

# Contractor Quick Start Guide

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## Contractor Quick Start Guide

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At LCPtracker (Labor Compliance Program Tracker), we are aware that using a Prevailing Wage Software may be a new undertaking for many Contractors. We have designed this guide to explain what LCPtracker is used for and how to start using the software.

The LCPtracker service is a paperless, online system of entering Certified Payroll Reports (CPRs). Payroll data may be entered directly into the system or uploaded from major construction accounting systems or payroll programs. This service eliminates the need for Contractors to submit paper documents and forms while providing an online database that stores all CPRs.

All contract-specific wage rates, fringe rates and worker crafts/classifications are online within the system, and Contractors may then select craft/classifications from a drop-down menu. Potential errors in wage rates or work classification entries can be flagged to Contractors preemptively, allowing them to submit data with corrections implemented. (This is contingent on how the Administrator set up their Project validations). Once you have submitted your CPR, an electronic version will be available, and you will have access to all Contractor reports within LCPtracker.

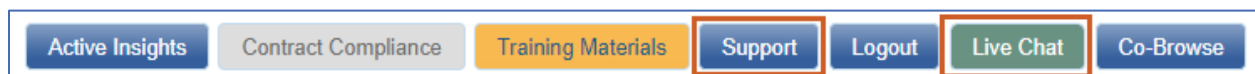
It is important to understand that the LCPtracker validation rules operate to assist you in your compliance process only insofar as the correct classifications are chosen by the user, and the correct data is entered by the user.

## Contacting LCPtracker Support

There is no cost to Contractors for this service or for online training. We have a dedicated Support staff available Monday through Friday from 5:00am until 5:30pm PST.

Contractors may access the various options for training after receiving a User ID and password, which will be sent by a “no reply” email address from LCPtracker (i.e., NOREPLY@LCPtracker.com). This email, with login instructions, will be sent to Contractors once they’re assigned to an account in LCPtracker by your Agency or Prime Contractor. Every Contractor account is created by the Agency or their Prime Contractor. Complete and full support is offered directly to Contractors by LCPtracker for any technical questions on the use of the software.

Contact LCPtracker Support:



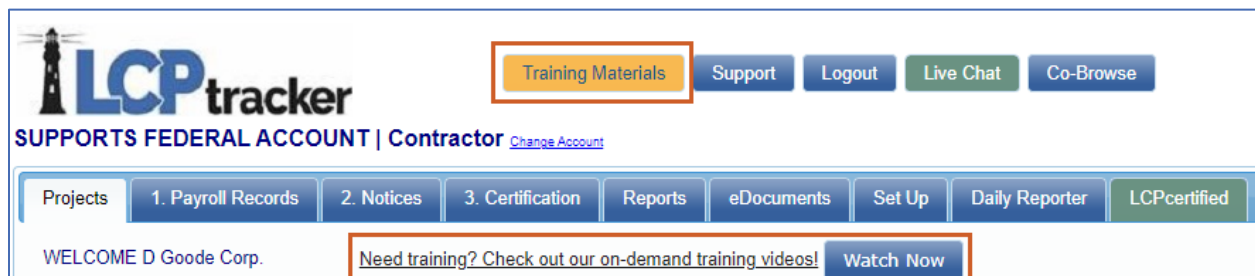
- 714-669-0052 option 4; or
- Support@LCPtracker.com; or
- Live Chat

If you send the Support Team an email or prefer to leave a voice message, LCPtracker asks that you include the information listed below (because of the high number of users stored within LCPtracker, we cannot look up your account with only your company name or project you are working on).

