



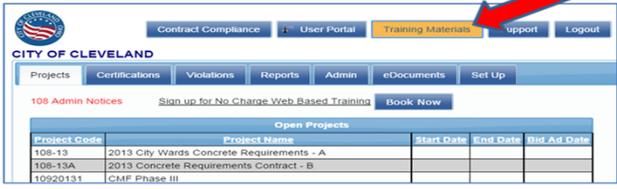
# LCPtracker Contractor Training

  
Labor Compliance Software  
Last Update: 04/15/14

Presented by:  
City of Cleveland

## LCP Contractor Training Video

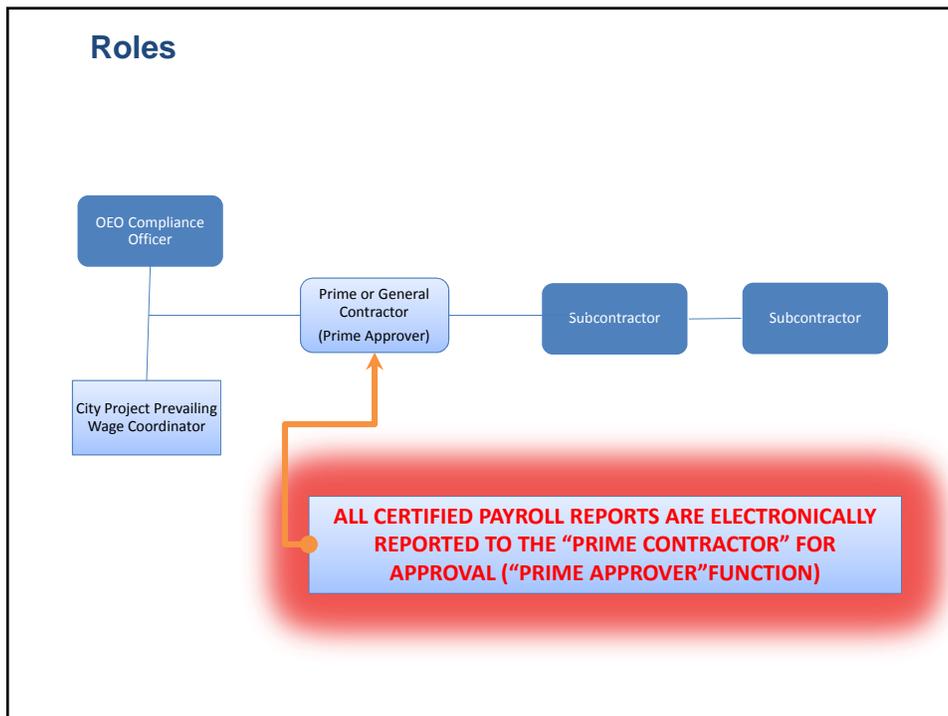
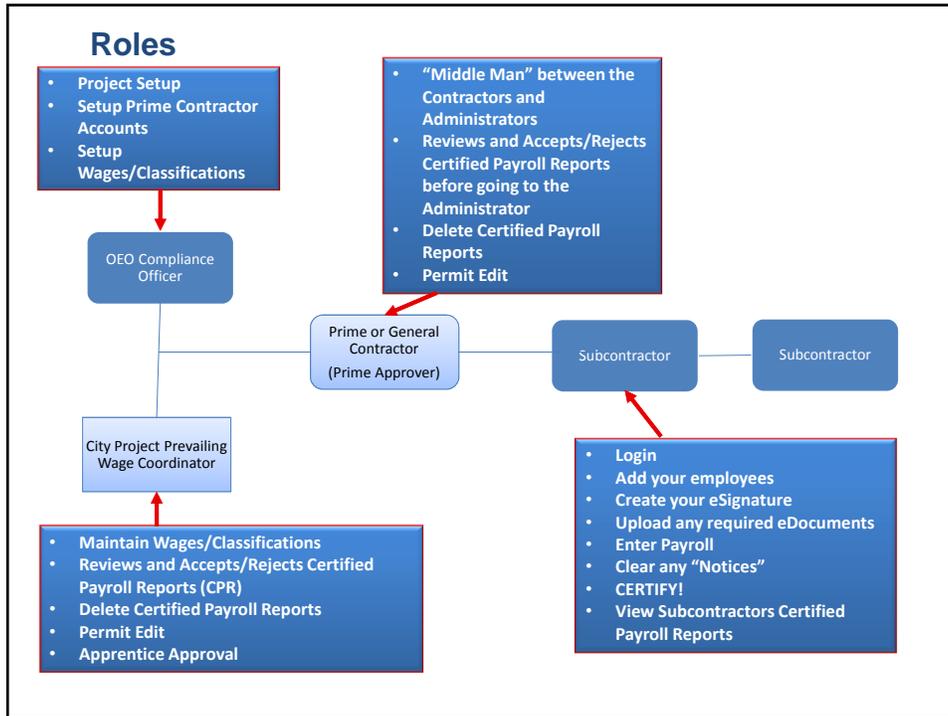
**Step 1:** Login and click **"Training Materials"** button on top menu of screen:



**Step 2:** Select **"Contractor Training Videos"** and click **"View"** 2013 User Conference → 2013 – Contractor Training

