



Bidding on County Work: Information & Training Session

Wednesday, Dec. 16 • 12:30 PM
Zoofari Conference Center

Milwaukee County strongly encourages you to take part in this two-part informational and training session hosted by Milwaukee County Department of Administrative Services and Wisconsin Regional Training Partnership (WRTP)/Building Industry Group on Wednesday, December 16, at 12:30 p.m. at the Zoofari Conference Center (9715 W. Bluemound Rd., east of the Zoo entrance).

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The agenda for the opening 60 to 90 minutes is attached. **We recommend the contractor's management or bid preparation staff attend this first session.** After a brief review of upcoming project bid opportunities in 2016, this session will focus on your issues and concerns that have been brought to our attention by you. We will also overview the process used to solicit bids for the majority of public works construction contracts, except those involving County Highway and Bridge projects.

All of your questions and concerns will be collected along with a survey that you will complete to help us better understand the opportunities and challenges you experience with the current process used to solicit bids.

A follow-up session for interested contractors will be scheduled early in 2016 to discuss the survey results, contractor concerns and answer questions.

The second portion of the program (90 to 120 minutes) will focus on training of prime contractors to use LCPtracker. **We recommend the contractor's invoice submittal preparation staff attend this second session.** LCPTracker is the County's new, online software dedicated to actively tracking and monitoring project Prevailing Wage and Residency guidelines. Be it math errors, not meeting the Prevailing Wage set for the job or not submitting required documentation, LCPtracker will ensure your Certified Payrolls are meeting the highest standards.

Milwaukee County strongly encourages you to take part in this training session hosted by staff of the County and LCPtracker. This will give you step-by-step guidance on how to use your own LCPtracker account once it is set up and assigned to you.



It is highly recommended that you participate in the onsite training to get your specific questions answered.

Please keep in mind that while you may be experienced working with LCPtracker, each Agency has their own unique settings and their own database. This session will be directed solely toward the County's requirements on its projects, which may be different from those of other Agency's currently using LCPtracker.

Please download and print out the attached Contractor's Introduction and Quick Start Guide to use as a reference during your training session.

If you have any questions about this training session please email Greg High at Gregory.High@milwaukeecountywi.gov

**Bidding on County Work:
Information & Training Session
MEETING AGENDA**

**12:30 PM to 2:00 PM ~ Overview: Bidding Process
2:00 PM to 4:00 PM ~ Training: LCPTracker Online Reporting
December 16, 2015**

12:30 PM – 2:00 PM

- A. Intro by Department of Administrative Services (DAS) Director, **Teig Whaley-Smith (5 minutes)**
- B. DAS and Department of Transportation (DOT) Org Charts - **Greg High (5 minutes)**
- C. Overview of Milwaukee County Capital Improvement Projects to be bid in 2016 – **Greg High (5 minutes)**
- D. **Current Issues/Hot Topics in Partnership with Contractors**
 - Prevailing Wage – **Greg High (5 minutes)**
 - DBE Participation – **Rick Norris (5 minutes)**
 - Wisconsin Regional Training Partnership – **Mark Kessenich (5 minutes)**
 - Residency Goal Enforcement – **Greg High (5 minutes)**
 - Bonds and Insurance – **Greg High (5 minutes)**
 - Contractor's Liability Insurance
 - Builder's Risk
 - Payments to Contractor Greg High **(5 minutes)**
 - Payment to Sub-contractors
 - Debarred Contractors Greg High **(5 minutes)**
 - Invitation to Bid Greg High **(5 minutes)**
 - Duration
- E. Question /Answer (20 minutes)
- F. Milwaukee County Construction Bid Process – **Greg High (5 minutes)**
 - Invitation to Bid
 - Instruction to Bidders
 - Additional Bid Information
 - List of Sub-contractors
 - Qualification of Bidders
 - Basic
 - Additional
 - Labor, Material and Performance Bond
 - Pre-Bid Meetings
 - Non-mandatory
 - Mandatory
 - Bid Forms
 - Conditions of Contract
 - Supplementary Conditions of Contract
 - Dispute Resolution
 - Audit
- G. 10 Question Survey – **Your Answers Matter**
 - Follow up invitation to discuss survey results and issues/topics in early 2016

2:00 PM – 4:00 PM

- H. Prevailing Wage & Residency Goal Tracking – **Greg High**
 - Overview
- I. LCPTracker Software Training for Contractors



• **CONTRACTOR** •
INTRODUCTION & QUICK START GUIDE



2014



Welcome to LCPtracker, Inc!

