



CAMP Emergency
Work Authorization
Pay Request

January 2025

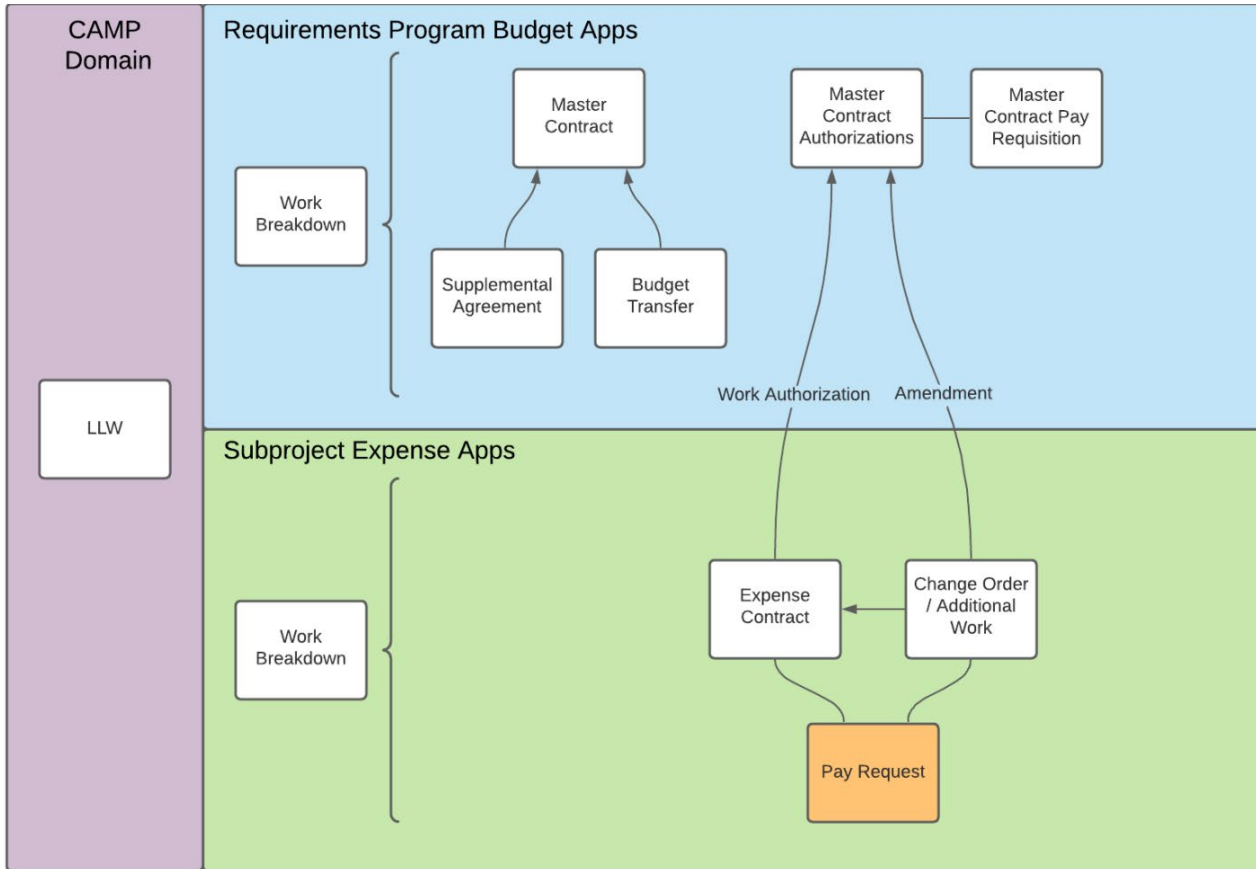
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About Expense Contract Pay Requests

Expense Contract Pay Requests are created by the CM Firm to register work has been performed by the GC. Backup documents must be attached to justify payment.

Program and Subproject Expense Workflow

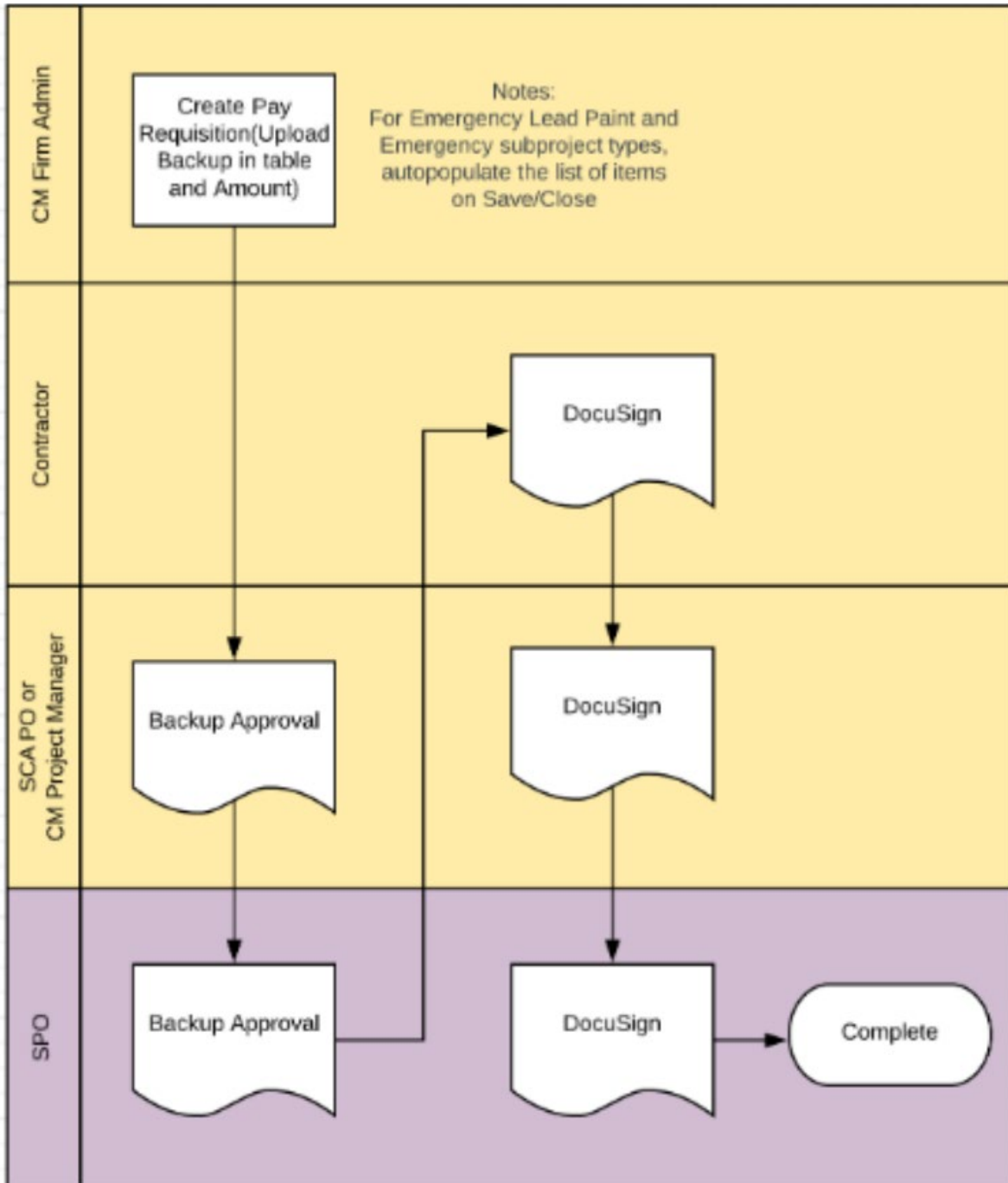


JOC/Emergency Construction Pay Request Workflow

The CM Firm selects the Expense Contract and Approved Change Orders, enters the amount for SOV cost items, and submits the Pay Request.

The CM Project Manager and SPO need to approve the attached backup documentation.

Afterwards, the Contractor, CM Project manager, and SPO need to DocuSign approve the pay request.

