

4A-7, 4A-8, and 4A-9 Review, Reject, and Approve a Payroll (Prime Approver Role)



Details

Responsible Parties

- Prime Contractor (prime approver role)

Revision Date of this Document

June 2025

Document Owner

Vanessa Urbina, vanessa.urbina@state.co.us, 303-512-4144

Procedure Objective

This document is intended to assist the prime approver role of the Prime Contractor on how to review certified payrolls in LCPtracker to ultimately approve or reject the payroll. The Prime Contractor must ensure projects are set up in LCPtracker (see process guide 4A-1 Confirm Set Up in LCPtracker) before certified payrolls can be submitted and ultimately reviewed.

System Procedures

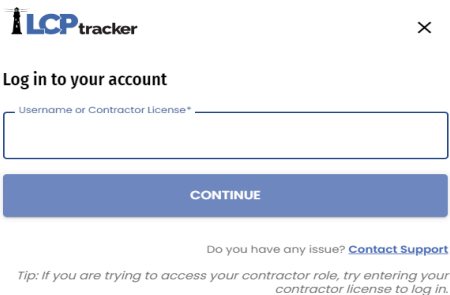
Jump to process guide step [4A-7 “Review Payroll”](#) (click the link & select “bookmark”)

Jump to process flow step [4A-8 “Reject Payroll”](#) (click the link & select “bookmark”)

Jump to process flow step [4A-9 “Approve Payroll”](#) (click the link & select “bookmark”)

Process Guide 4A-7 “Review Payroll”

1. The Prime Contractor is responsible for the compliance of all certified payrolls on the contract (to include the Prime Contractor and all subcontractor payrolls). See the CDOT website regarding resources for payroll compliance - <https://www.codot.gov/business/civilrights/compliance/construction/payroll>
2. Go to lcptracker.net. The supported browsers are Mozilla, Google Chrome, Microsoft Edge, and Opera.
3. Enter Username and Password then click “Next.”



LCPtracker ×

Log in to your account

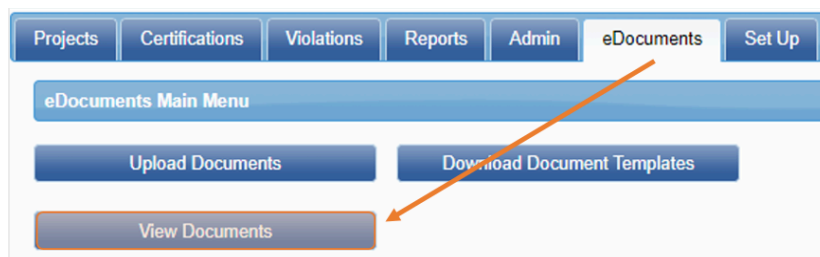
Username or Contractor License*

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.

4. There are several components of eDocuments within LCPtracker that need to be reviewed.
 - a) The prime approver shall check eDocuments to ensure the Contractor Fringe Benefit Statement (CFBS) is present and complete for the first payroll submitted for all contractors.
 - i) If fringe benefits are used to meet prevailing wage, the prime approver shall also upload the company's fringe benefit declaration worksheet (either using the CDOT template or the company's worksheet that shows the calculation of an hourly fringe rate) in eDocuments.
 - ii) If the contractor is using an unfunded fringe benefit plan to meet prevailing wage, an approval letter of the unfunded plan from DOL is required to be uploaded in eDocuments. If a DOL approval letter is not provided, the certified payroll shall be rejected.
 - b) Included on the payroll, all other deductions shall be detailed by type and amount within the "Other Deduction Notes." Review the [Guidance on Deductions for Construction Projects Requiring Certified Payrolls](#) to identify allowable DOL deductions and any required supporting documentation to be uploaded in eDocuments. The prime approver shall review all required supporting documentation in eDocuments to ensure that they are present, if appropriate, and match the deduction being taken.
 - i) A US DOL approval letter is required for any type of deduction that does not fall under the payroll deductions that are listed as permissible (29 CFR § 3.5). The DOL approval letter will need to be dated prior to deduction being taken. If the letter is not present, the payroll shall be rejected.
5. To view documents uploaded in eDocuments, click on the "eDocuments" tab. Click "View Documents."



