

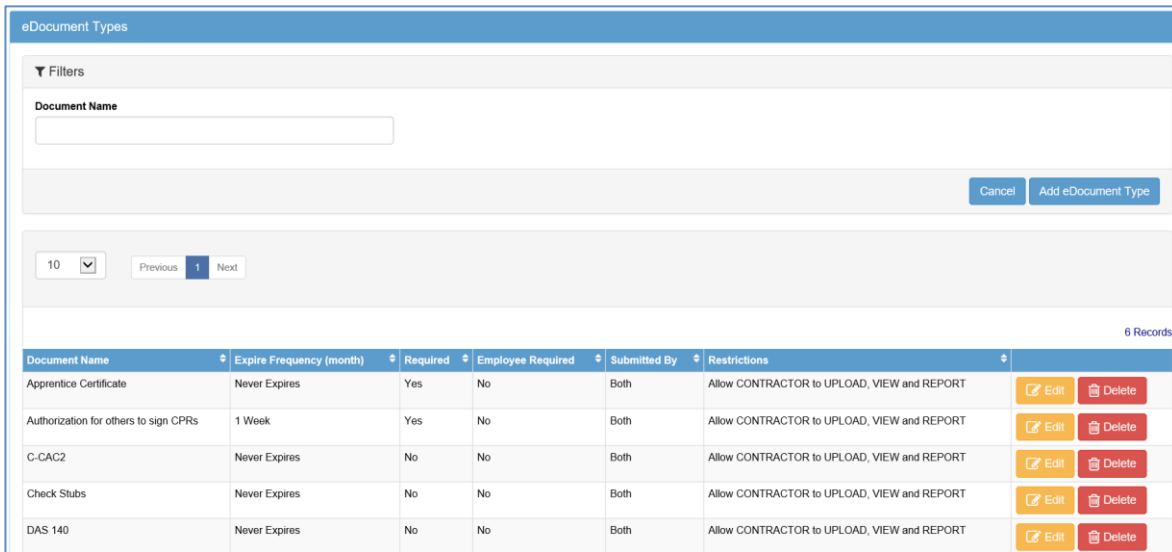
# ADMINISTRATOR RELEASE DOCUMENT- AUGUST 2019

## Updated Add/Edit eDocument Type Page

Administrator Database Area Affected: *Set Up > Add/Edit eDocument Types*

Rewritten page for setting up and editing eDocument Types.

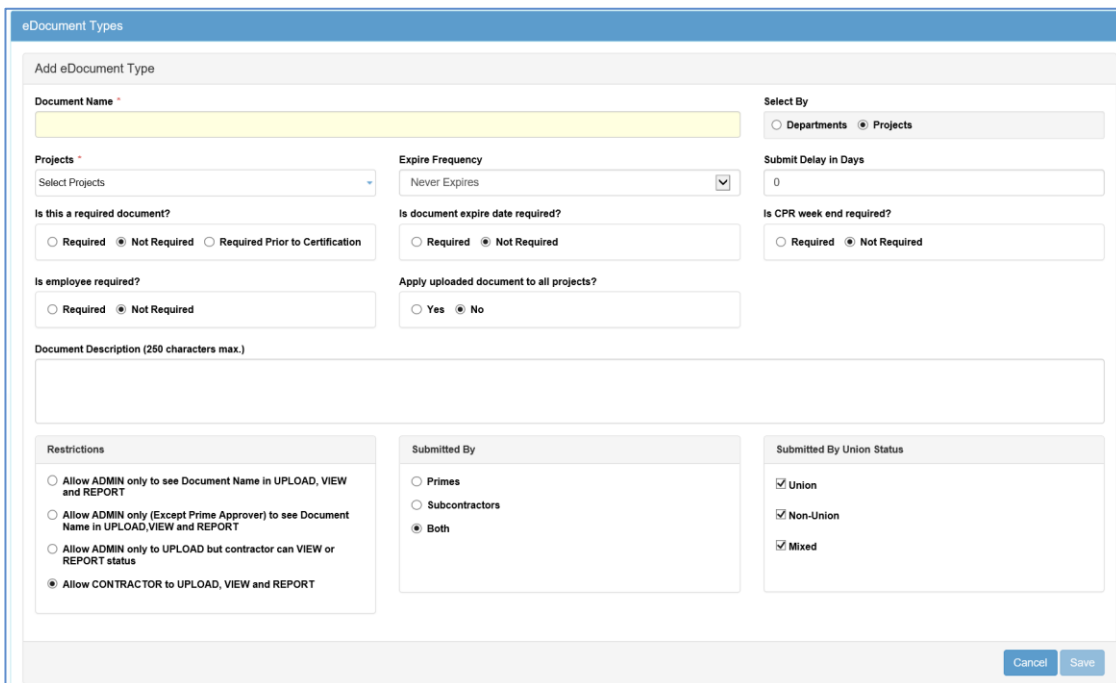
This page has the same functionality of the previous page, but now also offers the option for clients to update the names of their document Types. This is helpful if they'd like to rename a document.



