



**COLORADO**  
Department of Transportation



# Prime Approver User Guide

LCPtracker  
Certified Payroll Program

Support email: [cdot\\_lcptracker\\_support@state.co.us](mailto:cdot_lcptracker_support@state.co.us)



# Table of Contents

Getting set up to use LCPtracker .....	2
Viewing your projects .....	3
Reviewing Certified Payrolls .....	4
Viewing Certified Payrolls .....	5
Understanding the Certified Payroll Summary .....	8
Certified Payroll Summary Cheat Sheet .....	9
Approving Certified Payrolls.....	11
Rejecting Certified Payroll .....	12
Permit Edit of a Payroll .....	13
eDocuments (General) .....	14
Viewing eDocuments .....	15
Contractor Fringe Benefit Statement (CFBS) .....	16
Reports in LCPtracker .....	17



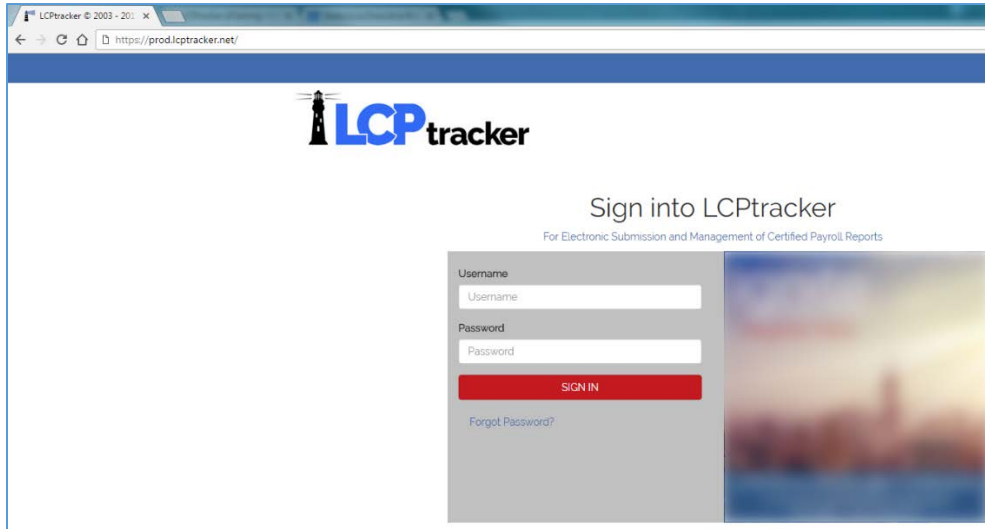
# Getting set up to use LCPtracker

If you don't already have a user ID for LCPtracker, send an email to [cdot\\_lcptracker\\_support@state.co.us](mailto:cdot_lcptracker_support@state.co.us) to get set up.

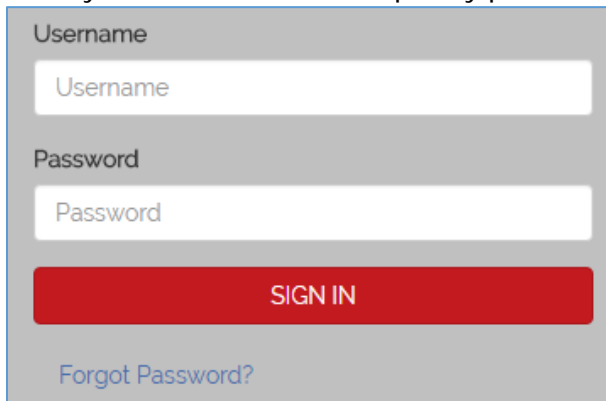
- a. Include which projects you're working, if known.
- b. Your projects will be assigned to you, and you can view all projects you're on.

## 1. Go to [lcptracker.net](http://lcptracker.net)

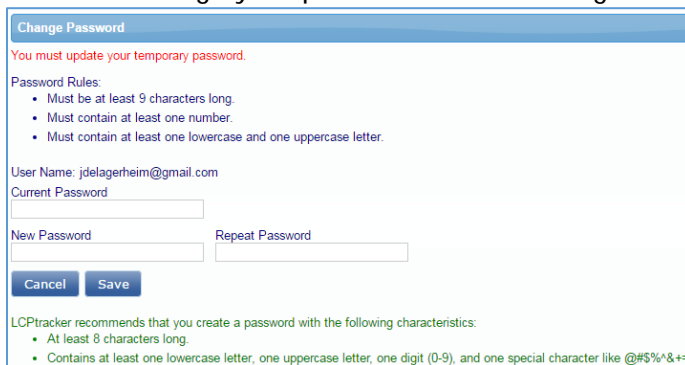
The supported browsers are Google Chrome and Internet Explorer. LCPtracker **will not** work with Mozilla Firefox.



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



## 3. You must change your password after first login.



# Viewing your projects

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

**COLORADO DOT**

Projects Certifications Violations Reports Admin eDocuments Set Up

0 Admin Notices [Sign up for No Charge Web Based Training](#) [Book Now](#)

Open Projects

Project Code	Project Name	Start Date	End Date	Bid Ad Date
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

Page 1

# Reviewing Certified Payrolls

## 1. Certifications Tab:

The screenshot shows the 'Certifications' tab in the COLORADO DOT system. It includes filter options for Department, Project, Contractor, and Sub To | Contract ID. A 'Load Data' button is present. Below the filters, there are tabs for 'Process Status' (All Process Statuses), 'Accept Status' (All Accept Statuses), and 'Prime Approval Status' (Not Approved). A table displays 293 certification records. The table has columns: Delete, Contractor, Project, Sub To, Contract ID, Week End, Payroll No, Performing?, Submitted, View CPR, Prime Approval, Approved, Accept Status, Accepted, Email, and View Details. The records show various contractors and projects, with dates ranging from 8/7/2016 to 10/11/2016.

