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: 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 SITE MANAGER 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

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Subscribing to the INDOT SiteManager List Serve Click here.