

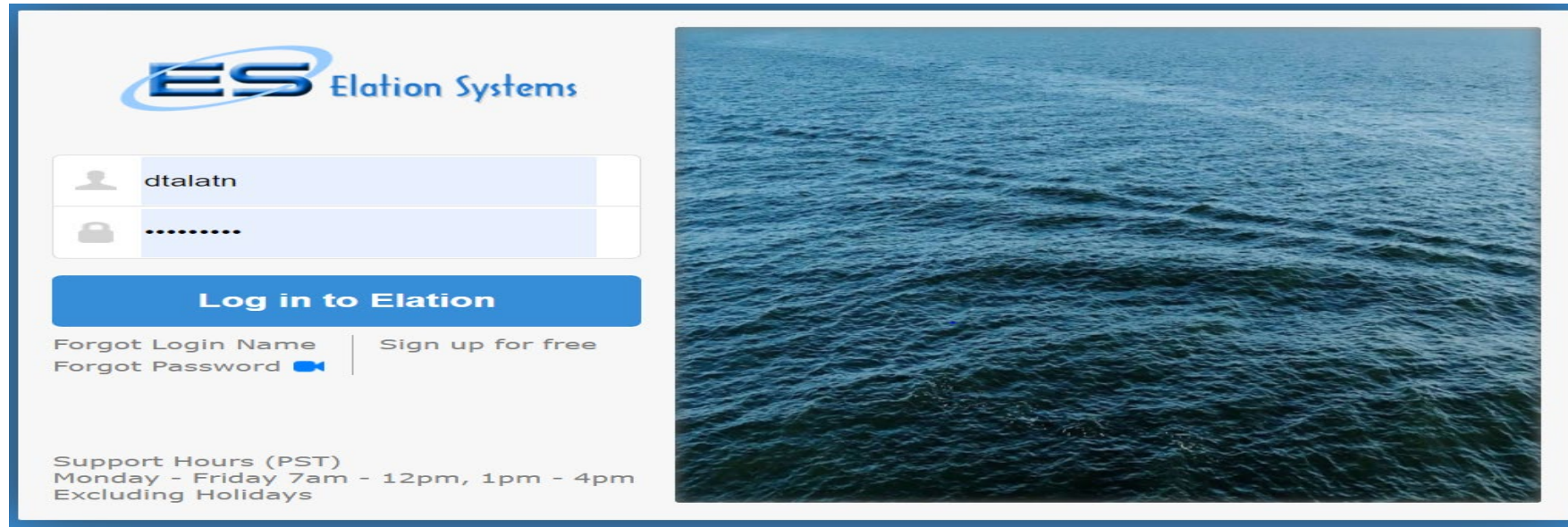
Welcome to Elation, the leading cloud based Davis-Bacon
Labor and Contract compliance reporting and management service solutions.

[GET STARTED](#)

