LCPtracker
User Guide for Contractors

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GETTING STARTED ON LCPtracker

If you are a prime or subcontractor on federal-aid highway projects with the North Dakota Department of Transportation (NDDOT), you need to begin moving to the automated filing of Certified Payroll in LCPtracker, an online labor compliance system. In the future, we anticipate that all Davis-Bacon payrolls will be done online, through LCPtracker. For projects bid prior to October 13, 2017, use of this system is voluntary. For all projects bid on October 13, 2017 or after, use of LCPtracker is mandatory.

The Initial Steps to Using LCPtracker:

1. Get a contractor account set up on LCPtracker by calling (701) 328-2605. This will take no more than 5 minutes. Have company name, address, email of payroll person, tax ID and telephone ready, and it will go even faster.

2. For Prime Contractors Only: You will need a Prime Approver account for all projects from which you are the prime contractor. You can set up a different individual for each project, or the same person for all and this can be the same person who certifies your payroll. Once you have designated a person who is typically your Prime Approver, this person may find projects are automatically placed on the Prime Approver account as they are awarded. If we fail to do this, please call and alert us that you are ready to go on the project and need the Prime Approver account designation immediately.

3. Two Accounts for Primes? If you find yourself confusing your accounts, remember that your user ID for the contractor account is your central telephone line number, while your user ID as Prime Approver is your complete email. Note: You can set up additional persons on the contractor account by setting up emails as user IDs. DO NOT SET UP YOUR INTENDED PRIME APPROVER THIS WAY – the system will not allow the same email to be set up with two different statuses. The email used for the Prime Approver account cannot be used elsewhere in the system.
4. **Subcontractors**: If you are a subcontractor on a project, it should appear on your project screen (first screen after you sign on). If not, contact the Prime contractor on the project and ask to be assigned to the project.

5. **Manual Entry or Interface**: You must decide whether to use the manual method of inputting payroll or to create an interface with your accounting program, or to use an Excel spreadsheet as an interface. If you consistently have fewer than 15 employees a week on payroll, you can consider simply inputting payroll each week. LCPtracker estimates that after the set up and learning phase, you can do this in 30 minutes. If you have more employees, you should look into either an interface or the Excel spreadsheet method for uploading payroll from your accounting system.

   NOTE: GETTING A WORKING INTERFACE TAKES TIME – MOST OFTEN SEVERAL MONTHS. DO NOT PUT THIS OFF UNTIL THE LAST MINUTE.

6. **Editing Payroll**: As you input or upload payroll, you can leave and come back to the task. You can edit uncertified payroll easily, and after certification, you have a period of 60 days in which to freely amend payroll. After this period, you must ask the Prime Approver or the Wage Administrator (Gail Brown at 701-238-2605) to allow an edit of the certified payroll.

7. Throughout this manual, look for the orange arrow (                        ) to guide your use of the screen in LCPtracker.

   To follow is information on each of these steps and tasks.
SECTION 1 - SETTING UP AND MAINTAINING CONTRACTOR ACCOUNT

1. **Call (701) 328-2605 to set up a contractor account.** You will need the following information:
   a. Company Name
   b. Federal Tax ID
   c. Central office telephone number (becomes contractor ID)
   d. Union/nonunion status
   e. Contact Name
   f. Contact Email
   g. Company Address
   h. Standard for overtime (8 hour day or 40 hour week)

   Note: You might want other information on this page on your certified payroll, and if so, feel free to fill it out. **But only those fields that have red asterisks (*) are required.** The final section on DBE certification, leave blank. This function will be completed in B2GNow.

2. **Maintaining your contractor account:** Make changes to your account information by going to the Set Up tab and hit the Company Information button:

   ![Setup Main Menu](image)

   3. You can change any of your company information, but you cannot change the 10 digit Telephone Number assigned as the User ID. (The NDDOT does not use Contractor License Number in this area.) If this must be changed, call (701) 328-2605. All other information may be changed (see following page).
4. Remember to hit the Save button if you make changes.

5. You will always sign in at www.lcptracker.net. If you lose or forget your password, hit the Password Help button.
6. **If you know your password, but wish to reset it**, go to the Set Up tab, and hit the “Edit Login Password” button.

7. This will take you to the following screen, which will allow you to reset your password:
SECTION 2 - SETTING UP SUBCONTRACTORS

1. The prime contractor/Prime Approver has the ability to input subcontractors into the system and is generally obligated to do so by the SP. As a general rule, all registered contractors should already be in the system and should appear in the “drop down” menu of contractors. Prime Approvers are encouraged to input any registered subcontractor into the system. If the subcontractor is not registered, they should fill out the registration form with Construction Services, and they can thereafter be entered into the LCPtracker system.

2. Most often, you will add an existing subcontractor to your project, which the system refers to as Contractor Assignment. Go to the Set Up tab and then hit “Subcontractor Setup” button.

3. The Subcontractor Setup screen will give you the option to either “Add/Edit Subcontractor” or “Subcontractor Assignment.” Hit the “Subcontractor Assignment” button.
4. At this point, the following screen will appear:

You will want to hit the “Add New Assignment” button.

5. The Add Assignment screen will appear. Select your project, and you will then be asked to select a contractor to be assigned. This drop down function should list all registered contractors, but it occasionally does not. If your intended subcontractor is not listed, call (701) 328-2605. Otherwise choose your intended subcontractor, indicate a start date and a contract amount and hit “Save”.

![Add Assignment Screen](image-url)
6. Your subcontractor should now appear on the Contractor Assignment Page:

![Add New Assignment](image)

If for any reason your new subcontractor is not listed, please go through the “Add New Assignment” function again. If you are still experiencing problems, call (701) 328-2605.

7. If a subcontractor is not in the LCPtracker system, go to the “Subcontractor Setup” button and the “Add/Edit Subcontractors” button. The following screen will appear:
8. You must be fill out each screen with a red asterisk.

9. First, you must enter the 10 digit central telephone number of the subcontractor. USE GREAT CARE, as this is the only section of the Contractor Set Up that cannot be corrected. If it is incorrect, the entire account must be deleted and set up again. Please call (701) 328-2605 with questions on this. Enter the 10 digit telephone number without dashes, spaces, or parenthesis.

10. After entering this number, enter the contractor full legal name and tax ID.
11. To complete set up, you will need to know the name, telephone number and email of the individual responsible for filing DBRA payrolls. Get this by contacting the subcontractor.

