

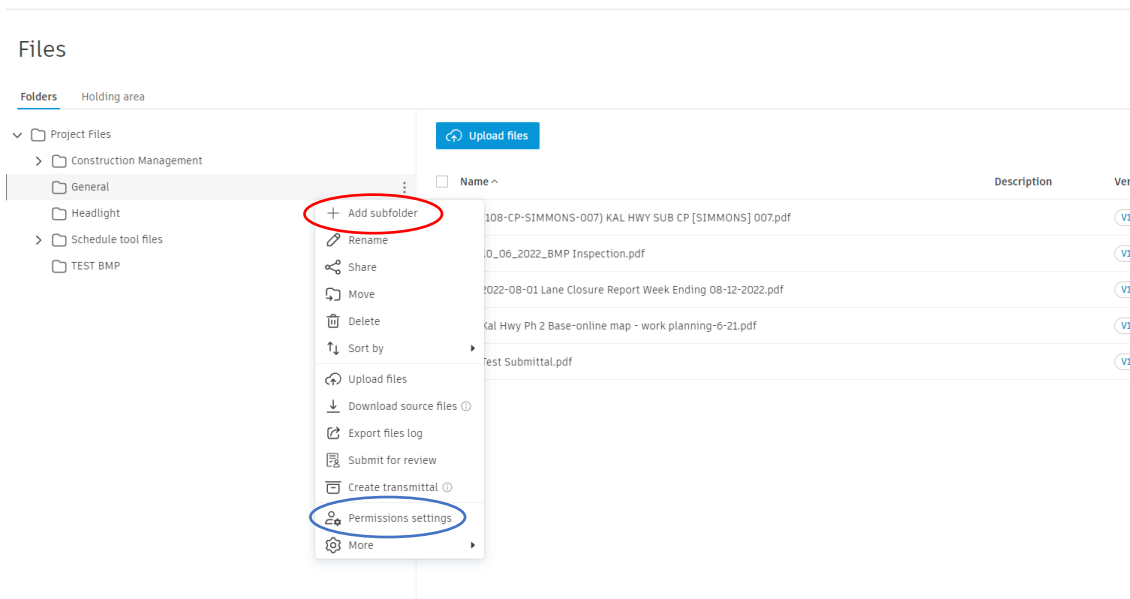
HDOT Best Practice Guide:

Certified Payrolls in ACC (For HDOT Engineers)

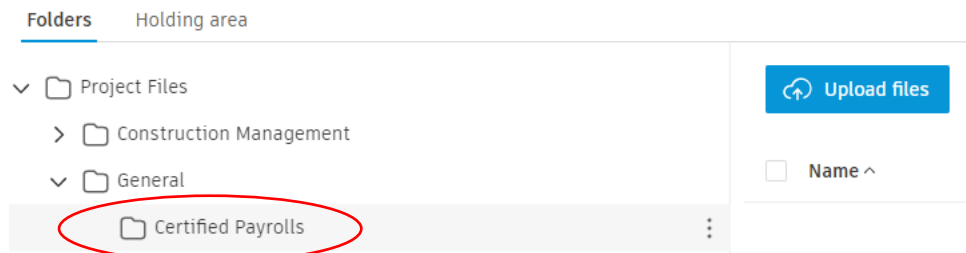
## **CERTIFIED PAYROLLS IN ACC:**

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.

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General info

Name \*  
Certified Payroll

Description

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Steps



Initiator \*  
Contractor Admin × Contractor Engineer ×  
Contractor PM ×

Step name: Final Review

Approver \*  
HDOT × QRSE ×

Time allowed \*  
3 Calendar day(s)

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- ✓ 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).

Deleted Items Settings

Upload files Export Search and filter

Name	je	Markup	Size	Last updated	Updated by	Review status
TEST Certified Payroll.pdf			23.1 KB	Feb 28, 2023 1:10 P...	Econ Team	In review

- ✓ When the review status is “In Review” the approver will be notified that a certified payroll is in their BIC.
- ✓ The certified payroll submitted by the Contractor will then be reviewed using the certified payroll checklist form in ACC ([Certified Payroll Checklist Best Practice Guide](#)).
  - Once submitted, the checklist will be linked to the file the Contractor submitted and filed in ACC “Forms” under the “Certified Payroll Checklists” folder.
- ✓ The approver will then navigate to the “Reviews” page.

Files Reviews Transmittals Issues Reports Members Bridge Settings

## Reviews

Reviews

+ Create review

Status	ID	Review name	Workflow	Initiated by	Next action by	Next action due
OPEN	24	Best Practice Guide Certifi...	Certified Payroll	Econ Team	Q H	Mar 3, 2023

- ✓ 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.

Reviews / #24 Best Practice Guide C... OPEN Current step uses a single reviewer

Void entire review Export report

**Final Review**

Pending review by: HDOT - 1 more  
Due: Mar 3, 2023 (3 calendar days)

**Start review**

**Initiator**  
Econ Team  
Submitted: Feb 28, 2023 2:49 PM

**General information**

Workflow notes No notes added	Workflow name Certified Payroll	Current step participants (0/1) No participants started the review yet.	Current step candidates (29) HDOT (1) ORSE (28)
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**PROGRESS**

**Initiator** Initial Review  
Econ Team Feb 28, 2:49 PM  
<econ@qr-se.com>  
Submitted to Approver

**Approver** Final Review  
HDOT, ORSE Send email notification

Name	Path	Comments	Description	Version	Markup
TEST Certified Payroll.pdf	Project Files/General/Certifi...	No comments yet.	--	V1	0

- ✓ The approver will press “Start Review”.
- ✓ The review options will then be available (see below).

**General information**

Workflow notes No notes added	Workflow name Certified Payroll	Current step participants (1/1) Econ Team (Started)	Current step candidates (29) HDOT (1) QRSE (28)
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Name ^	Path	Comments	Review status*	Description	Version	Markup
<input type="checkbox"/> TEST Certified Payroll.pdf	Project Files/General/Certifie...	No comments yet. <a href="#">Add</a>	<input type="button" value="Acknow..."/>		VI	0

- ✓ The approver will then review the payroll and put a review status.
- ✓ Click “submit”.

Reviews / #24 Best Practice Guide Cer... CLOSED

**Review closed**  
Closed on Feb 28, 2023 3:08 PM

**General information**

Workflow notes No notes added	Workflow name Certified Payroll
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[Transmit all](#)

Name ^	Path	Comments	Review status	Action upon completion	Description	Version	Markup
<input type="checkbox"/> TEST Certified Payroll.pdf	Project Files/General/Certifie...	No comments yet.	<input type="button" value="Acknowledged"/>	Copied to <input type="checkbox"/> Project Files/Cons...		VI	0

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

Name ^	je	Markup	Size	Last updated	Updated by	Review status
<input type="checkbox"/> TEST Certified Payroll.pdf			23.1 KB	Feb 28, 2023 3:08 ...	Econ Team	<input type="button" value="Acknowledged"/>