

Maryland Export File - LCPcertified Plus

Version: 1.1

Date: 7/22/2022

MD Export File - LCPcertified Plus

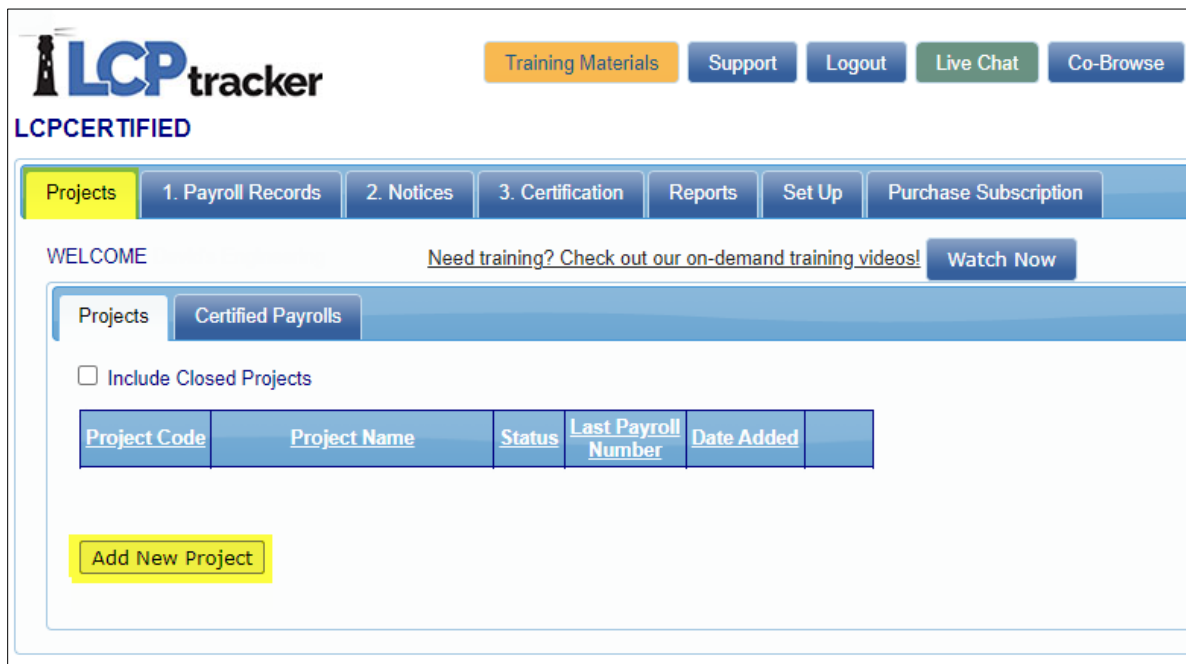
LCPcertified contractors which are required to submit Certified Payroll Reports(CPRs) directly to the Maryland DLLR system can now generate a compatible export file right out of their LCPcertified accounts.

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 left is the LCPtracker logo. To the right are navigation buttons: Training Materials, Support, Logout, Live Chat, and Co-Browse. Below the logo is the text 'LPCERTIFIED'. A horizontal menu contains 'Projects', '1. Payroll Records', '2. Notices', '3. Certification', 'Reports', 'Set Up', and 'Purchase Subscription'. The 'Projects' button is highlighted in yellow. Below the menu is a 'WELCOME' message and a link: 'Need training? Check out our on-demand training videos!' with a 'Watch Now' button. Underneath, there are tabs for 'Projects' and 'Certified Payrolls'. A checkbox labeled 'Include Closed Projects' is present. Below that is a table with columns: Project Code, Project Name, Status, Last Payroll Number, and Date Added. At the bottom left, the 'Add New Project' button is highlighted in yellow.

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. Select “Use Rate Sheet” check box
 - Select ‘**MD State Export**’ rate sheet
 - f. Last Payroll Number
 - g. Project Status – Pending vs Active

