PAYCHEX® Customer Set-Up Tool

PAYCHEX & LCPcertified

LCPcertified – A certified payroll reporting solution for construction companies

Step 1 – Make sure the below is Set Up before your payroll is processed:

- Labor Distribution
- Access to Online Reports
- Job Costing
- Weekly Payroll

Make sure to provide Paychex for the Certified Jobs:

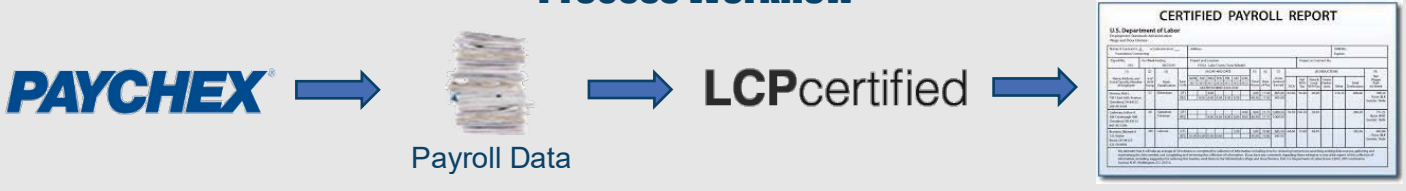
a. Hours worked, broken down per day.
b. The job name associated to the hours worked.
c. Labor Assignments (Craft and Classification) for each of the employees in those jobs.
d. Pay rates linked to the labor assignments –
   i. If paying Fringes/Benefits to your employees as cash (Paid in Lieu), they must be reported as such to Paychex.
   ii. If paying Fringes/Benefits to a third party (i.e., contribution funds, unions, etc.) you will have the ability to manage them in LCPcertified.

Step 2 – After Processing Payroll, generate the Paychex Export Template to Import Data into your LCPcertified account.

Path to Generate the Excel Upload Template in Paychex:

Analytics & Reports > All Reports > in the Search bar type "LCPcertified" > Select and click Create Report > choose the respective Job Name(s), Job ID(s) and correct Period End Date > Submit

Step 3 – Go to https://www.lcptracker.com/solutions/lcpcertified to create your LCPcertified account.

Step 4 – In your LCPcertified account, you can access free training classes to start producing your certified payroll reports.

Process Workflow