

**LCPtracker**  
**User Guide for**  
**Contractors**  
**31 December 2024**



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## GETTING STARTED ON LCPTRACKER

If you are a prime or subcontractor on federal-aid highway project with the North Dakota Department of Transportation (NDDOT), all payrolls are required to be filed electronically using the LCP Tracker system.


### The Initial Steps to Using LCPtracker:

1. **Get a contractor account set up** on LCPtracker by calling (701) 328-2605. Please have your company name, address, email of payroll person, tax ID and telephone ready and the process will go smoothly. As a reminder, Prime Contractors also have the ability to create subcontractor accounts on LCP Tracker for projects in which they were awarded.
2. **For Prime Contractors Only:** You will need a Prime Approver account for all projects from which you are the prime contractor. You can set up a different individual for each project, or the same person for all and this can be the same person who certifies your payroll. Once you have designated a person who is typically your Prime Approver, this person may find projects are automatically placed on the Prime Approver account as they are awarded. If there was a change within the contractor's staffing or if multiple Prime Approvers are required, please contact the NDDOT LCP Tracker Administrator (701) 328-2605 as soon as possible.
3. **Two Accounts for Primes?** If you find yourself confusing your accounts, remember that your user ID for the contractor account is your central telephone line number, while your user ID as Prime Approver is your complete email. Note: You can set up additional persons on the contractor account by setting up emails as user IDs. **DO NOT SET UP YOUR INTENDED PRIME APPROVER THIS WAY** – the system will not allow the same email to be set up with two different statuses. The email used for the Prime Approver account cannot be used elsewhere in the system.
4. **Subcontractors:** If you are a subcontractor on a project, it should appear on your project screen (first screen after you sign on). If not, contact the Prime contractor on the project and ask to be assigned to the project.

\*\*\*LCP Tracker uses a digital identity provider called fortify. This system is similar that those used for online banks etc. for logging into an account. The first time a user logs into the system each day, LCP Tracker will send a 6 digit pin that is required to entered into LCP Tracker. After the initial entry of the security pin the user can log in and out without requiring the entry of a new pin every log in. Additionally, you can set up your account to have the 6 digit pin sent to your email account or the authenticator app.\*\*\*

5. **Manual Entry or Interface:** You must decide whether to use the manual method of inputting payroll or to create an interface with your accounting program, or to use an Excel spreadsheet as an interface. If you consistently have fewer than 15 employees a week on payroll, you can consider simply inputting payroll each week. LCPtracker estimates that after the set up and learning phase, you can do this in 30 minutes. If you have more employees, you should look into either an interface or the Excel spreadsheet method for uploading payroll from your accounting system.

NOTE: GETTING A WORKING INTERFACE TAKES TIME – MOST OFTEN SEVERAL MONTHS. DO NOT PUT THIS OFF UNTIL THE LAST MINUTE.

6. **Editing Payroll:** As you input or upload payroll, you can leave and come back to the task. You can edit uncertified payroll easily, and after certification, you have a period of 60 days in which to freely amend payroll. After this period, you must ask the Prime Approver or the NDDOT LCP Tracker Administrator at (701)-238-2605) to allow an edit of the certified payroll.
7. Throughout this manual, look for the orange arrow (  ) to guide your use of the screen in LCPtracker.

To follow is information on each of these steps and tasks.

## SECTION 1 - SETTING UP AND MAINTAINING CONTRACTOR ACCOUNT

1. **Call (701) 328-2605 to set up a contractor account.** You will need the following information
  - a. Company Name
  - b. Federal Tax ID
  - c. Central office telephone number (becomes contractor ID)
  - d. Union/nonunion status
  - e. Contact Name
  - f. Contact Email
  - g. Company Address
  - h. Standard for overtime (8 hour day or 40 hour week)

Note: You might want other information on this page on your certified payroll, and if so, feel free to fill it out. **But only those fields that have red asterisks (\*) are required.** The final section on DBE certification, leave blank. This function will be completed in B2GNow. Additionally, Prime Contractors on projects are also able to enter new subcontractors and assign to projects. If you are a Prime Contractor and entering new sub contractors for your projects that the subcontractors are included in the Approved Subcontractors list located on the NDDOT homepage : <https://www.dot.nd.gov/construction-and-planning/construction-and-contractor-resources/contractor-information>

2. **Maintaining your contractor account:** Make changes to your account information by going to the Set Up tab and hit the Company Information button:



3. You can change any of your company information, but you cannot change the 10 digit Telephone Number assigned as the User ID. (The NDDOT does not use Contractor License Number in this area.) If this must be changed, call (701) 328-2605. All other information may be changed (see following page).

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | Set Up | Daily Reporter | LCPcertified

**Add or Edit Contractor Information** Edit Mode

To add a new contractor, enter information and save. To edit an existing contractor, select it from the list first. You can view all the contractors in the system. You can only edit your own data after it has been entered.

Company Name (Contractor) \*  
Brown Construction Company

Federal Tax ID Number \* 45-678910      D-U-N-S Number      PWCR Number

Contractor License No. or 10-digit Phone Number \* 505-463-0175      Contractor License Expiring Date      Status Active

Contractor License (To Display on Certified Payroll)  
505-463-0175

Insurance Certificate Number      Specialty License Number      Local Business (City) License

Motor Carrier Permit Number      Worker's Compensation Policy Number

Union Status \*  
 Section 3 Business  
 Non-Union  
 Non-Construction Contractor

Ethnicity      Type of Trade  
 Repair

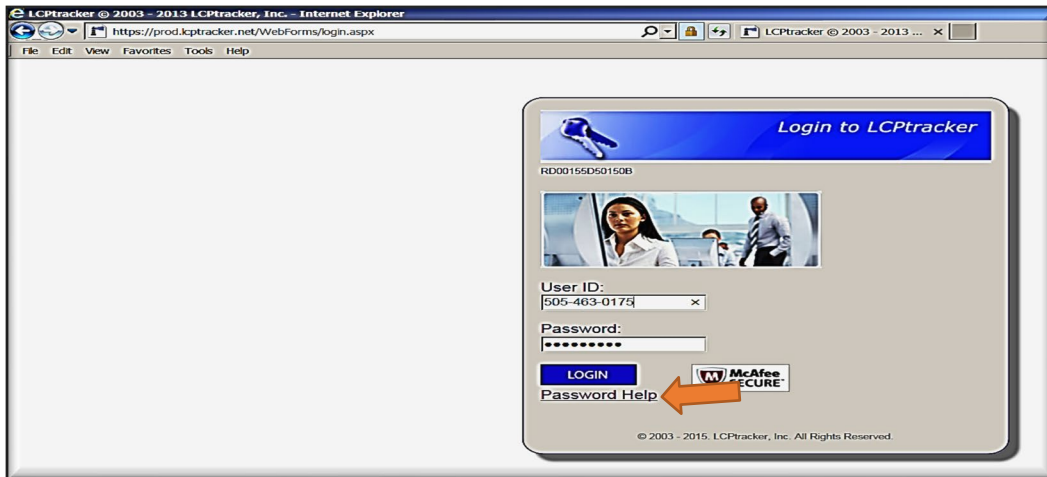
Principal Name      Principal Title

Contact Name \*  
Gail Brown

Phone Number \* 505-463-0175      Contact Fax

Contact E-Mail \* (Login information will be sent to this email address)  
gailannbrown@aol.com

4. Remember to hit the Save button if you make changes.
5. You will always sign in in <https://prod-cdn.lcptracker.net/login/login>. If you lose or forget your password, hit the [Password Help](#) button or contact the NDDOT LCP Tracker Administrator (701) 328-2605 and your password can be reset.



6. If you know your password, but wish to reset it, go to the Set Up tab, and hit the “Edit Login Password” button.

Department of Transportation  
NORTH DAKOTA DOT - B2GNOW

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | Set Up | Daily Reporter | LCPcertified

Setup Main Menu

|                              |                          |                           |
|------------------------------|--------------------------|---------------------------|
| Add/Edit Employee            | Company Information      | Add/Edit Craft Name       |
| Fringe Benefits Maintenance  | Copy Employees           | Add/Edit Work Order       |
| Subcontractor Setup          | Add/Remove County Match  | Add/Edit Additional Users |
| <b>Edit Login Password</b> ← | Add/Remove Craft Match   |                           |
| Edit/Reset eSignature        | Add/Remove Project Match |                           |

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7. This will take you to the following screen, which will allow you to reset your password:

Department of Transportation  
NORTH DAKOTA DOT - B2GNOW

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | Set Up | Daily Reporter

Change Password

Password Rules:

- Must be at least 6 characters long.
- Must contain at least one lowercase and one uppercase letter.

User Name: 505-463-0175

Current Password

New Password

Repeat Password

LCPTracker recommends that you create a password with the following characteristics:

- At least 8 characters long.
- Contains at least one lowercase letter, one uppercase letter, one digit (0-9), and one special character like @\$%^&+=.

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## SECTION 2 - SETTING UP SUBCONTRACTORS

1. **The prime contractor/Prime Approver has the ability to input subcontractors into the system and is generally obligated to do so by the SP.** As a general rule, all registered contractors should already be in the system and should appear in the “drop down” menu of contractors. Prime Approvers are encouraged to input any registered subcontractor into the system. If the subcontractor is not registered, they should fill out the registration form with Construction Services, and they can thereafter be entered into the LCPtracker system. The approved subcontractors list is located here: <https://www.dot.nd.gov/construction-and-planning/construction-and-contractor-resources/contractor-information>
- 2.
3. Most often, you will add an existing subcontractor to your project, which the system refers to as **Contractor Assignment**. Go to the Set Up tab and then hit “Subcontractor Setup” button.



4. The Subcontractor Setup screen will give you the option to either “Add/Edit Subcontractor” or “Subcontractor Assignment.” Hit the “Subcontractor Assignment” button.

Department of Transportation  
**NORTH DAKOTA DOT - B2GNOW**

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | Set Up | Daily Reports

**Subcontractor Setup Menu**

- Add/Edit Subcontractor
- Subcontractor Assignment 

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5. At this point, the following screen will appear:

| Project      | Contractor                 | Sub To                     | Contract ID | Date Assigned | Contract Amount |
|--------------|----------------------------|----------------------------|-------------|---------------|-----------------|
| Test Project | 3D Specialties             | Brown Construction Company |             | 02/16/2016    | \$1.00          |
| Test Project | Anderson Western, Inc.     | Brown Construction Company |             | 02/16/2016    |                 |
| Test Project | Border States Paving, Inc. | Brown Construction Company |             | 02/16/2016    | \$1.00          |
| Test Project | Central Specialties        | Brown Construction Company |             | 02/16/2016    | \$1.00          |
| Test Project | Dakota Fence Company       | Brown Construction Company |             | 02/16/2016    | \$1.00          |
| Test Project | Dakota Underground Company | Brown Construction Company |             | 02/18/2016    | \$1.00          |
| Test Project | Diamond Surface, Inc.      | Brown Construction Company |             | 02/16/2016    |                 |
| Test Project | Industrial Builders, Inc.  | Brown Construction Company |             | 02/16/2016    |                 |
| Test Project | Knife River Materials      | Brown Construction Company |             | 02/16/2016    | \$1.00          |
| Test Project | Knife River North Dakota   | Brown Construction Company |             | 01/21/2016    | \$0.00          |

You will want to hit the **“Add New Assignment”** button.

6. The **Add Assignment** screen will appear. Select your project, and you will then be asked to select a contractor to be assigned. This drop-down function should list all registered contractors, but it occasionally does not. If your intended subcontractor is not listed, call (701) 328-2605. Otherwise choose your intended subcontractor, indicate a start date and a contract amount and **hit “Save”**.

7. Your subcontractor should now appear on the Contractor Assignment Page:

**Add New Assignment**

Select a department

Select project to display

Select contractor to display

| Project      | Contractor                 | Sub To                     | Contract ID | Date Assigned | Contract Amount |
|--------------|----------------------------|----------------------------|-------------|---------------|-----------------|
| Test Project | 3D Specialties             | Brown Construction Company |             | 02/16/2016    | \$1.00          |
| Test Project | Anderson Western, Inc.     | Brown Construction Company |             | 02/16/2016    |                 |
| Test Project | Border States Paving, Inc. | Brown Construction Company |             | 02/16/2016    | \$1.00          |
| Test Project | Central Specialties        | Brown Construction Company |             | 02/16/2016    | \$1.00          |
| Test Project | Dakota Fence Company       | Brown Construction Company |             | 02/16/2016    | \$1.00          |
| Test Project | Dakota Underground Company | Brown Construction Company |             | 02/18/2016    | \$1.00          |
| Test Project | Diamond Surface, Inc.      | Brown Construction Company |             | 02/16/2016    |                 |
| Test Project | Industrial Builders, Inc.  | Brown Construction Company |             | 02/16/2016    |                 |
| Test Project | Knife River Materials      | Brown Construction Company |             | 02/16/2016    | \$1.00          |
| Test Project | Knife River North Dakota   | Brown Construction Company |             | 01/21/2016    | \$0.00          |

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If for any reason your new subcontractor is not listed, please go through the “Add New Assignment” function again. If you are still experiencing problems call (701) 328-2605.

8. If a subcontractor is not in the LCPtracker system, go to the “Subcontractor Setup” button and the “Add/Edit Subcontractors” button. The following screen will appear:

Show Pending List

Department

-- All Departments --

Select a contractor to edit ...

Company Name (Contractor) \*

Federal Tax ID Number \*

D-U-N-S Number

PWCR Number

Contractor License No. or 10-digit Phone Number \*

Contractor License Expiring Date

Status

Active

Contractor License (To Display on Certified Payroll)

Insurance Certificate Number

Specialty License Number

Local Business (City) License

Motor Carrier Permit Number

Worker's Compensation Policy Number

Union Status \*

Section 3 Business

Non-Construction Contractor

Contractor's Health Plan Approved

Ethnicity

Type of Trade

Principal Name

Principal Title

Contact Name \*

Phone Number \*

Contact Fax

Contact E-Mail \* (Login information will be sent to this email address)

Address 1 \*

Address 2

City \*

State \*

ZIP Code \*

Standard Hours Per Day \*

Standard Work Week Hours \*

0.000

40.000

Pay date is 7 calendar days after week end date.

9. You must be fill out each screen with a red asterisk.

10. First, you must enter the 10 digit central telephone number of the subcontractor. USE GREAT CARE, as this is the only section of the Contractor Set Up that cannot be corrected. If it is incorrect, the entire account must be deleted and set up again. Please call (701) 328-2605 with questions on this. Enter the 10 digit telephone number without dashes, spaces, or parenthesis.

11. After entering this number, enter the contractor's full legal name and tax ID.

12. To complete set up, you will need to know the name, telephone number and email of the individual responsible for filing DBRA payrolls. Get this by contacting the subcontractor.
13. Then input the union status, address and whether overtime standard is daily or weekly (it defaults to a 40 hour weekly standard).
14. Hit the Save button. The individual listed as the payroll contact will then get an email from the system with a temporary password. They will need to go to [lcptracker.net](http://lcptracker.net), input their 10 digit telephone number (no dashes, spaces or parenthesis) as a username and their temporary password. The system will then walk the contractor through setup.
15. After inputting a subcontractor, remember to follow steps 3-6 above, and assign the subcontractor to a project.
16. This Set Up process should be done by the prime contractor/Prime Approver.

## SECTION 3 - ADDING EMPLOYEES

1. **If you plan on entering your payroll manually, you will need to initially add all employees before beginning the entry of payroll.** You will only have to enter an employee once on your account, regardless of the number of projects – that is, an employee will be assigned to you as a contractor, and not to the project. Please note: if you use an interface to upload payrolls, employees should be uploaded automatically.

