



# **Create Certified Payroll and Application for Payment**

## Contractor K12



# 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 Create

The screenshot displays the Oracle Primavera Unifier (Development) interface. The breadcrumb navigation shows 'School Facilities > OAKS CI District T... > Oak Hill'. The main content area is titled 'Certified Payrolls K12' and features a '+ Create' button circled in red. Below the button is a table with columns 'Contractor Name' and 'Contract SOV Name', containing 15 rows of data. The left sidebar menu is open, with 'Logs' circled in red and 'Certified Payrolls K12' highlighted. A red arrow points from the 'Logs' menu item to the 'Certified Payrolls K12' menu item. Another red arrow points from the '+ Create' button to the table header.

Contractor Name	Contract SOV Name
Joe General Contractor	Joe General Contractor
Joe General Contractor	Joe General Contractor
Joe General Contractor	Joe General Contractor
Joe General Contractor	Joe General Contractor
Joe General Contractor	Joe General Contractor
Joe General Contractor	Joe General Contractor
Joe General Contractor	Joe General Contractor
Joe General Contractor	Joe General Contractor
Joe General Contractor	Joe General Contractor
Joe General Contractor	Joe General Contractor
Joe General Contractor	Joe General Contractor
Joe General Contractor	Joe General Contractor
Joe General Contractor	Joe General Contractor
Joe General Contractor	Joe General Contractor
Joe General Contractor	Joe General Contractor
Joe General Contractor	Joe General Contractor



# Certified Payrolls

- ▶ Enter information in the **General** tab
- ▶ Complete required fields \*
  - Click selection button next to **Contract Name**
  - Choose **Contract** from list
  - Click **Select**
  - Choose **Status**:
    - ▶ Pending – when still updating
    - ▶ Complete – only when record is final
  - Enter Pay Request Period Start and End

The screenshot displays the 'Create New Certified Payrolls K12' interface. At the top, a window title reads 'Create New Certified Payrolls K12 - Project No. SFC-080001.01 - Google Chrome'. The main content area is titled 'Contract Schedule of Values K12' and contains a table with the following data:

Title	Contractor Name	Contract No.	Revised Completion Date	Status	Creation Date
K-12 Archana test SOV	Joe General Contractor	71220-1		Approved	08/11/2020
71220-1- test	Joe General Contractor	71220-1		Approved	07/13/2020
Test Pre-con SOV	Joe General Contractor	072215		Approved	04/14/2017
Jill's Contracting	Joe General Contractor	072215		Approved	10/13/2016
Joe Contractor SOV	Joe General Contractor	072215		Approved	10/13/2016
Katie's Contracting	Joe General Contractor	072215		Approved	10/07/2016
Test 2 SOV	Joe General Contractor	072215		Approved	02/24/2016
Test SOV	Joe General Contractor	072215		Approved	12/03/2015

Below the table, a 'Total: 8' is shown, and a 'Select' button is circled in red. Callout 'c' points to this button. The main form below has the following fields:

- Project Number:** SFC-080001.01
- Project Name:** Oak Hills Local Building Project
- Organization Name:** [Empty]
- Facility Name:** [Empty]
- Contract Name \*:** Jill's Contracting (Callout 'a' points to the selection icon)
- Pay Request Period Start \*:** 07/01/2020 (Callout 'e' points to the date field)
- Pay Request Period End \*:** 07/31/2020 (Callout 'e' points to the date field)
- Status \*:** Pending (Callout 'd' points to the dropdown menu)
- Contractor Name:** Joe General Contractor
- Creator:** Matthew Weber
- Creation Date:** [Empty]

Callout 'b' points to the 'Contract No.' column in the table, and callout 'c' points to the 'Select' button. An information icon and 'No Attachments' message are visible on the right side of the form.



# Certified Payrolls

- ▶ Scroll down to complete the **Prime Contractor Payroll Report** section
- ▶ **Note:** Check the **Confirmed** box if the work for this report is done by the Prime Contractor

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

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/new/ucpk/1086?\_\_uref=uuu675396695t5

### Create New Certified Payrolls K12

Submit Save

General Subcontractor Details

#### Prime Contractor Payroll Report

Worked This Period?

