



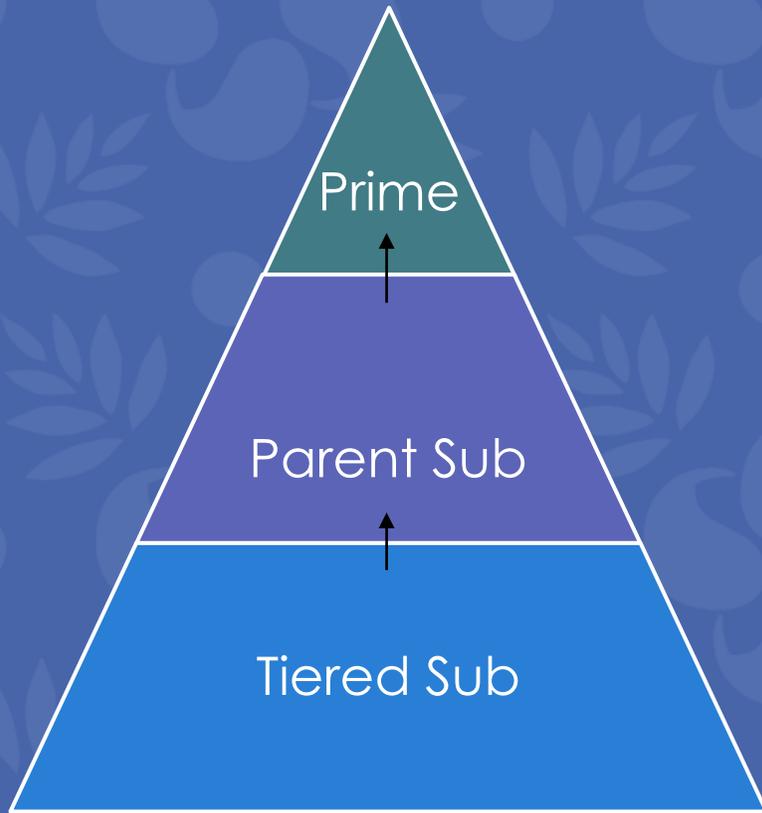
# AASHTOWARE PROJECT CIVIL RIGHTS & LABOR™ (CRL)

*Montana Department of  
Transportation (MDT)*

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TIERED  
SUBCONTRACTOR  
REVIEW

# Performing a Payroll Review



When an Agency uses external access with a tiered review, payrolls progress through the system by phases up to the Prime then to the Agency.

Before a Tiered Subcontractor payroll can be processed by the Agency, the Prime Contractor, Subcontractor, and any Tiered Subcontractors on a contract must first review and progress all payrolls submitted and signed by their lower tier Subcontractors.

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 Subcontractor, select **Progress Tiered Payroll** from the **Actions** menu on the **Contract** component header.

This action can either be completed when in the **Unapproved Payroll Overview** window or in the actual payroll. In the **Unapproved Payroll Overview** window, click on the **Actions** arrow.

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Unapproved Certified Payroll Overview

Unapproved Certified Payroll Overview

04919 Advanced Showing 2 of 2

The previously highlighted row is not in the current search results. Show previously highlighted row. X

0 changed

Contract	Description	Phase	Payroll	Mod Num	Begin Date
04919	I-15 BRIDGES (RP 234-248)	Under Prime Review			
7300	MOUNTAIN WEST HOLDING COMPANY			1	03/16/2020
04919	I-15 BRIDGES (RP 234-248)	Under Prime Review			
7300	MOUNTAIN WEST HOLDING COMPANY			2	03/23/2020

Actions

- Copy
- Create Modification
- Tasks
- Import Payroll
- Prime Review
- Views
- Attachments
- Issues
- Links
- Reports
- Payroll Exceptions
- Payroll Summary
- Payroll Verification Text
- Proxy Verification Report

Then either click on **Prime Review** or **Progress Tiered Review** depending on which role you are working in. As a **Prime** or as a **Subcontractor**.

When working within the actual payroll, if you are a **Prime Contractor**, select **Prime Review** from the **Actions** menu on the Contract component header. This will take you to the Progress Payroll review screen and the **Payroll Summary Report**.

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Overview Employee Payroll

On this page: Contract Status

### External Certified Payroll Status

Contract: 11718 - 5 M NORTH OF ROSCOE - NORTH

Payroll Vendor: 0127 - POTEET CONSTRUCTION, INC.

