



# AASHTOWARE PROJECT CIVIL RIGHTS & LABOR™ (CRL)

*Montana Department of  
Transportation (MDT)*

*Updated 03/17/23*

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# ELECTRONIC PAYROLL – EPM/FOP ROLE

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### PROJECT MDT Field Office Person

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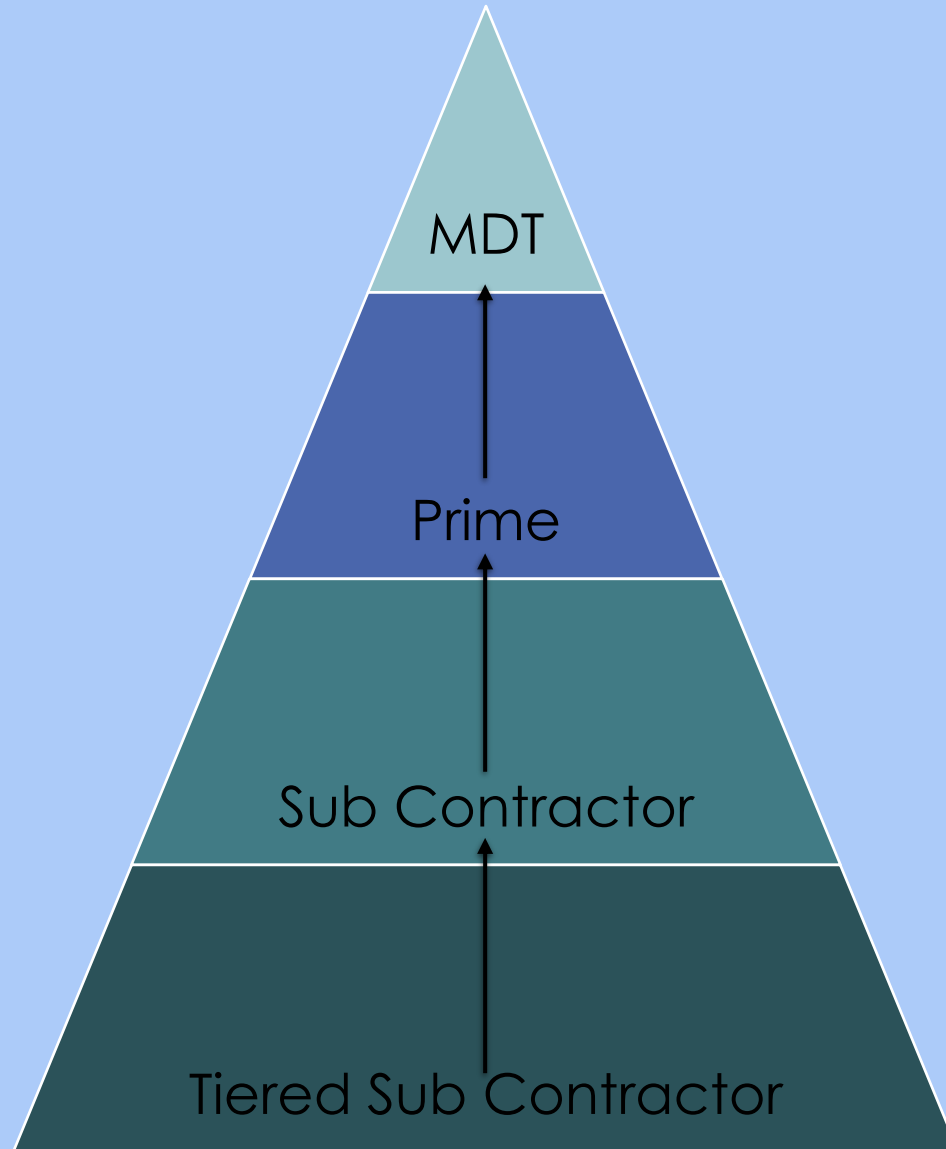
# EPM/FOP Home screen

Click on the Civil Rights & Labor Quick Link to move to the CRL area for Payrolls or scroll down.

Prime and Sub Contractors submit payrolls using external access.

MDT Field personnel (EPM/FOP) Review and Approve or Reject the payrolls as appropriate.

When payrolls are entered (or imported) into CRL, the payrolls are progressed through an external workflow with both Agency and Non-agency (that is, Prime and Sub Contractor) Users.



Before a Tiered Sub Contractor payroll can be processed by the Agency, the Prime Contractor or Parent Sub Contractor must first review and progress the payroll.

The Progress Tiered Payroll component links in AASHTOWare are a guided process to make this review easier for contractors to perform.

# Payroll Workflow Phase Definitions

A Phase is the status in the Workflow the payroll is in.

**Initial** – Initially entered by Prime or Sub. It's unsigned and can be altered or deleted.

**Under Tier Review** – Sub Contractor needs to review a lower Tier Sub and move the payroll to the next step in the Tier Review process.

**Under Prime Review** - Sub Contractor has signed the payroll. The Prime then reviews and forwards it to the Agency.

**Returned** - If the Prime Contractor or Parent Sub Contractor returns the payroll back to the Sub Contractor during the Under Prime Review or Under Tier Review phase, the payroll status changes to Returned.

**Prime Rejected** - A payroll enters this phase when the Prime Contractor rejects a Sub Contractor's payroll after it has been rejected by the Agency.

**Under Agency Review** - Prime has approved the payroll and it's then moved to the Agency for Review and Approval

**Agency Rejected** – The Agency has rejected the payroll for errors. The Payroll Exception Report can be run, and the payroll must be modified and resubmitted

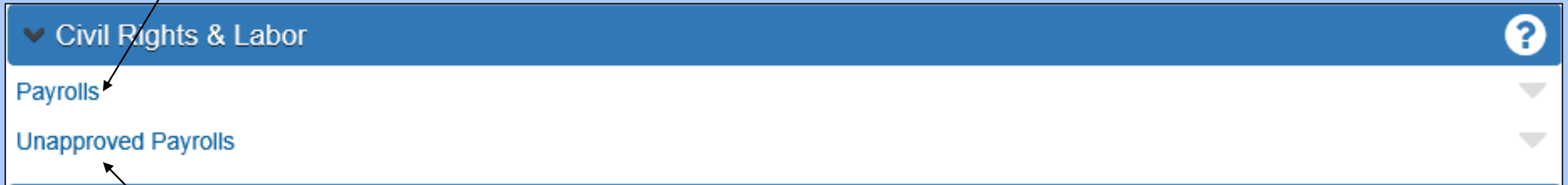
**Approved** – The Agency has Approved the payroll and no further action is required.

# PAYROLL APPROVAL PROCESS



# Civil Rights & Labor Component (CRL)

All Payrolls no matter what Phase they are in.



All Unapproved Payrolls that are at any phase except Approved.



Below shows the Contract Payrolls Overview screen accessed by clicking on **Payrolls**.

You can search for a particular contract by its **Contract number** or by the **Vendors Legal Name** whether Prime or Sub Contractor. Or you can click on **Show first 10**.

The screenshot displays the 'Contract Payrolls Overview' interface. At the top, there are navigation buttons for 'Home', 'Previous', and 'My Pages'. Below this is a blue header bar with a dropdown arrow and the text 'Contract Payrolls'. Underneath the header is a search area consisting of a search input field with a magnifying glass icon, a dropdown menu currently set to 'System Default', and a 'Show first 10' button. A text prompt below the search field reads 'Enter search criteria above to see results or Show first 10'. A callout box with a light blue background and black border is positioned to the right of the search area. It contains the text: 'Also available are Advanced Filters. Click on the arrow by System Default to create an Advanced Filter.' Two arrows originate from this callout: one points to the 'System Default' dropdown arrow, and the other points to the 'Show first 10' button.

# Contract Certified Payroll Overview

Home Previous My Pages

Contract Payrolls Overview

Contract Payrolls

Q 03122 System Default Showing 21 of 21

Contract	Legal Name	Payrolls
03122	<a href="#">L.H.C., INCORPORATED</a>	8
03122	<a href="#">POTEET CONSTRUCTION, INC.</a>	6
03122	<a href="#">SLETTEN CONSTRUCTION COMPANY</a>	6
03122	<a href="#">INDUSTRIAL BUILDERS INC</a>	1
03122	<a href="#">PAVEMENT MAINTENANCE SERVICES, INC</a>	0
03122	<a href="#">HIGHMARK TRAFFIC SERVICES, INC.</a>	0
03122	<a href="#">GRIZZLY STEEL INC</a>	0
03122	<a href="#">L &amp; J CONSTRUCTION GROUP, LLC</a>	1
03122	<a href="#">Z &amp; Z SEAL COATING, INC.</a>	0
03122	<a href="#">K &amp; S HYDROSEED LLC</a>	0
03122	<a href="#">LYMAN DUST CONTROL SERVICES OF MT LLC</a>	0
03122	<a href="#">PREMIUM HYDRO SOLUTIONS LLC</a>	0
03122	<a href="#">AERO POWER VAC INC</a>	1

Once you find your contract, click on the blue **Payrolls** number to view all payrolls for a Contractor.