6. Use the drop-down boxes to populate the information to view the documents, then click "Load Data."

COLORADO DOT

Projects Certifications Violations Reports Admin eDocuments Set Up

View Documents

Department: Default Depart... x

Project: 99999 - CDOT Test Pr... x

☐ Include Closed Projects

Contractor: ABC Testing x

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

Document Type: Contractor Fringe Benefit Statement

Status: All Statuses

Document Date Filter: Start Date: End Date: Submitted Date Filter: Start Date: End Date: Employee Name: All Employees

Load Data

7. 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

8. The following is an example of the Contractor Fringe Benefit Statement (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 not 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.

9. 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)		J. 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.

10. To review the certified payroll, click on the “Certifications” tab.

Projects

Certifications

Violations

Reports

Admin

eDocuments

Set Up

Certifications

Department

All Departments

Project

All Projects

☐ Include Closed

Contractor

All Contractors

Sub To | Contract ID

All Assignments

Load Data

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

Certifications

Department

Default Depart... X

Project

99999 - CDOT Test Pr... X

☐ Include Closed

Contractor

ABC Testing X

Sub To | Contract ID

CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJ... X

Load Data

12. A list of payrolls will populate.

There are 5 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	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	ACCEPTED	1/30/2020	No	Details
Delete	ABC Testing	99999 - CDOT Test Project	CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS		1/18/2020	1	NO	2/5/2020	PDF			Submitted		No	Details

13. 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

14. The following is an example of a payroll record:

NAME OF CONTRACTOR -AMC Testing Sub Tot: CDDT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS										CONTRACTOR'S LICENSE No. 7206680367 SPECIALTY LICENSE No. _____ FEDERAL TAX ID# 84-000001										ADDRESS : 2829 W Howard Place 1st Floor, Denver, CO 80204 PHONE: 7206680367 EMAIL: monica.veldop@amctest.com										PROJECT LOCATION/ CODE / NAME : Multiple_Locations / C9999 / 99999 - CDDT Test Project																																																											
Subcontractor to CDDT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS																																																																																									
PAYROLL No. 2										FOR WEEK ENDING: 02/01/2020 SUBMITTED ON: February 07, 2020										MOTOR CARRIER PERMIT No. _____										UNION New Union										SELF-INSURED CERTIFICATE No. _____ WORKERS COMP. POLICY : _____																																																	
NAME, ADDRESS, SSN, DRIVER'S LICENSE, ETHNICITY, GENDER										WORK CLASSIFICATION, LOCATION AND TYPE										HOURS WORKED EACH DAY										TOTAL HOURS										BASE HOURLY RATE										GROSS AMOUNT EARNED										DEDUCTION - CONTRIBUTION AND PAYMENTS																													
DOE, JOHN Emp. ID: 10006 XXX-XX-1234 Adams County, CO (C012) WD: C0160016										EXEMPT S M T W TH F S S O D										02/01/ 02/28/ 02/29/ 02/29/ 03/01/ 03/01/ 03/01/ 2.50 1.00 3.50										TOTAL HOURS 27.000 RATE OF PAY 63.000										THIS PROJECT 478.140 ALL PROJECTS 63.000										Federal Tax 24.000 Social Security 29.700 Medicare 6.950 State Tax 11.000 Local Taxes /IDE 0.000 Pension Vacation Holiday Training All Other Paid to Ind.										Savings 0.000 Total Deduction 71.650 Net Pay Base 407.										Check Nos. 1234 Total Fringe Paid to Ind. 13.800 Payroll Payment 27.200																			
																				LABORER / IAC - Laborer Common or General / Type Highway 0 O										02/01/ 02/28/ 02/29/ 02/29/ 03/01/ 03/01/ 03/01/ 2.50 1.00 3.50										TOTAL HOURS 27.000 RATE OF PAY 63.000										THIS PROJECT 478.140 ALL PROJECTS 63.000										Federal Tax 24.000 Social Security 29.700 Medicare 6.950 State Tax 11.000 Local Taxes /IDE 0.000 Pension Vacation Holiday Training All Other Paid to Ind.										Savings 0.000 Total Deduction 71.650 Net Pay Base 407.										Check Nos. 1234 Total Fringe Paid to Ind. 13.800 Payroll Payment 27.200									
																				LABORER / IAC - Laborer Common or General / Type Highway 0 O										02/01/ 02/28/ 02/29/ 02/29/ 03/01/ 03/01/ 03/01/ 2.50 1.00 3.50										TOTAL HOURS 27.000 RATE OF PAY 63.000										THIS PROJECT 478.140 ALL PROJECTS 63.000										Federal Tax 24.000 Social Security 29.700 Medicare 6.950 State Tax 11.000 Local Taxes /IDE 0.000 Pension Vacation Holiday Training All Other Paid to Ind.										Savings 0.000 Total Deduction 71.650 Net Pay Base 407.										Check Nos. 1234 Total Fringe Paid to Ind. 13.800 Payroll Payment 27.200									
																				LABORER / IAC - Laborer Common or General / Type Highway 0 O										02/01/ 02/28/ 02/29/ 02/29/ 03/01/ 03/01/ 03/01/ 2.50 1.00 3.50										TOTAL HOURS 27.000 RATE OF PAY 63.000										THIS PROJECT 478.140 ALL PROJECTS 63.000										Federal Tax 24.000 Social Security 29.700 Medicare 6.950 State Tax 11.000 Local Taxes /IDE 0.000 Pension Vacation Holiday Training All Other Paid to Ind.										Savings 0.000 Total Deduction 71.650 Net Pay Base 407.										Check Nos. 1234 Total Fringe Paid to Ind. 13.800 Payroll Payment 27.200									
All or Part of Fringes Paid to Employee: YES										Vacation, Holiday and Days in Gross Pay: NO Voluntary Contributions in Gross Pay: NO																																																																															
TOTAL STANDARD HOURS : 3.50										TOTAL 1.5 O.T. HOURS: 6.00										TOTAL 2.0 O.T. HOURS: 6.00										GRAND TOTAL HOURS: 3.50																																																											

