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
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
The eDocuments tab allows you to view all documents that have been submitted on your project.
Prevailing Wage Documents

Various filters

Documents must be viewed and accepted
Prevailing Wage Documents
Things to look for:

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

Various filters

Shows payroll

Once payroll is reviewed it must be accepted

Additional Info

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There are 1 certification records found for the above selection.
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
Questions?

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