



• **CONTRACTOR** •
INTRODUCTION & QUICK START GUIDE
CALIFORNIA





WELCOME TO LCPTRACKER, INC!

Here at LCPtracker, we are aware that using Prevailing Wage software may be a new undertaking for many Contractors. We designed this guide to explain what LCPtracker is used for and how to actually start using the software!

LCPtracker stands for: Labor Compliance Program Tracker

LCPtracker has been in business for 18 years now. We are still constantly changing to better suit your Labor Compliance needs. LCPtracker is now used by over 200 Government Agencies and 25,000 Contractors!

LCPtracker is an online software company that provides users with the proper tools to easily ensure that each Contractor is meeting Prevailing Wage guidelines as well as to easily create the detailed reports that are required for the new American Recovery and Rehabilitation Act Projects (ARRA).

Be it Davis-Bacon laws that are set by the Department of Labor (DOL), CA Prevailing Wages set by the Department of Industrial Relations (DIR) or any other labor laws set by a specific state or local government agency, LCPtracker makes it easy to guarantee that every Contractor is in compliance.

HOW DOES IT WORK?

The LCPtracker service is a paperless, online system of entering Certified Payroll Reports. Payroll data may be entered directly into the system or uploaded from major construction accounting and payroll programs. The service eliminates the need for Contractors to submit paper documents and forms while providing an online database that stores all Certified Payroll Reports.

All contract-specific wage rates and worker classifications are online within the system, and Contractors select classifications from a menu. Potential errors in wage rates or worker classification entries are flagged to Contractors preemptively, allowing Contractors to correct data prior to submittal.

A few of the **immediate benefits** experienced by the use of LCPtracker are

- LCPtracker confirms rates and classifications prior to allowing Contractors to submit payroll or payroll-related documents to their Administrator.
- All reports are available instantly to Contractors in hardcopy and electronic formats.
- No need to mail in paperwork! Payrolls will be submitted electronically.

There is no cost to Contractors for this service! On-line training is provided at no cost as well. Now could this get any better?



CONTACTING LCPTRACKER SUPPORT

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

Contact **LCPtracker Support at 714-669-0052 option 4** or support@lcptracker.com

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

Administrator/Project Owner (this can be found on the Contractor's main screen ABOVE the PROJECT tab (not below where it says welcome & your company name but ABOVE))

You're Company Name

Your user ID (Especially if you do not know the name of your Administrator/Project Owner)

Your Name and Phone Number

What **the Issue** is – Please be as specific as possible so we can re-create the issue

LCPTRACKER TRAINING OPTIONS

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Once inside the eTraining Link you will find the following menu options.



Under the "Manuals / New Features" link you will find our Contractor's Instruction Manual that we HIGHLY recommend every Contractor print or download as their 'go to" training manual

Welcome to LCPtracker's E-Training site

Our team has created several videos and documents to help you master our labor compliance software in a short period of time. You can view recorded training sessions or instruction manuals by making a selection on the left menu. You must have Windows Media Player and GoToMeeting installed to view some of the training videos. If you don't have GoToMeeting you can download the GoToMeeting codec [here](#).

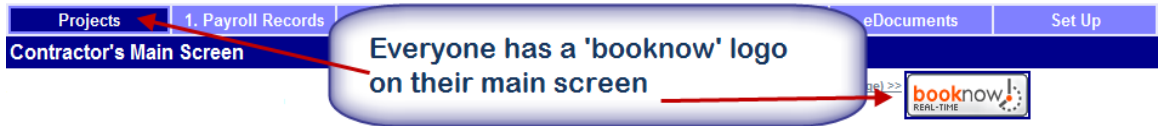
You may also sign up here for our Contractor Webinars

- Sign for our live web-based training sessions [here](#).
- Click [here](#) to view our LCPtracker's Training Class Schedule for
- To download Windows Media Player click [here](#).
- To download Adobe Flash Player click [here](#).

LCPtracker offers FREE Contractor Webinars three times a week!

These webinars will be hosted by one of LCPtracker's Trainers who will guide you through our system in live time while viewing the Trainer's actual screen.

