

# LCPcertified Quick Start Guide

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# LCPcertified Quick Start Guide

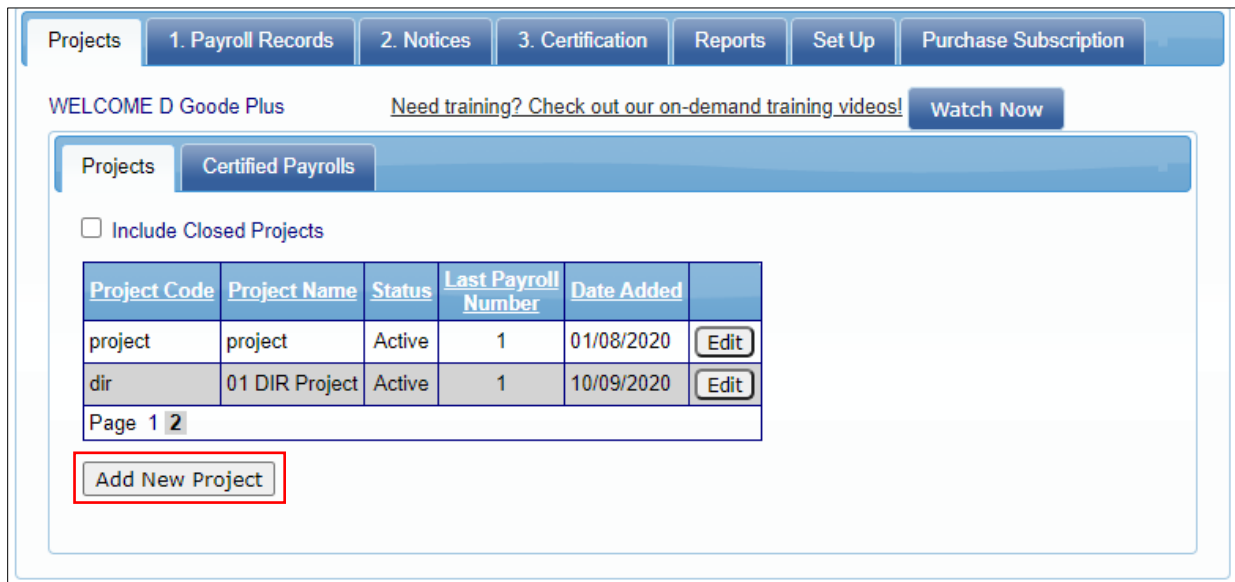
The following is a quick guide to create a project, enter payroll information, certify payroll and add rate sheets in LCPcertified. The login portal for LCPcertified can be located [here](#).

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## Creating a Project

The project being worked on must be entered before a CPR report can be created. To create a project, select the 'Add New Project' option under the 'Projects' tab.

