Sign a Payroll

Background:

Whether manually input or imported via XML, ensure to review and complete the Statement of Compliance. The action to Sign Payroll will not appear on the Component Actions Menu, until the Statement of Compliance has been completed and saved.

Roles:

CONTRACTORPAYROLL

Navigation:

Sign a Payroll – Manually Added

Vendor Payrolls

1. In the Vendor Payrolls collapsible, enter the Contract ID for the payroll to be signed in the **Search** field.
2. On the row for the Contract and Vendor, click the **Payrolls** number link.
3. From the Contract Certified Payroll Overview, click the **Payroll** number link for the payroll you intend to sign.
4. Click the **Component Actions Menu** and select **Sign Payroll**.
5. Review the *Payroll Summary* information and scroll down and click the small **Arrow** pointing to the right to progress the signature process.
6. Review the *Payroll Verification Information*. This is a compilation of the selections made from the Statement of Compliance. Click the small **Arrow** pointing to the right to progress the signature process.

7. If applicable, enter **Comments**. This should include any additional information the agency may need to review the submitted payroll. This information will populate in the transition comments on the Status page after signing is complete.
8. Click the **Sign Payroll** button.
9. A green *Signature Process Completed* banner should appear. Click the **Status** quick link and make sure the payroll is in the status of Under Prime Review (if you're a subcontractor) or Under Agency Review (if you're a prime) to confirm the signature process has been successfully completed.

Sign a Payroll – Imported

Vendor Payrolls

1. In the Vendor Payrolls collapsible, enter the Contract ID for the payroll to be signed in the **Search** field.
2. On the row for the Contract and Vendor, click the **Payrolls** number link.
3. From the Contract Certified Payroll Overview, click the **Payroll** number link for the payroll you intend to sign.
4. If applicable, enter **Benefit Plan** information and any **Comments** that would assist the agency in reviewing this specific payroll.
5. If applicable, scroll down and enter the following in Section 5 – Owner Operator:
   - If you are an Owner Operator, check the **Bona Fide Owner Operator** box.

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- In the **Progress Payment** field enter the date of the last Progress Payment.
- In the **Owner Operator** field enter the owner operator's name
- In the **Progress Payment Amount** field enter the dollar amount of the last progress payment

6. Enter the following in Section 6 – Fringe Benefits:
   - Check the **Box** next to the appropriate type of fringe benefits.
7. Enter the following in Section 7 – Board and Lodging:
   - Check a minimum of one **Box** for Board and Lodging. More than one can apply to a payroll record.
8. Check the **Acknowledge Compliance** box.
9. Click **Save**.
10. Click the **Component Actions Menu** and select **Sign Payroll**.
11. Review the *Payroll Summary* information and scroll down and click the small **Arrow** pointing to the right to progress the signature process.
10. Review the *Payroll Verification Information*. This is a compilation of the selections made from the Statement of Compliance. Click the small **Arrow** pointing to the right to progress the signature process.
11. If applicable, enter **Comments**. This should include any additional information the agency may need to review the submitted payroll. This information will populate in the transition comments on the Status page after signing is complete.
12. Click the **Sign Payroll** button.
13. A green *Signature Process Completed* banner should appear. Click the **Status** quick link and make sure the payroll is in the status of Under Prime Review (if you're a subcontractor) or Under Agency Review (if you're a prime) to confirm the signature process has been successfully completed.

View Attachments

AWP attaches *Payroll Summary* report and Statement of Compliance (*Verification Text*) report to the signed payroll record.

1. From the signed payroll record, click the **Component Actions Menu**.
2. Click **Attachments**.
3. Click the name of the attachment you want to view. Open or save the attachment as needed.
4. Use the **Home** or **Recent** buttons to navigate to another page.

View Payroll Status

1. At the top of the page for the signed payroll record, click the **Status** quick link.
2. Review the **Status** and **Transition** sections. Information will be updated during each step of the workflow.

Next Steps:

If a subcontractor has completed the signing process, it is now up to the prime contractor to complete a prime review (QRG: *Complete Prime Review*). If a prime contractor has completed the signing process, it is now in the hands of the agency to complete their review.