



# Contractor Pay Request / Prevailing Wage Report Create



# Prevailing Wage Report (Contractor)



# Purpose & Procedure

- ▶ A Prevailing Wage Report is mandatory before submitting a pay request
- ▶ Create the Prevailing Wage Report for each Pay Request to be submitted



# Prevailing Wage Report Creation (Contractor)

- Log into OAKS CI

a. Click + sign

b. Type project name or number in search bar

c. Click appropriate project to open

The screenshot shows a web browser window with the URL <https://ohio-unifier.oracleindustri...> and the page title "Service Requests". The browser's address bar shows "uuu600419530". The page has a navigation bar with several tabs: "Company Work...", "ACF Fire Protec...", "OSHP Academy...", "Company Work...", "IRJCF PREA R...", "Salt Fork State ...", and "Agency General...". A red box highlights a "+" sign in the top right corner of the navigation bar, labeled with a blue circle "a". Below the navigation bar is a search bar containing "DPS-". A red arrow labeled "b" points to the search bar. Below the search bar is a table with the following data:

Name	Number	Location
Ohio State Highway Patrol Post 44	DPS:080001	/Agency/Department of Public Safety
OSHP Post 23 LEADS Building	DPS:110001	/Agency/Department of Public Safety
ODPS ACF Standing Seam Roof Renovation	DPS:110003	/Agency/Department of Public Safety
LEADS Data Center Alum Creek Facility	DPS:110006	/Agency/Department of Public Safety
OSHP Academy Range Equip. Replacement	DPS:110009	/Agency/Department of Public Safety
ODPS - EOC Reorganization	DPS:110010	/Agency/Department of Public Safety
OSHP Academy Maintenance & Repair Project	DPS:120001	/Agency/Department of Public Safety
OSHP Alum Creek Crime Lab Addition	DPS:120002	/Agency/Department of Public Safety
Academy HVAC Replacement-Chiller & Range ...	DPS:120004.02	/Agency/Department of Public Safety
Alum Creek HVAC	DPS:130001	/Agency/Department of Public Safety

A red arrow labeled "c" points to the first row of the table. Below the table, there is a section with the following text: "eral Projects Test", "r Agency General Projects", "s Dollar (USD)", and "prod+1003@oracleindustry.com".

# Prevailing Wage Report Creation (Contractor)

- ▶ In OAKS CI navigate to:
  - ▶ Logs -> Prevailing Wage Report
  - ▶ Click Create

The screenshot shows the Oracle Primavera Unifier interface. The left sidebar contains a list of menu items, with 'Logs' circled in red. A red arrow points from the 'Logs' menu item to the 'Prevailing Wage Report' item at the bottom of the list. The main content area displays the 'Prevailing Wage Report' page, with a '+ Create' button circled in red. Below the button is a table with columns 'Contract SOV Name' and 'Contract'. The table contains 15 rows of data, including 'SSSSSOV', 'Schedule of Values', 'Morris Test 2', 'Morris Test', 'Wednesday's Training', and 'test'. The total number of rows is indicated as 'Total: 96' at the bottom right.

Contract SOV Name	Contract
SSSSSOV	R. W. Set
Schedule of Values	R. W. Set
Morris Test 2	R. W. Set
Morris Test 2	R. W. Set
Morris Test	Harrison
Morris Test 2	R. W. Set
Wednesday's Training	R. W. Set
Morris Test	Harrison
Morris Test	Harrison
Wednesday's Training	R. W. Set
Wednesday's Training	R. W. Set
Wednesday's Training	R. W. Set
test	R. W. Set
Schedule of Values	R. W. Set
Wednesday's Training	R. W. Set
Schedule of Values	R. W. Set
Wednesday's Training	R. W. Set
Wednesday's Training	R. W. Set
Schedule of Values	R. W. Set
Wednesday's Training	R. W. Set

# Prevailing Wage Report (Contractor)

- ▶ Enter Information in the Upper Form (General Tab)
- ▶ 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 Prevailing Wage Report - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/new/upwr/1006?\_\_uref=uuu818388450t2

### Create New Prevailing Wage Report

Submit Save

**General** Subcontractor Details

Attach all certified payrolls to this record. Records in 'Pending' status may be reopened and updated as needed. Records in 'Complete' status may be referenced by a Contractor Pay Request but may no longer be edited.