- 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

## LCPtracker Training Options

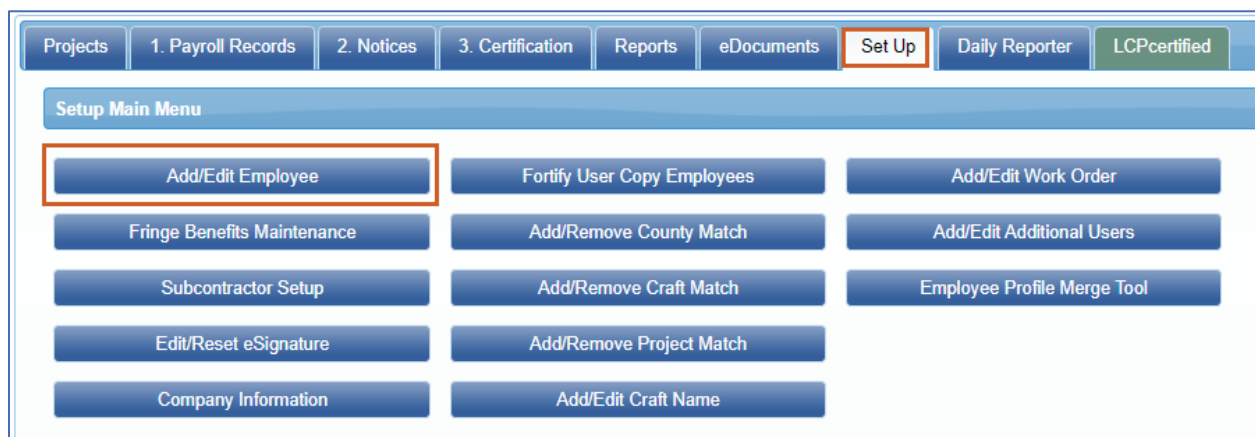
*Contractors* can access the various options for training after receiving a User ID and password. An email with login instructions will be sent to *Contractors* once they are assigned to an account in LCPtracker. Every *Contractor* account is created by the Agency or their Prime Contractor.



## Add/Edit Employee

This section is used to enter Contractor employee's personal information.

To add an employee into the system or edit someone already in system, click **Set Up** and then **Add/Edit Employee**.



## Add/Edit Employee Information

Enter the appropriate employee information in the data fields. Tab key or mouse click to move between fields. Any **RED** asterisk field (\*) is required by the Agency, and the system will not save unless the information is entered in the required fields.

## Default Hourly Paid Fringes (As paid to Fund on behalf of Employee)

This section is known as a time saver. It is optional to fill in the hourly fringe rates in this section. This will allow for ease of use when entering payroll records manually, as you will be able to click the *Calculate Fringes* button on the *Payroll Entry* screen, and the system will perform the mathematical calculation of the hourly fringes multiplied by the hours worked.

\*If there are any predetermined increases, or your Union updates once a year, you will need to come back to this section and update your fringes accordingly.

\*\*If you have multiple projects with different fringe rates, built in increases, or everyone has the same fringes and you only want to enter those dollar values once, skip this section and use the *Fringe Benefit Maintenance* table to enter your hourly fringe rates into the system.

Note: Any fringe amount entered in this section will supersede the fringe amount entered in that time saver section of the employee setup.

▼ Default Hourly Paid Fringes (As paid to Fund on behalf of employee)				
Vac / Hol / Dues	Health & Welfare	Pension	All Other	Training
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Default Other Deductions Notes

Any deduction that is permissible according to the USDOL or your Agency (such as IRS garnishments, child support, a company loan, etc.) would fall under the *Other Deduction* section. Any amount listed in *Other* will then dictate that *Other Deduction Notes* are required.

# 1. Payroll Records Tab

There are five methods of payroll entry available to all Contractors:

1. Copy Payroll feature in LCPtracker
2. Upload from a payroll system export file
3. Upload from the Excel spreadsheet
4. Direct Payroll Subscription / Interface (DPI)
5. Manual entry

## 1. Copy Payroll

This option is only available if a week of payroll has been previously completed. In the **Payroll Records** tab, click the **Copy Previous Payroll** button, select the project, then select the CPR to be copied.



The screenshot shows the LCPtracker interface with the 'Payroll Records' tab selected. The 'Copy Previous Payroll' button is highlighted with a red border. The interface includes a top navigation bar with tabs: Projects, 1. Payroll Records, 2. Notices, 3. Certification, Reports, eDocuments, Set Up, Daily Reporter, and LCPcertified. Below the tabs is a section titled 'Payroll Records' containing several buttons: Enter Records, Direct Payroll Subscription, Edit Certified Payroll Records, Copy Previous Payroll (highlighted), Recovery Act Additional Data Entry, Edit Uncertified Payroll Records, FHWA 1391 Additional Data Entry, Upload Records, and HUD Additional Data Entry.

