

**FREQUENTLY ASKED QUESTIONS ABOUT
AUTOMATED PAYROLL – LCPTRACKER
NDDOT(07 MAR 24)**

1. Do I have to file my payrolls electronically?

Yes, all federally funded highway construction projects bid after October 2017 are required to have payrolls filed electronically.

2. What browser do I use to access LCP Tracker?

In order to use the software, LCP Tracker will have to be accessed using google chrome, edge, firefox, and opera. Microsoft internet explorer is no longer a supported browser for LCP Tracker.

3. Is LCP Tracker used for both state and federally funded highway construction projects?

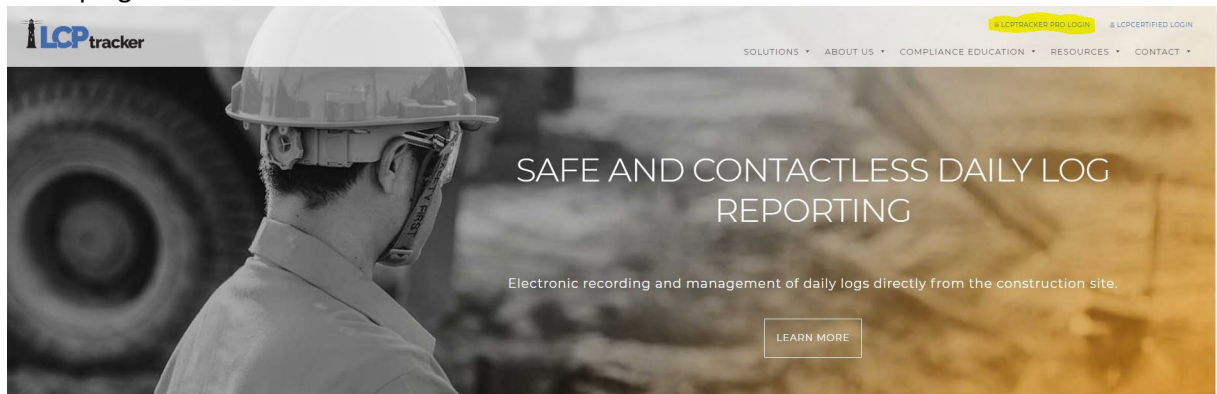
LCP Tracker is used only with federally funded highway construction projects.

4. How do I get an LCP Tracker account?

For Contractors and Project Engineers, contact the LCP Tracker Program Administrator (701) 328-2605 to create an LCP Tracker account. As a reminder for contractors, please have your federal tax I.D. number available as this is required for creating an LCP Tracker account.

5. Which account do I use LCP Tracker Pro Login or LCP Certified Login?

To access your LCP Tracker account, use the LCP Tracker Pro Login. The portal is located at the top right of screen.



6. How do I submit a request to be added to the Approved Subcontractors in North Dakota?

All contractors and subcontractors working on federally funded highway construction projects in North Dakota are required to be listed on the approved subcontractors list in North Dakota. The subcontractor registration request (SFN 52243) can be accessed on the NDDOT home page : <https://www.dot.nd.gov/construction-and-planning/construction-and-contractor-resources/contractor-information>

[dot.nd.gov/construction-and-planning/construction-and-contractor-resources/contractor-information](https://www.dot.nd.gov/construction-and-planning/construction-and-contractor-resources/contractor-information)



Specifications

- Standard Specifications for Road and Bridge Construction
- Standard Drawings
- Approved Products for Construction Materials
- Cultural Resources
- Storm Water Management

Bidding

- Construction Bid Opening Information

e-Tickets

- NDDOT e-Ticketing Information

Subcontracting

Approved Subcontractors

To submit your Subcontractor Registration online, go to the department's website and complete the Subcontractor Registration.

