LCPtracker Administrator Manual

TABLE OF CONTENTS

TABLE OF CONTENTS

TABLE OF CONTENTS

TABLE OF CONTENTS

INTRODUCTION

This manual is designed to provide both an instruction manual and a reference manual for the use of the LCPtracker Professional database system. This manual will be updated periodically.

LOGIN PROCESS

Access to the LCPtracker is access via the following URL: https://prod.LCPtracker.net/ or you may go to http://LCPtracker.com/ and click on the LCPtracker Client Log-In link this will also take you to the login screen. All you need to access the LCPtracker is Microsoft® Internet Explorer web browser, Adobe® PDF reader, access to the internet, a Login User ID and a Password.   When you have entered the user ID and the Password; use the left mouse button to click the **LOGIN** button. Based on their Login parameters, you will be directed to the appropriate account. *It is your responsibility to maintain password security*. You may reset your password at any time when logged in under the Set Up by choosing to Change Password.

Security procedures in LCPtracker limit you to five login attempts before a temporary lockout thirty minutes occurs. The most common login problem is when the CAPS LOCK key is on. *It is your responsibility to keep your User ID and Password in a secure location.*

Log-in types currently available in LCPtracker are:

- Administrator – all administrator functions;
- Limited Administrator – limited abilities and restricted to selected projects and/or departments;
- Project Manager (PM) – report only administrator functions, may be restricted to selected projects and/or
- departments;
- Job Coordinator - limited abilities and restricted to selected projects and/or departments;
- Prime Approver (PA) – administer functions, may be restricted to selected projects and/or departments; and
- Contractor logins only allow them to enter and report their own payroll data, restricted to selected accounts.

![LCPtracker logo]

PASSWORD HELP

If you have forgotten what your password is, on the login screen, click the Password Help and enter your User ID and email address and submit.
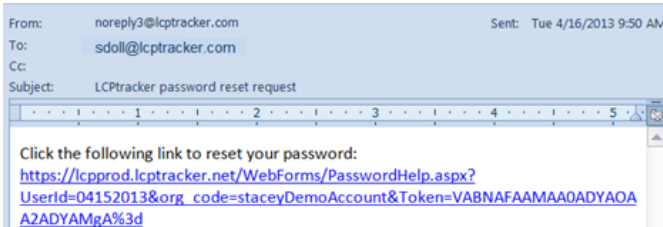

Once you have entered your user id and email address and submitted, you will receive a system generated email. You can click on the link to go to the reset password page or you may copy/paste that link into your browser.

You may click the link or copy/paste the link. The link will take you to the reset password screen. Once on the reset password screen, you will type your new password twice and save. System requirements on Password Rules require at least six characters long, contains at least one lower-case letter and one upper case letter. LCPtracker does recommend that you create a password with the following characteristics – at least 8 characters, contains at least one lowercase and one uppercase letter one number and one special character. Now that you have reset your password, you can come back to the LCPtracker login screen and log in.

Phone: 714-669-0052 x 4 **Email:** support@lcptracker.com **Web:** lcptracker.com | © LCPtracker, Inc. – Confidential. Do not release or distribute in any way without express written consent of LCPtracker, Inc

BASIC OPERATIONS

LCPtracker is browser based and for the most part, self-explanatory. The following information will assist the User in maximizing the use of LCPtracker Professional Program. The use of typical windows-based mouse moves to move to/from an area or data box, highlight and select objects on the screen. Each screen provides a quick link or hyperlink to other areas in LCPtracker. Some examples are show below:

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

Hyperlinks and their processes explained in this document. Use the mouse to highlight then click on the hyperlink you need.

CALIFORNIA

LCPtracker, Inc. is dedicated to maintaining the most current California Department of Industrial Relations (DIR) wage rates, by County and by Craft/Classification. LCPtracker will update the background tables with the most current wage rates information when it becomes available.

NON-CALIFORNIA

The LCPtracker Federal module, which has the ability to handle Federal wages as well as all other State prevailing wage rates, has tools built-in to maintain the prevailing wage data as required for the projects. This module is compatible with the requirements of all jurisdictions thus far studied. LCPtracker offers an optional service to input prevailing wage rates for you, (new masters, wage decisions, modifications and/or counties. LCPtracker does not assign wages to projects; this is the duty of the prevailing wage administrator of the project or projects in their system).

SCREEN OPERATION

Some screens will require that you allow them to refresh after you make a selection. When you make these type selections LCPtracker is looking up data in tables stored on our servers, and will refresh the screen with the most current information available.
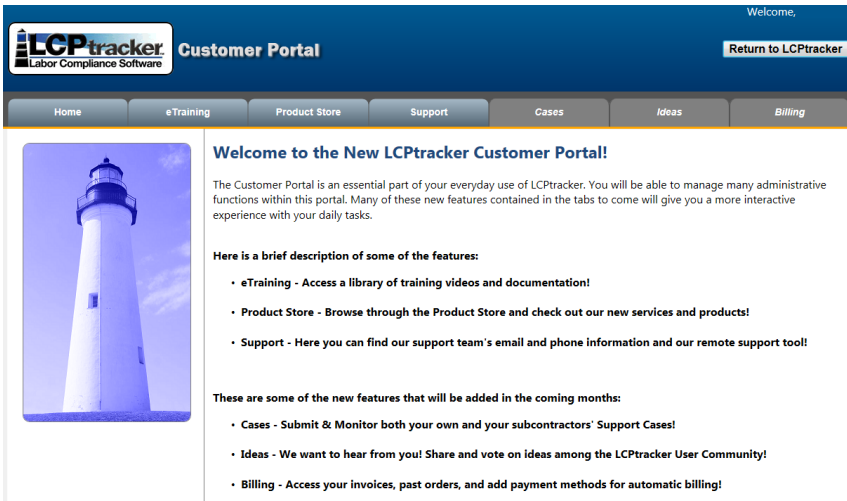
We have designed LCPtracker to be viewed on a screen resolution of 1024 X 768 pixels or greater. Use of screen resolutions less than 1024 X 768 could result in overlap of screen images, words, etc…LCPtracker is best when viewed using Microsoft Internet Explorer version 9.0 or newer. Within the MS Internet Explorer browser be sure the VIEW/Text Size setting is at a Medium level.

CONTRACT COMPLIANCE

For those that are LCPtracker and B2G users, the ***CONTRACT COMPLIANCE*** hyperlink will automatically take you to the B2GNow login as long as such has been defined. Note that only those this applies to, will see this hyperlink at the top of their LCPtracker screen, upon logging in.

USER PORTAL/TRAINING MATERIALS

The *USER PORTAL* or *TRAINING MATERIALS* will take you to our Customer Portal.

eTraining (Training Materials)

We have numerous samples, self-help documents, videos, and manuals to help you effectively utilize LCPtracker. Some videos require you to load a specific player. Depending on your type of login (Admin, Prime Approver or Contractor/Subcontractor) will depend on the types of categories you will see.

This example shows all current categories. Administrators have Support Documents, Training Videos as well as access to past Users Conference Videos. Category titles and documentation are subject to change.

Depending on your settings, pop-ups may be blocked. You will want to add https://prod.lcptracker.net/ to your safe/exceptions list. We _do not_ recommend that you turn off, only that you enter us on your safe list so documents, either self-help documentation or reports you are wishing to produce (see REPORTS section) will pop open for you to view.
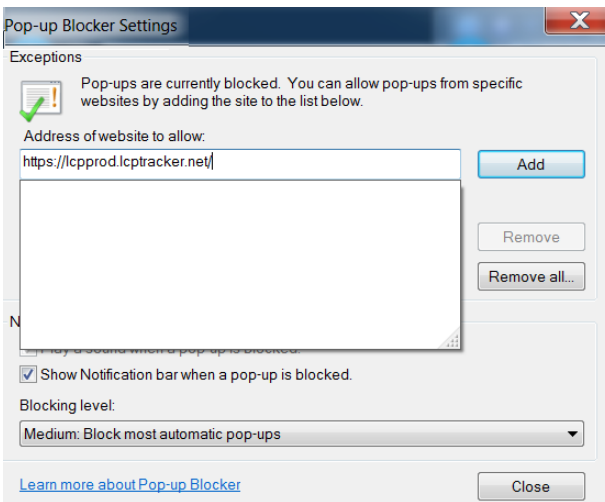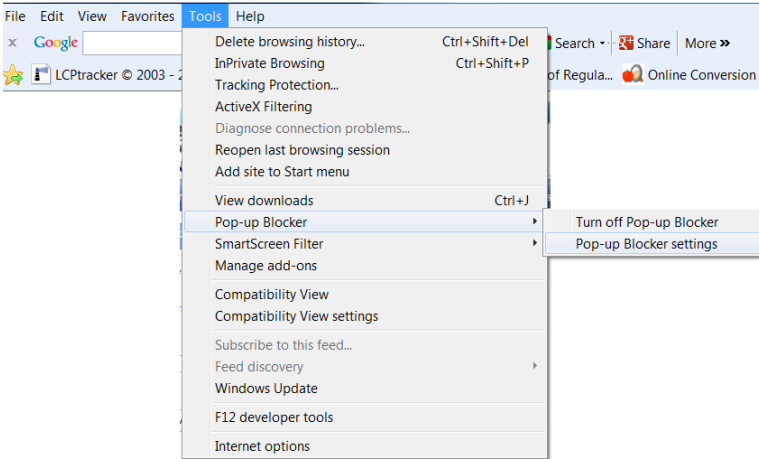
Product Store

The Product Store allows users to purchase supplemental services from LCPtracker; below are the services offered at time of publication. Please refer to the on line page for current offering and pricing.

Product Code	Name		Description	Price	Add to Cart
LCP-CONF	6th Annual LCPtracker User Training Conference Registration		Description	$995	Add To Cart
LCP-DVD	Backup Data DVD ($295 plus sales tax)		Description	$295	Add To Cart
LCP-CDVD	Custom Backup DVD		Description	$500	Add To Cart
LCP-RPRT	Custom Report Development		Description	$150	Add To Cart
LCP-CU1	Customization Unit		Description	$1	Add To Cart
LCP-DR	Daily Reporter		Description	Add to Cart for Pricing Plans	Add To Cart
LCP-DPI	Direct Payroll Interface (DPI) - New Model		Description	$595	Add To Cart
LCP-DPIR	Direct Payroll Interface (DPI) - Renewal		Description	$250	Add To Cart
LCP-15PF	LCPtracker Project Fee - $1 to $5 Million		Description	$1000	Add To Cart

Visit the Product Store for the complete listing of services as well as our current pricing information.

Support

The Support link gives you LCPtracker's support email address as well as phone number. The GoToAssist is only conducted if the Support Technician needs to do an assist session with you. Support Technicians will give you a code number for this field, if an assist session is necessary.

Email Support:

Please email support@lcptracker.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

Phone Support:

(714) 669-0052 Option 4

Support Hours

Monday - Friday 5:00am - 6:30pm PST

When emailing or calling Support, always have your USER ID ready to give the technician.

LCPtracker Staff should NEVER ask for a password and for security reasons you should NEVER share passwords, keep them safe.

GoToAssist

LCPtracker Remote Support

Type the code you received from your LCPtracker Support Representative and click the button to proceed.

Click Here!

If it is necessary tro do a remote session, you will be given a code to enter here while on the phone with a live technician.

CHANGE ACCOUNT

When clicking on the account after your login, it will take you to the screen with all the accounts that are associated with your login User ID. NOTE: this function is mainly Contractor users. Very few Administrators will have access to multiple accounts. If applicable to you as an Admin user, this will allow you to look at all the accounts in the system that belong to you instead of logging in every time you need to view each account. Contractors often have access to multiple accounts. If you have a contractor that states to you that they have multiple accounts and want them merged or you as an Admin have access to different accounts, however were set up with different user ids, please email support with the information noted below so that we may assist with combining them into one account for easier access.

If you as an Administrator, have access to more than one account and have different user ids for each, as well as any subs that contact you for a merge, please email the following information to support@lcptracker.com

Subject: MERGE request
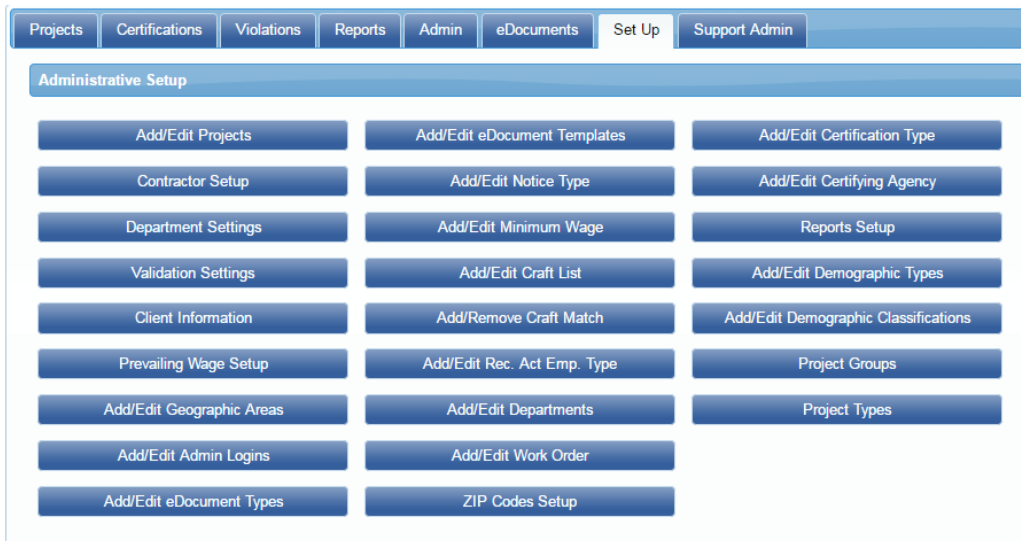
Include: Full Name

All User IDs

Note and be very specific as to which User ID you would like to keep.

SET UP

The Set Up navigation tab provides access to the various account setup functions that are available. Depending on the type of Admin User Role you have, this will define what is available to you. For assistance, see **Add/Edit Admin Logins.** <ins>**NOTE Only Full Administrative**</ins> <ins>**Users and Business**</ins> <ins>**Manager Users,**</ins> may set up other types of Admin Users and assign their specific role. ***Please Note that your User Role will define the capabilities being explained as you proceed through this manual.***

NOTE: 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).

Each of these activities explained in the proceeding pages.

ADD/EDIT PROJECTS

To expand each section, double click the center of the first section, to close repeat. You may also open/close each section separately.

The administrative user enters projects and contracts they desire, to manage their project accordingly. Complete all the red asterisks data fields in order for the database to save information (highlighted in previous page in yellow. The green highlighted field is for projects located within the state of California ONLY and require checks against state prevailing wages).

- Project Name is self-explanatory
- Project Code should be a unique identified code for each project, no two projects may have an identical code.
- Optional check boxes are especially created for Recovery Act Projects, the requirement of DUNS number, option for Work Orders and 1391/1392 projects.
- Enter the appropriate budget dollar amount (no commas or dollar signs allowed).

*IMPORTANT NOTE regarding budget field:

Editing of the budget field may take place up until the point a Subcontractor submits payroll. Once a Subcontractor has submitted a CPR, this field will only be editable by LCPtracker. You may submit email 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 for the above noted project
- Reason for this change

If the dollar value entered, takes you over your contracted budget amount you will need to contact your LCPtracker Account Manager to be able to proceed. Project(s), will be left on "Suspended" status upon saving until LCPtracker has made proper changes.

