



HOW TO FIND THE LABOR COMPLIANCE/PREVAILING WAGE ADMINISTRATOR AND WHY YOU MAY BE REFERRED

LCPtracker Support Staff is here to assist with the technical use of LCPtracker and answer your support questions. However, there are scenarios where LCPtracker Staff legally cannot answer your questions and will have to direct you to your Prime/General and/or Labor Compliance/Prevailing Wage Administrator ('Show Info').

The SHOW INFO hyperlink next to each project on the Project sub-tab section provides you with information about the Labor Compliance/Prevailing Wage Administrator for each of your projects. *Please take note if you have several projects you may have a different contact for each project!*

The screenshot shows the 'Projects' tab with a 'Certified Payrolls' sub-tab. A 'Help' button is visible. Below is a table titled 'Project Assignments' with columns: Project Code, Project Name, Sub To, Contract ID, Assignment Start Date, Bid Ad Date, and Show Info. A red arrow points to the 'Show Info' link for the 'fedlc' project. To the right, a 'Project Information' pop-up window is open for project 'fedlc', displaying the following details:

Project Assignments						
Project Code	Project Name	Sub To	Contract ID	Assignment Start Date	Bid Ad Date	Show Info
AOP	03 Annie Olivene Park		1430	04/01/2019	07/20/2013	Show Info
lep	LevEI Plaza		12345	03/15/2014	10/14/2015	Show Info
latp	Los Alamitos Treehouse Park		hk	07/02/2016	09/14/2016	Show Info
fedlc	Federal LevEI Center		fic	11/05/2016	07/20/2015	Show Info

Project Information
Subcontractors please contact the general contractor before contacting the Labor Compliance Office / Prevailing Wage Administrator.
Project Name: Federal LevEI Center
Project Code: fedlc
Prevailing Wage Administrator:
Name: Desirae Goode
Phone: 7146690052
Email: dgoode@lcp.com

NEXT WE WILL GIVE A LIST OF CONDITIONS WHEN A CONTRACTOR WILL BE REFERRED TO THE IN 'SHOW INFO' BY AN LCPTRACKER SUPPOR TEAM MEMBER:

DO NOT HAVE SUBCONTRACTOR SETUP OR ASSIGNED INCORRECT SUBCONTRACTOR TO PROJECT

Some Agencies or Prime Contractor Administrators choose not to allow contractors to setup and assign their subcontractors. If you click on the Set Up navigation tab and do not have Subcontractor Setup option, then you will need to contact your 'Show Info' person to have them Set Up a missing subcontractor.

If you mistakenly assign the incorrect sub to the project you will also need to contact your 'Show Info' to have that assignment deleted.



This Agency allows Subcontractor Setup –

Setup Main Menu		
Add/Edit Employee	Company Information	Add/Edit Craft Name
Fringe Benefits Maintenance	Copy Employees	Add/Edit Work Order
Subcontractor Setup	Add/Remove County Match	Add/Edit Additional Users
Edit Login Password	Add/Remove Craft Match	
Edit/Reset eSignature	Add/Remove Project Match	

This Agency does not allow Subcontractor Setup, so you would need to contact your 'Show Info' –

Setup Main Menu		
Add/Edit Employee	Company Information	Add/Remove Project Match
Fringe Benefits Maintenance	Copy Employees	Add/Edit Craft Name
Edit Login Password	Add/Remove County Match	Add/Edit Work Order
Edit/Reset eSignature	Add/Remove Craft Match	Add/Edit Additional Users

DELETE A CERTIFIED PAYROLL REPORT/ PERMITTED DAYS TO EDIT EXCEEDED

If a CPR has the wrong week end date, or was certified under the incorrect project name, currently these two items are not editable. You will need to start with your 'Show Info' and ask that it be deleted and begin again entering the CPR, as if it were the first time through, being sure to choose the correct week end date or enter under the correct project name.

We **highly** stress that you are choosing the correct week end date, as well as, choosing the correct project to start.

Here we have outlined for you that the week end date should be entered based on the day of the week you end your payroll on:

- Monday through Sunday = Sundays are your week end date
- Tuesday through Monday = Mondays are your week end date
- Wednesday through Tuesday = Tuesdays are your week end date
- Thursday through Wednesday = Wednesdays are your week end date
- Friday through Thursday = Thursdays are your week end date
- Saturday through Friday = Fridays are your week end date
- Sunday through Saturday = Saturdays are your week end date



If you need to edit, add, or delete an individual record, and the CPR “permitted days to edit exceeded” time has expired, you will need to contact the ‘Show Info’ person to get permission to edit the CPR. They will need to unlock it. Once unlocked, and if you need assistance with the editing process, then LCPtracker Support staff can assist.

Payroll Certifications			
Week End Date	Performing	Accept Status	
08/15/2018	YES	ACCEPTED	Edit Report Details
08/08/2018	YES	ACCEPTED	Edit Report Details
08/01/2018	YES	ACCEPTED	Edit Report Details
07/25/2018	YES	ACCEPTED	Edit Report Details
07/18/2018	YES	ACCEPTED	Edit Report Details
07/11/2018	YES	ACCEPTED	Edit Report Details

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Results ✕

Sorry, the selected certification cannot be edited because its permitted days to edit exceeded. Please go to the Projects tab and click on the ‘Show Info’ for contact information to obtain the permit edit status.

