# HDOT Best Practice Guide:

## Certified Payrolls in ACC (For HDOT Engineers)

CERTIFIED PAYROLLS IN ACC:

For every HDOT project, the Contractor should be uploading and submitting certified payrolls through ACC Reviews. Below is a step-by-step guide for the HDOT engineer to ensure certified payrolls are being properly processed in ACC.

- ✓ Navigate to "Docs" > "Files".
- ✓ Click on the "General" folder.
- ✓ Click the ellipses (three dots on the right of "General").
    - ○ Click "+Add subfolder".
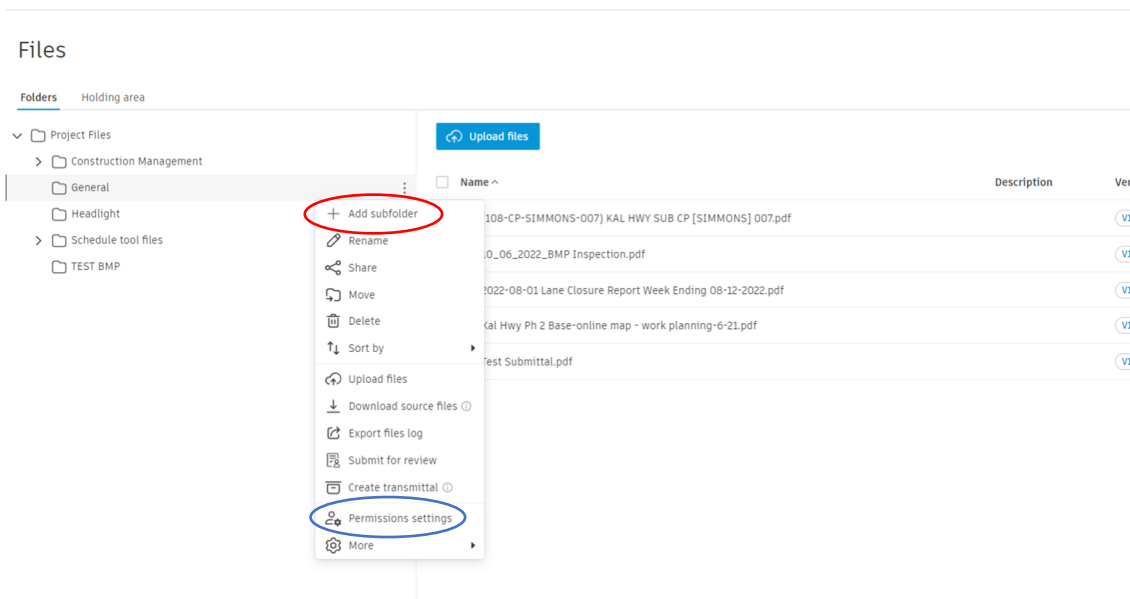
- ✓ Name the subfolder "Certified Payrolls".
- ✓ Click on "Permission Settings" under "Certified Payrolls" folder.
    - ○ **If needed, you are able to adjust the permission settings here to restrict access so that only the Contractor who submits the payroll and project administrators can access the documents.**
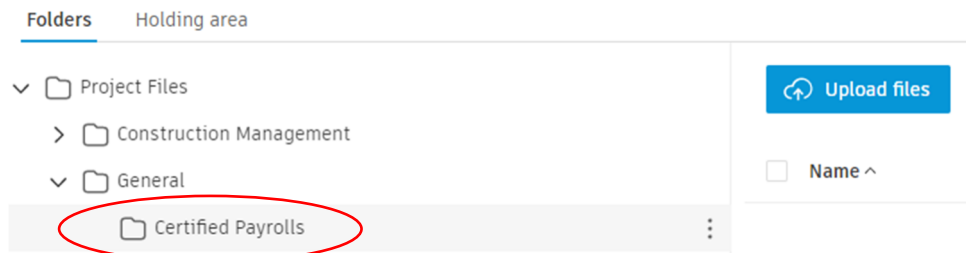
Reasoning: Contractors have access to any folder created under "General", therefore allowing the Contractor to upload their certified payroll documents in the folder you just created.

Pre-Set Certified Payroll Review Workflow:

If the project was created in ACC using the HDOT Template, the certified payroll review workflow will be inherited. The workflow must be edited to be tailored to your specific project.


- ✓ If needed, add/remove initiators (those who can start a certified payroll review).
  - ○ As seen above, the default initiators are the Contractor Admin, Engineer, and PM role. This is so that the full Contractor team has access to start certified payroll reviews.
- ✓ You must adjust your "Approver" to the person on the HDOT staff who will be reviewing the certified payrolls (clerks in most cases).

