

Wage Data Entry Guide

Version: 1.1

Date: 6/14/2021

Wage Data Entry

A Project Manager will work with the Client to ensure proper setup of Jurisdiction, Location, and Construction Type. New databases include a designated number of wage data entry hours based on the contract type purchased. The Wage Data Entry team will analyze the applicable wage determination and enter them into LCPtracker for the Client up to the allotted hours of wage data entry.

Once the allotted hours have been used, there is an additional option for LCPtracker to continue data entry of new or updated wage determinations for an additional fee, however, many administrators take over the process themselves.

Introduction

This document will help to guide Clients through detailed instructions on how to enter wage determinations into LCPtracker. The following sections will be covered:

1. Add/Edit Master Wage Data
2. Copy Master to Master
3. Assign Prevailing Wage
4. Add/Edit Project Wage Data



Note:

“Dual-Funded” projects: the system will check against two sets of rules and two sets of wages, such as a USDOL (United States Department of Labor) wage determination and a State, City or Local wage determination. Such as Maryland State prevailing wages, City/County of Denver prevailing wages or Miami-Dade County Living wages. In these instances, both sets of wage determinations will need to be entered in LCPtracker. Craft matching will need to be performed by the Subcontractors who are required to enter Certified Payroll Reports (CPRs).

Apprentices: should questions arise related to apprentices and how to add them to wage determinations, please refer to the Apprentice Guide.

Add/Edit Master Wage Data

This section will cover the Add/Edit Master Wage Data option.



Making a New Master

First, check and see if there is already an existing Master Wage Data in the system, in the 'Add/Edit Master Wage Data' section within LCPtracker, and chose the parameters available with the dropdown menus in this area.

A report can be run to find this by going to the 'Reports' tab, choosing the 'Special Reports' section, and running the Master Wage Data Report.

What is in the system and what is needed for a new decision or modification, etc. can be compared. The items to be updated when the new master is created should be noted.

If there is not a Master in the system currently, simply choose the parameters from the dropdowns in this section.

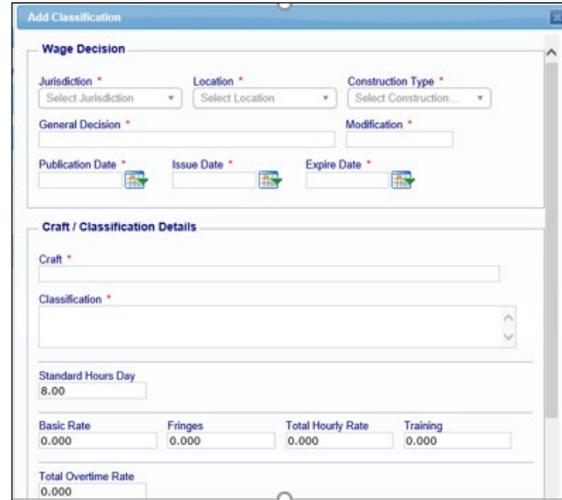
Edit Master Wage Data														
Jurisdiction *			Location *			Construction Type *			General Decision *			Modification *		
MSA - MD State Wages			Baltimore City County, MD			Building			LED Sports Lighting (M&T)			00		
<input type="button" value="Delete Selected"/> <input type="button" value="Add Classification"/>														
<input type="checkbox"/>	General Decision	Type	Craft	Classification	Basic Rate	Fringes	Total Rate	Overtime Total	Doubletime Total	Standard Hours	Issue Date	Expire Date		
<input type="checkbox"/>	LED Sports Lighting (M&T)	Building	BALANCING TECHNICIAN	Balancing Technician	\$40.270	\$17.430	\$57.700	\$77.835	\$97.970	8.00	11/20/2018	01/01/2100	<input type="button" value="Copy"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>	
<input type="checkbox"/>	LED Sports Lighting (M&T)	Building	BOILERMAKER	Boilermaker	\$43.170	\$25.180	\$68.350	\$89.935	\$111.520	8.00	11/20/2018	01/01/2100	<input type="button" value="Copy"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>	
<input type="checkbox"/>	LED Sports Lighting (M&T)	Building	BRICKLAYER	Bricklayer	\$30.910	\$10.930	\$41.840	\$57.295	\$72.750	8.00	11/20/2018	01/01/2100	<input type="button" value="Copy"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>	
<input type="checkbox"/>	LED Sports Lighting (M&T)	Building	BRICKLAYER/SAWMAN	Bricklayer/Sawman	\$30.000	\$8.240	\$38.240	\$53.240	\$68.240	8.00	11/20/2018	01/01/2100	<input type="button" value="Copy"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>	
<input type="checkbox"/>	LED Sports Lighting (M&T)	Building	CARPENTER	Carpenter	\$26.660	\$14.700	\$41.360	\$54.690	\$68.020	8.00	11/20/2018	01/01/2100	<input type="button" value="Copy"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>	
<input type="checkbox"/>	LED Sports Lighting (M&T)	Building	CARPENTER - SHORING SCAFFOLD BUILDER	Carpenter - Shoring Scaffold Builder	\$26.660	\$14.700	\$41.360	\$54.690	\$68.020	8.00	11/20/2018	01/01/2100	<input type="button" value="Copy"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>	

