

4A-2 Enter Payroll in LCPtracker

Responsible Party(ies)

Prime Contractor

Revision Date

10/2021

Document Owner

vanessa.urbina@state.co.us, 303-512-4144

Procedure Objective

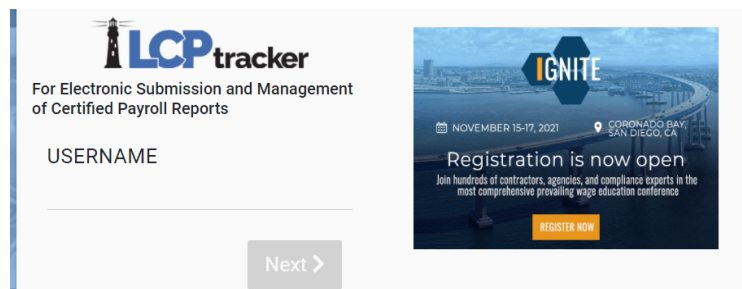
By the end of this job aid, the contractors will have an understanding of

- 1) how to set up employees in the LCPtracker system
- 2) how to enter payroll information for their employees.

Prime Contractors must ensure projects are set up in LCPtracker (see Process Flow B 5-1-0 Confirm Set Up in LCPtracker) before information is submitted using the following step-by-step guidelines:

System Procedures

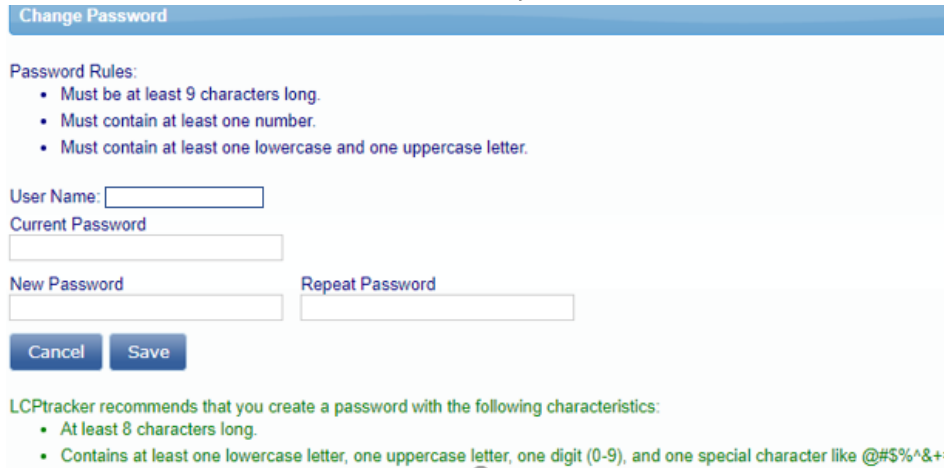
- 1) Go to lcptracker.net. The supported browsers are Mozilla, Google Chrome, Microsoft Edge, and Opera.
- 2) Enter Username and Password then click on Next.



The image shows two side-by-side screenshots. The left screenshot is the LCPtracker login page, featuring the LCPtracker logo, the text 'For Electronic Submission and Management of Certified Payroll Reports', a 'USERNAME' input field, and a 'Next >' button. The right screenshot is a banner for the 'IGNITE' conference, with the text 'Registration is now open' and a 'REGISTER NOW' button. The banner also includes the dates 'NOVEMBER 15-17, 2021' and the location 'CORONADO BAY SAN DIEGO, CA'.

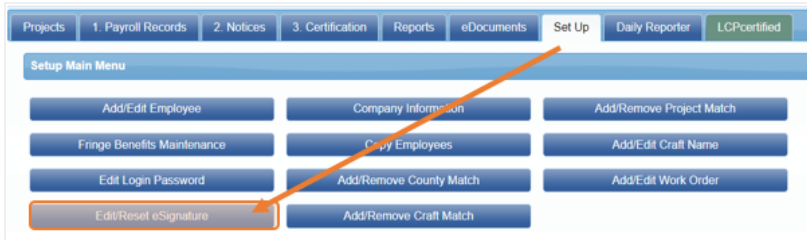
- 3) If this is the first time using LCPtracker, the following steps will assist you to get your first payroll into the system. If you have previously used LCPtracker, skip to step 16.

