CONTRACTOR'S USER MANUAL

 | © LCPtracker, Inc. – Confidential. Do not release or distribute in any way without express written consent of LCPtracker, Inc

CONTENTS

LOGIN PROCESS ____ 5
PASSWORD HELP ____ 6
SELECT AN ACCOUNT ____ 7
ANNOUNCEMENT PAGE ____ 7
CONTRACTOR TRAINING CLASSES ____ 7
PROJECTS ____ 8
SET UP ____ 9
EMPLOYEE SETUP ____ 10
FRINGE BENEFITS MAINTENANCE ____ 14
Create Default Fringes ____ 15
Pulling Up Previously Entered Rates / Edit / Delete ____ 17
SUBCONTRACTOR SETUP ____ 17
Step 1: Contractor Setup > Add/Edit Contractor ____ 18
Step 2: Contractor Setup > Contractor Assignment ____ 19
Multiple Contractor Assignments ____ 20
EDIT LOGIN PASSWORD ____ 22
EDIT/RESET ESIGNATURE ____ 22
COMPANY INFORMATION ____ 23
COPY EMPLOYEES ____ 24
ADD/REMOVE CRAFT MATCH ____ 26
ADD/ REMOVE PROJECT MATCH ____ 26
ADD/EDIT CRAFT NAME ____ 27
WORK ORDERS ____ 27
Define a Work Order ____ 28
ADDITIONAL USERS ____ 28
Add/Edit Additional Users ____ 28
Daily Reporter Users ____ 29

| © LCPtracker, Inc. – Confidential. Do not release or distribute in any way without express written consent of LCPtracker, Inc

EDOCUMENTS 32
DOCUMENT TYPES FOR UPLOAD 32
DOWNLOAD DOCUMENT TEMPLATES 33
UPLOAD DOCUMENTS 34
VIEW DOCUMENTS 35
1. PAYROLL RECORDS 37
ENTER RECORDS 37
Gross Amounts and Hourly Rates 39
Classifications 40
Hours Worked Each Day 40
Fringes/Contributions Paid to Others (not employee) for This Project Only 40
Vacation / Holiday Directions 41
Voluntary Pension and Medical Contributions 43
Deductions, Payments and Notes 43
COPY PREVIOUS PAYROLL 44
EDIT UNCERTIFIED PAYROLL RECORDS 46
UPLOAD RECORDS 47
Uploading Process 48
Craft Matching in the Edit Record 49
DIRECT PAYROLL SUBSCRIPTION 50
Step 1: Samples 50
Step 2: Confirm contact information 51
Step 3: Upload samples 51
Step 4: Activate DPI with purchase 52
RECOVERY ACT ADDITIONAL DATA ENTRY, FHWA 1391 ADDITIONAL DATA ENTRY, HUD ADDITIONAL DATA ENTRY 52
EDIT CERTIFIED PAYROLL RECORDS 52
2. NOTICES 53
PAYROLL RECORDS 53
ADMINISTRATOR NOTICES 53
DAILY LOG NOTICES 54

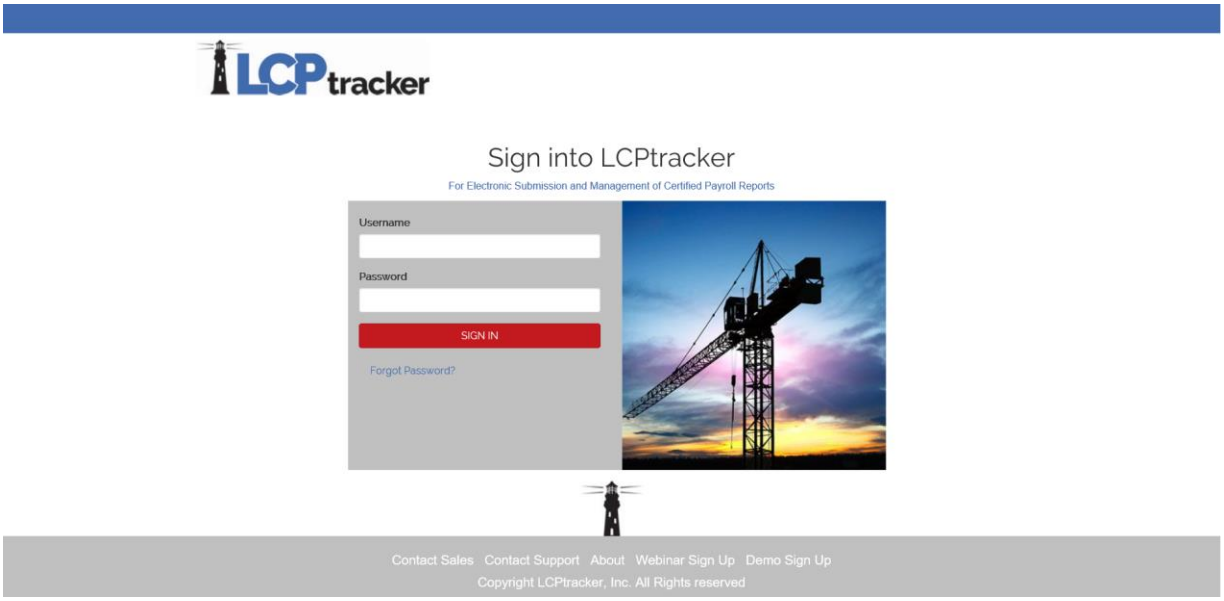
3. CERTIFICATION ____ 55
CERTIFICATION STEP 1 ____ 55
NON-PERFORMING WEEK ____ 56
CERTIFICATION STEP 2 ____ 56
EDITING CERTIFICATIONS ____ 57

 | © LCPtracker, Inc. – Confidential. Do not release or distribute in any way without express written consent of LCPtracker, Inc

LOGIN PROCESS

Access to the LCPtracker Program is access via the following URL: www.lcptracker.net or you may go to www.lcptracker.com and click on the LCPtracker Client Log-In link. This will also take you to the login screen.

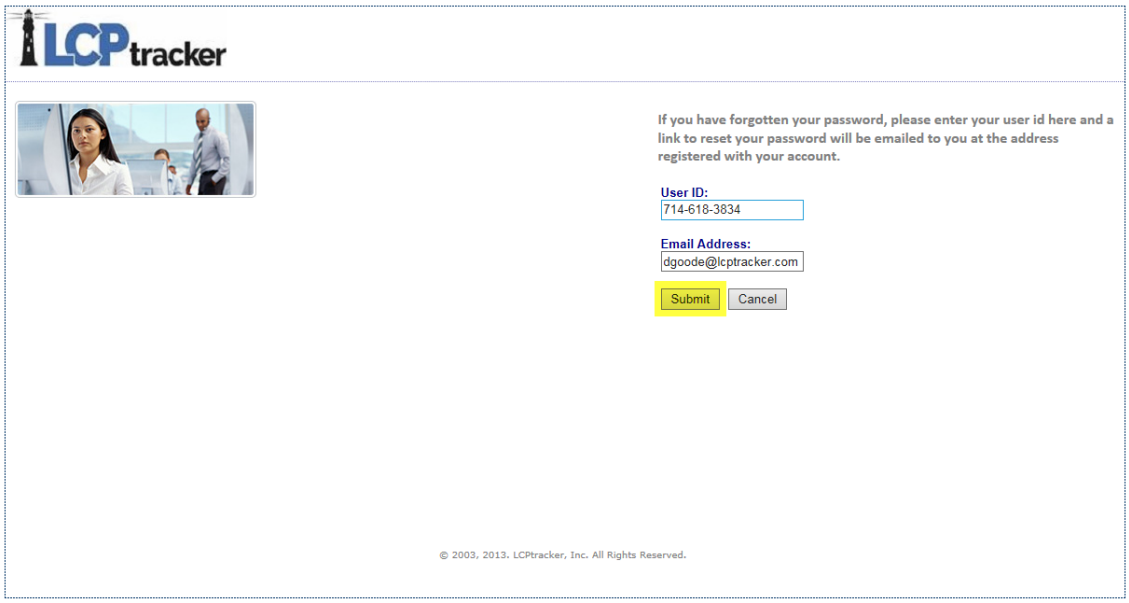
To access the LCPtracker Program you need access to the Internet, web browser, Adobe PDF reader, a Login User ID and a Password. As a Contractor your User ID and Password will be sent to you via email from LCPtracker based upon the Awarding Agencies Administrator's completion of contractor set up and the assignment to a project.



The LCPtracker Program's web based system is accessed via this login screen. In the appropriate boxes enter your User ID and Password than click ***Login***. The main menu screen will appear with the navigation menu bar at the top of the screen. This menu bar and the processes within LCPtracker are explained in this manual.

PASSWORD HELP

If you have forgotten what your password is, on the login screen, click ***Password Help*** and enter your User ID and email address and **submit**.



Once you have entered your user ID and email address and submitted, you will receive a system generated email. You can click on the link to go to the reset password page or you may copy/paste that link into your browser.

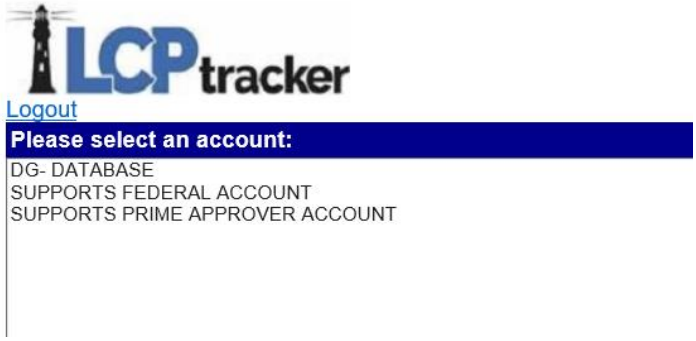
After you have clicked on the link you will be asked to type in your new password twice and then ***Save Password***. Please note the ***Password Rules*** require at least 6 characters long, contains at least one lowercase letter and one upper case letter.

LCPtracker does recommend that you create a password with the following characteristics – at least 8 characters, contains at least one lowercase and one uppercase letter one number and one special character.

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

SELECT AN ACCOUNT

This screen will appear after login if you are doing work from more than one agency (school district, water district, department of transportation, city of, county of, etc.) using LCPtracker. Select the agency you want to enter payroll information for.



Once in an account, to change to another you will click the ***Change Account*** to go to any of your other accounts. When you click on ***Change Account*** you can type in part of an account name to narrow your search. You may also use the scrolling option. Most users only have a few other agencies that they may be working for.

ANNOUNCEMENT PAGE

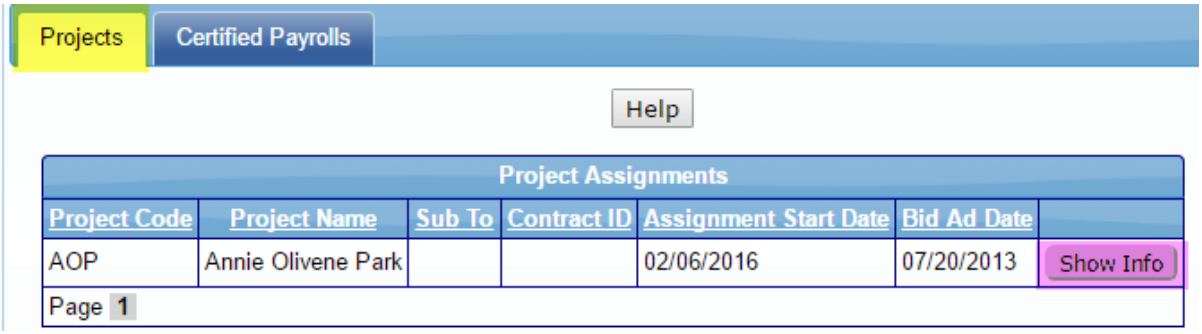
An announcement page may appear; this announcement page will be used for a number of purposes, for example to notify users of scheduled maintenance or to announce a new feature of the software.

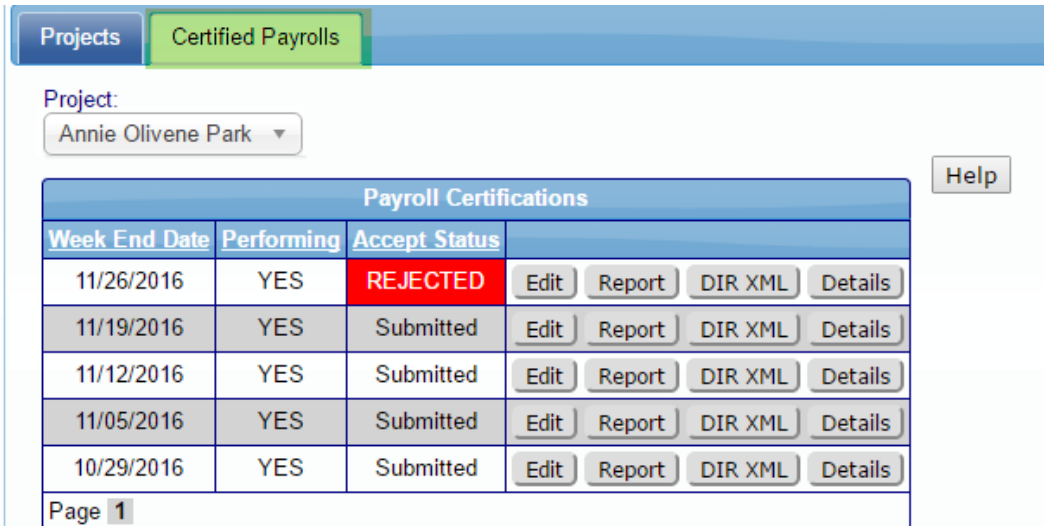
CONTRACTOR TRAINING CLASSES

At the time of this publication, LCPtracker offers three times a week contractor training webinars. You can sign up once you log in, go to ***Book Now*** and click on. You will be taken to LCPtracker on-line scheduling system. At the time of this publication contractor classes are being offered on Tuesdays at 9:00am and Thursdays at 7:30am or 11:00am. All times are PST (West Coast).

PROJECTS

Upon successful login to the LCPtracker program, the initial **Projects** screen is visible. This screen provides a listing of projects you are assigned to. The **Show Info** button next to each project on the ***Projects*** section provides you with information about the Labor Compliance Administrator for each of your projects. Please take note if you have several projects you may have a different administrator for each project. Also, if the submittal of the certified payroll process has been successfully completed, you can see a list by selecting **Certified Payrolls** and choose the project of concern from the drop down. The screen will refresh and show you all the submitted CPRs.





SET UP

You use ***Set Up*** in LCPtracker to do the following functions –

ADD/EDIT EMPLOYEE – enter your employees into the LCP database; manage employee information as needed

FRINGE BENEFIT MAINTENANCE – *optional* - You have multiple projects, each with different fringe rates, you have the same fringes for all your employees and wish to only enter once, this would be a function you may want to use.

SUBCONTRACTOR SETUP – If the agency you are working for allows, you will add your own subs to the system and then assign them to your project as your subcontractor.

CHANGE PASSWORD – Define and maintain password information.

EDIT ESIGNATURE – Set the eSignature information. Electronic signatures are needed to submit payrolls as well as upload eDocuments.

COMPANY INFORMATION – Maintain accurate information about your company and current main contact.

COPY EMPLOYEES – Already a LCPtracker user and have your employees entered under another agency? You may use the ***Copy Employees*** function to copy that personal information over to your new account.

ADD/REMOVE COUNTY MATCH – Function some may use if uploading payrolls.

ADD/REMOVE CRAFT MATCH – Function some may use if uploading payrolls, in conjunction with Craft Name.

ADD/REMOVE PROJECT MATCH – Function some may use if uploading payrolls

ADD/EDIT CRAFT NAME – Function some may use if uploading payrolls.

ADD/EDIT WORK ORDER – Function some may use if you or agency is using work order

ADD/EDIT ADDITIONAL USERS – Function some may use if needed for additional users.

