NORTH Dakota | Transportation

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LCPtracker
User Guide for
Contractors
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Contents

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 <u>Prime Approver account</u> 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 <u>your user ID for the contractor account is your central telephone line number</u>, while <u>your user ID as Prime Approver is your complete email</u>. 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. <u>The email used for the Prime Approver account cannot be used elsewhere in the system.</u>

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).

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.

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

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 Repo |

Subcontractor Setup Menu

Add/Edit Subcontractor

Subcontractor Assignment

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

You will want to hit the "<u>Add New Assignment</u>" 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
-- All Departments -- ▼

Select project to display
Select projec... ▼

Select contractor to display
Select contractor / all contractors ▼

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
Page **1** 2 3					

Add New Assignment Cancel

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, 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, <u>input the name, address, city, state and zip for the employee. Under "SSN," input XXX-XX-last 4 of the Social Security number.</u> 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. <u>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</u>, 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.)

You may **skip** the Sections on "Demographic Classifications" and "HUD Section 3 Information."
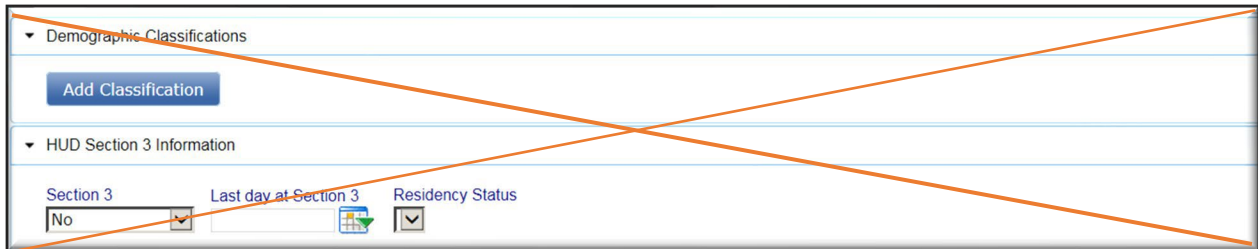
If you have a **USDOL** Apprentice working on the project, you will want to fill out the following section on "Apprentice Information." You will want to fill in the Apprentice ID, Rate Percentage, and Apprentice Registration Date. Please note: Do not use this section for OJT Trainees – there are special Job Classification Sections for these trainees.

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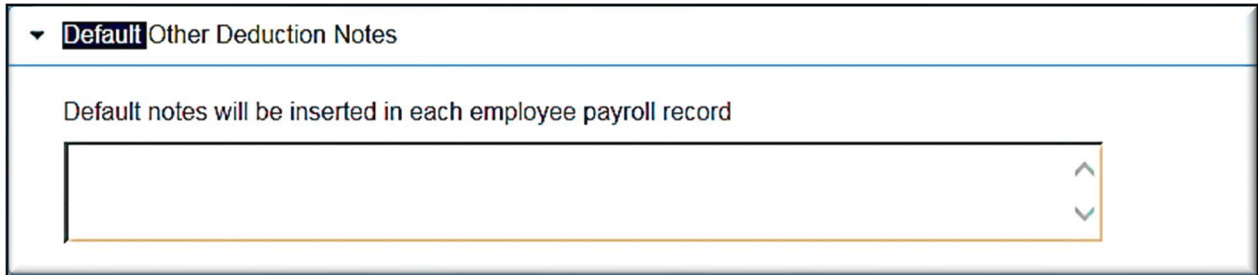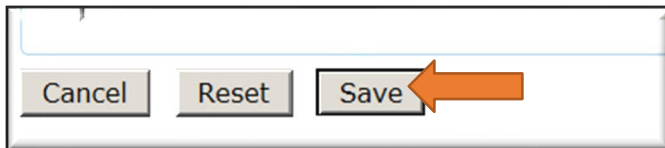
You may also fill in the "Pre-Tax Voluntary Employee Contributions and Other" section – this is for amounts that are **paid by the employee for health insurance or an employee contribution to a 401K.** You can set this up as a default if it typically does not change – i.e. the employee contributes a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

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.

The yellow arrow shows the drop-down for employees:

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):

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

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:

6. **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.

