

4A-5 Enter Payroll in LCPtracker

Responsible Parties

Subcontractor

Revision Date

10/2021

Document Owner

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Procedure Objective

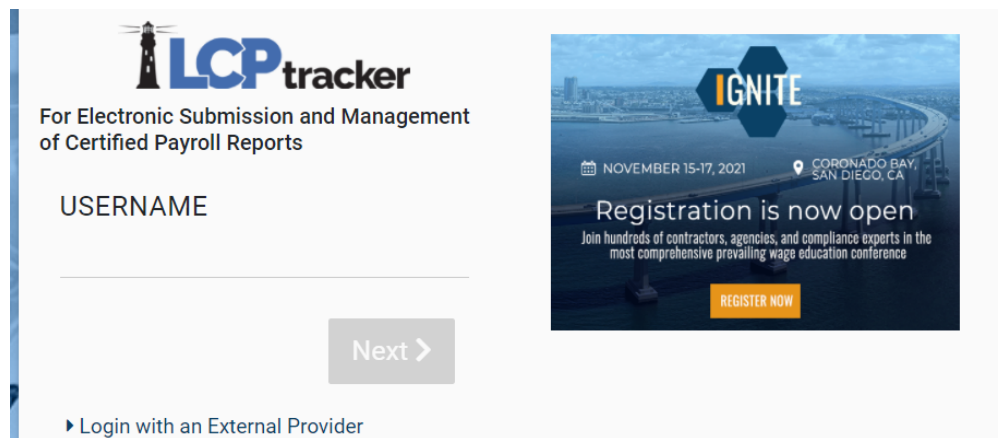
The purpose of this document is to provide subcontractors an understanding of:

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

Note: 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. It features the LCPtracker logo at the top, followed by the text "For Electronic Submission and Management of Certified Payroll Reports". Below this is a "USERNAME" label and a text input field. At the bottom right of the login area is a "Next >" button. At the bottom left, there is a link that says "Login with an External Provider". The right screenshot is a banner for the "IGNITE" conference. It features the word "IGNITE" in large letters, with "NOVEMBER 15-17, 2021" and "CORONADO BAY, SAN DIEGO, CA" below it. The main text says "Registration is now open" and "Join hundreds of contractors, agencies, and compliance experts in the most comprehensive prevailing wage education conference". A "REGISTER NOW" button is at the bottom right.

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

Change Password

Password Rules:

- Must be at least 9 characters long.
- Must contain at least one number.
- Must contain at least one lowercase and one uppercase letter.

User Name:

Current Password

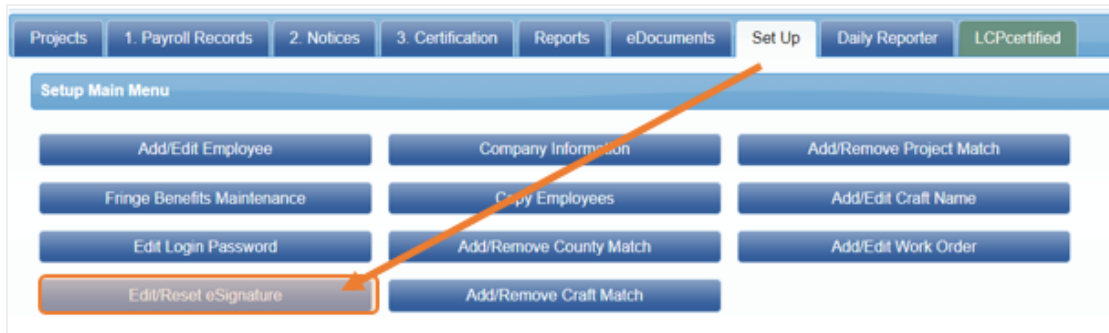
New Password Repeat Password

LCPtracker recommends that you create a password with the following characteristics:

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

- 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.

Note: The process to change your eSignature is exactly the same as creating it for the first time.

Edit E-Signature

Use this form to change your existing certification password.

Password Rules:**

- Must be at least 6 characters long
- Must contain at least one lower-case letter and one upper-case letter.
- Must be no longer than 20 characters.

