



ADMINISTRATOR'S USER MANUAL

ADMINISTRATOR USER MANUAL

Here at LCPtracker (Labor Compliance Program Tracker), we are aware that using a prevailing wage software may be a new undertaking for many Awarding Bodies/Agencies as well as Prime Contractors and Subcontractors. We have designed this guide to explain what LCPtracker is used for, how to setup your database, and how to start using the software. The setup within LCPtracker is typically handled by an Awarding Body/Agency or a Prime Contractor. Throughout this guide we will reference the “Admin” as the entity that works with LCPtracker to configure the database settings and manages the database going forward after initial setup. (It is understood that a Prime Contractor may also be an “Admin”.)

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 Corp of Engineers (USACE) or the Federal Highway Administration (FHWA).

Whether it is Davis-Bacon laws that are set by the United States Department of Labor (USDOL), California prevailing wages set by the Department of Industrial Relations (DIR), or any other labor laws set by a specific state or local government agency, LCPtracker makes it easy to 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 you as the Agency/Admin set up your database specific validations.) Once the Contractor submits their CPR, an electronic version will be available, and you as the Admin will have access to a multitude of Workforce reports using the data submitted by the Contractor/Subcontractor.



Once you have purchased the LCPtracker software, an Implementation Project Manager or Account Manager will work with your team to assist you with setting up the database to handle your specific requirements. This guide is designed to provide both an instruction manual and a reference manual for the use of the LCPtracker database system.

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LOGIN PROCESS

Access to LCPtracker will be granted to the main contact provided when purchasing the software. This user will be sent an email letting them know they can now access LCPtracker with their username and temporary password provided in the email. The Agency/Admin will then be able to add additional users and the appropriate roles for database access. The following URL: www.lcptracker.net is how the Agency/Admin, as well as Contractors, will access LCPtracker once access is granted.

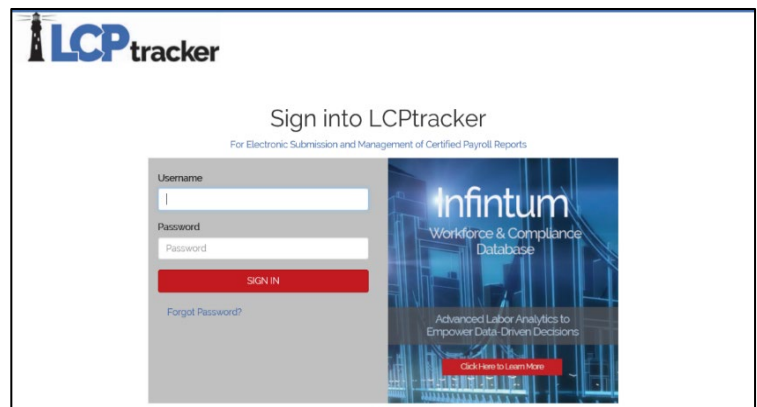
When accessing LCPtracker, the preferred web browsers for best results are Microsoft® Edge, Google Chrome, Firefox, or Opera



Microsoft® Internet Explorer is no longer a supported internet browser.

Adobe® PDF reader should also be installed on your computer. Depending on your settings, pop-ups may be blocked. **It is our recommendation to add <https://prod.lcptracker.net/> to your safe/exceptions list.**

After logging in to www.lcptracker.net, enter your User ID and Password, then click “Sign In”. Please ensure that you do not share your password with anyone including LCPtracker when accessing our support team.

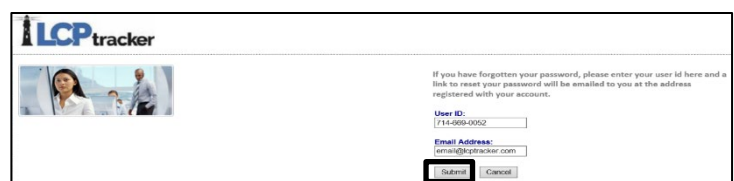


Note: if you should forget your password, the system gives you five (5) attempts before you are locked out for thirty minutes. Please click “Forgot Password?” **BEFORE** the 5th login attempt.

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 direct you 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.

Password Rules: Must be at least six (6) characters long and contain at least one lowercase letter and one uppercase letter.

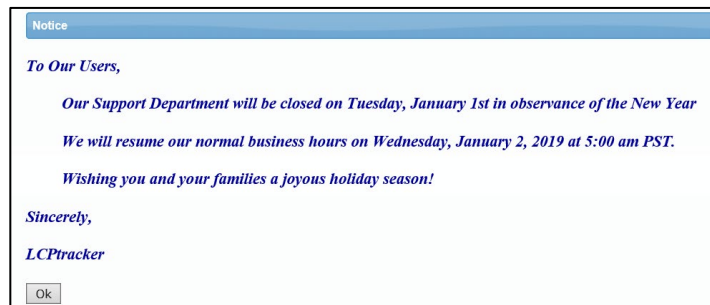
It is our recommendation that you extend your password length to at least eight (8) characters long and include the above requirement as well as a number and one special character.

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

ANNOUNCEMENT PAGE

An announcement page may appear once you have logged into LCPtracker. This is used to notify system 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.



Notice

To Our Users,

Our Support Department will be closed on Tuesday, January 1st in observance of the New Year

We will resume our normal business hours on Wednesday, January 2, 2019 at 5:00 am PST.

Wishing you and your families a joyous holiday season!

Sincerely,

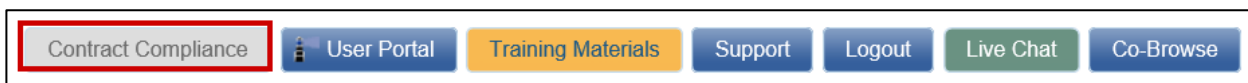
LCPtracker

Ok

CONTRACT COMPLIANCE HYPERLINK

For those that are LCPtracker and B2GNow users, the [CONTRACT COMPLIANCE](#) hyperlink will automatically take you to the B2GNow login, as long as such has been defined.

Only if applicable, some users will see this hyperlink at the top of their LCPtracker screen, upon logging in.



Contract Compliance User Portal Training Materials Support Logout Live Chat Co-Browse

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, Monday through Friday, from 5:00 am PST until 5:30pm PST:

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) contained within LCPtracker.

If you prefer to call in, instead of waiting on hold, you are now able to leave your number and one of our Support team members will call you back.

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

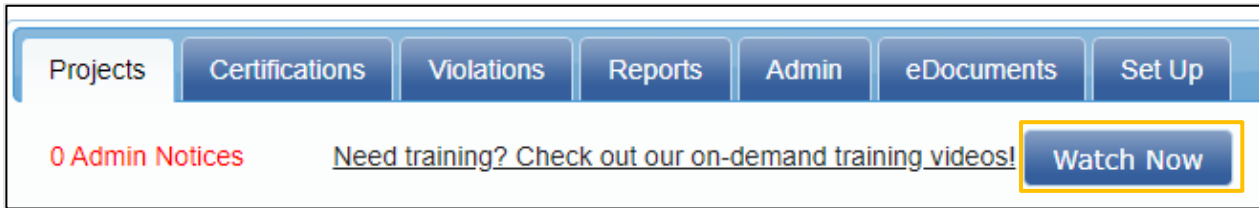
- Your Company Name
- Your User ID
- Your Name and Phone Number
- What the Issue is – please be as specific as possible so we can re-create the issue

TRAINING MATERIALS / TRAINING CLASSES

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

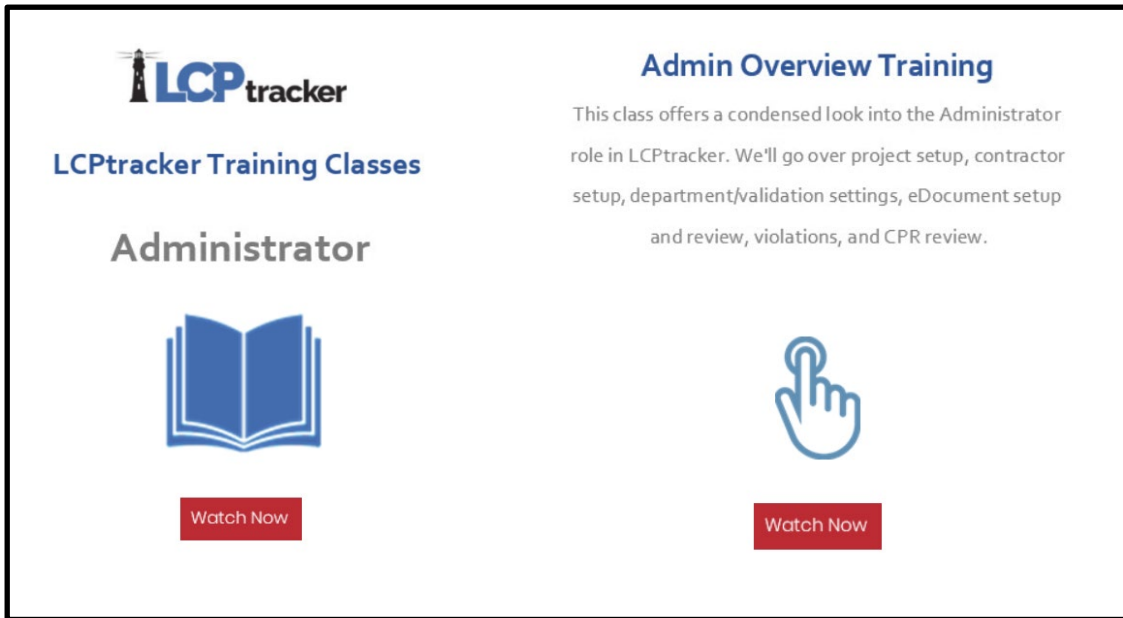
Users may access the various options for training after receiving a User ID and password. Training documents are available within our “Training Materials” button on the home page or additional trainings can be accessed through the “Projects” tab by clicking on “Watch Now”.





When clicking on the “Watch Now” button, select the Administrator “Watch Now” button. You will then click on the “Watch Now” button and can do the On-Demand Training which are available Anytime, Anywhere!

An Admin has multiple trainings resources they can access. These On-Demand trainings include; Admin Overview Training, Admin Reports Training, Admin Wage Data Training, and the Prime Approver Training, should you have this module turned on and require this training.



SETUP

The “Set Up” navigation tab provides access to the various account setup functions that are available. Depending on the assigned Admin User Role you have, this will define the capabilities and security rights available to you. For more information on the various Admin user roles, see **Administrator Logins** under Training Materials.

Navigate to the “Set Up” tab.



Each of the following activities will be explained in the proceeding pages.



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

Some accounts within the State of California will have an Override Wage Data link (not shown) and may not see the Prevailing Wage Setup link (shown above in Full Admin view).

ADD/EDIT PROJECTS

When adding a new project, the fields flagged with a **red asterisk** are required before the entry can be saved. All other fields are optional. Once you have completed your entry, click “Save”.

To edit your project information, choose the project from the drop-down menu, edit the information, and click “Save”. After the initial project setup, you will not be able to change the “Budget” amount. To do so, email support@lcptracker.com and they will be able to assist you with your written request.

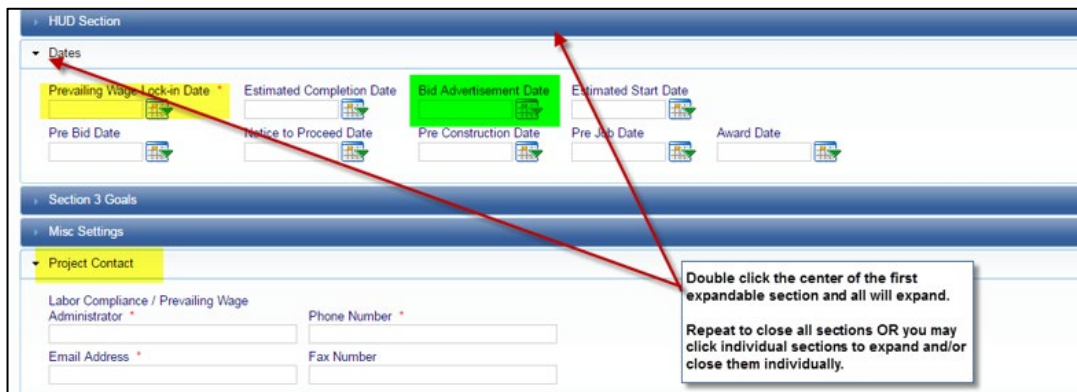
If you are using B2GNow to sync your projects over to LCPtracker, please reference the B2G Sync Instructions guide under training materials which explains the steps you need to take.

View	B2G Sync Instructions	How to sync your B2G and LCPtracker accounts [01/2021]	Document
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Note: when syncing over from B2Gnow, it is imperative that after you have synced over your project, the Project Code field should NEVER get modified.

Tips:

- Double click the center of any blue section to expand all sections.
- Double click again to collapse all sections.
- Single click to open/close each section separately.



The screenshot shows a web form titled "HUD Section" with several expandable sections. The "Dates" section is expanded, showing fields for "Prevailing Wage Lock-in Date", "Estimated Completion Date", "Bid Advertisement Date", "Estimated Start Date", "Pre Bid Date", "Notice to Proceed Date", "Pre Construction Date", "Pre Job Date", and "Award Date". The "Project Contact" section is also expanded, showing fields for "Labor Compliance / Prevailing Wage Administrator", "Phone Number", "Email Address", and "Fax Number". A red arrow points from a text box to the "Dates" section header. The text box contains the following instructions:

Double click the center of the first expandable section and all will expand.

Repeat to close all sections OR you may click individual sections to expand and/or close them individually.

The Agency/Admin would complete the project setup by navigating through the required fields below highlighted in **yellow**.

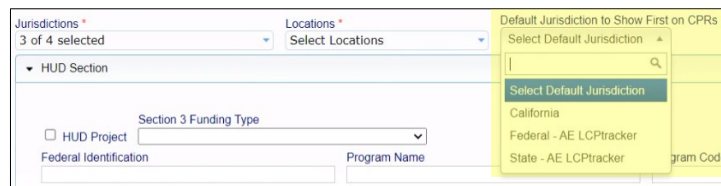
The **green** highlighted field is a requirement for projects located within the state of California ONLY and requires checks against CA state prevailing wages.

» HUD Section				
» Funding Sources				
▼ Dates				
Prevailing Wage Lock-in Date *	Estimated Completion Date	Bid Advertisement Date	Estimated Start Date	
Pre Bid Date	Notice to Proceed Date	Pre Construction Date	Pre Job Date	Award Date
» Section 3 Goals				
» Misc Settings				
▼ Project Contact				
Labor Compliance / Prevailing Wage Administrator *		Phone Number *		
Email Address *	Fax Number			
» Goal Assignment				
» Goal Report				
» EEO Report				
» Project Labor Summary Report				
Save	Assign Prevailing Wage	Cancel		

The following information will explain the required fields highlighted above.

- Project Name – This field identifies the project that is being entered. You may choose to repeat the project code in front of the project name if your contractors identify the project more by the code.
- Project Code – This field should be a unique identified code for each project. The project list will sort by the project code. *Please note when using B2Gnow that the project code cannot be modified after the project sync.*

- Department – This is a feature that can be used if you have various types of projects. The LCPtracker Implementation Project Manager or Account Manager will help explain the benefit to utilizing different departments.
- Budget – The awarded contract amount should be entered in this budget field. If you made a mistake during your entry, you would need to reach out to support@lcptracker.com and include the following:
 - Project Name
 - Current dollar amount listed in Budget field for the above noted project
 - The new dollar amount requested for the above noted project
 - Reason for this requested change
- Jurisdiction – The jurisdiction is typically setup to be equivalent to the type of funding for your project. If you have a new type of project with different funding, i.e., state prevailing vs federal prevailing, you will need to fill out the Jurisdiction/Location Request Form located within the Training Materials to have a new one entered.
 - Jurisdiction: Dual/Multiple Funded Projects
Selecting two or more Jurisdictions will prompt the "Default Jurisdiction to Show First on CPRs" box. You can choose which jurisdiction craft/classification is listed first on your certified payroll reports.



The screenshot shows a web form for project setup. On the left, there's a 'Jurisdictions' dropdown menu with '3 of 4 selected' and a 'Locations' dropdown with 'Select Locations'. Below these are fields for 'Section 3 Funding Type', 'HUD Project' (checkbox), 'Federal Identification', and 'Program Name'. On the right, a yellow box titled 'Default Jurisdiction to Show First on CPRs' is open, showing a list of jurisdictions: 'California', 'Federal - AE LCPtracker', and 'State - AE LCPtracker'. A search bar is visible at the top of this list.

- Location – The location will typically be the county where the work will be performed. For California projects, the locations will already be pre-loaded. Any other locations will need to be requested by filling out the Jurisdiction/Location Request Form located within the Training Materials.
- Prevailing Wage Lock-in Date – This date is sometimes referred to as the Bid Advertisement Date or the Bid Opening Date. The date entered here is what date locked the wages into your particular project.
- Bid Advertisement Date – Some accounts located within the state of California may require this field be entered and other date fields.
- Project Contact section – This section requires name, phone number and email address of the Labor Compliance/Prevailing Wage Administrator. It may also be the Prime Approver if using that functionality. The information entered here will be visible to the Contractor on their landing page.

The remainder of the project setup screen allows you to set a variety of goals for each individual project. Apprentices, Minorities, Women, etc. There is also the ability to assign Wards, Districts,

Community areas or Disadvantage for projects with these goal settings. These fields are not required to save the Project Setup and may be left blank if you so choose.

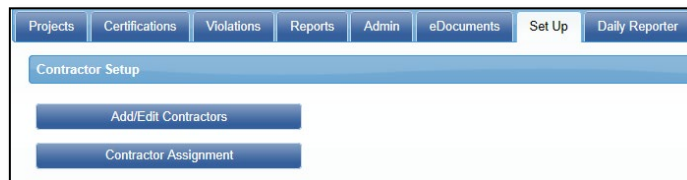
Once you have confirmed that all the data entered is correct, click the Save button to record your data input. Our system always allows you to go back and edit the data as needed except as noted above.

After you have saved your project, depending on your contract terms, you may see that your project status is set to “Suspended”. To activate your project, go to the projects tab and click on “Pay Now” to initiate the invoice. Once you have clicked on the box for your project you want to activate, you should be able to create the invoice then click the x button to take you back to your projects page. Your project should now show active. If you have problems, please reach out to support@lcptracker.com for assistance.

CONTRACTOR / SUBCONTRACTOR SETUP

The contractor/subcontractor setup process has two steps.

- The first step is to setup the contractor if they do not already exist. ***
- The second step is to assign the contractor to the project(s).



Step 1: Contractor Setup > Add/Edit Subcontractors

The **Add/Edit Contractor** screen allows the Agency/Admin to enter a contractor that will be working on their project(s) and submitting certified payroll records (CPRs) for review.



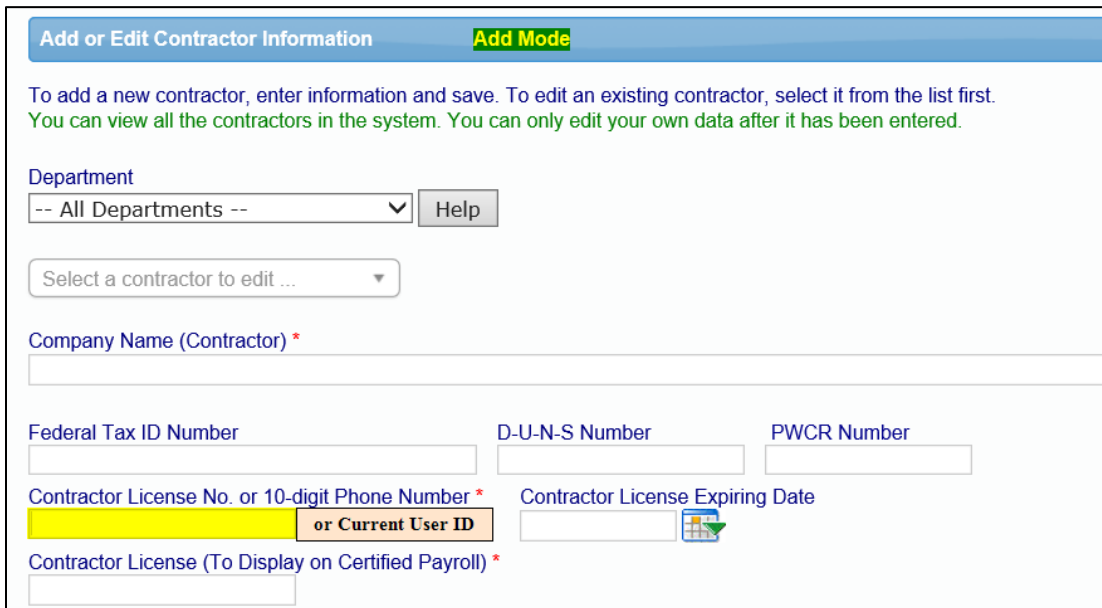
*** Before adding your contractor, ask if they are a current user.

- If so, ask them for their exact User ID that they currently use to log into the LCPtracker system. This is to prevent them from having to use multiple user IDs for different accounts.

- If not, continue with entering their contractor license, or ten-digit phone number.

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.

Note: the field labeled “Contractor License No. or 10-digit Phone Number” becomes the end users User ID.



To add a contractor, enter the name, and all the relevant information as required during the database setup. The fields marked with a **red asterisk** will be required before saving a contractor entry.

To edit a contractor, select the Contractor name from the drop down. Generally, the administrator only enters the prime contractor information, and the prime contractor enters their subcontractors, and the subcontractors enter their lower tiered subs, etc.

We have highlighted the minimal fields to save the contractor setup although additional fields can be set as a requirement. An LCPtracker Implementation Project Manager or Account Manager goes through a series of questions to set these requirements when a new database is created for a client.

Projects | Certifications | Violations | Reports | Admin | eDocuments | Set Up

Add or Edit Contractor Information Add Mode

To add a new contractor, enter information and save. To edit an existing contractor, select it from the list first. You can view all the contractors in the system. You can only edit your own data after it has been entered.

Department
-- All Departments --

Select a contractor to edit ...

Company Name (Contractor) *

Federal Tax ID Number D-U-N-S Number

Contractor License No. or 10-digit Phone Number * Contractor License

Contractor License (To Display on Certified Payroll)

Insurance Certificate Number Specialty License Number Local Business (City) License

Motor Carrier Permit Number Worker's Compensation Policy Number

Union Status ☐ Section 3 Business
Non-Union ☐ Non-Construction Contractor
☐ Contractor's Health Plan Approved

Ethnicity Type of Trade

Principal Name Principal Title

Contact Name *

Phone Number * Contact Fax

Contact E-Mail * (Login information will be sent to this email address)

Address 1 * Address 2

City * State * ZIP Code *

We have highlighted what the system requires in order to save the contractor setup. You may fill in additional fields if you wish.

Your account may have further requirements based on the Account Setup meeting with your Project Manager @ LCPtracker.

Once all required fields are entered, Save.

Contractor License No. or 10-digit Phone Number field vs.
Contractor License (To Display on Certified Payroll)

Contractor License No. or 10-digit = this field currently becomes the end users id to log into LCPtracker.

Contractor License No (To Display on Certified Payroll) = This will auto-populate with the same information; However this field is editable and this fields data will be what shows as contractor license number on the CPRs.

The Contact E-mail field information should be the contractor's main user of LCPtracker. It is important that this entry is correct, prior to saving, as LCPtracker is designed to communicate with system users through this email address. This should be the person responsible for handling certified payrolls for that contractor.

The following fields that have the **red asterisk** are already fulfilled with the entry made and do not need to be changed unless the specific situation requires an override. Please contact your LCPtracker Implementation Project Manager or Account Manager before making changes.

Contact Name *

Phone Number * Contact Fax

Contact E-Mail * (Login information will be sent to this email address)

The **Standard Hours per Day** field provides an override value for that contractor only to the hours set in the prevailing wage table. For example, the prevailing wage table says that 8 hours per day is the standard workday, but a

Standard Hours Per Day * Standard Work Week Hours *

0.000 40.000

contractor has been approved 10 hours per day /agreement. The “Standard Hours per Day” field could be set to 10.

Notice enforcement is a setting that only Administrators can make that overrides the settings made in the Set UP under Validation settings. Please contact your LCPtracker Implementation Project Manager or Account Manager before changing this setting as this will have an effect on how the system runs the validations.

Standard Hours Per Day *	Standard Work Week Hours *
0.000	40.000
Pay date is 7 calendar days after week end date.	
Notice enforcement *	
ENFORCE ▼	

Administrator Settings for Owner/Operator

Contractor Status	☐ Use Overtime Round Factor for Payroll Validation	Click here to obtain a free D-U-N-S number http://fedgov.dnb.com/webform/displayHomePage.do
☐ Owner Operator		
User ID		

Owner operators are treated in various ways in LCPtracker –

- They are required to report as subcontractors and report weekly payroll dollars and hours worked;
- They are treated as special employees and must report weekly payroll dollars and hours worked;
- They are required to report as subcontractors but report only hours worked;
- They are treated as special employees but report only hours worked;
- They are required to report as subcontractors but report only payroll dollars for project;
- They are treated as special employees but report only payroll dollars for project;
- They are treated as employee and will not be required to report wages or hours;
- They are required to report as subcontractors but submit a blank payroll record; or
- They are treated as special employees but submit a blank payroll record.

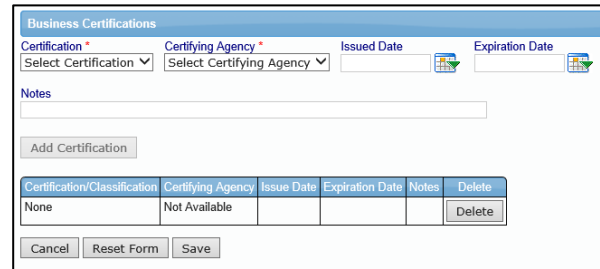
Administrators can set which combination of reporting above they want to do. The Agency/Admin will set their requirement at the department settings page.

The **business certifications** section is a way to collect if the contractor has a business certification such as DBE, LBE, WBE, MWBE, etc., as well as the certifying agency where the contractor acquired the certificate.

Business Certifications			
Certification *	Certifying Agency *	Issued Date	Expiration Date
Select Certification ▼	Select Certifying Agency ▼		
Notes			
Add Certification			
Cancel Reset Form Save			

The drop-down list available for certifications and certifying agencies is configurable by the database Admin under Setup.

If business certifications are set as a required field, even if the contractor does NOT have a business certification, you will still be required to select None and Not Available and click “Add Certification”.



The 'Business Certifications' form includes fields for 'Certification' (a dropdown menu), 'Certifying Agency' (a dropdown menu), 'Issued Date', and 'Expiration Date'. There is a 'Notes' text area and an 'Add Certification' button. Below these is a table with columns: 'Certification/Classification', 'Certifying Agency', 'Issue Date', 'Expiration Date', 'Notes', and 'Delete'. The table contains one row with 'None', 'Not Available', and empty dates. At the bottom are 'Cancel', 'Reset Form', and 'Save' buttons.

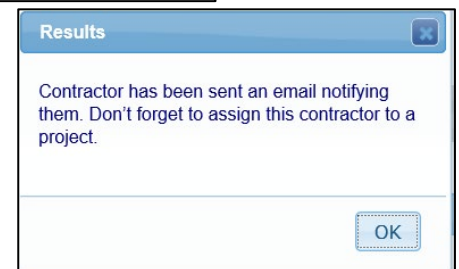
This information entered will be displayed on the Contractor Report.

Once you have completed your entry, click Save.



A row of three buttons: 'Cancel', 'Reset Form', and 'Save'. The 'Save' button is circled in red.

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.



A 'Results' pop-up window with a close button (X) in the top right. The text inside reads: 'Contractor has been sent an email notifying them. Don't forget to assign this contractor to a project.' There is an 'OK' button at the bottom right.

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

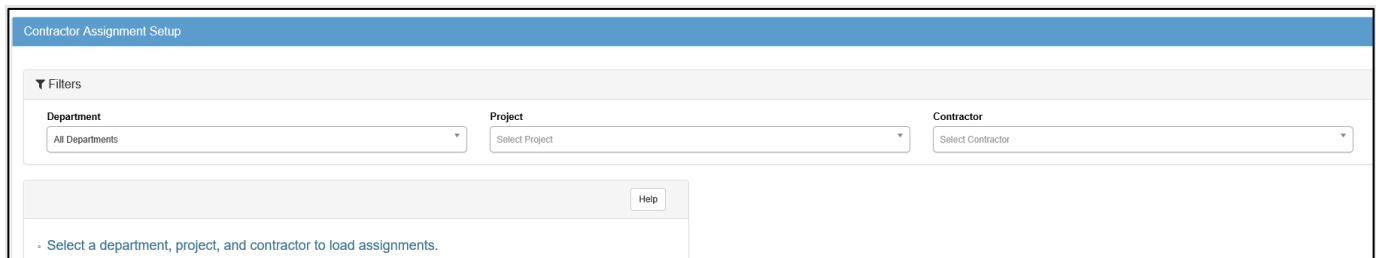
Step 2: Contractor Setup > Contractor Assignment

The contractor cannot see the project until assigned. Under the Set Up navigation tab, choose Contractor Setup then Contractor Assignment.



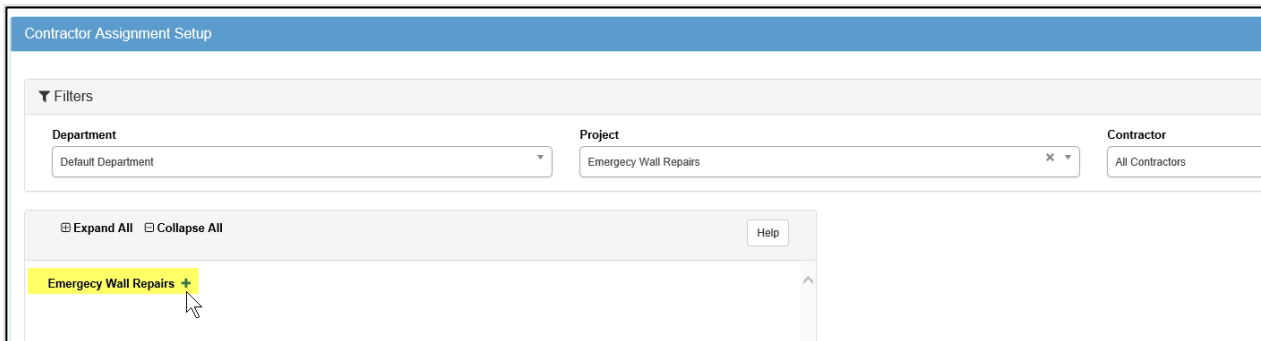
A navigation screen with tabs: 'Projects', 'Certifications', 'Violations', 'Reports', 'Admin', 'eDocuments', and 'Set Up'. Under the 'Set Up' tab, there is a 'Contractor Setup' section. Inside this section are two buttons: 'Add/Edit Contractors' and 'Contractor Assignment'. A red arrow points from a 'Step 2' button to the 'Contractor Assignment' button.

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



The 'Contractor Assignment Setup' form has a 'Filters' section with three dropdown menus: 'Department' (set to 'All Departments'), 'Project' (set to 'Select Project'), and 'Contractor' (set to 'Select Contractor'). There is a 'Help' button and a message: 'Select a department, project, and contractor to load assignments.'

You will start by assigning your prime contractor to the project. To do this, first select the department and project. Once you have entered that, you will see the project in the lower left side of your screen.

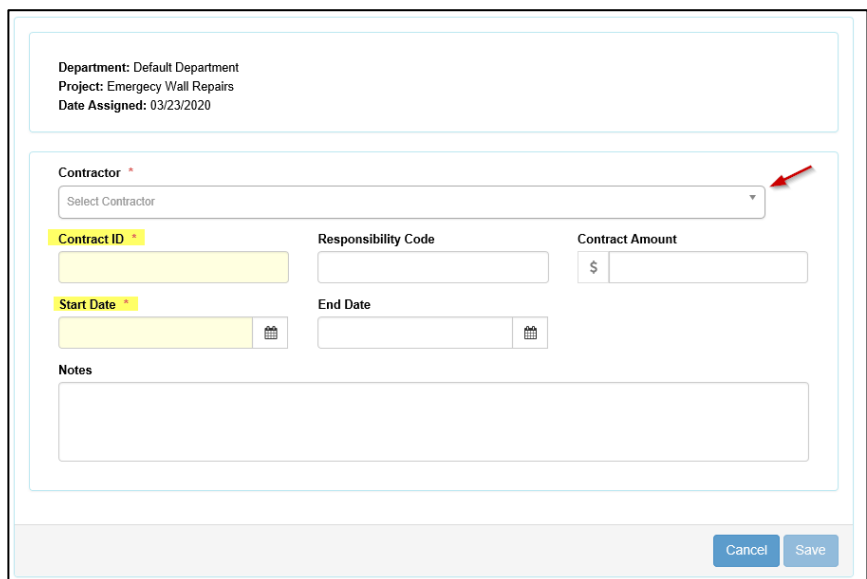


The screenshot shows the 'Contractor Assignment Setup' interface. It features a 'Filters' section with three dropdown menus: 'Department' (set to 'Default Department'), 'Project' (set to 'Emergency Wall Repairs'), and 'Contractor' (set to 'All Contractors'). Below the filters are buttons for 'Expand All', 'Collapse All', and 'Help'. A yellow highlight is placed over the 'Emergency Wall Repairs' project name, which has a small green '+' icon next to it.

