

Electronic Project Records System (EPRS)

Contractor User Guide for Electronic Payroll Submission

Version 2.5

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Introduction

1.1. Purpose of EPRS

The Electronic Project Records System (EPRS) is an application that provides contractors and subcontractors with a web-based mechanism to satisfy reporting requirements necessary to do business with Texas Department of Transportation (TxDOT). The reporting requirements met by the EPRS website are for Contractor Payrolls, ARRA employment data, and subcontractor payments by prime contractors (SCP).

- **Contractor Payrolls**

Contractors required to report weekly payrolls may:

- Submit payroll information directly, without creating a file.
- Create, edit, save, and upload payroll files.
- View and print payroll and employment reports.
- Generate the required reporting.

- **ARRA (American Recovery and Reinvestment Act of 2009)**

Contractors required to report ARRA data may:

- Submit ARRA employment information directly to a webpage.
- Review ARRA employment information previously submitted.

- **Subcontractor Payments (SCP)**

Prime contractors required to report payments to subcontractors may:

- Input, review and report payments to subcontractors.
- Generate the required reporting.

Subcontractors receiving payments from Prime contractors may:

- Acknowledge, unacknowledge, or dispute payments made by the prime contractor.

1.2. Who Can Use EPRS?

Contractors and subcontractors working on TxDOT-governed construction projects may request an EPRS login ID from TxDOT. This login ID will allow authorized personnel within each company to submit weekly payrolls for TxDOT projects the company is working on.

1.3. Summary of Revisions

This is version 2.32 of the EPRS Contractor User Guide.

1.4. System Requirements

Any javascript-enabled browser should work with EPRS. The following browsers have been tested with EPRS and are supported:

- Internet Explorer 7.0 or greater.
- Firefox 3.5 or greater.

1.5. Definitions

Contractor – a person or firm that contracts to supply materials or labor in the furtherance of TxDOT construction projects.

Subcontractor – a person or company that enters into a subcontract to complete part of TxDOT construction project.

Vendor – a contractor or subcontractor.

CCSJ, CSJ, Contract – A contract identifier consisting of nine numeric digits (example: 094901015) associated with a legal contract entered into between TxDOT and a contractor. In this document these terms are synonymous.

1.6. Notes on Examples in this Document

Some of the examples in this document refer to actual vendor names, but in all cases the employee information, login ID's, and report data is fictitious.

2. The TxDOT Login ID

2.1. Obtaining a Login ID from TxDOT

Contractor login ID's are issued to persons within contractor organizations who typically sign legally binding paper documents and wish to legally sign and submit digital versions of EPRS payrolls. To obtain a TxDOT login ID, complete and submit form 2451, found here:

<http://www.txdot.gov/business/resources/doing-business/prequalification.html>

This form must be signed by the person requesting the login ID and a person authorized to grant the requestor authority to sign documents on behalf of the contracting company.

2.2. Making Changes to a Login ID

Once the ID has been created and activated the user may make changes to the ID such as email address, name, phone number, security questions, and password using self-service utilities without contacting TxDOT.

Sometimes it will be necessary for the ID to be de-activated or to have its access changed. For example an individual may have left the company or may have been given different responsibilities within the contracting organization. For these types of changes complete and submit form 2452, found here:

<http://www.txdot.gov/business/resources/doing-business/prequalification.html>

2.3. EPRS User Types

There are several EPRS user types available to contractor users: “Upload Payroll”, “Reports”, and “Sub Payments”. Users who will be submitting contractor payrolls should request “Upload Payroll” and “Reports”. Users who will also be submitting subcontractor payments should request “Sub Payments” as well. Users who will view reports only, and not submit payrolls or subcontractor payments, should request only the “Reports” user type.

2.4. Required Information

Be prepared to supply the following information when requesting a login ID:

- First Name and Last Name – the name of individual using the ID.
- Email address – must be a working email address of the individual using the ID.
- Phone Number – this may be a shared phone number.
- Identifying number – Typically the driver’s license number or employee number of the individual who will be using the login ID.

2.5. What happens after the TxDOT Login ID has been created?

Before you can use your new TxDOT account you must change the temporary password and set up your account’s challenge response answers, as described below:

2.5.1. Confirmation Email with Instructions

TxDOT will create a unique login ID for you. After this login ID has been created, you will receive an email containing instructions and a link to the self-service utilities that will allow you to activate the ID. Follow the link provided in the email to complete setting up the account. The email will be similar to this:

Your TxDOT account has been created.

Please proceed to <https://txdot-server> order to finalize your account setup.

You must change your password and answer the five challenge response questions before you can use this account.

You must complete the steps above within three days or this account will automatically be deleted.

Your temporary login information is below.

TxDOT User Name: JCASH001

Password: d#Z7x!TZ

2.5.2. Setting up your Account

To activate your TxDOT EPRS login ID you must log into the TxDOT Password Self-Service System, create a new password, and set up your challenge questions, as described below.

2.5.3. Logging into the TxDOT Password Self-Service System

Clicking the link provided in the confirmation email described above will take you to the login page for the TxDOT Password Self-Service System. Here, enter your username and password from the email into the textboxes and click the “Login” button. (It is usually easier to copy and paste the password from the email instead of typing it.)

The screenshot shows a login form titled "Please Log In" for the "TxDOT Password Self-Service". It contains two input fields: "Username" with the text "jcash001" and "Current Password" with masked characters. At the bottom, there are three buttons: "Login", "Clear", and "Cancel".

2.5.4. Changing the Password

After logging into the Password Self-Service screen you will be taken to the Change Password screen, shown below. Here you will enter your new password into both textboxes. Note the password requirements as described on the page.

The screenshot shows a "Change Password" screen for the "TxDOT Password Self-Service". It features a message: "Your password has expired. You must set a new password now." Below this is a list of password requirements: case sensitivity, length (8-28 characters), inclusion of numbers, lowercase and uppercase letters, and exclusion of common words and previously used passwords. There are two input fields for "New Password" and "Confirm Password". At the bottom, there are three buttons: "Change Password", "Clear", and "Show Passwords".

2.5.5. Rejected Passwords

If your new password is rejected on the Change Password screen, the “Change Password” button will be disabled and the reason will be displayed in the yellow band as shown below. Correct the error and try again.

The screenshot shows a web form for changing a password. At the top, a yellow banner contains the message: "New password does not have enough upper case letters". Below this, there are two input fields: "New Password" and "Confirm Password". The "New Password" field contains a password represented by dots. To its right, a strength indicator shows "Strength: Weak" with a red progress bar. The "Confirm Password" field is empty. At the bottom of the form, there are three buttons: "Change Password", "Clear", and "Show Passwords".

2.5.6. Accepting and Confirming the New Password

Once you have entered a password that meets requirements, an acceptance message will be displayed in a grey band as shown below. Here, click the “Change Password” button.

The screenshot shows the same web form as in 2.5.5. At the top, a grey banner contains the message: "New password accepted, please click change password". The "New Password" field now contains a password with a strength indicator showing "Strength: Good" with a gold progress bar. The "Confirm Password" field contains the same password and has a green checkmark to its right. The "Change Password", "Clear", and "Show Passwords" buttons are still present at the bottom.

Next the system will update your password and display a confirmation as shown below. Here, click the “Continue” button.

The screenshot shows a confirmation screen. At the top, a dark grey banner contains the text: "Success" and "TxDOT Password Self-Service". Below this, the message "Your password has been changed." is displayed. At the bottom center, there is a single button labeled "Continue".

2.5.7. Setting up the Challenge Response Answers

After successfully resetting your password you will next need to set up your challenge response answers to five standard questions. These questions will be used to help identify you in the event that you forget your password.

2.5.7.1. Entering the Challenge Response Answers

Answer the five questions displayed on the Setup Password Responses screen, shown below. The answers you provide are not case-sensitive.

Setup Password Responses

TxDOT Password Self-Service

In the event that you forget your password, you can recover your password by answering questions known to you.

Please choose your questions and answers that can be used to verify your identity in case you forget your password. Because the answers to these questions can be used to access your account, be sure to supply answers that are not easy for others to guess or discover.

Please type your security responses

Your administrator requires that you supply responses to these questions. If you should forget your password you will need to supply answers to all of these questions to reset your password.

What is your favorite food?

»

What is your favorite cartoon?

»

Your administrator requires that you supply responses to these questions. If you should forget your password you will need to supply answers to at least 2 of these questions to reset your password.

What is the nickname of your favorite sports team?

»

What is your father's middle name?

»

What is your favorite movie?

»

As you enter the Challenge Response Answers the grey message box located above the response questions will change to show the validation status of your answers. If the response answers do not pass validation tests then an appropriate warning message will be displayed and the "Save Responses" button will to be disabled.

The response for question "What is your favorite food?" is too short

Your administrator requires that you supply responses to these questions. If you should forget your password, you will need to supply answers to all of these questions to reset your password.

What is your favorite food?

»

The response for question "What is your favorite cartoon?" can not be the same as another response

Your administrator requires that you supply responses to these questions. If you should forget your password, you will need to supply answers to all of these questions to reset your password.

What is your favorite food?

»

What is your favorite cartoon?

»

2.5.7.2. Saving and Viewing the Challenge Response Answers

After providing answers to the five Challenge Response Questions, the grey band will display an informational message and ask you to save the information, as shown below. Initially your answers will be masked off. Clicking the “Show Responses” button will remove the masking so you can review them. If you are satisfied with the answers, click the “Save Responses” button. You also have the option of clicking the “Clear” button and re-entering all the answers.

Setup Password Responses

TxDOT Password Self-Service

In the event that you forget your password, you can recover your password by answering questions known only to you.

Please choose your questions and answers that can be used to verify your identity in case you forget your password. Because the answers to these questions can be used to access your account, be sure to supply answers that are not easy for others to guess or discover.

Your responses meet the requirements. Click Save Responses when ready.

Your administrator requires that you supply responses to these questions. If you should forget your password, you will need to supply answers to all of these questions to reset your password.

What is your favorite food?

»

What is your favorite cartoon?

»

Your administrator requires that you supply responses to these questions. If you should forget your password, you will need to supply answers to at least 2 of these questions to reset your password.

What is the nickname of your favorite sports team?

»

What is your fathers middle name?

»

What is your favorite movie?

»

2.5.7.3. Confirming the Challenge Response Answers

Once you are satisfied with your responses to the Challenge Questions, click the “Save Responses” button. You will next be asked to confirm these responses. Once you have done so, click the “Confirm Responses” button.

Confirm Password Responses

TxDOT Password Self-Service

Be sure your answers and questions are correct. Check the spelling and punctuation. In the event you forget your password, you will need to type in the exact answers to the questions below.

What is your favorite food?

» Hamburgers

What is your favorite cartoon?

» Family Circus

What is the nickname of your favorite sports team?

» Longhorns

What is your fathers middle name?

» Stanley

What is your favorite movie?

» Titanic

« Go Back «

Confirm Responses Cancel

Once your responses have been accepted, the following confirmation page will be displayed. Here, click the “Continue” button.

Success

TxDOT Password Self-Service

Your secret questions and answers have been successfully saved. If you ever forget your password, you can use the answers to these questions to reset your password.

Continue

Next you will be taken to the main Password self-Service screen. Here, click the [“EPRS”](#) link to go to the EPRS website.

TxDOT Password Self-Service

TxDOT Password Self-Service

Password self-service main menu. From here you can change your current password, reset a forgotten password, or perform other related password activities.

Change Password

Change your current password.

Forgotten Password

Recover your forgotten password. If you have previously configured your forgotten password responses you will be able to recover a forgotten password.

Setup Responses

Setup your forgotten password responses. These secret questions will allow you to recover your password if you forget it.

History

Password event history

EPRS

Electronic Project Records System

2.6. Forgotten Passwords

If you have forgotten your password then on the main login screen click the [“Forgot your password? Click here”](#) link found just below the “Login” button. This link will take you to the Forgotten Password Self-Service utility. Here, input your TxDOT login ID and click the “Search” button, as shown here:

Forgotten Password

TxDOT Password Self-Service

If you have forgotten your password, follow the prompts to reset your password. If you have not setup your password responses previously, you will not be able to complete this process.

To start, please enter your username.

Username

After locating your TxDOT login ID, the Forgotten Password Self-Service utility will ask you to answer the Challenge Questions set up previously. Type your answers into the textboxes and click the “Check Responses” button.

Forgotten Password

TxDOT Password Self-Service

Please answer the following questions. If you answer these questions correctly, you will then be able to reset your password.

What is your favorite food?

What is your favorite cartoon?
What is the nickname of your favorite sports team?
What is your favorite movie?

If the challenge questions have been answered incorrectly you will be prompted to try again:

One or more responses are not correct. Please try again.

You will be allowed ten (10) attempts to answer the challenge questions. If you exceed this number a message will be displayed as shown below and you will not be able to run the Forgotten Password utility. You may try again later or you may contact the CST and request that the password be reset.

Maximum login attempts for your userID have been exceeded. Try again later.

If the challenge questions have been answered correctly the screen will prompt you to enter a new password, twice, as shown below. Here, type in the new password and click the “Change Password” button.

Change Password

TxDOT Password Self-Service

Your password has expired. You must set a new password now.

Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. If you must write it down, be sure to keep it in a safe place. Your new password must meet the following requirements:

- Password is case sensitive.
- Must be at least 8 characters long.
- Must be no more than 28 characters long.
- Must include at least 1 number.
- Must have at least 1 lowercase letter.
- Must have at least 1 uppercase letter.
- Must not include any of the following values: password test.
- Must not include part of your name or username.
- Must not include a common word or commonly used sequence of characters.
- New password may not have been used previously.

New password accepted, please click change password

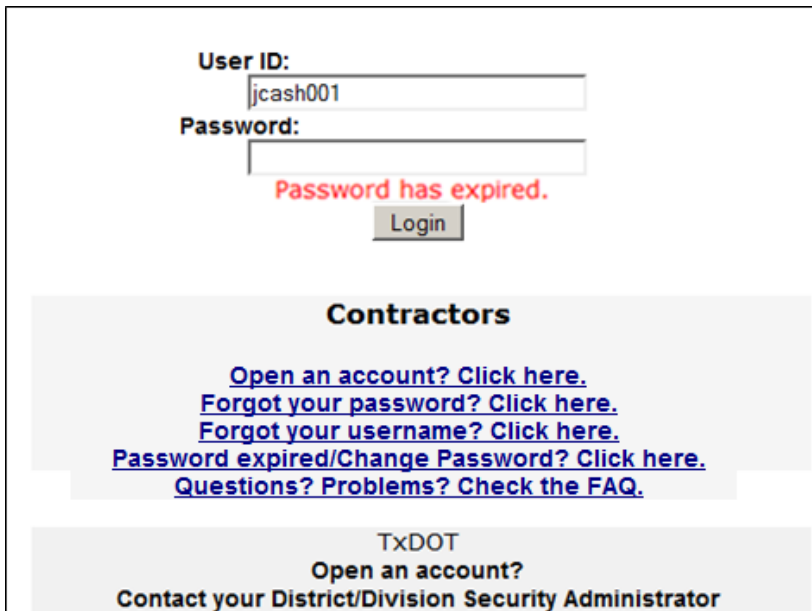
New Password

Strength: Good

Confirm Password

2.7. Expired Passwords

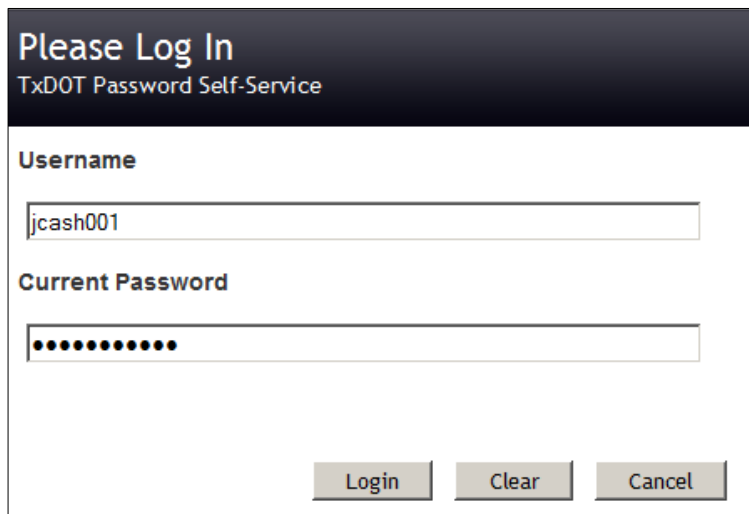
Passwords will automatically expire after 90 elapsed days. If your password has expired then you will see a “Password has expired” message when attempting to login to the EPRS website:



The screenshot shows a login form with the following elements:

- User ID:** Input field containing "jcash001".
- Password:** Input field (empty).
- Error Message:** "Password has expired." displayed in red text below the password field.
- Login Button:** A button labeled "Login" below the error message.
- Contractors Section:** A grey box containing the following links:
 - [Open an account? Click here.](#)
 - [Forgot your password? Click here.](#)
 - [Forgot your username? Click here.](#)
 - [Password expired/Change Password? Click here.](#)
 - [Questions? Problems? Check the FAQ.](#)
- TxDOT Section:** A grey box containing:
 - TxDOT
 - Open an account?
 - Contact your District/Division Security Administrator

When this occurs, click the “[Password expired? Click here](#)” link located below the “Login” button. This link will initiate the Password Self-Service utility where you will need to input your current login ID and password.



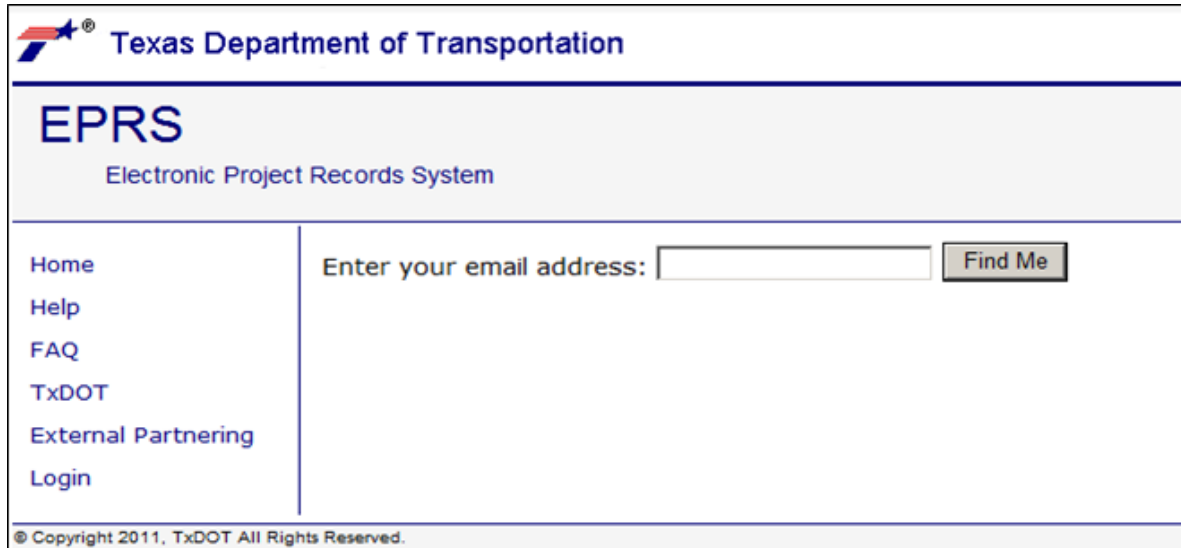
The screenshot shows the "Please Log In" screen for TxDOT Password Self-Service. It includes the following fields and buttons:

- Title:** "Please Log In" and "TxDOT Password Self-Service".
- Username:** Input field containing "jcash001".
- Current Password:** Input field with masked characters (dots).
- Buttons:** "Login", "Clear", and "Cancel" buttons at the bottom.

After inputting your login ID and current password you will be taken to the Change Password screen where you will create and confirm a new password (see section: [Forgotten Passwords](#)).

2.8. Forgotten User Names

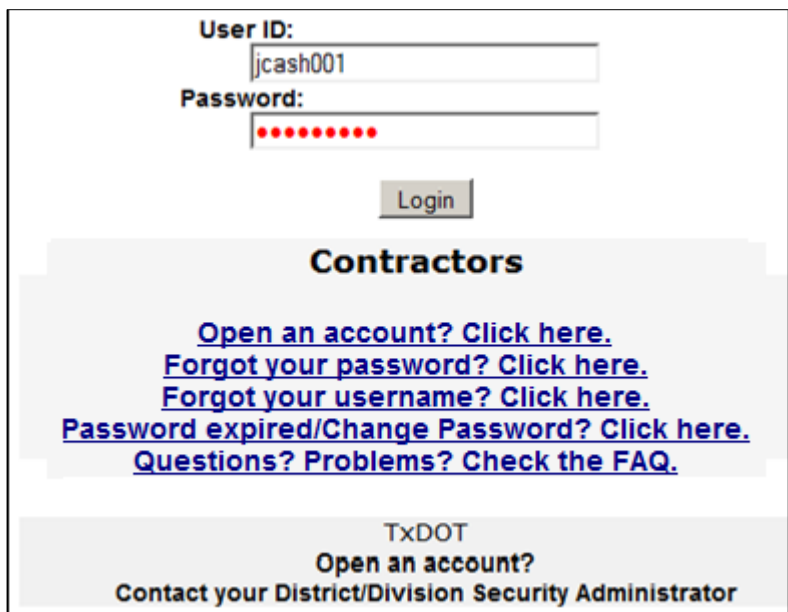
If you have forgotten your username then on the main login screen click the “[Forgot your username? Click here](#)” link found just below the “Login” button. This link will take you to the Forgotten Username page. Here, input the email address for your ID and click the “Find Me” button, as shown:



The screenshot shows the Texas Department of Transportation (TxDOT) EPRS (Electronic Project Records System) interface. At the top left is the TxDOT logo and the text "Texas Department of Transportation". Below this is the "EPRS" title and "Electronic Project Records System" subtitle. On the left side, there is a vertical menu with links: Home, Help, FAQ, TxDOT, External Partnering, and Login. The main content area contains the text "Enter your email address:" followed by a text input field and a "Find Me" button. At the bottom left, there is a copyright notice: "© Copyright 2011, TxDOT All Rights Reserved."

3. Logging into EPRS Web Site

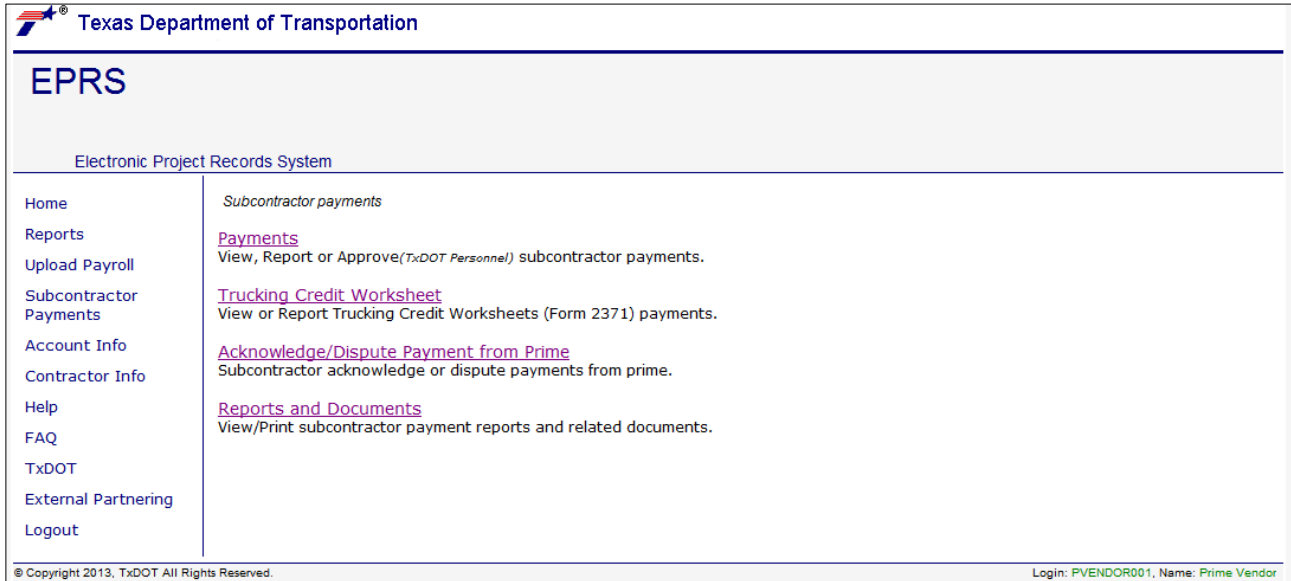
The EPRS login page is found here: <https://apps.dot.state.tx.us/apps/eprs> . Open this page in your internet browser and type your TxDOT user ID and password into the textboxes provided. Click the “Login” button to be taken to the EPRS home page.



The screenshot shows the EPRS login page. It features two text input fields: "User ID:" with the value "jcash001" and "Password:" with red dots. Below these fields is a "Login" button. Underneath the login fields is a section titled "Contractors" with several blue underlined links: "Open an account? Click here.", "Forgot your password? Click here.", "Forgot your username? Click here.", "Password expired/Change Password? Click here.", and "Questions? Problems? Check the FAQ.". At the bottom, there is a footer area with the text "TxDOT", "Open an account?", and "Contact your District/Division Security Administrator".

4. EPRS Home Page

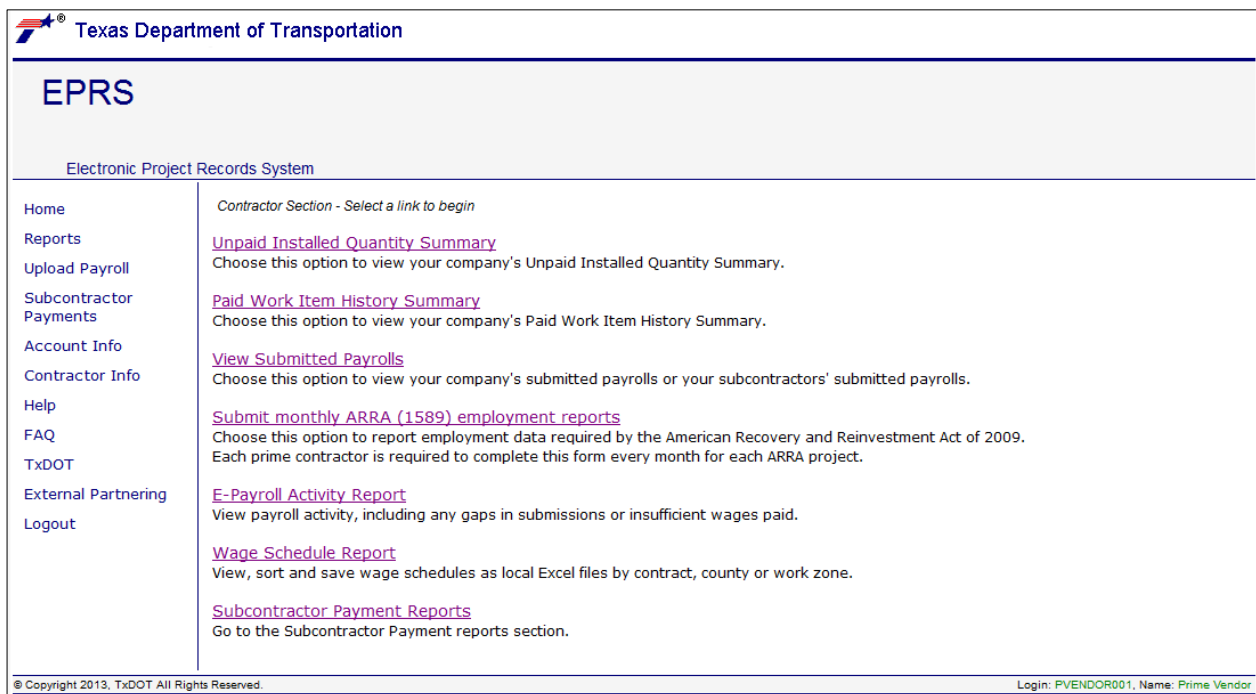
After successfully logging in you will be taken to the EPRS home page, as shown below. Your login ID and name will be displayed on the bottom right portion of the screen and links will be displayed in a navigation panel on the left and in the main body of the page. The available links will vary depending upon the user types that were granted to your login ID (see section above: [EPRS User Types](#)).



