



QUICK REFERENCE GUIDE:

JOCC – Submitting Payroll

Background:

The process for submitting payrolls on JOCC contracts is the same as with other contracts, however the Task Order (project) that each employee worked on needs to be entered on each entry.

Roles:

CONTRACTORPAYROLL

Navigation:

Populating Excel:

When using the Payroll Excel Template to submit Payroll make sure that the **Project #** is populated with the correct number. JOCC Contracts can have multiple Task Orders (projects) associated with them and it is important to make sure that payrolls are being assigned to each one.

The **Project #** is assigned on an employee by employee basis so you can submit payroll for multiple Task Orders at once if need be. If an employee works on multiple Task Orders in the same pay period there will need to be separate entries for each Project.

* Last Name	Builder			
* First Name	Bob	Bob B Builder	O.T.	0.00
* Middle Initial	B	* Project #	S.T.	0.00
* SSN (Full 9-digit #)	111223333	CONTRACT_XYZ_PROJ		

Manually Entering Payroll

When manually entering a payroll into AWP it is important to make sure that you are selecting the correct **Contract Project ID**. Each Task Order on a Contract will have a different **Contract Project ID** and Certified Payrolls need to be assigned to the correct one.

When manually entering payroll for each Employee you enter there will be a dropdown in the **Classification** section where you will be able to select the **Contract Project ID**. If an employee worked on multiple Task Orders over the course of a pay period, they will need a separate entry for each **Contract Project ID**.

▼ Classification

Contract Project ID*

CONTRACT_XYZ_PROJ - TMM Test contract project ▼

CONTRACT_XYZ_PROJ - TMM Test contract project

CONTRACT_XYZ_PROJ2 - Ivan Test