



**LCPtracker
Procedure Manual
for NDDOT Staff:
Wage Administrator,
Project Engineers, ADEs
and Support Staff
November 6, 2019**



Ramona Bernard, Director
Gail Brown, DBRA Wage Administrator
(701) 328-2605
gbrown@nd.gov

Contents

Introduction	3
Section 1 – Administrative Users	3
Section 2 – Setting Up Projects	8
Section 3 – Setting up and Assigning Contractors	16
Section 4 – District Users - ADE/Business Manager Assignment of Roles	22
Section 5 - Clearing Violations	25
Section 6 - Reviewing Payroll	27
Section 7 – Labor Interviews	32
Section 8 – Inputting Paper Payroll	40
Section 9 – Reports	45
Section 10 – Finaling and Closing Project Files	49
Section 11 – Owner-Operators of Trucks	51
Section 12 – Bonafide Owners of Businesses	53
Section 13 - Apprentices	54
Section 14 – OJT Trainees	59
Section 15 - Multiple Tier Contractors and “B” Accounts	60
Chapter 16 – Closing and Suspending Projects	61
Section 17 – Federal Transit and other non-FHWA Projects	63
Section 18- Inputting Wage Decisions and Data	64
Section 19- Fixing Errors in Assigned Wage Decisions	68

Introduction

Section 1 – Administrative Users

Note: Input of administrative users will be done mostly by the CRD Davis-Bacon Administrator, but can also be done in the Districts by the ADEs.

1. Administrative users at the NDDOT must be assigned roles and given designated accounts within LCPtracker.
2. The Core management group for LCPtracker are the Full Admins. These Full Admins will be the CRD Director, IT manager for CRD, DBRA Wage Administrator and the CRD Admin. Additionally, all ADEs will be designated as Full Admins. This status allows the user the greatest degree of control of the system.
3. Only a Full Admin may designate another Full Admin. In order to designate an individual as a Full Admin, go to the Set Up Tab, and go to the Add/Edit Admin. You will then go to the Add/Edit Admin Logins Page, where you will input the individual's email, and name and designate that person as a "Full Admin" on the Role drop-down menu:

At this point, hit "Save" and you will have added this individual as a Full Admin. It is not necessary to assign a District or a Project to a Full Admin – they have access to everything.

NORTH DAKOTA DOT - B2GNOW

Projects Certifications Violations Reports Admin eDocuments Set Up

Add / Edit Admin Logins **Edit Mode**

User
Gail Brown x ▾

E-Mail
gbrown@nd.gov

Name
Gail Brown

User ID
gbrown@nd.gov

Role
Full Admin

Reset Password Delete Cancel Reset Form Save

© LCP

NDDOT
North Dakota
Department of Transportation

Contract Compliance User Portal Training Materials Su

ORTH DAKOTA DOT - B2GNOW

Projects Certifications Violations Reports Admin eDocuments Set Up

Add / Edit Admin Logins **Edit Mode**

User
Gail Brown x ▾

E-Mail
gbrown@nd.gov

Name
Gail Brown

User ID
gbrown@nd.gov

Role
Full Admin ▾

Reset Password **Delete** Cancel Reset Form Save

© LCPtracke

4. The Team Leaders in most Districts will be Business Managers assigned to a District. This status allows the user broad access to assign projects to Project Engineers, but generally within one District. To follow is a typical Business Manager page:

NDDOT
North Dakota
Department of Transportation

ORTH DAKOTA DOT - B2GNOW

Contract Compliance | User Portal | Training Materials | Support

Projects | Certifications | Violations | Reports | Admin | eDocuments | Set Up

Add / Edit Admin Logins Edit Mode

User
 Gary Heisler x ▾

E-Mail
 gheisler@nd.gov

Name
 Gary Heisler

User ID
 gheisler@nd.gov

Role
 Business Manager ▾

Assign to All Projects

Assigned Departments

8 - Fargo District

Assigned Projects

Project	Date Created	Delete
Test Project	2/5/2016	Delete

Select a project to assign ▾

Assign Project

Reset Password | Delete | Cancel | Reset Form | Save

- Most NDDOT Project Engineers will be designated Business Managers, and these engineers can either be 1) assigned to the District, so they see everything, or 2) assigned not to a district, but to a project or projects to limit what they will see. Which of the above options to use it up to the ADE. To follow is a screenshot of assignment by project.

User
 Jesse Kadrmas

E-Mail
 jlkadrm@nd.gov

Name
 Jesse Kadrmas

User ID
 jlkadrm@nd.gov

Role
 Business Manager

Assign to All Projects

Assigned Departments
 None Selected

Assigned Projects

Project	Date Created	Delete
18961-6029110183-HERRICK N&S TO N BOWESMONT	5/11/2016	Delete
20463-6999029-GRAFT WETLAND MITIGATION BNK	5/11/2016	Delete

Select a project to assign

Assign Project

Reset Password Delete Cancel Reset Form Save

6. Consultant Engineers will each be assigned their own Department – i.e. each consulting firm will be its own Department. In this way, each Consultant Engineer can be limited in viewing only those projects to which the firm has won an award to oversee. **It is the responsibility of the ADE to move projects from the District Department to the Engineering Firm Department following the Pre-Construction Conference. If an engineering firm does not have access to a project they are overseeing, they should call the ADE or CRD immediately. The consultant engineer must not use a lack of access to a project as a reason for not timely reviewing payroll – he or she should request access immediately to either the ADE or to CRD.**

Add / Edit Admin Logins

Edit Mode

User

Kory Kleinknecht

E-Mail

kory.kleinknecht@ulteig.com

Name

Kory Kleinknecht

User ID

kory.kleinknecht@ulteig.com

Role

Business Manager

Assign to All Projects

Assigned Departments

Ulteig Engineering

Assigned Projects

Project	Date Created	Delete
Test Project	2/5/2016	Delete

Select a project to assign

Assign Project

Reset Password Delete Cancel Reset Form Save

Section 2 – Setting Up Projects

Please Note: Projects will be set up by CRD: District staff may correct errors and edit the Project Set Up, but entering projects should not be done in the Districts.

1. Projects are set up under the Set Up tab, under the “Add/Edit Projects” button:

The screenshot shows the NDDOT (North Dakota Department of Transportation) administrative interface. At the top, there is a navigation bar with buttons for Contract Compliance, User Portal, Training Materials, Support, Logout, and Live Chat. Below this is a secondary navigation bar with tabs for Projects, Certifications, Violations, Reports, Admin, eDocuments, and Set Up. The 'Set Up' tab is active, and the 'Administrative Setup' section is displayed. This section contains a grid of buttons for various setup tasks. An orange arrow points to the 'Add/Edit Projects' button in the top-left corner of the grid.

Administrative Setup		
Add/Edit Projects	Add/Edit eDocument Templates	Add/Edit Certification Type
Contractor Setup	Add/Edit Notice Type	Add/Edit Certifying Agency
Department Settings	Add/Edit Minimum Wage	Reports Setup
Validation Settings	Add/Edit Craft List	Add/Edit Demographic Types
Client Information	Add/Remove Craft Match	Add/Edit Demographic Classifications
Prevailing Wage Setup	Add/Edit Rec. Act Emp. Type	Project Groups
Add/Edit Geographic Areas	Add/Edit Departments	Project Types
Add/Edit Admin Logins	Add/Edit Work Order	
Add/Edit eDocument Types	ZIP Codes Setup	

2. The top of the screen has a “Show Pending List” button. When this button is hit, the projects in the drop-down menu are only those recently imported from B2GNow. If you hit “Hide Pending List,” these projects are hidden. Typically, projects will be input from the Pending List. When inputting a project this way, choose a project to open:

The screenshot shows the project setup form. At the top left, there is a button labeled 'Hide Pending List' with an orange arrow pointing to it. Below this is a dropdown menu showing the selected project: '20739-8094088343-WEST FARGO INTERCHANGE'. The form contains various fields for project details, including Project Name, Project Code, Status, Federal-aid Project ID, Department, Group Name, Type Name, Project Description / Scope of Work, Percentage of funds attributable to ARRA, Budget, % Complete, Revised Contract Amount, General Wage Decision, New Hire Days, Forecasted/Projected Hours, Address 1, Address 2, City, State, Zip Code, Jurisdictions, and Locations.

3. Prior to inputting projects, the administrator should get a Project Status list, arranged by either bid opening date or PCN from CARS. If the administrator inputting projects does not have access to CARS, ask the Admin. from Construction Services to download and email you a Project Status list. Arrange this list in ascending order by PCN. For each project the administrator sets up, you should look up the Federal Highway Project ID, and “cut and paste” this code into the “Federal Project ID” box on the project input area. Additionally, verify the District to which the project is assigned and make sure this District is noted in the “Department” box.
4. If the project is a FHWA project, check the “1391/1392 Project?” box. Nearly all NDDOT projects are FHWA, but non-FHWA projects should not have this box checked, so that they are not included in FHWA reports, such as the 1392 Report.
5. After you have put in the Federal-Aid Project ID and the Department, move the project from “Pending” to “Active.” Check the CARS Report and make sure that the PCN, Federal ID and budget (amount of award) match. Many projects will move from the District to Consultant Engineering Firm after the Pre-Construction Conference. **It is the responsibility of the ADE to move the project to the Consultant Firm when the identity of the Firm is known, or after the Pre-Construction Conference.** To change the project from a District designation to the Consultant Engineering Firm designation, move the Department drop down from the District to the Engineering Firm and hit Save. If the Firm is not listed, contact Gail Brown by email and she will add the Firm. It is usually a good idea to note “owns” the Project – this information will typically go into the Project Description area. (For instance, “project is owned by Bismarck District and Kirk Hoff is the responsible person.”)

ERCHANGE x v

INTERCHANGE

Status: Active

Federal-aid Project ID: []

Department: 1 - Bismarck District

Group Name: Select a Group v

Type Name: Select a Type v

Recovery Act Project
 Require DUNS Number
 Require Work Orders
 1391/1392 Project?

Description of Jobs
Saved

Project Control ID

6. The next step is to check the “North Dakota DOT” box under “Jurisdictions” and to select “North Dakota Statewide”

78726.96 0.00 0 0.00

Address 1 Address 2

City State Zip Code

Jurisdictions *
North Dakota DOT

Locations
North Dakota Statewide

Filter: Enter keywords

Check all x Uncheck all

Morton County, ND
 Mountrail County, ND
 Nelson County, ND
 North Dakota Statewide
 Oliver County, ND
 Pembina County, ND
 Pierce County, ND
 Ramsey County, ND
 Ransom County, ND

Labor Compliance / Prevailing Wage
Administrator *
KIM THOMPSON

- Next, go to the Dates Section (skip HUD Section), and input the bid letting date of the contract into the “Prevailing Wage Lock-In Date”

North Dakota DOT | North Dakota Statewide

HUD Section

Dates

Prevailing Wage Lock In Date *	Estimated Completion Date	Bid Advertisement Date	Estimated Start Date
Pre Bid Date	Notice to Proceed Date	Pre Construction Date	Pre Job Date
Award Date			

Section 3 Goals

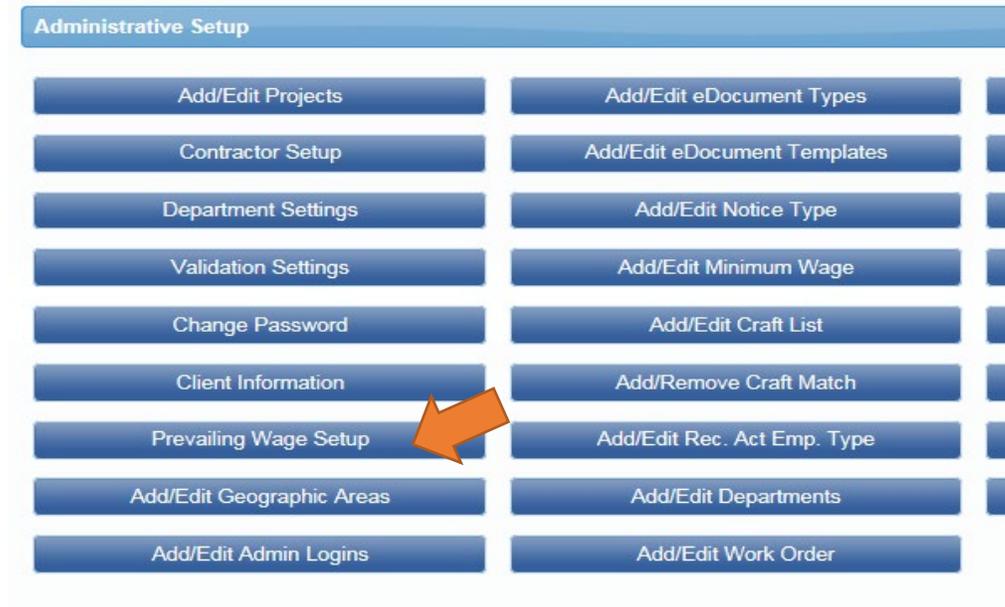
- The Project Contact should always be the Prime Approver for the Contractor. This person has generally been designated by the contractor, or may be designated for this project only. See Prime Approver Worksheet. Please note: The Project Contact is pulled in automatically from B2GNow, and is often not the prevailing wage expert or prime approver for the company. While correcting this is not a high priority when time is tight (the only thing this information is used for is the email that “pops up” when the subcontractor hits the “I” or information button), when time is available, this field should be corrected.
- Under Goal Report, the female goals should come up automatically as 6.9%. If this is not the case, input Women Goal of 6.9% and the Minority Goal of the County within which the project takes place. If there is more than one minority goal because there is more than one county in the project, input the higher percentage goal. If the Administrator is not aware of the county or counties in which the project resides, they should look up the goal for that county (in the Affirmative Action/EEO Special Provision) and input it. Sometimes this is obvious, and sometimes it takes a careful look at the proposal to determine the project minority goal. When inputting projects, do not get “bogged down” in this task if time is short. The only projects for which this goal assignment is critical are those reviewed in Contract Compliance. As we move forward to a higher level of compliance, however, this goal should be assigned. If more than one goal is applicable to the project, input the higher goal.

Goal Report

Apprentice % Goal	Minority % Goal	Women % Goal
0.00	0.70	6.90

Apprentice Hours by Contractor or by Trade Reports
These reports use the Apprentice % Goal entered above

10. At this point, Save the Project by hitting Save button.
11. You are now ready to assign a prevailing wage.
12. Assigning the Prevailing Wage: Go to Set Up Tab and Hit “Prevailing Wage Setup.”



13. Then hit “Assign Prevailing Wage” on the next page.



14. At that point, you will see the following Screen (please note this screen recently changed appearance):

Project *

16868-2094083929-194 MAIN ST 3RD ST SW TO 2ND

Source (From)

Jurisdiction * Location * Type *

North Dakota DOT North Dakota Statewide Highway

Wage Decision * Mod *

ND170002 0

Issue Date Publication Date Expire Date

1/6/2017 1/6/2017 1/1/2100

10 Previous 1 2 3 4 Next

Clicking Select All will assign all without having to select each page to assign wages.