Hover over the project and you will see a **green +** sign. Click the **+** and a new entry page will appear to the right.

Select the Contractor you wish to assign as the Prime. The Contract ID field will be a mandatory field to complete.

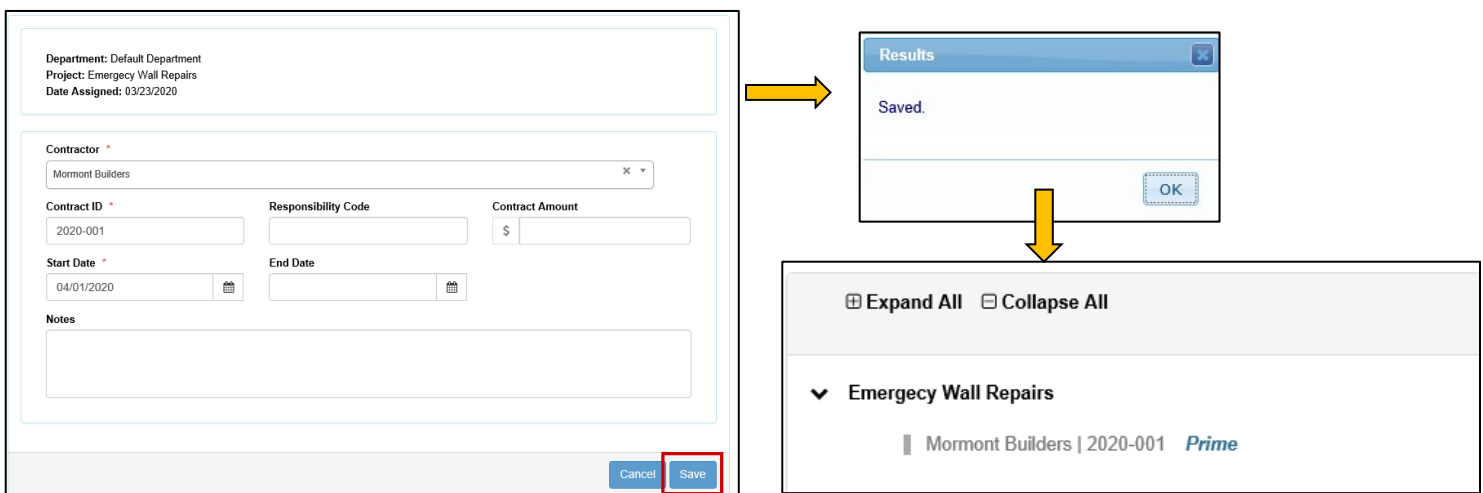
You may see additional fields that have a **red asterisk**. These fields will be required to complete before you can save your entry. You may choose to enter information in the fields even if they are not required.



The screenshot shows the 'Contractor Assignment Setup' form. It includes fields for 'Contractor' (with a dropdown arrow), 'Contract ID' (marked with a red asterisk), 'Responsibility Code', 'Contract Amount', 'Start Date' (marked with a red asterisk), 'End Date', and 'Notes'. A red arrow points to the 'Contractor' dropdown arrow. At the bottom right are 'Cancel' and 'Save' buttons.

Once you have completed your entry, click on Save.

After you have completed your entry, you will now see the Prime listed under your project.



The screenshot shows the 'Contractor Assignment Setup' form with the 'Contractor' field set to 'Mormont Builders' and the 'Contract ID' field set to '2020-001'. The 'Save' button is highlighted with a red box. An orange arrow points from the 'Save' button to a 'Results' dialog box that says 'Saved.' with an 'OK' button. Below the dialog box, the 'Contractor Assignment Setup' form is shown again, but now the 'Emergency Wall Repairs' project is expanded, showing 'Mormont Builders | 2020-001' as the 'Prime' contractor.

Repeat this step for all the subcontractors and lower tiered subcontractors that will be working on the project.



Select a department – Select the department that is assigned to the project.

Select a project – You need to choose the project that you are assigning your Contractor/Subcontractor to.

Assign Contractor using + or X - Click on the + to add a subcontractor or X to delete an assignment.

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.

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, you will still need to assign a contract ID for each subcontractor. The number does not need to be unique unless the same subcontractor has two or more contracts within the same project.

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

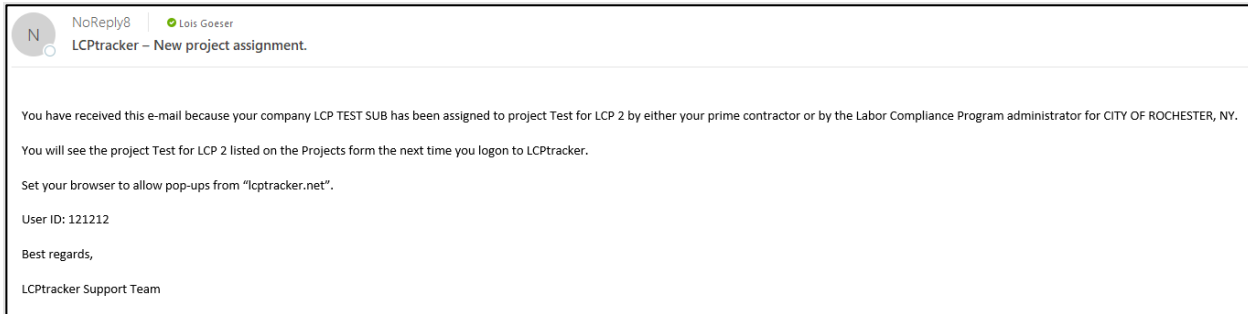
Contract Amount – *Optional field*, some Admins may want this information. This is the amount of the contract between you and your subcontractor.

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.

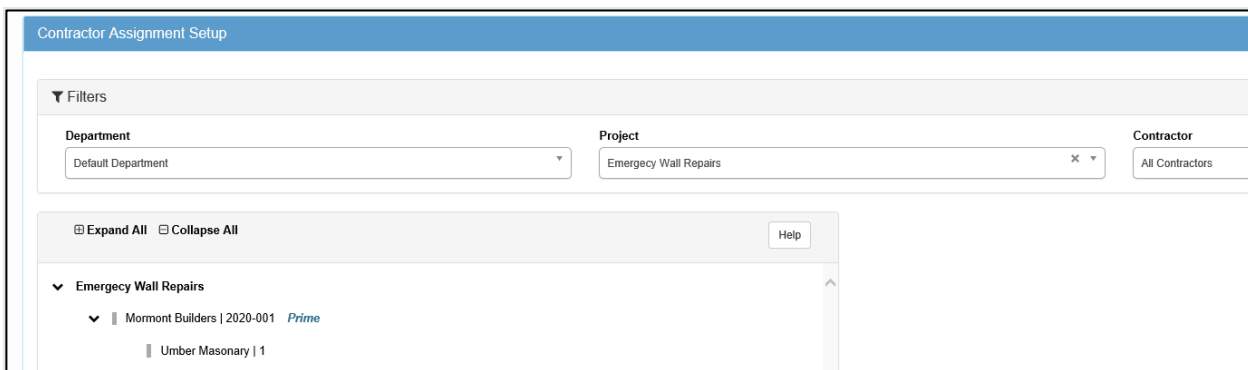
End Date – *Optional field*, some Admins may want this information.

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

After you have entered all required information, be sure to click **Save**. Your subcontractor will now be sent a second email informing them they have been assigned to a project.



You will see the saved contractor assignment listed in the Contractor Assignment Setup screen.



DEPARTMENT SETTINGS

Using the Department feature is a way to group your projects. You could group by Organization Departments (example - Parks & Recreation; Public Works, etc.), Funding Sources (City, State, Federal, Private, etc.), Project Managers, etc. Each Department can set Validations and Department Settings differently.

Your Implementation Project Manager or Account Manager with LCPtracker would be able to explain this more during the original database configuration meeting when the account was originally set up. For those that are new or are creating a new department on your own, while some fields are self-explanatory, we will go through them here. It is highly suggested you do not make any changes without first consulting LCPtracker.

Add/Edit Departments

First, you create Department(s) under the Set Up navigation tab and click the Add/Edit Departments.

Projects	Certifications	Violations	Reports	Admin	eDocuments	Set Up
Administrative Setup						
Add/Edit Projects	Add/Edit eDocument Types	Add/Edit Certification Type				
Contractor Setup	Add/Edit eDocument Templates	Add/Edit Certifying Agency				
Department Settings	Add/Edit Notice Type	Reports Setup				
Validation Settings	Add/Edit Minimum Wage	Demographic Setup				
Change Password	Add/Edit Craft List	Project Groups				
Client Information	Add/Remove Craft Match	Project Types				
Prevailing Wage Setup	Add/Edit Rec. Act Emp. Type	Project PLA Types				
Geographic Area Types	Add/Edit Departments	Set Project Goal Amounts				
Add/Edit Geographic Areas	Add/Edit Work Order					
Add/Edit Admin Logins	ZIP Codes Setup					

You will see the Default Department that is in the system. **You should NEVER edit/delete the Default Department;** you may use this as a department if you wish or create your own and use them, ignoring this default.

Projects	Certifications	Violations	Reports	Admin	eDocuments	Set Up
Add/Edit Departments						
Cancel Add						
Department	Edit	Delete	Clone			
Default Department	Edit	Delete	Clone			

When creating Departments, the name (what you want to name your department), contact name and email address are required fields to save and create a department.

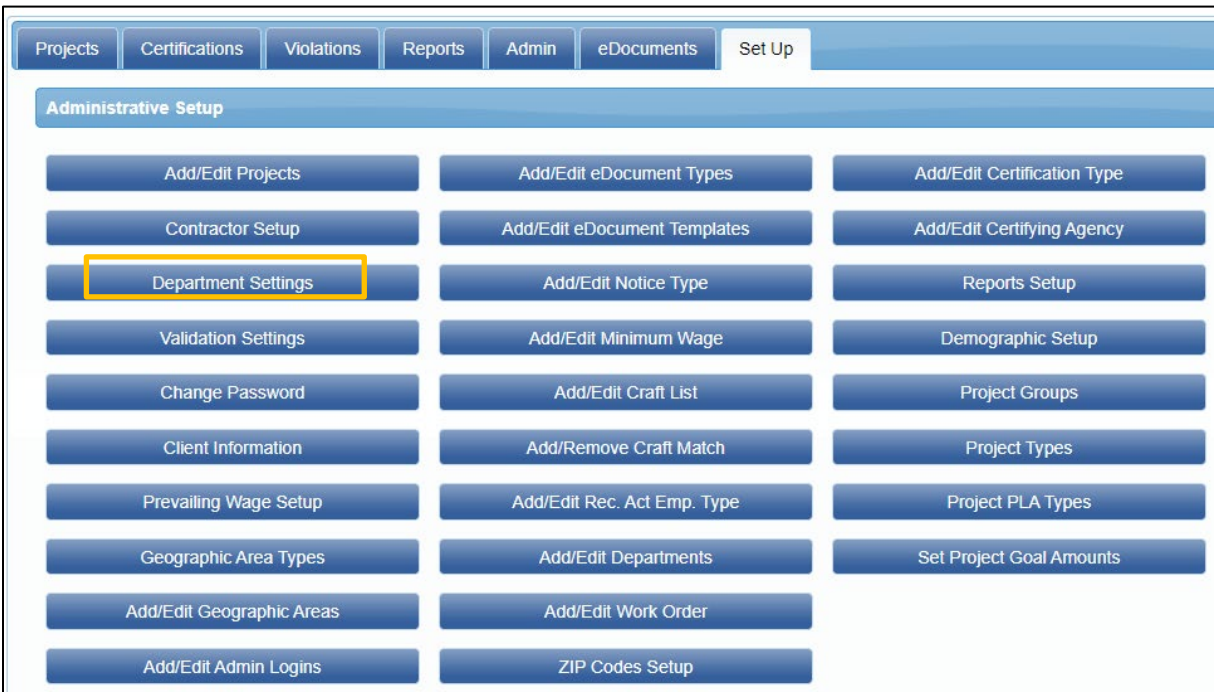
If you have already setup your default department or another department name for a previous type of project, it is recommended to use the “Clone” button to copy over the settings which will save you time with your setup.

Add Department	
Name *	
Contact *	
Address 1	
Address 2	
City	
State	Zip
Phone	Fax
Email *	

Department Settings

Department settings can be set differently per department. These settings were carefully considered when you originally set up the database account. We will walk through the setup information, but it is our recommendation to first consult with LCPtracker before making any changes to your settings.

Add/Edit Departments			
Cancel Add			
Department	Edit	Delete	Clone
Default Department	Edit	Delete	Clone
State Prevailing Wage Projects	Edit	Delete	Clone

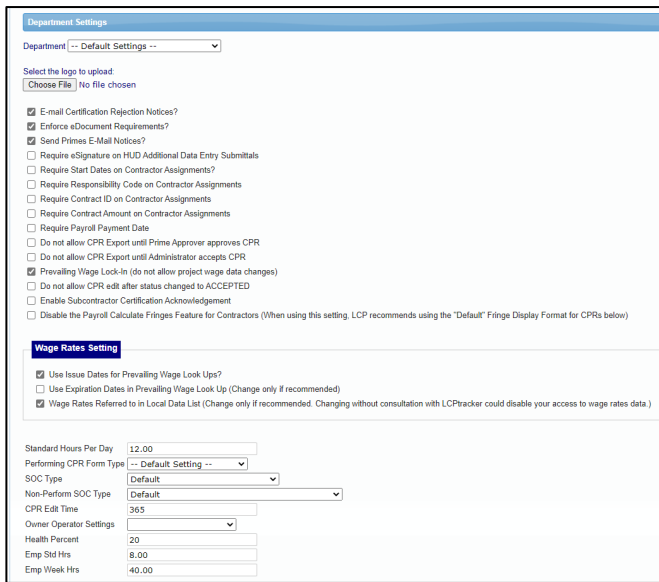


The screenshot shows the 'Administrative Setup' section with various configuration buttons. The 'Department Settings' button is highlighted with a yellow box. Other buttons include: Add/Edit Projects, Add/Edit eDocument Types, Add/Edit Certification Type, Contractor Setup, Add/Edit eDocument Templates, Add/Edit Certifying Agency, Add/Edit Notice Type, Reports Setup, Validation Settings, Add/Edit Minimum Wage, Demographic Setup, Change Password, Add/Edit Craft List, Project Groups, Client Information, Add/Remove Craft Match, Project Types, Prevailing Wage Setup, Add/Edit Rec. Act Emp. Type, Project PLA Types, Geographic Area Types, Add/Edit Departments, Set Project Goal Amounts, Add/Edit Geographic Areas, Add/Edit Work Order, Add/Edit Admin Logins, and ZIP Codes Setup.

When first setting up a database, the following default settings will show. An LCPtracker Implementation Project Manager or Account Manager will go through a series of questions to determine the changes that will be made to your Department Settings based on your needs.

Note: the following screen shots are the default settings and should ALWAYS be updated for each individual department.

Top Section



Department Settings

Department: -- Default Settings --

Select the logo to upload:
 No file chosen

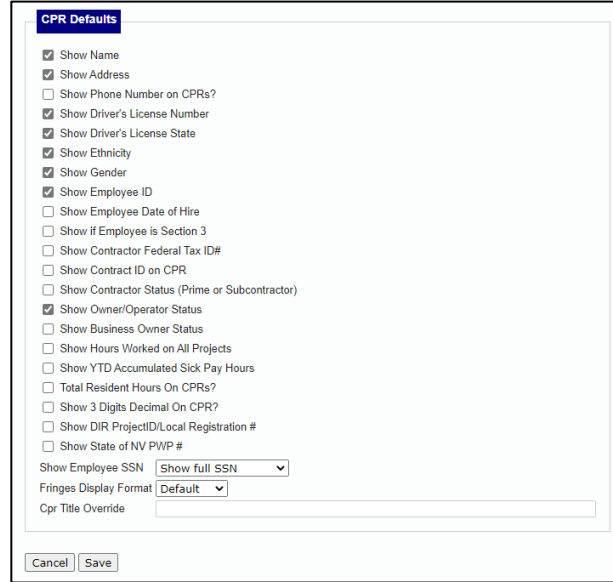
☒ E-mail Certification Rejection Notices?
☒ Enforce eDocument Requirements?
☒ Send Primes E-Mail Notices?
☐ Require eSignature on HUD Additional Data Entry Submittals
☐ Require Start Dates on Contractor Assignments?
☐ Require Responsibility Code on Contractor Assignments
☐ Require Contract ID on Contractor Assignments
☐ Require Contract Amount on Contractor Assignments
☐ Require Payroll Payment Date
☐ Do not allow CPR Export until Prime Approver approves CPR
☐ Do not allow CPR Export until Administrator accepts CPR
☒ Prevailing Wage Lock-In (do not allow project wage data changes)
☐ Do not allow CPR edit after status changed to ACCEPTED
☐ Enable Subcontractor Certification Acknowledgement
☐ Disable the Payroll Calculate Fringes Feature for Contractors (When using this setting, LCP recommends using the "Default" Fringe Display Format for CPRs below)

Wage Rates Setting

☒ Use Issue Dates for Prevailing Wage Look Ups?
☐ Use Expiration Dates in Prevailing Wage Look Up (Change only if recommended)
☒ Wage Rates Referred to in Local Data List (Change only if recommended. Changing without consultation with LCPTracker could disable your access to wage rates data.)

Standard Hours Per Day: 12.00
 Performing CPR Form Type: -- Default Setting --
 SOC Type: Default
 Non-Perform SOC Type: Default
 CPR Edit Time: 365
 Owner Operator Settings:
 Health Percent: 20
 Emp Std Hrs: 8.00
 Emp Week Hrs: 40.00

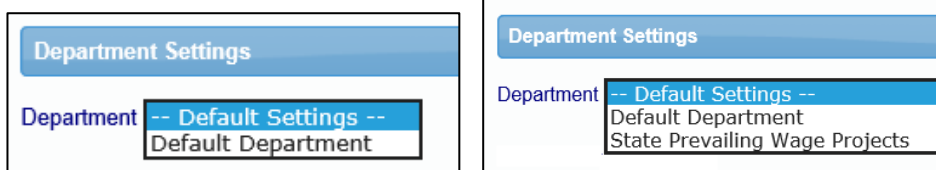
Bottom Section



CPR Defaults

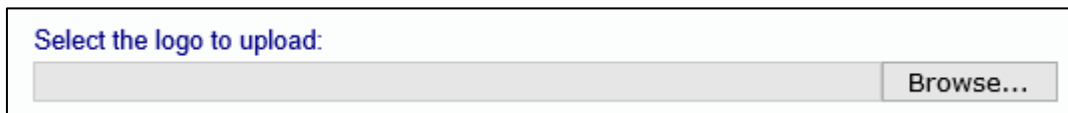
☒ Show Name
☒ Show Address
☐ Show Phone Number on CPRs?
☒ Show Driver's License Number
☒ Show Driver's License State
☒ Show Ethnicity
☒ Show Gender
☒ Show Employee ID
☐ Show Employee Date of Hire
☐ Show if Employee is Section 3
☐ Show Contractor Federal Tax ID#
☐ Show Contract ID on CPR
☐ Show Contractor Status (Prime or Subcontractor)
☒ Show Owner/Operator Status
☐ Show Business Owner Status
☐ Show Hours Worked on All Projects
☐ Show YTD Accumulated Sick Pay Hours
☐ Total Resident Hours On CPRs?
☐ Show 3 Digits Decimal On CPR?
☐ Show DIR ProjectID/Local Registration #
☐ Show State of NV PWP #
 Show Employee SSN: Show full SSN
 Fringes Display Format: Default
 Cpr Title Override:

When accessing Department Settings, the default Department will show "Default Settings". It is important to ALWAYS change this selection to an actual department name before making any changes even if you decide to only use "Default Department".



Left: Department: -- Default Settings --
 Right: Department: -- Default Settings --
 Default Department
 State Prevailing Wage Projects

The "Select the logo to upload" section is only visible to an LCPtracker Implementation Project Manager or Account Manager. If needed, this allows you to add a different logo that you want displayed on the certified payroll reports (CPRs). You may create a separate database for a joint venture and want to use the logo that is different than the logo uploaded to the database.



Select the logo to upload:

Following is an explanation for each of the items listed within the Top Section of the Department Settings.

If the box is Checked = Yes/On and un-checked = No/Off.

E-mail Certification Rejection Notices? – Do you want the system to send an email to subcontractors when you reject CPRs?

Enforce eDocument Requirements? – Under the Set Up navigation tab, you have the Add/Edit eDocument Types. The Types of documents you wish end users to upload into the system.

Send Primes E-Mail Notices? – If you want your Primes to receive system generated emails when rejecting a subcontractor's CPRs.

Require eSignature on HUD Additional Data Entry Submittals – For HUD (Housing and Urban Development) projects / Departments. If you wish to require an eSignature from a subcontractor when submitting Additional Data Entry.

Require Start Dates on Contractor Assignments? – Adds a **red asterisk** (required field) to the contractor/subcontractor start date field when assigning them to a project. This field is used with the Late CPR Summary report to help identify late CPRs.

Require Responsibility Code on Contractor Assignments – Created and used by those specifically working on projects for USACE (United States Army Corps of Engineers). System will require the Responsibility Code when assigning subcontractors to projects.

Require Contract ID on Contractor Assignments – The Contract ID is the contract number between you and the subcontractor. This helps the contractor identify which contract to enter payrolls for when there are multiple contracts on the same project.

Require Contract Amount on Contractor Assignments – Ability to collect the contract amount for each contractor/subcontractor assigned to the project. Checking the box will make this a required entry.

Require Payroll Payment Date – If checked, contractors will be required to enter the payroll payment date for the CPR they are saving and certifying.

Do not allow CPR Export until Prime Approver accepts CPR – This feature is only available if the Prime Approver module is turned on. This is typically used only in California. Having this checked will require the Prime Approver to approve the CPR before the contractor can export the data for their upload requirement to the DIR (if applicable).

Do not allow CPR Export until Administrator accepts CPR – This feature is typically used in California. Having this checked will require the Admin/Agency to accept the CPR before the contractor can export the data for their upload requirement to the DIR (if applicable).

Prevailing Wage Lock-In (do not allow project wage data changes) – This setting is not shown in all databases. Only available if the Admin wants to turn on the functionality to lock wages after assigning them to the project. This will prevent anyone other than a full admin from making changes.

Do not allow CPR edit after status changed to ACCEPTED – Once a CPR has been certified and the Agency/Admin has changed the status to "Accepted", the contractor no longer has the ability to make any changes. They will need to reach out to the Agency/Admin and request to have the CPR status changed to "Permit Edit" to allow changes.

Enable Subcontractor Certification Acknowledgement – This turns on an additional step for all lower tiered subcontractors (not required of prime contractors). They will be asked “Did your company employ Subcontractors on the project this week?” Yes or No. This information will then be available to the Agency/Admin using the Subcontractor Acknowledgement Report.



Subcontractor Acknowledgement Report

LG-LCPTRACKER DEMO DATABASE

Report Date: 5/24/2019

Date Range: 1/1/2018 – 5/26/2019

Project Name	Contractor	Phone Number	Week End Date	Payroll Number	2nd Tier Subs	Additional Notes	Certified By	Date
Choice Ohio Housing	K5 Construction	7194605809	9/2/2018	1			Lois G	12/4/2018
			1/6/2019	1			Lois Goesser	2/12/2019
			1/13/2019	2		I had ABC Landscaping on site	Lois Goesser	5/24/2019

Report Filtered By Week End Date

Page 1 of 1

Disable the Payroll Calculate Fringes Feature for Contractors (When using this setting, LCP recommends using the “Default” Fringe Display Format for CPRs below) – This feature is not widely used. Please speak with an LCPtracker Implementation Project Manager or Account Manager before turning on. Typically, only used when not all fringe boxes are able to be counted towards meeting the total prevailing wage rate.

Use Issue Dates for Prevailing Wage Look Ups? – Will force the system to look at the most recent issue date PRIOR to the week-end date of the CPR. It is recommended to ALWAYS have this box checked to be turned on.

Use Expiration Dates in Prevailing Wage Look Up (Change only if recommended) – This may not show in your database as it is not turned on for all databases. If available, this looks at the expiration date for prevailing wages and does not allow a contractor to select Do you want the system to send an email to subcontractors when you reject CPRs?

Wage Rates Referred to in Local Data List (Change only if recommended. Changing without consulting with LCPtracker could disable your access to wage rates data) – Created specifically for accounts that have wages maintained at the master level typically by the LCPtracker wage team. **DO NOT MAKE CHANGES TO THIS SETTING WITHOUT CONSULTING WITH YOUR LCPTRACKER IMPLEMENTATION PROJECT MANAGER OR ACCOUNT MANAGER FIRST.**

The following are settings regarding standard hours for your funding type, the Statement of Compliance required, Owner Operator settings and the number of days you allow a contractor to make changes to their CPR.

Standard Hours Per Day	12.00
Performing CPR Form Type	-- Default Setting --
SOC Type	Default
Non-Perform SOC Type	Default
CPR Edit Time	365
Owner Operator Settings	
Health Percent	20
Emp Std Hrs	8.00
Emp Week Hrs	40.00

Standard Hours Per Day – This is the hours an employee can work in a day before double-time kicks in. If you do not have this rule, then 24 = null. See Validation 12b

Performing CPR Form Type – This selection will only appear if a custom CPR form type has been added to your database.

SOC Type – The standard Statement of Compliance (SOC) setting for this is “Fringe Payment Check Boxes” which is the standard WH347 SOC requiring that the contractor check either the 4a or 4b checkbox for how fringes were paid before the system will allow them to certify their payroll. Leaving this as Default will not allow the contractor to select. If your project requires a custom SOC, please contact your LCPtracker Implementation Project Manager or Account Manager.

Non-Perform SOC Type – The standard setting for this is “Fringe Payment Check Boxes” which is the standard WH347 SOC allowing the contractor to check either the 4a or 4b checkbox for how fringes were paid. For non-performing SOC, the contractor can certify without checking one of the two checkboxes.

Does not allow for the contractor to select.
Both boxes are automatically selected.

SOC Type	Default
Non-Perform SOC Type	Default

(4) That:

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

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

Allows for the contractor to select.

SOC Type	Fringe Payment Check Boxes
Non-Perform SOC Type	Fringe Payment Check Boxes

(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 has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

CPR Edit Time – This is the amount of time you will allow the contractors to edit their CPRs if needed. If you are using the above feature, “Do not allow CPR edit after status changed to **ACCEPTED**”, the amount of time entered here may not apply once the Agency/Admin accepts the payroll.

Owner Operator Settings	
Y_HOURS-N_DOLLARS	
N_HOURS-Y_DOLLARS	
Y_HOURS-Y_DOLLARS	
N_HOURS-N_DOLLARS	

Owner Operator Settings – The Agency/Admin can set this to what they require to be collected for an owner operator trucking company. The options are:

Health Percent – This was specifically created for one Agency. While the default number states 20; this is only **ON** if validation 28 is turned on. Please contact LCPtracker if you want more information.

Emp Std Hrs – This is the hours an employee can work in a day before overtime kicks in. If you do not have this rule, then 24 = null. See Validation 11b

Emp Week Hrs – This is the hours an employee can work in a week before overtime kicks in. Default is set to 40.

The following information will go through the Bottom Section of the Department settings.

This will be the information that appears on the CPRs when your subcontractors view/print. While you may collect specific information regarding the employees on the project, you can choose to only show some of that information on the CPR when they view/print. For example, you may require the full SSN be collected but only choose to show the last 4 digits on the CPR.

If you do not have the system set to require the pertinent information, then it will only show if the subcontractor happens to enter it. It is our recommendation to configure your database to collect more information than not enough in the event that you need to report on specific information at a later time.

CPR Default Settings	Response			
Show employee name	Yes		No	
Show employee address	Yes		No	
Show employee phone number	Yes		No	
Show employee driver's license number	Yes		No	
Show employee driver's license state	Yes		No	
Show employee ethnicity	Yes		No	
Show employee gender	Yes		No	
Show employee ID	Yes		No	
Show employee date of hire	Yes		No	
Show if employee is Section 3	Yes		No	
Show contractor federal tax ID#	Yes		No	
Show contract ID on CPR	Yes		No	
Show contractor status (prime or subcontractor)	Yes		No	
Show Owner/Operator status	Yes		No	
Show Business Owner status	Yes		No	
Show hours worked on all projects **see below	Yes		No	
Show YTD accumulated sick pay hours **see below	Yes		No	
Show resident hours on CPR **see below	Yes		No	
Show 3 digits decimal on CPR	Yes		No	
Show DIR Project ID/Local Registration #	Yes		No	
Show State of NV PWP #	Yes		No	
Show employee SSN	Yes		No	
	Full		Last Four	
Fringe benefit display **see below Default	Minimal		Extended	

**** see below** will give you more information regarding this setting.

The above section will NOT set the requirement but only be where you select what you want to show on the CPR.

Show hours worked on all projects – If an Agency/Admin requires the contractor to show hours worked all projects, this will be a manual entry by the contractor for hours worked all projects.

▼ Hours Worked Each Day for This Project Only								
	Monday 10/21/2019	Tuesday 10/22/2019	Wednesday 10/23/2019	Thursday 10/24/2019	Friday 10/25/2019	Saturday 10/26/2019	Sunday 10/27/2019	Total Hours
Regular Time	2.00	2.00	2.00	2.00	2.00	0.00	0.00	10.00
Overtime at 1.5	0.00	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	0.00
Total	2.00	2.00	2.00	2.00	2.00	0.00	0.00	10.00
Total Hours All Projects Worked	10.00							

Show YTD accumulated sick pay hours – If the project is a Davis Bacon Act (DBA) project and has the requirement to adhere to Executive Order 13706, Paid Sick Leave, the Agency/Admin may turn on the following functionality. They would also need validation 66 turned on. This value would then show on the CPR as well as the Paid Sick Leave Accrual Report.

▼ Hours Worked Each Day for This Project Only								
	Monday 10/29/2018	Tuesday 10/30/2018	Wednesday 10/31/2018	Thursday 11/1/2018	Friday 11/2/2018	Saturday 11/3/2018	Sunday 11/4/2018	Total Hours
Regular Time	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00
Overtime at 1.5	0.00	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	0.00
Total	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00
YTD Accumulated Sick Pay Hrs	1.00							

Show resident hours on CPR – If the Agency/Admin has one city they want to show city residence hours for, that city would get entered under Set Up >> Client Information >> enter the specified city. Once this feature is turned on, the CPR will show the hours for city and non-city residence based on the city entered for the employee address and the city entered within the client information page.

Note: this city cannot be changed by project. The city entered would be for the whole database.