The screenshot shows the EPRS Home Page for the Texas Department of Transportation. The page title is "EPRS" and the subtitle is "Electronic Project Records System". The page is divided into a left navigation panel and a main content area. The navigation panel lists: Home, Reports, Upload Payroll, Subcontractor Payments, Account Info, Contractor Info, Help, FAQ, TxDOT, External Partnering, and Logout. The main content area lists: Subcontractor payments, [Payments](#) (View, Report or Approve(TxDOT Personnel) subcontractor payments.), [Trucking Credit Worksheet](#) (View or Report Trucking Credit Worksheets (Form 2371) payments.), [Acknowledge/Dispute Payment from Prime](#) (Subcontractor acknowledge or dispute payments from prime.), [Reports and Documents](#) (View/Print subcontractor payment reports and related documents.), and a footer with copyright information and login details: "© Copyright 2013, TxDOT All Rights Reserved." and "Login: PVENDOR001, Name: Prime Vendor".

5. Reports Page

From the EPRS Home page, click the "[Reports](#)" link to go to the main EPRS reporting page. This page is shown below:



The screenshot shows the EPRS Reports Page for the Texas Department of Transportation. The page title is "EPRS" and the subtitle is "Electronic Project Records System". The page is divided into a left navigation panel and a main content area. The navigation panel lists: Home, Reports, Upload Payroll, Subcontractor Payments, Account Info, Contractor Info, Help, FAQ, TxDOT, External Partnering, and Logout. The main content area lists: Contractor Section - Select a link to begin, [Unpaid Installed Quantity Summary](#) (Choose this option to view your company's Unpaid Installed Quantity Summary.), [Paid Work Item History Summary](#) (Choose this option to view your company's Paid Work Item History Summary.), [View Submitted Payrolls](#) (Choose this option to view your company's submitted payrolls or your subcontractors' submitted payrolls.), [Submit monthly ARRA \(1589\) employment reports](#) (Choose this option to report employment data required by the American Recovery and Reinvestment Act of 2009. Each prime contractor is required to complete this form every month for each ARRA project.), [E-Payroll Activity Report](#) (View payroll activity, including any gaps in submissions or insufficient wages paid.), [Wage Schedule Report](#) (View, sort and save wage schedules as local Excel files by contract, county or work zone.), and [Subcontractor Payment Reports](#) (Go to the Subcontractor Payment reports section.). The footer contains copyright information and login details: "© Copyright 2013, TxDOT All Rights Reserved." and "Login: PVENDOR001, Name: Prime Vendor".

There are links to several main reports ([“Unpaid Installed Quantity Summary”](#), [“Paid Work Item History Summary”](#), [“View Submitted Payrolls”](#), [“Submit monthly ARRA \(1589\) employment reports”](#), [“E-Payroll Activity Report”](#), [“Wage Schedule Report”](#), and [“Subcontractor Payment Reports”](#)). When accessing the reporting pages each user will be only able to see information belonging to the contractors, subcontractors, and contracts the user ID is authorized to view.

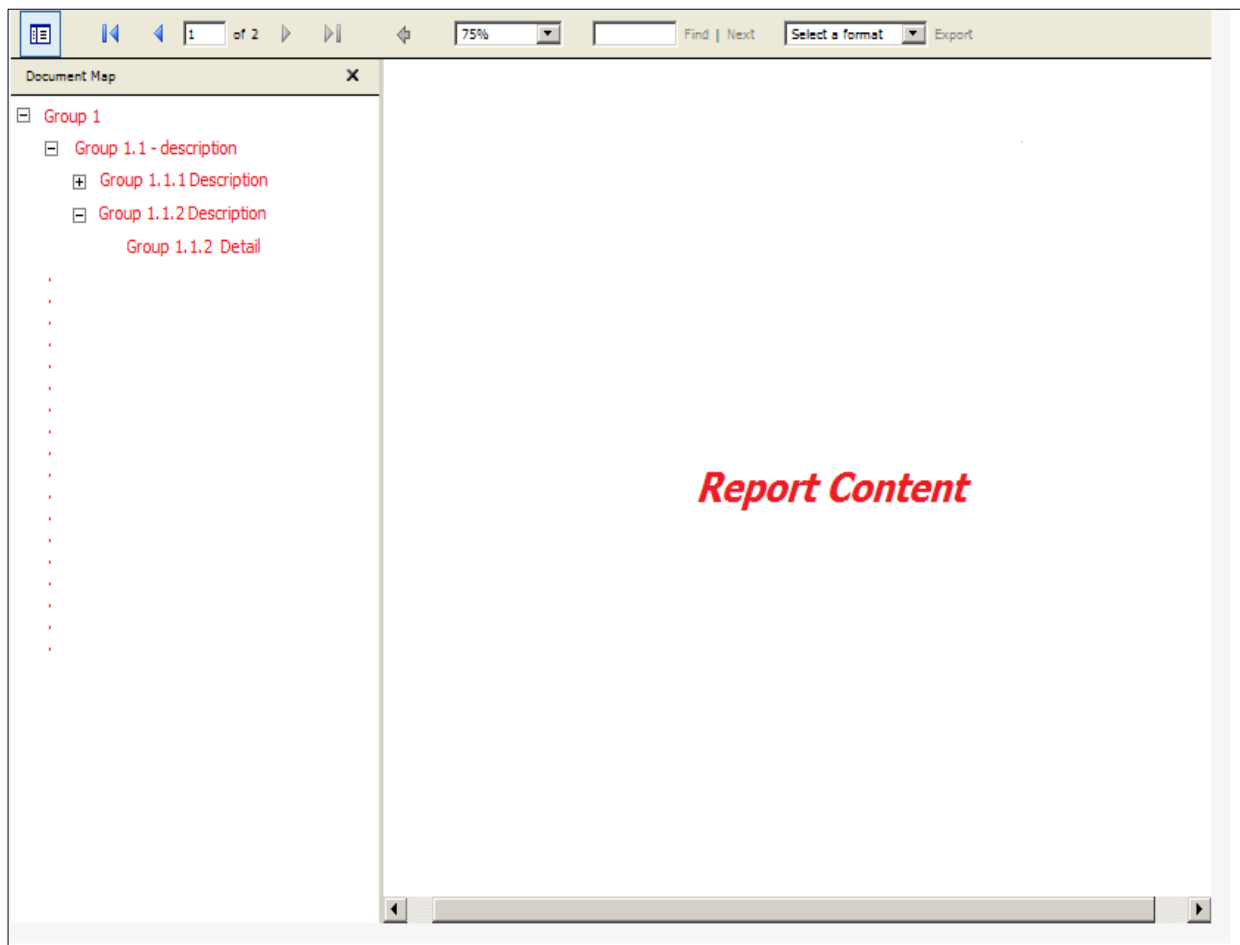
5.1. Notes on Report Displays

There are several different types of report displays used within EPRS.

Reports may be displayed with toolbars having printing and export tools, displayed automatically in an Excel format or with a command button to create Excel output, or displayed as a web page within your internet browser.

- **Reports with an Export Toolbar**

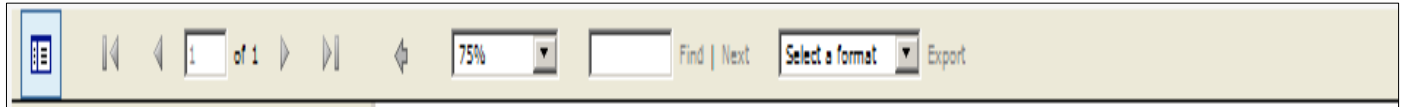
Some of the EPRS reports are generated using a reporting tool that displays a toolbar across the top. These reports may also display a navigation panel (Document Map) on the left, with the report content displayed on the right, similar to the layout as shown below.



○ Saving and Printing Reports with an Export Toolbar

For some users, this display format may result in a too-small viewing area and, when printing hardcopies using the browser's print feature, output that is not of an appropriate size. An alternative to using the default format for viewing and printing is to first export the report to a .PDF format, and then use the .PDF viewer's features to print the report.

To do this, first locate the toolbar across the top of the report. It should look similar to this:

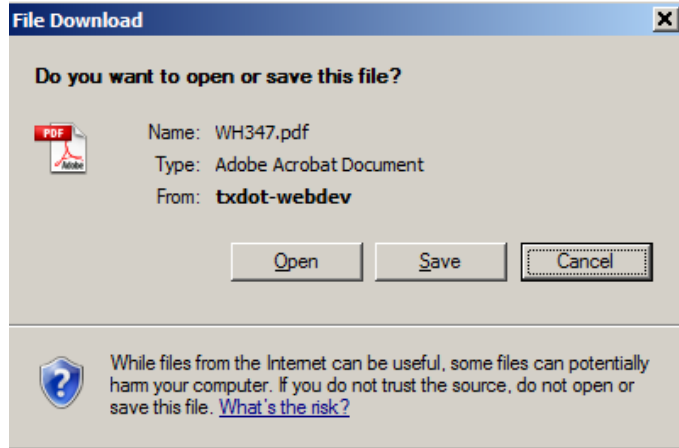


On this toolbar, find the Export tool. It looks like this:



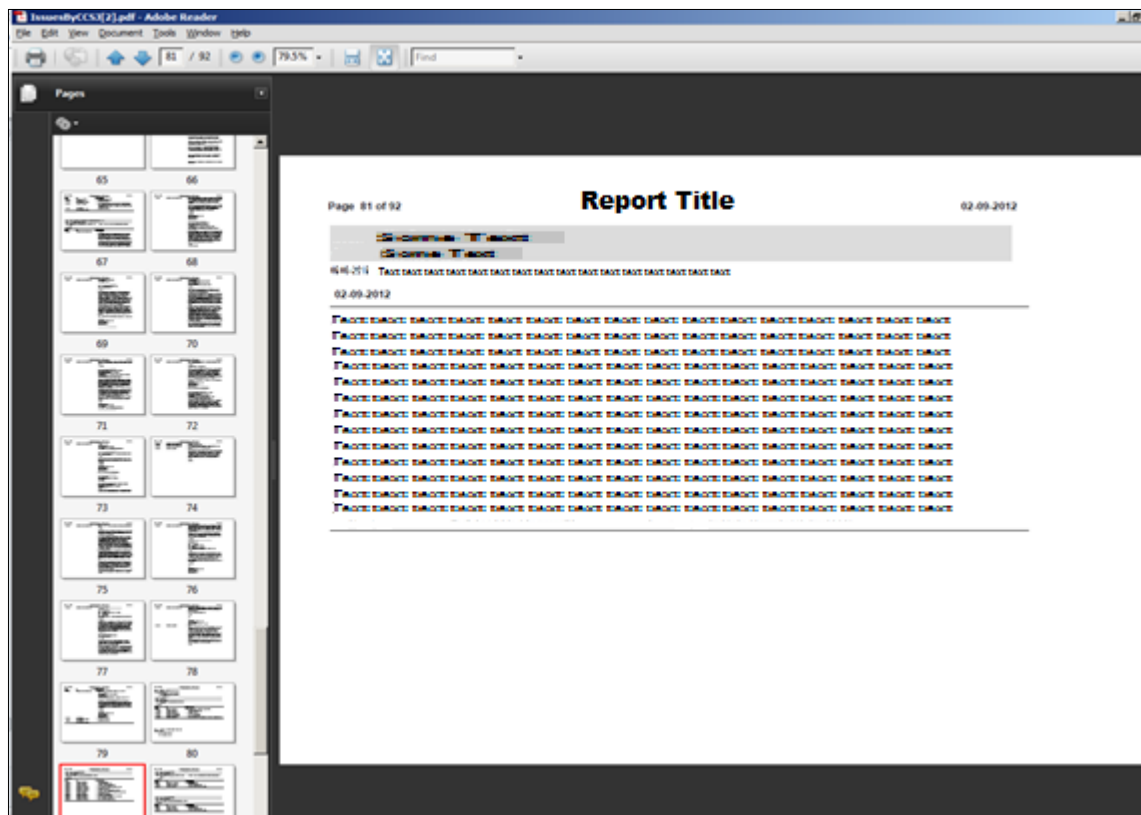
Here, choose the 'Acrobat (PDF) file' format from the 'Select a format' dropdown list and then click 'Export'.

The export link will prompt you to either view the file or to save it, as shown here:



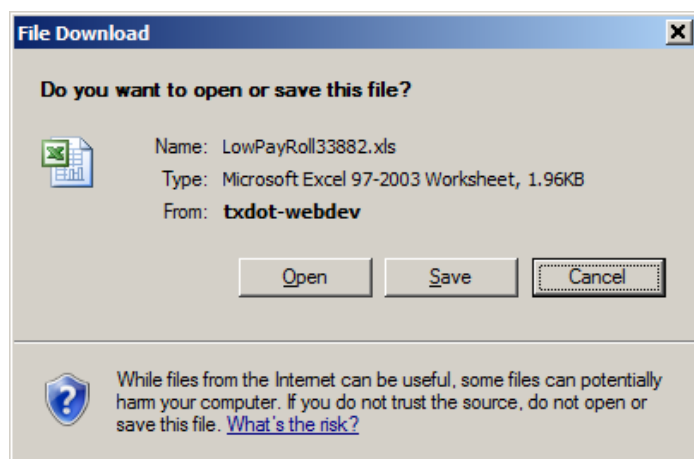
Clicking the “**O**pen” button will display the report on your computer in the format selected. Clicking the “**S**ave” button will open a standard windows file navigation screen that will allow you to name and save the file to your computer.

Once the report is displayed in the .PDF browser (see sample below), you will be able to use the .PDF viewer's printing and viewing features.



- Reports generated in Excel format or that include an Excel button

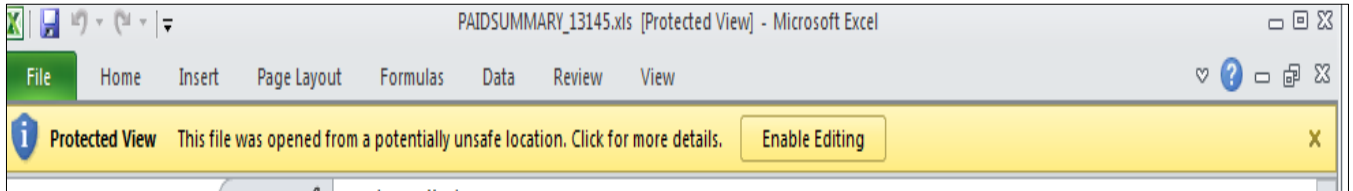
Some reports will be generated in an Excel format by default or will include a button to initiate a dialog for viewing or saving the report as an Excel file, like this:



Clicking the “Open” button will display the report on your computer in an Excel format. Clicking the “Save” button will open a standard windows file navigation screen that will allow you to name and save the Excel file to your computer.

- **Microsoft Office and “Protected View”**

Note: Some Microsoft Office 2010 users may notice a dialog similar to the sample below when an Excel formatted report is opened.



If this occurs then the report was opened in “protected mode”, which can prevent formulas from executing properly. Select “Enable Editing” after the report is displayed to properly display formula results.

- **Reports generated as Web Pages**

Some reports are displayed inside your internet browser with no additional navigation or export tools, with a toolbar similar to this:



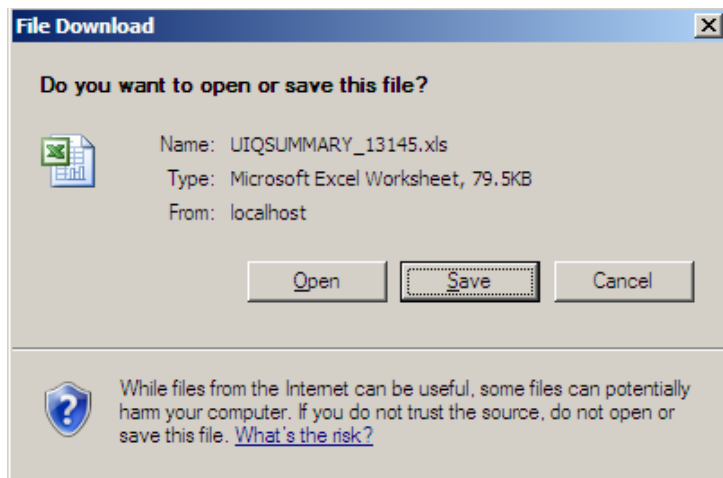
For these reports you may use the browser’s print tool to obtain a hard copy of the report.

5.2. Unpaid Installed Quantity Summary Report

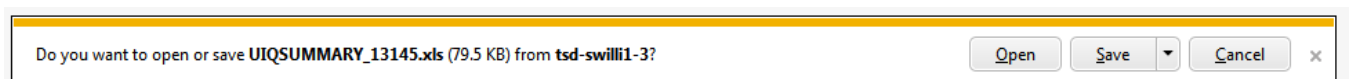
The “Unpaid Installed Quantity Summary” report (also known as the “Installed Work Report”) displays the amounts for all items installed in a contract from both unauthorized and authorized Daily Work Reports that are not included on an Estimate. To run this report click the “[Unpaid Installed Quantity Summary](#)” link on the main reports page. Once the unpaid installed quantity page is displayed, click the “Select a Vendor” drop down list and select a contractor as shown below:

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Next click the “Get Report” button. The resulting report is an Excel spreadsheet. Follow the prompts to either open the spreadsheet for viewing or to save it to your local computer as an Excel file.



Note: On computers running Windows 7 and Internet Explorer 9, the dialogue shown below may be displayed. If this occurs, either click the “Save” option to save as a file, or the “Open” option to view the spreadsheet. Other browsers may display a different dialog box or may simply display the report with no additional prompts.



The resulting report will display as an Excel spreadsheet, similar to the sample below. Refer to the section above “Microsoft Office “Protected View” if your report does not appear to be performing calculations properly.

UIQSUMMARY_13145.xls [Compatibility Mode] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

pvend_1 13145

1 Unpaid Installed Quantity Summary By Vendor ID Report Date:

2 Contractor's Name: GILVIN-TERRILL, LTD.

3 SiteManager Vendor ID: 13145

4	Total Unauthorized Amount:		\$42,788.00
5	Total Authorized Amount:		\$3,600.00
6	Total not on an estimate.:		\$46,388.00

Contract ID (CSJ)	Fed/ State Project Nbr	Contract Nbr	HWY	District	County	Original Contract Price	Subordinate Project Nbr	Line No.	DWR Date	Auth (Y/N)	DWR Qty	Item Code	SP	Item Description	UC
0043-04-076	NH 2011(988)	003113223	US 287	CHILDRESS	HARDEMAN	4,490,388.52	0043-04-076	0375	03/08/2012	Y	0.750	0628-2201	001	ELC SRV TY A 240/480 060 (NS)	EA
2635-04-025	STP 2012(139)	012113023	LP 335	AMARILLO	POTTER	4,193,780.23	2635-04-025	0210	03/07/2012	N	23.340	0420-2041	002	CL C CONC (ABUT)(HPC)	CY
2635-04-025	STP 2012(139)	012113023	LP 335	AMARILLO	POTTER	4,193,780.23	2635-04-025	0210	03/07/2012	N	17.430	0420-2041	002	CL C CONC (ABUT)(HPC)	CY
2635-04-025	STP 2012(139)	012113023	LP 335	AMARILLO	POTTER	4,193,780.23	2635-04-025	0210	03/13/2012	N	9.870	0420-2041	002	CL C CONC (ABUT)(HPC)	CY
2635-04-025	STP 2012(139)	012113023	LP 335	AMARILLO	POTTER	4,193,780.23	2635-04-025	0215	03/07/2012	N	19.340	0420-2042	002	CL C CONC (BENT)(HPC)	CY
2635-04-025	STP 2012(139)	012113023	LP 335	AMARILLO	POTTER	4,193,780.23	2635-04-025	0565	03/13/2012	N	20.000	6834-2001	000	PORTABLE CHANGEABLE ME	DA

Unpaid Installed Qty-Vendor ID

5.3. Paid Work Item History Summary Report

The “Paid Work Item History” report displays the list of contract work items included for payment with an Estimate. This report is the inverse of the "Unpaid Installed Quantity Summary" report. Paid item quantities, installation dates, and installation locations are examples of some of the information included with this report. Unlike the "Unpaid Installed Quantity Summary" report which surveys all projects for a contractor, this report is project specific. To run this report click the “[Paid Work Item History Summary](#)” link on the main reports page. Once the Paid Work Item History page is displayed, make a selection for both the contractor and the contract as shown in the examples below:

Get Paid Work Item History Summary

Select a vendor
Select a vendor
GILVIN-TERRILL, LTD.

Select a Contract

The report will pop up after clicking button.*

* If the report does not display, hold the CTRL key down while clicking the 'Get Report' button. Continue holding the CTRL key down until the report displays.

Note: Microsoft Office 2010 may open the report in protected mode, which can prevent formulas from executing properly. Select "Enable Editing" after the report is displayed to properly display formula results.

After a vendor has been selected, the "Select a Contract" drop down list will be enabled and populated with contracts relevant to the selected vendor. Here, select a contract.

Get Paid Work Item History Summary

GILVIN-TERRILL, LTD.

003003023

Get Report

Select a contract

- 003003023
- 003003025
- 003009037
- 003009043
- 004204037
- 004206065
- 004304076
- 006604067
- 006702067
- 009003054
- 013301042
- 027501145
- 035502027
- 035601092
- 041701028
- 042502029
- 054101026
- 075302020
- 094901015

The report will pop up after clicking button.*

* If the report does not display, hold the CTRL key down while clicking the 'Get Report' button. Continue holding the CTRL key down until the report displays.

Note: Microsoft Office 2010 may open the report in protected mode, which can prevent formulas from executing properly. Select "Enable Editing" after the report is displayed to properly display formula results.

CTRL key down until the

report displays. Select "Enable Editing"

After a contract has been selected, the "Get Report" button will be enabled. Click this button to generate the report.

Note: as with the "Unpaid Installed Quantity Summary" report described in the preceding section, your browser may display additional prompts before allowing you to view the report. Complete any generated prompts to either open the spreadsheet for viewing or to save it to your local computer as an Excel file.

The resulting report will display as an Excel spreadsheet, similar to the sample below. Refer to the section above “Microsoft Office “Protected View” if your report does not appear to be performing calculations properly.

PAIDSUMMARY_13145.xls [Compatibility Mode] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

A1 Paid Installed Quantity Summary-By Contract

Contract ID (CSJ)	Fed/ State Project Nbr	Contract Nbr	HWY	District	County	Original Contract Price	Subordinate Project Nbr	Line No.	DVR Date	Auth (Y/N)	DVR Qty	Item Code	SP	Item Description
0030-03-023	STP 2011(209)ES	010103004	US 83	AMARILLO	OCHILTREE	5,955,823.81	0030-03-023	0065	08/09/2011	Y	61.500	0110-2001	000	EXCAVATION (ROADWAY)
0030-03-023	STP 2011(209)ES	010103004	US 83	AMARILLO	OCHILTREE	5,955,823.81	0030-03-023	0065	08/30/2011	Y	1,838.000	0110-2001	000	EXCAVATION (ROADWAY)
0030-03-023	STP 2011(209)ES	010103004	US 83	AMARILLO	OCHILTREE	5,955,823.81	0030-03-023	0065	09/30/2011	Y	1,689.000	0110-2001	000	EXCAVATION (ROADWAY)
0030-03-023	STP 2011(209)ES	010103004	US 83	AMARILLO	OCHILTREE	5,955,823.81	0030-03-023	0065	09/30/2011	Y	3,006.000	0110-2001	000	EXCAVATION (ROADWAY)
0030-03-023	STP 2011(209)ES	010103004	US 83	AMARILLO	OCHILTREE	5,955,823.81	0030-03-023	0065	09/30/2011	Y	1,650.000	0110-2001	000	EXCAVATION (ROADWAY)
0030-03-023	STP 2011(209)ES	010103004	US 83	AMARILLO	OCHILTREE	5,955,823.81	0030-03-023	0065	09/30/2011	Y	65.000	0110-2001	000	EXCAVATION (ROADWAY)
0030-03-023	STP 2011(209)ES	010103004	US 83	AMARILLO	OCHILTREE	5,955,823.81	0030-03-023	0065	10/14/2011	Y	948.000	0110-2001	000	EXCAVATION (ROADWAY)
0030-03-023	STP 2011(209)ES	010103004	US 83	AMARILLO	OCHILTREE	5,955,823.81	0030-03-023	0070	02/28/2011	Y	44.000	0112-2002	000	SUBGRADE WIDENING (DEI)
0030-03-023	STP 2011(209)ES	010103004	US 83	AMARILLO	OCHILTREE	5,955,823.81	0030-03-023	0070	03/31/2011	Y	82.750	0112-2002	000	SUBGRADE WIDENING (DEI)
0030-03-023	STP 2011(209)ES	010103004	US 83	AMARILLO	OCHILTREE	5,955,823.81	0030-03-023	0070	08/30/2011	Y	22.000	0112-2002	000	SUBGRADE WIDENING (DEI)
0030-03-023	STP 2011(209)ES	010103004	US 83	AMARILLO	OCHILTREE	5,955,823.81	0030-03-023	0070	10/31/2011	Y	55.000	0112-2002	000	SUBGRADE WIDENING (DEI)
0030-03-023	STP 2011(209)ES	010103004	US 83	AMARILLO	OCHILTREE	5,955,823.81	0030-03-023	0070	10/31/2011	Y	35.510	0112-2002	000	SUBGRADE WIDENING (DEI)
0030-03-023	STP 2011(209)ES	010103004	US 83	AMARILLO	OCHILTREE	5,955,823.81	0030-03-023	0080	04/25/2011	Y	29.200	0134-2004	000	BACKFILL (TY A OR B)
0030-03-023	STP 2011(209)ES	010103004	US 83	AMARILLO	OCHILTREE	5,955,823.81	0030-03-023	0080	04/29/2011	Y	14.750	0134-2004	000	BACKFILL (TY A OR B)
0030-03-023	STP 2011(209)ES	010103004	US 83	AMARILLO	OCHILTREE	5,955,823.81	0030-03-023	0080	04/29/2011	Y	43.000	0134-2004	000	BACKFILL (TY A OR B)
0030-03-023	STP 2011(209)ES	010103004	US 83	AMARILLO	OCHILTREE	5,955,823.81	0030-03-023	0080	05/31/2011	Y	152.310	0134-2004	000	BACKFILL (TY A OR B)
0030-03-023	STP 2011(209)ES	010103004	US 83	AMARILLO	OCHILTREE	5,955,823.81	0030-03-023	0125	03/31/2011	Y	18,308.000	0247-2399	039	FL BS (CMP IN PLC)(TY A C
0030-03-023	STP 2011(209)ES	010103004	US 83	AMARILLO	OCHILTREE	5,955,823.81	0030-03-023	0125	04/29/2011	Y	2,131.000	0247-2399	039	FL BS (CMP IN PLC)(TY A C

Report Date

Total Unauthorized Amount: \$0.00

Total Authorized Amount: \$1,764,185.47

Total not on an estimate.: \$1,764,185.47

Ready | 100%

5.4. View Submitted Payrolls Report

The “View Submitted Payrolls” report displays a list of all payrolls for contractors and subcontractors that the logged in ID is authorized to view. From the displayed list you may select a particular payroll to view detailed content.

To run this report, click the “[View Submitted Payrolls](#)” link from the main reports page. From the displayed dropdown lists, select a vendor (contractor) or subcontractor, and a CSJ, as shown in the example below.

EPRS
Electronic Project Records System

Home
Reports
Upload Payroll
Account Info
Help
FAQ
TxDOT
Logout

View Payroll Submit History
This page displays payrolls that have been submitted based on a chosen Vendor and CSJ.

