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User's Guide

(Contract Vendor Payroll Chapter Extracted from
User's Guide)

Trns•port CRLMS[®]
Non-Agency Users

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5 Contract Vendor Payrolls

5.1 Working with Contract Vendor Payrolls

A payroll is a vendor's reporting of wages paid to employees for work on a specific agency contract during a given period of time. For each employee, the hours worked on each day for a given labor classification on a specific project must be reported. This is not a vendor's payroll system for payment and payroll tax deduction purposes, but instead it is a record based on the output from a vendor's payroll system.

When required by the agency, payrolls associated with the work performed must be recorded, reviewed, and approved by the agency. The approval process ensures that the calculations in the payroll are correct and that federal guidelines for wages and fringe benefits have been followed.

A contract payroll must be checked and approved at several levels before it can receive final approval by the transportation agency. A payroll goes through a sequence of steps or phases, and it can move back and forth between them. The Certified Payroll Status component is used track the payroll life cycle.

5.1.1 Payroll Workflow

Payroll information is initially entered by prime contractors and subcontractors either through direct data entry or by importing electronic files. The agency reviews the information contained in a payroll, and the payroll is progressed through the system.

Initial

Payroll information is initially entered by prime contractors and subcontractors either through direct data entry or by importing electronic files. When a certified payroll is imported into the system, the system automatically validates the payroll to detect any errors that would normally be captured when the payroll is manually entered. If errors are found, the system does not load the payroll into the database and reports the errors to the user (see

Importing a Payroll). If no errors are found, the system loads the payroll and sets its status to *Initial*. Payrolls in *Initial* status cannot be rejected but can be deleted.

After an external user enters or imports a payroll and then saves it, the **Sign** option becomes available on the **Actions** menu on the payroll's row. The payroll will not progress further in the workflow until an external user signs the payroll (see [Signing Contract Vendor Payrolls](#)).

When a payroll in *Initial* status is signed, the system automatically progresses it to *Under Agency Review* status if the payroll vendor is the prime contractor for the contract; otherwise, the system progresses the payroll to the *Under Prime Review* status.

Under Prime Review

During the *Under Prime Review* phase, prime contractors are responsible for reviewing subcontractor payrolls and progressing them to the next step in the process. The system does not progress the payroll further in the workflow until an external user with vendor authority for the prime contractor reviews the payroll by executing the **Prime Review** task from the **Actions** menu on the Contract component header on the External Certified Payroll Status page (see [Performing a Prime Payroll Review](#)).

When a payroll in *Under Prime Review* status is approved and forwarded to the agency, the system automatically sets its status to *Under Agency Review* and its **Prime Accepted Date** field to the current date.

When a payroll in *Under Prime Review* status is rejected and returned to the contractor, the system automatically sets its status to *Prime Returned* and its **Prime Original Not Accepted Date** field to the current date (unless the field was already set to a non-null value).

Prime Returned

If the prime contractor rejects the payroll during the *Under Prime Review* phase, the payroll has status of *Prime Returned*. When a payroll has a status of *Prime Returned*, an authorized user for the payroll vendor can perform one of two tasks:

- Return the payroll to the prime contractor with a transition comment added to clarify any issues the prime contractor might have reported. Navigate to the [Status](#) component on the Certified Payroll Status page, and click the **Approve** button. The system displays a **Comments** field in which you must enter an explanation. Click the **Save** button to progress the payroll to the *Under Prime Review* phase.
- Modify the payroll data. After you make changes to the payroll data (on the Payroll or Employee components) and save the modified payroll, the system sets the payroll back to the *Initial* phase, and you must sign the payroll again (see [Signing Contract Vendor Payrolls](#)).

Under Agency Review

In this phase, the agency reviews prime contractors' and subcontractors' payrolls. The first time a payroll is progressed to *Under Agency Review* status, the system automatically validates the payroll for more substantial payroll exceptions. The agency can flag exceptions for vendor notification, enabling the external user to review and respond to the exception if needed. When all the validation tests are completed, the system displays a record in the [Process History Overview](#).

If the payroll validation is successful (that is, it contains no payroll exceptions), the system sets the payroll status to *Approved* and the **Agency Accepted Date** field to the current date.

When a payroll in *Under Agency Review* status is rejected, the system automatically sets its status to *Agency Rejected* and sets the payroll's **Agency Original Not Accepted Date** field to the current date (unless the field was already set to a non-null value).