When something is in **Blue** it's a link that you can click on.

# Unapproved Certified Payroll Overview

Home Previous My Pages

Actions Help Log off

Unapproved Certified Payroll Overview

Unapproved Certified Payroll Overview

Q 03122 System Default Showing 6 of 6 0 changed

Contract	Description	Phase				
Vendor	Legal Name	Payroll	Mod Num	Begin Date	End Date	
03122	I-90 BRIDGE PRES MP 117-149, BONNER INTERCHANGE, & BEARMOUTH	Under Prime Review				
2054	SLETTEN CONSTRUCTION COMPANY		6	0 05/08/2022	05/14/2022	
03122	I-90 BRIDGE PRES MP 117-149, BONNER INTERCHANGE, & BEARMOUTH	Under Prime Review				
3864	AERO POWER VAC INC		1	0 05/08/2022	05/14/2022	
03122	I-90 BRIDGE PRES MP 117-149, BONNER INTERCHANGE, & BEARMOUTH	Under Prime Review				
6013	INDUSTRIAL BUILDERS INC		1	0 05/08/2022	05/14/2022	
03122	I-90 BRIDGE PRES MP 117-149, BONNER INTERCHANGE, & BEARMOUTH	Under Prime Review				
0127	POTEET CONSTRUCTION, INC.		6	0 05/08/2022	05/14/2022	
03122	I-90 BRIDGE PRES MP 117-149, BONNER INTERCHANGE, & BEARMOUTH	Under Prime Review				
7080	L & J CONSTRUCTION GROUP, LLC		1	0 05/08/2022	05/14/2022	
03122	I-90 BRIDGE PRES MP 117-149, BONNER INTERCHANGE, & BEARMOUTH	Under Prime Review				
1149	DONS REPAIR AND WELDING INC		101	0 05/13/2022	05/14/2022	

Below shows the Unapproved Certified Payroll Overview screen accessed by clicking on **Unapproved Payrolls**. You can find your contract by entering the **Contract number** in the search box.

When opened, the screen shows the **Contract, Contract Description, Contractor Legal Name, the Phase** the payroll is in, **Payroll Number, Modification Number** and **Week Beginning and Ending Dates**.

# Certified Payroll Status

Once you open the payroll, you will see these items in the heading:

Overview Employees Payroll  
On this page: Contract Status

To work with a payroll, scroll to the **Status** component. You are looking for Payrolls with the status of **Under Agency Review**. In this component, you will view payroll **Transitions**, **Exceptions**, **Employee Mismatches** and **Approve** or **Reject** the payroll.

Overview Employees Payroll

On this page: Contract Status

### Certified Payroll Status

▼ Contract: 01521 - SE OF HAMMOND - SE

Payroll Vendor: 7154 - PRECISION HIGHWAY CONTRACTORS, INC.

<b>Payroll Number</b>	<b>Modification Number</b>
4	0
<b>Period</b>	<b>Fringe Benefit Payment Type</b>
09/27/2021 - 10/03/2021	Plan Funds

▼ Status

Phase: Under Agency Review

<b>Created Date</b>	<b>Prime Accepted Date</b>
10/12/2021 11:50:34 AM	10/14/2021
<b>Signed Date</b>	<b>Agency Original Not Accepted Date</b>
10/12/2021	
<b>Prime Original Not Accepted Date</b>	<b>Agency Accepted Date</b>
	<b>Last Updated Date</b>
	10/14/2021 7:40:34 AM

# RESOLVING PAYROLL EXCEPTIONS



# Payroll Exceptions

The first time a payroll is progressed to **Under Agency Review** status, the system automatically validates the payroll for payroll exceptions against the contracts Wage Decision (Wage Rates).

When the system detects payroll data that does not conform to the payroll exception rules, it generates a payroll exception and displays a message to inform the user of the problem.

Exception types include:

**Employee** – Potential Employee Mismatch.

**Labor** – Wages are inaccurate based on contractor entered data against system data like the Federal Highway Wage Decision.

This could be a **Rounding** error. Rounding usually is associated to Overtime.

**Fringe** – Fringe benefit calculations are inaccurate based on contractor entered data and system data.

This could also be a **Rounding** error. Rounding is usually associated to Overtime.

# Resolving Payroll Exception Type – Employee

<b>Payroll Number</b> 2	<b>Modification Number</b> 2
<b>Period</b> 04/07/2019 - 04/13/2019	<b>Fringe Benefit Payment Type</b> Cash

▼ Status Save ?

Phase: Under Agency Review

<b>Created Date</b> 04/23/2019 9:24:31 AM	<b>Prime Accepted Date</b> 04/23/2019
<b>Signed Date</b> 04/23/2019	<b>Agency Original Not Accepted Date</b>
<b>Prime Original Not Accepted Date</b>	<b>Agency Accepted Date</b>

▼ Transitions

Reject

▼ Date	Action	Comments
04/23/2019 9:28:15 AM		
04/23/2019 9:31:20 AM		

▼ Exceptions 0 changed

Rslvd Ind	Must Be Resolved	Pyrl Except Type
> No	Yes	Employee
> No	Yes	Employee

**Employee** Exception



# Employee Mismatch

Most times an **Employee** Payroll Exception Type is due to an **Employee Mismatch**.

This is because information for the payroll employee matches an existing reference employee in all but one of the following fields:

First Name,  
Middle Initial,  
Last Name,  
Gender,  
Ethnic Group and  
**Partial Social Security Number**. This is usually where the process gets hung up causing the mismatch.



Follow the step-by-step process on the next slides to resolve the Exceptions



Home Previous My Pages Actions Help Log off

Overview Employees Payroll

On this page: Contract Status

Certified Payroll Status

Contract: 01621 - BELT - N & S - PHASE 3

Payroll Vendor: 2054 - SLETTEN CONSTRUCTION COMPANY

Payroll Number: 39 Modification Number: 0

Period: 05/08/2022 - 05/14/2022 Fringe Benefit Payment Type: Plan Funds with Exceptions

Status Save

Phase: Under Agency Review

Created Date: 05/19/2022 4:52:19 PM Prime Accepted Date: 05/20/2022

Signed Date: 05/20/2022 Agency Original Not Accepted Date:

Prime Original Not Accepted Date: Agency Accepted Date:

Last Updated Date: 05/20/2022 12:28:45 PM

Transitions

Reject

Date	Action	Comments
05/20/2022 10:49:51 AM		
05/20/2022 12:28:45 PM		

Exceptions 0 changed

Rsvld Ind	Must Be Resolved	Pyrl Except Type
No	Yes	Employee
No	Yes	Employee

Employee Mismatches 0 changed

Rsvld Ind	Pyrl Except Type	First Nm	Last Nm
No	Employee	MIKE	ERDAHL
No	Employee	SHAWN	RAMBO

Click on **UNAPPROVED PAYROLLS** and Select the Payroll to review.

Scroll to the **Employee Mismatches** at the bottom of the page.

Under the **RSVLD** indicator, Click on **No**, this opens the Mismatch.

Home Previous My Pages Actions Help Log off

Overview Status

On this page: Contract Employee Mismatch Resolution

Resolve Employee Mismatch There are unsaved changes.

Contract: 01621 - BELT - N & S - PHASE 3

Payroll Vendor: 2054 - SLETTEN CONSTRUCTION COMPANY

Payroll Number: 39 Modification Number: 0

Period: 05/08/2022 - 05/14/2022 Fringe Benefit Payment Type: Plan Funds with Exceptions

Employee Mismatch Resolution Save

Mismatched Employees: MIKE ERDAHL 1 of 2

Exceptions

Payroll Exception Description

Vendor ID '2054', Contract ID '01621', Payroll Number '39', Modification Number '0', Payroll Employee 'MIKE D. ERDAHL'; Payroll Employee MIKE D. ERDAHL mismatching with Employees (FRANCIS J. DEMERY); Change Indicator on Payroll Employee is False and the Comments are ''; The decision whether this Payroll Employee matches which Employee or whether this Payroll Employee is a new Employee is left to the user.

Resolution Comments \*

Different Employees - KT

Vendor Notified: No

Resolved Indicator: No

Vendor Notified Date

Exception Resolved By

Exception Resolution Date

Payroll Employee Mismatch

Payroll Employee

New

First Name: MIKE

Middle Initial: D

Last Name: ERDAHL

Gender: Male

Reference Employee

FRANCIS DEMERY

MIKE ERDAHL

Middle Initial

Last Name

Gender

Review the **Payroll Exception Description** in the **Employee Mismatch Resolution** component.

