Reviewing Payroll (Exceptions)

Background:

In order to approve or reject a contractor's payroll, the payroll must be in the phase: Under Agency Review and it must be the latest modification

Roles:

Construction Office Engineer, Construction Project Engineer

Navigation:

Civil Rights and Labor -> Unapproved Payrolls

1. In the **Civil Rights & Labor** component, click the **Unapproved Payrolls** link
2. Begin typing the contract name or number into the quick search box and click the **Contract** link for the specific Payroll record you want to review.***
3. Scroll down to the **Exceptions** component and click the arrow under **Rslvd Ind** to un-collapse each exception for review
4. Each **Exception** will indicate the following:
    a. If it has been resolved (**Rslvd Ind**)
    b. If it MUST be resolved prior to Approving the payroll (**Must Be Resolved**)
    c. The type of Exception (**Pyrl Except Type**)
5. To **Resolve** an Exception:
    a. Un-collapse the Exception
    b. Enter a resolution date in the **Exception Resolution Date** field

c. Add **Resolution Comments** (why you resolved the exception)
d. Click **Save** (the **Rslvd Ind,** Resolved Indicator, will change to **Yes**)
6. If an exception is the basis for rejecting the payroll, make sure the contractor can see the exception:
    a. Un-collapse Exception
    b. Check the **Vendor Notified** box and **Save**
7. To Reject payroll:
    a. Under the Transitions component, click the **Reject** button
    b. When **Reject** is selected, a required **Comments** field appears. Enter an explanation making it clear to the contractor why you are rejecting the payroll.
    c. Click **Save**
8. To approve a payroll:
    a. All Exceptions that show **Yes** under **Must Be Resolved** are set to **Yes** under the **Rslvd Ind** column, the Approve button will appear:
    b. Click **Approve**
    c. Click **Save**

***Note: From the Certified Payroll Status screen you can use the **Component Actions Menu** you can select *the Payroll Summary* Report to review the wage information in summary.