If a change must be made to a payroll that has progressed beyond the *Under Agency Review* phase, a payroll modification must be created from the existing payroll (see [Creating a Payroll Modification](#)). The original will always remain as an audit trail. It is recommended that the original payroll be rejected in this case, but this is not required in order to create a new modification.

Agency Rejected

A payroll enters this phase if the agency rejects the payroll during the *Under Agency Review* phase. When a payroll is in the *Agency Rejected* phase, an external user with vendor authority for the prime contractor is required to take one of the two following actions on the payroll:

- Return the payroll to the agency. Navigate to the [Status](#) component on the Payroll Status page, and click the **Approve** button. The system displays a **Comments** field in which you must enter an explanation. Click the **Save** button to progress the payroll to the *Under Agency Review* phase.
- Reject the payroll and return it to the payroll contractor. Navigate to the [Status](#) component on the Payroll Status page, and click the **Reject** button. The system displays a **Comments** field where you can enter a description of the reason for rejection. Click the **Save** button to progress the payroll to the *Prime Rejected* phase.

Prime Rejected

A payroll enters this phase when the prime contractor rejects a subcontractor's payroll after it has been rejected by the agency. When a payroll is in the *Prime Rejected* phase, an external user with vendor authority for the subcontractor is required to take action on the payroll. The payroll can only be returned to the prime contractor. If corrections are required on the payroll, a new payroll modification must be created from the existing payroll (see [Creating a Payroll Modification](#)).

Sub Returned

A payroll enters the *Sub Returned* phase after a subcontractor adds transition comments to a payroll in the *Prime Rejected* phase, and then returns the payroll to the prime contractor. When a payroll is in the *Sub Returned* phase, an external user with vendor authority for the prime contractor is required to take action on the payroll. The prime contractor can either accept the payroll and progress it to the agency, or reject the payroll and return it to the subcontractor.

Approved Status

When an agency user reviews and approves a payroll, the payroll enters the *Approved* phase. Once approved, a payroll can only be changed by creating a payroll modification.

The following diagram illustrates the payroll process for agencies that include external access:

