4A-5 Enter Certified Payroll in LCPtracker (Subcontractor)

COLORADO
Department of Transportation

Details

Responsible Parties
- Subcontractor

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Procedure Objective

This document is intended to assist the subcontractors with how to set up employees and enter payroll information in LCPtracker.

The Prime Contractor shall ensure the project is set up in LCPtracker (see step 4A-1).

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."

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.

3. If this is the first time using LCPtracker, the following steps will provide assistance to get the first payroll into the system. **If LCPtracker has previously been used, skip to step 16** of this process guide.

4. Upon first login, there will be a prompt to change the password. Please take note of the "Password Rules" outlined by LCPtracker.

Change Password

Password Rules:
- Must be at least 9 characters long.
- Must contain at least one number.
- Must contain at least one lowercase and one uppercase letter.

User Name:
Current Password

New Password   Repeat Password

Cancel   Save

LCPtracker recommends that you create a password with the following characteristics:
- At least 8 characters long.
- Contains at least one lowercase letter, one uppercase letter, one digit (0-9), and one special character like @#$%^&+=

5. An eSignature is required to upload eDocuments and to certify payroll records. From the "Set Up" tab, click "Edit/Reset eSignature."

Note: The login password and the eSignature password are two different items in LCPtracker. Creating/changing one does NOT create/change the other. The eSignature password should not be the same as the login password.

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

Setup Main Menu

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

6. The User ID is automatically filled in, and it will be required to enter the eSignature password twice as shown below. The process to change the eSignature password is exactly the same as creating it for the first time.

Edit E-Signature

Use this form to change your existing certification password.

Password Rules:**
- Must be at least 6 characters long
- Must contain at least one lower-case letter and one upper-case letter.
- Must be no longer than 20 characters.

User Id

E-Signature Password   Repeat Password

[Clear Form] [Cancel] [Save Password]

** A password with the following characteristics is recommended:
- At least 8 characters long
- Contains at least one lower-case letter, one upper-case letter, one digit (0-9), and one special character like @#$%^

7. Before entering payroll data, the company's employees will need to be added to the LCPtracker database. From the "Set Up" tab, click "Add/Edit Employee."

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

Setup Main Menu

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

8. Add any employee(s) who are working on the project or those anticipated to work on the project. All required fields are marked with an asterisk (*)

Add / Edit Employee Information

First Name *   Last Name *

Address 1 *   Address 2

City *   State *   Zip *   Validate Address

SSN *   Employee ID *

Exemptions *   Status   Ethnicity *
0   ACTIVE

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.
                          ☐ Business Owner

Note: When entering the employee SSN, only enter the last four digits (xxx-xx-####).

9. After adding all of the required information for the employee, scroll to the bottom of the page and click "Save." This process will be repeated until all employees performing work in a DBRA classification on the site of work have been added.

Delete   Cancel   Reset   Save

10. EDocuments is a section within LCPtracker that includes supporting documentation for the contractor's employees.

11. Available templates can be downloaded by clicking "Download Document Templates."

COLORADO DOT

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

WELCOME ABC Testing

eDocuments Main Menu

Upload Documents   Download Document Templates

View Documents

Note 1: If the document is to be uploaded into eDocuments but it does not appear in the download template list, there is not a standard template available for this type of document. Common examples of these are wage garnishments and child support orders.

Note 2: The most common eDocument templates that are used are the Contractor Fringe Benefit Statement and Contractor Fringe Benefit Declaration Worksheet.

Note 3: Any documents being uploaded into eDocuments that contain personal information should all be redacted.

