LCPTTRACTER TRAINING
FOR CONTRACTORS

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Rights Program Administrator
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TRAINING TOPICS

1. Introduction to LCPtracker
2. Inputting Employees
3. Contractor/Subcontractor Set up
4. Add Additional Users
5. Inputting Employees
6. Apprentice information
7. Owner Operator of trucks
8. Wage and Fringes
9. Certified Payroll
10. Notices
11. Prime Approver information
12. Non-performing payrolls
13. 1391 report
Online-based system used for submitting certified payroll following guidelines of the Davis Bacon and Related Acts.

Contractors (prime contractors and subcontractors all tiers) input payroll, it is approved by an official from the prime contractor (called the prime approver).

Payroll is then accepted by the Project Engineer.

Payrolls and related documents are stored in LCPtracker indefinitely.

Also used to submit and store labor compliance interviews.
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 or submit 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.
SUPPORTED BROWSERS

Microsoft Edge
Firefox
Google Chrome
Opera

***LCP Tracker no longer supports the use of Internet Explorer.***
The training tab highlighted in yellow at the top of the screen is invaluable. It has all applicable information along with training videos to assist in using different functions within LCP Tracker.

There are three (3) ways to contact the LCPTracker Support team.
1. Phone: 714-669-0052 option 4; or
2. Email: Support@LCPTacker.com; or
3. Live Chat

The Co-Browse button is a feature that can be activated by you and a Support team member with a code to allow our team to see your screen. During a Co-Browse session, our team will only be able to see the LCPTracker Webpage and are unable to see personally identifiable information (PII) within LCPTracker.

If you prefer to call in, instead of being placed on hold, you are now able to leave your number and one of our Support team members will call you back in the order your call was received.

When sending an email, we ask that you include the following information to allow us to better assist you.
- Your Company Name
- Your User ID
- Your Name and Phone Number
- What the Issue is – please be as specific as possible so we can re-create the issue
INITIAL CONTRACTOR SET UP IN LCP TRACKER

Contact myself via telephone to set-up a contractors account or make changes in LCP Tracker (701) 328-2605. Ensure that you have your Federal Tax ID number etc.

Once a contractor account is established, an email will be sent to log into LCP Tracker and change password. Normally the phone number inputted for the account will be the login and a unique password will be sent and have to be changed after initial login. This process is automatic and happens within minutes. (check junk mail).

***For forgotten passwords please call and I can reset your login password.***
ADD A SUBCONTRACTOR

If a subcontractor is not listed in LCP Tracker they must be added first and then added to the project.

This can be accomplished with either a contractor or prime approver account.

***Don’t forget to hit the save button and assign the contractor to a project.***
ADD ADDITIONAL USERS

You will be able to add additional users to a contractors account under the set up tab. Same process of notification when an account is established.
LCP tracker - Your new temporary login

noreply@lcptracker.com

To: [Redacted]

***** CAUTION: This email originated from an outside source. Do not click links or open attachments unless you know they are safe. *****

You have received this e-mail because your password to access the NORTH DAKOTA DOT - BIDNOW LCP tracker database has been reset by the LCP system administrator. If you received this e-mail in error, please notify us by replying to support@lcptracker.com.

Your password has been reset. Your new temporary password is displayed below.

Your user id is [Redacted]

Your new temporary password is [Redacted]

You must create a permanent password the next time you login into LCPtracker.

Please be careful to protect your temporary password.

For additional information or support please go to lcptracker.com.

To ensure that you get all emails from LCPtracker, please set your system spam blocker so that:
1) all emails from the domain "lcptracker.com" are permitted and
2) all emails that originated from "lcptracker.com" but have your return email address and are returned to you because of bad email addresses are allowed also.

You will not receive important messages from LCPtracker without making these settings.

Feel free to contact LCPtracker Support if you should have any questions or comments.

Send your support questions or comments via e-mail to support@lcptracker.com.

Set your browser to allow pop-ups from "lcptracker.net".

Best regards,

LCPtracker Support Team
An announcement page may appear once you have logged into LCP Tracker. This is used to notify users of scheduled maintenance or to announce new features.
WHAT PROJECTS DO I SEE AND WHO ASSIGNS SUBCONTRACTORS?

As a Contractor you will log into LCP Tracker and see all projects to which you have been assigned under the projects tab.

Call either the Prime Contractor (Prime Approver) or myself if you do not see any projects under your account.
All items with an asterisk need to be filled in correctly. An important block is the ethnicity drop down.

