

4-2 Review Certified Payroll (CDOT PE/PM)



Details

Responsible parties

- CDOT Project Engineer/Project Manager (PE/PM) (or delegate)

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Document Owner

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Procedure Objective


This document is intended to assist the CDOT Project Engineer/Project Manager (PE/PM) with how to review certified payrolls in LCPtracker.

Additional Clarification

When the PE/PM (or delegate) is reviewing the certified payroll submission, it is important to keep in mind the contractor's certified payroll record and backup documentation (located in edocs) should be evaluated for accuracy and reasonableness. For example, if the PE/PM has knowledge that a backhoe was used during a specific workweek and the payroll review reflected that the applicable contractor only listed a laborer classification, the PE/PM shall reject this payroll, based on their own knowledge and observations, which contradict the payroll record as submitted. Checking payroll should use good judgment and if discrepancies exist, the rejection process shall be followed. A good practice is for the PE/PM (or delegate) to utilize the project's daily diaries for verification of project activity.

System Procedures

1. Go to lcptracker.net. The supported browsers are Mozilla, Google Chrome, Microsoft Edge, and Opera.
2. Enter Username and Password, then click "Next."



×

Log in to your account

Username or Contractor License*

CONTINUE

Do you have any issue? [Contact Support](#)

Tip: If you are trying to access your contractor role, try entering your contractor license to log in.

- The individual reviewing payroll will need to check eDocuments for the contractor's Contractor Fringe Benefit Statement (CFBS), the CDOT Fringe Benefit Declaration Worksheet, if applicable, as well as any required supporting documentation for deductions.

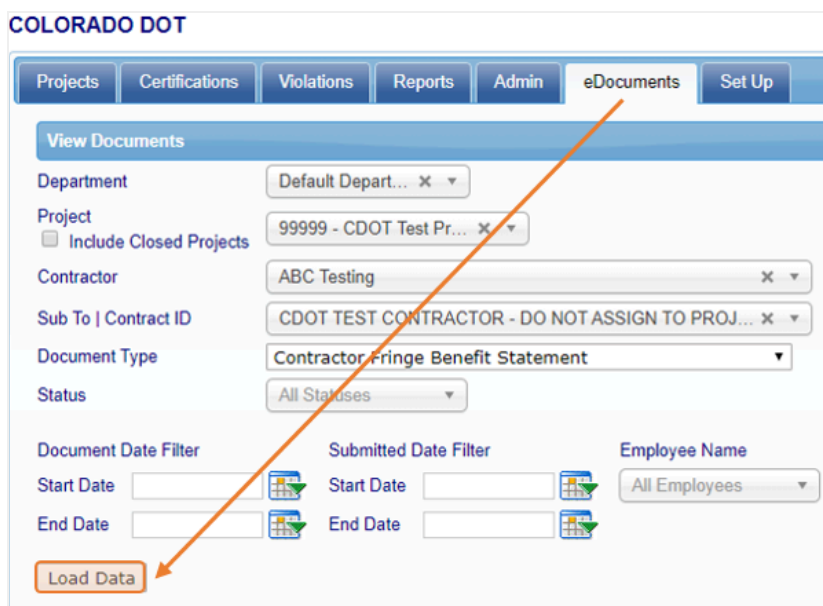
Steps 3-6 outline how to view attached documents in the system.

Click on the “eDocuments” tab. Click “View Documents.”



The screenshot shows the 'eDocuments' tab selected in the top navigation bar. Below it, the 'eDocuments Main Menu' contains three buttons: 'Upload Documents', 'Download Document Templates', and 'View Documents'. An orange arrow points from the 'eDocuments' tab to the 'View Documents' button.

- Use the drop-down boxes to populate the information needed to view the documents. Click “Load Data.”



The screenshot shows the 'View Documents' form with the 'eDocuments' tab selected. The form contains several drop-down menus and filters. An orange arrow points from the 'eDocuments' tab to the 'Load Data' button at the bottom left.