12. To view eDocuments that are already uploaded, click "View eDocuments."
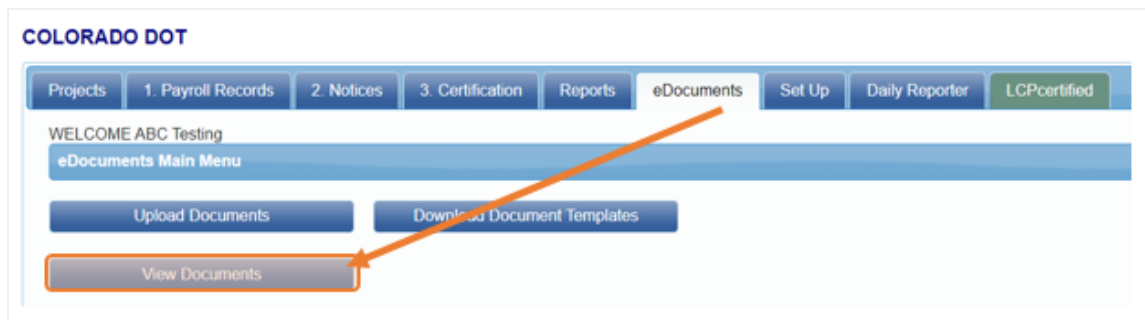
13. Enter any relevant information in the filters, then click on "Load Data."

14. Any available eDocuments will show in a list below the "Load Data" button. From here the document can be viewed.

Sub To | Contract ID	Submitted	Description	Status	Employee Name	Week End Date	View Details	View Document	Delete
CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS	01/30/2020			DUCK, DONALD		Details	View	Delete
CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS	02/03/2020			DOE, JOHN	02/01/2020	Details	View	Delete

15. US DOL requires that the fringe benefits (including cash) are listed in the certified payroll record at an hourly rate. CDOT has created the Contractor Fringe Benefit Statement (CFBS) to make gathering and viewing this information streamlined.

Note 1: This form is required to be completed and uploaded in eDocuments in order to certify the first payroll, and an update is required whenever information changes on the form.

Note 2: If company fringe benefits are provided to employees, but prevailing wage is met with cash only payments, company fringe benefits should not be reported on the certified payroll and Section B. question 9c should be marked "yes" on the CFBS. Section 4b on the statement of compliance should be checked in LCPtracker.

Note 3: If the counting of company fringe benefits are required in order to meet prevailing wage, Section B, question 9b shall be marked "yes" on the CFBS. A Contractor Fringe Benefit Declaration worksheet shall be uploaded in LCPtracker edocs to delineate how the hourly fringe benefit rate was calculated.

16. Download the CFBS from the "eDocuments tab."
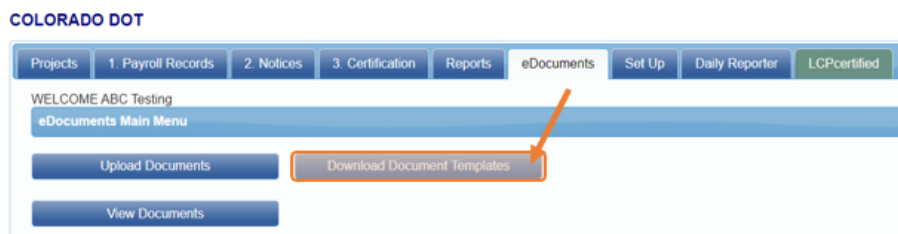
17. Fill out the form and save it to the computer. For more information about what is allowable in terms of fringe benefits, please see the detailed instructions within the CDOT CFBS form.

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.		☐ Yes ☐ 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	☐ Yes ☐ 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	☐ Yes ☐ No	• 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	☐ Yes ☐ No	• 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

18. From the "eDocuments" tab, click "Upload Documents."
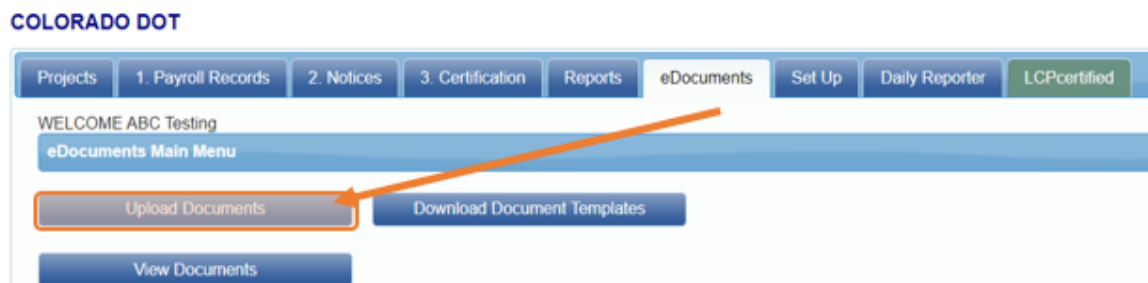
19. On the next screen, make sure that the "Contractor Fringe Benefit Statement" is selected from the document type drop-down.

    a. Click "Choose File" and select the completed CFBS previously saved to the computer.

    b. Click "Save" to complete the upload.

