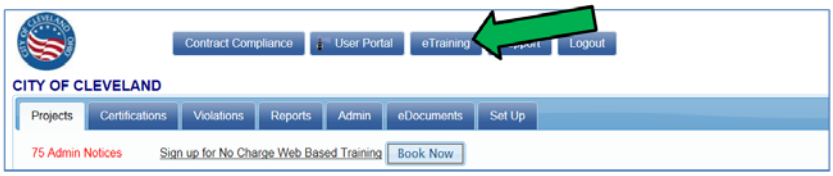
LCPtracker Subcontractor Training

Last Update: 04/15/14

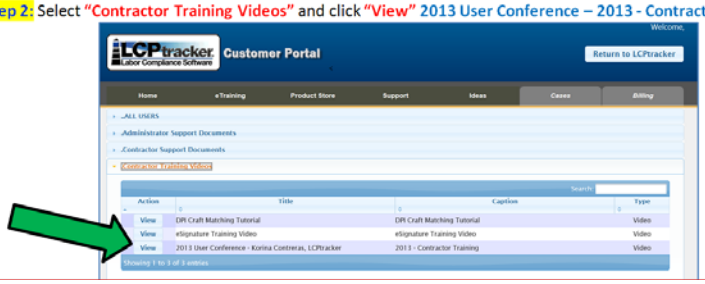
Presented by:
City of Cleveland

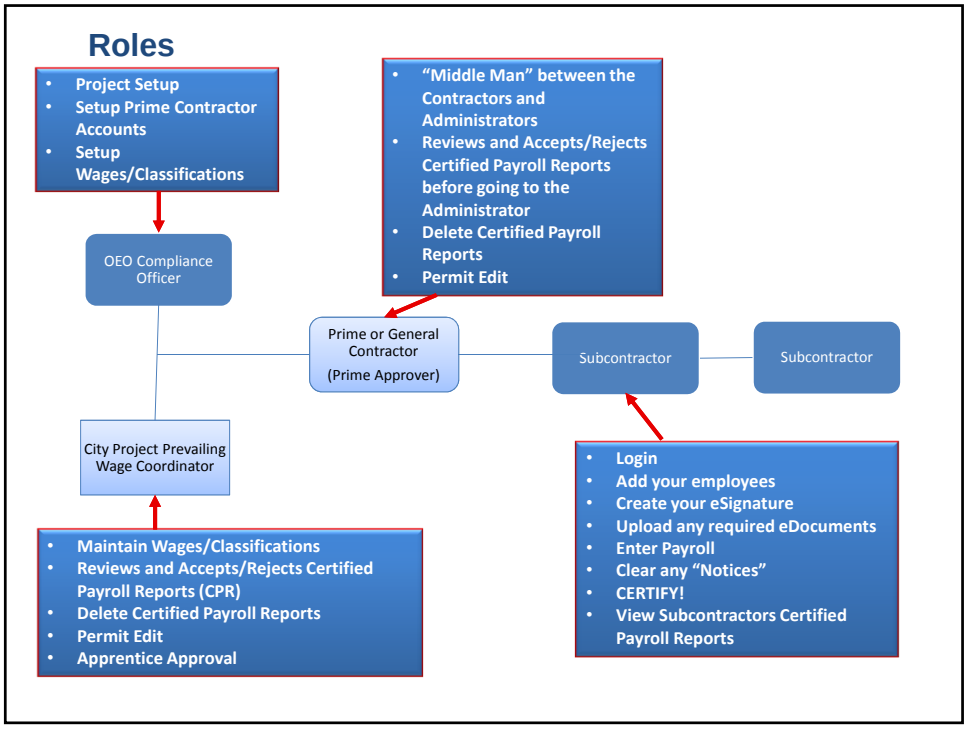
LCP Contractor Training Video

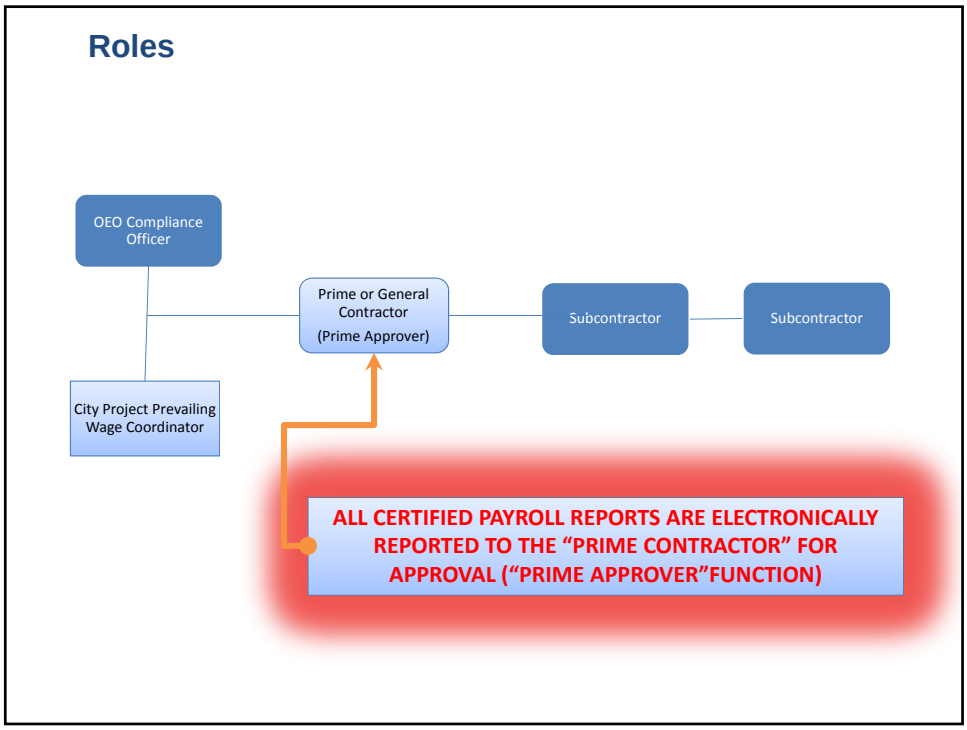
Step 1: Login and click "eTraining" button on top menu of screen:



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

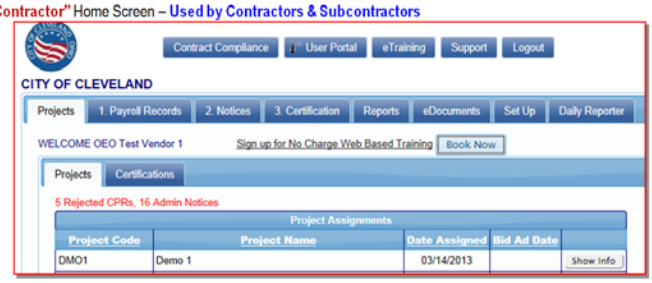



Roles
Project Setup
Setup Prime Contractor Accounts
Setup Wages/Classifications
"Middle Man" between the Contractors and Administrators
Reviews and Accepts/Rejects Certified Payroll Reports before going to the Administrator
Delete Certified Payroll Reports
Permit Edit
OEO Compliance Officer
Prime or General Contractor (Prime Approver)
Subcontractor
Subcontractor
City Project Prevailing Wage Coordinator
Maintain Wages/Classifications
Reviews and Accepts/Rejects Certified Payroll Reports (CPR)
Delete Certified Payroll Reports
Permit Edit
Apprentice Approval
Login
Add your employees
Create your eSignature
Upload any required eDocuments
Enter Payroll
Clear any "Notices"
CERTIFY!
View Subcontractors Certified Payroll Reports


Roles
OEO Compliance Officer
Prime or General Contractor (Prime Approver)
Subcontractor
Subcontractor
City Project Prevailing Wage Coordinator
ALL CERTIFIED PAYROLL REPORTS ARE ELECTRONICALLY REPORTED TO THE "PRIME CONTRACTOR" FOR APPROVAL ("PRIME APPROVER"FUNCTION)

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

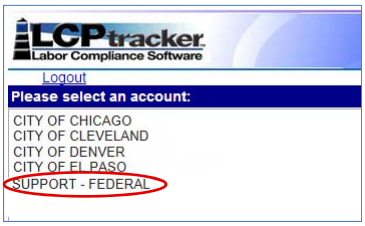
Q: How do I get my User ID and Password?