COLORADO DOT

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

View Documents

Department: Default Depart... x v

Project: 99999 - CDOT Test Pr... x v

☐ Include Closed Projects

Contractor: ABC Testing x v

Sub To | Contract ID: CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJ... x v

Document Type: Contractor Fringe Benefit Statement v

Status: All Statuses v

Document Date Filter: Start Date [] End Date [] Submitted Date Filter: Start Date [] End Date [] Employee Name: All Employees v

Load Data

- Under the “View Document” column, click “View Document.”

| Displaying 2 uploaded documents | | | | | | | | | | | | |
|---------------------------------|-------------------------------------|---------------|-------------|--------------------------------------------------|------------|-------------|--------|---------------|-----------------|---------------|--------------|---------------|
| Project | Document Type | Document Date | Contractor | Sub To / Contract ID | Submitted | Description | Status | Employee Name | Employee Linked | Notice Linked | View Details | View Document |
| 99999 - CDOT Test Project | Contractor Fringe Benefit Statement | 01/25/2020 | ABC Testing | CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS | 01/30/2020 | | | DUCK, DONALD | YES | NO | Details | View |
| 99999 - CDOT Test Project | Contractor Fringe Benefit Statement | 02/01/2020 | ABC Testing | CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS | 02/03/2020 | | | DOE, JOHN | YES | NO | Details | View |

- Review the document and check against the certified payrolls that have been submitted by the contractor.

Below is an example of the Contractor Fringe Benefit Statement (CFBS). For more information about allowable fringe benefits, please see the detailed instructions within the CDOT CFBS.

| COLORADO DEPARTMENT OF TRANSPORTATION CONTRACTOR FRINGE BENEFIT STATEMENT (CFBS) | | | | | |
|-----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------|----------------------------------------------------------|
| Section A. Contractor/Project Information | | | | | |
| 1. Project (S/A) #: | | 2. Project Name: | | 3. Date of Form Submission: | |
| 4. Name of Person Completing Form: | | 5. Phone # of Person Completing Form: | | 6. Day of the Week the Payroll Begins: | |
| 7. Day of the Week the Payroll Ends: | | 8. Is the Reporting Contractor an Owner-Operator? If yes, submit the Owner Affidavit in LCPTracker. | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Section B. Company Benefits | | | | | |
| 9. How are employees compensated in regard to fringe benefits as required by US DOL Prevailing Wage Decision(s)? | | | | | |
| a. Cash ONLY | <input type="checkbox"/> Yes <input type="checkbox"/> No | Are fringe benefits paid exclusively in cash and no company (fringe) benefits are provided? If the cash benefits cover the entire prevailing wage amount, no further completion of this form is required. If 9a, of this form, is checked "yes," mark 4(b) on the Statement of Compliance (SOC) in LCPTracker. | | | |
| b. Prevailing wage is met by counting company fringe benefits, or the combination of company fringe benefits and cash | <input type="checkbox"/> Yes <input type="checkbox"/> No | <ul style="list-style-type: none"> If company fringe benefits are provided to employees to meet prevailing wage, or if company fringe benefits are paid in combination with cash payments to meet prevailing wage, complete Sections C and/or D of this form. If 9b is checked yes, upload the company's fringe benefit declaration worksheet in eDocuments in LCPTracker. (This sheet is something that the company will demonstrate how the company fringe benefits are calculated to an hourly rate. If the company does not have this, employers must fill out CDOT's Fringe Benefit Declaration Worksheet.) If 9b, of this form, is checked "yes," and only company fringe benefits are paid, mark 4(a) on the SOC in LCPTracker. If a combination of cash and company fringe benefits are paid to meet the prevailing wage, mark 4(a) and 4(b) on the SOC. | | | |
| c. Prevailing wage is met without counting company fringe benefits | <input type="checkbox"/> Yes <input type="checkbox"/> No | <ul style="list-style-type: none"> Company fringe benefits are provided to employees, but, prevailing wage is met with cash only payments. If 9c is checked "yes," company fringe benefits shall <u>not</u> be reported on the certified payroll. Sections C and D of this form are not required to be completed, and the Fringe Benefit Declaration Worksheet is not required to be uploaded in LCPTracker. If this changes throughout the project and the counting of company fringe benefits are necessary to meet prevailing wage, the contractor shall submit an updated CFBS and Contractor Fringe Benefit Declaration Worksheet, and report the company fringe benefit(s) in LCPTracker. If 9c, of this form, is checked "yes," and the company fringe benefits are not being reported on the payroll, check 4(b) on the SOC in LCPTracker. | | | |