- Choose the Jurisdiction(s) and Location(s) for the project you are entering. NOTE: LCPtracker enters the Jurisdictions and Locations. It is possible to have additional Jurisdictions and/or Locations added. See the LOCATION (OR JURISDICTION) REQUEST FORM.
- Enter a Prevailing Wage Lock-in Date, sometimes referred to as Bid Advertisement Date or the Bid Opening Date.

NOTE: Some accounts located within the state of California may require the "Bid Advertisement Date" and other date fields.

Project Contact section requires name, phone number, and email address of the Labor Compliance/Prevailing Wage Administrator. It may also be your Prime Approver if using that function and wishing all subs to go through the Prime Approver vs contacting the Administrator directly.

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.

The remainder of the project setup screen allows you to set a variety of goals for each individual project. Apprentices, Minorities, Women, etc… Goals are settable by hours or percentage. There is also the ability to assign Wards, Districts, Community areas or Disadvantage for project with these goal settings. Fields are not required to save the Project Setup and may be left blank, if you so choose.

CONTRACTOR SETUP

The contractor setup process has two steps. The first step is to set-up the contractor if they do not already exist. The second step is to assign the contractor to project(s).
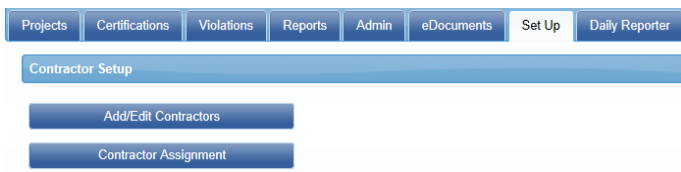
Add/Edit Contractor

To add a contractor, enter the name, and relevant information on this template. To edit a contractor, select the contractor name from the drop down. Generally, the administrator only enters the prime (parent) contractor information and the prime contractor enters their subcontractors, and the subcontractors enter their subs, so on and so forth. We have highlighted the minimal fields to save the setup. LCPtracker Project Management goes through a series of questions and a checklist of items when starting up an account. Other fields may be set as a requirement to save the Contractor Setup.

| 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 Licen

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 add

Address 1 *   Address 2

City *   State * ZIP Code *

Standard Hours Per Day * Standard Work Week Hours *
0.000   40.000

Pay date is 4 calendar days after week end date.

Notice enforcement *
ENFORCE ▼

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

User ID

Business Certifications
Certification   Certifying Agency   Issued Date   Expiration Date
Select Certification ▼ Select Certifying Agency ▼

Notes

Add Certification

Cancel   Reset Form   Save

Callout (top right):
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.

Callout (middle right):
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 **Add/Edit Contractor** screen allows the Organization to enter a contractor that will be working on their project(s) and submitting certified payroll records (CPRs) for review. Enter the data requested on this screen. Normally, your contracting process will require the information shown as a submittal requirement of the contractor; or call to obtain needed information in order to complete this data entry process. This acts as your main contractor information screen for future reference.

*NOTE: At time of this publication, the field labled "Contractor License No. or 10-digit Phone Number" becomes the end users User Id. If they are already a user of LCPtracker (under another agency/account) if you enter the exact same information in this field when setting them up in your account, it will assist them with the number of user id's they have for logging into LCPtracker accounts. ONLY LCPtracker can make changes to this field once the information page is saved.

Contractor License No. or 10-digit Phone Number *

TIP: print this page and send it to the contractor and have them complete it and return it to you.

The **Standard Hours per Day** field provides an override value for that contractor only to the hours set in the prevailing wage table.

Standard Hours Per Day *   Standard Work Week Hours *
0.000   40.000

For example, the prevailing wage table says that 8 hours per day is the standard workday, but a contractor has been approved 10 hours per day /agreement. The "Standard Hours per Day" field could be set to 10. Notices enforcement is a setting that only Administrators can make that overrides the settings made in the Set UP under Validation settings.

Administrator Settings for Owner/Operator Employee

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 require 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 have the ability to set which combination of reporting above they want to do. The table below provides details of the internal settings. The default value is that both hours and dollars are required. See Department Settings section of this manual.

FIELD	FUNCTION	VALID VALUES/	DEFAULT	ADMIN EDIT	Field Label
	Description	Look up table name		Will we allow	Where it appears
Owner Operator Setting	Used to set payroll record validation rules for hours and payment when	Y_HOURS-N_DOLLARS N_HOURS-	Y_HOURS - Y_DOLLARS	Y	**N/A**

Assign Contractor

The contractor cannot see the project until assigned. Under the Set Up navigation tab, choose Contractor Setup then Contractor Assignment. Click on either of the Add Assignment buttons, one provided on top and one on bottom, either will pop open another screen where you will add the assignment. You do not have to choose a department; this is just a filter option available. Choose the Project and then select Contractor from drop down. If you are assigning the Prime/General then you do not choose 'As a subcontractor to', enter any other required fields or if optional you may fill in if you wish and Save the assignment.

System generates email to end user twice; first time when they are set up; and second when assigned to a project.

If you are Prime Contractor or Subcontractors state they do not have log in information and you see them as assigned, it may be that their security settings sent the system-generated emails to their junk/spam folders. They should add @lcptracker.com to their safe lists.

DEPARTMENTS

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 Project Manager with LCPtracker would go through all this when the account was originally set up. For those that are new or you 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); do this under the Set Up navigation tab and click the Add/Edit Departments.

LCPtracker

You will see the Default Department that is in the system. **You should not 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.

When creating Departments, the Name is the only requirement to save and create (at this time). It is suggested that the contact, phone and email fields be filled in with the person that is in charge of 'This' department.

You repeat these steps as necessary to create all Departments, or come back in the future to add as needed. All will show as you complete the above steps to create

Department Settings

Department settings can be set differently per department. The settings where carefully considered when you and your Project Manager originally set up the account. We are explaining each below; *HOWEVER, you should NOT make any changes without first consulting with your LCPtracker Project Manager.*

We have labeled each section in this manual the top being "Department Requirements", the middle the "Standards" and the bottom "CPR Defaults" to separate out in to smaller pieces. If the box is Checked = Yes/On and un-checked = No/Off.

Department Requirements Section – **DO NOT MAKE CHANGES WITHOUT CONSULTING LCPtracker first!**

E-mail Certification Rejection Notices? (Default is Yes/On)	Do you want the system to send an email to subcontractors when you reject CPR's?
Enforce eDocument Requirements? (Default is Yes/On)	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.
Use Issue Dates for Prevailing Wage Look Ups? (Default is No/Off)	Will force the system to look at the most recent issue date PRIOR to the week end date of the CPR.
Required Start Dates on Contractor Assignments? (Default is No/Off)	When a Contractor/Subcontractor is assigned to a project the system will require the Start Date in the assignment page. When running the Late CPR report even those who have Not submitted CPR's will appear if this is set as required.
Send Prime E-Mail Notices? (Default is Yes/On)	If you want your Primes to receive system generated emails when rejecting a subcontractors CPR's.
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

(Defaults if No/Off)	Subcontractor when submitting Additional Data Entry.
Require Responsibility Code on Contractor Assignments? (Defaults if No/Off)	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.
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.) (Default is Yes/On)	Created specifically for accounts in the state of Illinois, however may be used by other Agencies. The Wage Data must be set in specific manner. DO NOT MAKE CHANGES WITHOUT CONSULTING WITH your LCPtracker Project Manager first!
Require Payroll Payment Date	Contractors will see this new field on their Payroll Data Entry Form. If this department setting is checked, that field becomes mandatory field to save payroll.

Standards section **– DO NOT MAKE CHANGES WITHOUT CONSULTING LCPtracker first!**

Cert Form Type (Set as Default)	Default standard Statement of Compliance (SOC) under #4 – States and checked 'Where Fringe Benefits are paid to approved plans, funds or programs' as well as States and checked 'Where Fringe Benefits are paid in cash. Contractors have no choices to make. Whereas the "Fringe Payment Check Boxes" option, Contractors must choose A, B or both before system will allow them to certify the CPR. (See screen shot Standard Section, example 1).
CPR Edit Time (Default set at 365)	Amount of time you allow Contractors to edit CPR's, if needed.
Owner Operator Settings (Default is blank/off)	What information do you want anyone that is an Owner/ Operator to submit? For more information see table listed under the Administrator Settings for Owner/Operator Employee
Health Percent (While the default number states 20; this is not ON by default it requires Validation 28 to be on).	Specifically created for one Agency. In order for this to work, Validation 28 needs to be set as on (see **VALIDATIONS SETTINGS**). Please contact LCPtracker to discuss if you are interested.

Emp Std Hrs (Default is 8/on)	What are the maximum hours per day an employee may work? This is the total number of hours per day. Example worked 12 hours total in one day; 8 regular, 2 OT & 2 double OT, then you would need to have a 12 in this field. Another example only allowed 8 hours per day, and then leave the default of 8.
Emp Week Hrs (Default is 40/on)	What is the maximum hours per week an employee may work before Overtime is required?

CPR Default Section **– DO NOT MAKE CHANGES WITHOUT CONSULTING LCPtracker!**

This will be the information that appears on the CPR's when your subcontractors view/print. Example, while you may have the SSN as a requirement for their employees to be set up in the system, you may

choose to Hide, Show only the last 4 digits or Show the entire SSN on the CPRs when they view/print. If you do not have the system set to collect the information then it will only show if the Subcontractor happens to enter. The system must be set up to require them to enter in order to save their employee setup.

Show Name	Checked by Default/ Subcontractors able to view on CPR's
Show Address	Checked by Default/ Subcontractors able to view on CPR's
Show Phone Numbers on CPR's	Off by Default
Show Driver's License Number	Checked by Default/ Subcontractors able to view on CPR's
Show Driver's License State	Checked by Default/ Subcontractors able to view on CPR's
Show Ethnicity	Checked by Default/ Subcontractors able to view on CPR's
Show Gender	Checked by Default/ Subcontractors able to view on CPR's
Show Employee ID	Checked by Default/ Subcontractors able to view on CPR's
Show Employee Date of Hire	Off by Default / If checked (turned on) - Subcontractors able to view on CPR's. Only if information is required /entered under employee setup.
Show if Employee is Section 3	Off by Default / If checked (turned on) - Subcontractors able to view on CPR's. Only if information is required /entered under employee setup.
Show Contractor Federal Tax ID#	Off by Default / If checked (turned on) - Subcontractors able to view on CPR's. Only if information is required /entered under Contractor/Subcontractor Set Up or Company Information pg.
Show Contractor Status (Prime or Subcontractor)	Off by Default / If checked (turned on) - Subcontractors able to view on CPR's. (Based on assignment)
Show Owner/Operator Status	Checked by Default/ Subcontractors able to view on CPR's
Show Hours Worked on All Projects	Off by Default (see screen shot *CPR Default section examples*, example A). Created specifically for an Agency, available for all to use. Have to instruct your Subs to fill in as well as what value goes there.
Total Resident Hours On CPR's?	Off by Default (see screen shot CPR Default section examples, example B). The system will auto add the rows and columns for the end user when entering their payroll record.
Show 3 Digits Decimal On CPR?	Off by Default (see screen capture number 3 for examples of CPRs with 'Show 3 Digits Decimal on CPR activated).
Show Employee SSN	There are 3 options (a) Show full SSN default; (b) Hide or (c) Show only the last 4 digits
Fringes Display Format	There are 3 options (1) default; (2) Minimal; and (3) Extended (see screen shot *CPR Default section examples*, example C – 1, 2 & 3).

Standards section example –

CPR Default examples –

WEEKLY CERTIFIED PAYROLL REPORTING FORM

C NAME OF CONTRACTOR :PRIME CONTRACTOR COMPANY, INC.   CONTRACTOR'S LICENSE No. 06151553 SPECIALTY LICENSE No.   ADDRESS : 4061 South 6th Street, Klamath Falls, OR 97603   PROJECT LOCATION/ CODE / NAME : Oregon Housing

PAYROLL No. 11s3   FOR WEEK ENDING: 06/13/2015 SUBMITTED ON: August 28, 2015   MOTOR CARRIER PERMIT No.   UNION Non-Union   WORKERS COMP. POLICY :

Department Settings>CPR Defaults>Fringe Display Format = Default

1 Shows the total values listed for each fringe on the payroll under the Fringes / Contributions paid to others section.

WEEKLY CERTIFIED PAYROLL REPORTING FORM

NAME OF CONTRACTOR :PRIME CONTRACTOR COMPANY, INC.   CONTRACTOR'S LICENSE No. 06151553 SPECIALTY LICENSE No.   ADDRESS : 4061 South 6th Street, Klamath Falls, OR 97603   PROJECT LOCATION/ CODE / NAME :

PAYROLL No. 11s3   FOR WEEK ENDING: 06/13/2015 SUBMITTED ON: August 28, 2015   MOTOR CARRIER PERMIT No.   UNION Non-Union   WORKERS COMP. POLICY :

Department Settings>CPR Defaults>Fringe Display Format = Minimal

2 Shows the combined Total $ value of fringes listed on payroll and then the hourly total breakdown.

WEEKLY CERTIFIED PAYROLL REPORTING FORM

NAME OF CONTRACTOR :PRIME CONTRACTOR COMPANY, INC.   CONTRACTOR'S LICENSE No. 06151553 SPECIALTY LICENSE No.   ADDRESS : 4061 South 6th Street , Klamath Falls, OR 97603 PHONE: 714-576-2813 EMAIL: sdoll@lcptracker   PROJECT LOCATION/ CODE / NAME :

PAYROLL No. 1   FOR WEEK ENDING: 08/17/2013 SUBMITTED ON: June 10, 2014   MOTOR CARRIER PERMIT No.   UNION Non-Union   SELF-INSURED CERT WORKERS' COMP. PO

Department Settings>CPR Defaults>Fringe Display Format = Extended

3 Shows the Total Fringes Paid that are shown on the CPR record and hourly breakdown for each.

VALIDATION SETTINGS

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** tab. Validations are the mathematical and logical data checks that are performed on all the payroll data entered in LCPtracker system. Many checks occur on the payroll data when entered. This is to ensure accurate data, captured correctly. The Validation Settings feature provides a way for the Administrator to control exactly what checks occur on payroll data. How the information is presented to contractors; as well as controls the Certification/Submittal process.

Validation settings may be set by Department – The Department Feature is a way you can group by Organizational Department, Funding Source, Project Managers, etc. (See **Add/Edit Departments** section of this manual for assistance with Department Setup). *It is not mandatory to use Departments*.