Payroll submitted?

Prime Payroll Period Start

Prime Payroll Period End

Payrolls Transmitted via

Date Apprenticeship Agreement Submitted

Payroll Scheduled Submission

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

Confirmed

Attachments Comme

Information  
No Attachments.



# Add Subcontractor Details

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

- Click the **Subcontractor Details** tab
- Click **Add**
- Enter **Line Item Details** for subcontractor
- Click **Save** or **Save & Add New**

The screenshot shows the Oracle Payroll System interface for creating new certified payrolls. The browser title is "Create New Certified Payrolls K12 - Project No. SFC-080001.01 - Google Chrome". The URL is "http://uat-unifier.oracleindustry.com/bp/mod/bp/record/new/ucpk/1086?\_uref=uuu675396695t5". The page title is "Create New Certified Payrolls K12". There are "Submit" and "Save" buttons in the top right. The "General" tab is selected, and the "Subcontractor Details" sub-tab is active. Below the tabs, there is an "Add" button (circled in red) and an "Actions" dropdown menu. A table with columns "No.", "Subcontractor Name", "Utilized This Period...", "Payroll sub...", and "Subcontractor Payroll Period Start" is visible. A blue circle 'b' points to the "Add" button. To the right, the "Line Item Details" panel is open, showing fields for "Subcontractor Name" (Joe General Contractor), "Utilized This Period?" (Yes), "Payroll submitted?" (Yes), "Subcontractor Payroll Period Start" (07/01/2020), "Subcontractor Payroll Period End" (07/31/2020), and "Short Description" (Joe's General Payroll). A blue circle 'c' points to the "Line Item Details" panel. At the bottom of the panel, there are "Cancel", "Save", and "Save & Add New" buttons. The "Save" and "Save & Add New" buttons are circled in red. A blue circle 'd' points to the "Save & Add New" button. The "Total: 0" is displayed at the bottom left of the table area.



# Finish Certified Payroll Record

- ▶ Add Certified Payrolls to the record in the **Attachments** section
- ▶ Add a **General Comment** if applicable
- ▶ Click **Submit** – this will finish the record immediately
- ▶ **Note:** Once you click Submit, the record can no longer be edited

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

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/new/ucpk/1086?\_\_uref=un675396695t5

## Create New Certified Payrolls K12

General Subcontractor Details

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.

**Attachments** Comments

**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	Record Number
SFC-080001.01	CP-0034
Project Name	Creation Date
Oak Hills Local Building Project	10/09/2020 02:41 AM (UTC-8)
Organization Name	Creator
	Matthew Weber
Facility Name	Status *
	Pending
Contract Name *	Contractor Name
Jill's Contracting	Joe General Contractor

Information  
No Attachments.