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.

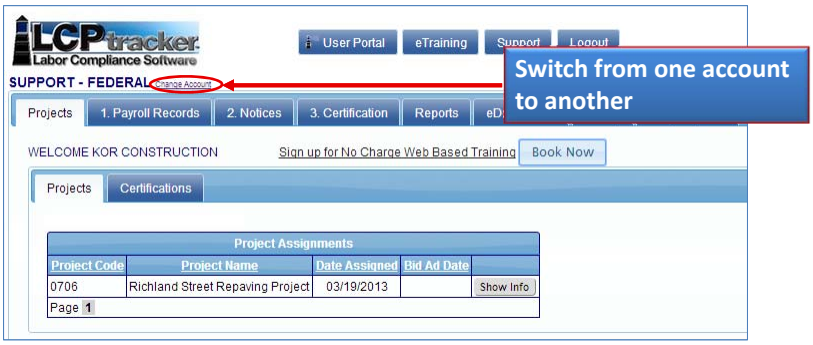
Q: What if I forget my password?

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.

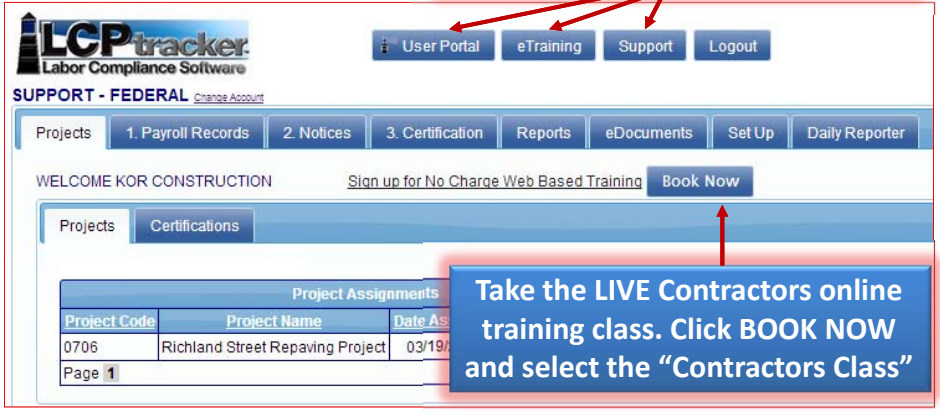


If you are working on multiple projects for different agencies, you can have one account that will get you to all your projects.



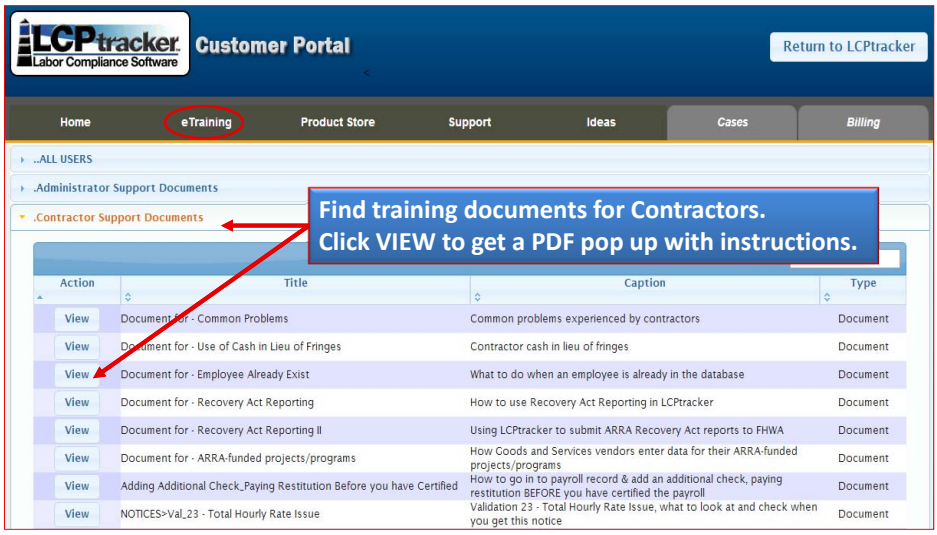
Switch from one account to another

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

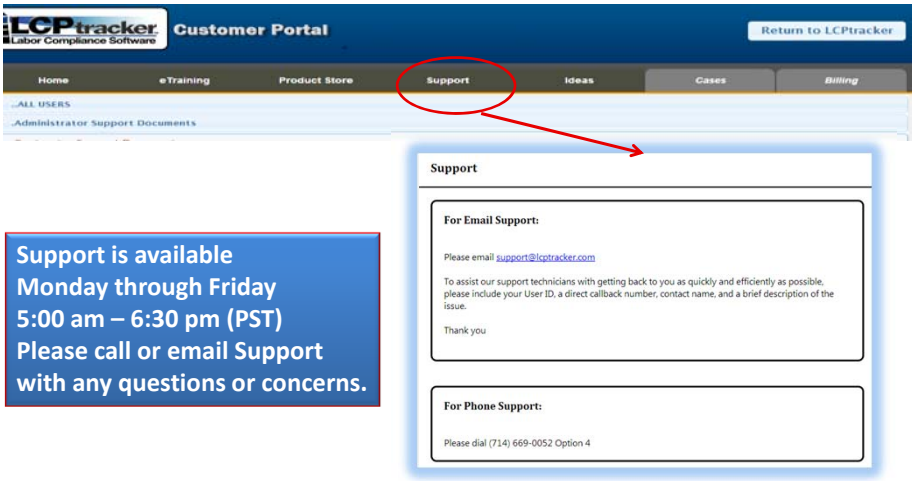


Take the LIVE Contractors online training class. Click BOOK NOW and select the "Contractors Class"

