

COLORADO Department of Transportation



Prime Approver User Guide

LCPtracker Certified Payroll Program

Support email: cdot_lcptracker_support@state.co.us

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Getting set up to use LCPtracker

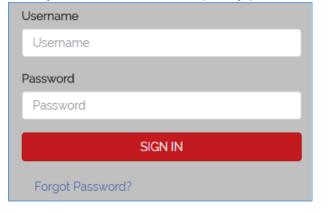
If you don't already have a user ID for LCPtracker, send an email to cdot_lcptracker_support@state.co.us to get set up.

- a. Include which projects you're working, if known.
- b. Your projects will be assigned to you, and you can view all projects you're on.
- 1. Go to lcptracker.net

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

LCPtracker © 2003 - 201 ×	
← → C ☆ □ https://prod.lcptracker.net/	
LCPtr	acker
	Sign into LCPtracker For Electronic Submission and Management of Certified Payroll Reports
	Username
	Password
	Password
	SIGN IN
	Forget Password?

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



3. You must change your password after first login.

Change Password	
You must update your tem	porary password.
Password Rules: • Must be at least 9 c • Must contain at leas • Must contain at leas	· · · · · · · · · · · · · · · · · · ·
User Name: jdelagerheim@)gmail.com
Current Password	
New Password	Repeat Password
Cancel Save	
 At least 8 characters 	
 Contains at least on 	e lowercase letter, one uppercase letter, one digit (0-9), and one special character like @#\$%^&+=.

Viewing your projects

A list of your projects will show on the projects tab.

Projects C	ertifications Violations Reports Admin eDocuments Set Up			
0 Admin Notice	Sign up for No Charge Web Based Training Book Now			
	Open Projects			
Project Code	Project Name	Start Date	End Date	Bid Ad Dat
C18999	18999 - C-470 TOLLED EXPRESS LANES SEG 1			
C19085	19085 - I-76 AT US-85: EB AND WB			
C19626	19626 - I-25: 120TH AVENUE (SH 128) TO SH 7	07/01/2016	01/01/2018	02/18/2016
C20699	20699 - CRITICAL CULVERT REPAIR 2016	04/26/2016		03/24/2016
C20781	20781 - I-70:SHERIDAN & TENNYSON FIBER	05/26/2016		02/18/2016
C20783	20783 - WB I-70 TO SB I-225 E-17-SW EX	07/15/2016	09/30/2016	05/12/2016
C20794	20794 - SIGNAL REPLACEMENT @ 287 AND 10TH, 287 AND LAMAR ST, AND FOUNDERS AT I-25	07/18/2016	11/30/2016	05/26/2016

Reviewing Certified Payrolls

1. Certifications Tab:

Contribution Department Project	All Departments	2											_	
Project	All Decision	*												
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	Part Projecta													
	All Contractors													
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oad Dat														
m Date	To Date Process	Status Accept Status		Prime Appre	oval Status									
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- a. Payrolls will appear here after being certified by contractors.
 - i. Prime Approvers will review and approve/reject ALL contractor payrolls including their own.
- b. You can filter by project or contractor to make the list more specific. Always click 'load data' after changing filter selection.

Viewing Certified Payrolls

From Certifications tab:

1. View CPR

a. Click on Details under 'View Details.'

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b. The CPR Certification Status Details window will open

CPR Certi	CPR Certification Status Details											
Project Code Project Nam Contractor Contract ID Sub To	e C20794 le 20794 - SIGNAL REPLAC Backbone Fiber Systems, Interface Communications	LLC	TH, 287 AND LAMAR ST, AM	ND FOUNDERS AT 1-25								
Week End Date 11/11/2016 ▼ View Project Wage Datasheet Process Status Certified ▼ Payroll Number 3 Accept Status UPDATED ▼ Performing YES Person Submitting Jenny Untiedt Final No ▼ Employees Interviewed This Week 0 970-275-0757 Performant 1												
Contractor N	lotes 970-27	5-0757							1.			
Confidential	Admin Comments								11			
Save	ancel Add Notice 🗆 H	lide Closed Notices										
Cer Submitted 11/17/2016												
			Payroll R	ecord Details								
Payroll Record Count	Employee	Jurisdiction	Craft	Classification	Recert Action	Recert Code	Status	Audited				
1	GUSTAFSON, MATTHEW	CDOT - Federal Wages	TRAFFIC SIGNALIZATION	1351 - Traffic Signalization: Groundsman		0	Certified		Audit	View		
2	MASCARENAS, CLIFFORD	CDOT - Federal Wages	TRAFFIC SIGNALIZATION	1351 - Traffic Signalization: Groundsman		0	Certified		Audit	View		
Total Payroll Records: 2	Total Employees: 2											

Viewing Certified Payrolls, continued

c. The project wage datasheet is available from 'View Details' - downloading and saving it for each project is highly recommended.