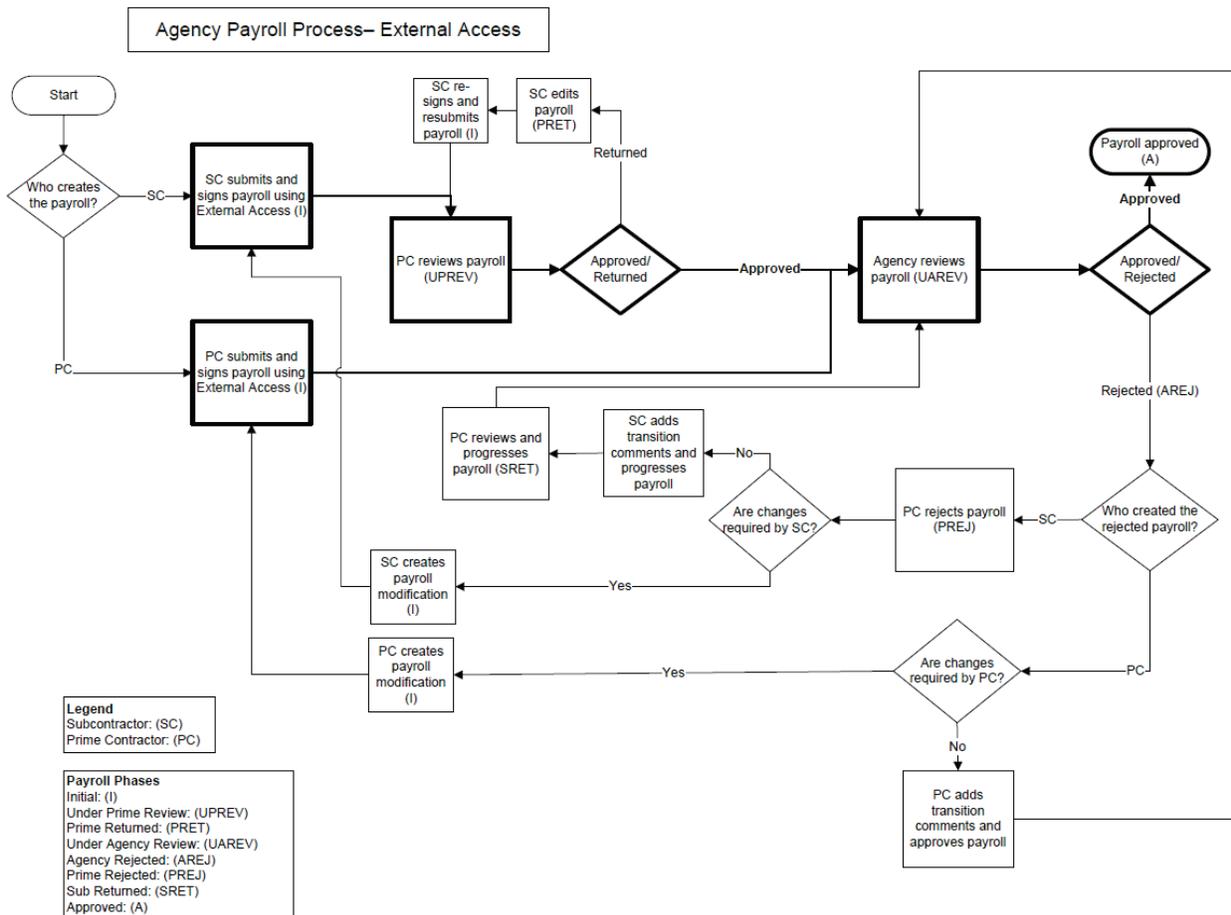


Figure 5-1. Payroll Workflow for Agencies with External Access

5.2 Finding Contract Vendor Payrolls

The Vendor Payrolls Overview allows an external user to manage the information in a payroll. To access the Vendor Payrolls Overview component, click the **Payrolls** link in the CRLMS Non-Agency component.

To make changes to an existing payroll or to add a payroll, first locate the contract and vendor by typing criteria in the Quick Find search box or by clicking **Show first 10**.

The system displays a list of rows for all the contracts and vendors in the system that match your search criteria, and for which you have been assigned contract and vendor authority. If you are authorized for the prime contractor, the list includes all subcontractors, as well. Each row contains an **Actions** button, the number of payrolls recorded for the contract vendor, and current values for the following fields:

- Contract
- Description
- Vendor
- Short Name

To change the information in a payroll record, select **View** from the **Actions** menu on the contract vendor's row. For more information, see [Managing Contract Vendor Payrolls](#).

To add a new payroll record to a contract vendor, select **Add** from the **Actions** menu on the contract vendor's row. For more information, see [Adding a Payroll](#).

To import a payroll generated from a payroll system, select **Import Payroll** from the **Actions** menu on the component header. For more information, see [Importing a Payroll](#).

5.3 Managing Contract Vendor Payrolls

The Contract Certified Payroll Overview page enables you to manage, review, and progress all payroll records associated with the contract. To access the Contract Certified Payroll Overview, navigate to the Vendor Payrolls Overview, and select **View** from the **Actions** menu on the appropriate contract vendor row. For information about the payroll management workflow, see [Working with Contract Vendor Payrolls](#).

The upper part of the component contains the prime contractor's Vendor ID and Vendor Short Name.

The lower part of the component contains a rolling list of all the payrolls currently recorded for the vendor and contract. Each row displays an **Action** button and current values for the following fields:

- Payroll
- Begin Date

- End Date
- Phase
- Mod Num

To delete a payroll record, select **Delete** from the **Actions** menu on the payroll's row. The system shades the row gray to indicate it is marked for deletion. To reverse the delete action, click the **Undo** button.

 **Note:** You can only delete certified payrolls that have a **Payroll Status** of *Initial*.

When you are finished, click **Save** to apply your changes. The system displays a message to confirm that your changes were saved in the database.

To change the information in a payroll record, click the blue **Payroll Number** link in the list, or select **Summary** from the **Actions** menu on the payroll's row (for more information, see [Maintaining a Payroll Record](#)).

To add a manually enter a new payroll record for the contract, select **Add New Payroll** from the **Actions** menu on the component header. For more information, see [Adding a Contract Payroll](#).

To import a payroll you received from a payroll vendor electronically, select **Import Payroll** from the **Actions** menu on the component header. For more information, see [Importing a Payroll](#).

To add new payroll to the contract by copying an existing payroll, select **Copy** from the **Actions** menu on the payroll's row. For more information, see [Copying a Payroll](#).

To maintain employee information for employees on a payroll, select **Employees** from the **Action** menu on the payroll's row. For more information, see [Maintaining Payroll Employees](#).

To maintain the status of a payroll, including transitions and payroll exceptions, select **Status** from the **Action** menu on the payroll's row. For more information, see [Maintaining Payroll Status](#).