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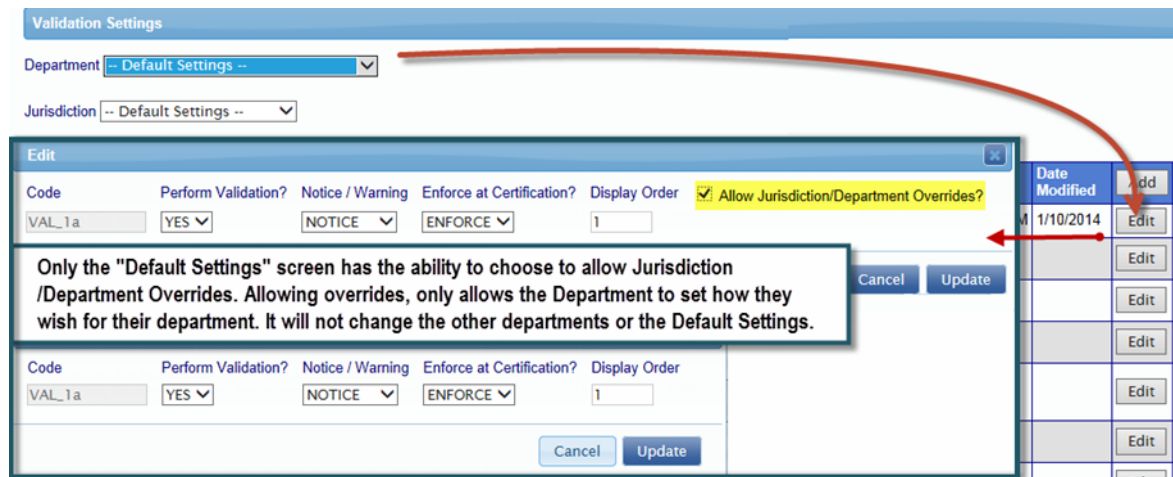
In the following limited conditions, LCPtracker validation rules may not provide an accurate check of wages paid:

- 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 the base rate or when double time rate is not 2.0 times the base rate and overtime is worked.

The LCPtracker system may or may not adequately check any other unusual or unique rules for calculating benefits and/or overtime. If you have such unusual rules, please check with LCPtracker Staff to confirm the ability to check the rules. At the time of this publication, there are 54 Validation settings. We will update this section as more become available.

Validation Controls

The Administrator can control four aspects of each validation. We will present explanations of how these controls work below. **Special Note** – If any control settings are changed, previously existing payrolls that have NOTICES or WARNINGS, will need edited and resaved in order to apply the changes

Perform Validation –*YES/NO* – controls if validation occurs.

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

A **WARNING** 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 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 requires any NOTICES be cleared, prior to certification
- *Alert* – Alert will only warn of the existence of Notices when certifying and will display 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. Warnings or Notices set at Hide will appear under the 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 contractors certifies. These will not appear to the Administrator under their Violations navigation tab. *This option is very seldom used*.
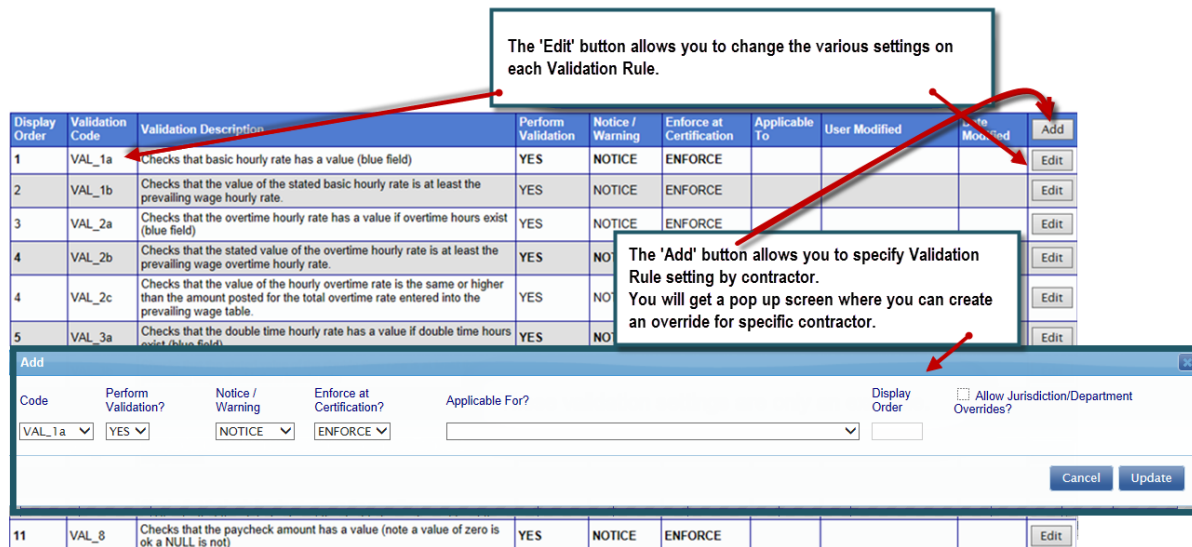
Allow Jurisdiction/Department Overrides

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.

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

Overrides/Exceptions – You may have circumstances with a subcontractor that requires an exception, and in turn different setting for a specific Validation check. We call this a Validation override.

To create overrides, click the 'Add' you get a pop up (see screen shot below). Make the appropriate choices as to Performing Validation (Yes/No, yes is on/no is off), Notice or Warning, the type of Enforcement at Certification, then choose contractor applicable for, enter display order and if you are using Departments you will need to decide if you will Allow Jurisdiction/Departments to override. *Please* **NOTE** *that this screen shot is sample only and does not show all.*

Below is a list of the checks (Validations) and a brief explanation what each validation does, we will show the **default** and any **recommended settings based on Davis Bacon unless otherwise noted**. *You may wish to set in another manner depending on your rules/regulations/funding sources.*

We have also included what the Contractor sees when they receive the notice. **Note** *that the $##. ## represent the prevailing wage amount in system or the dollar value that contractor has entered; system will show actual dollar values in the Notices/Warnings.*

Validation Explanations

VAL_1a. Validates Basic Hourly Rate entered in blue field exists - This validation checks that the contractor has actually entered a number in this field. *Default/Recommended settings are Yes/Notice/Enforce.*

The stated "Hourly rate of pay" (blue field) must have a value. VAL_1a

VAL_1b. Validates Basic Hourly Rate entered in blue field is sufficient - This validation checks the declared basic hourly rate of pay is greater than or equal to the prevailing wage rate. *Default/Recommend settings are Yes/Notice/Enforce* **for California and No for Davis-Bacon.**

The stated basic hourly rate entered in the "Hourly Rate of Pay" (blue) field is less than $30.000 the wage determination for this craft. VAL_1b. Correction Tip: Enter in the "Hourly Rate of Pay" field the basic hourly rate for the employee's classification. Check for rounding errors when the difference is less than a penny.

VAL_2a. Validates Overtime Hourly Rate entered in blue field exists – This validation checks that the declared hourly overtime (OT) rate of pay exist if OT hours are worked. *Default/Recommended settings are Yes/Notice/Enforce.*

The stated, "Hourly overtime rate (blue field) must have a value if overtime is worked. VAL_2a.

VAL_2b. Validates Overtime Hourly Rate entered in blue field is sufficient – This validation checks that the declared hourly overtime (OT) rate of pay is greater than or equal to the OT prevailing wage. *Default/Recommended settings are Yes/Notice/Enforce.*

The Overtime Rate entered in the Hourly Overtime Rate (blue) field is less than $##. ## the wage determination for this craft. VAL_2b Correction Tip: The value entered in this field should be at least 1 1/2 times the basic hourly rate. Check for rounding errors when the difference is less than a penny.

VAL_2c. Validates the Total Overtime Hourly Rate entered is sufficient – This validation checks that the declared total hourly overtime (OT) rate of pay exist if OT hours are worked (OT hourly + Fringes). *Default/Recommended settings are Yes/Notice/Enforce.*

The overtime rate paid ($##. ##) is less than $##. ## The wage determination for this craft. VAL_2c

VAL_3a. Validates Double Time Hourly Rate entered in blue field exists – This validation checks that the declared double time hourly (DT) rate of pay exist if DT hours are worked. *Default/Recommended settings are Yes/Notice/Enforce where double time applies.*

Double time was worked; please enter double time wage rate in the blue Double OT field at the top of the form. VAL_3a

VAL_3b. Validates Double Time Rate entered in blue field sufficient – This validation checks that the declared hourly double time (DT) rate of pay is greater than or equal to the DT prevailing wage. *Default/Recommended settings are Yes/Notice/Enforce where double time applies.*

The doubletime rate entered in the Hourly Doubletime Rate (blue) field is less than $##. ## the wage determination for this craft. VAL_3b Correction Tip: The value entered in this field should be at least 2 times the basic hourly rate. Check for rounding errors when the difference is less than a penny.

VAL_3c. Validates the Total Double Time Hourly Rate entered is sufficient – This validation checks that the declared total hourly double time (DT) rate of pay exist if DT hours are worked (DT hourly + Fringes). *Default/Recommended settings are Yes/Notice/Enforce where double time applies.*

The Doubletime Rate paid ($##. ##) is less than $##. ## the wage determination for this craft. VAL_3c

VAL_4. Validates Training Contributions – This validation checks the amount of training funds contributed against the current training rates published. *Default/Recommended settings are Yes/Notice/Enforce **for California and any other jurisdiction that has a mandatory training contribution**, otherwise set at No.*

The value entered in the "Training" field above does not match the training contribution determined for this classification. VAL_4. Correction Tip: The value entered in the training field contribution field should be $##. ## times the total number of hours worked. Check for rounding errors when the difference is less than a penny.

VAL_5. Validates Total Hourly Rate (basic plus fringes) – This validation checks that the Total Hourly Rate (THR) is actually paid by dividing the amount paid plus the fringe benefits paid by the hours worked. The equation takes into account OT and DT hours worked and fringe benefits paid or contributed. *Default/Recommended settings are Yes/Notice/Enforce.*

The Total Hourly Rate paid ($##. ##) is less than $##. ## the wage determination for this craft. VAL_5

VAL_6. Validates Basic Hourly Rate – This validation checks that the BHR is actually paid by dividing the amount paid by the hours worked. The equation takes into account OT and DT hours worked and fringe benefits paid or contributed. *Default/Recommended settings are Yes/Notice/Enforce **for California and No for Davis Bacon.***

The Basic Hourly Rate paid ($##. ##) is less than $##.) the wage determination for this craft. VAL_6. Please review the setting of the Voluntary Contributions Included in Gross Emp. Pay check box.

VAL_7. Validates Gross Pay All Projects has a value – This validation checks that the gross pay all projects amount has been entered. *Default No/Warning/Alert (meaning Default-Off), Recommended setting is Yes/Notice/Enforce.*

The "Gross Pay All Projects" field must have a value. VAL_7

VAL_8. Validates Paycheck Amount has a value – This validation checks that paycheck field has a value. Zero is acceptable Null is not. *Default/Recommended setting is Yes/Notice/Enforce.*

The "Paycheck Amount" field must have a value. VAL_8

VAL_9. Validates Employee Net Pay – This validation checks that the Paycheck Amount (Net pay) is equal to Gross Pay All Projects <u>minus</u> Total Deductions <u>plus</u> travel/subsistence (if any) <u>equals</u> the paycheck amount entered. *Default – Off Recommended setting is Yes/Notice/Enforce.*

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

VAL_10. Validates Minimum Wage

This validation checks that the Basic Hourly Rate (BHR) is at least the minimum wage. *Default/Recommended setting is Yes/Notice/Enforce. ***Note: you can set the minimum wage for your location under Set Up and choose Add/Edit Minimum Wage.***

The hourly rate paid ($##. ##) is less than the minimum wage ($##. ##). VAL_10

VAL_11a. Validates Standard Hours Worked per day on one record.

This validation checks that the sum of all standard hours per day for one record is greater than the amount specified in the prevailing wage list. If this condition is true, a notice is created. Both Validation VAL_11a and VAL_11b are comparing actual hours worked against standard work hours as specified in the Prevailing Wage data for VAL_11a and 8 hours for VAL_11b. If you require overtime based on the time worked per day, then the *Default/Recommended setting is Yes/Notice/Enforce.*

Regular time hours cannot be more than 8 per day. VAL_11a.

VAL_11b. Validates S u m o f a l l S t a n d a r d H o u r s Worked p e r d a y a c r o s s a l l r e c o r d s e n t e r e d .

This validation checks that the sum of all standard hours worked per day for all craft/classification records submitted and **for all projects submitted** is greater than 8 hours if it is it will create a notice message. A message like the one below will appear showing the other records that are link to the current one which together are creating the Notice from those agencies that require overtime on a daily basis. *Default Yes/Warning/Alert; Recommended Setting is Yes/Notice/ Enforce **for California or any other State or local laws requiring OT after, say 8 or 10 hours, no for Davis-Bacon projects.***

The sum of all standard hours worked by an employee (Slips employee name in here) should be less than or equal to 8.0000 hours. VAL_11b.

*NOTE on VAL_11b. There are 3 different locations within the system to make sure that the OT is paid after this set # of hours. The first is the Contractor Setup Form (see **Add/Edit Contractors**), second is against the number entered under the Department Settings (see **Department Settings**), and the last place is in the Prevailing Wage Data per project (see **Prevailing Wage Setup**).

VAL_12. Validates work any day more than 12 hours and no 2x OT hours (California state law)

This validation checks if employee worked more than ## hours per day as Standard Time plus Overtime which the total does not exceed ## hours. Note the 12-hour period is adjustable as a global background setting as well as per Department if using Departments. (See **Department Settings**) *Default/Recommended setting is Yes/Notice/Enforce **There are some unusual exceptions to this rule in California. NOTE: Any account outside the state of California will not see this validation setting***

VAL_12b. For accounts *Outside of California* and those within the state that have that particular type of account. Same notice as shown below, only the 12.00 hours is replaced with the number from the Department Settings "Standard Hours per Day" field, which you may set to the number required by your law. *Default – off – Please follow the guidelines for your laws*

Cannot work more than 12.00 hours any day and not work double time hours (State Law). VAL_12

VAL_13. Validates Gross Pay this Project

This validation checks that the Stated Hours times the Stated Rate equals Gross Pay This Project. (Overtime is also included in calculation). *Checking: "Voluntary Contributions Included in Gross Emp. Pay"⁻ affects this validation. If checked, voluntary contribution pension and medical are set to zero for validation purposes since the value for those variables is included in gross employee pay. Default/Recommended setting is Yes/Notice/Enforce.*

The hours worked times the wage rates stated in the blue fields ($##. ##) does not match the "Gross Employee Pay This Project + Voluntary Medical and Voluntary Pension" amount ($###. ##). (If Voluntary Contributions are in Gross Employee Pay, they are not double counted) VAL_13. Please review the setting of the Voluntary Contributions Included in Gross Emp Pay check box.

VAL_14. Validate if Saturday Hours Worked and no OT hours reported

This validation rule checks for OT on Saturday. This is regardless if the employee has worked a 40-hour week or not. *Default setting is Yes/Notice/Enforce – Please follow the guidelines for your project.*

Warning: Hours worked on Saturday that are not overtime. VAL_14.

VAL_16. Validate if Sunday hours worked and no OT hours reported.

This validation checks for OT on Sunday. This is regardless if the employee has worked a 40-hour week or not.

Default setting is Yes/Notice/Enforce – Please follow the guidelines for your project.

Warning: Hours worked on Sunday that are not overtime. VAL_16.

VAL_17. Validates Gross Pay All Projects is larger than Gross Pay This Project.

This validation checks if the All Projects amounts is greater than or equal to the This Project amount. *Default/ Recommended setting is Yes/Notice/Enforce.*

The value entered in the field "Gross Pay All Projects" should be greater or equal to the value entered in the field "Gross Pay + Wages Paid in Lieu of Fringes". VAL_17.

VAL_18. Checks that an Employee Standard Time is <=40 hours.

This validation checks that the sum of all standard hours worked for all classifications and if OT has not been paid after working 40 hours in one week. A message like the one below will appear showing the other records that are linked to the current one which together are creating the Notice. *Default – Off, Recommended is Yes/Notice/Enforce.*

Cannot work more than 40.000 Regular hours per week. Check that overtime/double-time hours are posted in the proper row, not combined and entered in regular row. VAL_18.