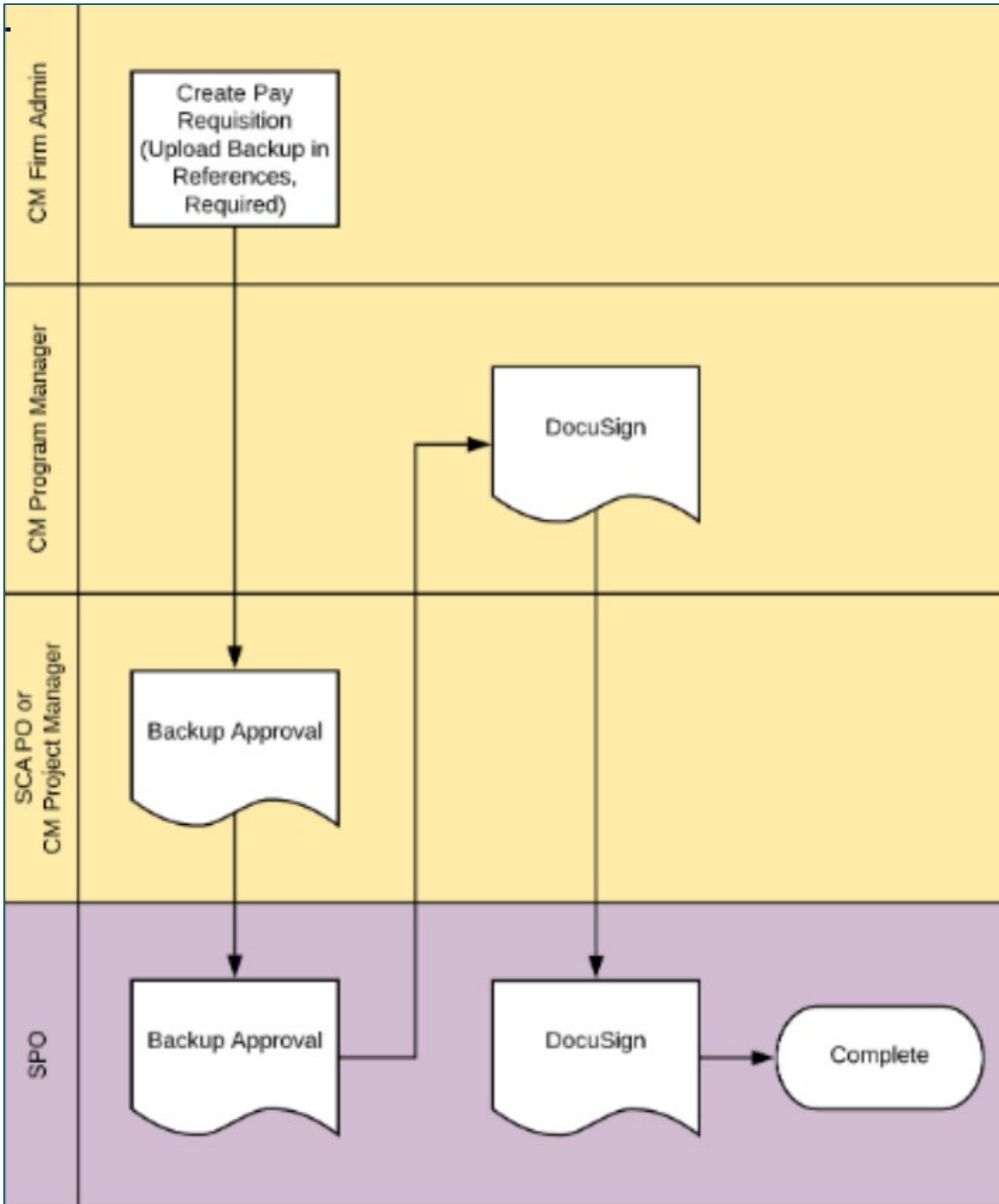


JOC/Emergency Management and Services Pay Request Workflow

The CM Firm selects the Expense Contract and Approved Change Orders, enters the amount for SOV cost items, and submits the Pay Request.

The CM Program Manager and SPO need to approve the backup documentation.

Afterwards, the CM Program Manager and SPO need to DocuSign approve the pay request.



Step by Step Instructions

CM Processes Work Authorization in the Master Contract (Program Level)

You need to navigate to the Emergency Program

1. Navigate to **Project Finder> Requirements>Emergency>Emergency Construction.**
and select the **Construction company** that contains the Program.

Home > SCA Training > Requirements > Emergency > Emergency Construction SELECT					
↑ Number	Name				
EMERADAMS	Adam's European Emergency	1 PROJECT	↗	☆	ⓘ
EMERKELTECH	Kel-Tech Construction Emergency	1 PROJECT	↗	☆	ⓘ
EMERSCATRaining	SCA Training Construction Emergency	2 PROJECTS	↗	☆	ⓘ
EMERTDXCON	TDX Construction	1 PROJECT	↗	☆	ⓘ
EMERWHITESTONE	Whitestone Construction Emergency	1 PROJECT	↗	☆	ⓘ

- 2a. Click the **right arrow** next to the **Program** that contains the Work authorization.

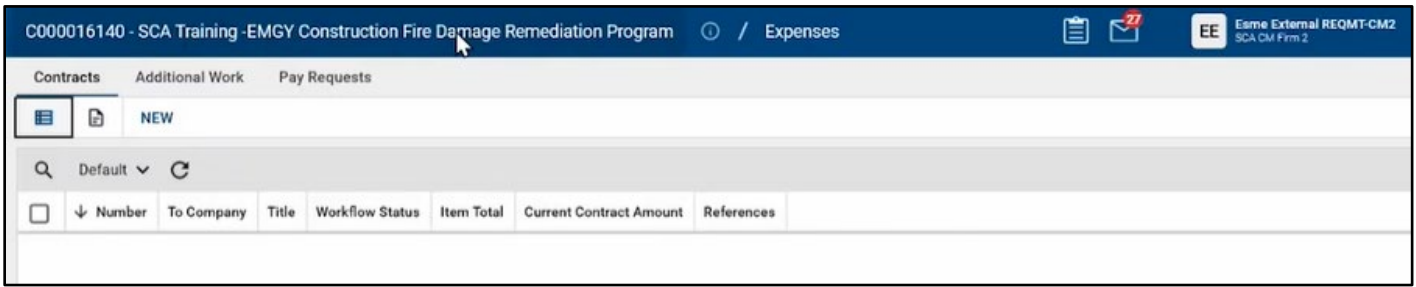
Home > SCA Training > Requirements > Emergency > Emergency Construction > SCA Training Construction Emergency SELECT					
↑ Number	Name				
C000015678	SCA Training Construction Corp. - Sidewalk Bridges & Protective Sheds Program	3 PROJECTS	↗	☆	ⓘ
C000016140	SCA Training -EMGY Construction Fire Damage Remediation Program	1 PROJECT	↗	☆	ⓘ

-OR -

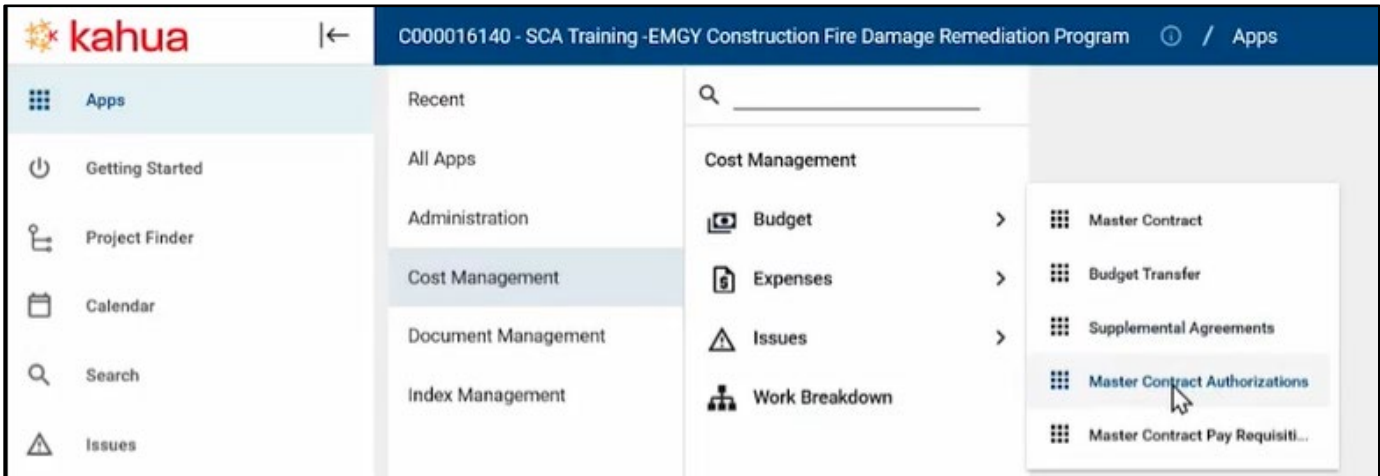
- 2b. If the Program is already open, click the **Select** button to the right of the program in the **header**.