To input employees manually, go to the **Set up Tab**, and hit the **“Add/Edit Employee” button**:



You will then see a screen for adding employee information. In the first section, input the name, address, city, state and zip for the employee. Under “SSN,” input XXX-XX-last 4 of the Social Security number. You will need to assign your employee an additional number as “Employee ID” – this could be a letter or number or any combination as long as it is unique to each employee. You need to input # of exemptions, ethnicity, gender and date hired (this is used to do an EEO Report – use original date of hire if employee is seasonal). You should also input a telephone number – put 999-999-9999 if the employee has no phone, but something must be input into this box. All other information in this section is *discretionary – you can put it in, but you are not required to.* (Please see following page.)

Filter Employee Selection

Select an Employee  
BERGINSKI, ... x

▼ Add / Edit Employee Information

First Name \*  Last Name \*

Address 1 \*  Address 2

City \*  State \*  Zip \*

SSN \*  Employee ID \*

Exemptions \*  Status  Ethnicity \*  Veteran Status

Date Hired \*  Date Fingerprinted  Phone Number \*

Driver's License State  Driver's License  Worker's Comp Code  Electrician License

Gender \*  Hiring Source   Disadvantaged  
 Owner/Operator  
 I certify that this employee is I9 verified

▼ Demographic Classifications

[Add Classification](#)

▼ HUD Section 3 Information

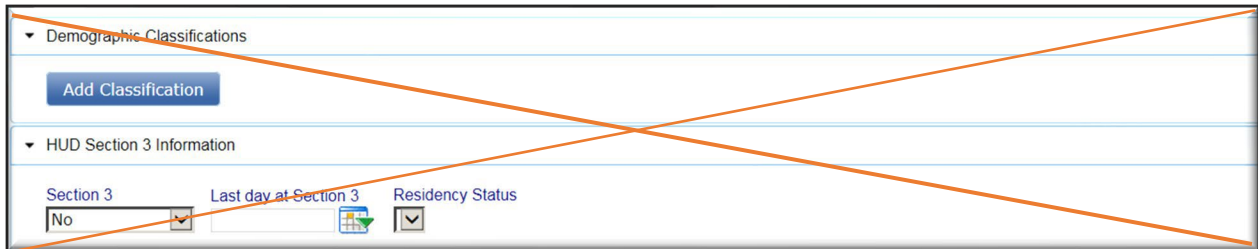
Section 3  Last day at Section 3  Residency Status

▼ Apprenticeship Information

Apprentice ID  Apprentice Rate Percentage  Apprentice Period/Level  Apprentice/Training Program

Apprentice Approval  Apprentice Approved Date  Approval Expiry Date

You may skip the Sections on “Demographic Classifications” and “HUD Section 3 Information.”



If you have a **USDOL** Apprentice working on the project, you will want to fill out the following section on “Apprenticeship Information.” You will want to fill in the Apprentice ID, Rate Percentage, and Apprentice Registration Date. Please note: Do not use this section for OJT Trainees – there are special Job Classification Sections for these trainees.



▼ Apprentice Information

Apprentice ID  Apprentice Rate Percentage  Apprentice Period/Level  Apprentice/Training Program

Apprentice Approval  Apprentice Approved Date  Approval Expire Date

Apprentice Registration Date  Apprentice Approved By

**2. Default Hourly Paid Fringes:** The following section is on Default Hourly Fringes (As paid to a fund on behalf of employees). If you pay into the same funds at the same amounts for each hour an employee works, you can fill in this section. You can fill in an hourly amount for vacation and holidays, Health and welfare (i.e. health insurance, dental or vision, etc.), Pension (pension or 401K amount contributed by employer only), and all other.

▼ Default Hourly Paid Fringes (As paid to Fund on behalf of employee)

Vac / Hol / Dues  Health & Welfare  Pension  All Other  Training

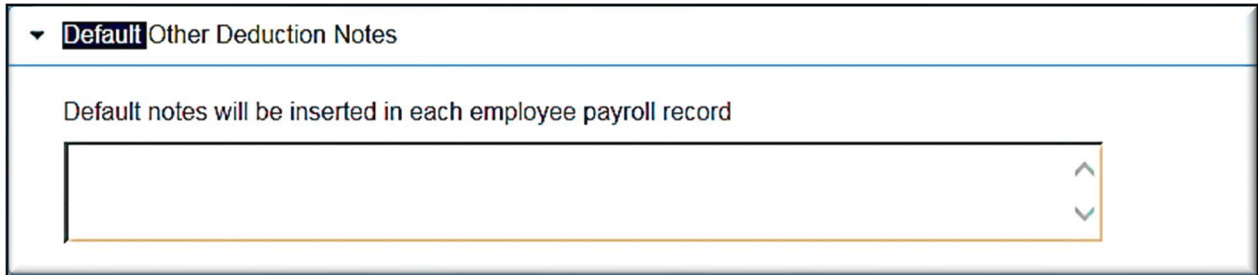
You may also fill in the “Pre-Tax Voluntary Employee Contributions and Other” section – this is for amounts that are **paid by the employee for health insurance or an employee contribution to a 401K**. You can set this up as a default if it typically does not change – i.e. the employee contributes a stable amount each week.

▶ Default Hourly Paid Fringes (As paid to Fund on behalf of employee)

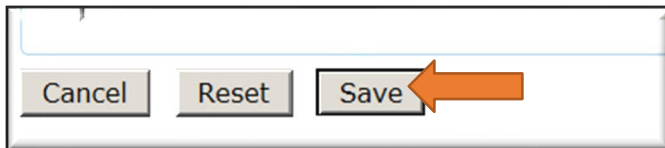
▼ Pre-Tax Voluntary Employee Contributions and Other

Pension  Medical   Voluntary Contributions Included in Gross Pay

Finally, you can set up Default Deduction Notes – these will then be inserted into the deduction note area of each paycheck. Use this section to describe any regularly occurring deductions or contributions. For example: “Child Support – 11% each week” or “First \$350 in fringe to health insurance, remainder to pension” and so on. Default Deduction Notes shall be specific for each individual employee and blanket statements should not be used.



That’s it – you did it. Review information and hit the “Save” Button. To input further employee, hit “Reset” – otherwise, hit “Cancel” (which operates as a “back” button).



## SECTION 4 - EDITING AN EMPLOYEE

Once again, go to the **Set up Tab**, and hit the **“Add/Edit Employee” button**. You then select the employee from a drop down menu. If you do not use the “Filter Employee Section” function, you will see all your employees, from all projects, in the drop down. If you limit the employees to a particular project (or even further to a particular town or last name), you will see fewer employee (or only one) in the drop down.

Select Employee To Edit

▼ Filter Employee Selection

Select a Project  
Test Project X ▼

Select a City -- All Ci... --Or-- Select a ZIP Code -- All ZIP Codes -- ▼

Last Name - Full or Partial (optional)  
[Text Input]

Show Unapproved Apprentices and Expired Approvals  
 Show Apprentices

Load Employees

Select an Employee  
Select an emplo... ▼

The yellow arrow shows the drop-down for employees:

Select an Employee

Select an emplo... ▲

Information

BECKMAN, SETH  
BROWN, GAIL  
DOE, JANE  
HEINTZ, CRAIG  
JAHNER, MATHIAS  
PRICE, RONALD  
REVELS, DAVID  
VOLK, DAN

Last Name \*  
Address 2  
State \* Zip \*  
Employee ID \*

Choose the employee you wish to edit and begin changing information. When you are finished, **hit the “Save” button**.

## SECTION 5 - ENTERING PAYROLL

1. **Enter Records:** Once you have input your employees, you are ready to begin entering a payroll. First, go to the **“1. Payroll Records” Tab** and then hit the **“Enter Records” button**.



2. **Payroll Entry Screen for employee:** You will then be directed to a “drop down” for your employee (previously input):

The screenshot shows a 'Payroll Record Entry' form. At the top, there is a navigation bar with tabs: Projects, 1. Payroll Records (selected), 2. Notices, 3. Certification, Reports, and eDocuments. The form contains the following fields and buttons:

- Week End Date \* (text input field with a calendar icon)
- Project \* (dropdown menu with 'Select a pr...' visible)
- Employee \* (dropdown menu with 'Select an emplo...' visible, highlighted with an orange arrow)
- Buttons: Add Classification, Cancel, Next

3. **Select Week End Date:** You must first choose a Week End date for the payroll you wish to input:

**Payroll Record Entry**

**Week End Date \***

**Project \***

Select a pr...

**Employee \***

Select an emplo...

Add Classification Cancel Next

4. **Select Project:** Thereafter, you must **choose your project** from the drop-down project menu—only those projects to which you are assigned will show up. If you are the prime contractor and a project which you have been awarded is not on your drop-down project bar, call (701) 328-2605 and asked to be assigned to the project in LCPtracker. If you are a subcontractor, call the prime contractor and ask the prime to assign you as a subcontractor to the project.
5. **Select Employee:** Finally, you must **choose the employee** to which you are inputting records from the “Employee” drop-down menu:

**Week End Date \***

**Project \***

Select a pr...

**Employee \***

Select an emplo...

BECKMAN, SETH

BERGINSKI, GREG

BROWN, GAI

DOE, JANE

HEINTZ, CRAIG

JAHNER, MATHIAS

JONES, BOB

PRICE, RONALD

REVELS, DAVID

Cancel Next


© LCP

- Chose Job Classification:** When you have selected the correct employee, hit the **“Next” button**. When you do this, the screen will prompt you to choose a classification in which to place the employee.

Week End Date \*  
03/27/2016

Project \*  
Test Project

Employee \*  
DOE, JANE

Add Classification  Next

| Select                   | Jurisdiction     | Location               | Craft             | Classification | Construction Type | Notes |        |
|--------------------------|------------------|------------------------|-------------------|----------------|-------------------|-------|--------|
| <input type="checkbox"/> | North Dakota DOT | North Dakota Statewide | LINE CONSTRUCTION | Cable Splicer  | Highway           |       | Delete |
| <input type="checkbox"/> | North Dakota DOT | North Dakota Statewide | LINE CONSTRUCTION | Groundman      | Highway           |       | Delete |

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If the classification you are inputting hours on is listed, just check the box and hit **“Next” button**. If the classification is not there, you will need to hit **“Add Classification”**


- Add Classification:** If you pick **“Add Classification,”** you will see the following screen:

Contract Compliance | User Portal | Training Materials | Support | Logout | Live Chat

W

Notices | 3. Certification | Report

**Add Classifications**

Craft  
CARPENTERS 

| Select                   | Location               | Classification        | Construction Type | Notes |
|--------------------------|------------------------|-----------------------|-------------------|-------|
| <input type="checkbox"/> | North Dakota Statewide | Carpenters            | Highway           |       |
| <input type="checkbox"/> | North Dakota Statewide | OJT Trainee Carpenter | Highway           |       |

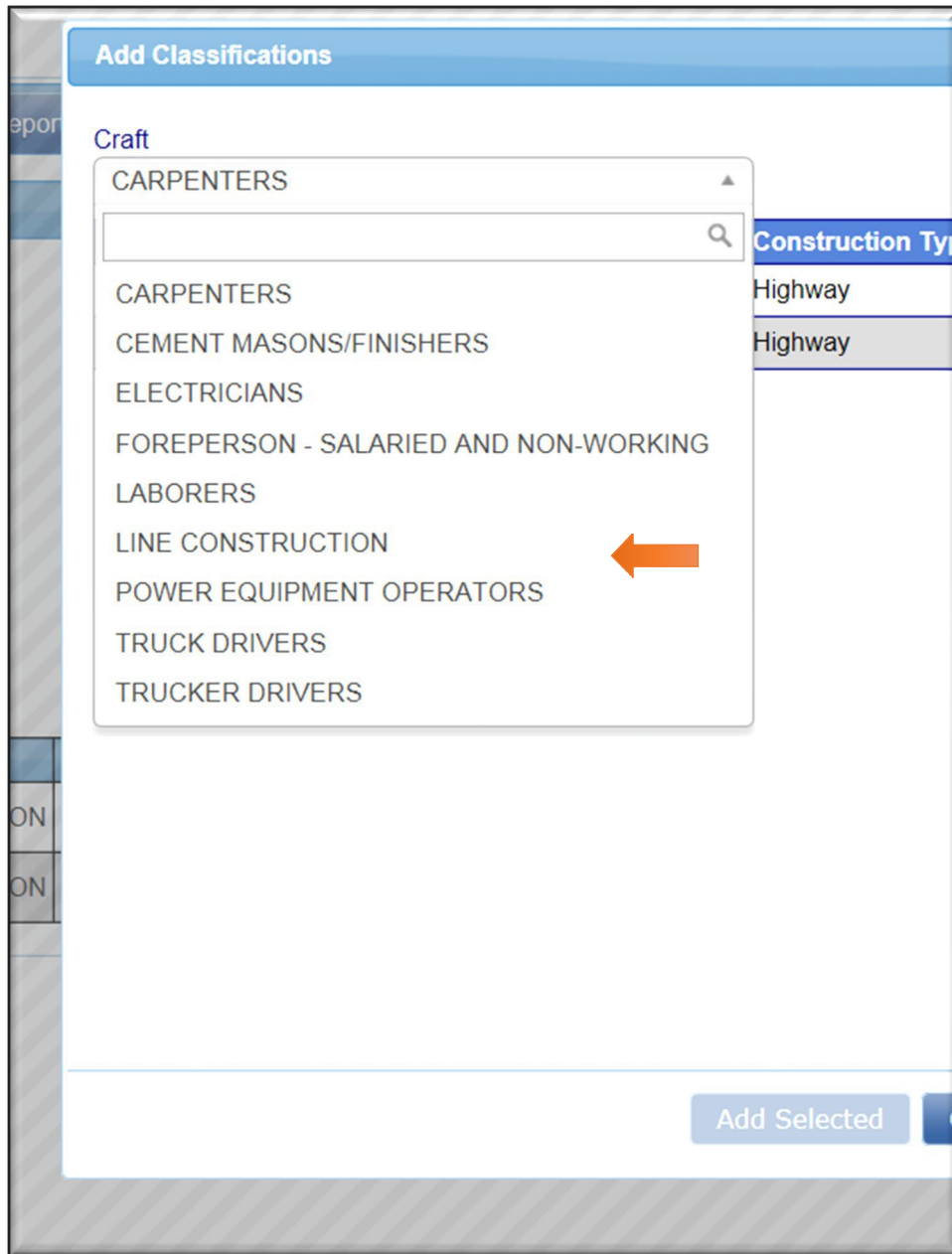
Add Selected | Cancel

Next

| Classification         | Craft             |
|------------------------|-------------------|
| North Dakota Statewide | LINE CONSTRUCTION |
| North Dakota Statewide | LINE CONSTRUCTION |

You must go to the Craft drop-down Menu area (see orange arrow).

You will then see:



You must then pick the broad classification (operator, trucker, line construction, carpenter, etc.)

