CPMS:

Contractor Payroll Entry Manual

INDOT Construction Management

Manual Version July 2019

CPMS Version 1.00

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Contractor Payroll Management Solution:
Accessing the Application

1. Registering for ITAP

ITAP (INDOT Technical Application Pathway) is accessible from https://itap.indot.in.gov. To use ITAP, you must be registered under your company. To register for ITAP:

1. Open your browser and navigate to https://itap.indot.in.gov. Locate the link highlighted below to complete an enrollment form:


2. From the User Enrollment screen, select *Business Type -> Vendor -> Contractor*, find your company in the list, and select *Start*.

If your company isn't in the list, contact us at cmsupport@indot.in.gov.

3. Fill out all required fields on the User Information form and select *Finish*. Your company's ITAP Administrator will get a notification that you are requesting an ITAP account. Once they approve your account, you may request access to specific INDOT applications.
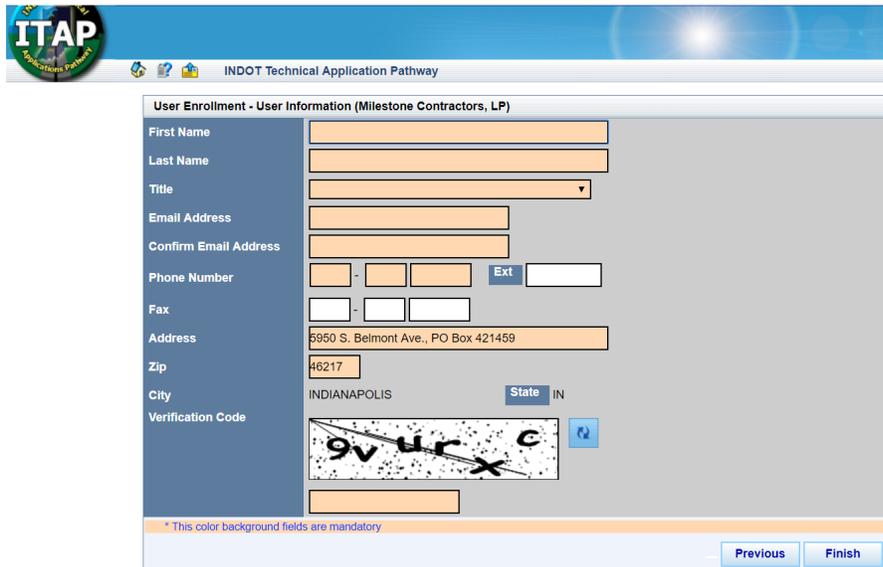
2. Accessing the Contractor Payroll Management Solution app

To request access to a specific INDOT app:

1. From the ITAP home screen, select *Applications -> Request New Application*.
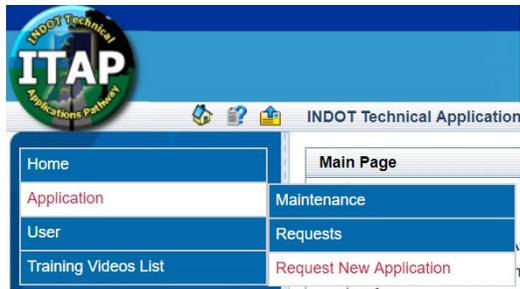
2. Navigate to *CPMS* on the Application Enrollment page and select [Submit].
3. Your ITAP Administrator will have to approve your access to *CPMS*. You can track the progress of your application request by selecting *Application -> Requests*. You'll see a list of apps, request types, and roles if applicable.
4. Once your request is approved, you will be able to access *CPMS* by selecting the app from the ITAP home screen, followed by the link titled *Click here to access the application*.

Contractor Payroll Management Solution:
Navigating the Interface

Once you have launched CPMS, you will be greeted with the Contract Summary screen:

At the top you will see the INDOT Header. If you have any issues throughout CPMS, hit the *Support* icon to send us an email. Click the application title at any time to return to the Contract Summary screen.

Below that you will see your District Cards. These Cards hold an overview of the Contracts you have contract authority on throughout the state, arranged by District. If you have multiple Districts, you will also see an *All* Card. The numbers on these Cards can be selected to filter the Summary Grid by their associated properties.

