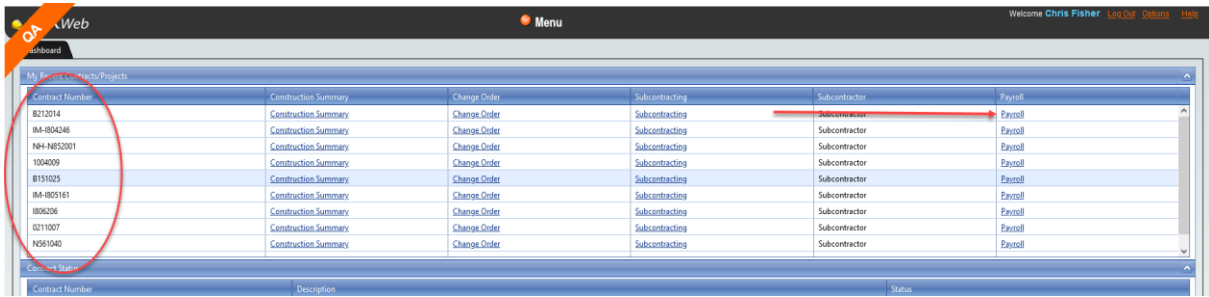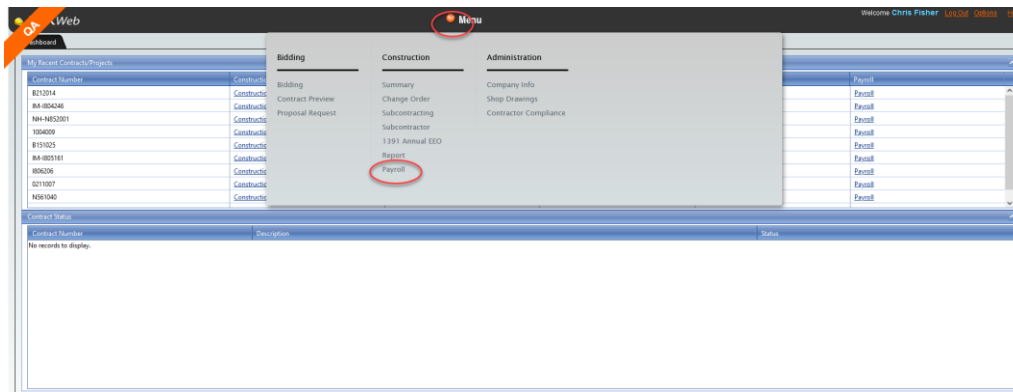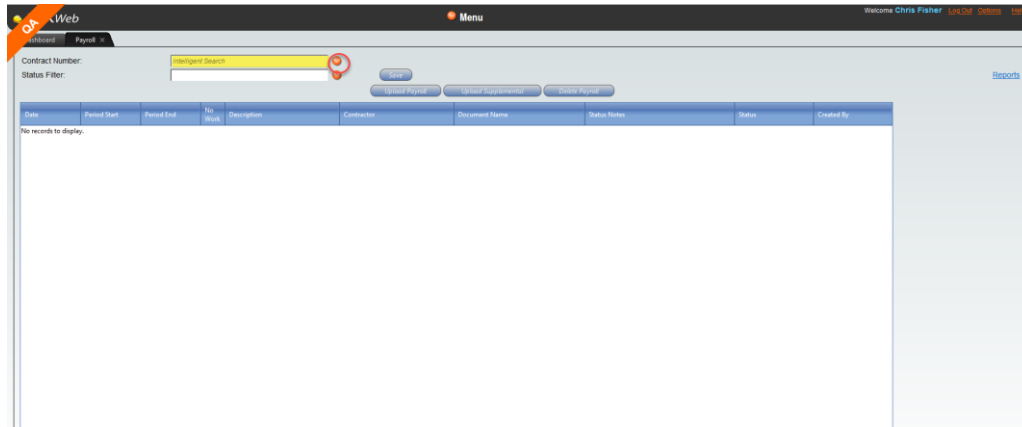# PAYROLL

After logging in to your iCX account.

