



COLORADO
Department of Transportation



Contractor User Guide

LCPtracker
Certified Payroll Program

Support email: cdot_lcptracker_support@state.co.us

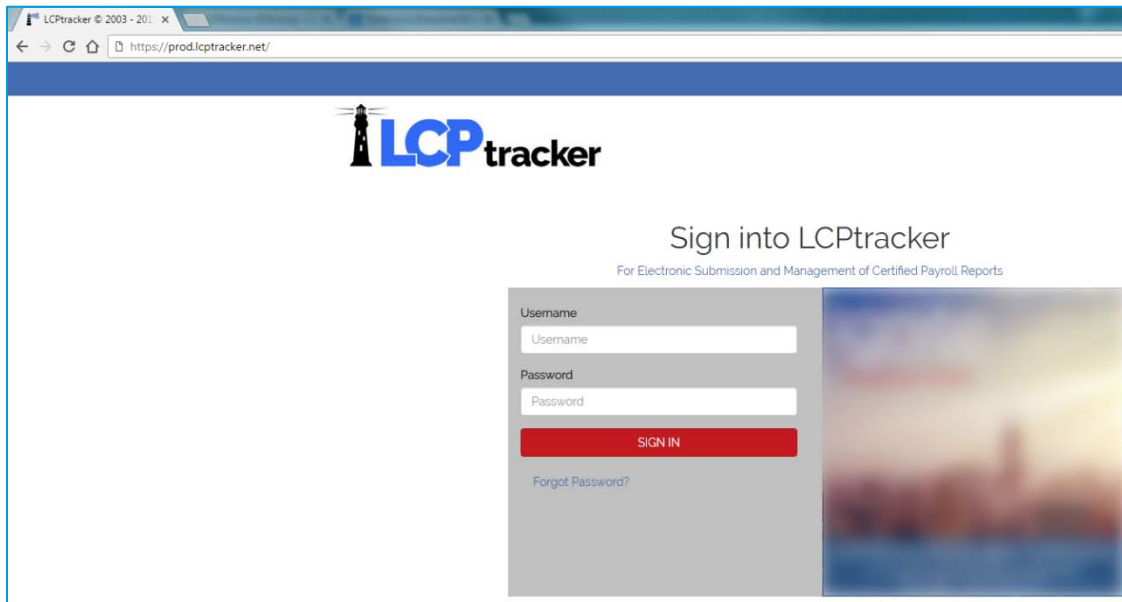
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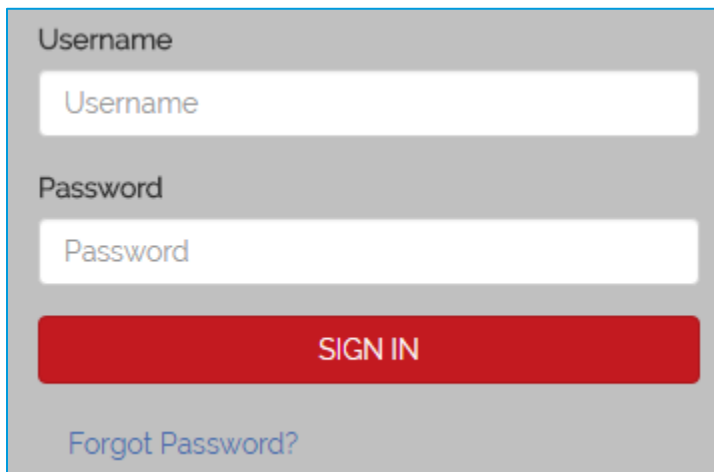
Logging in to LCPtracker

1. Go to lcptracker.net

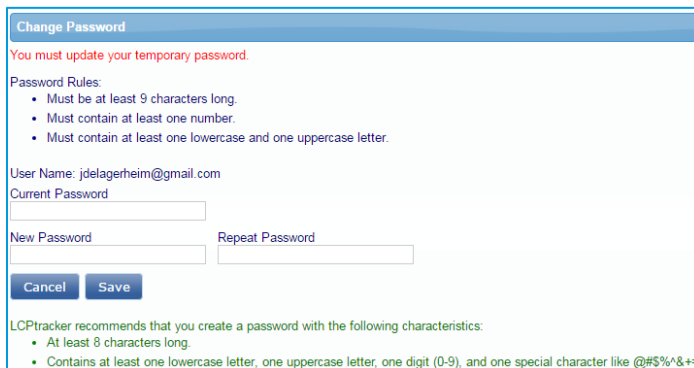
The supported browsers are Google Chrome and Internet Explorer. LCPtracker *will not* work with Mozilla Firefox.



