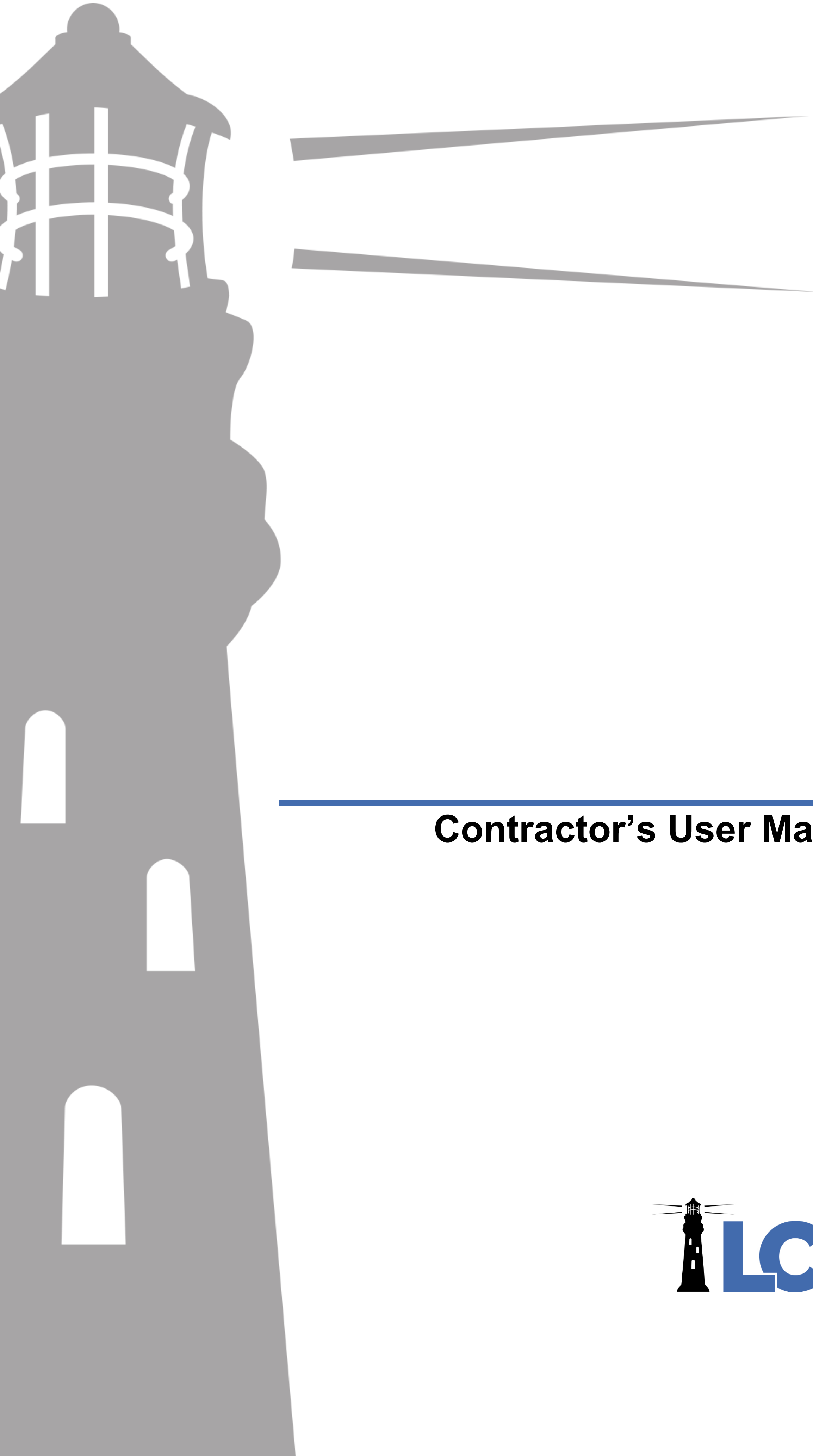


Contractor’s User Manual

Version 1.4 11.25.19

CONTRACTOR USER GUIDE

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 ensure 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's 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 guarantee that every Contractor is compliant.

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 are flagged to Contractors preemptively, allowing them to correct data prior to submittal. (This is contingent on how the Agency/Admin 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.

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.

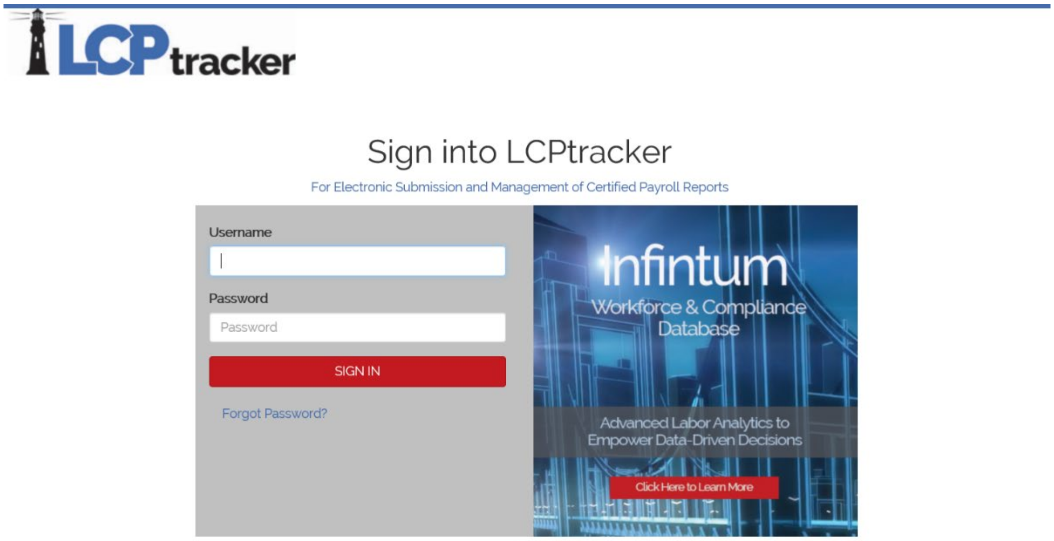
TABLE OF CONTENTS

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.

LOGIN PROCESS

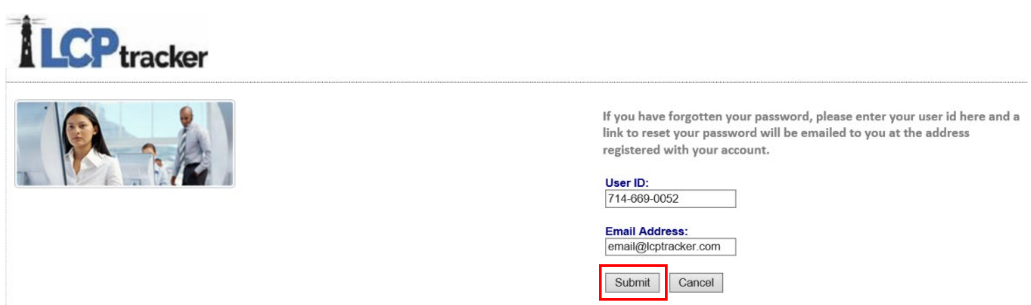
Contractors may access LCPtracker after receiving a User ID and temporary password, which will be sent by a "no reply" email address from LCPtracker (i.e., NOREPLY@LCPtracker.com.) This email, with login instructions, will be sent to Contractors once they're assigned to an account in LCPtracker by your Agency or Prime Contractor. Every Contractor account is created by the Agency or their Prime Contractor.

To access LCPtracker, you will use www.lcptracker.net or you may go to 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".



FORGOT PASSWORD

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



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 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.

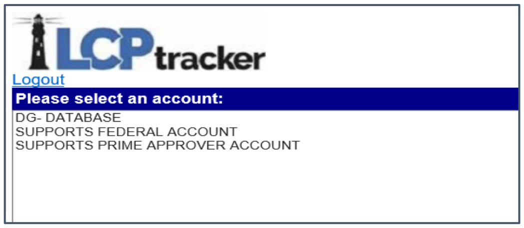
Now that you have reset your password you can go back to the LCPtracker login screen and log in with your new password.

Note: if you should forget your password, the system gives you five (5) try's before you are locked out. Please click Forgot Password BEFORE the 5th try.

MULTIPLE LCPTRACKER ACCOUNT SELECTION

When you are a Contractor for multiple databases, it is best practice to give your current User ID to the Prime Contractor or Database Admin to eliminate multiple User ID's being setup.

The following screen will appear after login if you are doing work from more than one Agency 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.

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; 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 a specific as possible so we can re-create the issue

CONTRACTOR TRAINING CLASSES

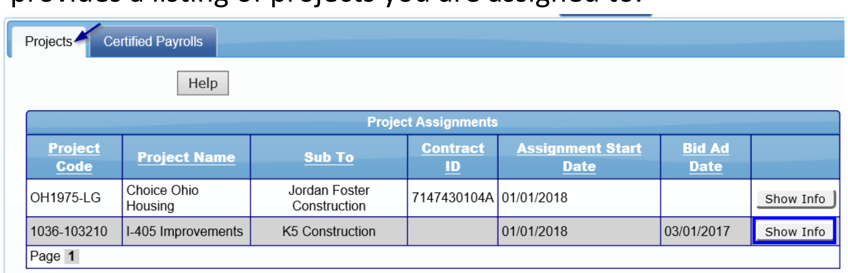
Complete and full training support is offered directly to Contractors by LCPtracker for any technical questions on the use of the software.

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 have the opportunity to do the Training On-Demand which is available Anytime, Anywhere!

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.


Projects | Certified Payrolls

Help

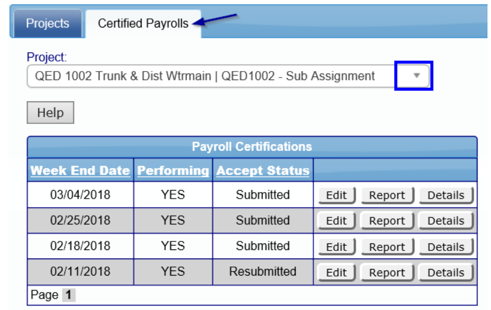
Project Assignments

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	I-405 Improvements	K5 Construction		01/01/2018	03/01/2017	Show Info

Page 1

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

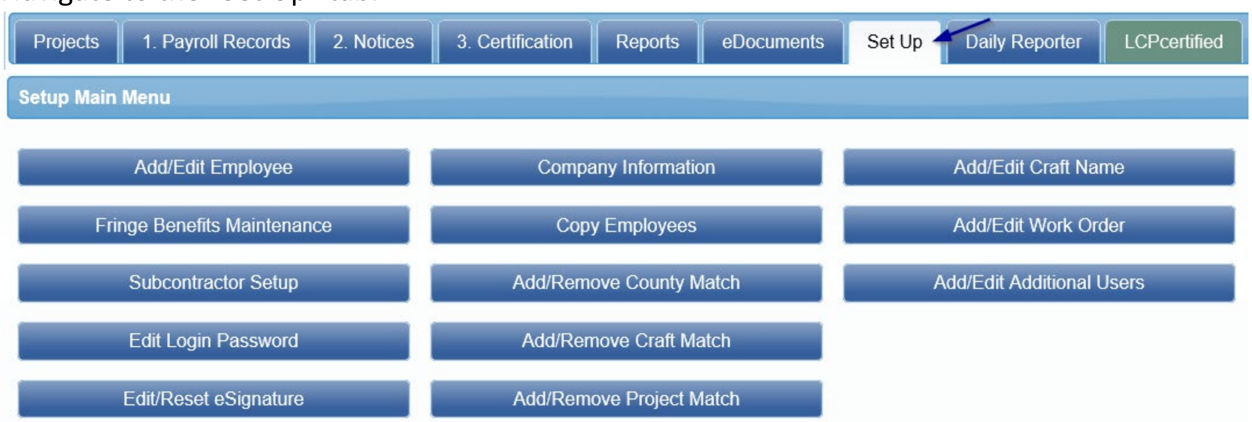
Once a certified payroll has been successfully completed, you will see the list of CPRs by selecting “Certified Payrolls” and choosing the appropriate project from the drop down. If you have CPRs that have been rejected or you have requested to edit a certified payroll entry, the “Certified Payrolls”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



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.



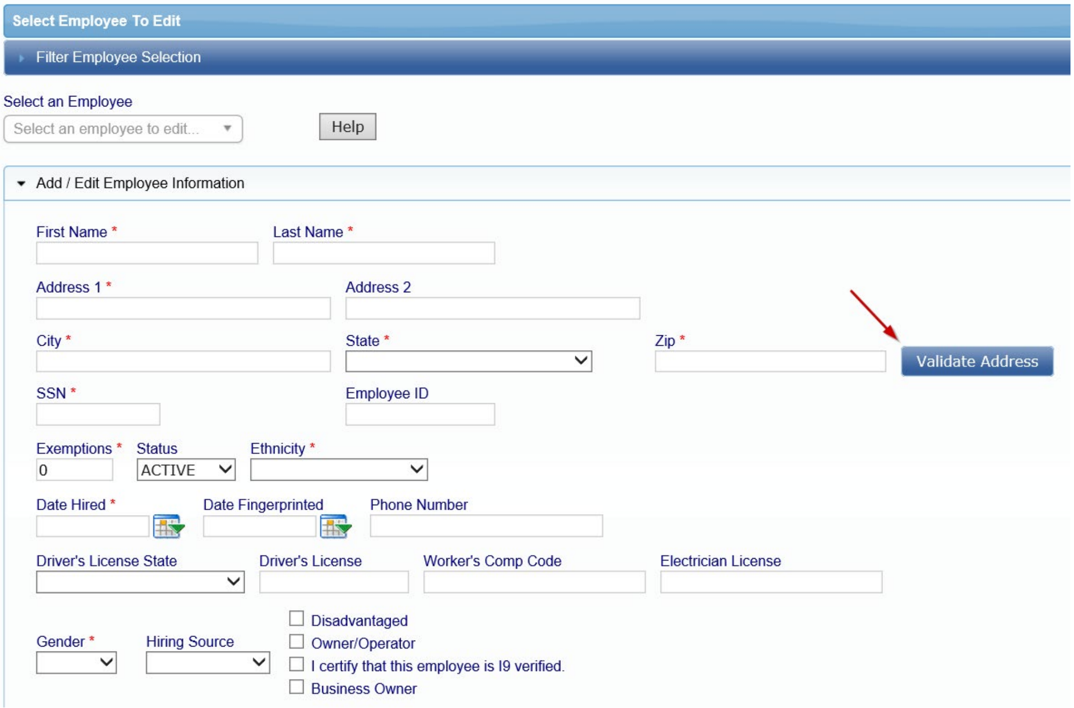
Note: depending on the access provided by the database Administrator, you may not have all the above listed buttons available to you.

