



# REPORTS CATALOG

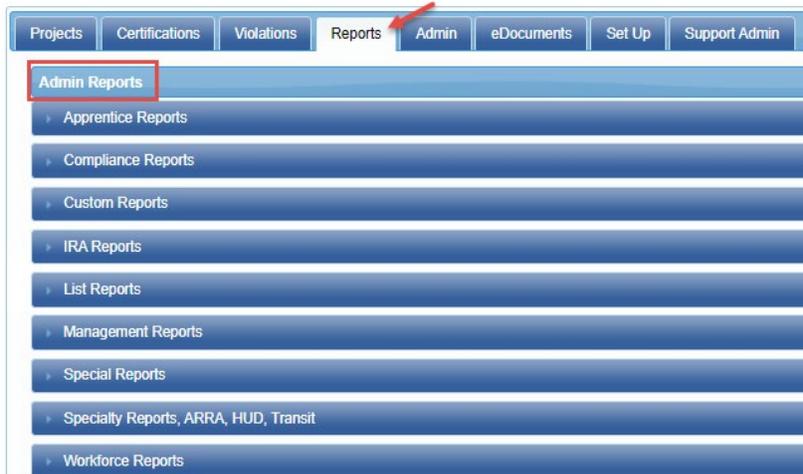
**CONFIDENTIAL**

Rev 1.60 04/01/2024

# REPORTS CATALOG

There are nine (9) standard categories for reports available within LCPtracker. This catalog is intended to show you the reports uses and a sample of each available report. They are split into categories as listed on the Reports tab within LCPtracker on the Administrator side of a database.

- Apprentice Reports
- Compliance Reports
- Custom Reports
- IRA Reports
- List Reports
- Management Reports
- Special Reports
- Specialty Reports
- Workforce Reports



These reports are intended for use by either an Agency, a Prime Contractor or a Prime Approver

If you see something in here that you do not have in your database and are thinking it might be helpful, please contact your Customer Success Manager for assistance. Keep in mind, you must first be collecting data within your database before a report can be generated. Additionally, note that the accuracy of the reports is dependent on the user inputting the correct data.

Access can be limited by a Full Admin for the various Admin Logins.

	Full Admin	Business Manager	Limited Admin	Project Manager	Read-Only	Job Coordinator	Limited Read Only	Prime Approver
<b>Reports</b>								
Run all reports	✓	✓ BUT can be limited by full admin	✓ BUT can be limited by full admin	✓ BUT can be limited by full admin	✓ BUT can be limited by full admin	✓ BUT can be limited by full admin	None by default, but can be given by full admin	✓ BUT can be limited by full admin

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For ease of use when trying to locate a report, below is an available table of contents for navigation to all standard LCPtracker reports.

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# APPRENTICE REPORTS

When using the apprentice reports, please keep in mind that the system recognizes an apprentice when the letters APPR or apprentice are in the classification, not the craft.

- Apprentice / Trainee List Report
- Apprentice / Trainee List Report SSRS
- Apprentice Hours Report by City
- Apprentice Hours Report by Contractor
- Apprentice Hours Report by Contractor 2
- Apprentice Hours Report by Trade
- Training Reimbursement Report

## APPRENTICE/TRAINEE LIST REPORT

**Report Description:** this report creates a list of all apprentices or trainees included within a specific database. It includes the below values on the report:

- Employee name
- Craft
- Classification
- Contractor name
- Apprentice rate %
- Apprentice level
- Project name
- Project code (if any)
- Apprentice approval status
- Apprentice approval date within LCPtracker
- Apprentice certification expiration date
- Week end date employee worked

**Parameters:** there are some fields that you must put a value in (department, project, jurisdiction, and sort order) and others that you may either put in a value or leave blank (contractor, dates, apprentice name, and craft). For the sort order, you may choose to sort by week end date, name, craft, classification, contractor or apprentice program.

Apprentice / Trainee List Report

Select Department

Select Project

Select Contractor

Select Jurisdiction

From Week End Date  To Week End Date

Select Apprentice Name

Select Craft

Sort Order

**Sort Order**

- Week End Date
- Name
- Craft
- Classification
- Contractor
- Apprentice Program



## Apprentice/Trainee List Report Sample

### Apprentice/Trainee List Report

Report Date: 03/17/2017

Start Date: 1/3/2015 12:00:00AM  
 End Date : 12/31/2016 12:00:00AM

Jurisdiction: California

Name	Craft	Classification	Contractor	Rate %	Level	Project Name	Project Code	Approved	Approved Date	Expire Date	Appr Cert	Appr Prgm	Week End Date
ZGRDMS, CARL	FIELD SURVEYOR	Apprentice Chairman/Rodman 1	D Goode Inc.	2.00	2	Los Alamitos Treehouse Park	latp	Y	1/13/2016	1/13/2017	Approved		1/24/2015
ZGRDMS, CARL	FIELD SURVEYOR	Apprentice Chairman/Rodman 1	D Goode Inc.	2.00	2	Los Alamitos Treehouse Park	latp	Y	1/13/2016	1/13/2017	Approved		2/21/2015
ZGRDMS, CARL	FIELD SURVEYOR	Apprentice Chairman/Rodman 1	D Goode Inc.	2.00	2	Los Alamitos Treehouse Park	latp	Y	1/13/2016	1/13/2017	Approved		4/18/2015
ZGRDMS, CARL	FIELD SURVEYOR	Apprentice Chairman/Rodman 1	D Goode Inc.	2.00	2	Los Alamitos Treehouse Park	latp	Y	1/13/2016	1/13/2017	Approved		5/16/2015
ZGRDMS, CARL	FIELD SURVEYOR	Apprentice Chairman/Rodman 1	D Goode Inc.	2.00	2	Los Alamitos Treehouse Park	latp	Y	1/13/2016	1/13/2017	Approved		6/13/2015
ZGRDMS, CARL	FIELD SURVEYOR	Apprentice Chairman/Rodman 1	D Goode Inc.	2.00	2	Los Alamitos Treehouse Park	latp	Y	1/13/2016	1/13/2017	Approved		7/11/2015
ZGRDMS, CARL	FIELD SURVEYOR	Apprentice Chairman/Rodman 1	D Goode Inc.	2.00	2	Los Alamitos Treehouse Park	latp	Y	1/13/2016	1/13/2017	Approved		8/8/2015
ZGRDMS, CARL	FIELD SURVEYOR	Apprentice Chairman/Rodman 1	D Goode Inc.	2.00	2	Los Alamitos Treehouse Park	latp	Y	1/13/2016	1/13/2017	Approved		9/5/2015
ZGRDMS, CARL	FIELD SURVEYOR	Apprentice Chairman/Rodman 1	D Goode Inc.	2.00	2	Los Alamitos Treehouse Park	latp	Y	1/13/2016	1/13/2017	Approved		10/3/2015
ZGRDMS, CARL	FIELD SURVEYOR	Apprentice Chairman/Rodman 1	D Goode Inc.	2.00	2	Los Alamitos Treehouse Park	latp	Y	1/13/2016	1/13/2017	Approved		10/31/2015
ZGRDMS, CARL	FIELD SURVEYOR	Apprentice Chairman/Rodman 1	D Goode Inc.	2.00	2	Los Alamitos Treehouse Park	latp	Y	1/13/2016	1/13/2017	Approved		12/9/2016

## APPRENTICE/TRAINEE LIST REPORT SSRS

**Report Description:** this report creates a list of all apprentices or trainees included within a specific database. It includes the below values on the report:

- Employee name
- Craft
- Classification
- Contractor name
- Apprentice rate %
- Apprentice level
- Project name
- Project code (if any)
- Apprentice approval status
- Apprentice approval date within LCPtracker
- Apprentice certification expiration date
- Apprentice Program if any
- Week end date employee worked

### Parameters:

**Apprentice / Trainee List Report SSRS**

Status	<input type="text"/>	Department	<input type="text"/>	<input type="button" value="View Report"/>
Project	<input type="text"/>	Jurisdiction	<input type="text"/>	
Contractor	<input type="text"/>	Sub To	<input type="text"/>	
Week End Date From	<input type="text"/>	Week End Date To	<input type="text"/>	
Craft	<input type="text"/>	Apprentices	<input type="text"/>	
Order By	<input type="text"/>			

### Apprentice/Trainee List Report Sample

Start Date: 1/1/2018 End Date: 12/20/2019		Jurisdiction: Federal Wages - LG Database		Apprentice / Trainee List Report								Report Date: 12/20/2019	
Name	Craft	Classification	Contractor	Rate	Level	Project Name	Project Code	Approved	Approved Date	Expire Date	Appr Cert	Appr Prgm	Week End Date
KINNISCHTZKE, JOSH	ELECTRICIAN	Electrician Apprentice Level 1 - 50%	Ima's General Contracting (Sub To Jordan Foster Construction - 7147430104A)	50%	1	Choice Ohio Housing	OH1975-LG	Y	1/2/2019	1/2/2020	Approved		10/14/2018
KINNISCHTZKE, JOSH	ELECTRICIAN: Apprentice 75%	Electrician: Apprentice 75%	K5 Construction (Prime - Prime)	75%	2	Project Neon	A100590	Y	11/14/2017	3/30/2020	Approved		11/4/2018
KINNISCHTZKE, JOSH	LABORER	Common or General Apprentice	K5 Construction (Prime - Prime)	75%	2	Project Neon	A100590	Y	11/14/2017	3/30/2020	Approved		11/18/2018

Report Filtered By Week End Date Page 1 of 1

## APPRENTICE HOURS REPORT BY CITY

**Description:** this report categorizes all hours worked by the city chosen when running the report parameters. It includes the below values on the report:

- Project name
- Contractor name
- Total employee hours worked
- Total employee hours worked in specified city
- Total hours worked by apprentices
- Total hours worked by journeyman
- Total hours worked by apprentices in specified city
- Apprentice/journeyman ratio
- Percentage of apprentice hours worked

**Parameters:** you must choose a value for each available field in order to pull a report.

Apprentice Hours Report by City			
Select a city	<input type="text" value="AURORA"/>	Status	<input type="text" value="Active"/>
Select project(s)	<input type="text" value="DVARMC Phase 4"/>	Select a jurisdiction	<input type="text" value="DVARMC"/>
Select contractor(s)	<input type="text" value="Acropolis Steel Co"/>	Standard hours only?	<input type="radio"/> True <input checked="" type="radio"/> False
From	<input type="text" value="1/1/2017"/>	To	<input type="text" value="1/31/2017"/>
			<input type="button" value="View Report"/>

### Calculation Descriptions:

- Percentage of Total Hours is calculated as  $(\text{Total City Hours} / \text{Total Employee Hours}) * 100$
- Percentage of Total Apprentice hours is calculated as  $(\text{Total City Apprentice Hours} / \text{Total Employee Hours}) * 100$

## Apprentice Hours Report by City Sample



### Caseville Hours

From 1/1/2017 to 6/30/2017

Report Date: 8/1/2017  
Jurisdiction: Federal Wages

Total Hours: Standard, overtime and doubletime

Project / Contractor	Total Employee Hours	Caseville Hours	Apprentice Hours	Journeyman Hours	Caseville Apprentice Hours	*Apprentice / Journeyman Ratio
<b>M59 Realignment</b>						
<b>Darren's Demo</b>						
Carpenter	54.00	0.00	1.00	53.00	0.00	1.88%
Laborers	190.00	0.00	53.00	137.00	0.00	38.69%
Power Equipment Operators (Airport, Bridge & Highway Construction)	188.00	0.00	0.00	188.00	0.00	0.00%
Teamster	109.00	109.00	0.00	109.00	0.00	0.00%
<b>Subtotal:</b>	<b>541.00</b>	<b>109.00</b>	<b>54.00</b>	<b>487.00</b>	<b>0.00</b>	<b>11.09%</b>
<b>Goeser's General Contractors</b>						
Electrician	228.00	0.00	0.00	228.00	0.00	0.00%
Flag Person	124.00	0.00	0.00	124.00	0.00	0.00%
Laborers	114.00	114.00	0.00	114.00	0.00	0.00%
<b>Subtotal:</b>	<b>466.00</b>	<b>114.00</b>	<b>0.00</b>	<b>466.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Hunter's Handy Utility Company</b>						
Plumber	130.00	0.00	0.00	130.00	0.00	0.00%
Power Equipment Operators (Airport, Bridge & Highway Construction)	160.00	0.00	0.00	160.00	0.00	0.00%
Teamster	138.00	138.00	0.00	138.00	0.00	0.00%
<b>Subtotal:</b>	<b>426.00</b>	<b>136.00</b>	<b>0.00</b>	<b>426.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Kayla's Carpentry</b>						
Carpenter	120.00	0.00	0.00	120.00	0.00	0.00%
Laborers	88.00	88.00	0.00	88.00	0.00	0.00%
Power Equipment Operators (Airport, Bridge & Highway Construction)	72.00	0.00	0.00	72.00	0.00	0.00%
<b>Subtotal:</b>	<b>280.00</b>	<b>88.00</b>	<b>0.00</b>	<b>280.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Taormina's Trucking</b>						
Flag Person	40.00	0.00	0.00	40.00	0.00	0.00%
Laborers	40.00	0.00	0.00	40.00	0.00	0.00%
Teamster	244.00	0.00	0.00	244.00	0.00	0.00%
<b>Subtotal:</b>	<b>324.00</b>	<b>0.00</b>	<b>0.00</b>	<b>324.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Project Total:</b>	<b>2,037.00</b>	<b>447.00</b>	<b>54.00</b>	<b>1,983.00</b>	<b>0.00</b>	<b>2.72%</b>
<b>Grand Total:</b>	<b>2,037.00</b>	<b>447.00</b>	<b>54.00</b>	<b>1,983.00</b>	<b>0.00</b>	<b>2.72%</b>
<b>**Percentage:</b>		<b>21.94%</b>			<b>0.00%</b>	

AHBC

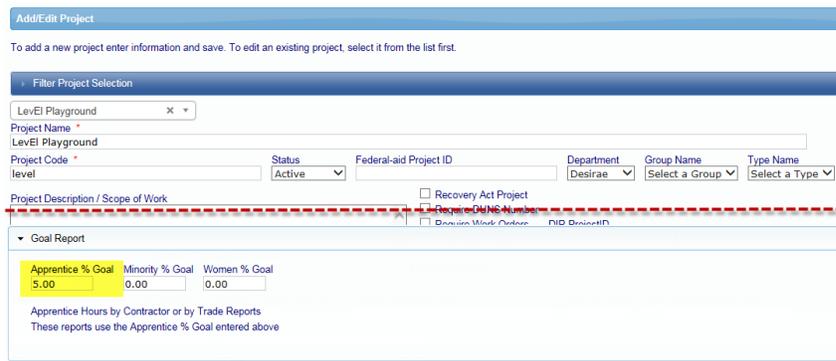
\* **Apprentice / Journeyman Ratio** is calculated as (Apprentice Hrs / Journeyman Hrs) \* 100  
 \*\* **Percentage of Total Hours** is calculated as (Total City Hours/Total Employee Hours) \* 100 and  
**Percentage of Total Apprentice** hours is calculated as (Total City Apprentice Hours/Total Employee Hours) \* 100

## APPRENTICE HOURS REPORT BY CONTRACTOR

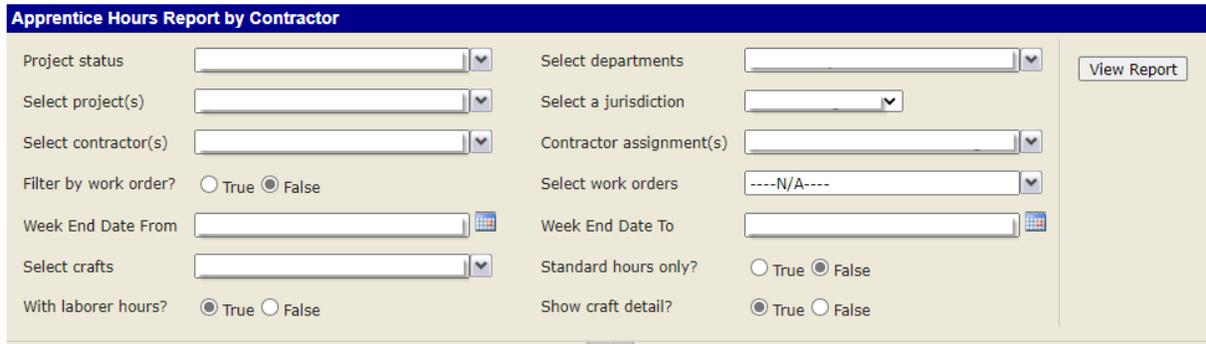
**Description:** this report categorizes all hours, both journeyman and apprentice, worked by specific contractors as chosen by the report parameters. It includes the below values on the report:

- Journeyman hours and totals
- Apprentice hours and totals
- Ratio % (apprentice hours/total hours\*100)
- Goal %
- Goal hours

**Preconditions:** for goal percentage to calculate, **Apprentice % Goal** needs to be entered under **Set Up > Add/Edit Project**



The screenshot shows the 'Add/Edit Project' form. The 'Goal Report' section is expanded, showing three input fields: 'Apprentice % Goal' (set to 5.00), 'Minority % Goal' (set to 0.00), and 'Women % Goal' (set to 0.00). Below these fields, there is a note: 'Apprentice Hours by Contractor or by Trade Reports. These reports use the Apprentice % Goal entered above.'



The screenshot shows the 'Apprentice Hours Report by Contractor' form. It contains several filter parameters:

- Project status: [Dropdown]
- Select project(s): [Dropdown]
- Select contractor(s): [Dropdown]
- Filter by work order?:  True  False
- Week End Date From: [Date Picker]
- Week End Date To: [Date Picker]
- Select crafts: [Dropdown]
- With laborer hours?:  True  False
- Select departments: [Dropdown]
- Select a jurisdiction: [Dropdown]
- Contractor assignment(s): [Dropdown]
- Select work orders: [Dropdown, value: ----N/A----
- Standard hours only?:  True  False
- Show craft detail?:  True  False

A 'View Report' button is located on the right side of the form.

### Parameters-

**With laborer hours:** possibly considered unskilled or an un-apprenticeable craft, so may skew numbers. This is important to note in California.

**Show craft detail:** displays classification breakdown of crafts selected.

**Standard hours only:** choosing "true" will account for all hours worked, including overtime and double time. Choosing "false" will only include the number of hours listed as straight time during project setup.

### Calculation Descriptions-

- Ratio % is calculated as (apprentice hours / total hours) \*100. (Total are apprentice hours + journeyman hours.)
- Goal hours are calculated based on the Goal % multiplied by the journeyman hours worked. If goal was not met, required hours will be listed in red. If goal was met, hours will be listed in black

## Apprentice Hours Report by Contractor Sample

LCPtracker		Apprentice Hours Report by Contractor			Report Date: 7/31/2020	
		From 1/1/2017 to 12/31/2017			Total Hours: Standard, overtime and doubletime	
Project Name: M59 Realignment				Jurisdiction: Federal Wages		
Project Manager: Aliecia Taormina				Estimated Start Date: 2/16/2017		
Trade	Journeyman Hours	Apprentice Hours	Ratio (%)*	Goal (%)	Goal Hours	
Contractor: Darren's Demo		Prime Contractor: N/A				
Carpenter	94.00	4.00	4.08%	5.00%	4.70	
Carpenter - Apprentice 2nd Step 80%	0.00	2.00	100.00%	5.00%	0.00	
Carpenter - Apprentice 2nd Step 80% - Clark Use Only	0.00	2.00	100.00%	5.00%	0.00	
Carpenter - Pending USDOL 02/01/2017	54.00	0.00	0.00%	5.00%	2.70	
Piledriver	40.00	0.00	0.00%	5.00%	2.00	
Laborers	148.00	53.00	26.37%	5.00%	7.40	
Area 2: Group 1	148.00	0.00	0.00%	5.00%	7.40	
Area 2: Group 1 - Apprentice (Period 1 - 75%)	0.00	53.00	100.00%	5.00%	0.00	
Power Equipment Operators (Airport, Bridge & Highway Construction)	178.00	0.00	0.00%	5.00%	8.90	
Area 2: Group 2	178.00	0.00	0.00%	5.00%	8.90	
Teamster	99.00	0.00	0.00%	5.00%	4.95	
Truck Driver Area 1: Trucks, 8 cu. yds. and over	99.00	0.00	0.00%	5.00%	4.95	
<b>** Subtotal:</b>		<b>519.00</b>	<b>57.00</b>	<b>9.90%</b>	<b>5.00%</b>	<b>25.95</b>
<b>Project Total:</b>		<b>519.00</b>	<b>57.00</b>	<b>9.90%</b>	<b>5.00%</b>	<b>25.95</b>

\*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

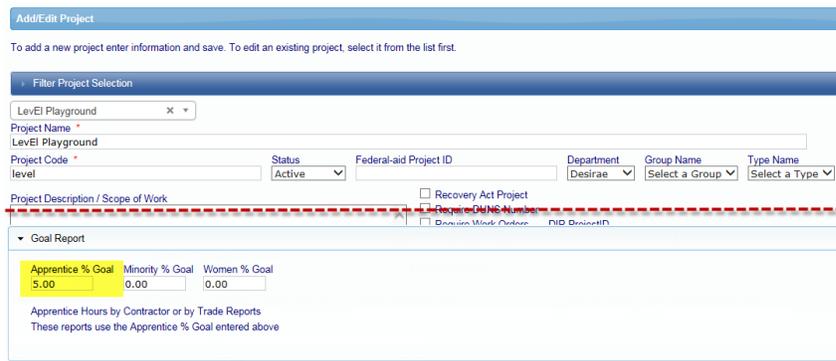
Report Filtered By Week End Date Page 1 of 1

## APPRENTICE HOURS REPORT BY CONTRACTOR 2

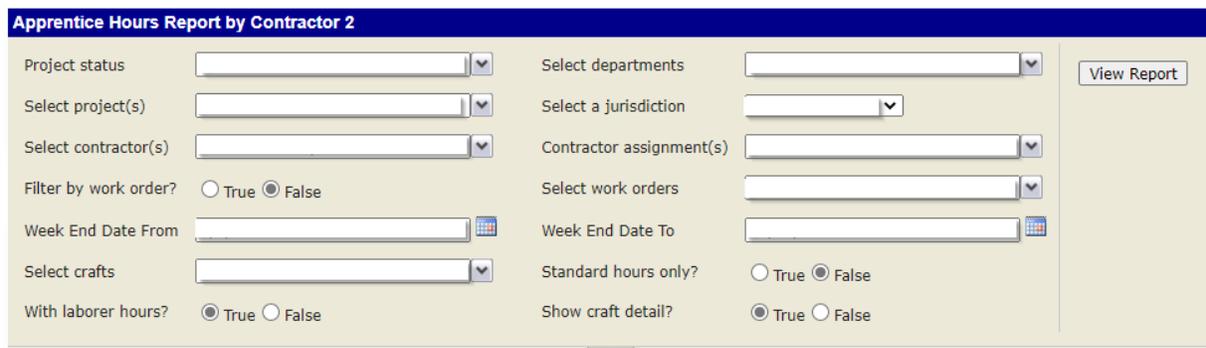
**Description:** this report categorizes all hours, both journeyman and apprentice, worked by specific contractors as chosen by the report parameters. It includes the below values on the report:

- Journeyman hours and totals
- Apprentice hours and totals
- Ratio % (apprentice hours/journeyman hours\*100)
- Goal %
- Goal hours

**Preconditions:** for goal percentage to calculate, **Apprentice % Goal** needs to be entered under **Set Up > Add/Edit Project**



### Parameters:



**With laborer hours:** possibly considered unskilled or an un-apprenticeable craft, so may skew numbers. This is important to note in California.

**Show craft detail:** displays classification breakdown of crafts selected.

### Calculation Descriptions:

- Ratio % is calculated as (apprentice hours / journeyman hours) \*100.
- Goal hours are calculated based on the Goal % multiplied by the journeyman hours worked. If goal was not met, required hours will be listed in red. If goal was met, hours will be listed in black



- Apprentices Hours shown do not include any hours worked by Apprentice Laborers

## Apprentice Hours Report by Contractor 2 Sample

		<b>Apprentice Hours Report by Contractor</b> <small>From 1/1/2017 to 12/31/2017</small>			<small>Report Date: 7/31/2020</small> <small>Total Hours: Standard, overtime and doubletime</small>	
Project Name: <b>M59 Realignment</b> Project Manager: <b>Aliecia Taormina</b>		Jurisdiction: <b>Federal Wages</b> Estimated Start Date: <b>2/16/2017</b>				
Trade	Journeyman Hours	Apprentice Hours	Ratio (%)*	Goal (%)	Goal Hours	
<b>Contractor: Darren's Demo</b>		<b>Prime Contractor: N/A</b>				
Carpenter	94.00	4.00	4.26%	5.00%	4.70	
Carpenter - Apprentice 2nd Step 60%	0.00	2.00	100.00%	5.00%	0.00	
Carpenter - Apprentice 2nd Step 60% - Clark Use Only	0.00	2.00	100.00%	5.00%	0.00	
Carpenter - Pending USDOL 02/01/2017	54.00	0.00	0.00%	5.00%	2.70	
Piledriver	40.00	0.00	0.00%	5.00%	2.00	
Laborers	148.00	53.00	35.81%	5.00%	7.40	
Area 2: Group 1	148.00	0.00	0.00%	5.00%	7.40	
Area 2: Group 1 - Apprentice (Period 1 - 75%)	0.00	53.00	100.00%	5.00%	0.00	
Power Equipment Operators (Airport, Bridge & Highway Construction)	178.00	0.00	0.00%	5.00%	8.90	
Area 2: Group 2	178.00	0.00	0.00%	5.00%	8.90	
Teamster	99.00	0.00	0.00%	5.00%	4.95	
Truck Driver Area 1: Trucks, 8 cu. yds. and over	99.00	0.00	0.00%	5.00%	4.95	
<b>Subtotal:</b>		<b>519.00</b>	<b>57.00</b>	<b>10.98%</b>	<b>5.00%</b>	<b>25.95</b>
<b>Project Total:</b>		<b>519.00</b>	<b>57.00</b>	<b>10.98%</b>	<b>5.00%</b>	<b>25.95</b>

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

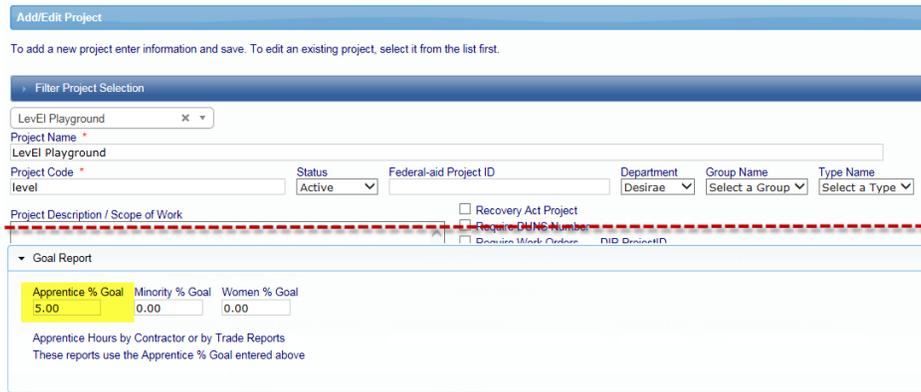
Report Filtered By Week End Date Page 1 of 1

## APPRENTICE HOURS REPORT BY TRADE

**Description:** this report categorizes all hours, both journeyman and apprentice, worked by specific trades and contractors as chosen by the report parameters. It includes the below values on the report:

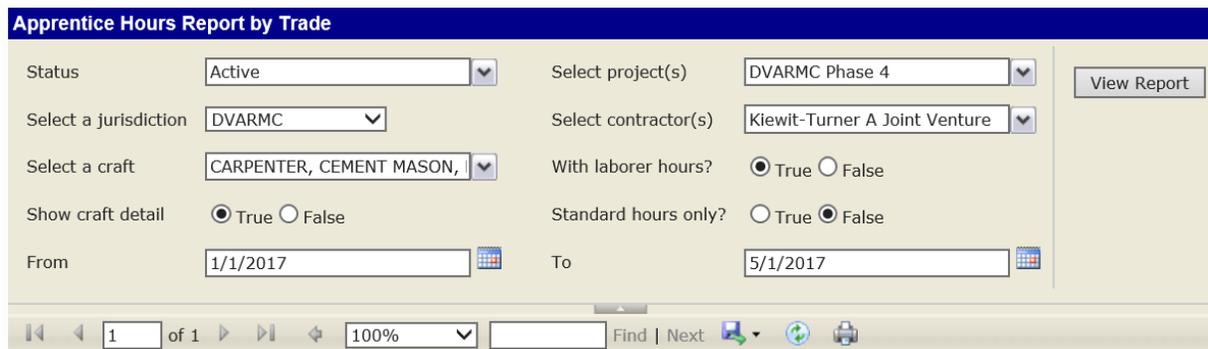
- Apprentice hours by trade
- Journeyman hours by trade
- Ratio % of journeyman hours to apprentice hours
- Goal %
- Goal hours

**Preconditions-** In order for goal percentage to calculate, **Apprentice % Goal** needs to be entered under **Set Up > Add/Edit Project**



The screenshot shows the 'Add/Edit Project' form. The 'Goal Report' section is highlighted with a red dashed line. It contains three input fields: 'Apprentice % Goal' (set to 5.00), 'Minority % Goal' (set to 0.00), and 'Women % Goal' (set to 0.00). Below these fields, there is a note: 'Apprentice Hours by Contractor or by Trade Reports. These reports use the Apprentice % Goal entered above.'

### Parameters-



The screenshot shows the 'Apprentice Hours Report by Trade' parameters form. It includes the following fields and options:

- Status: Active
- Select project(s): DVARMC Phase 4
- Select a jurisdiction: DVARMC
- Select contractor(s): Kiewit-Turner A Joint Venture
- Select a craft: CARPENTER, CEMENT MASON, |
- With laborer hours?  True  False
- Show craft detail:  True  False
- Standard hours only?  True  False
- From: 1/1/2017
- To: 5/1/2017

At the bottom right, there is a 'View Report' button. The page footer shows '1 of 1' and '100%'.

### Calculation Descriptions-

- Ratio % is calculated as (apprentice hours / journeyman hours) \* 100.

## Apprentice Hours Report by Trade Sample



### Apprentice Hours Report by Trade

Report Date: 8/1/2017

From 1/1/2017 to 6/30/2017

Total Hours: Standard, overtime and doubletime

Project Name: M59 Realignment

Jurisdiction: Federal Wages

Project Manager: Aliecia Taormina

Estimated Start Date: 2/16/2017

Trade	Journeyman Hours	Apprentice Hours	Ratio (%)*	Goal (%)	Goal Hours
Carpenter	53.00	1.00	1.89%	5.00%	2.65
Electrician	228.00	0.00	0.00%	5.00%	11.40
Flag Person	124.00	0.00	0.00%	5.00%	6.20
Laborers	251.00	53.00	21.12%	5.00%	12.55
Power Equipment Operators (Airport, Bridge & Highway Construction)	188.00	0.00	0.00%	5.00%	9.40
Teamster	109.00	0.00	0.00%	5.00%	5.45
<b>Project Total:</b>	<b>953.00</b>	<b>54.00</b>	<b>5.67%</b>	<b>5.00%</b>	<b>47.65</b>

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

Page 1 of 1

## TRAINING REIMBURSEMENT REPORT

**Description:** this report calculates the amount of training reimbursement due a contractor based on the hours an apprentice/trainee has worked on a selected project. (This is only applicable if your Agency reimburses for training hours worked.)

**Preconditions:** A "Reimbursement Rate Amount" needs to be entered under project set up in order to properly calculate reimbursement amount.

M59 Realignment

Project Name \* M59 Realignment

Project Code \* M1592017 Status Active Federal-aid Project ID 1884 Department \* Default Department Group Name Select a Group Type Name Select a Type

Project Description / Scope of Work Highway ramp realignment

Recovery Act Project  
 Require DUNS Number  
 Require Work Orders  
 1391/1392 Project?

---

Misc Settings

Reimbursement Rate Amount 2.00 Specialized PLA Project? \*Warning\* Use of this feature is extremely rare, even if your project has a PLA, and will alter the CA State Prevailing Wage Determination that gets locked-in to the project. Please consult with LCPtracker before using this feature.

