



LCPtracker Prime Approver Training

For Prime or General Contractors



Last Update: 04/15/14

Presented by:
City of Cleveland

Projects



- User Portal
- eTraining
- Support
- Logout

SUPPORT - FEDERAL

“Project Administrator / Agency”

- Projects
- Certifications
- Violations
- Reports
- Admin
- eDocuments
- Set Up
- Daily Reporter

Sign up for No Charge Web Based Training

Book Now

Open Projects

Project Code	Project Name	Start Date	End Date	Bid Ad Date
0706	Richland Street Repaving Project	03/12/2012	07/06/2014	08/01/2010

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Certifications



User Portal eTraining Support Logout

SUPPORT - FEDERAL

Projects Certifications Violations Reports Admin eDocuments Set Up Daily Reporter

Certifications

Project x v
 Include Closed
 Contractor x v

Load Data

From Date To Date
 Process Status Accept Status Prime Approval Status

There are 4 certification records found for the above selection.

Delete	Contractor	Project	Week End	Payroll No	Performing?	Submitted	View CPR	Prime Approval	Approved	Accept Status	Accepted	Final	View Details
<input type="button" value="Delete"/>	KOR CONSTRUCTION	Richland Street Repaving Project	2/23/2014	13	NO	3/13/2014	<input type="button" value="PDF"/>	<input type="text" value=""/>		<input type="text" value="UPDATED"/>		<input type="text" value="Yes"/>	Details
<input type="button" value="Delete"/>	KOR CONSTRUCTION	Richland Street Repaving Project	2/16/2014	13	YES	3/13/2014	<input type="button" value="PDF"/>	<input type="text" value=""/>		<input type="text" value="Resubmitted"/>		<input type="text" value="No"/>	Details
<input type="button" value="Delete"/>	KOR CONSTRUCTION	Richland Street Repaving Project	2/9/2014	12	YES	3/6/2014	<input type="button" value="PDF"/>	<input type="text" value=""/>		<input type="text" value="ACCEPTED"/>	3/12/2014	<input type="text" value="No"/>	Details
<input type="button" value="Delete"/>	KOR CONSTRUCTION	Richland Street Repaving Project	2/2/2014	11	YES	2/20/2014	<input type="button" value="PDF"/>	<input type="text" value=""/>		<input type="text" value="REJECTED"/>		<input type="text" value="No"/>	Details

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User filters to search for specific payrolls

View CPR's

Delete CPR's

Certifications (cont'd)

LCPtracker
Labor Compliance Software

Accounts | User Portal | eTraining | Support | Logout

CN - LCPTRACKER CA DEMO

Projects | **Certifications** | Violations | Reports | Admin | eDocuments

Certifications

Project: All Projects
 Include Closed Projects

Contractor: All Contractors

Load Data

From Date: 11/01/2012 | To Date: 05/14/2013

Process Status: All Process Statuses | Accept Status: All Accept Statuses | Prime Approval Status: Not Approved, Approved

There are 3 certification records found for the above selection.

Delete	Contractor	Project	Week End	Payroll No	Performing?	Submitted	View CPR	Prime Approval	Approved	Accept Status	Accepted	Final	View Details
Delete	MAKINO MECHANICAL	114th Avenue - Streetscape Improvements	11/10/2012	90	YES	11/15/2012	View	Approved	3/6/2013	Permit Edit		No	Details
Delete	MAKINO MECHANICAL	114th Avenue - Streetscape Improvements	11/17/2012	91	YES	11/20/2012	View			REJECTED		No	Details
Delete	MAKINO MECHANICAL	114th Avenue - Streetscape Improvements	12/29/2012	96	YES	1/10/2013	View			Permit Edit		No	Details

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When PRIME has finished checking payroll; they will approve for ADMIN review

Reject or give "Permit Edit" access

Certifications (cont'd)

LCP tracker
Labor Compliance Software

Accounts User Portal eTraining Support Logout

Projects Certifications

Project
 Include Closed
Contractor

Load Data

From Date
11/01/2012

There are 3 cert

Deleted

Rejected CPR Notice Comments

Reason for Rejecting the CPR
Why was CPR rejected?

