



Contractor Reports Bingo

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Bingo!

Reports Catalog

How To Access

- Training Materials button
- Webinars and Documents

KNOWLEDGE CENTER CONTRACTOR TRAINING DOCUMENTATION

Training Documentation Categories

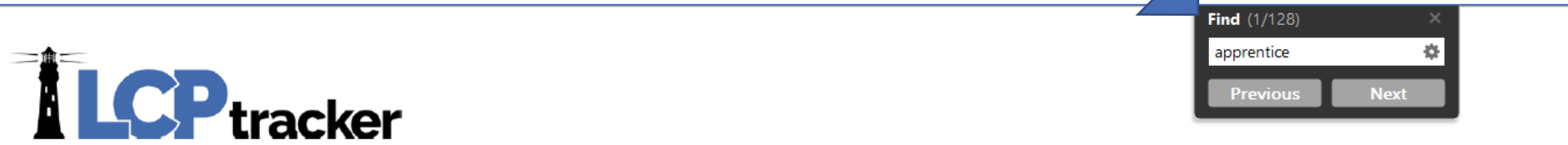
Home
Contractors
Administrator
Construction Site Compliance
State Specific Information
Release Documents
Forms
Maryland Stadium Authority
Illinois DOT

Contractor Training Documentation

- Contractor User Manual
- Contractor Quick Start Guide
- Contractor FHWA Reporting Guide
- Reporting Restitution
- How to I-9 Verify, VAL_29
- Contractor DIR XML Instructions
- Address Validation Functionality in LCPtracker
- Find Your Labor Compliance / Prevailing Wage Administrator
- Detailed Other Deductions Feature
- Contractor Assignment Tree View for Contractors
- Guide to WA L&I Features
- HUD New Section 3 Features
- B2Gnow / LCPtracker Guide
- Reports Catalog

Finding a Specific Report

- Two Ways:
 1. You can do a Ctrl + F to search using a key word
 2. Within the table of contents, find the report name and click on the link to take you to that report in the document



COMPLIANCE REPORTS	19
ALL NOTICES REPORT	20
CERTIFIED PAYROLL SUMMARY REPORT	22
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Bingo!



What button do you click to find the Reports Catalog?

Watch Now

Training Materials

Live Chat



What button do you click to find the Reports Catalog?

Watch Now

Training Materials

Live Chat



How can you search for different reports in the Reports Catalog?

Ctrl+S

Ctrl+F

Clicking on the title of the report



How can you search for different reports in the Reports Catalog?

Ctrl+S

Ctrl+F

Clicking on the title of the report

Sum It Up

Apprentice Hours Report by City	E-Document Report-1	Local Workforce Utilization Report
Apprentice Hours Report by Contractor	E-Document Report-2	Multiple CPR Report
Apprentice Hours Report by Trade	Employee List Report	New Hire
Apprentice/Trainee List Report	FHWA 1391 Additional Data Entry Status Report	Payroll Details
CC-257 Monthly Emp Utilization Report	FHWA 1391 Report	Payroll Details with Uncertified Payrolls
Certified Payroll Report	FHWA Contractor Submittal Report	Training Reimbursement Report
Certified Payroll Report - Draft	FHWA Recovery Act 1589 Report	Workforce Utilization Summary Report
Certified Payroll Summary Report	Hours Worked by City	
Contractor Assignments Report	Late CPR Summary Report	

Certified Payroll Summary Report

- Can run this report for closed projects
- Various output formats available

Certified Payroll Summary Report

Certified Payroll Summary selection parameters

Report by: Project Contractor



Select Department
-- All Departments -- ▾

Select Project *
Select Project ▾
 Include Closed Projects

Select Contractor
All Contractors ▾

Sub To | Contract ID
▾

Select Work Order
-- All Work Orders -- ▾

From Week End Date  To Week End Date 

Output Format
 PDF Ms-Word Ms-Excel

Certified Payroll Summary Report

- See possible reporting gaps
- Notes are visible

LCP tracker From: 1/1/2022 To: 3/1/2023

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | Set Up

Contractor Notices

Project: All Projects

From Date: [] To Date: [] Include Closed Admin Notices

Payroll Notices (3) | Daily Log Notices (0) | Administrator Notices (0)

No administrator notices

Certification Wizard Step 2 of 2

Date: 4/21/2023

I, DESIRAE GOODE, Owner, do hereby state:

(1) That I pay or supervise the payment of the persons employed by D GOODE INC. on the LEVEL PLAZA; that during the payroll period commencing on 3/12/2023 and ending on 3/18/2023 all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said D GOODE INC. from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), described below:

Remarks: []

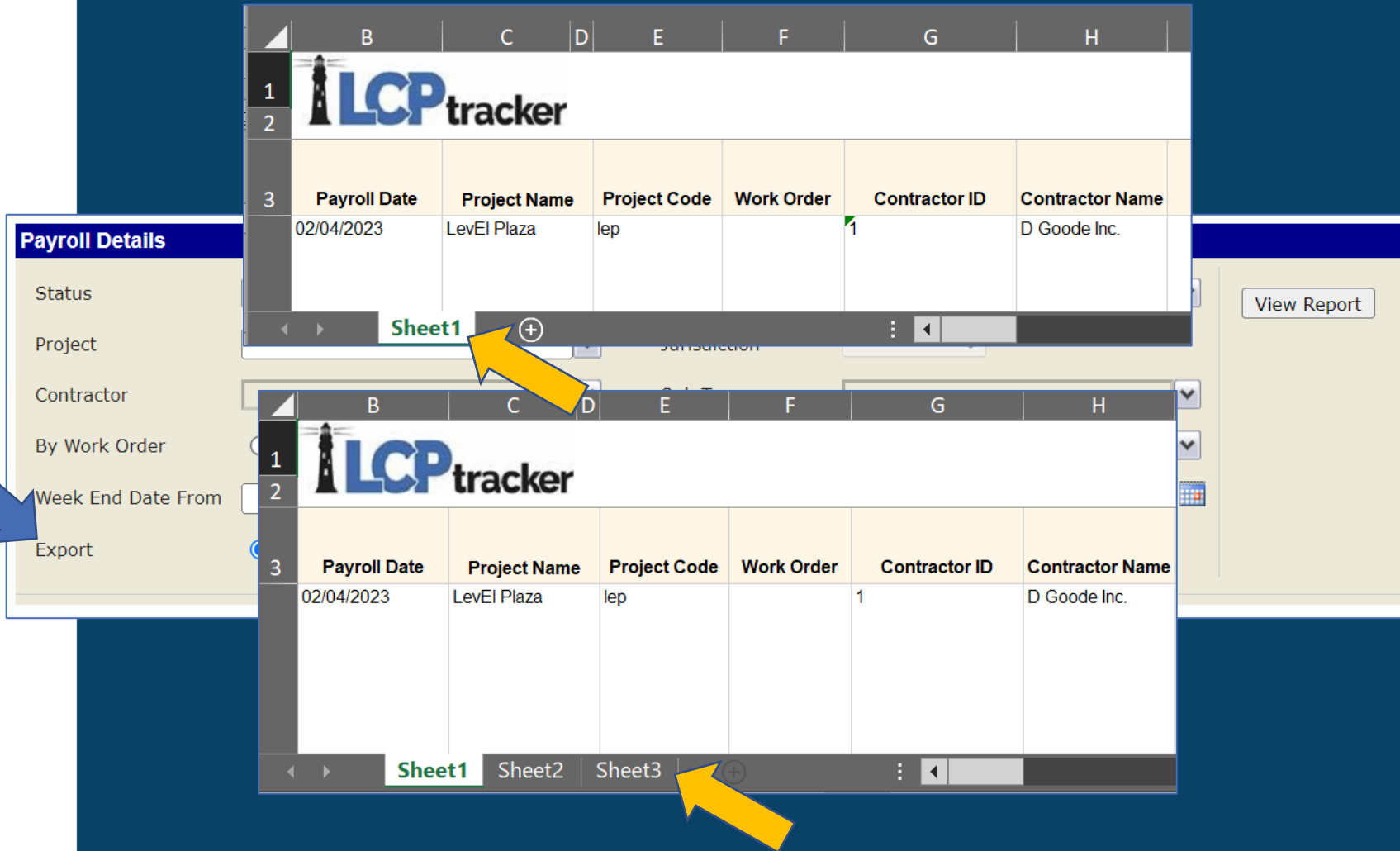
eSignature Password: []