2. Enter your username and temporary password in the fields on the screen.



3. You must change your password after first login.

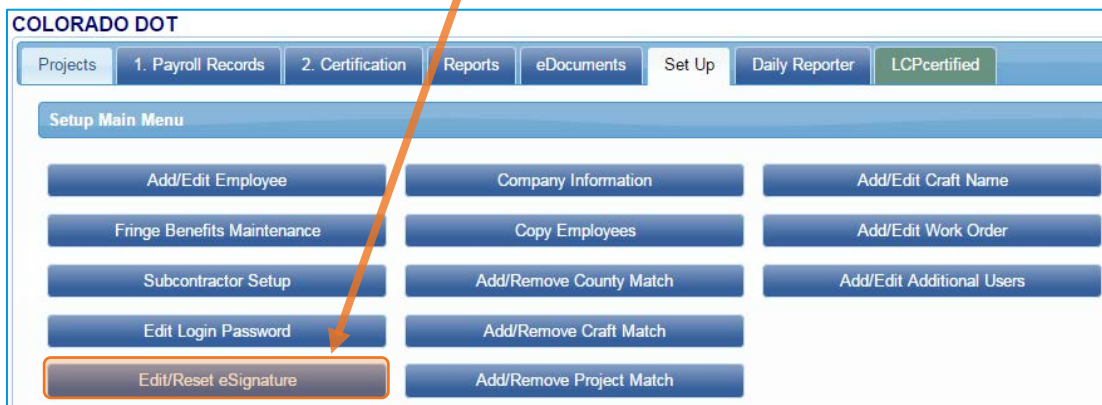


Create an eSignature

An eSignature is required to upload eDocuments and certify your payroll records

Your eSignature password should not be the same as your login password

1. From the Setup tab, click on **Edit/Reset eSignature**



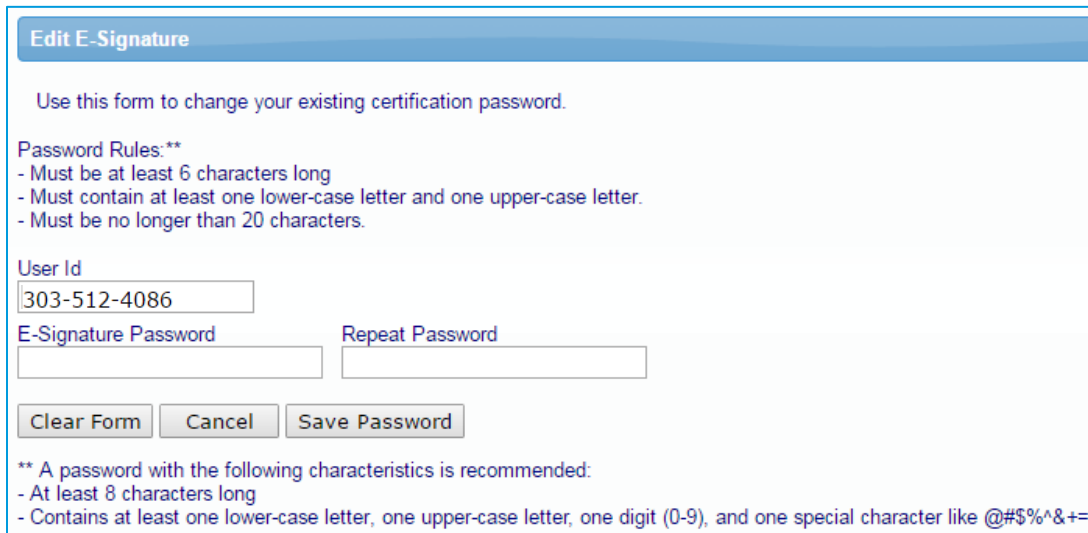
COLORADO DOT

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

Setup Main Menu

| | | |
|------------------------------|--------------------------|---------------------------|
| Add/Edit Employee | Company Information | Add/Edit Craft Name |
| Fringe Benefits Maintenance | Copy Employees | Add/Edit Work Order |
| Subcontractor Setup | Add/Remove County Match | Add/Edit Additional Users |
| Edit Login Password | Add/Remove Craft Match | |
| Edit/Reset eSignature | Add/Remove Project Match | |

