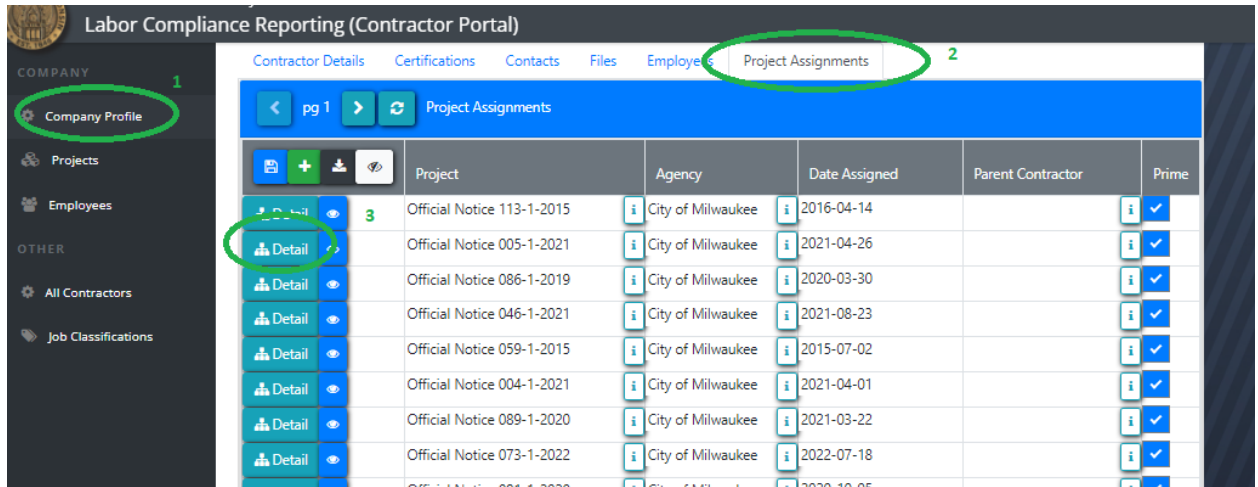


Step 1: Navigate to the Project Assignment record. There are two ways to do that:

1.alternative 1.

From the sidebar, select “Company Profile”, then go to the “Project Assignments” tab, find the Record, and hit the “Detail” button.



1.alternative 2

From the sidebar, select "Projects", enter in some search criteria and hit search, find the desired project and hit "Detail", then go to the "Contractor Assignments" tab, find the desired assignment and hit "Detail".

The screenshot displays the 'Labor Compliance Reporting (Contractor Portal)' interface. The left sidebar contains navigation options: 'Company Profile' (1), 'Projects' (2), 'Employees', 'All Contractors', and 'Job Classifications'. The main content area shows a search interface for 'Record Search - Projects'. A search criteria box contains 'Label contains 113-1-2015' (3), with an 'Add criteria' button and a 'Search' button. Below the search bar is a 'Select Page' section with 'Page 1' and '25 rows/pg' (4). A table lists project entries with columns for Agency, Department, Label, and Contract Number. The first entry is 'City of Milwaukee' with label 'Official Notice 113-1-2015' and contract number 'CS23150117'. A '+ New' button and a 'Detail' button (5) are visible. Below the table, a navigation bar shows 'Project Details', 'Contractor Assignments' (6), 'Employee Assignments', 'Files', 'Goals', 'Job Classifications', and 'Wage Decisions'. The 'Contractor Assignments' tab is active, showing a table with columns: Date Assigned, Contractor, Parent Contractor, and Prime. The table lists four assignments for '2016-04-14' to 'Milwaukee General Construction Co.', 'Pavement Maintenance, Inc.', 'Best Wood Judge LLC', and 'Archer Enterprises LLC'. Each row has a 'Detail' button (7).

Agency	Department	Label	Contract Number
City of Milwaukee		Official Notice 113-1-2015	CS23150117

Date Assigned	Contractor	Parent Contractor	Prime
2016-04-14	Milwaukee General Construction Co.	Milwaukee General Cons	<input checked="" type="checkbox"/>
2016-04-14	Pavement Maintenance, Inc.	Milwaukee General Cons	<input type="checkbox"/>
2016-04-14	Best Wood Judge LLC	Milwaukee General Cons	<input type="checkbox"/>
2016-04-14	Archer Enterprises LLC	Milwaukee General Cons	<input type="checkbox"/>

Step 2: Go to the "Payrolls" tab and hit the green "+" button in the table header.

