OVERVIEW

The document includes Frequently Asked Questions and Suggestions regarding Payroll Processing and Subcontractor Payments Processing.

Please contact DOT.CRL.SUPPORT@DOT.OHIO.GOV regarding any further questions or requests.

Contents

Logon To CRL

1. Launch to https://project.transportation.ohio.gov using either Google Chrome or Internet Explorer
2. Click **ODOT Partners :**
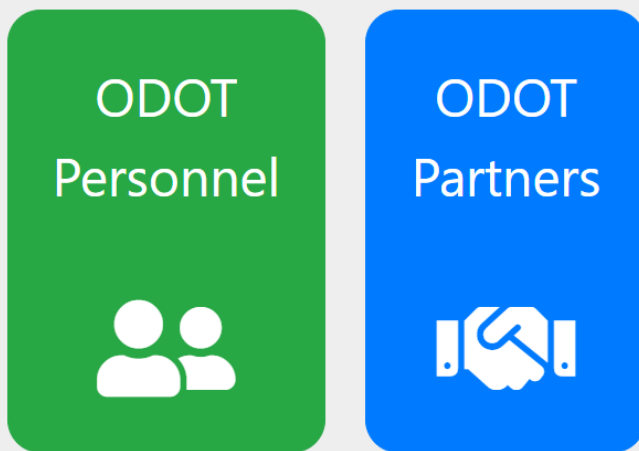
3. Enter **odotonline\username** and **password** then press **Sign In** button
   DO NOT USE YOUR EMAIL ADDRESS TO LOGON

Password Reset

Reset the password from the **MyODOT** site using the **Forgot Password** link

PAYROLL PROCESSING

Subcontractors not ported to CRL

If the Approved Subcontractor(s) are not ported to CRL for a particular Contract, email CRL Support DOT.CRL.SUPPORT@DOT.OHIO.GOV and specify the Contract ID and Subcontractor(s) expected. CRL Support will investigate and reply to your request.

Extended Excel Payroll Template

If planning to use the Excel Template and have more than 18 Benefit Program Names or 50 employees to report in a week, then email CRL Support (DOT.CRL.SUPPORT@DOT.OHIO.GOV) . CRL Support will provide a separate Excel workbook and instructions.

No Work Payrolls

"No Work" Payrolls do not need to be entered in CRL. If the payroll application allows for it, enter the next Payroll Number following the last number imported in CRL.

Avoid Trailing Spaces In Excel Workbook

Do not enter any trailing spaces after the last character in any free form text fields e.g. "100 North Third Avenue" should not include any spaces after the last letter 'e'.
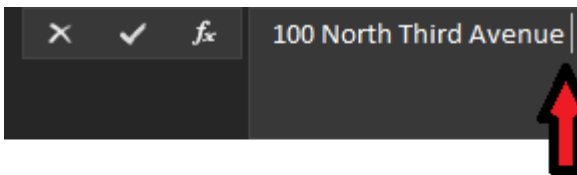
DELETE SPACE AFTER
THE LETTER 'e'

Payroll Number

Use a different payroll number for each different date span.
If using the Excel workbook, enter the payroll number in Cell F24:

Paying Benefits Via Cash

If paying Benefits on an Approved Plan and Cash for that Payroll:

- The XML Tag for BenefitPaymentType should be : <fringeBenefitPaymentType>Plan Funds</fringeBenefitPaymentType>
- For the employee having Cash Benefits, add any remaining value of benefits to the Base Hourly Rate & Over Time Rate (after computing the OT rate) so that the taxes will be calculated – do not enter the value in the Other1 or Other2 Benefits Rates.
- Enter an Employee Comment stating "Benefits Paid in Cash", if the payroll application allows employee comments.
    - If the application does not allow employee comments, please email the Prime (if the Sub is submitting the Payroll) & the Contract Compliance Officer: the Contract ID, Payroll # and Employee(s) that are paid Benefits in Cash.
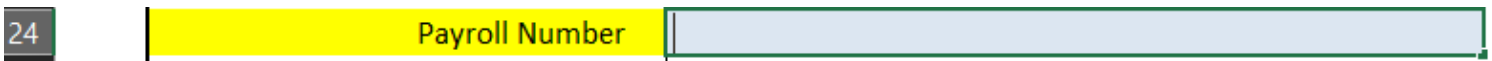
If paying Benefits on only Cash for that Payroll:
- The XML Tag for BenefitPaymentType should be: <fringeBenefitPaymentType>Cash</fringeBenefitPaymentType>
- For the employee having Cash Benefits, add the value of benefits to the Base Hourly Rate & Over Time Rate (after computing the OT rate) so that the taxes will be calculated - do not enter the value in the Other1 or Other2 Benefits Rates.
- Enter an Employee Comment stating "Benefits Paid in Cash", if the payroll application allows employee comments.
    - If the application does not allow employee comments, please email the Prime (if the Sub is submitting the Payroll) & the Contract Compliance Officer: the Contract ID, Payroll # and Employee(s) that are paid Benefits in Cash.

Paying Benefits via Cash Using the Excel Template

If paying Benefits on an Approved Plan and Cash for that Payroll:
- Check (a)

One of two boxes needs to be checked.