Confidential Rejection Note

OK

Status
Accept Status

mitted	View CPR	Prime Approval	Approved	Accept Status	Accepted	Final	View Details
5/2012	View	Approved	3/6/2013	Permit Edit		No	Details
10/2012	View			REJECTED		No	Details
09/2012	View			Permit Edit		No	Details

MAKINO MECHANICAL 114th Avenue - Streetscape Improvements 12/29/2012 96 YES 1/10/2013

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If Prime decides to REJECT; a box will pop-up. Make a note, let your Sub know why it was rejected

CPR Certification Status Details

CPR Certification Status Details

Project Code SA-629902
 Project Name 114th Avenue - Streetscape Improvements
 Contractor MAKINO MECHANICAL

Week End Date

Process Status Payroll Number

Accept Status Performing YES

Person Submitting CHRISTINA NAGEL Final

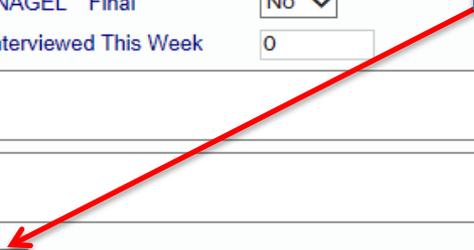
Employees Interviewed This Week

Add Notice

Contractor Notes

Confidential Admin Comments

Hide Closed Notices



Administrator Notices

Notice Type	Notice Title	Notice Date	Status	Created By	Action
PERMIT EDIT NOTICE	Permit Edit Notice	3/6/2013	NEW	cnagel@lcptracker.com	Edit Close Resend To Case
REJECTION	Rejection Notice	1/2/2013	NEW	sdoll@lcptrackr.com	Edit Close Resend To Case

Respond to Notices



Certification Details

Submitted Date	Current	View CPR Report	View Public CPR	View Public CPR ALC
11/15/2012	Certified	<input type="button" value="CPR Report"/>	<input type="button" value="PUB CPR"/>	<input type="button" value="PUB CPR ALC"/>

View Certified Payroll Report



Payroll Record Details

Employee	Craft	Classification	Recert Action	Recert Code	Status	Audited	Audit	Action
ALVARO, ROBERT	BRICK TENDER	BRICK TENDER		0	Certified		Audit	View

Details



Violations / Reports

- View Violations for Payroll Records

Projects
Certifications
Violations
Reports
Admin
eDocuments
Set Up
Daily Reporter

Violations Data Form

To display violations, make a selection from the project and contractor lists below and then click on the "Load Data" button.

Hide APPRENTICE NOT FOUND warning messages

Show only APPRENTICE NOT FOUND warning messages

View actual Payroll Record w/ Violations

View Details



Project	Contractor	Week End	Employee	Number Notices	Last Viewed	View Record	Certification Details
114th Avenue - Streetscape Improvements	MAKINO MECHANICAL	3/19/2011	MAKINO, MARK	1	5/1/2013	<input type="button" value="View"/>	<input type="button" value="Details"/>
114th Avenue - Streetscape Improvements	MAKINO MECHANICAL	4/23/2011	MAKINO, MARK	1	2/6/2013	<input type="button" value="View"/>	<input type="button" value="Details"/>
114th Avenue - Streetscape Improvements	MAKINO MECHANICAL	4/30/2011	REED, HARRY	1	6/8/2012	<input type="button" value="View"/>	<input type="button" value="Details"/>
114th Avenue - Streetscape Improvements	MAKINO MECHANICAL	5/14/2011	REED, HARRY	1	2/6/2013	<input type="button" value="View"/>	<input type="button" value="Details"/>

