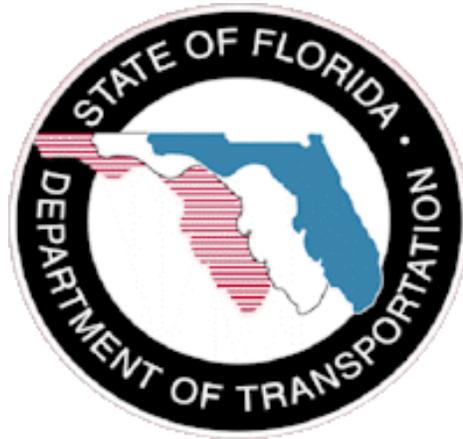# Florida Department of Transportation

User Guide

Payroll Violation(WRD)

Prepared by:
State Construction Office (SCO)
Construction Systems Section
July 2015

July 2015

Document Control

Version	Change	Made By	Date
1.0	Document created	Mike Johnson	10/1/2015

Table of Contents

INTRODUCTION

Welcome to the Payroll Violation (WRD), a new system for managing payroll violations.

CONTACTS

Patty Vickers
State Construction Compliance Manager
Phone: (850) 414-4688
Email: patty.vickers@dot.state.fl.us

Mike Johnson
Construction Systems Specialist
Phone: (850) 414-4196
Email: mike.johnson@dot.state.fl.us

Susan J. Robeson
State Construction Training Administrator
Phone: (850) 414-4492
Email: susan.robeson@dot.state.fl.us

GENERAL DEFINITIONS

- (1) Greater than 40 hours of time and half that's unpaid.
- (3) Pay less than assigned work class
- (4) Hourly Rate Less than minium authorized.
- (5) Math errors found in the Ceterfied payroll.
- (6) Unauthorized payroll deductions.
- (7) Other violations

Prepared by:
State Construction Office (SCO)
Construction Systems Section
July 2015

NAVIGATION

To start, or open the application go to the State Construction infonet home page. http://infonet.dot.state.fl.us/tlconstruction/ and click on CARS link. Then select the Classification Request Manager & Payroll Violation link.

This application uses two methods to navigate: Links and Tabs

Menu Bar

 The menu located far top right of the page allows the user to quickly navigate to three main areas. Projects is the default page. Admin is only available to Administrators and won't be shown for other users, Help, and Home. You may select any of the menu items at any time.

Home:

 The tab will take you to the CARS home menu page

Contracts tab:

 This tab will display a list of projects that are sorted by vendor. The list of projects shown are only those projects in your district. The list only shows active projects by default, you may clear the filter to see all projects. The page gets data from two sources. The first source is SiteManager, and the second source is LAPIT. The projects that are retrieved from the two sources are only Federal Aid projects.

Note: Only use the lead project to add payroll violations. Currently the system shows all project ids for a given contract. This is being changed, but want be in production until 10/19/2015. Once this change is implemented only the contract id and lead project will be shown on the projects tab.

Admin:

 This tab is only available to Administrators.

Help tab:

 This tab will provide links to a help file and other useful information.
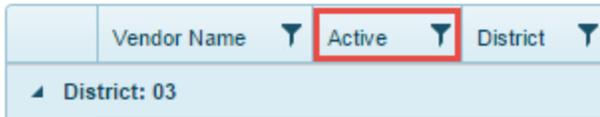
GRID

Each column on the grid can be sorted and filtered.

Column Sorting:

 To sort a column just click anywhere within the column title, this is the area within the red box.

Prepared by:
State Construction Office (SCO)
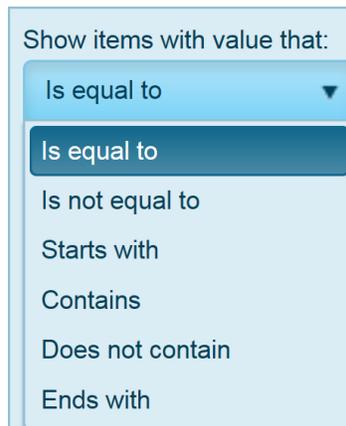Construction Systems Section
July 2015

Column Filtering:

Filtering columns is done by selecting the filter icon ▼ located to the right of each column title. Depending on the type of data that's found in the column determines the choices you will have.

1. Text data – by default "**Is equal to"** is selected, but you also have the following options to choose.

2. Numeric data – by default "**Is equal to"** is selected, but you also have the following options to choose.
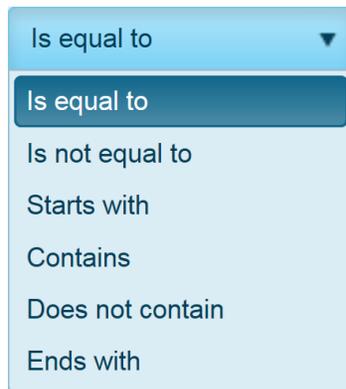
To add a filter click on the icon ▼, select the option you want, enter the value and click on **Filter** button.

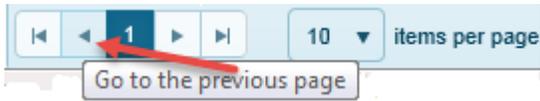To clear a filter click on the icon ▼, click on the **Clear** button.

Paging:

The grid by default displays only five projects at a time, in order to navigate to the next or previous five items you will use one of the following buttons located along the left bottom of the grid.