To make a change to a payroll at a point in the workflow when the payroll record can no longer be edited, select **Create Modification** from the **Actions** menu on the payroll's row. For more information, see [Creating a Payroll Modification](#).

5.4 Adding a Contract Payroll

When required by the agency, payrolls associated with the work performed must be recorded, reviewed, and approved by the agency. The approval process ensures that the calculations in the payroll are correct and that federal guidelines for wages and fringe benefits have been followed.

To add a contract payroll by direct data entry, navigate to the Contract Certified Payroll Overview and select **Add New Payroll** from the **Actions** menu on the component header. For information about importing a payroll you received electronically, see [Importing a Payroll](#).

On the Add Certified Payroll component, you must enter information in these fields in order to save a new payroll:

- Payroll Number
- Begin Date
- End Date
- Fringe Benefit Payment Type
- Comments

 **Note:** Payroll periods cannot overlap. That is, you cannot create a payroll record with a **Begin Date** that is earlier than a previous payroll's **End Date**. If the payroll is for a Federal Aid Contract, the payroll period cannot be longer than seven days.

Click **Save** when you are finished to save the payroll records added in this session. The system displays a message to confirm that the records were saved in the database.

If you want to add new payroll that is similar to an existing payroll, you can save time by creating a copy of an existing payroll (for more information, see [Copying a Payroll](#)).

5.4.1 Adding Benefit Programs to the Payroll

Payroll benefit programs provide a variety of fringe benefits to employees, for example, medical insurance, retirement or pension funds, vacation time and apprenticeship funding.

After saving the new payroll, the system allows you to add benefit program information if both of the following conditions are met:

- the **Fringe Benefit Payment Type** for the payroll is set to either *Plan Funds* or *Plan Funds with Exceptions*, and
- the *Fringe Benefit Program Entry Indicator* agency option is set to *True* for your installation.

If both conditions are met, the system displays a **Benefit Programs** subheader in the lower part of the component. To add a benefit program, click the **New** button below the subheader. The system adds a new expanded accordion row. All fields in the new row are blank.

To save a payroll benefit program, you must enter information in these fields:

- Benefit Program Name
- Benefit Account Number

- Trustee/Contact Person
- Trustee/Contact Phone
- Benefit Program Type

If the **Benefit Program Type** is set to *Fringe Other 1* or *Fringe Other 2*, you must also record the Benefit Program Classification; otherwise, this information is optional.

If you want to add more than one benefit program, click the **New** button again when you have finished entering information for the current row. The system adds a new blank row to the component. Follow the same steps to continue adding as many benefit programs as needed.

To delete a benefit program, click the **Delete** button on the benefit program's row.

Click **Save** when you are finished to save all the benefit programs added in this session. The system displays a message to confirm that the new information was saved in the database.

5.5 Copying a Payroll

If you are setting up a new payroll that is similar to an existing payroll, you can save time by creating a copy of the existing payroll, assigning it a new payroll ID, and then changing any minor details required for the new payroll.

Follow these steps to copy a contract payroll:

1. On the Contract Certified Payroll Overview page or the Certified Payroll page, locate the payroll you want to copy, and select **Copy** from the **Actions** menu.

The system takes you to the Copy Certified Payroll component.

2. Click in the New Payroll Number field, and enter a unique payroll number for the new payroll.
3. Enter a new Begin Date and End Date for the payroll.
4. Click the **Copy Payroll** button.

The system copies all information in the source payroll to the new payroll, and it displays the new payroll on the Certified Payroll page.

5.6 Maintaining a Payroll Record

A payroll goes through a sequence of phases, and can move forward and backward among them. In each phase, a different set of fields can be edited until the payroll is eventually

approved. Once approved, a payroll can only be changed by creating a modification (see [Creating a Payroll Modification](#) below).

The Certified Payroll component contains all the information currently recorded for the payroll (including payroll modifications). To access this component, click the **Payroll Number** link on the appropriate row in the Contract Certified Payroll Overview.

Your ability to change information depends on the current status of the payroll record.

 **Note:** You can only change information in the most current payroll (the payroll with the highest modification number). That is, when you add a modification to a payroll record, all the information associated with any previous modifications (including attachments) becomes read-only and cannot be changed.

You can update information in these fields only when the payroll status is *Initial*:

- Payroll Number
- Begin Date
- End Date
- Fringe Benefit Payment Type
- Comments

 **Note:** If labor hour records have already been entered for the payroll, you cannot change the **Begin Date** or **End Date** fields such that the payroll period no longer includes the associated labor hour dates. If the payroll is for a Federal Aid Contract, the payroll period cannot be longer than seven days.

