



# CONTRACTOR QUICK START GUIDE

Here at LCPtracker (Labor Compliance Program Tracker), we are aware that using a Prevailing wage software may be a new undertaking for many Contractors. We have designed this guide to explain what LCPtracker is used for and how to start using the software.

LCPtracker has been in business for 2000, and we are constantly changing to better suit your labor compliance needs. LCPtracker is used by over 200 Government Agencies and 55,000 Contractors.

LCPtracker is an online, cloud-based software company that provides users with the proper tools to easily ensure that each contractor is meeting prevailing wage guidelines as well as to easily create the detailed reports that can be required by agencies like the United States Army Core of Engineers or the FHWA.

Whether it's Davis-Bacon laws that are set by the United States Department of Labor (USDOL), California prevailing wages set by the Department of Industrial Relations (DIR), or any other labor laws set by a specific state or local government agency, LCPtracker makes it easy to guarantee that every Contractor is compliant.



## HOW DOES IT 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. Typical errors like forgetting to include an employee phone number or including the gross pay in a payroll entry screen will be flagged for Contractors so that they may correct this type of data prior to submittal. Mistakes regarding items such as wage rates, fringe rates, overtime or double time will not prompt Contractors prior to submittal.

A few of the **immediate benefits** experienced by using LCPtracker are:

- All Contractor reports are available instantly to Contractors in hardcopy and electronic formats.
- No need to mail in paperwork! Payrolls will be submitted electronically.

There is no cost to Contractors for this service or for online training and we have a dedicated Support staff available Monday through Friday from 5:00am until 5:30pm PST.



## CONTACTING LCPTRACKER SUPPORT

Contractors may access the various options for training after receiving a User ID and password, which will be sent by a “no reply” email address from LCPtracker (i.e., [NOREPLY@LCPtracker.com](mailto:NOREPLY@LCPtracker.com).) This email, with login instructions, will be sent to Contractors once they’re assigned to an account in LCPtracker by your Awarding Body or Prime Contractor. Every Contractor account is created by the Awarding Body or their Prime Contractor. Complete and full support is offered directly to Contractors by LCPtracker for any technical questions on the use of the software.

### Contact LCPtracker Support



- 714-669-0052 option 4; or
- [Support@LCPtracker.com](mailto:Support@LCPtracker.com); or
- Live Chat

If you send the Support Team an email or prefer to leave a voice message, LCPtracker asks that you include the information listed below. (Because of the high number of users stored within LCPtracker, we cannot look up your account with only your company name or project you are working on.)

- 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

## LCPTRACKER TRAINING OPTIONS

Contractors may access the various options for training after receiving a User ID and password. An email with login instructions will be sent to Contractors once they are assigned to an account in LCPtracker. Every Contractor account is created by the Awarding Body or their Prime Contractor. Complete and full support is offered directly to Contractors by LCPtracker for any technical questions on the use of the software.





## ADD/EDIT EMPLOYEE

To add an employee into system or edit someone already in system, click on **Set Up** and then **Add/Edit Employee**.

The screenshot shows the 'Setup Main Menu' with several buttons. The 'Add/Edit Employee' button is circled in red. Other buttons include: Company Information, Add/Edit Craft Name, Fringe Benefits Maintenance, Copy Employees, Add/Edit Work Order, Subcontractor Setup, Add/Remove County Match, Add/Edit Additional Users, Edit Login Password, Add/Remove Craft Match, Edit/Reset eSignature, and Add/Remove Project Match.

### Add / Edit Employee Information

This section is used to enter contractor employees and their personal information. Enter the appropriate employee information in the data fields. Tab key or mouse click to move between fields. Any **RED** asterisk field is required by the Awarding Body, and the system will not save unless the information is entered in the required fields.

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

This section is known as a “time saver”. You may wish to fill in the hourly fringe rates in this section. This will allow for ease of use when entering payroll records manually, as you will be able to click the “calculate fringes” button on the Payroll Entry screen, and the system will perform the mathematical calculation of the hourly fringes multiplied by the hours worked. Keep in mind that if you have any predetermined increases, or your Union updates once a year, you will need to come back to this section and update your fringes accordingly.