Once you choose a broad classification, you will see all job titles within that classification. For instance, to follow is the list of jobs under “Power Equipment Operator”:

| Select                   | Location               | Classification  | Construction Type | Notes  |
|--------------------------|------------------------|---|-------------------|--|
| <input type="checkbox"/> | North Dakota Statewide | Group 1 - All Cranes, 60 tons & over; Cranes doing piling, sheeting, dragline/clam work; Derrick (Guy & Stiff); Gentry Crane Operator; Helicopter Operator; Mole Operator or Tunnel Mucking... see wage decision for full notes | Highway           | Machine, Power Shovel, 3-1/2 cy and over; Traveling Tower Crane  |
| <input type="checkbox"/> | North Dakota Statewide | Group 2 - All Cranes, 21 tons and up to 59 tons; Backhoe Operator, 3 cy and over; Creter Crane; Dredge Operator, 12" and over; Equipment Dispatcher; Finish Motor Grader; Front End Loader... see wage decision for full notes  | Highway           | Operator, 8 cy and over; Master Mechanic (when super-ising 5 or more Mechanics) Mon-O-Rail Hoist Operator; Power Shovel, up to and including 3-1/2 cy; Tugboat   |
| <input type="checkbox"/> | North Dakota Statewide | Group 3 - All Cranes, 20 tons and under; Asphalt Paving Machine Operator; Asphalt Plant Operator; Automated Grade Trimmer; Backhoe Operator, 1 cy up to and including 2-1/2 cy; Boom Truck,... see wage decision for full notes | Highway           | Hydraulic, 8 tons and over; Cableway Operator; Concrete Batch Plant Operator (electronic or manual); Concrete Mixer Paving Machine Operator; Concrete Paver; Bridge Decks; Concrete Pump; Concrete Spreader Operator...      |
| <input type="checkbox"/> | North Dakota Statewide | Group 4 - Articulated/Off Road Hauler; Asphalt Dump Person; Asphalt Paving Screed Operator; Backhoe, up to & including 1/2 cy; Boring Machine Locator; Con-sole Board Operator; Distributor... see wage decision for full notes | Highway           | Operator (Bituminous); Forklift Operator; Font End Loader, 1-1/2 cy up to and including 3 cy; Grade Person; Gravel Screening Plant Operator (not Crushing or Washing); Greaser; Lazer Screed Operator; Longitudinal Float... |
| <input type="checkbox"/> | North Dakota Statewide | Group 5 - Boom Truck, A-Frame or Hydraulic, 2 tons up to and including 7 tons; Broom, Self-Propelled; Concrete Saw (power operated); Cure Bridge Operator; Front End Loader Operator... see wage                                | Highway           | less than 1-1/2 cy; Mobile Cement Mixer; Oiler; Power Actuated Auger and Horizontal Boring Machine Operator, up to and including 5"; Roller (on other than hot mix asphalt paving); Vibrating                                |

Check the job or jobs you would like to add for this employee and hit the “Add Selected” button:

You will then be directed back to the Employee Entry page, but with additional classifications:

| Select                   | Jurisdiction     | Location               | Craft                     | Classification  | Construction Type | Notes  | Delete |
|--------------------------|------------------|------------------------|---------------------------|---|-------------------|--|--------|
| <input type="checkbox"/> | North Dakota DOT | North Dakota Statewide | LINE CONSTRUCTION         | Cable Splicer   | Highway           |  | Delete |
| <input type="checkbox"/> | North Dakota DOT | North Dakota Statewide | LINE CONSTRUCTION         | Groundman   | Highway           |  | Delete |
| <input type="checkbox"/> | North Dakota DOT | North Dakota Statewide | POWER EQUIPMENT OPERATORS | Group 4 - Articulated/Off Road Hauler; Asphalt Dump Person; Asphalt Paving Screed Operator; Backhoe, up to & including 1/2 cy; Boring Machine Locator; Con-sole Board Operator; Distributor... see wage decision for full notes | Highway           | Operator (Bituminous); Forklift Operator; Font End Loader, 1-1/2 cy up to and including 3 cy; Grade Person; Gravel Screening Plant Operator (not Crushing or Washing); Greaser; Lazer Screed Operator; Longitudinal Float... | Delete |
| <input type="checkbox"/> | North Dakota DOT | North Dakota Statewide | POWER EQUIPMENT OPERATORS | Group 6 - Brakeman or Switchman; Curb Machine Operator (Manual); Dredge or Tugboat Deck-hand; Drill Truck Gravel/Testing Operator; Form Trench Digger (Power); Gunite Operator Gunall... see wage decision for full notes       | Highway           | Paint Machine Stripping Operator; Pick-up Sweeper, 1 cy and over Hopper Capacity; Scissor Jack (Self-Propelled) Platform Lift; Straw Mulcher and Blower; Stump Chipper Operator; Tractor Pulling Compaction or Arealing ...  | Delete |

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Check the classification you added, and then hit “Next” button.

8. Payroll Entry Screen Form: You now see the Payroll Entry Form (2 of 2) for this Employee:

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | Set Up | Daily Reporter | LCPcertified

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

Week End Date: 3/27/2016 Contractor: Brown Construction Company  
 Project: Test Project Sub To:  
 Employee: DOE, JANE Contract ID:

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

| Jurisdiction     | Location               | Craft                     | Classification  |
|------------------|------------------------|---------------------------|---|
| North Dakota DOT | North Dakota Statewide | POWER EQUIPMENT OPERATORS | Group 4 - Articulated/Off Road Hauler, Asphalt Dump Person, Asphalt Paving Screed Operator, Backhoe, up to & including 1/2 cy, Boring Machine Locator, Con-sole Board Operator, Distributor... see wage decision for full notes |

▼ Hours Worked Each Day for This Project Only

|                 | Monday 3/21/2016 | Tuesday 3/22/2016 | Wednesday 3/23/2016 | Thursday 3/24/2016 | Friday 3/25/2016 | Saturday 3/26/2016 | Sunday 3/27/2016 | 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        |

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

9. Input Pay Rates: You are now ready to input hours, rates and fringes for this Employee. First, input the Base Hourly Rate and Overtime Rate for that employee. You may also enter the double time rate if you pay double time:

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

Week End Date: 3/27/2016 Contractor: Brown Construction Company  
 Project: Test Project Sub To:  
 Employee: DOE, JANE Contract ID:

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 25.000 Overtime Hourly 37.500 Doubletime Hourly 50.000

Rate in Lieu of Fringes (Cash Fringes) 0.000

**10. Input Cash Fringe Rate (if any):** If you pay fringes in cash, put a rate at which they are paid into “Rate in Lieu of Fringes” area:

Is Owner/Operator  
 Employee No: \_\_\_\_\_  
 Wages Paid in Lieu of Fringes (Total Cash Fringes):   
 Gross Pay All Projects (Sum of all checks entered on deductions):   
 These fields are Hourly rate fields (Usually No Fringes):  
 Base Hourly:   
 Overtime Hourly:   
 Doubletime Hourly:   
 Rate in Lieu of Fringes (Cash Fringes):  

**11. Enter Hours:** Now it’s time to enter hours for the week:


▼ Hours Worked Each Day for This Project Only

|                 | Monday<br>3/21/2016               | Tuesday<br>3/22/2016              | Wednesday<br>3/23/2016            | Thursday<br>3/24/2016             | Friday<br>3/25/2016               | Saturday<br>3/26/2016             | Sunday<br>3/27/2016               | Total Hours                       |
|-----------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Regular Time    | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Overtime at 1.5 | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Double-Time     | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| <b>Total</b>    | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |

You can enter any number of hours into “Regular Time,” but if the number tops 40, you must begin entering in “Overtime” or “Double-time” or you will get an error. Additionally, you may only use 2 decimal points and the Department strongly urges the use of 10 or 15 minute increments and rounding. Once you have entered all your hours, you will have a total. At this point, if you pay fringes in cash, take the number of hours times the “rate in lieu of fringes” and input the figure into the “Wages paid in Lieu of fringes (Total cash fringes)” area:

Payroll record entry form (2 of 2)

Week End Date: 3/27/2016 Contractor: Brown Construction Company  
 Project: Test Project Sub To:  
 Employee: DOE, JANE Contract ID:  
 Is Foreman  Is Owner/Operator

Gross Employee Pay This Project (Usually No Fringes):   
 Wages Paid in Lieu of Fringes (Total Cash Fringes):    
 Gross Pay All Projects (Sum of all checks entered on deductions):   
 These fields are Hourly rate fields (Usually No Fringes):  
 Base Hourly:   
 Overtime Hourly:   
 Doubletime Hourly:   
 Rate in Lieu of Fringes (Cash Fringes):

▼ Hours Worked Each Day for This Project Only

|                 | Monday<br>3/21/2016               | Tuesday<br>3/22/2016              | Wednesday<br>3/23/2016            | Thursday<br>3/24/2016             | Friday<br>3/25/2016               | Saturday<br>3/26/2016             | Sunday<br>3/27/2016               | Total Hours                        |
|-----------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|------------------------------------|
| Regular Time    | <input type="text" value="8.00"/> | <input type="text" value="8.00"/> | <input type="text" value="8.00"/> | <input type="text" value="8.00"/> | <input type="text" value="8.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="40.00"/> |
| Overtime at 1.5 | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="4.00"/> | <input type="text" value="0.00"/> | <input type="text" value="4.00"/>  |
| Double-Time     | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/>  |
| <b>Total</b>    | <input type="text" value="8.00"/> | <input type="text" value="8.00"/> | <input type="text" value="8.00"/> | <input type="text" value="8.00"/> | <input type="text" value="8.00"/> | <input type="text" value="4.00"/> | <input type="text" value="0.00"/> | <input type="text" value="44.00"/> |

12. **Fringes Paid into Plans:** Now to finish fringes. **If you pay in cash, and you have completed the above step, you just need to check the “Some or All Fringes Paid to Employee” button in the fringe area:**

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

|                         |                |                         |           |          |   |  |
|-------------------------|----------------|-------------------------|-----------|----------|---|--|
| Vac / Hol / Dues        | Health & Welf. | Pension                 | All Other | Training | Voluntary Contributions<br>for all Projects<br>Pension    Medical<br>0            0 | <input type="checkbox"/> Vac/Hol/Dues Included in Gross Emp. Pay<br><input checked="" type="checkbox"/> <b>Some or All Fringes Paid to Employee</b><br><input type="checkbox"/> Voluntary Contributions Included in Gross Emp. Pay |
| 0.000                   | 0.000          | 0.000                   | 0.000     | 0.000    |   | <input type="button" value="Calculate Fringes"/>   |
| <a href="#">More...</a> |                | <a href="#">More...</a> |           |          |   |  |

If you pay fringes into plans, however, you must now **fill in fringe amount totals**. If you have a Default setting for fringe, you can hit “Calculate Fringes” and the system will calculate a total value for each fringe on this paycheck (in example below, default fringes were set for \$1/vacation, \$5/health, \$ 9.50/pension).

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

|                         |                |                         |           |          |   |  |
|-------------------------|----------------|-------------------------|-----------|----------|---|--|
| Vac / Hol / Dues        | Health & Welf. | Pension                 | All Other | Training | Voluntary Contributions<br>for all Projects<br>Pension    Medical<br>0.000    0.000 | <input type="checkbox"/> Vac/Hol/Dues Included in Gross Emp. Pay<br><input checked="" type="checkbox"/> <b>Some or All Fringes Paid to Employee</b><br><input type="checkbox"/> Voluntary Contributions Included in Gross Emp. Pay |
| 44.000                  | 220.000        | 418.000                 | 0.000     | 0.000    |   | <input type="button" value="Calculate Fringes"/>   |
| <a href="#">More...</a> |                | <a href="#">More...</a> |           |          |   |  |

If fringes are more irregular, simply fill in the amount of fringe you are paying. For instance, if you have figured health insurance as worth \$5 an hour, and pension as worth \$10/hour, you would fill it in:

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

|                         |                |                         |           |          |   |   |
|-------------------------|----------------|-------------------------|-----------|----------|---|---|
| Vac / Hol / Dues        | Health & Welf. | Pension                 | All Other | Training | Voluntary Contributions<br>for all Projects<br>Pension    Medical<br>0.000    0.000 | <input type="checkbox"/> Vac/Hol/Dues Included in Gross Emp. Pay<br><input type="checkbox"/> <b>Some or All Fringes Paid to Employee</b><br><input type="checkbox"/> Voluntary Contributions Included in Gross Emp. Pay |
| 0.000                   | 220.000        | 440.000                 | 0.000     | 0.000    |   | <input type="button" value="Calculate Fringes"/>  |
| <a href="#">More...</a> |                | <a href="#">More...</a> |           |          |   |   |

If you have a set amount you pay for insurance with the remainder to a 401K (for instance, \$200 week for health insurance and the remainder to 401K), you must pay fringes at \$651.20 this week (\$14.80 x 44 hours), you would fill this in as follows:

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

Vac / Hol / Dues: 0.000  [More...](#)   
 Health & Welf.: 200.000  [More...](#)   
 Pension: 451.200  [More...](#)   
 All Other: 0.000    
 Training: 0.000

Voluntary Contributions for all Projects: Pension 0.000  Medical 0.000

Vac/Hol/Dues Included in Gross Emp. Pay  
 Some or All Fringes Paid to Employee  
 Voluntary Contributions Included in Gross Emp. Pay

You should note "Health Insurance \$200 week, remainder to 401K" in the Notes section.

Payments (If included in paycheck)

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

Notes

Health Insurance \$200/week, remainder to 401K

Other Deduction Notes

If you pay some of fringes in cash, but some into plans, do the following:

Payroll record entry form (2 of 2)

Week End Date: 3/27/2016    Contractor: Brown Construction Company  
 Project: Test Project    Sub To:  
 Employee: DOE, JANE    Contract ID:

Is Foreman     Is Owner/Operator

Gross Employee Pay This Project (Usually No Fringes): 0.000

Wages Paid in Lieu of Fringes (Total Cash Fringes): 220.000  ←

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): 5.000  ←

▼ Classifications

| Jurisdiction     | Location               | Craft                     | Classification  |
|------------------|------------------------|---------------------------|---|
| North Dakota DOT | North Dakota Statewide | POWER EQUIPMENT OPERATORS | Group 6 - Brakeman or Switchman; Curb Machine Operator (Manual); Dredge or Tugboat Deck-hand; Drill Truck Gravel/Testing Gunite Operator Gunall... see wage decision for full notes |

▼ Hours Worked Each Day for This Project Only

|                 | Monday 3/21/2016 | Tuesday 3/22/2016 | Wednesday 3/23/2016 | Thursday 3/24/2016 | Friday 3/25/2016 | Saturday 3/26/2016 | Sunday 3/27/2016 | Total Hours  |
|-----------------|------------------|-------------------|---------------------|--------------------|------------------|--------------------|------------------|--------------|
| Regular Time    | 8.00             | 8.00              | 8.00                | 8.00               | 0.00             | 0.00               | 0.00             | 32.00        |
| Overtime at 1.5 | 0.00             | 0.00              | 0.00                | 0.00               | 4.00             | 0.00               | 0.00             | 4.00         |
| Double-Time     | 0.00             | 0.00              | 0.00                | 0.00               | 0.00             | 0.00               | 0.00             | 0.00         |
| <b>Total</b>    | <b>8.00</b>      | <b>8.00</b>       | <b>8.00</b>         | <b>8.00</b>        | <b>4.00</b>      | <b>0.00</b>        | <b>0.00</b>      | <b>36.00</b> |

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

Vac / Hol / Dues: 0.000  [More...](#)   
 Health & Welf.: 220.000  [More...](#)   
 Pension: 220.000  [More...](#)   
 All Other: 0    
 Training: 0.000

Voluntary Contributions for all Projects: Pension 0  Medical 0

Vac/Hol/Dues Included in Gross Emp. Pay  
 Some or All Fringes Paid to Employee  
 Voluntary Contributions Included in Gross Emp. Pay

So, to “mix” fringes as both cash and paid into plans, enter the amount paid in cash under “Rate in Lieu of Fringes” and take this times the number of hours worked and enter a cash amount in “Wages Paid in Lieu of Fringes.” Thereafter, enter the amounts you pay into plans under “Fringes/contributions paid to Others” (in this case, it is \$5/health and \$5 pension/401K) and check the “Some or All Fringes Paid to Employee” button. The system will now understand that you are “mixing” payment in cash and plans. As long as the total value of wage plus fringe meets the minimum from the Wage Decision, LCPtracker will approve this without notice.