CPR Certi	ification	Status Details										
Project Cod Project Nam Contractor Contract ID Sub To	ne 2079 Back		ns, LLC	87 AND 10	TH, 287 AND LAMAR ST, AI	ND FOUNDERS AT 1-25						
	Week End Date 11/11/2016 ▼ View Project Wage Datasheet Process Status Certified ▼ Payroll Number accost Status UIDATED ▼ Referring VES VES											
			1									
Accept Status UPDATED Performing YES Person Submitting Jenny Untiedt Final No												
	Person Submitting Jenny Untiedt Final No Employees Interviewed This Week 0											
Contractor N			275-0757								li.	
Confidential	I Admin (Comments									11	
Save C	Cancel	Add Notice	Hide Closed No	otices								
Cer Submitted 11/17/2016	Date S	n Details tatus View CPR rtified View										
Payroll					Payroll R	ecord Details	_					
Record Count		Employee	Jurisdic	tion	Craft	Classification	Recert Action	Recert Code	Status	Audited		
1	GUSTA	FSON, MATTHEV	V CDOT - Fede	ral Wages	TRAFFIC SIGNALIZATION	1351 - Traffic Signalization: Groundsma	n	0	Certified		Audit	View
2	MASCA	RENAS, CLIFFO	RD CDOT - Fede	ral Wages	TRAFFIC SIGNALIZATION	1351 - Traffic Signalization: Groundsma	n	0	Certified		Audit	View
Total Payroll Records: 2	Total Employe	ees: 2										

d. Clicking View under 'View CPR' opens a PDF of all payrolls from the contractor for the week. This is the simplest way to view payrolls, and the most comprehensive.