If you have multiple projects with different fringe rates, built in increases, or everyone has the same fringes and you only want to enter those dollar values once, you may wish to skip this section and use the Fringe Benefit Maintenance table to enter your hourly fringe rates into system. Keep in mind that any fringe amount entered in this section will supersede the fringe amount entered in that time saver section of the employee setup.

The form shows a dropdown menu for 'Default Hourly Paid Fringes (As paid to Fund on behalf of employee)'. Below the dropdown are five input fields labeled: Vac / Hol / Dues, Health & Welfare, Pension, All Other, and Training.



## Default Other Deductions Notes

Any deduction that is permissible according to the USDOL or your Awarding Body (such as IRS garnishments, child support, a company loan, etc.) would fall under this “other” deduction section. Any amount listed in “other” will then dictate that “other deduction notes” is required. You can always come back and add/edit the employee and enter value in this section to save yourself time.

## 1. PAYROLL RECORDS

There are five methods of payroll entry available to all Contractors:

1. Copy Payroll feature in LCPtracker
2. Upload from a payroll system export file
3. Upload from the Excel spreadsheet
4. Direct Payroll Subscription / Interface (DPI)
5. Manual entry

We will be discussing manual entry in detail below, but here is some information regarding the other four:

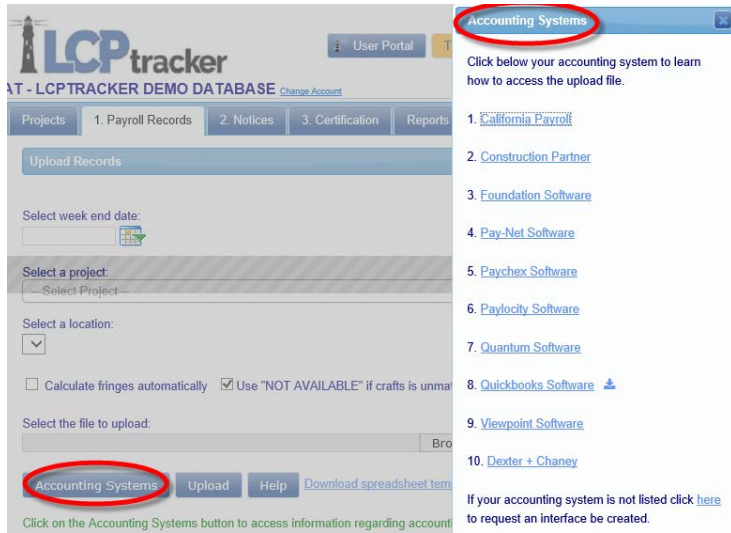
### 1. COPY PAYROLL

This option is only available if you have already completed a week of payroll. Once you’re in the Payroll Records tab, simply click on the “Copy Previous Payroll” button, select your project, then select the CPR you’d like to copy.



### 2. UPLOAD FROM A PAYROLL SYSTEM EXPORT FILE

From the Payroll Record tab, click on the “Upload Records” button. Further click on the “Accounting Systems” button, and you will see a partial list of the payroll companies that we have partnered with to create a payroll interface, or export file. To see a complete list of payroll interfaces available, please visit [www.lcptracker.com](http://www.lcptracker.com), and click on Partners>Payroll Interfaces. If you do not find your payroll company, and would like to see if there is an opportunity to partner, please fill out the informational form listed under the “Upload Records” section and someone from LCPtracker will contact you.



