This process is the same for prime and subcontractors.
- This QRG will detail the process for creating an official template spreadsheet with contract information to be copied into the spreadsheet for weekly payroll submission.
- Note that these are suggestions, each contractor may use the spreadsheet to fit their needs.
- Information entered in the spreadsheet must be typed correctly. Errors in spelling or capitalization may cause the spreadsheet to fail conversion or import or may trigger an exception notification.

#### Create Payroll Spreadsheet Template: Payroll Form - Contractor Information:

- In the payroll spreadsheet, you can see tool tips with additional information by clicking the blue cells.
- Yellow fields when clicked will provide a drop-down menu to determine if you have an IRIS Vendor Number on the system to accept the file as complete.
- Contractor (Prime) or Subcontractor - Type an X in the field that identifies your company for this contract.
- Name of Contractor - Type the contractor's name.
- Contractor's ID - Type your IRIS Number. To find your Vendor ID information to determine if you have an IRIS Vendor Number can be found here: <http://dot.alaska.gov/aashtoware/> on the Contractor's tab.
- DOT Contract # - Type the contract number as stated on your contract.
- Day - Select your company's starting day of the week for payrolls and the remaining days will auto-populate.

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# QUESTIONS?

[DOT.ALASKA.GOV/AASHTOWARE](https://DOT.ALASKA.GOV/AASHTOWARE)

[DOT.AASHTOWARE@ALASKA.GOV](mailto:DOT.AASHTOWARE@ALASKA.GOV)

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