

# LCPtracker Training for Engineer Consultants

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Welcome to the LCPtracker Training for Consultants. We will be moving between a PP and LCPtracker today. Additionally, we now have a Procedure Manual that will be posted online shortly. Once the training is complete, I will add those who have attended. If you would send an email after we finish today documenting your name, email, consulting firm, project you will oversee and when you commence work, you will be set up in the system by 5 today.

## Outline of Training

- 1. Introduction to LCPtracker
- 2. Accepting Payroll
- 3. Accept Statuses
- 4. Rejecting or Correcting Payroll
  - Admin Notice Processing
- 5. Logging in Paper Payroll

We will cover 5 basic areas today. You will likely face accepting your first payroll in the next 30 days. This process should take you a few minutes and be easy – that is the point of the program. Training today is intended to assist with those first payrolls – with a review of procedures and a summary of issues we are facing. For more complex issues, send me an email or call and we can cover that then.

## Basics of LCPtracker

- Online-based system for Certified Payroll, under Davis-Bacon
- Contractors (prime and subs all levels) input payroll, it is approved by an official from the prime contractor (call the prime approver)
- Payroll is then accepted by the Project Engineer
- Payrolls and related documents are stored on LCPtracker for a period of 3 years following close of the project.

You will have access to LCPtracker anytime you have access to the internet. It is a method for online acceptance, review and retention of payrolls. Contractors will submit payroll in much the same way they do now, but electronically. Subs submit payroll to primes, who review and forward to the project staff. The difference is that it now happens automatically. So let's sign on. Go to [LCPtracker.net](http://LCPtracker.net) ([LCPtracker.com](http://LCPtracker.com) is a sales site.)

## What Projects do I see and who Assigns Me?

- You will see one of two things:
  - All projects assigned to your engineering firms
  - Only those projects you are assigned to

You will be assigned the role of Business Manager in the system. You will be assigned to your firm and will be able to see all projects contracted to your firm. If that is unacceptable, you can be limited to only your project. Call me or have your manager call me, and we'll make the change.

## Status of Project and Contractor Input

- Approximately 90 projects are in the system from October 9 bid letting forward. Two projects from last summer
- All projects have assigned wage decisions. and Prime Approvers
- Increasing numbers of Primes are requiring LCPtracker.
- You should begin seeing a lot of certified payroll.

Lots of projects have been uploaded into LCPtracker and we should be completely up through April bid openings in the next 30 days. You should begin to see payroll. We have a few projects with glitches being worked out for projects let prior to March. We should be seeing the remainder of March and April bid opening jobs shortly- either in the next few days or the first week of June.

## How do I Review and Accept Payroll?

- Until the Prime Approver “approves” payroll, you cannot see it.
- Go to Certification Page.
- View “Details” section check that all employees are there in the right classification.
- “Audit” one employee in each classification. If your Prime Approver has audited an employee, audit a different employee.
- After auditing, change the status to “Accepted”
  - You do not need to check the math or rates – the system does that
  - You do need to address issues with deductions or fringes

First, you cannot see payroll until the Prime approves it.

Acceptance is simple:

1. Go to Certifications Page
2. Pull up Details and look at Payroll for missing or misclassified employees;
3. Audit one worker in each broad classification and hit “revalidate”
4. Go back to Certifications Page and change status to “Accepted”

This process should be quick – you are not looking at math or minimum rates, but rather a higher level of compliance. If there is a large crew and you have a payroll of only 4, or if there is an earth moving crew on equipment and you get a payroll with only laborers. If the payroll looks like it reflects the work done, audit one worker in each class and make sure the fringes are in order. At that point, you are done.



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- Details – pull up details and verify workers and classifications
- Audit – 1 worker in each classification
- Revalidate – to create an audit trail
- Accept – Accept the Payroll

I try to create memory shortcuts for things I need to do – and I came up with one for reviewing payroll. I wanted it to be DARE, but it turned out to be DARA. Which is details, audit, revalidate and accept. Those are your steps. When you do your first few, keep the steps in mind. By your second week, it should be second nature.

