



Application for Payment Process Contractor

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 K-12

▶ Click New

Unifier@https://ohio-dev-unifier.oracleindustry.com - Google Chrome

https://ohio-train-unifier.oracleindustry.com/bp/g/nav/index

ORACLE PRIMAVERA UNIFIER Last login: 02/18/2018 07:45 AM Katie Tuttle Help Sign Out

Home Company Workspace Oak Hills Local Bu... +

Navigate To

Oak Hills Local Building Project

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PS Acquisition K12

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File Edit View Help

New Copy Open Permission Find Filtered

Certified Payrolls K12 - Current View: All

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

Contractor Name	Contract SOV Name	Pay Request Period Start
Joe General Contractor	Joe General Contractor	11/23/2015

User Admin

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

Certified Payrolls K12 - Project No. SFC-080001.01 - Google Chrome

https://ohio-train-unifier.oracleindustry.com/bp/studio/bp/open?model=ucpk&a=form.0&b=ucpk&srcid=1&id=1&source=database&F

File Edit View Help

Finish Editing Save Spelling... Add Attachment Close Window

General Certified Payrolls K12

Project Number: SFC-080001.01 Record Number: CP-0001

Project Name: Oak Hills Local Building Project Creation Date: 12/03/2015 11:44 AM (UTC-8)

Organization Name: Creator: Katie Tuttle

Facility Name: Status: Pending

Contract Name: Joe General Contractor Select... Vendor Name: Joe General Contractor

Pay Request Period Start: 01/01/2016 Pay Request Period End: 01/31/2016

Prime Contractor Payroll Report

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

Prime Payroll Period Start: 01/01/2016 Prime Payroll Period End: 01/31/2016

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:

Notes:

Subcontractor Details

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 image displays two overlapping screenshots of the Oracle Primavera software interface. The left screenshot shows the 'Certified Payrolls K12' window with the 'Subcontractor Details' tab selected. A red box highlights the 'Subcontractor Details' tab, and a red arrow points to the 'Add' button in the bottom toolbar. The right screenshot shows the 'Line Item' form for 'Certified Payrolls K12 Line Item'. The form contains the following fields:

- Subcontractor Name: Bob's Concrete (with a 'Select...' dropdown)
- Utilized this Period?: Yes
- Payroll submitted?: Yes
- Subcontractor Payroll Period Start: 01/01/2016
- Subcontractor Payroll Period End: 01/31/2016
- Short Description: Bob's Concrete Payroll
- Notes: (empty text area)
- Additional Information section with fields for:
 - Award Date: (calendar icon)
 - EDGE: (text field)
 - Certified Sub?: (checkbox)
 - Projected Start Date: (calendar icon)
 - Projected End Date: (calendar icon)
 - Actual Start Date: (calendar icon)
 - Actual End Date: (calendar icon)

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.

The screenshot shows the Oracle Primavera Certified Payroll Record form. The 'Finish Editing' button is circled in red. The 'Add Attachment' button is also circled in red. A red arrow points to the 'Status' dropdown menu, which is set to 'Complete' and is also circled in red. The 'General Comments' link at the bottom is also circled in red.

General

Project Number: SFC-080001.01
Project Name: Oak Hills Local Building Project
Organization Name:
Facility Name:
Contract Name: Joe General Contractor
Pay Request Period Start: 01/01/2016
Record Number: CP-0001
Creation Date: 12/03/2015 11:44 AM (UTC-8)
Creator: Katie Tuttle
Status: Complete
Vendor Name: Joe General Contractor
Pay Request Period End: 01/31/2016

Prime Contractor Payroll Report

Worked This Period?: Yes
Prime Payroll Period Start: 01/01/2016
Payroll submitted?: -Select-
Prime Payroll Period End: 01/31/2016

Subcontractor Details

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		

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 K-12
 - ▶ 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 header includes the Oracle Primavera Unifier logo and the text "Last login: 11/30/2015 12:47 PM". The navigation menu on the left is expanded to show the "Logs" folder, which is circled in red. A red arrow points from the "Logs" folder to the "Applications for Payment K12" folder, which is also circled in red. Another red arrow points from the "Applications for Payment K12" folder to the "New" button in the top right corner of the page, which is also circled in red. The main content area displays the title "Applications for Payment K12 - Current View: All" and a table with columns "Title", "Contract SOV", and "Contractor Name". The table is currently empty, showing "0 Item(s)".