[X] **(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS**

In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benfits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

[ ] **(b) WHERE FRINGE BENEFITS ARE PAID IN CASH**

Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount fo the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

- For the employee having Cash Benefits, add any remaining value of benefits to the Base Hourly Rate & Over Time Rate (after computing the OT rate) so that the taxes will be calculated – do not enter the value in the Other1 or Other2 Benefits Rates.
- Enter an Employee Comment stating "Benefits Paid in Cash".

If paying Benefits on only Cash for that Payroll:
- Check (b) :

		One of two boxes needs to be checked.	

☐	(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benfits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

X	(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount fo the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

- For the employee having Cash Benefits, add the value of benefits to the Base Hourly Rate & Over Time Rate (after computing the OT rate) so that the taxes will be calculated - do not enter the value in the Other1 or Other2 Benefits Rates.
- Enter an Employee Comment stating "Benefits Paid in Cash".

Fringe Apprenticeship Fund & Training Fund Benefits

- For Apprentice workers with training fringes, lump into category with "Fringe Apprenticeship Fund" with Benefit Program Classification "Apprenticeship Train".

Example using the Excel Payroll File

Benefit Program Name	Benefit Program Type	Benefit Account Number	Benefit Program Classification	
Once you select a "Benefit Program Type", you must complete ALL 5 corresponding column information in that line for the system to accept the benefit.				
Apprenticeship Training	Fringe Apprenticeship Fund	A123456	Apprenticeship Train	
	Select Type			

Sample Payroll XML File for Benefit:

```
<PayrollBenefitProgram>
    <benefitProgramName>Apprenticeship Training</benefitProgramName>
    <benefitAccountID>A123456</benefitAccountID>
    <trusteeContactPerson>Union</trusteeContactPerson>
    <trusteeContactPhoneNumber>614-123-4567</trusteeContactPhoneNumber>
    <benefitProgramType>Fringe Apprenticeship Fund</benefitProgramType>
    <benefitProgramClass>Apprenticeship Train</benefitProgramClass>
</PayrollBenefitProgram>
```

- For Non-Apprenticeship training fringes, specify into category with "Fringe Other 1" or "Fringe Other 2" with Benefit Program Classification "Training".

Example using the Excel Payroll File

Benefit Program Name	Benefit Program Type	Benefit Account Number	Benefit Program Classification	
Once you select a "Benefit Program Type", you must complete ALL 5 corresponding column information in that line for the system to accept the benefit.				
Laborers Training	Fringe Other 1	T123456	Training	
	Select Type			

Sample Payroll XML File for Benefit:

```xml
<PayrollBenefitProgram>
    <benefitProgramName>Laborers Training</benefitProgramName>
    <benefitAccountID>T123456</benefitAccountID>
    <trusteeContactPerson>Union</trusteeContactPerson>
    <trusteeContactPhoneNumber>614-123-4567</trusteeContactPhoneNumber>
    <benefitProgramType>Fringe Other 1</benefitProgramType>
    <benefitProgramClass>Training</benefitProgramClass>
</PayrollBenefitProgram>
```

The list of Labor Codes is available from
http://www.dot.state.oh.us/Divisions/ConstructionMgt/CRL/Pages/CRL-Payroll.aspx:

Related forms and materials

Payroll Spreadsheet/Template

Payroll Spreadsheet

CRL 4.3.1 Release Codes
Ethnic, Craft, Labor Codes for CRL 4.3.1
release.

Visit https://beta.sam.gov/ for searching for Wage Determinations.

Over Time Rate and Double Time Rate

If any employee has Over Time Rate and Double Time Rate
- Enter a second entry for that same employee with O.T. Rate as the Double Time rate.
- On the 2nd entry do not include the hours for the S.T. as they are already included in the 1st entry.
- Enter Rate of Pay for both employee entries even if not working any hours for that entry.
- Pay Period Gross Pay and deductions should be the same on both entries

Example
1st entry:

				Hours Worked					Total Project Classification Hours	RATE OF PAY
O.T.	Over Time Hours									
S.T.	Standard Time Hours									
S.H..	Salaried Time Hours									

Nancy Jones										
	O.T.	4.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	15.0000
Project ID #	S.T.	0.00	5.00	0.00	0.00	8.00	0.00	0.00	13.00	10.000
CUY80418-1	S.H..	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Craft Code	10000 - Laborer		OJT %	Apprentice ID	Apprentice Wage %	Lump Sum	Project Gross
Labor Code	10001 - Air Track						
	10000	10001					190.00

Salaried Employee Only		Pay Period Check Stub Area							
Total Pay Period Salaried Hours	Normal Salary	Pay Period Gross Pay	FICA	Federal Income Tax	State Income Tax	Medicare	Other Deductions	Total Deductions	NET WAGES
		190.00	10.00	5.00	10.00	4.00	0.00	29.00	161.00

2nd entry:

				Hours Worked					Total Project Classification Hours	RATE OF PAY
O.T.	Over Time Hours									
S.T.	Standard Time Hours									
S.H..	Salaried Time Hours									

Nancy Jones										
	O.T.	0.00	0.00	0.00	3.00	0.00	0.00	0.00	3.00	20.0000
Project ID #	S.T.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.000
CUY80418-1	S.H..	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Craft Code	10000 - Laborer		OJT %	Apprentice ID	Apprentice Wage %	Lump Sum	Project Gross
Labor Code	10001 - Air Track						
	10000	10001					60.00

