Employee Set-Up Instructions

Before entering payroll records for the first time, the contractor must enter employee information into the system. The contractor only needs to enter an employee once per project, then they are registered in the system.

> **LOGGING IN FOR THE FIRST TIME**
> - Follow link to the LCPtracker website: http://www.lcptracker.net. Log in using username and password from e-mail. Be sure to turn off any pop-up blockers on your browser.
> - Create new password.
> - Click "Set Up" tab and select "Edit eSignature".
> - Create eSignature. (Take special note of this. You will need it to use as your electronic signature for certifying payroll every week. We suggest you use your login password for your eSignature.)

1. **Add/Edit Employee**

To add an employee, go to the Set Up tab and click "Add/Edit Employee".

Enter employee information:
- Complete Name
- Address, City, State & Zip
- Social Security Number – **last four digits only**
- Ethnicity
- Date Hired
- Gender
- Certify that the employee is I9 verified

Note: If the employee entered is the owner/operator, be sure to check the "Owner/Operator" box.

For RPP-certified workers only, add the "Demographic Classification":
- Select Demographic Type = RPP
- Select Demographic Classification = RPP

Note: For private development projects, a copy of the employee's RPP affidavit must be uploaded to LCPtracker. See reverse side for instructions.

Enter Apprentice Information <u>for apprentices only</u>
- Apprentice ID
- Apprentice Rate Percentage
- Apprentice Period/Level
- Apprentice Registration Date

Enter "Default Hourly Paid Fringes" (optional)
  Note: This information can also be entered at the CPR stage.

Click Save.

2. Uploading RPP Affidavits

To upload a copy of an employee's RPP affidavit, go to the eDocuments tab and click on "Upload Documents".

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

eDocuments Main Menu

Upload Documents   Download Document Templates

View Documents
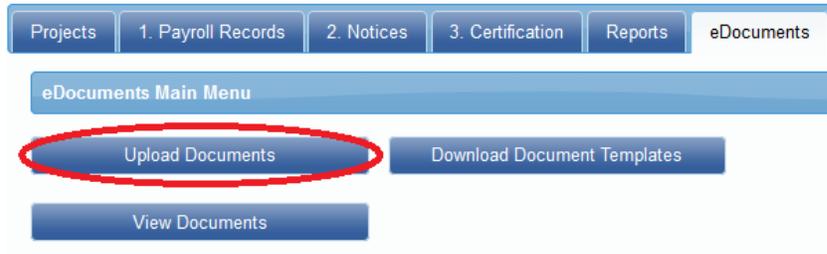
Select Project Name

Enter Document Date (the date RPP certification was approved)

Select Document Type (RPP Affidavit)

Enter Description

Select employee name from dropdown list

Click "Browse" to locate the file

Enter E-Signature Password

Click Save

Project Name
COM Test

Contractor
Test

Document Date *
11/10/2015

Expiration Date

Document Type
RPP Affidavit

Description
Last, First - RPP Affidavit

Select employee the document relates to if appropriate *
TEST, BOB

Week end date the document relates to if appropriate

Comments

Select the file to upload *
Browse...   Test RPP Affidavit.pdf

E-Signature Password *
●●●●   Help

Cancel   Save