[OK](#)

NOTICES

Challenges to Prevailing Wage Rate for Non-California rates (all those outside of the State of California) – If you have issues with either the Basic Hourly Rate (BHR) or Total Hourly Rate (THR) loaded in the system, then LCPtracker Support can only check the Administrator side and what is loaded. If Support sees that what is loaded corresponds with what the Payroll Notice says, and you want to dispute the rates, you will need to contact the ‘Show Info’ person to discuss. LCPtracker Support does not maintain these rates, therefore, they do not have knowledge to interpret the rates. Support only sees what is loaded and what the Notices state.

California Wage Rates – LCPtracker Support staff will double check the wage rate, share the source information with the contractor, and if this is not sufficient, then you will need to contact your ‘Show Info’ person to discuss. LCPtracker maintains these rates so we have knowledge to check the rates for accuracy.

INTERPRETING ADMINISTRATOR NOTICES

Occasionally, an Administrator will reject a CPR and list no reason for doing so. First check the Administrator Notices by going to the Notices tab and choosing the Administrator Notices sub-tab. Click on the details and view; if there is nothing, no explanation, just rejected (this does not happen often but it has occurred), you will need to contact the ‘Show Info’ person to discuss.

If the Administrator explains why they are rejecting the CPR, then LCPtracker Support staff can assist and there should be no need to contact the ‘Show Info’ person.

Payroll Notices (0) Daily Log Notices (7) Administrator Notices (2)								
Project	Sub To	Contract ID	Notice Type	Notice Date	Week End Date	Status	Last Response Date	
Los Alamitos Treehouse Park		hk	REJECTION	12/11/2019	3/20/2017	resent		Details



eDOCUMENT NEEDS TO BE DELETED

Any deleting of eDocuments is done by the Prime/General and/or Administrator ('Show Info'). It is **highly** suggested that if you uploaded a document that needs to be deleted, that you first edit **Details**. Some fields are editable when you go into the Details. Edit the description of the incorrect document (perhaps enter "incorrect document, please delete" and save), then upload the correct document *BEFORE* you contact your 'Show Info'. This helps the work flow by having the correct one already in before asking that the incorrect one be deleted.

When you click on **eDocuments** navigation tab, then the **View Documents** button, this screen below will appear. Select the filter parameters, i.e., project, contractor, or document type. You may also filter by Document date or Submittal date.

The screenshot shows the 'View Documents' interface. It includes dropdown menus for 'Select Project', 'Select Contractor', and 'Select Document Type', all currently set to 'All'. There are also date filters for 'Document Date Filter' and 'Submitted Date Filter', each with 'Start Date' and 'End Date' fields. A 'Load Data' button is highlighted with a red arrow. Two callout boxes provide instructions: one says 'Select filter values and Load Data to see documents' and the other says 'Click on View to view the document you have uploaded. Details allows you to edit information about the document you have uploaded.'

Project	Document Type	Document Date	Contractor	Uploaded	Description	Status	Employee Linked	Notice Linked	View Details	View Document
ARRA Test Project	APPRENTICE CERTIFICATION FORM	7/1/2011	AMERICAN GENERAL CONSTRUCTION	2011-07-18T18:16:10.28		Rejected	NO	NO	Details	View
BRIDGE RETROFIT M-15 PROJECT	APPRENTICE CERTIFICATION FORM	11/1/2010	AMERICAN GENERAL CONSTRUCTION	2010-12-02T11:33:02.407		Rejected	YES	NO	Details	View
BRIDGE RETROFIT M-15 PROJECT	APPRENTICE CERTIFICATION FORM	9/1/2011	AMERICAN PAVING	2011-10-03T21:35:42.837			YES	NO	Details	View
BRIDGE RETROFIT M-15 PROJECT	APPRENTICE CERTIFICATION FORM	6/14/2012	AMERICAN PAVING	2012-06-14T00:00:00			YES	NO	Details	View

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RECOVERY ACT (ARRA) ADDITIONAL DATA ENTRY (ARRA GENERAL REPORT AND FHWA 1589 AND FHWA 1587 REPORTS); FHWA 1391 ADDITIONAL DATA ENTRY OR HUD ADDITIONAL DATA ENTRY

If you know that the Project is ARRA, FHWA or HUD and are not able to submit the additional data entry (under the Payroll Records navigation tab) due to the inability to choose the project, this is another case where you will need to contact the project administrator. You will need to start with the 'Show Info' person to confirm that it is in fact required to do the additional data entry. Also, the Administrator of the project must mark it as so when they setup the project so that you are able to do the additional data entry requirement.

WORK ORDERS

Administrator / Prime Contractor Setup for Work Orders

Primes - you may setup work orders if the Administrator designated a project as a work order project. Since the continual entry of new work orders may be operationally awkward; the Prime Contractor is permitted to enter work orders as well as the Administrators. Project Setup can ONLY be done by Administrators and they will mark the Project "Require Work Orders".

Subcontractors - If you know that the Project is to have work orders associated with it and are not able to choose work orders when entering payroll records, contact your Prime Contractor first prior to the 'Show Info'.

Prime Contractor – If you know that the Project is to have work orders associated with it and are not able to setup work orders under the Setup navigation tab, start with the 'Show Info' person.



Please note, the Administrator that sets up the Project must mark that it 'Requires Work Orders' in order for them to be defined.

Add/Edit Project

To add a new project enter information and save. To edit an existing project, select it from the list first.

Select a project to edit

Project Name *

Project ID *

Status

Federal-aid Project ID

Department

Default Department

Recovery Act Project

Require DUNS Number

Require Work Orders

1391/1392 Project?

Use higher of Davis-Bacon Vs State rates

Budget *

% Complete

Revised Contract Amount

General Wage Decision

New Hire Days

Administrators have to designate a project for work orders. They can do so by checking this box when setting up project.