

MAINE DOT USER'S MANUAL



LOG IN SCREEN





Log in Name = dt(first name initial)(first 4 last name) Example – Joe Smith= dt(j)(smit) = dtjsmit Default Password = Password Sent via E-mail

If you do not have a login, contact Angela Latno angela.latno@maine.gov S Payroll

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OPENING SCREEN



🕴 MaineDOT

Angela Latno / Maine Department of Transportation (14088471)

Messages	🗏 କOnline Support	\$ 855-284-0312 X.100	© Call Back	🕞 Sign Out
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Payroll	Payments	Reports	Audit Cer	tifications	Configuration	
Home · P	rograms 🦂 Catego	ries Projects	Add Projects	· Corresponde	ence · CPR Status · CPR Report · Upload Projects · Wage Survey · Ad Hoc Report	? Get Started / Help
🔁 My Proje	ect	CQ				
As Owner						
Project Name	2	9				
006462.9	1-PRESQUE ISLE					
012667.0	0 BLAINE - MARS HILL	, HIGHWAY			The left hand side has a list of projects that you are assigned to	
012773.0	0 BELGRADE, HIGHWA	Y REHABILIT				
013353.1	0-TOPSHAM					
016710.0	0SARAH MILDRED LO	DNG			The list is sorted by WIN. Click on the project	
016750.2	0 SOUTH BRISTOL				you are interested in to open the Contractor list.	
• 016864.0	0 WOOLWICH 021759	.00 021735.0			y	
• 017280.0	0 Fryeburg, Highway R	leconstructio				
017468.0	0 LISBON					
017890.0	0-THOMASTON				If you do not see your project	
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• 018238.0	0 YARMOUTH 018238.	10			listed-contact Angela Latno	
018246.0	0 DEXTER, HIGHWAY F	RECONSTRUC				
018247.0	0 PHILLIPS - MADRID,	HIGHWAY R				
~	1 2 3 4	» All			Angela.Latno@maine.gov	
💕 Activated	d Project(s)	(318)				
Archived	l Project(s)	(244)				
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S Payroll

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Payments

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Payroll

Home 🕛

As Sub Project Name

🔁 My Project(s)

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Reports

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Categories · Projects · Correspondence · CPR Status · Fringe Benefit(s)

PAYROLL STATUS



Maine DOT (33940615)

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Z TEST ENVIRONME

Assign Subcontra

Assign Employee

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Submit CPR

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Comments

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O 1391 Report

Activated Project(s)