Salaried Employee Only		Pay Period Check Stub Area							
Total Pay Period Salaried Hours	Normal Salary	Pay Period Gross Pay	FICA	Federal Income Tax	State Income Tax	Medicare	Other Deductions	Total Deductions	NET WAGES
		190.00	10.00	5.00	10.00	4.00	0.00	29.00	161.00

Multiple Labor Classifications

If any employee has multiple entries for Labor Classification:
- Enter a second entry for that same employee with the second Classification.
- Pay Period Gross Pay and deductions should be the same on both entries

Example
1st entry:

	O.T. Over Time Hours S.T. Standard Time Hours S.H.. Salaried Time Hours	Hours Worked						Total Project Classification Hours	RATE OF PAY
Nancy Jones	O.T.	4.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	15.0000
Project ID #	S.T.	0.00	5.00	0.00	0.00	8.00	0.00	0.00	13.00	10.000
CUY80418-1	S.H..	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Craft Code	10000 - Laborer		OJT %	Apprentice ID	Apprentice Wage %	Lump Sum	Project Gross
Labor Code	10001 - Air Track						
	10000	10001					190.00

Salaried Employee Only		Pay Period Check Stub Area							
Total Pay Period Salaried Hours	Normal Salary	Pay Period Gross Pay	FICA	Federal Income Tax	State Income Tax	Medicare	Other Deductions	Total Deductions	NET WAGES
		190.00	10.00	5.00	10.00	4.00	0.00	29.00	161.00

2nd entry:

	O.T. Over Time Hours S.T. Standard Time Hours S.H.. Salaried Time Hours	Hours Worked						Total Project Classification Hours	RATE OF PAY
Nancy Jones	O.T.	0.00	0.00	0.00	3.00	0.00	0.00	0.00	3.00	20.0000
Project ID #	S.T.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.000
CUY80418-1	S.H..	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Craft Code	20000 - Operating Engineer		OJT %	Apprentice ID	Apprentice Wage %	Lump Sum	Project Gross
Labor Code	20001 - A-Frame						
	20000	20001					60.00

Salaried Employee Only		Pay Period Check Stub Area							
Total Pay Period Salaried Hours	Normal Salary	Pay Period Gross Pay	FICA	Federal Income Tax	State Income Tax	Medicare	Other Deductions	Total Deductions	NET WAGES
		190.00	10.00	5.00	10.00	4.00	0.00	29.00	161.00

Import as 1 payroll instead of multiple payrolls for a particular week even if working for different Vendors (Sub or Tiered-Sub) on the same Contract for that week. Include in the employee comments, if your application allows comments, which employee worked for under which Vendor.
After signing the payroll, the Prime Vendor will review the payroll.

Salaried Employee

Salaried employees are covered by prevailing wage—see https://www.dol.gov/agencies/whd/field-operations-handbook/Chapter-15#B15f08

"A supervisory employee who is not exempt under 29 CFR Part 541 and who spends more than a substantial amount of time (20 percent) in a given workweek as a laborer or mechanic must be paid the applicable DBRA prevailing wage rate for the classification of work performed for all hours engaged in such work as a laborer or mechanic. For example, if a nonexempt working foreman spends 60 percent or 24 hours of a 40 hour workweek performing administrative functions such as preparing time cards, supervising the project work, and arranging for deliveries and the remaining 40 percent (16 hours) of the time performing the duties of an electrician, the individual must be paid the electrician's prevailing wage rate for the 16 hours. See 29 CFR 5.2(m)."—from https://www.dol.gov/agencies/whd/field-operations-handbook/Chapter-15#B15e15

Excel Workbook
- Do not enter the Rate Of Pay for O.T & S.T. and only enter the hours for S.H. :

Example

			Hours Worked				Total Project Classification Hours	RATE OF PAY
O.T.	Over Time Hours							
S.T.	Standard Time Hours							
S.H..	Salaried Time Hours							

O.T.	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
S.T.	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
S.H..	0.00	4.00	0.00	5.00	0.00	0.00	0.00	9.00	

ImportPayrollFile.LOG has the message(s) and the actual error message starts in the middle of the error line:

Example
Error: Vendor ID '', Contract ID '', Payroll Number '1', Modification Number '0', Craft Code 'Code', Project ID '', Labor Classification '': Classification 'Code' is not included in the list of available Decision Classifications. Contact the Project Engineer to request the addition of a Conformance Decision Classification.

Refer to **Error & ImportPayrollFile Logs** for error logs and reason for error.

Deleting Payrolls

You can delete payrolls, if needed, that are only in **Initial** Phase starting with the latest one for that Payroll Number.