- 4) Upon your first login, you will be prompted to change your password. Please take note of the Password Rules outlined by LCPtracker.

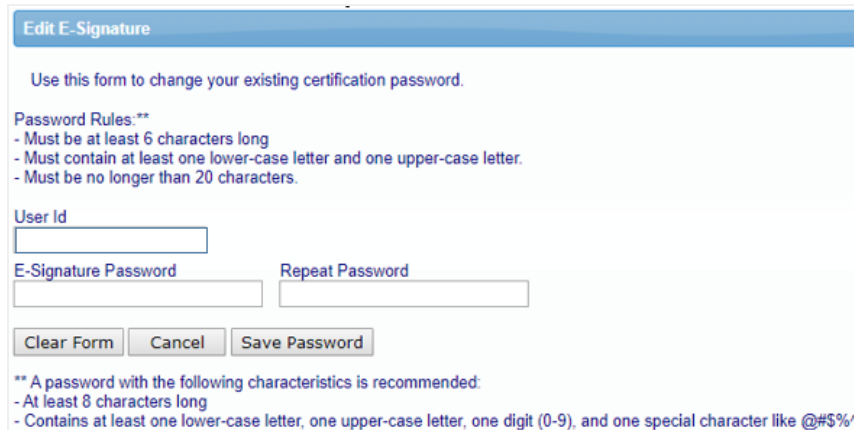


- 5) An eSignature is required to upload eDocuments and to certify your payroll records. *Your eSignature password should not be the same as your login password.*

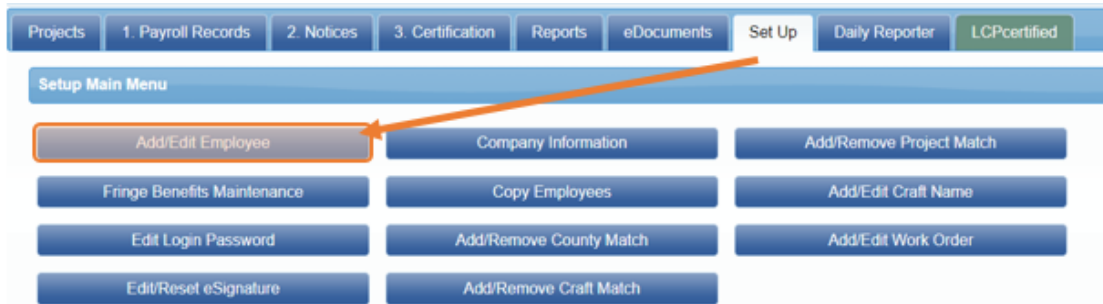
- From the **Set Up** tab, click on **Edit/Reset eSignature**.
- **Note:** *Your login password and your eSignature password are two different items in LCPtracker. Creating/changing one does NOT create/change the other.*



- 6) You will then enter your eSignature password twice in the fields shown below. Your User ID is automatically filled in for you. The process to change your eSignature is exactly the same as creating it for the first time.



- 7) Before entering payroll data, you will need to add the company's employees to the LCPtracker database. From the **Set Up** tab, click on **Add/Edit Employee**.



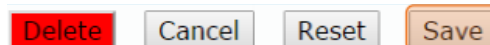
- 8) Add any employee(s) who are working on the project or those you anticipate will work on the project. All required fields are marked with an asterisk (*)

The screenshot shows the 'Add / Edit Employee Information' form. It contains the following fields and options:

- First Name * (text input)
- Last Name * (text input)
- Address 1 * (text input)
- Address 2 (text input)
- City * (text input)
- State * (dropdown menu)
- Zip * (text input)
- Validate Address (button)
- SSN * (text input, highlighted with an orange box)
- Employee ID * (text input)
- Exemptions * (text input, value: 0)
- Status (dropdown menu, value: ACTIVE)
- Ethnicity * (dropdown menu)
- Date Hired * (calendar icon)
- Date Fingerprinted (calendar icon)
- Phone Number * (text input)
- Driver's License State (dropdown menu)
- Driver's License (text input)
- Worker's Comp Code (text input)
- Electrician License (text input)
- Gender * (dropdown menu)
- Hiring Source (dropdown menu)
- Disadvantaged (checkbox)
- Owner/Operator (checkbox)
- I certify that this employee is I9 verified. (checkbox)
- Business Owner (checkbox)

Note: When entering the employee SSN, only enter the last four digits (xxx-xx-####).