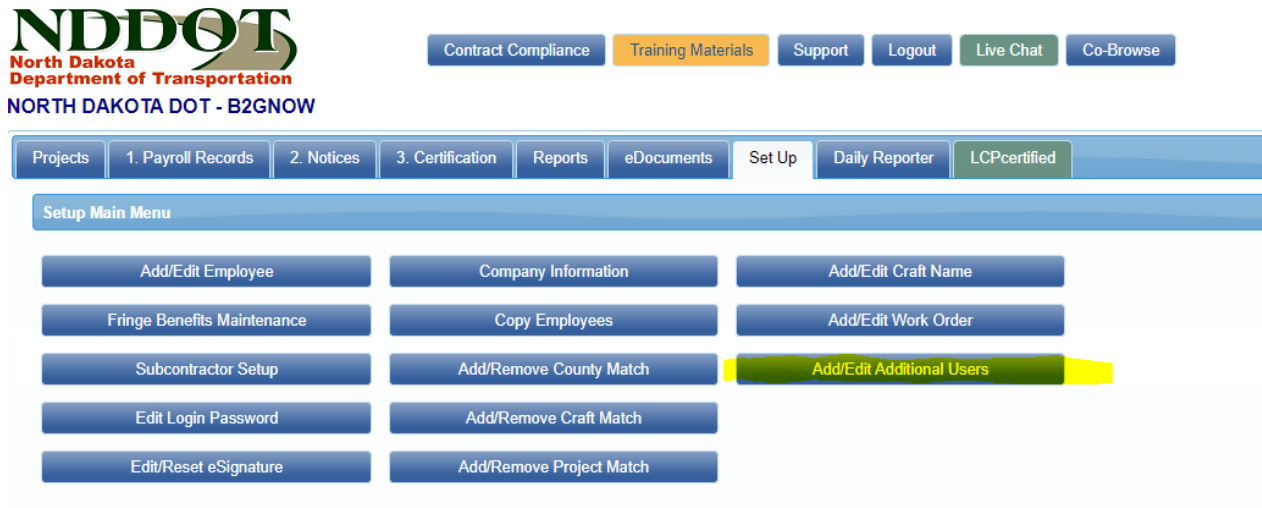
Or send the completed Subcontractor Registration Request form (SFN 52243) by email to the Construction Division or by fax to 701-328-4928.

If you have questions call: 701-328-2563



7. What do I need to get started on LCPTracker?

When you are assigned to a Project (either as a Prime or as a subcontractor), you will receive an email asking you to set up a contractor account. (You may always call and set up an account ahead of time if you think you will be doing work on a federal-aid contract.) The login on this account is a unique 10-digit number: most contractors just use the central office telephone number. As a contractor you can add additional users to your account. If you have an assistant or staff that helps with payroll, you may go into LCP Tracker and add your additional users. Only the main user ID to the account will have the ability to add or edit additional users. Additional users will be added or edited under the set up tab – add/edit additional users in the contractors account.



8. What is my role in LCP Tracker?

The Role of the Prime Approver (Prime contractor) is to collect and approve payroll from all contractors and to work to correct any errors or deficiencies.

The role of the Project Engineer is to finally accept the payroll and to guide Prime Approvers in correcting any problems or deficiencies.

The role of the Subcontractor is to timely forward or submit payroll to Primes and be responsive to correcting errors.

The role of LCPtracker is to provide support in the use of LCPtracker.

The role of the Wage Administrator (me) is to provide guidance on NDDOT policy for DBRA wage issues and to provide administrative oversight on LCPtracker.

LCPTRACKER ROLES

9. What is a Prime Approver?

The NDDOT uses the “Prime Approver Module” feature from LCP Tracker, which gives prime contractors the ability to check certified payrolls (CPRs) from their subcontractors to a high degree before the CPRs are passed on to the Project Engineer, or his or her staff, for final review. The process of submitting CPRs through LCP Tracker looks much like the historical process of submitting paper payrolls to the NDDOT (from lower tier subcontractors to subcontractors to prime contractor), but now with the entire process completed electronically. All Prime contractors are required to set up a Prime Approver account after award of a federal-aid contract. Contact the LCP Tracker Program Administrator (701)328-2605 to set up a Prime Approver account.

10. What is the cost of electronic filing?

There is no cost to the contractor for the use of this service. The only possible additional charge is related to the creation of an interface so that the contractor’s accounting software can interact with LCPTracker.