**General**

Organization Department of Administrative Services	Record Number
Project Number OCI-080001	Creation Date
Project Name OAKS CI Training 1	Creator Matthew Weber
Project Location Surface Road	Status * Pending
Contract Name * Fred 20091009 OAKS Plumbing	Contractor Name Sands Decker Ltd.
Pay Request Period Start * 02/21/2020 05:00 PM (UTC-8)	Pay Request Period End * 02/29/2020 05:00 PM (UTC-8)

▶ Prime Contractor Payroll Report

Attachme

Information  
No Attachments.



# Prevailing Wage Report (Contractor)

- ▶ **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

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/new/upwr/1006?\_uref=uuu818388450t2

### Create New Prevailing Wage Report

Submit Save

**General** Subcontractor Details

#### Prime Contractor Payroll Report

Worked This Period? Yes

Payroll submitted? Yes

Prime Payroll Period Start 02/01/2020 05:00 PM (UTC-8)

Prime Payroll Period End 02/29/2020 05:00 PM (UTC-8)

Payrolls Transmitted via

Apprentice Agreement Submitted Date 02/20/2020 05:00 PM (UTC-8)

Payroll Scheduled Submission

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

Confirmed

Attachments: No Attachments.



# Prevailing Wage Report (Contractor)

- ▶ If there are subcontractors, you must add their information
- ▶ Click to open the **Subcontractor Details** tab
- ▶ Click the **Select** button next to **Subcontractor Name**
- ▶ Choose the Subcontractor from the list
- ▶ Click **Save**

Create New Prevailing Wage Report - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/new/upwr/1006?\_uref=uuu818388450t2

Create New Prevailing Wage Report

General **Subcontractor Details**

Add Actions

No.	Subcontractor Name	Utilized This Perio...	Payroll sub...	Su Pa Pe
Total: 0				

Line Item Details

Subcontractor Name \*  
Type a Subcontractor/Supplier... **Select**

Utilized This Period?  
Select

Payroll submitted?  
Select

Subcontractor Payroll Period Start  
MM/DD/YYYY HH:MM AM

Subcontractor Payroll Period End  
MM/DD/YYYY HH:MM AM

Short Description \*  
Notes

Cancel Save Save & Add New

Create New Prevailing Wage Report - Project No. OCI-080001 - Google C...

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/new/upwr/1006?\_uref=...

Create New Prevailing Wage Report

General **Subcontractor Details**

Line Item Details

Subcontractor Name \*  
Fred's Concrete Services 1

Utilized This Period?  
Yes

Payroll submitted?  
Yes

Subcontractor Payroll Period Start  
02/01/2020 05:00 PM (UTC-8)

Subcontractor Payroll Period End  
02/29/2020 05:00 PM (UTC-8)

Short Description \*  
Fred's Concrete Payroll

Notes

Award Date  
MM/DD/YYYY HH:MM AM

EDGE Certified?  
Yes

Cancel **Save** Save & Add New



# Prevailing Wage Report (Contractor)

- ▶ Upload any necessary supporting documentation into Document Manager and attach to the record under the **Attachments** tab
- ▶ Change **Status** to **Complete**
- ▶ Click **Finish Editing**
- ▶ **Note:** Once you click Submit and the Status of the record is “Complete” the record will be locked and can no longer be edited.

