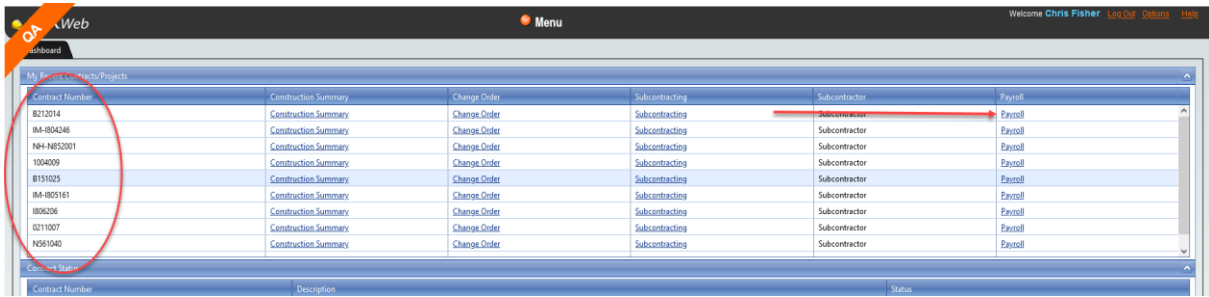


# PAYROLL

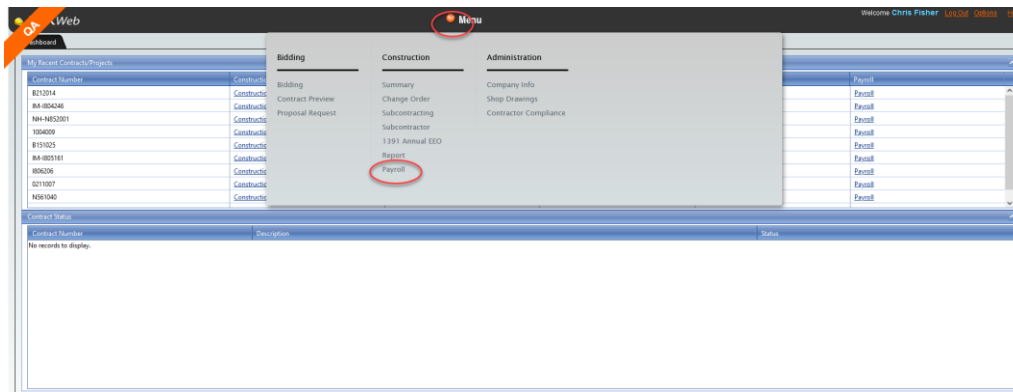
After logging in to your iCX account.



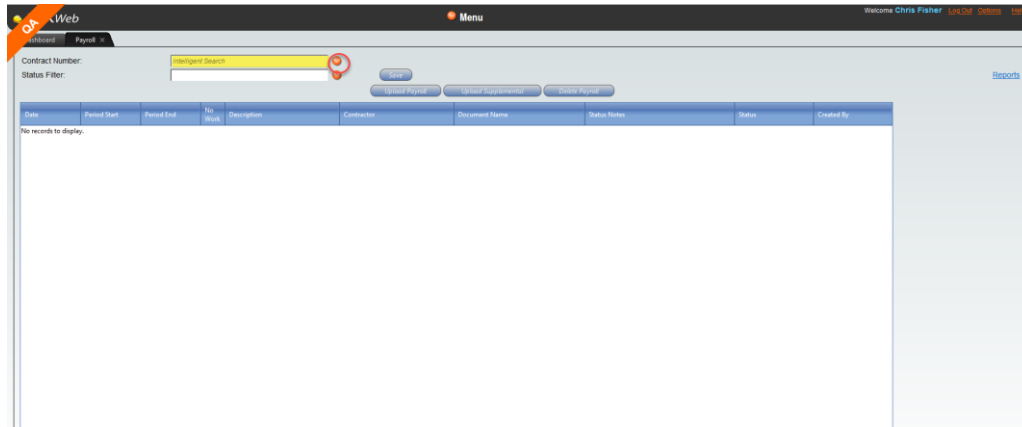
You can access the payroll module through your Construction Dashboard for projects recently accessed.



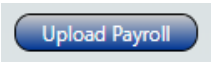
Or from the top drop-down menu, select **Payroll**.