11. My company uses a payroll or accounting software program. Can we upload our payroll into LCP Tracker?

Yes, in one of three ways. First, some payroll software packages have upload links to LCP Tracker built in – Foundations, for example. Other software packages, such as Viewpoint, offer a strong Excel feature – the data is downloaded into an Excel file (offered free of charge by LCPTracker) and is uploaded into LCPTracker. LCP Tracker has provided an excel spreadsheet containing instructions that can be used for uploading weekly payrolls. The spreadsheet can be found under a contractors account(the account using your phone number or federal tax id as a login) payroll records-upload records and the link is located at the bottom of the screen.

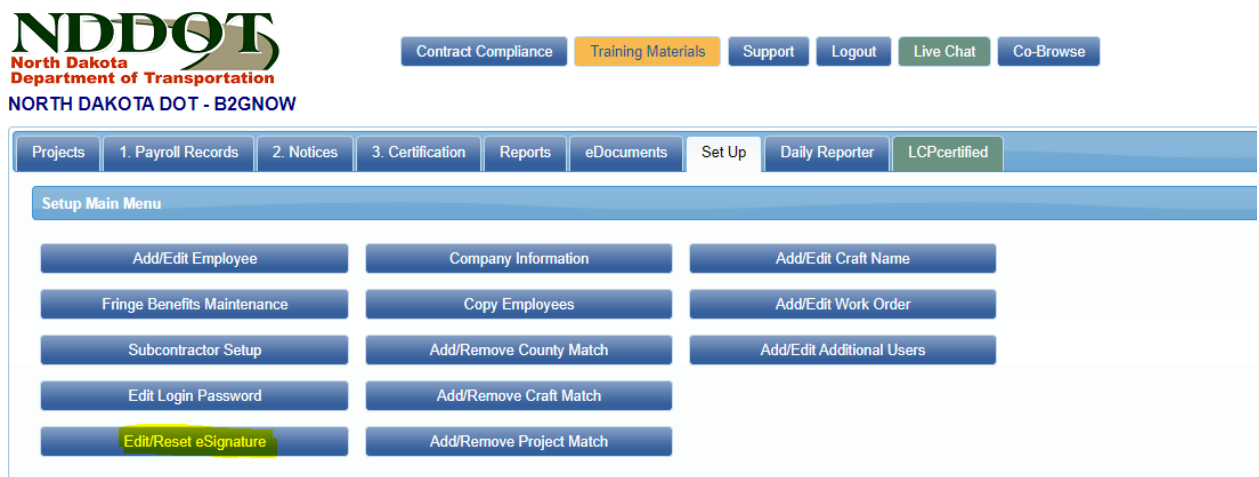


12. Can I just input my payrolls directly into LCPTTracker?

Yes, and for a small contractor, this is the best method. After initial input of employee data, LCPTTracker estimates that a contractor with 15 or fewer employees can do a weekly payroll in under 30 minutes. LCPTTracker offers a number of great features and tools to help you file your payroll accurately and without cost.

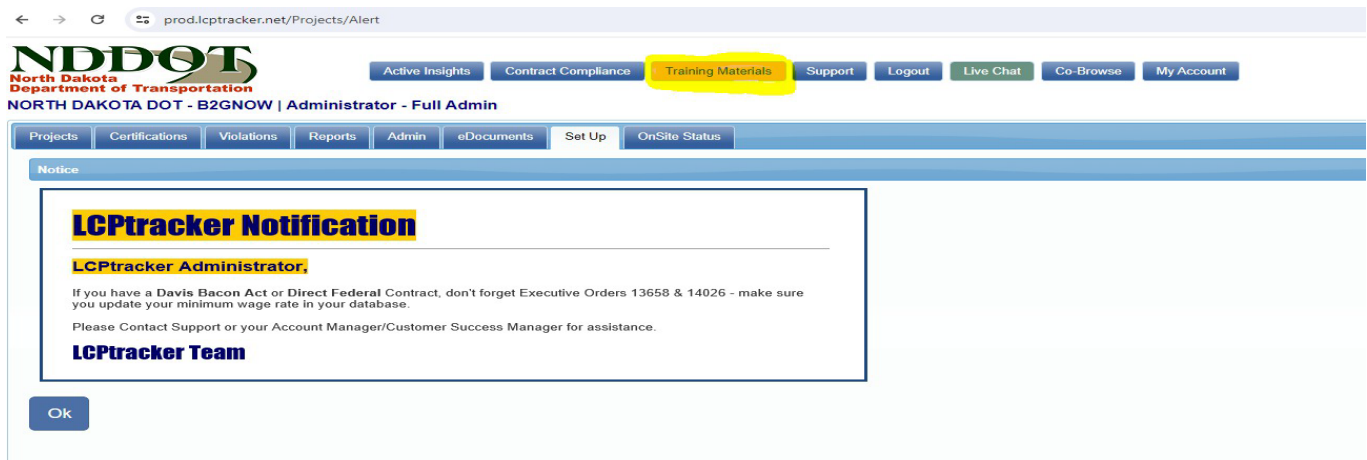
13. I forgot my e signature password?