EMPLOYEE SETUP

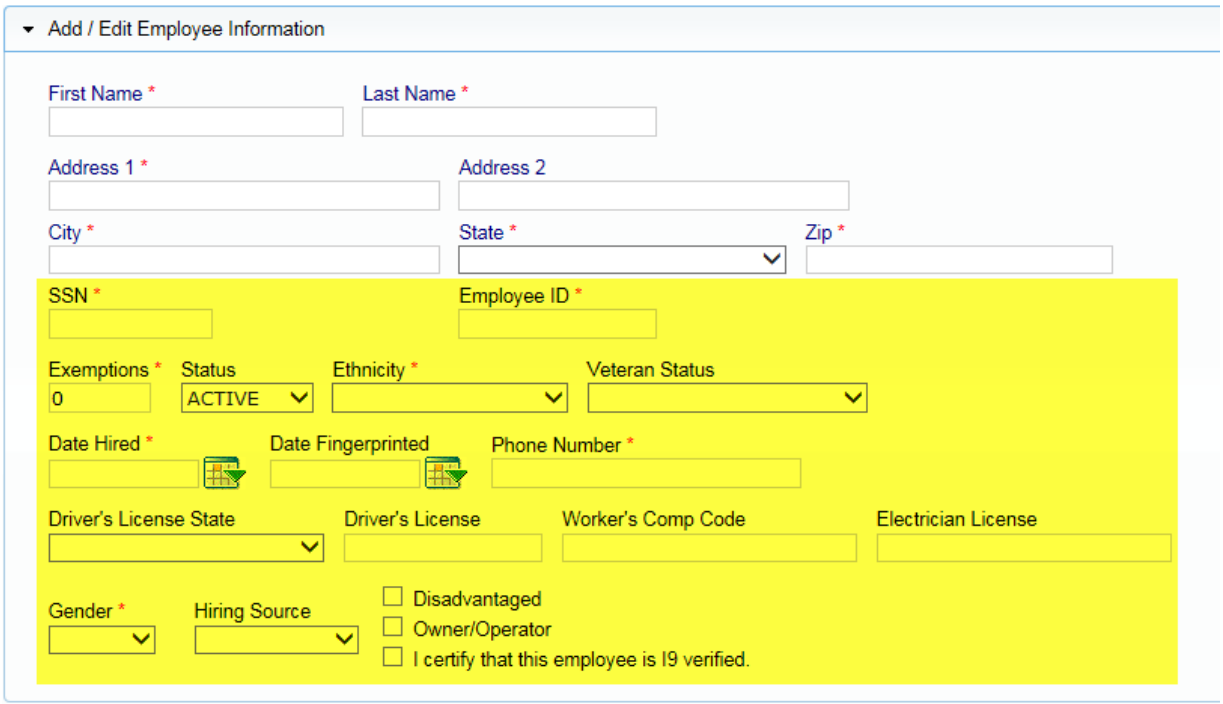
To Add Employees, simply expand the first field or all fields and enter the information and **Save**.

To Edit Employees, select an existing employee from the drop down list, make the changes and **Save**.

You can open each section one at a time by clicking on the blue bar on top on the section, or open/close them all at once with a double click.

The following is a field by field explanation of the input screen. Fields flagged with a RED ASTERISK are required. Some Agencies require other fields to be filled out. General Employee Information fields are not described.

The top portion of the Add/Edit Employee Information screen is for the Employee Information. This screen is used to enter contract employees and their personal information. 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.



Employee Information

SSN – If the Agency requires that SSN field it could be in the format of ###-##-#### (in its entirety) it

may also be that the last 4 digits XXX-XX-#### (where the first 5 digits are replaced with capital Xs and # represents the last 4 digits of the SSN). 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 Agencies want this rather than SSN. 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 agencies want this information.

Status – Active / Inactive – all employees you enter and have CPR's to submit for will be Active. If you have an employee that leaves or quits you may come back here and mark them Inactive. You can NOT delete once you have created a payroll record for the employee. If you make them Inactive here they will not show on the dropdown list when you go to enter Payrolls and have the employee list drop down to choose from.

Ethnicity – *Optional field*, some agencies want this information.

Veterans Status – *Optional field*, some agencies want this information.

Date Hire – Required by some Agencies.

Date Fingerprinted – *Optional field*, some agencies want this information.

Phone Number – Required by some Agencies

Driver's License State/License number – *Optional field*, some agencies want this information.

Worker's Comp Code – *Optional field*, some agencies want this information.

Electricians License – *Optional field*, some agencies want this information.

Hiring Source – *Optional field*, some agencies want this information.

Disadvantage– *Optional field*, some agencies want this information.

Owner/Operator – To be used if the employee is an owner/operator (independent Contractor) and you have specific direction from the Agency to enter the information this way. Most often used with truck drivers.

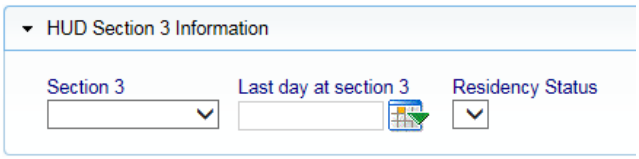
I9 Verification – Some Agencies may require that you have a valid I-9 on file for your employee(s).

Demographic Classification

This may be a mandatory section, based on you Administrator's requirements. This can be used to track data regarding disadvantaged employees, union information, and/or veteran status.

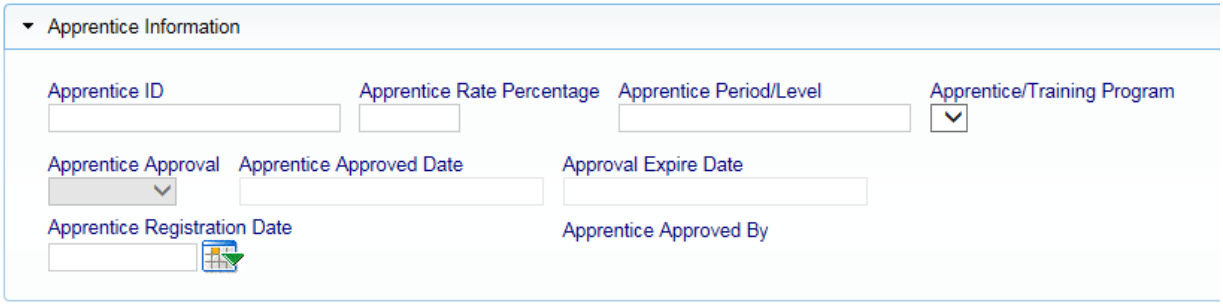
HUD section 3 Information

Some Agencies may require that you do this section. Indicate if employee lives or has lived in Section 3 housing.



Apprentice Information

If the Agency you are working under requires it, in this section, you enter details about the employee's apprentice status. Some Agencies do not allow Contractors to enter data here.



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

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

Apprentice Period/Level – Level or period of apprentice.

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

Apprentice Approval – Agency or Prime approves or rejects status.

Apprentice Approved Date – Date Agency approved status.

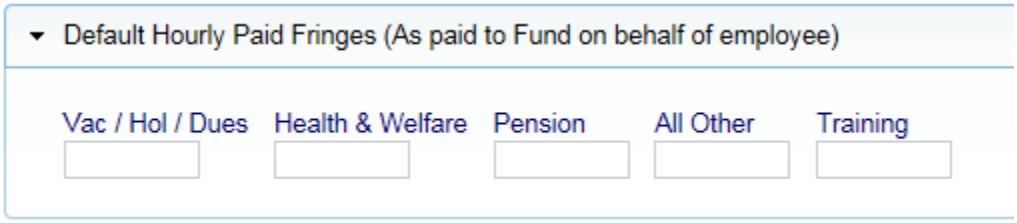
Approval Expires Date – Date Approval expires.

Apprentice Registration Date –Date of original apprentice registration.

Apprentice Approved By – Automatically entered by system based on approver information.

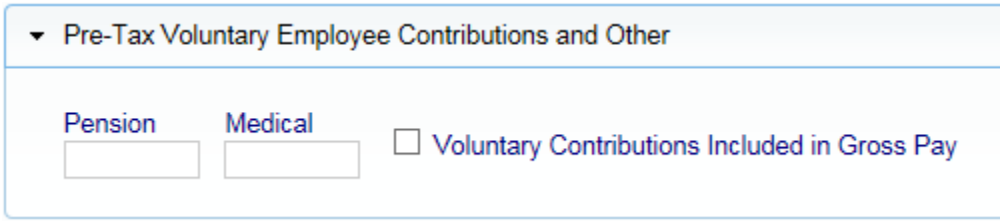
Default Hourly Paid Fringes (as paid to Fund on behalf of employee)

In this section you enter **hourly rates** paid for fringe benefits paid into funds. This data is used to streamline data entry. Payment to several funds might have to be combined into one field. Some Agencies do not allow this type of entry. You may use this section when entering your employees into setup. The Fringe Benefit Maintenance table may be used in lieu of this section only after you have all other employee information setup and saved in the system.



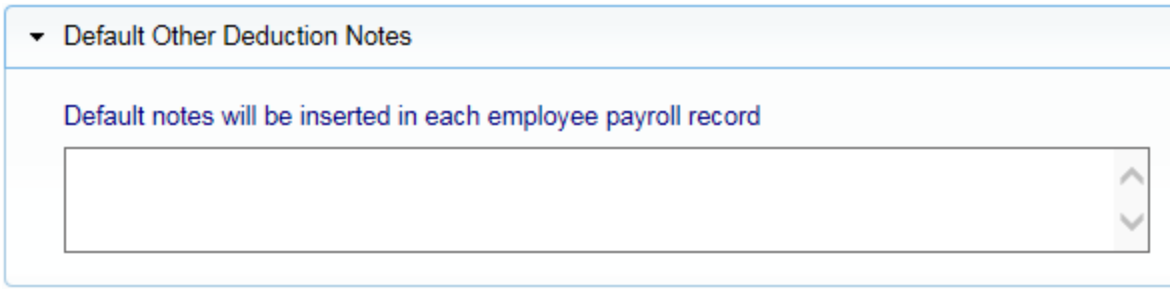
Pre-Tax voluntary employee contributions and other

In this section you enter total voluntary contribution amounts



Default Other Deduction Notes

In this section you may enter a note as to any other deductions that may come out of the employee payroll each week. This way you do not have to re-type each week for the employee, system will automatically populate whenever you create a payroll record for the specific employee that the note is for.



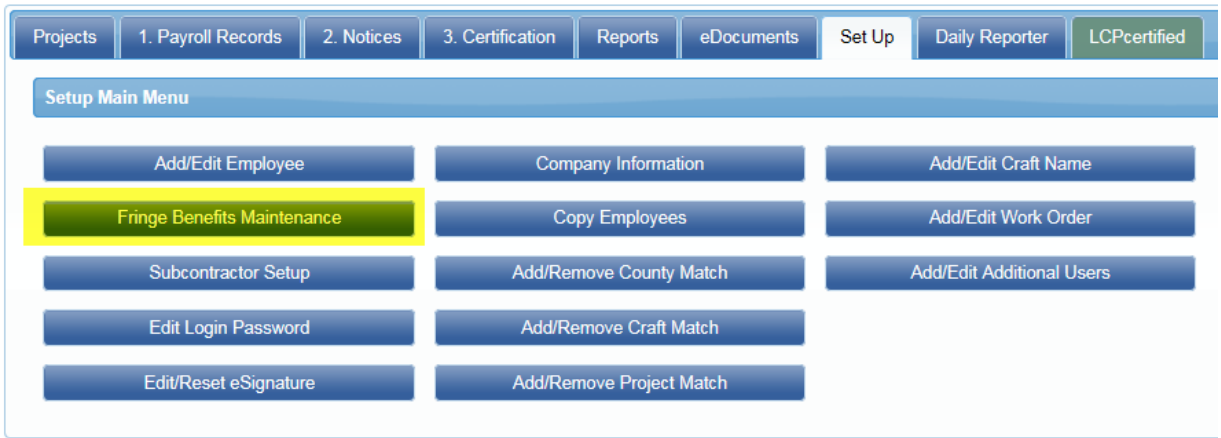
Depending on the Agency setup you may also have in your employee setup the section titled Geographic Area Assignment. For the Geographic Area Assignments, you may be required to choose some or all of the following: Wards, Geographic Areas, Congressional Districts or State Senate Districts that your Agency has defined. Please Note this is an optional section and you may not see.

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 predetermined increases
- If all/some of your employees earn the same fringe benefit package

**Please 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 **



Create Default Fringes

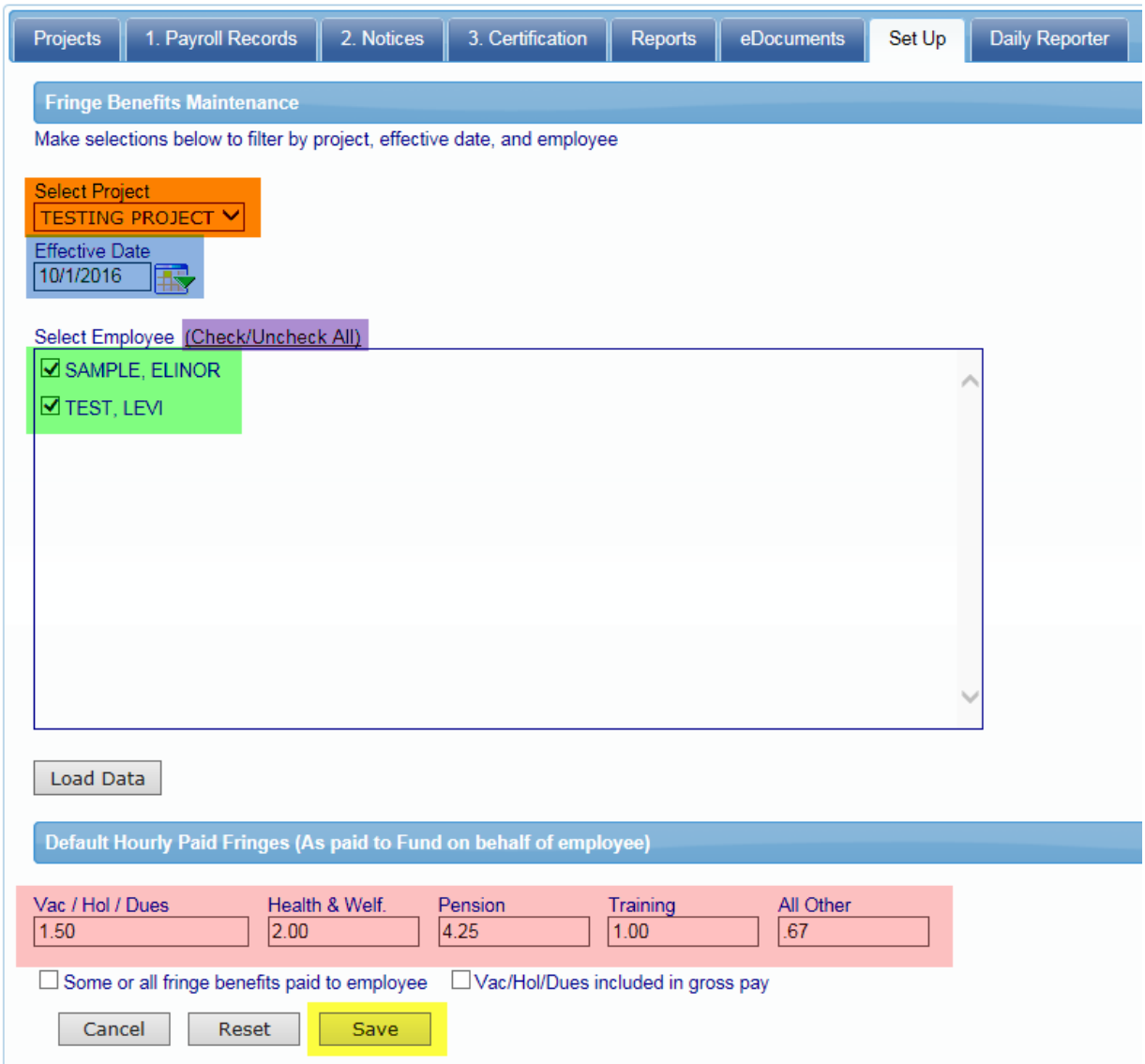
Select a **PROJECT** >

Select an **EFFECTIVE DATE** >

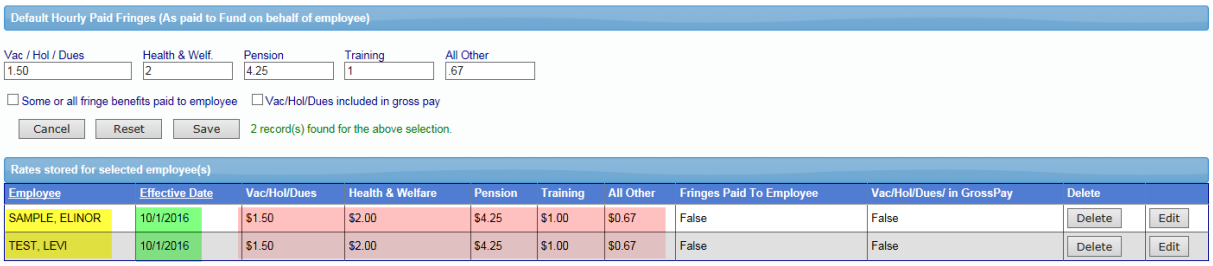
Check off the **employees** these rates will apply to; you can also use the **CHECK ALL** option >

Enter the **hourly rates for each fringe benefit** >

Click **SAVE**



Once you've clicked the Save button, you'll see a table below showing you that for **these employees**, **after this date**, the system will utilize **these hourly fringe amounts**:



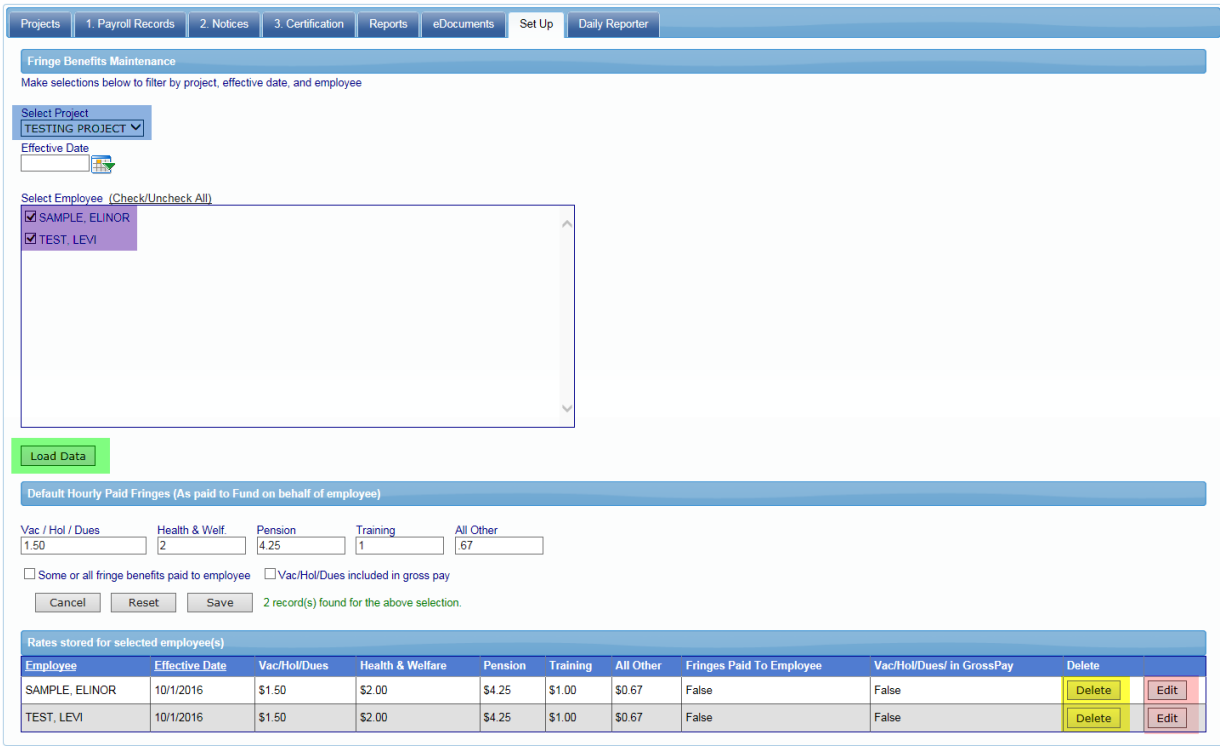
If some or all fringe benefits are paid to employee or vac/hold/dues are included in the employee's gross pay, you can check off the appropriate boxes. Checking the boxes will then list those options as **TRUE**, and vice versa, leaving them unchecked will result in **FALSE**

Pulling Up Previously Entered Rates / Edit / Delete

Select the **PROJECT** >

Select the **employees** >

Click **LOAD DATA**



You can also **EDIT** and **DELETE** the rates to the right

SUBCONTRACTOR SETUP

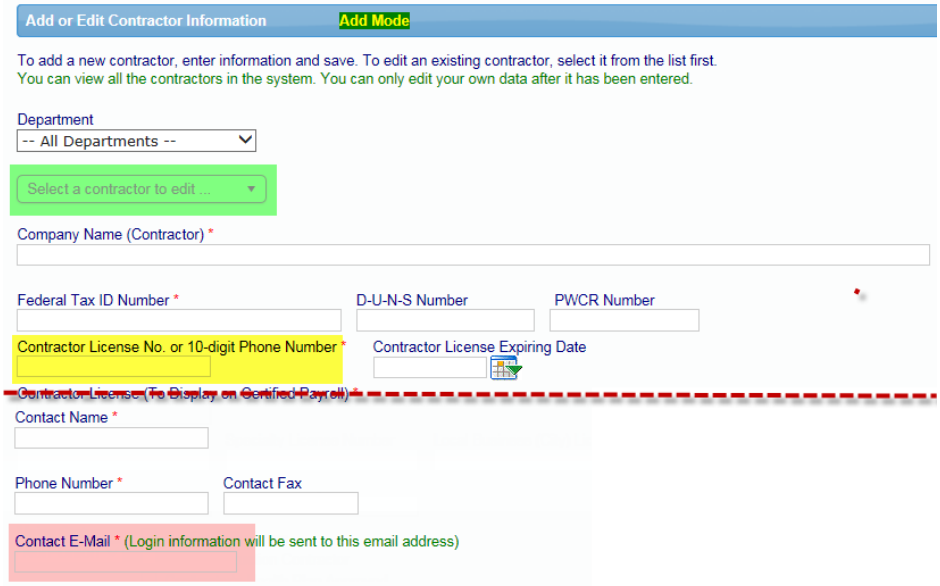
Each prime or contractor has the responsibility to setup any subcontractor they may be using if the agency in charge allows it. Some agencies reserve the contractor setup function to themselves. If you are not allowed to setup your own subs contact your prime or go to Projects > SHOW INFO and contact this person to have your subcontractor(s) added and assigned to project(s).

Like employees, when used, subcontractors need to be entered into the LCPtracker database.

You will set up the subcontractor below you, and each contractor is responsible for setting up their own subs. Once you've set up your sub, they'll log into their account and then set up any subs beneath them. Their subs will then set up their own subs, and so on and so forth.

Contractor Set Up is a two-step process:

Step 1: Contractor Setup > Add/Edit Contractor



To add, simply fill in the data. Complete the data fields with information provided by your subcontractor. If it is a new entry, ignore the **Select a contractor to edit drop down**. If this is an existing user, you may have read-only access to their information.

Some contractors may already be a user of LCPtracker under another agency database. Ask your subcontractor if they are a current user of LCPtracker. If they are, ask them for their User ID that they currently use to log into the LCPtracker system. You will still be setting this company up with a "new" account under the Agency you are working in. Set them up with the same user ID under your Agency, and the system will automatically link their accounts for them. This prevents them from having to use multiple user ids.

The field marked **Contractor License No. or 10-digit Phone Number** is the field that ultimately becomes the user's ID number, and where you'll enter their existing user ID to link accounts if they have them.

Continue to enter in the rest of the required information on the Subcontractor Setup page and **Save**

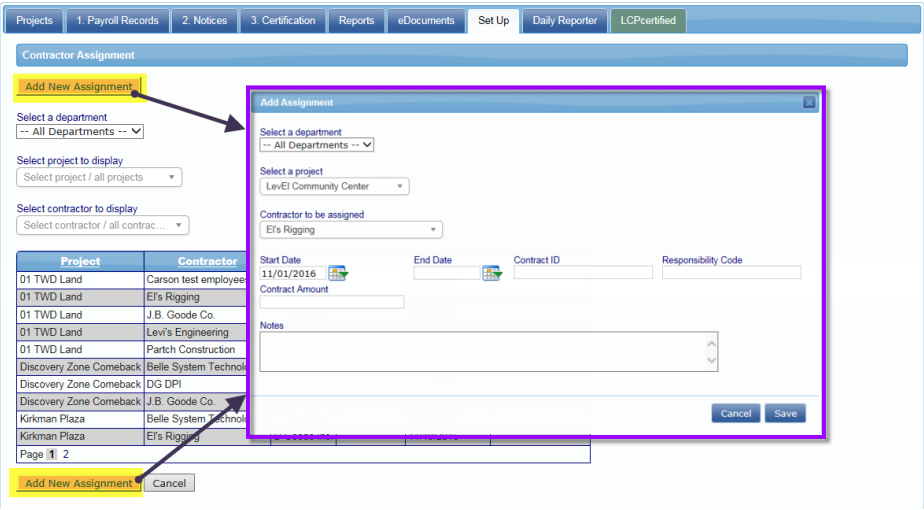
The ***email data field is critical*** as this is how the LCPtracker Program is designed to communicate with system users. Please be sure the email address supplied is correct prior to saving the information to the database. Red asterisks fields are required in order for the system to **Save** information. Some Agencies may have additional requirements. When you are satisfied the information is correct, 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".

LCPtracker system will automatically email the subcontractor their User ID and Temporary Password.

Step 2: Contractor Setup > Contractor Assignment

The next step after you have setup your subcontractors in the system is to assign them to the project(s).

You can click on **Add New Assignment**, on the top or the bottom



Select a department – *Optional*, some agencies do not use this selection. You may choose the 'Unassigned Contractors" to make the list shorter to view.

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 Project as your Subcontractor. This is usually the Subcontractor you just set up in the system. Some however are already in the system under this Agency and you just need to assign them to the Project as your Subcontractor. (See next screen shot).

Start Date – Required by some Agencies, typically the date that your Subcontractor is to/or has started working on the project.

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

Contract ID – *Optional field*, some agencies want this information. The Contract ID is the ID of the contract between you and the subcontractor. 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 agencies want this information.

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

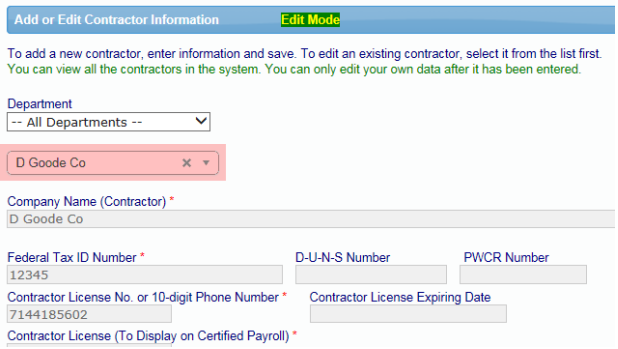
Notes – *Optional field*, some agencies want this information or you may choose to add your own notes.

After you have made your choices from the drop down and entered any required information, be sure to **Save**. Once you've saved, your sub will be sent a second email informing them they've been assigned to a project.

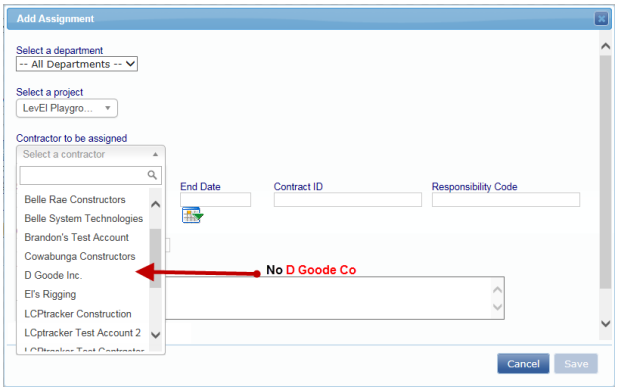
You will now see a saved **contractor assignment** listed in the Contractor Assignment Screen. The Date Assigned is a system generated Date Stamp. This is the date that the Contractor was assigned to the project.

Multiple Contractor Assignments

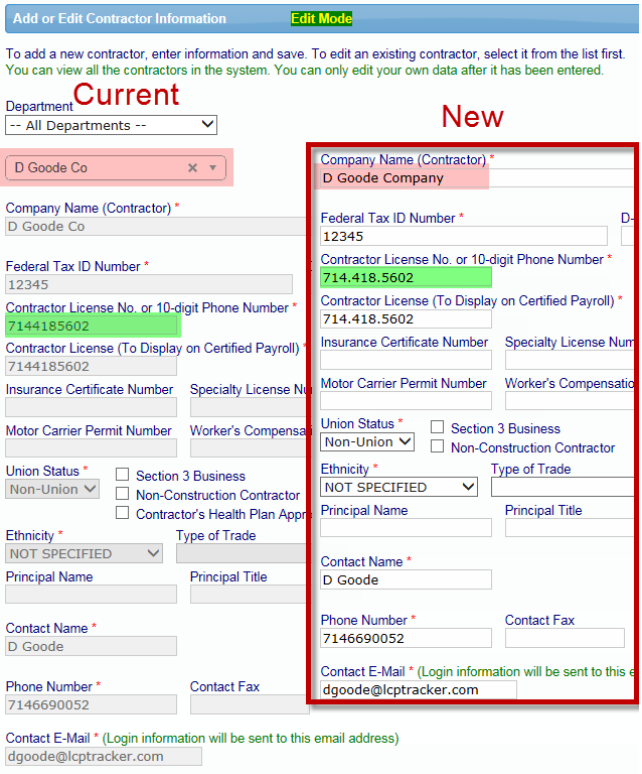
If you're finding a subcontractor has an existing account:



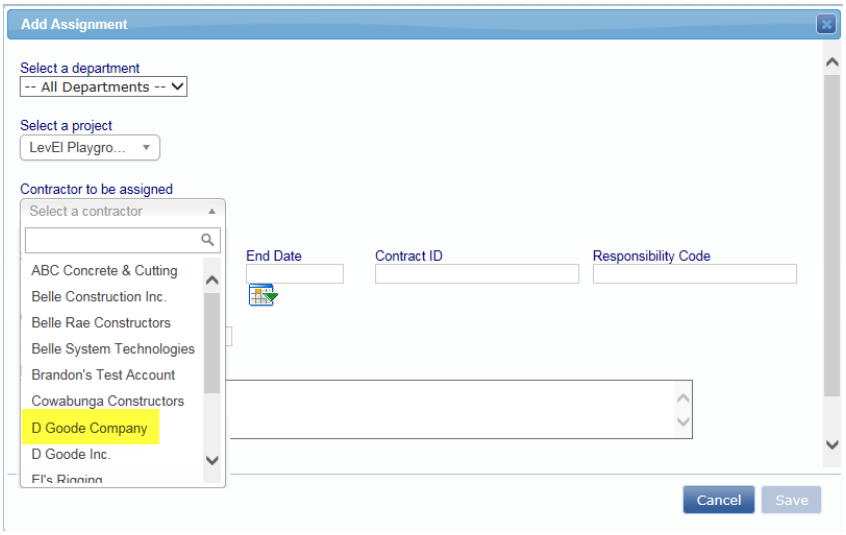
But you're not able to find them when assigning them to a project:



Chances are they already have an existing assignment to that project under a different general contractor. In this situation, you'll need to create a new account for them under subcontractor setup, being sure to use a slightly different company name and user ID:



Then you'll be able to assign the new account as a sub to you:



EDIT LOGIN PASSWORD

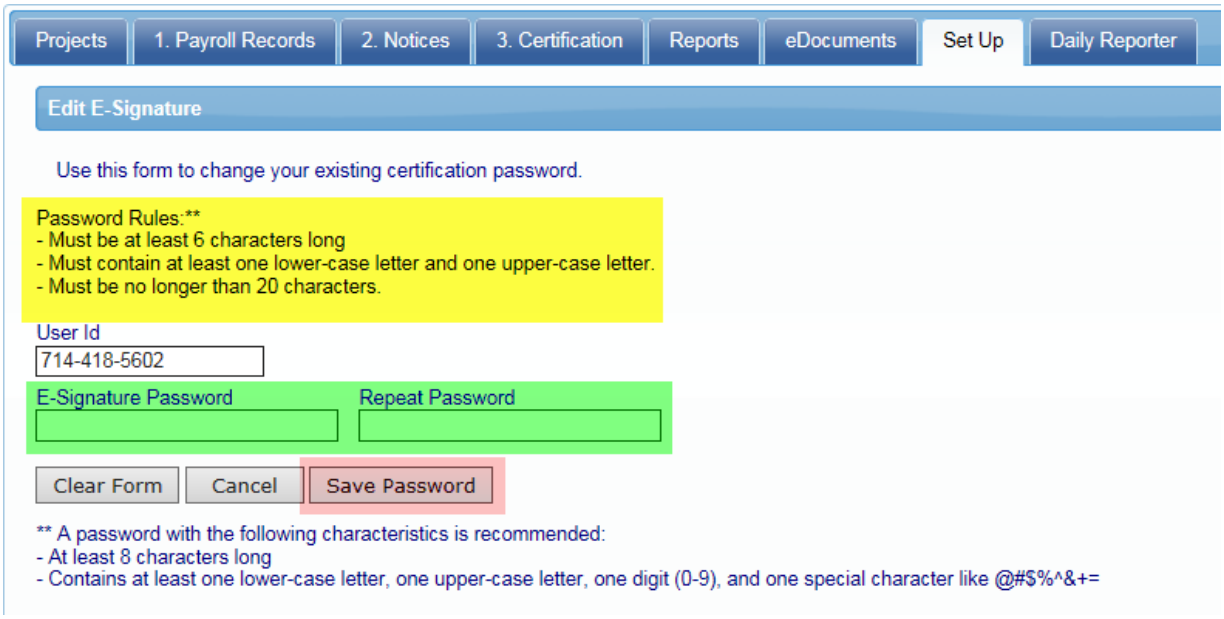
You can edit your login password at any time by going to ***Set Up > Edit Login Password***

You will need to know your existing password to change it here. You'll enter the current password, your new password and repeat it, then click **Save**.