*NOTE on VAL_18. The 40 hours number can be changed under the Department Settings (see **Department Settings**)

Important NOTE: VAL_19a and VAL_19b are mutually exclusive and only one should be on.

VAL_19a. Checks that the overtime pay rate stated is greater than (=>) 1.5*basic hourly rate if 1.5 OT is worked.

This validation checks that the value the contractor entered in the OT hourly field is at least 1.5* the value in the hourly rate of pay field if overtime is worked. *Default – off – Please follow the guidelines for your project.*

The state "Hourly overtime rate" must be at least 1.5 times the stated "Hourly rate of pay" if overtime is worked. VAL_19a.

VAL_19b. Checks that the overtime pay rate stated is greater than or equal to (=>) 1.5 x (basic hourly rate + cash rate in lieu of fringes) if 1.5 OT is worked.

This validation checks that the value the contractor entered in the overtime hourly field is equal to the hourly rate of pay <u>Plus</u> the cash rate in lieu <u>x</u> 1.5 or greater. *Default – off – Please follow the guidelines for your project.*

The stated "Hourly overtime rate" must be at least 1.5 times the stated "Hourly rate of pay" plus "Rate Paid in Lieu of Fringes" if overtime is worked. VAL_19b.

*Special VAL_20a and VAL_20b are mutually exclusive and only one should be on.

VAL_20a. Checks that the double time pay rate stated is greater than (=>) 2.0*basic hourly rate if 2.0OT is worked.

This validation checks that the value the contractor entered in the double time hourly field is at least 2.0* the value in the hourly rate of pay field if double time is worked. *Default – off – Please follow the guidelines for your project.*

The state "Hourly double time rate" must be at least 2.0 times the stated "Hourly rate of pay" if double time is worked. VAL_20a.

VAL_20b. Checks that the double time pay rate stated is greater than or equal to (=>) 2.0 x (basic hourly rate + cash rate in lieu of fringes) if 2.0OT is worked.

This validation checks that the value the contractor entered in the double time hourly field is equal to the *hourly rate of pay* <u>Plus</u> the cash rate in lieu <u>x</u> *2.0 or greater. Default – off – Please follow the guidelines for your project.*

The stated "Hourly overtime rate" must be at least 2.0 times the stated "Hourly rate of pay" plus "Rate Paid in Lieu of Fringes" if overtime is worked. VAL_19b.

VAL_21. Checks that the apprentices have been approved.

This validation checks to make sure an Apprentice has been approved by the Administrator before a Contractor can certify the very first payroll submitted for the employee. It is a way to safeguard that all Apprentices have indeed been checked to be true Apprentices. While separate settings and setup it goes hand-in-hand with the requiring of Apprentice Certifications in eDocuments. *Default – off – Please follow the guidelines for your project.*

You must receive approval of the employee LAST NAME, FIRST NAME as an apprentice to submit certified payroll records. Please contact the labor compliance officer for the project. Go to PROJECTS and SHOW INFO next to the project. VAL_21.

*NOTE: the system will actually place the employees name into the notice Last Name, First Name.

VAL_22. Checks that the Basic Hourly Rate in the database is sufficient.

This validation is mainly used as a way for LCPtracker Development Team to do some testing on specific accounts if needed. LCPtracker requests that this setting initially be set to No and our programmers can then turn on if needed. *Default/Recommended – Off. If it is turned on, the contractor will see the following notice*

Validation was not performed for this record. The wage determination for this classification shows a Basic Hourly Rate of zero (0). You may need to create an override record for this classification. If this is an apprentice, the data is currently not in the database. The payroll determination for this apprentice will be added within 24 hours. Please check back tomorrow and resave this payroll record. If this record does not validate after you resave please contact LCPtracker at (714)669-0052. VAL_22

VAL_23. Checks that the Total Hourly Rate in the database is sufficient.

This validation is another check to make sure that the THR (Total Hourly Rate) has been met to what is in the background wage table for the project's Prevailing Wage. This validation does not have the same complexity in checks that the other Total Hourly Rate (VAL_5) contains. One example being that it does not take into account Voluntary Contributions. All of the fields in the Fringe section are added together and then the total is divided by the number of hours worked. The resulting number is then added to the

number in the field for the BHR (Basic Hourly Rate) and that final number is what the system uses as the THR. *Default – off – Recommended setting is Yes/Notice/Enforce.*

The Total Hourly Rate (Basic Hourly Rate plus rate of fringes paid). ##. ## is less than the prevailing wage rate ##. ##. VAL_23

VAL_24. Checks that the Sunday hours worked are at double time.

This validation checks for double time paid on Sunday. This is regardless of employee has worked a 40 hour work week or not. *Default – off – Please follow the guidelines for your project.*

Sunday hours worked should be double time. VAL_24.

VAL_25. Checks that the Total Deductions equal the sum of the deductions entered.

This validation is a simple math check, which now is aided by auto-calculation of deductions by LCPtracker. Default – Off, Recommended setting is Yes/Notice/Enforce.

Total Deductions does not equal the sum of deduction values entered. VAL_25

Important NOTE: *VAL_26 and 26b are **exclusively for accounts within the state of California** or accounts using combined **Davis Bacon /California Rates**.*

VAL_26. Sets apprentice "No Determination Found" as a Notice or Warning

This validation will check that the Apprentice classification chosen by the contractor for their employee exists in the system. *Default – Yes/Warning/Alert, Recommended setting is Yes/Notice/Enforce.*

The apprentice you entered is not currently in our database. LCPtracker Data Wage staff has been automatically notified and we will enter the apprentice data as quickly as possible. Gathering and entering the data may only be 1 or 2 days or can take as long as 4 to 6 weeks depending on how fast the Division of Apprenticeship Standards (DAS) takes to provide the apprentice wage data. If you have the DAS rate sheet for your apprentice please forward this to LCPtracker (fax 562-684-0145, Attn: Apprentice Date). Sorry for any inconvenience this may have caused you. IF THIS MESSAGE SHOWS AS A WARNING, YOU CAN CONTINUED TO SUBMIT YOUR CERTIFIED PAYROLL. THE WARNING WILL NOT STOP YOU FROM SUBMITTING THE CERTIFICATION. IF THE MESSAGE SHOWS AS A NOTICE, YOU NEED TO WAIT UNITL THE DATA IS ENTERED BY LCPtracker. VAL_26

VAL_26b. Sets Journeyman "No Determination Found" as a Notice or Warning

This validation will check that Journeyman classification chosen by the contractor for their employee exists in the system. Default – Yes/Warning/Alert, Recommended setting is Yes/Notice/Enforce.

The Journeyman 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. VAL_26

VAL_27 Validates for Work Order ID in payroll record when project requires Work Orders

This validation will check that any uploaded payrolls include work orders, when work orders are associated with a project. *Default/Recommended setting is Yes/Notice/Enforce.*

A Work Order must be selected. VAL_27

VAL_28. **Checks that the health insurance paid meets the required percentage**.

This is a validation created as a custom item for a specific client. If Contractors do not pay the appropriate amount of Fringe Benefits, they can be required by their Administrator to pay a certain percentage of their Base Hourly Rate to go toward Health Insurance Costs for each employee. The percentage must be set in the Department settings for this rule to work correctly (see **Department settings)**. *Default – off – Please follow the guidelines for your project.*

Hourly rate does not cover required health insurance for unapproved health insurance plans. The deficit is "##. ##" per hour. VAL_28

VAL_29. Checks that the I9 Form has been verified for the employee.

If Contractors do check off a box for each qualifying employee that states, "I certify that this employee is I9 verified", the system will not allow the Contractor to submit payrolls for this employee.

This validation *requires* a date to which to start the enforcement, and any employee hired after this date must be I9 verified. The default date in the system is 01/01/2010. If you wish to use a different date, please contact LCPtracker to set the date for your system. The Date Hired for employees must also be required. *Default – off – Please follow the guidelines for your project.*

I9 Form verification needs to be validated, but, it cannot be validated until a Hire Date is entered for this employee. To enter a Hire Date go to Setup>Add/Edit Employee > Select employee> Enter Date Hired > Click on Save. VAL_29

VAL_30. Checks that there are 'Other Deduction' notes when a value is entered in the 'Other Deductions' field.

This validation will require the contractor to enter explanation as to what the 'Other Deductions' are on the payroll records. Anything entered into this note field are included in the notes on the Statement of Certification/Compliance (SOC) part of the CPR and also appear as part of the employee record in the Certified Payroll Report (CPR). *Default – Off, Recommended setting is Yes/Notice/Enforce.*

There are other deductions entered but no notes describing them. VAL_30 Correction Tip: Enter notes in the "Other Deduction Notes" field.

Data Integrity Rules Validations 31 through 42 *are put in place mainly to prevent CPR's that are uploaded from being able to be certified without proper information in place. Due to simplicity of we will not show what contractors see.*

VAL_31. Checks that craft and classifications are not equal to "Not Available".

This function will force contractors to resolve upload error issues. Typically they have not set up craft match function for data uploads. *Default – Yes/Warning/Alert, Recommended setting is Yes/Notice/Enforce.*

VAL_32. Checks that employee's first name has been entered.

This is a required field for manual entry and the validation will check for any employees created by upload that may not have this value. *Default – Off, Recommended setting is Yes/Notice/Enforce.*

VAL_33. Checks that the employee's last name has been entered.

This is a required field for manual entry and the validation will check for any employees created by upload that may not have this value. *Default – Off, Recommended setting is Yes/Notice/Enforce.*

VAL_34. Checks that employee's street address has been entered.

This is a required field for manual entry and the validation will check for any employees created by upload that may not have this value. *Default – Off, Recommended setting is Yes/Notice/Enforce.*

VAL_35. Checks that employee's city has been entered.

This is a required field for manual entry and the validation will check for any employees created by upload that may not have this value. *Default – Off, Recommended setting is Yes/Notice/Enforce.*

VAL_36. Checks that employee's state has been entered.

This is a required field for manual entry and the validation will check for any employees created by upload that may not have this value. *Default – Off, Recommended setting is Yes/Notice/Enforce.*

VAL_37. Checks that employee's ZIP code has been entered.

This is a required field for manual entry and the validation will check for any employees created by upload that may not have this value. *Default – Off, Recommended setting is Yes/Notice/Enforce.*

VAL_38. Checks that employee's gender has been entered.

This may be a required field for manual entry and the validation will check for any employees created by upload that may not have this value. *Default – Off, Recommended setting is Yes/Notice/Enforce.*

VAL_39. Checks that employee's ethnicity has been entered.

This may be a required field for manual entry and the validation will check for any employees created by upload that may not have this value. *Default – Off, Recommended setting is Yes/Notice/Enforce.*

VAL_40. Checks that employee date hired has been entered.

This may be a required field for manual entry and the validation will check for any employees created by upload that may not have this value. *Default – Off, Recommended setting is Yes/Notice/Enforce,* ***especially if you have turned on***

VAL_41. Checks that employee phone number has been entered.

This may be a required field for manual entry and the validation will check for any employees created by upload that may not have this value. *Default – off – Please follow the guidelines for your project.*

VAL_42. Checks that employee ID has been entered.

This may be a required field for manual entry and the validation will check for any employees created by upload that may not have this value. *Default – Off, Recommended setting is Yes/Notice/Enforce.*

NOTE: *43, 44 and 45 are mutually exclusive and only* <u>*one*</u> *should be turned on. Please discuss this with your LCPtracker Project Manager. If the App_setting, that only LCPtracker staff can access, is turned ON then none of these three should be turned on. These* **settings do NOT influence how much of the SSN will** *show on every Certified Payroll* (see **Department Settings**).

VAL_43. Checks that SSN is not entered. SSN field must be blank.

This validation will not allow any SSN to be entered for any employee. *Default – off, no recommended setting.*

The employee SSN field should be blank. VAL_43.

VAL_44. Checks that SSN is not entered and in the proper format (###-##-####).

This validation requires that the entire SSN must be entered for each employee. This may be a required field and rule for manual entry and the validation will check for any employees created by upload that may not have this value.

Default – Off, Recommended setting is Yes/Notice/Enforce

The employee SSN field cannot be blank. It also has to be entered in the right format. VAL_44.

VAL_45. Checks that SSN has been entered in the format xxx-xx-####

This validation checks that only the last 4 digits of each employee's SSN can be entered. This may be a required field and rule for manual entry and the validation will check for any employees created by upload that may not have this value. *Default – off, no recommended setting.*

The employee SSN field cannot be blank. It also has to be entered in the format XXX-XX-#### or 000-00-#### where ### represents the last four digits of the SSN. VAL_45.

VAL_46. Checks that the Employee's Driver License Information, including state or issue has been provided.

Default – off, no recommended setting. **Only available for specific accounts, please discuss with LCPtracker if you do not see under your validation settings and wish to require.**

Driver license information is missing for the employee. VAL_46.

VAL_47. Checks that the contractor's Local Business License has been entered.

This validation will check that in the Company Information page has information entered in the Local Business (City) License field. *Default – off, no recommended setting.*

Contractor's Local Business License is required. Please go to the Company Information form under the Set Up tab and enter your Local Business License. VAL_47.

VAL_48. If Daily Log is enabled, it checks that an employee report total hours match those in the Daily Log.

This Validation compares the total hours being entered on a payroll record to what was reported on the Daily Log for each employee. *Default – off, no recommended setting.*

Employee's reported total payroll hours (##.##) are less than those entered in the Daily Log (##.##) for the reported Craft and Journey Level. Go to the Notices Tab to reconcile this discrepancy. VAL_48

VAL_49. If Daily Log is enabled, it checks that an employee reported in certified payroll are also reported in the Daily Log.

This Validation compares the employee being reported on the payroll record to what was submitted on the Daily Log and if the employee being reported on the payroll was not on the Daily Log, Contractor will receive a notice and have to edit or add note as to why. *Default – off, no recommended setting.*

A daily log has not been submitted for one or more days worked. Go to the Notices Tab to reconcile this discrepancy. VAL_49

VAL_50. Checks that wards, geographic areas, and congressional and state districts are entered in Contractors Employee setup screen.

In order for this validation to be on, Administrator must set up wards, geographic areas and/or congressional and state districts. Administrators can choose to do the employee assignment under Admin>Edit Employee, or if you wish Contractors to assign areas to their own employees during set up, turn this validation on. *Default – off, no recommended setting.*

This employee has not been assigned a ward, geographic area, or congressional or state senate district. VAL_50

VAL_51. If Daily Log is enabled, it Checks that an employee reported as an apprentice in the Daily Log is also reported as an apprentice in the CPR and vice versa.

This Validation will check that if an employee is being reported on payroll as an apprentice that they were also reported on Daily Log as an apprentice and vice versa. *Default – off, no recommended setting.*

This employee was reported as an apprentice in the Daily Log but not in the CPR or vice versa. Go to the Notices Tab to reconcile this discrepancy. VAL_51.

VAL_52. Checks that check amount is greater than the total deductions for employee.

This is a simple math check and is place to flag Administrators to make them aware of this rate situation occurring.

Default – off, no recommended setting.

Total deductions are greater than check amount. VAL_52

VAL_53. Checks that Craft/Classification is craft-matched.

This is a setting that should be turned on for certain dual-funded projects. *Your Project Manager with LCPtracker can assist you in determining if this setting applies to your account*. *Default – off, no recommended setting.*

VAL_54. Checks that Craft/Classification are entered.

This Validation is *for LCPcertified only* as of this publication. Default – Off, no recommended setting.