12. Then input the union status, address and whether overtime standard is daily or weekly (it defaults to a 40 hour weekly standard).

13. Hit the Save button. The individual listed as the payroll contact will then get an email from the system with a temporary password. They will need to go to lcptracker.net, input their 10 digit telephone number (no dashes, spaces or parenthesis) as a username and their temporary password. The system will then walk the contractor through setup.

14. After inputting a subcontractor, remember to follow steps 3-6 above, and assign the subcontractor to a project.

15. This Set Up process should be done by the prime contractor/Prime Approver.
SECTION 3 - ADDING EMPLOYEES

1. If you plan on entering your payroll manually, you will need to initially add all employees before beginning the entry of payroll. You will only have to enter an employee once on your account, regardless of the number of projects – that is, an employee will be assigned to you as a contractor, and not to the project. Please note: if you use an interface to upload payrolls, employees should be uploaded automatically.

To input employees manually, go to the Set up Tab, and hit the “Add/Edit Employee” button:

You will then see a screen for adding employee information. In the first section, input the name, address, city, state and zip for the employee. Under “SSN,” input XXX-XX-last 4 of the Social Security number. You will need to assign your employee an additional number as “Employee ID” – this could be a letter or number or any combination as long as it is unique to each employee. You need to input # of exemptions, ethnicity, gender and date hired (this is used to do an EEO Report – use original date of hire if employee is seasonal). You should also input a telephone number – put 999-999-9999 if the employee has no phone, but something must be input into this box. All other information in this section is discretionary – you can put it in, but you are not required to. (Please see following page.)
You may **skip** the Sections on “Demographic Classifications” and “HUD Section 3 Information.”

If you have a **USDOL Apprentice** working on the project, you will want to fill out the following section on “Apprentice Information.” You will want to fill in the Apprentice ID, Rate Percentage, and Apprentice Registration Date. Please note: Do not use this section for OJT Trainees – there are special Job Classification Sections for these trainees.
2. Default Hourly Paid Fringes: The following section is on Default Hourly Fringes (As paid to a fund on behalf of employees). If you pay into the same funds at the same amounts for each hour an employee works, you can fill in this section. You can fill in an hourly amount for vacation and holidays, Health and welfare (i.e. health insurance, dental or vision, etc.), Pension (pension or 401K amount contributed by employer only), and all other.

You may also fill in the “Pre-Tax Voluntary Employee Contributions and Other” section – this is for amounts that are paid by the employee for health insurance or an employee contribution to a 401K. You can set this up as a default if it typically does not change – i.e. the employee contributes a stable amount each week.

Finally, you can set up Default Deduction Notes – these will then be inserted into the deduction note area of each paycheck. Use this section to describe any regularly occurring deductions or contributions. For example: “Child Support – 11% each week” or “First $350 in fringe to health insurance, remainder to pension” and so on.
That’s it – you did it. Review information and hit the “Save” Button. To input further employee, hit “Reset” – otherwise, hit “Cancel” (which operates as a “back” button).
Once again, go to the Set up Tab, and hit the “Add/Edit Employee” button. You then select the employee from a drop down menu. If you do not use the “Filter Employee Section” function, you will see all your employees, from all projects, in the drop down. If you limit the employees to a particular project (or even further to a particular town or last name), you will see fewer employee (or only one) in the drop down.

The yellow arrow shows the drop-down for employees:

Choose the employee you wish to edit and begin changing information. When you are finished, hit the “Save” button.
SECTION 5 - ENTERING PAYROLL

1. **Enter Records**: Once you have input your employees, you are ready to begin entering a payroll. First, go to the “1. Payroll Records” Tab and then hit the “Enter Records” button.

![Payroll Records Tab](image1)

2. **Payroll Entry Screen for employee**: You will then be directed to a “drop down” for your employee (previously input):

![Payroll Record Entry](image2)
3. **Select Week End Date**: You must first choose a Week End date for the payroll you wish to input:

![Payroll Record Entry](image)

4. **Select Project**: Thereafter, you must choose your project from the drop-down project menu—only those projects to which you are assigned will show up. If you are the prime contractor and a project which you have been awarded is not on your drop-down project bar, call (701) 328-2605 and asked to be assigned to the project in LCPtracker. If you are a subcontractor, call the prime contractor and ask the prime to assign you as a subcontractor to the project.

5. **Select Employee**: Finally, you must choose the employee to which you are inputting records from the “Employee” drop-down menu:

![Employee Selection](image)

6. **Choose Job Classification**: When you have selected the correct employee, hit the “Next” button.
When you do this, the screen will prompt you to choose a classification in which to place the employee.

If the classification you are inputting hours on is listed, just check the box and hit “Next” button. If the classification is not there, you will need to hit “Add Classification”

7. **Add Classification**: If you pick “Add Classification,” you will see the following screen:
You must go to the Craft drop-down Menu area (see orange arrow).

You will then see:

You must then pick the broad classification (operator, trucker, line construction, carpenter, etc.)
Once you choose a broad classification, you will see all job titles within that classification. For instance, to follow is the list of jobs under “Power Equipment Operator”:

![Image of job classifications]

Check the job or jobs you would like to add for this employee and hit the “Add Selected” button:

You will then be directed back to the Employee Entry page, but with additional classifications:

![Image of employee entry page]
Check the classification you added, and then hit “Next” button.

8. Payroll Entry Screen Form: You now see the Payroll Entry Form (2 of 2) for this Employee:

![Payroll Entry Screen Form](image)

9. Input Pay Rates: You are now ready to input hours, rates and fringes for this Employee. First, input the Base Hourly Rate and Overtime Rate for that employee. You may also enter the double time rate if you pay double time:

![Payroll Entry Screen Form](image)
10. **Input Cash Fringe Rate (if any):** If you pay fringes in cash, put a rate at which they are paid into “Rate in Lieu of Fringes” area:

![Image of payroll entry form]

11. **Enter Hours:** Now it’s time to **enter hours for the week**:

![Image of hours worked each day]

You can enter any number of hours into “Regular Time,” but if the number tops 40, you must begin entering in “Overtime” or “Double-time” or you will get an error. Additionally, you may only use 2 decimal points and the Department strongly urges the use of 10 or 15 minute increments and rounding. Once you have entered all your hours, you will have a total. At this point, if you pay fringes in cash, take the number of hours times the “rate in lieu of fringes” and input the figure into the “Wages paid in Lieu of fringes (Total cash fringes)” area:
12. Fringes Paid into Plans: Now to finish fringes. **If you pay in cash, and you have completed the above step, you just need to check the “Some or All Fringes Paid to Employee” button in the fringe area:**

If you pay fringes into plans, however, you must now **fill in fringe amount totals.** If you have a Default setting for fringe, you can hit “Calculate Fringes” and the system will calculate a total value for each fringe on this paycheck (in example below, default fringes were set for $1/vacation, $5/health, $ 9.50/pension).