Violations / Reports: View Record

Notices

Week End Date: 4/23/2011 Payroll No: 40
Project: 114th Avenue - Streetscape Improvements Contractor: MAKINO MECHANICAL
Employee: MAKINO, MARK Work Order: * PCO 1010_Painting

Is Foreman Is Owner/Operator

Gross Employee Pay This Project	Wages Paid in Lieu of Fringes	Gross Pay All Projects	Hourly Rate of Pay	Hourly Overtime Rate	Hourly Double Time Rate	Rate in Lieu of Fringes
640.000	0.000	2000.000	40.000	0.000	0.000	0.000

Contractors payroll record form will show Violation

- Classifications
- Hours Worked Each Day
- Fringes / Contributions paid to others (not employee) for this project only
- Deductions, Payments and Notes

Notices

Type	Jurisdiction	Notice(s) / Warning(s) for this record	Linked Pay Records by Check Number
WARNING		The determination needed to validate this record was not found. LCPTracker Support has been notified. The rates will be entered/updated within 48 hours. Sorry for any inconvenience this may have caused you.	

There is 1 notice

Cancel Revalidate Show CPR

Reports

The image shows a screenshot of a web application's navigation menu. The 'Reports' tab is selected and highlighted. Underneath, the 'Compliance Reports' section is expanded, showing a list of report types. Two red arrows point from callout boxes to the 'Certified Payroll Summary Report' and 'Late CPR Summary Report' links. The callout boxes contain the text 'View ALL Certified Payroll Reports' and 'View LATE Certified Payroll Reports' respectively.

Projects | **Certifications** | **Violations** | **Reports** | **Admin** | **eDocuments** | **Set Up** | **Daily Reporter**

Admin Reports

- ▶ **Apprentice Reports**
- ▼ **Compliance Reports**
 - [All Notices Report](#)
 - [Certified Payroll Summary Report](#) ← **View ALL Certified Payroll Reports**
 - [Holiday Report](#)
 - [Late CPR Summary Report](#) ← **View LATE Certified Payroll Reports**
 - [Look Ahead CPR Summary Report](#)
 - [Penalty Report](#)
 - [Site Visitation Report](#)
 - [Site Visitation Summary Report](#)
- ▶ **Custom Reports**
- ▶ **List Reports**
- ▶ **Management Reports**
- ▶ **Special Reports**
- ▶ **Specialty Reports, ARRA, HUD, Transit**
- ▶ **Workforce Reports**

Certified Payroll Summary Report

Projects Certifications Violations **Reports** Admin eDocuments Set Up Daily Reporter

Certified Payroll Summary Report

Certified Payroll Summary selection parameters

Report by: Project Contractor

Select Project
114th Avenue - Streetscape Improvements

Select Contractor
Select Contractor / All Contra...

Select Work Order
-- All Work Orders --

From Week End Date To Week End Date

Output Format
 PDF Ms-Word Ms-Excel

Cancel Run

View a summary of CPR's submitted by Contractors

Late CPR Summary Report

Projects Certifications Violations **Reports** Admin eDocuments Set Up Daily Reporter

Late CPR Summary Report

Select Projects
Select options

Select Contractors
Select options

Late Based on:

- Use the 15th of the Month
- Use Weekend Date
- Late Days for Primes Counted by Week Days (M-F) not Calendar Days?
- Add in Contractor Pay Days?
- Include Contractors Without Payroll Submissions