Select a Vendor: Select a Subvendor:

Select a CSJ: Select a CSJ:

Select a CSJ
003003023 (payrolls: 2)
003003025 (payrolls: 0)
003009037 (payrolls: 0)
003009043 (payrolls: 0)
004204037 (payrolls: 0)
004206065 (payrolls: 0)
004304076 (payrolls: 0)
006604067 (payrolls: 0)
006702067 (payrolls: 0)
009003054 (payrolls: 0)
013301042 (payrolls: 0)
027501145 (payrolls: 0)
035502027 (payrolls: 0)
035601092 (payrolls: 0)
041701028 (payrolls: 0)
042502029 (payrolls: 1)
054101026 (payrolls: 0)
075302020 (payrolls: 0)
094901015 (payrolls: 31)
095710012 (payrolls: 0)
097003019 (payrolls: 0)
221801020 (payrolls: 0)
243701017 (payrolls: 0)
263504014 (payrolls: 0)

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Once a selection has been made using the dropdown lists, the available payrolls will be displayed in a table as shown below.

EPRS
Electronic Project Records System

Home
Reports
Upload Payroll
Account Info
Help
FAQ
TxDOT
Logout

View Payroll Submit History
This page displays payrolls that have been submitted based on a chosen Vendor and CSJ.

Select a Vendor: Select a Subvendor:

Select a CSJ: Select a CSJ:

GILVIN-TERRILL, LTD. - 003003023

Week Ending Date	SUBMITTER	Submitted Date	DISTRICT	COUNTY	Payroll Status	Insufficient Wage	TRANSACTIONID
10/15/2011	JOHND	10/26/2011 07:41:05 AM	4	Ochiltree		Insufficient Wage	1AA1C633-5DAE-4F66-A6ED-A085C7B50494
11/12/2011	MAXINEC	11/15/2011 07:33:30 AM	4	Ochiltree	NWP		72B75167-D5D8-4D7F-A94B-EE3138AFDDA8

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The following is an explanation for each of the columns found on the View Submitted Payrolls table:

- **Week Ending Date:** The last day of the payroll period for that payroll.
- **SUBMITTER:** The user id of the person who submitted that payroll.
- **Submitted Date:** The date and time that the payroll was submitted. This field is also a link and clicking it will cause the detailed payroll report to be generated.
- **Payroll Status:** Indicates the type of payroll. An empty field indicates a regular payroll. Other types include: NWP (No work performed) and F (final payroll for that contractor on that CSJ).
- **Insufficient Wage:** If this column is not empty, it indicates a potential problem with the payroll. Some things that can cause this column to not be empty are:
 - An employee whose hourly wage is less than the required minimum for his job class and region.
 - An employee with an invalid job class code.
 - An overtime rate paid to an employee that is less than 1.5 times that employee’s standard rate.
 - An employee whose regular hours worked are greater than 40.
- **TRANSACTIONID:** An identifying number for the payroll. Note that more than one payroll can have the same transaction id. Multiple payrolls sharing the same transaction id indicates that they were submitted together as a batch.

To view the payroll detail, click the “[Submitted Date](#)” link field:

EPRS Electronic Project Records System																
Currently Selected Payroll: GILVIN-TERRILL, LTD. - 4/9/2011																
Wage Summary Information																
GILVIN-TERRILL, LTD. ID: 13145			Week Ending: 4/9/2011 Payroll Number:						Project Name: @ RED MUD CREEK Project CCSJ: 094901015							
PO BOX 9027 AMARILLO, TX 791050000						Project Address: PO BOX 9027 AMARILLO, TX 791050000										
Back Download Print																
Employee: Name Address Employee ID Gender, Ethnicity	# Exempt	Work Class	----Hours----							Total Hours	Hourly Rate	Cash in Lieu of Benefits	Gross Amounts Earned Total	Deduction Description	Deduction Amount Total	Check Number Net Chk
			Su 3	Mo 4	Tu 5	We 6	Th 7	Fr 8	Sa 9							
Jones , Jimmy *****7845 M , White	2	124 - Concrete Finisher (Paving)	O	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$16.88	\$0.00	FICA	\$50.00	\$335.00
			S	0.00	10.00	10.00	10.00	0.00	10.00	0.00	40.00	\$11.25	\$0.00	\$450.00	Fed W/H	
												\$450.00		\$115.00		
Smith , Sam *****7841 M , Black	1	160 - Form Setter (Paving & Curb)	O	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$18.00	\$0.00	FICA	\$25.00	\$376.00
			S	0.00	8.00	8.00	8.00	8.00	6.00	0.00	38.00	\$12.00	\$0.00	\$456.00	Fed W/H	
												\$456.00		\$80.00		

5.5. Submit Monthly ARRA (1589) Employment Reports

The “Submit monthly ARRA (1589) employment reports” report item opens a screen that allows contractors to create and view the monthly reports required by the American Recovery and Reinvestment Act (ARRA).

To run this report click the “[Submit monthly ARRA \(1589\) employment reports](#)” link on the main reports page. Use the dropdown lists to select a contractor and time period. Then click the “Get Report” button.

Texas Department of Transportation

EPRS
Electronic Project Records System

Home
Reports
Upload Payroll
Account Info
Help
FAQ
TxDOT
Logout

American Recovery & Reinvestment Act
Texas Department of Transportation

Monthly ARRA (1589) Employment Reports

Select Vendor: Select Period:

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A list of contracts will be displayed in a table. Click the “[View](#)” link next to a payroll to enter or view its ARRA information.

Texas Department of Transportation

EPRS
Electronic Project Records System

Home
Reports
Upload Payroll
Account Info
Help
FAQ
TxDOT
Logout

American Recovery & Reinvestment Act
Texas Department of Transportation

Monthly ARRA (1589) Employment Reports

Select Vendor: Select Period:

	CCSJ	Submitted Date	Submitter	Last Update Date	Approved By	Approved Date
View	003003023					

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For each prime and sub, enter the number of employees that worked on the project, the total hours those employees worked on that project and the total payroll expenditure on that project. If this is a new entry, then an “Insert” button will be displayed. If this is an existing entry then an “Update” button will be displayed. Click the “Insert” or “Update” button to save your changes.

Texas Department of Transportation

EPRS
Electronic Project Records System

Home
Reports
Upload Payroll
Account Info
Help
FAQ
TxDOT
Logout

American Recovery & Reinvestment Act
Monthly ARRA (1589) Employment Reports

Select Vendor: Select Period:

View	CCSJ	Submitted Date	Submitter	Last Update Date	Approved By	Approved Date
View	003003023					

003003023

Vendor Name	EMPLOYEES	HOURS	PAYROLL
Prime: GILVIN-TERRILL, LTD.	<input type="text" value="4"/>	<input type="text" value="80.00"/>	<input type="text" value="\$1200.00"/>
Sub: CUTRELL TRUCKING COMPANY, INC.	<input type="text" value="2"/>	<input type="text" value="10.0"/>	<input type="text" value="\$150.00"/>
Sub: G. B. & G TRANSPORT, LLP	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="\$0.00"/>
Sub: JONA CONTRACTING, INC.	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="\$0.00"/>
Sub: TEXAS ALTERNATIVE GRASSER, INC.	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="\$0.00"/>
Sub: WEST TEXAS BARRICADES, LTD DBA BARRICADES UNLIMITED	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="\$0.00"/>
Totals:	0	0.00	\$0.00

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The table will now display the submitted date, submitter and last update date for the ARRA project. A TxDOT employee will later review and approve it and that information will be displayed in the “Approved By” and “Approved Date” columns.

Texas Department of Transportation

EPRS
Electronic Project Records System

Home
Reports
Upload Payroll
Account Info
Help
FAQ
TxDOT
Logout


American Recovery & Reinvestment Act
Monthly ARRA (1589) Employment Reports


Select Vendor: Select Period:


View	CCSJ	Submitted Date	Submitter	Last Update Date	Approved By	Approved Date
View	003003023	10/26/2011	jdoe@example.com	10/26/2011		

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5.6. E-Payroll Activity Reporting Page



Clicking the [“E-Payroll Activity Report”](#) link on the main reporting page displays a sortable table of contractors (vendors) and contracts (CCSJ’s) for which payrolls were entered over a given date range. Each contractor’s payrolls are analyzed and a “Payroll Flags” column is populated with a red ‘X’ icon () if any payroll warnings were triggered. To sort on a particular column, click the column name (for example, click the [Vendor Name](#) column header to sort by vendor name).

Clicking the [“Detail”](#) link or the red ‘X’ icon () in this table will display a more detailed table below, pertaining to the payrolls submitted by the selected vendor for the CCSJ.

This detail table contains links to four other reports indicated by either a red flag icon () if the payroll triggered any payroll warnings, or a [“Click”](#) link. Clicking one of the icons or links will cause the associated report to “popup” on the page. The reports are: “Missing Payrolls”, “Insufficient Wages Paid”, “WH-347” and “SOC”.


In the example below, the selected payroll has both the “Missing Payrolls” and the “Insufficient Wages Paid” flags set. Clicking the red flag icons will cause those reports to be generated. Clicking the [“Click”](#) link in the “WH-347” or “SOC” column will cause those reports to be generated.

This report shows summary information for payrolls submitted by contractors and subcontractors over a specified period of time.



Begin Date  End Date 

[Get Payroll Report](#)

Page 1 of 1...

Vendor Name	Vendor ID	CCSJ	Vendor Type	Payroll Flags	
THE LEVY COMPANY, L.P.	14025	001501162	SUB		Detail
ATS DRILLING, L.P.	05347	000101037	SUB		Detail

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Vendor ID	CCSJ	District	County	Week Ending Date	Payroll Status	Missing Payrolls	Insufficient Wages Paid	WH-347	SOC
14025	001501162	9	McLennan	02-17-2012				Click	Click
14025	001501162	9	McLennan	03-03-2012				Click	Click

5.6.1. Missing Payrolls Popup Report

Clicking the “Missing Payrolls” flag on the detail table will generate a popup report that shows week ending dates for all payrolls submitted by the selected contractor on the selected contract. The report looks for gaps and irregular week ending dates. Gaps are determined by counting the days between payroll submissions. If more than one week has elapsed then a gap is detected. If payrolls are submitted on a different day of the week than was submitted on the prior payroll, then an irregular week ending date is detected.

Click the “Save to Excel” button to view or save a local copy of the report as an Excel file.

EPRS

Missing Payrolls and Incorrect Dates

This report shows payroll gaps (missing payrolls) and payrolls not submitted on a 7-day cycle.

Payroll Contractor: 13145 - GILVIN-TERRILL, LTD.
Prime Contractor: 13145 - GILVIN-TERRILL, LTD.
CCSJ: 094901015 - REPLACE EXIST BRIDGE FACILITY
Letting Date: 03/10/2009
Work Zone: 120

Page 2 of 3

Previous Week Ending	Week Ending	Payroll Note
06/18/2011	06/25/2011	OK
06/25/2011	07/04/2011	IRREGULAR WEEK ENDING DATE - GAP
07/04/2011	07/11/2011	OK
07/11/2011	07/24/2011	IRREGULAR WEEK ENDING DATE - GAP
07/24/2011	07/30/2011	IRREGULAR WEEK ENDING DATE - OVERLAP
07/30/2011	07/31/2011	IRREGULAR WEEK ENDING DATE - OVERLAP
07/31/2011	08/06/2011	IRREGULAR WEEK ENDING DATE - OVERLAP
08/06/2011	08/27/2011	GAP
08/27/2011	09/17/2011	GAP
09/17/2011	09/24/2011	OK
09/24/2011	10/07/2011	IRREGULAR WEEK ENDING DATE - GAP
10/07/2011	10/14/2011	OK
10/14/2011	10/21/2011	OK
10/21/2011	10/29/2011	IRREGULAR WEEK ENDING DATE - GAP
10/29/2011	11/05/2011	OK



Save to Excel

5.6.2. Insufficient Wages Paid Popup Report

The “Insufficient Wages Paid” report analyzes a payroll and looks for the following conditions:

- Job class code not found – the job class on the payroll was not found in the EPRS database for the selected contract.
- Standard rate paid is less than prevailing wage rate – the wage rate paid for standard (regular) hours was less than the prevailing wage rate for the given job class.
- More than 40 standard hours worked – hours over 40 must be recorded as overtime.
- Overtime rate less than 1.5 the standard rate – overtime rate must be at least 1.5 times the standard rate.

Sample Insufficient Wage report:

Texas Department of Transportation

EPRS

Insufficient Wage Payroll

This report shows records within a specified payroll having insufficient wages, unmatched job class codes, underpaid overtime, or regular hours greater than 40.

Work Zone: 120
CCSJ: 094901015
Week Ending: 07/04/2011
Contractor: 13145 - GILVIN-TERRILL, LTD.

Page 1 of 1

Last Name	First Name	Prevailing Rate	Std Rate Paid	OT Rate Paid	Job Class Code	Job Class Descr	Std Hours Wrkd	OT Hours Wrkd
Jones	Jimmy	\$11.25	\$11.00	\$16.88	124	Concrete Finisher (Paving) - STD RATE PAID LESS THAN PREVAILING RATE - MORE THAN 40 STD HOURS WORKED	58	0
Smith	Sam	\$9.43	\$12.00	\$14.00	160	Form Setter (Paving & Curb) - OT RATE LESS THAN 1.5 OF STD RATE	38	3

Save to Excel

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Clicking the “Save to Excel” button will give you the option of viewing or saving the report as an Excel file on your computer.

5.6.3. WH-347 Popup Report

The WH-347 report creates the United States Department of Labor form WH-347 used by contractors to submit weekly certified payrolls, using payroll information taken from EPRS. The report is generated with a navigation pane on the left, and includes the ability to view, export, or save as an Adobe .PDF file or as an Excel file. . Refer to the section above titled “**Notes on Report Displays**” for information saving/printing this report.

Document Map

Page 1 of 1

Payroll - WH347

Payroll Week Ending
07/04/2011

Payroll Submission Date: 9/1/2011 8:39:51 AM
Submitted By: TESTER
Payroll data entered into EPRS database by T\DOT

Contractor Information

ID: 13145
Name: GILVIN-TERRILL, LTD.
Address:
PO BOX 9027
AMARILLO, TX 791050000

Employee Name	With- holding Exmptn	Work Class Code	OT or ST	Day and Date							Total Hours	Rate of Pay	Gross Amount Earned	FICA / With- holding
				Tue 06/28	Wed 06/29	Thu 06/30	Fri 07/01	Sat 07/02	Sun 07/03	Mon 07/04				
Jones, Jimmy	2	124	O	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$16.88	\$638.00	\$50.00
			S	0.00	10.00	10.00	10.00	10.00	10.00	10.00	58.00	\$11.00		\$0.00
Smith, Sam	1	160	O	0.00	0.00	0.00	0.00	0.00	3.00	0.00	3.00	\$14.00	\$498.00	\$25.00
			S	0.00	8.00	8.00	8.00	8.00	8.00	6.00	38.00	\$12.00		\$0.00

5.6.4. SOC (Statement of Compliance) Popup Report

The SOC (statement of compliance) displays the statement accepted by the person at the time the payroll as submitted, along contract information, vendor information, and the transaction ID stored in the with the payroll in the EPRS database.

SOC - Windows Internet Explorer

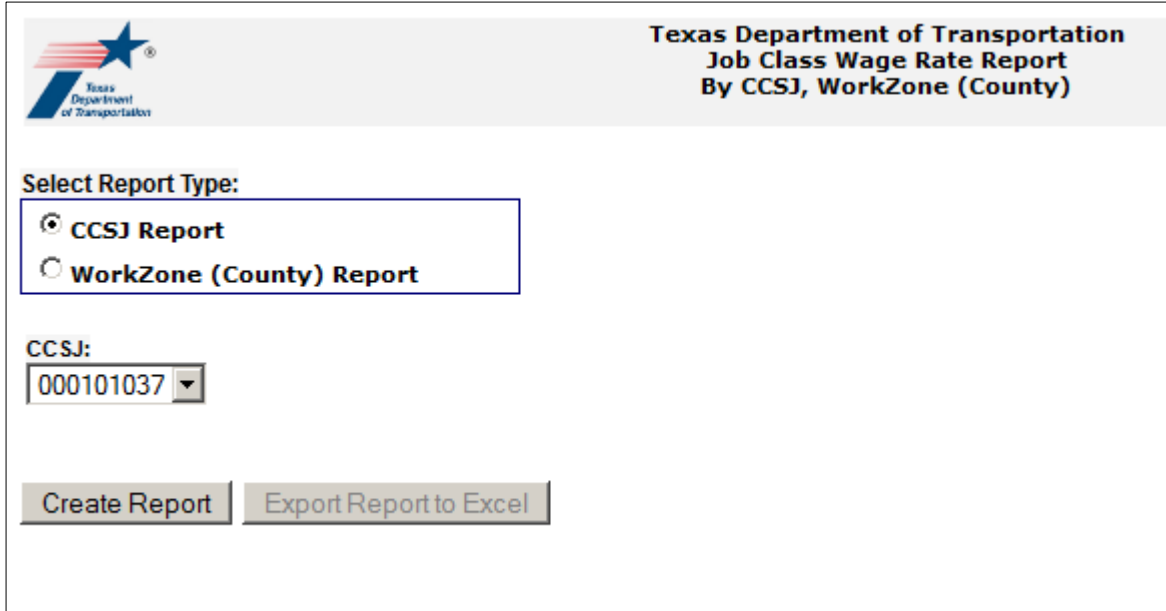
CCSJ #: 094901015
 Vendor ID: 13145
 Vendor Name: GILVIN-TERRILL, LTD.
 Signer: John Doe
 Submitter: JOHND
 Submission Date: 9/1/2011 8:39:51 AM
 Week Ending Date: 7/4/2011 12:00:00 AM
 Transaction ID: C750E8BF-B632-4485-ABC0-A09A74777BSB

By signing this payroll, I do hereby certify:

1. That I pay or supervise the payment of the persons employed on this project; that during the payroll period covered on this payroll, all persons employed on this project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to the employer from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and listed on the payroll form.
2. That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable

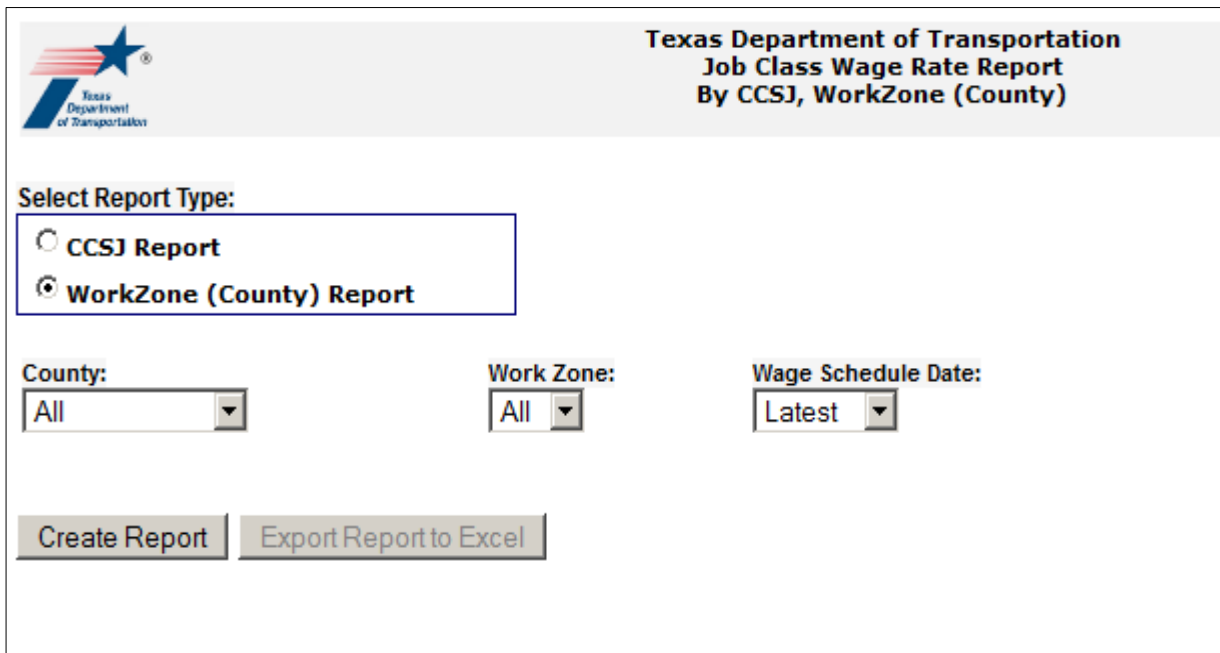
5.7. Wage Schedule Report

Clicking the [“Wage Schedule Report”](#) link on the main reporting page displays the entry page for the Job Class Wage Rate Report. Here you may view wage rates for a particular contract (by selecting the “CCSJ Report” radio button in the “Select Report Type” box and choosing a contract from the dropdown listbox titled “CCSJ”, as shown below.



The screenshot shows the Texas Department of Transportation logo on the left and the title "Texas Department of Transportation Job Class Wage Rate Report By CCSJ, WorkZone (County)" on the right. Below the title, there is a "Select Report Type:" section with two radio buttons: "CCSJ Report" (which is selected) and "WorkZone (County) Report". Underneath, there is a "CCSJ:" dropdown menu with the value "000101037" selected. At the bottom, there are two buttons: "Create Report" and "Export Report to Excel".

You may also choose to generate a report based on a combination of County, Work Zone, and Wage Schedule Date (by selecting “WorkZone (County) Report” in the “Select Report Type” box, as shown below.



The screenshot shows the Texas Department of Transportation logo on the left and the title "Texas Department of Transportation Job Class Wage Rate Report By CCSJ, WorkZone (County)" on the right. Below the title, there is a "Select Report Type:" section with two radio buttons: "CCSJ Report" and "WorkZone (County) Report" (which is selected). Underneath, there are three dropdown menus: "County:" with "All" selected, "Work Zone:" with "All" selected, and "Wage Schedule Date:" with "Latest" selected. At the bottom, there are two buttons: "Create Report" and "Export Report to Excel".

Once you have input the report criteria, click the “Create Button” to display the report on-screen, similar to the example below:

<u>Job Class</u>	<u>Job Class Description</u>	<u>Contract Specific '000101037'</u>	<u>Zone TX031 02/01/02</u>
115	Batterboard Setter	11	
148	Fireman	1	
184	Manhole Builder	8.25	
101	new class3	12	
202	Piledriverman	12.34	
1513	Sign Erector	12.45	
444	WORK HARD	45	
1428	Agricultural Tractor		9.51
1112	Batching Plant Operator Asphalt		13
1115	Batching Plant Operator Concrete		13
1615	Boom Truck		9.5
1444	Boring Machine Operator		10.5
1144	Communications Cable Installer		11
1124	Concrete Finisher (Paving and Structures)		10.23
1315	Concrete Paving, Curing, Float, Texturing Machine		10
1333	Concrete Saw Operator		12
1399	Concrete/Gunite Pump Operator		9.75
1344	Crane, Hydraulic (80 tons or less)		11.5
1345	Crane, Hydraulic (Over 80 Tons)		11.5
1342	Crane, Lattice Boom (80 Tons or Less)		11.5
1343	Crane, Lattice Boom (Over 80 Tons)		11.5

You may sort any column by clicking the column header. You may reset the default sort order by clicking the “Create Report” button again, or you may save the report as an Excel file (by clicking the “Export Report to Excel” button).

Click the “Create Report” button and navigate through any dialog boxes that may appear, and save the file as Excel. Below is an example:

Job Class Wage Rate Report			
<i>Report Date: 2/7/2013</i>			
<i>User: Prime Vendor</i>			
<i>By Contract: 000101037</i>			
Job Class	Job Class Description	Contract Specific '000101037'	Zone TX031 2/1/2002
115	Batterboard Setter	\$11.00	
148	Fireman	\$1.00	
184	Manhole Builder	\$8.25	
101	new class3	\$12.00	
202	Piledriverman	\$12.34	
1513	Sign Erector	\$12.45	
444	WORK HARD	\$45.00	
1428	Agricultural Tractor		\$9.51
1112	Batching Plant Operator Asphalt		\$13.00
1115	Batching Plant Operator Concrete		\$13.00
1615	Boom Truck		\$9.50
1444	Boring Machine Operator		\$10.50
1144	Communications Cable Installer		\$11.00
1124	Concrete Finisher (Paving and Structures)		\$10.23
1315	Concrete Paving, Curing, Float, Texturing Machine		\$10.00
1333	Concrete Saw Operator		\$12.00
1399	Concrete/Gunite Pump Operator		\$9.75
1344	Crane, Hydraulic (80 tons or less)		\$11.50
1345	Crane, Hydraulic (Over 80 Tons)		\$11.50
1342	Crane, Lattice Boom (80 Tons or Less)		\$11.50
1343	Crane, Lattice Boom (Over 80 Tons)		\$11.50
1306	Crawler Tractor		\$10.60
1446	Directional Drilling Locator		\$12.00
1445	Directional Drilling Operator		\$11.50
1347	Excavator (50,000 pounds or less)		\$11.50
1348	Excavator (Over 50,000 pounds)		\$11.50

5.8. Subcontractor Payment Reports Link

Clicking this link will display the Subcontractor Payment Reporting page, described in section below: [SCP Reports and Documents](#).

6. Payroll Processing Page

To access the payroll processing portion of EPRS, select the “[Upload Payroll](#)” link from the EPRS home page. This will display the screen as shown below. The links shown here will take you the pages where you may create, edit, view, upload and download payroll files.

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7. Creating a New Payroll

To create a new payroll file select the “[Create a new payroll data file](#)” link from the EPRS payroll processing page. This will display the payroll data entry form, as shown below.

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7.1. Completing the Payroll Information Form

Locate the textbox “Controlling CSJ” on the form and input the contract number (CSJ) for the payroll you are creating. This input should be nine numeric digits, with no dashes or spaces (example: 094901015). Once a valid CSJ has been input into this field, press the <TAB> key and notice that the information fields on the form are populated and the “Contractor Name” dropdown list is activated. Select a contractor name from the “Contractor Name” dropdown list and notice that the contractor address information will also be populated, as shown below.

The screenshot displays the 'Create/Edit Payroll Data' form with the following populated fields:

- Project Description:** @ RED MUD CREEK
- Controlling CSJ:** 094901015 (marked with a red asterisk and a help icon)
- Project Address:** PO BOX 9027
- City:** AMARILLO
- State:** TX
- Zip Code:** 791050000
- Payroll Number:** (empty field)
- Week Ending Date:** Saturday, November 12, 2011 (marked with a red asterisk and a calendar icon)
- Payroll Option:**
 - No Work Performed
 - Final Payroll
- Contractor Name:** GILVIN-TERRILL, LTD. (selected in a dropdown menu)
- Contractor Address:** PO BOX 9027
- City:** AMARILLO
- State:** TX
- Zip Code:** 791050000

Below the form is a 'Payee List' section with an 'Add new employee...' button. A legend indicates: *

- * - Indicates required field
- Edit selected employee
- Delete selected employee

At the bottom are three buttons: 'Validate', 'Apply', and 'Cancel'.



On this form and on the employee form described later in this document, required fields are indicated by a red asterisk (*). You must provide values in all required fields to continue processing the form.

Located on the bottom of the Payroll Form are several command buttons (“Add new employee”, “Validate”, “Apply”, and “Cancel”). The “Add new employee” button is described in section: [Adding Employees to a Payroll](#) . The remaining buttons are described in the sections immediately following this paragraph.

7.2. Clicking the “Apply” Button on the Payroll Information Form


Click the “Apply” button on the Payroll Form. The payroll is now saved as indicated by the display at the top of the screen.

Select Payroll

	CCSJ	Contractor Name	Week Ending Date
 	094901015	13145(GILVIN-TERRILL, LTD.)	11/12/2011

Add a new Payroll


Create/Edit Payroll Data


Project Description Controlling CSJ * 

@ RED MUD CREEK 094901015

Project Address City State Zip Code

PO BOX 9027 AMARILLO TX 791050000


Payroll Number  Week Ending Date *

Saturday, November 12, 2011 

Payroll Option:

No Work Performed

Final Payroll

Contractor Name 



GILVIN-TERRILL, LTD.

Contractor Address City State Zip Code

PO BOX 9027 AMARILLO TX 791050000

Payee List

Add new employee...