Craft-Classification * Required 38 Craft-Classifications

<input type="checkbox"/> Select All	Craft-Classification
<input type="checkbox"/>	CARPENTERS - Carpenters
<input type="checkbox"/>	CARPENTERS - OJT Trainee Carpenter

15. The screen will default to the information you have input – i.e. the Highway Decision – but it will not automatically fill in the right wage decision. It will instead default to the most recent wage decision.

16. You will first pick the year’s wage decision (i.e. 160002 or 170002) and then select the Modification. This will cause the date to automatically fill in and a Craft-classification box to appear – simply “select all” and hit “Assign Wages.” **Note: The system sometimes has a “lag time” under which it pulls up the correct wage data – if you hit the “Assign Wages” button too quickly, the system will default the wages to the first decision of the year rather than the decision you choose. This “lag time” can be 15 seconds or more. Make sure you wait for the right wages to load.**

Wage Decision *
Mod *

Issue Date
Publication Date

Clicking **Select All** will assign all without having to select each page to assign wages.

Craft-Classification * Required

<input type="checkbox"/> Select All	Craft-Classification↕
<input type="checkbox"/>	CARPENTERS - Carpenters
<input type="checkbox"/>	CARPENTERS - OJT Trainee Carpenter

17. Once the project is in the system, ensure that the wage data has been put in properly. Go to the Setup Tab and choose "Prevailing Wage Setup" and then choose "Add Edit Project Wage Data":

Prevailing Wage Setup

18. Once you choose your project, you can pull up all wages assigned to a Project. By looking at the list, you can determine if the correct wage decision is assigned and if any other decision is assigned. If you see a wrong wage decision, you can check all boxes of the wrong decision and hit "delete." You can also see if you have failed to include or check a classification. If everything is wrong, hit "check all", hit the delete button, and start again.

Project
 16868-2094083929-194 MAIN ST 3RD ST SW TO 2ND

Craft

Items Per Page
 200

Delete Selected Add Classification

38 Records

Page 1

<input type="checkbox"/>	Jurisdiction	Location	General Decision	Type	Craft	Classification	Basic Rate	Fringes	Total Rate	Overtime Total	Doubletime Total	Standard Hours	Issue Date	Expire Date	
<input type="checkbox"/>	North Dakota DOT	North Dakota Statewide	ND160002	Highway	CARPENTERS	Carpenters	\$27.400	\$6.700	\$34.100	\$47.800	\$61.500	8.00	11/11/2016	01/01/2100	Copy Edit Delete
<input type="checkbox"/>	North Dakota DOT	North Dakota Statewide	ND160002	Highway	CARPENTERS	OJT Trainee Carpenter	\$21.680	\$5.600	\$27.280	\$38.120	\$48.960	8.00	11/11/2016	01/01/2100	Copy Edit Delete
<input type="checkbox"/>	North Dakota DOT	North Dakota Statewide	ND160002	Highway	CEMENT MASONS/FINISHERS	Cement Masons/Finishers	\$27.400	\$6.700	\$34.100	\$47.800	\$61.500	8.00	11/11/2016	01/01/2100	Copy Edit Delete
<input type="checkbox"/>	North Dakota DOT	North Dakota Statewide	ND160002	Highway	CEMENT MASONS/FINISHERS	OJT Cement Mason	\$21.680	\$5.600	\$27.280	\$38.120	\$48.960	8.00	11/11/2016	01/01/2100	Copy Edit Delete
<input type="checkbox"/>	North Dakota DOT	North Dakota Statewide	ND160002	Highway	ELECTRICIANS	Cable Splicer - Eastern North Dakota	\$28.300	\$11.260	\$39.560	\$53.710	\$67.860	8.00	11/11/2016	01/01/2100	Copy Edit Delete
<input type="checkbox"/>	North Dakota DOT	North Dakota Statewide	ND160002	Highway	ELECTRICIANS	Cable Splicer - Western North Dakota	\$32.890	\$12.073	\$44.963	\$61.408	\$77.853	8.00	11/11/2016	01/01/2100	Copy Edit Delete

- You can also use this screen to add a Conformance category, such as bridge painters. Hit “Add Classification” and input the data from the USDOL decision. If you make an error, don’t worry, you can fix with the “edit” button. If you have made an error, such as the wrong project, hit “delete” and start again on the right project.
- Once you have chosen the right wage decision, you need to ensure that you have assigned the right prime contractor and the prime approver. The prime contractor will generally be assigned in the upload. To check this, go to the Set Up tab and hit “Contractor Set Up” and then “Contractor Assignment.” Pull up the project and the assigned contractors will appear below. The prime should generally be among them. If not, hit “Add Assignment” and add the prime contractor.
- To Assign the Prime Approver, hit Set Up tab and hit “Add/Edit Admin Logins.” Pull up the prime approver (who will often, but not always be the project contact) on the drop-down menu. If you do not know and cannot determine who the prime approver is, check the Prime Approver List on the f: drive. (Excel document). If you still cannot determine this, call the contractor and ask who the prime approver is. Most prime approvers are now in the system. Pull up the page of your prime approver from the drop-down menu. Make sure the prime approver has NO DEPARTMENT. They should have the “Prime Approver” status and projects assigned individually. Pull the project from the drop down at the lower half of the

page and hit the “Assign” button. At that point, the project will appear on the page. Hit the “Save” button to finalize assignment to the Prime Approver.

Add / Edit Admin Logins
Edit Mode

User
 x ▼

E-Mail

Name

User ID

Role
 ▼

Assign to All Projects

Assigned Departments

▼

Assigned Projects

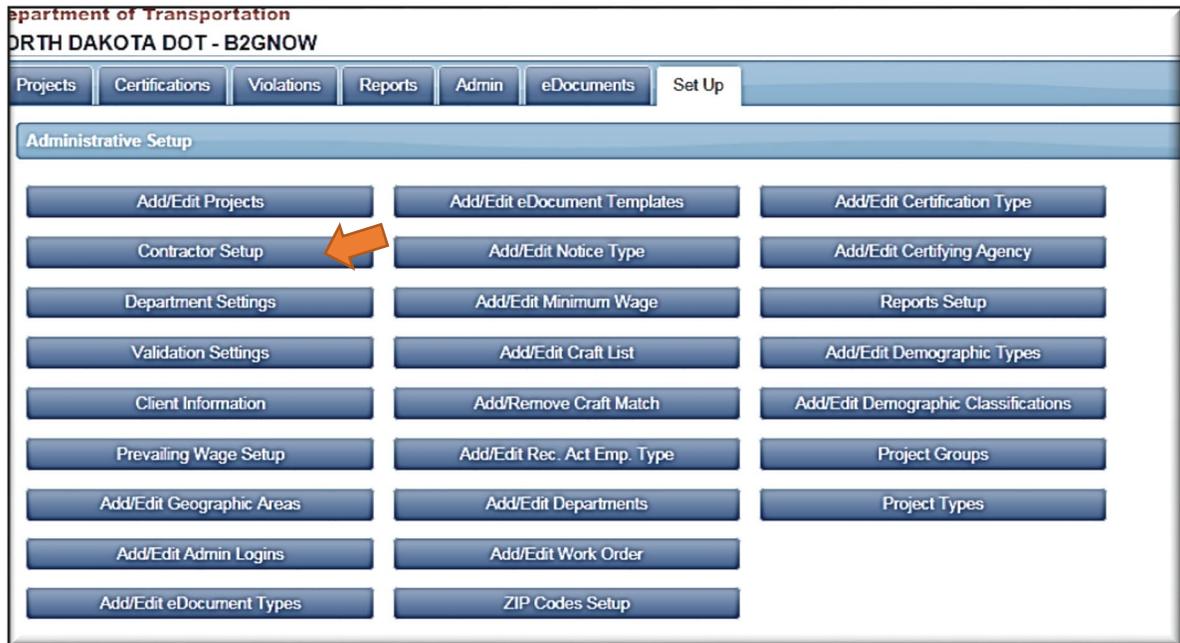
Project	Date Created	Delete
21638-2913058-CMC 2913 ZAP N TO ND 1806	3/14/2017	<input type="button" value="Delete"/>

▼

22. There is a procedure for entry of projects manually, but this procedure should be used only by the DBRA wage administrator, the IT staff assigned to CRD, or the CRD Director. As long as the input rules for naming projects and procedures for tied projects are followed, this procedure can be used where waiting on the upload is not practical. However, another member of staff should check the entry for accuracy and quality control. Because this is time consuming, please request that this be done only when immediate use of LCPtracker is required for smooth operations or for an EEO audit. Otherwise, a delay of 4 weeks from project award until upload into the database is typical and minor delays in uploading payrolls are expected at the beginning of a project.

Section 3 – Setting up and Assigning Contractors

1. Contractors can enter the system in a variety of ways. They may be imported from B2GNow, in which case they will appear under a “Pending List.” Or they may be input manually. However they are input, all contractors in LCPTracker must be Registered Contractors with the NDDOT. The Automated Payroll SP provides that prime contractors enter and assign their own subs whenever possible.
2. It is the responsibility of the Prime Contractor to set up the subcontractors in LCPTracker. If a prime is having difficulty completing this function, refer them to CRD for training – but under the Automated Payroll Special Provision, it is the responsibility of the Prime Contractor to set up an subcontractors of all levels and to input new subcontractors, if necessary.
3. In certain instances (such as preparing to do labor interviews) project staff may wish to assign or input subcontractors. To input a Contractor, go to the Set Up Tab, and hit the “Contractor Setup” button.



4. From there, hit the “Add/Edit Contractors” button:



5. This will take you to the Add/Edit Contractor input page. If you hit “Show Pending List,” you will see the projects imported from B2GNow. Otherwise, you can simply input the following:
 - a. Company Name – make sure it is exactly right
 - b. Federal Tax ID
 - c. 10-digit telephone number for company – this will be the user ID – input with NO DASHES OR SPACES
 - d. Indicate union status
 - e. Insert contact name, telephone and email – this will typically be the person signing certified payroll, although it may be any responsible party, who will then forward and change this person’s name, telephone and email.
 - f. Address, including town, state and zip.
 - g. Note Enforcement = ENFORCE

Hit Save button when Complete.

The screenshot shows a web form for adding or editing a contractor. The form includes a 'Show Pending List' button at the top left. Below it is a 'Department' dropdown menu set to '-- All Departments --'. A search bar contains 'Central Specialties' with a close button and an orange arrow pointing to it. The 'Company Name (Contractor)' field is filled with 'Central Specialties'. The 'Federal Tax ID Number' field contains '0000000' with an orange arrow. The 'Contractor License No. or 10-digit Phone Number' field contains '320-762-7289' with an orange arrow. The 'Contractor License Expiring Date' field is empty with a calendar icon and an orange arrow. The 'Status' dropdown is set to 'Active'. The 'Union Status' dropdown is set to 'Non-Union' with an orange arrow. The 'Contact Name' field contains 'Geri Rindahl' with an orange arrow. The 'Phone Number' field contains '320-762-7289' with an orange arrow. The 'Contact E-Mail' field contains 'geri@centralspecialties.com'. Other fields include 'D-U-N-S Number', 'PWCR Number', 'Contractor License (To Display on Certified Payroll)', 'Insurance Certificate Number', 'Specialty License Number', 'Local Business (City) License', 'Motor Carrier Permit Number', 'Worker's Compensation Policy Number', 'Ethnicity', 'Type of Trade', 'Principal Name' (John Mitterath), and 'Principal Title' (VP).

gerl@centralspecialties.com

Address 1 * Address 2

City * State * ZIP Code *

Standard Hours Per Day * Standard Work Week Hours *

Pay date is calendar days after week end date.

Notice enforcement * ENFORCE

Contractor Status Use Overtime Round Factor for Payroll Validation Owner Operator [Click here to obtain a free D-U-N-S number](http://fedgov.dnb.com/webform/displayHomePage.do)

User ID

Business Certifications

Certification * Certifying Agency * Issued Date Expiration Date

Notes

- The Contractor can change any information on their own screen except the User ID (10 Digit Telephone Number). To change information, the contractor must go to the Set Up Tab and hit the Company Information button:

ORTH DAKOTA DOT - B2GNOW

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

Setup Main Menu

- A screen will appear, allowing the contractor to change any information, except the User ID. If this change needs to be made, the contractor must be deleted and reentered, by a Full Admin, with another user ID. Extreme care should be taken doing this if the contractor has been assigned projects and is using the account. Contact LCPtracker tech support.

Add or Edit Contractor Information
Edit Mode

To add a new contractor, enter information and save. To edit an existing contractor, select it from the list first. You can view all the contractors in the system. You can only edit your own data after it has been entered.

Company Name (Contractor) *
Brown Construction Company

Federal Tax ID Number * 45-678910 D-U-N-S Number PWCR Number

Contractor License No. or 10-digit Phone Number * 505-463-0175 Contractor License Expiring Date Status Active

Contractor License (To Display on Certified Payroll)
505-463-0175

Insurance Certificate Number Specialty License Number Local Business (City) License

Motor Carrier Permit Number Worker's Compensation Policy Number

Union Status * Section 3 Business
 Non-Union Non-Construction Contractor

Ethnicity Type of Trade
Repair

Principal Name Principal Title

Contact Name *
Gail Brown

Phone Number * 505-463-0175 Contact Fax

Contact E-Mail * (Login information will be sent to this email address)
gailannbrown@aol.com

Address 1 * 710 N Washington St. Address 2

City * Bismarck State * ND ZIP Code * 58501

Standard Hours Per Day * 0.000 Standard Work Week Hours * 40.000

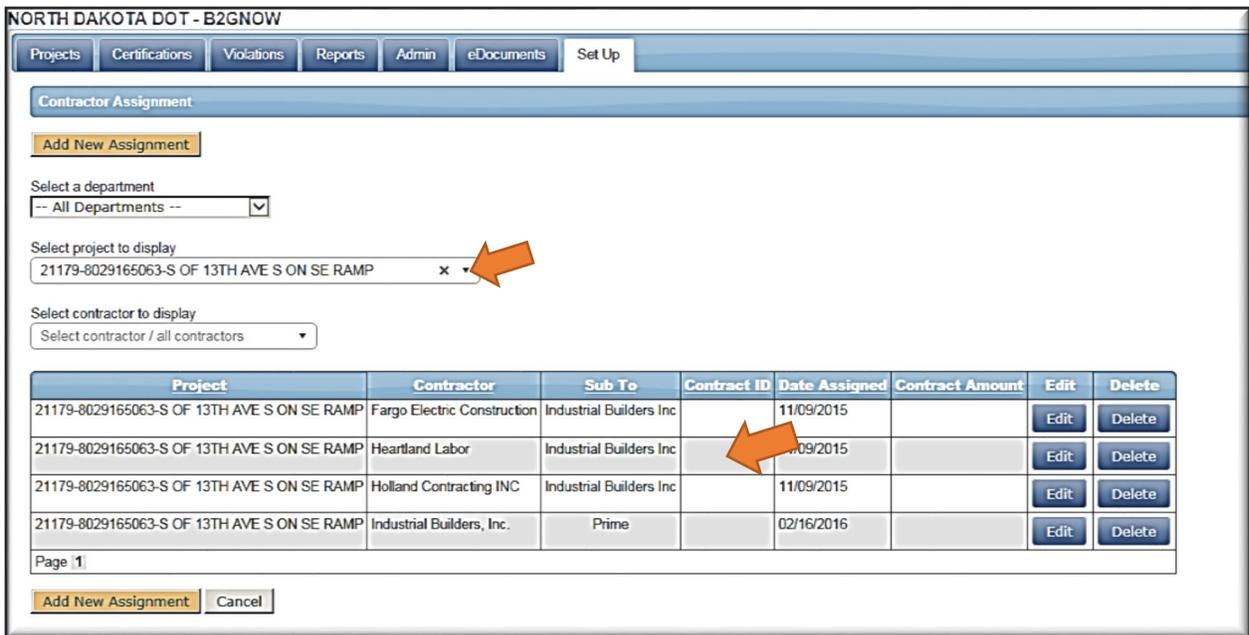
Pay date is 7 calendar days after week end date.

