



# Prime Approver

Presented by Catherine Fielder and  
Darren Gorder



# Catherine Fielder

**Support Supervisor, LCPtracker**

Catherine is a Supervisor in the Support Department. She joined the LCPtracker team 6 years ago as a Support Technician. She has over 15 years of customer service experience and came into this position with little to no software experience.

She has also taken on the role of Quality Control Technician to ensure that the department is providing excellent interactions with users.



# Darren Gorder

**Account Manager, LCPtracker**

Darren has over 20 years of experience in the construction industry. His previous roles include Payroll Manager, Business Manager, Project Compliance Manager, and Area Controller of a Fortune 500 Prime Contractor.

Darren is currently an Account Manager for LCPtracker. He has extensive expertise on the Contractor side of LCPtracker. Also, Darren is the subject matter expert for the OnSite module.



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# AGENDA

- Define the Prime Approver user role
- What can the Prime Approver user role do for you?
- Utilizing the Prime Approver user role to best suit your compliance program needs

# Prime Approver

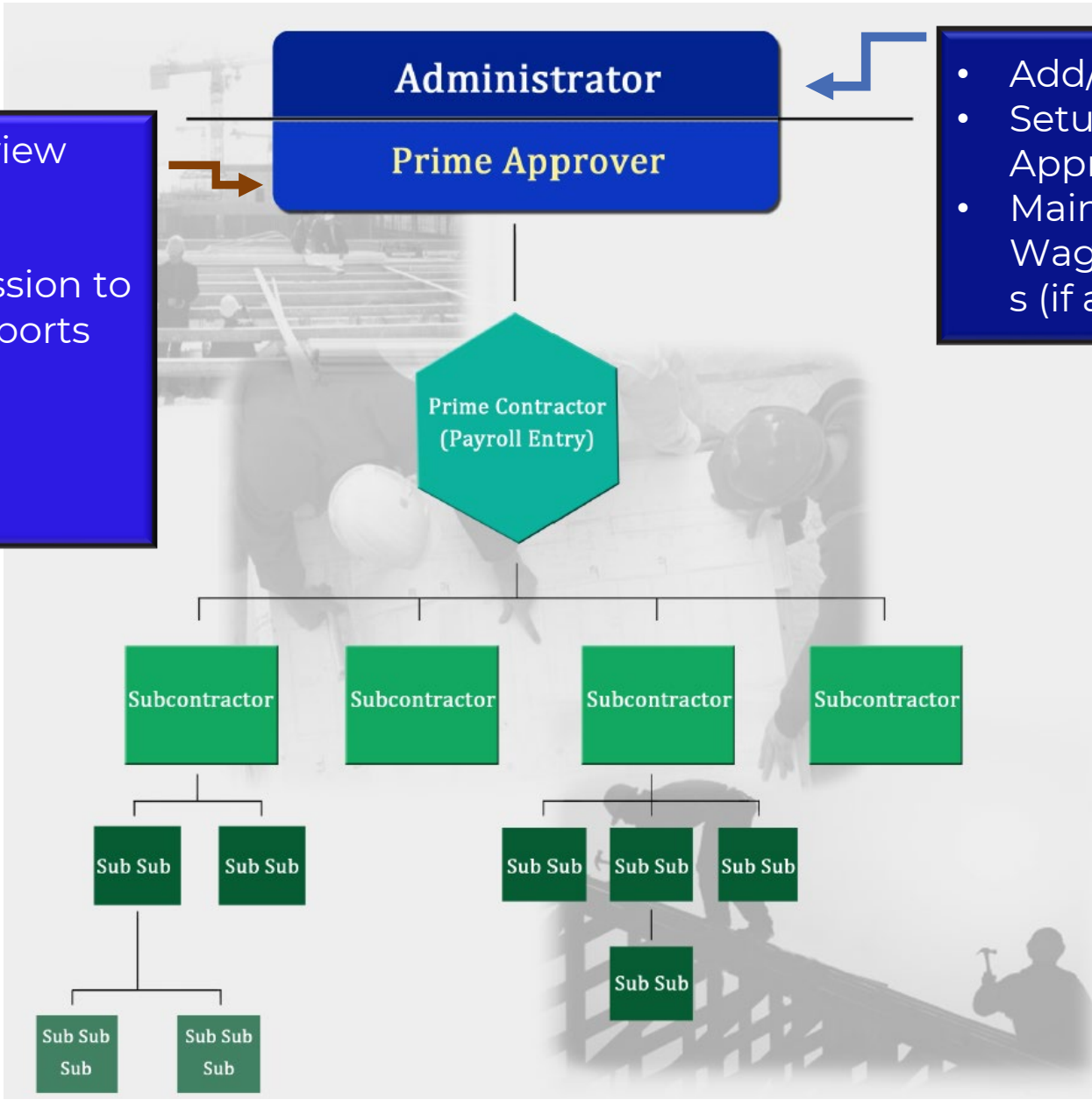
# Agency/Awarding Body/DB Owner responsibility with Prime Approver

