

# Maryland Export File - LCPcertified Professional

Version: 1.1

Date: 7/22/2022

## MD Export File - LCPcertified Professional

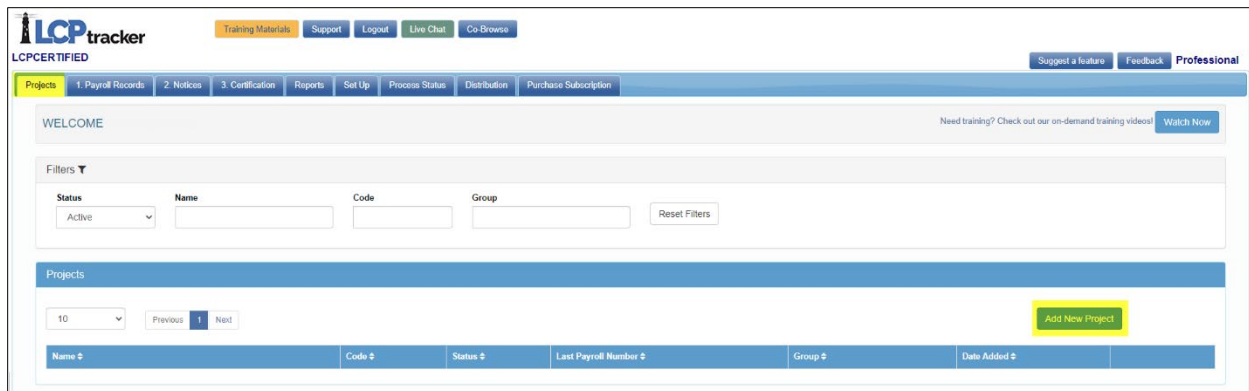
LCPcertified contractors which are required to submit Certified Payroll Reports directly to the Maryland DLLR system can now generate a compatible export file right out of their LCPcertified accounts.

### Setting up Projects to access the MD Export File

See instructions below on how to set up projects to access the MD Export file.

#### Add a New Project

1. Click on Add New Project button



The screenshot shows the LCPtracker web interface. At the top, there is a navigation bar with links for Training Materials, Support, Logout, Live Chat, and Co-Browse. Below this is a secondary navigation bar with tabs for Projects, Payroll Records, Notices, Certification, Reports, Set Up, Process Status, Distribution, and Purchase Subscription. The main content area has a 'WELCOME' message and a 'Need training? Check out our on-demand training videos! Watch Now' link. Below the welcome message is a 'Filters' section with dropdown menus for Status (set to Active), Name, Code, and Group, and a 'Reset Filters' button. The 'Projects' section features a table with columns for Name, Code, Status, Last Payroll Number, Group, and Date Added. A yellow box highlights the 'Add New Project' button in the top right corner of the Projects section.

2. Enter minimum required project information
  - a. Project Name
  - b. Project Code (*Job Number/Contract Number*)
  - c. Select whether you are a Contractor vs Subcontractor
  - d. Project State – Maryland
  - e. Start Date
  - f. Project Status – Pending vs Active
  - g. CPR Format
  - h. Last Payroll Number
  - i. Select “Use Rate Sheet” check box
    - Select **MD State Export** rate sheet

Add New Project

**Project**

Project Name \*

Project Code \*

Project Code (To Display on Certified Payroll)

Address 1 Address 2 City

State \* MD - MARYLAND Zip Project Control Id

Start Date \* End Date Date of Prevailing Wage Determination This Project Project Status \*

CPR Format \* Last Payroll Number \* Group Name Distribution Contacts

Use Rate Sheet

Rate Sheet \* MD State Export [Manage Wage Data](#)