User Id

E-Signature Password Repeat Password

** A password with the following characteristics is recommended:

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

- 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**.

The screenshot shows the LCPtracker software interface. At the top, there is a navigation bar with tabs: Projects, 1. Payroll Records, 2. Notices, 3. Certification, Reports, eDocuments, Set Up, Daily Reporter, and LCPcertified. The 'Set Up' tab is currently selected. Below the navigation bar is a 'Setup Main Menu' section containing a grid of buttons. The 'Add/Edit Employee' button is highlighted with an orange border and an orange arrow points to it from the right. Other buttons in the grid include 'Company Information', 'Add/Remove Project Match', 'Fringe Benefits Maintenance', 'Copy Employees', 'Add/Edit Craft Name', 'Edit Login Password', 'Add/Remove County Match', 'Add/Edit Work Order', 'Edit/Reset eSignature', and 'Add/Remove Craft Match'.

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 (*)

▼ Add / Edit Employee Information

First Name * Last Name *

Address 1 * Address 2

City * State * Zip *

SSN * Employee ID *

Exemptions * Status Ethnicity *

Date Hired * Date Fingerprinted Phone Number *

Driver's License State Driver's License Worker's Comp Code Electrician License

Gender * Hiring Source Disadvantaged
 Owner/Operator
 I certify that this employee is I9 verified.
 Business Owner

Validate Address

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

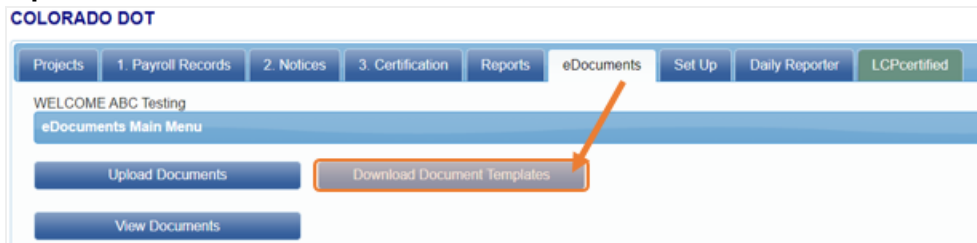
9) After adding all of the required information for your employee(s), scroll to the bottom of the page and click **Save**.

10) The eDocuments are documents that support the employee's record in LCPTracker.

The following eDocuments are available for upload:

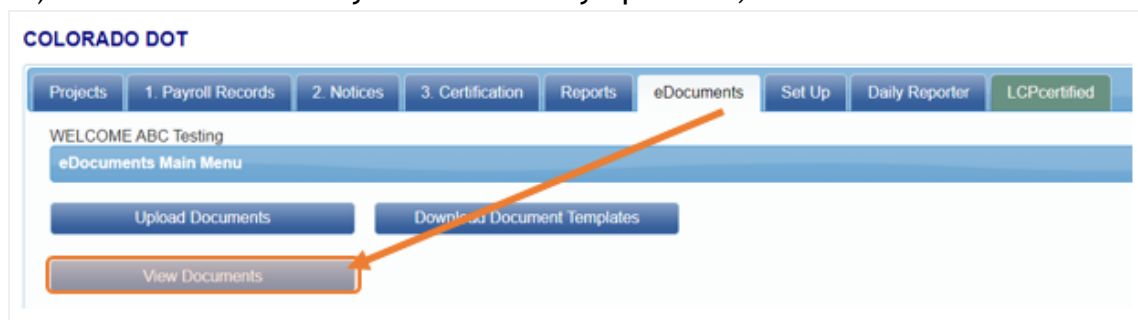
Document Name	Req'd	Expire Freq (months)	Access	Document Types For Upload	
				Document Description	
1336 Waiver Request for Contract's OJT Training Hours	N	0	U&V	This document is used to request a reduction or modification in the number of required hours for On-the-Job Training.	
1337 Contractor Commitment 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.	
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 out.	
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 Apprentice 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.**



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.**



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

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

View Documents

Project Include Closed Projects

Contractor

Sub To | Contract ID

Document Type

Status

Document Date Filter Submitted Date Filter Employee Name

Start Date Start Date

End Date End Date

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.