SCA Training Construction Emergency > SCA Training -EMGY Construction Fire Damage Remediation Program SELECT	
1 PROJECT	↗ ☆ ⓘ

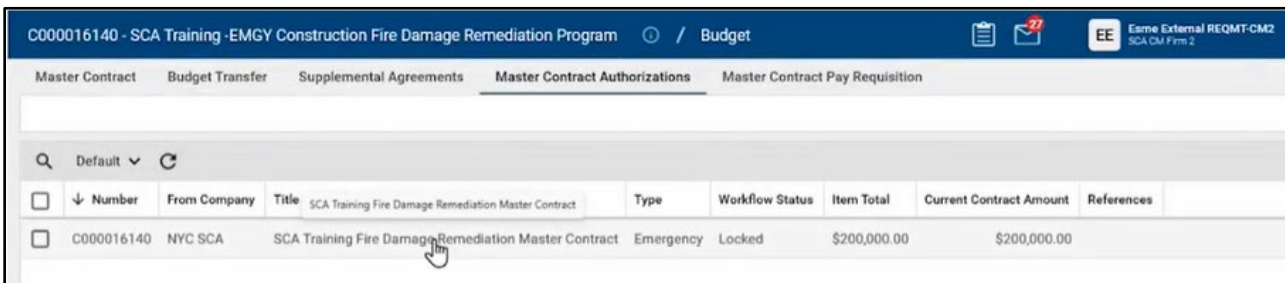
Make sure the program is visible at the top.



2. Click **Apps**> **Cost Management**> **Budget**> **Master Contract Authorizations**.



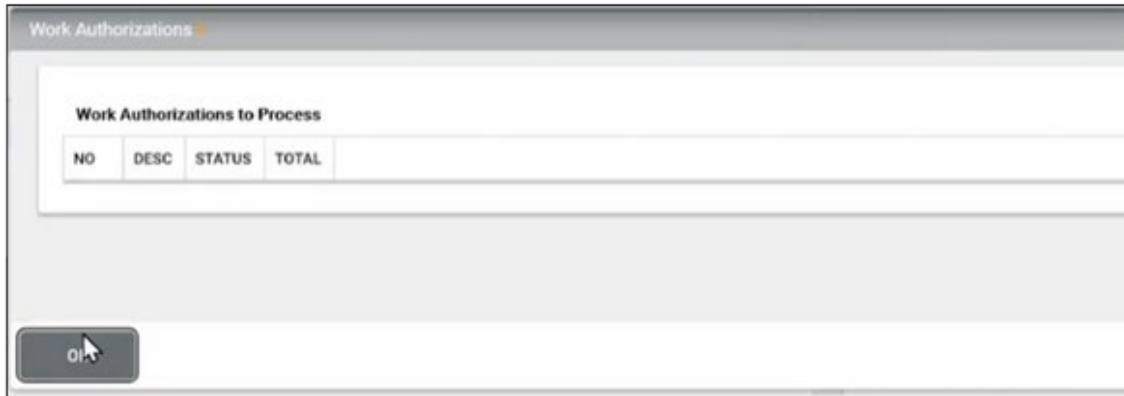
3. Click the **Master Contract**. The contract opens on the right.



4. Click **Process Work Auth**.



5. The Work Authorization window opens. Click **OK**. (this is usually blank by default).

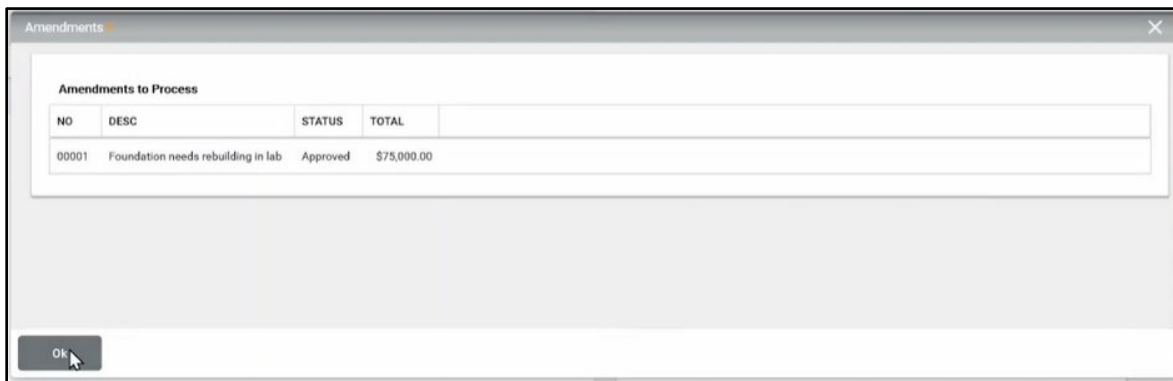


6. Click **Process Amendments**.

NOTE: As a Best Practice, periodically process these Amendments instead of waiting until you need to create a **Pay Request**.



7. The Amendments window opens. Click **OK**.



8. **Items** section of the Master Contract: Make sure the **Status** reads **Approved**, and the **Total** is correct.

STATUS	TOTAL	PO NUMBER	AUTH NO.	AMD NO.
Approved	\$200,000.00		0002	
Approved	\$75,000.00		0002	00001

CM Initiates Expense Contract Pay Request (Subproject Level)

The CM initiates pay requisitions on behalf of the GC for each subproject. They also include any approved Amendments (Additional Work).

1. Navigate to the Emergency Construction **subproject** and click to open.

Number	Name
0078	X423 LLW#136086 RED DOT - FIRE DAMAGE REMEDIATION

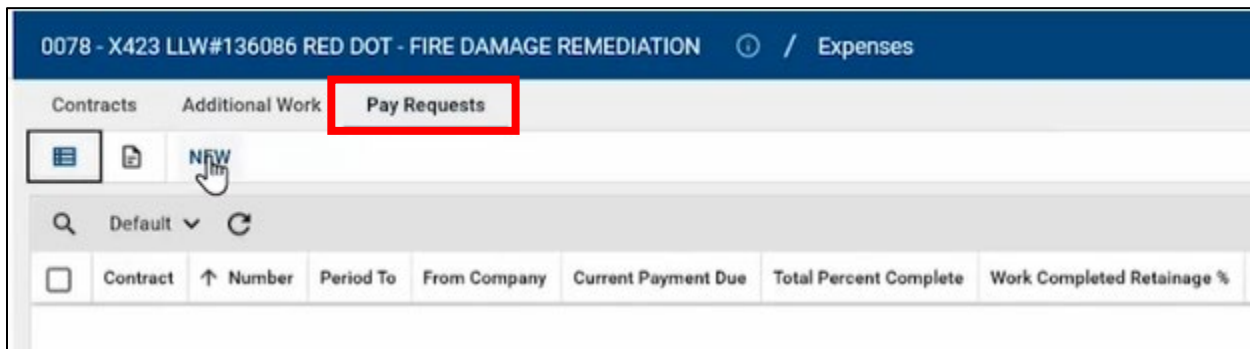
2. Click **Apps> Cost Management> Expenses**.

Recent	
All Apps	
Administration	
Cost Management	Expenses
Document Management	
Index Management	

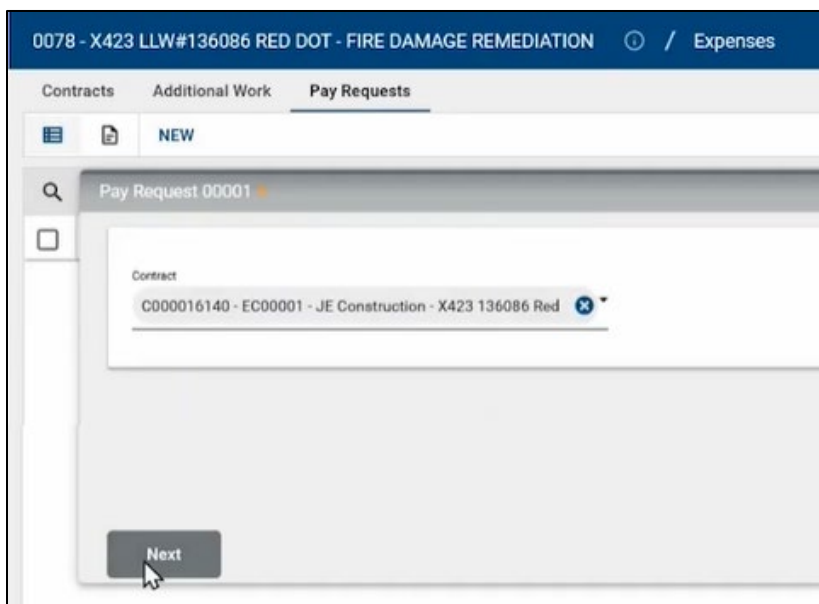
3. Click the **Additional Work** tab to view Amendments. If you want to include this with the new Pay Request, make sure Workflow Status reads as **Complete**.