- 13. Deductions:** You will need to fill in the Federal Income Tax, Social Security Tax, Medicare and State Tax Withholding, as well as any other deductions. If you put any deduction in the Other section, you will need to explain it under “Other Deduction Notes.” The system will give you a total on Deductions. You will input Gross Check Pay, and the Paycheck Amount and number (use unique identifier if direct deposit) and select a payment date. In this section, it is critical that Paycheck + Total Deductions = Gross Pay. If the math is off, the system will generate an error. Here is a sample on this section:

- 14. Am I done yet? /Notices:** When your input is finished, you can hit the Save button. If the system goes on to the next employee, you know that all your notices are “soft” in nature = they give warning, but they do not stop you from filing payroll. If you have “hard” notices, the system will stay on the input page and generate notices. The type of notice will most often be identifiable – mistakes like the hourly wage x hours does not equal gross pay, or gross pay minus deductions doesn’t equal paycheck. Other notices tell you that you might not be paying the minimum wage – they must be taken care of before certification. Make changes and hit the Save button – if you have fixed the problem, the notice will disappear. The following is an entry without notices – it is set to go.

15. Violation Codes and what they mean: You will find that you have a certain number of notices (or violations) on each payroll. Remember that some of these are meant to alert you (such as warning that total deductions are higher than expected) while others (rate x hours doesn't equal total) are meant to alert you that you have likely made a math error. If the Perform Validation column indicated "No," it means that the NDDOT has not "turned on" this alert or warning.

| Display Order | Validation Code | Validation Description   | Perform Validation | Notice / Warning | Enforce at Certification |
|---------------|-----------------|--|--------------------|------------------|--------------------------|
| 1             | VAL_1a          | Checks that basic hourly rate has a value (blue field)   | YES                | NOTICE           | ENFORCE                  |
| 2             | VAL_1b          | Checks that the value of the stated basic hourly rate is at least the prevailing wage hourly rate.   | YES                | WARNING          | ALERT                    |
| 3             | VAL_2a          | Checks that the overtime hourly rate has a value if overtime hours exist (blue field)  | YES                | NOTICE           | ENFORCE                  |
| 4             | VAL_2b          | Checks that the stated value of the overtime hourly rate is at least the prevailing wage overtime hourly rate.   | YES                | NOTICE           | ENFORCE                  |
| 4             | VAL_2c          | Checks that the value of the hourly overtime rate is the same or higher than the amount posted for the total overtime rate entered into the prevailing wage table.     | YES                | NOTICE           | ENFORCE                  |
| 5             | VAL_3a          | Checks that the double time hourly rate has a value if double time hours exist (blue field)  | YES                | NOTICE           | ENFORCE                  |
| 6             | VAL_3b          | Checks that the stated value of the double time rate is at least the prevailing wage doubletime hourly rate  | YES                | NOTICE           | ENFORCE                  |
| 6             | VAL_3c          | Checks that the value of the hourly doubletime rate is the same or higher than the amount posted for the total doubletime rate entered into the prevailing wage table. | YES                | NOTICE           | ENFORCE                  |
| 7             | VAL_4           | Checks that the training contribution meets the prevailing wage requirement  | NO                 | NOTICE           | ENFORCE                  |
| 8             | VAL_5           | Checks that the total hourly rate meets the prevailing wage requirement  | YES                | NOTICE           | ENFORCE                  |
| 9             | VAL_6           | Checks that the basic hourly rate meets the prevailing wage requirement  | YES                | WARNING          | ALERT                    |
| 10            | VAL_7           | Checks that the gross pay all project has a value  | YES                | NOTICE           | ENFORCE                  |
| 11            | VAL_8           | Checks that the paycheck amount has a value. A value of zero is OK but no value is not.  | YES                | NOTICE           | ENFORCE                  |
| 12            | VAL_9           | Checks that the paycheck amount is equal to gross pay all projects minus total deductions  | YES                | NOTICE           | ENFORCE                  |
| 13            | VAL_10          | Checks that minimum wage has been met  | YES                | NOTICE           | ENFORCE                  |
| 14            | VAL_11a         | Checks the standard hours worked per day   | NO                 | NOTICE           | ENFORCE                  |
| 15            | VAL_11b         | Checks that the sum of all standard hours worked by an employee is less than (<=) 8 hours  | NO                 | WARNING          | ALERT                    |
| 17            | VAL_12b         | Checks if worked hours are more than Standard Hours Per Day, as set in Department Settings, and no double time   | NO                 | NOTICE           | ENFORCE                  |
| 17            | VAL_13          | Checks gross employee pay is equal to the hours worked times the pay rates stated in the blue fields   | YES                | NOTICE           | ENFORCE                  |
| 18            | VAL_14          | Checks if Saturday hours worked and no overtime hours reported (OT/DT)   | NO                 | NOTICE           | ENFORCE                  |
| 19            | VAL_16          | Checks if Sunday hours worked and no overtime hours reported (OT/DT)   | NO                 | NOTICE           | ENFORCE                  |
| 20            | VAL_17          | Checks that gross pay all projects is larger than (=>) (gross employee pay this project + wages paid in lieu of fringes)   | YES                | NOTICE           | ENFORCE                  |
| 21            | VAL_18          | Checks that an employee standard time is less than (<=) 40 hours   | YES                | NOTICE           | ENFORCE                  |
| 22            | VAL_19a         | Checks that overtime pay rate is greater than (=>) 1.5 * basic hourly rate. If OT is worked.   | YES                | NOTICE           | ENFORCE                  |
| 23            | VAL_19b         | Checks that overtime pay rate is greater than (=>) 1.5 * (basic hourly rate + cash rate in lieu of fringes). If OT is worked.  | NO                 | NOTICE           | ENFORCE                  |
| 24            | VAL_20a         | Checks that double time pay rate is greater than (=>) 2.0 * basic hourly rate. If double time is worked.   | YES                | NOTICE           | ENFORCE                  |
| 25            | VAL_20b         | Checks that double time pay rate is greater than (=>) 2.0 * (basic hourly rate + cash rate in lieu of fringes). If double time is worked.                              | NO                 | NOTICE           | ENFORCE                  |

|    |        |  |     |         |         |
|----|--------|--|-----|---------|---------|
| 25 | VAL20b | CheKeSthatdoubletimepayrateisgreaterthan(=>2.0a' sichounyrate+cashrateinlieuoffringes).Ifdoubletimesworked.  | NO  | NOTICE  | ENFORCE |
| 26 | VAL21  | CheKeSthatapprenticeshavebeen approved.  | NO  | NOTICE  | ENFORCE |
| 27 | VAL22  | CheKeSthatbasichourlyratefrom the appropriate wage determination has a value.  | NO  | NOTICE  | ENFORCE |
| 28 | VAL23  | CheKeSthattheTotalHourlyRateStateidssufficient   | YES | NOTICE  | ENFORCE |
| 29 | VAL24  | CheKeSthatSundayhoursworkedreaddoubletime.   | NO  | NOTICE  | ENFORCE |
| J0 | VAL25  | CheKeSthattheTotalDeductionsequenceis thesumofthedeductionsentered.  | YES | NOTICE  | ENFORCE |
| 32 | VAL26  | Selsapprentice/NoDeterminationFoundasaNotice,Warning,orAJert.ForCaliforniaaccountsoraccountsusingcom neDavis Bacon/Californiaratesonly.  | YES | WARNING | ALERT   |
| 33 | VAL27  | ValidatesforWorkOrderDinpayr recordwhenprojectrequiresWorkorders.  | NO  | NOTICE  | ENFORCE |
| 35 | VAL28  | CheKeSthatthehealthinsurancepaidmeetsrequiredpercentage  | NO  | WARNING | ALERT   |
| 36 | VAL29  | CheKeSthatthe19Fornhasbeen verified fortheemployee reported on the payroll PleasecontactLCPtrackersupporttogetEnforcement Datesetupforyouraccount ThisvalidationwillnotworkproperlyuntilanEnforcementDateisset | NO  | NOTICE  | ENFORCE |
| 37 | VAL30  | CheKeSthatthereareOtherDeductionNoles'whenthereareotherdeductions  | YES | NOTICE  | ENFORCE |
| 38 | VAL31  | CheKeSthatcraftandclassificationarenotequaltoNot Available   | YES | NOTICE  | ENFORCE |
| 39 | VAL32  | CheKeSthatemployee'sfirstnamehasbeenentered.   | YES | NOTICE  | ENFORCE |
| 40 | VAL33  | CheKeSthatemployee'slastnamehasbeenentered.  | YES | NOTICE  | ENFORCE |
| 41 | VAL34  | CheKeSthatemployee' streetaddress hasbeenentered.  | YES | NOTICE  | ENFORCE |
| 42 | VAL35  | CheKeSthatemployee'scityhasbeenentered.  | YES | NOTICE  | ENFORCE |
| 43 | VAL36  | CheKeSthatemployee'sstatehasbeenentered.   | YES | NOTICE  | ENFORCE |
| 44 | VAL37  | CheKeSthatemployee'sZIPcodehasbeenenteredandthatisatleast5characterslong.  | YES | NOTICE  | ENFORCE |
| 45 | VAL38  | CheKeSthatemployee'sethnicityhasbeenentered.   | YES | NOTICE  | ENFORCE |
| 46 | VAL39  | CheKeSthatemployee'sgenderhasbeenentered.  | YES | NOTICE  | ENFORCE |
| 47 | VAL40  | CheKeSthatemployee'sdateofhirehasbeenentered.  | YES | NOTICE  | ENFORCE |
| 48 | VAL41  | CheKeSthatemployee'sphonenumbehasbeenentered.  | YES | NOTICE  | ENFORCE |
| 49 | VAL42  | CheKeSthatemployee'semailhasbeenentered.   | YES | NOTICE  | ENFORCE |
| 50 | VAL43  | CheKeSthatSSNisnotentered.SSNfieldmustbeblank.   | NO  | WARNING | ALERT   |

|     |         |  |     |         |         |
|-----|---------|--|-----|---------|---------|
| 51  | VAL_44  | Checks that SSN has been entered and in the proper format.   | NO  | WARNING | ALERT   |
| 51  | VAL_47  | Checks that contractor's Local Business License has been entered.  | NO  | WARNING | ALERT   |
| 52  | VAL_45  | Checks that SSN has been entered in the format XXX-XX-####.  | YES | NOTICE  | ENFORCE |
| 53  | VAL_46  | Checks that employee's Driver License information, including state of issue, has been provided.  | NO  | WARNING | ALERT   |
| 55  | VAL_48  | If Daily Log is enabled, it validates that an employee's reported total hours match those in the Daily Log.  | NO  | WARNING | ALERT   |
| 56  | VAL_49  | If Daily Log is enabled, it validates that an employee reported in certified payroll is also reported in the Daily Log.  | NO  | WARNING | ALERT   |
| 57  | VAL_50  | Validates that wards, geographic areas, and congressional and state senate districts are entered for employees.  | NO  | WARNING | ALERT   |
| 59  | VAL_52  | Checks that check amount is greater than total deductions  | YES | WARNING | ALERT   |
| 81  | VAL_58  | If Daily Log is enabled, it validates that an employee reported total hours match those in the Daily Log for the reported Craft and Classification.              | NO  | WARNING | ALERT   |
| 82  | VAL_56  | Checks that Wages Paid in Lieu of Fringes are equal to Rate in Lieu of Fringes times Hours Worked on This Project Only.  | YES | NOTICE  | ENFORCE |
| 125 | VAL_53  | Confirms Craft/Classification is craft matched   | NO  | WARNING | ALERT   |
| 130 | VAL_54  | Confirms Craft/Classification are entered  | NO  | NOTICE  | ENFORCE |
| 132 | VAL_26b | Sets journeyman "No Determination Found" as a Notice, Warning, or Alert. For California accounts or accounts using combined Davis Bacon / California rates only. | YES | WARNING | ALERT   |
| 140 | VAL_55  | If Daily Log is enabled, it validates that the Craft/Classification chosen on the Daily Report match the Craft/Classification on the CPR.                        | NO  | WARNING | ALERT   |
| 150 | VAL_57  | If Daily Log is enabled, it validates that an employee's hours reported in the certified payroll matches the hours reported in the Daily Log.                    | NO  | WARNING | ALERT   |
| 224 | VAL_59  | If Address Verification is enabled, it validates that the employee's address has been properly verified.   | NO  | NOTICE  | ENFORCE |



## SECTION 6 – CERTIFYING PAYROLL/NONPERFORMING PAYROLL

1. When you are done entering payroll, and have saved the payroll, you are then ready to certify that payroll.
2. Go to the Certifications Tab, select your project, and indicate whether work was performed that week. The screen will prompt you as to your last week end date and payroll number.
3. Type in the name and title of one individual set up as an E-Signature for the contractor.

The screenshot shows the 'Certification Wizard Step 1 of 2' interface. At the top, a navigation bar includes tabs for 'Projects', '1. Payroll Records', '2. Notices', '3. Certification' (which is active), 'Reports', 'eDocuments', 'Set Up', 'Daily Reporter', and 'LCPcer'. Below the navigation bar, the wizard title 'Certification Wizard Step 1 of 2' is displayed. The main content area shows 'Project Last CPR Info: Date 7/30/2017 | Payroll Number 9' and a dropdown menu for 'Test P...'. The 'Work performed this week?' section has three radio button options: 'Work activity to be reported for this week' (selected), 'No work activity to be reported for this week', and 'No work activity to be reported for multiple consecutive weeks'. The 'Week End Date' is set to '08/05/2017' with a calendar icon. The 'Payroll Number' is '10'. The 'Name of Person Certifying' is 'Gail Brown' and the 'Title' is 'Payroll Administrator'. At the bottom, there are 'Cancel', 'Next', and 'Help' buttons.

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- This will take you on to the Certification Document, which you have probably filed repeatedly over the years on paper. The wording of this page is identical on LCPtracker.

**OR IH DAKOTA DOT - BZGNOW**

|          |                    |            |                  |         |            |        |                |              |
|----------|--------------------|------------|------------------|---------|------------|--------|----------------|--------------|
| Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | Set Up | Daily Reporter | LCPcertified |
|----------|--------------------|------------|------------------|---------|------------|--------|----------------|--------------|

Certification Wizard Step 2 of 2

Date: 4/16/2018

I, GAIL BROWN, Payroll Administrator, do hereby state:

(1) That I pay or supervise the payment of the persons employed by BROWN CONSTRUCTION COMPANY on the TEST PROJECT; that during the payroll period commencing on 7/1/17 to 7/1/17, I have paid the full weekly wages earned by each person employed by said BROWN CONSTRUCTION COMPANY on the TEST PROJECT, less the full weekly wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as follows:

All comments are in the notes on the submitted Certified Payroll Report.

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein conform with the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS

- in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been paid to the following plans, funds or programs as indicated in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

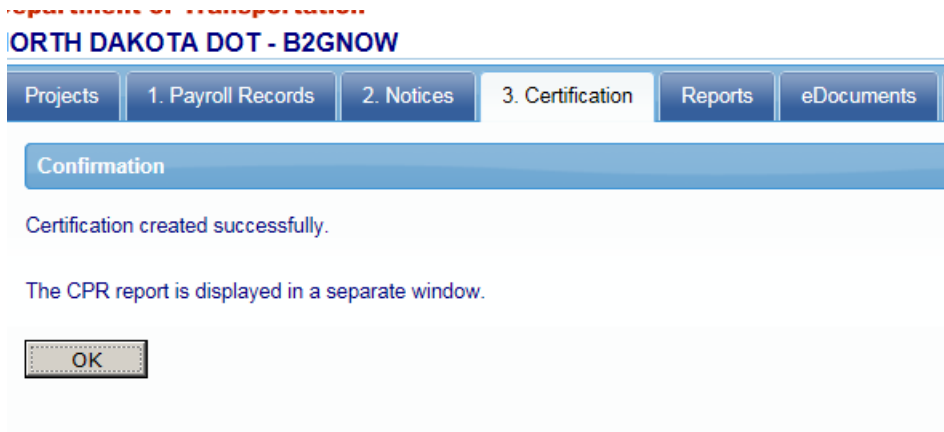
- Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the applicable fringe benefits as indicated in Section 4(c) below.