NAME OF CONTRACTOR (CDOT TEST promotions) Prime Prime	CONTR	CTOR - DO NOT ASSIGN TO			CONTRA SPECIAL FEDERA	TYL	CENSE	Na		-9082		PHONE: 30		nsas Ave Room Estate co.us	150, Denver, C	0 80222			CATION/ CO y, CO (C902) /		99 - CDOT Te	st Project	
PAYROLL No. I		FOR WEEK ENDING: SUBMITTED ON: Dec				MO	TOR CA	RRIERI	PERMIT	No.	UNION Non-Union		URED CERT										
NAME, ADDRESS, SSN, DRIVER'S LICENSE, ETHNICTTY, GENDER		WORK CLASSIFICATION, LOCATION AND TYPE			но	URS W	ORKET	EACH	DAY		TOTAL HOURS	BASE HOURLY RATE		AMOUNT			DE	DUCTION.	CONTRIBUTI	ON AND PAY	MENTS		
DELAGERHEIM, JONI Emp Id: delagerheimi	EXEMP	POWER EQUIPMENT OPERATOR/1238 - Power Equipment Operator: Bobcar/Skid Loader / Type: Highway		11/29/10	11/27/16 11	/28/16 M	11/29/16 T	11/36/16 W	121016	12016	TOTAL HOURS THIS PROJECT	BASE HOURLY BATE OF PAY	THIS PROJECT	ALL PROJECTS	Federal Tax	Social Sociality	Medcare	State Tax	Local Taxes /SDE	Other	Savaga	Total Deduction	Check No.
	MPT		s	8	- 5	8.00	8.00	w	m	1	16.00	24.00		1,212.00	345.13	0.00	0.00	0.00	0.00	0.00	0.00	345.13	1
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All or Part of	Fringes Pi	id to Employee: YES			ation, Holid			Gross Pa	NO NO	-	-	Rate in Lieu of Fringes	Total in Law of Fringes	Total Base Rate + Fringes	Volumary Present	Voluenary Medical	H & W Kate	Pension Rate	Vie Hol Keer	Training Rate	All Other Rate	Total Frange Rate to Ind	Payroll Payment Date
		Vol	atary C	ontributio	ons in Gross	Pay:	NO				-	1.60	36.84	31.59	0.00	0.00	5.99	0.00	0.00	0.00	0.00		12/2/16
DELAGERHEIM, JONI Emp 1& delagerheimj	ENEMPT	POWER EQUIPMENT OPERATOR / 1247 - Power Equipment Operator: Grader/Blade / Type: Higfman	-	110416 S	11/22/16 II S	728755 M	IL/2016	11/36/54 W	1270758 TH	t20ne F	TOTAL HOURS THES PROJECT	BASE HOURLY RATE OF PAY	THIS PROJECT	ALL PROJECTS	Federal Tax	Social Security	Medicare	State Tan	Local Taxes /SDI	Other	Savings	Total Deduction	Check No
xxx-xx-1234	TdW		8	3	3	M	1	8.00	8.00	4.00	20.00	24.00		1,212.00	345.13 VacDuo	0.00 Trav.	0.00 Health	0.00 President	0.00 Vacation	0.00 Transing	0.00 All Other	345.13	1 Not Paid
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L		WD: C0160018	D									0.00	Total in Law	Total theor	0.00 Volumery	0.00 Voluntary	119.80	0.00	0.00	0.00	0.00 All Other	119.80	866.8 Parol
All or Part of	Fringes Pt	id to Employee: YES Vol	ener C		ation, Holid om in Grose			Gross Pa	is: NO			Rate in Line of Fringes	offringes	Rate + Frieges	Pensiet	Medical	II & W Rate	Person Rate	Vac Hol Rate	Training Rate	Rate	Total Fringe Rate to Jul	Paynos Date
												1,56	31,20	31.55	0.00	0.00	5.99	0.00	0.00	0.00	0.00	5.99	12/2/16
	-	POWER EQUIPMENT OPPEATOR (221) - Power							-		TOTAL	BASE											
DELAGERHEIM, JONI				110v1e	11/2716	/28/16 M	11/2W96	11/30/14 W	120/08	120/16	HOURS THIS PRODUCT	RATE	THIS PROJECT	ALL PROJECTS	Federal Tax	Social Socurity	Medicare	State Tax	Local Taxes / NDE	Other	Savings	Tetal Deduction	Check No.
DELAGERHEIM, JONI Erro & delaamheimi	EXE	Equipment Operator: Loader (Front End) / Type: Highway					· ·			· ·	4.00	24.00		1,212.00	345.13 VacDan	0.00	0.00 Health	0.00	0,00	0.00	0.00	345.13	1
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(Continued on next page)

Viewing Certified Payrolls, continued

e. In the payroll records detail section of this page, clicking View next to an employee's name opens each Certified Payroll Record entry screen for the week. Clicking audit does the same, but it records the official view.

			Payroll R	ecord Details						
Payroll Record Count	Employee	Jurisdiction	Craft	Classification	Recert Action	Recert Code	Status	Audited		
1	GUSTAFSON, MATTHEW	CDOT - Federal Wages	TRAFFIC SIGNALIZATION	1351 - Traffic Signalization: Groundsman		0	Certified		Audit	View
2	MASCARENAS, CLIFFORD	CDOT - Federal Wages	TRAFFIC SIGNALIZATION	1351 - Traffic Signalization: Groundsman		0	Certified		Audit	View
Total Payroll Records: 2	Total Employees: 2									

f. After clicking 'View' you see the payroll record entry page exactly as it appeared to the contractor when the record was being entered.

