



QUICK REFERENCE GUIDE:

Reviewing Payroll (Exceptions)

Background:

In order to approve or reject a contractor's payroll, the payroll must be in the phase: Under Agency Review and it must be the latest modification.

Roles:

Construction Project Engineer, Construction Office Engineer

Navigation:

Civil Rights and Labor > Unapproved Payrolls

1. In the **Civil Rights & Labor** component, click the **Unapproved Payrolls** link.
2. Begin typing the contract name or number into the quick search box and click the **Contract** link for the specific Payroll record you want to review.
 - a. To review the entirety of the payroll information in report form, from the Certified Payroll Status page, click the **Component Actions Menu**, and under Reports select **Payroll Summary**. Click **Execute** and review the report. From the generate page click **Previous** to return to the Status page
3. Scroll down to the **Exceptions** component and click the **Collapsible** arrow next to **Rslvd Ind** to review each exception.
4. Each **Exception** will indicate the following:
 - a. If the exception has been resolved (**Rslvd Ind**).
 - b. If the exception must be resolved prior to Approving the payroll (**Must Be Resolved**).
 - c. The type of Exception (**Pyrl Except Type**).
5. The only exceptions DOT should resolve are Labor exceptions. To **Resolve** a labor Exception:
 - a. Un-collapse the Exception.
 - b. Enter a resolution date in the **Exception Resolution Date** field.
 - c. Add **Resolution Comments** (how you determined the employee is being paid correctly).
 - d. Click **Save** (the **Rslvd Ind**, Resolved Indicator, will change to **Yes**).
6. If an exception is the basis for rejecting the payroll, make sure the contractor can see the exception:
 - a. Un-collapse Exception.
 - b. Check the **Vendor Notified** box and click **Save**. When this box is checked and the contractor navigates to the Status page they will see this exception.
7. To Reject payroll:
 - a. Under the Transitions component, click the **Reject** button.
 - b. When **Reject** is selected, a required **Comments** field will appear. Enter an explanation, making it clear to the contractor why the payroll is rejected.
 - c. Click **Save**.



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8. To Approve a payroll:
 - a. All Exceptions that show **Yes** under **Must Be Resolved** are set to **Yes** under the **Rslvd Ind** column, the Approve button will appear:
 - b. Click **Approve**.
 - c. Click **Save**.

Rerun Payroll Exceptions:

If DOL has resolved any mismatches for the employee that is submitted on the payroll on other payroll re-running the mismatch exceptions will remove them from being flagged. If the payroll in question has been sitting for awhile rerun the payroll exceptions, and they may disappear if this exception has been resolved elsewhere in the system.

1. From the Certified Payroll Status page or the Contract Certified Payroll Overview, click the **Component Actions Menu**.
2. Select **Rerun Payroll Exception Rules**.
3. A modal window will pop up. Select **ONLY** the payrolls that you want to rerun the exceptions on and click **Rerun Payroll Exception Rules**.
4. This process may take a few minutes to complete. If you want to confirm the process is complete you can navigate to the **Global Actions Menu** and click **Open Process History**. Click the System Process History and look for a **Yes** under success for the process *RerunPayrollExceptionProcess*.

Next Steps:

If you rejected the payroll and need the contractor to quickly correct it, you may want to email the contractor and let them know.