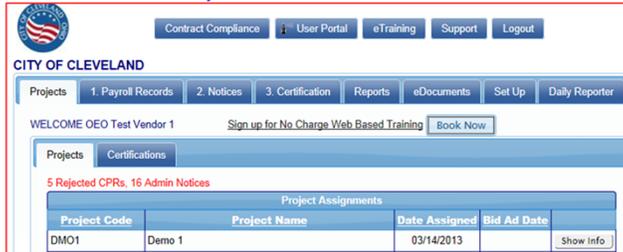


Action	Title	Caption
View	DP1 Craft Matching Tutorial	DP1 Craft Matching Tutorial
View	eSignature Training Video	eSignature Training Video
View	2013 User Conference - Korina Contreras, LCPtracker	2013 - Contractor Training

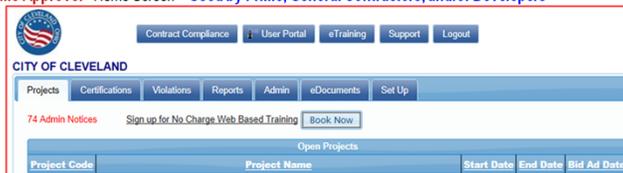


## Difference Between Contractor and Prime Approver Interface

(1) "Contractor" Home Screen – Used by Contractors & Subcontractors



(2) "Prime Approver" Home Screen – Used by Prime, General Contractors, and/or Developers



## Logging into LCPtracker



**Q: How do I get my User ID and Password?**

**A: You will receive an email with your login information after your account has been created. If you have not received your username and password, contact LCPtracker.**

**Q: What if I forget my password?**

**A: Click on the Password Help link and enter your email address. A link to reset your password will be emailed to you.**

### Report for multiple projects under one account.

**LCP tracker**  
Labor Compliance Software

Logout

Please select an account:

- CITY OF CHICAGO
- CITY OF CLEVELAND
- CITY OF DENVER
- CITY OF EL PASO
- SUPPORT - FEDERAL**

If you are working on multiple projects for different agencies, you can have one account that will get you to all your projects.

**LCP tracker**  
Labor Compliance Software

User Portal eTraining Support Logout

SUPPORT - FEDERAL [Change Account](#)

Projects 1. Payroll Records 2. Notices 3. Certification Reports eD

WELCOME KOR CONSTRUCTION [Sign up for No Charge Web Based Training](#) [Book Now](#)

Projects Certifications

Project Assignments				
Project Code	Project Name	Date Assigned	Bid Ad Date	
0706	Richland Street Repaving Project	03/19/2013		Show Info

Page 1

Switch from one account to another

**LCP tracker**  
Labor Compliance Software

User Portal eTraining Support Logout

SUPPORT - FEDERAL [Change Account](#)

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

WELCOME KOR CONSTRUCTION [Sign up for No Charge Web Based Training](#) [Book Now](#)

Projects Certifications

Project Assignments		
Project Code	Project Name	Date Assigned
0706	Richland Street Repaving Project	03/19/2013

Page 1

These Quick Links will direct you to that section in the User Portal

Take the LIVE Contractors online training class. Click BOOK NOW and select the "Contractors Class"

## Getting started in LCPtracker

The screenshot shows the LCPtracker Customer Portal interface. The top navigation bar includes Home, eTraining (circled in red), Product Store, Support, Ideas, Cases, and Billing. Below the navigation bar, there are expandable menus for ALL USERS, Administrator Support Documents, and Contractor Support Documents. A blue callout box with a red arrow pointing to the 'View' button in the table below says: "Find training documents for Contractors. Click VIEW to get a PDF pop up with instructions." The table below lists various support documents with columns for Action, Title, Caption, and Type.

Action	Title	Caption	Type
View	Document for - Common Problems	Common problems experienced by contractors	Document
View	Document for - Use of Cash in Lieu of Fringes	Contractor cash in lieu of fringes	Document
View	Document for - Employee Already Exist	What to do when an employee is already in the database	Document
View	Document for - Recovery Act Reporting	How to use Recovery Act Reporting in LCPTracker	Document
View	Document for - Recovery Act Reporting II	Using LCPTracker to submit ARRA Recovery Act reports to FHWA	Document
View	Document for - ARRA-funded projects/programs	How Goods and Services vendors enter data for their ARRA-funded projects/programs	Document
View	Adding Additional Check_Paying Restitution Before you have Certified	How to go in to payroll record & add an additional check, paying restitution BEFORE you have certified the payroll	Document
View	NOTICES>Val_23 - Total Hourly Rate Issue	Validation 23 - Total Hourly Rate Issue, what to look at and check when you get this notice	Document

## Getting started in LCPtracker

The screenshot shows the LCPtracker Customer Portal interface. The top navigation bar includes Home, eTraining, Product Store, Support (circled in red), Ideas, Cases, and Billing. A red arrow points from the 'Support' menu item to a 'Support' pop-up window. A blue callout box on the left says: "Support is available Monday through Friday 5:00 am – 6:30 pm (PST) Please call or email Support with any questions or concerns." The 'Support' pop-up window contains information for email and phone support.