Users can edit their signature at any time in your account under the set up – edit/reset signature. The administrator does not need to be contacted for this process.



14. Will there be training?

Yes. LCPTTracker offers both live internet-based training (webinars) for contractors and offers manuals and videos on how to use every function and role assigned in LCP Tracker. LCP Tracker Help Desk is very helpful in assisting with any issues that you may have with the system and can be reached at (714) 669-0052 option 4. LCP Tracker uses the co-browse function so that the support technician can view your account live. Additionally, LCP Tracker can be contacted using live chat or thru email. If you have any questions, you can also contact the LCP Tracker Program Administrator (701) 328-2605. I will include LCP Tracker training as part our of our annual external civil rights training or as required.



15. What if I want to get started this winter before I am assigned to a contract?

Contact the LCP Tracker Program Administrator (701) 328-2605 and an account will be set up to our Test Project. That way, you can practice uploading or inputting payroll and really using the product before the next construction season starts. We highly encourage you to take the webinar training prior to using the product on the Test Project.

Information on LCP Tracker is available at www.lcptracker.com. Once a Contractor is set up with an account, they may take advantage of self-guided online tutorials on www.lcptracker.com.

16. What if I make a mistake on payroll?

For a period of 60 days, you as a contractor may file a corrected payroll which supersedes an earlier payroll. After 60 days, contact your prime approver and you can get permission to edit the payroll. If a payroll has been certified by the primer approver and a mistake is found, the subcontractor must contact the prime approver and request a permit edit so that corrections to the payroll can be made.

17. What is the difference between a notice and a warning?

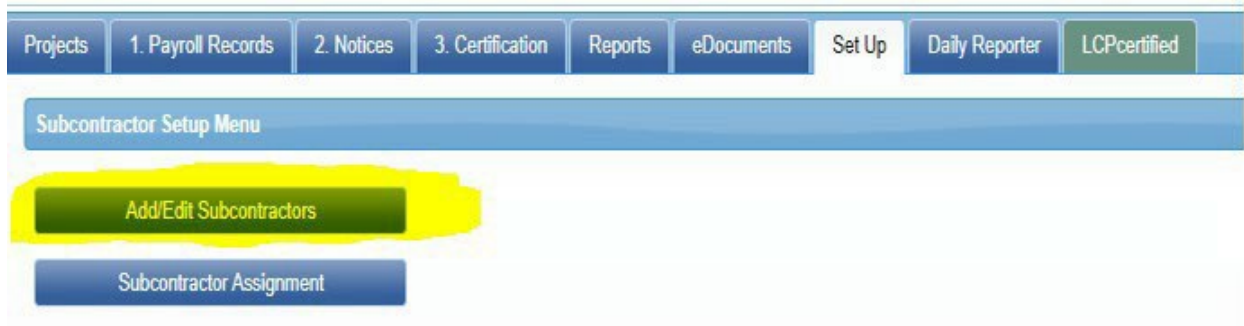
- **Notice** – this is a serious warning and must be corrected before you can submit your certified payroll report.
- **Warning** – this is to alert you that there may or may not be a problem. You should review it carefully before submitting the certified payroll report because it is possible that it represents a violation of certified payroll.