EDIT/RESET ESIGNATURE

All contractor users will be required to e-Sign their payrolls prior to submitting through LCPtracker. An e-Signature is also required when you upload documents under the eDocuments navigation tab.

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



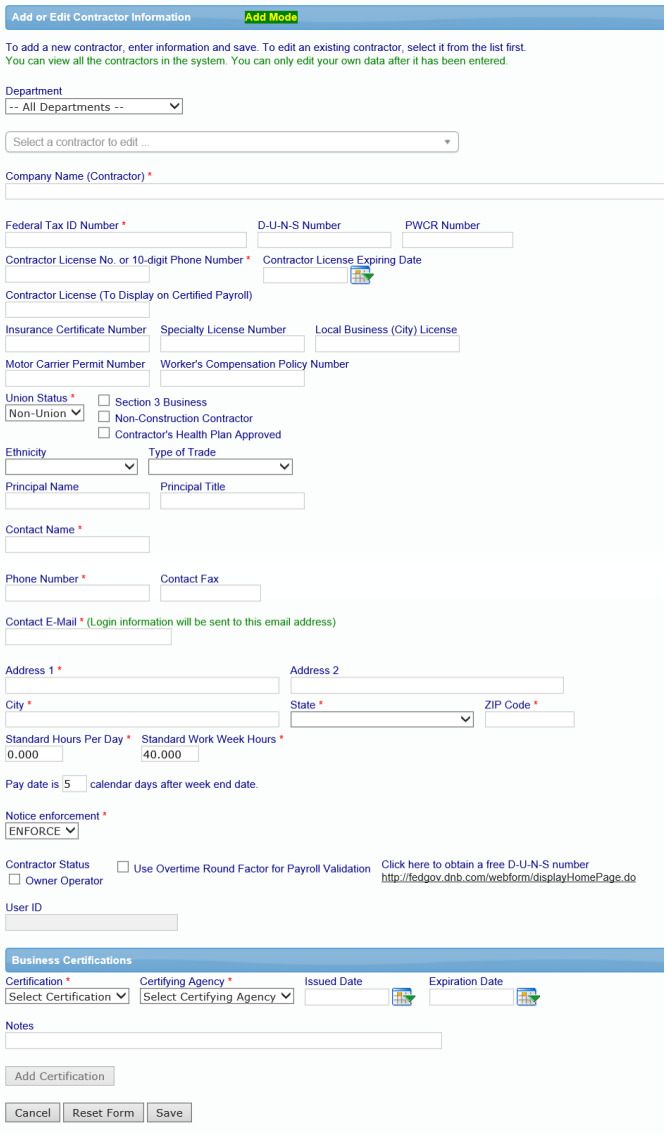
You must follow the **Password Rules** when creating or changing your eSignature. **Type in twice** and click **Save Password**. You are now ready to go certify your payrolls or upload your eDocuments.

You may create your eSignature to be the same as your login password. It is entirely up to you if you wish to do this or not. Your login password and your eSignature are two entirely 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 general 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, you'll go to **Set Up > Company Information**

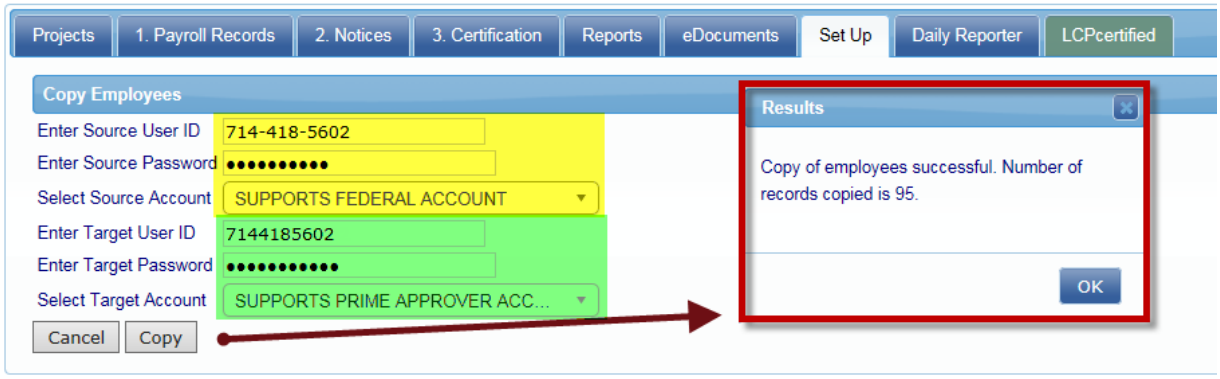


COPY EMPLOYEES

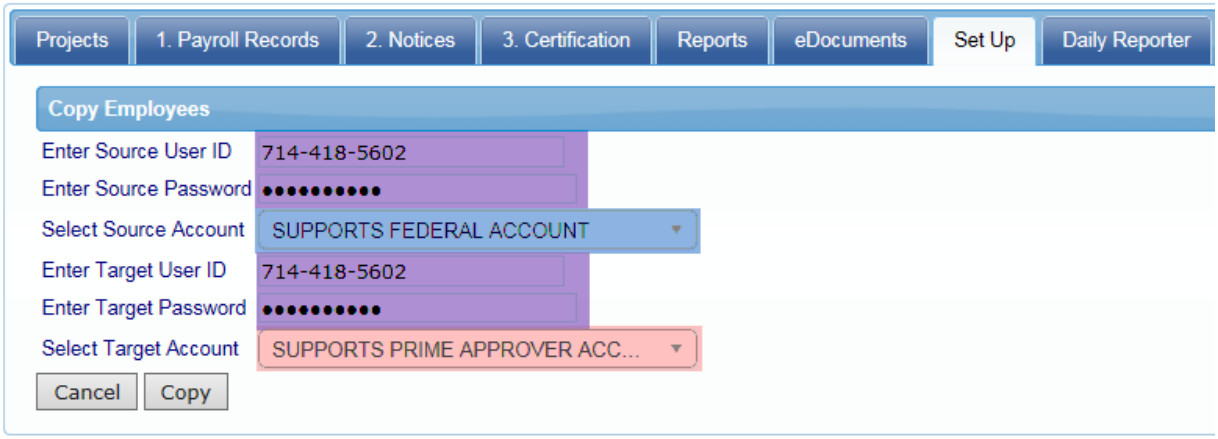
If you are working under multiple Project/Account Owners, you can copy the employees from one account to another. However, you may be required to enter additional data for employee setup.

To copy employees, you'll go to SET UP > COPY EMPLOYEES

The system will give you a message letting you know how many employees were copied between your accounts.



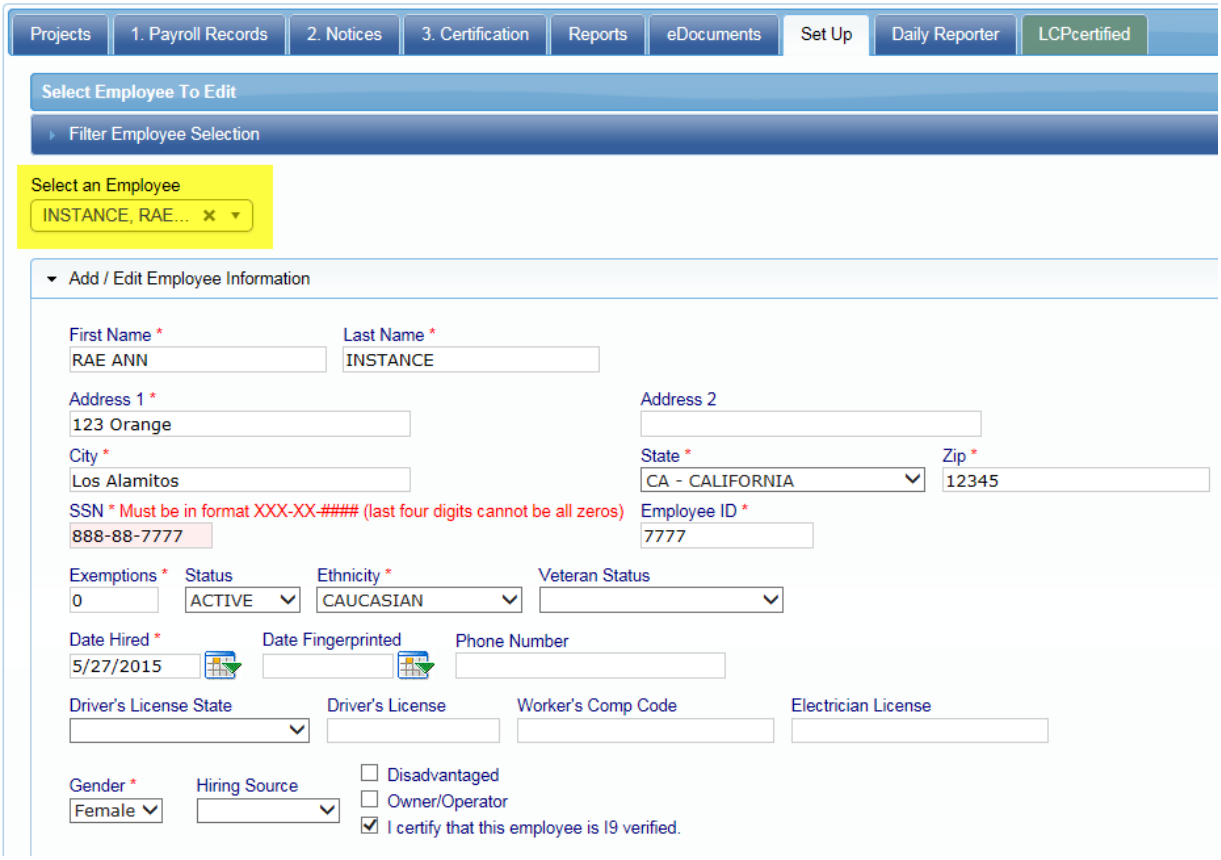
You can also copy employees between accounts within the **same login**:



**** Please be sure to complete the following steps to avoid possible issues in the future! ****

Because different administrators have different requirements in each account, you may need to add information to your employees you copied over to your new account. You can check this in the new account after you've copied by going to SET UP > ADD/EDIT EMPLOYEES

Select an employee from the **drop down**, click SAVE at the bottom of the screen, and the system will tell you if there are any **requirements missing/incorrect**:



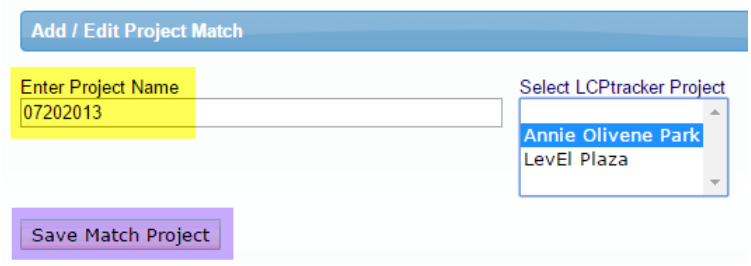
The error above is in regards to the SSN being in the correct format. The system is looking for XXX-XX-####, where the first 5 numbers are replaced with capital Xs and only the last 4 digits are entered.

ADD/REMOVE CRAFT MATCH

This function uses the craft list defined in Add/Edit Craft Name to match with the LCPtracker (agency) 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.

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.



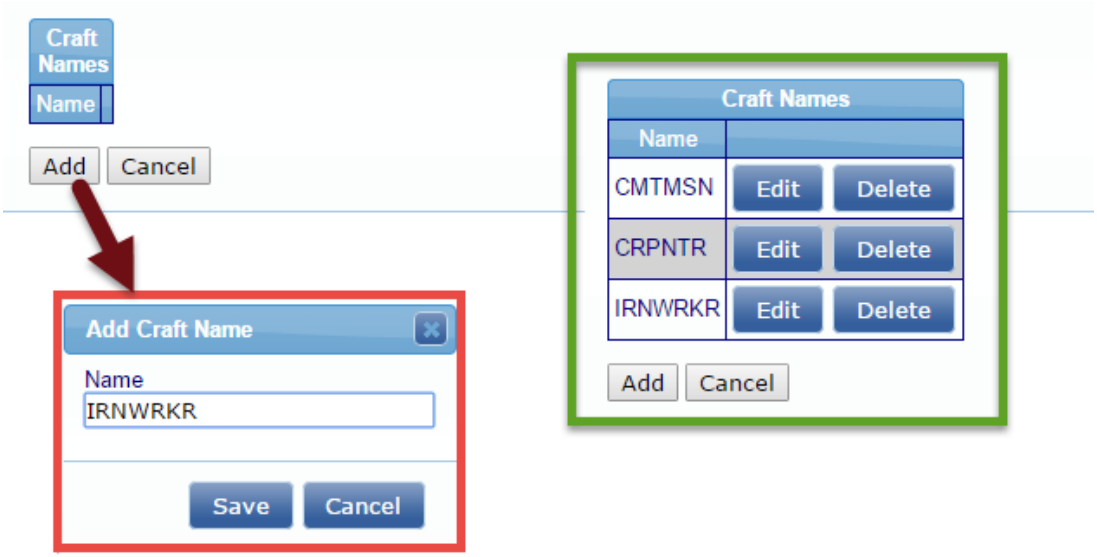
This function is useful for an upload file that consists of records from more than one project. You can upload 1 file, and the system will pull the records into the correct projects. When doing this, be sure to not to select a project when uploading.

ADD/EDIT CRAFT NAME

Your account 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.

WORK ORDERS

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 operationally awkward, 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”.

Define a Work Order

The administrator or prime contractor may define the work orders. Simply go to ***Set Up*** > ***Add/Edit Work Order*** to open form below. The **Work Order ID** and **Title** field are the only required fields in order to **Save** the work order; all other fields are optional.

ADDITIONAL USERS

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

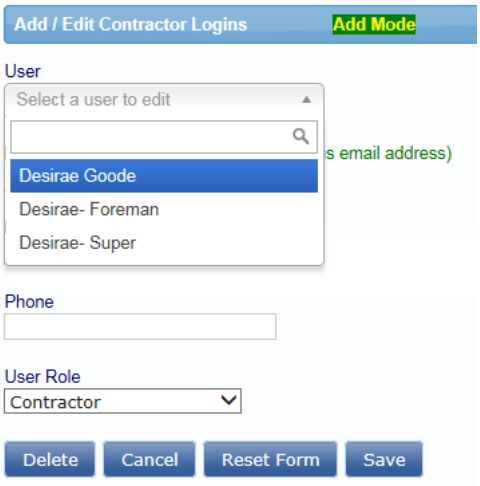
For those using Daily Reporter you may set up and assign roles (Daily Reporter Manager, Superintendent, and Foreman). Please skip to the Daily Reporter section to read the difference in the different user role options prior to setting up the additional user.

Add/Edit Additional Users

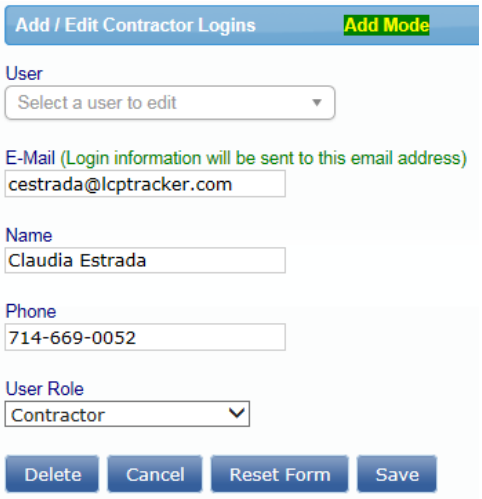
Only the main user ID to the account will have the ability to add or edit additional users. Any additional user roles will not have access to the **Add/Edit Additional Users** button in their **Set Up** screen.

Additional Users will be added and edited under **Set Up > Add/Edit Additional Users**

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 the **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'll enter their email address, name, and phone number, then click **Save** to create that new user ID. Once you've 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 log in 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 agency in the same manner.