If the mismatch is due to two different employees with the same last four social security numbers, type Different employees, and your initials in the **Resolution Comments** box then click outside of the box and **Save**. This must be done first.

Next select the employee in the dropdown that is the same as the one on the left. Once you have the same name on the left and right, click **Update**. The system will tell you Successfully Updated Employee.

If the employees name on the left is not available in the dropdown, select the name of the person they mismatched with.

In this example, if Mike Erdahl's name was not available, select Francis Demery, then click on **New** on the left. The system will tell you it Successfully Created New Employee.

You will **never** click on Update when the name on the left and right are two different employees.

Home Previous My Pages Actions Help Log off

Overview Employees Payroll

On this page: Contract Status

### Certified Payroll Status

Contract: 01621 - BELT - N & S - PHASE 3

Payroll Vendor: 2054 - SLETTEN CONSTRUCTION COMPANY

Payroll Number: 39 Modification Number: 0

Period: 05/08/2022 - 05/14/2022 Fringe Benefit Payment Type: Plan Funds with Exceptions

Status: Phase: Under Agency Review Save ?

Created Date: 05/19/2022 4:52:19 PM Prime Accepted Date: 05/20/2022

Signed Date: 05/20/2022 Agency Original Not Accepted Date:

Prime Original Not Accepted Date: Agency Accepted Date:

Last Updated Date: 05/20/2022 12:28:45 PM

Transitions

Reject

Date	Action	Comments
05/20/2022 10:49:51 AM		
05/20/2022 12:28:45 PM		

Exceptions: 0 changed

Rslvd Ind	Must Be Resolved	Pyri Except Type
Yes	Yes	Employee
No	Yes	Employee

Employee Mismatches: 0 changed

Rslvd Ind	Pyri Except Type	First Nm	Last Nm
Yes	Employee	MIKE	ERDAHL
No	Employee	SHAWN	RAMBO

Once all the exceptions have been resolved and each **Rslvd Ind** says Yes, the **Approve** button will be visible.

Until then, only the **Reject** button is available.

# Resolving Payroll Exception Type – Labor and/or Fringe

▼ Status Save ?

Phase: Under Agency Review

**Created Date**  
04/07/2019 11:22:03 AM

**Signed Date**  
04/07/2019

**Prime Original Not Accepted Date**

**Prime Accepted Date**  
04/09/2019

**Agency Original Not Accepted Date**

**Agency Accepted Date**

▼ Transitions

Reject ← **Reject Button**

▼ Date Action

04/07/2019 12:05:07 PM

04/09/2019 11:01:36 AM

▼ Exceptions 0 changed

Rslvd Ind	Must Be Resolved	Pyrl Except Type
▶ No	Yes	Labor
▶ No	Yes	Labor
▶ No	Yes	Labor
▶ No	Yes	Employee

If a payroll has a **Labor** or **Fringe** Payroll Exception Type, it must be **Rejected** back to the contractor to correct with a modification unless it is a **Rounding error** which can show up under **Labor** or **Fringe**. These we can accept.

When you click on **Reject** as shown on the previous slide, an **Agency comments** box will open. Copy the **Payroll Exception Description** into the **Agency Comments** box. A comment must be entered before saving. Remember to check the Vendor Notified box.

▼ Transitions

Undo

Comments \*

Craft Code 'POWR2', Labor Classification 'Power Equipment Operator - Zone 3': For Payroll Employee (Kathy Terrio), the reported Total Payroll Compensation (387.50) for this Craft Code / Zone / Labor Classification (POWR2/ STATEWIDE/ POWRZ3) does not meet the minimum required pay (419.50) based on the Wage Decision Modification (General Decision Number 'MT190079', Modification Number 'Mod 0') with a difference of 32.00.

▼ Date	Action	Comments
05/04/2022 9:23:33 AM		

▼ Exceptions

1 change

Rslvd Ind	Must Be Resolved	Pyrl Except Type
▼ No	Yes	Labor

**Payroll Exception Description**

Vendor ID '7844', Contract ID '01C19', Payroll Number '40', Modification Number '0', Payroll Employee 'Kathy Terrio', Project ID '6097008000', Craft Code 'POWR2', Labor Classification 'Power Equipment Operator - Zone 3': For Payroll Employee (Kathy Terrio), the reported Total Payroll Compensation (387.50) for this Craft Code / Zone / Labor Classification (POWR2/ STATEWIDE/ POWRZ3) does not meet the minimum required pay (419.50) based on the Wage Decision Modification (General Decision Number 'MT190079', Modification Number 'Mod 0') with a difference of 32.00.

**Agency Comments** ▼

Craft Code 'POWR2', Labor Classification 'Power Equipment Operator - Zone 3': For Payroll Employee (Kathy Terrio), the reported Total Payroll Compensation (387.50) for this Craft Code / Zone / Labor Classification (POWR2/ STATEWIDE/ POWRZ3) does not meet the minimum required pay (419.50) based on the Wage Decision Modification (General Decision Number 'MT190079', Modification Number 'Mod 0') with a difference of 32.00.

# Accepting a Rounding Error

▼ Status Save ?

Phase: Under Agency Review

**Created Date**  
08/15/2019 12:49:42 PM

**Prime Accepted Date**

**Signed Date**  
08/15/2019

**Agency Original Not Accepted Date**

**Prime Original Not Accepted Date**

**Agency Accepted Date**

▼ Transitions

Reject

▼ Date	Action	Comments
08/15/2019 12:52:29 PM		

▼ Exceptions 0 changed

Rslvd Ind	Must Be Resolved
▼ No	Yes

**Payroll Exception Description**

Vendor ID '6271', Contract ID '02519', Payroll Number '7', Modification Number '0', Payroll Employee 'JENNA THEISEN': The Total Project Fringe Paid value (135.19) for Payroll Employee JENNA THEISEN does not equal the Calc Total Fringe Benefits (135.20).

The Fringe Paid and the System Calculated Fringe Benefits is off by one penny. \$135.19 vs.\$135.20

# A Rounding Error **Must be Resolved**

Contract: 02519 - SF- 169 VALLEY SPUR INTX IMPRV

Payroll Vendor: 6271 - KNIFE RIVER CORPORATION - BELG

**Payroll Number**  
7

**Modification Number**  
0

**Period**  
08/05/2019 - 08/11/2019

**Fringe Benefit Payment Type**  
Plan Funds

Status

Phase: Under Agency Review

**Created Date**  
08/15/2019 12:49:42 PM

**Prime Accepted Date**

**Signed Date**  
08/15/2019

**Agency Original Not Accepted Date**

**Prime Original Not Accepted Date**

**Agency Accepted Date**

Transitions

Reject

Date	Action	Comments
08/15/2019 12:52:29 PM		

Exceptions

0 changed

Rslvd Ind	Must Be Resolved	Pyrl Except Type
No	Yes	Fringe

# Open the Payroll Exception Description

<b>Rslvd Ind</b> ▼ No	<b>Must Be Resolved</b> Yes	<b>Pyrl Except Type</b> Fringe
-----------------------------	--------------------------------	-----------------------------------

**Payroll Exception Description**

Vendor ID '6271', Contract ID '02519', Payroll Number '7', Modification Number '0', Payroll Employee 'JENNA THEISEN': The Total Project Fringe Paid value (135.19) for Payroll Employee JENNA THEISEN does not equal the Calc Total Fringe Benefits (135.20).