Possible Reporting Gap

Apprentice Hours Report by City	E-Document Report-1	Local Workforce Utilization Report
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Payroll Details

- Able to pull data for closed projects
- Export options:
 - True = all information will populate on a single page
 - False = each contractor's information will populate on individual tabs



The screenshot displays the 'Payroll Details' interface. On the left, a sidebar menu includes 'Status', 'Project', 'Contractor', 'By Work Order', 'Week End Date From', and 'Export'. The main area shows two overlapping spreadsheet windows. The top window, titled 'Sheet1', contains a table with the following data:

Payroll Date	Project Name	Project Code	Work Order	Contractor ID	Contractor Name
02/04/2023	LevEI Plaza	lep		1	D Goode Inc.

The bottom window, titled 'Sheet1', 'Sheet2', and 'Sheet3', shows the same table. A blue arrow points from the 'Export' option in the sidebar to the top window. A yellow arrow points to the '+' icon in the sheet tab bar of the top window. Another yellow arrow points to the '+' icon in the sheet tab bar of the bottom window. A 'View Report' button is visible on the right side of the interface.

Payroll Details

- Export this report in Excel
- Utilize the filters feature in Excel
- Sum feature in Excel can help you double check data
- Pivot tables in Excel great option too

The screenshot displays an Excel spreadsheet with two tables. The top table has columns: Payroll Date, Project Name, Project Code, Work Order, Other Deductions, Rate in Lieu of Fringes, and Total Hours. The bottom table has columns: State, Zip Code, Date Hired, and Ethnicity. A third table on the right shows Classification, Wage Determination, and Gross Pay. Annotations include blue arrows pointing to the Filter icon in the ribbon, the 'Total Hours' column, and a cell with the value '270'. Yellow boxes highlight the 'Payroll Date', 'Project Name', 'Project Code', 'Work Order', 'State', 'Zip Code', 'Date Hired', and 'Ethnicity' columns.

Payroll Date	Project Name	Project Code	Work Order	Other Deductions	Rate in Lieu of Fringes	Total Hours
09/05/2021	LevEl Theater	091406.0730	72013	0.0000	0.0000	40
09/05/2021	LevEl Theater	091406.0730	72013	0.0000	0.0000	39
09/05/2021	LevEl Theater	091406.0730	72013	0.0000	0.0000	40
09/12/2021	LevEl Theater	091406.0730	72013	0.0000	0.0000	6
09/12/2021	LevEl Theater	091406.0730	72013	0.0000	0.0000	40
09/12/2021	LevEl Theater	091406.0730	72013	0.0000	0.0000	44
09/12/2021	LevEl Theater	091406.0730	72013	0.0000	0.0000	14
09/12/2021	LevEl Theater	091406.0730	72013	0.0000	0.0000	47
09/12/2021	LevEl Theater	091406.0730	72013	0.0000	0.0000	38
09/12/2021	LevEl Theater	091406.0730	72013	0.0000	0.0000	1
09/12/2021	LevEl Theater	091406.0730	72013	0.0000	0.0000	1

State	Zip Code	Date Hired	Ethnicity
CA	12345	05/02/2021	CAUCASIAN
CA	12345	04/14/2018	HISPANIC
CA	12345	01/01/2000	CAUCASIAN
CA	12345	11/01/2020	CAUCASIAN
CA	12345	12/01/2017	HISPANIC
CA	12345	12/23/2003	CAUCASIAN
CA	12345	04/15/2021	CAUCASIAN
CA	12345	10/24/2013	CAUCASIAN
CA	12345	04/30/2007	HISPANIC

Classification	Wage Determination	Gross Pay
Mechanic less than 5 years	SC-62-X-999-2021-1	4000.00
Apprentice Elevator Constructor Mechanic (less than 5 years) (South of the Tehachapi Line) 2	IMP/INY/KER/LOS/ORA/RIV/SBR/SDI/SLO/STB/VEN-2021-1	3900.00
Helper less than 5 years	SC-62-X-999-2021-1	1200.00
Mechanic less than 5 years	SC-62-X-999-2021-1	4000.00
Apprentice Elevator Constructor Mechanic (less than 5 years) (South of the Tehachapi Line) 2	IMP/INY/KER/LOS/ORA/RIV/SBR/SDI/SLO/STB/VEN-2021-1	3900.00
Helper less than 5 years	SC-62-X-999-2021-1	1200.00
Mechanic less than 5 years	SC-62-X-999-2021-1	4000.00
Group 1	SC-23-102-2-2020-1	1506.70
Asbestos and Lead	SC-102-882-1-	100.00



Bingo!



The Certified Payroll Summary Report allows you to easily find...

Total wages on a project

Apprentice/Journeymen ratios

Possible reporting gaps



The Certified Payroll Summary Report allows you to easily find...

Total wages on a project

Apprentice/Journeymen ratios

Possible reporting gaps



What types of notes can you find on the Certified Payroll Summary Report?

Remarks from re-certified CPRs

Administrator notes on rejected CPRs

Other deduction notes



What types of notes can you find on the Certified Payroll Summary Report?

Remarks from re-certified CPRs

Administrator notes on rejected CPRs

Other deduction notes



What can you NOT find on the Certified Payroll Summary Report?

Payroll numbers

Final statuses

Gross earnings



What can you NOT find on the Certified Payroll Summary Report?

Payroll numbers

Final statuses

Gross earnings



On the Payroll Details report, which export option will give you all of your data on a single Excel sheet?

True

False

The logo for IGNITE 2023 is displayed on a dark blue background. The word "IGNITE" is in large, white, bold, sans-serif capital letters, with a vertical orange bar to the left of the "I". Below "IGNITE", the year "2023" is written in a smaller, orange, sans-serif font. The background of the logo area is a photograph of a city skyline at dusk or night, featuring several tall buildings and a street with palm trees in the foreground.

IGNITE
2023

On the Payroll Details report, which export option will give you all of your data on a single Excel sheet?

True

False

The logo for IGNITE 2023 features the word "IGNITE" in white, bold, uppercase letters, with a vertical orange bar to the left of the "I". Below "IGNITE" is the year "2023" in orange, bold, uppercase letters. The logo is set against a dark blue background with a hexagonal pattern. The background of the slide is a night cityscape with illuminated buildings and a central monument.

IGNITE
2023

Which is the best format to pull the Payroll Details report?

Excel

PDF

Word



Which is the best format to pull the Payroll Details report?

