



Contractor Pay Request Process

Agency/Higher-Ed

Prevailing Wage Report

Prevailing Wage Report

- ▶ A Prevailing Wage Report is mandatory before submitting a pay request
- ▶ Create the Prevailing Wage Report for each Pay Request to be submitted

Prevailing Wage Report Creation

- ▶ In Oaks CI navigate to:
 - ▶ Logs -> Prevailing Wage Report
 - ▶ Click New

The screenshot displays the Oracle Primavera Unifier web application. The top navigation bar includes the Oracle logo and the text 'PRIMAVERA Unifier'. Below this, there are several browser tabs: 'Home', 'Agency General...', 'Campus Resear...', and 'Northcoast Beh...'. The main interface is divided into a left-hand navigation pane and a right-hand content area. In the navigation pane, the 'Logs' menu item is circled in red. A red arrow points from the 'Logs' menu item to the 'Prevailing Wage Report' item at the bottom of the list. In the content area, the 'New' button in the top toolbar is also circled in red. Below the toolbar, the content area shows a table titled 'Prevailing Wage Report - Current View: All' with 14 items. The table has two columns: 'Contract SOV Name' and 'Contractor Name'. The data rows show various contract SOV names and their corresponding contractor names.

Contract SOV Name	Contractor Name
Testing	OCI Test General
Contract sov test	OCI Test General
Testing	OCI Test General
Contract sov test	OCI Test General
General Trades Phase 1	OCI Test General
General Trades Phase 1	OCI Test General
General Trades Phase 1	OCI Test General
General Trades Phase 1	OCI Test General
General Trades Phase 1	OCI Test General
General Trades Phase 1	OCI Test General
General Trades Phase 1	OCI Test General
General Trades Phase 1	OCI Test General
General Trades Phase 1	OCI Test General
General Trades Phase 1	OCI Test General
General Trades Phase 1	OCI Test General

Prevailing Wage Report

- ▶ Enter Information in the Upper Form (General)
- ▶ Complete required fields *
 - ▶ **Status:**
 - Pending: When still updating
 - Complete: Only when record is final
 - ▶ Contract Name
 - ▶ Pay Request Period Start
 - ▶ Pay Request Period End
- ▶ **Note:** Check the confirmed box if the work for this report is done by the Prime Contractor

' field, with a red arrow pointing to it from the text below. The form also includes a 'Notes' field and a 'Subcontractor Details' section at the bottom. The browser address bar shows the URL: https://ohio-unifier.oracleindustry.com/bp/studio/bp/checkPermission?model=upwr&a=form.0&b=upwr&bpcsvimport=."/>

Create New Prevailing Wage Report - Project No. OCI-080001 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/studio/bp/checkPermission?model=upwr&a=form.0&b=upwr&bpcsvimport=

File Edit View Help

Finish Editing Save Spelling... Add Attachment Close Window

General Prevailing Wage Report

Project Location: OAKS CI Administration

Contract Name: Contract sov test Select... *

Contractor Name: OCI Test General

Pay Request Period Start: 10/07/2015 05:00 PM (UTC-8) *

Pay Request Period End: 10/30/2015 05:00 PM (UTC-8) *

Status: Pending *

Prime Contractor Payroll Report

Worked This Period?: Yes

Payroll submitted?: Yes

Prime Payroll Period Start: 10/08/2015 05:00 PM (UTC-8)

Prime Payroll Period End: 10/30/2015 05:00 PM (UTC-8)

Payrolls Transmitted via:

Additional Contractor Information

Apprenticeship Agreement Submitted Date: 10/30/2015 05:00 PM (UTC-8)

Payroll Scheduled Submission:

Check box as confirmation that all work is performed by PRIME.

