



QUICK REFERENCE GUIDE:

Adding a Subcontractor

Background:

Prior to adding a subcontractor, the Contractor Self Certification for Subcontractors and Lower Tier Subcontractors (25D- 042) should be submitted to the Department and received by the RCCL.

Roles:

Construction Project Engineer, Office Engineer, RCCL User, CRO User

Navigation:

Construction > Contract Administration > Contract

1. Click the **Subcontracts** quick link at the top of the screen.
2. Click the Subcontract **Component Actions Menu** and select **Add**.
3. Enter the **Subcontractor Number** (Number should match the Submission Number on the 25D-042 Self Certification form).
4. Begin to type the contractor's name in the **Vendor** autocomplete and select the contractor when their name populates.
5. Choose a **Subcontract Type** from the dropdown (Try to find the most appropriate Subcontract Type, based on the Description of Subcontract Work on the 25D-042 or the Subcontractor List, 25D-5).
6. Enter the date the Self Certification 25D-042 was received or approved by the RCCL in the **Sub Cert Received Date** field. This field **MUST** be populated to enable a subcontractor the ability to submit payroll for a contract.

7. In the Work Classifications collapsible, toggle the **Name** dropdown to D-Default.
8. Enter the **Parent Subcontractor Number** if you are entering a lower-tier subcontractor (box 2. on the 25D-042 Self Cert).
9. Enter the Agreement dollar amount from the 25D-042 in the **Subcontract Total from Self Cert** field.
10. Click **Save**.
11. Click the **Component Actions Menu** and select **Attachments**.
12. Click the **Select File** button, and choose the PDF of the 25D-042 from your computer, and click **Open**, and then click **Save**.
13. Click **Previous** to navigate back to the Subcontractor.
14. Select the **Items** tab from the left-hand side of the screen.
If this is a trucking-only subcontractor (i.e. truck broker):
 - a. Check the **Trucker** checkbox and enter the **Trucker Amount**.
 - b. Click **Save**.
15. Press the **Select Items** button.
16. From the modal window, select all of the items that the subcontractor will be working on (from the Contractor Self Certification - 25D-042 or in the Subcontractor List - 25D-5). Press **Add to Subcontract**.
17. Click **Save**.
18. Optional: If known, enter the **Item Quantity, Unit of Measure, and Self Cert Unit Price** for each item. The **Self Cert Unit Price** will default to 0 until manually entered.
19. Click **Save**.

If you need further assistance, please contact your Module Admin
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Note(s): On the items tab, you will be able to see the Subcontract Total from Self Cert that you entered on the Detail tab, as well as a running total of what you have entered on the Items tab in the Calculated Subcontract Total.

If a subcontractor is working in multiple capacities (e.g. as a subcontractor and a lower-tier subcontractor) make sure that there are multiple entries so that each capacity of work is reflected.

Next Step:

Add any known Owner Operators (see QRG to Add an Owner Operator).