

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

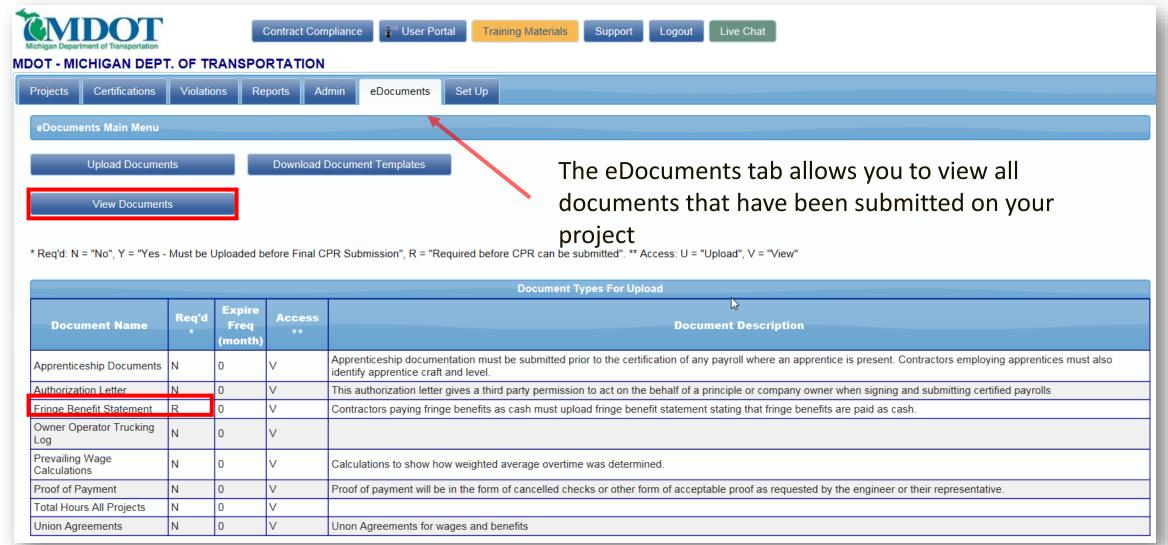


Managing Office Responsibilities

- 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



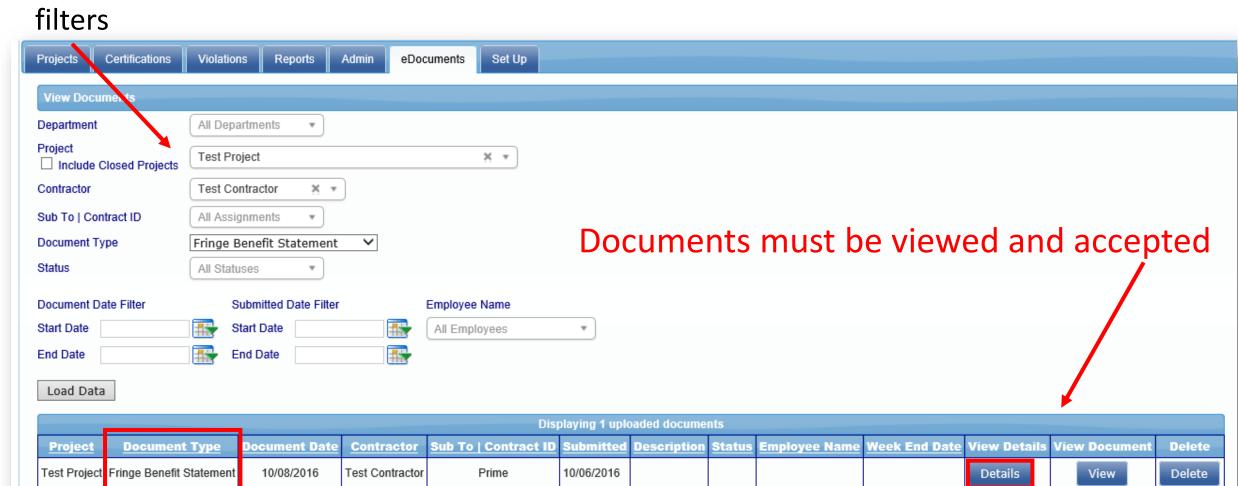
Prevailing Wage Documents



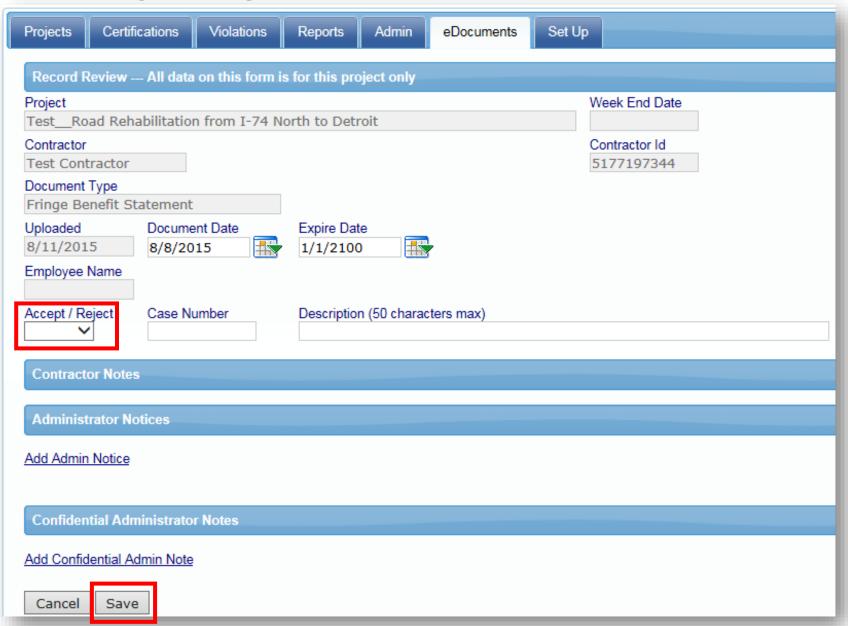
Prevailing Wage Documents

Various

Page 1



Prevailing Wage Documents



Viewing Payroll

Project Code / Contract # / FIN: 00000-000000 October 06, 2016

Page 1 of 2

CIDOT Michigan Department of Transportation

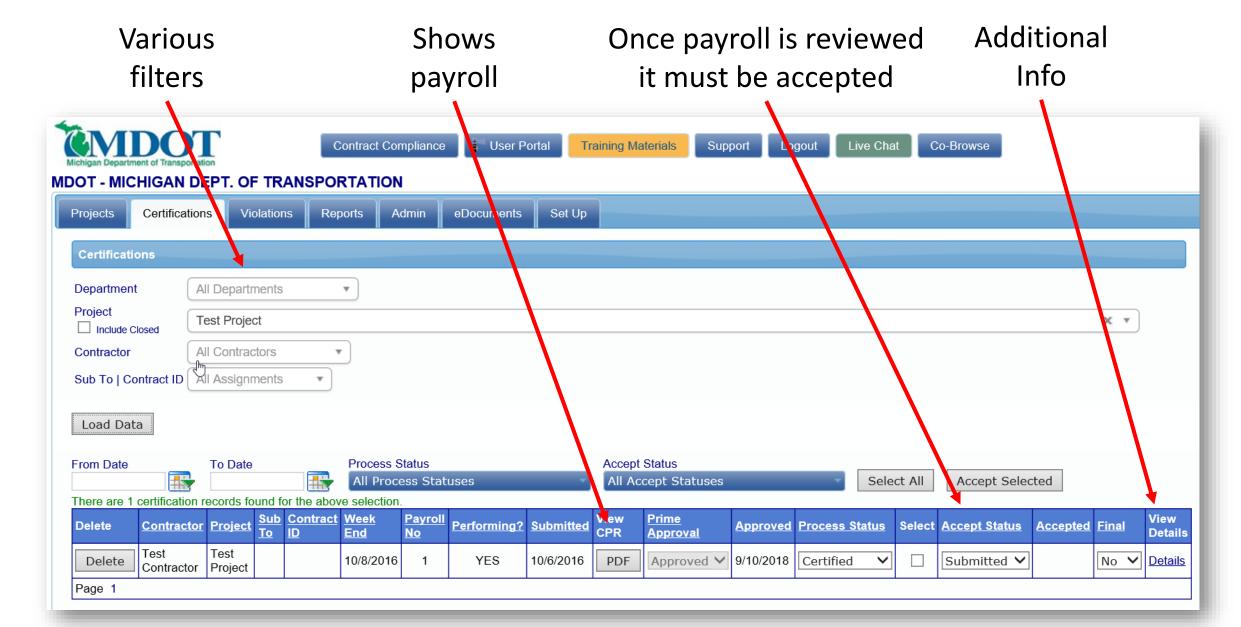
WEEKLY CERTIFIED PAYROLL REPORTING FORM

NAME OF CONTRACTOR :Test Contractor	CONTRACTOR'S LICENSE No. 5177197344 SPECIALTY LICENSE No.					PROJECT LOCATION/ CODE / NAME :			
Prime	SPECIALIT LICENSE NO.	PHONE: 517/19/344 EMAIL: strongadam86@gmail.com			Statewide / 00000-000000 / Test Project				
Prime									
PAYROLL No. 1 FOR WEEK ENDING: 10/08/2016 SUBMITTED ON: October 06, 2016	MOTOR CARRIER PERMIT No.	UNION SELF-INSURED C Non-Union WORKERS' COMF							
NAME, ADDRESS, SSN, DRIVER'S LICENSE, ETHNICITY, GENDER WORK CLASSIFICATION, LOCATION AND TYPE	HOURS WORKED EACH DAY		COSS AMOUNT EARNED	DEDUCTION . CONTRIBUTION AND PAYMENTS					
