

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**.

▼ Contract Payrolls

Q 180270 |

Advanced Showing 50 of 951

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

▼ Contract Payrolls		
<div><div>Q 180270 </div><div>Advanced Showing 50 of 951</div></div>		
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.

Home Previous My Pages Actions Help Log off

Overview

Contract Certified Payroll Overview

Contract: 180270 - BRIDGE AND APPROACHES Save

Vendor Short Name
FRONTIER BRIDGE, INC.

0 marked for deletion 0 changed

Payroll	Begin Date	End Date	Phase	Mod Num
1	11/01/2024	11/07/2024	Approved	0
Latest Mod				
Yes				

4. Click “Add New Payroll”.

Save

Actions

Add New Payroll

Views

*Upcoming Change Order Report

Attachments (2)

Issues

Links

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

Payroll Vendor: 453484388 - Brownco Manufacturing and Sales LLC

Payroll Number * 1

Begin Date * 11/19/2024

End Date * 11/25/2024

Fringe Benefit Payment Type * Plan Funds

Comments

6. Click **“Save”**.

The screenshot shows the top navigation bar with 'Home', 'Previous', and 'My Pages' dropdowns. On the right are 'Actions', 'Help', and 'Log off' links. Below the navigation bar are tabs for 'Overview', 'Employee', and 'Status'. The main heading is 'Certified Payroll'. A blue bar displays 'Contract: 180270 - BRIDGE AND APPROACHES'. Below it, a grey bar shows 'Payroll Vendor: 461917928 - FRONTIER BRIDGE, INC.'. A red box highlights the 'Save' button in the top right corner of the form area. Below the vendor information, there are two input fields: 'Payroll Number' with the value '1' and 'Fringe Benefit Payment Type' with the value 'Plan Funds with Exceptions'.

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

The screenshot shows the same top navigation bar. The 'Status' tab is now selected and highlighted with a red box. A green success message box in the top right corner reads 'Certified Payroll - Successfully Saved'. The main heading is 'Certified Payroll'. A blue bar displays 'Contract: 180270-CY - BRIDGE AND APPROACHES'. Below it, a grey bar shows 'Payroll Vendor: 453484388 - Brownco Manufacturing and Sales LLC'. Below the vendor information, there are three input fields: 'Payroll Number' with the value '1', 'Begin Date' with the value '11/19/2024' and a calendar icon, and 'End Date' with the value '11/25/2024' and a calendar icon.

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

▼ Status

Phase: Pending

Created Date

11/22/2024 3:19:11 PM

Signed Date

Prime Original Not Accepted Date

Prime Accepted Date

Agency Original Not Accepted Date

Agency Accepted Date

Payroll Exception Rerun Date

☑ Transitions

Approve

(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”**.

▼ Transitions

Undo

Comments

Send to ODOT|

10. Click **“Save”**.

▼ Status

Save ▼ ?

Phase: Pending

Created Date

11/22/2024 3:19:11 PM

Signed Date

Prime Original Not Accepted Date

Prime Accepted Date

Agency Original Not Accepted Date

Agency Accepted Date

Payroll Exception Rerun Date

▼ Transitions

Undo

Comments

Send to ODOT

11. Click the **“Approve”** button once again.

■ Transitions

Approve

Reject

Select

▼

Date

Comments

11/19/2024 10:08:15 AM

Send to ODOT

▼ Exceptions

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

▼ Transitions

Undo

Comments

ODOT Check Payroll

Select	Date	Comments
▼	11/19/2024 10:08:15 AM	Send to ODOT

▼ Exceptions

13. Click **“Save”**.

▼ Status

Save ?

Phase: Pending

Created Date	Prime Accepted Date
11/22/2024 3:19:11 PM	
Signed Date	Agency Original Not Accepted Date
Prime Original Not Accepted Date	Agency Accepted Date
	Payroll Exception Rerun Date

▼ Transitions

Undo

Comments

ODOT Check Payroll

(Note: Here are the comments/phases for Subcontractors as the Examples above are for the Primes).

