MAINE DOT
USER’S MANUAL
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 or Brian Kittridge
angela.latno@maine.gov
brian.kittridge@maine.gov
If you do not see your job - contact Angie or Brian
Angela.Latno@maine.gov
Brian.Kittridge@maine.gov

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.
### PAYROLL STATUS

**Maine DOT**

<table>
<thead>
<tr>
<th>Activity Started</th>
<th>Total Payroll Reports</th>
<th>Total No Work Performers</th>
<th>Most Recent Activity</th>
<th>Last login Date</th>
<th>Outstanding Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/02/12</td>
<td>21</td>
<td>7</td>
<td>09/21/13</td>
<td>05/30/19</td>
<td>2</td>
</tr>
</tbody>
</table>

### Filter by Status

- **Reviewed & Rejected**
- **Ready to Review**
- **Reviewed & Approved**

Default shows last 5 - Click All to see all weeks.
Messages & Warnings

Default shows last 5 - Click All to see all weeks

Flag for problems - Click to view

Comment with Payroll - Click to view then click name
PAYROLL REVIEW & APPROVAL OR REJECTION

REVIEW FOR CORRECT CLASS AND HOURS-THEN CLICK STATEMENT OF COMPLIANCE_SUBMIT
Stuck???

If one of the contractors need help, they can call Elation @ 510-764-1870 x 100.

You can’t break it—anything you can do in the system can be undone.

Angela.Latno@maine.gov 207-624-3519
Brian.Kittridge@maine.gov 207-624-3650
George.Macdougall@maine.gov 207-624-3353