Confirmed:

Notes:

Subcontractor Details

Attachments (0) [Linked Records \(0\)](#) [General Comments](#) [Linked Mail \(0\)](#)

Prevailing Wage Report

- ▶ If there are subcontractors, you must add their information into subcontractor details

The image displays two overlapping windows from the Oracle Primavera software. The background window is titled 'Create New Prevailing Wage Report - Project No. OCI-080001 - Google Chrome'. It shows a menu bar (File, Edit, View, Help) and a toolbar with options like 'Finish Editing', 'Save', 'Spelling...', 'Add Attachment', and 'Close Window'. The 'Subcontractor Details' section is highlighted with a red box. Below it is a table with columns: 'No.', 'Subcontractor Name', 'Utilized This Period?', 'Payroll submitted?', 'Subcontractor Payroll Period Start', and 'Subcontractor Payroll Period End'. The table is currently empty. A red arrow points to the 'Add' button in the toolbar below the table. The foreground window is titled 'Line Item - Google Chrome' and shows the 'Prevailing Wage Report Line Item' dialog box. It contains several fields: 'Subcontractor Name' (set to 'Bob's Concrete'), 'Utilized This Period?' (Yes), 'Payroll submitted?' (Yes), 'Subcontractor Payroll Period Start' (01/04/2016 05:00 PM (UTC-8)), 'Subcontractor Payroll Period End' (01/22/2016 05:00 PM (UTC-8)), and 'Short Description' (Bob's Concrete Payroll). There is also a 'Notes' text area and an 'Additional Information' section with fields for 'Award Date', 'EDGE' (Yes), 'Certified Sub?', 'Projected Start Date', 'Projected End Date', 'Actual Start Date', and 'Actual End Date'. The dialog box has 'OK' and 'Cancel' buttons at the bottom.

Prevailing Wage Report

- ▶ Upload any necessary supporting documentation into Document Manager and attach to the record
- ▶ Add a General Comment, if applicable
- ▶ Change status to “Complete”
- ▶ Click Finish Editing
- ▶ **Note:** Once you click Finish Editing and the Status of the record is “Complete” the record will be locked and can no longer be edited.

Prevailing Wage Report - Project No. OCI-080001 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/studio/bp/open?model=upwr&a=form.0&b=upwr&srcid=5591&id=5591&so

File Edit View Help

Finish Editing Save Spelling Add Attachment Close Window

General Prevailing Wage Report

Organization: Department of Administrative Service
Project Number: OCI-080001
Project Name: Agency General Projects Test
Project Location: OAKS CI Administration
Contract Name: Contract sov test
Pay Request Period Start: 10/07/2015 05:00 PM (UTC-8)

Record Number: PWR-0013
Creation Date: 10/30/2015 07:38 AM (UTC-8)
Creator: Katie Tuttle
Status: Complete
Vendor Name: OCI Test General
Pay Request Period End: 10/30/2015 05:00 PM (UTC-8)

Subcontractor Details

Current View: All

1 Item(s) Page 1 of 1 Display 100 Items Per Page

No.	Subcontractor Name	Utilized This Period?	Payroll submitted?	Subcontractor Payroll Period Start	Subcontractor Payroll Period End	Actual Start Date	Actual End Date
001	Bob's Concrete	Yes	Yes	01/04/2016	01/12/2016		

Add Copy Import Remove Grid Find

Attachments (0) Linked Records (0) General Comments Linked Mail (0)

Contractor Pay Request

Contractor Pay Request

- ▶ Contractor (DB/CMR) creates the Pay Request record and submits it for review and approval
- ▶ Pay Request record utilizes the approved Schedule of Values (SOV) record to collect detailed entries for each SOV item of work performed in the current pay request period
- ▶ Pay Request record should include any documentation supporting the Contractor's right to payment