Delete	Contractor	Project	Sub To	Contract ID	Week End	Payroll No	Performing?	Submitted	View CPR	Prime Approval	Approved	Accept Status	Accepted	Email	View Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		8/7/2016	1	YES	8/30/2016	PDF			Submitted		No	Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		8/14/2016	2	YES	8/30/2016	PDF			Submitted		No	Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		8/21/2016	3	YES	8/30/2016	PDF			Submitted		No	Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		8/28/2016	4	YES	8/30/2016	PDF			Submitted		No	Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		9/4/2016	5	YES	9/6/2016	PDF			Submitted		No	Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		9/11/2016	6	YES	9/13/2016	PDF			Submitted		No	Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		9/18/2016	7	NO	9/20/2016	PDF			Submitted		No	Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		9/25/2016	8	NO	9/26/2016	PDF			Submitted		No	Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		10/2/2016	9	YES	10/4/2016	PDF			Submitted		No	Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		10/9/2016	10	YES	10/11/2016	PDF			Submitted		No	Details

Page 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 >>

- 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.'

**COLORADO DOT**

Projects Certifications Violations Reports Admin eDocuments Set Up

**Certifications**

Department: All Departments  
 Project: All Projects  
 Contractor: All Contractors  
 Sub To | Contract ID: All Assignments

Load Data

From Date: To Date: Process Status: All Process Statuses Accept Status: All Accept Statuses Prime Approval Status: Not Approved

There are 293 certification records found for the above selection.

Delete	Contractor	Project	Sub To	Contract ID	Week End	Payroll No	Performing?	Submitted	View CPR	Prime Approval	Approval	Accept Status	Accepted	Final	View Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		8/7/2016	1	YES	8/30/2016	PDF			Submitted		No	Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		8/14/2016	2	YES	8/30/2016	PDF			Submitted		No	Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		8/21/2016	3	YES	8/30/2016	PDF			Submitted		No	Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		8/28/2016	4	YES	8/30/2016	PDF			Submitted		No	Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		9/4/2016	5	YES	9/6/2016	PDF			Submitted		No	Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		9/11/2016	6	YES	9/13/2016	PDF			Submitted		No	Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		9/18/2016	7	NO	9/20/2016	PDF			Submitted		No	Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		9/25/2016	8	NO	9/26/2016	PDF			Submitted		No	Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		10/2/2016	9	YES	10/4/2016	PDF			Submitted		No	Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		10/9/2016	10	YES	10/11/2016	PDF			Submitted		No	Details

Page 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 >>>

b. The CPR Certification Status Details window will open

**CPR Certification Status Details**

Project Code: C20794  
 Project Name: 20794 - SIGNAL REPLACEMENT @ 287 AND 10TH, 287 AND LAMAR ST, AND FOUNDERS AT I-25  
 Contractor: Backbone Fiber Systems, LLC  
 Contract ID:  
 Sub To: Interface Communications Company

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

Contractor Notes: 970-275-0757

Confidential Admin Comments:

Save Cancel Add Notice  Hide Closed Notices

**Certification Details**

Submitted Date	Status	View CPR
11/17/2016	Certified	View

**Payroll Record Details**

Payroll Record Count	Employee	Jurisdiction	Craft	Classification	Recert Action	Recert Code	Status	Audited	Audit	View
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									

(Continued on next page)



# 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 Certification Status Details

Project Code C20794  
 Project Name 20794 - SIGNAL REPLACEMENT @ 287 AND 10TH, 287 AND LAMAR ST, AND FOUNDERS AT I-25  
 Contractor Backbone Fiber Systems, LLC  
 Contract ID  
 Sub To Interface Communications Company