(c) EXCEPTIONS:

| EXCEPTION (CRAFT) | EXPLANATION |
|-------------------|-------------|
|                   |             |
|                   |             |
|                   |             |
|                   |             |
|                   |             |

- You will need to check either the (a) or (b) box, depending on whether fringes are paid primarily in cash or into plans. Then, list any Exceptions under (c). This mirrors the procedure of Form 347 on paper.
- You can then fill in any Remarks necessary in the "Remarks" section – this is where you may choose to list unusual deductions, such as child support, wage garnishment or pay advancement to an employee. Even if you have done this for each entry, you may wish to do it again on the Certifications page, for clarity.

- At this point, you will fill in your Title and your E-signature password. You will then be notified that your payroll has been certified. A pdf file of the payroll will then appear in a separate window. While you may wish to print or save this pdf, remember that your certified payroll is saved within the system for the legally necessary period of time. As soon as payroll is certified, it can be viewed by the Prime Approver. As soon as it has been approved by the Prime Approver, it can then be seen by all other administrator users, including the Project Engineer and his/her staff.



- You may check a box which indicated that this is your final payroll. If you do, the system will know not to generate a late payroll flag for the following week.
- If you are unsure of when you will work again, leave this box unchecked and file a nonperforming payroll the following week or weeks until you do. You may file a nonperforming payroll for a week, or for a number of weeks at once.

Certification Wizard Step 1 of 2

Project Last CPR Info: Date 8/5/2017 | Payroll Number 10

Test P... x ▾


Work performed this week?

Work activity to be reported for this week

No work activity to be reported for this week

No work activity to be reported for multiple consecutive weeks

Week End Date

08/12/2017 

Payroll Number

11

Name of Person Certifying

Title

Cancel Next Help

10. If you have not indicated a week will be your last in a previous payroll and you subsequently learn that it was your last week, you can update that payroll as final without re-certifying it. Go to the Payroll Records tab and hit the "Edit Certified Payroll" button. Then, hit the Edit button on the payroll you wish to change to final.

Department of Transportation  
**NORTH DAKOTA DOT - B2GNOW**

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | Set Up | Daily Rep

WELCOME Brown Construction Company      [Sign up for No Charge Web Based Training](#)    [Book Now](#)

Projects | Certified Payrolls

Project:  
 Test Project

**Reminder: You have temporary records to certify. Click on the orange "Edit" button to review the records.**

[Help](#)

| Payroll Certifications |            |               |                |   |
|------------------------|------------|---------------|----------------|---|
| Week End Date          | Performing | Accept Status | Prime Approval |   |
| 08/05/2017             | YES        | Submitted     |                | <a href="#">Edit</a> <a href="#">Details</a>                        |
| 07/30/2017             | YES        | ACCEPTED      | Approved       | <a href="#">Edit</a> <a href="#">Report</a> <a href="#">Details</a> |
| 07/29/2017             | YES        | ACCEPTED      | Approved       | <a href="#">Edit</a> <a href="#">Report</a> <a href="#">Details</a> |
| 06/04/2017             | YES        | ACCEPTED      | Approved       | <a href="#">Edit</a> <a href="#">Report</a> <a href="#">Details</a> |

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- Open the Edit page and change final status from "No" to "Yes" and hit Update. This will Update the record without the need for a certification.

**Edit Certified Payroll**

Payroll Number: 10      Final: [Yes](#)      [Update](#)      [Cancel](#)

| Certifications |        |             |               |           |                        |              |
|----------------|--------|-------------|---------------|-----------|------------------------|--------------|
| Project Name   | Sub To | Contract ID | Week End Date | Status    | Certification Sequence | Certified On |
| Test Project   |        |             | 8/5/2017      | Certified | 0                      | 4/16/2018    |

- At this point, you have updated the payroll as Final.

## SECTION 7 - SETTING UP ADDITIONAL USERS

1. As a contractor, you might have additional users (office staff) who need to use your contractor account to upload payroll etc. You can add additional users or change their information at the Set Up tab under "Add/Edit Additional Users."

**NORTH DAKOTA DOT - B2GNOW**

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | **Set Up** | Daily Reporter | LCPcertified

**Setup Main Menu**

|                             |                          |                                    |
|-----------------------------|--------------------------|------------------------------------|
| Add/Edit Employee           | Company Information      | Add/Edit Craft Name                |
| Fringe Benefits Maintenance | Copy Employees           | Add/Edit Work Order                |
| Subcontractor Setup         | Add/Remove County Match  | <b>Add/Edit Additional Users</b> ← |
| Edit Login Password         | Add/Remove Craft Match   |                                    |
| Edit/Reset eSignature       | Add/Remove Project Match |                                    |

2. You can then add the email of an additional user, together with their name and the central office telephone line:

**NORTH DAKOTA DOT - B2GNOW**

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | Set Up | Daily Reporter

**Add / Edit Contractor Logins** | **Add Mode**

User  
Select a user to edit ▼

E-Mail (Login information will be sent to this email address)  
payrollperson@abc.com

Name  
Paul Payroll

Phone  
505-463-0175 x

Delete | Cancel | Reset Form | Save

- 
- 
3. This user will get an automatically generated email with a temporary password, asking them to choose a permanent password. This user will then have access to the contractor account but will not automatically be able to sign payroll. You must decide who will have access to the password which allows for an eSignature on payroll. This password is separate from all other passwords. It up to the payroll administrator for each contractor to decide who may use their password and under what conditions.

## SECTION 8 - SETTING UP AN ESIGNATURE FOR CERTIFIED PAYROLL

1. You will be asked to set up an eSignature during the set-up process as a contractor.
2. You have the option, on the contractor account, of changing the eSignature password. Go to the Set Up bar and hit the "Edit/Reset eSignature" button:

The screenshot shows the 'Setup Main Menu' for 'NORTH DAKOTA DOT - B2GNOW'. The 'Set Up' tab is active. The menu contains several buttons: 'Add/Edit Employee', 'Company Information', 'Add/Edit Craft Name', 'Fringe Benefits Maintenance', 'Copy Employees', 'Add/Edit Work Order', 'Subcontractor Setup', 'Add/Remove County Match', 'Add/Edit Additional Users', 'Edit Login Password', 'Add/Remove Craft Match', 'Edit/Reset eSignature', and 'Add/Remove Project Match'. An orange arrow points to the 'Edit/Reset eSignature' button. The footer reads '© LCPTracker, Inc. All rights reserved.'

3. From this screen, you will be directed to the Edit eSignature Page, where the password may be reset:

The screenshot shows the 'Edit E-Signature' page. It includes the following text and fields:

- Use this form to change your existing certification password.
- Password Rules:\*\*
  - Must be at least 6 characters long
  - Must contain at least one lower-case letter and one upper-case letter.
  - Must be no longer than 20 characters.
- User Id:
- E-Signature Password:
- Repeat Password:
- Buttons: Clear Form, Cancel, Save Password
- \*\* A password with the following characteristics is recommended:
  - At least 8 characters long
  - Contains at least one lower-case letter, one upper-case letter, one digit (0-9), and one special character like @\$%^&+=

The footer reads '© LCPTracker, Inc. All rights reserved.'

Note: If an eSignature password is forgotten, follow the steps listed above and input a new eSignature password. The NDDOT LCP Tracker Administrator does not have to be contacted to reset an eSignature.



## SECTION 9 - THE PRIME APPROVER ACCOUNT

1. Once you have been awarded a federal-aid project with the NDDOT, the NDDOT LCP Tracker Administrator will need to assign the contract to a Prime Approver, who will receive and approve electronic payrolls for all contractors on a project. The Prime Approver will typically be the person who signs electronic payrolls for the prime, but not always. The function may be assigned for each project to a different person, or the same person. It is up to the prime contractor.
  
2. You will sign into the Prime Approver Account with your email, rather than the telephone number ID assigned to the contractor account. You will know which account you are in based on the appearance of the account.

A contractor account looks like this:

The screenshot displays the NDDOT user portal. At the top left is the NDDOT logo (North Dakota Department of Transportation) and the text "NORTH DAKOTA DOT - B2GNOW". To the right are navigation buttons: "Contract Compliance", "User Portal", "Training Materials", "Support", "Logout", and "Live Chat". Below this is a secondary navigation bar with buttons for "Projects", "1. Payroll Records", "2. Notices", "3. Certification", "Reports", "eDocuments", "Set Up", "Daily Reporter", and "LCPcertified". A welcome message reads "WELCOME Brown Construction Company" with a link to "Sign up for No Charge Web Based Training" and a "Book Now" button. The main content area shows a "Certified Payrolls" tab selected, leading to a "Project Assignments" table.

| Project Assignments |                 |        |             |                       |             |                          |           |
|---------------------|-----------------|--------|-------------|-----------------------|-------------|--------------------------|-----------|
| Project Code        | Project Name    | Sub To | Contract ID | Assignment Start Date | Bid Ad Date | Daily Reporter           |           |
| 12345               | Test Project    |        |             | 02/01/2015            | 04/15/2015  | <input type="checkbox"/> | Show Info |
| 67890               | Test Project II |        |             | 02/08/2016            |             | <input type="checkbox"/> | Show Info |

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A Prime Approver account looks like this:

**NDDOT**  
North Dakota  
Department of Transportation

**NORTH DAKOTA DOT - B2GNOW**

Contract Compliance | User Portal | Training Materials | Support | Logout | Live

Projects | Certifications | Violations | Reports | Admin | eDocuments | Set Up

0 Admin Notices | Sign up for No Charge Web Based Training | Book Now

| Open Projects |                 |            |            |             |
|---------------|-----------------|------------|------------|-------------|
| Project Code  | Project Name    | Start Date | End Date   | Bid Ad Date |
| 12345         | Test Project    | 11/16/2015 | 11/30/2016 | 04/15/2015  |
| 67890         | Test Project II |            | 12/31/2016 |             |

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- The Accounts look different because the functions of the two types of accounts are different. As a Prime Approver, your primary function is to review, approve or reject certified payrolls. The first thing you will see as you sign into your Prime Approver Account is all the projects for which you are the assigned Prime Approver.

**NDDOT**  
North Dakota  
Department of Transportation

**NORTH DAKOTA DOT - B2GNOW**

Contract Compliance | User Portal | Training Materials | Sup

Projects | Certifications | Violations | Reports | Admin | eDocuments | Set Up

0 Admin Notices | Sign up for No Charge Web Based Training | Book Now

| Open Projects |                 |            |            |             |
|---------------|-----------------|------------|------------|-------------|
| Project Code  | Project Name    | Start Date | End Date   | Bid Ad Date |
| 12345         | Test Project    | 11/16/2015 | 11/30/2016 | 04/15/2015  |
| 67890         | Test Project II |            | 12/31/2016 |             |

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In the above example, the user is Prime Approver for two Test Projects. If you sign on to your Prime Approver account and you do not see a project which you have been assigned to on the Projects Tab, call (701) 328-2605.

- Your first function will always be to review and approve payroll from both the prime contractor and all subcontractors who file electronically. Most of your work will be accomplished on the Certifications Tab:

**NORTH DAKOTA DOT - B2GNOW**

Projects Certifications Violations Reports Admin eDocuments Set Up

Project:  Include Closed All Projects

Contractor: All Contractors

Sub To | Contract ID: All Assignments

Load Data

From Date: To Date: Process Status: All Process Statuses Accept Status: All Accept Statuses Prime Approval Status: Not Approved, Approved

There are 11 certification records found for the above selection.

| Delete | Contractor                   | Project      | Sub To                     | Contract ID | Week End   | Payroll No | Performing? | Submitted | View GPR | Prime Approval | Approved  | Accept Status | Accepted  | Final | View Details |
|--------|------------------------------|--------------|----------------------------|-------------|------------|------------|-------------|-----------|----------|----------------|-----------|---------------|-----------|-------|--------------|
| Delete | Brown Construction Company   | Test Project |                            |             | 1/30/2016  |            | YES         | 1/29/2016 | PDF      | Approved       | 2/8/2016  | ACCEPTED      | 2/8/2016  | No    | Details      |
| Delete | Brown Construction Company   | Test Project |                            |             | 1/31/2016  | 3          | YES         | 2/8/2016  | PDF      | Approved       | 2/8/2016  | ACCEPTED      | 2/9/2016  | No    | Details      |
| Delete | Brown Construction Company   | Test Project |                            |             | 2/7/2016   |            | YES         | 2/12/2016 | PDF      | Approved       | 2/19/2016 | ACCEPTED      | 2/26/2016 | No    | Details      |
| Delete | Northern Improvement Company | Test Project | Brown Construction Company |             | 10/17/2015 | 5          | YES         | 2/16/2016 | PDF      | Approved       | 2/19/2016 | ACCEPTED      | 3/11/2016 | Yes   | Details      |
| Delete | 3D Specialties               | Test Project | Brown Construction Company |             | 2/13/2016  | 1          | YES         | 2/18/2016 | PDF      | Approved       | 2/19/2016 | ACCEPTED      | 3/11/2016 | No    | Details      |
| Delete | Anderson Western, Inc.       | Test Project | Brown Construction Company |             | 2/13/2016  | 1          | NO          | 2/18/2016 | PDF      | Approved       | 2/19/2016 | ACCEPTED      | 3/11/2016 | No    | Details      |
| Delete | Brown Construction Company   | Test Project |                            |             | 6/13/2015  | 1          | YES         | 2/19/2016 | PDF      |                |           | Resubmitted   |           | No    | Details      |

- First, choose the Project you want to review and hit the Load Data button. You will then see all certified payrolls on a project – those you have approved and those that are awaiting for your approval. You have the option of limiting your page to a particular project or subcontractor and hitting Load Data. Or, you might only wish to bring up those payrolls you have rejected. You can do this on the Accept Status bar.

Load Data

From Date: To Date: Process Status: All Process Statuses Accept Status: All Accept Statuses Prime Approval Status: Not Approved, Approved

There are 11 certification records found for the above selection.

Filter: Enter keywords  Check all  Uncheck all

| Delete | Contractor                   | Project      | Sub To                     | Contract ID | Week End   | Payroll No | Per | Submitted | View GPR | Prime Approval | Approved  | Accept Status | Accepted  | Final | View Details |
|--------|------------------------------|--------------|----------------------------|-------------|------------|------------|-----|-----------|----------|----------------|-----------|---------------|-----------|-------|--------------|
| Delete | Brown Construction Company   | Test Project |                            |             | 1/30/2016  |            |     |           |          |                | 2/8/2016  | ACCEPTED      | 2/8/2016  | No    | Details      |
| Delete | Brown Construction Company   | Test Project |                            |             | 1/31/2016  | 3          |     |           |          |                | 2/8/2016  | ACCEPTED      | 2/9/2016  | No    | Details      |
| Delete | Brown Construction Company   | Test Project |                            |             | 2/7/2016   |            |     |           |          |                | 2/19/2016 | ACCEPTED      | 2/26/2016 | No    | Details      |
| Delete | Northern Improvement Company | Test Project | Brown Construction Company |             | 10/17/2015 | 5          |     |           |          |                | 2/19/2016 | ACCEPTED      | 3/11/2016 | Yes   | Details      |
| Delete | 3D Specialties               | Test Project | Brown Construction Company |             | 2/13/2016  | 1          | YES | 2/18/2016 | PDF      | Approved       | 2/19/2016 | ACCEPTED      | 3/11/2016 | No    | Details      |
| Delete | Anderson Western, Inc.       | Test Project | Brown Construction Company |             | 2/13/2016  | 1          | NO  | 2/18/2016 | PDF      | Approved       | 2/19/2016 | ACCEPTED      | 3/11/2016 | No    | Details      |
| Delete | Brown Construction Company   | Test Project |                            |             | 6/13/2015  | 1          | YES | 2/19/2016 | PDF      |                |           | Resubmitted   |           | No    | Details      |
| Delete | Brown Construction Company   | Test Project |                            |             | 2/21/2016  |            | YES | 2/26/2016 | PDF      |                |           | ACCEPTED      | 2/26/2016 | No    | Details      |
| Delete | Diamond Surface, Inc.        | Test Project | Brown Construction Company |             | 10/24/2015 | 1          | YES | 3/15/2016 | PDF      | Approved       | 3/15/2016 | ACCEPTED      | 3/22/2016 | No    | Details      |
| Delete | Diamond Surface, Inc.        | Test Project | Brown Construction Company |             | 10/31/2015 | 2          | YES | 3/16/2016 | PDF      |                |           | Submitted     |           | No    | Details      |

6. However you choose to load your payroll, you will need to look at all payroll that are certified, but not yet approved. Do this by going to the Prime Approval status bar, choosing “Not Approved” and hitting the Load Data button.