4. Click the **Pay Request** tab
5. Click **New**.



6. Select the contract from the drop-down menu.
7. Click **Next**.



The **Select Additional Work** window opens.

8. Select the amendment by clicking in the **checkbox**.
9. Click **Next**.

	NO	DESC	DATE EXECUTED	STATUS	TOTAL
<input checked="" type="checkbox"/>	00001		5/31/2024	Approved	\$75,000.00

Next

10. **Details section:** Select the **Period To** date by clicking the **Calendar** icon. (Required)
11. Enter any **Notes**. (Optional)

Contract C000015678 - 00001 - JE Construction - K017 060502 Sidewalk Bridges (Masonry)

Number 00002

Period From 7/28/2023

Period To

Field is required.

Project Number C000015678-EC0003

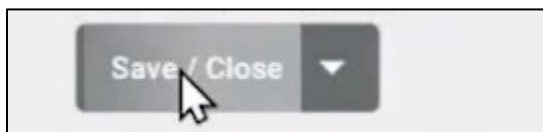
Project Name K017 060502 SIDEWALK BRIDGE (MASONRY)

Notes

12. **Workflow Status (Optional):** you can select a **Hold Reason** from the drop-down menu.



13. Click **Save / Close**.

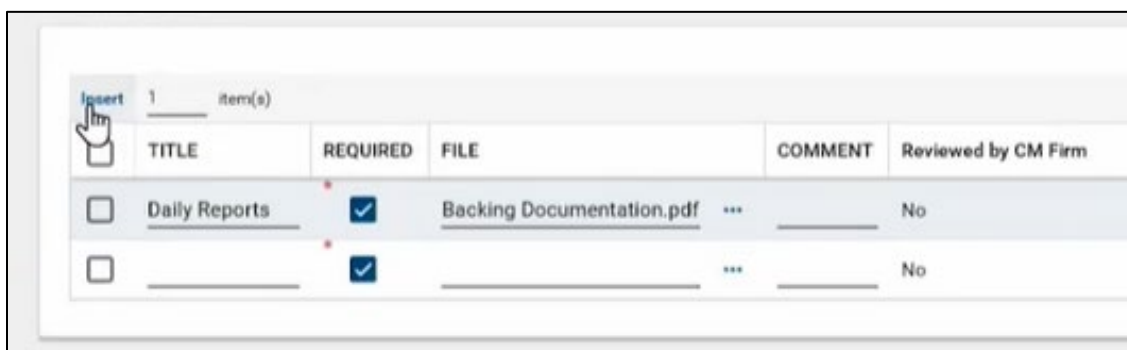


14. Once the Pay Request is saved, click **Edit** to view and process the **Backup List**.



15. Scroll to the **Backup List** section.

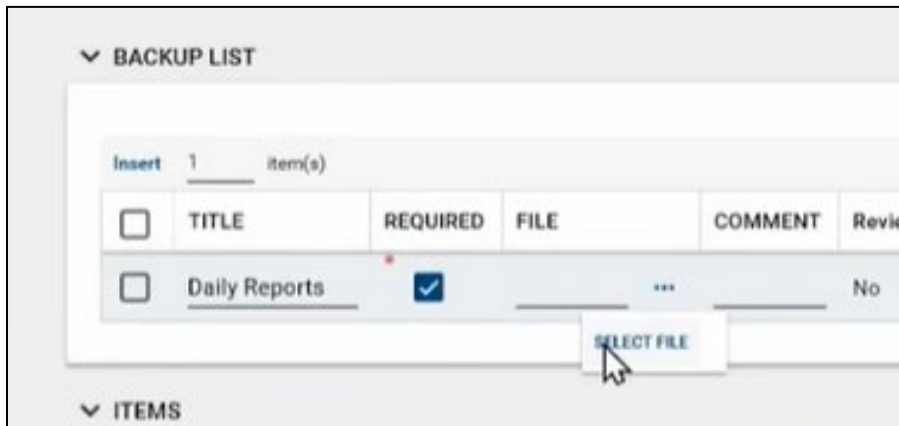
NOTE: In some instances, the backup list does not automatically appear. You can enter manually by clicking Insert for each item.



For each **Required** item, a file must be uploaded to support it:

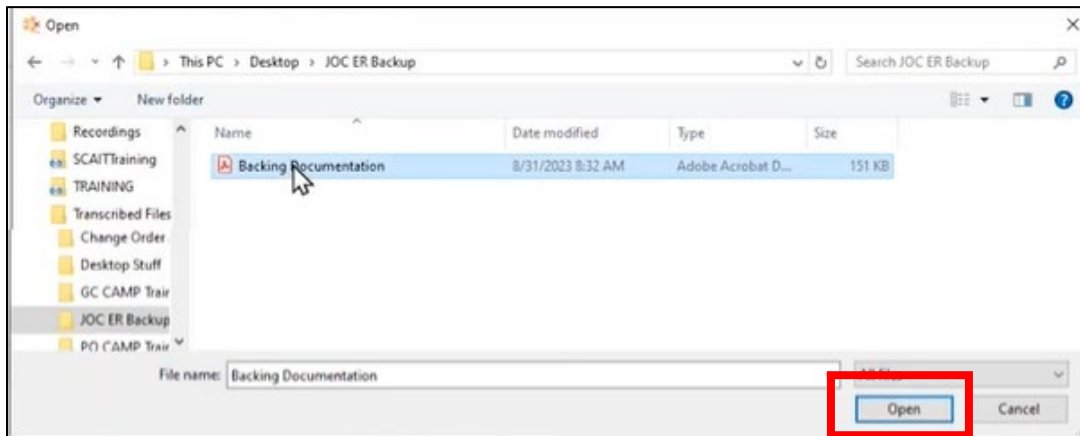
16. Click the **ellipsis**.

17. Click **Select File**.



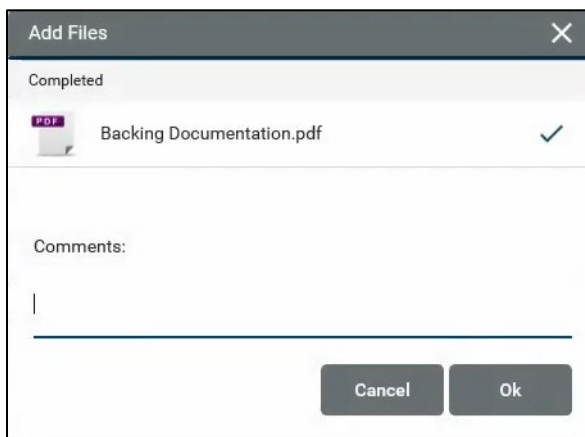
18. Select the file.

19. Click **Open**.



The **Add Files** window opens.

20. Click **OK**. (Comments are optional)



Unrequired Items: For each item that is **not** Required, a **Comment** must be entered not only for record keeping, but also to provide context for the next person to approve the Backup List.

21. **Uncheck** the checkbox.
22. Enter your explanation in the **Comment** field.