1. Search for Contract Number under Vendor Payrolls
2. Click Payroll Count
3. For the Payroll to delete, select "Delete" option from the Row Actions Menu:
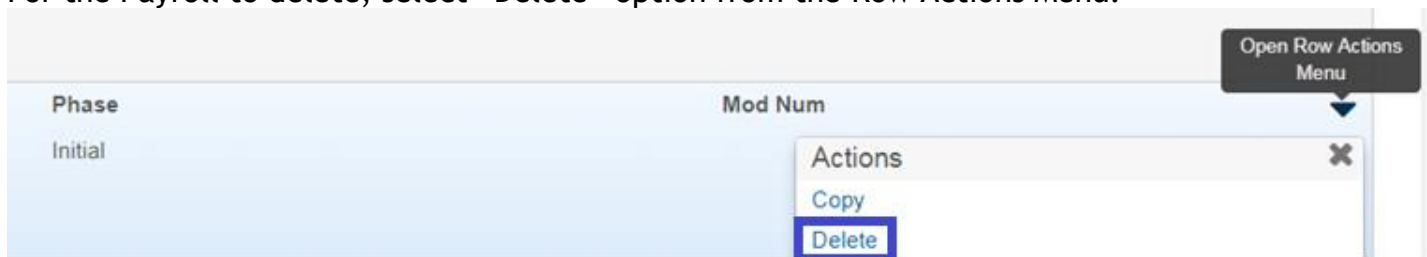
4. Press Save button:
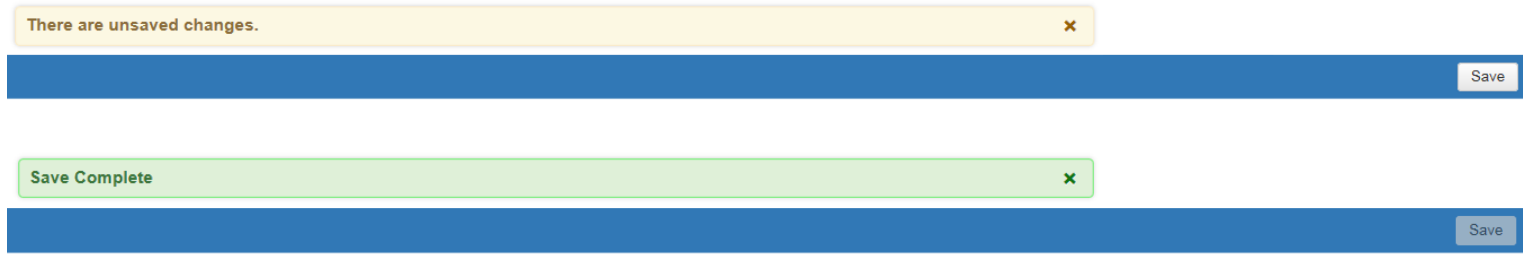
5. Payroll will be deleted:

NOTE: The Payroll cannot be deleted after it is signed. If a Payroll is returned, then after making the necessary corrections, the payroll can then be re-imported, and the new modification of that Payroll can be signed.

Attaching Documents

You can attach a document to an imported payroll, and it is required to attach an Apprentice Certificate to each payroll where there is at least 1 employee that is an Apprentice.

1. Search for Contract Number under Vendor Payrolls
2. Click Payroll Count
3. Click Payroll Number
4. Open Component Actions Menu on bar with Contract Number
5. Select Attachments:
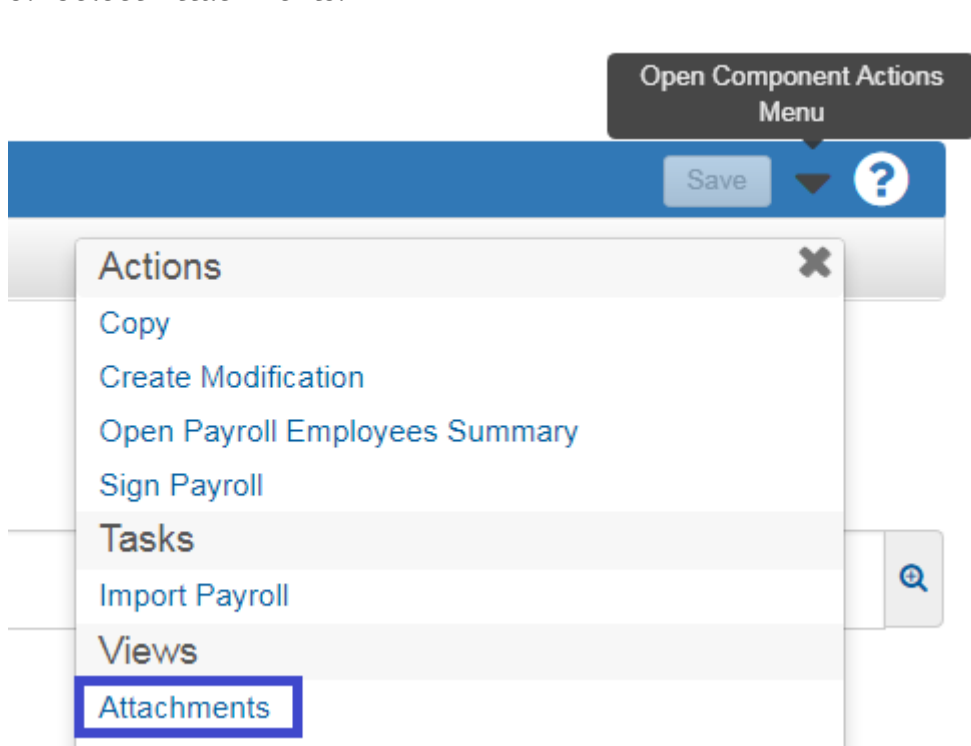
6. Press "Select File…" button
7. Select file within the "Choose File to Upload" dialog
8. Press "Save" button :
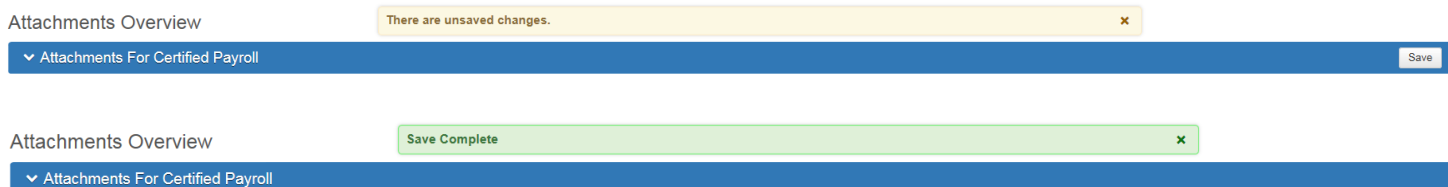
9. File will be attached to payroll

