



# 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 web interface. The top navigation bar includes 'Company Workspace', 'OFCO Consultant...', and 'Agency General P...'. The left sidebar shows a 'Document Manager' tree with 'Logs' selected. A red circle highlights 'Logs', and a red arrow points to the 'New' button in the toolbar. Another red arrow points to the 'Prevailing Wage Report' item in the document list. The main content area shows a table titled 'Prevailing Wage Report - Current View: All' with 12 items.

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

'. A red arrow points to this checkbox. 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... \*

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 two overlapping browser windows from the Oracle Industry system. The background window is titled "Create New Prevailing Wage Report - Project No. OCI-080001 - Google Chrome". It displays a "Subcontractor Details" section with a table that is currently empty. The table headers are: No., Subcontractor Name, Utilized This Period?, Payroll submitted?, Subcontractor Payroll Period Start, and Subcontractor Payroll Period End. Below the table, the "Add" button is highlighted with a red circle. The foreground window is titled "Line Item - Google Chrome" and shows a "Prevailing Wage Report Line Item" form. The form includes the following fields: Subcontractor Name (populated with "Bob's Concrete"), Utilized This Period? (dropdown menu), Payroll submitted? (dropdown menu), Subcontractor Payroll Period Start (calendar icon), Subcontractor Payroll Period End (calendar icon), Short Description (text area), Notes (text area), and an "Additional Information" section with fields for Award Date, Projected Start Date, Actual Start Date, EDGE (Yes/No), Certified Sub?, Projected End Date, and Actual End Date.

# 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

The screenshot shows a web browser window titled "Create New Prevailing Wage Report - Project No. OCI-080001 - Google Chrome". The address bar shows the URL: <https://ohio-unifier.oracleindustry.com/bp/studio/bp/checkPermission?model=upwr&a=form.0&b=upwr&bpcsvimport=>. The browser's menu bar includes "File", "Edit", "View", and "Help". Below the menu bar, there are buttons for "Finish Editing", "Save", "Spelling", "Add Attachment" (circled in red), and "Close Window".

The main content area is titled "Prevailing Wage Report" and is divided into several sections:

- General:** Contains fields for Organization (Department of Administrative Service), Project Number (OCI-080001), Project Name (Agency General Projects Test), Project Location (OAKS CI Administration), Contract Name (with a "Select..." button), Pay Request Period Start, Record Number, Creation Date, Creator (Shauna Hooks), Status (-Select-), Vendor Name, and Pay Request Period End.
- Prime Contractor Payroll Report:** Contains fields for Worked This Period? (-Select-), Prime Payroll Period (Start and End), Payroll submitted? (-Select-), and Prime Payroll Period (Start and End). It also includes a field for Payrolls Transmitted via.
- Additional Contractor Information:** Contains fields for Apprenticeship Agreement Submitted Date and Payroll Scheduled Submission.

At the bottom of the form, there is a checkbox labeled "Check box as confirmation that all work is performed by PRIME." with a "Confirmed:" label and an unchecked checkbox. Below this, there are several tabs: "Subcontractor Details" (circled in red), "Attachments (0)", "Linked Records (0)", "General Comments", and "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 <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 user is logged in as "Agency General P...". The left navigation pane shows a tree structure with "Logs" selected and "Contractor Pay Request" highlighted. A red arrow points from the "Logs" menu item to the "New" button in the top right of the main content area. Another red arrow points from the "Contractor Pay Request" menu item to the "New" button. The main content area displays a table of "Contractor Pay Request" 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: \*  
Internal Ref. Number:   
Record Number:   
Creator: Shauna Hooks  
Creation Date:   
Status:   
Request Date: \*  
Vendor Name:   
EDGE Certified Prime?:   
Period To: \*  
Associate Approval Date:   
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.

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](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 \(0\)](#)

# 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 'Contractor Pay Request' interface. On the left, the 'Pay Request Details' tab is selected and circled in red. Below it, the 'Add' button is also circled in red, with a red arrow pointing towards the 'Pay Request Details' tab. The main window shows a 'Line Items' table 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 'Short Description' column for the 'labor 2' row (Ref. 003) is circled in red. At the bottom of the interface, the 'Total Amount' is displayed as \$0.00. The interface also includes buttons for 'OK' and 'Cancel' at the bottom of the table, and a toolbar with 'Add', 'Copy', 'Import', 'Remove', and 'Find' buttons.

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

614.644.2211