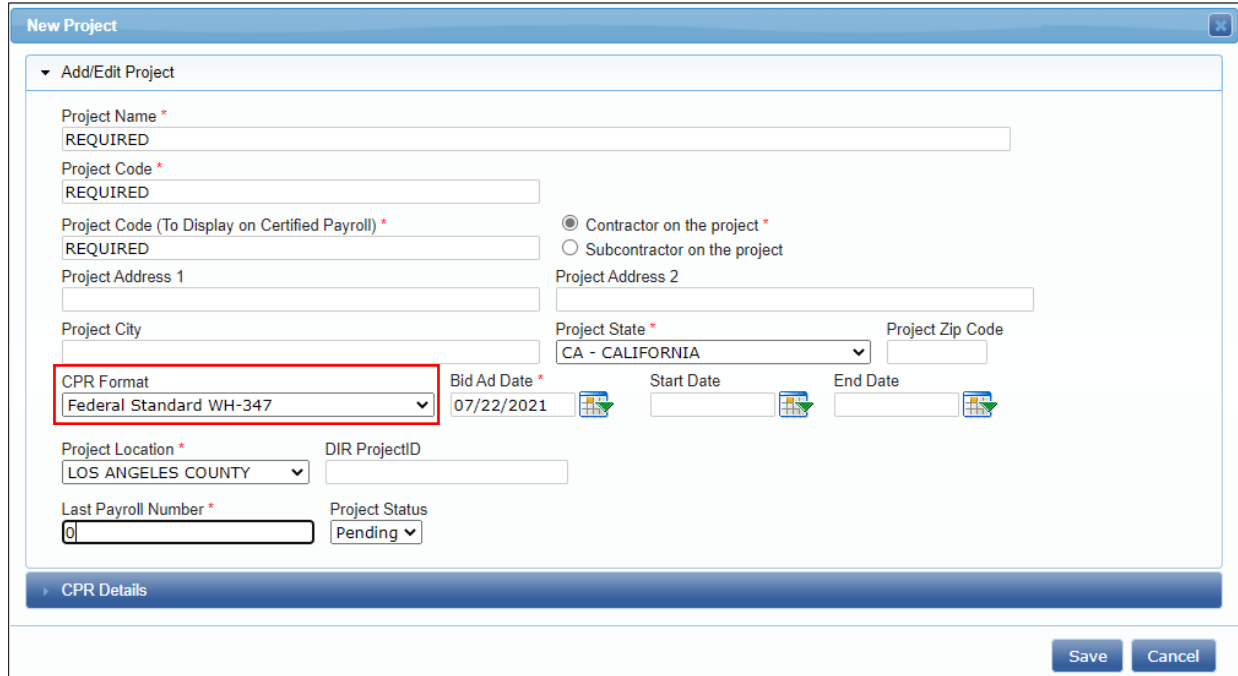


The screenshot shows the LCPcertified web interface. At the top, there are navigation tabs: 'Projects', '1. Payroll Records', '2. Notices', '3. Certification', 'Reports', 'Set Up', and 'Purchase Subscription'. Below these, a welcome message reads 'WELCOME D Goode Plus' with a link to 'Need training? Check out our on-demand training videos!' and a 'Watch Now' button. The 'Projects' sub-tab is active, showing a checkbox for 'Include Closed Projects' which is unchecked. Below this is a table of projects:

Project Code	Project Name	Status	Last Payroll Number	Date Added	
project	project	Active	1	01/08/2020	<a href="#">Edit</a>
dir	01 DIR Project	Active	1	10/09/2020	<a href="#">Edit</a>

Below the table, it says 'Page 1 2'. At the bottom of the 'Projects' sub-tab area, there is a red-bordered button labeled 'Add New Project'.

All fields with a red asterisk (\*) are required, all other fields are optional. The 'CPR Format' option is on this screen, choose the proper form depending on the project requirements (depending on location, there may only be one option). The CPR Format can be edited if the wrong option is selected.