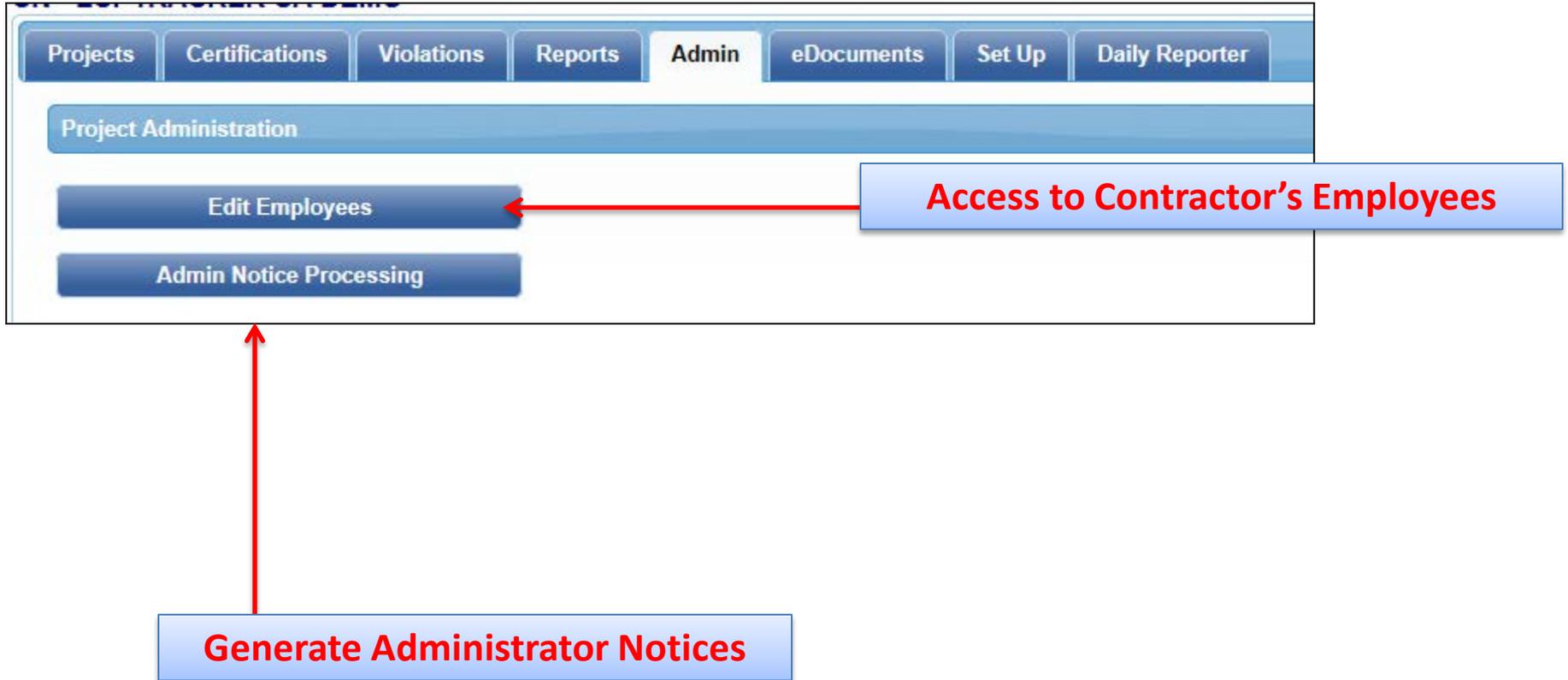
Report as of:
5/14/2013 

Output Format
 PDF Ms-Word Ms-Excel

Cancel View Report

**See who is LATE submitting CPR's
Filter based on Weekend Date &
Contractors w/ OUT payroll.**

ADMIN



ADMIN > Edit Administrator Notice

Administrator Notice

Edit Admin Notices

Contractor: ▼

Project: ▼

CPR Date: ▼

Case Number:

Notice Title:

Admin Notice Type: ▼

Notice Date: 

Notice Message (1025 Characters Max):

Administrator Notes (1025 Characters Max):