Project	Document Type	Document Date	Contractor	Sub To Contract ID	Submitted	Description	Status	Employee Name	Week End Date	View Details	View Document	Delete
99999 - CDOT Test Project	Contractor Fringe Benefit Statement	01/25/2020	ABC Testing	CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS	01/30/2020			DUCK, DONALD		Details	View	Delete
99999 - CDOT Test Project	Contractor Fringe Benefit Statement	02/01/2020	ABC Testing	CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS	02/03/2020			DOE, JOHN	02/01/2020	Details	View	Delete

15) USDOL 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.

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

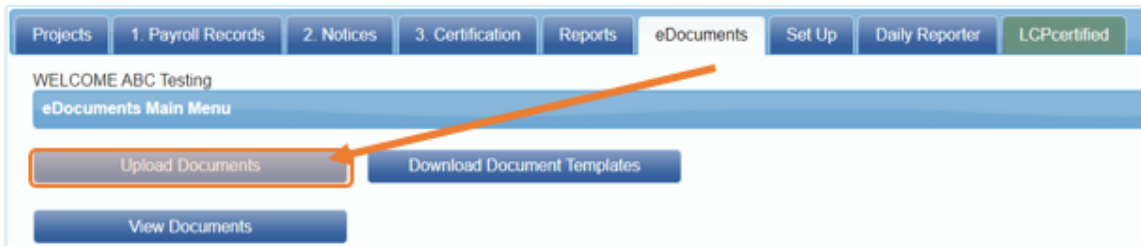
5. Method(s) of Compensation to Employees for Fringe Amounts

(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. When asked to select an employee, select the first employee in your list. Click on **Choose File** and select the spreadsheet that you previously saved to your computer. Click **Save** to complete the upload.

The screenshot shows a web application interface for uploading documents. At the top, there is a navigation bar with tabs: 'Projects', '1. Payroll Records', '2. Notices', '3. Certification', 'Reports', 'eDocuments', 'Set Up', 'Daily Reporter', and 'LCPcertified'. Below this is a header for the 'Upload Documents' section. The form contains several fields: 'Contractor' (text input with 'ABC Testing'), 'Project Name' (dropdown menu with '-- All Projects --'), 'Sub To | Contract ID' (dropdown menu with '-- All Assignments --'), 'Document Type' (dropdown menu with '-- Select Document Type --'), 'Document Date' (calendar icon), 'Expiration Date' (calendar icon), 'Description' (text area), 'Select employee the document relates to if appropriate' (dropdown menu with '-- Select Employee --'), 'Week end date the document relates to if appropriate' (calendar icon), 'Comments' (text area), 'Select the file to upload' (button 'Choose File' and text 'No file chosen'), 'E-Signature Password' (password field with 'Help' button), and 'Cancel' and 'Save' buttons at the bottom.

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**.

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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

22) Enter or select the week end date. 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

Add Classification | Cancel | Next

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		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.

- 24) After selecting the classification, click **Add Selected** at the bottom of the window.
 Repeat steps 22-24 for each classification the employee will have for the project.

Add Classifications

Jurisdiction
 CDOT - Federal Wages ▼

Craft
 CARPENTER ▼

Select	Location	Classification	Construction Type	Notes
<input type="checkbox"/>	Adams County, CO (C012)	1009 - Carpenter (Excludes Form Work)	Highway	
<input checked="" type="checkbox"/>	Adams County, CO (C012)	1011 - Carpenter: Form Work Only	Highway	

Add Selected Cancel

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

Add Classification Cancel **Next**

Select	Jurisdiction	Location	Craft	Classification	Construction Type	Notes	
<input type="checkbox"/>	CDOT - Federal Wages	Adams County, CO (C012)	CEMENT MASON/CONCRETE FINISHER	1015 - Cement Mason/Concrete Finisher	Highway		Delete
<input checked="" type="checkbox"/>	CDOT - Federal Wages	Adams County, CO (C012)	ELECTRICIAN	1000 - Electrician (Traffic Signalization Only)	Highway		Delete
<input type="checkbox"/>	CDOT - Federal Wages	Adams County, CO (C012)	ELECTRICIAN	1020 - Electrician: Excludes Traffic Signal Installation	Highway		Delete
<input type="checkbox"/>	CDOT - Federal Wages	Adams County, CO (C012)	IRONWORKER	1034 - Ironworker: Reinforcing	Highway		Delete

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

26) After clicking **Next**, you will be taken to the payroll record entry form.