**New Project**

▼ Add/Edit Project

Project Name \*  
REQUIRED

Project Code \*  
REQUIRED

Project Code (To Display on Certified Payroll) \*  
REQUIRED

Project Address 1  
Project Address 2

Project City  
Project State \*  
CA - CALIFORNIA  
Project Zip Code

CPR Format  
Federal Standard WH-347

Bid Ad Date \*  
07/22/2021

Start Date  
End Date

Project Location \*  
LOS ANGELES COUNTY  
DIR ProjectID

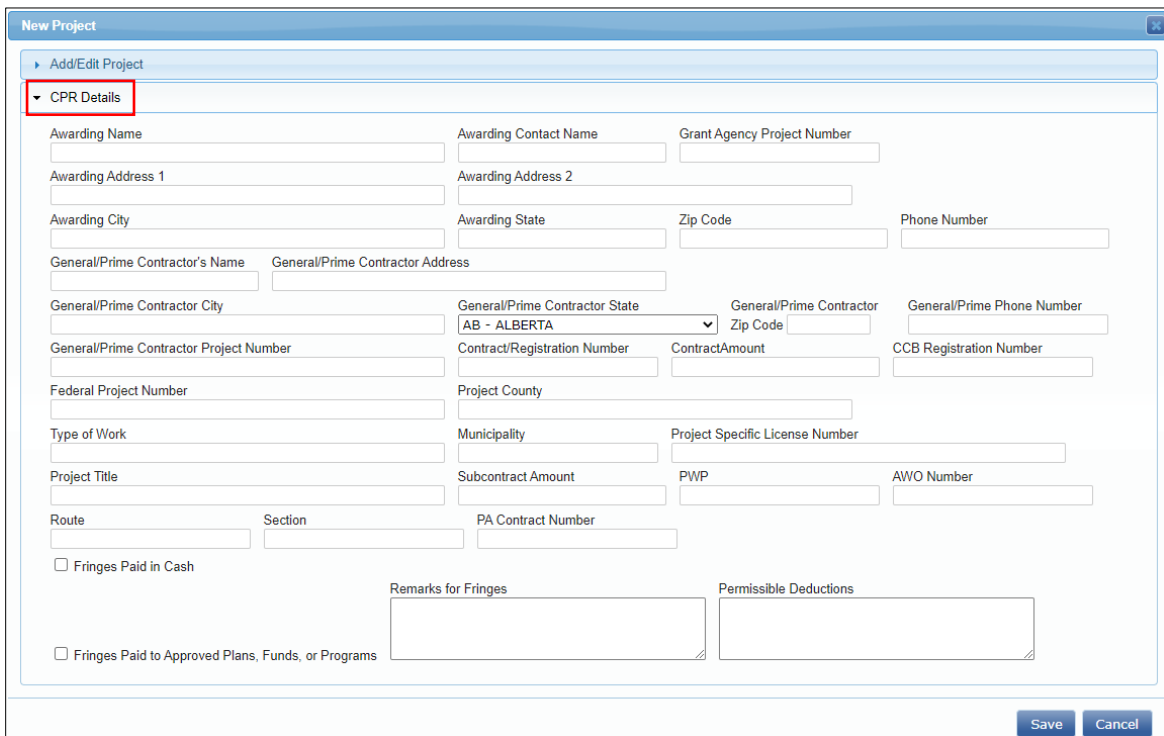
Last Payroll Number \*  
0  
Project Status  
Pending

► Contractor on the project \*  
○ Subcontractor on the project

► CPR Details

Save Cancel

The 'CPR Details' tab is optional additional information that can be filled out for a project, this information is also editable after the project is created, if needed.



**New Project**

► Add/Edit Project

▼ CPR Details

Awarding Name  
Awarding Contact Name  
Grant Agency Project Number

Awarding Address 1  
Awarding Address 2

Awarding City  
Awarding State  
Zip Code  
Phone Number

General/Prime Contractor's Name  
General/Prime Contractor Address

General/Prime Contractor City  
General/Prime Contractor State  
AB - ALBERTA  
General/Prime Contractor Zip Code  
General/Prime Phone Number

General/Prime Contractor Project Number  
Contract/Registration Number  
Contract Amount  
CCB Registration Number

Federal Project Number  
Project County

Type of Work  
Municipality  
Project Specific License Number

Project Title  
Subcontract Amount  
PWP  
AWO Number

Route  
Section  
PA Contract Number

Fringes Paid in Cash

Remarks for Fringes  
Permissible Deductions

Fringes Paid to Approved Plans, Funds, or Programs

Save Cancel

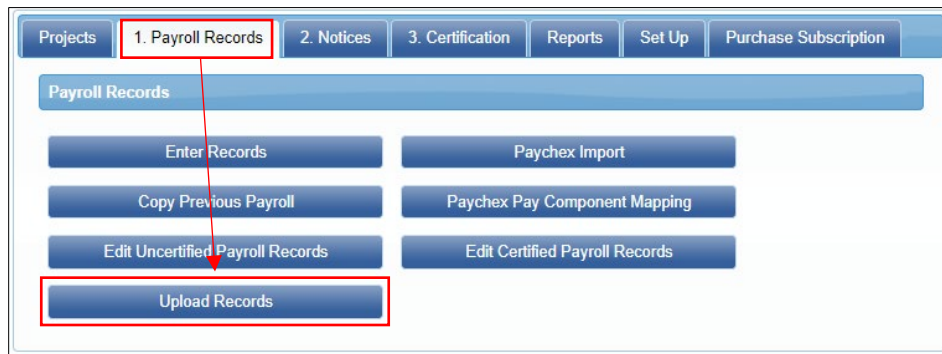
Note: Users within the State of California, the Bid Advertisement Date will need to be entered, as well as the location (county) of the project before system will allow the project information to be saved.

