



Contractor Payroll Entry + Tips

Presented by Vanessa Ruiz and Victor Ruiz

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Support Supervisor, LCPtracker

Vanessa is a Supervisor for the Support Team at LCPtracker. She has over 8 years of customer service experience, with over 3 years of experience specifically in software support.

With 3 years working at LCPtracker, she possesses expansive knowledge of the system and its processes. She specializes in reviewing and testing potential bugs for the development team here at LCPtracker.



Victor Ruiz

Support Supervisor, LCPtracker

Victor has been working for LCPtracker Support for over 4 years. He oversees the merge process for subcontractors and is the SME for the B2GNow Synchronization.

Works in the CA, Orange office and is very well versed in both LCPtracker and LCPcertified.

AGENDA

- Manually Enter Payroll
- Uploading Payroll in the System
- Other Uploading Options
- Payroll Entry Tips and Tricks

Log in to your Contractor Account



- You should have received a welcome email with a User ID and Temporary password.
- Be sure to select the LCPtracker PRO login portal.
- Can be directed there by going to www.LCPtracker.net or navigating through the main website at www.LCPtracker.com

Additional Users



- If you have any other colleagues that will be working LCPtracker along side you, you can grant them their own login. This way you avoid sharing passwords.
- You can do this by going to the Set Up tab > Add/Edit Additional Users.
- This will grant access for the user using their email address as the user ID for the account.

Adding Employee Information

- Click on Set Up > Add/Edit Employee
- In order to report payroll records, you must add your employees into the system, for them to be available for selection.
- Information required varies by what the Administrator of the account has made a requirement.

Manually Entering Payroll

- Most common way for contractors to report in LCPtracker.
- Will require you to have the week-end date, work classification, pay rates and paycheck information prior to proceeding.
- Employee payroll records will be entered individually.

Verifying eDocument Requirements

- You can verify this by going to the eDocuments tab
- Requirement will be represented by either Y,N or R
 - Y= Yes, if applicable
 - N= Not Required
 - R= Required Prior to Certification

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eDocuments Main Menu

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

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

Document Types For Upload

Document Name	Req'd *	Expire Freq (month)	Document Description
Apprentice Certificate	Y	0	
Authorization for others to sign CPRs	Y	0.25	
C-CAC2	N	0	
Check Stubs	N	0	
DAS 140	N	0	
Fringe Benefits Statement	N	0	

Certifying your Payroll Records

- Vital step in fully submitting your payroll records.
- Will sign off on the certifications using your eSignature password.
- Need to verify if any eDocuments are required prior to certifying.

Uploading with LCPtracker's Excel Template

- The excel template can be used to quickly create employee profiles and payroll records.
- Encouraged to use when reporting for more than 15 employees weekly.
- The file can be set up for multiple projects, employees working multiple crafts, greatly reduce most or all manual entry.
- The excel template is free and available within your LCPtracker contractor account.
- You can find this under the 1. Payroll Records > Upload Records > Download Spreadsheet template

Reviewing the Payroll Record file

- Each column represents a field in either the payroll record, or the employee profile.
- Ensuring that all required information is on the file will lead to a better upload.
- Legend will describe each column.

Uploading the file

- Uploading the file will create any new employee records automatically by pulling the information off the file.
- Will greatly reduce manual entry if more than 15 employees.

Payroll Partners

Payroll Partners



Adding Subcontractors

- In most cases, you are required to set up your sub tiers, so that they can report their payroll records for their employees.
- If the subcontractor has an existing user ID, you want to be sure to obtain that from them to avoid multiple user IDs for the sub.
- Subcontractor set up will be a 2-step process; creating the account and assigning to specific project.

Tips

Copy Employee

- This feature is utilized to copy the full employee list from an existing database, in order to avoid manual re-entry for the employees.
- Can copy over even if user IDs are different, as long as you have the password.
- Located under the Set Up tab > Copy Employees.

Copy Payrolls

- Utilized to copy employee payroll hours, wages and check information.
- Encouraged to use when employees work constant hours.
- Can select which employees you want to copy from the previous week.

Fringe Benefit Maintenance/ Default Hourly Fringes

- This feature is used to set up 3rd party fringes.
- **Keep in mind that using this feature will override the employee set up moving forward.**

CPR Draft Report

- This will show you a preview of the CPR to ensure everything looks correct.
- This is how the Admin will view the CPR for approval.



Get
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With Us



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COPY EMPLOYEES

TO COPY YOUR EMPLOYEES FROM ONE ACCOUNT TO ANOTHER, FOLLOW THE STEPS BELOW:

1. SET UP > COPY EMPLOYEES
2. ENTER THE SOURCE ID AND SOURCE PASSWORD. THIS IS THE ID AND PASSWORD YOU WISH TO COPY FROM. THIS IS HOW THE SYSTEM WILL ACCESS THE EMPLOYEE PROFILES.
3. ENTER THE TARGET ID AND TARGET PASSWORD. THIS IS THE ID AND PASSWORD YOU WISH TO COPY TO.
4. CLICK COPY.

DEFAULT HOURLY PAID FRINGES

(PAID TO A FUND ON BEHALF OF THE EMPLOYEE)

IN THIS SECTION, YOU ENTER HOURLY RATES PAID FOR FRINGE BENEFITS PAID INTO FUNDS. THIS DATA IS USED TO STREAMLINE DATA ENTRY.

PAYMENT TO SEVERAL FUNDS MIGHT HAVE TO BE COMBINED INTO ONE FIELD.

FRINGE BENEFIT MAINTENANCE

THE FRINGE BENEFITS MAINTENANCE IS BENEFICIAL TO USE IF:

- REPORTING FOR MULTIPLE PROJECTS WITH DIFFERENT RATES
- SETTING UP FUTURE PREDETERMINED INCREASES
- IF ALL/SOME OF YOUR EMPLOYEES EARN THE SAME FRINGE BENEFIT PACKAGE

THIS CAN BE UTILIZED UNDER SET UP > FRINGE BENEFITS MAINTENANCE.

- SELECT A PROJECT
- SELECT AN EFFECTIVE DATE
- CHECK OFF THE EMPLOYEES THESE RATES WILL APPLY TO; YOU CAN ALSO USE THE CHECK ALL OPTION
- ENTER THE HOURLY RATES FOR EACH FRINGE BENEFIT

COPY PAYROLL RECORDS

CLICK ON TAB '1. PAYROLL RECORDS' > COPY PREVIOUS PAYROLL

CPR DRAFT REPORT

IF YOU HAVE ENTERED ALL PAYROLL RECORDS AND WISH TO LOOK AT THE CPR IN A DRAFT FORMAT BEFORE CERTIFYING, YOU CAN VIEW PRIOR TO THE 3. CERTIFICATION PROCESS BY GOING TO 'REPORTS' > 'CERTIFIED PAYROLL REPORT' > DRAFT

