



INDIANA DEPARTMENT OF TRANSPORTATION

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Eric Holcomb, Governor
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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.

GGP/gl/dh



CPMS:

Contractor Payroll PE/S Manual

INDOT Construction Management

Manual Version July 2019

CPMS Version 1.00



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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:

Do you need to enroll a new business? [Complete a business enrollment form](#)
 Do you need to apply for a user account? [Complete a user 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.

Contractor Payroll Management Solution: [Accessing the Application](#)

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.

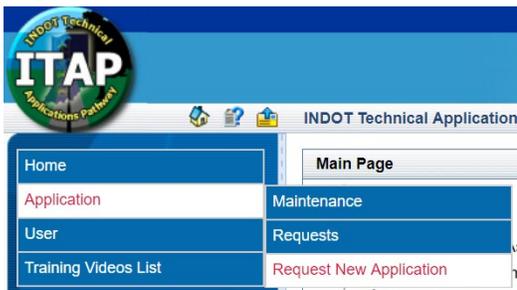
The screenshot shows the 'User Enrollment - User Information (Milestone Contractors, LP)' form. The form has a blue header with the ITAP logo and 'INDOT Technical Application Pathway'. The form fields are as follows:

- First Name: [Text input]
- Last Name: [Text input]
- Title: [Dropdown menu]
- Email Address: [Text input]
- Confirm Email Address: [Text input]
- Phone Number: [Text input] - [Text input] Ext [Text input]
- Fax: [Text input] - [Text input]
- Address: 5950 S. Belmont Ave., PO Box 421459
- Zip: 46217
- City: INDIANAPOLIS State IN
- Verification Code: [Image with CAPTCHA code '9vurxc']

At the bottom, there is a note: '* This color background fields are mandatory' and two buttons: 'Previous' and 'Finish'.

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:

The screenshot shows the Contractor Payroll Management System interface. At the top, there is a dark blue header with the IN.gov logo, the INDOT logo, and the text "Contractor Payroll Management System". On the right side of the header, there is a "Hello" greeting, a "SUPPORT" icon, and a "LOGOUT" icon. Below the header, the page title "Contract Summary" is displayed. The main content area features three district cards: "CRAWFORDSVILLE DISTRICT", "GREENFIELD DISTRICT", and "All". Each card displays statistics for Contracts, Payrolls Submitted, Payrolls Required, and Payrolls Late. Below the cards is a summary grid with columns for Contract #, Location, Description, Payrolls Submitted, Payrolls Required, and Payrolls Late. The grid contains four rows of data. At the bottom of the grid, there is a pagination control showing "Page 1 of 1" and "10 items per page".

Contract #	Location	Description	Payrolls Submitted	Payrolls Required	Payrolls Late
1-00001	GREENFIELD DISTRICT	AT VARIOUS LOCATIONS THROUGHOUT THE GREENFIELD DISTRICT	18	19	0
1-00002	GREENFIELD DISTRICT	ALONG I-465 AND I-70 AT VARIOUS LOCATIONS	13	16	0
1-00003	CRAWFORDSVILLE DISTRICT	AT VARIOUS LOCATIONS THROUGHOUT THE CRAWFORDSVILLE DISTRICT	3	3	1
1-00004	GREENFIELD DISTRICT	AT VARIOUS LOCATIONS THROUGHOUT THE GREENFIELD DISTRICT	17	17	0

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.

The close-up screenshot shows three district cards. Each card has a blue header with the district name and a white body with statistics. The "CRAWFORDSVILLE DISTRICT" card shows 1 Contract, 3 Payrolls Submitted, 3 Payrolls Required, and 1 Payroll Late. The "GREENFIELD DISTRICT" card shows 3 Contracts, 48 Payrolls Submitted, 52 Payrolls Required, and 0 Payroll Late. The "All" card shows 4 Contracts, 51 Payrolls Submitted, 55 Payrolls Required, and 1 Payroll Late.

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.

The close-up screenshot shows the Summary Grid table. The table has six columns: Contract #, Location, Description, Payrolls Submitted, Payrolls Required, and Payrolls Late. The data is the same as in the previous screenshot. Below the table, there is a pagination control showing "Page 1 of 1" and "10 items per page".

