# KENT STATE UNIVERSITY

## OFFICE OF THE UNIVERSITY ARCHITECT

## CONTRACTOR PAY REQUEST PROCEDURE IN OAKSCI

Must have an approved Schedule of Values before you can submit a pay request.

Step One:  Create a **Prevailing Wage Report**

➤ Go to Logs – Prevailing Wage – Select Create.
➤ Select your company's contract name from the pull-down menu using the dark rectangle.
➤ Pay Request Period:  Fill in the "To" and "From" dates for the certified payroll reports.  These must match the pay period on the pay request.
➤ Status – MUST BE COMPLETE.  This is a required field.  Mark as complete, ONLY after all documents and subcontractors are listed. Once marked Complete, no changes can be made.
➤ Prime Contractor Certified Payroll Report – Worked this period? (Yes or No).
➤ Certified Payroll Reports submitted? (Yes or No).
➤ Fill in payroll period start and end dates for the certified payroll reports that you are submitting.

- Prime Contractor Payroll, Worked this Period will be YES.  Payroll Submitted will be Yes. Enter in the Prime Payroll Period Start and End Dates (should match the Pay Request Period Start and End Dates above.
- Payrolls Transmitted via:  **OAKSCI**.  **There is a new folder in Document Manager** (Document Manager-Documents-0300 Construction-0392 Prevailing Wage Reports**).  This folder is secure and will only be accessed by the contractor's designated person, the Prevailing Wage Coordinator, and the Project Coordinator**.  **Submit and identify certified payroll reports correlated to your monthly payment request.  DO NOT randomly upload reports; label them for a specific payment request!**  Upload the Apprenticeship Agreements and Prevailing Wage Notification to Employee Forms for non-Union companies as well.   All certified payroll reports must have the KSU assigned project number and the official project name listed on each page of each report.  **Submit each payroll report as one file, not multiple files.**
- Skip down to Check box as confirmation that all work is performed by Prime.  Only fill this in if no subcontractors were on the job during this pay period.

Go to Subcontractor Details

- Click on Add.  The box on the right – Line Item Details appears.  **Put in ALL OF YOUR SUBCONTRACTORS whether they worked or not, during this pay period.  Subcontractors must be listed on each Prevailing Wage Report.**  (You do NOT need to list any of your Material Suppliers).
- Indicate if a Subcontractor was utilized this period.  (Yes or No)

- Certified Payroll Reports submitted for each Subcontractor? (Yes or No). Subcontractors' certified payroll reports must be sent at the same time and attached to your company's certified payroll reports that are uploaded to OAKSCI.
- Subcontractor period start and end dates need to be filled in if they did work that period.
- Short description – Put in the description of work performed by each Subcontractor.



- In the next section, fill in the project start and end dates for the subcontractor. Also, list the actual start date. You will not put in the Actual End Date until the subcontractor has completed their work. The actual end date MUST BE COMPLETED on a final pay request.
- Click Save and Add New until all subcontractors are listed on the report. Then click Save.
- Click back on the General section.



- Click on Attachments, add the payroll reports that are in the Document Manager-Documents-0300 Construction-0392 Prevailing Wage Reports folder.

**NOTE: ONLY ATTACH PAYROLL REPORTS TO THE PREVAILING WAGE REPORT IN OAKSCI TO KEEP THEM SECURE. DO NOT ATTACH TO THE CONTRACTOR PAY REQUEST.**

➢ Once you have confirmed you have the certified payroll reports attached. You will confirm that the Status Pending is now changed to Complete.
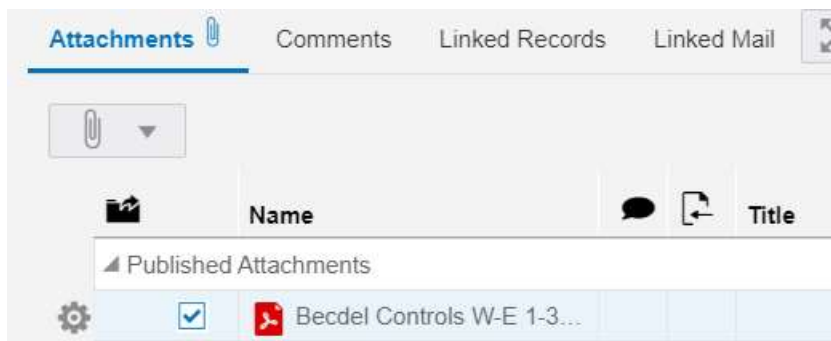


➢ Click on the Submit button. This will finalize the prevailing wage report. No changes can be made once this report is Complete.

