

# 7-8 Contractor Uses OJT Classification Codes to Submit Payroll for Trainee (Prime/Subcontractor)



## Details

### Responsible Parties

- Prime Contractor
- Subcontractor

### Revision Date of this Document

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### Document Owner

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## Procedural Objective

This document is intended to assist the Prime Contractor and subcontractor on how to use OJT classification codes in LCPtracker when submitting certified payroll for a trainee/apprentice.

## System Procedures

1. Go to [lcptracker.net](https://lcptracker.net). The supported browsers are Mozilla, Google Chrome, Microsoft Edge, and Opera.
2. Enter Username and Password, then click “Next.”

A screenshot of the LCPtracker login page. At the top left is the LCPtracker logo, and at the top right is a close button (X). Below the logo is the text 'Log in to your account'. Underneath is a text input field with the placeholder text 'Username or Contractor License\*'. Below the input field is a blue button labeled 'CONTINUE'. At the bottom, there is a link for 'Contact Support' and a tip: 'Tip: If you are trying to access your contractor role, try entering your contractor license to log in.'

3. In the “1. Payroll Records” tab, enter the necessary information such as the week end date, project, location, and employee who will be utilizing the OJT classification code. Click “Add Classification” to search for the applicable OJT classification code that was added to the project.

**COLORADO DOT** [Create Account](#)

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

**Payroll Record Entry**

Week End Date \*  
11/06/2021

Project \*  
99999 - CDOT Test Project | CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS

Location \*  
Adams County, CO (C012)

Employee \*  
DOE, JANE

[Add Classification](#) [Cancel](#) [Next](#)

- Select the craft that contains the OJT classification code and scroll down to select the code. Click “Add Selected.”

**Add Classifications**

Jurisdiction  
CDOT - Federal Wages

Craft  
POWER EQUIPMENT OPERATOR

<input checked="" type="checkbox"/>	Adams County, CO (C012)	xx1083ATW70 - Power Equipment Operator: Broom/Sweeper -- Apprentice/Trainee Wage 70%	Highway	
<input type="checkbox"/>	Adams County, CO (C012)	xx1083ATW85 - Power Equipment Operator: Broom/Sweeper -- Apprentice/Trainee Wage 85%	Highway	
<input type="checkbox"/>	Adams County, CO (C012)	xx1083ATW95 - Power Equipment Operator: Broom/Sweeper -- Apprentice/Trainee Wage 95%	Highway	

[Add Selected](#) [Cancel](#)

**Note:** Custom OJT classification codes will contain the XX at the beginning of the code. If the wrong code that does not contain the XX is used, the certified payroll will need to be resubmitted using the proper OJT code. Refusal to use the proper codes will result in the Prime Contractor not receiving credit toward the contract OJT goal. Please refer to the process guide, 4A-2 or 4A-5 Enter Payroll in LCPtracker for more information about submitting payroll.

- The Prime Contractor and subcontractor has successfully selected the OJT classification code to submit certified payroll in LCPtracker for a trainee.