



MDOT LCPtracker Support

MDOT-LCPtracker@Michigan.gov

LCPtracker Local Agency Use

- Special Provision 12SP104F-03 Prevailing Wage And Labor Compliance (LCPtracker) included in all Local Agency MDOT Federally funded projects starting with October 2019 letting Fiscal Year 2020
 - Intended to reduce but not eliminate prevailing wage oversight times
 - Eliminates some of the prevailing wage forms



Prevailing Wage Forms

- 1952 Certified Payroll Review Checklist: This form is **not** required when utilizing LCPtracker. Background validation settings in the software are configured to:
 - Disallow submission of incomplete payroll information
 - Require submission of fringe benefit information prior to certifying a payroll
 - Require submission of Apprentice and or On the Job Training (OJT) documentation prior to certifying payrolls which apprentices are included
 - Verify wages paid meet or exceed required wages based on classification selected.



Prevailing Wage Forms cont.

- 1954 Certified Payroll Status Log: This form is required and filed in ProjectWise
- 1955 Contractor's Certified Payroll: This form is **not** required when utilizing LCPtracker. The prime approver's function in LCPtracker takes the place of this form.
- 1967 (08/19) Jobsite Poster Inspection Checklist: This form is required and filed in Project Wise
- 1156-T1 Wage Rate Interview Sheet Tier 1: This form is required and filed in Project Wise
- Certified Payroll: Submitted via LCPtracker



Contract Setup and Assignment

- The managing TSC is responsible for setting up their own and Local Agency projects in LCPtracker. Either the TSC Construction Engineer or their designee such as the Office Technician or Local Agency Representative
- Individual contracts where consultants are performing payroll oversight must be set up in the same manner
- TSC's may request LCPtracker support for assistance in setting up their projects



Information for Project Setup

- Project control section and number
- Labor Compliance/Prevailing Wage Administrator (usually office technician)
 - Name
 - Email address
 - Phone number
- Prime Contractor's prime approver
 - Name
 - Email address



Managing Office Responsibilities

- Reviewing and accepting fringe benefit statements
- Reviewing and accepting certified payrolls
- Accepting Apprentice DOL certifications
- Adding apprentice wage to wage decision for project in LCPtracker



Prevailing Wage Documents

[Contract Compliance](#)[User Portal](#)[Training Materials](#)[Support](#)[Logout](#)[Live Chat](#)

MDOT - MICHIGAN DEPT. OF TRANSPORTATION

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eDocuments Main Menu

[Upload Documents](#)[Download Document Templates](#)[View Documents](#)

The eDocuments tab allows you to view all documents that have been submitted on your project

* Req'd: N = "No", Y = "Yes - Must be Uploaded before Final CPR Submission", R = "Required before CPR can be submitted". ** Access: U = "Upload", V = "View"

Document Types For Upload

Document Name	Req'd *	Expire Freq (month)	Access **	Document Description
Apprenticeship Documents	N	0	V	Apprenticeship documentation must be submitted prior to the certification of any payroll where an apprentice is present. Contractors employing apprentices must also identify apprentice craft and level.
Authorization Letter	N	0	V	This authorization letter gives a third party permission to act on the behalf of a principle or company owner when signing and submitting certified payrolls
Fringe Benefit Statement	R	0	V	Contractors paying fringe benefits as cash must upload fringe benefit statement stating that fringe benefits are paid as cash.
Owner Operator Trucking Log	N	0	V	
Prevailing Wage Calculations	N	0	V	Calculations to show how weighted average overtime was determined.
Proof of Payment	N	0	V	Proof of payment will be in the form of cancelled checks or other form of acceptable proof as requested by the engineer or their representative.
Total Hours All Projects	N	0	V	
Union Agreements	N	0	V	Unon Agreements for wages and benefits

Prevailing Wage Documents

Various
filters

View Documents

Department: All Departments

Project: Test Project

☐ Include Closed Projects

Contractor: Test Contractor

Sub To | Contract ID: All Assignments

Document Type: Fringe Benefit Statement

Status: All Statuses

Document Date Filter: Start Date, End Date

Submitted Date Filter: Start Date, End Date

Employee Name: All Employees

Load Data

Displaying 1 uploaded documents

Project	Document Type	Document Date	Contractor	Sub To Contract ID	Submitted	Description	Status	Employee Name	Week End Date	View Details	View Document	Delete
Test Project	Fringe Benefit Statement	10/08/2016	Test Contractor	Prime	10/06/2016					Details	View	Delete