**NOTE:** You can copy Prevailing Wage Reports (and it is recommended that you do, since your first Prevailing Wage Report will have all the Subcontractors listed). Go back into Logs – Prevailing Wage and highlight the Prevailing Wage document you want. A small gear will appear to the left of the line. When the drop down appears, select Copy WITHOUT ATTACHMENTS. **ALWAYS say WITHOUT ATTACHMENTS.**



When the new report opens, you will then change your pay period dates. You will have to select the status and then adjust the Subcontractor Details (just double click on each line to edit). Remember to attach your new payroll report to the new Prevailing Wage Report process.

Step Two: Create **Contractor Pay Request** (If this is your last pay request, go to Page 8)

➢ Logs – Contractor Pay Request – Create.
➢ Title – Put in your company name FIRST, then pay application number (Ex. Jones Excav #1)
➢ Select Contract Reference – Hit the dark rectangle and select the Contract.
➢ Final Payment? (Yes or No)
➢ Request Date – this is the date you are submitting.

- ➢ Fill in "period from" and "period to" dates.
- ➢ Pick the Prevailing Wage Report – select your dates and make sure you pick the right one.

General    Pay Request Details    Added Purchase Orders

Project Location | Status
KSU |

| Title * | Request Date * |
| | MM/DD/YYYY HH:MM AM 📅 |

| Contract Reference * | Contractor Name |
| Type a Title... ▼ 🖋 | |

| Final Payment? * | EDGE Certified Prime? |
| Select ▼ | |

| Retainage Release Requested? | |
| No ▼ | |

| Period From * | Period To * |
| MM/DD/YYYY HH:MM AM 📅 | MM/DD/YYYY HH:MM AM 📅 |

| Internal Ref. Number | A/E Approval Date |
| | 📅 |

◢ Prevailing Wage

Prevailing Wage Report
Type a Contractor Name... ▼ 🖋

| Pay Request Period Start | Pay Request Period End |
| 📅 | 📅 |

Scroll down to Previous Pay Request.

- ➢ If this is the first pay request, click on the drop down and pick Yes. If this is the first pay, you will skip the Previous Pay Request drop down. If this is not the first pay, you will use the dark rectangle to find the previous pay request.

Go to Pay Request Details

➢ Click Add.  The Schedule of Values will appear.
➢ For every line that you bill, you need to enter a short description.  The subcontractor/supplier information will automatically populate on this page.

General **Pay Request Details** Added Purchase Orders

| | | Ref. | SOV Reference Number | WBS Code | Code Name | Commit Short Description | Short Description * | Subcontractor... | Scheduled Value |
|---|---|---|---|---|---|---|---|---|---|
| ⊗ | ✎ | 001 | 1 | CMR-PSC-RES | CM- R Reimbursa... | CM- R Reimbursa... | | | $1,913.00 |
| | | 002 | 2 | CMR-PSC-PXS | CM-R Precon Per... | CM-R Precon Per... | | | $63,577.00 |
| | | 003 | 3 | CMR-CSC-PXS | CM-R Const Pers... | CM-R Const Pers... | | | $329,363.00 |
| | | 004 | 4 | CE-CE-GC | General Condition... | General Condition... | | | $243,831.00 |
| | | 005 | 5 | CE-CE-SW | Subcontractor Wo... | Subcontractor Wo... | | | $6,450,000.00 |
| | | 006 | 6 | CE-CE-SP | Self-Performed W... | Self-Performed W... | | | $371,037.50 |
| | | 007 | 7 | OR-CF-CC | Construction Cont... | Construction Cont... | | | $60,913.47 |
| | | 008 | 8 | CMR-CSC-CFS | CM-R Constructio... | CM-R Constructio... | | | $217,200.00 |
| | | 009 | 9 | CMR-PSC-PVS | Program Verification | Program Verfication | | Sunrise Enginee... | $10,000.00 |

Add a short description to explain the work that was performed this pay period.