# Application for Payment

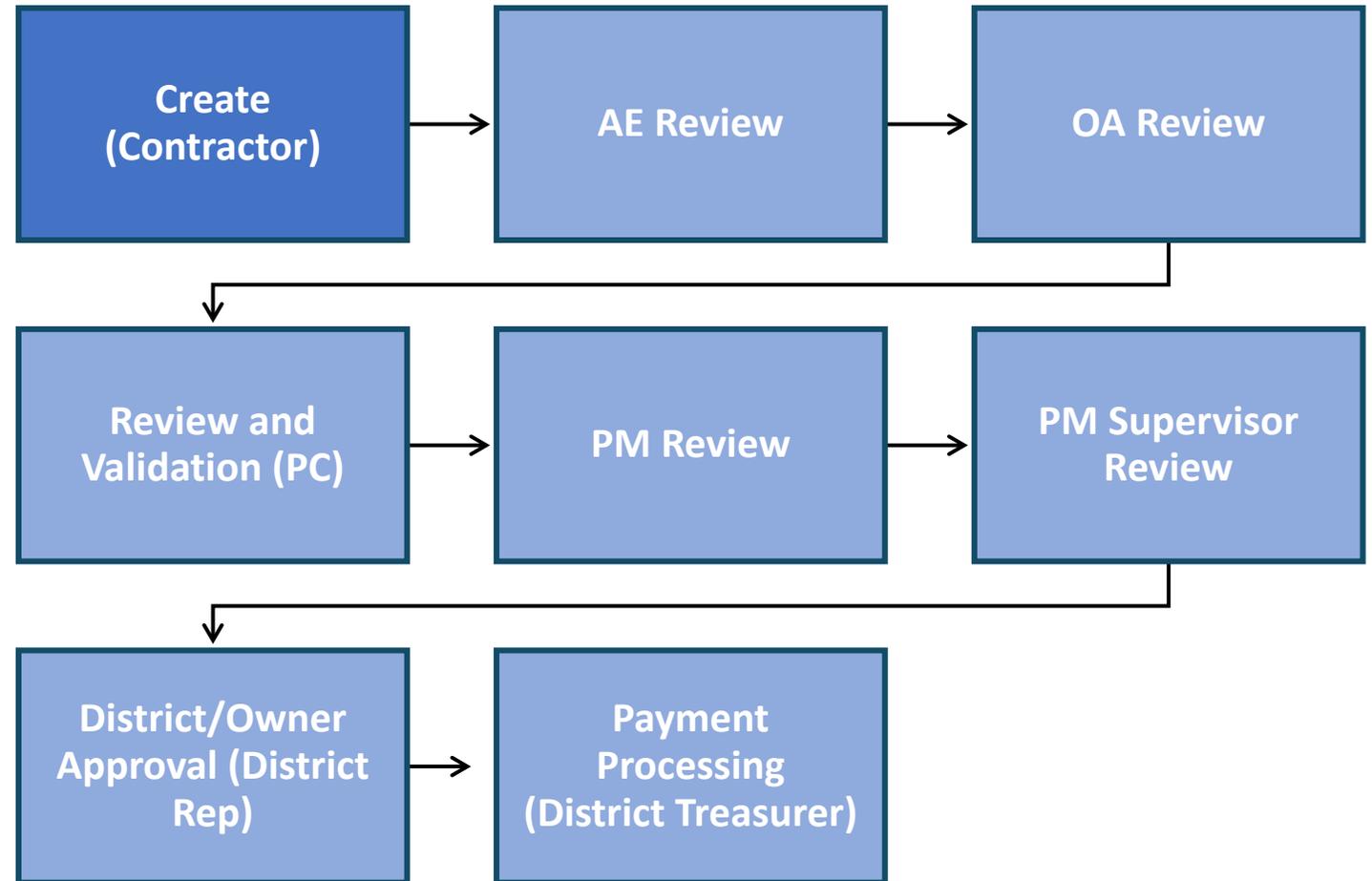
# Steps, Roles and Responsibilities

- **Contractor**
  - Creates the Pay Request record
  - Provides clarifications and updates to the Pay Request record
- **A/E**
  - Reviews and Accepts the Pay Request record
- **OA (K12)** (If no OA the PM will hold this role)
  - Reviews and recommends approval of the Pay Request record
- **Project Coordinator**
  - Reviews and validates the Pay Request record including check of compliance with Certified Payroll regulations
- **Project Manager**
  - Reviews, verifies and approves the Pay Request record
- **Project Manager Supervisor**
  - Approves the *final* Pay Request record
- **District Representative or Agency Owner**
  - Approves payment
- **District Treasurer or Agency Owner Financial**
  - Determines source of Funding
  - Creates voucher
  - Processes payment in own system of record and records payment in OAKS CI



# Application for Payment

- Workflow Steps



# Application for Payment Creation

- ▶ In OAKS CI navigate to:
  - ▶ Logs -> **Application for Payment K-12**
  - ▶ Click **Create**

The screenshot displays the Oracle Primavera Unifier (Development) interface. The breadcrumb navigation shows 'School Facilities > OAKS CI District T... > Oak H...'. The main heading is 'Application for Payment K12'. A red circle highlights the '+ Create' button. The left sidebar menu has 'Logs' circled in red, with a red arrow pointing to the 'Applications for Payment K12' item. Below the heading, there is a table with columns 'Title' and 'Contract SOV'. The table contains 19 rows of data, including entries like 'OA Test 2', 'Test for OA View', 'Tim Buschur', 'Connie Rose', 'Tom Sommer', 'Katie Tuttle', 'Katie's App. for Payment', 'Student 4', 'Student 3', 'Student 2', 'Student 1', 'PR2', 'PR1', 'Jill's Contracting PR2', 'Katie's Contracting PR1', 'CMR Payment', 'App #001', 'Unit Test', and 'Test for Stored Materials'. A 'Total: 19' label is at the bottom right of the table area.