<b>Payroll Number</b>	3	<b>Modification Number</b>	0
<b>Period</b>	04/15/2019 - 04/21/2019	<b>Fringe Benefit Payment Type</b>	Plan Funds

**Status**

Phase: Under Prime Review

<b>Created Date</b>	05/08/2019 12:54:45 PM	<b>Prime Accepted Date</b>	
<b>Signed Date</b>	05/08/2019	<b>Agency Original Not Accepted Date</b>	
<b>Prime Original Not Accepted Date</b>		<b>Agency Accepted Date</b>	

**Transitions**

Date	Comments
05/08/2019 12:55:33 PM	

**Exceptions**

Actions Help Log off

- Actions
- Copy
- Create Modification
- Tasks
- Import Payroll
- Prime Review
- Views
- Attachments
- Issues
- Links
- Reports
- Payroll Exceptions
- Payroll Summary
- Payroll Verification Text
- Proxy Verification Report

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**.

**Conducting a Payroll Review** - Review the payroll data displayed in the **Payroll Summary Report**. This report shows the details for the contract and each employee on the payroll. When you have completed your review, click the **Next** arrow at the bottom of the component. 

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Status

On this page: Contract Progress Payroll

Progress Payroll

Contract: 11718 - 5 M NORTH OF ROSCOE - NORTH

Payroll Vendor: 0127 - POTEET CONSTRUCTION, INC.

Payroll Number: 3 Modification Number: 0

Period: 04/15/2019 - 04/21/2019 Fringe Benefit Payment Type: Plan Funds

Progress Payroll

Progress: **Review** Progress

1 Review:

**MDT** Montana Department of Transportation Date: 05/08/2019

Payroll Summary Report Page 1 of 1

Contract Description: 5 M NORTH OF ROSCOE - NORTH

Contract ID: 11718 Vendor Name: POTEET CONSTRUCTION, INC.  
 State Project Number: Vendor ID: 0127  
 Prime Vendor Name: SLETTEN CONSTRUCTION COMPANY  
 Prime Vendor ID: 2054

Payroll Attachment Descriptions		
Last Updated Date	Attachment Description	
05/08/2019		
05/08/2019		
05/08/2019	Z:\CRL\LABOR COMPLIANCE\EXTERNAL PAYROLLS\Payroll_Testing\Testing_Kathy TPoteet\Poteet Test2.xml	

Payroll Number: 3 Modification Number: 0  
 Payroll Begin Date: 04/15/2019  
 Payroll End Date: 04/21/2019  
 Payroll Status:  
 Paper Copy On File: Yes  
 Fringe Benefit Type: Plan Funds

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.

The screenshot shows a web interface for 'Progress Payroll'. At the top, there's a blue header with a dropdown arrow and a question mark icon. Below the header, there are two tabs: 'Review' and 'Progress', with 'Progress' being the active tab. The main content area is divided into several sections: 'Signed By' with the email 'MDTContractor@terrio@mt.gov', 'First Name' with 'Kathy', 'Last Name' with 'Terrio', and 'Signed Date'. Below these is a large 'Comments' text area. At the bottom left, there is a green button labeled 'Return to Contractor'. At the bottom right, there is a green button labeled 'Forward to Agency' with a blue left arrow and a grey right arrow next to it.

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 the tiered review. (The payroll status remains in to Under Tier Review)

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.

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Actions Help Log off

Status

On this page: Contract Progress Payroll

Progress Payroll

Certified Payroll Progression Successful

Contract: 11718 - 5 M NORTH OF ROSCOE - NORTH

Payroll Vendor: 0127 - POTEET CONSTRUCTION, INC.

Payroll Number	3	Modification Number	0
Period	04/15/2019 - 04/21/2019	Fringe Benefit Payment Type	
		Plan Funds	

Progress Payroll

Progress: Review Progress

2 Progress:

Signed By	MDTContractorKdemo@mt.gov	Last Name	Terrio
First Name	Kathy	Signed Date	05/08/2019

Comments

Progression Complete

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.



**REJECTED**

IF A PAYROLL IS REJECTED OR RETURNED DURING PROGRESSION, THE SUBCONTRACTOR WILL NEED TO MODIFY THE PAYROLL AND RESUBMIT.

Remember, unless you progress a Subcontractors payroll, it cannot be Approved.

This could effect the Pay Estimate if all payrolls are not in an Approved status for that Estimate's time frame.





QUESTIONS?

AASHTOWARE SUPPORT

EMAIL:

[mdtawprcrlsupport@mt.gov](mailto:mdtawprcrlsupport@mt.gov)

*Thanks you!*