VAL_55. If Daily Log is enabled, this will validate that the Craft/Classification chosen on the CPR (Payroll Record) matches the Craft/Classification on the Daily Report.

Default – off, no recommended setting

The Craft/Classification chosen on the CPR does not match the Craft/Classification on the Daily Report. Go to the Notices Tab to reconcile this discrepancy. VAL_55.

VAL_56. Checks that amount in the Wages Paid in Lieu of Fringes field is equal to the value in the Rate in lieu multiplied by hours entered on the payroll record.

Default – Default/Recommended settings are Yes/Notice/Enforce

The total hours worked times the Rate in Lieu of Fringes $###.## is not equal to the Wages Paid in Lieu of Fringes $###.##. VAL_56

VAL_57. If Daily Log is enabled, this will validate that the hours reported on the Payroll (CPR) match what was submitted on the Daily Log.

Default – off, no recommended setting

Hours on the Daily Logs need to match the hours on the CPR for (system inserts date(s) of concern). Go to the Notices Tab to reconcile this discrepancy. VAL_57

CHANGE PASSWORD

You can change your password at any time. You must follow the password rules – more than 6 characters, less than 20, must contain at least one capital letter and one lowercase letter. LCPtracker recommends that you create a password with the following characteristics – at least 8 characters long, contains at least one uppercase and one lowercase letter, one digit (0-9) and one special character (@#$%^&+=).

Change Password

Use this form to change your existing 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:
FULLADMIN@LCP.COM

New password: Repeat password:

Clear Form   Cancel   Save Password

I will try later. Log out

NOTE:
LCPTRACKER RECOMMENDS THAT YOU CREATE A PASSWORD WITH THE FOLLOWING CHARACTERISTICS:
- At least 8 characters long
- Contains at least one lower-case letter, one upper-case letter, one digit (0-9), and one special character like @#$%^&+=

CLIENT INFORMATION

Under the Set Up navigation tab, select Client Information. This should be the Main Administrator or Contact for the account/agency. This should be updated if you have an internal change. The data is used on standard letters and reports in the system. Enter the Organization data and click Save. This data is used to auto-populate your letters in the document and letters module.

Edit Organization / Client Information

Org. / Client Name	STACEY– DEMO ACCOUNT
Contact	Stacey L. Doll
E-mail	sdoll@lcptracker.com
Phone	714-669-0052 Fax
Address 1	200 E. Chapman Avenue
Address 2	PO Box 187
City	Orange
State	CA Zip 92856

Record Saved.

Cancel   Save

ADD/EDIT GEOGRAPHIC AREAS

As the Administrating Agency is it possible to track your subcontractor's employees by Ward, Community Area, Congressional District or Senate District. If you choose *not* to track this information, continue to the next section – Prevailing Wage Setup.

Areas designation is independent of other boundaries, and assigned in a separate process. Currently all users of this feature have chosen manual assignment by the administrator. The reasons for this choice are –
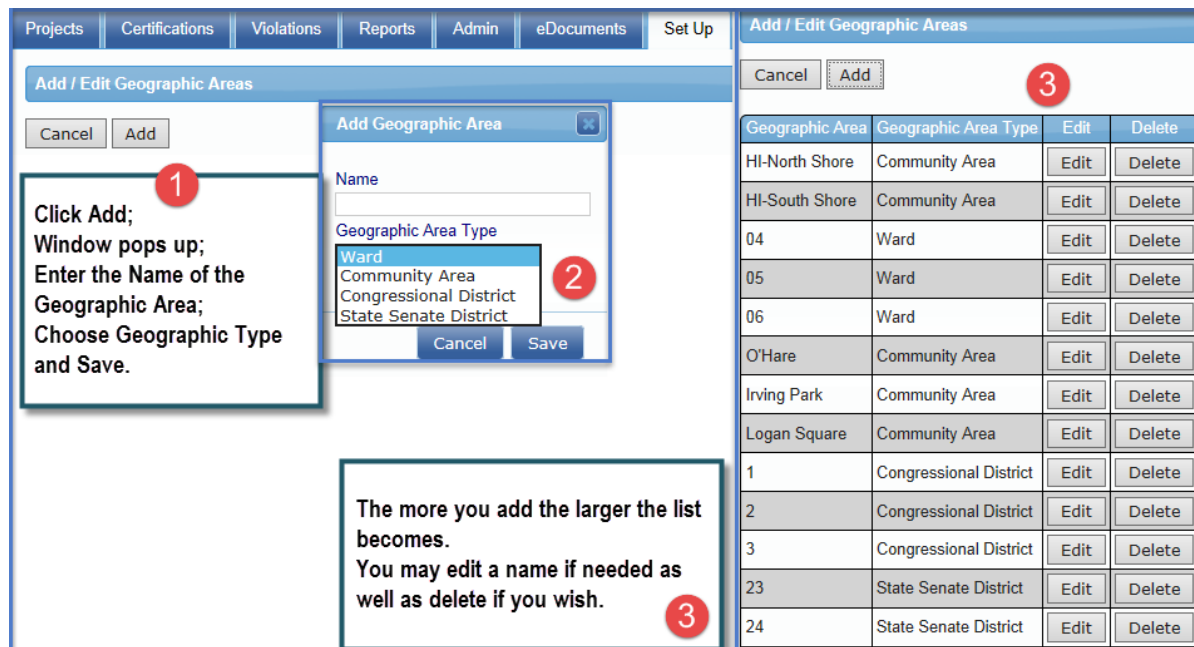
* ❖ Accuracy of assignment, they did not trust the contractor to make an accurate assignment.
* ❖ Use of GIS interface, the GIS staff did not support such an interface because
  * ➢ In-accuracies in address definition would not work with the GIS system; and
  * ➢ Cost to build such an interface.
* ❖ Accuracy of assignment, they did not trust the contractor to make an accurate assignment.
* ❖ Alternative approaches to assign ward/district to employees.
* ❖ A GIS interface if a GIS system is available with the specified boundaries defined could reduce (but not eliminate) the manual setting of ward/district on the employee setup screen.
* ❖ Require the contractor to enter the ward/district information.

    Ward/District information are used for
* ❖ EEO report is currently the only report using the information.
* ❖ New report to count employees, hours worked, amount paid by ward/district.

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 and click on Add/Edit Geographic Areas, choose to Add, enter the Name of your Geographic Area, choose the Type and Save. Enter as many as needed.

NOTE that if you wish to allow your Contractor / Subcontractors to designate their employees themselves, once you have complete the above steps, you will need to turn on Validation 50 either to Yes/Notice/Enforce or Yes/Warning/Alert in order for them to see in their Employee setup screen.

LCPtracker has two databases to reference prevailing wages. One database is for the State of California prevailing wages, which are maintained by LCPtracker. The other database is for all other prevailing wage information.

When an account is created in LCPtracker, it is customary that the Initial wage set be entered as part of your contract with LCPtracker. Our Data Wage Team will set up your Jurisdiction, Location (County), Construction Type, General Decision, Modification and enter all the wages based on what you have given to LCPtracker.

While some Agencies may choose to pay LCPtracker for continued data entry of new or additional information, most Administrators take over the procedure.

Note*:* Think of a Jurisdiction as the way to tell the 'backend' what rates to look at when checking your subs payrolls. While some Agencies may have only one Jurisdiction, others may have more than one. When your account is created the Jurisdiction name was created to be the Agency's Account name within LCPtracker, and your wages may just be the DOL (Department of Labor) wages and requirements.

Some have what are called "Dually Funded" projects. The system must check against *two sets of rules and two sets of wages*, perhaps DOL (Department of Labor) as well as a state, city or perhaps even a local living wage requirement.

Jurisdiction and Location are LCPtracker settings only. After your account, initial setup if you need an additional Jurisdiction and/or Location please fill out the request form that is included at the end of this document. The request form itself is also available under your User Portal>eTraining>scroll to Administrator Support Documents and look for the Title – *Location (or Jurisdiction) Request Form*.

We are going to walk you through the process of copying a Master to make a new Master as well as how to add Additional Crafts, such as Apprentices directly to project wage data.

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

Making a New Master

The first step is to check the Master that is in the system. To do this, go to the Reports>under Special Reports section and run the Master Wage Data Report (see *sample below*). You can compare what is in the system to what you need for a new Decision or Modification, etc., and note what needs to be updated when you create your new Master!

Jurisdiction: OREGON

Master Wage Data Report shows you the Jurisdiction, Location, Construction Type as well as the Craft /Classification, Wage Decision, etc.

Location: OR - LANE

Type: Highway

Craft	Classification	Wage Decision	Issue Date Expire Date Pub. Date	Mod	Basic Rate	Fringes	Total Rate	OT Rate	DT Rate	Training Rate	Std Day
AIR TRACK OPERATOR	AIR TRACK OPERATOR	OR_LANE-2014	1/1/2014 1/1/2100 1/1/2014	0	32.550	19.550	52.100	48.825	65.100	0.000	8
ASPHALT	CONCRETE/CRUSHER PLANT-ON SITE	OR_LANE-2014	1/1/2014 1/1/2100 1/1/2014	0	39.520	22.400	61.920	59.280	79.040	0.000	8
ASPHALT RAKER	ASPHALT RAKER	OR_LANE-2014	1/1/2014 1/1/2100 1/1/2014	0	32.050	19.550	51.600	48.075	64.100	0.000	8
BACKHOE/FRONT-END LOADER	BACKHOE/FRONT-END LOADER	OR_LANE-2014	1/1/2014 1/1/2100 1/1/2014	0	41.490	22.400	63.890	62.235	82.980	0.000	8
BACKHOE/FRONT-END LOADER	BACKHOE/FRONT-END LOADER	OR_LANE-2014	1/1/2014 1/1/2100 1/1/2014	0	42.270	22.400	64.670	63.405	84.540	0.000	8
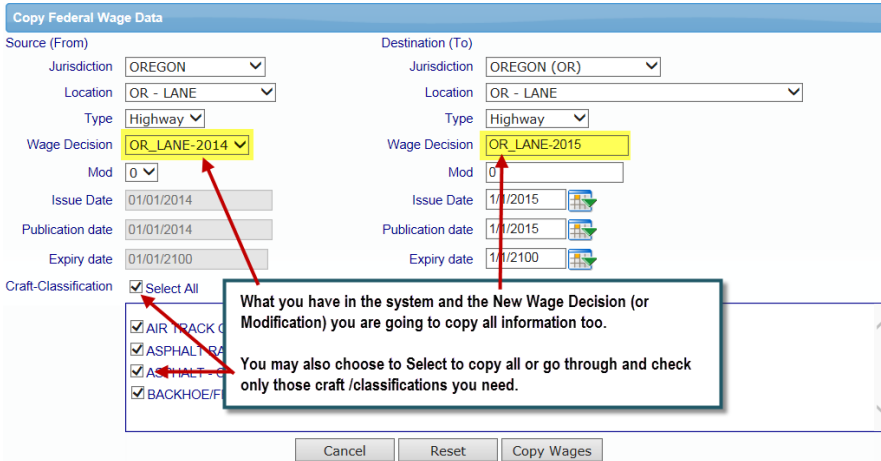
Copying Master to Master

To make a new master - Under your Set Up navigation tab, choose the Prevailing Wage Setup then choose copy Master to Master.
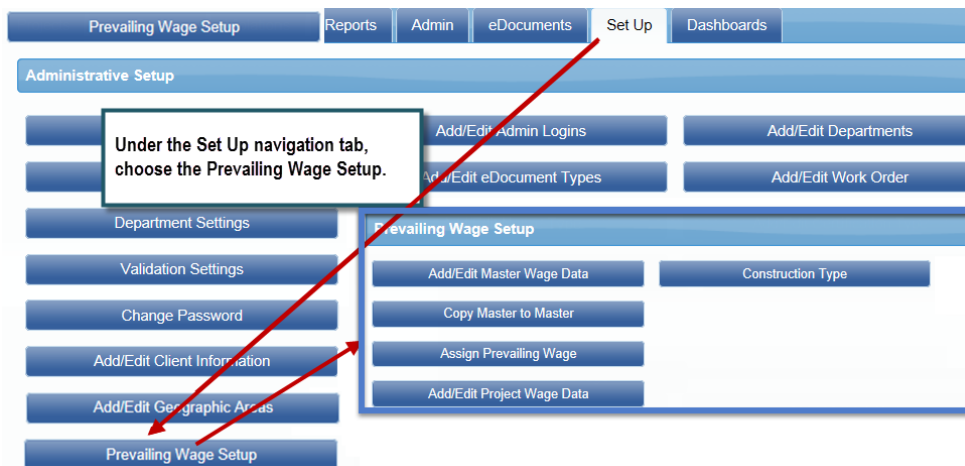
On the left side, choose the master information you want to copy, this will be your *from.* On the right side, you choose from the drop downs provided and enter the remaining fields with the appropriate information. This is where you copy the copy '***to'***. Using the copy master-to-master feature you are creating a new wage decision as shown in the example below.
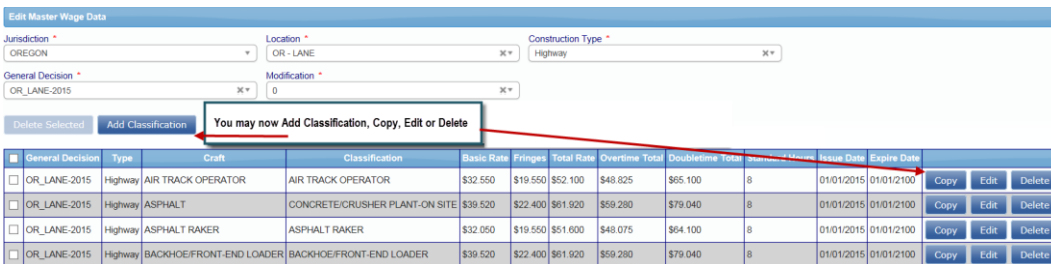
Remember- If you need a new Jurisdiction and/or Location you will need to fill out the request form- "**Location (or Jurisdiction) Request Form"** first. After you complete the form, send it to our Support team. Support then will take the required steps to have the new Jurisdiction/Location added for you, once complete, you will then be able to see the new Jurisdiction and/or location under your "Destination (To)" list.

Once you have clicked "copy wages", be sure you receive the following message "Wage data copied successfully". This will be your indication that another master has been created/copied successfully.

Add/Edit/Delete Master Wage Data

Now, that you have copied from one master to another, you can go back and Add or Edit 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.

Adding - Option 1 – Here you can add to the new master you just created, by clicking on the Add/Edit Master Wage Data button. Then choose the Jurisdiction, Location, Construction Type, General Decision and Modification you just created and the system will automatically populate the information for you.