The screenshot shows a web browser window with the URL `ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/new/upwr/1006?__uref=uuu818388450t2`. The page title is "Create New Prevailing Wage Report". The form is divided into two tabs: "General" (selected) and "Subcontractor Details". The "General" tab contains the following fields:

Field	Value
Organization	Department of Administrative Services
Record Number	PWR-0267
Project Number	OCI-080001
Creation Date	07/28/2020 08:22 PM (UTC-8)
Project Name	OAKS CI Training 1
Creator	Matthew Weber
Project Location	Surface Road
Status *	Complete
Contract Name *	Fred 20091009 OAKS Plum...
Contractor Name	Sands Decker Ltd.
Pay Request Period Start *	02/21/2020 05:00 PM (UTC-8)
Pay Request Period End *	02/29/2020 05:00 PM (UTC-8)

The "Attachments" tab is highlighted with a red box. The "Submit" button is circled in red. The "Status" dropdown menu is also highlighted with a red box. The "Attachments" section shows a paperclip icon and the text "No Attachments".



# Contractor Pay Request



# Purpose & Procedure

- ▶ The Contractor Pay Request Business Process (BP) allows for the contractor to request payment for items recorded in the Contract SOV.
- ▶ Please note that these procedures may not include all functions of your job, please speak with your manager or team member to ensure that you are fulfilling all expectations.



# 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
- ▶ Project Manager
  - ▶ Reviews and verifies the Pay Request record
- ▶ Project Manager Supervisor
  - ▶ Approves the Pay Request record
- ▶ Agency Owner Financial
  - ▶ Determines source of Funding
  - ▶ Creates voucher
  - ▶ Processes payment in own system of record and records payment in OAKS CI



# Contractor Pay Request Creation (Contractor)

- Log into OAKS CI
  - a. Click + sign
  - b. Type project name or number in search bar
  - c. Click appropriate project to open

Name	Number	Location
Ohio State Highway Patrol Post 44	DPS:080001	/Agency/Department of Public Safety
OSHP Post 23 LEADS Building	DPS:110001	/Agency/Department of Public Safety
ODPS ACF Standing Seam Roof Renovation	DPS:110003	/Agency/Department of Public Safety
LEADS Data Center Alum Creek Facility	DPS:110006	/Agency/Department of Public Safety
OSHP Academy Range Equip. Replacement	DPS:110009	/Agency/Department of Public Safety
ODPS - EOC Reorganization	DPS:110010	/Agency/Department of Public Safety
OSHP Academy Maintenance & Repair Project	DPS:120001	/Agency/Department of Public Safety
OSHP Alum Creek Crime Lab Addition	DPS:120002	/Agency/Department of Public Safety
Academy HVAC Replacement-Chiller & Range ...	DPS:120004.02	/Agency/Department of Public Safety
Alum Creek HVAC	DPS:130001	/Agency/Department of Public Safety

# Contractor Pay Request Creation (Contractor)

- ▶ In OAKS CI navigate to:
  - ▶ Logs -> **Contractor Pay Request**
  - ▶ Click **Create**

The screenshot displays the Oracle Primavera Unifier (Development) interface. The top navigation bar shows 'Agency' and 'OAKS CI Trainin...'. The left sidebar contains a list of modules, with 'Logs' circled in red. A red arrow points from the 'Logs' module to the 'Contractor Pay Request' item in the sidebar. The main content area shows the 'Contractor Pay Request' page with a '+ Create' button circled in red. Below the button is a table with columns 'Title' and 'Con'.

Title	Con
Stored Materials Test	Wed
Winnie PR1	Mon
Katie PR1	SSS
AGO-150001.02_PR001	Wed
Morris_PR 0001	Mon
Student 7	Stuf
Student 6	Sch
Morrison Building PR4 ...	Mon
Morrison Building PR3	Mon
Morrison Building PR2	Mon
Morrison Building PR1	Mon
Harrison PR3 Final	Mon
Harrison PR2	Mon
Harrison PR1	Mon
Student 5	Wed
Student 4	NEC

Total: 37

# Contractor Pay Request Creation (Contractor)

- Enter all required \* fields under the **General** tab, scrolling down as necessary

Create New Contractor Pay Request - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/new/ucpr/1006/376?\_\_uref=uuu818388450t2