This will be invaluable later when completing the 1391 report or if you are required to be audited as part of the contractor compliance program.
Complete all highlighted information for apprentices. This is found under the add/edit employees under the set up tab.

Please notify me via phone or email as I do not receive notification of new apprentice applications.

Apprentice supporting documents are uploaded under the edocuments tab.
# REQUIRED APPRENTICE DOCUMENTS

## U.S. DEPARTMENT OF LABOR, OFFICE OF APPRENTICESHIP
### APPRENTICESHIP CERTIFICATION

The following individuals are apprentices registered with the U.S. Department of Labor, Office of Apprenticeship, under the auspices of program: 2018-ND-71136 - Superior Electric of Fargo, LLC:

**Superior Electric of Fargo, LLC**

1535 108th Street North
Fargo, ND 58102

<table>
<thead>
<tr>
<th>Apprentice ID</th>
<th>SSN</th>
<th>Apprentice Name</th>
<th>Occupation</th>
<th>Date Apprenticeship Region</th>
<th>Date Cancelled</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>ND2021000133</td>
<td>192...</td>
<td></td>
<td>ELECTRICIAN (Alternate Title: Interior) (0159-V1) Time-Based</td>
<td>5/3/2021</td>
<td></td>
<td></td>
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<tr>
<td>ND2021000148</td>
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<td></td>
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<td>8/4/2020</td>
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<tr>
<td>ND2021000222</td>
<td>252...</td>
<td></td>
<td>ELECTRICIAN (Alternate Title: Interior Electronics) (0159-V1) Time-Based</td>
<td>5/17/2021</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Certified by the U.S. Department of Labor
Date Issued: 8/20/2021
Place a check mark in the box next to owner/operator after verifying if they are indeed an owner/operator. This is located under the add/edit employees tab. As a reminder, hit the save button at the bottom of the page.
FHWA Form 1273 requires contractors submit accurate and complete payrolls to the contracting agency every week for each week contract work is performed.

Project Engineers have just cause to withhold progress payments if payrolls are not filed on a weekly basis.

NDDOT requires all contractors use LCP Tracker when uploading weekly payrolls.

Prime Contractors are overall responsible for the submission of payrolls on projects including subcontractors assigned.
UPLOADING PAYROLL

Under the payroll records tab at the top of the screen select upload records. The upload records tab will open and then proceed to enter applicable information i.e. week end date – project – select a location – choose a file - accounting system – upload. Ensure that all employees have been matched properly.
COPY PREVIOUS PAYROLLS

Used when payrolls are entered manually.
When you select a week end date, the system will automatically set up the hours section.

Input straight time and overtime.

You can always input this as you like, but you cannot generally input more than 8 hours straight time a day (if you use that standard) or 40 hours a week (if you use that standard).

If you are set up using the wrong overtime standard, call me and I’ll make the change.
FRINGE BENEFITS MAINTENANCE

Used if you have employees that earn the same fringe benefits package.
For wage, figure out overtime rate, if overtime is contained in the entry.

First, input wage and fringe.
If you use doubletime in the entry, fill out that rate.

If you use defaulted fringes they will be totaled under fringe.

Otherwise, put in “wage in lieu of fringe” or input amount for plans.
INPUTTING HOURS AND PAY

For each entry, you will choose a week end date, project, employee to be entered, and add classification i.e. laborer.

***If an employee works in 2 different crafts i.e. laborer 2 and power equipment operator, 2 entries must be made.***

After you have selected the classification(s), check the box(s) then click Next to move to the next part of the payroll record entry.
DEFAULT HOURLY FRINGES AND DEDUCTION NOTE

Not required but will speed up the process of manually entering payroll records.

If there are any predetermined increases i.e. union updates yearly, you will have to review this section for accuracy as it is not updated automatically.
The deductions area contains areas for standard payroll deductions.

There are also “Other” deductions – miscellaneous deductions which may include child support, wage garnishment or loan payments.

