

# Contractor User Guide

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**LCP** tracker  
117 E. Chapman Ave. Orange, CA 92866

## CONTRACTOR USER GUIDE

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Here at LCPtracker (Labor Compliance Program Tracker), we are aware that using a Prevailing wage software may be a new undertaking for many Contractors. We have designed this guide to explain what LCPtracker is used for and how to start using the software.

LCPtracker has been in business since 2001, and we are constantly changing to better suit your labor compliance needs. LCPtracker is used by over 500 clients including Government Agencies and Prime Contractors.

LCPtracker is an online, cloud-based software company that provides users with the proper tools to easily assist in validating that each Contractor is meeting prevailing wage guidelines as well as to easily create the detailed reports that can be required by agencies like the United States Army Core of Engineers (USACE) or the Federal Highway Administration (FHWA).

Whether it is Davis-Bacon laws that are set by the United States Department of Labor (USDOL), California prevailing wages set by the Department of Industrial Relations (DIR), or any other labor laws set by a specific State or local government Agency, LCPtracker makes it easy to assist Agencies and Prime Contractors with their labor compliance programs.

### HOW DOES LCPTRACKER WORK?

The LCPtracker service is a paperless, online system of entering Certified Payroll Reports (CPRs). Payroll data may be entered directly into the system or uploaded from major construction accounting systems or payroll programs. This service eliminates the need for Contractors to submit paper documents and forms while providing an online database that stores all CPRs.

All contract-specific wage rates, fringe rates and worker crafts/classifications are online within the system, and Contractors may then select craft/classifications from a drop-down menu. Potential errors in wage rates or work classification entries can be flagged to Contractors preemptively, allowing them to submit data with corrections implemented. (This is contingent on how the Administrator set up their Project validations.) Once you have submitted your CPR, an electronic version will be available, and you will have access to all Contractor reports within LCPtracker.

**It is important to understand that the LCPtracker validation rules operate to assist you in your compliance process only insofar as the correct classifications are chosen by the user, and the correct data is entered by the user.**

There is no cost to Contractors for this service or for online training. We have a dedicated Support staff available Monday through Friday from 5:00am until 5:30pm PST.

## TABLE OF CONTENTS

For ease of use when trying to locate how to utilize LCPtracker as a Contractor, below is an available table of contents for navigation through our Contractor User Guide.

CONFIDENTIAL

# TABLE OF CONTENTS

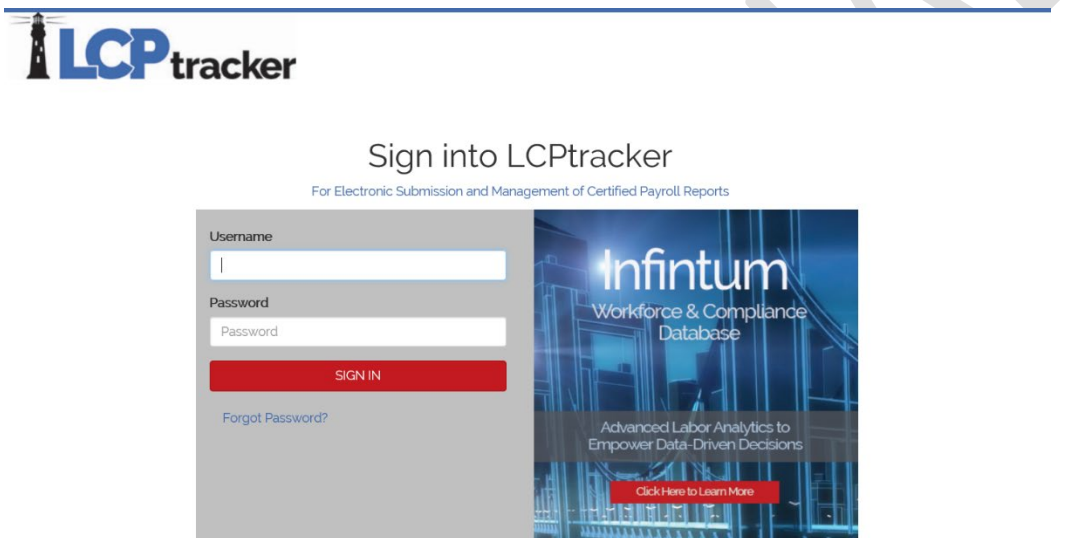
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## LOGIN PROCESS

Contractors may access LCPtracker after receiving a User ID and temporary password, which will be sent by a “no reply” email address from LCPtracker (i.e., [NOREPLY@LCPtracker.com](mailto:NOREPLY@LCPtracker.com)). This email, with login instructions, will be sent to Contractors once they are assigned to an account in LCPtracker by your Agency or Prime Contractor, which we will refer to in this document as your LCPtracker Administrator. Every Contractor account is created by the Administrator.

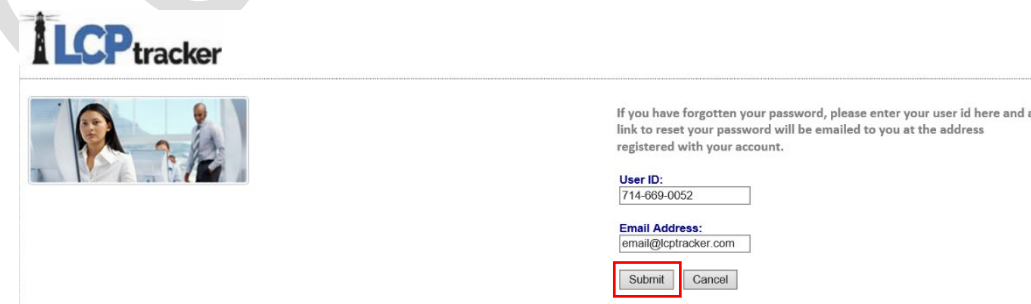
To access LCPtracker, you will use [www.lcptracker.net](http://www.lcptracker.net) or you may go to [www.lcptracker.com](http://www.lcptracker.com) and click on the LCPtracker Client Log-in link. In the appropriate boxes, enter your User ID and Password, then click “Sign In”.



The screenshot shows the LCPtracker login interface. At the top left is the LCPtracker logo. The main heading is "Sign into LCPtracker" with the subtitle "For Electronic Submission and Management of Certified Payroll Reports". On the left, there is a login form with fields for "Username" and "Password", a red "SIGN IN" button, and a link for "Forgot Password?". On the right, there is a promotional banner for "Infintum Workforce & Compliance Database" with the text "Advanced Labor Analytics to Empower Data-Driven Decisions" and a "Click Here to Learn More" button.

## FORGOT PASSWORD

If you have forgotten what your password is, you can reset it. On the login screen, click on “Forgot Password?”. You will need to enter your User ID and email address and then click “Submit”.



The screenshot shows the "Forgot Password" form. At the top left is the LCPtracker logo. Below it is a small image of three people in a meeting. To the right, there is a text prompt: "If you have forgotten your password, please enter your user id here and a link to reset your password will be emailed to you at the address registered with your account." Below this are two input fields: "User ID:" with the value "714-669-0052" and "Email Address:" with the value "email@lcptracker.com". At the bottom are two buttons: "Submit" (highlighted with a red box) and "Cancel".

Once you have submitted this form, you will receive a system generated email. Within the email, you can click on the link to go to the reset password page, or you may copy/paste the link into your browser.

After you have clicked on the link you will be asked to type in your new password twice and then click 'Save' password.

Please note your password must be at least six (6) characters long and contain at least one lowercase letter and one uppercase letter. It is our recommendation that you extend your password length to at least eight (8) characters long and include the above requirement as well as a number and one special character.

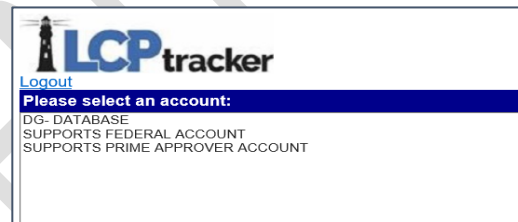
Now that you have reset your password you can go back to the LCPtracker login screen and log in with your new password.

**Note:** if you should forget your password, the system gives you five (5) attempts before you are locked out. Please click "Forgot Password" **BEFORE** the 5<sup>th</sup> attempt.

## MULTIPLE LCPTRACKER ACCOUNT SELECTION

When you are a Contractor for multiple databases, often you will share your current User ID with the Prime Contractor or Database Administrator to eliminate multiple User ID's being setup.

The following screen will appear after login if you are doing work from more than one Administrator or Prime Contractor (school district, water district, Department of Transportation, City of, County of, etc.) who are using LCPtracker. Select the account you want to enter payroll information for.



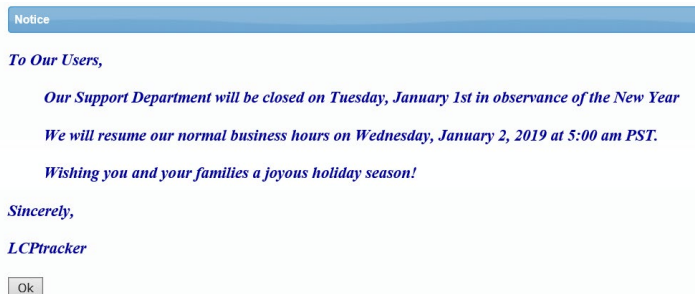
To navigate to another database, click the "Change Account" button. You can type in part of an account name to narrow your search or you may also use the scrolling option.



## ANNOUNCEMENT PAGE

An announcement page may appear once you have logged into LCPtracker. This is used to notify Users of scheduled maintenance or to announce a new feature within the system.

Once you have read the notice, click "Ok" and proceed to your CPR entry.

A notice dialog box with a blue header bar labeled 'Notice'. The text inside reads: 'To Our Users, Our Support Department will be closed on Tuesday, January 1st in observance of the New Year. We will resume our normal business hours on Wednesday, January 2, 2019 at 5:00 am PST. Wishing you and your families a joyous holiday season! Sincerely, LCPtracker'. At the bottom is an 'Ok' button.

## CONTACTING LCPTRACKER SUPPORT

Once you have logged into LCPtracker, the navigation menu bar at the top of the screen will assist you with contacting our Support team.



There are three (3) ways to contact the LCPtracker Support team.

1. Phone: 714-669-0052 option 4; or
2. Email: [Support@LCPtracker.com](mailto:Support@LCPtracker.com); or
3. Live Chat.

The “Co-Browse” button is a feature that can be activated by you and a Support team member with a code to allow our team to see your screen. During a Co-Browse session, our team will only be able to see the LCPtracker Webpage and are unable to see personally identifiable information (PII) within LCPtracker.

If you prefer to call in, instead of being placed on hold, you are now able to leave your number and one of our Support team members will call you back in the order your call was received.

When sending an email, we ask that you include the following information to allow us to better assist you.

- Your Company Name
- Your User ID
- Your Name and Phone Number
- What the Issue is – please be as specific as possible so we can re-create the issue

## CONTRACTOR TRAINING CLASSES

Complete and full training support is offered directly to Contractors by LCPtracker for any technical questions on the use of the software.

Contractors may access the various options for training after receiving a User ID and password. Training documents are available within our “Training Materials” button on the home page or additional trainings can be accessed through the Projects tab by clicking on “Book Now”.





When clicking on the “Book Now” button, select the Contractor / Subcontractor “Watch Now” button. You will then click on the “Watch Now” button and you will have the opportunity to do the Training On-Demand which is available anytime and anywhere! (As shown below).



### On-Demand Training Classes

Watch Anytime, Anywhere!

## LCPtracker Training Classes

### Contractor / Subcontractor



Watch Now

#### Contractor Training Class

This class will be covering the contractor side of LCPtracker. This will include employee setup, creating payroll records, clearing notices, certifying CPRs, and various other topics in the system.



Watch Now

## PROJECTS TAB

Upon successful login to LCPtracker, the initial Projects screen will be visible. This screen provides a listing of Projects you are assigned to.

Project Assignments						
Project Code	Project Name	Sub To	Contract ID	Assignment Start Date	Bid Ad Date	
OH1975-LG	Choice Ohio Housing	Jordan Foster Construction	7147430104A	01/01/2018		Show Info
1036-103210	L405 Improvements	K5 Construction		01/01/2018	03/01/2017	Show Info

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The “Show Info” button provides you with contact information for the Labor Compliance Administrator for each of your Projects.

Once a certified payroll has been successfully completed, you will see the list of CPRs by selecting “Certified Payrolls” and choosing the appropriate Project from the drop down. If you have CPRs that have been rejected or you have requested to edit a certified payroll entry, the “Certified Payrolls” tab will be where you will make your edits and re-certify your updates.

Project: QED 1002 Trunk & Dist Wtrmain | QED1002 - Sub Assignment

Payroll Certifications			
Week End Date	Performing	Accept Status	
03/04/2018	YES	Submitted	Edit Report Details
02/25/2018	YES	Submitted	Edit Report Details
02/18/2018	YES	Submitted	Edit Report Details
02/11/2018	YES	Resubmitted	Edit Report Details

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## SETUP

Prior to entering your first CPR, you will need to ensure that you complete the required Contractor setup. We will walk through each of the setup items and explain the functionality of each selection within the “Setup” tab.

Navigate to the “Set Up” tab.



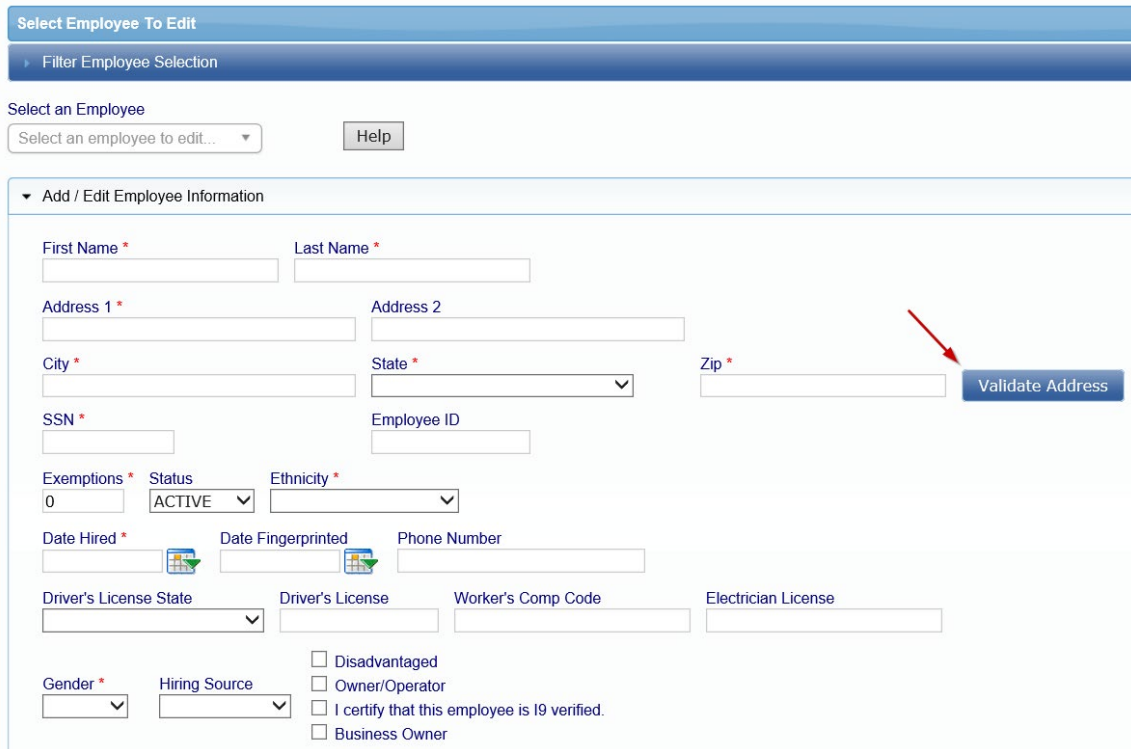
**Note:** depending on the access provided by the database Administrator, you may not have all the above listed buttons available to you.

## ADD/EDIT EMPLOYEE

The top portion of the “Add/Edit Employee Information” screen is for the Employee Information. This screen is used to manually enter employees and their personal information, or you can edit an employee by selecting the employee from the drop-down list and making changes as required. You can open each section within this screen one at a time by clicking on the blue bar or open/close them all at once with a double click.

Enter the appropriate employee information in the data fields. You can either use the Tab key or the mouse to move between the fields. The information shown is only available to users with the necessary access rights as controlled by the Contractor. After the data is entered be sure to “Save” the employee data.

The following below is a field-by-field explanation of the employee input screen. Fields flagged with a **red asterisk** are required before the entry can be saved.



## Employee Information

**Name and Address** – Enter employee’s full name and physical address. Depending on the Administrator setup, you may be restricted from using a PO box for your employee address.

**Validate Address** – Once the employee address has been added, this will validate the entered address against the United States Postal Service (USPS) information. Utilizing this feature will help reduce misspellings and add to the accuracy of addresses being entered. If uploading payrolls, please ensure your street name and city name are spelled correctly. Once you have validated the address in LCPtracker, you may need to update your accounting system/excel spreadsheet to ensure the address does not get over-ridden with incorrect spellings and require additional validations. If your address is not recognized by the USPS, please complete your entry, “Save” the employee file, and reach out to the database Administrator to request an address over-ride.