### Parameters-

**Training Reimbursement Report**

Department [ ] Jurisdiction [ ] View Report

Status [ ] Project [ ]

Contractor [ ] Sub To [ ]

By Work Order  True  False Work Order [ ]

Week End Date From [ ] Week End Date To [ ]

Craft [ ] Show Employee Name  True  False

**Calculation Descriptions:** reimbursement amount is calculated by the (reimbursement rate amount \* hours worked).

## Training Reimbursement Report Sample

Project: M59 Realignment Jurisdiction: Federal Wages Reimbursement Rate: \$2.00  
Contractor: Darren's Demo Sub To | Contract ID: Prime | 5

Payroll Number	Week End Date	Apprentice Name	Craft	Classification	Hours Worked	Amount	Employee Subtotal Hours	Employee Subtotal Amount
9	3/12/2017	FRIEBERG, CHRIS	Laborers	Area 2: Group 1 - Apprentice (Period 1 - 75%)	1.00	\$2.00		
14	4/9/2017	FRIEBERG, CHRIS	Laborers	Area 2: Group 1 - Apprentice (Period 1 - 75%)	1.00	\$2.00		
15	4/16/2017	FRIEBERG, CHRIS	Laborers	Area 2: Group 1 - Apprentice (Period 1 - 75%)	8.00	\$16.00		
16	4/23/2017	FRIEBERG, CHRIS	Laborers	Area 2: Group 1 - Apprentice (Period 1 - 75%)	40.00	\$80.00		
18	5/14/2017	FRIEBERG, CHRIS	Laborers	Area 2: Group 1 - Apprentice (Period 1 - 75%)	1.00	\$2.00		
19	5/21/2017	FRIEBERG, CHRIS	Carpenter	Carpenter - Apprentice 2nd Step 60%	1.00	\$2.00		
21	6/4/2017	FRIEBERG, CHRIS	Laborers	Area 2: Group 1 - Apprentice (Period 1 - 75%)	1.00	\$2.00		
							53.00	\$106.00
24	6/25/2017	GORDER, DARREN	Laborers	Area 2: Group 1 - Apprentice (Period 1 - 75%)	1.00	\$2.00		
37	9/24/2017	GORDER, DARREN	Carpenter	Carpenter - Apprentice 2nd Step 60% - Clark Use Only	2.00	\$4.00		
							3.00	\$6.00
28	7/23/2017	LAKE, BARBARA	Carpenter	Carpenter - Apprentice 2nd Step 60%	1.00	\$2.00		
							1.00	\$2.00
<b>Total Payment to Contractor</b>							<b>57.00</b>	<b>\$114.00</b>

# COMPLIANCE REPORTS

The following are the standard compliance reports.

- All Notices Report
- Certified Payroll Summary Report
- Holiday Report
- Late CPR Summary Report
- Look Ahead CPR Summary Report
- Penalty Report
- Site Visitation Report
- Site Visitation Summary Report

## ALL NOTICES REPORT

**Description:** this report displays the open payroll/admin notices generated by the specified timeframe chosen. It gives you a “sneak peek” behind the scenes at what contractors are seeing on their certified payrolls. If you check the “deleted notices report” or the “closed notices report” boxes you will also see the notices that were fixed on the contractors end and no longer show up on the notices list. It also shows the resolution notes contained in the system.

Lists the status of the notices. They can be:

- C - Certified
- N – New
- O – Open
- P – Contractor Response (Admin Notices)
- PR – Recertification
- R – Resent (Admin Notices)
- T – To Case (Admin Notices)
- V- Validated
- X – Closed (Admin Notices)

### Parameters:

All Notices Report

**By default this report does not show deleted notices.  
To view a report on deleted notices please click on the "Deleted Notices Report" checkbox.**

Select Department  
All D... ▾

Select Project  
Select Project / All Projects ▾

Select Contractor  
Select an Option ▾

Sub To | Contract ID  
All Assignments ▾

From Week End Date  
 

To Week End Date  
 

Deleted notices report  Closed notices report

Cancel Run

This report will show any notices a contractor receives from the system, then they clear and are able to certify. It is not just rejections and Administrator Notices.

## All Notices Report Sample



All Notices Report  
All Projects All Contractors

<b>Project:</b> DG Huntington Park	<b>Department:</b> Desirae
<b>Contractor:</b> DPI Test 1	
<b>Sub To:</b> All Assignments	<b>Contract Id:</b>

**Week End Date:** 10/16/2016

Notice Text	Resolution Notes	Status	Deleted?	Deleted Date	User Id
Validation Warning: A determination was not found to validate this record. Project code= 16453.11 / Jurisdiction code= Federal Rates / Location code= los. To clear the notice edit the classification for this jurisdiction and select a craft from the list.		V			
Validation Warning: A determination was not found to validate this record. Project code= 16453.11 / Jurisdiction code= Federal Rates / Location code= los. To clear the notice edit the classification for this jurisdiction and select a craft from the list.		V			
Validation Warning: A determination was not found to validate this record. Project code= 16453.11 / Jurisdiction code= Federal Rates / Location code= los. To clear the notice edit the classification for this jurisdiction and select a craft from the list.		V			
The "Paycheck Amount" field must have a value. VAL_8		V			
The "Paycheck Amount" should be equal to the result of the following calculation: the value in "Gross Pay All Projects", plus the value in "Trav/Subs", minus the value in "Total Deductions". VAL_9		V			
The record is missing a value in the Check Number field. Please enter the check number for this payroll week information. Blank is not acceptable. VAL_63.		V			

Print Date: 03-17-2017

<b>Contractor:</b> K5 Construction	
<b>Sub To:</b> All Assignments	<b>Contract Id:</b>

**Week End Date:**

Notice Text	Resolution Notes	Status	Deleted?	Deleted Date	User Id
You are receiving this notice because your payroll is more than 14 days late. Please note that late certified payroll can be viewed as a violation of your contract documents and may cause a hold on your progress payment.		N			
You are receiving this notice because your payroll is more than 14 days late. Please note that late certified payroll can be viewed as a violation of your contract documents and may cause a hold on your progress payment.		N			

## CERTIFIED PAYROLL SUMMARY REPORT

**Description:** this report displays a summary of the certified payroll reports (CPRs) for selected contractors on a specific project. The values included on the report are:

- Week end date of CPR
- Date CPR was submitted
- Performing or non-performing
- Whom CPR was validated by
- Process status
- Notes if CPR was resubmitted or corrected
- Accept status
- Payroll number
- CPR notation

### Parameters:

**Certified Payroll Summary Report**

Certified Payroll Summary selection parameters

Report by:  Project  Contractor

Select Department  
-- All Departments --

Select Project  
01 TWD Land  
 Include Closed Projects

Select Contractor  
Select Contractor / All Co...

Sub To | Contract ID  
All Assignments

From Week End Date  To Week End Date 

Output Format  
 PDF  Ms-Word  Ms-Excel

**Project: M59 Realignment**

Start Date: 02/16/2017 End Date: 12/31/2025 Bid Ad Date: Budget: \$700,000.00 Work Order: All Work Orders

**Darren's Demo**

Sub To: All Assignments

**Contact:** Darren Gorder

**Email:** alicia.taormina@gmail.com

**Address:** 3277 Schoolhouse Dr, Waterford, MI 48329

**Phone:** 5059809787

**Fax:**

**Worker's Comp:**

Week End	Submitted	Performing	Validated By	Process Status	Accept Status	Payroll No.	Electronic?	Final?
06/25/2017	06/30/2017	YES	SYSTEM	Certified	Submitted	24	YES	
								EMPLOYEE(S) IS OSHA 10 CERTIFIED
06/18/2017	06/16/2017	YES	SYSTEM	Certified	Submitted	23	YES	
06/04/2017	06/06/2017	YES	SYSTEM	Certified	Submitted	21	YES	

Possible Reporting Gap

## Certified Payroll Summary Report Sample

**K5 Construction**

Sub To: All Assignments

**Contact:** Dave Kinnischtzke

**Email:** lgoeser@lcptracker.com

**Address:** 16995 Old Pueblo Rd, Fountain, CO 80817

**Phone:** 7194605809

**Fax:**

**Worker's Comp:**

Week End	Submitted	Performing	Validated By	Process Status	Accept Status	Payroll No.	Electronic?	Final?
11/19/2017	01/23/2018	YES	SYSTEM	Certified	ACCEPTED	16	YES	
11/12/2017	01/17/2018	YES	SYSTEM	Certified	Submitted	15	YES	
11/05/2017	01/12/2018	YES	SYSTEM	Certified	ACCEPTED	14	YES	
10/29/2017	01/04/2018	YES	SYSTEM	Certified	Submitted	13	YES	
10/22/2017	01/04/2018	YES	SYSTEM	Certified	Submitted	12	YES	
10/15/2017	01/04/2018	YES	SYSTEM	Certified	Submitted	11	YES	
10/08/2017	12/28/2017	YES	SYSTEM	Certified	Resubmitted	10	YES	
								UPDATED
10/08/2017	12/21/2017	YES	SYSTEM	Superseded	UPDATED	10	YES	
10/01/2017	12/11/2017	YES	SYSTEM	Certified	Resubmitted	9	YES	
								FIXED

## HOLIDAY REPORT

**Description:** This report shows standard, overtime and double time hours reported on a given holiday, based on the date chosen.

*However, if no standard hours have been reported, then overtime and double time will not show.*

**Parameters:**

**Holiday Report**

Department	<input type="text"/>	Jurisdiction	<input type="text"/>	<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"/>	
Select Holiday	<input type="text"/>			
				

## Holiday Report Sample

	AT - LCPTRACKER DEMO DATABASE <b>HOLIDAY REPORT</b>	Monday, February 10, 2020			
<b>Holiday:</b>	7/4/2017				
<b>Contractor:</b>	Darren's Demo				
<b>Project:</b>	M59 Realignment				
<b>Employee</b>	<b>Craft</b>	<b>Standard Hours</b>	<b>Overtime Hours</b>	<b>Double Time Hours</b>	<b>Week End Date</b>
FRIEBERG, CHRIS	Carpenter	2.00	0.00	0.00	7/9/2017
Only payroll records that show standard hours on the holiday selected are included in this report.					
					Page 1 of 1

## LATE CPR SUMMARY REPORT

**Description:** this report displays contractors who are late on reporting certified payroll, based on the parameters you choose. It shows the following information:

- Project name
- Contractor name
- Contractor contact name
- Contractor address, phone number and email address
- Contractor assignment (who the contractor works for, either the Prime or another contractor)
- Week end date of CPR
- Due date
- Days late
- Status of CPR

NOTE: If the contractor's week end date has changed, and the new week end date is more than a three-day difference, the report will no longer be accurate because it will still be working off of the original week end date.

Please ensure the Non-Construction Contractor box is NOT checked to ensure your contractor shows on this report.

Section 3 Business  
 Non-Construction Contractor  
 Contractor's Health Plan Approved

### Parameters:

**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 0th of the Month  
 Use Weekend Date  
 Late Days for Primes Counted by Week Days (M-F) not Calendar Days?  
 Add in Contractor Pay Days?  
 Include Contractors Without Payroll Submissions?

Report as of:  
 

Output Format  
 PDF  Ms-Word  Ms-Excel



## Late Certified Payroll Summary Report Sample



### LATE CERTIFIED PAYROLL SUMMARY

Based on Weekend Date

**Project:** M59 Realignment **Report as of:** 01/22/2018

**Reporting Period:** 01/01/2017 - 06/30/2017 **Print Date:** 01/22/2018

**Project Start Date:** 02/16/2017 **Project End Date:** 12/31/2025

**Contractor:** Hunter's Handy Utility Company

**Contact:** Hunter Taormina

**Address:** 601 West 101st Street Kansas City, MO 64114

**Phone:** 7194646091 **FAX:** **E-Mail:** aliecia.taormina@gmail.com **Assignment Start Date:** 1/2/2017

Sub To: Kayla's Carpentry

ContractId:

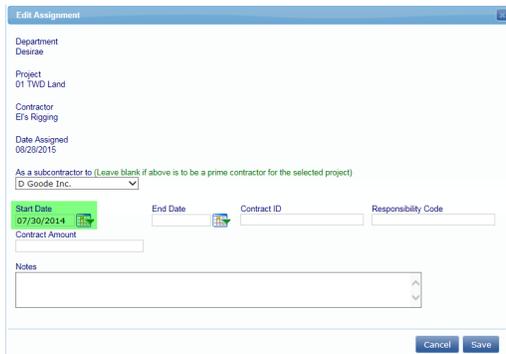
Week End Date	Due Date	Days Late	Status
1/8/2017	1/15/2017	372	
1/15/2017	1/22/2017	365	
1/22/2017	1/29/2017	358	
1/29/2017	2/5/2017	351	

## LOOK AHEAD CPR SUMMARY REPORT

**Description:** This report lists all CPRs due from Contractors and Subcontractors where the estimated start date is prior to the current date and they have not submitted a final CPR report. It shows the following information:

- Project name
- Contractor name
- Contractor contact name
- Contractor address, phone number and email address
- Contractor assignment (who the contractor works for, either the Prime or another contractor)
- Week end date of CPR
- Due date

**Preconditions:** for this report to pull information, there needs to be previously submitted CPRs on that account, or there needs to be a **Start Date** listed on the **Contractor Assignment** screen

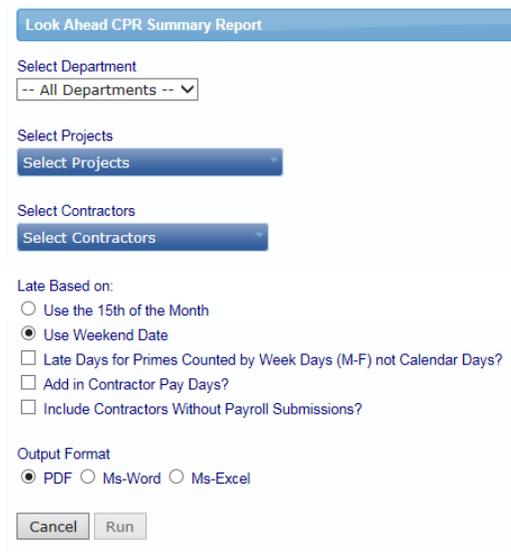


The screenshot shows the 'Edit Assignment' form with the following fields and values:

- Department: Desirae
- Project: 01 TWD Land
- Contractor: E's Rigging
- Date Assigned: 08/29/2015
- As a subcontractor to (Leave blank if above is to be a prime contractor for the selected project): D Goode Inc.
- Start Date: 07/30/2014
- End Date: [calendar icon]
- Contract ID: [text box]
- Responsibility Code: [text box]
- Contract Amount: [text box]
- Notes: [text area]

Buttons: Cancel, Save

### Parameters:



The screenshot shows the 'Look Ahead CPR Summary Report' parameter form with the following options:

- Select Department: -- All Departments --
- Select Projects: Select Projects
- Select Contractors: Select Contractors
- Late Based on:
  - Use the 15th of the Month
  - Use Weekend Date
  - Late Days for Primes Counted by Week Days (M-F) not Calendar Days?
  - Add in Contractor Pay Days?
  - Include Contractors Without Payroll Submissions?
- Output Format:
  - PDF
  - Ms-Word
  - Ms-Excel

Buttons: Cancel, Run



## Look Ahead CPR Summary Report Sample



### LOOK AHEAD CPR SUMMARY REPORT

131346144000000000

**Project:** D Goode Inc.

**Start Date:** 09/14/2016

**End Date:** 07/30/2026

**Budget:** 9432167.0000

**Report Date:** 03/23/2017

**Contractor:** D Goode Inc.

**SubTo:** Prime

**Contract ID** hk

**Contact:** Desirae Goode

**Address:** 123 Walker Lane Orange, CA 90720

**Phone:** 714-669-0052 **FAX:** **E-Mail:** dgoode@lcptracker.com

Week End Date	CPR Due Date
03/25/2017	04/09/2017
04/01/2017	04/16/2017
04/08/2017	04/23/2017
04/15/2017	04/30/2017

This report lists all CPRs due from Contractors and Subcontractors where the estimated start date is prior to the current date and they have not submitted a final CPR report.

## PENALTY REPORT

**Description:** this report helps determine the amount of restitution owed, based on the wage determination loaded in the system, and the validation notice that occurred. It shows the following information:

- Project
- Payroll number
- Week end date
- Employee name
- Owner / Operator
- Number of regular and overtime days worked
- Craft/classification listed on CPR
- Rate of pay (regular, overtime, double time and fringes)
- Amounts paid
- Craft/classification that should have been used
- Rate of pay (regular, overtime, double time and fringes that should have been paid)
- Difference in pay
- Number of occurrences
- Penalties (if any)

### Parameters:

#### Penalty Report - Final Reports

Select Project

Select Contractor

Sub To | Contract ID

From Date   To Date

#### Penalty Report

Project

Jurisdiction

Contractor

Sub To | Contract ID

From Date

To Date

Select Employees with Notices      Total Restitution:      Prime Contractor:

Select Employees with Warnings      Total Underpay Penalty:      Output Format  PDF  Ms-Word  Ms-Excel

Select Only Employees with Penalties      Total Overtime Penalty:

**\*\*Note:** This report is not currently able to be run on California State Prevailing Wage projects.

## Penalty Report Sample

Penalty Report

Project: Project Neon  
 Jurisdiction: Federal Wages - LG Database  
 Contractor: K5 Construction  
 Sub To | Contract ID: Prime | 11-12345  
 From Date: 08/06/2017  
 To Date: 08/06/2017

Select Employees with Notices Total Restitution: 0  
 Select Employees with Warnings Total Underpay Penalty: 0  
 Select Only Employees with Penalties Total Overtime Penalty: 0

Prime Contractor: K5 Construction  
 Output Format:  PDF  Ms-Word  Ms-Excel

Load Data Cancel Print Draft Print Final

Contractor	SubTo	Contract ID	PR No.	Play Period End	Employee	Number of Days Worked	Number of OT Days Worked	Listed Work Craft	Listed Work Classification	Hour Type	Hours Worked	Hourly Rate Paid	Fringes Rate Paid	Total Hourly Rate and Fringes Paid	Appropriate Work Craft	Appropriate Work Classification	Prevailing Wage Rate	Fringes	Total Prevailing Wage Rate	Hourly Rate Difference	Restitution Owed to Employee	Number of Occurrences	Penalty Rates	City Penalty	CWHSSA Penalty
K5 Construction	Prime	11-12345	1	08/06/2017	CONNICK JR. HARRY	5	5	POWER EQUIPMENT OPERATOR	(Loader) Group 10	ST OT DT	40.00 5.00 0.00	\$35,150 \$55,820 \$0,000	\$20,670	\$55,820 \$76,490 \$0,000	POWER EQUIPMENT OPERATOR	(Loader) Group 10	\$35,150 \$52,725 \$70,300	\$20,670	\$55,820 \$73,395 \$90,970	\$0,000 \$0,000 \$0,000	\$0,000 \$0,000 \$0,000	0 0 0	\$60.00 \$10.00	\$0,000	\$0,000
K5 Construction	Prime	11-12345	1	08/06/2017	PAN, PETER	5	5	LABORER	Common or General	ST OT DT	40.00 5.00 0.00	\$24,850 \$47,085 \$0,000	\$9,810	\$34,660 \$56,895 \$0,000	LABORER	Common or General	\$24,850 \$37,275 \$49,700	\$9,810	\$34,660 \$47,085 \$59,510	\$0,000 \$0,000 \$0,000	\$0,000 \$0,000 \$0,000	0 0 0	\$60.00 \$10.00	\$0,000	\$0,000
K5 Construction	Prime	11-12345	1	08/06/2017	LOPEZ, JENNIFER	5	5	ELECTRICIAN	Electrician	ST OT DT	40.00 5.00 0.00	\$38,500 \$74,570 \$0,000	\$27,937	\$66,437 \$102,501 \$0,000	ELECTRICIAN	Electrician	\$38,500 \$57,750 \$77,000	\$16,820	\$55,320 \$74,570 \$93,820	\$0,000 \$0,000 \$0,000	\$0,000 \$0,000 \$0,000	0 0 0	\$60.00 \$10.00	\$0,000	\$0,000
K5 Construction	Prime	11-12345	1	08/06/2017	KINNISCHTZKE, JOSH	2	0	ELECTRICIAN	Electrician	ST OT DT	2.00 0.00 0.00	\$55,320 \$0,000 \$0,000	\$0,000	\$55,320 \$0,000 \$0,000	ELECTRICIAN	Electrician	\$38,500 \$57,750 \$77,000	\$16,820	\$55,320 \$74,570 \$93,820	\$0,000 \$0,000 \$0,000	\$0,000 \$0,000 \$0,000	0 0 0	\$60.00 \$10.00	\$0,000	\$0,000

Page 1

- The Penalty Report can now be generated to differentiate assignments when a Contractor has multiple assignments on the same project. The report will break down the results by assignment.

Penalty Report

Project: 01 LevEI Plaza  
 Jurisdiction: Califo...  
 Contractor: D Goode Inc.  
 Sub To | Contract ID: All Assignme...  
 From Date: 09/05/2020  
 To Date: 09/05/2020

Select Employees with Notices Total Restitution: 0  
 Select Employees with Warnings Total Underpay Penalty: 0  
 Select Only Employees with Penalties Total Overtime Penalty: 0

Prime Contractor:  
 Output Format:  PDF  Ms-Word  Ms-Excel

Load Data Cancel Print Draft Print Final

Contractor	SubTo	Contract ID	PR No.	Play Period End	Employee	Number of Days Worked	Number of OT Days Worked	Listed Work Craft	Listed Work Classification	Hour Type	Hours Worked	Hourly Rate Paid	Fringes Rate Paid	Total Hourly Rate and Fringes Paid	Appropriate Work Craft	Appropriate Work Classification	Prevailing Wage Rate	Fringes	Total Prevailing Wage Rate	Hourly Rate Difference	Restitution Owed to Employee	Number of Occurrences	Penalty Rates	City Penalty	CWHSSA Penalty
D Goode Inc.	E's Rigging	67890	1	09/05/2020	SAMPLE, ELINOR	5	0	Laborer and Related Classifications	Group 1	ST OT DT	40.00 0.00 0.00	\$20,000 \$0,000 \$0,000	\$1,125	\$21,125 \$0,000 \$0,000	Laborer and Related Classifications	Group 1	\$0,000 \$0,000 \$0,000	\$0,000	\$0,000 \$0,000 \$0,000	\$0,000 \$0,000 \$0,000	\$0,000 \$0,000 \$0,000	0 0 0	\$60.00 \$10.00	\$0,000	\$0,000
D Goode Inc.	Levi's Engineering	12345	1	09/05/2020	EXAMPLE, LEVI	5	0	Laborer and Related Classifications	Group 1	ST OT DT	40.00 0.00 0.00	\$20,000 \$0,000 \$0,000	\$1,125	\$21,125 \$0,000 \$0,000	Laborer and Related Classifications	Group 1	\$0,000 \$0,000 \$0,000	\$0,000	\$0,000 \$0,000 \$0,000	\$0,000 \$0,000 \$0,000	\$0,000 \$0,000 \$0,000	0 0 0	\$60.00 \$10.00	\$0,000	\$0,000

Page 1

When a **new** Penalty Report is generated for a project which falls under a Department with one of the two Owner/Operator settings, the report will now exclude that employee from any restitution, underpayments, or penalties.

A new column has been added to the report that clearly displays the Owner/Operator settings for each employee.

If an employee has "Yes" and the Project selected falls under a Department where the Owner/Operator settings are "Y\_Hours-N\_Dollars" or "N\_Hours-N\_Dollars", that employee will not show any underpayment amounts or penalties on the report.

Performing CPR Form Type: -- Default Setting --  
 SOC Type: Fringe Payment Check Boxes  
 Non-Perform SOC Type: Fringe Payment Check Boxes  
 CPR Edit Time: 30  
 Owner Operator Settings: Y\_HOURS-N\_DOLLARS  
 Health Percent:   
 Emp Std Hrs:   
 Emp Week Hrs: Y\_HOURS-N\_DOLLARS  
 CPR Defaults: N\_HOURS-Y\_DOLLARS  
 Show Name  
 Show Address  
 Show Phone Number  
 Show Driver's License  
 Show Driver's License State  
 Y\_HOURS-Y\_DOLLARS  
 N\_HOURS-N\_DOLLARS



Project: BRIDGE RETROFIT M-15 PROJECT

Jurisdiction: Arizona D...

Contractor: AMERICAN PAVING

Sub To | Contract ID: All Assignments

From Date: 01/26/2019

To Date: 03/08/2020

Select Employees with Notices Total Restitution: 0  
 Select Employees with Warnings Total Underpay Penalty: 0  
 Select Only Employees with Penalties Total Overtime Penalty: 0

Prime Contractor: DOUGLAS CONTRACTING

Output Format:  PDF  Ms-Word  Ms-Excel

Penalties																							
Contractor	SubTo	Contract Id	PR No.	Pay Period End	Employee	Owner Operator	Number of Days Worked	Number of OT Days Worked	Listed Work Craft	Listed Work Classification	Hour Type	Hours Worked	Hourly Rate Paid	Fringes Rate Paid	Total Hourly Rate and Fringes Paid	Appropriate Work Craft	Appropriate Work Classification	Prevailing Wage Rate	Fringes	Total Prevailing Wage Rate	Hourly Rate Difference	Restitution Owed to Employee	Number Occurred
AMERICAN PAVING	PARKER CONTRACTING	test	523	01/26/2019	ALEGRIA, FRANK	NO	1	0	EQUIPMENT OPERATOR	POWER EQUIPMENT OPERATOR (1)	ST OT DT	9.00 0.00 0.00	\$50.000 \$0.000 \$0.000	\$9.580	\$59.580 \$0.000 \$0.000	EQUIPMENT OPERATOR	POWER EQUIPMENT OPERATOR (1)	\$17.500 \$26.250 \$35.000	\$7.100	\$24.600 \$33.350 \$42.100	\$0.000 \$0.000 \$0.000	\$0.000 \$0.000 \$0.000	0 0 0
AMERICAN PAVING	PARKER CONTRACTING	test	1	01/03/2020	ABASCAL ZAMORA, RICARDO	NO	1	0	CARP0408-003 CARPENTER	Carpenter Apprentice Level 1 - 60%	ST OT DT	1.00 0.00 0.00	\$100.000 \$0.000 \$0.000	\$0.000	\$100.000 \$0.000 \$0.000	CARP0408-003 CARPENTER	Carpenter Apprentice Level 1 - 60%	\$0.000 \$0.000 \$0.000	\$0.000	\$0.000 \$0.000 \$0.000	\$0.000 \$0.000 \$0.000	0 0 0	
AMERICAN PAVING	PARKER CONTRACTING	test	54	03/08/2020	RICHARDSON, STEVEN	NO	5	0	LABORER	LABORER (1)	ST OT DT	40.00 0.00 0.00	\$60.000 \$0.000 \$0.000	\$8.240	\$68.240 \$0.000 \$0.000	LABORER	LABORER (1)	\$13.070 \$15.410 \$26.140	\$4.200	\$17.270 \$19.610 \$30.340	\$0.000 \$0.000 \$0.000	\$0.000 \$0.000 \$0.000	0 0 0
AMERICAN PAVING	PARKER CONTRACTING	test	54	03/08/2020	BUSCEMI, STEVE	YES	5	0	POWER EQUIPMENT OPERATOR	SCREED	ST OT DT	40.00 0.00 0.00	\$80.000 \$0.000 \$0.000	\$10.450	\$90.450 \$0.000 \$0.000	ELECTRICIAN	ELECTRICIAN WIREMAN - Zone 1	\$80.000 \$130.000 \$160.000	\$20.000	\$100.000 \$150.000 \$180.000	\$29.550 \$139.550 \$169.550	\$0.000 \$0.000 \$0.000	0 0 0
AMERICAN PAVING	PARKER CONTRACTING	test	54	03/08/2020	BRANDO, MARLON	NO	5	0	POWER EQUIPMENT OPERATOR	SCREED	ST OT DT	40.00 0.00 0.00	\$60.000 \$0.000 \$0.000	\$10.455	\$70.455 \$0.000 \$0.000	POWER EQUIPMENT OPERATOR	SCREED	\$20.900 \$24.630 \$41.800	\$6.720	\$27.620 \$31.350 \$48.520	\$0.000 \$0.000 \$0.000	\$0.000 \$0.000 \$0.000	0 0 0

## SITE VISITATION INTERVIEW REPORT

**Description:** this report will display submitted "Site Visit" reports that were created under Admin > Site Visits

**Preconditions:** Site visit needs to be entered under Admin > Site Visits or report will not run.

### Labor Compliance Site Visitation Interview Form

① Create Audit Record   ② Add Interviews   ③ Finish Audit

Date

Owner Name

Site Name

Project

Contractor

Subcontractor (Only when applicable)

Cancel

Reset Form

Create Audit Record

### Parameters:

#### Site Visitation Interview Reports

Select a project

Select a Contractor

Available Site Visit reports

MAIN STREET - Visit Date 1/4/2008 - Audit Code 2  
I 295 SOUTHBOUND REHABILITATION - Visit Date 3/5/2008 - Audit Code 7  
MAIN STREET - Visit Date 3/13/2008 - Audit Code 3  
MAIN ELEMENTARY - Visit Date 4/11/2008 - Audit Code 16  
MAIN ELEMENTARY - Visit Date 4/11/2008 - Audit Code 17  
M-15 - Visit Date 4/18/2008 - Audit Code 4  
MAIN STREET - Visit Date 4/25/2008 - Audit Code 5  
MAIN STREET - Visit Date 5/16/2008 - Audit Code 6  
MAIN ST - Visit Date 6/2/2008 - Audit Code 12  
CHICAGO ELEMENTARY - Visit Date 6/29/2008 - Audit Code 15  
TEST - Visit Date 10/7/2008 - Audit Code 32  
MAIN STREET - Visit Date 12/1/2008 - Audit Code 30  
MAIN ST - Visit Date 3/20/2009 - Audit Code 41  
MAIN ST - Visit Date 2/9/2010 - Audit Code 69

Cancel

View Report



## Site Visitation Report Sample

### LABOR COMPLIANCE SITE VISITATION REPORT

---

Visit date: Wednesday, July 8, 2009

Project: BRIDGE RETROFIT M-15 PROJECT

Site: MAIN ST

Owner: CHA

Contractor: AMERICAN GENERAL CONSTRUCTION

Subcontractor:

#### INTERVIEWS:

---

Employee: ELLIOTT, BENJAMIN SCOTT

Base pay: \$15.00

Classification: Power Equip Op

Task being performed at time of interview: Electrical

Was worker believable? **NO**

#### Interview notes:

Standing in Water

---

#### SUMMARY:

Total workers observed on site: 1.00 **CPR SHOWS 2 WORKERS ON VISIT'S DATE.**

Interviewer: Kris Vincil

Site visitation notes:

## SITE VISITATION SUMMARY REPORT

**Description:** this report summarizes all site visits submitted during selected parameters. It shows the following information:

- Project name
- Location project on-site
- Owner/Agency name
- Contractor name
- Visit date
- Interviewer name

**Preconditions:** Site visit needs to be entered under Admin > Site Visits or report will not run.

### Parameters:

#### Site Visitation Summary Report

Selection parameters

1- Select a project  
BRIDGE RETROFIT M-15 PROJECT

2- Select a contractor or select all contractors  
-- All Contractors --

3- Select week-end-date range

From week-end-date	To week-end-date
12/8/2007	5/22/2009
12/21/2007	5/29/2009
1/4/2008	6/5/2009
1/11/2008	6/12/2009
1/18/2008	6/19/2009

To reset the form to its default values, click on the "Reset Form" button.



## Site Visitation Summary Report Sample

### Site Visitation Summary Report

**Project:** BRIDGE RETROFIT M-15 PROJECT

**Site:** MAIN STREET  
**Owner:** DOT  
**Contractor:** DOUGLAS CONTRACTING

**Visit Date**                      **Interviewer**

---

01/04/2008                      Mark Douglas

**Site:** MAIN STREET  
**Owner:** DEMO  
**Contractor:** DOUGLAS CONTRACTING

**Visit Date**                      **Interviewer**

---

03/13/2008                      Mark Douglas

**Site:** M-15  
**Owner:** SEPTA  
**Contractor:** DOUGLAS CONTRACTING

**Visit Date**                      **Interviewer**

---

# CUSTOM REPORTS

- Address History Report
- Assignments by Contractor License
- Community Construction Workforce Analysis
- Daily Manpower Report
- Data Extracts
- Employee Demographic Classifications
- ENG3180 – Upload
- Payroll Details (Export)
- Payroll Details (Non Export)
- Payroll Details with Additional Demographics
- Payroll Enhanced Details Export
- State Residence Report
- Subcontractor Acknowledgement Report

**Note:** Not all above reports may be available in every database. If you see a report that you would like, please contact your LCPtracker Customer Success Manager for assistance.