## Uploading or Entering Payroll Records

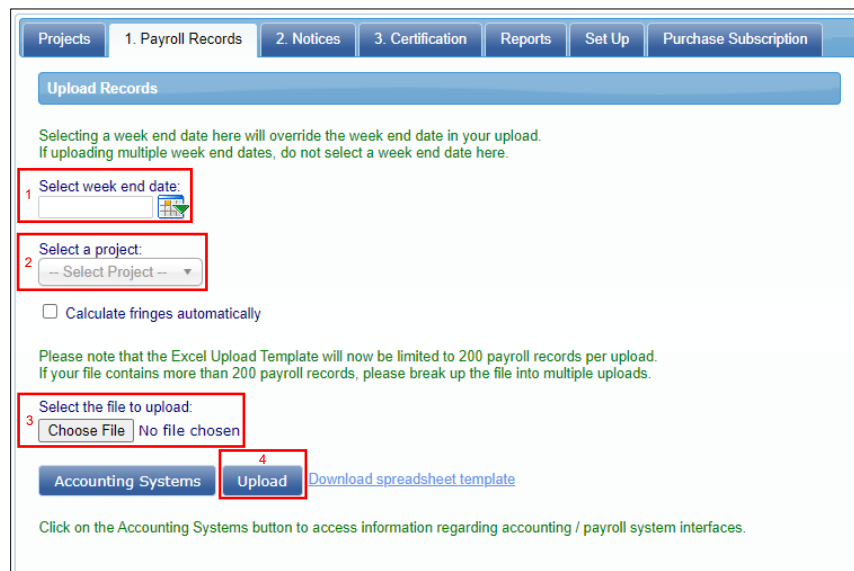
After a project has been successfully setup payroll records can then be either uploaded or manually entered. Below are steps to complete an upload or manual entry.

### Uploading Payroll Records

Select the '1. Payroll Records' tab then select 'Upload Records'.

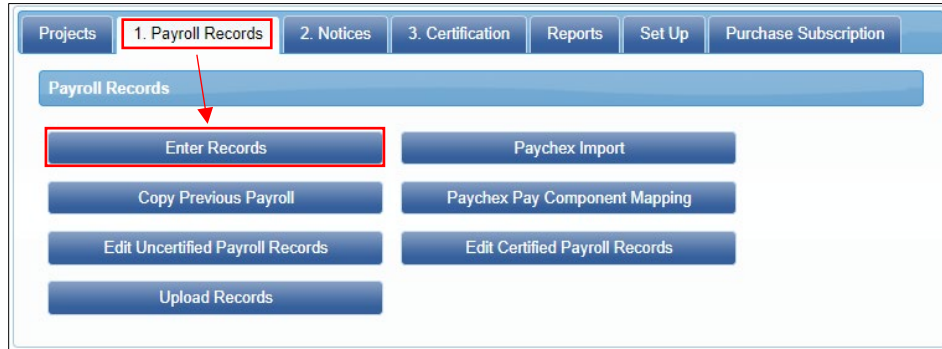


1. Select the week end date for the payroll being uploaded.
2. Select the project that payroll records are going to be uploaded for.
3. Select 'Choose File' and browse the computer and select the correct file upload.
4. Select Upload, as the file is being uploaded the data check validations will run.



