



925-924-0340

 [Contact Us](#)

 [Login](#)

 [Registration](#)

[Home](#)

[Products](#) ▼

[Solutions](#) ▼

[Support](#)

[Events](#)

[About Us](#)

[Request Info](#)

# MAINE DOT USER'S MANUAL



# LOG IN SCREEN

ES Elation Systems

dtalatn

.....

Log in to Elation

Forgot Login Name | Sign up for free  
Forgot Password

Support Hours (PST)  
Monday - Friday 7am - 12pm, 1pm - 4pm  
Excluding Holidays

Copyright © 2004-2019 Elation Systems, Inc. All rights reserved.

**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](mailto:angela.latno@maine.gov)**

# OPENING SCREEN

My Project

As Owner

Project Name

- 006462.91-PRESQUE ISLE
- 012667.00 BLAINE - MARS HILL, HIGHWAY ...
- 012773.00 BELGRADE, HIGHWAY REHABILIT...
- 013353.10-TOPSHAM
- 016710.00--SARAH MILDRED LONG
- 016750.20 SOUTH BRISTOL
- 016864.00 WOOLWICH 021759.00 021735.0...
- 017280.00 Fryeburg, Highway Reconstructio...
- 017468.00 LISBON
- 017890.00-THOMASTON
- 018184.00-KITTERY
- 018238.00 YARMOUTH 018238.10
- 018246.00 DEXTER, HIGHWAY RECONSTRUC...
- 018247.00 PHILLIPS - MADRID, HIGHWAY R...

<< 1 2 3 4 >> All

Activated Project(s) (318)

Archived Project(s) (244)

Preference

The left hand side has a list of projects that you are assigned to

The list is sorted by WIN. Click on the project you are interested in to open the Contractor list.

If you do not see your project listed-contact Angela Latno

Angela.Latno@maine.gov



# Contractor List

**MainDOT**

Payroll | Payments | Reports | EEO | Configuration

Home | Categories | Projects | Correspondence | CPR Status | Fringe Benefit(s)

My Project(s)

As Sub

Project Name

- Z TEST ENVIRONMENT
  - Assign Subcontractors
  - Assign Employee
  - Assign Classifications/Fringe Benefits
  - Submit CPR
  - Project Specific Classifications
  - Project Specific Documents
  - Restitution Records
  - Comments
  - Apprentice & Certificates
  - 1391 Report

Activated Project(s) (1)

If you do not see your Subcontractor, then the Subcontractor has not been approved and the sub should not be working on site. Contact Kevin Hanlon at MainDOT

Project Manager: **Angela Latno** Last Login: 04/29/2021 · Resident Engineer: **Angela Latno** Last Login: 04/29/2021

All Contractors ·  Pending For Review ·  Pending For Correction ·  Display By Ascending Alphabet ·  Display By Contractor Tree

Project Team (Maine Department of Transportation) 100%

**MainDOT** (Completed)

Activity Started: 06/02/12 Most Recent Activity: 07/26/14 Last login Date: 04/29/21 by George Macdougall

Total Payroll Reports: 24 Total No Work Performed: 7 Outstanding Issues: 5 (5 Flagged) Days Onsite: 71

[Fringe Benefits](#) · [Apprentice Certificate](#) · [Print](#) · [Messages \(5\)](#) · [Change Completion Status](#)

Filter by Status: All status New Draft Flagged Void Filter by Period: All Weeks Top 5 Weeks In Month 07 / 14 -- Select Contract --

Week Ending	CPR	Action	Issues	Contract / Subcontract
07/26/2014	Final	Void		000000.00
11/09/2013	Final			Maine DOT @ 000000.00
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

Total Payroll Reports: 0 Total No Work Performed: 0 Outstanding Issues: 0 Days Onsite: 0

Complete= No further Submittals  
Star=Payroll to review

Click on Contractor Name to Open Payroll List

# Messages & Warnings

My Project(s)

As Sub

Project Name

- Z TEST ENVIRONMENT
  - Assign Subcontractors
  - Assign Employee
  - Fringe Benefits Statement
  - Submit CPR
  - Project Specific Classifications
  - Project Specific Documents
  - Comments
  - Apprentice & Certificates
  - 1391 Report

