Background:
- This process is applicable to prime contractors whose subcontractors submit payroll records in AASHTOWare Project Civil Rights & Labor. A payroll signed by a subcontractor moves forward for review by the prime contractor.
- This process is performed by prime contractors. Subcontractors will not perform prime reviews.
- Prime contractors do not need to review their own payrolls. A payroll signed by a prime contractor moves forward for review by VDOT staff.

Prime Review of a Subcontractor Payroll:
1. Log on to AASHTOWare Project Civil Rights & Labor.
2. From the Home page, in the Unapproved Payrolls Quick Find search box, type the Contract ID.
3. Locate the payroll you want to review. Click the Contract link.
4. Click the Contract component Actions button and select the Prime Review action.
5. Review the Payroll Summary Report.
6. At the bottom of the screen, click the Next button.
7. In the Comments field, type your comments.
8. Click either the Forward to Agency button or the Return to Contractor button.
9. Wait for the Certified Payroll Progression Successful message.

View Payroll Status:
1. From the payroll record, click the Status quick link.
2. Review the Status section and the Transitions section. The information will be updated at each step of the payroll workflow.

Key to Actions buttons:
- System Actions button (At the top of the screen)
- Component Actions button (On the heading)
- Row Actions button (On the row)