




LCPtracker Prime Approver Training

For Prime or General Contractors

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

Presented by:
City of Cleveland

Projects



[User Portal](#) [eTraining](#) [Support](#) [Logout](#)

SUPPORT - FEDERAL ← "Project Administrator / Agency"


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

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

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Certifications



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SUPPORT - FEDERAL

Projects
Certifications
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Certifications

Project: Include Closed Richland Street Repaving Project X▼

Contractor: KOR CONSTRUCTION X▼

From Date: To Date:

Process Status: Accept Status: Prime Approval Status:

There are 4 certification records found for the above selection.

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


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User filters to search for specific payrolls

View CPR's

Delete CPR's

Certifications (cont'd)



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CN - LCPTRACKER CA DEMO

Projects
Certifications
Violations
Reports
Admin
eDocuments

Certifications

Project: Include Closed Projects All Projects ▼

Contractor: All Contractors ▼

From Date: To Date:

Process Status: Accept Status: Prime Approval Status:

There are 3 certification records found for the above selection.

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

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

Reject or give "Permit Edit" access

Certifications (cont'd)

Reason for Rejecting the CPR

Why was CPR rejected?

Confidential Rejection Note

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

Submitted	View CPR	Prime Approval	Approved	Accept Status	Accepted	Final	View Details
5/2012	View	Approved	3/6/2013	Permit Edit		No	Details
10/2012	View			REJECTED		No	Details
1/10/2013	View			Permit Edit		No	Details

CPR Certification Status Details

CPR Certification Status Details

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

Week End Date: 11/10/2012
 Process Status: Certified
 Payroll Number: 90
 Accept Status: Permit Edit
 Performing: YES
 Person Submitting: CHRISTINA NAGEL
 Final: No
 Employees Interviewed This Week: 0

Add Notice

Respond to Notices

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

View Certified Payroll Report

Details

Submitted Date	Current	View CPR Report	View Public CPR	View Public CPR ALC
11/15/2012	Certified	CPR Report	PUB CPR	PUB CPR ALC

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

Violations / Reports

- View Violations for Payroll Records

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

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

--All Projects--

 --All Contractors--

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

View actual Payroll Record w/ Violations

View Details

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

Violations / Reports: View Record

Notices

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

Is Foreman Is Owner/Operator

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

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

Notices

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

There is 1 notice

Contractors payroll record form will show Violation

Reports

The screenshot shows a navigation menu with tabs: Projects, Certifications, Violations, Reports, Admin, eDocuments, Set Up, and Daily Reporter. Under the Reports tab, there are several categories: Admin Reports, Apprentices Reports, Compliance Reports, Custom Reports, List Reports, Management Reports, Special Reports, Specialty Reports, ARRA, HUD, Transit, and Workforce Reports. The Compliance Reports category is expanded, showing a list of reports: All Notices Report, Certified Payroll Summary Report, Holiday Report, Late CPR Summary Report, Look Ahead CPR Summary Report, Penalty Report, Site Visitation Report, and Site Visitation Summary Report. Two red arrows point from callout boxes to the 'Certified Payroll Summary Report' and 'Late CPR Summary Report'. The first callout box says 'View ALL Certified Payroll Reports' and the second says 'View LATE Certified Payroll Reports'.

Certified Payroll Summary Report

The screenshot shows the 'Certified Payroll Summary Report' selection parameters form. It includes the following fields and options: 'Report by:' with radio buttons for 'Project' (selected) and 'Contractor'; 'Select Project' dropdown menu with '114th Avenue - Streetscape Improvements' selected; 'Select Contractor' dropdown menu with 'Select Contractor / All Contra...' selected; 'Select Work Order' dropdown menu with '-- All Work Orders --' selected; 'From Week End Date' and 'To Week End Date' date pickers; 'Output Format' with radio buttons for 'PDF' (selected), 'Ms-Word', and 'Ms-Excel'; and 'Cancel' and 'Run' buttons. A callout box on the right says 'View a summary of CPR's submitted by Contractors'.

