



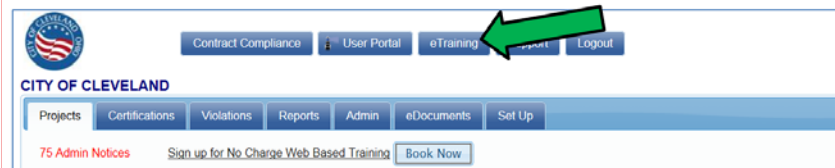
LCPtracker Subcontractor Training

LCPtracker
Labor Compliance Software
Last Update: 04/15/14

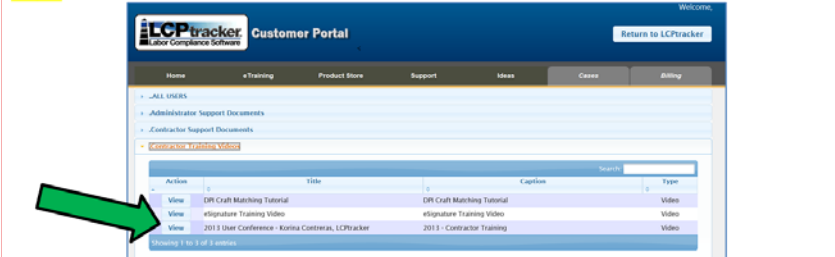
Presented by:
City of Cleveland

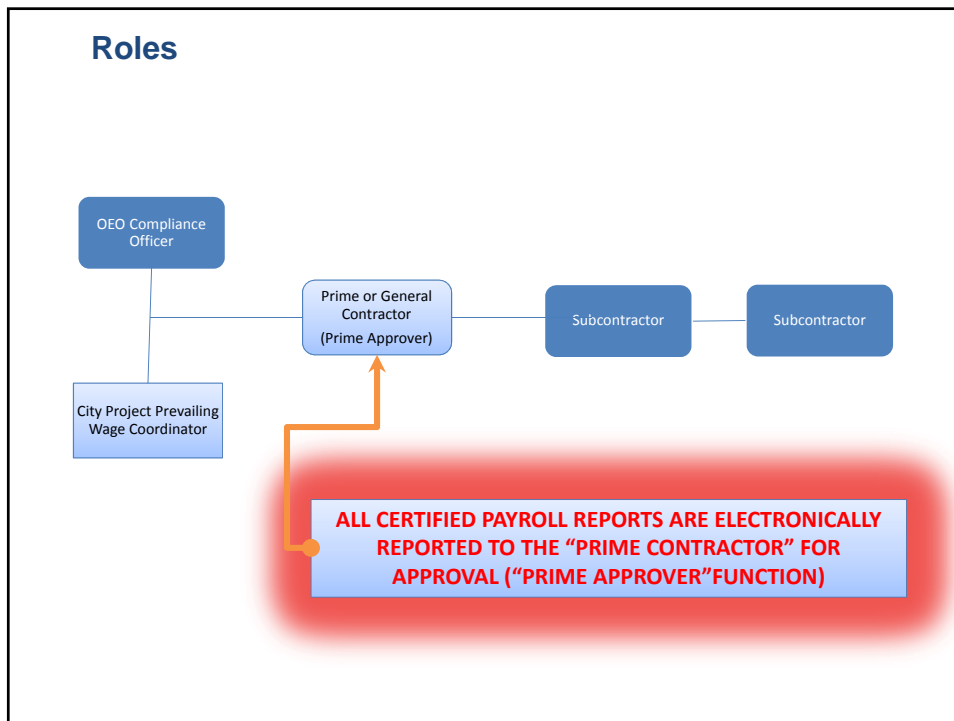
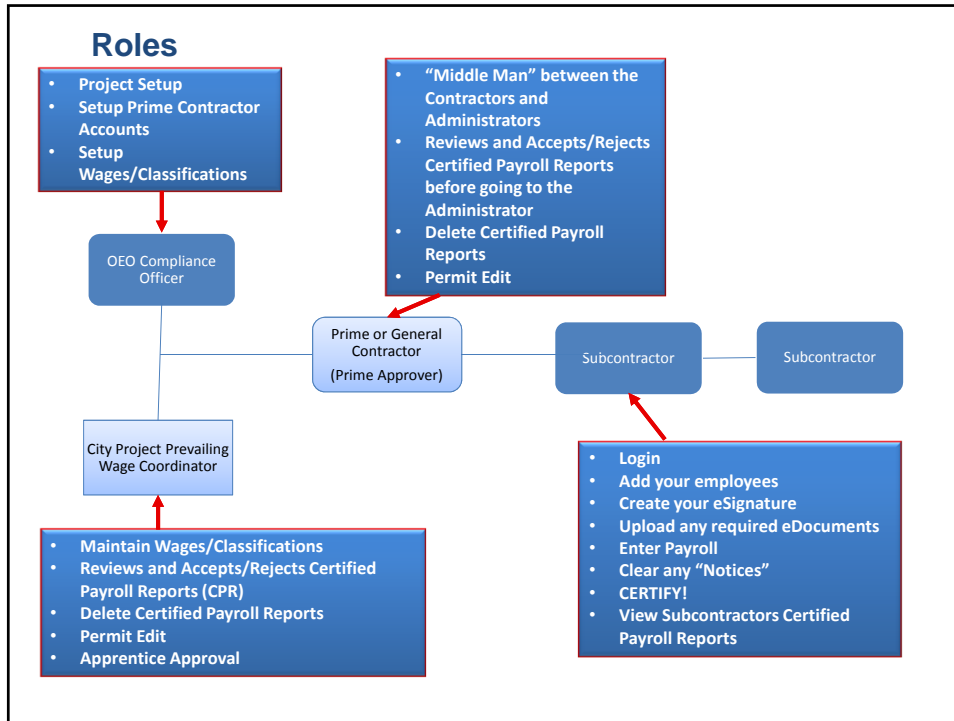
LCP Contractor Training Video