Excel

PDF

Word

Training Track

Apprentice Hours Report by City	E-Document Report-1	Local Workforce Utilization Report
Apprentice Hours Report by Contractor	E-Document Report-2	Multiple CPR Report
Apprentice Hours Report by Trade	Employee List Report	New Hire
Apprentice/Trainee List Report	FHWA 1391 Additional Data Entry Status Report	Payroll Details
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Contractor Assignments Report	Late CPR Summary Report	

Apprentice Hours Report by Contractor

- Can be ran for closed projects
- Craft detail – extended or roll up

Apprentice Hours Report by Contractor

Project status	Active	Select departments		View Report
Select project(s)		Select a jurisdiction		
Select contractor(s)		Contractor assignment(s)		
Filter by work order?	<input type="radio"/> True <input checked="" type="radio"/> False	Select work orders		
Week End Date From		Week End Date To		
Select crafts		Standard hours only?	<input type="radio"/> True <input checked="" type="radio"/> False	
With laborer hours?	<input checked="" type="radio"/> True <input type="radio"/> False	Show craft detail?	<input type="radio"/> True <input checked="" type="radio"/> False	

Drywall Installer / Lather (Carpenter)

Laborer and Related Classifications

PAINTER

Group 3 Area 1

PAINTER

TAPER

Apprentice Hours Report by Contractor

- Shows Journeymen and Apprentice Hours, Ratio, & Goal Info
 - (Goals are based on the Apprentice % Goal entered by the Administrator of your database)
- Subtotals by Contractor
- Project total

LCP tracker Apprentice Hours Report by Contractor Report Date: 3/15/2023

From 1/1/2023 to 3/31/2023 Total Hours: Standard, overtime and doubletime

Project Name: LevEI Plaza	Jurisdiction: California				
Project Manager: Desirae Goode	Estimated Start Date				
Trade	Journeyman hours	Apprentice hours	Ratio (%)	Goal (%)	Goal hours
Contractor: D Goode Inc. Prime Contractor: N/A					
Drywall Installer / Lather (Carpenter)	552.00	112.00	16.87%	30.00%	165.60
Apprentice Drywall Installer/Lather (3rd Shift) 7	0.00	112.00	100.00%	30.00%	0.00
Drywall Installer / Lather Area 1	552.00	0.00	0.00%	30.00%	165.60
Laborer and Related Classifications	64.00	0.00	0.00%	30.00%	19.20
Group 3 Area 1	64.00	0.00	0.00%	30.00%	19.20
PAINTER	376.00	0.00	0.00%	30.00%	112.80
TAPER	276.00	0.00	0.00%	30.00%	82.80
**Subtotal:	992.00	112.00	10.14%	30.00%	297.60
Contractor: El Rigging Prime Contractor: D Goode Inc.					
SHEET METAL WORKER	108.00	0.00	0.00%	30.00%	32.40
SHEET METAL WORKER	108.00	0.00	0.00%	30.00%	32.40
**Subtotal:	108.00	0.00	0.00%	30.00%	32.40
Contractor: Levi Engineering Prime Contractor: D Goode Inc.					
Project Total:	2,716.00	591.00	17.87%	30.00%	814.80

*Ratio (%) is calculated as (Apprentice Hrs / (Apprentice Hrs + Journeyman Hrs)) * 100

**Subtotal is calculated as the sum of all the hours from the main craft rows for that contractor only; this total does not include hours from the individual journeylevel rows



Apprentice Hours Report by City	E-Document Report-1	Local Workforce Utilization Report
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CC-257 Monthly Emp Utilization Report	FHWA 1391 Report	Payroll Details with Uncertified Payrolls
Certified Payroll Report	FHWA Contractor Submittal Report	Training Reimbursement Report
Certified Payroll Report - Draft	FHWA Recovery Act 1589 Report	Workforce Utilization Summary Report
Certified Payroll Summary Report	Hours Worked by City	
Contractor Assignments Report	Late CPR Summary Report	

Apprentice Hours Report by City

- The cities listed are pulled from the Employee Profiles

Apprentice Hours Report by City

Project status:
Select project(s):
Select contractor(s):
Filter by work order? True False
Standard hours only? True False
Week End Date From:

Select department(s):
Select a jurisdiction:
Contractor assignment(s):
Work order(s):
Select a city:


Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | Set Up | Daily Reporter | LCPcertified

Setup Main Menu

Add/Edit Employee	Company Information	Add/Edit Craft Name
Fringe Benefits Maintenance	Copy Employees	Add/Edit Work Order
Subcontractor Setup	Add/Remove County Match	Add/Edit Additional Users
Edit Login Password	Add/Remove Craft Match	
Edit/Reset eSignature	Add/Remove Project Match	


Apprentice Hours Report by City

- Total hours and city specific hours
- Apprentice and journeymen hours
- City specific apprentice hours
- Apprentice/ journeymen ratio

		Orange Hours From 1/1/2023 to 3/31/2023				Report Date: 3/15/2023	
Total Hours: Standard, overtime and doubletime		Total Employee Hours	Orange Hours	Apprentice Hours	Journeyman Hours	Orange Apprentice Hours	*Apprentice / Journeyman Ratio
Project / Contractor							
LevEI Plaza							
D Goode Inc.							
	ROOFER	160.00	0.00	40.00	120.00	0.00	33.33%
	Subtotal:	160.00	0.00	40.00	120.00	0.00	33.33%
EI Rigging							
	Drywall Installer / Lather (Carpenter)	664.00	0.00	112.00	552.00	0.00	20.29%
	Laborer and Related Classifications	64.00	64.00	0.00	64.00	0.00	0.00%
	PAINTER	376.00	112.00	0.00	376.00	0.00	0.00%
	Subtotal:	1,104.00	176.00	112.00	992.00	0.00	11.29%
Levi Engineering							
	PLUMBER	266.00	0.00	133.00	133.00	0.00	100.00%
	SHEET METAL WORKER	483.00	0.00	202.00	281.00	0.00	71.89%
	Subtotal:	749.00	0.00	335.00	414.00	0.00	80.92%
Project Total:		3,307.00	577.00	591.00	2,716.00	0.00	21.76%
Grand Total:		3,307.00	577.00	591.00	2,716.00	0.00	21.76%
**Percentage:			17.45%			0.00%	

Apprentice Hours Report by City

- Subtotals for contractors
- Project totals
- Grand totals, if you have more than one project selected
- Percentage of Total Hours

		Orange Hours From 1/1/2023 to 3/31/2023				Report Date: 3/15/2023	
Total Hours: Standard, overtime and doubletime Project / Contractor		Total Employee Hours	Orange Hours	Apprentice Hours	Journeyman Hours	Orange Apprentice Hours	*Apprentice / Journeyman Ratio
LevEI Plaza							
D Goode Inc.							
ROOFER		160.00	0.00	40.00	120.00	0.00	33.33%
Subtotal:		160.00	0.00	40.00	120.00	0.00	33.33%
EI Rigging							
Drywall Installer / Lather (Carpenter)		664.00	0.00	112.00	552.00	0.00	20.29%
Laborer and Related Classifications		64.00	64.00	0.00	64.00	0.00	0.00%
PAINTER		376.00	112.00	0.00	376.00	0.00	0.00%
Subtotal:		1,104.00	176.00	112.00	992.00	0.00	11.29%
Levi Engineering							
PLUMBER		266.00	0.00	133.00	133.00	0.00	100.00%
SHEET METAL WORKER		482.00	0.00	202.00	281.00	0.00	71.80%
Subtotal:		748.00	0.00	335.00	414.00	0.00	33.82%
Project Total:		3,307.00	577.00	591.00	2,716.00	0.00	21.76%
Grand Total:		3,307.00	577.00	591.00	2,716.00	0.00	21.76%
**Percentage:			17.45%			0.00%	

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Apprentice/Trainee List Report

- Pulls information that includes “Apprentice” or “Trainee” in the classification description
- Can select all or individual employees and crafts

Apprentice / Trainee List Report

Select Department
All Departments

Select Project
All Projects

Select Contractor
All Contractors

Select Jurisdiction
Select Jurisdiction

From Week End Date To Week End Date

Select Apprentice Name

Select Craft

Sort Order
Week End Date

Cancel Run

Craft	Classification
BRICK MASON	BRICK MASON
BRICK MASON	BRICK MASON
BRICK tender	brick tender
Laborer	Group 1
PAINTER	Apprentice Painter (Includes Antelope Valley Area) 4
PAINTER	INDUSTRIAL PAINTER
PAINTER - INDUSTRIAL	Apprentice Industrial Painter 4
POWER EQUIPMENT OPERATOR	Bulldozer

Apprentice/Trainee List Report

Apprentice/Trainee List Report

Start Date: 1/1/2021 12:00:00AM

End Date : 4/23/2023 12:00:00AM

Jurisdiction: California

Report Date: 04/23/2023

Name	Craft	Classification	Contractor
EXAMPLE, LEVI	OPERATING ENGINEER (HEAVY & HIGHWAY WORK)	Apprentice Operating Engineer 5 (Area 1)	D Goode Inc.
EXAMPLE, LEVI	OPERATING ENGINEER (HEAVY & HIGHWAY WORK)	Apprentice Operating Engineer 5 (Area 1)	D Goode Inc.
TRIAL, REED	Laborer and Related Classifications	Apprentice Laborer 1	D Goode Inc.
INSTANCE, RAE ANN	Laborer and Related Classifications	Apprentice Laborer 1	D Goode Inc.