## ADDRESS HISTORY REPORT

**Description:** this report will list an employee's address history and identify if there have been any changes in the employee address. It provides the following information:

- Contractor Name
- Employee Name
- Address 1, Address 2, City, State, Zip Code
- Address Validation Status
- If address has been marked Exempt
- If address contains a P.O. Box, or PMB
- If address is current
- Move Out Date, if any.

### Parameters:

**Address History Report**

Contractor:  Show All Employees:  True  False

Last Name Starts With:  Employee Name:

Show Only Unvalidated Addresses:  True  False

Show Only Exempted Employees:  True  False

Show Only P.O. Box / PMB Addresses:  True  False

Export in Filterable Format:  True  False

### Address History Report Sample

Contractor Name	Employee Name	Address 1	Address 2	City	State	Zip Code	Has Address Been Validated?	Has Address Been "Exempted" by Admin?	Does Address Contain "Box" or "PMB"?	Is Current Address?	Move Out Date
Columbia University	BARTH,	1050 Blue		Matamoras	PA	18336	Yes		No	YES	N/A
	BELTRE,	1412 Bristow		Bronx	NY	10459	Yes		No	YES	N/A
	GRANDIOSO,	12 Compton		Wantage	NJ	07461	Yes		No	YES	N/A
	LOJA, MILTON	3742 97th St		Corona	NY	11368	Yes		No	YES	N/A
	ROSA, JAIME	8920 55th Ave		Elmhurst	NY	11373	Yes		No	YES	N/A
	ZAHORSKY,	7241 Mvrtle		Glendale	NY	11385	Yes		No	YES	N/A
Dave's Landscaping	COMBS, BECKY	16995 Hwv BB		Wrav	CO	81007	No	No	No	YES	N/A
	GOESER, DAVE	17814 Karen		Omaha	NE	68135	No	Yes	No	YES	N/A
Dawn's Landscaping	BRIZAR,	603 Main St		Staten Island	NY	10307	Yes		No	YES	N/A
	SMITH,	603 Main St		Staten Island	NY	10307	Yes		No	YES	N/A
D's Company	GEE, FRIDA	1661 Highland		Santa Ana	CA	92703	Yes		No	YES	N/A
	GONZALEZ,	1662 Highland		Santa Ana	CA	92703	Yes		No	YES	N/A
	GONZALEZ,	1662 Highland		Santa Ana	CA	92703	Yes		No	YES	N/A

Note: this report is only available if the employee address history has been turned on. To learn more about this feature, please reach out to your LCPtracker Account Manager.



## ASSIGNMENTS BY CONTRACTOR LICENSE REPORT

**Description:** this report uses a contractor's User ID to determine which projects a user is/has been assigned to within that database. A contractor's User ID may be found under Set Up Tab> Contractor Setup> Add/Edit Contractors> then choose Contractor by name. Their "Contractor License No. or 10-digit Phone Number" is their User ID.

### Parameters:

#### Assignments by Contractor License

Contractor License #

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## Assignments by Contractor License Report Sample

Using Contractor License #



Contractor Assignments Report 6/6/2019

Contractor: 7146690052134

DG- DATABASE > D Goode Inc. > Desirae Goode > dGoode@lcptracker.com

Assignment ID	Contractor License	Project Code	Contract ID	Project ID	Deleted Assignment
1	7146690052134	AOP	1430	1	No
2	7146690052134	lep	12345	2	No
3	7146690052134	stp	1500	3	No
5	7146690052134	fedlc	flc	4	No
6	7146690052134	latp	hk	5	No
7	7146690052134	dg	dg	6	No
12	7146690052134	83832525	123154955	7	No

## COMMUNITY CONSTRUCTION WORKFORCE ANALYSIS

**Description:** this report shows “city workers” based on the list of chosen cities. Any employees on the CPR that do not live in the cities chosen will show under “non-city workers”. It shows the following information:

- Project name
- Contractor name
- Number of “city workers”
- City workers head count %
- City worker hours
- City workers work hours %
- Number of “non-city workers”
- Non-city workers head count %
- Non-city worker hours
- Non-city workers work hours %
- Total number of hours worked, both city and non-city workers
- Number of each gender

### Parameters:

#### Community Construction Workforce Analysis

Status	<input type="text"/>	Department	<input type="text"/>	<input type="button" value="View Report"/>
Project	<input type="text"/>	Jurisdiction	<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	----N/A----	
Week End Date From	<input type="text"/>	Week End Date To	<input type="text"/>	
City	<input type="text"/>			

**NOTE:** Employee gender may be skewed if information is not required in the employee set up.

## Community Construction Workforce Analysis Sample

Contractor	City Workers				Non-City Workers				Total		Gender		Ethnicity					
	City Workers	Head Count %	City Work Hours	Work Hours %	Non-City Workers	Head Count %	Non-City Work Hours	Work Hours %	Total Number of Workers	Total Hours Worked	Male	Female	Hispanic	African American	Native American	Asian	Caucasian	Other
Dave's Landscaping	2	100.00 %	26.00	100.00 %	0	0 %	0.00	0 %	2	26.00	1	1	0	0	0	0	2	0
KS Construction	4	100.00 %	568.00	100.00 %	0	0 %	0.00	0 %	4	568.00	3	1	1	0	0	0	3	0
<b>Totals To Date:</b>	<b>6</b>	<b>100.00 %</b>	<b>595.00</b>	<b>100.00 %</b>	<b>0</b>	<b>0 %</b>	<b>0.00</b>	<b>0 %</b>	<b>6</b>	<b>595.00</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>

## DAILY MANPOWER REPORT

**Description:** this report displays subcontractor's number of workers, their trade and hours worked broken down by day. The information for this report is taken directly from the CPRs that are certified, and a project does not have to be utilizing the Daily Reporter module for this report to work. It shows the following information:

- Project name
- Date range chosen
- Specific dates
- Subcontractor name
- Trades worked
- Number of people per day
- Number of hours worked per day

**Parameters:**

Daily Manpower Report

Department	<input type="text"/>	Jurisdiction	<input type="text"/>	<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" value="----N/A----"/>	
Calendar Date From	<input type="text"/>	Calendar Date To	<input type="text"/>	
Craft	<input type="text"/>			

### Daily Manpower Report Sample



**Report Date:** 3/16/2020  
**Date Range:** 1/1/2018 – 1/7/2018

**LG-LCPTRACKER DEMO DATABASE**  
**Daily Manpower Report**

**Project:** Project Neon  
 \*Only contractors with payroll are shown; contractors without payroll are not listed for the days they were not available.

Date	Subcontractor*	Trade	Manpower	Man Hours
1/1/2018	K5 Construction	ELECTRICIAN	1	1.00
1/2/2018	K5 Construction	ELECTRICIAN	1	1.00
1/3/2018	N/A	N/A	0	0.00
1/4/2018	N/A	N/A	0	0.00
1/5/2018	N/A	N/A	0	0.00
1/6/2018	N/A	N/A	0	0.00
1/7/2018	N/A	N/A	0	0.00

Report Filtered By Calendar Date
Page 1 of 1

## DAILY PAYROLL DETAILS WITH TOTALS

**Description:** this report gives you a breakdown of individual employees for the weekend date you specify with daily totals, by project and by contractor. This report will give total prevailing rates including both the hourly rates and the fringe rates. It shows the following information:

- Project name
- Project code
- Contractor name
- Contract ID
- W/E date
- Employee name
- Employee ID
- Craft
- Classification
- Health and Welfare
- Pension
- Vacation/Holiday
- Training
- Other
- Total cash fringes & fringe rate
- Total 3<sup>rd</sup> party fringes and fringe rate
- Total fringes (cash and 3<sup>rd</sup> party)
- ST hours Monday – Sunday
- OT hours Monday – Sunday (if applicable)
- DT hours
- Total hours
- Base hourly / OT hourly / DT hourly
- Total Hourly Rate\*
- Per Diem amounts
- ST Prevailing wage rate total\*
- OT Prevailing wage rate total
- DT Prevailing wage rate total
- Total ST / OT / DT wages
- Grand total wages
- Gross pay all projects
- Employee other deductions
- Check number(s)
- Payment date

Please note the following definitions:

\*Total Hourly Rate = ST hourly base + cash fringes

\*ST Prevailing Wage Rate Total = Base rate paid to employee + rate in lieu of fringes + total fringes to 3<sup>rd</sup> party

Parameters:

Daily Payroll Details with Totals

Department	<input type="text"/>	Jurisdiction	<input type="text"/>	<input type="button" value="View Report"/>
Status	<input type="text"/>	Project	<input type="text"/>	
Contractor	<input type="text"/>	Sub To	<input type="text"/>	
Craft	<input type="text"/>	Location	<input type="text"/>	
By Work Order	<input type="radio"/> True <input checked="" type="radio"/> False	Work Order	<input type="text" value="----N/A----"/>	
Week End Date From	<input type="text"/>	Week End Date To	<input type="text"/>	
Export	<input checked="" type="radio"/> True <input type="radio"/> False			

2 of 2 Find | Next

## Daily Payroll Details with Totals Report Sample

Project Name	Project Code	Contractor Name	Contract ID	Week End Date	Employee Name	Employee ID	Craft	Classification	Health and Welfare	Pension	Vacation Holiday	Training	Other
Project Neon	A100590	K5	11-12345	8/2/2020	RICH, TODD	9	POWER	Group 3	\$50.00	\$20.00	\$60.00	\$0.00	\$10.00
Project Neon	A100590	K5	11-12345	7/26/2020	ANDERSON, TWILA	123456	ELECTRICIAN	Electrician	\$100.00	\$42.50	\$15.00	\$10.00	\$67.00
Project Neon	A100590	K5	11-12345	7/19/2020	BOOP, BETTY	156	LABORER	Common or	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Project Neon	A100590	K5	11-12345	7/19/2020	BOOP, BETTY	156	POWER	Group 3	\$55.00	\$20.00	\$40.00	\$0.00	\$0.00
Project Neon	A100590	K5	11-12345	7/12/2020	SMITH, BOB	155	LABORER	Common or	\$50.00	\$60.00	\$50.00	\$10.00	\$0.00
Project Neon	A100590	K5	11-12345	7/12/2020	SMITH, BOB	155	POWER	(Loader)	\$50.00	\$60.00	\$50.00	\$10.00	\$0.00

Total Cash Fringes	Total 3rd Party Fringes	Cash Fringe Rate	3rd Party Fringe Rate	Total Fringes (Cash and 3rd Party)	ST Mon	ST Tue	ST Wed	ST Thu	ST Fri	ST Sat	ST Sun	ST Hours
\$0.00	\$140.00	\$0.00	\$14.00	\$140.00	2.00	2.00	2.00	2.00	2.00	0.00	0.00	10.00
\$0.00	\$234.50	\$0.00	\$23.45	\$234.50	5.00	5.00	0.00	0.00	0.00	0.00	0.00	10.00
\$100.00	\$0.00	\$10.00	\$0.00	\$100.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00	10.00
\$50.00	\$115.00	\$5.00	\$11.50	\$165.00	2.00	2.00	2.00	2.00	2.00	0.00	0.00	10.00
\$0.00	\$170.00	\$0.00	\$17.00	\$170.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00	10.00
\$0.00	\$170.00	\$0.00	\$17.00	\$170.00	2.00	2.00	2.00	2.00	2.00	0.00	0.00	10.00

OT Mon	OT Tue	OT Wed	OT Thu	OT Fri	OT Sat	OT Sun	OT Hours	DT Hours	Total Hours	Base Hourly	Overtime Hourly	Doubletime Hourly
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	\$52.00	\$0.00	\$0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	\$35.50	\$0.00	\$0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	\$40.00	\$0.00	\$0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	\$50.00	\$0.00	\$0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	\$50.00	\$0.00	\$0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	\$60.00	\$0.00	\$0.00

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
\$52.00	\$0.00	\$0.00	\$0.00	\$66.00	\$14.00	\$14.00	\$520.00	\$0.00	\$0.00	\$520.00	\$2,020.00	\$150.00	1235, DD	08/07/20.
\$35.50	\$0.00	\$0.00	\$0.00	\$58.95	\$23.45	\$23.45	\$355.00	\$0.00	\$0.00	\$355.00	\$355.00	\$0.00	DD	07/31/20
\$50.00	\$10.00	\$10.00	\$0.00	\$50.00	\$10.00	\$10.00	\$400.00	\$0.00	\$0.00	\$400.00	\$2,000.00	\$150.00	1235 - DD	07/24/20
\$55.00	\$5.00	\$5.00	\$0.00	\$66.50	\$16.50	\$16.50	\$500.00	\$0.00	\$0.00	\$500.00	\$2,000.00	\$150.00	1235 - DD	07/24/20
\$50.00	\$0.00	\$0.00	\$0.00	\$67.00	\$17.00	\$17.00	\$500.00	\$0.00	\$0.00	\$500.00	\$2,000.00	\$50.00	DD	07/17/20
\$60.00	\$0.00	\$0.00	\$0.00	\$77.00	\$17.00	\$17.00	\$600.00	\$0.00	\$0.00	\$600.00	\$2,000.00	\$50.00	DD	07/17/20

## DATA EXTRACTS REPORT

**Description:** this report is beneficial to display contractor contact information, as chosen by the below parameters. The Work Summary Data and Project Information options are specific to one client's use. The report automatically downloads into an Excel spreadsheet. This is helpful in the event you have a large project and are looking for a quick way to gather contractor contact information.

**Parameters:**

Data Extracts Download

Data Extract Parameters: [Help](#)

Select a data extract file type and a date range.

Data Files

Contractor Contact Information ▾

From created or modified date 1   To created or modified date 2  

Cancel

Download

### Data Extracts Report (Contractor Contact Information) Sample

Ali's Contracting	Ali Taormina	1044 Port Austin Rd	PORT AUSTIN	MI	8467	7192910208	aliallicat@hotmail.com	06/28/2017
Darren's Demo	Darren Gorder	3277 Schoolhouse Dr	Waterford	MI	8329	5059809787	aliecia.taormina@gmail.com	03/10/2017
Goeser's General Contractors	Lois Goeser	3277 SCHOOLHOUSE DR	WATERFORD	MI	8329	5059759324	ataormina@lcptracker.com	03/15/2017
Hunter's Handy Utility Company	Hunter Taormina	601 West 101st Street	Kansas City	MO	4114	7194646091	aliecia.taormina@gmail.com	03/10/2017
Kayla's Carpentry	Kayla Taormina	1044 Port Austin Rd	Port Austin	MI	8467	7194648976	aliecia.taormina@gmail.com	03/10/2017
Taormina's Trucking	Jim Taormina	4756 S 194th Ave	Omaha	NE	8135	7192910208	aliecia.taormina@gmail.com	03/10/2017

## EMPLOYEE DEMOGRAPHIC CLASSIFICATIONS REPORT

**Description:** this report will display employee’s demographic classification and type. A CPR does not need to be submitted or certified to run this report. It shows the following information:

- Contractor name
- Sub to
- Employee name
- Demographic type
- Demographic classification
- Start Date
- End Date

**Preconditions:**

- Demographic classifications need to be selected by contractor under Employee Setup
- Project needs to be assigned
- To display the dates, the start and end dates must be entered at time of demographic setup
- Report can run for all employees, only employees w/ CPRs or only employees w/o CPRs

*(See appendix A on demographic classifications.)*

**Parameters:**

**Employee Demographic Classifications**

Status	<input type="text"/>	Project	<input type="text"/>	<input type="button" value="View Report"/>
Contractor	<input type="text"/>	Sub To	<input type="text"/>	
Demographic Type	<input type="text"/>	Demographic Classification	<input type="text"/>	
Show	<div style="border: 1px solid #ccc; padding: 2px;"> <span style="background-color: #0056b3; color: white; padding: 2px;">All Employees</span>            Only Employees w/ CPRs            Only Employees w/o CPRs         </div>			

## Employee Demographic Classifications Report Sample

Contractor Name	Employee Name	Demographic Type	Demographic Classification	Is Primary	Start Date	End Date
<b>Project Neon</b>						
K5 Construction – Prime Contractor	ANDERSON, LEYLA	OSHA 10 Certified	Yes	NO		
	APEX, STAN	OSHA 10 Certified	Yes	NO	1/1/2019	1/1/2020
	DOE, JOHN	OSHA 10 Certified	Yes	NO		
	MCDERMOT, DOUG	OSHA 10 Certified	Yes	NO		

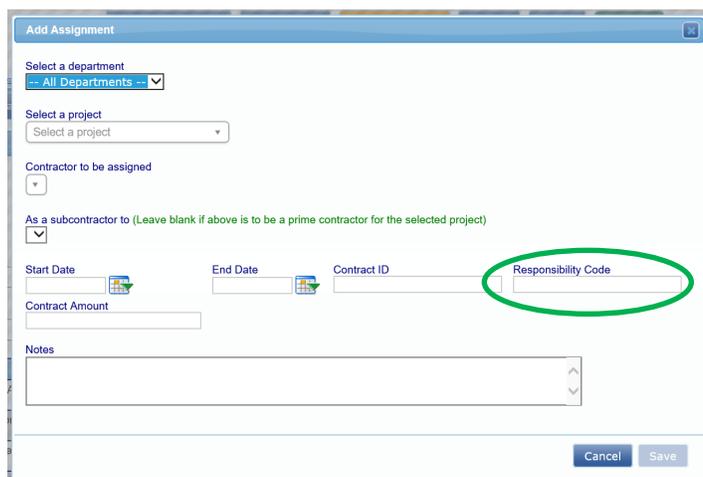
## ENG3180 - UPLOAD

**Description:** this report will show the information that is required by the United States Army Core of Engineers (USACE) to be uploaded in their system. **(There is another report within LCPtracker called “ENG3180”. That report is not able to be uploaded into the USACE system. You must use this one if you want to upload.)** It shows the following information:

- **Contractor Information:**

- Responsibility Code
- First day and last day of work
- Payroll number (For Example 1.0 when report was certified once, 1.1 if changes were made after initial certification, then recertified),
- Week end date
- Checked By (name of Admin who checked CPR)
- Date Checked (date Admin accepted CPR)
- Number employed that week
- Man-Hours worked
- Contract No.

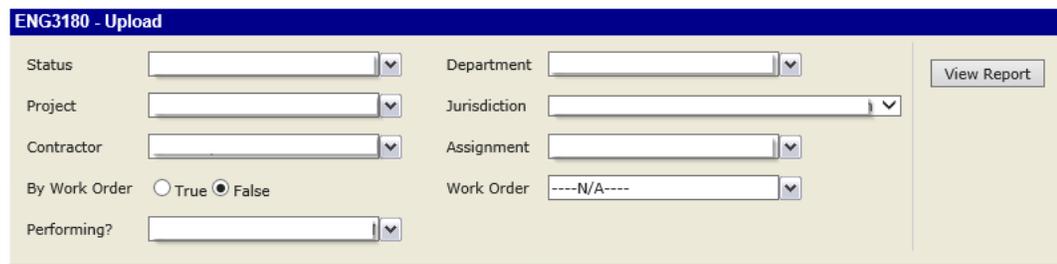
**Preconditions:** for this report to run correctly, you must enter a “responsibility code” when assigning a project. Set Up> Contractor Setup> Contractor assignment> Add new assignment>.



The screenshot shows the 'Add Assignment' dialog box with the following fields and options:

- Select a department: -- All Departments --
- Select a project: Select a project
- Contractor to be assigned: [Dropdown]
- As a subcontractor to (Leave blank if above is to be a prime contractor for the selected project): [Dropdown]
- Start Date: [Calendar icon]
- End Date: [Calendar icon]
- Contract ID: [Text input]
- Responsibility Code: [Text input (circled in green)]**
- Contract Amount: [Text input]
- Notes: [Text area]
- Buttons: Cancel, Save

### Parameters:



The screenshot shows the 'ENG3180 - Upload' form with the following parameters:

- Status: [Dropdown]
- Project: [Dropdown]
- Contractor: [Dropdown]
- By Work Order:  True  False
- Performing?: [Dropdown]
- Department: [Dropdown]
- Jurisdiction: [Dropdown]
- Assignment: [Dropdown]
- Work Order: ----N/A----
- View Report: [Button]



## ENG3180 - Upload Sample

Responsibility Code	First Day	Last Day	Payroll Number	Week Ending	Checked By	Date Checked	Number Employed	Man-Hours Worked	Contract No.
	8/14/2016		2814.0	8/20/2016	Erin Fairbanks	2/15/2017	1	9.50	
			2815.0	8/27/2016	Erin Fairbanks	2/15/2017	1	29.50	
			2816.0	9/3/2016	Erin Fairbanks	2/15/2017	1	17.25	
			2818.0	9/17/2016	Erin Fairbanks	2/15/2017	1	37.00	
			2819.0	9/24/2016	Erin Fairbanks	2/15/2017	1	27.50	
			2820.0	10/29/2016	Erin Fairbanks	2/15/2017	3	70.00	
			2821.0	11/5/2016	Erin Fairbanks	2/15/2017	1	10.00	
	11/15/2015		1.0	11/21/2015	Erin Fairbanks	6/17/2016	3	15.75	
			2.0	11/28/2015	Erin Fairbanks	9/12/2016	1	12.50	
			4.3	12/12/2015	Erin Fairbanks	10/27/2016	4	29.00	

## PAYROLL DETAILS (EXPORT) – NEW 4.1.2024

**Description:** this report gives you a breakdown of individual employees for the week end date you specify, by project and by contractor. It shows the following information:

- Payroll date, project name, project code and word order number
- Contractor ID and name
- Contract ID
- Section 3 business status
- Employee ID, last name and first name
- Address, city, state and zip code
- Employee Email Address
- Employee Phone Number
- Date employee hired
- Ethnicity, gender and section 3 status
- Craft/classification
- Wage determination number
- Gross pay, other deductions, and rate in lieu of fringes
- Total hours worked

**Parameters:** NOTE - exporting the report in Excel allows you to easily filter by any category.

**Payroll Details (Export)**

Status	<input type="text"/>	Department	<input type="text"/>
Project	<input type="text"/>	Jurisdiction	<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"/>

### Payroll Details Report Sample

Payroll Date	Project Name	Project Code	Work Order	Contractor ID	Contractor Name	Contract ID	Section 3 Business	Employee ID (LCPtracker-Generated)	Employee ID (Contractor-Entered)	Last Name	First Name	Address 1	Address 2	City
08/13/2022	Dimmsdale Dimmadome Project - CA only	Test123!		1	Hodge Building Champs, Inc.	jh-f-123	NO	27	268f	MCGEENE	WEENE	1801 Baywood Dr	Apt 101	Corona
02/10/2024	Dimmsdale Dimmadome Project - CA only	Test123!	Mini Project 2	1	Hodge Building Champs, Inc.	jh-f-123	NO	100	1103	ALLAN	BARRY	6740 N BLACKSTONE AVE		FRESNO
02/10/2024	Dimmsdale Dimmadome Project - CA only	Test123!	Mini Project 1	1	Hodge Building Champs, Inc.	jh-f-123	NO	98	1074	BROWN	STEPHANIE	9427 N FORT WASHINGTON RD #108		FRESNO

State	Zip Code	Employee Email Address	Employee Phone Number	Date Hired	Ethnicity	Gender	Section 3 Employee	Craft	Classification	Wage Determination	Gross Pay	Other Deductions	Rate in Lieu of Fringes	Total Hours
CA	92881	weeniemcgeenie@gmail.com	123-456-7890	01/01/2020	NOT SPECIFIED	M	No	Laborer and Related Classifications	Group 1	SC-23-102-2-2021-1	\$500.00	\$10.00	\$15.00	10.00
CA	93710	alwaysmovingfast@yahoo.com	5594348465	01/01/2020	NOT SPECIFIED	M	No	LABORER AND RELATED CLASSIFICATIONS	Group 1 (A) Area 1	NC-23-102-1-2022-1	\$1,535.75	\$0.00	\$13.05	25.00
CA	93710	spolleralert@wayneindustries.com	5594348436	01/01/2020	NOT SPECIFIED	F	No	LABORER AND RELATED CLASSIFICATIONS	Group 1 (A) Area 1	NC-23-102-1-2022-1	\$2,825.78	\$0.00	\$13.05	44.00

## PAYROLL DETAILS (NON EXPORT) – NEW 4.1.2024

**Description:** this report gives you a breakdown of individual employees for the week end date you specify, by project and by contractor. It shows the following information:

- Payroll date, project name, project code and word order number
- Contractor ID and name
- Contract ID
- Section 3 business status
- Employee ID, last name and first name
- Address, city, state and zip code
- Employee Email Address
- Employee Phone Number
- Date employee hired
- Ethnicity, gender and section 3 status
- Craft/classification
- Wage determination number
- Gross pay, other deductions, and rate in lieu of fringes
- Total hours worked

**Parameters:** NOTE –To easily filter by any category, download the report in Excel or CSV format by running the Payroll Details (Export) report.

**Payroll Details (Non Export)**

Status	<input type="text"/>	Department	<input type="text"/>	<input type="button" value="View Report"/>
Project	<input type="text"/>	Jurisdiction	<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"/>	

### Payroll Details (Non Export) Report Sample

Payroll Date	Project Name	Project Code	Work Order	Contractor ID	Contractor Name	Contract ID	Section 3 Business	Employee ID (LCPTracker-Generated)	Employee ID (Contractor-Entered)	Last Name	First Name	Address 1	Address 2
08/13/2022	Dimmsdale Dimmadome Project - CA only	Test123!		1	Hodge Building Champs, Inc.	jh-f-123	NO	27	268f	MCGEENE	WEENE	1801 Baywood Dr	Apt 101
02/10/2024	Dimmsdale Dimmadome Project - CA only	Test123!		1	Hodge Building Champs, Inc.	jh-f-123	NO	100	1103	ALLAN	BARRY	6740 N BLACKSTONE AVE	
02/10/2024	Dimmsdale Dimmadome Project - CA only	Test123!		1	Hodge Building Champs, Inc.	jh-f-123	NO	98	1074	BROWN	STEPHANIE	9427 N FORT WASHINGTON RD #108	

Payroll Details														Report Date: 4/6/2024	
														Date Range: 1/1/2000 – 4/6/2024	
														Sub To: AE PRIME CONTRACTOR	
City	State	Zip Code	Employee Email Address	Employee Phone Number	Date Hired	Ethnicity	Gender	Section 3 Employee	Craft	Classification	Wage Determination	Gross Pay	Other Deductions	Rate in Lieu of Fringes	Total Hours
Corona	CA	92681	weenemcgeene@gmail.com	123-456-7890	01/01/2020	NOT SPECIFIED	M	No	Laborer and Related Classifications	Group 1	SC-23-102-2-2021-1	\$500.00	\$10.00	\$15.00	10.00
Fresno	CA	93710	alwaysmovingfast@yahoo.com	5594348465	01/01/2020	NOT SPECIFIED	M	No	LABORER AND RELATED CLASSIFICATIONS	Group 1 (A) Area 1	NC-23-102-1-2022-1	\$1,535.75	\$0.00	\$13.05	25.00
Fresno	CA	93710	spoileralert@wayneindustries.com	5594348436	01/01/2020	NOT SPECIFIED	F	No	LABORER AND RELATED CLASSIFICATIONS	Group 1 (A) Area 1	NC-23-102-1-2022-1	\$2,825.78	\$0.00	\$13.05	44.00

## PAYROLL DETAILS WITH ADDITIONAL DEMOGRAPHICS – UPDATED 10.9.23

**Description:** this report gives you a breakdown of individual employees for the week-end date you specify, by project and by contractor. This report has had the demographic classifications added as an additional parameter allowing for Admins to now pull the hours to report on for the new Section 3 / HUD requirements with the use of only one report. The report can also be utilized for other custom demographic classifications to be reported on. This report shows the following information:

- Payroll Date, Project Name, Project Code, and Work Order number
- **Section 3 Funding Type** – *this information is entered under the Project setup, by the project administrator.*
- Contract ID and Contractor Name
- **Section 3 Business status** – *this information is entered under the Company Information page by the contractor, and/or the Administrator.*
- Employee ID, Last Name, and First Name
- Employee Address 1, Address 2, City, State, and Zip Code
- Employee Email Address
- Employee Phone Number
- Employee Date Hired
- Employee Ethnicity and Gender
- **Demographic Classification(s)** - *this information is entered under the Add/Edit Employee section by the contractor, and/or the administrator.*
- Craft & Classification
- Wage Determination number
- Gross Pay, Other Deductions, and Rate in Lieu of Fringes
- Total Hours worked

**Parameters:**

NOTE - exporting the report in Excel allows you to easily filter by the demographic type as well as other categories. Please make sure to convert your hours and amounts to a number if utilizing a pivot table.

Administrators: To ensure accurate reporting, it is strongly recommended to assign the Section 3 demographic type to the projects that require this information. Administrators should refer to the Administrators Manual for reference on how to assign demographic classifications.