**Agency Comments** ▼

Add Resolution Comments, check Vendor Notified and enter the Exception Resolution Date. Click Save

<b>Vendor Notified</b> ▼ <input checked="" type="checkbox"/>	<b>Vendor Notified Date</b>
<b>Must Be Resolved</b> Yes	<b>Resolution Comments</b> ▼ Rounding error accepted
<b>Exception Resolution Date</b> ▼ 08/15/2019	



# Once Saved the **Rslvd Ind** (Resolved Indicator) will change to **Yes**

**Period**  
08/05/2019 - 08/11/2019

**Fringe Benefit Payment Type**  
Plan Funds

**Status** Save ?

Phase: Under Agency Review

**Created Date**  
08/15/2019 12:49:42 PM

**Signed Date**  
08/15/2019

**Prime Original Not Accepted Date**

**Prime Accepted Date**

**Agency Original Not Accepted Date**

**Agency Accepted Date**

**Transitions**

Approve Reject Undo

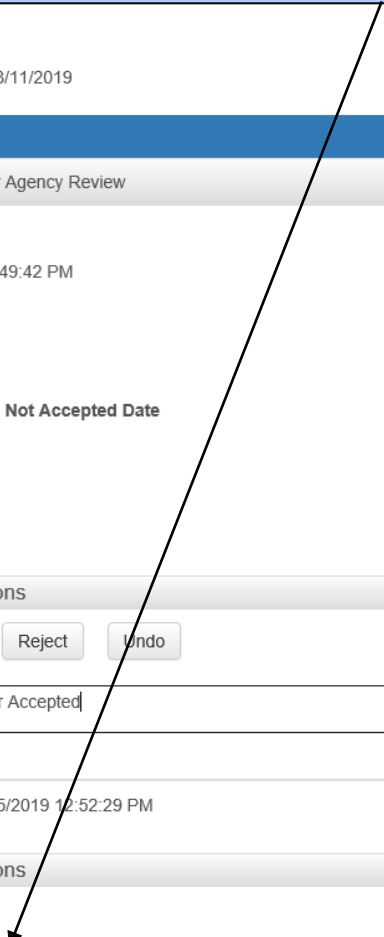
**Comments**  
Rounding Error Accepted

Date	Action	Comments
08/15/2019 12:52:29 PM		

**Exceptions** 0 changed

Rslvd Ind	Must Be Resolved	Pyrl Except Type
> Yes	Yes	Fringe

**Employee Mismatches** 0 changed



# Click **Approve**, Add **Comments** and **Save**

**Period**  
08/05/2019 - 08/11/2019

**Fringe Benefit Payment Type**  
Plan Funds

**Status**  
Phase: Under Agency Review

**Created Date**  
08/15/2019 12:49:42 PM

**Signed Date**  
08/15/2019

**Prime Original Not Accepted Date**

**Prime Accepted Date**

**Agency Original Not Accepted Date**

**Agency Accepted Date**

**Transitions**

Approve Reject Undo

**Comments**  
Rounding Error Accepted

Date	Action	Comments
08/15/2019 12:52:29 PM		

**Exceptions**  
0 changed

Rslvd Ind	Must Be Resolved	Pyrl Except Type
> Yes	Yes	Fringe

**Employee Mismatches**  
0 changed

Save ?

# Approved with Comments

▼ Status Save ▼ ?

Phase: Approved

**Created Date**  
08/15/2019 12:49:42 PM

**Signed Date**  
08/15/2019

**Prime Original Not Accepted Date**

**Prime Accepted Date**

**Agency Original Not Accepted Date**

**Agency Accepted Date**  
08/15/2019

▼ Transitions

▼ Date	Action	Comments
08/15/2019 12:52:29 PM		
08/15/2019 2:58:00 PM		Rounding Error Accepted

▼ Exceptions 0 changed

Rslvd Ind	Must Be Resolved	Pyrl Except Type
> Yes	Yes	Fringe ▼

▼ Employee Mismatches

# Payroll Exception Report

When a payroll in **Under Agency Review** status is **rejected**, the system automatically sets its status to **Agency Rejected** and sets the payroll's **Agency Original Not Accepted Date** field to the current date.

If a payroll is rejected it is important the reviewer check the **Vendor Notified** box before saving. This allows the contractor to generate the **Payroll Exception Report**.

The **Payroll Exceptions** report lists any exceptions on a contractor's certified payroll that are marked by the agency as Vendor Notified. The report runs against only the latest modification for the selected payroll.



## Montana Department of Transportation

Date:

### Payroll Exception Report

Page 1 of 1

Contract ID: 12218 MELROSE - DIVERSION STRUCTURE  
Prime Vendor: 2448 JORDAN CONTRACTING, INC.  
State Project Number:  
Payroll Vendor: 0711 JLC, INC.  
Payroll Number: 14 Modification Number: 1  
Payroll Begin Date: 01/13/2019 Payroll End Date: 01/19/2019

Exception ID	Payroll Exception Description	Exception Resolved By	Resolution Date	Comments
524	Vendor ID '0711', Contract ID '12218', Payroll Number '14', Modification Number '1', Payroll Employee 'Tanner Cooney': Straight Time Hours value (0.00) is less than the Calc Total Straight Time Hours value (3.50) for Payroll Employee Tanner Cooney.			
525	Vendor ID '0711', Contract ID '12218', Payroll Number '14', Modification Number '1', Payroll Employee 'Christopher J. Pesanti': Straight Time Hours value (0.00) is less than the Calc Total Straight Time Hours value (3.50) for Payroll Employee Christopher J. Pesanti.			

Example of Payroll Exception Report.

# NOTIFICATIONS/ EMAILS



The contract's EPM will receive an email each Monday if there are Pending Payrolls that need an action (Approve or Reject) by the Field.

This will need to be forwarded to the FOP. Another trigger will happen if the payrolls reach 30 days without an action. The Labor Compliance person is included on these emails.

Payrolls need to be reviewed weekly and must be resolved in a timely manner as not to affect the Contract's Payment Estimate.

**From:** [mdt-aashtowareproject@mt.gov](mailto:mdt-aashtowareproject@mt.gov) <[mdt-aashtowareproject@mt.gov](mailto:mdt-aashtowareproject@mt.gov)>

**Sent:** Monday, July 15, 2019 8:50 AM

**To:** Cole, Chris <[ccole@mt.gov](mailto:ccole@mt.gov)>; Fetters, Drew <[nfettters@mt.gov](mailto:nfettters@mt.gov)>

**Subject:** Unapproved Payrolls [PROD]

Contract [04419](#) payroll number 2 last updated 12-JUL-19 for POTEET CONSTRUCTION, INC. is unapproved.


The below email notification will go to the person(s) listed as FOP for a contract when the system moves a Payroll to **Under Agency Review**.

Certified Payroll Under Agency Review - Contract 01919 LOHMAN - E & W - SCHELLINGER CONSTRUCTION CO., INC.



aashtowareproject@mt.gov

To ● Mullings, Michael; ● Martin, Clarissa; ● Durbin, Lisa; ✓ Moore, Mike; ● Olson, Martin; ● Amestoy, Lori; ✓ Terrio, Kathleen; ● Flynn, Conrad; ✓ James, Kathy; ✓ Terrio, Kathleen

 You forwarded this message on 1/17/2020 11:37 AM.

Payroll Under Agency Review Payroll - 10 Mod - 0 Beg Dt - 01/05/2020 End Dt - 01/11/2020

The Contractor receives an email when you **Reject** a payroll.

This allows them to know what's happening with the payrolls they have submitted to MDT and to react in a timely manner to payrolls needing correction(s).

Payroll Rejected - Contract 01520 MAIN STREET ADA - DEER LODGE - JEFFERY CONTRACTING, LLC



aashwareproject@mt.gov

To ashley@jefferycontracting.com; Terrio, Kathleen

Reply

Reply All

Forward



Thu 10/14/2021 11:41 AM

Agency Rejected Payroll Payroll - 14 Mod - 6 Beg Dt - 06/06/2021 End Dt - 06/12/2021 Comment - The hourly pay times the amount of hours is incorrect. See payroll exception report for more details

Ensure your comments are clear as to what the Exceptions are when you click Reject.



LABOR  
COMPLIANCE  
SPOT CHECKS



Verify the Labor Compliance Spot Checks against the payroll. Inspectors also can verify the Spot Checks. Payrolls have been added to the Inspector Role in a “Read only” mode. They cannot approve or reject payrolls.

You can look at an Approved Payroll to verify the information reported is correct or you can generate a Payroll Summary Report and review it.

Save the Spot Check to your project folder as always.

Remember these must be done for every contractor and **sub contractor** on the project every month.

## Labor Compliance Spot Checks

# Setting up the Labor Compliance Spot Check Schedule

Once the **Work Begin Date** is populated by the first DWR work item being recorded, the **Recurring Time** for the **LABORCOMPL - Labor Compliance Spot Check** is generated.

You'll find this under the **Contract Administration Summary** then **Contract Times**.

The screenshot shows a web application interface with a navigation menu. At the top, there are three buttons: 'Home', 'Previous', and 'My Pages'. Below these, the main navigation path is 'Administration Overview' > 'Approved DBE Commitment' > 'Contract Administration Summary'. A dropdown menu is open for 'Contract: 01B19 - MT 200 - FAIRVIEW', listing various categories: General, Additional Information, Administrative Offices, Contract Authority, Contract Times (highlighted with a dotted border and an arrow from the text box), DBE, Labor, Funding, Locations, Insurance, Permits, Comments, Associated Vendor People, Claims, Claim Recipients, and Bond Claims.

# To Generate a Recurring Event Schedule

Once you open **Contract Times**, scroll down to **Recurring**. In the search box enter **Labor** or scroll to **LABORCOML** and click to Open.

▼ Recurring

🔍 Type search criteria or press Enter Advanced Showing 26 of 26

Select Recurring Times...