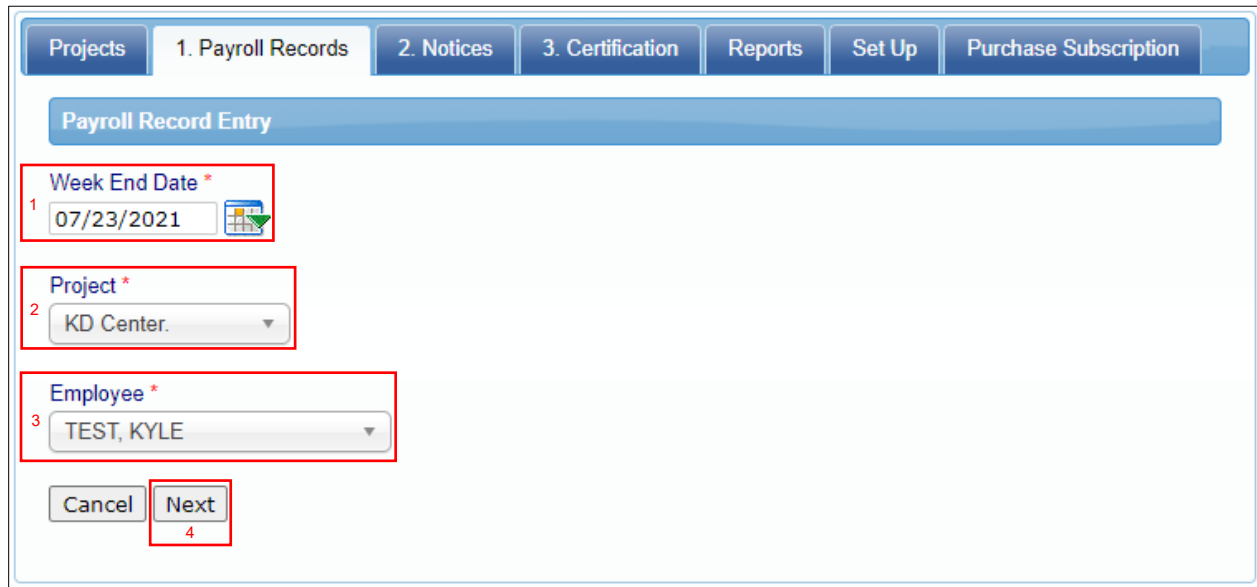
## Manual Entry of Payroll Records

Select the '1. Payroll Records' tab then select 'Enter Records'. Note, to upload payroll records manually, employee information must already be entered. This can be done in the 'Setup' tab under 'Add/Edit Employee'.



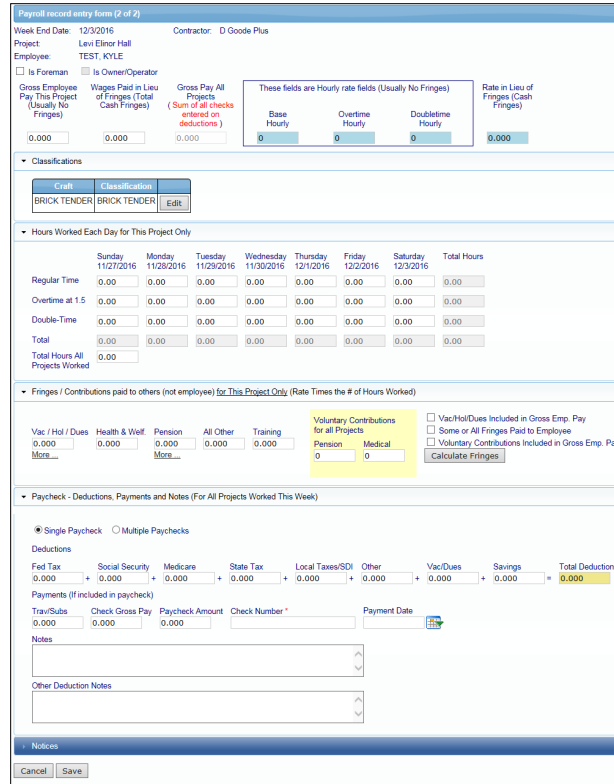
To manually create the payroll record:

1. Select the week end date using the calendar icon or type the date in MM/DD/YYYY format.
2. Select the project from the dropdown
3. Select an employee from the drop down
4. Select 'Next'.



