

4-3 Reject Payroll

Responsible Parties

Project Oversight

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Document Owner

Vanessa Urbina, vanessa.urbina@state.co.us, 303-512-4144

Procedure Objective

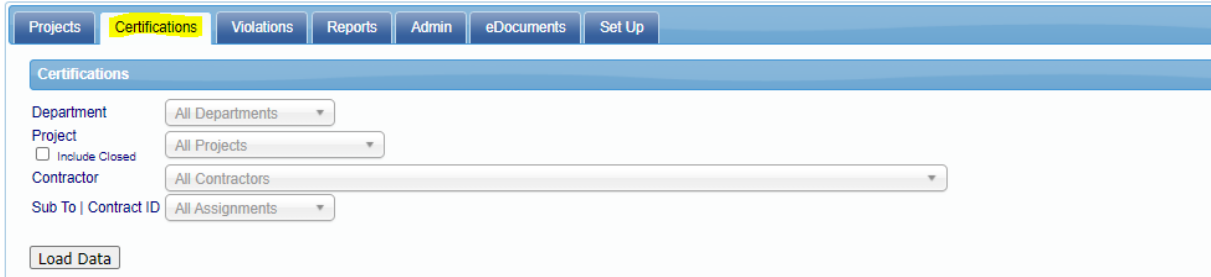
The purpose of this document is to demonstrate the process used by Project Oversight to reject payrolls in LCPtracker by using these step-by-step guidelines.

Note: It is important to understand the process here as it is fairly detailed. When the engineer will reject the payroll, and as part of that process, 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. 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) the prime approver will change the prime approver status to blank and then reject the payroll in the accept status.

Note: Inconsistencies between the payroll and the CFBS and/or the e-Documents are what drive questions and rejections of payroll for the contractors.

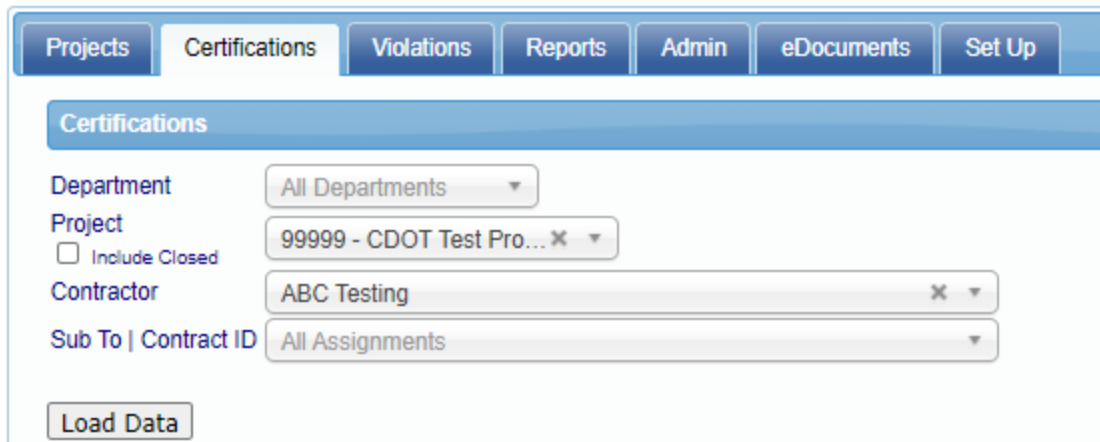
System Procedures

- 1) Go to the Certifications tab in LCPtracker.



The screenshot shows the LCPtracker interface with the 'Certifications' tab selected. The navigation bar includes 'Projects', 'Certifications', 'Violations', 'Reports', 'Admin', 'eDocuments', and 'Set Up'. The 'Certifications' section has a blue header. Below it, there are filter options: 'Department' (All Departments), 'Project' (All Projects), an unchecked 'Include Closed' checkbox, 'Contractor' (All Contractors), and 'Sub To | Contract ID' (All Assignments). A 'Load Data' button is located at the bottom left of the filter area.

- 2) Use the drop downs to find the project payrolls that you are looking for, and then click on load data. This can be sorted by contractor or subcontractor.