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 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 Admin 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 mis-spellings and ensuring accurate addresses are 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 Admin to request an address over-ride.

SSN – If the database Admin / Agency requires a 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 Admins / Agencies 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 Admins may want this information. Entry of 0 satisfies the red asterisk requirement.

Status – Active / Inactive – When entering an employee, the status will default to 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 Admin.

Date Hired – Requirement is controlled by the database Admin.

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

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

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

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

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

Gender – Employee gender. Requirement is controlled by the database Admin.

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

Disadvantage – Check box if employee is Disadvantaged. Some database Admins 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 Admin to enter the information this way. Should only be used with truck drivers or Teamsters.

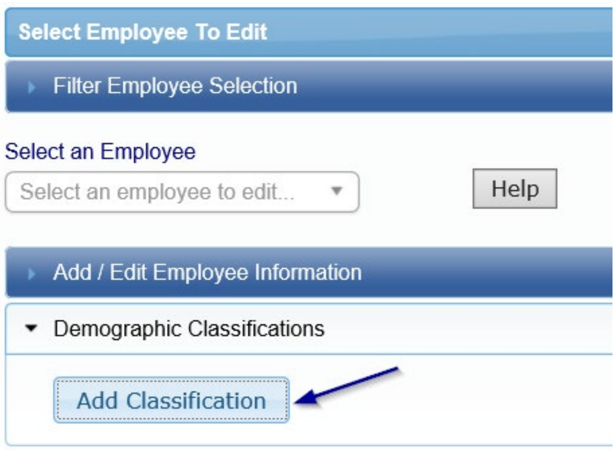
I9 Verification – Checking this box is NOT doing the I9 but simply certifying/verifying that an I9 has been completed for this employee. Requirement is controlled by the database Admin.

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

Demographic Classification

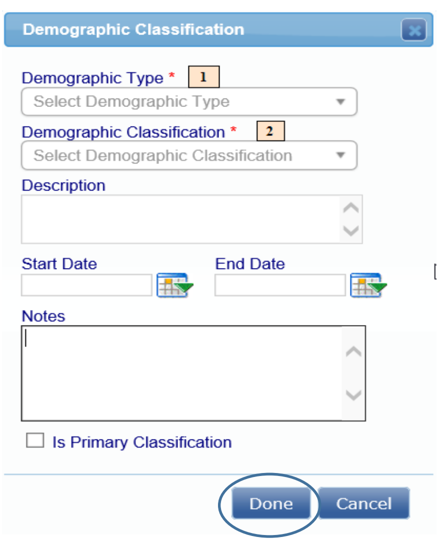
LCPtracker has the functionality to track additional demographics such as veteran status, disadvantaged information, On the Job Trainee (OJT) workers and/or union information. The selections that are available are created by the database Administrator (Admin) and are setup based on the project requirements.

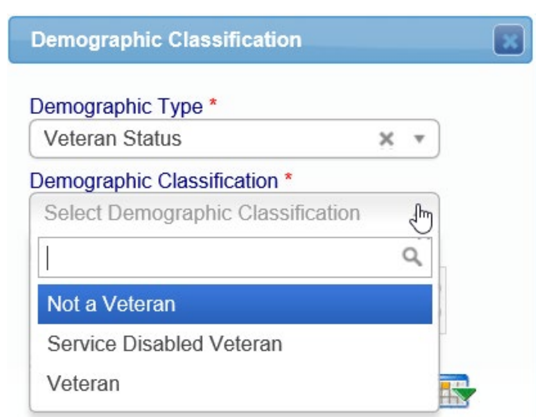
Contractors will select the demographic classifications at time of employee setup. To see the red asterisk identifying a required field, you will first need to click on “Add Classification”.



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

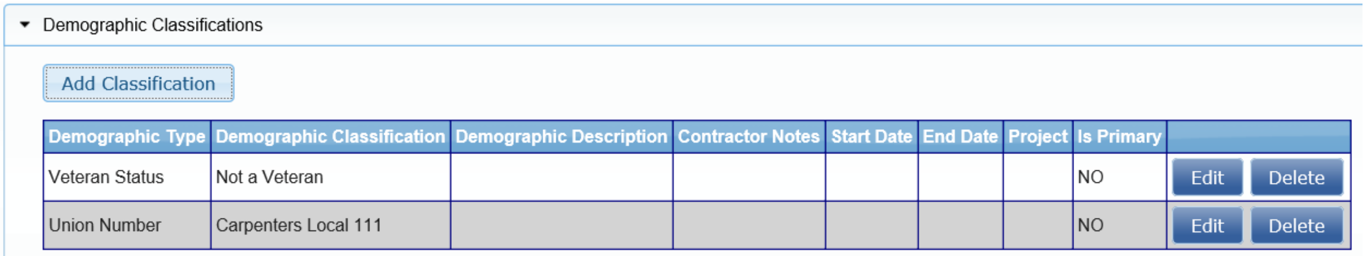
1. Select the Demographic Type
2. Choose the appropriate Demographic Classification





The "Is Primary Classificaiton" 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 Type	Demographic Classification	Demographic Description	Contractor Notes	Start Date	End Date	Project	Is Primary	
Veteran Status	Not a Veteran						NO	Edit Delete
Union Number	Carpenters Local 111						NO	Edit Delete

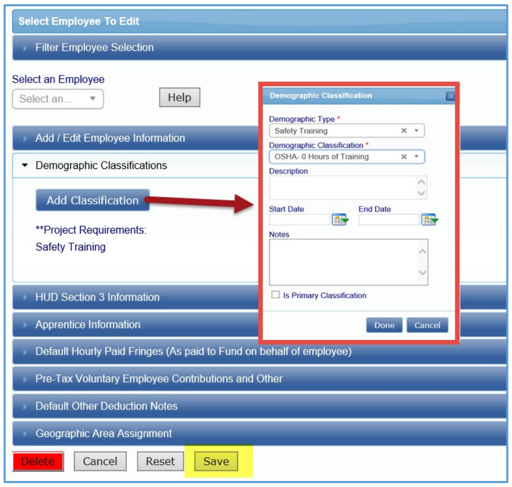
When entering a certified payroll, if an employee does not have a required Demographic Classification selected and saved, the Contractor will receive a notice to go back to the employee's profile and fill in the missing information.

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. Click here or manually go to your Setup Tab >> Add/Edit Employees >> scroll to Demographic Classifications >> Add Classifications. VAL_64.	Play Now	

There is 1 notice

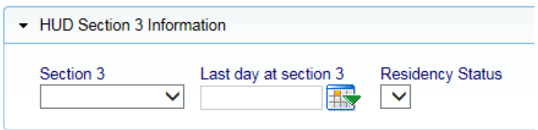
To add the missing Demographic Classification, select the "Click Here" within the notice message to be automatically taken back to the employee screen. Once you are back on the employee profile screen, the requirement information will be listed in the Demographic Classifications section. Enter the appropriate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

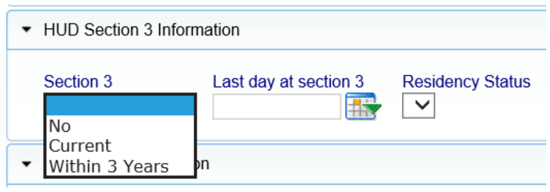


After saving the missing Demographic Classification, you will be taken back to the payroll record with a refreshed page and your notice will be cleared.

HUD section 3 Information

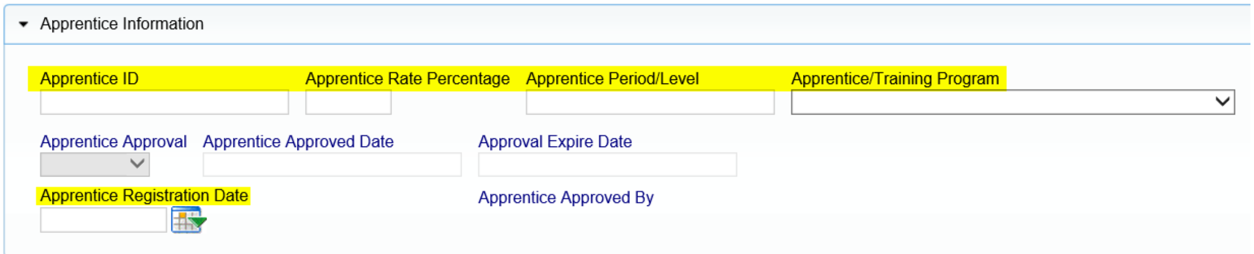
Some database Admins may require that you complete this section. Indicate if the employee lives or has lived in Section 3 housing within the past 3 years. The Residency Status dropdown may be populated if a client wishes to.





Apprentice Information

For employees that are apprentices, it is a best practice to enter the highlighted information for the apprentice. If the database Admin or Agency you are working under requires the entry of this section, you will enter details about the employee's apprentice status. Some database Admins / 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, period or step of apprentice.

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

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

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

Approval Expires Date – Date approval expires.

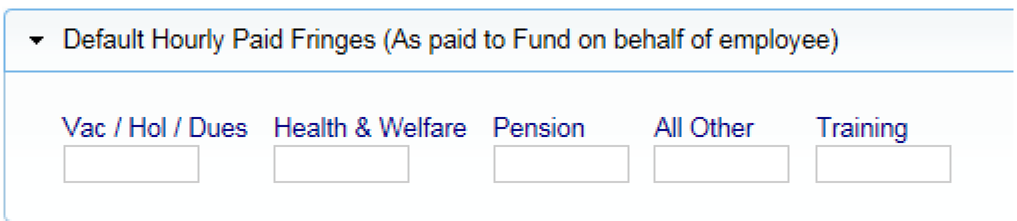
Apprentice Registration Date – Date of original apprentice registration.

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.

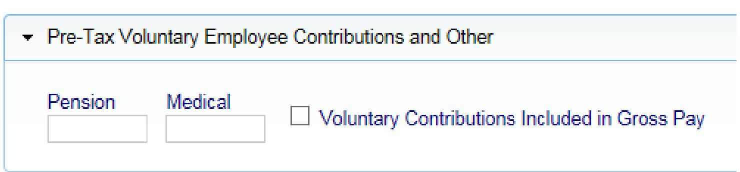
If using, you enter the **hourly fringe rates** paid to approved plans/fund. Payment to several funds might have to be combined into one field. (Keep in mind that if you have any predetermined increases, or your Union updates once a year, you will need to come back to this section and update your fringes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



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.

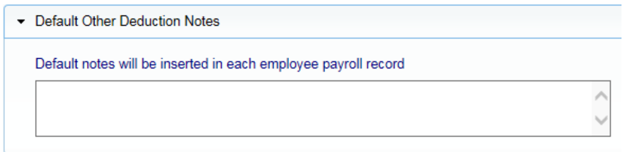
Pre-Tax voluntary employee contributions and other

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



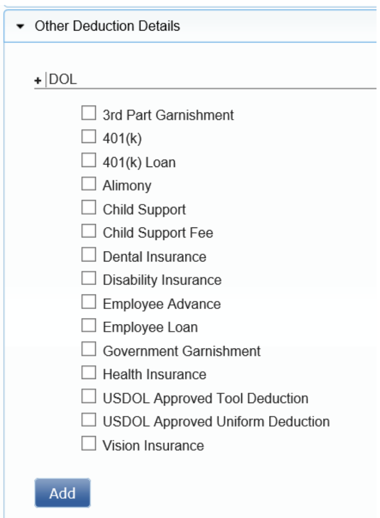
Default Other Deduction Notes

This too is a time-saver entry. If your employee has “other” deductions that are permissible according to the USDOL or your Agency (such as IRS garnishments, child support, a company loan, etc.), these would 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.



Depending on what the Database Admin / Agency 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.