➢ Use the tab button to move over to the percentage of Labor Complete and the % of Materials Complete.  You can also use the scroll bar at the bottom of the screen to move over to add % of Labor Complete or % of Material Complete (depending on the code).

**NOTE:**  Although the column title is % Labor Complete, etc., when the number is added in the field it changes it to a dollar sign.  It is still using percentages, this is just an error in the system.

| | % Labor Complete | % Materials Complete | % Services Complete | DPE or Reimbursable... |
|---|---|---|---|---|
| ⊘ | $0.00 | $0.00 | $0.00 | $0.00 |
| ⊘ | $0.00 | | | $0.00 |
| ⊘ | $2.00 | | | $0.00 |
| ⊘ | $8.00 | | | $0.00 |
| ⊘ | $15.00 | $0.00 | $0.00 | $0.00 |
| ⊘ | $12.00 | $0.00 | $0.00 | $0.00 |
| ⊘ | $5.00 | $0.00 | $0.00 | $0.00 |
| ⊘ | $0.00 | $0.00 | $0.00 | $0.00 |
| ⊘ | $0.00 | $0.00 | $0.00 | $0.00 |
| ⊘ | $0.00 | $0.00 | $0.00 | $0.00 |
| ⊘ | $0.00 | $0.00 | $0.00 | $0.00 |
| ⊘ | $0.00 | $0.00 | $0.00 | $0.00 |
| ⊘ | $0.00 | $0.00 | | $0.00 |
| ⊘ | $0.00 | $0.00 | | $0.00 |
| o | $42.00 | | $0.00 | $0.00 |

Add percentage of labor or material complete.  Can only use one column per line.

Scroll bar

**NOTE:** For on-site stored materials, invoices should be attached to the pay request. If the materials are stored off-site, invoices, photos and a copy of your liability insurance should be attached.

- ➤ If billing for materials completed, enter the Percentage of Materials Completed in the % Materials Complete column.
- ➤ If billing for materials stored on-site and/or off-site, enter the dollar amount in either Materials Stored Onsite or Materials Stored Offsite. OAKSCI will automatically calculate 92% of this amount.
- ➤ If billing for Installed Materials, you will enter the dollar amount of the materials installed this period in the Materials Installed this Period column. This amount CANNOT BE MORE THAN THE AMOUNT IN THE PREVIOUS MATERIAL STORED column. If billing for 100%, the amount should be the amount of the PREVIOUS MATERIAL STORED column. Then enter the % Materials Complete. Verify the Current Material Stored and Earned This Period are POSITIVE NUMBERS.

**NOTE:** Current Material should NEVER be a negative and the Installed Material should NEVER be more than was stored.

- ➤ When done, hit Save.
- ➤ Click on the Send button. Workflow Actions – Submit. Send. This will send the pay request to the Associate.

Step Three: Associate will Accept the task.

- ➤ Will review the pay request details which should accurately reflect the work completion in the period stated.
- ➤ Should also verify that the stored materials are billed and that back-up is attached. (See note on stored materials above)
- ➤ Click the Send button. Workflow Actions – Accept. Send. Goes to Prevailing Wage Coordinator.

Step Four: Prevailing Wage Coordinator Accepts the task.

- ➤ Payrolls submitted must have the KSU assigned project number and the official project name on each page of the report.
- ➤ Will review the Prevailing Wage Report to ensure completeness and accuracy.
- ➤ Will review the associated certified payroll reports to ensure that they match the Prevailing Wage Report and that Apprenticeship Agreements have been submitted. The job classification for each employee must match the county's prevailing wage rate.
- ➤ Will also check to see if Subcontractors have been declared and approved.
- ➤ All payroll reports must show the employee's full name, address and the last four digits of each employee's social security number.
- ➤ Click Send. Workflow Actions – Accept. Send. Goes to Project Coordinator (OUA Accounting).