The screenshot shows the 'Payroll Record Entry' form. The top navigation bar is the same as in the previous image. The form has three main input fields: 'Week End Date \*' with a calendar icon and a date of 07/23/2021; 'Project \*' with a dropdown menu showing 'KD Center.'; and 'Employee \*' with a dropdown menu showing 'TEST, KYLE'. Below these fields are two buttons: 'Cancel' and 'Next'. The 'Next' button is highlighted with a red box and a small '4' below it.

The second page of the 'Payroll record entry form (2 of 2)' will appear. The upper portion of the form will automatically fill based on the information selected in the previous step. Tab or click through this screen to complete all information needed for the employee.



**Payroll record entry form (2 of 2)**

Week End Date: 12/3/2016 Contractor: D Goode Plus  
 Project: Levi Elinor Hall  
 Employee: TEST, KYLE

Is Foreman  Is Owner/Operator

Gross Employee Pay This Project (Usually No Fringes): 0.000  
 Wages Paid in Lieu of Fringes (Total Cash Fringes): 0.000  
 Gross Pay All Projects (Sum of all checks entered on deductions): 0.000

These fields are Hourly rate fields (Usually No Fringes):  
 Base Hourly: 0 Overtime Hourly: 0 Doubletime Hourly: 0  
 Rate in Lieu of Fringes (Cash Fringes): 0.000

**Classifications**

Craft	Classification
BRICK TENDER	BRICK TENDER

**Hours Worked Each Day for This Project Only**

	Sunday 11/27/2016	Monday 11/28/2016	Tuesday 11/29/2016	Wednesday 11/30/2016	Thursday 12/1/2016	Friday 12/2/2016	Saturday 12/3/2016	Total Hours
Regular Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Overtime at 1.5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Double-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours All Projects Worked	0.00							

**Fringes / Contributions paid to others (not employee) for This Project Only (Rate Times the # of Hours Worked)**

Vac / Holi / Dues: 0.000 Health & Well: 0.000 Pension: 0.000 All Other: 0.000 Training: 0.000  
 Voluntary Contributions for all Projects: 0.000 Pension: 0.000 Medical: 0.000  
 Vol/Hol/Dues included in Gross Emp. Pay:   
 Some or All Fringes Paid to Employee:   
 Voluntary Contributions included in Gross Emp. Pay:   
 Calculate Fringes: [Calculate Fringes]

**Paycheck - Deductions, Payments and Notes (For All Projects Worked This Week)**

Single Paycheck  Multiple Paychecks

**Deductions**

Fed Tax	Social Security	Medicare	State Tax	Local Taxes/SDI	Other	Vac/Dues	Savings	Total Deductions
0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

**Payments (if included in paycheck)**

Trav/Subs	Check Gross Pay	Paycheck Amount	Check Number *	Payment Date
0.000	0.000	0.000		

Notes:  
 Other Deduction Notes:  
 Notices:

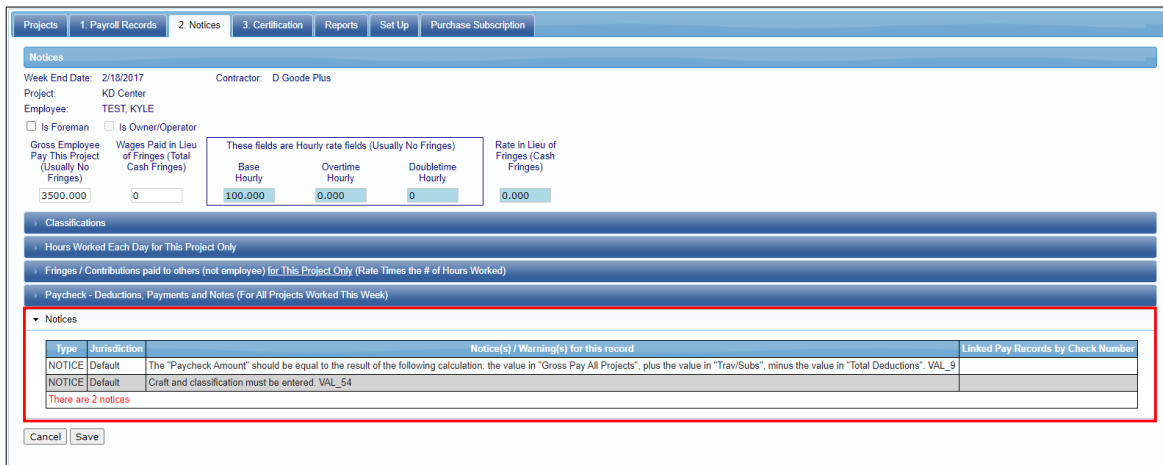
Repeat these steps for each employee that payroll records need to be entered for that week end date.