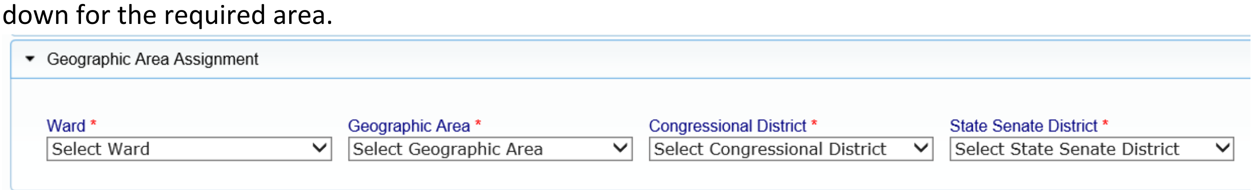
Default Other Deduction Details



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



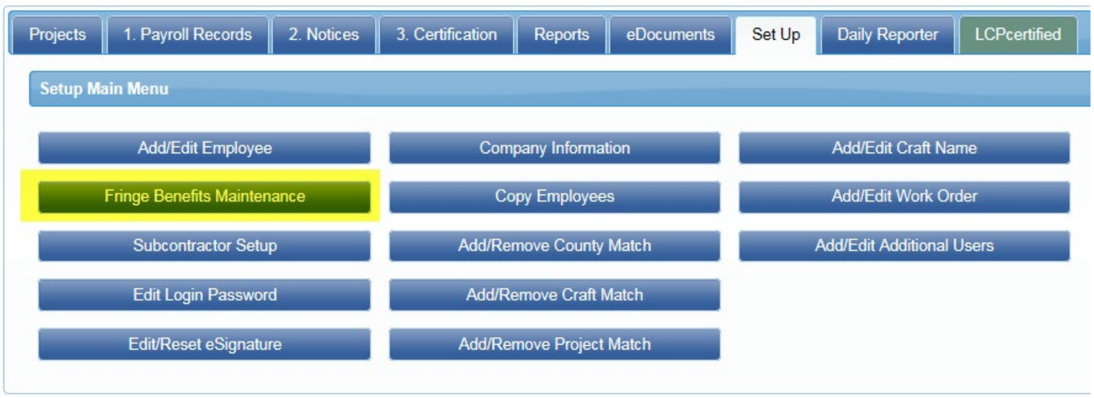
**Please note this is an optional section and you may not see this selection in your employee setup page.

FRINGE BENEFITS MAINTENANCE

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

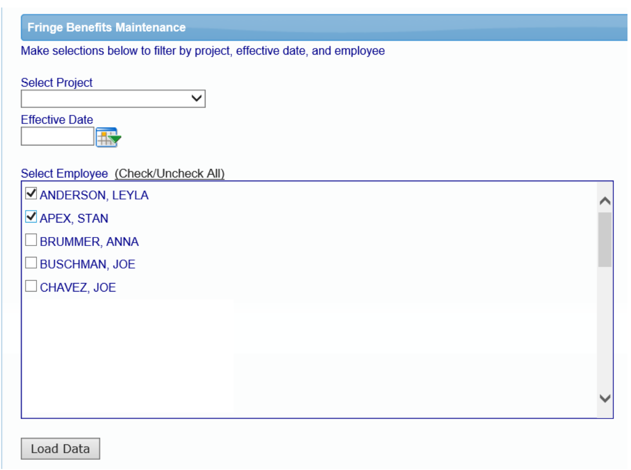
- Reporting for multiple projects with different rates
- Setting up future pre-determined increases
- If all/some of your employees earn the same fringe benefit package

**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

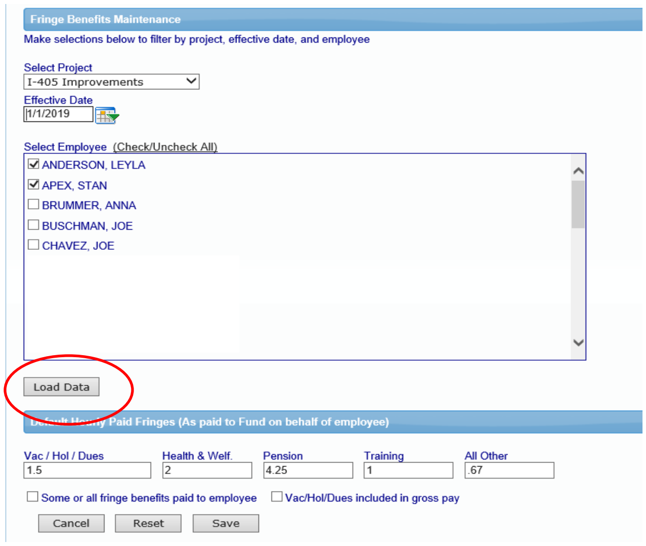
When utilizing the Fringe Benefits Maintenance feature, select a project, effective date, check all employees these rates apply to (click check/uncheck all if this is for all employees listed).

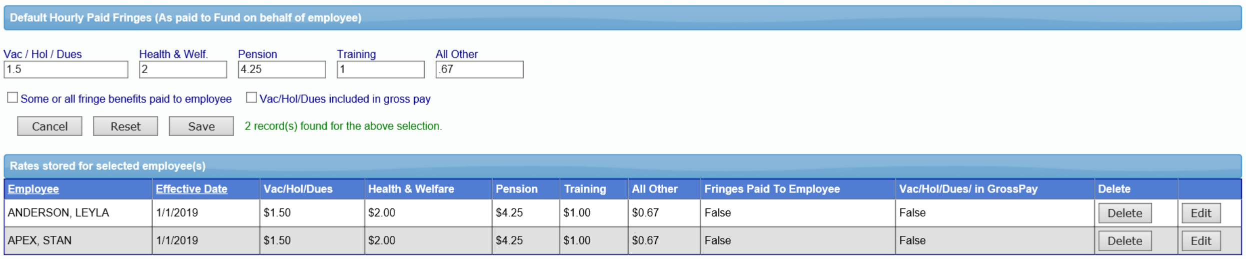


The "Load Data" button is used for pulling up previously entered rates to view, edit, or delete.

After selecting employees, enter the <u>hourly rates</u> for each fringe benefit and click save.

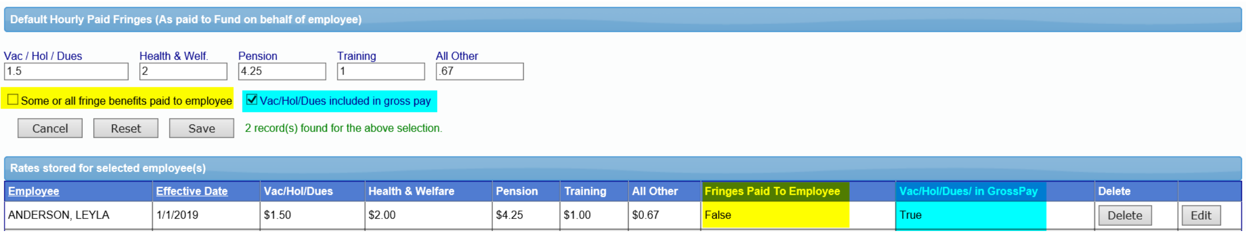
Once you have clicked the Save button, you will see a table showing the dollar values for these specific employees and after this date, the system will utilize these hourly fringe amounts:





Employee	Effective Date	Vac/Hol/Dues	Health & Welfare	Pension	Training	All Other	Fringes Paid To Employee	Vac/Hol/Dues/ in GrossPay	Delete	
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/hold/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.

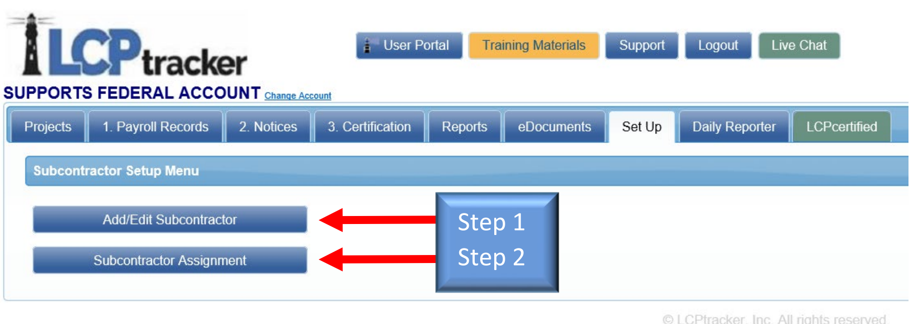


Employee	Effective Date	Vac/Hol/Dues	Health & Welfare	Pension	Training	All Other	Fringes Paid To Employee	Vac/Hol/Dues/ in GrossPay	Delete	
ANDERSON, LEYLA	1/1/2019	$1.50	$2.00	$4.25	$1.00	$0.67	False	True	Delete	Edit

Based on the database configuration by the Admin, 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 prime or go to Projects > Show Info and contact the person listed 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.

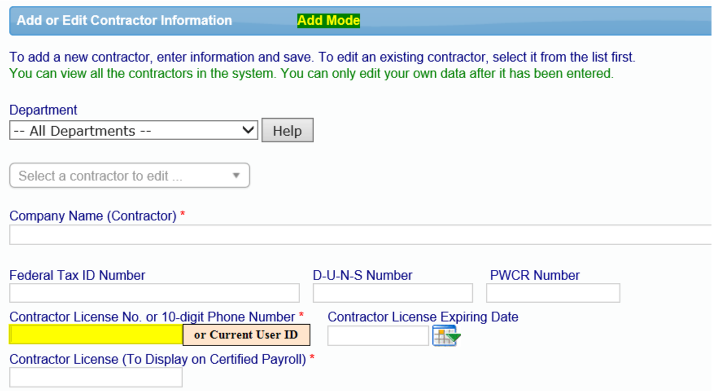
Contractor setup is a two-step process:



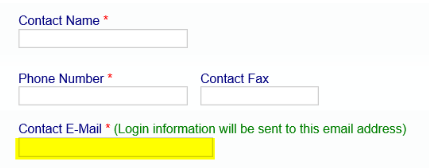
Step 1: Contractor Setup > Add/Edit Subcontractors

To add a new contractor/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.

Some contractors may already be a user of LCPtracker under another agency database. Before adding your contractor, ask if they are a current 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.



All red asterisks fields need to be completed before saving. Please note, some database Admins / Agencies may have additional requirements in addition to the red asterisk fields. Once you have completed your entry, click Save.

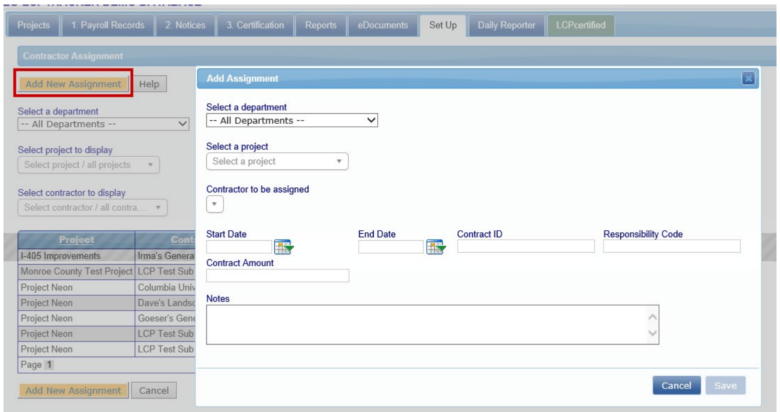
You will receive a pop-up telling you "Contractor has been sent an email notifying them. Don't forget to assign this Contractor to project". You will now move to step 2 of the contractor setup.

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 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



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 Admins 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 Project 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 Admins 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 Admins will require this information. Typically used with an USACE project.

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

Notes – *Optional field*, some Admins 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've saved, your sub will be sent a second email informing them they've been assigned to a project.

N 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

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'll 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 navigation 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.

Edit E-Signature

Use this form to change your existing certification password.

Password Rules:**
- Must be at least 6 characters long
- Must contain at least one lower-case letter and one upper-case letter.
- Must be no longer than 20 characters.

User Id
714-418-5602
E-Signature Password | Repeat Password

Clear Form | Cancel | Save Password

** A password with the following characteristics is recommended:
- At least 8 characters long
- Contains at least one lower-case letter, one upper-case letter, one digit (0-9), and one special character like @#$%^&+=

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**

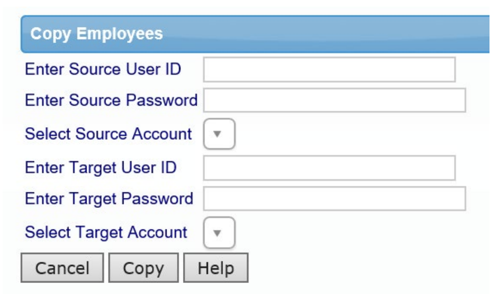
COPY EMPLOYEES

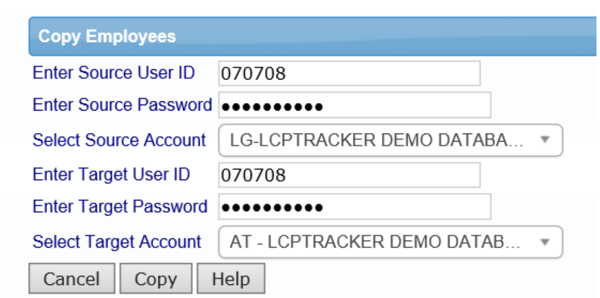
If you are working under multiple Project/Account Owners, you can copy employees from one account to another. However, you may be required to enter additional data for employee setup.

This assist's when you are working for different project 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



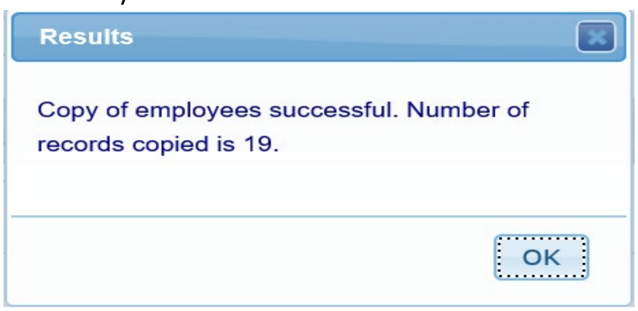


The below is a step-by-step explanation of how LCPtracker copies employees from one database to another.