**Support**

**For Email Support:**

Please email [support@lctracker.com](mailto:support@lctracker.com)

To assist our support technicians with getting back to you as quickly and efficiently as possible, please include your User ID, a direct callback number, contact name, and a brief description of the issue.

Thank you

**For Phone Support:**

Please dial (714) 669-0052 Option 4

### My Projects / My Certifications

**Q: What if I do not see my project?**  
**A: Contact your General Contractor/Administrator and they will assign the project to your account.**

Week End Date	Performing	Accept Status	Edit	Report	Details
03/02/2014	YES	Submitted	Edit	Report	Details
02/23/2014	YES	Resubmitted	Edit	Report	Details
02/16/2014	YES	UPDATED	Edit	Report	Details
02/09/2014	YES	ACCEPTED	Edit	Report	Details
02/02/2014	YES	REJECTED	Edit	Report	Details
01/26/2014	YES	ACCEPTED	Edit	Report	Details
01/19/2014	YES	ACCEPTED	Edit	Report	Details
01/12/2014	YES	ACCEPTED	Edit	Report	Details
01/05/2014	YES	ACCEPTED	Edit	Report	Details
12/29/2013	YES	ACCEPTED	Edit	Report	Details

**Edit/View your Certified Payroll Reports from here**

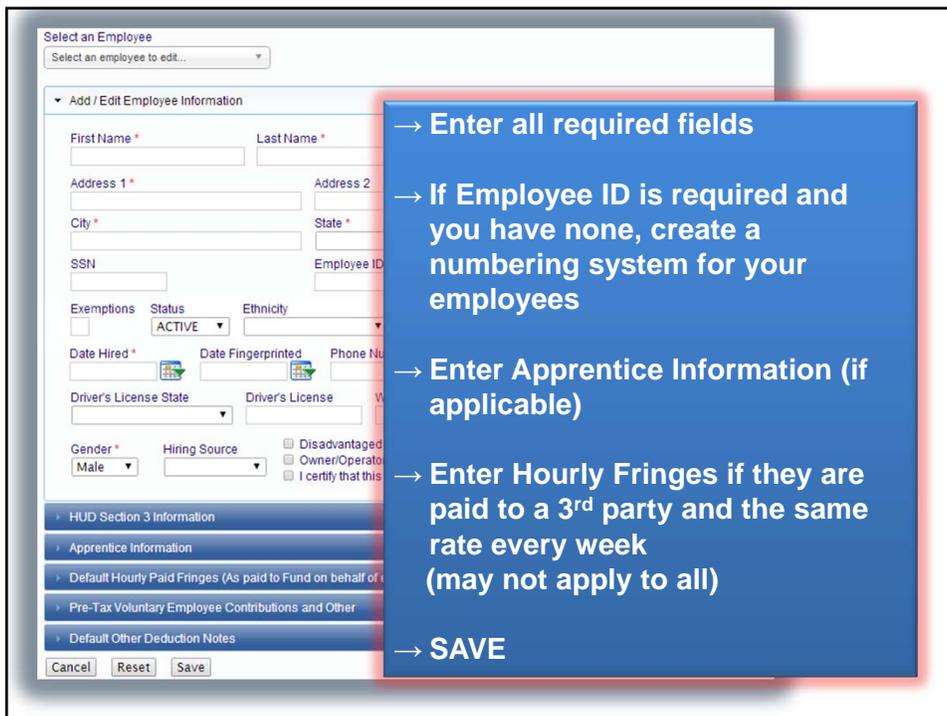
### Quick Start...

- Add your employees **SET UP**
- Create your eSignature **SET UP**
- Upload any required eDocuments **eDOCUMENTS**
- Enter Payroll Records **PAYROLL RECORDS**
- Clear any "Notices" **NOTICES**
- CERTIFY! **CERTIFICATION**

\*\*\* Adding Employees and setting up your eSignature are part of your initial setup.

\*\*\* Employees can be copied from one account into another

\*\*\* Your weekly flow will be Payroll Records > Notices > Certifications



### Set Up – eSignature

**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  
714-586-1658

E-Signature Password      Repeat Password

Clear Form    Cancel    Save Password

\*\* A password with the following characteristics is recommended:  
- At least 8 characters  
- Contains at least one upper case letter and one lower case letter

- Create an eSignature Password
- You will need this when certifying payroll and uploading eDocuments
- YOU have the ability to reset this password
  - Set Up > Edit eSignature

### Set Up – Misc.

User Portal    eTraining    Support    Logout

SUPPORT - FEDERAL Change Account

Projects    1. Payroll Records    2. Notices    Set Up    Daily Reporter

Setup Main Menu

- Copy Employees from one account to another
- Edit your Company Information
- Change/Update Login Password
- Create additional logins
- Provide access to your account

## Set Up – Misc.

Contact LCPtracker Support for the following:

- Add/Remove County Match
- Add/Remove Craft Match
- Add/Remove Project Match
- Add/Edit Craft Name
- Add/Edit Work Orders

## eDocuments

**LCPtracker**  
Labor Compliance Software

User Portal eTraining Support Logout

SUPPORT - FEDERAL [Change Account](#)