- 9) After adding all of the required information for your employee, scroll to the bottom of the page and click **Save**. You will repeat this process until all employees performing manual work on the site of work have been added.

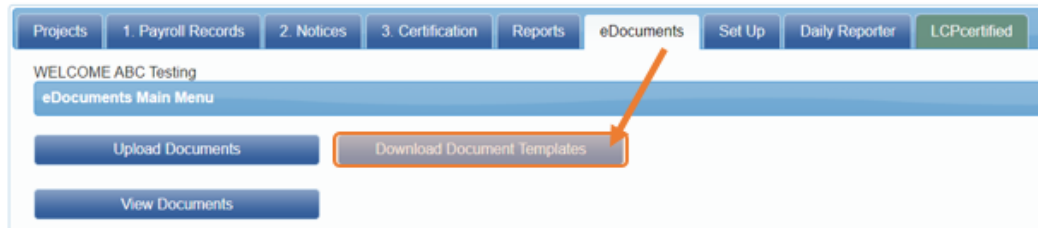


10) The eDocuments are documents that support the employee's record in LCPTracker. The following eDocuments are available for upload:

Document Types For Upload				
Document Name	Req'd	Expire Freq (month)	Access	Document Description
1336 Waiver Request for Contract's OJT Training Hours	N	0	U&V	This document is used to request a reduction or modification in the number of required hours for On-the-Job Training.
1337 Contractor Commitment to Meet OJT Requirements	N	0	V	The (1337) form is the way that the contractor notifies CDOT about how it plans to meet the OJT requirements on the job.
1444 Conformed Rate – Submitted or Received	N	0	V	This area is for CR specialists to add the submitted forms for a conformed rate.
Apprenticeship Certification	N	0	V	US Department of Labor - Office of Apprenticeship - Certification
Apprenticeship Supporting Documents	N	0	V	Other documents related to apprenticeships - NOT FOR CERTIFICATIONS
Contractor Fringe Benefit Statement	R	0	V	Statement of fringe benefits that will be applied to each employee.
DBE Participation Plan Modification Request	N	0	V	Form to request a waiver or reduction of DBE participation (CDOT Form 1420).
De Minimis Documentation	N	0	V	This is documentation for the project that outlines either the length of time that truckers are on the site of work, or it might also document out.
Deductions Through Certified Payroll	N	0	V	This form guides contractors through DOL's allowable deductions. If a CDOT specialist or representative asks for more information in
EEO Project Support Documentation	N	0	U&V	EEO Project Support Documentation
Govt Wage Garnishment	N	0	V	This could be a tax lien or other garnishment that is required by the local, state, or federal government.
Issues Backup Documentation	N	0	V	Any supporting documentation necessary for labor related issues that occur during the project.
Labor Interview Form	N	0	V	Employee interview form (CDOT Form 280)
OJT Certificate of Completion	N	0	V	This is a document that contractors can upload. It demonstrates that they have completed the necessary requirements for graduation i
OJT Questionnaire	N	0	V	OJT questionnaire for program participants (CDOT Form 200)
On the Job Trainee Apprentices Record	N	0	V	Document requesting approval from RCRO for employee to be counted toward OJT goal (CDOT Form 838)
On the Job Training Progress Report	N	0	V	Monthly document stating trainee progress by listing completed hours (CDOT Form 832)
Owner-Operator Affidavit	N	0	V	Owner/Operator of ALL Businesses including Truckers
Payroll Advance / Loan	N	0	V	Payroll advance or loan for the employee
Program Participant Verification Form	N	0	V	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	V	Documents that demonstrate restitution or that the employee has been paid wage restitution.
Request for Waiver on Contract's OJT Training Hours	N	0	V	Document requesting waiver and/or reduction of OJT hours (CDOT Form 1336)
SF 1444 - Request for Additional Classification	N	0	U&V	Form to have a missing classification added to the wage determination for that project only.
Statement and Acknowledgement Form (SF1413)	N	0	V	Acknowledgement that contractor is aware of the acts that apply to the contract and that the contractor will abide by these acts. (Use f
Trucker Registration	N	12	V	This is a copy of your current vehicle registration. You can scan and save the document to your computer, then upload it to LCPTracker
Wage Authorization Deduction	N	0	V	The wage authorization deduction allows contractors to demonstrate that the employees knew about any deduction that was subtracte

11) You can download available templates by clicking **Download eDocument Templates**.