### Create New Contractor Pay Request

Send Save

**General** Pay Request Details Added Purchase Orders

**General**

Organization Department of Administrative Services	Record Number
Project Name OAKS CI Training 1	Creator Matthew Weber
Project Number OCI-080001	Creation Date
Project Location Surface Road	Status
<b>Title *</b> OCI-100056-01-02 PR2	<b>Request Date *</b> 03/02/2020 05:00 PM (UTC-8)
<b>Contract Reference *</b> Fred 20091009 OAKS Plumbing	<b>Contractor Name</b> Sands Decker Ltd.
<b>Final Payment? *</b> No	<b>EDGE Certified Prime?</b> No
<b>Retainage Release Requested?</b> No	<b>Period To *</b> 02/29/2020 05:00 PM (UTC-8)
<b>Period From *</b> 02/01/2020 05:00 PM (UTC-8)	<b>A/E Approval Date</b>
<b>Internal Ref. Number</b>	

► Prevailing Wage

**Attachments** Comr >

Information  
No Attachments.

# Contractor Pay Request Creation (Contractor)

- Scroll down to the **Prevailing Wage** section
- Click **Select** next to Prevailing Wage Report
- Choose appropriate **Prevailing Wage Report**

The screenshot displays the 'Create New Contractor Pay Request' interface. The 'Prevailing Wage' section is active, showing a dropdown menu with 'Sands Decker Ltd.' selected. A red circle highlights the 'Select' button next to the dropdown. A red arrow points from this button to a modal window titled 'Prevailing Wage Report'. This modal window contains a table of reports with columns: Contract SOV Name, Contractor Name, Pay Request Period Start, Pay Request Period End, Status, and Record. The first row is highlighted in red. A red arrow points from the 'Select' button in the modal to the 'Select' button at the bottom right of the modal.

Contract SOV Name	Contractor Name	Pay Request Period Start	Pay Request Period End	Status	Record
Fred 20091009 OAK...	Sands Decker Ltd.	02/21/2020 05...	02/29/2020 05...	Complete	PWR-
Hooks Test1	Sands Decker Ltd.	02/01/2020 05...	02/29/2020 05...	Complete	PWR-
Hooks Test1	Sands Decker Ltd.	05/01/2013 10...	05/31/2013 10...	Complete	PWR-
Hooks Test1	Sands Decker Ltd.	02/18/2013 09...	03/29/2013 10...	Complete	PWR-
Fred 20091008 OAK...	OAKS Plumbing	02/15/2013 09...	03/15/2013 10...	Complete	PWR-
Fred 20091008 OAK...	OAKS Plumbing	02/01/2013 09...	02/28/2013 09...	Complete	PWR-
Fred 20091008 OAK...	OAKS Plumbing	02/15/2013 09...	02/28/2013 09...	Complete	PWR-
Hooks Test1	Sands Decker Ltd.	02/15/2013 09...	02/28/2013 09...	Complete	PWR-
Fred 20091008 OAK...	OAKS Plumbing	01/01/2014 09...	01/31/2013 09...	Complete	PWR-
Hooks Test1	Sands Decker Ltd.	01/01/2013 09...	01/31/2013 09...	Complete	PWR-
Fred 20091008 OAK...	OAKS Plumbing	11/01/2011 11...	11/30/2011 09...	Complete	PWR-
Fred 20091008 OAK...	OAKS Plumbing	11/01/2011 11...	11/30/2011 09...	Complete	PWR-

# Contractor Pay Request Creation (Contractor)

- ▶ Ensure the Prevailing Wage Start and End Date match the Pay Request

# Contractor Pay Request Creation (Contractor)

- Previous Pay Request block:
  - Initial Pay Request?
    - If this is the first pay request against the contract; Yes should be selected
    - If this is not the first pay request; No should be selected

Create New Contractor Pay Request - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/new/ucpr/1006/376?\_uref=uuu818388450t2

## Create New Contractor Pay Request

Send Save

General Pay Request Details Added Purchase Orders

**Previous Pay Request**  
Select your most recent, approved pay request.  
For first pay request leave blank.

**Initial Pay Request? \***  
Yes

Previous Pay Request Previous PR Vendor

Period From Period To

Stored Materials Summary

Earned Current Request

Completed to Date

Attachments

Information  
No Attachments.

