



# Application for Payment Process- Contractor K-12 Legacy

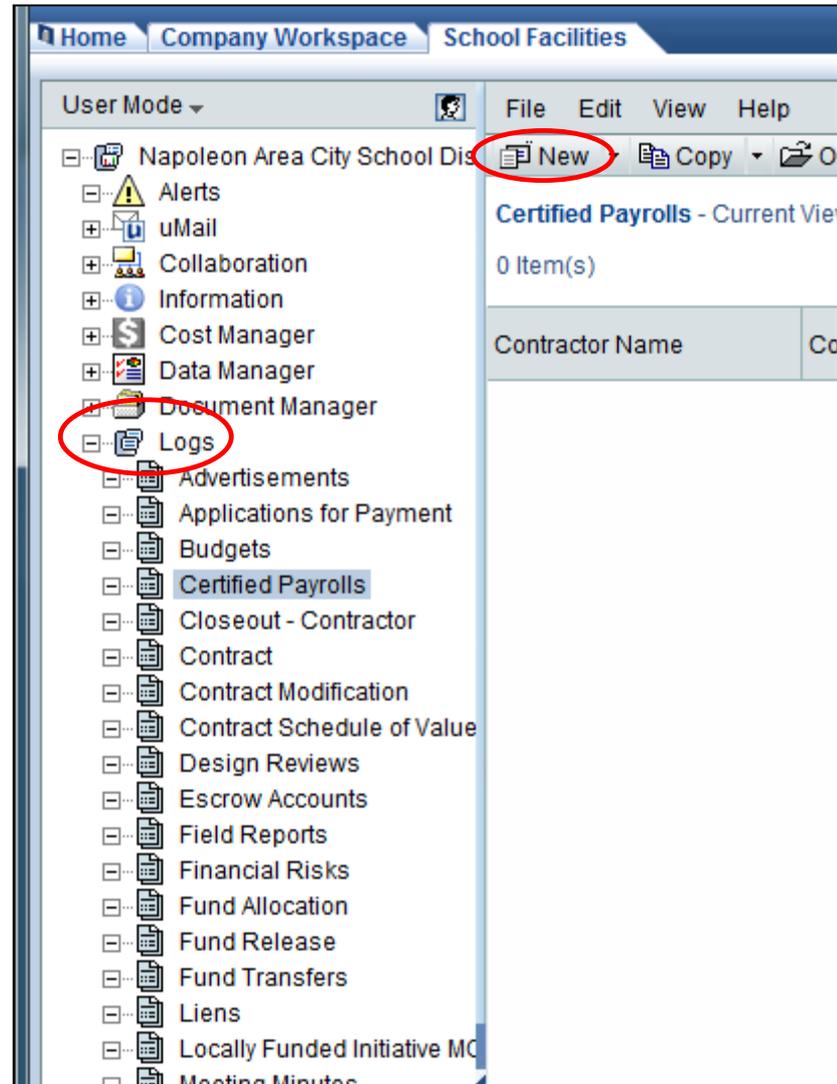
# Certified Payrolls

# Certified Payrolls

- ▶ The Certified Payrolls record is mandatory before submitting a pay request
- ▶ Create the Certified Payrolls record for each Pay Request to be submitted

# Certified Payrolls Creation

- ▶ In Oaks CI navigate to:
  - ▶ Logs -> Certified Payrolls
  - ▶ Click New



# Certified Payrolls

- ▶ 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

Create New Certified Payrolls - Project No. OCI-130101 - Windows Internet Explorer

File Edit View Help

Finish Editing Save Spelling... Add Attachment Close Window

**General** Certified Payrolls

List all subcontractors and suppliers on the lower form. Upload your certified payroll documents to your secured directory in the document manager and attach them to this record.

General

You may add to and modify this record as long as the status is Pending. You must set the status to Complete to attach this record to a Pay Request.

Project Number: OCI-130101 Record Number: [ ]

Project Name: School Facilities Training 1 Creation Date: [ ]

Organization Name: [ ] Creator: Shauna Hooks

Facility Name: [ ] Status: Pending \*

Contract Name: [ Select... ] \* Vendor Name: [ ]

Pay Request Period Start: [ ] \* Pay Request Period End: [ ] \*

Prime Contractor Payroll Report

Worked This Period?: -Select- Payroll submitted?: -Select-

Prime Payroll Period Start: [ ] Prime Payroll Period End: [ ]

Payrolls Transmitted via: [ ]

Additional Contractor Information

Date Apprenticeship Agreement Submitted: [ ] Payroll Scheduled Submission: [ ]