Contractor Pay Request Creation

- ▶ In Oaks CI navigate to:
 - ▶ Logs -> Contractor Pay Request
 - ▶ Click New

The screenshot displays the Oracle Primavera Unifier web application. The top navigation bar includes the Oracle logo and the text 'PRIMAVERA Unifier'. Below this, there are several browser tabs: 'Home', 'Agency General...', 'Campus Resear...', and 'Northcoast Beh...'. The main interface is divided into two sections: 'User' and 'Admin'. The 'User' section contains a list of navigation items, including 'Cost Manager', 'Data Manager', 'Document Manager', 'Logs', '72 Hour Notice', 'Action Items', 'Advertisements', 'Budget - Initial', 'Budget - Revisions', 'Change Order', 'Closeout - Contractor', 'Closeout - Professional Services', 'Contract', 'Contract Schedule of Values', 'Contractor Evaluation', 'Contractor Pay Request', 'Design Reviews', 'Escrow Accounts', and 'Field Reports'. The 'Logs' item is circled in red. A red arrow points from the 'Contractor Pay Request' item in the 'User' section to the 'New' button in the 'Admin' section. The 'Admin' section has a menu bar with 'File', 'Edit', 'View', and 'Help'. The 'File' menu is open, showing options like 'New', 'Copy', and 'Open'. The 'New' button is circled in red. Below the menu bar, there is a table titled 'Contractor Pay Request - Current View: All' with 11 items. The table has two columns: 'Title' and 'Contract SOV'. The table content is as follows:

Title	Contract SOV
PR-004 Test	Testing
DB Test Pay Request	Testing
Test Wed	Contract sov test
Test 3	Testing
Test 2	Testing
Testing	Testing
Cloud Migration Test	Contract sov test
Pay Request test	General Trades Ph
Test	General Trades Ph
OCI Test General PR 2	General Trades Ph
OCI Test General PR 1	General Trades Ph

Contractor Pay Request

- ▶ Enter all required * fields
- ▶ Click Select next to Prevailing Wage Report
- ▶ Choose appropriate report

Organization: Department of Administrative Service
Project Name: Agency General Projects Test
Project Number: OCI-080001
Project Location: OAKS CI Administration
Title: *
Contract Reference: Select... *
Final Payment?: -Select- *
Request Date: *
Period From: *
Period To: *

Prevailing Wage Report - Current View: All Project Records
5 Item(s) Page 1 of 1

Contract SOV Name	Contractor Name	Pay Request Period Start	Pay Request Period End
Testing	OCI Test General	06/01/2015	06/30/2015
Contract sov test	OCI Test General	01/01/2015	01/31/2015
General Trades Phase 1	OCI Test General	01/01/2012	01/31/2012
General Trades Phase 1	OCI Test General	05/01/2011	05/31/2011
General Trades Phase 1	OCI Test General	08/01/2010	08/07/2010

Contractor Pay Request

- ▶ Continue Entering information into the upper form of the record
 - ▶ If you have a previous pay request already approved, you **MUST** pull it into the current pay request

Create New Contractor Pay Request - Project No. OCI-080001 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/process/new?project_id=1003&module_name=ucpr&csvimport=false

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling.. Add Attachment Discussion SOV Close Window

Contractor Pay Request

General

Prevailing Wage Report: OCI Test General Select... *

Pay Request Period Start: 01/01/2012 09:00 AM (UTC-8) Pay Request Period End: 01/31/2012 09:00 AM (UTC-8)

Previous Pay Request

Select your most recent, approved pay request. For first pay request leave blank.

Initial Pay Request?: No *

Previous Pay Request: Pay Request test Select... *

Period From: 04/30/2012 11:00 AM (UTC-8) Previous PR Contractor: OCI Test General

Period To: 04/30/2012 11:00 AM (UTC-8)

Stored Materials Summary

On Site Stored Materials:	\$0.00	Payment Allowed %:	\$92.00
Off Site Stored Materials:	\$0.00		
Installed Materials:	\$0.00		