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

eDocuments Main Menu

Upload Documents Download Document Templates

View Documents

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

Document Types For Upload			
Document Name	Req'd *	Expire Freq (month)	Document Description
APPRENTICE DOCUMENT	N	0	IF YOU HAVE APPRENTICES YOU MUST SUBMIT THIS DOCUMENT. THANK YOU.
CAC2	Y	0	
Fringe benefit form	R	0	
IR List Test	N	0	
Stage Test Template	Y	1	
Template Test	N	0	

### eDocuments

- Upload eDocuments
- View YOUR eDocuments AND your Subcontractors eDocuments
- Only your Administrator can delete your eDocuments
- Missing a Document? Check to see if it is available under Download Document Template

\* Req'd: N = "No", Y = "Yes - Must be Uploaded before Final CFR Submission", R = "Required Prior to Certification"

Document Name	Req'd	Expire Freq (month)	Document Description
APPRENTICE DOCUMENT	N	0	IF YOU HAVE APPRENTICES YOU MUST SUBMIT THIS DOCUMENT. THANK YOU.
CAC2	Y	0	
Fringe benefit form	R	0	

- This table will show you what is required for you to upload
  - N = No
  - Y = Yes, if applicable
  - R = Required Prior to Certification

### Payroll Records

**4 Ways to enter your payroll records:**

1. Manual Entry
2. Upload: Excel Spreadsheet (Payroll Records > Upload Records > Download Spreadsheet Template)
3. Upload: Account Interface (Check out our Associates at [www.lcptracker.com](http://www.lcptracker.com))
4. Upload: Direct Payroll Interface (LCPtracker will map out your file)

## Payroll Records

The screenshot shows the LCP Tracker Labor Compliance Software interface. At the top, there is a navigation bar with buttons for User Portal, eTraining, Support, and Logout. Below this is a sub-menu for 'SUPPORT - FEDERAL' with a 'Change Account' link. The main menu includes 'Projects', '1. Payroll Records', '2. Notices', '3. Certification', 'Reports', 'eDocuments', 'Set Up', and 'Daily Reporter'. The 'Payroll Records' section is highlighted, showing a grid of buttons: 'Enter Records' (circled in red), 'Direct Payroll Subscription', 'Copy Previous Payroll', 'Recovery Act Additional Data Entry', 'Edit Records', 'FHWA 1391 Additional Data Entry', 'Upload Records', and 'HUD Additional Data Entry'.

## Payroll Records

The 'Payroll Record Entry' form contains the following fields and buttons:

- Project \***: Richland Street Repaving Project
- Week End Date \***: 03/16/2014
- Employee \***: CONNOR, RICKY R
- Buttons**: Add Classification (circled in red), Cancel, Next

1. Select Project
2. Week End Date = This will be whenever your pay period ends for your company. If it is a Friday, your week end date will always be a Friday.
3. Select Employee
4. Add/Select Craft/Classification
5. Next

The 'Add Classifications' dialog box shows a 'Craft' dropdown menu set to 'ELECTRICIAN'. Below it is a table with the following data:

Select	Location	Classification	Construction Type	Notes
<input type="checkbox"/>	City of Santa Ana	ELECTRICIAN	Building	ELEC0068-009 06/01/2010

Buttons: Add Selected, Cancel

## Payroll Records

Week End Date: 3/16/2014 Contractor: KOR CONSTRUCTION  
 Project: Richland Street Repaving Project  
 Employee: CONNOR, RICKY B  
 Is Foreman  Is Owner/Operator  
 Gross Employee Pay This Project: 200.000 Wages Paid in Lieu of Fringes: 20.000

Classification	Hourly Rate of Pay	Hourly Overtime Rate	Hourly Double Time Rate	Rate in Lieu of Fringes
SoCal City of Santa Ana	100.000	150.000	200.000	10.000

Hours Worked Each Day:

	Monday 3/16/2014	Tuesday 3/17/2014	Wednesday 3/12/2014	Thursday 3/13/2014	Friday 3/14/2014	Saturday 3/15/2014	Sunday 3/16/2014
Regular Time	0.00	2.00	0.00	0.00	0.00	0.00	0.00
Overtime at 1.5	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Double-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Fringes / Contributions paid to others (not employee) for this project only:

Vac / Hol / Dues: 0.000  
 Misc: \_\_\_\_\_

Deductions, Payments and Notes:

Fed Tax: 1.000 + 1.000 + 1.000 + 1.000 + 5.000 + 0.000 + 0.000 = 10.000  
 State Tax: 1.000 + 1.000 + 1.000 + 1.000 + 5.000 + 0.000 + 0.000 = 10.000  
 Local Taxes/SDI: 1.000 + 1.000 + 1.000 + 1.000 + 5.000 + 0.000 + 0.000 = 10.000  
 Other: 0.000 + 0.000 + 0.000 + 0.000 + 0.000 + 0.000 + 0.000 = 0.000  
 Total Deductions: 10.000

Trav/Subs: 0.000 Paycheck amount: 490.000 Check Number: DD

Notes: \_\_\_\_\_  
 Other Deduction Notes: \_\_\_\_\_  
 Other Deduction: Child Support

