



## QUICK REFERENCE GUIDE:

# No Payroll Contract Closeout

### Background:

The following procedure is for contracts that don't meet the minimum threshold value required for payroll submission and are not administered in AWP. These will primarily be M&O or Facilities contracts. This process should begin once contract time has stopped, and the contract is ready to be closed.

### Roles:

Construction Office Engineer, Construction Project Engineer

### Navigation:

Construction > Contract Administration > Contract

1. Expire **Contract Authority** for any DOT Users who no longer need access to the contract (optional).
2. Navigate to the **Contract Times** tab and toggle the first **Req For** toggle to **Neither**.
  - a. Select the **Range Fill** (the upside-down triangle) next to the **Req For** label and select **All Rows**.
3. From the Contract Administration Summary in the **Contract Times** tab, navigate to the **Site Times** (below the Informational times) and enter the **Actual Completion Date** (the date contract time stopped).
4. Return to the Contract Administration summary, select the **Component Actions Menu**, and click **Close**.
  - a. In the modal window enter: No certified payroll. Contract value below DOLWD threshold requirements. Click **Save**.

### Next Steps:

If the Contract was closed in error or needs to be re-opened, navigate back to the Contract Administration Summary, click the **Component Actions Menu**, and select **Reopen**. Enter the reason why you are reopening the contract in the **Comments** field and click **Save**.