NAME, ADDRESS, SSN, DRIVERS LICENSE, ETHNICITY, GENDER		WORK CLASSIFICATION, LOCATION AND TYPE	HOURS WORKED EACH DAY							TOTAL HOURS
Removed Info		Construction Worker - No Prevailing Wage - Living Wage Required / Construction Worker - No Prevailing Wage - Living Wage Required / Type: All	10/1/2018	10/2/2018	10/3/2018	10/4/2018	10/5/2018	10/6/2018	10/7/2018	TOTAL HOURS PROJECT
Patterson, OH 44134			M	T	W	TH	F	S	S	3.75
CAUCASIAN Male		0								
All or Part of Prizes Paid to Employee: NO			Vacations, Holiday and Days in Gross Pay: NO							
Voluntary Contributions in Gross Pay: NO										
Removed Info		Construction Worker - No Prevailing Wage - Living Wage Required / Construction Worker - No Prevailing Wage - Living Wage Required / Type: All	10/1/2018	10/2/2018	10/3/2018	10/4/2018	10/5/2018	10/6/2018	10/7/2018	TOTAL HOURS PROJECT
Macdonald, OH 44016			M	T	W	TH	F	S	S	5.00
CAUCASIAN Male		1								
All or Part of Prizes Paid to Employee: NO			Vacations, Holiday and Days in Gross Pay: NO							
Voluntary Contributions in Gross Pay: NO										
Removed Info		Construction Worker - No Prevailing Wage - Living Wage Required / Construction Worker - No Prevailing Wage - Living Wage Required / Type: All	10/1/2018	10/2/2018	10/3/2018	10/4/2018	10/5/2018	10/6/2018	10/7/2018	TOTAL HOURS PROJECT
Willingham, OH 44094			M	T	W	TH	F	S	S	3.75
CAUCASIAN Male		0								
All or Part of Prizes Paid to Employee: NO			Vacations, Holiday and Days in Gross Pay: NO							
Voluntary Contributions in Gross Pay: NO										
TOTAL STANDARD HOURS:		12.00								
City Resident Totals for:		Cleveland								
Total City Resident Hours:		0.00								
Total Non-Resident Hours:		12.00								

Resident City is pulled from the City name listed under Set Up >> Client Information >> City entered

Shows hours for city and non-city resident based on employee's address and the City listed above

Fringe Benefit Display examples are as follows:

Default

Project Name: Project Name
Project Code / Contract # / FIN: A100590
April 24, 2019
Page 1 of 3

WEEKLY CERTIFIED PAYROLL REPORTING FORM

NAME OF CONTRACTOR: K5 Construction
Prime
CONTRACTOR'S LICENSE No. 7194601809
SPECIALTY LICENSE No. Field is for a contractor as a
FEDERAL TAX ID#: ADDRESS: 16991 Old Pueblo Rd., Fountain, CO 80817
PHONE: 7194601809
EMAIL: lgsawer@lcptracker.com
PROJECT LOCATION CODE / NAME:
Elko County / A100590 / Project Name

PAYROLL No. 73
FOR WEEK ENDING: 04/07/2019
SUBMITTED ON: April 24, 2019
MOTOR CARRIER PERMIT No.
UNION
SELF-INSURED CERTIFICATE No.
WORKERS COMP POLICY:
WAGE DECISION: NV170077

NAME, ADDRESS, SSN, DRIVER'S LICENSE, ETHNICITY, GENDER
LOU, LISA
10200 Alister Dr
Albuquerque, NM 87114
XXXX-XX-XXXX
CAUCASIAN
Male
Elko County

WORK CLASSIFICATION, LOCATION AND TYPE
POWER EQUIPMENT OPERATOR / (Group 6 (Bulldozer) / Type: Highway
All or Part of Fringes Paid to Employee: NO
Vacation, Holiday and Days in Gross Pay: NO
Voluntary Contributions in Gross Pay: NO

HOURS WORKED EACH DAY
M T W TH F S S
S 1.00 1.00 1.00 1.00
O
D

TOTAL HOURS: 4.00
BASE HOURLY RATE OF PAY: 60.00
GROSS AMOUNT EARNED: 240.00

DEDUCTION, CONTRIBUTION AND PAYMENTS
Federal Tax: 200.00
Social Security: 200.00
Medicare: 200.00
State Tax: 200.00
Local Taxes / FEI: 200.00
Other: 200.00
Savings: 200.00
Total Deduction: 200.00
Check No.: DD
Net Paid Week: 40.00
Total Fringes Paid to 3rd: 1,000.00
Permit Payment Date: 4/12/19

OTHER DEDUCTION NOTES: Child Support

TOTAL STANDARD HOURS: 4.00
TOTAL 1.5 OT HOURS: 0.00
TOTAL 2.0 OT HOURS: 0.00
GRAND TOTAL HOURS: 4.00

Minimal

Project Name: 1-405 Improvements
Project Code / Contract # / FIN: 1036-103210
September 07, 2018
Page 1 of 2

WEEKLY CERTIFIED PAYROLL REPORTING FORM

NAME OF CONTRACTOR: Smart's General Contractor
Sub To: K5 Construction
Subcontractor to K5 Construction
CONTRACTOR'S LICENSE No. 7192127586
SPECIALTY LICENSE No.
FEDERAL TAX ID#: ADDRESS: 1117 S 163rd Ave., Omaha, NE 68131
PHONE: 719-210-7186
EMAIL: lgsawer@lcptracker.com
PROJECT LOCATION CODE / NAME:
s4 / 1036-103210 / 1-405 Improvements

PAYROLL No. 1
FOR WEEK ENDING: 10/01/2017
SUBMITTED ON: September 07, 2018
MOTOR CARRIER PERMIT No.
UNION
SELF-INSURED CERTIFICATE No.
WORKERS COMP POLICY:

NAME, ADDRESS, SSN, DRIVER'S LICENSE, ETHNICITY, GENDER
KIMNISCITZKE, EMILY
16991 Old Pueblo Rd
Fountain, CO 80817
XXXX-XX-XXXX
CAUCASIAN
Male
SAN DIEGO COUNTY

WORK CLASSIFICATION, LOCATION AND TYPE
ELECTRICIAN / SOUND AND SIGNAL TECHNICIAN /
All or Part of Fringes Paid to Employee: NO
Vacation, Holiday and Days in Gross Pay: NO
Voluntary Contributions in Gross Pay: NO

HOURS WORKED EACH DAY
M T W TH F S S
S 1.00 1.00
O
D

TOTAL HOURS: 2.00
BASE HOURLY RATE OF PAY: 60.00
GROSS AMOUNT EARNED: 120.00

DEDUCTION, CONTRIBUTION AND PAYMENTS
Federal Tax: 10.00
Social Security: 10.00
Medicare: 5.00
State Tax: 5.00
Local Taxes / FEI: 0.00
Other: 0.00
Savings: 0.00
Total Deduction: 30.00
Check No.: DD
Net Paid Week: 90.00
Total Fringes Paid to 3rd: 67.37
Permit Payment Date: 10/6/17

Craft Matches (Jurisdiction / Craft / Classification / Type):
Federal Wages - LG Database / ELECTRICIAN / Sound & Communications (Sound Technician) ELEC0569-004 06/01/2017 / Building,
Heavy (Heavy and Drivings), Highway and

TOTAL STANDARD HOURS: 2.00
TOTAL 1.5 OT HOURS: 0.00
TOTAL 2.0 OT HOURS: 0.00
GRAND TOTAL HOURS: 2.00

Extended

Project Name: 1-405 Improvements
Project Code / Contract # / FIN: 1036-103210
February 07, 2018
Page 1 of 2

WEEKLY CERTIFIED PAYROLL REPORTING FORM

NAME OF CONTRACTOR: Smart's General Contractor
Sub To: K5 Construction
Subcontractor to K5 Construction
CONTRACTOR'S LICENSE No. 7192127586
SPECIALTY LICENSE No.
FEDERAL TAX ID#: ADDRESS: 1117 S 163rd Ave., Omaha, NE 68131
PHONE: 719-210-7186
EMAIL: lgsawer@lcptracker.com
PROJECT LOCATION CODE / NAME:
s4 / 1036-103210 / 1-405 Improvements

PAYROLL No. 1
FOR WEEK ENDING: 10/01/2017
SUBMITTED ON: February 07, 2018
MOTOR CARRIER PERMIT No.
UNION
SELF-INSURED CERTIFICATE No.
WORKERS COMP POLICY:

NAME, ADDRESS, SSN, DRIVER'S LICENSE, ETHNICITY, GENDER
KIMNISCITZKE, EMILY
16991 Old Pueblo Rd
Fountain, CO 80817
XXXX-XX-XXXX
CAUCASIAN
Male
SAN DIEGO COUNTY

WORK CLASSIFICATION, LOCATION AND TYPE
ELECTRICIAN / SOUND AND SIGNAL TECHNICIAN /
All or Part of Fringes Paid to Employee: NO
Vacation, Holiday and Days in Gross Pay: NO
Voluntary Contributions in Gross Pay: NO

HOURS WORKED EACH DAY
M T W TH F S S
S 1.00 1.00
O
D

TOTAL HOURS: 2.00
BASE HOURLY RATE OF PAY: 60.00
GROSS AMOUNT EARNED: 120.00

DEDUCTION, CONTRIBUTION AND PAYMENTS
Federal Tax: 10.00
Social Security: 10.00
Medicare: 5.00
State Tax: 5.00
Local Taxes / FEI: 0.00
Other: 0.00
Savings: 0.00
Total Deduction: 30.00
Check No.: DD
Net Paid Week: 90.00
Total Fringes Paid to 3rd: 61.56
Permit Payment Date: 04/6/17

Craft Matches (Jurisdiction / Craft / Classification / Type):
Federal Wages - LG Database / ELECTRICIAN / Sound & Communications (Sound Technician) ELEC0569-004 06/01/2017 / Building,
Heavy (Heavy and Drivings), Highway and

TOTAL STANDARD HOURS: 2.00
TOTAL 1.5 OT HOURS: 0.00
TOTAL 2.0 OT HOURS: 0.00
GRAND TOTAL HOURS: 2.00

VALIDATION SETTINGS

Validations are the mathematical and logical data checks that are performed on all the payroll data entered in LCPtracker system. Many checks are made on the payroll data when entered to ensure accurate data is captured correctly. The Validation Settings feature provides a way for the Administrator to control exactly what checks are made on payroll data, how this information is presented to the contractors, and how the Certification/Submittal process is controlled.

Only those administrators with **FULL ADMIN** rights can view or change Validation Settings. LCPtracker recommends giving very few people Full Admin rights.

This function is located under Set Up > Validation Settings. For any questions prior to making changes to your validations, please contact your LCPtracker Implementation Project Manager or Account Manager.

Validation settings may be set by Department and/or Jurisdiction. The Department feature is a way you can group by Organizational Department, Funding Source, Project Managers, etc. It is not mandatory to use Departments.

Limitations of Validation Checks in LCPtracker

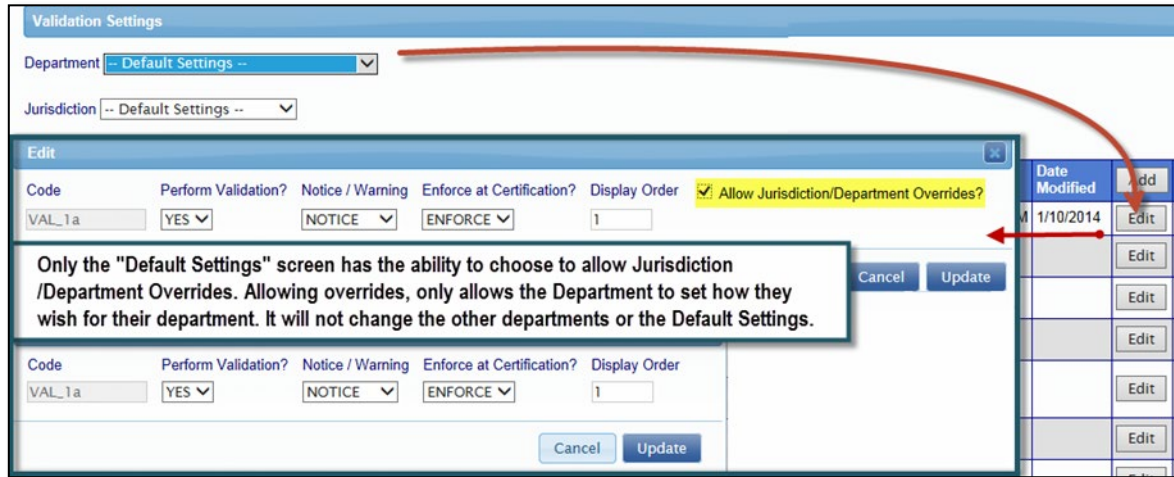
In the following limited conditions, LCPtracker validation rules may not provide an accurate check of wages paid:

- When benefits are calculated as a percent of wages paid and overtime is worked;
- When benefits are calculated based on hours paid rather than hours worked, and overtime is worked;
- When overtime rate is not 1.5 times base rate or when double time rate is not 2.0 times base rate and overtime is worked.

Any other unusual or unique rules for calculating benefits and/or overtime may or may not be adequately checked by LCPtracker. If you have such unusual rules, please check with LCPtracker Staff to confirm LCPtracker's ability to check the rules.

Validation Controls

The Administrator can control four aspects of each validation. An explanation of how these controls work is presented below. **Note:** if a control setting is changed, then a payroll record that had an existing NOTICE or WARNING must be edited and saved so the new settings can be applied to the payroll record.



Validation Settings

Department: -- Default Settings --

Jurisdiction: -- Default Settings --

Edit

Code	Perform Validation?	Notice / Warning	Enforce at Certification?	Display Order	Allow Jurisdiction/Department Overrides?
VAL_1a	YES	NOTICE	ENFORCE	1	☒

Only the "Default Settings" screen has the ability to choose to allow Jurisdiction /Department Overrides. Allowing overrides, only allows the Department to set how they wish for their department. It will not change the other departments or the Default Settings.

Buttons: Cancel, Update

Date Modified	Add	Edit	Edit	Edit	Edit	Edit
1/10/2014						

Perform Validation

YES/NO – controls if validation is done.

Notice / Warning

A **NOTICE and ENFORCE** indicates something is wrong based on the validation rules. Contractors will not be able to certify a report if this message occurs. An example of a NOTICE is when the Basic Hourly Rate paid is less than the pre-determined prevailing wage rate; which indicates a violation of prevailing wage.

A **WARNING and ALERT** indicates something may be wrong, but insufficient information is available to the program to determine further. However, contractors can certify the payroll under this setting. An example of a WARNING is when straight time is paid for Saturday work which, depending on the craft/classification, may or may not apply under this validation setting.

Note: Once the end users submit their CPR through system, Warnings will appear under the Administrators Violations Navigation Tab. For further information, see **VIOLATIONS** section of this manual.

Enforce / Alert / Hide / Discard

Enforce – Enforce will force notices to be cleared before certification.

Alert – Alert will only warn of the existence of notices when certifying and will be displayed to the admin user under the Violations Tab.

Hide – Hide will hide the warning or notice from the contractor and will not notify them when they enter/certify their payroll, but it will be displayed in administrator violations navigation tab; now the administrator is the first person to see the notice/warning generated.

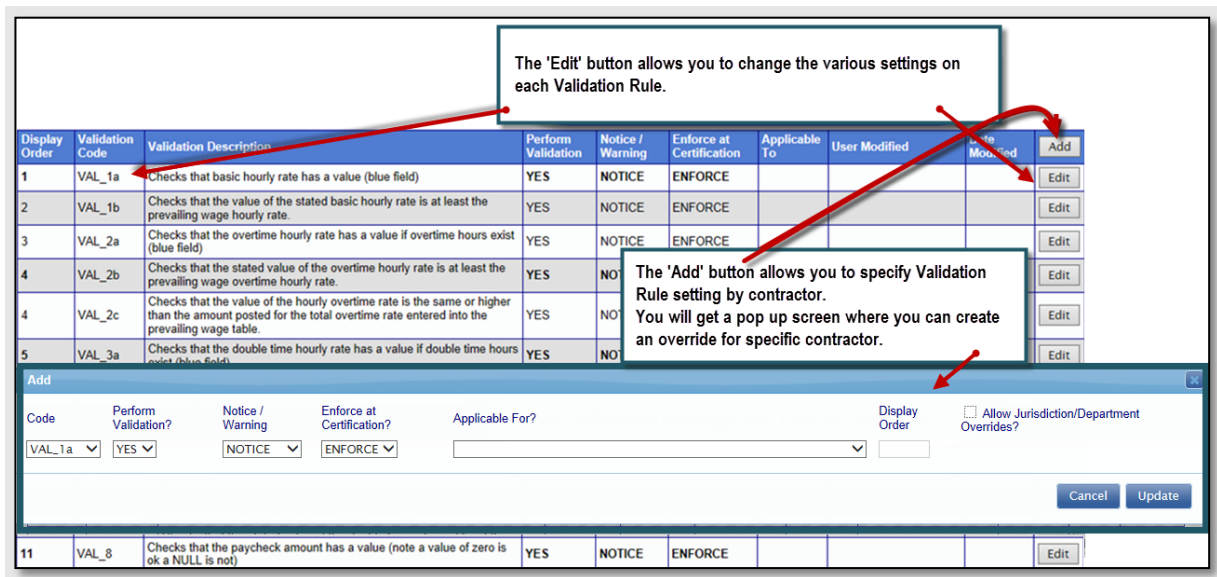
Discard – Discard will only warn of the existence of notices/warnings when certifying and will NOT be displayed to the administrator under their Violations navigation tab. This option is very seldom used.

Most commonly used setting combinations - **Yes /Notice/Enforce, Yes/Warning/Alert, or No**

Validation Overrides/Exceptions

If you wish to allow a contractor, with special circumstances, to have a different setting on a certain validation check, you may create what is called a validation override.

To create overrides, click the 'Add' button in the top right. You will get a pop-up window to enter your information. Make the appropriate choices. First, start with the validation code you want to make the exception for. You will then continue with what change you want to make to the current setting for your specific contractor. To perform the validation, select Yes and to turn off the validation completely, select No. The Notice or Warning selection is the type of enforcement to run at time of Certification. Next, the Applicable For? is the contractor this override will be applicable to. Lastly, you can enter the display order to either show up top or move this to the bottom by selecting a high number. If you are using Departments, you will need to decide if you will Allow Jurisdiction/Departments to override.



The 'Edit' button allows you to change the various settings on each Validation Rule.

The 'Add' button allows you to specify Validation Rule setting by contractor. You will get a pop up screen where you can create an override for specific contractor.

Display Order	Validation Code	Validation Description	Perform Validation	Notice / Warning	Enforce at Certification	Applicable To	User Modified	Add
1	VAL_1a	Checks that basic hourly rate has a value (blue field)	YES	NOTICE	ENFORCE			Edit
2	VAL_1b	Checks that the value of the stated basic hourly rate is at least the prevailing wage hourly rate.	YES	NOTICE	ENFORCE			Edit
3	VAL_2a	Checks that the overtime hourly rate has a value if overtime hours exist (blue field)	YES	NOTICE	ENFORCE			Edit
4	VAL_2b	Checks that the stated value of the overtime hourly rate is at least the prevailing wage overtime hourly rate.	YES	NO				Edit
4	VAL_2c	Checks that the value of the hourly overtime rate is the same or higher than the amount posted for the total overtime rate entered into the prevailing wage table.	YES	NO				Edit
5	VAL_3a	Checks that the double time hourly rate has a value if double time hours exist (blue field)	YES	NO				Edit

Add

Code: VAL_1a
 Perform Validation?: YES
 Notice / Warning: NOTICE
 Enforce at Certification?: ENFORCE
 Applicable For?:
 Display Order:
☐ Allow Jurisdiction/Department Overrides?

Cancel Update

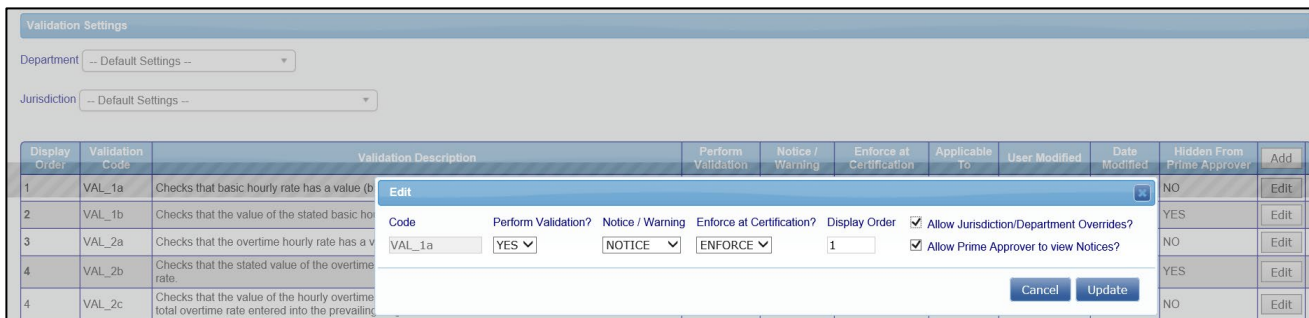
11	VAL_8	Checks that the paycheck amount has a value (note a value of zero is ok a NULL is not)	YES	NOTICE	ENFORCE			Edit
----	-------	--	-----	--------	---------	--	--	------

Allow Jurisdiction/Department Overrides

If you leave the box checked, it will allow departments to set the validations as needed for their department. Depending on funding there may be different rules and requirements as to what validations are on/off or set as Notices or Warnings.

Prime Approver Validation Settings

If you have chosen to use the Prime Approver module for your database, you will see an additional column in your validation settings. A Full Admin can hide validations from a Prime Approver by selecting yes on the desired validation. Please note this is not a commonly used feature.



The screenshot shows the 'Validation Settings' page. At the top, there are dropdown menus for 'Department' (set to '-- Default Settings --') and 'Jurisdiction' (set to '-- Default Settings --'). Below these is a table with columns: Display Order, Validation Code, Validation Description, Perform Validation, Notice / Warning, Enforce at Certification, Applicable To, User Modified, Date Modified, Hidden From Prime Approver, and Add. The table lists four validation rules (VAL_1a, VAL_1b, VAL_2a, VAL_2b, VAL_2c). An 'Edit' modal window is open for VAL_1a, showing fields for Code, Perform Validation (YES), Notice / Warning (NOTICE), Enforce at Certification (ENFORCE), Display Order (1), and checkboxes for 'Allow Jurisdiction/Department Overrides?' and 'Allow Prime Approver to view Notices?'. The modal also has 'Cancel' and 'Update' buttons.

Validation Explanations

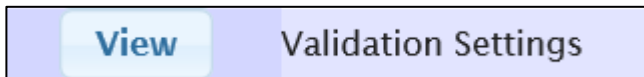
For a detailed explanation regarding each validation within LCPtracker, please reference the "Validation Settings" document under Training Materials >> Administrator Support Documents >> Validation Settings.



A horizontal navigation bar with six buttons: 'User Portal' (blue), 'Training Materials' (yellow, highlighted with a red border), 'Support' (blue), 'Logout' (blue), 'Live Chat' (green), and 'Co-Browse' (blue).



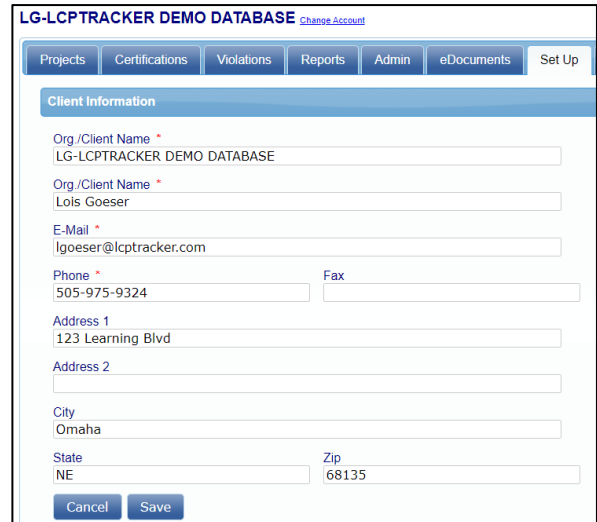
A dropdown menu with a yellow arrow icon and the text 'Administrator Support Documents' in orange.



A button with a light blue background and a darker blue border, containing the text 'View Validation Settings' in white.

CLIENT INFORMATION

The client information is typically the Main Administrator or Contact for the account/agency. This should be updated if you have an internal change. This data is used on standard reports such as the HUD 60002 in the system. Some of the information will be entered when the database has been created. It is our recommendation to ensure the full address is entered as the City is used with the [Show resident hours on CPR](#) functionality. The Org./Client Name entered will be what is showing as the database name. Once you have entered your organization data, click Save.



The screenshot shows the 'Client Information' form for the 'LG-LCPTRACKER DEMO DATABASE'. The form includes fields for Org./Client Name, E-Mail, Phone, Fax, Address 1, Address 2, City, State, and Zip. The 'Save' button is highlighted.

PREVAILING WAGE SETUP

LCPtracker has been designed two different ways as it pertains to prevailing wages loaded in the system. The first way is strictly for the State of California prevailing wages, which are maintained by LCPtracker. The second way are for all other databases with local, state, and/or federal prevailing wages that are not using the State of California wage rates.

When a new database is created in LCPtracker, your Implementation Project Manager or Account Manager will setup your Jurisdiction, Location (County), and Construction Type based on the prevailing wages that will be assigned to your project. The client will need to submit a copy of the General Wage Decision, which modification number applicable and the issue/publication dates for the wages that will need to be entered. With the purchase of your database, typically the first four hours of wage entry by our Wage Data Team will be free of charge. If the wage determination is larger and requires more time than what is allocated in your contract, your LCPtracker Implementation Project Manager or Account Manager will discuss the options available to you.

While some Agencies may choose to pay LCPtracker for continued data entry of new or additional information, most Administrators take over the procedure. It is our recommendation if your project has state prevailing wages that update regularly, to speak with your account manager regarding a yearly cost proposal for wage maintenance.

Note: think of a Jurisdiction as the funding type and a way to tell the 'backend' what rates to look at when checking your subcontractors' payrolls. If an Agency has both federal and state prevailing projects, you should then have two



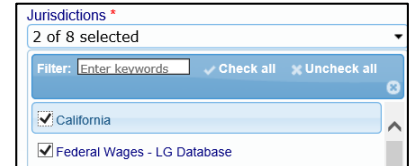
The screenshot shows the 'WASHINGTON DEMO DATABASE' with a table titled 'Jurisdictions'. The table has columns for Name, FHWA, and actions (Edit, Delete). The data row shows 'State - Washington DD' with 'NO' in the FHWA column. The 'Add' and 'Cancel' buttons are at the bottom.

Name	FHWA	
State - Washington DD	NO	Edit Delete

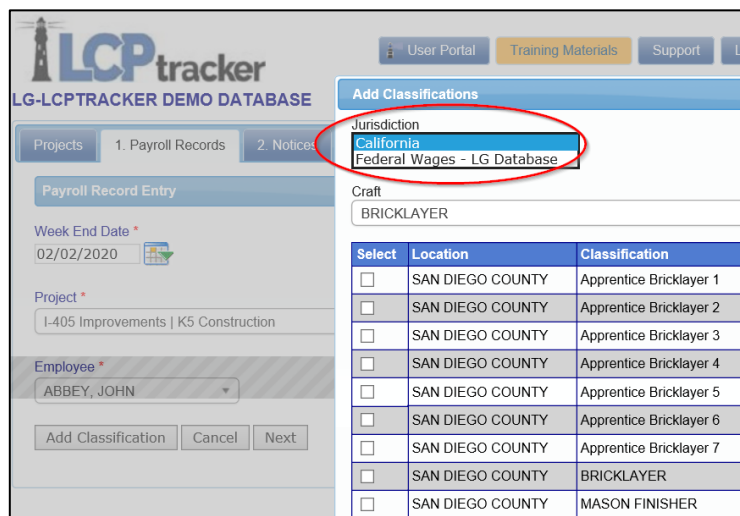
Jurisdictions created. The typical naming convention would be; State Prevailing Wages – Database Name and Federal Prevailing Wages – Database Name.

Some clients may have what are called “Dually Funded” projects. For these types of projects, the system must check against two sets of rules and two sets of wages, such as a USDOL (United States Department of Labor) wage determination and a State, City or Local wage determination. In these instances, both sets of wage determinations will need to be entered in LCPtracker.

The project would have two jurisdictions assigned and would require the Agency/Admin to pick which Jurisdiction to show first on the CPRs.

Once the project is setup with the dual jurisdictions, the contractor would be required to pick a craft/classification from both jurisdictions.



Select	Location	Classification
☐	SAN DIEGO COUNTY	Apprentice Bricklayer 1
☐	SAN DIEGO COUNTY	Apprentice Bricklayer 2
☐	SAN DIEGO COUNTY	Apprentice Bricklayer 3
☐	SAN DIEGO COUNTY	Apprentice Bricklayer 4
☐	SAN DIEGO COUNTY	Apprentice Bricklayer 5
☐	SAN DIEGO COUNTY	Apprentice Bricklayer 6
☐	SAN DIEGO COUNTY	Apprentice Bricklayer 7
☐	SAN DIEGO COUNTY	BRICKLAYER
☐	SAN DIEGO COUNTY	MASON FINISHER

Jurisdiction and Location are LCPtracker settings only. After your initial database setup, if you need an additional Jurisdiction and/or Location, please fill out the request form that is located under Training Materials >> Administrator Support Documents >> Jurisdiction/Location Request Form and send to support@lcptracker.com.

Creating a New Master

A typical Craft/Classification entry will contain a Base Hourly Rate, an Hourly Fringe Rate, Total Hourly Rate and Total Overtime Rate. In some cases, a Doubletime and Training rate will also be entered.

The first step is to check the Master that is in the system. To do this, go to Reports >> Special Reports >> run the Master Wage Data Report. You can compare what is in the system to what

you need for a new wage decision or modification, etc., and note what needs to be updated when you create your new Master.

Master Wage Data Report

Jurisdiction: Federal Wages - LG Database Location: Elko County View Report

Construction Type: Highway Wage Decision: NV180001

Modification: 0 Issue Date: 01-01-2018, 01-01-2018

Export: ☒ True ☐ False

1 of 1 100% Find | Next

Jurisdiction	Location	Type	Craft	Classification	Wage Decision	Issue Date	Expire Date	Publication Date	Modification	Basic Rate	Fringes	Total Rate	Overtime Rate	Doubletime Rate	Training Rate	Standard Day
Federal Wages - LG Database	Elko County	Highway	ASBESTOS WORKER	Heat & Frost Insulator	NV180001	1/1/2018	1/1/2100	1/1/2018	0	46.960	23.100	70.060	93.540	117.020	0.000	8
Federal Wages - LG Database	Elko County	Highway	BRICKLAYER	Bricklayer	NV180001	1/1/2018	1/1/2100	1/1/2018	0	27.740	8.190	35.930	49.800	63.670	0.000	8
Federal Wages - LG Database	Elko County	Highway	BRICKLAYER	Tile Finisher	NV180001	1/1/2018	1/1/2100	1/1/2018	0	20.520	6.050	26.570	36.830	47.090	0.000	8
Federal Wages - LG Database	Elko County	Highway	BRICKLAYER	Tile Setter	NV180001	1/1/2018	1/1/2100	1/1/2018	0	27.430	6.050	33.480	47.195	60.910	0.000	8
Federal Wages - LG Database	Elko County	Highway	CARPENTER	Includes Acoustical Ceiling Installation, Drywall Hanging, & Metal stud Installation	NV180001	1/1/2018	1/1/2100	1/1/2018	0	27.980	13.280	41.260	55.250	69.240	0.000	8
Federal Wages - LG Database	Elko County	Highway	ELECTRICIAN	Electrician	NV180001	1/1/2018	1/1/2100	1/1/2018	0	38.500	16.820	55.320	74.570	93.820	0.000	8

Copying Master to Master

To create a new wage data master, we have built a time saver method for this process. Please refer to the Wage Data Entry Guide located under Training Materials >> Administrator Support Documents >> Wage Data Entry Guide for step-by-step instructions.

Add/Edit/Copy/Delete Master Wage Data

Now, that you have copied from one master to another, you can go back and Add, Edit, Copy or Delete your Master Wage data if necessary. You will need to go back to your setup navigation tab and choose the Add/Edit Master Wage Data and pull up the information you just created and update any dollar values, add anything if necessary or delete what you may not need for this new Master.

Edit Master Wage Data

Jurisdiction: OREGON Location: OR - LANE Construction Type: Highway

General Decision: OR_LANE-2015 Modification: 0

Delete Selected Add Classification

You may now Add Classification, Copy, Edit or Delete

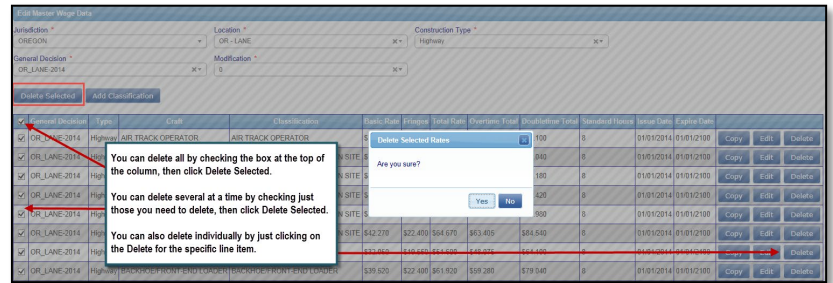
General Decision	Type	Craft	Classification	Basic Rate	Fringes	Total Rate	Overtime Total	Doubletime Total	Issue Date	Expire Date	Copy	Edit	Delete
☐ OR_LANE-2015	Highway	AIR TRACK OPERATOR	AIR TRACK OPERATOR	\$32.550	\$19.550 \$52.100	\$48.825	\$65.100	8	01/01/2015	01/01/2100	Copy	Edit	Delete
☐ OR_LANE-2015	Highway	ASPHALT	CONCRETE/CRUSHER PLANT-ON SITE	\$39.520	\$22.400 \$61.920	\$59.280	\$79.040	8	01/01/2015	01/01/2100	Copy	Edit	Delete
☐ OR_LANE-2015	Highway	ASPHALT RAKER	ASPHALT RAKER	\$32.050	\$19.550 \$51.600	\$48.075	\$64.100	8	01/01/2015	01/01/2100	Copy	Edit	Delete
☐ OR_LANE-2015	Highway	BACKHOE/FRONT-END LOADER	BACKHOE/FRONT-END LOADER	\$39.520	\$22.400 \$61.920	\$59.280	\$79.040	8	01/01/2015	01/01/2100	Copy	Edit	Delete

You can click the "Copy" button on any craft and a new window will pop-up. The top portion of the screen will auto-populate based on what is already in the system. You can now edit the craft/classification, rates, and anything else, if necessary, and always make sure to hit Save.

Note: if you use expiration dates in your database and you are adding a new craft/classification with a new expiration date, it is very important to NOT modify the craft and classification name.

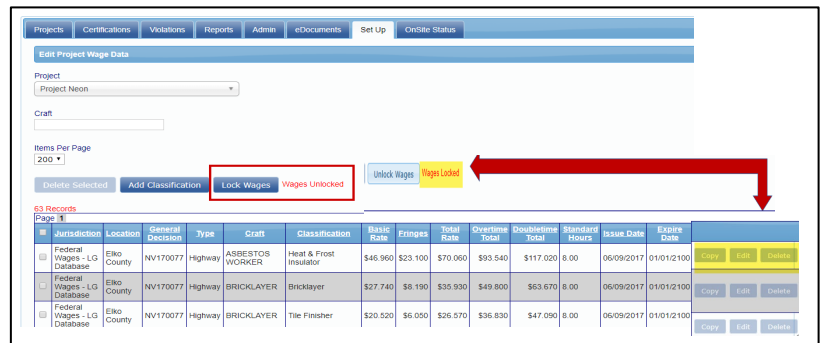
Once you have clicked Save, a new pop-up window will appear asking you if you are finished or if you would like to add another record. If you are done, click “Finished”. If not, click “Add Another”. Repeat these steps as many times as necessary until you are finished.