To start adding classifications, click on the 'Add Classification' button and proceed to enter in the information as requested.

Note: Most wage determinations do not include Overtime (OT) or Doubletime (DT) calculations, and a mathematical calculation is necessary to include them.

If the wage determination is complex, further analyzation of holiday footnotes, vacation footnotes, hazardous waste or premium pays included, will be needed.

Note: If an additional jurisdiction and/or location is needed, please fill out the request form that is available here - [Location \(or Jurisdiction\) Request Form](#).

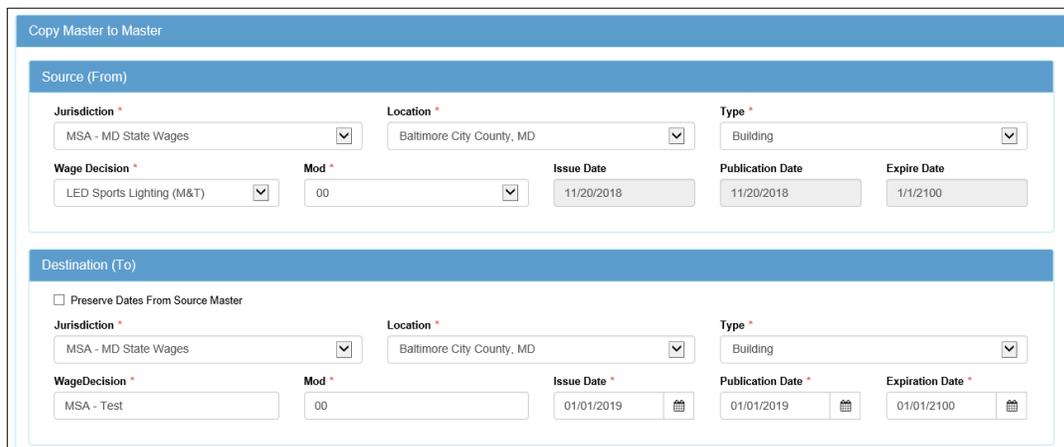


Copying Master to Master

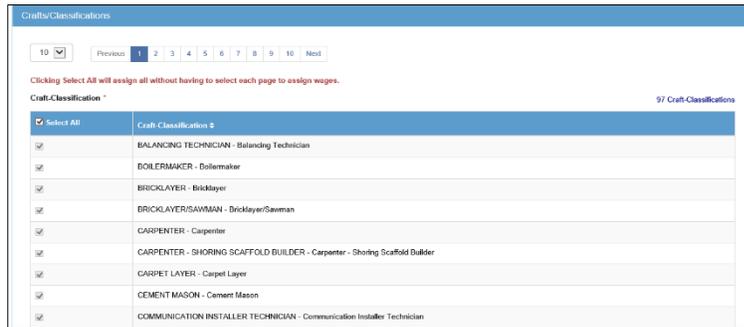
This option can be used to copy an existing Master to make and update a new Master.



Select the Master to be copied by choosing the applicable parameters in the 'Source (from)' section. Then enter the parameters for the new Master being created in the 'Destination (To)' section.



Once these sections are completed, the window below will populate. Click on the “Select All” button to select all the populated craft and classifications.



