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

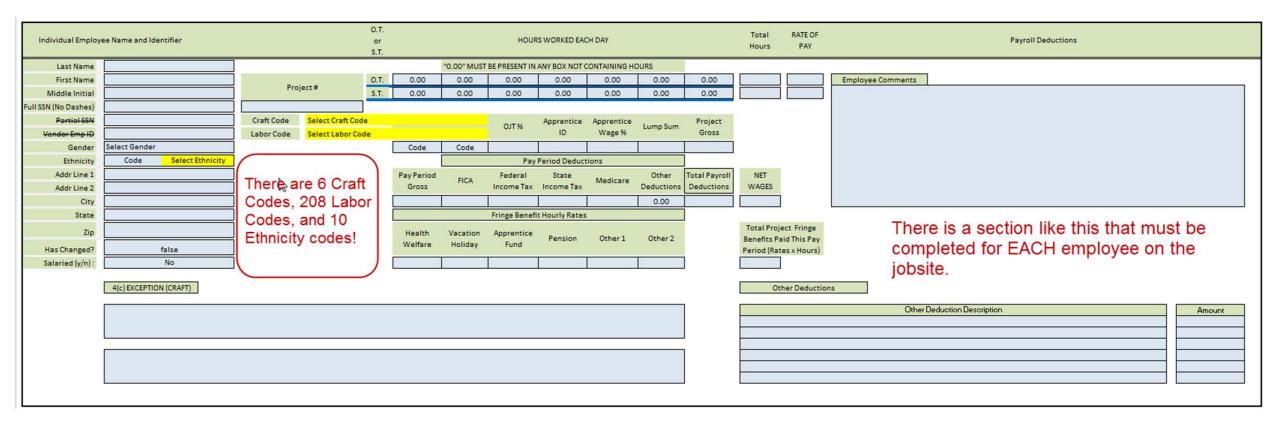
Below are sample screenshots of what the Minnesota Department of Transportation (MnDOT) customized version of the AASHTO Trns•port® Payroll Spreadsheet looks like. This document is NOT suitable for printing as it is a continuous Excel spreadsheet - and actually is quite difficult to read. This form can ONLY be reproduced with Microsoft Excel 2007, 2010, and 2013 at this time.

Below is the "header" of the form. AASHTO Trns • Port® Payroll Spreadsheet Conversion Utility 1.03.000 PLEASE READ THESE TERMS OF USE CAREFULLY BEFORE CONTINUING YOUR USE OF THIS SPREADSHEET. IF YOU USE THIS ISPREADSHEET YOU ACCEPT AND AGREE TO ALL OF THE TERMS AND CONDITIONS CONTAINED IN THESE TERMS. IF YOU DO NOT AGREE WITH THESE TERMS AND CONDITIONS, DO NOT USE THIS SPREADSHEET. Instructions USE OF THIS SPREADSHEET IS AT YOUR SOLE RISK, AND AASHTO ACCEPTS NO RESPONSIBILITY FOR THE RESULTS 1: The blue fields are available for data entry. RETURNED. 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. Copyright © 2013 AASHTO 4. Upload the spreadsheet/XML file using prescribed Agency method. MnDOT Updated 11/14/13 SUBCONTRACTOR CONTRACTOR ADDRESS CONTRACTOR Addr : (a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS Addr Name of Contractor In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benfits as listed in the contract have been or will be made to appropriate programs for the benefit Contractor's ID State of such employees, except as noted in section 4(c) below Payroll Number Zip. XX/XX/XXXX (b) WHERE FRINGE BENEFITS ARE PAID IN CASH For Week Ending Contract Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an Select Day amount not less than the sum of the applicable basic hourly wage rate plus the amount fo the required fringe benefits as listed in the contract, except as noted in section 4(c) below #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! #VALUE! XX/XX/XXXX Once you select a "Benefit Program Type", you must complete the corresponding column information for the system to accept the benefit Contact Person's Phone Benefit Program Name Benefit Program Type Benefit Account Number Benefit Program Classification Contact Person (Numbers only) Select Type Select Type There are 6 Benefit Program Types Select Type Health & Welfare Select Type Vacation/Holiday Select Type Select Type Apprenticeship Fund Select Type Pension Select Type Select Type Other 1 Select Type Other 2 Select Type Select Type

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Followed by section after section for individual employees.



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.

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