When deleting craft / classifications, you may choose to delete individual lines, or you can select All by clicking the top blue checkbox for that column.



For more information on Prevailing Wage Setup, please refer to the Wage Data Entry Guide located under Training Materials >> Administrator Support Documents >> Wage Data Entry Guide for step-by-step instructions.

A Full Admin has the ability to “lock” wages after they have been assigned to a project. This prevents anyone other than a Full Admin from making changes to even the project wage data.



Project Wage Data

Each project entered into LCPtracker will have a unique set of wage data that will be “locked in” to the project by an Administrator.

The prevailing wage data will be identified in the system with a specific set of information that is either pulled from the wage decision published by the USDOL, the State, County or City.

Each wage decision will have a Jurisdiction, Location, Construction Type, General Decision Number, Modification Number, Publication Date, Issue Date, and Expiration Date.

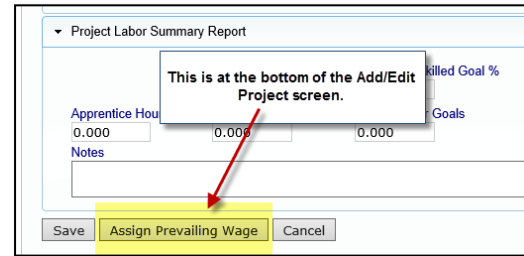
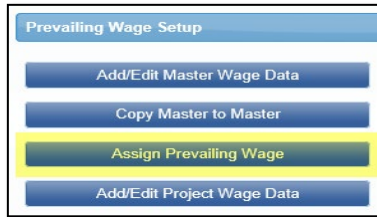
When adding Apprentice craft/classifications, you should ALWAYS add to the Project Wage Data screen and NOT the Master Wage Data screen.

Assigning Wages to a Project

Once the correct Master Wage Data has been added to system, either by LCPtracker or by you the Agency/Admin, the wages can now be assigned to a Project.

There are two places in the system where you can assign the wages to a project.

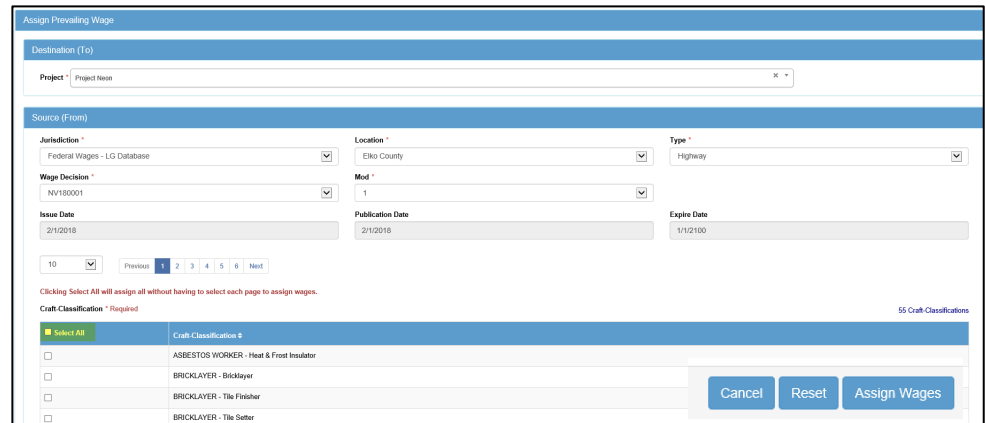
1. The first is in the Add/Edit Project screen. You will see this button available once you have created and saved your project:
2. The second place is under the Prevailing Wage Setup section:

To do this you will click on Set Up >> Prevailing Wage Setup >> Assign Prevailing Wage button

Both places will take you to the same screen where you will assign the wages to the project.

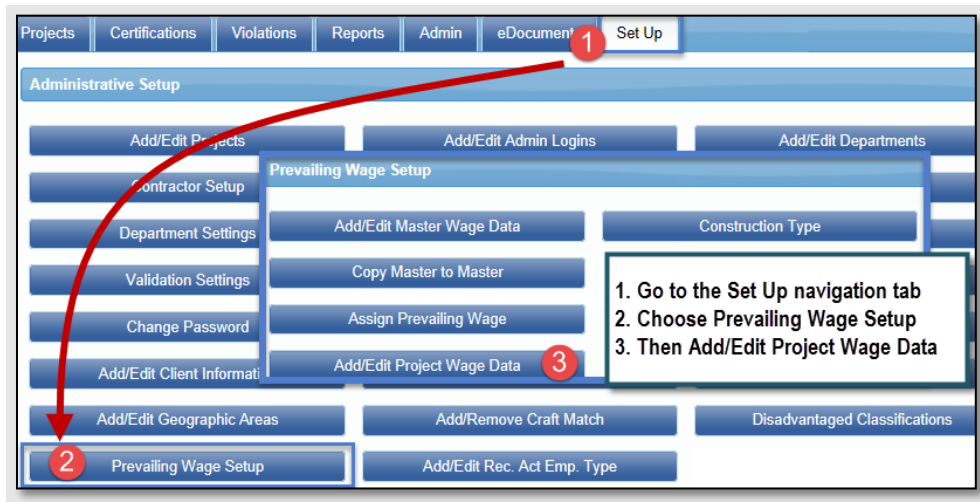
You will enter the project and source information regarding your project wages, click “Select All” and then Assign Wages to save.



Adding Additional Crafts/Apprentices

Step one - Gathering Project Wage Information

Start by going back to the Set Up navigation tab; click on the Prevailing Wage Setup button then click the Add/Edit Project Wage Data.



Choose the Project you want to add Classifications to; also, you may Edit or Delete Classifications from a project in this same screen. The system will then auto-populate with what is currently loaded to **THAT** specific project. Here you may click “Add Classification”, but it is also a good practice to add a classification by copying a previous classification.

If you are going to use the “Add Classification” button, you may want to make note of the Jurisdiction, Location, General Decision, and Modification (click on Edit for the Modification number); as well as the Publication, Issue and Expiration Dates so you have that information for step two. If you use the “Copy” button, all this information will populate based on the entry you are copying.

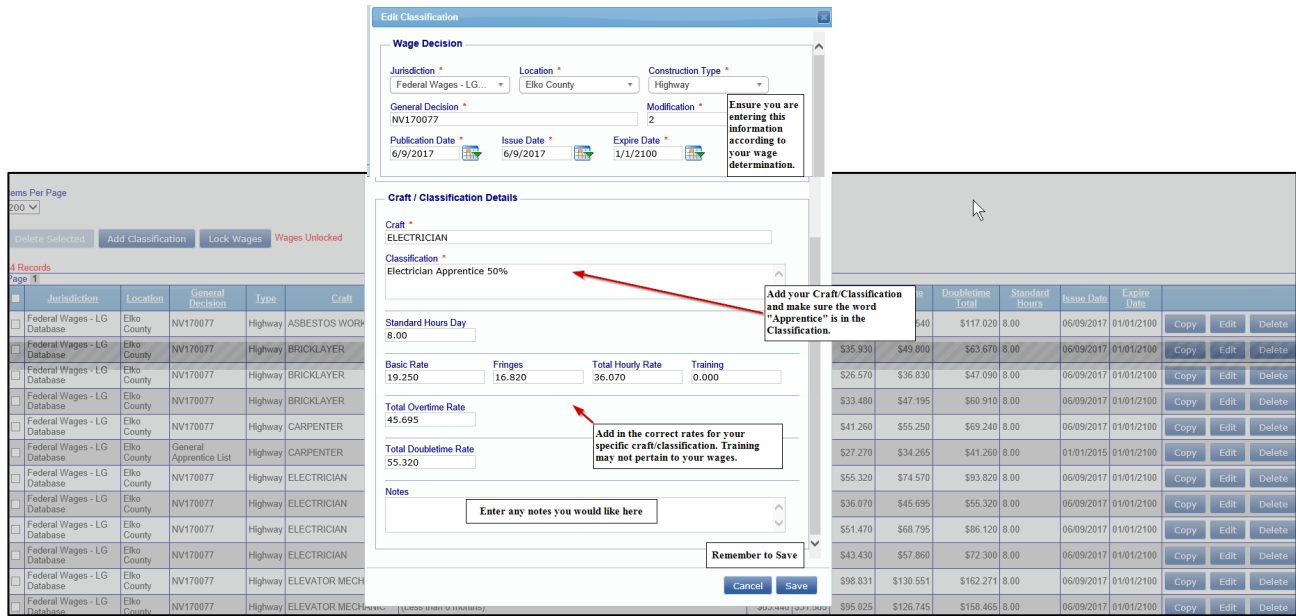
Step two - Entering a New Craft

After clicking on the “Add Classification”, you will select or enter the **EXACT** same information from the drop-down menus or will fill in the blank fields. Manually enter in the Craft, Classification & wages (Doubletime, Training and the Notes section are optional and may not apply). If you are copying from an existing craft/classification, the box will have all the information already filled in. Change the information to match what you are entering for your new craft/classification and click save.

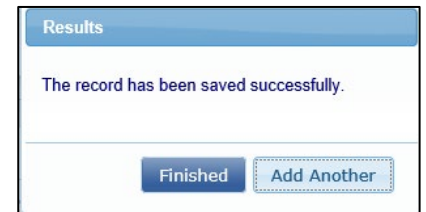
Note: if you are entering an Apprentice, make sure to put the word **“Apprentice” in the Classification field**. It is acceptable to put the word “Apprentice” in the Craft field but in order for the system to recognize the word “Apprentice”, for approval and reporting purposes, its required that it goes in the classification field, so the system does not get confused when it gathers data **for Apprentice Reports**.

Type	Craft	Classification	Basic Rate	Fringes	Total Rate	Overtime Total	Doubletime Total	Standard Hours	Issue Date	Expire Date	
Highway	ELECTRICIAN	Electrician	\$38.500	\$16.820	\$55.320	\$74.570	\$93.820	8.00	06/09/2017	01/01/2100	Copy Edit Delete
Highway	ELECTRICIAN	Electrician Apprentice 50%	\$19.250	\$16.820	\$36.070	\$45.695	\$55.320	8.00	06/09/2017	01/01/2100	Copy Edit Delete
Highway	ELECTRICIAN	Electrician Apprentice 90%	\$34.650	\$16.820	\$51.470	\$68.795	\$86.120	8.00	06/09/2017	01/01/2100	Copy Edit Delete

TIP: If you are entering an apprentice for one specific company, you may want to put the company's name in the "Notes section" so they know which craft/classification is assigned specifically to them. When you are finished make sure to click SAVE.



Once you click save, you will be asked if you want to Add Another classification or if you are Finished. If you need to enter more than one Craft/Classification, then simply click Add Another leaving the top portion filled in that already has the Project information. Type the information for your next Craft/Classification and rates and save. Repeat as many times as needed and click Finished.



Step three - Checking to See if the Wages Were Added Successfully

Go to your Set Up tab >> Prevailing Wage Set Up >> Add/Edit Project Wage Data (bottom button). Select the Project and the system will automatically populate for you.

Double check to make sure your new Craft/Classifications you entered are visible and correctly entered!

☐	Federal Wages - LG Database	Elko County	NV170077	Highway	CARPENTER	Includes Acoustical Ceiling Installation, Drywall Hanging, & Metal stud Installation	\$27.980	\$13.280	\$41.260	\$55.250	\$69.240	8.00	06/09/2017	01/01/2100	Copy	Edit	Delete
☐	Federal Wages - LG Database	Elko County	NV170077	Highway	Added two (2) Apprentice Levels for the Craft Electrician	Includes Acoustical Ceiling Installation, Drywall Hanging, & Metal stud Installation	\$13.990	\$13.280	\$27.270	\$34.265	\$41.260	8.00	01/01/2015	01/01/2100	Copy	Edit	Delete
☐	Federal Wages - LG Database	Elko County	NV170077	Highway	Electrician	Electrician	\$38.500	\$16.820	\$55.320	\$74.570	\$93.820	8.00	06/09/2017	01/01/2100	Copy	Edit	Delete
☐	Federal Wages - LG Database	Elko County	NV170077	Highway	ELECTRICIAN	Electrician Apprentice 50%	\$19.250	\$16.820	\$36.070	\$45.695	\$55.320	8.00	06/09/2017	01/01/2100	Copy	Edit	Delete
☐	Federal Wages - LG Database	Elko County	NV170077	Highway	ELECTRICIAN	Electrician Apprentice 90%	\$34.650	\$16.820	\$51.470	\$68.795	\$86.120	8.00	06/09/2017	01/01/2100	Copy	Edit	Delete

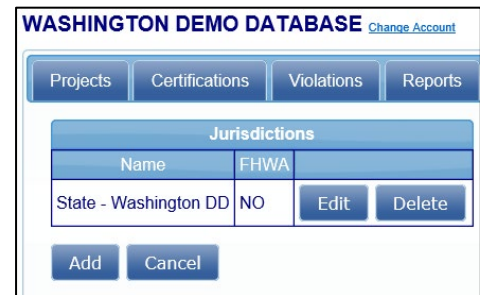
New Jurisdiction &/or Location Request / Definition Process

Agency/Admins may request a new jurisdiction and/or location (county). This would occur when an Agency or prime contractor gets a new contract in a new area and needs a new Location created and potentially a new Jurisdiction if it has different funding.

Note: think of a Jurisdiction as the funding type and a way to tell the ‘backend’ what rates to look at when checking your subcontractors’ payrolls. If an Agency has both federal and state prevailing projects, you will then have two Jurisdictions created. The typical naming convention would be; State Prevailing Wages – Database Name and Federal Prevailing Wages – Database Name.

Some clients may have what are called “Dually Funded” projects. For these types of projects, the system must check against two sets of rules and two sets of wages, such as a USDOL (United States Department of Labor) wage determination and a State, City or Local wage determination. In these instances, both sets of wage determinations will need to be entered in LCPtracker.

The project would have two jurisdictions assigned and would require the Agency/Admin to pick which Jurisdiction to show first on the CPRs.

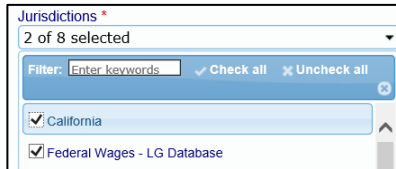


WASHINGTON DEMO DATABASE [Change Account](#)

Projects Certifications Violations Reports

Jurisdictions			
Name	FHWA		
State - Washington DD	NO	Edit	Delete

Add Cancel



Jurisdictions *

2 of 8 selected

Filter: Enter keywords ✓ Check all ✗ Uncheck all

☒ California

☒ Federal Wages - LG Database



Locations *

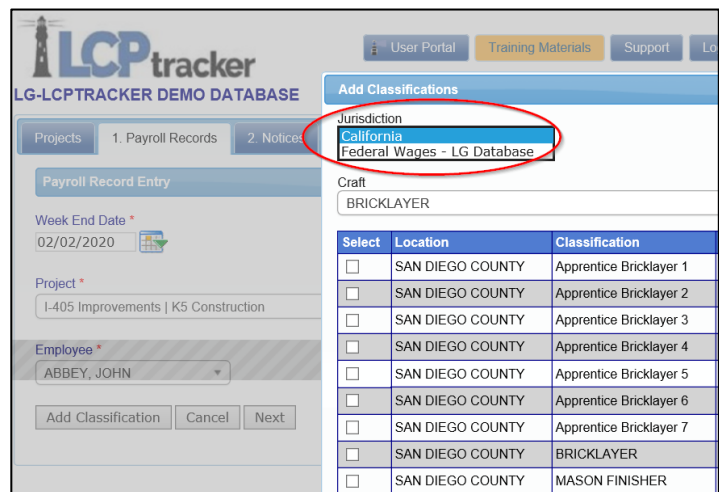
SAN DIEGO COUNTY

Default Jurisdiction to Show First on CPRs *

California

Once the project is setup with the dual jurisdictions, the contractor would be required to pick a craft/classification from both jurisdictions.

Jurisdiction and Location are LCPtracker settings only. After your initial database setup, if you need an additional Jurisdiction and/or Location, please fill out the request form that is located under Training Materials >> Administrator Support Documents >> Jurisdiction/Location Request Form and send to support@lcptracker.com. When filling out the request form, be sure that all information is correctly spelled out, as your request will be entered in system as you have noted.



LCPtracker

LG-LCPTRACKER DEMO DATABASE

User Portal Training Materials Support

Add Classifications

Jurisdiction

California

Federal Wages - LG Database

Craft

BRICKLAYER

Select	Location	Classification
☐	SAN DIEGO COUNTY	Apprentice Bricklayer 1
☐	SAN DIEGO COUNTY	Apprentice Bricklayer 2
☐	SAN DIEGO COUNTY	Apprentice Bricklayer 3
☐	SAN DIEGO COUNTY	Apprentice Bricklayer 4
☐	SAN DIEGO COUNTY	Apprentice Bricklayer 5
☐	SAN DIEGO COUNTY	Apprentice Bricklayer 6
☐	SAN DIEGO COUNTY	Apprentice Bricklayer 7
☐	SAN DIEGO COUNTY	BRICKLAYER
☐	SAN DIEGO COUNTY	MASON FINISHER

Payroll Record Entry

Week End Date *

02/02/2020

Project *

I-405 Improvements | K5 Construction

Employee *

ABBIEY, JOHN

Add Classification Cancel Next

Some Agencies have more than one account and/or more than one jurisdiction that may need the location defined and the security access granted. Usually, it will only be their own account. Please have a separate request for each jurisdiction and/or location. Use of this procedure will significantly reduce confusion by the person setting up the new information.

Requestor Assigns Prevailing Wages to Accounts.

Once the new information is defined and can be establish, the new prevailing wage list can then be created and assigned to the appropriate project. Assigning wages to the project is the responsibility of the database administrator.

ADD/EDIT GEOGRAPHIC TYPES & AREAS

As the Administrating Agency it is possible to track your subcontractor's employees by Ward, Community Area, Congressional District or State Senate District. The steps to set this up and track this manually will be explained below.

If you choose *not* to track this information, you can skip this section within your Set Up page.

Note: if you are not utilizing this, you can request to have the GIS section not visible on the employee page. Please contact your Implementation Project Manager or Account Manager to make this change.

Auto Geo Assignment using KML Map

We also have the functionality to auto assign the Geographic assignment by using a KML (Keystone Markup Language) map file. If you would like more information on this functionality, please contact your Implementation Project Manager or Account Manager.

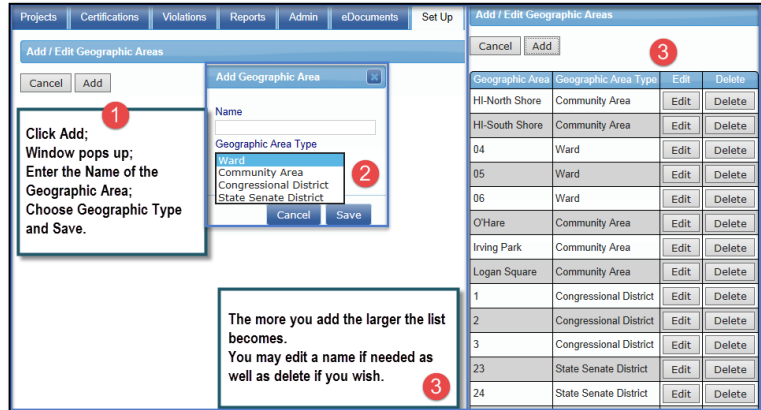
Add/Edit Geographic Areas

The Geographic Areas designation is independent of other boundaries and assigned in a separate process. After a Geographic Area Type is created, it is then important to enter the Geographic Areas that will be selected by your Contractor when entering their employee information. This is a manual process (if KML Maps as mentioned above are NOT used)

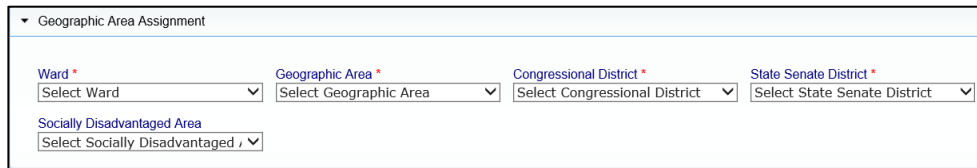
The Agency/Admin would need to create the list that will be made available to the Contractor to make their selection. To make this entry required, the Agency/Admin would need to ensure that Val_50 is turned to Yes/Notice/Enforce to require the manual entry to be made before proceeding. **Note:** if the Agency/Admin has made the decision to purchase the Auto-Geo Assignment, the setup is slightly different and will require your PM to work with you.

An alternative approach is to use a list of ZIP codes instead of exact political boundaries to approximate the ward/ district areas. We have reports that use a list of ZIP codes available.

To Add your Geographic Areas, go to the Set Up >> Add/Edit Geographic Areas >> Click Add >> enter the name of your Geographic Area >> choose the Geographic Area Type to assign it to and Save. Enter as many as needed.



Note: if you wish to require your Contractor / Subcontractors designate their employees to a specific Geographic Area & Type, once you have completed the above steps, you will need to turn on Validation 50 to Yes/Notice/Enforce and ensure that the GIS area is not hidden on the add/edit employee screen.



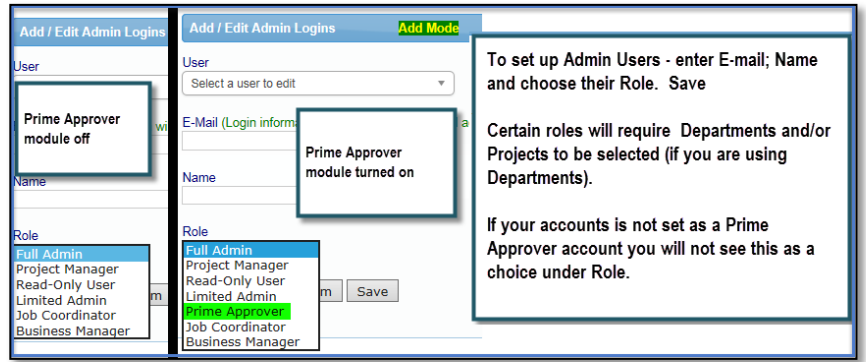
ADD/EDIT ADMIN LOGINS

When a database is first created, the main contact will be setup with a Full Admin role. A Full Admin role may set up any role and is the only role that may set up other Full Admin roles; whereas the Business Manager may set up all other Admin User roles, except Full Admin roles.

Currently, at time of publication, there are nine (9) different Administrator roles available within LCPtracker. The list of roles is in order from highest to lowest regarding the capabilities available within the system. If the database has turned on the Prime Approver functionality, you will see that additional role as a selection.

- Full Administrator
- Business Manager
- Limited Administrator
- Project Manager
- Read-Only User
- Job Coordinator
- Limited Read-Only
- Limited Job Coordinator
- Demographic Coordinator

To enter an Admin user, you will go to Set Up >> Add/Edit Admin Logins >> Enter the users email address, name, and choose their role and save. For any other roles than Full Admin, you can assign a user to either all projects or you can limit their access down to a particular department or project(s).



For a detailed explanation regarding each Admin role within LCPtracker, please reference the “Administrator Logins” document under Training Materials >> Administrator Support Documents >> Administrator Logins.

Below you will find a helpful chart to show the access the various roles have within LCPtracker.

Administrator User Role Capabilities

Set-Up Tab	Full Admin	Business Manager	Limited Admin	Project Manager	Read-Only	Job Coordinator	Limited Read Only	Prime Approver	Limited Job Coordinator	Demographic Coordinator
Setup and assign Full Admin user roles	X									
Set up and assign other user roles	X	X								
Access to department settings	X									
Access to validation settings	X									
Add/edit departments	X									
Change own password	X	X	X	X	X	X	X	X	X	X
Add/edit client information	X									
Add/edit projects	X	X	X							
Contractor setup/edit/assignment	X	X	X					X		
Prevailing wage setup - add/edit master wage data	X									
Prevailing wage setup - copy master to master	X									
Prevailing wage setup - assign prevailing wage	X	X	X							
Prevailing wage setup - add/edit project wage data	X	X	X							
Prevailing wage setup – add/edit construction type	X									
Add/edit geographic areas	X	X								
Add/edit admin logins	X	X EXCEPT full admin role								
Add/edit eDoc types	X	X								
Add/edit eDoc templates	X	X								
Add/edit notice type	X	X								
Add/edit minimum wage	X	X								
Add/edit craft list	X	X								
Add/remove craft match	X	X								

Set-Up Tab (Cont.)	Full Admin	Business Manager	Limited Admin	Project Manager	Read-Only	Job Coordinator	Limited Read Only	Prime Approver	Limited Job Coordinator	Demographic Coordinator
Add/edit employee type	X	X								
Add/edit work order	X	X	X							
Zip codes setup	X	X								
Add/edit certification type	X	X								
Add/edit certifying agency	X	X								
Reports setup	X	X								
Add/edit demographic classifications	X	X								
Project groups	X	X	X							
Project types	X	X	X							
Certifications Tab	Full Admin	Business Manager	Limited Admin	Project Manager	Read-Only	Job Coordinator	Limited Read Only	Prime Approver	Limited Job Coordinator	Demographic Coordinator
View CPR	X	X	X	X	X		X After CPR has been accepted	X		
View DIR XML	X	X	X	X	X		X	X		
Update process status	X	X	X	X				X cannot accept, only reject or permit edit		
Update accept status	X	X	X	X				X		
Delete CPR	X	X	X	X				X with limitations listed above		
Mark CPR as final (only reflected on Late CPR Report; does not change on actual CPR)	X	X	X	X				X		
View CPR details	X	X	X	X	X		X	X		
Audit records in CPRs	X	X	X	X				X		
View CPR individual	X	X	X	X	X		X	X		
Add admin comments	X	X	X	X				X		
Add Notice to send customized Admin Notices	X	X	X	X				X		

Violations Tab	Full Admin	Business Manager	Limited Admin	Project Manager	Read-Only	Job Coordinator	Limited Read Only	Prime Approver	Limited Job Coordinator	Demographic Coordinator
Delete	X	X	X	X				X with limitations listed above		
View	X	X	X	X	X			X		
Revalidate payroll records	X	X	X	X				X		
Reports Tab	Full Admin	Business Manager	Limited Admin	Project Manager	Read-Only	Job Coordinator	Limited Read Only	Prime Approver	Limited Job Coordinator	Demographic Coordinator
Run all reports	X BUT can be limited by full admin	X BUT can be limited by full admin	X BUT can be limited by full admin	X BUT can be limited by full admin	X BUT can be limited by full admin	X BUT can be limited by full admin	None by default, but can be given by full admin	X BUT can be limited by full admin	X BUT can be limited by full admin	X BUT can be limited by full admin
Admin Tab	Full Admin	Business Manager	Limited Admin	Project Manager	Read-Only	Job Coordinator	Limited Read Only	Prime Approver	Limited Job Coordinator	Demographic Coordinator
Edit employees (apprentice approval)	X	X	X			X		X with limitations listed above	X with limitations listed above	X with limitations listed above
Admin notice processing (edit, resend, close)	X	X	X	X				X		
Documents/letters	X									
FHWA 1391 additional data entry	X		X							
Site visits	X	X	X							
Log paper CPR	X	X								
eDocuments Tab	Full Admin	Business Manager	Limited Admin	Project Manager	Read-Only	Job Coordinator	Limited Read Only	Prime Approver	Limited Job Coordinator	Demographic Coordinator
Upload	X	X	X	X		X		X	X	
View	X	X	X	X	X	X	X after being accepted	X	X	
Delete	X	X	X	X		X		X	X	

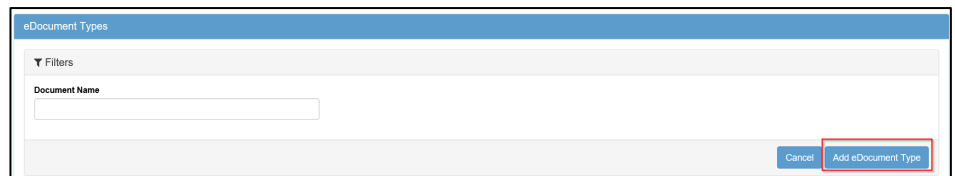
ADD/EDIT EDOCUMENT TYPES

The eDocument Types allow for you as the Agency/Admin to collect pertinent documentation from your contractors and organize those documents within an electronic filing cabinet. An eDocument type must first be set up before the contractor can select the category for upload.

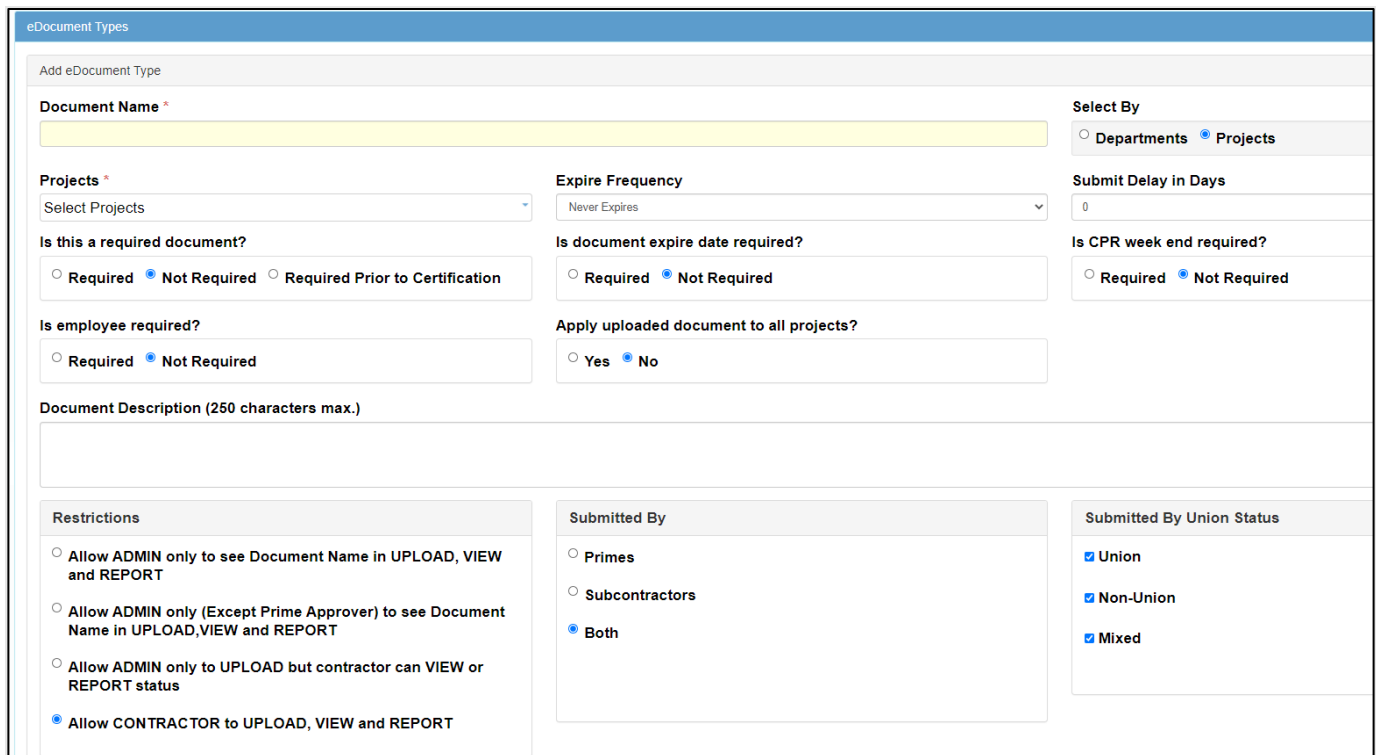
You must first define the documents you want to collect. Your Implementation Project Manager or Account Manager will work with you when first setting up your database to provide you with ideas of eDocuments other Agency/Admins have previously used. Some examples may include but are not limited to Fringe Benefit Statement, Apprentice Certification, Apprentice Program Documentation, Employee Consent for Wage Deductions, and Restitution Documentation. You may upload, as an Administrator, any type of documents where you wish to have an electronic copy (see Restrictions below).

Steps to Set up an eDocument Type

To set up the eDocument type go to Set Up >> Add/Edit eDocument Types. You will be able to view any previous eDocument Types you have already setup or if you are just beginning, click on Add eDocument Type.



The screenshot shows the 'eDocument Types' page with a search filter and a list of document types. The 'Add eDocument Type' button is highlighted with a red box.



The screenshot shows the 'Add eDocument Type' form. It includes fields for Document Name, Projects, Expire Frequency, Submit Delay in Days, and various checkboxes for requirements and restrictions. The 'Add eDocument Type' button is highlighted with a red box.

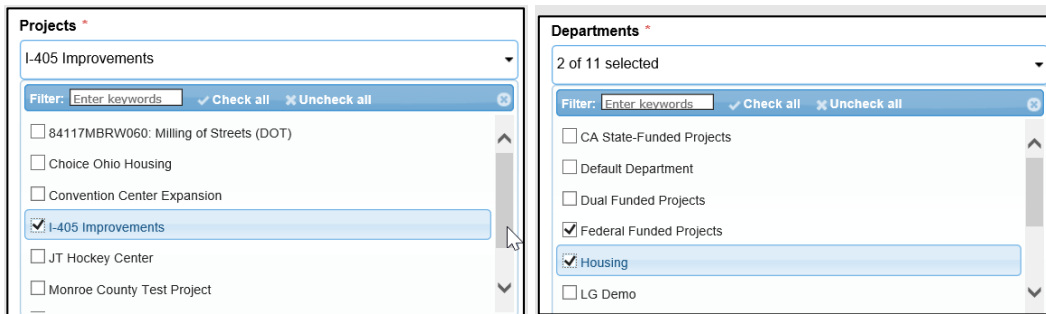
Now you will begin the setup and name your eDocument as well as selecting the parameters for each eDocument to be setup.