▼ Transitions				
Select	Date	Comments	Vendor	Phase
▼				
	11/15/2024 8:23:49 AM	c		UnderPrimeReview
	11/15/2024 8:24:03 AM	c		UnderAgencyReview
	11/15/2024 8:24:23 AM	c		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

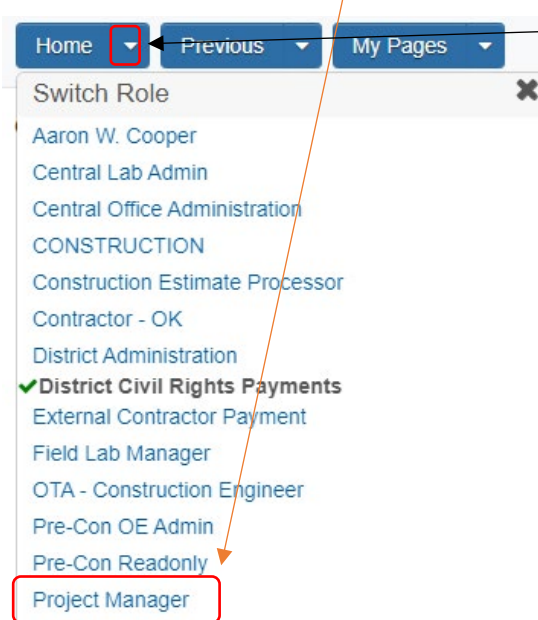
Plan Funds with Exceptions

▼ Status

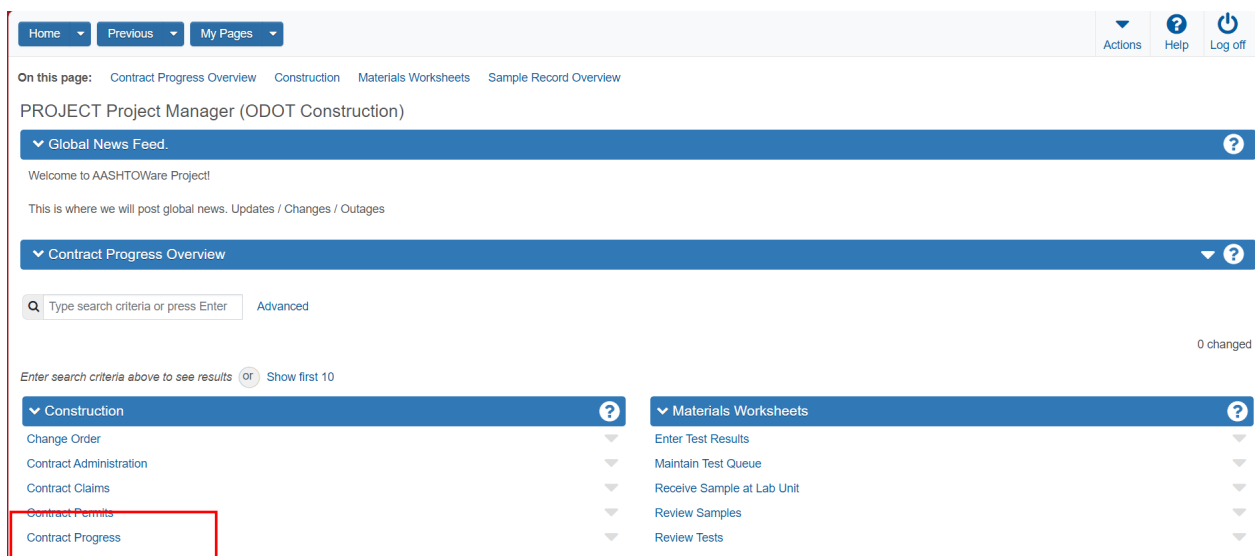
Save ▼ ?

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”.

