



Pay Estimate Exceptions QRG

1. From the Dashboard, find the appropriate Contract under the ‘Contract Progress Overview’ component. Click on the “Contract Id” hyperlink for the appropriate Contract.
2. The system navigates to the ‘Contract Progress Summary’ page. Select the ‘Payment Estimates’ component tab along the left side.
3. For the desired pay estimate, click on the “Number” hyperlink.
4. Select the ‘Exceptions’ component tab along the left side. The system will display all exceptions that exist for the Payment Estimate.
5. To review, and modify if needed, a specific exception, select the expand carrot on the left of the row for the appropriate exception.
6. Depending on the exception and whether the Payment Estimate Type will dictate how the Exception needs resolved.
 - a. There are 4 levels of resolution that may be available, depending on the Exception and Pay Estimate Type.
 - i. Unresolved – The exception requires no further action.
 - ii. Override – The exception will be reversed, and a comment is required.
 - iii. Acknowledge – The exception will be accepted, and a comment is required.
 - iv. Resolve – The exception must be satisfied before the estimate can be submitted for approval.
 - b. Expand the Exception row by clicking on the carrot at the left of the desired row.
 - c. Click the drop-down arrow for the “Status” field and select the appropriate resolution for the Exception.
 - d. If necessary, select an appropriate remark type from the “Type” field drop-down list.
 - i. The “Remark” field will pre-populate with a generic statement depending on the option chosen for the Remark Type.
 - ii. If ‘Other’ is chosen as the Remark Type, a comment is not populated in the “Remark” field and the user is required to enter one.

Payment Estimate Exception	Progress	Semi-Final	Final	Supplemental
Attention Flag	Not Calculated or Displayed	Not Calculated or Displayed	Not Calculated or Displayed	Not Calculated or Displayed
Construction Stockpile Balance	Not Calculated or Displayed	Must Resolve	Must Resolve	Must Resolve
DBE Compliance	Not Calculated or Displayed	Must Acknowledge	Must Resolve	Must Resolve
Exceeded Available Time	May be left Unresolved	Must Override	Must Override	Must Override
Exceeded Calendar Time	May be left Unresolved	Must Override	Must Override	Must Override
Exceeded Completion Date	May be left Unresolved	Must Override	Must Override	Must Override
Funding Check	Must Resolve	Must Resolve	Must Resolve	Must Resolve
Insufficient Materials	Must Override	Must Override	Must Resolve	Must Resolve
Item Incomplete	Not Calculated or Displayed	Not Calculated or Displayed	Not Calculated or Displayed	Not Calculated or Displayed
Item Overrun	Must Override	Must Override	Must Resolve	Must Resolve
Missing Contractor Performance Evaluation	Not Calculated or Displayed	Not Calculated or Displayed	Not Calculated or Displayed	Not Calculated or Displayed
Missing Final Contractor Performance Evaluation	Not Calculated or Displayed	Must Acknowledge	Not Calculated or Displayed	Not Calculated or Displayed
Missing Interim Contractor Performance Evaluation	Not Calculated or Displayed	Not Calculated or Displayed	Not Calculated or Displayed	Not Calculated or Displayed
Missing Percentage of Schedule DWR Item Posting	Not Calculated or Displayed	Not Calculated or Displayed	Not Calculated or Displayed	Not Calculated or Displayed
Missing Recurring Time	May be left Unresolved	Must Acknowledge	Must Resolve	Must Resolve
Missing Start Time	May be left Unresolved	May be left Unresolved	May be left Unresolved	May be left Unresolved
Missing Start Time Diary Contract Time	Must Resolve	Not Calculated or Displayed	Not Calculated or Displayed	Not Calculated or Displayed
Negative Estimate	Must Override	Not Calculated or Displayed	Not Calculated or Displayed	Not Calculated or Displayed
Negative Voucher	Must Override	Not Calculated or Displayed	Not Calculated or Displayed	Not Calculated or Displayed
Pending or Draft Daily Work Reports	Must Override	Must Resolve	Must Resolve	Must Resolve
Unapproved Contractor Performance Evaluation	Not Calculated or Displayed	Must Acknowledge	Must Resolve	Must Resolve
Unattached Item	May be left Unresolved	Must Override	Must Resolve	Must Resolve
Overdue Payrolls	Not Calculated or Displayed	Not Calculated or Displayed	Not Calculated or Displayed	Not Calculated or Displayed