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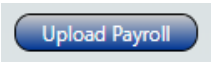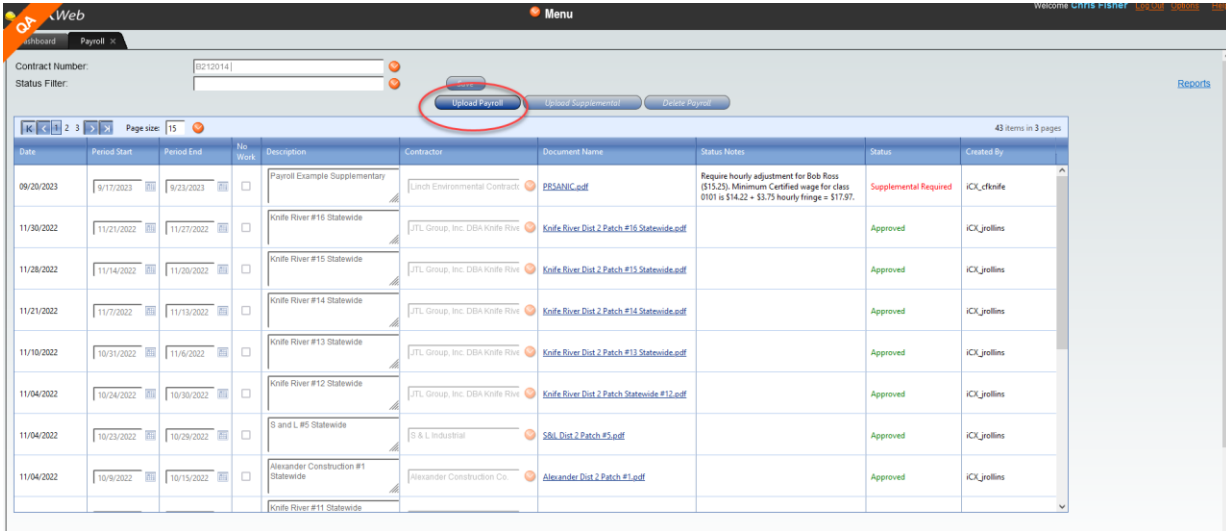

Or from the top drop-down menu, select **Payroll**.

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.
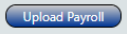They will be ordered from newest to oldest, once the record is saved.
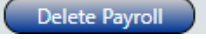

Complete the appropriate fields:

- **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 ⏹ to upload the corresponding payroll document. The
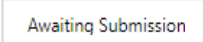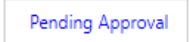 following screen will appear:
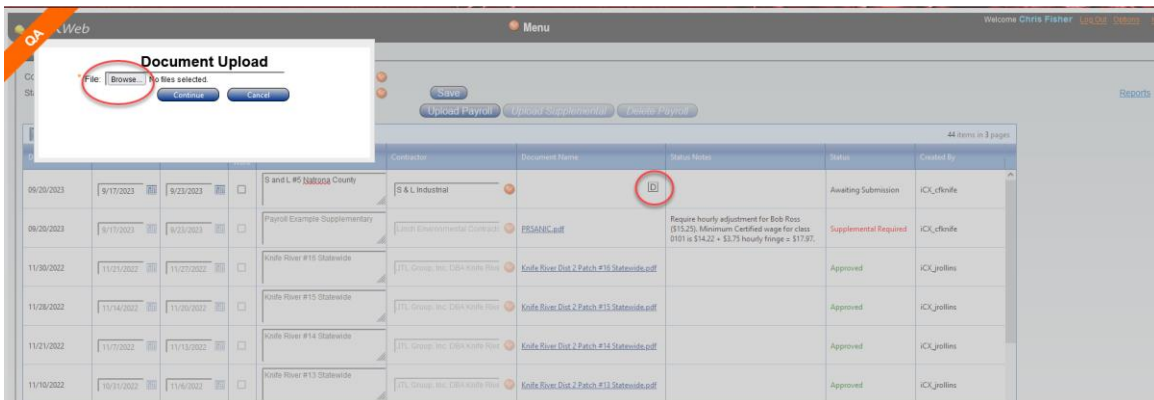
Select ⬭Continue⬭ to complete upload. Click ⬭Save⬭ at top of screen to ensure record is retained.

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

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

Payrolls can only be deleted [Delete Payroll] prior to clicking the **Save** button.

The **Status** will show [Awaiting Submission] until the record is saved. Once saved, it shows [Pending Approval]
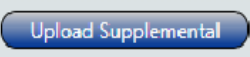
The record(s) will be reviewed by WYDOT District personnel. If satisfactory, payrolls will be approved and not further action is necessary. The **Status** will show [Approved]
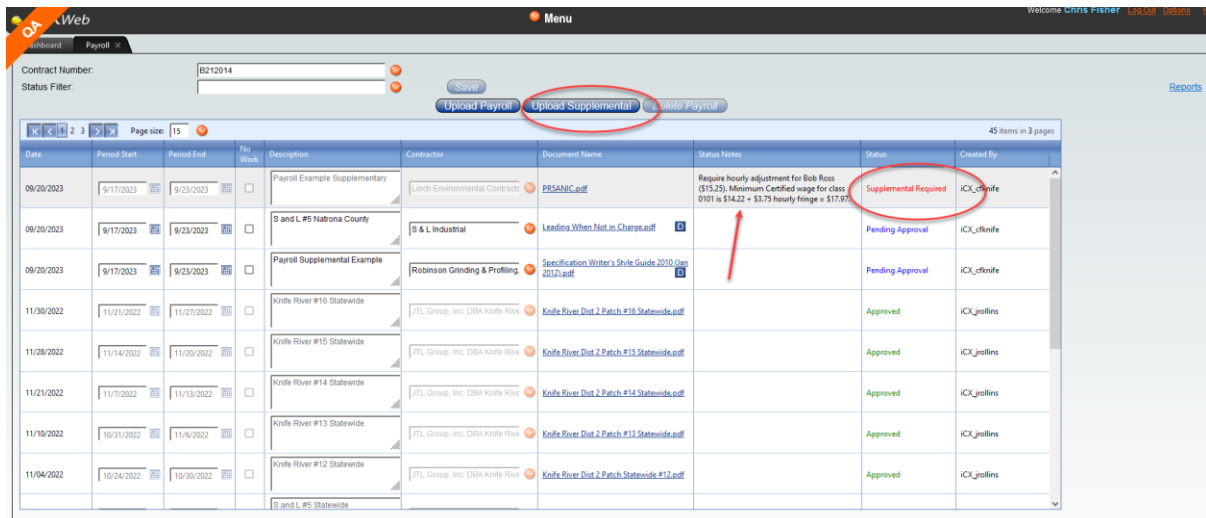
Supplemental Information:

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.