Approved	Approved Date	Expire Date	Appr Cert	Appr Prgm	Week End Date
Y	12/16/2022	12/31/2023	Approved	ALL	7/30/2022
Y	12/16/2022	12/31/2023	Approved	ALL	8/20/2022
Y	8/20/2021	12/31/2027	Approved	ALL	8/20/2022
Y	3/24/2023	3/24/2024	Approved	ALL	11/6/2022

Start Date: 1/1/2021 12:00:00AM

End Date : 4/23/2023 12:00:00AM

Jurisdiction: California

Name	Craft	Classification	Contractor	Rate %	Level	Project
EXAMPLE, LEVI	OPERATING ENGINEER (HEAVY & HIGHWAY WORK)	Apprentice Operating Engineer 5 (Area 1)	D Goode Inc.	85.00	5	Los Alamitos
EXAMPLE, LEVI	OPERATING ENGINEER (HEAVY & HIGHWAY WORK)	Apprentice Operating Engineer 5 (Area 1)	D Goode Inc.	85.00	5	Los Alamitos Treehouse Park
TRIAL, REED	Laborer and Related Classifications	Apprentice Laborer 1	D Goode Inc.	65.00		Los Alamitos Treehouse Park
INSTANCE, RAE ANN	Laborer and Related Classifications	Apprentice Laborer 1	D Goode Inc.	-		Los Alamitos Treehouse Park





Bingo!



What types of limits can you include on the Apprentices Hours Report by Contractor?

Showing only OT hours

Removing laborer hours

Limiting the report to only display crafts



What types of limits can you include on the Apprentices Hours Report by Contractor?

Showing only OT hours

Removing laborer hours

Limiting the report to only display crafts



What kind of information is **EXCLUDED** from the Apprentices Hours Report by Contractor?

Contractor subtotals

Goal hours

Trainee/apprentice ratios



What kind of information is **EXCLUDED** from the Apprentices Hours Report by Contractor?

Contractor subtotals

Goal hours

Trainee/apprentice ratios



On the Apprentices Hours Report by Contractor, who maintains the Apprentices Goal percentage?

Administrators of the database

General contractors

Prime contractors



On the Apprentice Hours Report by Contractor, who maintains the Apprentice Goal percentage?

Administrators of the database

General contractors

Prime contractors



Where do the cities listed in the dropdown for the Apprentices Hours Report by City pull from?

Project setup

Company information

Employee profiles



Where do the cities listed in the dropdown for the Apprentices Hours Report by City pull from?

Project setup

Company information

Employee profiles



What item is NOT on the Apprentices Hours Report by City?

Apprentice to JM ratios

City specific hours

Total of apprentice hours



What item is NOT on the Apprentices Hours Report by City?

Apprentice to JM ratios

City specific hours

Total of apprentices hours



What totals can you find on the Apprentices Hours Report by City?

Project wage totals

Total hours worked on a project

Total trainee hours on a project



What totals can you find on the Apprentices Hours Report by City?

Project wage totals

Total hours worked on a project

Total trainee hours on a project



Which word needs to be included in a classification name to show on the Apprentice/Trainee List Report?

Trainee

Journeyman

Apprentice



Which word needs to be included in a classification name to show on the Apprentice/Trainee List Report?

Trainee

Journeyman

Apprentice



Which dates will display on the Apprenticeship/Trainee List Report?

Apprentice approval date

Apprentice expiration date

Applicable week end date



Which dates will display on the Apprenticeship/Trainee List Report?

Apprentice approval date

Apprentice expiration date

Applicable week end date



Names of Journeymen workers will display on the Apprentice/Trainee List Report.

They will.

They will not.



Names of Journeymen workers will display on the Apprentice/Trainee List Report.

They will.

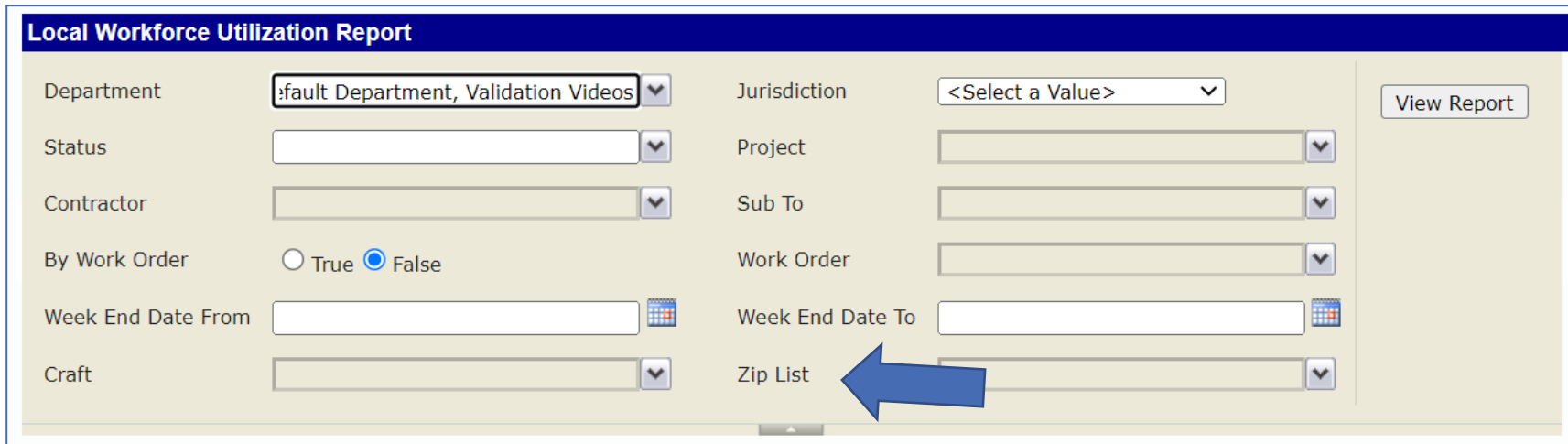
They will not.

Hit the Goal

Apprentice Hours Report by City	E-Document Report-1	Local Workforce Utilization Report
Apprentice Hours Report by Contractor	E-Document Report-2	Multiple CPR Report
Apprentice Hours Report by Trade	Employee List Report	New Hire
Apprentice/Trainee List Report	FHWA 1391 Additional Data Entry Status Report	Payroll Details
CC-257 Monthly Emp Utilization Report	FHWA 1391 Report	Payroll Details with Uncertified Payrolls
Certified Payroll Report	FHWA Contractor Submittal Report	Training Reimbursement Report
Certified Payroll Report - Draft	FHWA Recovery Act 1589 Report	Workforce Utilization Summary Report
Certified Payroll Summary Report	Hours Worked by City	
Contractor Assignments Report	Late CPR Summary Report	

Local Workforce Utilization Report

- Zip lists created and maintained by the Administrator



The screenshot shows a web form titled "Local Workforce Utilization Report". The form contains several input fields and a button. A blue arrow points to the "Zip List" dropdown menu.