Getting started in LCPtracker

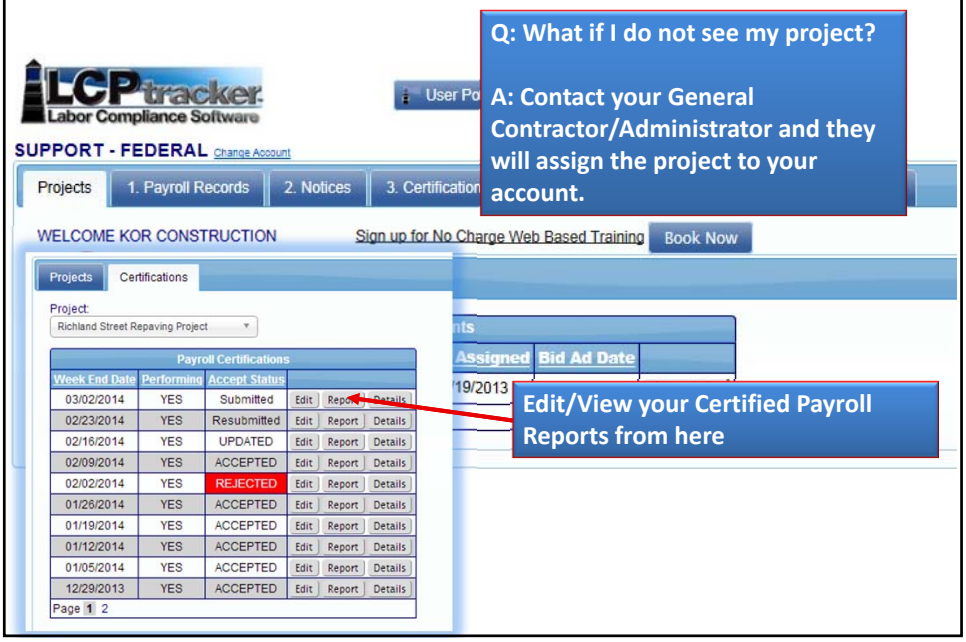


Getting started in LCPtracker



Support is available
Monday through Friday
5:00 am – 6:30 pm (PST)
Please call or email Support
with any questions or concerns.

My Projects / My Certifications



Quick Start…

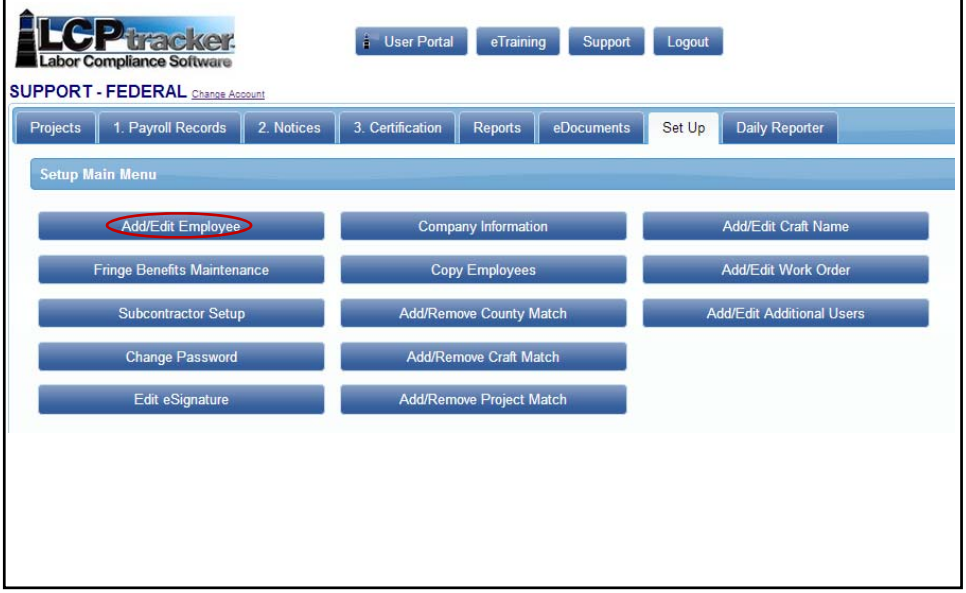
• Add your employees	SET UP
• Create your eSignature	SET UP
• Upload any required eDocuments	eDOCUMENTS
• Enter Payroll Records	PAYROLL RECORDS
• Clear any “Notices”	NOTICES
• CERTIFY!	CERTIFICATION

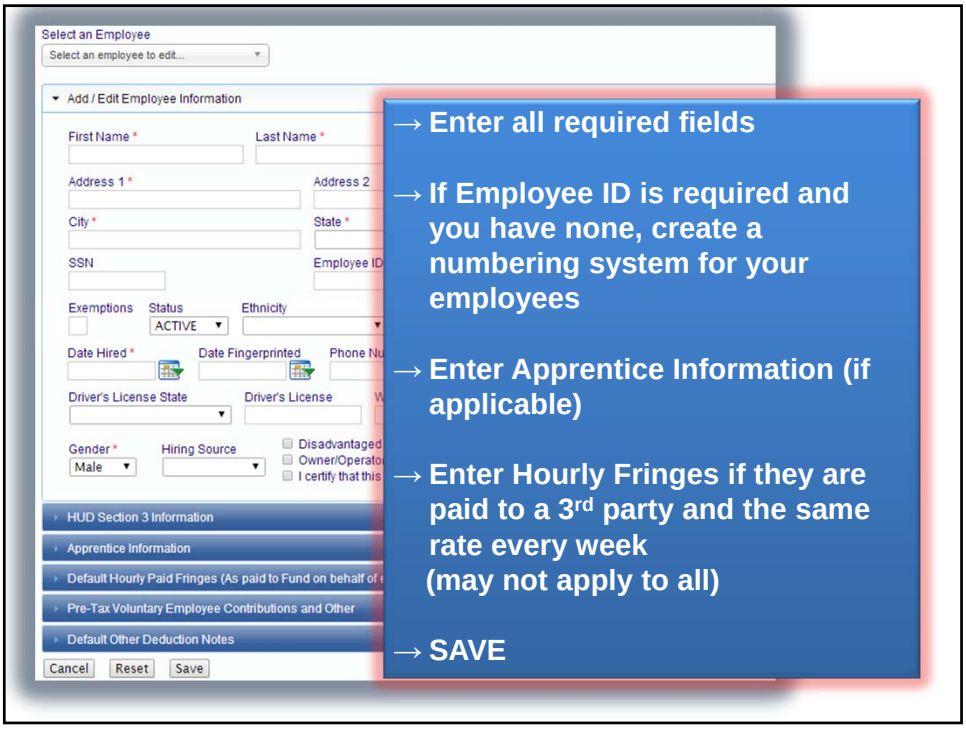
***Adding Employees and setting up your eSignature are part of your initial setup.