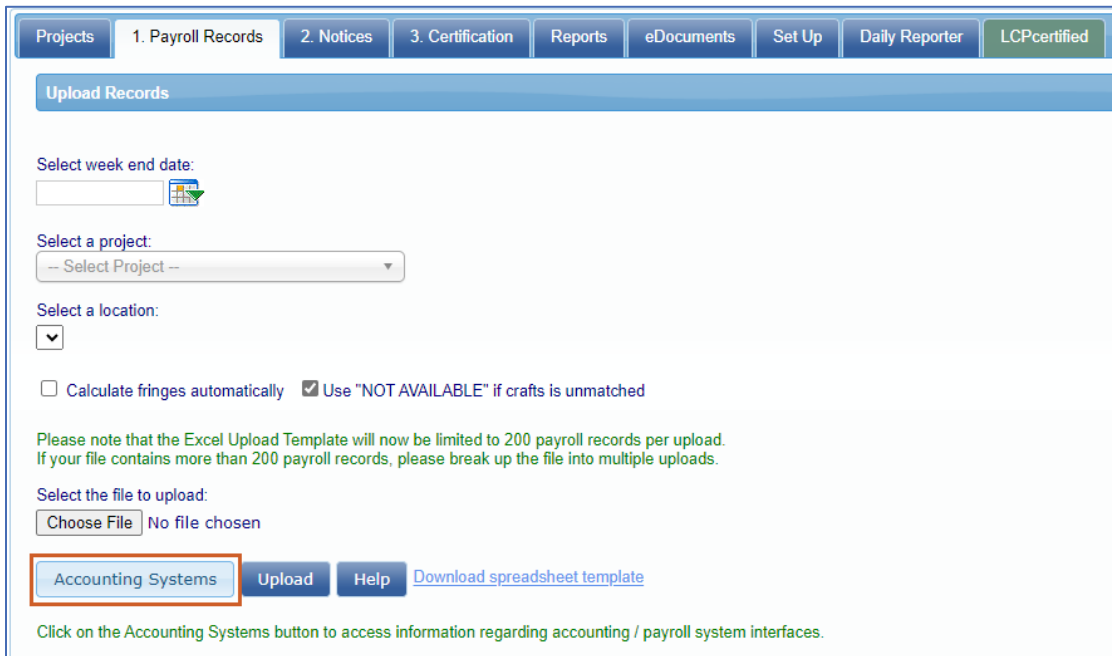
## 2. Upload from a Payroll System Export File

In the **Payroll Records** tab, click the **Upload Records** button, then click the **Accounting Systems** button.



The screenshot shows the LCPtracker interface with the 'Payroll Records' tab selected. The 'Upload Records' button is highlighted with a red border. The interface includes a top navigation bar with tabs: Projects, 1. Payroll Records, 2. Notices, 3. Certification, Reports, eDocuments, Set Up, Daily Reporter, and LCPcertified. Below the tabs is a section titled 'Payroll Records' containing several buttons: Enter Records, Direct Payroll Subscription, Edit Certified Payroll Records, Copy Previous Payroll, Recovery Act Additional Data Entry, Edit Uncertified Payroll Records, FHWA 1391 Additional Data Entry, Upload Records (highlighted), and HUD Additional Data Entry.

In the next screen, you will see the **Accounting Systems** button. When you click it, you will be prompted to [Payroll Providers | LCPtracker](#) and will be able to see a partial list of the payroll companies that we have partnered with to create a payroll interface, or export file.



To see a complete list of payroll interfaces available, please visit [www.lcptracker.com](http://www.lcptracker.com), and click the *Resources* tab, then select *Partners*. If you do not find your payroll company and would like to see if there is an opportunity to partner, please fill out the informational form listed under the **Upload Records** section and someone from LCPtracker will contact you.

Click on the name of your payroll company, and a list of directions on how to obtain your export file will be available, or you will see a request that you contact your payroll company directly for instructions on how to obtain that export file.

Once you have the export file, you can use it to upload your CPR using the **Upload Records** button.

### 3. Upload from the Excel Spreadsheet

There is an Excel spreadsheet template available for you to download in the same **Upload Records** section mentioned above. There is a legend as well as instructions available on the Excel template.

Information can be manually entered into this Excel spreadsheet, or you can confer with your IT department to see if they can utilize this spreadsheet to create a report out of your existing payroll system.

Once you click on **Download Spreadsheet Template**, the following spreadsheet will download to your computer.

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

Upload Records

Select week end date:

Select a project:  
-- Select Project --

Select a location:  
▼

☐ Calculate fringes automatically
☒ Use "NOT AVAILABLE" if crafts is unmatched

Please note that the Excel Upload Template will now be limited to 200 payroll records per upload.  
If your file contains more than 200 payroll records, please break up the file into multiple uploads.

Select the file to upload:  
 No file chosen

Click on the Accounting Systems button to access information regarding accounting / payroll system interfaces.