**SSN** – If the database Administrator requires an SSN be entered, it may require the full entry format (###-##-####) or you may only be required to enter the last 4 digits (XXX-XX-####) of the SSN where the first 5 digits are replaced with x’s. Two employees cannot have the same SSN. You will receive “employee already exists” message if you try to enter a second employee with the same SSN.

**Employee ID** – Some database Administrators may require an employee ID be used. Again, no two employees may have the same employee ID number. You will get a message from system if you try to enter a number that already exists.

**Exemptions** – *Optional field*, some database Administrators may want this information. Entry of 0 satisfies the **red asterisk** requirement.

**Status** – Active / Inactive – When entering an employee, the status will default too “Active”. If you have an employee that leaves or quits, you may edit the employee and mark them as Inactive. You CANNOT delete an employee once you have created a payroll record for that employee. If you make them Inactive, they will not show on the dropdown list when you are manually selecting an employee for a payroll entry.

**Ethnicity** – Ethnicity of the employee. Requirement is controlled by the database Administrator.

**Date Hired** – Requirement is controlled by the database Administrator.

**Date Fingerprinted** – *Optional field*, some database Administrators may want this information.

**Phone Number** – Employee phone number. Requirement is controlled by the database Administrator.

**Driver's License State/License number** – *Optional fields*, some database Administrators may want this information.

**Worker's Comp Code** – *Optional field*, some database Administrators may want this information.

**Electricians License** – *Optional field*, some database Administrators may want this information.

**Gender** – Employee gender. Requirement is controlled by the database Administrator.

**Hiring Source** – *Optional field*, some database Administrators may want this information.

**Disadvantage** – Check box if employee is Disadvantaged. Some database Administrators may request this information for reporting purposes.

**Owner/Operator** – To be used if the employee is an owner/operator (truck driver) and you have specific direction from the database Administrator to enter the information this way. Should only be used with truck drivers or Teamsters.

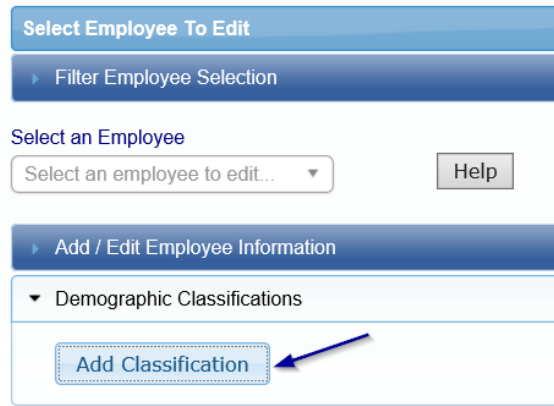
**I9 Verification** – Checking this box is NOT doing the I9 but simply certifying/verifying that an I9 has been completed for this employee. Requirement is controlled by the database Administrator.

**Business Owner** – You may see this option if configured by the Administrator. This option is for an employee who owns at least a bona fide 20 percent equity interest in the enterprise in which they are employed, regardless of the type of business organization (e.g., corporation, partnership, or other), and who is actively engaged in its management, this employee may be considered a bona fide exempt executive.

## Demographic Classification

LCPtracker has the functionality to track additional demographics such as veteran status, disadvantaged information, On the Job Trainee (OJT) workers and/or union information. The selections that are available are created by the database Administrator and are setup based on the Project requirements.

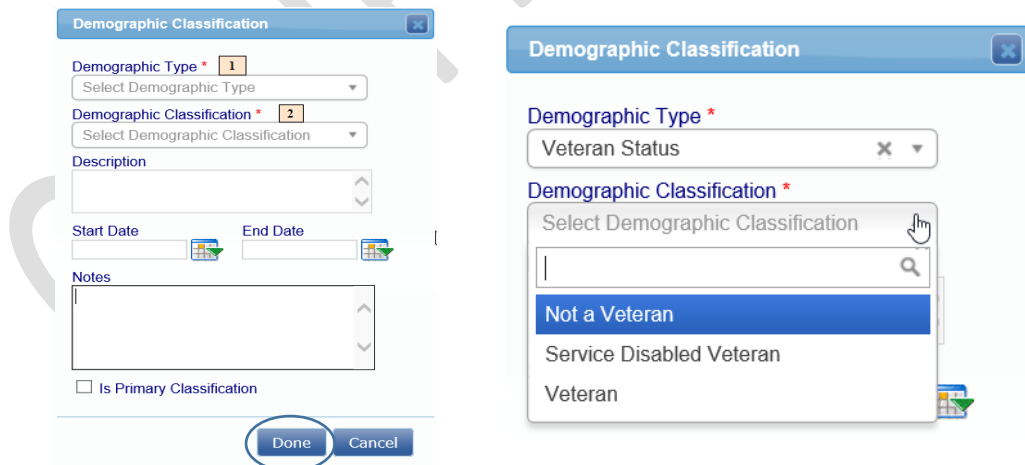
Contractors will select the demographic classifications at time of employee setup. To see the **red asterisk** identifying a required field, you will first need to click on “Add Classification”.



The screenshot shows a web interface for editing an employee. At the top, there is a blue header bar with the text "Select Employee To Edit". Below this is a sub-header "Filter Employee Selection". A dropdown menu labeled "Select an Employee" is open, showing "Select an employee to edit..." and a "Help" button. Below the dropdown is another blue header bar "Add / Edit Employee Information". Underneath, there is a section titled "Demographic Classifications" with a button labeled "Add Classification" highlighted by a blue arrow.

After selecting “Add Classification”, entering your demographic classification is a two-step process. Click the drop-down and select from the pre-determined selections. Once you have completed your selection, click “Done”.

1. Select the Demographic Type
2. Choose the appropriate Demographic Classification



The left screenshot shows the "Demographic Classification" dialog box. It has a title bar with a close button. The form contains: "Demographic Type \* 1" with a dropdown menu; "Demographic Classification \* 2" with a dropdown menu; a "Description" text area; "Start Date" and "End Date" date pickers; a "Notes" text area; and a checkbox labeled "Is Primary Classification". At the bottom are "Done" and "Cancel" buttons. The right screenshot shows the "Demographic Classification" dropdown menu open, displaying a list of options: "Not a Veteran" (highlighted), "Service Disabled Veteran", and "Veteran".

The “Is Primary Classification” box is required for a specific client and can be skipped when completing your entry. If you work for that client, they will let you know during Contractor training that this is a requirement.

**Note:** you may be required to select more than one demographic classification. To select a second classification, repeat the above steps by clicking on the “Add Classification” and choose the additional demographic type and classification.

▼ Demographic Classifications

[Add Classification](#)

Demographic Type	Demographic Classification	Demographic Description	Contractor Notes	Start Date	End Date	Project	Is Primary	
Veteran Status	Not a Veteran						NO	<a href="#">Edit</a> <a href="#">Delete</a>
Union Number	Carpenters Local 111						NO	<a href="#">Edit</a> <a href="#">Delete</a>

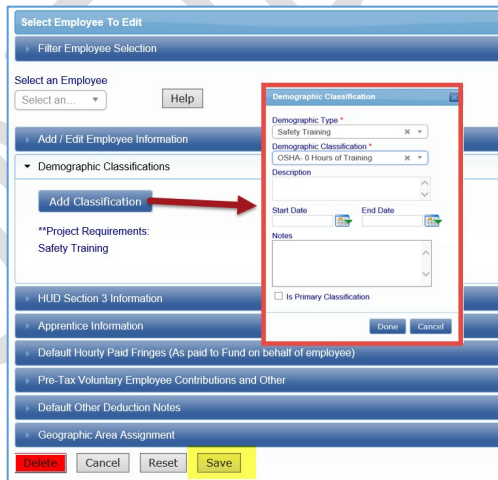
When entering a certified payroll, if an employee does not have a required Demographic Classification selected and saved, the Contractor will receive a notice to go back to the employee’s profile and fill in the missing information.

▼ Notices

Type	Jurisdiction	Notice(s) / Warning(s) for this record	Video Assistance	Linked Pay Records by Check Number
NOTICE	DG- Federal	This employee is missing Demographic Type information set by your Administrator. <a href="#">Click here</a> or manually go to your Setup Tab >> Add/Edit Employees >> scroll to Demographic Classifications >> Add Classifications. VAL_64.	<a href="#">Play Now</a>	

There is 1 notice

To add the missing Demographic Classification, select the “Click Here” within the notice message to be automatically taken back to the employee screen. Once you are back on the employee profile screen, the requirement information will be listed in the Demographic Classifications section. Enter the appropriate Demographic Classification and ensure you scroll to the bottom of the page and “Save” your entry.



After saving the missing Demographic Classification, you will be taken back to the payroll record with a refreshed page and your notice will be cleared.

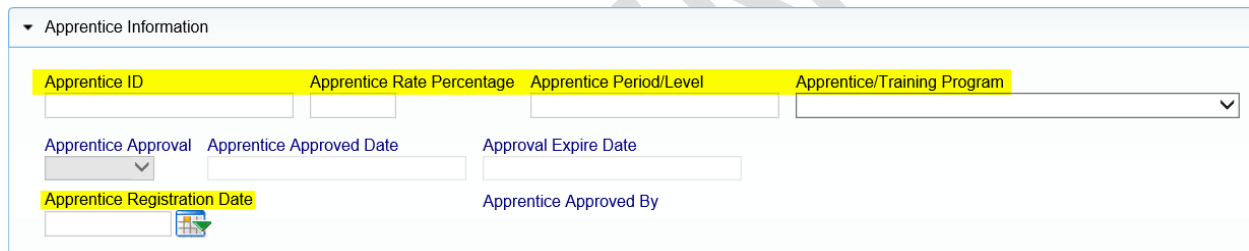
## HUD section 3 Information

Some database Administrators may require that you complete this section. Indicate if the employee lives or has lived in Section 3 housing within the past 3 years. The Residency Status dropdown may be populated if a client wishes to.



## Apprentice Information

For employees that are apprentices, often you will enter the highlighted information for the apprentice. If the database Administrator you are working under requires the entry of this section, you will enter details about the employee's apprentice status. Some database Administrators do not allow Contractors to enter data here.



**Apprentice ID** – If worker is an apprentice, enter the States Apprentice ID.

**Apprentice Rate Percentage** – Enter the percent of journeyman rate the apprentice receives.

**Apprentice Period/Level** – Level, period, or step of apprentice.

**Apprentice/Training Program** – Select the apprentice program the employee is in. Database Administrator sets the list.

**Apprentice Approval** – A database Administrator approves or rejects status. An Administrator can allow a Prime Approver to perform this step if they choose.

**Apprentice Approved Date** – Automatically populates when the apprentice is approved.

**Approval Expire Date** – Date approval expires.

**Apprentice Registration Date** – Date of original apprentice registration.

**Apprentice Approved By** – Automatically populates with the approver's information when approved.

## Default Hourly Paid Fringes (as paid to Fund on behalf of employee)

This section is known as a “time-saver”. You are not required to use this functionality, but this will allow for ease of use when entering payroll records manually, as you will be able to click the “calculate fringes” button on the Payroll Entry screen, and the system will perform the mathematical calculation of the hourly fringes multiplied by the hours worked. **(Note:** Some Agencies may not allow this type of entry.) Depending on the type of contract you are working on, you may be restricted to ONLY using a portion of the listed below fields.

If using, you enter the **hourly fringe rates** paid to approved plans/fund. Payment to several funds might have to be combined into one field. (Keep in mind that if you have any predetermined increases, or your Union updates once a year, you will need to come back to this section and update your fringes accordingly.)

▼ Default Hourly Paid Fringes (As paid to Fund on behalf of employee)

Vac / Hol / Dues	Health & Welfare	Pension	All Other	Training
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you have multiple Projects with different fringe rates, built in increases, or everyone has the same fringes and you only want to enter those dollar values once, you may wish to skip this section and use the Fringe Benefit Maintenance table to enter your hourly fringe rates into system. **(Note:** any fringe amount entered in this section will supersede the fringe amount entered in that “time-saver” section of the employee setup.) Navigate to *Set Up > Fringe Benefits Maintenance*.

## Pre-Tax voluntary employee contributions and other

In this section you enter the employee’s total voluntary contribution amounts that stay consistent week to week.

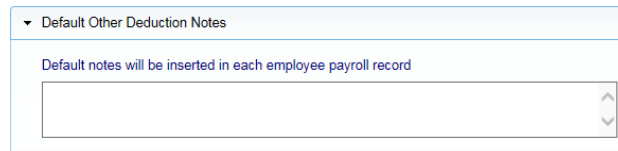
▼ Pre-Tax Voluntary Employee Contributions and Other

Pension	Medical	<input type="checkbox"/> Voluntary Contributions Included in Gross Pay
<input type="text"/>	<input type="text"/>	



## Default Other Deduction Notes

This too is a “time-saver” entry. If your employee has “other” deductions that are permissible according to the USDOL or your Administrator (such as IRS garnishments, child support, a company loan, etc.), these will fall under this “other” deduction section. Any amount listed in “other” will then dictate that “other deduction notes” are required. This note entered would then auto populate once you enter a payroll record for your employee.

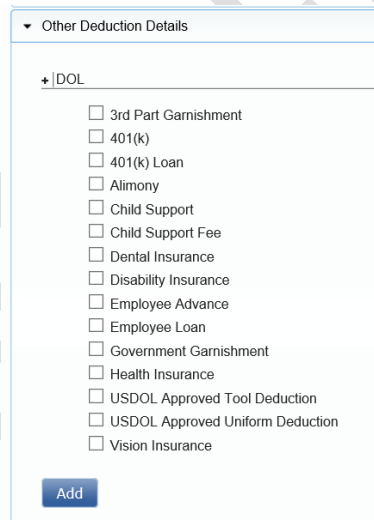


▼ Default Other Deduction Notes

Default notes will be inserted in each employee payroll record

Depending on what the Database Administrator has setup, you may be required to enter an “other deduction” note or select from a pre-determined list regarding your employee’s other deduction or both.

## Default Other Deduction Details



▼ Other Deduction Details

+ |DOL

- 3rd Part Garnishment
- 401(k)
- 401(k) Loan
- Alimony
- Child Support
- Child Support Fee
- Dental Insurance
- Disability Insurance
- Employee Advance
- Employee Loan
- Government Garnishment
- Health Insurance
- USDOL Approved Tool Deduction
- USDOL Approved Uniform Deduction
- Vision Insurance

Add

Both the above other deduction sections can be done at the employee setup page or can be done at time of payroll entry.

## Geographic Area Assignment

Depending on the Database Administrator setup, you may be required to choose Geographical Areas for your employee. Some of these listed may include: Wards, Geographic Areas, Congressional Districts or State Senate Districts that your Administrator has defined. If required, the selection will be listed in a drop-down for the required area.

▼ Geographic Area Assignment

<b>Ward *</b> <input type="text" value="Select Ward"/>	<b>Geographic Area *</b> <input type="text" value="Select Geographic Area"/>	<b>Congressional District *</b> <input type="text" value="Select Congressional District"/>	<b>State Senate District *</b> <input type="text" value="Select State Senate District"/>
---	---	---	---

\*Please know this is an optional section and you may not see this selection in your employee setup page.

## FRINGE BENEFITS MAINTENANCE

This feature is a way to set up your employees' fringes on the backend. This area is beneficial to use if:

- Reporting for multiple Projects with different rates
- Setting up future pre-determined increases
- If all/some of your employees earn the same fringe benefit package

**Note:** you will need to have set up your employees before utilizing this option. Also, these rates will override anything setup in the ADD/EDIT EMPLOYEE section.

Projects	1. Payroll Records	2. Notices	3. Certification	Reports	eDocuments	Set Up	Daily Reporter	LCPcertified
----------	--------------------	------------	------------------	---------	------------	--------	----------------	--------------

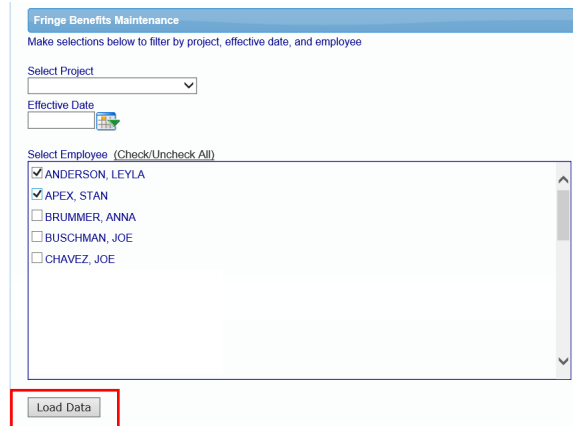
**Setup Main Menu**

Add/Edit Employee	Company Information	Add/Edit Craft Name
Fringe Benefits Maintenance	Copy Employees	Add/Edit Work Order
Subcontractor Setup	Add/Remove County Match	Add/Edit Additional Users
Edit Login Password	Add/Remove Craft Match	
Edit/Reset eSignature	Add/Remove Project Match	

## Create Default Fringes

When utilizing the Fringe Benefits Maintenance feature, select a Project, effective date, check all employees these rates apply to (check/uncheck all if this is for all employees listed).