5.6.1 Maintaining Benefit Programs

If the **Fringe Benefit Payment Type** for the payroll is set to either *Plan Funds* or *Plan Funds with Exceptions*, the component includes a **Benefit Programs** subheader in the lower part of the component. If benefit programs have been recorded for the payroll record, they are displayed in an accordion list below the subheader.

 **Note:** If the payroll is progressed beyond the *Initial* phase, all payroll fringe benefit fields will be read-only, therefore, you will not be able to add, change, or delete information on this page.

To maintain a benefit program record, click anywhere in the row to display all the available information. You can view or change information in these fields:

- Benefit Program Name
- Benefit Account Number
- Trustee/Contact Person
- Trustee/Contact Phone

- Benefit Program Type
- Benefit Program Classification

To delete a benefit program record, click the **Delete** button on the benefit program's row.

To add a new benefit program, click the **New** button. The system adds a new row at the bottom of the list. All fields in the new row are blank. To create a benefit program record, you must enter information in all fields that display a red asterisk. Record information in other fields as needed to add additional information to the record. For more information, see [Adding Benefit Programs to a Payroll](#).

When you are finished making changes to benefit programs, click the **Save** button to apply your changes to the system (including deleted information). The system displays a message to confirm that your changes were saved in the database.

5.6.2 Creating a Payroll Modification

If a payroll needs to be revised at a point in the workflow when the payroll record can no longer be edited, you can only make the changes by creating a *payroll modification*. A payroll modification is a copy of the payroll record, identical to the original except that it does not include attachments or comments. You can then record changes to the payroll in the modification record.

The system automatically creates a payroll modification if you import an updated payroll record that has the same contract, payroll vendor, and payroll number as an existing payroll record. For more information, see [Importing a Payroll](#).

To manually create a payroll modification, select **Create Modification** from the **Actions** menu on the Certified Payroll component header. The system adds the modification record to the component.

Make any changes required to the payroll modification and click the **Save** button. The system displays a message to confirm that the information was saved successfully. The system displays the new modification in the Contract Payroll Overview with the **Modification Number** field set to **01**.

When adding subsequent modifications, the system creates a copy of the payroll record identical to the most recent modification, except that it does not include attachments or comments. Each subsequent modification is listed in the Contract Payroll Overview component, and the value in the **Modification Number** field is automatically increased by an increment of one.



Note: When you add a payroll modification, all the information associated with any previous modifications (including payroll exceptions) becomes read-only and cannot be changed.

5.7 Maintaining Payroll Employees

A *payroll employee* is an employee being paid on the selected payroll. Initially, a payroll employee might not be recorded in the system as a reference employee, but he or she will be added to the Reference Employee List during the payroll validation process.

The External Payroll Employees page allows you to maintain payroll-related information for all the payroll employees in the selected payroll. To access the Payroll Employees page, navigate to the Contract Certified Payroll Overview, and select **Employees** from the **Actions** menu on the appropriate payroll row.

The External Payroll Employees page includes two components: Contract and Employees. For information about the Contract component, see Viewing Contract Payroll Information.

On the Employees component, you can add employee classifications, hours worked, wages, payroll deductions, and exceptions. Each type of information is contained in a separate expandable section.

Access the information for a specific payroll employee by clicking the down arrow in the **Employees** box on the component subheader and selecting the employee in the list. You can also select an employee by using the arrow buttons on the right side of the subheader to scroll through all the employees in the payroll.

In the upper section of the component, the system displays the following fields for the employee currently selected in the **Employees** box:

- Employee (First Name, Middle Initial, and Last Name)
- Vendor Supplied Employee ID
- Payment Type
- Social Security Number
- Partial Social Security Number
- Payroll Revised Indicator

For a full set of information, click the blue **Employee Information** link to open the Payroll Employee modal window. From this modal window, you can view or change information in the following fields:

Employee Details

- First Name
- Middle Initial
- Last Name
- Vendor Supplied Employee ID
- Payment Type
- Gender
- Ethnic Group
- Social Security Number

- Partial Social Security Number
- Payroll Revised Indicator

Address Information

- Address Line 1
- Address Line 2
- City
- State/Province
- Zip Code
- Change Indicator
- Comments

Click in a field and add, change, or delete information as needed.