The screenshot shows a table titled "eDocument Types" with the following data:

Document Name	Expire Frequency (month)	Required	Employee Required	Submitted By	Restrictions	
Apprentice Certificate	Never Expires	Yes	No	Both	Allow CONTRACTOR to UPLOAD, VIEW and REPORT	<a href="#">Edit</a> <a href="#">Delete</a>
Authorization for others to sign CPRs	1 Week	Yes	No	Both	Allow CONTRACTOR to UPLOAD, VIEW and REPORT	<a href="#">Edit</a> <a href="#">Delete</a>
C-CAC2	Never Expires	No	No	Both	Allow CONTRACTOR to UPLOAD, VIEW and REPORT	<a href="#">Edit</a> <a href="#">Delete</a>
Check Stubs	Never Expires	No	No	Both	Allow CONTRACTOR to UPLOAD, VIEW and REPORT	<a href="#">Edit</a> <a href="#">Delete</a>
DAS 140	Never Expires	No	No	Both	Allow CONTRACTOR to UPLOAD, VIEW and REPORT	<a href="#">Edit</a> <a href="#">Delete</a>

Users can **Add** new document types or **Edit** and **Delete** existing document types. This new page allows users to see established options for the different documents on one page as well.



The screenshot shows the "Add eDocument Type" form with the following fields and options:

- Document Name**: Text input field.
- Projects**: Dropdown menu (Select Projects).
- Expire Frequency**: Dropdown menu (Never Expires).
- Is this a required document?**: Radio buttons (Required, Not Required, Required Prior to Certification).
- Is document expire date required?**: Radio buttons (Required, Not Required).
- Is employee required?**: Radio buttons (Required, Not Required).
- Apply uploaded document to all projects?**: Radio buttons (Yes, No).
- Submit Delay in Days**: Text input field (0).
- Is CPR week end required?**: Radio buttons (Required, Not Required).
- Document Description (250 characters max.)**: Text area.
- Restrictions**: Radio buttons (Allow ADMIN only to see Document Name in UPLOAD, VIEW and REPORT; Allow ADMIN only (Except Prime Approver) to see Document Name in UPLOAD, VIEW and REPORT; Allow ADMIN only to UPLOAD but contractor can VIEW or REPORT status; Allow CONTRACTOR to UPLOAD, VIEW and REPORT).
- Submitted By**: Radio buttons (Primes, Subcontractors, Both).
- Submitted By Union Status**: Checkboxes (Union, Non-Union, Mixed).

## New Business Owner Checkbox on Employee Set Up page

Contractor Database Area Affected: *Set Up > Add/Edit Employee*

Contractors can now mark an employee as a “Business Owner”

Select Employee To Edit

Filter Employee Selection

Select an Employee

Select an employe... Help

▼ Add / Edit Employee Information

First Name \*  Last Name \*

Address 1 \*  Address 2

Gender  Hiring Source

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

### WEEKLY CERTIFIED PAYROLL REPORTING FORM

Project Name: 01 LevEl Plaza  
 Project Code / Contract # / IEN: lep  
 July 22, 2019  
 Page 1 of 2