Prepared by:
State Construction Office (SCO)
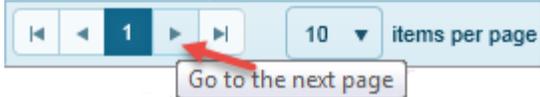Construction Systems Section
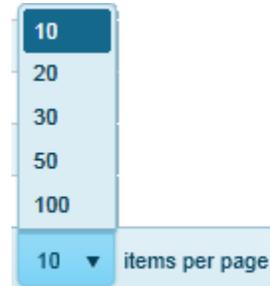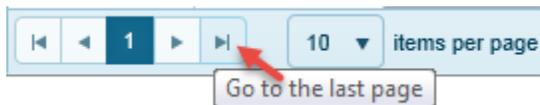July 2015

1. Go to the first page.

2. Go to the previous page.

3. Go to the next page.

4. Go to the last page.

You can also change the default number of items being displayed by selecting from the drop down.

CONTRACTS

Note: if you don't see the contract or project in the list you need to work with see Adding Vendor.

On this page you will see a list of projects grouped by Vendor. You may sort, and/or filter on any of the columns you like. See GRID for details.

Let's take a look at some of the columns and what they mean.

Payroll Violations: Shows the current number of payroll violation headers for this project. This is what you will click on to add/edit/delete/ violation header.

So at a glance we can see that we have one violation header.

VIOLATIONS

Requests are broken into two parts.

1. Violation Headers
   a. This part contains the contract information, contractor information, violation issue date, resolution date, and payroll week period date.
2. Violation Details
   a. This part contains the Name, Violation Code, Violation Date, Hours Improperly paid, Violation days, Additional wages Due, and Penalty amount

Add Violation header:

You need to be on the Project List page to complete these steps.

Prepared by:
State Construction Office (SCO)
Construction Systems Section
July 2015

To add a violation header you need to click on the link under the column Payroll Violations that's associated to the contract and Lead project you wish to add a violation header.

The following steps will guide you through the process of adding a violation header.
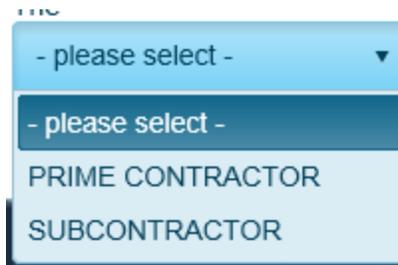
1. Click on Link under Payroll Violation Column.

2. Click on the Add New record button. Located on left of the screen just under the Key Board Navigation Help link.

3. Select Contractor.
    a. If sub-contractor is selected you will also need to provide the sub-contractor vendor ID.

4. Select Payroll listing for week ended date.
5. Provide Violation issue Date.
6. Provide Resolution Date.(optional) provide this date only once the a resolution has been decided.
7. Provide additional comments. This is a required field.
8. Save the violation header by clicking on the **UPDATE** button.
9. Saving will return you to the list of Violation headers for the selected Contract-lead project id.
10. Proceed to Adding Violations Details.

Add Violation Detail:

In order to complete the following steps you must be located on the Violation Header page for a selected contract – lead project.

Complete the following steps to add a new Violation Detail.

1. Click on the Link under Violation Details.

Prepared by:
State Construction Office (SCO)
Construction Systems Section
July 2015

2. Click on Add New record button. Located on left of the screen just under the Key Board Navigation Help link.

3. Enter the Last, First, and Middle Initial(Optional)
4. Select the Violation Code.
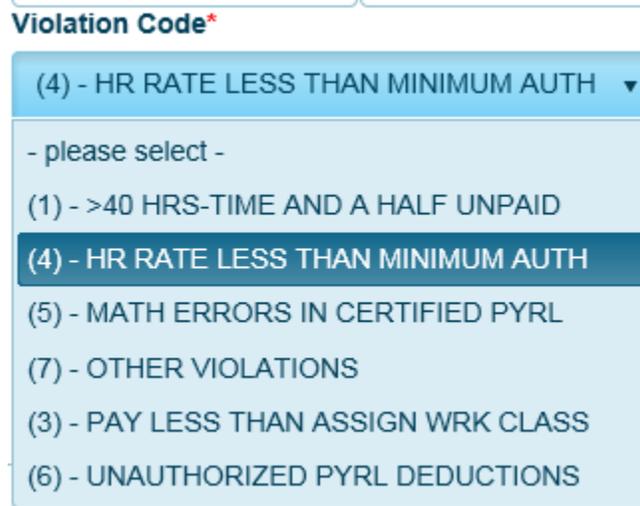
    a. Depending on the option chosen you may need to provide additional information. The system will inform of the information needed.
5. Enter Violation Date
    a. This is required and must fall within the payroll week you provided on the violation header, if not correct the system will issue an error.
6. Save the Classification Request by clicking on the **UPDATE** button.
7. Saving will return you to the list of Violation Details for the selected violation header.

Edit Violation header:

You will need to edit the violation header, in order to provide resolution date, and other information not available at the time the violation header was created.

You need to be on the Project List page to complete these steps.

To edit a violation header you need to click on the link under the column Payroll Violations that's associated to the contract – lead project.

The following steps will guide you through the process of editing a violation header:

1. Click on Link under Payroll Violations Column.

Prepared by:
State Construction Office (SCO)
Construction Systems Section
July 2015

2. Click on the Edit Button of the violation header you need to edit.

3. Make the changes you need to make.
4. Save the request by clicking on the **UPDATE** button.
5. Saving will return you to the list of violation headers for the selected Contract – lead project.

VENDORS

Adding Vendors:

You need to be on the Project List page to start this process.

The following steps show how to add a vendor to the project list. This process should be done if you need to add a request received from a contractor via email and you must enter the request into the system.

1. Click on Add New Vendor button.
   a. Location top left of page under header and menu bar.
2. Select the vendor id you need to add from the list.
   a. Note: You may sort and filter list. See Grid.
3. You're done.
   a. The system will add all projects for the selected vendor.

Prepared by:
State Construction Office (SCO)
Construction Systems Section
July 2015