Notices: There are no notices

Cancel Save

- Simply enter the BASE rate
- Separate any cash fringes and place them under "Rate in Lieu of Fringes"

## Payroll Records

Week End Date: 3/16/2014 Contractor: KOR CONSTRUCTION  
 Project: Richland Street Repaving Project  
 Employee: CONNOR, RICKY B  
 Is Foreman  Is Owner/Operator  
 Gross Employee Pay This Project: 200.000 Wages Paid in Lieu of Fringes: 20.000 Gross Pay All Projects: 500.000

Classification	Location	Craft	Classification	Construction Type
SoCal	City of Santa Ana	ELECTRICIAN	ELECTRICIAN	Building

Hours Worked Each Day:

	Monday 3/16/2014	Tuesday 3/17/2014	Wednesday 3/12/2014	Thursday 3/13/2014	Friday 3/14/2014	Saturday 3/15/2014	Sunday 3/16/2014
Regular Time	0.00	2.00	0.00	0.00	0.00	0.00	0.00
Overtime at 1.5	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Double-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Fringes / Contributions paid to others (not employee) for this project only:

Vac / Hol / Dues: 0.000 Health & Well: 2.500 Pension: 6.000 All Other: 3.450 Training: 1.100  
 Misc: \_\_\_\_\_

Voluntary Contributions for all Projects: Pension: 0.000 Medical: 0.000  
 Vac/Hol/Dues Included in Gross Emp. Pay  
 Some or All Fringes Paid to Employee  
 Voluntary Contributions Included in Gross Emp. Pay

Deductions, Payments and Notes:

Fed Tax: 1.000 Social Security: 1.000 Medicare: 1.000 State Tax: 1.000 Local Taxes/SDI: 1.000 Other: 5.000 Vac / Dues: 0.000 Savings: 0.000 Total Deductions: 10.000  
 State Tax: 1.000 + 1.000 + 1.000 + 1.000 + 5.000 + 0.000 + 0.000 = 10.000  
 Local Taxes/SDI: 1.000 + 1.000 + 1.000 + 1.000 + 5.000 + 0.000 + 0.000 = 10.000  
 Other: 0.000 + 0.000 + 0.000 + 0.000 + 0.000 + 0.000 + 0.000 = 0.000  
 Total Deductions: 10.000

Trav/Subs: 0.000 Paycheck amount: 490.000 Check Number: DD

Notes: \_\_\_\_\_  
 Other Deduction Notes: \_\_\_\_\_  
 Other Deduction: Child Support

Notices: There are no notices

Cancel Save

- Verify/Edit the Craft/Classification
- Enter Hours for THIS project ONLY

## Payroll Records

▼ Classifications

Jurisdiction	Location	Craft	Classification	Construction Type	
SoCal	City of Santa Ana	ELECTRICIAN	ELECTRICIAN	Building	<input type="button" value="Edit"/>

▼ Hours Worked Each Day

	Monday 3/10/2014	Tuesday 3/11/2014	Wednesday 3/12/2014	Thursday 3/13/2014	Friday 3/14/2014	Saturday 3/15/2014	Sunday 3/16/2014
Regular Time	<input type="text" value="0.00"/>	<input type="text" value="2.00"/>	<input type="text" value="0.00"/>				
Overtime at 1.5	<input type="text" value="0.00"/>						
Double-Time	<input type="text" value="0.00"/>						

- Verify/Edit the Craft/Classification
- Enter Hours for THIS project ONLY

## Payroll Records



Week End Date: 3/16/2014 Contractor: KOR CONSTRUCTION  
 Project: Richland Street Repairing Project  
 Employee: CONNOR, RICKY H

Is Foreman  Is Owner/Operator

Gross Employee Pay This Project: 200.000  
 Wages Paid in Lieu of Fringes: 20.000  
 Gross Pay All Projects: 500.000  
 Hourly Rate of Pay: 100.000  
 Hourly Overtime Rate: 150.000  
 Hourly Double Time Rate: 200.000  
 Rate in Lieu of Fringes: 10.000

▼ Classifications

Jurisdiction	Location	Craft	Classification	Construction Type	
SoCal	City of Santa Ana	ELECTRICIAN	ELECTRICIAN	Building	<input type="button" value="Edit"/>

▼ Hours Worked Each Day

	Monday 3/10/2014	Tuesday 3/11/2014	Wednesday 3/12/2014	Thursday 3/13/2014	Friday 3/14/2014	Saturday 3/15/2014	Sunday 3/16/2014
Regular Time	<input type="text" value="0.00"/>	<input type="text" value="2.00"/>	<input type="text" value="0.00"/>				
Overtime at 1.5	<input type="text" value="0.00"/>						
Double-Time	<input type="text" value="0.00"/>						

▼ Fringes / Contributions paid to others (not employee) for this project only

Vac / Hol / Dues	Health & Well	Pension	All Other	Training	Voluntary Contributions for all Projects	<input checked="" type="checkbox"/> Vac/Hol/Dues Included in Gross Emp. Pay <input type="checkbox"/> Some or All Fringes Paid to Employee <input type="checkbox"/> Voluntary Contributions Included in Gross Emp. Pay <input type="button" value="Calculate Fringes"/>
<input type="text" value="0.000"/>	<input type="text" value="2.500"/>	<input type="text" value="8.000"/>	<input type="text" value="3.450"/>	<input type="text" value="1.100"/>	Pension: <input type="text" value="0.000"/> Medical: <input type="text" value="0.000"/>	