Now, 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. 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". Repeating these steps as many times as necessary until you are finished.
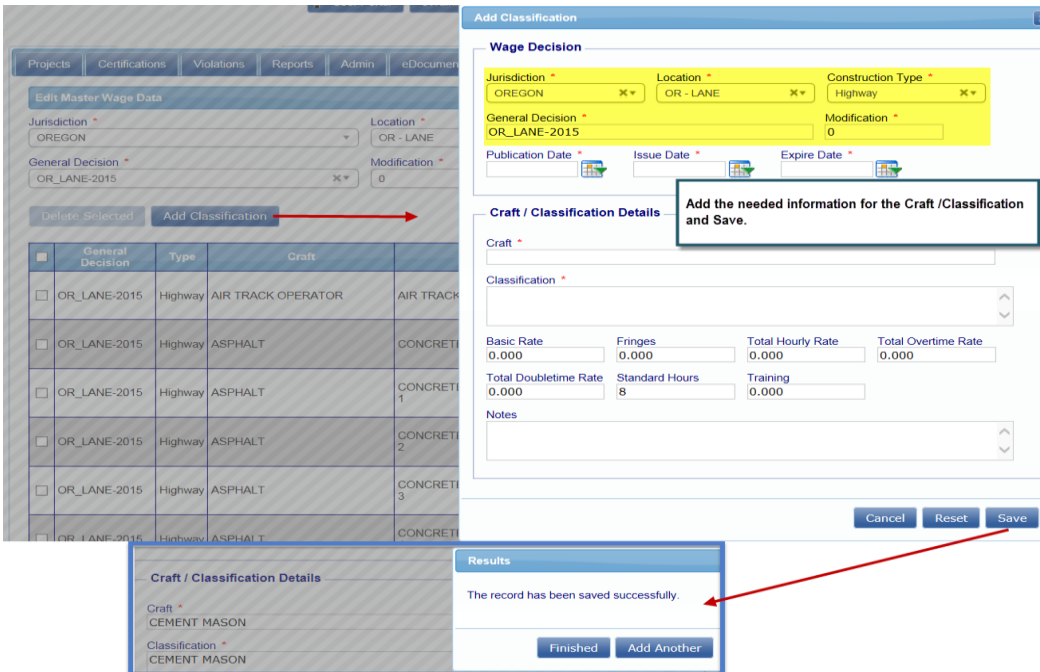
Add – Option 2 – This is another example of how you can add or edit your master wage data you created, however *option one* is more beneficial and much simpler to use.

In the same, screen as in option one, click the Add Classification button. You will then see a window pop-up, from here, you will choose the same information as before, *Jurisdiction, Location, Construction Type but the **remaining fields must be entered manually by you.*** Please keep in mind entering information manually there is *the opportunity for typos, which is only if you are trying to add to an already existing Master/General Decision and/or modification.*

EDIT

To edit the new master, go into the Add/Edit Master Wage Data button. Choose the Jurisdiction, Location, Construction Type, General Decision and Modification from what you created and the system will automatically populate, locate the information you need to edit, click on the Edit which is on the far right of your screen, then enter the necessary information and hit save. Be sure that the system tells you that you *Saved Successfully*.

Delete

To delete from a new Master, go into the Add / Edit Master Wage Data screen from the setup tab. Choose the Jurisdiction, Location, Construction Type, General Decision and Modification you just created and the system will automatically populate. You may choose to delete All, Several, or Individual craft /classifications.

PROJECT WAGE DATA

Each project entered into LCPtracker Professional 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 DOL (Department of Labor), 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.

Assigning Wages to a Project

Once the correct Master Wage Data has been added to system, either by LCPtracker or by your own agency/company, the wages can then be assigned to a Project.

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

The first is in the Add/Edit Project screen in the Set Up Tab:
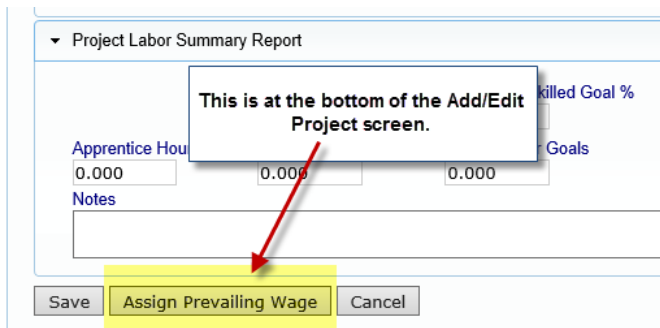
The second place is in the Prevailing Wage Setup section:

To do this you will click on the "Assign Prevailing Wage" button (Set Up Tab >> Prevailing Wage Setup >> Assign Prevailing Wage)

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

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 "Add Classification", if you so choose, scroll until you find the craft/classification you need, Copy, Edit or Delete whatever is/not necessary.
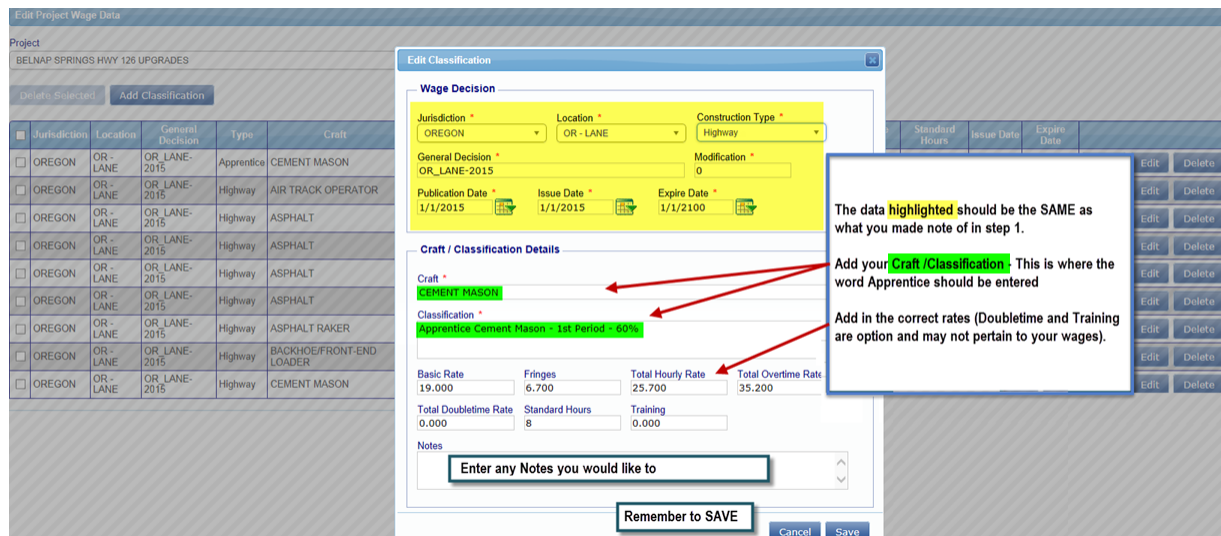
You may want to make note of the Jurisdiction, Location, General Decision, and Modification (click on Edit for the Modification number) ; as well as the Publication, Issue and Expiration Dates so you have that information for step two.

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.

If you need to add, manually enter in the Craft, Classification & wages (Doubletime, Training and the Notes section are optional and may not apply). Note- If you are entering an Apprentice, make sure to put **the word _"Apprentice" in the Classification field_**. It is ALSO acceptable to put the word "Apprentice" in the Craft field but in order for the system to recognize the word "Apprentice", its best that it goes in the classification field so the system does not get confused when it gathers data _for Apprentice Reports_.

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.

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 (the yellow highlighted screenshot above)** then delete what you have already saved and enter **the next Craft/Classification and rates**.

Repeat Step 2 until you have added all necessary crafts/classifications along with their wages, making sure to click **Save** after each entry. Upon finishing, click Save after your **last entry**, than select **Finished**.

STEP three - CHECKING TO SEE IF THE WAGES WERE ADDED SUCCESSFULLY

Go into your **Set Up tab**; choose **Prevailing Wage Set Up** then **Add/Edit Project Wage Data** (bottom button). Select the Project and system will automatically populate for you.

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

Edit Project Wage Data

Project
BELNAP SPRINGS HWY 126 UPGRADES ▼

Delete Selected | Add Classification

	Jurisdiction	Location	General Decision	Type	Craft	Classification	Basic Rate	Fringes	Total Rate	Overtime Total	Doubletime Total	Standard Hours	Issue Date	Expire Date			
☐	OREGON	OR - LANE	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
☐	OREGON	OR - LANE	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
☐	OREGON	OR - LANE	OR_LANE-2015	Highway	ASPHALT	CONCRETE/CRUSHER PLANT-ON SITE -- APPRENTICE 1	$12.500	$20.000	$32.500	$38.750	$45.000	8	01/01/2015	01/01/2100	Copy	Edit	Delete
☐	OREGON	OR - LANE	OR_LANE-2015	Highway	ASPHALT	CONCRETE/CRUSHER PLANT-ON SITE APPRENTICE 2	$14.500	$20.000	$34.500	$41.750	$49.000	8	01/01/2015	01/01/2100	Copy	Edit	Delete
☐	OREGON	OR - LANE	OR_LANE-2015	Hi			$15.500	$20.000	$35.500	$43.250	$51.000	8	01/01/2015	01/01/2100	Copy	Edit	Delete
☐	OREGON	OR - LANE	OR_LANE-2015	Hi	Added 4 Apprentice Levels for the Craft of Cement Masons		$32.050	$19.550	$51.600	$48.075	$64.100	8	01/01/2015	01/01/2100	Copy	Edit	Delete
☐	OREGON	OR - LANE	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
☐	OREGON	OR - LANE	OR_LANE-2015	Highway	CEMENT MASON	Apprentice Cement Mason - 1st Period - 60%	$19.000	$6.700	$25.700	$35.200	$0.000	8	01/01/2015	01/01/2100	Copy	Edit	Delete
☐	OREGON	OR - LANE	OR_LANE-2015	Highway	CEMENT MASON	Apprentice Cement Mason - 2nd Period - 65%	$21.000	$6.700	$27.700	$38.200	$0.000	8	01/01/2015	01/01/2100	Copy	Edit	Delete
☐	OREGON	OR - LANE	OR_LANE-2015	Highway	CEMENT MASON	Apprentice Cement Mason - 3rd Period - 70%	$23.000	$6.700	$29.700	$41.200	$0.000	8	01/01/2015	01/01/2100	Copy	Edit	Delete
☐	OREGON	OR - LANE	OR_LANE-2015	Highway	CEMENT MASON	Apprentice Cement Mason - 4th Period - 75%	$25.000	$6.700	$31.700	$44.200	$0.000	8	01/01/2015	01/01/2100	Copy	Edit	Delete
☐	OREGON	OR - LANE	OR_LANE-2015	Highway	CEMENT MASON	CEMENT MASON	$39.520	$25.000	$64.250	$84.280	$104.040	8	01/01/2015	01/01/2100	Copy	Edit	Delete

New Jurisdiction &/or Location Request / Definition Process

Agencies may request a new jurisdiction and/or location (county) for a variety of reasons. The most common are: A statewide agency defines a new area (often a collection of counties) that will use the same wage rates; they may do this because of common practice or for the convenience of contractors entering data; or a prime contractor gets a new contract in a new area and needs both a new Jurisdiction and Location.

Note: Think of the Jurisdiction as a way to tell the 'backend' which rates to look for when checking your subs payrolls. Some Agencies may have only one Jurisdiction, others may have several. When your account was created in LCPtracker, the Jurisdiction will be the Agency's name, and your wages may be from the DOL (Department of Labor) wages and requirements.

Some Agencies have what are called "Dually Funded" projects, which is where the system must check against *two sets of rules and two sets of wages*, the DOL (Department of Labor) state, city or perhaps even a local living wage requirement.

NEW LOCATION REQUEST

Please use the following format to request a new location to be defined in an LCPtracker account. Be sure that all information is correctly spelled out and your request then will be entered exactly as you have noted below.

New Jurisdiction Name:_____

(Or current if only if new Location is required)

Name of New Location being requested_____

Accounts to be applied to: _____

Note: some agencies have more than one account and/or more than one Jurisdiction that may need the location defined and security access granted; usually it will be within their own account. Please send a separate request for each jurisdiction &/or location. Use of this procedure will significantly reduce confusion for LCPtracker Staff when setting up your new information.

Notify Requestor of Completion - When the information is defined and security is set, LCPtracker will notify whoever submitted the request.

Requestor Assigns Prevailing Wages to Accounts.

Once the new information is defined and can be establish, the new prevailing wage list will then be assign to the appropriate project. *Unless LCPtracker is setting up the original account or is currently maintaining the prevailing wages under a signed contract which is the responsibly of the administrator.*

Alternative to New Location

If the new location is a composite county that is using the same wage as another county then you may want to consider assigning that county to the project and make note that work is done in other counties but will be using the same wages.

Using the Multi-County (location) Feature

Instead of creating, a composite county use the multi-county feature in LCPtracker. This requires the contractor to enter the county but, gives you the ability to vary the wages by county (location).

Override Wage Data (California accounts option only).
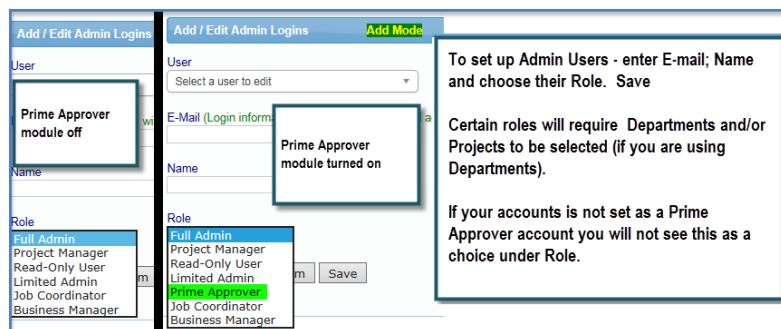
Only those accounts within the State of California that are setup in such a matter have the ability to define and override the Department of Industrial Relations (DIR) determination within their own database. This function allows you, the Administrator, to override the California DIR wage rates on a case-by-case basis. This is rarely used and must be turned on account by account. It is not generally available to all Administrator. It is reached from the Set Up and is access by clicking the Override Wage Data option. If you have the need of this function, please contact your Project Manager, they will have to have turned on and train you on how to effectively us it.

The basic menus is to Create Override and Edit Override.

ADD/EDIT ADMIN LOGINS

Full Administrative roles may set up any role and are the only role that may set up other FULL Admin roles; whereas the Business Manager may set up all other Administrator User roles, except Full Admin roles and no other user roles have access. Below you see the types available (at this time) and if the account is set up as a Prime Approver, you will see as an additional choice.

Enter users email address, their Name, choose the role and depending on that role you may have to choose departments and/or projects to assign them to. *It is not mandatory to use Departments*.

Administrator User Role Capabilities

The following is a list as of the abilities of each type of Admin Role in LCPtracker (at time of publication). *Please note that at the end of this section is a summary tabl*e, some may prefer to go directly too.

Full Admin Users have all capabilities and are the ***only role that can set up and assign other Full Admin User Roles***; The Business Manager role may also set up Admin Users, however they do not see or have access to set up Full Admin Users.

