



CONTRACTOR RELEASE DOCUMENT - JANUARY 2020

Canadian provinces added to employee profile

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” Canadian workers if the Address Validation is set to Yes/Notice/Enforce.

New fields in Employee Profiles – Apprentices Information

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.

▼ 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