

**END OF THE MONTH TRUCKING
ENTRY FOR NON-AGENCY
USER GUIDE NON-AGENCY**

- Expand Home
- Contractor Three
- ✓ EXTERNALPRIMEPAYROLL
- EXTERNALSUBPAYROLL
- EXTERNALBIDDER
- EXTERNALSUBPAYMENT

1. Verify your role

Prime Contractor Payroll User

Welcome!

If you have any questions please contact the system administrator via email at KDOT#AWP.Admin@ks.gov.

Vendor Payrolls

Type search criteria or press Enter

Advanced

0 changed

Enter search criteria above to see results or Show first 10

Unapproved Payrolls

Type search criteria or press Enter

System Default

0 changed

Enter search criteria above to see results or Show first 10

Civil Rights & Labor

Contracts

External Links

- KDOT Website
- Kdotweb
- KDOT Reports Portal
- Cloverleaf
- Payroll XML
- Highway Contractors

- Internet
- KDOT's Intranet Site
- Crystal Reports
- AASHTO Transportation Construction Community
- Resources for Using XML with AASHTOWare Project™ Payroll XML Resource Kit
- Information for Highway Contractors

On this page: Vendor Payrolls Unapproved Payrolls Civil Rights & Labor External Links

PROJECT KDOT ROLE for External Prime Contractor Payroll User

News ?

Welcome!

If you have any questions please contact the system administrator via email at KDOT#AWP.Admin@ks.gov.

Vendor Payrolls ?

Type search criteria or press Enter Advanced

0 changed

Enter search criteria above to see results or Show first 10

Unapproved Payrolls ?

Type search criteria or press Enter System Default

0 changed

Enter search criteria above to see results or Show first 10

Select the "Contracts" link under the Civil Rights & Labor component

Civil Rights & Labor ?

Contracts

External Links ?

- KDOT Website
- Kdotweb
- KDOT Reports Portal
- Cloverleaf
- Payroll XML
- Highway Contractors

- Internet
- KDOT's Intranet Site
- Crystal Reports
- AASHTO Transportation Construction Community
- Resources for Using XML with AASHTOWare Project™ Payroll XML Resource Kit
- Information for Highway Contractors

Contract Administration Overview

Contract Administration Overview

516022585

1. Enter the KDOT Contract number

Contract	Description	Orig Matl and AAs Gen DT	Prime ID	Contract Name
516022585	GRADING, BRIDGE & SURFACING		02280	DONDLINGER & SONS CONST C

2. Click the row action button for your contract

3. Click "Add EOM Trucking"

- Actions
- Exclude from Search Results
- Open
- Tasks
- Add EOM Trucking
- Add Subcontract Payment
- Add Subcontracts
- Generate Materials and Acceptance Actions
- Import DWR Agency View Reference Item Associations
- Views
- Attachments
- Current DBE Commitments
- EOM Trucking
- General
- Links
- Payment Estimate Approval Levels
- Payments
- Projects
- Subcontracts
- Tracked Issues
- Reports
- Subcontract Listing

EOM Trucking Overview

Add End of Month Trucking Record

Contract: 516022585 - GRADING, BRIDGE & SURFACING 5. Click "Save"

Prime Vendor: 02280 - DONDLINGER & SONS CONST CO INC

Vendor ID *
 1. Enter who the trucking firm is working for

Start Date *
 2. Enter the approximate start date for the trucking firm

EOM Trucking ID *
 3. Enter a unique number for the trucking firm

End Date *
 4. Enter the approximate end date for the trucking firm

EOM Trucking Overview

On this page: Contract Contract

End of Month Trucking Summary

End of Month Trucking Record 101 - Successfully Saved

Contract: 516022585 - GRADING, BRIDGE & SURFACING Save ?

Prime Vendor: 02280 - DONDLINGER & SONS CONST CO INC

Vendor ID 02006	Trucking Total
Vendor Short Name KING CONST CO INC AND SUBS	Number of Trucks
EOM Trucking ID 101	End Date * 03/30/2018
Start Date * 01/01/2018	

1. Click the component action button

Contract: 516022585 - GRADING, BRIDGE & SURFACING Save ?

End of Month Trucking Firms

2. Click "Add New"

- Actions
- Add New
- Tasks
- Delete
- Views
- Attachments
- Issues
- Links

Add End of Month Trucking Firm

Save Complete

Contract: 516022585 - GRADING, BRIDGE & SURFACING

8. Click "Save"

Trucking Firm ID*
Begin typing to search or press Enter

1. Enter the trucking firm

Firm Type*

2. Select the firm type. Either Broker(a firm that hires another firm), ITO(Independent Truck Owner/Operator), MTO(Multiple Truck Owner)

New

New End of Month Truck Type

Truck Type*

3. Select the type of truck being operated

Number of Trucks*

4. Enter the approximate number of trucks being used

Off Site Hauling

On Site Hauling

Payment Type*

5. Select how the trucking firm is being paid for their work. Either FlatRate, MonthlyHours, UnitsHauled

Firm Dollars

Firm Trucks

1 added 0 marked for deletion 0 changed

Dollar Value of Work

Broker Hourly Rate*

6. Enter an approximate hourly rate

7. Depending on what type of payment you select there will be other required field that will be shown that you will need to fill in. Anything with a RED Asterisks

Once this is Saved, the trucking firm will show up as a subcontractor and can now submit payrolls