



Contractor Pay Request Process

Prevailing Wage Report

Prevailing Wage Report

- ▶ A Prevailing Wage Report record must be completed even if no labor or material work was performed
- ▶ Create the Prevailing Wage Report for each Pay Request submitted

Prevailing Wage Report Creation

▶ In Oaks CI navigate to:

▶ Logs -> Prevailing Wage Report

▶ Click New

The screenshot displays the Oracle Primavera Unifier interface. The top navigation bar shows 'Company Workspace' with tabs for 'OFCC Consultant...' and 'Agency General P...'. The 'Document Manager' pane on the left lists various document types, with 'Logs' circled in red. A red arrow points from 'Logs' to the 'New' button in the 'File' menu, which is also circled in red. Another red arrow points from the 'New' button to the 'Prevailing Wage Report' entry in the document list. The main content area shows a table titled 'Prevailing Wage Report - Current View: All' with 12 items. The table has three columns: 'Contract SOV Name', 'Contractor Name', and 'Pay Request Period Start'.

Contract SOV Name	Contractor Name	Pay Request Period Start
Testing	OCI Test General	06/01/2015
Contract sov test	OCI Test General	01/01/2015
General Trades Phase 1	OCI Test General	01/01/2012
General Trades Phase 1	OCI Test General	01/01/2012
General Trades Phase 1	OCI Test General	04/01/2012
General Trades Phase 1	OCI Test General	01/01/2012
General Trades Phase 1	OCI Test General	01/01/2012
General Trades Phase 1	OCI Test General	05/01/2011
General Trades Phase 1	OCI Test General	05/01/2011
General Trades Phase 1	OCI Test General	05/01/2011
General Trades Phase 1	OCI Test General	05/01/2011
General Trades Phase 1	OCI Test General	08/01/2010

Prevailing Wage Report

- ▶ Enter Information in the Upper Form (General)
- ▶ Complete required fields *
 - ▶ **Status-** Choose 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 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... *

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

Status: Pending *

Contractor Name: OCI Test General

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

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 screenshot shows a web application interface for creating a new prevailing wage report. The main window is titled "Create New Prevailing Wage Report - Project No. OCI-080001 - Google Chrome". The URL is <https://ohio-unifier.oracleindustry.com/bp/studio/bp/checkPermission?model=upwr&a=form.0&b=upwr&bpcsvimport>. The interface includes a menu bar (File, Edit, View, Help) and a toolbar with options like Finish Editing, Save, Spelling..., Add Attachment, and Close Window. The main content area is titled "Prevailing Wage Report" and shows a "Subcontractor Details" section. The current view is "All" and there are 0 items. A table with the following columns is visible: No., Subcontractor Name, Utilized This Period?, Payroll submitted?, Subcontractor Payroll Period Start, and Subcontractor Payroll Period End. The "Add" button in the toolbar is circled in red. A modal window titled "Line Item - Google Chrome" is open, showing a form for "Prevailing Wage Report Line Item". The form includes fields for Subcontractor Name (Bob's Concrete), Utilized This Period?, Payroll submitted?, Subcontractor Payroll Period Start, Subcontractor Payroll Period End, Short Description, and Notes. There is also an "Additional Information" section with fields for Award Date, Projected Start Date, Actual Start Date, EDGE (Yes), Certified Sub?, Projected End Date, and Actual End Date. The modal window has "Attachments (0)" and "Linked Records (0)" links and "OK" and "Cancel" buttons.

Prevailing Wage Report

- ▶ Upload any necessary supporting documentation into Document Manager and attach to the record
- ▶ Add a General Comment, if applicable
- ▶ Click Finish Editing
- ▶ Click OK

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

General

Organization: Department of Administrative Service Record Number:

Project Number: OCI-080001 Creation Date:

Project Name: Agency General Projects Test Creator: Shauna Hooks

Project Location: OAKS CI Administration Status: -Select-

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

Apprentice Agreement Submitted Date: 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)

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
 - ▶ Select Workflow

The screenshot shows the Oracle Primavera Unifier web interface. The browser address bar displays the URL: <https://ohio-unifier.oracleindustry.com/bp/g/nav/index>. The page title is "ORACLE PRIMAVERA UNIFIER" with a last login time of "09/29/2015 07:04 AM". The navigation pane on the left shows a tree structure with "Logs" selected and "Contractor Pay Request" highlighted. A red arrow points from the "Logs" folder to the "Contractor Pay Request" item. Another red arrow points from the "New" button in the top menu to the "Contractor Pay Request" item. The main content area shows a table with 9 items.

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

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- *
Retainage Release Requested?: -Select-
Period From: *
Record Number:
Creator: Shauna Hooks
Creation Date:
Status:
Request Date: *
Vendor Name:
EDGE Certified Prime?:
Period To: *
Associate Approval Date:

Prevailing Wage
Prevailing Wage Report: 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](#)

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: *

Pay Request Period Start: Pay Request Period End:

Previous Pay Request

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

Initial Pay Request?: *

Previous Pay Request: *

Period From: Previous PR Contractor: Period To:

Stored Materials Summary

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

Action Details

Pay Request Details

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

Contractor Pay Request

- ▶ 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 Short Description

The screenshot displays the 'Line Items' window in Google Chrome. The URL is https://ohio-unifier.oracleindustry.com/bp/studio/bp/cost/opengrid?pref=ucsov&unit_price_check=1248&from=. The window 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 'Pay Request Details' tab is highlighted in red in the top left. The 'Add' button in the bottom left is also highlighted in red, with a red arrow pointing to the 'Short Description' column of the table. The 'Short Description' column for row 003 is circled in red.

Navigation and control elements include: 'Split', 'Cancel Row Changes', 'Page 1 of 1', 'Display 100 items per page', 'OK', 'Cancel', 'Total Amount: \$0.00', and tabs for 'Attachments (0)', 'Linked Records (0)', 'General Comments', and 'Linked Mail (0)'.

Contractor Pay Request

- ▶ 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

Contractor Pay Request

- ▶ 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

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 \(0\)](#)

Contractor Pay Request

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

Contractor Pay Request - General Contract PR# 001 - Project No. TEST-00000001 - Windows Internet Explorer

File Edit View Actions Help

Workflow Actions Submit

Send Save Spelling... Add LI Import LI Remove LI Copy LI Add Attachment Discussion SOV

Contractor Pay Request

General

Completed to Date

Labor:	12,500.00	Materials:	17,500.00	Total:	30,000.00
				Stored Materials:	46.00
				Earned To Date:	30,046.00

Withheld Amounts

Retainage %:	8.00 *	Retainage:	1,000.00
		Liens:	0.00
		Liquidated Damages:	0.00
		Other:	0.00
		Withheld This Period:	1,000.00

Previous Pymt and Released Retainage

Contract Retainage:	0.00	Retainage Released:	0.00	Retainage Balance:	0.00
Percent Complete:	30.046			Previous Payments:	0.00 *
				Total Requested:	29,046.00

Notes:

Questions?

Please contact OAKS CI Support Desk:

oaksci@ofcc.ohio.gov

614.644.2211