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0,	Report(s) • for: Z TEST ENVIRONM	NT (<u>Applicable DB Wage)</u>			Legend:	🛃 🥝	Seissted No Work Elagrad
	Project Manager: Sonya Everett Last Lo	gin: 04/14/2017 · Resident Engineer: Sonya Everet	t Last Login: 04/14/2017		Dian	Submitted Accepted	Nejected No work Hagged
	All Contractors · Pending For	Review • 🗌 Pending For Correction • 🗸 Displa	ay By Ascending Alphabet				Q Cc
			De	fault sho	ows last 5 - Clic	k All to se	e all
	Project Team (Maine Department of Tr	ansportation)					
	Maine DOT 🤺		we	екѕ			
	Activity Started: 06/02/12	Most Recent Activity:	09/21/13		Last login Date: 05/	/30/19 by <u>George Macc</u>	dougall
	Total Payroll Reports: 21	Total No Work Perfor	mede 7		Outstanding Issues: 1 (2	2 Flagged)	
	Fringe Benefits · D Apprentice C	' <u>ertificate</u> • 🧼 <u>Print</u> • ™ <u>Messages (6)</u>	Change Completion Status	2			
	Filter by Status: <u>All status</u> New Drat	t Flagged Void Filter by Period: All Weeks	Top 5 Weeks In Month 8	3_/12	Select Contract 🔻	« 1 2 »	
	Week Ending	CPR	Action		Issues		Contract / Subcontract
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þ \times ES Payroll × A elationaria com (ADD/Main html2) - 20200722#Doursell \bigcirc Paused **Contractor List** Apps 🔳 Reading list George Macdougall / Maine DOT (33940615) MaineDOT Messages (1) | Online Support | Sign Out Payroll Payments Reports EEO Configuration Correspondence · CPR Status · Fringe Benefit(s) ? Get Started / Help Categories · Projects Home 20 B My Project(s) CQ If you do not see your Subcontractor, then the Subcontractor has not been approved As Sub and the sub should not be working on site. Contact Kevin Hanlon at MaineDOT 0, •7 ω Project Name N Submitted Rejected Accepted No Work Flagged Doc Reminder Z TEST ENVIRONMENT Project Manager: Angela Latno Last Login: 04/29/2021 · Resident Engineer: Angela Latno Last Login: 04/29/2021 Q Contractor Name Assign Subcontractors 🖌 All Contractors 🔹 🗌 Pending For Review 🔹 📄 Pending For Correction 🔹 🗹 Display By Ascending Alphabet 🔹 🗌 Display By Contractor Tree Assign Employee 100% Project Team (Maine Department of Transportation) ~ O Assign Classifications/Fringe Benefits Maine DOT 📌 (Completed) **Complete= No further Submittals** Submit CPR Activity Started: 07/26/14 06/02/12 Tota Payroll Reports: 24 Total No Work Performed: 7 Days Onsite: 71 Star=Payroll to review Project Specific Classifications 📑 Fringe Benefits Messages (5) 1 Apprentice Certificate Project Specific Documents Filter by Period: All Weeks Top 5 Weeks In Month 07 / 14 Filter by Status: All status New Draft Flagged -- Select Contract -- \sim Void Restitution Records Week Ending CPR Action Issues Contract / Subcontract Comments Final 🔞 07/26/2014 Void 000000.00 Apprentice & Certificates 11/09/2013 Final 📫 Maine DOT @ 000000.00 1391 Report 11/02/2013 Maine DOT @ 000000.00 10/26/2013 -Maine DOT @ 000000.00 10/19/2013 -Maine DOT @ 000000.00 Elation Trucking, Inc. Activity Started: Most Recent Activity: Last login Date: 07/01/20 by Sample Rick Total Payroll Reports: 0 Total No Work Performed: 0 Outstanding Issues: 0 Days Onsite: 0 FAKE Contractor Activity Started: Most Recent Activity: Last login Date: 04/23/18 by Angie Latno All Click on Contractor Name to Open Total No Work Performed: 0 Total Payroll Reports: 0 Days Onsite: 0 Activated Project(s) (1) **Payroll List**

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🚱 Payroll

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Messages & Warnings

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e DOT (33940615)

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Messages | Online Support | \$855-284-0312 X.100 | Call Back | Sign Out

Payroll Payments Repor	rts	Configuration							
lome · Categories · Projects · Co	orrespon	dence · CPR Status · Fringe Ben	efit(s)			? Get Started / Help			
Project(s)	сq	> 👪 🖻							
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Z TEST ENVIRONMENT		Project Manager: Sonya Everett Las	st Login: 04/14/2017 · Resident Engineer: S	onya Everett Last Login: 04/14/2017	Dofault chow				
• Assign Subcontractors		✓ All Contractors · Pending	For Review • Pending For Correction	Delault Shows last 5 - Click All to see all					
O Assign Employee		Project Team (Maine Department	of Transportation)	Weeks					
• Fringe Benefits Statement			· · ·		/				
 Submit CPR 		Activity Started: 06/02/12	Most Re	cent Activity: 09/21/13	Last login Date:	05/30/19 by George Macdougall			
• Project Specific Classifications		Total Payroll Reports: 21	Total No	Work Performed: 7	Outstanding Issue	es: 1 (2 Flagged)			
• Project Specific Documents		Fringe Benefits · D Apprention	ice Certificate • 🧼 <u>Print</u> • 🖾 <u>Messa</u>	ges (6) • 🤌 Change Completion Status					
• Comments		Filter by Status: All status New	Draft Flagged Void Filter by Period:	All Weeks Top 5 Weeks In Month 09	/ 13 Select Contract	▼			
		Week Ending	CPR	Action	Issues	Contract / Subcontract			
O Apprentice & Certificates		07/26/2014	•	Void	▲ ←	Flag for problems - Click to view			
O 1391 Report		09/28/2013	-			hag for provients cher to them			
		09/21/2013	-		<u> </u>	Maine DOT @ 000000.00			
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Activated Project(s)	(1)								