**NOTE:** KSU Accounting will adjust the FIRST pay request for retainage. All pay requests may be adjusted for withheld items.

| | | Contract Percent Complete |
|---|---|---|
| | | 3.04 |

| Retainage % * | Retainage |
|---|---|
| $8.00 | 97459.26 |

| Contract Retainage Withheld | Withheld Retainage Released | Withheld Retainage Balance |
|---|---|---|
| $0.00 | $0.00 | $97,459.26 |

Retainage Check Requested on

MM/DD/YYYY

> KSU Accounting will adjust for retainage.

## Withheld Amounts

Retainage Current Period

$97,459.26

| Liens * | Liens (from Material $) | Sum of Liens Filed |
|---|---|---|
| $0.00 | $0.00 | $0.00 |

| Liquidated Damages * | Liquidated Damages Material $) | |
|---|---|---|
| $0.00 | $0.00 | |

> If needed, any pay request can be adjusted for withheld items.

| Other | Other (from Material $) |
|---|---|
| $0.00 | $0.00 |

Step Five: Accounting Accepts the task.

➢ Must fill in Associate approval date. (Audit Log and get date.)
➢ Fill in the proper contractor name.
➢ Add retainage. Retainage is 8% of the labor. When the percentage complete reaches 50%, the retainage will be locked in. Zero out the Retainage % line. Move the retainage amount to Contract Retainage Withheld with this amount. This will lock the retainage in at that amount.
➢ Validate previous payment amounts.
➢ Verify balance to finish is greater than 0.
➢ Check to see if there are any liens or liquidated damages and add if necessary.

- ➢ Check the Purchase Order in Banner to see if there is enough money to cover this request. If need be, add more money. (You should only need to add monies if there have been change orders)
- ➢ Hit Send. Workflow Actions – Validate. Send. Goes to Project Manager.

Step Six: Project Manager Accepts the task.

- ➢ Will review the pay request details which should accurately reflect the work completion in the period stated.
- ➢ Should also verify that the stored materials are billed and that back-up is attached. (See note on stored materials above.)
- ➢ Hit Send. Workflow Actions – Accept. Send. Goes to Director.

Step Seven: Director Accepts the task.

- ➢ Reviews.
- ➢ Hit Send. Workflow Actions – Approve. Send. Goes to Project Coordinator.

Step Eight: Project Coordinator Accepts the task.

- ➢ Move the pay request to one side, and go to Logs-Voucher-New.
- ➢ Fill in title. Use the same title as the pay request title.
- ➢ Status will be Paid.
- ➢ Financial System of Record is Local.
- ➢ Contractor Pay Request – select the proper one.
- ➢ Go to Voucher Distribution Line –Add Detail Line Item.
- ➢ At Fund Code, select the proper fund code.
- ➢ Short description (use pay request title)
- ➢ Voucher Line – put in $ amount.
- ➢ Financial System of Record is Local. Click OK.
- ➢ Go back to General Tab and go to Voucher Line 1. Select the PO and add the dollar amount.
- ➢ Finish Editing.
- ➢ Go back to Pay Request –Go to Voucher Info. Add the new voucher number.
- ➢ Hit Send. Workflow Action – Vouchered. Send. Goes to End.

Go back to the Pay Request, click on File-Print Preview-HTML-Remove Line Item List-OK. Hit the printer icon on the top right of the screen.

Once this request is printed, highlight the name of the project, contractor, and amount requested and add the PO number and highlight that as well. Send to Accounts Payable.

**<u>Special Note:</u>**

**Final Pay:**

Step One:  Create a **Prevailing Wage Report**.

Step Two:  Create a **Contractor Pay Request**.

> ➢ Say YES in FINAL PAYMENT box and YES in RETAINAGE RELEASE REQUESTED box.  This is in the General Section of the Contractor Pay Request.

Step Three:  Go to Pay Request Details, Add Detail Line Item.

> ➢ When the Schedule of Values comes up, make sure all stored materials are 0 and all labor and percents are at 100%.
> ➢ Add a short description on line one of the SOV.  Call it retainage.
> ➢ The Prevailing Wage Affidavit for your Company and **ALL** Subcontractors, Payment Release Affidavit and the Certification of Contract Completion must signed by your company and sent to OUA Accounting outside of OAKSCI.  (OUA Accounting will hold the pay request until these documents are received and the Project Manager and the Director have signed them.)  **OUA Accounting will attach to the Pay Request.**

**NOTE:**  If the pay request is ONLY for retainage, then it will look like you are submitting a zero pay request since retainage is not released until it gets to Project Coordinator.

