



## Combining Payroll XML files



Prepared by the Louisiana Department of Transportation and Development  
(LA DOTD)



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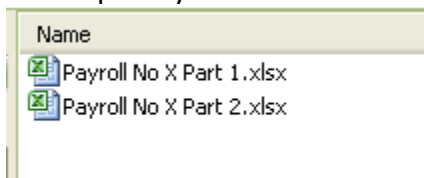
**This guide shows the steps to combine data from more than one XML file prior to importing the combined XML file to Civil Rights & Labor (CRL). The CRL application has no limits on the size of XML files that can be imported.**

**The following procedures can be used to import payrolls with more than 50 classifications or more than 18 lines of fringe benefit program information, which are the limitations found on the Excel spreadsheet.**

**Combining employee payroll data from two XML files into one XML file is covered on pages 3 - 12. Combining fringe benefit program information from two XML files into one XML file is covered on pages 13 - 20.**

### **Combining employee payroll data**

1. Enter employee payroll data for the first 50 classifications on LA DOTD's version of the Excel spreadsheet, found on LA DOTD's Compliance [Certified Payroll Website](#), and save the Excel file in the normal manner noting it as Part 1.
2. Enter the remaining employee classifications on a separate copy of the LA DOTD Excel spreadsheet with the **same payroll number and week ending date as Part 1** and save the file in the normal manner noting it as Part 2.
3. At this point you have two Excel files:



## Combining XML files

4. Convert each Excel file to XML files using AASHTO Trns•port® [Payroll Spreadsheet Conversion Utility](#). Save each file to a local drive.

**Converter**

Once you have a correctly formatted spreadsheet with your data entered, you can create a Payroll XML file online with this tool.

Instructions:

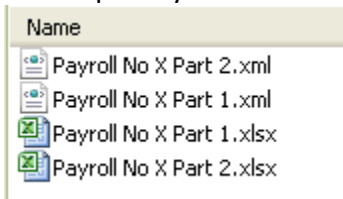
- Use the following form to select the spreadsheet you have created, Check the box agreeing to the [Terms of Use](#), then click the Convert button to send your spreadsheet to the online conversion utility.

I agree to the [Terms of Use](#)

- Save the Payroll XML file that is returned from the online converter.

You can now deliver the Payroll XML file to the agency via whatever method they have established.

5. At this point you have two Excel files converted to XML files:

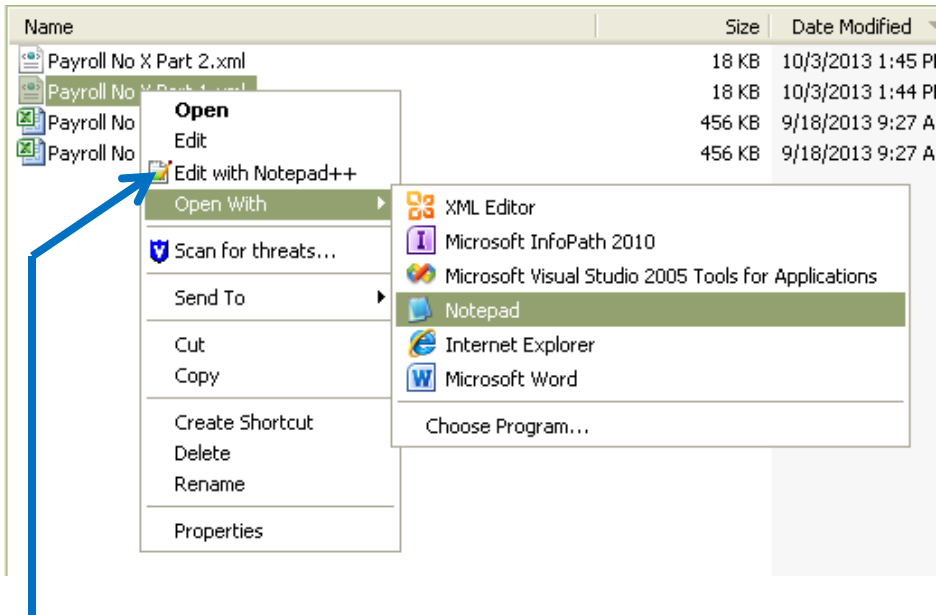


If you double click on either XML file it will open in an internet window but you would only be able to copy from the file and not be able to paste to add data to the other XML file. To combine XML files, the files must be opened with an application (XML text editor) which permits both copying and pasting. Microsoft Notepad is shown in this guide because it is standard on most MS Windows PC's.

LA DOTD recommends downloading "Notepad++" to your computer from the following link: <http://notepad-plus-plus.org/>. This application contains extra features which will aid in processing XML files.

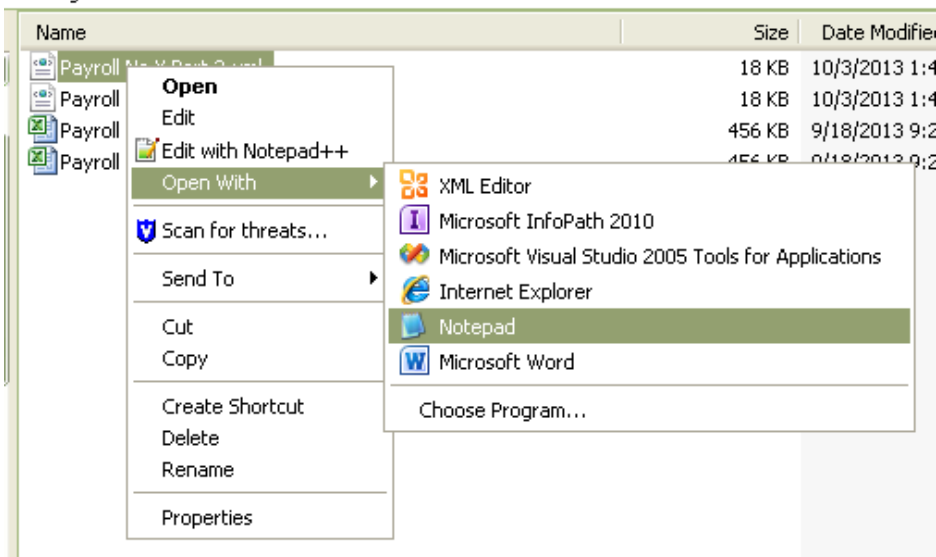
## Combining XML files

- Open the Part 1 XML for your payroll by clicking once on the filename, then right click, slide down to **Open With** and over to **Notepad**. Just leave the file open in the notepad application window for now. We will need it in minute.