Payroll Details with Additional Demographics

Status	<input type="text"/>	Department	<input type="text"/>	<input type="button" value="View Report"/>
Project	<input type="text"/>	Jurisdiction	<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	----N/A----	
Week End Date From	<input type="text"/>	Week End Date To	<input type="text"/>	
Export	<input checked="" type="radio"/> True <input type="radio"/> False	Demo Type	<input type="text"/>	



# Payroll Details with Additional Demographics Report Sample

Payroll Date	Project Name	Project Code	Section 3 Funding Type	Work Order	Contract ID	Contractor Name	Section 3 Business	Employee ID (LCP Tracker Generated)	Employee ID (Contractor-Entered)	Last Name	First Name	Address 1	Address 2	City	State	Zip Code	Employee Email Address	Employee Phone Number	Date Hired	Ethnicity	Gender
08/13/2022	Dimmsdale Dimmadome Project - CA only	Test1231			JM-123	Hodge Building Champs, Inc.		27	2687	MCGEENIE	WEENIE	1801 Baywood Dr	Apt 101	Corona	CA	92881					M
08/27/2022	I-101 Improvements - Expansion Project - Dual Funded	1111236			2022-55555	AE PRIME CONTRACTOR		4	533	THORNBERRY	ELIZA	5333 Zoo Dr		Los Angeles	CA	90027		9097311521	01/01/2020	CAUCASIAN	F
09/03/2022	I-101 Improvements - Expansion Project - Dual Funded	1111236			2022-55555	AE PRIME CONTRACTOR		5	2169	THORNBERRY	DEBBIE	5333 Zoo Dr		Los Angeles	CA	90027			01/01/2020	CAUCASIAN	F
09/03/2022	I-101 Improvements - Expansion Project - Dual Funded	1111236			2022-55555	AE PRIME CONTRACTOR		6	2963	THORNBERRY	DONNIE	5333 Zoo Dr		Los Angeles	CA	90027			01/01/2020	NOT SPECIFIED	M
09/17/2022	Dimmsdale Dimmadome Project - CA only	Test1231			1658asfd	Lilia's Striping Team		26	5658	TURNER	TIMMY	111 Street St		Corona	CA	92881			09/01/2022	OTHER	M
09/17/2022	I-101 Improvements - Expansion Project - Dual Funded	1111236			2022-55555	AE PRIME CONTRACTOR		4	533	THORNBERRY	ELIZA	5333 Zoo Dr		Los Angeles	CA	90027		9097311521	01/01/2020	CAUCASIAN	F
09/24/2022	I-101 Improvements - Expansion Project - Dual Funded	1111236			2022-55555	AE PRIME CONTRACTOR		4	533	THORNBERRY	ELIZA	5333 Zoo Dr		Los Angeles	CA	90027		9097311521	01/01/2020	CAUCASIAN	F
10/01/2022	I-101 Improvements - Expansion Project - Dual Funded	1111236			2022-55555	AE PRIME CONTRACTOR		4	533	THORNBERRY	ELIZA	5333 Zoo Dr		Los Angeles	CA	90027		9097311521	01/01/2020	CAUCASIAN	F

Project or All Projects	Demographic Type	Demographic Classification	Approved	Start Date	End Date	Project or All Projects	Demographic Type	Demographic Classification	Approved	Start Date	End Date	Project or All Projects	Legacy Section 3 Employee	Craft	Classification	Wage Determination	Gross Pay	Other Deductions	Rate in Lieu of Fringes	Total Hours
Dimmsdale Dimmadome Project - CA	Section 3 Employee Type	Does Not Apply to Worker	NO			ALL PROJECT	Skilled & Trained Workforce	Non-Skilled/Trained	NO				No	Laborer and Related Classification	Group 1	SC-23-102-2-2021-1	\$500,000	\$10.00	\$15.00	10,000
	Section 3 Employee Type	Does Not Apply to Worker	NO			ALL PROJECT	Skilled & Trained Workforce						No	DRIVER (ON/OFF-HAULING TO/FROM)	Ready Mix Driver (After 1 yrs of service)	C-MT-261-X-258-2021-1	\$1,250,000	\$100.00	\$0.00	20,000
													Current	Parking and Highway Improvement (Striper-ELECTRICIAN)	Group 4	SC-23-102-6-2022-1	\$1,350,000	\$50.00	\$0.00	20,000
						ALL PROJECT						ALL PROJECT	No	TRANSPORTATION SYSTEMS TECHNICIAN		LOS-2022-1	\$1,500,000	\$50.00	\$0.00	20,000
	Section 3 Employee Type	Does Not Apply to Worker	NO			ALL PROJECT	Skilled & Trained Workforce					ALL PROJECT	No	Parking and Highway Improvement	Group 1	SC-23-102-6-2022-2	\$500,000	\$10.00	\$15.00	10,000
	Section 3 Employee Type	Does Not Apply to Worker	NO			ALL PROJECT	Skilled & Trained Workforce						No	DRIVER (ON/OFF-HAULING TO/FROM)	Ready Mix Driver (After 1 yrs of service)	C-MT-261-X-258-2021-1	\$500,000	\$0.00	\$0.00	10,000
	Section 3 Employee Type	Does Not Apply to Worker	NO			ALL PROJECT	Skilled & Trained Workforce						No	DRIVER (ON/OFF-HAULING TO/FROM)	Ready Mix Driver (After 1 yrs of service)	C-MT-261-X-258-2021-1	\$500,000	\$0.00	\$0.00	10,000
	Section 3 Employee Type	Does Not Apply to Worker	NO			ALL PROJECT	Skilled & Trained Workforce						No	DRIVER (ON/OFF-HAULING TO/FROM)	Ready Mix Driver (After 1 yrs of service)	C-MT-261-X-258-2021-1	\$1,250,000	\$100.00	\$0.00	20,000

## PAYROLL ENHANCED DETAILS EXPORT

**Description:** this report gives you a breakdown of individual employees for the week end date you specify, by project and by contractor. It shows the following information:

- Payroll date
- Contractor Name, Contract ID
- Employee Last Name and First Name
- Craft/Classification
- Total Health fringe paid
- Total Pension fringe paid
- Total Vacation/holiday fringe paid
- Total Training fringe paid
- Total Other fringe paid
- Total Fringes paid
- Straight time Hours worked, Overtime Hours worked, Doubletime Hours worked, and Total Hours worked
- Fringe rate paid
- Base Hourly Rate, Base Overtime Rate, Base Doubletime Rate
- Total hourly amount paid
- Total overtime amount paid
- Total double time amount paid
- Total per diem paid

**Parameters:** NOTE - exporting the report in Excel allows you to easily filter by any category.

### Payroll Enhanced Details Export

Status	Active	Department	Default Department	<a href="#" style="border: 1px dashed gray; padding: 5px;">View Report</a>
Project		Jurisdiction		
Location		Contractor		
Sub To		By Work Order	<input type="radio"/> True <input checked="" type="radio"/> False	
Work Order		From		
To				

## Payroll Enhanced Details Export Report Sample

Contractor	Contract ID	Week End Date	Employee	Employee ID	Craft	Class	Health	Pension	Vacation Holiday	Training	Other	Cash Fringe	Total Fringe	ST Hours	OT Hours	DT Hours	Total Hour	Fringe Rate	Base Hourly	Base Overtim	Base Doubleti	Total Hourly	Total Overtim	Total Doubletim	Per Diem
K5	Prime	2019-01-06	BUSCHMAN,	121212	ELECTRICIA	Electrician	\$30.00	\$0.00	\$30.00	\$0.00	\$0.00	0.00	\$60.00	3.00	0.00	0.00	3.00	\$0.00	\$60.00	\$0.00	\$0.00	\$60.00	\$0.00	\$0.00	\$0.00
K5	Prime	2019-01-13	BUSCHMAN,	121212	BRICKLAYE	Bricklayer	\$30.00	\$0.00	\$30.00	\$0.00	\$0.00	0.00	\$60.00	3.00	0.00	0.00	3.00	\$0.00	\$60.00	\$0.00	\$0.00	\$60.00	\$0.00	\$0.00	\$0.00
K5	Prime	2019-01-20	BUSCHMAN,	121212	BRICKLAYE	Bricklayer	\$30.00	\$0.00	\$30.00	\$0.00	\$0.00	15.00	\$75.00	3.00	0.00	0.00	3.00	\$5.00	\$60.00	\$0.00	\$0.00	\$65.00	\$5.00	\$5.00	\$5.00
K5	Prime	2019-01-27	ANDERSON,	123456	ELECTRICIA	Electrician	\$30.00	\$6.30	\$30.00	\$0.00	\$0.00	0.00	\$66.30	3.00	0.00	0.00	3.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00
K5	Prime	2019-01-27	BUSCHMAN,	121212	BRICKLAYE	Bricklayer	\$30.00	\$0.00	\$30.00	\$0.00	\$0.00	15.00	\$75.00	3.00	0.00	0.00	3.00	\$5.00	\$60.00	\$0.00	\$0.00	\$65.00	\$5.00	\$5.00	\$5.00
K5	Prime	2019-02-03	BUSCHMAN,	121212	LABORER	Common or	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	0.00	\$20.00	2.00	0.00	0.00	2.00	\$0.00	\$60.00	\$0.00	\$0.00	\$60.00	\$0.00	\$0.00	\$0.00
K5	Prime	2019-02-03	CHAVEZ,		ELECTRICIA	Electrician	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	0.00	\$20.00	2.00	0.00	0.00	2.00	\$0.00	\$60.00	\$0.00	\$0.00	\$60.00	\$0.00	\$0.00	\$0.00
K5	Prime	2019-02-03	CONKLIN,		ELECTRICIA	Electrician	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	0.00	\$20.00	2.00	0.00	0.00	2.00	\$0.00	\$60.00	\$0.00	\$0.00	\$60.00	\$0.00	\$0.00	\$0.00
K5	Prime	2019-02-03	CONKLIN,	1	POWER	Group 2	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	0.00	\$20.00	2.00	0.00	0.00	2.00	\$0.00	\$60.00	\$0.00	\$0.00	\$60.00	\$0.00	\$0.00	\$0.00
K5	Prime	2019-02-03	DOE, JOHN	1919	LABORER	Common or	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	0.00	\$20.00	2.00	0.00	0.00	2.00	\$0.00	\$60.00	\$0.00	\$0.00	\$60.00	\$0.00	\$0.00	\$0.00
K5	Prime	2019-02-03	EASTON,		POWER	Group 2	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	0.00	\$20.00	2.00	0.00	0.00	2.00	\$0.00	\$60.00	\$0.00	\$0.00	\$60.00	\$0.00	\$0.00	\$0.00
K5	Prime	2019-02-03	FOX, MIKE		LABORER	Common or	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	0.00	\$20.00	2.00	0.00	0.00	2.00	\$0.00	\$60.00	\$0.00	\$0.00	\$60.00	\$0.00	\$0.00	\$0.00
K5	Prime	2019-02-03	KININSCHTZ		ELECTRICIA	Electrician	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	0.00	\$20.00	2.00	0.00	0.00	2.00	\$0.00	\$60.00	\$0.00	\$0.00	\$60.00	\$0.00	\$0.00	\$0.00
K5	Prime	2019-02-03	SMITH,		POWER	Group 2	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	0.00	\$20.00	2.00	0.00	0.00	2.00	\$0.00	\$60.00	\$0.00	\$0.00	\$60.00	\$0.00	\$0.00	\$0.00
K5	Prime	2019-02-10	BUSCHMAN,	121212	BRICKLAYE	Bricklayer	\$30.00	\$0.00	\$30.00	\$0.00	\$0.00	0.00	\$60.00	3.00	0.00	0.00	3.00	\$0.00	\$60.00	\$0.00	\$0.00	\$60.00	\$0.00	\$0.00	\$0.00

## STATE RESIDENCE REPORT

**Description:** this report will tell you how many employees on your project live in a specific state, as chosen in your parameters, per contractor. It will show the following information:

- Trade
- Total number of workers
- Total number of workers for chosen state
- Total number of workers not from chosen state
- Total number of workers per every other state

**Preconditions:** state lived in must be a required field when entering employee information in order for this report to work.

**Parameters:**

**State Residence Report**

Project Status	Active	Department	Default Department	<input type="button" value="View Report"/>
Project	M59 Realignment	Jurisdiction	Federal Wages	
Contractor	Darren's Demo, Goeser's Gener	Assignment	All assignments	
From	1/1/2017	To	12/31/2017	
Primary State	MICHIGAN	Secondary States	ALASKA, ALABAMA, ARKANSAS	

1 of 1 | 100% | Find | Next

## State Residence Report Sample



### State Residence Report

Project: M59 Realignment  
 Contractor: Multiple Contractors  
 Date Range: 01/01/2017 – 12/31/2017  
 Date Generated: 1/22/2018 6:58 PM

Trade	Total # of Workers	MI Resident	Non-MI Resident
Carpenter	7	3	4
Electrician	2	2	0
Flag Person	2	2	0
Laborers	6	4	2
Plumber	1	1	0
Power Equipment Operators (Airport, Bridge & Highway Construction)	4	2	2
Teamster	4	3	1
Total # of Workforce:	22	17	5
Total % of Workforce:		77.27%	22.73%

Trade	Total # of Workers	MI	CT	KS	NM	NY	Other
Carpenter	7	3	2	0	1	1	0
Electrician	2	2	0	0	0	0	0
Flag Person	2	2	0	0	0	0	0
Laborers	6	4	0	0	1	1	0
Plumber	1	1	0	0	0	0	0
Power Equipment Operators (Airport, Bridge & Highway Construction)	4	2	0	0	1	1	0
Teamster	4	3	0	1	0	0	0
Total # of Workforce:	22	17	2	1	1	1	0
Total % of Workforce:		77.27%	9.09%	4.55%	4.55%	4.55%	0.00%

Sub to: Multiple Assignments | Jurisdiction: Federal Wages | Page 1 of 1

## SUBCONTRACTOR ACKNOWLEDGEMENT REPORT

**Description:** this report will give you information provided by a lower tier subcontractor when they submit their weekly payroll. It will show the following information:

- Project name
- Contractor
- Phone number
- Week end date
- Payroll number
- 2<sup>nd</sup> Tier Subs
- Additional notes
- Certified by
- Date

**Preconditions:** The department setting “Enable Subcontractor Certification Acknowledgement” must be turned on to initiate the acknowledgement page to be filled out by lower tier subs. A prime contractor will not be asked to complete this information when submitting payrolls.

**Parameters:**

Subcontractor Acknowledgement Report

Project Status	<input type="text"/>	Department	<input type="text"/>	<input type="button" value="View Report"/>
Project	<input type="text"/>	Contractor	<input type="text"/>	
Certified By	<input type="text"/>	Used Subs	<input type="text"/>	
Phone Number	<input type="text"/>	Payroll Number	<input type="text"/>	
Week End Date From	<input type="text"/>	Week End Date To	<input type="text"/>	
Certified Date From	<input type="text"/>	Certified Date To	<input type="text"/>	

### Subcontractor Acknowledgement Report Sample

	<b>Subcontractor Acknowledgement Report</b> LG-LCPTRACKER DEMO DATABASE	Report Date: 5/24/2019 Date Range: 1/1/2018 – 5/26/2019																													
<table border="1" style="width: 100%; border-collapse: collapse; text-align: left;"> <thead> <tr> <th style="width: 15%;">Project Name</th> <th style="width: 15%;">Contractor</th> <th style="width: 15%;">Phone Number</th> <th style="width: 10%;">Week End Date</th> <th style="width: 10%;">Payroll Number</th> <th style="width: 10%;">2nd Tier Subs</th> <th style="width: 20%;">Additional Notes</th> <th style="width: 10%;">Certified By</th> <th style="width: 10%;">Date</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Choice Ohio Housing</td> <td rowspan="3">K5 Construction</td> <td rowspan="3">7194605809</td> <td>9/2/2018</td> <td>1</td> <td></td> <td></td> <td>Lois G</td> <td>12/4/2018</td> </tr> <tr> <td>1/6/2019</td> <td>1</td> <td></td> <td></td> <td>Lois Goeser</td> <td>2/12/2019</td> </tr> <tr> <td>1/13/2019</td> <td>2</td> <td></td> <td>I had ABC Landscaping on site</td> <td>Lois Goeser</td> <td>5/24/2019</td> </tr> </tbody> </table>	Project Name	Contractor	Phone Number	Week End Date	Payroll Number	2nd Tier Subs	Additional Notes	Certified By	Date	Choice Ohio Housing	K5 Construction	7194605809	9/2/2018	1			Lois G	12/4/2018	1/6/2019	1			Lois Goeser	2/12/2019	1/13/2019	2		I had ABC Landscaping on site	Lois Goeser	5/24/2019	Report Filtered By Week End Date <span style="float: right;">Page 1 of 1</span>
Project Name	Contractor	Phone Number	Week End Date	Payroll Number	2nd Tier Subs	Additional Notes	Certified By	Date																							
Choice Ohio Housing	K5 Construction	7194605809	9/2/2018	1			Lois G	12/4/2018																							
			1/6/2019	1			Lois Goeser	2/12/2019																							
			1/13/2019	2		I had ABC Landscaping on site	Lois Goeser	5/24/2019																							

### State Residence Report

Project: M59 Realignment  
 Contractor: Multiple Contractors  
 Date Range: 01/01/2017 - 12/31/2017  
 Date Generated: 1/22/2018 6:58 PM

Trade	Total # of Workers	MI Resident	Non-MI Resident
Carpenter	7	3	4
Electrician	2	2	0
Flag Person	2	2	0
Laborers	6	4	2
Plumber	1	1	0
Power Equipment Operators (Airport, Bridge & Highway Construction)	4	2	2
Teamster	4	3	1
<b>Total # of Workforce:</b>	<b>22</b>	<b>17</b>	<b>5</b>
<b>Total % of Workforce:</b>		<b>77.27%</b>	<b>22.73%</b>

Trade	Total # of Workers	MI	CT	KS	NM	NY	Other
Carpenter	7	3	2	0	1	1	0
Electrician	2	2	0	0	0	0	0
Flag Person	2	2	0	0	0	0	0
Laborers	6	4	0	0	1	1	0
Plumber	1	1	0	0	0	0	0
Power Equipment Operators (Airport, Bridge & Highway Construction)	4	2	0	0	1	1	0
Teamster	4	3	0	1	0	0	0
<b>Total # of Workforce:</b>	<b>22</b>	<b>17</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>
<b>Total % of Workforce:</b>		<b>77.27%</b>	<b>9.09%</b>	<b>4.55%</b>	<b>4.55%</b>	<b>4.55%</b>	<b>0.00%</b>

Sub to: Multiple Assignments

Jurisdiction: Federal Wages

Page 1 of 1

# IRA REPORTS

- Bulk CPR Extract-IRA
- CPR's Submitted Tracking-IRA
- Daily Journeyman/Apprentice Hours-IRA
- Daily Journeyman/Apprentice Ratios-IRA
- Daily Payroll with Detailed Totals-IRA
- PRJ Apprentice, Minority, Women Goals-IRA
- PRJ Apprentice, Minority, Women, Veteran Goals-IRA
- Project Manpower-IRA

## BEST PRACTICE NOTE – NEW 02.14.2024

For more accurate IRA reporting results, it is best practice to create detailed journeyman and apprentice craft/classifications. Doing so allows contractors to report the specific journeyman hours spent directly training apprentices, providing administrators with an accurate journeyman to apprentice ratio.

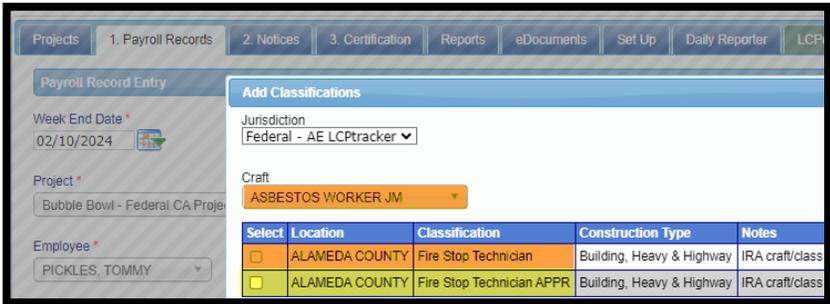
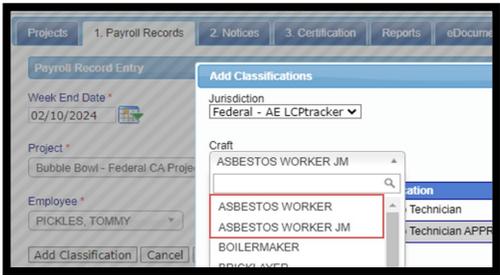
Assuming a federal wage decision is already assigned to the IRA project, administrators with Full Administrator, Business Manager, and Limited Admin credentials can create detailed journeyman and apprentice craft/classifications. Start by going to the Setup tab>> Prevailing Wage Setup>> Add/Edit Project Wage Data>> select your IRA project>> copy the applicable journeyman craft/classification and proceed with the following:

- Journeyman craft/classifications: it is best practice to add “JM” to the end of the craft name.
- Apprentice craft/classifications: it is best practice to add “JM” to the end of the craft name and “APPR” or “Apprentice” to the classification.

For detailed steps on copying craft/classifications, please refer to the Administrator User Guide>> Prevailing Wage Setup. Here is an example of a detailed IRA journeyman craft/classification from the administrator side:

Delete Selected		Add Classification		5 Records						
Page 1										
	Jurisdiction	Location	General Decision	Type	Craft	Classification	Basic Rate	Fringes	Total	
<input type="checkbox"/>	Federal - AE LCPtracker	ala	CA20220022	Building, Heavy & Highway	ASBESTOS WORKER	Fire Stop Technician	\$32.090	\$19.660	\$51	
<input type="checkbox"/>	Federal - AE LCPtracker	ala	CA20220022	Building, Heavy & Highway	ASBESTOS WORKER JM	Fire Stop Technician	\$32.090	\$19.660	\$51	
<input type="checkbox"/>	Federal - AE LCPtracker	ala	CA20220022	Building, Heavy & Highway	ASBESTOS WORKER JM	Fire Stop Technician APPR	\$16.000	\$19.660	\$35	

On the contractor side, contractors will see the regular and detailed craft when entering a certified payroll report. To report the specific training journeyman and apprentice hours, contractors must select the detailed craft. To report non-training journeyman hours, contractors can select the regular (non-detailed) craft. It is also best practice for administrators to discuss this expectation with their contractors for IRA projects:



## BULK CPR EXTRACT-IRA – NEW 09.05.2023

**Description:** this report gives you the ability to pull multiple CPRs for all contractors for a specific week end date, or multiple week end dates for one contractor. CPRs with weeks where work was performed will display in one report, and CPRs with non-performing weeks will display in a second, separate report.

**Note:** This report may provide details that can be used for IRA reporting purposes.

### Parameters:

**Multiple CPRs Report**

Select Department  
All Departments ▼

Show Closed Projects

Select Project  
▼

Select Contractor  
All Contractors ▼

Sub To | Contract ID  
All Assignments ▼

Week End Date  
▼

Report Type  
CPR Report ▼

Cancel Run

You may choose from eleven (11) different ways to show or redact information that is listed on the CPRs.

**CPR Report**

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

# Bulk CPR Extract-IRA Sample



## WEEKLY CERTIFIED PAYROLL REPORTING FORM

NAME OF CONTRACTOR :Darren's Demo Prime		CONTRACTORS LICENSE No. 5059809787 SPECIALTY LICENSE No.		ADDRESS : 3277 Schoolhouse Dr., Waterford, MI 48329 PHONE: EMAIL:		PROJECT LOCATION/ CODE / NAME : Huron County, MI / MI592017 / M59 Realignment																													
PAYROLL No. 23		FOR WEEK ENDING: 06/18/2017 SUBMITTED ON: June 16, 2017		MOTOR CARRIER PERMIT No.		UNION Local		SELF-INSURED CERTIFICATE No. WORKERS COMP. POLICY :		MI170001																									
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																							
LAWRENCE	Carpenter / Carpenter - Pending SSN: 056120177	WO: Concrete M59 & I-75 Huron County, MI WD: MI170001	6/12/17	6/13/17	6/14/17	6/15/17	6/16/17	6/17/17	6/18/17	1.00	50.00	50.00	50.00	Federal Tax	Social Security	Medicare	State Tax	Local Taxes / FICA	Other	Savings	Total Deduction	Check No.													
			M	T	W	TH	F	S	S					1.00	0.00	0.00	0.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	10.00	DD									
														Vac/Dues	Trav. Subs.	Health & Welfare	Pension	Vacation Holiday	Training	All Other	Total Fringe Paid to Incl	Net Paid Week													
														0.00	0.00	20.00	0.00	0.00	0.00	0.00	20.00	40.00													
All or Part of Fringes Paid to Employee: NO										Total Hours All Projects		Rate in Lieu of Fringes		Total in Lieu of Fringes		Total Base Rate + Fringes		Voluntary Pension		Voluntary Medical		H & W Rate		Pension Rate		Vac-Hol Rate		Training Rate		All Other Rate		Total Fringe Rate to Incl		Permit Payment Date	
										1.00		0.00		0.00		70.00		0.00		0.00		20.00		0.00		0.00		20.00							

OTHER DEDUCTION NOTES: child support

TOTAL STANDARD HOURS :	1.00	TOTAL 1.6 OT HOURS :	0.00	TOTAL 2.0 OT HOURS :	0.00	GRAND TOTAL HOURS :	1.00
------------------------	------	----------------------	------	----------------------	------	---------------------	------

Note the lack of identifying employee information. This is an example of the type of redacting that you could provide for a "sunshine request" from a state agency. The report this example was taken from was 33 pages long, and contained 22 of 23 available CPRs for this subcontractor. The one additional CPR was a non-performing one, which looks like this:

03/15/2017  
 Page 1 of 1

Certified Payroll Report for Non Performing Week

For week ending on: January 22, 2017  
 Payroll Number: 3

Date 3/15/2017 12:00:00AM

Project:  
 MI592017 - M59 Realignment

Contractor:  
 5059809787 - Darren's Demo PRIME  
 Darren Gordier  
 5059809787  
 3277 Schoolhouse Dr  
 Waterford, MI 48329

**CERTIFICATION FOR NON PERFORMING WEEK**

I, Darren Gordier, Owner do hereby state:  
 (1) That I pay or supervise the payment of the persons employed by DARREN'S DEMO on the M59 REALIGNMENT; that during the payroll period commencing on 1/16/2017 and ending on 1/22/2017 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 DARREN'S DEMO 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), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 907; 76 Stat. 357; 40 U.S.C. 167, 3145), and described below:  
 All comments are in the notes on the submitted Certified Payroll Report.  
 (2) That any payroll otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work to be performed.  
 (3) That any apprentice employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.  
 (4) That:  
 (a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS  
 X - in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate program for the benefit of such employees, except as noted in section 4(c) below.  
 (b) WHERE FRINGE BENEFITS ARE PAID IN CASH  
 X - Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.  
 (c) EXCEPTIONS:  
 Any exceptions to the above are reported in the certified payroll in the notes section for the specific individual.

REMARKS:

NAME: Darren Gordier  
 TITLE: Owner  
 Electronic Signature Code: 5059809787-MI592017-1/22/2017-0-131340834464980999



## CPR'S SUBMITTED TRACKING-IRA – NEW 09.05.2023

**Description:** this report is a snapshot of your certified payroll submissions for a specific time period. This will report on both the days lapsed between week end date and submitted date as well as the days late between the due date and the submitted date. It will show the following information:

- Reporting period date parameters
- Name of project
- Contractor Name
- Sub to and Contract ID
- CPRs received week end date
- Payroll Number
- CPRs submitted date
- Days lapsed between week end date and submitted date
- CPRs received week end date
- CPRs due date
- CPRs submitted date
- CPRs re-submitted date
- Days late based on due date and submitted date
- Performing or non-performing indicator

**Note:** This report may provide details that can be used for IRA reporting purposes.

### Parameters:

**CPR Submitted Report**

Status:  Department:

Project:  Contractor:

Sub To:  Performing:

From:  To:

Export:  True  False

1 of 1 100% Find | Next

## CPR's Submitted Tracking-Ira Sample

**Submitted CPRs Report** Report Date: 8/15/2023  
Date Range: 3/1/2023 – 8/15/2023

Project: I-101 Improvements - Expansion Project - Dual Funded

Contractor: AE PRIME CONTRACTOR Sub To (Contract ID): Prime (2022-55555)

Week End Date	Payroll Number	Submitted Date	Time Lapsed	Week End Date	Due Date	Submitted Date	Resubmitted Date	Days Late	Performing / Non-Performing
3/4/2023	28	4/28/2023	55	3/4/2023	3/11/2023	4/28/2023		48	P
3/11/2023	29	6/6/2023	87	3/11/2023	3/18/2023	6/6/2023		80	P
3/18/2023	30	6/29/2023	103	3/18/2023	3/25/2023	6/29/2023		96	P
3/25/2023	31	6/29/2023	96	3/25/2023	4/1/2023	6/29/2023		89	P
4/1/2023	32	6/30/2023	90	4/1/2023	4/8/2023	6/30/2023		83	P
4/8/2023	33	7/26/2023	109	4/8/2023	4/15/2023	7/26/2023		102	NP
4/15/2023	34	7/26/2023	102	4/15/2023	4/22/2023	7/26/2023		95	NP
4/22/2023	35	7/26/2023	95	4/22/2023	4/29/2023	7/26/2023		88	P

## DAILY JOURNEYMAN/APPRENTICE HOURS-IRA – NEW 09.05.2023

**Description:** this report gives a daily breakdown of apprentice hours versus journeyman hours. It allows you to see at a glance those ratios. It contains the following information:

- Database name
- Project name
- Contactor name
- Contractor assignment (which contractor they work for)
- Selected classification/s
- Report date
- Report date range
- Payroll number
- Week ending date
- Ratio of journeyman hours to apprentice hours in the format “8:1”

**Note:** This report may provide details that can be used for IRA reporting purposes.

**Parameters:**

Daily Apprentice Ratio Report			
Project Status	Active	Project	M59 Realignment
Jurisdiction	Federal Wages	Contractor	Darren's Demo
Assignment	No assignment (Prime contract)	Apprentice Craft(s)	Laborers
Journeyman Craft(s)	Laborers	Date Range (From)	1/8/2017
Date Range (To)	7/21/2017	View Report	

### Daily Journeyman/Apprentice Hours-IRA Sample

		<b>Daily Apprentice Ratios</b> For all work hours							Report Date: 1/29/2018 Date Range: 1/8/2017 – 7/21/2017
<b>Organization:</b>		AT - LCPTRACKER DEMO DATABASE							
<b>Project Name / Number:</b>		M59 Realignment							
<b>Contractor Name:</b>		Darren's Demo							
<b>Assignment(s):</b>		Prime contractor for M59 Realignment							
<b>Jurisdiction:</b>		Federal Wages							
<b>Work Order(s):</b>		---N/A---							
<b>Selected Classification(s):</b>		(A) Carpenter (J) Carpenter							
Payroll Number	Week Ending	Monday (J:A)	Tuesday (J:A)	Wednesday (J:A)	Thursday (J:A)	Friday (J:A)	Saturday (J:A)	Sunday (J:A)	
9	3/12/2017	1.00:0.00	0.00:0.00	0.00:0.00	0.00:0.00	0.00:0.00	0.00:0.00	0.00:0.00	
11	3/26/2017	0.00:0.00	0.00:0.00	0.00:0.00	0.00:0.00	1.00:0.00	0.00:0.00	0.00:0.00	
16	4/23/2017	8.00:0.00	8.00:0.00	8.00:0.00	8.00:0.00	8.00:0.00	0.00:0.00	0.00:0.00	
17	4/30/2017	0.00:0.00	0.00:0.00	0.00:0.00	0.00:0.00	1.00:0.00	0.00:0.00	0.00:0.00	
19	5/21/2017	8.00:1.00	0.00:0.00	0.00:0.00	0.00:0.00	0.00:0.00	0.00:0.00	0.00:0.00	

## DAILY JOURNEYMAN/APPRENTICE RATIOS-IRA – NEW 09.05.2023

**Description:** this report gives a daily breakdown of apprentice hours versus journeyman hours. It allows you to see at a glance those ratios. It contains the following information:

- Project name
- Contactor name
- Contractor assignment (which contractor they work for)
- Selected classification/s
- Report date
- Report date range
- Payroll number
- Week ending date
- Ratio of journeyman hours to apprentice hours in the format “8:1”, per day
- Ratio of journeyman to apprentices, per day

**Note:** This report may provide details that can be used for IRA reporting purposes.

Daily Apprentice Ratio Report 2

Project Status	Active	Project	M59 Realignment	View Report
Jurisdiction	Federal Wages	Contractor	Darren's Demo	
Assignment	No assignment (Prime contract)	Apprentice Craft(s)	Laborers	
Journeyman Craft(s)	Laborers	Date Range (From)	1/8/2017	
Date Range (To)	7/21/2017			

**Parameters:**

### Daily Journeyman/Apprentice Ratios-IRA Sample

Project Name / Number:		Sub To:													
Contractor Name:		N/A (Prime Contractor)													
Period:															
Selected Classification(s):															
M59 Realignment															
Darren's Demo															
1/8/2017-7/21/2017															
(A) Carpenter (J) Carpenter															
Payroll Number	Week Ending	Monday (J:A)	MON (J:A)	Tuesday (J:A)	TUE (J:A)	Wednesday (J:A)	WED (J:A)	Thursday (J:A)	THU (J:A)	Friday (J:A)	FRI (J:A)	Saturday (J:A)	SAT (J:A)	Sunday (J:A)	SUN (J:A)
9	3/12/2017	1.00-0.00	1.0	0.00-0.00	0.0	0.00-0.00	0.0	0.00-0.00	0.0	0.00-0.00	0.0	0.00-0.00	0.0	0.00-0.00	0.0
11	3/26/2017	0.00-0.00	0.0	0.00-0.00	0.0	0.00-0.00	0.0	0.00-0.00	0.0	1.00-0.00	1.0	0.00-0.00	0.0	0.00-0.00	0.0
16	4/23/2017	8.00-0.00	1.0	8.00-0.00	1.0	8.00-0.00	1.0	8.00-0.00	1.0	8.00-0.00	1.0	0.00-0.00	0.0	0.00-0.00	0.0
19	5/21/2017	8.00-1.00	1.1	0.00-0.00	0.0	0.00-0.00	0.0	0.00-0.00	0.0	0.00-0.00	0.0	0.00-0.00	0.0	0.00-0.00	0.0

## DAILY PAYROLL WITH DETAILED TOTALS-IRA – NEW 09.05.2023

**Description:** this report gives you a breakdown of individual employees for the weekend date you specify with daily totals, by project and by contractor. This report will give total prevailing rates including both the hourly rates and the fringe rates. It shows the following information:

- Project name
- Project code
- Contractor name
- Contract ID
- W/E date
- Employee name
- Employee ID
- Craft
- Classification
- Health and Welfare
- Pension
- Vacation/Holiday
- Training
- Other
- Total cash fringes & fringe rate
- Total 3<sup>rd</sup> party fringes and fringe rate
- Total fringes (cash and 3<sup>rd</sup> party)
- ST hours Monday – Sunday
- OT hours Monday – Sunday (if applicable)
- DT hours
- Total hours
- Base hourly / OT hourly / DT hourly
- Total Hourly Rate\*
- Per Diem amounts
- ST Prevailing wage rate total\*
- OT Prevailing wage rate total
- DT Prevailing wage rate total
- Total ST / OT / DT wages
- Grand total wages
- Gross pay all projects
- Employee other deductions
- Check number(s)
- Payment date