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

Contractor Notes

Confidential Admin Comments

Save Cancel Add Notice  Hide Closed Notices

Certification Details

Submitted Date	Status	View CPR
11/17/2016	Certified	View

Payroll Record 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	<span style="border: 1px solid #0070C0; padding: 2px;">Audit</span> <span style="border: 1px solid #0070C0; padding: 2px; margin-left: 5px;">View</span>
2	MASCARENAS, CLIFFORD	CDOT - Federal Wages	TRAFFIC SIGNALIZATION	1351 - Traffic Signalization: Groundsman		0	Certified	<span style="border: 1px solid #0070C0; padding: 2px;">Audit</span> <span style="border: 1px solid #0070C0; padding: 2px; margin-left: 5px;">View</span>
Total Payroll Records: 2	Total Employees: 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 CONTRACTOR - DO NOT ASSIGN TO PROJECTS Prime		CONTRACTOR'S LICENSE No. 303-480-9082 SPECIALTY LICENSE No. FEDERAL TAX ID# 999999999		ADDRESS : 4201 E. Arkanan Ave Room 150, Denver, CO 80222 PHONE: 303-412-4086 EMAIL: jms.delagerheim@state.co.us		PROJECT LOCATION CODE / NAME : Pueblo County, CO (C002) / C99999 / 99999 - CDOT Test Project																	
PAYROLL No. 1		FOR WEEK ENDING: 11/02/2016 SUBMITTED ON: December 01, 2016		MOTOR CARRIER PERMIT No.		UNION Non-Union		SELF-INSURED CERTIFICATE No. WORKERS' COMP. POLICY 1															
NAME, ADDRESS, SSN, DRIVERS LICENSE, ETHNICITY, GENDER		WORK CLASSIFICATION, LOCATION AND TYPE		HOURS WORKED EACH DAY		TOTAL HOURS THIS PROJECT		BASE HOURLY RATE OF PAY		GROSS AMOUNT EARNED		DEDUCTION, CONTRIBUTION AND PAYMENTS											
DELAGERHEIM, JONI Emp Id: delagerheimj XXXXXX-1234	POWER EQUIPMENT OPERATOR 1216 - Power Equipment Operator - Subcontractor/Lead/Type: Highway	Pueblo County, CO (C002) WD: CO160018		11/26/16	11/27/16	11/28/16	11/29/16	11/30/16	12/01/16	12/02/16	TOTAL HOURS THIS PROJECT	BASE HOURLY RATE OF PAY	THIS PROJECT	ALL PROJECTS	Federal Tax	Social Security	Medicare	State Tax	Local Taxes /SDS	Other	Savings	Total Deduction	Check No.
				S	S	M	T	W	TH	F	16.00	24.00			1,212.00	345.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All or Part of Fringes Paid to Employee: YES				Vacation, Holiday and Days in Gross Pay: NO				Rate in Lieu of Fringes		Total Rate + Fringes	Voluntary Pension	Voluntary Medical	II & W Rate	Pension Rate	Yrs. In Rate	Training Rate	AR Other Rate	Total Fringe Rate to Ind	Total Fringe Paid to Ind	Net Paid	Work	Payment Date	
								1.60		36.84	31.39	0.00	0.00	5.99	0.00	0.00	0.00	0.00	0.00	5.99	12/2/16	866.87	
DELAGERHEIM, JONI Emp Id: delagerheimj XXXXXX-1234	POWER EQUIPMENT OPERATOR 1247 - Power Equipment Operator - Gravel/Blade/Type: Highway	Pueblo County, CO (C002) WD: CO160018		11/26/16	11/27/16	11/28/16	11/29/16	11/30/16	12/01/16	12/02/16	TOTAL HOURS THIS PROJECT	BASE HOURLY RATE OF PAY	THIS PROJECT	ALL PROJECTS	Federal Tax	Social Security	Medicare	State Tax	Local Taxes /SDS	Other	Savings	Total Deduction	Check No.
				S	S	M	T	W	TH	F	20.00	24.00			480.00	345.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All or Part of Fringes Paid to Employee: YES				Vacation, Holiday and Days in Gross Pay: NO				Rate in Lieu of Fringes		Total Rate + Fringes	Voluntary Pension	Voluntary Medical	II & W Rate	Pension Rate	Yrs. In Rate	Training Rate	AR Other Rate	Total Fringe Rate to Ind	Total Fringe Paid to Ind	Net Paid	Work	Payment Date	
								1.56		31.20	31.55	0.00	0.00	5.99	0.00	0.00	0.00	0.00	0.00	5.99	12/2/16	866.87	
DELAGERHEIM, JONI Emp Id: delagerheimj XXXXXX-1234	POWER EQUIPMENT OPERATOR 1216 - Power Equipment Operator - Subcontractor/Lead/Type: Highway	Pueblo County, CO (C002) WD: CO160018		11/26/16	11/27/16	11/28/16	11/29/16	11/30/16	12/01/16	12/02/16	TOTAL HOURS THIS PROJECT	BASE HOURLY RATE OF PAY	THIS PROJECT	ALL PROJECTS	Federal Tax	Social Security	Medicare	State Tax	Local Taxes /SDS	Other	Savings	Total Deduction	Check No.
				S	S	M	T	W	TH	F	4.00	24.00			96.00	345.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All or Part of Fringes Paid to Employee: YES				Vacation, Holiday and Days in Gross Pay: NO				Rate in Lieu of Fringes		Total Rate + Fringes	Voluntary Pension	Voluntary Medical	II & W Rate	Pension Rate	Yrs. In Rate	Training Rate	AR Other Rate	Total Fringe Rate to Ind	Total Fringe Paid to Ind	Net Paid	Work	Payment Date	
								1.41		5.64	31.40	0.00	0.00	5.99	0.00	0.00	0.00	0.00	0.00	5.99	12/2/16	866.87	

(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 Record 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		<input type="button" value="Audit"/>	<input type="button" value="View"/>
2	MASCARENAS, CLIFFORD	CDOT - Federal Wages	TRAFFIC SIGNALIZATION	1351 - Traffic Signalization: Groundsman		0	Certified		<input type="button" value="Audit"/>	<input type="button" value="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.

**Week End Date:** 11/11/2016  
**Project:** 20794 - SIGNAL REPLACEMENT @ 287 AND 10TH, 287 AND LAMAR ST, AND FOUNDERS AT I-25  
**Employee:** GUSTAFSON, MATTHEW  
 Is Foreman     Is Owner/Operator

**Payroll No:** 3  
**Contractor:** Backbone Fiber Systems, LLC  
**Sub To:** Interface Communications Company  
**Contract ID:**

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)
25.840	0.000	1103.130	Base Hourly	Overtime Hourly	Doubletime Hourly	0.000
			25.840	0.000	0.000	

**Classifications**

Jurisdiction	Location	Craft	Classification	Construction Type
CDOT - Federal Wages	Douglas County, CO (C047)	TRAFFIC SIGNALIZATION	1351 - Traffic Signalization: Groundsman	Highway