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

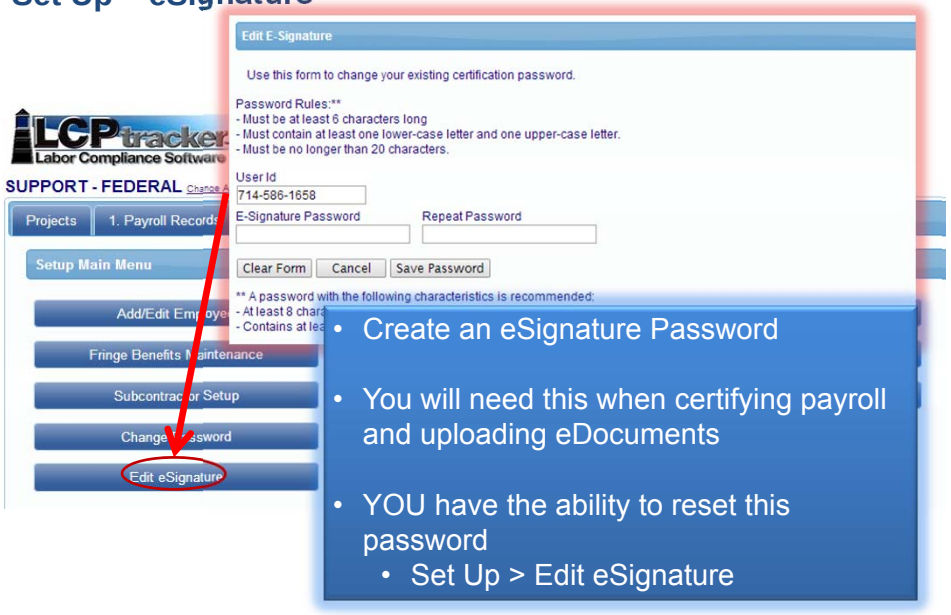
***Your weekly flow will be Payroll Records > Notices > Certifications

Set Up


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
Setup Main Menu
Add/Edit Employee
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
Change Password
Add/Remove Craft Match
Edit eSignature
Add/Remove Project Match

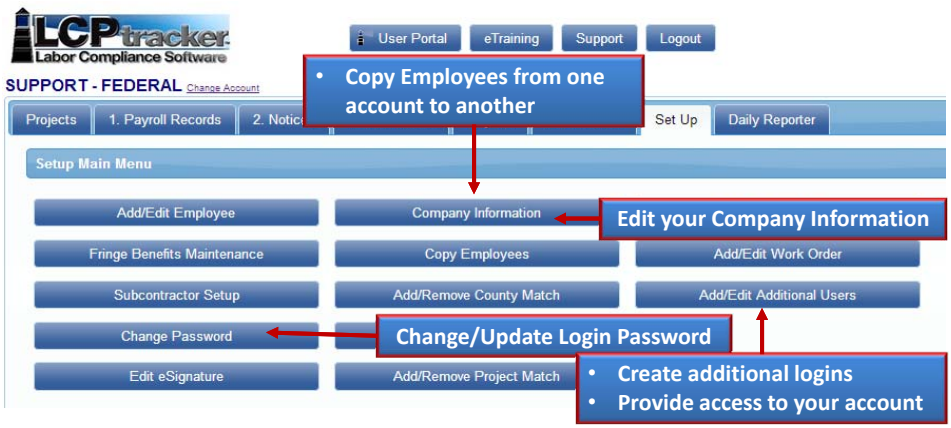

Select an Employee
Select an employee to edit...
Add / Edit Employee Information
First Name *
Last Name *
Address 1 *
Address 2
City *
State *
SSN
Employee ID
Exemptions
Status
ACTIVE
Ethnicity
Date Hired *
Date Fingerprinted
Driver's License State
Driver's License
Gender *
Male
Hiring Source
Disadvantaged
I certify that this
HUD Section 3 Information
Apprentice Information
Default Hourly Paid Fringes (As paid to Fund on behalf of
Pre-Tax Voluntary Employee Contributions and Other
Default Other Deduction Notes
Cancel
Reset
Save
→ Enter all required fields
→ If Employee ID is required and you have none, create a numbering system for your employees
→ Enter Apprentice Information (if applicable)
→ Enter Hourly Fringes if they are paid to a 3rd party and the same rate every week
(may not apply to all)
→ SAVE

Set Up – eSignature



- 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.



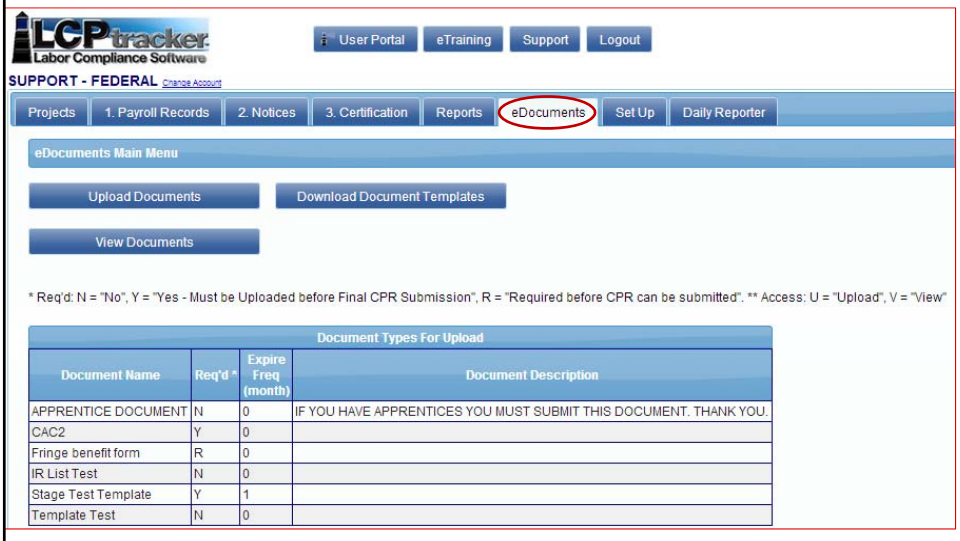
- Copy Employees from one account to another
- Edit your Company Information
- Change/Update Login Password
- Create additional logins
- Provide access to your account

Set Up – Misc.

Contact LCPtracker Support for the following:

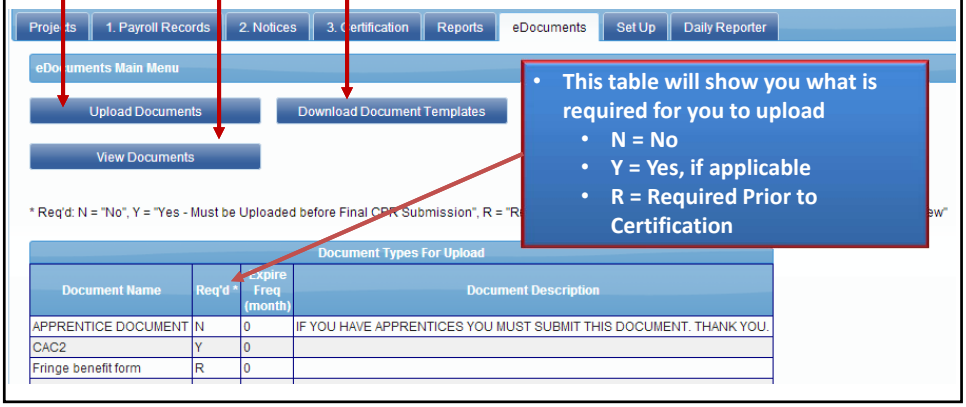
- Add/Remove County Match
- Add/Remove Craft Match
- Add/Remove Project Match
- Add/Edit Craft Name
- Add/Edit Work Orders