**Note:** This report may provide details that can be used for IRA reporting purposes.

Please note the following definitions:

\*Total Hourly Rate = ST hourly base + cash fringes



\*ST Prevailing Wage Rate Total = Base rate paid to employee + rate in lieu of fringes + total fringes to 3<sup>rd</sup> party

**Parameters:**

**Daily Payroll Details with Totals**

Department: [Dropdown]      Jurisdiction: [Dropdown]      View Report

Status: [Dropdown]      Project: [Dropdown]

Contractor: [Dropdown]      Sub To: [Dropdown]

Craft: [Dropdown]      Location: [Dropdown]

By Work Order:  True  False      Work Order: [Dropdown: ---N/A---

Week End Date From: [Calendar]      Week End Date To: [Calendar]

Export:  True  False

2 of 2      Find | Next

**Daily Payroll with Detailed Totals-IRA Sample**

Project Name	Project Code	Contractor Name	Contract ID	Week End Date	Employee Name	Employee ID	Craft	Classification	Health and Welfare	Pension	Vacation Holiday	Training	Other
Project Neon	A100590	K5	11-12345	8/2/2020	RICH, TODD	9	POWER	Group 3	\$50.00	\$20.00	\$60.00	\$0.00	\$10.00
Project Neon	A100590	K5	11-12345	7/26/2020	ANDERSON, TWILA	123456	ELECTRICIAN	Electrician	\$100.00	\$42.50	\$15.00	\$10.00	\$67.00
Project Neon	A100590	K5	11-12345	7/19/2020	BOOP, BETTY	156	LABORER	Common or	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Project Neon	A100590	K5	11-12345	7/19/2020	BOOP, BETTY	156	POWER	Group 3	\$55.00	\$20.00	\$40.00	\$0.00	\$0.00
Project Neon	A100590	K5	11-12345	7/12/2020	SMITH, BOB	155	LABORER	Common or	\$50.00	\$60.00	\$50.00	\$10.00	\$0.00
Project Neon	A100590	K5	11-12345	7/12/2020	SMITH, BOB	155	POWER	(Loader)	\$50.00	\$60.00	\$50.00	\$10.00	\$0.00

Total Cash Fringes	Total 3rd Party Fringes	Cash Fringe Rate	3rd Party Fringe Rate	Total Fringes (Cash and 3rd Party)	ST Mon	ST Tue	ST Wed	ST Thu	ST Fri	ST Sat	ST Sun	ST Hours
\$0.00	\$140.00	\$0.00	\$14.00	\$140.00	2.00	2.00	2.00	2.00	2.00	0.00	0.00	10.00
\$0.00	\$234.50	\$0.00	\$23.45	\$234.50	5.00	5.00	0.00	0.00	0.00	0.00	0.00	10.00
\$100.00	\$0.00	\$10.00	\$0.00	\$100.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00	10.00
\$50.00	\$115.00	\$5.00	\$11.50	\$165.00	2.00	2.00	2.00	2.00	2.00	0.00	0.00	10.00
\$0.00	\$170.00	\$0.00	\$17.00	\$170.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00	10.00
\$0.00	\$170.00	\$0.00	\$17.00	\$170.00	2.00	2.00	2.00	2.00	2.00	0.00	0.00	10.00

OT Mon	OT Tue	OT Wed	OT Thu	OT Fri	OT Sat	OT Sun	OT Hours	DT Hours	Total Hours	Base Hourly	Overtime Hourly	Doubletime Hourly
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	\$52.00	\$0.00	\$0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	\$35.50	\$0.00	\$0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	\$40.00	\$0.00	\$0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	\$50.00	\$0.00	\$0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	\$50.00	\$0.00	\$0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	\$60.00	\$0.00	\$0.00

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
\$52.00	\$0.00	\$0.00	\$0.00	\$66.00	\$14.00	\$14.00	\$520.00	\$0.00	\$0.00	\$520.00	\$2,020.00	\$150.00	1235, DD	08/07/20.
\$35.50	\$0.00	\$0.00	\$0.00	\$58.95	\$23.45	\$23.45	\$355.00	\$0.00	\$0.00	\$355.00	\$355.00	\$0.00	DD	07/31/20
\$50.00	\$10.00	\$10.00	\$0.00	\$50.00	\$10.00	\$10.00	\$400.00	\$0.00	\$0.00	\$400.00	\$2,000.00	\$150.00	1235 - DD	07/24/20
\$55.00	\$5.00	\$5.00	\$0.00	\$66.50	\$16.50	\$16.50	\$500.00	\$0.00	\$0.00	\$500.00	\$2,000.00	\$150.00	1235 - DD	07/24/20
\$50.00	\$0.00	\$0.00	\$0.00	\$67.00	\$17.00	\$17.00	\$500.00	\$0.00	\$0.00	\$500.00	\$2,000.00	\$50.00	DD	07/17/20
\$60.00	\$0.00	\$0.00	\$0.00	\$77.00	\$17.00	\$17.00	\$600.00	\$0.00	\$0.00	\$600.00	\$2,000.00	\$50.00	DD	07/17/20

## PRJ APPRENTICE, MINORITY, WOMEN GOALS-IRA - NEW 09.05.2023

**Description:** this report displays the goals applicable to a project. It contains the following information:

- Date range selected
- Project name
- Contractor name
- Total hours worked
- Hours worked by apprentices
- Percentage of hours worked by apprentices
- Apprentice goal percentage
- Hours worked by minorities
- Percentage of hours worked by minorities
- Minority goal percentage
- Hours worked by women
- Percentage of hours worked by women
- Women goal percentage
- Grand totals of all categories above

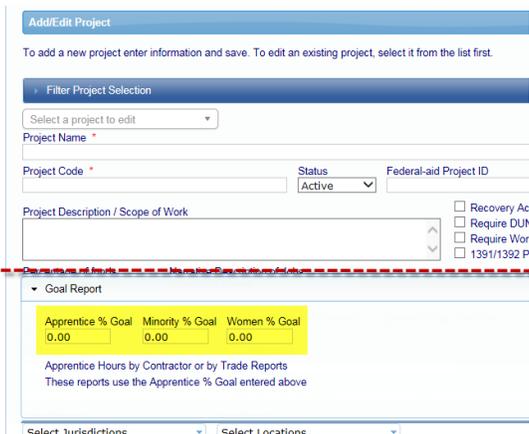
**Note:** This report may provide details that can be used for IRA reporting purposes.

### Calculation Descriptions:

- Apprentice % is calculated as  $(\text{Apprentice Hrs} / \text{Total Hrs}) * 100$
- Minority % is calculated as  $(\text{Minority Hrs} / \text{Total Hrs}) * 100$
- Women % is calculated as  $(\text{Women Hrs} / \text{Total Hrs}) * 100$

**NOTE:** Apprentice is any classification name that contains the acronym "APPR", "TRN", "OJT" or "TRAINEE" and minority is an ethnicity other than "Caucasian", "not specified", or "blank". The ethnicity "Other" counts towards the minority column.

**Preconditions:** for goal percentages to populate on report, **goal amounts** need to be entered under **Set Up > Add/Edit Project**.





We have created the Project Goals Report which is like this report but allows you to run the Goal Report for multiple projects and multiple contractors. The new report also includes Veteran goals.

**Parameters:**

Goal Report			
Department	<input type="text"/>	Jurisdiction	<input type="text"/>
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" value="---N/A---"/>
Week End Date From	<input type="text"/>	Week End Date To	<input type="text"/>

**PRJ Apprentice, Minority, Women Goals-IRA Sample**

LCP tracker		LG-LCPTRACKER DEMO DATABASE						From 1/6/2019 to 12/29/2019		
Goal Report										
Total Hours	Apprentice Hours	Apprentice %	Apprentice Goal	Minority Hours	Minority %	Minority Goal	Women Hours	Women %	Women Goal	
Project: Project Neon										
Contractor: Columbia University										
0.00	0.00	0.00%	5.00%	0.00	0.00%	13.90%	0.00	0.00%	6.90%	
Contractor: Dave's Landscaping										
0.00	0.00	0.00%	5.00%	0.00	0.00%	13.90%	0.00	0.00%	6.90%	
Contractor: Goeser's General Contractors										
0.00	0.00	0.00%	5.00%	0.00	0.00%	13.90%	0.00	0.00%	6.90%	
Contractor: K5 Construction										
491.00	0.00	0.00%	5.00%	231.00	47.05%	13.90%	168.00	34.22%	6.90%	
Contractor: LCP Test Sub										
0.00	0.00	0.00%	5.00%	0.00	0.00%	13.90%	0.00	0.00%	6.90%	
Total for Project: Project Neon										
491.00	0.00	0.00%	5.00%	231.00	47.05%	13.90%	168.00	34.22%	6.90%	
Grand Total (All Projects):										
491.00	0.00	0.00%	5.00%	231.00	47.05%	13.90%	168.00	34.22%	6.90%	

\*Apprentice % is calculated as (Apprentice Hours / Total Hours) \* 100. Minority % is calculated as (Minority Hours / Total Hours) \* 100. Women % is calculated as (Women Hours / Total Hours) \* 100. Apprentice is Journey Level that contains "APPR" or "TRN" or "OJT" or "TRAINEE". Minority is Ethnicity other than "Caucasian", or "Not Specified", or Blank.

Monday, 10 February, 2020 Page 1 of 1

**PRJ APPRENTICE, MINORITY, WOMEN, VETERAL GOALS-IRA – NEW 09.05.2023**

**Description:** this report displays the goals applicable to a project. It contains the following information:

- Report date
- Date range selected
- Project name
- Contractor name
- Sub to name
- List of Minorities selected
- Total hours worked
- Hours worked by apprentices
- Percentage of hours worked by apprentices
- Apprentice goal percentage
- Hours worked by minorities
- Percentage of hours worked by minorities
- Minority goal percentage
- Hours worked by women
- Percentage of hours worked by women
- Women goal percentage
- Hours worked by veteran
- Percentage of hours worked by veteran
- Veteran goal percentage
- Totals of all categories above for project
- Grand total for all projects

**Note:** This report may provide details that can be used for IRA reporting purposes.

**Preconditions:** for goal percentages to populate on report, **goal amounts** need to be entered under **Set Up > Add/Edit Project**.

Add/Edit Project

To add a new project enter information and save. To edit an existing project, select it from the list first.

Filter Project Selection

Select a project to edit ▼

Project Name \*

Project Code \* 
Status Active ▼
Federal-aid Project ID

Project Description / Scope of Work

Recovery Ac  
 Require DUN  
 Require Wor  
 1391/1392 P

---

▼ Goal Report

Apprentice % Goal Minority % Goal Women % Goal  
5.00 13.90 6.90

Apprentice Hours by Contractor or by Trade Reports  
These reports use the Apprentice % Goal entered above

▼ EEO Report

<span style="font-size: x-small;">Minority Journeyperson % Goal</span> 0.00 <input style="width: 40px;" type="text"/>	<span style="font-size: x-small;">Minority Apprentice % Goal</span> 0.00 <input style="width: 40px;" type="text"/>	<span style="font-size: x-small;">Minority Laborer % Goal</span> 0.00 <input style="width: 40px;" type="text"/>	<span style="font-size: x-small;">Economic Disadvantaged Goal</span> 0.00 <input style="width: 40px;" type="text"/>	<span style="font-size: x-small;">OJT Goals %</span> 0.00 <input style="width: 40px;" type="text"/>
<span style="font-size: x-small;">Female Journeyperson % Goal</span> 0.00 <input style="width: 40px;" type="text"/>	<span style="font-size: x-small;">Female Apprentice % Goal</span> 0.00 <input style="width: 40px;" type="text"/>	<span style="font-size: x-small;">Female Laborer % Goal</span> 0.00 <input style="width: 40px;" type="text"/>	<span style="font-size: x-small;">Veteran Goal</span> 5.00 <input style="width: 40px;" type="text"/>	<span style="font-size: x-small;">Disincentive \$</span> 0.00 <input style="width: 40px;" type="text"/>
<span style="font-size: x-small;">Community Hiring Goal %</span> 0.00 <input style="width: 40px;" type="text"/>	<span style="font-size: x-small;">City Residency % Goal</span> 0.00 <input style="width: 40px;" type="text"/>	<span style="font-size: x-small;">New Hiring Goal %</span> 0.00 <input style="width: 40px;" type="text"/>	<span style="font-size: x-small;">Pre-Apprentice Goal</span> 0.00 <input style="width: 40px;" type="text"/>	<span style="font-size: x-small;">Diversity Goal %</span> 0.00 <input style="width: 40px;" type="text"/>

Is Community Hiring Goal a Requirement?

### Calculation Descriptions:

- Apprentice % is calculated as (Apprentice Hrs / Total Hrs) \* 100
- Minority % is calculated as (Minority Hrs / Total Hrs) \* 100
- Women % is calculated as (Women Hrs / Total Hrs) \* 100
- Veteran % is calculated as (Veteran Hrs / Total Hrs) \* 100

*NOTE: Apprentice is any classification name that contains the acronym "APPR", "TRN", "OJT" or "TRAINEE" and minority is any ethnicity other than "Caucasian", "not specified", or "blank".*

### Parameters:

**Project Goals Report**

Project status	<input type="text"/>	Select department(s)	<input type="text"/>	<input type="button" value="View Report"/>
Select project(s)	<input type="text"/>	Select jurisdiction	<input type="text"/>	
Select contractor(s)	<input type="text"/>	Contractor assignment(s)	<input type="text"/>	
Filter by work order	<input type="radio"/> True <input checked="" type="radio"/> False	Select work order	<input type="text" value="----N/A----"/>	
Week End Date From	<input type="text"/>	Week End Date To	<input type="text"/>	
Minority	<input type="text"/>			

Minority

(Select All)  
 AFRICAN AMERICAN  
 ASIAN  
 CAUCASIAN  
 HISPANIC  
 NATIVE AMERICAN  
 NOT SPECIFIED  
 OTHER

Ensure that when selecting the Minority list, you do not include Caucasian or Not Specified in your selection.

## PRJ Apprentice, Minority, Women, Veteran Goals-IRA Sample

# Goal Report

Report Date: 1/11/2019  
Date Range: From 1/1/2018 to 1/5/2019

Project: Project Neon  
Contractor: K5 Construction  
Minority: AFRICAN AMERICAN,ASIAN,HISPANIC,NATIVE AMERICAN,OTHER

Sub To: N/A (Prime Contractor)

Project Name	Contractor	Total Hours	Apprentice			Minority			Women			Veteran		
			Hours	%	Goal	Hours	%	Goal	Hours	%	Goal	Hours	%	Goal
Project Neon	K5 Construction	379.50	16.00	4.22%	5%	183.50	48.35%	13.9%	120.50	31.75%	6.9%	-	0.00%	5%
<b>Total for Project:</b>		379.50	16.00	4.22%	5%	183.50	48.35%	13.9%	120.50	31.75%	6.9%	0.00	0.00%	5%
<b>Grand Total (All Projects):</b>		379.50	16.00	4.22%	5%	183.50	48.35%	13.9%	120.50	31.75%	6.9%	0.00	0.00%	5%

Report Filtered By Week End Date

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## PROJECT MANPOWER-IRA – NEW 09.05.2023

**Description:** this report displays subcontractor's number of workers, their trade and hours worked broken down by day. The information for this report is taken directly from the CPRs that are certified, and a project does not have to be utilizing the Daily Reporter module for this report to work. It shows the following information:

- Project name
- Date range chosen
- Specific dates
- Subcontractor name
- Trades worked
- Number of people per day
- Number of hours worked per day

### Parameters:

**Daily Manpower Report**

Department	<input type="text"/>	Jurisdiction	<input type="text"/>	<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" value="----N/A----"/>	
Calendar Date From	<input type="text"/>	Calendar Date To	<input type="text"/>	
Craft	<input type="text"/>			

## Project Manpower-IRA Sample



**Report Date:** 3/16/2020

**Date Range:** 1/1/2018 – 1/7/2018

**LG-LCPTRACKER DEMO DATABASE**

**Daily Manpower Report**

**Project:** Project Neon

\*Only contractors with payroll are shown; contractors without payroll are not listed for the days they were not available.

Date	Subcontractor*	Trade	Manpower	Man Hours
1/1/2018	K5 Construction	ELECTRICIAN	1	1.00
1/2/2018	K5 Construction	ELECTRICIAN	1	1.00
1/3/2018	N/A	N/A	0	0.00
1/4/2018	N/A	N/A	0	0.00
1/5/2018	N/A	N/A	0	0.00
1/6/2018	N/A	N/A	0	0.00
1/7/2018	N/A	N/A	0	0.00

Report Filtered By Calendar Date

Page 1 of 1

# LIST REPORTS

- Address Validation Report
- Admin List Report
- Contractor List Report (Export)
- Contractors List Report
- Employee eDocument Report
- Employee List Report
- Employee List Report (Export)
- Prime/Sub Contact Email Addresses
- Project Summary Report

## ADDRESS VALIDATION REPORT

**Description:** this report will allow users to report on addresses that have not been validated, who have exempted addresses or address that have a PO Box. It shows the following information:

- Contractor name
- Employee name
- Address 1
- Address 2
- City
- State
- Zip code
- Has address been validated?
- Has address been exempted by Admin?
- Does address contain box or PMB?

### Parameters:

Address Validation Report			
Contractor	<input type="text"/>	Show All Employees	<input checked="" type="radio"/> True <input type="radio"/> False
Last Name Starts With	N/A (All Values)	Employee Name	-- All Employees --
Show Only Unvalidated Addresses	<input type="radio"/> True <input checked="" type="radio"/> False	Show Only Exempted Employees	<input type="radio"/> True <input checked="" type="radio"/> False
Show Only P.O. Box / PMB Addresses	<input type="radio"/> True <input checked="" type="radio"/> False	Export in Filterable Format	<input type="radio"/> True <input checked="" type="radio"/> False

## Address Validation Report Sample

### Address Validation Report

Contractor:  Show All Employees:  True  False

Last Name Starts With:  Employee Name:

Show Only Unvalidated Addresses:  True  False Show Only Exempted Employees:  True  False

Show Only P.O. Box / PMB Addresses:  True  False Export in Filterable Format:  True  False

1 of 1 100% Find | Next

Contractor Name	Employee Name	Address 1	Address 2	City	State	Zip Code	Has Address Been Validated?	Has Address Been "Exempted" by Admin?	Does Address Contain "Box" or "PMB"?
Dave's Landscaping	COMBS, BECKY	16995 Hwy BB		Wrav	CO	81007	No	No	No
	GOESER, DAVE	17814 Karen		Omaha	NE	68135	No	Yes	No
Jaycek's Contracting	FRYE, TRAVIS	870 Countv		Nova	OH	44859	No	No	No
	KINNISCHTZE,	16995 OLD		FOUNTAIN	CO	80817	No	No	No
	MCDERMOT,	725 5TH AVE		NEW YORK	NY	10022	No	No	No
	MILLER, JAY	725 5TH AVE		NEW YORK	NY	10022	No	No	No
	PHEIFFER,	725 5TH AVE		NEW YORK	NY	10022	No	No	No

### Address Validation Report

Contractor:  Show All Employees:  True  False

Last Name Starts With:  Employee Name:

Show Only Unvalidated Addresses:  True  False Show Only Exempted Employees:  True  False

Show Only P.O. Box / PMB Addresses:  True  False Export in Filterable Format:  True  False

1 of 1 100% Find | Next

Contractor Name	Employee Name	Address 1	Address 2	City	State	Zip Code	Has Address Been Validated?	Has Address Been "Exempted" by Admin?	Does Address Contain "Box" or "PMB"?
Dave's	GOESER, DAVE	17814 Karen		Omaha	NE	68135	No	Yes	No
K5	TEST,	5517 S 163rd		Albuquerque	NM	87111	No	Yes	No

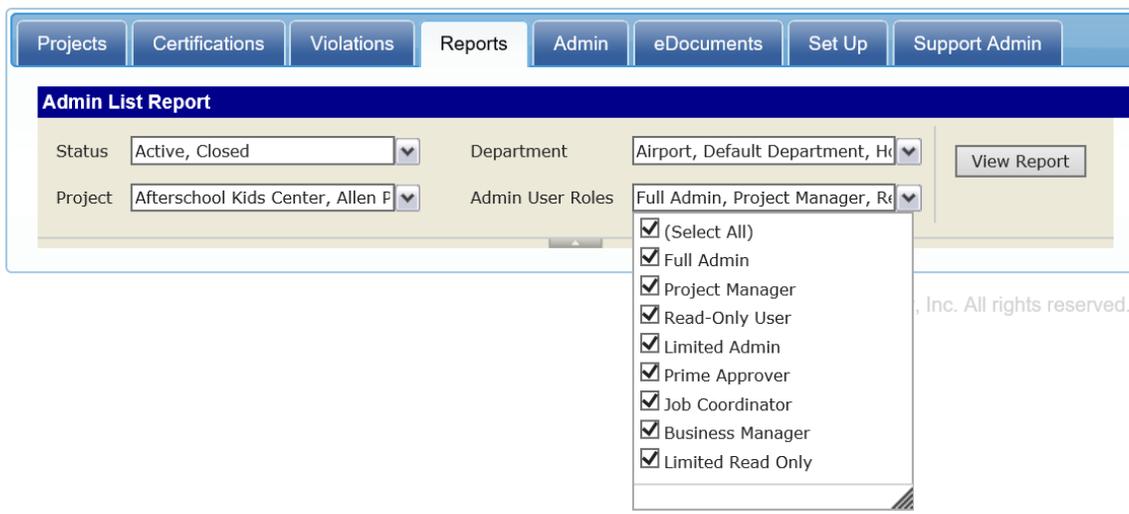
## ADMIN LIST REPORT

**Description:** this report will allow users to search and report on Administrator logins given access to the database. It shows the following information:

- Admin Name
- User ID
- Admin User Role
- Department
- Project Name
- Date Admin Added to Database
- Admin Email Address

**Please note:** any Department that does not have any projects associated to it, will not appear on this report.

**Parameters:**



### Admin List Report Sample

Admin List Report

Status: Active, Closed | Department: Airport, Default Department, H...

Project: Afterschool Kids Center, Allen P... | Admin User Roles: Full Admin, Project Manager, R...

View Report

1 of 1 | 100% | Find | Next



**Admin List Report**

**METROPOLIS - TEST DATABASE**

Report Date: 5/2/2018  
 Department: Multiple Departments  
 Project: Multiple Projects  
 Admin User Roles: Multiple Roles

**Note:** Any Department that does not have any projects associated to it, will not appear on this report.

Admin Name	User ID	Admin User Role	Department	Project Name	Date Admin Added to Database	Admin Email Address
Artanya Mills	chamilton@lcptracker.com	Prime Approver		--All Projects--		
	versaremanagement@icloud.com	Prime Approver		Historic Dowling Street Reconstruction - DUMMY	9/29/2015	versaremanagement@icloud.com
Charlie Chaplin	transcotowercarpenter@gmail.com	Job Coordinator		Exposition Transit Corridor & Station Phase 2	2/18/2015	transcotowercarpenter@gmail.com
Charlie Chaplin	transcotowercarpenter@gmail.com	Job Coordinator		Transco Tower - MS	2/18/2015	transcotowercarpenter@gmail.com
Christina Nagel	cnagel@lcptracker.com	Prime Approver		--All Projects--	3/4/2016	cnagel@lcptracker.com
Cindy Brown	atina814@gmail.com	Prime Approver		Anita Residential Apartment	2/17/2015	atina814@gmail.com
Cindy Carr	prime3contractor@yahoo.com	Prime Approver	Housing	Anita Residential Apartment	11/17/2014	prime3contractor@yahoo.com

## CONTRACTOR LIST REPORT (EXPORT)

**Description:** this report shows the contact information for the contractors in the database and allows for the user to export the information into a usable format such as Excel. It shows the following information:

- Contractor's Name
- Contact Name, Address, Phone Number and Email Address
- Contractor's User ID listed as License Number
- Insurance Certificate Number
- Specialty License Number
- Worker's Compensation Policy
- Prevailing Wage Contractor Registration Number
- Local Business (City) License
- Union Status
- Section 3 Business
- Ethnicity
- Business Certifications
- Business Certification Certifying Agency
- Business Certification Issued & Expiration Date

**Parameters:** this report allows for the user to pull all contractors or limit the information to a specific project and contractor(s). NOTE - if there's incorrect information listed, you can adjust that under Set Up > Contractor Setup > Add/Edit Contractors.

**Contractor List Report (Export)**

Department <input type="text"/>	Jurisdiction <input type="text"/>	<input type="button" value="View Report"/>
Status <input type="text"/>	Project <input type="text"/>	
Contractors <input type="text"/>		

## Contractor List Report Sample

LCPtracker																				LCP-TRACKER DEMO DATABASE CONTRACTOR LIST REPORT				Report Date: 1/19/2022
Contractor Name	Contractor Contact Name	Contractor Address	Contractor City	Contractor State	Contractor Zip Code	Contractor Contact Phone Number	Contractor Contact Email Address	License Number	Insurance Certificate Number	Specialty License Number	Worker's Compensation Policy	Prevailing Wage Contractor Registration Number	Local Business (City) License	Union Status	Section 3 Business	Ethnicity	Business Certification	Business Certification Certifying Agency	Business Certification Issued Date	Business Certification Expiration Date				
Alli's Contracting	Alli Taormina	1044 Port Austin Rd	Port	NY	99999	719-291-0208	ALIECIA.TAOR.MINA@GMAIL.COM	905551212						Union			DBE	Nevada DOT						
Columbia University	Tasmina Ahmed	123 Main St	New York	NY	12345	212-810-0961	mh3727@colu.mbia.edu	128100961						Mixed			None	Not Available						
Dave's Landscaping	Dave McClendon	1400 Weir St	Reno	NV	89803	5056104872	lgoeser@lcptracker.com	5056104872						Union			None	Not Available						
Dawn's Landscaping Services	Dawn	45 Rockefeller Plaza	New York	NY	10020	714-669-0052	bgioberti@lcptracker.com	6462518788						Non-Union			WBE	Not Available						
D's Company	Daili Gonzalez	117 E Chapman Ave	Orange	CA	92866	714-669-0052	lgonzalex@lcptracker.com	7146430420						Union			None	Not Available						
Goeser's General Contractors	Test for NEI	PO Box 187	Orange	CA	92856	505-975-9324	lgoeser@lcptracker.com	5059759324						Non-Union			None	Not Available						
Irma's General KS Construction LCP Test Sub	Irma Kinnischtzke	5517 S 163rd Ave	Omaha	NE	68135	719-252-7586	lgoeser@lcptracker.com	7192527586			1234567890			Union	Y	CAUCASIAN	WBE	Not Available						
	Dave Kinnischtzke	16995 Old Pueblo Rd	Fountain	CO	80817	7194605809	lgoeser@lcptracker.com	7194605809						Union			SBE	Not Available						
	Lois - ID test	PO Box 123	Orange	CA	92954	714-669-0052	svictoria@lcptracker.com	121212						Mixed			None	Not Available						
Rivera Trucking	Tony the Truck Driver	123 Albuquerque Land	Albuquerque	NM	87110	505-123-4567	lgoeser@lcptracker.com	505123						Non-Union		HISPANIC	None	Not Available						

It is recommended to export to Excel and expand the header rows when running this report.

## CONTRACTORS LIST REPORT

**Description:** this report shows the contact information for the contractors in the database. It shows the following information:

- Contractor's User ID, listed as License Number (LN)
- Insurance Certificate Number (ICN)
- Specialty License Number (SLN)
- Worker's Compensation Policy (WCP)
- Prevailing Wage Contractor Registration Number (PWCR)
- Local Business (City) License (LB(C)L)

**Parameters:** this report automatically pulls in all contractors within the database. Once it runs, you may click on the contractors and pick specific ones. NOTE - if there's incorrect information, you can adjust that under Set Up > Contractor Setup > Add/Edit Contractors.

### Contractors List Report

Select contractors to display their information

## Contractor List Report Sample



### CONTRACTOR INFORMATION

7/6/2017

**Company Name**  
**Contact Information**

License Number (LN)  
Insurance Certificate Number (ICN)  
Specialty License Number (SLN)  
Worker's Compensation Policy (WCP)  
Prevailing Wage Contractor Registration Number (PWCR)

#### Adam's Contracts

Adam Barrett  
117 E Chapman Ave  
Orange, CA 92866

7146690052  
abarrett@lcptracker.com

LN: 7146690052159  
ICN:  
SLN:  
WCP:  
PWCR:

#### Barry's Contracts

Barry Crary  
117 E Chapman Ave  
Orange, CA 92866

7146690052  
bcrary@lcptracker.com

LN: 7146690052163  
ICN:  
SLN:  
WCP:  
PWCR:

#### Breanna's Contracts

Breanna Waite  
117 E Chapman Ave  
Orange, CA 92866

7146690052  
bwaite@lcptracker.com

LN: 7146690052168  
ICN:  
SLN:  
WCP:  
PWCR:

**Total Number of Contractors: 3**

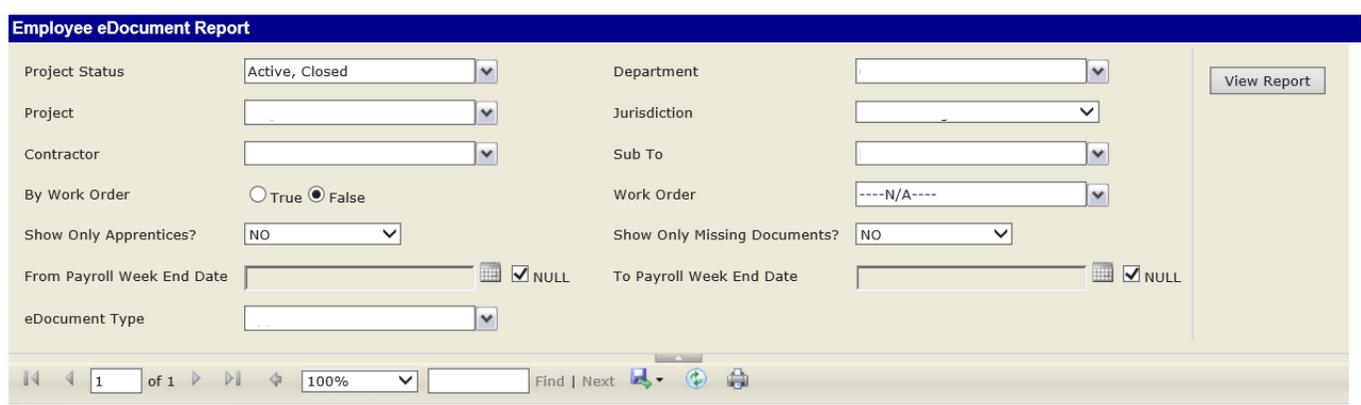
## EMPLOYEE EDOCUMENT REPORT

**Description:** this report displays if an eDocument is missing and has not yet been submitted for an employee. You can choose to show only apprentices and/or those employees who are missing an eDocument. The report will run by contractor and provide you the employee names that do not have the specific eDocument type selected. The payroll week end date will default to Null which will include dates when the first eDocument was submitted through today's date.

- Report date
- Week End date range
- eDocument type
- Contractor name
- Employee name
- Is Apprentice (Yes/No)
- Submitted date
- Description

**Preconditions:** For this report to work, an eDocument Type MUST be set up to require the Employee Name. This is the only way to associate an eDocument with an employee and for this report to give accurate results.

### Parameters:



The screenshot shows a web-based form titled "Employee eDocument Report". The form is organized into two columns of fields. The left column includes: "Project Status" (dropdown menu with "Active, Closed" selected), "Project" (dropdown menu), "Contractor" (dropdown menu), "By Work Order" (radio buttons for "True" and "False", with "False" selected), "Show Only Apprentices?" (dropdown menu with "NO" selected), "From Payroll Week End Date" (calendar icon and input field with a checked "NULL" checkbox), and "eDocument Type" (dropdown menu). The right column includes: "Department" (dropdown menu), "Jurisdiction" (dropdown menu), "Sub To" (dropdown menu), "Work Order" (dropdown menu with "----N/A----" selected), "Show Only Missing Documents?" (dropdown menu with "NO" selected), and "To Payroll Week End Date" (calendar icon and input field with a checked "NULL" checkbox). A "View Report" button is located on the right side of the form. At the bottom of the form, there is a navigation bar with "1 of 1" pages, a "100%" zoom level, and a "Find | Next" search function.