Here at LCPtracker, we are aware that using Prevailing Wage software may be a new undertaking for many Contractors. We designed this guide to explain what LCPtracker is used for and how to actually start using the software!

LCPtracker stands for: Labor Compliance Program Tracker

LCPtracker has been in business for 19 years now. We are still constantly changing to better suit your Labor Compliance needs. LCPtracker is now used by over 200 Government Agencies and 25,000 Contractors!

LCPtracker is an online software company that provides users with the proper tools to easily ensure that each Contractor is meeting Prevailing Wage guidelines as well as to easily create the detailed reports that are required for many different funding types, including HUD-funded projects and American Recovery and Rehabilitation Act Projects (ARRA).

Be it Davis-Bacon laws that are set by the Department of Labor (DOL), CA Prevailing Wages set by the Department of Industrial Relations (DIR) or any other labor laws set by a specific state or local government agency, LCPtracker makes it easy to guarantee that every Contractor is in compliance.

How Does It Work?

The LCPtracker service is a paperless, online system of entering Certified Payroll Reports. Payroll data may be entered directly into the system, or uploaded from major construction accounting and payroll programs. The service eliminates the need for Contractors to submit paper documents and forms while providing an online database that stores all Certified Payroll Reports.

All project-specific wage rates and worker classifications are online within the system, and Contractors select their classifications from a menu only applicable to the project you are on! Potential errors in wage rates or worker classification entries are flagged to Contractors preemptively, allowing Contractors to correct data prior to submittal.

A few of the **immediate benefits** experienced by the use of LCPtracker are:

- Mistakes are flagged before your payroll is sent to your Administrator!
- LCPtracker confirms rates and classifications prior to allowing Contractors to submit payroll or payroll-related documents to their Administrator.
- All reports are available instantly to Contractors in hardcopy and electronic formats.
- No need to mail in paperwork! Payrolls will be submitted electronically using your "eSignature".
- There is no cost to Contractors for this service! On-line training is provided at no cost as well. Now could this get any better?



Contacting LCPtracker Support

Contractors may access the various options for training after receiving a User ID and password. An email with login instructions will be sent to Contractors once they're assigned to an account in LCPtracker. Every Contractor account is created by the Administrator or their Prime Contractor. Complete and full support is offered directly to Contractors by LCPtracker for any technical questions on the use of the software.

Contact **LCPtracker Support at 714-669-0052 ext 4** or support@lcptracker.com

If you send the Support Team an email or are prompted to leave a voice message (these are checked and replied to throughout the day), LCPtracker asks that you **include the information listed below**. Because of the high number of users stored within LCPtracker, we cannot look up your account with only your company name or project you are working on.

- **Administrator/Project Owner** (this can be found on the Contractor's main screen ABOVE the PROJECT tab (not below where it says welcome & your company name but ABOVE))
- **You're Company Name**
- **Your user ID** (Especially if you do not know the name of your Administrator/Project Owner)
- **Your Name and Phone Number**
- What **the Issue** is – Please be as specific as possible so we can re-create the issue

LCPTRACKER TRAINING OPTIONS

Contractors may access the various options for training after receiving a User ID and password. An email with login instructions will be sent to Contractors once they're assigned to an account in LCPtracker. Every Contractor account is created by the Administrator or their Prime Contractor. Complete and full support is offered directly to Contractors by LCPtracker for any technical questions on the use of the software.

User Portal/eTraining for documents and videos or Book Now to sign up for the free online webinars.





Once inside the eTraining Link you will find the following menu options.

Action	Title	Caption	Type
View	ARE YOU AN ADMIN? PRIME APPROVER? OR CONTRACTOR USERS?	Do you know what type of User you are? Please view this document to see how to find out. This will better help you when you are looking at the categories below for Self-Help	Document
View	SUPPORT - HOW TO CONTACT AND WHAT WE WILL NEED TO ASSIST	See this pictorial and PLEASE be sure to include the necessary information to Support Staff. Thank you	Document

- ▶ .Admin Support Docs
- ▶ .Contractor Support Docs
- ▶ .Contractor Training Videos
- ▶ .Daily Reporter Videos
- ▶ .Manuals /Quick Start Guides

Showing 1 to 2 of 2 entries

LCPtracker offers FREE Contractor Webinars three times a week!

