

Upload Records

There are three basic methods for uploading data into LCPtracker.

We have created several different formats for uploading and your accounting software may be one of them. Please go to www.lcptracker.com > *Partners* > *Payroll Interfaces* for current available accounting system.

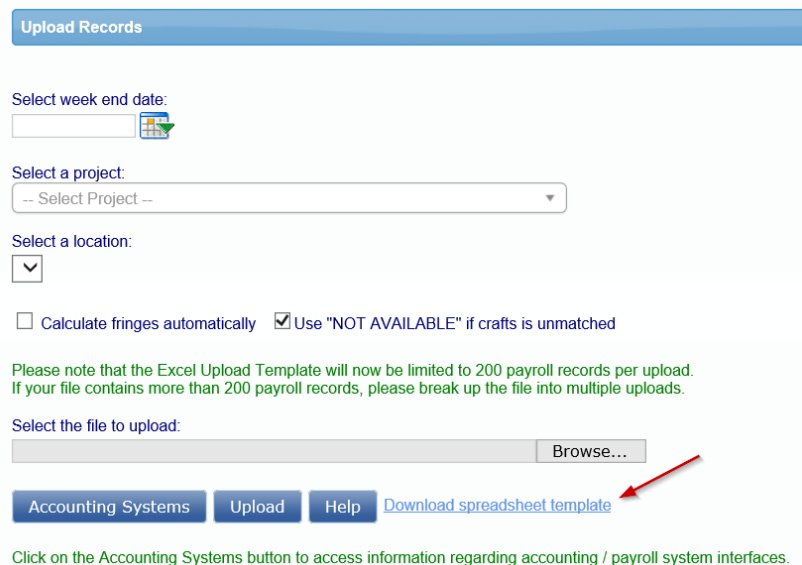
The second upload method is to use the standard interface template defined by LCPtracker. This is an Excel spreadsheet template with specifically defined columns. The Upload Records function is intended to provide a function for the uploading of payroll records from a spreadsheet. This may not only improve the speed of the upload, but the accuracy as well.

To download the excel template go to: *Payroll Records* > *Upload Records* > Click the “Download spreadsheet template” hyperlink. This allows you to download the spreadsheet template required to upload payroll data.

This spreadsheet will provide you with Instructions on how to use this function and a Legend explaining each column.

Please note, when uploading using the upload template, the file will be limited to 200 payroll records per upload.

Please contact LCPtracker Support after you have reviewed the spreadsheet and instructions if you need any further assistance.



The screenshot shows the 'Upload Records' interface. It includes a 'Select week end date:' field with a calendar icon, a 'Select a project:' dropdown menu, and a 'Select a location:' dropdown menu. There are checkboxes for 'Calculate fringes automatically' and 'Use "NOT AVAILABLE" if crafts is unmatched'. A green note states: 'Please note that the Excel Upload Template will now be limited to 200 payroll records per upload. If your file contains more than 200 payroll records, please break up the file into multiple uploads.' Below this is a 'Select the file to upload:' field with a 'Browse...' button. At the bottom, there are buttons for 'Accounting Systems', 'Upload', and 'Help', along with a blue hyperlink 'Download spreadsheet template' which is pointed to by a red arrow. A green footer note says: 'Click on the Accounting Systems button to access information regarding accounting / payroll system interfaces.'