The “Load Data” button is used for pulling up previously entered rates to view, edit, or delete.



**Fringe Benefits Maintenance**  
Make selections below to filter by project, effective date, and employee

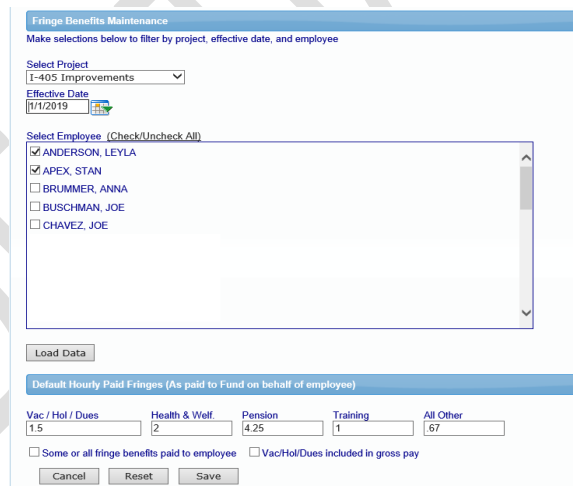
Select Project: [Dropdown]  
Effective Date: [Calendar]

Select Employee (Check/Uncheck All):  
 ANDERSON, LEYLA  
 APEX, STAN  
 BRUMMER, ANNA  
 BUSCHMAN, JOE  
 CHAVEZ, JOE

**Load Data**

After selecting employees, enter the hourly rates for each fringe benefit and click “Save”.

Once you have clicked the “Save” button, you will see a table showing the dollar values for these specific employees and after this date, the system will utilize these hourly fringe amounts:



**Fringe Benefits Maintenance**  
Make selections below to filter by project, effective date, and employee

Select Project: [1-405 Improvements]  
Effective Date: [1/1/2019]

Select Employee (Check/Uncheck All):  
 ANDERSON, LEYLA  
 APEX, STAN  
 BRUMMER, ANNA  
 BUSCHMAN, JOE  
 CHAVEZ, JOE

**Load Data**

**Default Hourly Paid Fringes (As paid to Fund on behalf of employee)**

Vac / Hol / Dues: 1.5    Health & Well: 2    Pension: 4.25    Training: 1    All Other: .67

Some or all fringe benefits paid to employee     Vac/Hol/Dues included in gross pay

**Cancel    Reset    Save**

**Default Hourly Paid Fringes (As paid to Fund on behalf of employee)**

Vac / Hol / Dues: 1.5    Health & Well: 2    Pension: 4.25    Training: 1    All Other: .67

Some or all fringe benefits paid to employee     Vac/Hol/Dues included in gross pay

**Cancel    Reset    Save**    2 record(s) found for the above selection.

**Rates stored for selected employee(s)**

Employee	Effective Date	Vac/Hol/Dues	Health & Welfare	Pension	Training	All Other	Fringes Paid To Employee	Vac/Hol/Dues/ in GrossPay	Delete	Edit
ANDERSON, LEYLA	1/1/2019	\$1.50	\$2.00	\$4.25	\$1.00	\$0.67	False	False	Delete	Edit
APEX, STAN	1/1/2019	\$1.50	\$2.00	\$4.25	\$1.00	\$0.67	False	False	Delete	Edit

If some or all fringe benefits are paid to employee or Vac/Hol/Dues are included in the employee’s gross pay, you can check the appropriate boxes. Checking the boxes will then list those options as TRUE, while leaving them unchecked will show as FALSE.

**Default Hourly Paid Fringes (As paid to Fund on behalf of employee)**

Vac / Hol / Dues: 1.5    Health & Well: 2    Pension: 4.25    Training: 1    All Other: .67

Some or all fringe benefits paid to employee     Vac/Hol/Dues included in gross pay

**Cancel    Reset    Save**    2 record(s) found for the above selection.

**Rates stored for selected employee(s)**

Employee	Effective Date	Vac/Hol/Dues	Health & Welfare	Pension	Training	All Other	Fringes Paid To Employee	Vac/Hol/Dues/ in GrossPay	Delete	Edit
ANDERSON, LEYLA	1/1/2019	\$1.50	\$2.00	\$4.25	\$1.00	\$0.67	False	True	Delete	Edit

## SUBCONTRACTOR SETUP

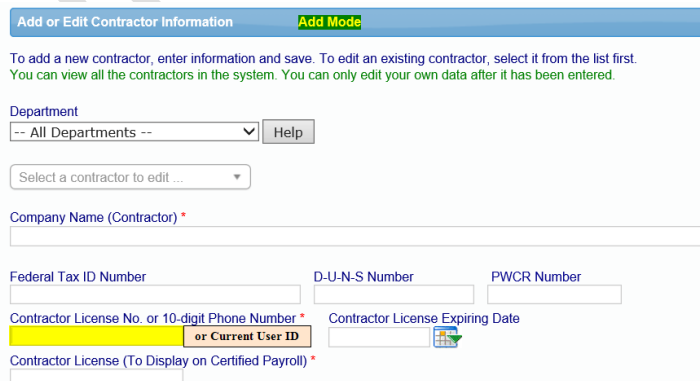
Based on the database configuration by the Administrator, you may or may not have the ability to setup your Subcontractors. If the Subcontractor setup button is available, it is the responsibility of each Prime or Contractor to setup each Subcontractor they are using on the Project. If you are not allowed to setup your own Subcontractors, contact your Administrator, or go to *Projects > Show Info* and contact the person listed to have your Subcontractor(s) added and assigned to Project(s).

Like employees, Subcontractors need to be entered into the LCPtracker database if you have them. You will set up each lower tier Subcontractor that you have. Once you have set up your Subcontractor, they will likewise log into their account and then set up any lower tier Subcontractors they have. Contractor setup is a two-step process:



### Step 1: Subcontractor Setup > Add/Edit Subcontractors

To add a new Subcontractor, complete the data fields with information provided by your Subcontractor starting with their Company Name. Each field with a **red asterisk** will be required to be completed before a Contractor can be saved. If this is an existing user, you may have read-only access to their information.

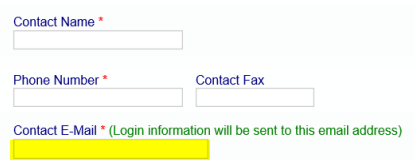


The screenshot shows the 'Add or Edit Contractor Information' form. At the top, there is a title bar with 'Add or Edit Contractor Information' and an 'Add Mode' button. Below the title bar is a paragraph of instructions: 'To add a new contractor, enter information and save. To edit an existing contractor, select it from the list first. You can view all the contractors in the system. You can only edit your own data after it has been entered.' The form contains several input fields: 'Department' (a dropdown menu with '-- All Departments --' and a 'Help' button), 'Select a contractor to edit ...' (a dropdown menu), 'Company Name (Contractor) \*' (a text input field), 'Federal Tax ID Number' (a text input field), 'D-U-N-S Number' (a text input field), 'PWCR Number' (a text input field), 'Contractor License No. or 10-digit Phone Number \*' (a text input field), 'Contractor License Expiring Date' (a date picker), and 'Contractor License (To Display on Certified Payroll) \*' (a text input field). There is also a 'or Current User ID' button next to the license number field.

Some Subcontractors may already be a user of LCPtracker under another Administrator Database. Before adding your Subcontractor, ask if they are a current system user. If so, ask them for their exact User ID that they currently use to log into the LCPtracker system.

You will still move forward with setting up this company as a “new” account under the database you are working in. Enter their current User ID in the **“Contractor License No. or 10-digit Phone Number”** field. The system will then automatically link their accounts for them. This prevents them from having to use multiple user IDs.

Continue to enter the required information on the Subcontractor Setup page. The Contact E-mail field information should be the Contractor’s main user of LCPtracker. It is important that this entry is correct, prior to saving, as LCPtracker is designed to communicate with system users through this email address. This should be the person responsible for handling certified payrolls for that Contractor.



The screenshot shows a form with three input fields: "Contact Name \*", "Phone Number \*", and "Contact E-Mail \* (Login information will be sent to this email address)". The "Contact E-Mail" field is highlighted in yellow. There is also a "Contact Fax" field next to the "Phone Number" field.

When creating a new Subcontractor User account, LCPtracker does a comprehensive cross check of the current information in the system. It checks for any existing Contractor License numbers or 10-digit phone numbers and the Contractor’s email address to validate if the contractor already exists in LCPtracker.

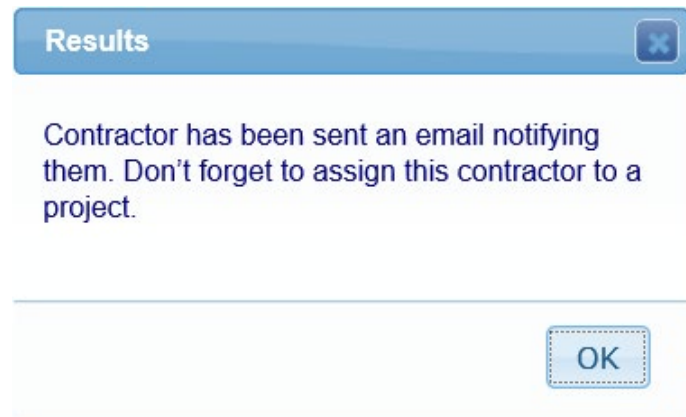
- If the Contractor License No. or the 10-digit phone number is found in another database, the system will look at the existing email address(s). If the information entered matches one of those, the user ID may be saved.
- If the Contractor License No. or 10-digit phone number is found in another database and the email address entered **does not exist**, the User will be prompted to utilize a different Contractor License No. or 10-digit phone number.



All fields with a **red asterisk** need to be completed before saving. Please note, some database Administrators may have additional requirements in addition to the **red asterisk** fields. Once you have completed your entry, click “Save”.



You will receive a pop-up telling you “Contractor has been sent an email notifying them. Don’t forget to assign this Contractor to Project”. You will now move to step 2 of the Contractor setup.

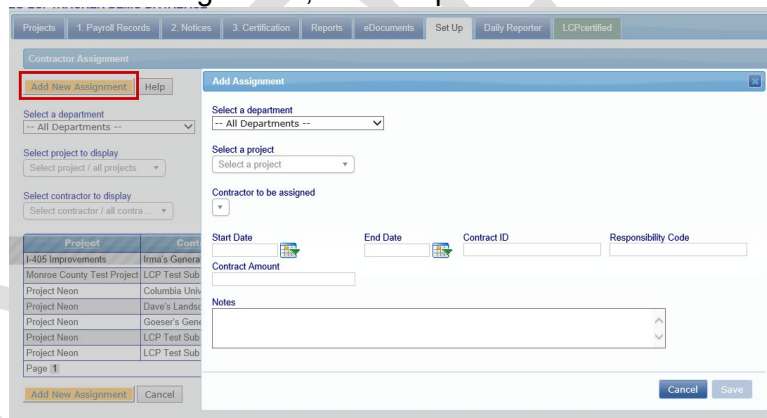


*LCPtracker will automatically email the Subcontractor their User ID and Temporary Password.*

## Step 2: Subcontractor Setup > Subcontractor Assignment

The next step after you have setup your Subcontractor’s in the system is to assign them to the Project(s).

You can click on “Add New Assignment”, on the top or the bottom.



The fields identified with a **red asterisk** are required to be entered before saving the Contractor assignment. You may choose to enter information in the fields even if they are not required.

**Select a Department** – This can be left blank. It is optional as some Administrators do not use this selection.

**Select a Project** – You need to choose the Project that you are assigning your Subcontractor to.

**Contractor to be Assigned** – Choose the Subcontractor you need to assign to the Project as your Subcontractor. This is usually the Subcontractor you just set up in the system. Some, however, are already in the system and you just need to assign them to the as your Subcontractor.



**Start Date** – The date that your Subcontractor is starting work on the Project. This field can be changed after the initial “Save” has been done. The Late CPR Summary report utilizes this field for later CPR reporting.

**End Date** – *Optional field*, some Administrators may want this information.



**Contract ID** – The Contract ID is the contract number between you and the Subcontractor. This field will help the Subcontractor identify the contract to enter payrolls for if that Contractor has multiple accounts under one Project. If you do not have a Contract ID or numbering system, be sure to assign a unique ID to this contract.

**Responsibility Code** – *Optional field*, some Administrators will require this information. Typically used with an USACE Project.

**Contract Amount** – *Optional field*, some Administrators may want this information. This is the amount of the contract between you and your Subcontractor.

**Notes** – *Optional field*, some Administrators may want this information, or you may choose to add your own notes.

After you have made your choices from the drop down and entered all required information, be sure to “Save”. Once you have saved, your sub will be sent a second email informing them they have been assigned to a Project.

 NoReply8 |  Lois Goeser  
LCPtracker – New project assignment.

You have received this e-mail because your company LCP TEST SUB has been assigned to project Test for LCP 2 by either your prime contractor or by the Labor Compliance Program administrator for CITY OF ROCHESTER, NY.

You will see the project Test for LCP 2 listed on the Projects form the next time you logon to LCPtracker.

Set your browser to allow pop-ups from “lcptracker.net”.

User ID: 121212

Best regards,

LCPtracker Support Team

You will now see the saved Contractor assignment listed in the Contractor Assignment Screen. The Date Assigned is a system generated date stamp. This is the date that the Contractor was assigned to the Project.

Project	Contractor	Sub To	Contract ID	Contractor Status	Date Assigned	Contract Amount
Project Neon	LCP Test Sub	K5 Construction	1044-123456	Active	11/16/2018	\$80,000.00

### Subcontractor Acknowledgement Form

The Admin can enable or disable the ‘Subcontractor Certification Acknowledgement’ form in Department Settings.

In department settings the Admin would select the option 'Enable Subcontractor Certification Acknowledgement'.

- Require Payroll Payment Date
- Do not allow CPR Export until Administrator accepts CPR
- Do not allow CPR edit after status changed to ACCEPTED
- Enable Subcontractor Certification Acknowledgement

This will trigger the window below when subcontractors, not including primes, are certifying their payrolls.

Subcontractor Acknowledgement

Did your company employ Subcontractors on the project this week ?

Yes, I had Subcontractors on the project this week.

No, I did not have any Subcontractors on the project this week.

**Subcontractors**


Select Contractors

Contractors Not Listed/Additional Notes \*

**E-SIGNATURE PASSWORD \***

\* - Required

Reporting is built into the system with this information.

		<b>Subcontractor Acknowledgement Report</b> LG-LCPTRACKER DEMO DATABASE					Report Date: 5/24/2019 Date Range: 1/1/2018 - 5/26/2019	
Project Name	Contractor	Phone Number	Week End Date	Payroll Number	2nd Tier Subs	Additional Notes	Certified By	Date
Choice Ohio Housing	K5 Construction	7194605809	9/2/2018	1			Lois G	12/4/2018
			1/6/2019	1			Lois Goeser	2/12/2019
			1/13/2019	2		I had ABC Landscaping on site	Lois Goeser	5/24/2019

Report Filtered By Week End Date Page 1 of 1

## ADD/EDIT PASSWORD

You can edit your login password at any time by going to *Set Up > Edit Login Password*



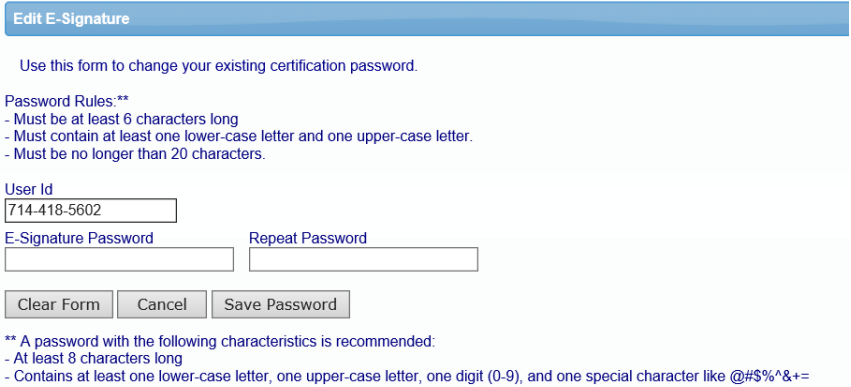
You will need to know your existing password to change it here. You will enter the current password, your new password, repeat it, then click “Save”.

## ADD/EDIT ESIGNATURE

All Contractor users will be required to electronically sign their payrolls prior to submitting through LCPtracker. An eSignature is also required when you upload documents under the “eDocuments” tab.

You can create or edit your eSignature at any time in your account under *Set Up > Edit/Reset eSignature*

An eSignature password may be created the same as your login password. Your login password and your eSignature password are two different items in LCPtracker. Creating/changing one does NOT create/change the other.