If fringes are more irregular, simply fill in the amount of fringe you are paying. For instance, if you have figured health insurance as worth $5 an hour, and pension as worth $10/hour, you would fill it in:

If you have a set amount you pay for insurance with the remainder to a 401K (for instance, $200 week for health insurance and the remainder to 401K), you must pay fringes at $651.20 this week ($14.80 x 44 hours), you would fill this in as follows:
You should note “Health Insurance $200 week, remainder to 401K” in the Notes section.

If you pay **some of fringes in cash, but some into plans**, do the following:
So, to “mix” fringes as both cash and paid into plans, enter the amount paid in cash under “Rate in Lieu of Fringes” and take this times the number of hours worked and enter a cash amount in “Wages Paid in Lieu of Fringes.” Thereafter, enter the amounts you pay into plans under “Fringes/contributions paid to Others” (in this case, it is $5/health and $5 pension/401K) and check the “Some or All Fringes Paid to Employee” button. The system will now understand that you are “mixing” payment in cash and plans. As long as the total value of wage plus fringe meets the minimum from the Wage Decision, LCPtracker will approve this without notice.

13. **Deductions**: You will need to fill in the Federal Income Tax, Social Security Tax, Medicare and State Tax Withholding, as well as any other deductions. If you put any deduction in the Other section, you will need to explain it under “Other Deduction Notes.” The system will give you a total on Deductions. You will input Gross Check Pay, and the Paycheck Amount and number (use unique identifier if direct deposit) and select a payment date. In this section, it is critical that Paycheck + Total Deductions = Gross Pay. If the math is off, the system will generate an error. Here is a sample on this section:

![Sample Deductions Image]

14. **Am I done yet? /Notices**: When your input is finished, you can hit the Save button. If the system goes on to the next employee, you know that all your notices are “soft” in nature = they give warning, but they do not stop you from filing payroll. If you have “hard” notices, the system will stay on the input page and generate notices. The type of notice will most often be identifiable – mistakes like the hourly wage x hours does not equal gross pay, or gross pay minus deductions doesn’t equal paycheck. Other notices tell you that you might not be paying the minimum wage – they must be taken care of before certification. Make changes and hit the Save button – if you have fixed the problem, the notice will disappear. The following is an entry without notices – it is set to go.

![Sample Notice Image]
15. Violation Codes and what they mean: You will find that you have a certain number of notices (or violations) on each payroll. Remember that some of these are meant to alert you (such as warning that total deductions are higher than expected) while others (rate x hours doesn’t equal total) are meant to alert you that you have likely made a math error. If the Perform Validation column indicated “No,” it means that the NDDOT has not “turned on” this alert or warning.