Document Name – Enter the name of the document you want to show within the Contractor’s drop-down selection.

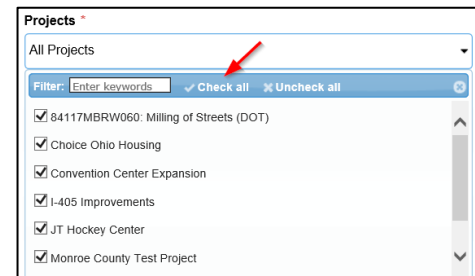
Select By – You can set an eDocument to be available by Departments or Projects. Depending on your selection, you can set an eDocument to be only available for a specific project(s) or department(s) or for all projects/departments that are added to the database. This will be demonstrated in the next step under Projects/Departments.

Projects – Depending on your previous selection, this will either be listed as Projects or Departments. Here are the various ways you can assign an eDocument type.

- Ability to select single specific projects or departments. Click on individual projects or departments that you want this eDocument available for.



- If you want an eDocument to be added to all projects added to your database or all departments, you can click “Check all” and every time a new project or department is added, it will automatically have this eDocument available.



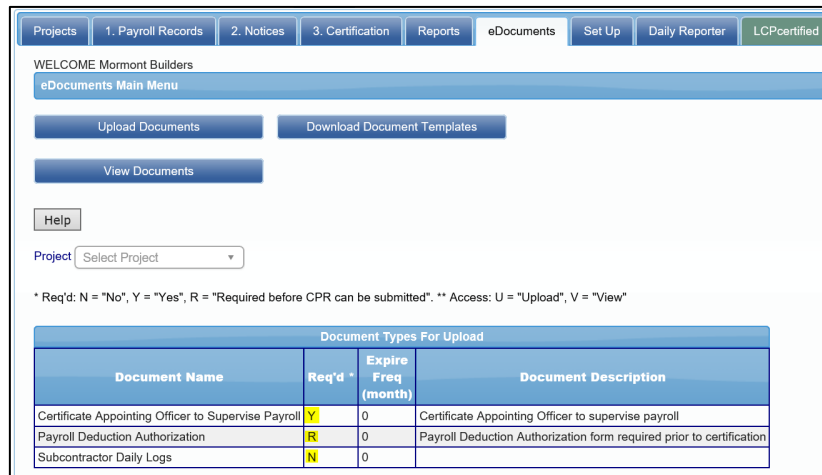
Expire Frequency – If the eDocument has an expiration frequency, select the expire frequency from the drop-down menu. **Note: Expire Frequency will be counted from date of document when uploaded.** Document date is a system-wide required field.

Submit Delay in Days – The default is set to 0. If you want to require a document at the end of the month rather than prior to the initial CPR submittal, this can then be set with a value of 30.

Is this a required document? – An Agency/Admin can set this requirement three different ways:

- **Required (Y)** – request that all contractors/subcontractors submit this eDocument but does not stop them if they do not submit prior to certification.
- **Not Required (N)** – for those documents that you want to collect for specific situations but may not be required for all users. An example may be an Apprentice Certification. It is required if a contractor has an Apprentice but not all contractors may have an Apprentice.

- **Required Prior to Certification (R)** – this setting will require that EVERY contractor / subcontractor submit this eDocument **before** they can certify their first CPR. If they have not submitted the eDocument, they will have a hard stop when then go to certify their payroll. **Note:** when using this function, please ensure that EVERY contractor must comply before they can move forward. You would not want to use this setting for documents such as an Apprentice Certification as not every contractor may have an apprentice working on the project.



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	

Is document expire date required? – Select this if a document has an expiration date that you want entered at time of upload. If a document expires, it is then listed as a missing required document. If it is required to be submitted prior to certification, then the contractor cannot certify any CPRs until the valid document is submitted.

Is CPR week-end date required? – When requiring this, a contractor must enter a weekend date when uploading the eDocument. You would only want to use this when the document being submitted refers to a specific W/E date e.g., check stub.

Is employee required – For documents that are specific to an employee, it is highly recommended to require this field e.g., Apprentice Certification or OSHA card. We have developed an Employee eDocument report that can be used to determine which employees have submitted or not submitted the particular eDocument as long as this is turned to required.

Apply uploaded document to all projects? – If this is turned to yes, the eDocument would apply to all projects the contractor works on within your database. If you require a new eDocument per project, this should then be set to no which means the contractor would need to submit the eDocument each time they are on a new project.

Document Description – Set the expectations for your contractor for this eDocument or provide your explanation of the eDocument created.

Restrictions – This functionality will allow the Agency/Admin to define the users that will be uploading this eDocument and access of the document by making one of the following selections. The default is set to Allow CONTRACTOR to Upload, View, and Report.

Restrictions

- ☐ Allow ADMIN only to see Document Name in UPLOAD, VIEW and REPORT
- ☐ Allow ADMIN only (Except Prime Approver) to see Document Name in UPLOAD,VIEW and REPORT
- ☐ Allow ADMIN only to UPLOAD but contractor can VIEW or REPORT status
- ☒ Allow CONTRACTOR to UPLOAD, VIEW and REPORT

- **Allow ADMIN only to see Document Name in Upload, View, and Report.** This would apply to ADMIN only documents that are private and should not be seen by Contractors.
- **Allow ADMIN only (Except Prime Approver) to see Document Name in Upload, View, and Report.** This is the same as above but would restrict the Prime Approver from seeing as well.
- **Allow ADMIN only to UPLOAD but contractor can View and Report status.** This allows the ADMIN to control what is submitted e.g., Approved Subcontractor Form that Admin uploads.
- **Allow CONTRACTOR to Upload, View, and Report.** This is the default setting although an Admin can also upload in addition to the Contractor.

Submitted By – When allowing a Contractor to Upload, View, and Report, you have the ability to allow only Primes, Subcontractors, or Both the ability to upload. The default is Both.

Submitted By

- ☐ Primes
- ☐ Subcontractors
- ☒ Both

Submitted By Union Status – You can set an eDocument to only be required based on their Union Status. For those documents only required for Union or Non-Union, this will allow you to set the eDocument to be seen based on the selection made when the Contractor was setup in LCPtracker. **Note:** You will only see this option if you have turned on the requirement to collect union status. This is a setting that can only be turned on by an LCPtracker Implementation Project Manager or Account Manager.

Add/Edit Contractors Page

Union Status *

Union
Non-Union
Mixed

Submitted By Union Status

- ☒ Union
- ☒ Non-Union
- ☒ Mixed

Editing or Deleting an eDocument Type

Once you have set up an eDocument, you can Edit or Delete your entry.

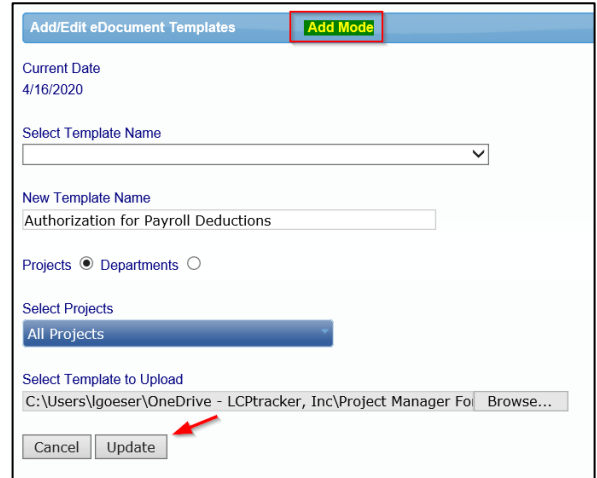
Document Name	Expire Frequency (month)	Required	Employee Required	Submitted By	Restrictions	
Authorization for Payroll Deductions	Never Expires	No	No	Both	Allow CONTRACTOR to UPLOAD, VIEW and REPORT	 Edit  Delete
Certified Payroll Authorized Signature Letter	Never Expires	No	No	Both	Allow CONTRACTOR to UPLOAD, VIEW and REPORT	 Edit  Delete
Child Support Order	Never Expires	Yes	No	Both	Allow ADMIN only (Except Prime Approver) to see Document Name in UPLOAD,VIEW and REPORT	 Edit  Delete
Fringe Benefit Statement	Never Expires	Yes	No	Both	Allow CONTRACTOR to UPLOAD, VIEW and REPORT	 Edit  Delete

ADD/EDIT EDOCUMENT TEMPLATES

The Add/Edit eDocument Template's function allows an Agency/Admin to load documents in their LCPtracker database that contractors can download, fill out and upload back to an eDocument type. These could be common forms to be filled out, standard instructions to contractors or any document that you require to be used by the contractor/subcontractor.

To Add/Create an eDocument Template:

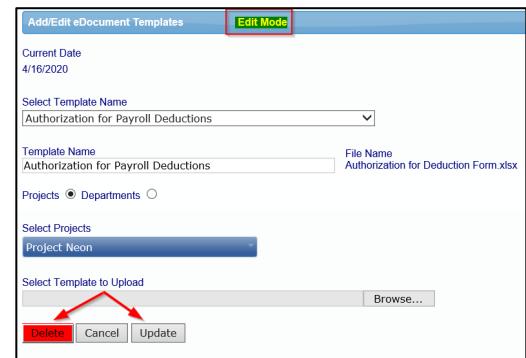
- Set Up >> Add/Edit eDocument Templates
- Enter a New Template Name
- Choose what group of Projects or Departments you would like this template available to (able to select a single project / department or click "Check All" to make available to all projects/departments).
- Browse for your appropriate file on your computer
- Select the Update button to create



The screenshot shows the 'Add/Edit eDocument Templates' form in 'Add Mode'. The 'Current Date' is 4/16/2020. The 'Select Template Name' dropdown is empty. The 'New Template Name' field contains 'Authorization for Payroll Deductions'. The 'Projects' radio button is selected. The 'Select Projects' dropdown is set to 'All Projects'. The 'Select Template to Upload' field shows a file path: 'C:\Users\lgoeser\OneDrive - LCPtracker, Inc\Project Manager Fo'. A red arrow points to the 'Update' button at the bottom.

To Edit/Delete an Existing Template:

- Set Up >> Add/Edit eDocument Templates
- Select Template Name from drop down menu
- Choose field you wish to edit (Name, Projects / Departments, or file – browse for template needing to update)
- Select the Update button or Delete if desired



The screenshot shows the 'Add/Edit eDocument Templates' form in 'Edit Mode'. The 'Current Date' is 4/16/2020. The 'Select Template Name' dropdown is set to 'Authorization for Payroll Deductions'. The 'Template Name' field contains 'Authorization for Payroll Deductions'. The 'File Name' field contains 'Authorization for Deduction Form.xlsx'. The 'Projects' radio button is selected. The 'Select Projects' dropdown is set to 'Project Neon'. The 'Select Template to Upload' field is empty. A red arrow points to the 'Delete' button at the bottom.

ADD/EDIT NOTICE TYPE

Admin Notices are a function to allow an Admin/Agency to create a custom email template within LCPtracker to send communications to the Contractor through LCPtracker. An Admin Notice allows the Agency/Admin to store notices sent and allows for all Admins working in LCPtracker to be able to see repeat offenders that might have multiple notices sent. The Admin Notice functionality also allows for a contractor to respond back to the Agency/Admin regarding the notice generated.

To create a custom Admin notice type, go to Set Up >> Add/Edit Notice Type. Simply enter the name in the Notice Type field and enter the standard text you want created for this notice template.

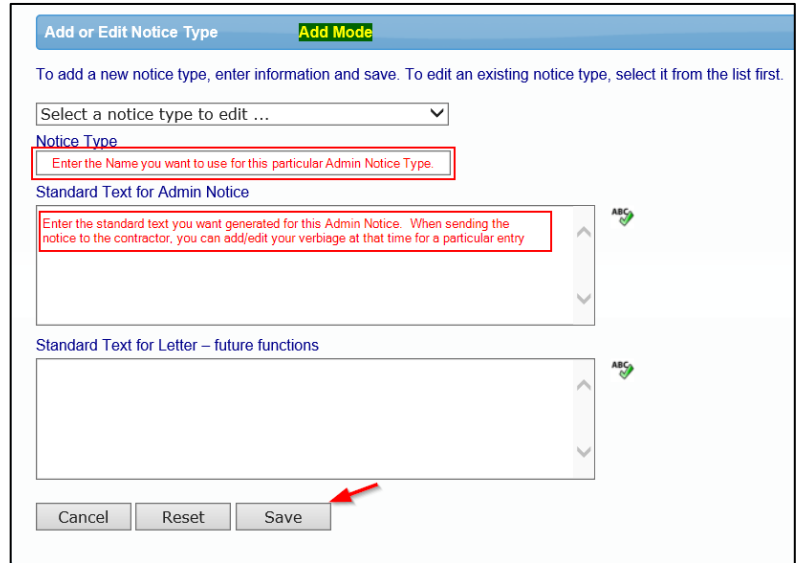
Currently, the Standard Text for Letter is not currently functioning.

Once the Admin Notice Type is created, you can use this template to communicate with Contractors via email. **Note:** you can make edits to the template at the time you generate the Admin Notice to send to the Contractor.

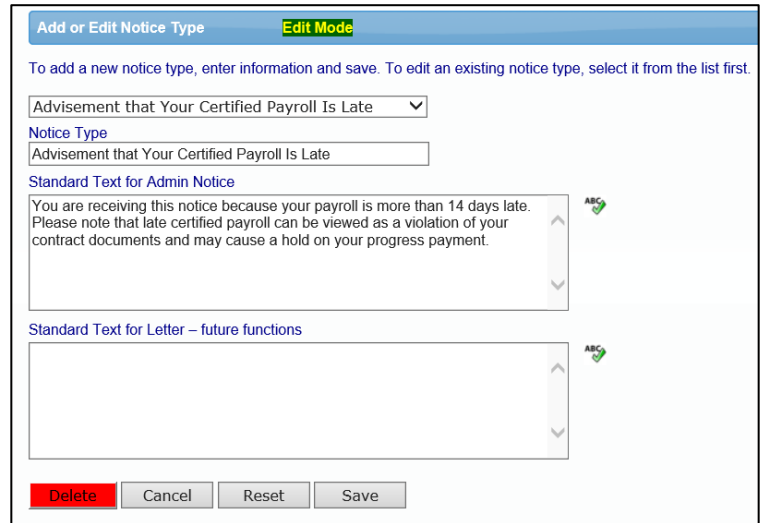
To edit or delete a Notice Type, select the notice type from the drop-down menu. You can now edit the Notice Type or Delete it if required.

Note: any Notices that were created using the Admin Notice prior to the deleting of the Notice Type, will NOT be deleted and will still be accessible.

Once you have created a Notice Type, you can access these Admin Notice templates under the Admin tab >> Admin Notice Processing.



The screenshot shows the 'Add or Edit Notice Type' form in 'Add Mode'. The form has a blue header bar with the title 'Add or Edit Notice Type' and a yellow 'Add Mode' button. Below the header, there is a blue instruction bar: 'To add a new notice type, enter information and save. To edit an existing notice type, select it from the list first.' The form contains a dropdown menu labeled 'Select a notice type to edit ...'. Below this is a 'Notice Type' field with a red border and a red box around it, containing the text 'Enter the Name you want to use for this particular Admin Notice Type.' Below the 'Notice Type' field is a 'Standard Text for Admin Notice' field with a red border and a red box around it, containing the text 'Enter the standard text you want generated for this Admin Notice. When sending the notice to the contractor, you can add/edit your verbiage at that time for a particular entry'. Below the 'Standard Text for Admin Notice' field is a 'Standard Text for Letter – future functions' field. At the bottom of the form are three buttons: 'Cancel', 'Reset', and 'Save'. A red arrow points to the 'Save' button.



The screenshot shows the 'Add or Edit Notice Type' form in 'Edit Mode'. The form has a blue header bar with the title 'Add or Edit Notice Type' and a yellow 'Edit Mode' button. Below the header, there is a blue instruction bar: 'To add a new notice type, enter information and save. To edit an existing notice type, select it from the list first.' The form contains a dropdown menu labeled 'Advisement that Your Certified Payroll Is Late'. Below this is a 'Notice Type' field containing the text 'Advisement that Your Certified Payroll Is Late'. Below the 'Notice Type' field is a 'Standard Text for Admin Notice' field containing the text 'You are receiving this notice because your payroll is more than 14 days late. Please note that late certified payroll can be viewed as a violation of your contract documents and may cause a hold on your progress payment.' Below the 'Standard Text for Admin Notice' field is a 'Standard Text for Letter – future functions' field. At the bottom of the form are four buttons: 'Delete', 'Cancel', 'Reset', and 'Save'.

LCPtracker has system defined notice types that are automatically created and available within the system. These will also show under the Admin Notice Processing button.

- Payroll Notice – payroll notice, created automatically on validation of payroll records
- Rejection Notice – CPR Rejection Notice, created automatically when a CPR is rejected
- Permit Edit Notice – when a request by the contractor is made to allow edits to a CPR, this notice is created automatically and will show under the Admin Notice Processing tab.
- eDocument Notice – if an Agency/Admin has rejected an eDocument, an Admin Notice will automatically be generated.
- Apprentice Rejection Notice – an Apprentice Rejection Notice is created automatically upon rejection of employee Apprentice.

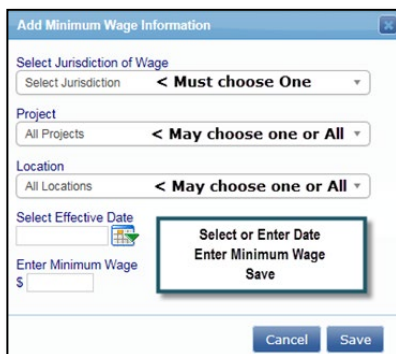
ADD/EDIT MINIMUM WAGE

An Agency/Admin may choose to enter the minimum wage amount to ensure that workers are not getting paid less than the posted minimum wage amount. **Note:** if the minimum wage amount changes each year, you will need to enter the new rate for the next posted year.

If you are working on a direct Federal project, you may have the requirement to adhere to Executive Order (EO) 13658: Minimum Wage for Contractors. For those contracts, please ensure you are entering the yearly update each year.

When entering a minimum wage, go to Set Up >> Add/Edit Minimum Wage. You must choose the jurisdiction, but the project and location can be entered for one project/location or can be left at All.

Add or Edit Minimum Wage Information							
To add a new minimum wage, enter information and save.							
Delete Selected				ADD			
	Jurisdiction	Project	Location	Effective Date	Rate		
☐	California	All Projects	All Locations	01/01/2002	\$6.75	Edit	Delete
☐	California	All Projects	All Locations	01/01/2007	\$7.50	Edit	Delete
☐	California	All Projects	All Locations	01/01/2008	\$8.00	Edit	Delete
☐	Federal	All Projects	All Locations	07/24/2009	\$7.25	Edit	Delete
☐	Federal	All Projects	All Locations	07/24/2008	\$6.55	Edit	Delete
☐	Federal	All Projects	All Locations	07/24/2007	\$5.85	Edit	Delete
☐	Federal Wages - LG Database	All Projects	All Locations	01/01/2019	\$10.60	Edit	Delete
☐	Federal Wages - LG Database	All Projects	All Locations	01/01/2020	\$10.80	Edit	Delete



Select the Effective Date and the Minimum Wage amount and click Save.

When utilizing this functionality, you will need to also ensure that Val_10 is turned on to a Yes/Notice/Enforce or Yes/Warning/Alert in order for the minimum wage to work effectively.

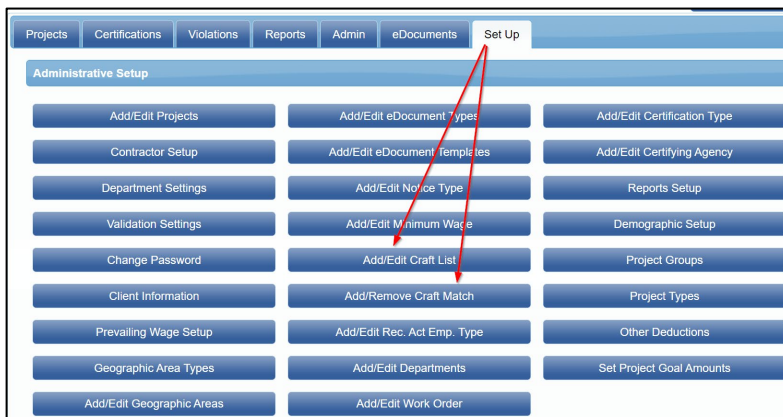
ADD/EDIT CRAFT LIST AND CRAFT MATCH

Using the matching functions in LCPtracker, allows prevailing wage craft categories to be matched with the set FHWA reporting craft categories. FHWA provides a standardized list of 11 trades that all craft/classifications on certified payrolls must be matched to. FHWA does not allow for edits or additions of other trades other than the 11 provided crafts.

Craft Matching needs to be completed for the FHWA reports to pull correctly. There are two parts to Craft Matching. Part 1 is reviewing that the standard FHWA Craft List is loaded into your account and Part 2 is matching submitted crafts to a broad craft from the preloaded FHWA Craft List.

The matching functions are used to match the prevailing wage categories with required reporting categories. For example, FHWA and HUD both have reports that require hours worked to be reported under specific craft / classifications that do not match the prevailing wage classifications. The match function allows this definition.

Any account that is created in LCPtracker that is a DOT account should ensure that the 1391/1392 Project Checkbox gets checked when setting up the project. There is also a box on the jurisdiction setup that needs to be checked by your LCPtracker Implementation Project Manager or Account Manager. This will then have the FHWA Craft List auto populated to their account for use. For those that may have not been set up as a DOT, and then choose to use Departments and have some highway work that requires FHWA reporting, contact LCPtracker to request that the list be added to your account. The FHWA is done this way because of their requirement to have the Crafts listed in a specific matter. For those with HUD you may create your Craft List then add craft /classifications and do the matching function.



The FHWA Craft List will be pre-populated in DOT accounts that have the jurisdiction set to yes for FHWA.

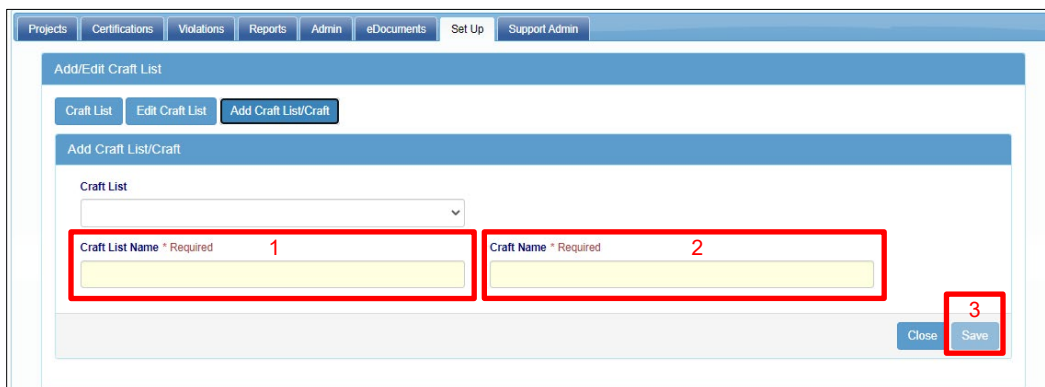
You may click on the Add/Edit Craft List to view.

You can then move to the Add/Remove Craft match to complete the required craft matching for the reports to work correctly.

Add/Edit Craft List

From the 'Set Up' tab, click 'Add/Edit Craft List' then click 'Add Craft List/Craft' to create a new Craft List name.

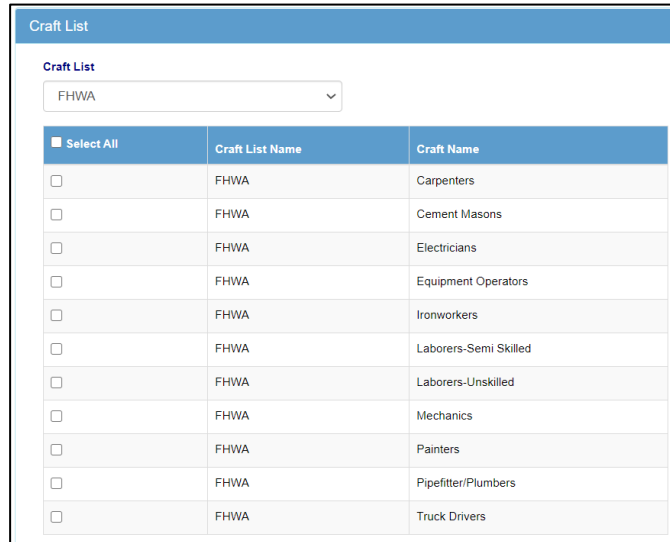
1. Enter the new Craft List Name.
2. Enter the new Craft Name
3. Save and repeat until you have all Craft Names in system that you need to Craft Match



For FHWA reporting, using the matching functions in LCPtracker allows prevailing wage craft categories to be matched with the predetermined FHWA reporting craft categories. The FHWA provides a standardized list of eleven trades that all craft/classifications on certified payroll reports (CPRs) must be matched to.

The only craft names that will be recognized by the FHWA are:

1. Carpenters
2. Cement Masons
3. Electricians
4. Equipment Operators
5. Ironworkers
6. Laborers-Semiskilled
7. Laborers-Unskilled
8. Mechanics
9. Painters
10. Pipefitter/Plumbers
11. Truck Drivers



☐ Select All	Craft List Name	Craft Name
☐	FHWA	Carpenters
☐	FHWA	Cement Masons
☐	FHWA	Electricians
☐	FHWA	Equipment Operators
☐	FHWA	Ironworkers
☐	FHWA	Laborers-Semi Skilled
☐	FHWA	Laborers-Unskilled
☐	FHWA	Mechanics
☐	FHWA	Painters
☐	FHWA	Pipefitter/Plumbers
☐	FHWA	Truck Drivers

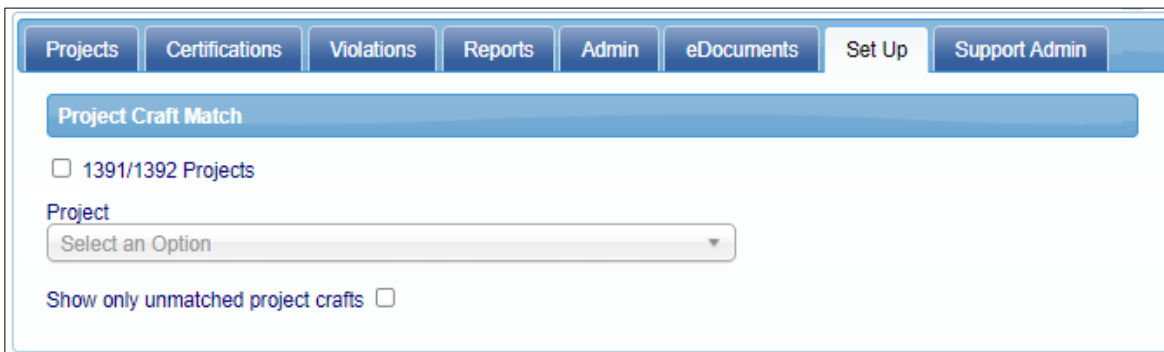
These EXACT craft names must be utilized; this includes spelling, capitalization and spacing.

FHWA does not allow for edits or additions of other trades other than the eleven provided crafts.

There are four non-prevailing wage categories that data may be entered separately by contractors under the “FHWA Additional Data Entry” page. “Craft Matching” needs to be completed for the FHWA Reports to pull correctly. There are two parts to Craft Matching. Part 1 is reviewing that the standard FHWA Craft List is loaded into your account, and Part 2 is matching submitted crafts on CPRs to a craft from the pre-loaded FHWA Craft List.

Add/Remove Craft Match

The matching functions are used to match the prevailing wage categories with required reporting categories. Now you are ready to go to the Add/Edit Craft Matching function.



Projects Certifications Violations Reports Admin eDocuments Set Up Support Admin

Project Craft Match

☐ 1391/1392 Projects

Project
Select an Option

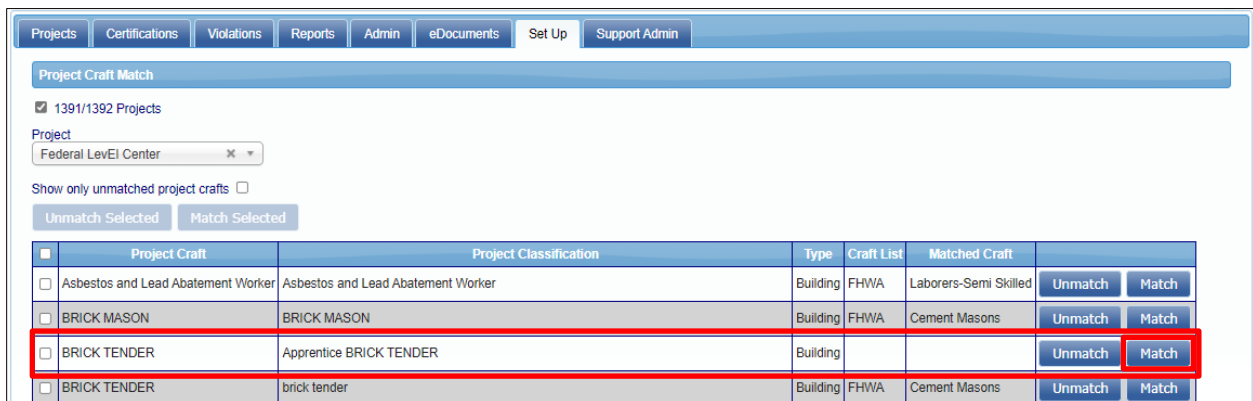
Show only unmatched project crafts ☐

You may choose to view all items for any 1391/1392 Project (FHWA) by checking the box and selecting a specific project.

Once you have your list populated, click on one that does not have a Match and choose your Craft List then choose Craft Name and Save.

The system will list all available classifications on a project so administrators can preemptively handle the craft matching process. It is important to note, if a new classification is added to the project, the administrator will need to go back to this list to complete the craft match for that newly added classification.

The following images show where you click to match a craft from a CPR to the FHWA default Craft List.



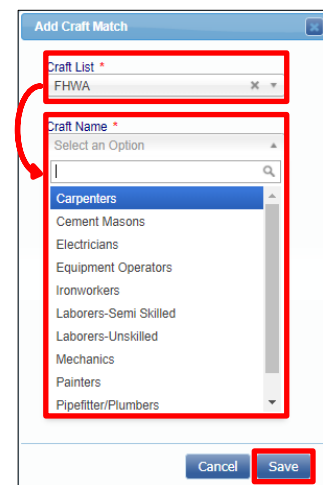
	Project Craft	Project Classification	Type	Craft List	Matched Craft	
☐	Asbestos and Lead Abatement Worker	Asbestos and Lead Abatement Worker	Building	FHWA	Laborers-Semi Skilled	Unmatch Match
☐	BRICK MASON	BRICK MASON	Building	FHWA	Cement Masons	Unmatch Match
☐	BRICK TENDER	Apprentice BRICK TENDER	Building			Unmatch Match
☐	BRICK TENDER	brick tender	Building	FHWA	Cement Masons	Unmatch Match

A drop-down appears to select a default FHWA Craft.

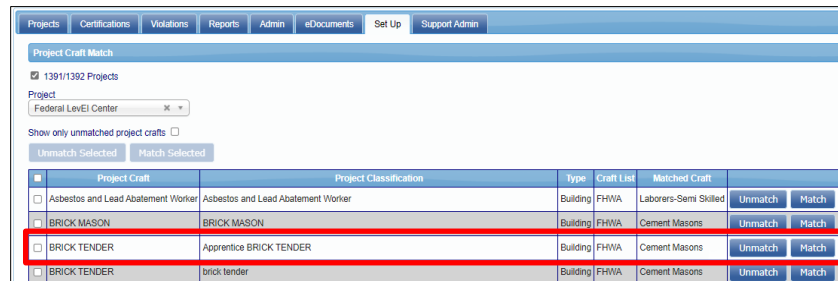
You can always un-match and match again should you need to make any corrections.

Once the project has been setup as 1391/1392, and Craft Matching is completed, the 1391/1392 reports may be run.

Remember that the FHWA 1392 Report is a “roll up” of all the 1391 reports and is what should be submitted to the Federal Highway Administration (FHWA).



Repeat this step as many times necessary to match all Crafts. Once Subcontractors have completed their certified payroll as well as the FHWA Additional Data Entry, you can run your 1391/1392 reports.



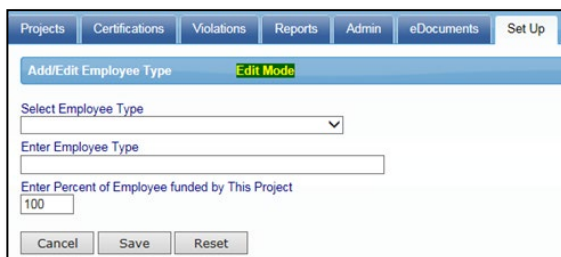
Project Craft	Project Classification	Type	Craft List	Matched Craft	Unmatch	Match
☐ Asbestos and Lead Abatement Worker	Asbestos and Lead Abatement Worker	Building	FHWA	Laborers-Semi Skilled	Unmatch	Match
☐ BRICK MASON	BRICK MASON	Building	FHWA	Cement Masons	Unmatch	Match
☐ BRICK TENDER	Apprentice BRICK TENDER	Building	FHWA	Cement Masons	Unmatch	Match
☐ BRICK TENDER	brick tender	Building	FHWA	Cement Masons	Unmatch	Match

ADD/EDIT REC. ACT EMP. TYPE

The Recovery Act / HUD and other reports may require reporting of hours worked and amount paid for crafts that are not prevailing wage craft. This information can be input by the contractor against the employee types specified here. Different organizations will have different types of employees.