15. Once opened, compare the information submitted within the payroll record to the submittals located in eDocuments such as: CFBS, Contractor Fringe Benefit Declaration Worksheet (if applicable), DOL approval letters (for deductions or unfunded fringe benefits), and all supporting documentation for other deductions.
16. Steps 17-21 demonstrate how to [REJECT](#) a payroll within LCPtracker.
Steps 22-23 demonstrates how to [APPROVE](#) a payroll within LCPtracker.

Process Guide Step 4A-8 - Reject Payroll

17. Using the pictures below as examples, review the information. At initial glance, the information contained in Picture A may look acceptable. However, when Picture B and Picture C are compared, there is an issue with the manner in which the contractor has filled out the Contractor Fringe Benefit Statement (CFBS). Picture B (on the payroll) displays a fringe benefit being credited to reach prevailing wage; however, the details are not spelled out within the CFBS document to determine compliance -- specifically, the contractor does not acknowledge how they are reaching prevailing wage. More information is required to be included on the CFBS in order to allow the fringe benefit credit to be taken. Also, if the contractor is using an unfunded fringe benefit plan to meet prevailing wage (most common: vacation/holiday/sick leave), a DOL approval letter for the unfunded plan is required to be uploaded in eDocuments. If a DOL approval letter is not provided, the unfunded fringe benefit is not allowed to be taken as credit toward meeting prevailing wage and restitution will be owed.

If any components of the certified payroll are out of compliance, the payroll shall be rejected.

Inconsistencies between the payroll and the CFBS and/or the eDocuments are common issues that result in the rejection of a payroll.

Example: Reject a payroll- Picture A: the complete payroll record

WEEKLY CERTIFIED PAYROLL REPORTING FORM

NAME OF CONTRACTOR :ABC Testing Sub To: CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS Subcontractor to CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS		CONTRACTOR'S LICENSE No. 7206680367 SPECIALTY LICENSE No. FEDERAL TAX ID# 84-000001		ADDRESS : 2829 W Howard Place 1st Floor, Denver, CO 80204 PHONE: 7206680367 EMAIL: monica.vialpando@state.co.us		PROJECT LOCATION/ CODE / NAME : Multiple_Locations / C99999 / 999999 - CDOT Test Project	
PAYROLL No. 2		FOR WEEK ENDING: 02/01/2020 SUBMITTED ON: February 07, 2020		MOTOR CARRIER PERMIT No.		UNION Non-Union	
NAME, ADDRESS, SSN, DRIVER'S LICENSE, ETHNICITY, GENDER		WORK CLASSIFICATION, LOCATION AND TYPE		HOURS WORKED EACH DAY		TOTAL HOURS	
DOE, JOHN Emp. Id: DOE XXX-XX-1234		LABORER / 1042 - Laborer Common or General Type Highway WD: CD160016		02/01/20 02/02/20 02/03/20 02/04/20 02/05/20 02/06/20 02/07/20 S M T W TH F S 2.50 1.00 TOTAL HOURS THIS PROJECT: 3.50		BASE HOURLY RATE OF PAY: 18.000 GROSS AMOUNT EARNED: 63.000	
						DEDUCTION . CONTRIBUTION AND PAYMENTS	
						Federal Tax: 24.000 Social Security: 29.700 Medicare: 6.950 State Tax: 11.000 Local Taxes / SDI: 0.000 Other: 0.000 Savings: 0.000 Total Deduction: 71.650 Check No.: 1234	
						Vac/Dues: 0.000 Trav. Subs.: 0.000 Health & Welfare: 11.235 Pension: 0.000 Vacation Holiday: 2.625 Training: 0.000 All Other: 0.000 Total Fringes Paid to 3rd: 13.860 Net Paid Week: 407.490	
						Rate in Lieu of Fringes: 0.000 Total in Lieu of Fringes: 0.000 Total Base Rate + Fringes: 21.960 Voluntary Pension: 0.000 Voluntary Medical: 0.000 H & W Rate: 3.210 Pension Rate: 0.000 Vac Hol Rate: 0.750 Training Rate: 0.000 All Other Rate: 0.000 Total Fringe Rate to 3rd: 3.960 Payroll Payment Date: 2/7/20	