Daily Reporter Users

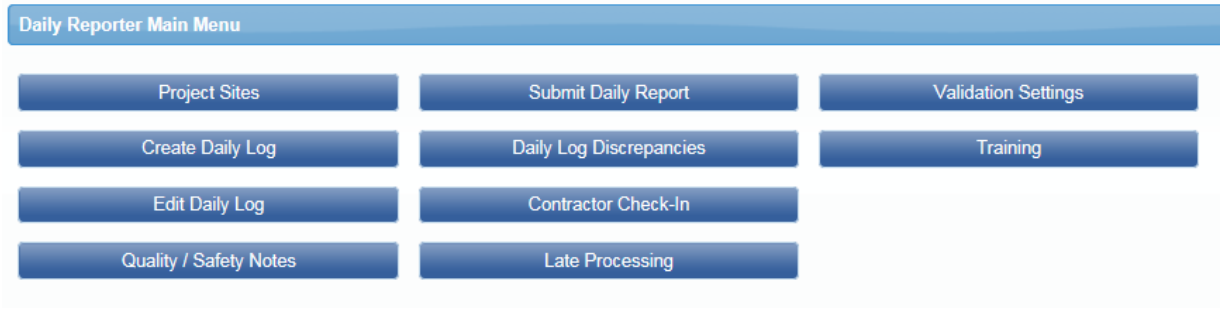
The main users of your account will need to log into your LCPtracker account and setup the Daily Reporter users and their roles. There are three different types of roles that can be assigned to the **Add/Edit Additional Users** for those using Daily Reporter – Daily Reporter Manager Role (can only be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

Daily Reporter 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

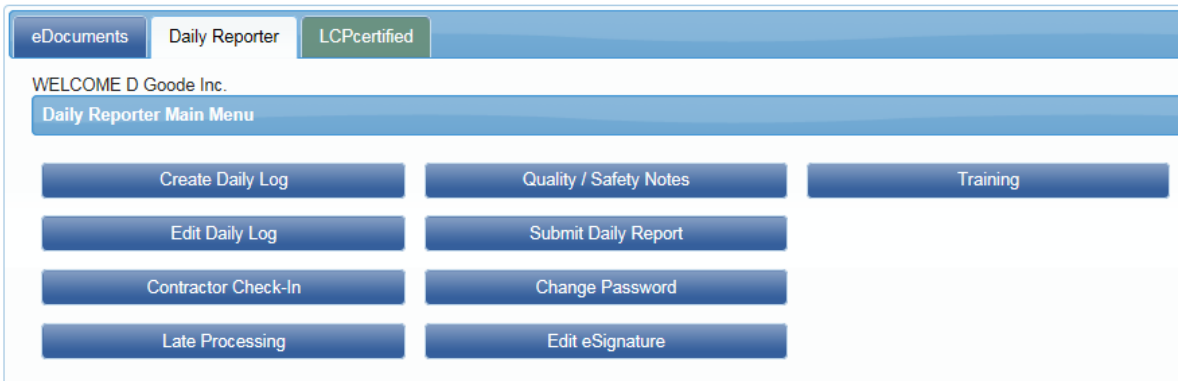
- Submit Daily Report (Combined Daily includes all information for all subs for that day)
- Look into Daily Log Discrepancies
- Organize Contractor Check-In
- Review Late Processing
- Set Validation Settings for Daily Reporter (Only)
- Add/edit Project Sites



Superintendent Role will only see the eDocuments and Daily Reporter navigation 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)

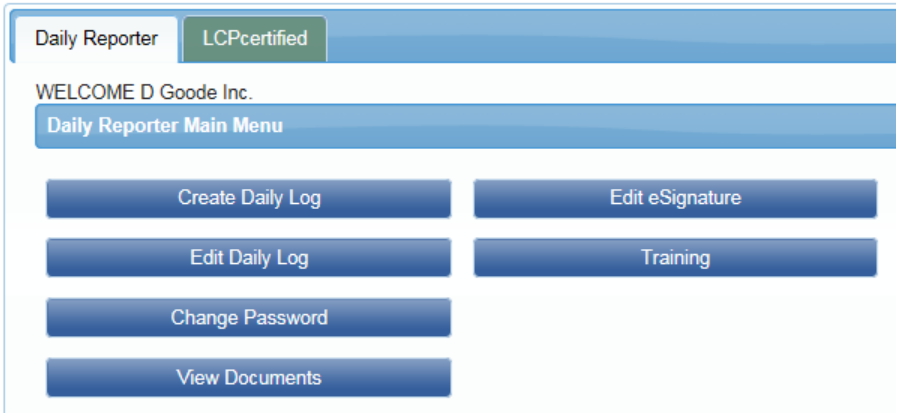
You will have the ability to allow the Foreman role to edit dailies, change your own password, or edit your eSignature password (for help with Change Password or edit eSignature see Contractors User Manual).



Foreman Role will only see the Daily Reporter navigation tab. As the Foreman user role you can

- Create Daily Logs for your own company
- View Documents
- Change your own password
- Edit your eSignature password (for help with eSignature see Contractors User Manual)

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



EDOCUMENTS

The eDocuments feature has two basic functions:

1. Administrators can provide useful documents to contractor users
2. How agency Administrators and/or Prime Approvers receive documents from contractors, (think of this as the file folder for all other documents outside of payrolls)

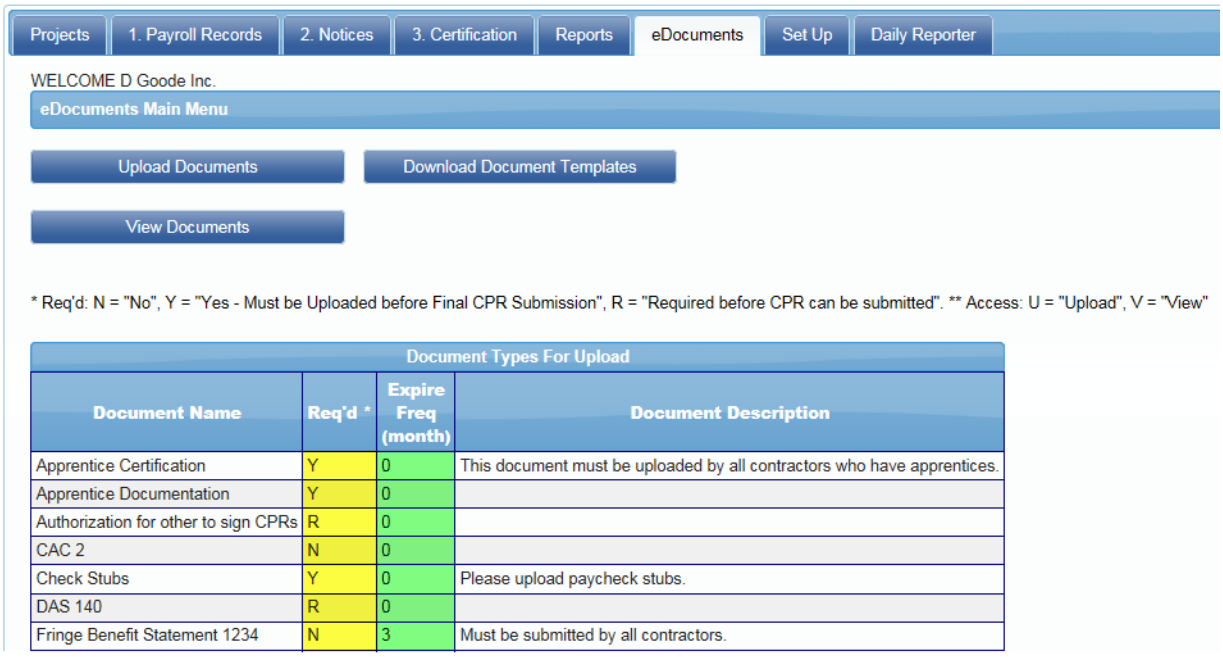
Use of this feature varies from agency to agency; **please keep in mind the below examples are just examples and are not necessarily what you will see in your account.**

DOCUMENT TYPES FOR UPLOAD

The agency specifies what documents are allowed/required to be uploaded. The list of documents that each agency requests will show in the **Document Types for Upload** table. Documents can be

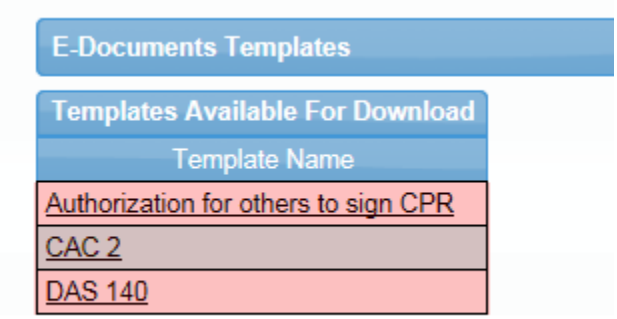
- **N** – Not Required meaning that they are sent on request from the Agency Administrator and/or Prime Approver
- **R** – Required meaning that they are required by everyone
- **Y** – Yes, meaning that that they are required before you can submit CPR's.
  - Note some documents that are flagged Y may 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 that many months from your Document Date.



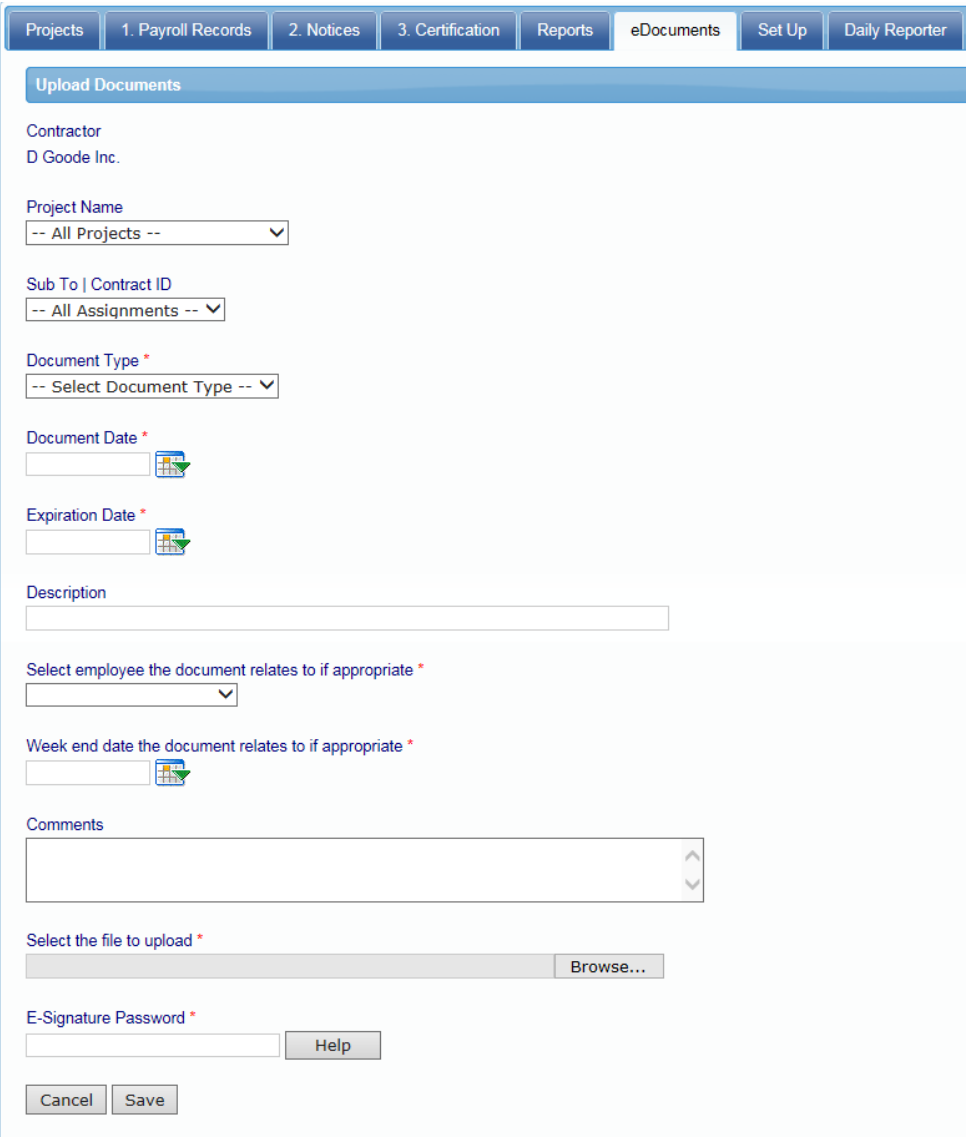
DOWNLOAD DOCUMENT TEMPLATES

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. The agency may post some documents in editable word or PDF format so that the contractor can save to their computer, fill in the proper fields, save and then upload the same file to submit under **Upload Documents**.



UPLOAD DOCUMENTS

The upload documents feature, allows you to upload documents that the administrating agency requests. The **Upload Documents** button provides the ability to upload documents directly from your computer into your administrator's database. To upload a document, 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.

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 from agency requesting them)

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 agencies 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 agency 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

Week end date the document relates to if appropriate

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 don't know or remember your eSignature, you can create a new one under **Set Up > Edit/Reset eSignature**

VIEW DOCUMENTS

When you click on the View Documents button this screen will appear. Select the **filter parameters** if you want to filter the list by

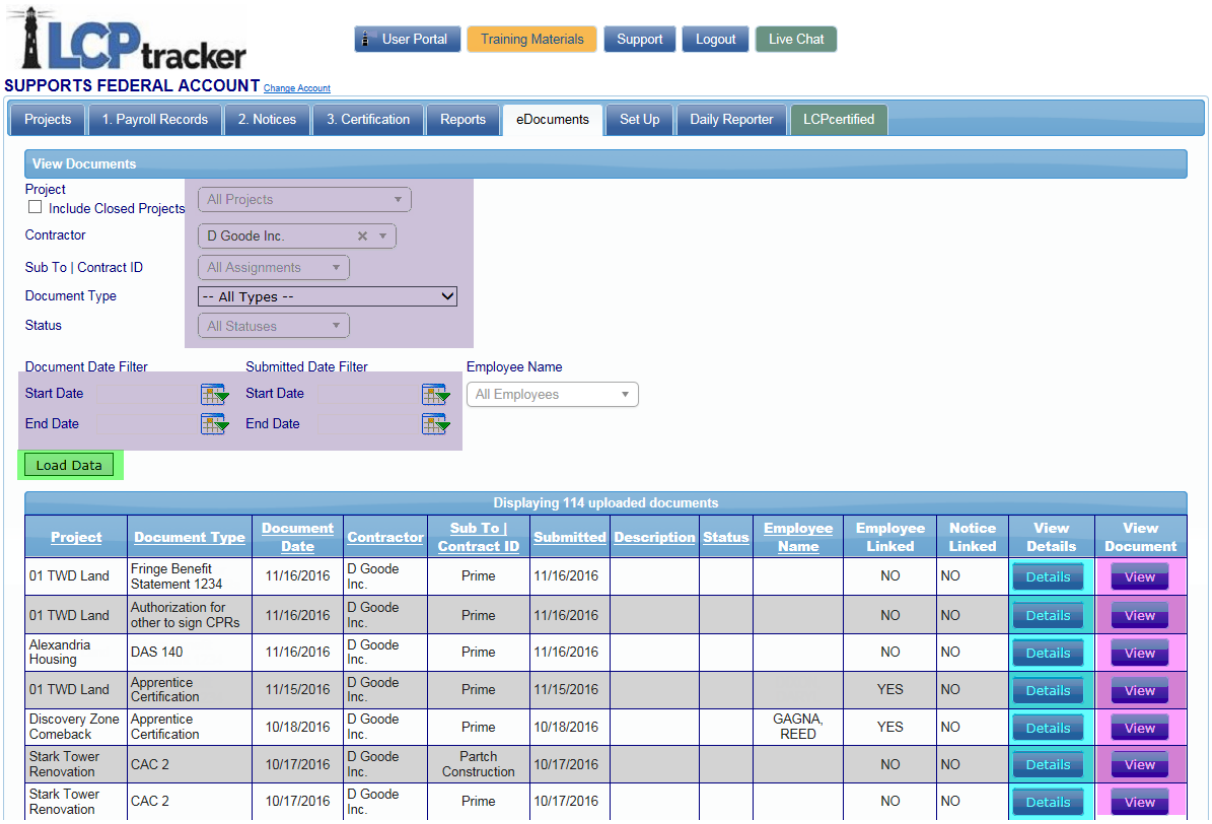
- a certain project
- contractor, if you want to see those submitted by your subcontractors
- who you are a sub to on a specific project (this may have options to select if multiple assignments have been enabled by the administrator)
- document type

- status of the document
- dates – Document date or Submittal date.

Once filters have been selected, you'll click on **Load Data** to see those documents.

Some fields are editable when you go into the **Details**. You will be able to read any Administrator Notices that may have been added, as well as if the administrator and/or Prime Approver has accepted or rejected the uploaded eDocument. You can also edit information about the document you have uploaded.