LEGEND FOR FIELD COLORS						
				Minimum Required - we recommend you complete as many fields as possible.		
				REQUIRED in CA, other states may require		
				Information for hours worked (value could be zero)		
				Useful for multiple projects in one upload		
				Not required for upload but may be required by contracting agency. You may wish to provide to avoid manual corrections		
				Total Fringe Benefit & Voluntary Contribution Amounts - Enter if Applicable (Note: Only Hourly OR Total is necessary - not both)		
				Hourly Fringe Benefit & Voluntary Contribution Amounts - Enter if Applicable (Note: Only Hourly OR Total is necessary - not both)		
LCPTracker "Payroll Entry" Form or "Employee Setup" Label	Description of Data	Column ID	Column Header Name	DESCRIPTION	DATA TYPE	LENGTH
Fringes Paid/Provided to Employee by Employer	This box is checked if the Fringes Paid/Provided to Employee by Employer - Specifically used for Payrolls in the State of New York	CU	FringesProvidedByEmployer	Y/N	boolean	
Fringes Paid to Union? Local/Union #	Enter Local/Union #. If fringes are Paid to a Union - Specifically used for Payrolls in the State of New York	CV	FringesPaidToUnion	Entering the Local Union Number will populate the Local/Union # as well as check the box stating that "Fringes Paid to Union?" - Specifically used for Payrolls in the State of New York	Alpha numeric	12
YTD Sick Pay Time	Enter accumulative hours employee has earned towards sick time	CW	YTD_SickPayTime	Enter the year to date sick pay hours an employee has accumulated. (Format is ###.## accepts up to 999.99)	Decimal	6

## 4. Direct Payroll Subscription/Interface (DPI)

This option allows you to choose to have LCPtracker map your existing payroll so that you may use it (as a PDF or .CSV file) as an upload file. Once you have it, you can use it to upload your CPR from that **Upload Records** button.



The screenshot shows the LCPtracker interface with the 'Payroll Records' tab selected. The interface includes a navigation bar with tabs: Projects, 1. Payroll Records, 2. Notices, 3. Certification, Reports, eDocuments, Set Up, Daily Reporter, and LCPcertified. Below the navigation bar, the 'Payroll Records' section contains several buttons: Enter Records, Direct Payroll Subscription, Edit Certified Payroll Records, Copy Previous Payroll, Recovery Act Additional Data Entry, Edit Uncertified Payroll Records (highlighted with a red box), FHWA 1391 Additional Data Entry, Upload Records, and HUD Additional Data Entry.

## 5. Manual Entry

For *Manual Entry*, in the **Enter Records** tab, you will enter a record each week for every employee that performs work covered by prevailing wages on their project.



The screenshot shows the LCPtracker interface with the 'Payroll Records' tab selected. The interface includes a navigation bar with tabs: Projects, 1. Payroll Records, 2. Notices, 3. Certification, Reports, eDocuments, Set Up, Daily Reporter, and LCPcertified. Below the navigation bar, the 'Payroll Records' section contains several buttons: Enter Records (highlighted with a red box), Direct Payroll Subscription, Edit Certified Payroll Records, Copy Previous Payroll, Recovery Act Additional Data Entry, Edit Uncertified Payroll Records, FHWA 1391 Additional Data Entry, Upload Records, and HUD Additional Data Entry.

If your employee works in more than one classification, i.e. they've worked 20 hours as a Carpenter and 20 hours as a Power Equipment Operator, then enter two separate pay records to show that they are being paid according to the work performed.

### Amounts Paid (top section of the Payroll Record Entry Form)

Enter the appropriate amounts in the appropriate sections. Keep in mind this is just a transfer of historical data from your already existing payroll records.

1. **Gross Employee Pay This Project** – The amount of basic wages paid for this project only. This is typically the hourly rate of pay multiplied by the hours worked (it could be more complex with overtime figured in).
2. **Wages Paid-in-Lieu of Fringes** – The amount paid to the employee instead of fringe benefits paid to a plan, fund or program. This amount is sometimes included in the *Gross Employee Pay this Project* depending on the accounting system and the agency reporting requirements. (Whether you are a Union Shop or Open Shop typically

determines whether you pay these required fringes to an approved plan, fund or program, or pay them directly to the employee in cash). This amount would be the rate-in-lieu of Fringes multiplied by the number of hours worked.

3. **Rate-in-lieu of fringes** – The hourly rate paid-in-lieu of fringes. If you pay your employees directly for the required fringe benefit instead of paying into an approved plan, fund, or program, please list the hourly rate paid here.
4. **Base Hourly** – The hourly rate of pay not including fringes. Some accounting systems include taxable fringes and fringes paid-in-lieu in this amount, do not include those in this field.
5. **Overtime Hourly** – The hourly rate of pay multiplied by a factor of 1.5. Do not include fringe benefits in this equation, unless specifically called for by your Agency.
6. **Doubletime Hourly** – The hourly rate of pay multiplied by a factor of 2. Do not include fringe benefits in this equation, unless specifically called for by your Agency.