**Load Data**

From Date:  To Date:  Process Status: **All Process Statuses** Accept Status: **All Accept Statuses** Prime Approval Status: **Not Approved**

There are 3 certification records found for the above selection.

| Delete | Contractor                 | Project      | Sub To                     | Contract ID | Week End   | Payroll No | Performing? | Submitted | View CPR | Prime Approval       | Approved | Accept Status | Accepted  | Final | View Details |
|--------|----------------------------|--------------|----------------------------|-------------|------------|------------|-------------|-----------|----------|----------------------|----------|---------------|-----------|-------|--------------|
| Delete | Brown Construction Company | Test Project |                            |             | 6/13/2015  | 1          | YES         | 2/19/2016 | PDF      | <input type="text"/> |          | Resubmitted   |           | No    | Details      |
| Delete | Brown Construction Company | Test Project |                            |             | 2/21/2016  |            | YES         | 2/26/2016 | PDF      | <input type="text"/> |          | ACCEPTED      | 2/26/2016 | No    | Details      |
| Delete | Diamond Surface, Inc.      | Test Project | Brown Construction Company |             | 10/31/2015 | 2          | YES         | 3/16/2016 | PDF      | <input type="text"/> |          | Submitted     |           | No    | Details      |

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7. At this point, you must review these payrolls. You can look at the details of the payroll by hitting the “Details” link under the View Details Bar. This will bring up a summary of the payroll:

Week End Date:  [View Project Wage Datasheet](#)

Process Status:  Payroll Number:

Accept Status:  Performing: YES

Person Submitting: Gail Brown Final:

Employees Interviewed This Week:

Contractor Notes:

Confidential Admin Comments:

Hide Closed Notices

| Administrator Notices |                  |             |        |                     |                           |
|-----------------------|------------------|-------------|--------|---------------------|---------------------------|
| Notice Type           | Notice Title     | Notice Date | Status | Created By          | Action                    |
| REJECTION             | Rejection Notice | 2/19/2016   | CLOSED | gailanbrown@aol.com | Edit Close Resend To Case |

| Payroll Notices  |              |             |           |             |
|------------------|--------------|-------------|-----------|-------------|
| Notice Type      | Notice Title | Notice Date | Status    | Action      |
| PAYROLL - NOTICE |              | 2/19/2016   | CERTIFIED | Delete View |

| Certification Details |            |                                     |
|-----------------------|------------|-------------------------------------|
| Submitted Date        | Status     | View CPR                            |
| 2/19/2016             | Certified  | <input type="button" value="View"/> |
| 1/29/2016             | Certified  | <input type="button" value="View"/> |
| 6/15/2015             | Superseded | <input type="button" value="View"/> |

| Payroll Record Details   |                    |                  |          |  |               |             |           |         |
|--------------------------|--------------------|------------------|----------|--|---------------|-------------|-----------|---------|
| Payroll Record Count     | Employee           | Jurisdiction     | Craft    | Classification   | Recert Action | Recert Code | Status    | Audited |
| 1                        | DOE, JANE          | North Dakota DOT | LABORERS | Group 4 - Drill Runner (includes Wagon Churn or Air Track); Pipe Layers (sanitary sewer, storm sewer, water, & gas lines); Powderman, gunite & sandblast; Nozzleman; Reinforcing Steel Setters/Tiers; Concrete Finisher Tender | Add Record    | 1           | Certified | Yes     |
| Total Payroll Records: 1 | Total Employees: 1 |                  |          |  |               |             |           |         |

You can look at the status, administrator notices, and the history of the payroll. The above screen shows the history of a payroll that was input by the prime contractor, superseded, then certified, then rejected and recertified as an edited payroll. If you hit the “Audit” or “View” buttons, you can view the details of a particular worker, including notices of violations: (next page)

**Notices**

Week End Date: 6/13/2015      Payroll No: 1  
 Project: Test Project      Contractor: Brown Construction Company  
 Employee: DOE, JANE      Sub To:  
 Is Foreman     Is Owner/Operator      Contract ID:

|  |  |  |  |  |                 |                   |   |   |   |       |
|--|--|--|--|--|-----------------|-------------------|---|---|---|-------|
| Gross Employee Pay This Project (Usually No Fringes) | Wages Paid in Lieu of Fringes (Total Cash Fringes) | Gross Pay All Projects (Sum of all checks entered on deductions) | These fields are Hourly rate fields (Usually No Fringes)   | Rate in Lieu of Fringes (Cash Fringes) |                 |                   |   |   |   |       |
| 0.000  | 0.000  | 0.000  | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Base Hourly</td> <td style="text-align: center;">Overtime Hourly</td> <td style="text-align: center;">Doubletime Hourly</td> </tr> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </table> | Base Hourly                            | Overtime Hourly | Doubletime Hourly | 0 | 0 | 0 | 0.000 |
| Base Hourly  | Overtime Hourly                                    | Doubletime Hourly  |  |  |                 |                   |   |   |   |       |
| 0  | 0  | 0  |  |  |                 |                   |   |   |   |       |

---

▼ Classifications

| Jurisdiction     | Location               | Craft    | Classification  |
|------------------|------------------------|----------|---|
| North Dakota DOT | North Dakota Statewide | LABORERS | Group 4 - Drill Runner (includes Wagon Churn or Air Track); Pipe Layers (sanitary sewer, storm sewer, water, & gas lines); Powderman, gunite & sandblast, Nozzleman, Re Setters/Tiers: Concrete Finisher Tender |

---

▼ Hours Worked Each Day for This Project Only

|                 | Sunday 6/7/2015 | Monday 6/8/2015 | Tuesday 6/9/2015 | Wednesday 6/10/2015 | Thursday 6/11/2015 | Friday 6/12/2015 | Saturday 6/13/2015 | 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        |
| <b>Total</b>    | <b>0.00</b>     | <b>0.00</b>     | <b>0.00</b>      | <b>0.00</b>         | <b>0.00</b>        | <b>0.00</b>      | <b>0.00</b>        | <b>0.00</b> |

---

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

|                          |                |                          |           |          |  |
|--------------------------|----------------|--------------------------|-----------|----------|--|
| Vac / Hol / Dues         | Health & Welf. | Pension                  | All Other | Training |  |
| 0.000                    | 0.000          | 0.000                    | 0.000     | 0.000    |  |
| <a href="#">More ...</a> |                | <a href="#">More ...</a> |           |          |  |

Voluntary Contributions for all Projects  
 Pension    Medical  
 0            0

Vac/Hol/Dues Included in Gross Emp. Pay  
 Some or All Fringes Paid to Employee  
 Voluntary Contributions Included in Gross Emp. Pay

---

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

Single Paycheck     Multiple Paychecks

In this view, you can look for violations. At the very bottom, you will see the Notices screen, which will give you a warning that something might be wrong with the payroll.

▼ Notices

There are no notices

In the above example, you simply know that there are no notices for this employee. If you hit “Audit,” the system will show the employee as audited if you hit the “Revalidate” button. After you have checked all employees, you can approve the payroll.

- Go back to the Certifications tab, and go the Prime Approval column. If you are satisfied, note “Approved.” At this point, the payroll will automatically appear on the project engineer’s account – that is, you have now submitted the payroll in question to the project engineer.

**NDDOT**  
North Dakota  
Department of Transportation  
NORTH DAKOTA DOT - B2GNOW

Contract Compliance | User Portal | Training Materials | Support | Logout | Live Chat

Projects | Certifications | Violations | Reports | Admin | eDocuments | Set Up

**Certifications**

Project: Test Project x  
 Include Closed  
 Contractor: All Contractors  
 Sub To | Contract ID: All Assignments

Load Data

From Date: [ ] To Date: [ ] Process Status: All Process Statuses Accept Status: All Accept Statuses Prime Approval Status: Not Approved

There are 3 certification records found for the above selection.

| Delete | Contractor                 | Project      | Sub To                     | Contract ID | Week End   | Payroll No | Performing? | Submitted | View CPR | Prime Approval | Approved | Accept Status | Accepted  | Final | View Details |
|--------|----------------------------|--------------|----------------------------|-------------|------------|------------|-------------|-----------|----------|----------------|----------|---------------|-----------|-------|--------------|
| Delete | Brown Construction Company | Test Project |                            |             | 6/13/2015  | 1          | YES         | 2/19/2016 | PDF      | Approved       | Approved | Resubmitted   |           | No    | Details      |
| Delete | Brown Construction Company | Test Project |                            |             | 2/21/2016  |            | YES         | 2/26/2016 | PDF      |                |          | ACCEPTED      | 2/26/2016 | No    | Details      |
| Delete | Diamond Surface, Inc.      | Test Project | Brown Construction Company |             | 10/31/2015 | 2          | YES         | 3/16/2016 | PDF      |                |          | Submitted     |           | No    | Details      |

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- What if you find something which needs to be corrected? You must reject the payroll. In that event, you will go to the Accept Status Bar and choose the Rejected option. The system will ask you “Are you sure you want to Reject” and you will answer yes. At this point, you must tell the subcontractor why you are rejecting the payroll. The following screen will pop up, allowing you to do this:

**North Dakota**  
Department of Transportation  
NORTH DAKOTA DOT - B2GNOW

Projects | Certifications | Violations | Reports | Admin | eDocuments | Set Up

**Certifications**

Project: Test Project x  
 Include Closed  
 Contractor: All Contractors  
 Sub To | Contract ID: All Assignments

Load Data

From Date: [ ] To Date: [ ] Process Status: All Process Statuses Approval Status: Approved

There are 3 certification records found for the above selection.

| Delete | Contractor                 | Project      | Sub To                     |
|--------|----------------------------|--------------|----------------------------|
| Delete | Brown Construction Company | Test Project |                            |
| Delete | Brown Construction Company | Test Project |                            |
| Delete | Diamond Surface, Inc.      | Test Project | Brown Construction Company |

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**Rejected CPR Notice Comments**

**Reason for Rejecting the CPR**

**Confidential Rejection Note**

OK

There are two areas on this screen. The first allows you to type in the reason for the rejection. This message will actually go to the subcontractor. The second area allows you to make a confidential rejection note to yourself. This is completely up to you. After completing this, hit okay. To follow is an example on how you might handle this:

**Rejected CPR Notice Comments**

**Reason for Rejecting the CPR**  
Missing employee.

**Confidential Rejection Note**  
I did not see Bob Jones on the payroll, but I did see him onsite.

OK

However you choose to note it, the payroll is now Rejected. The subcontractor will receive very clear notice of this (to follow is the contractor screen)

**NORTH DAKOTA DOT - B2GNOW**

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | Set Up | Daily Reporter | LCPcertified

WELCOME Brown Construction Company | Sign up for No Charge Web Based Training | Book Now

Projects | Certified Payrolls

1 Rejected CPRs, 4 Admin Notices

| Project Assignments |                 |        |             |                       |             |                          |           |
|---------------------|-----------------|--------|-------------|-----------------------|-------------|--------------------------|-----------|
| Project Code        | Project Name    | Sub To | Contract ID | Assignment Start Date | Bid Ad Date | Daily Reporter           |           |
| 12345               | Test Project    |        |             | 02/01/2015            | 04/15/2015  | <input type="checkbox"/> | Show Info |
| 67890               | Test Project II |        |             | 02/08/2016            |             | <input type="checkbox"/> | Show Info |

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And

WELCOME Brown Construction Company Sign up for No Charge Web Based Training [Book Now](#)

Projects Certified Payrolls

Project:

Reminder: You have temporary records to certify. Click on the orange "Edit" button to review the records.

| Payroll Certifications |            |               |                |                                     |                                       |  |
|------------------------|------------|---------------|----------------|-------------------------------------|---------------------------------------|--|
| Week End Date          | Performing | Accept Status | Prime Approval |                                     |                                       |  |
| 03/20/2016             | YES        | ACCEPTED      | Approved       | <input type="button" value="Edit"/> | <input type="button" value="Report"/> | <input type="button" value="Details"/> |
| 02/21/2016             | YES        | ACCEPTED      |                | <input type="button" value="Edit"/> | <input type="button" value="Report"/> | <input type="button" value="Details"/> |
| 02/07/2016             | YES        | ACCEPTED      | Approved       | <input type="button" value="Edit"/> | <input type="button" value="Report"/> | <input type="button" value="Details"/> |
| 01/31/2016             | YES        | ACCEPTED      | Approved       | <input type="button" value="Edit"/> | <input type="button" value="Report"/> | <input type="button" value="Details"/> |
| 01/30/2016             | YES        | ACCEPTED      | Approved       | <input type="button" value="Edit"/> | <input type="button" value="Report"/> | <input type="button" value="Details"/> |
| 06/13/2015             | YES        | REJECTED      |                | <input type="button" value="Edit"/> | <input type="button" value="Report"/> | <input type="button" value="Details"/> |

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As you can see, your subcontractor will get very clear notice of the rejection, together with an email outlining the rejection sent to the payroll administrator of the subcontractor. The subcontractor can edit and resubmit the payroll. Until they do so, the Project Engineer will not be able to see the payroll.

- Likewise, once the Project Engineer has received the payroll, he or she may Accept it or may ask that the payroll be amended.

From Date  To Date  Process Status  Accept Status  Prime Approval Status

There are 11 certification records found for the above selection.

| Delete                                | Contractor                   | Project      | Sub To                     | Contract ID | Week End   | Payroll No | Performing? | Submitted | View CPR                           | Prime Approval                        | Approved  | Accept Status                         | Accepted                        | Final                            | View Details                           |
|---------------------------------------|------------------------------|--------------|----------------------------|-------------|------------|------------|-------------|-----------|------------------------------------|---------------------------------------|-----------|---------------------------------------|---------------------------------|----------------------------------|--|
| <input type="button" value="Delete"/> | Brown Construction Company   | Test Project |                            |             | 1/30/2016  |            | YES         | 1/29/2016 | <input type="button" value="PDF"/> | <input type="text" value="Approved"/> | 2/8/2016  | <input type="text" value="ACCEPTED"/> | <input type="text" value="No"/> | <input type="text" value="No"/>  | <input type="button" value="Details"/> |
| <input type="button" value="Delete"/> | Brown Construction Company   | Test Project |                            |             | 1/31/2016  | 3          | YES         | 2/8/2016  | <input type="button" value="PDF"/> | <input type="text" value="Approved"/> | 2/8/2016  | <input type="text" value="ACCEPTED"/> | 2/9/2016                        | <input type="text" value="No"/>  | <input type="button" value="Details"/> |
| <input type="button" value="Delete"/> | Brown Construction Company   | Test Project |                            |             | 2/7/2016   |            | YES         | 2/12/2016 | <input type="button" value="PDF"/> | <input type="text" value="Approved"/> | 2/19/2016 | <input type="text" value="ACCEPTED"/> | 2/26/2016                       | <input type="text" value="No"/>  | <input type="button" value="Details"/> |
| <input type="button" value="Delete"/> | Northern Improvement Company | Test Project | Brown Construction Company |             | 10/17/2015 | 5          | YES         | 2/16/2016 | <input type="button" value="PDF"/> | <input type="text" value="Approved"/> | 2/19/2016 | <input type="text" value="ACCEPTED"/> | 3/11/2016                       | <input type="text" value="Yes"/> | <input type="button" value="Details"/> |

In the above example, the payroll has been Accepted by the Project Engineer. The Prime Approver may not accept under the Accept Status column, so if you see "Accept" in this area, you know that the Project Engineer has accepted the payroll in question. The Project Engineer may also send you or the subcontractor an administrative notice and delay accepting your payroll until some error is fixed. If this happens, you as the Prime Approver are ultimately responsible for getting the error fixed, and in rejecting/approving payroll. In general, the acceptance records of the Project Engineer will be the last step on payroll, but there may be an error discovered later, such as when the project is finalized. In this instance, you may need to "Permit Edit" on a payroll that was completed by a contractor more than 60 days prior.