Contract #	Location	Description	Payrolls Submitted	Payrolls Required	Payrolls Late
1-00001	GREENFIELD DISTRICT	AT VARIOUS LOCATIONS THROUGHOUT THE GREENFIELD DISTRICT	18	19	0
1-00002	GREENFIELD DISTRICT	ALONG I-465 AND I-70 AT VARIOUS LOCATIONS	13	16	0
1-00003	CRAWFORDSVILLE DISTRICT	AT VARIOUS LOCATIONS THROUGHOUT THE CRAWFORDSVILLE DISTRICT	3	3	1
1-00004	GREENFIELD DISTRICT	AT VARIOUS LOCATIONS THROUGHOUT THE GREENFIELD DISTRICT	17	17	0

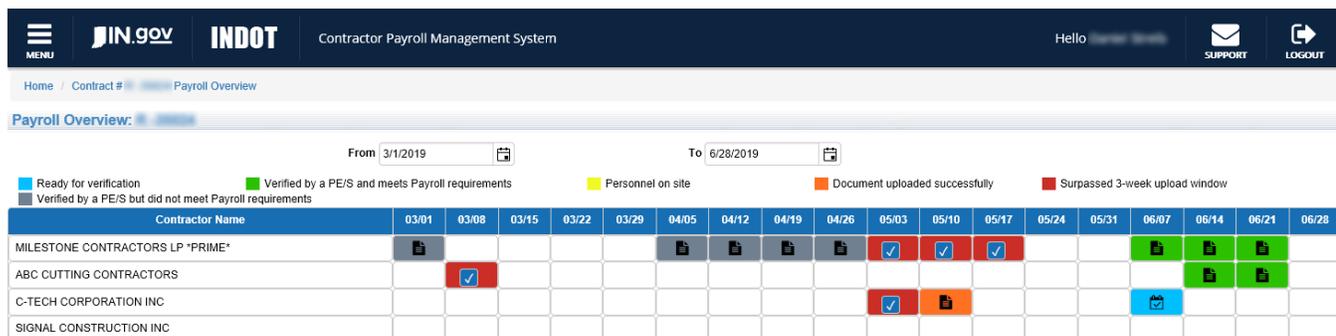
Note that, once a Payroll is late, *it is always marked late*. There is a 3-week upload window before a Payroll will be marked as late. Even if it is late, we still require the Payroll to be submitted and reviewed by INDOT.

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 screenshot shows the Contractor Payroll Management System interface. At the top, there is a navigation bar with the IN.gov logo, the INDOT logo, and the text "Contractor Payroll Management System". On the right side of the navigation bar, there is a "Hello" greeting, a "SUPPORT" icon, and a "LOGOUT" icon. Below the navigation bar, there is a breadcrumb trail: "Home / Contract # / Payroll Overview". The main content area is titled "Payroll Overview:" and features a date range selector with "From 3/1/2019" and "To 6/28/2019". Below the date range selector, there is a legend with five categories: "Ready for verification" (blue square), "Verified by a PE/S and meets Payroll requirements" (green square), "Personnel on site" (yellow square), "Document uploaded successfully" (orange square), and "Surpassed 3-week upload window" (red square). Below the legend is a grid with columns representing dates from 03/01 to 06/28 and rows representing contractor names: MILESTONE CONTRACTORS LP *PRIME*, ABC CUTTING CONTRACTORS, C-TECH CORPORATION INC, and SIGNAL CONSTRUCTION INC. The grid cells contain various icons and colors corresponding to the legend categories.

Contractor Name	03/01	03/08	03/15	03/22	03/29	04/05	04/12	04/19	04/26	05/03	05/10	05/17	05/24	05/31	06/07	06/14	06/21	06/28
MILESTONE CONTRACTORS LP *PRIME*																		
ABC CUTTING CONTRACTORS																		
C-TECH CORPORATION INC																		
SIGNAL CONSTRUCTION INC																		

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!