Home Previous My Pages Actions Help Log off

Contracts Progress Overview

Contract Progress Overview

220297 Advanced Showing 47 of 47

0 changed

Contract	Description	Prime ID	Prime Name
220297	GRADE, DRAIN, SURFACE, AND BRIDGE	731297069E	ALLEN CONTR., INC/SHELL CONST., INC (JV)
220297-01	I-40 & DOUGLAS GRADE, DRAIN, SURFACE, AND BRIDGE	731297069E	ALLEN CONTR., INC/SHELL CONST., INC (JV)
220297-02	I-40 & DOUGLAS GRADE, DRAIN, SURFACE, AND BRIDGE	731297069E	ALLEN CONTR., INC/SHELL CONST., INC (JV)

21. Click “Payment Estimates”.

Home Previous My Pages Progress Overview Construction Stockpile Contract Administration Contract Documentation Items Projects Subcontracts Actions Help Log off

Contract Progress Summary

Contract: 220297 - GRADE, DRAIN, SURFACE, AND BRIDGE Save

General

Financials

Daily Work Reports

Diaries

Payment Estimates

Contractors

Change Orders

Payment Adjustments

Item Adjustments

Agency Views

Mix Designs

Contract ID

220297

Description *

GRADE, DRAIN, SURFACE, AND BRIDGE

Prime Contractor Name

ALLEN CONTR., INC/SHELL CONST., INC (JV)

Contract Status

Active

Contract Type *

ODOT - ODOT Contract

Spec Book

19

Unit System

Proposal ID

220297

Federal / State / OTA Project Number

NHPPI-4000-(126)PM/NHPPI-

Awarded Contract Amount

157,997,876.90

Federal Oversight

No

Local Oversight

No

e-Ticketing Enabled

No

Contract Signer

22. Click “Add Payment Estimate”.

HomePreviousMy Pages

Progress OverviewConstruction StockpileContract AdministrationContract DocumentationItemsProjectsSubcontracts

Contract Progress Summary

Contract: 220297 - GRADE, DRAIN, SURFACE, AND BRIDGE

GeneralFinancialsDaily Work ReportsDiariesPayment EstimatesContractorsChange OrdersPayment AdjustmentsItem AdjustmentsAgency ViewsMix Designs

Type search criteria or press EnterAdvanced

Add Payment Estimate...

No rows found matching criteria.

23. Add Period End Date if needed.

HomePreviousMy Pages

Contract Progress Payment EstimatePayment Estimate OverviewProcess History Overview

Add Contract Payment Estimate

Contract: 220297 - GRADE, DRAIN, SURFACE, AND BRIDGE

Add Payment Estimate?

Type*

Period Begin Date10/10/2022 12:00:00 AM

Period End Date*11/16/2024 11:59 PM

24. Click “Add Payment Estimate” on the top right of the screen.

HomePreviousMy Pages

Contract Progress Payment EstimatePayment Estimate OverviewProcess History Overview

Add Contract Payment Estimate

Contract: 220297 - GRADE, DRAIN, SURFACE, AND BRIDGE

Add Payment Estimate?

Type*

Period Begin Date10/10/2022 12:00:00 AM

Period End Date*11/16/2024 11:59 PM

24. Click “**Contract Progress Payment Estimate**” hyperlink.

Home

Previous

My Pages

Contract Progress Payment Estimate

Payment Estimate Overview

F

Add Contract Payment Estimate

▼ Contract: 220297-CY - I-40 & DOUGLAS GRADE, DRA

Type *

ODOT Progressive - Progress

25. Click “**Contract Administration**” hyperlink.

Home

Previous

My Pages

Progress Overview

Construction Stockpile

Contract Administration

Contract Progress Summary

▼ Contract: 220297-CY - I-40 & DOUGLAS GRADE, DRA

General

Financials

Daily Work Reports

Diaries

Q

Type search crit

Add Payment Estim

2024

26. Click “DBE/Payroll/Payments”.

Administration Overview Approved DBE Commitments Contract Documentation Contract Materials and Acceptance Actions Contract Payments Contract Progress C

Contract Administration Summary

▼ Contract: 050012 - GRADE, DRAIN & BRIDGES

General	Contract ID '050012', Proposal ID '050012': : Contract is closed from updates until it is manually reopened (with the exception c	
Additional Information	Contract ID	JI
Administrative Offices	050012	1
Contract Authority	Description	Fi
Contract Times	GRADE, DRAIN & BRIDGES	H
DBE/Payroll/Payments	Prime Contractor Name	A
Sample and Testing	MUSKOGEE BRIDGE CO., INC.	6
Funding	Contract Status	Fi
Locations	Closed	Y
Permits	Contract Type	L
Comments	SMGR - Sitemanager Contract	N
Contract Price Adjustment Index		