2. You will then enter your eSignature password twice in the fields shown below. Your user ID is filled in for you.



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

303-512-4086

E-Signature Password

Repeat Password

Clear Form Cancel Save Password

** A password with the following characteristics is recommended:

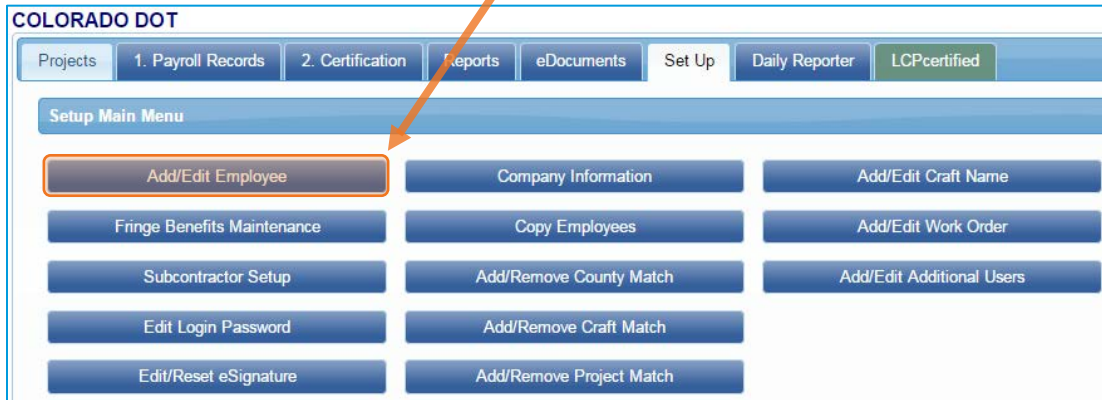
- At least 8 characters long
- Contains at least one lower-case letter, one upper-case letter, one digit (0-9), and one special character like @\$%^&+=

3. The process to change your eSignature is the exact same as creating it for the first time.

Add Employees

Before entering payroll data, you will add the employees to the LCPtracker database.

1. From the Setup tab, click on **Add/Edit Employee**



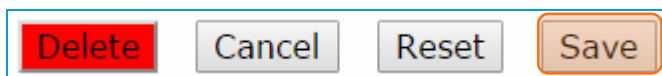
2. Add any employees who are working on the project, or those you anticipate will work on the project. All required fields are marked with a red asterisk (*).

The screenshot shows the 'Add / Edit Employee Information' form with the following fields and values:

- First Name *: JONI
- Last Name *: DELAGERHEIM
- Address 1 *: 4201 E. Arkansas Ave
- Address 2: Room 150
- City *: Denver
- State *: CO - COLORADO
- Zip *: 80222
- SSN *: xxx-xx-1234 (highlighted with an orange box)
- Employee ID *: delagerheimj
- Exemptions *: 0
- Status: ACTIVE
- Ethnicity *: CAUCASIAN
- Veteran Status: (empty)
- Date Hired *: 10/19/2016
- Date Fingerprinted: (empty)
- Phone Number *: 303-512-4086
- Driver's License State: (empty)
- Driver's License: (empty)
- Worker's Comp Code: (empty)
- Electrician License: (empty)
- Gender *: Female
- Hiring Source: (empty)
- Disadvantaged:
- Owner/Operator:
- I certify that this employee is I9 verified:

When entering the employee SSN, the format *must* be xxx-xx-####

3. After adding the information, scroll to the bottom of the page and click save



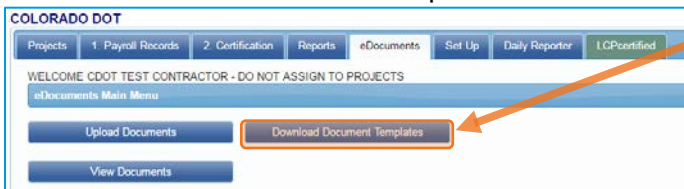
eDocuments (General)

eDocuments are documents that support the employee’s record in LCPtracker.

The following eDocuments are available for upload:

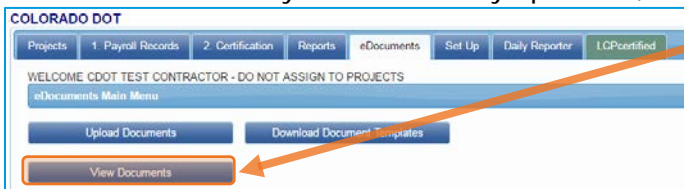
| Document Name | Req'd | Expire Freq (months) | Document Description |
|---|-------|----------------------|---|
| Apprenticeship Certification | N | 0 | US Department of Labor - Office of Apprenticeship - Certification |
| Apprenticeship Supporting Documents | N | 0 | Other documents related to apprenticeships - NOT FOR CERTIFICATIONS |
| Child Support Document | N | 0 | Documentation to support deductions taken from employee's paycheck (e.g., court documentation and/or wage garnishment letter) |
| Contractor Fringe Benefit Statement | R | 0 | Statement of fringe benefits that will be applied to each employee |
| Copy of Payroll Check | N | 0 | Scanned copy of payroll check stub to verify payroll is correct or that back wages or restitution have been paid |
| DBE Participation Plan Modification Request | N | 0 | Form to request a waiver or reduction of DBE participation (CDOT Form 1420) |
| Issues Backup Documentation | N | 0 | Any supporting documentation necessary for labor related issues that occur during the project |
| Labor Interview Form | N | 0 | Employee interview form (CDOT Form 280) |
| Notice of Award | Y | 0 | Document that states that contractor has been awarded the contract (e.g., Notice of Award Letter from CDOT) |
| OJT Approved Program | N | 0 | Copy of actual approved apprenticeship/training program |
| OJT Questionnaire | N | 0 | OJT questionnaire for program participants (CDOT Form 200) |
| On the Job Trainee Apprentice Record | N | 6 | Document requesting approval from RCRO for employee to be counted toward OJT goal (CDOT Form 838) |
| On the Job Training Progress Report | N | 0 | Monthly document stating trainee progress by listing completed hours (CDOT Form 832) |
| Program Participant Verification Form | N | 0 | Letter stating employee is a participant in the approved apprenticeship/training program (e.g., USDOL apprenticeship certification form) |
| Receipt of Wage Restitution Document | N | 0 | Notarized document that advised that the employee has been paid wage restitution |
| Request for Waiver on Contractor's OJT Training Hours | N | 0 | Document requesting waiver and/or reduction of OJT hours (CDOT Form 1336) |
| SF 1444 - Request for Additional Classification | N | 0 | Form to have a missing classification added to the wage determination for that project only |
| Statement and Acknowledgement Form (SF1413) | N | 0 | Acknowledgement that contractor is aware of the acts that apply to the contract and that the contractor will abide by these acts. (Use form SF1443) |

