# Wisconsin Department of Transportation

# Civil Rights Compliance

# Contractor's User Manual
# Sublets and Payments

# Table of Contents

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# CHAPTER 1        INTRODUCTION

## In This Chapter

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## 1.1    Overview

Wisconsin Department of Transportation (WisDOT) has implemented WisDOT Civil Rights Compliance, a state-of-the-art, software application for payment tracking and labor compliance management. This system is designed to fulfill and streamline various federal and state reporting and monitoring requirements.

The system contains three major functionalities:

1. Payment Tracking – tracking and reporting actual payment transactions by prime and subcontractors.

2. Labor Compliance Management – provides electronic certified payroll and fringe benefit reporting by prime contractors and all subcontractors.  As of 2007, only mega projects will use this functionality.  See the separate Payrolls Manual if this applies to your firm.

3. Disadvantaged Business Enterprise Management – allows the four Unified Certification Program partners to share a database which can interact with the other functionalities.

## 1.2    Subcontractor Sublet Assignments

This functionality replicates the contents of the DBE Commitment from and the Sublet Assignment form.  The electronic data allows a hierarchical tier of subcontractors to outline which firm should receive payments from which higher-tier firm.

## 1.3    Payment Tracking

The payment tracking functionality is designed to assist contractors and WisDOT to meet the reporting requirements of 49 CFR, Part 26.37. The web-based system allows WisDOT to track all actual payments made to contractors.  The payment tracking functionality facilitates this by allowing each contractor to manage its payment reporting on a contract-by-contract basis.

Payment tracking is simple, easy to use, and cost effective methodology. Through the use of industry standard navigation techniques, drop down menus, pop-up calendars and easy-to-understand information boxes, the reporting payment transaction is easily accomplished.

Prime contractors are required to report the information on payments made to all first-tier subcontractors and all DBE subcontractors utilized on the project. Subcontractors are responsible for confirming the payments they receive. Payment reports that relate to individual contractors are also available through the system.

# CHAPTER 2       GETTING STARTED

## In This Chapter

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## 2.1    Recommended Internet Settings

Before using the application, we recommend that users update their Internet Explorer settings in order to improve and facilitate the use of the application.

### *Pop-Up Blockers*

The WisDOT Civil Rights Compliance application uses pop-up windows.  In order to use the application, you may need to alter your pop-up blocker.  Hill Int'l recommends adding the following website to the allowed list in the pop-up blocker settings: https://app.mylcm.com/wisdot.

### *Cache Settings*

Hill Int'l recommends that users change the cache setting to prevent web browsers from displaying "cached" (old) information.

To edit these settings:

1.  Open Internet Explorer.

2.  From the "Tools" menu, select "Internet Options" to open the Internet Options window (Figure 1).

3.  In the Internet Options window, select "General Tab" (Figure 2). From the select "Browsing History" section select "Settings" to open the Settings window (Figure 3).

4.  Verify that the setting for "Check for newer versions of stored pages:" is set to "Every visit to the page." If not, select this option and click "OK."

5.  Click "OK" on the Internet Options window to complete cache settings update.



**Figure 1 - Tools Menu, Internet Options**
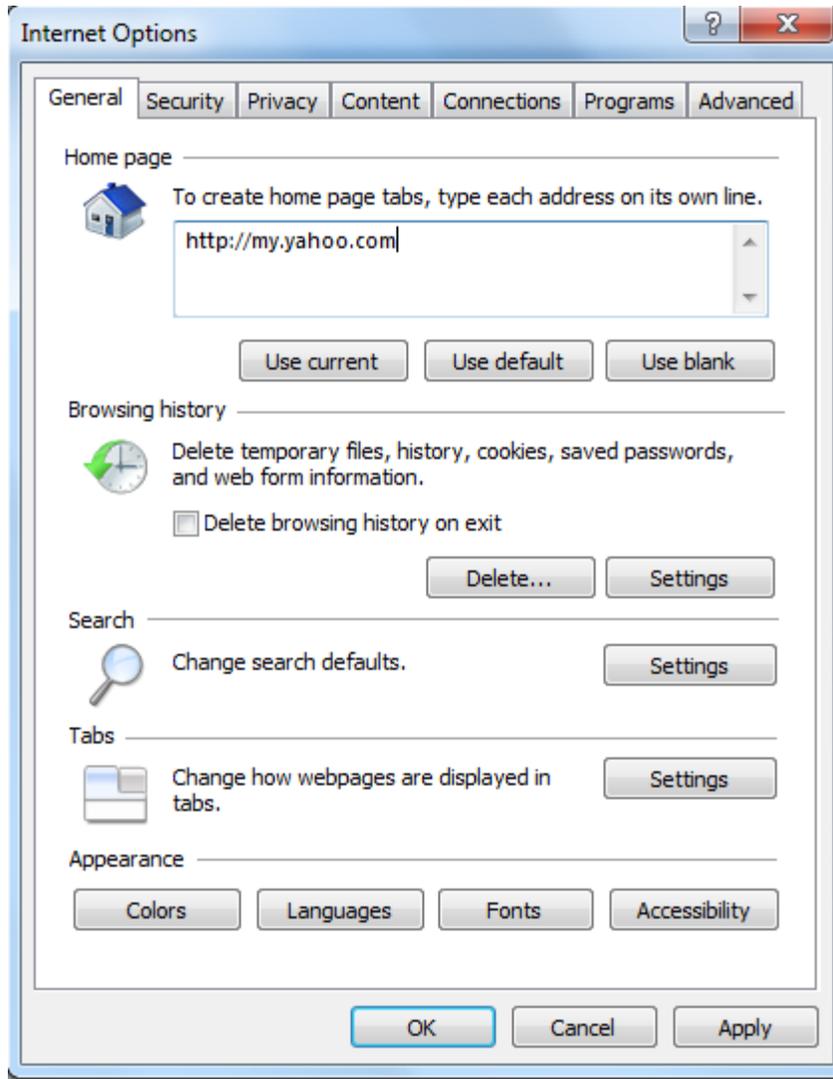
**Figure 2 - Internet Options Window**

**Figure 3 - Settings Window**

### Security Settings

Hill Int'l recommends adding the website address to the user's "Trusted Sites" list on their computers. This will help the website load more quickly.

To edit the security settings:

1.  Open Internet Explorer.

2.  From the "Tools" menu, select "Internet Options" to open the Internet Options window (Figure 1).

3.  In the Internet Options window click on the "Security" tab (Figure 4).

4.  Click on the "Trusted Sites" icon and then click on the "Sites…" button to open the Trusted Sites window (Figure 4).

5.  Type in the LCM website address, https://app.mylcm.com/wisdot, and click on "Add" and then click on "OK" to return to the Internet Options window (Figure 5).