- 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 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 isn't 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 several of your employees after you've 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

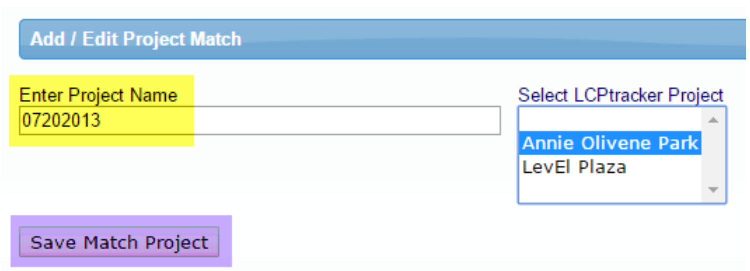
This is used for contractors that are uploading multiple projects at the same time. If you intend to use this, please reach out to Support for more information.

ADD/REMOVE CRAFT MATCH

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

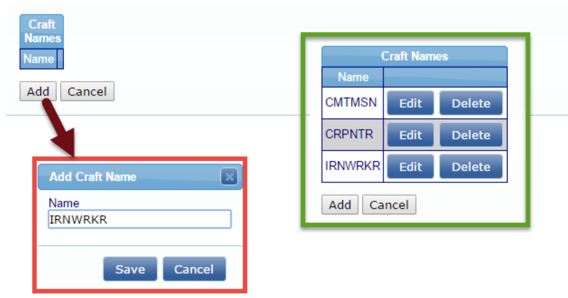
ADD/EDIT CRAFT NAME

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.



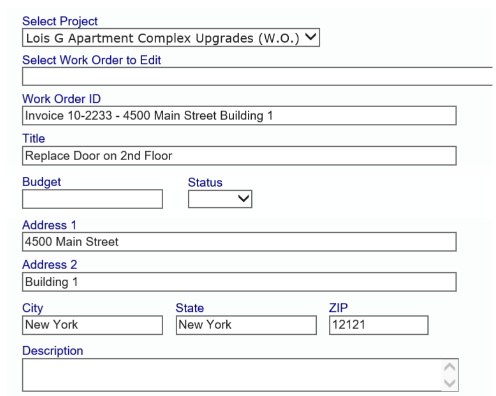
ADD/EDIT WORK ORDER

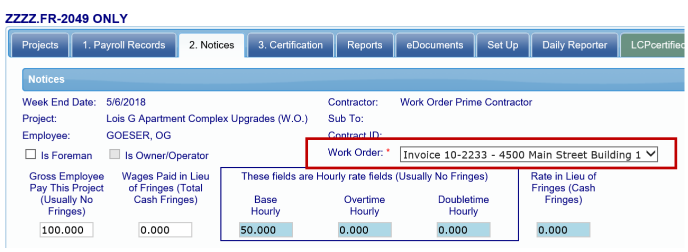
Administrators can designate a project as a work order project and define the work orders. Since the continual entry of new work orders may be time consuming, the prime contractor is permitted to enter work orders also. Project setup can ONLY be done by Administrators and they will mark the project "Require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





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.

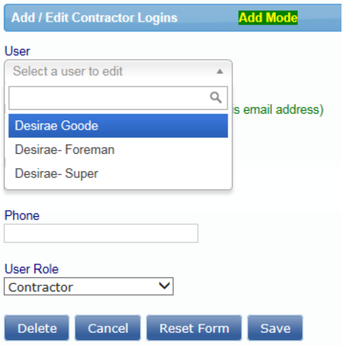
ADD/EDIT ADDITIONAL USERS

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.

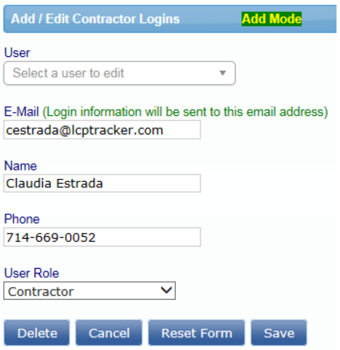
Only the main user ID to the account will have the ability to add or edit additional users. Additional Users will be added and edited under **Set Up > Add/Edit Additional Users.**

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'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 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 agency in the same manner.

DAILY REPORTER USERS

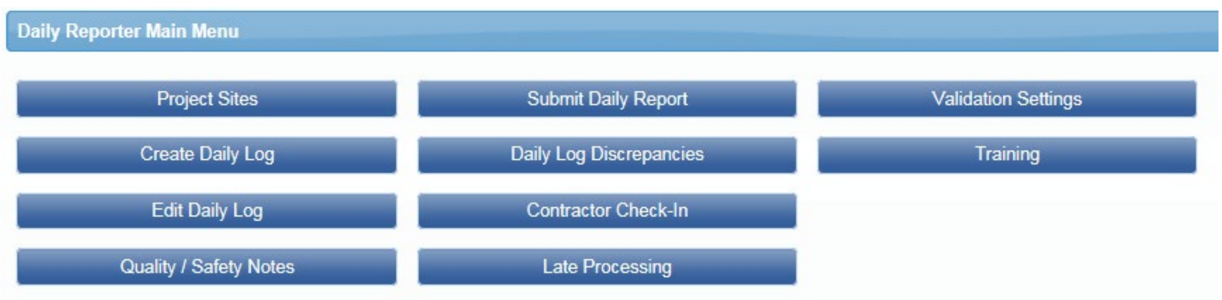
The main users of your account will need to log into your LCPtracker account and setup the Daily Reporter users and their roles. There are three different types of roles that can be assigned to the **Add/Edit Additional Users** for those using Daily Reporter – Daily Reporter Manager Role (can only be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

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



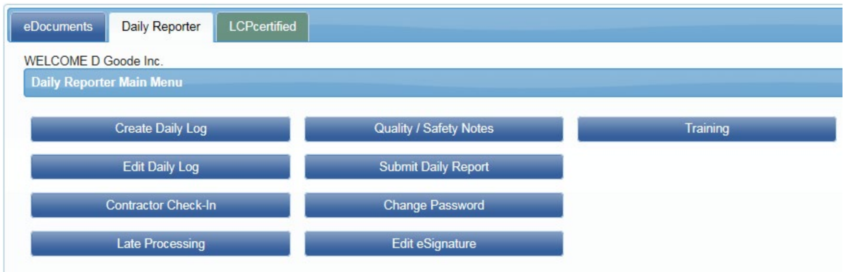
Daily Reporter Superintendent Role

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).

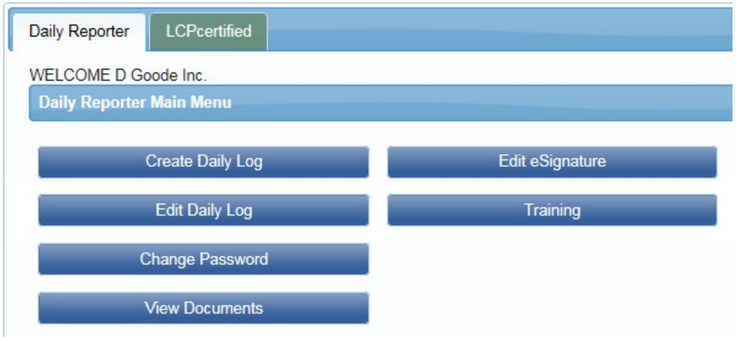


Daily Reporter Foreman Role

Foreman Role will only see the Daily Reporter navigation 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

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

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 agency to agency.

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

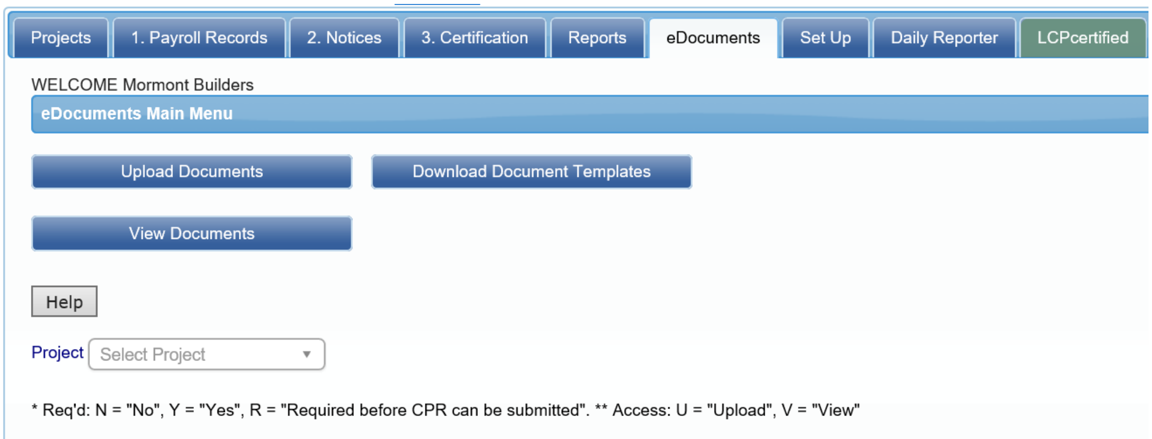
Document Types for Upload

The Administrator or Agency 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 Admin/Agency:

- **N** – Not Required; meaning that they are sent on request from the Agency Administrator and/or Prime Approver
- **Y** – Yes; meaning that that they are required
  - 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.
- **R** – Required; meaning that they are required by every contractor/subcontractor before you can submit CPR's.

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.

LCPtracker



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

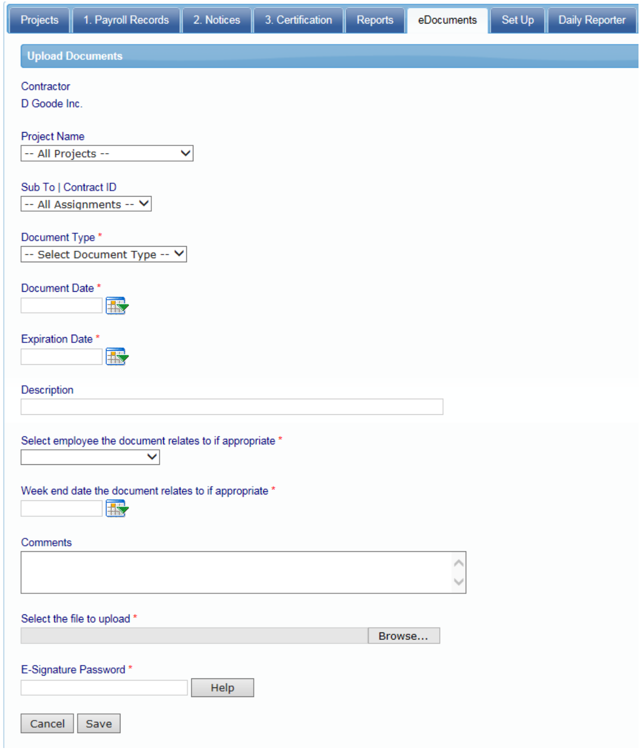
You can download any documents the Administrator has posted for your use by going to **eDocuments > Download Document Templates**. Simply click on the underlined link and your browser will start the viewing/download process.

E-Documents Templates
Templates Available For Download
Template Name
Authorization for Payroll Deductions
Certified Payroll Authorized Signature Letter
Child Support Order
Contractor Setup Form Template
SF-1444

The Administrator / Agency 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/ 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, 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.

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 Admins/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 Admin/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 – Employee specific forms may have this set as a requirement by the Admin/Agency

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 password, you can create a new one under **Set Up > Edit/Reset eSignature**

View Documents

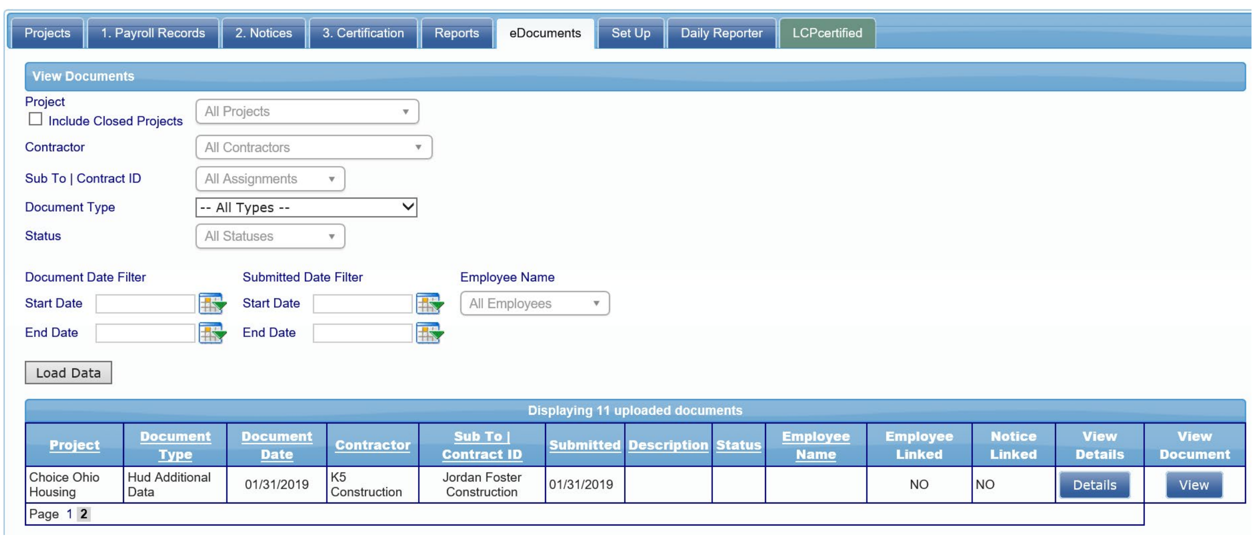
When you click on the View Documents button, you can select filters from the drop-down lists to only show the documents you are looking for. The following list can be filtered on:

- 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 filter 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.