- Determine Prime Approver user role -Functionality
- Review functionality features- set up meeting with your Account Mgr.
- Add project to database
- Add Contractor and Assign to project as a Prime
- Add Prime Contractor Admin Role
- Maintain wages for the project
- Review/Accept/Reject/Permit Edit Prime Payrolls \*\*
- Review/Accept/Reject /Permit Edit 1<sup>st</sup> tier and below contractor Payrolls
- \*\* Based on application settings



- Prime Approver will Review and Approve or Reject Certified Payrolls
- Give Contractors Permission to Edit Certified Payroll Reports
- Approve Apprentices if required
- View/Accept or Reject eDocuments if required

- Add/Edit Project
- Setup Prime Approver Account
- Maintain Wages/Classifications (if applicable)



- Contractors may need to contact the Prime Approver or Admin for questions (LCPtracker cannot answer legal questions)
- Depending on settings, Contractors may need to setup their OWN Subcontractors
- All payrolls certified by Contractors and Subcontractors go to the Prime Approver first for review





## The 2 Biggest Benefits of the Prime Approver user role

- Placing first line compliance responsibility on the prime contractor
- Having two independent people reviewing certified payroll reports (CPRs) for compliance



# Expectations Administrator has of a Prime Approver

- Crosscheck of daily sign in sheets and crosscheck tracking reports against the payrolls
- Check construction type for wage assignment
- Review other deduction types, notes and totals
- Monitoring of payroll number sequence
- eDocuments are uploaded and relevant (dates/type/signature)
- Review subcontractor payroll violations
- Manage conformance requests
- Manage onsite interviews



# Expectations a Prime Approver has of an Administrator

- Entry of correct prevailing wage classifications
- Comparison of certified payrolls against Daily Logs
- Using the Daily Reporter module will help with these checks
- Review fringe benefits statements within eDocuments
- Check certified payrolls against sign-in sheet (if applicable)
- Ensure apprentice ratios are being properly met
- Ensure other deduction notes are relevant
- Apprentice Approvals are completed

# Prime Approver Role vs. Prime Contractor Misconceptions



- Contractor assignment as Prime does not automatically create Prime Approver User Role
- Based on application settings as defined by Awarding Body /DB Owner, Contractor set up and assignment would be done only through the PA user role
- Reviewing of Payrolls functionality by Prime via certifications tab is only accessible via the PA user role
- Awarding Body/DB Owner- Responsible for Creating PA Admin User Role and give access to project only
- Contractor ID typically a Contractors license/10 Digit phone # , accept additional users set up by the main contact for contractor for their company.
- Prime Approver user role- Email address.

# Prime Approver User Role



- Add 1<sup>st</sup> tier and below contractors/subcontractors
- Assign 1<sup>st</sup> tier and below contractors/subcontractors
- Review/Approve/Reject/Permit edit via Certifications Tab- 1<sup>st</sup> tier and below contractor payrolls
- Apprentice documentation and approval as defined by Awarding Body/DB Owner
- eDocument review as defined by Awarding Body/DB Owner
- Generate Reports as needed or defined by Awarding Body/DB Owner



# Prime Approver User View

[Active Insights](#)[Training Materials](#)[Support](#)[Logout](#)[Live Chat](#)[Co-Browse](#)