Below that is the Summary Grid. These columns can be sorted and filtered using the column headers or by selecting an entry from the applicable District Card above. The *Payrolls Submitted*, *Payrolls Required*, and *Payrolls Late* columns will help you keep track of Contractor-submitted payrolls.

| Contract #	Location	Description	Payrolls Submitted	Payrolls Required	Payrolls Late
B -37789	CRAWFORDSVILLE DISTRICT	ON SR 32 OVER WALNUT FORK 0.87 MILE EAST OF SR 47 AND OVER S	24	27	0
B -38656	CRAWFORDSVILLE DISTRICT	ON US 52 AND US 41 AT VARIOUS LOCATIONS	6	6	0
B -40901	GREENFIELD DISTRICT	ON SR 244, SR 44, US 27, AND SR 121 AT VARIOUS LOCATIONS	16	16	2
R -30312	SEYMOUR DISTRICT	ON SR 252 FROM I-65 TO FLAT ROCK, OVER LEWIS CREEK AND	1	1	1
R -36894	GREENFIELD DISTRICT	ON 82ST STREET FROM ALLISONVILLE ROAD TO I-69	3	3	0
R -37248	VINCENNES DISTRICT	ON CANNELBURG ROAD FROM 7.65 MILES NORTH OF US 50 TO 12.07	12	11	1
R -38502	SEYMOUR DISTRICT	ON GORDON PIKE AT VARIOUS LOCATIONS	31	31	0

Note that, once a Payroll is late, *it is always marked late*. There is a 3-week upload window before a Payroll will be marked as late. Even if it is late, we still require the Payroll to be submitted and reviewed by INDOT.

You can export this or any Grid with the 📊 *Excel Export* button, or refresh with the 🔄 *Refresh* button.

Contractor Payroll Management Solution:
Contract Payroll Overview

Your Summary Grid will populate with every contract on which you are the Prime Contractor. To view a specific Contract's Payroll Received records, select the appropriate *Contract #* from the Summary Grid. You'll be taken to the Payroll Overview screen for that specific Contract.
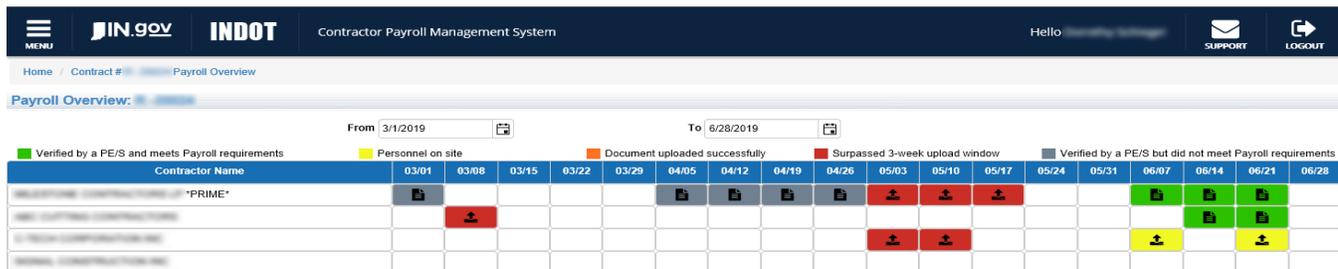
The Payroll Overview shows your Company, the Prime, and all of the approved Subcontractors on your Contract, along with which weeks they've had personnel on-site according to our INDOT personnel assigned to those contracts. These visual prompts are provided to better help you keep track of what certified payrolls you have and haven't uploaded, and as information gets collected more thoroughly, may change throughout the life of the contract.

You are *required* to enter payrolls for boxes that are marked for ⬆ upload. You may upload a payroll for *any other box* by simply clicking on it. You have three weeks to upload a required payroll before it is marked late. You are responsible for uploading received payrolls in a timely manner, independent of the visual prompts provided by the system.

The dates across the top are the Fridays of those weeks, so you should be uploading payrolls for weeks that contain those Fridays, independent of when a pay week starts or ends. If you need to adjust the date range to look further back, selecting and changing the *From* or *To* date selectors will do that for you.

After a month's requirements are fulfilled, the INDOT personnel on the job will review your submissions and let you know if anything was entered incorrectly (as in, submitted for the wrong date or contractor), and if everything was entered as expected, review the wages in accordance with INDOT and/or Federal policy, and mark whether the payrolls are compliant or not. If they happen to mark a month as non-compliant, they will leave a note as to where the discrepancy was, and it will be marked for review.

A non-compliant payroll will always be marked in Grey, even though you can upload additional files to that week to give context to the original submission.


