CONTRACT VENDOR PAYROLL
USER GUIDE AGENCY
1. Verify Role

2. Click "Payrolls"
1. Enter the KDOT Contract number

2. Click on the payroll number for the contractor you are reviewing
Click the payroll number of the payroll you want to review. Make sure it is in the correct phase.
Click "Status"
2. Click either "Approve" or "Reject"

1. Review any and all Exceptions listed. Click the expand arrow to view what the exception is. Once reviewed reply appropriately
1. You must enter comments no matter which option you pick

2. Click "Save"
**Certified Payroll Status**

**Contract:** 510922-25-265 - GRADING, BRIDGE & SURFACING

**Payroll Vendor:** 02209 - KING CONST CO INC AND SUBS

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<th>Payroll Number</th>
<th>Modification Number</th>
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**Period:**

01/07/2018 - 01/13/2018

### Status

**Phase:** Approved

- **Created Date:** 03/02/2018 5:48:37 AM
- **Signed Date:** 03/02/2018
- **Prime Original Not Accepted Date:**
- **Agency Original Not Accepted Date:**
- **Prime Accepted Date:** 03/05/2018
- **Agency Accepted Date:** 03/05/2018

### Transitions

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<td>03/06/2018 8:51:21 AM</td>
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**Payroll is Approved**