* - Indicates required field  - Edit selected employee  - Delete selected employee

Validate Apply Cancel

7.3. Clicking the “Validate” Button on the Payroll Information Form

Click the “Validate” button on the Payroll Form. This will perform several analysis operations against the payroll information saved so far, and will open the File Menu page, described in section: [Payroll File Menu Page](#) .

7.4. Clicking the “Cancel” Button on the Payroll Information Form

Click the “Cancel” button on the Payroll Form. This will cancel all changes to the payroll since the last Save or Apply command, and will open the File Menu page, described in section: [Payroll File Menu Page](#) .

7.5. Types of Payrolls

The Payroll Form allows you to create different types of payrolls: “Normal”, “Final”, and “No Work Performed (NWP)”, described below.

7.5.1. Normal and Final Payrolls

Normal or Final payrolls are payrolls with employees and hours included. To create a normal or final payroll, click the calendar icon next to the “Week Ending Date” field on the Payroll Form and select a date for the payroll. If this is a “final” payroll then also check the “Final Payroll” checkbox.

The date chosen should fall on the same weekday as prior payrolls for the same project and same contractor. If this is the first time a payroll has been created for the selected project and contractor, then select the last day of the week for the period the payroll is for. The day-of-week chosen will be used as a validation for subsequent payrolls for the same project and contractor. This means that if the first payroll ends on a Saturday, then EPRS will expect the next payroll to also end on a Saturday.

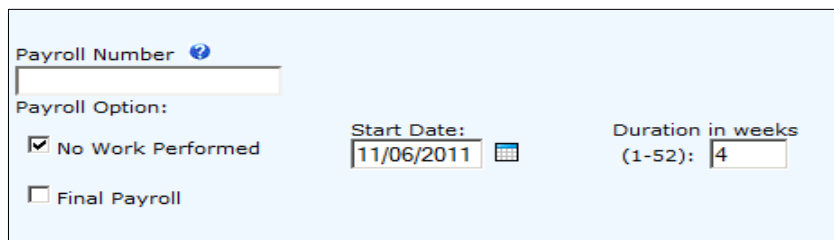
Optionally type a payroll number in the “Payroll Number” field.

When done entering information into the payroll information form, click the “Apply” button located on the bottom of the form.

7.5.2. No Work Performed Payroll (NWP) Payrolls

A “No Work Performed” (NWP) payroll is created to indicate that the contractor did not forget to submit a payroll for the week(s), but that no actual work was performed and no employees are associated with the payroll. This is useful to prevent EPRS from detecting payroll gaps for the week(s) in question. This would be appropriate if the contractor is active on the CSJ, but is not currently working on the CSJ or will not be working on the CSJ for some period of time.

To create a “No Work Performed” payroll, check the “No Work Performed” checkbox, as shown below. Notice that this will create two new items on the payroll form (“Start Date” and “Duration in weeks”).



The screenshot shows a section of the payroll form with a light blue background. At the top is a text input field labeled "Payroll Number" with a blue question mark icon to its right. Below this is the "Payroll Option:" section, which contains two checkboxes: "No Work Performed" (checked) and "Final Payroll" (unchecked). To the right of the "No Work Performed" checkbox is a "Start Date:" field containing the text "11/06/2011" and a small calendar icon. To the right of the "Start Date" field is a "Duration in weeks" field with the label "(1-52):" and the number "4" entered in the input box.

Complete the “Start Date” (use the calendar control to the right of the Start Date) and the “Duration in weeks” for the period that no work hours will be reported. The “Start Date” should be the first day of the payroll period and the number of weeks should be the number of payrolls for which no work will be reported. If the NWP payroll is just for the current week then leave this field at 1. If you are unsure of the duration, just make your best guess. You can begin resubmitting regular payrolls for that CSJ at any time.

In the example shown above it is expected that there will no employee hours reported on the contract for four weeks. Submitting the example above would create four payrolls in EPRS, each with no hours.

7.5.2.1. Re-submitting Payrolls after NWP

After the NWP payrolls have been created it is possible to override the NWP by submitting a payroll with hours for any of the NWP payroll weeks. However once you begin resubmitting regular payrolls, any NWP payrolls in the database for that CSJ that have a date that is **greater than the current date** will be deactivated. This means that overriding an NWP payroll will require you to re-enter all NWP payrolls that occurred after the date the NWP payroll was overridden. Conversely, if, as time goes by, you determine that the original duration was too short; simply submit another NWP payroll with another duration to extend the NWP period.

7.5.2.2. Key Points for NWP Payrolls

- You can select NWP for duration of 1-52 weeks.
- During the submission process, EPRS actually creates the number of NWP payrolls that you specified and inserts them into the database. These payrolls will have a correctly sequenced end date based upon the start date that you entered.
- You can begin resubmitting regular payrolls at any time.
- Once you begin resubmitting regular payrolls, any NWP payrolls that have a payroll ending date greater than the current date will “go away”.
- **IMPORTANT!** Even if you submit a regular payroll as a correction to an older payroll, any NWP payrolls that have a payroll ending date greater than the current date will go away and you will have to resubmit the NWP for those future dates if that is what you intend.

7.5.2.3. Submitting a Normal Payroll with no Employees

If you do not check the NWP box on the Payroll Form and you also do not add employees to the payroll, then clicking the “Validate” button will automatically create the payroll as NWP for one week.

7.6. Adding Employees to a Payroll

Unless the payroll being created is NWP, it is necessary to provide employee information, labor hours and job classifications. Click the “Add new employee” button located on the bottom of the Payroll Form. This will open the employee data entry form and place it beneath the Payroll Form, as shown below.

Select Payroll

CCSJ	Contractor Name	Week Ending Date
094901015	13145(GILVIN-TERRILL, LTD.)	11/12/2011

Add a new Payroll

Create/Edit Payroll Data

Project Description: @ RED MUD CREEK
 Controlling CCSJ: 094901015

Project Address: PO BOX 9027
 City: AMARILLO
 State: TX
 Zip Code: 791050000

Payroll Number:
 Week Ending Date: Saturday, November 12, 2011

Payroll Option:
 No Work Performed
 Final Payroll

Contractor Name: GILVIN-TERRILL, LTD.
 Contractor Address: PO BOX 9027
 City: AMARILLO
 State: TX
 Zip Code: 791050000

Payee List

Add new employee...

* - Indicates required field ✎ - Edit selected employee ✕ - Delete selected employee

Last Name * First Name * Middle Name(s) Exemptions Employee ID Number *

Address Gender * Ethnicity *

Address (line 2) Classification *

City State ZIP-Code Experience Level * Journeyman Apprentice x 1000 hours

Invalid classification

	Sun 11/6	Mon 11/7	Tues 11/8	Wed 11/9	Thurs 11/10	Fri 11/11	Sat 11/12	Total Hours	Rate Of Pay *	Hr Rate in Lieu of Fringe Benefits	
Regular Hours *	0	0	0	0	0	0	0		0	0	
Overtime Hours *	0	0	0	0	0	0	0		0		
Daily Total											
	Total Gross Earned										
	Actual Gross Paid										0

Deductions: FICA Withholding Tax Description 1 Description 2 Description 3 Description 4

Description 5 Description 6 Description 7 Description 8 Description 9 Description 10 Total Of Deduction:

0 0 0 0 0 0 0.00

Calculated Net Pay: 0.00

Check Info Actual Net Pay: 0

Save Save As New Apply Delete Clear All Clear Cancel

* - Indicates required field

On the employee data entry form, complete all required fields.

There are several buttons along the bottom of the data entry form:

- Save: Saves the current employee and closes this form, returning the user to the main payroll form.
- Save As New: Saves the employee as a new employee and returns the user to the main payroll form.
- Apply: Saves the current employee, but doesn't close the employee form.
- Delete: Deletes the current employee form the file and returns the user to the main payroll form.
- Clear All: Asks the user to confirm the loss of all data and, if the user says "OK", clears all the fields in the employee form.
- Clear: Clears the daily hours, salary information, and deduction information from the current employee. Clear leaves the employee name, address, and other similar fields as they are.
- Cancel: Deletes all changes to the employee since the last Save/Apply and returns the user to the the main payroll form.

Last Name *	First Name *	Middle Name(s)	Exemptions	Employee ID Number *
Joe	Billy		0	1
Address			Gender *	Ethnicity *
			Male	Other
Address (line 2)			Classification *	
			100 - Air Tool Operator (\$9.05)	
City	State	ZIP-Code	Experience Level *	
			<input checked="" type="radio"/> Journeyman <input type="radio"/> Apprentice <input type="text" value="0"/> x 1000 hours	



	Sun 11/6	Mon 11/7	Tues 11/8	Wed 11/9	Thurs 11/10	Fri 11/11	Sat 11/12	Total Hours	Rate Of Pay *	Hr Rate in Lieu of Fringe Benefits		
Regular Hours *	0	8	8	8	8	8	0	40.00	x(10.00	+ 0)	= 400.00	
Overtime Hours *	0	0	0	0	0	0	0	0.00	x 15.000		= 0.00	
Daily Total	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00			Total Gross Earned	400.00
											Actual Gross Paid	400.00

	FICA	Withholding Tax	Description 1	Description 2	Description 3	Description 4	
Deductions	0	0	0	0	0	0	0
Description 5	Description 6	Description 7	Description 8	Description 9	Description 10	Total Of Deduction:	0.00
0	0	0	0	0	0	=	0.00
						Calculated Net Pay	400.00
Check Info						Actual Net Pay	400.00


* - Indicates required field

7.6.1. Clicking the “Save” Button on the Employee Form



Clicking the “Save” button on the Employee Form will add the employee to the payroll, close the employee data entry form, and return you to the payroll data entry form.

	CCSJ	Contractor Name	Week Ending Date
 	094901015	13145(GILVIN-TERRILL, LTD.)	11/12/2011



Create/Edit Payroll Data

Project Description Controlling CSJ * 

Project Address City State Zip Code



Payroll Number  Week Ending Date * 



Payroll Option:
 No Work Performed
 Final Payroll

Contractor Name 
 

Contractor Address City State Zip Code

Payee List

	Name	Classification	Std Rate	Std Hours	OT Rate	OT Hours	Total Hours	Gross Pay	Deductions	Net Pay
 	Joe, Billy	100	\$10.00	40.00	\$15.000	0.00	40.00	\$400.00	\$0.00	\$400.00

* - Indicates required field  - Edit selected employee  - Delete selected employee

7.6.2. Clicking the “Apply” Button the Employee Form

Clicking the “Apply” button will save the employee to the payroll and leave the Employee Form open for additional edits, as shown:

Select Payroll

CCSJ	Contractor Name	Week Ending Date
✎ ✕ 094901015	13145(GILVIN-TERRILL, LTD.)	11/12/2011

Add a new Payroll

Create/Edit Payroll Data

Project Description: @ RED MUD CREEK Controlling CSJ: 094901015

Project Address: PO BOX 9027 City: AMARILLO State: TX Zip Code: 791050000

Payroll Number: One Week Ending Date: Saturday, November 12, 2011

Payroll Option: No Work Performed Final Payroll

Contractor Name: GILVIN-TERRILL, LTD. City: AMARILLO State: TX Zip Code: 791050000

Payee List

Name	Classification	Std Rate	Std Hours	OT Rate	OT Hours	Total Hours	Gross Pay	Deductions	Net Pay
✎ ✕ Joe, Billy	100	\$10.00	40.00	\$15.0000	0.00	40.00	\$400.00	\$0.00	\$400.00

Add new employee...

* - Indicates required field ✎ - Edit selected employee ✕ - Delete selected employee

Last Name: Joe First Name: Billy Middle Name(s): Exemptions: 0 Employee ID Number: 1

Address: Gender: Male Ethnicity: Other

Classification: 100 - Air Tool Operator (\$9.05)

City: State: ZIP-Code: Experience Level: Journeyman Apprentice 0 x 1000 hours

	Sun 11/6	Mon 11/7	Tues 11/8	Wed 11/9	Thurs 11/10	Fri 11/11	Sat 11/12	Total Hours	Rate Of Pay	Hr Rate in Lieu of Fringe Benefits
Regular Hours	0	8	8	8	8	8	0		10.00	0
Overtime Hours	0	0	0	0	0	0	0		15.0000	
Daily Total										
Total Gross Earned										
Actual Gross Paid										400.00

Deductions: FICA, Withholding Tax, Description 1-4, Description 5-10. Total Of Deduction: 0.00

Calculated Net Pay: 0.00 Actual Net Pay: 400.00

Check Info

Save Save As New Apply Delete Clear All Clear Cancel

* - Indicates required field Validate Apply Cancel

7.6.3. Clicking the “Save As New” Button on the Employee Form

Clicking the “Save as New” button will create a new employee record using information from the current employee record. This is useful if a new employee’s information is similar to the current employee. Remember to change the employee name and employee ID first, to avoid a “Duplicate Employee ID” when the payroll is validated.

Last Name *	First Name *	Middle Name(s)	Exemptions	Employee ID Number*
Jones	Billy	Bob	0	2
Address		Gender *	Ethnicity *	
		Male	Other	
Address (line 2)		Classification *		
		100 - Air Tool Operator (\$9.05)		
City	State	ZIP-Code	Experience Level *	
			<input checked="" type="radio"/> Journeyman <input type="radio"/> Apprentice <input type="text" value="0"/> x 1000 hours	



	Sun 11/6	Mon 11/7	Tues 11/8	Wed 11/9	Thurs 11/10	Fri 11/11	Sat 11/12	Total Hours	Rate Of Pay *	Hr Rate in Lieu of Fringe Benefits		
Regular Hours *	0	8	8	8	8	8	0	40.00	x(10.00	+ 0)=	400.00	
Overtime Hours *	0	0	0	0	0	0	0	0.00	x 15.000	=	0.00	
Daily Total	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	Total Gross Earned		400.00	
											Actual Gross Paid	400.00

FICA	Withholding Tax	Description 1	Description 2	Description 3	Description 4		
0	0	0	0	0	0		
Description 5	Description 6	Description 7	Description 8	Description 9	Description 10	Total Of Deduction:	
0	0	0	0	0	0	0.00	
						Calculated Net Pay	400.00
Check Info						Actual Net Pay	400.00

Save	Save As New	Apply	Delete	Clear All	Clear	Cancel
------	-------------	-------	--------	-----------	-------	--------


After clicking the "Save As New" button the Employee Form will close and the employee will be added to the payroll, as shown below:

Select Payroll



	CCSJ	Contractor Name	Week Ending Date
 	094901015	13145(GILVIN-TERRILL, LTD.)	11/12/2011

Add a new Payroll


Create/Edit Payroll Data

Project Description: @ RED MUD CREEK Controlling CSJ * : 094901015

Project Address: PO BOX 9027 City: AMARILLO State: TX Zip Code: 791050000





Payroll Number : One Week Ending Date * : Saturday, November 12, 2011

Payroll Option:
 No Work Performed
 Final Payroll



Contractor Name : GILVIN-TERRILL, LTD.

Contractor Address: PO BOX 9027 City: AMARILLO State: TX Zip Code: 791050000

Payee List

	Name	Classification	Std Rate	Std Hours	OT Rate	OT Hours	Total Hours	Gross Pay	Deductions	Net Pay
 	Joe, Billy	100	\$10.00	40.00	\$15.000	0.00	40.00	\$400.00	\$0.00	\$400.00
 	Jones, Billy	100	\$10.00	40.00	\$15.000	0.00	40.00	\$400.00	\$0.00	\$400.00

Add new employee...

* - Indicates required field  - Edit selected employee  - Delete selected employee

Validate Apply Cancel

8. Payroll Data Files

Before uploading payroll data files to EPRS it will be necessary to create files as described in the document titled “Specification for the Exchange of Wage Summary Information”, located here:

<https://www.dot.state.tx.us/apps/payroll/HelpFiles/FileSpec.pdf> . EPRS supports two file specifications: version 1 and version 2.

8.1. Version1 and Version 2

Version 1 payroll data files refer to an earlier EPRS payroll data file specification that differs in some respects from the preferred version 2 file specification. EPRS will upload and process both versions, but will convert those files to the version 2 (or latest) specification when the file is saved to your local computer.

8.2. Creating a Sample Payroll Data File








An easy way to create an EPRS payroll data file is to first create a payroll as described in the section above: “Creating a New Payroll”. Next save the file to your local machine as described in the section below: “Clicking the “Download the file” link”. The file saved will be an EPRS payroll data file that follows the most recent EPRS file specification (version 2). This file may then be used as a template for creating more payroll data files. You may edit and save the files in a .csv format using Excel or other tool on your local workstation. When the editing is complete the payroll data files may then be uploaded to EPRS as described in the section below: “Uploading Payroll Data Files”.

8.3. Multiple Payrolls in the same File

EPRS will recognize multiple payrolls contained in a single data file. All that is necessary is to include the version number and column headers for each individual payroll contained in the file. Consider the highlighted portions of the sample below. Here we have a single payroll file called “payroll_multi” that contains five payrolls.


	A	B	C	D	E	F	G	H	I	J	K	L	
2	#Version:2.0												
3	#Contractor ID	Contractor Name	Mailing Address	City	State	ZIP Code	Payroll P	Payroll Pe	Payroll Pe	Payroll Ni	Project ID	Project Name	Proje
4	13145	GILVIN-TERRILL, L1	PO BOX 9027	AMARILLO	TX	791050000	2011	11	19	1	94901015	@ RED MUD CREEK	PO BC
4	#Last Name	First Name	Middle Name	Sex	Ethnicity	Address1	Address2	City	State	Zip Code	Number Of	Job Classification	Appre
5	Joe	Billy		M	WH						0		100
6	Jones	Billy	Bob	M	BL						0		100
8	#Version:2.0												
9	#Contractor ID	Contractor Name	Mailing Address	City	State	ZIP Code	Payroll P	Payroll Pe	Payroll Pe	Payroll Ni	Project ID	Project Name	Proje
10	13145	GILVIN-TERRILL, L1	PO BOX 9027	AMARILLO	TX	791050000	2011	11	26	2	94901015	@ RED MUD CREEK	PO BC
11	#Last Name	First Name	Middle Name	Sex	Ethnicity	Address1	Address2	City	State	Zip Code	Number Of	Job Classification	Appre
12	Joe	Billy		M	WH						0		100
13	Jones	Billy	Bob	M	BL						0		100
15	#Version:2.0												
16	#Contractor ID	Contractor Name	Mailing Address	City	State	ZIP Code	Payroll P	Payroll Pe	Payroll Pe	Payroll Ni	Project ID	Project Name	Proje
17	13145	GILVIN-TERRILL, L1	PO BOX 9027	AMARILLO	TX	791050000	2011	12	3	3	94901015	@ RED MUD CREEK	PO BC
18	#Last Name	First Name	Middle Name	Sex	Ethnicity	Address1	Address2	City	State	Zip Code	Number Of	Job Classification	Appre
19	Joe	Billy		M	WH						0		100
20	Jones	Billy	Bob	M	BL						0		100
22	#Version:2.0												
23	#Contractor ID	Contractor Name	Mailing Address	City	State	ZIP Code	Payroll P	Payroll Pe	Payroll Pe	Payroll Ni	Project ID	Project Name	Proje
24	13145	GILVIN-TERRILL, L1	PO BOX 9027	AMARILLO	TX	791050000	2011	12	10	4	94901015	@ RED MUD CREEK	PO BC
25	#Last Name	First Name	Middle Name	Sex	Ethnicity	Address1	Address2	City	State	Zip Code	Number Of	Job Classification	Appre
26	Joe	Billy		M	WH						0		100
27	Jones	Billy	Bob	M	BL						0		100
29	#Version:2.0												
30	#Contractor ID	Contractor Name	Mailing Address	City	State	ZIP Code	Payroll P	Payroll Pe	Payroll Pe	Payroll Ni	Project ID	Project Name	Proje
31	13145	GILVIN-TERRILL, L1	PO BOX 9027	AMARILLO	TX	791050000	2011	12	17	5	94901015	@ RED MUD CREEK	PO BC
32	#Last Name	First Name	Middle Name	Sex	Ethnicity	Address1	Address2	City	State	Zip Code	Number Of	Job Classification	Appre
33	Joe	Billy		M	WH						0		100
34	Jones	Billy	Bob	M	BL						0		100

When this file is uploaded and edited as described in the sections below, EPRS will detect the individual payrolls, as shown below.

	CCSJ	Contractor Name	Week Ending Date
 	094901015	13145(GILVIN-TERRILL, LTD.)	11/19/2011
 	094901015	13145(GILVIN-TERRILL, LTD.)	11/26/2011
 	094901015	13145(GILVIN-TERRILL, LTD.)	12/3/2011
 	094901015	13145(GILVIN-TERRILL, LTD.)	12/10/2011
 	094901015	13145(GILVIN-TERRILL, LTD.)	12/17/2011

9. Uploading Payroll Data Files

Click the [“Upload payroll data file\(s\)”](#) link from the Payroll Processing page to upload payroll files located on your computer to the EPRS database. You may upload up to five payroll files at once. Use the “Browse” button to access the local file system on your computer and select a saved payroll file.



Texas Department of Transportation

EPRS

Electronic Project Records System

- Home
- Reports
- Upload Payroll
- Account Info
- Help
- FAQ
- TxDOT
- External Partnering
- Logout

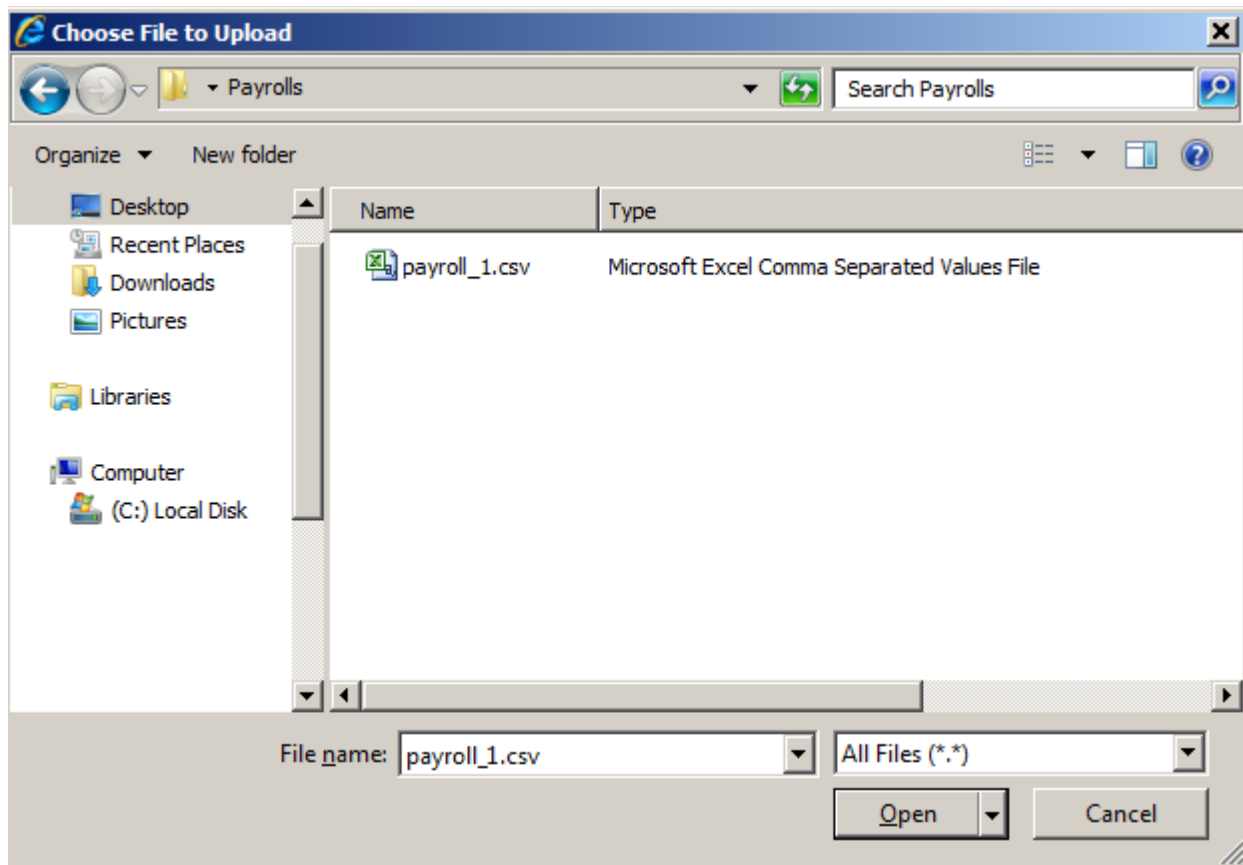
This page allows you to upload multiple payroll files to the Texas Department of Transportation web server. After you upload the payroll files, you will be able to view, edit and download the combined file, or submit the files to the TxDOT EPRS database.

Upload File(s): 

	Browse...	Required
	Browse...	Optional
	Browse...	Optional
	Browse...	Optional
	Browse...	Optional

[Upload Payroll File\(s\)](#)

In this example we have chosen a single payroll file located in the "Payrolls" folder on the local computer.



Once a payroll file has been selected click the "Open" button and you will see the file name(s) loaded to the page.

This page allows you to upload multiple payroll files to the Texas Department of Transportation web server. After you upload the payroll files, you will be able to view, edit and download the combined file, or submit the files to the TxDOT EPRS database.

Upload File(s): ?

C:\Users\KBUCKLEY\Desktop\Payrolls\payroll_1.csv	Browse...	Required
	Browse...	Optional
	Browse...	Optional
	Browse...	Optional
	Browse...	Optional

Upload Payroll File(s)

Here, click the “Upload Payroll File(s)” button. This will cause validations to be performed on the selected file(s) and will return you to the Payroll File Menu Page, as shown below.

File Summary

Submitted By: JOHND
Companies Represented: GILVIN-TERRILL, LTD.
File Name: Multiple files
File Size: 1906
Number of Payrolls: 1
Number of Companies: 1
Total Number of Payees: 2
Number of Paid Payees: 2

Data Validation Messages:

Date	Contractor	Error Level	Employee Name	Error
Payroll 1				
11/26/2011	GILVIN-TERRILL, LTD.	Info	BillyJoe	Ethnicity is unspecified
11/26/2011	GILVIN-TERRILL, LTD.	Info	BillyJones	Ethnicity is unspecified
11/26/2011	GILVIN-TERRILL, LTD.	Info		The field PayrollNumber is missing. It is not a required field.

There are no fatal errors that prevent the submission of this payroll file to TxDOT.

Select an action for the payroll file:

[Submit payroll data](#)
 Adds payroll data file into EPRS database.

[Edit the file](#)
 Make changes to the payroll data file on TxDOT's server.

[View the file](#)
 Display the payroll data file that you have uploaded to the TxDOT server in a report style format.

[Download the file](#)
 Copy the current version of the payroll data file from the TxDOT server to your computer.

[Discard this file / Return to Main Menu](#)
 Discard this file and start over. You will lose any changes you have made.

10. Payroll File Menu Page

You can access the Payroll File Menu page via one of two paths:

- 1) By clicking the “Validate” button on the Payroll Information form described in the section above: **“Clicking the “Validate” Button on the Payroll Information Form”**.
- 2) When uploading one or more saved payroll files from the “Upload payroll date file(s)” on the Payroll Processing Page as describe in section: [Uploading Payroll Data Files](#) .

Regardless of which path is taken, the Payroll File Menu page will present similar screens. If the payroll passes the validation tests, the File Menu page will allow you to continue processing. If the payroll does not pass validation tests you will only be given the option of editing the payroll or discarding the payroll.

10.1. File Menu Page from an NWP Payroll

Below is an example of the File Menu Page for a newly created NWP payroll with duration of 4 weeks. This payroll example passed the validation tests, and the message displayed indicates that there are no fatal errors associated with the payroll.

Note that the File Summary portion of the File Menu page displayed above only shows a single payroll even though we selected duration of 4 weeks for our NWP payroll. This is because EPRS waits until the payroll is submitted before actually creating all 4 NWP payrolls. Note also that the File Summary shows that the payroll contains zero employees, the File name is "None" and the file size is zero. This is because the payroll was created new, using the "Create a new payroll data file" link on the Payroll Processing page instead of being loaded from a file by using the "Upload payroll data file(s)". Had the File Menu page been accessed by uploading a payroll file then the file name and file size would have shown information.