<table>
<thead>
<tr>
<th>Display Order</th>
<th>Validation Code</th>
<th>Validation Description</th>
<th>Perform Validation</th>
<th>Notice / Warning</th>
<th>Enforce at Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>VAL_1a</td>
<td>Checks that basic hourly rate has a value (blue field)</td>
<td>YES</td>
<td>NOTICE</td>
<td>ENFORCE</td>
</tr>
<tr>
<td>2</td>
<td>VAL_1b</td>
<td>Checks that the value of the stated basic hourly rate is at least the prevailing wage hourly rate.</td>
<td>YES</td>
<td>WARNING</td>
<td>ALERT</td>
</tr>
<tr>
<td>3</td>
<td>VAL_2a</td>
<td>Checks that the overtime hourly rate has a value if overtime hours exist (blue field)</td>
<td>YES</td>
<td>NOTICE</td>
<td>ENFORCE</td>
</tr>
<tr>
<td>4</td>
<td>VAL_2b</td>
<td>Checks that the stated value of the overtime hourly rate is at least the prevailing wage overtime hourly rate.</td>
<td>YES</td>
<td>NOTICE</td>
<td>ENFORCE</td>
</tr>
<tr>
<td>5</td>
<td>VAL_2c</td>
<td>Checks that the value of the hourly overtime rate is the same or higher than the amount posted for the total overtime rate entered into the prevailing wage table.</td>
<td>YES</td>
<td>NOTICE</td>
<td>ENFORCE</td>
</tr>
<tr>
<td>6</td>
<td>VAL_3a</td>
<td>Checks that the double time hourly rate has a value if double time hours exist (blue field)</td>
<td>YES</td>
<td>NOTICE</td>
<td>ENFORCE</td>
</tr>
<tr>
<td>7</td>
<td>VAL_3b</td>
<td>Checks that the stated value of the double time rate is at least the prevailing wage doubletime hourly rate.</td>
<td>YES</td>
<td>NOTICE</td>
<td>ENFORCE</td>
</tr>
<tr>
<td>8</td>
<td>VAL_3c</td>
<td>Checks that the value of the hourly doubletime rate is the same or higher than the amount posted for the total doubletime rate entered into the prevailing wage table.</td>
<td>YES</td>
<td>NOTICE</td>
<td>ENFORCE</td>
</tr>
<tr>
<td>9</td>
<td>VAL_4</td>
<td>Checks that the training contribution meets the prevailing wage requirement</td>
<td>NO</td>
<td>NOTICE</td>
<td>ENFORCE</td>
</tr>
<tr>
<td>10</td>
<td>VAL_5</td>
<td>Checks that the total hourly rate meets the prevailing wage requirement</td>
<td>YES</td>
<td>NOTICE</td>
<td>ENFORCE</td>
</tr>
<tr>
<td>11</td>
<td>VAL_6</td>
<td>Checks that the basic hourly rate meets the prevailing wage requirement</td>
<td>YES</td>
<td>WARNING</td>
<td>ALERT</td>
</tr>
<tr>
<td>12</td>
<td>VAL_7</td>
<td>Checks that the gross pay all projects has a value</td>
<td>YES</td>
<td>NOTICE</td>
<td>ENFORCE</td>
</tr>
<tr>
<td>13</td>
<td>VAL_8</td>
<td>Checks that the paycheck amount has a value. A value of zero is OK but no value is not.</td>
<td>YES</td>
<td>NOTICE</td>
<td>ENFORCE</td>
</tr>
<tr>
<td>14</td>
<td>VAL_9</td>
<td>Checks that the paycheck amount is equal to gross pay all projects minus total deductions</td>
<td>YES</td>
<td>NOTICE</td>
<td>ENFORCE</td>
</tr>
<tr>
<td>15</td>
<td>VAL_10</td>
<td>Checks that minimum wage has been met</td>
<td>YES</td>
<td>NOTICE</td>
<td>ENFORCE</td>
</tr>
<tr>
<td>16</td>
<td>VAL_11a</td>
<td>Checks the standard hours worked per day</td>
<td>NO</td>
<td>NOTICE</td>
<td>ENFORCE</td>
</tr>
<tr>
<td>17</td>
<td>VAL_11b</td>
<td>Checks that the sum of all standard hours worked by an employee is less than (=&gt;) 8 hours</td>
<td>NO</td>
<td>WARNING</td>
<td>ALERT</td>
</tr>
<tr>
<td>18</td>
<td>VAL_12b</td>
<td>Checks if worked hours are more than Standard Hours Per Day, as set in Department Settings, and no double time</td>
<td>NO</td>
<td>NOTICE</td>
<td>ENFORCE</td>
</tr>
<tr>
<td>19</td>
<td>VAL_13</td>
<td>Checks gross employee pay is equal to the hours worked times the pay rates stated in the blue fields</td>
<td>YES</td>
<td>NOTICE</td>
<td>ENFORCE</td>
</tr>
<tr>
<td>20</td>
<td>VAL_14</td>
<td>Checks if Saturday hours worked and no overtime hours reported (OT/OT)</td>
<td>NO</td>
<td>NOTICE</td>
<td>ENFORCE</td>
</tr>
<tr>
<td>21</td>
<td>VAL_15</td>
<td>Checks if Sunday hours worked and no overtime hours reported (OT/OT)</td>
<td>NO</td>
<td>NOTICE</td>
<td>ENFORCE</td>
</tr>
<tr>
<td>22</td>
<td>VAL_16</td>
<td>Checks that gross pay all projects is larger than (=&gt;) (gross employee pay this project + wages paid in lieu of fringes)</td>
<td>YES</td>
<td>NOTICE</td>
<td>ENFORCE</td>
</tr>
<tr>
<td>23</td>
<td>VAL_17</td>
<td>Checks that the employee standard time is less than (&lt;=) 40 hours</td>
<td>YES</td>
<td>NOTICE</td>
<td>ENFORCE</td>
</tr>
<tr>
<td>24</td>
<td>VAL_18</td>
<td>Checks that overtime pay rate is greater than (=&gt;) 1.5 * basic hourly rate. If OT is worked.</td>
<td>YES</td>
<td>NOTICE</td>
<td>ENFORCE</td>
</tr>
<tr>
<td>25</td>
<td>VAL_19a</td>
<td>Checks that overtime pay rate is greater than (=&gt;) 1.5 * basic hourly rate. If OT is worked.</td>
<td>YES</td>
<td>NOTICE</td>
<td>ENFORCE</td>
</tr>
<tr>
<td>No.</td>
<td>Descr.</td>
<td>Action1</td>
<td>Action2</td>
<td>Action3</td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td>--------------------------------------------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>VAL_20b Checks that double time pay rate is greater than ( \geq 2.0 \times ) basic hourly rate + cash rate in lieu of fringes. If double time is worked.</td>
<td>NO</td>
<td>NOTICE</td>
<td>ENFORCE</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>VAL_21 Checks that apprentices have been approved.</td>
<td>NO</td>
<td>NOTICE</td>
<td>ENFORCE</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>VAL_22 Checks that basic hourly rate from the appropriate wage determination has a value.</td>
<td>NO</td>
<td>NOTICE</td>
<td>ENFORCE</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>VAL_23 Checks that the Total Hourly Rate Stated is sufficient.</td>
<td>YES</td>
<td>NOTICE</td>
<td>ENFORCE</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>VAL_24 Checks that Sunday hours worked are at double time.</td>
<td>NO</td>
<td>NOTICE</td>
<td>ENFORCE</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>VAL_25 Checks that the Total Deductions equals the sum of the deductions entered.</td>
<td>YES</td>
<td>NOTICE</td>
<td>ENFORCE</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>VAL_26 Sets apprentice “No Determination Found” as a Notice, Warning, or Alert. For California accounts or accounts using combined Davis Bacon / California rates only.</td>