New Project

▼ Add/Edit Project

Project Name *

Project Code *

Project Code (To Display on Certified Payroll) *

Project Address 1

Project Address 2

Project City

Project State *
MD - MARYLAND

Project Zip Code

CPR Format
Federal Standard WH-347

Start Date

End Date

Date of Prevailing Wage Determination This Project

Use Rate Sheet

Rate Sheet MD State Export

Manage Wage Data

Last Payroll Number *

Project Status
Pending

► CPR Details

- h. **CPR Details Section**
 - MD Project Determination No
- i. Save

Edit 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

General/Prime Contractor Zip Code

General/Prime Phone Number

General/Prime Contractor Project Number

Contract/Registration Number

ContractAmount

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

MD Project Determination No

Fringes Paid in Cash

Remarks for Fringes

Permissible Deductions

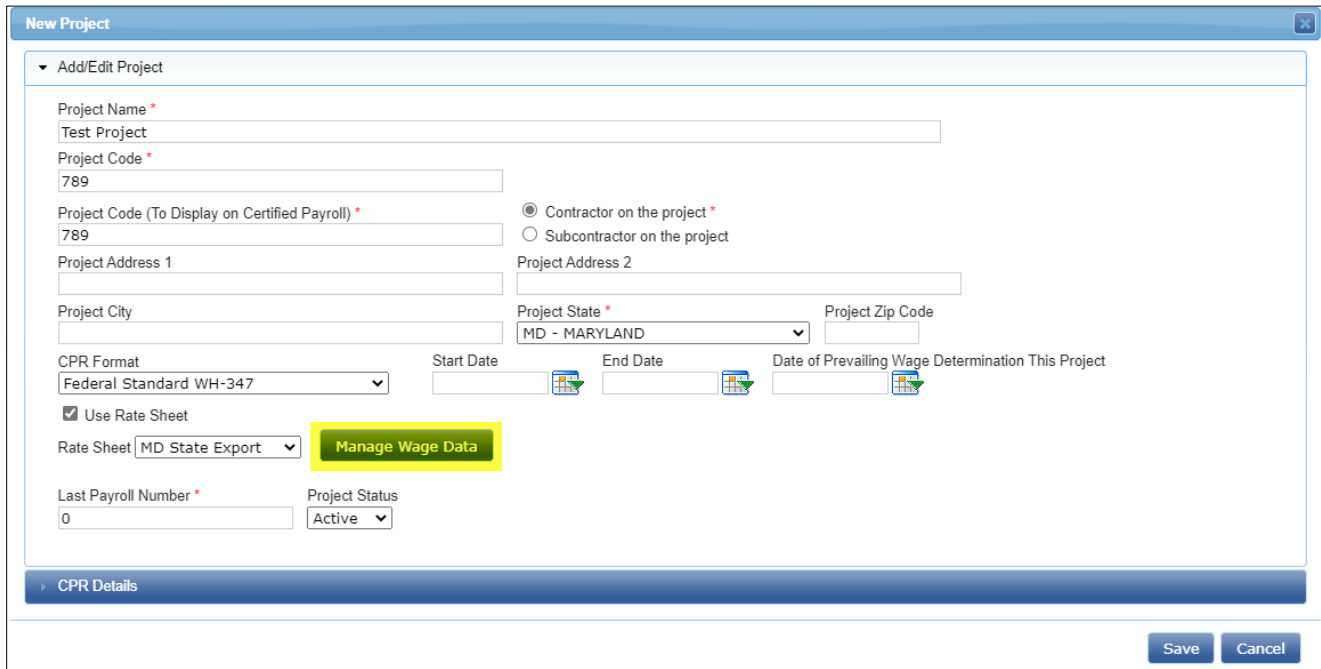
Fringes Paid to Approved Plans, Funds, or Programs

Save Cancel

Note:

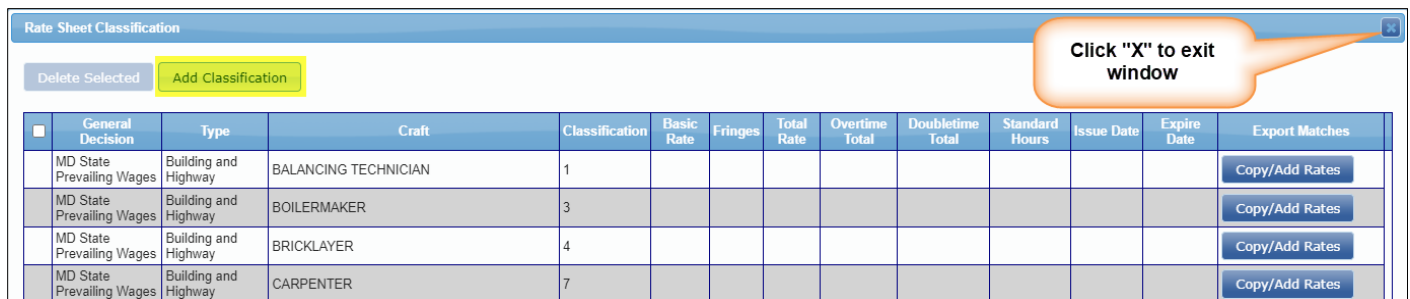
Contractors can select the applicable classification from the default Maryland State Classification ID List when entering payroll data.