File Summary

Submitted By: JOHND
Companies Represented: GILVIN-TERRILL, LTD.
File Name: None
File Size: 0
Number of Payrolls: 1
Number of Companies: 1
Total Number of Payees: 0
Number of Paid Payees: 0

Data Validation Messages:

Date	Contractor	Error Level	Employee Name	Error
Payroll 1				
11/12/2011	GILVIN-TERRILL, LTD.	Info		The field PayrollNumber is missing. It is not a required field.

There are no fatal errors that prevent the submission of this payroll file to TxDOT.

Select an action for the payroll file:

[Submit payroll data](#)
Adds payroll data file into EPRS database.

[Edit the file](#)
Make changes to the payroll data file on TxDOT's server.

[View the file](#)
Display the payroll data file that you have uploaded to the TxDOT server in a report style format.

[Download the file](#)
Copy the current version of the payroll data file from the TxDOT server to your computer.

[Discard this file / Return to Main Menu](#)
Discard this file and start over. You will lose any changes you have made.

10.2. File Menu Page from a Normal Payroll

Below is an example of the File Menu Page for a normal payroll newly created having two employees.

File Summary

Submitted By: JOHND
Companies Represented: GILVIN-TERRILL, LTD.
File Name: None
File Size: 0
Number of Payrolls: 1
Number of Companies: 1
Total Number of Payees: 2
Number of Paid Payees: 2

There are no fatal errors that prevent the submission of this payroll file to TxDOT.

Select an action for the payroll file:

[Submit payroll data](#)
Adds payroll data file into EPRS database.

[Edit the file](#)
Make changes to the payroll data file on TxDOT's server.

[View the file](#)
Display the payroll data file that you have uploaded to the TxDOT server in a report style format.

[Download the file](#)
Copy the current version of the payroll data file from the TxDOT server to your computer.

[Discard this file / Return to Main Menu](#)
Discard this file and start over. You will lose any changes you have made.

This example passed the validation tests. Note that the File Summary portion of the File Menu page displayed above shows that the payroll contains two employees. Since this was a newly created payroll (not an uploaded payroll file) the file name is "None" and the file size is zero.

10.3. File Menu Page for a Payroll Failing Validation

If the payroll does not pass the validation tests then the File Menu Page will only allow you to either edit the payroll to make corrections, or discard your work and return to the main menu. The sample shown below failed validation because the user John Doe is not authorized to submit payrolls for the contractor selected.

File Summary

Submitted By: JOHND
Companies Represented: GUAJARDO STEEL
File Name: None
File Size: 0
Number of Payrolls: 1
Number of Companies: 1
Total Number of Payees: 2
Number of Paid Payees: 2

Data Validation Messages:

Date	Contractor	Error Level	Employee Name	Error
Payroll 1				
11/6/2011	GUAJARDO STEEL	Fatal		John Doe is not authorized to submit payrolls for GUAJARDO STEEL

File does not appear to be valid - Processing cannot continue
Please contact TxDOT user support if you feel you received this message in error.

Warning: The file cannot be submitted at this time. Please edit the file as necessary.

Select an action for the payroll file:

[Edit the file](#)
Make changes to the payroll data file on TxDOT's server.

[Discard this file / Return to Main Menu](#)
Discard this file and start over. You will lose any changes you have made.

10.4. Payroll Validation Messages

The following table contains a list of validation messages that may occur when validating a payroll:

Message Text	Additional Info	Error Level
Employee SSN includes letter with name		Fatal
EmployeeID is incorrect for name		Fatal
Gender is unspecified		Info
Ethnicity is unspecified		Info
JobClassification is an incorrect classification		Warning
Job Classification has no Prevailing Wage for this project		Warning
Job Classification was not paid correct wage. Wage should be ...	if wage paid is less than prevailing wage	Warning
Paid wage has invalid letter.		Info
The following required fields were missing: ...		Fatal
The following non-required fields were missing: ...		Info
Standard pay rate is missing. It is a required field.		Fatal
The standard hours worked are not calculated correctly. They should be ...		Info
The overtime hours worked are not calculated correctly. They should be ...		Info
The standard gross pay is not calculated correctly. Employee earned ...		Info
The overtime gross pay is not calculated correctly. Employee earned ...		Info
Overtime pay should be at least ... Currently is ...		Warning
Overtime pay rate is missing. It is a required field		Fatal
Non-Calculated Gross Pay ... is less than the Total Gross Pay ...		Info
At least one of work hour fields must be filled		Warning
There must be a description for Deduction ...		Fatal
More than 40 standard hours worked.		Warning
The deductions are not calculated correctly. They should equal ...		Info
The contractor project data record contains too (few or many) fields.		Fatal
The employee data record contains empty fields at line ...		Info
The employee data record contains too (few or many) fields		Fatal
The field PayrollNumber is missing. It is not a required field.		Info
The field Time period is missing		Fatal
The field begin/end time is missing:		Fatal
No work performed can't have an employee record		Fatal
No work performed until further notice have an employee record		Fatal
Duplicate Employee ID and Job Classification entries: ...		Fatal
Invalid payroll ending date:		Fatal
Payroll ending date ... is in the future.		Fatal
Payroll week ending date not found for this contractor for ccsj:		Info
Irregular week ending date. ... instead of ...		Warning
Contractor ... does not work on Project ...		Fatal
There is no Project Data loaded		Fatal
An unknown exception occurred when validating the Project Data		Fatal
The field vendor ID has an invalid format.		Fatal
The field SubmitYear has an invalid format.		Fatal

The field SubmitMonth has an invalid format		Fatal
The field SubmitDay has an invalid format		Fatal
The field CCSJ has an invalid format.		Fatal
Ethnicity has an invalid format. Set to default: OTHER.		Info
The field NumberOfExemptions has an invalid format. Set to default: 0		Info
The field JobClassification has an invalid format. Set to default: 0.		Info
The field ApprenticeExperience has an invalid format. Set to Journeyman.		Info
The field RegularHoursDay ... has an invalid format. Set to default: 0.		Info
The field OvertimeHoursDay ... has an invalid format. Set to default: 0.		Info
The field StandardRateOfPay has an invalid format. Set to default: 0.		Info
The field CashInLieuOfBenefits has an invalid format. Set to default: 0.		Info
The field TotalStandardHoursWorked has an invalid format. Set to default: 0.		Info
The field GrossPayEarnedStandard has an invalid format. Set to default: 0.		Info
The field OvertimeRateOfPay has an invalid format. Set to default: 0.		Info
The field TotalOvertimeHoursWorked has an invalid format. Set to default: 0.		Info
The field GrossPayEarnedOvertime has an invalid format. Set to default: 0.		Info
The field Non-calculated gross pay has an invalid format. Set to default: 0.		Info
The field FICA Deduction has an invalid format. Set to default: 0.		Info
The field WithholdingTaxDeduction has an invalid format. Set to default: 0.		Info
The field OtherDeductions ... has an invalid format. Set to default: 0.		Info
The field TotalDeductions has an invalid format. Set to default: 0.		Info
The field NetWages has an invalid format. Set to default: 0.		Info
Ethnicity has an invalid format. Set to default: OTHER.		Info
The field NumberOfExemptions has an invalid format. Set to default: 0.		Info
The field JobClassification has an invalid format. Set to default: 0.		Info
The field ApprenticeExperience has an invalid format. Set to Journeyman.		Info
Invalid character ... found outside of quoted string at column ... for field ...		Fatal
Invalid escape character ... found outside of quoted string at column ... for field ...		Fatal
Quoted string that started at column ... was not terminated.		Fatal
The field ContractorID is missing. It is a required field.		Fatal
contractor ID is over 5 digits		Fatal
contractor ID is less than 5 digits and add leading '0'		Info
contractor ID contains letter		Fatal
The ContractorID is invalid:		Fatal
There is no Contractor Data loaded.		Fatal
An unknown exception occurred when validating the Contract Data		Fatal
The field Contract ID is missing. It is a required field.		Fatal
CCSJ is over 10 digits		Fatal
CCSJ is less than 10 digits and add leading '0'		Info
CCSJ contains letter		Fatal
CCSJ/Address is not in the database		Fatal
DB error!		Fatal

10.5. Actions you can take on the File Menu Page

Links on the File Menu Page allow you:

- Submit the payroll to EPRS (if the payroll contained no fatal errors).
- Return to the Payroll Form for more edits.
- Download and save the payroll file to your computer.
- Cancel the payroll submission process and return to the main menu.

10.6. Clicking the “Submit payroll data” link

Click the “Submit payroll data” link. This takes you to the certification screen. Click the “Continue to upload payroll file” button”.

Create Certification Statement

Before submitting a payroll file you must create a certification statement.

By signing this payroll, I do hereby certify:

1. That I pay or supervise the payment of the persons employed on this project; that during the payroll period covered on this payroll, all persons employed on this project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to the employer from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and listed on the payroll form.
2. That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination Incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.
3. That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.
4. That:
5. WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS
 -in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.
6. WHERE FRINGE BENEFITS ARE PAID IN CASH
 -Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.
7. EXCEPTIONS

REMARKS

8. THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

After clicking the “Continue to upload payroll file” button, you will be taken to the pre submit screen. Here, click the “SUBMIT PAYROLL TO TXDOT” button to submit the file.

VIEW Payroll Summary Information

VIEW Payroll Submission History

You are about to submit a payroll file to TxDOT.
Note: the payroll record can not be modified or deleted after it is submitted.

SUBMIT PAYROLL TO TXDOT


Other actions for the uploaded file:

[View the file](#)
Display the payroll data file that you have uploaded to the TxDOT server in a report style format.


[Discard this file](#)
Discard this file and start over.

[Print this page](#)
Print this page.

In the NWP example from section: “**No Work Performed Payroll (NWP) Payrolls**” earlier in this document, we see the duration was input for 4 weeks.

Payroll Number 

Payroll Option:

No Work Performed Start Date: 

Final Payroll Duration in weeks (1-24):

After submitting this NWP payroll, you are taken to the result screen. Note now that in the summary, all 4 payrolls are listed and that each has the appropriate week ending date.

The payroll data file has been submitted with no errors.

Payroll Submission Summary

EPRS Payroll Submission Receipt

Summary

Submitted By: JOHND
Companies Represented: GILVIN-TERRILL, LTD.
File Name: None
File Size: 0
Total Of Payrolls: 4
Total Number Of Payees: 0
Number Of Paid Payees: 0
Total Non-Calculated Gross Wage Amount: \$0.00

Authority Information:

Submitted by: JOHND
Signed by: John Doe
Transaction ID: 55A43741-B0E7-449D-B7B7-00BEB343CFF0
Data Validation Code: 5E-C4-5A-D5-89-EC-36-94-10-45-30-A2-28-43-79-FD-CE-3B-C1-7D
Uploaded DateTime: Friday, Nov 18 2011 03:11:42.92 PM

Payroll 1

Contractor: GILVIN-TERRILL, LTD.
Project: @ RED MUD CREEK (094901015)
Week Ending Date: Saturday, November 12, 2011
Payroll Status: NWP
Total Number Of Payees: 0
Number Of Paid Payees: 0
Non-Calculated Gross Wage Amount: \$0.00

Payroll 2

Contractor: GILVIN-TERRILL, LTD.
Project: @ RED MUD CREEK (094901015)
Week Ending Date: Saturday, November 19, 2011
Payroll Status: NWP
Total Number Of Payees: 0
Number Of Paid Payees: 0
Non-Calculated Gross Wage Amount: \$0.00

Payroll 3

Contractor: GILVIN-TERRILL, LTD.
Project: @ RED MUD CREEK (094901015)
Week Ending Date: Saturday, November 26, 2011
Payroll Status: NWP
Total Number Of Payees: 0
Number Of Paid Payees: 0
Non-Calculated Gross Wage Amount: \$0.00

Payroll 4

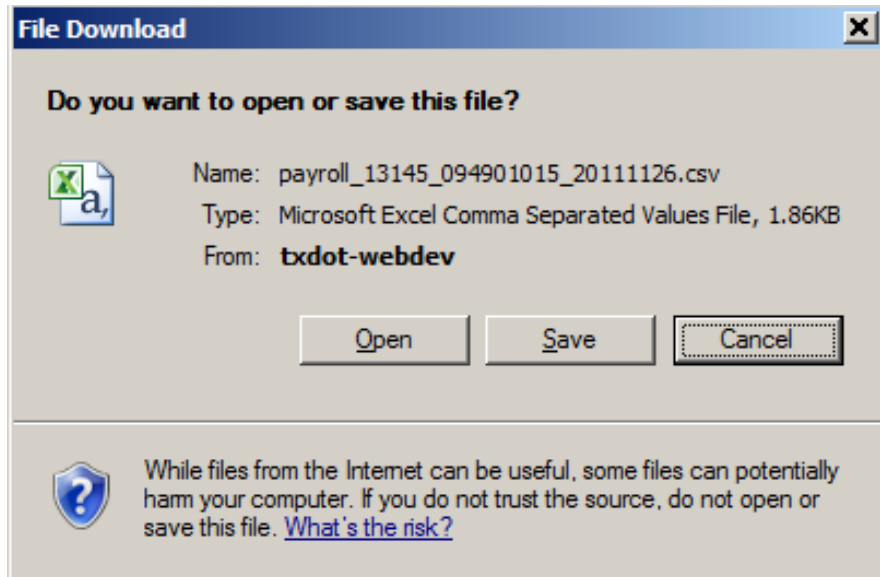
Contractor: GILVIN-TERRILL, LTD.
Project: @ RED MUD CREEK (094901015)
Week Ending Date: Saturday, December 03, 2011
Payroll Status: NWP
Total Number Of Payees: 0
Number Of Paid Payees: 0
Non-Calculated Gross Wage Amount: \$0.00

Select an action:
[Print this page](#)
Print payroll submission summary information for your record.

[Download the file](#)
Save a copy of the submitted payroll data file on your computer.

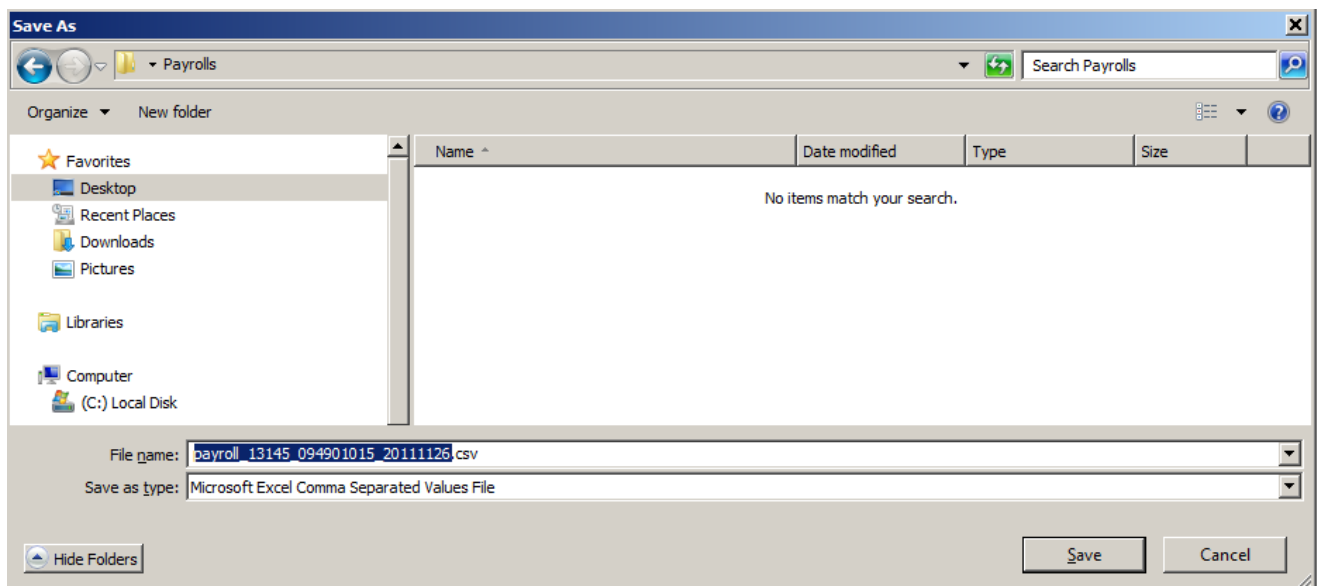
10.7. Clicking the “Download the file” link

To save a payroll file to your computer, click the “Download the file” link on the File Menu page. The page will auto-generate a filename for the payroll file and prompt you for a location to save it to, similar to this example:



Note the lengthy filename generated by EPRS. You will have an opportunity to change this filename in the next step.



Click the “Save” button and you will be taken to an explorer window where you may select a location on the local file system where the payroll file will be saved. In this example a folder named “Payrolls” located on the Desktop was chosen.



You may either accept the system-generated file name or you may input a different file name by overtyping the text in the "File name:" field as shown below. The "Save as type" must be a comma separated file created with a .csv extension. Click "Close" after the payroll file has been saved to return to the File Menu Page.

File name:	payroll 1.csv
Save as type:	Microsoft Excel Comma Separated Values File

10.8. Clicking the "Edit the file" link

Clicking the "Edit the file" link will display a table of payrolls loaded during your EPRS session. Here you may choose a payroll to edit by clicking the pencil icon ; choose a payroll by clicking the red 'X' icon ; return to the File Menu Page by clicking the "Validate" button. Clicking the "Apply" button will save any changes made to the displayed payrolls without exiting the screen.

Select Payroll


	CCSJ	Contractor Name	Week Ending Date
 	094901015	13145(GILVIN-TERRILL, LTD.)	11/26/2011

Add a new Payroll

Validate Apply Cancel

10.9. Clicking the "View the file" link

Clicking the "View the file" link will display the contents of the selected payroll, as shown:

 **Texas Department of Transportation**

EPRS

Electronic Project Records System

Currently Selected Payroll: GILVIN-TERRILL, LTD. - 11/26/2011

GILVIN-TERRILL, LTD.
ID: 13145

PO BOX 9027
AMARILLO, TX 791050000

Week Ending: 11/26/2011
Payroll Number:

Wage Summary Information

Project Name: @ RED MUD CREEK
Project CCSJ: 094901015

Project Address: PO BOX 9027
AMARILLO, TX 7910500

[Back](#) [Download](#) [Print](#)

Employee Name Address Employee ID Gender, Ethnicity	# Exempt Work Class Experience Level	----Hours----							Total Hours	Hourly Rate	Cash in Lieu of Benefits	Gross Amounts Earned Total	Deduction Description	Deduction Amount Total	Check Number Net Chk
		Su	Mo	Tu	We	Th	Fr	Sa							
Joe , Billy 00001 M, Other	0 100 - Air Tool Operator Journeyman	O	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$15.00	\$0.00	\$400.00	FICA Fed W/H	\$0.00	\$400.00
		S	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00					
Jones , Billy Bob 00002 M, Other	0 100 - Air Tool Operator Journeyman	O	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$15.00	\$0.00	\$400.00	FICA Fed W/H	\$0.00	\$400.00
		S	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00					

[Back](#) [Download](#) [Top](#) [Print](#)

10.10. Clicking the “Discard this file” link

Clicking the “[Discard this file / Return to Main Menu](#)” link will abandon the current payroll and return you to the Payroll Processing page.

Texas Department of Transportation	
EPRS Electronic Project Records System	
Home	<i>Electronic Payroll Submittal</i>
Reports	Upload payroll data file(s) Use this option to upload one or more payroll files that you want to submit to TxDOT.
Upload Payroll	
Account Info	Create a new payroll data file Choose this option if you want to create a blank payroll file and enter data into it.
Help	
FAQ	
TxDOT	
External Partnering	
Logout	
© Copyright 2011, TxDOT All Rights Reserved. Login: JOHND, Name: John Doe	

11. Subcontractor Payments and the SCP Home Page

Clicking the “[Subcontractor Payments](#)” link displays the Subcontractor Payments (SCP) home page, shown in the screen shot below. From the SCP Home Page prime contractors will be able to input new payments and report on prior payments. Subcontractors will be able to acknowledge or dispute payments. TxDOT administrators will be able to view and approve payments.

Contractors, subcontractors, and TxDOT administrators will login to the EPRS website using a login ID and password. Each login ID is associated with a user profile that controls access to portions of the website and to specific contracts and functions. When subcontractor payments are submitted to TxDOT, a digital signature is created and stored in the EPRS database along with the payment information and the login ID of the person submitting the payment.

The SCP Home Page

Texas Department of Transportation	
EPRS Electronic Project Records System	
Home	<i>Subcontractor payments</i>
Reports	Payments View, Report or Approve(TxDOT Personnel) subcontractor payments.
Upload Payroll	
Subcontractor Payments	Trucking Credit Worksheet View or Report Trucking Credit Worksheets (Form 2371) payments.
Account Info	Acknowledge/Dispute Payment from Prime Subcontractor acknowledge or dispute payments from prime.
Contractor Info	
Help	Reports and Documents View/Print subcontractor payment reports and related documents.
FAQ	
TxDOT	
External Partnering	
Logout	
© Copyright 2013, TxDOT All Rights Reserved. Login: PVENDOR001, Name: Prime Vendor	

These links on the SCP Home Page allow prime contractors to:

- Input subcontractor payments (the [“Payments”](#) link).
- Input trucking/2nd tier subcontractor payments (the [“Trucking Credit Worksheet”](#) link).
- Access the main SCP reporting page (the [“Reports and Documents”](#) link).

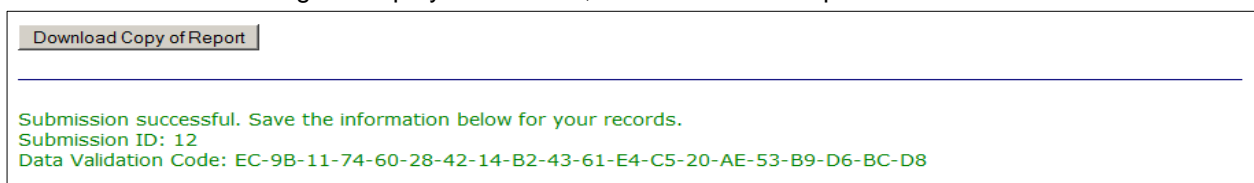
The [“Acknowledge/Dispute Payment from Prime”](#) link allows subcontractors to:

- Acknowledge payments the prime contractor reports having made to the subcontractor.
- Unacknowledge payments the prime contractor reports having made to the subcontractor.
- Dispute payments the prime contractor reports having made to the subcontractor.

11.1. Digital Signatures and what happens after the payments are submitted to TxDOT

After payments have been submitted to TxDOT from either the SCP Payment Page or the Trucking Payment Page (described in sections below), several things happen.


- The payment information is saved to a central database.
- If there were already payments saved for this contract and period, those payments become “non-active” and are replaced by the just-submitted payments. The prior payment information is still available for reporting and for audit trails.
- A “Data Validation Code” is computed. This code is a unique value that is computed from the contents of the payments and the id of the person submitting the payments. The resulting code is a unique digital signature. This code can be reproduced later and compared to the original value (if the payment is altered in the database in any way after submission, the resulting code will be different).
- A confirmation message is displayed in **Green**, similar to the example below:



- The acknowledgement and approval cycle begins (see section [Acknowleging or Disputing a Payment from the Prime Contractor](#) .

11.2. The SCP Payment Page and the DBE Monthly Progress Report Worksheet

Clicking the “[Payments](#)” link on the SCP Home Page will open the SCP Payment Page, which displays the “DBE Monthly Progress Report” worksheet, shown below. Here selecting one of the contracts from the “Contract CSJ” listbox, and a reporting period from the “For Month Of” listbox, will cause the page to be populated with information related to the contract, the subcontractors associated with the contract, and the payments made to subcontractors, for the period selected.



Texas Department of Transportation
DBE Monthly Progress Report (SMS.4903) and
Prime Contractor Payments to Non-DBE Subcontractors (SMS.4902)

Project: GRADING, BASE AND PAVING Contract CSJ: 000902050 Fed/St Proj: CM 2001(77)

County: DALLAS District: Dallas




Letting Date: 08/07/07 For Month of: 01/2013

Contractor: O. TREVINO CONSTRUCTION, LLC (21246) Contract Amount: 2763441.70

DBE Goal: 6% DBE Goal Dollars: 165806.5

Raw % To Date: 0.57% (15718) Show All Subs: Show DBEs Only





App. % To Date: 0.10% (2885)

Vendor Number	Vendor Name	RC or RN --- Cmt. Amt.	\$ Amt Paid For Work Performed This Period	\$ Amt Paid to Non-DBE 2nd Tier Subs and Haulers	Amt Paid to DBEs to Date	For TxDOT Use Only
10856	A & A CONSTRUCTION <i>MISC</i>	RC 65717.60	3000.00	0.00	5333.00	<input type="checkbox"/> Approved <input checked="" type="checkbox"/> TxDOT DBE Goal
01660	BRENDA PRICE TRUCKING  <i>HAUL</i>	RC 22500.00	2500.00	250.00	6250.00	<input type="checkbox"/> Approved <input checked="" type="checkbox"/> TxDOT DBE Goal
05507	CHOCTAW PIPE & EQUIPMENT, INC.  <i>MATL</i>	RC 81178.80	1000.00	0.00	2985.00	<input type="checkbox"/> Approved <input checked="" type="checkbox"/> TxDOT DBE Goal
18119	ROAD MASTER STRIPING LLC  <i>MARK</i>	RN 0.00	150.00	0.00	1100.00	<input type="checkbox"/> Approved <input type="checkbox"/> TxDOT DBE Goal
05534	TEXAS ENVIRONMENTAL MANAGEMENT - SAN ANTONIO, INC. <i>LAND</i>	RC 72044.38	350.00	0.00	1150.00	<input type="checkbox"/> Approved <input checked="" type="checkbox"/> TxDOT DBE Goal

[Download Copy of Report](#)

There are several informational items to note on this page:

- DBE Goal - the TxDOT contract level DBE goal shown in percent.
- Raw % To Date - a running value representing the **reported** percentage of the DBE goal met to-date.
- % To Date - a running value representing the **approved** percentage of the DBE goal met to-date.
- Contract Amount - the contract amount to which the DBE goal percentage will be applied.
- DBE Goal Dollars - the DBE goal in dollars.
- Each subcontractor has a designation (RC, RN or ND). RC is for Race Conscious, RN is for Race Neutral, and ND means the subcontractor is not a DBE.
- Beneath each subcontractor is displayed the commitment amount in dollars for that subcontractor. If a subcontractor has no commitment amount then that subcontractor is considered RN (Race Neutral).

- To see non-DBE subcontractors too, change the value in the “Show All Subs:” listbox to choose the “Show All Subs” selection. The subcontractor list will be repopulated with both DBE’s and non-DBE’s approved for the selected contract.
- Icons next to a subcontractor name have meaning:
 - The vehicle  icon indicates that this subcontractor is a trucker or hauler for this contract. Clicking this icon will display the “Trucking Credit Worksheet” page.
 - The cube  icon indicates that this subcontractor is a material supplier for this contract.
 - The cloud  icon below a vendor number indicates that comments have been entered. Clicking this icon will display the comment and allow new comments to be entered.
 - The exclamation mark  icon after a vendor name indicates that the subcontractor has disputed this payment (see section: [Acknowledging or Disputing a Payment from the Prime Contractor](#))
- In the rightmost column there are two checkboxes. “Approved” means that a TxDOT administrator has reviewed and approved the payment. “TxDOT DBE Goal” means that the payment will count toward the overall TxDOT DBE goal.


