# CONTRACTOR RELEASE DOCUMENT - JUNE 2021

## New Approval Feature for Demographic Classifications

**Administrator Database Area Affected**: *Set Up Tab > Demographic Setup  > Demographic Types and Admin Tab > Edit Employee Page*

**Contractor Database Area Affected**: *Set Up Tab > Add/Edit Employee Page*
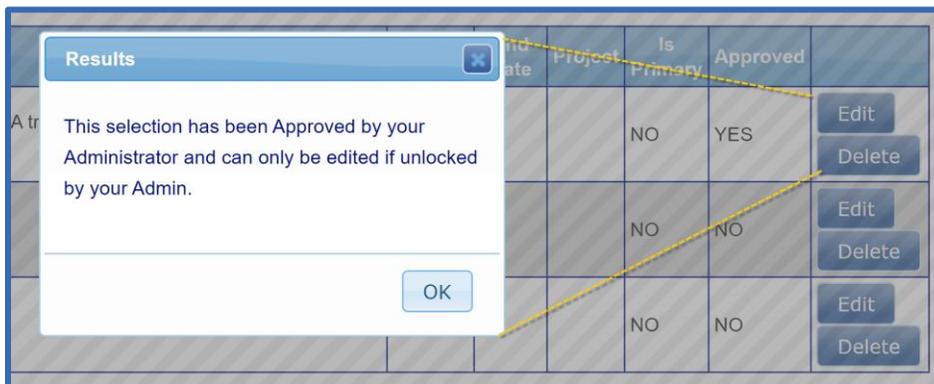
### Demographic Classification Approval

Administrators with proper rights are now able to "approve" Demographic Classifications selected for an employee and in doing so, locks the record from being able to be updated or deleted by the Contractor.

To allow a Contractor to update the selection, Admins will need to "unapprove" the demographic classification.

On both the Administrator and Contractor side, new columns have been added to the display table that shows the chosen Demographic Classifications to show the Approved Status as well as to easily read any Notes left by either the Contractor or Administrator.

| Demographic Type | Demographic Classification | Demographic Description | Notes | Start Date | End Date | Project | Is Primary | Approved | |
|---|---|---|---|---|---|---|---|---|---|
| Safety Training | OSHA 10-20 Hours of Training | | Proof of completed OSHA training verified by Admin B. Jones and approved on 4/1/2021 | 03/01/2021 | | | NO | YES | Edit Delete |
| Skill Training | Certified Training | | | | | | NO | NO | Edit Delete |
| Veteran Status | Not a Veteran | | | | | | NO | NO | Edit Delete |

Once a record has been Approved by an Administrator, Contractors will be unable to Edit or Delete the item and will receive this message on trying to do so.

# New Validation Setting for Checking Prevailing Wage in the Extended Wage Data Module

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

**Contractor Database Area Affected**: *Payroll Records Tab > Enter Records > Validation Checks*

Extended wage data is a module used to monitor prevailing wages with more complex allocated amounts and in LCPtracker is primarily used for New York State and City prevailing wages.

Val_78 has been created monitor the Total Amounts Paid for Extended Wage data and compares wages paid to an employee against the prevailing wage amounts in the system.

The amounts for the **base amount rates paid + fringes paid = <u>total paid</u>** are separately compared to the amounts owed using prevailing wage rates using **base amounts owed + total fringes owed = <u>total amounts owed.</u>**

This validation will also consider any rate changes in the prevailing wages that may occur mid-week in a Contractor's payroll.

In the case that there are two prevailing wage rates during the same week, it may be necessary for Contractors to submit two payrecords, one for each rate paid to the employee with the corresponding days they were paid each rate.

**Validation Language in the Administrator's Database:**

| 242 | VAL_78 | Checks that the Total Amounts Paid meets the prevailing wage requirement when Extended Wage Data is in use. These wages may have varied published prevailing wage amounts for the base and fringe amounts for regular, overtime and doubletime work instead of one base and fringe rate for all hours worked. |
|---|---|---|

**Triggered Validation Language in the Contractor's Database that Would Appear on the Payrecord:**

The total calculated amount paid **($##. ##)**, based on hourly rates and fringe amounts paid**,** is less than **($##. ##)** total prevailing wage package for this craft.

The breakdown of **amounts paid** are: Total Base Amounts Paid ($##.##) + Total Fringe Amounts Paid ($##.##)

**Amounts owed**, from published prevailing wages**,** are: Total Base Amounts Owed ($##.##) + Total Fringe Amounts Owed ($##.##)   VAL_78

Correction Tips: 1) Please ensure the Base Hourly Rate and all Fringe Benefit Amounts entered are correct. 2) Any amount/calculation you have written out as thousandth of a cent ($1.234) in your internal accounting system should also be entered in the same format within LCPtracker. 3) These calculations take into account the base and fringe rates for regular, overtime and doubletime hours worked.

Example of the complexity of Extended Wage Data Amounts is shown below. **The values highlighted in yellow are used in this validation check. The value highlighted in pink is NOT used in this validation.**

| Standard Hours Day | Standard Hours Week | Shift Type | First Shift Base Rate |
|---|---|---|---|
| 8.00 | 40.00 | First | 46.900 |

| Base Rate | Fringes | Total Hourly Rate | Training |
|---|---|---|---|
| 46.900 | 58.050 | 104.950 | 0.000 |

| Overtime Base Rate | Fringe Overtime Rate | Total Overtime Rate |
|---|---|---|
| 70.350 | 87.075 | 157.425 |

| Doubletime Base Rate | Fringe Doubletime Rate | Total Doubletime Rate |
|---|---|---|
| 93.800 | 116.100 | 209.900 |