<td>YES</td>
<td>WARNING</td>
<td>ALERT</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>VAL_27 Validates for Work Order ID in payroll record when project requires Work orders.</td>
<td>NO</td>
<td>NOTICE</td>
<td>ENFORCE</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>VAL_28 Checks that the health insurance paid meets the required percentage.</td>
<td>NO</td>
<td>WARNING</td>
<td>ALERT</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>VAL_29 Checks that the I9 Form has been verified for the employee reported on the payroll. Please contact LCPTracker support to get Enforcement Date setup for your account. This validation will not work properly until an Enforcement Date is set.</td>
<td>NO</td>
<td>NOTICE</td>
<td>ENFORCE</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>VAL_30 Checks that there are ‘Other Deduction Notes’ when there are other deductions.</td>
<td>YES</td>
<td>NOTICE</td>
<td>ENFORCE</td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>VAL_31 Checks that craft and classification are not equal to Not Available.</td>
<td>YES</td>
<td>NOTICE</td>
<td>ENFORCE</td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>VAL_32 Checks that employee’s first name has been entered.</td>
<td>YES</td>
<td>NOTICE</td>
<td>ENFORCE</td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>VAL_33 Checks that employee’s last name has been entered.</td>
<td>YES</td>
<td>NOTICE</td>
<td>ENFORCE</td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>VAL_34 Checks that employee’s street address has been entered.</td>
<td>YES</td>
<td>NOTICE</td>
<td>ENFORCE</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>VAL_35 Checks that employee’s city has been entered.</td>
<td>YES</td>
<td>NOTICE</td>
<td>ENFORCE</td>
<td></td>
</tr>
<tr>
<td>41</td>
<td>VAL_36 Checks that employee’s state has been entered.</td>
<td>YES</td>
<td>NOTICE</td>
<td>ENFORCE</td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>VAL_37 Checks that employee’s ZIP code has been entered and that is at least 5 characters long.</td>
<td>YES</td>
<td>NOTICE</td>
<td>ENFORCE</td>
<td></td>
</tr>
<tr>
<td>43</td>
<td>VAL_38 Checks that employee’s ethnicity has been entered.</td>
<td>YES</td>
<td>NOTICE</td>
<td>ENFORCE</td>
<td></td>
</tr>
<tr>
<td>44</td>
<td>VAL_39 Checks that employee’s gender has been entered.</td>
<td>YES</td>
<td>NOTICE</td>
<td>ENFORCE</td>
<td></td>
</tr>
<tr>
<td>45</td>
<td>VAL_40 Checks that employee date hired has been entered.</td>
<td>YES</td>
<td>NOTICE</td>
<td>ENFORCE</td>
<td></td>
</tr>
<tr>
<td>46</td>
<td>VAL_41 Checks that employee phone number has been entered.</td>
<td>YES</td>
<td>NOTICE</td>
<td>ENFORCE</td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>VAL_42 Checks that employee ID has been entered.</td>
<td>YES</td>
<td>NOTICE</td>
<td>ENFORCE</td>
<td></td>
</tr>
<tr>
<td>48</td>
<td>VAL_43 Checks that SSN is not entered. SSN field must be blank.</td>
<td>NO</td>
<td>WARNING</td>
<td>ALERT</td>
<td></td>
</tr>
<tr>
<td>Line</td>
<td>VAL</td>
<td>Description</td>
<td>Result</td>
<td>Alert Type</td>
<td>Action Type</td>
</tr>
<tr>
<td>------</td>
<td>-----</td>
<td>------------------------------------------------------------------------------</td>
<td>--------</td>
<td>------------</td>
<td>-------------</td>
</tr>
<tr>
<td>51</td>
<td>VAL_44</td>
<td>Checks that SSN has been entered and in the proper format.</td>
<td>NO</td>
<td>WARNING</td>
<td>ALERT</td>
</tr>
<tr>
<td>51</td>
<td>VAL_47</td>
<td>Checks that contractor’s Local Business License has been entered.</td>
<td>NO</td>
<td>WARNING</td>
<td>ALERT</td>
</tr>
<tr>
<td>52</td>
<td>VAL_46</td>
<td>Checks that SSN has been entered in the format XXX-XX-####.</td>
<td>YES</td>
<td>NOTICE</td>
<td>ENFORCE</td>
</tr>
<tr>
<td>53</td>
<td>VAL_45</td>
<td>Checks that employee’s Driver License information, including state of issue, has been provided.</td>
<td>NO</td>
<td>WARNING</td>
<td>ALERT</td>
</tr>
<tr>
<td>55</td>
<td>VAL_49</td>
<td>If Daily Log is enabled, it validates that an employee’s reported total hours match those in the Daily Log.</td>
<td>NO</td>
<td>WARNING</td>
<td>ALERT</td>
</tr>
<tr>
<td>56</td>
<td>VAL_48</td>
<td>If Daily Log is enabled, it validates that an employee reported in certified payroll is also reported in the Daily Log.</td>
<td>NO</td>
<td>WARNING</td>
<td>ALERT</td>
</tr>
<tr>
<td>57</td>
<td>VAL_50</td>
<td>Validates that wards, geographic areas, and congressional and state senate districts are entered for employee.</td>
<td>NO</td>
<td>WARNING</td>
<td>ALERT</td>
</tr>
<tr>
<td>59</td>
<td>VAL_52</td>
<td>Checks that check amount is greater than total deductions.</td>
<td>YES</td>
<td>WARNING</td>
<td>ALERT</td>
</tr>
<tr>
<td>81</td>
<td>VAL_56</td>
<td>Checks that Wages Paid in Lieu of Fringes are equal to Rate in Lieu of Fringes times Hours Worked on This Project Only.</td>
<td>NO</td>
<td>WARNING</td>
<td>ALERT</td>
</tr>
<tr>
<td>125</td>
<td>VAL_53</td>
<td>Confirms Craft/Classification is craft matched.</td>
<td>NO</td>
<td>WARNING</td>
<td>ALERT</td>
</tr>
<tr>
<td>130</td>
<td>VAL_54</td>
<td>Confirms Craft/Classification are entered.</td>
<td>NO</td>
<td>NOTICE</td>
<td>ENFORCE</td>
</tr>
<tr>
<td>132</td>
<td>VAL_58</td>
<td>Sets journeyman “No Determination Found” as a Notice, Warning, or Alert. For California accounts or accounts using combined Davis Bacon / California rates only.</td>
<td>YES</td>
<td>WARNING</td>
<td>ALERT</td>
</tr>
<tr>
<td>140</td>
<td>VAL_55</td>
<td>If Daily Log is enabled, it validates that the Craft/Classification chosen on the Daily Report match the Craft/Classification on the CPR.</td>
<td>NO</td>
<td>WARNING</td>
<td>ALERT</td>
</tr>
<tr>
<td>150</td>
<td>VAL_57</td>
<td>If Daily Log is enabled, it validates that an employee’s hours reported in the certified payroll matches the hours reported in the Daily Log.</td>
<td>NO</td>
<td>WARNING</td>
<td>ALERT</td>
</tr>
<tr>
<td>224</td>
<td>VAL_59</td>
<td>If Address Verification is enabled, it validates that the employee’s address has been properly verified.</td>
<td>NO</td>
<td>NOTICE</td>
<td>ENFORCE</td>
</tr>
</tbody>
</table>
SECTION 6 – CERTIFYING PAYROLL/NONPERFORMING PAYROLL