• Entering or re-entering payments to a subcontractors

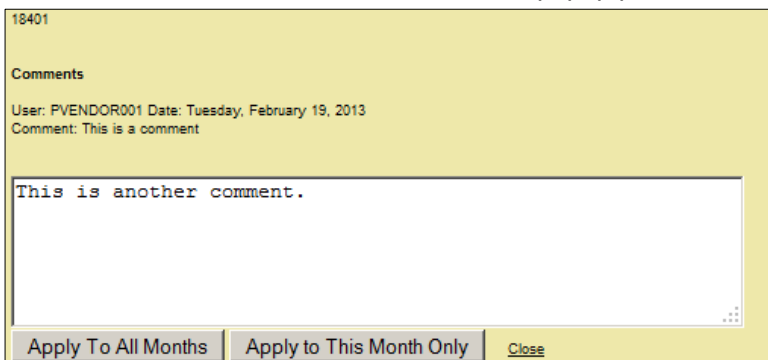
After the SCP Payment Page has been populated with contract information, subcontractor information, and payment information for the selected contract and period, the prime contractor may input new payments or resubmit previous payments.

Note: Payments resubmitted for a given period will replace previous payments made for the same period. This means that to modify a previous payment the prime must resubmit all subcontractor payments for that contract and period. When payments are resubmitted, the subcontractor acknowledgement flags and TxDOT approval flags are reset.

In the “Amt Paid For Work Performed This Period” column for the selected subcontractor, input the qualified amount paid to the subcontractor for this period. If there were payments made to Truckers/Haulers or 2nd tier subcontractors, then enter this payment amount into the “Amt Paid to Non-DBE 2nd Tier Subs and Haulers”. Continue this process until payments for the period have been input.

• Inputting comments on the SCP Payment Page

To input comments for a payment, click the subcontractor vendor number or click the cloud icon  (if displayed) beneath the subcontractor vendor number. A popup panel similar to that shown below will be displayed.



18401

Comments

User: PVENDOR001 Date: Tuesday, February 19, 2013
 Comment: This is a comment


This is another comment.

Apply To All Months Apply to This Month Only Close

Here you may review previous comments or create new comments. Comments may be applied to a single payment period (click the “Apply To This Month Only” button) or may be applied to all periods (click the “Apply To All Months”

button). The length of the comment field is large, and presents no practical limit on how much verbiage may be entered.

In the example below payment amounts have been input for each subcontractor. Comments have been entered for one of the subcontractors (look for the cloud icon ☁ next to the vendor number).



**Texas Department of Transportation
DBE Monthly Progress Report (SMS.4903) and
Prime Contractor Payments to Non-DBE Subcontractors (SMS.4902)**

Project: INTERCHANGES: GR, STRS, CONC PAV, RETAIN WALLS, ILLUM Contract CSJ: 000913084 Fed/St Proj: DMO 2005(945)

County: HUNT District: Paris




Letting Date: 05/08/08 For Month of: 01/2013

Contractor: AUSTIN BRIDGE & ROAD, LP (14534) Contract Amount: 38770000

DBE Goal: 4% DBE Goal Dollars: 1550800

Raw % To Date: 0.01% (3421.2) Show All Subs: Show DBEs Only

App. % To Date: 0.00% (0)

Vendor Number	Vendor Name	RC or RN --- Cmt. Amt.	\$ Amt Paid For Work Performed This Period	\$ Amt Paid to Non-DBE 2nd Tier Subs and Haulers	Amt Paid to DBEs to Date	For TxDOT Use Only
03094	BREDA COMPANY, INC. PAVG	RC 237305.07	2300.00	0.00	2300.00	<input type="checkbox"/> Approved <input checked="" type="checkbox"/> TxDOT DBE Goal
18401 ☁	DYNAMIC VISION CO., INC.  MATL	RC 220553.85	1232.00	0.00	739.20	<input type="checkbox"/> Approved <input checked="" type="checkbox"/> TxDOT DBE Goal
00929	K & S UTILITY CONTRACTORS, INC. PAVG	RC 811915.25	232.00	0.00	232.00	<input type="checkbox"/> Approved <input checked="" type="checkbox"/> TxDOT DBE Goal
04835	LAYFIELD CONSTRUCTION, INC FNCE	RC 244199.17	150.00	0.00	150.00	<input type="checkbox"/> Approved <input checked="" type="checkbox"/> TxDOT DBE Goal
03913	MOORE CONSTRUCTION, INC. LAND	RN 0.00	454.00	0.00	454.00	<input type="checkbox"/> Approved <input type="checkbox"/> TxDOT DBE Goal
04663 ☁	NORTH TEXAS TRUCKING, INC.  HAUL	RN 0.00	3500.00	0.00	3500.00	<input type="checkbox"/> Approved <input checked="" type="checkbox"/> TxDOT DBE Goal
21387	TEXAS STAR TRANSPORT, LP  HAUL	RN 0.00	500.00	0.00	500.00	<input type="checkbox"/> Approved <input type="checkbox"/> TxDOT DBE Goal

Before submitting a form, you must acknowledge the statement below.

By signing this form, I do hereby certify:
- that the above is a true and correct statement of the amounts paid to the firms listed above.

- Submitting and signing the payment on the SCP Payment Page**

Once changes have been made to the SCP Payment Page (by inputting or editing payments), the acknowledgment checkbox will display at the bottom of the form, similar to example below. It is necessary to electronically sign the payments by clicking this acknowledgement checkbox.

Before submitting a form, you must acknowledge the statement below.

By signing this form, I do hereby certify:
- that the above is a true and correct statement of the amounts paid to the firms listed above.

Once the payment information has been acknowledged, a button titled “Submit this Report”, located just below the acknowledgement statement will display, as shown:

Before submitting a form, you must acknowledge the statement below.

By signing this form, I do hereby certify:
- that the above is a true and correct statement of the amounts paid to the firms listed above.

Submit This Report

You may submit the payments to TxDOT by clicking this button.

Note: clicking the “Submit This Report” creates a digital signature, and is the equivalent of signing your name to a paper document.

Once the payments have been saved to the EPRS database, a confirmation message will be displayed at the bottom of the page in **green**. Note the “Data Validation Code” value that represents the digital signature.

Submission successful. Save the information below for your records.
Submission ID: 21
Data Validation Code: EB-71-6C-9B-DC-AB-10-9A-FD-9E-A7-34-95-DB-0D-4A-50-5F-49-CE

- **Clicking the “Download Copy of Report” button on the SCP Payment Page**


Look for the “Download Copy of Report” button displayed on the SCP Payment Page:

Download Copy of Report

Clicking this button will create the “DBE Monthly Progress Report” for the contract and period displayed.


Note: you may also access the “DBE Monthly Progress Report” report by navigating to the “Reports and Documents” menu from the SCP Home Page and selecting the [“Form 4903”](#) link.

12. The Trucking Payment Page and the Trucking Credit Worksheet


The Trucking Payment Page may be accessed by clicking the [“Trucking Credit Worksheet”](#) link found on the SCP Home page, or from the SCP Payment Page by clicking the truck icon  next to a subcontractor name.

Selecting the trucking credit worksheet link from the SCP Home Page allows the generation of trucking worksheets for any valid trucking subcontractor, on any project, and for any period. When invoking the trucking credit worksheet directly from the SCP Payment Page, the worksheet generated will only be for the specific contract, subcontractor and period.

In the SCP Payment Page example above, two of the subcontractors had truck icons displayed next to the company name, indicating that these subcontractors were approved on this contract in a trucking capacity. To access the trucking credit worksheet directly from the SCP Payment Page, click the truck icon next to the subcontractor name. This will generate a popup panel similar to the sample below:

04663	NORTH TEXAS TRUCKING, INC.  No Trucking Credit found for 01/2013 04663 2371 Worksheet (Changes made to the worksheet via this link will not appear here until the entire page is reloaded.)
-------	---

Here, click the “2371 Worksheet” link to display the DBE Trucking Credit Worksheet, show below. Note that the contract, subcontractor and period are preselected for you.


**Texas Department of Transportation
DBE Trucking Credit Worksheet**

For Month of: 01/2013

Project: INTERCHANGES: GR, STRS, CONC PAV, RETAIN WALLS, ILLUM

County: HUNT

Prime Contractor: AUSTIN BRIDGE & ROAD, LP (14534)

Contract CSJ: 000913084

District: Paris

DBE Hauling Firm: NORTH TEXAS TRUCKING, INC.

State/ License Plate #	Unit #	Name of DBE Hauling Firm or DBE Truck Owner/Operator	AMt. Paid to DBEs for Work Performed This Month	Total AMt Paid to DBEs to Date	AMt Paid to Non- DBE Haulers	For TxDOT Use Only
<div style="border: 1px solid gray; padding: 2px; display: inline-block;">TEXAS</div>		To add a new item to the worksheet, fill in the blanks in this row then click the "Add This To Worksheet" button.	0.00		0.00	
		<div style="border: 1px solid gray; padding: 5px; display: inline-block;">Add This To Worksheet(applies to whole row <-- -->)</div>				

Download Copy of Report

Before submitting a form, you must acknowledge the statement below.
 By signing this form, I do hereby certify:
 - that the above is a true and correct statement of the amounts paid to the firms listed above.

When accessing the Trucking Payment Page from the SCP Home Page, you will first need to select the contract, subcontractor and period (see next three screen shots below):

Texas Department of Transportation
DBE Trucking Credit Worksheet

For Month of: 01/2013

Project: Contract CSJ: 009104038
 County: District: DBE Hauling Firm:

Download

000103033
 000201074
 000205039
 000207043
 000208048
 000304046
 000706075
 000803077
 000813226
 000902050
 Reserved: 000911210
 000911219
 000913084
 001308115
 002502186
 003201028

Login: PVENDOR001, Name: Prime Vendor

Texas Department of Transportation
DBE Trucking Credit Worksheet

For Month of: 01/2013

Project: INTERCHANGES: GR, STRS, CONC PAV, RETAIN WALLS, ILLUM
 County: HUNT Prime Contractor: AUSTIN BRIDGE & ROAD, LP (14534)
 Contract CSJ: 000913084 District: Paris DBE Hauling Firm: NORTH TEXAS TRUCKING, INC.

State/ License Plate #	Unit #	Name of DBE Hauling Firm or DBE Truck Owner/Operator	AMT Paid to DBEs for Work Performed This Month	Total AMT Paid to DBEs to Date	Amt Paid to Non- DBE Haulers	For TxDOT Use Only
TEXAS		To add a new item to the worksheet, fill in the blanks in this row then click the "Add This To Worksheet" button.	0.00		0.00	
Add This To Worksheet(applies to whole row <- -->)						

Download Copy of Report

Texas Department of Transportation
DBE Trucking Credit Worksheet

For Month of: 01/2013

Project: INTERCHANGES: GR, STRS, CONC PAV, RETAIN WALLS, ILLUM
 County: HUNT Prime Contractor: AUSTIN BRIDGE & ROAD, LP (14534)
 Contract CSJ: 000913084 District: Paris DBE Hauling Firm: NORTH TEXAS TRUCKING, INC.

State/ License Plate #	Unit #	Name of DBE Hauling Firm or DBE Truck Owner/Operator	AMT Paid to DBEs for Work Performed This Month	Total AMT Paid to DBEs to Date	Amt Paid to Non- DBE Haulers	For TxDOT Use Only
TEXAS		To add a new item to the worksheet, fill in the blank then click the "Add This To Worksheet" button.	0.00		0.00	
Add This To Worksheet(applies to whole row <- -->)						

Download Copy of Report

• **The Trucking Credit Worksheet**

Once the Trucking Credit Worksheet has been populated with selected contract and subcontractor information, prime contractors may enter or re-enter trucking payments.

Note: Trucking payments that are resubmitted for a given period will replace previous payments made for the same period. This means that to modify a previous payment the prime must resubmit all trucking payments for the selected period and contract.

To add a truck to the worksheet, locate the “State/License Plate#” and “Unit#” columns, choose the state from the dropdown listbox, input the truck’s license tag number, and the subcontractor’s unit number for the truck. For example:

State/ License Plate #	Unit #
TEXAS	1
ABC123	

Note: The page will keep track of previously added trucks and hauling firms and may provide hints when adding items to the Trucking Credit Worksheet. For example:

State/ License Plate #	Name of DBE Hauling Firm or DBE Truck Owner/Operator
TEXAS	To add a new item to the worksheet, fill in the blanks in this row then click the "Add This To Worksheet" button.
A	B
ABC123	BIG BLUE TRUCK BIG GREEN TRUCK BIG RED TRUCK

Next, input the DBE and non-DBE amounts paid, and click the “Add This To Worksheet” button. The information will be added to the worksheet, similar to the sample below:

State/ License Plate #	Unit #	Name of DBE Hauling Firm or DBE Truck Owner/Operator	Amt. Paid to DBEs for Work Performed This Month	Total AMT Paid to DBEs to Date	Amt Paid to Non-DBE Haulers	For TxDOT Use Only
TX ABC123	1	BIG BLUE TRUCK	250.00	125.00	125.00	<input type="checkbox"/> Approved <input type="checkbox"/> TxDOT DBE Goal
TEXA		To add a new item to the worksheet, fill in the blanks in this row then click the "Add This To Worksheet" button.	0.00		0.00	
Add This To Worksheet(applies to whole row <-- -->)						

Note: The “Total Amt Paid to DBEs to Date” column is calculated by subtracting the sum of the Non-DBE payments from the sum of the DBE payments made to this vendor for this truck on this contract. In the example above this is the first and only payment entered to-date, so the formula (DBE Amt minus non-DBE Amt becomes 250 – 125 = 125.

- **Submitting and signing the payment on the Trucking Payment Page**

Once changes have been made to the Trucking Payment Page (by inputting or editing payments), the acknowledgment checkbox will display at the bottom of the form, similar to example below. It is necessary to electronically sign the payments by clicking this checkbox.

Before submitting a form, you must acknowledge the statement below.

By signing this form, I do hereby certify:
- that the above is a true and correct statement of the amounts paid to the firms listed above.

Once the payment information has been acknowledged, a button titled “Submit this Report”, located just below the acknowledgement statement will display, as shown:

Before submitting a form, you must acknowledge the statement below.

By signing this form, I do hereby certify:
- that the above is a true and correct statement of the amounts paid to the firms listed above.

You may submit the payments to TxDOT by clicking this button.

Note: clicking the “Submit This Report” creates a digital signature, and is the equivalent of signing your name to a paper document.

Once the payments have been saved to the EPRS database, a confirmation message will be displayed at the bottom of the page in green. Note the “Data Validation Code” value that represents the digital signature.

Submission successful. Save the information below for your records.
Submission ID: 21
Data Validation Code: EB-71-6C-9B-DC-AB-10-9A-FD-9E-A7-34-95-DB-0D-4A-50-5F-49-CE

- **Clicking the “Download Copy of Report” button on the Trucking Payment Page**

Look for the “Download Copy of Report” button displayed on the Trucking Payment Page:

Clicking this button will create the “2nd Tier Sub/Hauler Payments Report” for the contract and period displayed.

Note: you may also access this report by navigating to the “Reports and Documents” menu from the SCP Home Page and selecting the [“2nd Tier Trucking/Hauler Payments”](#) link.

13. Acknowledging or Disputing a Payment from the Prime Contractor

The subcontractor login ID has the ability to see payments reported to TxDOT by the prime contractor. TxDOT will not approve a payment submitted by a prime contractor to a subcontractor until that payment has been acknowledged. To accomplish this it is necessary that the subcontractor login to EPRS, access the [“Acknowledge/Dispute Payment from Prime”](#) link from the SCP Home Page (see screen shot below), and acknowledge or dispute the payment. *If this is not done in a timely manner then the payment will automatically be acknowledged by TxDOT (see “Acknowledgement/dispute/approval” cycle below).*

Acknowledgment/dispute/approval cycle

This acknowledgment/dispute/approval cycle is initiated once the prime submits the payment, as follows:

- The payment is flagged as ‘Unacknowledged’.
- The TxDOT approval flag is set to “Disapproved”.
- A timer begins counting days.
Note: If the subcontractor does not acknowledge or dispute the payment within 7 days, then the payment is automatically acknowledged.
- The subcontractor may unacknowledge and dispute a payment any time prior to TxDOT approval, even if the payment was previously acknowledged.
- If a payment is disputed by the subcontractor, the prime contractor will **not** have visibility of the subcontractor’s dispute or the comments entered by the subcontractor related to the dispute. Only TxDOT and the subcontractor initiating the dispute will have access the comments made by the subcontractor.
- After TxDOT approves a payment, the subcontractor has an additional 10 days to dispute it. After the payment has been approved for 10 days, the subcontractor may no longer dispute it.

- **The Subcontractor Payment Acknowledgement Page**

To access the Subcontractor Payment Acknowledgment Page, select the [“Acknowledge/Dispute Payment from Prime”](#) link from the SCP Home Page. This will display the Subcontractor Payment Acknowledgement Page (see sample below).

The Subcontractor Payment Acknowledgment Page

Texas Department of Transportation

EPRS

Electronic Project Records System

- Home
- Subcontractor Payments
- Account Info
- Contractor Info
- Help
- FAQ
- TxDOT
- External Partnering
- Logout

Subcontractor Payment Acknowledgement


Payments: Only Show Payments That Have Not Been Acknowledged

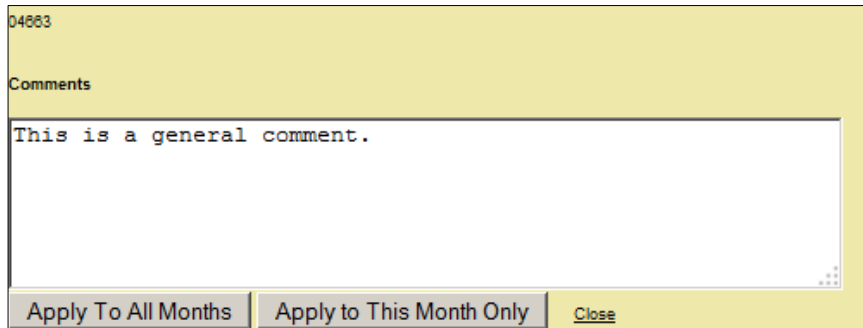
Contracts: All Contracts

Contract ID	Period	Vendor Number	Vendor Name	Paid Amount	Non-Qual Amount	Status
000902050	01/2013	18119	ROAD MASTER STRIPING LLC	150.00	0.00	<input type="checkbox"/> Not Acknowledged <input type="checkbox"/> Not Disputed
000902050	01/2013	05534	TEXAS ENVIRONMENTAL MANAGEMENT - SAN ANTONIO, INC.	350.00	0.00	<input type="checkbox"/> Not Acknowledged <input type="checkbox"/> Not Disputed
000913084	01/2013	04663	NORTH TEXAS TRUCKING, INC.	350.00	0.00	<input type="checkbox"/> Not Acknowledged <input type="checkbox"/> Not Disputed

© Copyright 2013, TxDOT All Rights Reserved.
Login: SVENDOR001, Name: Subcontractor Vendor

Most of the columns on this form are self-explanatory (Vendor Number, Period, etc.). Some columns require additional explanation:

Contract ID – The contract ID column serves a dual purpose. It displays the contract ID, but is also the mechanism used to add comments. By clicking the contract ID or the cloud icon  that may be displayed beneath the contract ID, a popup form will be displayed allowing comments to be viewed or added. (Note: A cloud icon is displayed beneath the contact ID if a previous comment exists).

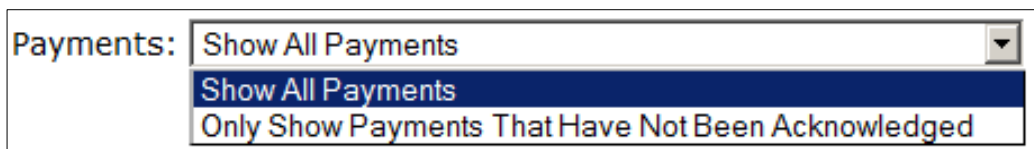


Status – The status column uses both color and text to communicate the status and state:

- Not Acknowledged (no color) – this payment was not previously acknowledged or unacknowledged. This payment would be eligible for the automatic acknowledgement process when the requisite number of days has elapsed.
- **Not Acknowledged (red)** – this payment was previously unacknowledged. This payment will remain in the unacknowledged state until the subcontractor or TxDOT takes action.
Note: Once a subcontractor has unacknowledged a payment, the automatic acknowledgment process becomes inactive.
- **Acknowledged (green)** – this payment was acknowledged.
- Not Disputed (no color) – this payment was not previously disputed.
- Disputed (no color) – this payment is currently being disputed.

In the example in this section, when the subcontractor logged into EPRS and accessed the Subcontractor Payment Acknowledgment Page, the subcontractor’s contracts were searched and payments were retrieved. By default only the unacknowledged payments are shown.

It is possible to view all payments (acknowledged, unacknowledged, and disputed) by changing the value in the “Payments” dropdown listbox to “Show All Payments”, like so:



The page now displays all payments:

Subcontractor Payment Acknowledgement

Payments:

Contracts:

Contract ID	Period	Vendor Number	Vendor Name	Paid Amount	Non-Qual Amount	Status
000902050	10/2012	10856	A & A CONSTRUCTION	1210.00	0.00	<input checked="" type="checkbox"/> Acknowledged <input type="checkbox"/> Not Disputed
000902050	10/2012	05507	CHOCTAW PIPE & EQUIPMENT, INC.	3750.00	0.00	<input checked="" type="checkbox"/> Acknowledged <input type="checkbox"/> Not Disputed
000902050	10/2012	05534	TEXAS ENVIRONMENTAL MANAGEMENT - SAN ANTONIO, INC.	350.00	0.00	<input checked="" type="checkbox"/> Acknowledged <input type="checkbox"/> Not Disputed
000902050	10/2012	01660	BRENDA PRICE TRUCKING	2500.00	345.00	<input checked="" type="checkbox"/> Acknowledged <input type="checkbox"/> Not Disputed
000902050	10/2012	18119	ROAD MASTER STRIPING LLC	750.00	0.00	<input checked="" type="checkbox"/> Acknowledged <input type="checkbox"/> Not Disputed
000902050	11/2012	10856	A & A CONSTRUCTION	123.00	0.00	<input checked="" type="checkbox"/> Acknowledged <input type="checkbox"/> Not Disputed
000902050	11/2012	01660	BRENDA PRICE TRUCKING	1000.00	0.00	<input checked="" type="checkbox"/> Acknowledged <input type="checkbox"/> Not Disputed
000902050	11/2012	05507	CHOCTAW PIPE & EQUIPMENT, INC.	100.00	0.00	<input checked="" type="checkbox"/> Acknowledged <input type="checkbox"/> Not Disputed
000902050	11/2012	05534	TEXAS ENVIRONMENTAL MANAGEMENT - SAN ANTONIO, INC.	250.00	0.00	<input checked="" type="checkbox"/> Acknowledged <input type="checkbox"/> Not Disputed
000902050	11/2012	18119	ROAD MASTER STRIPING LLC	100.00	0.00	<input checked="" type="checkbox"/> Acknowledged <input type="checkbox"/> Not Disputed
000902050	12/2012	10856	A & A CONSTRUCTION	1000.00	0.00	<input checked="" type="checkbox"/> Acknowledged <input type="checkbox"/> Not Disputed
000902050	12/2012	01660	BRENDA PRICE TRUCKING	250.00	0.00	<input checked="" type="checkbox"/> Acknowledged <input type="checkbox"/> Not Disputed
000902050	12/2012	05507	CHOCTAW PIPE & EQUIPMENT, INC.	125.00	0.00	<input checked="" type="checkbox"/> Acknowledged <input type="checkbox"/> Not Disputed

Subcontractors may also limit the selection to a single contract by selecting from the “Contracts” dropdown listbox. Note: if no payments are found, then a blank line will be displayed:

Subcontractor Payment Acknowledgement

Payments:

Contracts:

Contract ID	Period	Vendor Number	Vendor Name	Paid Amount	Non-Qual Amount	Status

- **Acknowledging a Payment**

For the next example, unacknowledged payments for a single contract were retrieved, as shown below:

Home
Subcontractor Payments
Account Info
Contractor Info
Help
FAQ
TxDOT
External Partnering
Logout

Subcontractor Payment Acknowledgement

Payments:

Contracts:

Contract ID	Period	Vendor Number	Vendor Name	Paid Amount	Non-Qual Amount	Status
000913084	01/2013	04663	NORTH TEXAS TRUCKING, INC.	350.00	0.00	<input type="checkbox"/> Not Acknowledged <input type="checkbox"/> Not Disputed

© Copyright 2013, TxDOT All Rights Reserved. Login: SVENDOR001, Name: Subcontractor Vendor

To acknowledge this payment, click the “Not acknowledged” checkbox. Add a comment if appropriate and choose to apply the comment to all months or the current month only. In the example below, note the change in color and text in the status column from “Not Acknowledged” to “Acknowledged” (green) indicating that this payment was successfully acknowledged.

Subcontractor Payment Acknowledgement

Payments:

Contracts:

Contract ID	Period	Vendor Number	Vendor Name	Paid Amount	Non-Qual Amount	Status
000913084 04663	01/2013	04663	NORTH TEXAS TRUCKING, INC.	350.00	0.00	<input checked="" type="checkbox"/> Acknowledged <input type="checkbox"/> Not Disputed

Comments

Received payment.

Apply To All Months Apply to This Month Only Close

Login: SVENDOR001, Name: Subcontractor Vendor

- **UnAcknowledging a Payment Previously Acknowledged**

The subcontractor may unacknowledge a payment that was previously acknowledged, if done so in a timely manner (see section: [Acknowledgment/dispute/approval cycle](#)). The screen shot below shows a payment that was recently acknowledged by the subcontractor.

Subcontractor Payment Acknowledgement

Payments: Only Show Payments That Have Not Been Acknowledged ▾

Contracts: 000913084 ▾

Contract ID	Period	Vendor Number	Vendor Name	Paid Amount	Non-Qual Amount	Status
000913084	01/2013	04663	NORTH TEXAS TRUCKING, INC.	350.00	0.00	<input checked="" type="checkbox"/> Acknowledged <input type="checkbox"/> Not Disputed

To unacknowledge this payment, click the “Acknowledged” (green) checkbox. Add a comment if appropriate. Note the change in the color and text for status from “Acknowledged” (green) to “Not Acknowledged” (red) in the screenshot below:

Subcontractor Payment Acknowledgement

Payments: Only Show Payments That Have Not Been Acknowledged ▾

Contracts: 000913084 ▾

Contract ID	Period	Vendor Number	Vendor Name	Paid Amount	Non-Qual Amount	Status
000913084	01/2013	04663	NORTH TEXAS TRUCKING, INC.	350.00	0.00	<input type="checkbox"/> Not Acknowledged <input type="checkbox"/> Not Disputed

04663
Commitment Amount: 0.00

Comments

User: SVENDOR001 Date: Thursday, February 28, 2013
Comment: Received payment.

Login: SVENDOR001, Name: Subcontractor Vendor

Did not receive payment yet. Previous acknowledgement was a mistake.

Apply To All Months | Apply to This Month Only | Close

- **Disputing a payment versus Unacknowledging a payment**

A subcontractor may dispute a payment. When a payment is unacknowledged, it simply means that the subcontractor has not yet received payment. But when a payment is disputed it is an indication that there is a problem with the payment itself. Below is an example of a payment prior to any acknowledgments or disputes:

Subcontractor Payment Acknowledgement

Payments: ▾
 Contracts: ▾

Contract ID	Period	Vendor Number	Vendor Name	Paid Amount	Non-Qual Amount	Status
000913084	01/2013	04663	NORTH TEXAS TRUCKING, INC.	350.00	0.00	<input type="checkbox"/> Not Acknowledged <input type="checkbox"/> Not Disputed

To dispute this payment, click the “Not Disputed” checkbox and add a comment (see screenshot below). The status of the payment will change from “Not Disputed” to “Disputed”. When disputing a payment, the subcontractor should include a comment related to the dispute. *Note: The prime contractor will not be able to view the subcontractor’s comments for disputes.*

Subcontractor Payment Acknowledgement

Payments: ▾
 Contracts: ▾

Contract ID	Period	Vendor Number	Vendor Name	Paid Amount	Non-Qual Amount	Status
000913084	01/2013	04663	NORTH TEXAS TRUCKING, INC.	350.00	0.00	<input type="checkbox"/> Not Acknowledged <input checked="" type="checkbox"/> Disputed

Comments

We were paid short. The amount of the payment reported by the prime contractor is incorrect.