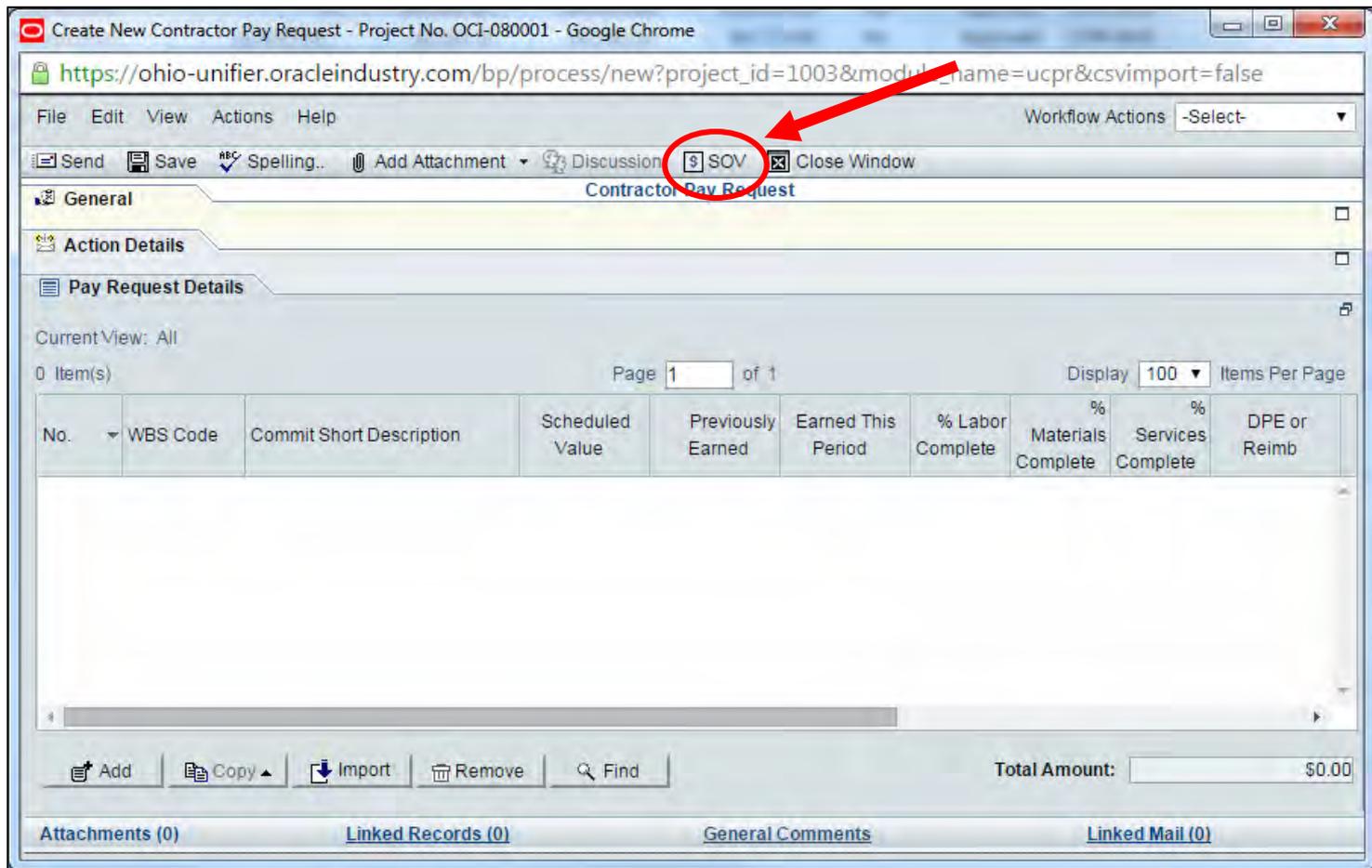
Action Details

Pay Request Details

Attachments (0) [Linked Records \(0\)](#) [General Comments](#) [Linked Mail \(0\)](#)