All

Activated Project(s) (1)

Home

Report(s) for: Z TEST ENVIRONMENT (Applicable DB Wage)

Project Manager: Sonya Everett Last Login: 04/14/2017 · Resident Engineer: Sonya Everett Last Login: 04/14/2017

All Contractors ·  Pending For Review ·  Pending For Correction ·  Display By Ascending Alphabet

Project Team (Maine Department of Transportation)

Legend: Draft Submitted Accepted Rejected No Work Flagged Doc Reminder

Contractor Name

Default shows last 5 - Click All to see all weeks

Maine DOT

Activity Started: 06/02/12 Most Recent Activity: 09/21/13 Last login Date: 05/30/19 by George Macdougall

Total Payroll Reports: 21 Total No Work Performed: 7 Outstanding Issues: 1 (2 Flagged)

Fringe Benefits · Apprentice Certificate · Print · Messages (6) · Change Completion Status

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
07/26/2014		Void		
09/28/2013				
09/21/2013				Maine DOT @ 000000.00
09/21/2013				000000.00
09/21/2013				000000.00
09/14/2013				000000.00
09/07/2013	(History)			

Flag for problems - Click to view

Comment with Payroll - Click to view then click name

FAKE Contractor

Activity Started: Most Recent Activity: Last login Date:

Total Payroll Reports: 0 Total No Work Performed: 0 Outstanding Issu

# PAYROLL REVIEW & APPROVAL OR REJECTION

## PAYROLL REPORTING FORM

NAME OF CONTRACTOR <input type="checkbox"/> OR SUBCONTRACTOR <input checked="" type="checkbox"/>		CONTRACTOR'S LICENSE NO: SPECIALTY LICENSE NO:		ADDRESS <b>16 State House Station, AUGUSTA, ME 04333</b>																		
Maine DOT		PAYROLL NO. <b>55</b>		FOR WEEK ENDING <b>10/5/2013</b>																		
SELF-INSURED CERTIFICATE NO: WORKER'S COMPENSATION POLICY NO:		PROJECT OR CONTRACT NO: <b>Maine DOT @ 000000.00</b> <a href="#">[Change]</a>		PROJECT AND LOCATION: <b>Z TEST ENVIRONMENT Cumberland, ME</b>																		
(1) NAME, ADDRESS, AND SOCIAL SECURITY NUMBER OF EMPLOYEE	(2) NOORWITH-HOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	(4) DAY AND DATE				(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED (THIS / ALL)	(8) DEDUCTIONS, CONTRIBUTIONS AND PAYMENTS	(9) NET WAGES PAID FOR WEEK	(10) Check No. /Date										
April Nored 16 Childs Street Augusta, ME 04330 xxxx-xx-xxxx <a href="#">remove this employee</a>		<a href="#">Select Classification</a> <input type="checkbox"/> Owner Operator/IND Contractor/Non Paid App	Sun	Mon	Tue	Wed	Thu	Fri	Sat	48.00	28.000	1,344.00	FICA	FED TAX	STATE TAX / LT	SDI	VAC HOLIDAY	HEALTH & WELF	PENSION			
			29	30	1	2	3	4	5													
			HOURS WORKED EACH DAY											TRAING	OTHER REIMB.	DUES	TRAV SUBS	OTHER FRINGE	<a href="#">OTHER DEDS</a>	TOTAL DEDUCTS		

S = STRAIGHT TIME  
O = OVERTIME  
D = DOUBLETIME  
SDI = STATE DISABILITY INSURANCE

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 (See Statement of Compliance) [Add or View Message](#)

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  
All Pages: 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  
Go to page:

**REVIEW FOR CORRECT CLASS AND HOURS-THEN CLICK STATEMENT OF COMPLIANCE\_SUBMIT**

# Stuck???



[Angela.Latno@maine.gov](mailto:Angela.Latno@maine.gov)

207-624-3519

[George.Macdougall@maine.gov](mailto: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