nployee: GL Is Foreman	USTAFSON, M	perator	-					Sub To Contra	ict ID:	ne Fiber Systems, LLC e Communications Compar ,
Bross Employee Pay This Project (Usually No Fringes)	Wages Pa Lieu of Frir (Total Ca Fringes	nges ish (Sum s) er	oss Pay All Projects n of all cheo ntered on eductions)		e	rly rate fields (l Overtime Hourly	Jsually No Fring Doublet Houri	me	Rate in Lieu o Fringes (Cash Fringes)	f
25.840	0.000	11	03.130	25.84	0	0.000	0.000		0.000	
Classifications Jurisdicti CDOT - Enderel		Location		Craft TRAFFIC SIGNA	LIZATION 13		ssification		Construction Ty	pe
L	-				EIZATION 13	or - manic org		i asinan n	igninay	
' Hours Worked E	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours		
Regular Time	11/5/2016	11/8/2018	11/7/201		11/9/2016	11/10/2018	11/11/2018	1.00		
Overtime at 1.5		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	1.00	0.00	0.00	0.00	0.00	1.00		
Vac / Hol / Dues 0.000 More	-	-			Ng fo	oluntary Contri r all Projects ension M		Some	or All Fringes P	d in Gross Emp. Pay aid to Employee is Included in Gross Emp.
Vac / Hol / Dues 0.000 More	s Health & V	Velf. Pension 0.000 <u>More</u>	All C	ther Trainin 00 0.00	ng fo D P4 D	oluntary Contri r all Projects ension M	butions	Some	or All Fringes P	aid to Employee
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g. Viewing records this way is more time consuming, and it does not show the hourly breakdown of fringe contributions.

Understanding the Certified Payroll Summary

When viewing the certified payroll summary PDF, it helps to know where to find the information.

The graphic below shows a color coded breakdown of each type of information on the CPR summary.

Blue sections are classifications.

Orange sections are base and fringe rates*.

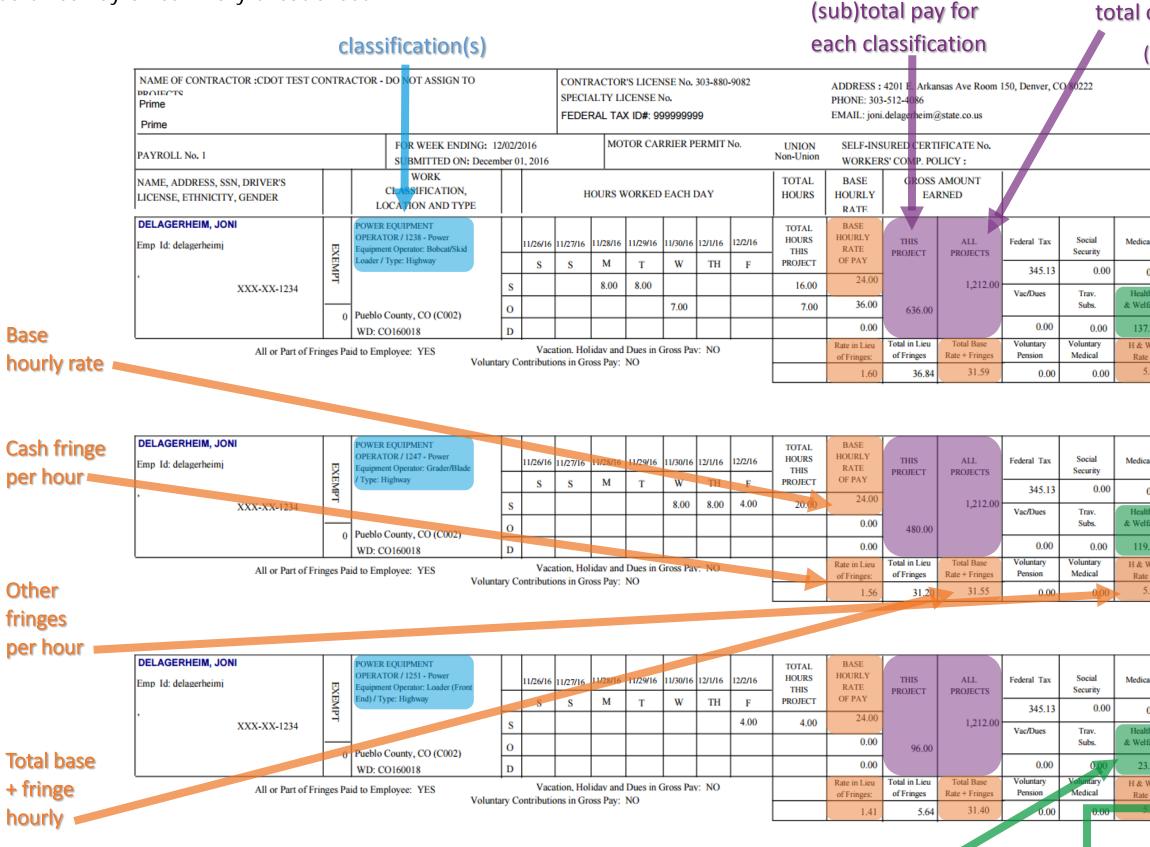
Purple sections are totals - pay for this project, and pay for all projects.