These webinars will be hosted by one of LCPtracker’s Trainers who will guide you through our system in live time while viewing the Trainer’s actual screen.

Signing up and then logging on to the webinar is easy!

Projects | 1. Payroll Records | eDocuments | Set Up

Contractor's Main Screen

booknow REAL-TIME

You will be taken to LCPtracker On-line Scheduling System.

At the time of this publication Contractor classes are being offered on **Tuesdays at 9:00am and Thursdays at 7:30am or 11:00am. All times are PST (West Coast)**. If you are unsure of your time zone you may check online with any time conversation site such as -

<http://www.onlineconversion.com/timezone.php>



Be sure to choose CONTRACTOR CLASS.

Choose Contractor Training Class;
Then choose Tuesday or Thursday on the **MONTH calendar**;
Then the **weekly calendar** comes up, choose the open times.
Once complete with these choices, system will refresh and show the next screen.

At this time Contractor Classes are Tuesdays @9:00 am and again on Thursdays at 7:30 am or 11:00 am. All Times PST (West Coast times)

LCPtracker
On-line Scheduling System
class times are listed as Pacific time zone)

g Sessions LCPtracker Trainers Classes

Training Session Locator
Select Type of Admin User Class
Select Type of Admin User Class

Select LCPtracker Trainer
Contractor Class

Select Class
Contractor Training Class for LCPtr

Number in Group
1

Date
June 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Select Training Session Time

	Thu Jun 20	Fri Jun 21	Sat Jun 22	Sun Jun 23	Mon Jun 24	Tue Jun 25	Wed Jun 26
7:30am							
8:00am							
8:30am							
9:00am							
9:30am							
10:00am							
10:30am							
11:00am							

Once you complete the sign-up you may print your confirmation. The system will generate an email to you with the appropriate information needed for logging into the Webinar on the date and time you signed up for.

CONTRACTOR TRAINING AGENDA

This next section outlines the different topics covered in **LCPtracker's Free Contractor Webinars**. This is also the framework used if you are part of an in-house presentation.

Use this sheet to follow along and takes notes to help you as you begin using the system.

TRAINING OVERVIEW

Review of the "Projects" Page (this is seen directly after login)

SET-UP TAB:

- Company Information
- Creating an eSignature
- Employee Set-up:
 - Entering of Employees Information
 - Selecting Craft/Classification(s): **CA** vs. **Non-CA**
 - Setting-up Hourly Rates for Fringe Benefits (Optional Feature)

SETTING-UP SUBCONTRACTORS:

How to Set-up Your Subcontractor- what information to gather prior to adding



Assign subcontractor to a project

E-DOCUMENTS TAB:

Finding what eDocuments are required for submittal
Download Posted eDocuments by Administrator
Uploading eDocuments
How to View eDocs that have been uploaded

PAYROLL RECORDS TAB: (Certified Payroll Reports) Entry

Example Entry
Different ways to enter/upload payroll info
Manual Entry
Upload Methods—See Next Item Below
Choosing Work Order if Required

UPLOAD:

Spreadsheet Interface—Free Excel template
Direct Payroll Interface (DPI): Craft Match, Project Match and County Match- from your current company accounting software

NOTICES TAB:

What are Notices
What are Warnings
How to edit in order to clear Notices/Warnings

CERTIFICATIONS TAB:

Performance CPR's
Non-Performance CPR's

PAYROLL NOTICES AND ADMINISTRATOR NOTICES:

How Administrator Notices Work
Default Notices
Rejection of CPR's and how to resolve it.
Payroll (CPR's)
Apprentice Rejection

REPORTS TAB

Explanation of some of the Standard Reports used most often by Contractors



Late CPR Report

Certified Payroll Summary Report

Certified Payroll Report—To find all of your CPR’s—Also for Primes to find their Subcontractor’s CPR’s

Workforce Utilization Summary Report—To find Hours worked by Ethnicity and Gender— Divided by Contractor, per Craft//Classification and Craft Level—Journeyman, Apprentice and New Hire

