

# **CONTRACT VENDOR PAYROLL USER GUIDE AGENCY**

**REVISED 3/18**

Switch Role  
Agency One  
✓ KDOT\_LABORUSER  
PROJECT KDOT ROLE FOR LABOR USER

Employee Overview External Links

1. Verify Role

News

Welcome!  
If you have any questions please contact the system administrator via email at KDOT#AWP.Admin@ks.gov.

Preconstruction Civil Rights & Labor

- Projects
- Proposals
- Find Bid Data
- Contracts
- Payrolls
- Unapproved Payrolls
- On the Job Trainee Goal
- Compliance

2. Click "Payrolls"

Employee Overview

Type search criteria or press Enter Advanced

0 changed

Enter search criteria above to see results or Show first 10

External Links

KDOT Website	Internet
Kdotweb	KDOT's Intranet Site
KDOT Reports Portal	Crystal Reports
Cloverleaf	AASHTO Transportation Construction Community
Payroll XML	Resources for Using XML with AASHTOWare Project™ Payroll XML Resource Kit
Highway Contractors	Information for Highway Contractors

### Contract Payrolls Overview

Contract Payrolls

516022585

Advanced Showing 21 of

1. Enter the KDOT Contract number

0 changed

Contract	Short Name	Payrolls
516022585	DONDLINGER & SONS CONST CO INC	5
516022585	COLLINS & HERMANN INC	0
516022585	WILDCAT CONST CO INC & SUBS	0
516022585	DUSTROL INC	0
516022585	J & J CONTRACTORS INC	0
516022585	GARY A. CRAIN, INC.	0
516022585	KLAVER CONST CO INC	0
516022585	SEEDERS INC	0
516022585	PEARSON CONSTRUCTION LLC	0
516022585	KING CONST CO INC AND SUBS	2
516022585	LINDNER PAINTING INC	0
516022585	RESTORATION & WATERPROOFING CONT INC	0
516022585	CORNEJO & SONS LLC	0
516022585	PERRY FULSOM CONSTRUCTION INC	0
516022585	G & L REBAR LLC	0
516022585	ATLAS ELECTRIC, LLC	0

2. Click on the payroll number for the contractor you are reviewing

Overview

### Contract Certified Payroll Overview

Contract: 516022585 - GRADING, BRIDGE & SURFACING Save ?

Vendor ID  
02006

Vendor Short Name  
KING CONST CO INC AND SUBS

0 marked for deletion | 0 changed

Payroll	Begin Date	End Date	Phase	Mod Num
2 Latest Mod Yes	01/14/2018	01/20/2018	Under Prime Review	0
1 Yes	01/07/2018	01/13/2018	Under Agency Review	0

Click the payroll number of the payroll you want to review. Make sure it is in the correct phase

Overview Employee Status ← Click "Status"

### Certified Payroll

Contract: 516022585 - GRADING, BRIDGE & SURFACING Save ?  
Payroll Vendor: 02006 - KING CONST CO INC AND SUBS

**Payroll Number \***

**Fringe Benefit Payment Type \***

**Begin Date \***

**Comments**

**End Date \***

Benefit Programs

New 0 added | 0 marked for deletion | 0 changed

Health Insurance Fringe Health/Welfare

<b>Benefit Program Name *</b> <input type="text" value="Health Insurance"/> <small>Up to 80 characters</small>	<b>Benefit Account Number *</b> <input type="text" value="999999999999"/>
<b>Trustee/Contact Person *</b> <input type="text" value="Unknown"/>	<b>Trustee/Contact Phone *</b> <input type="text" value="(999)999-9999"/>
<b>Benefit Program Type *</b> <input type="text" value="Fringe Health/Welfare"/>	<b>Benefit Program Classification</b> <input type="text"/>

### Certified Payroll Status

Contract: 516022585 - GRADING, BRIDGE & SURFACING  
Payroll Vendor: 02006 - KING CONST CO INC AND SUBS

Payroll Number: 1  
Modification Number: 0  
Period: 01/07/2018 - 01/13/2018  
Fringe Benefit Payment Type: Plan Funds

Status: Phase: Under Agency Review

Created Date: 03/02/2018 9:48:37 AM  
Prime Accepted Date: 03/06/2018  
Agency Original Not Accepted Date  
Agency Accepted Date

2. Click either "Approve" or "Reject"

Transitions

Date	Comments
03/02/2018 10:11:42 AM	
03/06/2018 8:51:21 AM	

Exceptions

0 changed

Rslvd Ind	Must Be Resolved	Pyrl Except Type
No	No	Payroll

Employee Mismatches

0 changed

1. Review any and all Exceptions listed. Click the expand arrow to view what the exception is. Once reviewed reply appropriately

### Certified Payroll Status

There are unsaved changes. x

Contract: 516022585 - GRADING, BRIDGE & SURFACING  
Payroll Vendor: 02006 - KING CONST CO INC AND SUBS

Payroll Number: 1  
Modification Number: 0  
Period: 01/07/2018 - 01/13/2018  
Fringe Benefit Payment Type: Plan Funds

Status: Phase: Under Agency Review

Save ?

2. Click "Save"

Created Date: 03/02/2018 9:48:37 AM  
Signed Date: 03/02/2018  
Prime Original Not Accepted Date  
Prime Accepted Date: 03/06/2018  
Agency Original Not Accepted Date  
Agency Accepted Date

1. You must enter comments no matter which option you pick

Transitions: Approve Reject Undo

Comments

Date: 03/02/2018 10:11:42 AM

Overview Employees Payroll

On this page: Contract Status

### Certified Payroll Status

Contract: 516022585 - GRADING, BRIDGE & SURFACING

Payroll Vendor: 02006 - KING CONST CO INC AND SUBS

Payroll Number

1

Modification Number

0

Period

01/07/2018 - 01/13/2018

Fringe Benefit Payment Type

Plan Funds

Status Save

Phase: Approved

Created Date

03/02/2018 9:48:37 AM

Prime Accepted Date

03/06/2018

Signed Date

03/02/2018

Agency Original Not Accepted Date

Prime Original Not Accepted Date

Agency Accepted Date

03/06/2018

Payroll is Approved

#### Transitions

Date	Comments
03/02/2018 10:11:42 AM	
03/06/2018 8:51:21 AM	
03/06/2018 11:49:04 AM	Approved