

## How to view / edit / approve a payroll

1. Go to project assignments,
2. Add either the criteria "Parent Contractor" "=" (you) (if they are a direct sub) or "Project" "=" (project label) (if you are the prime, and they are not a direct sub)
3. Click "Search"
4. Click "Detail" on the assignment you want to look at payrolls for.

Official Website of the City of Milwaukee  
Labor Compliance Reporting (Contractor Portal)

COMPANY

- Company Profile
- Project Assignments**
- Projects 1
- Employees

OTHER

- Help
- Reports NEW
- All Contractors
- Job Classifications

TESTING

- TESTING
- TESTING2

Record Search - Project Assignments

Select Rows Select Columns

Saved searches: all

and Parent Contractor = BCM, LLC

Add criteria

Search

Select Page

Page 1  
25 rows/pg

Clear  
Export

+ New	Project	Agency	Date Assigned	Contractor	Parent Contractor	Prime	Project Status
Detail	Garden Homes	City of Milwaukee	2022-08-26	A&A Plumbing of Milwaukee, LLC	BCM, LLC		
Detail	Villard Commons	City of Milwaukee	2020-02-04	Cardinal Fabricating Corporation	BCM, LLC		
Detail	Villard Commons	City of Milwaukee	2020-11-16	Stark Pavement Corp	BCM, LLC		
Detail	Villard Commons	City of Milwaukee	2020-07-06	FDM Construction LLC	BCM, LLC		

5. Go to the "Payrolls" tab of that,
6. Find the payroll you want to approve, and set the "Prime Approval Status" to "Approved"
7. Click the "Save" icon at the right of the row (in the "row header")
  - a. If the payroll doesn't pass all of the required validation rules (set by the agency), it will alert you of the failure, and will not save.
  - b. If it passes all required validation rules, it will save (shown by the row turning green), and you are done.

Pro Electric Inc Pro Electric Inc

Project Contractor Assignment Details Payrolls Project Employee Assignments

pg 1 Payrolls

	Status Icons	Week Ending	Payroll Number	Final Payment	Performing	Accepted Status Date	Accepted Status By	Accept Status	Prime Approved Date	Prime Approved By	Prime Approval Status	Final Status
Detail		2022-10-01	1		YES NO			Submitted	2022-12-14	Denise Lewandowski	Approved	
Detail		2022-10-08	2		YES NO			Submitted	2022-12-14	Denise Lewandowski	Approved	
Detail		2022-10-15	3		YES NO			Submitted	2022-12-14	Denise Lewandowski	Draft	
Detail		2022-10-22	4		YES NO			Submitted	2022-12-14	Denise Lewandowski	Approved	

(See next page for who can view / edit / approve)

## Who can (contractor-)approve a payroll

- The contractor who submitted the payroll
- The “parent” contractor; the contractor who directly sub-contracted the contractor.
- The prime contractor

In all cases, the process is the same: you change the “Prime Approval Status” of the payroll record to “Approved” and hit the Save button. When this happens, it will check to make sure the payroll meets all the required validation rules set by the contracting agency.

- If it fails at least one required check, it will tell you, and it won't save. The row will turn red.
  - You can click the details of the payroll, and look at the detail of the individual lines (“Employee Weeks”) to see which validation rules failed, and edit the payroll as needed.
- If it passes all checks, it will save, and the row will turn green, and you are done.