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

Confirmed:

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

# Add Subcontractor Details

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

The screenshot shows a web browser window titled "Create New Certified Payrolls - Project No. OCI-130101 - Windows Internet Explorer". The main content area is titled "Certified Payrolls" and has a "Subcontractor Details" tab selected. Below the tab is a table with the following structure:

No.	Subcontractor Name
0 Item(s)	

A modal form titled "Prevailing Wage Report Line Item" is open over the table. It contains the following fields:

- Subcontractor Name: Nelson Stark Company (with a "Select..." button)
- Utilized This Period?: Yes (dropdown)
- Payroll submitted?: Yes (dropdown)
- Subcontractor Payroll Period Start: 12/01/2009 05:00 PM Local (GMT-5) (calendar)
- Subcontractor Payroll Period End: 01/01/2010 05:00 PM Local (GMT-5) (calendar)
- Short Description: concrete paving
- Notes: (text area)
- Additional EDGE Information:
  - Award Date: 11/07/2010 05:00 PM L (calendar)
  - Projected Start Date: 11/15/2009 05:00 PM L (calendar)
  - Actual Start Date: 12/01/2009 05:00 PM L (calendar)
  - Projected End Date: (calendar)
  - Actual End Date: (calendar)
- Additional Subcontractor Information:
  - Apprentice Agreement: (calendar)
  - Payroll Scheduled: (calendar)
- Attachments (0)

At the bottom of the modal form are "OK" and "Cancel" buttons. In the background, the table's toolbar includes an "Add" button, which is circled in red with an arrow pointing to it.

# Finish Certified Payroll Record

- ▶ Attach certified Payrolls 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.

File Edit View Help

Finish Editing Save Spelling... Add Attachment Close Window

**Certified Payrolls**

List all subcontractors and suppliers on the lower form. Upload your certified payroll documents to your secured directory in the document manager and attach them to this record.

**General**

You may add to and modify this record as long as the status is Pending. You must set the status to Complete to attach this record to a Pay Request.

Project Number: OCI-130101 Record Number: [ ]

Project Name: School Facilities Training 1 Creation Date: [ ]

Organization Name: [ ] Creator: Shauna Hooks

Facility Name: [ ] Status: Complete \*

Contract Name: [ Select... \* ] Vendor Name: [ ]

Pay Request Period Start: [ ] \* Pay Request Period End: [ ] \*

**Prime Contractor Payroll Report**

Worked This Period?: -Select- Payroll submitted?: -Select-

Prime Payroll Period Start: [ ] Prime Payroll Period End: [ ]

Payrolls Transmitted via: [ ]

**Additional Contractor Information**

Date Apprenticeship Agreement Submitted: [ ] Payroll Scheduled Submission: [ ]

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

**Subcontractor Details**

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

# Application for Payment

# Application for Payment Creation

- ▶ In Oaks CI navigate to:
  - ▶ Logs -> Application for Payment
  - ▶ Click New
  - ▶ Select Workflow

The screenshot shows the Oracle Primavera Unifier web interface. The browser address bar displays 'Unifier@https://oaksci.training.osfc.ohio.gov - Windows Internet Explorer'. The user is identified as 'Shauna Hooks (Last login: 11/14/2013 11:15 AM)'. The navigation tabs include 'Home', 'Company Workspace', 'Projects', and 'School Facilities'. The 'Projects' tab is active, showing a tree view of the project structure. The 'New' button in the top right of the tree view is circled in red. The 'Logs' folder is also circled in red, with a red arrow pointing to it from the text 'Click New' in the list on the left. The 'Applications for Payment' folder is highlighted in blue. The right pane shows the 'Applications for Payment - Current View: All' section with a table containing one item:

Title	Contract SOV	Contractor Name
Pr #1	Fire Protection	Contractor Comp

# Complete General Block

- ▶ All fields marked with a red \* are required
- ▶ Fill out any additional information

Create New Applications for Payment - Project No. OCI-130002 - Windows Internet Explorer

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling.. Add Attachment Discussion SOV Close Window

**Applications for Payment**

**General**

Complete the General, Certified Payroll, and Previous Pay Request blocks; then complete the Pay Request Details on the lower form by clicking Add.

General

Project Name: UAT 5 Rel 1 - Toronto Record Number:

Project Number: OCI-130002 Creator: Shauna Hooks

Organization Name: Toronto City School District Creation Date:

Facility Name: High School-Toronto Status:

Title:  \*

Contract Reference:  Select... \*

Request Date:

Final Payment?: -Select- \* Vendor Name:

EDGE Certified Prime?:

Retainage Release No Requested?:

Period From:  \* Period To:  \*

Internal Ref. Number:  AE Approval Date:

**Certified Payroll**

Create a Certified Payroll record containing all data associated with this pay request and set the status to Complete. Select the record here.