TOTAL STANDARD HOURS :	3.50	TOTAL 1.5 OT HOURS:	0.00	TOTAL 2.0 OT HOURS:	0.00	GRAND TOTAL HOURS:	3.50
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Example: Reject a Payroll- Picture B: zoomed in payroll record showing fringe benefits.

: 2829 W Howard Place 1st Floor, Denver, CO 80204 206680367 onica.vialpando@state.co.us		PROJECT LOCATION/ CODE / NAME : Multiple_Locations / C99999 / 999999 - CDOT Test Project								
SURETY CERTIFICATE No. ERS' COMP. POLICY :										
GROSS AMOUNT EARNED		DEDUCTION . CONTRIBUTION AND PAYMENTS								
THIS PROJECT	ALL PROJECTS	Federal Tax	Social Security	Medicare	State Tax	Local Taxes / SDI	Other	Savings	Total Deduction	Check No.
	479.140	24.000	29.700	6.950	11.000	0.000	0.000	0.000	71.650	1234
	63.000	Vac/Dues	Trav. Subs.	Health & Welfare	Pension	Vacation Holiday	Training	All Other	Total Fringes Paid to 3rd	Net Paid Week
		0.000	0.000	11.235	0.000	2.625	0.000	0.000	13.860	407.490
Total in Lieu of Fringes	Total Base Rate + Fringes	Voluntary Pension	Voluntary Medical	H & W Rate	Pension Rate	Vac Hol Rate	Training Rate	All Other Rate	Total Fringe Rate to 3rd	Payroll Payment Date
0.000	21.960	0.000	0.000	3.210	0.000	0.750	0.000	0.000	3.960	2/7/20

TOTAL 2.0 OT HOURS:	0.00	GRAND TOTAL HOURS:	3.50
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Picture C: Contractor Fringe Benefit Statement

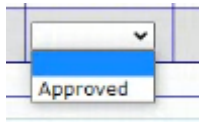
COLORADO DEPARTMENT OF TRANSPORTATION CONTRACTOR FRINGE BENEFIT STATEMENT (CFBS)			
Section A. Contractor/Project Information			
1. Project (S/A) #:	99999	2. Project Name:	Testing Project
3. Date of Form Submission:	1/1/24		
4. Name of Person Completing Form:	Jane Doe	5. Phone # of Person Completing Form:	720-111-1111
6. Day of the Week the Payroll Begins:	Monday		
7. Day of the Week the Payroll Ends:	Sunday	8. Is the Reporting Contractor an Owner-Operator? If yes, submit the Owner Affidavit in LCPTracker.	<input type="checkbox"/> Yes <input checked="" 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 not 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. 	
* Definition of Fringe Benefit Plan Bona fide fringe benefits are described in detail in the DOL Field Operation Handbook, 15f11, and include: <ul style="list-style-type: none"> Insurance: Life, health, dental Pension and 401K Examples of items not considered bona fide fringe benefits include, but are not limited to the following: <ul style="list-style-type: none"> Deductions required by law such as taxes, social security, worker's compensation, or unemployment compensation Personal use of a company vehicle Holiday cash bonus or food item Suggestion awards Recruitment bonuses Tools and other materials or services incidental to the employee's performance of the contract Cost of furnishing, laundering, and maintaining uniforms or equipment where the contractor requires the employee to wear those items Cost of social functions, association dues, paid coffee breaks 			
Section C. Funded Fringe Benefit Plans			
10. Funded Fringe Benefit Plans Provided by the Contractor (If additional space is needed, a supplemental page may be attached to this form when submitted)			
a. Type of Benefit	b. Provider Name	c. Provider Address	d. Provider Phone Number