Uploading Process

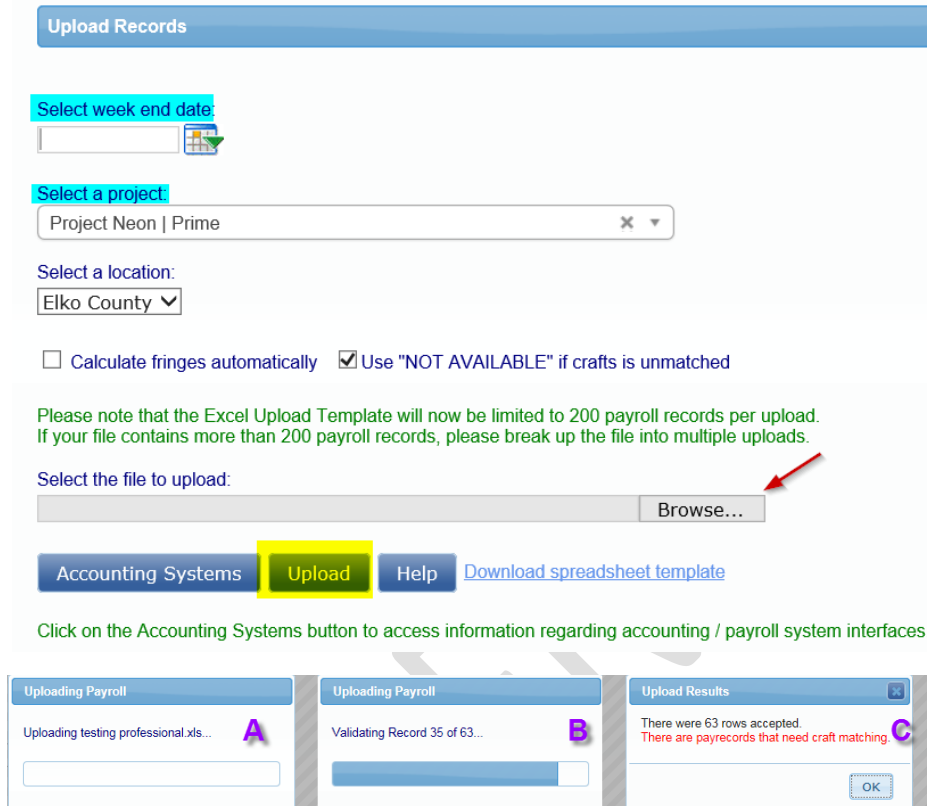
Regardless of the interface or use of the Excel Spreadsheet template, the uploading process is very simple.

Remember the upload process will also create your employees in Set Up, Add/Edit Employees section if you did not already manually enter. You may need to manually adjust certain requirements on your employee setup depending on the Administrator requirements.

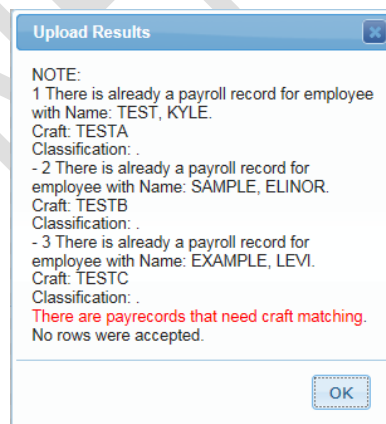
Go to *Payroll Records* >> *Upload Records*

1. Select the weekend date (or leave blank if you are uploading several weeks at a time in one upload and your upload includes the weekend dates),
2. Choose the Project that you are going to upload for;
3. Browse your computer for file to upload; and

- Click “**Upload**” and as your file uploads, you will be able to see the data check validations working (A, B & C). **Note:** your file must not exceed 200 payroll records.

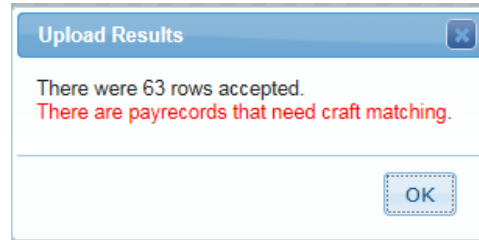


If there are any issues the system does not accept on any rows, it will give you pop-up message (example below).



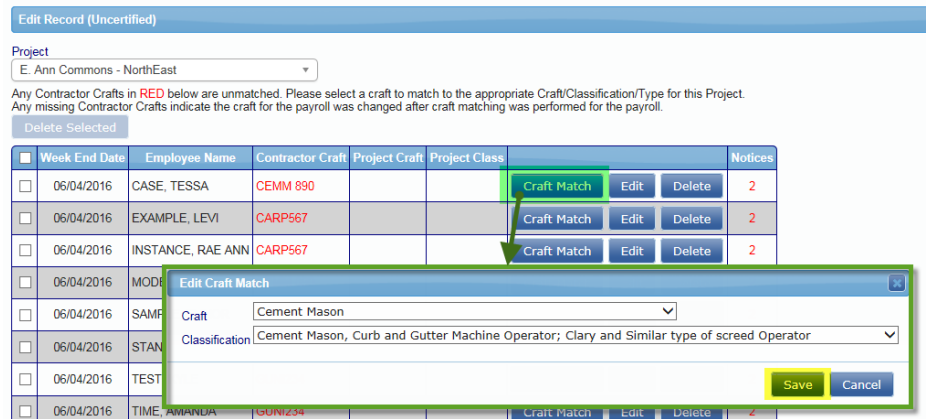
Craft Matching in the Edit Record

The first time, or anytime you upload a new employee, you will need to craft match.