**Hours Worked Each Day for This Project Only**

	Saturday 11/5/2016	Sunday 11/6/2016	Monday 11/7/2016	Tuesday 11/8/2016	Wednesday 11/9/2016	Thursday 11/10/2016	Friday 11/11/2016	Total Hours
Regular Time	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00
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
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>

**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 <input checked="" type="checkbox"/> Vac/Hol/Dues Included in Gross Emp. Pay <input type="checkbox"/> Some or All Fringes Paid to Employee <input type="checkbox"/> Voluntary Contributions Included in Gross Emp. Pay Pension    Medical 0.000    0.000
0.000	0.000	0.000	0.000	0.000	

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

Single Paycheck     Multiple Paychecks

**Deductions**

Fed Tax	Social Security	Medicare	State Tax	Local Taxes/SDI	Other	Vac/Dues	Savings	<b>Total Deductions</b>
41.000	68.390	16.000	18.000	0.000	0.000	0.000	0.000	143.390

**Payments (If included in paycheck)**

Trav/Subs	Check Gross Pay	Paycheck Amount	Check Number *	Payment Date *
0.000	1103.130	959.740	See Notes	11/16/2016

**Notes**

Paycheck Number: Direct deposit

Other Deduction Notes

**Notices**

There are no notices

- 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 CONTRACTOR - DO NOT ASSIGN TO		CONTRACTOR'S LICENSE No. 303-480-9082		ADDRESS : 4201 E. Arkansas Ave Room 150, Denver, CO 80222		PROJECT LOCATION/ CODE / NAME :																	
Prime		SPECIALTY LICENSE No.		PHONE: 303-512-4086		Pueblo County, CO (C002) / C99999 / 99999 - CDOT Test Project																	
FEDERAL TAX ID#: 999999999		MOTOR CARRIER PERMIT No.		UNION Non-Union		SELF-INSURED CERTIFICATE No. WORKERS' COMP. POLICY :																	
PAYROLL No. 1		FOR WEEK ENDING: 12/02/2016		SUBMITTED ON: December 01, 2016																			
NAME, ADDRESS, SSN, DRIVERS LICENSE, ETHNICITY, GENDER		WORK CLASSIFICATION, LOCATION AND TYPE		HOURS WORKED EACH DAY				TOTAL HOURS	BASE HOURLY RATE OF PAY	GROSS AMOUNT EARNED		DEDUCTION, CONTRIBUTION AND PAYMENTS											
DELAGERHEIM, JONI Emp Id: delagerheim XXX-XX-1234		POWER EQUIPMENT OPERATOR / 1234 - Power Equipment Operator - Bobcat/Skid Loader / Type: Highway		11/29/16	11/30/16	12/01/16	11/29/16	11/30/16	12/01/16	12/02/16	TOTAL HOURS THIS PROJECT	BASE HOURLY RATE OF PAY	THIS PROJECT	ALL PROJECTS	Federal Tax	Social Security	Medicare	State Tax	Local Taxes /SDI	Other	Savings	Total Deduction	Check No.
EXEMPT		Pueblo County, CO (C002) WD: CO160018		S	S	M	T	W	TH	F	16.00	24.00	1,212.00	345.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	345.13	1
All or Part of Fringes Paid to Employee: YES		Vacation, Holiday and Days in Gross Pay: NO		Voluntary Contributions in Gross Pay: NO		Rate of Loss of Fringes		Total in Loss of Fringes		Total Base Rate + Fringes		Voluntary Pension	Voluntary Medical	H & W Rate	Pension Rate	Vac. Ind. Rate	Training Rate	All Other Rate	Total Fringe Rate vs. Std.	Total Fringe Paid vs. Std.	Payment Date		
						1.60	36.84	31.39	0.00	0.00	5.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.99	12/2/16	
DELAGERHEIM, JONI Emp Id: delagerheim XXX-XX-1234		POWER EQUIPMENT OPERATOR / 1247 - Power Equipment Operator - Grader/Blade / Type: Highway		11/29/16	11/30/16	12/01/16	11/29/16	11/30/16	12/01/16	12/02/16	TOTAL HOURS THIS PROJECT	BASE HOURLY RATE OF PAY	THIS PROJECT	ALL PROJECTS	Federal Tax	Social Security	Medicare	State Tax	Local Taxes /SDI	Other	Savings	Total Deduction	Check No.
EXEMPT		Pueblo County, CO (C002) WD: CO160018		S	S	M	T	W	TH	F	20.00	24.00	1,212.00	345.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	345.13	1
All or Part of Fringes Paid to Employee: YES		Vacation, Holiday and Days in Gross Pay: NO		Voluntary Contributions in Gross Pay: NO		Rate of Loss of Fringes		Total in Loss of Fringes		Total Base Rate + Fringes		Voluntary Pension	Voluntary Medical	H & W Rate	Pension Rate	Vac. Ind. Rate	Training Rate	All Other Rate	Total Fringe Rate vs. Std.	Total Fringe Paid vs. Std.	Payment Date		
						1.56	31.20	31.55	0.00	0.00	5.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.99	12/2/16	
DELAGERHEIM, JONI Emp Id: delagerheim XXX-XX-1234		POWER EQUIPMENT OPERATOR / 1251 - Power Equipment Operator - Loader / Type: Highway		11/29/16	11/30/16	12/01/16	11/29/16	11/30/16	12/01/16	12/02/16	TOTAL HOURS THIS PROJECT	BASE HOURLY RATE OF PAY	THIS PROJECT	ALL PROJECTS	Federal Tax	Social Security	Medicare	State Tax	Local Taxes /SDI	Other	Savings	Total Deduction	Check No.
EXEMPT		Pueblo County, CO (C002) WD: CO160018		S	S	M	T	W	TH	F	4.00	24.00	96.00	345.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	345.13	1
All or Part of Fringes Paid to Employee: YES		Vacation, Holiday and Days in Gross Pay: NO		Voluntary Contributions in Gross Pay: NO		Rate of Loss of Fringes		Total in Loss of Fringes		Total Base Rate + Fringes		Voluntary Pension	Voluntary Medical	H & W Rate	Pension Rate	Vac. Ind. Rate	Training Rate	All Other Rate	Total Fringe Rate vs. Std.	Total Fringe Paid vs. Std.	Payment Date		
						1.41	5.64	31.40	0.00	0.00	5.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.99	12/2/16	