Title	Contract SOV
OA Test 2	Jill's Contracting
Test for OA View	Katie's Contra...
Tim Buschur	Test SOV
Connie Rose	Test 2 SOV
Tom Sommer	Jill's Contracting
Katie Tuttle	Katie's Contra...
Katie's App. for Payment	Joe Contracto...
Student 4	Test SOV
Student 3	Test 2 SOV
Student 2	Jill's Contracting
Student 1	Katie's Contra...
PR2	Jill's Contracting
PR1	Jill's Contracting
Jill's Contracting PR2	Test SOV
Katie's Contracting PR1	Test SOV
CMR Payment	Test SOV
App #001	Test SOV
Unit Test	Test SOV
Test for Stored Materials	Test SOV



# Application for Payment

- ▶ Enter information in the **General** tab
- ▶ Complete required fields \*
  - Enter Title
  - Click selection button next to **Contract Reference**
  - Choose **Contract** from list
  - Click **Select**

Contract Schedule of Values K12

Title	Contractor Name	Revised Completion Date	Stat
K-12 Archana test SOV	Joe General Contractor		App
71220-1- test	Joe General Contractor	71220-1- test	App
Test Pre-con SOV	Joe General Contractor	072215	App
Jill's Contracting	Joe General Contractor	072215	App
Joe Contractor SOV	Joe General Contractor	072215	App
Katie's Contracting	Joe General Contractor	072215	App
Test 2 SOV	Joe General Contractor	072215	App
Test SOV	Joe General Contractor	072215	App

Total: 8

Cancel Select



# Application for Payment

- ▶ Enter information in the **General** tab
- ▶ Complete required fields \*
- e) Select **Final Payment** Yes/No
- f) Enter **Period From** and **Period To**
- ▶ Scroll down the record

Create New Applications for Payment K12 - Project No. SFC-080001.01 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/new/uafpk/1086/3017?\_uref=uuu688444527t5

### Create New Applications for Payment K12

Send Save

General Pay Request Details

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  
Oak Hills Local Building Project

Project Number  
SFC-080001.01

Organization Name

Facility Name

Title \*  
Application for Payment Test

Contract Reference \*  
71220-1- test

Final Payment? \*  
No

Retainage Release Requested?  
No

Period From \*  
10/01/2020

Internal Ref. Number

Record Number

Creator  
Matthew Weber

Creation Date

Status

Request Date

Contractor Name  
Joe General Contractor

EDGE Certified Prime?  
Yes

Contract Type  
CM at Risk

Period To \*  
10/31/2020

Approval Date

Approval Date

Received Date

**Attachments** Comments

No Attachments.



# Application for Payment

- ▶ Enter information in the **General** tab
- ▶ Complete required fields \*
  - g) Choose the **Certified Payroll** to attach to the record
  - h) Select Initial Pay Request: Yes/No
  - i) **Very Important!** If this is not the initial pay request, click select to the choose previous pay request.

Create New Applications for Payment K12 - Project No. SFC-080001.01 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opendraft/7529/1?\_\_uref=uuu688444527t5

## Create New Applications for Payment K12

Send Save

**General** Pay Request Details

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 CP-0027	Vendor Name Joe General Contractor
Pay Request Period Start 08/01/2017	Pay Request Period End 08/31/2017

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

Initial Pay Request?  
No

Previous Pay Request * 71220-1- test PR1	Previous PR Vendor Joe General Contractor
Period From 07/01/2020	Period To 07/01/2020

Attachment: No Attachments.