6.  Click "OK" on the Internet Options window to complete the recommended security settings update.

Figure 4 - Internet Options Window, Security Tab
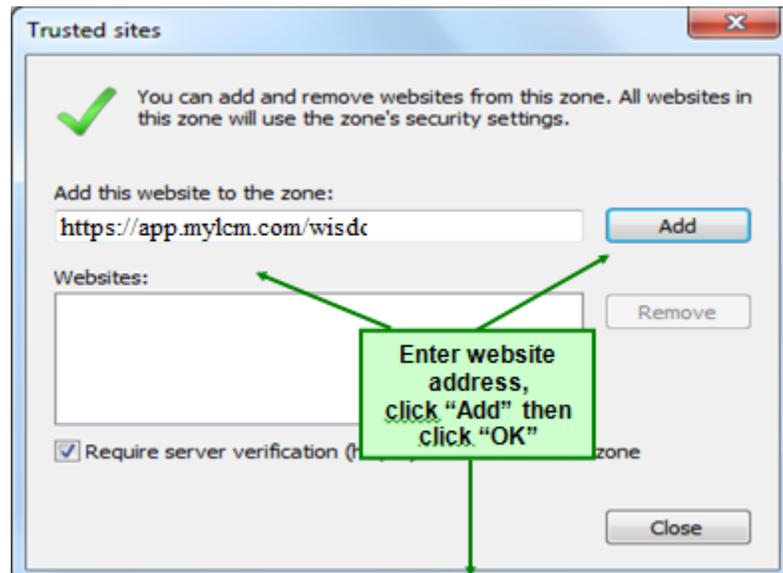

Figure 5 - Trusted Site Window

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## 2.2 Logging in to WisDOT Civil Rights Compliance

Open the Internet browser and type in the following website URL in the address bar and click the log in button (Figure 6): https://app.mylcm.com/wisdot

Enter the User ID and Password into the fields listed and click "Submit" (Figure 6).

*Note:  The password is case sensitive.  If is incorrect, you will see an error message.*



**Figure 6 - Log in Screen**

## 2.3 Selecting a Project

When you log in to the application, you will see a list of your projects by region on the left hand side of the screen.  You may also see red informational messages about payments or other tasks (Figure 7).

*Note: The project list is organized by the WisDOT regions (northcentral, northeast, northwest, southwest, or southeast).*



**Figure 7– Log in Screen with Messages**

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Note:  You can return to the informational messages by clicking on the "Home" link located on the top right corner of the screen (Figure 8).



**Figure 8 – Click on the "Home" link screen**

You can select a project by clicking on the name of the region and then the project from the list (Figure 9).  The project name will then turn red and additional menu options will appear.  Clicking on the project name will clear the informational messages and display the CPR Log screen.

> *Note:  If your firm is the prime on the project, you will see (prime) following the project id or name.  All other projects will indicate your firm is a subcontractor.*

Occasionally contractors are assigned to a project multiple times either by a single contractor or by multiple contractors.  In this case, clicking the project name will expand the list and show each assignment to the project identified with the name of the contractor assigning your firm.

If the same contractor were to assign your firm multiple times, then each assignment will be given a number (0001, 0002, etc.)

> *Note: Contractors at higher tiers must assign subcontractors to the project.  WisDOT then must approve the assignment.  If WisDOT has approved the assignment, the project will appear on the list of Active Projects, and your firm will receive an e-mail indicating this has taken place.*

**Figure 9 - Selecting a Project Screen**

*Note: The order you display projects is up to you. Name or project id can be further arranged by changing to Project Start Date order. You can use standard "Find" searches to seek your project.*

*Projects will remain on your list until the projects final payment is entered and the project has "rested" for a year. During this interim rest period, you may use the "Hide" feature to shorten the list.*

## 2.4 Customizing Your View Of Projects

While working with projects, you have a few options for how you would prefer to have things displayed. The default view is a list organized alphabetically by project description. You could view projects by WisDOT project id and by start date as well.

A radio button is presented both for the sort and the display item above the list of projects your firm is assigned to. They appear in the light-blue projects box above the list of projects. See Figure 8.

You cannot clear projects from the Active Project list. You may, however hide complete active projects by checking the box. See Figure 9.

## 2.5 Edit User Information

Payment and sublet users may only edit their own information. Additionally, administrators may use this feature to change the role of an existing user.

To do this:

1. From the Company menu bar at the top of the screen, click "Add/Edit user" (Figure 10).



**Figure 10 – Select Edit User Menu**

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**Figure 11- Add User Screen - Edit User**

2. Scroll to the bottom of the screen and click on "Edit User" (Figure 11).

3. The following information can be edited/added (Figure 12). Only administrative users can edit the user role.

   o Password

   o Full name

   o Title

*Note: Passwords may be alphabetic, numeric, or alphanumeric. They are required to be at least three and cannot exceed 20 characters in length.*

*User IDs cannot be edited. If this information changes, someone with an administrator role will need to add a new user. The unwanted user id can be disabled.*

*If you misplace or forget your password, please refer to Appendix 1 – Customer Support.*



**Figure 12 - Edit Payment or Sublet User Screen**

## 2.6    Logging out of WisDOT Civil Rights Compliance

You may log out of the WisDOT Civil Rights Compliance System at any time by clicking "Logout" in the upper right-hand corner of the screen (Figure 13).
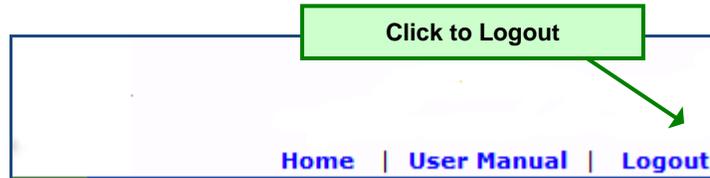


**Figure 13– Logout**

# CHAPTER 3     CONTRACTOR SUBLETS

## In This Chapter

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## 3.1  Introduction

Contractors complete DBE commitment forms and Sublet assignment forms for WisDOT to help identify what firms would be working on the project and what they would be doing. This system automates both of these functions, although WisDOT staff will continue to need you to submit both forms.  This system will not track the particular line items that the Trns*Port system uses.

No subcontractor is able to enter payroll (for megaprojects only) or payment information until the sublet work has been completed for the lower-tiered firm. We suggest that primes enter all first-tier subcontractors, and have first-tier subcontractors enter any of their DBE firms, by the time you would normally submit the Sublet Assignment form to the regional office.

Sublets happen as the project as getting started and at each phase along the construction of the project. As changes occur, WisDOT staff may revise the DBE commitment form for the project within the system.

## 3.2  Reviewing Project Details

The application stores information about each project that is available to all contractors working on that project.

To view the project details:

1.  From the project list on the left side of the screen, select the project whose details you would like to review.  The project name will turn red and additional menu options will appear (Figure 14).