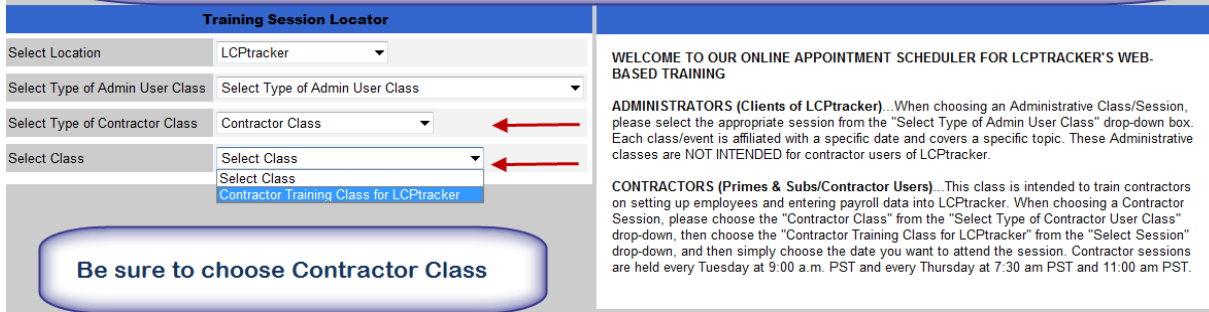
Signing up and then logging on to the webinar is easy!



Everyone has a 'booknow' logo on their main screen

Be sure you are only signing up for the Contractor class. If you are unsure of your role, log in & look at your navigation tabs

Administrators -	Projects	Certifications	Violations	Reports	Admin	eDocuments	Set Up	<has "Violations"
CONTRACTORS -	Projects	1. Payroll Records	2. Notices	3. Certification	Reports	eDocuments	Set Up	<has "Payroll...."



Be sure to choose Contractor Class

WELCOME TO OUR ONLINE APPOINTMENT SCHEDULER FOR LCPTRACKER'S WEB-BASED TRAINING

ADMINISTRATORS (Clients of LCPtracker)..When choosing an Administrative Class/Session, please select the appropriate session from the "Select Type of Admin User Class" drop-down box. Each class/event is affiliated with a specific date and covers a specific topic. These Administrative classes are NOT INTENDED for contractor users of LCPtracker.

CONTRACTORS (Primes & Subs/Contractor Users)..This class is intended to train contractors on setting up employees and entering payroll data into LCPtracker. When choosing a Contractor Session, please choose the "Contractor Class" from the "Select Type of Contractor User Class" drop-down, then choose the "Contractor Training Class for LCPtracker" from the "Select Session" drop-down, and then simply choose the date you want to attend the session. Contractor sessions are held every Tuesday at 9:00 a.m. PST and every Thursday at 7:30 am PST and 11:00 am PST.



CONTRACTOR TRAINING AGENDA

This outline points out the different topics covered in LCPtracker's Free Contractor Webinars. This is also the framework used if you are part of an in-house presentation.

Use this sheet to follow along and take notes to help you as you begin using the system.

TRAINING OVERVIEW

Review of the "Projects" Page (this is seen directly after login)

SET-UP TAB:

- Company Information

- Creating an eSignature

- Employee Set-up:

 - Entering of Employees Information

 - Selecting Craft/Classification(s): **CA vs. Non-CA** (*please scroll to page 9 if your 'Add/Edit Employee Classification' section does NOT look like this, please see the other Quick Start Guide for Contractors*)

 - Setting-up Hourly Rates for Fringe Benefits (Optional Feature)

SETTING-UP SUBCONTRACTORS:

- How to Set-up Your Subcontractor- what information to gather prior to adding
Assign subcontractor to a project

E-DOCUMENTS TAB:

- Finding what eDocuments are required for submittal

- Download Posted eDocuments by Administrator

- Uploading eDocuments

- eHow to View eDocs that have been uploaded

PAYROLL RECORDS TAB: (Certified Payroll Reports) Entry

- Example Entry

- Different ways to enter/upload payroll info

- Manual Entry

- Upload Methods—See Next Item Below

- Choosing Work Order if Required

UPLOAD:

- Spreadsheet Interface—Free Excel template



Direct Payroll Interface (DPI): Craft Match, Project Match and County Match- from your current company accounting software

NOTICES TAB:

What are Notices
What are Warnings
How to edit in order to clear notices/warnings

CERTIFICATIONS TAB:

Performance CPRs
Non-performing CPRs

PAYROLL NOTICES AND ADMINISTRATOR NOTICES:

How Administrator Notices Work
Default Notices
Rejection of CPRs and how to resolve it.
Payroll (CPRs)
Apprentice Rejection

REPORTS TAB

Explanation of some of the Standard Reports used most often by Contractors
Late CPR Report
Certified Payroll Summary Report
Certified Payroll Report—To find all of your CPRs—Also for Primes to find their Subcontractor's CPRs
Workforce Utilization Summary Report—To find Hours worked by Ethnicity and Gender—Divided by Contractor, per Craft//Classification and Craft Level—Journeyman, Apprentice and New Hire

MANAGING APPRENTICES

EDITING A CPR THAT HAS BEEN SUBMITTED:

How to make "Quick Edits"—Changing Payroll # or Mark/Unmark as Final
Add, change and/or delete a payroll record
How to Re-Certify CPR using the Certification Wizard
If your payroll is Locked, you must contact your Administrator to "Permit Edit"



SPECIAL DATA—IF THIS APPLIES:

ARRA--Recovery Act Reporting
EEO Reporting

HUD Reporting
1391 Report

QUICK-START GUIDE FOR CONTRACTORS

This will quickly guide you through how to begin using your LCPtracker account.