Certified Payroll:  Select...

Pay Request Period Start:  Pay Request Period End:

**Previous Pay Request**

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

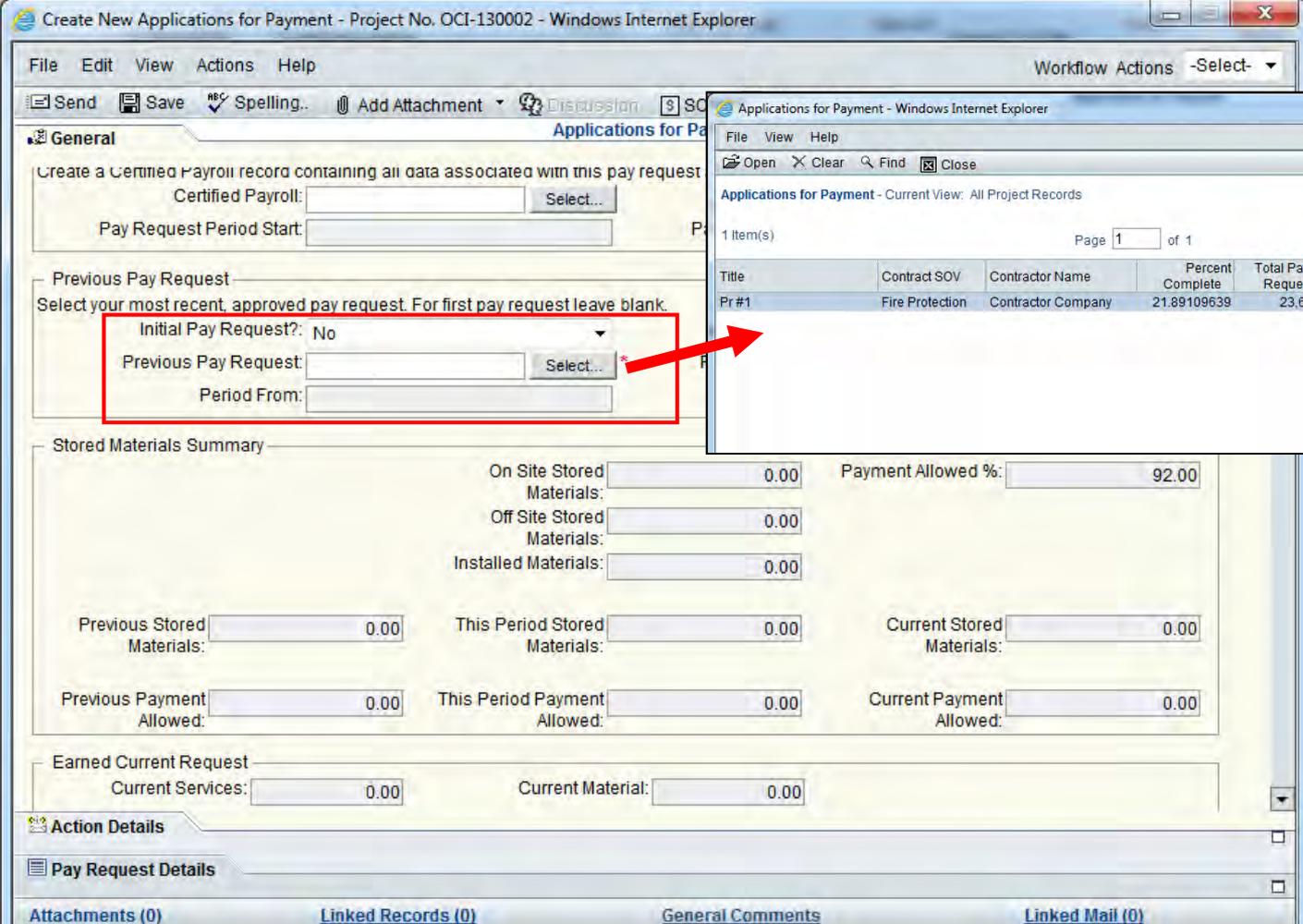
**Action Details**

**Pay Request Details**

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

# Previous Pay Request

- ▶ Select whether this is the initial pay request
- ▶ If not, click select to choose previous pay request. **Very Important!**



Create New Applications for Payment - Project No. OCI-130002 - Windows Internet Explorer

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling.. Add Attachment Discussion SC

### General Applications for Payment

Create a Certified Payroll record containing all data associated with this pay request

Certified Payroll:  Select...