NAME OF CONTRACTOR :D Goode Inc. Prime		CONTRACTOR'S LICENSE No. 32465123 SPECIALTY LICENSE No.		ADDRESS : 123 Walker Lane , Orange, CA 90720 PHONE: 714-669-0052 EMAIL: dGoode@lcptracker.com		PROJECT LOCATION/ CODE / NAME : ora / lep / 01 LevEl Plaza																																					
PAYROLL No. 6		FOR WEEK ENDING: 07/13/2019 SUBMITTED ON: July 22, 2019		MOTOR CARRIER PERMIT No.		UNION Non-Union		SELF-INSURED CERTIFICATE No. WORKERS' COMP. POLICY :																																			
NAME, ADDRESS, SSN, DRIVER'S LICENSE, ETHNICITY, GENDER		WORK CLASSIFICATION, LOCATION AND TYPE		HOURS WORKED EACH DAY				TOTAL HOURS		BASE HOURLY RATE OF PAY		GROSS AMOUNT EARNED		DEDUCTION , CONTRIBUTION AND PAYMENTS																													
ELINOR, LEVI Emp. Id: LE6789 123 MAIN ST ORANGE, CA 12345 CAUCASIAN Male Business Owner		Adbestos and Lead Abatement (Labors) / Adbestos and Lead Abatement Worker / 0 ORANGE COUNTY		7/7/19		7/8/19		7/9/19		7/10/19		7/11/19		7/12/19		7/13/19		TOTAL HOURS THIS PROJECT		BASE HOURLY RATE OF PAY		THIS PROJECT		ALL PROJECTS		Federal Tax		Social Security		Medicare		State Tax		Local Taxes / SDI		Other		Savings		Total Deduction		Check No.	
				S		M		T		W		TH		F		S		40.00		38.53		1,541.20		1,541.20		102.90		74.60		15.38		23.86		0.00		0.00		0.00		216.14		DD	
Vac/Dues		Trav. Subs.		Health & Welfare		Pension		Vacation Holiday		Training		All Other		Voluntary Pension		Voluntary Medical		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		1,325.06		Net Paid Week			
Rate in Lieu of Fringes:		Total in Lieu of Fringes:		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		1,056.40		1,325.06	
All or Part of Fringes Paid to Employee: NO		Vacation, Holiday and Dues in Gross Pay: NO		Voluntary Contributions in Gross Pay: NO		DEMOGRAPHIC CLASSIFICATION: Low Income; Homeless; Safety Training: OSHA- 0 Hours of Training																																					

## New Department Setting for Business Owner to show on CPR

Administrator Database Area Affected: *Set Up > Department Settings > CPR Defaults*

Created new Department setting option to allow Business Owner Status to show on CPR.

Department Settings

Department -- Default Settings --

Select the logo to upload: Browse...

E-mail Certification Rejection Notices?

Employee of Document Requirements?

CPR Defaults

- Show Name
- Show Address
- Show Phone Number on CPRs?
- Show Driver's License Number
- Show Driver's License State
- Show Ethnicity
- Show Gender
- Show Employee ID
- Show Employee Date of Hire
- Show if Employee is Section 3
- Show Contractor Federal Tax ID#
- Show Contract ID on CPR
- Show Contractor Status (Prime or Subcontractor)
- Show Owner/Operator Status
- Show Business Owner Status**
- Show Hours Worked on All Projects
- Show YTD Accumulated Sick Pay Hours
- Total Resident Hours On CPRs?
- Show 3 Digits Decimal On CPR?

Show Employee SSN Show full SSN

Fringes Display Format Default

Cpr Title Override

## New page to set up Goal Amounts for the Project Set Up page

Administrator Database Area Affected: *Set Up > Set Project Goal Amounts*

Users with a full administrator role can now establish goal amounts by department under Set Up > Set Project Goal Amounts. The goals that can be established are:

- Goal Report:
  - Apprentice % Goal
  - Minority % Goal
  - Women % Goal
- EEO Report:
  - Minority Journeyperson % Goal
  - Minority Apprentice % Goal
  - Minority Laborer % Goal
  - Female Journeyperson % Goal
  - Female Apprentice % Goal
  - Female Laborer % Goal
  - City Residency Goal %
  - New Hiring Goal %
  - Economic Disadvantaged Goal
  - Veteran Goal
  - Pre-Apprentice Goal
  - OJT Goals %
  - Disincentive \$
  - Diversity Goal %

