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 New.
- Select your company’s contract name from the pull-down menu.
- 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.
- 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 as the Prime Contractor.

![Prevailing Wage Report](image-url)
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 reports correlated to your monthly payment request. **DO NOT randomly upload reports; label them for a specific payment request!** Upload the Apprenticeship agreements 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-Detail Line Items. **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.

Must fill in all the dates even under Additional EDGE Info (the award date, projected start and end dates, and the actual start and end dates). The actual end date MUST BE COMPLETED on a final pay request.

Say OK.

Click on Add Attachment, and add the payroll reports that are located in the Document Manager-Documents-0300 Construction-0392 Prevailing Wage Reports.

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

Click on Finish Editing at the top left of the main screen.
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 and select Copy at the top of the screen. **ALWAYS say WITHOUT ATTACHMENTS.**

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.

If person preparing Prevailing Wage Reports is NOT the same person creating the pay request, then they must give permission to the other person. Go to Logs-Prevailing Wage Report. Highlight the Prevailing Wage Report and click on permission at top of screen. Find the person’s name on the list, highlight it, click add, and then OK.

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

- Logs – Contractor Pay Request – New
- Title – Put in your company name FIRST, then pay application number (Ex. Jones Excav #1)
- Select Contract Reference – Hit Select and pick your contractor name.
- 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.

**NOTE:** If this is NOT your first payment request, go to Previous Pay Request and COPY your most recent approved pay request, WITHOUT attachments.
Go to Pay Request Details

- Add-Detail Line Item. The Schedule of Values appears.
- For every line that you bill, you need to enter a short description. (You can enlarge and split this screen for easier viewing.)
- Add % of labor complete or % of material complete (depending on the code)

<table>
<thead>
<tr>
<th>Line Items</th>
<th>WBS Code</th>
<th>WBS Item</th>
<th>Short Description</th>
<th>Subcontractor/Supplier</th>
<th>Scheduled Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE-01-SB</td>
<td>CE-01-IN</td>
<td>Bond</td>
<td></td>
<td></td>
<td>1,000.00</td>
</tr>
<tr>
<td>CE-FS-26L</td>
<td>CE-FS-26M</td>
<td>Light poles</td>
<td></td>
<td></td>
<td>100,000.00</td>
</tr>
<tr>
<td></td>
<td>CE-FC-04M</td>
<td>Brick upgrade</td>
<td></td>
<td></td>
<td>200,000.00</td>
</tr>
<tr>
<td>CE-FC-04L</td>
<td>CE-01-LCL</td>
<td>Demo for Cindy</td>
<td></td>
<td></td>
<td>10,000.00</td>
</tr>
</tbody>
</table>

**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 OK.

Workflow Actions – Submit. Send. Goes to 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)

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 social security number.

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.
Step Five: Accounting Accepts the task.

- Must fill in Associate approval date. (Go to View – Audit Log and get date.)
- Fill in the proper contractor name.
- Add retainage. When project complete reaches 50% put retainage on the Contract Retainage line and then zero out the Retainage % line. 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)

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.)

Workflow Actions – Accept. Send. Goes to Director.

Step Seven: Director Accepts the task.

- Reviews.

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.

Workflow Actions – Vouchered. Send. Goes to End.

Go back in 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. Put in envelope for procurement.

**Special Note:**

**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, Payment Release Affidavit and the Certificate of Contract Completion must be attached to this request. The originals MUST be mailed to the accounting office since we need the original notarized copies. (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:** 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 go down to General Comments, click on Add and write a detailed explanation on why the pay request is being returned.
- Workflow Actions will be Return for Clarification, then Send.

**Step Two:** Contractor gets the request back.

- They will accept the task.
- If they are told to change a pay request detail, they will go down to pay request details, highlight the line and click Remove. Then click on Add Detail Line Item. The line you removed is now able to be edited.
- Workflow Actions will be Resubmit and will go through the same reviewers as before.

**NOTE:** The pay request will be sent back through the same channels as before since there may be changes that have taken place that could affect sections of the pay request that someone else has reviewed.