Pay Request Period Start:  Period End:

Previous Pay Request

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

Initial Pay Request?: No

Previous Pay Request:  Select...

Period From:

Stored Materials Summary

On Site Stored Materials:	<input type="text"/> 0.00	Payment Allowed %:	<input type="text"/> 92.00
Off Site Stored Materials:	<input type="text"/> 0.00		
Installed Materials:	<input type="text"/> 0.00		

Previous Stored Materials:	<input type="text"/> 0.00	This Period Stored Materials:	<input type="text"/> 0.00	Current Stored Materials:	<input type="text"/> 0.00
Previous Payment Allowed:	<input type="text"/> 0.00	This Period Payment Allowed:	<input type="text"/> 0.00	Current Payment Allowed:	<input type="text"/> 0.00

Earned Current Request

Current Services:  0.00 Current Material:  0.00

### Action Details

Pay Request Details

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

Applications for Payment - Windows Internet Explorer

File View Help

Open Clear Find Close

Applications for Payment - Current View: All Project Records

1 Item(s) Page 1 of 1

Title	Contract SOV	Contractor Name	Percent Complete	Total Payment Requested
Pr #1	Fire Protection	Contractor Company	21.89109639	23,666.00

# Review SOV

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

Create New Applications for Payment - Project No. OCI-130002 - Windows Internet Explorer

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling.. Add Attachment Discussion SOV Close Window

General Applications for Payment

Action Details

Pay Request Details

Current View: All

0 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	Current Material Stored	\$ of M St On
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Total Amount: \$ 0.00

Attachments (0) Linked Records (0) General Comments 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

Schedule of Values- (Base Record: CSOV-04) - Internet Explorer  
https://oaksci.dev.osfc.ohio.gov/bp/psov/view/processing?docid=0&recordid=130

File Edit View  
Export Import Rows Split Fund Assignment

Summary Schedule of Values Sheet

Breakdowns Currency: United States Dollar (USD)

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
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

# Add Line Items

- ▶ Enter a line item corresponding to each item on the Schedule of Values (SOV) from the agreement for which payment is requested
- ▶ Click on the **Pay Request Details** Tab
- ▶ Click Add



# Pay Request Details

- ▶ 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

Line Items - Windows Internet Explorer

Split Cancel Row Changes

Line Items Page 1 of 1 Display 100 items per page

Ref.	WBS Code *	WBS Item	Short Description *	Subcontract
001	CM-BS-PV	Program Verification Stage		
002	CM-BS-SD	Schematic Design Stage		
003	CM-BS-DD	Design Development		
004	CM-BS-CD	Construction Document Stag		
005	CM-BS-BA	Bidding & Award		
006	AE-BS-CN	Conformed Documents		
007	CM-BS-CA	Construction Stage		
008	CM-BS-CL	Closeout Deliverables		
009	CM-BS-PX	Preconstruction Services		
010	CM-BS-CA	Construction Services		
011	CM-RE-OT	Office Equipment		
012	CM-RE-OT	Office Supplies		
013	CM-RE-OT	Telephones		

# Line Item Information

- ▶ Enter Line Item Information
  - ▶ Enter the Percentage Complete in the Labor or Material column

Line Items - Windows Internet Explorer

Split Cancel Row Changes

Line Items Page 1 of 1 Display 100 items per page

Scheduled Value	% Labor Complete	% Materials Complete	% Services Complete	DPE or Reimbursables(\$)	Material Sto
<a href="#">16,795.35</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">16,795.35</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">16,795.35</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">16,795.35</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">16,795.32</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">16,795.32</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">172,752.00</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">14,395.96</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">191,549.76</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">355,735.26</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">4,999.98</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">2,800.02</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">5,599.98</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">1,399.98</a>	50.00	0.00	0.00	0.00	0.00
<a href="#">700.02</a>	0.00	0.00	0.00	0.00	0.00
850,705.00	50.00	0.00	0.00	0.00	0.00

OK Cancel

# Application for Payment

- ▶ Continue Adding Line Items as necessary
- ▶ Line item information displays in the Pay Request Details Pane
- ▶ **Please Note:** The **Earned this Period** column should **NEVER** reflect a negative amount

Applications for Payment - Current Bill - Project No. SFC-130300 - Internet Explorer

https://oaksci.dev.osfc.ohio.gov/bp/studio/bp/log/open?srcid=23&model=ucpr&fromcostlog=1&project\_id=1002