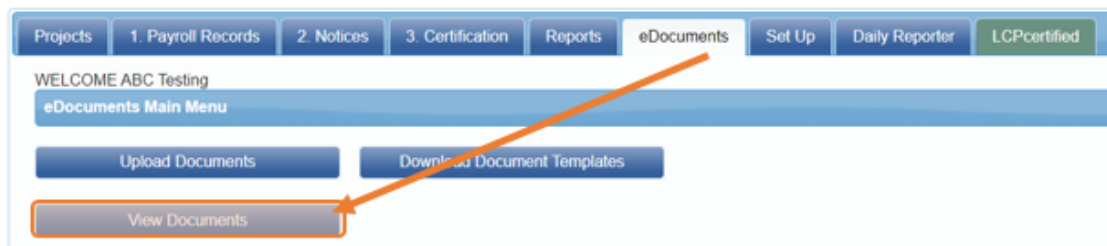
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Note: If the document is available for upload, but it does not appear in the download template list, there is not a standard format for this document. Common examples of these are wage garnishments and child support orders.

12) To view eDocuments you have already uploaded, click **View eDocuments**.

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13) Enter any relevant information in the filters, then click on **Load Data**.

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View Documents

Project Include Closed Projects All Projects

Contractor All Contractors

Sub To | Contract ID All Assignments

Document Type -- All Types --

Status All Statuses

Document Date Filter Submitted Date Filter Employee Name

Start Date End Date Start Date End Date All Employees

Load Data

14) Any available eDocuments will show in a list below the **Load Data** button. From here you can view the document or view the document details.

Sub To Contract ID	Submitted	Description	Status	Employee Name	Week End Date	View Details	View Document	Delete
CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS	01/30/2020			DUCK, DONALD		Details	View	Delete
CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS	02/03/2020			DOE, JOHN	02/01/2020	Details	View	Delete

15) US DOL requires that the fringes (including cash) are listed at an hourly rate. CDOT has created the Contractor Fringe Benefit Statement (CFBS) to make gathering and viewing this information simple.

- **Note: This form is required in order to certify your payrolls.**

16) Download the CFBS from the eDocuments tab.

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Projects 1. Payroll Records 2. Notices 3. Certification Reports eDocuments Set Up Daily Reporter LCPcertified

WELCOME ABC Testing

eDocuments Main Menu

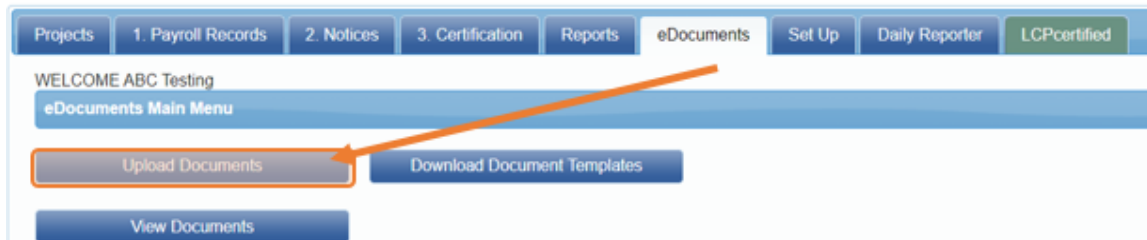
Upload Documents Download Document Templates View Documents

17) Fill out the spreadsheet and save it to your computer. For more information about what is allowable, please see the detailed instructions within the CDOT CFBS.