Go to 1. Payroll Records > Edit Uncertified Payroll Records

1. Click “Craft Match” and you get a pop-up window.
2. Choose the Craft and Classification from the drop-down and click “Save”.



Once you “Save” a Craft Match, subsequent uploads should auto-fill your selection.

Week End Date	Employee Name	Contractor Craft	Project Craft	Project Class	Notices
06/04/2016	CASE, TESSA	CEMM 890	Cement Mason	Cement Mason, Curb and Gutter Machine Operator; Clary and Similar type of screed Operator	2
06/04/2016	EXAMPLE, LEVI	CARP567			2
06/04/2016	INSTANCE, RAE ANN	CARP567			2
06/04/2016	MODEL, TY	CEMM 890	Cement Mason	Cement Mason, Curb and Gutter Machine Operator; Clary and Similar type of screed Operator	2
06/04/2016	SAMPLE, ELINOR	GUNI234			2
06/04/2016	STANDARD, TOM	CEMM 890	Cement Mason	Cement Mason, Curb and Gutter Machine Operator; Clary and Similar type of screed Operator	2
06/04/2016	TEST, KYLE	GUNI234			2
06/04/2016	TIME, AMANDA	GUNI234			2
06/04/2016	TRIAL, REED	GUNI234			2
06/11/2016	CASE, TESSA	CEMM 890	Cement Mason	Cement Mason, Curb and Gutter Machine Operator; Clary and Similar type of screed Operator	2
06/11/2016	EXAMPLE, LEVI	CARP567			2
06/11/2016	INSTANCE, RAE ANN	CARP567			2
06/11/2016	MODEL, TY	CEMM 890	Cement Mason	Cement Mason, Curb and Gutter Machine Operator; Clary and Similar type of screed Operator	2
06/11/2016	SAMPLE, ELINOR	GUNI234			2
06/11/2016	STANDARD, TOM	CEMM 890	Cement Mason	Cement Mason, Curb and Gutter Machine Operator; Clary and Similar type of screed Operator	2
06/11/2016	TEST, KYLE	GUNI234			2

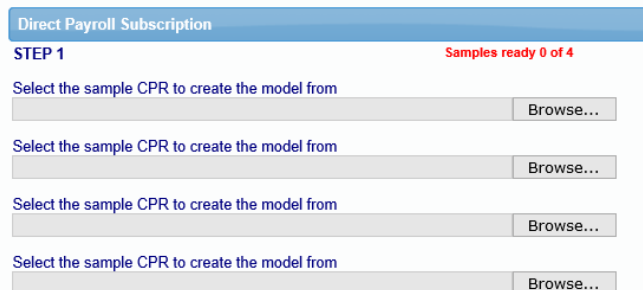
Direct Payroll Subscription

Direct Payroll Interface is a service offered where LCPtracker will attempt to build a model of your payroll file generated by your accounting software, so you can quickly upload your records into the system. To learn more about DPI and to get pricing, please contact support@lcptracker.com

To sign up for DPI, go to *1. Payroll Records > Direct Payroll Subscription*

Submit Samples

We will ask for 4 samples of your payroll report in either a PDF or CSV format.

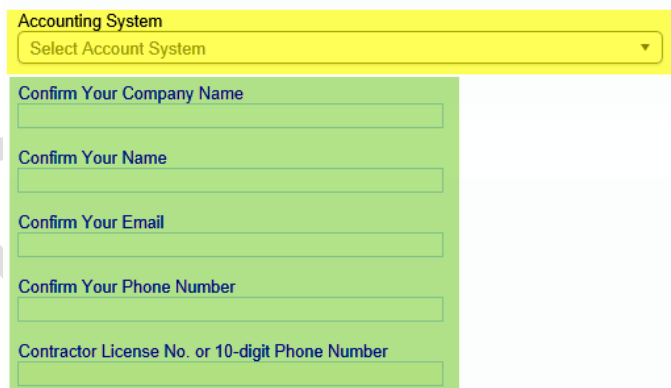


The screenshot shows a web form titled "Direct Payroll Subscription" with a sub-header "STEP 1". To the right of the sub-header, it says "Samples ready 0 of 4". The form contains four identical sections, each with the text "Select the sample CPR to create the model from" followed by a text input field and a "Browse..." button.