- You can download available templates from download eDocuments.



If the document is available for upload but it does not appear in the download template list, there is not a standard format for this document. Common examples of these are wage garnishments and child support orders. These documents are uploaded following the same steps as the Contractor Fringe Benefit Statement shown on the next page.

- To view eDocuments you have already uploaded, click View eDocuments.



- Enter any relevant information in the filters, and click load data.

View Documents

Project Include Closed Projects 18999 - C-470 TOLLED EXPRESS LANES SE... x

Contractor CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJE... x

Sub To | Contract ID Prime x

Document Type -- All Types --

Status All Statuses

Document Date Filter Submitted Date Filter Employee Name

Start Date Start Date All Employees

End Date End Date

Load Data

- Any available eDocuments will show in a list below the load data button

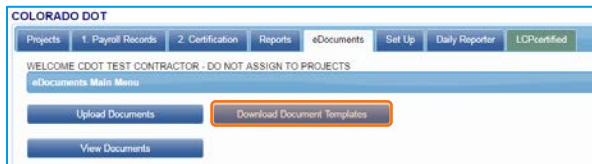
| Displaying 2 uploaded documents | | | | | | | | | | | | |
|---------------------------------|------------------------|---------------|-------------------------|----------------------|------------|-------------|--------|-----------------|---------------|--------------|---------------|--------|
| Project | Document Type | Document Date | Contractor | Sub To Contract ID | Submitted | Description | Status | Employee Name | Week End Date | View Details | View Document | Delete |
| CDOT Training Demo | Apprentice Certificate | 06/22/2016 | A J General Contracting | Prime | 06/22/2016 | | | HARDGE, JESSICA | | Details | View | Delete |
| CDOT Training Demo | OJT Approved Program | 07/03/2016 | A J General Contracting | Prime | 07/03/2016 | | | TEST, CHARLES | 01/17/2022 | Details | View | Delete |

From here you can view the document, view the document details, or delete the eDocument.

Contractor Fringe Benefit Statement (CFBS)

CDOT requires that fringes (including cash) are listed at an hourly rate. CDOT has created the Contractor Fringe Benefit Statement to make gathering and viewing this information simple. ***This form is required in order to certify your payrolls.***

1. Download the CFBS from the eDocuments tab.

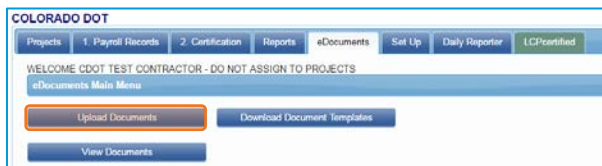


then

2. Fill out the spreadsheet, and save it to your computer.

| CONTRACTOR FRINGE BENEFIT STATEMENT | | | | |
|--|--|---|---|----------|
| PROJECT NAME: I-70 Express Lane | | PROJECT NUMBER: 12545 | COUNTY/LOCATION: Clear Creek County, Summit County | |
| DATE: | | | | |
| CONTRACTOR: 123 Construction | | ADDRESS: 123 Main Street, Denver, CO 80222 | | |
| Submitted by: Suzie Q | | Title: Payroll Administrator | | |
| Enter the hourly fringe benefit rate for the classification and employees below. | | | | |
| During the life of the project, if there are any changes in rates to any of the classifications an updated version of this document must be submitted for those classifications. | | | | |
| CLASSIFICATION: | EFFECTIVE DATE: | SUBSISTENCE OR TRAVEL PAY: | | |
| All Employees | | | | |
| Fringe Benefits | Medical | Hourly | Paid To: Name: Address: | |
| | Dental | Hourly | Paid To: Name: Address: | |
| | Pension | Hourly | Paid To: Name: Address: | |
| | Vacation/ Holiday Dues | Hourly | Paid To: Name: Address: | |
| | Training | Hourly | Paid To: Name: Address: | |
| | Other | Hourly | Paid To: Name: Address: | |
| | Fringes Paid as Cash to Employee | Hourly | Paid To: Name: Address: | |
| | Total Fringe Benefits | Hourly | \$4.75 | Employee |
| | | Hourly | \$4.75 | |
| | EMPLOYEE NAMES: (please separate each name by comma or semicolon) IDA HITE,DON HUDDLESTON,ELI PATTEN,ADRIANA HELM,CLINT BAUTISTA,EDWARD DAVENPORT | | | |

3. From the eDocuments tab, click Upload Documents.



On the next screen, make sure that you select **Contractor Fringe Benefit Statement** from the document type dropdown.