Note: If you downloaded Notepad++ that application may show up in the first sub window depending on which Windows operating system you are running.

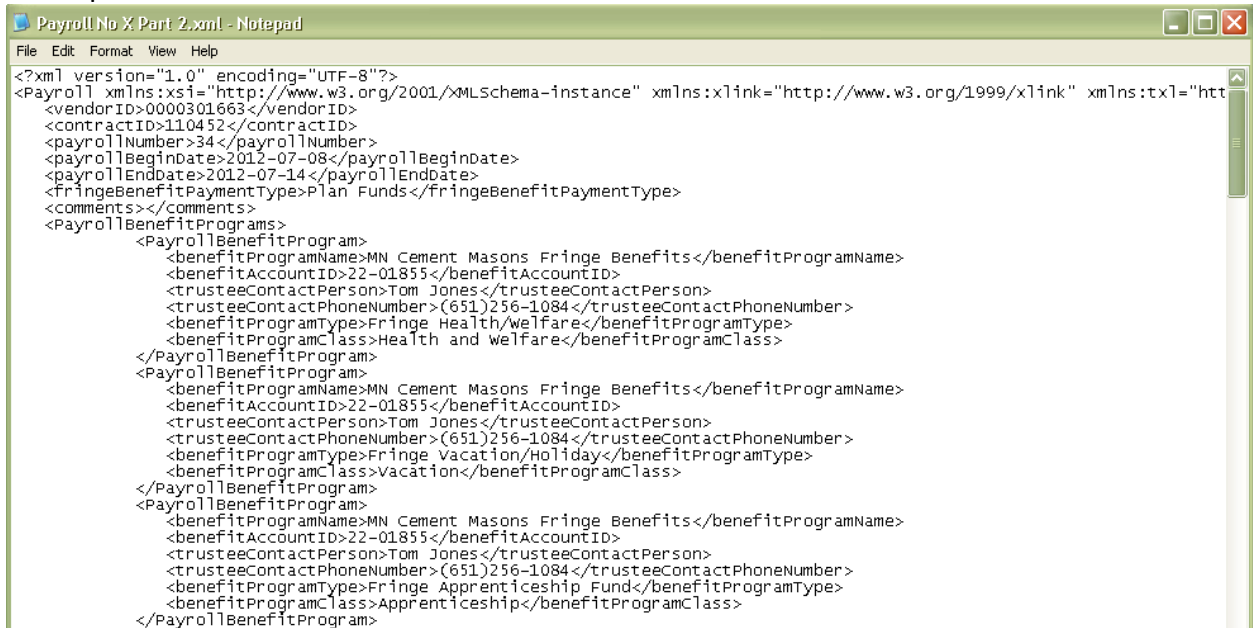
- Open Part 2 XML for your payroll by clicking once on the filename, then right click, slide down to **Open With** and over to **Notepad**



## Combining XML files

At this point, both XML Payroll files are now open

### 8. The top of the Part 2 XML file looks similar to this:



```
Payroll No X Part 2.xml - Notepad
File Edit Format View Help
<?xml version="1.0" encoding="UTF-8"?>
<Payroll xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:xlink="http://www.w3.org/1999/xlink" xmlns:tx1="htt
<vendorID>0000301663</vendorID>
<contractID>110452</contractID>
<payrollNumber>34</payrollNumber>
<payrollBeginDate>2012-07-08</payrollBeginDate>
<payrollEndDate>2012-07-14</payrollEndDate>
<fringeBenefitPaymentType>Plan Funds</fringeBenefitPaymentType>
<comments></comments>
<PayrollBenefitPrograms>
  <PayrollBenefitProgram>
    <benefitProgramName>MN Cement Masons Fringe Benefits</benefitProgramName>
    <benefitAccountID>22-01855</benefitAccountID>
    <trusteeContactPerson>Tom Jones</trusteeContactPerson>
    <trusteeContactPhoneNumber>(651)256-1084</trusteeContactPhoneNumber>
    <benefitProgramType>Fringe Health/Welfare</benefitProgramType>
    <benefitProgramClass>Health and Welfare</benefitProgramClass>
  </PayrollBenefitProgram>
  <PayrollBenefitProgram>
    <benefitProgramName>MN Cement Masons Fringe Benefits</benefitProgramName>
    <benefitAccountID>22-01855</benefitAccountID>
    <trusteeContactPerson>Tom Jones</trusteeContactPerson>
    <trusteeContactPhoneNumber>(651)256-1084</trusteeContactPhoneNumber>
    <benefitProgramType>Fringe Vacation/Holiday</benefitProgramType>
    <benefitProgramClass>Vacation</benefitProgramClass>
  </PayrollBenefitProgram>
  <PayrollBenefitProgram>
    <benefitProgramName>MN Cement Masons Fringe Benefits</benefitProgramName>
    <benefitAccountID>22-01855</benefitAccountID>
    <trusteeContactPerson>Tom Jones</trusteeContactPerson>
    <trusteeContactPhoneNumber>(651)256-1084</trusteeContactPhoneNumber>
    <benefitProgramType>Fringe Apprenticeship Fund</benefitProgramType>
    <benefitProgramClass>Apprenticeship</benefitProgramClass>
  </PayrollBenefitProgram>
</PayrollBenefitPrograms>
```

**Note:** XML, which stands for eXtensible Markup Language, is just information wrapped in tags. The information is structured into root elements, child elements and subchild elements. Root elements are located furthest to the left in the document. Child elements are under and indented right of root elements.

```
<root>
  <child>
    <subchild>...</subchild>
  </child>
</root>
```

## Combining XML files

In the example below `<PayrollEmployee>` is a subchild element to `<PayrollEmployees>`.