# Contractor Pay Request Creation (Contractor)

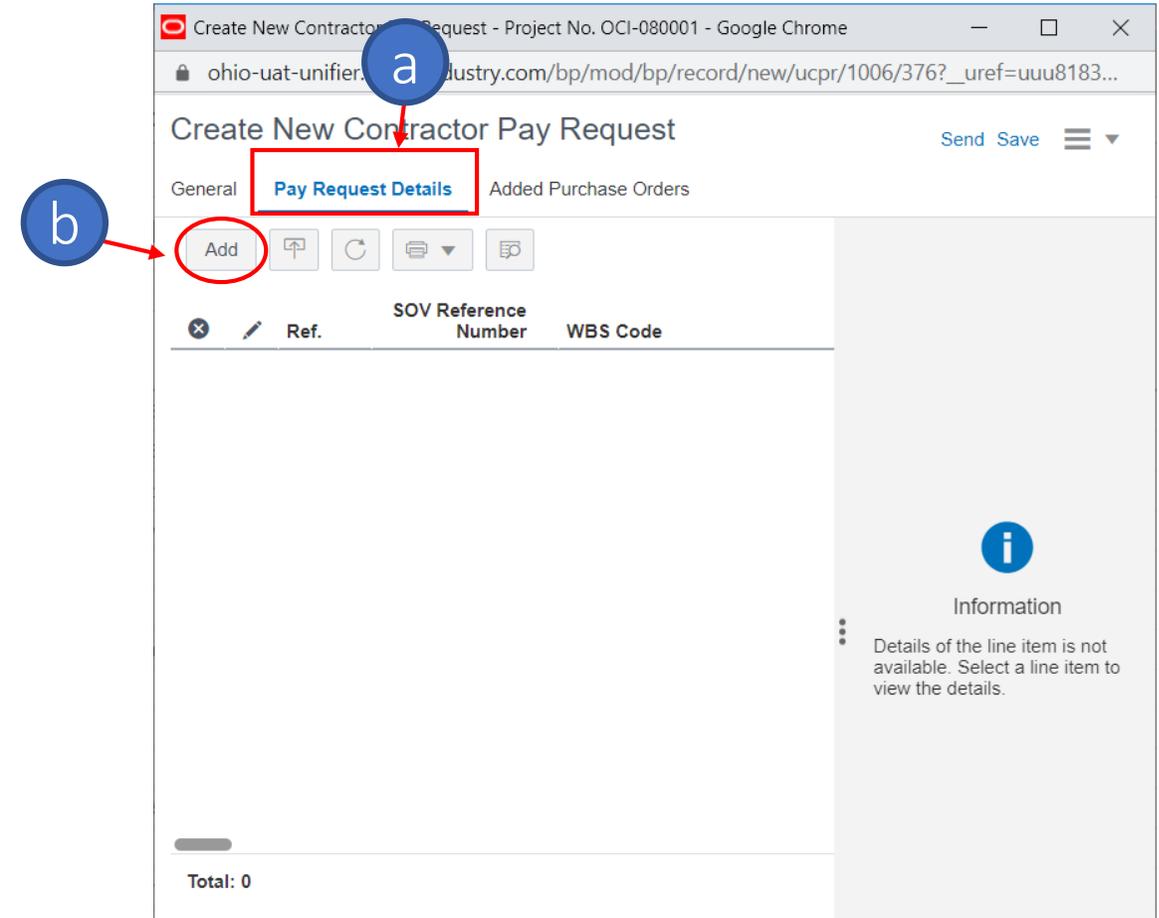
- ▶ If you have a previous pay request:
- ▶ Click the **Select** button
- ▶ Choose Previous Pay Request
- ▶ Click **Select**

The screenshot displays the 'Create New Contractor Pay Request' interface. The 'Previous Pay Request' dropdown is set to 'Fred 20091008'. A table of previous requests is shown, with the row for 'Fred 20091008' highlighted in red. A 'Select' button is also circled in red.