eDocuments



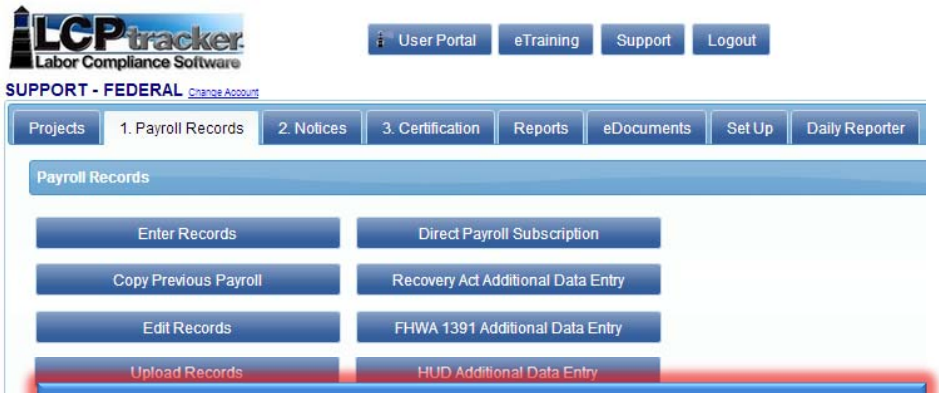
eDocuments

- 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

Payroll Records

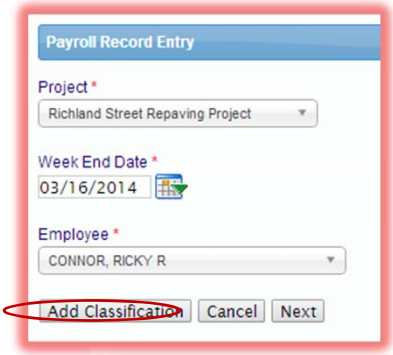


4 Ways to enter your payroll records:

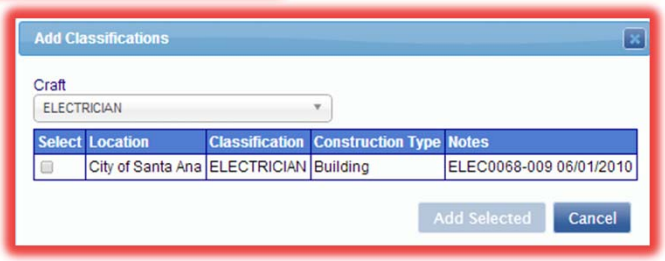
1. Manual Entry
2. Upload: Excel Spreadsheet (Payroll Records > Upload Records > Download Spreadsheet Template)
3. Upload: Account Interface (Check out our Associates at www.lcptracker.com)
4. Upload: Direct Payroll Interface (LCPtracker will map out your file)

Payroll Records

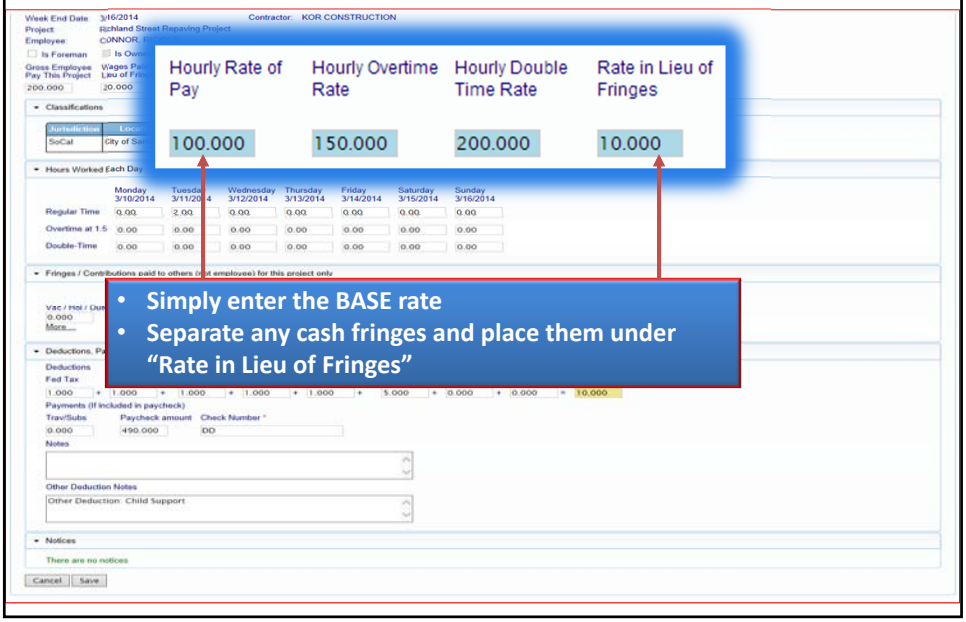
Payroll Records



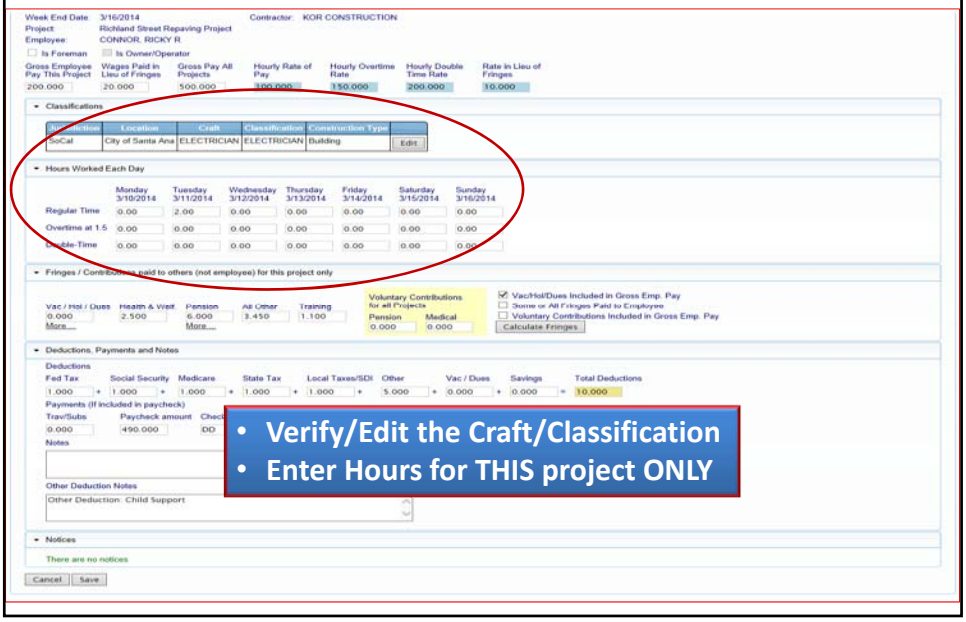
1. Select Project
2. Week End Date = This will be whenever your pay period ends for your company. If it is a Friday, your week end date will always be a Friday.
3. Select Employee
4. Add/Select Craft/Classification
5. Next