CPR Details

- j. **CPR Details Section**
  - MD Project Determination No
- k. Save

**CPR Details**

**Project**

Project Specific License Number Project County

Project Title Type of Work Municipality

**Awarding Agency**

Awarding Agency Name Contact Name

Address 1 Address 2

City State Zip

Phone Number Grant Agency Project Number

**General/Prime Contractor**

General/Prime Contractor Name Address City

State Zip Phone Number

Project Number Contract/Registration Number Contract Amount

Subcontract Amount Federal Project Number CCB Registration Number

PWP AWO Number Route

Section PA Contract Number MD Project Determination No

**Fringe Options**

Fringes Paid in Cash  Fringes Paid to Approved Plans, Funds, or Programs

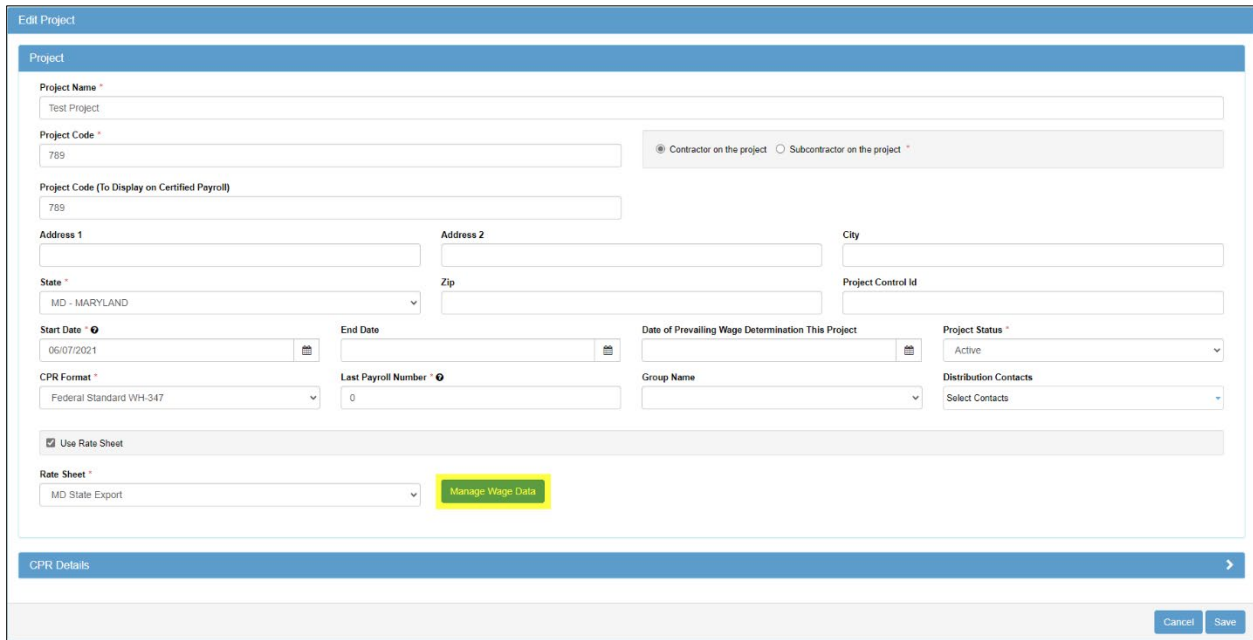
Remarks for Fringes Permissible Deductions

[Cancel](#) [Save](#)

**Note:**

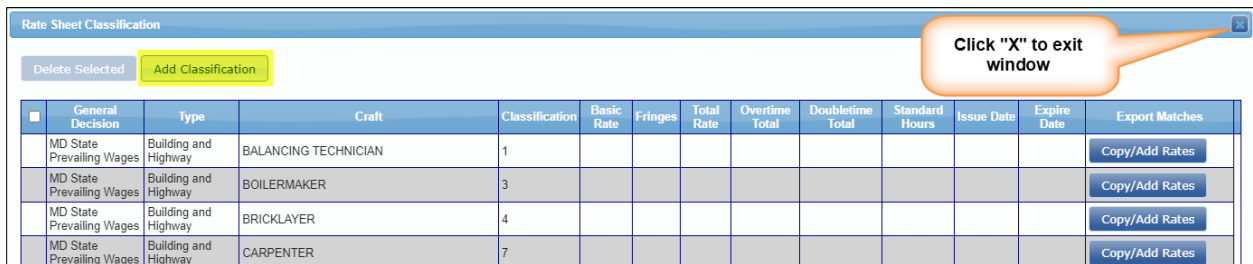
Contractors can select the applicable classification from the default Maryland State Classification ID List when entering payroll data.

