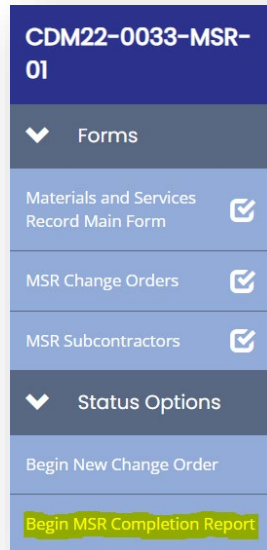


How to Close Out an MSR

1. Once ALL work has been completed and all information has been entered into the MSR forms (including all Change Orders and Subcontractor pages) click “Begin MSR Completion Report”.



2. Click the Final Wage Compliance tab.



The LSO must complete the Final Wage Decision page and certify the required information.

NOTE: If no damages were paid, no restitution was owed and/or there were no unfound workers, enter zero (0).

The screenshot shows a web form with the following fields and options:

- Worker wage or equal opportunity complaints * (dropdown menu)
- Violations of DBRA? * (dropdown menu)
- Request to reduce or waive labor-related liquidated damages less than \$100 (checkbox)
- Total amount of DBRA liquidated damages paid * (text input with a dollar sign icon)
- Total restitution owed to unfound workers * (text input with a dollar sign icon)
- Number of unfound workers * (text input)
- Approved by LSO section:
 - LSO Name (checkbox)
 - Date Approved (text input)
- Approved by SME (checkbox)

Click “Save” when all information has been entered.



3. Click the Work Completed tab.



Complete the Work Completed page in full.

4. Under Status Options in the blue navigation bar, click “MSR Completion Submitted”.

NOTE: To cancel the completion step, click “MSR Vendor Selection Accepted”.