Local Workforce Utilization Report				
Department	<input type="text" value=":fault Department, Validation Videos"/>	Jurisdiction	<input type="text" value="<Select a Value>"/>	<input type="button" value="View Report"/>
Status	<input type="text"/>	Project	<input type="text"/>	
Contractor	<input type="text"/>	Sub To	<input type="text"/>	
By Work Order	<input type="radio"/> True <input checked="" type="radio"/> False	Work Order	<input type="text"/>	
Week End Date From	<input type="text"/>	Week End Date To	<input type="text"/>	
Craft	<input type="text"/>	Zip List	<input type="text"/>	

Local Workforce Utilization Report

Report Date: 4/25/2023
Date Range: 1/1/2023 – 3/31/2023

DGOODE PRESENTATION DATABASE LOCAL WORKER UTILIZATION REPORT BY CONTRACTOR



Project: LevEI Plaza
Project Code: lep
Contractor: D Goode Inc.
Assignment: Prime Contractor
Craft: Multiple Crafts
Work Order: N/A

Area	Total Number of Workers	% of Total Workers	Total Hours Worked	% of Total Hours Worked	Wages w/o Benefits	Wages w/ Benefits	Number of Apprentices	Number of Journeymen	Number of Foremen	Number of Owner Operators	Number of Supervisors
Zip Lists											
Orange County	23	32.39%	6,474.50	67.77%	\$295,139.25	\$401,298.69	4	19	6	0	0
Employees Not in Specified Zip Lists	48	67.61%	3,079.50	32.23%	\$152,687.83	\$204,736.50	5	43	6	0	0
Demographic Profile											
African American	2	2.82%	632.50	6.62%	\$27,639.19	\$39,403.63	0	2	1	0	0
Asian	0	0.00%	0.00	0.00%	\$0.00	\$0.00	0	0	0	0	0
Caucasian	14	19.72%	3,370.50	35.28%	\$155,478.24	\$209,277.71	2	12	3	0	0
Hispanic	49	69.01%	4,266.00	44.65%	\$202,426.56	\$273,374.78	6	43	6	0	0
Native American	0	0.00%	0.00	0.00%	\$0.00	\$0.00	0	0	0	0	0
Other	6	8.45%	1,285.00	13.45%	\$62,283.09	\$83,979.07	1	5	2	0	0
Male	71	100.00%	9,554.00	100.00%	\$447,827.08	\$606,035.19	9	62	12	0	0
Female	0	0.00%	0.00	0.00%	\$0.00	\$0.00	0	0	0	0	0
Veteran	0	0.00%	0.00	0.00%	\$0.00	\$0.00	0	0	0	0	0
Disadvantaged	0	0.00%	0.00	0.00%	\$0.00	\$0.00	0	0	0	0	0
Total	71	100.00%	9,554.00	100.00%	\$447,827.08	\$606,035.19	9	62	12	0	0

- Employees from selected Zip List
- All other employees
- Also broken down by:
 - Ethnicity
 - Gender
 - Veteran Status
 - Disadvantaged
- Total workers
- Total hours
- Total wages

Apprentice Hours Report by City	E-Document Report-1	Local Workforce Utilization Report
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Workforce Utilization Summary Report

April 2023						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22

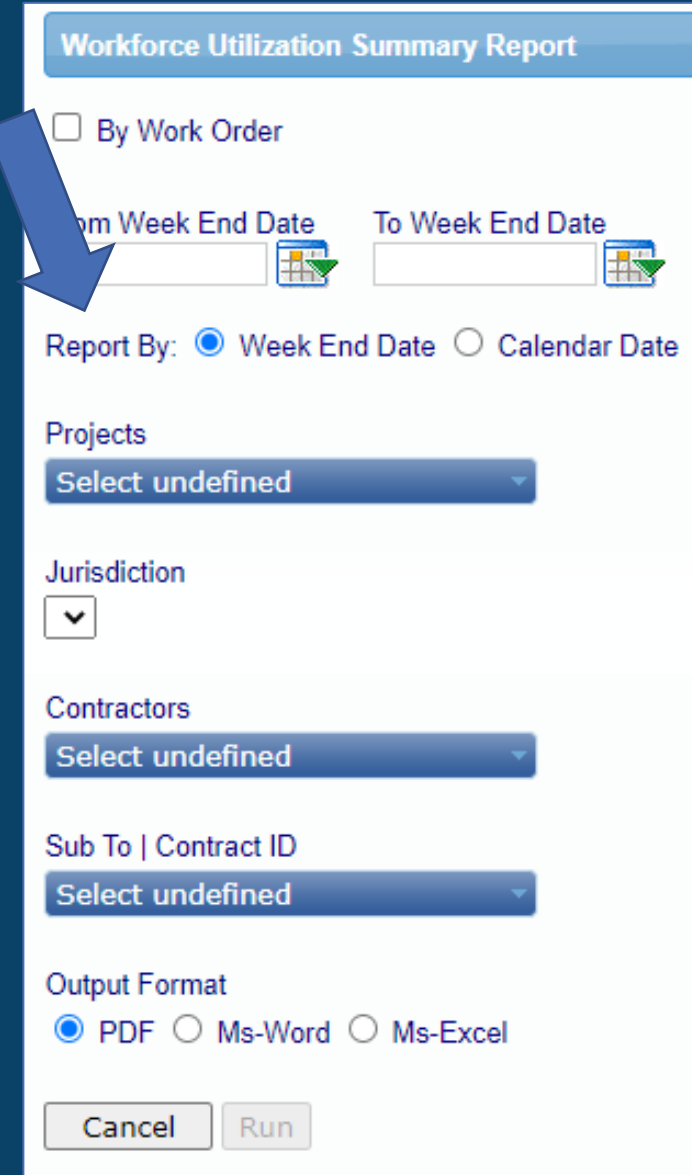
- Week End Date vs Calendar Date

Example:

04/09/2023 – 04/15/2023

Contractor A used week end date 04/12/2023

Contractor B used week end date 04/18/2023



Workforce Utilization Summary Report

By Work Order

From Week End Date To Week End Date

Report By: Week End Date Calendar Date

Projects
Select undefined

Jurisdiction
▼

Contractors
Select undefined

Sub To | Contract ID
Select undefined

Output Format
 PDF Ms-Word Ms-Excel

Cancel Run

Workforce Utilization Summary Report

- Each contractor broken down by craft
- Subtotal for each contractor
- Project totals