\* 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

classification(s)

(sub)total pay for each classification

total of all classifications that week (will also include other projects).

NAME OF CONTRACTOR :CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS Prime Prime		CONTRACTOR'S LICENSE No. 303-880-9082 SPECIALTY LICENSE No. FEDERAL TAX ID#: 999999999		ADDRESS : 4201 E. Arkansas Ave Room 150, Denver, CO 80222 PHONE: 303-512-4086 EMAIL: joni.delagerheim@state.co.us		PROJECT LOCATION/ CODE / NAME : Pueblo County, CO (C002) / C99999 / 99999 - CDOT Test Project																
PAYROLL No. 1		FOR WEEK ENDING: 12/02/2016 SUBMITTED ON: December 01, 2016		MOTOR CARRIER PERMIT No.		UNION Non-Union		SELF-INSURED CERTIFICATE No. WORKERS' COMP. POLICY :														
NAME, ADDRESS, SSN, DRIVER'S LICENSE, ETHNICITY, GENDER	WORK CLASSIFICATION, LOCATION AND TYPE	HOURS WORKED EACH DAY							TOTAL HOURS	BASE HOURLY RATE	GROSS AMOUNT EARNED		DEDUCTION . CONTRIBUTION AND PAYMENTS									
DELAGERHEIM, JONI Emp Id: delagerheimj XXX-XX-1234	EXEMPT POWER EQUIPMENT OPERATOR / 1238 - Power Equipment Operator: Bobcat/Skid Loader / Type: Highway Pueblo County, CO (C002) WD: CO160018	11/26/16	11/27/16	11/28/16	11/29/16	11/30/16	12/1/16	12/2/16	TOTAL HOURS THIS PROJECT	BASE HOURLY RATE OF PAY	THIS PROJECT	ALL PROJECTS	Federal Tax	Social Security	Medicare	State Tax	Local Taxes /SDI	Other	Savings	Total Deduction	Check No.	
		S	S	M	T	W	TH	F	16.00	24.00	636.00	1,212.00	345.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	345.13	1
		S		8.00	8.00				7.00	36.00			Vac/Dues	Trav. Subs.	Health & Welfare	Pension	Vacation Holiday	Training	All Other	Total Fringes Paid to 3rd	Net Paid Week	
		O				7.00				0.00			0.00	0.00	137.77	0.00	0.00	0.00	0.00	0.00	137.77	866.87
		D								Rate in Lieu of Fringes:	Total in Lieu of Fringes	Total Base Rate + Fringes	Voluntary Pension	Voluntary Medical	H & W Rate	Pension Rate	Vac Hol Rate	Training Rate	All Other Rate	Total Fringe Rate to 3rd	Payroll Payment Date	
										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	

Base hourly rate

Cash fringe per hour

Other fringes per hour

Total base + fringe hourly

DELAGERHEIM, JONI Emp Id: delagerheimj XXX-XX-1234		EXEMPT POWER EQUIPMENT OPERATOR / 1247 - Power Equipment Operator: Grader/Blade / Type: Highway Pueblo County, CO (C002) WD: CO160018		11/26/16	11/27/16	11/28/16	11/29/16	11/30/16	12/1/16	12/2/16	TOTAL HOURS THIS PROJECT	BASE HOURLY RATE OF PAY	THIS PROJECT	ALL PROJECTS	Federal Tax	Social Security	Medicare	State Tax	Local Taxes /SDI	Other	Savings	Total Deduction	Check No.			
		S	S	M	T	W	TH	F	8.00	8.00	4.00	20.00	24.00	480.00	1,212.00	345.13	0.00	0.00	0.00	0.00	0.00	0.00	345.13	1		
		S													Vac/Dues	Trav. Subs.	Health & Welfare	Pension	Vacation Holiday	Training	All Other	Total Fringes Paid to 3rd	Net Paid Week			
		O													0.00	0.00	119.80	0.00	0.00	0.00	0.00	119.80	866.87			
		D													0.00	0.00	5.99	0.00	0.00	0.00	0.00	5.99	12/2/16			
															Rate in Lieu of Fringes:	Total in Lieu of Fringes	Total Base Rate + Fringes	Voluntary Pension	Voluntary Medical	H & W Rate	Pension Rate	Vac Hol Rate	Training Rate	All Other Rate	Total Fringe Rate to 3rd	Payroll Payment Date
															1.56	31.20	31.55	0.00	0.00	5.99	0.00	0.00	0.00	5.99	12/2/16	