#### Current Accounting Systems Available

1. Paychex Flex
2. Foundation
3. Viewpoint – Vista
4. Viewpoint – ProContractor
5. Pay-Net
6. Construction Partner
7. California Payroll
8. Quantum Systems – Quickbooks Partner
9. Sunburst – Quickbooks Partner
10. Paylocity
11. ComputerEase
12. Benepay Technologies
13. Dexter+Chaney – Spectrum
14. Payday Workforce Solutions
15. Quickbooks – Desktop Version (in the works)
16. Computer Guidance
17. Event 1 Software – Sage 100/Timberline

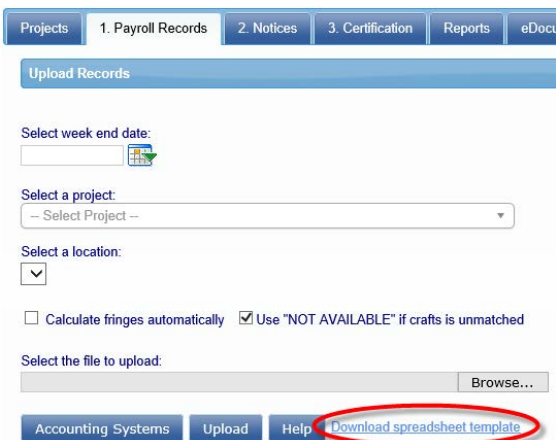
You can click on the name of your payroll company, and you will either find a list of directions on how to obtain your export file, or you will see a request that you contact your payroll company directly for instructions on how to obtain that export file.

Once you have it, you can use it to upload your CPR from that “Upload Records” button. For more information, feel free to either contact Support, or look in the Training Materials section for more detailed instructions.

### 3. UPLOAD FROM THE EXCEL SPREADSHEET

LCPtracker has an Excel spreadsheet template available for you to download in the same “Upload Records” section mentioned above. There is a legend as well as instructions available on the Excel template.

You can manually enter info into this Excel spreadsheet, or you can confer with your IT department to see if they can utilize this spreadsheet to create a report out of your existing payroll system.





#### 4. DIRECT PAYROLL SUBSCRIPTION / INTERFACE (DPI)

This is another option available to Contractors who would prefer to not enter their CPRs manually, do not want to use the Excel spreadsheet, and do not use a payroll company that LCPtracker partners with. You can choose to have LCPtracker map your existing payroll so that you may use it (as a PDF or .CSV file) as an upload file. Once you have it, you can use it to upload your CPR from that “Upload Records” button.

For more information, feel free to either contact Support, or look in the Training Materials section for more detailed instructions.



#### 5. MANUAL ENTRY

You will enter a record each week for every employee that performs work covered by prevailing wages on their project. (Reminder: this is not accumulative.) If your employee works in more than one classification (i.e., they’ve worked 20 hours as a Carpenter and 20 hours as a Power Equipment Operator) please enter two separate pay records to show they are being paid according to the work performed.





**AMOUNTS PAID** (top section of the Payroll Record Entry Form)

Enter the appropriate amounts in the appropriate sections. Keep in mind this is just a transfer of historical data from your already existing payroll records.

Payroll record entry form (2 of 2)

Week End Date: 6/3/2018 Contractor: Darren's Demo  
 Project: M59 Realignment Sub To:  
 Employee: DUCK, DONALD Contract ID: 5

Is Foreman  Is Owner/Operator

Gross Employee Pay This Project (Usually No Fringes)	Wages Paid in Lieu of Fringes (Total Cash Fringes)	These fields are Hourly rate fields (Usually No Fringes)			Rate in Lieu of Fringes (Cash Fringes)
		Base Hourly	Overtime Hourly	Doubletime Hourly	
0.000	0.000	50.000	0.000	0.000	0.000

**Gross Employee Pay This Project** – The amount of basic wages paid for this project only. This is typically the hourly rate of pay multiplied by the hours worked (it could be more complex with overtime figured in).

**Wages Paid-in-Lieu of Fringes** – The amount paid to the employee instead of fringe benefits paid to a plan, fund or program. This amount is sometimes included in the Gross Employee Pay this Project depending on the accounting system and the agency reporting requirements. (Whether you are a Union Shop or Open Shop typically determines whether you pay these required fringes to an approved plan, fund or program, or pay them directly to the employee in cash.) This amount would be the rate-in-lieu of Fringes multiplied by the number of hours worked.