# Review SOV

## ▶ Review SOV

- ▶ Prior to adding lines to your pay request, you may want to view the remaining balance on your SOV (Schedule of Values)
- ▶ At the top of the record click **Menu -> SOV**

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opendraft/7529/1?\_\_uref=uuu688444527t5

### Create New Applications for Payment K12

Send Save 

**SOV**

- Export Line Item Template
- Print
- Reload
- Review ...
- Help
- Close

**General** Pay Request Details

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	Oak Hills Local Building Project	Record Number	
Project Number	SFC-080001.01	Creator	Matthew Weber
Organization Name		Creation Date	
Facility Name		Status	
Title *	Application for Payment Test	Request Date	
Contract Reference *	71220-1- test	Contractor Name	Joe General Contractor

Information  
No Attachments.

ohio-uat-unifier.oracleindustry.com/bp/.../1...



# Review SOV

- ▶ Review SOV

- ▶ This allows you to look at the **Scheduled Value** and **Commits Remaining Balance** for each of the line items on your SOV

Schedule of Values - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/psov/view/processing?docid=0&recordid=2608&\_uref=uuu688444527t5

File Edit View

Export Import Rows Split Fund Assignment

Schedule of Values

Currency: United States Dollar (USD)

Item #	Ref.	WBS Item	WBS Code	Breakdown	Scheduled Value	Commits Remaining Balance
000010	1	CM-R Construction Stage Fee	<a href="#">CMR-CSC-CFS</a>		50,000.00	47,500.00
000020	2	Existing Conditions Labr	<a href="#">CE-FC-02L</a>		50,000.00	45,000.00
000030	3	Existing Conditions Matl	<a href="#">CE-FC-02M</a>		50,000.00	38,300.00
000040	4	Concrete Matl	<a href="#">CE-FC-03M</a>		50,000.00	40,800.00
000050	5	Masonry Matl	<a href="#">CE-FC-04M</a>		50,000.00	50,000.00
000060	6	Openings Labr	<a href="#">CE-FC-08L</a>		100,000.00	100,000.00
000070	7	Openings Matl	<a href="#">CE-FC-08M</a>		150,000.00	104,000.00
Total:					500,000.00	425,600.00

Apply OK Close



# Add Line Items (Contractor)

- ▶ 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 Detail** tab
- Click **Add**

Create New Applications for Payment K12

General **Pay Request Details** Send Save

**Add** [Print] [Refresh] [Dropdown] [Print]

Ref.	SOV Refer...	WBS Code	Code Name	Commit Short Description
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Total: 0

**i** Information  
Details of the line item is not available. Select a line item to view the details.

# Add Line Items (Contractor)

## ► Identify lines for completion

d) Provide **Short Description** for each line item for which payment is requested

e) Enter the **Percentage Complete** under appropriate column (Labor, Material, or Services)

f) Click **Save** once complete

Create New Applications for Payment K12

General Pay Request Details Added Purch

Cancel Error Check Save

Ref.	S... R... N...	WBS Code	Code Name	Commit Short Description	Short Description *	S...	Scheduled Value	% Labor Complete	% Materials Complete	% Services Complete
001	1	CE-FC-03L	Concrete Labr	labor - concrete	[Required]		70,000.00	25.00	0.00	0.00
002	2	CE-FC-03M	Concrete Matl	material - concrete	Concrete Material		100,000.00	0.00	25.00	0.00
003	3	CE-FC-03L	Concrete Labr	concrete labor 2	Concrete Labor		70,000.00	25.00	0.00	0.00
004	4	CE-FC-03L	Concrete Labr	concrete labor 3	Concrete Labor		70,000.00	25.00	0.00	0.00
005	5	CE-01-IN	CE Insurance	insurance	Insurance		40,000.00	0.00	0.00	50.00
TOTAL							350,000.00	75.00	25.00	50.00

Total: 5

# Add Line Items (Contractor)

- ▶ Line item information displays in the **Earned Current Request** blocks in the General tab and the Pay Request Details tab
- ▶ You will need to scroll to the right to see the total on the Pay Request Details Tab
- ▶ **Current Earned and Total Amount blocks should match**

Create New Applications for Payment K12 - Project No. SFC-080001.01 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opendraft/7529/1?\_uref=uuu213409525t5

Create New Applications for Payment K12

General Pay Request Details

Send Save

Previous Payment Allowed 64,400.00 This Period Payment Allowed 0.00 Current Payment Allowed 64,400.00

Attached

Information No Attachments.