**Figure 14- Project Details Menu**

2. From the Project menu select "Project Details;" this will open the Project Details screen (Figure 15).

| Project Details | |
|---|---|
| **Project Information** | |
| Project Name: | Bridge to the Moon |
| Contract ID: | BTTM-1001 |
| Project ID: | BTTM-1001 |
| Federal Contract Number: | |
| Available for FHWA: | Yes |
| Project Description: | |
| Advertising Date: | 8/1/2004 |
| Bid Opening Date: | 8/15/2004 |
| Project Start Date: | 12/1/2004 |
| Project End Date: | 12/31/2005 |
| Project Cost (S): | $250,000,000,000.00 |
| Lock Rates: | No |
| Prime Contractor: | Prime |
| **Local Information** | |
| Address: | frank.pritzlaff@dot.state.wi.us; (262) 582-0000 |
| City: | |
| State: | WI |
| Zip: | |
| County: | Milwaukee |
| Cross County? | No |
| Other County/Counties: | |
| **DBE Goals** | |
| D.B.E. | 15% |

**Figure 15 - Project Details Screen**

*Note: The Local Information Address will be changed to reflect the project manager's e-mail address. You will need this contact for pre-approval of delaying any payments. You may wish to know this if payments must be delayed or if payments are late in arriving.*

*You can also very clearly see the project's DBE goal, if one has been set. All sublet assignments will be considered race conscious up to the point of meeting this goal.*

## 3.3    Assigning Projects to Subcontractors

***(Admin and Sublet Users)***

This chapter outlines the steps to be in compliance with ASP3.  The awarding agency or their representative is responsible for assigning projects to prime contractors. Once the Bureau of Project Development has awarded a project to a prime, it will appear in the system a few days later.

All contractors, at every level, must assign their subcontractors to the project. This includes DBE suppliers.  This will enable WisDOT to monitor prompt payments throughout the life of the project.

A subcontractor may be assigned to multiple contractors on the same project.  If your firm is providing labor, this will require certified payrolls for each assignment.

To perform this function:

1.  Select from the list of assigned projects the one to which you need to assign subcontractors.

    > *Note: The prime contractor must assign first-tier subcontractors before first-tier contractors can assign their own subcontractors. If the project(s) is not listed, contact WisDOT to determine the status (Refer to Appendix 1).  It may have to approve a subcontractor.*

2.  Click "Assign Subcontractors" from the Project menu at the top of the screen. These firms may be expected to enter weekly payrolls, unless they are suppliers or owner/operators who work for a carrier firm (Figure 16).
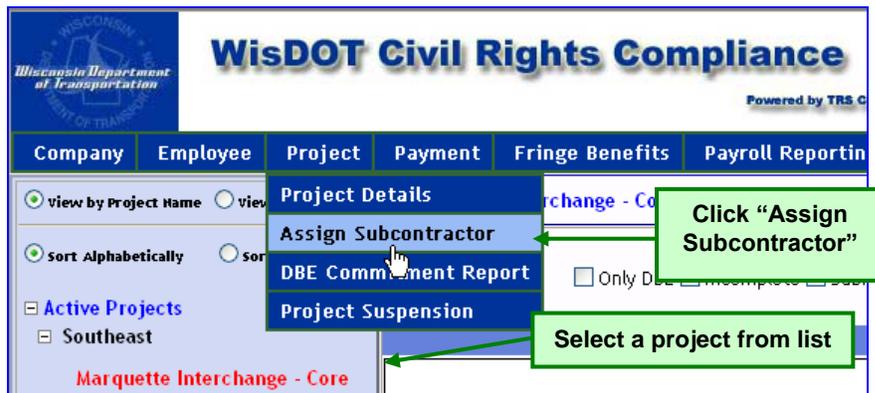


**Figure 16 - Assign Subcontractors Menu**

3.  A new screen will appear showing a list of available subcontractors and a list of assigned contractors.

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**Figure 17 – Assigning Subcontractor(s) Screen**

*Note: Since the Contractor Category is a large one, it will have a middle column to speed up locating firms as shown in Figure 17. Click on the starting letter to move to that section of the list.*

*In the Search box, you may type a few characters of the firm's name to avoid having to scroll as much.*

*Firms with expired registrations remain on the selection list. They will have to renew their registration before they record sublets or payment information.*

*If a firm does not appear on this list, it means one of two things:*

- *The firm may not consider itself a contractor*

- *The firm is not registered (refer to Figure 6 for Registration link)*

4. If you need a Business Type other than Contractor, change the value in the drop down box.

    *You will not see a contractor's name if they have not registered in the system.  Please contact them and have them register. Firms like architectural consultants, design engineers, and geotechnical services may be found under Consultant.  Other Business Type will capture many DBE firms which are not obviously contractors.*

5. Enter the contract value into the box (Figure 18 or Figure 19).  Which type of screen appears depends on whether the firm is a DBE.  Save the assignment by clicking on "Assign."

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**Figure 18– Add/Edit NonDBE Subcontract Amount**

> *Note: The contract value for 1<sup>st</sup> tier subcontractor must match the Request for Sublet form. The contract value listed for DBE subcontractors must be equal to the amount indicated on the "Commitments to Subcontract to DBE" form submitted with your bid. Contract values should not include any bond amounts.*

> *For lower tiers, it is also helpful to report this information so the Commitments versus Actual Payments report will be accurate. If you are unsure what the exact value is for trucking or supplies, please provide an estimated value in whole dollars based on the anticipated number of loads.*

6. For DBE firms, you may need to enter more information. As shown on Figure 19, some functions may reflect race conscious choices, while others do not. If the DBE goal is exceeded, you should divide the entry as shown in the figure.



**Figure 19– Add/Edit DBE Subcontract Data**

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*Note:  Not every DBE will look this way.  Only trucking firms see the last 4 questions.*

*If a DBE goal is exceeded ($ amount needed is negative), you should indicate the excess amount for the firm of your choice as Race Neutral.  Add another  Work Performed line as shown in Figure 19 by clicking on the "Add assignment."  Use the red X's to remove an assignment line if you were experimenting.*

*Manufacturers should be Suppliers with a Type of Work of Material Supplier to get 100% credit.  They also must have registered by identifying themselves as a manufacturer.*

*If entering a trucking firm, you may need to refer to section 3.11 to see how many trucks the firm has available.*



**Figure 20 – Pending Sublet Screen**

*Note: Firm names will not appear in the column on the right until WisDOT staff have approved the firms for participation.  If you are in a hurry to see this, call the appropriate Equal Rights Officer.  They must have your Request to Sublet form first.*

*You cannot unassign on incorrectly chosen firm until it has been approved.  You can however, modify the contract amount.  This link would appear under approving in Figure 20.*

7.  The system will then send an e-mail that looks something like this.

From: <Civil Rights Administrator's email >
To: <hiring firm's bidding contact's email >
CC: <SubContractors bidding contacts email>
Subject:  SubContractor Assigned Notice for 2099-00-70

**SubContractor Assigned Notification**

Company   : Prime or hiring firm

Has Assigned [your firm] as a SubContractor

Project: **Main Street, City of x** (2140-00-00)

All of our projects require mandatory electronic payrolls.  We also require payment confirmation so we can be sure our first-tier subcontractors and disadvantaged business enterprise firms are being paid promptly.