- As a Prime Approver, you may enter and/or assign subcontractors of any tier. You will be asked for a tax ID when you input contractors. Sometimes, sole proprietorship businesses may file taxes under the SSN of the owner. **In no event should you ever enter a complete social security number of anyone in LCPtracker.** If a business owner does not have a tax ID, simply enter "999999999" in the tax ID area.





## SECTION 10 - INTERFACES AND SPREADSHEETS

1. If you have a large workforce and do your payroll using an accounting or payroll program, inputting payroll each week is likely not a cost effective option. You will need to decide on one of 3 options to create an interface between your software and LCPtracker.
2. The first option is the Direct Interface. Some software packages, such as Foundations, have an interface to LCPtracker “built into” the system. You will need to enter craft codes and craft matches, and address other small issues, but if you have this option, you will likely be able to quickly get LCPtracker set up and working with your existing software.
3. If you do not have a Direct Interface, LCPtracker will build one for you for a small fee.

Go to Payroll records tab, and hit the “Direct Payroll Subscription” button:

The screenshot shows the RTH DAKOTA DOT - B2GNOW system interface. At the top left is the logo for the North Dakota Department of Transportation. To the right are navigation buttons: Contract Compliance, User Portal, Training Materials, Support, Logout, and Live Chat. Below this is a main menu with tabs: Projects, 1. Payroll Records (selected), 2. Notices, 3. Certification, Reports, eDocuments, Set Up, Daily Reporter, and LCPcertified. Under the Payroll Records tab, there is a sub-header 'Payroll Records' and a grid of buttons: Enter Records, Direct Payroll Subscription (highlighted with a red arrow), Edit Certified Payroll Records, Copy Previous Payroll, Recovery Act Additional Data Entry, Edit Uncertified Payroll Records, FHWA 1391 Additional Data Entry, Upload Records, and HUD Additional Data Entry.

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This will take you to the following screen, where you can order a Direct Interface. You will be asked to provide four sample certified payrolls (pdf or csv) and the name of your accounting program. LCPtracker will build the interface in 3-4 business weeks. (see following page)

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | Set Up | Daily Reporter | LCPcertified

**Direct Payroll Subscription**

STEP 1 Samples ready 0 of 4

Select the sample CPR to create the model from  
 No file chosen

Select the sample CPR to create the model from  
 No file chosen

Select the sample CPR to create the model from  
 No file chosen

Select the sample CPR to create the model from  
 No file chosen

Accounting System

Confirm Your Company Name

Confirm Your Name

Confirm Your Email

Confirm Your Phone Number

Contractor License No. or 10-digit Phone Number

STEP 2

To use this capability you will need to:

1. You must Submit at least 4 samples of your existing CPR. Must be PDF format or CSV (comma separated value) **May NOT be scanned copies.**
2. Purchase new or Update existing DPI. After browsing for your 4 samples click on the **Activate or Update DPI now**
3. LCPtracker will review your submittal and ask for any additional information required.
4. LCPtracker will then build the data model and map the data in your report to the fields in LCPtracker.
5. Complete Craft Matching. Click the following link to be directed to [DPI Craft Matching tutorial](#)
6. Contractor to upload certified payroll each week using DPI

4. If you do not have a Direct Interface, and do not wish to purchase one from LCPtracker, a number of our contractors have found assistance on creating an interface with Tech Support from their accounting software or service.
5. If none of the above options work for you, you can create an interface using an Excel Spreadsheet. Go to the Payroll Records Tab and hit the Upload Records button:

**North Dakota Department of Transportation**  
**RTH DAKOTA DOT - B2GNOW**

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | Set Up | Daily Reporter | LCPcertified

**Payroll Records**

|   |   |   |
|---|---|---|
| <input type="button" value="Enter Records"/>                    | <input type="button" value="Direct Payroll Subscription"/>        | <input type="button" value="Edit Certified Payroll Records"/> |
| <input type="button" value="Copy Previous Payroll"/>            | <input type="button" value="Recovery Act Additional Data Entry"/> |   |
| <input type="button" value="Edit Uncertified Payroll Records"/> | <input type="button" value="FHWA 1391 Additional Data Entry"/>    |   |
| <input type="button" value="Upload Records"/>                   | <input type="button" value="HUD Additional Data Entry"/>          |   |

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You will then be directed to a screen from which you can download an Excel Spreadsheet designed for LCPtracker, and upload the Spreadsheet once complete.

6. Please direct questions on interfaces and uploads to LCPtracker Support at the following:

**Support**

---

**Email Support:**

Please email [support@lcptracker.com](mailto:support@lcptracker.com)

To assist our support technicians with getting back to you as quickly and efficiently as possible, please include your User ID, a direct callback number, contact name, and a brief description of the issue.

Thank you

**Phone Support:**

(714) 669-0052 Option 4

Support Hours

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

7. Whichever Interface or Upload Option you decide on, you will likely need to input and match craft codes. There is an excellent explanation on how to do this in the Training Materials section of the Customer Portal:

|                      |  |   |          |
|----------------------|--|---|----------|
| <a href="#">View</a> | EDIT PAYROLL before CERTIFICATION                          | How to edit your payroll records BEFORE you submit to your Prime/Admin/Agency. [8/13]   | Document |
| <a href="#">View</a> | ENTERING PAYROLL RECORDS                                   | Manual entry of Payroll Records - field by field definitions. [8/13]  | Document |
| <a href="#">View</a> | I9 VERIFY YOUR EMPLOYEES IN LCPTRACKER                     | Did you received notice - VAL_29? Do you need to I9 verify your employees? (View this help document for assistance). [8/13]   | Document |
| <a href="#">View</a> | GEOGRAPHIC AREA ASSIGNMENT - ADD/EDIT EMPLOYEE             | How to assign Geographic Area Section - IF REQUIRED in your Add/Edit Employee Setup. [8/13]   | Document |
| <a href="#">View</a> | SHOW INFO - WHAT IS THIS AND WHY DO I NEED TO KNOW         | LCPtracker Support Staff is here to assist with technical use of LCPtracker. However, there are scenarios that you will need to contact your Prime/General and/or Labor Compliance/Prevailing Wage Administrator. 'Show Info'. PLEASE view this Help document for those scenarios. [8/13] | Document |
| <a href="#">View</a> | EMPLOYEE SETUP - ADD/EDIT YOUR EMPLOYEES                   | How to enter your employees into LCPtracker, OR How to edit any previously entered information into setup. [10/13]  | Document |
| <a href="#">View</a> | CRAFT MATCHING (REQUIRED FUNCTION TO USE WITH DATA UPLOAD) | How to enter Craft, County or Project Match for data uploads (for those choosing an uploading option for payrolls). [10/13]   | Document |
| <a href="#">View</a> | VACATION/HOLIDAY/DUES                                      | Four different scenarios on how to deal with input of Vac/Hol/Dues in LCPtracker [04/14]  | Document |
| <a href="#">View</a> | PAYMENT TRACKING - OPTIONAL FEATURE                        | If your Agency chooses to require, see this document for assistance.  | Document |

Remember to set up your Craft Codes and then do a Craft Match. If you are getting errors in this area, it can be a good idea to rematch craft codes.

## SECTION 11 - OJT TRAINEES

1. If you have an OJT Trainee approved by the NDDOT working on your federal-aid job, and you are paying that Trainee less than the Davis-Bacon minimum wage plus fringe, you will need to choose the appropriate OJT classification for the trainee.

When you “Add Classification” for your OJT Trainee, choose the applicable OJT Trainee category. To follow are the OJT categories for Power Equipment Operators:

| Select                   | Location               | Classification   | Construction Type | Notes  |
|--------------------------|------------------------|--|-------------------|--|
| <input type="checkbox"/> | North Dakota Statewide | Group 1 - All Cranes, 60 tons & over; Cranes doing piling, sheeting, dragline/clam work; Derrick (Guy & Stiff); Gentry Crane Operator; Helicopter Operator; Mole Operator or Tunnel Mucking... see wage decision for full notes  | Highway           | Machine; Power Shovel, 3-1/2 cy and over; Traveling Tower Crane  |
| <input type="checkbox"/> | North Dakota Statewide | Group 2 - All Cranes, 21 tons and up to 59 tons; Backhoe Operator, 3 cy and over; Creter Crane; Dredge Operator, 12" and over; Equipment Dispatcher; Finish Motor Grader; Front End Loader... see wage decision for full notes   | Highway           | Operator, 8 cy and over; Master Mechanic (when super-vised 5 or more Mechanics) Mon-O-Rail Hoist Operator; Power Shovel, up to and including 3-1/2 cy; Tugboat   |
| <input type="checkbox"/> | North Dakota Statewide | Group 3 - All Cranes, 20 tons and under, Asphalt Paving Machine Operator; Asphalt Plant Operator; Automated Grade Trimmer; Backhoe Operator, 1 cy up to and including 2-1/2 cy; Boom Truck, ... see wage decision for full notes | Highway           | Hydraulic, 8 tons and over; Cableway Operator; Concrete Batch Plant Operator (electronic or manual); Concrete Mixer Paving Machine Operator; Concrete Paver; Bridge Decks; Concrete Pump; Concrete Spreader Operator...      |
| <input type="checkbox"/> | North Dakota Statewide | Group 4 - Articulated/Off Road Hauler; Asphalt Dump Person; Asphalt Paving Screed Operator; Backhoe, up to & including 1/2 cy; Boring Machine Locator; Con-sole Board Operator; Distributor... see wage decision for full notes  | Highway           | Operator (Bituminous); Forklift Operator; Font End Loader, 1-1/2 cy up to and including 3 cy; Grade Person; Gravel Screening Plant Operator (not Crushing or Washing); Greaser; Lazer Screed Operator; Longitudinal Float... |
| <input type="checkbox"/> | North Dakota Statewide | Group 5 - Boom Truck, A-Frame or Hydraulic, 2 tons up to and including 7 tons; Broom, Self-Propelled; Concrete Saw (power operated); Cure Bridge Operator; Front End Loader Operator, ... see wage decision for full notes       | Highway           | less than 1-1/2 cy; Mobile Cement Mixer; Oiler; Power Actuated Auger and Horizontal Boring Machine Operator, up to and including 5"; Roller (on other than hot mix asphalt paving); Vibrating Packer Operator (Pad Type)...  |
| <input type="checkbox"/> | North Dakota Statewide | Group 6 - Brakeman or Switchman; Curb Machine Operator (Manual); Dredge or Tugboat Deck-hand; Drill Truck Gravel/Testing Operator; Form Trench Digger (Power); Gunite Operator Gunall... see wage decision for full notes        | Highway           | Paint Machine Striping Operator; Pick-up Sweeper, 1 cy and over Hopper Capacity; Scissor Jack (Self-Propelled) Platform Lift; Straw Mulcher and Blower; Stump Chipper Operator; Tractor Pulling Compaction or Areating ...   |
| <input type="checkbox"/> | North Dakota Statewide | OJT Trainee - Group 1  | Highway           |  |
| <input type="checkbox"/> | North Dakota Statewide | OJT Trainee - Group 2  | Highway           |  |
| <input type="checkbox"/> | North Dakota Statewide | OJT Trainee - Group 3  | Highway           |  |
| <input type="checkbox"/> | North Dakota Statewide | OJT Trainee - Group 4  | Highway           |  |
| <input type="checkbox"/> | North Dakota Statewide | OJT Trainee Group 5  | Highway           |  |
| <input type="checkbox"/> | North Dakota Statewide | OJT Trainee Group 6  | Highway           |  |

You will also find OJT categories for Carpenters, Cement Masons and Truckers. This designation will allow you to pay the OJT trainee at 80-95% of the craft minimum.

2. If you have a USDOL Apprentice on the Project, set him or her up under the “Add/Edit Employee” function. See Section 13 of this Manual.

## SECTION 12 – OWNER OPERATORS OF TRUCKS

1. Each Contractor, Prime or Sub, should set up their own independent trucking contractors.
2. If a trucking subcontractor has employees, they should be entered into LCPtracker as any other subcontractor is entered.
3. However, if the trucking subcontractor is an Owner Operator of the truck that he or she is operating, he or she will not need to be set up as a subcontractor in LCPtracker.
4. The requirements of LCPtracker do not change the requirements contained in the specifications that all subcontractors be registered with Construction Services or that a Request to Sublet must be executed and filed.
5. An Owner Operator should be input into the “Add Employees” area on the Set Up Tab. Include an address and input other information just as you would for any employee. After doing this check the “Owner Operator” box.

The screenshot shows the 'Add / Edit Employee Information' form in LCPtracker. The form is for an 'OWNER OPERATOR' and includes the following fields and values:

- First Name \***: BOB
- Last Name \***: OWNER OPERATOR
- Address 1 \***: 1234 Elm St
- Address 2**: (empty)
- City \***: Bismarck
- State \***: ND - NORTH DAKOTA
- Zip \***: 58501
- SSN \***: XXx-XX-3412
- Employee ID \***: 12
- Exemptions \***: 0
- Status**: ACTIVE
- Ethnicity \***: CAUCASIAN
- Date Hired \***: 5/1/2017
- Date Fingerprinted**: (empty)
- Phone Number \***: 999999999
- Driver's License State**: (empty)
- Driver's License**: (empty)
- Worker's Comp Code**: (empty)
- Electrician License**: (empty)
- Gender \***: Male
- Hiring Source**: (empty)
- Disadvantaged
- Owner/Operator
- I certify that this employee is I9 verified.

An orange arrow points to the 'Owner/Operator' checkbox, which is checked.

- On the first week in which the Owner Operator is present on the worksite, add him or her to your payroll. As an Owner Operator, you will have no ability to input hours and no rate of pay or paycheck amount. You will need to select the type of truck they are operating – typically, this will be semi-truck.

**NORTH DAKOTA DOT - B2GNOW**

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | Set Up | Daily Reporter | LCPcertified

**Payroll Record Entry**

Week End Date \*

Project \*

Employee \*

| Select                   | Jurisdiction     | Location               | Craft         | Classification           | Construction Type | Notes |                                       |
|--------------------------|------------------|------------------------|---------------|--------------------------|-------------------|-------|---------------------------------------|
| <input type="checkbox"/> | North Dakota DOT | North Dakota Statewide | TRUCK DRIVERS | Tandem-and Tri-Axle Semi | Highway           |       | <input type="button" value="Delete"/> |

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- Then hit the Next button.
- You will then go to the Payroll screen, but with the Owner Operator box checked, you cannot input either hours or rates of pay.