DELAGERHEIM, JONI Emp Id: delagerheimj XXX-XX-1234		EXEMPT POWER EQUIPMENT OPERATOR / 1251 - Power Equipment Operator: Loader (Front End) / Type: Highway Pueblo County, CO (C002) WD: CO160018		11/26/16	11/27/16	11/28/16	11/29/16	11/30/16	12/1/16	12/2/16	TOTAL HOURS THIS PROJECT	BASE HOURLY RATE OF PAY	THIS PROJECT	ALL PROJECTS	Federal Tax	Social Security	Medicare	State Tax	Local Taxes /SDI	Other	Savings	Total Deduction	Check No.			
		S	S	M	T	W	TH	F			4.00	24.00	96.00	1,212.00	345.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	345.13	1		
		S													Vac/Dues	Trav. Subs.	Health & Welfare	Pension	Vacation Holiday	Training	All Other	Total Fringes Paid to 3rd	Net Paid Week			
		O													0.00	0.00	23.96	0.00	0.00	0.00	0.00	23.96	866.87			
		D													0.00	0.00	5.99	0.00	0.00	0.00	0.00	5.99	12/2/16			
															Rate in Lieu of Fringes:	Total in Lieu of Fringes	Total Base Rate + Fringes	Voluntary Pension	Voluntary Medical	H & W Rate	Pension Rate	Vac Hol Rate	Training Rate	All Other Rate	Total Fringe Rate to 3rd	Payroll Payment Date
															1.41	5.64	31.40	0.00	0.00	5.99	0.00	0.00	0.00	5.99	12/2/16	

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



# 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.

COLORADO DOT

Projects Certifications Violations Reports Admin eDocuments Set Up

Certifications

Department: All Departments  
 Project: All Projects  
 Contractor: All Contractors  
 Sub To | Contract ID: All Assignments

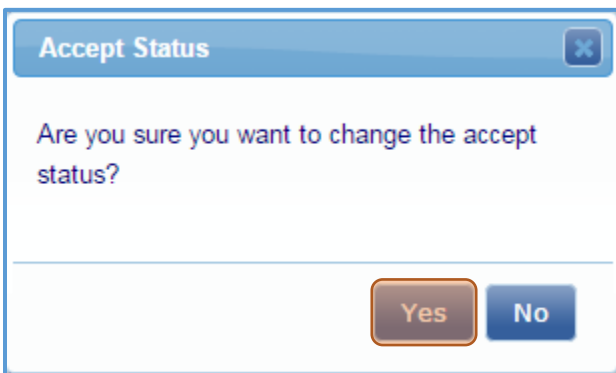
Load Data

From Date: To Date: Process Status: All Process Statuses Accept Status: All Accept Statuses Prime Approval Status: Not Approved

Delete	Contractor	Project	Sub To	Contract ID	Week End	Payroll No	Performing?	Submitted	View CPR	Prime Approval	Approved	Accept Status	Accepted	Final	View Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		8/7/2016	1	YES	8/30/2016	PDF	Approved		Submitted		No	Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		8/14/2016	2	YES	8/30/2016	PDF			Submitted		No	Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		8/21/2016	3	YES	8/30/2016	PDF			Submitted		No	Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		8/28/2016	4	YES	8/30/2016	PDF			Submitted		No	Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		9/4/2016	5	YES	9/6/2016	PDF			Submitted		No	Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		9/11/2016	6	YES	9/13/2016	PDF			Submitted		No	Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		9/18/2016	7	NO	9/20/2016	PDF			Submitted		No	Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		9/25/2016	8	NO	9/29/2016	PDF			Submitted		No	Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		10/2/2016	9	YES	10/4/2016	PDF			Submitted		No	Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		10/9/2016	10	YES	10/11/2016	PDF			Submitted		No	Details

Page 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 > >>

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.





# Rejecting Certified Payroll

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

**COLORADO DOT**

Projects | Certifications | Violations | Reports | Admin | eDocuments | Set Up

**Certifications**

Department: All Departments  
 Project: All Projects  
 Contractor: All Contractors  
 Sub To | Contract ID: All Assignments

Load Data

From Date: To Date: Process Status: All Process Statuses | Accept Status: All Accept Statuses | Prime Approval Status: Not Approved

There are 293 certification records found for the above selection.

Delete	Contractor	Project	Sub To	Contract ID	Week End	Payroll No	Performing?	Submitted	View CPR	Prime Approval	Approval	Accept Status	Accepted	Final	View Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287. SH 1 TO LAPORTE BYPASS	BT Construction		8/7/2016	1	YES	8/30/2016	PDF			Submitted	No		Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287. SH 1 TO LAPORTE BYPASS	BT Construction		8/14/2016	2	YES	8/30/2016	PDF	Approved		Submitted	No		Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287. SH 1 TO LAPORTE BYPASS	BT Construction		8/21/2016	3	YES	8/30/2016	PDF			Submitted	No		Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287. SH 1 TO LAPORTE BYPASS	BT Construction		8/28/2016	4	YES	8/30/2016	PDF			Submitted	No		Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287. SH 1 TO LAPORTE BYPASS	BT Construction		9/4/2016	5	YES	9/6/2016	PDF			Submitted	No		Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287. SH 1 TO LAPORTE BYPASS	BT Construction		9/11/2016	6	YES	9/13/2016	PDF			Submitted	No		Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287. SH 1 TO LAPORTE BYPASS	BT Construction		9/18/2016	7	NO	9/20/2016	PDF			Submitted	No		Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287. SH 1 TO LAPORTE BYPASS	BT Construction		9/25/2016	8	NO	9/26/2016	PDF			Submitted	No		Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287. SH 1 TO LAPORTE BYPASS	BT Construction		10/2/2016	9	YES	10/4/2016	PDF			Submitted	No		Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287. SH 1 TO LAPORTE BYPASS	BT Construction		10/9/2016	10	YES	10/11/2016	PDF			Submitted	No		Details

Page 1 | 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 > >>

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.