▼ Deductions, Payments and Notes

Deductions: Fed Tax: 1,000 + Social Security: 1,000 + Medicare: 1,000 + State Tax: 1,000 + Local Taxes/SDI: 1,000 + Other: 5,000 + Vac / Dues: 0,000 + Savings: 0,000 = **Total Deductions: 10,000**

Payments (if included in paycheck): Trav/Subs: 0,000 Paycheck amount: 490,000 Check Number: DD

Notes:

Other Deduction Notes: Other Deduction: Child Support

▼ Notices: There are no notices

## Payroll Records

Week End Date: 3/16/2014 Contractor: KOR CONSTRUCTION  
 Project: Richland Street Repaving Project  
 Employee: CONNOR, RICKY B  
 Is Foreman  Is Owner/Operator

Gross Employee Pay This Project: 200.000  
 Wages Paid in Lieu of Fringes: 20.000  
 Gross Pay All Projects: 500.000  
 Hourly Rate of Pay: 100.000  
 Hourly Overtime Rate: 150.000  
 Hourly Double Time Rate: 200.000  
 Rate in Lieu of Fringes: 16.000

**Classifications**

Jurisdiction	Location	Craft	Classification	Construction Type
SoCal	City of Santa Ana	ELECTRICIAN	ELECTRICIAN	Building

**Fringes / Contributions paid to others (not employee) for this project only**

Vac / Hol / Dues	Health & Wellf.	Pension	All Other	Training	Voluntary Contributions for all Projects	<input checked="" type="checkbox"/> Vac/Hol/Dues Included in Gross Emp. Pay <input type="checkbox"/> Some or All Fringes Paid to Employee <input type="checkbox"/> Voluntary Contributions Included in Gross Emp. Pay <input type="button" value="Calculate Fringes"/>
0.000	2.500	6.000	3.450	1.100	Pension: 0.000 Medical: 0.000	

- Report fringes paid to a 3<sup>rd</sup> party
- These fields are TOTAL rate
- You can setup these default rates under Add/Edit Employee (CALCULATE FRINGES)

**Notices**  
There are no notices

## Payroll Record

Week End Date: 3/16/2014 Contractor: KOR CONSTRUCTION  
 Project: Richland Street Repaving Project  
 Employee: CONNOR, RICKY B  
 Is Foreman  Is Owner/Operator

Gross Employee Pay This Project: 200.000  
 Wages Paid in Lieu of Fringes: 20.000  
 Gross Pay All Projects: 500.000  
 Hourly Rate of Pay: 100.000  
 Hourly Overtime Rate: 150.000  
 Hourly Double Time Rate: 200.000  
 Rate in Lieu of Fringes: 16.000

**Classifications**

Jurisdiction	Location	Craft	Classification	Construction Type
SoCal	City of Santa Ana	ELECTRICIAN	ELECTRICIAN	Building

**Hours Worked Each Day**

	Monday 3/16/2014	Tuesday 3/17/2014	Wednesday 3/18/2014	Thursday 3/19/2014	Friday 3/16/2014	Saturday 3/15/2014	Sunday 3/16/2014
Regular Time	0.00	2.00	0.00	0.00	0.00	0.00	0.00
Overtime at 1.5	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Double-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Fringes / Contributions paid to others (not employee) for this project only**

Vac / Hol / Dues	Health & Wellf.	Pension	All Other	Training	Voluntary Contributions for all Projects	<input checked="" type="checkbox"/> Vac/Hol/Dues Included in Gross Emp. Pay <input type="checkbox"/> Some or All Fringes Paid to Employee <input type="checkbox"/> Voluntary Contributions Included in Gross Emp. Pay <input type="button" value="Calculate Fringes"/>
0.000	2.500	6.000	3.450	1.100	Pension: 0.000 Medical: 0.000	

**Deductions, Payments, and Notes**

Deduction	Amount	Check Number
Fuel Tax	1.000	
Social Security	1.000	
Medicare	1.000	
State Tax	1.000	
Local Taxes/SDI	1.000	
Other	3.000	
Vac / Dues	0.000	
Savings	0.000	
<b>Total Deductions</b>	<b>10.000</b>	

Payments (if included in paycheck)

Trav/Subs	Paycheck amount	Check Number *
0.000	490.000	DD

**Notes**

Other Deduction Notes: Child Support

**Notices**  
There are no notices

### Payroll Record

▼ Deductions, Payments and Notes

Deductions

Fed Tax	Social Security	Medicare	State Tax	Local Taxes/SDI	Other	Vac / Dues	Savings	Total Deductions
1.000	1.000	1.000	1.000	1.000	5.000	0.000	0.000	10.000

Payments (If included in paycheck)

Trav/Subs	Paycheck amount	Check Number *
0.000	490.000	DD

Notes

Other Deduction Notes

Other Deduction: Child Support

▼ Notices

There are no notices

Cancel Save

- Enter Deductions on the ENTIRE check
- All other deductions go under "Other" and note under "Other Deduction Notes"

### Notices

Payroll Record Saved

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

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

Warning: There is 1 notice

Enter another record for a different employee?