## Employee eDocument Report Sample



### Employee eDocument Report

1/31/2019

Week End Date Range: 9/17/2017 – 1/31/2019

#### Apprentice Certification

84117MBRW060: Milling of Streets (DOT)

Employee Name	Is Apprentice?	Submitted Date	Description
Jaycek's Contracting			
Employees who have this e-Document:			
KINNISCHTZKE, ABBI	Yes	1/31/2019	Apprentice Certification
Employees who do not have this eDocument:			
BUSCHMAN, JOE	No		
MAE, SALLY	No		
MCCLENDON, DAVE	No		
SMITH, NANCY	No		

Report Filtered By Week End Date

Page 1 of 1

## EMPLOYEE LIST REPORT

**Description:** this report displays employee information including the following that have been set up in the selected contractors account:

- Contractor name
- Employee name
- Employee address
- Employee ID
- Employee phone number
- Employee driver's license number (if a required field in employee setup)
- Employee gender
- Employee ethnicity (if a required field in employee setup)
- Hiring Source
- Date hired
- Disadvantaged (Yes/No)
- Owner/Operator (Yes/No)
- I-9 Verified (Yes/No)
- Section 3 Info (Yes/No)
- Apprentice ID
- Apprentice registration Date
- Apprentice Approval (Yes/No)

The project filter will narrow down your contractor selection and will exclude employee's without being on a CPR if "True" is selected. To show all employees entered by contractor keep the filter as "False".

### Parameters:



The screenshot shows a form titled "Employee List Report" with the following fields and options:

- Status: Active, Closed (dropdown)
- Department: (empty dropdown)
- Project: (empty dropdown)
- Contractor: (empty dropdown)
- Exclude Employees w/o CPRs:  True  False
- View Report button

A red arrow points to the "True" radio button in the "Exclude Employees w/o CPRs" field.

## Employee List Report Sample

LCP Test Sub (Sub)		Employee Name / Address	Employee Information	Other Details
		CONKLIN, KAT 10200 ALDER DR ALBUQUERQUE, NM 87114	Employee Id: Phone Number: 719-233-4648 Drivers License: Gender: Female Ethnicity: CAUCASIAN Hiring Source: Date Hired: 1/1/2017	Disadvantaged: No Owner/Operator: No I9 Verified: Yes Section 3 Info: Apprentice Id: Registration Date: Apprentice Approval: No
		SMITH, SALLY 10200 ALDER DR ALBUQUERQUE, NM 87114	Employee Id: Phone Number: 719-233-4647 Drivers License: Gender: Female Ethnicity: HISPANIC Hiring Source: Date Hired: 1/1/2017	Disadvantaged: No Owner/Operator: No I9 Verified: Yes Section 3 Info: Apprentice Id: Registration Date: Apprentice Approval: No
		<b>Total Employees:</b>	2	
		<b>Grand Total:</b>	2 employees	*This grand total for the whole report does not include duplicate employee entries.

Report Date: 4/18/2019

Department(s): Default Department

Project Neon

## EMPLOYEE LIST REPORT (EXPORT) – NEW 11.23.2023

**Description:** this report displays employee information including the following that have been set up in the selected contractors account:

- Prime Contractor Status
- Employer/Contractor name
- Department Name
- Project Name
- Employee ID (LCPtracker-Generated)
- Employee ID (Contractor-Generated)
- Employee Address
- Address Validated Status (Yes/No)
- Current Address Status (Yes/No)
- Address Move Out Date
- Employee Phone Number
- Employee Email Address
- Employee Driver's License State & Number (if a required field in employee setup)
- Employee Gender (if a required field in employee setup)
- Employee Ethnicity (if a required field in employee setup)
- Hiring Source
- Date Hired
- Disadvantaged (Yes/No)
- Owner/Operator (Yes/No)
- I-9 Verified (Yes/No)
- Section 3 Info (Yes/No)
- Apprentice ID
- Apprentice Registration Date
- Apprentice Approval (Yes/No)
- Apprentice Expiration Date
- Apprentice Training Program

The project filter will narrow down your contractor selection and will exclude employee's without being on a CPR if "True" is selected. To show all employees entered by contractor keep the filter as "False".

**Note:** Selecting "True" in the Export parameter removes unfilterable headers and allows the user to export the information into a usable format such as Excel.

### Parameters:



The screenshot shows the 'Employee List Report (Export)' form. It includes several input fields and radio buttons. A red arrow points to the 'Project' dropdown menu, and another red arrow points to the 'Export' radio button, which is currently selected as 'True'. The 'Exclude Employees w/o CPRs' radio button is also selected as 'True'. A 'View Report' button is visible on the right side of the form.



## Employee List Report (Export) Sample

Prime Contractor	Employer Name	Employee ID (LCPTracker-Generated)	Employee ID (Contractor-Entered)	Last Name	First Name	Address 1	Address 2	City	State	Zip Code	Address Validated	Current Address	Move Out Date
Department(s): ALL													
Project: I-101 Improvements - Expansion Project - Dual Funded													
Sub	Ady's Paving Crew		9 2222	SAILOR	POPEYE	1801 Baywood Dr	Apt 101	Corona	CA	92881	Y	YES	N/A
Sub	AE PRIME CONTRACTOR		25 123	DEMELO	YOLANDA	11222 Raveneaux Dr		Frisco	TX	75033	Y	YES	N/A
Sub	AE PRIME CONTRACTOR		17 68	DEVILLE	LILLIAN	431 Beloit Ave		Los Angeles	CA	90049	Y	YES	N/A
Sub	AE PRIME CONTRACTOR		28 1697	PHENTON	DANNY	PO Box 131		Corona	CA	92878	Y	YES	N/A
Sub	AE PRIME CONTRACTOR		21 1683A	PICKLES	STU	PO Box 154		Corona	CA	92878	Y	YES	N/A
Sub	AE PRIME CONTRACTOR		23 646a	STELUCK	CHRISTOPHER	PO Box 46		Tulsa	OK	74101	Y	YES	N/A
Sub	AE PRIME CONTRACTOR		5 2169	THORNBERRY	DEBBIE	5333 Zoo Dr		Los Angeles	CA	90027	Y	YES	N/A
Sub	AE PRIME CONTRACTOR		6 12963	THORNBERRY	DONNIE	5333 Zoo Dr		Los Angeles	CA	90027	Y	YES	N/A
Sub	AE PRIME CONTRACTOR		4 333	THORNBERRY	ELIZA	5333 Zoo Dr		Los Angeles	CA	90027	Y	YES	N/A
Sub	AE PRIME CONTRACTOR		10 65	THORNBERRY	NIGEL	1801 Baywood Dr	Apt 101	Corona	CA	92881	N	YES	N/A

Phone Number	Email Address	Driver's License State	Driver's License	Gender	Ethnicity	Hiring Source	Date Hired	Disadvantaged	Owner/Operator	Business Owner	19 Verified / Certified	Legacy Section 3 Info
818-667-5387	coolmail@email.com	CA	A7607622	M	CAUCASIAN		1/1/2020	No	No	No	Yes	No
				F	ASIAN		1/1/2022	No	No	No	Yes	No
				F	OTHER		1/1/2023	No	No	No	Yes	Within 3 Years
				M	NOT SPECIFIED		1/1/2023	No	No	No	Yes	No
				M	NOT SPECIFIED		1/1/2020	No	Yes	No	Yes	No
				M	NATIVE AMERICAN			No	No	No	Yes	No
				F	CAUCASIAN		1/1/2020	No	No	No	Yes	Current
				M	NOT SPECIFIED		1/1/2020	No	No	No	Yes	No
9097311521				F	CAUCASIAN		1/1/2020	No	No	No	Yes	No
				M	NOT SPECIFIED			No	No	No	Yes	No

Apprentice ID	Registration Date	Apprentice Approval	Apprentice Expiration Date	Apprentice Training Program
		No		
111	10/1/2022	Yes	11/10/2022	

## PRIME/SUB CONTACT EMAIL ADDRESSES

**Description:** this report displays the prime and subcontractor contact email addresses including any additional users setup by the contractors and subcontractors. This report allows the ability to pull by column or hierarchy of the project. The following fields will be displayed on the report:

- Contractor name
- Project
- Department
- Main contact name
- Main contact email address
- Additional User names
- Additional User email address

**Parameters:**

Prime/Sub Contact Email Addresses

Department

Status

Contractor

Order By

Jurisdiction

Project

Sub To

[View Report](#)

The Admin can order the report By Column or By Hierarchy.

- By Column will have the Contractors listed alphabetically
- By Hierarchy will list the Contractors by project

## Prime/Sub Contact Email Addresses Report Sample by Column

Contractor	Project	Department	Main Contact Name	Main Contact Email	Additional User Name	Additional User Email
Dave's Landscaping	Project Neon	Default Department	Dave McClendon	lgoeser@lcptracker.com	N/A	N/A
Irma's General Contracting	Choice Ohio Housing	Housing	Irma Kinnischtzke	lgoeser@lcptracker.com	N/A	N/A
Irma's General Contracting	I-405 Improvements	CA State-Funded Projects	Irma Kinnischtzke	lgoeser@lcptracker.com	N/A	N/A
Jaycek's Contracting	I-405 Improvements	CA State-Funded Projects	Jaycek	lgoeser@lcptracker.com	N/A	N/A
Jaycek's Contracting	Monroe County Federal &	NY State Prevailing Wage	Jaycek	lgoeser@lcptracker.com	N/A	N/A
Jordan Foster Construction	Choice Ohio Housing	Housing	Lois Goeser	lgoeser@lcptracker.com	N/A	N/A
K5 Construction	Choice Ohio Housing	Housing	Dave Kinnischtzke	lgoeser@lcptracker.com	DR Foreman	DRForeman@gmail.com
K5 Construction	Choice Ohio Housing	Housing	Dave Kinnischtzke	lgoeser@lcptracker.com	DR Superintendent	DRSuper@gmail.com
K5 Construction	I-405 Improvements	CA State-Funded Projects	Dave Kinnischtzke	lgoeser@lcptracker.com	DR Foreman	DRForeman@gmail.com
K5 Construction	I-405 Improvements	CA State-Funded Projects	Dave Kinnischtzke	lgoeser@lcptracker.com	DR Superintendent	DRSuper@gmail.com
K5 Construction	Project Neon	Default Department	Dave Kinnischtzke	lgoeser@lcptracker.com	DR Foreman	DRForeman@gmail.com
K5 Construction	Project Neon	Default Department	Dave Kinnischtzke	lgoeser@lcptracker.com	DR Superintendent	DRSuper@gmail.com
LCP Test Sub	Project Neon	Default Department	Lois - ID test	lois4plexus@gmail.com	N/A	N/A
Rivera Trucking	Project Neon	Default Department	Tony the Truck Driver	lgoeser@lcptracker.com	N/A	N/A



## Prime/Sub Contact Email Addresses Report Sample by Hierarchy

Contractor	Project	Department	Main Contact Name	Main Contact Email	Additional User Name	Additional User Email
Irma's General Contracting	I-405 Improvements	CA State-Funded Projects	Irma Kinnischtzke	lgoeser@lcptracker.com	N/A	N/A
Jaycek's Contracting	I-405 Improvements	CA State-Funded Projects	Jaycek	lgoeser@lcptracker.com	N/A	N/A
K5 Construction	I-405 Improvements	CA State-Funded Projects	Dave Kinnischtzke	lgoeser@lcptracker.com	DR Foreman	DRForeman@gmail.com
K5 Construction	I-405 Improvements	CA State-Funded Projects	Dave Kinnischtzke	lgoeser@lcptracker.com	DR Superintendent	DRSuper@gmail.com
Dave's Landscaping	Project Neon	Default Department	Dave McClendon	lgoeser@lcptracker.com	N/A	N/A
K5 Construction	Project Neon	Default Department	Dave Kinnischtzke	lgoeser@lcptracker.com	DR Foreman	DRForeman@gmail.com
K5 Construction	Project Neon	Default Department	Dave Kinnischtzke	lgoeser@lcptracker.com	DR Superintendent	DRSuper@gmail.com
LCP Test Sub	Project Neon	Default Department	Lois - ID test	lois4plexus@gmail.com	N/A	N/A
Rivera Trucking	Project Neon	Default Department	Tony the Truck Driver	lgoeser@lcptracker.com	N/A	N/A
Irma's General Contracting	Choice Ohio Housing	Housing	Irma Kinnischtzke	lgoeser@lcptracker.com	N/A	N/A
Jordan Foster Construction	Choice Ohio Housing	Housing	Lois Goeser	lgoeser@lcptracker.com	N/A	N/A
K5 Construction	Choice Ohio Housing	Housing	Dave Kinnischtzke	lgoeser@lcptracker.com	DR Foreman	DRForeman@gmail.com
K5 Construction	Choice Ohio Housing	Housing	Dave Kinnischtzke	lgoeser@lcptracker.com	DR Superintendent	DRSuper@gmail.com
Jaycek's Contracting	Monroe County Federal &	NY State Prevailing Wage	Jaycek	lgoeser@lcptracker.com	N/A	N/A

## PROJECT SUMMARY REPORT

**Description:** this report displays project information for any active or closed project contained within this database. It shows the following information:

- Project code
- Project name
- Project development area
- Prime contractor
- Status (Active or Closed)
- Value
- Est. start date
- Est. end date
- Bid adv. date

**Parameters-**

**Project Summary Report**

Show Closed Projects

Select Projects

Select Department

### Project Summary Report DG- DATABASE

Report Date: 7/6/2017

Project Code	Project Name	Project Development Area	Prime Contractor	Status	Value	Est. Start Date	Est. End Date	Bid Adv. Date
83832525	Anaheim Convention Remodel			A	\$2,500,000,000.00			10/10/2015
AOP	Annie Olivene Park			A	\$1,000,000.00			7/20/2013
			D Goode Inc.					
fedlc	Federal LevEI Center			A	\$65,196,841.00			

Total Number of Projects: 3

Sum of Value: \$2,567,196,841.00

## Project Summary Report Sample

# MANAGEMENT REPORTS

- Contractor Assignments Report
- E-Document Report-1
- E-Document Report-2
- Letter Tracking Summary Report
- Login Report
- Multiple CPRs Report
- Project Wage Data Report
- Wage Rate Summary Report

## CONTRACTOR ASSIGNMENTS REPORT

**Description:** this report lists the tiers of contractors on a project. Each level of contractor (subcontractor, sub-subcontractor, etc.) is represented by a different color to make it easy to differentiate visually. It shows the following information:

- Project name
- Project control ID
- Contractor name
- Contract ID
- Contractor address
- Contract amount
- Five tiers (levels) of contractors (Prime, Subcontractor, Sub-subcontractor, Sub sub subcontractor, or Sub sub sub subcontractor)

**Parameters:**

**Contractor Assignments Report**

Project  
Select Project / All Projects

Contractor  
Select Contractor / All Contractors

Output Format  
 PDF  Ms-Word  Ms-Excel

Cancel Run

**NOTE:** if a contractor is listed in the wrong place (i.e., their tier level is incorrect), their tier can be adjusted under Set Up > Contractor Setup > Contractor Assignment

**Add Assignment**

Select a department  
All Departments

Select a project  
Select a project

Contractor to be assigned  
▼

As a subcontractor to (Leave blank if above is to be a prime contractor for the selected project)  
▼

Start Date End Date Contract ID Responsibility Code

Contract Amount

Notes

Cancel Save

### Contractor Assignment Summary Report

Project: Daily Good-e Hockey Center				
Project Control ID:		Is Community Hiring Goal a Requirement: No		
Prime Contractor	Subcontractor	Sub Subcontractor	Sub Sub Subcontractor	Sub Sub Sub Subcontractor
Contract ID: dg				
7146690052134 D Goode Inc. Contract Amount: \$651,655.00 123 Walker Lane , Orange , CA 90720				
	07302014 El's Rigging		Contract ID: 316581 Contract Amount: \$65,461.33	
	09142006 Levi's Engineering		Contract ID: 25425 Contract Amount: \$7,367,354.00	
		07302014 El's Rigging		Contract ID: 29834 Contract Amount: \$897,786.00

### Contractor Assignment Summary Report Sample

A new Contractor Assignment Summary Report has been built for new databases that are now utilizing the new Contractor Tree View function which is turned on by an LCPtracker Customer Success Manager. If this is on, you will see the following new report in your database vs the above listed report.



### Contractor Assignments Report

Project Name: Project Neon				
Project Control Id: -				
Requires Community Hiring Goal: No				
Contractor	Level 1 Sub	Level 2 Sub	Level 3 Sub	Level 4 Sub
<b>Name:</b> K5 Construction (Prime) <b>License:</b> 7194605809 <b>Contract Id:</b> 11-12345 <b>WO Number:</b> - <b>Start Date:</b> 07/01/2017 <b>End Date:</b> 09/01/2025 <b>Contract Amount:</b> \$2500000.00  16995 Old Pueblo Rd Fountain, CO 80817				
	<b>Name:</b> Dave's Landscaping <b>License:</b> 5056104872 <b>Contract Id:</b> - <b>WO Number:</b> - <b>Start Date:</b> 09/01/2017 <b>End Date:</b> 09/01/2025 <b>Contract Amount:</b> -			



An additional report will also show when the new contractor tree view is turned on.

This report will show the Project, Project status, Date Created, Contractor, Sub to and Contract ID.

**Contractor Multiple Assignments Verification**

Status: Active | Departments: Brand New, Claud- DPI, Daily R | [View Report](#)

Project: 0000, 01 LevEI Plaza, 02 Annie | Contractor: Abel Building, Abel's Subcontra

Sub To: All Assignments

1 of 1 | 100% | Find | Next

**LCP tracker Contractor Multiple Assignments Verification Report**

Note: Report is to assist with granularity down to the Contract Id. Refer to this report while viewing Contractor Assignment screen to better assist if updates need to be made. Report Date: 9/15/2020

Project	Project Status	Date Created	Contractor	Sub To	Contract Id
01 LevEI Plaza	ACTIVE	5/7/2020	D Goode Inc.	El's Rigging	
01 LevEI Plaza	ACTIVE	5/7/2020	D Goode Inc.	Levi's Engineering	
LevEI Plaza	ACTIVE	11/29/2018	D Goode Inc.	Sandra Electrical	

## E-DOCUMENT REPORT - 1

**Description:** this report displays information for eDocuments uploaded by contractors in the system. It shows the following information:

- Project name
- Estimated start date
- Estimated end date
- Bid date
- Contractor name
- Contractor contact name
- Contractor address, phone number and email
- Document name
- Status
- Number of specific document submitted
- **If a linked employee is required (Y=yes / N=no) \***
- **If linked week end date is required (Y=yes / N=no) \***
- Viewing permissions
- Description of the document

### **\*Not on E-Document Report-2**

#### Uploaded eDocument information

- Document date
- Document expiration date
- If the document is required (R=required / Y=yes / N=no)
- Document description

### Parameters:

**E-Document Report-1**

Project  
Select Project / All Projects

Contractor  
Select Contractor / All Contractors

From Week End Date  To Week End Date 

Output Format  
 PDF  Ms-Word  Ms-Excel

Cancel View Report



## e\_Document Report - 1 Sample



### E-DOCUMENT REPORT

Project: AHousing / 01 Alexandria Housing

Estimated Start Date: 12/01/2000

Estimated End Date: 12/01/2050

Bid Date: 07/09/2011

Contractor: D Goode Inc.

Contact: Desirae Goode

Address: 123 Orange

Orange CA 12345

Phone:714-418-5602 Fax: E-mail: dgoode@lcptracker.com

Document Name	Status	No. of Doc Submitted	Emp Req'd	Weekend Req'd	Notice Req'd	View By	Description
Apprentice Certification		1	Y	N		Ctrs & Admin	This document must be uploaded by all contractors who have apprentices.
		<b>Document Date</b>	<b>Expire Date</b>	<b>Req'd</b>	<b>Document Description</b>		
		1 02/11/2017		Y			
DAS 140		1	R	N		Ctrs & Admin	
		<b>Document Date</b>	<b>Expire Date</b>	<b>Req'd</b>	<b>Document Description</b>		
		1 03/04/2017		R			
Fringe Benefit Statement 6589		1	N	N		Ctrs & Admin	
		<b>Document Date</b>	<b>Expire Date</b>	<b>Req'd</b>	<b>Document Description</b>		
		1 03/11/2017		N			

## E-DOCUMENT REPORT - 2

**Description:** this report displays information for eDocuments that are uploaded by a contractor. It shows the following information:

- Project name
- Estimated start date
- Estimated end date
- Bid date
- Contractor name
- Contractor contact name
- Contractor address, phone number and email address
- Document name
- Number of specific document submitted
- Status
- Viewing permissions
- Document description

### Uploaded eDoc

- Document date
- Document expiration date
- **Linked employee\***
- **Linked weekend date\***
- If the document is required (R=required / Y=yes / N=no)
- Document description

### **\*Not on e-Document Report - 1**

#### Parameters:

E-Document Report-2

Project  
Select Project / All Projects

Contractor  
Select Contractor / All Contractors

From Week End Date To Week End Date

Output Format  
 PDF  Ms-Word  Ms-Excel

Cancel View Report



## e\_Document Report - 2 Sample



### E-DOCUMENT REPORT

Project: dg / Daily Good-e Hockey Center

Estimated Start Date: Estimated End Date: Bid Date: 09/18/2016

Contractor: D Goode Inc.

Contact: Desirae Goode  
Address: 123 Walker Lane  
Orange CA 90720

Phone: 714-669-0052 Fax: E-mail: dgoode@lcptracker.com

Document Name	No. of Doc Submitted	Status	View By	Description
Combined Daily Report	1		Ctrs and Admin	Combined Daily Log Submittal.
	<b>Document Date</b>	<b>Expire Date</b>	<b>Employee / Weekend</b>	<b>Req'd Document Description</b>
1	05/03/2017			Y Combined Daily Report for 5/3/2017
Fringe Benefits Statement	1		Ctrs and Admin	
	<b>Document Date</b>	<b>Expire Date</b>	<b>Employee / Weekend</b>	<b>Req'd Document Description</b>
1	04/11/2017			R
Subcontractor Daily Log	5		Ctrs and Admin	Subcontractor's Daily Log Submittal.
	<b>Document Date</b>	<b>Expire Date</b>	<b>Employee / Weekend</b>	<b>Req'd Document Description</b>
1	01/02/2017			Y 1/2/2017, KAG Arena, Day, v.1
2	01/03/2017			Y 1/3/2017, KAG Arena, Day, v.1
3	01/04/2017			Y 1/4/2017, KAG Arena, Day, v.1
4	02/21/2017			Y 2/21/2017, KAG Arena, Day, v.1
5	02/22/2017			Y 2/22/2017, KAG Arena, Day, v.1

## LETTER TRACKING SUMMARY REPORT

**Description:** this report displays information regarding letters or notices sent within the system from the LCPtracker database Administrator or Prime Approver to contractors. It was created specifically for the City of Denver, but is available upon request. It shows the following information:

- Project name
- Project start date
- Project end date
- Project bid date
- Project budget
- Contractor name
- Contractor contact name
- Contractor address, phone number and email address
- Document name
- Date document sent
- Date document received

**Parameters:**

Letter Tracking Summary Report

Selection parameters

1- Select a project

2- Select a contractor or select all contractors

3- Select document date

From date created 1   To date created 2

To reset the form to its default values, click on the "Reset Form" button.

### Letter Tracking Summary Report Sample

<b>Project:</b>			
<b>Start:</b>	<b>End:</b>	<b>Bid Date:</b>	<b>Budget:</b>
<b>Contractor: /</b>			
<b>Contact:</b>			
<b>Address:</b>			
<b>Phone:</b>	<b>Fax:</b>	<b>E-mail:</b>	
<b>Worker's Comp.:</b>			
<b>Document</b>	<b>Sent</b>	<b>Received</b>	

## LOGIN REPORT

**Description:** this report displays the time in and time out and User ID for selected user role types that are specific to your database. The current time is listed in UTC (Universal Time Code). It shows the following information:

- Time in
- Time out
- User ID
- User role
- Contact name
- Contact company name

### Parameters:

**Login Report**

Time Zone

From Date

User Roles

Apply Daylight Savings  True  False

To Date

## Login Report Sample

Time In *	Time Out *	User Id	Role	Contact Name	Contact Company
9/3/2019 11:15 AM		7194605809	Contractor / Daily Reporter Manager	Dave Kinnischtzke	K5 Construction
9/3/2019 3:25 PM	9/3/2019 4:10 PM	7194605809	Contractor / Daily Reporter Manager	Dave Kinnischtzke	K5 Construction
9/4/2019 10:09 AM	9/4/2019 11:58 AM	7194605809	Contractor / Daily Reporter Manager	Dave Kinnischtzke	K5 Construction

The Time Out field will log the date and time when the logout button has been selected. If you have experienced a security time out or you exit without clicking the logout button, the Time Out field will be blank.

## MULTIPLE CPRS REPORT

**Description:** this report gives you the ability to pull multiple CPRs for all contractors for a specific week end date, or multiple week end dates for one contractor. CPRs with weeks where work was performed will display in one report, and CPRs with non-performing weeks will display in a second, separate report.

### Parameters:

**Multiple CPRs Report**

Select Department  
All Departments ▼

Show Closed Projects

Select Project  
▼

Select Contractor  
All Contractors ▼

Sub To | Contract ID  
All Assignments ▼

Week End Date  
▼ 

Report Type  
CPR Report ▼

Cancel Run

You may choose from eleven (11) different ways to show or redact information that is listed on the CPRs.

**CPR Report**

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

# Multiple CPRs Report Sample



## WEEKLY CERTIFIED PAYROLL REPORTING FORM

NAME OF CONTRACTOR :Darren's Demo Prime		CONTRACTORS LICENSE No. 5059809787 SPECIALTY LICENSE No.		ADDRESS : 3277 Schoolhouse Dr., Waterford, MI 48329 PHONE: EMAIL:		PROJECT LOCATION/ CODE / NAME : Huron County, MI / MI592017 / M59 Realignment																													
PAYROLL No. 23		FOR WEEK ENDING: 06/18/2017 SUBMITTED ON: June 16, 2017		MOTOR CARRIER PERMIT No.		UNION Local		SELF-INSURED CERTIFICATE No. WORKERS COMP. POLICY :		MI170001																									
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																							
LAWRENCE	Carpenter / Carpenter - Pending SSN: 056120177	WO: Concrete M59 & I-75 Huron County, MI WD: MI170001	6/12/17	6/13/17	6/14/17	6/15/17	6/16/17	6/17/17	6/18/17	1.00	50.00	50.00	50.00	Federal Tax	Social Security	Medicare	State Tax	Local Taxes / FICA	Other	Savings	Total Deduction	Check No.													
			M	T	W	TH	F	S	S					1.00	0.00	0.00	0.00	0.00	0.00	5.00	0.00	0.00	0.00	0.00	10.00	DD									
														Vac/Dues	Trav. Subs.	Health & Welfare	Pension	Vacation Holiday	Training	All Other	Total Fringe Paid to Incl	Net Paid Week													
														0.00	0.00	20.00	0.00	0.00	0.00	0.00	20.00	40.00													
All or Part of Fringes Paid to Employee: NO										Total Hours All Projects		Rate in Lieu of Fringes		Total in Lieu of Fringes		Total Base Rate + Fringes		Voluntary Pension		Voluntary Medical		H & W Rate		Pension Rate		Vac-Hol Rate		Training Rate		All Other Rate		Total Fringe Rate to Incl		Permit Payment Date	
										1.00		0.00		0.00		70.00		0.00		0.00		20.00		0.00		0.00		20.00							

OTHER DEDUCTION NOTES: child support

TOTAL STANDARD HOURS :	1.00	TOTAL 1.6 OT HOURS :	0.00	TOTAL 2.0 OT HOURS :	0.00	GRAND TOTAL HOURS :	1.00
------------------------	------	----------------------	------	----------------------	------	---------------------	------

Note the lack of identifying employee information. This is an example of the type of redacting that you could provide for a "sunshine request" from a state agency. The report this example was taken from was 33 pages long, and contained 22 of 23 available CPRs for this subcontractor. The one additional CPR was a non-performing one, which looks like this:

03/15/2017  
 Page 1 of 1

Certified Payroll Report for Non Performing Week

For week ending on: January 22, 2017  
 Payroll Number: 3

Date 3/15/2017 12:00:00AM

Project:  
 MI592017 - M59 Realignment

Contractor:  
 5059809787 - Darren's Demo PRIME  
 Darren Gordier  
 5059809787  
 3277 Schoolhouse Dr  
 Waterford, MI 48329

**CERTIFICATION FOR NON PERFORMING WEEK**

I, Darren Gordier, Owner do hereby state:  
 (1) That I pay or supervise the payment of the persons employed by DARREN'S DEMO on the M59 REALIGNMENT; that during the payroll period commencing on 1/16/2017 and ending on 1/22/2017 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 DARREN'S DEMO 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), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 907; 76 Stat. 357; 40 U.S.C. 167, 3145), and described below:  
 All comments are in the notes on the submitted Certified Payroll Report.  
 (2) That any payroll otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work to be performed.  
 (3) That any apprentice employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.  
 (4) That:  
 (a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS  
 X - in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate program for the benefit of such employees, except as noted in section 4(c) below.  
 (b) WHERE FRINGE BENEFITS ARE PAID IN CASH  
 X - Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.  
 (c) EXCEPTIONS:  
 Any exceptions to the above are reported in the certified payroll in the notes section for the specific individual.