MANAGING APPRENTICES

EDITING A CPR THAT HAS BEEN SUBMITTED:

How to make “Quick Edits” —Changing Payroll # or Mark/Unmark as Final Add, change and/or delete a payroll record

How to Re-Certify CPR using the Certification Wizard

If your payroll is Locked, you must contact your Administrator to “Permit Edit”

SPECIAL DATA—IF THIS APPLIES:

ARRA--Recovery Act Reporting
EEO Reporting

HUD Reporting
1391 Report

QUICK-START GUIDE FOR CONTRACTORS

This will quickly guide you through how to begin using your LCPtracker account.

ADD/EDIT EMPLOYEE

To Add an employee into system or Edit someone already in system click on the **Set Up** TAB and **click Add/Edit Employee.**



Select Employee To Edit

1. To add employees, enter information and save.
2. To edit an employee, select it from the list, make changes and save.
3. To add classifications, first select an employee. After the data has loaded, click on the "Add" button.

Select a Project
 -- All Projects --

Select a City -- Or -- Select a ZIP Code
 -- All Cities -- -- All ZIP Codes --

Show Unapproved Apprentices and Expired Approvals
 Show Apprentices

Select an Employee

- ▶ Add / Edit Employee Information
- ▶ HUD Section 3 Information
- ▶ Apprentices Information
- ▶ Default Hourly Paid Fringes (As paid to Fund on behalf of employee)
- ▶ Pre-Tax Voluntary Employee Contributions and Other
- ▶ Default Other Deduction Notes

<Filters allow you to filter your employee list down. Most skip filters and click Load Employees and choose to edit.

Filtering allows you to make list smaller, specifically for larger companies with lots of employees.

Example if you choose a project, then click Load Employees only those employees that have payrolls submitted under that project will appear in the drop down list.

- ▶ Add / Edit Employee Information
- ▶ HUD Section 3 Information
- ▶ Apprentices Information
- ▶ Default Hourly Paid Fringes (As paid to Fund on behalf of employee)
- ▶ Pre-Tax Voluntary Employee Contributions and Other
- ▶ Default Other Deduction Notes

To expand sections click on the arrow. To expand all double click in center of 1st section, also can do the same to close all field.

Add / Edit Employee Information

This section is used to enter contract employees and their personal information.

Enter the appropriate employee information in the data fields.
 Tab key or mouse click to move between fields.



▼ Add / Edit Employee Information

First Name * Last Name *

Address 1 * Address 2

City * State * Zip *

SSN * Employee ID

Exemptions Status Ethnicity * Veteran Status

 ACTIVE Not a Veteran

Date Hired Date Fingerprinted Phone Number

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

Gender * Hiring Source Disadvantaged

Male Owner/Operator

I certify that this employee is I9 verified

▶ HUD Section 3 Information

▶ Apprentices Information

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

▶ Pre-Tax Voluntary Employee Contributions and Other

▶ Default Other Deduction Notes

Cancel Reset Save

Expand each section individually or do all then fill in sections that are required by your agency

Default Hourly Paid Fringes (As paid to Fund on behalf of employee) – You may wish to fill in the hourly fringe rates in this section. This will allow ease of use when entering Payroll Records manually.

If you have multiple projects with different fringe rates, built in increases or everyone has the same fringes and you only want to enter those dollar values once, you may wish to skip this section and once completed with Employee Setup use the Fringe Benefit Maintenance table to enter your hourly fringe rates into system.

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

Vac / Hol / Dues	Health & Welfare	Pension	All Other	Training
3.33	4.75	2.95	4.95	0.95

Some or all fringe benefits paid to employee Vac/Hol/Dues included in gross pay

This should be the HOURLY values, NOT totals.

Default Other Deductions Notes– Such items as Garnishments, Child support or anything that falls under the ‘other’ heading of the taxes section. This is a validation setting and may be a requirement when entering payroll records. You can always come back and add/edit the employee and enter value in this section.



▼ Default Other Deduction Notes

Default notes will be inserted in each employee payroll record

Garnishment/Child Support or any other regular deduction that comes out of the employees paycheck.

PAYROLL RECORDS

There is the manual data entry of a payroll record and then there are uploading options available –

Go to Payroll Records, Choose Upload Records and we have an excel spreadsheet template available for you to download. There is a legend as well as instructions.