ADD/EDIT EMPLOYEE

To Add an employee into system or Edit someone already in system click on the **Set Up** TAB and click Add/Edit Employee.

Setup Main Menu

Add/Edit Employee	Edit eSignature	Add/Remove Craft Match
Fringe Benefits Maintenance	Company Information	Add/Remove Project Match
Subcontractor Setup	Copy Employees	Add/Edit Craft Name
Change Password	Add/Remove County Match	Add/Edit Work Order



STACEY - DEMO ACCOUNT

Projects	1. Payroll Records	2. Notices	3. Certification	Reports	eDocuments	Set Up
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Select Employee To Edit

1. To add employees, enter information and save.
2. To edit an employee, select it from the list, make changes and save.
3. To add classifications, first select an employee. After the data has loaded, click on the "Add" button.

Select a Project
-- All Projects --

Select a City -- Or -- Select a ZIP Code
-- All Cities -- -- All ZIP Codes --

Show Unapproved Apprentices and Expired Approvals
 Show Apprentices

Select an Employee
Load Employees

Just starting?
Do NOT worry about selecting project, city or zip.
GO straight to the add/edit employee information section to add new employee or Load Employees to edit those already in the system

> Add / Edit Employee Information

> Add / Edit Employee Information

> HUD Section 3 Information

> Apprentice Information

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

> Pre-Tax Voluntary Employee Contributions and Other

> Default Other Deduction Notes

Cancel Reset Save

> closes section
v expands section

Add / Edit Employee Information

This section is used to enter contract employees and their personal information. Enter the appropriate employee information in the data fields. Tab key or mouse click to move between fields.

▼ Add / Edit Employee Information

First Name * Last Name *

Address 1 * Address 2

City * State * Zip *

SSN * Employee ID

Exemptions Status Ethnicity * Veteran Status
 ACTIVE Not a Veteran

Date Hired * Date Fingerprinted Phone Number

Driver's License State Driver's License Worker's Comp Code Electrician License

Gender* Hiring Source Disadvantaged
 Owner/Operator
 I certify that this employee is I9 verified

Any RED asterisk field is required by the Agency and system will not save unless information is entered into required fields. This is an example only, the Agency you are under may have more or less requirements

Add/Edit Employee Classifications – at the time of publication inside California, depending on the agency you are working under will depend on the type Default Classification setup you will see. This is what we call the “California setup”

Expand the Default Classification and choose Project Locality, then Craft and then Classification. Allow the system to refresh between your choices.

▼ Default Classification

[Click here if you have questions about crafts. Link to the CA DIR website.](#)

Project Locality (County)

Craft *

Classification *

If you are unsure of the Craft/Classification to choose, click on link to CA DIR website and contact them, your Administrator or Prime for assistance.



Default Classification

Project Locality (County)
SAN DIEGO COUNTY

Craft *
IRON WORKER

Classification *
IRON WORKER (ORNAMENTAL, REINFORCING, STRUCTURAL)

Click here if you have qu...

As you make each choice, screen will refresh and then give you choices from drop down for next field. Start with Locality, screen will refresh choose Craft, screen will refresh choose Classification You must allow system to refresh after each choice otherwise there will be no choices in the drop down

Default Hourly Paid Fringes (As paid to Fund on behalf of employee) – You may wish to fill in the hourly fringe rates in this section. This will allow ease of use when entering Payroll Records manually.

If you have multiple projects with different fringe rates, built in increases or everyone has the same fringes and you only want to enter those dollar values once, you may wish to skip this section and once completed with Employee Setup use the Fringe Benefit Maintenance table to enter your hourly fringe rates into system.

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

Vac / Hol / Dues Health & Welfare Pension All Other Training

Some or all fringe benefits paid to employee Vac/Hol/Dues included in gross pay

Entering the Hourly fringes in Employee setup will allow you to use the calculate fringes when doing manual Payroll entry

Default Other Deductions Notes– Such items as Garnishments, Child support or anything that falls under the ‘other’ heading of the taxes section. This is a validation setting and may be a requirement when entering payroll records. You can always come back and add/edit the employee and enter value in this section.