18. Do I still need to sign and provide a paper payroll?

No.

19. How do I add a subcontractor?

If a subcontractor is not listed in LCP Tracker they must be added first and then added to the project. This can be accomplished with either a contractor or prime approver account. If you have any questions, contact the LCP Tracker Program Administrator (701) 328-2605 and assistance will be provided.



20. All my employees have the same benefit package. Can I make bulk entries for all?

Yes. This can be accomplished under the set tab – fringe benefit maintenance.



21. What if I'm an owner-operator?

As long as you have no employees, you will be placed on the payroll of the company you are subcontracted to, with the "owner-operator" box checked and no other information (wages, hours) provided. If you have an employee working for you, even occasionally, you must set up a contractor account yourself and file. This function is performed in the contractors account(the account using your phone number to login) under the set up tab – add/edit employees.

The screenshot shows a web-based form for adding or editing employee information. The form is titled "Add / Edit Employee Information" and is part of a larger system with tabs for "Projects", "1. Payroll Records", "2. Notices", "3. Certification", "Reports", "eDocuments", "Set Up", "Daily Reporter", and "LCPcertified". The "Set Up" tab is active, and the "Select Employee To Edit" section shows "OWNER OPERATO..." selected. The form fields are as follows:

- First Name ***: BOB
- Last Name ***: OWNER OPERATOR
- Address 1 ***: 1234 Elm St
- Address 2**: (empty)
- City ***: Bismarck
- State ***: ND - NORTH DAKOTA
- Zip ***: 58501
- SSN ***: XXx-XX-3412
- Employee ID ***: 12
- Exemptions ***: 0
- Status**: ACTIVE
- Ethnicity ***: CAUCASIAN
- Date Hired ***: 5/1/2017
- Date Fingerprinted**: (empty)
- Phone Number ***: 9999999999
- Driver's License State**: (empty)
- Driver's License**: (empty)
- Worker's Comp Code**: (empty)
- Electrician License**: (empty)
- Gender ***: Male
- Hiring Source**: (empty)
- Disadvantaged
- Owner/Operator
- I certify that this employee is I9 verified.

An orange arrow points to the "Owner/Operator" checkbox, which is checked.

22. What if I'm a business owner and perform the work?

Those individuals who own at least 20% of the company and who perform the work of a laborer or mechanic on a federal-aid highway construction project, or the site of work, are not due Davis-Bacon wages. They should be placed on payroll as owners with no wages or financial information when doing so will aid in showing that a contractor filed necessary payroll. This function is performed in the contractors account (the account using your phone number to login) under the set up tab – add/edit employees.

Select an Employee
JAHNER, RUSSEL x ▾ Help

▼ Add / Edit Employee Information

First Name * Last Name *
RUSSEL JAHNER

Address 1 * Address 2
234 Elm Street

City * State Zip *
Bismarck ND - NORTH DAKOTA 58501

SSN * Employee ID
XXX-XX-1010 16

Exemptions * Status Ethnicity
2 ACTIVE CAUCASIAN

Date Hired Date Fingerprinted Phone Number *
2/14/2013 777-777-7777

Driver's License State Driver's License Worker's Comp Code Electrician License

Gender Hiring Source
Male

Disadvantaged
 Owner/Operator
 I certify that this employee is 19 verified.
 Business owner

23. Are non-performing payrolls required to be submitted?

Non-performing payrolls are required if a contractor will be on and off the site of work during a project. If a contractor submits their last payroll it is a good practice to include a note stating that the submitted payroll will be the last payroll for the project for tracking and audit purposes.

