

Prevailing Wage Compliance 2019

Prevailing Wage Components
Contract Documents
Wage Decisions
Wage Rate Interviews
Overtime
Certified Payrolls
Truck Drivers

LCPtracker

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LCPtracker Contractor

- Contracting agency is responsible to assign the prime. Prime is responsible to assign subs.
- Issues discovered must go through the prime to the Engineer through documented correspondence.
- Payroll submitted through LCP must be entered into the system, certified, and approved by prime to be considered received by the Department.
- Resource email for support:

MDOT-LCPtracker@Michigan.gov

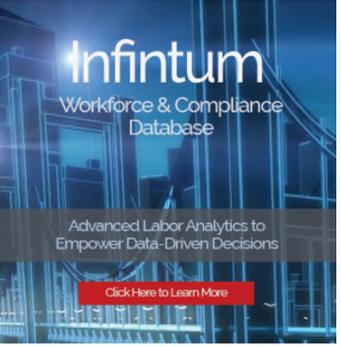
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System Login

Sign into LCPtracker

For Electronic Submission and Management of Certified Payroll Reports

Username



Password

SIGN IN

[Forgot Password?](#)

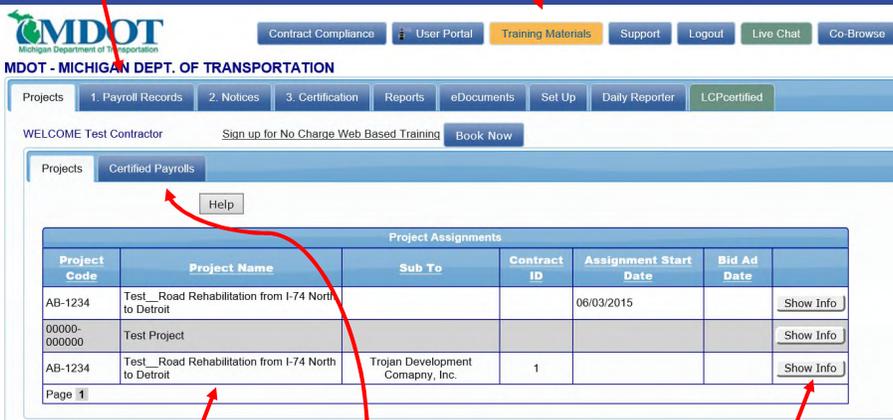
www.lcptracker.net

Contractor login normally 10-digit phone number

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Record Entry

Support Documents



Contractor Assignments

Completed Payroll

Office Tech Identification

4

E-Signature Setup

- Can be the same as your login password

Set up > Edit/Reset eSignature

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Employee Setup

Editing Existing Employees

Adding New Employee

Red Asterisks are Required

Only required for manual payroll entry

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eDocuments

WELCOME Test Contractor

eDocuments Main Menu

Upload Documents Download Document Templates

View Documents

Help

Project:

* 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 Name	Req'd	Expire Freq (month)	Document Description
Apprenticeship Documents	N	0	Apprenticeship documentation must be submitted prior to the certification of any payroll where an apprentice is present. Contractors employing apprentice identify apprentice craft and level.
Authorization Letter	N	0	This authorization letter gives a third party permission to act on the behalf of a principle or company owner when signing and submitting certified payrolls
Fringe Benefit Statement	R	0	Contractors paying fringe benefits as cash must upload fringe benefit statement stating that fringe benefits are paid as cash.
Prevailing Wage Calculations	N	0	Calculations to show how weighted average overtime was determined.
Proof of Payment	N	0	Proof of payment will be in the form of cancelled checks or other form of acceptable proof as requested by the engineer or their representative.
Total Hours All Projects	N	0	
Union Agreements	N	0	Union Agreements for wages and benefits.

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eDocument Upload

Upload Documents

Contractor: Test Contractor

Project Name:

Sub To | Contract ID:

Document Type:

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:

E-Signature Password:

Select Project

Select Document Type

Locate File

Enter Password

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eDocument Upload

Week end date the document relates to if appropriate *

Comments

Select the file to upload *

E-Signature Password *

Cancel Save

© LCPtracks

File uploaded successfully

Scroll to bottom of screen to see if document was uploaded

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Payroll Records

Contract Compliance
User Portal
Training Materials
Support
Logout

MDOT - MICHIGAN DEPT. OF TRANSPORTATION

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Rep

Payroll Record Entry

Week End Date *
08/15/2015

Project *
Test__Road Rehabilitation from I-74 North to Detroit

Employee *
BRYANT, KO...