<input type="checkbox"/>	TITLE	REQUIRED	FILE	COMMENT	Reviewed by CM Firm
<input type="checkbox"/>	Daily Reports	<input checked="" type="checkbox"/>	Backing Documentation.pdf		No
<input type="checkbox"/>	Bid Estimate	<input type="checkbox"/>		N/A	No

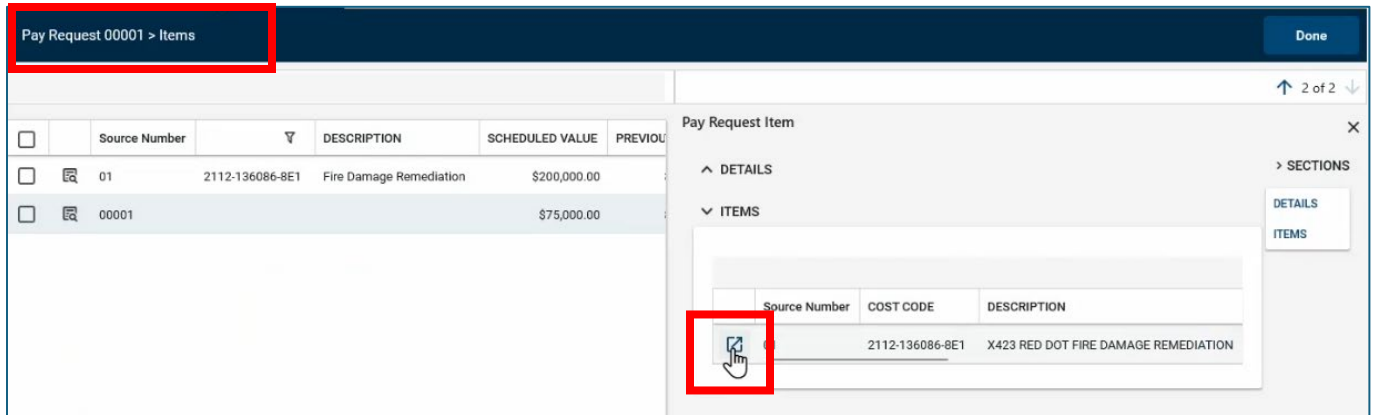
23. **Items section:** Enter the Work Completed either with a \$ amount **OR** % TO DATE.

WORK COMPLETED THIS PERIOD	TOTAL COMPLETED & STORED TO DATE	% TO DATE	BALANCE TO FINISH	T
\$ <input type="text" value="0,000.00"/>	\$10,000.00	<input type="text" value="5"/>	\$190,000.00	
\$ <input type="text" value="0.00"/>	\$0.00	<input type="text" value="0"/>	\$75,000.00	

24. To enter work completed for the Amendment listed on line 2 in this example, you must pop out the line and enter Work Completed for this period either in the \$ **OR** % to Date field.

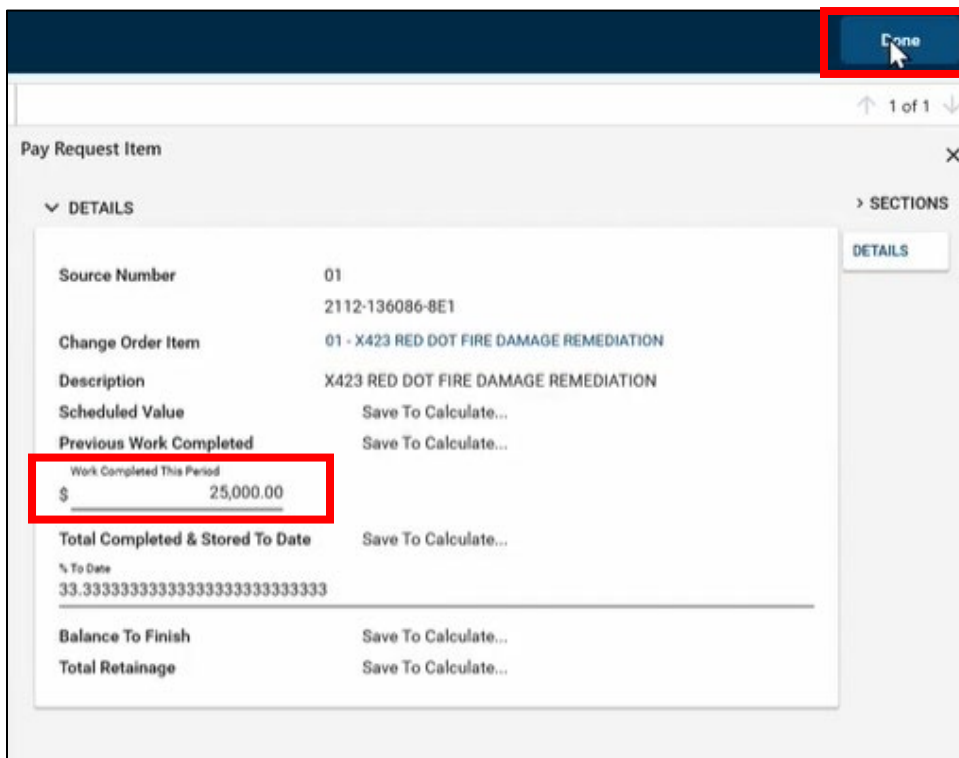
<input type="checkbox"/>	Source Number	DESCRIPTION	SCHEDULED VALUE	PREVIOUS WORK COMPLETED	WORK COMPLETED THIS PERIOD	TOTAL COMPLETED & STOP
<input type="checkbox"/>	2112-136086-8E1	Fire Damage Remediation	\$200,000.00	\$0.00	\$ 10,000.00	
<input type="checkbox"/>	0001		\$75,000.00	\$0.00	\$ 0.00	

25. In the Pay Request> Items window, pop out the Items section again.



26. Enter the Work Completed for this period either in the \$ **OR** % to Date field.

27. Click **DONE** in the top right for each popout window to get back to the Pay Request main record.

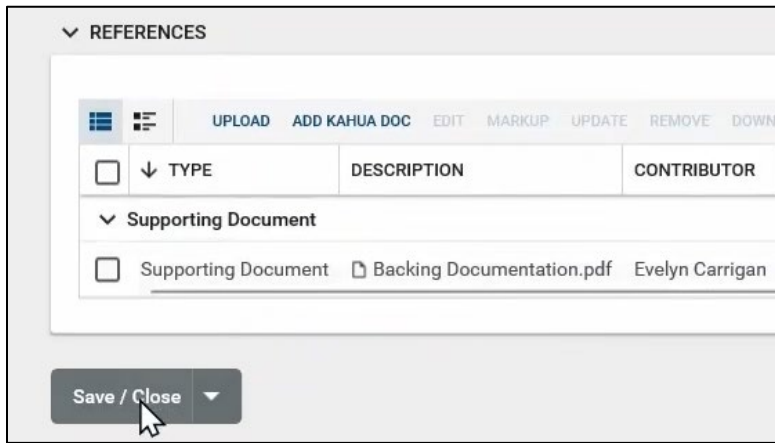


NOTE: Totals will not be visible until the Pay Req is saved.

28. **Comments** : Optional

29. **References** section at the bottom: **Upload** supporting documentation

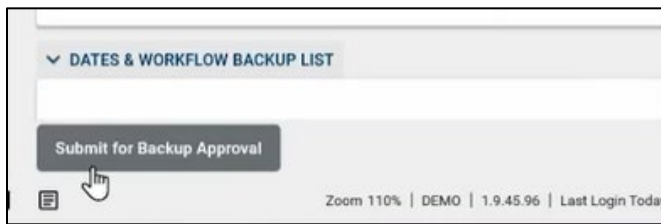
30. Click **Save / Close**.



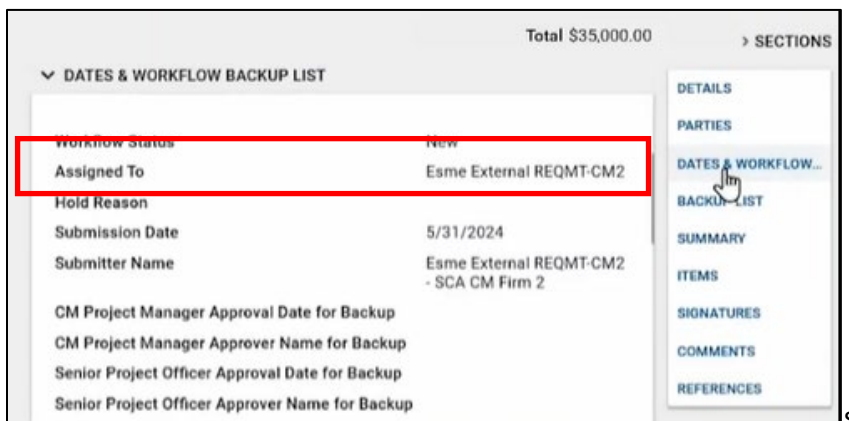
Remember you can always click **View** to see the **Pay Req.** You can click **Edit** if you need to make any changes.



31. Click **Submit for Backup Approval**.



32. Navigate to the **Dates and Workflow** section. Notice the **Pay Requisition** has been assigned to the Approver, which is the CM.

