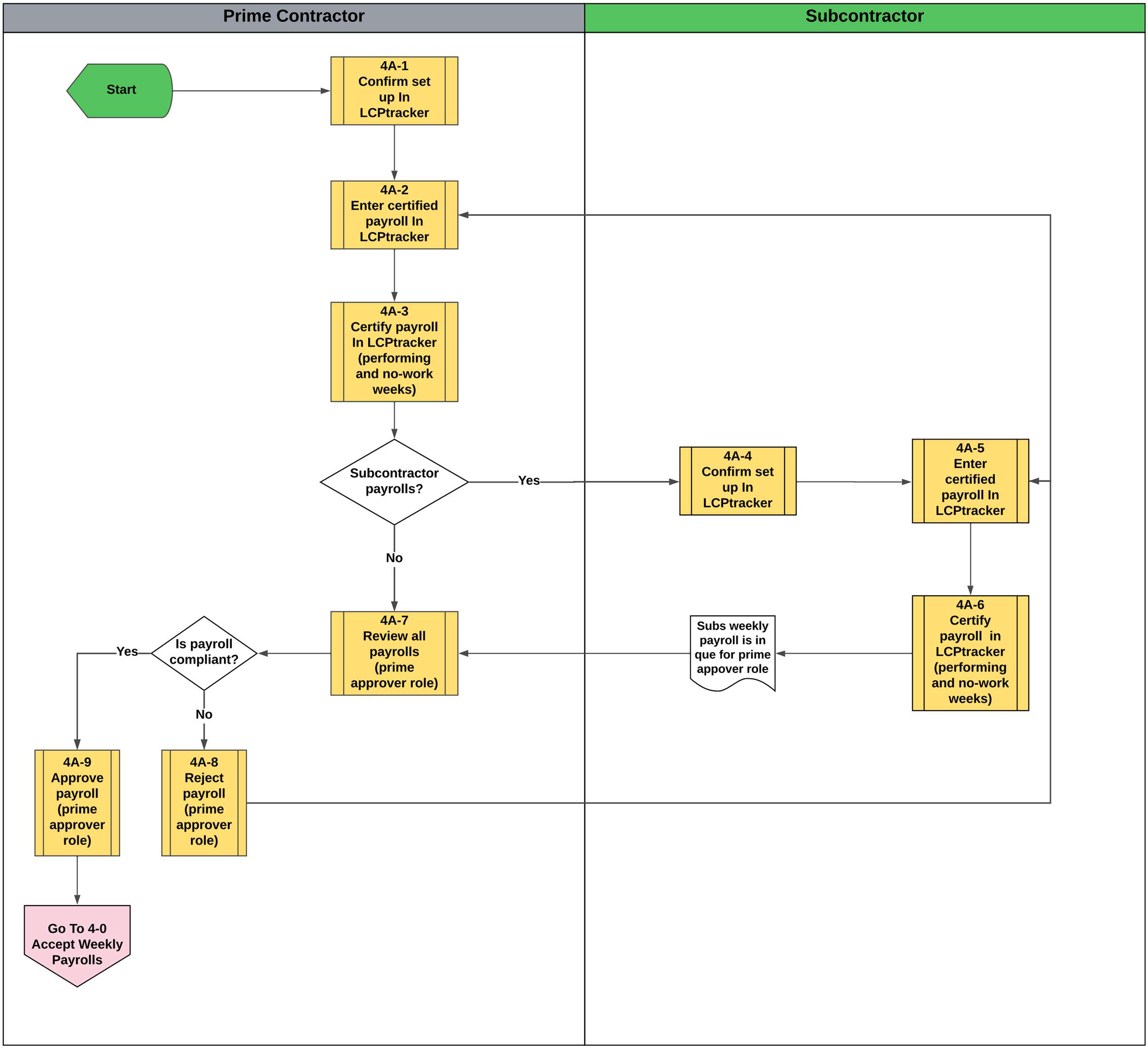
B - 4A-0 Enter Certified Payroll and Prime Approver Role_June 2025



Flowchart B-4-0: Accept Weekly Payrolls

1. Start: The Civil Rights Business Resource Center (CRBRC) sets up the contract in LCPtracker (Figure 4-1).
2. The prime contractor and subcontractor enter certified payroll. Go to Flowchart 4A-0, Enter Certified Payroll and Prime Approver Role.
3. Once the certified payroll has been entered for the prime contractor and subcontractors, the prime approver for the prime contractor approves the weekly certified payroll. Go to Flowchart 4A-0, Enter Certified Payroll and Prime Approver Role.
4. The CDOT Project Engineer/Project Manager reviews the certified payroll (Figure 4-2).
5. Decision Item: Is the certified payroll compliant?
    - If yes, the CDOT Project Engineer/Project Manager continues to step 6.
    - If no, the CDOT Project Engineer/Project Manager continues to step 7.
6. The CDOT Project Engineer/Project Manager accepts the certified payroll in LCPtracker (Figure 4-4).
7. The CDOT Project Engineer/Project Manager rejects the certified payroll in LCPtracker (Figure 4-3).
8. The Region Civil Rights Office performs a quality control review of the certified payrolls (Figure 4-5).
9. The process ends.