



ADMINISTRATOR RELEASE DOCUMENT - MARCH 2021

Report Update – Multiple CPR Report

Administrator Database Area Affected: *Reports > Multiple CPR Report*

Contractor Database Area Affected: *Reports > Multiple CPR Report*

The Multiple CPR Report has been updated to display all craft/classifications selected per employee when a project has multiple Jurisdictions, or multiple funding types. The current selections on the report, shown below, have all been updated.

- PUBLIC (Name, address, employee ID)
- PUBLIC ALC (Address, employee ID, ethnicity, gender)
- PUBLIC CO (Name, ethnicity, gender)
- PUBLIC CPR (Ethnicity, gender)
- PUBLIC CPR (Merge Work Orders Employee Payrecords)
- PUBLIC CPR (No identifying information)
- PUBLIC DL (Name, DL State)
- PUBLIC NALC (Name, Address, employee ID, ethnicity, gender)
- PUBLIC SPECIAL (Name, SSN)

LCP tracker		WEEKLY CERTIFIED PAY													
NAME OF CONTRACTOR :D Goode Inc. Prime Contract ID# 6543					CONTRACTOR'S LICENSE No. 32465123 SPECIALTY LICENSE No.					ADDRESS PHONE EMAIL:					
PAYROLL No. 1			FOR WEEK ENDING: 01/09/2021 SUBMITTED ON: January 27, 2021			MOTOR CARRIER PERMIT No.			UNION Non-Union		SELF WOR				
NAME, ADDRESS, SSN, DRIVER'S LICENSE, ETHNICITY, GENDER		WORK CLASSIFICATION, LOCATION AND TYPE	HOURS WORKED EACH DAY							TOTAL HOURS	BASE HOUR RATE				
EXAMPLE, LEVI Emp_Id: 3333 123 Orange Orange, CA 90720		EXEMPT 0	BRICK MASON / BRICK MASON / Building Virginia Beach, VA WD: VA170003		1/3/21	1/4/21	1/5/21	1/6/21	1/7/21	1/8/21	1/9/21	TOTAL HOURS THIS PROJECT	BASE HOUR RATE OF PAY		
					S	M	T	W	TH	F	S				
					S	8.00	8.00	7.00	7.00	8.00				38.00	27
					O										0
					D										0
All or Part of Fringes Paid to Employee: NO										Vacation, Holiday and Dues in Gross Pay: NO		Rate in L of Fring			
Voluntary Contributions in Gross Pay: NO												0			
Craft Matches (Jurisdiction / Craft / Classification / Type): VA State / CEMENT MASON / CEMENT MASON / Building															
TOTAL STANDARD HOURS :			38.00			TOTAL 1.5 OT HOURS:			0.00						



Validation Update – VAL_11b

Administrator Database Area Affected: *Set Up > Validation Settings*

Contractor Database Area Affected: *Notices*

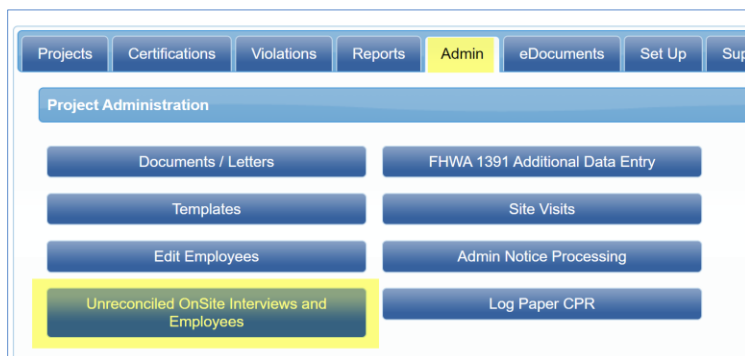
The logic for this validation has been updated. It will no longer take into account **uncertified payroll** (pending records) on a **closed project** when checking if the employee has worked more than 8 hours in a day and OT has not been paid. It is not a common occurrence for there to be pending records on closed projects.

OnSite Update – Enhanced Functionality for Unreconciled Employees

Administrator Database Area Affected: *OnSite*

The “**Unreconciled OnSite Interviews and Employees**” functionality been updated with a new filter to find specific employee names more easily, as well as enhanced capabilities for the system’s matching functionality, which is now more flexible and robust. The system is now able to better filter out small differences due to accidental errors or shortened names, examples being:

- Misspellings (Ernest Peebe would still find the match Ernest Beebe)
- Reversal of first and last name (Ramil Joseph would still find the match Joseph Ramil)
- Names that should have spaces (Jose Delossantos would still find the match Jose De Los Santos)
- Shortened names (Ray Johnson would still find the match Raymond Johnson)





New Admin User Role – ‘Active Insights Access Only’

Administrator Database Area Affected: *Set Up > Add/Edit Admin Logins*

Note: This role will only be displayed in specific databases where settings related to Infintum/Active Insights are enabled.

When this role is selected on setting up a new user, the “Infintum user” checkbox will automatically be checked. Projects and departments can be assigned to the person just as with any other Admin role.