Crafts/Classifications

10 [Previous] 1 2 3 4 5 6 7 8 9 10 [Next]

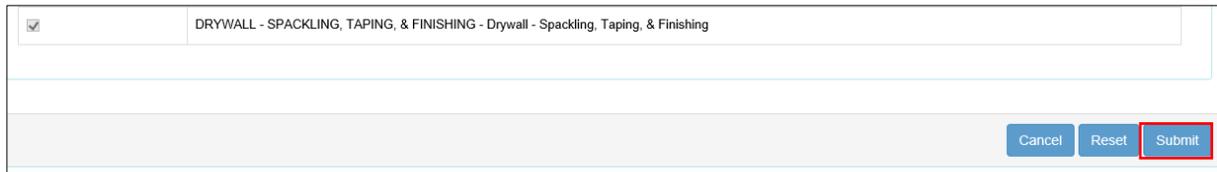
Clicking Select All will assign all without having to select each page to assign wages.

Craft:Classification * 97 Craft-Classifications

Select All

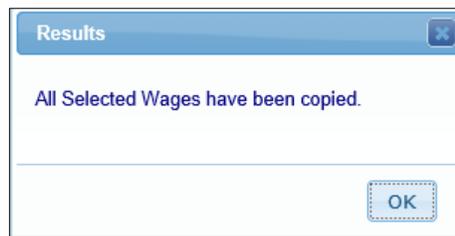
Craft Classification #	Craft Classification #
<input checked="" type="checkbox"/>	BALANCING TECHNICIAN - Balancing Technician
<input checked="" type="checkbox"/>	BOILERMAKER - Boilermaker
<input checked="" type="checkbox"/>	BRICKLAYER - Bricklayer
<input checked="" type="checkbox"/>	BRICKLAYER/SAWMAN - Bricklayer/Sawman
<input checked="" type="checkbox"/>	CARPENTER - Carpenter
<input checked="" type="checkbox"/>	CARPENTER - SHORING SCAFFOLD BUILDER - Carpenter - Shoring Scaffold Builder
<input checked="" type="checkbox"/>	CARPET LAYER - Carpet Layer
<input checked="" type="checkbox"/>	CEMENT MASON - Cement Mason
<input checked="" type="checkbox"/>	COMMUNICATION INSTALLER TECHNICIAN - Communication Installer Technician

Select the ‘Submit’ button and the following message “All Selected Wages have been copied” will appear. This is the indication that the master was copied successfully.



DRYWALL - SPACKLING, TAPING, & FINISHING - Drywall - Spackling, Taping, & Finishing

Cancel Reset **Submit**



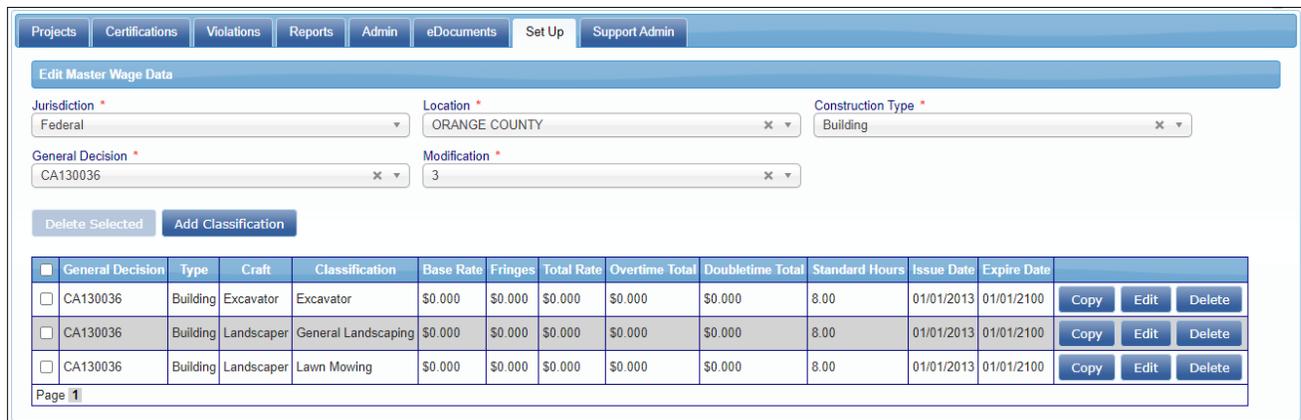
Results

All Selected Wages have been copied.

OK

Now, that the Master has been copied, the Master Wage Data can be added or edited as necessary.

In the ‘Set Up’ tab, click on ‘Prevailing Wage Setup’, then select ‘Add/Edit Master Wage Data’. Use the dropdowns to locate the Master that was just created. Here any wages, fringes, total hourly rate, overtime or doubletime can be updated.