If this subcontractor has any subcontractors on the project, it must enter sublet payments before those firms may enter payrolls or payment confirmations.  Most of our projects have at least two tiers of subcontractors

Thank you,
WisDOT Equal Rights Officers

## Adding/Editing Subcontractor Contract Values

***(Admin and Sublet Users)***

While $100 is an acceptable value for lower-tier firms, megaprojects receive a greater scrutiny.  You may be asked to update an amount.

To add or edit subcontractor amounts:

1. Select from the list of assigned projects the one to which you need to add or edit subcontractor contract amounts.

2. Click "Assign Subcontractors" from the Project menu bar at the top of the screen (Figure 16).

3. A list of all assigned subcontractors is shown on the right side of the screen (Figure 17).

4. Click on "Edit."

5. If the firm appears in the column on the left with "approving" as a link, choose "Modify" under it.

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## 3.4    Unassigning a firm

To unassign a contractor, click on "unassign" and then click on "OK" to confirm (Figure 21).

> *Note:  The system will not allow a subcontractor to be unassigned if payrolls or payments have been submitted.*



**Figure 21– Unassign Contractor**

> *Note:  If the firm is a Disadvantaged Business Enterprise, DBE, you must have permission before unassigning the firm.  The system will notify WisDOT staff.*

## 3.5    DBE Commitment Report

The process of submitting the sublet serves as a DBE commitment within the system.  You may view the status of commitment report throughout the life of the project.

1.  From the Project menu, select "DBE Commitment Report."



**Figure 22-Select DBE Commitment Report**

2.  Review what has been approved, if anything.

3. Click on the next page symbol to scroll through the screen or select the printer icon on the gray menu bar to print the report.

> *Note: This report, like many in the system, will appear in a pop-up window. Your browser must accept it or it will appear to "blink" and do nothing more. You may hear a ping if the sound hasn't been disabled. You may also see a message about a pop-up being blocked.*



**Figure 23-DBE Commitment Report Screen**

> *Note: Because the actual DBE Commitment Report is a paper form, DT1506, serves as the legal record for the project, this form and its attachments will always be needed. The Bureau of Project Development maintains these forms on file. The Equal Rights Officers will compare the form to what is entered online.*

> *Once the project has been executed, you should no longer have to submit revised DBE Commitment forms. The system can generate them as you can see in Figure 22.*

## 3.6 Current Sublet Becomes DBE Certified

It is entirely possible that during the course of a project, an assigned firm could become DBE certified.  If this should happen, the system will send an e-mail to the bidding contact.  That note would look like this:

Subject: New DBE certified

CERTIFYING AGENCY has recently approved firm XXXXX as a DBE.  Please revise these projects' sublets for this firm so you may receive credit for the use of a DBE:

| project | region |
|---|---|
| xxxx-xx-xxxx | YY |
| xxxx-yy-zzzz | AA |

Thank you.

WisDOT UCP

If your firm wished to receive DBE credit for the firm, their assignment would need to be changed.  You may only receive credit if the firm's work is not complete.

1. Select the project which needs updating.

2. Select "Assign Contractor" from the Project menu.  The Assigning Subcontractors screen will display (Figure 17).

3. "Edit" the firm's assignment in the Assigned Contractors box on the right.



**Figure 24 – Click on Edit Screen**

4. The Assignment Info screen should now display a DBE assignment screen for this firm.

5. Click on "Update."

**Figure 25 – Add Type of Work/Contact Amount Screen**

## 3.7 Review Bidder's List

For years, firms have tried to contact one another with faxes and telephone calls to try to determine who may be interested in helping share the workload for delivering a particular WisDOT project. Use of this system allows firms to now use electronic mail to assist in this effort.

1. From the Reports Menu, click "Bidders List" to begin the search.



**Figure 26 – Select Bidder's List**



**Figure 27 – Basic Search for Bidders**

2. Using this screen, you can search for a particular firm or firms, in a specific city, county or zip code, as well as identify whether you are seeking a race-conscious or a race-neutral list of firms.



**Figure 28 – Advanced Search for Bidders**

3. Click on "Advanced Search Options" to specifically search for a firm by its type of work.

   > *Note: If you cannot find a firm you expect to see, call customer support; see Appendix 1. WisDOT may need to tweak their Work Classification list. This can be done under Company, on the main menu, then Company Profile.*

4. Select the categories and/or business type of firms you are interested in getting in touch with. Click on the small boxes in front of each classification.

5. Click on "Search."

**Figure 29 –Bidders List Search Results**

6. You may continue to refine your search criteria if you did not receive the results you expected. Click on "Search Companies."

7. You have the options to print the list of firms meeting the criteria or exporting the data to an Excel spreadsheet file.

   **Exporting:** Change the radio button to save "All" and identify a file type.
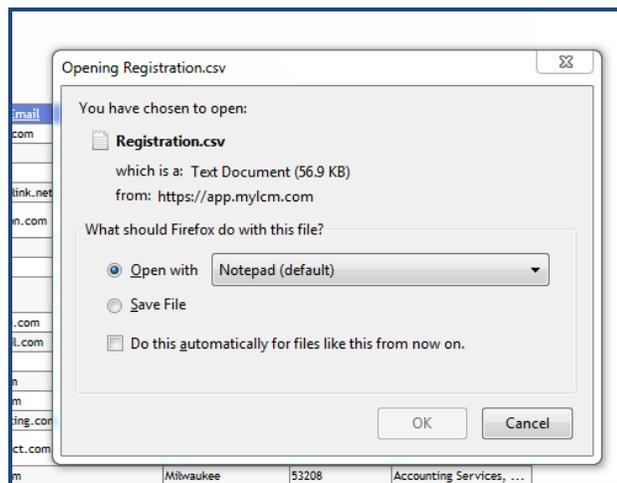


**Figure 30 –Select Bidder's List Export Type**

8. To send an e-mail to these firms, click on the e-mail column of text and copy the values. Paste these into an e-mail note; you may have to add either a comma or a semi-colon between which firm's name, depending on your e-mail system. Consider whether or not you wish to send a note to several firms at once; if so, check your e-mail system's documentation on how to send a Blind Carbon Copy message.
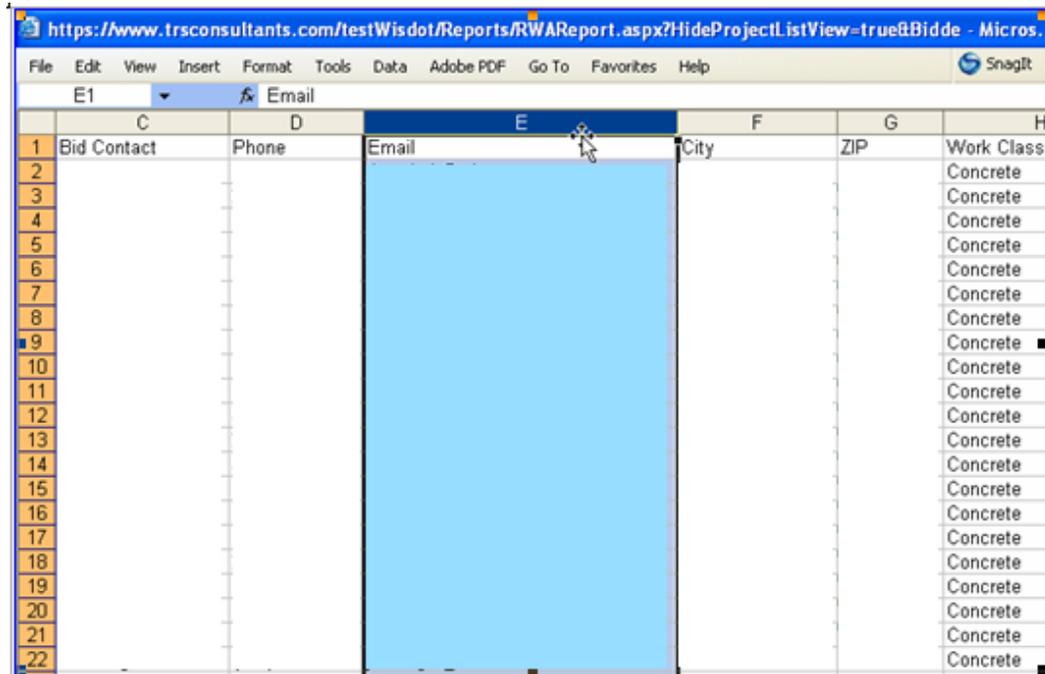
**Figure 31 –Copy Bidders' E-mail Addresses**