Payroll record entry form (2 of 2)			
Week End Date: 6/3/2018	Contractor: Darren's Demo		
Project: M59 Realignment	Sub To:		
Employee: DUCK, DONALD	Contract ID: 5		
<input type="checkbox"/> Is Foreman <input type="checkbox"/> Is Owner/Operator			
<b>Gross Employee Pay This Project (Usually No Fringes)</b> <input type="text" value="0.000"/>	<b>Wages Paid in Lieu of Fringes (Total Cash Fringes)</b> <input type="text" value="0.000"/>	<b>These fields are Hourly rate fields (Usually No Fringes)</b>	
		<b>Base Hourly</b> <input type="text" value="50.000"/>	<b>Overtime Hourly</b> <input type="text" value="0.000"/>
		<b>Doubletime Hourly</b> <input type="text" value="0.000"/>	<b>Rate in Lieu of Fringes (Cash Fringes)</b> <input type="text" value="0.000"/>

## Classifications

This section lists the *craft and classification* that your employee worked on your project and will be paid for. If you mistakenly choose the wrong classification on the original entry page, you may change it here by clicking on the **Edit** button. (Remember that if your employee worked in more than one classification within this work week, you would need to enter a separate payroll record for that classification).

▼ Classifications					
Jurisdiction	Location	Craft	Classification	Construction Type	
Federal Wages	Huron County, MI	Carpenter	Carpenter - Pending USDOL 02/01/2017	Highway	<a href="#">Edit</a>

If you see a duplicate classification without an indicator such as shifts, apprentice levels/steps/periods, or premium pay, please contact our Support department for clarification

## Hours Worked Each Day for This Project Only

Enter the hours worked each day.

The first row is for **Regular Time** worked, the second row is for **Overtime** worked and the third row for is for **Double Time** worked.

ONLY enter *hours worked* on this prevailing wage job for this week. The system will total each type of hours worked, the days worked and the week under the totals hours column.

Hours Worked Each Day for This Project Only

	Monday 5/28/2018	Tuesday 5/29/2018	Wednesday 5/30/2018	Thursday 5/31/2018	Friday 6/1/2018	Saturday 6/2/2018	Sunday 6/3/2018	Total Hours
Regular Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Overtime at 1.5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Double-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Note:** If turned on by the Administrator, you may see an additional field **Total Hours All Projects Worked** listed in the hours section. If so, this field will require a *manual entry* for your employee's full hours worked that week.

Hours Worked Each Day for This Project Only

	Monday 4/8/2019	Tuesday 4/9/2019	Wednesday 4/10/2019	Thursday 4/11/2019	Friday 4/12/2019	Saturday 4/13/2019	Sunday 4/14/2019	Total Hours
Regular Time	2.00	2.00	2.00	2.00	2.00	0.00	0.00	10.00
Overtime at 1.5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Double-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	2.00	2.00	2.00	2.00	2.00	0.00	0.00	10.00
Total Hours All Projects Worked	40.00							

## Fringes/Contributions Paid to Other (Not Employee) for This Project Only

You may utilize this section in two different ways:

1. Auto calculate
2. Manual entry

▼ Fringes / Contributions paid to others (not employee) for This Project Only (Rate Times the # of Hours Worked)

Vac / Hol / Dues	Health & Welf.	Pension	All Other	Training
0.000	0.000	0.000	0.000	0.000
More...		More...		

Voluntary Contributions for all Projects

Pension	Medical
0	0

☐ Vac/Hol/Dues Included in Gross Emp. Pay  
☐ Some or All Fringes Paid to Employee  
☐ Voluntary Contributions Included in Gross Emp. Pay  

Calculate Fringes

**Auto Calculate:** The first is by simply clicking the **Calculate Fringes** button so that the system automatically calculates the fringe benefit rates paid. This only works if you fill out the *hourly fringe benefit rates* in the *Add/Edit Employee* screen (or the *Fringe Benefit Maintenance* section, also available in the Set Up tab). This function multiplies the hours worked times the fringe benefit rate to get the values.

**Manual Entry:** the second way is to manually enter the total amounts paid per section (Vac/Hol/Dues, Health & Welfare, Pension, etc.) from your payroll register or paystubs. Mark the appropriate check boxes as required. If they are checked in the Add/Edit Employee setup, then that value carries over.

