5.16 - Adding a Wage Decision

Background:

Wage decisions should be added to contracts prior to transitioning them to construction. If a wage decision has not been added prior to transition, a wage decision will need to be added in construction.

Roles:

Letting User (prior to transition to construction), RCCL User (after transition to construction)

Navigation:

Add a wage decision prior to transitioning to Construction:

1. In the Proposal Overview enter the proposal name or number in the Search field
2. Select the proposal by clicking the **Proposal** link
3. Select the **Wage Decisions** quick link at the top of the screen
4. From the **Projects** dropdown ensure the correct project is selected.
5. Press the **Select Wage Decisions** button
6. Select all the State and Federal Wage Decisions applicable to this project
7. Click the **Add to Project** button
8. Click the **Save** button

If a wage decision was chosen in error delete the wage decision from the Proposal Wage Decision Overview by clicking the **Row Actions Menu** for the incorrect wage decision and selecting **Delete**, then click **Save**.

Add a wage decision after Transitioning to Construction:

Construction > Contract Administration

1. Enter the Contract number in the Contract Administration Overview Search field
2. Select the **Contract** link
3. Select the **Projects** quick link at the top of the page
4. Select the **Project** link you're adding a wage decision to
5. Select the **Wage Decisions** tab
6. Press the **Select Wage Decisions** button
7. Select the wage decisions you want to apply to the project
8. Press **Add to Contract Project**
9. Press **Save**

If a wage decision was chosen in error, delete the wage decision from the Contract Project Summary by clicking the **Row Actions Menu** for the incorrect wage decision and selecting **Delete,** then click **Save**.

Next Step:

N/A