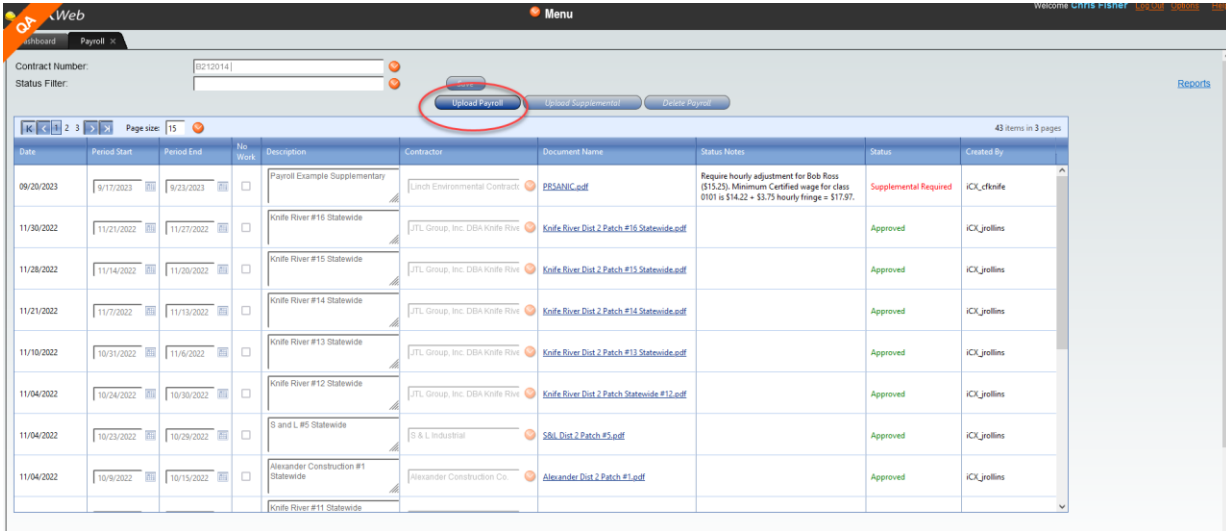
When the payroll window opens, search to select the project to upload and/or review payrolls. .



## Uploading a new payroll:

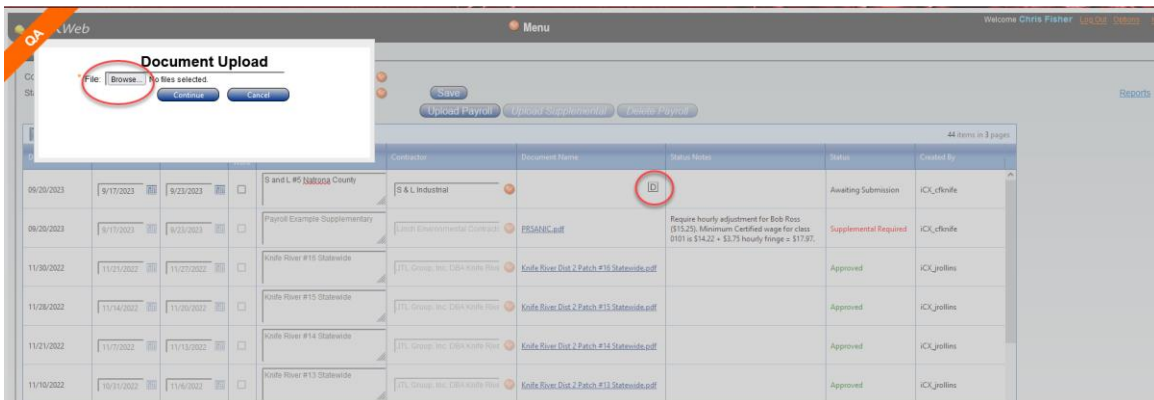


To upload a new payroll, select the Upload Payroll button. They will be ordered from newest to oldest, once the record is saved.

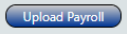



Complete the appropriate fields:

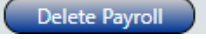
- **Date:** the period start date and the period end date of the payroll
- **Description:** needs to be payroll week - “Payroll Week 1” “Payroll Week 2”, etc.  
- You can also use this space to note which County the work was done in as a reference if you are using multiple certified wage scales per locations.
- **No Work:** If the contractor did not work for the week, toggle the no work box.
- **Contractor:** The drop-down will list subcontractors assigned to this project.
- **Documents:** Click **D** to upload the corresponding payroll document. The following screen will appear:

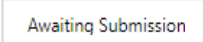
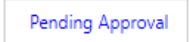



Select  to complete upload. Click  at top of screen to ensure record is retained.

Select the Upload Payroll button  to continue uploading records. Click  when complete.

**Status Notes** will come from WYDOT's review of the payroll, if applicable.

Payrolls can only be deleted  prior to clicking the **Save** button.