		Status Icons	Week Ending	Payroll Number	Final Payment	Performing	Accepted Status
Detail	2	✓ ● ● 2	2016-04-23	1	<input type="checkbox"/>	YES	
Detail		✓ ● ● 1	2016-04-30	2	<input type="checkbox"/>	YES	

A form will popup. Select the week ending (it must be a Saturday), and enter a "Payroll number" (This can be anything – it is just for easy reference.)

Create record

General

*Agency
City of Milwaukee

*Project
Official Notice 113-1-2015
auto-complete

*Contractor
Archer Enterprises LLC
auto-complete

Parent Contractor
Milwaukee General Construction Co., Inc.
auto-complete

*Week Ending
yyyy-mm-dd
Week Ending is a required field.

*Payroll Number

Payroll Number is a required field.

Final Payment

Scroll to the bottom of the form.

If you have an export from Payroll4Construction, that's in the right format, you can attach it here by dragging and dropping or hitting "select files".

When done, hit the "Create" button.

Derived Fields

*Partial Contractor Label

Drag and drop files here or [select files](#) to upload/attach

Create Cancel

Step 3: Review and/or edit payroll lines

Click on the “Detail” button for the new payroll record (it will have a light green background). From here, you can go to the “Employee Weeks” tab, to bring up the individual lines for the payroll. To add a new employee to the week, hit the green “+” button and fill out the data, and hit “Create”. Then you can click on the “Detail” button to view and/or edit the details.

The screenshot shows a payroll management interface. At the top, there is a table of payroll records with columns for date, hours, and location. The 'Detail' button for the record dated 2022-07-09 is circled in green and labeled '1'. Below this, the 'Employee Weeks' tab is selected and circled in green, labeled '2'. The 'Employee Weeks' view shows a table with columns for Employee, Total Basic Hours, Total Overtime Hours, and Total Doubletime Hours. A green circle labeled '3' highlights the '+' button in the top left of the table. Below the table, the 'Detail' button for the first employee, MELENDEZ, GIOVANNI, is circled in green and labeled '4'.

Employee	Total Basic Hours	Total Overtime Hours	Total Doubletime Hours
MELENDEZ, GIOVANNI (Dairyland Energy Solution	7.08	0.0	0.0
UIHLEIN, TYLER (Dairyland Energy Solutions, Inc.)	7.5	0.0	0.0

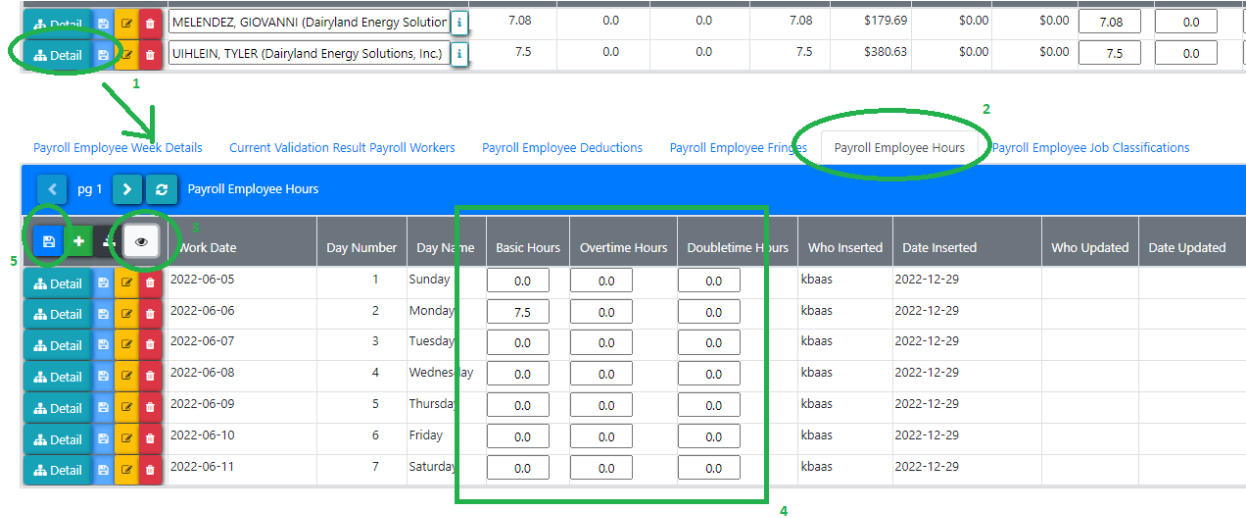
Note: Click on the white eye icon to see the “placeholder rows”. This reveals a blank row for every employee the contractor has assigned to the project.