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



1. PAYROLL RECORDS

ENTER RECORDS

Payroll data entry is a two-step process in LCPtracker. First, select the Project you want to enter payroll records for and enter the date that is at the payroll week ending date. The week end date should be entered based on the day of the week you end your payroll on. This has caused some confusion to contractors; here we have laid out examples for you:

Monday through Sunday = Sundays are your week end date

Tuesday through Monday = Mondays are your week end date

Wednesday through Tuesday = Tuesdays are your week end date

Thursday through Wednesday = Wednesdays are your week end date

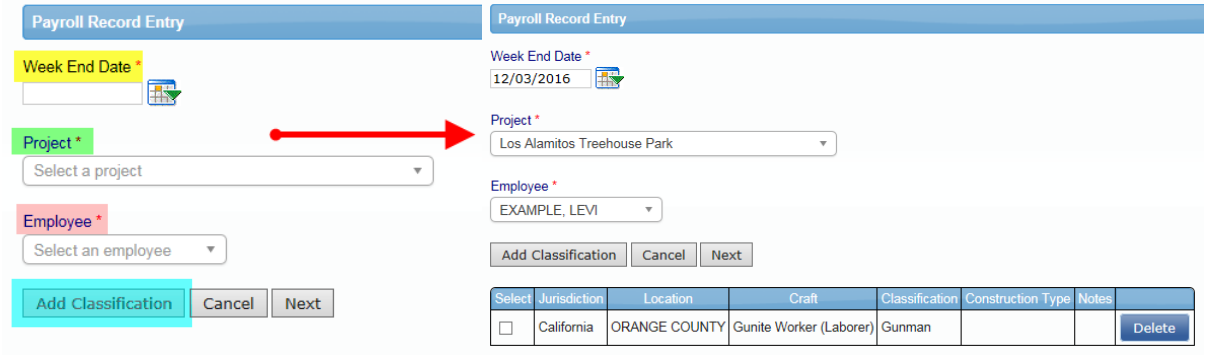
Friday through Thursday = Thursdays are your week end date

Saturday through Friday = Fridays are your week end date

Sunday through Saturday = Saturdays are your week end date

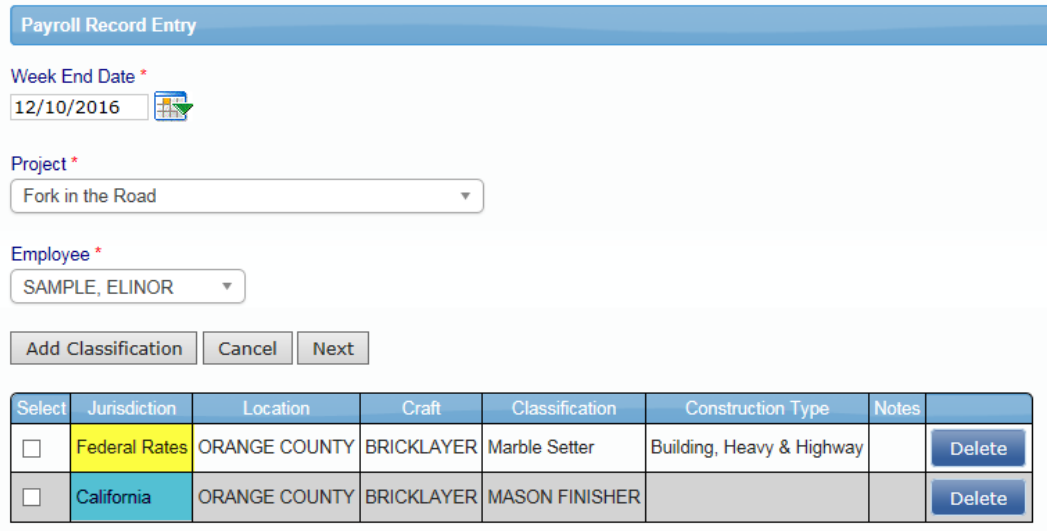
After you select your project (be careful to choose the correct one you are reporting for; some contractors may be assigned to more than one project and once a payroll record is created you would have to delete and restart if you chose the incorrect project to begin with)

- Enter your **week end date**
- Select the **project**
- Choose the **employee** you need to enter payroll for
- And add the **classification** they worked



For those of you on multiple funded projects

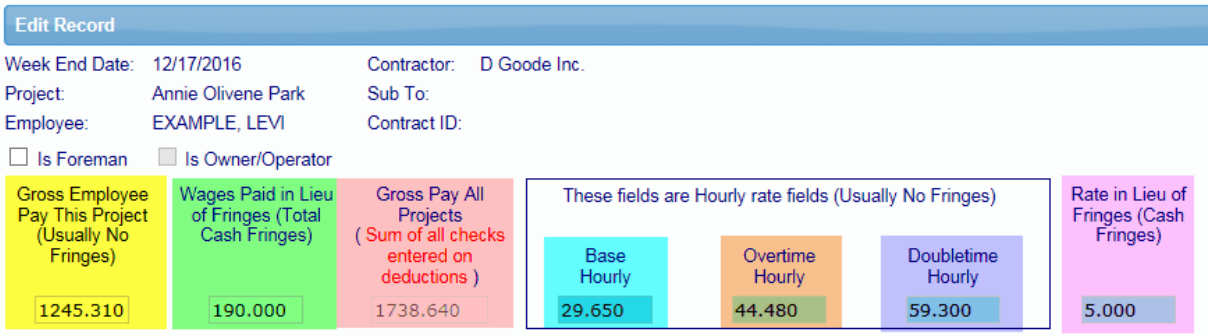
You will need to select a craft/classification for **each jurisdiction** this project is assigned to:



When you've selected the classifications, you'll check them off and then click **Next** to move onto the second part of the payroll record entry.

Gross Amounts and Hourly Rates

The second step in the payroll entry process is shown below. The upper portion of this screen self populates from the data entered in step one. You can tab through this screen or use your mouse to click in fields to enter data.



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

NOTE: some fields that are optional in the initial setup process by the agency are the ***Wages Paid in Lieu of Fringes*** and the ***Rate in Lieu of Fringes***. If your agency chose not to allow this feature, you will not see these 2 fields in your payroll record entry form page 2 of 2.

This is a WEEKLY reporting form, you report hours worked for the week being reported on, this is not an accumulation. All fields are for the week you are reporting hours worked and wages paid.

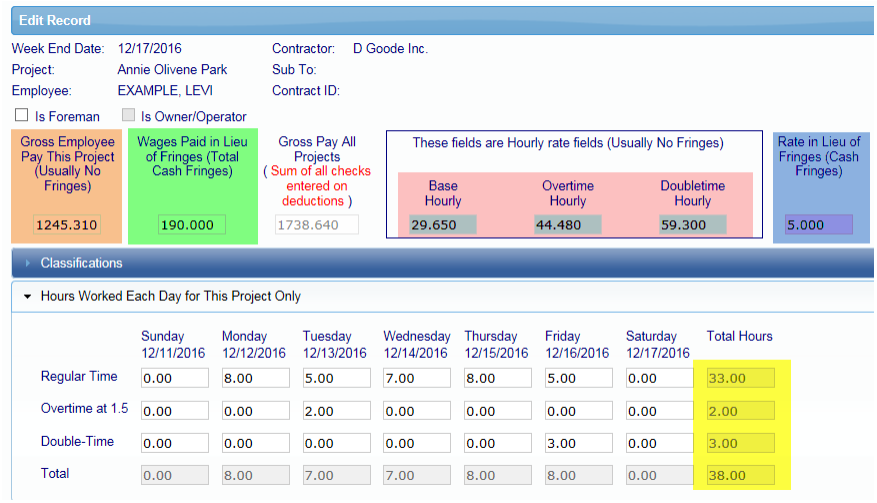
Gross Employee Pay this Project should be equal to the hourly rate fields times the hours posted on this payroll record. This amount does NOT include fringes. It is usually the amount that is provided by your payroll system. If you pay additional ***Wages Paid in Lieu of Fringes*****,** then enter that amount in that field.

Wages Paid in Lieu should be equal to the Rate in Lieu times the hours posted on this payroll record. Wages Paid in Lieu are those amounts paid to the employee when no fringe benefits are paid or when the fringe benefits paid are insufficient to meet the required total hour rate of pay.

Gross Pay All Projects should be employee's Gross Pay for the week regardless of what Projects were worked on. This field will auto-populate based on the information entered in the Check Gross Pay in the paycheck section towards the bottom of your record.

Enter the **Basic Hourly Rate of Pay**, **Hourly Overtime Rate**, **Hourly Double Time Rate**, and **Rate In Lieu of Fringes** (if you are using, Rate in Lieu/Wages Paid in Lieu are not always used by all users), you pay the employee in the blue fields. Enter the overtime rates as required when overtime is worked. You can change them at any time.

Here we show how the **Gross Employee Pay** 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** times **all hours posted.**



29.65 X 33 = 978.45
44.48 X 2 = 88.96
59.30 X 3 = 177.90

5.00 X 38 = 190.00

Classifications

The craft/classification may be edited if incorrect by clicking on ***Edit*** and making another choice.

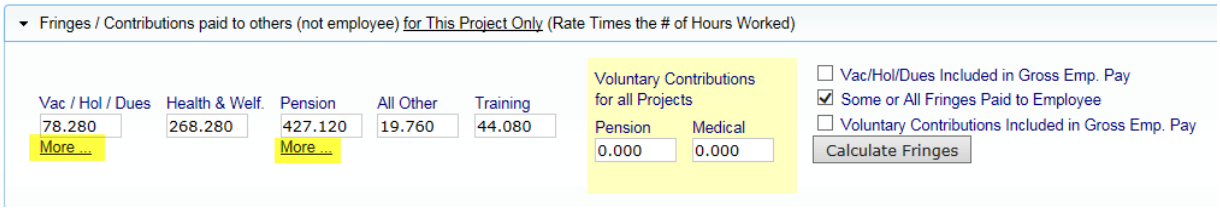
Hours Worked Each Day

The hours worked each day should ONLY be the hours reported for working on this project for the week you are reporting on. Again this is not accumulative. Under this section titled ***Hours Worked Each Day*** enter the number of regular time (straight-time), overtime at 1.5 and double-time hours worked each day for the payroll period (one week).

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. The feature will take the hours posted in the hours worked section of the payroll record and multiply them by the fringe benefit rates.

If you did not enter the rates, then enter the Fringe /Contributions (This Project Only). Enter the appropriate amount for each of the categories in this section. If there is no data for a box, leave it blank.



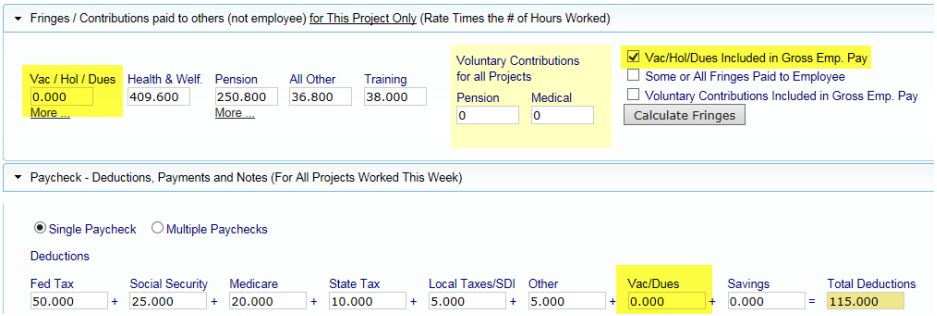
The **More…** links below the ***Vac/Hold/Dues*** and ***Pension*** explains additional detail. Here we will present that detail.

Vacation / Holiday Directions

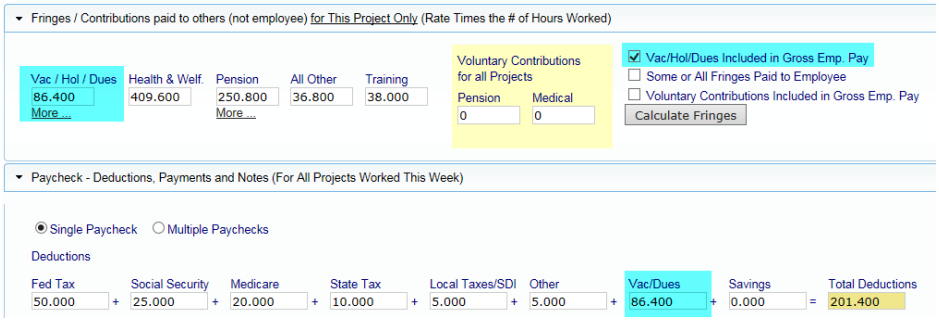
The entering of information for Vacation and Holiday pay is causing confusion. The following is a more detailed explanation of the entering of Vacation and Holiday pay.

Case 1 Vacation and Holiday is paid to the employee as additional wages. Enter the paycheck gross amount as part of the Gross Employee Pay This Project. Enter $0.00 in the fringe benefit area and check the Vac/Hol/Dues in Gross Emp. Pay box.

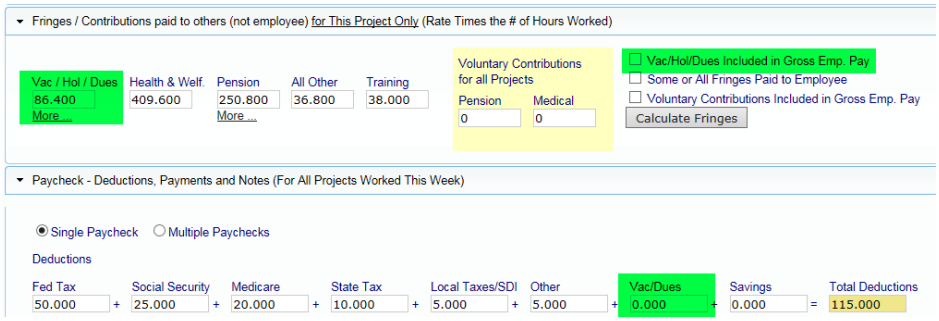
This would be what you consider the employees Hourly Rate of Pay. You are paying it as part of the wages and would be factored as part of overtime/double-time factoring if hours worked. The hourly rates x the hours posted would equal the Gross Pay This Project field.



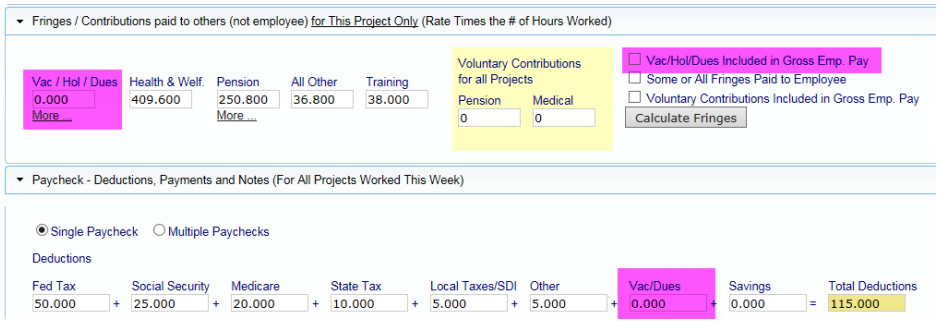
Case 2 Vacation and Holiday is included in the paycheck to calculate taxes but is paid to another fund (union) and thus deducted from the paycheck. Enter the paycheck gross amount as part of the Gross Employee Pay This Project. Enter the $value in the fringe benefit area and check the box that says Vac/Hol/Dues Included in Gross Emp. Pay. In this scenario you would also show the deduction in the Deductions, Payments and Notes (taxes) section under the Vac/Dues field.



Case 3 Vacation and Holiday is not included in the paycheck. The Vacation and Holiday is only paid to a fund and taxes are assessed when paid. Enter the amount of the Vac/Hol in the field. Check the Vac/Hol/Dues Included in Gross Emp. Pay box. It would only be part of the Gross Pay This Project if the employee takes and is being paid for. So you are showing the Fringe value, however it is not sent to any fund (union) or assessed taxes until it is taken.



Case 4 Vacation and Holiday is accrued and taxes are assessed when paid. Enter the amount of the Vac/Hol/ Dues in the field. This approach may not be accepted by some agencies.

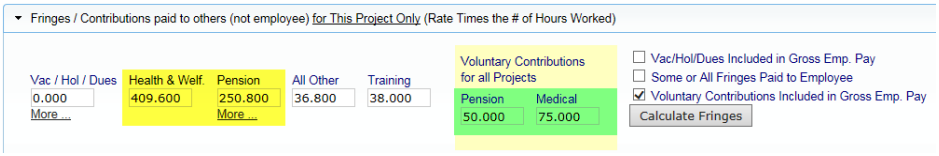


Voluntary Pension and Medical Contributions

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.

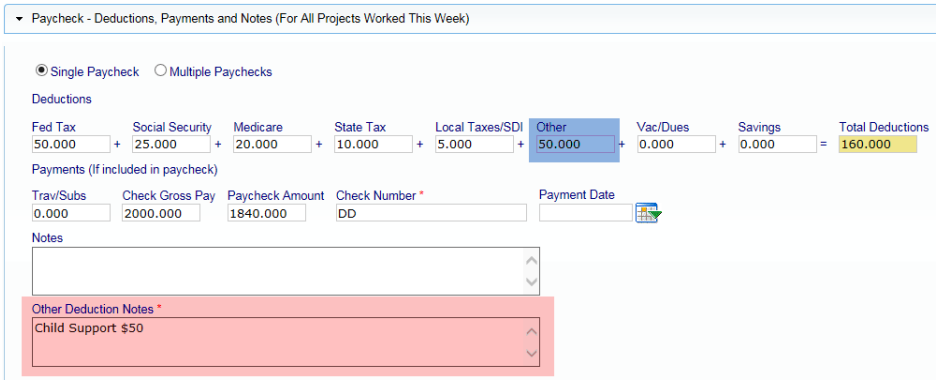
These voluntary contribution amounts are part of the Gross Employee Pay this period but some payroll systems do not show it as such. Most agencies wish to only know the dollar values for the project you are sending them the CPR report for. If your accounting system does not include these amounts in the Gross Employee Pay this period figures the hourly rates of such amounts and multiply by the hours on the payroll record and enter those total values in the appropriate fields.