COLORADO DEPARTMENT OF TRANSPORTATION		Date of Form: _____	
CONTRACTOR FRINGE BENEFIT STATEMENT (CFBS)			
Instructions: Contractors must submit one CFBS per project (at the time of the first payroll submission. During the project, contractors shall provide updates if changes are made to the benefits listed below. Upload completed form into eDocuments in LCPtracker.			
Section A: Contractor/Project Information			
1. Contractor		2. Sub Acct. No.	
3. Printed Name of Person Completing Form		4. Phone Number of Person Submitting Form	
Section B: Company Benefits			
5. Method(s) of Compensation to Employees for Fringe Amounts			
(How is the contractor paying fringe as required by US DOL Prevailing Wage Decision(s)?) (Check all that apply)			
a. Cash	<input type="checkbox"/> Yes <input type="checkbox"/> No	If cash only, no further information is required on this form.	
b. Fringe Benefits*	<input type="checkbox"/> Yes <input type="checkbox"/> No	If fringe benefits are provided to employees as a means of compensation, or if fringe is paid in combination with cash payments, complete Sections C and/or D below. Starting on 1/1/2022, if b is checked yes, upload the company's fringe benefit declaration worksheet in eDocuments in LCPtracker. (This sheet is something that the company might provide to its employees (at open enrollment) that demonstrates the employee cost of insurance vs the employer cost. If the company does not have this, employers must fill out CDOT's Fringe Benefit Declaration.)	
c. What day of the week does your payroll begin?		e. What day do you pay your employees on?	
d. What day of the week does your payroll end?			

18) From the eDocuments tab, click **Upload Document**.

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

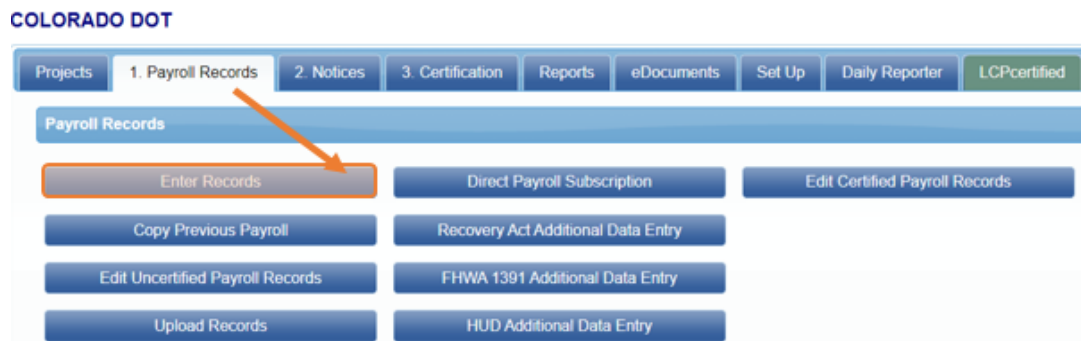
- Click on **Choose File** and select the spreadsheet that you previously saved to your computer.
- Click **Save** to complete the upload.

20) There are **four methods** for entering certified payroll records: (click on the desired method, then click on “bookmark” to jump to that section.)

- Manual
- Copy Previous
- Upload
- Direct Interface

21) Manual Entry

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



- 22) Enter or select the week end date. (Remember that each contractor can use their own specific seven day period, so week end dates do not have to correspond to anyone else's). Select the project and an employee, then click **Add Classification**.

Week End Date *
02/22/2020

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

Location *
Adams County, CO (C012)

Employee *
DOE, JOHN

Select	Jurisdiction	Location	Craft	Classification	Construction Type	Notes	
<input type="checkbox"/>	CDOT - Federal Wages	Adams County, CO (C012)	LABORER	1042 - Laborer: Common or General	Highway		<input type="button" value="Delete"/>

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

- 23) A window will appear with a list of crafts. Select the craft and then the classification for the employee.

Add Classifications

Jurisdiction
CDOT - Federal Wages

Craft
LABORER

Select	Location	Classification	Construction Type	Notes
<input type="checkbox"/>	Adams County, CO (C012)	1038 - Laborer: Asphalt Raker	Highway	
<input type="checkbox"/>	Adams County, CO (C012)	1040 - Laborer: Asphalt Shoveler	Highway	
<input type="checkbox"/>	Adams County, CO (C012)	1041 - Laborer: Asphalt Spreader	Highway	
<input type="checkbox"/>	Adams County, CO (C012)	1042 - Laborer: Common or General	Highway	
<input type="checkbox"/>	Adams County, CO (C012)	1046 - Laborer: Concrete Saw (Hand Held)	Highway	
<input type="checkbox"/>	Adams County, CO (C012)	1048 - Laborer: Landscape and Irrigation	Highway	
<input type="checkbox"/>	Adams County, CO (C012)	1050 - Laborer: Mason Tender - Cement/Concrete	Highway	

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

27) 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)

Week End Date: 11/23/2019 Contractor: ABC Testing
 Project: 99999 - CDOT Test Project Sub To: CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS
 Employee: DUCK, DONALD Contract ID:
 Is Foreman Is Owner/Operator

Gross Employee Pay This Project (Usually No Fringes)	Wages Paid in Lieu of Fringes (Total Cash Fringes)	These fields are Hourly rate fields (Usually No Fringes)			Rate in Lieu of Fringes (Cash Fringes)
0.000	0.000	Base Hourly	Overtime Hourly	Doubletime Hourly	0.000
		0	0	0	

- **Note:** 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.