Step 1: Login and click "eTraining" button on top menu of screen:



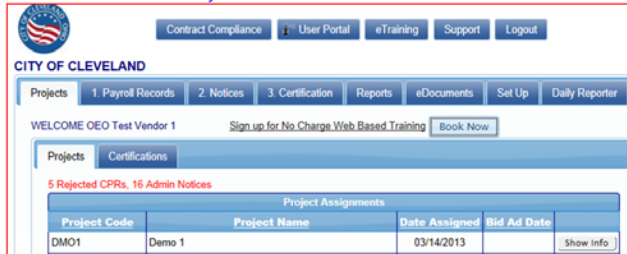
Step 2: Select "Contractor Training Videos" and click "View" 2013 User Conference – 2013 - Contractor Training":



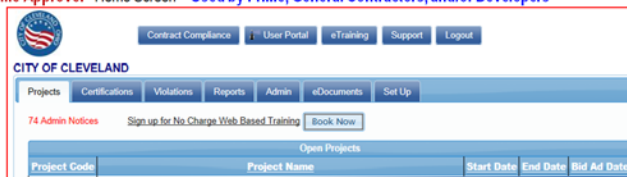


Difference Between Contractor and Prime Approver Interface

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



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



Logging into LCPtracker



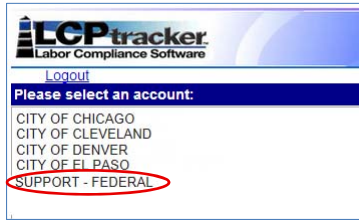
Q: How do I get my User ID and Password?

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

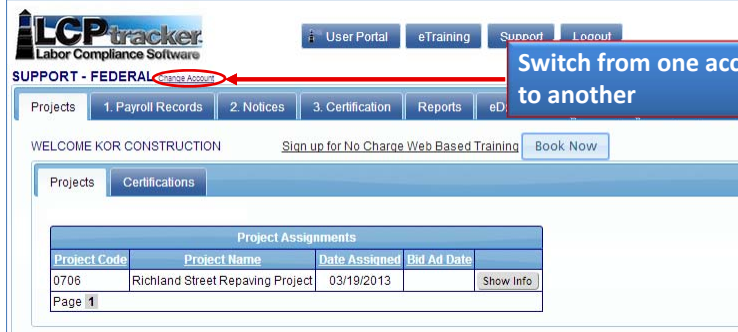
Q: What if I forget my password?