9.  Click on "Home" to return to the CPR Log screen.

## 3.8    Review DBE UCP Directory

In many cases, viewing the Bidder's List may answer all of your questions. However, when a firm is marked "Other Miscellaneous" for Work Classification, the DBE directory may be very helpful.  Do not use the directory if you are only interested in seeing one firm.

This directory allows any Civil Rights Compliance System user the ability to see all of the currently-certified firms.  You have three choices of how to generate the list: 1) NAICS-code order, then by firm name, 2) simply by firm name, or 3) by work performed category.

> 1.  On the main menu UCP, click on "UCP Directory."

**Figure 32 – Select Criteria**

2. Click on "Work Classification" values.

3. Check any of the codes you wish.

4. Select the area(s) capable (regions) for UCP Directory (Figure 32).

   The best option is the default, if you want to see everyone.

5. Change the Report Sorted by radio button as appropriate.

6. Click on "Submit"

7. You can navigate with the values in the column on the left or use the next page icon above the report headings.

   *Note:  If you cannot see this report, your browser isn't allowing pop-ups from this trusted site.*

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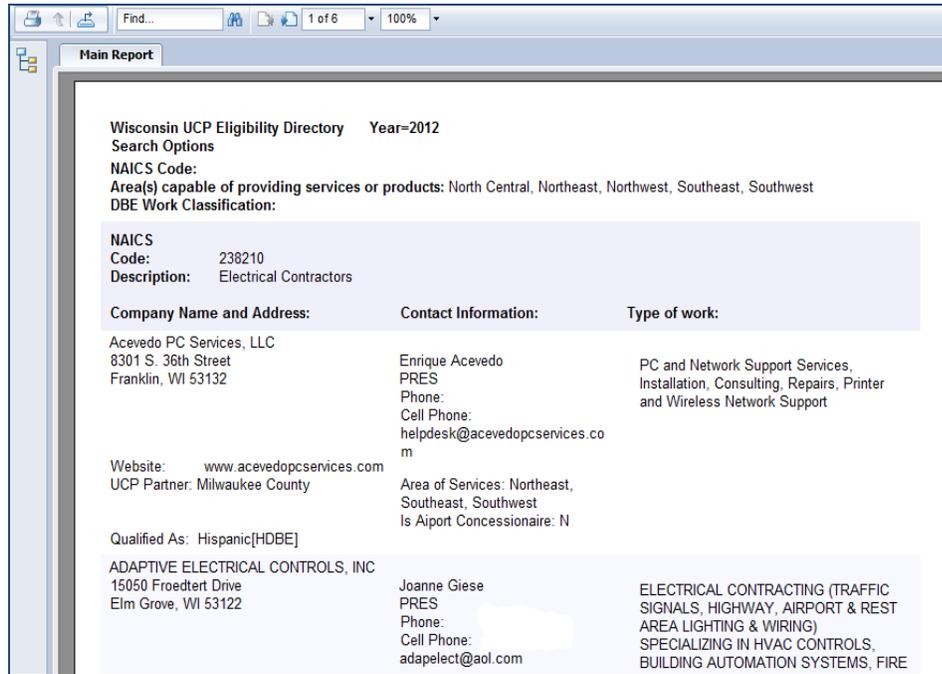
**Figure 33- Search Results**

## 3.9    Overall Trucking Schedule

Our DBE office each spring collects lease information between DBE Trucking companies and their peers.  No trucks are to be allowed on the jobsite unless they appear on this report.

The Overall Trucking Schedule Summary provides a current view of all firms.  It will be obvious if they have not submitted a schedule.

Unlike in the past when we mailed out letters to the firms saying that we approved their information, we are instead sharing this view of the data with the larger contracting world.

1.  From the UCP Menu, select "Overall Trucking Schedule".



**Figure 34 - Select Overall Trucking Schedule**

2.  Every DBE firm certified to perform either 484110, General Freight Trucking, Local or 484220, Specialized Freight (except used goods)

Trucking, Local will display on the report. Leased truck counts will only appear if the firm has had its schedule approved.

3.  Please note that multiple pages are likely to generate, so you may need to scroll forward to view on the screen. You can navigate through the list with the reports toolbar.

| | Approved WisDOT Trucking Schedules (2013) | | | | | | Mar-13 | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | TRUCKS FOR 100% DBE CREDIT | | | | | |
| HOME REGION | NAME OF FIRM | REGIONS | TOTAL OWNED | TOTAL LEASED | | CREDIT TOTAL | COM. FEE % | LEASED TOTAL FEE ONLY | GRAND TOTAL |
| | | | | DBE | NonDBE | | | | |
| SE | 3G Trucking, LLC | SE | 2 | 0 | 0 | 0 | | 0 | 2 |
| NW | A & A TRUCKING AND EXCAVATING INC | NC,NE,NW | 2 | 0 | 0 | 0 | | 0 | 2 |
| SE | ADAM Enterprises, Inc. | SE,SW | 2 | 0 | 0 | 0 | | 0 | 2 |
| NE | Carl's Trucking, LLC | NE | 2 | 0 | 0 | 0 | | 0 | 2 |
| NC | DOLSON, INC. | NE,SE | 1 | 0 | 0 | 0 | | 0 | 1 |

**Figure 35 – Approved WisDOT Trucking Schedules**

*Note: Only firms with approved submitted truck schedules should be assigned to projects.*

*You may also select earlier years' information.*

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# CHAPTER 4      PAYMENT TRACKING

## *(Admin and Payment Users)*

## In This Chapter

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## 4.1     Introduction

The Payment Tracking function is designed for contractors to record payments made to subcontractors irrespective of their tiers and to allow subcontractors to confirm the payments made by prime contractors to them in a secure web environment.  This chapter outlines the steps needed to be in compliance with ASP 7.