9. Scroll down until you come to the row `<PayrollEmployee>`, the subchild element under `<PayrollEmployees>` (with an "s" at the end of Employee). This is the starting point for copying data to be pasted into the other XML file.

```
<IringebenefitPaymentType>Cash</IringebenefitPaymentType>
<comments>A</comments>
<PayrollEmployees>
  <PayrollEmployee>
    <lastName>Bates</lastName>
    <firstName>Norman</firstName>
    <middleInitial>L</middleInitial>
    <socialSecurityNumber></socialSecurityNumber>
    <PartialSsn>2913</PartialSsn>
    <vendorSuppliedEmployeeID></vendorSuppliedEmployeeID>
    <gender>Male</gender>
```

10. On the `<PayrollEmployee>` row place your cursor as far to the left as possible to capture all the blank spaces. Then start highlighting and scrolling down. The highlighted copy box should appear vertically straight (flat) on the left side when completed correctly.

```
<PayrollEmployees>
  <PayrollEmployee>
    <lastName>Bates</lastName>
    <firstName>Norman</firstName>
    <middleInitial>L</middleInitial>
    <socialSecurityNumber></socialSecurityNumber>
    <PartialSsn>2913</PartialSsn>
    <vendorSuppliedEmployeeID></vendorSuppliedEmployeeID>
    <gender>Male</gender>
    <ethnicity>B</ethnicity>
```

## Combining XML files

Continue scrolling to capture all employee data down to the entire line ending with `</PayrollEmployee>` Do not capture the line with `</PayrollEmployees>` (with an "s" at the end of Employee)

```
</PayrollEmployeeLaborHour>
  <laborHourDate>2016-01-09</laborHourDate>
  <hourlyHours>
    <straightTimeHours>0.00</straightTimeHours>
    <overtimeHours>0.00</overtimeHours>
  </hourlyHours>
</PayrollEmployeeLaborHour>
</PayrollEmployeeLaborHours>
</PayrollEmployeeLabor>
</PayrollEmployeeLabors>
</PayrollEmployee>
</PayrollEmployees>
```

11. Right click the mouse and click **Copy**

```
</hourlyHours>
  </PayrollEmployeeLaborHour>
  </PayrollEmployee
  </PayrollEmployeeLab
  </PayrollEmployeeLabors
  </PayrollEmployee>
</PayrollEmployees>
```

Cut
Copy
Paste
Delete

12. Next go back to the previously opened Part 1 XML file.

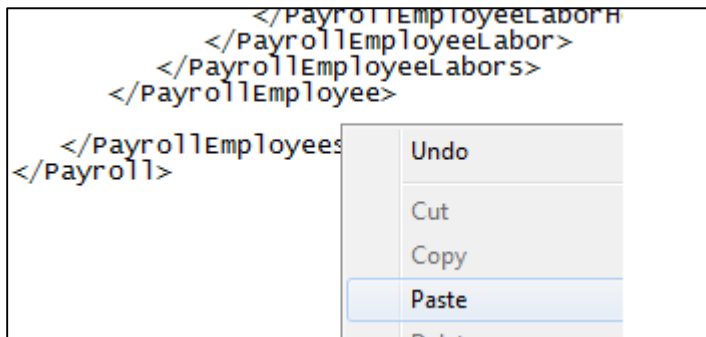
13. Scroll down to the bottom, place your cursor at the end of the last Payroll Employee in this XML file. Hit enter to create a blank row above `</PayrollEmployees>` (with an "s" at the end of Employee). Do not move the cursor.

```
</PayrollEmployeeLaborHour>
  </PayrollEmployeeLaborHours>
  </PayrollEmployeeLabor>
  </PayrollEmployeeLabors>
  </PayrollEmployee>
</PayrollEmployees>
```