Login: SVENDOR001, Name: Subcontractor Vendor

14. SCP Reports and Documents

Clicking the "[Reports and Documents](#)" link on SCP Home Page displays the SCP Payment Reports Page, shown in screen shot below:

Texas Department of Transportation

EPRS

Electronic Project Records System


Home	<i>Subcontractor Payment Reports</i>
Reports	Payments by Contract Payments by Contract including 2nd Tier/Trucking
Upload Payroll	
Subcontractor Payments	2nd Tier Trucking/Hauler Payments 2nd Tier Subcontractor Trucking/Hauler Payments by Contract
Account Info	Form 4903 Form 4903
Contractor Info	
Help	Submission History View the submission history for a given contract and reporting period.
FAQ	
TxDOT	Missing Subcontractor Payments View missing subcontractor payments for your area.
External Partnering	
Logout	

© Copyright 2013, TxDOT All Rights Reserved. Login: FVENDOR001, Name: Prime Vendor

Payments by Contract Report

The Payments by Contract report is a general purpose report that allows users to view subcontractor payments by contract or month. This report will merge payments made via the DBE Payment Worksheet and the Trucking Credit Worksheet for the same contract and period.

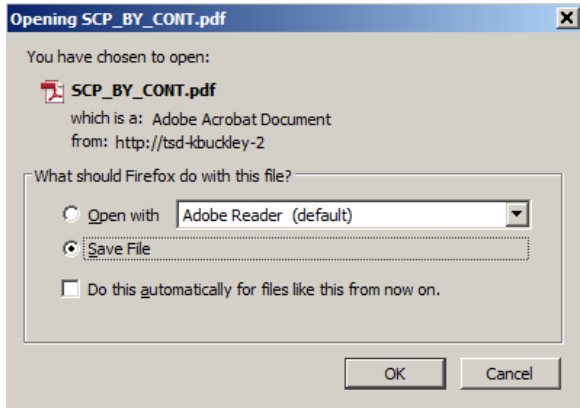
To access this report, click the "[Payments by Contract](#)" link on the SCP Payment Reports Page. Find the "Contract CSJ" dropdown listbox and the "For Month of" listbox. Select a contract and a time period:



Contract CSJ:

For Month of:

Next click the “Get Report” button to execute the report. Complete any dialog boxes that may appear (in this example we have the choice of viewing or saving the file):



Note: If the report does not display, or displays only for a second and then disappears, try pressing and holding the CTRL key while clicking the “Get Report” button and while generating the report.

See the sample PDF report below. Note that for each reporting period, payments made via the DBE Payment Worksheet appear under the “Subcontractor, DBE Amt, and Non-DBE Amt” columns.

Page 1 of 2 **Subcontractor Payments** 02-28-2013

Project: DMO 2005(945) Prime Cntrctr: 14534 - AUSTIN BRIDGE & ROAD, LP
 Contract: 000913084 - INTERCHANGES: GR, STRS, CONC PAV, RETAIN WALLS, ILLUM Contract Amt: \$38,770,000.00
 County: HUNT DBE Goal Amt: \$1,550,800.00
 District: Paris DBE Goal %: 4
 Letting Date: 2008-05-08

Reporting Period: 2013-01


Subcontractor	DBE Amt	Non-DBE Amt
03094 - BREDA COMPANY, INC.	\$2,300.00	\$0.00
18401 - DYNAMIC VISION CO., INC.	\$1,232.00	\$0.00
00929 - K & S UTILITY CONTRACTORS, INC.	\$232.00	\$0.00
04835 - LAYFIELD CONSTRUCTION, INC	\$150.00	\$0.00
03913 - MOORE CONSTRUCTION, INC.	\$454.00	\$0.00
04663 - NORTH TEXAS TRUCKING, INC.	\$350.00	\$0.00

Payments to 2nd Tier Subcontractors or Haulers

2nd Tier Subcontractor or Hauler	State	License Plate	Qual Payment	NonQual Payment
BIG BLUE TRUCK	TX	ABC123	\$250.00	\$125.00
Subtotal 2nd Tier/Subcontractor or Hauler Payments:			\$250.00	\$125.00

21387 - TEXAS STAR TRANSPORT, LP	\$500.00	\$0.00
Total DBE Amt for Period:	\$5,218.00	\$0.00
Total NON-DBE Amt for Period:		
Total 2nd Tier DBE Amt for Period:	\$250.00	\$125.00
Total 2nd Tier Non-DBE Qualified Amt for Period:		

Note that payments submitted via the Trucking Credit Worksheet are inserted into the report. Locate the payment to BIG BLUE TRUCK in the report above, and compare to the screen shot below taken from the DBE Monthly Progress Report Worksheet for the same contract and period.



Texas Department of Transportation
DBE Monthly Progress Report (SMS.4903) and
Prime Contractor Payments to Non-DBE Subcontractors (SMS.4902)

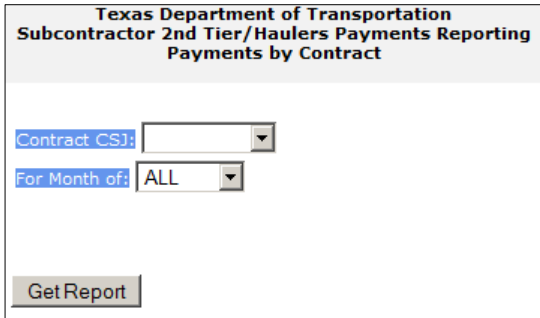
Project: INTERCHANGES: GR, STRS, CONC PAV, RETAIN WALLS, ILLUM		Contract CSJ: 000913084		Fed/St Proj: DMO 2005(945)	
County: HUNT		District: Paris			
Letting Date: 05/08/08		For Month of: 01/2013			
Contractor: AUSTIN BRIDGE & ROAD, LP (14534)		Contract Amount: 38770000			
DBE Goal: 4%		DBE Goal Dollars: 1550800			
Raw % To Date: 0.01% (3421.2)		Show All Subs: Show DBEs Only			
App. % To Date: 0.00% (0)					

Vendor Number	Vendor Name	RC or RN --- Cmt. Amt.	\$ Amt Paid For Work Performed This Period	\$ Amt Paid to Non-DBE 2nd Tier Subs and Haulers	Amt Paid to DBEs to Date	For TxDOT Use Only								
03094	BREDA COMPANY, INC. PAVG	RC 237305.07	2300.00	0.00	2300.00	<input type="checkbox"/> Approved <input checked="" type="checkbox"/> TxDOT DBE Goal								
18401	DYNAMIC VISION CO., INC. MATL	RC 220553.85	1232.00	0.00	739.20	<input type="checkbox"/> Approved <input checked="" type="checkbox"/> TxDOT DBE Goal								
00929	K & S UTILITY CONTRACTORS, INC. PAVG	RC 811915.25	232.00	0.00	232.00	<input type="checkbox"/> Approved <input checked="" type="checkbox"/> TxDOT DBE Goal								
04835	LAYFIELD CONSTRUCTION, INC FNCE	RC 244199.17	150.00	0.00	150.00	<input type="checkbox"/> Approved <input checked="" type="checkbox"/> TxDOT DBE Goal								
03913	MOORE CONSTRUCTION, INC. LAND	RN 0.00	454.00	0.00	454.00	<input type="checkbox"/> Approved <input type="checkbox"/> TxDOT DBE Goal								
04663	NORTH TEXAS TRUCKING, INC. Trucking Credit for 01/2013 04663	RN 0.00	350.00	0.00	350.00	<input type="checkbox"/> Approved <input type="checkbox"/> TxDOT DBE Goal								
21387	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 20%;">Company</th> <th style="width: 15%;">Qual Pymnt</th> <th style="width: 15%;">NQ Pymnt</th> <th style="width: 15%;">Net Pymnt</th> </tr> <tr> <td>BIG BLUE TRUCK</td> <td>250</td> <td>125</td> <td>125</td> </tr> </table>	Company	Qual Pymnt	NQ Pymnt	Net Pymnt	BIG BLUE TRUCK	250	125	125	RN 0.00	500.00	0.00	500.00	<input type="checkbox"/> Approved <input type="checkbox"/> TxDOT DBE Goal
Company	Qual Pymnt	NQ Pymnt	Net Pymnt											
BIG BLUE TRUCK	250	125	125											

Download [2371 Worksheet](#) (Changes made to the worksheet via this link will not appear here until the entire page is reloaded.)

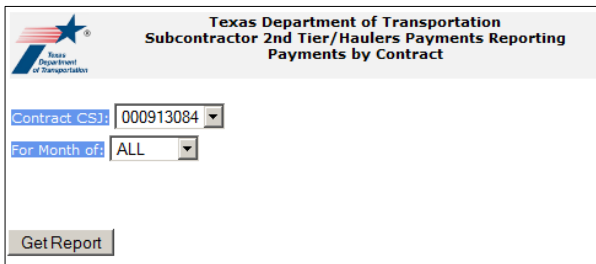
2nd Tier Trucking/Hauler Payments

The 2nd Tier Trucking/Hauler Payments report is a general purpose report that allows users to view subcontractor payments made to truckers and 2nd Tier vendors via the Trucking Credit Worksheet described in sections above. To access this report, click the “[2nd Tier Trucking/Hauler Payments](#)” link on SCP Payment Reports Page. A page similar to the screen shot below will be displayed.



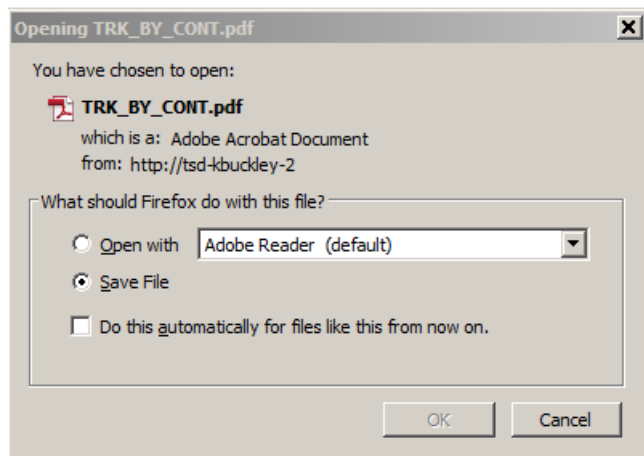
The screenshot shows a web form titled "Texas Department of Transportation Subcontractor 2nd Tier/Haulers Payments Reporting Payments by Contract". It features two dropdown menus: "Contract CSJ:" and "For Month of:". The "For Month of:" dropdown is currently set to "ALL". A "Get Report" button is located at the bottom left of the form.

To execute this report select a contract from the “Contract CSJ” dropdown listbox and a period from the “For Month of” dropdown listbox and click the “Get Report” button. In this example we will select all periods for a specific contract:



This screenshot shows the same web form as above, but with the "Contract CSJ:" dropdown menu set to "000913084". The "For Month of:" dropdown remains set to "ALL". The "Get Report" button is still visible at the bottom left.

Next click the “Get Report” button to execute the report. Complete any dialog boxes that may appear (in this example we have the choice of viewing or saving the file):



Note: If the report does not display, or displays only for a second and then disappears, try pressing and holding the CTRL key while clicking the “Get Report” button and while generating the report.

See the sample PDF report below.

TRK_BY_CONT-2.pdf - Adobe Reader

Page 1 of 1 **2nd Tier Sub/Hauler Payments** 03-01-2013

Data Validation Code *Submit ID*
 EB-71-6C-9B-DC-AB-10-9A-FD-9E-A7-34-95-DB-0D-4A-50-5F-49-CE 21

Project: DMO 2005(945) Prime Cntrct: 14534 - AUSTIN BRIDGE & ROAD, LP
 Contract: 000913084 Contract Amt: \$38,770,000
 INTERCHANGES: GR, STRS, CONC PAV, DBE Goal Amt: \$1,550,800
 RETAIN WALLS, ILLUM
 County: HUNT DBE Goal %: 4
 District: Paris Letting Date: 2008-05-08

Reporting Period: 2013-01

Subcontractor: 04663 - NORTH TEXAS TRUCKING, INC.

2nd Tier Subcontractor or Hauler	State	License Tag	Unit	DBE Payment	Non-DBE Payment
BIG BLUE TRUCK	TX	ABC123	1	\$250.00	\$125.00
Totals: BIG BLUE TRUCK				\$250.00	\$125.00

Total DBE Amt for Period:	Total Non-DBE Amt for Period:
\$250.00	\$125.00

Total DBE Amt All Periods:	Total Non-DBE Amt All Periods:
\$250.00	\$125.00

Compare the payments from the DBE Trucking Credit Worksheet (below) with the payment information displayed on the 2nd Tier Sub/Hauler Payments report (above).

Texas Department of Transportation
DBE Trucking Credit Worksheet

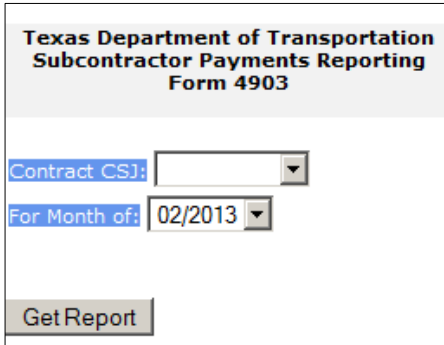
For Month of: 01/2013

Project: INTERCHANGES: GR, STRS, CONC PAV, RETAIN WALLS, ILLUM
 County: HUNT Prime Contractor: AUSTIN BRIDGE & ROAD, LP (14534)
 Contract CS#: 000913084 District: Paris DBE Hauling Firm: NORTH TEXAS TRUCKING, INC.

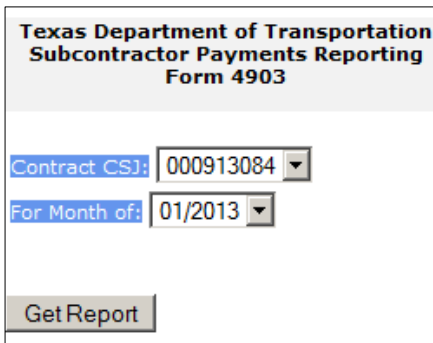
State/ License Plate #	Unit #	Name of DBE Hauling Firm or DBE Truck Owner/Operator	Amt. Paid to DBEs for Work Performed This Month	Total AMT Paid to DBEs to Date	Amt Paid to Non-DBE Haulers	For TxDOT Use Only
TX ABC123	1	BIG BLUE TRUCK	250.00	125.00	125.00	<input type="checkbox"/> Approved <input type="checkbox"/> TxDOT DBE Goal
TEXAS <input type="text"/> <input type="text"/>	<input type="text"/>	To add a new item to the worksheet, fill in the blanks in this row then click the "Add This To Worksheet" button. <input type="text"/> Add This To Worksheet(applies to whole row <-- -->)	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Form 4903

The Form 4903 is the standard DBE Monthly Progress report used as a document-of-record for payments submitted on the SCP Payment page, described in sections above. To access this report, click the [“Form 4903”](#) link on SCP Payment Reports Page. A page similar to the screen shot below will be displayed.

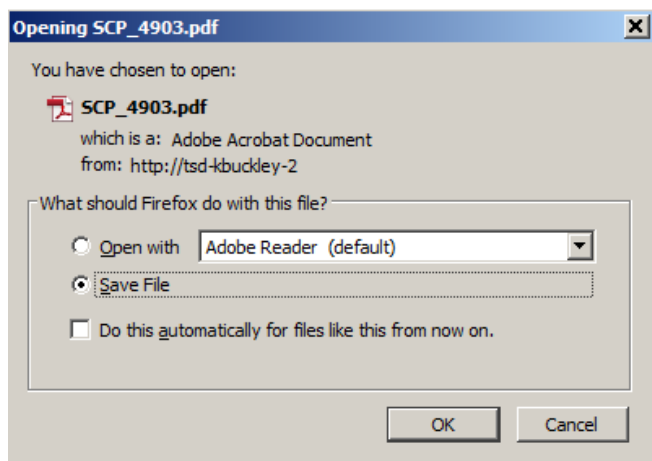


To execute this report select a contract from the “Contract CSJ” dropdown listbox and a period from the “For Month of” dropdown listbox and click the “Get Report” button. In this example we will use a specific contract:




Note: If the report does not display, or displays only for a second and then disappears, try pressing and holding the CTRL key while clicking the “Get Report” button and while generating the report.

Next click the “Get Report” button to execute the report. Complete any dialog boxes that may appear (in this example we have the choice of viewing or saving the file):



See the sample PDF report below. Note the Data Validation Code and the signature line.



Texas Department of Transportation
DBE Monthly Progress Report

Data Validation Code: EC-9B-11-74-00-28-42-14-B2-43-01-E4-C5-20-AE-53-B9-D6-BC-D8 **Submit ID:** 12

Project: DMO 2005(945)	Contract CSJ: 000913084 - INTERCHANGES: GR, STRS, CONC PAV, RETAIN WALLS, ILLUM
County: HUNT	District: Paris
Letting Date: 2008-05-08	For Month of (Mo / Yr): 01 / 2013
Contractor: 14534 - AUSTIN BRIDGE & ROAD, LP	Contract Amount: \$38,770,000.00
DBE Goal %: 4	DBE Goal Dollars: \$1,550,800.00

Vendor Number	Name of DBE Sub/Supplier	*RC or RN	**DBE \$ Amt Paid for Work Performed this Period (X)	***\$ Amt Paid to Non-DBE 2nd Tier Subs and Haulers (Y)	Amt Paid to DBEs to Date	For TxDOT use Only
03094	BREDA COMPANY, INC.	RC	\$2,300.00	\$0.00	\$2,300.00	
18401	DYNAMIC VISION CO., INC.	RC	\$1,232.00	\$0.00	\$739.20	
00929	K & S UTILITY CONTRACTORS, INC.	RC	\$232.00	\$0.00	\$232.00	
04835	LAYFIELD CONSTRUCTION, INC	RC	\$150.00	\$0.00	\$150.00	
03913	MOORE CONSTRUCTION, INC.	RN	\$454.00	\$0.00	\$454.00	
04663	NORTH TEXAS TRUCKING, INC.	RN	\$350.00	\$0.00	\$350.00	
21387	TEXAS STAR TRANSPORT, LP	RN	\$500.00	\$0.00	\$500.00	

I hereby certify that the above is a true and correct statement of the amounts paid to the DBE firms listed above:

Signature: External User: Prime Vendor (keith.buckley1@txdot.gov) Date: 2/8/2013
Company Official

* Race Conscious or Race Neutral.
 ** Goal/commitment progress report amount and for race-neutral amount. Do not subtract non-DBE second tier subcontractors and haulers from this column.
 *** Report amount of payment DBE subcontractors paid to non-DBE subcontractors/haulers.
 If using a non-DBE hauling firm that leases from DBE truck owner-operators, payments made to each owner-operator must be reported separately.
 Any changes to the DBE commitments approved by the department must be reported to the area engineer.
 Submission of this report for periods of negative DBE activity is required. This report is required until all DBE subcontracting or material supply activity is completed.
 This report must be sent to the area engineer's office within 15 days following the end of the calendar month.
 The Texas Department of Transportation maintains the information collected through this form. With few exceptions, you are entitled on request to be informed about the information that is collected about you. Under §552.021 and 552.023 of the Texas Government Code, you also are entitled to receive and review the information. Under §559.004 of the Government Code, you are also entitled to have us correct information about you that is incorrect.

Submission History

The Submission History Report is a general purpose report that allows users to view SCP payment submission history by contract, subcontractor and period. In the section [Digital Signatures and what happens after the payments are submitted to TxDOT](#), a statement was made concerning what happens when payments are resubmitted for the same period, stating that the previous payments are replaced by the new payments. Those prior payments are retained in the database and may be viewed using the Submission History Report.


To access this report, click the "[Submission History](#)" link on SCP Payment Reports Page. A page similar to the screen shot shown below will be displayed.

Here, select a contract, subcontractor, and period from the "Contract CSJ", "Subcontractor" and "For Month of" dropdown listboxes.

Once values have been selected the report will automatically begin retrieving data (you do not need to click a specific button to initiate the report). If nothing is displayed then there no payment information was found for the values input. When payments are found they will display below the selection controls, similar to the screen shot below:

Latest Record	Payment ID	Submit Date/Time	Submitted By	Period Paid Amt	Unqualified Paid Amt	Counts for Contractor Goal?	TxDot Approved?	Counts for TxDot Goal?
✓	236	03/01/13 08:51 AM	PVENDOR001	\$3,500.00	\$0.00	No	No	No
	127	02/08/13 01:26 PM	PVENDOR001	\$350.00	\$0.00	No	No	No


There are several items to note on the displayed report:

- Comments** - If the "Comments" balloon () is displayed on the report it means that comments have been entered. Try moving the mouse cursor over the "Comments" balloon to see the comments displayed:

Comments

User: SVENDOR001 Date: Thursday, February 28, 2013
 Comment: We were paid short. The amount of the payment reported by the prime contractor is incorrect.

User: LHORNE Date: Friday, March 01, 2013
 Comment: This a comment for North Texas Trucking.

- Latest Record** - the first row displayed will be highlighted with a different colored background and will include a green checkmark () in the "Latest Record" column. This means that this is the most recent and current payment. This is the payment that will be used for reporting. Prior payment submissions will appear after the most recent payment, and will not include a green checkmark. These are payments that were replaced.

- **Payment ID** – this is an internally generated numeric value used to identify a specific payment record.
- **Submit Date/Time** – the date timestamp for the submission.
- **Submitted by** – the login ID of the person submitting the payment record.
- **Period Paid Amt** and **Unqualified Paid Amt** – the payment amounts entered for the payment.
- **Counts for Contractor Goal?** - Set by TxDOT. Indicates whether or not the payment counts for the contractor's DBE goal.
- **TxDot Approved?** – Set by TxDOT. Indicates whether or not the payment was approved by TxDOT. Try moving the mouse cursor over the binocular icon (🔍) to see a popup panel displaying the approval history. When a payment is first submitted it will be set into a DISAPPROVED state by default, and will appear like this:

Payment Approval History
 3/1/2013 at 8:52:07 AM payment was initialized to DISAPPROVED

As changes are made to the approval status, more lines will be added.

Payment Approval History
 3/1/2013 at 8:52:07 AM payment was initialized to DISAPPROVED
 3/1/2013 at 10:57:54 AM payment was APPROVED by user LHORNE

Payment Approval History
 3/1/2013 at 8:52:07 AM payment was initialized to DISAPPROVED
 3/1/2013 at 10:57:54 AM payment was APPROVED by user LHORNE
 3/1/2013 at 12:25:35 PM payment was DISAPPROVED after payment UNACKNOWLEDGED by SVENDOR001

- **Counts for TxDot Goal?** – Set by TxDOT. Indicates whether or not the payment counts for the TxDOT DBE goal. Try moving the cursor over the binocular icon (🔍) to see a popup panel displaying the TxDOT goal history. When a payment is first submitted it will be set into a DISAPPROVED state by default, and will appear like this:

Goal Setting History
 3/1/2013 at 8:52:07 AM payment was initialized to DOES NOT COUNT for TxDot Goal


As changes are made to the goal status, more lines will be added.

Goal Setting History
 3/1/2013 at 8:52:07 AM payment was initialized to DOES NOT COUNT for TxDot Goal
 3/1/2013 at 10:57:53 AM payment COUNTS for TxDot Goal, by user LHORNE

Commitment Agreements


The Commitment Agreements Report is a special purpose report that allows users to view the commitment agreement values saved in the TxDOT mainframe SMS database. These commitment values are used by the EPRS SCP modules to apply as SCP payments are entered into EPRS.

To access this report, click the "[Commitment Agreements](#)" link on SCP Payment Reports Page. A page similar to the screen shot shown below will be displayed.


**Texas Department of Transportation
DBE/SBE Commitments**

Project:	Contract CSJ: <input type="text"/>	Fed/St Proj:	
County:	District:		
Letting Date:			
Contractor:	Contract Amount:		
DBE Goal:	DBE Goal Dollars:		

Here, select a contract from the "Contract CSJ" listbox. The report will retrieve the commitment information, similar to the screen shot shown below. The report is largely self-explanatory. It shows all commitment records saved for the selected contract, including those records with zero values for the commitment amount. A question mark in the field represents an empty field.


**Texas Department of Transportation
DBE/SBE Commitments**

Project: INTERCHANGES: GR, STRS, CONC PAV, RETAIN WALLS, ILLUM	Contract CSJ: <input type="text" value="000913084"/>	Fed/St Proj: DMO 2005(945)
County: HUNT	District: Paris	
Letting Date: 05/08/08		
Contractor: AUSTIN BRIDGE & ROAD, LP (14534)	Contract Amount: 38770000	
DBE Goal: 4%	DBE Goal Dollars: 1550800	

A ? indicates that no information for that field was found in SMS.

Vendor Number	Vendor Name	CMT. AMT.	Regular Dealer	Total Contract AMT.	CMT. Work Type	Approval Flag	Approval Initials	CMT. Approval Date
03094	BREDA COMPANY, INC.	237305.07	?	237305.07	INSTL. REBAR,RAIL&ABT.WIRE MESH,REIN APPR SLAB, REINF STEEL RAIL DOWELS,REBAR PAVING INSTALLATION	Y	JJ	80624
01660	BRENDA PRICE TRUCKING	20790.00	?	20790.00	HAULING	Y	JJ	80624
18401	DYNAMIC VISION CO., INC.	220553.85	Y	367589.75	INS RD IL AM, RELOCATE RD IL ASM, HI MST IL POLE HI MAST IL ASM, RELOCATE HI MAST LIGHTING/2NDTIER BK PLATE,VEH SIG,TRF SIG,INS TRF SIG,VIVD CAMERA	Y	JJ	80624
00929	K & S UTILITY CONTRACTORS, INC.	811915.25	?	811915.25	TRENCH EXCAV,CONC BOX CULV, RC PIPE, SET RC PIPE RMV. STR HDWALL PIPE BX CULV, CL C CONC, CONC BOXCULV,WINGWALLS,MANH JCT BOX	Y	JJ	80624
04835	LAYFIELD CONSTRUCTION, INC	244199.17	?	244199.17	MBGF TIMBER,TAS,RMV. MBGF,RMV TAS, SGT INSTALL SGT RMV, MAIL BOX	Y	JJ	80624
03913	MOORE CONSTRUCTION, INC.	0.00	?	0.00	?	Y	?	0
04663	NORTH TEXAS TRUCKING, INC.	0.00	?	0.00	?	Y	?	0
02140	STATEWIDE TRUCKING CORP.	29250.00	?	29250.00	HOT MIX HAULING	Y	JJ	80624
21387	TEXAS STAR TRANSPORT, LP	0.00	?	0.00	?	Y	?	0

Missing Subcontractor Payments Report

The Missing Subcontractor Payments Report is a special purpose report used to assist with identifying periods for which no payments have been submitted. To access this report, click the "[Missing Subcontractor Payments](#)" link on SCP Payment Reports Page. Once this is done the page will review all contracts the logged in user has access to, identify any periods for which payments have been missing (this is sometimes referred to as a 'gap' report), and display those contracts and missing periods, similar to the screen shot shown below.

Missing payment periods by contract. Clicking the period link will take you to the payment screen.

CSJ	Missing Payment Periods
000103033	11/2012 , 01/2013 , 02/2013
000902050	02/2013
000913084	02/2013

If no contracts are displayed then there are no missing payment periods for any contracts that the logged in user has access to. If contracts are displayed then locate the "Missing Payment Periods" column. This column will contain dates for each period where gaps were detected. Click one of these dates to be taken directly to the SCP Payment Page for the contract and period where the gap was detected.

15. Account Info

Clicking the “[Account Info](#)” link takes you to the account administration screen. Here you can view and update your account information such as name, address, and email. Some items (username, password expiration date, contractor assignments, and account type) may not be changed online. To change these items you will need to contact TxDOT (see section: [Making Changes to a Login ID](#))

A “Change Password” link is also included on the page. See section [Changing the Password](#) for examples of using this link.

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Electronic Project Records System

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User Account Administration

Account Information - make your changes in the text boxes below, then click the Update Account Info button to save.