This function may be used in conjunction with the WisDOT Construction Contract Payment Viewing System.  The Bureau of Project Development has worked with the contracting industry through the Electronic Bidding and Commerce workgroup (EBC) to develop a web application for contractors to view payment information. This Extranet application will allow individuals to view contract level payment estimate information for all vouchers on let contracts.  Subcontractors will be able to identify if their items of work have been paid.

Once the estimate has been approved, WisDOT's budget staff are notified they may issue a check release.  When the Department of Administration sends over the check two days later, an electronic file updates the Civil Rights Compliance System with the information about the check.  By the time the prime receives the check, the system should be ready to receive its acknowledgement of receipt and then can accept payments to subcontractors.

Contractors must receive approval from their WisDOT project manager prior to withholding payment from any of their subcontractors.  See the Project Details (under Project) screen for the contact information.


## 4.2     Reporting Payments to Subcontractors

WisDOT requires that all payments to subcontractors, at any tier, be recorded in the application.  This will enable all DBE and trucking subcontractors to have the same protections of prompt payment that first-tier subcontractors enjoy.

To record a payment to a subcontractor:

1.  From the project list, click on the project name or id for which a payment needs to be recorded. The name will turn red and project information will appear on the screen to the right of the project list.

2.  From the Payment menu, select "Payment to Contractor" (Figure 36). This will open the Contractor Payment Report (Figure 37).
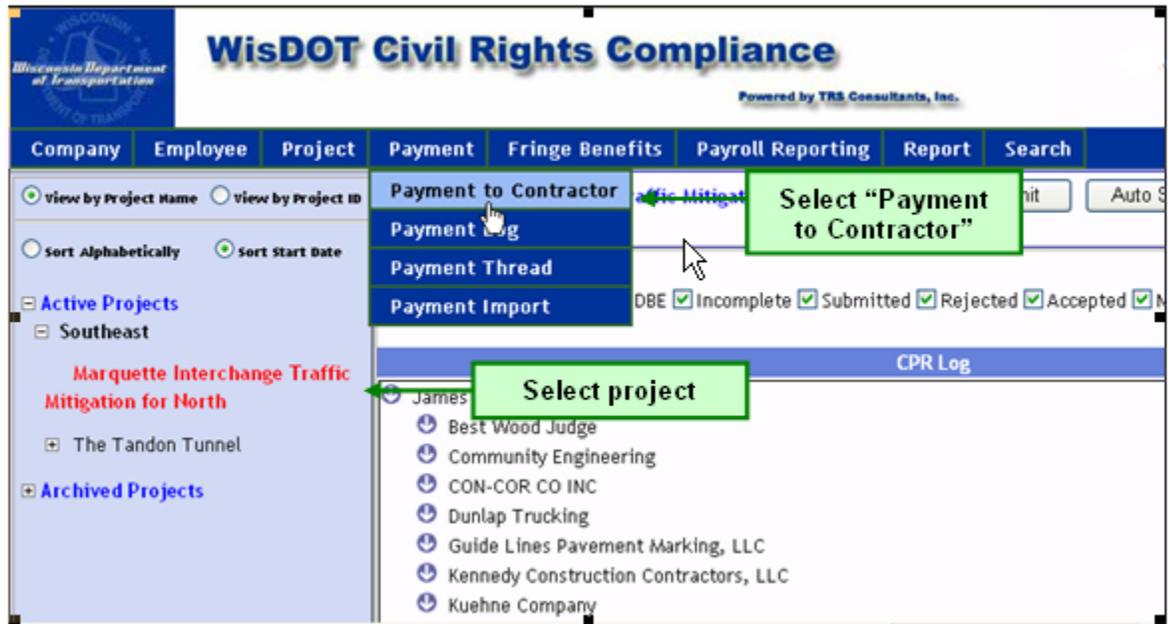
**Figure 36 - Payment to Contractor Menu**

3. Select the contracting firm's name from the drop-down list for which you are reporting a payment.

4. Enter the payment details. All fields shaded yellow are mandatory.

    *Note: The net amount will be calculated as the difference between the gross amount and the retainage. Do not include bond amounts in this figure.*

    *The system will tell you the payment amount is invalid if you enter a "$" or a ",". You may not record a negative gross amount and a negative retainage at the same time; enter them as 2 entries with the same check number.*

    *If you are entering a retainage payment, please note the following. The gross amount may be $0, and the retainage amount should be negative. On Aeronautics projects, add the retainage to the gross amount as they are recorded. Negative reatinages will not be necessary.*

5. Select payment type from dropdown list. Progress payment is the default for this field.

6. Select awarding agency payment reference number from dropdown list. This should be indicated on the payment contractor received from agency (for prime contractor) or from prime contractor (for subcontractor). Refer to the payment log if you are unsure which payment reference number to use.

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*If you select an incorrect reference number, the payment may be incorrectly marked as late. Be sure to select the correct reference number in order to eliminate this problem; the first reference number reflects the most recent one. Refer to the Payment Thread if you are uncertain which reference number to use. Each entry is dated.*

*Select the work category from the dropdown list. This category should best describe the type of work the contractor is being paid for in this payment.*

*When trucker and supplier payments cannot easily be tied to a WisDOT payment, use the reference id ending "ST," at the top of the list. This id may not be used for other contractor types. Work assignments are also reviewed and must include Material Supplier, Other Miscellaneous, Aggregates, Equipment Supplier, Turbidity Barriers, or Vehicle Fuel/Supply.*

7.  If the payment is being made late, select a reason from the dropdown list.

    *Selecting a late payment reason will be mandatory if more than 10 days have elapsed from receipt of payment to the release of payments to subcontractors.*

    *You must have written permission from the WisDOT project manager before deliberately withholding payment.*

8.  You may include any other comments. Uploading a copy of the check is discouraged.

9.  Click the "Submit" button to complete the payment or "Save as Draft" button to save and complete later.

    *Note: You may edit a payment after submitting it, up to the time the subcontractor confirms it. See Appendix 1 if a payment needs correcting for any reason.*

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**Figure 37- Contractor Payment Report**

## 4.3    Confirming Payments

If a contractor or WisDOT has recorded a payment to your firm, you will be notified as soon as you have logged in.  The screen will say, "You need to confirm a payment."