Interfaces available - go to lcptracker.com home page, click on Partners then Accounting Interfaces, if your account software program is listed you may click the link for contact info.

Direct Payroll Subscription (DPI)-Let LCPtracker DPI Department map your existing payroll for you so you can upload with ease each week.



MANUAL ENTRY

You will enter a record each week for each employee that went out on the job. Since the question always arises, and there is confusion as a reminder this is not accumulative. You do this each week for any employee that goes out on this prevailing wage project and has reported work.

PAYROLL ENTRY STEP ONE (for those with no default classification in the Add /Edit Employee screen)



Payroll Record Entry

Project *
SLD-AUBREY'S BRIDGE

Week End Date *
05/18/2013

Employee *
JAMES, JOSHUA

Add Classification Cancel Next

Be sure to choose the correct Project you need to Enter Payroll for;
The week end date based on the day of the week you end your payroll on;
The Employee you need to Enter Payroll for; and
Check the classification you need to report on.

Select	General Decision	Construction Type	Craft	Journey Level	Jurisdiction	Location	Notes
<input checked="" type="checkbox"/>	OR-STATE-02142012	ALL	ELECTRICIAN	ELECTRICIAN	SLD - OREGON STATE	OREGON - STATE	

You will have to Add Classification to proceed. After you have completed these steps the first time for your employee, the system will show those choices the next time you come here to enter payroll records.

Payroll Record Entry

Project *
SLD-AUBREY'S BRIDGE

Week End Date *
05/18/2013

Employee *
JAMES, JOSHUA

Add Classification Cancel Next

If no Classification, you will need to "Add Classification" and choose before you can continue and click Next.

Add Classifications

Craft
ELECTRICIAN

Select	General Decision	Construction Type	Journey Level	Jurisdiction	Location	Notes
<input checked="" type="checkbox"/>	OR-STATE-02142012	ALL	ELECTRICIAN	SLD - OREGON STATE	OREGON - STATE	ELEC0068-012 06/01/2010

Add Selected Cancel

If you have to Add Classifications, clicking on Add Classification will give you a pop up, choose the craft from drop down and you will see any classifications that are loaded for that craft. Check what you need and click Add Selected.

Payroll Record Entry

Project *
SLD-AUBREY'S BRIDGE

Week End Date *
05/18/2013

Employee *
JAMES, JOSHUA

Add Classification Cancel Next

You are not ready to click Next and begin entering payroll information.

Select	General Decision	Construction Type	Craft	Journey Level	Jurisdiction	Location	Notes
<input checked="" type="checkbox"/>	OR-STATE-02142012	ALL	ELECTRICIAN	ELECTRICIAN	SLD - OREGON STATE	OREGON - STATE	

Rather than give you a huge screen shot of an actual payroll record, here is a brief overview of the sections and the fields in each section. Note you may not use all fields.



AMOUNTS PAID

Enter the appropriate amounts

IS Foreman IS Owner/Operator

Gross Employee Pay This Project	Wages Paid in Lieu of Fringes	Gross Pay All Projects	Hourly rate of pay	Hourly overtime rate	Hourly double time rate	Rate in lieu of Fringes	Record saved: No Notices.
500.000	150.000	1000.000	50.000	0.000	0.000	15.000	<input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Change Craft"/>

These are duplicate buttons to avoid scrolling

Gross Employee Pay THIS Project – the amount of basic wages paid for this project only. Typically this is Hourly rate of pay times hours worked (more complex with overtime).

Wages Paid-in-Lieu of Fringes – the amount paid to the employee instead of fringes. This amount is sometimes included in the Gross Employee Pay this Project depending on the accounting system and the agency reporting requirements. You may or may not have this and the Rate in Lieu fields depending on the agency you are reporting to.

Gross Pay All Projects – the gross amount on the paycheck for the week including all projects worked.

Hourly rate of pay – the hourly rate of pay without fringes. Some accounting systems include taxable fringes and Paid-in-Lieu in this amount. Some agencies want taxable fringes and Paid-in-Lieu amounts reported separately.