- 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
✕

Wage Decision

Construction Type *

General Decision * Modification *

Publication Date *  Issue Date *  Expire Date * 

Craft / Classification Details

Craft *

Classification *

Export Craft List Export Craft Name/Code

Standard Hours Day

Basic Rate	Fringes	Total Hourly Rate	Training
0.000	0.000	0.000	0.000

Total Overtime Rate

0.000

Total Doubletime Rate

0.000

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

Rate Sheet Classification												
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


Wage Decision


Construction Type *
Building and Highw... x ▾

General Decision *
MD State Prevailing Wages

Modification *
00

Publication Date *
01/01/2000 

Issue Date *
01/01/2000 

Expire Date *
01/01/2100 

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

Total Overtime Rate

Edit Classification

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

Craft / Classification Details

Craft *
BALANCING TECHNICIAN

Classification *
1 Apprentice 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

Total Overtime Rate

Cancel Save

If adding rates to a classification, click Copy/Add Rates button

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

Note: Added rates can be edited later if desired.

✕
Add Classification

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

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

Total Overtime Rate
0.000

Total Doubletime Rate
0.000

Notes

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

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

Notices Tab (optional but recommended)

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

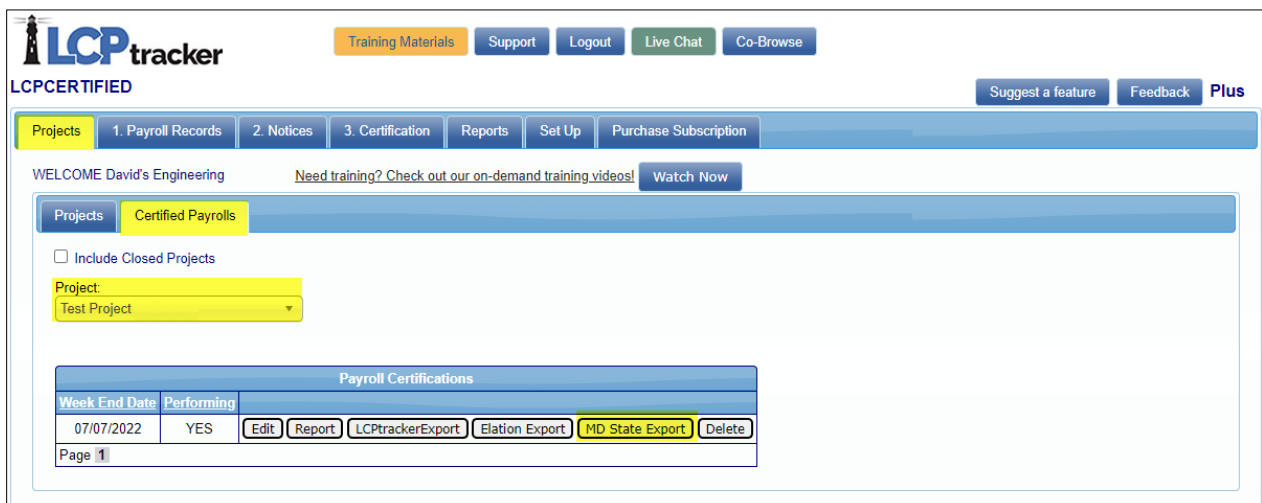
Certification Tab

- Select Project Name
- Select Weekend Date
- Enter Payroll Number
- Enter Person Certifying (displays on CPR)
- Enter Title (displays on CPR)
- Get Report

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

Projects Tab

- Certified Payrolls subtab
- Select Project Name
- Click on MD State Export button
- Save file



The screenshot shows the LCPtracker web application interface. At the top, there is a navigation bar with the LCPtracker logo and several utility buttons: Training Materials, Support, Logout, Live Chat, and Co-Browse. Below this is a secondary navigation bar with buttons for Suggest a feature, Feedback, and Plus. The main content area has a tabbed interface with tabs for Projects, 1. Payroll Records, 2. Notices, 3. Certification, Reports, Set Up, and Purchase Subscription. The 'Certification' tab is active, showing a sub-tab for 'Certified Payrolls'. Below the sub-tab, there is a checkbox for 'Include Closed Projects' and a dropdown menu for 'Project' with 'Test Project' selected. A table titled 'Payroll Certifications' is displayed with the following data:

Week End Date	Performing						
07/07/2022	YES	Edit	Report	LCPtrackerExport	Elation Export	MD State Export	Delete

At the bottom of the table, it says 'Page 1'.

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



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

Phone: (714) 669-0052 Option 4

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