**Rate-in-lieu of fringes** – The hourly rate paid-in-lieu of fringes. If you pay your employees directly for the required fringe benefit instead of paying into an approved plan, fund or program, please list the hourly rate paid here.

**Base Hourly** – The hourly rate of pay not including fringes. Some accounting systems include taxable fringes and fringes paid-in-lieu in this amount, do not include those in this field.

**Overtime Hourly** – The hourly rate of pay multiplied by a factor of 1.5. Do not include fringe benefits in this equation, unless specifically called for by your Awarding Body.

**Doubletime Hourly** – The hourly rate of pay multiplied by a factor of 2. Do not include fringe benefits in this equation, unless specifically called for by your Awarding Body.



## **CLASSIFICATIONS**

This section lists the craft and classification that your employee worked on your project and will be paid for. If you mistakenly choose the wrong classification on the original entry page, you may change it here by clicking on the Edit button. (Please remember that if your employee worked in more than one classification within this work week, you will need to enter a separate payroll record for that classification.)

▼ Classifications					
Jurisdiction	Location	Craft	Classification	Construction Type	
Federal Wages	Huron County, MI	Carpenter	Carpenter - Pending USDOL 02/01/2017	Highway	<input type="button" value="Edit"/>

## **HOURS WORKED EACH DAY FOR THIS PROJECT ONLY**

Enter the hours worked each day. The first row is for regular time worked, the second row is for overtime worked and the third row for is for double time worked. You ONLY enter hours worked on this prevailing wage job for this week. The system will total each type of hours worked, the days worked and the week under the total hours column.

▼ Hours Worked Each Day for This Project Only								
	Monday 5/28/2018	Tuesday 5/29/2018	Wednesday 5/30/2018	Thursday 5/31/2018	Friday 6/1/2018	Saturday 6/2/2018	Sunday 6/3/2018	Total Hours
Regular Time	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Overtime at 1.5	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Double-Time	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Total	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

## **FRINGES/CONTRIBUTIONS PAID TO OTHER (NOT EMPLOYEE) FOR THIS PROJECT ONLY**

You may utilize this section in two different ways:

1. Auto calculate
2. Manual entry

The first is by simply clicking the Calculate Fringes button so that the system automatically calculates the fringe benefit rates paid. This only works if you filled out the hourly fringe benefit rates in the Add/Edit Employee screen (or the Fringe Benefit Maintenance section, also available in the Set Up tab). This function multiplies the hours worked times the fringe benefit rate to get the values.

The second way is to manually enter the total amounts paid per section (Vac/Hol/Dues, Health & Welfare, Pension, etc.) from your payroll register or paystubs. Mark the appropriate check boxes as required. If they are checked in the Add/Edit Employee setup then that value carries over.





▼ Fringes / Contributions paid to others (not employee) for This Project Only (Rate Times the # of Hours Worked)

Vac / Hol / Dues  More ...    Health & Welf.     Pension  More ...    All Other     Training

Voluntary Contributions for all Projects

Pension     Medical

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

**PAYCHECK – DEDUCTIONS, PAYMENTS AND NOTES** (values entered in this section apply to all hours worked on all projects during the week.)

▼ Paycheck - Deductions, Payments and Notes (For All Projects Worked This Week)

- Single Paycheck     Multiple Paychecks

Deductions

Fed Tax  + Social Security  + Medicare  + State Tax  + Local Taxes/SDI  + Other  + Vac/Dues  + Savings  = Total Deductions

Payments (If included in paycheck)

Trav/Subs     Gross Pay All Projects     Paycheck Amount     Check Number \*     Payment Date

Notes

Other Deduction Notes

Deductions - the Total Deductions box will add as you enter values in the taxes, other deductions, Vac/Dues and Savings' fields.

Other Deduction - this field is for permissible deductions that do not fall into the other available fields. If you put an amount in the Other deductions field, an Other Deduction Note will become required.