Prime Contractor

1. Logon to CRL using username and password
2. Search for Contract Number under Vendor Payrolls and press Enter key

3. Click Payroll Count for the Vendor to submit the proxy payroll
4. Click Proxy Payrolls

5. Open the Component Actions Menu and select the "Import Payroll" link:
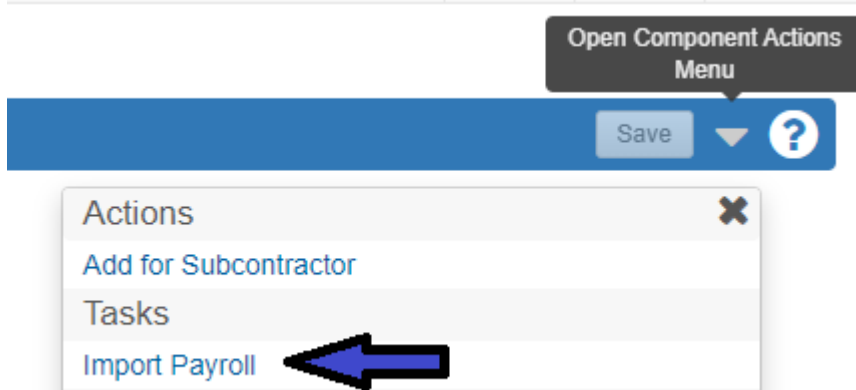
6. Press "Select File…" button
7. Select Payroll XML file to import from the Windows dialog :
8. Press "Import" button :

9. Payroll import successfully submitted message is dispalyed :

Import   Payroll Import Submitted - See Notifications   ✕

▼ Import

Select File...

Go to Process History Payroll Import Notifications

10. Click "Go to Process History Payroll Import Notifications" link to launch Process History Overview page
11. Verify Payroll was imported successfully :

Output Files

Error.log

ImportPayrollFile.LOG

Success

Yes

Prime's part of the proxy payroll is completed, and the prime will need to review the Vendor Payroll after the subcontractor has submitted and signed using the instructions below.

Subcontractor
The subcontractor will need to sign and then create a modification of the Proxy Payroll which will create a Vendor Payroll that can then be signed, prime reviewed and agency reviewed.

1. Logon to CRL using username and password
2. Search for Contract Number under Vendor Payrolls and press Enter key

▼ Vendor Payrolls

🔍 Type search criteria or press Enter

3. Click Payroll Count to launch the "Contract Certified Payroll Overview" page

Payroll Count

1

4. Click Proxy Payrolls
5. Payroll is in phase "Initial"
6. Click the payroll number under the "Payroll" label to launch the "External Certified Payroll" page
7. Open the Component Actions Menu and select "Sign Payroll" link :
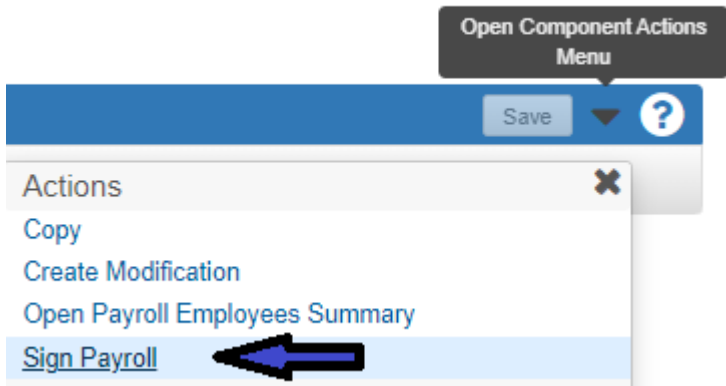
8. Continue the signing process by scrolling down and pressing the right blue arrow

9. Press the right blue arrow at the bottom of the Verify phase
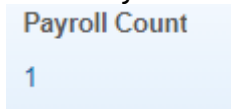

10. Press the Sign Payroll button

Payroll will be signed
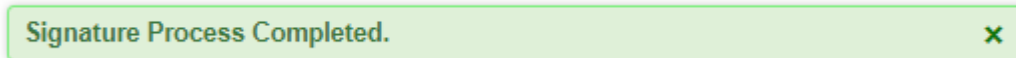
11. Press Home button :

12. Click Payroll Count to launch the "Contract Certified Payroll Overview" page
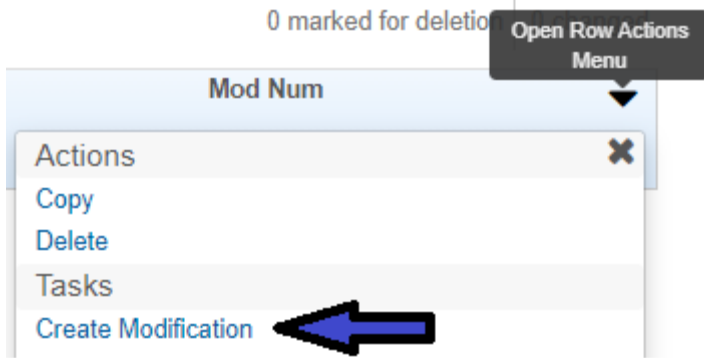
Payroll Count

1

13. Click Proxy Payrolls
14. Payroll is now in phase "Under Prime Review"
15. Open the Row Actions menu for the payroll and click "Create Modification" :

A new payroll will be created for the same date span under the Vendor Payrolls.