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Documents must be viewed and accepted

Prevailing Wage Documents

Projects

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eDocuments

Set Up

Record Review — All data on this form is for this project only

Project

Test__Road Rehabilitation from I-74 North to Detroit

Week End Date

Contractor

Test Contractor

Contractor Id

5177197344

Document Type

Fringe Benefit Statement

Uploaded

8/11/2015

Document Date

8/8/2015

Expire Date

1/1/2100

Employee Name

Accept / Reject

Case Number

Description (50 characters max)

Contractor Notes

Administrator Notices

[Add Admin Notice](#)

Confidential Administrator Notes

[Add Confidential Admin Note](#)

Cancel

Save

Viewing Payroll



Project Code / Contract # / FIN: 00000-000000

October 06, 2016

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WEEKLY CERTIFIED PAYROLL REPORTING FORM

NAME OF CONTRACTOR :Test Contractor Prime Prime		CONTRACTOR'S LICENSE No. 5177197344 SPECIALTY LICENSE No.		ADDRESS : 8885 Ricks Rd , Lansing, MI 48909 PHONE: 5177197344 EMAIL: strongadam86@gmail.com		PROJECT LOCATION/ CODE / NAME : Statewide / 00000-000000 / Test Project																										
PAYROLL No. 1		FOR WEEK ENDING: 10/08/2016 SUBMITTED ON: October 06, 2016		MOTOR CARRIER PERMIT No. UNION Non-Union		SELF-INSURED CERTIFICATE No. WORKERS' COMP. POLICY :																										
NAME, ADDRESS, SSN, DRIVER'S LICENSE, ETHNICITY, GENDER	WORK CLASSIFICATION, LOCATION AND TYPE	HOURS WORKED EACH DAY						TOTAL HOURS	BASE HOURLY RATE	GROSS AMOUNT EARNED	DEDUCTION . CONTRIBUTION AND PAYMENTS																					
BRYANT, KOBE Emp Id: 1212 XXX-XX-1212 AFRICAN AMERICAN Male	EXEMPT 0 Statewide WD: MI160001	ENG10324-006 / Power Equipment Operators (Airport, Bridge & Highway Construction) - Area 2: Group 5 / Type: Highway	10/2/16	10/3/16	10/4/16	10/5/16	10/6/16	10/7/16	10/8/16	TOTAL HOURS THIS PROJECT	BASE HOURLY RATE OF PAY	THIS PROJECT 239.00	ALL PROJECTS 467.50	Federal Tax	Social Security	Medicare	State Tax	Local Taxes / SDI	Other	Savings	Total Deduction	Check No.										
			S	M	T	W	TH	F	S					6.78	28.99	0.00	19.87	0.00	0.00	0.00	55.64	See Notes										
			S					10.00			10.00			23.90	Vac/Dues	Trav. Subs.	Health & Welfare	Pension	Vacation Holiday	Training	All Other	Total Fringes Paid to 3rd	Net Paid Week									
			O											35.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	411.85									
			D											0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00									
All or Part of Fringes Paid to Employee: YES										Vacation, Holiday and Dues in Gross Pay: NO										Total Hours All Projects	Rate in Lieu of Fringes:	Total in Lieu of Fringes	Total Base Rate + Fringes	Voluntary Pension	Voluntary Medical	H & W Rate	Pension Rate	Vac Hol Rate	Training Rate	All Other Rate	Total Fringe Rate to 3rd	Payroll Payment Date
										Voluntary Contributions in Gross Pay: NO										10.00	22.85	228.50	46.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10/14/16

NOTES:Paycheck Number: Direct Deposit

TOTAL STANDARD HOURS :	10.00	TOTAL 1.5 OT HOURS:	0.00	TOTAL 2.0 OT HOURS:	0.00	GRAND TOTAL HOURS:	10.00
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Things to look for:

- Classification and location correct?
- Number of hours and employees look appropriate?
- Fringes match fringe benefit statement?

