Adding a Wage Decision

Background:

In order to add a wage decision at the proposal level make sure to do so prior to transition. If a wage decision has not been added at the proposal level or the contract has run 24 months from project award a wage decision will need to be added at the project level.

Roles:

Letting User (for proposals), Construction Office Engineer, Construction Project Engineer & RCCL User (for projects)

Navigation:

To Add a wage decision to a Proposal:

Proposals -> Wage Decision quick link

1. In the Proposal Overview enter the proposal name or number in the Search field
2. Select the proposal by clicking the Proposal link
3. Select the **Wage Decisions** quick link at the top of the screen
4. From the Projects dropdown ensure the correct project is selected.
5. Press the **Select Wage Decisions** button
6. Select the State and Federal Wage Decisions applicable to this project
7. Click the **Add to Project** button
8. Click the **Save** button

If a wage decision was chosen in error delete the wage decision from the Proposal Wage Decision Overview by clicking the **Row Actions Menu** for the incorrect wage decision and selecting **Delete**.

To Add a wage decision to a Project:

Construction -> Contract Administration

1. Enter the Contract number in the Contract Administration Overview Search field
2. Select the Contract link
3. Select the **Projects** quick link at the top of the page
4. Select the Project Link you're adding a wage decision to
5. Select the **Wage Decisions** tab
6. If it has been 24 months and you are replacing one wage decision with another, click the **Row Actions Menu** of the old wage decision and press **Delete** and then **Save.** If you are adding a wage decision for the first time, skip this step.
7. Press the **Select Wage Decisions** button
8. Select the wage decisions you want to apply to the project
9. Press **Add to Contract Project**
10. Press **Save**

If a wage decision was chosen in error delete the wage decision from the Proposal Wage Decision Overview by clicking the **Row Actions Menu** for the incorrect wage decision and selecting **Delete**.

Next Step:

If you need further assistant please contact your Module Admin