16. Click Vendor Payrolls tab :

The modified payrolls is in "Initial" phase :

Phase	Mod Num	
Initial	1	

17. Sign the modified payroll; open the Row Actions menu and select "Sign Payroll" :
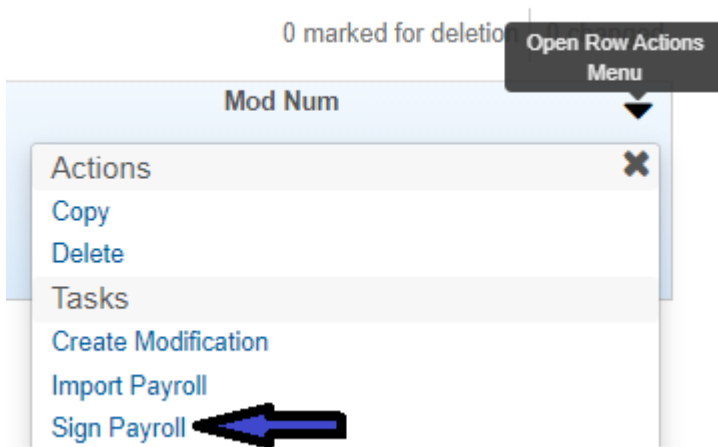
18. Continue the signing process as was done previously and press the "Sign Payroll" button. The Vendor Payroll is now in phase "Under Prime Review" :

Phase	Mod Num
Under Prime Review	1

19. Inform the prime contractor to review the payroll and forward to the Agency to review.

20. The Contract Compliance Officer will review for the Agency.

Prime Review

Prime contractors will review payrolls that are in phase "Under Prime Review" & "Under Tier Review". Payrolls "Under Tier Review" are payrolls that are imported by the tiered-subcontractor (subcontractor of a subcontractor) and signed. The payrolls need to be reviewed and either forwarded to the agency if approved or returned to the tiered-subcontractor if any corrections are needed.

Note: The first level subcontractor can view the payrolls "Under Tier Review" but cannot act on them; the prime contractor will need to take the action.

Similar to payrolls "Under Prime Review" that are imported by the subcontractor, the payrolls "Under Tier Review" are available under the section Unapproved Payrolls.

