July 24, 2019

CONSTRUCTION MEMORANDUM
19-07

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

FROM: Greg Pankow, Chief Engineer of Construction
      Division of Construction Management and District Support

SUBJECT: Implementation of the Contractor Payroll Management System, CPMS

SUPERSEDES: Construction Memo 17-11

The purpose of this memo is to notify field personnel of the implementation of the Contractor Payroll Management System (CPMS). This system replaces the Department’s current method of documenting and approving electronic certified payroll submissions by the Contractor. CPMS gives the Contractor the ability to submit their payrolls to an online application for review instead of using the method of email. The overall goal of CPMS is to organize and retain payrolls for the PE/S to quickly review and to keep the Contractor accountable for timely payroll submittals.

Effective immediately, CPMS shall be utilized by the PE/S and Contractor, including active contracts that have not yet reached its substantial completion date. Communication has been distributed to Contractors via an ICI News Letter, notifying them of the CPMS implementation.

Attached to this memo you will find the CPMS: Contractor Payroll PE/S Manual for reference. This manual contains the following for the PE/S to review and understand:

- Accessing the CPMS Application
- Navigating the Interface
- Contract Payroll Overview
- Reviewing and Verifying Payrolls
According to SS 103.06(b), the PE/S may withhold progressive estimate payments from the Contractor until the certified payrolls are properly submitted. The PE/S shall determine before withholding estimates if the Contractor’s deficiency is due to the lack of timeliness or the lack of understanding in CPMS. It’s critical to communicate effectively and have understanding of any submittal problems the Contractor might have before withholding estimates.

Any additional questions should be directed to your Construction Management Field Engineer.
Table of Contents
Accessing the Application ......................................................................................................................................... 1
Navigating the Interface ............................................................................................................................................ 3
Contract Payroll Overview .......................................................................................................................................... 4
Reviewing and Verifying Payrolls ............................................................................................................................. 5
Contractor Payroll Management Solution: Accessing the Application

ITAP (INDOT Technical Application Pathway) is accessible from https://itap.indot.in.gov. As an INDOT PE/S, you will have access to ITAP but may need to request access to the CPMS app. If you are a consultant PE/S, you may need to request access to ITAP first. To request access to ITAP:

1. Open your browser and navigate to https://itap.indot.in.gov. Locate the link highlighted below to complete an enrollment form:

2. From the User Enrollment screen, select Business Type -> Consultant -> Consultant, find your company in the list, and select Start.

If your company isn’t listed in the Consultant list, your company will need to visit the link Complete a business enrollment form from the main screen before you can register.
3. Fill out all required fields on the User Information form and select Finish. Your company’s ITAP Administrator will get a notification that you are requesting an ITAP account. Once they approve your account, you may request access to specific INDOT applications.

To request access to a specific INDOT app:

1. From the ITAP home screen, select Applications -> Request New Application.

2. Navigate to CPMS on the Application Enrollment page and select Submit.

3. Your Supervisor will have to approve your access to CPMS. You can track the progress of your application request by selecting Application -> Requests. You’ll see a list of apps, request types, and roles if applicable.

4. Once your request is approved, you will be able to access CPMS by selecting the app from the ITAP home screen, followed by the link titled Click here to access the application.
Contractor Payroll Management Solution: Navigating the Interface

Once you have launched CPMS, you will be greeted with the Contract Summary screen:

At the top you will see the INDOT Header. If you have any issues throughout CPMS, hit the Support icon to send us an email. Click the application title at any time to return to the Contract Summary screen.

Below that you will see your District Cards. These Cards hold an overview of the Contracts you have contract authority on throughout the state, arranged by District. If you have multiple Districts, you will also see an All Card. The numbers on these Cards can be selected to filter the Summary Grid by their associated properties.

Below that is the Summary Grid. These columns can be sorted and filtered using the column headers or by selecting an entry from the applicable District Card above. The Payrolls Submitted, Payrolls Required, and Payrolls Late columns will help you keep track of Contractor-submitted payrolls.
Contractor Payroll Management Solution: Contract Payroll Overview

Note that, once a Payroll is late, it *is always marked late*. There is a 3-week upload window before a Payroll will be marked as late. Even if it is late, we still require the Payroll to be submitted and reviewed by INDOT.

You can export this or any grid with the Excel Export button, or refresh with the Refresh button.

**Contractor Payroll Management Solution:**

**Contract Payroll Overview**

To view a specific Contract’s Payroll, select the appropriate Contract # from the Summary Grid. You’ll be taken to the Payroll Overview screen for that specific Contract:

The Payroll Overview shows approved Contractors on your Contract and which weeks they’ve had personnel on-site according to DWRs entered into SiteManager. As PE/S, you may know better than SiteManager which Contractors were on site and when, and you can check on or off the various checkboxes to either require a payroll or not. To turn a checkbox on, simply click a white box, and then click the checkbox when it appears. This will come in handy for marking DBEs and trucking companies that may have been on site but not recorded – or you can instruct your Technicians to start recording these on their Daily Work Reports.

The dates across the top are the Fridays of those weeks, and the payroll being uploaded by the Contractor for each week should contain that Friday. If you need to adjust the date range to look further back, selecting and changing the From or To date selectors will do that for you.

As a PE/S, you are required to review one payroll per week per Contractor on your Contract, and that is reflected in the Overview above – once all required payrolls have been entered over the course of a month, that month will turn Blue for that Contractor. You will review the payroll(s) for that month, and mark them compliant or non-compliant, and the associated received payrolls will turn Green or Grey.

A non-compliant Payroll will always be marked in Grey, even though a Contractor can upload additional files to that week to give context to their original data. Deny should only be used for non-compliant Payrolls that we need to pass along for review, whether to an EEO Officer, SBOA, or other concerned party.

---

*Don’t Deny a Payroll if it is simply for the wrong date range or Contractor!*

*Communicate with your Contractor, let them know they have uploaded an incorrect file, and give them the opportunity to fix it.*

---

4 - Contract Payroll Overview - CPMS
Contractor Payroll Management Solution:
Reviewing and Verifying Payrolls

To review a Contractor’s month of payrolls:

1. Select any entry for that month. The following screen will appear:

2. Select to view one of the Payrolls from the list for this Contractor. It is good practice to make this a ‘spot’ check, and not simply check the first timesheet of any given month.

3. A PDF of their Payroll will be shown to the right of the Grid. Review it and select whether the Payroll you are viewing does or does not meet Payroll requirements.
   - 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.
   - Again, Deny should only be used for non-compliant Payrolls. If the Contractor uploaded a Payroll for the wrong subcontractor or week, let the Prime Contractor know so they can fix it, and then proceed with the Payroll Review.

4. Press to record the results of the Payroll Review and return to the Contract Overview screen.

If you have any questions or issues, feel free to contact our support team at cmsupport@indot.in.gov