4A-5 Enter Payroll in LCPtracker

Responsible Parties

Subcontractor

Revision Date

10/2021

Document Owner

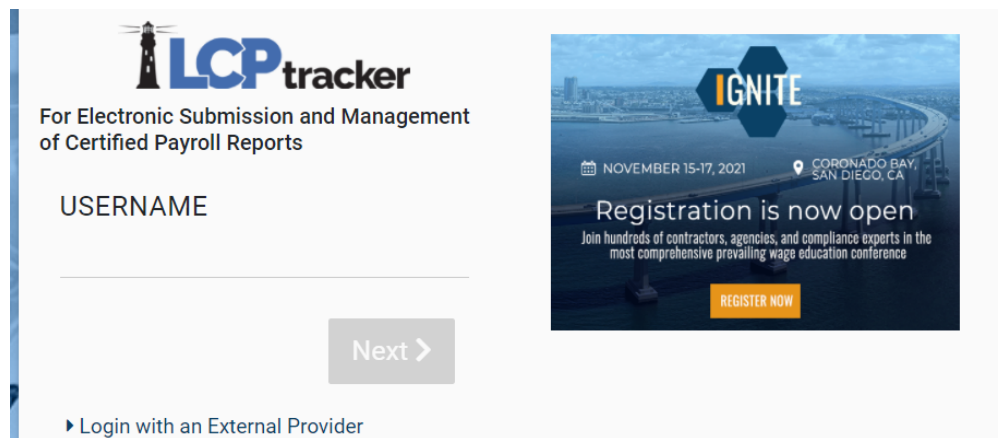Vanessa Urbina, vanessa.urbina@state.co.us, 303-512-4144

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.

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**

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.
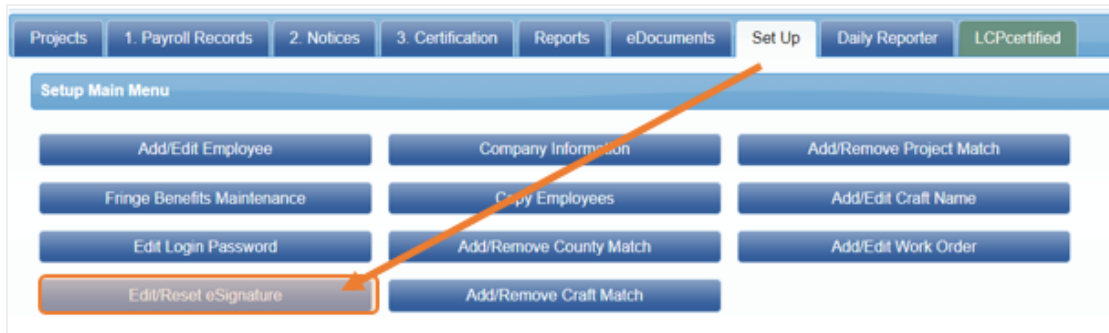
6) You will then enter your eSignature password twice in the fields shown below. Your User ID is automatically filled in for you.

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

[Clear Form]   [Cancel]   [Save 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.**

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

Setup Main Menu

Add/Edit Employee	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	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 (*)

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 (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 docume
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 r 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 f
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 (SF 1413)	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**.
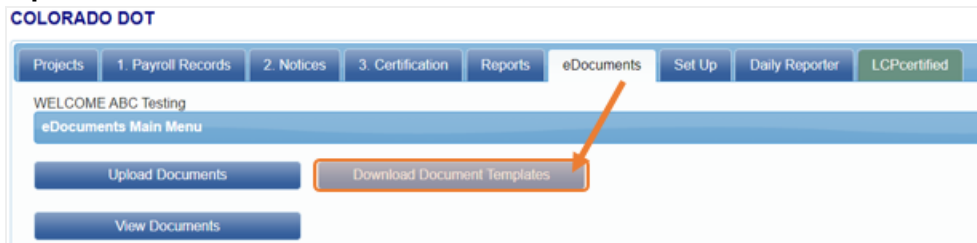
Note: If the document is available for upload, but it does not appear in the download template list, there is not a standard format for this document. Common examples of these are wage garnishments and child support orders.

12) To view eDocuments you have already uploaded, click **View eDocuments**.
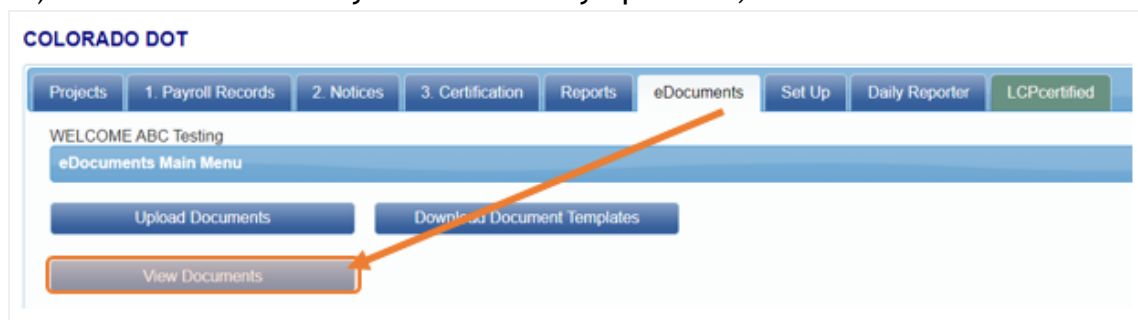
13) Enter any relevant information in the filters, then click on **Load Data**.

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 I 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.