## Checking for Payroll Errors

Based on Data Completeness any missing information will cause payroll records to show under the '2. Notices' navigation tab. E.g., blank hourly rate of pay; hourly overtime (if overtime hours reported); blank gross pay all projects or paycheck amount (net pay) etc.

Choose the project to review and enter a date range if needed. A list of employee notices will appear. Select the employee to be reviewed.

The 'Notices' section is located at the bottom of page. The notices will assist in correcting errors in the payroll record.



**Notices**

Week End Date: 2/18/2017 Contractor: D Goode Plus  
 Project: KD Center  
 Employee: TEST, KYLE

Is Foreman  Is Owner/Operator

Gross Employee Pay This Project (Usually No Fringes): 3500.000  
 Wages Paid in Lieu of Fringes (Total Cash Fringes): 0  
 These fields are Hourly rate fields (Usually No Fringes):  
 Base Hourly: 100.000 Overtime Hourly: 0.000 Doubletime Hourly: 0  
 Rate in Lieu of Fringes (Cash Fringes): 0.000

**Classifications**

**Hours Worked Each Day for This Project Only**

**Fringes / Contributions paid to others (not employee) for This Project Only (Rate Times the # of Hours Worked)**

**Paycheck - Deductions, Payments and Notes (For All Projects Worked This Week)**

**Notices**

Type	Jurisdiction	Notice(s) / Warning(s) for this record	Linked Pay Records by Check Number
NOTICE	Default	The "Paycheck Amount" should be equal to the result of the following calculation: the value in "Gross Pay All Projects", plus the value in "Trav/Subs", minus the value in "Total Deductions". VAL_9	
NOTICE	Default	Craft and classification must be entered. VAL_54	

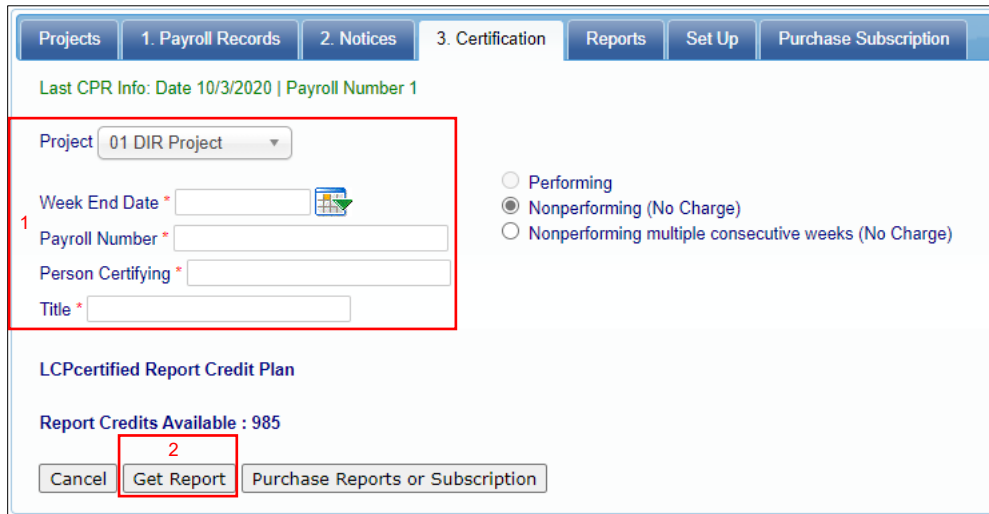
There are 2 notices

Cancel Save

## Producing a Certified Payroll Report (CPR)

The following is how to complete a certification of your payroll and generate a CPR in the '3. Certifications' tab.