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) 0.000
 Wages Paid in Lieu of Fringes (Total Cash Fringes) 0.000

These fields are Hourly rate fields (Usually No Fringes)
 Base Hourly 0 Overtime Hourly 0 Doubletime Hourly 0

Rate in Lieu of Fringes (Cash Fringes) 0.000

▼ Classifications

Jurisdiction	Location	Craft	Classification	Construction Type	
CDOT - Federal Wages	Adams County, CO (C012)	TRUCK DRIVER	1133 - Truck Driver: Semi/Trailer (Includes Pickup and Pilot Car)	Highway	<input type="button" value="Edit"/>

▼ 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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Overtime at 1.5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Double-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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) 0.000
 Wages Paid in Lieu of Fringes (Total Cash Fringes) 0.000

These fields are Hourly rate fields (Usually No Fringes)
 Base Hourly 0 Overtime Hourly 0 Doubletime Hourly 0

Rate in Lieu of Fringes (Cash Fringes) 0.000

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

▼ 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 type="checkbox"/> Vac/Hol/Dues Included in Gross Emp. Pay/Base Hourly Rate <input type="checkbox"/> Some or All Fringes Paid to Employee <input type="checkbox"/> Voluntary Contributions Included in Gross Emp. Pay <input type="checkbox"/> Calculate Fringes	
0.000 More...	0.000	0.000 More...	0.000	0.000	Pension 0	Medical 0		

Note: Only click calculate fringes if hourly fringe amounts were entered on the employee info page when you set up the employee.

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)

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

Notes

Other Deduction Notes

Notices

Cancel Save

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

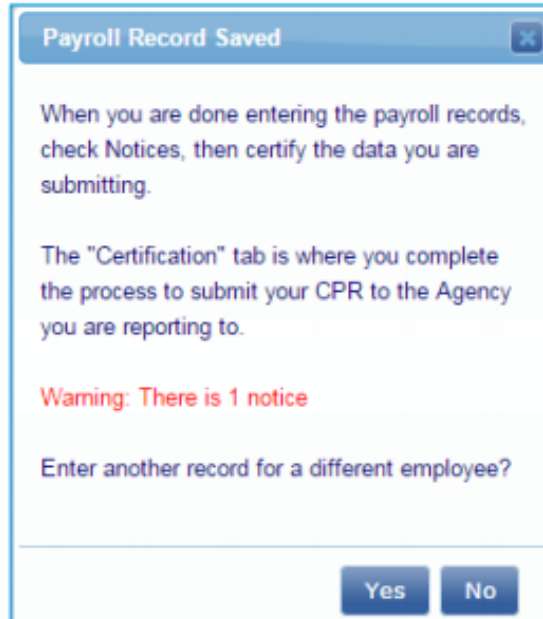
If there are any notices with the payroll record, you will be notified of the number of notices on this box.

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:

cdot_lcptracker_support@state.co.us



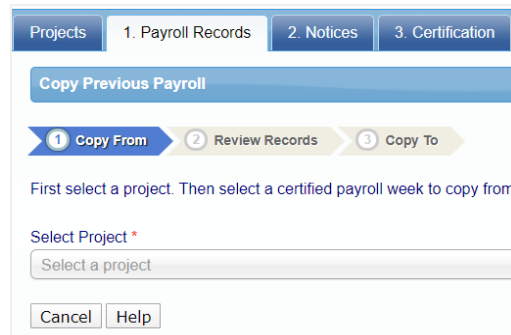
32) Repeat steps 22-31 for each employee and each of that person's classifications. When you have entered payroll records for all employees who worked that week on the project, you are ready to certify your payroll records.

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**.