- If box 9b. is marked "yes" on the CFBS and company fringe benefits are reported on the certified payroll, review the company's fringe benefit declaration worksheet in eDocuments.

| CDOT CONTRACTOR FRINGE BENEFIT DECLARATION WORKSHEET | | | | | | | | | | | | | | | | |
|--------------------------------------------------------------------------------------------------------------|------------------|---------------------------|-----------------------|---------------------------------------|-------------------------------------|-----------------------------------------|--------------------------------------------------------------|------------------------------------------------------------|-------------------------------------------|-------------------------------------|-----------------------------------|-----------------------------------------|-------------------------------------------|----------------------------|-------------------|-----------|
| Hourly fringe benefit values in Red Highlighted Columns (O,R,V,X) should be reported in LCPTracker as hourly | | | | | | | | | | | | | | | | |
| Section 1: Contractor Information | | | | Section 2: Contractor Comments | | | | | | | | | | | | |
| A. Date Submitted: B. Contractor Name: C. Contact Name: D. Contact Phone #: E. Contact Email: | | | | | | | | | | | | | | | | |
| Section 3: Contractor Fringe Benefit Data By Employee | | | | | | | | | | | | | | | | |
| Employee Information | | | | "All H&W" Fringe Benefits | | | | | | | | | | | | |
| A. Name (Last, First) | B. Employee ID # | C. Hire Date (MM/DD/YYYY) | D. Wage Rate Off Site | E. TOTAL HOURLY FRINGE VALUE | F. HEALTH - Company Monthly Premium | G. HEALTH - Employee Monthly Co-Premium | Only report HEALTH data for either F & G or H & I (NOT BOTH) | | I. Subtotal Health - Company Monthly Cost | K. Dental - Company Monthly Premium | L. Life - Company Monthly Premium | M. Disability - Company Monthly Premium | N. Other Health - Company Monthly Premium | O. Total Hourly H&W Fringe | P. Hourly Pension | Q. % 401K |
| Day, Danny | 7521 | 9/7/2004 | \$ 26.00 | \$ 23.99 | \$ 244.29 | | H. SELF FUNDED HEALTH ONLY - Company Monthly Fixed Cost | I. SELF FUNDED HEALTH ONLY - Company Monthly Variable Cost | \$ 244.29 | \$ 35.51 | \$ 3.38 | | \$ 5.02 | \$ 1.67 | \$ 20.00 | \$ 0.02 |
| | | | | \$ - | | | | | \$ - | | | | | \$ - | | |

Note: The contractor can use the company fringe benefit declaration worksheet template located in eDocuments within LCPTracker (as shown above) or another worksheet provided by the company that demonstrates how the company fringe benefits are calculated to an hourly rate.

- To review the certified payroll, click on the "Certifications" tab.

- Use the drop-down boxes to populate the information necessary to view the applicable certified payroll, and then click "Load Data."

- A list of payrolls will populate that are viewable.

There are 2 certification records found for the above selection.


| Delete | Contractor | Project | Sub To | Contract ID | Week End | Payroll No | Performing? | Submitted | View CPR | Prime Approval | Approved | Process Status | Select | Accept Status | Accepted | Final | View Details |
|--------|-------------|---------------------------|--------------------------------------------------|-------------|-----------|------------|-------------|-----------|----------|----------------|-----------|----------------|--------------------------|---------------|-----------|-------|--------------|
| Delete | ABC Testing | 99999 - CDOT Test Project | CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS | | 1/25/2020 | 1 | YES | 1/30/2020 | PDF | Approved | 1/30/2020 | Certified | <input type="checkbox"/> | ACCEPTED | 1/30/2020 | No | Details |
| Delete | ABC Testing | 99999 - CDOT Test Project | CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS | | 2/1/2020 | 2 | YES | 2/7/2020 | PDF | Approved | 2/7/2020 | Certified | <input type="checkbox"/> | ACCEPTED | 2/7/2020 | No | Details |