To review payrolls :
1. Enter Contract ID under section Unapproved Payrolls
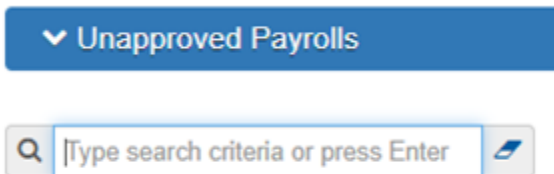
Helpful hint : create a filter to view only those payrolls that are in phase "Under Prime Review" and "Under Tier Review"
<u>Example</u>
Open the filter drop-down under "Unapproved Payrolls" and select "Advanced"
Select and enter the following to create the filter:
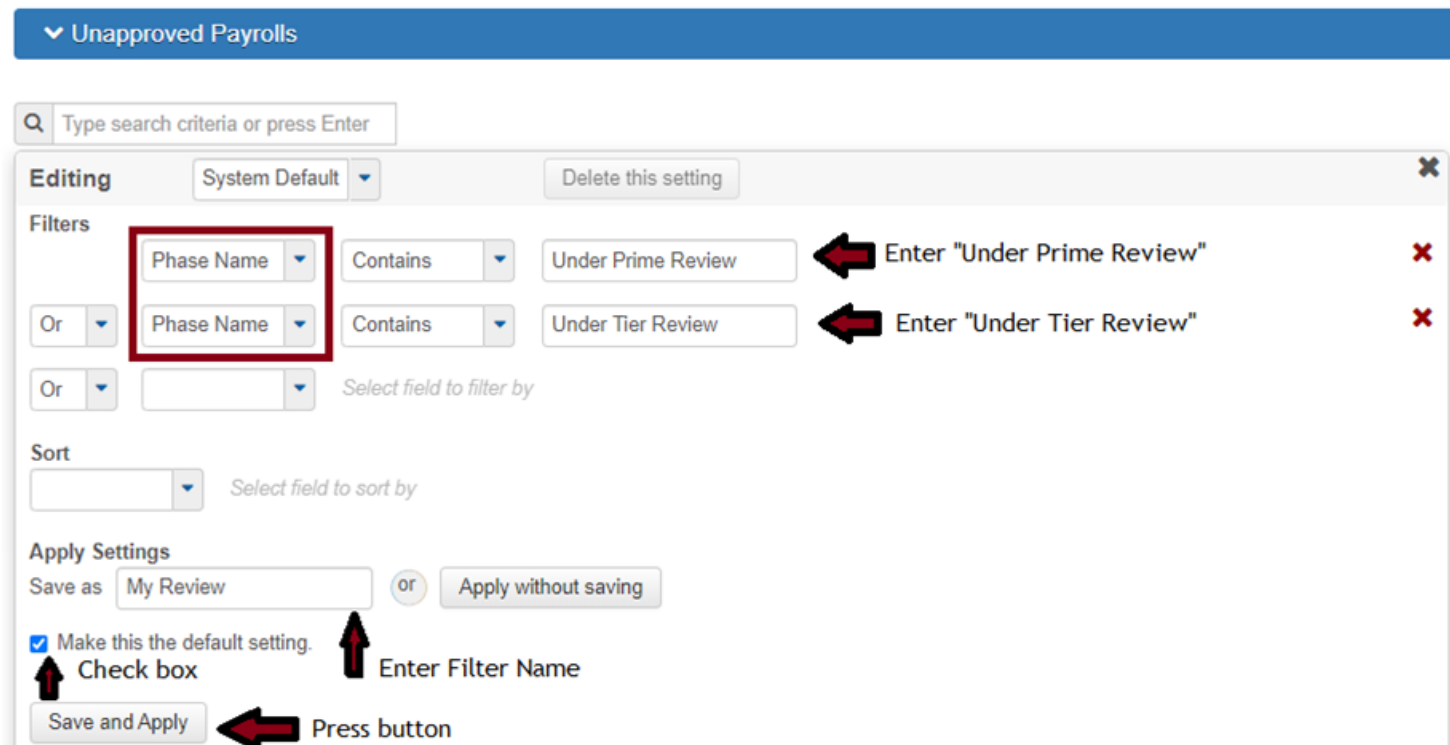
Select the filter "My Review" to review the list of payrolls to review :
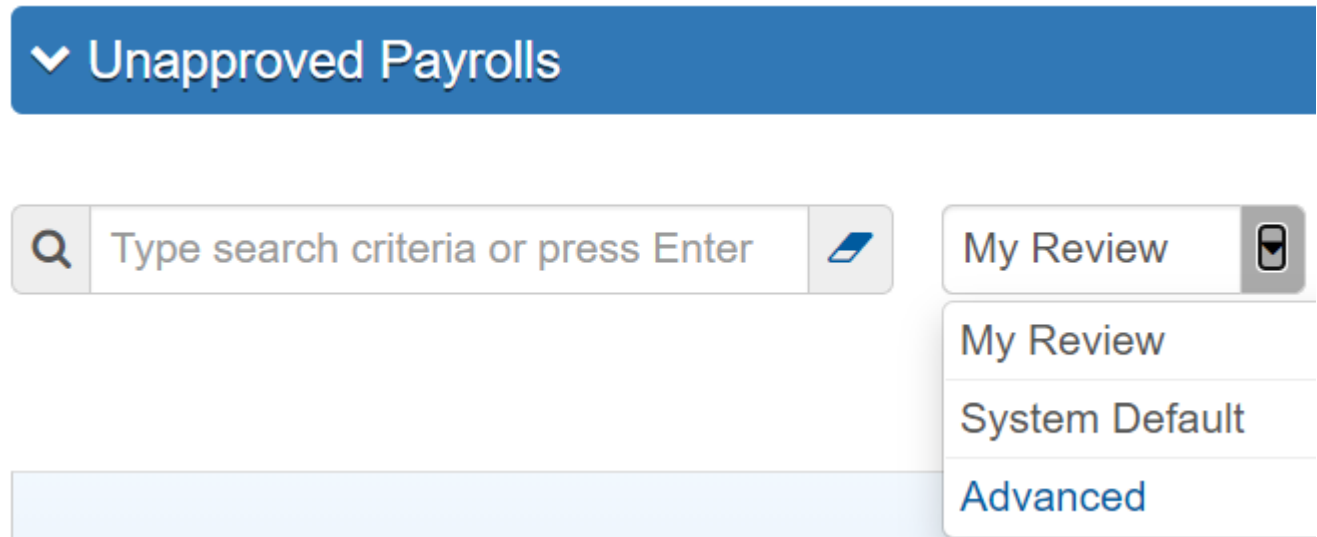
2. Click Contract ID for payroll in results list for payroll in phase "Under Prime Review" or "Under Tier Review" to launch page External Certified Payroll Status
3. Open Component Actions menu and select "Prime Review" :
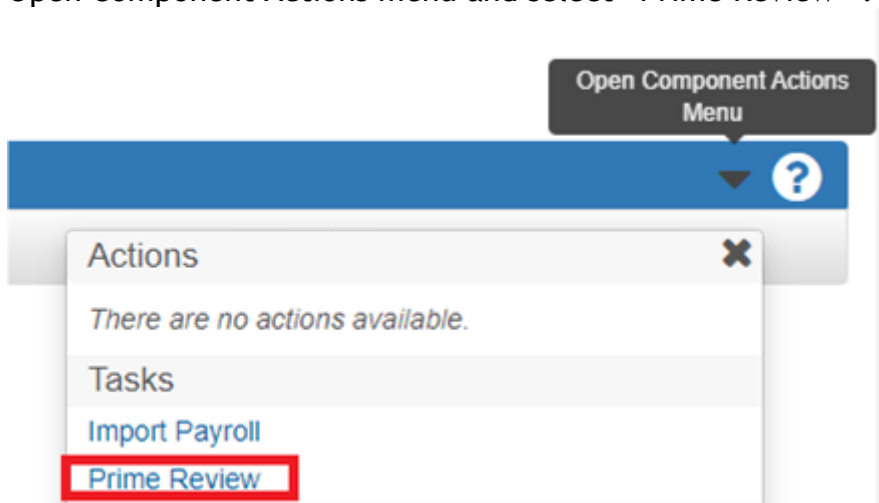
4. On Progress Payroll page, scroll to the bottom and press the right blue arrow :

5. The two options available to either return to the contractor or forward to the agency :

Comments

[ ]

[Return to Contractor]   [Forward to Agency]

Enter comments if returning to the contractor on what corrections are needed.