If you change a salaried employee to a non-salaried employee (that is, you change the **Payment Type** to *Hourly*), the **Straight Time Hourly Rate** and **Overtime Hourly Rate** fields become available on the Employees component. You must enter information in these fields in any associated employee labor records. The system also changes the **Salaried Employee Hours** field to **Straight Time Hours** and **Overtime Hours**.

If you change a non-salaried employee to a salaried employee (that is, you change the **Payment Type** to *Salaried*), the system automatically makes these changes:

- **Straight Time Hourly Rate** and the **Overtime Hourly Rate** fields on any associated Employee Labor record disappear.
- **Straight Time Hours** and **Overtime Hours** on any associated Employee Labor Hour record are changed to the **Salaried Hours** field.

Click **Save** when you are finished. The system closes the modal window and returns you to the Employees component. Make additional changes to data in the Employees component as needed. When you are finished, click the **Save** button on the Employees component header.

5.7.1 Adding Employees to the Payroll

The process for adding an employee to the payroll depends on whether the employee is already recorded in the system reference data.

Adding a Reference Employee to the Payroll

If the employee is already recorded in the system as a reference employee, follow these steps:

1. Select **Add Ref Employees** from the **Actions** menu on the Employee component header.

The system displays a modal window for selecting an employee from the Reference Employee list.

2. Locate the employee you want to add by typing criteria in the Quick Find search box or by clicking **Show first 10**.

The system lists all the employees that meet your search criteria.

3. Click the row for the employee you want to add.

The system adds a green check mark beside the employee you select and shades the row blue. To cancel the selection, click the selected row again.

4. Click the **Add to Employees** button.

The system closes the modal window and takes you to the Payroll Employees component with the new employee's basic information added to the component.

5. Finish recording information for the payroll employee by entering the required information described in the sections below.

Adding a Non-Reference Employee to the Payroll

If the employee has not been recorded in the system, follow these steps:

1. Select **Add Employee** from the **Actions** menu on the component header.

The system displays a modal window for adding basic information for the new employee.

2. Enter information as needed in the Payroll Employee modal window. For more information about each field, refer to the list below.

3. Click the **Save** button.

The system closes the modal window and takes you to the Payroll Employees Summary component with the new employee's basic information added to the component.

4. Complete the payroll employee row by recording the required payroll information described in the sections below.

The following fields are available in the Payroll Employee modal window:

- First Name
- Last Name
- Payment Type
- Gender
- Ethnic Group
- Social Security Number

- Middle Initial
- Vendor Supplied Employee ID
- Partial Social Security Number
- Address Line 1
- Address Line 2
- City
- State/Province
- Zip Code
- Change Indicator
- Comments

5.7.2 Adding Classifications

To add classification information for the employee, expand the record to display all the available information. You can view or change information in these fields:

- Contract Project ID
- Labor Classification
- Craft Code
- Straight Hourly Rate (for hourly employees)
- Overtime Hourly Rate (for hourly employees)
- Regular Hourly Rate (for hourly employees)
- Project Lump Sum Payment
- OJT Program Indicator
- Apprentice
- Fringe Health Welfare Rate
- Fringe Vacation Holiday Rate
- Fringe Apprenticeship Fund Rate
- Fringe Pension Rate
- Fringe Other 1 Rate
- Fringe Other 2 Rate

Training Information

- OJT Program Indicator
- OJT Wage Percentage
- Apprentice
- Apprentice ID
- Apprentice Wage Percentage

To add another classification, select **Add New Project/Classification to Employee** from the **Actions** menu on the component header.

5.7.3 Adding Hours

To add labor hours for the employee, expand the record to display all the available information. You can view or change information in these fields:

- Straight Time Hours (hourly employee)
- Overtime Hours
- Total Straight Time Hours (hourly employee)
- Total Overtime Hours (hourly employee)
- Salaried Hours (salaried employee)
- Total Salaried Hours (salaried employee)
- Calc Total Straight Time Hours (Both Hourly and Salaried Employees)
- Calc Total Overtime Hours

If the labor hour record is for an employee that has just been changed from a non-salaried to a salaried employee, the system removes the **Straight Time Hours** and **Overtime Hours** fields from the component and displays fields for salaried hours.

If the **Labor Hour Date** matches the date of a reference holiday, you must record the hours worked in the **Overtime Hours** field and enter a value of **0** in the **Straight Time Hours** field.

To record straight time hours, the **Straight Hourly Rate** field must have been populated on this employee's Payroll Employee Labor Record. Likewise, to record overtime hours, the **Overtime Hourly Rate** field must be populated.