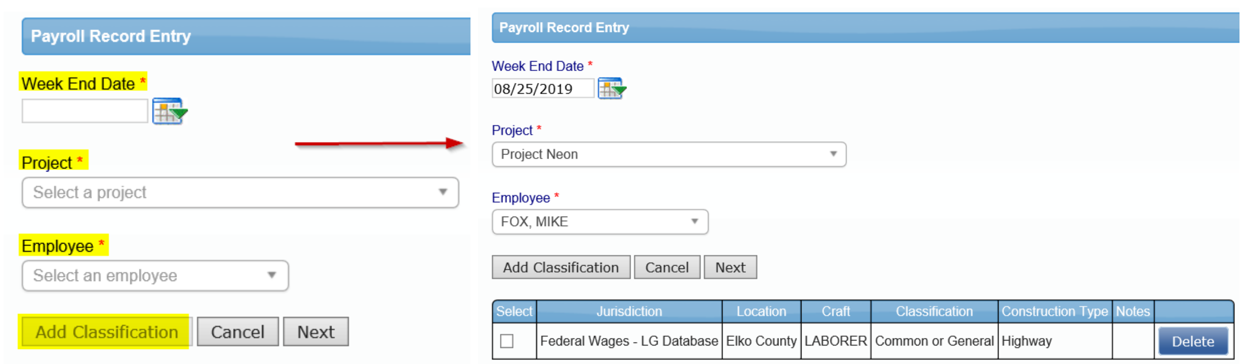
1. PAYROLL RECORDS

Enter Records

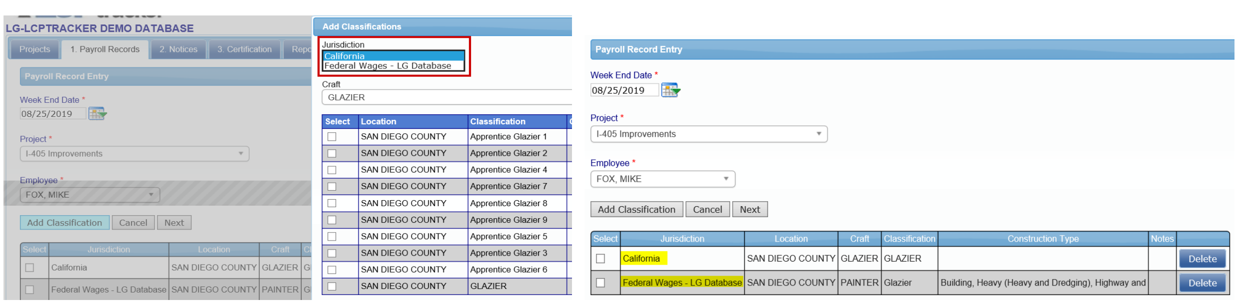
To begin entering your payroll data, you will first select the Project you want to enter payroll records for. Be careful to choose the correct project. Some contractors may be assigned to more than one project. If you accidentally selected the wrong project and completed the certification of your payroll, you will need to reach out to the database Admin 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.

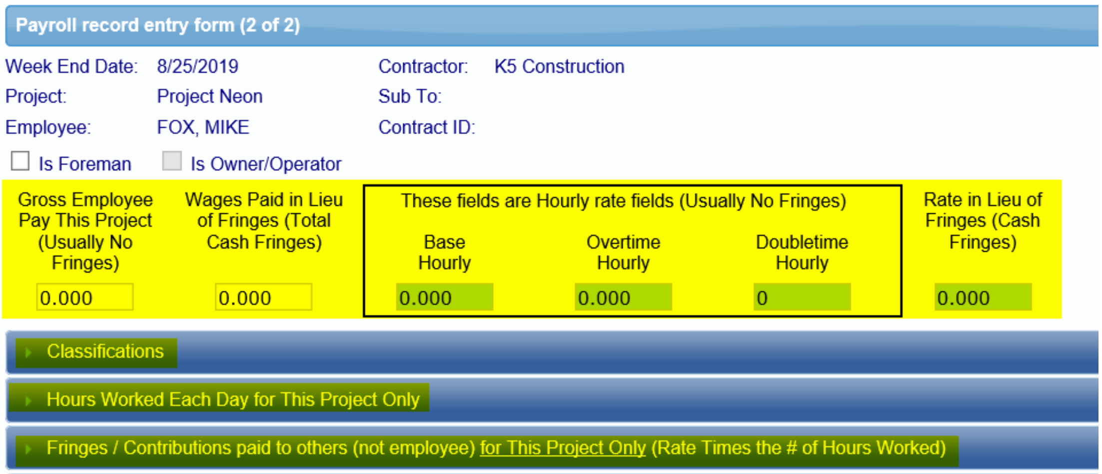


Note: if you are working on a project that is dual funded, you will need to select a craft/classification for each jurisdiction assigned to your project.



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.

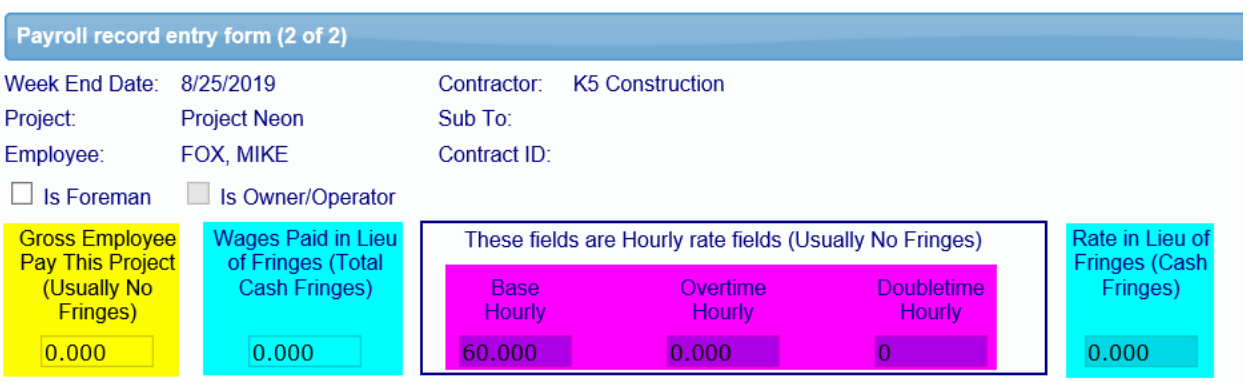
The following four sections of a CPR entry are for reporting all hours worked and wages paid for a single week. You can tab through the screen or use your mouse to click the fields to enter data.



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.



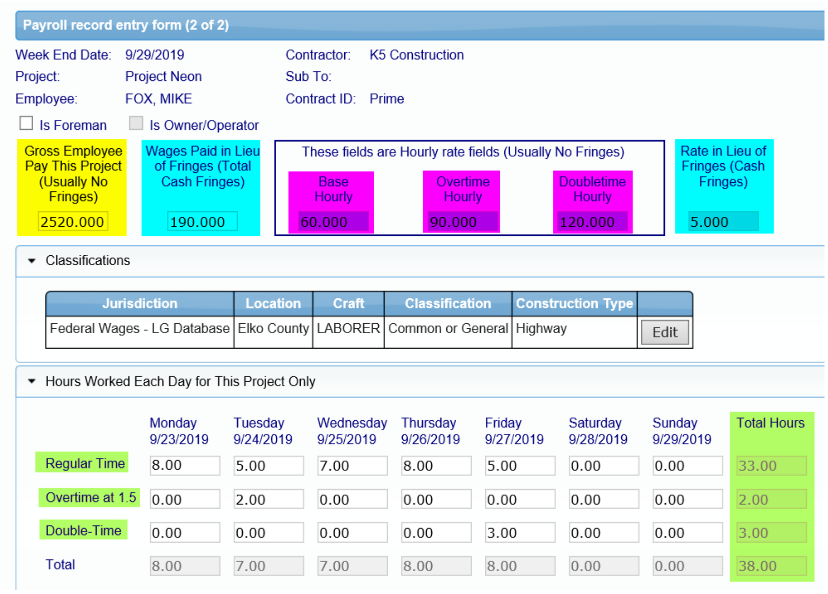
Gross Employee Pay this Project should be equal to the hourly rate fields times the hours posted on this payroll record. This amount does NOT include fringes. It is usually the amount that is provided by your payroll system for this project only. If you pay additional fringes in cash to the employee 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 3rd party or when the fringe benefits paid to a 3rd 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 3rd 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.



Base Hourly	60.00 X 33 = 1,980
OT Hourly	90.00 X 2 = 180
DT Hourly	120 X 3 = 360
Total Gross	2,520.00
Cash Fringe	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.

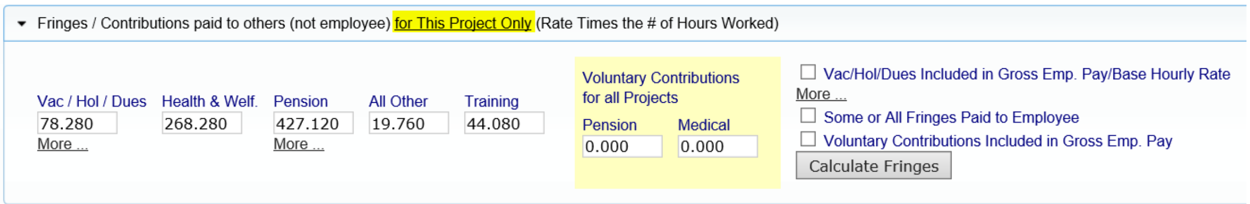
- Hours Worked Each Day for This Project Only

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.

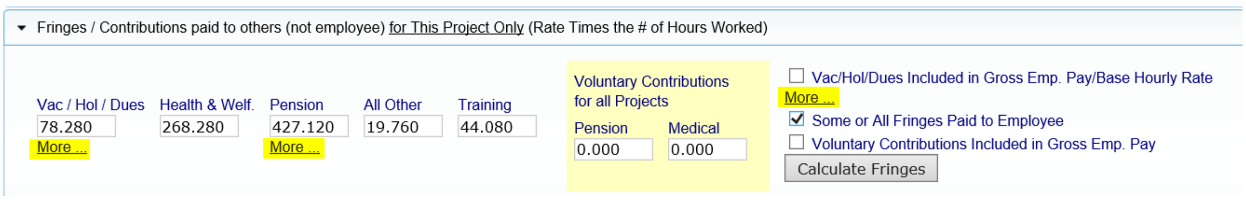
- Fringes/Contributions Paid to Others (not employee) for This Project Only

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 3rd 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.



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.



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

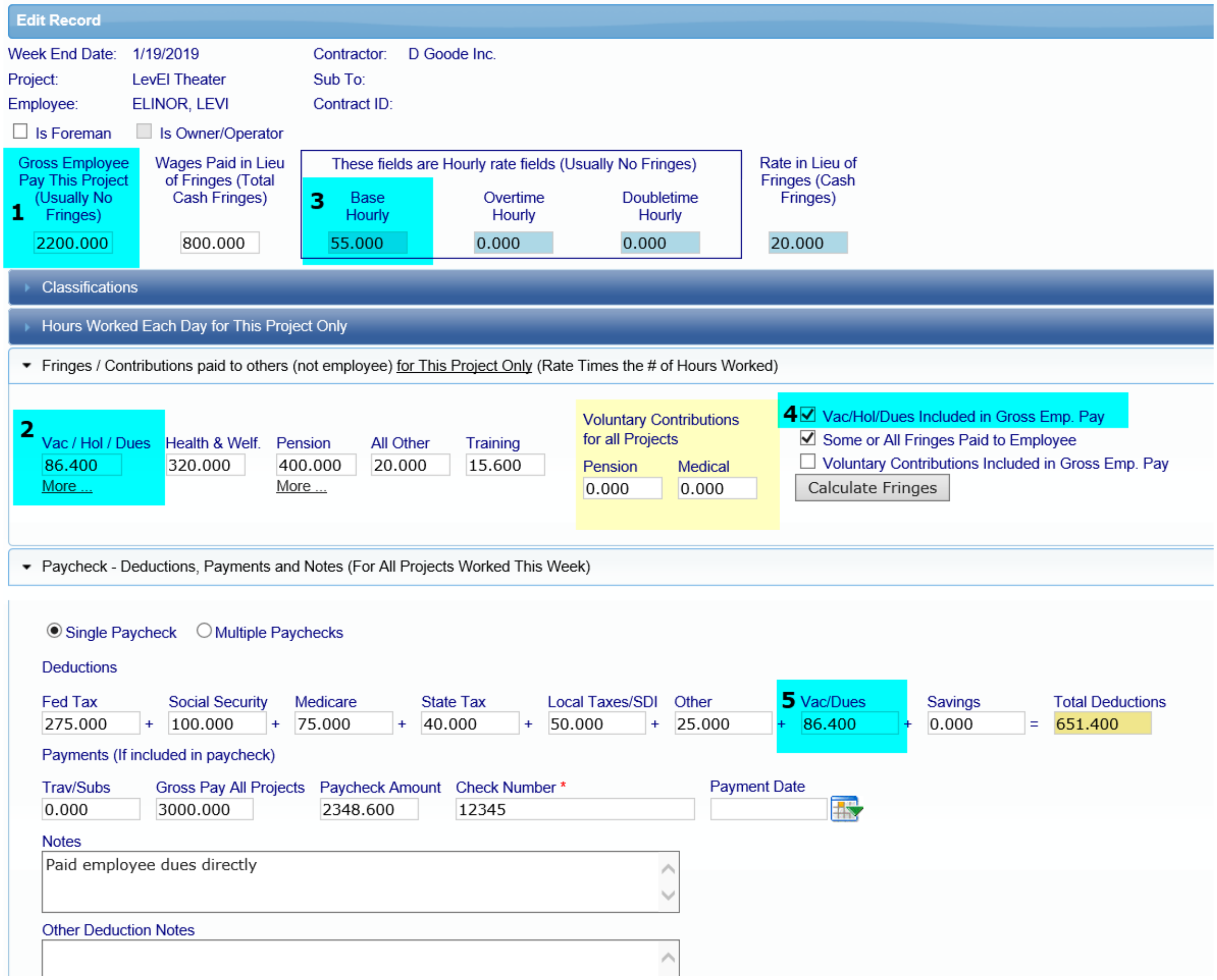
- Vacation / Holiday Directions

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 don't utilize any of the scenarios described below, do NOT check the "Vac/Hol/Dues included in Gross Emp. Pay" box.)