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

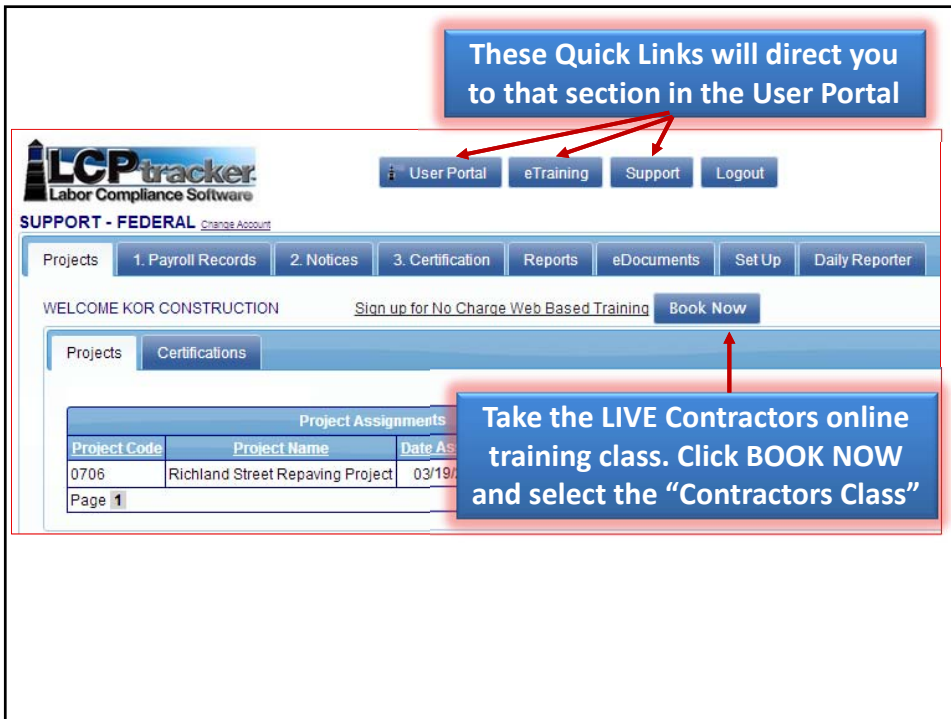
Report for multiple projects under one account.



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



Switch from one account to another



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

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

Getting started in LCPtracker

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

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

Getting started in LCPtracker

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

Support

For Email Support:

Please email support@lctracker.com


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

Thank you

For Phone Support:

Please dial (714) 669-0052 Option 4

My Projects / My Certifications



User Po

SUPPORT - FEDERAL [Change Account](#)

Projects
1. Payroll Records
2. Notices
3. Certification

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

Project: Richland Street Repaving Project

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

Page 1 2

Assigned	Bid Ad Date
19/2013	

Q: What if I do not see my project?

A: Contact your General Contractor/Administrator and they will assign the project to your account.