If you have received this message, click on the relevant project link to confirm receipt of check from a prime contractor or WisDOT.  Follow these steps to confirm payment.
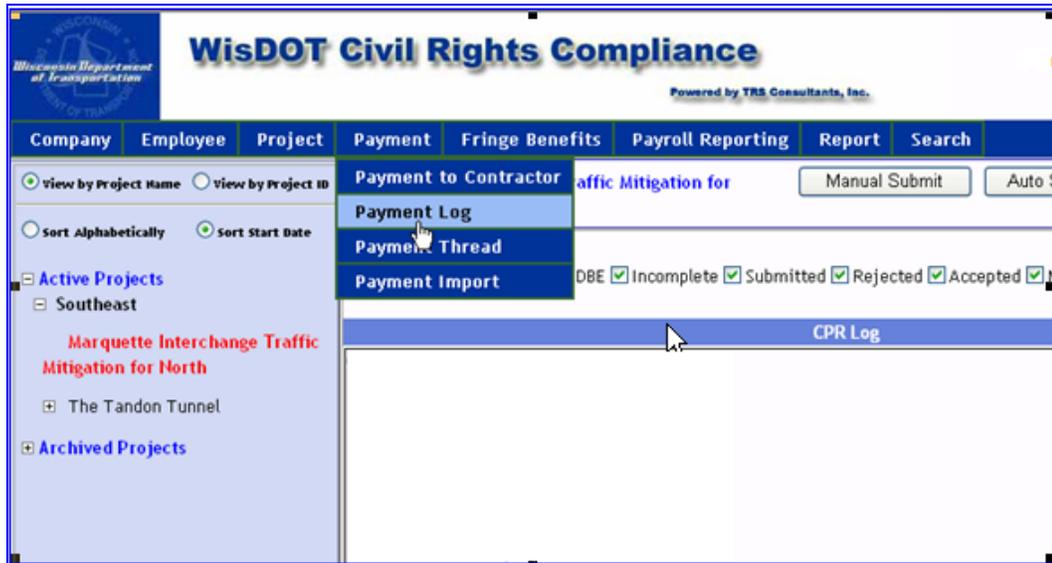
**Figure 38 - Payment Log Menu**

1. You will see these lists of payment information in the payment log (Figure 39):

   o   Payment By – this contains a log of all payments your firm has made to its subcontractors

   o   Payment To – this contains a log of all payments made to your firm from another contractor or WisDOT

   o   WisDot Payments to Prime – this appears only if your firm is a subcontractor on a project

   o   Payment Draft By – this contains a log of all payments recorded and saved, but not submitted, to your subcontractors.  You may need it if a reference number is not available.

2. In the "Payment To" log, click on "Details" for the payment you wish to confirm.  This will open the Payment Details screen (Figure 40).

> **Click on "Details" in the "Payment To" list to confirm payment**



**Figure 39- Payment Log**

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**Figure 40 - Payment Confirmation**

3.  If you choose to dispute the payment, see the next section.  This will allow the payment to be changed.

4.  Type in the date the check was received or deposited in "Date" field.

> *Note:  It is important that contractors indicate the date that they received the check as opposed to the date that they are using the application to confirm the payment.*

5.  Click the "Confirm this Payment" button to confirm payment and submit.

## 4.4     Disputing Payments

Many reasons arise for disputing a payment.  It may be to the wrong contractor. The retainage could be incorrect.  It could be tied to the wrong reference number. The net amount could be wrong.  The check never arrived.  The payer will be able to alter the payment only if it has not been confirmed.

1.  Rather than clicking "Confirm this Payment", click on "Dispute This Payment."

**Figure 41 – Click on Save this Payment Dispute**

2. Identify your reason in the box.

3. Click on "Save this Payment Dispute."

   When you dispute a payment, the hiring firm will receive a message that the payment has been disputed.

## 4.5 Reviewing Payments

This can be used to review previously-confirmed payments shown in the Payment Log.

1. From the project list, click on the project name for which you want to review a payment. The name will turn red and project information will appear on the screen to the right of the project list.

2. From the payment menu, select Payment Log (Figure 38). You will see three lists of payment information in the payment log (Figure 39):

   o Payment By – this contains a log of all payments your firm has made to its subcontractors

   o Payment To – this contains a log of all payments made to your firm from another contractor or WisDOT

- o Payment Draft By – this contains a log of all payments recorded and saved, but not submitted, to your subcontractors

3. Click on "Details" for the payment you wish to review. This will open the Payment Details screen (Figure 42).

| Payment Details: | |
|---|---|
| Project Name: | AERO, Austin Straubel Int'l Airport - Phase 2 of the East GA Ramp |
| Project No./Contract No.: | 0705-40-76 |
| Payment made to Contractor: | PETERS CONCRETE COMPANY |
| Gross Amount: | $103,107.02 |
| Retainage: | $16,496.61 |
| Net Amount: | $86,610.41 |
| Check Number: | A7955201 |
| Payment Issue Date: | 7/15/2011 |
| Payment Release Date: | 7/19/2011 |
| Date Received/Deposited: | 7/25/2011 |
| Payment type: | Progress Payment |
| Awarding agency payment Ref No.: | 39144493900-A7955201_#4 |
| Confirm Status: | Confirmed |
| Work Category: | Miscellaneous |
| Late Reason: | |
| Comments Regarding Payment: | Pay estimate #4 |
| | Close |

**Figure 42 - Payment Report**

4. Click on "Delete" for the payment you wish to remove. This will open the Payment Details screen (Figure 42).

| Payment Log | | | | | | |
|---|---|---|---|---|---|---|
| Payment By: Hoffman Construction Company for: CEP Hwy 41, USH 41 & STH 29 Interchange | | | | | | |
| Ref. No. | To | Release Date | Net Amount | Status | Details | Delete |
| | | 03/08/2013 | $1,143.00 | Not Confirmed | Edit | Delete |
| | | 02/14/2013 | $1,998.00 | Confirmed | Details | |
| | | 12/13/2012 | $3,270.75 | Confirmed | Details | |
| | | 01/18/2013 | $665.00 | Confirmed | Details | |
| | | 11/29/2012 | $3,740.62 | Confirmed | Details | |
| | | 10/26/2012 | $12,736.93 | Confirmed | Details | |
| | | 01/18/2013 | $517.00 | Confirmed | Details | |
| | | 12/27/2012 | $3,191.18 | Confirmed | Details | |
| | | 12/14/2012 | $5,539.85 | Confirmed | Details | |
| | | 11/29/2012 | $485.98 | Confirmed | Details | |
| | | 11/21/2012 | $4,060.56 | Confirmed | Details | |
| | | 11/08/2012 | $4,371.24 | Confirmed | Details | |
| | | 11/01/2012 | $6,610.54 | Confirmed | Details | |
| | | 10/18/2012 | $3,737.68 | Confirmed | Details | |
| | | 10/12/2012 | $10,556.20 | Confirmed | Details | |
| | | 09/28/2012 | $11,383.40 | Confirmed | Details | |
| | | 12/2 | | | Details | |
| | | 11/2 | Click "Delete" | | Details | |
| | | 11/1 | | | Details | |
| | | 03/08/2013 | $1,010.63 | Not Confirmed | Edit | Delete |
| | | 03/04/2013 | $990.00 | Confirmed | Details | |
| | | 01/21/2013 | $12,999.25 | Confirmed | Details | |

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**Figure 43– Delete Unconfirmed Payment**
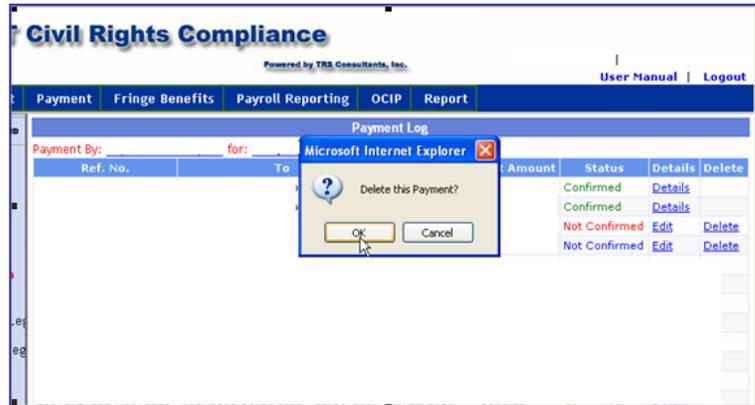


**Figure 44 – Confirm Payment Deletion**

## 4.6 Unconfirming Payments

If you entered incorrect data and the payment has been confirmed, contact Customer Support using the Questions? Link at the foot of any page. Identify the project and payment.