Add Classification Cancel Next

Add Classifications

Craft
CARP0004-004

Select	Location	Classification	Construction Type	Notes
<input checked="" type="checkbox"/>	Wayne County, MI	Carpenter (Piledriver)	Heavy	

Add Selected Cancel

Payroll Records >
Enter Records

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Payroll Records

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: 8/15/2015 Contractor: Test Contractor
 Project: Test_Road Rehabilitation from I-74 North to Detroit Sub To:
 Employee: BRYANT, KOBE 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	These fields are Hourly rate fields (Usually No Fringes)			Rate in Lieu of Fringes (Cash Fringes)
1089.620	729.540	1819.160	Base Hourly	Overtime Hourly	Doubletime Hourly	17.370
			25.340	38.010	0.000	

Classifications

Hours Worked Each Day for This Project Only

	Sunday 8/9/2015	Monday 8/10/2015	Tuesday 8/11/2015	Wednesday 8/12/2015	Thursday 8/13/2015	Friday 8/14/2015	Saturday 8/15/2015	Total Hours
Regular Time	0.00	8.00	8.00	8.00	8.00	10.00	0.00	42.00
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	8.00	8.00	8.00	8.00	10.00	0.00	42.00

Wage Determination

Carpenter (Piledriver)

BHR: \$25.34

FB: \$17.37

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Payroll Records

Total paid for this job in this week

When FBs are shown on the check for taxing purposes

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

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

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

Deductions

Fed Tax	Social Security	Medicare	State Tax	Local Taxes/SDI	Other	Vac / Dues	Savings	Total Deductions
139.170	+ 0.000	+ 0.000	+ 77.310	+ 0.000	+ 0.000	+ 0.000	+ 0.000	= 216.480

Payments (If included in paycheck)

Trav/Subs	Paycheck amount	Check Number *	Payment Date
0.000	1602.680	DD	08/14/2015

Notes

Other Deduction Notes

- Standard other deductions can be added in the employee setup for every week i.e. child support

Any deductions for "other" requires a comment

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Payroll Records

▼ Notices

Type	Jurisdiction	Notice(s) / Warning(s) for this record
NOTICE	MDOT - Federal Wages	The hours worked times the wage rates stated in the blue fields (\$1,054.280) does not match the "Gross Employee Pay This Project + Voluntary Medical and Voluntary Pension" amount (\$1,089.62). (If Voluntary Contributions are in Gross Employee Pay they are not double counted) VAL_13. Please review the setting of the Voluntary Contributions Included in Gross Emp Pay check box.
NOTICE	MDOT - Federal Wages	Cannot work more than 40.0000 Regular hours per week. Check that overtime/double-time hours are posted in the proper row, not combined and entered in regular row. VAL_18.

There are 2 notices

Cancel Save

Once the record is saved it will be evaluated by the system and identify any issues.

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Payroll Records

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

Notices

Week End Date: 8/15/2015 Contractor: Test Contractor
 Project: Test_Road Rehabilitation from I-74 North to Detroit Sub To:
 Employee: BRYANT, KOBE 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	These fields are Hourly rate fields (Usually No Fringes)			Rate in Lieu of Fringes (Cash Fringes)
			Base Hourly	Overtime Hourly	Doubletime Hourly	
1089.620	729.540	1819.160	25.340	38.010	0.000	17.370

▼ Classifications

Jurisdiction	Location	Craft	Classification	Construction Type	
MDOT - Federal Wages	Wayne County, MI	CARP0004-004	Carpenter (Fleedriver)	Heavy	Edit

▼ Hours Worked Each Day for This Project Only

	Sunday 8/9/2015	Monday 8/10/2015	Tuesday 8/11/2015	Wednesday 8/12/2015	Thursday 8/13/2015	Friday 8/14/2015	Saturday 8/15/2015	Total Hours
Regular Time	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00
Overtime at 1.5	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00
Double-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	8.00	8.00	8.00	8.00	10.00	0.00	42.00

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Payroll Certification

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

Certification Wizard Step 1 of 2

Project Last CPR Info: Date 7/4/2015 | Payroll Number 1

Test_Road Rehabilitation from I-74 North to Detroit

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
08/15/2015

Payroll Number
2

Name of Person Certifying
Adam D. Strong

Title
CFO

Cancel Next

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Payroll Certification

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

Certification Wizard Step 2 of 2

Date: 8/11/2015

I, ADAM D. STRONG, CFO, do hereby state:

(1) That I pay or supervise the payment of the persons employed by TEST CONTRACTOR on the TEST_ROAD REHABILITATION FROM I-74 NORTH TO DETROIT; that during the payroll period commencing on 8/9/2015 and ending on 8/15/2015 all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said TEST CONTRACTOR from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full 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 amended (45 Stat. 540, 63 Stat. 1072 Stat. 967, 76 Stat. 357, 40 U.S.C. § 3145), and described below:

All comments are in the notes on the submitted Certified Payroll R

(c) EXCEPTIONS:

EXCEPTION (CRAFT)	EXPLANATION

(2) That any payrolls otherwise under this contract required to be incorporated into the contract; that the classifications set forth there

(3) That any apprentices employed in the above period are duly recognized agency exists in a State, are registered with the Bureau

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLAN

- in addition to the basic hourly wage rates paid to each laborer noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

- Each laborer or mechanic listed in the above referenced pay noted in Section 4(c) below.

Remarks:

eSignature Password: *****

Check here if last (FINAL) certification

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PENALTIES UNDER THE UNITED STATES CODE.