Default Other Deduction Notes

Default notes will be inserted in each employee payroll record

Perhaps items such as garnishments or child support

Cancel Reset Save

PAYROLL RECORDS

There is the manual data entry of a payroll record and then there are uploading options available –

Go to Payroll Records, Choose Upload Records and we have an excel spreadsheet template available for you to download. There is a legend as well as instructions.



Interfaces available - go to lpctracker.com home page, click on Partners then Accounting Interfaces, if your account software program is listed you may click the link for contact info.

Direct Payroll Subscription (DPI)-Let LCPtracker DPI Department map your existing payroll for you so you can upload with ease each week.

Projects | **1. Payroll Records** | 2. Notices | 3. Certification | Reports

Payroll Records

Enter Records | Recovery Act Additional Data Entry

Edit Records | FHWA 1391 Additional Data Entry

Upload Records | HUD Additional Data Entry

Direct Payroll Subscription

MANUAL ENTRY

You will enter a record each week for each employee that went out on the job. Since the question always arises, and there is confusion as a reminder this is not accumulative. You do this each week for any employee that goes out on this prevailing wage project and has reported work.

STACEY - CALIFORNIA ACCOUNT

Projects | **1. Payroll Records** | 2. Notices

Payroll Record Entry

Project
STACEY- CONTRACTOR TRAINING PROJECT-CA

Week End Date
01/01/2012

Employee
CLINTON, JADE

Craft
CARPENTER AND RELATED TRADES

Journey Level
CARPENTER, CABINET INSTALLER, INSULATION INSTALLER, HARDWOOD FLOOR WORKER, ACOUSTICAL INSTALLER

Cancel | Next

1. Choose project from drop down - if you have more than one be sure you are choosing the correct one!
2. Choose the week-end-date, based on the day of the week YOU end YOUR payroll on (if M-S then Sunday date; if S-S then Saturday date, you need to choose YOUR week-end-date.
3. Select employee from drop down

System will refresh and show you the craft/classification you set up in the Employee screen. If you need to change due to other work performed, leave the employee setup alone and change craft/classification here if needed.

Once you have choices above, click Next to enter payroll information



Rather than give you a huge screen shot of an actual payroll record, here is a brief overview of the sections and the fields in each section. Note you may not use all fields

AMOUNTS PAID

Enter the appropriate amounts

IS Foreman IS Owner/Operator

Gross Employee Pay This Project	Wages Paid in Lieu of Fringes	Gross Pay All Projects	Hourly rate of pay	Hourly overtime rate	Hourly double time rate	Rate in lieu of Fringes	Record saved: No Notices.
500.000	150.000	1000.000	50.000	0.000	0.000	15.000	<input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Change Craft"/>

These are duplicate buttons to avoid scrolling

Gross Employee Pay THIS Project – the amount of basic wages paid for this project only. Typically this is Hourly rate of pay times hours worked (more complex with overtime).

Wages Paid-in-Lieu of Fringes – the amount paid to the employee instead of fringes. This amount is sometimes included in the Gross Employee Pay this Project depending on the accounting system and the agency reporting requirements. You may or may not have this and the Rate in Lieu fields depending on the agency you are reporting to.

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

Hourly rate of pay – the hourly rate of pay without fringes. Some accounting systems include taxable fringes and Paid-in-Lieu in this amount. Some agencies want taxable fringes and Paid-in-Lieu amounts reported separately.

Hourly overtime rate of pay – the 1.5 overtime hourly rate without fringes. Typically 1.5 times the Hourly rate of pay. (required only when 1.5 overtime worked)

Hourly double time rate – the 2.0 overtime hourly rate without fringes. Typically 2.0 times the Hourly rate of pay. (required only when 2.0 overtime worked)

Rate-in-lieu of fringes – the hourly rate paid-in-lieu of fringes. (required only when it is reported separately which some agencies want). Again you may or may not have this and the Wages Paid in Lieu depending on the agency you are reporting to

HOURS WORKED EACH DAY

Enter the hours worked each day. First row is for regular hours, second row overtime and third row for double time. You ONLY enter hours worked on this prevailing wage job for the week



Hours Worked Each Day						
Regular Time						
Monday 12/26/2011	Tuesday 12/27/2011	Wednesday 12/28/2011	Thursday 12/29/2011	Friday 12/30/2011	Saturday 12/31/2011	Sunday 1/1/2012
8	8	8	8	8		
Overtime at 1.5						
	2	2	2			
Double-Time						
		1	1			

FRINGES / CONTRIBUTIONS PAID TO OTHERS (NOT EMPLOYEE) FOR THIS PROJECT ONLY

The best way to fill this in is to set up the hourly rates in the employee setup or use the Fringe Benefit Maintenance and the CALCULATE FRINGES. This function multiplies the hours worked times the fringe benefit rate to get the values.