Notice enforcement

- To Assign a Contractor to a Project, go to the Set Up Tab, and hit the Contractor Setup button. Then, hit the "Contractor Assignment" button.



- Choose the Project you wish to assign. (You can narrow choices by Department.) You will then see the Prime and Subcontractors set up for the Project.



- If you wish to assign a contractor beyond those you see, hit the amber “Add New Assignment” Button. From there, you will go to the “Add Assignment” page. Choose the Project, and a contractor to assign from the drop-down menu. Then choose a Prime or high-tier sub in the “As a Subcontractor To” area. In general, input today’s date or the date work will be commenced.

At this point, you can hit Save.

The screenshot shows a web form titled "Add Assignment". The form contains the following fields and elements:

- Select a department:** A dropdown menu with "-- All Departments --" selected.
- Select a project:** A dropdown menu with "20806-9999328-I94 E RP259 W RP257 I29S RP138" selected.
- Contractor to be assigned:** A text input field containing "Border States Paving, Inc." with an orange arrow pointing to it.
- As a subcontractor to (Leave blank if above is to be a prime contractor for the selected project):** A text input field containing "Newman Signs, Inc." with an orange arrow pointing to it.
- Start Date *:** A date input field containing "04/02/2016" with an orange arrow pointing to it.
- End Date:** An empty date input field with a calendar icon.
- Contract ID:** An empty text input field.
- Responsibility Code:** An empty text input field.
- Contract Amount:** An empty text input field.
- Notes:** A large empty text area with scrollbars.
- Buttons:** "Cancel" and "Save" buttons at the bottom right, with an orange arrow pointing to the "Save" button.

11. Going back, the assigned contractor should now appear on the Contractor Assignment page for the Project.
12. If the Contractor is not on the drop-down, it must be entered into the database before assignment. Care should be taken inputting for accuracy. Do not input unregistered contractors. While this is typically done by the prime contractor, it may be done by the Project Engineer or CRD when necessary.

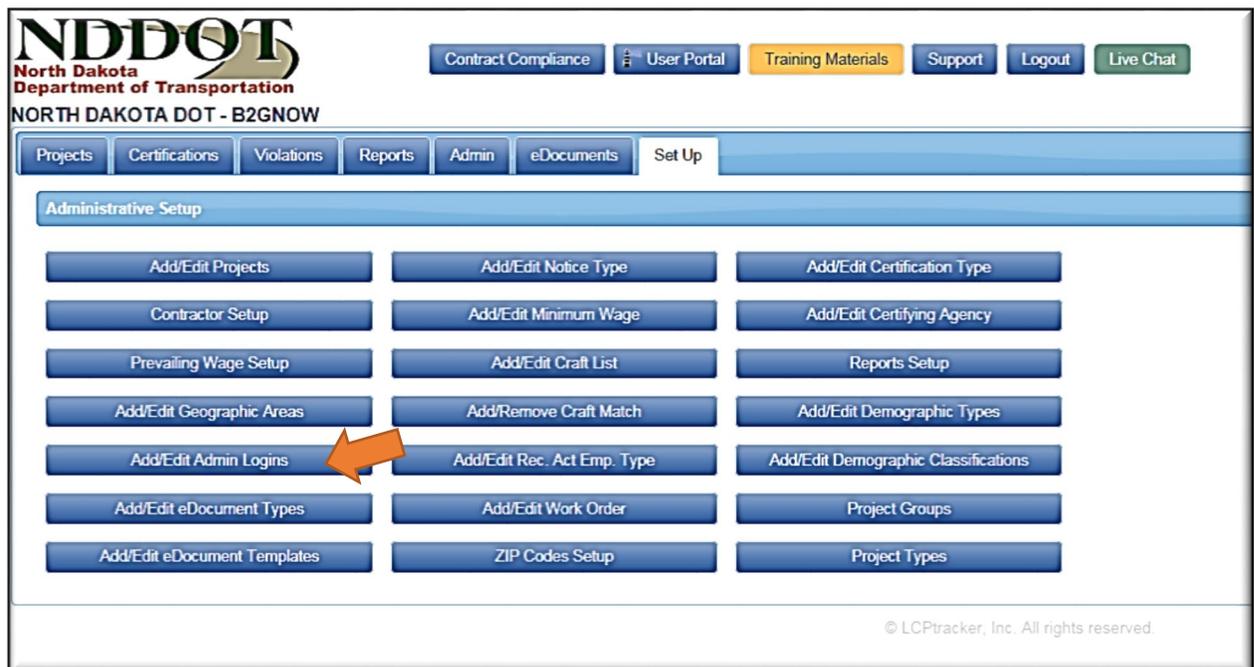
Section 4 – District Users - ADE/Business Manager Assignment of Roles

Please Note: This function will primarily be done through the ADEs and Team Leaders.

1. All ADEs are Full Admins within the system. They have the ability to perform any function within the system. It is important however that the Wage Decision Set-up and changes be done by the DB Wage Administrator. Beyond that, the ADE may assign projects, assign contractors and change the access status of users in his/her District.

Note: Please do not alter the Master Wage Data: this should be done only by CRD.

2. Team Leaders will generally be Business Managers within LCPtracker, and they will be assigned to a particular District. When a Business Manager signs on, they should see all projects in the system assigned to their District. The Business Manager may then assign roles within the District to particular engineers and support staff.
3. To Assign an Engineer to a Project, go to the Set Up tab and hit the “Add/Edit Logins” button.



4. Choose a User to edit from the Drop-Down Menu. In general, users will be Business Managers but will not be assigned by District, but by Project. If an Engineer is assigned as a Business Manager to a District, he or she will see all the Projects in the District on the Project page and on the Certifications and Violations pages. If the Project Engineer wishes to limit the Projects he or she sees to only those to which he or she is assigned, the Team Lead or ADE needs to “uncheck” the District Box and assign him or her to particular projects.

Add / Edit Admin Logins **Edit Mode**

User

E-Mail

Name

User ID

Role

Assign to All Projects

Assigned Departments

Assigned Projects

Project	Date Created	Delete
18961-6029110183-HERRICK N&S TO N BOWESMONT	5/11/2016	<input type="button" value="Delete"/>
20463-6999029-GRAFT WETLAND MITIGATION BNK	5/11/2016	<input type="button" value="Delete"/>

- To assign a project, go to the Assigned Projects area at the bottom of the page. Open up the “Select a project to assign” drop-down menu and choose a Project. The project should appear in the Assigned Projects box. Hit the Save button.

Assigned Projects

Project	Date Created	Delete
18951-6002104295-US 2 LAKOTA E TO 5.3 MI E ND1	2/9/2016	Delete
Test Project	2/9/2016	Delete

Select a project to assign

17427-8010032932-US 10B W FARGO MAIN I-94 SHEYENNE

17765-3020122061-ND20 S JCT ND15 TO N JCT ND15

18874-3020107044-ND 20 N MCHENRY TO S JCT ND 15

18951-6002104295-US 2 LAKOTA E TO 5.3 MI E ND1

18985-8029133078-I-29 ARGUSVILLE N TO HUNTER SB

20806-9999328-I94 E RP259 W RP257 I29S RP138

20995-2001071041-N OF JCT ND 27 TO S OF I-94

21179-8029165063-S OF 13TH AVE S ON SE RAMP

Test Project

Test Project II

6. **Consultant Engineers will be assigned not to a District, but to an Engineering Firm.** Within the Engineering Firm, **they should see all projects assigned to that firm.** If further limitation is desired, the ADE or project lead should assign the engineer to the project, and not to the firm. Please call Gail (701) 328-2605 for guidance.

Section 5 - Clearing Violations

1. Payrolls accepted into the system may contain warnings of possible violations, or Notices.
2. You should clear your violations before you accept payroll. Go to the Violations tab, and pull up your project. Each violation is listed separately. To understand the nature of the violation, hit "View," which will pull up the payroll and go to "Notices" section.
3. Most Notices will be:

Total deductions are greater than check amount. VAL_52

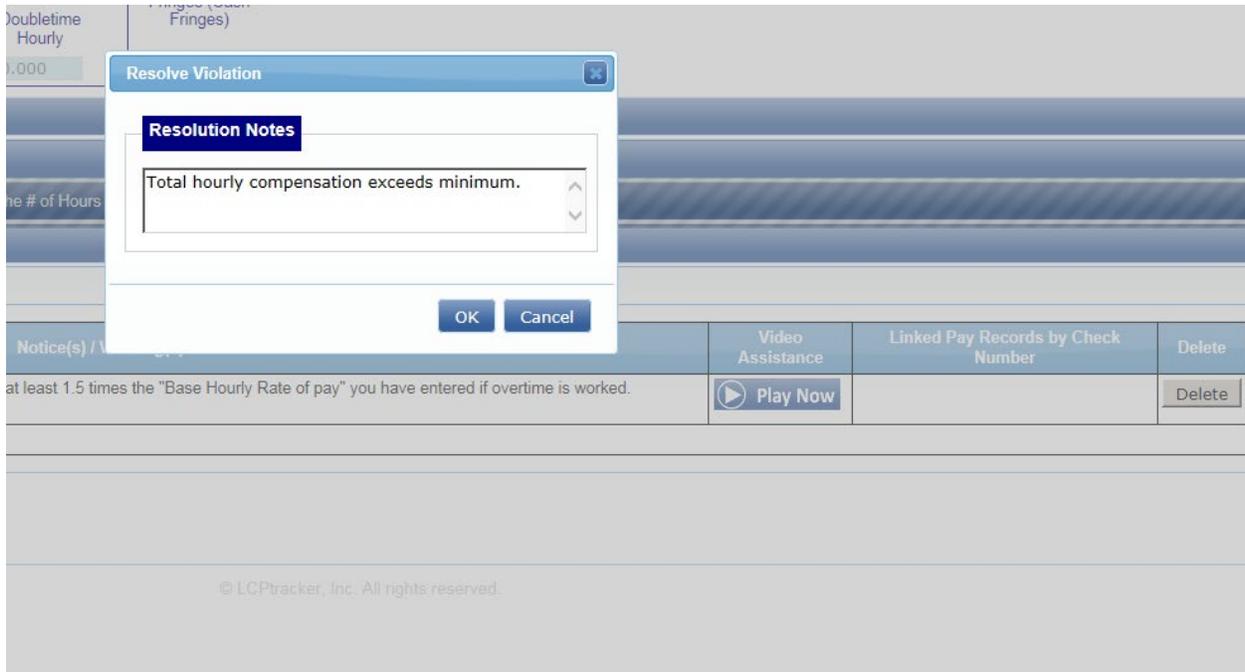
4. If you see this Notice, it does not mean that deductions are greater than the paycheck amount. Rather, it means that deductions are larger than expected. You typically see this violation where an amount is deducted for child support, wage garnishment, or because of an advancement of employee pay.
5. If you see a VAL_52 Notice, check the Notes box, or the Certification page. As long as the employer had indicated what the deduction was for, and the amount (example "300/week for Child Support" or "Payback of \$1,000 advance at \$250/week," this is adequate proof in the absence of a complaint. If there is no explanation, the violation cannot be cleared, and you should instruct the prime approver to ask the contractor to amend the payroll.
6. If the Violation is straightforward, as the above example, simply hit the delete button and delete the Violation.

Pay Records by Check Number	Delete	Resolve
	Delete	Resolve

7. If the Violation involves the gathering of more information, you will need to hit the Resolve button and include an explanation.

Pay Records by Check Number	Delete	Resolve
	Delete	Resolve

8. After you hit Resolve, and explanation box will pop up. If the Notice is a flag that either the wage or the fringe is below the minimum (but the total amount nonetheless exceeds the minimum for both) you will need to include an explanation of this after hitting the Resolve button.



9. After you hit either the Delete or Resolve button, the Violation will disappear. When you then go to accept the payroll, the Notice will have disappeared from the payroll entry.
10. If you get into a habit of clearing violations before reviewing payroll, your review will be straightforward with no Notices, and will go much more quickly.
11. If you are having difficulty determining whether a violation is legitimate, call Gail Brown at (701) 328-2605.

Section 6 - Reviewing Payroll

1. **Payrolls should be reviewed (at the very least) once a month. Ideally, payroll should be accepted on a weekly basis, when memory of onsite events is still fresh. In no event should a Project Engineer wait until completion of a project and accept payrolls prior to finaling a project.**
2. Part of the payroll acceptance process is noting when a subcontractor has failed to file payroll at all. When this happens, the Project Engineer should work with the Prime Contractor to get payroll filed. Where a subcontractor has failed to file payroll, a higher-tiered contractor has just cause generally to hold payment until payroll is filed. Likewise, if a prime is late, particularly on multiple projects for multiple weeks, the Project Engineer, after consultation with the ADE or Team Lead, may find this is just cause to withhold a progress payment until payroll is filed.
3. Until the Prime Approver has approved payroll, it will not appear on the Project Engineer or Team Leader's screen.
4. Once approved, the Project Engineer or his or her staff will need to review and accept the payroll.
5. The first step is to go to the Certifications Tab, and see payroll that has not yet been accepted. Payrolls will appear on the Certifications Tab, but as "Submitted" or "Resubmitted." You should go to the "Details" section:

Certifications

Department:

Project: Include Closed

Contractor:

Sub To | Contract ID:

From Date: To Date:

Process Status: Accept Status:

There are 32 certification records found for the above selection.