** indicates required field*

*Username:	JohnD
*First Name:	John
*Last Name:	Doe
Street Address/P.O. Box:	876 Hsa Ts.
City:	Nitsua
State:	TEXAS
Zip Code:	78704
*Email:	jdoe@example.com
Telephone Number:	
Fax Number:	
Title:	
Full Name:	John Doe
Contractor:	DAN WILLIAMS COMPANY(06989) GILVIN-TERRILL, LTD.(13145) STEPHENS MARTIN PAVING, L.P.(14847) VESSELS CONSTRUCTION(18958)
Account Type(s):	<input checked="" type="checkbox"/> Upload Payroll <input checked="" type="checkbox"/> Reports
Password Exp. Date:	2/13/2012

[Change Password](#)
This link will take you to TxDOT's password change utility. You will be returned here when you are finished.

© Copyright 2011, TxDOT All Rights Reserved. Login: JOHND, Name: John Doe

16. Contractor Info

Clicking the “[Contractor Info](#)” link on the EPRS Home page takes you to the “Contractor Information, Users and Contracts” page, similar to the shown sample below. Select a contractor from the drop down list (you will only have access to contractors associated with your account).

Contractor Information, Users and Contracts

(If a contractor does not appear on this dropdown list, it means that there are no associated users for that contractor.)

Select a contractor:

GILVIN-TERRILL, LTD.(13145)

Here, select a contractor from the displayed dropdown select list and click the 'Go' button. The contractor information will be displayed in a page with three tabs ("General", "EPRS Users", and "Contracts"), similar to the examples below.

- **General Tab**

The default tab on the contractor information page is the "General" tab, shown below, which displays basic information about the selected contractor.

Contractor Information, Users and Contracts

(If a contractor does not appear on this dropdown list, it means that there are no associated users for that contractor.)

Select a contractor:

General	EPRS Users	Contracts
---------	------------	-----------

13145
GILVIN-TERRILL, LTD.
PO BOX 9027
AMARILLO, TX 79105-0000
Telephone: 806-944-5200 Ext:
Fax: 0

- **EPRS Users Tab**

Click the "EPRS Users" tab on the Contractor Information page to see all the external users associated with the Prime Vendor, as shown in the example below. The information displayed includes the user name, full name and user permissions (Types) associated with the account.

Note: If the text '**Account Orphaned**' is displayed instead of the user's name in the '*Full Name*' column, then this indicates that one of two things has occurred: 1) the account was created but was not finalized by the user within three days of account creation, or 2) the account was not used in the preceding 365 days. Orphaned accounts may be removed and new accounts created by EPRS administrators as needed.

In the example below, some of the accounts have been 'orphaned'.

Contractor Information, Users and Contracts

(If a contractor does not appear on this dropdown list, it means that there are no associated users for that contractor.)

Select a contractor:

General

EPRS Users

Contracts

User Name	Full Name	Types
BBOB002	billy bob	Report, UploadPayroll
JCASH001	Johnny Cash	Report, UploadPayroll
JDOE003	Jane Doe	Report, UploadPayroll
JOHND001	Account Orphaned	Report, UploadPayroll
STEST002	Steve Test	Report, UploadPayroll
STEST003	Account Orphaned	Report, UploadPayroll

If a user has "Account Orphaned" in the Full Name column, it means that this user's TxDOT account has most likely been deleted, but the user is still registered with EPRS.

This means that the user will not be able to login to EPRS.

This happens when the account was not finalized in the required three days or the user has not logged in with their account in the past year.

- **Contracts Tab**

Click the “Contracts” tab to see the associated contracts and sub-contractors, displayed in a table as shown below. Note that contract numbers for which the contractor is the prime are displayed in bold.

Contractor Information, Users and Contracts
(If a contractor does not appear on this dropdown list, it means that there are no associated users for that contractor.)

Select a contractor:

General	EPRS Users	Contracts
<i>Recent Contracts (bold CSJ indicates this company is prime)</i>		
CSJ	Description	ARRA County District
003003023	REHABILITATE EXISTING ROADWAY	A OCHILTREE AMA
003003025	REHABILITATE EXISTING ROADWAY	F OCHILTREE AMA
003009037	ASPHALTIC CONCRETE PVMNT OVRLY/ADA	WHEELER CHS
003009043	REPLACE EXIST BRIDGE FACILITY	F WHEELER CHS
004204037	REHABILITATE EXISTING ROADWAY	F ARMSTRONG AMA
004206065	ASPHALTIC CONCRETE OVERLAY	F DONLEY CHS
004304076	REHABILITATION OF EXISTING ROAD	F HARDEMAN CHS
006604067	REHAB EXISTING ROADWAY	F MOORE AMA
006702067	BASE, RECYCLE ASPHALT, SEAL COAT	F SWISHER LBB
009003054	OVERLAY	F OLDHAM AMA
013301042	REPLACE BRIDGE AND APPROACHES	F KING CHS
027501145	REHAB AND OVERLAY	POTTER AMA
035502027	REHAB EXISTING ROADWAY	F LIPSCOMB AMA
035601092	REPLACE BRIDGE & APPR	F HUTCHINSON AMA
041701028	WIDEN AND REHAB EXISTING ROADWAY	F HEMPHILL AMA
042502029	RR GRADE SEPARATION	F MOORE AMA
054101026	WIDENING OF A NON-FREEWAY FACILITY	F BRISCOE CHS
075302020	OVERLAY	CARSON AMA
094901015	REPLACE EXIST BRIDGE FACILITY	F DICKENS CHS
095710012	REHABILITATION	F BREWSTER ELP
097003019	REPLACE BRIDGE AND APPROACHES	F BRISCOE CHS
221801020	CONSTRUCT RR GRADE SEP. & APPROACHE	F CARSON AMA
243701017	OVERLAY	F HUTCHINSON AMA
263504014	ADDITIONAL 2 LANES AND BRIDGE	F POTTER AMA
263504025	CONSTRUCT FUTURE I/C CONNECTORS	F POTTER AMA

17. INJURIES/INCIDENTS REPORTING

- Login to EPRS and click on Injuries/Incidents

Texas Department of Transportation

EPRS

Electronic Project Records System

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EPRS - Home Page

The Electronic Project Record System (EPRS) - Electronic Payrolls is an online program offered by the Texas Department of Transportation. The EPRS - Electronic Payrolls allows contractors working for TxDOT to submit their payrolls over the internet instead of mailing in a paper copy of their payroll

Choose from the options below or the links at the left.

Reports
Displays various reports from the EPRS database.

Upload Payroll
Create, upload, change and/or submit payroll data files into the EPRS database.

Injuries/Incidents
Input/View Injuries/Incidents Counts

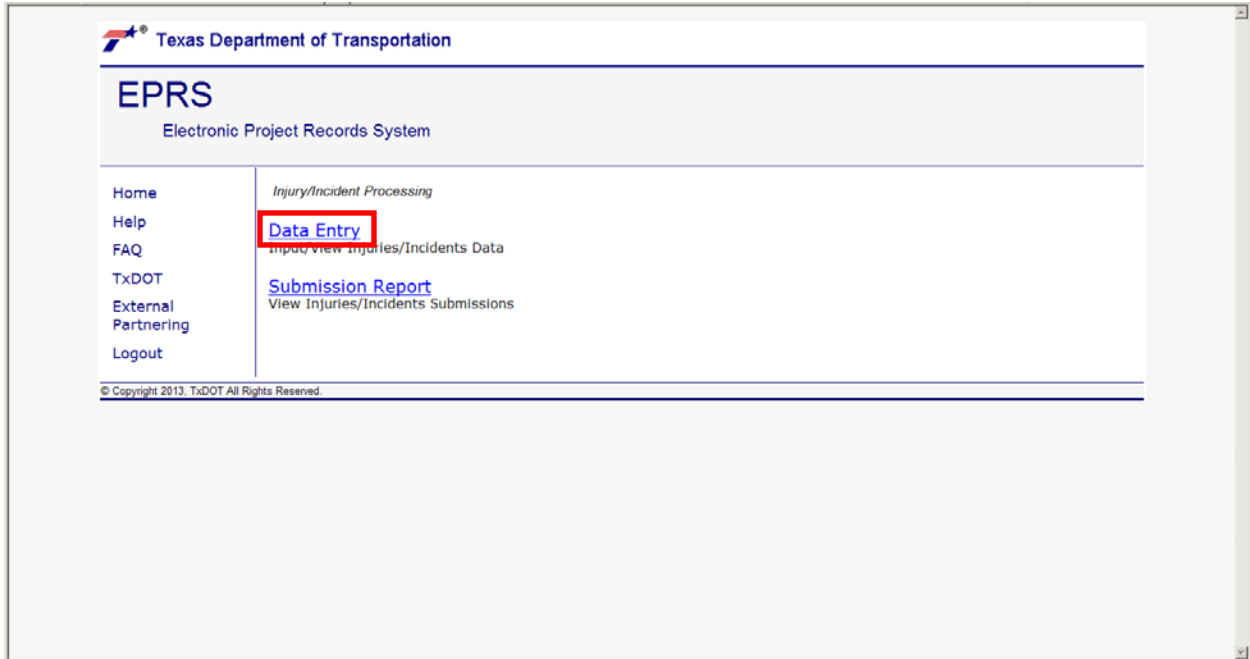
Account Info
Choose this option to update your account information or change your password.

Contractor Info
Choose this option to view EPRS information about your contractor.

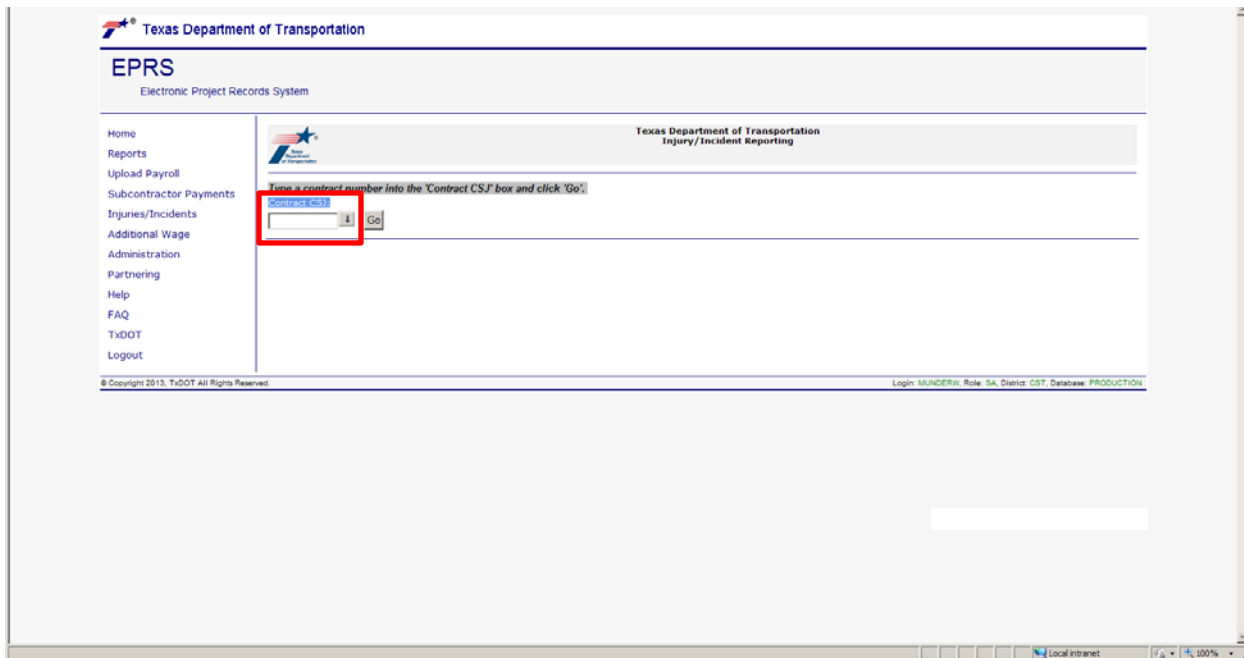
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17.1. DATA ENTRY

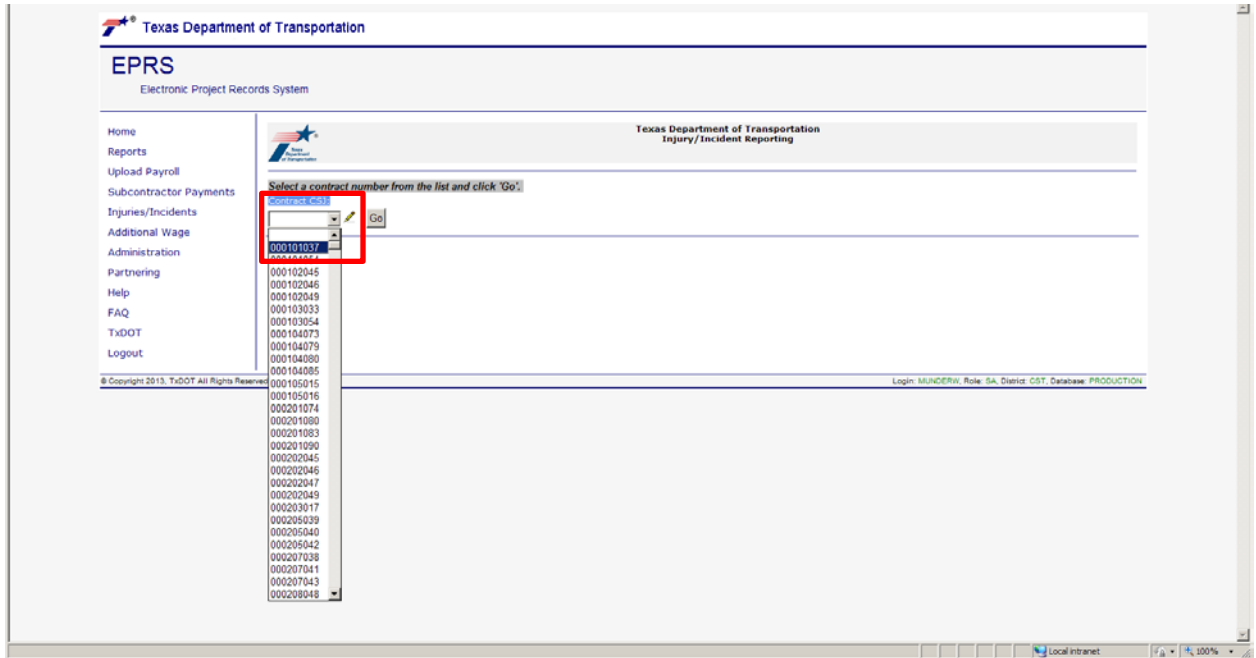
- Choose Data Entry to input monthly injury/incident reports



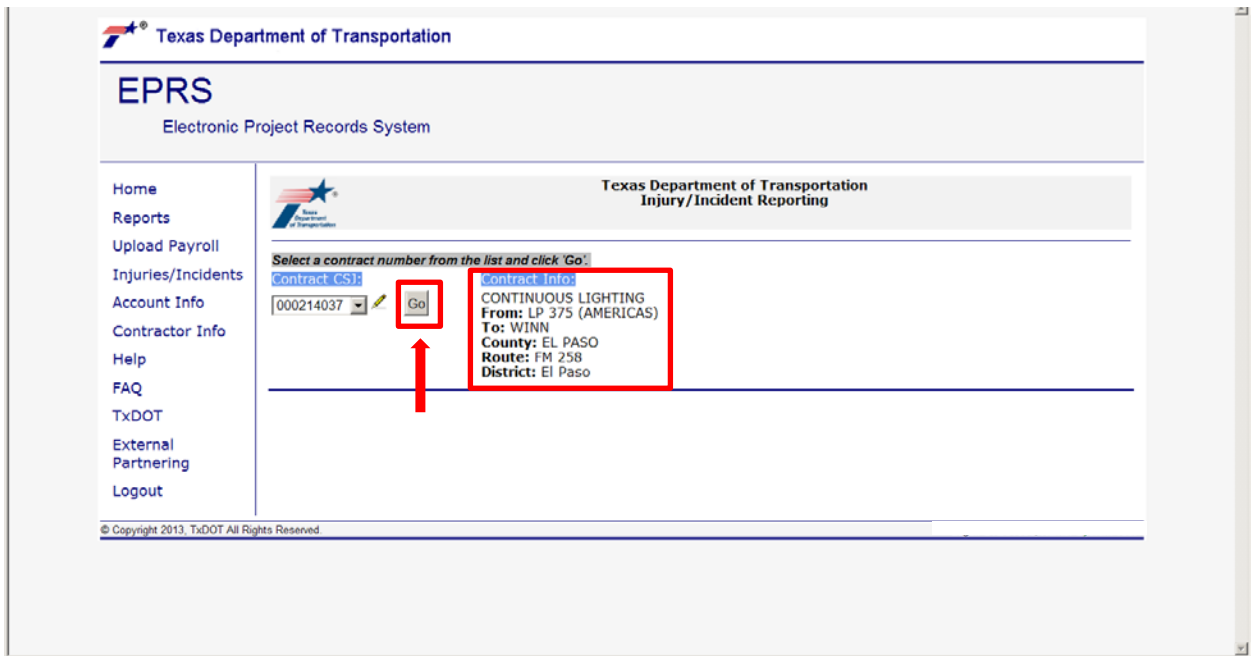
1. There are two options for submitting data for a particular Contract CSJ. The default option is to type a contract number in the space provided.



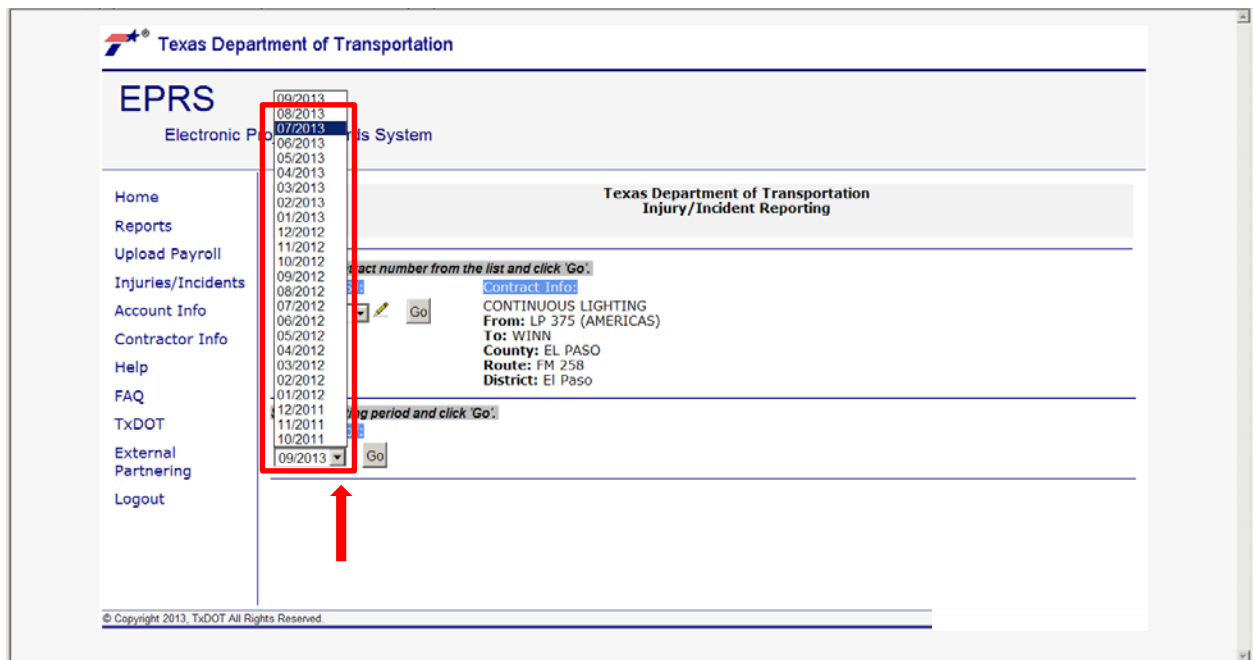
2. Use the second option if you prefer picking from a list of contracts that you are authorized to view. Click on the drop down arrow to activate the search function. This will allow you to pick the CSJ from a list of contracts. (Note: Arrow changes to pencil after clicking.)



- Once a CSJ is chosen, the page will automatically display the Contract Info. Click Go.



- Select the reporting period by clicking the drop down arrow.



5. Click Go to display the Report Criteria for the month selected

The screenshot displays the EPRS (Electronic Project Records System) interface for the Texas Department of Transportation. The page is titled "EPRS Electronic Project Records System" and includes a navigation menu on the left with options like Home, Reports, Upload Payroll, Injuries/Incidents, Account Info, Contractor Info, Help, FAQ, TxDOT, External Partnering, and Logout. The main content area is titled "Texas Department of Transportation Injury/Incident Reporting" and contains two sections. The first section, "Select a contract number from the list and click Go", includes a "Contract CS:" dropdown menu with the value "003506030" and a "Go" button. The second section, "Select reporting period and click Go", includes a "For Month:" dropdown menu with the value "09/2013" and a "Go" button. The "Go" button in the second section is highlighted with a red box, and a red arrow points to it from below. The footer of the page contains the text "© Copyright 2013. TxDOT All Rights Reserved."

* **NOTE:** The reporting period contains data collected during the previous month. For example, August's Injury and Incident Report is the accumulation of injuries and incidents gathered from the month of August. The August report is then due by the 20th of September.

6. Enter your company's injury and incident data in the fields as shown and defined below.

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Texas Department of Transportation
Injury/Incident Reporting

Select a contract number from the list and click 'Go':
Contract CSJ: 000207041 Go Contract Info: GR, STR EXTS, EMBK, ACP, CRCP, COSS, SIGN
From: I-10 TO THE BORDER CHECKPOINT STATION (3 miles)
To: County: HUDSPETH
Route: IH 10
District: El Paso

Select reporting period and click 'Go':
For Month of: 07/2013 Go

Report Criteria: Contract CSJ = '000207041', Reporting Period = '07/2013'

Vendor ID	Vendor Name	Vendor Injury Cnt	Vendor Incident Cnt	3rd Party Injury Cnt	3rd Party Incident Cnt
06386	C & C ROAD CONSTRUCTION, INC.	0	0	0	0
10895	ROAD MARKINGS INC.	0	0	0	0
11756	TRI STATE ELECTRIC, LTD.	0	0	0	0
19197	XPRT ROAD CONSTRUCTION INC.	0	0	0	0
Totals:		0	0	0	0

Submit

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6.a. In this field, enter prime and all subcontractor's injuries in the **Vendor Injury Cnt** column. *An injury is defined as an OSHA recordable injury.*

6.b. Next, enter prime and all subcontractor's incidents in the **Vendor Incident Cnt** column. *An incident is defined as a work-related occurrence that had the potential to cause bodily harm but caused only damage to vehicles, equipment, materials, etc.*

6.c. If there any injuries for any third party, they should be entered in the **3rd Party Injury Cnt** column. *Third party is anyone other than the contractor or their subs.*

6.d. Record third party incidents in the column labeled **3rd Party Incident Cnt**. *Third party is anyone other than the contractor or their subs.*

7. After inputting the injury and incident information, click on Submit at the bottom of the page.

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Texas Department of Transportation
Injury/Incident Reporting

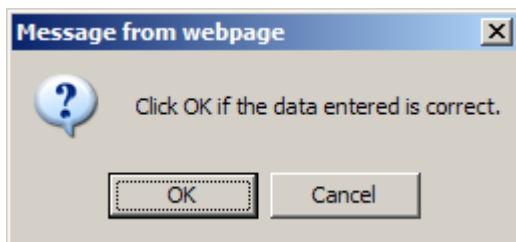
Select a contract number from the list and click 'Go':
Contract CSJ: [Contract Info:](#)
CENTERLINE TEXTURING
From: CORYELL CO LINE
To: JOHNSON DR
County: MCLENNAN
Route: US 84
District: Waco

Select reporting period and click 'Go':
For Month of:

Report Criteria: Contract CSJ = '005507058', Reporting Period = '06/2013'

	Vendor ID	Vendor Name	Vendor Injury Cnt	Vendor Incident Cnt	3rd Party Injury Cnt	3rd Party Incident Cnt
Prime	14555	STRIPE-A-ZONE, INC.	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	19100	COWBELL TRAFFIC SERVICES, INC.	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	10866	DUSTROL, INC.	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	Totals:		0	0	0	0

8. If the data entered is correct, click OK to continue the submission process.



9. Your user ID will be shown in green with a successful submission.

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Texas Department of Transportation
Injury/Incident Reporting

Select a contract number from the list and click 'Go':
Contract CSJ: 003506030 Go Contract Info: RETRACE PAVEMENT MARKINGS
From: SH 29
To: KIMBLE COUNTY LINE
County: MENARD
Route: US 83
District: San Angelo

Select reporting period and click 'Go':
For Month of: 09/2013 Go

Report Criteria: Contract CSJ = '003506030', Reporting Period = '09/2013'

Submitted by 'STEST001 (STEST001)' on 10/1/2013 9:38:15 AM, Submit ID: 20

	Vendor ID	Vendor Name	Vendor Injury Cnt	Vendor Incident Cnt	3rd Party Injury Cnt	3rd Party Incident Cnt
Prime	14555	STRIPE-A-ZONE, INC.	0	0	0	0
	08118	DRS CONSTRUCTION, INC.	0	0	0	0
		Totals:	0	0	0	0

Submit

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10. A TXDOT representative's user ID is shown in green once report has been authorized.

**Texas Department of Transportation
Injury/Incident Reporting**

Select a contract number from the list and click 'Go':

Contract CSJ: 003506030 Contract Info: RETRACE PAVEMENT MARKINGS
 From: SH 29
 To: KIMBLE COUNTY LINE
 County: MENARD
 Route: US 83
 District: San Angelo

Select reporting period and click 'Go':

For Month of: 09/2013

Report Criteria: Contract CSJ = '003506030', Reporting Period = '09/2013'

Approved by 'Michael Underwood (MUNDERW)' on 10/1/2013 9:46:31 AM

	Vendor ID	Vendor Name	Vendor Injury Cnt	Vendor Incident Cnt	3rd Party Injury Cnt	3rd Party Incident Cnt
Prime	14555	STRIPE-A-ZONE, INC.	0	0	0	0
	08118	DRS CONSTRUCTION, INC.	0	0	0	0
	Totals:		0	0	0	0

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11. Important Note: After submitting the report, a TXDOT representative will authorize the submission. Once authorized, the contractor is not able to make changes to the data submitted. Notice that all Vendor and Injury/Incident information at the bottom of the screen will be grayed out and cannot be changed. For change inquiries, the contractor will need to contact their local TXDOT representative.

The screenshot shows the Texas Department of Transportation Injury/Incident Reporting web application. On the left is a navigation menu with links: Home, Reports, Upload Payroll, Subcontractor Payments, Injuries/Incidents, Additional Wage Administration, Partnering, Help, FAQ, TXDOT, and Logout. The main content area has the Texas Department of Transportation logo and the title "Texas Department of Transportation Injury/Incident Reporting".

Below the title, there are two sections for data entry:

- Select a contract number from the list and click 'Go':** A dropdown menu shows "003506030" with a "Go" button. To the right, "Contract Info" is displayed: RETRACE PAVEMENT MARKINGS, From: SH 29, To: KIMBLE COUNTY LINE, County: MENARD, Route: US 83, District: San Angelo.
- Select reporting period and click 'Go':** A dropdown menu shows "05/2013" with a "Go" button.

Below these sections, the report criteria are displayed: **Report Criteria: Contract CSJ = '003506030', Reporting Period = '05/2013'**

A red-bordered box highlights the approval text: **Approved by 'Michael Underwood (MUNDERW)' on 10/1/2013 10:00:17 AM**

At the bottom, a table with a blue header and a red border displays vendor injury and incident counts:

	Vendor ID	Vendor Name	Vendor Injury Cnt	Vendor Incident Cnt	3rd Party Injury Cnt	3rd Party Incident Cnt
Prime	14555	STRIPE-A-ZONE, INC.	0	0	0	0
	08118	DRS CONSTRUCTION, INC.	0	0	0	0
	Totals:		0	0	0	0

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