Quick Reference Guide

Contract Payrolls

1 (**Make sure you are in the "DISTRICT CIVIL RIGHTS PAYMENTS" role).** Go to "**Contract Payrolls**" and type in the contract number in the **Search Bar**.

2. Click **"Payrolls"** (The blue hyperlink number under the Payrolls Column Header).

Contract	Shrt Name	Payrolls
180270	🔍 FRONTIER BRIDGE, INC.	1
180270	🔍 Meuniot Steel, Inc.	0

Payrolls
1
0
0
0

3. Click the **"Component Action Menu"** next to the Save button.

4. Click **"Add New Payroll".**

5. Input **"Payroll Number"**, **"Begin Date"**, **"End Date"** and **"Fringe Benefit Payment Type".** (Red Asterisks mean these are required field).

6. Click **"Save".**

7. From the Quick Links at the top of the page Click **"Status".**

8. Click **"Approve"** under the Status Component Header, Under the Transitions Row.

(Note: The following comments in the next steps are for Prime Contractors, further down will be a screenshot of what it will look like for Subcontractors).

9. Once you click Approve you may Type your Comment in the Comment Box under the now UNDO button, type **"Send to ODOT".**

10. Click **"Save".**

11. Click the **"Approve"** button once again**.**

12. Type your Comments in the Comments box **"ODOT Check Payroll"**.

13. Click **"Save".**

⌄ Transitions

Select ⌄ Date	Comments	Vendor	User	Phase
11/15/2024 8:23:49 AM	c		ODOT\119382	UnderPrimeReview
11/15/2024 8:24:03 AM	c		ODOT\119382	UnderAgencyReview
11/15/2024 8:24:23 AM	c		ODOT\119382	Approved

⌄ Exceptions

17. Click **"Home"** at the top left corner of the screen.

Home ⌄	Previous ⌄	My Pages ⌄		Actions	Help	Log off

Overview   Employees   Payroll

On this page: Contract   Status

Certified Payroll Status

⌄ Contract: 180270-CY - BRIDGE AND APPROACHES

Payroll Vendor: GARY A. CRAIN, INC.

Payroll Number

1

Modification Number

0

Period

11/22/2024 - 11/23/2024

Fringe Benefit Payment Type
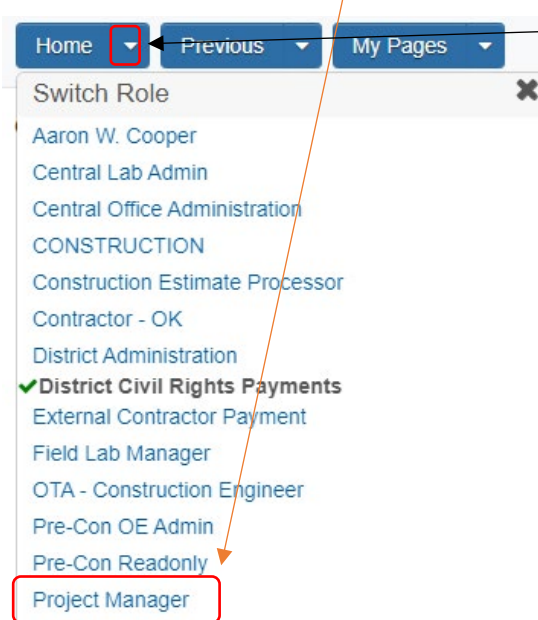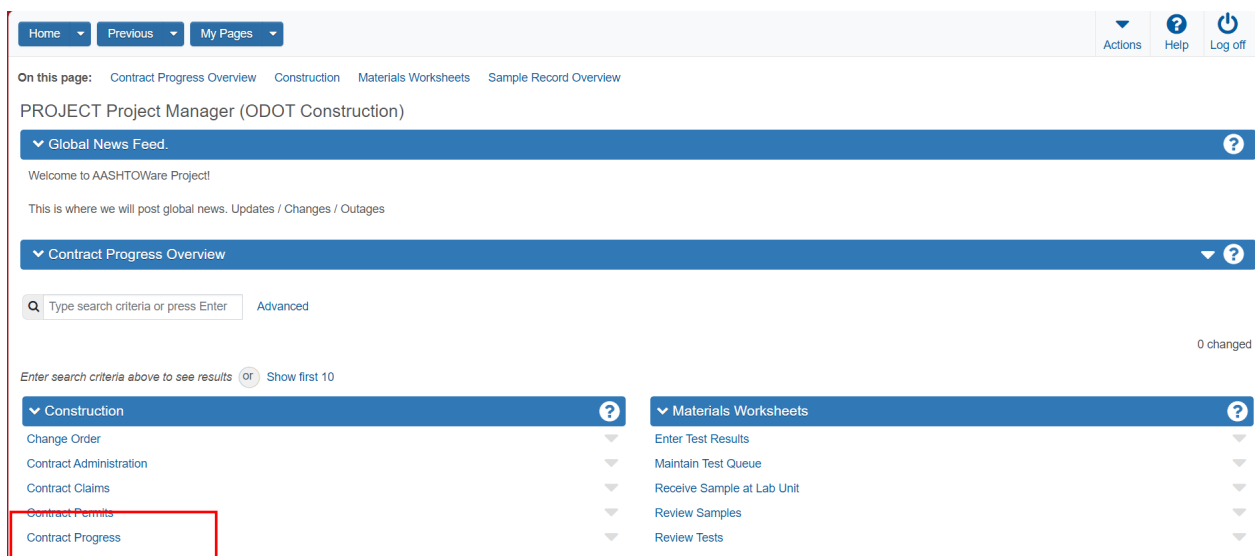
Plan Funds with Exceptions

