



CONTRACTOR QUICK START

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 of 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.

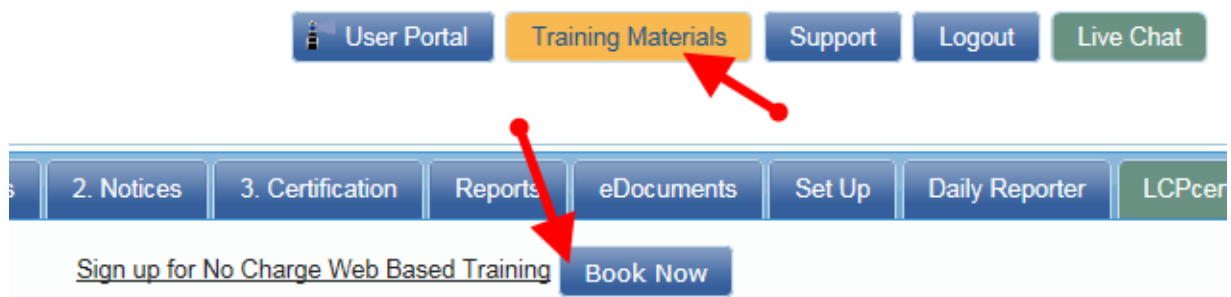
Contact **LCPtracker Support at 714-669-0052 option 4** or support@lcptracker.com

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.

- **Your Company Name**
- **Your User ID**
- **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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ADD/EDIT EMPLOYEE

To add an employee into system or edit someone already in system, click on **Set Up** and then **Add/Edit Employee**.

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. Any **RED** asterisk field is required by the agency and the system will not save unless the information is entered in the required fields.

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 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.

1. PAYROLL RECORDS

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

Go to **1. Payroll Records > Upload Records** to utilize the upload options.

UPLOADING

Excel template: we have an excel spreadsheet template available for you to download under **Download Spreadsheet Template**. There is a legend as well as instructions available on the excel template.

Interfaces available: go to www.lcptracker.com > **Partners** > **Payroll Interfaces** > if your account software program is listed you may click the link for contact information.



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

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.

Amounts Paid

Enter the appropriate amounts:

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 base 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



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.

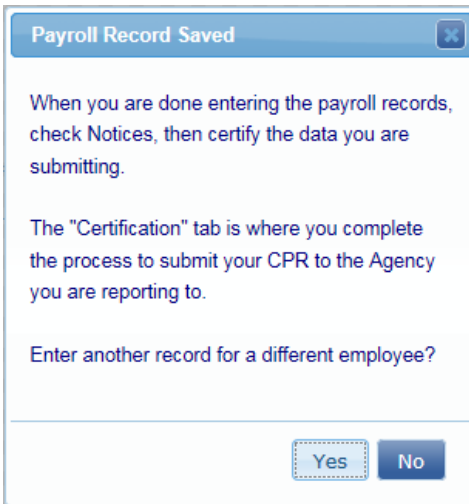
Check the appropriate check boxes if required. If they are checked in setup then that value carries over.

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.

Successful Save

With a successful save you will get this message:



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.



2. 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.

Contractor Notices

Project

From Date To Date Include Closed Admin Notices

Payroll Notices (0) | Daily Log Notices (0) | Administrator Notices (6)

No payroll notices

3. CERTIFICATION

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.

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!