Earned Current Request

Current Services	10,000.00	Current Material	25,000.00
Current Labor	0.00	Stored Materials	0.00
Current DPE/Reimb	0.00		
Current Labor Total	10,000.00	Current Materials Total	25,000.00
		Current Earned	35,000.00

Completed to Date

Services	12,500.00
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Create New Applications for Payment K12 - Project No. SFC-080001.01 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opendraft/7529/1?\_uref=uuu213409525t5

Create New Applications for Payment K12

General Pay Request Details

Send Save

Add

Previous DPE/Reimb	DPE/Reimb This Period	DPE/Reimb To Date	Previously Earned	Earned To Date	Earned This Period
0.00	0.00	0.00	2,500.00	12,500.00	10,000.00
0.00	0.00	0.00	9,200.00	34,200.00	25,000.00
0.00	0.00	0.00	11,700.00	46,700.00	35,000.00

Information

Details of the line item is not available. Select a line item to view the details.

Total: 2

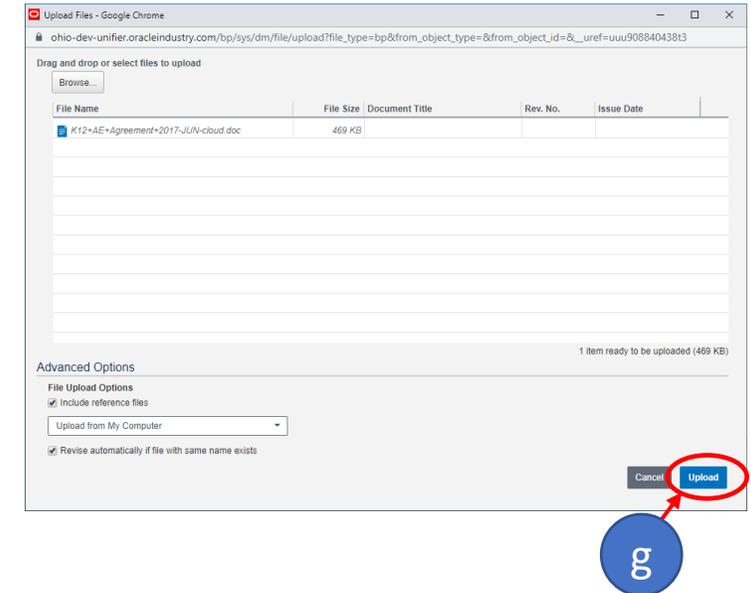
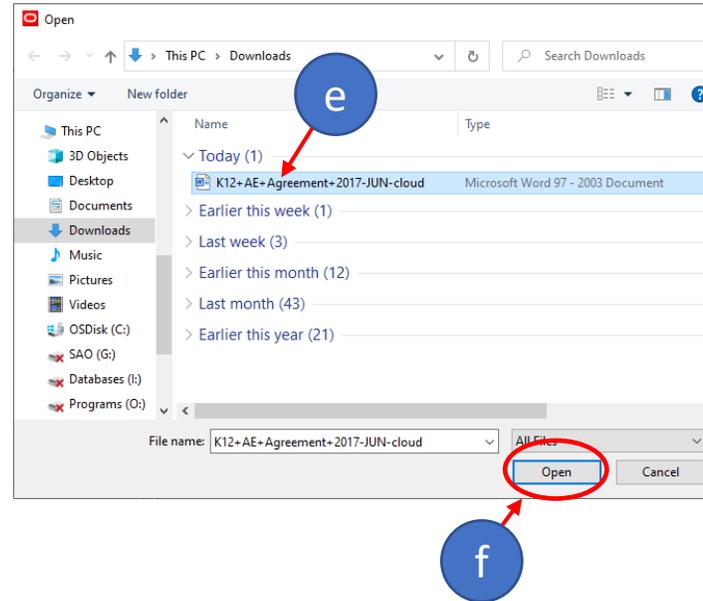
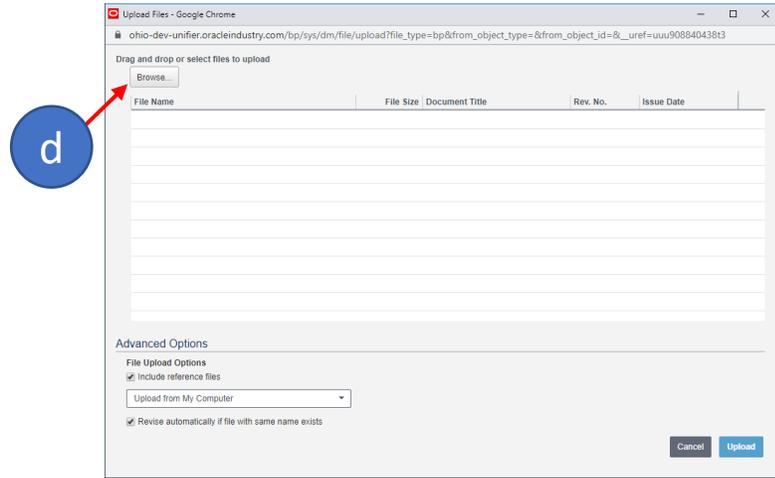
# Upload and Attach Documents

