

## 4A-6 Certify Payroll in LCPtracker (Subcontractor)

### Responsible Party(ies)

Subcontractor

### Revision Date

12/2021

### Document Owner

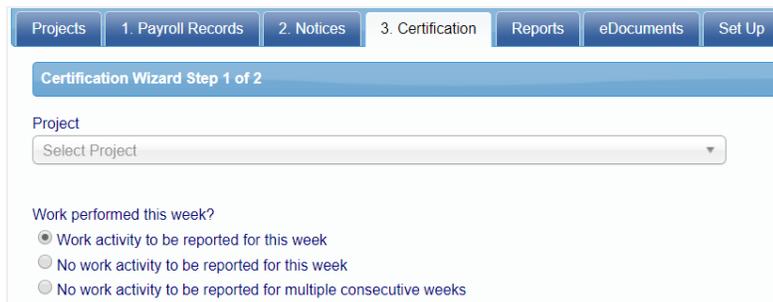
[vanessa.urbina@state.co.us](mailto:vanessa.urbina@state.co.us), 303-512-4144

### Procedure Objective

By the end of this job aid, the contractors will have an understanding of how to certify the company's payroll in the LCPtracker system, which will occur weekly throughout the life of the project. Prime Contractors must ensure projects are set up in LCPtracker (see Training Guide 5-1 Confirm Set Up in LCPtracker) and subcontractors must ensure that they are listed as part of a project in LCPtracker before payroll is able to be certified using the following step-by-step guidelines.

### System Procedures

- 1) Begin by signing into the LCPtracker system, and then select the Certification tab in LCPtracker.



- 2) There are three payroll types available to choose from when you certify your payroll:
  - Certify a payroll for a week during which work was performed
  - Certify a payroll for a week during which no work was performed (**non-work week payroll**)
  - Certify a payroll for multiple consecutive weeks during which no work was performed
    - i) [Click here](#) & select "Bookmark" to skip to the steps for non-work weeks

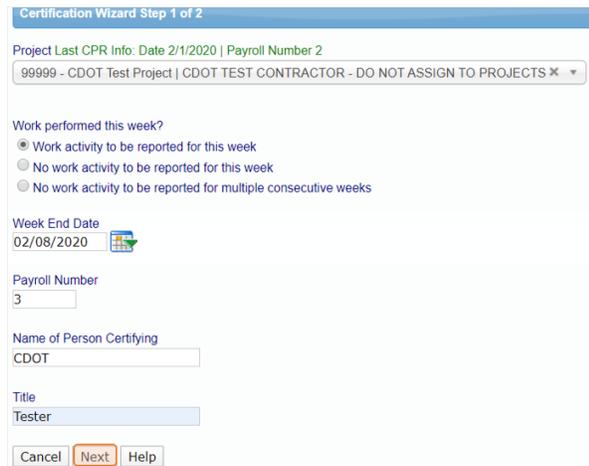
The first process to be reviewed will be to certify payroll for work activity performed and reported.

Work performed this week?

- Work activity to be reported for this week
- No work activity to be reported for this week
- No work activity to be reported for multiple consecutive weeks

3) To certify your payroll:

- Choose your project
- Choose the type of payroll you are certifying
- Choose your week ending date (if you choose multiple consecutive weeks, you will enter the start date and the last date)
- Enter the payroll number (Payroll numbers will be increased sequentially.)
- Enter your name as the person certifying your payroll
- Enter your title
- Click Next



The screenshot shows the 'Certification Wizard Step 1 of 2' interface. At the top, it displays 'Project Last CPR Info: Date 2/1/2020 | Payroll Number 2'. Below this is a dropdown menu showing '99999 - CDOT Test Project | CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS \*'. The 'Work performed this week?' section has three radio button options: 'Work activity to be reported for this week' (selected), 'No work activity to be reported for this week', and 'No work activity to be reported for multiple consecutive weeks'. The 'Week End Date' is set to '02/08/2020'. The 'Payroll Number' is '3'. The 'Name of Person Certifying' is 'CDOT' and the 'Title' is 'Tester'. At the bottom are 'Cancel', 'Next', and 'Help' buttons.