When asked to select an employee select the first employee in your list.

Click on **Choose File** and select the spreadsheet that you previously saved to your computer.

In the notes, enter 'form applies to all employees on project.'

4. Click Save to complete the upload.

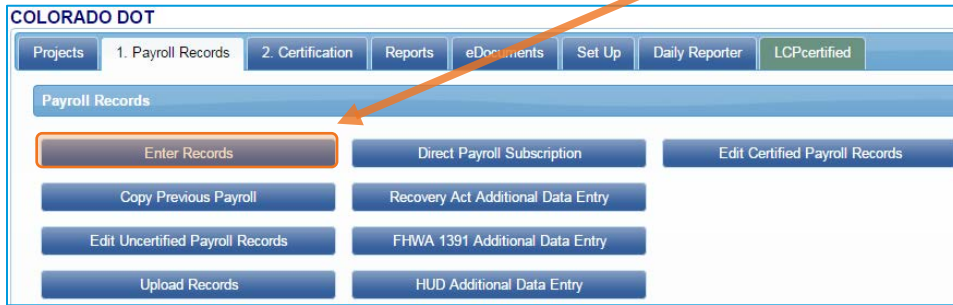
Enter Certified Payroll Records (CPRs)

There are four methods for entering certified payroll records:

- Manual Entry
- Copy Previous
- Upload
- Direct interface

Manual Entry

1. From the Payroll Records tab, select **Enter Records**.



2. Enter or select the week end date. Select the project and an employee, then click **Add Classification**.

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



3. A new window will appear with a list of crafts. Select the craft, then the classification for the employee.

*NOTE: If the project covers more than one county, the classification for the highest wage among those counties **MUST** be selected.*

(Continued on next page)

Manual Entry, continued

- After selecting the classification, click **Add Selected** at the bottom of the window.

Add Classifications

Craft
 CARPENTER

| Select | Location | Classification | Construction Type | Notes |
|-------------------------------------|-----------------------------|---------------------------------------|-------------------|-------|
| <input type="checkbox"/> | Arapahoe County, CO (C010) | 1010 - Carpenter (Excludes Form Work) | Highway | |
| <input checked="" type="checkbox"/> | Douglas County, CO (C047) | 1279 - Carpenter: Form Work Only | Highway | |
| <input type="checkbox"/> | Douglas County, CO (C047) | 1296 - Carpenter (Excludes Form Work) | Highway | |
| <input type="checkbox"/> | Jefferson County, CO (C011) | 1010 - Carpenter (Excludes Form Work) | Highway | |
| <input type="checkbox"/> | Jefferson County, CO (C011) | 1013 - Carpenter: Form Work Only | Highway | |

Add Selected Cancel

Repeat steps 2-4 for each classification the employee will have for the project.

- After adding all classifications, check the box next to the classification for which you will enter payroll, and click **Next**.

Add Classification Cancel Next

| Select | Jurisdiction | Location | Craft | Classification | Construction Type | Notes | |
|-------------------------------------|----------------------|-----------------------------|-------------|---|-------------------|-------|--------|
| <input type="checkbox"/> | CDOT - Federal Wages | Douglas County, CO (C047) | CARPENTER | 1279 - Carpenter: Form Work Only | Highway | | Delete |
| <input checked="" type="checkbox"/> | CDOT - Federal Wages | Arapahoe County, CO (C010) | ELECTRICIAN | 1022 - Electrician: Traffic Signalization Electrician | Highway | | Delete |
| <input type="checkbox"/> | CDOT - Federal Wages | Jefferson County, CO (C011) | IRONWORKER | 1037 - Ironworker: Structural | Highway | | Delete |

NOTE: Depending on the work the employee did, some classifications may not be used each week.

- After clicking **Next** you will be taken to the payroll record entry form.