▶ Upload and Attach any necessary documents:

- a) Select the **Attachments Tab**
- b) Click the **Upload Button**
- c) Select **Browse**

The screenshot shows a web browser window titled "Create New Applications for Payment K12 - Project No. SFC-080001.01 - Google Chrome". The URL is "ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opendraft/7527/1?\_\_uref=uuu759905007t4". The page title is "Create New Applications for Payment K12". The "General" tab is selected and circled in red. The "Attachments" tab is also circled in red. A blue circle labeled 'a' points to the "Attachments" tab. A blue circle labeled 'b' points to the "Upload" button (represented by a paperclip icon) in the Attachments section. A blue circle labeled 'c' points to the "Browse..." option in the dropdown menu that appears after clicking the Upload button. The main content area shows an "Earned Current Request" table with columns for Current Services, Current Labor, Current DPE/Reimb, Current Labor Total, Current Material, Stored Materials, Current Materials Total, and Current Earned. The table contains numerical values for each row. Below the table are sections for "Completed to Date", "Retainage", "Withheld Amounts", and "Escrow Paid to Rank". On the right side, there is an "Information" section with a blue 'i' icon and the text "No Attachments."

# Upload and Attach



A window will pop up to upload the files.

- d) Click Browse
- e) Select the file from your computer
- f) Click Open
- g) Click Upload

# Complete Application for Payment

- ▶ When the record is ready to move forward, click **Send**

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opendraft/7529/1?\_\_uref=uuu213409525t5

## Create New Applications for Payment K12

[General](#) [Pay Request Details](#)

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	Record Number
Oak Hills Local Building Project	
Project Number	Creator
SFC-080001.01	Matthew Weber
Organization Name	Creation Date
Facility Name	Status
Title *	Request Date
Application for Payment Test	
Contract Reference *	Contractor Name
71220-1- test	Joe General Contractor
First Payment *	POPS Certified Price

### Attachments

Comments Linked Re

Browse...  
Document Manager...

Information  
No Attachments.

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/...



# Complete Application for Payment

- ▶ Verify Workflow Action: **Submit**
- ▶ Click **Send**

The screenshot shows a web browser window titled "Create New Applications for Payment K12 - Project No. SFC-080001.01 - Google Chrome". The URL is "ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opendraft/7529/1?\_\_uref=uuu213409525t5". The main content area is a "Workflow Action Details" dialog box. It has a "General" tab selected. The "Action Details" section shows "Workflow Actions" set to "Submit" (highlighted with a red box). The "Send For" field is "AE Review". The "To" field contains a list of names: "Archana Atrey;Jordan Zamar;Lance Witcher;Matthew Weber;Purna Irukulapati;Rita Nichols;Sha...". The "CC" field is empty with the placeholder text "Start typing for suggestions...". The "Due Date Details" section shows "Task Due Date" as empty. Below this, there is an information icon and the text "Task Due Date is not available". At the bottom right, there are two buttons: "Cancel" and "Send". The "Send" button is highlighted with a red circle and a red arrow points to it.

# Questions?

Please contact OAKS CI Support Desk:

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

614.644.2211

