



QUICK REFERENCE GUIDE:

Payroll Only Contract Closeout

Background:

The following procedure is for contracts that only administered payroll in AASHTOWare. This process should begin once all payroll has been received and all payroll in the latest modification is approved and signed off on by DOL. This QRG is for contracts that are ONLY administering payroll through AWP.

Roles:

Construction Office Engineer, Construction Project Engineer, Construction QA

Navigation:

Construction > Contract Administration > Contract

1. Adjust the **Closeout Status** toggle to **Payroll Only Project Close**.
2. Expire **Contract Authority** for any DOT Users who no longer need access to the contract (optional).
3. 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**.
4. Enter dates in the **Actl Compl** field for the following informational times:
 - **CRLMS-DT – Contract Close for CRLMS:** This date stops additional payroll from being submitted and should be entered after DOL provides Contract clearance.
 - **DOL-NOC – DOL Notice of Completion:** The date of the Notice of Completion, this date will be entered by DOL

- a. starting in construction season 2023 (if your contract's NOC was issued prior to 2023 enter the date of the NOC).
5. 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). Click **Save**.
 6. Return to the Contract Administration summary, select the **Component Actions Menu**, and click **Close**.
 - a. In the modal window enter: NOC Issued (along with the date).

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**.