PAYROLL REVIEW & APPROVAL OR REJECTION



PAYROLL REPORTING FORM CONTRACTOR'S LICENSE NO: ADDRESS NAME OF CONTRACTOR 📃 OR SUBCONTRACTOR 🖉 SPECIALITY LICENSE NO: 16 State House Station, AUGUSTA, ME 04333 Maine DOT PAYROLL NO. FOR WEEK ENDING SELF-INSURED CERTIFICATE NO: PROJECT OR CONTRACT NO: Maine DOT @ 000000.00 [Change] 10/5/2013 WORKER'S COMPENSATION POLICY NO: PROJECT AND LOCATION: Z TEST ENVIRONMENT Cumberland, ME 55 (4) DAY AND DATE (8) (1) (2) <u>(3)</u> <u>(5)</u> (6) (7) (9) (10) GROSS Sat Sun Mon Tue Wed Thu Fri 5 NO OFWITH-HOLD NG EXEMPTION NAME, ADDRESS, AND 29 30 3 5 AMOUNT NET WAGES 2 4 9 1 WORK TOTAL RATE Check No. SOCIAL SECURITY NUMBER EARNED DEDUCTIONS, CONTRIBUTIONS AND PAYMENTS PAID FOR CLASSIFICATION HOURS OF PAY /Date 밐 OF EMPLOYEE (THIS / WEEK HOURS WORKED EACH DAY ALL) FED STATE HEALTH VAC SDI PENSION FICA S 8.00 8.00 8.00 8.00 8.00 8.00 48.00 28.000 1,344.00 TAX TAX / LT HOLIDAY & WELF April Nored Select Classification 16 Childs Street Augusta, ME 04330 0 Owner Operator/IND OTHER TRAV OTHER OTHER TOTAL TRAING DUES XXXX-XX-XXXX Contractor/Non Paid App REIMB. SUBS FRINGE DEDS DEDUCTS remove this employee 1,344.00 D S = STRAIGHT TIME OTHER Any other deductions and/or payments whether or not included or required by prevailing wage determinations must be separately listed. Use extra sheet(s) if necessary CERTIFICATION MUST be completed Add or View Message O = OVERTIME (See Statement of Compliance) D = DOUBLETIME SDI = STATE DISABILITY INSURANCE Find Employees Add an employee Save as Draft Delete Draft Statement of Compliance_Submit Print This Page: Total ST Hours: 48.00 Total OT Hours: 0.00 Total DT Hours: 0.00 Total Gross This Project: 1,344.00 Total Gross All Project: 1,344.00 Total ST Hours: 48.00 Total Of Hours: 0.00 Total DT Hours: 0.00 Total Gross This Project: 1,344.00 Total Gross All Project: 1,344.00 All Pages: Go to page: 1 **REVIEW FOR CORRECT CLASS AND HOURS-THEN CLICK STATEMENT OF COMPLIANCE_SUBMIT**





Angela.Latno@maine.gov 207-624-3519

George.Macdougall@maine.gov 207-624-3353

You can't break it-anything you can do in the system can be undone.

If one of the contractors need help, they can call Elation @ 855-284-0312 x 100