Hourly overtime rate of pay – the 1.5 overtime hourly rate without fringes. Typically 1.5 times the Hourly rate of pay. (required only when 1.5 overtime worked)

Hourly double time rate – the 2.0 overtime hourly rate without fringes. Typically 2.0 times the Hourly rate of pay. (required only when 2.0 overtime worked)

Rate-in-lieu of fringes – the hourly rate paid-in-lieu of fringes. Again you may or may not have this and the Wages Paid in Lieu depending on the agency you are reporting to

HOURS WORKED EACH DAY

Enter the hours worked each day. First row is for regular hours, second row overtime and third row for double time. You ONLY enter hours worked on this prevailing wage job for the week

Hours Worked Each Day						
Regular Time						
Monday 12/26/2011	Tuesday 12/27/2011	Wednesday 12/28/2011	Thursday 12/29/2011	Friday 12/30/2011	Saturday 12/31/2011	Sunday 1/1/2012
8	8	8	8	8		
Overtime at 1.5						
	2	2	2			
Double-Time						
		1	1			



FRINGES / CONTRIBUTIONS PAID TO OTHERS (NOT EMPLOYEE) FOR THIS PROJECT ONLY

The best way to fill this in is to set up the hourly rates in the employee setup or use the Fringe Benefit Maintenance and the CALCULATE FRINGES. This function multiplies the hours worked times the fringe benefit rate to get the values.

FRINGES / CONTRIBUTIONS paid to others (not employee) for this project only

Vac / Hol / Dues	Health & Welf.	Pension	All Other	Training	Voluntary Contributions		<input type="checkbox"/> Vac/Hol/Dues Included in Gross Emp. Pay
17.500	25.000	2.500	15.000	3.500	Pension	Medical	<input type="checkbox"/> Some or All Fringes Paid to Employee
More...		More...			0.000	0.000	<input type="checkbox"/> Voluntary Contributions Included in Gross Emp. Pay
							Calculate Fringes

Check the appropriate check boxes if required. If they are checked in setup then that value carries over.

DEDUCTIONS, PAYMENTS AND NOTES

Values entered in this section apply to all hours worked on all projects during the week. The Total Deductions box will add as you enter values in the fields to the left. If direct deposit and no check numbers exist enter "DD", the Check Number MUST have a value or record will not save. Most agencies do not allow for payment in cash but require a record such as a check or bank deposit register for verification. Depending on your agency settings if there is a value in the Other you may be required to enter an explanation in the Other Deductions Notes – this too will auto-populate if you enter in the Employee Setup Other Deduction Notes section. When done click SAVE.

Deductions, Payments and Notes

Deductions

Fed Tax	Social Security	Medicare	State Tax	Local Taxes/SDI	Other	Vac / Dues	Savings	Total Deductions
125.000	50.000	25.000	25.000	25.000				250.000

Payments (If included in paycheck)

Trav/Subs	Paycheck amount	Check Number
	750.000	DD

Notes

Other Deduction Notes

Child Support

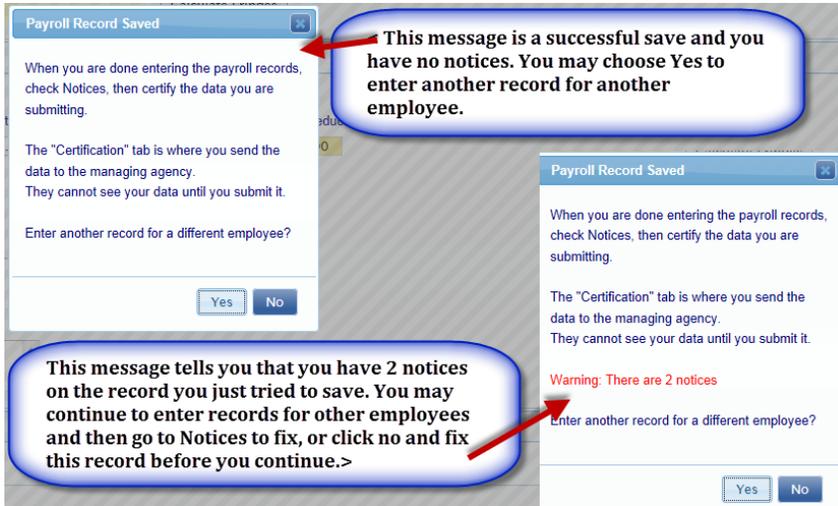
Cancel

Save

As you enter the Deductions the Total Deductions box will Total for you

SUCCESSFUL SAVE

You will either get a successful save with no notices or the system will tell you that you have issues. Either way you may wish to just check yes and continue to enter all your records for the week, then fix any issues.