Review SOV

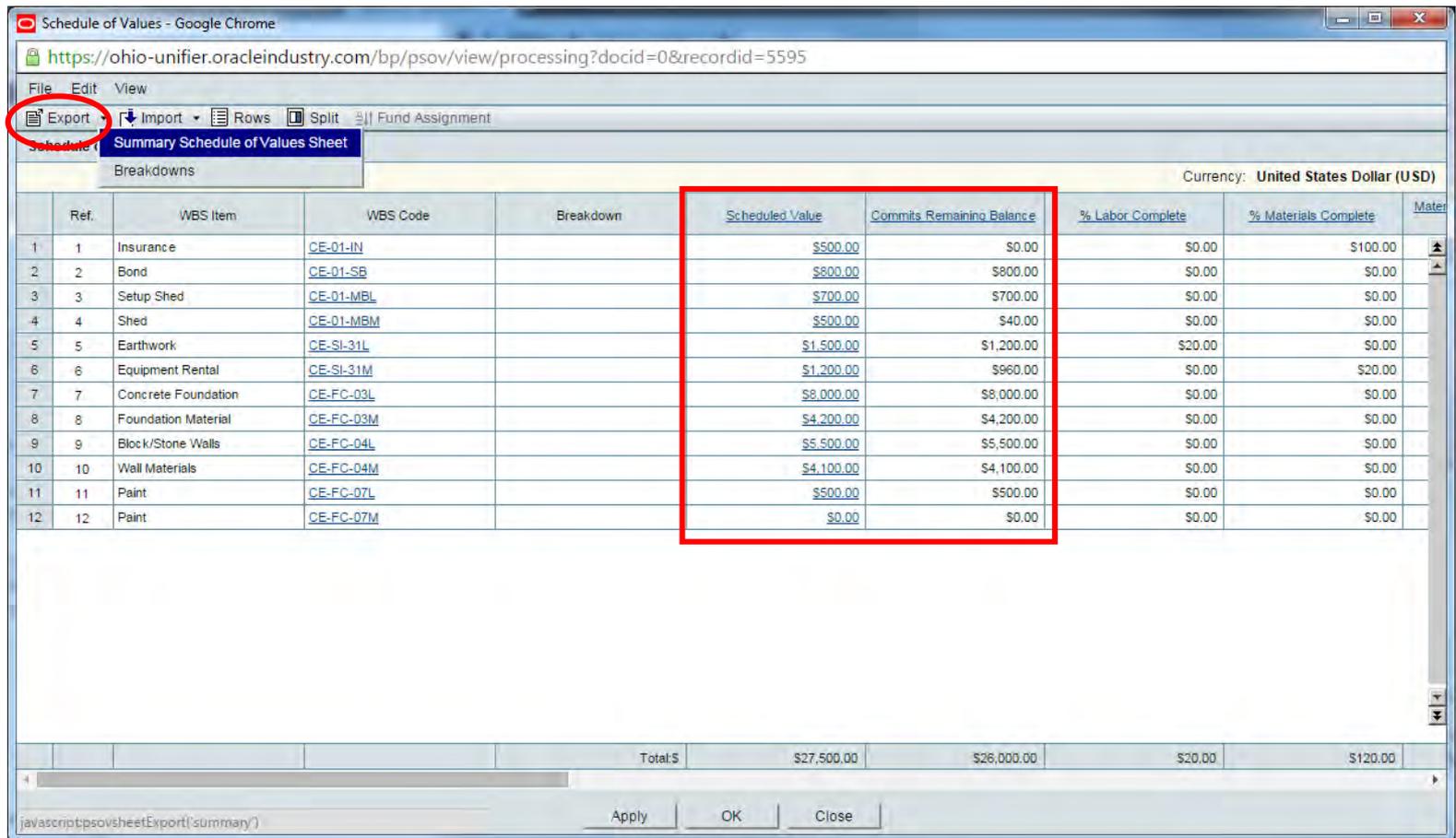
- ▶ Prior to adding lines to your pay request, you may want to view the remaining balance on your SOV
- ▶ Click SOV at the top of your window