The **Status** will show  until the record is saved. Once saved, it shows 

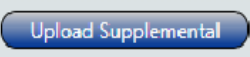
The record(s) will be reviewed by WYDOT District personnel. If satisfactory, payrolls will be approved and no further action is necessary. The **Status** will show 

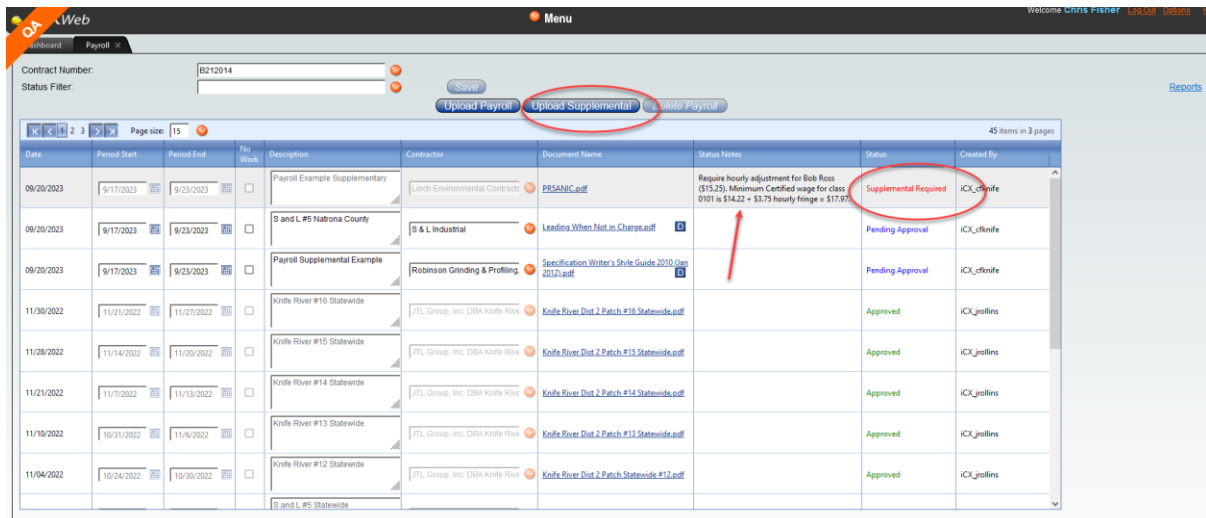
**Supplemental Information:**

If a supplemental is required, WYDOT will generate an email to the payroll contact listed in the company's directory advising them as to what information is required.

**\* The contractor is responsible for keeping this contact name up-to-date \***

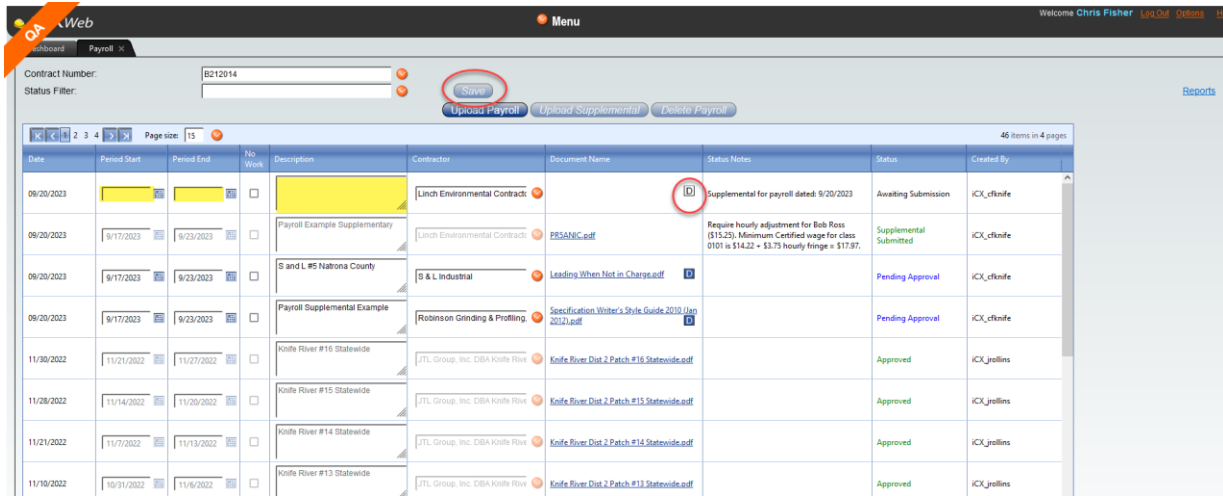
Click the line that needs updating (it will be grey) and click **Upload Supplement**

 A new record line will appear.