⌄ Status   Save ⌄

Phase: Pending

18. Change to the **"Project Manager Role"** by clicking the **"Home Drop Down Arrow"**.

19. Click **"Contract Progress"** under the Construction tab**.**

20. Search for your needed **"Contract"**, click the **"Contract ID".**

21. Click **"Payment Estimates".**

22. Click **"Add Payment Estimate"**.

23. Add **Period End Date** if needed.

24. Click **"Add Payment Estimate"** on the top right of the screen.

24. Click **"Contract Progress Payment Estimate"** hyperlink.

25. Click **"Contract Administration"** hyperlink.

26. Click **"DBE/Payroll/Payments".**

27. Check to make sure **"Davis Bacon Wage Rate"** says **Yes.**

28. Click **"Contract Progress".**

Home ▼	Previous ▼	My Pages ▼			▼ Actions	❓ Help	Log

Administration Overview   Approved DBE Commitments   Contract Documentation   Contract Payments   **Contract Progress**   Current DBE Commitments   SBP Commitments   Items   Projects   Subcontracts

Contract Administration Summary

▼ Contract: 220297-02 - I-40 & DOUGLAS GRADE, DRAIN, SURFACE, AND BRIDGE   Save ▼

General	**DBE Goal Percent**
Additional Information	12.50
Administrative Offices	
Contract Authority	**DBEGOAL**
Contract Times	DBE - DISADVANTAGED BUSINESS ENTERP.-COMBINED
DBE/Labor	
Sample and Testing	**Modal Agency**
Funding	
Locations	
Permits	
Comments	**Labor**
Contract Price Adjustment Index	**Davis Bacon Wage Rate**
	Yes

DBE Compliant
No

DBE Certification Status
Not Certified

State Prevailing Wage Rate
Yes

29. Click **"Payment Estimates".**

Home ▼	Previous ▼	My Pages ▼			▼ Actions	❓ Help	⏻ Log off

Progress Overview   Construction Stockpile   Contract Administration   Contract Documentation   Items   Projects   Subcontracts

Contract Progress Summary

▼ Contract: 220297-02 - I-40 & DOUGLAS GRADE, DRAIN, SURFACE, AND BRIDGE   Save ▼ ❓

General	**Contract ID**
Financials	220297-02
Daily Work Reports	
Diaries	**Description** *
Payment Estimates	I-40 & DOUGLAS GRADE, DRAIN, SURFACE, AND BRIDGE 🔍
Contractors	
Change Orders	**Prime Contractor Name**
Payment Adjustments	🔍 ALLEN CONTR., INC/SHELL CONST., INC (JV)
Item Adjustments	
Agency Views	**Contract Status**
Mix Designs	Active
	Contract Type *
	ODOT - ODOT Contract
	Spec Book *
	19

Proposal ID
220297-02

Federal / State / OTA Project Number
NHPPI-4000-(126)PM

Awarded Contract Amount
157,997,876.90

Federal Oversight
No

Local Oversight
No

e-Ticketing Enabled
No

30. Click **"Payment Estimate Number".**

31. Click **"Exceptions".**

32. Look for the **"Overdue Payrolls"** under the **Payment Estimate Exception** and click the **Expand/Collapse Carrot** (you will do the following steps for all Overdue Payrolls).

>	15	Negative Estimate
>	16	Negative Voucher
>	17	Overdue Payrolls
>	18	Overdue Payrolls
>	19	Pending or Draft Daily Work Reports
>	20	Pending or Draft Daily Work Reports
>	21	Pending or Draft Daily Work Reports
>	22	Pending or Draft Daily Work Reports

33. In the **Status** drop down you can either **Acknowledge** the Payroll or go and **Reject** the **Estimate**.

Exception ID	Payment Estimate Exception
∨ 17	Overdue Payrolls

Description

🔍 Estimate Exception Type: Payroll Exception: Contract 220297-CY, Contractor 460993260, T.J.

Status * ▼

Unresolved ▾

Acknowledged
Overridden
Unresolved

>	18	Overdue Payrolls