Projects Certifications Violations Reports Admin eDocuments **Set Up** Support Admin

Edit Master Wage Data

Jurisdiction * Federal Location * ORANGE COUNTY Construction Type * Building

General Decision * CA130036 Modification * 3

Delete Selected Add Classification

	General Decision	Type	Craft	Classification	Base Rate	Fringes	Total Rate	Overtime Total	Doubletime Total	Standard Hours	Issue Date	Expire Date	
<input type="checkbox"/>	CA130036	Building	Excavator	Excavator	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	8.00	01/01/2013	01/01/2100	Copy Edit Delete
<input type="checkbox"/>	CA130036	Building	Landscaper	General Landscaping	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	8.00	01/01/2013	01/01/2100	Copy Edit Delete
<input type="checkbox"/>	CA130036	Building	Landscaper	Lawn Mowing	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	8.00	01/01/2013	01/01/2100	Copy Edit Delete

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Note: If a new Jurisdiction and/or Location is needed, fill out the request form “Location (or Jurisdiction) Request Form”. Once complete, send it to the Support team, the Support team will take the required steps to have the new Jurisdiction/Location added. Once complete, the new Jurisdiction and/or Location will appear under the “Destination (To)” list.

Adding a New Classification

Option One (Copy Function)

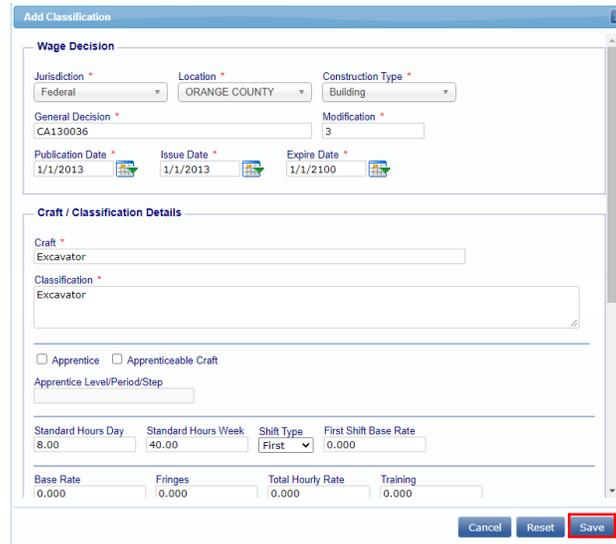
In the ‘Add/Edit Master Wage Data’ section, choose the jurisdiction, location, construction type, general decision and modification of the wage determination being updated, and the information will populate. Select ‘Copy’ next to the classification and a new window will display.



The screenshot shows the 'Edit Master Wage Data' interface. At the top, there are navigation tabs: Projects, Certifications, Violations, Reports, Admin, eDocuments, Set Up, and Support Admin. Below the tabs, there are several dropdown menus for 'Jurisdiction' (Federal), 'Location' (ORANGE COUNTY), 'Construction Type' (Building), 'General Decision' (CA130036), and 'Modification' (3). Below these are buttons for 'Delete Selected' and 'Add Classification'. A table lists three classifications with columns for General Decision, Type, Craft, Classification, Base Rate, Fringes, Total Rate, Overtime Total, Doubletime Total, Standard Hours, Issue Date, and Expire Date. The 'Copy' button for the first row is highlighted with a red box.

General Decision	Type	Craft	Classification	Base Rate	Fringes	Total Rate	Overtime Total	Doubletime Total	Standard Hours	Issue Date	Expire Date	Copy	Edit	Delete
CA130036	Building	Excavator	Excavator	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	8.00	01/01/2013	01/01/2100	Copy	Edit	Delete
CA130036	Building	Landscaper	General Landscaping	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	8.00	01/01/2013	01/01/2100	Copy	Edit	Delete
CA130036	Building	Landscaper	Lawn Mowing	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	8.00	01/01/2013	01/01/2100	Copy	Edit	Delete

The top portion of the screen will auto-populate based on what is already in the system. Add or edit any other needed information for the new craft/classification and select ‘Save’.