Payroll Records



Payroll Records



Payroll Records

▾ Classifications

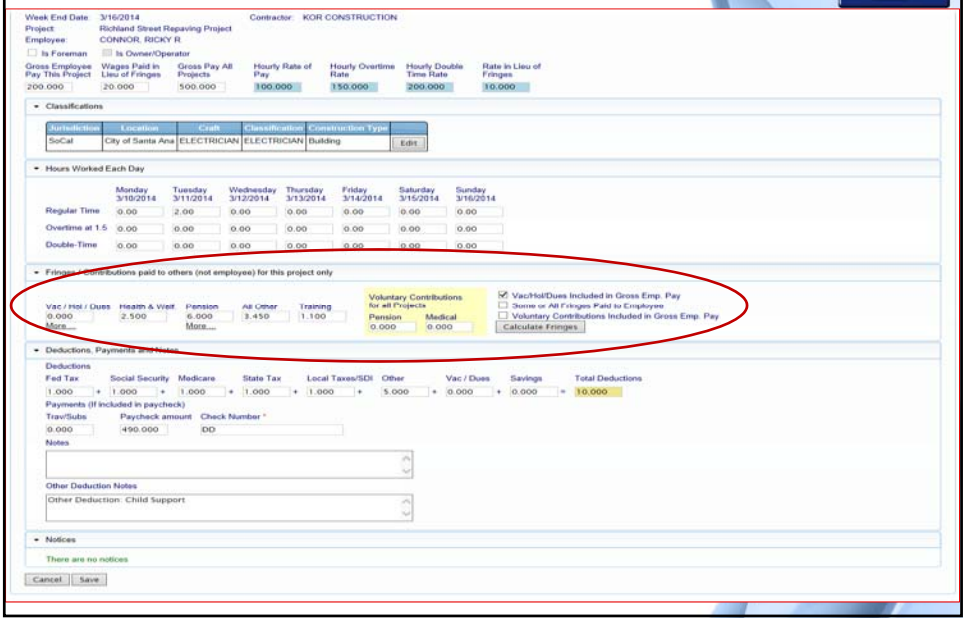
Jurisdiction	Location	Craft	Classification	Construction Type	
SoCal	City of Santa Ana	ELECTRICIAN	ELECTRICIAN	Building	Edit

▾ Hours Worked Each Day

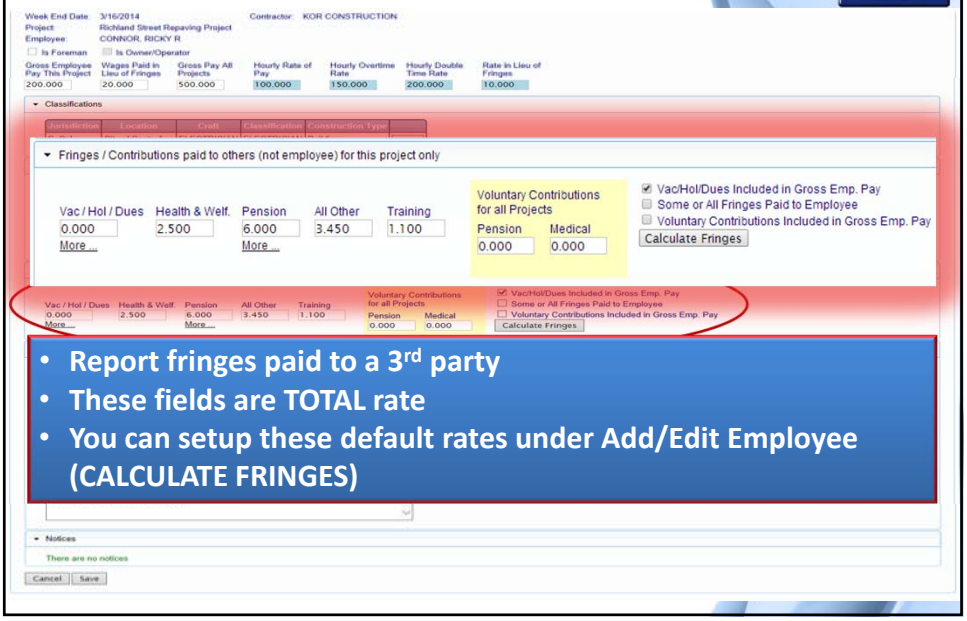
	Monday 3/10/2014	Tuesday 3/11/2014	Wednesday 3/12/2014	Thursday 3/13/2014	Friday 3/14/2014	Saturday 3/15/2014	Sunday 3/16/2014
Regular Time	0.00	2.00	0.00	0.00	0.00	0.00	0.00
Overtime at 1.5	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Double-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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

Payroll Records

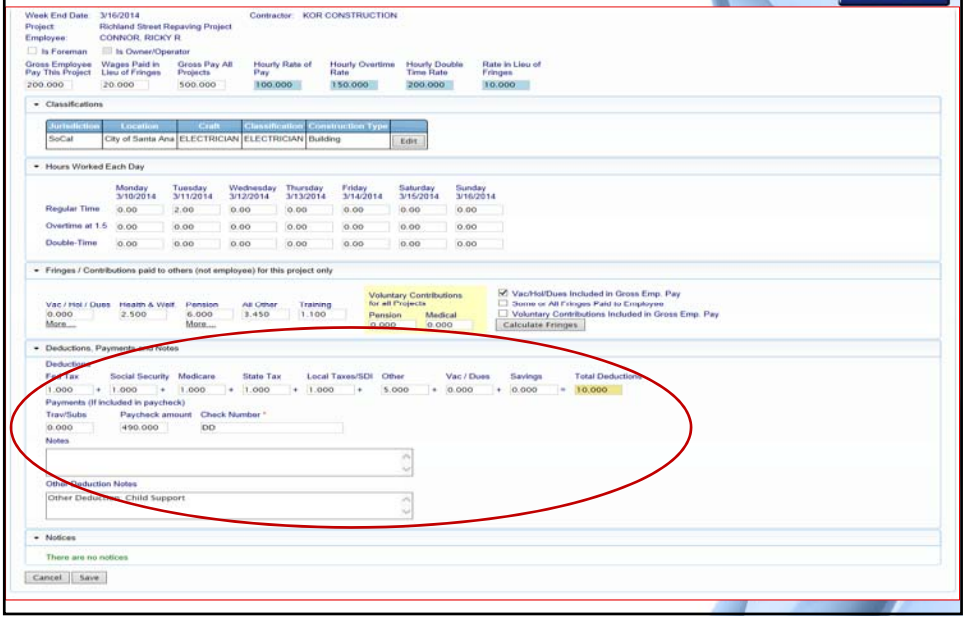


Payroll Records

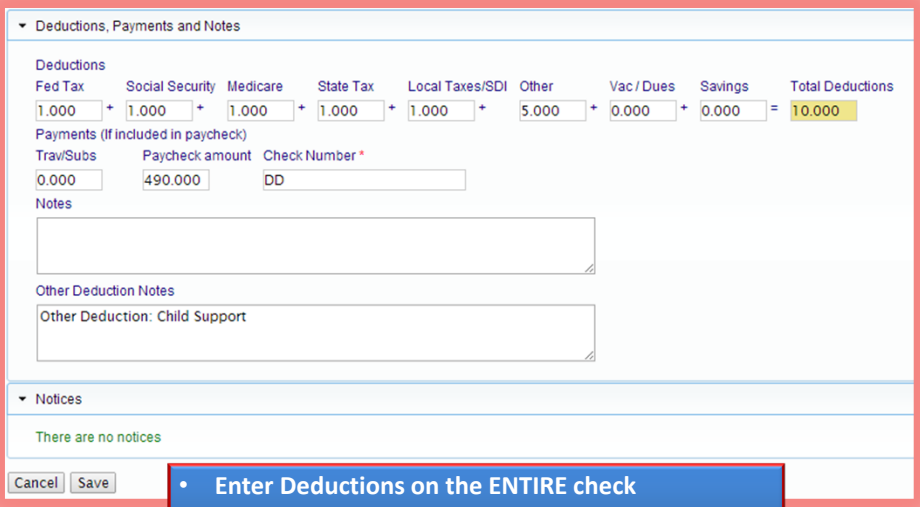


- Report fringes paid to a 3rd party
- These fields are TOTAL rate
- You can setup these default rates under Add/Edit Employee (CALCULATE FRINGES)