- If you wish to add Classification(s), Apprentice(s) and/or enter Pay Rates, you may click on **Manage Wage Data** button on the Set Up Project screen.
- Project must be saved first to have the ability to access the Manage Wage Data functionality.



**Manage Wage Data button functionalities (Optional)**

1. To **Add Classification(s)** to the default Classification List



General Decision	Type	Craft	Classification	Basic Rate	Fringes	Total Rate	Overtime Total	Doubletime Total	Standard Hours	Issue Date	Expire Date	Export Matches
MD State Prevailing Wages	Building and Highway	BALANCING TECHNICIAN	1									Copy/Add Rates
MD State Prevailing Wages	Building and Highway	BOILERMAKER	3									Copy/Add Rates
MD State Prevailing Wages	Building and Highway	BRICKLAYER	4									Copy/Add Rates
MD State Prevailing Wages	Building and Highway	CARPENTER	7									Copy/Add Rates

- a. Click on Manage Wage Data button on project Set Up Screen
- b. Click on Add Classification button
- c. Enter minimum required Classification information
  - Craft
  - Classification
- d. Adding Rates is Optional




Add Classification
✕

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**Wage Decision**

Construction Type \*

General Decision \*       Modification \*

Publication Date \*        Issue Date \*        Expire Date \*  

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**Craft / Classification Details**

Craft \*

Classification \*

Export Craft List       Export Craft Name/Code

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Standard Hours Day

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Basic Rate	Fringes	Total Hourly Rate	Training
0.000	0.000	0.000	0.000

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Total Overtime Rate

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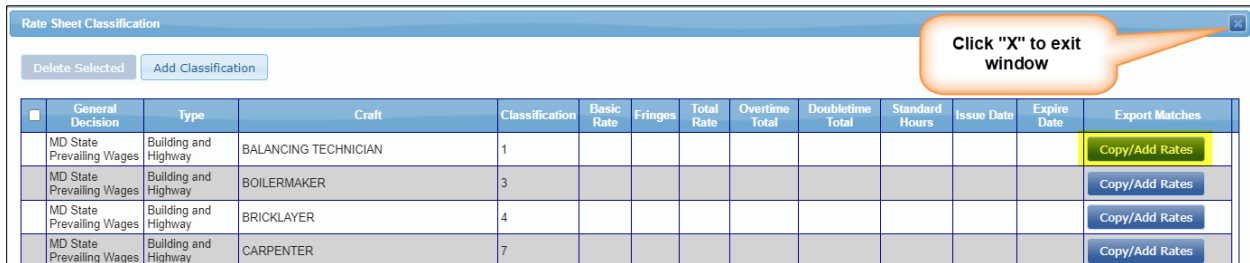
Total Doubletime Rate

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Notes

- e. Save changes to Rate Sheet
- f. Save changes to Project

2. To add an Apprentice and/or Add Rates to an existing default Classification, use the **Copy/Add Rates** button



General Decision	Type	Craft	Classification	Basic Rate	Fringes	Total Rate	Overtime Total	Doubletime Total	Standard Hours	Issue Date	Expire Date	Export Matches
MD State Prevailing Wages	Building and Highway	BALANCING TECHNICIAN	1									Copy/Add Rates
MD State Prevailing Wages	Building and Highway	BOILERMAKER	3									Copy/Add Rates
MD State Prevailing Wages	Building and Highway	BRICKLAYER	4									Copy/Add Rates
MD State Prevailing Wages	Building and Highway	CARPENTER	7									Copy/Add Rates

- a. Click Copy/Add Rates button
  - If adding an *Apprentice Level* to an existing default Craft, then add the desired apprentice level as an addition to what is displayed on the Classification field

i.e. Balancing Technician / 1

- Click Copy/Add Rates button
- Then click Save button.
  - i. This will enable the default Classification field
- Click Finished
- Click Edit button on desired Craft (*i.e. Balancing Technician*)
- Enter the word "Apprentice" followed by the apprentice level (*i.e. 1 Apprentice 1*)