11. List below all Unfunded / Self-funded Fringe Benefit Plans Provided by the Contractor – REQUIRES USDOL APPROVAL (unfunded / self-funded health insurance plans, retirement plans, vacation, holiday, sick leave, etc.)	
a. Type of Benefit	b. USDOL Approval Date (Attach Approval in LCPTracker)

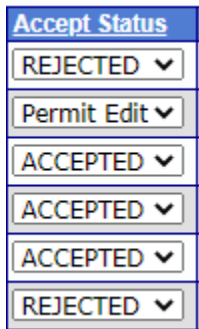
Steps 18- demonstrate how to reject a payroll within LCPTracker.

- To reject a payroll, the process will be completed within the "Certifications" tab. The first step is to change the prime approver role to the blank option. The prime approver will be required to review and approve the payroll after the payroll has been resubmitted. The second step is (under the "Accept Status" column) to use the drop-down to select "REJECTED." When the status of "REJECTED" is selected, a window will pop up asking if you are sure you want to change the accept status. Click "Yes."

Note: The prime approver will only use the "Accept Status" column to report a rejected payroll. The prime approver shall not select any other option other than "Rejected" in this drop-down menu.

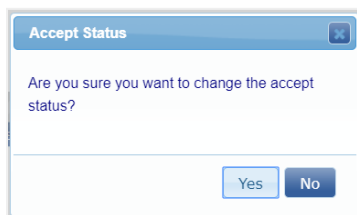


A screenshot of a web interface showing a dropdown menu. The menu is open, and the word "Approved" is highlighted in a blue box. The dropdown is part of a larger form with a light blue background.



A screenshot of a table with a blue header row labeled "Accept Status". The table contains seven rows of data, each with a status and a dropdown arrow. The statuses are: REJECTED, Permit Edit, ACCEPTED, ACCEPTED, ACCEPTED, and REJECTED.

Accept Status
REJECTED ▼
Permit Edit ▼
ACCEPTED ▼
ACCEPTED ▼
ACCEPTED ▼
REJECTED ▼



A screenshot of a confirmation dialog box titled "Accept Status". The dialog box contains the text "Are you sure you want to change the accept status?" and two buttons: "Yes" and "No".

19. Once the certified payroll is rejected, the system will have a prompt to enter a reason for the rejection. Because of system limitations, for the admin notice (the rejection of the payroll), it is important to include the following information:
- the initials of the person rejecting payroll
 - the date that the rejection was made
 - the week end date of the rejected payroll
 - the specific violation(s)
 - the requirement of the subcontractor to respond to the admin notice (when resolved) if the rejection is due to documents to be uploaded only and not the requirement to recertify the payroll record and
 - the date that the corrections are due (seven days from the date that it was rejected).
- Click "OK."

Rejected CPR Notice Comments

Reason for Rejecting the CPR

3/5/24, WE 2/1/24. The child support documents are not attached in eDocuments for R. Smith. Supporting documentation to be submitted in eDocuments and the payroll recertified by 3/12/24.

Confidential Rejection Note

OK

20. A window will pop up with results that the contractor has been emailed. Click “OK.”

Results

The contractor has been emailed regarding this status change.

OK

21. When the prime approver rejects the payroll please consider the following items:

a. If rejection results in resubmission of payroll:

If there is a problem with the actual payroll (for example: insufficient wages, incorrect classification, or lack of delineation by type or amount for “Other Deductions”, etc.), the admin notice for the rejection shall accompany the requirements outlined in step 19 of this process guide. Once the payroll is re-submitted, the prime approver will need to again complete their checking procedures in the Process Guide 4A.7. It is up to the person that rejects the payroll to ensure the re-submission of payroll occurs.

b. If rejection does NOT result in resubmission of payroll:

If the payroll is rejected because of a lack of documentation (through e-Documents), the admin notice for the rejection shall accompany the requirements outlined in step 19 of this process guide. It is essential that you also outline that the contractor reply directly to the rejected payroll admin notice once the requested documents/information is uploaded in e-Documents. Click OK. Once the prime approver receives the admin notice reply from the subcontractor, s/he can then

review the requested documents and follow the process for 4A7 to review the payroll.