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/Dues box located in the "Fringes / Contributions paid to others (not employees)" section [**hourly fringe amount x amount 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



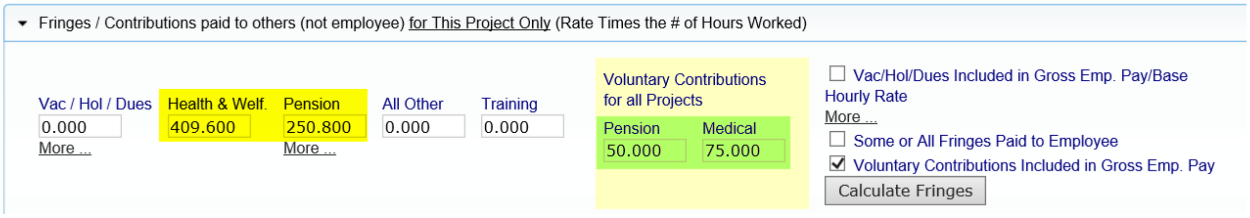
**** For California State Prevailing Wages: please remember to check the wage decision footnotes for messaging containing the applicability of vac/hol/dues included in base rate, and be aware of what is acceptable**

- ## 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 Admins/Agencies 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).



- Deductions, Payments and Notes

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

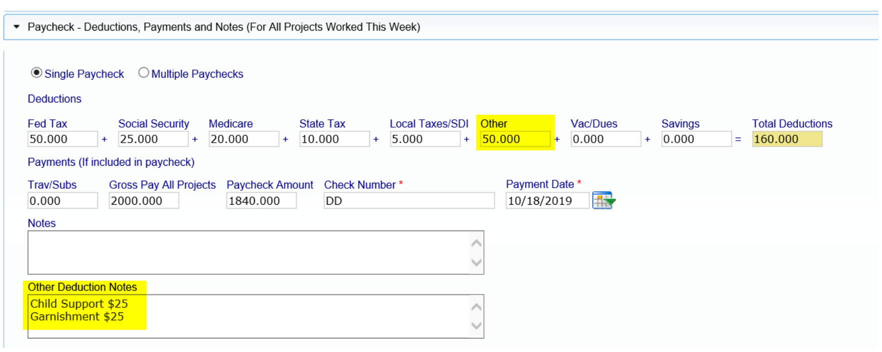
Enter the deductions for each field that is applicable. When manually entering the deductions, the total deduction field will automatically calculate the values entered. The Other field will be explained in more detail below.

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.

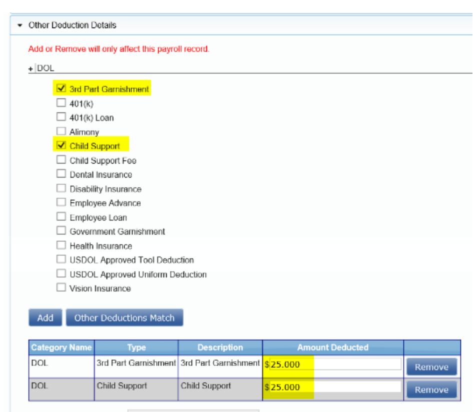
The “Other” field is where you would enter Other Deductions withheld from your employee’s paycheck.



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.

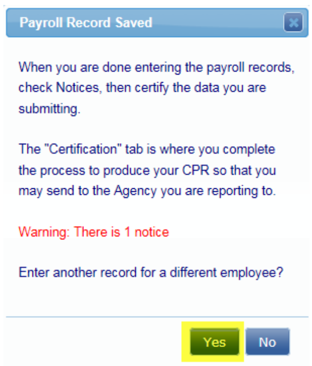
Depending on how the Admin/Agency has setup their requirements, you may be required to enter a comment in the Other Deduction Note section or select from a detailed list of Other Deductions setup by the database Admin. In some cases, you may be required to enter both.

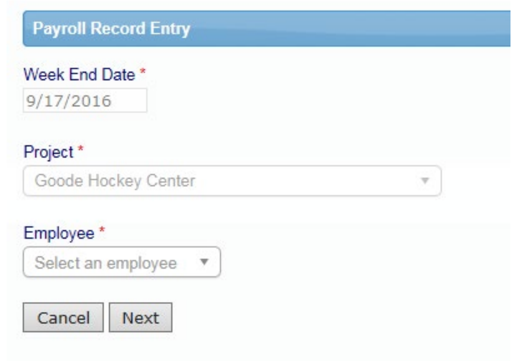
For more information on the Detailed Other Deduction feature, please refer to the Training Materials section or reach out to your database Admin/Agency.



- 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 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).

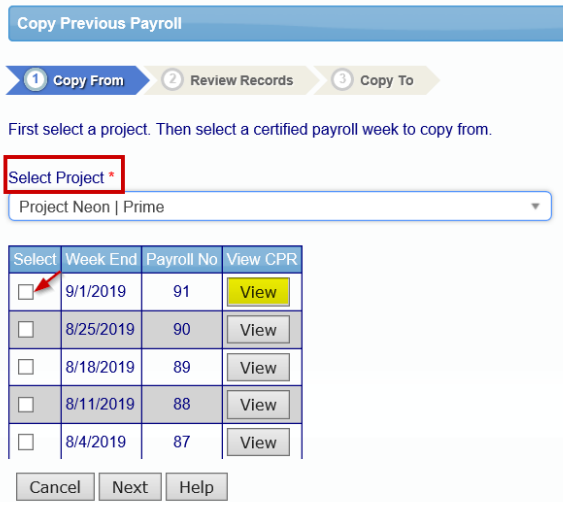




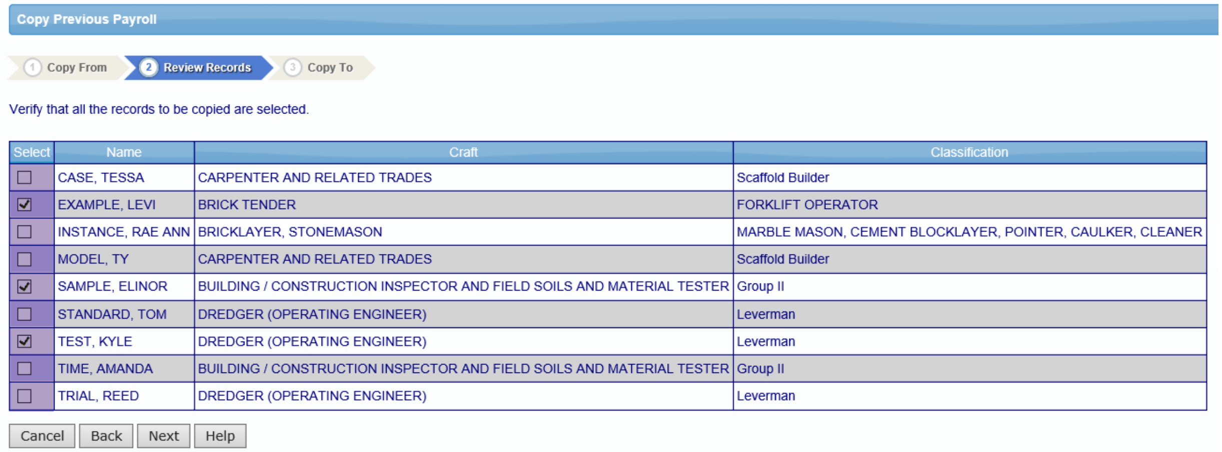
Copy Previous Payroll

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. 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've got the week you're looking for, **select the box** for the week you want to copy and then click **Next** to move onto the next page.

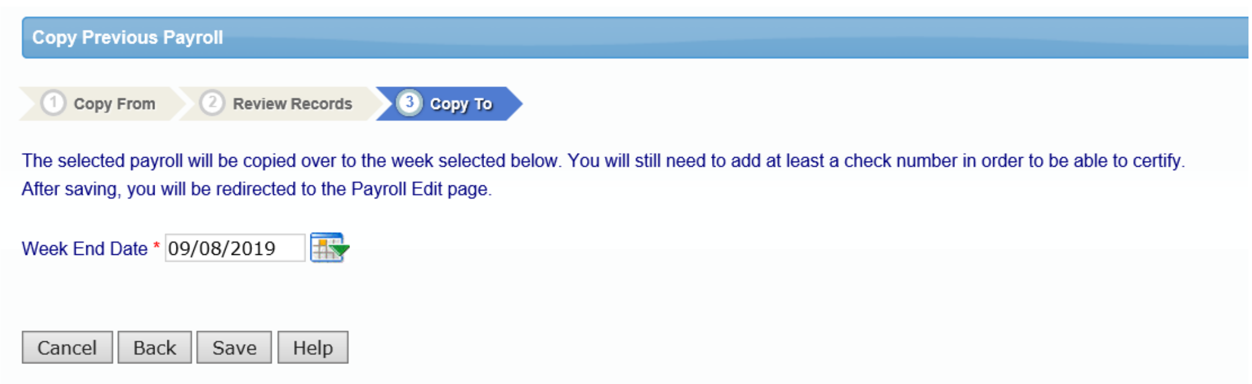


Next you will see the payroll records that were submitted on the CPR you are choosing to copy from. You may choose to copy all employees by leaving all boxes checked or only copy a few employees by un-checking the employees you do not want to copy.



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

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 will 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 under "Edit Uncertified Payroll Records".

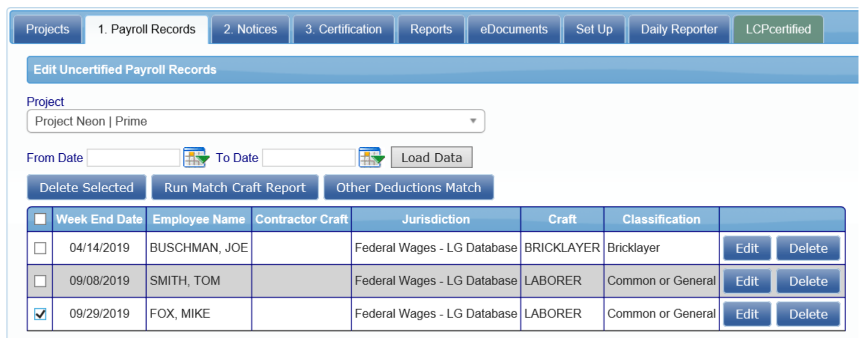
If you realize that you need to add more employees to the week you are about to submit, you can go back to Copy Previous Payroll and copy another payroll, or manually enter another record under Enter Records. Be sure to choose the same week end date that you have been using on all previous steps.

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

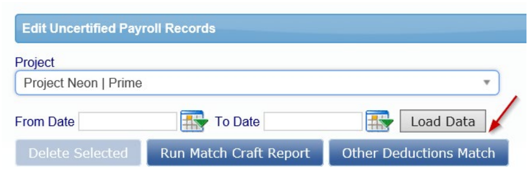
Edit Uncertified Payroll Records

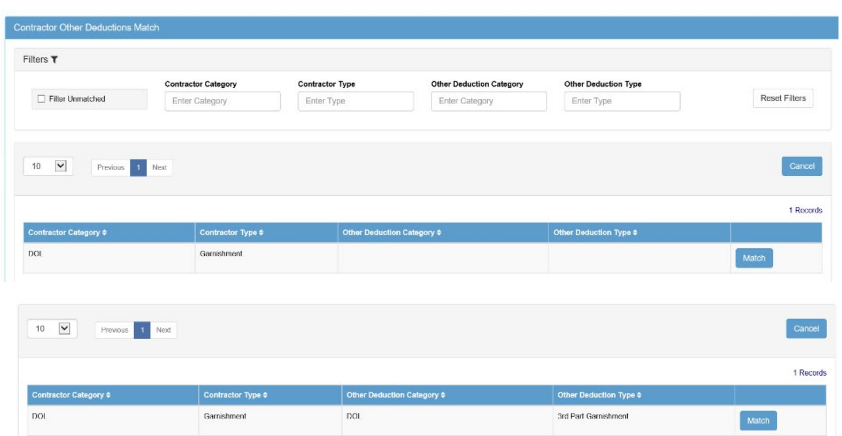
To edit a payroll record that has been entered but NOT yet certified, select **Edit Uncertified Payroll Records**. You may edit individual records or delete records added in error. The edit record screen is the same as the payroll entry screen. Remember to click **Save** after making any changes to the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

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.



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





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.