**Note:** Do not delete the assigned Classification number in the classification field.

- Then save changes to Rate Sheet
- And save changes to Project

### Add Classification ✕


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#### Wage Decision


Construction Type \*  
Building and Highw... ✕ ▾

General Decision \*  
MD State Prevailing Wages

Modification \*  
00

Publication Date \*  
01/01/2000 

Issue Date \*  
01/01/2000 

Expire Date \*  
01/01/2100 

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#### Craft / Classification Details

Craft \*  
BALANCING TECHNICIAN

Classification \*  
1

Export Craft List ▾      Export Craft Name/Code ▾

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Standard Hours Day  
8.00

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Basic Rate	Fringes	Total Hourly Rate	Training
0.000	0.000	0.000	0.000

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Total Overtime Rate

Cancel Save

### Edit Classification

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#### Wage Decision

Construction Type \*  
Building and Highway

General Decision \*  
MD State Prevailing Wages

Modification \*  
00

Publication Date \*  
1/1/2000

Issue Date \*  
1/1/2000

Expire Date \*  
1/1/2100

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#### Craft / Classification Details

Craft \*  
BALANCING TECHNICIAN

Classification \*  
1 Apprentice 1

Export Craft List  
Export Craft Name/Code

---

Standard Hours Day  
8.00

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Basic Rate	Fringes	Total Hourly Rate	Training
0.000	0.000	0.000	0.000

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Total Quantity Data

Cancel Save



If adding rates to a Classification, click Copy/Add Rates

- Enter Rates
- Save changes to Rate Sheet
- Save changes to Project

**Note:** Added rates can be edited later if desired.

✕
Add Classification

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**Wage Decision**

Construction Type \*  
Building and Highway ▾

General Decision \* Modification \*  
MD State Prevailing Wages 00

Publication Date \* Issue Date \* Expire Date \*  
1/1/2000 1/1/2000 1/1/2100

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**Craft / Classification Details**

Craft \*  
BALANCING TECHNICIAN

Classification \*  
1

Export Craft List Export Craft Name/Code  
▾ ▾

---

Standard Hours Day  
8.00

---

Basic Rate	Fringes	Total Hourly Rate	Training
0.000	0.000	0.000	0.000

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Total Overtime Rate  
0.000

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Total Doubletime Rate  
0.000

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Notes

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Cancel
Reset
Save

Once your Maryland Project is set up, you can continue to enter/import payroll data as you normally would.

### Payroll Records Tab

- a. Enter Records (if manually entering data)
- b. Copy Previous Payroll (if manually entering data)
- c. Upload Records (if importing data)
- d. Paychex Import (if using Paychex API to import data)

### Notices Tab (optional but recommended)

- a. Look up employees with outstanding notices per project(s) or weekend date(s)
- b. Click Edit on desired employee
- c. Clear Notices
  - Repeat for each employee

