

## 4-4 Accept Payroll

### Responsible party(ies)

Project Oversight

### Revision Date

11/2021

### Document Owner

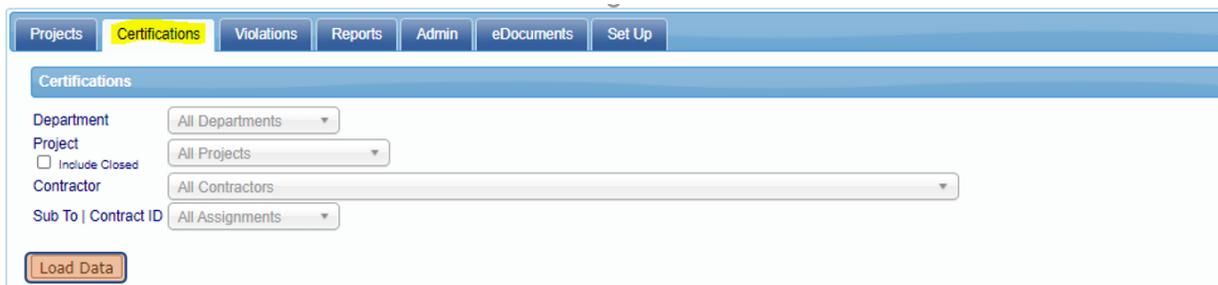
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### Procedure Objective

The purpose of this document is to provide Project Oversight with an understanding of how to accept payrolls in LCPtracker by following these step-by-step guidelines. Begin by logging into LCPtracker.

### System Procedures

- 1) Go to the Certifications tab in LCPtracker.



The screenshot shows the LCPtracker interface with the 'Certifications' tab selected. The navigation bar includes 'Projects', 'Certifications', 'Violations', 'Reports', 'Admin', 'eDocuments', and 'Set Up'. The 'Certifications' section contains the following fields:

- Department: All Departments (dropdown)
- Project: All Projects (dropdown)
- Include Closed
- Contractor: All Contractors (dropdown)
- Sub To | Contract ID: All Assignments (dropdown)

A 'Load Data' button is located at the bottom left of the form.

- Use the drop downs to find the project payrolls that you are looking for, and then click on the “Load Data” button. This can be sorted by contractor / subcontractor.

- Under the Accept Status column, use the dropdown to select ACCEPTED. A window will pop up asking if you are sure you want to change the accept status. Select Yes.

Delete	Contractor	Project	Sub To	Contract ID	Week End	Payroll No	Performing	Submitted	New CPN	Permit Approval	Approved	Process Status	Select	Accept Status	Accepted
Delete	CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS	99999 - CDOT Test Project		42120117	1	YES	4252017	RFI	Approved	4252017	Certified	REJECTED			No
Delete	CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS	99999 - CDOT Test Project		42820117	1	YES	4272017	RFI	Approved	9/6/2020	Certified	REJECTED			No

**Note: Please note that the payroll should not be approved if there are any inconsistencies between payroll and the CFBS and/or the e-Documents. If there are questions about whether or not a PE should approve the payroll, please visit with the Region Civil Rights Specialist.**

- You have successfully accepted a payroll.