Contractor Payroll Management Solution:
Submitting and Reviewing Payrolls

To submit a payroll:

1. Select the week that corresponds with the contractor and week you wish to submit. The following screen will appear:

Home / Contract #	Payroll Overview /

    Time Sheet Upload

+							
	Document Name ▼	Document Type ▼	Description ▼	Upload Status ▼	Uploaded By ▼	Uploaded Date ▼
⏮ ◀ Page 0 of 0 ▶ ⏭	10 ▼ items per page					No items to display
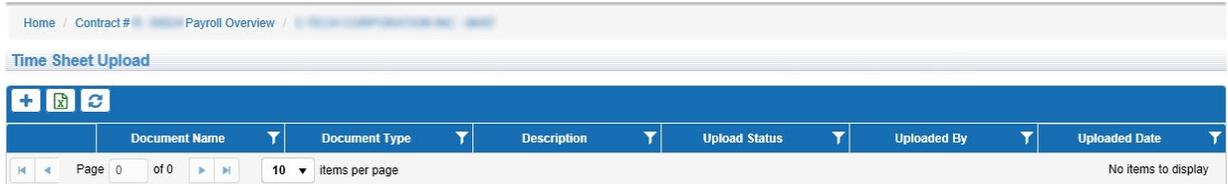
2. Select **+** to open the *Upload Documents* dialog:

    Upload Documents ✕

Select Files...	Clear Files

	Document Name	Document Type	Description	Upload Status
⏮ ◀ Page 0 of 0 ▶ ⏭	10 ▼ items per page			No items to display

    Upload Status [   ] 0% **⬆ Upload Files**

    ⊘ Close
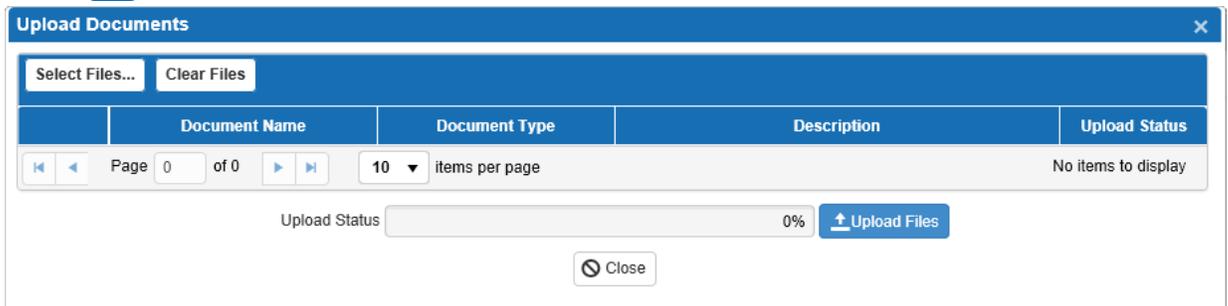
3. Press **Select Files...** and, in the File dialog, select the PDF documents you wish to upload. You can upload multiple documents at a time, but to only one Contractor and Week at a time. The document(s) you are uploading will be listed, with an Upload Status of *Pending*. These have not been submitted yet.

4. Press **⬆ Upload Files** to begin the upload process. The progress bar will indicate that the documents are being uploaded, and the Upload Status will show *Complete* when the upload is successful.

5. Once you hit **⊘ Close** you will be returned to the updated Time Sheet Upload screen:

Home / Contract #	Payroll Overview /

    Time Sheet Upload

+							
	Document Name ▼	Document Type ▼	Description ▼	Upload Status ▼	Uploaded By ▼	Uploaded Date ▼
🔍 🗑		Time Sheet		Completed		
⏮ ◀ Page 1 of 1 ▶ ⏭	10 ▼ items per page					1 - 1 of 1 items
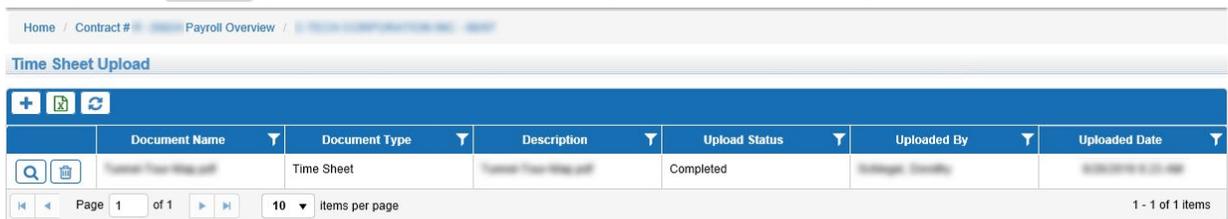
6. From here, until your submission has been reviewed by INDOT, you can delete a file, upload additional files, or view PDFs.

If you have any questions or issues, feel free to contact our support team at cmsupport@indot.in.gov