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"**

7. **Add Classification**: If you pick **"Add Classification,"** you will see the following screen:

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

You will then see:

Add Classifications

Craft

CARPENTERS ▲

🔍

CARPENTERS
CEMENT MASONS/FINISHERS
ELECTRICIANS
FOREPERSON - SALARIED AND NON-WORKING
LABORERS
LINE CONSTRUCTION
POWER EQUIPMENT OPERATORS
TRUCK DRIVERS
TRUCKER DRIVERS

Construction Typ

Highway

Highway

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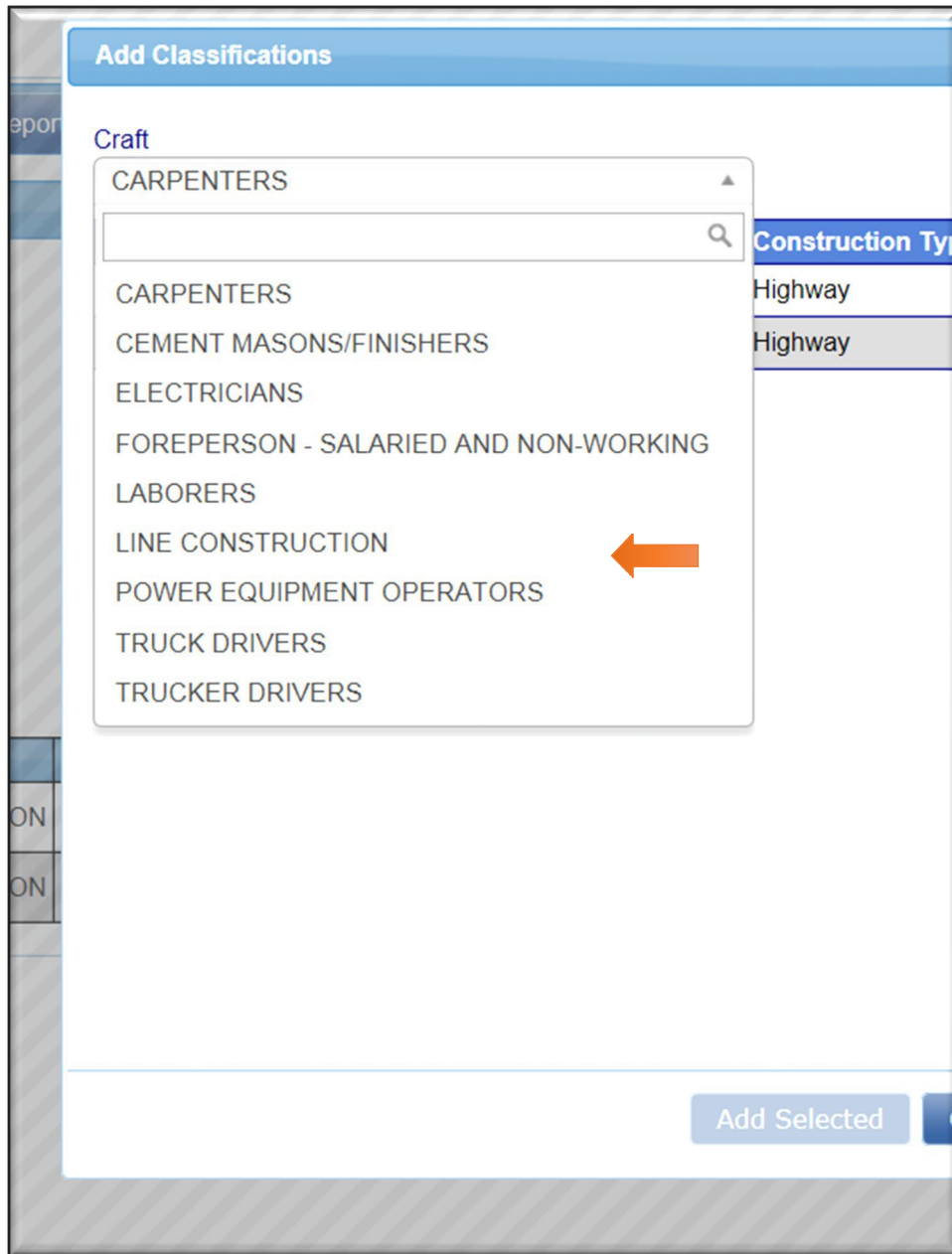
You must then pick the broad classification (operator, trucker, line construction, carpenter, etc.)