Payroll Record

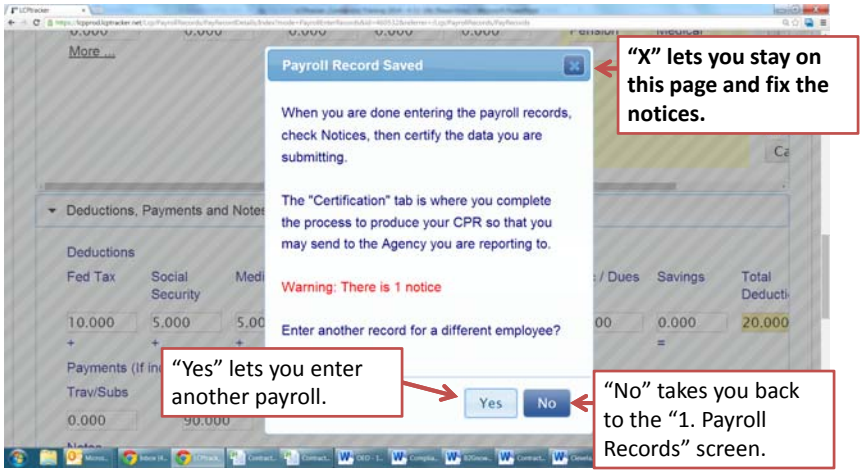


Payroll Record

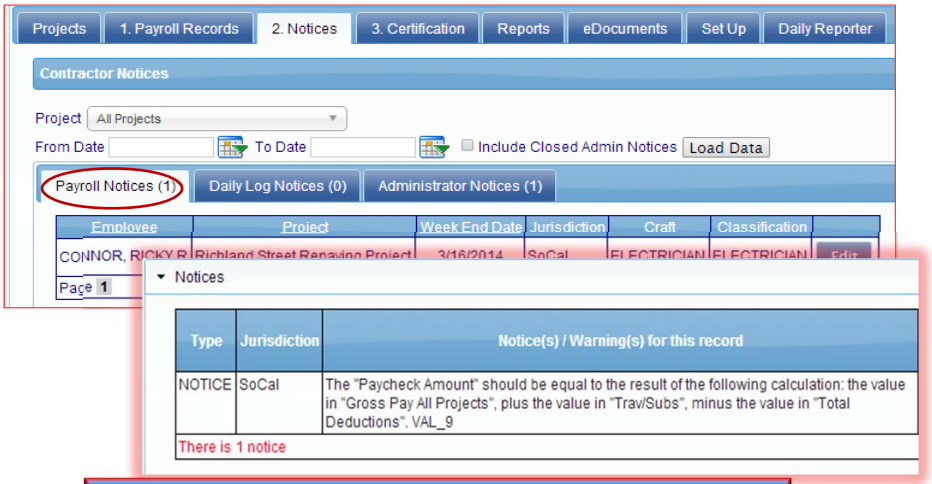


- **Enter Deductions on the ENTIRE check**
- **All other deductions go under "Other" and note under "Other Deduction Notes"**

Notices

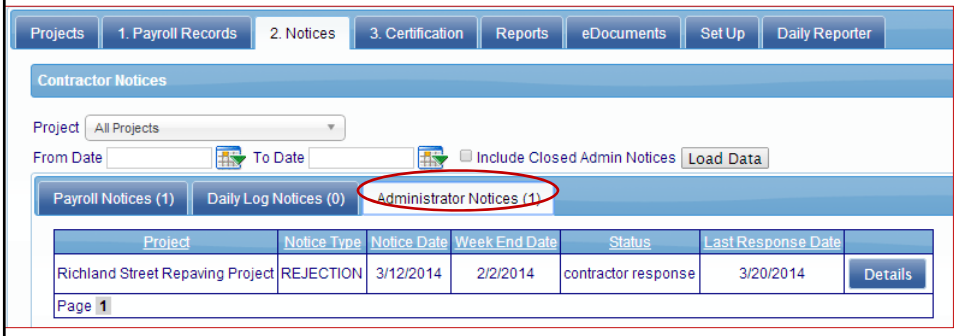


Notices



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

Notices

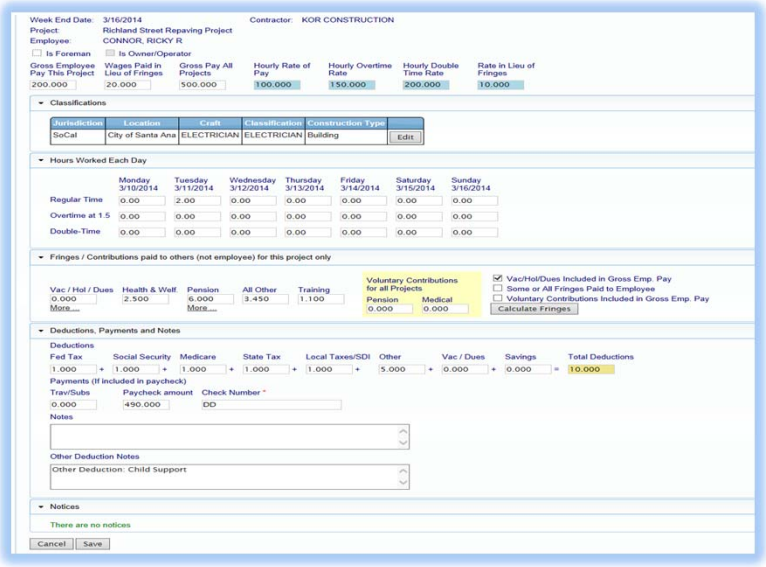


- **Administrator Notices come from your Administrator, whomever is reviewing and accepting/rejecting your payrolls.**
- **If you get a notification, it might be due to a Rejected Payroll.**
- **You will be emailed and notified in your account.**