BRYANT, KOBE ENGI0324-006 / Power		TOTAL BASE							
Emp Id: 1212 Equipment Operators (Airport, Bridge & Highway Construction) -	10/3/16 10/4/16 10/5/16 10/6/16 10/7/16 10/8/16	HOURS HOURLY THIS THIS RATE PROJECT	ALL TOURIST THE	cial Medicare urity	State Tax Local Taxes /SDI	Other	Savings Total Deduction	Check No.	
Area 2: Group 5 / Type: Highway	M T W TH F S	PROJECT OF PAY	6.78	28.99 0.00	19.87 0.00	0.00	0.00 55	64 See Notes	
XXX-XX-1212 S	10.00	10.00 23.90	467.50 Vac/Dues T	av. Health	Pension Vacation	Training A	All Other Total Fring		
AFRICAN AMERICAN 0 Statewide 0		35.85	9.00 s	ibs. & Welfare	Holiday		Paid to 3r		
Male WD: M1160001 D		0.00	0.00	0.00 0.00	0.00	0.00	0.00	0.00 411.85	
All or Part of Fringes Paid to Employee: YES Vaca Voluntary Contribution	Total Hours Rate in Lieu Total in L All Projects of Fringes: of Fring		ntary H & W lical Rate	Pension Vac Hol Rate Rate	Training A	All Other Total Fring Rate Rate to 3r			
Tourist Control	and in Global Lay. No	10.00 22.85 228	28.50 46.75 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				