The screenshot shows the 'Add Classification' dialog box. It has a 'Wage Decision' section with dropdowns for 'Jurisdiction' (Federal), 'Location' (ORANGE COUNTY), and 'Construction Type' (Building). Below these are 'General Decision' (CA130036) and 'Modification' (3). There are also date pickers for 'Publication Date' (1/1/2013), 'Issue Date' (1/1/2013), and 'Expire Date' (1/1/2100). The 'Craft / Classification Details' section includes text boxes for 'Craft' (Excavator) and 'Classification' (Excavator). There are checkboxes for 'Apprentice' and 'Apprenticeable Craft', and a text box for 'Apprentice Level/Period/Step'. At the bottom, there are input fields for 'Standard Hours Day' (8.00), 'Standard Hours Week' (40.00), 'Shift Type' (First), and 'First Shift Base Rate' (0.000). There are also input fields for 'Base Rate' (0.000), 'Fringes' (0.000), 'Total Hourly Rate' (0.000), and 'Training' (0.000). At the bottom right, there are buttons for 'Cancel', 'Reset', and 'Save'.

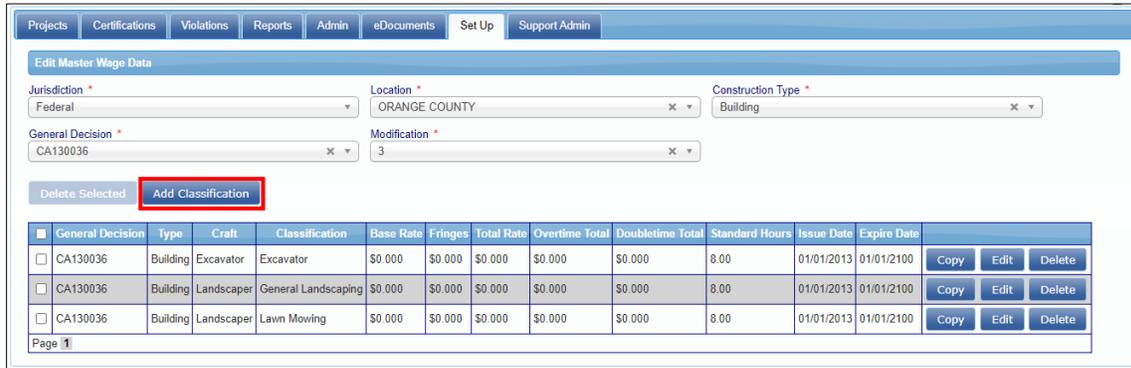
Once the information is saved, another window will display asking if the task is completed or if another record needs to be added. If adding classifications is complete, select ‘Finished’, if not, select ‘Add Another’.

Repeat these steps as many times as necessary until the classification updates are complete.

Option Two (Add Classification Function)

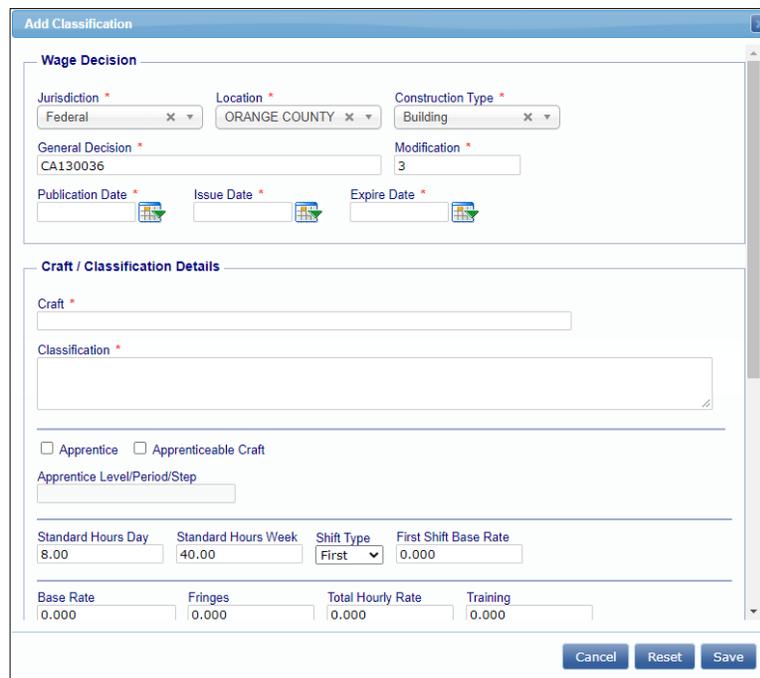
There is another method on adding or editing the Master Wage Data information, however option one is simpler and more beneficial.

In the same screen as in option one, select 'Add Classification'.