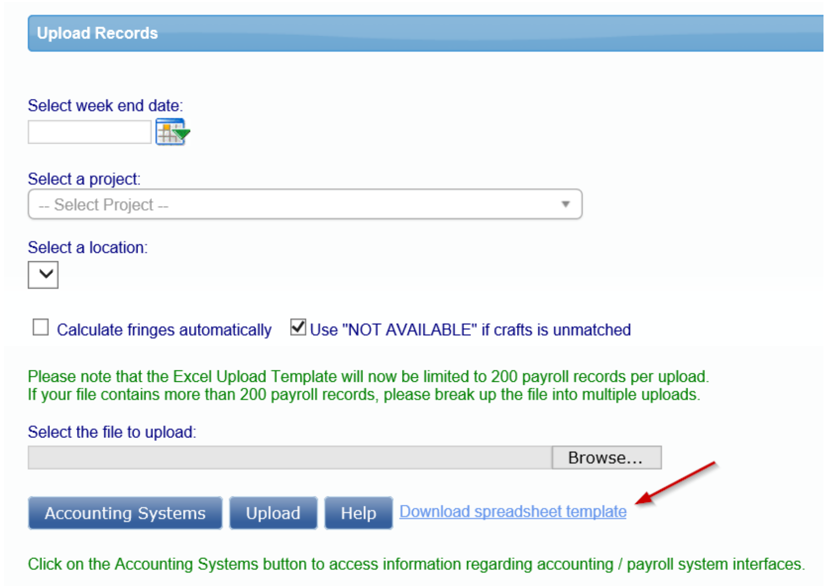
The second upload method is to use the standard interface template defined by LCPtracker. This is an Excel spreadsheet template with specifically defined columns. The Upload Records function is intended to provide a function for the uploading of payroll records from a spreadsheet. This may not only improve 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.



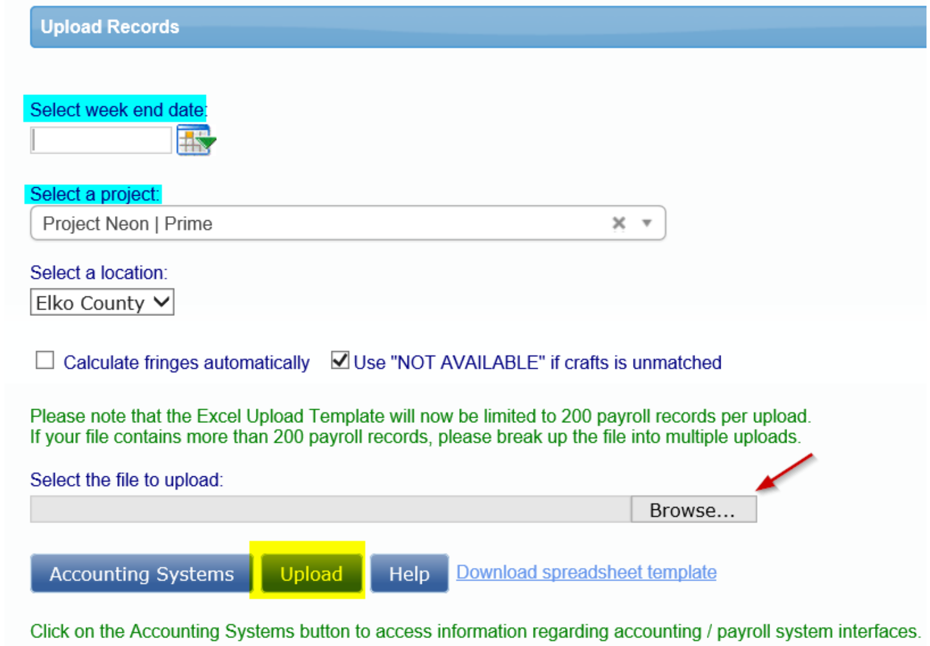
- ### Uploading Process

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

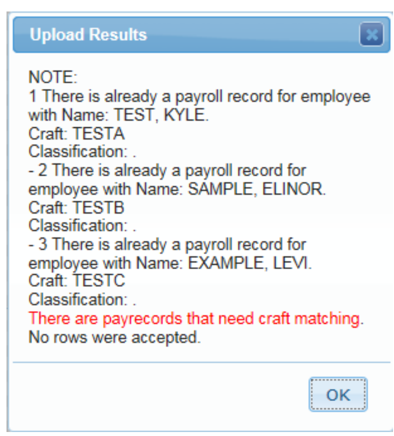
Remember the upload process will also create your employees in Set Up, Add/Edit Employees section if you did not already manually enter. You may need to manually adjust certain requirements on your employee setup depending on the Admin/Agency requirements.

Go to Payroll Records >> 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),
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.

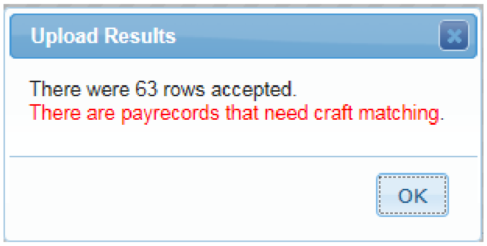


If there are any issues the system does not accept on any rows, it will give you pop-up message (example below).



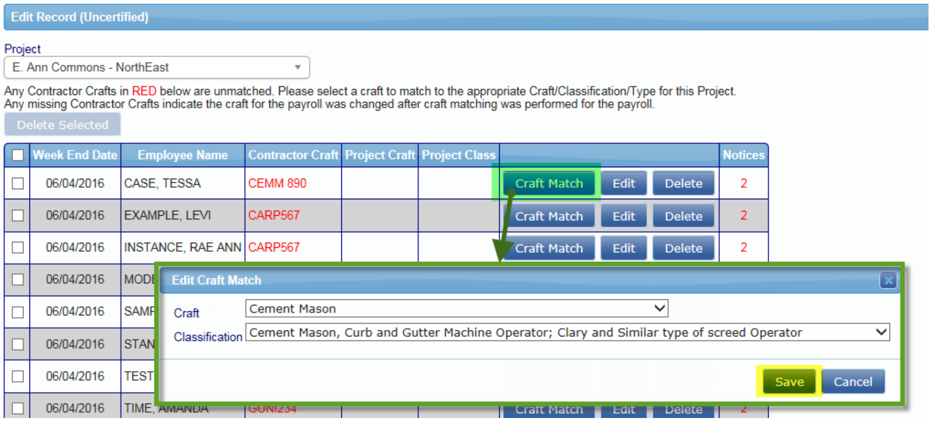
• Craft Matching in the Edit Record

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

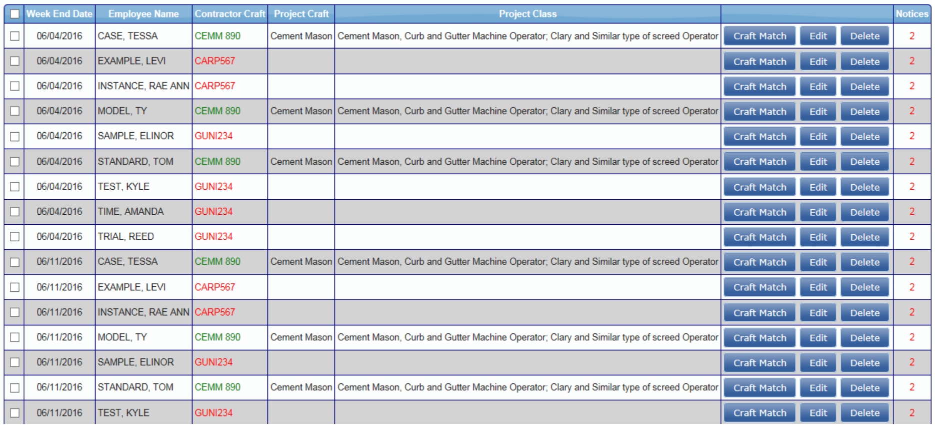


Go to ***1. Payroll Records*** > ***Edit Uncertified Payroll Records***

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 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	Craft Match Edit Delete	2
06/04/2016	EXAMPLE, LEVI	CARP567			Craft Match Edit Delete	2
06/04/2016	INSTANCE, RAE ANN	CARP567			Craft Match Edit Delete	2
06/04/2016	MODEL, TY	CEMM 890	Cement Mason	Cement Mason, Curb and Gutter Machine Operator; Clary and Similar type of screed Operator	Craft Match Edit Delete	2
06/04/2016	SAMPLE, ELINOR	GUNI234			Craft Match Edit Delete	2
06/04/2016	STANDARD, TOM	CEMM 890	Cement Mason	Cement Mason, Curb and Gutter Machine Operator; Clary and Similar type of screed Operator	Craft Match Edit Delete	2
06/04/2016	TEST, KYLE	GUNI234			Craft Match Edit Delete	2
06/04/2016	TIME, AMANDA	GUNI234			Craft Match Edit Delete	2
06/04/2016	TRIAL, REED	GUNI234			Craft Match Edit Delete	2
06/11/2016	CASE, TESSA	CEMM 890	Cement Mason	Cement Mason, Curb and Gutter Machine Operator; Clary and Similar type of screed Operator	Craft Match Edit Delete	2
06/11/2016	EXAMPLE, LEVI	CARP567			Craft Match Edit Delete	2
06/11/2016	INSTANCE, RAE ANN	CARP567			Craft Match Edit Delete	2
06/11/2016	MODEL, TY	CEMM 890	Cement Mason	Cement Mason, Curb and Gutter Machine Operator; Clary and Similar type of screed Operator	Craft Match Edit Delete	2
06/11/2016	SAMPLE, ELINOR	GUNI234			Craft Match Edit Delete	2
06/11/2016	STANDARD, TOM	CEMM 890	Cement Mason	Cement Mason, Curb and Gutter Machine Operator; Clary and Similar type of screed Operator	Craft Match Edit Delete	2
06/11/2016	TEST, KYLE	GUNI234			Craft Match Edit Delete	2

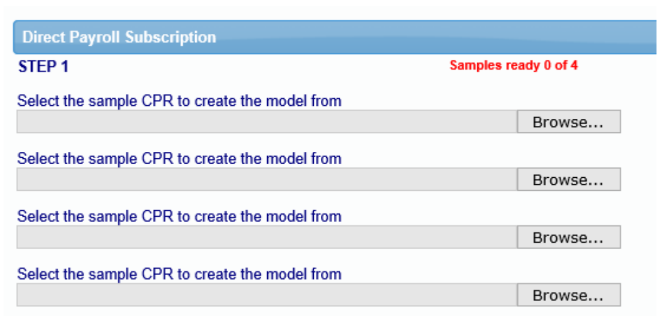
Direct Payroll Subscription

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

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

- ### Submit Samples

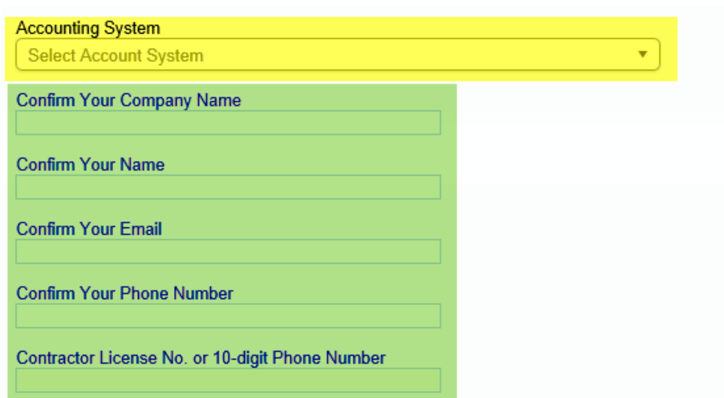
We will ask for 4 samples of your payroll report in either a PDF or CSV format.



The more detailed the files, the better. For example, files with overtime and double-time hours, multiple crafts worked by 1 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

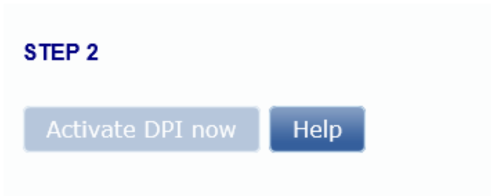
Once you've uploaded the samples, select the accounting system you use and confirm that the contact information is correct.



- ### 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'll report to within LCPtracker.

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 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 Admin/Agency setup, some notices may go directly to the Admin 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**:

To view the details of a notice, and to edit the payroll entry, click on 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 rules setup by the Admin/Agency. 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 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 regard 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 don't match; this will be seen by the prime.

