



QUICK REFERENCE GUIDE:

Review & Maintain Payroll Exceptions

Background:

Prior to reviewing and maintaining payroll exceptions a contractor will have to submit and sign payroll

Roles:

Construction Office Engineer, Construction Project Engineer

Navigation:

Civil Rights and Labor -> Unapproved Payrolls

1. In the **Civil Rights & Labor** component, click the **Unapproved Payrolls** link
2. To see **all** unapproved payrolls, in the quick search box hit **Enter** (payrolls in this list can be in several phases – Under Agency Review, Under Prime Review, Under Tiered Review, Agency Rejected, Prime Returned)
3. To navigate to a specific contract payroll record, begin typing the contract name or number into the quick search box and click the **Contract** link for the Payroll record you want to review.
4. Scroll down to the **Exceptions** component and click the arrow under **Rslvd Ind** to un-collapse each one for review
5. Each **Exception** will indicate the following:
 - a. If it has been resolved (**Rslvd Ind**)
 - b. If it **MUST** be resolved prior to Approving the payroll (**Must Be Resolved**)
 - i. If Yes, un-collapse this exception to review the detail of the issue, referring to the Payroll Exceptions

spreadsheet on the DOT&PF AWP website for more information.

- ii. If No, you will be able to approve or reject this payroll based on your analysis of the details in this exception.
 - c. The type of Exception (**Pyrl Except Type**)
6. To **Resolve** an Exception:
 - a. Un-collapse Exception
 - b. Indicate the resolution date in the **Exception Resolution Date** field (when a date is populated, the **Resolution Comments** field becomes required and must be populated to save)
 - c. Add **Resolution Comments** describing how the exception was resolved click and **Save**
 - d. The **Rslvd Ind** (Resolved Indicator) will change to **Yes**
 7. To allow the contractor to **view an Exception** when Rejecting a payroll:
 - a. Un-collapse Exception
 - b. Check the **Vendor Notified** box and **Save**
 8. To Reject payroll:
 - a. Under the Transitions component, click the **Reject** button
 - b. When **Reject** is selected, a required **Comments** field appears for you to indicate the reason for rejection
 - c. Click **Save**
 9. Once all Exceptions that show **Yes** under **Must Be Resolved** are set to **Yes** under the **Rslvd Ind** column, the Approve button will appear:
 - a. Click **Approve**
 - b. Click **Save**

Next Steps:

Review more payroll