## Paycheck – Deductions, Payments, and Notes

Values entered in this section apply to all hours worked on all projects during the week.

▼ Paycheck - Deductions, Payments and Notes (For All Projects Worked This Week)

☒ Single Paycheck
☐ Multiple Paychecks

**Deductions**

Fed Tax	0.000	+	Social Security	0.000	+	Medicare	0.000	+	State Tax	0.000	+	Local Taxes/SDI	0.000	+	Other	0.000	+	Vac/Dues	0.000	+	Savings	0.000	=	Total Deductions	0.000
---------	-------	---	-----------------	-------	---	----------	-------	---	-----------	-------	---	-----------------	-------	---	-------	-------	---	----------	-------	---	---------	-------	---	------------------	-------

**Payments (If included in paycheck)**

Trav/Subs	Gross Pay All Projects	Paycheck Amount	Check Number *	Payment Date
0.000	0.000	0.000		

**Notes**

**Other Deduction Notes**

1. **Deductions** - the **Total Deductions** box will add as you enter values in the **taxes, other deductions, Vac/Dues and Savings** fields.
2. **Other Deduction** - this field is for *permissible deductions* that do not fall into the other available fields. If you put an amount in the **Other** deductions field, an **Other Deduction Note** will become required.
3. **Trav/Subs** - this field is for *travel or subsistence* paid to your employee. This amount does figure into the mathematical calculation that the system to ensure that *Gross and Net* pays are correct.
4. **Gross Pay All Projects** – the gross amount on the paycheck for the week including all projects worked.
5. **Paycheck Amount** – this is also referred to as Net pay. This is the actual amount of pay the employee received.
6. **Check Number** – you have the option of putting different information in this field. If you hand out actual checks to your employees, please enter the check numbers in this field. If you utilize direct deposit and no check numbers exists, enter “DD”.
7. **Payment Date** – this is the actual date of the paycheck. Not all Agencies require this field.
8. **Notes** – this is a section that allows you to communicate anything out of the ordinary that you would like your Agency to know.
9. **Other Deduction Notes** – if you entered a *permissible deduction* in the above-mentioned field, then you will be required to leave a note describing that deduction. Please remember to be transparent in your notes entered. We recommend that you list what the actual deduction is, and not write “other deduction” or “N/A”.

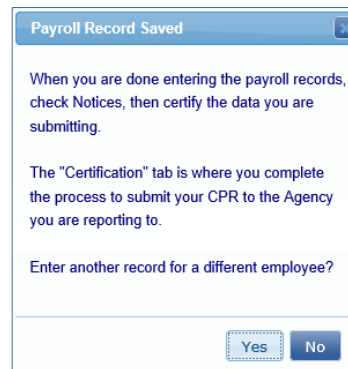
## Saving the Payroll Record

When you have completed all the above-mentioned fields, click Save.

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### SAVE WITH NO NOTICES

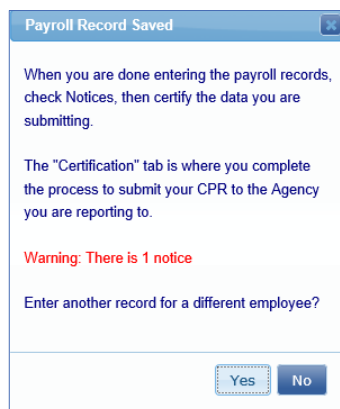
With a successful save you will get this message:



---

### SAVE WITH NOTICES

If you do not get this message, look for the **RED Warning** message on the screen. You may have to scroll through the payroll record to see what you have missed, that may be a required field.

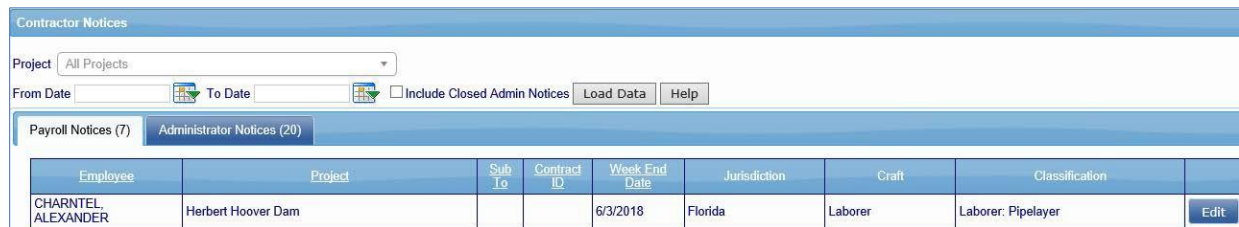


## 2. Notices Tab

Once you have entered all payroll records for the week, go to the 2. *Notices* tab to check and see if you have any *payroll Notices*.