**Accept Status** ✕

Are you sure you want to change the accept status?

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**

# 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.

COLORADO DOT

Projects Certifications Violations Reports Admin eDocuments Set Up

Certifications

Department: All Departments  
 Project: All Projects  
 Contractor: All Contractors  
 Sub To | Contract ID: All Assignments

Load Data

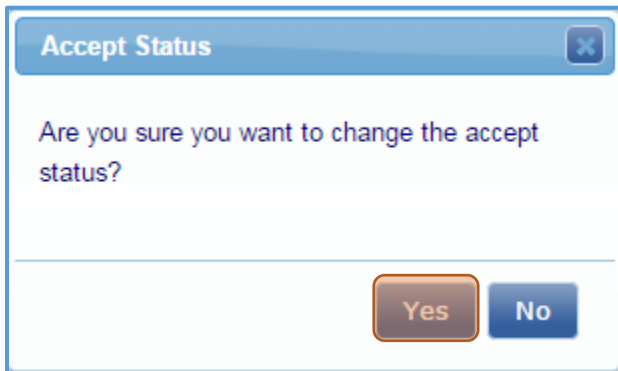
From Date: To Date: Process Status: All Process Statuses Accept Status: All Accept Statuses Prime Approval Status: Not Approved

There are 293 certification records found for the above selection

Delete	Contractor	Project	Sub To	Contract ID	Week End	Payroll No	Performing?	Submitted	View CPR	Prime Approval	Approved	Accept Status	Accepted	Final	View Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		8/7/2016	1	YES	8/30/2016	PDF			Submitted	No	No	Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		8/14/2016	2	YES	8/30/2016	PDF	Approved		Submitted	No	No	Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		8/21/2016	3	YES	8/30/2016	PDF			Submitted	No	No	Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		8/28/2016	4	YES	8/30/2016	PDF			Submitted	No	No	Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		9/4/2016	5	YES	9/6/2016	PDF			Submitted	No	No	Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		9/11/2016	6	YES	9/13/2016	PDF			Submitted	No	No	Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		9/18/2016	7	NO	9/20/2016	PDF			Submitted	No	No	Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		9/25/2016	8	NO	9/26/2016	PDF			Submitted	No	No	Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		10/2/2016	9	YES	10/4/2016	PDF			Submitted	No	No	Details
Delete	LaborWorks Industrial Staffing Specialist	12372 - US 287 SH 1 TO LAPORTE BYPASS	BT Construction		10/9/2016	10	YES	10/11/2016	PDF			Submitted	No	No	Details

Page 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 >>

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.



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	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 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	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)

Available templates are found under **download Document Templates**.

**COLORADO DOT**

[Projects](#) | 
 [1. Payroll Records](#) | 
 [2. Certification](#) | 
 [Reports](#) | 
 [eDocuments](#) | 
 [Set Up](#) | 
 [Daily Reporter](#) | 
 [LCPcertified](#)

WELCOME CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS

**eDocuments Main Menu**

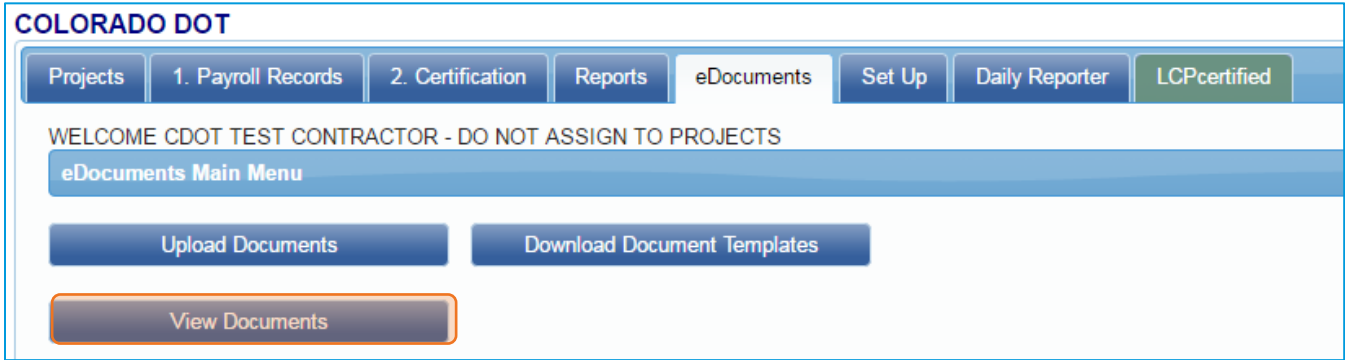
[Upload Documents](#) | 
 [Download Document Templates](#)

[View Documents](#)