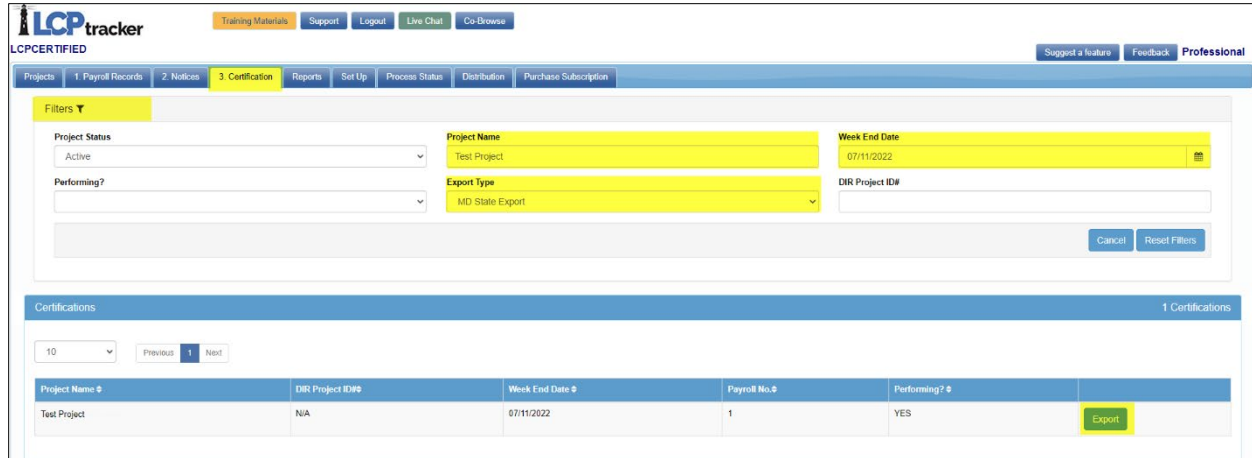
### Certification Tab

- a. Certify Payroll Records button
- b. Choose to certify per Project vs Project Group
  - Per Project is recommended
- c. Select Project Name(s)
- d. Enter Person Certifying (displays on CPR)
- e. Enter Title (displays on CPR)
- f. Enter Weekend Date(s)
  - Single Week (*First and Last Weekend date would be the same*)
  - Multiple Weeks (*Select from a range of weekend dates*)
- g. Select – What day of week does your payroll end?
- h. Enter E-Signature Password
- i. Use Signature Stamp (optional)
- j. Submit

Once payroll data is certified, you can view/save the MD State Export file.

### Certification Tab

- a. Export Certified Payroll Report button
- b. Feel free to use the Filter functionality
  - Project Name
  - Weekend Date
  - Export Type
    - Select MD State Export
  - Click on Export button for desired Project/Weekend Date
- c. Save File



The screenshot shows the LCPcertified web application interface. At the top, there are navigation tabs: Training Materials, Support, Logout, Live Chat, and Co-Browse. Below that, there are more navigation tabs: Projects, 1 Payroll Records, 2 Notices, 3 Certification (highlighted), Reports, Set Up, Process Status, Distribution, and Purchase Subscription. On the right, there are buttons for Suggest a feature, Feedback, and Professional.

The main content area is titled "Filters" and contains several input fields:
 

- Project Status: Active (dropdown)
- Project Name: Test Project (text input)
- Week End Date: 07/11/2022 (calendar icon)
- Performing?: (dropdown)
- Export Type: MD State Export (dropdown)
- DIR Project ID#: (text input)

 There are "Cancel" and "Reset Filters" buttons at the bottom right of the filter section.

Below the filters is a section titled "Certifications" with a sub-header "1 Certifications". It includes a pagination control with "10" items per page, "Previous", "1" (current page), and "Next" buttons. Below this is a table with the following data:

Project Name	DIR Project ID#	Week End Date	Payroll No.	Performing?	Export
Test Project	N/A	07/11/2022	1	YES	Export

You can now upload the MD State Export file to the Maryland State DLLR system to submit.

**Note:** If you need to submit more than one MD State Export file to the Maryland State DLLR system within a 24-hour submission period then follow guidelines below:

Bulk file Names have two (2) parts separated by an Underscore [ \_ ]:

1. Your 9-digit (FEIN) **F**ederal **E**mployer **I**dentification **N**umber
2. Submission Number ( to avoid overwriting files before processing )

The 1st Bulk Submission within a 24-hour submission period would use 001 as the Submission Number

Example: 529876543\_001.txt

The 2nd Bulk Submission within the same 24-hour submission period would use 002

Example: 529876543\_002.txt

## Contacting Support

Should you have any questions regarding the MD State Export or general LCPcertified questions, feel free to contact our Support Department.

Support Hours: Monday - Friday 5:00am - 5:30 pm PST

Email: [support@lcptracker.com](mailto:support@lcptracker.com)

Phone: (714) 669-0052 Option 4

Chat: click on the Live Chat button right in your LCPcertified account