After initial setup of these types are complete, they should not be changed. You may add an employee type at any time. If you must change something that has been setup contact support to help evaluate the impact on data already entered.

As an example, hospitals will have nurses and school districts will have teachers. You define your own list here.



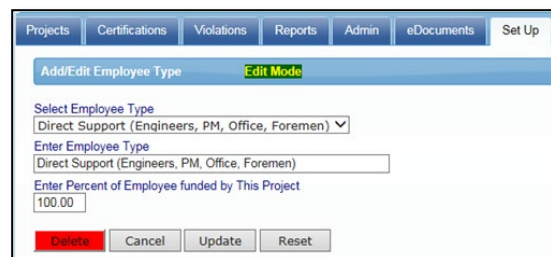
Add/Edit Employee Type Edit Mode

Select Employee Type ▼

Enter Employee Type

Enter Percent of Employee funded by This Project
100

Cancel Save Reset



Add/Edit Employee Type Edit Mode

Select Employee Type Direct Support (Engineers, PM, Office, Foremen) ▼

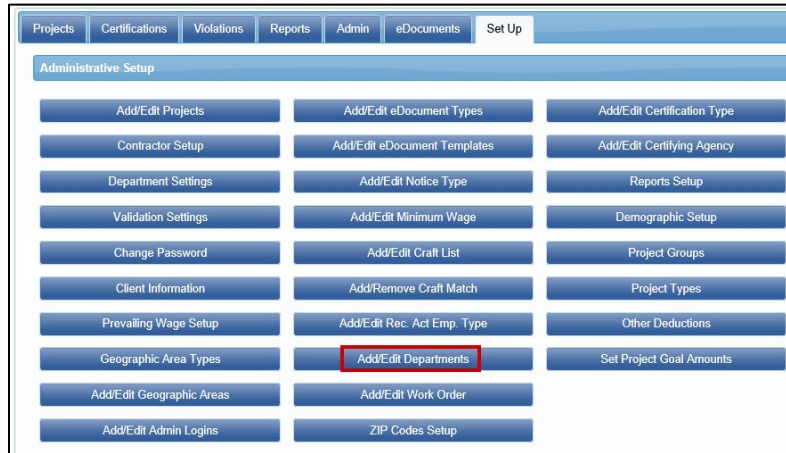
Enter Employee Type

Enter Percent of Employee funded by This Project
100.00

Delete Cancel Update Reset

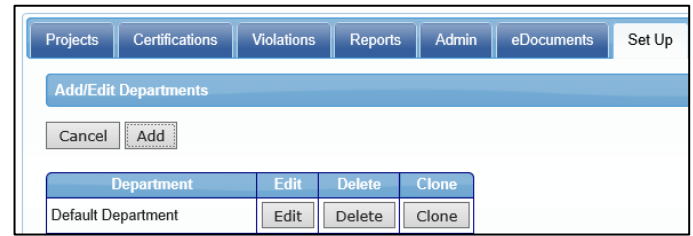
ADD/EDIT DEPARTMENTS

We included the directions for Adding /Editing Departments at the beginning of the **Department Settings** section.



The screenshot shows the 'Administrative Setup' menu with various options. The 'Add/Edit Departments' option is highlighted with a red box.

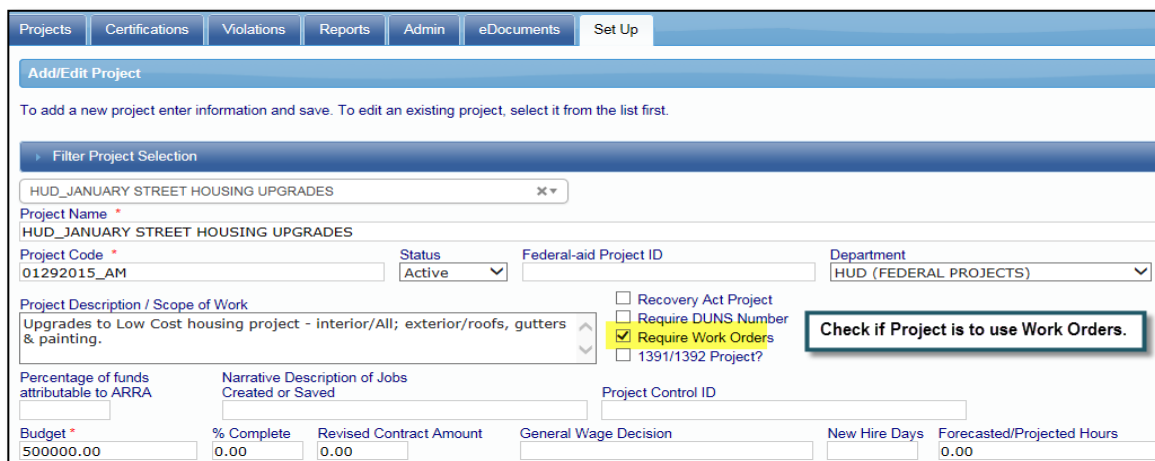
Departments cannot be deleted once a project has been assigned. To delete a department, you will need to edit the Add/Edit Projects section and reassign any project under the department you wish to delete to another department.



The screenshot shows the 'Add/Edit Departments' form. It includes a 'Cancel' button, an 'Add' button, and a table with columns for 'Department', 'Edit', 'Delete', and 'Clone'. The 'Default Department' row is visible.

ADD/EDIT WORK ORDERS

The administrator can designate a project as a work order project and define the work orders. Since the continual entry of new work orders may be operationally awkward, the Prime Contractor is permitted to enter work orders also.



The screenshot shows the 'Add/Edit Project' form. The 'Require Work Orders' checkbox is checked. A callout box says 'Check if Project is to use Work Orders.' The form includes fields for Project Name, Project Code, Status, Federal-aid Project ID, Department, Project Description / Scope of Work, Percentage of funds attributable to ARRA, Narrative Description of Jobs Created or Saved, Project Control ID, Budget, % Complete, Revised Contract Amount, General Wage Decision, New Hire Days, and Forecasted/Projected Hours.

Designate a Project for Work Orders

For work orders to be available for a project, the project must be designated as a work order project during the project setup.

Work Order Validation Rule

A validation rule exists to ensure uploaded data has work order information.

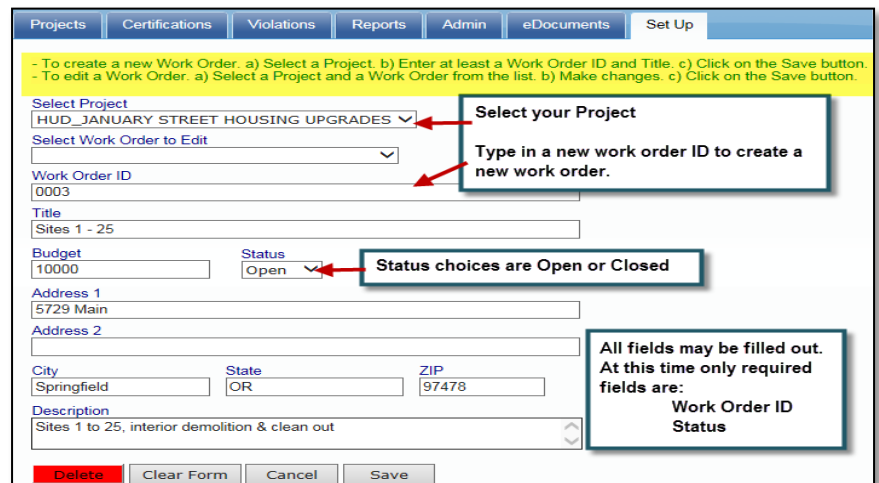
VAL_27	Validates for Work Order ID in payroll record when project requires Work Orders.	YES	NOTICE	ENFORCE
--------	--	-----	--------	---------

Define a Work Order

Admin or Prime Contractor may define a work order. To setup a new work order, go to Set Up >> Add / Edit Work Order to open the form below.

Note: The information entered in the Work Order ID field will be what displays to the contractor and listed on the CPR.

If the information entered is lengthy, some of the detail may be cut off on the CPR form.



The screenshot shows the 'Add/Edit Work Order' form with the following fields and annotations:

- Select Project:** A dropdown menu with 'HUD_JANUARY STREET HOUSING UPGRADES' selected. Annotation: 'Select your Project'.
- Select Work Order to Edit:** A dropdown menu. Annotation: 'Type in a new work order ID to create a new work order.'
- Work Order ID:** A text field with '0003' entered.
- Title:** A text field with 'Sites 1 - 25' entered.
- Budget:** A text field with '10000' entered.
- Status:** A dropdown menu with 'Open' selected. Annotation: 'Status choices are Open or Closed'.
- Address 1:** A text field with '5729 Main' entered.
- Address 2:** A text field.
- City:** A text field with 'Springfield' entered.
- State:** A text field with 'OR' entered.
- ZIP:** A text field with '97478' entered.
- Description:** A text area with 'Sites 1 to 25, interior demolition & clean out' entered.

Buttons at the bottom: Delete, Clear Form, Cancel, Save.

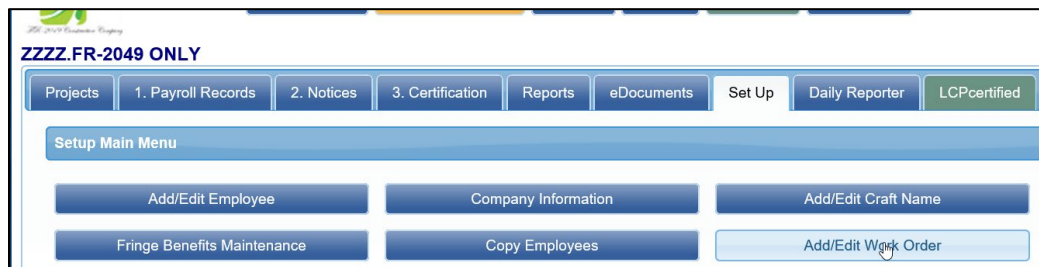
Annotations on the right side of the form:

- 'All fields may be filled out. At this time only required fields are: Work Order ID, Status'.

Contractor Submittal of Work Order Information

Prime Contractors

Prime contractors can define work orders. Click Set Up >> Add/Edit Work Order to input the information. The setup of the work order is the same as the Admin.



The screenshot shows the 'Setup Main Menu' for Prime Contractors. The menu includes the following options:

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

Below the menu, there are buttons for:

- Add/Edit Employee
- Company Information
- Add/Edit Craft Name
- Fringe Benefits Maintenance
- Copy Employees
- Add/Edit Work Order

All Contractors

The contractor submittal of work order information is simple. They simply select the work order appropriate on the payroll entry form.

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

Edit Record

Week End Date: 7/11/2020 Contractor: Work Order - Subcontractor
 Project: Lois G Apartment Complex Upgrades (W.O.) Sub To: Work Order Prime Contractor
 Employee: WURSTER, JAMES E. Contract ID:
☐ Is Foreman ☐ Is Owner/Operator Work Order: * Invoice 10-2233 - 4500 Main Street Building 1
Invoice 10-2244 - 7800 Main Street Building 2 Required

Gross Employee Pay This Project (Usually No Fringes) 415.680 Wages Paid in Lieu of Fringes (Total Cash Fringes) 414.480

These fields are Hourly rate fields (Base Hourly Overtime Hourly Hourly)

17.320 0.000 0.000 0.000

Classifications

Jurisdiction	Location	Craft	Classification	Construction Type
OR - Port of Portland	OR-Multnomah County	SHEET METAL WORKER	Sheet Metal Worker - Journeyman	ALL

Edit

WEEKLY CERTIFIED PAYROLL REPORTING FORM

Project Name: Lois G Apartment Complex Upgrades (W.O.)
 Project Code / Contract # / TIN: 08232018
 August 23, 2018
 Page 1 of 2

NAME OF CONTRACTOR: Work Order Prime Contractor
 Prime

CONTRACTOR'S LICENSE No. 08232018P
 SPECIALTY LICENSE No.

ADDRESS: 5729 Main Street, PMB 249, Springfield, OR 97478
 PHONE: 714-669-0052
 EMAIL: rdoll@lcptracker.com

PROJECT LOCATION CODE / NAME:
 OR-Multnomah County / 08232018 / Lois G Apartment Complex Upgrades (W.O.)

PAYROLL No. 1 FOR WEEK ENDING: 05/06/2018 SUBMITTED ON: August 23, 2018 MOTOR CARRIER PERMIT No. UNION Non-Union SELF-INSURED CERTIFICATE No. WORKER'S COMP. POLICY:

NAME, ADDRESS, SSN, DRIVER'S LICENSE, ETHNICITY, GENDER	WORK CLASSIFICATION, LOCATION AND TYPE	HOURS WORKED EACH DAY							TOTAL HOURS THIS PROJECT	BASE HOURLY RATE OF PAY	GROSS AMOUNT EARNED	DEDUCTION, CONTRIBUTION AND PAYMENTS										
		4/30/18	5/1/18	5/2/18	5/3/18	5/4/18	5/5/18	5/6/18				Federal Tax	Social Security	Medicare	State Tax	Local Taxes / SDT	Other	Savings	Total Deduction	Check No.		
GOESER, OG 10200 Alder Dr Albuquerque, NM 87114 ###-##-####	CARPENTERS / JOURNEYMAN CARPENTER / Type: ALL WO: Invoice 10-2233 - 4500[M] 0 OR-Multnomah County WD: BOLI Prevailing Wage Ra	M	T	W	TH	F	S	S	2.00	50.00	100.00	1.00	1.00	1.00	1.00	1.00	0.00	0.00	5.00	DD		
All or Part of Fringes Paid to Employee: NO Vacation, Holiday and Dues in Gross Pay: NO Voluntary Contributions in Gross Pay: NO									0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
TOTAL STANDARD HOURS: 2.00		TOTAL 1.5 OT HOURS: 0.00							TOTAL 2.0 OT HOURS: 0.00		GRAND TOTAL HOURS: 2.00											

It is important that you enter all of the employee's time for the full week under the various work orders **BEFORE** certifying the full week's payroll. The work order information appears on the Certified Payroll Report grouped by work order.

NAME, ADDRESS, SSN, DRIVER'S LICENSE, ETHNICITY, GENDER	WORK CLASSIFICATION, LOCATION AND TYPE	HOURS WORKED EACH DAY						
		6/29/14	6/30/14	7/1/14	7/2/14	7/3/14	7/4/14	
WEBB, KYLE 901 RIDGEVIEW HEALDSBURG, CA 95448 xxx-xx-3938	ASBESTOS REMOVAL LABORER / ASBESTOS REMOVAL LABORER AREA B / Type: Residential WO: 0001 0 OR - DESCHUTES, CROOK, H WD: OR_01292015	S	M	T	W	TH	F	8.00
All or Part of Fringes Paid to Employee: NO Vacation, Holiday and Dues in Gross Pay: NO Voluntary Contributions in Gross Pay: NO								
WEBB, KYLE 901 RIDGEVIEW HEALDSBURG, CA 95448 xxx-xx-3938	ASBESTOS REMOVAL LABORER / ASBESTOS REMOVAL LABORER AREA B / Type: Residential WO: 0002 0 OR - DESCHUTES, CROOK, H WD: OR_01292015	S	M	T	W	TH	F	8.00
All or Part of Fringes Paid to Employee: NO Vacation, Holiday and Dues in Gross Pay: NO Voluntary Contributions in Gross Pay: NO								

Once information has been submitted for a work order, the certification tab for the Admin will display the work orders to select from as a filter.

Certifications

Department

All Departments

Project

Lois G Apartment Complex Upgrades (W.O.)

☐ Include Closed

Contractor

All Contractors

Sub To | Contract ID

All Assignments

Invoice 10-2233 - 4500 Main Street Building 1

Load Data

From Date

To Date

Process Status

Accept Status

All Process Statuses

All Accept Statuses

Select All

Accept Selected

There are 1 certification records found for the above selection.

Delete	Contractor	Project	Sub To	Contract ID	Week End	Payroll No	Performing?	Submitted	View CPR	Process Status	Select	Accept Status	A
Delete	Work Order Prime Contractor	Lois G Apartment Complex Upgrades (W.O.)			5/6/2018	1	YES	8/23/2018	PDF	Certified	☐	Submitted	

Note: when using work orders, you will not be able to assign different wage determinations by work order. The wages assigned to the project will be utilized for all work orders setup and utilized.

ZIP CODE SETUP

This feature is used for workforce reporting to track employees who reside in specified zip codes.

Upload ZIP Code List

Here you have the option to upload a list of zip codes all at once from an excel file, instead of entering them one at a time in the system. You will simply enter the zip codes you would like to upload in the first column of your excel file.

Add/Edit ZIP Code List

This option allows you to manually adjust the zip code lists you have in the system. You can add, edit, or delete the information.

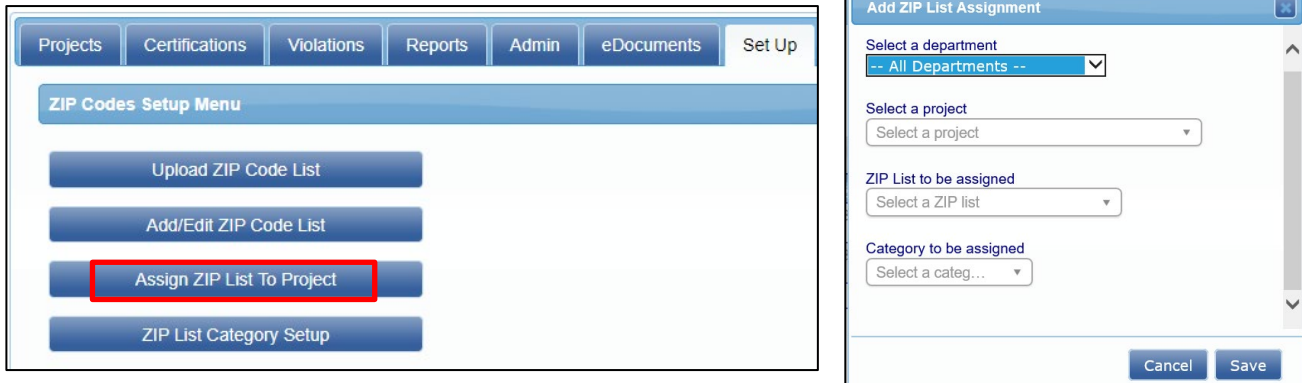
ZIP List Category Setup

When creating a category, you will need to provide a name as well as a description.

The category was designed if you want to create targeted areas. A good example of an account that has multiple categories setup might be a college that reports information at various levels. One client of LCPtracker has three levels for their reporting: Primary (College), Secondary (District) and Local (Local-County)

Assign ZIP List to Project

Once the category has been set up, next you will need to assign the zip list to your project. Click on Assign ZIP List to Project >> Add Assignment >> select your project >> choose the zip list to be assigned >> select the category to be assigned and click Save. **Note:** you can only have one zip list per category assigned.

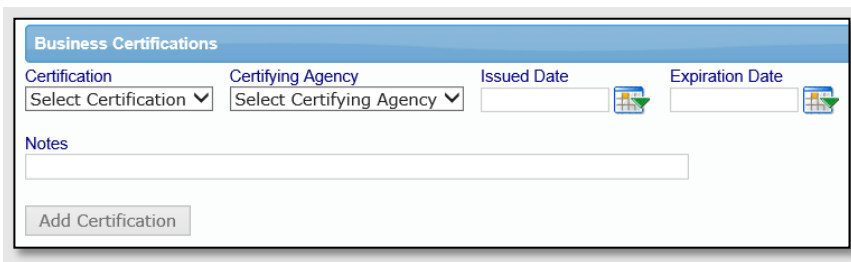


The screenshot shows the LCP Tracker interface. On the left, the 'ZIP Codes Setup Menu' contains four buttons: 'Upload ZIP Code List', 'Add/Edit ZIP Code List', 'Assign ZIP List To Project' (highlighted with a red box), and 'ZIP List Category Setup'. On the right, the 'Add ZIP List Assignment' dialog box is open, showing fields for 'Select a department' (set to '-- All Departments --'), 'Select a project' (a dropdown menu), 'ZIP List to be assigned' (a dropdown menu), and 'Category to be assigned' (a dropdown menu). At the bottom of the dialog are 'Cancel' and 'Save' buttons.

Once you have completed this step, you will be able to see all of the assignments created.

ADD/EDIT CERTIFICATION TYPE

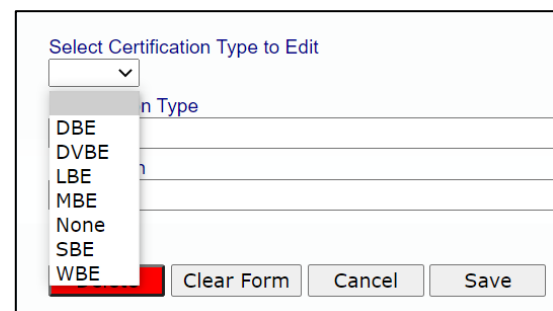
In this area, you have the ability to add additional Business Certification Types you may want to assign to your contractors. An Admin will first need to setup the Business Certification before it will show in the drop down for the Business Certification section under Contractor Setup.



The screenshot shows the 'Business Certifications' form. It has a header 'Business Certifications' and four main sections: 'Certification' (a dropdown menu), 'Certifying Agency' (a dropdown menu), 'Issued Date' (a date field with a calendar icon), and 'Expiration Date' (a date field with a calendar icon). Below these is a 'Notes' section with a text area. At the bottom is an 'Add Certification' button.

By default, your options include:

- Disadvantaged Business Enterprise (DBE)
- Disabled Veteran Business Enterprise (DVBE)
- Local Business Enterprise (LBE)
- Minority Business Enterprise (MBE)
- Small Business Enterprise (SBE)

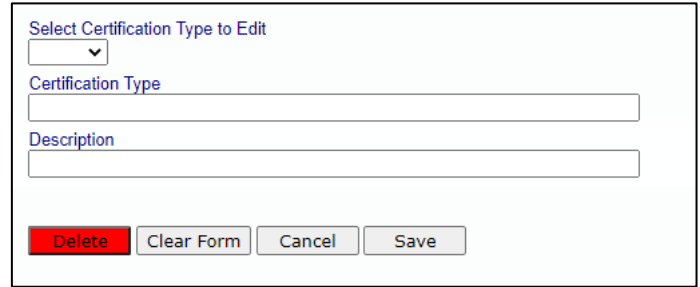


The screenshot shows the 'Select Certification Type to Edit' dialog box. It has a dropdown menu for 'Select Certification Type to Edit' with a list of options: DBE, DVBE, LBE, MBE, None, SBE, and WBE. Below the dropdown is a text field labeled 'Certification Type'. At the bottom are 'Clear Form', 'Cancel', and 'Save' buttons.

- Women Business Enterprise (WBE)
- None

You can edit and add to this list of choices at any time.

To add a new option, simply enter the Certification Type and Description. Then click Save. If you have multiple certifications to add, after you have saved your entry, click Clear Form to add another entry.



Select Certification Type to Edit

▼

Certification Type

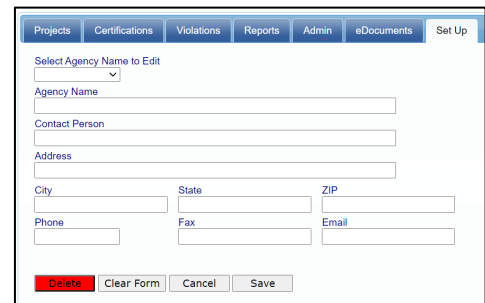
Description

Delete Clear Form Cancel Save

To edit or delete an existing type, select it from the drop down and click Delete.

ADD/EDIT CERTIFYING AGENCY

Here you can add names of the certifying agencies. By default, Not Available is listed and shown to the contractor. You can add additional Agencies here to make available in the drop down on the contractor setup page.



Projects Certifications Violations Reports Admin eDocuments Set Up

Select Agency Name to Edit

▼

Agency Name

Contact Person

Address

City State ZIP

Phone Fax Email

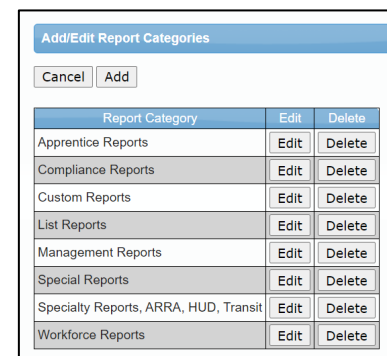
Delete Clear Form Cancel Save

REPORTS SETUP

In this section, you can adjust how the reports are listed in your Reports tab.

Add/Edit Report Categories

Here you can add different categories that your reports can be organized and filtered into. You can edit and delete the categories here as well. Only a Full Admin or Business Manager role will have the ability to make changes to the categories.



Add/Edit Report Categories

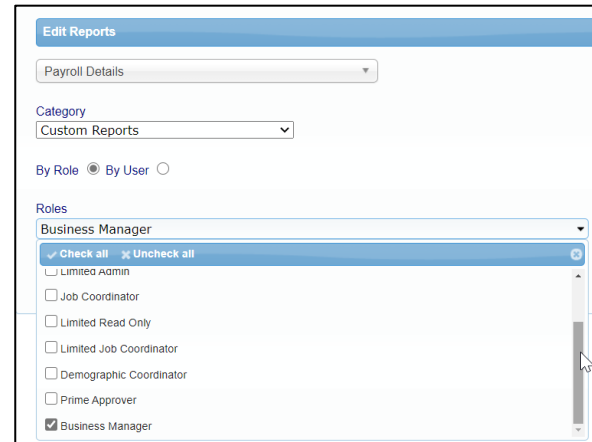
Cancel Add

Report Category	Edit	Delete
Apprentice Reports	Edit	Delete
Compliance Reports	Edit	Delete
Custom Reports	Edit	Delete
List Reports	Edit	Delete
Management Reports	Edit	Delete
Special Reports	Edit	Delete
Specialty Reports, ARRA, HUD, Transit	Edit	Delete
Workforce Reports	Edit	Delete

Edit Reports

On this screen, you can edit information regarding the reports location and who has the security to see the reports. You can edit the category where the report is located as well as assign the reports by Role OR by User. This is a one or the other. It is recommended to assign reports by Role but can be changed by User if required.

A report is only available to the roles that are checked. Make your selections accordingly and then remember to save your entry.



As a reminder, Reports not assigned to a category are not displayed to the user to utilize.

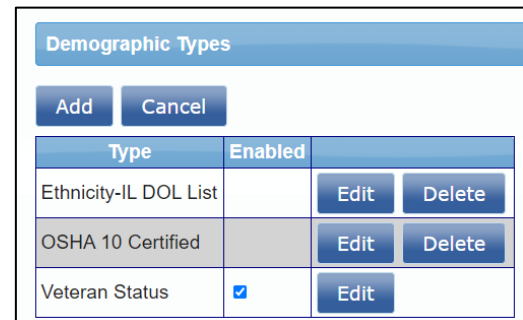
DEMOGRAPHIC SETUP

Add/Edit Demographic Types

Demographic types can be established to gather various additional data that is not already set up to be collected in the LCPtracker software. The Demographic Type is typically referred to as the question.

Here you can add different types that the employees on your project can be categorized under. You can edit or delete the types here as well.

The Demographic type can be set to be required for all employees on all projects or it can be set to only be required for specific projects. We will discuss this more under the Project Demographic Requirements section.



Type	Enabled	Edit	Delete
Ethnicity-IL DOL List	☐	Edit	Delete
OSHA 10 Certified	☐	Edit	Delete
Veteran Status	☒	Edit	

Add/Edit Demographic Classifications

Demographic classifications allow you to filter the demographic types even further with subcategories for each type. The Demographic Classification is typically referred to as the answer to the above question.

To add the classifications, first select the type and then the classification will be what is available to the contractor in the drop down. You can add a description and require a start and end date if needed.

Demographic Classifications					
Add Cancel					
Type	Classification	Description	Require Start / End Dates	Enabled	
Ethnicity-IL DOL List	N - Not Hispanic/Latino		NO		
Ethnicity-IL DOL List	Y - Hispanic/Latino		NO		
OSHA 10 Certified	No		NO		
OSHA 10 Certified	Yes	Please upload copy of OSHA certificate to eDocs	NO		Edit Delete
Veteran Status	Not a Veteran		NO	☒	Edit
Veteran Status	Service Disabled Veteran		NO	☒	Edit
Veteran Status	Veteran		NO	☒	Edit

Project Demographic Requirements

When utilizing demographic classifications, an Admin can make a specific demographic required for a particular project instead of being required for all projects. This can be done by utilizing the project demographic requirements functionality.

If using the Add Department button, the demographic classification will be assigned to all projects that currently are assigned to a department. Once this has been setup, any projects added and assigned to the specific department will NOT automatically be assigned and will need to be setup separately by utilizing the Add Projects button.

Project Demographic Requirements			
Filters			
Demographic Type Enter Demographic Type	Department Enter Department	Project Enter Project	
10 Previous 1 Next		Cancel Add Departments Add Projects	
3 Records			
Demographic Type	Department	Project	
Ethnicity-IL DOL List	State Prevailing Projects	I-94 Building Removal	Delete
OSHA 10 Certified	Dual-Funded	West Coast Dual Transportation	Delete
Veteran Status	State Prevailing Projects	I-94 Building Removal	Delete

PROJECT GROUPS

Project Groups is a way to add a filter to the project page to group particular projects by this group. The naming for project groups can be whatever the Admin wants to setup.

These can be setup with the officers names responsible for the project, the specific department the project falls under or by any other grouping that the Admin wants to utilize.

Project Groups

Cancel

Add

Group Name	Description		
01 Office of the Mayor		Edit	Delete
03 Office of Inspector General		Edit	Delete

PROJECT TYPES

Project Types is additional way to add a filter to the projects page. The Admin may utilize both the groups and types to meet their specific needs.

Filter Project Selection

Select a project to edit

Project Name *

Project Code *

Status

Federal-aid Project ID

Department *

Group Name

Type Name

Active

Select Department

Select a Group

Select a Type

PROJECT PLA TYPES

When utilizing PLA's, a Full Admin will have the option to "Add PLA Types" or Edit existing items. Users will only be able to delete items if they have not been assigned to projects that have CPRs submitted.

Project PLA Types

10

Previous

1

Next

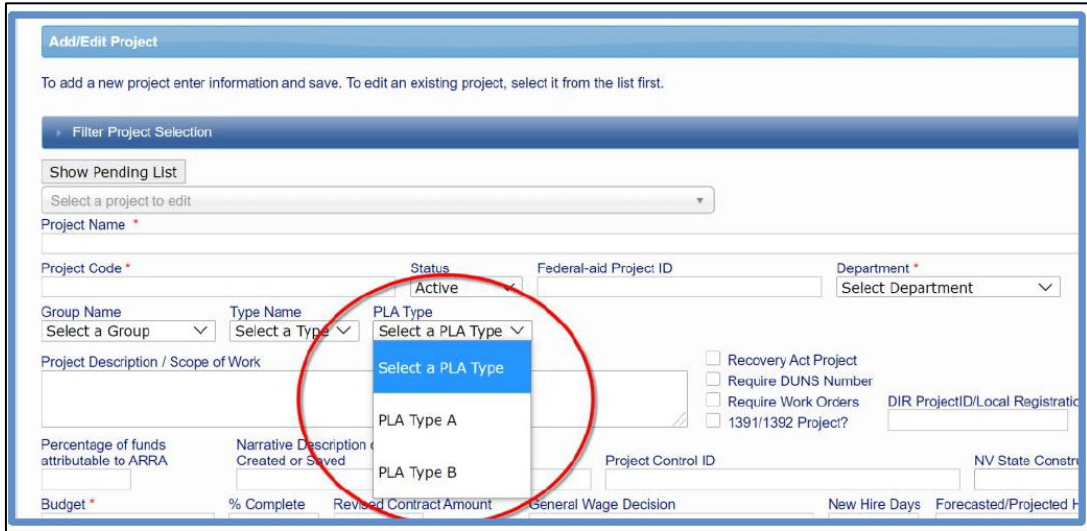
Cancel

Add PLA Type

2 Records

Name	Description		
PLA Type A	Description of PLA A can be added here	Delete	Edit
PLA Type B	PLA Type B Description (Optional)	Delete	Edit

On the Add/Edit Project page, any Admin user with rights to add or edit projects will be able to view and select from a new PLA Type drop-down menu. Only one option can be selected per project.



SET PROJECT GOAL AMOUNTS

Users with a full administrator role can now establish goal amounts by department under Set Up > Set Project Goal Amounts. The goals that can be established are:

- Goal Report:
 - Apprentice % Goal
 - Minority % Goal
 - Women % Goal
- EEO Report:
 - Minority Journeyperson % Goal
 - Minority Apprentice % Goal
 - Minority Laborer % Goal
 - Female Journeyperson % Goal
 - Female Apprentice % Goal
 - Female Laborer % Goal
 - City Residency Goal %
 - New Hiring Goal %
 - Economic Disadvantaged Goal
 - Veteran Goal
 - Pre-Apprentice Goal
 - OJT Goals %
 - Disincentive \$
 - Diversity Goal %

Currently, if a database has the B2Gnow sync turned on, the project goals will need to be setup manually under the Add/Edit project as this will not flow over to projects that are synced over.