1. When you are done entering payroll, and have saved the payroll, you are then ready to certify that payroll.

2. Go to the Certifications Tab, select your project, and indicate whether work was performed that week. The screen will prompt you as to your last week end date and payroll number.

3. Type in the name and title of one individual set up as an E-Signature for the contractor.
4. This will take you on to the Certification Document, which you have probably filed repeatedly over the years on paper. The wording of this page is identical on LCPtracker.

5. You will need to check either the (a) or (b) box, depending on whether fringes are paid primarily in cash or into plans. Then, list any Exceptions under (c). This mirrors the procedure of Form 347 on paper.

6. You can then fill in any Remarks necessary in the “Remarks” section — this is where you may choose to list unusual deductions, such as child support, wage garnishment or pay advancement to an employee. Even if you have done this for each entry, you may wish to do it again on the Certifications page, for clarity.
7. At this point, you will fill in your Title and your E-signature password. You will then be notified that your payroll has been certified. A pdf file of the payroll will then appear in a separate window. While you may wish to print or save this pdf, remember that your certified payroll is saved within the system for the legally necessary period of time. As soon as payroll is certified, it can be viewed by the Prime Approver. As soon as it has been approved by the Prime Approver, it can then be seen by all other administrator users, including the Project Engineer and his/her staff.

ORTH DAKOTA DOT - B2GNOW

![Confirmation]

Certification created successfully.

The CPR report is displayed in a separate window.

![OK]

8. You may check a box which indicated that this is your final payroll. If you do, the system will know not to generate a late payroll flag for the following week.

9. If you are unsure of when you will work again, leave this box unchecked and file a nonperforming payroll the following week or weeks until you do. You may file a nonperforming payroll for a week, or for a number of weeks at once.
10. If you have not indicated a week will be your last in a previous payroll and you subsequently learn that it was your last week, you can update that payroll as final without re-certifying it. Go to the Payroll Records tab and hit the “Edit Certified Payroll” button. Then, hit the Edit button on the payroll you wish to change to final.
11. Open the Edit page and change final status from “No” to “Yes” and hit Update. This will Update the record without the need for a certification.

12. At this point, you have updated the payroll as Final.
SECTION 7 - SETTING UP ADDITIONAL USERS

1. As a contractor, you might have additional users who need to use your contractor account. You can add additional users or change their information at the Set Up tab under “Add/Edit Additional Users.”

2. You can then add the email of an additional user, together with their name and the central office telephone line:
3. This user will get an automatically generated email with a temporary password, asking them to choose a permanent password. This user will then have access to the contractor account, but will not automatically be able to sign payroll. You must decide who will have access to the password which allows for an eSignature on payroll. This password is separate from all other passwords. It up to the payroll administrator for each contractor to decide who may use their password and under what conditions.
SECTION 8 - SETTING UP AN ESIGNATURE FOR CERTIFIED PAYROLL

1. You will be asked to set up an eSignature during the set up process as a contractor.

2. You have the option, on the contractor account, of changing the eSignature password. Go to the Set Up bar and hit the “Edit/Reset eSignature” button:

3. From this screen, you will be directed to the Edit eSignature Page, where the password may be reset:
SECTION 9 - THE PRIME APPROVER ACCOUNT

1. Once you have been awarded a federal-aid project with the NDDOT, the Wage Administer will need to assign the contract to a Prime Approver, who will receive and approve electronic payrolls for all contractors on a project. The Prime Approver will typically be the person who signs electronic payrolls for the prime, but not always. The function may be assigned for each project to a different person, or the same person. It is up to the prime contractor.

2. You will sign into the Prime Approver Account with your email, rather than the telephone number ID assigned to the contractor account. You will know which account you are in based on the appearance of the account.

A contractor account looks like this:

![Contractor Account Example]

A Prime Approver account looks like this:

![PrimeApproverAccount Example]
3. The Accounts look different because the functions of the two types of accounts are so different. As a Prime Approver, your primary function is to review, approve or reject certified payrolls. The first thing you will see as you sign into your Prime Approver Account is all the projects for which you are the assigned Prime Approver.

In the above example, the user is Prime Approver for two Test Projects. If you sign on to your Prime Approver account and you do not see a project which you have been assigned to on the Projects Tab, call (701) 328-2605.

4. Your first function will always be to review and approve payroll from both the prime contractor and all subcontractors who file electronically. Most of your work will be accomplished on the Certifications Tab:
5. First, choose the Project you want to review and hit the Load Data button. You will then see all certified payrolls on a project – those you have approved and those that are awaiting for your approval. You have the option of limiting your page to a particular project or subcontractor and hitting Load Data. Or, you might only wish to bring up those payrolls you have rejected. You can do this on the Accept Status bar.

6. However you choose to load your payroll, you will need to look at all payroll that are certified, but not yet approved. Do this by going to the Prime Approval status bar, choosing “Not Approved” and hitting the Load Data button.

7. At this point, you must review these payrolls. You can look at the details of the payroll by hitting the “Details” link under the View Details Bar. This will bring up a summary of the payroll:
You can look at the status, administrator notices, and the history of the payroll. The above screen shows the history of a payroll that was input by the prime contractor, superseded, then certified, then rejected and recertified as an edited payroll. If you hit the “Audit” or “View” buttons, you can view the details of a particular worker, including notices of violations: (next page)
In this way, you can look for violations. At the very bottom, you will see the Notices screen, which will give you a warning that something might be wrong with the payroll.

In the above example, you simply know that there are no notices for this employee. If you hit “Audit,” the system will show the employee as audited if you hit the “Revalidate” button. After you have checked all employees, you can approve the payroll.

8. Go back to the Certifications tab, and go the Prime Approval column. If you are satisfied, note “Approved.” At this point, the payroll will automatically appear on the project engineer’s account – that is, you have now submitted the payroll in question to the project engineer.
9. What if you find something which needs to be corrected? You must reject the payroll. In that event, you will go to the Accept Status Bar and choose the Rejected option. The system will ask you “Are you sure you want to Reject” and you will answer yes. At this point, you must tell the subcontractor why you are rejecting the payroll. The following screen will pop up, allowing you to do this:

There are two areas on this screen. The first allows you to type in the reason for the rejection. This message will actually go to the subcontractor. The second area allows you to make a confidential rejection note to yourself. This is completely up to you. After completing this, hit okay. To follow is an example on how you might handle this:
However you choose to note it, the payroll is now Rejected. The subcontractor will receive very clear notice of this (to follow is the contractor screen)

And
As you can see, your subcontractor will get very clear notice of the rejection, together with an email outlining the rejection sent to the payroll administrator of the subcontractor. The subcontractor can edit and resubmit the payroll. Until they do so, the Project Engineer will not be able to see the payroll.