There are status bars that do not “belong” to you – they belong to the Prime Approver, such as the Approval Bar.

Additionally, the Process Status Bar is a private status of yours’ – it is a method you can use to flag things or put a bookmark if you are interrupted. It is not seen by the contractor.

STATUS LISTINGS AND EXPLANATIONS

“Accept Status”

Status Listing	Who Created Listing	Definition
Submitted	Contractor	This is the default status on original submittal of CPR.
Resubmitted	Contractor	If the CPR was edited by the Contractor and then recertified the status will change to this.
Updated	Contractor	If the CPR's Final/Non-Final status or payroll # was changed by Contractor the listing will say this
Rejected	Prime Approver	If the Prime Approver finds a mistake they may Reject the CPR.
Permit Edit	Prime Approver	A Certified payroll will "lock up" from being edited by a Contractor after a certain number of days set by the Admin. After this # of days the Prime Approver must unlock the CPR with this "Permit Edit".
Accepted	Project Engineer and Staff	This is the "Final and Foremost" status for a CPR. This means that the Project Manager or staff has reviewed the CPR and has Accepted it.

The last step is Accept. The status of compliance of payroll can always be ascertained by looking at the Accept Status.

There are five possible statuses. Here is a run-down of Accept Statuses:

Submitted is the Default – it just means the Contractor has certified payroll and it has been approved by the Prime

Resubmitted – a corrected payroll. This may happen before or after your acceptance.

Updated – this status means the contractor has changed the payroll number and whether it is the last payroll for the job.

Rejected – the payroll has been sent back to the Prime who will work out edits with the sub. You do not reject (although you can). You ask the Prime to Reject.

Accepted – the final status. You have accepted the payroll and your work is done.

What the Project Engineer sees:

cept Selected

R	Prime Approval	Approved	Process Status	Select	Accept Status	Accepted	Final
	Approved	3/29/2016	Certified	<input type="checkbox"/>	ACCEPTED Submitted		No
	Approved	5/13/2016	Certified	<input type="checkbox"/>	Submitted		No
	Approved	5/17/2016	Certified	<input type="checkbox"/>	UPDATED		No
	Approved	5/13/2016	Certified	<input type="checkbox"/>	Submitted		No
	Approved	5/13/2016	Certified	<input type="checkbox"/>	UPDATED		Yes
	Approved	5/13/2016	Certified	<input type="checkbox"/>	Submitted		No

When you go into your Certifications Page, you will see the above – under the Accept Status bar, you see Submitted or the Status designated by the Prime Approver. You also see “Accepted,” so your choice is to Accept or not. But let’s take a look at what the Prime Approver sees on the next page. For you as a Project Engineer, the status area is red light/green light – it is accepted or not. But a Prime Approver sees more and has more control.

## What the Prime Approver sees on same page

Prime Approval Status  
Not Approved

Priming?	Submitted	View CPR	Prime Approval	Approved	Accept Status	Accepted	Final	View D
YES	2/19/2016	PDF			REJECTED		No	Details
YES	4/11/2016	PDF			REJECTED Permit Edit		No	Details
YES	4/19/2016	PDF			Submitted		No	Details