We highly recommend you take into consideration what capabilities you wish a user to have when assigning a user. Using the Set Up tab as an example to show the differences –

	Setup	eDocs	Admin	Reports	Violations	Certifications	Daily Reporter
Full	Total Access	Total Access	Total Access	Total Access	Total Access	Total Access	
Business Manager	Full Access with exceptions – ***No access to Department/ Validation Settings; Add/Edit Departments or Client Information;*** Prevailing Wage Setup - Assign Prevailing Wages & Add/Edit Project Wage Data; Add/Edit Admin Logins except Full Admin User	Upload, View & Delete	Edit Employee and Admin Notice Processing	Total Access	Total Access	Total Access	
Limited	Add/Edit Projects; Add/Edit Subs; Assign Subs to projects/ edit/delete assignment; Change password; Prevailing Wage Setup – Assign Prevailing Wages & Add/Edit specific Project Wage Data; Add/Edit Work Orders	Upload, View & Delete	Edit Employee; FHWA 1391 Additional Data Entry; Site Visits & Admin Notice Process	All Reports This can be limited if the	View, Revalidate & delete	View, Change Process Status; Accept Status & Delete CPR's; Change final yes/no; In details - Above process plus admin comments & add notice, view CPR & individual payroll records	View or delete add 'l users
Project Manager (PM)	Change own password, no other access	Upload, View & Delete	Only access is Admin Notice Processing		View, Revalidate & delete	View, Change Process Status; Accept Status & Delete CPR's; Change final yes/no; In details - Above process plus admin comments & add notice, view CPR & individual payroll records	View or delete add 'l users
Read Only	Change own password, no other access.	View only	No Access		View only	View only, cannot make changes	No Access
Prime Approver (PA)	Add/Edit Contractors; Assign Subs to projects/ edit/delete assignment; Change password	Upload, View & Delete	Edit Employee; Admin Notice Processing		View, Revalidate & delete	View, Change Process Status; Accept Status & Delete CPR's; Change final yes/no; In details - Above process plus admin comments & add notice, view CPR & individual payroll records	View or delete add 'l users

	Change own password, no other access.	Upload, View & Delete	Edit Employees	Agency so chooses	No Access	No Access	No Access
Job Coordinator							

ADD/EDIT DOCUMENT TYPES

To use eDocuments feature under Set Up, select the Add/Edit eDocument Types option, you must first define the document categories for submission of on-line documents. Example categories, "Fringe Benefit Statements", "Cancelled Checks", "Apprentice Certificates", etc. You may also upload as an Administrator any type document where you wish to have an electronic copy (see Restrictions below).

In order to do this, you must:

❖ Add the New document Name (or choose from the pick list of previously entered names) – specify the name for the new document that will appear on the document list.
❖ Choose what group of Projects or Departments that you would like this document to display.
❖ Select if the document is:
  ➢ Required – can be used in reports, applies to all contractors
  ➢ Not Required – used when documents are submitted on a request basis
  ➢ Required Prior to Certification – if checked, a contractor cannot certify their CPR until a valid document is submitted. (Contact LCPtracker's staff first before doing this for assistance with the transition).
  ➢ Set the submission delay in days, default is zero. If you want to require a document at the end of the month rather than prior to the initial submittal then set the value to 30.
❖ 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.*
❖ Select if the Expiry Date of the document must be entered at the 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.
❖ Select if the CPR Week End date is required – requires contractor to enter a week end date - use only when document to be submitted refers to one-week end date (ex: check stub).
❖ Select if an Employee is required – requires an employee name to be specified (ex: apprentice certificate).
❖ Apply uploaded document to all projects – document would apply to all project contractor is on (ex: insurance certificate having applied to all project would allow contractor to upload once vs ten times if on ten different projects).
❖ Document description – Your explanation of the document.
❖ Restrictions – Define the users and access of the document by selecting:
  ➢ Allow ADMIN only to see Document Name in UPLOAD, VIEW and REPORT – This would apply to ADMIN only documents (private documents).
  ➢ Allow ADMIN to only UPLOAD but contractor can VIEW or REPORT status – this allows ADMIN to control what is submitted (ex: approved subcontractor form that Administrator uploads).
  ➢ All CONTRACTOR to UPLOAD, VIEW and REPORT – this is the default (also means Admin can too). When using this option you may also decide who it is Submitted By.

- Submitted By allows you to choose if it is the Primes, Subcontractors or both that will have the ability to UPLOAD, VIEW and REPORT (means Admin can too).

ADD/EDIT DOCUMENT TEMPLATES
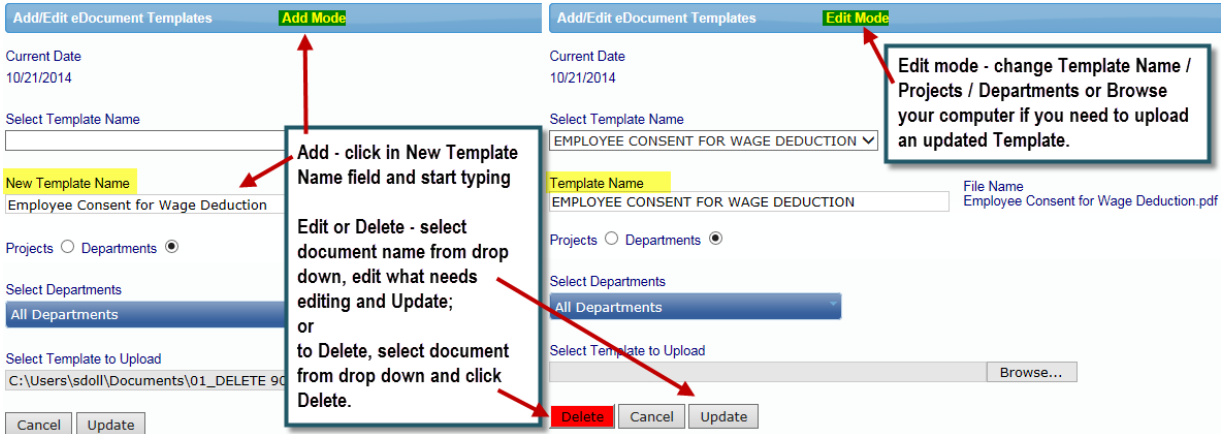
The Add/Edit eDocument Templates function allows you, the administrator, to put (post) documents in LCPtracker   database that contractors can download. These could be common forms to be filled out, standard   instructions to contractors or any document that a contractor might need from you.

To Add/Post a Template:

- Go to the Set Up navigation tab.
- Choose Add/Edit eDocument Templates – Posting a template makes it available for usage to the contractor.
- Create a New Template Name.
- Choose what group of Projects or Departments that you would like this template available to.
- Browse for your appropriate file then select the Update button.
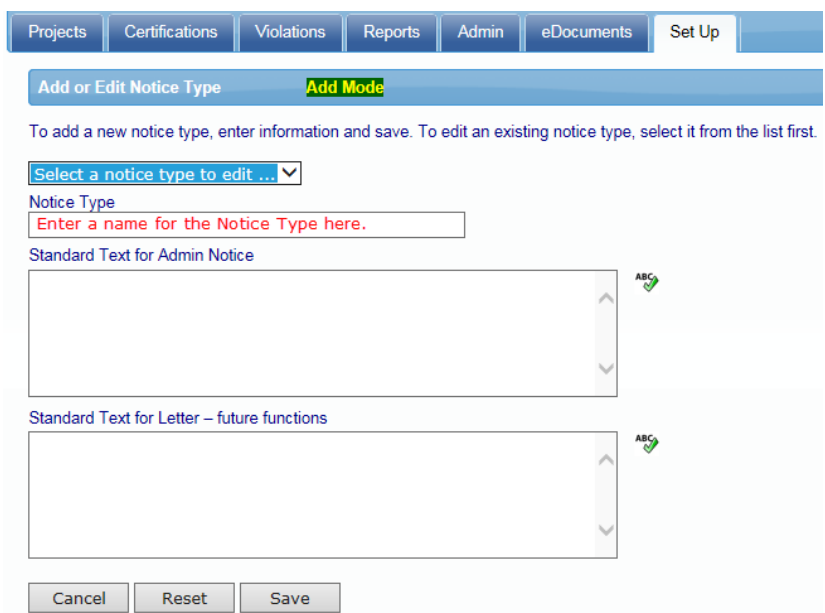
To Edit/Delete and existing Template:

- 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.

ADD/EDIT NOTICE TYPE

To create your own or new administrative notice types, go to Set Up navigation tab and choose Add/Edit Notice Type. Simply enter the name in that field, enter the standard text for the notice, and add the standard text for an email or letter. (Currently, there are No link exists to send letters.) Once this Notice Type is created, you can send them to contractors via email.

To edit or delete a NOTICE TYPE, select the notice type from the drop down menu. You can now edit the NOTICE TYPE or you can DELETE it. Any Notices that were created using prior to the Deleting of NOTICE TYPE will not be deleted and will still be accessible.

System defined notice types are:

- Payroll Notice (Payroll Notice, created automatically on validation of payroll records)
- Rejection Notice (CPR Rejection Notice, created automatically on rejection of CPR section)
- Apprentice Rejection Notice (Apprentice Reject Notice, created automatically on rejection of employee apprentice
- classification)

ADD/EDIT MINIMUM WAGE

You can maintain the minimum wage used here. The jurisdiction of the minimum wage, for all projects or a specified project; all locations or specified location; as well as the wage and the effective date of the minimum wage.

You must choose the Jurisdiction, then project and location you may filter down to specified project or location; or leave as default all. Enter the effective date and minimum hourly wage and Save.
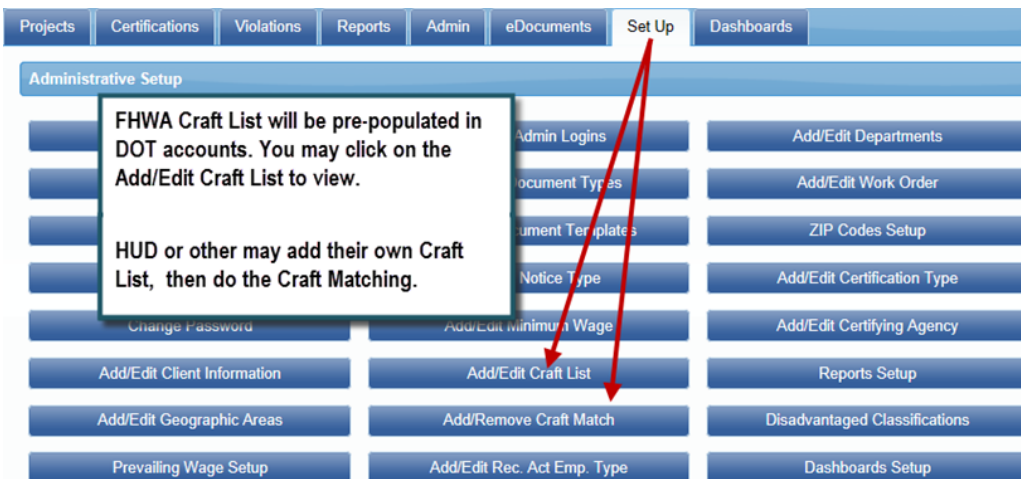
Note that Validation 10 must be set at Yes/Notice/Enforce or Yes/ Warning/Alert in order for the minimum wage to effectively work. See **Validation** section of manual.

ADD/EDIT CRAFT LIST AND CRAFT MATCH

The matching function, 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 Professional that is a DOT account will 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.

Add/Edit Craft List

First Add/Edit Craft List and create your Craft List name (1); screen refreshes and start entering the Craft Names (2). Enter, save and repeat until you have all Craft Names in system that you need to Craft Match.

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.

You may choose to view all items for any 1391/1392 Project (FHWA) by checking that box (1) and entering the date range; or you can choose project specific (2) and date range if you are doing matching for something other than FHWA.

You may also choose to view all items (A) or you may choose to "Show only unmatched project crafts" (B) its all dependent on checking or not checking the box.

Ready to Match. Once you have your list populated, click on one that does not have a Match and choose your Craft List (here we are using the FHWA) then choose Craft Name and Save. 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 (see **REPORTS** section of this manual).

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. As an example, hospitals will have nurses and school districts will have teachers. You define your own list here.
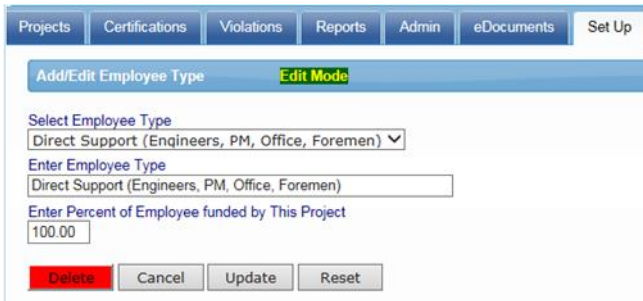
After initial setup of these types are complete, they should not be changed. You may add an employee type at any time. If you must change something that has been setup contact support to help evaluate the impact on data already entered.
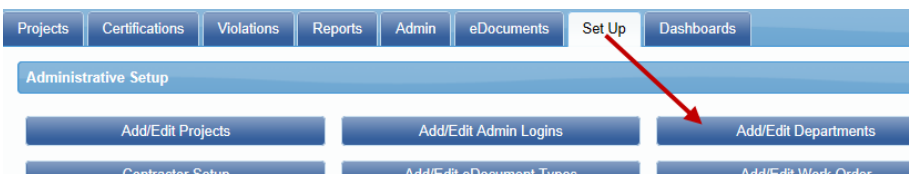

ADD/EDIT DEPARTMENTS

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

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.

Add/Edit Departments

Cancel   Add

Department	Edit	Delete
CALIFORNIA STATE PROJECTS	Edit	Delete
Default Department	Edit	Delete
Dual-Funded Projects	Edit	Delete
HUD (FEDERAL PROJECTS)	Edit	Delete
HWY - ROADS & BRIDGES (OR/WA)	Edit	Delete
MINNESOTA - State Projects	Edit	Delete

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.

Designate a Project for Work Orders

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

Projects	Certifications	Violations	Reports	Admin	eDocuments	Set Up

Add/Edit Project

To add a new project enter information and save. To edit an existing project, select it from the list first.

▸ Filter Project Selection

HUD_JANUARY STREET HOUSING UPGRADES

Project Name *
HUD_JANUARY STREET HOUSING UPGRADES

Project Code *   Status   Federal-aid Project ID   Department
01292015_AM   Active   HUD (FEDERAL PROJECTS)

Project Description / Scope of Work
Upgrades to Low Cost housing project - interior/All; exterior/roofs, gutters & painting.

☐ Recovery Act Project
☐ Require DUNS Number
☑ Require Work Orders
☐ 1391/1392 Project?

Check if Project is to use Work Orders.

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   Forecasted/Projected Hours
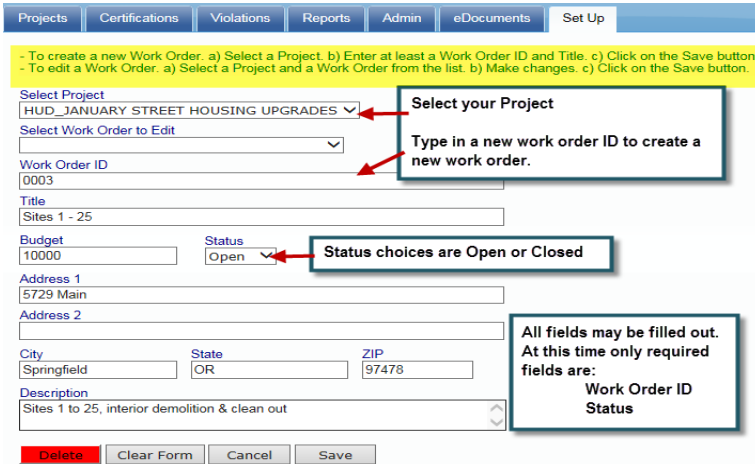500000.00   0.00   0.00   0.00

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 the work orders. Simply go to SETUP | Add / Edit Work Order to open the form below.