Edit/View your Certified Payroll Reports from here

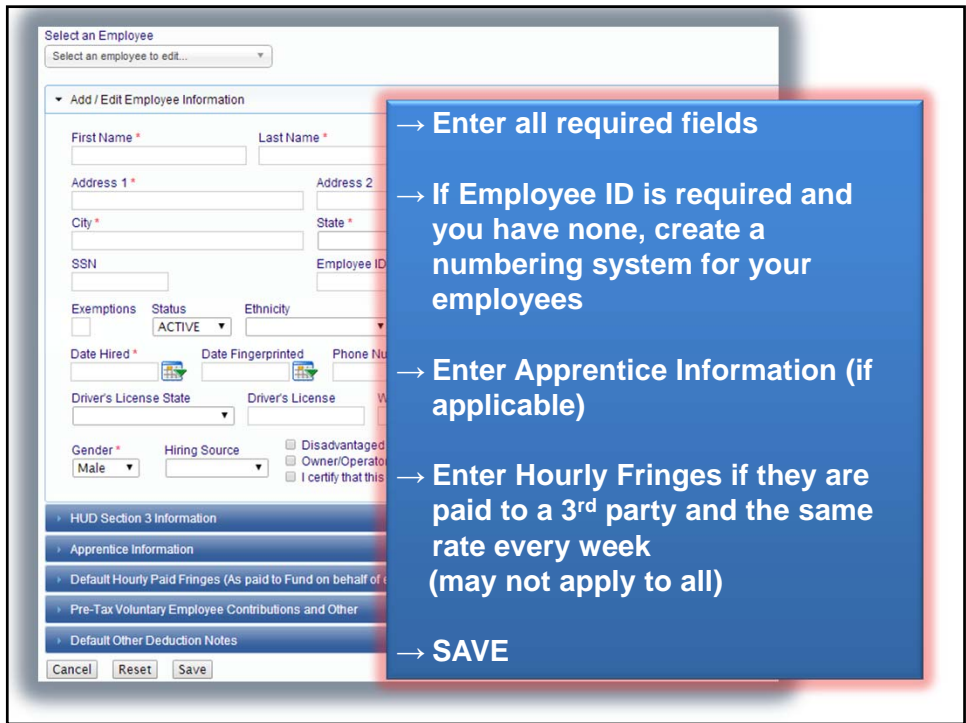
Quick Start...

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

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

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

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



Set Up – eSignature

Edit E-Signature

Use this form to change your existing certification password.

Password Rules:**

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

User Id
714-586-1658

E-Signature Password Repeat Password

Clear Form Cancel Save Password

** A password with the following characteristics is recommended:

- At least 8 characters
- Contains at least one lower-case letter and one upper-case letter.

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

Set Up – Misc.

User Portal eTraining Support Logout

SUPPORT - FEDERAL Change Account

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

Setup Main Menu

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

Set Up – Misc.

Contact LCPtracker Support for the following:

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

eDocuments

LCPtracker
Labor Compliance Software

User Portal eTraining Support Logout

SUPPORT - FEDERAL [Change Account](#)

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

eDocuments Main Menu

Upload Documents Download Document Templates

View Documents

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

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

eDocuments

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

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

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

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

Payroll Records

4 Ways to enter your payroll records:

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

Payroll Records

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

Payroll Records

The screenshot shows the 'Payroll Record Entry' form. The 'Project' dropdown is set to 'Richland Street Repaving Project', 'Week End Date' is '03/16/2014', and 'Employee' is 'CONNOR, RICKY R'. The 'Add Classification' button is circled in red. To the right, a blue box contains the following instructions:

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

Below the form is the 'Add Classifications' dialog box. It shows 'Craft' set to 'ELECTRICIAN' and a table with one row selected:

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

Buttons for 'Add Selected' and 'Cancel' are at the bottom of the dialog.

Payroll Records

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

Is Foreman Is Owner/Operator

Gross Employee Pay This Project: 200.000
 Wages Paid in Lieu of Fringes: 20.000

Hourly Rate of Pay	Hourly Overtime Rate	Hourly Double Time Rate	Rate in Lieu of Fringes
100.000	150.000	200.000	10.000

Classifications: Subdivision: SoCal Location: City of Santa Ana

Hours Worked Each Day:

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

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

Vac / Hoi / Dues: 0.000
Misc: _____

Deductions, Payments and Notes:

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

Payments (if included in paycheck): Trav/Subs: 0.000, Paycheck amount: 490.000, Check Number: DD

Notes: _____

Other Deduction Notes: Other Deduction: Child Support

Notices: There are no notices

Buttons: Cancel Save

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

Payroll Records

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

Is Foreman Is Owner/Operator

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

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

Hours Worked Each Day:

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

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

Vac / Hoi / Dues: 0.000
 Health & Visit: 2.500
 Pension: 6.000
 Misc: _____
 All Other: 3.450
 Training: 1.100
 Voluntary Contributions for all Projects: Pension: 0.000, Medical: 0.000
 Vac/Hoi/Dues Included in Gross Emp. Pay
 Some or All Fringes Paid to Employee
 Voluntary Contributions Included in Gross Emp. Pay
 Calculate Fringes

Deductions, Payments and Notes:

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

Payments (if included in paycheck): Trav/Subs: 0.000, Paycheck amount: 490.000, Check Number: DD

Notes: _____

Other Deduction Notes: Other Deduction: Child Support

Notices: There are no notices

Buttons: Cancel Save

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

Payroll Records

▼ Classifications

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

▼ Hours Worked Each Day

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

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

Payroll Records

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

Is Foreman Is Owner/Operator

Gross Employee Pay This Project	Wages Paid in Lieu of Fringes	Gross Pay All Projects	Hourly Rate of Pay	Hourly Overtime Rate	Hourly Double Time Rate	Rate in Lieu of Fringes
200,000.00	20,000.00	500,000.00	100.0000	150.0000	200.0000	10.0000

▼ Classifications

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

▼ Hours Worked Each Day

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

▼ Fringes - contributions paid to others (not employee) for this project only

Vac / Hol / Dues	Health & Visit	Pension	All Other	Training	Voluntary Contributions for all Projects	Voluntary Contributions Included in Gross Emp. Pay	<input checked="" type="checkbox"/> Vac/Hol/Dues Included in Gross Emp. Pay
<input type="text" value="0.000"/>	<input type="text" value="2.500"/>	<input type="text" value="6.500"/>	<input type="text" value="3.450"/>	<input type="text" value="1.100"/>	Pension	Medical	<input type="checkbox"/> Some or All Fringes Paid to Employee
<input type="text" value="0.000"/>	<input type="text" value="More..."/>	<input type="text" value="More..."/>			<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="checkbox"/> Voluntary Contributions Included in Gross Emp. Pay

▼ Deductions, Payments and Notes

Deductions

Fed Tax	Social Security	Medicare	State Tax	Local Taxes/SDI	Other	Vac / Dues	Savings	Total Deductions
<input type="text" value="1.000"/>	<input type="text" value="1.000"/>	<input type="text" value="1.000"/>	<input type="text" value="1.000"/>	<input type="text" value="1.000"/>	<input type="text" value="5.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="10.000"/>

Payments (if included in paycheck)

Trav/Subs	Paycheck amount	Check Number *
<input type="text" value="0.000"/>	<input type="text" value="490.000"/>	<input type="text" value="DD"/>

Notes

Other Deduction Notes

Other Deduction: Child Support

▼ Notices

There are no notices

Payroll Records

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

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

Classifications

Subdivision	Location	Craft	Classification	Construction Type
▼ Fringes / Contributions paid to others (not employee) for this project only				
Vac / Hol / Dues	Health & Welf.	Pension	All Other	Training
0.000	2.500	6.000	3.450	1.100
More...		More...		

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

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

Notices: There are no notices

Payroll Record

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

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

Classifications

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

Hours Worked Each Day

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

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

Vac / Hol / Dues	Health & Welf.	Pension	All Other	Training
0.000	2.500	6.000	3.450	1.100
More...		More...		

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

Deductions, Payments, and Notes

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

Payments (if included in paycheck)

Trav/Subs	Paycheck amount	Check Number *
0.000	490.000	DD

Notes:

Other Deduction Notes:

Other Deductions: Child Support

Notices: There are no notices

Payroll Record

▼ Deductions, Payments and Notes

Deductions

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

Payments (If included in paycheck)

Trav/Subs	Paycheck amount	Check Number *
0.000	490.000	DD

Notes

Other Deduction Notes

Other Deduction: Child Support

▼ Notices

There are no notices

Cancel Save

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

Notices

Payroll Record Saved

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

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

Warning: There is 1 notice

Enter another record for a different employee?

Yes No

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

"Yes" lets you enter another payroll.