DG - LCPTRACKER DEMO DATABASE [Change Account](#)

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1 Admin Notices

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## Open Projects

Project Code	Project Name	Start Date	End Date	Bid Ad Date
144-1212 Davis Bacon #TEST	Northern School Dist. upgrades Davis Bacon# Test	08/02/2020	08/01/2024	07/28/2020
N-0002	Emergency Wall Repairs	01/01/2019		
North 00001	Winterfell Rehab Project- test test	05/06/2019	01/01/2100	02/01/2019
OH-Federal -0002	OH-Test Project #2	05/01/2022	05/01/2023	01/08/2022
PW-2022001	Test Project #3			
State PW- 0001	OH-Test Project #1	04/01/2020	10/01/2022	01/01/2020

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# Prime Approver User View



- Active Insights
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- Co-Browse
- My Account

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Projects Certifications Violations Reports Admin eD

Administrative Setup

Contractor Setup

Edit Login Password

⊕ Expand All ⊖ Collapse All Help

- ▼ Winterfell Rehab Project- test test
  - ▼ Mormont Builders | Prime *Prime*
    - ▼ Baratheon Iron Works | 0001
      - Giantsbane Plumbing | 0004
    - Ghost Excavation | 0003
    - Giantsbane Plumbing | 0003
  - ▼ Umber Masonary | 0002
    - Bertuzzi's Demolition | Do not use
  - ▼ Umber Masonary | 123
    - Ghost Excavation | 0007



# Prime Approver User View

Projects **Certifications** Violations Reports Admin eDocuments Set Up OnSite Status

## Certifications

Department:

Project:   Include Closed

Contractor:

Sub To | Contract ID:

Show Only Flagged CPRs?

Load Data

From Date:  To Date:

Process Status:  Accept Status:  Prime Approval Status:

Match Range:  Match Contains

Payroll No. From:  Payroll No. To:

There are 52 certification records found for the above selection.

Contractor	Project	Sub To	Contract ID	Week End	Payroll No	Performing?	Submitted	View CPR	Prime Approval	Approved	Accept Status	Accepted	Final	View Details	CPR Flagged?
Mormont Builders	Winterfell Rehab Project- test test		Prime	5/12/2019	1	YES	6/5/2019	PDF	Approved	7/29/2021	REJECTED		No	Details	NO
Mormont Builders	Winterfell Rehab Project- test test		Prime	6/9/2019	10	YES	6/5/2019	PDF	Approved	6/21/2021	Permit Edit		No	Details	NO
Mormont Builders	Winterfell Rehab Project- test test		Prime	5/19/2019	2	YES	6/12/2019	PDF	Approved	6/21/2021	ACCEPTED	7/30/2021	No	Details	YES
Mormont Builders	Winterfell Rehab Project- test test		Prime	6/16/2019	6	YES	6/20/2019	PDF	Approved	6/21/2021	REJECTED		No	Details	NO
Mormont Builders	Winterfell Rehab Project- test test		Prime	6/30/2019	8	YES	8/21/2019	PDF	Approved	6/21/2021	Permit Edit		No	Details	NO
Mormont Builders	Winterfell Rehab Project- test test		Prime	7/14/2019	10	YES	9/26/2019	PDF	Approved	6/21/2021	ACCEPTED	4/14/2020	No	Details	YES
Mormont Builders	Winterfell Rehab Project- test test		Prime	7/21/2019	11	NO	10/2/2019	PDF	Approved	7/29/2021	REJECTED		No	Details	NO
Mormont Builders	Winterfell Rehab Project- test test		Prime	7/28/2019	77	YES	10/30/2019	PDF	Approved	6/21/2021	REJECTED		No	Details	NO

Projects Certifications Violations Reports Admin **eDocuments** Set Up OnSite Status

## eDocuments Main Menu

Department:  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)	Access **	Document Description
DOL- Apprentice Certification	Y	0	V	Current Approved DOL apprentice certification
Payroll Deduction Authorization	R	0	V	Payroll Deduction Authorization form required prior to certification
Steele Certifications	Y	0	U&V	
Subcontractor Daily Log	N	0	U&V	Subcontractor's Daily Log Submittal.
Subcontractor Daily Logs	N	0	V	