The screenshot shows a web browser window titled "Create New Contractor Pay Request - Project No. OCI-080001 - Google Chrome". The address bar displays the URL: https://ohio-unifier.oracleindustry.com/bp/process/new?project_id=1003&module_name=ucpr&csvimport=false. The browser's menu bar includes File, Edit, View, Actions, and Help. Below the menu bar, there are icons for Send, Save, Spelling, Add Attachment, Discussion, and SOV. The SOV icon is circled in red, and a red arrow points to it from the right. To the right of the SOV icon is a Close Window icon. The main content area is titled "Contractor Pay Request" and has tabs for General, Action Details, and Pay Request Details. Below the tabs, it shows "Current View: All", "0 Item(s)", "Page 1 of 1", and "Display 100 Items Per Page". A table with the following columns is visible: No., WBS Code, Commit Short Description, Scheduled Value, Previously Earned, Earned This Period, % Labor Complete, % Materials Complete, % Services Complete, and DPE or Reimb. At the bottom right, there is a "Total Amount:" field showing "\$0.00". The footer contains links for Attachments (0), Linked Records (0), General Comments, and Linked Mail (0).

Review SOV

- ▶ This allows you to look at the Scheduled Value and Commits Remaining Balance for each of the line items on your SOV
- ▶ You can also export the SOV to Excel by clicking Export and choosing the Summary Schedule of Values Sheet



Screenshot of a web browser displaying a Schedule of Values (SOV) table. The browser window title is "Schedule of Values - Google Chrome" and the URL is "https://ohio-unifier.oracleindustry.com/bp/psov/view/processing?docid=0&recordid=5595". The browser menu bar shows "File", "Edit", and "View". The "Export" button is circled in red, and a red arrow points to it. The "Export" dropdown menu is open, showing "Summary Schedule of Values Sheet" as the selected option. The table below shows the SOV data, with the "Scheduled Value" and "Commits Remaining Balance" columns highlighted in red.

Ref.	WBS Item	WBS Code	Breakdown	Scheduled Value	Commits Remaining Balance	% Labor Complete	% Materials Complete	Material
1	Insurance	CE-01-IN		\$500.00	\$0.00	\$0.00	\$100.00	
2	Bond	CE-01-SB		\$800.00	\$800.00	\$0.00	\$0.00	
3	Setup Shed	CE-01-MBL		\$700.00	\$700.00	\$0.00	\$0.00	
4	Shed	CE-01-MBM		\$500.00	\$40.00	\$0.00	\$0.00	
5	Earthwork	CE-SI-31L		\$1,500.00	\$1,200.00	\$20.00	\$0.00	
6	Equipment Rental	CE-SI-31M		\$1,200.00	\$960.00	\$0.00	\$20.00	
7	Concrete Foundation	CE-FC-03L		\$8,000.00	\$8,000.00	\$0.00	\$0.00	
8	Foundation Material	CE-FC-03M		\$4,200.00	\$4,200.00	\$0.00	\$0.00	
9	Block/Stone Walls	CE-FC-04L		\$5,500.00	\$5,500.00	\$0.00	\$0.00	
10	Wall Materials	CE-FC-04M		\$4,100.00	\$4,100.00	\$0.00	\$0.00	
11	Paint	CE-FC-07L		\$500.00	\$500.00	\$0.00	\$0.00	
12	Paint	CE-FC-07M		\$0.00	\$0.00	\$0.00	\$0.00	
Total				\$27,500.00	\$26,000.00	\$20.00	\$120.00	

JavaScript:psovsheetExport('summary')

Apply OK Close

Review SOV

- ▶ This is how your SOV will look in Excel
- ▶ **Note:** This file is for reference only. It cannot be re-imported into OAKS CI

Summary_Schedule_of_Value_Sheet (6) - Excel

Column: All

Note: This file is for reference only. The contents of this file cannot be modified and re-imported into the Schedule of Value Sheet.