Step Four:  Hit Send.  Workflow Actions is Submit.  Send.  Goes to Associate.

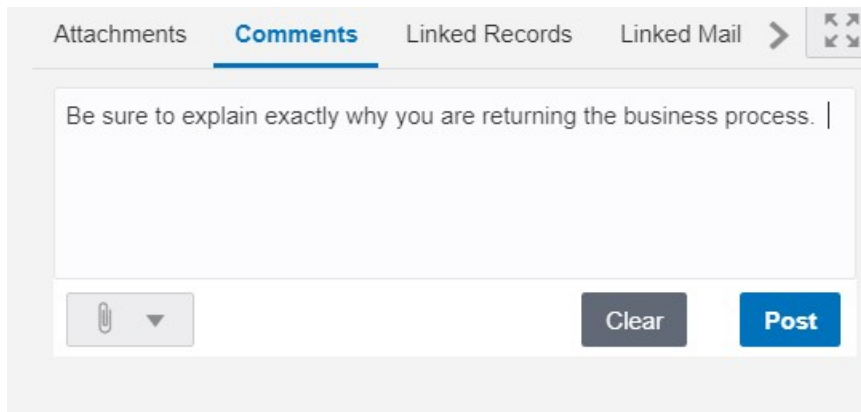**NOTE:**  This pay request will then follow the same steps as prior contractor pay requests.

Step Five:  Accounting will release retainage.

> ➢ Once the pay request reaches accounting, they will accept the task and fill in the associate approval date and the name of the contractor.
> ➢ Clear out the retainage line and any withholds that are appropriate.
> ➢ Attach the close out documents.

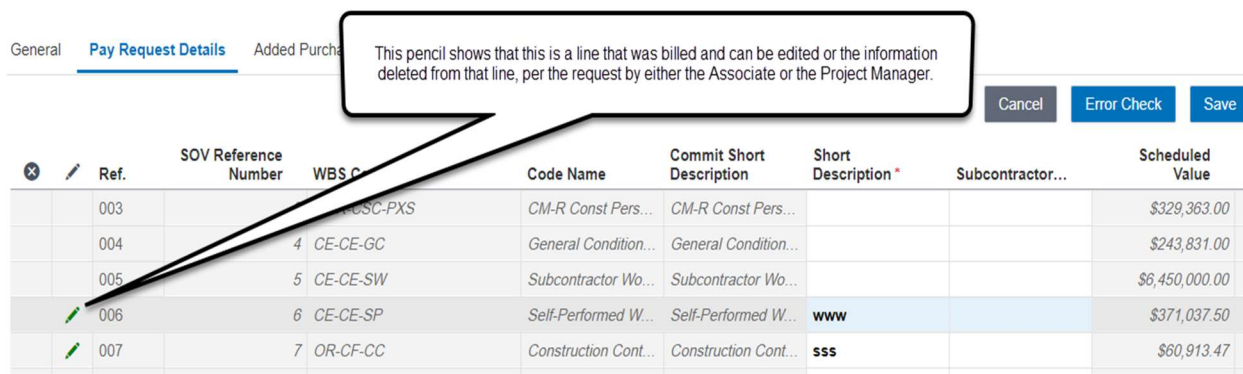**Return for Clarification:**

Step One:  Anyone reviewing the pay request can return it for clarification.

➤ They will accept the task.
➤ Then click on Comments on the right side of the screen.  They will type out their comment, making sure to be specific on why the business process is being returned.  Then hit the Post button.  Make sure that Hide Comments is not checked.
➤ Hit Send.  Workflow Actions will be Return for Clarification, then hit Send.



Step Two:  Contractor gets the request back.

➤ They will accept the task.
➤ If they are told to change a pay request detail, they click on Pay Request Details, then click on Add.  The SOV will appear.  Any lines that are being billed will have a pencil next to it.  Highlight the line and make the changes on that line.
➤ Hit Send.  Workflow Actions will be Resubmit and it will go through the same reviewers as before.



This pencil shows that this is a line that was billed and can be edited or the information deleted from that line, per the request by either the Associate or the Project Manager.