The screenshot shows the LCPtracker interface with the 'Certifications' tab selected. The navigation bar includes 'Projects', 'Certifications', 'Violations', 'Reports', 'Admin', 'eDocuments', and 'Set Up'. The 'Certifications' section has a blue header. Below it, the filter options are updated: 'Department' (All Departments), 'Project' (99999 - CDOT Test Pro...), an unchecked 'Include Closed' checkbox, 'Contractor' (ABC Testing), and 'Sub To | Contract ID' (All Assignments). A 'Load Data' button is located at the bottom left of the filter area.

3) Under the Accept Status column, use the dropdown to select REJECTED. A window will pop up asking if you are sure you want to change the accept status. Click Yes.

Projects Certifications Violations Reports Admin eDocuments Set Up

Certifications

Department: All Departments
 Project: Include Closed 99999 - CDOT Test Pro... X
 Contractor: ABC Testing X
 Sub To | Contract ID: All Assignments

Load Data

From Date: To Date: Process Status: All Process Statuses Accept Status: All Accept Statuses [Select All] [Accept Selected]

Match Range: Match Contains
 Payroll No. From: Payroll No. To:

There are 6 certification records found for the above selection.

Delete	Contractor	Project	Sub To	Contract ID	Week End	Payroll No	Performing?	Submitted	View CPR	Prime Approval	Approved	Process Status	Select	Accept Status	A
Delete	CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS	99999 - CDOT Test Project			4/21/2017	1	YES	4/25/2017	PDF	Approved	4/25/2017	Certified	<input type="checkbox"/>	REJECTED	
Delete	CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS	99999 - CDOT Test Project			4/28/2017	1	YES	4/27/2017	PDF	Approved	9/9/2020	Certified	<input type="checkbox"/>	Permit Edit	
Delete	ABC Testing	99999 - CDOT Test Project	CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS		1/25/2020	1	YES	1/30/2020	PDF	Approved	1/30/2020	Certified	<input type="checkbox"/>	ACCEPTED	1/
Delete	ABC Testing	99999 - CDOT Test Project	CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS		1/18/2020	1	NO	2/5/2020	PDF	Approved	9/9/2020	Certified	<input type="checkbox"/>	ACCEPTED	9/
Delete	ABC Testing	99999 - CDOT Test Project	CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS		2/1/2020	2	YES	2/7/2020	PDF	Approved	11/3/2020	Certified	<input type="checkbox"/>	ACCEPTED	2/
Delete	ABC Testing	99999 - CDOT Test Project	CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS		6/5/2020	5	YES	11/4/2020	PDF	Approved	11/4/2020	Certified	<input type="checkbox"/>	REJECTED	

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Accept Status

REJECTED ▼

Permit Edit ▼

ACCEPTED ▼

ACCEPTED ▼

ACCEPTED ▼

REJECTED ▼

Accept Status [X]

Are you sure you want to change the accept status?

Yes No

- 4) Once the payroll is rejected, the system will prompt you to enter a reason for the rejection. Because of system limitations, for the admin notice it is important to include the following rejection information requirements: the date that the rejection was made, the Week End date of the rejected payroll, and the date that the corrections are due. Enter the violation in this space. Click OK.

Rejected CPR Notice Comments

Reason for Rejecting the CPR

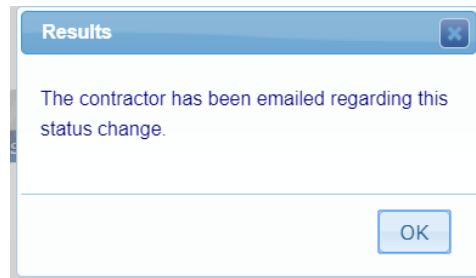
This payroll was rejected because the supporting documents were not included in the e-Documents for A. Smith, child support. 12/14/2020, WE 1/18/2020. Payrolls must be fixed and all documents uploaded within seven days -- by 12/21/2020.

Confidential Rejection Note

OK

Note: It is important to understand the process here. This is for the engineer. 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.

5) A window will pop up notifying you that the prime contractor has been emailed. Click OK.



- 6) This step outlines procedures for payrolls. If the PE 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, the admin notice for the rejection will accompany the rejection information requirements in step four. Once the payroll is re-submitted, the prime approver will need to again complete their checking procedures in 5.1.6. 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, then the payroll should be rejected with an admin notice to include the following details: the date that the rejection was made, the Week End date of the rejected payroll, and the date that the corrections are due. Enter the violation in this space. It is essential that you also outline that the subcontractor will 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 5.0.2, reviewing the payroll.
- 7) You have successfully rejected a payroll.