



ADMINISTRATOR RELEASE DOCUMENT - JANUARY 2020

Canadian provinces added to employee profile

Administrator Database Area Affected: *Admin > Edit Employees*

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

Users now have 10 Canadian provinces to choose from

▼ Add / Edit Employee Information

First Name * Last Name *

Address 1 * Address 2

City * State/Province * Zip *

SSN Employee ID *

Validate Address

Please note: We do NOT currently validate Canadian Addresses with our third-party vendor used to validate addresses. This will be built into LCPtracker in the near future. Due to the non-validation, Admins will need to “Exempt” their Canadian workers if the Address Validation is set to Yes/Notice/Enforce. Your PM may also want to review the address validation settings together with you to ensure proper set up.

New fields in Employee Profiles – Apprentices Information

Administrator Database Area Affected: *Admin > Edit Employees*

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

New fields added to the Apprentices Information section in the employee profile; these will only appear if an Apprentices Training list and related Occupations are loaded into an account. This currently will only be seen by WA State Admins and Contractors. Admins outside of WA, will need to contact their Project Manager to discuss set up any Apprentices Training program list.

▼ Add / Edit Employee Information

Demographic Classifications

HUD Section 3 Information

▼ Apprentices Information

Apprentices ID Apprentices Rate Percentage Apprentices Period/Level/Step Apprentices Approval

Apprentices Approved Date Approval Expire Date Apprentices Registration Date Apprentices Approved By

Apprentices/Training Program Program Occupation State Trained

Occupation Id Step Begin Hours Step End Hours