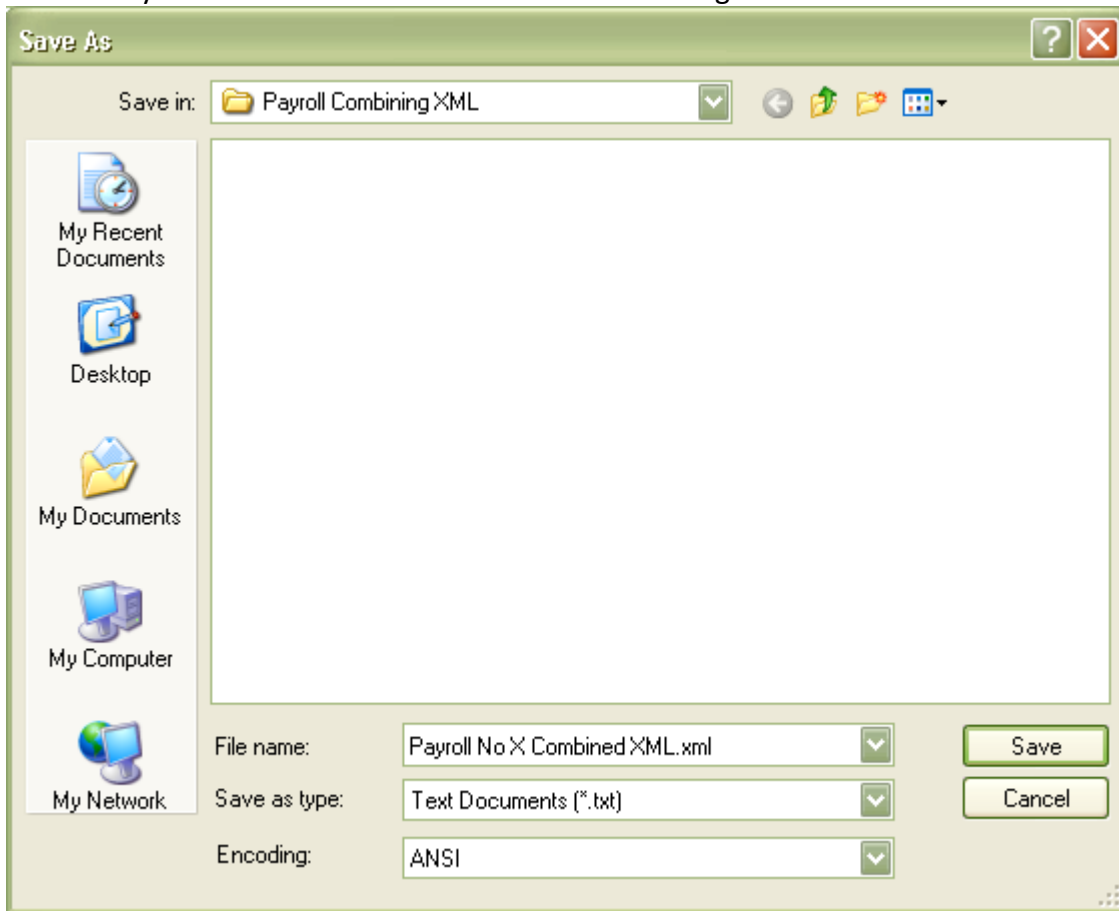
## Combining XML files

14. Right click the mouse and click on **Paste**



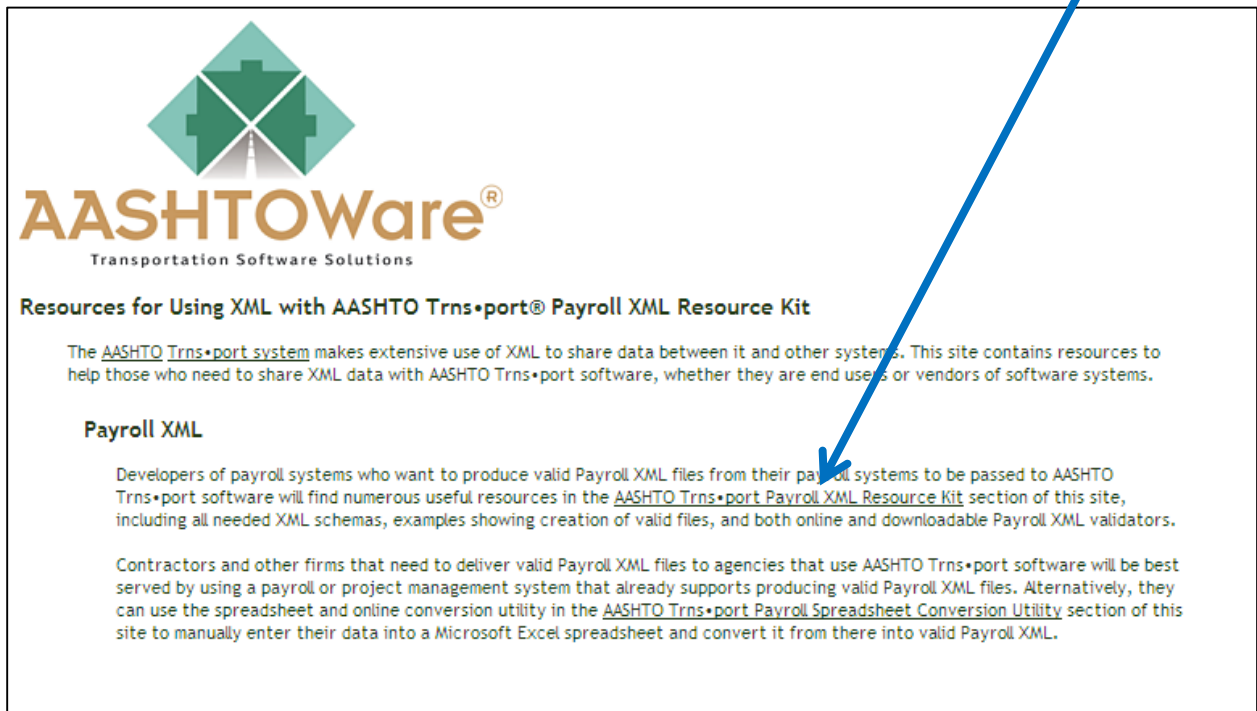
15. Check to see if you have any blank rows in the now combined XML file. If so delete them.

16. Next save your Part 1 XML in the normal manner noting it as the Combined XML.



## Combining XML files

17. You can repeat this process if you are in need of other Excel spreadsheets to record more than 100 employees.
18. After you have experience doing this you might feel confident enough to skip the next three steps.
19. Navigate to Cloverleaf XML <https://xml.cloverleaf.net/> and click on XML Resource Kit



The screenshot displays the AASHTOWare logo at the top, which consists of a stylized green diamond shape with a white road leading upwards. Below the logo, the text "AASHTOWare®" is written in a large, bold, orange font, with "Transportation Software Solutions" in a smaller, black font underneath. The main heading of the page is "Resources for Using XML with AASHTO Trns•port® Payroll XML Resource Kit". A blue arrow from the text in step 19 points to the "Payroll XML" section. The text in this section describes the AASHTO Trns•port system's use of XML and provides resources for developers and contractors. The text is as follows:

**Resources for Using XML with AASHTO Trns•port® Payroll XML Resource Kit**

The [AASHTO Trns•port system](#) makes extensive use of XML to share data between it and other systems. This site contains resources to help those who need to share XML data with AASHTO Trns•port software, whether they are end users or vendors of software systems.

**Payroll XML**

Developers of payroll systems who want to produce valid Payroll XML files from their payroll systems to be passed to AASHTO Trns•port software will find numerous useful resources in the [AASHTO Trns•port Payroll XML Resource Kit](#) section of this site, including all needed XML schemas, examples showing creation of valid files, and both online and downloadable Payroll XML validators.

Contractors and other firms that need to deliver valid Payroll XML files to agencies that use AASHTO Trns•port software will be best served by using a payroll or project management system that already supports producing valid Payroll XML files. Alternatively, they can use the spreadsheet and online conversion utility in the [AASHTO Trns•port Payroll Spreadsheet Conversion Utility](#) section of this site to manually enter their data into a Microsoft Excel spreadsheet and convert it from there into valid Payroll XML.

## Combining XML files

20. Click on a Validator and follow the steps



Transportation Software Solutions

### Payroll XML Resource Kit 1.00.001

AASHTO's Trns•Port® Civil Rights and Labor Management System (CRLMS) accepts contractor and subcontractor certified payroll information for verifying compliance with federal and state laws and regulations. Although users can manually enter the data into the system, there is generally quite a lot of it, and many firms use software systems that contain most of all of what is needed already. CRLMS can import the data from an XML file, eliminating the need to manually key it in.

This information has a rich internal structure, so a simple list such as might be passed in CSV (comma-separated values) format isn't suitable for it. Instead, data to import must be in a specific XML file format, called Payroll XML. This Resource Kit exists to help providers of payroll data create valid Payroll XML files.

#### Introduction to Payroll XML Format

Read about this file format and the kinds of data it can represent.

#### Conversion Example

Given an existing WH-347 document with payroll data in it, see how a correct Payroll XML file is created with the same information.

#### Schemas

The exact specifications of how Payroll XML files must be formatted. You can read about individual files, or download all the schemas at once.

#### Validators

Do you think you've got a good Payroll XML file? You can check it using either of these validators.