> MDTBMPINSP-P	35 Active - Active Construction
Weekly	MDT BMP Inspection (permit)-EPM
Yes	▼
> BULLETINBOARD	40 Active - Active Construction
Monthly	Bulletin Board-EPM
Yes	▼
> Time ID	<b>Sequence</b> <b>Cont Status Type</b>
LABORCOMPL	45 Active - Active Construction
<b>Freq</b>	<b>Time Descr*</b> ▼
Monthly	Labor Compliance Check-WHITE RESOURCES GROUP
<b>Active</b>	▼
Yes	
> 7AOJT	50 Active - Active Construction
Monthly	7A OJT Report-EPM
Yes	▼

On the **General** tab, change the **Status** to **ACTIVE** , add the **Contractors name** to Time Description and **SAVE**.

## Contract Time Summary - Recurring

Contract: 13A19 - SIDEWALKS - TWIN BRIDGES

CT: LABORCOMPL - Labor Compliance Check-WHITE RESOURCES GROUP

Main: No

General

Recurring Time Occurrences

Time ID

LABORCOMPL

Time Description \*

Labor Compliance Check-WHITE RESOURCES GROUP

Time Type

Recurring

Contract Status Type

Active - Active Construction

Recurring Schedule Description

At 12:00 AM on the 10th day of the month, starting on 11/10/2019 12:00 AM, expiring on 11/12/2022 at 12:00 AM

Comments

Add additional recurring events for each subcontractor

Record Source

Construction

Default

Yes

Claim Number

Main Contract Time

No

Delete Allowed

No

Required For

Active Contract  Close Contract  Neither

Chargeable

No

Effective Date

10/29/2019

Expiration Date

Status

ACTIVE - Active

Active

Yes

Under the **Recurring Time Occurrences**, enter the date the work is estimated to **Start** and **End**.

CT: LABORCOMPL - Labor Compliance Check-EPM Main: No

General

Recurring Time Occurrences

**Recurring Schedule Description**  
At 12:00 AM on the 10th day of the month, starting on 11/10/2019 12:00 AM, expiring on 11/12/2022 at 12:00 AM

**Frequency**  
Monthly

**Start**  
11/10/2019 12:00:00 AM

**End**  
11/12/2022 12:00:00 AM

**Use Relative Date**

**Planned occurrence Every "x" Day Of The Month**  
10

Enter "10" in the **Planned occurrence Every "x" Day of the Month** and save. This generates the schedule. Do this for each contractor on the project and any other item that needs a schedule like Bulletin Board checks.

To Add an additional event for each Subcontractor follow these steps.

▼ Recurring

Q Type search criteria or press Enter [Advanced](#) Showing 10 of 26

Select Recurring Times... ← Click on Select Recurring Times

0 marked for deletion | 0 changed | [Expand All](#)

In the Search box enter *labor* then select **LABORCOMPL** and click on **Add to Contract Times**.

Select Contract Time Recurrings

Q labor [Advanced](#) Showing 1 of 1

Select: [All](#) | [None](#) 1 selected

Time ID	Time Description	Contr Status Type	Time Type	Frequency	Allow Duplicate
✓ LABORCOMPL	Labor Compliance Check-EPM	Active - Active Construction	Recurring	Monthly	Yes

[Add to Contract Times](#)

Repeat the steps in slides 42 & 43 to complete the schedule set up. Subcontractors can be customized to the Contractors work schedule.

# Turning off Recurring Events

1. In the Actual Occurrence Date, enter the date you are suspending time (usually today's date).

## **2. Save**

3. Refresh the screen (F5)

Steps 2 and 3 must be done so that the trigger that pushes the recurring dates forward will work)

4. Enter the Projected Completion date that you think you will start working.

## **5. Save.**



# Daily Work Reports (DWR)

# DWR Change in AASHTOWare 4.6

Contract: 02221 - JCT US-89 - EAST (BROWNING) Save ?

DWR Date: 02/18/2022 Inspector: HarrisK Sequence: 1 Status: Approved

General  
Notes  
Contractors  
Contractor Equipment  
Contractor Personnel  
Contractor Staff  
Work Items  
Acceptance Records  
Force Account  
Contractors

Search: Type search criteria or press Enter Advanced Showing 2 of 2

Select Contractors... 0 marked for deletion | 0 changed

Contractor	Pri...	Equip...	Person...	St...	DBE Certif...	Payroll Not Requi...
GLACIER TRAFFIC PRODUCTS, LLC	No	No	No	No	No	<input checked="" type="checkbox"/>
On Site ▼ Start Time ▼ End Time ▼ Hours ▼						
NoM - Materials Acceptance Only ▼						
Comments ▼						
<input type="text"/>						
PAVEMENT MAINTENANCE SERVICES, INC	Yes	No	No	No	No	<input checked="" type="checkbox"/>
NoM - Materials Acceptance Only ▼						
<input type="text"/>						

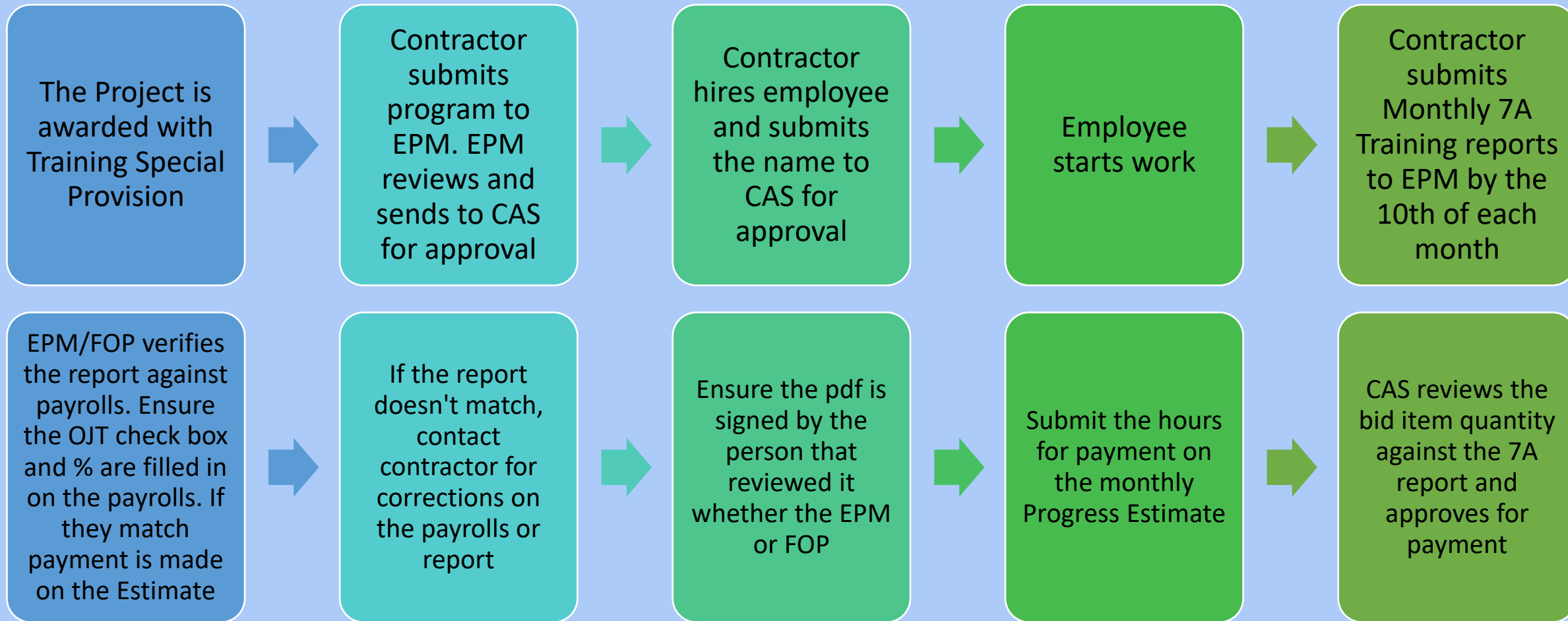
# When To Use

- Automobilization – This will automatically be checked when the DWR is generated.
- Materials Acceptance Record/Quantity Only. No contractor on site.
- If there is a DWR where the Owner of the company is on site and no other work.
- When in doubt, ask 😊

ON-THE-JOB  
TRAINING (OJT)  
COMPLIANCE



# OJT Compliance



# 07A – OJT Monthly Training Report

The Report is available on MDT's External Forms page for contractors to complete by the 10<sup>th</sup> of the month.