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).



Deductions, Payments and Notes

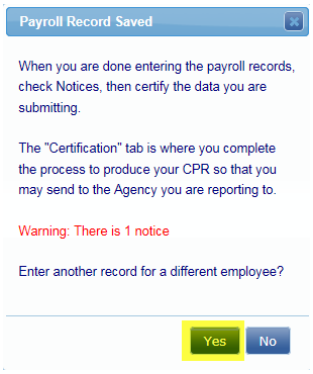
Enter every field based on your check information, regardless of hours worked on other projects.

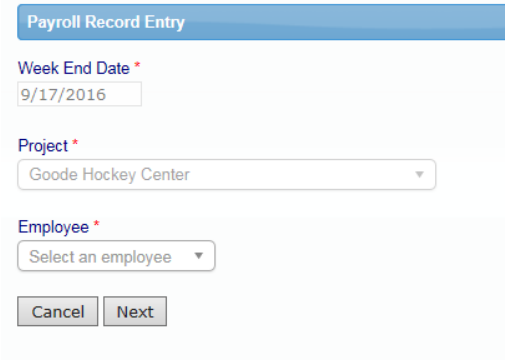


Most agencies require that any **other deductions** have an explanation listed in **Other Deduction Notes** in order for LCPcertified to save your payroll record. If you have a recurring 'other' deduction (garnishment/child support, etc.), for an employee you may wish to edit the employee setup and add there, then it will populate each time you create a payroll record for the specific employee.

When you save the Payroll Record the system will let you know if you have **notices** on the current record. You may choose NO and not enter further employees without fixing the notices for current

record first. For work flow 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).

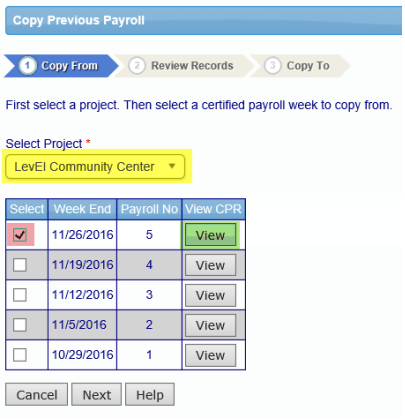




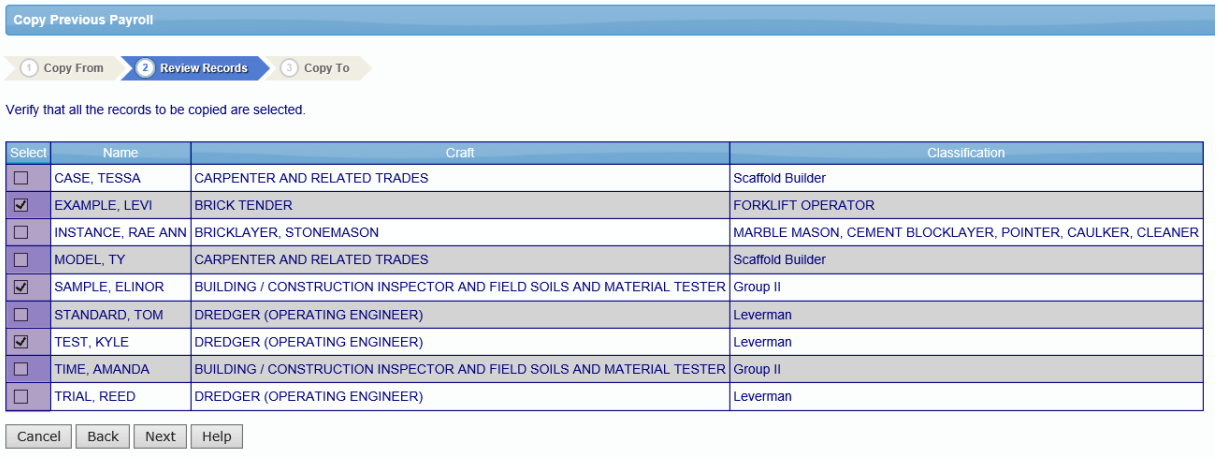
COPY PREVIOUS PAYROLL

This feature is most commonly used for those that manually enter 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.

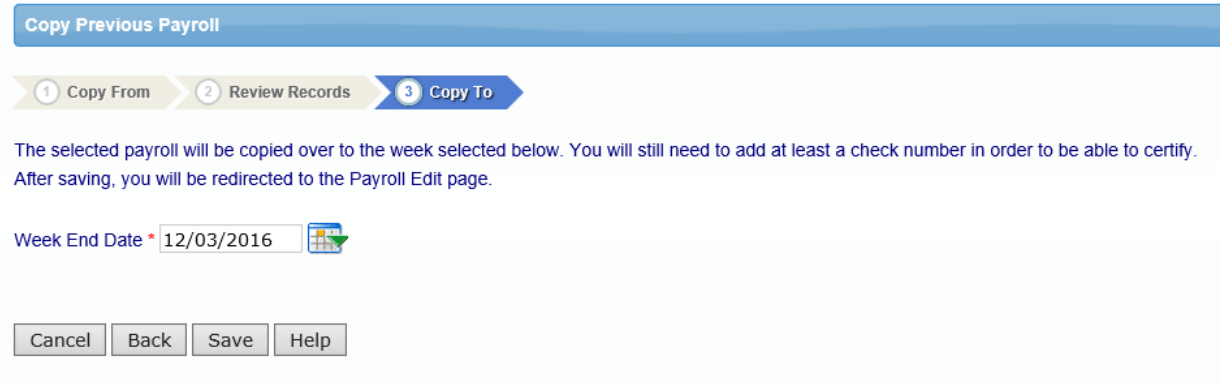
First, you'll choose the **project** you wish to submit a CPR for. If you have more than one project, be sure that you are choosing the correct one to report. Now you see all CPRs previously submitted for the project you are about to copy payrolls for. Click on the **View** button on the far right to 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've got the week you're looking for, **check off the box** for the week to select it and then click **Next** to move onto the next page.



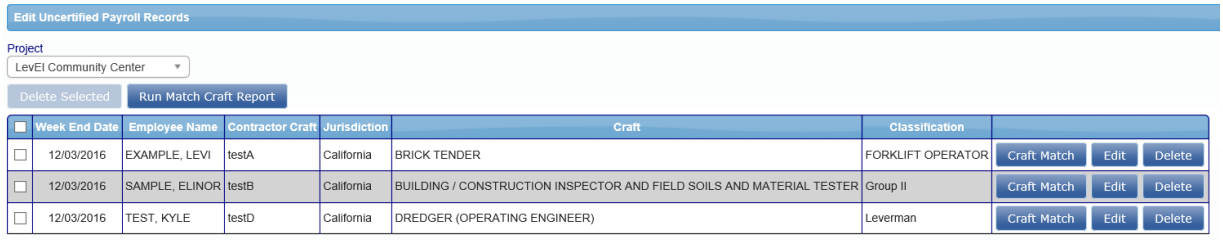
Next you can see the payroll records that were submitted on the CPR you are choosing to copy from. You may choose to **copy all employees (leave boxes checked) or some by un-checking what you do not want to copy**.



Then you'll want to choose the week end 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**.



After you click **Save** you see all of 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 here.



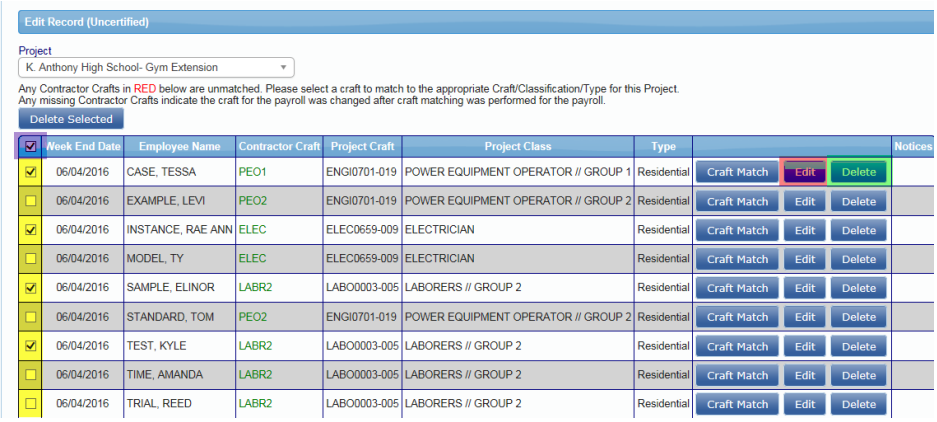
If you realize that you need to add more employees to the week you are about to submit, you can go back to Copy Previous Payroll and copy another payroll, or manually enter another record under Enter Records. Be sure to choose the same week end date that you have been using on all previous steps.

You may always edit any employee payroll record prior to certifying. *IMPORTANT* Open each employee record, insert the new check number for that week, and click **Save** ('dd' or 'DD' may be entered for direct deposit) because this **will not** copy over.

EDIT UNCERTIFIED PAYROLL RECORDS

To edit any payroll record that has been entered but not yet certified select **Edit Uncertified Payroll Records**. You may edit individual records or delete records. 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.

Select the project to see any records uploaded or manually entered you wish to edit. Once you choose the Project you wish to edit records for, the screen will refresh and all records entered will appear. You may **edit** or **delete** individual records, as well as delete **several** or **all** if necessary.



UPLOAD RECORDS

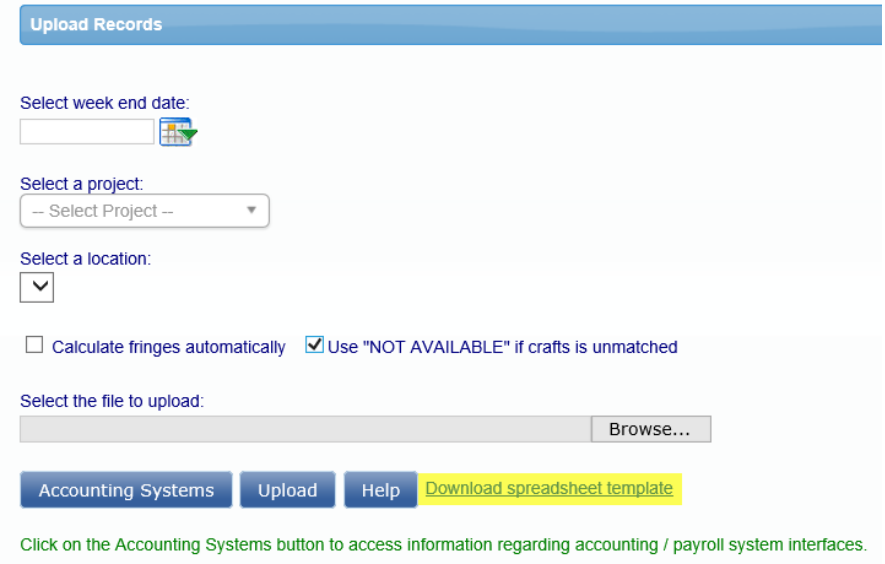
There are three basic methods for uploading data into LCPtracker.

We have created several different formats for uploading and your accounting software may be one of them, please go to www.lcptracker.com > ***Partners*** > ***Payroll Interfaces*** for current available accounting system.

Another method is to use the standard interface defined by LCPtracker. This is an Excel spreadsheet template with specifically defined columns. The Upload Records function is intended to provide for the uploading of payroll records from a spreadsheet. This can not only improve the speed of the upload, and the accuracy as well.

To find the excel template go to:

- ***Payroll Records*** >
- ***Upload Records*** >
- The **Download spreadsheet template** hyperlink allows you to download the template for the spreadsheet format required to upload data.



The spreadsheet provides the instructions to use this feature.

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

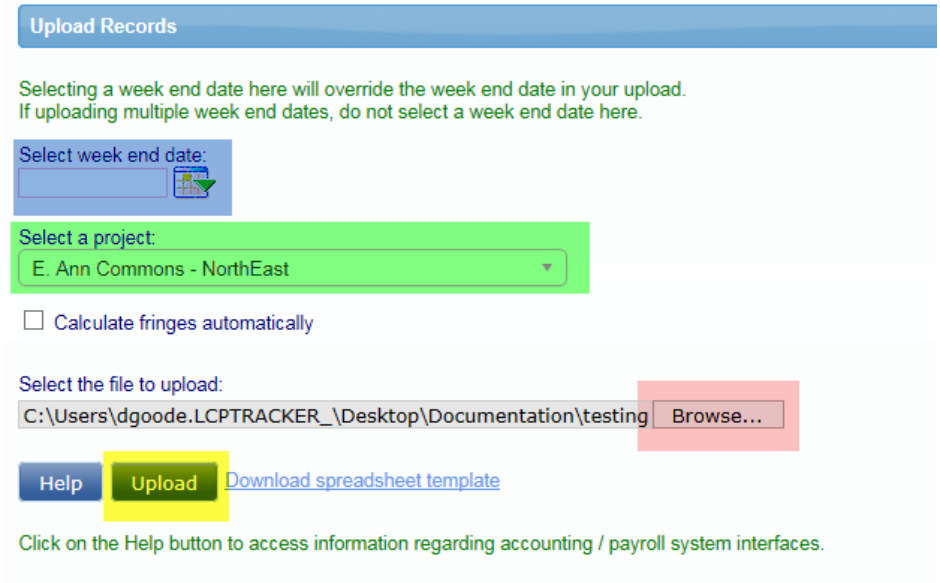
Uploading Process

Regardless of the interface or use of the Excel Spreadsheet template, once it's time the uploading process is very simple.

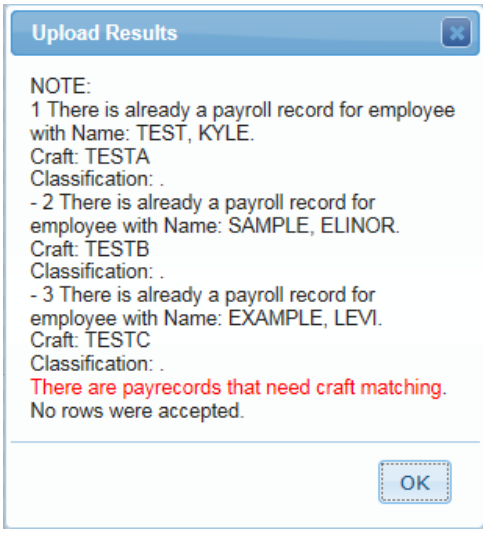
Remember the upload process will also create your employees in Set Up, Add/Edit Employees section if you did not already manually enter.

Go to Payroll Records navigation tab and choose Upload Records -

1. **Select the week end date** (or leave blank if your uploading several weeks at a time in one upload and your upload includes the week end dates), **Choose the project** that you are going to upload for;
2. **Browse** your computer for file to upload; and
3. Click **Upload** and as your file uploads, you will be able to see the data check validations working (A, B & C).

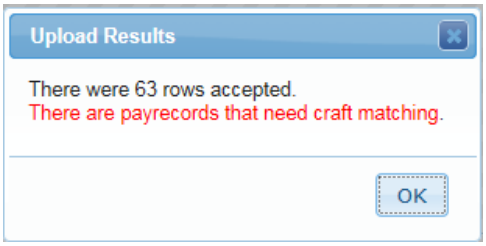


If there are any issues the system does not accept any rows, it will give you pop-up message (example below).



