

This is a sample of the Virginia DOT AASHTO Payroll Spreadsheet which has been completed by Certified Payroll Solution - a QuickBooks add-on by Sunburst Software Solutions, Inc. For more information visit - <http://www.sunburstsoftwaresolutions.com/virginia-certified-payroll.htm>

AASHTOWare Project™ Payroll Spreadsheet Conversion Utility 1.03.002.00



Instructions

- 1: The blue fields are available for data entry.
- 2: Click the field names for a description.
- 3: Use 'Save As' in Excel to save file. Note the name and the location where you are saving.
4. Upload the spreadsheet/XML file using prescribed Agency method.

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There is a single "header" entry containing information about this specific job, your company, and how and to whom you pay Fringe Benefits.

CONTRACTOR	[]	SUBCONTRACTOR	[X]
Name of Contractor		Virginia Certified Payroll for QuickBooks	
Contractor's ID		987654321	
Payroll Number		1	
For Week Ending		2/28/2009	

CONTRACTOR ADDRESS							
Addr 1	2378 Dane Hill Road						
Addr 2							
City	West Charleston	State:	VA				
		Zip:	5872				
Contract #	123456 VA-123456						

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date	2/22/2009	2/23/2009	2/24/2009	2/25/2009	2/26/2009	2/27/2009	2/28/2009

☒ (a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

☐ (b) WHERE FRINGE BENEFITS ARE PAID IN CASH

Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount for the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

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Below is an example of an employee section showing hours worked, craft & labor codes, wages, deductions, hourly fringe benefit rates, and total fringes for this project.

[illegible]