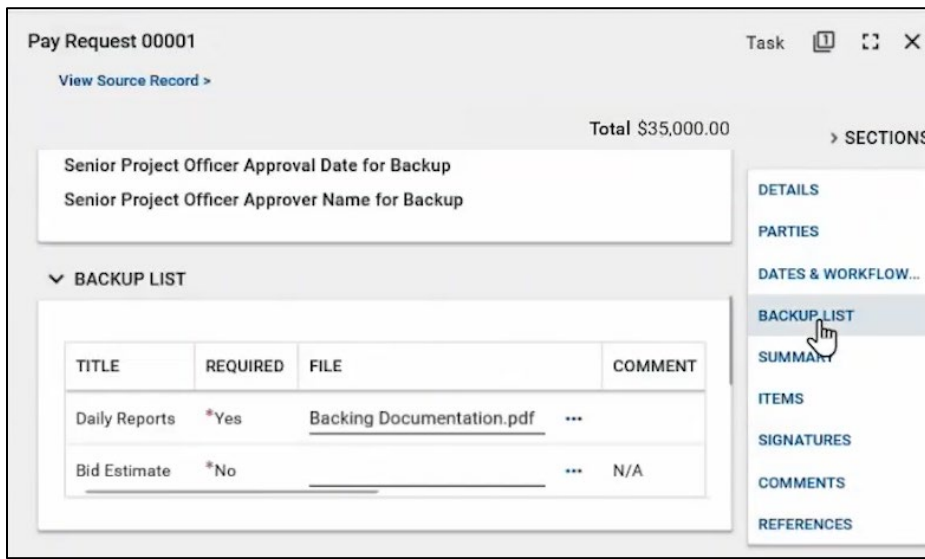


CM Approves Pay Request

1. Click the **Task** clipboard icon at the top right.



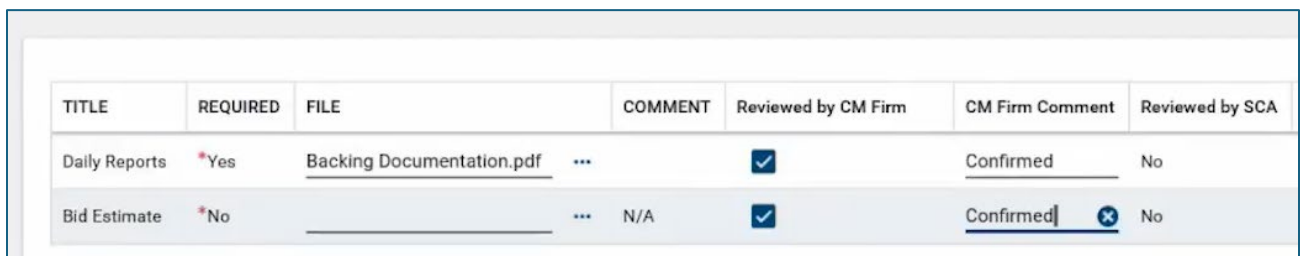
2. Select the Pin Sign approval task from the list. This opens the Pay Request.
3. Navigate to the **Backup List** section.



4. Check the **Reviewed by CM Firm** checkbox(es) for each **Backup List** item.

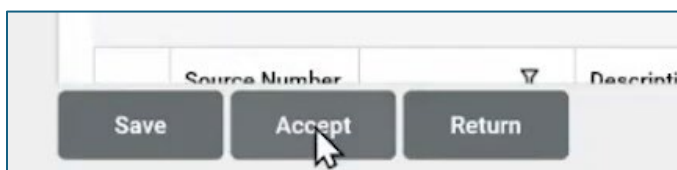
NOTE: Even if a Backup List item reads as N/A, it still must be checked as **Reviewed by CM Firm**.

5. Enter a **Comment** in each line to verify.

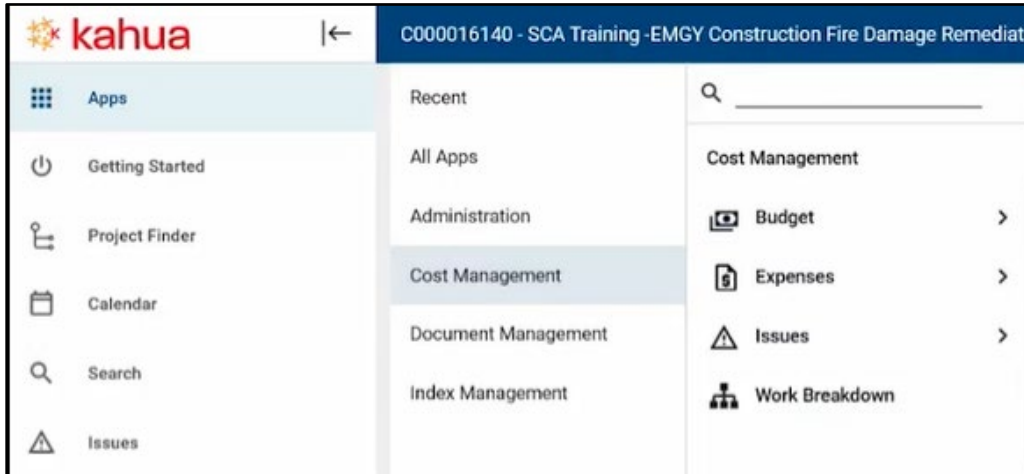


TITLE	REQUIRED	FILE	COMMENT	Reviewed by CM Firm	CM Firm Comment	Reviewed by SCA
Daily Reports	*Yes	Backing Documentation.pdf	...	<input checked="" type="checkbox"/>	Confirmed	No
Bid Estimate	*No		... N/A	<input checked="" type="checkbox"/>	Confirmed	No

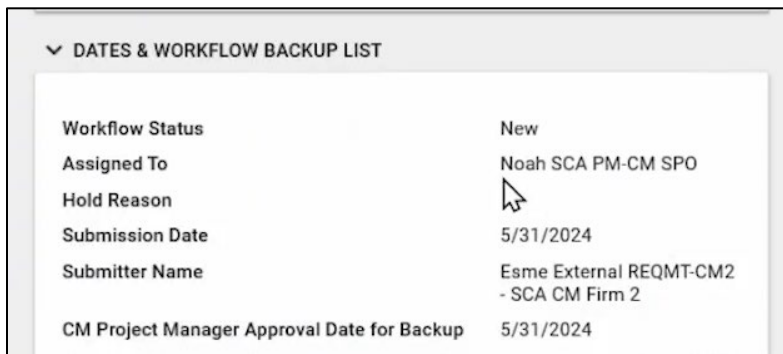
6. Click **Accept** when ready.



7. Click **Apps> Cost Management> Expenses**



8. Best Practice: Scroll to **Dates and Workflow Backup List**. Verify that it is Assigned to the **SPO**.



SPO Approves Backup List Task

1. Click the Task clipboard icon at the top right.



2. Select the Pin Sign approval task from the list. This opens the Pay Request.

3. Navigate to the **Backup List** section.

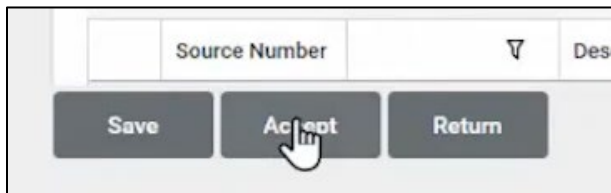
4. Check the **Reviewed by SCA** checkbox(es) for each **Backup List** item.

NOTE: Even if a Backup List item reads as N/A, it still must be checked as **Reviewed by SCA**.

5. Enter a **Comment** in each line to verify.

TITLE	REQUIRED	FILE	COMMENT	Reviewed by CM Firm	CM Firm Comment	Reviewed by SCA	SCA Comment
Daily Reports	*Yes	Backing Documentation.pdf ...		Yes	Confirmed	<input checked="" type="checkbox"/>	Confirmed
Bid Estimate	*No	...	N/A	Yes	Confirmed	<input checked="" type="checkbox"/>	Conf...

6. Click **Accept**. You can also Return it back to the CM Firm for corrections, or Save the task for later.



In the Dates & Workflow Backup List section, the workflow status reads as **Pending DocuSign** and it is assigned to the contractor.