When an amount is contained in the “Other” area, you must put a note in the “Other Notes” area.
**Fringes / Contributions paid to others (not employee) for This Project Only** (Rate Times the # of Hours Worked)

- Vac / Hol / Dues: 74.360
- Health & Welfare: 177.000
- Pension: 147.000
- All Other: 31.870
- Training: 15.930

**Voluntary Contributions for all Projects**
- Pension: 0.000
- Medical: 0.000

**Paycheck - Deductions, Payments and Notes (For All Projects Worked This Week)**

- **Single Paycheck**
- **Multiple Paychecks**

**Deductions**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fed Tax</td>
<td>101.420</td>
</tr>
<tr>
<td>Social Security</td>
<td>70.470</td>
</tr>
<tr>
<td>Medicare</td>
<td>16.480</td>
</tr>
<tr>
<td>State Tax</td>
<td>50.740</td>
</tr>
<tr>
<td>Local Taxes/SDI</td>
<td>0.000</td>
</tr>
<tr>
<td>Other</td>
<td>37.180</td>
</tr>
<tr>
<td>Var/Dues</td>
<td>74.360</td>
</tr>
<tr>
<td>Savings</td>
<td>0.000</td>
</tr>
<tr>
<td><strong>Total Deductions</strong></td>
<td><strong>350.650</strong></td>
</tr>
</tbody>
</table>

**Payments (If included in paycheck)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trav/Subs</td>
<td>0.000</td>
</tr>
<tr>
<td>Gross Pay All Projects</td>
<td>1135.660</td>
</tr>
<tr>
<td>Paycheck Amount</td>
<td>786.010</td>
</tr>
<tr>
<td>Check Number</td>
<td>239030</td>
</tr>
<tr>
<td>Payment Date</td>
<td>03/15/2020</td>
</tr>
</tbody>
</table>

**Notes**

**Other Deduction Notes**

Other deduction of $37.18 is 3.5% Dues. (30 hours X $35.41 X 3.5%)
To edit any payroll record that has been entered but not yet certified go to payroll records – edit – select the project. Once the project is selected the page will be refreshed and you may edit and delete individual records.
CERTIFYING PAYROLL

E-SIGNATURE AND PASSWORD

After you have finished completing all entries on a payroll — reviewed notices you can now go to certifications tab and certify the payroll.
Click on payroll records – edit certified payroll records, make adjustments as necessary and click on update at the top of the screen.
NOTICES

Notice - This is a serious warning and must be corrected before you can submit your certified payroll report.

Warning – Used as an alert mechanism that there may be an issue. Should be reviewed prior to submitting certified payroll.
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.
PRIME APPROVERS VIEW

Located on a Prime Approver’s account under the certifications tab.
Click on details to verify the certified payroll. Once reviewed and everything is correct, click back and update the CPR as approved. If it needs to be rejected – add a notice. Pay special attention to the payroll number to make sure that they are not out of sequence.
Change the process status or accept the status.
Send and review admin notices
View CPRs
## STATUS LISTING NOMENCLATURE

Various status listings associated with submitting certified payrolls.

<table>
<thead>
<tr>
<th>Status Listing</th>
<th>Who Created Listing</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>Contractor</td>
<td>This is the default status on original submittal of CPR.</td>
</tr>
<tr>
<td>Resubmitted</td>
<td>Contractor</td>
<td>If the CPR was edited by the Contractor and then recertified the status will change to this.</td>
</tr>
<tr>
<td>Updated</td>
<td>Contractor</td>
<td>If the CPR’s Final/Non-Final status or payroll # was changed by <strong>Contractor</strong> the listing will say this.</td>
</tr>
<tr>
<td>Rejected</td>
<td>Prime Approver</td>
<td>If the Prime Approver finds a mistake they may Reject the CPR.</td>
</tr>
<tr>
<td>Permit Edit</td>
<td>Prime Approver</td>
<td>A Certified payroll will “lock up” from being edited by a <strong>Contractor</strong> 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”.</td>
</tr>
<tr>
<td>Accepted</td>
<td>Project Engineer and Staff</td>
<td>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.</td>
</tr>
</tbody>
</table>
“Non-performing” payrolls are required when contractors will be off the site of work but will be returning later in the project. Industry best practices tell us that for weeks where work could not be completed due to weather or some other setback, these types of payrolls should still be “certified and submitted”. Otherwise, it might appear to the requesting body as though the contractor has simply forgotten to submit something for the week(s).
1391 REPORT

1391 report is used to collect data from contractors which is consolidated and sent to FHWA for review. Time frame of submission is July to August.

Email notification sent to all contractors sent in July.

Crafts such as officials, supervisors, foreman/woman, clerical must be entered manually.
## FHWA Additional Data Entry

### Filters
- **Project / Sub To / Contract Id**: Ansele Olivere Convention Center | Levis Engineering
- **Week End Date**: 7/1/2020

**Non-Performance**: We certify that our company did not have any employees of the specified Job Categories employed on the selected project for the week end date submitted.

