4A-6 Certify Payroll in LCPtracker (Subcontractor) (Performing and No-Work Weeks)

Details

Responsible parties

- Subcontractor

Revision Date of this Document

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Document Owner

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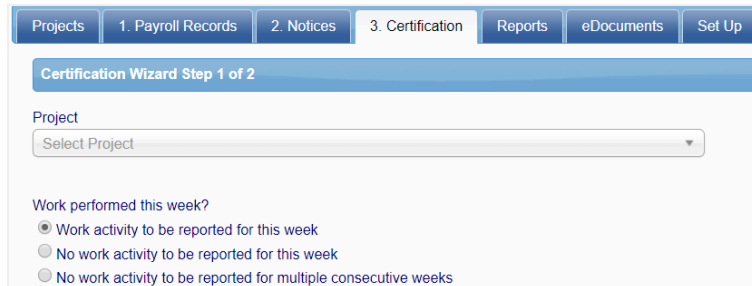
Procedure Objective

This document is intended to assist the subcontractor with how to certify the company's weekly payroll in the LCPtracker system.

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." If this is the first time logging into the system, a username and temporary password will be emailed once the account has been set up in LCPtracker. Upon first login, a prompt will occur to change the password. Please take note of the password rules outlined by LCPtracker. If the incorrect username is being used, the project will not appear in the listed projects within LCPtracker, and additional support will be needed. Please reach out to the appropriate region civil rights specialist to resolve this issue or any additional issues relating to not locating the project within LCPtracker.

3. Select the "Certification" Tab in LCPtracker.

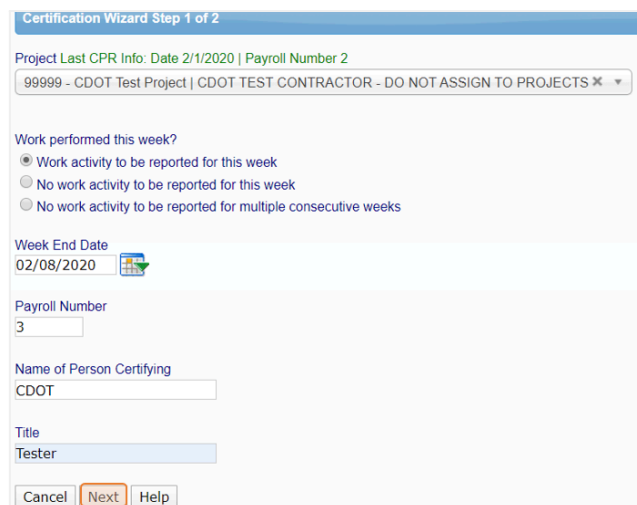

4. There are three payroll types available to choose from when the payroll is certified:

    a. Certify a payroll for a week during which work was performed
    b. Certify a payroll for a week during which no work was performed (non-work week payroll)
    c. Certify a payroll for multiple consecutive weeks during which no work was performed
        ○ Click here & select "Bookmark" to skip to the steps for non-work weeks

5. **Certifying Performing Work Payroll:** follow steps 6-10 to certify payroll for work activity performed and reported.

6. To certify the payroll for work activity performed:

    a. Choose the appropriate project
    b. Choose the type of payroll that is being certified
    c. Choose the week ending date (if multiple consecutive weeks are chosen, the first week end and last week end dates will be entered)
    d. Enter the payroll number (payroll numbers will increase sequentially)
    e. Enter the name of the person certifying the payroll
    f. Enter the title of the person certifying the payroll
    g. Click "Next"

7. Review the Statement of Compliance (SOC) portion of the certified payroll report.

Note: This certification affirms that anyone reporting information for this project is reporting all information truthfully and without false representation of any kind.

8. The Statement of Compliance (SOC), in LCPtracker, should reflect how the certified payroll indicates that prevailing wage is met. Choose the appropriate option for how the subcontractor pays fringe benefits for each specific certified payroll:

    a. 4(a) – selected if all fringes are paid to approved plans, funds, or programs
    b. 4(b) – paid in cash (no company fringe benefits)
    c. 4(a) and 4(b) if paying both cash and company fringe benefits are paid
    d. 4(c) – the selections above would eliminate the necessity to complete 4(c) because there would be no exceptions

Include any notes to the Agency regarding the fringe benefits, if necessary, in the "Remarks" section.

Note 1: If company fringe benefits are provided to employees and these benefits are necessary to meet prevailing wage, the contractor shall report the company fringe benefits in LCPtracker and check 4a in the SOC section. If a contractor provides company fringe benefits to employees, but prevailing wage is met with cash only payments, the contractor shall report cash only payments and not the company fringe benefits in LCPtracker. Additionally, the contractor will check 4b in the SOC section.

Note 2: If company fringe benefits are paid in combination with cash payments and both of these benefits are necessary to meet prevailing wage, the contractor shall report the company fringe benefits and cash payments in LCPtracker and check 4(a) and 4(b) in the Statement of Compliance section of LCPtracker.

Note 3: the "Remarks" field is mandatory if the payroll is being recertified.

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS

☐ - in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

☑ - Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum except as noted in Section 4(c) below.

(c) EXCEPTIONS:

EXCEPTION (CRAFT)	EXPLANATION

Remarks:

9. Enter the eSignature password. If the payroll is final, click the checkbox, "Check here if last (FINAL) certification." Click "Save."

eSignature Password: ●●●●●●●●●●

Check here if last (FINAL) certification ☐

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE
THE UNITED STATES CODE.

Cancel   Save   Help

10. The subcontractor has successfully certified a performing work payroll.

Confirmation

Certification created successfully.

The CPR report is displayed in a separate window.

OK

11. **Certifying No-Work Week Payroll:** follow steps 12-15 to certify a no-work week payroll(s).

    Click the "Certification" tab.

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

Certification Wizard Step 1 of 2

Project

Select Project

12. To certify a no-work week payroll:

    a. Select the project
    b. Select "No work activity to be reported for this week" or "no work activity to be reported for multiple consecutive weeks" (select the applicable option)
    c. Enter the week ending date or select it from the calendar (if multiple consecutive

weeks are chosen, the first week ending date and last week ending date will be entered)

d. Enter the payroll number (payroll numbers will increase sequentially for each week)
e. Enter the name of the person certifying the payroll
f. Enter the title of the person certifying the payroll
g. Click "Next"

13. Review the Statement of Compliance (SOC) portion of the certified payroll report.

Note: This certification affirms that anyone reporting information for this job is reporting all information truthfully and without false representation of any kind.

14. Enter any remarks regarding the no-work week(s) payroll, if applicable. Enter the eSignature password. If the payroll is final, click on the checkbox, "Check here if last (FINAL) certification." Click "Save."

15. The subcontractor has successfully certified a no-work week payroll.