



# INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

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**Michael R. Pence, Governor**  
**Brandye L. Hendrickson,**  
**Commissioner**

August 3, 2015

## CONSTRUCTION MEMORANDUM 15-12

TO: District Deputy Commissioners  
District Construction Directors  
District Area Engineers  
District Project Management Director  
Project Management Director  
District LPA Coordinators  
Project Engineers/Supervisors  
Field Engineers

FROM: *maemiller*  
Mark A. Miller, Director  
Division of Construction Management and District Support

SUBJECT: Checking Certified Payrolls with SiteManager Reports

This memorandum is intended to reinforce the expectations for checking Certified Payrolls on INDOT contracts. The contract documents provide minimum wage rates that are required on the project. Project staff are required to check to ensure that all labor that work on their assigned contract appear on the Certified Payrolls submitted by the Prime Contractor as proof of the labor receiving prevailing or minimum wages.

In order to ensure that all labor is receiving payment, it is imperative and required that all crews working on a given day are captured by a daily work report by an HT or a PE/S in SiteManager. There is a link within SiteManager Reports that can display all the labor and equipment reported in SiteManager for a given contractor and contract between 2 dates (SM defaults to the first and last day a contractor was reported in SM). This report can be used to cross check Certified Payrolls against the actual crew performing work on site. See ATTACHMENT for where this link is located in SiteManager Reports.

This check will not be necessary for every day worked by all contractors, but should be performed frequently enough to ensure all workers are being paid the correct wage. A good practice may be to check the crews reported in SM for a given week against Certified Payrolls when the contractor first appears on site along with performing the Payroll Interview. After that, contractors and subcontractors must be periodically checked throughout the life of the contract.

Any questions should be directed to your Construction Management Field Engineer.

ATTACHMENT: Screenshot of the SITEMANAGER REPORT LISTING page.

MAM/ajp



## SITEMANAGER REPORT LISTING

### Testing Reports

[SM Test Results](#)  
[Approved Materials \(List\) Report](#)  
[Approved Materials \(Code\) Report](#)  
[CRA Contract Find Samples](#)  
[Material User Qualifications](#)  
[Items for Materials Report](#)  
[Producer Point of Use Samples](#)  
[Producer Supplier Report](#)  
[Producer/Supplier Materials Report](#)  
[Sampling and Testing Requirements \(English\)](#)  
[Supervisor Sample Review](#)  
[Tester Find Sample](#)  
[Unauthorized Samples](#)  
[Independent Assurance](#)  
[Certified Technicians Recertification](#)  
[Producer/Supplier Quality Report](#)

### Material Certification

[Approved Material Samples with no Product Names](#)  
[Test96 Conversion](#)  
[CRA Failed Contract Samples](#)  
[Failed Contract Samples](#)  
[Samples with no Producer Supplier Code](#)  
[Material Certification Sample](#)  
[Contract Sample Checklist by Material](#)  
[Contract Sample Checklist by Project](#)  
[Contract Sample Checklist for Testing Shortages](#)  
[Material Certification Summary](#)  
[Contract Sampling and Testing Discrepancy Tool](#)  
[Material Certification by PLN](#)

### Construction Reports

[IC 103 Daily Report and Diary\(Before R04092009\)](#)  
[IC 103 Daily R04092009](#)  
[IC 608 Project Personnel Record](#)  
[IC 632 Completion Date and L. D. Data](#)  
[IC 636A Traffic Signal Completion](#)  
[IC 639 Recommendation for Acceptance](#)  
[IC 642 Comparison of Estimates - Original Final PLN](#)  
[IC 642 Comparison of Estimates - Original Final CLN](#)  
[IC 675 Agreement to use Plan Quantities for F. P.](#)  
[IC 686 Release from Signing Responsibility](#)  
[Progress Report](#)  
[Change Order Log](#)  
[Material Summary Report](#)  
[Material Record Pending Report](#)  
[Material Record Report](#)  
[Progressive Record Activity Report PLN](#)  
[Progressive Record Activity Report CLN](#)  
[Construction Conference Remark](#)  
[Item File \(CLN Sort\)](#)  
[Item File \(PLN Sort\)](#)  
[IC 124 Weekly Report \(before R04092009\)](#)  
[IC 124 Weekly Report R04092009](#)  
[Item Detail Report with DWR Templates](#)  
[Item Detail Report No DWR Templates](#)  
[Contract Personnel/Equipment for a Specific Contractor](#)  
[Relieved Maintenance](#)  
[Percent of Work Subcontracted](#)  
[Unapproved Subcontract Requests](#)  
[Subcontract Request Summary](#)  
[Daily Work Report Adjustment](#)  
[Comparison of Estimates by Category](#)

**Sitemanager Listserve.**

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