After your records have been saved: there could be issues ranging from forgetting to add an employee ID or phone number to forgetting to enter the *Gross Employee Pay This Project* field at the top of the Payroll Record Entry screen, this will display in the Notices tab.

If an employee is displayed on the notices screen (see below), the notice will need to be cleared.



Employee	Project	Sub ID	Contract ID	Week End Date	Jurisdiction	Craft	Classification	
CHARNTEL ALEXANDER	Herbert Hoover Dam			6/3/2018	Florida	Laborer	Laborer: Pipelayer	Edit

To clear the notice, click on the **Edit** button to the right of the employee's name. This will take you back into the *Payroll Record Entry* screen. Scroll down the bottom and you will see detailed notes on exactly what your notice is.

If you do not understand the notice, there are options on how to get help. You can click on the *Video Assistance Play Now* button and you will see a video that explains what the notice is and how to address it, or you can contact our [Support](#) department and they will assist you.

All Notices must be cleared to certify the payroll.

## 3. Certification Tab

It's time to certify your payroll! You will do this for each week beginning when you first start work on your project until the last week on the project.

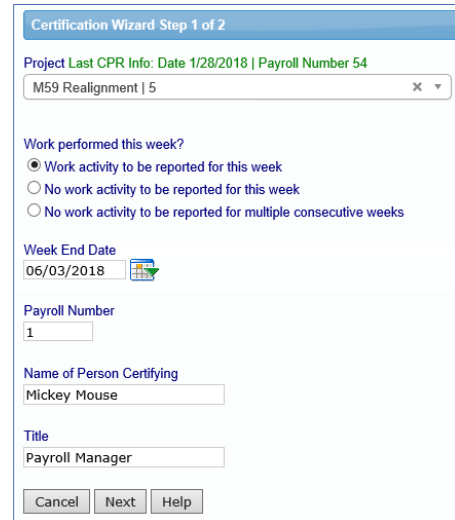
There are three options available to you when you certify your payroll:

1. Certify a payroll for a week during which work was performed
2. Certify a payroll for a week during which no work was performed (non-work week payroll)
3. Certify a payroll for multiple consecutive weeks during which no work was performed

## Certification Wizard - Step 1 of 2

To certify your payroll:

- Choose your **project**
- Choose the *type of payroll* you are certifying
- Choose your *week ending date* (if you choose multiple consecutive weeks, you will enter the start date and the last date)
- Enter your name as the person **certifying** your payroll
- Enter your **Title**
- Click **Next**



The screenshot shows the 'Certification Wizard Step 1 of 2' form. At the top, it displays 'Project Last CPR Info: Date 1/28/2018 | Payroll Number 54'. Below this is a dropdown menu showing 'M59 Realignment | 5'. The 'Work performed this week?' section has three radio buttons: 'Work activity to be reported for this week' (selected), 'No work activity to be reported for this week', and 'No work activity to be reported for multiple consecutive weeks'. The 'Week End Date' is set to '06/03/2018' with a calendar icon. The 'Payroll Number' is '1'. The 'Name of Person Certifying' is 'Mickey Mouse'. The 'Title' is 'Payroll Manager'. At the bottom are 'Cancel', 'Next', and 'Help' buttons.

## Certification Wizard - Step 2 of 2

The Statement of Compliance (SOC) portion of your certified payroll report will be displayed.

You now need to denote how you pay your *fringe benefits* (if you do both, you may choose both):

- 4a – paid into an approved plan, fund, or program
- 4b – paid in cash to the employee
- 4c – section to note any exceptions you might have, per craft/classification.

If you have any final remarks that you'd like to leave for your Agency, there is a section available for you to do so. Note: this field is mandatory if you are *recertifying* a CPR.

You may also click on a checkbox to note if your CPR is a final.

Enter your **eSignature** and click **Save**. This completes your CPR, and it will pop up in another window so long as you have your pop-up blocker turned off. If you forget your **eSignature**, go back to the *Set Up* tab, edit your **eSignature**, and then go back to the *Certification* Tab and follow the above procedures again.

eSignature Password:

You have now completed certifying your payroll.

Your CPRs are electronically sent to your Administrator, and unless otherwise specified, there is no need to send or print out a hardcopy unless you would like to do so for your own records.

Remember that your CPR's will always be stored in your account to access at any time, so you may decide not to print out hardcopies.