4) You are now seeing the Statement of Compliance (SOC) portion of your certified payroll report. You are just a few clicks away from certifying your payroll.



The screenshot shows the 'Certification Wizard Step 2 of 2' interface. It displays the date '3/18/2020' and the text 'I, CDOT, Tester, do hereby state:'. Below this are three numbered statements:

- (1) That I pay or supervise the payment of the persons employed by ABC TESTING on the 99999 - CDOT TEST PROJECT, that during the payroll period commencing on 2/2/2020 and ending on 2/8/2020 all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said ABC TESTING from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967, 76 Stat. 357, 40 U.S.C. § 3145), and described below.
- All comments are in the notes on the submitted Certified Payroll Report.
- (2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract, that the classifications set forth therein for each laborer or mechanic conform with the work he performed.
- (3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

a) **Note:** this certification affirms that anyone reporting information for this job is reporting all information truthfully and without false representation of any kind.

5) You now need to choose how you pay your fringe benefits (if you do both, you should choose both):

- 4a - paid into an approved plan, fund or program
- 4b - paid in cash to the employee
- 4(a) and 4(b) if paying both cash and fringe.
- 4c - section to note any exceptions you might have, per craft/classification.
- If you have any final remarks that you'd like to leave for your Agency, there is a section available to you to do so. **Note: this field is mandatory if you are recertifying a certified payroll.**

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS

- in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

- Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum except as noted in Section 4(c) below.

(c) EXCEPTIONS:

EXCEPTION (CRAFT)	EXPLANATION

Remarks:

6) You may also click on a checkbox to note if your CPR is a final. Lastly, you will put in your eSignature and click Save.

eSignature Password:

Check here if last (FINAL) certification

**THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE  
THE UNITED STATES CODE.**

7) You have now successfully completed certifying your payroll.

**Confirmation**

Certification created successfully.

The CPR report is displayed in a separate window.

8) The following steps will assist you to **Certify No-Work Week(s)** in LCPtracker. Click on the Certifications tab.

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

**Certification Wizard Step 1 of 2**

Project

Select Project

9) To certify your payroll:

- Select the Project
- Select the bubble that says No work to be reported this week or multiple consecutive weeks (whichever applies to you)
- Select the Week Ending Date( if you choose multiple consecutive weeks, you will enter the start date and the last date)
- Enter the Payroll Number (Payroll numbers will be increased sequentially for each week.)
- Enter your name as the person certifying
- Title
- Click Next

Certification Wizard Step 1 of 2

Project [Last CPR Info: Date 2/15/2020 | Payroll Number 4](#)

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

Work performed this week?

Work activity to be reported for this week

No work activity to be reported for this week

No work activity to be reported for multiple consecutive weeks

Week End Date

02/22/2020 

Payroll Number

5

Name of Person Certifying

CDOT

Title

Tester

10) Your next screen will look like this

Certification Wizard Step 2 of 2

Date: 3/20/2020 4:31:04 PM

**CERTIFICATION FOR NON PERFORMING WEEK**

I, CDOT, Tester do hereby state:

(1) That I pay or supervise the payment of the persons employed by ABC TESTING on the 99999 - CDOT TEST PROJECT, that during the payroll period commencing on 2/9/2020 and ending on 2/15/2020 all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said ABC TESTING from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967, 76 Stat. 357, 40 U.S.C. 167, 3145), and described below:

All comments are in the notes on the submitted Certified Payroll Report.

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete, that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract, that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

**Note:** *this certification affirms that anyone reporting information for this job is reporting all information truthfully and without false representation of any kind.*

### 11) Items to fill out

- Enter Remarks (if any)
- Enter eSignature
- Check box **ONLY** if you're submitting as a **FINAL** on the project
- Click **Save**

Remarks:

eSignature Password:

Check here if last (FINAL) certification

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

### 12) You have successfully submitted a No-Work payroll.



### 13) You have now successfully completed certifying your payroll.