22. When the payroll has been resubmitted after rejection:

Once the contractor has edited and resubmitted the payroll, the prime approver will again review the payroll. The “Accept Status” will automatically be changed to “Resubmitted” when the contractor has edited and recertified their payroll. Next steps depend on the status of the resubmitted payroll.

a) **Noncompliant.** If the contractor’s CPR is still noncompliant after resubmission, the prime approver will select “REJECTED” in the “Accept Status” again and enter a new admin notice with the criteria requirements outlined in step 19 of this process guide.

b) **Payroll not resubmitted.** If the contractor does not resubmit the CPR after the seven (7) day due date, the prime approver will enter a new admin notice outlining the unresolved issues with a new seven day due date for correction. The prime approver shall also follow up with an email to the contractor that is out of compliance.

c) **Compliant.** If the payroll is corrected and all supporting documentation has been reviewed to determine compliance, under “Prime Approval,” select “Approved.” The prime approver will not change anything in the “Accept Status” at this point- it should remain as “Resubmitted.”

d) **Payroll Lacking Supporting Documentation ONLY.** If the issue with the rejected payroll is solely a problem with supporting documentation (and not with the actual payroll), the contractor shall not be required to resubmit the certified payroll once they have uploaded the requested supporting documentation in eDocuments. The contractor shall respond to the admin notice so that the prime approver knows when the issue has been resolved, and they can then go into the payroll to review it again. If the supporting documentation is not sufficient or acceptable, then the prime approver should create another admin notice with the deadline of seven (7) days outlining expectations as previously detailed. If the supporting documentation is sufficient, then the prime approver should notify the person approving payrolls (PE role) so that said person can review the payroll and change the accept status from “rejected” to “accepted.”

The contractor submitting the corrected payroll shall include a comment in the “Remarks” field on the payroll indicating details of the appropriate documentation that was attached in edocs.

The prime approver and subcontractor will continue to follow these steps until all payrolls are complete and approved.

Note: Long term issues with noncompliant payrolls are grounds for withholding progress estimates. Please ensure that problematic payrolls are quickly resolved by all parties.

23. The prime approver has successfully completed the payroll rejection process.

Process Guide Step 4A-9 - Approve Payroll

24. Using the pictures below as examples, review the information. In reviewing Picture A and Picture B, one can see that a fringe benefit has been credited toward prevailing wage for health and wellness. Picture C shows that the CFBS includes details regarding the bona fide fringe benefit. There is also a copy of the Contractor Fringe Benefit Declaration Worksheet that reflects the hourly fringe benefit amount reported on the certified payroll. If all other

payroll criteria from the LCPtracker Review Payroll Checklist is acceptable, including that the payroll and supporting documentation match, the next step would be to approve the payroll.