24. What if I use LCPTracker in another state? Do I need another account?

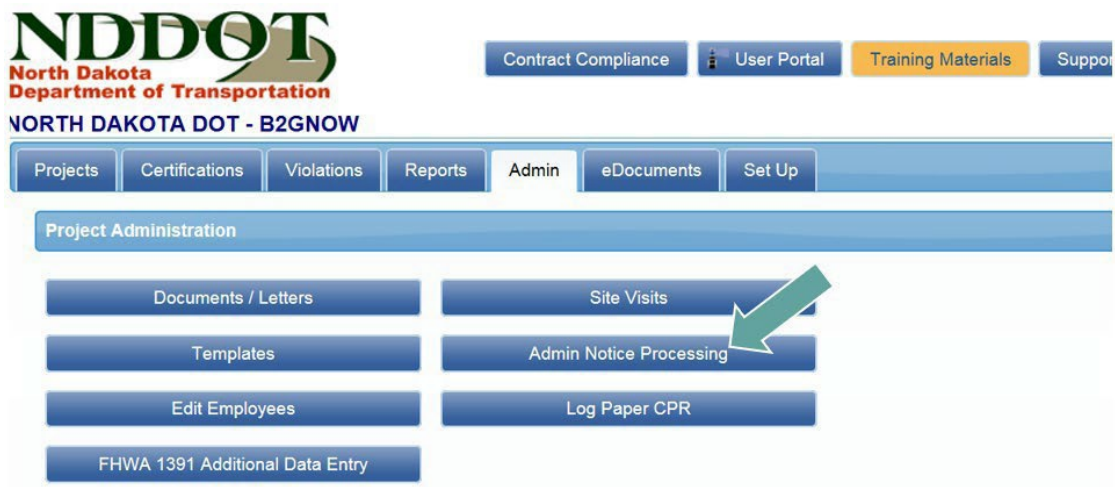
If a contractor has used LCP Tracker in another state, their account (i.e. username and password) should be valid for NDDOT purposes as well. Please notify the NDDOT and the previous account information will be noted. When a contractor signs into their account, the contractor will be prompted to pick a jurisdiction (NDDOT or CDOT) and thereafter the projects to which they are assigned in both states will appear under the Projects tab. If the contractor is a Prime on a NDDOT job, they may use the previous Contractor Account, but they must set up a new Prime Approver Account.

25. What do I need to do as a contractor about the 1391 report?

The 1391 report is used to collect data from contractors which is consolidated and sent to FHWA for review. The notification is sent to all contractors in July. The only requirement from contractors will be to enter crafts such as officials, supervisors, foreman/woman, and clerical positions, all other data is retrieved from submitted certified payrolls. The additional data entry function is found under the reports tab of a contractors account.



26. Can I send a message to a contractor that I am working with on a project within LCP Tracker?
Yes. By using the admin notice processing function you can send messages to subs and primes to reject a payroll if a discrepancy was found after certification, admin tab – admin notice processing.



27. I still have questions – is there someone I can talk to?

Contact the LCP Tracker Program Administrator at (701) 328-2605 with questions or LCP Tracker directly with contact information below.



There are three (3) ways to contact the LCPtracker Support team.

1. Phone: 714-669-0052 option 4; or
2. Email: Support@LCPtracker.com; or
3. Live Chat

The Co-Browse button is a feature that can be activated by you and a Support team member with a code to allow our team to see your screen. During a Co-Browse session, our team will only be able to see the LCPtracker Webpage and are unable to see personally identifiable information (PII) within LCPtracker.

If you prefer to call in, instead of being placed on hold, you are now able to leave your number and one of our Support team members will call you back in the order your call was received.

When sending an email, we ask that you include the following information to allow us to better assist you.

- Your Company Name
- Your User ID
- Your Name and Phone Number
- What the Issue is – please be as specific as possible so we can re-create the issue

28. What is fortify? It is a new digital identity provider bringing modern authentication concepts to users of the system. It is similar to those used by banks to verify identity. After you have received your onboarding email for fortify, please follow the steps provided. As a reminder, your profile will need to be updated also. To watch a video about fortify, please click on the training materials tab and the fortify help materials will be on the next page at the bottom.



NORTH DAKOTA DOT - B2GNOW | Administrator - Full Admin



Notice

LCPtracker Notification

LCPtracker Administrator:

If you have a Davis Bacon Act or Direct Federal Contract, don't forget Executive Orders 13658 & 14026 - make sure you update your minimum wage rate in your database.

Please Contact Support or your Account Manager/Customer Success Manager for assistance.

LCPtracker Team

Ok



Release Documents



Forms



Maryland Stadium
Authority

Illinois DOT



Fortify Help Materials



HUD Information