<https://www.mdt.mt.gov/other/webdata/external/const/forms/MDT-CON-109-12-OJT-TRAINING-REPORT.pdf>

**MDT**  
MDT-CON-109-12 Rev.10/2021  
Page 1 of 3

Montana Department of Transportation  
**07A-OJT Monthly Training Report**

Submit to: Project Manager

**INSTRUCTIONS:** Submit to the Project Manager.  
**Report is due 10 calendar days following month end.** Example: March hours are due April 10th.  
*Capture only one month and one trainee per report.*  
electronic signatures recommended.  
**Program Manager: Kathy Terrio 406-475-2258 kterrio@mt.gov**

**Project Description:** \_\_\_\_\_

**Prime Contractor:** \_\_\_\_\_

**Fed/State Project Number:** \_\_\_\_\_

**MDT Project Manager:** \_\_\_\_\_

**Contract ID:** \_\_\_\_\_

**Trainee Name:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_ **Contractor: Prime**  **Sub**

**Replacement: Yes:**  **No:**  **Trainee received copy of Training Program: Yes:**  **No:**

**Trainee received copy of Training Report: Yes:**  **No:**

**Apprentice? Yes:**  **No:**  **Union? Yes:**  **No:**

**Trainee Classification:** \_\_\_\_\_ ▾

**Reporting Month:** \_\_\_\_\_

# Progress Estimates and OJT

7A  
Monthly  
Reports

Safety	Productivity	Quality	Understanding	Attitude	Attendance	Total Hours This Month	Total Hours To Date
S	S	S	S	S	S	159.5	203.5

Safety	Productivity	Quality	Understanding	Attitude	Attendance	Total Hours This Month	Total Hours To Date
S	S	S	S	S	S	183	273.5

\*If U, N or F, please explain:

159.5  
183.0  
342.5

Monthly Estimate

Project - Descr	Category - Descr	Proj Ln Num	Ln Num
5793017000 - HARDIN - SOUTH	0002 - ROAD - CROW INDIAN RE	0510	0010
Ref Item ID	Description	Supplemental Description	Pay Amt This Pay Est
103000000	TRAINING PROGRAM		8,562.50
<b>Posted Quantity This Pay Estimate</b>		<b>Posted Amount This Payment Estimate</b>	
342.500		8,562.50	
<b>Pay Quantity This Payment Estimate</b>		<b>Pay Amount This Payment Estimate</b>	
342.500		8,562.50	

OVERDUE  
PAYROLL  
ESTIMATE  
EXCEPTION





# Overdue Payroll Estimate Exception

The system starts with the End Date of the Payment Estimate (25<sup>th</sup>) and calculates the **Overdue Payrolls Lag Date** by subtracting the number of lag days listed in the agency option. MDT has set the lag days to 14 days.

The Estimate exceptions are set to **Must Acknowledge** (Progress Estimates only) or **Overridden** (Final Estimates only) depending on the type of Estimate. Meaning the EPM or the FOP must acknowledge or override the exception. If it is Acknowledged as a missing payroll, contact the contractor and document in the comments field.

These payroll(s) must be received by the next estimate. If it is due to an Automob or Quantity only DWR, this must be noted in the comments field for each date and contract listed.

When the Overdue Payroll Estimate Exception is Acknowledged, an email is sent to the Labor Compliance Program. If this happens for the same Contractor on the next estimate, then the discussion will be held about withholding from the Prime Contractor for the work. While MDT is understanding that things come up, Contractors must meet the requirement for timely payrolls. Once a payroll is received the Exception should not generate on the next Estimate.

Pages ▾

[Contract Administration](#) [Contract Documentation](#) [Contract Materials and Acceptance Actions](#) [C](#)

ate Summary

LINCOLN SLP FLT

Period End Date: 12/24/2019 11:17:42 AM

Type: Progress

Status: Pending Approval



Advanced

Showing 9 of 9

Exception ID	Payment Estimate Exception
> 1	Insufficient Materials
> 2	Insufficient Materials
> 3	Insufficient Materials
> 4	Insufficient Materials
> 5	Insufficient Materials
> 6	Overdue Payrolls
> 7	Overdue Payrolls
> 8	Overdue Payrolls
> 9	Overdue Payrolls

# Payment Estimate Exception - Overdue Payrolls



Click on the Arrow to open the Exception and view the Description

Exception ID	Payment Estimate Exception	Status
6	Overdue Payrolls	Acknowledged
Description		Status * <input type="button" value="Acknowledged"/>
Estimate Exception Type: Payroll Exception: Contract 04419, Contractor 2419, NOBLE EXCAVATING, INC., DWR [		
Remarks		
7	Overdue Payrolls	Acknowledged
8	Overdue Payrolls	Acknowledged
9	Overdue Payrolls	Acknowledged

Click on the plus sign to view the entire Overdue Payrolls Estimate Exception Description

### Description

Estimate Exception Type: Payroll Exception: Contract 04419, Contractor 2419, NOBLE EXCAVATING, INC., DWR Dates 8/21/2019,8/26/2019,10/24/2019,9/26/2019,9/24/2019,9/25/2019,10/22/2019,10/2/2019,10/24/2019.

# Overdue Payroll Estimate Exceptions - Progress

Research The Estimate Exception Dates By Reviewing The DWR's For The Dates Listed In The Description Box To Ensure You Aren't Missing A Payroll. If You Aren't Missing Payrolls, Then Complete The Exception As Follows:

▼ 03B19 - BBP - FIVE MILE ROAD

Payment Est Num: 0002    Period End Date: 02/25/2020 9:30:32 PM    Type: Progress    Status: Draft

General

Notes

Exceptions

Time Charges

Projects

Items

Contract Adjustments

Item Adjustments

Approval Tracking

Q |    Advanced    Showing 7 of 7

> 1	Insufficient Materials	Unresolved
> 2	Insufficient Materials	Unresolved
> 3	Insufficient Materials	Unresolved
> 4	Insufficient Materials	Unresolved
> 5	Insufficient Materials	Unresolved
> 6	Insufficient Materials	Unresolved
> 7	Overdue Payrolls	Unresolved

**Exception ID**    **Payment Estimate Exception**    **Status**

▼ 7    Overdue Payrolls    Unresolved

**Description**    **Status \***

Estimate Exception Type: Payroll Exception: Contract 03B19, Contractor 2050, RIVERSIDE CONTRACTING, INC.,    Acknowledged

▼ **Remarks**

**Type \***    Type\* will always be EstException – Exception Remark

EstException - Exception Remark    Automob, no payroll required

If you are missing a payroll, document the steps you've taken to resolve the issue with the contractor. **Example:** Emailed sent to Riverside on 10/25 requesting missing payroll.

Acknowledged with appropriate Remark. This is for Progress Estimates Only

# Overdue Payroll Estimate Exceptions - Final

Again, Research The Estimate Exception Dates By Reviewing The DWR's For The Dates Listed In The Description Box To Ensure You Aren't Missing A Payroll. If You Aren't Missing Payrolls, Then Complete The Exception As Follows:

▼ 09718 - SF 159 SO CUT BANK SFTY IMPRV

Payment Est Num: 0004    Period End Date: 12/25/2018 12:55:49 PM    Type: **Final**    Status: Draft

General

Notes

Exceptions

Time Charges

Projects

Items

Contract Adjustments

Item Adjustments

Advanced *Showing 2 of 2*

Exception ID	Payment Estimate Exception	Status
1	Overdue Payrolls	Overridden
2	Overdue Payrolls	Overridden

**Description**      **Status \*** ▼

Estimate Exception Type: Payroll Exception: Contract 09718, Contractor 6782, HIGHMARK TRAFFIC SERVICES, II      Overridden ▼

▼ Remarks

**Type \***      **Remark \***

EstException - Exception Remark ▼      Exceptions are related to Automob and Quantity only DWR's  
No payroll required

**Overridden** with appropriate Remark. This is for Finals only.

The Final Estimate cannot be processed with missing payrolls.

If you Approve an Estimate with Overdue Payroll Estimate Exceptions, an email is received by CAS to verify the exceptions are handled correctly with complete and accurate remarks.