Example: Approve a Payroll

Picture A: the complete payroll record

February 07, 2020
Page 1 of 2

CDOT COLORADO
Department of Transportation

WEEKLY CERTIFIED PAYROLL REPORTING FORM

NAME OF CONTRACTOR: ABC Testing Sub To: CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS Subcontractor to CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS		CONTRACTOR'S LICENSE No. 7206680367 SPECIALTY LICENSE No. FEDERAL TAX ID# 84-000001		ADDRESS : 2829 W Howard Place 1st Floor, Denver, CO 80204 PHONE: 7206680367 EMAIL: monica.vialpando@state.co.us		PROJECT LOCATION/ CODE / NAME : Multiple_Locations / C99999 / 99999 - CDOT Test Project																																																																						
PAYROLL No. 2		FOR WEEK ENDING: 02/03/2020 SUBMITTED ON: February 07, 2020		MOTOR CARRIER PERMIT No. _____ UNION Non-Union		SELF-INSURED CERTIFICATE No. _____ WORKERS' COMP. POLICY :																																																																						
NAME, ADDRESS, SSN, DRIVER'S LICENSE, ETHNICITY, GENDER		WORK CLASSIFICATION, LOCATION AND TYPE		HOURS WORKED EACH DAY		DEDUCTION - CONTRIBUTION AND PAYMENTS																																																																						
DOE, JOHN Emp. ID: DOE XXXX-XX-1234		LABORER / 1842 - Laborer Common or General / Type: Highway		<table border="1"> <tr> <td>1/26/20</td> <td>1/27/20</td> <td>1/28/20</td> <td>1/29/20</td> <td>1/30/20</td> <td>1/31/20</td> <td>2/1/20</td> </tr> <tr> <td>S</td> <td>M</td> <td>T</td> <td>W</td> <td>TH</td> <td>F</td> <td>S</td> </tr> <tr> <td></td> <td></td> <td></td> <td>2.50</td> <td>1.00</td> <td></td> <td></td> </tr> </table>		1/26/20	1/27/20	1/28/20	1/29/20	1/30/20	1/31/20	2/1/20	S	M	T	W	TH	F	S				2.50	1.00			<table border="1"> <tr> <th>BASE HOURLY RATE</th> <th>TOTAL HOURS THIS PROJECT</th> <th>GROSS AMOUNT EARNED</th> <th>FEDERAL TAX</th> <th>SOCIAL SECURITY</th> <th>MEDICARE</th> <th>STATE TAX</th> <th>LOCAL TAXES / SDI</th> <th>OTHER</th> <th>SAVINGS</th> <th>TOTAL DEDUCTION</th> <th>CHECK No.</th> </tr> <tr> <td>18.000</td> <td>3.50</td> <td>63.000</td> <td>24.000</td> <td>29.700</td> <td>6.950</td> <td>11.000</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td>71.650</td> <td>1234</td> </tr> <tr> <td>27.000</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>0.000</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		BASE HOURLY RATE	TOTAL HOURS THIS PROJECT	GROSS AMOUNT EARNED	FEDERAL TAX	SOCIAL SECURITY	MEDICARE	STATE TAX	LOCAL TAXES / SDI	OTHER	SAVINGS	TOTAL DEDUCTION	CHECK No.	18.000	3.50	63.000	24.000	29.700	6.950	11.000	0.000	0.000	0.000	71.650	1234	27.000												0.000											
1/26/20	1/27/20	1/28/20	1/29/20	1/30/20	1/31/20	2/1/20																																																																						
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27.000																																																																												
0.000																																																																												
All or Part of Fringes Paid to Employee: YES		Vacation, Holiday and Sick in Gross Pay: NO Voluntary Contributions in Gross Pay: NO		<table border="1"> <tr> <th>Rate in Lieu of Fringes</th> <th>Total in Lieu of Fringes</th> <th>Total Base Rate + Fringes</th> <th>Voluntary Pension</th> <th>Voluntary Medical</th> <th>H & W Rate</th> <th>Pension Rate</th> <th>Vac Hol Rate</th> <th>Training Rate</th> <th>All Other Rate</th> <th>Total Fringe Rate to 3rd</th> <th>Payroll Payment Date</th> </tr> <tr> <td>0.000</td> <td>0.000</td> <td>21.960</td> <td>0.000</td> <td>0.000</td> <td>3.210</td> <td>0.000</td> <td>0.750</td> <td>0.000</td> <td>0.000</td> <td>3.960</td> <td>2/7/20</td> </tr> </table>		Rate in Lieu of Fringes	Total in Lieu of Fringes	Total Base Rate + Fringes	Voluntary Pension	Voluntary Medical	H & W Rate	Pension Rate	Vac Hol Rate	Training Rate	All Other Rate	Total Fringe Rate to 3rd	Payroll Payment Date	0.000	0.000	21.960	0.000	0.000	3.210	0.000	0.750	0.000	0.000	3.960	2/7/20																																															
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TOTAL STANDARD HOURS : 3.50 TOTAL 1.5 OT HOURS : 0.00 TOTAL 2.0 OT HOURS : 0.00 GRAND TOTAL HOURS : 3.50

Picture B: zoomed in payroll record showing fringe benefits.