## After the Contractor Submits a Payroll:

- ✓ Navigate back to the "Files" module under "Project Files > General > Certified Payrolls".
- ✓ You will be able to see the payroll document that was uploaded along with the review status (see below).

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- ✓ When the review status is "In Review" the approver will be notified that a certified payroll is in their BIC.
- ✓ The approver will navigate to the "Reviews" page.
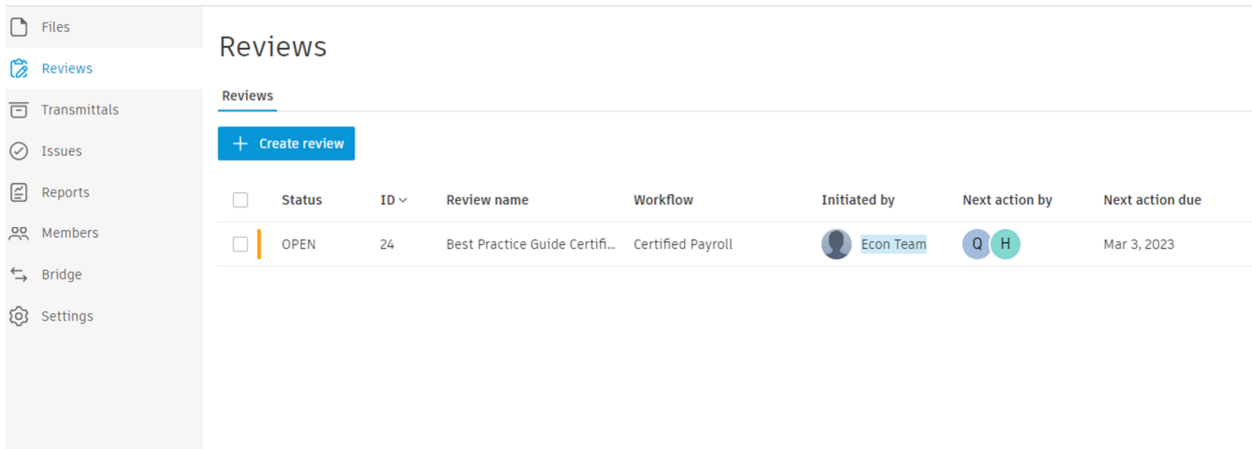
- ✓ This page will allow all approvers and project administrators to see a log of all reviews in the project.
- ✓ The approver will navigate to the subject certified payroll review by clicking on the entry.
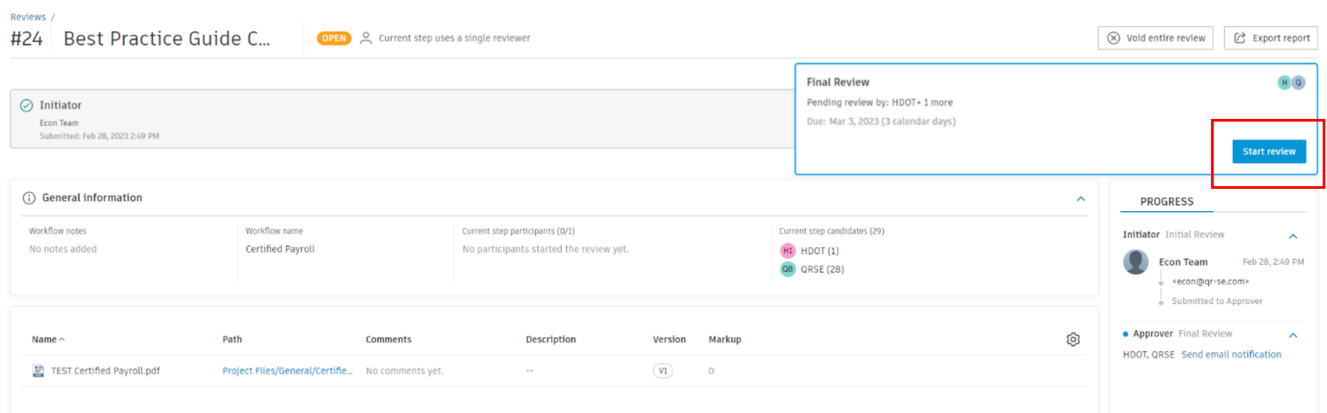
- ✓ The approver will press "Start Review".
- ✓ The review options will then be available (see below).

✓ The approver will then review the payroll and put a review status.
✓ Click "submit".

✓ Once submitted, the review will be closed. This will be reflected in the "Files" module as well (see below).