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- To view the applicable payroll, click "PDF" under "View CPR."

| Submitted | View CPR | Prime Approval |
|-----------|----------|----------------|
| 1/30/2020 | PDF | Approved |
| 2/3/2020 | PDF | Approved |

12. The payroll record will look like the following:

| | | | | | | |
|---------------------------------------------------------------------------------------------|----------------------------------------------------|--------------------------------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------|
|  | COLORADO Department of Transportation | <h2 style="margin: 0;">WEEKLY CERTIFIED PAYROLL REPORTING FORM</h2> | | | | |
| NAME OF CONTRACTOR :ABC Testing Sub To: CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS | | CONTRACTOR'S LICENSE No. 7206680367 SPECIALTY LICENSE No. FEDERAL TAX ID# :84-000001 | | ADDRESS : 2629 W Howard Place 1st Floor, Denver, CO 80204 PHONE: 7206680367 EMAIL: rmonica.vialpando@state.co.us | | PROJECT LOCATION/ CODE / NAME : Multiple_Locations / C99999 / 99999 - CDOT Test Project |
| Subcontractor to CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS | | FOR WEEK ENDING: 02/01/2020 SUBMITTED ON: February 07, 2020 | | MOTOR CARRIER PERMIT No. UNION Non-Union | | SELF-INSURED CERTIFICATE No. WORKERS' COMP. POLICY : |
| PAYROLL No. 2 | | NAME, ADDRESS, SSN, DRIVERS LICENSE, ETHNICITY, GENDER | | WORK CLASSIFICATION, LOCATION AND TYPE | | HOURS WORKED EACH DAY |
| NAME, ADDRESS, SSN, DRIVERS LICENSE, ETHNICITY, GENDER | | WORK CLASSIFICATION, LOCATION AND TYPE | | TOTAL HOURS | | BASE HOURLY RATE OR PAY |
| DEE, JOHN Emp. M. EDOE | | LABORER / 1802 - Laborer: Common or General Type: Highway | | THIS PROJECT ALL PROJECTS | | Gross Amount Earned |
| XXXX-XX-1234 | | ADAMS COUNTY, CO (CD12) WD-CO160016 | | Federal Tax Social Security Medicare State Tax Local Taxes / SDI Other Savings Total Deductions | | DEDUCTION - CONTRIBUTION AND PAYMENTS |
| YES | | VACATION, HOLIDAY AND DUES IN GREEN PAY: NO Voluntary Contributions In Green Pay: NO | | Rate in Loss of Fringes Total Base Rate + Fringes | | Total Fringes Rate to Fed. |
| TOTAL STANDARD HOURS : | | TOTAL 1.5 OT HOURS : | | TOTAL 2.0 OT HOURS : | | GRAND TOTAL HOURS : |

13. The CDOT PE/PM (or delegate) shall conduct a review of the submitted payroll using LCPtracker Payroll Review Checklist for 100% of the payrolls submitted for each contractor (prime contractor and subcontractor). If the contractor can demonstrate compliance, reviews can be reduced to 10% of each contractor's payrolls submitted thereafter. If the contractor does not demonstrate compliance, the reviews may be increased.
14. Once opened, use the LCPtracker Payroll Review Checklist to compare the information submitted within the payroll record to the documents located in eDocuments (see steps 3-6 of this process guide for more information on viewing eDocuments). Then, continue on to accept or reject the payrolls within the system.

Process guide 4-3 demonstrates how to REJECT a payroll within the system.
Process guide 4-4 demonstrates how to APPROVE a payroll within the system.
15. The CDOT Project Engineer/Project Manager (or delegate) has successfully reviewed the certified payroll.