SUMMARY OF WORKFORCE UTILIZATION One Project Multiple Contractors

From: 1/1/2023 To: 3/31/2023
Report By Week End Date

Report Date: 04/26/2023

Project Name: LevEI Plaza

Project Code: lep

Construction Trade	Hours Worked										
	Craft Level	Total Employee	Caucasian	African American	Hispanic	Asian	Native American	Other	Not Specified	Total Female	Total Male
D Goode Inc.											
CARPENTER BUILDING CONSTRUCTION	Journey	6,377.50	2,227.50	53.00	3,028.50	0.00	0.00	815.50	253.00	0.00	6,377.50
	Apprentice	1,088.00	472.00	0.00	616.00	0.00	0.00	0.00	0.00	0.00	1,088.00
	A/J Ratio	0.17	0.21	0.00	0.20	0.00	0.00	0.00	0.00	0.00	0.17
	New Hire	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Subtotal	7,465.50	2,699.50	53.00	3,644.50	0.00	0.00	815.50	253.00	0.00	7,465.50
CEMENT MASON	Journey	422.00	8.50	0.00	413.50	0.00	0.00	0.00	0.00	0.00	422.00
	Apprentice	69.50	0.00	0.00	61.00	0.00	0.00	0.00	8.50	0.00	69.50
	A/J Ratio	0.16	0.00	0.00	0.15	0.00	0.00	0.00	0.00	0.00	0.16
	New Hire	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Subtotal	491.50	8.50	0.00	474.50	0.00	0.00	0.00	8.50	0.00	491.50
LABORER AND RELATED CLASSIFICATIONS	Journey	1,597.00	662.50	579.50	147.00	0.00	0.00	0.00	208.00	0.00	1,597.00
	Apprentice	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	A/J Ratio	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	New Hire	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Subtotal	1,597.00	662.50	579.50	147.00	0.00	0.00	0.00	208.00	0.00	1,597.00
Total for Contractor	Journey	8,396.50	2,898.50	632.50	3,589.00	0.00	0.00	815.50	461.00	0.00	8,396.50
	Apprentice	1,157.50	472.00	0.00	677.00	0.00	0.00	0.00	8.50	0.00	1,157.50
	A/J Ratio	0.14	0.16	0.00	0.19	0.00	0.00	0.00	0.02	0.00	0.14
	New Hire	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Subtotal	9,554.00	3,370.50	632.50	4,266.00	0.00	0.00	815.50	469.50	0.00	9,554.00
Total Journey Hours		15,280.95	6,565.80	1,063.00	5,254.48	186.00	0.00	1,499.71	711.96	2.50	15,278.45
Total Apprentice Hours		2,455.00	709.00	6.50	1,569.50	7.00	0.00	134.50	28.50	0.00	2,455.00
Total New Hire Hours		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total Hours		17,735.95	7,274.80	1,069.50	6,823.98	193.00	0.00	1,634.21	740.46	2.50	17,733.45



Bingo!



Who can you contact to inquire about the Zip Lists available in your database?

Project Administrator (Show Info contact)

Subcontractor

Prime Approver



Who can you contact to inquire about the Zip Lists available in your database?

Project Administrator (Show Info contact)

Subcontractor

Prime Approver



**Can you select
multiple zip lists for
the Local Workforce
Utilization Report?**

Yes.

No.



Can you select multiple zip lists for the Local Workforce Utilization Report?

Yes.

No.



Which demographic will show on the Local Workforce Utilization Report?

Ethnicity

Gender

Veteran Status

Disadvantaged



Which demographic will show on the Local Workforce Utilization Report?

Ethnicity

Gender

Veteran Status

Disadvantaged



What is the timeframe option for running the Workforce Utilization Summary Report?

Week end date

Calendar date

Birth date



What is the timeframe option for running the Workforce Utilization Summary Report?

Week end date

Calendar date

Birth date



Which category will NOT display on the Workforce Utilization Summary Report?

Female/male

Craft level

Section 3



Which category will NOT display on the Workforce Utilization Summary Report?

Female/male

Craft level

Section 3



Does the Workforce Utilization Summary Report have a breakdown for classifications?

Yes, classifications too.

No, crafts only.



Does the Workforce Utilization Summary Report have a breakdown for classifications?

Yes, classifications too.

No, crafts only.

Informational

Apprentice Hours Report by City	E-Document Report-1	Local Workforce Utilization Report
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Payroll Details with Uncertified Payrolls

Payroll Details with Uncertified Payrolls

Status	<input type="text" value="Active"/>	Department	<input type="text" value="Default Department, Validation Vide"/>	<input type="button" value="View Report"/>
Project	<input type="text"/>	Jurisdiction	<input type="text"/>	
Show Uncertified Payroll Data	<input checked="" type="radio"/> True <input type="radio"/> False	Contractor	<input type="text"/>	
Sub To	<input type="text"/>	By Work Order	<input type="radio"/> True <input checked="" type="radio"/> False	
Work Order	<input type="text"/>	Week End Date From	<input type="text"/> <input type="button" value="Calendar"/>	
Week End Date To	<input type="text"/> <input type="button" value="Calendar"/>	Export	<input checked="" type="radio"/> True <input type="radio"/> False	

Payroll Details with Uncertified Payrolls

Project Name	Project Code	Project Status	Jurisdiction	Contractor Name	Contract ID	Week End Date	Record Status	Action	Employee Name	Employee ID
--------------	--------------	----------------	--------------	-----------------	-------------	---------------	---------------	--------	---------------	-------------

Craft	Classification	Health and Welfare	Pension	Vacation Holiday	Training	Other	Total Cash Fringes	Total 3rd Party Fringes	Cash Fringe Rate	3rd Party Fringe Rate	Total Fringes (Cash and 3rd Party)
-------	----------------	--------------------	---------	------------------	----------	-------	--------------------	-------------------------	------------------	-----------------------	------------------------------------

Base Hourly	Overtime Hourly	Doubletime Hourly	Total Hourly Rate	Total Overtime	Total Doubletime	Per Diem	ST Prevailing Wage Rate Total	OT Prevailing Wage Rate Total	DT Prevailing Wage Rate Total	Total ST Wages	Total OT Wages
-------------	-----------------	-------------------	-------------------	----------------	------------------	----------	-------------------------------	-------------------------------	-------------------------------	----------------	----------------

Total DT Wages	Grand Total Wages	Gross Pay All Projects	Employee Other Deductions	Check Number	Payment Date
----------------	-------------------	------------------------	---------------------------	--------------	--------------

Payroll Details with Uncertified Payrolls

▼ Notices

Type	Jurisdiction	Notice(s) / Warning(s) for this record
NOTICE	DG- Federal	Any hours worked over 8.00 in one day need to be paid at Overtime. VAL_11a.
NOTICE	DG- Federal	Cannot work more than 40.00 Regular hours per week. Check that overtime/double-time hours are posted in the proper row, not combined and entered in regular row. VAL_18.

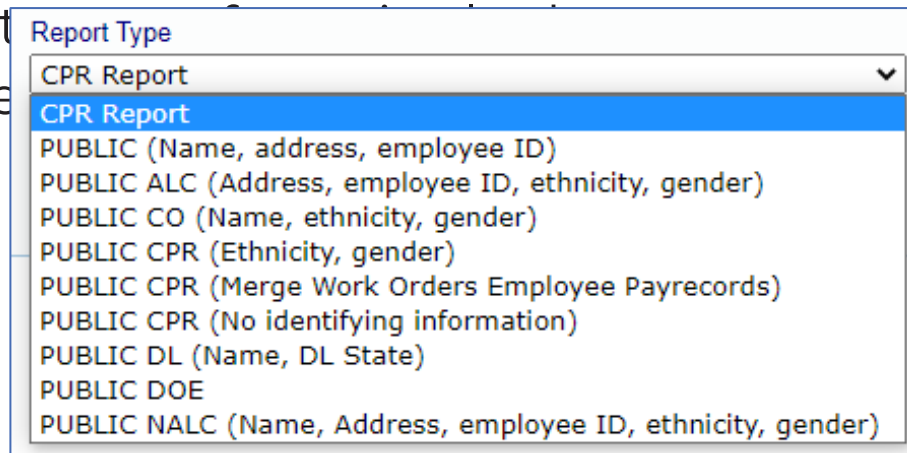
Project Name	Record Status	Employee Name	ST Mon	ST Tue	ST Wed	ST Thu	ST Fri	ST Sat	ST Sun	ST Hours	OT Hours	DT Hours	Total Hours
01 Level	Certified	LEVI, ELINOR	0.00	5.00	0.00	4.00	6.00	0.00	0.00	15.00	0.00	0.00	15.00
Annie Olivene	Certified	LEVI, ELINOR	3.00	2.00	2.00	0.00	0.00	0.00	0.00	7.00	0.00	0.00	7.00
Tortoise Cove	Uncertified	LEVI, ELINOR	0.00	0.00	8.00	0.00	6.00	0.00	0.00	14.00	0.00	0.00	14.00