Overdue Payroll Exceptions - Contract 02920 SF 109 - GR NE OF BOZEMAN (PH 2)



aashtowareproject@mt.gov

To ● Terrio, Kathleen

↩ Reply

↩ Reply All

→ Forward



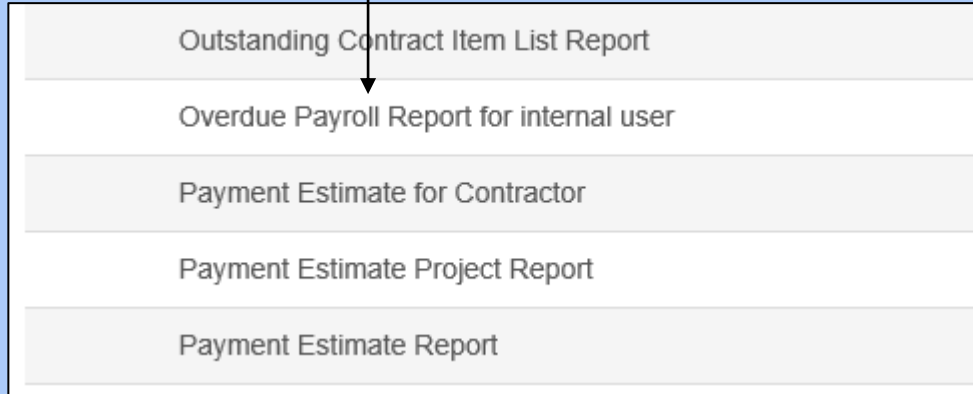
Wed 10/13/2021 11:32 AM

Overdue Payroll Exceptions for Payment Estimate Number 7

Overridden Estimate Exception Type: Payroll Exception: Contract 02920, Contractor 2050, RIVERSIDE CONTRACTING, INC., DWR Dates 12/7/2020,1/26/2021,5/17/2021,5/19/2021,5/18/2021,5/20/2021,6/26/2021,7/24/2021,7/26/2021,8/20/2021,5/20/2021,9/2/2021.

Automobilization on 12/7/2020, 1/26/2021, 6/26/2021, 7/26/2021. Salaried employees (Superintendent) only on 5/17/2021, 5/18/2021, 5/19/2021 and 5/20/2021. Quantities only on 7/24/2021, 5/20/2021, 8/20/2021 and 9/2/2021.

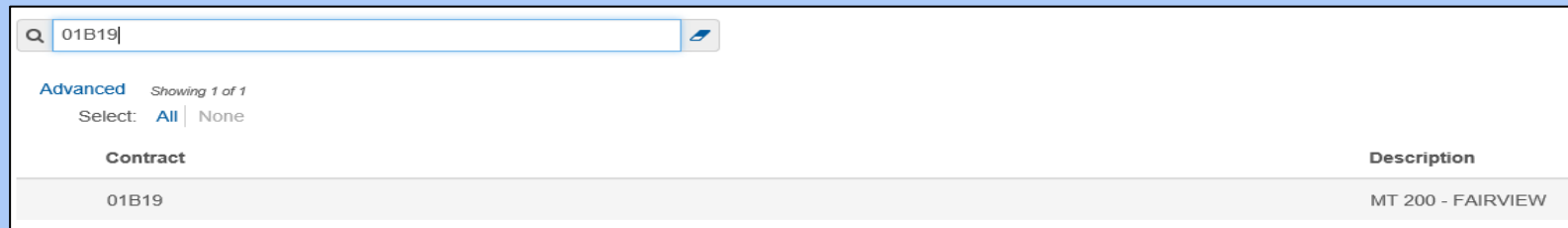
# Overdue Payroll Report for internal user – Global Report



Outstanding Contract Item List Report
Overdue Payroll Report for internal user
Payment Estimate for Contractor
Payment Estimate Project Report
Payment Estimate Report

This report can be run at anytime to determine the state of payrolls for a particular contract.


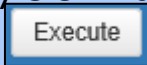
Once you click on the report then enter contract number in the search box, it will pull up the contract.



Search box: 01B19

Advanced Showing 1 of 1  
Select: All | None

Contract	Description
01B19	MT 200 - FAIRVIEW

Click on the contract, then the right arrow  will take you to the Period End Date screen. This date is always the 25<sup>th</sup> of whatever month you are looking at. If your Estimate period is May 2020, then put in May 25, 2020 using the calendar icon. Then click Execute 

This will pull up a report showing all contractors that worked and do not have an approved payroll for that period.



Overdue Payroll Report for period end 5/25/2020

Contract: 01B19, MT 200 - FAIRVIEW

Exception	DWR Date	Vendor	Is Prime
②	4/21/20	6797, KNIFE RIVER CORPORATION-NORTH CENTRAL	<input checked="" type="checkbox"/> Prime

Count	Hours	Personnel
1		Laborers

Exception	DWR Date	Vendor	Is Prime
②	4/21/20	6797, KNIFE RIVER CORPORATION-NORTH CENTRAL	<input checked="" type="checkbox"/> Prime

Count	Hours	Personnel
1		Power Equipment Operators

Exception	DWR Date	Vendor	Is Prime
②	4/22/20	6797, KNIFE RIVER CORPORATION-NORTH CENTRAL	<input checked="" type="checkbox"/> Prime

Count	Hours	Personnel
2	2	Power Equipment Operators

Exception	DWR Date	Vendor	Is Prime
②	4/24/20	6797, KNIFE RIVER CORPORATION-NORTH CENTRAL	<input checked="" type="checkbox"/> Prime

Exception	DWR Date	Vendor	Is Prime
②	5/7/20	6013, INDUSTRIAL BUILDERS INC	<input type="checkbox"/> Prime

Count	Hours	Personnel
1		Laborers

Exception	DWR Date	Vendor	Is Prime
②	5/7/20	6013, INDUSTRIAL BUILDERS INC	<input type="checkbox"/> Prime

Count	Hours	Personnel
2		Power Equipment Operators

Exception	DWR Date	Vendor	Is Prime
②	5/4/20	7154, PRECISION HIGHWAY CONTRACTORS, INC.	<input type="checkbox"/> Prime

Count	Hours	Personnel
2		Laborers

This shows both the Prime and all Subcontractors that have worked on a contract but do not have Approved payrolls for the DWR dates.

You can click on the DWR date to view.

Use this report prior to the Estimate to determine Contractors Payroll Compliance.




# FINAL PAYROLL REVIEW



# Final Payroll Review – Labor Cert

The Final Payroll Review is completed when the project reaches Conditional Final Acceptance. Run the Overdue Payroll Report for the project. Use the 25<sup>th</sup> of the month.

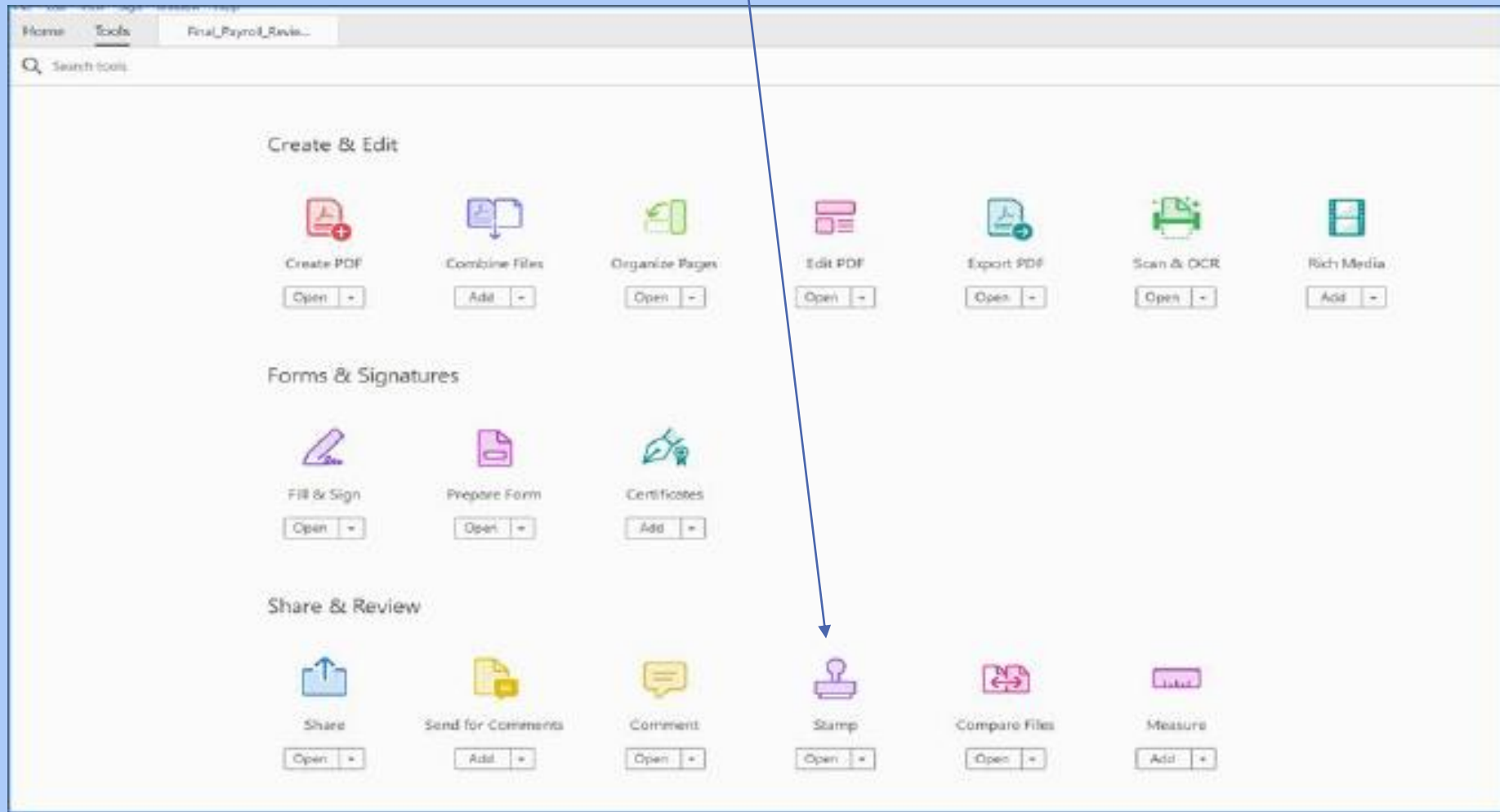
 Montana Department of Transportation	03/17/2023 09	
AASHTOWare Project™ Version 4.6.8 Revisio		
<b>Overdue Payroll Report for period end 3/25/2023</b>		
<b>No overdue payroll found for contract 02722, MT-135 SLOPE STABILITY</b>		
For vendors listed with zero (0) payrolls, add justification as to why.		
Vendor	Total Number of Approved Payrolls	Is Prime
THOMPSON CONTRACTING, INC.	10	<input checked="" type="checkbox"/> PRIME
BRECKENRIDGE SURVEYING & MAPPING	0	<input type="checkbox"/> PRIME
GEOSTABILIZATION INTERNATIONAL, LLC - GRAND JUNCTION	6	<input type="checkbox"/> PRIME
MOUNTAIN WEST HOLDING COMPANY	11	<input type="checkbox"/> PRIME