Late CPR Summary Report

The screenshot shows a web application interface with a navigation bar containing 'Projects', 'Certifications', 'Violations', 'Reports', 'Admin', 'eDocuments', 'Set Up', and 'Daily Reporter'. The 'Reports' tab is active, and the page title is 'Late CPR Summary Report'. The form includes the following fields and options:

- Select Projects:** A dropdown menu with 'Select options'.
- Select Contractors:** A dropdown menu with 'Select options'.
- Late Based on:** Radio buttons for 'Use the 15th of the Month' and 'Use Weekend Date' (selected). Below these are checkboxes for 'Late Days for Primes Counted by Week Days (M-F) not Calendar Days?' and 'Add in Contractor Pay Days?'.
- Include Contractors Without Payroll Submissions:** A checked checkbox.
- Report as of:** A date field showing '5/14/2013' with a calendar icon.
- Output Format:** Radio buttons for 'PDF' (selected), 'Ms-Word', and 'Ms-Excel'.
- Buttons:** 'Cancel' and 'View Report'.

Two red arrows point from a blue callout box to the 'Use Weekend Date' radio button and the 'Include Contractors Without Payroll Submissions' checkbox.

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

ADMIN

The screenshot shows the 'ADMIN' section of the web application. The navigation bar is the same as in the first image, but the 'Admin' tab is active. The page title is 'Project Administration'. There are two main buttons:

- Edit Employees:** A blue button with a red arrow pointing to it from a callout box.
- Admin Notice Processing:** A blue button with a red arrow pointing to it from a callout box below.

Access to Contractor's Employees

Generate Administrator Notices

ADMIN > Edit Administrator Notice

Administrator Notice

Edit Admin Notices

Contractor:

Project:

CPR Date:

Case Number:

Notice Title:

Admin Notice Type:

Notice Date:

Notice Message (1025 Characters Max):

Administrator Notes (1025 Characters Max):

Create a notice that will go to the Contractor

ADMIN > Edit Administrator Notice

Select Employee To Edit

Select a Project:

Select a Contractor:

Select a City: -- Or -- Select a ZIP Code:

Show Unapproved Apprentices and Expired Approvals
 Show Apprentices

Select an Employee:

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

Search for Contractor employees by using filters

Click on Load Employees

ADMIN > Admin Notice Processing

Edit Administrator Notice

Add Admin Notices

Contractor: Project:

Hide Closed Notice Type:

From Date: To date: Notice Status:

Respond to Notices that have been sent to Contractors

Administrator Notices

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

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eDocuments

Upload, View, and Template

Projects Certifications Violations Reports Admin eDocuments Set Up Daily Reporter

eDocuments Main Menu

Upload Documents

Download Document Templates

View Documents

Requirement

Document Types For Upload

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

eDocuments > View Documents

View Documents

Select Project: ARRA Test Project B

Select Contractor: -- All Contractors --

Select Document Type: -- All Types --

Document Date Filter: Start Date: 07/17/2012, End Date: 05/15/2013

Submitted Date Filter: Start Date: , End Date:

Load Data

Displaying 2 uploaded documents

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

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eDocuments

Download Document Templates

Document Types For Upload

Document Name	Req'd	Expire Freq (month)	Access
APPRENTICE CERTIFICATION	Y	6	V
DAS 140	Y	12	V
DAS 142	Y	12	V
FRINGE BENEFIT STATEMENT	Y	3	V
TRAINING FUND CONTRIBUTION	N	0	V

E-Documents Templates

Templates Available For Download

Template Name

CHECKLIST_LABOR LAW REQUIREMENT

Each Apprentice

Set Up

The screenshot shows a navigation menu with tabs: Projects, Certifications, Violations, Reports, Admin, eDocuments, Set Up, and Daily Reporter. Under the 'Set Up' tab, there is a sub-section 'Administrative Setup' containing two buttons: 'Contractor Setup' and 'Change Password'. A red arrow points from a callout box 'Setup/Edit Contractors Accounts' to the 'Contractor Setup' button. Another red arrow points from a callout box 'Change your login password' to the 'Change Password' button.

Set Up > Project Assignment

The screenshot shows the 'Add Assignment' form. On the left is a 'Contractor Assignment' sidebar with a table of projects. The main form has the following fields and callouts:

- Select Project:** A dropdown menu with '114th Avenue - Streetscape Improvements' selected.
- Select Contractor:** A dropdown menu with 'Chicago Concrete' selected.
- Select tier Subcontractor to:** A dropdown menu with 'ADVANCED RESURFACING' selected.
- Enter End Date:** A date field with a calendar icon, showing '05/28/2013'.
- Enter Contract Amount:** A text input field.
- Contractor will get a 2nd email with Project Assignment:** A callout box pointing to the 'Save' button, which is circled in red.

Other fields include 'Select a department' (dropdown), 'Contract Amount' (text input), and 'Notes' (text area). Buttons for 'Add Assignment' and 'Cancel' are at the bottom left.