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	☐Yes ☐No	If cash only, no further information is required on this form.
b. Fringe Benefits*	☐Yes ☐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.**
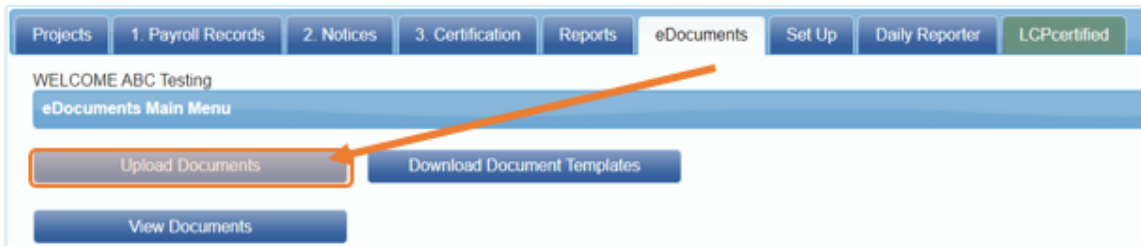
19) On the next screen, make sure that you select **Contractor Fringe Benefit Statement** from the document type dropdown.
    When asked to select an employee, select the first employee in your list.
    Click on **Choose File** and select the spreadsheet that you previously saved to your computer.
    Click **Save** to complete the upload.

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. Select the project and an employee, then click **Add Classification**.

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.

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.

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

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)	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)
		Base Hourly	Overtime Hourly	Doubletime Hourly	
0.000	0.000	0	0	0	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	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)	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)
		Base Hourly	Overtime Hourly	Doubletime Hourly	
0.000	0.000	0	0	0	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.

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.

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.

31) After you click Save, the Payroll Record Saved box will pop up.
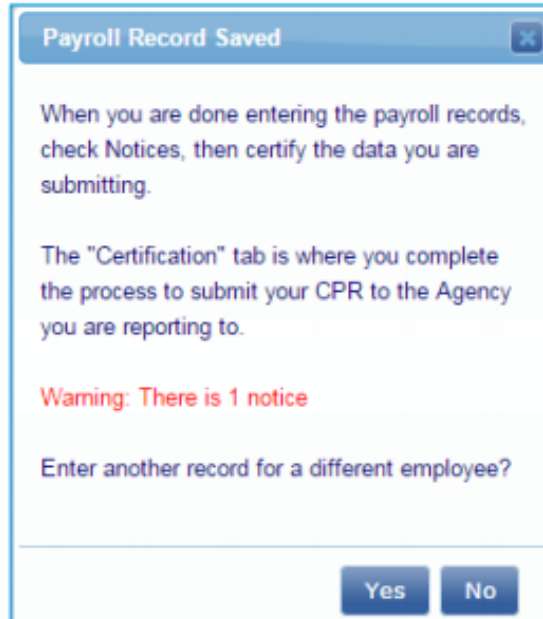If there are any notices with the payroll record, you will be notified of the number of notices on this box.

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:
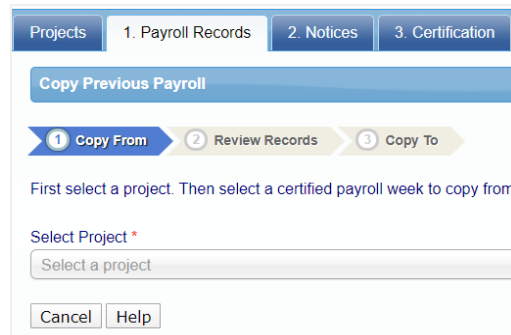cdot_lcptracker_support@state.co.us

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]

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**.

| 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	

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

| Projects | 1. Payroll Records | 2. Notices | 3. Certification |

Copy Previous Payroll

① Copy From ② Review Records ③ Copy To

First select a project. Then select a certified payroll week to copy from.

Select Project *

Select a project

[Cancel] [Help]

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

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

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

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

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

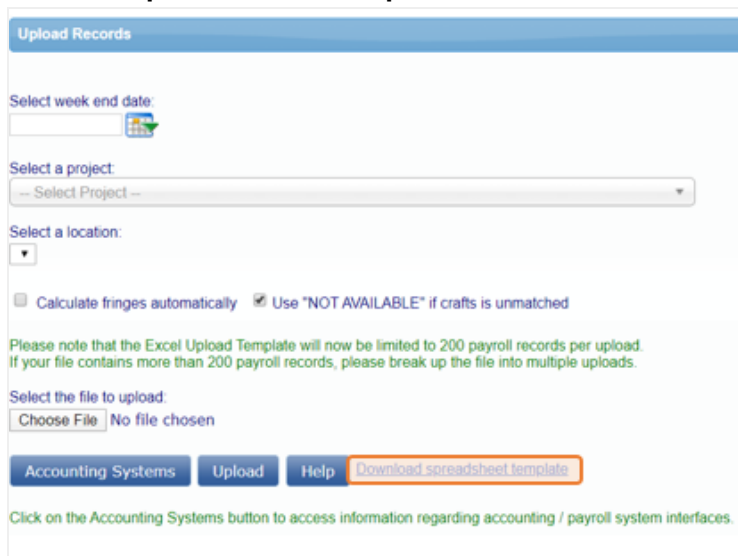39) Follow the steps for certifying a payroll to complete the process.
40) **Upload Payroll Records**
   LCPtracker has a spreadsheet template that is required to use if you wish to use an upload to enter your payroll data.

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
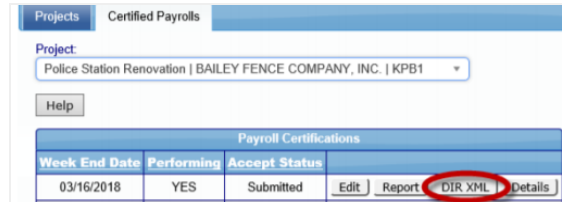
45) **You have successfully entered your payroll in LCPtracker.**

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 SoftwarePaylocity 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.*