# Prime Approver User View

The screenshot displays the LCPtracker web application interface for a Prime Approver. At the top left is the LCPtracker logo, and to its right are navigation buttons for Active Insights, Training Materials, Support, Logout, Live Chat, and Co-Browse. Below the logo, the text 'DG - LCPTRACKER DEMO DATABASE' is shown with a 'Change Account' link. A main navigation bar contains tabs for Projects, Certifications, Violations, Reports (highlighted in yellow), Admin, eDocuments, Set Up, and OnSite Status. The 'Admin Reports' section is expanded, showing a list of report categories: Apprentice Reports, Common Reports, Compliance Reports, Custom Reports, List Reports, Management Reports, and Social Reports. The 'Apprentice Reports' category is further expanded, listing several specific reports: Apprentice / Trainee List Report, Apprentice Hours Report by City, Apprentice Hours Report by Contractor, Apprentice Hours Report by Contractor 2, Apprentice Hours Report by Trade, and Training Reimbursement Report. The 'Management Reports' category is also expanded, listing: E-Document Report-1, E-Document Report-2, Letter Tracking Summary Report, Login Report, Multiple CPRs Report, Project Wage Data Report, Project Wage Data Report (Export), and Wage Rate Summary Report.

# Prime Contractor User Role



- Submit and Certify Self Perform payrolls.
- Submit self-perform eDocuments.
- Provide self-perform reporting as defined by Awarding Body/DB Owner



# Prime Contractor User View

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

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Projects | Certified Payrolls

[Help](#)

Project Assignments			
Project Code	Project Name	Sub To	Contract ID
CP009893	CAMP-REPLACE CAMPUS FIRE ALARM CONTROL PANELS - PS 3 OF 3 (2019-025M18)	KLM Construction Company	cp002

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Projects | Certified Payrolls

Project: Winterfell Rehab Project- test test | Prime

**Reminder: You have temporary records to certify. Click on the orange "Edit" button to review the records.**

[Help](#)

Payroll Certifications				
Week End Date	Performing	Accept Status	Prime Approval	
03/05/2023	YES	UPDATED		<a href="#">Edit</a> <a href="#">Report</a> <a href="#">Details</a>
02/26/2023	NO	UPDATED		<a href="#">Edit</a> <a href="#">Report</a> <a href="#">Details</a>
08/28/2022	YES	Submitted		<a href="#">Edit</a> <a href="#">Report</a> <a href="#">Details</a>
08/07/2022	YES	Submitted		<a href="#">Edit</a> <a href="#">Report</a> <a href="#">Details</a>
05/08/2022	YES	Submitted		<a href="#">Edit</a> <a href="#">Report</a> <a href="#">Details</a>
05/01/2022	NO	<b>REJECTED</b>	Approved	<a href="#">Edit</a> <a href="#">Report</a> <a href="#">Details</a>
04/24/2022	YES	Resubmitted		<a href="#">Edit</a> <a href="#">Report</a> <a href="#">Details</a>
04/17/2022	YES	UPDATED		<a href="#">Edit</a> <a href="#">Report</a> <a href="#">Details</a>
11/14/2021	YES	UPDATED		<a href="#">Edit</a> <a href="#">Report</a> <a href="#">Details</a>
10/31/2021	YES	Resubmitted		<a href="#">Edit</a> <a href="#">Report</a> <a href="#">Details</a>

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# Prime Contractor User View

The screenshot displays the Prime Contractor User View interface. At the top, there is a navigation bar with the following tabs: Projects, 1. Payroll Records, 2. Notices, 3. Certification, Reports, eDocuments, Set Up (highlighted in yellow), Daily Reporter, and LCPcertified. Below the navigation bar is a section titled "Setup Main Menu" which contains a grid of 12 blue buttons arranged in 4 rows and 3 columns:

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

\*\* No functionality to set up and assign contractors to the project\*\*

# Prime Contractor User View

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

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	

# Resources

- Prime Approver guide
- Training Materials>Training webinars>Administrators>Prime Approver
- Training Materials>Training Documentation>Administrators >Prime Approver
- Administrator user Log ins
- LCPtracker Support or Account Manager



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