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1 Payroll Records 2 Certification Reports iDocuments Set Up Daily Reporter LCHrified

Payroll record entry form (2 of 2)

Week End Date: 11/4/2016
 Project: 1999 - C-470 TOLLED EXPRESS LANES SEG 1
 Employee: DELAGERHEIM, JONI
 Contractor: CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS
 Sub To: Contract ID:

Is Foreman Is Owner/Operator
 Gross Employee Pay This Project (Local Fringes) 0.000
 Wages Paid in Lieu of Fringes (Total Cash Fringes) 0.000
 Gross Pay All Projects (Sum of all checks entered on selections) 0.000
 These fields are Hourly rate fields (Usually No Fringes):
 Base Hourly 0 Overtime Hourly 0 Doubletime Hourly 0 Rate in Lieu of Fringes (Cash Fringes) 0.000

Classifications

| Jurisdiction | Location | Craft | Classification | Construction Type |
|----------------------|----------------------------|-------------|---|-------------------|
| CDOT - Federal Wages | Arapahoe County, CO (C010) | ELECTRICIAN | 1022 - Electrician: Traffic Signalization Electrician | Highway |

Hours Worked Each Day for This Project Only

| | Saturday 10/29/2016 | Sunday 10/30/2016 | Monday 10/31/2016 | Tuesday 11/01/2016 | Wednesday 11/02/2016 | Thursday 11/03/2016 | Friday 11/04/2016 | Total Hours |
|-----------------|---------------------|-------------------|-------------------|--------------------|----------------------|---------------------|-------------------|-------------|
| Regular Time | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 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 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

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

Vac / Holi / Dues Health & Welf Pension All Other Training
 0.000 0.000 0.000 0.000 0.000
 Voluntary Contributions for all Projects 0
 Vol / Holi / Dues included in Gross Emp. Pay
 Some or All Fringes Paid to Employee
 Voluntary Contributions included in Gross Emp. Pay (Calculate Fringes)

Paycheck - Deductions, Payments and notes (For All Projects Worked This Week)

Single Paycheck Multiple Paychecks

Deductions
 Fed Tax 0.000 Social Security 0.000 Medicare 0.000 State Tax 0.000 Local Taxes/SDI 0.000 Other 0.000 Vac/Dues 0.000 Savings 0.000 Total Deductions 0.000

Payments (if included in paycheck)
 Trans/Bus 0.000 Check Gross Pay 0.000 Paycheck Amount 0.000 Check Number * Payment Date *

Notes
 Other Deduction notes

(Continued on next page)

Manual Entry, continued

- From left to right, enter:
 - Gross Employee Pay This Project
 - Wages Paid in Lieu of Fringes (if any)
 - Base Hourly
 - Overtime Hourly
 - Doubletime Hourly
 - Rate in Lieu of Fringes (if any)

Payroll record entry form (2 of 2)

Week End Date: 11/4/2016 Contractor: CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS
 Project: 18999 - C-470 TOLLED EXPRESS LANES SEG 1 Sub To:
 Employee: DELAGERHEIM, JONI Contract ID:

Is Foreman Is Owner/Operator

| | | | | | | |
|--|--|--|--|-----------------|-------------------|--|
| Gross Employee Pay This Project (Usually No Fringes) | Wages Paid in Lieu of Fringes (Total Cash Fringes) | Gross Pay All Projects (Sum of all checks entered on deductions) | These fields are Hourly rate fields (Usually No Fringes) | | | Rate in Lieu of Fringes (Cash Fringes) |
| 1600.000 | 320.000 | 1600.000 | Base Hourly | Overtime Hourly | Doubletime Hourly | 8.000 |
| | | | 40.000 | 60.000 | 80.000 | |

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.

- Enter the hours worked for that week on this project only.

Hours Worked Each Day for This Project Only

| | Saturday 10/29/2016 | Sunday 10/30/2016 | Monday 10/31/2016 | Tuesday 11/1/2016 | Wednesday 11/2/2016 | Thursday 11/3/2016 | Friday 11/4/2016 | Total Hours |
|-----------------|------------------------|----------------------|----------------------|----------------------|------------------------|-----------------------|---------------------|--------------|
| Regular Time | 0.00 | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 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 | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 40.00 |

- If fringes are paid to a third party (401k, medical/dental plan) enter those weekly contributions here.

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

| | | | | | | |
|--------------------------------------|-------------------------|-----------------------------|--------------------|-------------------|---|---|
| Vac / Hol / Dues 0.000 More... | Health & Welf. 0.000 | Pension 0.000 More... | All Other 0.000 | Training 0.000 | Voluntary Contributions for all Projects Pension: 0 Medical: 0 | <input type="checkbox"/> Vac/Hol/Dues Included in Gross Emp. Pay <input checked="" type="checkbox"/> Some or All Fringes Paid to Employee <input type="checkbox"/> Voluntary Contributions Included in Gross Emp. Pay <input type="button" value="Calculate Fringes"/> |
|--------------------------------------|-------------------------|-----------------------------|--------------------|-------------------|---|---|

Only click calculate fringes if hourly fringe amounts were entered on the employee info page.

(Continued on next page)

Manual Entry, continued

10. Enter all deductions that were not included on the Fringe/Contributions line above
11. Enter the check gross pay, the paycheck amount, the check number, and the payment date. If you entered any 'other' deductions, they must be listed in the 'other deduction notes.' Common other deductions are dependent insurance and child support. Click **Save** when finished.

12. After you click **Save** the Payroll Record Saved box will pop up.

If there are any notices (problems) with the payroll record, you will be notified of the number of notices on this box.