Apprentice Hours Report by City	E-Document Report-1	Local Workforce Utilization Report
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Certified Payroll Summary Report	Hours Worked by City	
Contractor Assignments Report	Late CPR Summary Report	

Multiple CPR Report

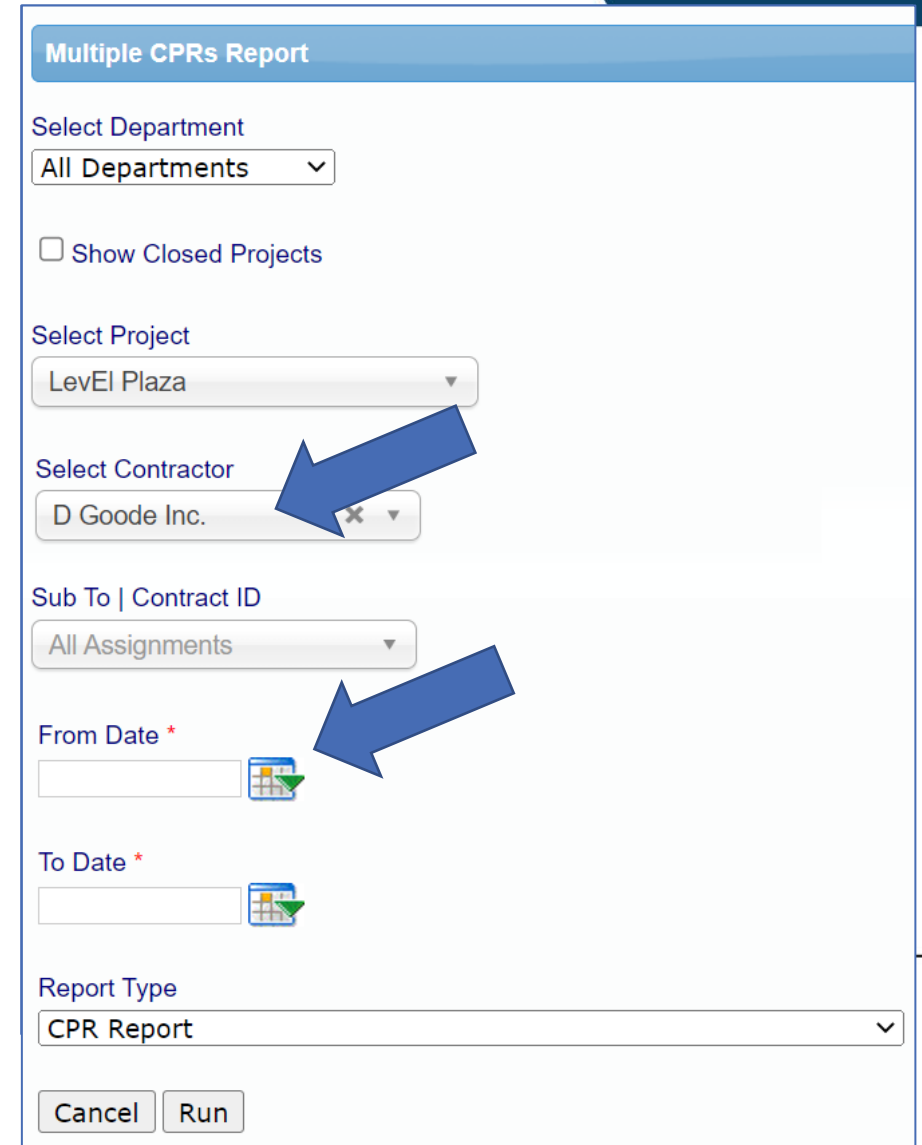
- Only place to pull up CPRs for closed projects
- Can pull the files with redacted information
- Multiple in one of two ways:

Multiple cont
Multiple date



A screenshot of a dropdown menu titled "Report Type". The menu is open, showing a list of report types. The first two items, "CPR Report" and "CPR Report", are highlighted in blue. The rest of the items are listed below:

- CPR Report
- CPR Report
- PUBLIC (Name, address, employee ID)
- PUBLIC ALC (Address, employee ID, ethnicity, gender)
- PUBLIC CO (Name, ethnicity, gender)
- PUBLIC CPR (Ethnicity, gender)
- PUBLIC CPR (Merge Work Orders Employee Payrecords)
- PUBLIC CPR (No identifying information)
- PUBLIC DL (Name, DL State)
- PUBLIC DOE
- PUBLIC NALC (Name, Address, employee ID, ethnicity, gender)



A screenshot of the "Multiple CPRs Report" form. The form has a blue header with the title "Multiple CPRs Report". Below the header, there are several fields and controls:

- Select Department:** A dropdown menu with "All Departments" selected.
- Show Closed Projects
- Select Project:** A dropdown menu with "LevEI Plaza" selected.
- Select Contractor:** A dropdown menu with "D Goode Inc." selected. A blue arrow points to this field.
- Sub To | Contract ID:** A dropdown menu with "All Assignments" selected.
- From Date *:** A text input field with a calendar icon to its right. A blue arrow points to this field.
- To Date *:** A text input field with a calendar icon to its right.
- Report Type:** A dropdown menu with "CPR Report" selected.
- At the bottom, there are two buttons: "Cancel" and "Run".

Multiple CPR Report

April 27, 2023

Page 1 of 2



WEEKLY CERTIFIED PAYROLL REPORTING FORM

NAME OF CONTRACTOR :D Goode Inc. Prime				CONTRACTOR'S LICENSE No. 7146690052134 SPECIALTY LICENSE No.				ADDRESS : 117 Main , Orange, CA 12345 PHONE: 7146690052 EMAIL: dgoode@lcptracker.com				PROJECT LOCATION/ CODE / NAME : ora / VP / Validations Project																				
PAYROLL No. 1		FOR WEEK ENDING: 02/18/2023 SUBMITTED ON: April 27, 2023				MOTOR CARRIER PERMIT No.		UNION N/A		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																				
LEVI, ELINOR Emp_id: 9595 117 E Chapman Ave Orange, CA 92866 ###-##-####		Laborer and Related Classifications / Group 1 / 0 ORANGE COUNTY		2/12/23		2/13/23		2/14/23		2/15/23		2/16/23		2/17/23		2/18/23		TOTAL HOURS THIS PROJECT	BASE HOURLY RATE OF PAY	THIS PROJECT		ALL PROJECTS		Federal Tax	Social Security	Medicare	State Tax	Local Taxes / SDI	Other	Savings	Total Deduction	Check No.
Male		EXEMPT		S	M	T	W	TH	F	S	38.00	39.65	1,506.70		1,738.42		203.13	153.12	54.22	15.63	12.50	600.00	0.00	1,038.60	DD							
		0		S	8.00	8.00	8.00	7.00	7.00			0.00					Vac/Dues	Trav. Subs.	Health & Welfare	Pension	Vacation Holiday	Training	All Other								Net Paid Week	
				O								0.00					0.00	0.00	282.40	449.60	82.40	46.40	20.80	881.60	1,000.04							
				D								0.00																				
All or Part of Fringes Paid to Employee: NO				Vacation, Holiday and Dues in Gross Pay: NO				Voluntary Contributions in Gross Pay: NO				Rate in Lieu of Fringes:	Total in Lieu of Fringes:	0.00	0.00	Voluntary Pension	Voluntary Medical	0.00	0.00													Payroll Payment Date

TOTAL STANDARD HOURS :	38.00	TOTAL 1.5 OT HOURS:	0.00	TOTAL 2.0 OT HOURS:	0.00	GRAND TOTAL HOURS:	38.00
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Apprentice Hours Report by City