20. There are **four methods** for entering certified payroll records: (click the desired method, and then click "bookmark" to jump to that section.)
    a. Manual Entry
    b. Copy Previous
    c. Upload
    d. Direct Interface

21. **Manual Entry**

    a. From the "Payroll Records" tab, select "Enter Records."

22. Enter or select the appropriate "Week End Date." Every contractor will have their own specific seven day work period; therefore, the week-end date will be different for each contractor. Select the project and an employee, then click "Add Classification."

Note: Once a classification has been selected, that classification will be associated with the employee from week to week.

23. A window will appear with a list of crafts. Select the correct craft and then the classification for the employee.

Note: If the project covers more than one county, the classification for the
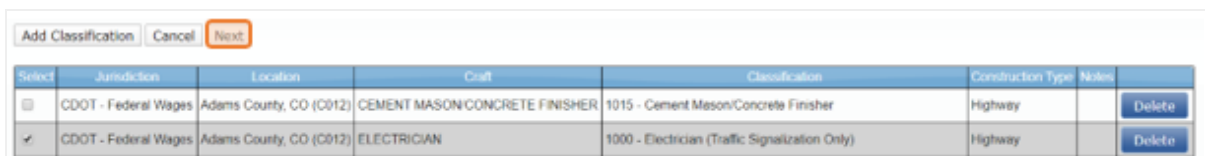
24. After selecting the classification, click "Add Selected" at the bottom of the window. **Repeat steps 22-24 for each classification the employee will work for the project.**

25. After adding all classifications, check the box next to the classification for which payroll will be entered, click "Next."

Note: Depending on the work the employee performs weekly, some classifications may not be used each week.

26. After clicking "Next," the payroll record entry form will appear.

27. From left to right, enter:

    a. Gross Employee Pay This Project
    b. Wages Paid in Lieu of Fringes (if any)
    c. Base Hourly
    d. Overtime Hourly
    e. Doubletime Hourly
    f. Rate in Lieu of Fringes (if any)

Note: Rates entered into the blue boxes the first time will stay the same for the duration of the project. If an employee's rate goes up, enter the new values. These new rates will apply from that point on.

28. Enter the hours worked for the week being reported for this project only.

Hours Worked Each Day for This Project Only

	Sunday 11/17/2019	Monday 11/18/2019	Tuesday 11/19/2019	Wednesday 11/20/2019	Thursday 11/21/2019	Friday 11/22/2019	Saturday 11/23/2019	Total Hours
Regular Time	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00
Overtime at 1.5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Double-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00

29. If fringes are paid to a third party (401K, Medical/Dental plan) enter those weekly contributions here.

   a. Contributions here are based off of a weekly amount, not an hourly rate
   b. Only click "calculate fringes" if hourly fringe amounts were entered on the employee info page when the employee was set up.

Fringes / Contributions paid to others (not employee) for This Project Only (Rate Times the # of Hours Worked)

Vac / Hol / Dues	Health & Welf.	Pension	All Other	Training	Voluntary Contributions for all Projects		
0.000	0.000	0.000	0.000	0.000	Pension	Medical	
More ...		More ...			0	0	

☐ Vac/Hol/Dues Included in Gross Emp. Pay/Base Hourly Rate
More ...
☐ Some or All Fringes Paid to Employee
☐ Voluntary Contributions Included in Gross Emp. Pay
Calculate Fringes

30. Enter the following information in the "Paycheck- Deductions, Payments and Notes" section.

   a. Enter the gross pay all projects, paycheck amount, check number, and the payment date.
   b. If per diem is paid to an employee, this payment should be entered in the "Trav/Subs" section.
   c. Enter all applicable deductions from the paycheck.
   d. If "other" deductions are entered, they must be listed in the "Other Deductions Notes" delineated by both type and amount (EX: Tax Lien- $130). Common 'other deductions' are dependent insurance and child support.
   e. The FAMLI deduction can be included in either the "State Tax" field or the "Other" deduction field. If entered in "Other" deduction, the type and amount shall be delineated in the "Other Deduction Notes."
   f. Click "Save" when finished.