Set Project Goal Amounts

**Department \***

All Departments
▼

**Goal Report**

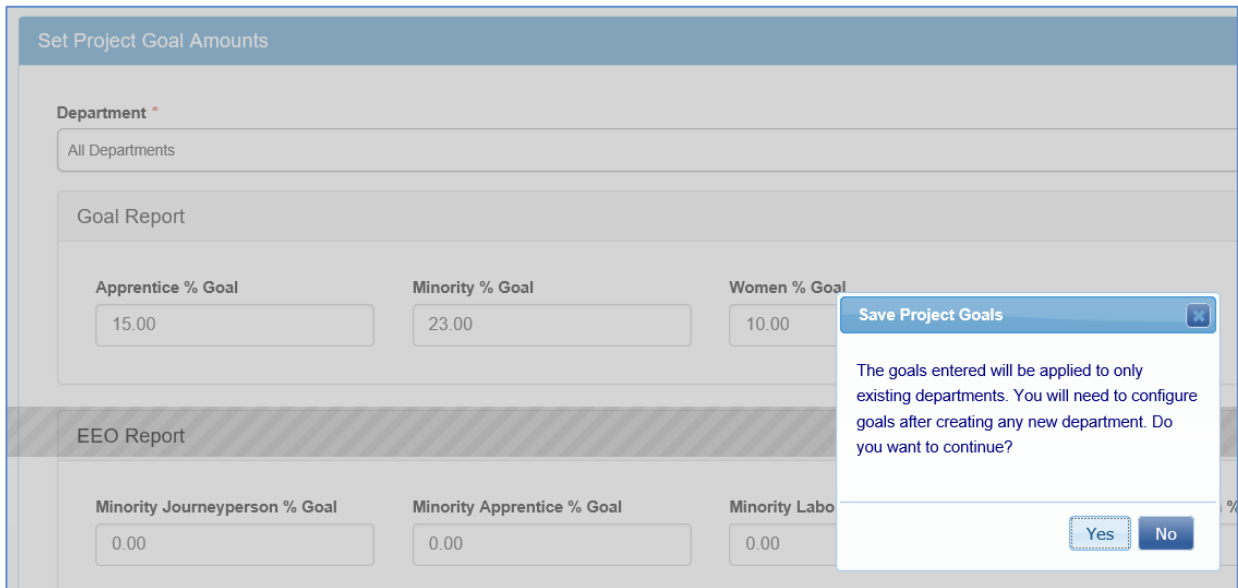
<b>Apprentice % Goal</b>	<b>Minority % Goal</b>	<b>Women % Goal</b>
<input style="width: 90%;" type="text" value="0.00"/>	<input style="width: 90%;" type="text" value="0.00"/>	<input style="width: 90%;" type="text" value="0.00"/>