ADDRESS : 2829 W Howard Place 1st Floor, Denver, CO 80204 PHONE: 7206680367 EMAIL: monica.vialpando@state.co.us		PROJECT LOCATION/ CODE / NAME : Multiple_Locations / C99999 / 99999 - CDOT Test Project									
SELF-INSURED CERTIFICATE No. WORKERS' COMP. POLICY :											
BASE HOURLY RATE	GROSS AMOUNT EARNED	DEDUCTION - CONTRIBUTION AND PAYMENTS									
BASE HOURLY RATE OF PAY	THIS PROJECT	ALL PROJECTS	Federal Tax	Social Security	Medicare	State Tax	Local Taxes / SDI	Other	Savings	Total Deduction	Check No.
18.000	63.000	479.140	24.000	29.700	6.950	11.000	0.000	0.000	0.000	71.650	1234
27.000			Vac/Dues	Trav. Subs.	Health & Welfare	Pension	Vacation Holiday	Training	All Other	Total Fringes Paid to 3rd	Net Paid Week
0.000			0.000	0.000	11.235	0.000	2.625	0.000	0.000	13.860	407.490
Rate in Lieu of Fringes	Total in Lieu of Fringes	Total Base Rate + Fringes	Voluntary Pension	Voluntary Medical	H & W Rate	Pension Rate	Vac Hol Rate	Training Rate	All Other Rate	Total Fringe Rate to 3rd	Payroll Payment Date
0.000	0.000	21.960	0.000	0.000	3.210	0.000	0.750	0.000	0.000	3.960	2/7/20

Picture C: CFBS and Fringe Benefit Declaration Worksheet

COLORADO DEPARTMENT OF TRANSPORTATION CONTRACTOR FRINGE BENEFIT STATEMENT (CFBS)				
Section A. Contractor/Project Information				
1. Project (S/A) #:	99999	2. Project Name:	Testing Project	3. Date of Form Submission:
4. Name of Person Completing Form:	Jane Doe	5. Phone # of Person Completing Form:	720-111-1111	6. Day of the Week the Payroll Begins:
7. Day of the Week the Payroll Ends:	Sunday	8. Is the Reporting Contractor an Owner-Operator? If yes, submit the Owner Affidavit in LCPTracker.		<input type="checkbox"/> Yes <input checked="" 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 checked="" 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 <u>counting</u> company fringe benefits, or the combination of company fringe benefits and cash	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> If company fringe benefits are provided to employees <u>to meet prevailing wage</u>, or if company fringe benefits are paid in combination with cash payments <u>to meet prevailing wage</u>, 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 <u>without counting</u> company fringe benefits	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<ul style="list-style-type: none"> Company fringe benefits are provided to employees, but, prevailing wage is <u>met with cash only payments</u>. 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. 		
* Definition of Fringe Benefit Plan Bona fide fringe benefits are described in detail in the DOL Field Operation Handbook, 15f11, and include: <ul style="list-style-type: none"> Insurance: Life, health, dental Pension and 401K Examples of items not considered bona fide fringe benefits include, but are not limited to the following: <ul style="list-style-type: none"> Deductions required by law such as taxes, social security, worker's compensation, or unemployment compensation Personal use of a company vehicle Holiday cash bonus or food item Suggestion awards Recruitment bonuses Tools and other materials or services incidental to the employee's performance of the contract Cost of furnishing, laundering, and maintaining uniforms or equipment where the contractor requires the employee to wear those items Cost of social functions, association dues, paid coffee breaks 				
Section C. Funded Fringe Benefit Plans				
10. Funded Fringe Benefit Plans Provided by the Contractor				
(If additional space is needed, a supplemental page may be attached to this form when submitted)				
a. Type of Benefit	b. Provider Name	c. Provider Address	d. Provider Phone Number	
Health Insurance	Anthem Blue Cross Blue Shield	2345 Healthy Way, Denver, CO 80204	800-567-5363	

		CDOT CONTRACTOR FRINGE BENEFIT DECLARATION									
		Hourly fringe benefit values in Red Highlighted									
Section 1: Contractor Information					Section 2: Contractor Comments						
A. Date Submitted:		1/1/2024									
B. Contractor Name:		ABC Testing									
C. Contact Name:		Testing Project									
D. Contact Phone #:		720-111-1111									
E. Contact Email:		Jane.doe@gmail.com									
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)		J. Subtotal Health - Company Monthly Cost	K. Dental - Company Monthly Premium	
							H. SELF FUNDED HEALTH ONLY- Company Monthly Fixed Cost	I. SELF FUNDED HEALTH ONLY- Company Monthly Variable Cost			
John Smith	123455	1/1/2022	\$ 18.00	\$ 3.21	\$ 555.00				\$ 555.00		
				\$ -					\$ -		
				\$ -					\$ -		
				\$ -					\$ -		
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25. In the "Certifications" tab under the prime approval column, use the drop-down to select "Approved." A window will pop up asking, "Are sure you want to change the accept status?" Select "Yes."

Approved

Approved

Accept Status

Are you sure you want to change the accept status?

Yes

No

26. The prime approver has successfully reviewed, accepted, and rejected a payroll.