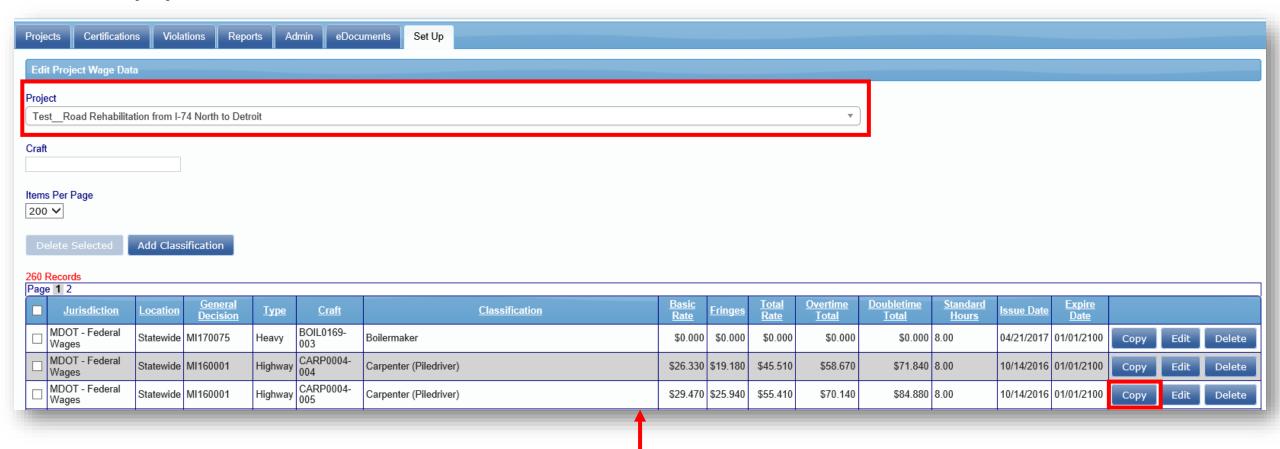
Things to look for:

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

Certifications Tab



Apprentices



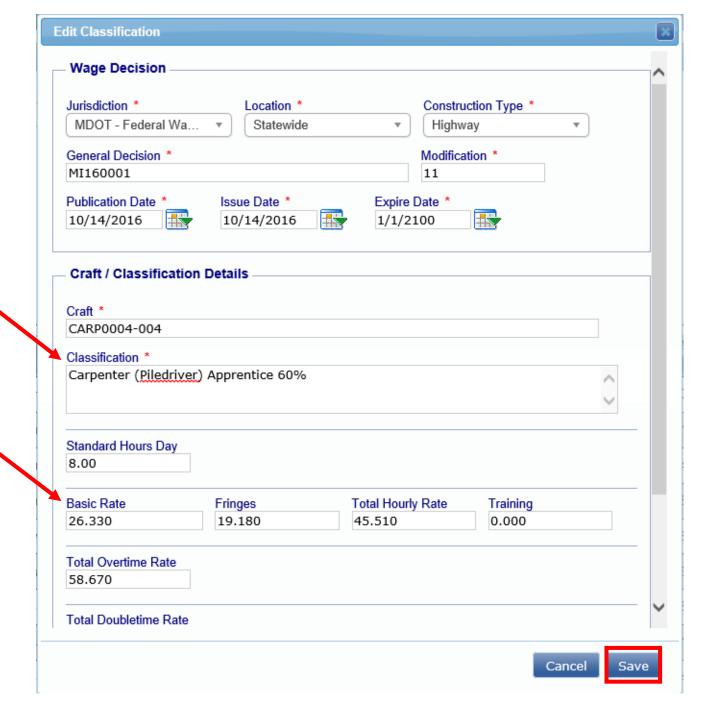
Set Up > Prevailing Wage Setup > Add/Edit Project Wage Data

Apprentices

Must say apprentice

Reduce basic rate & carry math through

*Contractor's program may reduce fringe contributions also



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



Lisa Martino-Cook (517) 636-6850

Questions?



Resource Email:
MDOTLCPtracker@Michigan.gov