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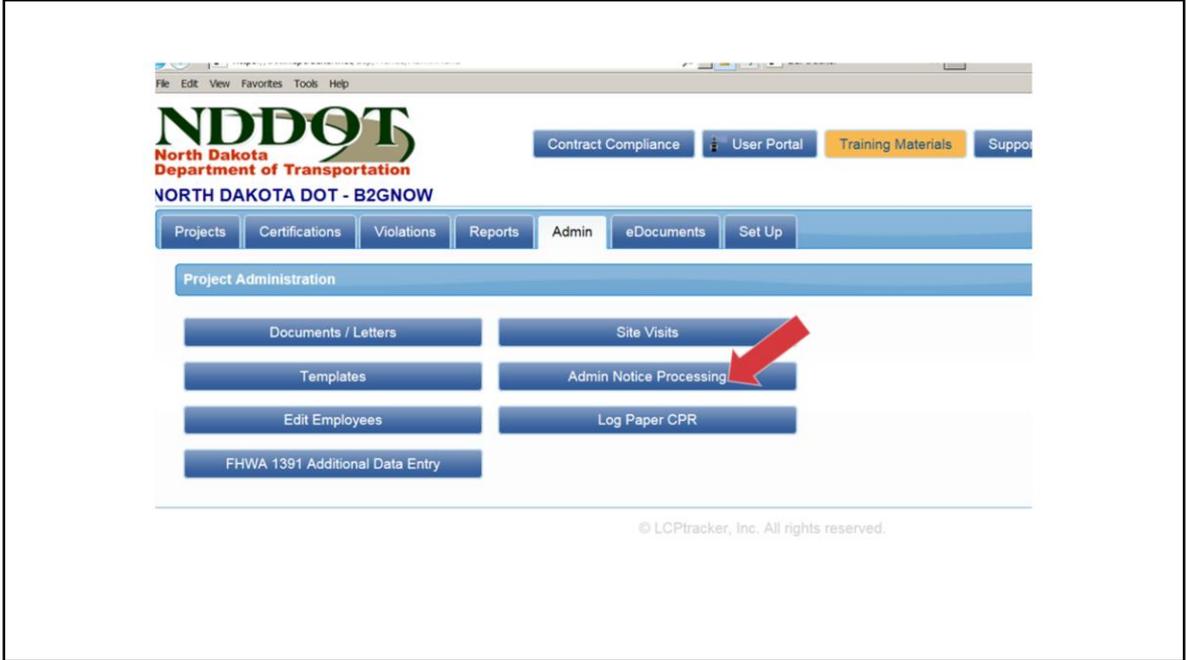
The Prime Approver for the same project, same page has different options. Under the Accept Status Bar, they can Reject or Permit Edit. The Prime Approver rejects the payroll, not the PE. The PE can request that the Prime do this. When the Prime does this, an email goes to the subcontractor and the Prime handles the issue. When the payroll is resubmitted by the subcontractor and approved by the Prime Approver, you will see it again.

As a Project Engineer, you can see the Rejected and Permit Edit statuses assigned by Prime Approvers, but you cannot select those options yourself.