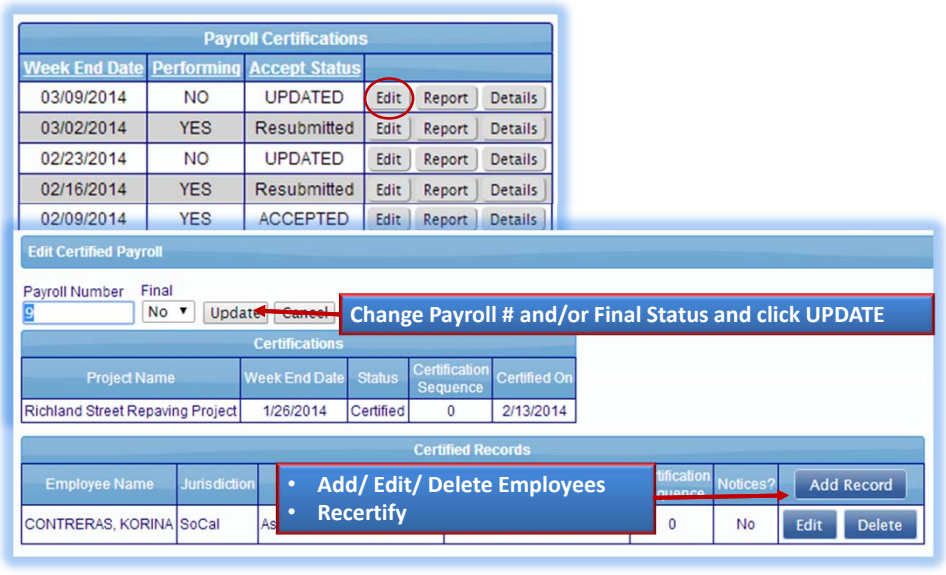
Edit Payroll – BEFORE Certification

Edit Payroll – BEFORE Certification

Edit Payroll – BEFORE Certification



Edit Payroll – AFTER Certification



Edit Payroll – AFTER Certification

TO EDIT A CERTIFIED PAYROLL RECORD:
Go to PROJECTS
Locate that week end date
Click EDIT

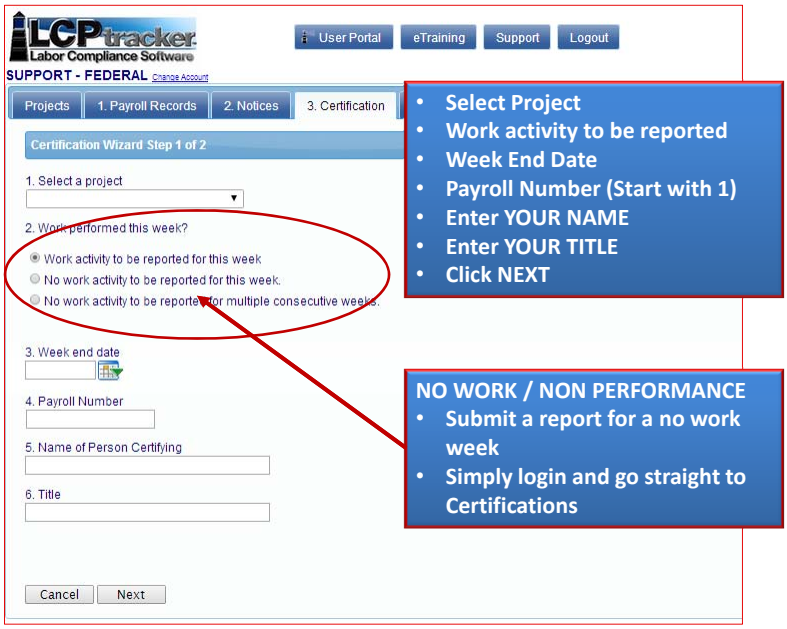
From here you can update Payroll # and Final Status – Click UPDATE and you are set ((No recertification necessary for these changes))

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

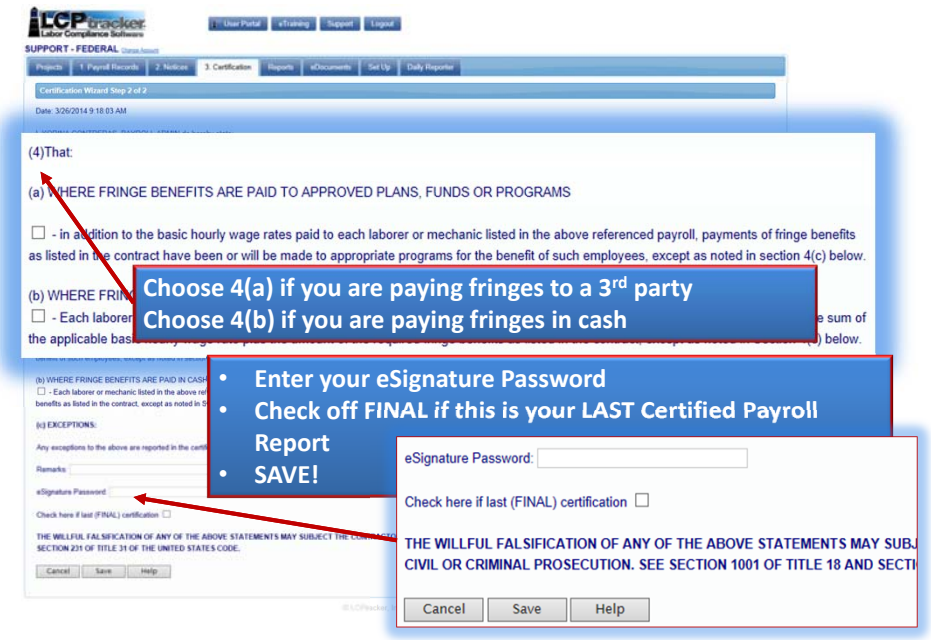
Once you have made changes, you will go back and RE-CERTIFY

TO RE-CERTIFY:
Go to PROJECTS
Locate that week end date
Click EDIT
Scroll Down
Continue with entering your name and title.

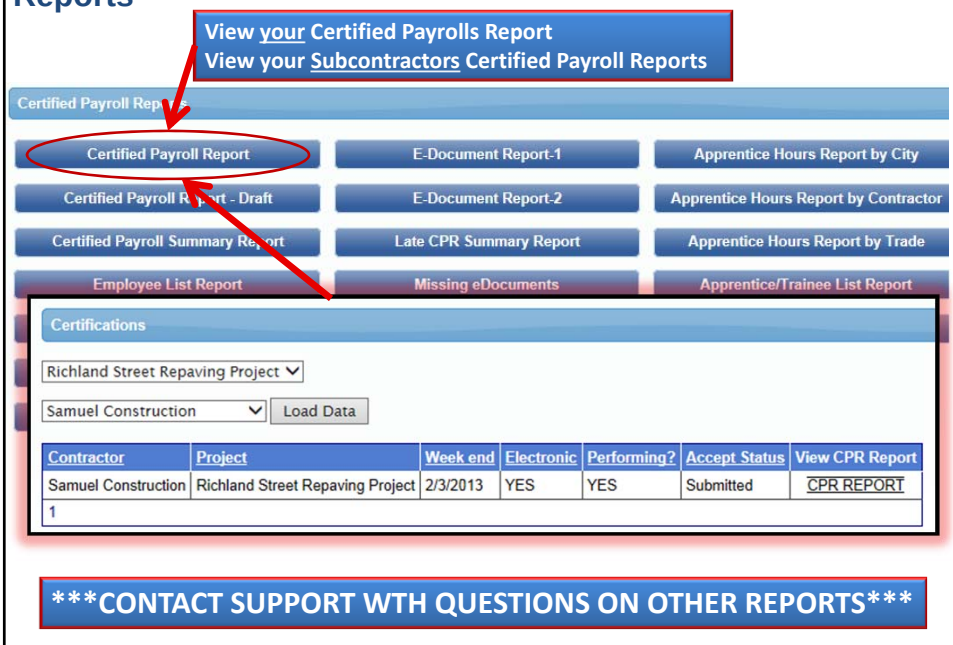
Certification



Certification – Statement of Compliance



Reports



CONTACT SUPPORT WTH QUESTIONS ON OTHER REPORTS

Questions & Answers
Thank You!