AASHTOWARE PROJECT CIVIL RIGHTS & LABOR™ (CRL)

Montana Department of Transportation (MDT)

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TIERED SUBCONTRACTOR REVIEW
When an agency uses external access with a tiered review, payrolls can progress through the system by phases.
Performing a Payroll Review

Before a tiered subcontract payroll can be processed by the agency, the prime contractor, sub contractor, and any tiered sub contractors on a contract must first review and progress all payrolls submitted and signed by their sub contractors.

The Progress Tiered Payroll component links to a guided process to make this review easier.

If you are a prime contractor, select **Prime Review** from the **Actions** menu on the **Contract** component header.

If you are a sub contractor, select **Progress Tiered Payroll** from the **Actions** menu on the **Contract** component header.
If you are a **Prime contractor**, select **Prime Review** from the Actions menu on the Contract component header.

If you are a **Subcontractor**, select **Progress Tiered Payroll** from the Actions menu on the Contract component header. This action will be available if you are the Parent Subcontractor.
Review the payroll data displayed in the **Payroll Summary Report**. This report shows the details for the payroll and each employee on the payroll. When you have completed your review, click the Next arrow at the bottom of the component.
Click in the **Comments** field and enter any information you need to record for the payroll. You can click the **Previous** button to go back if needed.

If your review determined the payroll data is **satisfactory** and you are a subcontractor, click the **Progress Tiered Payroll** button to progress the payroll to the next level of tiered review. (The payroll status remains in to Under Tier Review.) or If your review determined the payroll data is **satisfactory** and you are the prime contractor, click the **Forward to Agency** button to progress the payroll to the agency for review.
For each step in the guided review process, the system updates the **Signed By field** with your **User ID**, the **First Name** and **Last Name** fields with your name, and the **Signed Date** with the current system date. The system then progresses or returns the payroll.
During the **Under Tier Review** phase, Sub Contractors are responsible for reviewing lower tier Sub Contractor 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 for a Sub Contractor that has no **Parent Subcontract ID** approves the payroll, at which time the payroll progresses to **Under Prime Review**.
If the prime contractor returns the payroll during the **Under Prime Review** phase, or a sub contractor returns the payroll during the **Under Tier Review** phase, the payroll has status of **Returned**.

When a payroll has a status of **Returned**, an authorized user for the payroll vendor can perform one of two tasks:

1) **Return** the payroll to the sub contractor with a transition comment added to clarify any issues the parent contractor might have reported. 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 next workflow phase.

2) 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.
A payroll enters this phase when the prime contractor rejects a sub contractor'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 sub contractor 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.

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<th>Prime Rejected</th>
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A payroll enters the **Sub Returned** phase after a sub contractor 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 sub contractor.
Prime Progressed

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 Certified Payroll Status page.

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.
Things to remember

- Use up-to-date **Forms** and **Manuals** (Prevailing Wage/Labor Compliance website)
- **Double check** your work before signing. Ensure your totals are correct.
- **Don’t** alter or add anything to the spreadsheet that is not necessary
- Check the **PayrollImportFile.Log** after import.
- **Warnings** are significant but do not stop import. They may create **exceptions** later in the process.
- **Errors** stop the Import.
- Always correct the first “**Error**” on the Import Log.
- Workers with **multiple** classifications must have a **second** classification block.
AASHTOWARE SUPPORT

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