Delete	Contractor	Project	Sub To	Contract ID	Week End	Payroll No	Performing?	Submitted	View CPR	Prime Approval	Approved	Process Status	Select	Accept Status	Accepted	Final	View Details
<input type="button" value="Delete"/>	KPH, Inc.	20158-8991032029-16TH FROM COMMERCE TO 11TH ST			5/7/2016	2	YES	5/10/2016	<input type="button" value="PDF"/>	Approved	5/10/2016	Certified	<input type="checkbox"/>	Resubmitted		No	Details
<input type="button" value="Delete"/>	Dakota Underground Company	17427-8010032932-US 10B W FARGO MAIN I-94 SHEYENNE			5/7/2016	49	YES	5/11/2016	<input type="button" value="PDF"/>	Approved	5/11/2016	Certified	<input type="checkbox"/>	Submitted		No	Details

Page 1 2 3 4

6. When reviewing payroll, remember DARA – Details, Audit, Review, and Accept.
7. Hitting the “Details” link will open up the Payroll Page. Look for missing or misclassified employees. If there are “warnings,” open up the payroll screen and see what the warning is for. The most common warning is for “deductions exceed wage,” which tells you that the system has highlighted too many deductions. In general, this is a child support, wage garnishment or loan repayment deduction. You should make sure and substantiate that this is in fact the case. In regards to proof of deductions, in the construction season of 2016, please follow the standards you have always used: that is, if you have required the deduction noted on the certification page, you should continue to do that. If you require a child support order, such an order should be loaded into EDocuments.
8. Next, you should “audit” at least one employee in each broad classification (laborers, operators, truckers or tradespeople). To do this, click on the “audit” button, and review the payroll.

Payroll Record Details							
Jurisdiction	Craft	Classification	Recent Action	Recent Code	Status	Audited	
North Dakota DOT	LABORERS	Group 1 - Drill Runner Tender; Flaggers and Pilot Car Drivers; General Construction Laborer; Light Truck and Pickup Driver; Pipe Handler; Sack Shaker (cement & mineral filler); Salamander Heater and Blower Tender		0	Certified		Audit View
North Dakota DOT	LABORERS	Group 4 - Drill Runner (includes Wagon Churn or Air Track); Pipe Layers (sanitary sewer, storm sewer, water, & gas lines); Powderman, gunite & sandblast; Nozzleman; Reinforcing Steel Setters/Tiers; Concrete Finisher Tender		0	Certified		Audit View
North Dakota DOT	LABORERS	Group 4 - Drill Runner (includes Wagon Churn or Air Track); Pipe Layers (sanitary sewer, storm sewer, water, & gas lines); Powderman, gunite & sandblast; Nozzleman; Reinforcing Steel Setters/Tiers; Concrete Finisher Tender		0	Certified		Audit View
North Dakota DOT	CEMENT MASONS/FINISHERS	OJT Trainee Cement Mason/Finisher		0	Certified		Audit View

9. When the payroll sheet for the employee opens, check that the hours fairly represent your knowledge of when the employee was present. Look at the Fringes, and make sure that the amounts are reasonable, and that the deductions also appear reasonable. Check the Notices, and make sure there are no Notices on the payroll – all Violations should have been taken care of by the Prime Approver at an earlier stage. You may need to verify that a Warning is not valid – for instance, a warning about other Deductions is likely due to Child Support or other garnishment. When you have completed your review, click on “revalidate.”

Classifications

Hours Worked Each Day for This Project Only

	Sunday 5/1/2016	Monday 5/2/2016	Tuesday 5/3/2016	Wednesday 5/4/2016	Thursday 5/5/2016	Friday 5/6/2016	Saturday 5/7/2016	Total Hours
Regular Time	0.00	0.00	0.00	4.50	5.00	0.00	0.00	9.50
Overtime at 1.5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Double-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	4.50	5.00	0.00	0.00	9.50

Fringes / Contributions paid to others (not employee) for This Project Only (Rate Times the # of Hours Worked)

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

Notices

There are no notices

Cancel Revalidate Show CPR

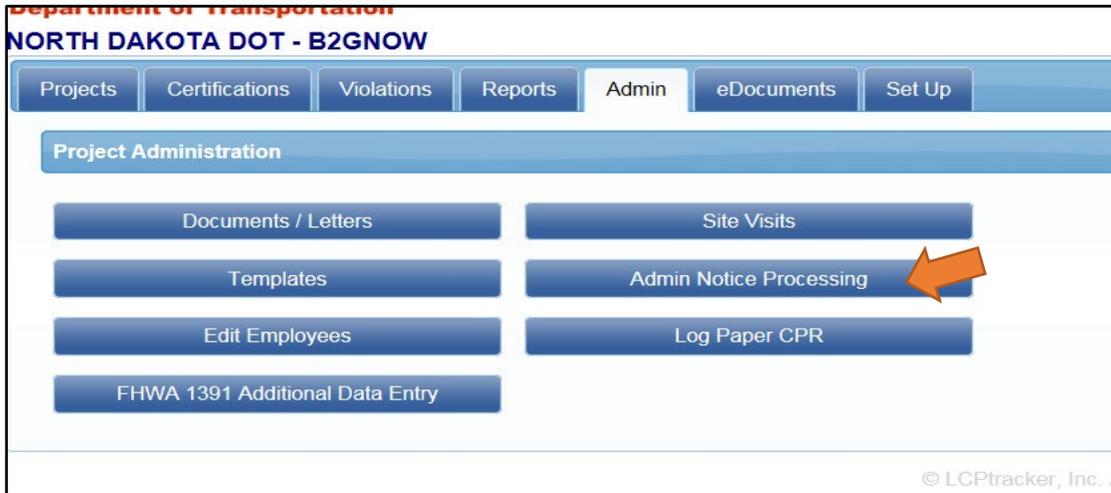
10. When you have audited one worker in each classification, return to the Certifications page. At this point, change the status of the Payroll to "Accepted."

Accept Status

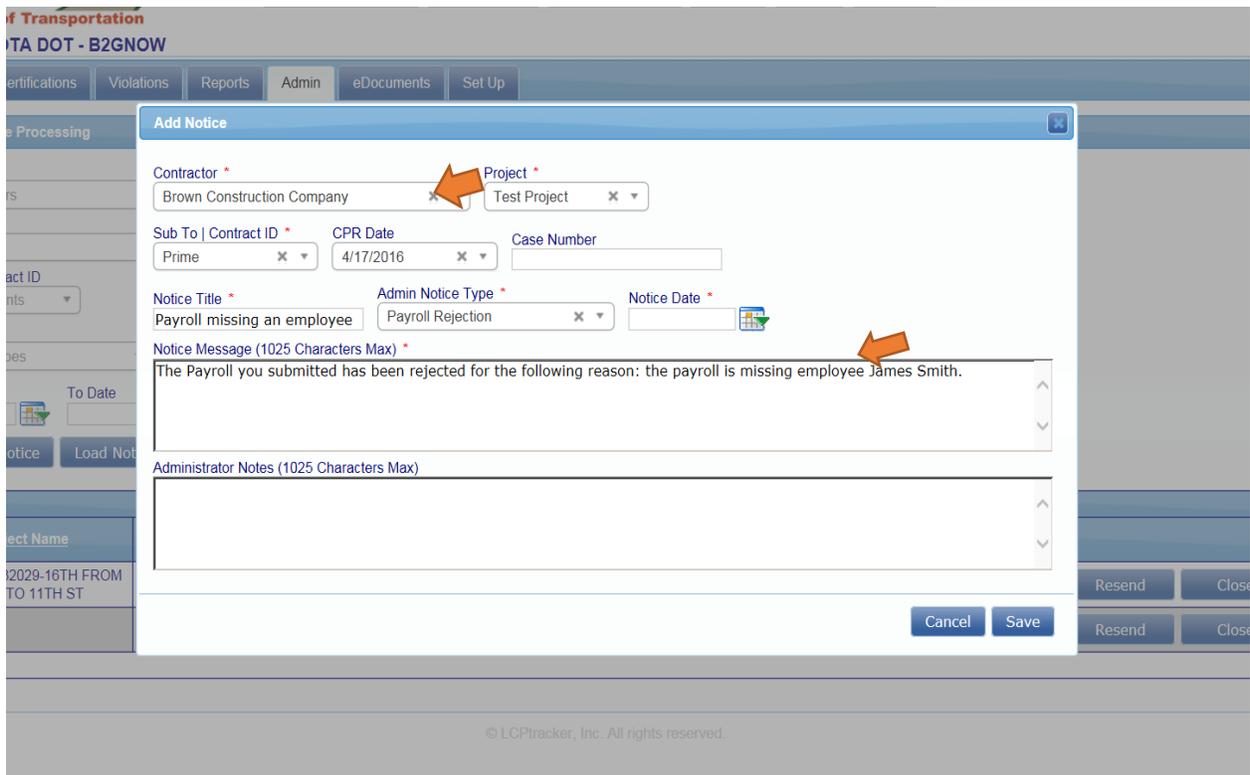
All Accept Statuses

Submitted	View CPR	Prime Approval	Approved	Process Status	Select	Accept Status	Accepted	Final
10/2016	<input type="button" value="PDF"/>	Approved	5/10/2016	Certified	<input type="checkbox"/>	Resubmitted		No
11/2016	<input type="button" value="PDF"/>	Approved	5/11/2016	Certified	<input type="checkbox"/>	ACCEPTED Submitted		No

- Once “accepted,” your review of payroll is complete. You can proceed to the next payroll, or you are finished if there is no other payroll.
- If violations are seen in the payroll, work through the Prime Approver to get them fixed. This can be done via telephone, or through the “Admin Notice Processing” button on the Admin Tab.



- Once you get on the Admin Notice Processing page, hit the “Add New Notice” button. This opens a screen within the screen. Select the Contractor, the Project, the Prime, the payroll date, put in a Notice Title and select an “Admin Notice Type” and notice date. You do not need to submit a Case Number.



14. The Notice will then appear on the Admin. Notice Processing page. From there, you can edit, resend or close it. When you send out such a Notice, the Prime Approver and the subcontractor will both get a copy of the Notice. Rely on the Prime Approver to make sure the Payroll is resubmitted.
15. On the Notice page, the Administrator Notes section is not seen by the contractor, the Notice Message section is seen by the Contractor.
16. Checking payroll and sending Notices should be done in an efficient and quick way. Do not spend time checking wage rates or math – the system does this for you. Make sure you check for missing or misclassified employees and that deductions and fringes appear reasonable.

Section 7 – Labor Interviews

1. The LCPtracker Onsite Module is now operational for the Department. Training on this Application is ongoing. All engineers and support staff who do labor interviews must take this training. Call Gail Brown at (701) 328-2605 with questions.
2. Please Note: In the 2019 Construction Season, all project staff should begin doing labor interviews using the Onsite App. If, however, labor interviews have been done prior to using the App (or where some technical issue prevents using the App), it is still acceptable to use the old paper form and input it into CARS.
3. In order to do Labor Interviews, you must first download the Onsite App onto a tablet. The App cannot be downloaded onto a laptop or other Windows-based devices. You can get the App by going to the Apple Store or Google Play and searching for “LCPtracker Onsite.” You can directly link to the download by going to:
<https://play.google.com/store/apps/details?id=com.lcptracker.lcptracker.dev>



The screenshot displays the LCPTracker Onsite app interface. At the top, the app logo "OS" is shown in a blue square, followed by the text "LCPTracker Onsite" and "LCPtracker Inc. Business". Below this, it says "Everyone" and provides options to "Add to Wishlist" and "Install". The main content area shows three mobile app screens: 1) Home screen with a menu (Start Interview, View Interviews, Help, Contact Us, About Us, Logout) and a "START INTERVIEW" button. 2) Start Interview screen with dropdown menus for Select Form, Select Project, Select Location, Select Contractor, Select Worker, and Select Interview Date, plus a "START INTERVIEW" button. 3) Interview form screen with various input fields and a "LABOR INTERVIEW" title.

LCPtracker OnSite labor interview system is an advanced software module that allows all Prime Contractors and Agencies to conduct, create, verify, and store labor site interviews electronically. This system will provide the ability for Compliance Administrators to walk construction sites and perform compliance interviews electronically. This module works in conjunction with LCPtracker Professional by comparing completed Interviews to corresponding Certified Payrolls. Through flexible validation options, the OnSite module will note all validation discrepancies and allow for

4. DO NOT use the Onsite App labeled UAT – this is a test app not intended for our use.
5. The App is free of charge. All NDDOT users should have permission to download the App onto Department tablets or iPads. If you are a NDDOT employee, and you are having issues downloading the App, call Jesse Feist at (701) 328-2850. If you are a contractor having issues, please call Gail Brown at (701) 328-2605.
6. Once you have downloaded the App, you must sign in to the App. Sign in using the same username and password that you use to access LCPtracker on your desktop. All project staff on LCPtracker should now have permission to use the App. If you are having difficulty signing in, call Gail Brown at (701) 328-2605. The App does seem to have issues with special characters, so you might wish to change your password to only letters and numbers prior to signing into the Onsite App.
7. The Onsite App will ask you to choose a separate 4-digit code that will allow you to remain “logged in” to the App even after you close it or lose an internet signal. You will need to choose and sign in with the 4-digit code each time you use the App.
8. Once you are signed in, you will choose between starting a New Interview and opening a Saved Interview. Choosing the start new interview option will take you to a screen with a series of drop-down menus.



9. If you select “Start Interview,” it will take you to the initial “Start Interview” screen as follows:

The screenshot shows the 'START INTERVIEW' screen in the LCPtracker mobile application. The top status bar indicates 'Verizon' and '2:48 PM'. The app header includes the title 'START INTERVIEW', the date 'JUN 04, 2019 2:48 PM', and the text 'Last MAY 07, 2019'. The main content area features the LCPtracker logo and a list of selection options, each with a corresponding icon and a drop-down menu:

- Select Form**: V1 - ND DOT Revised Labor Interview Form
- Select Project**: Select Project
- Select Location**: Select Location
- Select Contractor**: Select Contractor
- Select Worker**: Select Worker
- Select Interview Date**: 06/04/2019

A large red button labeled 'START INTERVIEW' is positioned at the bottom center of the screen.

10. Under “Select Form,” the Revised Labor Interview Form is the default and only option. Under “Select Project,” you will need to select your project from the drop-down menu. If your project is not listed, you cannot do a labor interview on Onsite – you cannot manually input a project.
11. On select location, only the “North Dakota Statewide” option is available. Under “Select Contractor,” you will need to select your contractor from the drop down. If the contractor is not listed for the project, they must be assigned to the project by either you or the prime approver on the LCPtracker desktop. You cannot manually enter a contractor not assigned to the project.
12. Under “Select Worker,” you can either select a worker from the drop-down menu (it will contain the names of all workers who have ever appeared on a NDDOT payroll in LCPtracker for this contractor) or you can input the employee’s name. To input the employees name, hit the small

“+” to the right of the drop-down menu. This will open a window which will allow you to input a first and last name for the employee.

Test Project

Select Location
North Dakota Statewide

Select Contractor
Brown Construction Company

Select Worker
First Name Last Name

Select Interview Date
06/06/2019

13. The date entry will default to today’s date. Hit “Start Interview” and the form will pop up with some fields already populated.

☰
INTERVIEW
JUN 06, 2019 3:10 PM
Last Synced On
JUN 06, 2019 9:08 AM ↻

⬆️
⬆️

**LABOR COMPLIANCE AND EEO CONTRACT
COMPLIANCE JOB-SITE INTERVIEW**
North Dakota Department of Transportation, Civil Rights Division

INTERVIEWER: All federal-aid highway construction contractors must have Labor Compliance Interviews conducted with a cross-section of their project employees on at least one job in each district annually. Part C need **ONLY** be completed for those projects on which in-depth Contract Compliance reviews are conducted.