The screenshot shows a navigation bar with tabs: Projects, 1. Payroll Records (selected), 2. Notices, and 3. Certification. Below the bar is a header 'Copy Previous Payroll' and a progress indicator with three steps: 1. Copy From, 2. Review Records (active), and 3. Copy To. A message reads: 'Verify that all the records to be copied are selected.' Below this is a table with columns: Select, Name, Craft, and Classification. One row is selected with a checkmark in the 'Select' column.

Select	Name	Craft	Classification
<input checked="" type="checkbox"/>	DOE, JOHN	LABORER	1042 - Laborer: Common or General

Buttons at the bottom: Cancel, Back, Next, Help.

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

The screenshot shows the same navigation bar as in step 35, but with 'Reports', 'eDocuments', 'Set Up', 'Daily Reporter', and 'LCPcertified' tabs added. The progress indicator now shows step 3 'Copy To' as active. A message reads: '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.' Below this is a 'Week End Date' field with the value '3/9/2020' and a calendar icon. Buttons at the bottom: Cancel, Back, Save, Help.

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

The screenshot shows a form titled 'Edit Uncertified Payroll Records'. It includes a 'Project' dropdown menu with the value '99999 - CDOT Test Project | CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS'. There are 'From Date' and 'To Date' fields with calendar icons and a 'Load Data' button. Below these are buttons for 'Delete Selected' and 'Run Match Craft Report'. The main part of the form is a table with columns: Week End Date, Employee Name, Contractor Craft, Jurisdiction, Craft, and Classification. Each row has 'Edit' and 'Delete' buttons.

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**.

The screenshot shows a form with five input fields: 'Trav/Subs' (0.000), 'Gross Pay All Projects' (1650.000), 'Paycheck Amount' (1325.000), 'Check Number *' (DD), and 'Payment Date *' (05/17/2018). A calendar icon is next to the date field.

39) Follow the steps for certifying a payroll to complete the process.

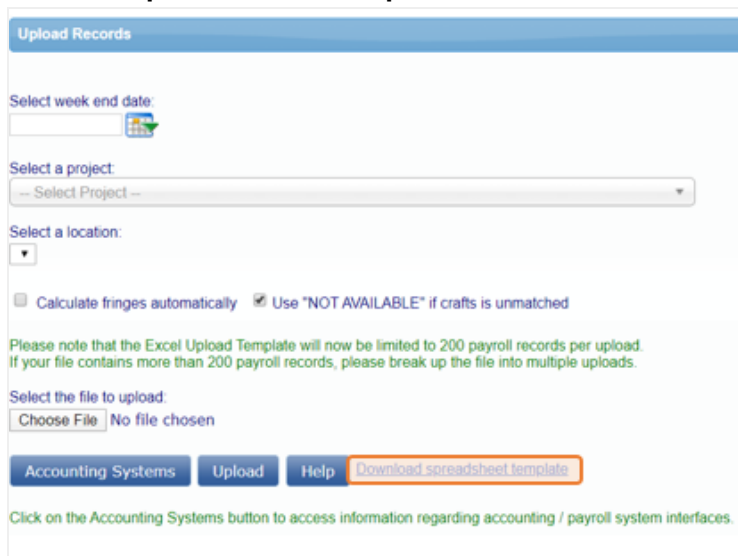
40) Upload Payroll Records

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

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



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.

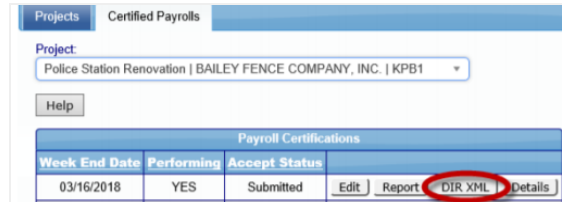


Note: There are thorough directions to assist with the field mapping for the upload.

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.

Note: Payroll Interface with LCPTracker

LCPTracker has created a payroll software interface with the following systems:

1. California Payroll
 2. Construction Partner
 3. Foundation Software
 4. Pay-Net Software
- Paychex Software
 - Paylocity Software
 - Quantum Software
 - Viewpoint Software
 - Dexter + Chaney

The list is growing, and some payroll software systems are being beta-tested as well. For help with this feature, please contact LCPTracker Support at 714-669-0052.