## 4.7 Uploading Payments

Some firms may find the burden of hand entering all of the payment information into the system burdensome. In that case, you will want to use this feature to export from your system or individually key them into a spreadsheet.

Not all of the information needed for recording a payment is contained on this spreadsheet. You will find a draft payment for each entry which must have the contractor, reference number, work category, and late reason (if applicable) entered.

*Note: Unless your firm has subcontractors, you will not be able to use this feature. It cannot be used to record payment receipt.*

**Figure 45- Select Payment Import**

1. From the Payment menu, select "Payment Import."

2. Scroll the Browse button to locate the payment file you have created.

3. Click on "Submit" to import the file.



**Figure 46- Identify Location of Payment Import File**

Your file must contain the following fields, in this format, to be successfully imported.

| Project | Paid To | Gross | Retainage | Check | Issue Date | Release D | Reference Num | Work Category |
|---------|---------|-------|-----------|-------|------------|-----------|---------------|---------------|
| 1060-05-75 | AM08 | 14775.19 | 738.76 | 102818 | 10/20/2006 | 11/5/2006 | 20050823002-A | Concrete |
| 1060-05-75 | FA06 | 1125 | 56.25 | 102821 | 10/20/2006 | 11/5/2006 | 20050823002-A | Steel Fabrication |
| 1060-05-75 | GU1O | 97941.45 | 4897.07 | 102822 | 10/20/2006 | 11/5/2006 | 20050823002-A | Utility |
| 1060-05-73 | ME07 | 178130 | 8906.5 | 102823 | 10/20/2006 | 11/5/2006 | 20050823001-A | Consulting |
| 1060-05-73 | WE36 | 1821.46 | 0 | 102826 | 10/20/2006 | 11/5/2006 | 20050823001-A | Traffic Control/Signing |

**Figure 47- Sample Import Payment File Layout**

*Note: The column headings must be present, and the file must be saved as an Excel file (xls). The Work Categories have a finite list of options. See the Payment to Contractor screen for options. It is permissible to use Other Miscellaneous as WisDOT does.*

If the system likes some of the data but not all, the payment will become a draft payment. This could be true if it doesn't have an exact match on the paid To firm name an invalid reference id or on the rare chance that a firm is assigned twice by the same firm for the project. It will reject the payment if it cannot find a work category. All fields must have some values.

If the project id cannot be found, the payment will be rejected.

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### 4.8   Commitments v. Actual Payments Report

When contractors assign subcontractors to a project using the application they have the option to provide the initial contract amount.  Users are able to monitor the payments to subcontractors against actual payments by generating the Commitment v. Actual Payment Report.  To do this:

1.  From the Reports menu, scroll down to "Payment Related" and select "Commitment v. Actual Payments Report" (Figure 48).



**Figure 48 - Commitments v. Actual Payments Report Menu**

2.  The commitments v. actual payments report selection screen will open (Figure 49).  On this screen, select the following to customize the output of the report:

- Region - Select from the dropdown list.

- Project Name – Select from the dropdown list.

- Period – period during which you want to view actual payments.  The default dates are start of the project and the current date.

- Select Contractors – select the contractors whose payments you want to monitor.

- Select Payments – choose to view all payments, confirmed payments or non-confirmed payments only.

- Add Optional Columns – this allows you to add one or more additional columns of information to the report.

**Figure 49 - Commitments v. Actual Payments Report Selection Screen**

3.   After selecting the report criteria, click "Submit" to generate the report.

4.   After viewing the report, click "Print" to print or close the window to close the report.

## 4.9     Unconfirmed Payments

This report which is meant to help all "primes" ensure their subcontractors are confirming payments.  If the firm is lower than a first-tier subcontractor and does not have a DBE firm lower in its chain, any unacknowledged payments can be ignored.  You may want to make this report available at project meetings.

1.   From the Report Menu, scroll down to Payment Related and select "Unconfirmed Payment Report."



**Figure 50 – Select Unconfirmed Payment Report Screen**

2.   The Unconfirmed Payment Report Screen will appear (Figure 51). On this screen, select the following to customize the output of the report:

•   Region – Select from the dropdown list.  This alphabetizes the project list.

- Project Name – Select from the dropdown list.  You can see all projects for region as well.

- Period – period during which you want to view actual payments.  The default dates are start of the project and the current date.

3.  After selecting the report criteria, click "Submit" to generate the report.



**Figure 51 – Unconfirmed Payment Criteria Screen**

4.  After viewing the report, click "Print" to print or close the window to close the report.



**Figure 52 – Unconfirmed Payment Report**

# APPENDIX 1    CUSTOMER SUPPORT

### Questions

Paul Ndon will be available as support to you with any questions you may have getting started, entering payroll, or reporting payment information.  You may contact him via phone (414) 438-4584 or e-mail (paul.ndon@dot.wi.gov).

If sending an e-mail, please be sure to include the following information in addition to your question.
- o  Project Name
- o  Company Name

### Forgotten User Names or Passwords

If you forget your user name or password, please call Paul Ndon to extract or update your firm's log in credentials.

### Timing Out

For security purposes, the application will log you out after 20 minutes idle time. If you receive an error message after leaving the application unattended for a while, try logging out and logging back in to the application.  If an error persists, refer to the following section for how to report errors.

### Reporting Errors

If you encounter an error while using the system and in reviewing your steps believe that you have done everything correctly, please follow the steps below. A sample error screen follows.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Server Error in '/WISDOT' Application.

## *Input string was not in a correct format.*

**Description:** An unhandled exception occurred during the execution of the current web request. Please review the stack trace for more information about the error and where it originated in the code.

**Exception Details:** System.FormatException: Input string was not in a correct format.

**Source Error:**

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An unhandled exception was generated during the execution of the current web request. Information regarding the origin and location of the exception can be identified using the exception stack trace below.

**Stack Trace:**

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

This screen contains one key line. That is the text above "Description."  In this case, "Input string was not in a correct format."  This means a date might not be in date format or a dollar amount has incorrect punctuation like a comma or a period without a following digit.

Other error messages are generally in red text or in a display box.  Hopefully they will be self-explanatory.

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