PART A - PROJECT INFORMATION

Project Code Number	Test Project	District	
Name And Title Of Interviewer		Contractor	Brown Construction Company
If Subcontractor, Name Of Prime		Date of Interview	

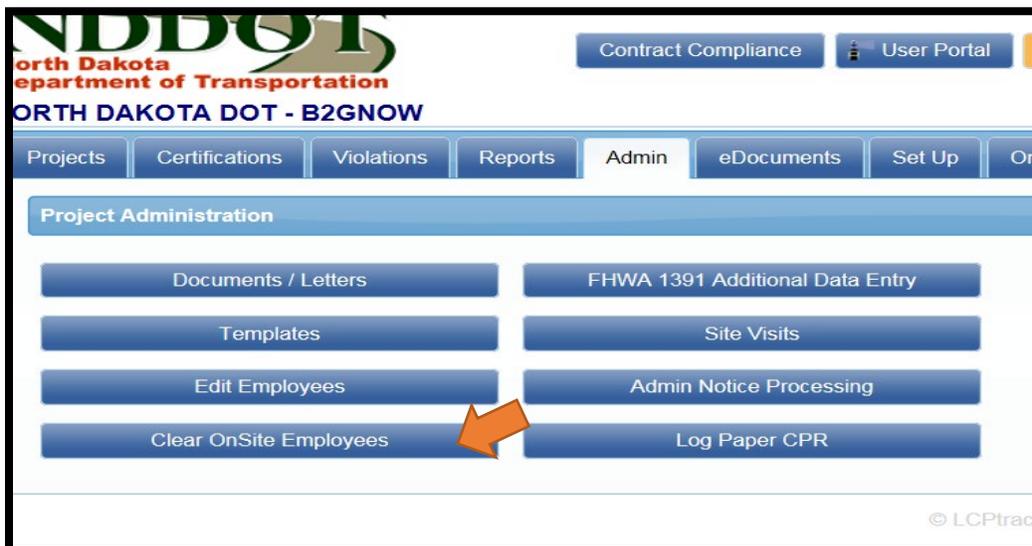
PART B - LABOR COMPLIANCE INTERVIEW DATA

1. Employee:	Bob Jones		
2. Job classification:			
3. Have you seen the federal wage rates posted by the contractor?	Yes	No	
4. What is your rate of pay?	Straight time: \$	Overtime: \$	
5. If applicable, are fringe benefits paid to you in cash or does the contractor pay them into approved plans, funds, or programs?	Cash	Funds	
	Have you experienced any problems?	Yes	No

14. You will need to input your name and the date (we have requested that this field automatically populate from the date selected on the prior screen and this should happen shortly). If you work in a District, put that in the District field. If you are a consultant engineer, you may wish to put your firm name in the District space.
15. At this point, ask all questions in Part B of the Form. Fields outlined in red must have a character in order for the system to accept the Form. DO ONLY PART B.
16. Input the employee's reported Job Classification. If the employee is doing something else, note this in the "Additional Comments" section.
17. Ask the employee their rate of pay. Keep the wage decision for the project on your tablet or iPad. If the employee says they are earning "about \$20," ask if they are receiving the required wage – i.e. "the wage for a Laborer 1 on this project is \$20.90 – does that sound like what you are earning?" You don't want to keep the employee from reporting that they are not receiving the wage as reported, but this is not a guessing game for the employee. We are trying to ascertain whether the contractor is actually paying the wage they are reporting. Colorado DOT adopted this policy so that interviewees who were "close" to the wage didn't automatically flag because they couldn't remember the exact wage.
18. Ask if the employee is receiving over time at 1.5 times straight time. It is okay to fill in a wage 1.5 times the basic wage reported by the employee, as long as they report receiving overtime at 1.5 times the wage. It is worth asking if they have any complaint on how overtime is computed or paid.
19. Ask if the employee is receiving either fringe benefits in plans or in cash. At this point, you have to choose one or the other (if both, choose the primary method). We have requested being able to check both boxes.
20. If the employee is an Apprentice, find out the Craft and the step (the percentage of journey pay they should be receiving). If the employee is not an apprentice, you can skip this question entirely.
21. Make sure the employee is not having amounts deducted for an impermissible reason, or that they are being required to return any of their check to the employer or supervisor (i.e. a "kickback").
22. Ask for the supervisor's name, how their time is kept and whether they have a wage grievance. Put some character in the "Additional Comments" page if you haven't already done so. At this point, input the date in the date section in the form of xx/xx/xxxx. After all sections are complete, ask the employee to sign the interview. The "Submit" button should now be dark (as opposed to greyed-out) and should allow you to submit. If the form is changed in any way prior to submitting, the signature will "disappear," and you will need to ask the employee to sign it again.
23. If the Submit button is not dark red, the form is insufficient in some way. Go over the form again. Make sure that you have asked or entered a character in every "required field." If you

have, make sure the date is in the correct form. At that point, have the employee sign and the Submit button should be dark red, allowing the form to be submitted.

24. You can save the Interview at this point, but remember – if you change any field in any way, the signature will “disappear.” It may therefore be easier to Submit the form immediately upon finishing the interview.
25. If, after completing the interview and having the interviewee sign the form, you inadvertently “wipe” the signature (you can do this accidentally by changing the form in any way) try to get the signature again. If this happens after you saved the interview and the interviewee is no longer there, note “app deleted sig.” and your initials. Then submit the form as you normally would.
26. **DO NOT FILL OUT PARTS C AND D UNLESS YOU ARE DOING AN IN-DEPTH INTERVIEW.** You should try to choose female/minority or lower-wage employees for interviews because they are more vulnerable. But the gender/race of workers is already noted on the payroll. The only time this should be “checked” is during an in-depth review. Otherwise, the self-reported gender and race are accepted as true.
27. But make sure you are ready to submit before you hit the Submit button – there is no way to delete a payroll after hitting submit.
28. After you “submit” a payroll, it will appear on the Onsite Status tab. You can narrow your choices down to project, contractor, etc. when you are checking the status of a payroll.
29. If you input an employee name (as opposed to selecting an employee name from the drop-down menu), go to the Admin tab and hit the “Clear Onsite Employees” button. Once a payroll is filed, you will be given the option to “match” your employee to a name or names on the payroll. Once you have matched, the interview will appear on the Onsite Status tab. If there is no match, this is a red flag for an issue (i.e. missing employee).



30. After payroll is filed for the week in question by the contractor, and the payroll is approved by the Prime, the system will check it against your interview. The interview will either “Auto-Pass” or “Auto-Fail.” If it “Auto-Passes,” no further action is necessary.

Interview Date ↕	Submitted Date ↕	Interviewer ↕	Status ↕
06/06/2019	06/06/2019	Chad Beggs	Submitted ○
06/06/2019	06/06/2019	Joe Lawson	Submitted ○
06/01/2019	06/06/2019	Anna McCluskey	Submitted ○
05/21/2019	05/28/2019	Loren Lee	Submitted ○
05/16/2019	05/24/2019	Adam McMahon	Submitted ○
05/16/2019	05/24/2019	Adam McMahon	Submitted ○
05/21/2019	05/22/2019	Loren Lee	Auto-Validation Fail ⊗
05/21/2019	05/22/2019	Loren Lee	Submitted ○
05/16/2019	05/16/2019	Adam McMahon	Auto-Validation Pass ⊕
05/13/2019	05/13/2019	Darin Lindblom	Submitted ○

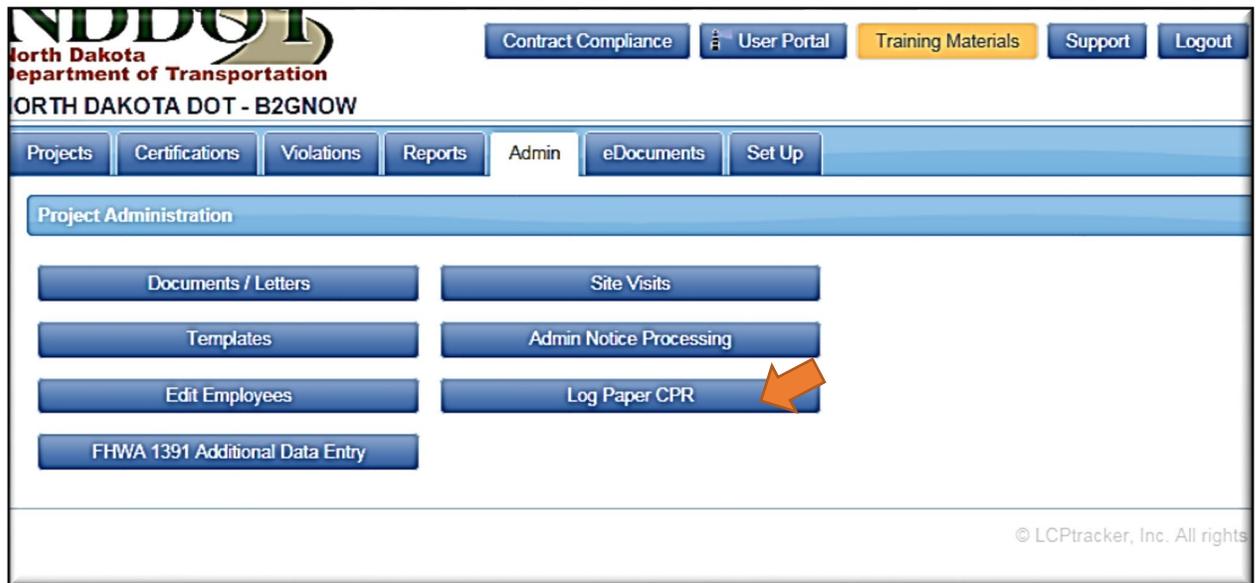
31. If it “Auto-Fails,” you can hit the status button and you will be given a chance to override the failure with a wage and/or comments. Generally, you will agree with the wage from the payroll (unless you have reason to believe it is false) and comment such as “employee unsure of wage, but had no complaint.”

32. The following guidelines should be followed with regard to “Auto-Fails”:

- a. The Auto-Fail may simply be based on a failure to put the wage in the correct form – “28” vs. “28.00.” If this is the case, note “no difference in wage” and hit “Save and Commit.”
 - b. If the Auto-Fail involves a minor difference in wage stated in the interview and wage reported on certified payroll – less than 10% - you can simply enter the CPR wage in “Override Value” area and enter comments such as “Minor misstatement of wage.” Hit the “Save and Commit” button. That interview will now read as a “Manual Override” and you cannot change it again.
 - c. If the Auto-Fail involves an interviewee who could not recall the wage, note the reported wage and the work being done by the interviewee at the time of the interview. If these things “match up,” you can note “Wage in line with classification minimum.” Thereafter, you can hit “Save and Commit.” At that point, the interview will have a “Manual Override” status and can no longer be changed.
 - d. If the Auto-Fail involves a large or unexplained discrepancy, you may need to do a follow-up with the employee. In general, it is less problematic that an employer understates a wage rather than overstates it (i.e. an employer is unlikely to report less than they are actually paying). But if a discrepancy is large either way, you may wish to do a follow-up with the employer. This may be a telephone call, or (if the employee is still onsite) an in-person interview. You can record any actions you have taken in the comments box and hit “Save.” If you do this, you still have access to change the interview or note further actions. **Once you hit “Save and Commit,” you no longer have that option – the interview cannot be changed.**
 - e. If the Auto-Fail involves an employee who reports receiving a wage that is less than the Davis-Bacon minimum, you should always check and make sure that there is not a problem. When the interview is being done, if you know the wage is 25.00/hour and the employee reports \$19.00 hour, you need to do follow-up at that time and inform the employee of the wage rates. If the employee believes they are being underpaid, it is time to ask the employer for paystubs. You can ask for paystubs for everyone that week, so as not to alert the employer of concerns about a particular employee.
33. If your interview neither Auto Passes or Auto Fails (but simply remains in “Submitted” status), the most common reason is that the contractor has not filed payroll. Please check and ensure that this is the case if your interview has remained in “Submitted” status for 3 weeks or more. It may be that the system is failing to reconcile the employee. If this happens, call Gail Brown at (701) 328-2605.
34. Labor interviews and review of payrolls are done in order to discover instances in which the reported wage and paycheck are false – i.e. the employer is submitting data it knows to be false. All inadvertent errors (except possibly for classification errors) are caught by the system. Try not do attempt to do the tasks done by the system, or catch the failure of numbers to match perfectly or for interviewees to simply forget. We are looking for instances in which the employer is not accurately reporting the wage or is otherwise misclassifying the employee or taking funds from the employees’ paycheck.
35. For Labor Interview Process Reports, please see Section 9, Reports.

Section 8 – Inputting Paper Payroll

1. **Please Note: No paper payroll will be accepted for Projects bid on or after October 1, 2017.**
2. If you receive paper payroll for projects bid before this date, it will need to be logged into the system, and uploaded into the system.
3. To log in paper payroll, go to the Admin Tab, and hit the “Log Paper CPR” button.



4. Choose a Project, a Contractor and a week end date and hit the Search button. This will cause a New Record to be created in section B. The Certification status drop down is for your own use – you can note that there is a violation, or that your review is pending. The Accept Status should reflect either Accepted or Rejected (if you have let the contractor know the payroll is inadequate at the time you accepted it). In the Validated by space, type your own name. You can make Notes comments if you note a violation or rejection of the payroll. At this point, hit the Save button.

NDDOT
North Dakota Department of Transportation
ORTH DAKOTA DOT - B2GNOW

Contract Compliance | User Portal | Training Materials | Support | Logout

Projects | Certifications | Violations | Reports | Admin | eDocuments | Set Up

Manual Payroll Tracking

A - Select Parameters to "Search for" or "Create" a Record

1- Select a project
17427-8010032932-US 10B W FARGO MAIN I-94 SHEYENNE

2- Select a contractor
Dakota Underground Company No site interview available.

3- Select a week end date
4/24/2016 [Calendar Icon] [Reset Form] [Search]

B - Create / Edit Record New Record

Project: 17427-8010032932-US 10B W FARGO MAIN I-94 SHEYENNE Week End: 4/24/2016

Contractor: Dakota Underground Company

Certification Status: performing week? YES Record Type (Prime or Admin): Admin Date received: 4/5/2016 Validated by: [Empty] Accept Status: ACCEPTED

Notes (125 char. max.): [Empty]

[Delete] [Cancel] [Save]

- At this point, the paper payroll will be "saved" on log in, but must be approved by the Prime Approver before it is visible on the Certifications page. When approved, you can see the payroll you just "logged" is now noted on this page. When you try to view a pdf of a CPR submitted in paper, you would get the following message.