Rejected Payrolls

If a Payroll is rejected by the Agency or returned from the Prime, make the necessary changes to the Payroll and re-import the updated Payroll XML file. The same Payroll Number with a new modification will be entered. Sign the payroll with the Latest Modification.

Helpful hint : create a filter to view only those payrolls that are in phase "Prime Returned" or "Agency Rejected"

Example
Open the filter drop-down under "Unapproved Payrolls" and select "Advanced"
Select and enter the following to create the filter:

Select the filter "Returned" to review those Payrolls in that phase :

Payroll Summary Report

You can run the Payroll Summary report for an imported payroll :
1. Search for Contract Number under Vendor Payrolls
2. Click Payroll Count
3. Open Row Actions Menu for payroll and select Payroll Summary

4. Select Output Type and Press Execute button to review the report :

Generate Report

Output Type

◉ Generate as PDF

○ Download PDF

○ Generate as HTML

Report Layout Source

○ Base

◉ Custom

○ Test

Foundation Limitations

Does not allow for Employee Comments
Workaround is to edit the XML file and add the tag for comments after the tag for salariedEmployeeIndicator.

Example
<salariedEmployeeIndicator>false</salariedEmployeeIndicator>
 <comments>Test Comments</comments>

Does not allow for Medicare Field
Medicare value needs to be included within the FICA field.

Total Deductions Is Negative Value
The value may be negative if an employee had an adjustment from a previous payroll.
The payroll cannot be imported in CRL having a negative value in the Total Deductions field for an employee.
In this case, please forward a copy of the WH-347 with the payroll data to the Contract Compliance Officer assigned to that Contract.
Refer to the CRL Contacts for list of Contract Compliance Officers.

PAYMENT PROCESSING

Estimates not ported to CRL

Estimates not ported to CRL for approved Estimates, please contact DOT.CRL.SUPPORT@DOT.OHIO.GOV and specify the Contract ID and Estimates expected. CRL Support will investigate and reply to your request.
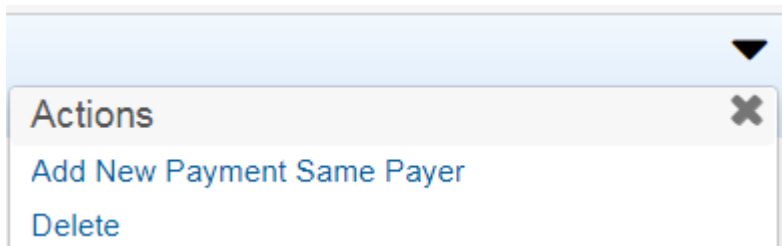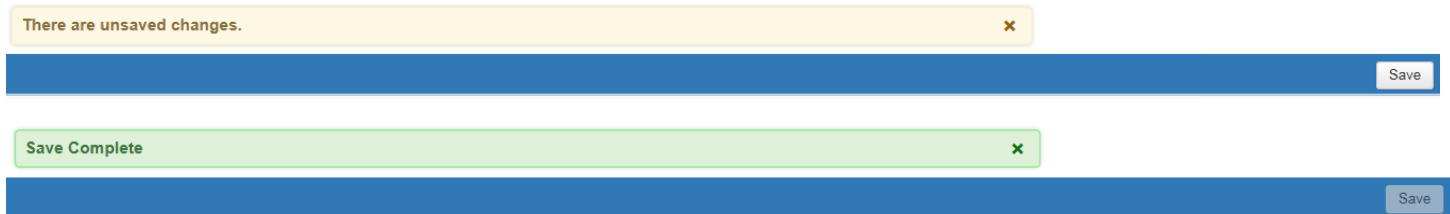
Deleting Payments

You can delete payment records, if the record is <u>not been signed</u>.

1. Select "Delete" option from the row actions menu for the payment:

2. Press [Save] button :

3. Payment record is deleted.

Note : If the payment is signed, the payment record can be deleted by request from the prime using the highlighted form available from the CRL Site
(http://www.dot.state.oh.us/Divisions/ConstructionMgt/CRL/Pages/Program-Information.aspx#)

Additional Resources

Frequently Asked Questions

Frequently Asked Questions About Payment Reporting

Error & ImportPayrollFile Logs
List of common errors in the Error.Log & ImportPayrollFile.Log and Resolutions.

Subcontractor Payment Reporting – Payer's Correction Request (use Google Chrome)

Subcontractor Payment Reporting - Payee's Correction Request (use Google Chrome)

Subcontractor cannot review Subcontractor Payment

Prime Contractor has entered a Subcontractor payment and has asked the Subcontractor to review payment. Prime Contractor needs to sign the payment prior to informing the Subcontractor to review. Instructions provided in Interactive Guide "Subcontractor Payments".