This screenshot shows the 'Employee Weeks' view with the 'Employee' column header circled in green. A white eye icon is also circled in green, indicating the action to toggle placeholder rows. Below the table, the first row is visible, showing the employee GODOY, LUIS (Vizcaino's Trucking LLC) with 19.0 basic hours and 0.0 overtime hours.

Employee	Total Basic Hours	Total Overtime Hours	Total
GODOY, LUIS (Vizcaino's Trucking LLC)	19.0	0.0	

Step 4: Enter/view individual days

From here, you can go to the “Payroll Employee Hours” tab, and hit the white eye icon to reveal “Placeholder rows”. Then fill out the hours for each day, and hit the blue save button in the upper-left of the table to save all your changes.



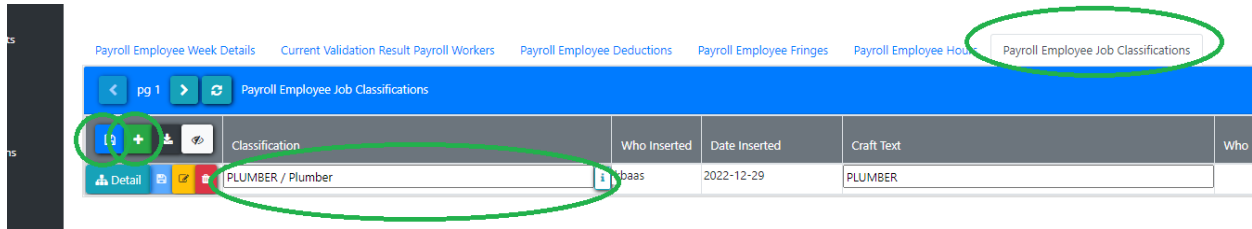
The screenshot displays a payroll management interface. At the top, a table lists employees with their names, IDs, and various hour and payment metrics. Below this is a navigation bar with several tabs, including "Payroll Employee Hours", which is highlighted with a green circle and labeled '2'. A green arrow labeled '1' points from the "Detail" button in the employee list to the "Payroll Employee Hours" tab. The "Payroll Employee Hours" tab is active, showing a table with columns for "Work Date", "Day Number", "Day Name", "Basic Hours", "Overtime Hours", "Doubletime Hours", "Who Inserted", "Date Inserted", "Who Updated", and "Date Updated". A green box labeled '4' highlights the data rows of this table. A green circle labeled '3' highlights the white eye icon in the top-left corner of the table, used to toggle visibility. A green circle labeled '5' highlights the blue save button in the top-left corner of the table.

Employee Name	Employee ID	Basic Hours	Overtime Hours	Doubletime Hours	Pay	Other Pay	Other Pay	Basic Hours	Overtime Hours
MELENDEZ, GIOVANNI (Dairyland Energy Solutions, Inc.)		7.08	0.0	0.0	\$179.69	\$0.00	\$0.00	7.08	0.0
UIHLEIN, TYLER (Dairyland Energy Solutions, Inc.)		7.5	0.0	0.0	\$380.63	\$0.00	\$0.00	7.5	0.0

Work Date	Day Number	Day Name	Basic Hours	Overtime Hours	Doubletime Hours	Who Inserted	Date Inserted	Who Updated	Date Updated
2022-06-05	1	Sunday	0.0	0.0	0.0	kbaas	2022-12-29		
2022-06-06	2	Monday	7.5	0.0	0.0	kbaas	2022-12-29		
2022-06-07	3	Tuesday	0.0	0.0	0.0	kbaas	2022-12-29		
2022-06-08	4	Wednesday	0.0	0.0	0.0	kbaas	2022-12-29		
2022-06-09	5	Thursday	0.0	0.0	0.0	kbaas	2022-12-29		
2022-06-10	6	Friday	0.0	0.0	0.0	kbaas	2022-12-29		
2022-06-11	7	Saturday	0.0	0.0	0.0	kbaas	2022-12-29		

Step 5: Enter/view assigned employee classifications.

To view/edit job classifications, click on the “Payroll Employee Job Classifications” tab, then press the green “+” button to add a new classification, or edit the classification. (The only field that matters is the first field.) Hit the blue save icon when done.



Final step: Mark payroll record complete

To approve / finalize the payroll. (Mark it complete.)

1. Click on the payroll detail button.
2. Under the first tab, "Payroll Details", scroll down to the "Status" card, and change "Prime Approval Status" to "Approved."

If the project is set up for validations, it will check them and give you a message if any fail.