REMARKS:

NAME: Darren Gordier  
 TITLE: Owner  
 Electronic Signature Code: 5059809787-MI592017-1/22/2017-0-131340834464980999

## PROJECT WAGE DATA REPORT (EXPORT)

**Description:** this report will display all the related information contained on a wage determination that is assigned to the project you pick. If your project has multiple wage determinations assigned to it, you may elect to show them all, or just one at a time. The export version now includes the California state wages. It will show the following information:

- Project name
- Project jurisdiction
- Project location
- Construction type (Building, Highway, Heavy, Residential, etc.)
- Craft
- Classification
- Wage determination “name” (i.e., MI1700001)
- Issue date
- Expiration date
- Publication date
- MOD number
- Base rate of pay
- Fringe rate
- Total rate of pay
- Overtime (OT) hourly rate of pay
- Double time (DT) hourly rate of pay
- Standard hours per day (as set by Agency)
- Training hourly rate of pay (if applicable)

### Parameters:

**Project Wage Data Report (Export)**

Select Department	<input type="text"/>	Select Project	<input type="text"/>	<input type="button" value="View Report"/>
Select Jurisdiction	<input type="text"/>	Select Location	<input type="text"/>	
Select Construction Type	<input type="text"/>	Select Craft	<input type="text"/>	

1 of 300 Find | Next



## Project Wage Data Report (Export) Sample

**Project: I-405 Improvements**  
**Jurisdiction: Federal Wages - LG Database**  
**Location: SAN DIEGO COUNTY**  
**Construction Type: Building, Heavy (Heavy and Dredging), Highway and**

Craft	Classification	Wage Decision	Issue Date Expire Date Pub. Date	Mod	Basic Rate	Fringes	Total Rate	OT Rate	DT Rate	Std Day	Training
ASBESTOS WORKER	Fire Stop Technician	CA170001	5/26/2017 1/1/2100 5/26/2017	9	\$26.150	\$17.310	\$43.460	\$56.535	\$69.610	0	\$0.000
ASBESTOS WORKER	Insulator	CA170001	5/26/2017 1/1/2100 5/26/2017	9	\$38.370	\$20.130	\$58.500	\$77.685	\$96.870	0	\$0.000
BOILERMAKER	Boilermaker for L Test	CA170001	5/26/2017 1/1/2100 5/26/2017	9	\$41.170	\$28.270	\$69.440	\$90.025	\$110.610	0	\$0.000
BRICKLAYER	Apprentice Bricklayer 1	CA170001	5/26/2017 1/1/2100 5/26/2017	9	\$20.000	\$11.080	\$31.080	\$41.080	\$51.080	0	\$0.000
BRICKLAYER	Marble Finisher	CA170001	5/26/2017 1/1/2100 5/26/2017	9	\$29.200	\$12.930	\$42.130	\$56.730	\$71.330	0	\$0.000
BRICKLAYER	Marble Setter	CA170001	5/26/2017 1/1/2100 5/26/2017	9	\$35.300	\$17.350	\$52.650	\$70.300	\$87.950	0	\$0.000
BRICKLAYER	Terrazzo Finisher	CA170001	5/26/2017 1/1/2100 5/26/2017	9	\$28.530	\$12.270	\$40.800	\$55.065	\$69.330	0	\$0.000

**Project: I-405 Improvements**  
**Jurisdiction: California**  
**Location: N/A**  
**Construction Type: N/A**

Craft	Classification	Wage Decision	Issue Date Expire Date Pub. Date	Mod	Basic Rate	Fringes	Total Rate	OT Rate	DT Rate	Std Day	Training
BOILERMAKER- BLACKSMITH	Apprentice Boilermaker- Blacksmith 1	ALA/CONTRA/MAR/SFR/SMA/STC/SOL-2017-1	2/22/2017 1/1/2100 3/7/2017	0	\$30.300	\$38.350	\$68.650	\$83.800	\$98.950	8	\$4.400
BOILERMAKER- BLACKSMITH	Apprentice Boilermaker- Blacksmith 1	IMP/INY/KER/LOS/ORA/RIV/SBR/SDI/SLO/STB/VEN- 2017-1	2/22/2017 1/1/2100 3/7/2017	0	\$29.510	\$33.670	\$63.180	\$77.935	\$92.690	8	\$3.900
BOILERMAKER- BLACKSMITH	Apprentice Boilermaker- Blacksmith 1	Several NC Counties-2017-1	2/22/2017 1/1/2100 3/8/2017	0	\$27.780	\$36.150	\$63.930	\$77.820	\$91.710	8	\$4.400
BOILERMAKER- BLACKSMITH	Apprentice Boilermaker- Blacksmith 2	ALA/CONTRA/MAR/SFR/SMA/STC/SOL-2017-1	2/22/2017 1/1/2100 3/7/2017	0	\$32.460	\$38.350	\$70.810	\$87.040	\$103.270	8	\$4.400

## WAGE RATE SUMMARY REPORT

**Description:** this report summarizes details of the master wage determination(s), and can be filtered by jurisdiction and location. It will show the following information:

- Jurisdiction: this will tell what type of prevailing wages they are; federal, state, county, etc.
- Location: this allows you to choose which county you want to report on.
- Construction type
- General wage determination name/number
- Wage determination issue date
- Publication Date
- Wage determination modification number
- Wage determination expiration date
- Number of craft classifications listed on wage determination
- This report is not available for California projects

**Parameters:**

Wage Rate Summary Report

Selection parameters

Select a jurisdiction or select all jurisdictions

Federal Wages - LG Database
▼

Select a location or select all locations

Elko County
▼

Cancel

Next

## Wage Rate Summary Report Sample

**Wage Rate Summary Report**

6/4/2020

<b>Jurisdiction:</b> Federal Wages - LG Database						
<b>Location:</b> Elko County						
Construction Type	General Decision	Issue Date	Publication Date	Modification	Expire Date	Count
ALL	2018 Prevailing Wage Rates Clark County	10/01/2017	10/01/2017	00	01/01/2100	1
Highway	General Apprentice List	01/01/2015	01/01/2015	0	01/01/2100	1
Highway	NV170077	06/09/2017	06/09/2017	2	01/01/2100	63
Highway	NV180001	01/01/2018	01/01/2018	0	01/01/2100	57

# ONSITE REPORTS

- OnSite Interview Override Report
- OnSite Interviews by Contractor
- OnSite Interviews by Project
- OnSite Summary Report
- OnSite Unreconciled Interview Report

## ONSITE INTERVIEWS BY CONTRACTOR

**Description:** this report groups the data entered in the OnSite Forms by FORM. This means that if the user runs the report for multiple forms, the report will split into sections based on the forms. Any fields that have been tracked will be listed and populated on the report. The report splits out by contractor, keeping all the forms of a specific contractor together:

- Employee Name
- Status
- Interview Date
- Submitted Date
- Interviewer
- Project
- Project Location
- Hourly Rate
- Interview Comments

### Preconditions:

- Onsite must be setup
- Templates need to be mapped and loaded into project

### Parameters:

OnSite Interviews By Contractor			
Interview Status	<input type="text"/>	Project Status	<input type="text"/>
Contractors	<input type="text"/>	Projects	<input type="text"/>
Interview Date From	<input type="text"/> <input type="checkbox"/> NULL	Interview Date To	<input type="text"/> <input type="checkbox"/> NULL
Submitted Date From	<input type="text"/> <input type="checkbox"/> NULL	Submitted Date To	<input type="text"/> <input type="checkbox"/> NULL
Templates	<input type="text"/>	Interviewer	<input type="text"/>

Note: if the user wishes to find all forms submitted for a specific date range for either type of date, they can uncheck the “Null” boxes and then enter the desired dates. This will enable the report to filter by the dates.

## OnSite Interviews by Contractor Sample

OnSite Interviews by Contractor							Report Date: 9/13/2019
LG-LCPTRACKER DEMO DATABASE							Page 1 / 2
<b>Dave's Landscaping</b>							
FORM: Demo Interview Form							
Employee Name	Status	Interview Date	Submitted Date	Interviewer	Project	Location	
COMBS, BECKY	Submitted	1/22/2019	1/22/2019	lgoeser@lcptracker.com	Project Neon	Elko County	
Project No Project Neon							
Contractor Name Dave's Landscaping							
Project Location Elko County							
Employee Name BECKY COMBS							
Hourly Rate 15							

## OnSite Interviews by Contractor Template

OnSite Interviews by Contractor							Report Date: 4/1/2019
LCPTRACKER DEMONSTRATION DATABASE							Page 1 / 2
FORM:							
Employee Name	Status	Interview Date	Submitted Date	Interviewer	Project	Location	
Field tracked by the report:							
Field tracked by the report:							
Field tracked by the report:							
Field tracked by the report:							
Interview Comment:							

## ONSITE INTERVIEWS BY PROJECT

**Description:** this report groups the data entered in the Onsite Forms by PROJECT. This means that if the user runs the report for multiple forms, the report will split into sections based on the Projects the forms report on. Any fields that have been tracked will be listed and populated on the report. The report splits by contractor, keeping all the forms of a specific contractor together:

- Employee Name
- Status
- Interview Date
- Submitted Date
- Interviewer
- Project
- Project Location
- Hourly Rate
- Interview Comments

### Preconditions:

- Onsite must be setup
- Templates need to be mapped and loaded into project

### Parameters:

OnSite Interviews By Project					
Interview Status	<input type="text"/>	<input type="checkbox"/>	Project Status	<input type="text"/>	<input type="checkbox"/>
Projects	<input type="text"/>	<input type="checkbox"/>	Contractors	<input type="text"/>	<input type="checkbox"/>
Interview Date From	<input type="text"/>	<input checked="" type="checkbox"/> NULL	Interview Date To	<input type="text"/>	<input checked="" type="checkbox"/> NULL
Submitted Date From	<input type="text"/>	<input checked="" type="checkbox"/> NULL	Submitted Date To	<input type="text"/>	<input checked="" type="checkbox"/> NULL
Templates	<input type="text"/>	<input type="checkbox"/>	Interviewer	<input type="text"/>	<input type="checkbox"/>

Note: if the user wishes to find all forms submitted for a specific date range for either type of date, they can uncheck the "Null" boxes and then enter the desired dates. This will enable the report to filter by the dates.



## OnSite Interviews by Project Sample

Document Map

- OnSiteInterviewsProject
  - Project Neon

### OnSite Interviews by Project

LG-LCPTRACKER DEMO DATABASE

Report Date: 4/3/2019

Page 1 / 1

**Project Neon**  
A100590

FORM: Demo Interview Form

Employee Name	Status	Interview Date	Submitted Date	Interviewer	Contractor	Location
COMBS, BECKY	Submitted	1/22/2019	1/22/2019	lgoeser@lcptracker.com	Dave's Landscaping	Elko County

Project No: Project Neon

Contractor Name: Dave's Landscaping

Project Location: Elko County

Employee Name: BECKY COMBS

Hourly Rate: 15

Interview Comment:

## OnSite Interviews by Project Template

Document Map

- OnSiteInterviewsProject
  - Project A
  - Project B
  - Project C

### OnSite Interviews by Project

LCPTRACKER DEMONSTRATION DATABASE

Report Date: 4/2/2019

Page 1 / 2

**Project A**

FORM:

Employee Name	Status	Interview Date	Submitted Date	Interviewer	Contractor	Location
Field tracked by this report						
Field tracked by this report						
Field tracked by this report						
Interview Comment:						

**Project B**

FORM:

Employee Name	Status	Interview Date	Submitted Date	Interviewer	Contractor	Location
Field tracked by this report						
Field tracked by this report						
Field tracked by this report						
Interview Comment:						

## ONSITE SUMMARY REPORT

**Description:** this report groups specific data entered in the Onsite forms by PROJECT. This means that if the user run the report for multiple forms, the report will split into sections based on the Projects the forms report on. The report splits by contractor, keeping all the forms of a specific contractor together. Different to the other OnSite reports, this report does not display all fields that have been tracked in the form. The fields it does track are annotated below:

- Employee Name
- Contractor
- Interviewer
- Status
- Interview Date
- Submitted Date
- Comment (Functionality will be added later)
- Location

### Preconditions:

- Onsite must be setup
- Templates need to be mapped and loaded into project

### Parameters:

OnSite Summary Report			
Interview Status	<input type="text"/>	Project Status	<input type="text"/>
Projects	<input type="text"/>	Contractors	<input type="text"/>
Interview Date From	<input type="text"/> <input type="checkbox"/> NULL	Interview Date To	<input type="text"/> <input type="checkbox"/> NULL
Submitted Date From	<input type="text"/> <input type="checkbox"/> NULL	Submitted Date To	<input type="text"/> <input type="checkbox"/> NULL
Templates	<input type="text"/>	Interviewer	<input type="text"/>

Note: if the user wishes to find all forms submitted for a specific date range for either type of date, they can uncheck the “Null” boxes and then enter the desired dates. This will enable the report to filter by the dates.



## OnSite Summary Sample

Document Map

- OnSiteSummaryRevised
- Project Neon

**LCP tracker** Onsite Summary Report Report Date: 4/3/2019  
Page 1 / 1  
LG-LCPTRACKER DEMO DATABASE

PROJECT NAME: Project Neon PROJECT CODE: A100590							
FORM: Demo Interview Form							
Employee Name	Contractor	Interviewer	Status	Interview Date	Submitted Date	Comment	Location
COMBS, BECKY	Dave's Landscaping	lgoeser@lcptracker.com	Submitted	1/22/2019	1/22/2019		Elko County

## OnSite Summary Report Template

Document Map

- OnSiteSummaryRevised
- Project A
- Project B
- Project C

**LCP tracker** Onsite Summary Report Report Date: 4/3/2019  
Page 1 / 1  
LCPTRACKER DEMONSTRATION DATABASE

PROJECT NAME: PROJECT CODE:							
FORM:							
Employee Name	Contractor	Interviewer	Status	Interview Date	Submitted Date	Comment	Location

PROJECT NAME: PROJECT CODE:							
FORM:							
Employee Name	Contractor	Interviewer	Status	Interview Date	Submitted Date	Comment	Location

PROJECT NAME: PROJECT CODE:							
FORM:							
Employee Name	Contractor	Interviewer	Status	Interview Date	Submitted Date	Comment	Location

## ONSITE UNRECONCILED INTERVIEW REPORT

**Description:** this report will show those employees that have had an interview done but have not yet been added by the contractor into LCPtracker and matched by the Admin. Once the employee is added and matched, the interview will show on the OnSite Status tab to the Admin. The fields it does track are annotated below:

- Employee Name
- Contractor
- Interviewer
- Interview Date
- Submitted Date
- Location

**Preconditions:**

- Onsite must be setup
- Templates need to be mapped and loaded into project
- Employee will show ONLY if Contractor has not added employee to LCPtracker

**Parameters:**

**OnSite Unreconciled Interview Report**

Status	<input type="text" value="Active"/>	Project	<input type="text"/>	<input type="button" value="View Report"/>
Contractor	<input type="text"/>	Sub To	<input type="text"/>	
Interview Date From	<input type="text"/>	Interview Date To	<input type="text"/>	

### OnSite Unreconciled Interview Report Sample



**DG - LCPTRACKER DEMO DATABASE**  
OnSite Unreconciled Interview Report

Report Date: 1/23/2020  
Date Range: 1/22/2020 – 1/22/2020

Project Name: Winterfell Rehab Project					
Project Code: North 00001					
Form: SLAC DEMO FORM					
Employee Name	Contractor	Interviewer	Interview Date	Submitted Date	Location
Smith, George	Mormont Builders	dgorder@lcptracker.com	1/22/2020	1/22/2020	North

Page 1 of 1

## ONSITE WAGE OVER-RIDE REPORT

**Description:** this report will show the Admin the status of OnSite interviews as well as the information if an over-ride was done. The report will give the field description, original value, the over-ride value, who performed the over-ride and the comments regarding the over-ride. The fields this report tracks are annotated below:

- Employee Name
- Contractor
- Interviewer
- Interviewer Date
- Submitted Date
- Status
- Field Description
- Original Form Value
- Over-ride Form Value
- User Performed Over-ride
- Comment
- Location

### Preconditions:

- Onsite must be setup
- Templates need to be mapped and loaded into project

### Parameters:

OnSite Wage Over-ride Report			
Status	<input type="text" value="Active"/>	Project	<input type="text"/>
Contractor	<input type="text"/>	Sub To	<input type="text"/>
Interview Date From	<input type="text"/>	Interview Date To	<input type="text"/>



## OnSite Wage Over-ride Report Sample



LG-LCPTRACKER DEMO DATABASE  
OnSite Summary Report

Report Date: 1/20/2020  
Date Range: 1/1/2019 – 1/1/2020

Project Name: Project Neon Project Code: A100590											
Form: Demo Interview Form											
Employee Name	Contractor	Interviewer	Interview Date	Submitted Date	Status	Field Description	Original Form Value	Override Form Value	User Performing Override	Comment	Location
COMBS, BECKY	Dave's Landscaping	lgoeser@lcptracker.com	1/22/2019	1/22/2019	Submitted	Pay Rate		15	fmiadmin		Elko County
NOELLE, JOHN	K5 Construction	lgoeser@lcptracker.com	9/10/2019	9/10/2019	Submitted	Pay Rate		15	fmiadmin		Elko County
PAN, PETER	K5 Construction	lgoeser@lcptracker.com	6/6/2019	6/6/2019	Auto-Validation Fail	Pay Rate		21	fmiadmin		Elko County
TEST, ALECIA	K5 Construction	lgoeser@lcptracker.com	6/24/2019	6/24/2019	Submitted	Pay Rate		20	fmiadmin		Elko County
TEST, ALECIA	K5 Construction	lgoeser@lcptracker.com	4/25/2019	4/25/2019	Manual Override Pass	Pay Rate		20	19 lgoeser@lcptracker.com	XYZ Comments	Elko County
TEST, ALECIA	K5 Construction	lgoeser@lcptracker.com	4/24/2019	4/24/2019	Manual Override Pass	Pay Rate		20	25 lgoeser@lcptracker.com	XYZ Comments	Elko County
TURNER, TINA	K5 Construction	lgoeser@lcptracker.com	8/20/2019	8/20/2019	Submitted	Pay Rate		20	fmiadmin		Elko County
TURNER, TINA	K5 Construction	lgoeser@lcptracker.com	8/11/2019	9/6/2019	Submitted	Pay Rate		30	fmiadmin		Elko County

# SPECIAL REPORTS

- CA – DB Match Report
- CC-257 Monthly Employment Utilization CTR Report
- CC-257 Monthly Employment Utilization PRJ Report
- Combined Daily Report
- Contractor Report
- CPR Notices Report
- CPR Status Report
- CPR Submitted Report
- Daily Apprentice Ratio Report
- Daily Apprentice Ratio Report 2
- Drivers License Report
- eDocument Details Report
- Employee Address History Update Status Report
- Employee Hours & Wages By Ward/District
- Employment by Zip Code
- ENG3180
- Enhanced Query Project Summary Report
- Hours & Wage by Craft Report
- I-9 Verified Report
- Jobs Created and Retained – Contractor
- Jobs Created and Retained – Detailed
- Local Hire By Contractor Report
- Local Hire By Craft Report
- Local Worker Utilization Contractor Report
- Local Worker Utilization Contractor Report 2
- Local Worker Utilization Craft Report
- Local Worker Utilization Ethnicity Report
- Local Worker Utilization Hours & Wage Report
- Local Worker Utilization Project Report
- Local Worker Utilization Project Report 2
- Local Worker Utilization Zip List Report
- Manpower CPR Report by Contractor
- Master Wage Data Report
- Multiple Sub Daily Log Report
- Multiple Zip List Report
- Non-Prevailing Wage Data Report
- Others Deduction Report

- Paid Sick Leave Accrual Report
- Project Employee List Report
- Section 3 New Hire Report
- Section 3 Vendor Breakdown
- Skilled and Trained Workforce – Extended
- Skilled and Trained Workforce Report
- Skilled and Trained Workforce Report - Details
- Summary of Hours & Wage – City Specific
- Summary of Workforce Utilization

## CA – DB MATCH REPORT

**Description:** this report displays an older version of craft matching for dually funded projects. It compares California State prevailing wages to Federal prevailing wages. It shows the following information:

- Federal wage determination name/number
- State wage determination name/number
- Federal wage determination MOD number
- Location (County) of the wage determination
- Wage determination type (Highway, Heavy, Building, Residential, etc.)
- Craft name
- Classification name

**Parameters:**

**CA - DB Match Report**

Wage Decision 
Modification 
View Report

NOTE: this report is slowly being phased out, and is only used actively by a few Agencies.

### CA – DB Match Report Sample

CA - FED Craft Match Report sbcounty					
Report Date: 7/11/2017					
Determination	Mod	Location	Type	Craft	Classification
CA120028	11	County of San Bernardino, CA	Residential	ASBESTOS REMOVAL LABORER	ASBESTOS REMOVAL LABORER
SC-102-882-1-2011-1		County of San Bernardino, CA	Residential	Asbestos and Lead Abatement (Laborer)	Asbestos and Lead Abatement Worker
CA120028	11	County of San Bernardino, CA	Residential	ASBESTOS REMOVAL WORKER	HAZARDOUS MATERIAL HANDLER
SC-102-882-1-2011-1		County of San Bernardino, CA	Residential	Asbestos and Lead Abatement (Laborer)	Asbestos and Lead Abatement Worker

## CC-257 MONTHLY EMPLOYMENT UTILIZATION CTR REPORT

**Description:** this report is for federally funded projects; it is a USDOL (United States Department of Labor) report. It shows the number of minorities and minority/female percentages; it breaks information down by craft/classification. (Minority/Female Percentages entry is optional - these are both percentage goals the user inputs.) It will show the following information:

- Covered area
- Employers ID number
- Name and location of contractor
- Current goals for Minority and Female
- Reporting period
- Construction trade type
- Classifications
- Total federal & non-federal construction work hours by:
  - Total hours all employees by trade by male and female
  - Total hours by Black ethnicity, male and female
  - Total hours by Hispanic ethnicity, male and female
  - Total hours by Asian or Pacific ethnicity, male and female
  - Total hours by Other ethnicity, male or female
- Minority percentage
- Female percentage
- Total number of employees
- Total number of minority employees
- Total number of journey worker hours
- Total number of apprentice hours
- Total number of trainee hours
- Grand total of hours
- Company official's signature and title
- Company official's phone number
- Date signed

CC-257 Monthly Employment Utilization CTR Report			
Status	Active	Project	Bus Maintenance Project, City c
Jurisdiction	California	Contractor	ABC Co, American Paving Co., t
Sub To	All assignments	Female Percentage	5
Minority Percentage	10	From	1/1/2010
To	12/31/2015	Minority	AFRICAN AMERICAN, ASIAN, H
Report By	Week End Date		

### Parameters:

NOTE: employee ethnicity and gender may be skewed if this information is not required in the employee set up.

## CC-257 Monthly Employment Utilization CTR Report Sample

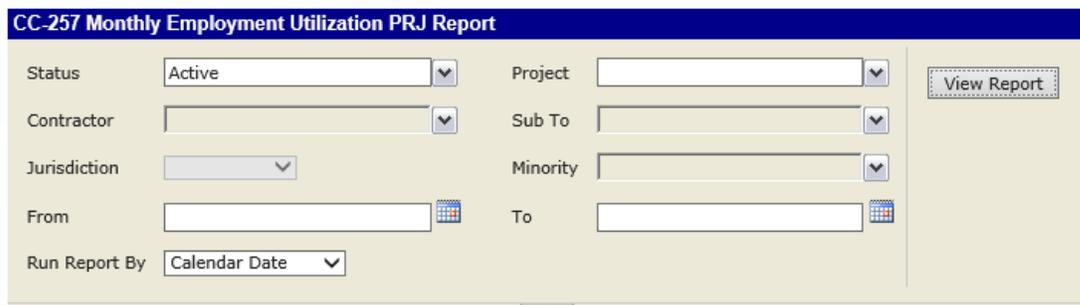
Project: Freeway 101 Renovation

1. Covered Area (SMSA or EA)	2. Employers I.D. No.	Name and Location of Contractor Sue Smith Construction, 1212 Sue Smith Street, New Orleans, LA, 70111	OMB No. 1215-01633																
3. Current Goals Minority 10 Female 5	4. Reporting Period From 1/1/2010 to 12/31/2015	This Report is required by Executive Order 11246, Sec. 203. Failure to report can result in contracts being cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts of federally assisted construction contracts.																	
<b>5.</b> <b>CONSTRUCTION TRADE</b>	<b>Classifications</b>	<b>6. TOTAL FEDERAL &amp; NON-FEDERAL CONSTRUCTION WORK HOURS</b>											<b>9.</b> Total Number of Employees	<b>10.</b> Total Number of Minority Employees					
		<b>6a.</b> Total All Employees By Trade	<b>6b.</b> Black (Not of Hispanic Origin)		<b>6c.</b> Hispanic		<b>6d.</b> Asian or Pacific Islander		<b>6e.</b> American Indian or Native American		<b>6f.</b> Other				<b>7.</b> Minority Percentage	<b>8.</b> Female Percentage			
		<b>M</b>	<b>F</b>	<b>M</b>	<b>F</b>	<b>M</b>	<b>F</b>	<b>M</b>	<b>F</b>	<b>M</b>	<b>F</b>	<b>M</b>	<b>F</b>	<b>M</b>	<b>F</b>	<b>M</b>	<b>F</b>		
ELECTRICIAN	Journey Worker	60.00	0.00	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			3	0	3	0
	Apprentice	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0	0	0	0
	Trainee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0	0	0	0
	<b>Sub-Total</b>	<b>80.00</b>		<b>80.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>100.00 %</b>	<b>0.00 %</b>	<b>3</b>		<b>3</b>
Laborer and Related Classifications	Journey Worker	0.00	20.00	0.00	0.00	0.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00			0	1	0	1
	Apprentice	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0	0	0	0
	Trainee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0	0	0	0
	<b>Sub-Total</b>	<b>20.00</b>		<b>0.00</b>		<b>20.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>100.00 %</b>	<b>100.00 %</b>	<b>1</b>		<b>1</b>	
PLUMBER	Journey Worker	136.00	144.00	40.00	80.00	0.00	64.00	0.00	0.00	0.00	0.00	0.00	0.00			3	3	1	3
	Apprentice	48.00	0.00	0.00	0.00	48.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			1	0	1	0
	Trainee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0	0	0	0
	<b>Sub-Total</b>	<b>328.00</b>		<b>120.00</b>		<b>112.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>70.73 %</b>	<b>43.80 %</b>	<b>7</b>		<b>5</b>	
<b>Total Journey Worker</b>		196.00	164.00	100.00	80.00	0.00	84.00	0.00	0.00	0.00	0.00	0.00	0.00			6	4	4	4
<b>Total Apprentices</b>		48.00	0.00	0.00	0.00	48.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			1	0	1	0
<b>Total Trainees</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0	0	0	0
<b>Grand Total</b>		<b>408.00</b>		<b>180.00</b>		<b>132.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>76.47 %</b>	<b>40.20 %</b>	<b>11</b>		<b>9</b>	
11. Company Official's Signature and Title		12. Telephone Number (include area code)				13. Date Signed				Page				1 of 1					

## CC-257 MONTHLY EMPLOYMENT UTILIZATION PRJ REPORT

**Description:** this report is for federally funded projects; it is a USDOL (United States Department of Labor) report. It can show the entire project or can be broken down by contractor, and it shows the number of minorities and minority/female percentages; it does not break information down by craft/classification. (Minority/Female Percentages entry is optional - these are both percentage goals the user inputs.) It will show the following information:

- Covered area
- Employers ID number
- Name and location of contractor
- Current goals for Minority and Female
- Reporting period
- Construction trade by contractor name
- Classifications (Journey workers, apprentices or trainees)
- Total federal & non-federal construction work hours by:
  - Total hours all employees by trade by male and female
  - Total hours by Black ethnicity, male and female
  - Total hours by Hispanic ethnicity, male and female
  - Total hours by Asian or Pacific ethnicity, male and female
  - Total hours by Other ethnicity, male or female
- Minority percentage
- Female percentage
- Total number of employees
- Total number of minority employees
- Grand total of hours
- Company official's signature and title
- Company official's phone number
- Date signed



The screenshot shows a web form titled "CC-257 Monthly Employment Utilization PRJ Report". The form contains several input fields and a "View Report" button. The fields are arranged in two columns. The left column includes: Status (Active), Contractor, Jurisdiction, From (with a calendar icon), and Run Report By (Calendar Date). The right column includes: Project, Sub To, Minority, and To (with a calendar icon). A "View Report" button is located to the right of the Project field.

### Parameters:

NOTE: employee ethnicity and gender may be skewed if this information is not required in the employee set up.

## CC-257 Monthly Employment Utilization PRJ Report Sample



### FORM CC-257 Monthly Employment Utilization Report by Project

Project: Bus Maintenance Project  
Report Date: 7/12/2017  
Report Run By: Weekend Date

**U.S. Department of Labor**  
Employment Standards Administration  
Office of Federal Contract Compliance Programs

1. Covered Area (SMSA or EA)	2. Employers I.D. No.	Name and Location of Prime Contractor <b>Sue Smith Construction</b> <div style="text-align: right; font-size: small;">1212 Sue Smith Street New Orleans, LA 70111</div>	OMB No. 1215-01633																
3. Current Goals Minority _____ Female 6.9%		4. Reporting Period From 1/1/2010 to 12/31/2015																	
		This Report is required by Executive Order 11246, Sec. 203. Failure to report can result in contracts being cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts of federally assisted construction contracts.																	
		Federal Funding Agency																	
<b>5.</b> CONSTRUCTION TRADE	Classifications	<b>6. TOTAL FEDERAL &amp; NON-FEDERAL CONSTRUCTION WORK HOURS</b>											<b>9.</b> Total Number of Employees	<b>10.</b> Total Number of Minority Employees					
		6a. Total All Employees By Trade	6b. Black (Not of Hispanic Origin)		6c. Hispanic		6d. Asian or Pacific Islander		6e. American Indian or Native American		6f. Other				7. Minority Percentage	8. Female Percentage			
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F		
Sue Smith Construction	Journey Worker	140.00	48.00	80.00	0.00	0.00	48.00	0.00	0.00	0.00	0.00	0.00	0.00			2	2	1	2
	Apprentice	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0	0	0	0
	Trainee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0	0	0	0
	<b>Sub-Total</b>	<b>188.00</b>	<b>48.00</b>	<b>80.00</b>	<b>0.00</b>	<b>0.00</b>	<b>48.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>68.09 %</b>	<b>25.53 %</b>	<b>4.00</b>	<b>3.00</b>	
<b>Total Journey Worker</b>		140.00	48.00	80.00	0.00	0.00	48.00	0.00	0.00	0.00	0.00	0.00	0.00			2	2	1	2
<b>Total Apprentices</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0	0	0	0
<b>Grand Total</b>		<b>188.00</b>	<b>48.00</b>	<b>80.00</b>	<b>0.00</b>	<b>0.00</b>	<b>48.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>68.09 %</b>	<b>25.53 %</b>	<b>4.00</b>	<b>3.00</b>		

11. Company Official's Signature and Title

12. Telephone Number (include area code)

13. Date Signed

Page

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## COMBINED DAILY REPORT

**Description:** this report displays information entered when utilizing the daily reporter module. It will show the following information:

- Contract number
- Project title and location
- Date
- Contractor name
- Superintendent
- AM and PM weather
- Temperature
- Craft hours
- Total work hours
- Job safety
- Quality notes
- Deliveries
- Equipment
- Superintendent Notes

### Parameters:

#### Combined Daily Report

Include Closed Projects	<input type="radio"/> True <input checked="" type="radio"/> False	Department	<input type="text"/>	<input type="button" value="View Report"/>
Select Project	<input type="text"/>	Report Created By	<input type="text"/>	
Calendar Date From	<input type="text"/>	Calendar Date To	<input type="text"/>	
Select Report to Run	<input type="text"/>			

## Combined Daily Report Sample

COMBINED DAILY REPORT			
CONTRACT NO. A100590	TITLE AND LOCATION Project Neon	DATE 12/25/2017	
CONTRACTOR K5 Construction		SUPERINTENDENT N/A	
AM WEATHER Ice and/or Snow	PM WEATHER Ice and/or Snow	MIN TEMP (F) 10°	MAX TEMP (F) 30°
<b>1. Craft Hours for All Sites and Shifts</b>			
Site / Shift / Activity ID / Work Description	Count	Craft / Classification	Total Hours
<b>Main Drag</b>			
<b>K5 Construction</b>			
Day			
Dug ditches	1	LABORER / Common or General	8.00
			Total Day Hours 8.00
			Total for K5 Construction (All Sites / All Shifts Hours) 8.00
			Total Main Drag Hours 8.00
Distinct Employee Count	1		
<b>2. Work Hours for All Sites and Shifts</b>			
TOTAL WORK HOURS ON JOB SITE FOR THIS REPORT:	0.00		
TOTAL WORK HOURS FROM START OF CONSTRUCTION:	0.00		
<b>3. Job Safety</b>			
WAS A JOB SAFETY MEETING HELD THIS DATE?	NO		
WERE THERE ANY LOST TIME ACCIDENTS THIS DATE?	NO		
WAS CRANE, MANLIFT, TRENCHING, SCAFFOLD, HV ELEC, HIGH WORK, HAZMAT WORK DONE?	NO		
SAFETY REQUIREMENTS HAVE BEEN MET?	YES		
Activity ID	Subcontractor	List Safety Actions Taken Today / Safety Inspections Conducted	
	K5 Construction	Proper PPE to be used	
<b>4. Quality Notes</b>			
<b>5. Deliveries</b>			
Schedule Activity No.	Subcontractor	Deliveries	
	K5 Construction	No delivery	
<b>6. Equipment</b>			
Subcontractor	Equipment	Hours Used	
K5 Construction		0.00	
<b>7. Superintendent Notes</b>			
On behalf of the Contractor, I certify that this report is complete and correct and equipment and material used and work performed during this reporting period is in compliance with the contract drawings and specifications to the best of my knowledge, except as noted in this report.			
		Lois	2/15/2018
		Superintendent	
		Digitally signed by Lois_2/14/2018_131631849345768699	
Report Filtered By Calendar Date			
Page 1 of 1			

## CONTRACTOR REPORT

**Description:** this report displays information regarding the contractors assigned to the project/s chosen in the parameters. It will show the following information:

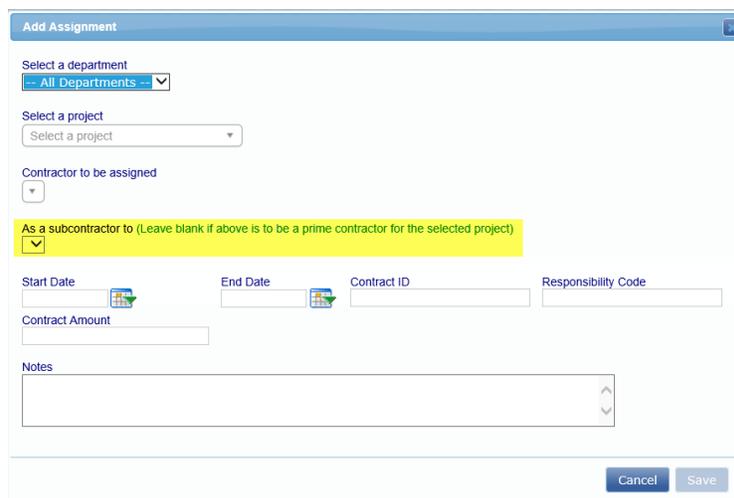
- Project name
- Contractor name
- Federal tax ID
- DUNS
- Workers compensation policy number (if provided in contractor setup)
- License number (if provided in contractor setup)
- Insurance certificate policy number (if provided in contractor setup)
- Ethnicity of company owner
- Owner Operator status
- Section 3 status
- Contactor contact name
- Contractor address
- Contractor phone number
- Contractor email
- Business certifications
- Certification agency

### Contractor Report

Status	Active	Department	Default Department
Project	M59 Realignment	Contractor	Darren's Demo, Goeser's Gener

### Parameters:

**NOTE:** if there's incorrect information, you can adjust that under Set Up > Contractor Setup > Add/Edit Contractors.



The screenshot shows a dialog box titled "Add Assignment" with the following fields and options:

- Select a department: -- All Departments --
- Select a project: Select a project
- Contractor to be assigned: [Dropdown]
- As a subcontractor to (Leave blank if above is to be a prime contractor for the selected project): [Dropdown]
- Start Date: [Calendar icon]
- End Date: [Calendar icon]
- Contract ID: [Text field]
- Responsibility Code: [Text field]
- Contract Amount: [Text field]
- Notes: [Text area]
- Buttons: Cancel, Save



## Contractor Report Sample

	AT - LCPTRACKER DEMO DATABASE CONTRACTOR REPORT	Report Date: 7/12/2017
<b>Project:</b> MI592017 M59 Realignment	<b>Tax ID:</b> 555-12-1212 <b>DUNS:</b>	
<b>Workers Comp:</b>	<b>License Number:</b> 5059809787	
<b>Insurance Cert:</b>	<b>Ethnicity:</b> NATIVE AMERICAN	
<b>Owner Op Status:</b>	<b>Section 3 Status:</b>	
<b>Contractor:</b> Darren's Demo Darren Gordier 3277 Schoolhouse Dr  Waterford, MI, 48329	<b>License:</b> 5059809787 5059809787  alicia.taormina@gmail.com	
<b>Certification:</b>	<b>Certification Agency:</b>	

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## CPR NOTICES REPORT

**Description:** this report shows the Admin information regarding notices within LCPtracker. When a validation is triggered for a project, contractor, sub and employee, the Admin will be able to see if that notice was deleted, and who deleted it. If the notice was resolved, this report will tell you who resolved the notice, and the reason given for that resolution. It shows the following information:

- Department
- Project code
- Project name
- Contractor name
- Sub to
- Contract ID
- Week end date
- Submitted date
- Employee last name
- Employee first name
- Employee ID
- Craft
- Classification
- Enforcement
- Validation
- Notice date
- Notice text
- Date deleted
- Deleted by
- Date resolved
- Resolved by
- Resolution note
- Fringe amounts
- Hours
- Pay
- Days Worked

**Parameters:**

CPR Notices Report

Status	Active, Closed	Department		
Project		Jurisdiction		<input type="button" value="View Report"/>
Contractor		Sub To		
Craft / Classification		Display Notice Text	<input checked="" type="radio"/> True <input type="radio"/> False	
Show Deleted Notices	<input type="radio"/> True <input checked="" type="radio"/> False	Show Resolved Notices	<input type="radio"/> True <input checked="" type="radio"/> False	
Week End Date From	<input type="text"/> <input type="button" value="Calendar"/>	Week End Date To	<input type="text"/> <input type="button" value="Calendar"/>	<input type="checkbox"/> NULL
Notice Date From	<input type="text"/> <input type="button" value="Calendar"/>	Notice Date To	<input type="text"/> <input type="button" value="Calendar"/>	<input checked="" type="checkbox"/> NULL
Validation				

**NOTE:** to show resolved or deleted notices, ensure you mark the “Show Resolved/Deleted Notices” to True.



A deleted notice will show if either the contractor has fixed the issue prior to certifying the payroll OR if the Admin deleted the notice during their compliance review.

