

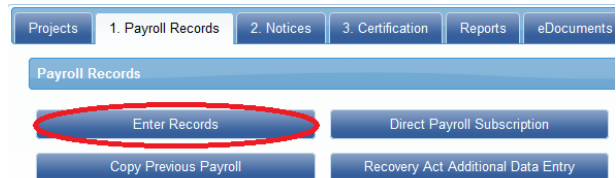
# Payroll Entry Instructions

Website: [www.lcptracker.net](http://www.lcptracker.net)

Once employees are entered, a contractor can enter a Certified Payroll Report (CPR). CPR's are entered on a weekly basis.

## 1. Enter Records

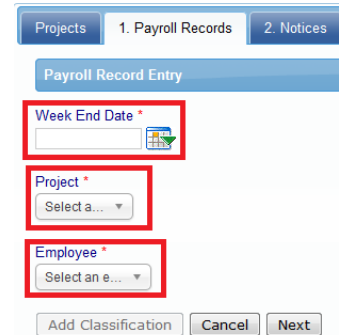
To start a CPR, go to the Payroll Records tab and click "Enter Records".



Select Week End Date (Will always remain consistent, i.e. every Saturday.)  
*Important: Verify that the Week End Date is correct! It cannot be changed, and any payroll data will need to be re-entered.*

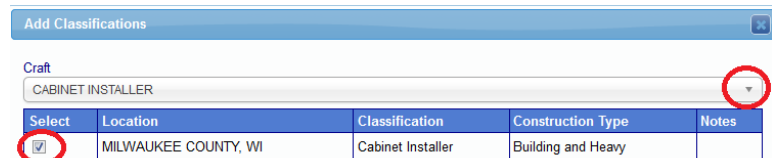
Select Project

Select Employee

A screenshot of the 'Payroll Record Entry' form. The 'Week End Date' field, 'Project' dropdown, and 'Employee' dropdown are highlighted with red boxes. The form also includes 'Add Classification', 'Cancel', and 'Next' buttons.

Click "Add Classification" and Select Craft from dropdown list.

Place a checkmark next to the appropriate classification and click "Add Selected".

A screenshot of the 'Add Classifications' table. The 'Cabinet Installer' classification is selected with a checkmark in the 'Select' column. The table has columns for 'Select', 'Location', 'Classification', 'Construction Type', and 'Notes'.

Select	Location	Classification	Construction Type	Notes
<input checked="" type="checkbox"/>	MILWAUKEE COUNTY, WI	Cabinet Installer	Building and Heavy	

Back on the main screen, select the classification again and click "Next".

Enter payroll information, including:

- Gross Employee Pay This Project
- Gross Employee Pay All Projects
- Hourly rate fields
- Hours worked
- Fringes/Contributions
- Deductions
- Check Number

*Note: If employee is Owner/Operator, only hours need to be entered. However, be sure that the Owner/Operator box is checked on the employee's profile (go to Set Up -- Add/Edit Employees)*

Click Save.

A notice box will pop up if information is missing or wrong. *Don't worry – you will have a chance to revise the information before you submit the payroll.* If you have additional employee payrolls to enter, click "yes" to continue. If you are done entering all employees, click "no." You will then be directed to the Payroll Records home screen.

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: 11/7/2015 Contractor: Test  
 Project: COM Test Sub To:  
 Employee: TEST, BOB Contract ID:  
 Is Foreman  Is Owner/Operator

Gross Employee Pay This Project (Usually No Fringes) 0.000  
 Wages Paid in Lieu of Fringes (Total Cash Fringes) 0.000  
 Gross Pay All Projects 0.000

These fields are Hourly rate fields (Usually No Fringes)  
 Base Hourly 100.000 Overtime Hourly 0.000 Doubletime Hourly 0.000  
 Rate in Lieu of Fringes (Cash Fringes) 0.000

Classifications

Jurisdiction	Location	Craft	Classification	Construction Type
City of Milwaukee - State	MILWAUKEE COUNTY, WI	CABINET INSTALLER	Cabinet Installer	Building and Heavy

Hours Worked Each Day for This Project Only

	Sunday 11/1/2015	Monday 11/2/2015	Tuesday 11/3/2015	Wednesday 11/4/2015	Thursday 11/5/2015	Friday 11/6/2015	Saturday 11/7/2015	Total Hours
Regular Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Overtime at 1.5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Double-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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

Vac / Hol / Dues 0.000 Health & Welf. 0.000 Pension 0.000 All Other 0.000 Training 0.000  
 More... More... More... More... More...

Voluntary Contributions for all Projects  
 Pension 0 Medical 0  
 Vac/Hol/Dues Included in Gross Emp. Pay  
 Some or All Fringes Paid to Employee  
 Voluntary Contributions Included in Gross Emp. Pay  
 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
0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

Payments (if included in paycheck)

Trav/Subs	Paycheck amount	Check Number *	Payment Date
0.000	0.000		

Notes

Other Deduction Notes

Notices

There are no notices

Cancel Save

## 2. Notices

To review any notices, go to the Notices tab and click "Enter Records".

Select "Edit" to review the notices.

Refer to the last row labeled "Notices" to see what section needs revision and make any corrections.

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

Contractor Notices

Project: All Proj...  
 From Date: To Date: Include Closed Admin Notices Load Data

Payroll Notices (1) Daily Log Notices (0) Administrator Notices (0)

Employee	Project	Sub To	Contract ID	Week End Date	Jurisdiction	Craft	Classification
TEST, TEST	COM Test			11/3/2015	City of Milwaukee - State	ACOUSTIC CEILING TILE INSTALLER	Acoustic Ceiling Tile Installer - Sunday, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & Christmas Day

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### 3. Certification

Once all employee payrolls are entered and all notices are cleared, you are able to certify the payroll.

Go to the Certification tab.

Select Project

Identify if any work was performed

Select Week End Date

Again, verify that the Week End Date is correct. If incorrect, you will need to re-enter information.

Enter Payroll Number

If your company does not presently assign payroll numbers, you need to assign them here. Payroll numbers should be sequential.

Enter YOUR name and title and click "Next".

Projects 1. Payroll Records 2. Notices 3. Certification

Certification Wizard Step 1 of 2

Project Last CPR Info: Date 11/2/2015 | Payroll Number 1

COM ... x v

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

11/07/2015

Payroll Number

2

Name of Person Certifying

Bob Test

Title

CCO

Cancel Next

On the next page, check the boxes regarding fringe benefits and enter your eSignature password.

**DO NOT** check the **FINAL** box **UNLESS** your work on the project is 100% complete.

Click Save. Your employee payroll information will now be sent to the Prime Approver for approval.

(4) That:

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

In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

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

(c) EXCEPTIONS:

Any exceptions to the above are reported in the certified payroll in the notes section for the specific individual.

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 PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

Cancel Save Help

To view your payroll reports after they have been submitted, go to the Reports tab and select "Certified Payroll Report". A list of your submitted CPRs will generate. You can also view your subcontractors' CPRs on this page. Just select the subcontractors' name from the Contractor dropdown list.