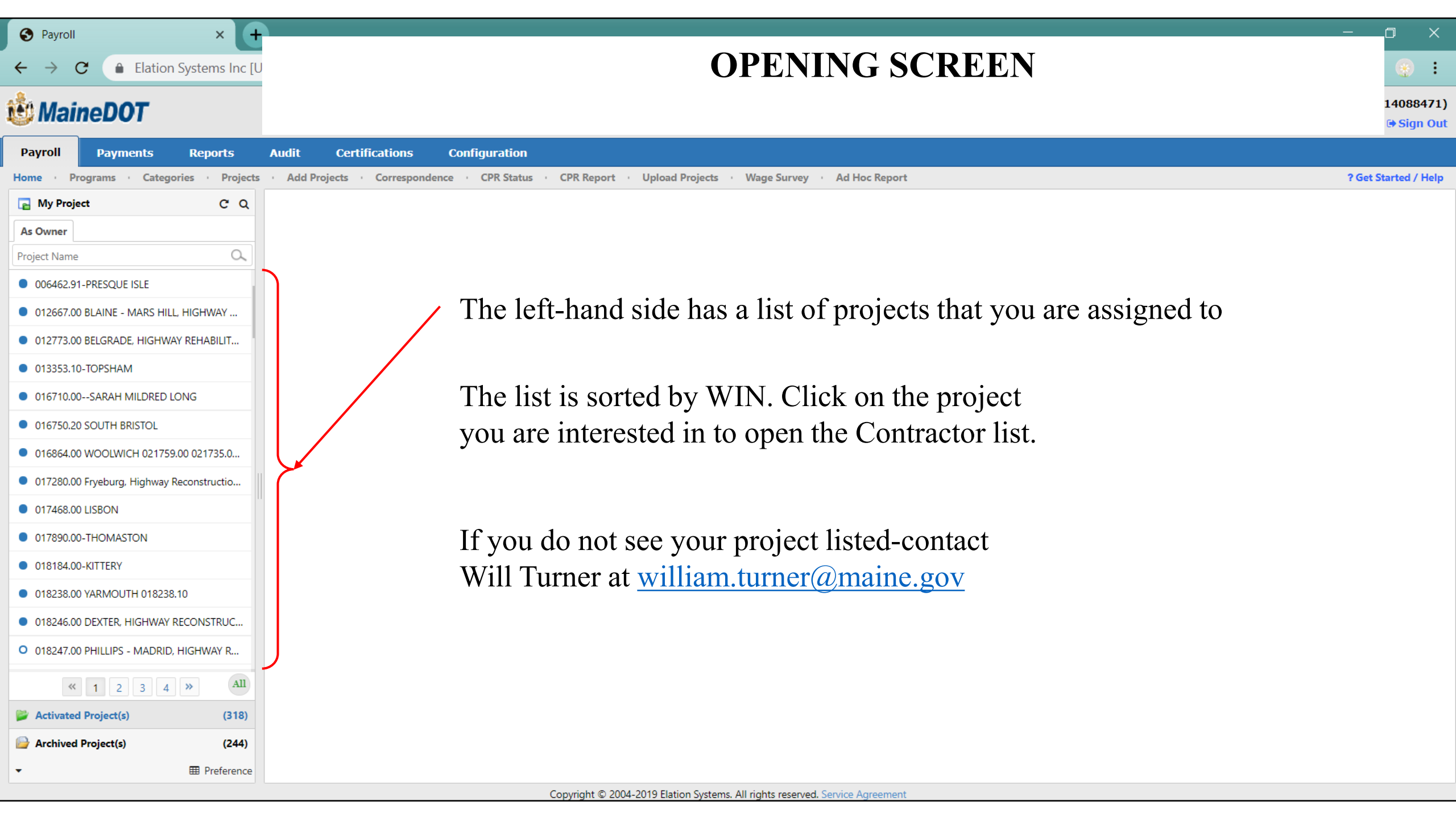
MAINE DOT USER'S MANUAL



LOG IN SCREEN



- Log in Name = dt(first initial)(first 4 letters of last name)
 - Example: Joe Smith = dt(j)(smit) = dtjsmit
- Password = A link will be sent via email from Elation to choose a password (link is valid for 24 hours)
- If you do not have an account, contact Will Turner
william.turner@maine.gov



OPENING SCREEN

Payroll

Payments

Reports

Audit

Certifications

Configuration

Home · Programs · Categories · Projects · Add Projects · Correspondence · CPR Status · CPR Report · Upload Projects · Wage Survey · Ad Hoc Report

? Get Started / Help

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 Will Turner at william.turner@maine.gov

Payroll

Contractor List

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

Home

Assign Subcontractors

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

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%

Maine DOT (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: 3 (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: Total Payroll Reports: 0 Most Recent Activity: Total No Work Performed: 0 Last login Date: 07/01/20 by Sample Rick Outstanding Issues: 0 Days Onsite: 0

FAKE Contractor

Activity Started: Total Payroll Reports: 0 Most Recent Activity: Total No Work Performed: 0 Last login Date: 04/23/18 by Angie Latno Outstanding Issues: 0 Days Onsite: 0

Activated Project(s) (1)

Complete= No further Submittals

Star=Payroll to review

Click on Contractor Name to Open Payroll List

Copyright © 2004-2021 Elation Systems. All rights reserved. Service Agreement

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 Kevin.W.Hanlon@maine.gov

Payroll

Elati

MaineDOT

Payroll

Payments

Reports

Configuration

Home

Categories

Projects

Correspondence

CPR Status

Fringe Benefit(s)

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

Activated Project(s)

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)

Maine DOT

Activity Started: 06/02/12

Total Payroll Reports: 21

Most Recent Activity: 09/21/13

Total No Work Performed: 7

Last login Date: 05/30/19 by George Macdougall

Outstanding Issues: 1 (2 Flagged)

Fringe Benefits

Apprentice Certificate

Print

Messages (6)

Change Completion Status

Legend:

Draft

Submitted

Accepted

Rejected

No Work

Flagged

Doc Reminder

Contractor Name

Filter by Status:

All status

New

Draft

Flagged

Void

Filter by Period:

All Weeks

Top 5 Weeks

In Month 8 / 12

-- Select Contract --

1

2

3

Week Ending	CPR	Action	Issues	Contract / Subcontract
07/26/2014		Void		000000.00
09/28/2013				Maine DOT @ 000000.00
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)		000000.00
08/31/2013				000000.00
08/24/2013				000000.00
08/17/2013				000000.00
09/01/2012		Void		000000.00
08/18/2012		(History)		000000.00
08/11/2012				000000.00

Default shows last 5

Click All to see all weeks

To show more weeks or

outstanding payrolls by page #

Reviewed & Rejected

Ready to Review

Reviewed & Approved

Messages & Warnings



[Messages](#) | [Online Support](#) | 855-284-0312 X.100 | [Call Back](#) | [Sign Out](#)

Payroll

Payments

Reports

Configuration

[Home](#) · [Categories](#) · [Projects](#) · [Correspondence](#) · [CPR Status](#) · [Fringe Benefit\(s\)](#)