Line Item	WBS Item	WBS Code Breakdown	Scheduled Value	Commits Remaining Balance	% Labor Complete	% Materials Complete
4	1 Insurance	CE-01-IN	\$500.00	\$0.00	\$0.00	\$100.00
6	2 Bond	CE-01-SB	\$800.00	\$800.00	\$0.00	\$0.00
7	3 Setup Shed	CE-01-MBL	\$700.00	\$700.00	\$0.00	\$0.00
8	4 Shed	CE-01-MBM	\$500.00	\$40.00	\$0.00	\$0.00
9	5 Earthwork	CE-SI-31L	\$1,500.00	\$1,200.00	\$20.00	\$0.00
10	6 Equipment Rental	CE-SI-31M	\$1,200.00	\$960.00	\$0.00	\$20.00
11	7 Concrete Foundation	CE-FC-03L	\$8,000.00	\$8,000.00	\$0.00	\$0.00
12	8 Foundation Material	CE-FC-03M	\$4,200.00	\$4,200.00	\$0.00	\$0.00
13	9 Block/Stone Walls	CE-FC-04L	\$5,500.00	\$5,500.00	\$0.00	\$0.00
14	10 Wall Materials	CE-FC-04M	\$4,100.00	\$4,100.00	\$0.00	\$0.00
15	11 Paint	CE-FC-07L	\$500.00	\$500.00	\$0.00	\$0.00
16	12 Paint	CE-FC-07M	\$0.00	\$0.00	\$0.00	\$0.00

Add Line Items

- ▶ Click on the Pay Request Detail Tab
- ▶ Click Add
- ▶ Select Detail Line Item
 - ▶ Click in Short Description box of the field chosen, and type in a Short Description

The screenshot displays the 'Line Items' dialog box in a Google Chrome browser window. The URL is https://ohio-unifier.oracleindustry.com/bp/studio/bp/cost/opengrid?pref=ucsov&unit_price_check=1248&from=. The dialog shows a table of line items with the following data:

Ref.	SOV Reference Number	WBS Code *	WBS Item	Short Description *	Subcontractor/Supplier
001		1 CE-01-IN	insurance		
002		2 CE-FC-03L	labor -concrete		
003		3 CE-FC-03L	labor 2		
004		4 CE-FC-03M	material-concrete		
005		5 CE-FC-03L	labor -concrete 3		
Total		0			

The 'Add' button in the bottom toolbar is circled in red, and a red arrow points from it to the 'Pay Request Details' tab in the left sidebar. The 'Short Description' column for row 003 is also circled in red.

Add Line Items

- ▶ Enter Line Item Information
 - ▶ Enter the Percentage of the appropriate column (Labor, Material, or Services)

Line Items - Google Chrome
https://ohio-unifier.oracleindustry.com/bp/studio/bp/cost/opengrid?pref=ucsov&unit_price_check=717&from=&strModifiedRows=&model=ucpr&printable=5&coID=920759&lsize=0&refid=717&c