Certifications Tab

Various
filters

Shows
payroll

Once payroll is reviewed
it must be accepted

Additional
Info

The screenshot shows the MDOT - MICHIGAN DEPT. OF TRANSPORTATION interface. The 'Certifications' tab is selected. The interface includes a navigation bar with links like 'Contract Compliance', 'User Portal', 'Training Materials', 'Support', 'Logout', 'Live Chat', and 'Co-Browse'. Below the navigation bar, there are tabs for 'Projects', 'Certifications', 'Violations', 'Reports', 'Admin', 'eDocuments', and 'Set Up'. The 'Certifications' section contains several filters: 'Department' (All Departments), 'Project' (Test Project), 'Include Closed' (checkbox), 'Contractor' (All Contractors), and 'Sub To | Contract ID' (All Assignments). There is a 'Load Data' button. Below the filters, there are date pickers for 'From Date' and 'To Date', and dropdowns for 'Process Status' (All Process Statuses) and 'Accept Status' (All Accept Statuses). There are also buttons for 'Select All' and 'Accept Selected'. A message states: 'There are 1 certification records found for the above selection.' Below this is a table with the following columns: Delete, Contractor, Project, Sub To, Contract ID, Week End, Payroll No, Performing?, Submitted, New CPR, Prime Approval, Approved, Process Status, Select, Accept Status, Accepted, Final, and View Details. The table contains one record for 'Test Contractor' and 'Test Project' with a 'Submitted' status. The 'View Details' link is highlighted.

MDOT - MICHIGAN DEPT. OF TRANSPORTATION

Projects Certifications Violations Reports Admin eDocuments Set Up

Certifications

Department: All Departments

Project: Test Project

☐ Include Closed

Contractor: All Contractors

Sub To | Contract ID: All Assignments

Load Data

From Date: To Date: Process Status: All Process Statuses Accept Status: All Accept Statuses

Select All Accept Selected

There are 1 certification records found for the above selection.

Delete	Contractor	Project	Sub To	Contract ID	Week End	Payroll No	Performing?	Submitted	New CPR	Prime Approval	Approved	Process Status	Select	Accept Status	Accepted	Final	View Details
Delete	Test Contractor	Test Project			10/8/2016	1	YES	10/6/2016	PDF	Approved	9/10/2018	Certified	<input type="checkbox"/>	Submitted		No	Details

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Apprentices

Projects

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Set Up

Edit Project Wage Data

Project

Test__ Road Rehabilitation from I-74 North to Detroit

Craft

Items Per Page

200

Delete Selected

Add Classification

260 Records

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	Jurisdiction	Location	General Decision	Type	Craft	Classification	Basic Rate	Fringes	Total Rate	Overtime Total	Doubletime Total	Standard Hours	Issue Date	Expire Date	
<input type="checkbox"/>	MDOT - Federal Wages	Statewide	MI170075	Heavy	BOIL0169-003	Boilermaker	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	8.00	04/21/2017	01/01/2100	<div>CopyEditDelete</div>
<input type="checkbox"/>	MDOT - Federal Wages	Statewide	MI160001	Highway	CARP0004-004	Carpenter (Piledriver)	\$26.330	\$19.180	\$45.510	\$58.670	\$71.840	8.00	10/14/2016	01/01/2100	<div>CopyEditDelete</div>
<input type="checkbox"/>	MDOT - Federal Wages	Statewide	MI160001	Highway	CARP0004-005	Carpenter (Piledriver)	\$29.470	\$25.940	\$55.410	\$70.140	\$84.880	8.00	10/14/2016	01/01/2100	<div>CopyEditDelete</div>

Set Up > Prevailing Wage Setup > Add/Edit Project Wage Data

Apprentices

Must say
apprentice

Reduce basic
rate & carry
math through

*Contractor's program may
reduce fringe contributions
also

Edit Classification

Wage Decision

Jurisdiction *

MDOT - Federal Wa...

Location *

Statewide

Construction Type *

Highway

General Decision *

MI160001

Modification *

11

Publication Date *

10/14/2016

Issue Date *

10/14/2016

Expire Date *

1/1/2100

Craft / Classification Details

Craft *

CARP0004-004

Classification *

Carpenter (Piledriver) Apprentice 60%

Standard Hours Day

8.00

Basic Rate

26.330

Fringes

19.180

Total Hourly Rate

45.510

Training

0.000

Total Overtime Rate

58.670

Total Doubletime Rate

Cancel

Save

Common Issues

- Contract not setup
- Wages not assigned
- Prime Contractor or Subcontractors not assigned to project
 - Prime Contractor responsible for setting up their Subcontractors
- Prime approver hasn't approved payroll
- Payrolls need to be "accepted" by Office Technician



A Few Comments...

- Contract Closeout: When final estimate has been processed please contact MDOT-LCPtracker to close project in LCPtracker
- Documents submitted in LCPtracker will be maintained in the system until they have met their retention



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Questions?



Resource Email:
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