If you are running a recent version of Microsoft Windows, you can [download a validator program](#) and run it on your own PC to check files.

Instead of setting up a validator program yourself, you can just upload a Payroll XML file to be [checked online](#).

### AASHTO Trns•port® Online Payroll XML Validator 1.00.001

If you have a file that you believe contains valid Payroll XML data, you can check it with this online tool.

#### Security of Your Data

Your payroll data is safe. It will be sent to the server over a secure (SSL) connection, and the results will be returned to your browser the same way.

Your data will not be saved. The file you send is checked for validation against the Payroll XML schema and used in delivering a validation report to your browser, and then completely removed from the server.

#### Instructions

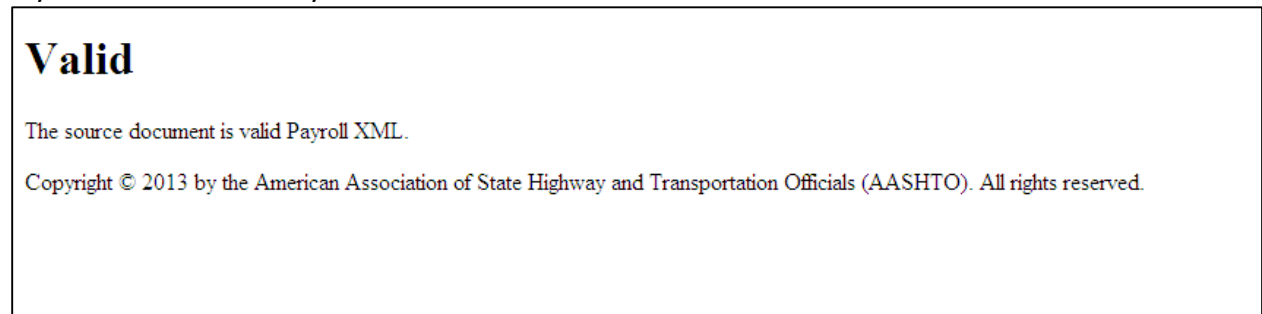
- Use the form below to select the file to validate.
- Check the box agreeing to the [Terms of Use](#).
- Click the Validate button.
- A web page will the results of the validation check will be displayed.

I agree to the [Terms of Use](#)

## Combining XML files

21. Navigate to and select your **new combined** XML file, agree to Terms of Use and click Validate

If your XML file is valid you will see this:



This only means the XML file matches the valid schema which defines Payroll XML acceptable to the CRL application.

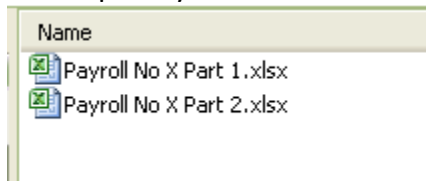
22. Import your combined XML file to CRL following your normal import process.

## Combining XML files

### Combining fringe benefit data

The standard payroll Excel spreadsheet only allow the entry of 18 Fringe Benefit programs for a pay period. The combining of fringe benefit information from two XML files into one XML file is similar to the process steps for combining payroll information; the data is just located in a different section on the XML file. The two processes can be done simultaneously should you exceed the entry limits for both employees and fringe benefit programs.

1. Enter fringe benefit data in the first 18 rows on LA DOTD's version of the Excel spreadsheet, found on LA DOTD's Compliance [Certified Payroll Website](#), and save the Excel file in the normal manner noting it as Part 1.
2. Enter the remaining fringe benefit data on a separate copy of the LA DOTD Excel spreadsheet with the **same payroll number and week ending date as Part 1** and save the file in the normal manner noting it as Part 2.
3. At this point you have two Excel files:



4. Convert each Excel file to XML files using AASHTO Trns•port® [Payroll Spreadsheet Conversion Utility](#). Save each file to a local drive.

**Converter**

Once you have a correctly formatted spreadsheet with your data entered, you can create a Payroll XML file online with this tool.

Instructions:

- Use the following form to select the spreadsheet you have created, Check the box agreeing to the [Terms of Use](#), then click the Convert button to send your spreadsheet to the online conversion utility.

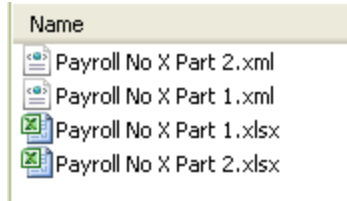
I agree to the [Terms of Use](#)

- Save the Payroll XML file that is returned from the online converter.

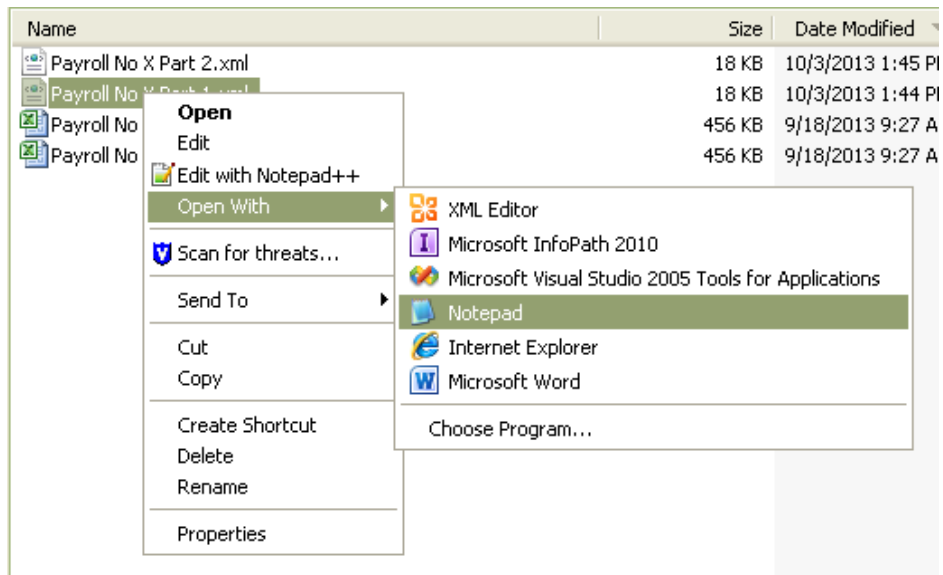
You can now deliver the Payroll XML file to the agency via whatever method they have established.