## COMPANY INFORMATION

Company Information is information about your own company, name, contact, phone numbers, email, and address. This is initially set by the Administrator or your Prime Contractor. You can update this information at any time. There may be some exceptions to this rule. Any fields you do not have permission to change will be shaded.

To edit this information, go to *Set Up > Company Information*.

## COPY EMPLOYEES

If you are working under multiple Project/Database owners, you can copy employees from one account to another. However, you may be required to enter additional data for employee setup.

This assists when you are working for different Project Databases Administrators and have multiple accounts.

It is recommended that you gather your pertinent account information before you follow the below steps. You will need: your User ID's for both your source and target database, and your password for both the source and target database. (It is possible that the logins are the same).

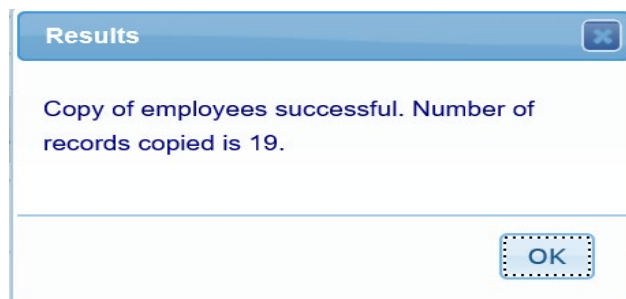
1. Go to the “Set Up” tab
2. Click on “Copy Employees”
3. Enter your source database User ID
4. Enter your source database Password
5. Select the source database you will be using

6. Enter your target database User ID
7. Enter your target database Password
8. Select the target database you will be using

Below is a step-by-step explanation of how LCPtracker copies employees from one database to another.

- Obtains the Contractor ID for the “Source” Contractor
- Accesses the employee table and copies all employees from this source Contractor only.
- If using Daily Reporter and the employee’s name contains the word “Unreconciled”, the employee will then be deleted from the list of employees to be copied over to the “target” Contractor. Please consider reconciling all employees before you copy so this is not an issue.
- System then accesses the Contractor ID and the Contractor’s License for the target Contractor.
- All duplicate employees under the same target Contractor are then removed from the list to be copied over. If either or both fields match, then the employee is not copied over. The system checks against 1. Employee ID 2. Employee Social Security Number.
- System then creates a pop-up message with the number of employees copied over to the new target Contractor account. It will state “Copy of employees successful. Number of records copied is {xx}”
- If there are no records to copy over, the pop-up message will state “No records to copy.”

Once you have completed the copy, the system will give you a message letting you know how many employees were copied between your accounts.



**Note:** you may still be required to perform additional employee setup based on the parameters and requirements of that Project Administrator. To avoid potential problems certifying your payrolls after this process, we recommend that you check your employees after you have completed the copy process to confirm if you have any missing information.

The following fields do NOT copy over. We recommend that you check your target database after copying to see if any additional information will be needed.

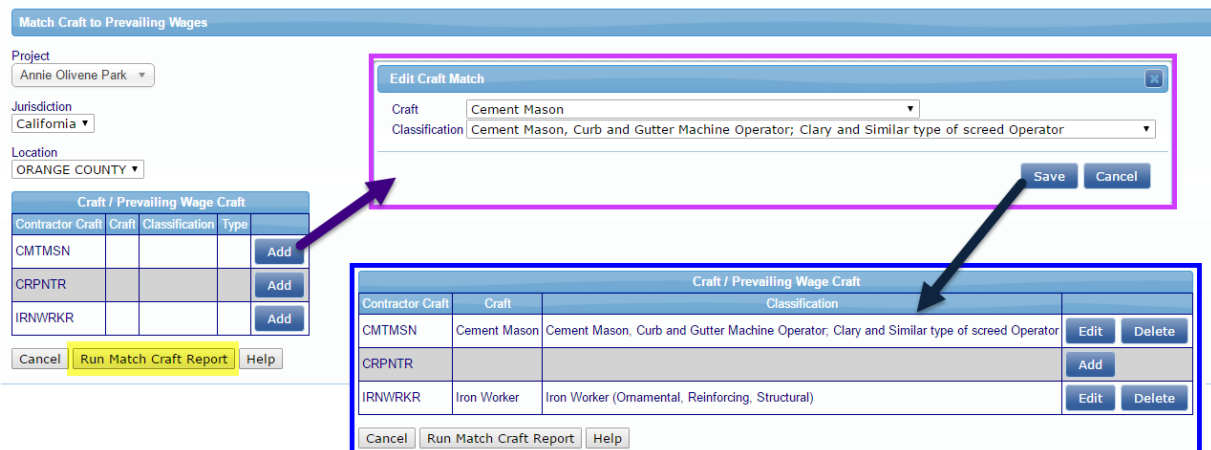
- I-9 Verified
- Section 3 Housing Status
- Apprentice information (all related fields)
- Demographic Classifications
- Geographic Area Assignments (Ward, Geographic Area, Congressional District, State Senate District, etc.)

## ADD/REMOVE COUNTY MATCH

This is used for Contractors that are uploading multiple Projects at the same time. If you intend to use this, please reach out to Support for more information.

## ADD/REMOVE CRAFT MATCH

This function uses the craft list defined in Add/Edit Craft Name to match with the LCPtracker (Administrator) craft names. A match must be made for each Project because we have found that prevailing wage craft names vary from Project to Project. One Contractor craft name can be matched to only one LCPtracker craft name per Project/county.



**Match Craft to Prevailing Wages**

Project: Annie Olivene Park

Jurisdiction: California

Location: ORANGE COUNTY

Contractor Craft	Craft	Classification	Type
CMTMSN			Add
CRPNTR			Add
IRNWRKR			Add

Buttons: Cancel, Run Match Craft Report, Help

**Edit Craft Match**

Craft: Cement Mason

Classification: Cement Mason, Curb and Gutter Machine Operator; Clary and Similar type of screed Operator

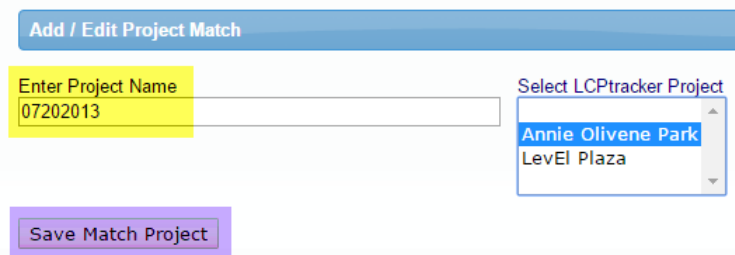
Buttons: Save, Cancel

Contractor Craft	Craft	Classification	Edit	Delete
CMTMSN	Cement Mason	Cement Mason, Curb and Gutter Machine Operator; Clary and Similar type of screed Operator	Edit	Delete
CRPNTR			Add	
IRNWRKR	Iron Worker	Iron Worker (Ornamental, Reinforcing, Structural)	Edit	Delete

Buttons: Cancel, Run Match Craft Report, Help

## ADD/REMOVE PROJECT MATCH

The Project Match function matches your accounting system Project ID to the LCPtracker Project name. For example, your Project ID might be 07202013 and the LCPtracker Project name is Annie Olivene Park. Enter the Project ID, select the Project name it coordinates with, then click “Save Match Project”. Then, upon upload, LCPtracker will recognize the ID from your accounting software upload file as the corresponding Project name in LCPtracker.



This function is useful for an upload file that consists of records from more than one Project. You can upload one file, and the system will pull the records into the correct Projects.

When utilizing this function, be sure to not select a Project when uploading.

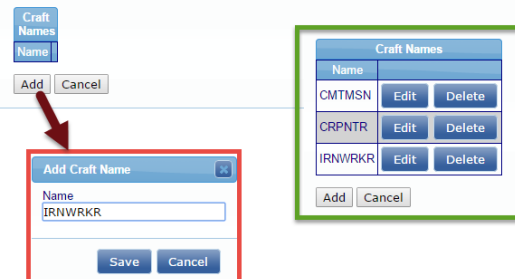
## ADD/EDIT CRAFT NAME

Your accounting system probably uses a code for the pay rate of the employee. It could be something like:

- 2012
- Carpenter
- CPR ap1

The add/edit craft name allows you to enter a list of the craft names your accounting system uses. **This list** will then be used to match your craft names with the LCPtracker craft names.

**Note:** one Contractor craft name can only be matched to one Project/county/ prevailing wage craft. Several Contractor craft names can be matched to the same prevailing wage craft.



## ADD/EDIT WORK ORDER

Administrators can designate a Project as a work order Project and define the work orders. Since the continual entry of new work orders may be time consuming, the Prime Contractor is permitted to enter work orders also. Project setup can ONLY be done by Administrators and they will mark the Project "Require Work Orders".

The Administrator or Prime Contractor may define the work orders. Simply go to *Set Up > Add/Edit Work Order* to open form for work order setup.

The "Work Order ID" and "Title" field are the only required fields in order to "Save" the work order; all other fields are optional.

Once the work order is setup, the Contractor will then select the work order when entering their payroll.

Select Project  
Lois G Apartment Complex Upgrades (W.O.) ▼

Select Work Order to Edit

Work Order ID  
Invoice 10-2233 - 4500 Main Street Building 1

Title  
Replace Door on 2nd Floor

Budget  Status

Address 1  
4500 Main Street

Address 2  
Building 1

City  State  ZIP   
New York New York 12121

Description

ZZZZ-FR-2049 ONLY

Projects 1. Payroll Records 2. Notices 3. Certification Reports eDocuments Set Up Daily Reporter LCPcertified

Notices

Week End Date: 5/6/2018 Contractor: Work Order Prime Contractor

Project: Lois G Apartment Complex Upgrades (W.O.) Sub To:

Employee: GOESER, OG Contract ID:

Is Foreman  Is Owner/Operator

Work Order: Invoice 10-2233 - 4500 Main Street Building 1 ▼

Gross Employee Pay This Project (Usually No Fringes)	Wages Paid in Lieu of Fringes (Total Cash Fringes)	These fields are Hourly rate fields (Usually No Fringes)			Rate in Lieu of Fringes (Cash Fringes)
		Base Hourly	Overtime Hourly	Doubletime Hourly	
100.000	0.000	50.000	0.000	0.000	0.000

**Note:** you must enter all employee's work order entries for the entire week before certifying the payroll for a specific W/E date.

When turning this on, please note that this feature will be on for the life of the Project and cannot be turned off mid-way through.

## ADD/EDIT ADDITIONAL USERS

As a Contractor you can add additional users to your account. If you have an assistant or hire someone to help you, as the main user, you may go into LCPtracker and add your additional users.

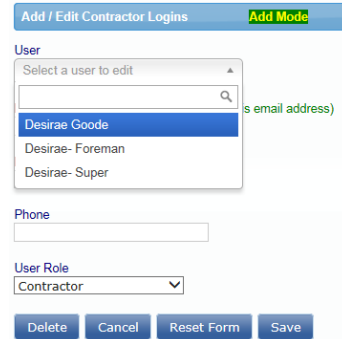
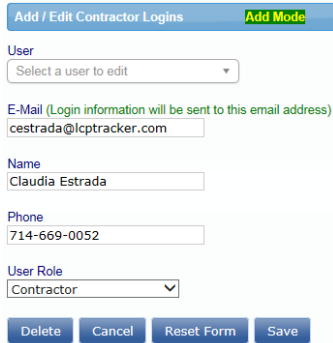
For those using Daily Reporter you may set up and assign roles (Daily Reporter Manager, Superintendent, and Foreman). Please skip to the Daily Reporter section to read the difference in the different user role options prior to setting up the additional user.

Only the main user ID to the account will have the ability to add or edit additional users. Additional Users will be added and edited under *Set Up > Add/Edit Additional Users*.

Any additional user roles will NOT have access to the Add/Edit Additional Users button in their Set Up screen.

When you go into Add/Edit Additional User, if you click on the drop down you will see your current user ID; this information should not be changed. The original user contact information is under *Set Up > Company Information*. You can update the phone number and email on file in the middle of that screen.

To add an additional user, you will enter their email address, name, and phone number, then click “Save” to create that new user ID.

Once you have clicked “Save”, the user will be sent an email letting them know their user ID and a temporary password.

Once the Additional User receives his/her login information, they can log into the system. As with all new users, the system will require them to change the temporary password and create their own eSignature Password.

**Note:** If you have multiple agencies you are working for, you will need to set up the Users under each Administrator in the same manner.

CONFIDENTIAL

## DAILY REPORTER USERS

The main users of your account will need to log into your LCPtracker account and setup the Daily Reporter users and their roles. There are three different types of roles that can be assigned to the **Add/Edit Additional Users** for those using Daily Reporter – Daily Reporter Manager Role (can only be setup by an LCPtracker Implementation Project Manager or Account Manager), Superintendent, and Foreman.

**Note:** if you have multiple Agencies you are working for and are using Daily Reporter under each, you will need to set up the users under each Administrator in the same manner.

### Daily Reporter Manager Role

The Manager Role will have access to everything as the main user; the only difference is the Daily Reporter Manager Role cannot set up or edit Additional Users. As the Daily Reporter Manager user role, you have the ability to:

- Create and Edit Daily Logs
- Enter Quality / Safety Notes
- Submit Daily Report (Combined Daily includes all information for all subs for that day)
- Look into Daily Log Discrepancies
- Organize Contractor Check-In
- Review Late Processing
- Set Validation Settings for Daily Reporter (Only)
- Add/edit Project Sites

#### Daily Reporter Main Menu

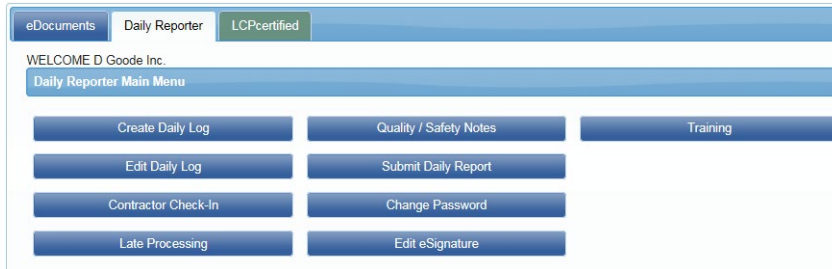
Project Sites	Submit Daily Report	Validation Settings
Create Daily Log	Daily Log Discrepancies	Training
Edit Daily Log	Contractor Check-In	
Quality / Safety Notes	Late Processing	

### Daily Reporter Superintendent Role

Superintendent Role will only see the “eDocuments” and “Daily Reporter” tabs. With the Superintendent user role, you can:

- Create and edit Daily Logs for your own company
- Organize Contractor Check-in
- Review Late Processing
- Enter Quality/Safety Notes
- Submit Daily Report (Combined Daily includes all information for all subs for that day)

You will have the ability to allow the Foreman role to edit dailies, change your own password, or edit your eSignature password (for help with Change Password or edit eSignature see Contractors User Manual).

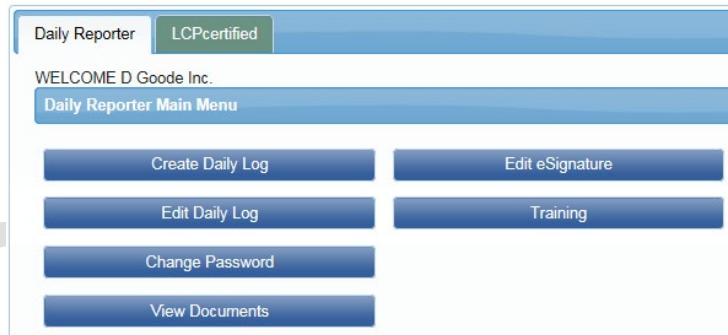


### Daily Reporter Foreman Role

Foreman Role will only see the “Daily Reporter” tab. The Foreman user role can:

- Create daily logs for your own company
- View documents
- Change your own password
- Edit your eSignature password

With permission from the Superintendent, you will be allowed to edit your own dailies that were submitted, if needed.





## EDOCUMENTS

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The eDocuments feature has two basic functions:

1. Administrators can provide useful documents to Contractor users
2. How Administrators and/or Prime Approvers receive documents from Contractors.

The eDocument section is referred to as an electronic filing cabinet. This is a way for files, other than the certified payrolls that are generated, to be stored in an electronic system. Use of this feature may vary from Administrator to Administrator.

Please keep in mind the below examples are just examples and are not necessarily what you will see in your account.

### Document Types for Upload

The Administrator specifies what documents are allowed/required to be uploaded. The list of documents will show in the Document Types for Upload table. Each document will have one of the following requirements set by the Administrator:

- ❖ **Y** – Yes; meaning that they are required.
- ❖ **N** – Not Required; meaning that they are sent on request from the Administrator and/or Prime Approver.
- ❖ **R** – Required; meaning that they are required by every Contractor/Subcontractor before you can submit CPR's.
  - Note some documents that are flagged R may have a delay set on them; a 30-day delay would allow submittal of end of month reports. This means you will have 30 days to submit the required document and then after this time period the LCPtracker system will not allow any other payrolls to be certified until the document is submitted.

Some documents may also have an expiration frequency, which means they need to be re-uploaded after a certain time period from your Document Date.