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":

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:

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:

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:

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**:

an	☐ Is Owner/Operator					
oyee oject 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)			Rate in Lieu of Fringes (Cash Fringes)
			Base Hourly	Overtime Hourly	Doubletime Hourly	
	0.000	0.000	25.000	37.500	50.000	0.000 ←

ations

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

▼ 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

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)			Rate in Lieu of Fringes (Cash Fringes)
			Base Hourly	Overtime Hourly	Doubletime Hourly	
0.000	651.200 ←	0.000	25.000	37.500	50.000	14.800

▸ Classifications

▼ 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	8.00	0.00	0.00	40.00
Overtime at 1.5	0.00	0.00	0.00	0.00	0.00	4.00	0.00	4.00
Double-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	8.00	8.00	8.00	8.00	8.00	4.00	0.00	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:

If you pay fringes into plans, however, you must now **fill in fringe amount** <u>totals</u>. 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).

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:

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:

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

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

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" butto**n. 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	CheKeSthatdou etimepayrateisgreaterthan(=>)2.0a' sichounyrate+cashrateinlieuoffringes).Ifdoubletimiesworked.	NO	NOTICE	ENFORCE
26	VAL21	CheKeSlhalapprenticehsavebeen ap oved.	NO	NOTICE	ENFORCE
27	VAL22	Che'e thatbasichourlyratefrom the appropriatewagedetermine nhasavalue.	NO	NOTICE	ENFORCE
28	VAL23	CheKeSlhattheTolalHounyRateSlateidssufficient	YES	NOTICE	ENFORCE
29	VAL24	CheKeSthatSundayhoursworkeadreatdoubletime.	NO	NOTICE	ENFORCE
JO	VAL25	CheKeSlhattheTotalDeductionsequ.Js thesumofthedeductionesntered.	YES	NOTICE	ENFORCE
32	VAL26	Selsapprenlice'NoDeterminationFound'asaNotice,Warning,orAJert.ForCaliforniaaccountsoraccountsusingcom neDdavis Bacon/Californiaratesonly.	YES	WARNING	ALERT
33	VAL27	ValidatesforWorkOrderlDinpayr lrecordwnenprojectrequiresWorkorders.	NO	NOTICE	ENFORCE
35	VAL28	CheKeSthatthehealtihnsurancepaidmeetstherequiredpercentage	NO	WARNING	ALERT
36	VAL29	Che'e!hat the 19Formhasbeen verified fortheemployeereportedrthepayroll PleasecontactLCPtrackersupportogelEnforcement Datesetupforyouraccount ThisvalidationwillnotworkproperluyntilanEnforcementDaleisset	NO	NOTICE	ENFORCE
37	VAL30	CheKeSthatthereare'OtherDeductionNoles'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	CheKeSlhatemployee'scilyhasbeenenlered.	YES	NOTICE	ENFORCE
43	VAL36	CheKeSthatemployee'sstatehasbeenentered.	YES	NOTICE	ENFORCE
44	VAL37	CheKeSlhatemployee'sZIPcodehasbeenenteredandthatisatleas!5characterslong.	YES	NOTICE	ENFORCE
45	VAL38	CheKeSthatemployee'selhnicilyhasbeenentered.	YES	NOTICE	ENFORCE
46	VAL39	CheKeSthatemployee'sgenderhasbeenentered.	YES	NOTICE	ENFORCE
47	VAL40	CheKeSthatemployedeatehirehdasbeenentered.	YES	NOTICE	ENFORCE
48	VAL41	CheKeSthatemployepehonenumberhasbeenentered.	YES	NOTICE	ENFORCE
49	VAL42	CheKeSthatemployeleDhasbeenentered.	YES	NOTICE	ENFORCE
50	VAL43	CheKeSlhatSSNisnolentered.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/Classifcation 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.

4. 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.

5. 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.

6. 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.

7. 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.

NORTH DAKOTA DOT - B2GNOW

Projects	1. Payroll Records	2. Notices	3. Certification	Reports	eDocuments

Confirmation

Certification created successfully.

The CPR report is displayed in a separate window.