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

Vac / Hol / Dues 17.500 More...	Health & Welf. 25.000	Pension 2.500 More...	All Other 15.000	Training 3.500	Voluntary Contributions Pension 0.000 Medical 0.000	<input type="checkbox"/> Vac/Hol/Dues Included in Gross Emp. Pay <input type="checkbox"/> Some or All Fringes Paid to Employee <input type="checkbox"/> Voluntary Contributions Included in Gross Emp. Pay <input type="button" value="Calculate Fringes"/>
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Check the appropriate check boxes if required. If they are checked in setup then that value carries over.

DEDUCTIONS, PAYMENTS AND NOTES

Values entered in this section apply to all hours worked on all projects during the week. The Total Deductions box will add as you enter values in the fields to the left. If direct deposit and no check numbers exist enter "DD", the Check Number MUST have a value or record will not save. Most agencies do not allow for payment in cash but require a record such as a check or bank deposit register for verification. Depending on your agency settings if there is a value in the Other you may be required to enter an explanation in the Other Deductions Notes – this too will auto-populate if you enter in the Employee Setup Other Deduction Notes section. When done click SAVE.

Deductions, Payments and Notes

Deductions

Fed Tax	Social Security	Medicare	State Tax	Local Taxes/SDI	Other	Vac / Dues	Savings	Total Deductions
125.000	50.000	25.000	25.000	25.000				250.000

Payments (if included in paycheck)

Trav/Subs	Paycheck amount	Check Number
	750.000	DD

Notes

Other Deduction Notes

Child Support

As you enter the Deductions the Total Deductions box will Total for you



SUCCESSFUL SAVE

With a successful save you will get this message:

STACEY - FEDERAL ACCOUNT

Projects	1. Payroll Records	2. Notices	3. Certification	Reports
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The record has been saved.

Enter another record for a different employee?

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

The "3. Certification" tab is where you send the data to the managing agency. They cannot see your data until you submit it.

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

CHECK FOR NOTICES

Once you have entered all payroll records for the week, going in to check to see if you have any payroll Notices is best practice. Your records may have saved perhaps there are notices, issues ranging from typo's, notices an amounts not meeting math checks, etc.

Projects	1. Payroll Records	2. Notices	3. Certification	Reports	eDocuments	Set Up
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Contractor Notices

Project Name

From Date To Date 6/29/2012 Include Closed Admin Notices

There are no payroll notices to report.

No Payroll Notices you are ready to go and certify your payrolls

Payroll Notices

Employee	Project	Week-end date	Craft / Classification
1			

There are no admin notices to report.

Unless you get Admin Notices you can ignore this section. If Admin rejects something after you have submitted, this is where you will be able to view their message to you

Administrator Notices

Project	Notice Type	Notice Date	Weekend Date	Status	Li
1					



CERTIFICATION – STEP 1 OF 2

You are almost finished, now it's time to certify that payroll. You will do this for each week. Performing will certify ALL payroll records for ALL employees in the same week.

If you have week or weeks of no work you must come in and submit non-performances. There is no Payroll Records/Entry for non-performances.

Projects	1. Payroll Records	2. Notices	3. Certification	Reports
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Certification Wizard Step 1 of 2

1. Select a project
BRIDGE RECONSTRUCTION

2. Work performed this week?
 Work activity to be reported for this week
 No work activity to be reported for this week
 No work activity to be reported for multiple weeks

3. Week end date
6/29/2012

4. Payroll Number
1

5. Name of Person Certifying
Stacey L. Doll

6. Title
Administrative Assitant

Cancel Next

1. Choose the Project from drop down

2. Default is set at Work activity to be reported for this week. If you have non-performance week or weeks, you will need to change

3. Week end date

4. Payroll Number- typically week 1 is #1; week 2 is #2. Number in consecutive order as you submit payrolls

5. Name of person submitting

6. Title of person submitting

Next

CERTIFICATION – STEP 2 OF 2

The verbiage for your Statement of Compliance (SOC) may look different. Depending on the agency you are working under depends on the SOC being used by that agency.

If you forget your e-Signature, go back to Setup and edit your eSignature, then back to Certification and start again.

CONGRATULATIONS! You have now completed certifying your payrolls.

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

Remember that your CPR's will always be stored in your account to access at any time, so you may decide not to print out hardcopies and save some paper in the process!