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | Set Up | Daily Reporter | LCPcertified

WELCOME Mormont Builders

eDocuments Main Menu

Upload Documents | Download Document Templates

View Documents

Help

Project:

\* Req'd: N = "No", Y = "Yes", R = "Required before CPR can be submitted". \*\* Access: U = "Upload", V = "View"

Document Types For Upload			
Document Name	Req'd *	Expire Freq (month)	Document Description
Certificate Appointing Officer to Supervise Payroll	Y	0	Certificate Appointing Officer to supervise payroll
Payroll Deduction Authorization	R	0	Payroll Deduction Authorization form required prior to certification
Subcontractor Daily Logs	N	0	

## Download Document Templates

You can download any documents the Administrator has posted for your use by going to *eDocuments > Download Document Templates*. Simply click on the underlined link and your browser will start the viewing/download process.

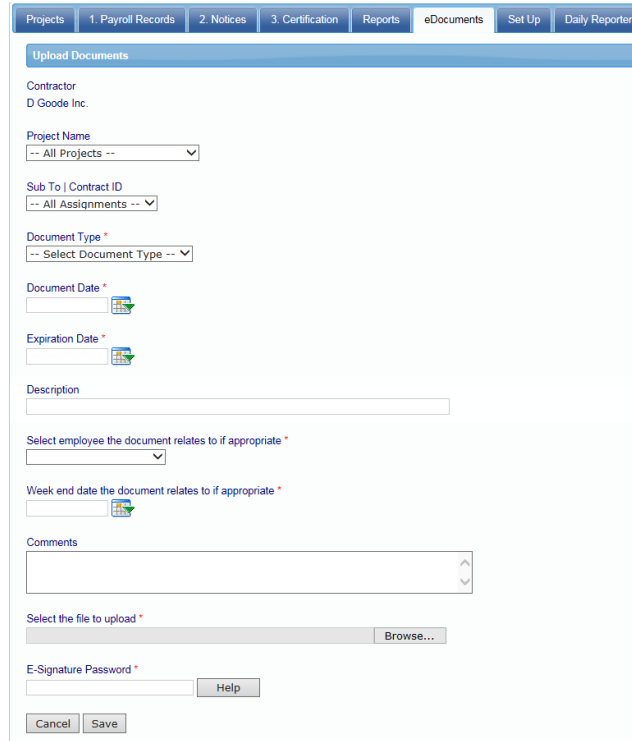
E-Documents Templates	
Templates Available For Download	
Template Name	
<a href="#">Authorization for Payroll Deductions</a>	
<a href="#">Certified Payroll Authorized Signature Letter</a>	
<a href="#">Child Support Order</a>	
<a href="#">Contractor Setup Form Template</a>	
<a href="#">SF-1444</a>	

The Administrator may post documents in an editable Word or PDF format to allow the Contractor to “Save” to their computer, fill in the proper fields, re-save and then upload the completed document under Upload Documents.

## Upload Documents

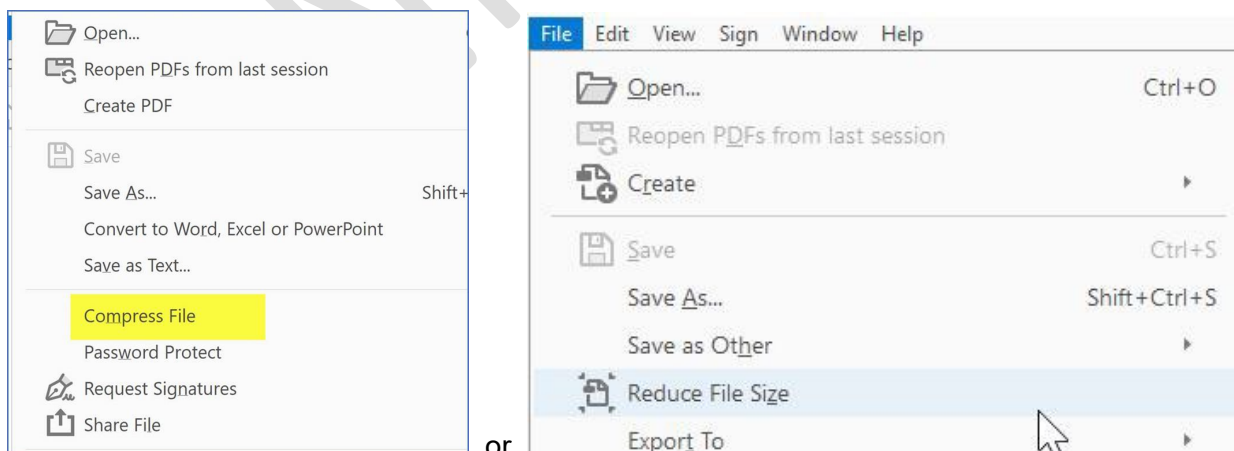
The Upload Documents feature allows you to upload documents that the Administrator requests. The “Upload Documents” button provides the ability to upload documents directly from your computer into your Administrator’s database. To upload a document, you will need to have the document available on your computer. The document can be almost any type that can be viewed by internet browser: txt, pdf, xls, doc, tif, etc.

On the following page, you can find a short description of each field. Unless specified by a **red asterisk**, these fields are optional.



**Note:** If you are having trouble uploading large documents, eDocuments accepts the following standard file types to be uploaded: PDF, Word, Excel, JPEG, and GIF—all up to 10 Mb in file size. It will not accept TIF or Outlook files.

It is recommended to save the file as a PDF as this will result in a smaller file size. Once it is a PDF, there is a way to compress the file further—see below for two screen shots of what your File menu may look like.



An example of this process took a PDF file that was 11.84 MB to a size of 2.35 MB which then allowed for the eDocument to upload with no issues.

**Project Name-** you will need to choose the Project the document is for (some documents may be for all Projects, but this will depend on the Settings set by the Administrator)

**Sub To-** this will filter by who you are a sub to on a specific Project (this may have options to select if multiple assignments have been enabled by the Administrator)

**Document Date-** this is always a required field. You may use the calendar icon to choose your date, or type it in MM/DD/YYYY format

**Expiration Date-** some Administrators may require that this be filled in; again, use calendar icon or type in date.

**Document Type-** you will choose the document name from the drop down based on the titles the Administrator has defined.

**Description-** some Contractors may choose to use this field for their own notes (this is still viewable by your Administrator)

**Select employee the document relates to if appropriate-** Employee specific forms may have this set as a requirement by the Administrator.

**Week end date the document relates to if appropriate-** choose the appropriate week-end date for the document, if needed

**Comments-** some Contractors may use for their own notes and comments (also viewable by your Administrator)

**Select the file to upload-** browse your computer to find the document you want to upload.

**E-Signature Password-** required to "Save" the document to the system. If you do not know or remember your eSignature password, you can create a new one under *Set Up > Edit/Reset eSignature*

## View Documents

When you click on the View Documents button, you can select filters from the drop-down lists to only show the documents you are looking for. The following list can be filtered on:

- Project
- Contractor, if you want to see those submitted by your Subcontractors
- Sub To / Contract ID, who you are a sub to on a specific Project (this may have options to select if multiple assignments have been enabled by the Administrator)
- Document type
- Status of the document
- Dates – Document date or Submittal date.
- Employee Name – Available if you are filtered to a specific Contractor

Once filters have been selected, click on "Load Data" to view the documents that have been uploaded.

Some fields are editable when you go into the details. You will be able to read any Administrator Notices that may have been added. Also, you will see if the Administrator and/or Prime Approver has accepted or rejected the uploaded eDocument.

Clicking on “View” will bring up the actual document that was uploaded.

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | Set Up | Daily Reporter | LCPcertified

**View Documents**

Project:  Include Closed Projects | All Projects

Contractor: All Contractors

Sub To | Contract ID: All Assignments

Document Type: -- All Types --

Status: All Statuses

Document Date Filter: Start Date  End Date

Submitted Date Filter: Start Date  End Date

Employee Name: All Employees

Load Data

Displaying 11 uploaded documents

Project	Document Type	Document Date	Contractor	Sub To   Contract ID	Submitted	Description	Status	Employee Name	Employee Linked	Notice Linked	View Details	View Document
Choice Ohio Housing	Hud Additional Data	01/31/2019	K5 Construction	Jordan Foster Construction	01/31/2019				NO	NO	Details	View

Page 1 | 2

## PAYROLL RECORDS


### Enter Records


To begin entering your payroll data, you will first select the Project you want to enter payroll records for. Be careful to choose the correct Project. Some Contractors may be assigned to more than one Project. If you accidentally selected the wrong Project and completed the certification of your payroll, you will need to reach out to the database Administrator to delete your entry and will need to re-enter the information on the correct Project.


Next, you will enter the payroll week-ending date. The week-ending date should be entered based on the day of the week you end your payroll on. Once you start with a specific week-ending date, you should continue with that same day as your week-ending date. For example, if your payroll week is Monday through Sunday, Sundays would be your week-ending date for each certified payroll report (CPR) entry.

The next two steps on this entry page are selecting the employee and the craft/classification for the work the employee did.

**Payroll Record Entry**


Week End Date \*  


Project \*  


Employee \*  

Add Classification Cancel Next

**Payroll Record Entry**

Week End Date \* 08/25/2019 

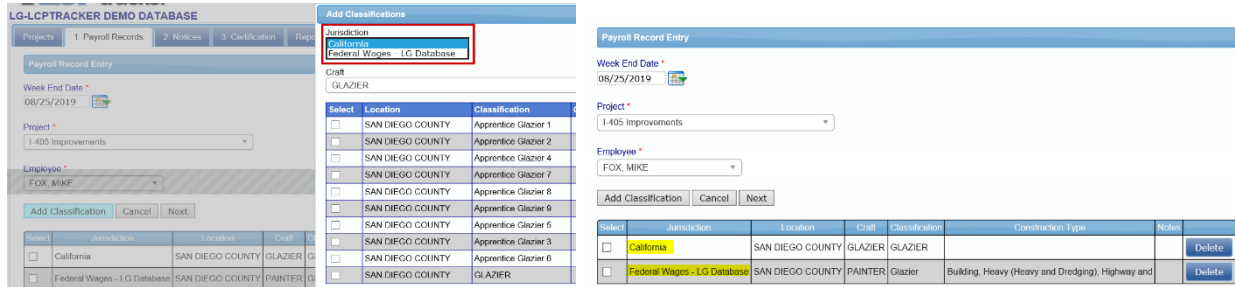
Project \* Project Neon 

Employee \* FOX, MIKE 

Add Classification Cancel Next

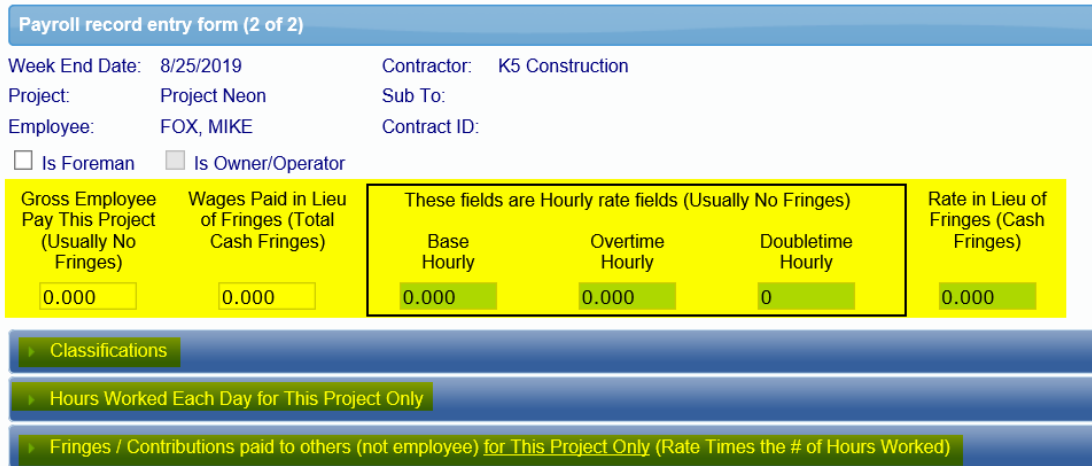
Select	Jurisdiction	Location	Craft	Classification	Construction Type	Notes	Delete
<input type="checkbox"/>	Federal Wages - LG Database	Elko County	LABORER	Common or General	Highway		Delete

**Note:** if you are working on a Project that is dual funded, you will need to select a craft/classification for each Jurisdiction assigned to your Project.



After you have selected the classification(s), check the box(s) then click “Next” to move to the next part of the payroll record entry.

The following four sections of a CPR entry are for reporting all hours worked and wages paid for a single week. You can tab through the screen or use your mouse to click the fields to enter data.



Each section and field of the payroll record entry form will be explained below.

## Gross Amounts and Hourly Rates

After completing the previous screen, you will start entering the amounts paid to the employee.

Payroll record entry form (2 of 2)

Week End Date: 8/25/2019 Contractor: K5 Construction  
 Project: Project Neon Sub To:  
 Employee: FOX, MIKE Contract ID:  
 Is Foreman  Is Owner/Operator

Gross Employee Pay This Project (Usually No Fringes) 0.000	Wages Paid in Lieu of Fringes (Total Cash Fringes) 0.000	These fields are Hourly rate fields (Usually No Fringes) Base Hourly: 60.000 Overtime Hourly: 0.000 Doubletime Hourly: 0	Rate in Lieu of Fringes (Cash Fringes) 0.000
---	---	---	---

**Gross Employee Pay this Project** should be equal to the hourly rate fields times the hours posted on this payroll record. This amount does NOT include fringes. It is usually the amount that is provided by your payroll system for this Project only. If you pay additional fringes in cash to the employee or “Wages Paid in Lieu of Fringes”, you will enter that amount in the next fields over.

**Wages Paid in Lieu of Fringes (Total Cash Fringes)** should be equal to the Rate in Lieu of Fringes (Cash Fringes) times the hours worked on this payroll record. Wages Paid in Lieu of Fringes are those amounts paid directly to the employee in their check when no fringe benefits are paid to a 3<sup>rd</sup> party or when the fringe benefits paid to a 3<sup>rd</sup> party are insufficient to meet the required total hourly rate of pay.

Enter the **Basic Hourly Rate** of pay, **Overtime Hourly Rate** of pay, and **Doubletime Hourly Rate** of pay for the craft/classification worked by the employee you are entering. You may see that the system will hold the rate previously entered. Ensure the rate is the correct rate paid for the work performed. You can change the entered rate if needed.

**Rate In Lieu of Fringes (Cash Fringes)** has an entry ONLY if you are paying the employee cash fringes. If all fringes are paid to a 3<sup>rd</sup> party, this field should be blank.

Here we show how the “Gross Employee Pay This Project” field is equal to the hourly rates times the hours posted and then the “Wages Paid in Lieu of Fringes” is equal to the “Rate in

Lieu of Fringes” times all hours posted.

Payroll record entry form (2 of 2)

Week End Date: 9/29/2019 Contractor: K5 Construction  
 Project: Project Neon Sub To:  
 Employee: FOX, MIKE Contract ID: Prime  
 Is Foreman  Is Owner/Operator

Gross Employee Pay This Project (Usually No Fringes) 2520.000	Wages Paid in Lieu of Fringes (Total Cash Fringes) 190.000	These fields are Hourly rate fields (Usually No Fringes) Base Hourly: 60.000 Overtime Hourly: 90.000 Doubletime Hourly: 120.000	Rate in Lieu of Fringes (Cash Fringes) 5.000
--	---	--	---

▼ Classifications

Jurisdiction	Location	Craft	Classification	Construction Type	Edit
Federal Wages - LG Database	Elko County	LABORER	Common or General	Highway	

▼ Hours Worked Each Day for This Project Only

	Monday 9/23/2019	Tuesday 9/24/2019	Wednesday 9/25/2019	Thursday 9/26/2019	Friday 9/27/2019	Saturday 9/28/2019	Sunday 9/29/2019	Total Hours
Regular Time	8.00	5.00	7.00	8.00	5.00	0.00	0.00	33.00
Overtime at 1.5	0.00	2.00	0.00	0.00	0.00	0.00	0.00	2.00
Double-Time	0.00	0.00	0.00	0.00	3.00	0.00	0.00	3.00
<b>Total</b>	8.00	7.00	7.00	8.00	8.00	0.00	0.00	38.00

<b>Base Hourly</b>	60.00 X 33 = 1,980
<b>OT Hourly</b>	90.00 X 2 = 180
<b>DT Hourly</b>	120 X 3 = 360
<b>Total Gross</b>	2,520.00
<b>Cash Fringe</b>	5 X 38 = 190

## Classifications

This is the selection that was made on the first payroll entry screen. If the listed craft/classification is not correct for this payroll entry, you may edit that by clicking on “Edit” and making another selection.

## Hours Worked Each Day for This Project Only

The hours worked each day should ONLY be the hours reported for working on this Project for the week you are reporting on. This is not accumulative. Under this section, enter the number of regular time (straight-time), Overtime at 1.5 and Double-Time hours worked each day for this one-week payroll period.