Create a notice that will go to the Contractor

ADMIN > Edit Administrator Notice

Select Employee To Edit

Select a Project
-- All Projects --

Select a Contractor
-- All Contractors --

Select a City
-- All Cities --

-- Or -- Select a ZIP Code
-- All ZIP Codes --

Show Unapproved Apprentices and Expired Approvals
 Show Apprentices

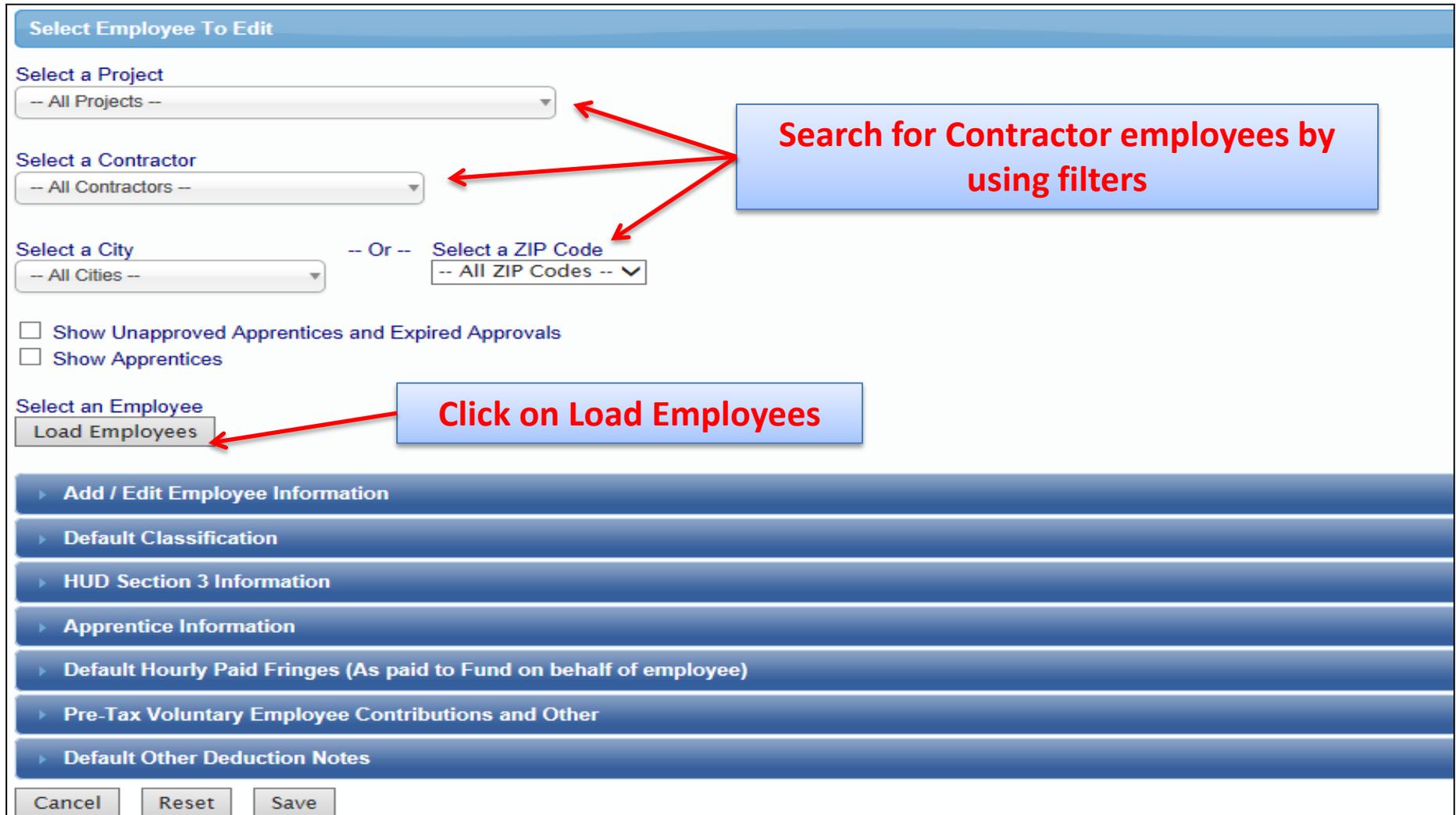
Select an Employee
Load Employees

Search for Contractor employees by using filters

Click on Load Employees

- ▶ Add / Edit Employee Information
- ▶ Default Classification
- ▶ HUD Section 3 Information
- ▶ Apprentice Information
- ▶ Default Hourly Paid Fringes (As paid to Fund on behalf of employee)
- ▶ Pre-Tax Voluntary Employee Contributions and Other
- ▶ Default Other Deduction Notes