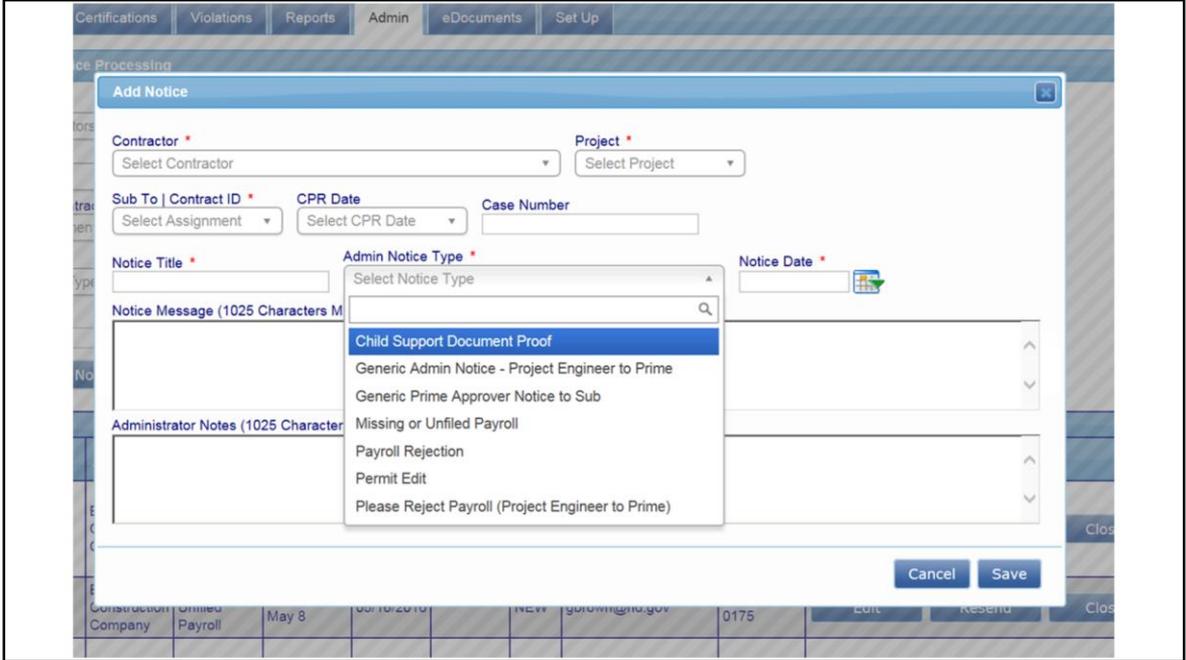
## Admin Notice Processing

- The way in which you should interact with the prime (and with the subs, but through the prime).
- Send notices of Payroll issues to the Prime Approver or directly ask the Prime Approver to reject their own payroll or payroll of a sub.

The ANP function looks the same for everyone who has it. There are notices which are used only by the Prime Approver. In general, you need to send a Notice asking the Prime to reject a payroll. Conversely, you can send a Generic Notice regarding any matter to the Prime. The Prime should deal with the subs. If there is paperwork required, the prime will see that it gets filed.



Now to LCPtracker again. Admin Tab – Admin Notice Processing button.



There are a lot of Admin Notices, but you will generally only use two. You will ask the Prime to Reject Payroll or you will use a Generic Notice to ask the Prime to change or correct something on payroll.

## Notices to Prime Approver

- Two Notices you will use the Most:
- 1. Please reject Payroll (Project Engineer to Prime);
- 2. Generic Notice from Project Engineer to Prime:
- 3. You may send a Notice to a Sub, but it will be copied to the Prime Approver and handled by the Prime Approver.

Let's go and look at these Notices. You can see the Notices, and Edit or Resend or Close them.

## Paper Payrolls

- This summer, mix of electronic and paper filings
- If you get paper payroll, review as you always have
- Log in the Paper Payroll and Upload to Edocuments

If you get paper payroll, you will need to get it into LCPtracker. You can use the Log Paper Payroll button on the Admin tab to see that the payroll is noted on the list of payroll. Then upload the Payroll itself into Edocuments. This is covered at length in the LCPtracker Procedure Manual.

## LCPtracker Roles

The Role of the Prime Approver (Prime contractor) is to collect and approve payroll from all contractors and to work to correct any errors or deficiencies.

The role of the Project Engineer is to finally accept the payroll and to guide Prime Approvers in correcting any problems or deficiencies.

The role of the Subcontractor is to timely forward payroll to Primes and be responsive to correcting errors.

The role of LCPtracker is to provide support in the use of LCPtracker.

The role of the Wage Administrator (me) is to provide guidance on NDDOT policy for DBRA wage issues and to provide administrative oversight on LCPtracker.

At the heart of all this, remember your role and try to stay within in.

You accept payroll, and ask the Prime Approver to work with the contractors to fix payrolls that you cannot accept.

The Prime Approver deals with all payroll issues and gets them fixed.

LCPtracker Help is there to provide assistance with the system.

I'm there to answer questions about NDDOT policy and technical questions on payroll.

The end result – you should spend no time on the phone addressing payroll, reviewing payroll should be quick and easy, and the Prime should be handling things that go wrong.

“Help, I’m  
stuck!”

- There are a number of excellent resources if you (or your subs) need help with payroll:
  - A. LCPtracker HelpDesk
  - B. Email to LCPtracker
  - C. LCPtracker User Manual
  - D. CRD, after exhausting the above.

We love your calls at CRD, but we sure get a lot of them. Urge your contractors to use the following resources before calling – nearly all issues can be taken care of using these 3 resources before calling.