Process Status: All Process Statuses | Accept Status: All Accepted | [Select All] | [Accept Selected]

Project	Sub To	Contract ID	Week End	Record Type	Date received	PDF	Prime Approval	Approved	Process Status	Select
st Project			1/30/2016				Approved	2/8/2016	PENDING	<input type="checkbox"/>
st Project			1/31/2016				Approved	2/8/2016	VIOLATION	<input type="checkbox"/>
st Project			2/7/2016				Approved	2/19/2016	VALIDATED	<input type="checkbox"/>
st Project	Brown Construction Company		10/17/2015				Approved	2/19/2016	RECEIVED	<input type="checkbox"/>
st Project	Brown Construction Company		2/13/2016	1	YES	2/18/2016	Approved	2/19/2016	RECEIVED	<input type="checkbox"/>
st Project	Brown Construction Company		2/13/2016	1	NO	2/18/2016	Approved	2/19/2016	VALIDATED	<input type="checkbox"/>
st Project			2/21/2016		YES	2/26/2016	Approved	3/29/2016	RECEIVED	<input type="checkbox"/>
st Project	Brown Construction Company		10/24/2015	1	YES	3/15/2016	Approved	3/15/2016	Certified	<input type="checkbox"/>
st Project	Brown Construction Company		10/31/2015	2	YES	3/16/2016	Approved	3/29/2016	Certified	<input type="checkbox"/>
st Project			3/20/2016	6	YES	3/22/2016	Approved	3/22/2016	Certified	<input type="checkbox"/>

Results
The selected certification was not submitted electronically. There is no CPR to display.
[OK]

© ECPTracker, Inc. All rights reserved.

6. If you try to View a payroll submitted in paper, you get the following:

NDDOT
North Dakota
Department of Transportation

NORTH DAKOTA DOT - B2GNOW

Contract Compliance | User Portal | Training Materials | Support | Logout

Projects | Certifications | Violations | Reports | Admin | eDocuments | Set Up

CPR Certification Status Details

Project Code 12345
Project Name Test Project
Contractor Brown Construction Company
Contract ID
Sub To

Week End Date
Process Status Payroll Number
Accept Status Performing YES
Person Submitting UNKNOWN Final
Employees Interviewed This Week

Contractor Notes
Confidential Admin Comments

Hide Closed Notices

Certification Details		
Submitted Date	Status	View CPR
2/12/2016	VALIDATED	<input type="button" value="View"/>

Payroll Record Details								
Payroll Record Count	Employee	Junsdiction	Craft	Classification	Recert Action	Recert Code	Status	Audited
Total Payroll Records: 0	Total Employees: 0							

The record does not contain the type of detail that an electronic record would, but it is noted on the CPR list, and the system will not include this payroll in any type of late payroll report.

7. Once you have logged in a payroll, it must be uploaded to the system. First, scan in the payroll and save to a file. Go to the eDocuments Tab, and hit the Upload Documents button. From there, choose the Project, the Contractor, and the Document Date and choose the end of the Project as an Expiration Date (this field must be filled in although it appears not to fit this upload). Choose "Certified Payroll" as the Document Type and you can include a description such as "Brown Construction April 3." It is not necessary to choose an employee, but do input the weekend date. At this point, you can hit the "Browse" button and find the document to which to scan in the payroll in question. Once you have done all this, hit the Save button.

Department of Transportation
NORTH DAKOTA DOT - B2GNOW

Projects Certifications Violations Reports Admin eDocuments Set Up

Upload Documents

Project Name
Test Project

Select Contractor
Brown Construction Company

Document Date *
04/03/2016

Expiration Date
01/31/2017

Document Type
Certified Payroll

Description
Brown Construction Company April 3

Select employee the document relates to if appropriate
[Empty]

Week end date the document relates to if appropriate *
04/03/2016

Comments
[Empty]

Confidential Comments
[Empty]

Select the file to upload
[Empty] Browse...

Cancel Save

8. You should now check that the payroll has been saved. Go to eDocuments and hit the View button. Hit "Certified Payroll" as the document type (limit by project or contractor if you have a lot of payroll). This will bring up a list of payroll. Hit the View button to view the payroll. If it legible and complete, you have uploaded the payroll and you may destroy the paper copy.

File Edit View Favorites Tools Help
Back to LCPTracker (Alt+Left)

NDDOT
North Dakota
Department of Transportation
NORTH DAKOTA DOT - B2GNOW

Contract Compliance User Portal Training Materials Support Logout Live Chat

Projects Certifications Violations Reports Admin eDocuments Set Up

View Documents

Project: Include Closed Projects

Contractor:

Document Type:

Document Date Filter: Start Date End Date

Submitted Date Filter: Start Date End Date

Displaying 3 uploaded documents

Project	Document Type	Document Date	Contractor	Uploaded	Description	Status	Employee Name	Week End Date	View Details	View Doc	Delete
Test Project	Certified Payroll	02/07/2016	Brown Construction Company	02/26/2016				02/07/2016	<input type="button" value="Details"/>	<input type="button" value="View"/>	<input type="button" value="Delete"/>
Test Project	Certified Payroll	02/12/2016	Brown Construction Company	02/12/2016	Payroll Week Ending Feb. 7			02/07/2016	<input type="button" value="Details"/>	<input type="button" value="View"/>	<input type="button" value="Delete"/>
Test Project	Certified Payroll	02/26/2016	Brown Construction Company	02/26/2016	Resubmitted Payroll			02/07/2016	<input type="button" value="Details"/>	<input type="button" value="View"/>	<input type="button" value="Delete"/>

Page 1

© LCPTracker, Inc. All rights reserved.

3. Late CPR Summary Report: This Report will give you a summary of late payroll on a particular project. In order for this report to be useful, correct start dates must be put in and paper payroll must be logged in.
4. The Report function (and the accompanying OData function) are some of the strongest features of the System. Go to the Reports tab, and practice running reports and see what is helpful to you. If you need specific information about the workforce of a project, call the Davis Bacon wage Coordinator.
5. Labor Interview Summary Report: Go to Special Reports, then go to Onsite Summary Report.

[OnSite Interviews By Contractor](#)
[OnSite Interviews By Project](#)
[OnSite Summary Report](#) 
[Other Deductions Report](#)

6. The Report Screen will come up and the first field is for interview status. You can choose to pull up Submitted, Auto-Pass, Auto-Fail, Manual Override Pass or any or all of these statuses. For a comprehensive look, choose all statuses.

OnSite Summary Report

Interview Status ▼

Projects (Select All) ▼

Interview Date From Auto-Validation Pass Auto-Validation Fail Manual Override Pass NULL

Submitted Date From Auto-Validation Pass Auto-Validation Fail Manual Override Pass NULL

Templates ▼

7. From there, you must choose active or closed project databases, or all. This will then cause a drop-down menu of projects. You can “check” (x) any project from which you want report data. (We have requested a District Report for Labor Interviews and hope to see it soon).

OnSite Summary Report

Interview Status Submitted, Auto-Validation Pas ▼

Projects ▼

Interview Date From (Select All) 21866-1094194147-E JCT N 21919-3002160213-US 2 1 22115-6001038119-W JCT M NULL

Submitted Date From 21919-3002160213-US 2 1 22115-6001038119-W JCT M NULL

Templates Test Project ▼

8. Once you choose your projects, the contractor drop-down will be populated by all contractors assigned to the project selected.

Project Status Active ▼

Contractors ▼

Interview Date To (Select All) 3D Specialties Close Constructon Company Swingen Construction Comp NULL

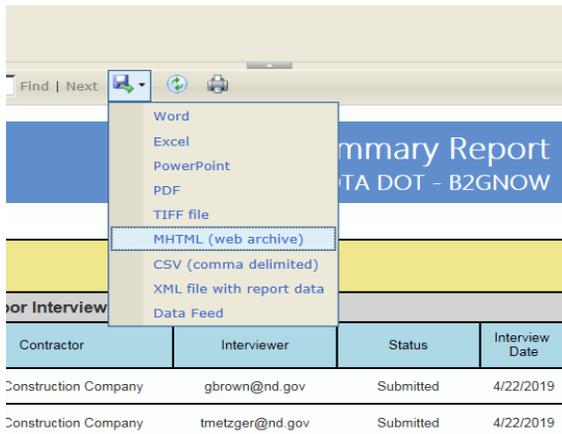
Submitted Date To 3D Specialties Close Constructon Company Swingen Construction Comp NULL

9. You can choose to limit the time frame for interviews in the next two rows by interview date or submitted date, but you can skip those fields if you wish to see all interviews. Lastly, chose the ND interview form under “templates” – it is the only form listed in the drop-down. Hit the View Report button to generate the Report.

10. It will produce a Report which list interviews by Contractor as follows:

 Onsite Summary Report NORTH DAKOTA DOT - B2GNOW Report Date: 6/7/2019 Page 1 / 1							
PROJECT NAME: Test Project PROJECT CODE: 12345							
FORM: V1 - ND DOT Revised Labor Interview Form							
Employee Name	Contractor	Interviewer	Status	Interview Date	Submitted Date	Comment	Location
BERGINSKI, GREG	Brown Construction Company	gbrown@nd.gov	Submitted	4/22/2019	4/22/2019		North Dakota Statewide
METZGER, TODD	Brown Construction Company	tmetzger@nd.gov	Submitted	4/22/2019	4/22/2019		North Dakota Statewide
OPERATOR, EDWINA	Brown Construction Company	gbrown@nd.gov	Submitted	4/22/2019	4/22/2019		North Dakota Statewide
MIXED-FRINGE, MARTY	Brown Construction Company	gbrown@nd.gov	Submitted	5/7/2019	5/7/2019		North Dakota Statewide
BROWN, GAIL	Brown Construction Company	dlindblom@nd.gov	Submitted	5/13/2019	5/13/2019		North Dakota Statewide
OPERATOR, EDWINA	Brown Construction Company	jelawson@nd.gov	Submitted	6/6/2019	6/6/2019		North Dakota Statewide
OPERATOR, EDWINA	Brown Construction Company	cbeggs@nd.gov	Submitted	6/6/2019	6/6/2019		North Dakota Statewide

11. The Report can be saved in several different formats:



Section 10 – Finaling and Closing Project Files

1. When a project is completed, it can be closed in LCPtracker.
2. There should be no further paper payroll at this point, except for multiple year projects. For older projects, the NDDOT will no longer keep boxes of paper payrolls. All paper payroll should be reviewed, input and destroyed.
3. You should have logged in all payroll, and have looked for any payroll missing or unfilled.
4. Clear all violations close any administrative messages or notes.
5. Go the Set Up Tab, and hit the Add/Edit Project button. Select the Project you are closing, and under the Status Bar, change from “Active” to “Closed.” Hit the Save button.

The screenshot shows the 'Add/Edit Project' form in the LCPtracker system. The 'Status' dropdown menu is set to 'Closed', highlighted with an orange arrow. The form includes the following fields and values:

Field	Value
Project Name	18951-6002104295-US 2 LAKOTA E TO 5.3 MI E ND1
Project Code	18951
Status	Closed
Federal-aid Project ID	NH-6-002(104)295, NH-6-002(105)305
Department	6 - Grand Forks District
Group Name	Select a Group
Project Description / Scope of Work	Highway 2, from Lakota to Junction of ND32. Includes tied jobs 20954, 20603, and 18952.
Percentage of funds attributable to ARRA	
Narrative Description of Jobs Created or Saved	
Project Control ID	18951, 18952, 20954, 20603
Budget	16527334.06
% Complete	0.00
Revised Contract Amount	0.00
General Wage Decision	
New Hire Days	
Forecasted/Projected Hours	0.00

6. The Project is now archived in the LCPtracker system. The project will be kept indefinitely in the database, and can be activated by moving the “Closed” tab to “Active.”
7. Because it is so easy to reopen projects and add payroll, please close a project when it is completed. If work needs to be redone, it can be reopened.
8. **If projects are not closed in a timely way, the Department may be charged more for the use of LCPtracker.**
9. **Please note: While you may use the Suspended status as well, keep in mind that Closed projects may be accessed by Contractors and Engineers (they cannot be changed, but they can be viewed). Suspended projects cannot be viewed or changed. For this reason, CRD recommends**

using the Closed function, even when you are temporarily closing the project (over winter season, for example).

10. If there are related documents that you need to archive, contact Gail Brown, 701-328-2605, and we can establish a template for upload. In this way, you can save documents in the LCPtracker system and avoid any paper in the project box.

Section 11 – Owner-Operators of Trucks

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.

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

Select Employee To Edit

Filter Employee Selection

Select an Employee

OWNER OPERATO... x ▾ Help

▼ Add / Edit Employee Information

First Name * BOB Last Name * OWNER OPERATOR

Address 1 * 1234 Elm St Address 2

City * Bismarck State * ND - NORTH DAKOTA Zip * 58501

SSN * XXx-XX-3412 Employee ID * 12

Exemptions * 0 Status ACTIVE Ethnicity * CAUCASIAN

Date Hired * 5/1/2017 Date Fingerprinted Phone Number * 999999999

Driver's License State Driver's License Worker's Comp Code Electrician License

Gender * Male Hiring Source

Disadvantage
 Owner/Operator
 I certify that this employee is I9 verified.

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, the contractor will have no ability to input hours and no rate of pay or paycheck amount.
7. Please Note: In determining when an owner operator of a truck should be placed on certified payroll, remember:
 - a. If the Owner-Operator has employees, they need a subcontractor 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 12 – Bonafide Owners of Businesses

1. Bona fide owners of businesses are exempt from Davis-Bacon, but should be placed on certified payroll as owners with no wages or financial information when doing so will aid in showing that a contractor filed necessary payroll.
2. A bona fide owner is a person who owns at least a 20% interest in the contracting company and is actively engaged in its management. See 29 C.F.R. § 5.2(m) and 29 C.F.R. § 541.101-102.
3. The contractor should input the name, address and essential information about the owner, but should then check the “Business Owner” box under the Add/Edit Employee function.
4. After the contractor does this, the system will “grey out” areas of wage rates and paycheck information, just as it does for owner-operators of trucks. In this way, the presence of the business owner can be tracked, but without any financial information that is not necessary.
5. To follow is the screen with an arrow pointing to the “Business Owner” box:

Select an Employee

JAHNER, RUSSEL x ▾ Help

▼ Add / Edit Employee Information

First Name * Last Name *

Address 1 * Address 2

City * State Zip *

SSN * Employee ID

Exemptions * Status Ethnicity

Date Hired Date Fingerprinted Phone Number *

Driver's License State Driver's License Worker's Comp Code Electrician License

Gender Hiring Source

Disadvantaged
 Owner/Operator
 I certify that this employee is I9 verified.
 Business Owner

▼ Demographic Classifications

Section 13 - Apprentices

1. Please note: This chapter does not apply to OJT trainees. This information is designed for USDOL apprentices only. Please see the following chapter for information on OJT Trainees.
2. Apprenticeships are relatively rare on NDDOT projects. In Construction season 2018, the NDDOT had roughly 30 apprentices, as apprentice linemen, laborers and carpenters.
3. At the publication of this Manual, all apprentice rates for 2019 rate changes have been put into the system and assigned to all projects for these classifications. So, there are multiple levels of apprentice linemen and laborers already assigned to each project. For other apprentices, such as carpenters or operators, the level and wage will need to be put into LCPTracker for the project they will be working on.
4. The first step is for the Contractor to enter the Employee Information on the Setup tab, Add/Edit employee button.
5. The contractor would input information in the Apprentice area.