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

▼ Hours Worked Each Day for This Project Only

	Sunday 11/17/2019	Monday 11/18/2019	Tuesday 11/19/2019	Wednesday 11/20/2019	Thursday 11/21/2019	Friday 11/22/2019	Saturday 11/23/2019	Total Hours
Regular Time	0.00	8.00	8.00	8.00	8.00	8.00	0.00	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	8.00	8.00	8.00	8.00	8.00	0.00	40.00

29) If fringes are paid to a third party (401K, Medical/Dental plan) enter those weekly contributions here.

- **Note:** Contributions here are based off of a weekly amount, not an hourly rate
- **Note:** Only click calculate fringes if hourly fringe amounts were entered on the employee info page when you set up the employee.

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

Vac / Hol / Dues 0.000 More...	Health & Well. 0.000	Pension 0.000 More...	All Other 0.000	Training 0.000
--------------------------------------	-------------------------	-----------------------------	--------------------	-------------------

Voluntary Contributions for all Projects
 Pension: 0 Medical: 0

Vac/Hol/Dues Included in Gross Emp. Pay/Base Hourly Rate
 Some or All Fringes Paid to Employee
 Voluntary Contributions Included in Gross Emp. Pay

30) Enter all deductions that were not included on the Fringe/Contributions line above.

- Enter the check gross pay, paycheck amount, check number, and the payment date. If you entered any 'other' deductions, they must be listed in the 'Other Deductions Notes' by both type and amount (EX: Tax Lien, \$130).
- Common other deductions are dependent insurance and child support.
- Click **Save** when finished.

▼ 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	Total Deductions
0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

Payments (If included in paycheck)

Trav/Subs	Gross Pay All Projects	Paycheck Amount	Check Number *	Payment Date *
0.000	0.000	0.000		

Notes

Other Deduction Notes

Cancel Save

31) After you click **Save**, the *Payroll Record Saved* box will pop up.

Payroll Record Saved

When you are done entering the payroll records, check Notices, then certify the data you are submitting.

The "Certification" tab is where you complete the process to submit your CPR to the Agency you are reporting to.

Warning: There is 1 notice

Enter another record for a different employee?

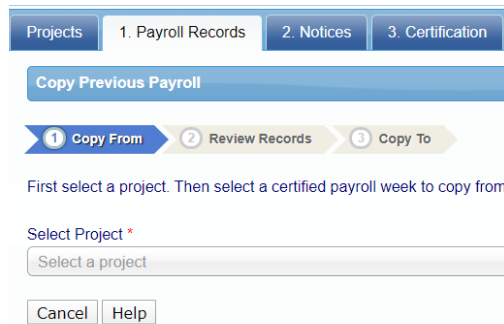
Yes No

- If there are any notices 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 click either **Yes** or **No**, you will be taken back to the Payroll Records tab.
- If you have any issues correcting your notices, email support@lcptracker.com

- 32) Repeat steps 22-31 for each employee and each of that person's classifications. When you have entered payroll records for all employees who worked that week on the project, you are ready to certify your payroll records.
- The next steps explain how to copy a previous payroll.
- 33) Copy Previous Payroll
- From the Payroll Records tab, click on *Copy Previous Payroll*.



- 34) Select the project from the dropdown list. Select the week you wish to copy then click *Next*



- 35) Select all of the employees whose payroll you wish to copy, click *Next*.



- 36) Enter the new week end date, click *Save*.

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

Copy Previous Payroll

1 Copy From → 2 Review Records → 3 Copy To

The selected payroll will be copied over to the week selected below. You will still need to add at least a check number in order to be able to certify. After saving, you will be redirected to the Payroll Edit page.