Date	Period Start	Period End	No Work	Description	Contractor	Document Name	Status Notes	Status	Created By
09/20/2023	9/17/2023	9/23/2023	<input type="checkbox"/>	Payroll Example Supplementary	Lynch Environmental Contract	P254MIC.pdf	Require hourly adjustment for Bob Ross (\$15.29) Minimum Certified wage for class 0101 is \$14.22 + \$3.75 hourly fringe = \$17.97	Supplemental Required	iCX_crlinfe
09/20/2023	9/17/2023	9/23/2023	<input type="checkbox"/>	S and L #5 Natrona County	S & L Industrial	Leading When Not in Charge.pdf		Pending Approval	iCX_crlinfe
09/20/2023	9/17/2023	9/23/2023	<input type="checkbox"/>	Payroll Supplemental Example	Robinson Grinding & Profiling	Specification Writer's Style Guide 2010 (Jan 2021).pdf		Pending Approval	iCX_crlinfe
11/30/2022	11/21/2022	11/27/2022	<input type="checkbox"/>	Knife River #16 Statewide	JTL Group, Inc. CBA Knife Riv	Knife River Dist 2 Patch #16 Statewide.pdf		Approved	iCX_jpollins
11/28/2022	11/14/2022	11/20/2022	<input type="checkbox"/>	Knife River #15 Statewide	JTL Group, Inc. CBA Knife Riv	Knife River Dist 2 Patch #15 Statewide.pdf		Approved	iCX_jpollins
11/21/2022	11/7/2022	11/13/2022	<input type="checkbox"/>	Knife River #14 Statewide	JTL Group, Inc. CBA Knife Riv	Knife River Dist 2 Patch #14 Statewide.pdf		Approved	iCX_jpollins
11/10/2022	10/31/2022	11/6/2022	<input type="checkbox"/>	Knife River #13 Statewide	JTL Group, Inc. CBA Knife Riv	Knife River Dist 2 Patch #13 Statewide.pdf		Approved	iCX_jpollins
11/04/2022	10/24/2022	10/30/2022	<input type="checkbox"/>	Knife River #12 Statewide	JTL Group, Inc. CBA Knife Riv	Knife River Dist 2 Patch Statewide #12.pdf		Approved	iCX_jpollins
			<input type="checkbox"/>	S and L #5 Statewide					

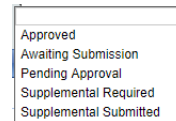
A new record line will appear.



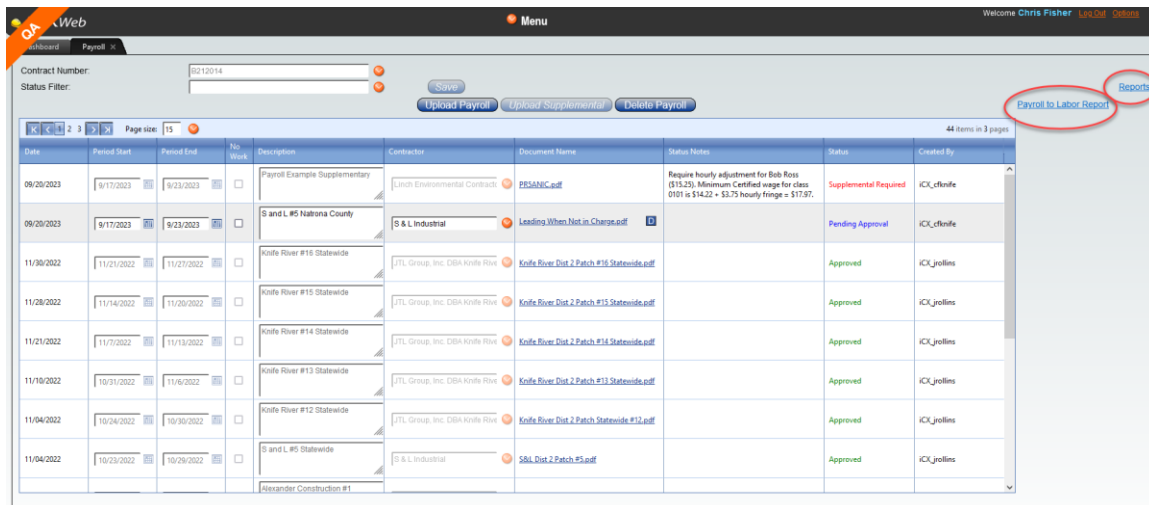
Complete the information as outlined in the **Upload Payroll** instructions. Descriptions should specify payroll week and subsequent lettering - "Payroll Week 1A", "Payroll Week 1B", Payroll Week 2A", etc. when complete.