Complete General Block

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

The screenshot shows a web browser window with the title 'Create New Applications for Payment K12 - Project No. SFC-080001 - Google Chrome'. The URL is https://ohio-train-unifier.oracleindustry.com/bp/process/new?wftemplate_id=2969&module_name=uafpk&csvimport=fa. The browser's menu bar includes File, Edit, View, Actions, and Help. The page title is 'Applications for Payment K12'. Below the browser window, there is a form with the following fields:

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: OAKS CI District Training Project 1
Project Number: SFC-080001
Organization Name: OAKS CI District Training Project - 1
Facility Name:
Title: Test Application for Payment *
Contract Reference: 03 District Training Select... *
Final Payment?: No *
Retainage Release Requested?: -Select- *
Period From: 11/23/2015 *
Internal Ref. Number:
Record Number:
Creator: Katie Tuttle
Creation Date:
Status:
Request Date:
Vendor Name: Dynamix Engineering
EDGE Certified Prime?:
Contract Type: CM at Risk
Period To: 12/01/2015 *

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:

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!**

The screenshot shows the 'Create New Applications for Payment K12' form. The 'Previous Pay Request' section is highlighted with a red box. It contains the following fields:

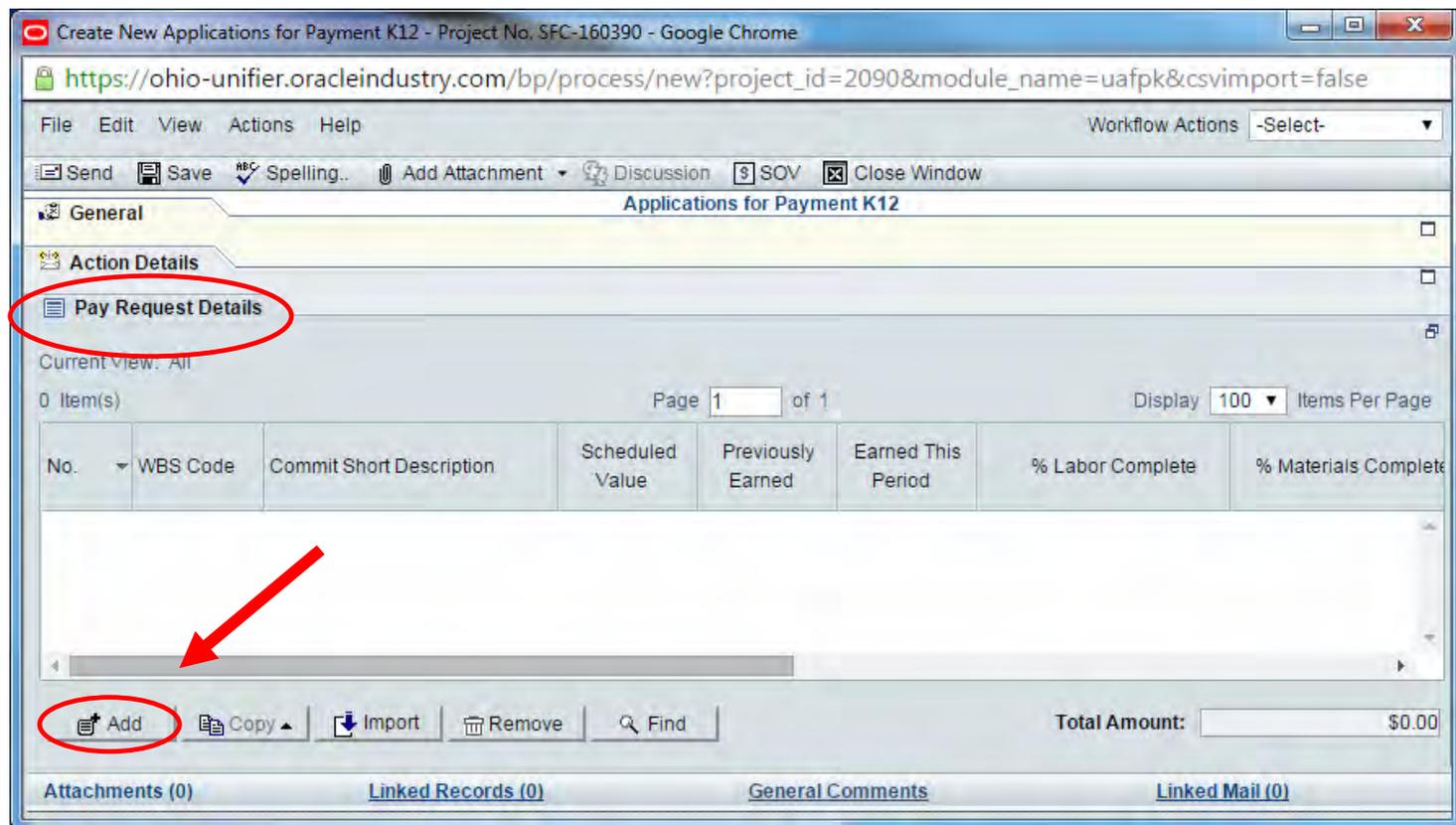
- Initial Pay Request?: No (dropdown)
- Previous Pay Request: [] Select... (dropdown with button)
- Period From: [] (text input)