## Fringes/Contributions Paid to Others (not employee) for This Project Only

If you entered the hourly rate of fringe benefits in the *Employee Setup* or *Fringe Benefit Maintenance* table, then click “Calculate Fringes”. The calculated fringe amounts can be edited if required. This feature will take the hours posted in the hours worked section of the payroll record and multiply them by the fringe benefit rates setup in the “time-saver” section (s).

If you did not previously enter the hourly fringe rates paid to a 3<sup>rd</sup> party in your setup, then enter the total Fringe /Contributions in each box/category for “This Project Only”. If there is no data for a particular box, leave it blank.

▼ Fringes / Contributions paid to others (not employee) **for This Project Only** (Rate Times the # of Hours Worked)

Vac / Hol / Dues 78.280 <a href="#">More...</a>	Health & Welf. 268.280	Pension 427.120 <a href="#">More...</a>	All Other 19.760	Training 44.080	Voluntary Contributions for all Projects Pension 0.000    Medical 0.000	<input type="checkbox"/> Vac/Hol/Dues Included in Gross Emp. Pay/Base Hourly Rate <a href="#">More...</a> <input type="checkbox"/> Some or All Fringes Paid to Employee <input type="checkbox"/> Voluntary Contributions Included in Gross Emp. Pay <input type="button" value="Calculate Fringes"/>
---	---------------------------	---	---------------------	--------------------	---	--

If you paid a portion of the fringes to the employee in cash and entered those amounts in the Rate in Lieu of Fringes (Cash Fringes) section, the box for Some or All Fringes Paid to Employee will be checked.

▼ Fringes / Contributions paid to others (not employee) **for This Project Only** (Rate Times the # of Hours Worked)

Vac / Hol / Dues 78.280 <a href="#">More...</a>	Health & Welf. 268.280	Pension 427.120 <a href="#">More...</a>	All Other 19.760	Training 44.080	Voluntary Contributions for all Projects Pension 0.000    Medical 0.000	<input type="checkbox"/> Vac/Hol/Dues Included in Gross Emp. Pay/Base Hourly Rate <a href="#">More...</a> <input checked="" type="checkbox"/> Some or All Fringes Paid to Employee <input type="checkbox"/> Voluntary Contributions Included in Gross Emp. Pay <input type="button" value="Calculate Fringes"/>
---	---------------------------	---	---------------------	--------------------	---	---

The **More...** links for the *Vac/Hold/Dues* and *Pension* explain additional information for these fields. Here we will present that detail.

## Vacation / Holiday Directions

The following is a more detailed explanation on how to enter Vacation/Holiday/Dues pay using the check box in the fringe benefit section in the payroll entry form. (If you do not utilize any of the scenarios described below, do NOT check the “Vac/Hol/Dues included in Gross Emp. Pay” box.)



### TAXABLE FRINGE BENEFITS (MOST FREQUENTLY USED SCENARIO)

This scenario is for Contractors who pay Vac/Hol/Dues to a third party and include it in their gross pay, then deduct that paid amount from the paycheck. Vacation/ Holiday/Dues are included in the paycheck to calculate taxes but then deducted out and then distributed to a third party (i.e., trust fund, bone fide plan or union).

To recreate the scenario in LCPtracker:

1. Enter the paycheck gross amount as part of the Gross Employee Pay This Project. [Base x hours worked]
2. Enter total dollar value into the Vac/Hol/Due's box located in the "Fringes / Contributions paid to others (not employees)" section [hourly fringe amount x number of hours worked for the week]
3. Base rate should include the hourly vac/hol/dues rate.
4. Check the box for Vac/Hol/Dues included in Gross Employee pay
5. Enter the total dollar value into the Vac/Dues field located in the "Paycheck - Deductions, Payments and Notes" section under the Deduction area.

Edit Record

Week End Date: 1/19/2019 Contractor: D Goode Inc.  
 Project: LevEI Theater Sub To:  
 Employee: ELINOR, LEVI Contract ID:

Is Foreman  Is Owner/Operator

<b>1</b> Gross Employee Pay This Project (Usually No Fringes)	Wages Paid in Lieu of Fringes (Total Cash Fringes)	These fields are Hourly rate fields (Usually No Fringes)			Rate in Lieu of Fringes (Cash Fringes)
2200.000	800.000	<b>3</b> Base Hourly	Overtime Hourly	Doubletime Hourly	20.000
		55.000	0.000	0.000	

---

Classifications

Hours Worked Each Day for This Project Only

▼ Fringes / Contributions paid to others (not employee) for This Project Only (Rate Times the # of Hours Worked)

<b>2</b> Vac / Hol / Dues	Health & Welf.	Pension	All Other	Training	Voluntary Contributions for all Projects	<b>4</b> <input checked="" type="checkbox"/> Vac/Hol/Dues Included in Gross Emp. Pay
86.400	320.000	400.000	20.000	15.600	Pension 0.000 Medical 0.000	<input checked="" type="checkbox"/> Some or All Fringes Paid to Employee <input type="checkbox"/> Voluntary Contributions Included in Gross Emp. Pay <input type="button" value="Calculate Fringes"/>

---

▼ Paycheck - Deductions, Payments and Notes (For All Projects Worked This Week)

Single Paycheck  Multiple Paychecks

Deductions

Fed Tax	+	Social Security	+	Medicare	+	State Tax	+	Local Taxes/SDI	+	Other	+	<b>5</b> Vac/Dues	+	Savings	=	Total Deductions
275.000		100.000		75.000		40.000		50.000		25.000		86.400		0.000		651.400

Payments (If included in paycheck)

Trav/Subs	Gross Pay All Projects	Paycheck Amount	Check Number *	Payment Date
0.000	3000.000	2348.600	12345	

Notes

Paid employee dues directly

Other Deduction Notes

\*\* For California State Prevailing Wages: please remember to check the wage decision footnotes for messaging containing the applicability of vac/hol/dues included in base rate and be aware of what is acceptable.

## Voluntary Pension and Medical Contributions

Voluntary Pension and Medical Contributions are additional payments to an approved pension and/or health care funds that the employee elects to take out of his/her Gross Employee Pay this period before taxes.

These voluntary contribution amounts are part of the Gross Employee Pay this period, but some payroll systems do not show it as such. Most Administrators wish to only know the dollar values for the Project you are sending them the CPR report for.

Be sure **NOT** to include it as part of the **health & welfare and pension payments** you make on the employee's behalf (fringe benefits a company pays into an entity/union that benefits the employee).

▼ Fringes / Contributions paid to others (not employee) for This Project Only (Rate Times the # of Hours Worked)

Vac / Hol / Dues	Health & Welf.	Pension	All Other	Training	Voluntary Contributions for all Projects		<input type="checkbox"/> Vac/Hol/Dues Included in Gross Emp. Pay/Base
0.000	409.600	250.800	0.000	0.000	Pension	Medical	Hourly Rate
More...		More...			50.000	75.000	More...
							<input type="checkbox"/> Some or All Fringes Paid to Employee
							<input checked="" type="checkbox"/> Voluntary Contributions Included in Gross Emp. Pay
							Calculate Fringes

## Deductions, Payments and Notes

This last section should include the full paycheck information for all hours the employee worked on all Projects this week.

Enter the deductions for each field that is applicable. When manually entering the deductions, the total deduction field will automatically calculate the values entered. The "Other" field will be explained in more detail below.

The "Paycheck Amount" is the calculation of the "Gross Pay All Projects" plus "Travel/Subsistence" minus the "Total Deductions".

For the "Check Number", this can be a number or can be letters. "DD" can be entered for direct deposit.

The "Payment Date" should be entered as the date the employee was paid.

The "Other" field is where you would enter "Other Deductions" withheld from your employee's paycheck.

▼ Paycheck - Deductions, Payments and Notes (For All Projects Worked This Week)

Single Paycheck  Multiple Paychecks

Deductions

Fed Tax	Social Security	Medicare	State Tax	Local Taxes/SDI	Other	Vac/Dues	Savings	Total Deductions
50.000	25.000	20.000	10.000	5.000	50.000	0.000	0.000	160.000

Payments (If included in paycheck)

Trav/Subs	Gross Pay All Projects	Paycheck Amount	Check Number *	Payment Date *
0.000	2000.000	1840.000	DD	10/18/2019

Notes

Other Deduction Notes

- Child Support \$25
- Garnishment \$25

If you have a recurring "Other" deduction for an employee, you may wish to edit the employee setup and add it there which will populate each time you create a payroll record for the employee.

Depending on how the Administrator has setup their requirements, you may be required to enter a comment in the “Other Deduction Note” section or select from a detailed list of “Other Deductions” setup by the database Administrator. In some cases, you may be required to enter both.

For more information on the “Detailed Other Deduction” feature, please refer to the “Training Materials” section or reach out to your database Administrator.

Other Deduction Details

Add or Remove will only affect this payroll record

+ DCL

- 3rd Part Garnishment
- 401(k)
- 401(k) Loan
- Alimony
- Child Support
- Child Support Fee
- Dental Insurance
- Disability Insurance
- Employee Advance
- Employee Loan
- Government Garnishment
- Health Insurance
- USDOL Approved Tool Deduction
- USDOL Approved Uniform Deduction
- Vision Insurance

Add Other Deductions Match

Category Name	Type	Description	Amount Deducted	
DCL	3rd Part Garnishment	3rd Part Garnishment	\$25,000	Remove
DCL	Child Support	Child Support	\$25,000	Remove

Total Amount Deducted \$ 50,000

## Notices

When you “Save” the payroll record, the system will let you know if you have notices on the current record. You may choose “YES”, “NO” or use the “X” to stay on the current page. If you select “YES”, you will be directed back to the payroll record entry screen to add more employee records. If you select “NO”, you will be directed to the screen that will allow you to select “NOTICES” to see what may have triggered for your CPR entry. For workflow purposes, it is much easier to choose **“YES”** and enter the next record, continue the payroll record entry process until all records have been entered for the week. Then go into the “NOTICES” tab and check for any Notices/Warnings and resolve (see NOTICES section).

**Payroll Record Saved**

When you are done entering the payroll records, check Notices, then certify the data you are submitting.

The “Certification” tab is where you complete the process to produce your CPR so that you may send to the Agency you are reporting to.

**Warning: There is 1 notice**

Enter another record for a different employee?

**Yes** **No**

**Payroll Record Entry**

Week End Date \*  
9/17/2016

Project \*  
Goode Hockey Center

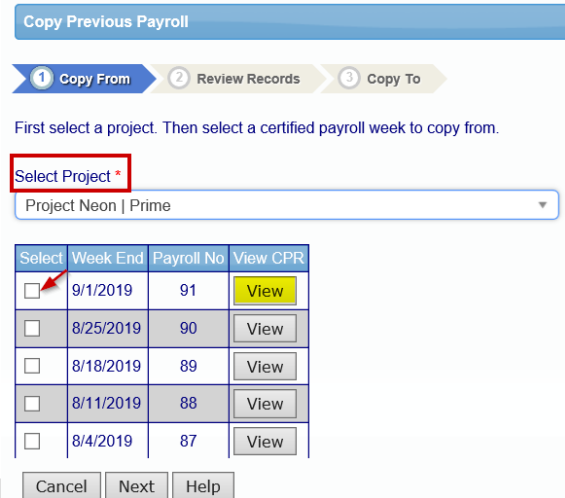
Employee \*  
Select an employee

Cancel Next

## Copy Previous Payroll

This feature is most used for those manually entering their payrolls. For those that use an uploading option, you may choose to copy the previous week payroll, however your uploading abilities will also include your new check numbers and you will not have to edit the payrolls to update the check number field. After you have at least one payroll week certified you may use the “Copy Previous Payroll” feature.

First, you will choose the Project you wish to submit a CPR for. If you have more than one Project, be sure that you are choosing the correct one to report. You will now see all CPRs previously submitted for the Project you are about to copy payrolls for. Click on the “View” button on the far right to see that CPR in its entirety. Viewing the employees entered under each previous week may help you choose which CPR you use to copy to the current week you are working on. Once you have got the week you are looking for, select the box for the week you want to copy and then click “Next” to move onto the next page.



Copy Previous Payroll

1 Copy From 2 Review Records 3 Copy To

First select a project. Then select a certified payroll week to copy from.

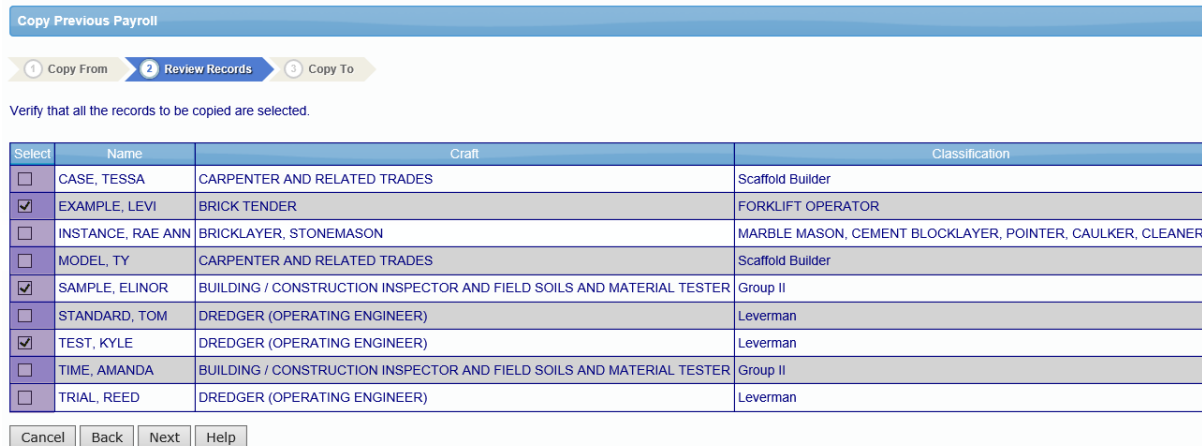
Select Project \*

Project Neon | Prime

Select	Week End	Payroll No	View CPR
<input checked="" type="checkbox"/>	9/1/2019	91	View
<input type="checkbox"/>	8/25/2019	90	View
<input type="checkbox"/>	8/18/2019	89	View
<input type="checkbox"/>	8/11/2019	88	View
<input type="checkbox"/>	8/4/2019	87	View

Cancel Next Help

Next you will see the payroll records that were submitted on the CPR you are choosing to copy from. You may choose to copy all employees by leaving all boxes checked or only copy a few employees by un-checking the employees you do not want to copy.



Copy Previous Payroll

1 Copy From 2 Review Records 3 Copy To

Verify that all the records to be copied are selected.

Select	Name	Craft	Classification
<input type="checkbox"/>	CASE, TESSA	CARPENTER AND RELATED TRADES	Scaffold Builder
<input checked="" type="checkbox"/>	EXAMPLE, LEVI	BRICK TENDER	FORKLIFT OPERATOR
<input type="checkbox"/>	INSTANCE, RAE ANN	BRICKLAYER, STONEMASON	MARBLE MASON, CEMENT BLOCKLAYER, POINTER, CAULKER, CLEANER
<input type="checkbox"/>	MODEL, TY	CARPENTER AND RELATED TRADES	Scaffold Builder
<input checked="" type="checkbox"/>	SAMPLE, ELINOR	BUILDING / CONSTRUCTION INSPECTOR AND FIELD SOILS AND MATERIAL TESTER	Group II
<input type="checkbox"/>	STANDARD, TOM	DREDGER (OPERATING ENGINEER)	Leverman
<input checked="" type="checkbox"/>	TEST, KYLE	DREDGER (OPERATING ENGINEER)	Leverman
<input type="checkbox"/>	TIME, AMANDA	BUILDING / CONSTRUCTION INSPECTOR AND FIELD SOILS AND MATERIAL TESTER	Group II
<input type="checkbox"/>	TRIAL, REED	DREDGER (OPERATING ENGINEER)	Leverman


Cancel Back Next Help

Then you will want to choose the weekend date for this CPR. Make sure you are choosing the correct day that you end your payroll weeks with. (\*IMPORTANT\* You **CANNOT** change this date later!). After you are done, click “Save”.

Copy Previous Payroll

- 1 Copy From
- 2 Review Records
- 3 Copy To

The selected payroll will be copied over to the week selected below. You will still need to add at least a check number in order to be able to certify. After saving, you will be redirected to the Payroll Edit page.

Week End Date \* 09/08/2019 

After you click “Save” you will see all the specific employee payroll records that are going to be copied. If you have copied more than one record, you will see all the records under “Edit Uncertified Payroll Records”.

If you realize that you need to add more employees to the week you are about to submit, you can go back to Copy Previous Payroll and copy another payroll, or manually enter another record under Enter Records. Be sure to choose the same weekend date that you have been using on all previous steps.

You may always edit any employee payroll record prior to certifying. **\*IMPORTANT\*** Open each employee record, insert the new check number (or DD for direct deposit) and payment date for that week, and click “Save” as these fields will not copy over.

### Edit Uncertified Payroll Records

To edit a payroll record that has been entered but NOT yet certified, select “Edit Uncertified Payroll Records”. You may edit individual records or delete records added in error. The edit record screen is the same as the payroll entry screen. Remember to click “Save” after making any changes to the record or the system will not “Save” the changes you made.