If you click the X in the upper right corner, you will stay on this page and be able to correct any notices, and re-save.

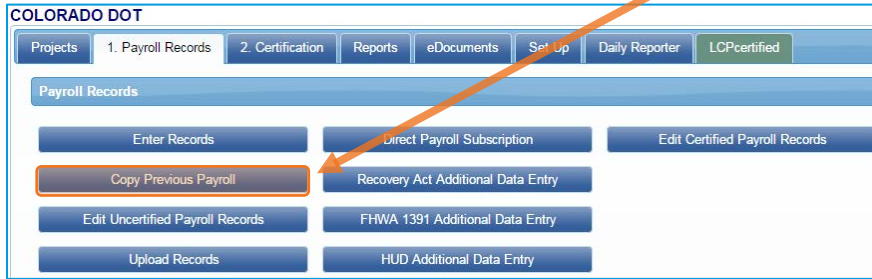
If you have issues correcting your notices, email cdot_lcptracker_support@state.co.us

If you click either **Yes** or **No**, you will be taken back to the **Payroll Records** tab.

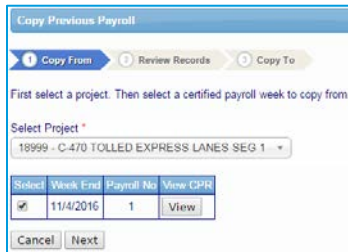
13. Repeat steps 1-11 for each employee. When you have entered payroll records for all employees who worked that week on the project, you are read to certify your payroll records. Please see page 13.

Copy Previous Payroll

1. From the Payroll Records tab, click on Copy Previous Payroll.



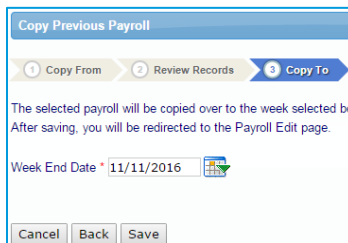
2. Select the project from the dropdown list. Select the week you wish you copy, then click Next.



3. Select all of the employees whose payroll you wish you copy, then click Next.



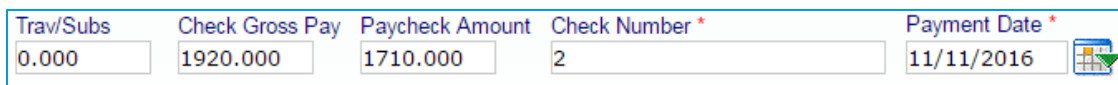
4. Enter the new week end date, and click Save.



5. Click Edit from the next screen.



6. Enter the paycheck number and new Week End date for the copied payroll. Click Save.

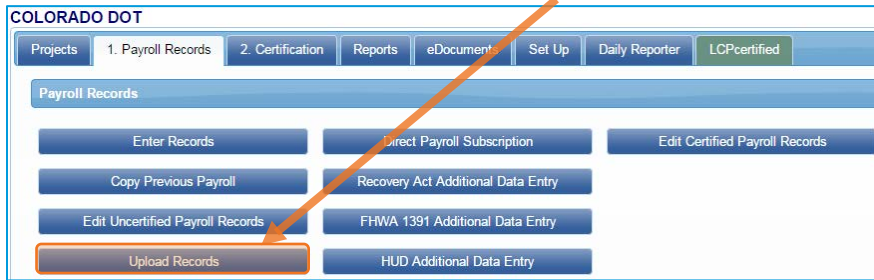


7. Follow the steps for Certifying a Payroll on Page 13 to complete the process.

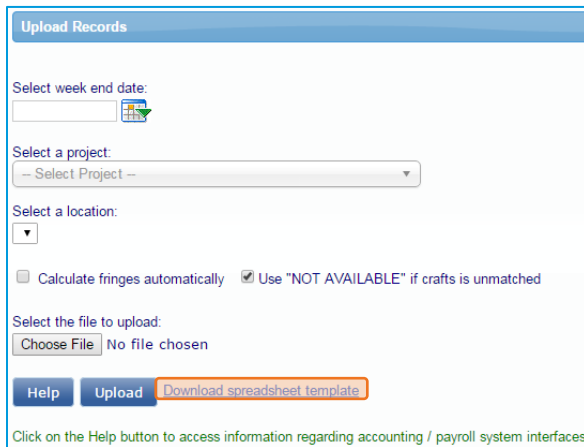
Upload Payroll Records

LCPtracker has a spreadsheet template that is required to use if you wish to use an upload to enter your payroll data.

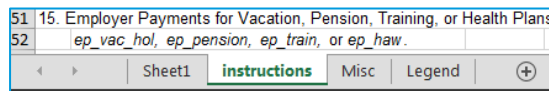
1. To access this template, click on **Upload Records** from the Payroll Records tab.



2. Click on **Download Spreadsheet Template**.



3. This will save the file to your computer. When you open the file, select the **Instructions** tab at the bottom of the spreadsheet.