10. Likewise, once the Project Engineer has received the payroll, he or she may Accept it or may ask that the payroll be amended.

In the above example, the payroll has been Accepted by the Project Engineer. The Prime Approver may not accept under the Accept Status column, so if you see “Accept” in this area, you know that the Project Engineer has accepted the payroll in question. The Project Engineer may also send you or the subcontractor an administrative notice and delay accepting your payroll until some error is fixed. If this happens, you as the Prime Approver are ultimately responsible for getting the error fixed, and in rejecting/approving payroll. In general, the acceptance of the Project Engineer will be the last step on payroll, but there may be an error discovered later, such as when the project is finalized. In this instance, you may need to “Permit Edit” on a payroll that was completed by a contractor more than 60 days prior.

11. As a Prime Approver, you may enter and/or assign subcontractors of any tier. You will be asked for a tax ID when you input contractors. Sometimes, sole proprietorship businesses may file taxes under the SSN of the owner. In no event should you ever enter a complete social security number of anyone in LCPtracker. If a business owner does not have a tax ID, simply enter “999999999” in the tax ID area.
1. If you have a large workforce and do your payroll using an accounting or payroll program, inputting payroll each week is likely not a cost effective option. You will need to decide on one of 3 options to create an interface between your software and LCPtracker.

2. The first option is the Direct Interface. Some software packages, such as Foundations, have an interface to LCPtracker “built into” the system. You will need to enter craft codes and craft matches, and address other small issues, but if you have this option, you will likely be able to quickly get LCPtracker set up and working with your existing software.

3. If you do not have a Direct Interface, LCPtracker will build one for you for a small fee.

Go to Payroll records tab, and hit the “Direct Payroll Subscription” button:

This will take you to the following screen, where you can order a Direct Interface for $595.00. You will be asked to provide four sample certified payrolls (pdf or csv) and the name of your accounting program. LCPtracker will build the interface in 3-4 business weeks. (see following page)
4. If you do not have a Direct Interface, and do not wish to purchase one from LCPtracker, a number of our contractors have found assistance on creating an interface with Tech Support from their accounting software or service.

5. If none of the above options work for you, you can create an interface using an Excel Spreadsheet. Go to the Payroll Records Tab and hit the Upload Records button:
You will then be directed to a screen from which you can download an Excel Spreadsheet designed for LCPtracker, and upload the Spreadsheet once complete.

6. Please direct questions on interfaces and uploads to LCPtracker Support at the following:
7. Whichever Interface or Upload Option you decide on, you will likely need to input and match craft codes. There is an excellent explanation on how to do this in the Training Materials section of the Customer Portal:

Remember to set up your Craft Codes and then do a Craft Match. If you are getting errors in this area, it can be a good idea to rematch craft codes.
SECTION 11 - OJT TRAINEES

1. If you have an OJT Trainee approved by the NDDOT working on your federal-aid job, and you are paying that Trainee less than the Davis-Bacon minimum wage plus fringe, you will need to choose the appropriate OJT classification for the trainee.

When you “Add Classification” for your OJT Trainee, choose the applicable OJT Trainee category. To follow are the OJT categories for Power Equipment Operators:

<table>
<thead>
<tr>
<th>Location</th>
<th>Classification</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Dakota</td>
<td>Group 1 - All Cranes, 60 tons &amp; over; Cranes doing piling, sheeting, dragline work; Demolition (Grap &amp; Shif)</td>
<td>Highway: Machine; Power Shovel 3-1/2 cy and over; Traveling Tower Crane</td>
</tr>
<tr>
<td>Statewide</td>
<td>Group 2 - All Cranes, 21 tons and up; Backhoe Operator, 1/2 cy and over; Crawler Crane, Crane Operator, 1/2 cy and over; Equipment Dispatcher</td>
<td>Highway: Operator, 1/2 cy and over; Master Mechanic (when super-vising 5 or more craftmen) Non-D-Rail Hi-Hat Operator; Power Shovel, up to and including 3-1/2 cy; Tactician</td>
</tr>
<tr>
<td></td>
<td>Group 3 - All Cranes, 20 tons and under; Asphalt Paving Machine Operator, Asphalt Plant Operator, Concrete Paving Plant Operator</td>
<td>Highway: Concrete Paving Plant Operator (electric or manual); Concrete Mixer Paving Machine Operator; Concrete Paver; Bridge Deck; Concrete Pump; Concrete Sprayer Operator</td>
</tr>
<tr>
<td></td>
<td>Group 4 - Articulated Off Road Hauler, Asphalt Drum, Asphalt Paving Screw Operator, Backhoe, up to and including 1/2 cy;</td>
<td>Highway: Operator (Bituminous); Forklift Operator; End Loader, 1/2 cy and up to and including 3 cy; Gravel Screen Plant Operator (not crushing or washing); Screener, Ladder Screen Operator; Longitudinal Float</td>
</tr>
<tr>
<td></td>
<td>Group 5 - Boom Truck, Area Frame or Hydraulics, 2 tons and up to and including 7 tons; Grader, Self-Propelled; Concrete Saw (grader operated);</td>
<td>Highway: Less than 1-1/2 cy; Mobile Cement Mixer; Dier; Power Articulated Auger and Horizontal Booring Machine Operator; up to and including 5’. Roller (or other than hot mix asphalt paving); Vibrating Packer Operator (Pad Type)</td>
</tr>
<tr>
<td></td>
<td>Group 6 - Brickman or Switchman, Curb Machine Operator (Manual), Curb Machine Operator,</td>
<td>Highway: Paint Machine Striping Operator; Pick-up Sweeper, 1 cy and over; Hopper Capacity; Scissor Jack (Self-Propelled); Platform Lift, Straw Mulcher and Blower, Stump Chipper Operator, Tractor Pulling Comparison or Aerial</td>
</tr>
</tbody>
</table>

You will also find OJT categories for Carpenters, Cement Masons and Truckers. This designation will allow you to pay the OJT trainee at 80-95% of the craft minimum.

2. If you have a USDOL Apprentice on the Project, set him or her up under the “Add/Edit Employee” function. See Section 13 of this Manual.
1. Each Contractor, Prime or Sub, should set up their own independent trucking contractors.

2. If a trucking subcontractor has employees, they should be entered into LCPtracker as any other subcontractor is entered.

3. However, if the trucking subcontractor is an Owner Operator of the truck that he or she is operating, he or she will not need to be set up as a subcontractor in LCPtracker.