**Payroll Records**

Select the Project to see any un-certified records entered you wish to edit. You may edit or delete individual records, as well as delete several or all records if necessary.

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | Set Up | Daily Reporter | LCPcertified

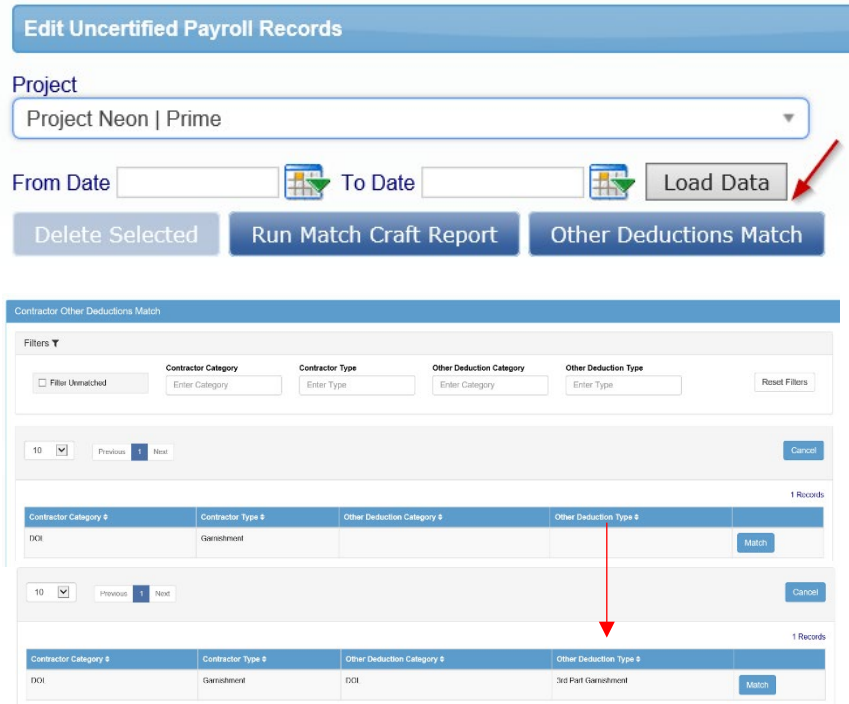
**Edit Uncertified Payroll Records**

Project:

From Date:  To Date:

Week End Date	Employee Name	Contractor Craft	Jurisdiction	Craft	Classification	Edit	Delete
<input type="checkbox"/>	04/14/2019	BUSCHMAN, JOE	Federal Wages - LG Database	BRICKLAYER	Bricklayer	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
<input type="checkbox"/>	09/08/2019	SMITH, TOM	Federal Wages - LG Database	LABORER	Common or General	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	09/29/2019	FOX, MIKE	Federal Wages - LG Database	LABORER	Common or General	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

When an Administrator has setup the “Other Deduction Details” feature, the Contractor may need to do an “Other Deduction Match” when they upload their payrolls. This allows the Contractor to name their other deduction something different than what the Administrator setup and match the two descriptions together.



**Edit Uncertified Payroll Records**

Project: Project Neon | Prime

From Date: [ ] To Date: [ ] Load Data

Delete Selected Run Match Craft Report Other Deductions Match

**Contractor Other Deductions Match**

Filters: Filter Unmatched Contractor Category: Enter Category Contractor Type: Enter Type Other Deduction Category: Enter Category Other Deduction Type: Enter Type Reset Filters

10 [ ] Previous Next Cancel

Contractor Category #	Contractor Type #	Other Deduction Category #	Other Deduction Type #	
DCI	Garmentment			Match

10 [ ] Previous Next Cancel

Contractor Category #	Contractor Type #	Other Deduction Category #	Other Deduction Type #	
DCI	Garmentment	DCI	3rd Part Garmentment	Match

### Upload Records

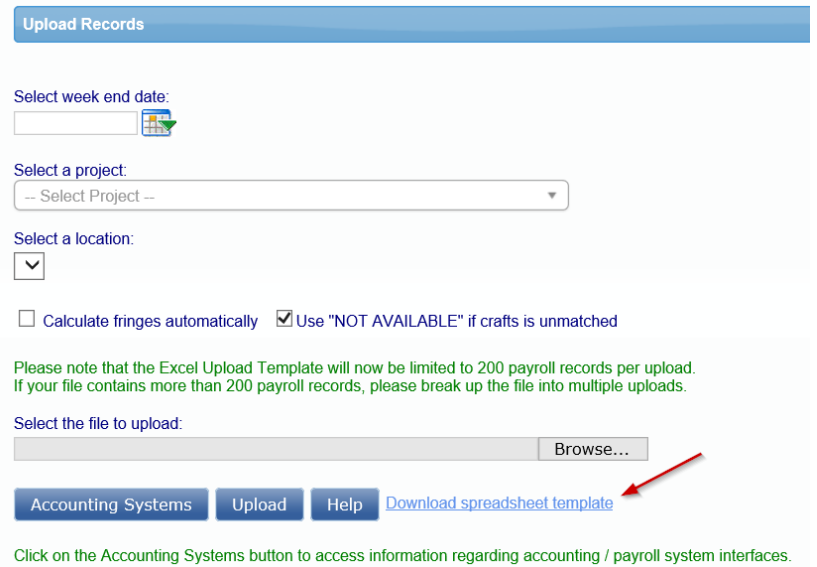
There are three basic methods for uploading data into LCPtracker. We have created several different formats for uploading and your accounting software may be one of them. Please go to [www.lcptracker.com](http://www.lcptracker.com) > Partners > Payroll Interfaces for current available accounting system. The second upload method is to use the standard interface template defined by LCPtracker. This is an Excel spreadsheet template with specifically defined columns. The Upload Records function is intended to provide a function for the uploading of payroll records from a spreadsheet. This may not only improve the speed of the upload, but the accuracy as well.

To download the excel template go to: *Payroll Records > Upload Records > Click the “Download spreadsheet template” hyperlink.* This allows you to download the spreadsheet template required to upload payroll data.

This spreadsheet will provide you with Instructions on how to use this function and a Legend explaining each column.

Please note, when uploading using the upload template, the file will be limited to 200 payroll records per upload.

Please contact LCPtracker Support after you have reviewed the spreadsheet and instructions if you need any further assistance.



## Uploading Process


Regardless of the interface or use of the Excel Spreadsheet template, the uploading process is very simple.

Remember the upload process will also create your employees in Set Up, Add/Edit Employees section if you did not already manually enter. You may need to manually adjust certain requirements on your employee setup depending on the Administrator requirements.

Go to *Payroll Records >> Upload Records*

1. Select the weekend date (or leave blank if you are uploading several weeks at a time in one upload and your upload includes the weekend dates),
2. Choose the Project that you are going to upload for;
3. Browse your computer for file to upload; and
4. Click “**Upload**” and as your file uploads, you will be able to see the data check validations working (A, B & C). **Note:** your file must not exceed 200 payroll records.

Upload Records

Select week end date:  

Select a project:

Select a location:

Calculate fringes automatically  Use "NOT AVAILABLE" if crafts is unmatched

Please note that the Excel Upload Template will now be limited to 200 payroll records per upload. If your file contains more than 200 payroll records, please break up the file into multiple uploads.

Select the file to upload:  Browse...

Accounting Systems
Upload
Help
Download spreadsheet template

Click on the Accounting Systems button to access information regarding accounting / payroll system interfaces.

Uploading Payroll

Uploading testing professional.xls... A

Uploading Payroll

Validating Record 35 of 63... B

Upload Results

There were 63 rows accepted.  
There are payrecords that need craft matching. C

OK

If there are any issues the system does not accept on any rows, it will give you pop-up message (example below).

Upload Results

NOTE:

- 1 There is already a payroll record for employee with Name: TEST, KYLE.  
Craft: TESTA  
Classification: .
- 2 There is already a payroll record for employee with Name: SAMPLE, ELINOR.  
Craft: TESTB  
Classification: .
- 3 There is already a payroll record for employee with Name: EXAMPLE, LEVI.  
Craft: TESTC  
Classification: .

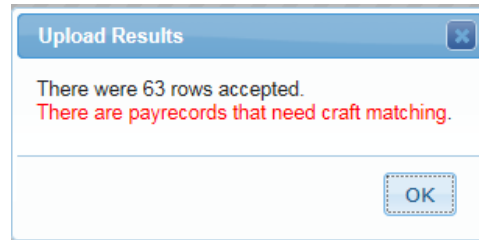
There are payrecords that need craft matching.  
No rows were accepted.

OK



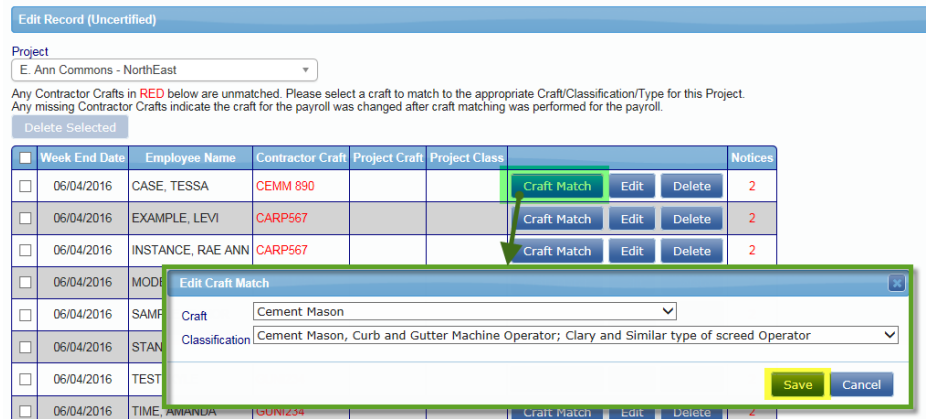
## Craft Matching in the Edit Record

The first time, or anytime you upload a new employee, you will need to craft match.



Go to 1. Payroll Records > Edit Uncertified Payroll Records

1. Click “Craft Match” and you get a pop-up window.
2. Choose the Craft and Classification from the drop-down and click “Save”.



**Edit Record (Uncertified)**

Project: E. Ann Commons - NorthEast

Any Contractor Crafts in RED below are unmatched. Please select a craft to match to the appropriate Craft/Classification/Type for this Project. Any missing Contractor Crafts indicate the craft for the payroll was changed after craft matching was performed for the payroll.

Week End Date	Employee Name	Contractor Craft	Project Craft	Project Class	Notices
06/04/2016	CASE, TESSA	CEMM 890			2
06/04/2016	EXAMPLE, LEVI	CARP567			2
06/04/2016	INSTANCE, RAE ANN	CARP567			2
06/04/2016	MODEL, TY	CEMM 890			2
06/04/2016	SAMP, ELINOR	GUNI234			2
06/04/2016	STANDARD, TOM	CEMM 890			2
06/04/2016	TEST, KYLE	GUNI234			2
06/04/2016	TIME, AMANDA	GUNI234			2

**Edit Craft Match**

Craft: Cement Mason

Classification: Cement Mason, Curb and Gutter Machine Operator; Clary and Similar type of screed Operator

Save Cancel

Once you “Save” a Craft Match, subsequent uploads should auto-fill your selection.

Week End Date	Employee Name	Contractor Craft	Project Craft	Project Class	Notices
06/04/2016	CASE, TESSA	CEMM 890	Cement Mason	Cement Mason, Curb and Gutter Machine Operator; Clary and Similar type of screed Operator	2
06/04/2016	EXAMPLE, LEVI	CARP567			2
06/04/2016	INSTANCE, RAE ANN	CARP567			2
06/04/2016	MODEL, TY	CEMM 890	Cement Mason	Cement Mason, Curb and Gutter Machine Operator; Clary and Similar type of screed Operator	2
06/04/2016	SAMP, ELINOR	GUNI234			2
06/04/2016	STANDARD, TOM	CEMM 890	Cement Mason	Cement Mason, Curb and Gutter Machine Operator; Clary and Similar type of screed Operator	2
06/04/2016	TEST, KYLE	GUNI234			2
06/04/2016	TIME, AMANDA	GUNI234			2
06/04/2016	TRIAL, REED	GUNI234			2
06/11/2016	CASE, TESSA	CEMM 890	Cement Mason	Cement Mason, Curb and Gutter Machine Operator; Clary and Similar type of screed Operator	2
06/11/2016	EXAMPLE, LEVI	CARP567			2
06/11/2016	INSTANCE, RAE ANN	CARP567			2
06/11/2016	MODEL, TY	CEMM 890	Cement Mason	Cement Mason, Curb and Gutter Machine Operator; Clary and Similar type of screed Operator	2
06/11/2016	SAMP, ELINOR	GUNI234			2
06/11/2016	STANDARD, TOM	CEMM 890	Cement Mason	Cement Mason, Curb and Gutter Machine Operator; Clary and Similar type of screed Operator	2
06/11/2016	TEST, KYLE	GUNI234			2

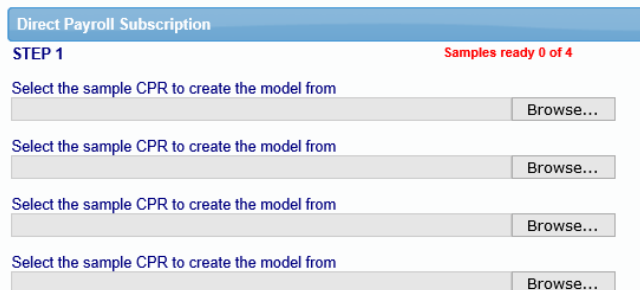
## Direct Payroll Subscription

Direct Payroll Interface is a service offered where LCPtracker will attempt to build a model of your payroll file generated by your accounting software, so you can quickly upload your records into the system. To learn more about DPI and to get pricing, please contact [support@lcptracker.com](mailto:support@lcptracker.com)

To sign up for DPI, go to *1. Payroll Records > Direct Payroll Subscription*

### Submit Samples

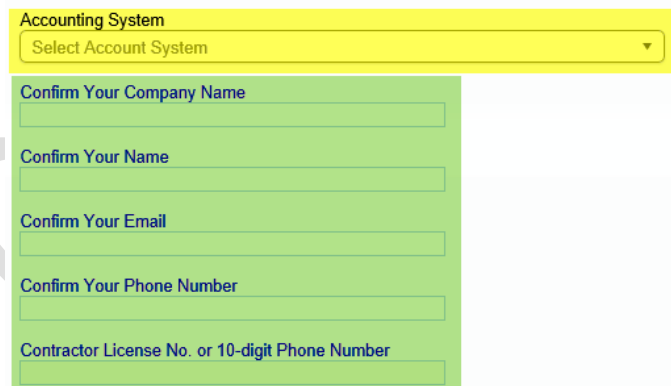
We will ask for 4 samples of your payroll report in either a PDF or CSV format.



The more detailed the files, the better. For example, files with overtime and double-time hours, multiple crafts worked by one employee within the week, or intricate deductions will help our technicians build the most functional model possible the first time around.

### Select Accounting System and Confirm Contact Information

Once you have uploaded the samples, select the accounting system you use and confirm that the contact information is correct.

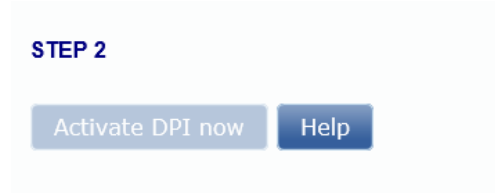


### Upload samples

Click on the “Upload” button to submit the files to our DPI Department.



## Activate DPI now



You will be contacted by one of our DPI technicians who will be your point of contact moving forward during the process of building and mapping the model. Depending on the complexity and consistency of your files, it can take anywhere from 3 to 4 business weeks to build, test, and deploy your final model. We do not advise that you hold off on reporting during this process, and suggest you instead use another entry option in the meantime. Once your DPI model is complete, it is good for all Projects you will report to within LCPtracker.

## Recovery Act Additional Data Entry, FHWA 1391 Additional Data Entry, HUD Additional Data Entry

The use of these is very limited. They are for collecting data for employees not physically working on the job; these would include clerical employees, foremen, supervisors, and managers.

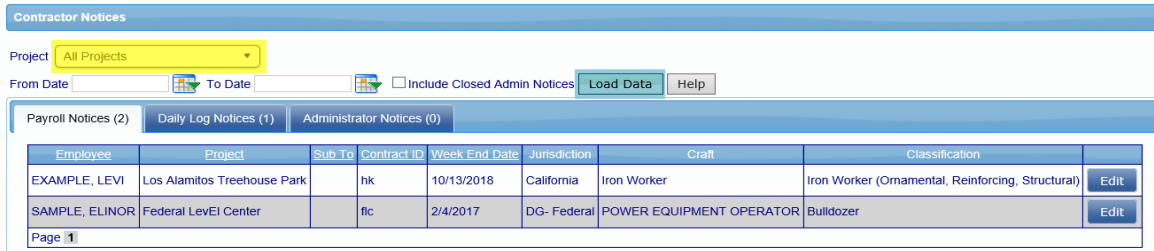
## Edit Certified Payroll Records

This will take you directly to *Projects > Certified Payrolls* to be able to edit your certified payroll records.