Cancel Reset Save

The image shows a web application interface for editing an administrator notice. At the top, there's a blue header bar with the text 'Select Employee To Edit'. Below this, there are several filter options: 'Select a Project' with a dropdown menu showing '-- All Projects --', 'Select a Contractor' with a dropdown menu showing '-- All Contractors --', 'Select a City' with a dropdown menu showing '-- All Cities --', and 'Select a ZIP Code' with a dropdown menu showing '-- All ZIP Codes --'. There is also a radio button option labeled '-- Or --' between the City and ZIP Code filters. Below the filters, there are two checkboxes: 'Show Unapproved Apprentices and Expired Approvals' and 'Show Apprentices'. Underneath these is a 'Select an Employee' section with a 'Load Employees' button. A large blue box with red text 'Search for Contractor employees by using filters' has three red arrows pointing to the Project, Contractor, and ZIP Code dropdown menus. Another blue box with red text 'Click on Load Employees' has a red arrow pointing to the 'Load Employees' button. At the bottom of the form, there is a list of menu items, each with a right-pointing arrow: 'Add / Edit Employee Information', 'Default Classification', 'HUD Section 3 Information', 'Apprentice Information', 'Default Hourly Paid Fringes (As paid to Fund on behalf of employee)', 'Pre-Tax Voluntary Employee Contributions and Other', and 'Default Other Deduction Notes'. At the very bottom, there are three buttons: 'Cancel', 'Reset', and 'Save'.

ADMIN > Admin Notice Processing

Edit Administrator Notice

Add Admin Notices

Contractor:
Project:
 Hide Closed
Notice Type:
From Date: To date: Notice Status:

Respond to Notices that have been sent to Contractors

Administrator Notices

Project Name	Contractor	Notice Type	Notice Title	Notice Date	Weekend Date	Status	Created by	Action	Contractor License
Bridge Reinforcement and Resurfacing	ADVANCED INSTALLATION	REJECTION	Rejection Notice	1/19/2011	11/20/2010	NEW	cnagel@lcptracker.com	<input type="button" value="Edit"/> <input type="button" value="Close"/> <input type="button" value="Resend To Case"/>	885944
Bridge Reinforcement and Resurfacing	ADVANCED INSTALLATION	REJECTION	Rejection Notice	3/10/2011	12/11/2010	NEW	fmiadmin	<input type="button" value="Edit"/> <input type="button" value="Close"/> <input type="button" value="Resend To Case"/>	885944
114th Avenue - Streetscape Improvements	ADVANCED INSTALLATION	REJECTION	Rejection Notice	5/7/2012	1/7/2012	NEW	cnagel@lcptracker.com	<input type="text" value="v"/>	885944

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eDocuments

Upload, View, and Template

Projects

Certifications

Violations

Reports

Admin

eDocuments

Set Up

Daily Reporter

eDocuments Main Menu

Upload Documents

Download Document Templates

View Documents

Requirement

Document Types For Upload

Document Name	Req'd	Expire Freq (month)	Access	Document Description
APPRENTICE CERTIFICATION	Y	6	V	Submit a Scanned Copy of the Most Current Apprentice Certification for Each Apprentice
DAS 140	Y	12	V	
DAS 142	Y	12	V	
FRINGE BENEFIT STATEMENT	Y	3	V	Statement of Employer Payments - Fringe Benefit Statement Per Employee
TRAINING FUND CONTRIBUTION	N	0	V	

eDocuments > View Documents

[Projects](#)
[Certifications](#)
[Violations](#)
[Reports](#)
[Admin](#)
[eDocuments](#)
[Set Up](#)
[Daily Reporter](#)
[Support Admin](#)