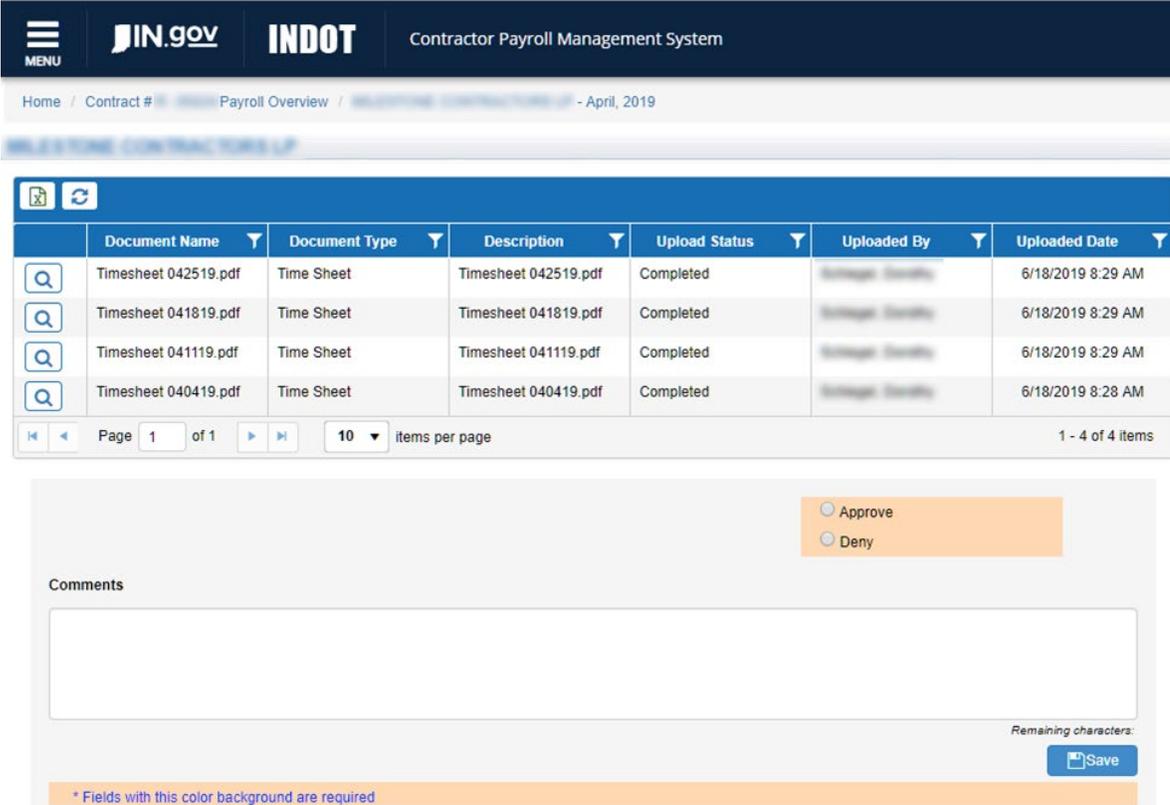
Communicate with your Contractor, let them know they have uploaded an incorrect file, and give them the opportunity to fix it.

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:



The screenshot shows the Contractor Payroll Management System interface. At the top, there is a navigation bar with the IN.gov logo, the INDOT logo, and the text "Contractor Payroll Management System". Below this is a breadcrumb trail: "Home / Contract # [redacted] / Payroll Overview / [redacted] - April, 2019".

The main content area features a table with the following columns: Document Name, Document Type, Description, Upload Status, Uploaded By, and Uploaded Date. The table contains four rows of timesheet data:

	Document Name	Document Type	Description	Upload Status	Uploaded By	Uploaded Date
	Timesheet 042519.pdf	Time Sheet	Timesheet 042519.pdf	Completed	[redacted]	6/18/2019 8:29 AM
	Timesheet 041819.pdf	Time Sheet	Timesheet 041819.pdf	Completed	[redacted]	6/18/2019 8:29 AM
	Timesheet 041119.pdf	Time Sheet	Timesheet 041119.pdf	Completed	[redacted]	6/18/2019 8:29 AM
	Timesheet 040419.pdf	Time Sheet	Timesheet 040419.pdf	Completed	[redacted]	6/18/2019 8:28 AM

Below the table is a pagination control showing "Page 1 of 1" and "10 items per page". To the right of the table, there are two radio buttons: "Approve" and "Deny". Below these is a "Comments" section with a text input field and a "Save" button. A note at the bottom of the form states: "* Fields with this color background are required".

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