A red arrow points from the 'Select...' button to an inset window titled 'Applications for Payment K12 - Google Chrome'. This window displays a table of existing pay requests:

Title	Contract SOV	Contractor Name	Percent Complete	Total Payment Requested
03 District Training PR 02	03 District Training	Dynamix Engineering	0	30,000.00
03 District Training PR 01	03 District Training	Dynamix Engineering	0	20,000.00
SFC-080001-02-01 PR 1	SFC-080001-02-01	Dynamix Engineering	0	115,000.00

Add Line Items

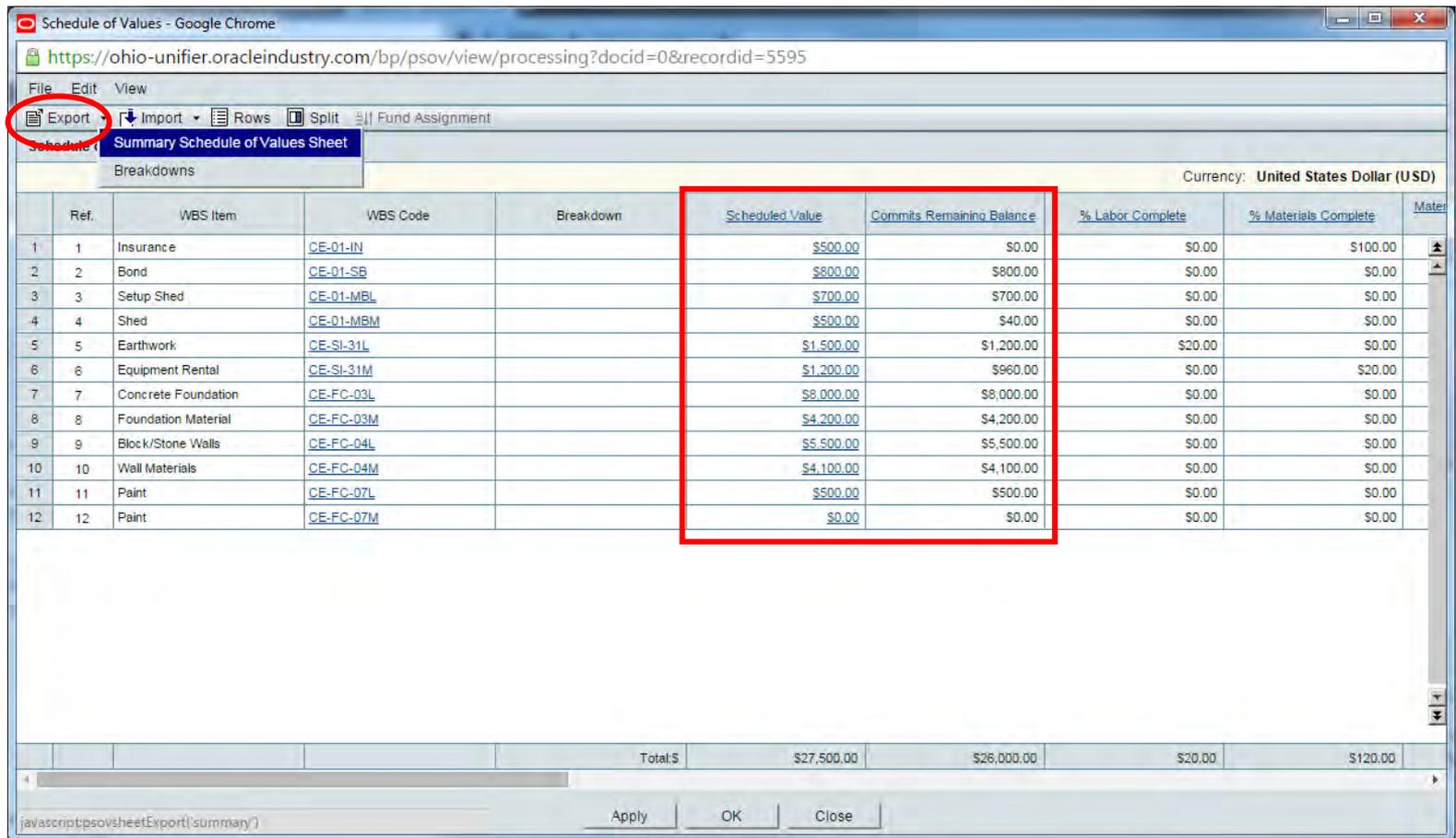
- ▶ Enter a line item corresponding to each item on the Schedule of Values (SOV) from the agreement for which payment is requested
- ▶ Click on the **Pay Request Details** Tab
- ▶ Click Add