View Documents

Select Project:

Select Contractor:

Select Document Type:

Document Date Filter: Start Date End Date

Submitted Date Filter: Start Date End Date

Displaying 2 uploaded documents

Project	Document Type	Document Date	Contractor	Uploaded	Description	Status	Employee Name	Week End Date	View Details	View Document	Delete
ARRA Test Project B	JESSE-2013	1/31/2013	DOUGLAS CONTRACTING	2013-01-31T00:00:00					<input type="button" value="Details"/>	<input type="button" value="View"/>	<input type="button" value="Delete"/>
ARRA Test Project B	APPRENTICE - BAT CERTIFICATE	7/18/2012	DOUGLAS CONTRACTING	2012-07-18T00:00:00					<input type="button" value="Details"/>	<input type="button" value="View"/>	<input type="button" value="Delete"/>

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eDocuments

Templates can be made available for Contractor

The screenshot displays the eDocuments interface. At the top, a navigation bar includes buttons for Projects, Certifications, Violations, Reports, Admin, eDocuments, Set Up, and Daily Reporter. Below this is the 'eDocuments Main Menu' with buttons for Upload Documents, Download Document Templates (circled in red), and View Documents. A callout box titled 'E-Documents Templates' shows a table of available templates. The table has columns for Document Name, Req'd, Expire Freq (month), and Access. One template is listed: 'CHECKLIST_LABOR LAW REQUIREMENT' with a description 'Statement of Employer Payments - Fringe Benefit Statement Per Employee' and a note 'Each Apprentice'.

Document Name	Req'd	Expire Freq (month)	Access	
APPRENTICE CERTIFICATION	Y	6	V	
DAS 140	Y	12	V	
DAS 142	Y	12	V	
FRINGE BENEFIT STATEMENT	Y	3	V	Statement of Employer Payments - Fringe Benefit Statement Per Employee
TRAINING FUND CONTRIBUTION	N	0	V	

Template Name
<u>CHECKLIST_LABOR LAW REQUIREMENT</u>

Set Up

The screenshot shows a software interface with a top navigation bar containing the following menu items: Projects, Certifications, Violations, Reports, Admin, eDocuments, Set Up, and Daily Reporter. Below this bar is a section titled 'Administrative Setup'. Inside this section, there are two buttons: 'Contractor Setup' and 'Change Password'. A red arrow points from a callout box labeled 'Setup/Edit Contractors Accounts' to the 'Contractor Setup' button. Another red arrow points from a callout box labeled 'Change your login password' to the 'Change Password' button.

Setup/Edit Contractors Accounts

Change your login password

Set Up > Project Assignment

Contractor Assignment

Select a department
-- All Departments --

Select project to display
Select project / all projects

Select contractor to display
Select contractor / all contract...

Project
114th Avenue - Streetscape Improvements

Page 1

Add Assignment Cancel

Add Assignment

Select a department
-- All Departments --

Select a project
114th Avenue - Streetscape Improvements

Contractor to be assigned
Chicago Concrete

As a subcontractor to (Leave blank if above is to be a prime contractor for the selected project)
ADVANCED RESURFACING

Start Date: 05/28/2013
End Date: [Calendar icon]

Contract Amount: [Text input]

Notes: [Text area]

Contract ID: [Text input]
Responsibility Code: [Text input]

Buttons: Cancel, Save

Callouts:

- Select Project (points to project dropdown)
- Select Contractor (points to contractor dropdown)
- Select tier Subcontractor to (points to subcontractor dropdown)
- Enter End Date (points to end date field)
- Enter Contract Amount (points to contract amount field)
- Contractor will get a 2nd email with Project Assignment (points to Save button)



Questions & Answers

Thank You!