The more detailed the files, the better. For example, files with overtime and double-time hours, multiple crafts worked by one employee within the week, or intricate deductions will help our technicians build the most functional model possible the first time around.

Select Accounting System and Confirm Contact Information

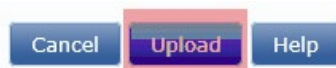
Once you have uploaded the samples, select the accounting system you use and confirm that the contact information is correct.



The screenshot shows a web form with a yellow header section titled "Accounting System" containing a dropdown menu labeled "Select Account System". Below this is a green section titled "Confirm Your Company Name" with five text input fields labeled "Confirm Your Company Name", "Confirm Your Name", "Confirm Your Email", "Confirm Your Phone Number", and "Contractor License No. or 10-digit Phone Number".

Upload samples

Click on the "Upload" button to submit the files to our DPI Department.



The screenshot shows three buttons: "Cancel", "Upload", and "Help". The "Upload" button is highlighted with a red border.

Activate DPI now



You will be contacted by one of our DPI technicians who will be your point of contact moving forward during the process of building and mapping the model. Depending on the complexity and consistency of your files, it can take anywhere from 3 to 4 business weeks to build, test, and deploy your final model. We do not advise that you hold off on reporting during this process, and suggest you instead use another entry option in the meantime. Once your DPI model is complete, it is good for all Projects you will report to within LCPtracker.

Recovery Act Additional Data Entry, FHWA 1391 Additional Data Entry, HUD Additional Data Entry

The use of these is very limited. They are for collecting data for employees not physically working on the job; these would include clerical employees, foremen, supervisors, and managers.

Edit Certified Payroll Records

This will take you directly to *Projects > Certified Payrolls* to be able to edit your certified payroll records.


User
Portal

Training
Materials

Support

Logout

Live
Chat

Co-
Browse

SAVANNAH RIVER NUCLEAR SOLUTIONS [Change Account](#)

Projects

Certifications

Violations

Reports

Admin

eDocuments

Set Up

Support Admin

Add or Edit Contractor Information

Add Mode

To add a new contractor, enter information and save. To edit an existing contractor, select it from the list first.

You can view all the contractors in the system. You can only edit your own data after it has been entered.

Department

-- All Departments --

Leave As Is

☐

Company Name (Contractor) *

Federal Tax ID Number *

D-U-N-S Number *

PWCR Number

Contractor License No. or 10-digit Phone Number *

Use current LCPtracker
login information

Contractor License Expiring Date



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/Province *	ZIP Code *	

Standard Hours Per Day * Standard Work Week Hours *

[Leave As Is](#)

Pay date is calendar days after week end date. [Leave As Is](#)

Notice enforcement *

[Leave As Is](#)

Contractor Status ☐ Use Overtime Round Factor for Payroll Validation [Click here to obtain a free D-U-N-S number](#)
☐ Owner Operator <http://fedgov.dnb.com/webform/displayHomePage.do>

User ID

Business Certifications

Certification *	Certifying Agency *	Issued Date	Expiration Date
Select Certification	Select Certifying Agency		

Notes



TRAINING & SUPPORT RESOURCES





TRAINING AND SUPPORT RESOURCES

INTRODUCTION

There are comprehensive documents or videos for just about any topic or question you might have while working with LCPtracker. The purpose of this guide is to show you how to access those documents and videos, and what to do if you still have questions afterward. (Hint: contact the Support team).

ON-DEMAND TRAINING VIDEOS

If you are new to LCPtracker or are using one of our new modules, then it is advised that you begin by taking the appropriate On-Demand video training courses. There are multiple training videos available for both Administrator and Contractor topics, including the strongly recommended *Admin Overview* and the *Contractor Training Class* videos. Each of these videos gives enough information to get you up and running with LCPtracker in the respective system.

To access the On-Demand Training, please follow these steps:

1. Login to LCPtracker.
2. Click the “Book Now” button found in the upper center section on the PROJECTS tab of LCPtracker (the first screen you see upon logging in, your screen may have different tabs).