5.7.4 Adding Wages

To add wages for the employee, expand the Wages section to display all the available information. You can view or change information in these fields:

- Federal Gross Pay
- Total Gross Pay
- Calc Total Pay
- Net Pay
- Total Hours
- Total Deductions
- FICA Withholding Amount
- Federal Withholding Amount
- State Withholding Amount
- Medicare Withholding Amount
- Total Fringe Benefits Paid

5.7.5 Adding Deductions

Records for standard payroll deductions such as federal income tax and FICA are maintained as part of the Payroll Employee record. *Other deductions* refer to additional, irregular deductions an employee may choose to make (for example, money withheld for the employee's 401(k) plan or to pay union dues)

To add other deductions for the employee, expand the Deductions section to display all the available information. You can view or change information in these fields:

- Description
- Amount

5.7.6 Adding Fringe Benefit Exceptions

Fringe benefit exceptions are used to record a contractor's explanation of why the amount being paid on a fringe benefit for a payroll employee deviates from the standard amount. The exception may represent an increase or a decrease of the standard amount.

To add fringe benefit exceptions for the employee, expand the Exceptions section to display a list of all the fringe benefit exceptions that currently exist for the payroll employee. Each row in the list represents one fringe benefit exception.

You can view or change information in the Explanation field.

To add a new fringe benefit exception to the list, click the **New** button. The system adds a new row at the bottom of the rolling list of exception records. All fields in the new row are blank. To create an exception record, you must enter information in the Explanation field.



Note: You can only add a new fringe benefit exception if the Fringe Benefit Payment Type for the payroll is set to *Plan Funds with Exceptions*. This value can be changed on the Payroll Summary component.

To delete a fringe benefit exception, click the **Delete** button on the exception's row.

When you are finished adding payroll employee information, click the **Save** button to apply your changes to the system (including deleted information). The system displays a message to confirm that your changes were saved in the database.

5.8 Maintaining Payroll Status

The Status component allows you to maintain all the information related to the status of the payroll. On this component, you can view payroll transitions, exceptions, and employee mismatches. For non-agency users, the Status component displays only the exceptions and employee mismatches that the agency has flagged for vendor review.

To access the Status component, you must first locate the payroll on the Contract Certified Payroll Overview or the Unapproved Certified Payroll Overview, and select **Status** from the **Actions** menu on the payroll's row. The Status component is displayed on the Certified Payroll Status page, which also includes the Contract component at the top of the page. For information about the Contract component, see Viewing Contract Payroll Information.

The Status component subheader displays the current phase of the payroll. The upper section of the component displays the following general information for the selected payroll modification:

- Created Date
- Prime Accepted Date
- Signed Date
- Agency Original Not Accepted Date
- Prime Original Not Accepted Date
- Agency Accepted Date

5.8.1 Transitions

Certified payrolls pass through several transition points as they are checked and accepted, or rejected, at different phases before eventually being approved by the transportation agency.

The Payroll Transition section of the Payroll Status component contains a flow diagram of the payroll, which shows the date of the transition, the phase, whether the payroll was accepted or rejected, **Approve** or **Reject** buttons (as appropriate for the current phase), and a list of all the transition comments that were recorded for the payroll.

Using the Payroll Transition Comment Window

Payroll transition comments are used to add explanatory information to the payroll record about the payroll's transition from one phase to the next (or to a previous phase in the case of a rejected payroll). When you are accepting a payroll, transition comments are optional; when you are rejecting a payroll, you are required to record transition comments.

The system displays a list of payroll transition comments. When you approve or reject a payroll, the **Comment** field opens as a large text area. Click in the text area and type information as needed. You can use standard Windows editing commands like inserting, deleting, cutting (CTRL+X), copying (CTRL+C) and pasting (CTRL+V).

When you are finished entering information, click the **Save** button on the Status component header to save the transition comment. The system closes the **Comment** field, adds the new comment to the list, and runs validation tests on the payroll. If no errors are found, an accepted payroll progresses to the next phase and a rejected payroll returns to the previous phase.

The system automatically adds a transition comment record in the Payroll Transition section of the Payroll Status component.

5.8.2 Exceptions

The first time a certified payroll is put in *Under Agency Review* status, the system runs a series of validation checks to verify that the data in the payroll is valid. If one of these validations is not met, the system generates a *payroll exception*.