There are thorough directions to assist with the field mapping for the upload.

LCPtracker Support is also very knowledgeable about the process, and they can help out if you encounter any problems.

LCPtracker Support can be reached at 714-669-0052 option 2.

Payroll Interface with LCPtracker

LCPtracker has created a payroll software interface that works with the following systems:

- Paychex
- Foundation Software
- Viewpoint
- Pay-Net
- Construction Partner
- California Payroll
- ComputerEase
- Paylocity
- Sunburst Software Solutions, Inc.

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

For help using this feature, please contact LCPtracker Support at 714-669-0052 option 2.

Submit and Certify Records

1. Click on the Certification Tab.
2. Select the project from the dropdown list; select whether work was performed or not; select the week end date. Enter the payroll number, your name, and your title.

Click **Next** when finished.

3. Step 2 of the certification process includes a disclaimer.

In item 4, select whether fringes were paid to benefits or cash. If there are any exceptions, list them in item 4c.

When you have completed this step, click **Save**.

4. The next window that appears will show that the certification has been created successfully.

5. Clicking **OK** will take you to a page where you can edit the CPR if necessary.

| Project Name | Sub To | Contact ID | Week End Date | Status | Certification System | Certified On |
|--|--------|------------|---------------|-----------|----------------------|--------------|
| 18999 - C-470 TOLLED EXPRESS LANES SEG 1 | | | 11/02/2016 | Certified | 0 | 11/2/2016 |

| Employee Name | Jurisdiction | Craft | Classification | Certification Targeted | Notified | Add Record |
|--------------------|----------------------|-------------|--|------------------------|----------|-------------|
| DELAGERHEIM, JONIL | CDOT - Federal Wages | ELECTRICIAN | 102 - Electrician, Traffic Signalization Electrician | 0 | No | Edit Delete |

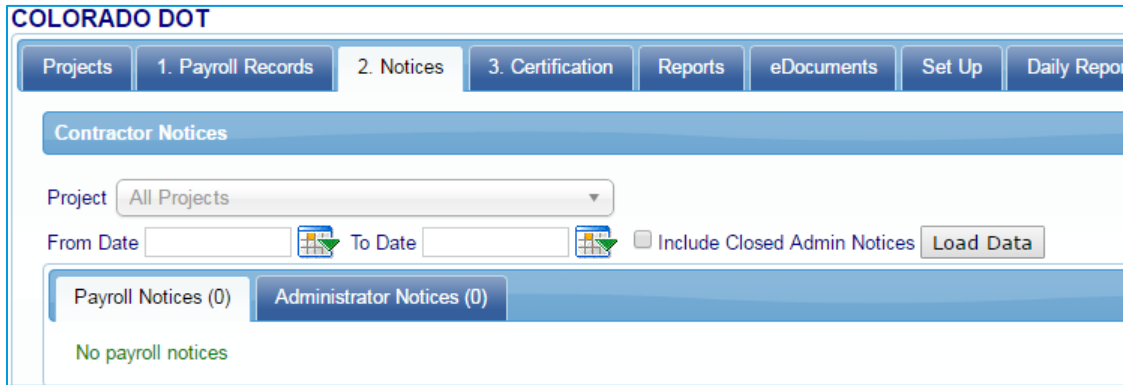
Administrative Messages

Administrative Messages are how information is sent within LCPtracker.

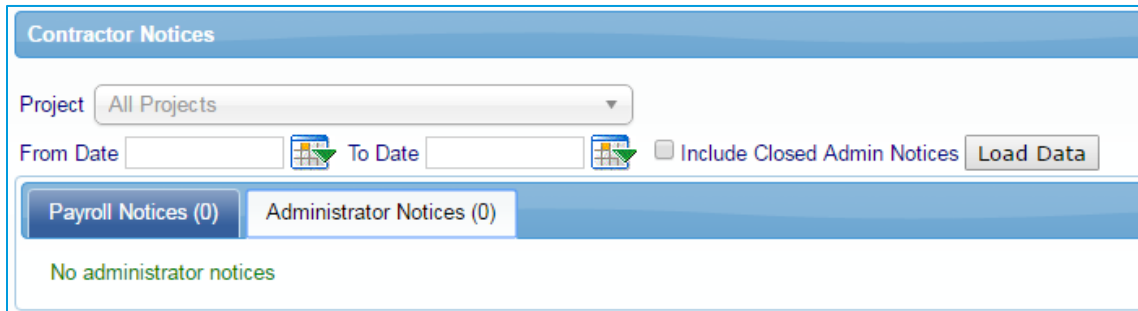
You may receive an administrative message from your Prime Approver to correct errors in your Certified Payroll Reports.

To view these messages

1. Click on the Notices Tab.



2. Click on the Administrator Notices tab within this window



Any messages that you have received will appear here.
Messages are also sent to the email address on file for your company.

Civil Rights Business Resource Center



cdot_lcptracker_support@state.co.us