4-3 Reject Certified Payroll (CDOT PE/PM)

Details

Responsible parties

- CDOT Project Engineer/Project Manager (PE/PM) (or delegate)

Revision Date of this Document

June 2025

Document Owner

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Procedure Objective

This document is intended to assist the CDOT Project Engineer/Project Manager (or delegate) with how to reject certified payrolls in LCPtracker.
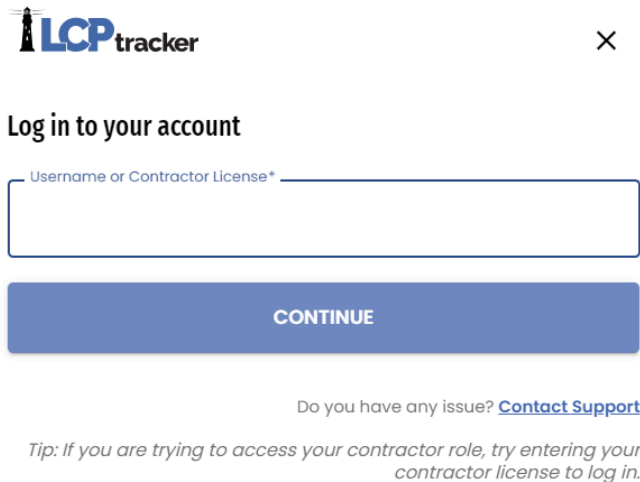
Additional Clarification

When the PE/PM (or delegate) is reviewing the certified payroll submission, it is important to keep in mind the contractor's certified payroll record and backup documentation (located in edocs) should be evaluated for accuracy and reasonableness. For example, if the PE/PM has knowledge that a backhoe was used during a specific workweek and the payroll review reflected that the applicable contractor only listed a laborer classification, the PE/PM shall reject this payroll, based on their own knowledge and observations, which contradict the payroll record as submitted. Checking payroll should use good judgment and if discrepancies exist, the rejection process shall be followed. A good practice is for the PE/PM (or delegate) to utilize the project's daily diaries for verification of project activity.

When a certified payroll is rejected by the CDOT PE/PM, s/he will outline the reason for the rejection. This will open up the payroll and allow the contractor to fix payrolls that were previously approved by the prime approver. When the contractor has fixed the payroll and re-certified it, then the payroll will automatically go to the prime approver again. At this point, the prime approver will have the ability to either 1) approve the payroll in the prime approval column at which point it will return to CDOT, or 2) (if the prime approver is going to again reject the payroll), the prime approver will change the prime approver status to blank and then reject the payroll in the accept status.

Inconsistencies between the payroll and the CFBS and/or the e-Documents are what often drive questions and may result in the rejection of the payroll.
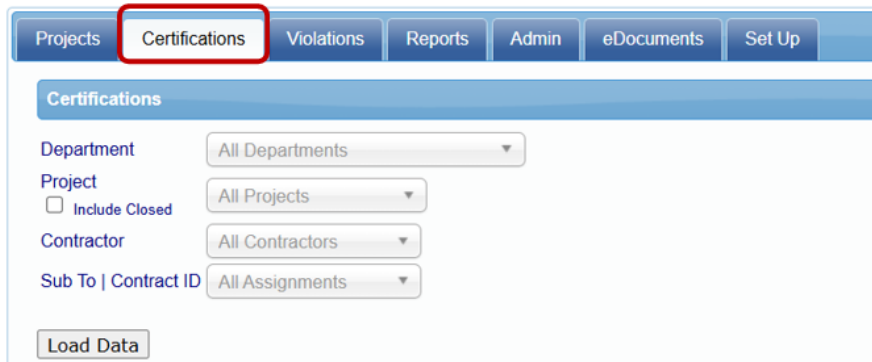
System Procedures

1. Go to lcptracker.net. The supported browsers are Mozilla, Google Chrome, Microsoft Edge, and Opera.

2. Enter Username and Password, then click "Next."

3. Go to the "Certifications" tab in LCPtracker.

4. Use the drop-down menu to locate the applicable project payrolls, and then click "Load Data." This information in the drop-down can be sorted by the prime contractor or subcontractor.

5. Under the "Accept Status" column, use the drop-down to select "REJECTED." A window will pop up asking if you are sure you want to change the accept status. Click "Yes."

6. Once the certified payroll is rejected, the system will have a prompt to enter a reason for the rejection. Because of system limitations, for the admin notice (the rejection of the payroll), it is important to include the following information: the date that the rejection was made; the WE date of the rejected payroll; the issue with the certified payroll and the corrective action to be taken by the contractor, and the date that the corrections are due (seven days from the date that it was rejected). Click "OK."

Rejected CPR Notice Comments

Reason for Rejecting the CPR

3/5/24, WE 2/1/24. The child support documents are not attached in eDocuments for R. Smith. Supporting documentation to be submitted in eDocuments and the payroll recertified by 3/12/24.

Confidential Rejection Note

OK

Note: The prime approver will also use this area for rejections. However, the prime approver will never use this area to accept a payroll. The prime approver's area will always be under "Prime Approval" for approvals and under "Accept Status" for rejections.

7. A window will pop up with results that the contractor has been emailed. Click "OK."

Results

The contractor has been emailed regarding this status change.

OK

8. When the PE/PM rejects the payroll please consider the following items:
   a. **If rejection results in resubmission of payroll:**
      If there is a problem with the actual payroll (for example: insufficient wages or lack of delineation by type or amount for "Other Deductions", etc.), the admin notice for the rejection will accompany the rejection information requirements in step 6. Once the payroll is re-submitted, the prime approver will need to again complete their checking procedures in the Process Guide 4A.7. Once approved, the payroll will systematically rise again to the CDOT level for acceptance or rejection of payroll. It is up to the person that rejects the payroll to ensure the re-submission of payroll occurs.

   b. **If rejection does NOT result in resubmission of payroll:**
      If the payroll is rejected because of a lack of documentation (through e-Documents),

then the payroll should be rejected with an admin notice to include the following details: the date that the rejection was made, the WE date of the rejected payroll, and the date that the corrections are due (seven days from the date that it was rejected). Enter the violation in this space. It is essential that you also outline that the contractor reply directly to the rejected payroll admin notice once the requested documents/information is uploaded in e-Documents. Click OK. Once the PE receives the admin notice reply from the subcontractor, s/he can then review the requested documents and follow the process for 4.2, reviewing the payroll.

9. If the contractor does not respond to the initial admin notice/rejection or the payroll is resubmitted by the contractor and the issue is not resolved, the PE/PM shall issue a second admin notice (within LCPtracker) giving the contractor an additional seven (7) days to be in compliance. If after the second notice period and the contractor remains out of compliance, the PE/PM shall escalate the issue to the prime contractor. To enforce compliance at this point the prime contractor may need to issue a good cause notice to withhold payment from the subcontractor.

10. The CDOT Project Engineer/Project Manager (or delegate) has successfully rejected a certified payroll in LCPtracker.