1. Choose the project, the Week End Date will auto-populate based on pending records, Payroll Number; Name and Title of Person Certifying.
2. Select 'Get Report'. **Note:** if there are no available credits, select 'Purchase Reports or Subscription' this must be completed before a CPR can be generated.
3. The payroll report is now saved and can be viewed/edited as needed.



The screenshot shows the '3. Certification' tab in the LCPtracker interface. At the top, there are navigation tabs: 'Projects', '1. Payroll Records', '2. Notices', '3. Certification', 'Reports', 'Set Up', and 'Purchase Subscription'. Below the tabs, it says 'Last CPR Info: Date 10/3/2020 | Payroll Number 1'. The main form area contains several fields: 'Project' (a dropdown menu with '01 DIR Project' selected), 'Week End Date' (a date picker), 'Payroll Number' (a text input), 'Person Certifying' (a text input), and 'Title' (a text input). To the right of these fields are three radio button options: 'Performing', 'Nonperforming (No Charge)' (which is selected), and 'Nonperforming multiple consecutive weeks (No Charge)'. Below the form, there is a section for 'LPCertified Report Credit Plan' showing 'Report Credits Available : 985'. At the bottom, there are three buttons: 'Cancel', 'Get Report' (highlighted with a red box and a '2'), and 'Purchase Reports or Subscription'.

All CPR's can be edited and reprinted free of charge! A subscription is needed to be purchased for future reports.

## Updating the Certification Subscription

When the 'Purchase Reports or Subscription' option is selected, choose the subscription desired and select 'Purchase'. A new window will appear for company and credit card information.



The screenshot shows the 'Subscriptions' window in the LCPtracker interface. At the top, there are navigation tabs: 'Projects', '1. Payroll Records', '2. Notices', '3. Certification', 'Reports', 'Set Up', and 'Purchase Subscription'. Below the tabs, it says 'Subscriptions' and 'LPCertified Report Credit Plan'. Below that, it says 'Report Credits Available : 985'. The main area contains a table with two columns: 'Description' and 'Standard Price'. The table lists several subscription options, each with a radio button next to it. The options are: '0 Per Report' (\$10.00), 'Monthly - Up to 5 Active Projects' (\$125.00), 'Yearly - Up to 10 Active Projects' (\$1,100.00), 'Yearly - Up to 25 Active Projects' (\$2,200.00), 'Yearly - Up to 50 Active Projects' (\$3,300.00), and 'Yearly Unlimited Projects' (\$6,600.00). At the bottom, there are two buttons: 'Cancel' and 'Purchase'.

Description	Standard Price
LPCertified Plus Pricing	
<input type="radio"/> 0 Per Report	\$10.00
<input type="radio"/> Monthly - Up to 5 Active Projects	\$125.00
<input type="radio"/> Yearly - Up to 10 Active Projects	\$1,100.00
<input type="radio"/> Yearly - Up to 25 Active Projects	\$2,200.00
<input type="radio"/> Yearly - Up to 50 Active Projects	\$3,300.00
<input type="radio"/> Yearly Unlimited Projects	\$6,600.00

## Adding Rate Sheets

For those within California and using the California State Rates, rate sheets do not need to be entered. Only craft matching is required after the payrolls have been updated.

However, if the project does incorporate California State Rates (perhaps Federal DOL or some other special rates). Please see the LCPcertified Contractors User's Manual under the eTraining link and review the section titled 'Add/Edit Rate Sheets'.

## Contacting the LCPtracker Support Team

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If assistance is needed, please contact our LCPtracker Support team:

- 714-669-0052 option 4,
- or Live Chat,
- or [support@lcptracker.com](mailto:support@lcptracker.com)