Green sections are third-party fringe contributions - type, total, and hourly rate*.

NAME OF CONTRACTOR :CDOT TEST OF productive Prime Prime	Prime Prime FOR WEEK ENDING: 12									303-880 99	×9082		PHONE: 30		nsas Ave Room Østate.co.us	150, Denver, C	0 80222		PROJECT LC Pueblo Count			99 - CDOT Te	st Project	
PAYROLL No. 1							MO	TOR CA	RRIER	ERMIT	No.	UNION Non-Union		SURED CERT RS' COMP. PC										
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			Volur	itary C	ontributio	ons in Gn	oss Pay:	NO					1.60	36.84	31.59	0.00	0.00	5.99	0.00	0.00	0.00	0.00	5.99	12/2/16
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* If hours worked were not all Davis-Bacon hours, the math/hourly contributions may look incorrect. LCPtracker does not currently account for other (non-DB) hours.

Certified Payroll Summary Cheat Sheet



Fringe contributions per type, the hourly rate, and total amount of non-cash fringe

total of all classifications that week

(will also include other projects).

PROJECT LOCATION/ CODE / NAME : Pueblo County, CO (C002) / C99999 / 99999 - CDOT Test Project

DEDUCTION . CONTRIBUTION AND PAYMENTS

care	State Tax	Local Taxes / SDI	Other	Savings	Total Deduction	Check No.
0.00	0.00	0.00	0.00	0.00	345.13	1
lth Ifare	Pension	Vacation Holiday	Training	All Other	Total Fringes Paid to 3rd	Net Paid Week
7.77	0.00	0.00	0.00	0.00	137.77	866.87
W te	Pension Rate	Vac Hol Rate	Training Rate	All Other Rate	Total Fringe Rate to 3rd	Payroll Payment Date
5.99	0.00	0.00	0.00	0.00	5.99	12/2/16

care	State Tax	Local Taxes / SDI	Other	Savings	Total Deduction	Check No.
0.00	0.00	0.00	0.00	0.00	345.13	1
lth Ifare	Pension	Vacation Holiday	Training	All Other	Total Fringes Paid to 3rd	Net Paid Week
9.80	0.00	0.00	0.00	0.00	119.80	866.87
W e	Pension Rate	Vac Hol Rate	Training Rate	All Other Rate	Total Fringe Rate to 3rd	Payroll Payment Date
5.99	0.00	0.00	0.00	0.00	5.99	12/2/16

care	State Tax	Local Taxes / SDI	Other	Savings	Total Deduction	Check No.
0.00	0.00	0.00	0.00	0.00	345.13	1
lth Ifare	Pension	Vacation Holiday	Training	All Other	Total Fringes Paid to 3rd	Net Paid Week
3.96	0.00	0.00	0.00	0.00	23.96	866.87
W e	Pension Rate	Vac Hol Rate	Training Rate	All Other Rate	Total Fringe Rate to 3rd	Payroll Payment Date
5.99	0.00	0.00	0.00	0.00	5.99	12/2/16

CDOT LCPtracker Prime Approver Uiser Guide

Approving Certified Payrolls

- 1. Review for 'reasonableness'
- 2. On the Certifications Tab, change select 'approved' from the drop down below 'Prime Approval' if approved. Select 'Reject' if you need to reject the payroll.

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3. A pop-up box will appear asking if you are sure you wish to change the status. Click 'Yes' to complete the approval process.

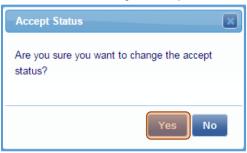
Accept Status	×
Are you sure you want to change the accept status?	
Yes	

Rejecting Certified Payroll

1. From the Certification tab, select 'Rejected' under the 'Accept Status column.

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2. A pop-up box will appear asking if you are sure you wish to change the status. Click 'Yes' to continue the rejection process.



- 3. You must enter a reason for rejecting a certified payroll. The contractor will receive an email with the rejection notice. They should then take the necessary steps to correct the problems identified in the 'reason for rejection.'
 - a. Confidential rejection notes cannot be seen by the contractor.