The **Status Filter** drop-down at the top of window allows the user to sort the records, if necessary.



**Reports:** the report menu to the right of the screen will create a Payroll to Labor comparison Report.



This report compares payrolls entered by the contractor for a date range and the labor documented by the engineers' office for the same period.

Dashboard Payroll Payroll to Labor Report

Begin Date: 1/1/2022 End Date: 9/20/2023 Generate

Resident Engineer: Alyshia "Brooke" Allen, P.E.

Contractor/Subcontractor	DBE	Labor Reported Week	Document Name	Payroll Period		Conflicting Information
				Start Date	End Date	
Alexander Construction Co.	DBE	October 9, 2022	Alexander Dist 2 Patch #1.pdf	10/9/2022	10/15/2022	
IGO Oil Field Service, Inc.	Non-DBE	July 24, 2022	IGO Dist 2 Patch #1.pdf	7/24/2022	7/30/2022	
IGO Oil Field Service, Inc.	Non-DBE	July 31, 2022	IGO Dist 2 Patch #2.pdf	7/31/2022	8/6/2022	
IGO Oil Field Service, Inc.	Non-DBE	August 7, 2022	IGO Dist 2 Patch #3 Statewide.pdf	8/7/2022	8/13/2022	
JTL Group, Inc. DBA Knife River	Non-DBE	April 24, 2022	Knife River Dist 2 patch Natrona #6.pdf	4/25/2022	5/1/2022	
JTL Group, Inc. DBA Knife River	Non-DBE	May 1, 2022	Knife River Dist 2 Patch Natrona #7.pdf	5/2/2022	5/8/2022	
JTL Group, Inc. DBA Knife River	Non-DBE	May 8, 2022	KNIFE RIVER DIST 2 PATCH #8 NATRONA.pdf	5/9/2022	5/15/2022	
JTL Group, Inc. DBA Knife River	Non-DBE	May 15, 2022	Knife River Dist 2 Patch #9 Natrona.pdf	5/16/2022	5/22/2022	
JTL Group, Inc. DBA Knife River	Non-DBE	May 22, 2022	Knife River Dist 2 Patch #10 Natrona.pdf	5/23/2022	5/29/2022	
JTL Group, Inc. DBA Knife River	Non-DBE	May 29, 2022	Knife River Dist 2 Patch #11 Natrona.pdf	5/30/2022	6/5/2022	
JTL Group, Inc. DBA Knife River	Non-DBE	June 5, 2022	Knife River Dist 2 Patch #12 Natrona.pdf	6/6/2022	6/12/2022	
JTL Group, Inc. DBA Knife River	Non-DBE	July 24, 2022	Knife River Dist 2 Patch #2 Statewide.pdf	7/25/2022	7/31/2022	
JTL Group, Inc. DBA Knife River	Non-DBE	July 31, 2022	Knife River Dist 2 Patch #3 Statewide.pdf	8/1/2022	8/7/2022	
JTL Group, Inc. DBA Knife River	Non-DBE	August 7, 2022	Knife River Dist 2 Patch #4 Statewide.pdf	8/8/2022	8/14/2022	
JTL Group, Inc. DBA Knife River	Non-DBE	October 9, 2022	Knife River Dist 2 Patch #10 Statewide.pdf	10/10/2022	10/16/2022	
JTL Group, Inc. DBA Knife River	Non-DBE	October 16, 2022	Knife River Dist 2 Patch #11 Statewide.pdf	10/17/2022	10/23/2022	
JTL Group, Inc. DBA Knife River	Non-DBE	October 23, 2022	Knife River Dist 2 Patch Statewide #12.pdf	10/24/2022	10/30/2022	
JTL Group, Inc. DBA Knife River	Non-DBE	July 22, 2022	Knife River Dist 2 Patch #1.pdf			X
JTL Group, Inc. DBA Knife River	Non-DBE	July 15, 2022	Knife River Dist 2 Patch #2.pdf			X
JTL Group, Inc. DBA Knife River	Non-DBE		Knife River Dist 2 Patch Payroll #3 Natrona.pdf	4/4/2022	4/10/2022	X
JTL Group, Inc. DBA Knife River	Non-DBE		Knife River Dist 2 patch natrona #4.pdf	4/11/2022	4/17/2022	X

Date Range: 1/1/2022 to 9/20/2023 page 1 of 2

For example if the contractor creates payrolls for week ending 7/22/22 and the engineer office does not mark that contractor as working in their log - or the engineers office may have labor marked for the contractor and the contractor has not uploaded payrolls.

This can be resolved by contacting the engineer to check their labor posts for that contractor – or uploading payrolls if needed.