**EEO Report**

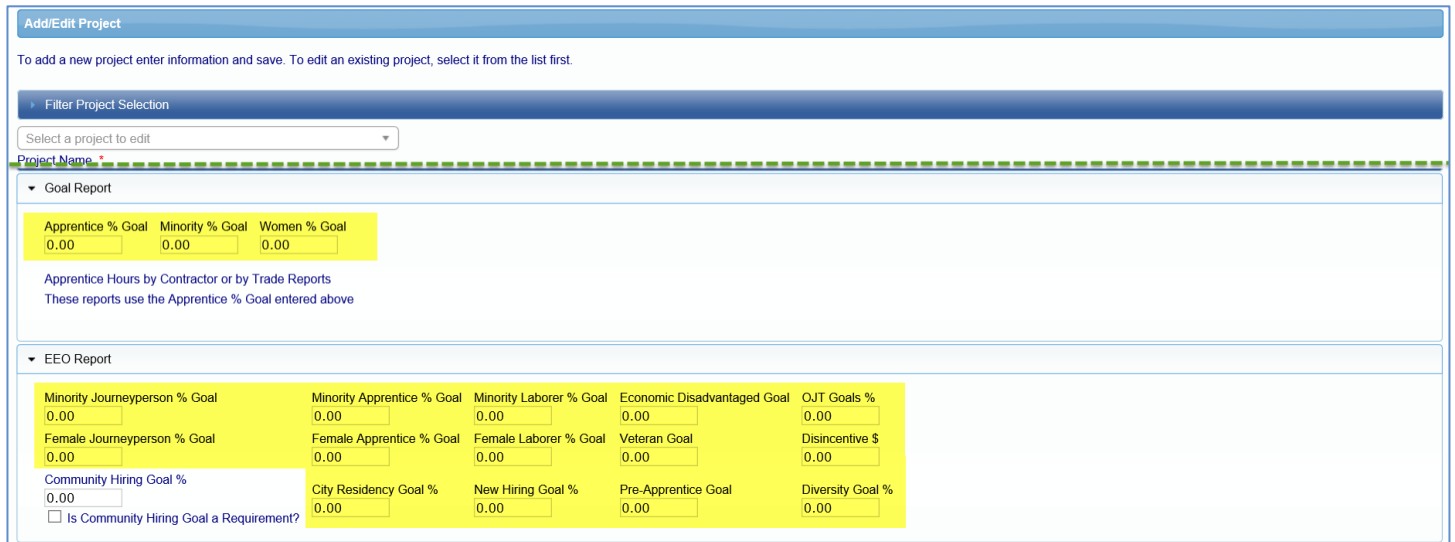
<b>Minority Journeyperson % Goal</b>	<b>Minority Apprentice % Goal</b>	<b>Minority Laborer % Goal</b>	<b>Female Journeyperson % Goal</b>	<b>Female Apprentice % Goal</b>	<b>Female Laborer % Goal</b>
<input style="width: 90%;" type="text" value="0.00"/>	<input style="width: 90%;" type="text" value="0.00"/>	<input style="width: 90%;" type="text" value="0.00"/>	<input style="width: 90%;" type="text" value="0.00"/>	<input style="width: 90%;" type="text" value="0.00"/>	<input style="width: 90%;" type="text" value="0.00"/>
<b>City Residency Goal %</b>	<b>New Hiring Goal %</b>	<b>Economic Disadvantaged Goal</b>	<b>Veteran Goal</b>	<b>Pre-Apprentice Goal</b>	<b>OJT Goals %</b>
<input style="width: 90%;" type="text" value="0.00"/>	<input style="width: 90%;" type="text" value="0.00"/>	<input style="width: 90%;" type="text" value="0.00"/>	<input style="width: 90%;" type="text" value="0.00"/>	<input style="width: 90%;" type="text" value="0.00"/>	<input style="width: 90%;" type="text" value="0.00"/>
<b>Disincentive \$</b>	<b>Diversity Goal %</b>				
<input style="width: 90%;" type="text" value="0.00"/>	<input style="width: 90%;" type="text" value="0.00"/>				

Cancel
Save

When creating goals under All Departments, a pop-up message notifies the user that these changes will only apply to current departments and will not automatically apply to any new departments created:



The screenshot shows the 'Set Project Goal Amounts' interface. A 'Department' dropdown is set to 'All Departments'. The 'Goal Report' section includes input fields for 'Apprentice % Goal' (15.00), 'Minority % Goal' (23.00), and 'Women % Goal' (10.00). The 'EEO Report' section includes input fields for 'Minority Journeyperson % Goal' (0.00), 'Minority Apprenticeship % Goal' (0.00), and 'Minority Laborer % Goal' (0.00). A 'Save Project Goals' pop-up message is displayed, stating: 'The goals entered will be applied to only existing departments. You will need to configure goals after creating any new department. Do you want to continue?' with 'Yes' and 'No' buttons.



The screenshot shows the 'Add/Edit Project' screen. It includes a 'Filter Project Selection' dropdown and a 'Project Name' field. The 'Goal Report' section contains input fields for 'Apprentice % Goal', 'Minority % Goal', and 'Women % Goal', all set to 0.00. Below this, it notes 'Apprentice Hours by Contractor or by Trade Reports' and 'These reports use the Apprenticeship % Goal entered above'. The 'EEO Report' section contains a grid of input fields for various goals, all set to 0.00:

Minority Journeyperson % Goal	Minority Apprenticeship % Goal	Minority Laborer % Goal	Economic Disadvantaged Goal	OJT Goals %
0.00	0.00	0.00	0.00	0.00
Female Journeyperson % Goal	Female Apprenticeship % Goal	Female Laborer % Goal	Veteran Goal	Disincentive \$
0.00	0.00	0.00	0.00	0.00
Community Hiring Goal %	City Residency Goal %	New Hiring Goal %	Pre-Apprenticeship Goal	Diversity Goal %
0.00	0.00	0.00	0.00	0.00

There is also a checkbox for 'Is Community Hiring Goal a Requirement?' which is currently unchecked.

Also, the only goal on the project setup screen that will not be available on the Project Goal Amounts screen will be the *Community Hiring Goal %* because this is only available if the application setting is on for this field. This can only be established individually by project