The screenshot shows a web form for entering employee information. The top section includes fields for Gender (dropdown), Hiring Source (dropdown), and three checkboxes: Disadvantaged, Owner/Operator, and I certify that this employee is I9 verified. Below this is a section for Demographic Classifications with an Add Classification button. The next section is HUD Section 3 Information, containing Section 3 (dropdown), Last day at section 3 (date field with calendar icon), and Residency Status (dropdown). The final section is Apprentice Information, which includes fields for Apprentice ID, Apprentice Rate Percentage, Apprentice Period/Level, and Apprentice/Training Program (dropdown). It also has fields for Apprentice Approval (dropdown), Apprentice Approved Date, Approval Expire Date, Apprentice Registration Date (with calendar icon), and Apprentice Approved By.

6. The contractor cannot approve the apprentice – only the Program Administrator can do this.
7. The contractor needs to upload proof of approval of the apprenticeship in the EDocuments area.

eDocuments Main Menu

Upload Documents  Download Document Templates

View Documents

Help

* 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"

Document Types For Upload			
Document Name	Req'd *	Expire Freq (month)	Document Description
Apprentice Documentation (Union)	N	0	Proof of approved apprenticeship program from USDOL/union.
Child Support/Wage Garnishment Proof	N	0	Use this EDocument to upload documents proving that deductions for child support and other court ordered garnishment are proper.
Employee Advance or Loan	N	0	Provided by contractor to provide proof and terms of loan or advance to employee.

- The contractor should select the "Apprentice Documentation (Union)" and select a file on the Browse function. The contractor must have previously input the employee as described in (1) above, in order to do this step.

Upload Documents

Contractor
Brown Construction Company

Project Name
Test Project

Document Type *
Apprentice Documentation (Union) 

Document Date * 

Expiration Date 

Description

Select employee the document relates to if appropriate *

Week end date the document relates to if appropriate 

Comments

Select the file to upload * 

E-Signature Password * 

Cancel Save

9. After uploading these documents, the Program Administrator or CRD Director will go into the system and approve the apprentice. To do this, go into the paperwork and approve. Go into the EDocuments tab, then hit "View Documents." Choose "Apprentice Documentation" from the document type drop down and hit load. From there, find the Apprentice you are looking to approve. First, hit "View" and make sure they have documentation either from the USDOL or a USDOL-approved state agency (such as Minnesota DOL). If you are ever in doubt if an Apprentice is in a USDOL-approved program, call Barry at the local USDOL office and verify.
10. Hit the back arrow and go back into the document list. At this point, hit the Details button and approve the document. Please see screen below.

Projects	Certifications	Violations	Reports	Admin	eDocuments	Set Up
Record Review --- All data on this form is for this project only						
Project				Week End Date		
22001-5022121073-INTERSECT OF 34 SW 33 SW 32 SW						
Contractor				Contractor Id		
Muth Electric, Inc.				6059963983		
Document Type						
Apprentice Documentation (Union)						
Uploaded		Document Date		Expire Date		
10/17/2018		10/17/2018				
Employee Name						
WEYRAUCH, BRANDIN						
Accept / Reject		Case Number		Description (50 characters max)		
Contractor Notes						
Administrator Notices						
Add Admin Notice						
Confidential Administrator Notes						

11. Then go to the Admin tab and pull up "Edit employee" area. Narrow your search by loading only documents for the contractor in question and hit "Load."

Select Employee To Edit

▼ Filter Employee Selection

Select a Project

Select a Contractor
 

Select a City -- Or -- Select a ZIP Code

Last Name - Full or Partial (optional)

Show Unapproved Apprentices and Expired Approvals
 Show Apprentices

- After you pull up all employees for a contractor, pick the employee you are seeking to approve from the employee drop down menu and pull up information. Go to the Apprentice area and open up the field. From there, you will need to approve, input a classification and a level and a date for approval. As an expiration date, pick a date 2 years from the day you approve the apprentice. When complete, hit save.

▼ Apprentice Information

Apprentice ID <input type="text" value="152800"/>	Apprentice Rate Percentage <input type="text" value="80.00"/>	Apprentice Period/Level <input type="text" value="1"/>	Apprentice/Training Program <input type="text" value="1"/>
Apprentice Approval <input type="text" value="Approved"/>	Apprentice Approved Date <input type="text" value="6/14/2018"/> 	Approval Expire Date <input type="text" value="6/14/2020"/> 	
Apprentice Registration Date <input type="text" value="3/16/2017"/> 	Apprentice Approved By gbrown@nd.gov		

- After approving the apprentice, make sure that there is a wage classification for the appropriate level apprentice in the project or projects the apprentice will be working on. If not, the Wage Administrator will input this into the Master Wage Data. **This should only be done by the Wage Administrator.**

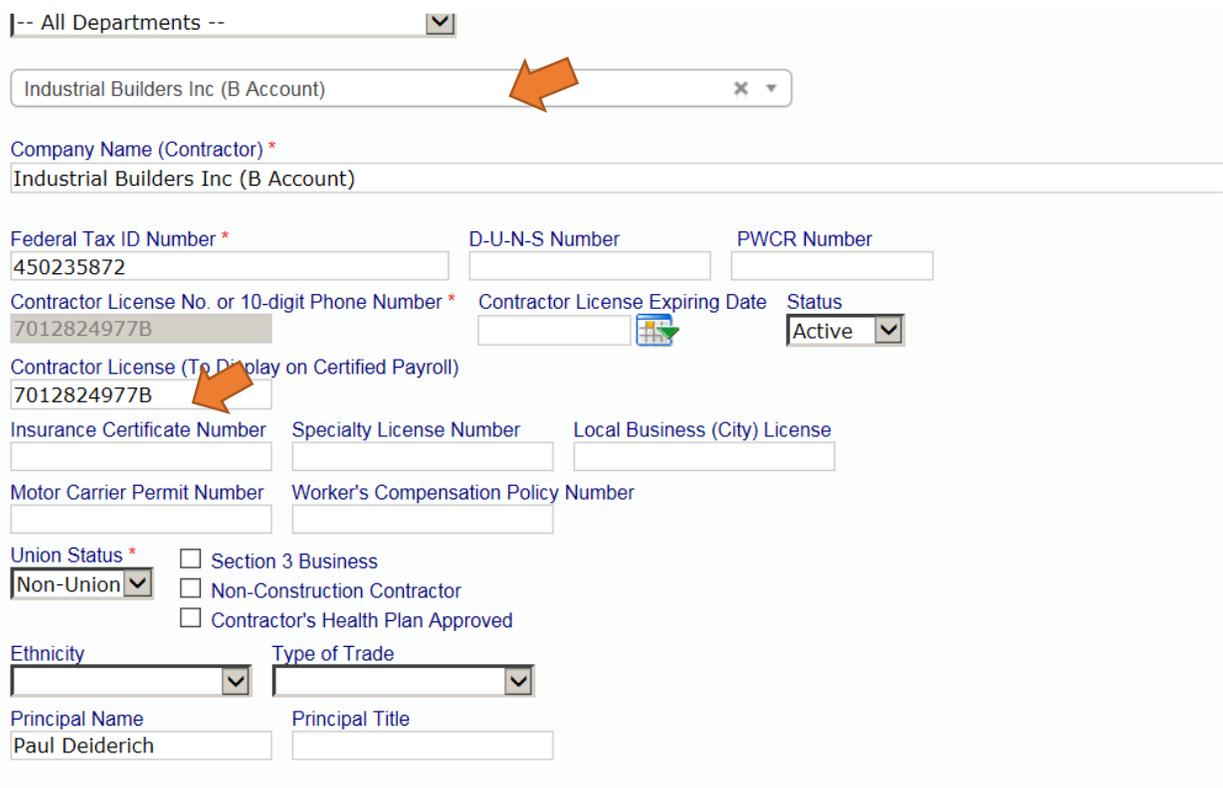
14. The Wage Administrator will then inform the contractor of the worker classification to use. It is the responsibility of the contractor to keep the Wage Administrator informed as the apprentice passes into a new level within the program. This will necessitate a change of wage for the apprentice, which will be completed by the Wage Administrator.
15. 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 – OJT Trainees

1. OJT trainees and programs must be approved by the OJT Program Administrator prior to entering these employees as OJT trainees on certified payroll. Please call Amy Conklin at (701) 328-3116 for more information on how to do this.
2. If a trainee is approved, they may be entered as a trainee on certified Davis-Bacon payroll and paid the appropriate wage. To determine the appropriate wage, check the OJT Manual. You can also pull up the Master Wage Data for the project in the Setup tab.
3. There is an “OJT Trainee” listing on every Master Wage Data listing for operators (all levels), carpenters, cement masons and truckers (all types). The contractors will choose this classification and the system will check for the lowered OJT minimum wage.
4. Call the OJT Program Administrator or Wage Administrator with questions.

Section 15 - Multiple Tier Contractors and “B” Accounts

1. LCPTracker does not allow for the same contractor to appear on multiple tiers or to be contracted to more than one prime or subcontractor.
2. If a contractor has multiple subcontracts for the same project, they will need a “B” Account.
3. For the individual creating the account, use the existing contractor username (typically the telephone number) but put a capital “B” after the username and note “B Account” in the name of the contractor.
4. In this way, a contractor will actually have 2 accounts, but the “B” account will only be used when they are adding a second subcontract on the same project.
5. A “B” account will look like this on the “Add/Edit Contractor” page:



-- All Departments --

Industrial Builders Inc (B Account)

Company Name (Contractor) *

Industrial Builders Inc (B Account)

Federal Tax ID Number * 450235872 D-U-N-S Number PWCR Number

Contractor License No. or 10-digit Phone Number * 7012824977B Contractor License Expiring Date Status Active

Contractor License (To Display on Certified Payroll) 7012824977B

Insurance Certificate Number Specialty License Number Local Business (City) License

Motor Carrier Permit Number Worker's Compensation Policy Number

Union Status * Section 3 Business Non-Construction Contractor Contractor's Health Plan Approved
 Non-Union

Ethnicity Type of Trade

Principal Name Paul Deiderich Principal Title

6. It may even become necessary, although very rare, that a contractor might need a “C” account.
7. Never add such an account without speaking to and explaining this to the contractor.
8. Encourage the contractor to use the same password for both accounts, and to use the “B” account only when necessary – i.e. use the original account at all other times.

Chapter 16 – Closing and Suspending Projects

1. Projects are imported into LCPtracker in Pending status. When the project is set up by CRD staff, it is moved to Active status. A project will stay in Active status from that point until it is put into Suspended or Closed status.
2. The Department is billed by LCPtracker based on the dollar value of Active projects. If we leave projects with no payroll activity as Active in the system for long periods of time, we are paying for a service that we are not using.
3. A Closed status in LCPtracker **does not** mean that the project is closed in CARS or has been finalized. The two concepts are separate and distinct.
4. All projects can be opened, closed or suspended in LCPtracker by Full Admins at any point, freely. All ADEs and CRD staff are Full Admins. Contractors cannot open and close projects – if a project is closed, it becomes unavailable to both the contractors and the prime approvers. When a project is closed or suspended, therefore, payroll cannot be filed. A closed project payroll, may be viewed, however, by checking the “include closed projects” in the Certification tab. Contractors may view a closed project, but cannot alter it. No one can view suspended projects but a Full Admin.
5. Team Leads and Project Engineers (business managers, in the system) may open and close projects assigned to their District or which have individually been assigned to them. For this reason, ADEs may wish to assign consultant projects individually to Team Leads, or to assign Team Leads to all NDDOT projects, so that Team Leads may open and close (and manage) projects assigned to consultant engineers.
6. If at any point it becomes unlikely that additional payroll will be filed in the next 90 days, the project should be closed in LCPtracker. Closed projects may be returned thereafter to Active status in a few seconds.
7. Closed projects will be returned to Active status by the person who closed the project when it again becomes likely that payroll will be filed.
8. At any point it becomes unlikely that any further payroll will be filed, that project may be put into Closed status. Prior to putting a project in Closed status, the Project Engineer should verify that all payrolls are in the system, all violations have been dismissed and all payrolls have been Accepted. If there are any pending labor compliance issues, the project should not be closed, even if the filing of further payrolls is unlikely.
9. Before finaling a project, the project engineer should ensure that the Project has been placed in Closed status on LCPtracker.
10. While it is possible to close a project without accepting all payroll in LCPtracker, it is against Department policy to close or final a project where any payroll has not been reviewed and accepted in the system.
11. To put a Project in Closed or Suspended Status, go to the Set Up Tab, and hit the “Add/Edit

Projects” button. Pull up the project from the drop-down. Go to the Status tab and move the Status from Active to either Closed or Suspended.

The screenshot shows a web-based form for project management. At the top, there is a blue header with the text "Filter Project Selection". Below this is a "Show Pending List" button. The main form area contains several fields:

- Project Name ***: 20734-6986116120-S COLUMBIA RD 40TH S TO 47TH S
- Project Code ***: 20734
- Federal-aid Project ID**: NHU-6-986(116)120
- Department ***: CPS Engineering
- Status**: A dropdown menu is open, showing three options: "Active", "Closed", and "Suspended". An orange arrow points to the "Suspended" option.
- Project Description / Scope of Work**: A text area with a scroll bar.
- Percentage of funds attributable to ARRA**: 0.000
- Budget ***: 1970416.40
- % Complete**: 0.00
- Revised Contract Amount**: 0.00
- General Wage Decision**: A text field.
- New Hire Days**: A text field.
- Forecasted/Projected**: 0.00
- Address 1** and **Address 2**: Text fields.
- City**, **State** (dropdown), and **Zip Code**: Text fields.
- Jurisdictions**: North Dakota DOT (dropdown)
- Locations ***: North Dakota Statewide (dropdown)

12. To reopen a Suspended or Closed projects, go to the Set Up Tab, and hit the “Add/Edit Projects” button. Move the Status button from Closed or Suspended to Active status.
13. Closed projects will remain available in LCPtracker for a period of at least 3 years after the finaling of the Project. At that point, a request will be made by CRD to LCPtracker that the Payroll file be deleted, per the Department Retention Schedule. It is anticipated that this will be done 2-4 times a year (either quarterly or twice yearly).