4. The requirements of LCPtracker do not change the requirements contained in the specifications that all subcontractors be registered with Construction Services or that a Request to Sublet must be executed and filed.

5. An Owner Operator should be input into the “Add Employees” area on the Set Up Tab. Include an address and input other information just as you would for any employee. After doing this check the “Owner Operator” box.
6. On the first week in which the Owner Operator is present on the worksite, add him or her to your payroll. As an Owner Operator, you will have no ability to input hours and no rate of pay or paycheck amount. You will need to select the type of truck they are operating – typically, this will be semi truck.

7. Then hit the Next button.

8. You will then go to the Payroll screen, but with the Owner Operator box checked, you cannot input either hours or rates of pay.
9. Hit “Save” and the Owner Operator will appear on the payroll without rate of pay or hours. Please enter your Owner Operator in this way each week that they are present on the project.

10. Please Note: In determining when an owner operator of a truck should be placed on certified payroll, remember:
   a. If they have employees, they need a subcontract account.
   b. If they are otherwise exempt from Davis Bacon – if they deliver for a regular dealer, for example – they do not need to be placed on the payroll at all;
   c. If they are present at the site of work (i.e. the project site), and they are an independent owner operator of a truck, they should be placed on contractor’s payroll, no hours or wages.
   d. They should appear on the contractor’s payroll – no hours or rates of pay – for each week they are on the project. Always make sure the “owner operator” box is checked – this will prevent any further input of hours or wages.
SECTION 13 – APPRENTICESHIPS

1. Apprenticeships are relatively rare on NDDOT projects. If a contractor requests the use of an apprentice on a NDDOT project, this will be put into LCPtracker by the DB Program Administrator.

2. The first step is for the Contractor to enter the Employee Information on the Setup tab, Add/Edit employee button.

3. The contractor would input information in the Apprentice area.

4. The contractor cannot approve the apprentice – only the Program Administrator can do this.

5. The contractor needs to upload proof of approval of the apprenticeship in the EDocument area.

* Req’d: N = "No", Y = "Yes". Must be uploaded before Final CPR Submission. R = "Required before CPR can be submitted". ** Access: U = "Upload", V = "View"
6. Select the “Apprentice Documentation (Union)” and select a file on the Browse function. You must have input the employee as described in (1) above, as you must select an employee from the drop down menu when uploading the document.

7. After uploading these documents, alert the Program Administrator at (701) 328-2605, who will go into the system and approve the apprentice. At that time, the Program Administrator will add the specific classification and level to the Master Wage Data. The Program Administrator will then inform the contractor of the worker classification to use. It is the responsibility of the contractor to keep the Program Administrator informed as the apprentice passes into a new
level within the program. This will necessitate a change of minimum wage for the apprentice, which will be completed by the Program Administrator.

8. If a contractor tries to input apprentice payroll without approval of the Program Administrator, they will get a “Val 21” error. This is a “hard stop” which will prevent the contractor from filing the payroll. The contractor should call the Program Administrator at (701) 328-2605 with questions or to seek approval of an apprentice in the system. Each apprentice will be approved individually.
SECTION 14 – EDITING A CERTIFIED PAYROLL

1. Occasionally, you will need to change a payroll after it has been certified and submitted. Whether it has been prime approved or not, you may edit payroll for 60 days after filing without permission.

2. Do this by going to 1. Payroll Records Tab, and hitting the “Editing Certified Payroll” button.

3. You will then be prompted to pick a payroll to edit:
4. After hitting the “Edit” button for a particular payroll, you will be taken to a “Edit Payroll Screen”:

![Payroll Screen Image]

5. If you have made a mistake on an entry, hit the “Edit” button. If you have included an employee that you wish to remove, hit the delete button. If you have neglected to add all employees, hit the “Add record” button.

6. If you need to change the pay amount on an entry (on a certified record), you can do so, but if the employee has already received an original paycheck, you will need to add a supplemental paycheck on the “Paycheck” section by hitting “Add Paycheck” button.

![Paycheck Section Image]
7. After making changes, you will be prompted to certify the payroll again.

8. There is no limit to the number of times a payroll may be edited, but you do have an obligation to fix errors in pay in a timely way and to pay employees each week.

9. Fixing payroll is complicated when you change information – prepare to spend some time making sure your information is complete to avoid the necessity of editing the payroll again.

10. If you realize that you have made a mistake more than 60 days after the filing of a payroll, contract the Prime Approver and ask for permission to edit the payroll – “Permit Edit.” If the project has been closed, contact the Program Administrator at (701) 328-2605.
**SECTION 15 – 1391 REPORTING**

1. Commencing in 2018, the NDDOT will accept FHWA 1391 (EEO Report) through LCPtracker. If you filed payroll for the final week of July on LCPtracker, you must file your 1391 information using the LCPtracker system.

2. FHWA form 1391 documents the workforce of federal-aid projects during the last full week of work each July. Information submitted comes from 2 sources: 1) information contained in payroll submitted for the week in question, and 2) additional data entry for workers not on certified payroll (management, forepersons, clerical, etc.).

3. The Additional Data Entry section is used to report workers not on certified payrolls. To input this information, go to the “FHWA 1391 Additional Data Entry” button under the Payroll Records Tab (1).

4. After hitting this screen, the following screen will open up:

   ![Image of Payroll Records](image)

   - Select your project from the drop-down menu – if you see no projects in this drop down, it means you will not need to file a 1391 this year. After selecting the projects, select the end date for the last full week of July. Thereafter input data on officials, supervisors, forepersons and
6. At this point, you have filed your 1391 for that project for the year. If you wish to see your data, you can go to the Reports tab, and pick “1391 Report” under the second column. (If accessing from your Prime Approver account, select the “1391 Report” from the Specialty Reports subgroup.)

7. Select week dates, the project number, your contractor name from the drop down and you will see projects in the box. Hit “Run 1391 Report” button. This will produce an Excel Spreadsheet of the Report. You may copy this Report, and verify data. Please call Gail Brown at (701) 238-2605 if there are problems with the data.

8. If you worked in July for an older projects that predates the requirement to file with LCPtracker, you will need to file a paper 1391 Report. Please fax this report to gbrown@nd.gov. But if you filed payroll for the final week in July, you must use it to file your 1391 information. Otherwise, you data might be counted twice.