Trav/Subs - this field is for travel or subsistence paid to your employee. This amount does figure into the mathematical calculation that the system to ensure that Gross and Net pays are correct.

Gross Pay All Projects – the gross amount on the paycheck for the week including all projects worked.

Paycheck Amount – this is also referred to as Net pay. This is the actual amount of pay the employee received.

Check Number – you have the option of putting different information in this field. If you hand out actual checks to your employees, please enter the check number in this field. If you utilize direct deposit and no check numbers exists, enter "DD".



Payment Date – this is the actual date of the paycheck. Not all Awarding Body's require this field.

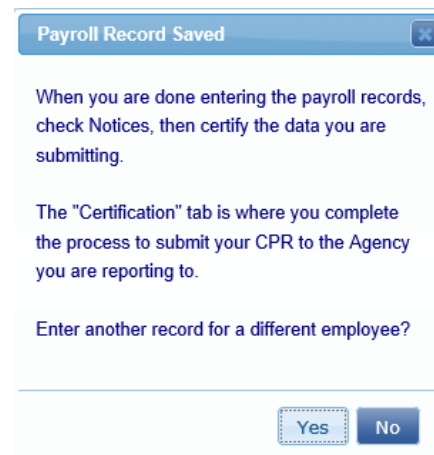
Notes – this is a section that allows you to communicate anything out of the ordinary that you would like your Awarding Body to know.

Other Deduction Notes – if you entered a permissible deduction in the above-mentioned field, then you will be required to leave a note describing that deduction. Please remember to be transparent in your notes entered. We recommend that you list what the actual deduction is, and not write “other deduction” or “N/A”.

## WHEN YOU HAVE COMPLETED ALL THE ABOVE-MENTIONED FIELDS, CLICK SAVE.

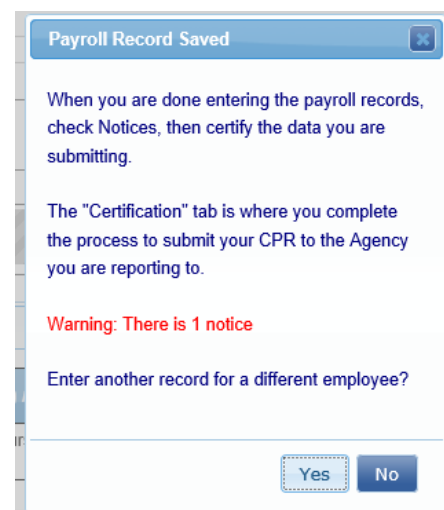
### SAVE WITH NO NOTICES

With a successful save you will get this message:



### SAVE WITH NOTICES

If you do not get this message, look for the **RED** message on the screen. You may have to scroll up or down on the payroll record to see what you have missed that may be a required field.





## 2. NOTICES

Once you have entered all payroll records for the week, you should go into the Notices tab to check and see if you have any payroll Notices. Your records have been saved: perhaps there are issues ranging from forgetting to add an employee ID or phone number to forgetting to enter the Gross Employee Pay This Project field at the top of the Payroll Record Entry screen.

The screenshot shows the 'Contractor Notices' interface. At the top, there is a 'Project' dropdown menu set to 'All Projects'. Below it are 'From Date' and 'To Date' fields with calendar icons, and an unchecked checkbox for 'Include Closed Admin Notices'. There are 'Load Data' and 'Help' buttons. A navigation bar shows 'Payroll Notices (0)', 'Daily Log Notices (0)', and 'Administrator Notices (6)'. Below the navigation bar, it says 'No payroll notices'.

If you have an employee who shows up in this screen, you will need to clear that notice.

The screenshot shows the 'Contractor Notices' interface with a table of notices. The table has columns for Employee, Project, Sub To, Contract ID, Week End Date, Jurisdiction, Craft, Classification, and an Edit button. The first row shows an employee named CHARNTEL ALEXANDER working on the Herbert Hoover Dam project, with a week end date of 6/3/2018, in Florida, as a Laborer, with the classification 'Laborer: Pipelayer'.