### Data Entry

<table>
<thead>
<tr>
<th>Job Categories</th>
<th>Total Employed</th>
<th>Total Minorities</th>
<th>White (Not of Hispanic Origin)</th>
<th>Black (Not of Hispanic Origin)</th>
<th>Hispanic</th>
<th>American Indian or Alaska Native</th>
<th>Asian</th>
<th>Native Hawaiian or Other Pacific Islander</th>
<th>Two or More Races</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official (Managers)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Supervisors</td>
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<td></td>
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</tr>
<tr>
<td>Foreman/Writer</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Clerical</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Submitted By**: Required
**Title of Submitted By**: Required
**Signature Password**: Required
# Federal-Aid Highway Construction Contractors Annual EEO Report

**State:** ND  
**Number of Projects:** 168  
**Total Dollar Values:** $601,481,945.96  
**Total Workforce:** 2836  
**Total Workforce:** 1392


## 7. Workforce on Federal Aid and Construction Site(s) During Last Full Pay Period Ending in July 2020

### Table A

<table>
<thead>
<tr>
<th>Job Categories</th>
<th>Total Employed</th>
<th>Total Racial / Ethnic Minority</th>
<th>Black or African American</th>
<th>Hispanic or Latino</th>
<th>American Indian or Alaska Native</th>
<th>Asian</th>
<th>Native Hawaiian or Other Pacific Islander</th>
<th>Two or More Races</th>
<th>White</th>
<th>Apprentices</th>
<th>On the Job Trainees</th>
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</thead>
<tbody>
<tr>
<td>OFFICIALS</td>
<td>M</td>
<td>F</td>
<td>M</td>
<td>F</td>
<td>M</td>
<td>F</td>
<td>M</td>
<td>F</td>
<td>M</td>
<td>F</td>
<td>M</td>
</tr>
<tr>
<td>SUPERVISORS</td>
<td>M</td>
<td>F</td>
<td>M</td>
<td>F</td>
<td>M</td>
<td>F</td>
<td>M</td>
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<tr>
<td>FOREMEN/WOMEN</td>
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<td>CLERICAL</td>
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<td>EQUIPMENT OPERATORS</td>
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<td>MECHANICS</td>
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<td>TRUCK DRIVERS</td>
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<td>IRONWORKERS</td>
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<td>CARPENTERS</td>
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<td>CEMENT MOSANS</td>
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<td>M</td>
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<tr>
<td>ELECTRICIANS</td>
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<td>PIPEFITTER/PLUMBERS</td>
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<tr>
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</tr>
<tr>
<td>LABORERS-UNSKILLED</td>
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<td>M</td>
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</tr>
<tr>
<td><strong>TOTAL</strong></td>
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<td>F</td>
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<td>F</td>
<td>M</td>
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<td>M</td>
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<td>M</td>
</tr>
</tbody>
</table>

### Table B

<table>
<thead>
<tr>
<th>Job Categories</th>
<th>Total Employed</th>
<th>Total Racial / Ethnic Minority</th>
<th>Black or African American</th>
<th>Hispanic or Latino</th>
<th>American Indian or Alaska Native</th>
<th>Asian</th>
<th>Native Hawaiian or Other Pacific Islander</th>
<th>Two or More Races</th>
<th>White</th>
<th>Apprentices</th>
<th>On the Job Trainees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL</strong></td>
<td>M</td>
<td>F</td>
<td>M</td>
<td>F</td>
<td>M</td>
<td>F</td>
<td>M</td>
<td>F</td>
<td>M</td>
<td>F</td>
<td>M</td>
</tr>
</tbody>
</table>

### Table C

| Date by racial status         | M  | F  | M  | F  | M  | F  | M  | F  | M  | F  | M  | F  | M  | F  | M  | F  |
|------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|

### 8. Prepared by:

Signature and Title of Contractors Representative

**Daniel L. Weaver**  
Administrator  
3/5/2021

### 9. Date

3/5/2021

**PREVIOUS EDITIONS ARE OBSOLETE**

*Note:* number of employees were unwilling to self-identify so are not represented in this report. These employees had the ethnicity of "Not Specified," "Other" or no selection made.
QUESTIONS???

Daniel Weaver
P: (701) 328-2605
dweaver@nd.gov