The screenshot shows the LCPtracker web application interface. At the top, there is a navigation bar with the LCPtracker logo and several buttons: User Portal, Training Materials, Support, Logout, Live Chat, and Co-Browse. Below this is a secondary navigation bar with tabs: Projects, Certifications, Violations, Reports, Admin, eDocuments, Set Up, and Support Admin. The 'Projects' tab is selected. Below the tabs, there is a section for 'Admin Notices' with a link to 'Sign up for No Charge Web Based Training' and a 'Book Now' button, which is highlighted with a green circle. Below this is a table titled 'Open Projects' with columns: Project Code, Project Name, Start Date, End Date, and Bid Ad Date. The table contains several rows of project data. At the bottom of the table, there is a pagination bar showing 'Page 1 2 3'. The footer of the page reads '© LCPtracker, Inc. All rights reserved.'

Project Code	Project Name	Start Date	End Date	Bid Ad Date
03-0H5804	03-0H5804:Sac-50-R3.5	07/01/2019		11/13/2018
03-4H0304	03-4H0304-Ed, Nev, Pla, Yub-20, 49, 50, 70, 80 var			04/15/2019
03A2485	Roofing Contract	05/01/2019		04/01/2019
05-000004	05-000004, SLO-999-23.5			03/29/2019
05-0G0404	05-0G0404; SLO, MON-101-63.2/R69.3, R0.0/R1.9			08/08/2016
05-111114	05-111114: MON-95, 42.5	12/02/2018		09/07/2018
05-112234	05-112234; TUL-99, 41.5			02/01/2018
05-163844	05-163844: MON-985, 101.2-198.7			05/12/2018
05-1C6504	05-1C6504: SCR-9-22.1/23.8			10/25/2018
05-1G1404	05-1G1404: SLO-1-34.5, 44.4			09/05/2018

3. This will bring you to the LCPtracker Training Classes home screen, where you can select either Contractor Training or Admin Training. Select your training path then select your course and follow the prompts to register for access to the videos. (Hint: remember to turn on the sound).



These video courses are
**Strongly
Recommended**
especially for new users.



LCPtracker Training Classes

Contractor / Subcontractor

Administrator



Watch Now

Watch Now

Contact Support: support@lcptracker.com / (714)669-0052 opt. 4



On-Demand Training Classes

Watch Anytime, Anywhere!

Contractor Training Class

This class will be covering the contractor side of LCPtracker. This will include employee setup, creating payroll records, clearing notices, certifying CPRs, and various other topics in the system.



Watch Now

Daily Reporter Training Class

This class will review creating, editing, and reviewing daily logs in the Daily Reporter module.



Watch Now



On-Demand Training Classes

Watch Anytime, Anywhere!

Admin Overview Training

This class offers a condensed look into the Administrator side in LCPtracker. We'll go over project setup, contractor setup, department/validation settings, eDocument setup, and review, violations, and CPR review.



Watch Now

Admin Reports Training

This class will review using various reports on the Administrator side of LCPtracker, including All Notices report, apprentice reports, Contractor Assignment report, CPR Summary report, Data Extracts, Late CPR report, Payroll Details, and various other reports.



Watch Now

Admin Wage Data Training

This class will review prevailing wage setup in the Administrator side of LCPtracker.



Watch Now

Prime Approver Training

This class offers a condensed look into the Prime Approver Administrator role in LCPtracker. We'll go over CPR review, eDocument review, violations, and contractor setup.



Watch Now

Contact Support: support@lcptracker.com / (714)669-0052 opt. 4

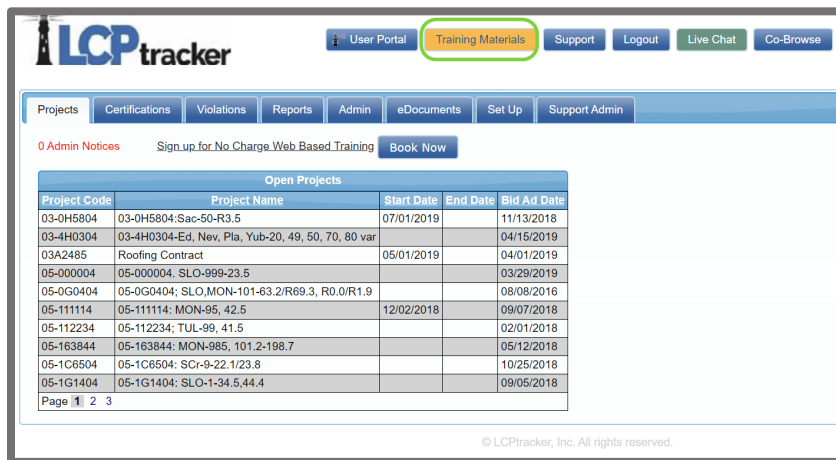
Phone: 714-669-0052 **Email:** info@lcptracker.com **Web:** lcptracker.com **Address:** 117 E. Chapman Ave. Orange, CA 92866