27. Check to make sure “Davis Bacon Wage Rate” says Yes.

Administration Overview Approved DBE Commitments Contract Documentation Contract Payments Contract Proc

Contract Administration Summary

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

General	DBE Goal Percent
Additional Information	12.50
Administrative Offices	DBEGOAL
Contract Authority	DBE - DISADVANTAGED BUSINESS ENTERP.-COMBINED
Contract Times	Modal Agency
DBE/Labor	
Sample and Testing	
Funding	
Locations	
Permits	Labor
Comments	Davis Bacon Wage Rate
Contract Price Adjustment Index	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	DBE Compliant
Additional Information	12.50	No
Administrative Offices	DBE GOAL	DBE Certification Status
Contract Authority	DBE - DISADVANTAGED BUSINESS ENTERP-COMBINED	Not Certified
Contract Times	Modal Agency	
DBE/Labor		
Sample and Testing		
Funding		
Locations		
Permits		
Comments		
Contract Price Adjustment Index		

Labor

Davis Bacon Wage Rate	State Prevailing Wage Rate
Yes	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	Proposal ID
Financials	220297-02	220297-02
Daily Work Reports	Description *	Federal / State / OTA Project Number
Diaries	I-40 & DOUGLAS GRADE, DRAIN, SURFACE, AND BRIDGE	NHPPI-4000-(126)PM
Payment Estimates	Prime Contractor Name	Awarded Contract Amount
Contractors	ALLEN CONTR., INC/SHELL CONST., INC (JV)	157,997,876.90
Change Orders	Contract Status	Federal Oversight
Payment Adjustments	Active	No
Item Adjustments	Contract Type *	Local Oversight
Agency Views	ODOT - ODOT Contract	No
Mix Designs	Spec Book *	e-Ticketing Enabled
	19	No

30. Click “Payment Estimate Number”.

HomePreviousMy Pages

Progress OverviewConstruction StockpileContract AdministrationContract DocumentationItemsProjectsSubcontracts

Contract Progress Summary

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

GeneralFinancialsDaily Work ReportsDiariesPayment EstimatesContractorsChange OrdersPayment AdjustmentsItem AdjustmentsAgency ViewsMix Designs

QType search criteria or press EnterAdvancedShowing 4 of 4

Add Payment Estimate...

Number	Status	Exceptions	Current Pay Amount	Type
0004	Approved	No	18,360.20	ODOT Progressive
Period End Date				
07/29/2024 11:59:00 PM				
0003	Approved	No	2,578,923.85	ODOT Progressive
04/15/2023 11:59:00 PM				
0002	Approved	No	78,192.19	ODOT Progressive
01/31/2023 11:59:00 PM				

0 marked for deletion0 changed

31. Click “Exceptions”.

HomePreviousMy Pages

Progress OverviewChange OrdersContract AdministrationContract DocumentationContract ProgressItemsPayment EstimatesProjectsSubcontracts

Contract Payment Estimate Summary

220297-02 - NHPPI-4000-(126)PM - I-40 & DOUGLAS GRADE, DRAIN, SURFACE, AND BRIDGE

Payment Est Num: 0004Period End Date: 07/29/2024 11:59:00 PMType: ODOT ProgressiveStatus: Approved

GeneralNotes (Approved Estimate Only)ExceptionsTime ChargesProjectsItemsEstimate AdjustmentsItem AdjustmentsApproval TrackingAccounting

Contract ID220297-02

Pay Amount This Contract Payment Estimate18,360.20

Total Pay Amount (All Payment Estimates)3,348,929.94

Current Contract Amount157,997,876.90

Contract Percent Complete2.12

Federal / State / OTA Project NumberNHPPI-4000-(126)PM

Prime ContractorALLEN CONTR., INC/SHELL CONST., INC (JV)

Created ByODOT\366841

Created Date07/29/2024 8:55:39 AM

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	