File Edit View Actions Help

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

**General** Applications for Payment

Earned Current Request

Current Services:	1,552.56	Current Material:	0.00
Current Labor:	0.00	Stored Materials:	0.00
Current DPE/Reimb:	7,035.39		
Current Labor Total:	8,587.95	Current Materials Total:	0.00
		Current Earned:	8,587.95

Task Details

Record has been closed. (Click here to view process details)

**Pay Request Details**

Current View: All Show Currency in: Transaction Currency

9 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(\$)	Current Material Stored
009	CM-RE-OT	Monterey Reimbursables	15,037.00	3,534.63	78.47	0.00	0.00	0.00	3,613.10	0.
008	CM-BS-PX	Monterey C (Tony Ruscilli) Proje	5,305.00	878.50	251.00	0.00	0.00	0.00	1,129.50	0.
007	CM-BS-PX	Monterey C (Lori Medina) Proj A	9,704.00	4,453.01	867.16	0.00	0.00	0.00	5,320.17	0.
006	CM-BS-PX	Monterey C (Lindsay Clymer) Te	184.00	130.00	54.00	0.00	0.00	0.00	184.00	0.
005	CM-BS-PX	Monterey C (Jim Jones) Sr. Proj	9,980.00	4,369.60	546.20	0.00	0.00	0.00	4,915.80	0.
004	CM-BS-PX	Monterey C (Jennifer Perie) Proj	108.00	0.00	54.00	0.00	0.00	0.00	54.00	0.
003	CM-BS-PX	Monterey C (Bill Kamb) Superint	32,876.00	11,709.71	3,182.00	0.00	0.00	0.00	14,891.71	0.
002	CM-BS-PX	Monterey C (Bill Mullet) Project E	19,431.00	6,698.06	2,002.56	0.00	0.00	0.00	8,698.62	0.

Find

Total Amount: \$ 8,587.95

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

# Add Attachments

- ▶ **Note:** Documents must first be uploaded to Document Manager
- ▶ To add any additional documentation
  - ▶ Click Add Attachment
  - ▶ Choose Unifier Folder and locate your documents
  - ▶ Click Open then Click OK

The screenshot displays a web application interface for adding attachments. The main window is titled "Create New Applications for Payment - Project No. SFC-130300 - Internet Explorer". The "Add Attachment" button is highlighted with a red box. A red arrow points from this button to a "Select Files - Internet Explorer" dialog box. The dialog box shows a file tree with "Invoices" selected, and a table of files with one file highlighted: "F010-01-CI-OAKSCI-Applic" (33 KB, 04/25/2016).

No.	WBS Code	Commit Short Description	Scheduled Value	Previously Earned	Earned Th Period
002	CM-BS-PX	Monterey PC(Tom Drerup)Progr	4,970.00	0.00	50.00
001	CM-BS-PX	Monterey PC(Jennifer Perie)Proj	307.00	0.00	230.25

Total Amount: \$ 280.25

# Submit the Application for Payment

- ▶ Attachments populate at the bottom of your record
- ▶ Choose Workflow Action Submit
- ▶ Action Details will auto-populate the “to” field
- ▶ Click Send

Workflow Actions **Submit**

**Send** Save Spelling.. Add Attachment Discussion SOV Close Window

**General**

Complete the General, Certified Payroll, and Previous Pay Request blocks; then complete the Pay Request Details on the lower form by clicking Add.

General

Project Name: South-Western-CSD-FRA-CFAP-2012 Record Number:

Project Number: SFC-130300 Creator: Rita Nichols

Organization Name: South-Western City School District IRN Creation Date:

Facility Name: Prairie Norton Existing Elementary Status:

**Action Details**

**Submit**

To... Barbara Taylor,Katie Tuttle,Kaylie Ruff,Moenig

Cc...

Send For: AE Review

Task Notes:

**Pay Request Details**

Current View: All

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(\$)	Current Material Stored
002	CM-BS-PX	Monterey PC(Tom Drerup)Progr	4,970.00	0.00	50.00	0.00	0.00	0.00	50.00	0.00
001	CM-BS-PX	Monterey PC(Jennifer Perie)Progr	307.00	0.00	230.25	0.00	0.00	75.00	0.00	0.00

Total Amount: \$ 280.25

**Attachments (1)** [Linked Records \(0\)](#) [General Comments](#) [Linked Mail \(0\)](#)

# Questions?

Please contact OAKS CI Support Desk:

[oaksci@ofcc.ohio.gov](mailto:oaksci@ofcc.ohio.gov)

614.644.2211