Title	Contract SOV	Contractor Name	Percent Complete	Total Payment Requested	Sum of Payments
OCI-100056-01-01 PR1	Hooks Test1	Sands Decker Ltd.	0	0.00	0.
Sands Decker Ltd._P...	Hooks Test1	Sands Decker Ltd.	78.88	236.50	836.
Test - mmw	Hooks Test1	Sands Decker Ltd.	0	0.00	0.
pr 77	Hooks Test1	Sands Decker Ltd.	63.89	284.00	607.
Test PR1	Hooks Test1	Sands Decker Ltd.	31.09	323.00	323.
DYS-100056-01-01 P...	Hooks Test1	Sands Decker Ltd.	28.87	300.00	300.
<b>Fred 20091008</b>	<b>Fred 2009100...</b>	<b>OAKS Plumbing</b>	<b>6</b>	<b>43,800.00</b>	<b>43,800.</b>

# Add Line Items (Contractor)

- a) Click on the **Pay Request Detail** tab
- b) Click **Add**



# 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 Contractor Pay Request - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/new/ucpr/1006/376?\_uref=uuu818388450t2

Create New Contractor Pay Request

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 Contractor Pay Request - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/new/ucpr/1006/376?\_uref=uuu818388450t2

Create New Contractor Pay Request

General Pay Request Details Added Purchase Orders

Attachments

**Earned Current Request**

Current Services	20,000.00	Current Material	25,000.00
Current Labor	52,500.00	Stored Materials	0.00
Current DPE/Reimb	0.00		
Current Labor Total	72,500.00	Current Materials Total	25,000.00
		<b>Current Earned</b>	<b>97,500.00</b>

Completed to Date

Services	20,000.00
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Information

Create New Contractor Pay Request - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/new/ucpr/1006/376?\_uref=uuu818388450t2

Create New Contractor Pay Request

General Pay Request Details Added Purchase Orders

Reimb This Period	DPE/Reimb To Date	Previously Earned	Earned To Date	Earned This Period	EDGE Certified Prime Contractor?	EDGE Certified?
0.00	0.00	0.00	17,500.00	17,500.00	No	
0.00	0.00	0.00	25,000.00	25,000.00	No	
0.00	0.00	0.00	17,500.00	17,500.00	No	
0.00	0.00	0.00	17,500.00	17,500.00	No	
0.00	0.00	0.00	20,000.00	20,000.00	No	
0.00	0.00	0.00	97,500.00	<b>97,500.00</b>		

Total: 5

# Send Pay Request (Contractor)

- ▶ Click **Send**
- ▶ Verify the Workflow Action to Submit the record for **Associate Review**
- ▶ Click **Send**

Create New Contractor Pay Request - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/new/ucpr/1006/376?\_uref=uuu818388450t2

### Create New Contractor Pay Request

General Pay Request Details Added Purchase Orders

**Send Save**

**Earned Current Request**

Current Services	20,000.00	Current Material	25,000.00		
Current Labor	52,500.00	Stored Materials	0.00		
Current DPE/Reimb	0.00				
Current Labor Total	72,500.00	Current Materials Total	25,000.00	Current Earned	97,500.00

**Completed to Date**

Services	20,000.00
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Attachments

Information

Create New Contractor Pay Request - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/new/ucpr/1006/376?\_uref=uuu818388450t2

### Create New Contractor Pay Request

Workflow Action Details

General Pay Request Details Added Purchase Orders

**Action Details**

Workflow Actions: Submit

Send For: Associate Review

To: Archana Atrey, Cindy Pizzuto, Consultant Student1, Consultant Student10, Consultant Student11, C...

CC: Start typing for suggestions...

**Due Date Details**

Task Due Date: Task Due Date is not available

Cancel **Send**

Information

# Questions?

Please contact OAKS CI Support Desk:

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

614.644.2211