Week End Date * 3/9/2020

Cancel Back Save Help

37) Click **Edit** from the next screen.

Edit Uncertified Payroll Records

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

From Date: To Date: Load Data

Delete Selected Run Match Craft Report

Week End Date	Employee Name	Contractor Craft	Jurisdiction	Craft	Classification	Edit	Delete
05/11/2018	MOUSE, MINNIE		CDOT - Federal Wages	LABORER	1042 - Laborer: Common or General	Edit	Delete
05/11/2018	MOUSE, MINNIE		CDOT - Federal Wages	TRUCK DRIVER	1133 - Truck Driver: Semi/Trailer (Includes Pickup and Pilot Car)	Edit	Delete
05/11/2018	MOUSE, MINNIE		CDOT - Federal Wages	IRONWORKER	1034 - Ironworker: Reinforcing	Edit	Delete

38) Enter the paycheck number and new Week End date for the copied payroll, click **Save**.

Trav/Subs: 0.000 Gross Pay All Projects: 1650.000 Paycheck Amount: 1325.000 Check Number *: DD Payment Date *: 05/17/2018

39) Follow the steps for certifying a payroll to complete the process. The next steps explain how to upload payroll records.

40) Upload Payroll Records

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

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

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

Payroll Records

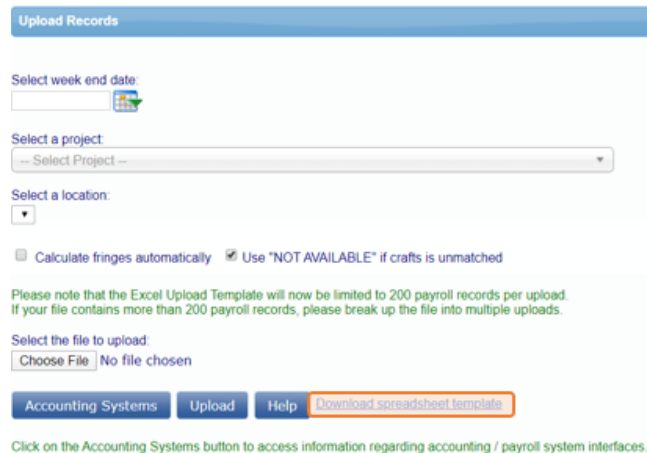
Enter Records Direct Payroll Subscription Edit Certified Payroll Records

Copy Previous Payroll Recovery Act Additional Data Entry

Edit Uncertified Payroll Records FHWA 1391 Additional Data Entry

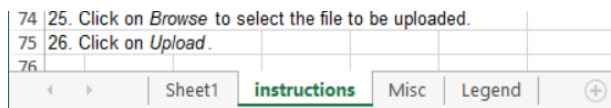
Upload Records HUD Additional Data Entry

42) Click on **Download Spreadsheet Template**.



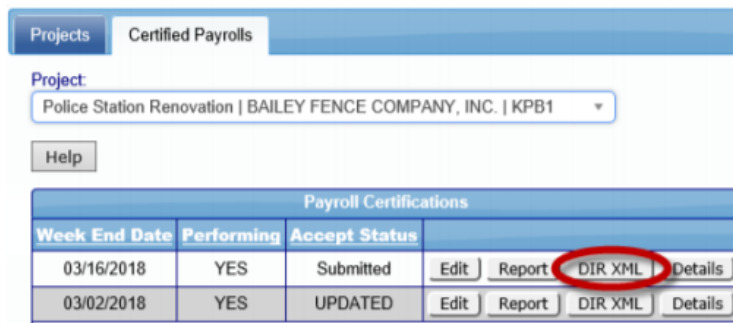
43) This will save the file to your computer. When you open the file, select the **Instructions** tab at the bottom of the spreadsheet.

- The next steps explain how to use direct interface.
- **Note:** *There are thorough directions to assist with the field mapping for the upload.*



44) **Direct Interface**

- Instructions to find and upload the DIR XML file are as follows:
 - Click on the Projects tab
 - Click on the Certified Payrolls tab
 - Locate the week ending payroll file you need
 - Click on the DIR XML button (make sure your pop-up blockers are off)
 - Save this file to your desktop
 - Upload into the DIR eCPR system



45) You have successfully entered your payroll in LCPtracker.