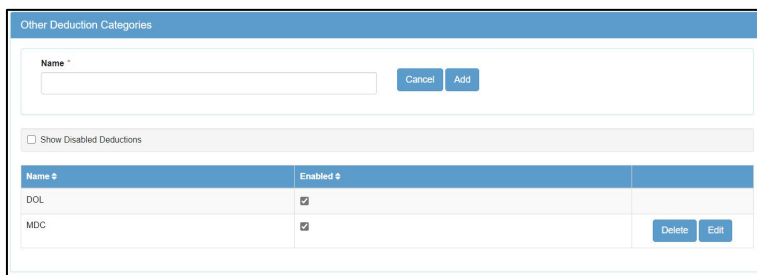
OTHER DEDUCTIONS

LCPtracker has developed an “Other Deductions Detail” feature which will help increase your ability to track specific details for what a contractor is entering in the other deductions field. An Admin may want to enhance the collection of Other Deduction details by turning on this new other deduction details functionality. This new “Other Deductions” setting, once enabled, will be database-wide and is a setting your Implementation Project Manager or Account Manager will need to assist in turning on and implementing. (We highly recommend you develop a role out plan if you are an existing user.)

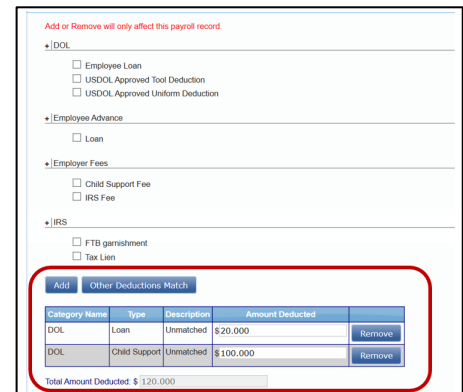
Once this is turned on, there will be an additional button called “Other Deductions” on the setup page. You will want to ensure that validations 30, 30a, and 30b are all turned on when using this functionality.

Other Deduction Categories

Each database will have a default category of DOL which can be used, or you can create specific categories if needed. This allows you to group types of Other Deductions under a specific category.



Name	Enabled	Delete	Edit
DOL	☒		
MDC	☒		



Category Name	Type	Description	Amount Deducted	Remove
DOL	Loan	Unmatched	\$20,000	Remove
DOL	Child Support	Unmatched	\$100,000	Remove

Total Amount Deducted: \$120,000

Other Deduction Types

Other deduction types will be what the contractor selects when withholding deductions from an employee’s paycheck.

The details are setup by the Database Admin and can be done manually or by using an upload spreadsheet.

Once a type has been added in the system and used on a payroll, you will NOT have the ability to delete the other deduction type anymore. You can disable it but not delete it.

Category Name	Name	Description	Delete	Edit
DOL	3rd Part Garnishment	3rd Part Garnishment	Delete	Edit
DOL	401(k)	401(k)	Delete	Edit
DOL	401(k) Loan	401(k) Loan	Delete	Edit
DOL	Alimony	Alimony	Delete	Edit
DOL	Child Support	Child Support	Delete	Edit
DOL	Child Support Fee	Child Support Fee	Delete	Edit
DOL	Dental Insurance	Dental Insurance	Delete	Edit
DOL	Disability Insurance	Disability Insurance	Delete	Edit
DOL	Employee Advance	Employee Advance	Delete	Edit
DOL	Employee Loan	Employee Loan	Delete	Edit

Upload Other Deduction

LCPtracker has a spreadsheet available for upload which is an internal sample USDOL list. You can override, add, or delete the data in the spreadsheet as needed prior to uploading within your database.

To start, click on “Upload Other Deductions”, download the template, and enter the relevant data, save to your desktop, and then click on browse. Find the Excel file created and then click on “Upload”.

Once your entry has been uploaded, a pop-up box will appear showing how many records have been uploaded.

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

SICK PAY TRACKING

For work on DBA projects, Executive Order 13706 requires federal contractors to allow their employees to earn and use up to 7 days paid sick leave each year. It requires covered contractors to allow employees to accrue 1 hour of paid sick leave for every 30 hours worked on or in connection with a covered contract, up to 56 hours (7 days) per year and to use accrued leave as covered in 29 CFR 13.2 and 13.3(a)(2).

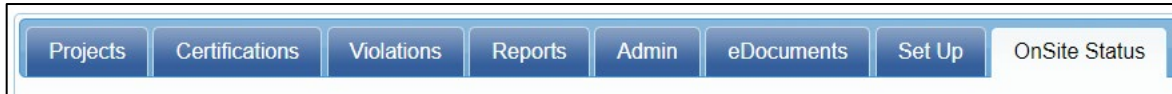
Hours Worked Each Day for This Project Only

	Monday 10/29/2018	Tuesday 10/30/2018	Wednesday 10/31/2018	Thursday 11/1/2018	Friday 11/2/2018	Saturday 11/3/2018	Sunday 11/4/2018	Total Hours
Regular Time	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00
Overtime at 1.5	0.00	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	0.00
Total	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00
YTD Accumulated Sick Pay Hrs	1.00							

If required, LCPtracker can turn on this function for the contractor to enter the tracking of the YTD sick pay hours.

ONSITE STATUS

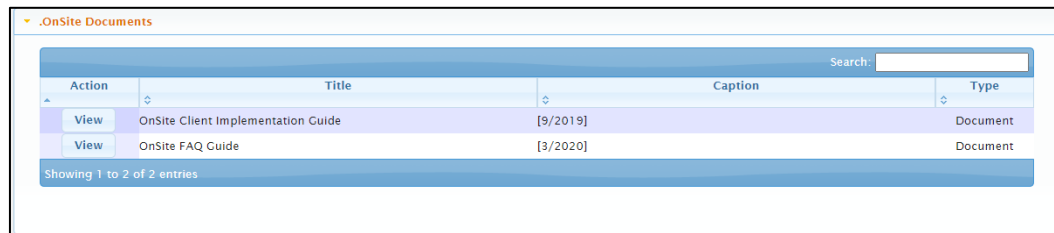
If the OnSite module has been purchased to perform employee interviews that sync with the submitted CPR submittals within LCPtracker, the Admin will see an additional tab called OnSite Status.



This tab is where the Admin will see the status of the submitted interview forms once the contractor has submitted a CPR. The options the Admin will see are Submitted, Manual Override Pass or Auto-Validation Fail.

Demo Interview Form	Project Neon (A100590)	Elko County	K5 Construction	PAN, PETER	06/06/2019	06/06/2019	Lois Goeser	Auto-Validation Fail ☹
Demo Interview Form	Project Neon (A100590)	Elko County	K5 Construction	TEST, ALECIA	04/25/2019	04/25/2019	Lois Goeser	Manual Override Pass ☺
Demo Interview Form	Project Neon (A100590)	Elko County	K5 Construction	TEST, ALECIA	04/24/2019	04/24/2019	Lois Goeser	Manual Override Pass ☺
Demo Interview Form	Project Neon (A100590)	Elko County	Dave's Landscaping	COMBS, BECKY	01/22/2019	01/22/2019	Lois Goeser	Submitted ○

For more information regarding OnSite, you can find the following guides under Training Materials.

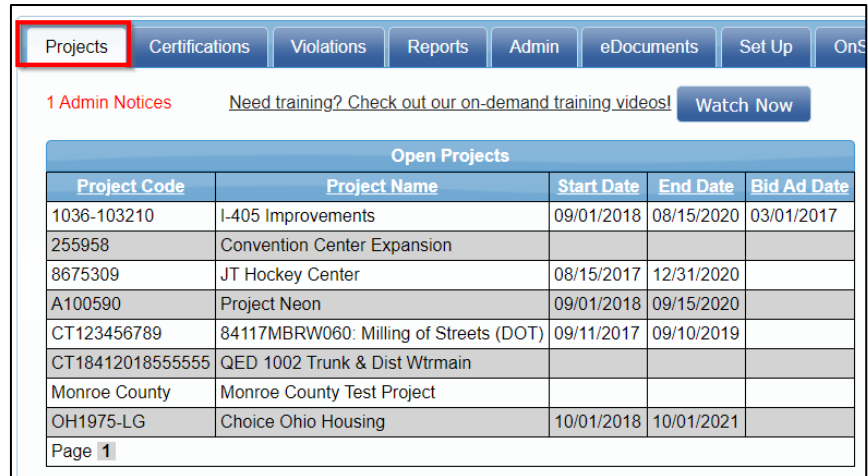


PROJECTS TAB

LCPtracker provides Administrators the ability to view and modify all existing Projects, define Contractors, assign and un-assign Contractors to and/or from Projects, review the certified payroll input for each contractor on each project, and manage the compliance issues associated with any Project/Contractor. Each step is described in this manual.

The first screen to display when logging into LCPtracker as an Admin, is the **Projects** screen. The Projects tab will display only Active projects and does not show any Closed or Suspended Projects.

The Projects tab is strictly informative. The list helps the User to see the overall picture of how many projects they are managing within LCPtracker.



Open Projects				
Project Code	Project Name	Start Date	End Date	Bid Ad Date
1036-103210	I-405 Improvements	09/01/2018	08/15/2020	03/01/2017
255958	Convention Center Expansion			
8675309	JT Hockey Center	08/15/2017	12/31/2020	
A100590	Project Neon	09/01/2018	09/15/2020	
CT123456789	84117MBRW060: Milling of Streets (DOT)	09/11/2017	09/10/2019	
CT18412018555555	QED 1002 Trunk & Dist Wtrmain			
Monroe County	Monroe County Test Project			
OH1975-LG	Choice Ohio Housing	10/01/2018	10/01/2021	
Page 1				

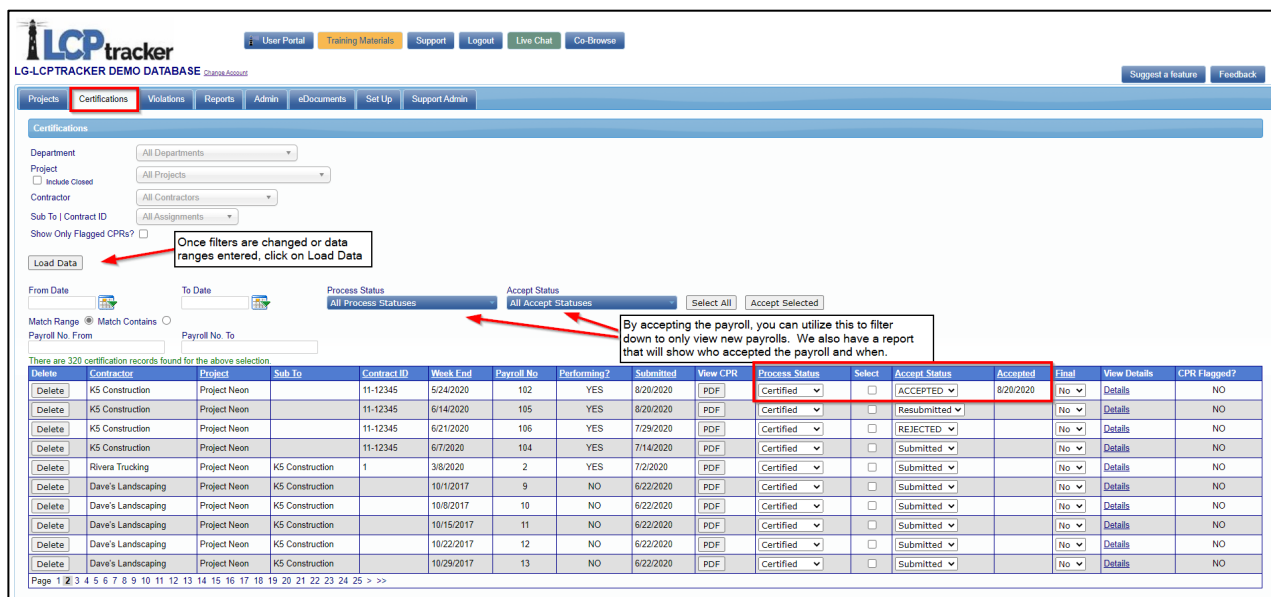
The list of Projects will also be user specific. The list may be different depending on the user rights given to each Admin or Prime Approver and what projects/departments they have been assigned to view.

The screen is read only; you cannot add, modify, or delete a Project from this screen. Project management processes are found under the Set Up menu item. To open the Set Up menu, click the Set Up button from the main menu toolbar.

CERTIFICATIONS TAB

The CERTIFICATIONS tab is where all Certified Payrolls can be viewed. There are multiple filters to view the CPR information you need to review and accept. This table will look slightly different if the Agency/Admin has turned on the Prime Approver functionality.

Any users with the appropriate roles assigned, can change the different status menus from this screen. This includes the Process Status and the Accept Status. If Prime Approver is turned on, there will be an additional column for the Prime Approver status as well. You can also filter the CPRs you are looking at based on these status values.

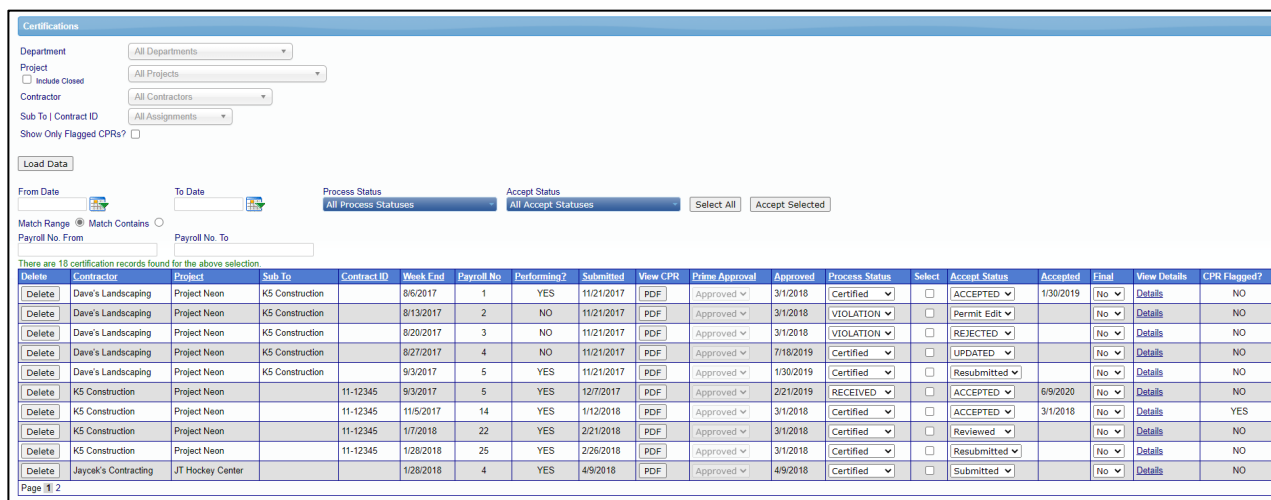


Once filters are changed or data ranges entered, click on Load Data

By accepting the payroll, you can utilize this to filter down to only view new payrolls. We also have a report that will show who accepted the payroll and when.

Delete	Contractor	Project	Sub To	Contract ID	Week End	Payroll No	Performing?	Submitted	View CPR	Process Status	Select	Accept Status	Accepted	Final	View Details	CPR Flagged?
Delete	K5 Construction	Project Neon		11-12345	5/24/2020	102	YES	8/20/2020	PDF	Certified		ACCEPTED	8/20/2020	No	Details	NO
Delete	K5 Construction	Project Neon		11-12345	6/14/2020	105	YES	8/20/2020	PDF	Certified		Resubmitted		No	Details	NO
Delete	K5 Construction	Project Neon		11-12345	6/21/2020	106	YES	7/29/2020	PDF	Certified		REJECTED		No	Details	NO
Delete	K5 Construction	Project Neon		11-12345	6/7/2020	104	YES	7/14/2020	PDF	Certified		Submitted		No	Details	NO
Delete	Rivera Trucking	Project Neon	K5 Construction	1	3/8/2020	2	YES	7/2/2020	PDF	Certified		Submitted		No	Details	NO
Delete	Dave's Landscaping	Project Neon	K5 Construction		10/1/2017	9	NO	6/22/2020	PDF	Certified		Submitted		No	Details	NO
Delete	Dave's Landscaping	Project Neon	K5 Construction		10/8/2017	10	NO	6/22/2020	PDF	Certified		Submitted		No	Details	NO
Delete	Dave's Landscaping	Project Neon	K5 Construction		10/15/2017	11	NO	6/22/2020	PDF	Certified		Submitted		No	Details	NO
Delete	Dave's Landscaping	Project Neon	K5 Construction		10/22/2017	12	NO	6/22/2020	PDF	Certified		Submitted		No	Details	NO
Delete	Dave's Landscaping	Project Neon	K5 Construction		10/29/2017	13	NO	6/22/2020	PDF	Certified		Submitted		No	Details	NO

With Prime Approver turned on.



There are 18 certification records found for the above selection.

Delete	Contractor	Project	Sub To	Contract ID	Week End	Payroll No	Performing?	Submitted	View CPR	Prime Approval	Approved	Process Status	Select	Accept Status	Accepted	Final	View Details	CPR Flagged?
Delete	Dave's Landscaping	Project Neon	K5 Construction		8/6/2017	1	YES	11/21/2017	PDF	Approved	3/1/2018	Certified		ACCEPTED	1/30/2019	No	Details	NO
Delete	Dave's Landscaping	Project Neon	K5 Construction		8/13/2017	2	NO	11/21/2017	PDF	Approved	3/1/2018	VIOLATION		Permit Edit		No	Details	NO
Delete	Dave's Landscaping	Project Neon	K5 Construction		8/20/2017	3	NO	11/21/2017	PDF	Approved	3/1/2018	VIOLATION		REJECTED		No	Details	NO
Delete	Dave's Landscaping	Project Neon	K5 Construction		8/27/2017	4	NO	11/21/2017	PDF	Approved	7/18/2019	Certified		UPDATED		No	Details	NO
Delete	Dave's Landscaping	Project Neon	K5 Construction		9/3/2017	5	YES	11/21/2017	PDF	Approved	1/30/2019	Certified		Resubmitted		No	Details	NO
Delete	K5 Construction	Project Neon		11-12345	9/3/2017	5	YES	12/7/2017	PDF	Approved	2/21/2019	RECEIVED		ACCEPTED	6/9/2020	No	Details	NO
Delete	K5 Construction	Project Neon		11-12345	11/5/2017	14	YES	11/2/2018	PDF	Approved	3/1/2018	Certified		ACCEPTED	3/1/2018	No	Details	YES
Delete	K5 Construction	Project Neon		11-12345	1/7/2018	22	YES	2/21/2018	PDF	Approved	3/1/2018	Certified		Reviewed		No	Details	NO
Delete	K5 Construction	Project Neon		11-12345	1/28/2018	25	YES	2/26/2018	PDF	Approved	3/1/2018	Certified		Resubmitted		No	Details	NO
Delete	Jayce's Contracting	JT Hockey Center			1/28/2018	4	YES	4/9/2018	PDF	Approved	4/9/2018	Certified		Submitted		No	Details	NO

DELETE CPR BUTTON

This button provides the ability to delete a CPR and all associated payroll records. Use with caution. Typically, the only two occasions where the delete button should be used is: 1) when a Contractor has selected the wrong week-end date, or 2) when a Contractor has selected the wrong project.

Any other reasons should be rejected back to the Contractor or utilize the Permit Edit button for changes to be made. When clicking the delete button, you will be asked to confirm the deletion prior to it being deleted out of the system. Please ensure you want to delete the payroll prior to the confirmation. When utilizing the Prime Approver module, the Agency can hide the delete button from the Prime Approver only allowing this function to be done by the Agency.

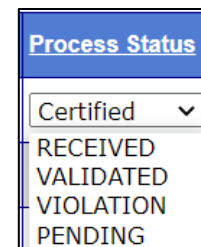
Delete	Contractor	Project	Sub To	Contract ID	Week End
Delete	Dave's Landscaping	Project Neon	K5 Construction		8/6/2017

PROCESS STATUS

The Process Status function provides you with the ability to check in and set the status of the certified payrolls that have been submitted to you. This function can be set as desired by clicking on the drop-down arrow. It is designed to provide the ability to track various review steps that might be involved in the administrating of a prevailing wage program.

Process Status values can be:

- **CERTIFIED** (default on submitted CPRs by contractors)
- **PENDING**- for contractor's response or documents
- **RECEIVED**- already in database
- **VALIDATED**-viewed by administrator
- **VIOLATION**-underpayment, training funds contributions, apprentices registered, etc....

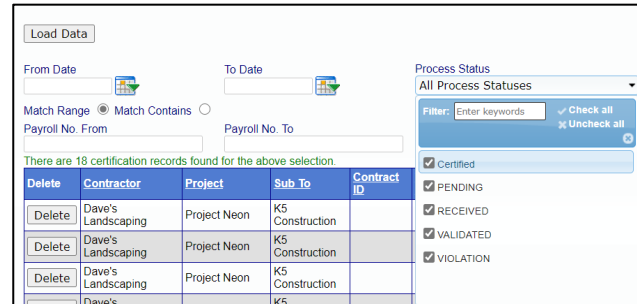


The image shows a dropdown menu titled "Process Status". The current selection is "Certified" with a downward arrow. Below the selection, the following options are listed: RECEIVED, VALIDATED, VIOLATION, and PENDING.

Process status selections can be used differently by various Admins. It is up to the Admin/Agency to decide how/if they want to utilize this function.

If used, an Admin/Agency can filter the certified payroll reports (CPRs) based on the Process Status.

Check the box that you want to filter by and click “Load Data” to only see those with the selected process status.

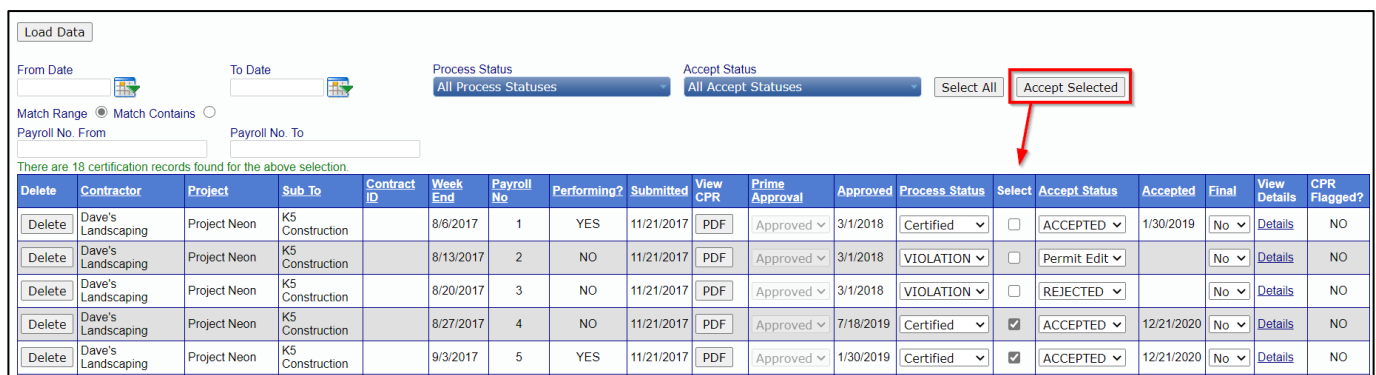


There are 18 certification records found for the above selection.

Delete	Contractor	Project	Sub To	Contract ID
Delete	Dave's Landscaping	Project Neon	K5 Construction	
Delete	Dave's Landscaping	Project Neon	K5 Construction	
Delete	Dave's Landscaping	Project Neon	K5 Construction	
Delete	Dave's Landscaping	Project Neon	K5 Construction	
Delete	Dave's Landscaping	Project Neon	K5 Construction	

ACCEPT STATUS

The Accept Status was designed to provide a fast way to ACCEPT multiple CPRs as well as track who accepted the CPR and when it was accepted.



There are 18 certification records found for the above selection.

Delete	Contractor	Project	Sub To	Contract ID	Week End	Payroll No	Performing?	Submitted	View CPR	Prime Approval	Approved	Process Status	Select	Accept Status	Accepted	Final	View Details	CPR Flagged?
Delete	Dave's Landscaping	Project Neon	K5 Construction		8/6/2017	1	YES	11/21/2017	PDF	Approved	3/1/2018	Certified	☐	ACCEPTED	1/30/2019	No	Details	NO
Delete	Dave's Landscaping	Project Neon	K5 Construction		8/13/2017	2	NO	11/21/2017	PDF	Approved	3/1/2018	VIOLATION	☐	Permit Edit		No	Details	NO
Delete	Dave's Landscaping	Project Neon	K5 Construction		8/20/2017	3	NO	11/21/2017	PDF	Approved	3/1/2018	VIOLATION	☐	REJECTED		No	Details	NO
Delete	Dave's Landscaping	Project Neon	K5 Construction		8/27/2017	4	NO	11/21/2017	PDF	Approved	7/18/2019	Certified	☒	ACCEPTED	12/21/2020	No	Details	NO
Delete	Dave's Landscaping	Project Neon	K5 Construction		9/3/2017	5	YES	11/21/2017	PDF	Approved	1/30/2019	Certified	☒	ACCEPTED	12/21/2020	No	Details	NO

Accept Status values can be:

- **SUBMITTED** (default and appears once the payroll has been certified by contractor)
- **RESUBMITTED** (value auto-assigned by system when contractor re-submits a CPR)
- **UPDATED** (value auto-assigned by system when a CPR has had a payroll # or Final status change by contractor but no major payroll changes involving eSignature)
- **ACCEPTED** (does not send an email to contractor)
- **PERMIT EDIT** (stores status under the Admin processing tab)
- **REJECTED** (sends an email to contractor by default)
- **REVIEWED** (depending on setup, contractor is sent an email letting them know the CPR was reviewed)

You as an administrator, you can request LCPtracker to send an e-mail to the contractor when the Accept Status changes. **Note:** when requesting this setting, the contractor will receive MULTIPLE emails. You can also specify if a copy of the e-mail goes to the Prime Contractor.

If the Accept Status is set to REJECTED, an Admin Notice is created, and the contractor automatically receives an email by default.

The CPR is flagged for the contractor as rejected. A special message in RED is displayed to the contractor on login that REJECTED CPRs exist.

Payroll Certifications					
Week End Date	Performing	Accept Status	Prime Approval		
09/10/2017	YES	Reviewed		Edit	Report Details
09/03/2017	YES	ACCEPTED	Approved	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	REJECTED		Edit	Report Details

Projects

Certified Payrolls

Help

6 Rejected CPRs, 49 Admin Notices

Project Assignments						
Project Code	Project Name	Sub To	Contract ID	Assignment Start Date	Bid Ad Date	
A100590	Project Neon		11-12345	07/01/2017		Show Info

The Permit Edit Status is used when the time allotted to the contractor to edit a submitted CPR expires. The PERMIT EDIT setting will allow them to edit and will show the status under the certifications tab as well as under the Admin Notice Processing button.

The amount of time in which a contractor can edit a CPR on their own accord, is set by the number of days chosen in the Department Settings for your database. After this number of days has passed, the system will lock the payroll for editing and this PERMIT EDIT status must be selected to allow the contractor to make any edits.

Help

Payroll Certifications					
Week End Date	Performing	Accept Status	Prime Approval		
09/10/2017	YES	Reviewed		Edit	Report Details
09/03/2017	YES	ACCEPTED	Approved	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	REJECTED		Edit	Report Details

Results

Sorry, the selected certification cannot be edited because its permitted days to edit exceeded. Please go to the Projects tab and click on the 'Show Info' for contact information to obtain the permit edit status.

OK

Once the payroll has been unlocked for editing, the contractor now has the chosen number of CPR Edit Time days (under the Department Settings) to make their corrections before the system will lock the payroll for editing again.

SOC Type	Fringe Payment Check Boxes
Non-Perform SOC Type	Fringe Payment Check Boxes
CPR Edit Time	30
Owner Operator Settings	N_HOURS-N_DOLLARS

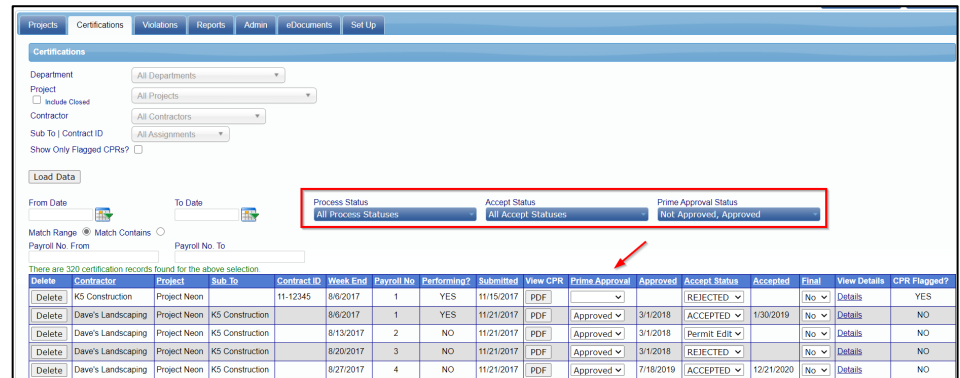
PRIME APPROVER

When an Agency has turned on the Prime Approver functionality, each project will require that a Prime Approver be assigned, and all payrolls to first be reviewed and approved by the assigned Prime Approver before going to the Agency for acceptance. The Prime Approver can filter on the Approved / Not Approved Prime Approval status.

An Agency does have the ability to approve the Prime Contractor's payrolls and only require that a Prime Approver conduct the approval function on lower-tier subcontractors.

Your LCPtracker Implementation Project Manager or Account Manager will go through the various settings available when helping setup your database.

Refer to the Prime Approver Guide under Training Materials for more information.



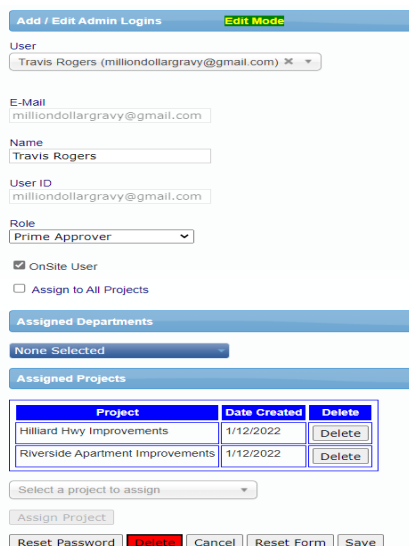
The screenshot shows the 'Certifications' page in LCPtracker. It includes filters for Department, Project, Contractor, and Sub To. A red box highlights the 'Process Status' filter, which is set to 'All Process Statuses'. Below the filters, there is a table of certification records. The table has columns for Delete, Contractor, Project, Sub To, Contract ID, Week End, Payroll No, Performing?, Submitted, View CPR, Prime Approval, Approved, Accept Status, Accepted, Final, View Details, and CPR Flagged?.

Delete	Contractor	Project	Sub To	Contract ID	Week End	Payroll No	Performing?	Submitted	View CPR	Prime Approval	Approved	Accept Status	Accepted	Final	View Details	CPR Flagged?
Delete	KS Construction	Project Neon	KS Construction	11-12345	8/6/2017	1	YES	11/15/2017	PDF	Approved	3/1/2018	REJECTED	1/30/2019	No	Details	YES
Delete	Dave's Landscaping	Project Neon	KS Construction		8/6/2017	1	YES	11/21/2017	PDF	Approved	3/1/2018	ACCEPTED	1/30/2019	No	Details	NO
Delete	Dave's Landscaping	Project Neon	KS Construction		8/13/2017	2	NO	11/21/2017	PDF	Approved	3/1/2018	Permit Edit		No	Details	NO
Delete	Dave's Landscaping	Project Neon	KS Construction		8/20/2017	3	NO	11/21/2017	PDF	Approved	3/1/2018	REJECTED		No	Details	NO
Delete	Dave's Landscaping	Project Neon	KS Construction		8/27/2017	4	NO	11/21/2017	PDF	Approved	7/18/2019	ACCEPTED	12/21/2020	No	Details	NO

When assigning a Prime Approver, you can assign based on Departments or Projects.

Assigning Prime Approver by PROJECT (Best Practice):

- Prime Approver will only have access to those projects that are selected and assigned
- Department must be left as "None Selected"
- If Prime Approver should have access to all projects within your database, then select the box that says "Assign to All Projects"

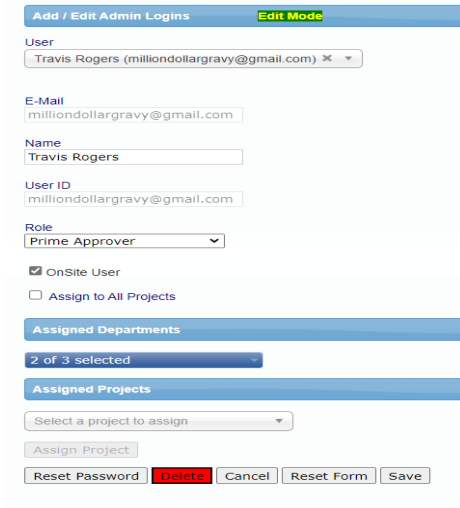


The screenshot shows the 'Add / Edit Admin Logins' form. It includes fields for User, E-Mail, Name, User ID, Role, and checkboxes for OnSite User and Assign to All Projects. Below these fields, there are sections for 'Assigned Departments' and 'Assigned Projects'. The 'Assigned Projects' section shows a table of projects with columns for Project, Date Created, and Delete.