The Exceptions section of the Payroll Status component contains a list of exceptions that the system has generated for the payroll and which the agency has marked for vendor review and action. The system displays the following information for each payroll exception in the list:

- Vendor Notified
- Vendor Notified Date
- Exception Resolution Date
- Resolution Comments
- Exception Resolved By
- Exception Comments
- Payroll Exception Description
- Agency Comments

If the exception involves a mismatched employee record, the following fields are also displayed:

- Failed Payroll Employee ID
- Failed Employee ID

Click in a field and add, change, or delete information as needed.

When the agency clicks the **Vendor Notified** button to notify the payroll vendor that the system generated an exception for the payroll, the system automatically enters the current date in the **Vendor Notified Date** field.

Viewing an Exception

Assuming that you are viewing an exception associated with the latest modification for a payroll that has not yet been approved, the Exceptions section of the Payroll Status component displays all of the exceptions for which the agency has selected the **Vendor Notified** check box.

Employee Mismatches

If a payroll exception is due to a mismatch between a payroll employee record and its corresponding reference employee record, this section of the Payroll Status component lists those exceptions.

5.9 Working with Unapproved Payrolls

The Unapproved Certified Payroll Overview component allows you to locate a list of active payrolls that have not yet been approved by the agency. To access the Unapproved Certified Payroll Overview component, click the **Unapproved Payrolls** link in the CRLMS Non-Agency component.

To work with an unapproved payroll, you must first locate it in the component. You can click **Show first 10**, or you can search for the payroll using the Quick Find search box. You can type search criteria from the **Contract ID**, **Vendor ID**, or **Vendor Name** for the payroll. The system displays a rolling list of records that match your search criteria.

Each row represents one contract vendor payroll. Each row displays an **Action** button and current values for the following fields:

- Contract
- Vendor Name
- Payroll
- Description
- Short Name
- Mod Num
- Begin Date
- Phase
- End Date

To review payroll exceptions, select **Status** from the **Actions** menu on the row. For more information, see [Maintaining Payroll Status](#).

To review payroll employees, select **Employees** from the **Actions** menu on the row. For more information, see [Maintaining Payroll Employees](#).

5.10 Signing Contract Vendor Payrolls

The Sign Payroll component provides a guided process by which an authorized user can review, verify, and sign a contract vendor payroll.

 **Caution:** After you sign a payroll, it can no longer be changed or deleted. Any further changes must be recorded by creating a payroll modification record.

Follow these steps to sign a payroll:

1. On the Contract Certified Payroll Overview component, select **Sign Payroll** from the **Actions** menu on the contract payroll's row.

The system takes you to the Sign Payroll component with the payroll data displayed.

2. Review the payroll data. When you have determined the information in the payroll is correct for this pay period, click the **Next** button at the bottom of the component.

*The system displays the agency's verification requirement for the payroll. You can click the **Previous** button to return to the payroll data if needed.*

3. Review the verification requirement, and click the **Next** button to proceed.

The system displays the Sign step.

4. Click in the **Comments** field, and enter any information you need to record for the payroll record.
5. Sign the payroll by clicking the **Sign Payroll** button.

*The system verifies that you are authorized to sign the payroll, sets the **Signed By** field to your User ID, and sets the **Signed Date** to the current system date. The system then sets the payroll record to read-only to prevent any future changes.*

5.11 Performing a Prime Payroll Review

The prime contractor on a contract must review and progress all payrolls submitted and signed by subcontractors and other payroll vendors for the contract before the payroll can be processed by the agency. The system provides a guided process that the prime contractor can use to review a contract vendor payroll.



Note: To perform a prime review, the current user must have vendor authority for the prime contractor.

Follow these steps to perform a prime payroll review:

1. From the External Certified Payroll Status page, select **Prime Review** from the **Actions** menu on the Contract component header.

The system takes you to the Progress Payroll component, with the Review step displayed.

2. Review the payroll data. When you have finished your review, click the **Next** button at the bottom of the component.

*The system displays the Progress step. You can click the **Previous** button to return to the Review step if needed.*

3. Click in the **Comments** field and enter any information you need to record for the payroll.

4. If your review determined the payroll data is unsatisfactory, click the **Return to Contractor** button to return the payroll to the payroll vendor for corrections. (The system sets the payroll status to *Prime Returned*.)

or

If your review determined the payroll data is satisfactory, click the **Forward to Agency** button to progress the payroll to the agency for review. (The system sets the payroll status to *Under Agency Review*.)

*The system verifies that you are authorized to review the payroll, sets the **Prime Reviewed By** field with your User ID and the **Prime Reviewed Date** with the current system date. The system then progresses or returns the payroll.*