Rejected CPR Notice Comments
Reason for Rejecting the CPR
Confidential Rejection Note
ок

Permit Edit of a Payroll

Sometimes a contractor will find a mistake and need to edit a certified and approved payroll. CDOT has set up LCPtracker to allow editing of payrolls up to 60 days old. After this time, the Prime Approver must change the status to Permit Edit so the contractor can edit and re-certify a payroll.

1. From the certifications tab, select 'Permit Edit' under the 'Accept Status' column.

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2. A pop-up box will appear asking if you are sure you wish to change the status. Click 'Yes' to complete the permit edit process.

Accept Status	ן
Are you sure you want to change the accept status?	
Yes No	

3. After a contractor re-certifies a payroll, it will appear in the list on the certifications tab as 'resubmitted' and it will need to be reviewed and re-approved.

eDocuments (General)

eDocuments are documents that support the employee's record in LCPtracker. The following eDocuments are available for upload:

			Document Types For Upload
Document Name	Req'd *	Expire Freq (month)	Document Description
Apprenticeship Certification	Ν	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	Ν	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 Contract's OJT Training Hours	N	0	Document requesting waiver and/or reduction of OJT hours (CDOT Form 1336)
SF 1444 - Request for Additional Classification	Ν	0	Form to have a missing classification added to the wage determination for that project only.
Statement and Acknowledgement Form (SF1413)	Ν	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)

Available templates are found under download Document Templates.

COL	ORAD	O DOT						
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e	Docume	nts Main Menu						
	-	Upload Documents	Do	wnload Docu	ment Templates			
		View Documents						

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.

Viewing eDocuments

To view eDocuments you or subcontractors have already uploaded, click View Documents.

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

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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 payrolls.*

You can view and download contractors' CFBS from the eDocuments tab, and clicking view documents.

COLORAD	O DOT						
Projects	1. Payroll Records	2. Certification	Reports	eDocuments	Set Up	Daily Reporter	LCPcertified
WELCOM	E CDOT TEST CONTR	ACTOR - DO NOT	ASSIGN TO	PROJECTS			
eDocume	ents Main Menu						
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Each contractor must fill out the CFBS similarly to the image below:

co	Department of Transportation	of			
	C	ONTRACTOR	FRINGE	BENE	FIT STATEMENT
PROJECT	NAME:		PROJEC	T NUMBER:	COUNTY/LOCATION:
I-70 W M	M 262 to 264		12345		Adams
DATE:	1/31/2017				
CONTRAC	TOR:		ADDRES	S:	
Contract			1243 Ma	ain Street, P	Parker, CO
Submitte	d by:		Title:		
Suzy Q			Payroll/	Human Res	ource Manager
	Enter	the hourly fringe ben	efit rate for t	he classific	ation and employees below.
				-	rates to any of the classifications
	an upo	dated version of this d	ocument mu	ist be submi	itted for those classifications.
CLASSIFIC			EFFECTIV	/E DATE:	SUBSISTENCE OR TRAVEL PAY:
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Fringe	Fringes Paid as Ca \$1.67	Hourly ash to Employee Hourly	Paid To:	Name:	Employee
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Fringe	Fringes Paid as Ca \$1.67	Hourly ash to Employee Hourly	Paid To: Paid	Name:	Employee
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	Fringes Paid as Ca \$1.67 Total I \$4.00	Hourly ash to Employee Hourly Fringe Benefits	Paid To: Paid	Name:	Employee
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Employees who are working the same classification and have the same fringes can be grouped together.

Reports in LCPtracker

There are a multitude of reports available in LCPtracker, all of which can be accessed from the Reports Tab.

ects	Certifications	Violations	Reports	Admin	eDocuments	SetUp
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Mana	agement Reports					

Some of the commonly used reports are:

- Certified Payroll Summary Report
 - Run this if you're not seeing payrolls to accept. You will know whether they have been submitted and are awaiting prime approval.
- Late CPR Summary Report
 - Handy for seeing who hasn't yet submitted payroll. If there are multiple weeks of 'late' payroll, but the contractor hasn't started work yet, the start date of the contractor assignment needs to be changed. Email Joni to correct this.
- Project Summary Report
 - Snapshot of all projects per region, or statewide.
- All Notices Report
 - All notices that have been sent on selected projects. Includes the full text of each notice.

Civil Rights Business Resource Center



COLORADO Department of Transportation Office of the Chief Engineer

cdot_lcptracker_support@state.co.us