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

Notices

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

Contractor Notices

Project: All Projects

From Date: [calendar icon] To Date: [calendar icon] Include Closed Admin Notices [Load Data](#)

Payroll Notices (1) | Daily Log Notices (0) | Administrator Notices (1)

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

Page 1

▼ Notices

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

There is 1 notice

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

Notices

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

Contractor Notices

Project: All Projects

From Date: [calendar icon] To Date: [calendar icon] Include Closed Admin Notices [Load Data](#)

Payroll Notices (1) | Daily Log Notices (0) | Administrator Notices (1)

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

Page 1

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

Edit Payroll – BEFORE Certification

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

Edit Payroll – BEFORE Certification

The screenshot shows the 'Edit Record (Uncertified)' form. It includes a 'Project' dropdown menu set to 'Richland Street Repaving Project' and a 'Delete Selected' button. Below is a table with the following data:

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

Edit Payroll – BEFORE Certification

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

Is Foreman Is Owner/Operator

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

Classifications

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

Hours Worked Each Day

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

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

Vac / Htd / Dues: 0.000
 Health & Well: 2,500
 Pension: 6,000
 All Other: 3,450
 Training: 1,100
 Voluntary Contributions for all Projects: Pension 0.000, Medical 0.000
 Vac/Htd/Dues Included in Gross Emp. Pay
 Some or All Fringes Paid to Employee
 Voluntary Contributions Included in Gross Emp. Pay
 Calculate Fringes

Deductions, Payments and Notes

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

Payments (If included in paycheck): Trav/Subs 0,000, Paycheck amount 490,000, Check Number 88

Notes: Other Deduction Notes: Other Deduction: Child Support

Notices: There are no notices

Cancel Save

Edit Payroll – AFTER Certification

Payroll Certifications

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

Edit Certified Payroll

Payroll Number: 5 Final: No Update Cancel **Change Payroll # and/or Final Status and click UPDATE**

Certifications

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

Certified Records

Employee Name	Jurisdiction	Classification	Notices?	
CONTRERAS, KORINA	SoCal	As	0	No

Add/ Edit/ Delete Employees
Recertify

Add Record Edit Delete

Edit Payroll – AFTER Certification

TO EDIT A CERTIFIED PAYROLL RECORD:

Go to **PROJECTS**
Locate that week end date
Click **EDIT**

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

If you need:

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

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

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

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

TO RE-CERTIFY:

Go to **PROJECTS**
Locate that week end date
Click **EDIT**
Scroll Down
Continue with entering your name and title.

Certification

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

- 1. Select a project (dropdown menu)
- 2. Work performed this week? (radio buttons for 'Work activity to be reported for this week', 'No work activity to be reported for this week', and 'No work activity to be reported for multiple consecutive weeks')
- 3. Week end date (calendar icon)
- 4. Payroll Number (text input)
- 5. Name of Person Certifying (text input)
- 6. Title (text input)

At the bottom are 'Cancel' and 'Next' buttons. Two blue callout boxes provide instructions:

- Callout 1:** Select Project, Work activity to be reported, Week End Date, Payroll Number (Start with 1), Enter YOUR NAME, Enter YOUR TITLE, Click NEXT
- Callout 2:** NO WORK / NON PERFORMANCE, Submit a report for a no work week, Simply login and go straight to Certifications

Certification – Statement of Compliance

Choose 4(a) if you are paying fringes to a 3rd party
Choose 4(b) if you are paying fringes in cash

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

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT YOU TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

Reports

View your Certified Payrolls Report
View your Subcontractors Certified Payroll Reports

Certified Payroll Report

Certified Payroll Report - Draft

Certified Payroll Summary Report

Employee List Report

E-Document Report-1

E-Document Report-2

Late CPR Summary Report

Missing eDocuments

Apprentice Hours Report by City

Apprentice Hours Report by Contractor

Apprentice Hours Report by Trade

Apprentice/Trainee List Report

Certifications

Richland Street Repaving Project

Samuel Construction

Contractor	Project	Week end	Electronic	Performing?	Accept Status	View CPR Report
Samuel Construction	Richland Street Repaving Project	2/3/2013	YES	YES	Submitted	CPR REPORT
1						

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

