



QUICK REFERENCE GUIDE:

Complete Prime Review

Background:

This process is for prime contractors who receive payroll from subcontractors and subcontractors performing a tier review of a lower tiered subcontractor. Once a subcontractor submits payroll, the prime contractor performs a prime review. Prime contractors do not self-review, after primes sign their payroll it moves forward for Agency review. Primes can complete a prime review for payroll that are in the status “Under Tier Review” if the subcontractor is unable/unwilling to complete a tiered review.

Roles:

CONTRACTORPAYROLL

Navigation:

Prime Review of a Subcontractor Payroll

Dashboard > Unapproved Payrolls

1. In the Unapproved Payrolls collapsible, enter the DOT Contract ID for the payroll to be reviewed in the **Search** field.
2. Locate the payroll you want to review and click the **Contract** link.
3. Click the **Contract Component Actions Menu** and select **Prime Review**.
4. Review the *Payroll Summary Report*.
5. Click the small **Arrow** pointing to the right to progress the review.
6. Fill in the **Comments**, if applicable. Those comments will appear in the payroll transitions on the Status page. Select either the **Forward to Agency** or **Return to Contractor**. Returning the payroll to the subcontractor could occur if there was an error identified during the review of the Payroll Summary. The subcontractor has the option to resubmit the same payroll with an explanation or correct the error by

updating the information, re-signing and re-submitting to the prime contractor for review.

7. Ensure a green bar with the words **Certified Payroll Progression Successful** populates at the top of the screen.

Subcontractor Tier Review of a lower-tier Subcontractor Payroll

Dashboard > Unapproved Payroll

1. In the Unapproved Payrolls collapsible, enter the Contract ID for the payroll to be reviewed in the **Search** field.
2. Locate the payroll you want to review and click the **Contract** link.
3. Click the **Contract Component Actions Menu** and select the **Progress Tiered Payroll**.
4. Review the *Payroll Summary Report*.
5. Click the small **Arrow** pointing to the right to progress the review.
6. Fill in the **Comments**. They will appear in the payroll transitions on the Status page.
7. Fill in the **Comments**, if applicable. Those comments will appear in the payroll transitions on the Status page. Select either **Progress Tiered Payroll** or **Return to Contractor**. Returning the payroll to the lower-tier subcontractor could occur if an error was identified during the review of the Payroll Summary. The lower-tier subcontractor has the option to resubmit the same payroll with an explanation or correct the error by updating the information, re-signing and re-submitting for review.
8. Ensure a green bar with the words **Certified Payroll Progression Successful** populates at the top of the screen.

If you need further assistance please contact your Module Admin

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View Payroll Status

1. From the payroll record, click the **Status** quick link.
2. Review the Status section and the Transitions section. The information will be updated as the workflow progresses.

Next Steps:

Once a payroll is accepted by the prime, the payroll moves forward for Agency review. If the payroll is returned follow the QRG: *Modify a Rejected Payroll*.