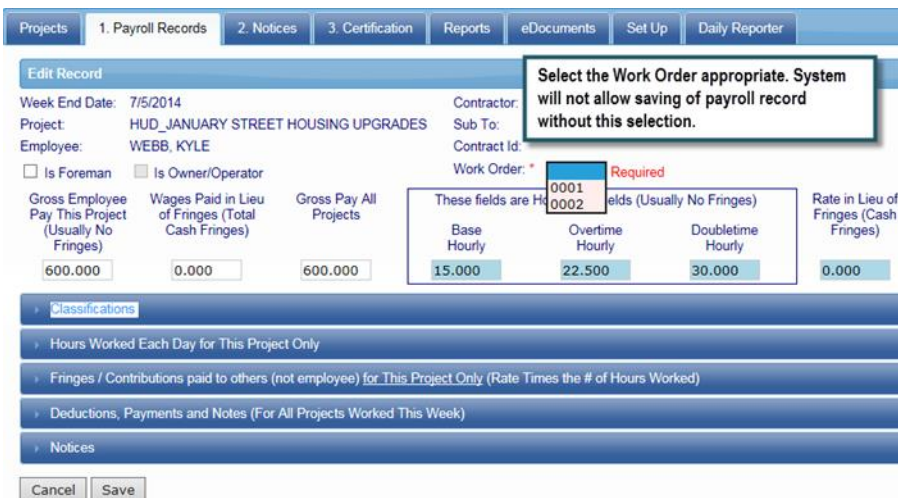## Contractor Submittal of Work Order Information

Prime Contractors

Prime contractors can define work orders, instructions to enter are the same as Administrator.

All Contractors

The contractor submittal of work order information is simple. They simply select the work order appropriate on the payroll entry form. 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						
WEBB, KYLE 901 RIDGEVIEW HEALDSBURG, CA 95448 xxx-xx-3938	EXEMPT	ASBESTOS REMOVAL LABORER / ASBESTOS REMOVAL LABORER AREA B / Type: Residential WO: 0001		6/29/14	6/30/14	7/1/14	7/2/14	7/3/14	7/4/14	
				S	M	T	W	TH	F	
			S		8.00	8.00	8.00			
		0	O							
		OR - DESCHUTES, CROOK, H WD: OR_01292015	D							

All or Part of Fringes Paid to Employee: NO   Vacation. Holiday and Dues in Gross Pav: NO
Voluntary Contributions in Gross Pay: NO

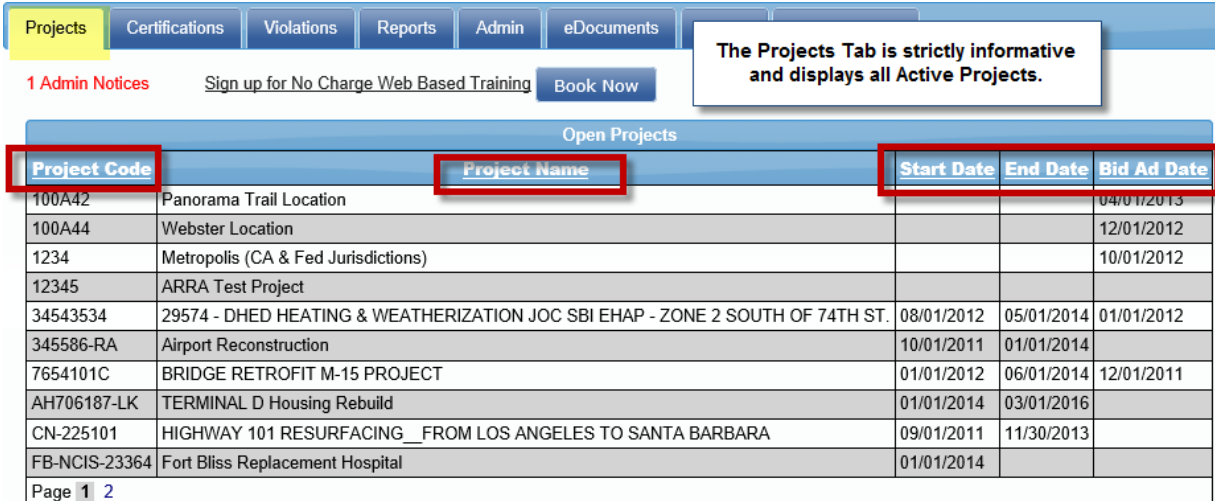| NAME, ADDRESS, SSN, DRIVER'S LICENSE, ETHNICITY, GENDER		WORK CLASSIFICATION, LOCATION AND TYPE		HOURS WORKED EACH DAY						
WEBB, KYLE 901 RIDGEVIEW HEALDSBURG, CA 95448 xxx-xx-3938	EXEMPT	ASBESTOS REMOVAL LABORER / ASBESTOS REMOVAL LABORER AREA B / Type: Residential WO: 0002		6/29/14	6/30/14	7/1/14	7/2/14	7/3/14	7/4/14	
				S	M	T	W	TH	F	
			S					8.00	8.00	
		0	O							
		OR - DESCHUTES, CROOK, H WD: OR_01292015	D							

All or Part of Fringes Paid to Employee: NO   Vacation. Holiday and Dues in Gross Pav: NO
Voluntary Contributions in Gross Pay: NO

PROJECTS TAB

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

Project Code	Project Name	Start Date	End Date	Bid Ad Date
100A42	Panorama Trail Location			04/01/2013
100A44	Webster Location			12/01/2012
1234	Metropolis (CA & Fed Jurisdictions)			10/01/2012
12345	ARRA Test Project			
34543534	29574 - DHED HEATING & WEATHERIZATION JOC SBI EHAP - ZONE 2 SOUTH OF 74TH ST.	08/01/2012	05/01/2014	01/01/2012
345586-RA	Airport Reconstruction	10/01/2011	01/01/2014	
7654101C	BRIDGE RETROFIT M-15 PROJECT	01/01/2012	06/01/2014	12/01/2011
AH706187-LK	TERMINAL D Housing Rebuild	01/01/2014	03/01/2016	
CN-225101	HIGHWAY 101 RESURFACING__FROM LOS ANGELES TO SANTA BARBARA	09/01/2011	11/30/2013	
FB-NCIS-23364	Fort Bliss Replacement Hospital	01/01/2014		

Page **1** 2

The first screen to display for the Organization is the **Projects** screen. The **Projects** will display only Active projects, and does not show and Closed or Suspended Projects.

This list will also grow and shrink as the Organizations' needs change. The list helps the User to see the overall picture of how many projects they are managing with LCP.

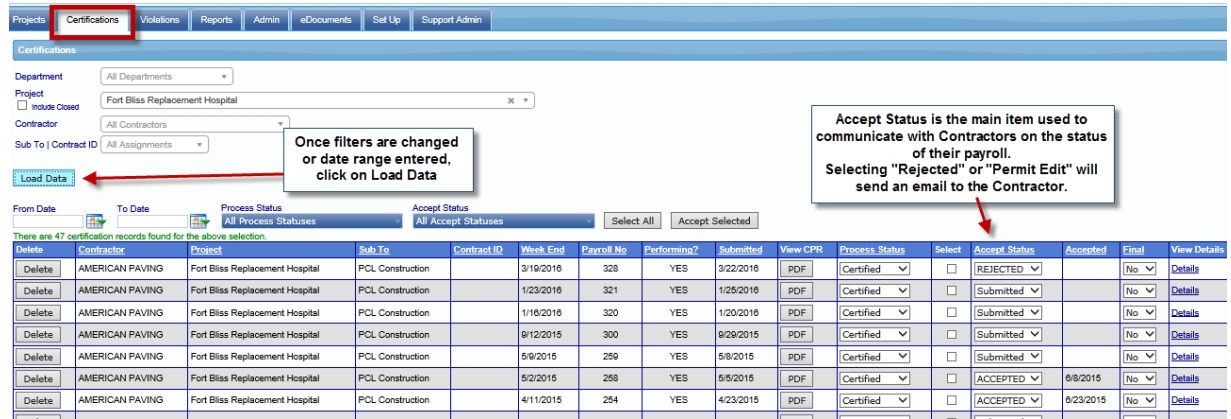The list of Projects will also be user specific and so the list may be different depending on the user rights given to each Admin or Prime Approver and what projects they have been assigned to view.

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 CERTIFICATION TAB is where all Certified Payrolls can be viewed. Any user with the appropriate user rights, can also now change the different status menus from this screen. This is usually the Process Status, Accept Status and Final Status.

You can also filter the CPRs you are looking at based on these status values.

DELETE CPR BUTTON

This button provides the ability to delete a CPR and all associated payroll records. Use with caution. On certain circumstances, the occasional need to delete CPR is useful. You will be asked to confirm the deletion prior to it being deleted off the system.

PROCESS STATUS

The Process Status function provides you with the ability to check in and set the status of all certified payrolls that have been submitted to you. This function can be set correctly 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 a prevailing wage program. Process Status values can be:

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

ACCEPT STATUS

The Accept Status was designed to provide a fast way to REJECT or ACCEPT a CPR independent of the Process Status. For example, there may be a VIOLATION on the submitted CPR and it is REJECTED.

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 resubmits 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)
- **ACCEPTED** (does not send an email to contractor)
- **PERMIT EDIT** (sends an email to contractor by default)
- **REJECTED** (sends an email to contractor by default)

You as an administrator can request LCPtracker to send an e-mail when the Accept Status changes. (Default setting is automatically to send e-mail) You can also specify if a copy of the e-mail goes to the Prime Contractor. (Default setting is e-mail).

If the Accept Status is set to REJECTED, then an Admin Notice is created and the contractor automatically emailed 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 exists.

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 automatically send the contractor an email letting them know the action has taken place.

The amount of time in which a contractor is allowed to 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 has to be selected in order to allow the contractor to make any edits.

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

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 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 about the payroll, for example, if it has been Rejected.   The Administrator Comments are not visible to the Contractor.

CPR Certification Status Details

Project Code 7654101C
Project Name BRIDGE RETROFIT M-15 PRO...
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	View Project Wage Datasheet	
Process Status	Certified	Payroll Number	92
Accept Status	Resubmitted	Performing	YES
Person Submitting	Christina Nagel	Final	No
		Employees Interviewed This Week	0

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:fmiadmin	Edit Close Resend To Case
REJECTION	Rejection Notice	4/29/2015	NEW	cnagel@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									

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 or an apprentice is REJECTED.

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

VIOLATIONS

Any Notices or Warnings that exist when the Contractor submits the CPR are listed in the Violations form. Administrators can review these potential violations, take action, or delete as needed.

Violations Data Form

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.

PAYROLL NOTICE PROCESSING OPTIONS

Notices that are active when a Contractor submits a CPR become potential violations for the administrator. These "violations" are listed in the violation tab. During set-up you have options on how violations are created from notices to contractors: (See **Validation Set-up**)

The **Violations** screen displays the current potential violations from all the Contractors and all the Projects. These are only potential violations at this stage. Because this list can become very long it is best to specify the Project and the Contractor then **Load Data**. As the administrator you can delete the violation or you can view the violation.

REPORTS TAB

Many useful reports have been developed by LCPtracker for use by administrators for a variety of purposes. A thorough review of the reports is recommended for administrators and a standard webinar class is offered 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.

Try the reports to see what is on them in detail. Many of them 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.

ADMIN TAB

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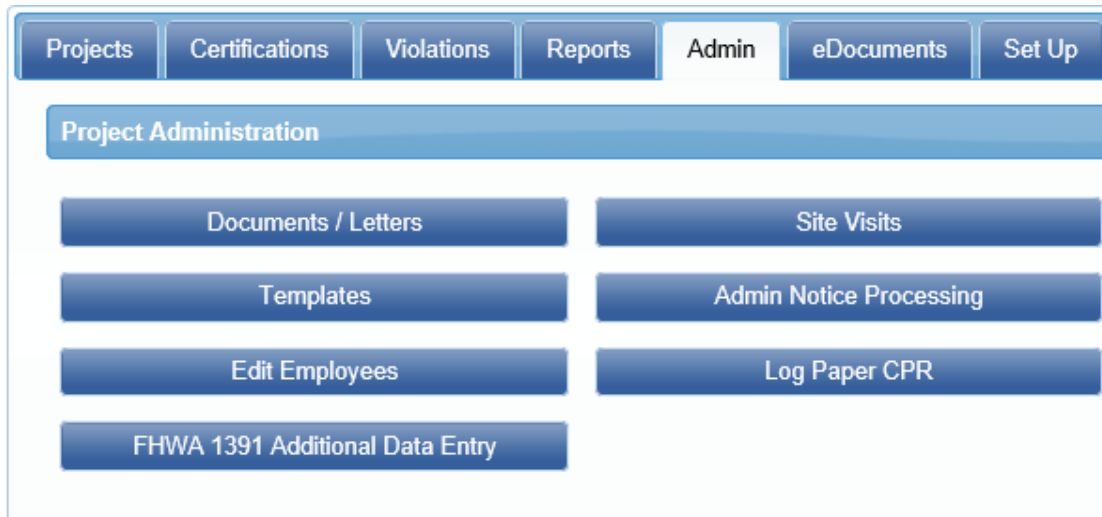
EDIT EMPLOYEES

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

- Approve apprentice- The Approve Apprentice part of the Edit Employee screen provides the ability for the administrator to approve apprentices. The Contractor enters the Apprentice ID, Apprentice Rate Percentage, and the Apprentice Registration Date. You as the Administrator can enter the Approved Date, Expiration Date and Registration Date. The system will record the User ID of the person who approved the apprentice. You can use this feature in conjunction with the eDocuments feature to upload apprentice certificates.
- 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

Under Admin tab, Site Visits: The on-site interview capability allows you to record details about the on-site interview. This module can be used in the field with a wireless PDA for direct input to LCPtracker. Or, it can be used to record the field interview after the fact. Basic checks are made between the field interview and the CPR report for the week of the interview. The On-Site Interview report flags any discrepancies between the two sets of data.

This page can be used for employees already in the data base or for employees new to the site. The light blue highlighted area is for capturing the name of an employee not in the system. Enter the employee name and last 4 digits of the SSN. Then enter the rest of the data beginning with the classification.

ADMIN NOTICE PROCESSING

Under Admin tab, Admin Notice Processing . Select Contractor, Project, Notice Type, From date, to date, notice status; then click Load Data to process all notices. The   check box if selected will only show active notices in the system.

Send A Notice

You can send a notice to a contractor directly from the database by clicking on the ADMIN/ ADMINISTRATOR NOTICE PROCESSING/Add Admin Notices.

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-for your tracking purposes)
5. Enter a Notice Title
6. Select the Notice Type from the drop down list
7. Enter the Notice Message (Optional-we recommend you enter your notations in this field)
8. Enter an administrator note that is not visible to the contractor
9. Click SAVE

The NOTICE is then sent to the Contractor and copied to the General Contractor if specified in the set up.

The Contractor receives the e-mail and the notice appears in the ADMINISTRATOR NOTICE section of the Contractor's login.

Track A Notice

To Track Notices, which is located under Admin tab, click on Admin Notice Processing to edit notices.

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. A direct link

exists to view the associated CPR. After edits were performed, you will need to Re-send the Notice to contractor.

- **Close Admin Notice:** Closing an Admin Notice changes its status to close.
- **Re-send Admin Notice:** System will re-send the Notice via e-mail to contractor in addition to previous one sent.
- **To Case for Admin Notice:** Sending an Admin Notice "To Case" opens the edit screen so you can enter a Case Number and sets the status to "TO CASE"; for tracking purpose.

LOG PAPER CPRS

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

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
[____] 📅 [Reset Form] [Search]

B - Create / Edit Record

Project
[_____]   Week End [_____]

Contractor
[_____]

Certification Status	Performing week?	Record Type (Prime or Admin)	Date received	Validated by	Accept Status
[____▾]	YES ▾	[_____]	[_____]	[_____]	ACCEPTED ▾

Notes (125 char. max.)
[_____] ABC✓

[Delete] [Cancel] [Save]