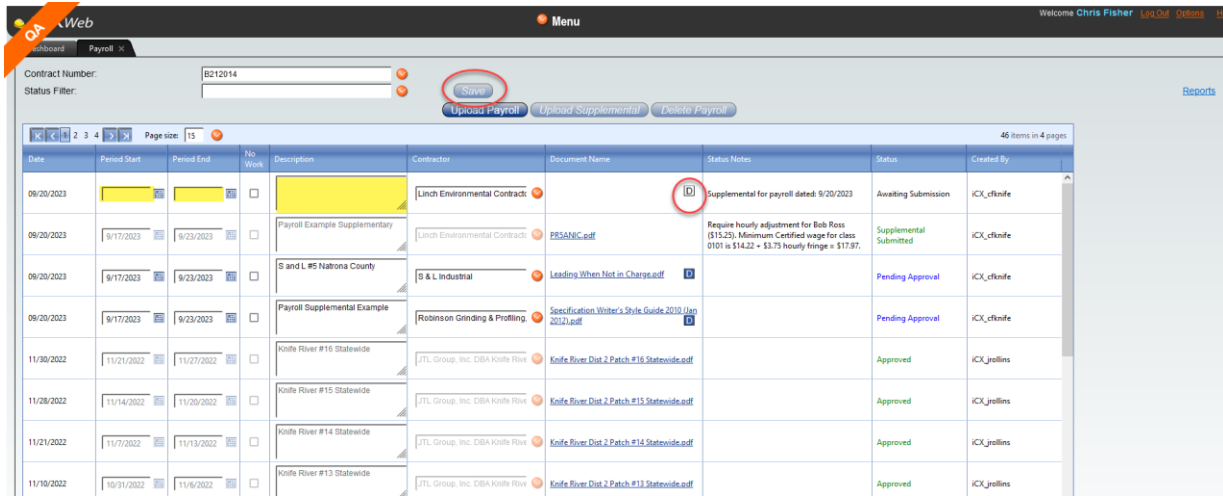> *** The contractor is responsible for keeping this contact name up-to-date ***

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

[Upload Supplemental]   A new record line will appear.

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. Save

The **Status Filter** drop-down at the top of window allows the user to sort the records, if necessary.
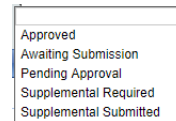
Reports: the report menu to the right of the screen will create a Payroll to Labor comparison Report.
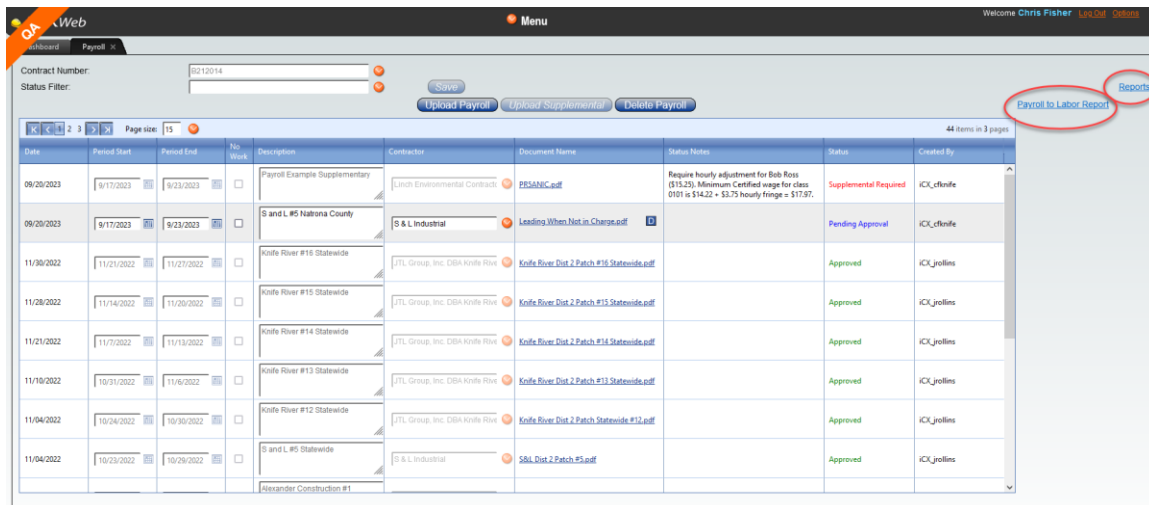
This report compares payrolls entered by the contractor for a date range and the labor documented by the engineers' office for the same period.

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.