Payroll record entry form (2 of 2)

Week End Date: 5/14/2017 Contractor: Brown Construction Company  
 Project: Test Project Sub To:  
 Employee: OWNER OPERATOR, BOB Contract ID:

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 | Overtime Hourly | Doubletime Hourly |
| 0.000       | 0               | 0                 |

Rate in Lieu of Fringes (Cash Fringes) 0.000

Classifications

| Jurisdiction     | Location               | Craft         | Classification           | Construction Type |                                     |
|------------------|------------------------|---------------|--------------------------|-------------------|-------------------------------------|
| North Dakota DOT | North Dakota Statewide | TRUCK DRIVERS | Tandem-and Tri-Axle Semi | Highway           | <input type="button" value="Edit"/> |

Hours Worked Each Day for This Project Only

|                 | Monday 5/8/2017 | Tuesday 5/9/2017 | Wednesday 5/10/2017 | Thursday 5/11/2017 | Friday 5/12/2017 | Saturday 5/13/2017 | Sunday 5/14/2017 | 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        |

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

|   |                      |  |                 |                |  |  |
|---|----------------------|--|-----------------|----------------|--|--|
| Vac / Hol / Dues 0.000<br><input type="button" value="More ..."/> | Health & Welf. 0.000 | Pension 0.000<br><input type="button" value="More ..."/> | All Other 0.000 | Training 0.000 | <div style="border: 1px solid black; background-color: yellow; padding: 5px;">                     Voluntary Contributions for all Projects<br/>                     Pension 0    Medical 0                 </div> | <input type="checkbox"/> Vac/Hol/Dues Included in Gross Em<br><input type="checkbox"/> Some or All Fringes Paid to Employe<br><input type="checkbox"/> Voluntary Contributions Included in t<br><input type="button" value="Calculate Fringes"/> |
|---|----------------------|--|-----------------|----------------|--|--|

9. Hit "Save" and the Owner Operator will appear on the payroll without rate of pay or hours. Please enter your Owner Operator in this way each week that they are present on the project.
10. Please Note: In determining when an owner operator of a truck should be placed on certified payroll, remember:
  - a. If they have employees, they need a subcontract account.
  - b. If they are otherwise exempt from Davis Bacon – if they deliver for a regular dealer, for example – they do not need to be placed on the payroll at all;
  - c. If they are present at the site of work (i.e. the project site), and they are an independent owner operator of a truck, they should be placed on contractor's payroll, no hours or wages.
  - d. They should appear on the contractor's payroll – no hours or rates of pay – for each week they are on the project. Always make sure the "owner operator" box is checked – this will prevent any further input of hours or wages.

## SECTION 13 – APPRENTICESHIPS

1. Apprenticeship requests. The first step is for the Contractor to enter the Employee Information on the Setup tab, Add/Edit employee button.
2. The contractor is required to input information in the Apprentice area.

The screenshot shows a web form for entering apprentice information. It is divided into several sections:

- Demographic Classifications:** Includes dropdowns for Gender and Hiring Source, and checkboxes for Disadvantaged, Owner/Operator, and a certification statement.
- HUD Section 3 Information:** Includes dropdowns for Section 3, Last day at section 3, and Residency Status.
- Apprentice Information:** Contains multiple input fields:
  - Apprentice ID
  - Apprentice Rate Percentage
  - Apprentice Period/Level
  - Apprentice/Training Program (dropdown)
  - Apprentice Approval (dropdown)
  - Apprentice Approved Date
  - Approval Expire Date
  - Apprentice Registration Date
  - Apprentice Approved By

3. The contractor cannot approve the apprentice – only the NDDOT LCP Tracker Administrator can do this. It is important to notify the NDDOT LCP Tracker Administrator when the all entries have been made and documents uploaded.
4. The contractor needs to upload proof of approval of enrolled apprenticeship in the eDocuments section.

WELCOME Brown Construction Company

eDocuments Main Menu

Upload Documents Download Document Templates

View Documents

Help

\* Req'd: N = "No", Y = "Yes - Must be Uploaded before Final CPR Submission", R = "Required before CPR can be submitted". \*\* Access: U = "Upload", V = "View"

| Document Types For Upload            |         |                     |  |
|--------------------------------------|---------|---------------------|--|
| Document Name                        | Req'd * | Expire Freq (month) | Document Description   |
| Apprentice Documentation (Union)     | N       | 0                   | Proof of approved apprenticeship program from USDOL/union.   |
| Child Support/Wage Garnishment Proof | N       | 0                   | Use this EDocument to upload documents proving that deductions for child support and other court ordered garnishment are proper. |
| Employee Advance or Loan             | N       | 0                   | Provided by contractor to provide proof and terms of loan or advance to employee.  |

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5. Select the “Apprentice Documentation (Union)” and select a file on the Browse function. You must have input the employee as described in (1) above, as you must select an employee from the drop down menu when uploading the document.


### Upload Documents

Contractor  
Brown Construction Company


Project Name  
Test Project


Document Type \*  
Apprentice Documentation (Union)

Document Date \*  
 


Expiration Date  
 

Description

Select employee the document relates to if appropriate \* 

Week end date the document relates to if appropriate  
 

Comments

Select the file to upload \*   
 Browse...

E-Signature Password \*

6. After uploading these documents, alert the NDDOT Program Administrator at (701) 328-2605, who will go into the system and approve the apprentice. \*\*\*Note: notification of uploaded apprenticeship documents is important as the NDDOT LCP Tracker Administrator does not receive notification when these documents and requests are uploaded to the system.\*\*\* At that time, the Program Administrator will add the specific classification and level to the Master Wage Data. The Program Administrator will then inform the contractor of the worker classification to use. It is the responsibility of the contractor to keep the Program Administrator informed as the apprentice passes into a new level within the program. This will necessitate a change of minimum wage for the apprentice, which will be completed by the Program Administrator.
7. If a contractor tries to input apprentice payroll without approval of the Program Administrator, they will get a error. This is a “hard stop” which will prevent the contractor from filing the payroll. The contractor should call the Program Administrator at (701) 328-2605 with questions or to seek approval of an apprentice in the system. Each apprentice will be approved individually.

## SECTION 14 – EDITING A CERTIFIED PAYROLL

1. Occasionally, you will need to change a payroll after it has been certified and submitted. Whether it has been prime approved or not, you may edit payroll for 60 days after filing without permission.
2. Do this by going to 1. Payroll Records Tab, and hitting the “Editing Certified Payroll” button.

### DAKOTA DOT - B2GNOW

The screenshot shows the '1. Payroll Records' tab selected in the top navigation bar. Below the navigation bar, there is a section titled 'Payroll Records' containing several buttons: 'Enter Records', 'Direct Payroll Subscription', 'Edit Certified Payroll Records' (highlighted with an orange arrow), 'Copy Previous Payroll', 'Recovery Act Additional Data Entry', 'Edit Uncertified Payroll Records', 'FHWA 1391 Additional Data Entry', 'Upload Records', and 'HUD Additional Data Entry'.

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3. You will then be prompted to pick a payroll to edit:

The screenshot shows the 'Certified Payrolls' tab selected. Below the tab, there is a 'Project:' dropdown menu set to 'Test Project'. A green banner contains the text: 'Reminder: You have temporary records to certify. Click on the orange "Edit" button to review the records.' Below this is a 'Help' button and a table titled 'Payroll Certifications'.

| Week End Date | Performing | Accept Status | Prime Approval |      |        |         |
|---------------|------------|---------------|----------------|------|--------|---------|
| 07/30/2017    | YES        | Submitted     |                | Edit | Report | Details |
| 06/18/2017    | YES        | Submitted     |                | Edit | Report | Details |
| 06/04/2017    | YES        | Resubmitted   |                | Edit | Report | Details |
| 05/14/2017    | YES        | REJECTED      |                | Edit | Report | Details |
| 04/09/2017    | YES        | Permit Edit   |                | Edit | Report | Details |
| 05/29/2016    | YES        | REJECTED      | Approved       | Edit | Report | Details |
| 05/22/2016    | YES        | REJECTED      | Approved       | Edit | Report | Details |
| 02/21/2016    | YES        | ACCEPTED      | Approved       | Edit | Report | Details |

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- After hitting the “Edit” button for a particular payroll, you will be taken to a “Edit Payroll Screen”:

**Edit Certified Payroll**

Payroll Number: 5    Final: No        

| Certifications |        |             |               |            |                        |              |
|----------------|--------|-------------|---------------|------------|------------------------|--------------|
| Project Name   | Sub To | Contract ID | Week End Date | Status     | Certification Sequence | Certified On |
| Test Project   |        |             | 5/14/2017     | Superseded | 0                      | 6/8/2017     |
| Test Project   |        |             | 5/14/2017     | Certified  | 1                      | 6/8/2017     |

| Certified Records   |                  |               |  |                        |          |  |
|---------------------|------------------|---------------|--|------------------------|----------|--|
| Employee Name       | Jurisdiction     | Craft         | Classification   | Certification Sequence | Notices? | Add Record   |
| BECKMAN, PETER      | North Dakota DOT | LABORERS      | Group 1 - Drill Runner Tender, Flaggers and Pilot Car Drivers, General Construction Laborer, Light Truck and Pickup Driver, Pipe Handler, Sack Shaker (cement & mineral filler), Salamander Heater and Blower Tender | 1                      | No       | <input type="button" value="Edit"/><br><input type="button" value="Delete"/> |
| OWNER OPERATOR, BOB | North Dakota DOT | TRUCK DRIVERS | Tandem and Tri-Axle Semi   | 0                      | No       | <input type="button" value="Edit"/><br><input type="button" value="Delete"/> |
| OWNER OPERATOR, BOB | North Dakota DOT | TRUCK DRIVERS | Tandem and Tri-Axle Semi   | 0                      | No       | <input type="button" value="Edit"/><br><input type="button" value="Delete"/> |

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- If you have made a mistake on an entry, hit the “Edit” button. If you have included an employee that you wish to remove, hit the delete button. If you have neglected to add all employees, hit the “Add record” button.
- If you need to change the pay amount on an entry (on a certified record), you can do so, but if the employee has already received an original paycheck, you will need to add a supplemental paycheck on the “Paycheck” section by hitting “Add Paycheck” button.

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

Single Paycheck     Multiple Paychecks


**Paycheck Totals**

| Fed Tax | Social Security | Medicare | State Tax | Local Taxes/SDI | Other   | Vac/Dues | Savings | Total Deductions |
|---------|-----------------|----------|-----------|-----------------|---------|----------|---------|------------------|
| 300.000 | 50.000          | 50.000   | 10.000    | 0.000           | 150.000 | 0.000    | 0.000   | 560.000          |

Payments (If included in paycheck(s))

| Trav/Subs | Total Gross | Paycheck Totals |
|-----------|-------------|-----------------|
| 0.000     | 1500.000    | 940.000         |

| Paycheck Number | Check Gross Pay | Total Deductions | Trav/Subs | Paycheck Amount | Payment Date | Paycheck Reason |   |
|-----------------|-----------------|------------------|-----------|-----------------|--------------|-----------------|---|
| 1               | 1500.000        | 560.000          | 0.000     | 940.000         | 05/20/2017   | Regular         | <input type="button" value="Edit"/> <input type="button" value="Remove"/> |



▼ Notices

There are no notices

- After making changes, you will be prompted to certify the payroll again.

|                        |                     |                  |                          |
|------------------------|---------------------|------------------|--------------------------|
| OPERATOR, BOB          | DOT                 | DRIVERS          |                          |
| OWNER<br>OPERATOR, BOB | North Dakota<br>DOT | TRUCK<br>DRIVERS | Tandem-and Tri-Axle Semi |

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| Records to be Recertified |                     |          |  |
|---------------------------|---------------------|----------|--|
| Employee Name             | Jurisdiction        | Craft    | Classification   |
| BECKMAN,<br>PETER         | North Dakota<br>DOT | LABORERS | Group 1 - Drill Runner Tender; Flaggers and Pilot Car Drivers; General Construction Laborer; Light Truck and Handler; Sack Shaker (cement & mineral filler); Salamander Heater and Blower Tender |

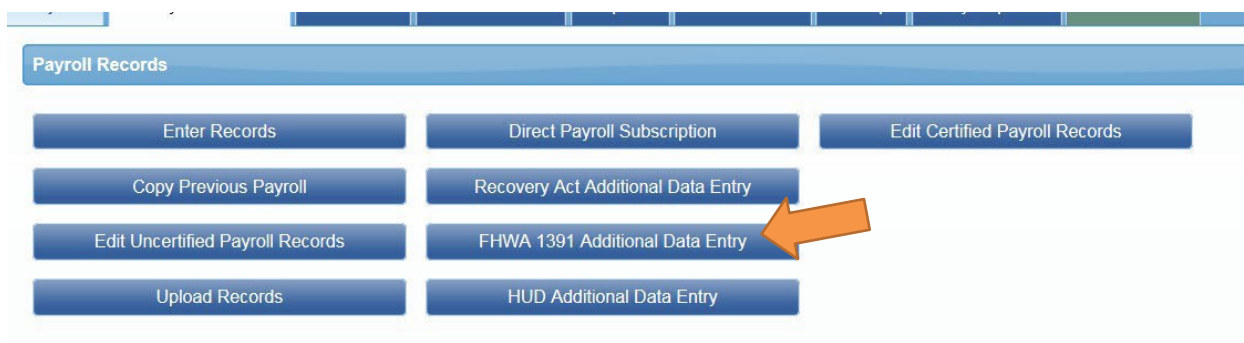
Name of Person Certifying \*

Title \*

- There is no limit to the number of times a payroll may be edited, but you do have an obligation to fix errors in pay in a timely way and to pay employees each week.
- Fixing payroll is complicated when you change information – prepare to spend some time making sure your information is complete to avoid the necessity of editing the payroll again.
- If you realize that you have made a mistake more than 60 days after the filing of a payroll, contract the Prime Approver and ask for permission to edit the payroll – “Permit Edit.” If the project has been closed, contact the NDDOT LCP Tracker Administrator at (701) 328-2605.

## SECTION 15 – 1391 REPORTING

1. FHWA form 1391 documents the workforce of federal-aid projects during the last full week of work each July. Information submitted comes from 2 sources: 1) information contained in payroll submitted for the week in question, and 2) additional data entry for workers not on certified payroll (management, forepersons, clerical, etc.).
2. The Additional Data Entry section is used to report workers not on certified payrolls. To input this information, go to the “FHWA 1391 Additional Data Entry” button under the Payroll Records Tab (1).



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3. After selecting the FHWA 1391 Additional Data Entry tab, the following screen will open up:

FHWA 1391 Additional Data Input Form

Select Project \*

Select Week-End-Date in Specified Week

| Job Categories       | Total Employed |   | Total Minorities |   | White (Not of Hispanic Origin) |   | Black (Not of Hispanic Origin) |   | Hispanic |   | American Indian or Alaskan Native |   | Asian |   | Native Hawaiian or Other Pacific Islander |   | Two or More Races |   |
|----------------------|----------------|---|------------------|---|--------------------------------|---|--------------------------------|---|----------|---|-----------------------------------|---|-------|---|---|---|-------------------|---|
|                      | M              | F | M                | F | M                              | F | M                              | F | M        | F | M                                 | F | M     | F | M   | F | M                 | F |
| Officials (Managers) | 0              | 0 | 0                | 0 | 0                              | 0 | 0                              | 0 | 0        | 0 | 0                                 | 0 | 0     | 0 | 0   | 0 | 0                 | 0 |
| Supervisors          | 0              | 0 | 0                | 0 | 0                              | 0 | 0                              | 0 | 0        | 0 | 0                                 | 0 | 0     | 0 | 0   | 0 | 0                 | 0 |
| Foremen / Women      | 0              | 0 | 0                | 0 | 0                              | 0 | 0                              | 0 | 0        | 0 | 0                                 | 0 | 0     | 0 | 0   | 0 | 0                 | 0 |
| Clerical             | 0              | 0 | 0                | 0 | 0                              | 0 | 0                              | 0 | 0        | 0 | 0                                 | 0 | 0     | 0 | 0   | 0 | 0                 | 0 |

Enter Submitted By \*

Enter Title of Submitted By \*

Enter eSignature Password \*

\*\*\*FHWA 1391 automatically pulls information from payrolls submitted the last payroll of July. There is no requirement for contractors to submit this report as the LCP Tracker Program Administrator can generate this report within the system. As a reminder to ensure accurate reporting, submit weekly payrolls in a timely fashion and input any employees who do not show up on weekly payrolls such as officials, supervisors, foreman/woman, and clerical for specific projects being worked on during the last week of July.\*\*\*