General Decision	Type	Craft	Classification	Base Rate	Fringes	Total Rate	Overtime Total	Doubletime Total	Standard Hours	Issue Date	Expire Date	Copy	Edit	Delete
CA130036	Building	Excavator	Excavator	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	8.00	01/01/2013	01/01/2100	Copy	Edit	Delete
CA130036	Building	Landscaper	General Landscaping	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	8.00	01/01/2013	01/01/2100	Copy	Edit	Delete
CA130036	Building	Landscaper	Lawn Mowing	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	8.00	01/01/2013	01/01/2100	Copy	Edit	Delete

A window will pop-up, choose the same information as before, Jurisdiction, Location, Construction Type, but the remaining fields must be entered manually. When entering information manually there is the opportunity for error. This option is if an addition is being made to an already existing master/general decision and/or modification.



Wage Decision

Jurisdiction * Federal x
 Location * ORANGE COUNTY x
 Construction Type * Building x
 General Decision * CA130036
 Modification * 3

Publication Date * [Calendar Icon]
 Issue Date * [Calendar Icon]
 Expire Date * [Calendar Icon]

Craft / Classification Details

Craft *
 Classification *
 Apprentice Apprenticeable Craft
 Apprentice Level/Period/Step

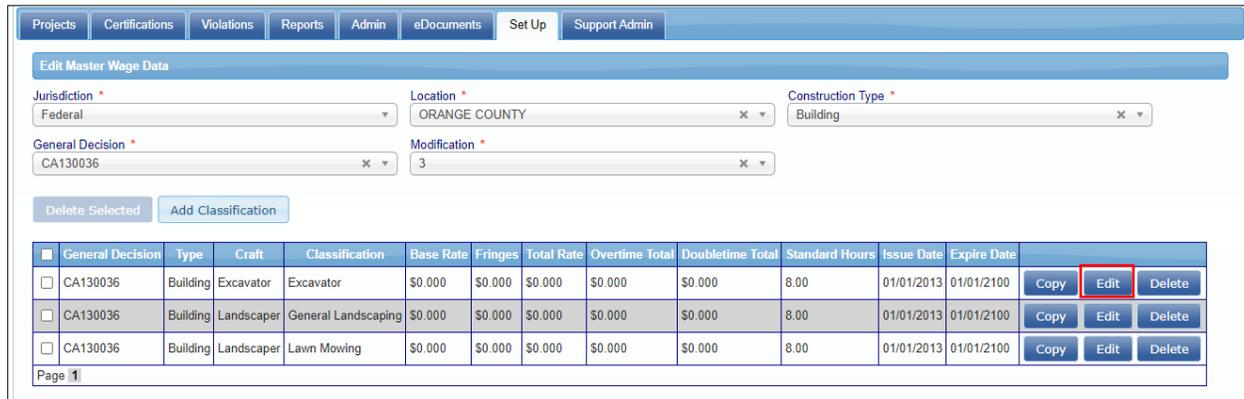
Standard Hours Day 8.00 Standard Hours Week 40.00 Shift Type First First Shift Base Rate 0.000

Base Rate 0.000 Fringes 0.000 Total Hourly Rate 0.000 Training 0.000

Cancel Reset Save

Editing a Classification

To edit a classification on a new Master, use the 'Add/Edit Master Wage Data' option and use the dropdowns to locate the Master, the system will automatically populate the information. Select the 'Edit' button on the far right of the screen next to the classification to be edited. Edit the necessary information and select 'Save'. The system will display a prompt if the information was saved successfully.



The screenshot shows the 'Edit Master Wage Data' interface. At the top, there are navigation tabs: Projects, Certifications, Violations, Reports, Admin, eDocuments, Set Up, and Support Admin. Below the tabs, there are several dropdown menus for selection: Jurisdiction (Federal), Location (ORANGE COUNTY), Construction Type (Building), General Decision (CA130036), and Modification (3). Below these are buttons for 'Delete Selected' and 'Add Classification'. The main part of the interface is a table with the following columns: General Decision, Type, Craft, Classification, Base Rate, Fringes, Total Rate, Overtime Total, Doubletime Total, Standard Hours, Issue Date, and Expire Date. The table contains three rows of data. The first row is highlighted, and its 'Edit' button is circled in red.

General Decision	Type	Craft	Classification	Base Rate	Fringes	Total Rate	Overtime Total	Doubletime Total	Standard Hours	Issue Date	Expire Date	Copy	Edit	Delete
CA130036	Building	Excavator	Excavator	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	8.00	01/01/2013	01/01/2100	Copy	Edit	Delete
CA130036	Building	Landscaper	General Landscaping	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	8.00	01/01/2013	01/01/2100	Copy	Edit	Delete
CA130036	Building	Landscaper	Lawn Mowing	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	8.00	01/01/2013	01/01/2100	Copy	Edit	Delete

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Important Note: When adding increases to crafts, the best practice is to create a copy of the existing craft and then make updates to the wages and dates, as necessary.

