



INDIANA DEPARTMENT OF TRANSPORTATION

100 North Senate Avenue
Room N758-CM
Indianapolis, Indiana 46204

www.in.gov/indot/

Eric Holcomb, Governor
Michael Smith, Commissioner

May 24, 2023

CONSTRUCTION MEMORANDUM 23-05

TO: District Deputy Commissioners
District Construction Directors
District Technical Service Directors
District LPA Coordinators
District Project Management Directors
Project Management
District Area Engineers, Project Engineers/Supervisors/Managers
District EEO Officers
Field Engineers

FROM: Gregory G. Pankow, Chief Engineer of Construction
Division of Construction Management and District Support

SUBJECT: Contractor Payroll Reviews by Project Staff

In a recent payroll audit, it was found that Project Engineers/Supervisors/Managers, PEMS, were not performing reviews of Prime Contractor and Subcontractor payrolls as required.

This construction memo is being sent out to remind all PEMS to complete payroll reviews as required and to either Approve or Deny the payrolls monthly. Remember you can leave comments with either an Approve or Deny status, but comments are required if you are saying the payroll does not meet requirements.

Remember to press SAVE to record the results of your payroll reviews and return to the Contract Overview screen. Every attempt should be made to complete reviews within 1 to 2 weeks after payrolls have been received for the month.

If you should have any questions or issues, further information can be found in the "CPMS PES Manual" on INDOT's web page:

<https://erms12c.indot.in.gov/sitemanagermanuals/?startkeywords=CPMS>

Issues can also be discussed with the District EEO Officer, and you can contact our support team if you have questions on the CPMS application, at <mailto:cmsupport@indot.in.gov>.

GGP/ggp