Any user assigned this new login type **will not have access to the LCPtracker** system. This role is specifically designed to allow the person access to dashboards and reports in the Workforce Manager and Active Insights modules with access only to those projects and/or departments assigned.

Add / Edit Admin Logins Edit Mode

User
Desirae Goode (dgoode@lcp.com) x ▾

E-Mail
dgoode@lcp.com

Name
Desirae Goode

User ID
dgoode@lcp.com

Role
Active Insights Access Only ▾

Infintum User

User Portal Feature Disabled

Administrator Database Area Affected: *User Portal*

Contractor Database Area Affected: *User Portal*

The User Portal button has been removed and functionality disabled. All Training Materials can be accessed directly through the “Training Materials” button.

Administrator Craft Match Function Update

Administrator Database Area Affected: *Set Up > Add/Remove Craft Match*

This process is available for administrators to link their project’s available craft/classifications to either trade names, codes, or other craft names recognized by entities such as FHWA, BRJP or AASHTO for reporting and exports used in the system.

Previously, craft/classifications only populated on this page once a contractor had utilized the classification in a certified payroll record.

Now the system will list all available classifications on a project so administrators can preemptively handle the craft matching process. It is important to note, if a new classification is added to the project, the administrator will need to go back to this list to complete the craft match for that newly added classification.



Project Craft Match						
<input type="checkbox"/> 1391/1392 Projects						
Project						
Anaheim Convention Remodel <input type="text" value="x"/>						
Show only unmatched project crafts <input type="checkbox"/>						
<input type="button" value="Unmatch Selected"/>		<input type="button" value="Match Selected"/>				
<input type="checkbox"/>	Project Craft	Project Classification	Type	Craft List	Matched Craft	
<input type="checkbox"/>	Carpenter	CARPENTER (INCLUDING CEMENT FORM WORK)	Highway	FHWA	Carpenters	<input type="button" value="Unmatch"/> <input type="button" value="Match"/>
<input type="checkbox"/>	Cement Mason	CEMENT MASON	Highway	FHWA	Cement Masons	<input type="button" value="Unmatch"/> <input type="button" value="Match"/>
<input type="checkbox"/>	Electrician	ELECTRICIAN	Highway			<input type="button" value="Unmatch"/> <input type="button" value="Match"/>
<input type="checkbox"/>	IRONWORKER	IRONWORKER - ZONE 1	Highway			<input type="button" value="Unmatch"/> <input type="button" value="Match"/>
<input type="checkbox"/>	IRONWORKER	IRONWORKER - ZONE 2	Highway	FHWA	Ironworkers	<input type="button" value="Unmatch"/> <input type="button" value="Match"/>
<input type="checkbox"/>	IRONWORKER	IRONWORKER - ZONE 3	Highway	FHWA	Ironworkers	<input type="button" value="Unmatch"/> <input type="button" value="Match"/>
<input type="checkbox"/>	IRONWORKER	IRONWORKER - ZONE 4	Highway	FHWA	Ironworkers	<input type="button" value="Unmatch"/> <input type="button" value="Match"/>
<input type="checkbox"/>	IRONWORKER	IRONWORKER - ZONE 4 - APPRENTICE LEVEL 6 - 85%	Highway	FHWA	Ironworkers	<input type="button" value="Unmatch"/> <input type="button" value="Match"/>
<input type="checkbox"/>	IRONWORKER	IRONWORKER - ZONE 4 - APPRENTICE LEVEL 7 - 90%	Highway			<input type="button" value="Unmatch"/> <input type="button" value="Match"/>

Daily Reporter Update – Project Sites

Contractor (Daily Reporter Manager) Database Area Affected: *Daily Reporter > Project Sites*

A new column has been added to the Project Sites page, which is visible to Prime Contractors with specific user roles, to distinguish which project a site is associated with.

Add/Edit Project Sites			
<input type="button" value="Cancel"/>		<input type="button" value="Add"/>	
Project	Site	Edit	Delete
01 LevEl Plaza	Northern Exit	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
01 LevEl Plaza	Southeast Entrance	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Daily Good-e Hockey Center	15934876300556.16 Daily Good-e Hockey Center // KAG Arena	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>



CPR Update – Employee Name Font

Administrator Database Area Affected: *Certifications*

Contractor Database Area Affected: *Projects > Certified Payrolls*

For all payrolls certified in LCPtracker, the font size for an employee's name has been updated to match that of all other information in the employee information section. It has been unbolded, but still will remain a different color to stand out. This has been done to allow for more characters to display for employees with longer names.

NAME, ADDRESS, SSN, DRIVER'S LICENSE, ETHNICITY, GENDER		WORK CLASSIFICATION, LOCATION AND TYPE	HOURS WORKED EACH DAY					
ELINOR, LEVI Emp_Id: LE6789 ##### CAUCASIAN Male		Asbestos and Lead Abatement (Laborer) / Asbestos and Lead Abatement Worker / WO: Task 123 0 ORANGE COUNTY WD: SC-102-882-1-2015-1	EXEMPT 0	2/24/21 W S O D	2/25/21 TH 8.00	2/26/21 F 7.00	2/27/21 S 8.00	2/28/21 S