5. At this point you have two Excel files converted to XML files:

## Combining XML files

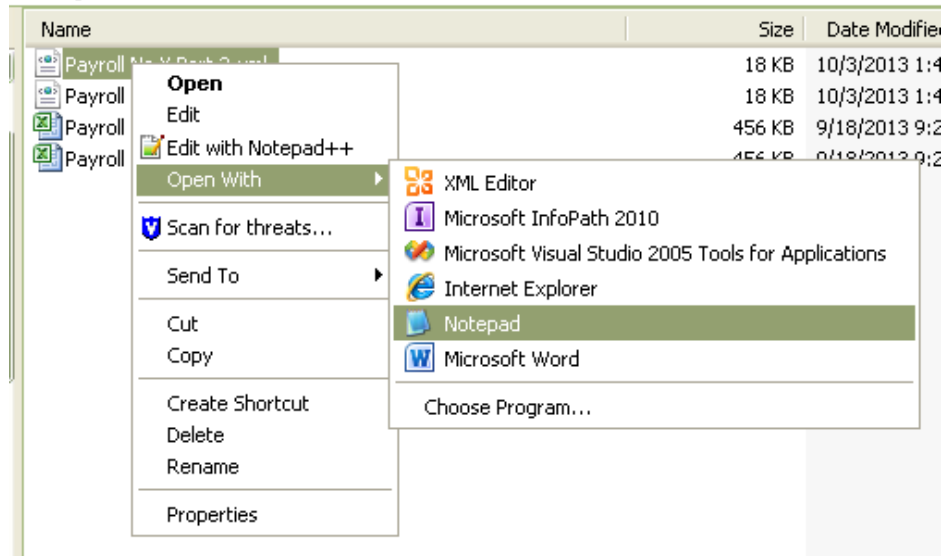


6. Open the Part 1 XML by clicking once on the filename, then right click, slide down to **Open With** and over to **Notepad**. Just leave the file open in the notepad application window for now. We will need it in minute.



7. Open the Part 2 XML by clicking once on the filename, then right click, slide down to **Open With** and over to **Notepad**