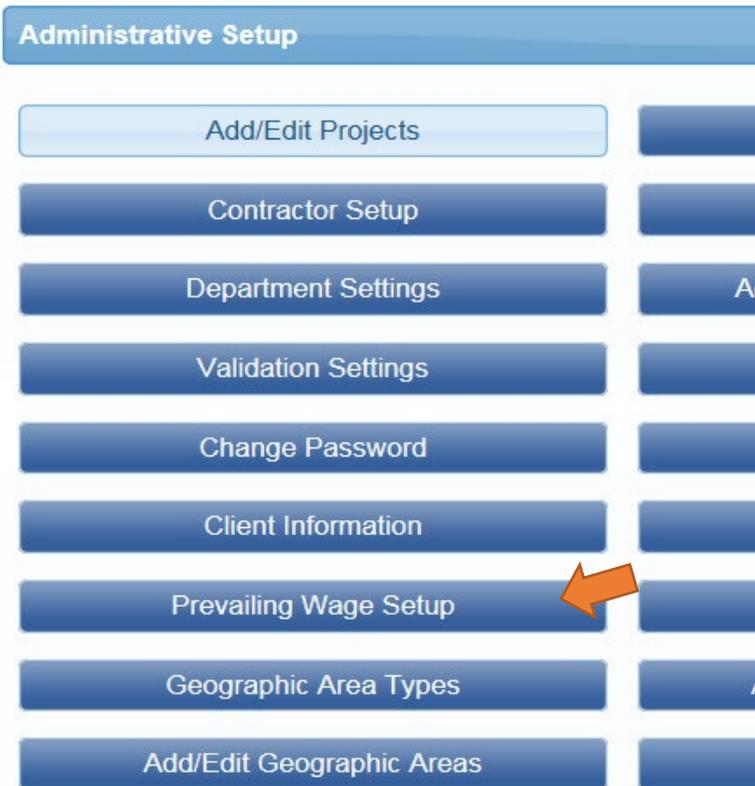
Section 17 – Federal Transit and other non-FHWA Projects

1. Occasionally, the NDDOT will oversee an FTA project, or other project which does not fit the procedure outlined in this Manual. The Davis-Bacon Wage Administrator will generally enter these projects by hand, using the project code as described in Section 3, below.
2. Prior to entering the Project, the wage decision under which the project is bid must be entered into LCPtracker – this is a labor-intensive task, which must be done with 100% accuracy. The procedure for entering a wage decision is contained in the Labor Compliance Procedures Manual, and is not published here because changes to Master Wage Data should only be undertaken by the DB Wage Administrator or the CRD Director.
3. After the wage decision is in the system, the project can be entered. To enter a FTA project, use the following project numbering procedure: Use the four digits for the year (example: 2018), followed without spaces by the number of the project. So, for example, FTA Project 1234 bid in 2018 would be Project 20181234 in LCPtracker.
4. After entering this number, identify the project with a short verbal description (example: “Bus Storage Facility in Valley City”).
5. These projects will have no Department: assign these projects to “Default Department.”
6. Designate the Project as “active,” and leave the area reserved for FHWA numbers blank. Do not check the Form 1391/1392 box, since data on this project should not be included with FHWA data.
7. Select ND DOT as the jurisdiction, and then select the County in which the project is located and the type of construction. (As long as the wage decision is set up properly, the county and construction subtype will appear in the dropdown – which is why setup of the wage decision is the starting point for all non-FHWA projects.)
8. Input the bid opening date only in the “date” section, and input information on the prime contractor under project contact. Hit “Save” and the project will be set up.
9. Make sure that the prime contractor is set up in LCPtracker and that the project is then assigned to the prime contractor as in earlier chapters. It is a good idea to call and be in contact with the prime, since they may not be familiar with our procedures if they do not do road construction work.
10. After setting up the project, make sure and assign the wage decision to the project as described in earlier chapters.
11. Additionally, make sure and set up a prime approver for the project, as described in earlier chapter.
12. These projects are assigned to particular individuals by hand using the Admin User function. So, assign the project to the NDDOT responsible person in charge (example: Becky Hanson in Local Government) and to the Engineer or firm overseeing the project.

Section 18- Inputting Wage Decisions and Data

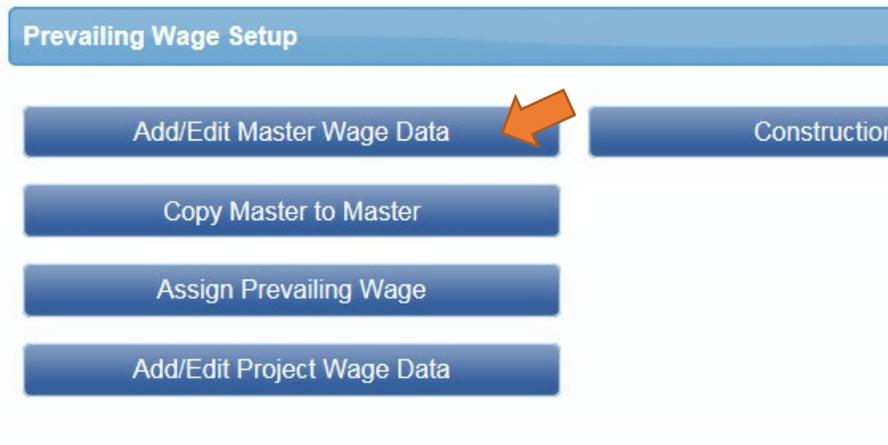
Note: Master Wage Data changes should only be made by CRD, by a Full Admin. No other person should manipulate or modify Master or Project Wage Data.

1. When a new Highway Wage Decision is announced, it must be input into LCPtracker. To do this, print out a copy of the new wage decision, and go into “Prevailing Wage Setup.”



2. From there, hit “Master to Master” and choose the Wage Decision you are copying and set up the new wage decision. This will nearly always mean pulling up the last modification of the Highway Decision in the system, and setting up this information to transfer to the next modification number.

- After hitting "Submit," the Wage Decision will be input. From there, go to the Prevailing Wage Setup again and hit "Add/Edit Master Wage Data."



- This will take you into the Wage Data Section. From there, you will determine what changes were made in the Wage Decision you are inputting. In order to input rates, computations must be done for 1) wage, 2) fringe, 3) wage + fringe, 4) overtime wage + fringe, and 5) doubletime wage and fringe. Once these computations are complete, go into the classification with the change, hit the edit button and fill in the new computations.

	Basic Rate	Fringes	Total Rate	Overtime Total	Doubletime Total	Standard Hours	Issue Date	Expire Date			
	\$28.850	\$7.100	\$35.950	\$50.375	\$64.800	0.00	10/04/2019	01/01/2100	Copy	Edit	Delete
	\$23.080	\$7.100	\$30.180	\$41.720	\$53.260	0.00	10/04/2019	01/01/2100	Copy	Edit	Delete
	\$28.850	\$7.100	\$35.950	\$50.375	\$64.800	0.00	10/04/2019	01/01/2100	Copy	Edit	Delete
	\$23.080	\$7.100	\$30.180	\$41.720	\$53.260	0.00	10/04/2019	01/01/2100	Copy	Edit	Delete
Henry,McKenzie, McLean,	\$34.770	\$13.650	\$48.420	\$65.805	\$83.190	0.00	10/04/2019	01/01/2100	Copy	Edit	Delete
McIntosh, Nelson, Pembina,	\$28.300	\$11.260	\$39.560	\$53.710	\$67.860	0.00	10/04/2019	01/01/2100	Copy	Edit	Delete
	\$34.410	\$13.610	\$48.020	\$65.220	\$82.430	8.00	10/04/2019	01/01/2100	Copy	Edit	Delete
ix,Slope,Ward and Williams	\$34.370	\$13.610	\$47.980	\$61.555	\$78.740	0.00	10/04/2019	01/01/2100	Copy	Edit	Delete
ntosh, Nelson, Pembina,	\$30.720	\$13.230	\$43.950	\$59.310	\$74.670	8.00	10/04/2019	01/01/2100	Copy	Edit	Delete
	\$34.010	\$13.570	\$47.580	\$64.585	\$81.590	8.00	10/04/2019	01/01/2100	Copy	Edit	Delete
	\$14.720	\$3.400	\$18.120	\$25.480	\$32.840	0.00	10/04/2019	01/01/2100	Copy	Edit	Delete

- Inputting Apprentice Rates: Apprentice rates for Electricians, Linemen, and Laborers are included as of the date of this Manual. It is anticipated that the NDDOT will soon start seeing apprentice operators and truckers. In order to input these rates, the administrator must determine that there is a valid USDOL approved program. (Check with Barry Dutton at the local

USDOL office if this is in question.) If the rates are those often used on NDDOT projects (i.e. apprentice linemen and laborers, at this point), they should become part of the Master Wage Data. But remember that they will need to be updated when the rates for the journeyworker wages are updated. In a nutshell, get an apprentice pay schedule from the union in question, and input the rates and the fringe. If the program is silent as to the fringe, apprentices earn the same fringe as journeyworkers.

7. Inputting OJT Rates: When a new Highway rate decision is announced with classifications used for OJT programs, the OJT rates must be updated in the Master Wage Data as well. Currently, these are the Operator, Trucker, Concrete Mason and Carpenter rates. To determine OJT rates, figure 80% (rate x .8) of the journeyman rate. (The rate progressions above 80% are checked by the OJT Supportive Service Consultant.) After determining the 80% rate, each of the five box computations must be made for that rate as well, and input. After inputting OJT rates, forward information to the OJT Program Coordinator.
8. When inputting rate decisions other than Highway (typically Building Decisions associated with the building of a structure), the entire wage decision will need to be input – i.e. there is no “Master Wage Data” already there to modify. Each classification must be input with the Add Classification button. This is a large task, and will take some time. The Administrator should not move to inputting a Wage Decision until it is clear that the contract has been awarded. At that point, the wage decision must be input in the system. Do not thereafter delete the Building decision – if the NDDOT lets a job in that county again, the task of inputting that wage decision will be made easier if the old decision is still in LCPtracker.

Note: It may be possible to use a “Master to Master” when inputting a Building Decision from a different county – the wage classifications are often the same from county to county, even where rates are different. When using this method, care should be taken to update rates and fringes and to add classifications, if necessary.

Section 19- Fixing Errors in Assigned Wage Decisions

1. **Note: The procedures in this Section for fixing payroll decision errors should be done only by CRD.**

2. Occasionally, an error is made in the Master Wage Data changes and will be contained in the Wage Decision assigned to projects. The first step to correct this is the edit the Master Wage Data to reflect a correct wage or fringe. Once this is completed, the corrected data will be assigned to any future projects. But it will not change the wage data already assigned to projects. One solution might be to delete the assigned decision and reassign it. This is an option if no payroll has been filed to date. If it has, the system will not allow you to delete the wage decision. Even if no payroll has been filed, the system will allow the wages assigned to the project to be changed, but doing so will “break” the wage matching that may have been done by contractors or subcontractors. (The worst-case scenario if this happens is that these contractors will have to do the matching again.) Often, the best solution is simply to edit the error in the wage assigned to each project.

3. To change the wage data assigned to a particular project, the administrator must go to “Add/Edit Project Wage Data” on the Set Up tab. Thereafter, input the Project number and pull up the Wage Data. You should see the error – hit the “Edit” button and fix the error. After fixing the error, you must hit the Save button.

Classification	Basic Rate	Fringes	Total Rate	Overtime Total	Doubletime Total	Standard Hours	Issue Date	Expire Date	
	\$28.850	\$7.100	\$35.950	\$50.375	\$64.800	0.00	02/15/2019	01/01/2100	Copy Edit Del
e Carpenter	\$23.080	\$7.100	\$30.180	\$41.720	\$53.260	0.00	02/15/2019	01/01/2100	Copy Edit Del
asons/Finishers	\$28.850	\$7.100	\$35.950	\$50.375	\$64.800	0.00	02/15/2019	01/01/2100	Copy Edit Del
nt Mason	\$23.080	\$7.100	\$30.180	\$41.720	\$53.260	0.00	02/15/2019	01/01/2100	Copy Edit Del
er - Adams,Billings,Bottineau,Bowman, Burke,Divide,Dunn,Emmons, Gldn Valley,Grant,Hettinger, McKenzie, McLean, Mercer,Mountrail,Oliver, Pierce,Renville,Rolette,Sheridan,Sioux,Slope, Ward, &Williams counties	\$34.770	\$13.650	\$48.420	\$65.805	\$83.190	0.00	02/15/2019	01/01/2100	Copy Edit Del
er - Barnes, Benson, Cavalier, Dickey, Eddy, Foster, Grand Forks, Griggs, Kidder, Lamoure, Logan, McIntosh, mbina, Ramsey Ransom, Richland, Sargent, Steele, Stutsman, Towner, Traill, Walsh & Wells county	\$28.300	\$11.260	\$39.560	\$53.710	\$67.860	0.00	02/15/2019	01/01/2100	Copy Edit Del
er - Burleigh, Morton and Stark counties	\$34.410	\$13.610	\$48.020	\$65.220	\$82.430	8.00	02/15/2019	01/01/2100	Copy Edit Del
- Adams,Billings,Bottineau,Bowman,Burke,Divide,Dunn,Emmons,Gldn t,Hettinger,McHenry,McKenzie,McLean, Mercer,Mountrail,Oliver,Pierce,Renville,Rolette,Sheridan,Sioux,Slope,Ward is counties.	\$34.370	\$13.610	\$47.980	\$61.555	\$78.740	0.00	02/15/2019	01/01/2100	Copy Edit Del
- Barnes, Benson, Cavalier, Dickey, Eddy, Foster, Grand Forks, Griggs, Kidder, Lamoure, Logan, McIntosh, Nelson, amsey, Ransom, Richland, Sargent, Steele, Stutsman, Towner, Traill, Walsh & Wells counties	\$30.720	\$13.230	\$43.950	\$59.310	\$74.670	8.00	02/15/2019	01/01/2100	Copy Edit Del
- Burleigh, Morton and Stark counties	\$34.010	\$13.570	\$47.580	\$64.585	\$81.590	8.00	02/15/2019	01/01/2100	Copy Edit Del
- Cass County	\$14.720	\$3.400	\$18.120	\$25.480	\$32.840	0.00	02/15/2019	01/01/2100	Copy Edit Del
Drill Runner Tender; Flaggers and Pilot Car Drivers; General Construction Laborer; Light Truck and Pickup Driver; ar; Sack Shaker (cement and mineral filler); Salamander Heater and Blower Tender	\$20.900	\$2.900	\$23.800	\$34.250	\$44.700	0.00	02/15/2019	01/01/2100	Copy Edit Del
Bituminous Worker (Shovelers, Dumper, Raker, and Floater); Brick and Mason Tender; Bulk Cement Handler; Tender; Chain Saw Operator: ... see wage decision for full notes	\$21.150	\$2.900	\$24.050	\$34.625	\$45.200	0.00	02/15/2019	01/01/2100	Copy Edit Del

Edit Classification

Publication Date * 2/15/2019 Issue Date * 2/15/2019 Expire Date * 1/1/2100

Craft / Classification Details

Craft * CEMENT MASONS/FINISHERS

Classification * Cement Masons/Finishers

Standard Hours Day 0.00

Basic Rate	Fringes	Total Hourly Rate	Training
28.850	7.100	35.950	0.000

Total Overtime Rate 50.375

Total Doubletime Rate 64.800

Notes

Cancel Save

4. Go to Reports and find all projects assigned to that Wage Decision. One at a time, pull up the projects and fix the error.
5. **Because fixing errors is to time consuming, Master Wage Data should be entered carefully, and double-checked before the assignment of that data to projects.**