Yes No

"X" lets you stay on this page and fix the notices.

"Yes" lets you enter another payroll.

"No" takes you back to the "1. Payroll Records" screen.

### Notices

The screenshot shows the Contractor Notices page with the following details:

- Project: All Projects
- From Date: [Calendar icon] To Date: [Calendar icon] Include Closed Admin Notices [checkbox] Load Data
- Payroll Notices (1) (circled in red)
- Daily Log Notices (0)
- Administrator Notices (1)

Employee	Project	Week End Date	Jurisdiction	Craft	Classification
CONNOR, RICKY B.	Richland Street Repaving Project	3/16/2014	SoCal	ELECTRICIAN	ELECTRICIAN

Page 1

▼ Notices

Type	Jurisdiction	Notice(s) / Warning(s) for this record
NOTICE	SoCal	The "Paycheck Amount" should be equal to the result of the following calculation: the value in "Gross Pay All Projects", plus the value in "Trav/Subs", minus the value in "Total Deductions". VAL_9

There is 1 notice

**Clear any Notices in your Payroll Record before Certifying  
If you cannot clear a notice, CONTACT LCPTRACKER SUPPORT**

### Notices

The screenshot shows the Contractor Notices page with the following details:

- Project: All Projects
- From Date: [Calendar icon] To Date: [Calendar icon] Include Closed Admin Notices [checkbox] Load Data
- Payroll Notices (1)
- Daily Log Notices (0)
- Administrator Notices (1) (circled in red)

Project	Notice Type	Notice Date	Week End Date	Status	Last Response Date
Richland Street Repaving Project	REJECTION	3/12/2014	2/2/2014	contractor response	3/20/2014

Page 1

**Administrator Notices come from your Administrator, whomever is reviewing and accepting/rejecting your payrolls.**

- Administrator Notices come from your Administrator, whomever is reviewing and accepting/rejecting your payrolls.
- If you get a notification, it might be due to a Rejected Payroll.
- You will be emailed and notified in your account.

### Edit Payroll – BEFORE Certification

The screenshot shows the LCP Tracker Labor Compliance Software interface. At the top left is the logo for LCP Tracker. To the right are navigation buttons for User Portal, eTraining, Support, and Logout. Below this is a 'SUPPORT - FEDERAL' section with a 'Change Account' link. A horizontal menu contains buttons for Projects, 1. Payroll Records, 2. Notices, 3. Certification, Reports, eDocuments, Set Up, and Daily Reporter. The '1. Payroll Records' button is selected. Below the menu is a 'Payroll Records' section with a grid of buttons: Enter Records, Direct Payroll Subscription, Copy Previous Payroll, Recovery Act Additional Data Entry, Edit Records (circled in red), FHWA 1391 Additional Data Entry, Upload Records, and HUD Additional Data Entry.

### Edit Payroll – BEFORE Certification

The screenshot shows the 'Edit Record (Uncertified)' form. At the top is a title bar. Below it is a 'Project' dropdown menu set to 'Richland Street Repaving Project'. There is a 'Delete Selected' button. Below this is a table with the following data:

<input type="checkbox"/>	Week End Date	Employee Name	Jurisdiction	Craft	Classification	<input type="checkbox"/>	Edit	Delete
<input type="checkbox"/>	3/16/2014	CONNOR, RICKY R	SoCal	ELECTRICIAN	ELECTRICIAN	<input type="checkbox"/>	Edit	Delete

### Edit Payroll – BEFORE Certification

Week End Date: 3/16/2014 Contractor: KOR CONSTRUCTION  
 Project: Richland Street Repaving Project  
 Employee: CONNOR, RICKY R

Is Foreman  Is Owner/Operator

Gross Employee Pay This Project: 200,000  
 Wages Paid in Lieu of Fringes: 20,000  
 Gross Pay All Projects: 500,000  
 Hourly Rate of Pay: 100,000  
 Hourly Overtime Rate: 150,000  
 Hourly Double Time Rate: 200,000  
 Rate in Lieu of Fringes: 10,000

**Classifications**

Jurisdiction	Location	Craft	Classification	Construction Type
SoCal	City of Santa Ana	ELECTRICIAN	ELECTRICIAN	Building

**Hours Worked Each Day**

	Monday 3/10/2014	Tuesday 3/11/2014	Wednesday 3/12/2014	Thursday 3/13/2014	Friday 3/14/2014	Saturday 3/15/2014	Sunday 3/16/2014
Regular Time	0.00	2.00	0.00	0.00	0.00	0.00	0.00
Overtime at 1.5	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Double-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Fringes / Contributions paid to others (not employee) for this project only**

Vac / Htd / Dues: 0.000  
 Health & Well: 2.500  
 Pension: 6.000  
 All Other: 3.450  
 Training: 1.100  
 Voluntary Contributions for all Projects: 0.000  
 Medical: 0.000

Vac/Htd/Dues Included in Gross Emp. Pay  
 Some or All Fringes Paid to Employee  
 Voluntary Contributions Included in Gross Emp. Pay