## Combining XML files

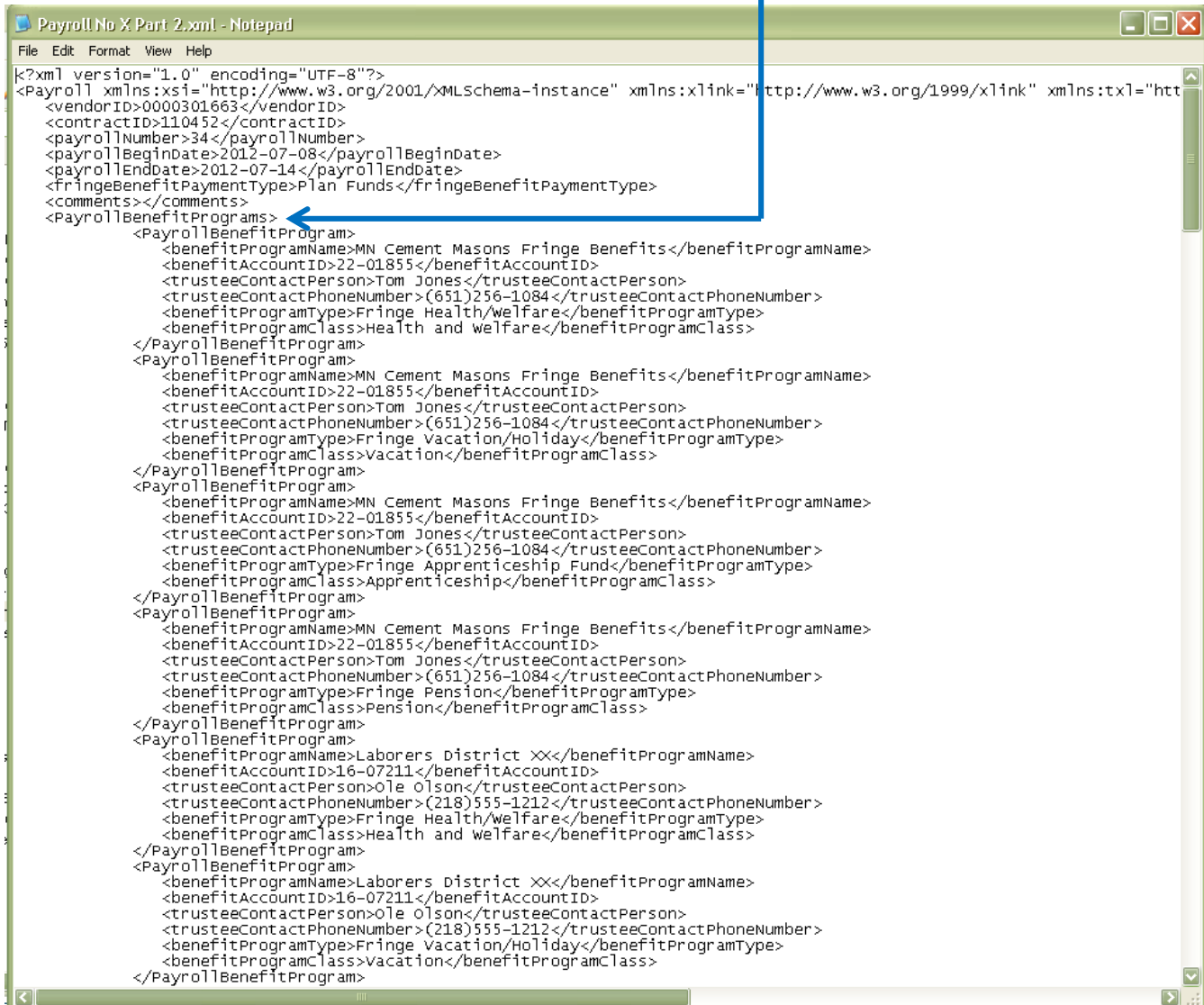


## Combining XML files

At this point, both XML Payroll files are now open

8. The top of the Part 2 XML file looks similar to this:

The benefit program data starts here.



```
Payroll No X Part 2.xml - Notepad
File Edit Format View Help
<?xml version="1.0" encoding="UTF-8"?>
<Payroll xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:xlink="http://www.w3.org/1999/xlink" xmlns:tx1="ht
  <vendorID>0000301663</vendorID>
  <contractID>110452</contractID>
  <payrollNumber>34</payrollNumber>
  <payrollBeginDate>2012-07-08</payrollBeginDate>
  <payrollEndDate>2012-07-14</payrollEndDate>
  <fringeBenefitPaymentType>Plan Funds</fringeBenefitPaymentType>
  <comments></comments>
  <PayrollBenefitPrograms>
    <PayrollBenefitProgram>
      <benefitProgramName>MN Cement Masons Fringe Benefits</benefitProgramName>
      <benefitAccountID>22-01855</benefitAccountID>
      <trusteeContactPerson>Tom Jones</trusteeContactPerson>
      <trusteeContactPhoneNumber>(651)256-1084</trusteeContactPhoneNumber>
      <benefitProgramType>Fringe Health/welfare</benefitProgramType>
      <benefitProgramClass>Health and welfare</benefitProgramClass>
    </PayrollBenefitProgram>
    <PayrollBenefitProgram>
      <benefitProgramName>MN Cement Masons Fringe Benefits</benefitProgramName>
      <benefitAccountID>22-01855</benefitAccountID>
      <trusteeContactPerson>Tom Jones</trusteeContactPerson>
      <trusteeContactPhoneNumber>(651)256-1084</trusteeContactPhoneNumber>
      <benefitProgramType>Fringe Vacation/Holiday</benefitProgramType>
      <benefitProgramClass>Vacation</benefitProgramClass>
    </PayrollBenefitProgram>
    <PayrollBenefitProgram>
      <benefitProgramName>MN Cement Masons Fringe Benefits</benefitProgramName>
      <benefitAccountID>22-01855</benefitAccountID>
      <trusteeContactPerson>Tom Jones</trusteeContactPerson>
      <trusteeContactPhoneNumber>(651)256-1084</trusteeContactPhoneNumber>
      <benefitProgramType>Fringe Apprenticeship Fund</benefitProgramType>
      <benefitProgramClass>Apprenticeship</benefitProgramClass>
    </PayrollBenefitProgram>
    <PayrollBenefitProgram>
      <benefitProgramName>MN Cement Masons Fringe Benefits</benefitProgramName>
      <benefitAccountID>22-01855</benefitAccountID>
      <trusteeContactPerson>Tom Jones</trusteeContactPerson>
      <trusteeContactPhoneNumber>(651)256-1084</trusteeContactPhoneNumber>
      <benefitProgramType>Fringe Pension</benefitProgramType>
      <benefitProgramClass>Pension</benefitProgramClass>
    </PayrollBenefitProgram>
    <PayrollBenefitProgram>
      <benefitProgramName>Laborers District XX</benefitProgramName>
      <benefitAccountID>16-07211</benefitAccountID>
      <trusteeContactPerson>Ole Olson</trusteeContactPerson>
      <trusteeContactPhoneNumber>(218)555-1212</trusteeContactPhoneNumber>
      <benefitProgramType>Fringe Health/welfare</benefitProgramType>
      <benefitProgramClass>Health and welfare</benefitProgramClass>
    </PayrollBenefitProgram>
    <PayrollBenefitProgram>
      <benefitProgramName>Laborers District XX</benefitProgramName>
      <benefitAccountID>16-07211</benefitAccountID>
      <trusteeContactPerson>Ole Olson</trusteeContactPerson>
      <trusteeContactPhoneNumber>(218)555-1212</trusteeContactPhoneNumber>
      <benefitProgramType>Fringe Vacation/Holiday</benefitProgramType>
      <benefitProgramClass>Vacation</benefitProgramClass>
    </PayrollBenefitProgram>
  </PayrollBenefitPrograms>
</Payroll>
```



## Combining XML files

**Note:** The information in XML files is structured into root elements, child elements and subchild elements. Root elements are located furthest to the left in the document. Child elements are under and indented right of root elements.

```
<root>
```

```
  <child>
```

```
    <subchild>...</subchild>
```

```
  </child>
```

```
</root>
```

9. The subchild element under <PayrollBenefitPrograms> (with an “s” at the end of Program) is <PayrollBenefitProgram> (no “s” on the end of Program). The far left of this row is the starting point for copying data to be pasted into the other XML file.

On the < PayrollBenefitProgram > row place your cursor as far to the left as possible to capture all the blank spaces. Then start highlighting and scrolling down. The highlighted copy box should appear vertically straight (flat) on the left side when completed correctly.

```
<fringeBenefitPaymentType>Plan Funds</fringeBenefitPaymentType>
<comments></comments>
<PayrollBenefitPrograms>
  <PayrollBenefitProgram>
    <benefitProgramName>MN Cement Masons Fringe Benefits</benefitProgramName>
    <benefitAccountID>22-01855</benefitAccountID>
    <trusteeContactPerson>Tom Jones</trusteeContactPerson>
    <trusteeContactPhoneNumber>(651)256-1084</trusteeContactPhoneNumber>
    <benefitProgramType>Fringe Health/welfare</benefitProgramType>
    <benefitProgramClass>Health and welfare</benefitProgramClass>
  </PayrollBenefitProgram>
  <PayrollBenefitProgram>
    <benefitProgramName>MN Cement Masons Fringe Benefits</benefitProgramName>
    <benefitAccountID>22-01855</benefitAccountID>
    <trusteeContactPerson>Tom Jones</trusteeContactPerson>
    <trusteeContactPhoneNumber>(651)256-1084</trusteeContactPhoneNumber>
    <benefitProgramType>Fringe Vacation/Holiday</benefitProgramType>
    <benefitProgramClass>Vacation</benefitProgramClass>
  </PayrollBenefitProgram>
```

## Combining XML files

Continue scrolling to capture down to the entire line ending with `</PayrollBenefitProgram>`. Do not capture the line with `</PayrollBenefitPrograms>` (with an “s” at the end of Program).

```
<PayrollBenefitProgram>
  <benefitProgramName>Laborers District XX</benefitProgramName>
  <benefitAccountID>16-07211</benefitAccountID>
  <trusteeContactPerson>Ole Olson</trusteeContactPerson>
  <trusteeContactPhoneNumber>(218)555-1212</trusteeContactPhoneNumber>
  <benefitProgramType>Fringe Apprenticeship Fund</benefitProgramType>
  <benefitProgramClass>Apprenticeship</benefitProgramClass>
</PayrollBenefitProgram>
<PayrollBenefitProgram>
  <benefitProgramName>Laborers District XX</benefitProgramName>
  <benefitAccountID>16-07211</benefitAccountID>
  <trusteeContactPerson>Ole Olson</trusteeContactPerson>
  <trusteeContactPhoneNumber>(218)555-1212</trusteeContactPhoneNumber>
  <benefitProgramType>Fringe Pension</benefitProgramType>
  <benefitProgramClass>Pension</benefitProgramClass>
</PayrollBenefitProgram>
</PayrollBenefitPrograms>
<PayrollEmployees>
```