Employee	Project	Sub To	Contract ID	Week End Date	Jurisdiction	Craft	Classification	
CHARNTEL ALEXANDER	Herbert Hoover Dam			6/3/2018	Florida	Laborer	Laborer: Pipelayer	Edit

To clear your notice, click on the Edit button to the right of the employee name. From there, you will be taken back into the Payroll Record Entry screen. Scroll down the bottom and you will see detailed notes on exactly what your notice is.

If you do not understand the notice, you have options on how to get help. You can click on the Video Assistance "Play Now" button and you will see a video that explains what the notice is and how to address it, or you can contact our Support department, and they will assist you.

You must clear all notices to certify your payroll.

## 3. CERTIFICATION

You are almost finished, and now it's time to certify your payroll. You will do this for each week beginning when you first start work on your project until the last week on the project.

You have three options available to you when you certify your payroll:

- Certify a payroll for a week during which work was performed
- Certify a payroll for a week during which no work was performed (non-work week payroll)
- Certify a payroll for multiple consecutive weeks during which no work was performed



## CERTIFICATION WIZARD, STEP 1 OF 2

To certify your payroll:

- Choose your project
- Choose the type of payroll you are certifying
- Choose your week ending date (if you choose multiple consecutive weeks, you will enter the start date and the last date)
- Enter your name as the person certifying your payroll
- Enter your title
- Click next

Certification Wizard Step 1 of 2

Project Last CPR Info: Date 1/28/2018 | Payroll Number 54

M59 Realignment | 5

Work performed this week?

Work activity to be reported for this week

No work activity to be reported for this week

No work activity to be reported for multiple consecutive weeks

Week End Date

06/03/2018

Payroll Number

1

Name of Person Certifying

Mickey Mouse

Title

Payroll Manager

Cancel Next Help

## CERTIFICATION WIZARD, STEP 2 OF 2

You are now seeing your Statement of Compliance (SOC) portion of your certified payroll report. You are just a few clicks away from certifying your payroll.

You now need to denote how you pay your fringe benefits (if you do both, you may choose both):

- 4a – paid into an approved plan, fund or program
- 4b – paid in cash to the employee
- 4c – section to note any exceptions you might have, per craft/classification.

If you have any final remarks that you'd like to leave for your Awarding Body, there is a section available to you to do so. Note: this field is mandatory if you are recertifying a CPR.

You may also click on a checkbox to note if your CPR is a final.

eSignature Password:

Lastly, you will put in your eSignature and click Save. This completes your CPR, and it will pop up in another window so long as you have your pop-up blocker turned off. (If you forget your eSignature, go back to the Set Up tab, edit your eSignature, and then go back to the Certification Tab and follow the above procedures again.)

*Congratulations*

You have now completed certifying your payroll.

Your CPRs are electronically sent to your Administrator, and unless otherwise specified, there is no need to send or print out a hardcopy unless you would like to do so for your own records.

Remember that your CPR's will always be stored in your account to access at any time, so you may decide not to print out hardcopies.



## CALIFORNIA DIR XML UPLOAD

If you perform work on a California Public Works project, you also need to upload your payroll to the Department of Industrial Relations (DIR) eCPR system. Once you've certified your payroll, you can download the DIR XML file to upload.

Instructions to find and upload this file:

- Click on the Projects tab
- Click on the Certified Payrolls tab
- Locate the week ending payroll file you need
- Click on the DIR XML button (make sure your pop-up blockers are off)
- Save this file to your desktop
- Upload into the DIR eCPR system

Projects Certified Payrolls

Project:  
Police Station Renovation | BAILEY FENCE COMPANY, INC. | KPB1

Help

Payroll Certifications			
Week End Date	Performing	Accept Status	
03/16/2018	YES	Submitted	Edit Report <b>DIR XML</b> Details
03/02/2018	YES	UPDATED	Edit Report DIR XML Details

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Should you find that you have any further questions, please consult either the Contractor User Manual or call our Support department.

### **Contact LCPtracker Support**

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- Live Chat