[OK]
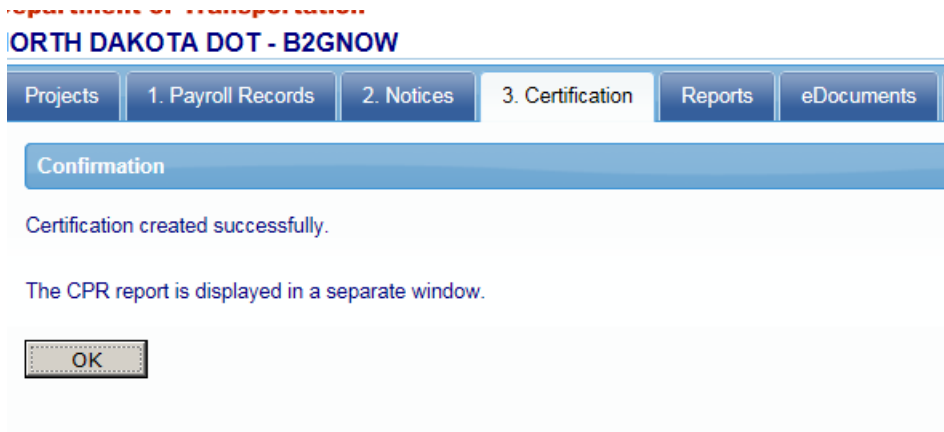
8. You may check a box which indicated that this is your final payroll. If you do, the system will know not to generate a late payroll flag for the following week.

9. 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... ✕ ▾

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		Edit		Details
07/30/2017	YES	ACCEPTED	Approved	Edit	Report	Details
07/29/2017	YES	ACCEPTED	Approved	Edit	Report	Details
06/04/2017	YES	ACCEPTED	Approved	Edit	Report	Details
Page 1						

©

11. 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   Final
10   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

12. 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."

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

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:

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

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:

A Prime Approver account looks like this:

3. 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.

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.

4. 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:

5. 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.

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.

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:

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)

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.

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.

8. 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.

9. 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:

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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:

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)

And

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.

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

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 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 finaled. In this instance, you may need to "Permit Edit" on a payroll that was completed by a contractor more than 60 days prior.

11. 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.

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:

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)

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:

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:

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:

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:

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.

6. 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.

7. Then hit the Next button.

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

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.

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.

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.

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.*** <u>At that time, the Program Administrator will add the specific classification and level to the Master Wage Data.</u> 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.

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

4. After hitting the "Edit" button for a particular payroll, you will be taken to a "Edit Payroll Screen":

5. 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.

6. 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.

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

8. 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.

9. 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.

10. 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).
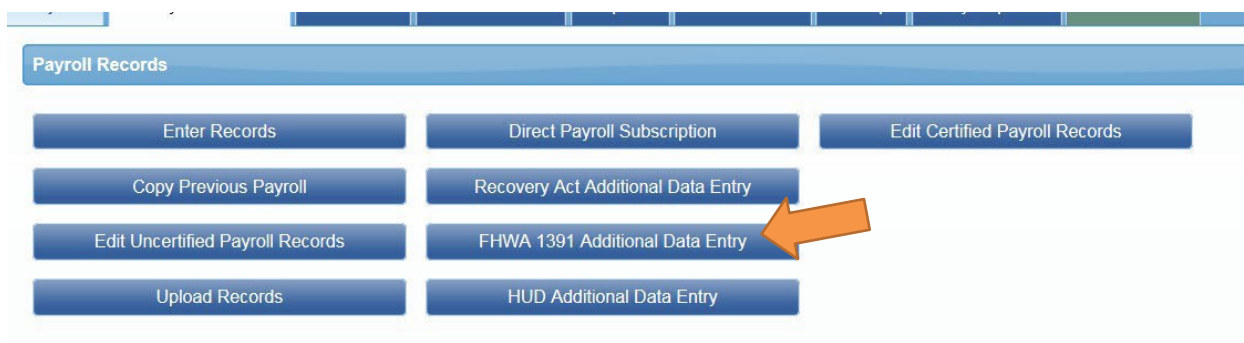
3. After selecting the FHWA 1391 Additional Data Entry tab, the following screen will open up:

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 .