DATES & WORKFLOW BACKUP LIST	
Workflow Status	Pending DocuSign
Assigned To	Jordan External Contractor A - JE Construction
Hold Reason	
Submission Date	5/31/2024
Submitter Name	Esme External REQMT-CM2 - SCA CM Firm 2

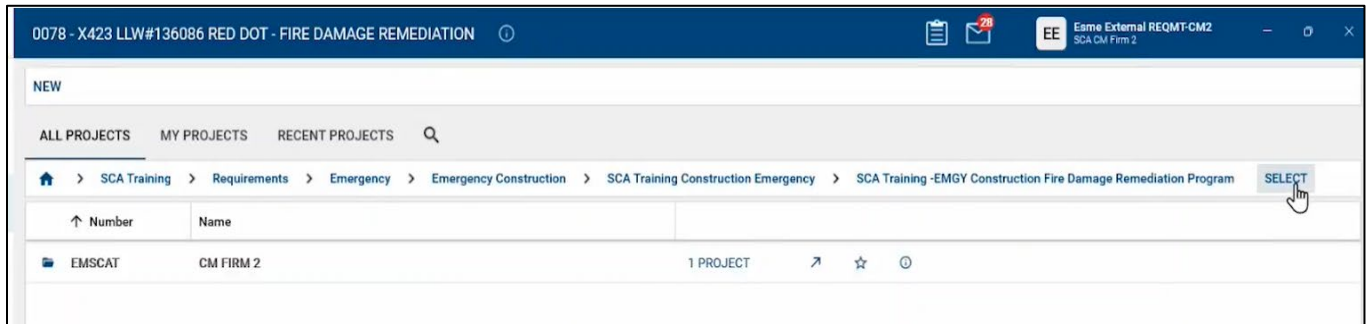
DocuSign Expense Contract Pay Request

Next, the Pay Request must be DocuSigned **in order** by the following people. They will receive an email outside of CAMP from DocuSign with instructions. Click [here](#) to learn about **DocuSign**.

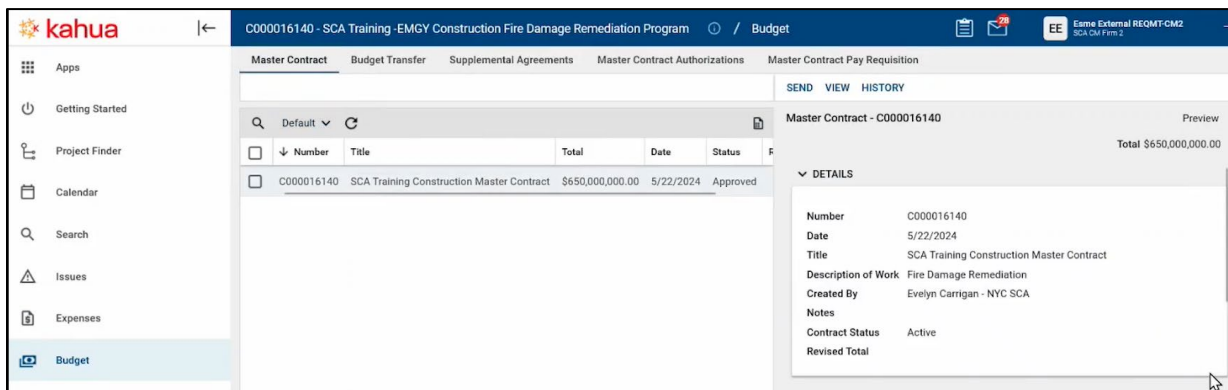
1. **GC**
2. **CM**
3. **SPO** (if under \$100k)
4. **VP** (if over \$100k)

CM Creates the Master Contract Pay Requisition

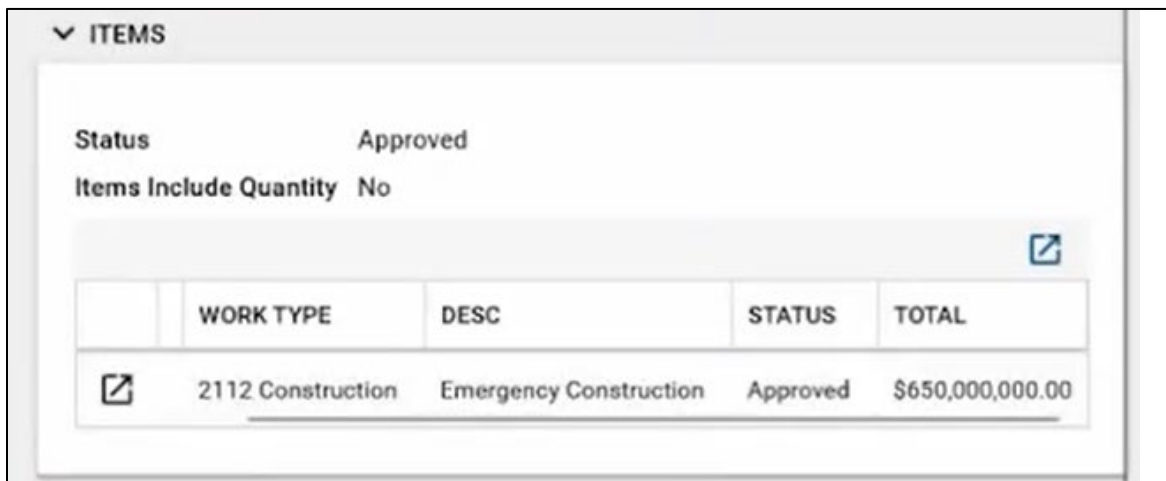
1. In the Project Finder, navigate to the **Construction Program**, where the master contract resides.
2. Click **Select**.



3. Go to **Apps> Budget**.
4. Click the **Master Contract** tab.
5. Select the **Master Contract**. The record opens to the right.



6. Scroll down to the **Items** section to verify that the **Status** reads **Approved** and the **total** is correct.

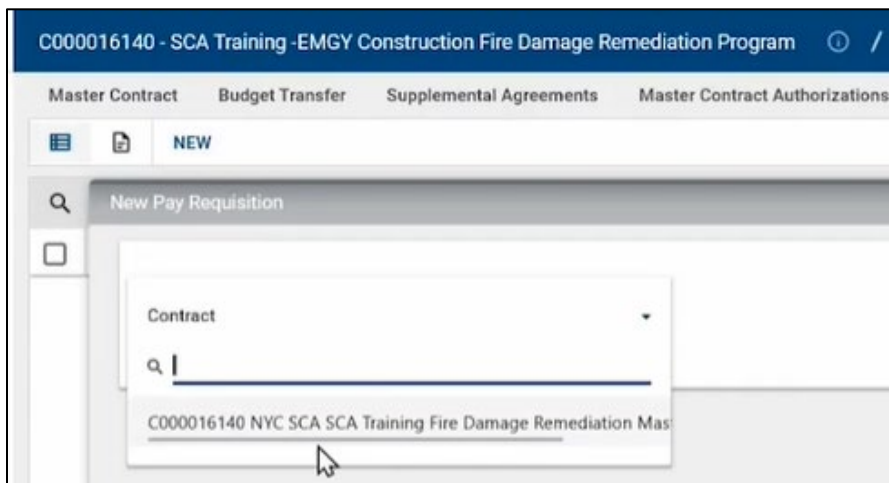


7. Click **Master Contract Pay Requisition** tab.

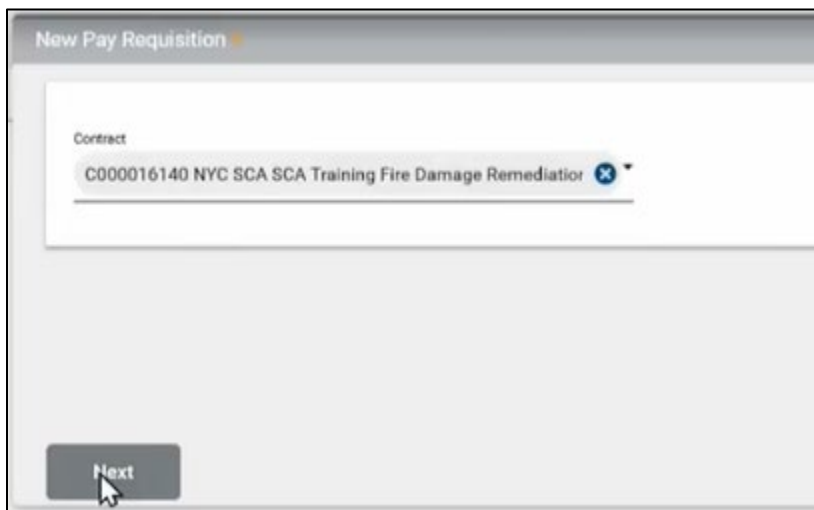
8. Click **New**.