## 2. NOTICES

Under the “Notices” tab, based on data completeness or wage verification, payroll records will show up here if there are any discrepancies on those records. **Note:** based on the Administrator setup, some notices may go directly to the Administrator and not able to be viewed on this tab.

You can view the complete list of notices or you can filter by Project and click “Load Data”:



Employee	Project	Sub.To	Contract ID	Week End Date	Jurisdiction	Craft	Classification	
EXAMPLE, LEVI	Los Alamitos Treehouse Park		hk	10/13/2018	California	Iron Worker	Iron Worker (Ornamental, Reinforcing, Structural)	Edit
SAMPLE, ELINOR	Federal LeVEI Center		flc	2/4/2017	DG- Federal	POWER EQUIPMENT OPERATOR	Bulldozer	Edit

To view the details of a notice, and to edit the payroll entry, click on the “Payroll Notices” tab and click “Edit” to open the record. If you have administrator notices, click on the “Administrator Notices” tab. For those using “Daily Reporter”, if you have daily log notices, click on that tab to view.

### PAYROLL NOTICES

Payroll notices are generated within LCPtracker when checking the submitted payroll records against the various rule’s setup by the Administrator. You can have two types of Notices:

- **Notice** – this is a serious warning and must be corrected before you can submit your certified payroll report.
- **Warning** – this is to alert you that there may or may not be a problem. You should review it carefully before submitting the certified payroll report because it is possible that it represents a violation of certified payroll.

As discrepancies are resolved, they will fall off the “Notices” tab.

### ADMINISTRATOR NOTICES

There are two classes of Administrator Notices; Those built into LCPtracker and those defined by the Prevailing Wage Administrator. Built in Administrator Notices are Rejection, Apprentice Rejection and Permit Edit Notice.

- **Rejection** is created when the administrator rejects a certified payroll report.
- **Apprentice Rejection** is created when the Administrator rejects an apprentice.
- **Permit Edit Notice** is created when the Administrator permits a CPR to be edited after the edit time has expired.

You should respond to all administrative notices. Only the Administrator can close an administrative notice.

## DAILY LOG NOTICES

If your Prime Contractor has signed up and has chosen to use the Daily Reporter module, and if your payrolls have issues matching up to the daily reporter logs, you may receive daily log notices.

You should edit and clear any notices that may appear at the bottom of the payroll record. If there are no issues in regards to the payroll record being correct, you will want to add a resolution note, click “Add Note”, and enter a resolution as to why the log and record do not match; this will be seen by the Prime.

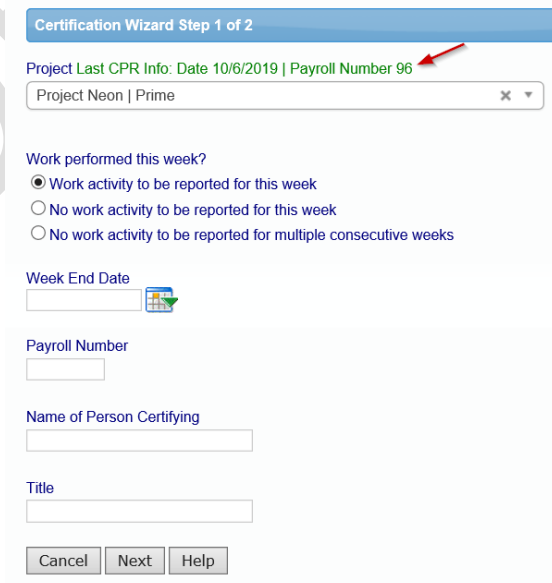
## 3. CERTIFICATION

Certification is the process of submitting your certified payroll report. To certify, all payroll records must be notice free. The payroll certification is a two-step process.

### Certification Step 1

In the first step, the user needs to:

- Select a Project from the drop-down list.
- Choose if the week is performing or not. By default, this is set to “Work activity to be reported for this week”.
- The weekend date payroll records were just entered for.
- Payroll number – **After the initial certification, LCPtracker will give you the previously payroll number certified.**
- Name of the person certifying the payroll along with their Title.



The screenshot shows the 'Certification Wizard Step 1 of 2' interface. At the top, it displays 'Project Last CPR Info: Date 10/6/2019 | Payroll Number 96' with a red arrow pointing to the 'Payroll Number 96'. Below this is a dropdown menu for 'Project Neon | Prime'. The 'Work performed this week?' section has three radio button options: 'Work activity to be reported for this week' (selected), 'No work activity to be reported for this week', and 'No work activity to be reported for multiple consecutive weeks'. There is a 'Week End Date' field with a calendar icon. Below that are fields for 'Payroll Number', 'Name of Person Certifying', and 'Title'. At the bottom are 'Cancel', 'Next', and 'Help' buttons.

Be sure you are choosing the same Project that you just entered payroll records for under the “1. Payroll Records” tab. As mentioned previously, be sure that if you are assigned to more than one Project that you are entering payroll for the correct Project. As of this publication, if the Project name or the weekend date are incorrect, you will need to delete and begin again using the correct Project and/or weekend date. Clicking “Next” will take you to step two of the certification steps.

### Certification Step 2

Step two of the wizard will be the Statement of Compliance (SOC). Depending on the Administrator you are working under, the Settings will determine what the SOC will look like. It is

highly suggested that you read the SOC before entering your eSignature password and submitting.

Under number four (4) of the SOC, you may be required to check one or the other of boxes (a) and (b), while some may have both already checked.

At the end of the SOC, there is a box to check **ONLY IF** the payroll you are submitting is the **final**. If this is not your final submission, do not check the box.

Certification Wizard Step 2 of 2

Date: 3/8/2017 8:59:25 PM

I, Desirae Goode, Owner do hereby state:

(1) That I pay or supervise the payment of the persons employed by D GOODE INC. on the LEVEL PLAZA, that during the payroll period commencing on 2/12/2017 and ending on 2/18/2017 all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said D GOODE INC. from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967, 76 Stat. 357, 40 U.S.C. 167, 314b), and described below:

All comments are in the notes on the submitted Certified Payroll Report.

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract, that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS  
 X - in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH  
 X - Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

(c) EXCEPTIONS:  
 Any exceptions to the above are reported in the certified payroll in the notes section for the specific individual.

Remarks:

eSignature Password:

Check here if last (FINAL) certification

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

If you are unable to proceed to the Statement of Compliance (SOC) due to un-resolved notices or required eDocuments, read the note(s) carefully. To resolve any issues with payroll, go to the "Notices" tab (review [2. Notices](#)) and if you have required eDocuments that have not been submitted or have expired you will need to upload eDocuments (review [eDocuments](#)).

Please note that next to Project, listed in **green**, we will give you the last weekend date and CPR number used on your previously submitted certified payroll report. This should help with your payroll numbering.

Certification Wizard Step 1 of 2

Project Last CPR Info: Not Available

Daily Good-e Hockey Center | dg x

Work performed this week?

Work activity to be reported for this week

No work activity to be reported for this week

No work activity to be reported for multiple consecutive weeks

Week End Date: There is 1 active notice for the payroll records about to be certified. Please clear all notices before certifying this payroll.

01/07/2017

Payroll Number

1

Name of Person Certifying

Desirae Goode

Title

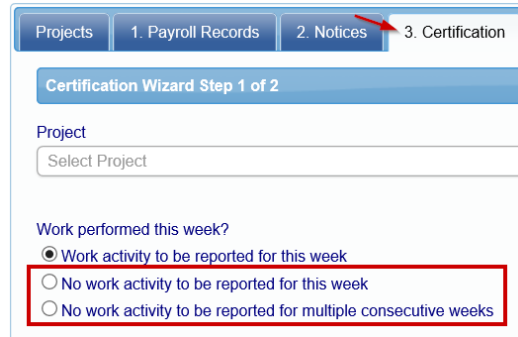
Owner

## Non-Performing Week

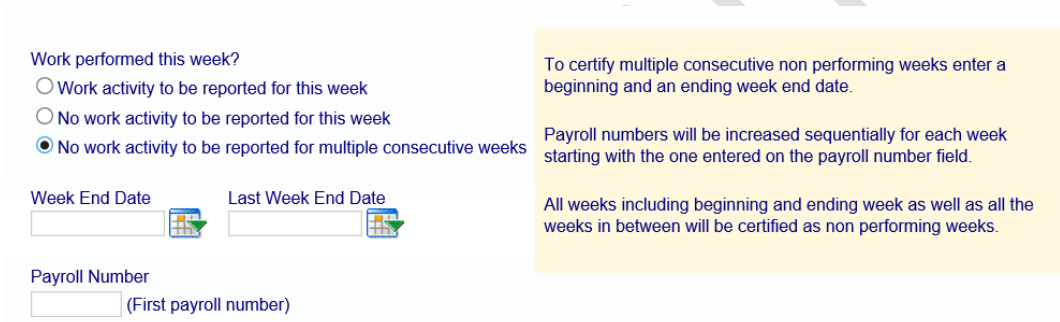
If no work was performed during the week, you can skip tabs “1. Payroll Records” and “2. Notices” and go straight to tab “3. Certifications”. Be sure you are choosing the correct Project to submit for, especially for those that are assigned to more than one Project.

If you have only one week of non-performance, select the “No work activity to be reported for this week” option and proceed.

For multiple weeks of non-performance, select “No work activity to be reported for multiple consecutive weeks” option. You now have two calendar fields.

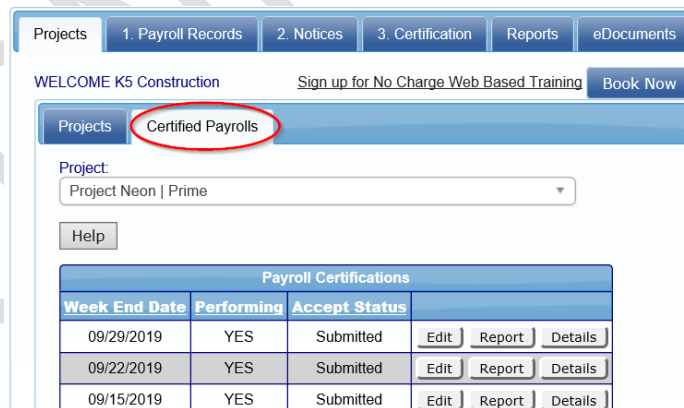


It is extremely important that you enter the dates correctly. The left side should be the weekend date of the 1st week not on the Project and the right side will be the last week not on the Project. Please note both fields should be the same day of the week.



## Editing Certifications

To edit a payroll that has already been certified go to *Projects > Certified Payrolls*.



Payroll Certifications			
Week End Date	Performing	Accept Status	
09/29/2019	YES	Submitted	<a href="#">Edit</a> <a href="#">Report</a> <a href="#">Details</a>
09/22/2019	YES	Submitted	<a href="#">Edit</a> <a href="#">Report</a> <a href="#">Details</a>
09/15/2019	YES	Submitted	<a href="#">Edit</a> <a href="#">Report</a> <a href="#">Details</a>

Payroll records can be added to the certification, deleted from the certification or existing records can be edited.

You may also update the payroll number or change the final yes to no, or vice-versa, if necessary.

You cannot, however, delete the entire week completely from the system. Only Administrators in charge can do this. Click on the **"Show Info"** for that contact information. Typically, they will only delete if the incorrect weekend date or if you submitted under the incorrect Project, (see [1. Payroll Records](#)).

Edit Certified Payroll

Payroll Number	Final				
91	No	Update	Cancel		

Certifications						
Project Name	Sub To	Contract ID	Week End Date	Status	Certification Sequence	Certified On
Project Neon		Prime	9/1/2019	Certified	0	10/2/2019

Certified Records						
Employee Name	Jurisdiction	Craft	Classification	Certification Sequence	Notices	
SMITH, TOM	Federal Wages - LG Database	LABORER	Common or General	0	No	<div style="border: 1px solid #0070C0; padding: 2px; display: inline-block;">Add Record</div> <div style="border: 1px solid #0070C0; padding: 2px; display: inline-block;">Edit</div> <div style="border: 1px solid #0070C0; padding: 2px; display: inline-block;">Delete</div>

Page 1

Projects
Certified Payrolls

Help

Project Assignments							
Project Code	Project Name	Sub To	Contract ID	Assignment Start Date	Bid Ad Date	Daily Reporter	
TWD	LevEI Plaza				06/25/2012	<input checked="" type="checkbox"/>	<a href="#">Show Info</a>
lecc	LevEI Community Center				07/14/2015	<input type="checkbox"/>	<a href="#">Show Info</a>

Page 1

Select *Projects > Certified Payrolls* and choose the Project from the drop down. The screen will then refresh. Click "Edit" next to the week you wish to edit. The more CPR's you have submitted the more page numbers you will have. If a payroll was Rejected or Permit Edit, you will also see that here.

Projects
Certified Payrolls

Project:	Kirkman Plaza
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Help

Payroll Certifications			
Week End Date	Performing	Accept Status	
07/02/2016	YES	Submitted	<a href="#">Edit</a> <a href="#">Report</a> <a href="#">DIR XML</a> <a href="#">Details</a>
06/25/2016	NO	Submitted	<a href="#">Edit</a> <a href="#">Report</a> <a href="#">DIR XML</a> <a href="#">Details</a>
06/18/2016	YES	UPDATED	<a href="#">Edit</a> <a href="#">Report</a> <a href="#">DIR XML</a> <a href="#">Details</a>
06/11/2016	YES	Resubmitted	<a href="#">Edit</a> <a href="#">Report</a> <a href="#">DIR XML</a> <a href="#">Details</a>
06/04/2016	NO	Submitted	<a href="#">Edit</a> <a href="#">Report</a> <a href="#">DIR XML</a> <a href="#">Details</a>
05/28/2016	NO	UPDATED	<a href="#">Edit</a> <a href="#">Report</a> <a href="#">DIR XML</a> <a href="#">Details</a>
05/21/2016	YES	Resubmitted	<a href="#">Edit</a> <a href="#">Report</a> <a href="#">DIR XML</a> <a href="#">Details</a>
05/14/2016	YES	ACCEPTED	<a href="#">Edit</a> <a href="#">Report</a> <a href="#">DIR XML</a> <a href="#">Details</a>
05/07/2016	NO	ACCEPTED	<a href="#">Edit</a> <a href="#">Report</a> <a href="#">DIR XML</a> <a href="#">Details</a>
04/30/2016	NO	ACCEPTED	<a href="#">Edit</a> <a href="#">Report</a> <a href="#">DIR XML</a> <a href="#">Details</a>

Page 1 2 3 4 5 6 7 8 9

Projects
Certified Payrolls

Project:	Project Neon   Prime
----------	----------------------

Help

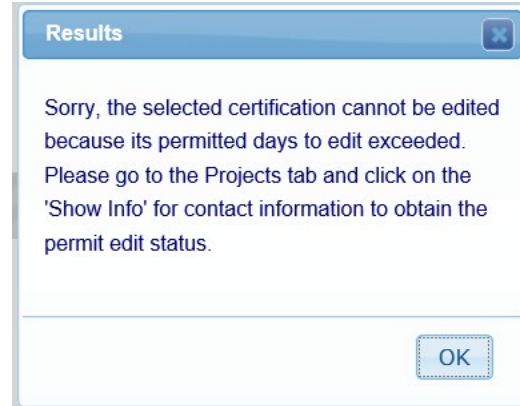
Payroll Certifications			
Week End Date	Performing	Accept Status	
09/17/2017	NO	REJECTED	<a href="#">Edit</a> <a href="#">Report</a> <a href="#">Details</a>
09/10/2017	YES	Reviewed	<a href="#">Edit</a> <a href="#">Report</a> <a href="#">Details</a>
09/03/2017	YES	Resubmitted	<a href="#">Edit</a> <a href="#">Report</a> <a href="#">Details</a>
08/27/2017	YES	ACCEPTED	<a href="#">Edit</a> <a href="#">Report</a> <a href="#">Details</a>
08/20/2017	YES	Resubmitted	<a href="#">Edit</a> <a href="#">Report</a> <a href="#">Details</a>
08/13/2017	NO	Resubmitted	<a href="#">Edit</a> <a href="#">Report</a> <a href="#">Details</a>
08/06/2017	YES	ACCEPTED	<a href="#">Edit</a> <a href="#">Report</a> <a href="#">Details</a>

Page 1 2 3 4 5 6 7 8 9 10



If you are locked out and unable to edit due to permitted days to edit exceeded, you need to locate the contact for the Project. You can do this on the “Projects” tab. Find the Project you wish to edit and click on the “Show Info” button. This will provide you with their name, email, and phone number.

**Note:** LCPtracker cannot give permission to edit payrolls; this is a function of the Administrator in charge.



## CONTACTING THE LCPTRACKER SUPPORT TEAM

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Should you need additional assistance please contact our LCPtracker Support team:

- 714-669-0052 option 4,
- or Live Chat,
- or [support@lcptracker.com](mailto:support@lcptracker.com)