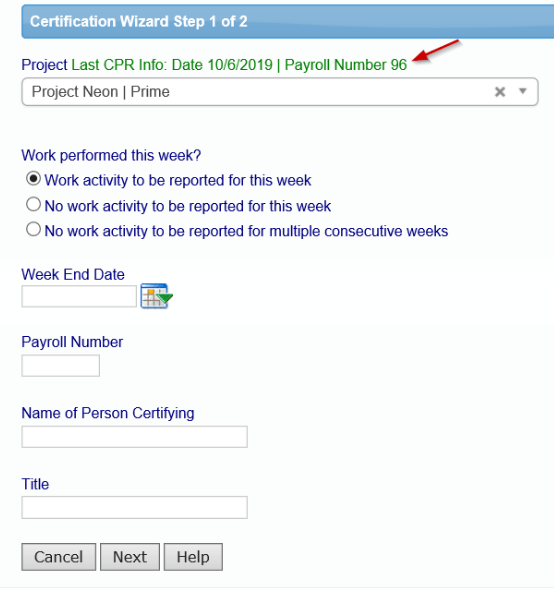
3. CERTIFICATION

Certification is the process of submitting your certified payroll report. To certify, all 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 week end 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



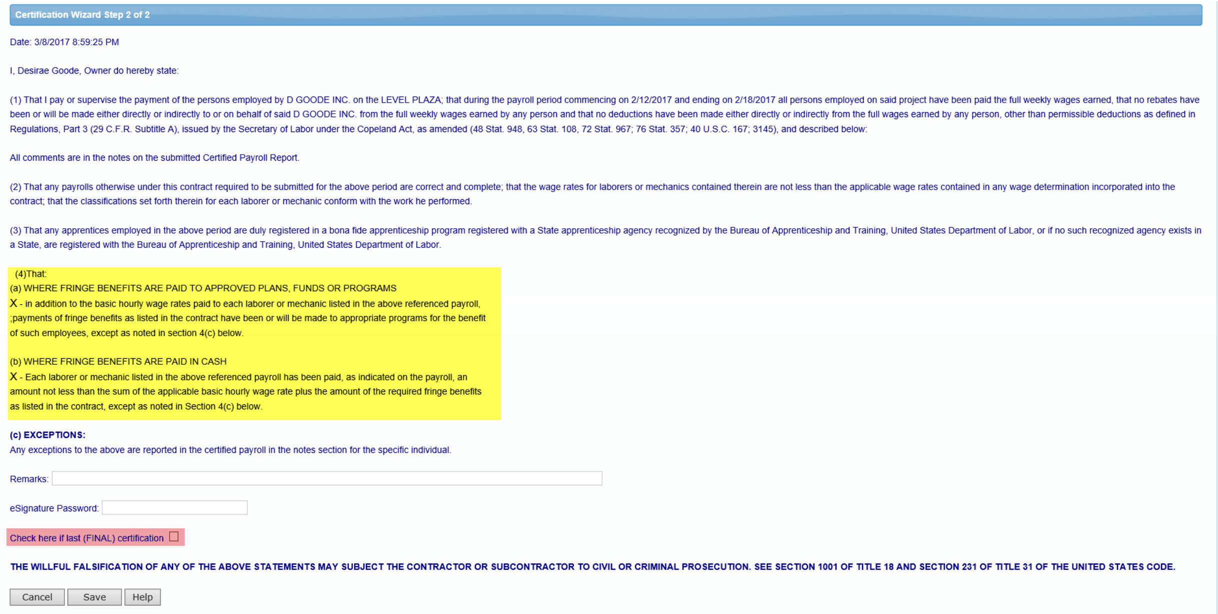
Be sure you are choosing the same project that you just entered payroll records for under the **1. Payroll Records** tab. As mentioned previously, be sure that if you are assigned to more than one project that you are entering payroll for the correct project. As of this publication, if the project name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

Certification Step 2

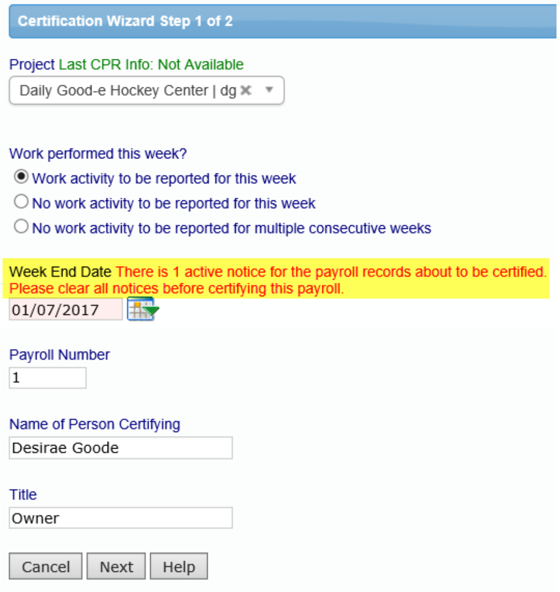
Step two of the wizard will be the Statement of Compliance (SOC). Depending on the Agency you're working under, the settings will determine what the SOC will look like. It's highly suggested that you read the SOC before entering your eSignature password and submitting.

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.



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](#)).



LCPtracker

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

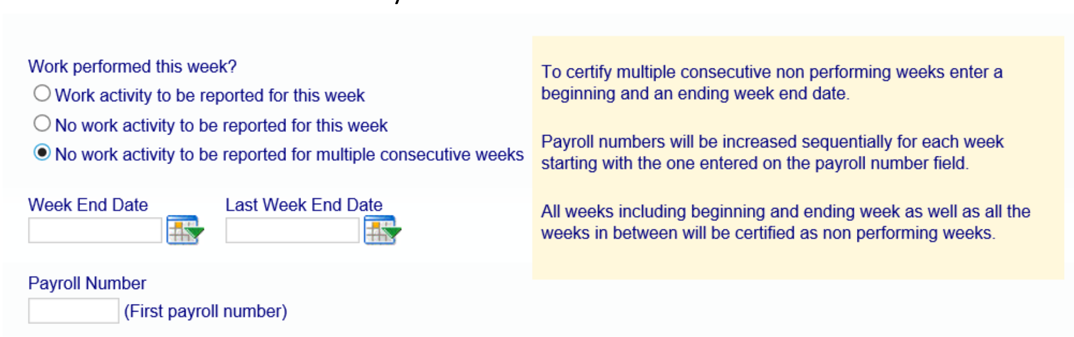
Non-Performing Week

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.

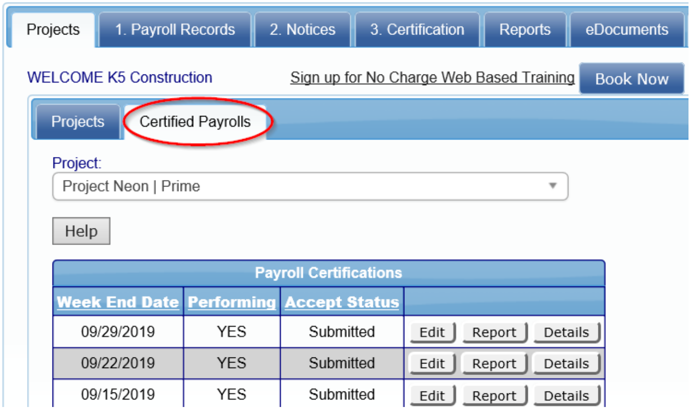
For multiple weeks of non-performance, select **No work activity to be reported for multiple consecutive weeks** option. You now have two calendar fields.

It'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.



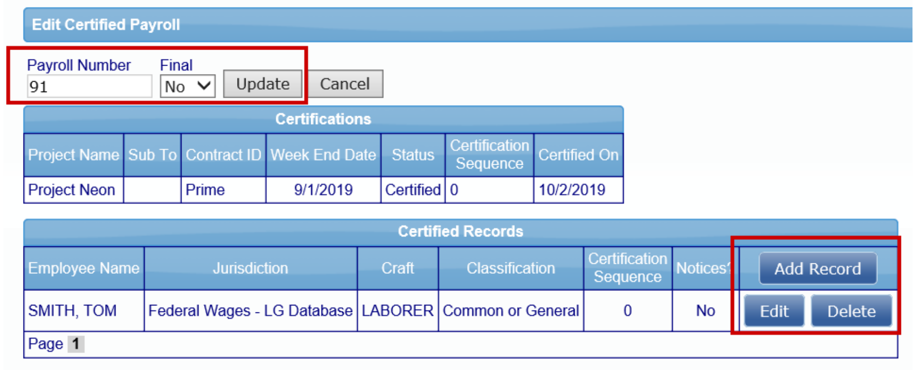
Editing Certifications

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.



Edit Certified Payroll

Payroll Number: 91 | Final: 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	Add Record
SMITH, TOM	Federal Wages - LG Database	LABORER	Common or General	0	No	Edit Delete

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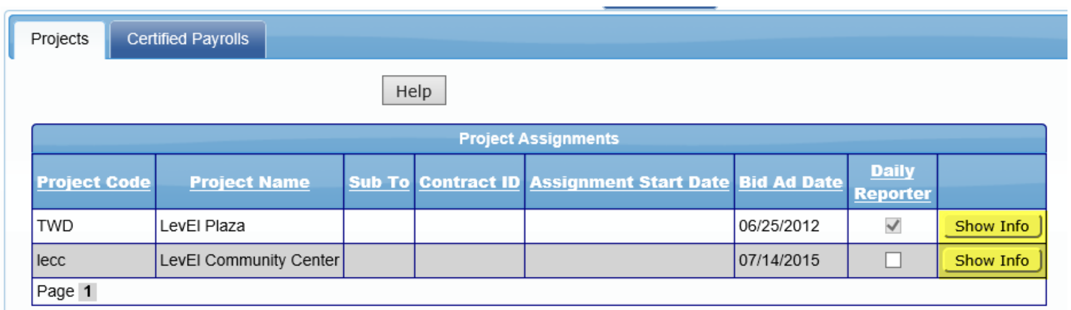
You cannot, however, delete the entire week completely from the system. Only primes/administrators and/or the Agency in charge can do this. Click on the **Show Info** for that contact information. Typically, they will only delete if the incorrect week end date or if you submitted under the incorrect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



Projects | Certified Payrolls

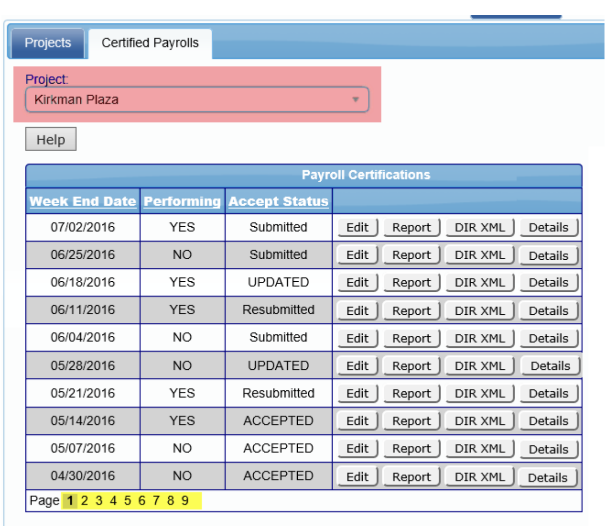
Help

Project Assignments

Project Code	Project Name	Sub To	Contract ID	Assignment Start Date	Bid Ad Date	Daily Reporter	
TWD	LevEl Plaza				06/25/2012	☑	Show Info
lecc	LevEl Community Center				07/14/2015	☐	Show Info

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

Help

Payroll Certifications

Week End Date	Performing	Accept Status				
07/02/2016	YES	Submitted	Edit	Report	DIR XML	Details
06/25/2016	NO	Submitted	Edit	Report	DIR XML	Details
06/18/2016	YES	UPDATED	Edit	Report	DIR XML	Details
06/11/2016	YES	Resubmitted	Edit	Report	DIR XML	Details
06/04/2016	NO	Submitted	Edit	Report	DIR XML	Details
05/28/2016	NO	UPDATED	Edit	Report	DIR XML	Details
05/21/2016	YES	Resubmitted	Edit	Report	DIR XML	Details
05/14/2016	YES	ACCEPTED	Edit	Report	DIR XML	Details
05/07/2016	NO	ACCEPTED	Edit	Report	DIR XML	Details
04/30/2016	NO	ACCEPTED	Edit	Report	DIR XML	Details

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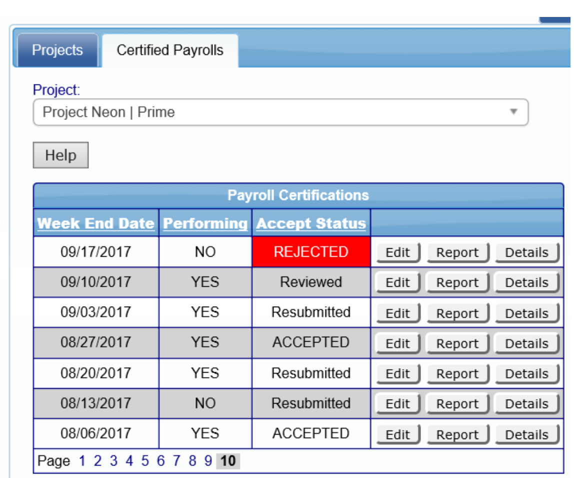

Projects | Certified Payrolls

Project: Project Neon | Prime

Help

Payroll Certifications

Week End Date	Performing	Accept Status			
09/17/2017	NO	REJECTED	Edit	Report	Details
09/10/2017	YES	Reviewed	Edit	Report	Details
09/03/2017	YES	Resubmitted	Edit	Report	Details
08/27/2017	YES	ACCEPTED	Edit	Report	Details
08/20/2017	YES	Resubmitted	Edit	Report	Details
08/13/2017	NO	Resubmitted	Edit	Report	Details
08/06/2017	YES	ACCEPTED	Edit	Report	Details

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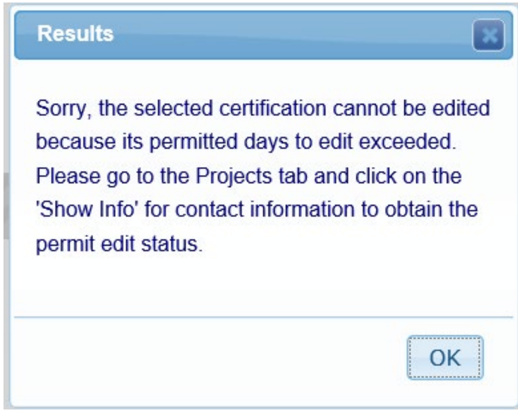
If you are locked out and unable to edit due to **permitted days to edit exceeded,** you need to locate the contact for the project. You can do this on the **Projects** tab. Find the project you wish to edit and click on the **Show Info** button. This will provide you with their name, email and phone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

NOTE: LCPtracker cannot give permission to edit payrolls; this is a function of the Prime/Administrator and/or Agency in charge.



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

- 714-669-0052 option 4, or Live Chat, or support@lcptracker.com