E-Document Report-1

Local Workforce Utilization Report

Apprentice Hours Report by Contractor

E-Document Report-2

Multiple CPR Report

Apprentice Hours Report by Trade

Employee List Report

New Hire

Apprentice/Trainee List Report

FHWA 1391 Additional Data Entry Status Report

Payroll Details

CC-257 Monthly Emp Utilization Report

FHWA 1391 Report

Payroll Details with Uncertified Payrolls

Certified Payroll Report

FHWA Contractor Submittal Report

Training Reimbursement Report

Certified Payroll Report - Draft

FHWA Recovery Act 1589 Report

Workforce Utilization Summary Report

Certified Payroll Summary Report

Hours Worked by City

Contractor Assignments Report

Late CPR Summary Report

Late CPR Summary Report

- Include Contractors without Payroll Submissions
- Start Date affects this report

Late CPR Summary Report

Select Department
-- All Departments -- ▾

Select Projects
Select Projects ▾

Select Contractors
Select Contractors ▾

Sub To | Contract ID
Select Assignments ▾

From Week End Date To Week End Date Include Date Range

Late Based on:
 Use the 15th of the Month
 Use Weekend Date

⊕ Expand All ⊖ Collapse All Help

▼ LevEl Plaza

▼ | D Goode Inc. *Prime*

| El Rigging ⓘ

| Levi Engineering

Contact your project administrator to make any changes or to delete this assignment.

Project: LevEl Plaza
Date Assigned: 09/22/2022

Contractor: El Rigging
Contractor Status: Active
Sub To: D Goode Inc.

Contract ID *	Responsibility Code	Contract Amount
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Start Date	End Date	
<input type="text" value="02/18/2023"/>	<input type="text"/>	
		

Late CPR Summary Report

- Due date is a set number of days after the week-end date that each CPR must be turned in by. This is a pre-determined number of days set by each Administrator.
 - The number of days allowable can be different for Primes and Subcontractors.

LCPtracker		LATE CERTIFIED PAYROLL SUMMARY	
		Based on Weekend Date	
Project: LevEl Plaza		Report as of: 03/16/2023	
Reporting Period: Entire Project		Print Date: 03/16/2023	
Project Start Date:	Project End Date:		
Contractor: El Rigging			
Contact: Elinor Goode			
Address: 117 E Chapman orange, CA 12345			
Phone: 7146690052 FAX: E-Mail: egoode@Erigging.com Assignment Start Date: 2/18/2023			
Sub To: D Goode Inc.		ContractId:	
Week End Date	Due Date	Days Late	Status
2/18/2023	2/25/2023	19	
2/25/2023	3/4/2023	12	

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Certified Payroll Summary Report	Hours Worked by City	
Contractor Assignments Report	Late CPR Summary Report	

Certified Payroll Report - Draft

Draft Report

▼ Filters

Project | Sub To | Contract Id *

LevEI Plaza

Week End Date *

3/18/2023

Cancel Report

Certified Payroll Report - Draft



WEEKLY CERTIFIED PAYROLL REPORTING FORM

DRAFT

Thursday, April 27, 2023

Page 1 of 1

NAME OF CONTRACTOR :D Goode Inc.		CONTRACTORS'LICENSE No. 7146690052134		ADDRESS : 117 Main,Orange,CA 12345		PROJECT LOCATION / CODE / NAME :	
PAYROLL No.		FOR WEEK ENDING: 3/18/2023 12:00:00A SUBMITTED ON: N/A		MOTOR CARRIER PERMIT No. UNION N/A		SELF-INSURED CERTIFICATE No. WORKERS' COMP. POLICY :	
						lep LevEl Plaza	

NAME, ADDRESS, SSN, DRIVER LICENSE, ETHNICITY, GENDER	WORK CLASSIFICATION	HOURS WORKED EACH DAY							TOTAL HOURS	HOURLY RATE OF PAY	GROSS AMOUNT EARNED		DEDUCTION . CONTRIBUTION AND PAYMENTS							NET WGS PAID FOR WEEK	CHECK No.	
		3/12	3/13	3/14	3/15	3/16	3/17	3/18			TOTAL HOURS	THIS PROJECT	ALL PROJECTS	FED TAX	FICA	MEDICARE	STATE TAX	LOCAL TAX / SDI	OTHER			SAVINGS
ELINOR, LEVI 7039 W Summerdale Ave., Chicago, IL, 60656 ###-##-#### NOT SPECIFIED M 6262	EXEMPT Elevator Constructor / Helper less than 5 years 0	S	M	T	W	TH	F	S	38.00	\$29.65	1,126.70	1,738.42	\$203.13	\$153.12	\$54.22	\$15.63	\$12.50	\$0.00	\$0.00	\$1,300.04	DD	
		S	0.00	8.00	8.00	8.00	7.00	7.00	0.00	0.00			\$0.00	VAC/DUES	TRAV. SUBS.	HEALTH & WELF	PENSION	VAC HOLIDAY	TRAINING	ALL OTHER		TOTAL DEDUCTIONS
		O	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			\$0.00	\$0.00	\$0.00	\$282.40	\$449.60	82.42	\$46.40	\$20.80		\$438.60
		D	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			\$0.00	Rate in Lieu of Fringes:	Voluntary Pension	Voluntary Medical	Paid in Lieu of Fringes					
All or Part of Fringes Paid to Employee: NO Vacation, Holiday and Dues in Gross Pay: NO Voluntary Contributions in Gross Pay: NO											0.00	\$0.00	\$0.00	\$0.00								

TOTAL STANDARD HOURS :	38.00	TOTAL 1.5 OT HOURS:	0.00	TOTAL 2.0 OT HOURS:	0.00	GRAND TOTAL HOURS:	38.00
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Bingo!



**Do you want to show
uncertified payroll data
on the Payroll Details
with Uncertified
Payrolls report?**

Yes, you do?

No, you do not.



**Do you want to show
uncertified payroll data
on the Payroll Details
with Uncertified
Payrolls report?**

Yes, you do?

No, you do not.



Which types of validations do you want to use the Payroll Details with Uncertified Payrolls report for?

Underpayment.

Hours over a certain amount in a day.

Hours over 40 in a week.



Which types of validations do you want to use the Payroll Details with Uncertified Payrolls report for?

Underpayment.

Hours over a certain amount in a day.

Hours over 40 in a week.



Focus on this section on the Payroll Details with Uncertified Payrolls...

Project name

ST Mon – ST Sun

Per diem



Focus on this section on the Payroll Details with Uncertified Payrolls...

Project name

ST Mon – ST Sun

Per diem



How does the “multiple” work in the Multiple CPR Report?

Multiple contractors/single week end date

Multiple contractors/multiple week end dates

Multiple week end dates/single contractor



How does the “multiple” work in the Multiple CPR Report?

Multiple contractors/single week end date

Multiple contractors/multiple week end dates

Multiple week end dates/single contractor



How can you view closed project CPRs in LCPtracker?

Project Summary Report

Multiple CPR Report

Late CPR Report



How can you view closed project CPRs in LCPtracker?

Project Summary Report

Multiple CPR Report

Late CPR Report



What can the Multiple CPR Report do that no other can?

Display subcontractors CPRs

Produce individual CPRs

Produce redacted CPRs



What can the Multiple CPR Report do that no other can?

Display subcontractors CPRs

Produce individual CPRs

Produce redacted CPRs



Where can you find the Start Date, that affects the Late CPR Summary Report?

Client information

Employees records

Subcontractor Assignment



Where can you find the Start Date, that affects the Late CPR Summary Report?

Client information

Employees records

Subcontractor Assignment



What color is the DRAFT label on the Certified Payroll Report – Draft?

Orange

Red

Yellow



What color is the DRAFT label on the Certified Payroll Report – Draft?

Orange

Red

Yellow



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