The screenshot displays the Oracle Primavera P6 web interface for creating new applications for payment. The browser window title is "Create New Applications for Payment K12 - Project No. SFC-160390 - Google Chrome". The URL is "https://ohio-unifier.oracleindustry.com/bp/process/new?project_id=2090&module_name=uafpk&csvimport=false". The interface includes a menu bar with "File", "Edit", "View", "Actions", and "Help". Below the menu bar, there are icons for "Send", "Save", "Spelling...", "Add Attachment", "Discussion", "SOV", and "Close Window". The main content area is titled "Applications for Payment K12" and has several tabs: "General", "Action Details", and "Pay Request Details". The "Pay Request Details" tab is selected and circled in red. Below the tabs, there is a "Current View: All" section and a table with columns: "No.", "WBS Code", "Commit Short Description", "Scheduled Value", "Previously Earned", "Earned This Period", "% Labor Complete", and "% Materials Complete". The table currently shows 0 items. At the bottom of the interface, there is a toolbar with buttons for "Add", "Copy", "Import", "Remove", and "Find". The "Add" button is circled in red, and a red arrow points to it. To the right of the toolbar, there is a "Total Amount:" field showing "\$0.00". At the very bottom, there are links for "Attachments (0)", "Linked Records (0)", "General Comments", and "Linked Mail (0)".

View your 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

View your 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

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

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 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/studio/bp/cost/opengrid?pref=ucsov&unit_price_check=1248&from=

Split Cancel Row Changes

Line Items Page 1 of 1 Display 100 items per page

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			

OK Cancel

Current View: All
0 Item(s)

No. WBS Code Commit Short D

Add Copy Import Remove Find

Total Amount: \$0.00

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

Line Item Information

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

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

Application for Payment

- ▶ 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
- ▶ **Please Note:** The **Earned this Period** column should **NEVER** reflect a negative amount

Applications for Payment K12 - Test for Stored Materials - Project No. SFC-080001.01 - Google Chrome

https://ohio-train-unifier.oracleindustry.com/bp/studio/bp/log/open?srcid=4&model=uafpk&fromcostlog=1&project_id=1

File Edit View Actions Help

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

General Applications for Payment K12

Completed to Date

Services: \$0.00
Labor: \$78,000.00
Materials: \$56,000.00
DPE/Reimb: \$0.00
Stored Materials Allowed: \$46,000.00
Total: \$134,000.00
Earned Labor: \$78,000.00
Earned Materials: \$102,000.00
Earned To Date: \$180,000.00

Pay Request Details

Current View: All Show Currency in: Transaction Currency

3 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 Reimb
003	CE-FC-13M	Specialties Material	\$50,000.00	\$0.00	\$46,000.00	0	0	0	
002	CE-FC-04L	Masonry Labor	\$100,000.00	\$0.00	\$78,000.00	78	0	0	
001	CE-FC-03M	Concrete Materials	\$100,000.00	\$0.00	\$56,000.00	0	56	0	

Find Total Amount: \$180,000.00

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

Submit the Application for Payment

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

The screenshot shows the 'Applications for Payment K12' form in Google Chrome. The browser address bar shows the URL: https://ohio-train-unifier.oracleindustry.com/bp/process/task/opendraft?task_id=152801&id=5805&sourceId=0&project. The form is titled 'Applications for Payment K12' and includes a 'General' section with fields for Project Name (Oak Hills Local Building Project), Project Number (SFC-080001.01), Record Number, Creator (Katie Tuttle), Organization Name, and Creation Date. Below this is the 'Action Details' section with a 'Submit' button, a 'To...' field containing 'Barbara Taylor,Katie Tuttle,Kaylie Ruff,Moenic', a 'Cc...' field, and a 'Send For:' dropdown set to 'AE Review'. The 'Pay Request Details' section shows a table with one item:

No.	WBS Code	Commit Short Description	Scheduled Value	Previously Earned	Earned This Period	% Labor Complete	% Materials Complete	% Services Complete	Re
001	CE-FC-13M	Specialties Material	\$50,000.00	\$46,000.00	\$2,000.00	0	50	0	

At the bottom of the table, there are buttons for 'Add', 'Copy', 'Import', 'Remove', and 'Find'. The 'Total Amount' is displayed as \$2,000.00. The footer includes links for 'Attachments (0)', 'Linked Records (0)', 'General Comments', and 'Linked Mail (0)'.

Questions?

Please contact OAKS CI Support Desk:

oaksci@ofcc.ohio.gov

614.644.2211