31. After "Save" is clicked, the "Payroll Record Saved" box will pop up.

   a. If there are any notices with the payroll record, there will be a warning indicating the number of notices within this box.
   b. This page will remain open if the "X" in the upper right corner is clicked. The notices will be able to be corrected and re-saved.
   c. If either "Yes" or "No" is clicked, the "Payroll Records" tab will be opened.
   d. If there are any issues correcting the notices, contact LCPtracker by email at **support@lcptracker.com** or call at 714-669-0052, option 4.

32. **Repeat steps 22-31 for each employee and their classifications.** When the payroll records have been entered for all employees who worked during that week on the project, the payroll is ready to be certified.

33. **Copy Previous Payroll.** From the "Payroll Records" tab, click on "Copy Previous

Payroll."

34. Select the project from the drop-down list. Select the week to be copied and then click "Next."

35. Select all of the employees whose payroll is to be copied, click "Next."

36. Enter the new week-end date, click "Save."

37. Click "Edit" from the next screen for each applicable classification.

38. Enter the paycheck number and new week-end date for the copied payroll, click "Save."

Trav/Subs	Gross Pay All Projects	Paycheck Amount	Check Number *	Payment Date *
0.000	1650.000	1325.000	DD	05/17/2018

39. Follow the steps in process guide 4A-3, to certify a payroll to complete the process. **The next steps explain how to fulfill the certified payroll requirements in LCPtracker by uploading payroll records.**

40. **Upload Payroll Records.** LCPtracker has a spreadsheet template that is required to be used in order to enter payroll data through an upload.
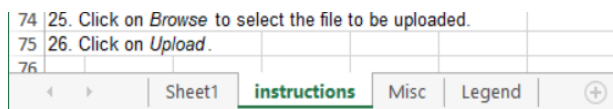
41. To access this template, click on "Upload Records" from the "Payroll Records" tab.

42. Click "Download Spreadsheet Template."

43. The file will save to the computer. When the file is opened, select the "instructions" tab at the bottom of the spreadsheet. The instructions on the spreadsheet includes assistance with the field mapping for the upload.

44. **Direct Interface**

Instructions to find and upload the DIR XML file are as follows:

      a. Click on the Projects tab
      b. Click on the Certified Payrolls tab
      c. Locate the week ending payroll file that is required
      d. Click on the DIR XML button (make sure the pop-up blockers are off)
      e. Save this file to the desktop
      f. Upload into the DIR eCPR system
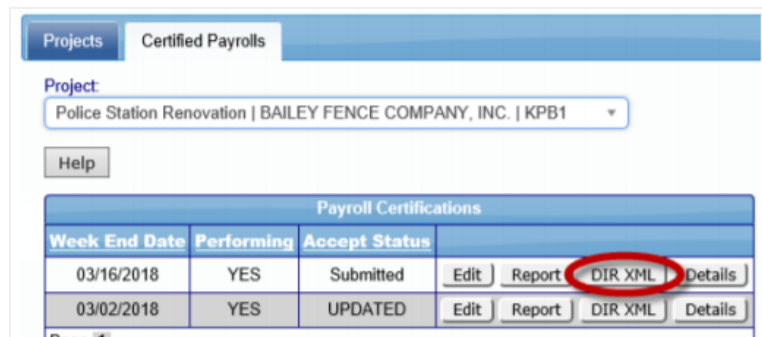
Note: LCPtracker has created a payroll software interface with the following systems:

- California Payroll Software
- Construction Partner
- Foundation Software
- Pay-Net Software

- Paychex SoftwarePaylocity
- Quantum Software
- Viewpoint Software
- Dexter + Chaney

The list is growing, and some payroll software systems are being beta-tested as well.

For help with this feature, please contact LCPtracker Support at 714-669-0052

45. The subcontractor has successfully entered payroll in LCPtracker.