**Deductions, Payments and Notes**

Deductions: Fed Tax: 1,000 + Social Security: 1,000 + Medicare: 1,000 + State Tax: 1,000 + Local Taxes/SDI: 1,000 + Other: 5,000 + Vac / Dues: 0.000 + Savings: 0.000 = **Total Deductions: 10,000**

Payments (If included in paycheck): Trav/Subs: 0.000 Paycheck amount: 490,000 Check Number: 000

Notes: Other Deduction Notes: Other Deduction: Child Support

**Notices**  
 There are no notices

Cancel Save

### Edit Payroll – AFTER Certification

**Payroll Certifications**

Week End Date	Performing	Accept Status	Edit	Report	Details
03/09/2014	NO	UPDATED	<b>Edit</b>	Report	Details
03/02/2014	YES	Resubmitted	Edit	Report	Details
02/23/2014	NO	UPDATED	Edit	Report	Details
02/16/2014	YES	Resubmitted	Edit	Report	Details
02/09/2014	YES	ACCEPTED	Edit	Report	Details

**Edit Certified Payroll**

Payroll Number: 5 Final: No Update Cancel

**Change Payroll # and/or Final Status and click UPDATE**

**Certifications**

Project Name	Week End Date	Status	Certification Sequence	Certified On
Richland Street Repaving Project	1/26/2014	Certified	0	2/13/2014

**Certified Records**

Employee Name	Jurisdiction	Classification	Notices?	Add Record
CONTRERAS, KORINA	SoCal	As	0 No	<b>Add Record</b>

**Add/ Edit/ Delete Employees**  
**Recertify**

Edit Delete

## Edit Payroll – AFTER Certification

### TO EDIT A CERTIFIED PAYROLL RECORD:

Go to **PROJECTS**

Locate that week end date

Click **EDIT**

From here you can update Payroll# and Final Status – Click **UPDATE** and you are set ((No recertification necessary for these changes))

If you need:

To **ADD** an employee – Simply click **ADD RECORD** and continue as normal making sure there are no notices when done

To **EDIT** an employee – Simply locate the employee and click **EDIT** – This will take you back to the record so you can make changes and then **SAVE**

To **DELETE** an employee – Simply click on **DELETE** for that employee

Once you have made changes, you will go back and **RE-CERTIFY**

### TO RE-CERTIFY:

Go to **PROJECTS**

Locate that week end date

Click **EDIT**

Scroll Down

Continue with entering your name and title.

## Certification

The screenshot shows the 'Certification Wizard Step 1 of 2' interface. It includes a navigation bar with 'Projects', '1. Payroll Records', '2. Notices', and '3. Certification'. The main form has the following steps:

- Select a project (dropdown menu)
- Work performed this week? (radio buttons for 'Work activity to be reported for this week', 'No work activity to be reported for this week', and 'No work activity to be reported for multiple consecutive weeks')
  - Callout 1 (Blue box):** Select Project, Work activity to be reported, Week End Date, Payroll Number (Start with 1), Enter YOUR NAME, Enter YOUR TITLE, Click NEXT
- Week end date (calendar icon)
- Payroll Number (text input)
- Name of Person Certifying (text input)
- Title (text input)

At the bottom are 'Cancel' and 'Next' buttons. A red circle highlights the radio button for 'No work activity to be reported for this week', with a callout box:

- Callout 2 (Blue box):** NO WORK / NON PERFORMANCE
  - Submit a report for a no work week
  - Simply login and go straight to Certifications

### Certification – Statement of Compliance

**LCP Tracker**  
Labor Compliance Software

SUPPORT - FEDERAL

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

Certification Wizard Step 2 of 2  
Date: 3/26/2014 9:18:03 AM

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS

- 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

- 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.

(c) EXCEPTIONS:

Any exceptions to the above are reported in the contract.

Remarks: \_\_\_\_\_

eSignature Password: \_\_\_\_\_

Check here if last (FINAL) certification

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR 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

**Choose 4(a) if you are paying fringes to a 3<sup>rd</sup> party**  
**Choose 4(b) if you are paying fringes in cash**

- Enter your eSignature Password
- Check off FINAL if this is your LAST Certified Payroll Report
- SAVE!

eSignature Password: \_\_\_\_\_

Check here if last (FINAL) certification

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR 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

### Reports

**View your Certified Payrolls Report**  
**View your Subcontractors Certified Payroll Reports**

Certified Payroll Reports

Certified Payroll Report	E-Document Report-1	Apprentice Hours Report by City
Certified Payroll Report - Draft	E-Document Report-2	Apprentice Hours Report by Contractor
Certified Payroll Summary Report	Late CPR Summary Report	Apprentice Hours Report by Trade
Employee List Report	Missing eDocuments	Apprentice/Trainee List Report

**Certifications**

Richland Street Repaving Project

Samuel Construction

Contractor	Project	Week end	Electronic	Performing?	Accept Status	View CPR Report
Samuel Construction	Richland Street Repaving Project	2/3/2013	YES	YES	Submitted	<a href="#">CPR REPORT</a>
1						

**\*\*\*CONTACT SUPPORT WTH QUESTIONS ON OTHER REPORTS\*\*\***