HOWEVER, do not add extra spaces or any other additional data to the existing Craft & Classification. Those should be left exactly as-is so the system views that entry as an increase/update and not a new separate Craft & Classification.

Deleting a Classification

To delete classifications from a new Master, select the 'Add/Edit Master Wage Data' option in the Setup tab. Select the jurisdiction, location, construction type, general decision and modification that was just created, and the system will automatically populate. Here classifications can be individually deleted, delete selected items, or delete all.



The screenshot shows the 'Edit Master Wage Data' interface, similar to the previous one. In this view, the 'Delete Selected' button is highlighted with a red box. The table below it is the same as in the previous screenshot, but the 'Delete' button for the first row is also highlighted with a red box.

General Decision	Type	Craft	Classification	Base Rate	Fringes	Total Rate	Overtime Total	Doubletime Total	Standard Hours	Issue Date	Expire Date	Copy	Edit	Delete
CA130036	Building	Excavator	Excavator	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	8.00	01/01/2013	01/01/2100	Copy	Edit	Delete
CA130036	Building	Landscaper	General Landscaping	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	8.00	01/01/2013	01/01/2100	Copy	Edit	Delete
CA130036	Building	Landscaper	Lawn Mowing	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	8.00	01/01/2013	01/01/2100	Copy	Edit	Delete

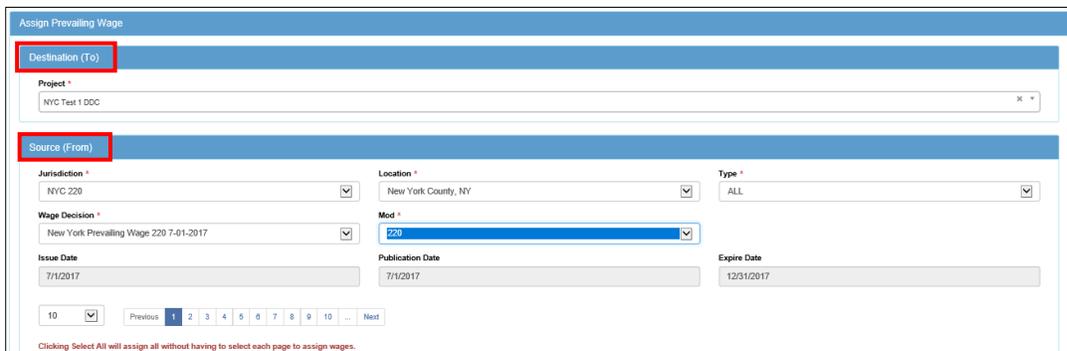
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Assigning Prevailing Wages

After a Master has been set up in the system, wages need to be assigned to the project. Select the 'Set Up' tab, the 'Prevailing Wage Setup' option and the 'Assign Prevailing Wage' option.



In 'Destination (To)' choose the project that needs wages assigned. In 'Source (From)' enter the parameters by choosing the information that is applicable to the wage determination.