Split Cancel Row Changes

Line Items Page 1 of 1

Ref.	SOV Reference Number	WBS Code *	WBS Item	Short Description *	Subcontractor/Supplier	Scheduled Value	% Labor Complete	% Materials Complete	% Services Complete
001		1 CE-01-IN	Insurance	Insurance		\$500.00	\$0.00	\$100.00	\$0.00
002		2 CE-01-SB	Bond			\$800.00	\$0.00	\$0.00	\$0.00
003		3 CE-01-MBL	Setup Shed		EDGE Contracting Services	\$700.00	\$0.00	\$0.00	\$0.00
004		4 CE-01-MBM	Shed			\$500.00	\$0.00	\$0.00	\$0.00
005		5 CE-SI-31L	Earthwork		EDGE Contracting Services	\$1,500.00	\$20.00	\$0.00	\$0.00
006		6 CE-SI-31M	Equipment Rental			\$1,200.00	\$0.00	\$20.00	\$0.00
007		7 CE-FC-03L	Concrete Foundation	Concrete Foundation		\$8,000.00	\$0.00	\$0.00	\$0.00
008		8 CE-FC-03M	Foundation Material			\$4,200.00	\$0.00	\$0.00	\$0.00
009		9 CE-FC-04L	Block/Stone Walls			\$5,500.00	\$0.00	\$0.00	\$0.00
010		10 CE-FC-04M	Wall Materials			\$4,100.00	\$0.00	\$0.00	\$0.00
011		11 CE-FC-07L	Paint			\$500.00	\$0.00	\$0.00	\$0.00
012		12 CE-FC-07M	Paint			\$0.00	\$0.00	\$0.00	\$0.00

Add Line Items

- ▶ Continue Adding Line Items
 - ▶ Line item information displays in the **Completed to Date** blocks in the upper form and the **Pay Request Details** in the lower form
 - ▶ Continue to enter line items for the current payment application
 - ▶ Click OK
- ▶ **Please Note:** The **Earned this Period** column should **NEVER** reflect a negative amount

Contractor Pay Request - Testing - Project No. OCI-080001 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/studio/bp/log/open?srcid=5626&model=ucpr&fromcostlog=1&project_id=11

File Edit View Actions Help

Save Spelling... Add Attachment Line Item History SOV Close Window

Contractor Pay Request

Completed to Date

DPE/Reimb: \$0.00
Services: \$625.00
Labor: \$30,000.00
Stored Materials Allowed: \$0.00
Materials: \$0.00
Total: \$30,625.00
Earned Labor: \$30,625.00
Earned Materials: \$0.00
Earned To Date: \$30,625.00

Pay Request Details

Current View: All Show Currency in: Transaction Currency

2 Item(s) Page 1 of 1 Display 100 Items Per Page

No.	WBS Code	Commit Short Description	Scheduled Value	Previously Earned	Earned This Period	% Labor Complete	% Materials Complete	% Services Complete	DPE or Reimb
002	OR-OR-BE	Owner Expense Budget	\$2,500.00	\$0.00	\$625.00	\$0.00	\$0.00	\$25.00	\$0.00
001	CE-01-BE	General Requirements Budget	\$60,000.00	\$0.00	\$30,000.00	\$50.00	\$0.00	\$0.00	\$0.00

Find Total Amount: \$30,625.00

Attachments (0) Linked Records (0) General Comments Linked Mail (0)

Send Pay Request

- ▶ Complete Upper Form
 - ▶ Choose Workflow Action: Submit
 - ▶ Click Send

Professional Services Pay Request - test - Project No. OCI-080001 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/process/task/opendraft?task_id=924305&id=107746&sourceId=0&project_id

File Edit View Actions Help

Workflow Actions Submit

Send Save Spelling.. Add Attachment Discussion SOV Close Window

Professional Services Pay Request

General

General

Organization: Department of Administrative Service Record Number:

Project Number: OCI-080001 Creator: Katie Tuttle

Project Name: Agency General Projects Test Creation Date:

Project Location: OAKS CI Administration Status:

Internal Ref Number:

Action Details

Submit

To: Katie Tuttle, Moenique Morris, Rita Nichols, Sara...

Cc:

Send For: Associate Review

Task Notes:

Pay Request Details

Current View: All

1 Item(s) Page 1 of 1 Display 100 Items Per Page

No.	WBS Code	Code Name	Short Description	Amount
001	AE-AS-BE	AE Additional Services Budget	Additional Services	\$500.00

Add Copy Import Remove Grid Find

Total Amount: \$500.00

Attachments (0) Linked Records (0) General Comments Linked Mail (0)

Questions?

Please contact OAKS CI Support Desk:

oaksci@ofcc.ohio.gov

614.644.2211