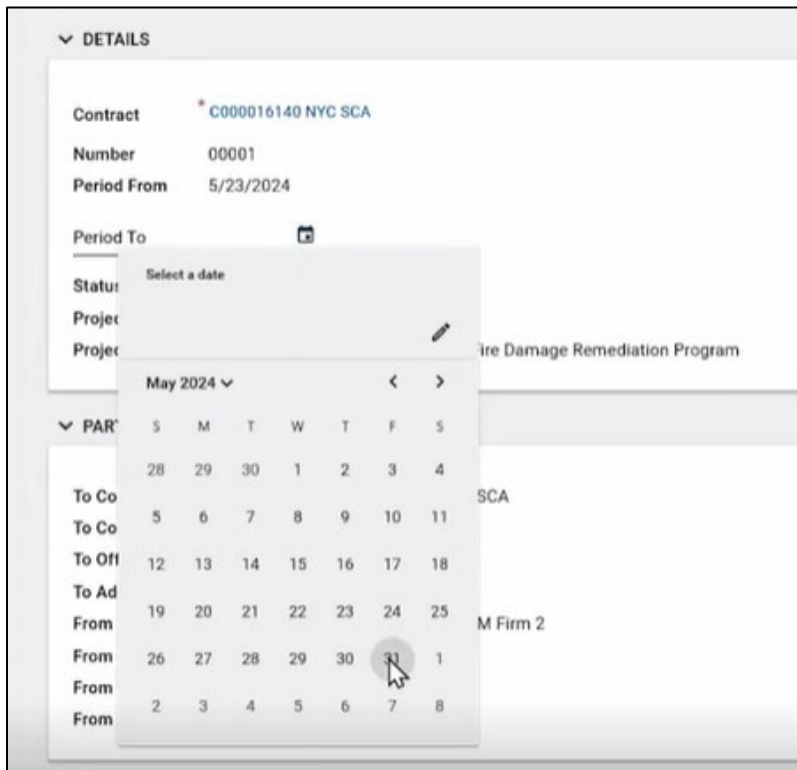
9. Select the contract from the drop-down menu.



10. Click **Next**.



11. In the **Details** section, select the **Period to Date** by clicking the **Calendar** icon.



12. Scroll down to the **Items** section. This is where **work completed** is added.

13. Enter either a Dollar **Amount** or a **% to Date**.

	NUMBER	COST CODE	DESCRIPTION	SCHEDULED VALUE	PREVIOUS WORK COMPLETED	WORK COMPLETED THIS PERIOD	TOTAL COMPLETED	% TO DATE
<input type="checkbox"/>	0001	2112-136086-8E1	X423 RED DOT FIRE DAMAGE REMEDIATION	\$200,000.00	\$0.00	\$ 10,000.00	\$10,000.00	5
<input type="checkbox"/>	0002	2112-136086-8E1	X423 RED DOT FIRE DAMAGE REMEDIATION	\$75,000.00	\$0.00	\$ 25000.00		

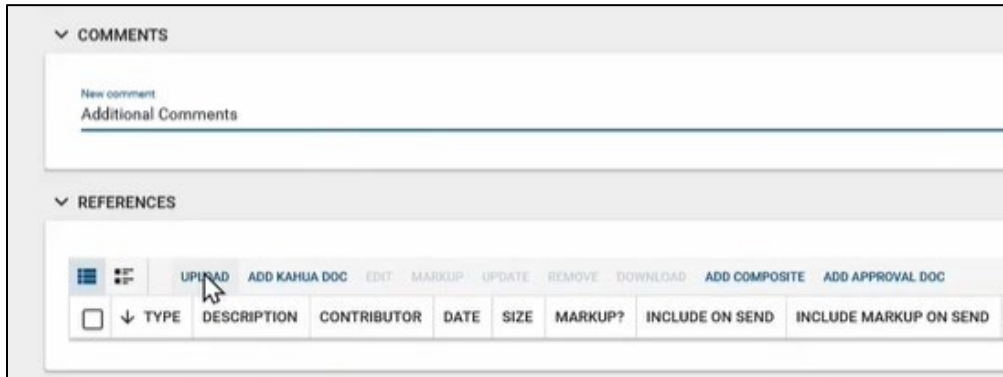
The **Total Completed** and **Balance to Finish** fields auto-populate.

Scroll to the right to view all fields.

WORK COMPLETED THIS PERIOD	TOTAL COMPLETED	% TO DATE	BALANCE TO FINISH	PO NUMBER	AUTH NO.	AMD NO.
\$ 10,000.00	\$10,000.00	5	\$190,000.00		0002	
\$ 25,000.00	\$25,000.00	33.33333333	\$50,000.00		0002	00001

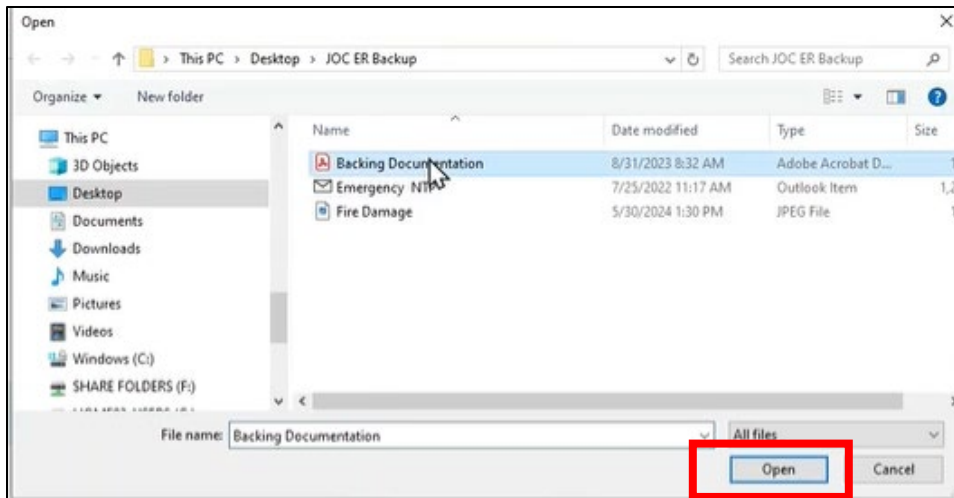
14. **Comments** (Optional).

15. Under **References**, click the **Upload** to support any charges on this Pay Req.



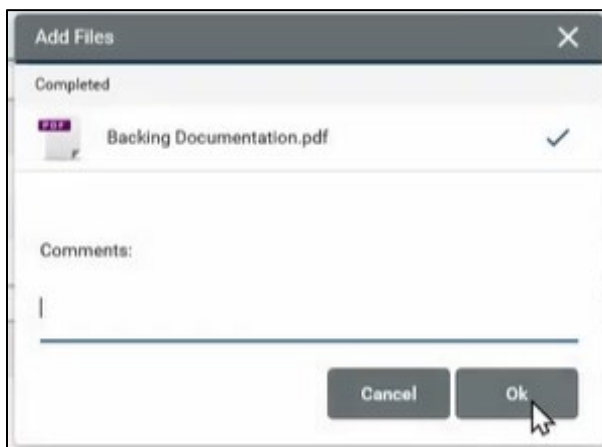
16. Select the file.

17. Click **Open**.



The **Add Files** window opens with the name of the file present.

18. Click **OK**.



19. Click **Save / Close**.

NOTE: In a Master Contract Pay Requisition, you can include all construction subproject Pay requisitions for this period. They will be listed in the Items section if they are approved and complete.

20. Click **Submit for Approval**.

▼ ITEMS

NUMBER	COST CODE	DESCRIPTION
0001	2112-136086-8E1	X423 RED DOT FIRE DAMAGE REMEDIATION
0002	2112-136086-8E1	X423 RED DOT FIRE DAMAGE REMEDIATION

▼ SIGNATURES

Approver	Approver Role	Signature	Approved At
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Submit for Approval

DocuSign Master Contract Pay Request

Next, the Pay Request must be DocuSigned **in order** by the following people. They will receive an email outside of CAMP from DocuSign with instructions. Click [here](#) to learn about **DocuSign**.

1. CM
2. Ops Manager

You can review the **Master Contract Pay Requisition** to make sure that the payment has been certified.

C000016140 - SCA Training -EMGY Construction Fire Damage Remediation Program / Budget

Master Contract | Budget Transfer | Supplemental Agreements | Master Contract Authorizations | **Master Contract Pay Requisition**

NEW

Default

Contract	Number	Submitter	Period To	From Company	Current Payment Due	Status	Workfile	Payment Certified	Signed To
C000016140 NYC SCA	00002	No		SCA CM Firm 2	\$35,000.00	Received	Payment Certified		