

## LCPTRACKER

LCPtracker is the electronic system currently being utilized by NDOT for certified payroll reporting as required in subsection 110.01 of the Standard Specifications. Contract Compliance is the Administrator for NDOT's use of LCPtracker and is responsible for maintaining employees' access as necessary. Each employee's assigned access will only include contracts they are associated with.

Contact Contract Compliance if an employee with a sign-on cannot access LCPtracker or if they forgot their password, or if an employee without a sign-on needs access to LCPtracker. If an employee terminates employment with NDOT or moves from one crew to another, notify Contract Compliance.

The prime contractor pays an annual fee to LCPtracker for each contract (see subsection 110.01 of the Contract Special Provisions). Subsequent subcontractors and service providers are not charged a fee for the same contract.

As the appropriate paperwork (Requests to Sublet, subcontract agreements, Request to Utilize Service Providers) is submitted to the Resident Engineer, 1) the prime contractor should assign their subcontractors and service providers into LCPtracker, and 2) all subcontractors should assign their lower tier subcontractors and service providers into LCPtracker.

As each subcontractor and service provider is approved by Contract Compliance, they will upload them into LCPtracker. If the prime contractor, subcontractor or service provider has not assigned their lower tiers in LCPtracker, Contract Compliance will not be able to upload them.

Once a prime contractor, subcontractor or service provider begins working on the contract, a payroll or non-performance payroll must be entered for each week, and must continue with a weekly submission until the last entry is marked as "Final".

For each contract, Contract Compliance enters / uploads the appropriate prevailing wages into LCPtracker. Each wage includes base rate, fringes and zone pay (if applicable).

LCPtracker will not allow the contractor to certify their payroll if less than prevailing wage is paid for all employees excluding apprentices and owner operators. Validations and warnings are activated in LCPtracker to assist the contractor with compliance.

Resident Engineers must check weekly to ensure that a payroll or non-performance payroll has been submitted.

## LCPTRACKER QUICK REFERENCE

Access LCPtracker at <https://prod.lcptracker.net/>.

Enter User ID (obtain from Contract Compliance)

Enter Password

Select LOGIN

To access payroll reports:

Select Certifications tab

Select specific contract number from Project drop down list

Select specific contractor from Contractor drop down list

Select specific contractor from Sub To / Contract ID drop down list (if applicable)

Select Load Data

Select PDF under View CPR column to view payroll or select Details under View Details column for notes on payroll delays

Select page number at bottom of payroll to see next page of documents

To access 4-day/10-hour Agreements, Apprenticeship Agreements, Apprentice Verification forms, Approved Subcontractor Requests, Fringe Itemized Contribution Statements (fringe benefits statements), Miscellaneous Correspondence:

Select eDocuments tab

Select View Documents

Select specific contract number from Project drop down list

Select specific contractor from Contractor drop down list

Select specific contractor from Sub To / Contract ID drop down list (if applicable)

Select specific document in Document Type drop down list

Select Load Data

Select View under View Document column

Select page number at bottom of screen to see next page of documents

Step by step instructional screen shots are available at