Cancel Save Help

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Subcontractor Assignment

The screenshot shows the MDOT - MICHIGAN DEPT. OF TRANSPORTATION web application. The top navigation bar includes 'Projects', '1. Payroll Records', '2. Notices', '3. Certification', 'Reports', 'eDocuments', 'Set Up', and 'Daily Repo'. The 'Set Up' menu is highlighted with a red box. Below it, the 'Subcontractor Setup Menu' is shown with 'Add/Edit Subcontractor' and 'Subcontractor Assignment' buttons. The 'Subcontractor Assignment' button is also highlighted with a red box. A second screenshot shows the 'Contractor Assignment' form with an 'Add New Assignment !!' button highlighted in red. Below the form is a table with columns: Project, Contractor, Sub_Tp, Contract ID, Date Assigned, Contract Amount, Edit, and Delete. The table contains several rows of data for road rehabilitation projects.

Project	Contractor	Sub_Tp	Contract ID	Date Assigned	Contract Amount	Edit	Delete
Test_Road Rehabilitation from I-74 North to Detroit	Anhaan Corporation	Prime		06/03/2015		Edit	Delete
Test_Road Rehabilitation from I-74 North to Detroit	Cadillac Asphalt LLC	Prime		06/24/2015		Edit	Delete
Test_Road Rehabilitation from I-74 North to Detroit	OM & Sons, Inc.	Michigan Paving & Materials Co.		06/30/2015		Edit	Delete
Test_Road Rehabilitation from I-74 North to Detroit	Michigan Paving & Materials Co.	Prime		06/22/2015		Edit	Delete
Test_Road Rehabilitation from I-74 North to Detroit	Rieth-Riley Construction Co., Inc.	Prime		06/22/2015		Edit	Delete
Test_Road Rehabilitation from I-74 North to Detroit	Test Contractor	Prime		06/03/2015		Edit	Delete

Set up >
subcontractor setup

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Subcontractor Assignment

Add Assignment

Select a department
-- All Departments --

Select a project
Test_Road Rehabilitation from I-74 North to Detroit

Contractor to be assigned
Dan's Excavating, INC.

Start Date End Date Contract ID * 41025-112943 Responsibility Code

Contract Amount

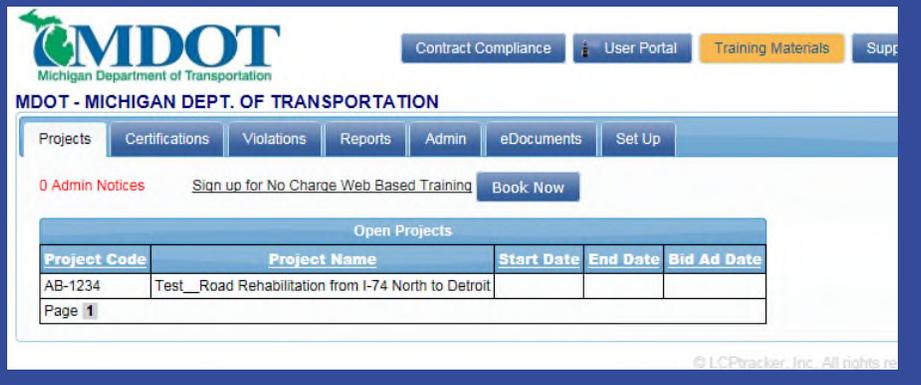
Notes

Any contractor can assign a sub directly to themselves

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Prime Approver

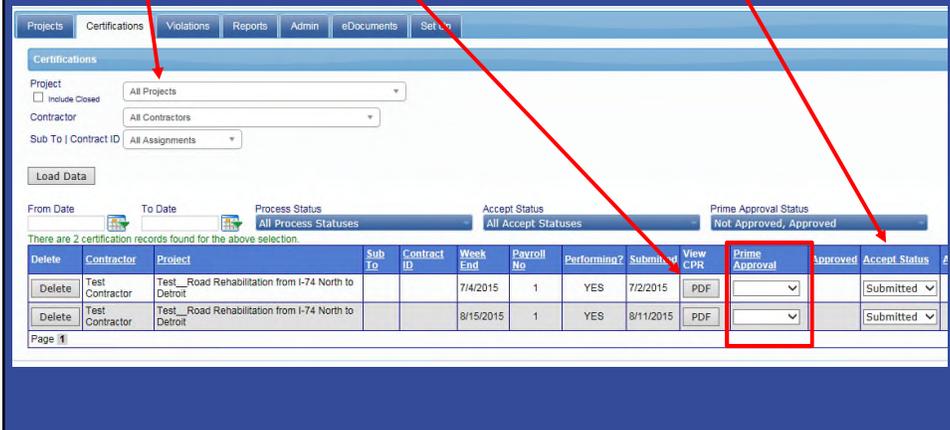
- Secondary account for prime contractors only
- Responsible for approving all payroll on a project
- May be the same person submitting payroll for the prime



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Prime Approver

Filters View Payroll May be requested to permit edit



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Additional Information

- If you've got new subcontractors send them to the resource email to obtain an account.
- Contractors should only have ONE account setup per company. Access may then be shared via set up > add/edit additional users.
- Contractors using weighted average overtime will need special exceptions but method is allowable.
 - Remarks on payroll should state weighted average is being used.
- Please include project number and other relevant information when contacting the resource email.