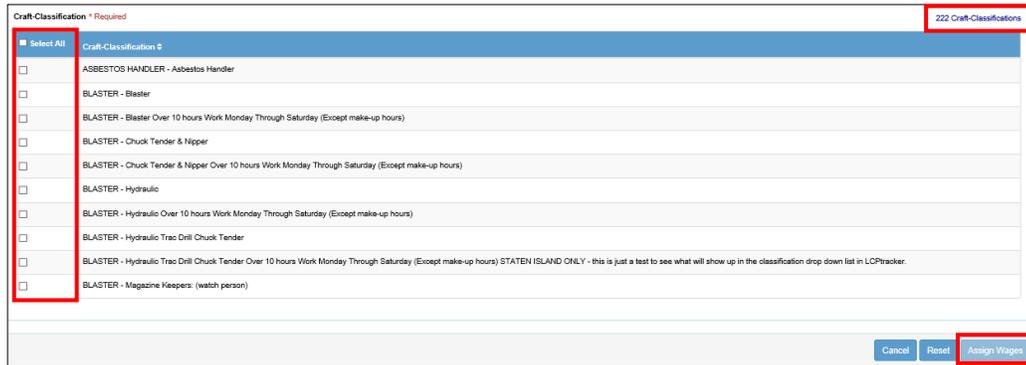


The screenshot shows the 'Assign Prevailing Wage' form. The 'Destination (To)' field is highlighted with a red box and contains 'Project * NYC Test 1 DDC'. The 'Source (From)' field is also highlighted with a red box and contains several sub-fields: 'Jurisdiction * NYC 220', 'Location * New York County, NY', 'Type * ALL', 'Wage Decision * New York Prevailing Wage 220 7-01-2017', 'Mod * 220', 'Issue Date 7/1/2017', 'Publication Date 7/1/2017', and 'Expire Date 12/31/2017'. At the bottom, there is a pagination control showing '10' items per page and a 'Previous' button.

Once all the fields through 'Expire Date' field have been entered, the classifications will display. There may be multiple pages depending on the length of the wage determination.

From here the classifications can be selected one by one or as a group, using the selection boxes next to each classification. 'Select All' will assign the number listed at the top right.

To finish assigning the wages to the project, select the 'Assign Wages' option on the right-hand bottom corner.



Craft-Classification * Required 222 Craft-Classifications

Select All

Craft-Classification
<input type="checkbox"/> ASBESTOS HANDLER - Asbestos Handler
<input type="checkbox"/> BLASTER - Blaster
<input type="checkbox"/> BLASTER - Blaster Over 10 hours Work Monday Through Saturday (Except make-up hours)
<input type="checkbox"/> BLASTER - Chuck Tender & Nipper
<input type="checkbox"/> BLASTER - Chuck Tender & Nipper Over 10 hours Work Monday Through Saturday (Except make-up hours)
<input type="checkbox"/> BLASTER - Hydraulic
<input type="checkbox"/> BLASTER - Hydraulic Over 10 hours Work Monday Through Saturday (Except make-up hours)
<input type="checkbox"/> BLASTER - Hydraulic Trac Drill Chuck Tender
<input type="checkbox"/> BLASTER - Hydraulic Trac Drill Chuck Tender Over 10 hours Work Monday Through Saturday (Except make-up hours) STATEN ISLAND ONLY - this is just a test to see what will show up in the classification drop down list in LCPtracker.
<input type="checkbox"/> BLASTER - Magazine Keepers: (watch person)

Add/Edit Project Wage Data

Once wages have been assigned from the master to a project, the wages will now show by selecting the Add/Edit Project Wage Data. Project specific changes can be made in this selection. Select the 'Setup' tab, the 'Prevailing Wage Setup' option and the 'Add/Edit Project Wage Data' option.



Projects Certifications Violations Reports Admin eDocuments Set Up

Prevailing Wage Setup

Add/Edit Master Wage Data Construction Type

Copy Master to Master

Assign Prevailing Wage

Add/Edit Project Wage Data

The classifications that are added after a wage determination has been published, such as apprentices or conformances can be edited or added here. Apprentices or conformances **should only** be added or edited in the project wage section and not at the Master level.

After the project is selected from the dropdown, the classifications will populate (except for California State wages, these will not show). Based on the task, there are several methods to add and edit the classifications, all methods are explained in previous sections of this document.

Edit Project Wage Data

Project
Herbert Hoover Dam

Craft

Items Per Page
200

Wages Unlocked

7 Records

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	Jurisdiction	Location	General Decision	Type	Craft	Classification	Basic Rate	Fringes	Total Rate	Overtime Total	Doubletime Total	Standard Hours	Issue Date	Expire Date	
<input type="checkbox"/>	Florida	Glades County, FL	FL150135	Heavy	Laborer	Laborer: Common or General	\$9.340	\$1.850	\$11.190	\$15.860	\$20.530	8.00	01/02/2015	01/01/2100	Copy Edit Delete
<input type="checkbox"/>	Florida	Glades County, FL	FL150135	Heavy	Laborer	Laborer: Pipelayer	\$11.580	\$0.000	\$11.580	\$17.370	\$23.160	8.00	01/02/2015	01/01/2100	Copy Edit Delete

Note: The Lock Wages button is an App Setting that allows the wages on a project to be locked and unlocked. You may not see this listed as this feature is only available if turned on by an Account Manager. Only a Full Admin, Business Manager or Limited Admin may lock or unlock wages.

Support:

If additional assistant is needed, please contact the Support Department at (714) 669-0052 option 4, use the Live Chat option, or email Support@LCPtracker.com.