If the report has exceptions or there are Vendors listed with zero (0) payrolls, determine if payrolls are missing or if there are errors. Add your comments for these items then follow the process to add a **Reviewed By** stamp. Save a copy of the Report in the Contract folder

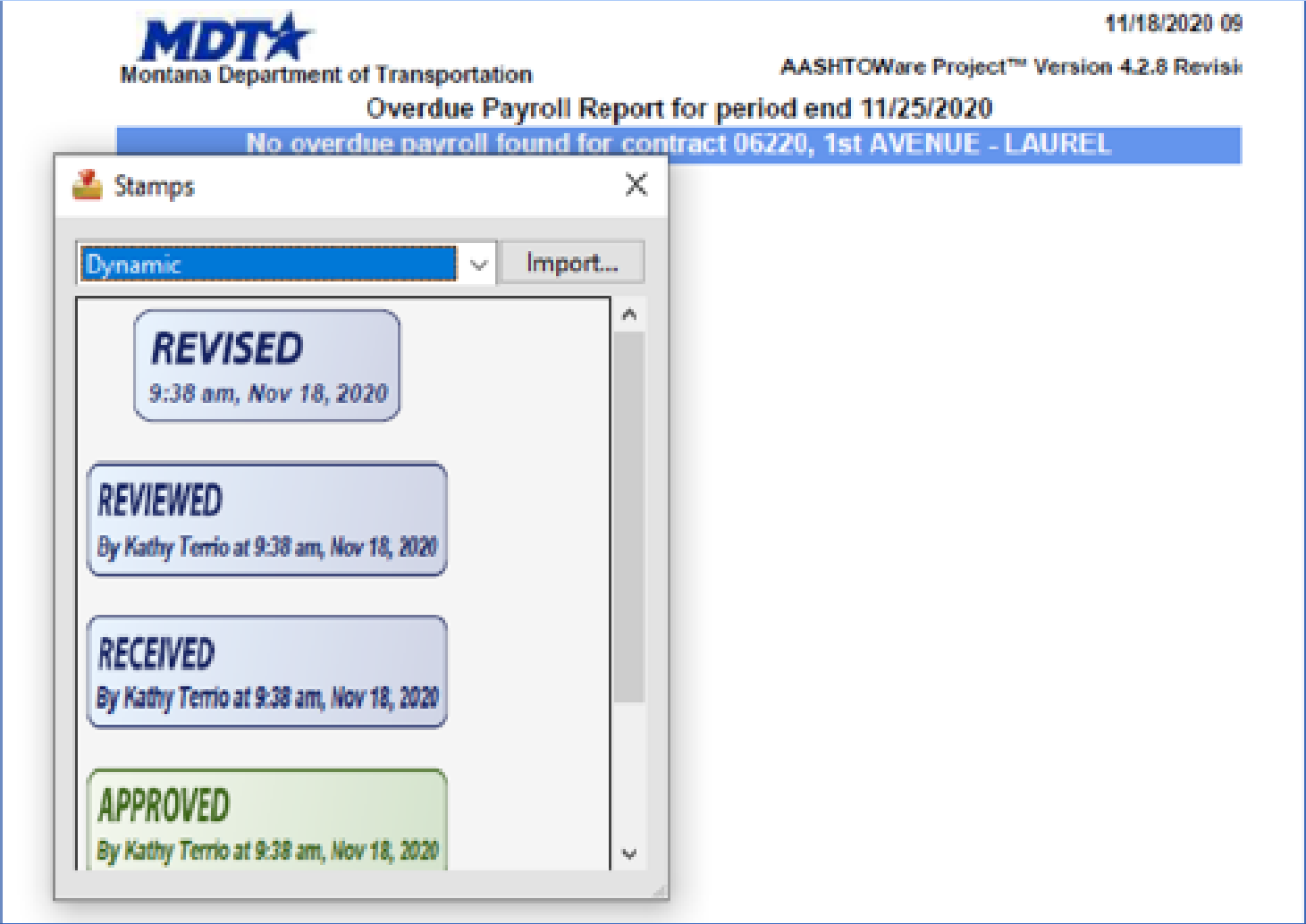
06\_FINAL\_FORMS\FINAL\_FORMS\FIELD on your share drive with the date and name it like this:  
02722\_Final\_Payroll\_Review-031723

If you have not created a Dynamic Stamp in Adobe, you will need to do this. The Reviewed Dynamic Stamp will be what you place in the document to show you have reviewed the report.

Open the Final Payroll Review document you saved in your contract folder. Click on the Tools tab on the top left and scroll down, click on Stamp.



Then click on Stamp in the tool bar. From the drop down, select Dynamic, then select **Reviewed**. This will open a box so that you can fill in your information. Once you create the **Reviewed** Dynamic Stamp it will be available in Stamps Palette for you to use



# Labor Certs

**MDT** Montana Department of Transportation 03/17/2023 10  
AASHTOWare Project™ Version 4.6.8 Revisi

**Overdue Payroll Report for period end 3/25/2023**

**No overdue payroll found for contract 02722, MT-135 SLOPE STABILITY**

For vendors listed with zero (0) payrolls, add justification as to why.

Vendor	Total Number of Approved Payrolls	Is Prime
THOMPSON CONTRACTING, INC.	10	<input checked="" type="checkbox"/> PRIME
BRECKENRIDGE SURVEYING & MAPPING	0	<input type="checkbox"/> PRIME
GEOSTABILIZATION INTERNATIONAL, LLC - GRAND JUNCTION	6	<input type="checkbox"/> PRIME
MOUNTAIN WEST HOLDING COMPANY	11	<input type="checkbox"/> PRIME

Breckenridge Surveying & Mapping performed surveying and is exempt.

**REVIEWED**  
By Kathy Terrio at 10:30 am, Mar 17, 2023

Montana Department of Transportation (MDT) Engineering Project Manager John Benda indicated all payrolls have been forwarded to MDT/CAS.

MDT/CAS hereby certifies all payrolls have been received and are correct and accurate. The Department is required to maintain certified payrolls for three years after final voucher.

Cc: AASHTOWare  
SiteManager Project File - Missoula

**APPROVED**  
By Kathy Terrio at 10:31 am, Mar 17, 2023

The EPM/FOP adds this verbiage

CAS adds this verbiage

After you have added your **Reviewed By** stamp and save to the project folder, I add the verbiage and my **Approved** by stamp, fill in the Contract Recurring time and attach the document to the record. You will receive a system email when this process is complete.

# FORCE ACCOUNT



Because only wages paid on a certified payroll are eligible for reimbursement on a Force Account or Agreed Price item, the Contractor will need to submit a certified payroll for those items.

“Submit evidence of the actual wage rates paid. Only labor on certified payrolls is eligible. The rate paid will be that which is listed on the certified payroll.”

One thing to note is agreeing to the wage for the salaried individual before the Force Account work is done benefits MDT and we are not paying a salaried individual his hourly salaried rate plus the 80% surcharge and not the Davis Bacon classification rate for the work done.

## Force Account

\* There is a coming change to Force Account





# When in doubt....

Call me!

Kathy Terrio, 475.2258 or email [kterrio@mt.gov](mailto:kterrio@mt.gov)