Payroll Record Saved

When you are done entering the payroll records, check Notices, then certify the data you are submitting.

The "Certification" tab is where you send the data to the managing agency. They cannot see your data until you submit it.

Enter another record for a different employee?

This message is a successful save and you have no notices. You may choose Yes to enter another record for another employee.

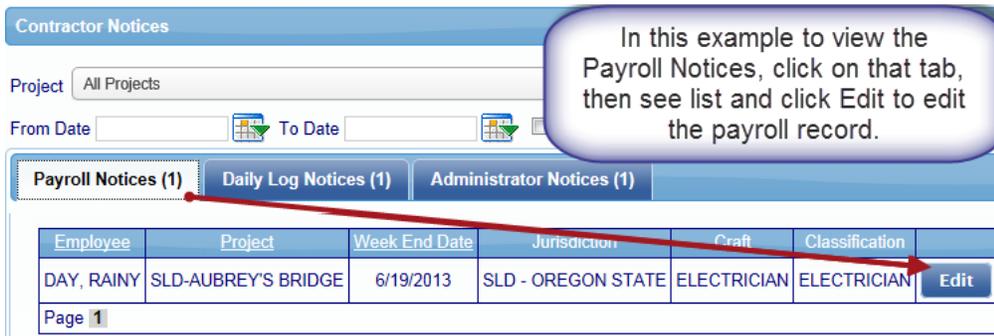
This message tells you that you have 2 notices on the record you just tried to save. You may continue to enter records for other employees and then go to Notices to fix, or click no and fix this record before you continue.>

Warning: There are 2 notices

Enter another record for a different employee?

CHECK FOR NOTICES

Once you have entered all payroll records for the week, going in to check to see if you have any payroll Notices is best practice. Your records may have saved perhaps there are notices, issues ranging from typo's, notices an amounts not meeting math checks, etc.



Contractor Notices

Project: All Projects

From Date: [] To Date: []

Payroll Notices (1) | Daily Log Notices (1) | Administrator Notices (1)

Employee	Project	Week End Date	Jurisdiction	Craft	Classification	
DAY, RAINY	SLD-AUBREY'S BRIDGE	6/19/2013	SLD - OREGON STATE	ELECTRICIAN	ELECTRICIAN	<input type="button" value="Edit"/>

Page 1

In this example to view the Payroll Notices, click on that tab, then see list and click Edit to edit the payroll record.

CERTIFICATION – STEP 1 OF 2

You are almost finished, now it's time to certify that payroll. You will do this for each week. Performing will certify ALL payroll records for ALL employees in the same week.

If you have week or weeks of no work you must come in and submit non-performances. There is no Payroll Records/Entry for non-performances.



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

Certification Wizard Step 1 of 2

1. Select a project
SLD-AUBREY'S BRIDGE

2. 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.

Last CPR Info: Date 6/10/2012 | Payroll Number 20

3. Week end date
6/17/2012

4. Payroll Number
21

5. Name of Person Certifying
Stacey Doll

6. Title
Accountant

Cancel Next

If you have more than one project, be sure to Select the project you just entered payroll records for.

Be default 2. is the first choice. If no work or multiple weeks of non-performance make one of the other choices.

If you have already submitted one CPR, the system will tell you the last Week end date and payroll number. If you have NOT submitted any payrolls for this project you will see Last CPR Info: Not Available

CERTIFICATION – STEP 2 OF 2

The verbiage for your Statement of Compliance (SOC) may look different. Depending on the agency you are working under depends on the SOC being used by that agency.

If you forget your e-Signature, go back to Setup and edit your eSignature, then back to Certification and start again.

CONGRATULATIONS! You have now completed certifying your payrolls.

CPR's are electronically sent to your Administrator and unless otherwise specified, there is no need to send or print out a hardcopy unless you would like to do so for your own records.

Remember that your CPR's will always be stored in your account to access at any time, so you may decide not to print out hardcopies and save some paper in the process!