Project	Date Created	Delete
Hilliard Hwy Improvements	1/12/2022	Delete
Riverside Apartment Improvements	1/12/2022	Delete

Assigning Prime Approver by DEPARTMENT (Not typically used):

- Prime Approver will have access to all projects that have that Department assigned
- Assigning by Department will override any per project assignments
- Using this will assign the Prime Approver to view and have access to ALL projects that are associated with the Department(s) selected



FINAL

This function allows the administrator to change the FINAL status of a CPR quickly without having to get the contractor to do it and go through the entire edit and re-submittal process. Your internal procedures as an Administrator will determine if this function is useful to you.

It is typically recommended, though, that the changes to the Final status of a payroll be done by the contractor on their own as they are putting their eSignature to their certified payroll. There are cases when a contractor cannot be reached to make changes on their own and so this Final Status filter can then be utilized by the Administrator to make any corrections needed.

VIEW DETAILS

The “View details” link provides a view of the data associated with the CPR, like the entire history of the payroll from the time it has been initially submitted into the system.

It allows you to enter Administrator Comments, view various versions of the CPR report if it has been edited and resubmitted more than once, as well as view any associated emails, or Admin Notices that were sent via the system regarding the payroll, for example, if it has been Rejected. The Administrator Comments are not visible to the Contractor.

You can change the Process Status, Accept Status, and Final Status from this screen also. Administrator Notices are created automatically by LCPtracker when a payroll is REJECTED.

You as the Administrator can create your own admin notice types. For example, you may want an admin notice requesting explanation of OTHER deductions for a specific employee.

CPR Certification Status Details

Project Code: 7654101C

Project Name: BRIDGE RETROFIT M-15 PROJ

Contractor: AMERICAN PAVING

Contract ID:

Sub To: PARKER CONTRACTING

The Process and Accept Status can be changed here as well as on the main Certifications table.

Week End Date: 4/18/2015

Process Status: Certified

Accept Status: Resubmitted

Person Submitting: Christina Nagel

Employees Interviewed This Week: 0

[View Project Wage Datasheet](#)

Payroll Number: 92

Performing: YES

Final: No

The payroll # and Final status can also be changed here as well.

Contractor Notes: UPDATING FRINGE INFO

Confidential Admin Comments:

Save Cancel Add Notice ☐ Hide Closed Notices

This section shows any Admin Notices sent, like payroll Rejections or Permit Edits.

Administrator Notices					
Notice Type	Notice Title	Notice Date	Status	Created By	Action
REJECTION	Rejection Notice	5/13/2015	NEW	christina.friedman	Edit Close Resend To Case
REJECTION	Rejection Notice	4/29/2015	NEW	onagel@lcptracker.com	Edit Close Resend To Case

Certification Details		
Submitted Date	Status	View CPR
11/16/2015	Certified	View
11/16/2015	Superseded	View
5/12/2015	Superseded	View
4/29/2015	Superseded	View

This section displays an audit history of the CPR, giving PDF's of all versions submitted.

Payroll Record Details								
Payroll Record Count	Employee	Jurisdiction	Craft	Classification	Recert Action	Recert Code	Status	Audited
1	BARKLEY, CHARLES	Arizona DOT	CARPENTER	CARPENTER	Edit Record	1	Certified	Audit View
Total Payroll Records: 1	Total Employees: 1							

VIOLATIONS

Any hidden Notices or Warnings that exist when the Contractor submits the CPR are listed under the Violations tab. Administrators can review these potential violations, act, or delete as needed.

The Violations screen displays the current potential violations from all the Contractors and all the Projects if not set as a hard stop for the Contractor.

When viewing violations, it is beneficial to use the filters to only view the violations by Department, Project and the Contractor then click Load Data. As the administrator you can delete the violation, or you can view the violation and choose to resolve it if applicable.

Violations Data Form

Department

All Departments

Project

All Projects

Contractor

All Contractors

Sub To | Contract ID

All Assignments

☐ Hide APPRENTICE NOT FOUND warning messages
 ☐ Show only APPRENTICE NOT FOUND warning messages

From Date

To Date

Load Data

There are no violations for current selections.

Once an Agency/Admin loads the violations for a particular department, project, or contractor, you will see the number of violations displayed and then can view the specific violations for each line. The chart will display the last viewed date.

Displaying 15 Violations								
Project	Contractor	SubTo	ContractId	Week End Date	Employee	Number of Notices	Last Viewed	
Project Neon	K5 Construction	Prime	11-12345	10/08/2017	KINNISCHTZKE, JOSH	1	01/28/2021	Delete View Details
Project Neon	K5 Construction	Prime	11-12345	10/15/2017	PAN, PETER	1		Delete View Details
Project Neon	K5 Construction	Prime	11-12345	10/22/2017	PAN, PETER	1	10/01/2019	Delete View Details

FLAGGED CPRS

LCPtracker has developed an additional APP setting that will display a yes on the certification tab if triggered violations are present on the certified payroll.

Delete	Contractor	Project	Sub To	Contract ID	Week End	Payroll No	Performing?	Submitted	View CPR	Process Status	Select	Accept Status	Accepted	Final	View Details	CPR Flagged?
Delete	K5 Construction	Project Neon		11-12345	6/7/2020	104	YES	7/14/2020	PDF	Certified	☐	Submitted		No	Details	NO
Delete	K5 Construction	Project Neon		11-12345	10/15/2017	11	YES	5/19/2020	PDF	Certified	☐	Resubmitted		No	Details	YES
Delete	K5 Construction	Project Neon		11-12345	7/28/2019	86	YES	5/12/2020	PDF	Certified	☐	Resubmitted		No	Details	NO
Delete	K5 Construction	Project Neon		11-12345	12/1/2019	103	YES	4/7/2020	PDF	Certified	☐	Submitted		No	Details	NO
Delete	K5 Construction	Project Neon		11-12345	11/17/2019	101a	YES	2/12/2020	PDF	Certified	☐	UPDATED		No	Details	NO

REPORTS TAB

Many useful reports have been developed by LCPtracker for use by Administrators for a variety of purposes. A thorough review of the standard reports is recommended for Administrators. We also offer a standard webinar class by LCPtracker to educate new and existing users on some of the most-often used reports. There are many filters that can further modify most reports that Administrative users find useful. Additional reports are being developed on an ongoing basis.

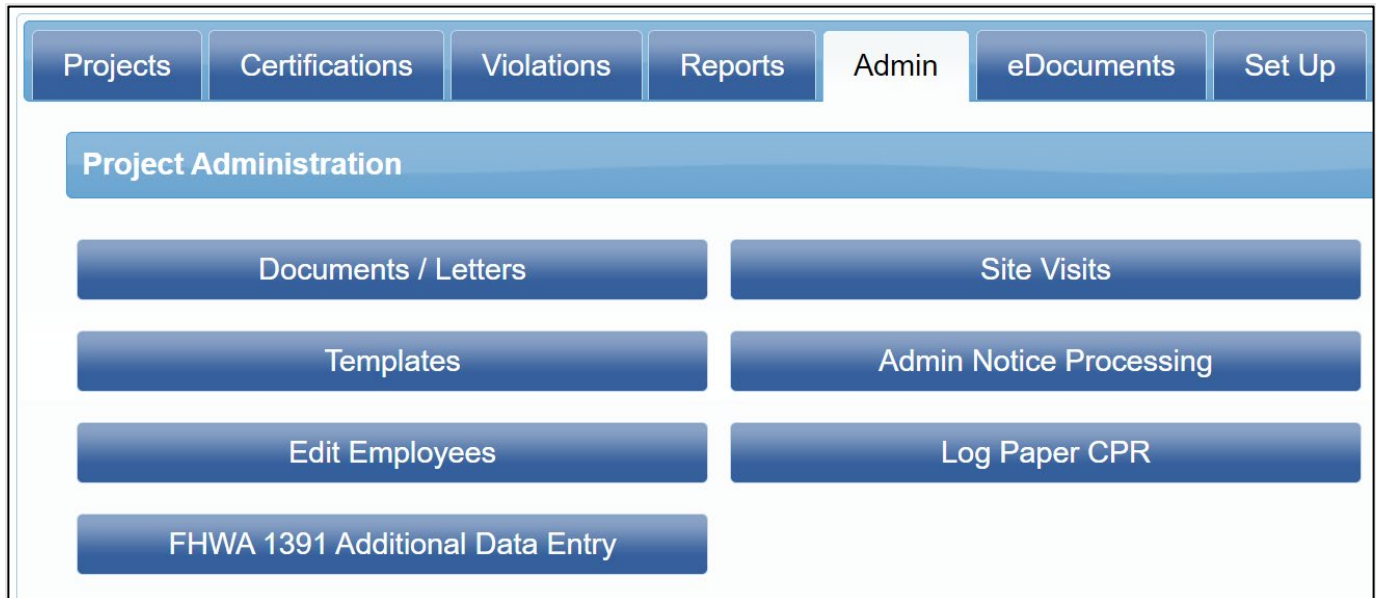
Many of the reports have filters that allow you to restrict the report to one Project and/or one Contractor. Other filters on reports may exist as appropriate to the report.

LCPtracker has also developed a Reports Catalog to help showcase the various standard reports available to our Full Admins. This catalog is located under our Training Materials >> Manuals/Quick Start Guides. Feel free to use this as a resource when searching for a particular report to use for your workforce reporting needs.

Only a Full Admin Administrator role will see all the standard reports available within LCPtracker. A Full Admin can add roles to each standard report should this be needed. Refer to the Set Up section within this guide for instructions on how to perform this step.

ADMIN TAB

The Admin tab provides access to a collection of tools designed to support the Labor Compliance administrative process.

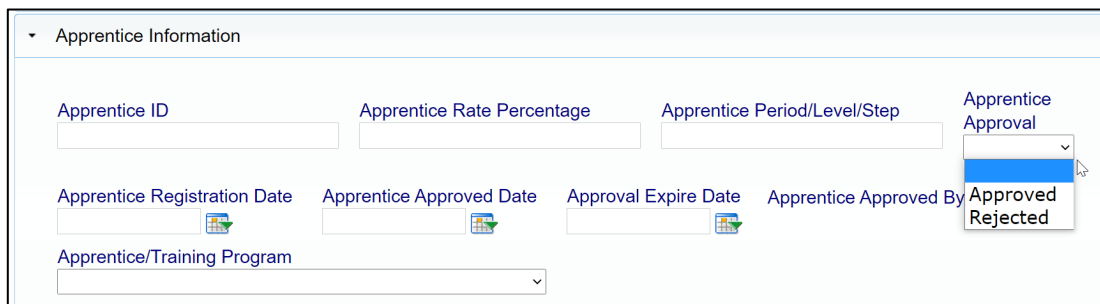


The screenshot shows the Admin tab interface. At the top, there is a navigation bar with buttons for Projects, Certifications, Violations, Reports, Admin (highlighted), eDocuments, and Set Up. Below the navigation bar is a section titled "Project Administration". Under this section, there are several buttons arranged in a grid: Documents / Letters, Site Visits, Templates, Admin Notice Processing, Edit Employees, Log Paper CPR, and FHWA 1391 Additional Data Entry.

EDIT EMPLOYEES

The Edit Employee function can be performed under the Admin tab, by clicking on the Edit Employees button. Administrators can edit employee data to reflect:

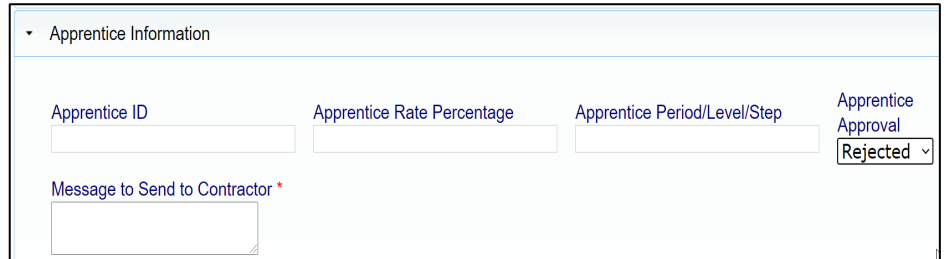
- **Apprentice Approvals** - The Approve Apprentice portion of the Edit Employee screen provides the ability for the Administrator to approve Apprentices. The Contractor enters the Apprentice ID, Apprentice Rate Percentage, Period/Level/Step, and the Apprentice Registration Date. An Administrator or a Prime Approver, if given the ability, can approve the Apprentice by selecting "Approved" under the Apprentice Approval dropdown.



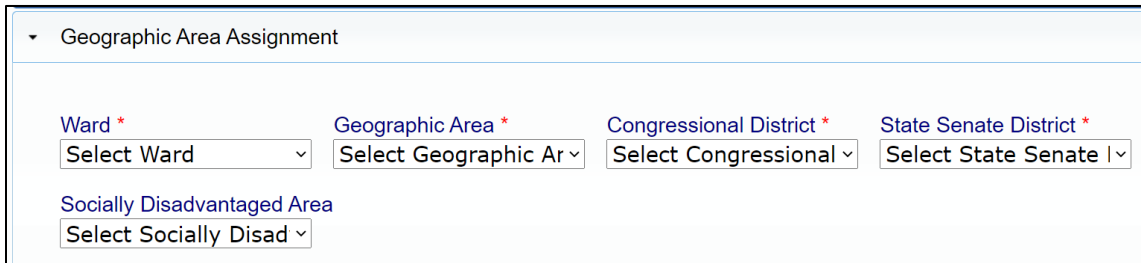
The screenshot shows the "Apprentice Information" form. It contains several input fields: Apprentice ID, Apprentice Rate Percentage, Apprentice Period/Level/Step, Apprentice Registration Date (with a calendar icon), Apprentice Approved Date (with a calendar icon), Approval Expire Date (with a calendar icon), and Apprentice Approved By. There is also a dropdown menu for Apprentice/Training Program. The Apprentice Approval dropdown menu is open, showing "Approved" and "Rejected" options.

Once this is selected, the system will record the User ID of the person who approved the Apprentice and the Approved Date for the day the Apprentice was approved. The Expiration Date will need to be entered before the record can be saved. You can use this feature in conjunction with the eDocuments feature to upload apprentice certificates.

If the Admin chooses to reject the Apprentice, an additional box will be shown allowing the Administrator to send a message to the Contractor that will be sent via email.



- Set geographic location- You as the Administrator can assign employees to a geographic area of the city under the Admin tab; scroll down to the bottom of the page. You can select a Ward or City Council area, a defined community area, or a project area. Project areas may be overlapping so an employee can be assigned to several areas.



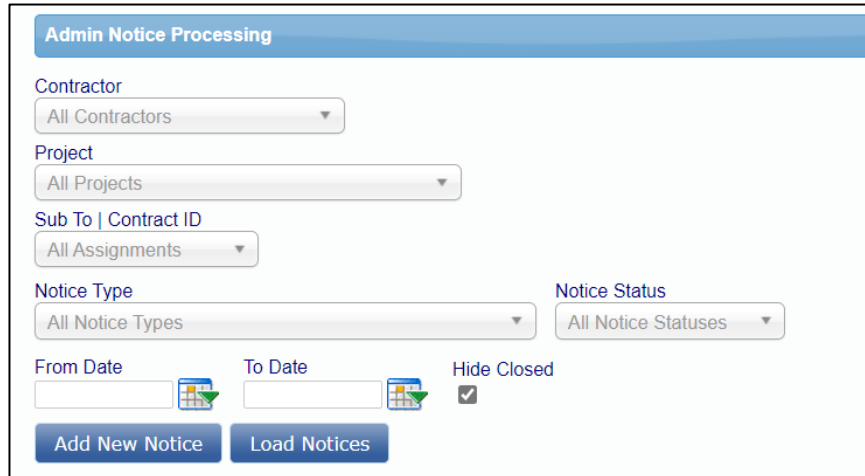
SITE VISITS

This section has been replaced with the OnSite module, which is available for purchase.

ADMIN NOTICE PROCESSING

Once an Admin Notice template has been setup (refer to the Set up tab above), an Admin or Prime Approver can send email messages to the contractors and subcontractors.

Under Admin > Admin Notice Processing, you can load the notices you want to view. Using the filters will allow you to narrow your search down accordingly. You also have the ability to use the “Hide Closed” checkbox to manage your Admin Notices dashboard and show only active notices in the system.



The 'Admin Notice Processing' form contains several dropdown menus for filtering notices: 'Contractor' (set to 'All Contractors'), 'Project' (set to 'All Projects'), 'Sub To | Contract ID' (set to 'All Assignments'), 'Notice Type' (set to 'All Notice Types'), and 'Notice Status' (set to 'All Notice Statuses'). It also includes 'From Date' and 'To Date' fields with calendar icons, a 'Hide Closed' checkbox (checked), and two buttons at the bottom: 'Add New Notice' and 'Load Notices'.

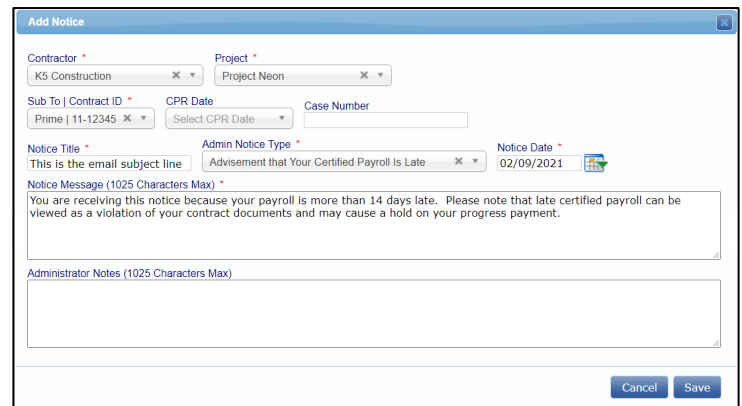
Once you have made your selections, click Load Data to view all active notices.

Send A Notice

You can send a notice to a contractor directly from the database by clicking on Admin >> Admin Notice Processing >> Add New Notice.

To send a notice:

1. Select the Contractor
2. Select the project
3. Select a specific CPR date (optional)
4. Enter a case number (optional)
5. Enter a Notice Title (Subject line of email)
6. Select the Notice Type
7. Enter the Notice Message (pre-populated from template but can be modified)
8. Enter an Administrator note (not visible to the Contractor)
9. Enter today's date in the Notice Date Field
10. Click Save



The 'Add Notice' form is a detailed input screen. It includes dropdowns for 'Contractor' (K5 Construction), 'Project' (Project Neon), 'Sub To | Contract ID' (Prime | 11-12345), and 'CPR Date' (Select CPR Date). There is a 'Case Number' field and a 'Notice Date' field (02/09/2021). The 'Notice Title' field is pre-filled with 'This is the email subject line'. The 'Admin Notice Type' is set to 'Advisement that Your Certified Payroll is Late'. The 'Notice Message' field contains a pre-populated text about late payroll. Below this is an 'Administrator Notes' field. At the bottom right are 'Cancel' and 'Save' buttons.

The notice is then sent to the Contractor and copied to the Prime if specified in the set up.

The main contact for the Contractor receives an email and the notice appears in the 2. Notices >> Administrator Notices section of the Contractor's login.

Contractor Notices								
Project Project Neon								
From Date To Date ☐ Include Closed Admin Notices Load Data Help								
Payroll Notices (7) Administrator Notices (48)								
Project	Sub To	Contract ID	Notice Type	Notice Date	Week End Date	Status	Last Response Date	
Project Neon			Non-Compliance Notice	4/4/2019	2/24/2019	resent	8/22/2020	Details
Project Neon			Non-Compliance Notice	2/5/2019	12/9/2018	contractor response	8/20/2020	Details
Project Neon		11-12345	REJECTION	11/19/2019	10/13/2019	certified	11/19/2019	Details
Project Neon		11-12345	Apprentice Ratio	2/21/2019		contractor response	2/21/2019	Details
Project Neon		11-12345	Advisement that Your Certified Payroll Is Late	9/1/2017		contractor response	12/3/2018	Details

Track a Notice

To track and edit notices, click on Admin >> Admin Notice Processing.

Administrator actions available are:

- **Edit Admin Notice:** This allows full edit capabilities of the admin notices such as adding a time stamped message in edit Notice Message and to add Confidential Admin Notes. After edits are performed, you will need to resend the Notice to contractor.
- **Resend Admin Notice:** System will resend the Notice via e-mail to contractor in addition to previous notice sent.
- **Close Admin Notice:** Closing an Admin Notice changes its status to close.

LOG PAPER CPRS

Under Admin tab, select Log Paper CPR to keep track of manual payroll reports.

Logging of paper payrolls is not a recommended practice within LCPtracker.

This process will not feed hours, wages, and/or demographics to the standard LCPtracker reports for workforce reporting.

Manual Payroll Tracking

A - Select Parameters to "Search for" or "Create" a Record

1- Select a project

Annie Olivene Park

2- Select a contractor

D. Goode Inc.

3- Select a week end date

B - Create / Edit Record

Project

Week End

Contractor

Certification Status

Performing week?

Record Type (Prime or Admin)

Date received

Validated by

Accept Status

Notes (125 char. max.)

Delete

Cancel

Save

EDOCUMENTS

The eDocuments feature has three basic functions:

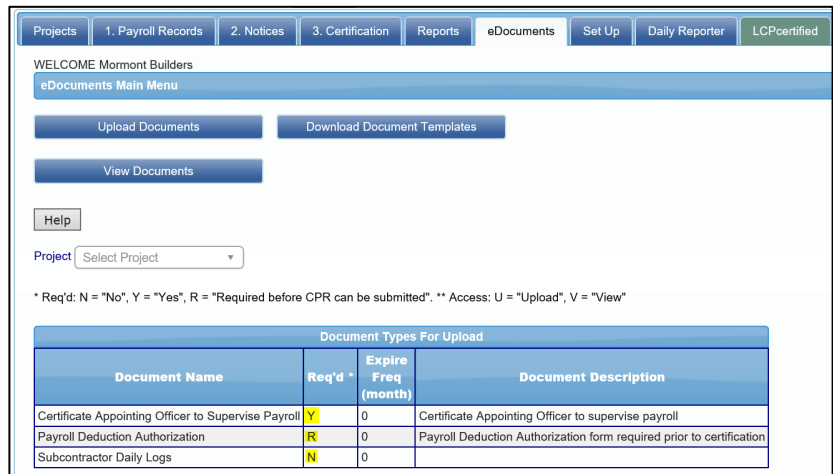
1. Administrators can provide useful document templates to Contractor users.
2. How Agency/Admins and/or Prime Approvers receive documents from Contractors.
3. Viewing previously uploaded documents. Admins can Accept/Reject submitted documents using this tool.

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 filing 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.

EDOCUMENT 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
- ❖ **R** – Required; meaning that they are required by every contractor/subcontractor before you can submit CPR's.



WELCOME Mormont Builders

eDocuments Main Menu

Upload Documents Download Document Templates

View Documents

Help

Project

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

Document 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	

Expire Frequency controls how often a document must be submitted. For example, a quarterly report would expire every three months.



Expire Frequency

Submission Delay in Days

Submission Delay in Days allows a delay in submittal of "Required Prior to Certification". This, for example would allow end of month reports. A delay of 30 days would allow submittal of CPRs for 30 days and then require the document to be submitted before additional CPRs can be submitted.

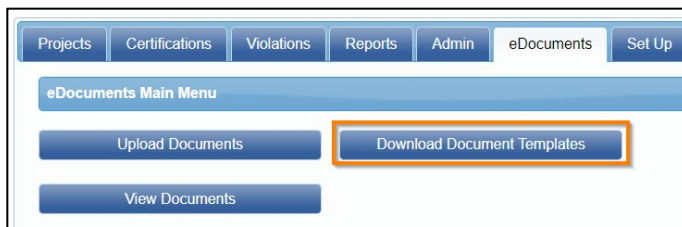
EDOCUMENT TEMPLATES

The eDocument template functionality allows the Administrator / Agency to post documents, forms, instructions, or other material in an editable Word or PDR format for the contractors to download. This will allow the Contractor to save to their computer, fill in the proper fields, re-save and then upload the completed document under Upload Documents.

To define an eDocument Template, go to Set Up >> Add/Edit eDocument Templates.

To access templates that have been loaded, click on Download Document Templates. The following are examples. Only templates loaded by the Agency/Admin will be available to select.

Simply click on the underlined link and your browser will start the viewing/download process.



The screenshot shows the 'eDocuments Main Menu' with three buttons: 'Upload Documents', 'Download Document Templates' (highlighted with an orange border), and 'View Documents'. Above the menu are tabs for 'Projects', 'Certifications', 'Violations', 'Reports', 'Admin', 'eDocuments', and 'Set Up'.

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	

UPLOAD DOCUMENTS

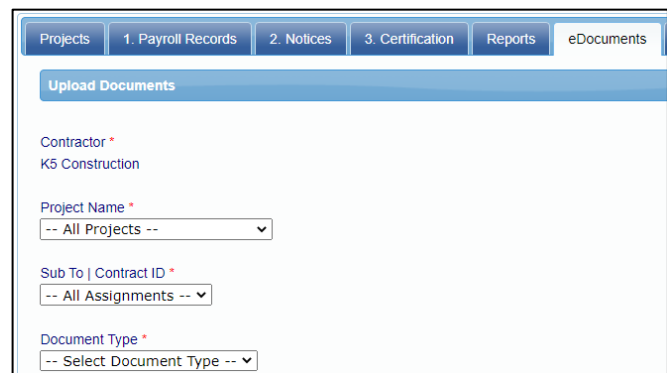
The Upload Documents feature allows your contractors as well as an Admin to upload documents that the Administrator/ Agency requests. The Upload Documents button provides the ability to upload documents directly from your computer into the Administrator's database. To upload a document, you will need 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 based on Admin set)

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 Type - you will choose the document name from the drop down based on the titles the Admin/Agency has defined.



The screenshot shows the 'Upload Documents' form. It has tabs for 'Projects', '1. Payroll Records', '2. Notices', '3. Certification', 'Reports', and 'eDocuments'. The form contains the following fields:

- Contractor ***: K5 Construction
- Project Name ***: -- All Projects --
- Sub To | Contract ID ***: -- All Assignments --
- Document Type ***: -- Select Document Type --

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.

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.

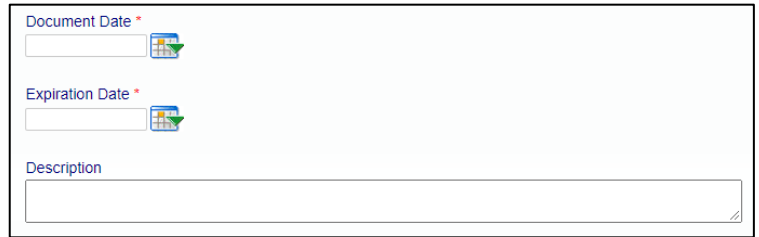
Week-end date the document relates to if appropriate – Link the document to an appropriate week-end date.

Comments - some Contractors may use for their own notes and comments. This section is viewable by the Contractors and Administrator.

Confidential Comments – allows the Admin or Prime Approver to enter comments not visible to the Contractor.

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

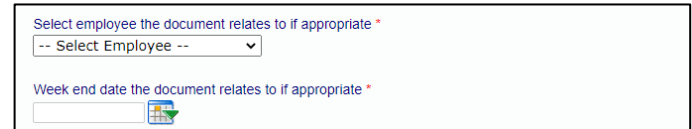
Click **Save** once everything is completed and ready for upload.



Document Date *

Expiration Date *

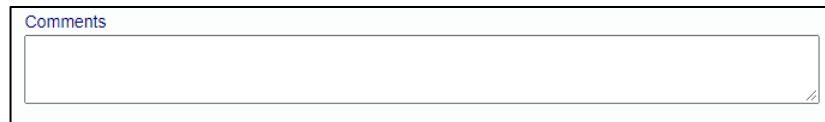
Description



Select employee the document relates to if appropriate *

-- Select Employee --

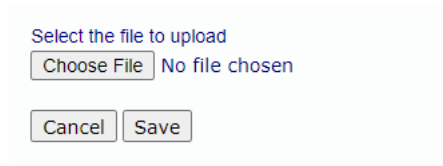
Week end date the document relates to if appropriate *



Comments



Confidential Comments



Select the file to upload

Choose File No file chosen

Cancel Save

VIEW DOCUMENTS

Administrators utilize this function to view documents that have been uploaded by Contractors and Subcontractors. Only Administrators can delete eDocuments that have been uploaded.

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
- Contractors
- Sub To / Contract ID
- Document type
- Status of the document
- Dates – Document date or Submittal date.
- Employee Name – Available if you are filtered to a specific Contractor.

View Documents

Project

☐ Include Closed Projects

All Projects

Contractor

All Contractors

Sub To | Contract ID

All Assignments

Document Type

-- All Types --

Status

All Statuses

Document Date Filter

Submitted Date Filter

Employee Name

Start Date

Start Date

All Employees

End Date

End Date

Load Data

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

Displaying 9 uploaded documents											
Project	Document Type	Document Date	Contractor	Sub To Contract ID	Submitted	Description	Status	Employee Name	Week End Date	View Details	View Document
West Coast Dual Transportation	Apprenticeship Certification	09/04/2020	LCP General Contracting	Prime 1-2000	09/05/2020	Certificate for Bill Johnson		JOHNSON, BILL		Details	View
I-94 Building Removal	Apprenticeship Certification	09/01/2020	LCP General Contracting	Prime 11-1234	09/01/2020	Description Field	Accepted	JOHNSON, BILL	03/24/2026	Details	View
-- All Projects --	Fringe Benefit Statement	08/19/2020	LCP General Contracting	Prime 1-2000	08/19/2020					Details	View

Some fields are editable when clicking on **Details**.

Within the details tab, the Administrator and/or Prime Approver can accept or reject the uploaded eDocument.

The Contractor Notes section will show contractor's comments, time stamped.

The Administrator Notices section will show Administrator comments, time stamped, which contractors can view.

A Confidential Admin Note can be added and will not be available for the Contractor to view.

Record Review -- All data on this form is for this project only

Project

I-94 Building Removal

Week End Date

3/24/2026

Contractor

LCP General Contracting

Contractor Id

1ACADEMY

Document Type

Apprenticeship Certification

Uploaded

9/1/2020

Document Date

9/1/2020

Expire Date

Employee Name

JOHNSON, BILL

Accept / Reject

Accept

Case Number

Description (200 characters max)

Description Field

Contractor Notes

Administrator Notices

Add Admin Notice

Confidential Administrator Notes

Add Confidential Admin Note

Cancel Save

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

Displaying 9 uploaded documents											
Project	Document Type	Document Date	Contractor	Sub To Contract ID	Submitted	Description	Status	Employee Name	Week End Date	View Details	View Document
West Coast Dual Transportation	Apprenticeship Certification	09/04/2020	LCP General Contracting	Prime 1-2000	09/05/2020	Certificate for Bill Johnson		JOHNSON, BILL		Details	View
I-94 Building Removal	Apprenticeship Certification	09/01/2020	LCP General Contracting	Prime 11-1234	09/01/2020	Description Field	Accepted	JOHNSON, BILL	03/24/2026	Details	View
-- All Projects --	Fringe Benefit Statement	08/19/2020	LCP General Contracting	Prime 1-2000	08/19/2020					Details	View

Admin/Agency View

View Documents

Department

All Departments

Project

☐ Include Closed Projects
 All Projects

Contractor

All Contractors

Sub To | Contract ID

All Assignments

Document Type

-- All Types --

Status

All Statuses

Document Date Filter

Submitted Date Filter

Employee Name

Start Date

Start Date

All Employees

End Date

End Date

Load Data

Displaying 1 uploaded documents

Project	Document Type	Document Date	Contractor	Sub To Contract ID	Submitted	Description	Status	Employee Name	Week End Date	View Details	View Document	Delete
Project Neon	Apprentice Program Documentation	01/18/2021	K5 Construction	Prime 11-12345	01/18/2021		Accepted			Details	View	Delete

Page 1

Contractor/Subcontractor View

Projects

1. Payroll Records

2. Notices

3. Certification

Reports

eDocuments

Set Up

Daily Reporter

LCPcertified

View Documents

Project

☐ Include Closed Projects
 All Projects

Contractor

All Contractors

Sub To | Contract ID

All Assignments

Document Type

-- All Types --

Status

All Statuses

Document Date Filter

Submitted Date Filter

Employee Name

Start Date

Start Date

All Employees

End Date

End Date

Load Data

Displaying 1 uploaded documents

Project	Document Type	Document Date	Contractor	Sub To Contract ID	Submitted	Description	Status	Employee Name	Employee Linked	Notice Linked	View Details	View Document
Project Neon	Apprentice Program Documentation	01/18/2021	K5 Construction	Prime 11-12345	01/18/2021		Accepted		NO	NO	Details	View

Page 1

CONTRACTOR EDOCUMENT FUNCTION

Contractors can:

- View/download Document Templates
- Upload Document for themselves
- View their own documents and those of their subcontractors.

This function is often used by Administrators to receive required documents rather than hard copy.

This concludes the Administrator Guide.

CONTACTING LCPTRACKER SUPPORT

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

- Call 714-669-0052 option 4,
- Live Chat, or
- Email Support@LCPtracker.com