Right click your mouse and Copy

```
<benefitProgramClass>vacation</benefitProgramClass>
</PayrollBenefitProgram>
<PayrollBenefitProgram>
  <benefitProgramName>Laborers District XX</benefitProgramName>
  <benefitAccountID>16-07211</benefitAccountID>
  <trusteeContactPerson>Ole Olson</trusteeContactPerson>
  <trusteeContactPhoneNumber>(218)555-1212</trusteeContactPhoneNumber>
  <benefitProgramType>Fringe Apprenticeship Fund</benefitProgramType>
  <benefitProgramClass>Apprenticeship</benefitProgramClass>
</PayrollBenefitProgram>
<PayrollBenefitProgram>
  <benefitProgramName>Laborers District XX</benefitProgramName>
  <benefitAccountID>16-07211</benefitAccountID>
  <trusteeContactPerson>Ole Olson</trusteeContactPerson>
  <trusteeContactPhoneNumber>(218)555-1212</trusteeContactPhoneNumber>
  <benefitProgramType>Fringe Pension</benefitProgramType>
  <benefitProgramClass>Pension</benefitProgramClass>
</PayrollBenefitProgram>
</PayrollBenefitPrograms>
<PayrollEmployees>
  <PayrollEmployee>
    <PayrollEmployee>
      <lastName>
      <firstName>
      <middleInitial>
      <socialSecurityNumber>333445555</socialSecurityNumber>
      <PartialSocialSecurityNumber>
      <vendorSuppliedEmployeeID>
      <gender>Male</gender>
```

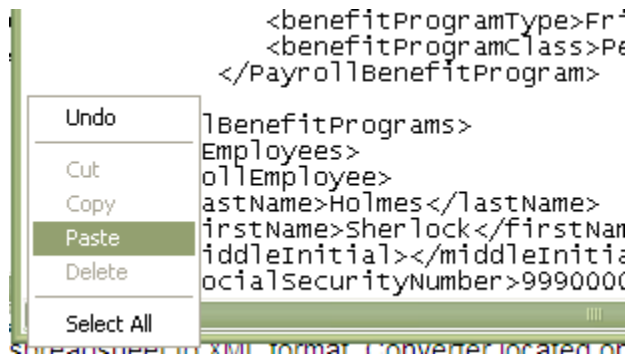
10. Next go back to the previously opened Part 1 XML file.

## Combining XML files

11. Scroll down a little and place your cursor at the end of this row and hit enter to create a blank row above `</PayrollBenefitPrograms>` (with an "s" at the end of Program). Do not move the cursor.

```
</PayrollBenefitProgram>
<PayrollBenefitProgram>
  <benefitProgramName>Laborer's District XX</benefitProgramName>
  <benefitAccountID>16-07211</benefitAccountID>
  <trusteeContactPerson>Ben Franklin</trusteeContactPerson>
  <trusteeContactPhoneNumber>(218)555-1212</trusteeContactPhoneNumber>
  <benefitProgramType>Fringe Pension</benefitProgramType>
  <benefitProgramClass>Pension</benefitProgramClass>
</PayrollBenefitProgram>
</PayrollBenefitPrograms>
<PayrollEmployees>
```

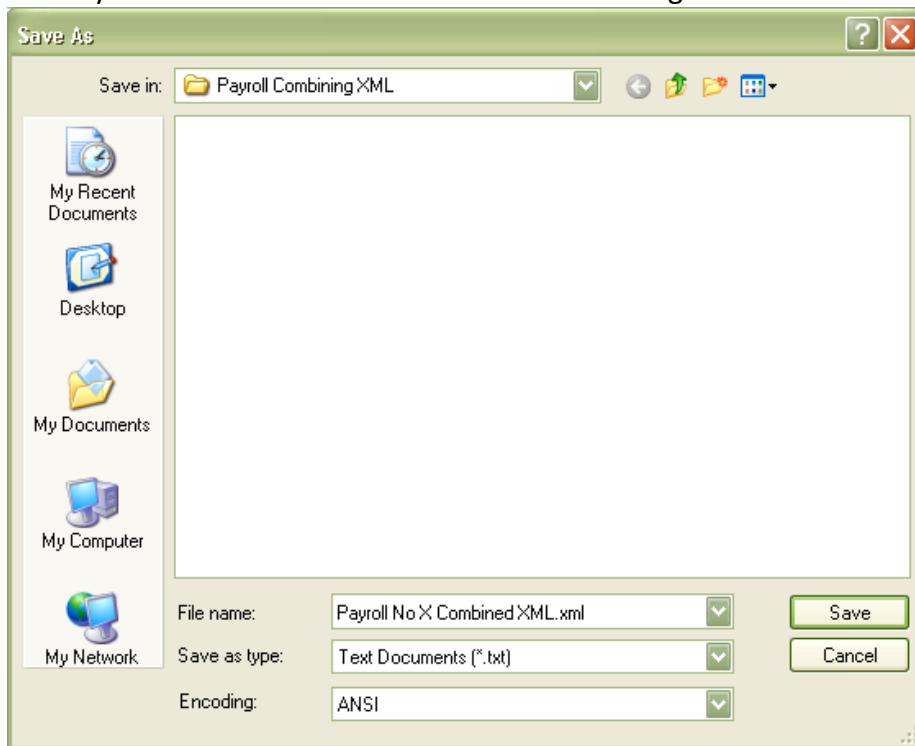
12. Right click your mouse and then click Paste



13. Check to see if you have any blank rows in the now combined XML file. If so delete them.
14. When finished, you can run the payroll through the steps on pages 10 -12 to validate the fringe benefit data similar to running the payroll information through the validator.

## Combining XML files

15. Next save your Part 1 XML in the normal manner noting it as the Combined XML.



16. Validate your now combined XML file as described on pages 10, 11 and 12 of this guide.

17. Import your combined XML file to CRL using your normal payroll import process.