3

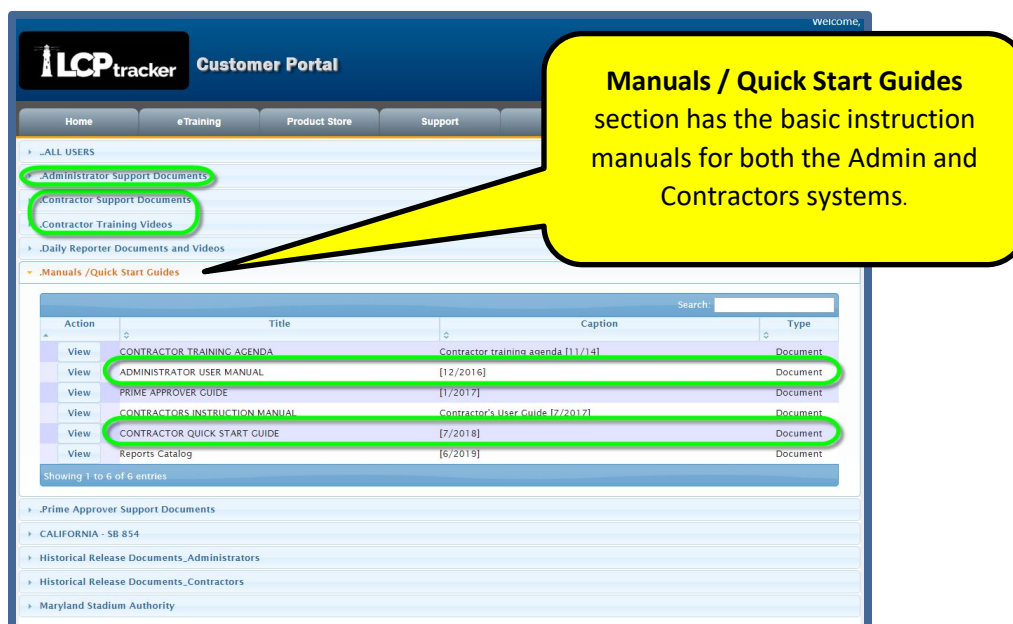
LCPtracker has a large library of detailed guides and videos that cover almost any question you might have.

To access the Training and Support Library, please follow these steps:

1. Login to LCPtracker.
2. At the top of your screen you will see a large orange button labeled "Training Materials". Please click this button to open the library.



3. The library holds a wealth of useful information that is organized into categories for ease of access. Click the "View" button of the document you wish to open and it will download to your computer.



SUPPORT TEAM



LCPtracker has a fully staffed Support office located in Orange, California that is available weekdays (excluding Holidays) from 5:00 am until 5:30 pm Pacific Standard Time (PST). With a tool set that includes almost non-existent hold times, rapid-response email support, Live Chat, and the ability for you to share your screen in real-time, LCPtracker's Support team is ready to provide you with the fanatical support that sets LCPtracker apart.

To contact the Support team, please choose an option below:

1. Email: support@lcptracker.com
2. Phone: **(714) 669-0052 OPTION 4**
3. Click the green "Live Chat" button at the top of the LCPtracker screen.
4. You may also click the "Support" button at the top of the LCPtracker online interface at any time to view Support's complete contact information.

Project Code	Project Name	Start Date	End Date	Bid Ad Date
03-0H5804	03-0H5804:Sac-50-R3.5	07/01/2019		11/13/2018
03-4H0304	03-4H0304-Ed, Nev, Pla, Yub-20, 49, 50, 70, 80 var			04/15/2019
03A2485	Roofing Contract	05/01/2019		04/01/2019
05-000004	05-000004. SLO-999-23.5			03/29/2019
05-0G0404	05-0G0404; SLO,MON-101-63.2/R69.3, R0.0/R1.9			08/08/2016
05-111114	05-111114: MON-95, 42.5	12/02/2018		09/07/2018
05-112234	05-112234; TUL-99, 41.5			02/01/2018
05-163844	05-163844: MON-985, 101.2-198.7			05/12/2018
05-1C6504	05-1C6504: SCR-9-22.1/23.8			10/25/2018
05-1G1404	05-1G1404: SLO-1-34.5,44.4			09/05/2018