AASHTOWARE PROJECT
CIVIL RIGHTS & LABOR™ (CRL)

Montana Department of Transportation (MDT)

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TIERED SUBCONTRACTOR REVIEW
Performing a Payroll Review

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. 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**.

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.

Montana Department of Transportation

Contract Description 5 M NORTH OF ROSCOE - NORTH

Payroll Summary Report

<table>
<thead>
<tr>
<th>Payroll Number</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modification Number</td>
<td>0</td>
</tr>
<tr>
<td>Payroll Begin Date</td>
<td>04/15/2019</td>
</tr>
<tr>
<td>Payroll End Date</td>
<td>04/21/2019</td>
</tr>
<tr>
<td>Payroll Status</td>
<td></td>
</tr>
<tr>
<td>Paper Copy On File</td>
<td>Yes</td>
</tr>
<tr>
<td>Fringe Benefit Type</td>
<td>Plan Funds</td>
</tr>
<tr>
<td>Date</td>
<td>06/08/2019</td>
</tr>
<tr>
<td>Payroll Attachment Descriptions</td>
<td></td>
</tr>
<tr>
<td>Last Updated Date</td>
<td>05/08/2019</td>
</tr>
<tr>
<td>Attachment Description</td>
<td>Z:\CR\LABOR COMPLIANCE\EXTERNAL\PAYROLL\Potschedl\Testing\Kelly\T\Potschedl\Potschedl_Test2.xml</td>
</tr>
</tbody>
</table>
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 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.
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.
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:
mtawprcrlsupport@mt.gov

Thanks you!