[? Get Started / Help](#)

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

Legend:



Contractor Name

Project Team (Maine Department of Transportation)

Maine DOT

Activity Started: 06/02/12

Total Payroll Reports: 21

Most Recent Activity: 09/21/13

Total No Work Performed: 7

Last login Date: 05/30/19 by [George Macdougall](#)

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)			

FAKE Contractor

Activity Started:

Total Payroll Reports: 0

Most Recent Activity:

Total No Work Performed: 0

Last login Date:

Outstanding Issues:

Flag for problems - Click to view

Comment with Payroll - Click to view then click name

PAYROLL REVIEW & APPROVAL OR REJECTION

PAYROLL REPORTING FORM

		NAME OF CONTRACTOR ☐ OR SUBCONTRACTOR ☒						CONTRACTOR'S LICENSE NO: SPECIALITY LICENSE NO:				ADDRESS 16 State House Station, AUGUSTA, ME 04333											
		Maine DOT										PROJECT OR CONTRACT NO: Maine DOT @ 000000.00 [Change]											
		PAYROLL NO. 55						FOR WEEK ENDING 10/5/2013				SELF-INSURED CERTIFICATE NO: WORKER'S COMPENSATION POLICY NO:				PROJECT AND LOCATION: Z TEST ENVIRONMENT Cumberland, ME							
(1)	(2)	(3)	ST / OT / DT	(4) DAY AND DATE							(5)	(6)	(7)	(8)						(9)	(10)		
NAME, ADDRESS, AND SOCIAL SECURITY NUMBER OF EMPLOYEE	NOORWITH- HOLDING EXEMPTIONS	WORK CLASSIFICATION		Sun	Mon	Tue	Wed	Thu	Fri	Sat	TOTAL HOURS	RATE OF PAY	GROSS AMOUNT EARNED (THIS / ALL)	DEDUCTIONS, CONTRIBUTIONS AND PAYMENTS						NET WAGES PAID FOR WEEK	Check No. /Date		
				29	30	1	2	3	4	5													
			HOURS WORKED EACH DAY																				
April Nored 16 Childs Street Augusta, ME 04330 xxxx-xx-xxxx remove this employee		Select Classification ☐ Owner Operator/IND Contractor/Non Paid App	S		8.00	8.00	8.00	8.00	8.00	8.00	48.00	28.000	1,344.00	FICA	FED TAX	STATE TAX / LT	SDI	VAC HOLIDAY	HEALTH & WELF	PENSION			
			O											TRAING	OTHER REIMB.	DUES	TRAV SUBS	OTHER FRINGE	OTHER DEDS	TOTAL DEDUCTS			
			D												1,344.00								

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

Uploading your Payroll Interviews into Elations

- Scan payroll interviews individually and save to Desktop (it is easier to identify them if you rename your scans to match the employee's names).
- Log into Elations and get into the Project associated with the Interviews
- Within the project header – just above the Prime Contractor -
- Click on [Site Interview](#)
- New window – You should be within a tab that reads “Field Report/Site Visit” or just “Field Report/...”
- Below find the [New](#) column and hover until [Labor Standards Interview](#) appears and click on it.
- A new Interview sheet will appear –
 - Under Name of Employer (using the [Select](#) feature), click on the employer.
 - Under Employee Information (using the [Select](#) feature), click on the name of the employee.
 - It is not necessary to fill in the Work Classification, or the Wage Rate information. This is already on the original Interview.
 - Scroll down to the Employee's signature & Interviewer's signature and type “on file” in both sections.
 - Above the form, to the left, click on the “→ Save as Draft” button.
 - A green message will appear = [Save Successfully!](#) And promptly disappear.
 - Click on the [Attach Files](#) option just above the page on the right.
- New window – Click on [Upload New](#)
- Find the correct interview in the location in which it was saved (Desktop) and hit the “Open ↓” button.
- Just to the left of that “upload” window, hit “Submit Site Interview” (the button will be partly hidden by the open window).
- A message will appear asking “Submit the Site Interview?” Hit “OK”.
- Your interview will appear.
- At the right of the row click on [\(Reconcile\)](#).
- New window – Site Interview – Certified Payroll Reconciliation Report
 - At the bottom, click on “Finish”
- You will be back to the previous window and you will see that the Status symbol (in the left column) will have changed.
- To enter next Interview, hover over [New](#) and repeat.

INTERVIEWS MUST BE CONDUCTED EVERY 90 DAYS ON 2 EMPLOYEES OF THE PRIME CONTRACTOR AND ALL SUB CONTRACTORS WORKING ON SITE 5 OR MORE DAYS DURING EACH 90 DAY PERIOD NOT CONSECUTIVE. INTERVIEWS ARE CONFIDENTIAL AND VOLUNTARY.

Stuck???



William.Turner@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 a contractors needs help, they should reach out to Elations Support at
SUPPORT@ELATIONSYSTEMS.COM