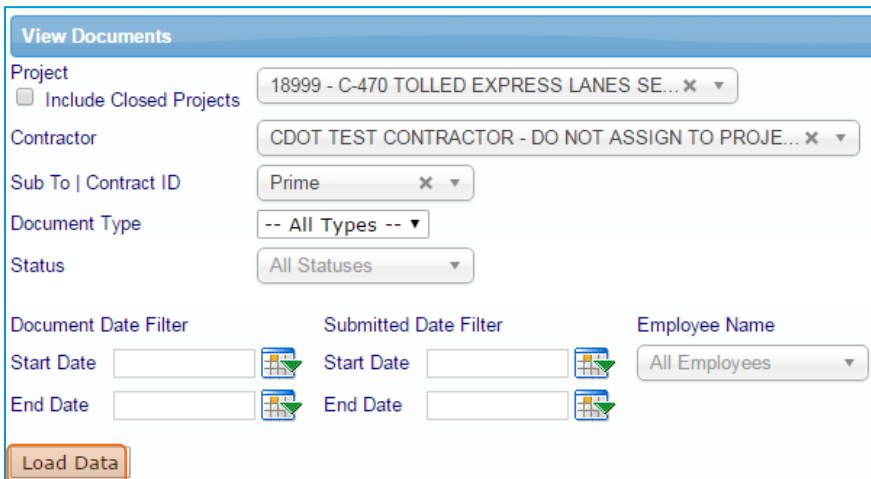
*If the document is available for upload but it does not appear in the download template list, there is not a standard format for this document. Common examples of these are wage garnishments and child support orders.*

# Viewing eDocuments

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



Enter any relevant information in the filters, and click 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 payrolls.***

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

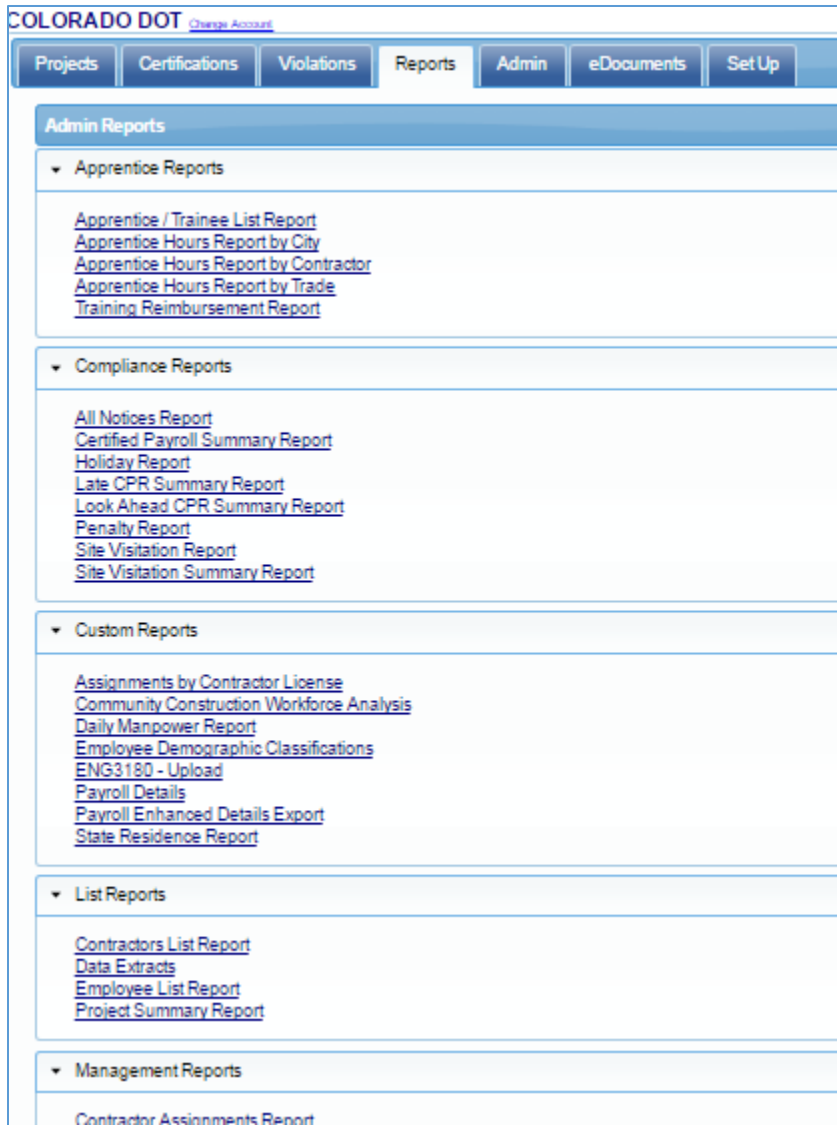
Each contractor must fill out the CFBS similarly to the image below:

PROJECT NAME:		PROJECT NUMBER:	COUNTY/LOCATION:
I-70 W MM 262 to 264		12345	Adams
DATE:		1/31/2017	
CONTRACTOR:		ADDRESS:	
Contractor Name		1243 Main Street, Parker, CO	
Submitted by:		Title:	
Suzy Q		Payroll/Human Resource Manager	
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:
Carpenter		11/7/2016	
Fringe Benefits	Medical	Paid To:	Name: Insurance Provider
	\$1.93 Hourly	To:	Address: Address
	Dental	Paid To:	Name:
	Hourly	To:	Address:
	Pension	Paid To:	Name: Provider Name
	\$0.40 Hourly	To:	Address: Address
	Vacation/ Holiday Dues	Paid To:	Name:
	Hourly	To:	Address:
	Training	Paid To:	Name:
	Hourly	To:	Address:
Other	Paid To:	Name:	
Hourly	To:	Address:	
Fringes Paid as Cash to Employee	Paid To:	Employee	
\$1.67 Hourly	To:		
Total Fringe Benefits			
\$4.00 Hourly			
Notes for 'Other' fringes			
EMPLOYEE NAMES: (please separate each name by comma or semicolon)			
Paul Simon, Chevy Chase			

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.



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](mailto:cdot_lcptracker_support@state.co.us)