

FREQUENTLY ASKED QUESTIONS ABOUT
AUTOMATED PAYROLL – LCPTRACKER
NDDOT

1. Do I have to file my payrolls electronically?

Yes, if the project for which you are filing was bid on or after October 13, 2017. For projects bid before that date, the NDDOT encourages all contractors to file payrolls electronically through LCPTracker, but do not require this.

2. What is a Prime Approver?

The NDDOT uses the “Prime Approver Module” feature from LCP Tracker, which gives prime contractors the ability to check certified payrolls (CPRs) from their subcontractors to a high degree before the CPRs are passed on to the Project Engineer, or his or her staff, for final review. The process of submitting CPRs through LCP Tracker looks much like the historical process of submitting paper payrolls to the NDDOT (from lower tier subcontractors to subcontractors to prime contractor), but now with the entire process completed electronically. All Prime contractors are required to set up a Prime Approver account after award of a federal-aid contract.

3. What is the cost of electronic filing?

There is no cost to the contractor for the use of this service. The only possible additional charge is related to the creation of an interface so that the contractor’s accounting software can interact with LCPTracker. The cost for this being tailored to the contractor’s situation is a one-time fee of \$595, directly to LCPTracker. There are no other charges and there will be no “nickel and dimed” situation.

4. My company uses a payroll or accounting software program. Can we upload our payroll into LCP Tracker?

Yes, in one of three ways. First, some payroll software packages have upload links to LCP Tracker built in – Foundations, for example. Other software packages, such as Viewpoint, offer a strong Excel feature – the data is downloaded into an Excel file (offered free of charge by LCPTracker) and is uploaded into LCPTracker. Finally, if neither of these options is available, LCPTracker will create an interface for your company for a one-time fee of \$595.

5. Can I just input my payrolls directly into LCPTracker?

Yes, and for a small contractor, this is the best method. After initial input of employee data, LCPTracker estimates that a contractor with 15 or fewer employees can do a weekly payroll in under 30 minutes. LCPTracker offers a number of great features and tools to help you do your payroll accurately and without cost.

6. Will there be training?

Yes. LCPTracker offers both live internet-based training (webinars) 3 times a week for

contractors and offers manuals and videos. Additionally, training will be announced shortly by the NDDOT as well. LCPTracker has a Help Desk, and the staff at NDDOT, Civil Rights Division is here to help as well. Call us at (701) 328-2605.

7. What do I need to get started on LCPTracker?

When you are assigned to a Project (either as a Prime or as a subcontractor), you will receive an email asking you to set up a contractor account. (You may always call and set up an account ahead of time if you think you will be doing work on a federal-aid contract.) The log-in on this account is a unique 10-digit number: most contractors just use the central office telephone number. The email will ask you to select a password. A contractor will have only one account, and will give the password to employees who need access, such as your payroll staff, comptroller or office manager. Other than your log-in and password, you need a computer or personal data device and access to the internet. Because LCPTracker is an internet-based system, you do not need to install software and you can access from a variety of computers and devices.

8. What if I want to get started this winter before I am assigned to a contract?

Contact CRD at (701) 328-2637 or (701) 328-2605 and we will set you up and assign you to our Test Project. That way, you can practice uploading or inputting payroll and really using the product before the next construction season starts. We highly encourage you to take the webinar training prior to starting to use the product on the Test Project. Information on LCP Tracker is available at www.lcptracker.com. Once a Contractor is set up with an account, they may take advantage of self-guided online tutorials on www.lcptracker.net.

9. What if I make a mistake on payroll?

For a period of 60 days, you as a contractor may file a corrected payroll which supersedes an earlier payroll. After 60 days, contact your prime and you can get permission to edit the payroll.

10. Do I still need to sign and provide a paper payroll?

No.

11. What if I'm an owner-operator?

As long as you have no employees, you will be placed on the payroll of the company you are subcontracted to, with the "owner-operator" box checked and no other information (wages, hours) provided. If you have an employee working for you, even occasionally, you must set up a contractor account yourself and file.

12. What if I use LCPTracker in another state? Do I need another account?

If a contractor has used LCP Tracker in another state, their account (i.e. username and password) should be valid for NDDOT purposes as well. Please notify the NDDOT and the previous account information will be noted. When a contractor signs into their account, the

contractor will be prompted to pick a jurisdiction (NDDOT or CDOT) and thereafter the projects to which they are assigned in both states will appear under the Projects tab. If the contractor is a Prime on a NDDOT job, they may use the previous Contractor Account, but they must set up a new Prime Approver Account.

13. I still have questions – is there someone I can talk to?

Contact Gail Brown, NDDOT Davis-Bacon/Labor Compliance Administrator, at (701) 328-2605 with questions.