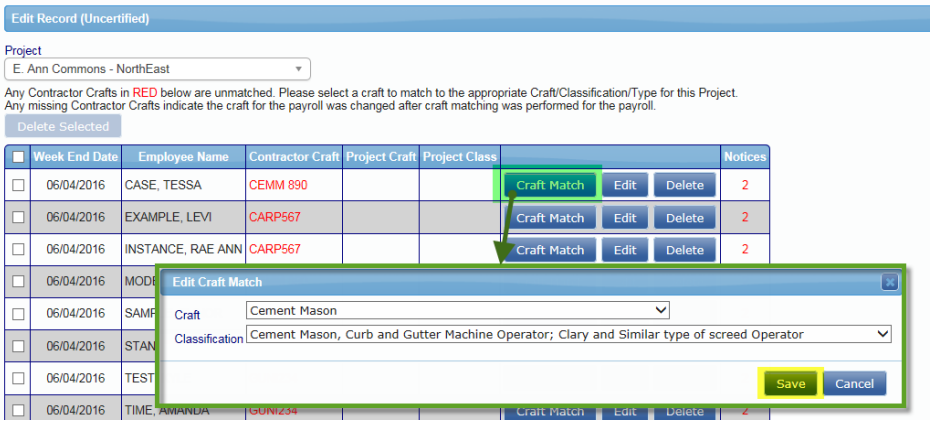
Craft Matching in the Edit Record

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

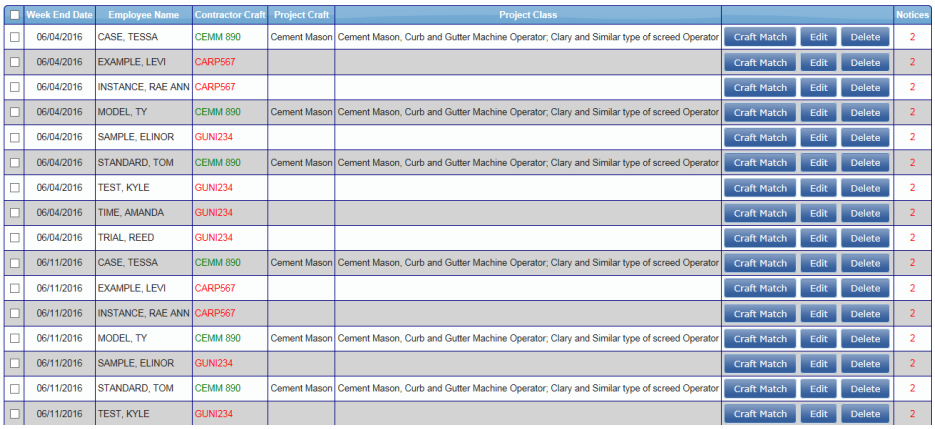


Next go to ***1. Payroll Records*** > ***Edit Uncertified Payroll Records***

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



Once you save a Craft Match, subsequent uploads will auto-fill your selection



The third option is Direct Payroll Interface, which is explained next.

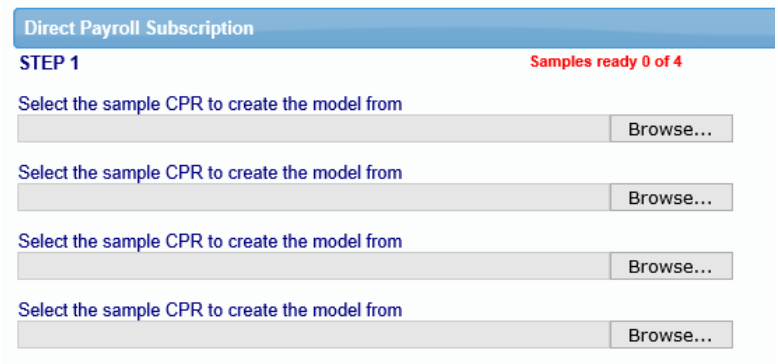
DIRECT PAYROLL SUBSCRIPTION

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

Step 1: Samples

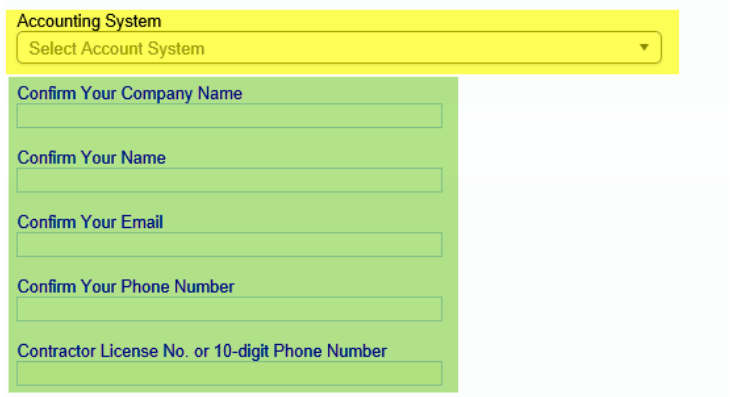
We will ask for 4 samples of your payroll report in either a PDF or CSV format.



The more detailed the files, the better. For example, files with overtime and double-time hours, multiple crafts worked by 1 employee within the week, or intricate deductions will help our technicians build the most functional model possible the first time around.

Step 2: Confirm contact information

Once you've uploaded the samples, go ahead and **confirm that the contact information** is correct. Also, **select the accounting system that you currently use**.



Step 3: Upload samples

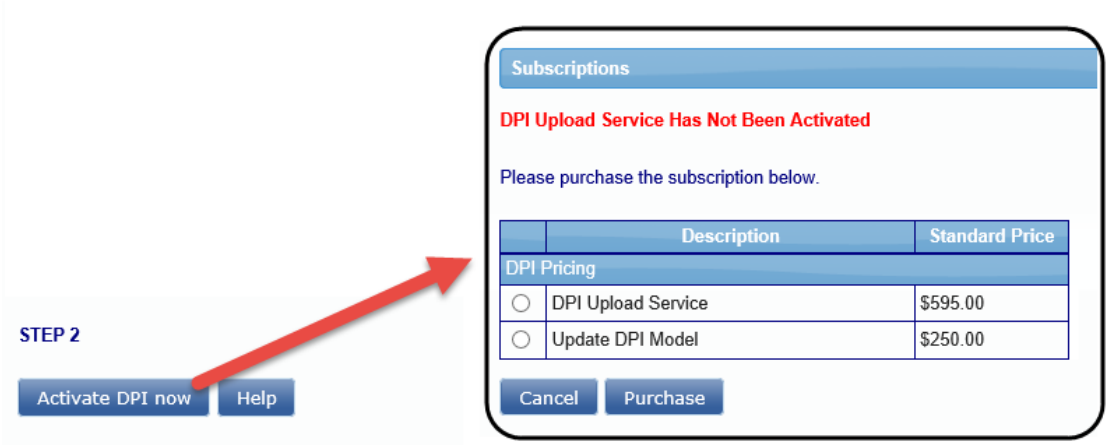
Click on the **Upload** button to submit the files to our DPI department.

Step 4: Activate DPI with purchase

After the files have uploaded successfully, you'll select Activate DPI now to pay for the subscription. A new purchase is $595.00

There is no renewal fee, however, if there are any changes that happen within your file that require an update to your model, this will incur an update fee of $250.00

Your model is good for all projects you'll report to within LCPtracker.



You will then 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.

RECOVERY ACT ADDITIONAL DATA ENTRY, FHWA 1391 ADDITIONAL DATA ENTRY, HUD ADDITIONAL DATA ENTRY

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

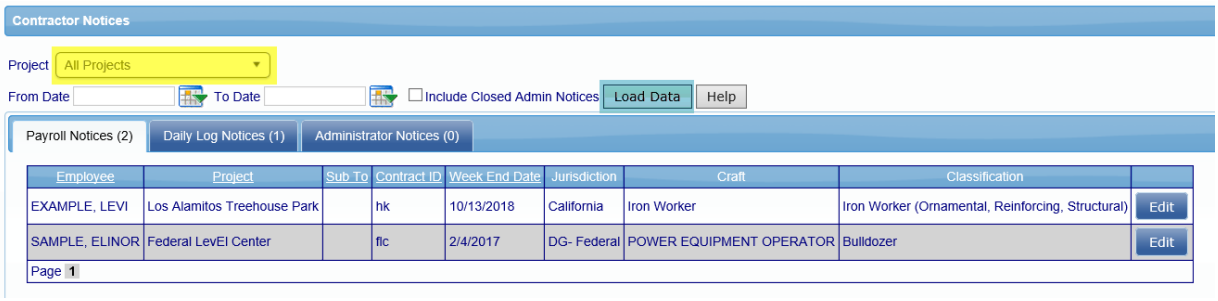
EDIT CERTIFIED PAYROLL RECORDS

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

2. NOTICES

Under the Notices navigation tab, based on data completeness or wage verification, payroll records will show up here in there are any discrepancies on those records.

You can view the complete list of notices or you can filter by **project** and click on **Load Data**:



To view the details of a notice, and to edit the payroll entry, click on payroll notices tab and then **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 RECORDS

Payroll notices are created by LCPtracker when it checks the submitted payroll records with its checking rules. 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 to a condition that 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 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 with all the correct information, you will want to add a resolution note, click **Add Note** and enter a resolution as to why the log and record don't match; this will be seen by the prime.

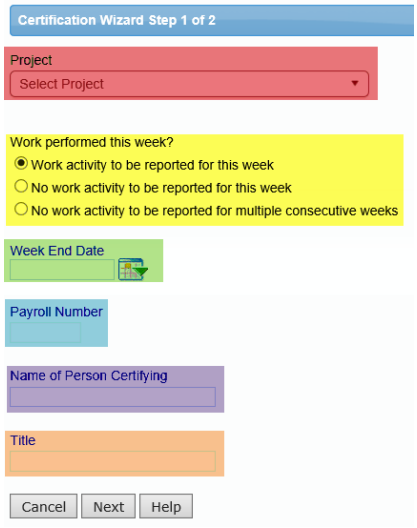
3. CERTIFICATION

Certification is the process of submitting your certified payroll report. To certify, all the 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**. This, by default, is set to “Work activity to be reported for this week”.
- The **week end date** which should be the same as the payroll records you just entered
- **Payroll number**, which is usually 1 for the first week on project, 2 for second and so forth
- **Name of the person** certifying the payroll and their **title**



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 week end date are incorrect you will have to delete and begin again, with the correct project name being chosen as well as the correct week end date for your company. Clicking **Next** will take you to step two of the certification.

NON-PERFORMING WEEK

If no work was performed during the week, you can skip steps 1 and 2. You will go straight to 3. Certification, be sure you are choosing the correct project to submit for, especially for those of you that are assigned to more than one project.

If you have only one week of non-performance, follow steps as previously shown. Change **2. Work performed this week?** to the option **No work activity to be reported for this week**, and proceed.

For multiple weeks of non-performance under **2. Work performed this week?**, choose **No work activity to be reported for multiple consecutive weeks**. You now have two calendar fields. It's extremely important that you enter the dates correctly. The left side should be the week end 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.

CERTIFICATION STEP 2

Step two of the wizard will be the Statement of Compliance (SOC). Depending on the agency you're working under, the settings will determine what the SOC will look like. It's highly suggested that you read the SOC before entering your eSignature and submitting. There are also some options for some under **number four of the SOC**, you may be required to check one or the other of those boxes, while some may have both already checked. On the SOC there is a box to check ONLY IF the payroll you are about to submit is the **final**. If not your final submission, then 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; 3145), 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:

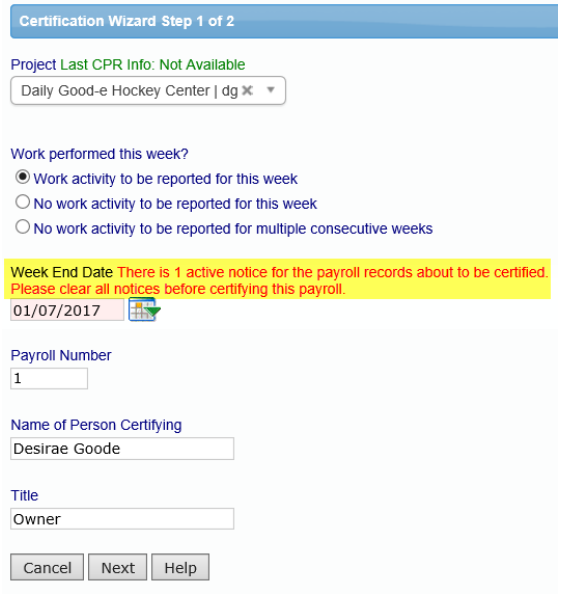
eSignature Password:

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.

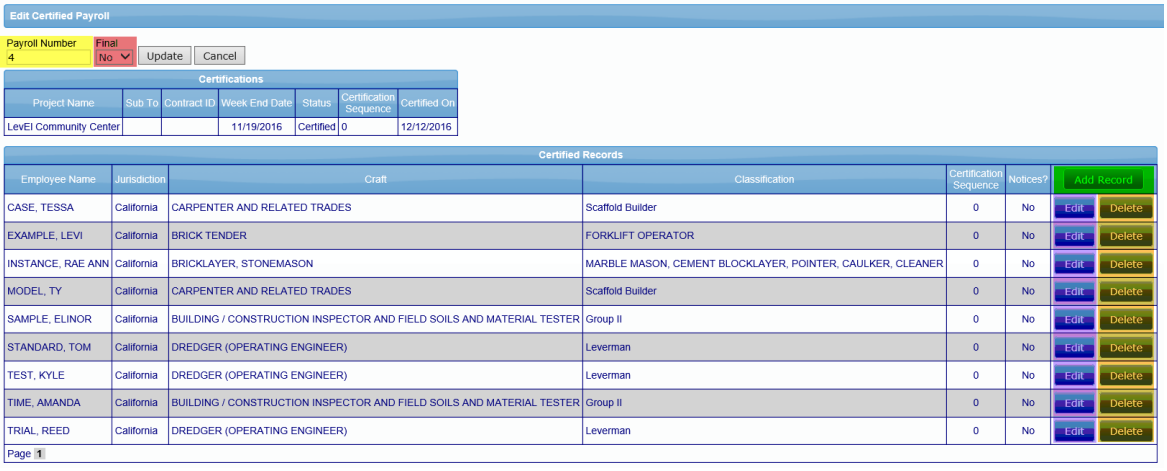
Cancel Save Help

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 navigation 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).

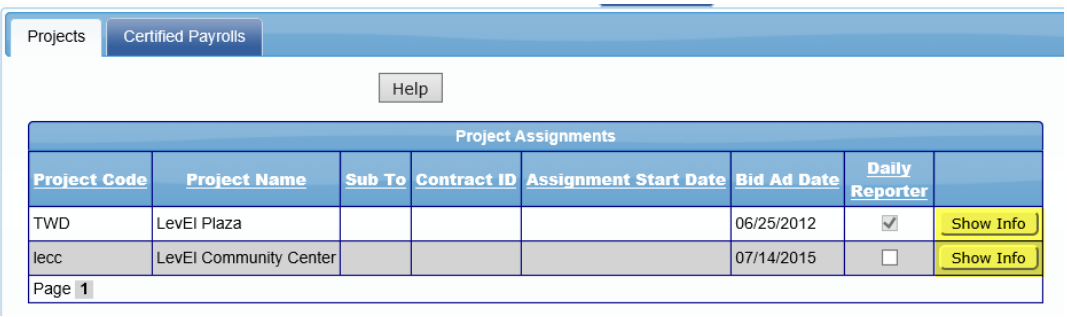


EDITING CERTIFICATIONS

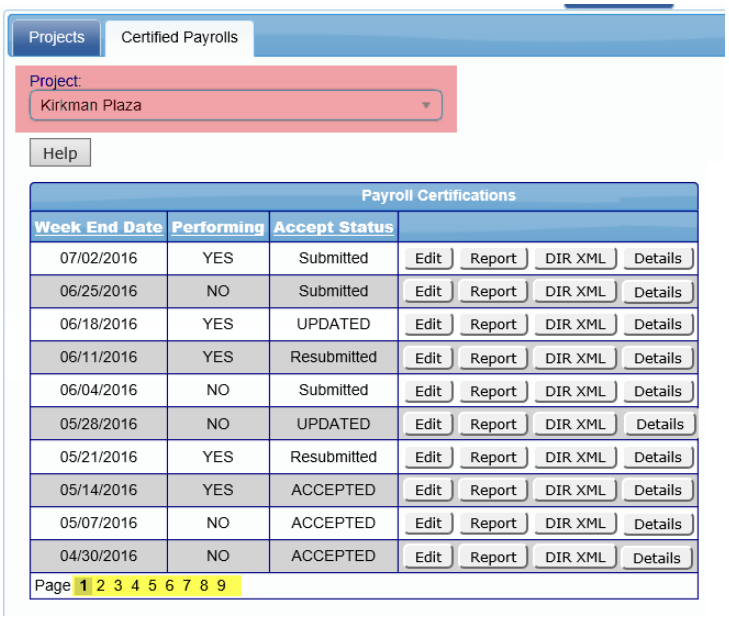
To edit a payroll that has already been certified go to Projects > Certified Payrolls. Payroll records can be **added** to the certification, **deleted** from the certification or existing records can be **edited**. You may also **update the payroll number** or **change the final yes to no**, or vice-versa, if necessary.



You cannot however delete the entire week completely from the system, only primes/administrators and/or the agency in charge can do this. Click on the **Show Info** for that contact information and typically they will only delete if the incorrect week end date or if you submitted under the incorrect project, (see 1. Payroll Records).



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 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. You can start with that contact name/email. **NOTE**: LCPtracker cannot give permission to edit payrolls; this is a function of the Prime/Administrator and/or Agency in charge.