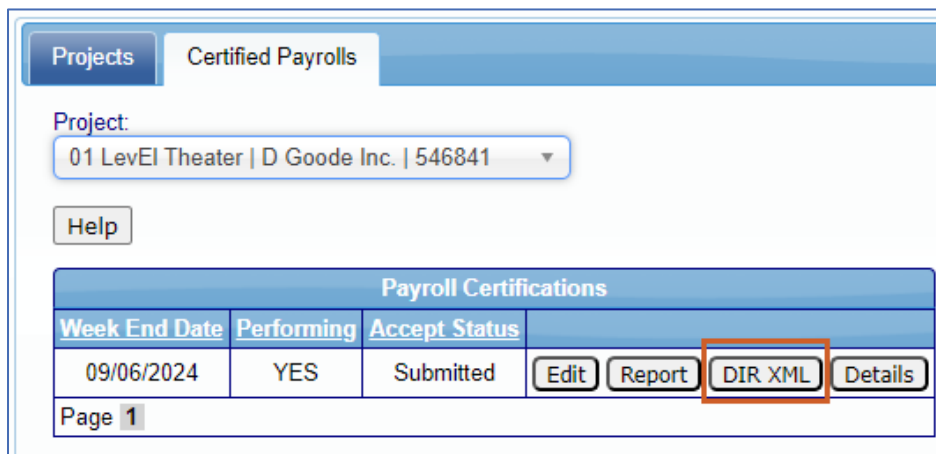
## State-Specific Uploads

### California DIR XML Upload

If you perform work on a *California Public Works* project, you also need to upload your payroll to the *Department of Industrial Relations (DIR)* eCPR system. Once you've certified your payroll, you can download the DIR XML file to upload.

Instructions to find and upload this file:

- Click on the Projects tab
- Click on the **Certified Payrolls** tab
- Locate the *week ending payroll* file you need
- Click on the **DIR XML** button (make sure your pop-up blockers are off)
- Save this file to your desktop
- Upload into the **DIR eCPR** system



Payroll Certifications			
Week End Date	Performing	Accept Status	
09/06/2024	YES	Submitted	<a href="#">Edit</a> <a href="#">Report</a> <a href="#">DIR XML</a> <a href="#">Details</a>

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## Washington L&I XML Upload

Since January 2020, *weekly certified payroll reports* have been required to be filed online with the Washington State Department of Labor and Industries, or WA L&I, at least once a month for all public works projects. Once you've certified your payroll, you can download the WA L&I XML file to upload.

Instructions to find and upload this file:

- Click on the Projects tab
- Click on the **Certified Payrolls** tab
- Locate the *week ending payroll* file you need
- Click on the **WA L&I XML** button (make sure your pop-up blockers are off)
- Save this file to your desktop
- Upload into the WA State PWIA portal



Payroll Certifications						
Week End Date	Performing	Accept Status				
03/10/2019	YES	ACCEPTED	Edit	Report	WA L&I XML	Details
03/03/2019	YES	ACCEPTED	Edit	Report	WA L&I XML	Details
02/24/2019	YES	ACCEPTED	Edit	Report	WA L&I XML	Details

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## Illinois DOL Export Upload

Since September 2020, *weekly certified payroll reports* have been required to be filed online with the Illinois Department of Labor, or IDOL, by the 15th of each month for all state-funded public works projects. Once you've certified your payroll, you can download the IL DOL XML file to upload.

Instructions to find and upload this file:

- Click on the Projects tab
- Click on the **Certified Payrolls** tab
- Locate the *week ending payroll* file you need
- Click on the **IL DOL Export** button (make sure your pop-up blockers are off)
- Save this file to your desktop
- Make any manual additions/adjustments to the CSV file
- Upload into the **IL DOL** portal

Projects
Certified Payrolls

Project  
IL Convention Center | 456

Help

Payroll Certifications							
Week End Date	Performing	Accept Status	Prime Approval				
10/30/2022	YES	ACCEPTED	Approved	Edit	Report	IDOL Export	Details
10/23/2022	YES	ACCEPTED	Approved	Edit	Report	IDOL Export	Details
10/16/2022	YES	ACCEPTED	Approved	Edit	Report	IDOL Export	Details
10/09/2022	YES	ACCEPTED	Approved	Edit	Report	IDOL Export	Details
10/02/2022	YES	ACCEPTED	Approved	Edit	Report	IDOL Export	Details

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Should you find that you have any further questions, please consult either the Contractor User Manual or call our [Support](#) department.