## CPR Notices Report Sample

Submitted	Employee Last	Employee	Employee ID	Craft	Classification	Enforcement	Validation	Notice Date	Notice Text	Was Notice	Date Deleted	Deleted By	Was Notice	Date Resolved	Resolved By	Resolution
12/26/2018	GARCIA	LUIS	13	LABORER	Laborer	NOTICE	VAL 13	5/2/2018	The amount you have entered in	N			N			
12/26/2018	GARCIA	LUIS	13	LABORER	Laborer	NOTICE	VAL 19a	5/2/2018	The "Overtime Hourly Rate" you have	N			N			
12/26/2018	GARCIA	LUIS	13	LABORER	Laborer	NOTICE	VAL 2b	5/2/2018	The Overtime Rate entered in the	N			N			
12/26/2018	GARCIA	LUIS	13	LABORER	Laborer	NOTICE	VAL 2d	5/2/2018	The Overtime Base Hourly Rate	N			N			
12/26/2018	GARCIA	LUIS	13	LABORER	Laborer	NOTICE	VAL 2c	5/2/2018	The Overtime Hourly Rate paid	N			N			
12/26/2018	MORRIS	MARK	14	OPERATING	Buildine Work	NOTICE	VAL 13	5/2/2018	The amount you have entered in	N			N			
12/26/2018	MYERS	MICHAEL	15	OPERATING	Buildine Work	NOTICE	VAL 13	5/2/2018	The amount you have entered in	N			N			
12/26/2018	MYERS	MICHAEL	15	OPERATING	Buildine Work	NOTICE	VAL 3c	5/2/2018	The Doubletime Hourly Rate paid	N			N			
12/26/2018	RIBEIRO	MANUEL	16	LABORER	Laborer	NOTICE	VAL 13	5/2/2018	The amount you have entered in	N			N			
12/26/2018	SINGH	SHYAMDAL	18	OPERATING	Building Work	NOTICE	VAL 13	5/2/2018	The amount you have entered in	N			N			
12/26/2018	SINGH	SHYAMDAL	18	OPERATING	Building Work	NOTICE	VAL 3c	5/2/2018	The Doubletime Hourly Rate paid	N			N			
12/26/2018	SINGH	SHYAMDAL	18	FLOOR	Floor Coverer	NOTICE	VAL 13	5/2/2018	The amount you have entered in	N			N			
12/26/2018	SINGH	SHYAMDAL	18	FLOOR	Floor Coverer	NOTICE	VAL 65	5/2/2018	The total amount of Fringe Benefits	N			N			
4/17/2018	GARCIA	LUIS	13	LABORER	Laborer	NOTICE	VAL 13	4/17/2018	The amount you have entered in	N			N			
4/17/2018	GARCIA	LUIS	13	LABORER	Laborer	NOTICE	VAL 19a	4/17/2018	The "Overtime Hourly Rate" you have	Y	5/17/2019	lzoeser:fmiadmin	Y	5/17/2019	lzoeser:fmiadmin	Resolved this
4/17/2018	GARCIA	LUIS	13	LABORER	Laborer	NOTICE	VAL 2b	4/17/2018	The Overtime Rate entered in the	Y	5/17/2019	lzoeser:fmiadmin	N			
4/17/2018	GARCIA	LUIS	13	LABORER	Laborer	NOTICE	VAL 2d	4/17/2018	The Overtime Base Hourly Rate	N			N			
4/17/2018	GARCIA	LUIS	13	LABORER	Laborer	NOTICE	VAL 2c	4/17/2018	The Overtime Hourly Rate paid	N			N			
4/17/2018	MORRIS	MARK	14	OPERATING	Buildine Work	NOTICE	VAL 13	4/17/2018	The amount you have entered in	N			N			
4/17/2018	MORRIS	MARK	14	OPERATING	Buildine Work	NOTICE	VAL 3c	4/17/2018	The Doubletime Hourly Rate paid	N			N			

Note: this screen shot does not show the full report. There are additional columns not showing above.

## CPR STATUS REPORT

**Description:** this report is a general snapshot of your overall certified payroll submissions. It shows the contractors that have submitted CPRs for the W/E data range, rejected or pending CPRs, and finally a list of contractors whose last CPR submitted is not marked final and has a week end date that falls 42 days (or more) before the date entered in the To Date parameter. Contractors with no CPRs submitted also show in the delinquent list. For delinquent contractors with a start date that falls 84 days or more before the To Date, their names will be highlighted in red. It will show the following information:

- Reporting period date parameters
- Name of project
- Contractor
- Sub To
- CPRs received and monitored by contractor name and week end date
- CPRs that have been rejected
- CPRs that are in pending status
- Contractors in delinquent status
- Date of last CPR received for delinquent contractor
- Date delinquent contractor started on project
- Form portion of report is in the process of being removed

### Parameters:

#### CPR Status Report

Department	<input type="text"/>	Jurisdiction	<input type="text"/>	View Report
Status	Active	Project	<input type="text"/>	
Contractor	<input type="text"/>	Sub To	<input type="text"/>	
Week End Date From	<input type="text"/>	Week End Date To	<input type="text"/>	

## Report Logic

This report is broken down into four sections; Payrolls Received and Monitored, Rejected, Pending and Delinquent. The Forms section is in the process of being removed.

**Payrolls Received and Monitored:** Lists all contractors who submitted CPRs along with every week end date within the date range entered. A CPR's w/e date will have a star (\*) next to it if the next CPR for the following w/e date does not exist or the CPR does not fall within the date range entered. If Prime Approver is enabled, a star will also appear if the next CPR has not been approved by a prime approver. A CPR must be approved by the Prime Approver and within the date range for it to show on the report.

**Rejected & Pending:** A CPR date will be in parentheses if the earliest Admin Notice for that CPR was written six (6) weeks or earlier prior to the date in the To Data parameter and the CPR is still rejected to date. The contractor will also be in red.



**Delinquent:** List of all contractors whose last CPR submitted is not marked final and has a w/e date that falls 42 days (or more) before the date entered in the To Date parameter. Contractors with no CPRs submitted are also in this list. Contractors with an estimated start date that falls no more than 42 days before the To Date field are exempt from being delinquent regardless of CPRs submitted. For delinquent contractors with a start date that falls 84 days or more before the To Date field will have their names highlighted in red.

## CPR Status Report Sample

Contractor		LCPtracker	
K5 Construction		12/09/2018, 12/16/2018, 12/23/2018, 12/30/2018, 01/06/2019, 01/13/2019, 01/20/2019, 01/27/2019, 02/03/2019, 02/10/2019*, 02/24/2019, 03/03/2019, 03/10/2019, 03/17/2019, 03/24/2019, 03/31/2019*, 04/28/2019, 05/05/2019, 05/12/2019, 05/19/2019*, 06/09/2019	

\*Indicates a gap in payrolls received

---

### REJECTED

Contractor	LCPtracker	Violation
K5 Construction		

Contractors in red have one or payrolls indicated by parentheses that have been marked REJECTED for one or more reports.

---

### PENDING

Contractor	LCPtracker	Problem

Contractors in red have one or payrolls indicated by parentheses that have been marked PENDING for one or more reports.

---

### DELINQUENT

The most recent week ending date submitted is indicated next to the company name. Contractors in red have been delinquent for one or more reports.

Contractor	Last Received	Start Date

Items in red have been marked delinquent for one or more reports

---

### FORMS

Contractor

S = Submitted Document  
 X = Accepted Document  
 R = Rejected Document  
 Contractors that have submitted final payrolls are **highlighted**

The Forms portion of the report is in the process of being removed.

## CPR SUBMITTED REPORT

**Description:** this report is a snapshot of your certified payroll submissions for a specific time period. This will report on both the days lapsed between week end date and submitted date as well as the days late between the due date and the submitted date. It will show the following information:

- Reporting period date parameters
- Name of project
- Contractor Name
- Sub to and Contract ID
- CPRs received week end date
- Payroll Number
- CPRs submitted date
- Days lapsed between week end date and submitted date
- CPRs received week end date
- CPRs due date
- CPRs submitted date
- CPRs re-submitted date
- Days late based on due date and submitted date
- Performing or non-performing indicator

**Parameters:**

CPR Submitted Report

Status:  Department:

Project:  Contractor:

Sub To:  Performing:

From:  To:

Export:  True  False

1 of 1 | 100% | Find | Next

### CPR Submitted Report Sample



**Submitted CPRs Report**

Project: I-101 Improvements - Expansion Project - Dual Funded

Contractor: AE PRIME CONTRACTOR

Report Date: 8/15/2023

Date Range: 3/1/2023 – 8/15/2023

Sub To (Contract ID): Prime (2022-55555)

Week End Date	Payroll Number	Submitted Date	Time Lapsed	Week End Date	Due Date	Submitted Date	Resubmitted Date	Days Late	Performing / Non-Performing
3/4/2023	28	4/28/2023	55	3/4/2023	3/11/2023	4/28/2023		48	P
3/11/2023	29	6/6/2023	87	3/11/2023	3/18/2023	6/6/2023		80	P
3/18/2023	30	6/29/2023	103	3/18/2023	3/25/2023	6/29/2023		96	P
3/25/2023	31	6/29/2023	96	3/25/2023	4/1/2023	6/29/2023		89	P
4/1/2023	32	6/30/2023	90	4/1/2023	4/8/2023	6/30/2023		83	P
4/8/2023	33	7/26/2023	109	4/8/2023	4/15/2023	7/26/2023		102	NP
4/15/2023	34	7/26/2023	102	4/15/2023	4/22/2023	7/26/2023		95	NP
4/22/2023	35	7/26/2023	95	4/22/2023	4/29/2023	7/26/2023		88	P

## DAILY APPRENTICE RATIO REPORT

**Description:** this report gives a daily breakdown of apprentice hours versus journeyman hours. It allows you to see at a glance those ratios. It contains the following information:

- Database name
- Project name
- Contactor name
- Contractor assignment (which contractor they work for)
- Selected classification/s
- Report date
- Report date range
- Payroll number
- Week ending date
- Ratio of journeyman hours to apprentice hours in the format "8:1"

**Parameters:**

Daily Apprentice Ratio Report			
Project Status	Active	Project	M59 Realignment
Jurisdiction	Federal Wages	Contractor	Darren's Demo
Assignment	No assignment (Prime contract)	Apprentice Craft(s)	Laborers
Journeyman Craft(s)	Laborers	Date Range (From)	1/8/2017
Date Range (To)	7/21/2017	View Report	

### Daily Apprentice Ratio Report Sample

		<b>Daily Apprentice Ratios</b> For all work hours							Report Date: 1/29/2018 Date Range: 1/8/2017 – 7/21/2017
<b>Organization:</b>		AT - LCPTRACKER DEMO DATABASE							
<b>Project Name / Number:</b>		M59 Realignment							
<b>Contractor Name:</b>		Darren's Demo							
<b>Assignment(s):</b>		Prime contractor for M59 Realignment							
<b>Jurisdiction:</b>		Federal Wages							
<b>Work Order(s):</b>		----N/A----							
<b>Selected Classification(s):</b>		(A) Carpenter (J) Carpenter							
Payroll Number	Week Ending	Monday (J:A)	Tuesday (J:A)	Wednesday (J:A)	Thursday (J:A)	Friday (J:A)	Saturday (J:A)	Sunday (J:A)	
9	3/12/2017	1.00:0.00	0.00:0.00	0.00:0.00	0.00:0.00	0.00:0.00	0.00:0.00	0.00:0.00	
11	3/26/2017	0.00:0.00	0.00:0.00	0.00:0.00	0.00:0.00	1.00:0.00	0.00:0.00	0.00:0.00	
16	4/23/2017	8.00:0.00	8.00:0.00	8.00:0.00	8.00:0.00	8.00:0.00	0.00:0.00	0.00:0.00	
17	4/30/2017	0.00:0.00	0.00:0.00	0.00:0.00	0.00:0.00	1.00:0.00	0.00:0.00	0.00:0.00	
19	5/21/2017	8.00:1.00	0.00:0.00	0.00:0.00	0.00:0.00	0.00:0.00	0.00:0.00	0.00:0.00	

## DAILY APPRENTICE RATIO REPORT 2

**Description:** this report gives a daily breakdown of apprentice hours versus journeyman hours. It allows you to see at a glance those ratios. It contains the following information:

- Project name
- Contactor name
- Contractor assignment (which contractor they work for)
- Selected classification/s
- Report date
- Report date range
- Payroll number
- Week ending date
- Ratio of journeyman hours to apprentice hours in the format "8:1", per day
- Ratio of journeyman to apprentices, per day

Daily Apprentice Ratio Report 2

Project Status	Active	Project	M59 Realignment	<input type="button" value="View Report"/>
Jurisdiction	Federal Wages	Contractor	Darren's Demo	
Assignment	No assignment (Prime contract)	Apprentice Craft(s)	Laborers	
Journeyman Craft(s)	Laborers	Date Range (From)	1/8/2017	
Date Range (To)	7/21/2017			

**Parameters:**

### Daily Apprentice Ratio Report 2 Sample



**AT - LCPTRACKER DEMO DATABASE**  
**Daily Apprentice Ratios Report (Work Hour)**

<b>Project Name / Number:</b>	M59 Realignment	<b>Sub To:</b>
<b>Contractor Name:</b>	Darren's Demo	N/A (Prime Contractor)
<b>Period:</b>	1/8/2017-7/21/2017	
<b>Selected Classification(s):</b>	(A) Carpenter (J) Carpenter	

Payroll Number	Week Ending	Monday (J:A)	MON (J:A)	Tuesday (J:A)	TUE (J:A)	Wednesday (J:A)	WED (J:A)	Thursday (J:A)	THU (J:A)	Friday (J:A)	FRI (J:A)	Saturday (J:A)	SAT (J:A)	Sunday (J:A)	SUN (J:A)
9	3/12/2017	1.00:0.00	1:0	0.00:0.00	0:0	0.00:0.00	0:0	0.00:0.00	0:0	0.00:0.00	0:0	0.00:0.00	0:0	0.00:0.00	0:0
11	3/26/2017	0.00:0.00	0:0	0.00:0.00	0:0	0.00:0.00	0:0	0.00:0.00	0:0	1.00:0.00	1:0	0.00:0.00	0:0	0.00:0.00	0:0
16	4/23/2017	8.00:0.00	1:0	8.00:0.00	1:0	8.00:0.00	1:0	8.00:0.00	1:0	8.00:0.00	1:0	0.00:0.00	0:0	0.00:0.00	0:0
19	5/21/2017	8.00:1.00	1:1	0.00:0.00	0:0	0.00:0.00	0:0	0.00:0.00	0:0	0.00:0.00	0:0	0.00:0.00	0:0	0.00:0.00	0:0

## DRIVERS LICENSE REPORT

**Description:** this report was built specifically for an Agency that has a 50 % state residency goal on their projects. It contains the following information:

- Database name
- Date range reported
- Date of report
- Name of contractors
- Number of employees per contractor
- Number of employees who have a driver’s license for the state selected
- Percentage of employees employed with driver’s license in specified state
- Total wages paid to all employees per contractor
- Total wages paid to all employees of the specified driver’s license state per contractor
- Total hours worked of all employees per contractor
- Total hours worked of all employees of the specified driver’s license state per contractor
- Percentage of hours worked by all employees of the specified driver’s license state per contractor

**Parameters:**

Drivers License Report			
Project Status	Active	Project	M59 Realignment
Contractor	Darren's Demo, Goeser's Gener	Assignment	All assignments
Jurisdiction	Federal Wages	DLState	MI
From	1/1/2017	To	7/1/2017

## Driver’s License Report Sample

**STATE OF MI DRIVER'S LICENSE  
AT - LCPTRACKER DEMO DATABASE  
WORKFORCE PERCENTAGE REPORT**

From Date: 1/1/2017  
To Date: 7/1/2017  
Report Date: 7/21/2017

Contractor	Number of Employees	Number of MI Employees	Number of MI Employees	Percentage % of MI Employees	Total Wages \$ Paid / All Employees	Total Wages \$ Paid to MI Employees	Percentage % of Wages Paid to MI Employees	Total Hours Worked / All Employees	Total Hours Worked / MI Employees	Total Hours Worked / MI Employees	Percentage of Hours Worked by MI Employees
<b>M59 Realignment</b>											
Goeser's General Contractors	4	0	0	0.00 %	\$12,511.82	\$0.00	0.00 %	466.00	0.00	0	0.00 %
Darren's Demo	4	1	1	25.00 %	\$12,800.72	\$3,963.03	30.96 %	540.00	152.00	152.0000	28.15 %
Taormina's Trucking	4	2	2	50.00 %	\$7,533.10	\$4,177.90	55.46 %	324.00	170.00	170.0000	52.47 %
Hunter's Handy Utility Company	3	0	0	0.00 %	\$12,550.05	\$0.00	0.00 %	426.00	0.00	0	0.00 %
Kayla's Carpentry	4	1	1	25.00 %	\$8,087.24	\$2,026.24	25.05 %	280.00	56.00	56.0000	20.00 %
<b>Total</b>	<b>19</b>	<b>4</b>		<b>21.05 %</b>	<b>\$53,482.93</b>	<b>\$10,167.17</b>	<b>19.01 %</b>	<b>2,036.00</b>	<b>378.00</b>		<b>18.57 %</b>



## EDOCUMENT DETAILS REPORT

**Description:** this report will display a list and detail of all uploaded eDocuments as per the parameters set, including eDocuments that were added and subsequently deleted. These deleted eDocuments are formatted in a red cell and strikethrough in the Document Name column. The report provides the following details:

- Assignment Details
- Contractor Details
- Document Name
- Required Status
- Document Description – This description is based on what is entered at the time of the eDocument upload.
- Accepted/Rejected Status
- Document Date
- Submitted Date
- Expiration Date
- Employee Name
- Week End Date
- eDocument Entry of Administrator/Contractor Comments\*
  - Entry Date
  - Entry Type
  - Comments - \*Only the comments submitted under the eDocuments tab will generate in this report.

**Parameters:**

eDocument Details Report			
Department	<input type="text"/>	Jurisdiction	<input type="text"/>
Project Status	<input type="text"/>	Project	<input type="text"/>
Contractor	<input type="text"/>	Sub To	<input type="text"/>
Document Type	<input type="text"/>	Doc Status	<input type="text"/>
By Work Order	<input type="radio"/> True <input checked="" type="radio"/> False	Work Order	<input type="text" value="----N/A----"/>
Submitted Date From	<input type="text"/> <input type="button" value="Calendar"/> <input type="checkbox"/> NULL	Submitted Date To	<input type="text"/> <input type="button" value="Calendar"/> <input type="checkbox"/> NULL
Export	<input checked="" type="radio"/> True <input type="radio"/> False		

### eDocument Details Report Sample

LG-LCPTRACKER DEMO DATABASE eDocument Details Report										Report Date: 5/28/2023 Date Range: 1/1/2009 – 5/28/2023	
Assignment Details				Contractor Details						eDocument Entry Admin / Contractor Comments	
Contractor: KS Construction Sub To: Prime Project: Project Neon Contract ID: 11-12345 Start Date: 07/01/2017      End Date: 09/01/2025				Contact: Dave Kinnischtzke Address: 16995 Old Pueblo Rd, Fountain, CO 80817 Phone: 7194605509 Fax: Email: lgoeser@lcptracker.com							
Document Name	Req'd	Document Description	Status	Document Date	Submitted Date	Expiration Date	Employee Name	Week End Date	Entry Date	Entry Type	Comments
Apprentice Certification	Y	Apprentice Certification Form	Accepted	11/14/2017	11/14/2017	06/14/2018	KINNISCHTZE, JOSH		11/14/2017	Customer Response	11/14/17; Entered by LG for KSConstruction
Apprentice Certification	Y	Apprentice Certificate	Accepted	07/02/2021	07/27/2021	09/01/2021	ANDERSON, TWILA		03/08/2022	Admin Response	The attached document is a hotel receipt
									04/05/2022	Admin Response	Rejecting for testing purposes.
									03/03/2023	Admin Response	I have now rejected this again.
									04/13/2023	Admin Response	I just changed this to accept now.
									04/13/2023	Contractor Response	This is the contractor note that I want to show on the report.
Apprentice Certification	Y		Rejected	01/01/2022	03/08/2022	03/01/2022	BOB, BLLY		10/10/2022	Admin Response	This certificate is not for the correct employee
									10/11/2022	Admin Response	Rejected again on 10/11/2022

## EMPLOYEE ADDRESS HISTORY UPDATE STATUS REPORT

**Description:** this report was built to show the reports that have an address indicator and if those reports have been updated with the new functionality of Address History. Reports will list if it is an Admin or Contractor report:

- Date Printed
- Report Name
- Report Type
- Address Indicator
- Address History Update

### Parameters:

#### Employee Address History Update Status Report

of 4
  Find | Next

## Employee Address History Update Status Report Sample



### Employee Address History Update Status Report

**Date Printed:** Monday, August 8, 2022 7:20 PM

Report Name	Report Type	Address Indicator	Address History Update
Active Project List Report	Admin	No	No
Address History Report	Admin	Yes	Yes
Address Validation Report	Admin	Yes	Yes
Admin List Report	Admin	No	No
All Notices Report	Admin	No	No
Apprentice / Trainee List Report	Admin	No	No
Apprentice / Trainee List Report SSRS	Admin	No	No
Apprentice Hours Report by City	Admin/Contractor	Yes	Yes
Apprentice Hours Report by Contractor	Admin/Contractor	No	No
Apprentice Hours Report by Contractor 2	Admin	No	No
Apprentice Hours Report by Trade	Admin/Contractor	No	No

## EMPLOYEE HOURS & WAGES BY WARD/DISTRICT

**Description:** this report was created specifically for an Agency that tracked information regarding employees by the ward or district that they work in. It will contain the following information:

- Project name
- Contractor name
- Ward or District name
- Report date
- Reporting period
- Employee count
- Total employee hours
- Total employee wages
- Total of all employees counts, all employee hours and all employee wages paid

**Parameters:**

**Employee Hours & Wages By Ward|District**

Status	<input type="text"/>	Department(s)	<input type="text"/>	<input type="button" value="View Report"/>
Project(s)	<input type="text"/>	Jurisdiction	<input type="text"/>	
Contractor(s)	<input type="text"/>	Assignment	<input type="text"/>	
By Work Order	<input type="radio"/> True <input checked="" type="radio"/> False	Work Order	<input type="text" value="----N/A----"/>	
Week End Date From	<input type="text"/>	Week End Date To	<input type="text"/>	
Ward	<input type="text"/>			

### Employee Hours & Wages by Ward/District Report Sample



**DG- DATABASE**

**Employee Hours & Wages By Ward Report**

**Report Date: 12/20/2019**  
From 1/1/2015 to 12/22/2019

---

Project: Multiple Projects  
Contractor: Multiple Contractors  
Ward: Multiple Ward

Sub To: Multiple Assignments

Ward	Employee Count	Employee Hours	Employee Wages
Ward 1	1	7.00	\$700.00
Ward 2	1	40.00	\$1,244.80
<b>Total:</b>	<b>2</b>	<b>47.00</b>	<b>\$1,944.80</b>

Report Filtered By Week End Date

Page 1 of 1

## EMPLOYMENT BY ZIP CODE

**Description:** this report breaks down total hours worked by employees residing in selected zip lists and gives a percentage of those hours vs total hours reported, all shown by a pie chart graphic. It contains the following information:

- Zip list name
- Total hours worked by employees in the zip codes contained within the zip list
- Area percentage
- Pie graphic

**Preconditions:** zip lists will need to be created for this report to work. You may create and maintain a zip list under **Set Up > Zip Codes Setup**.

### Parameters:

Employment By Zip Code			
Status	<input type="text"/>	Project	<input type="text"/>
Contractor	<input type="text"/>	Sub To	<input type="text"/>
Jurisdiction	<input type="text"/>	Zip Lists	<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"/>
Classification	<input type="text"/>		

## Employment by Zip Code Report Sample



LG-LCPTRACKER DEMO DATABASE  
EMPLOYMENT BY ZIP CODE REPORT

Report Date: 10/19/2018  
Date Range: 1/1/2018 – 10/21/2018

Zip List Name	Total Hours	Area Percent
New Mexico Zip Codes	172.00	87.31 %
Omaha NE Zip Codes	25.00	12.69 %
<b>Total:</b>	<b>197.00</b>	

Report Filtered By Week End Date

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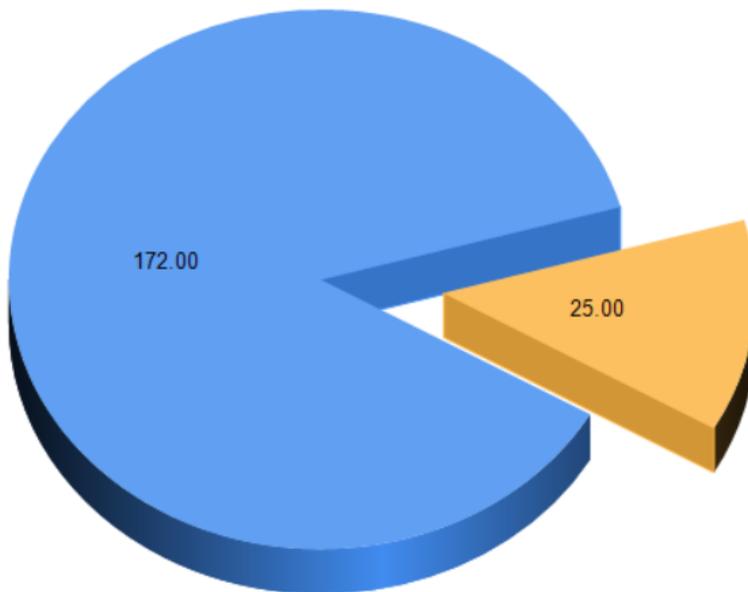


LG-LCPTRACKER DEMO DATABASE  
EMPLOYMENT BY ZIP CODE REPORT

Report Date: 10/19/2018  
Date Range: 1/1/2018 – 10/21/2018

Hours by Area

■ New Mexico Zip Codes  
■ Omaha NE Zip Codes



Report Filtered By Week End Date

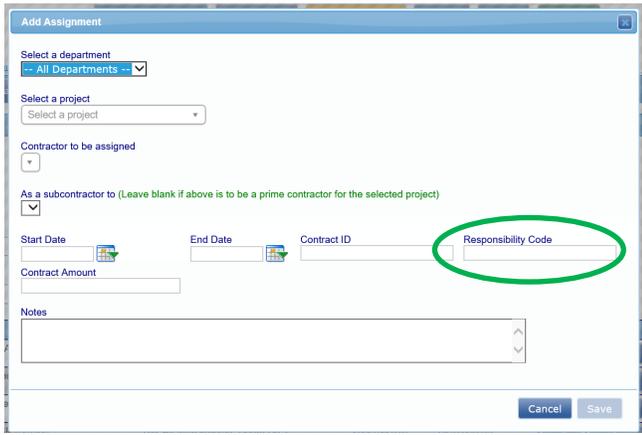
Page 2 of 2

## ENG3180

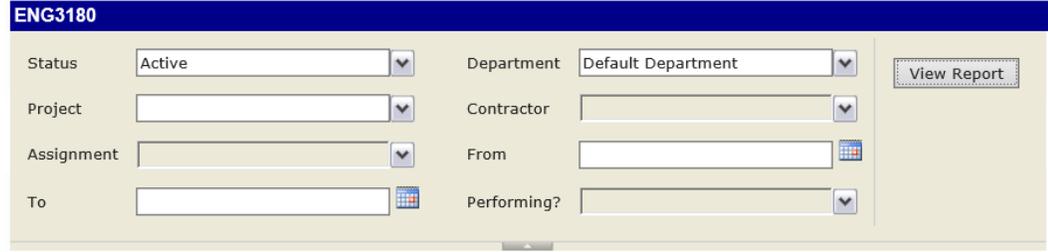
**Description:** this is a copy of the ENG3180 report for the United States Army Core of Engineers (USACE). It mirrors the report as built and required by USACE. **This version of the report cannot be uploaded on the USACE website.** Running this version will only allow you to save it as a PDF and email it to USACE. *If you would like to upload directly into their system, please use the version in the “Custom Reports” section, titled “ENG3180-Upload”.*

- **Contractor Information:**
  - Responsibility Code
  - First day and last day of work
  - Payroll number (For Example 1.0 when report was certified once, 1.1 if changes were made after initial certification, then recertified),
  - Week end date
  - Checked By (name of Admin who accepted or reviewed CPR)
  - Date Checked (date Admin accepted or reviewed CPR)
  - Number employed that week
  - Man-Hours worked
  - Contract No.

**Preconditions:** for this report to run correctly, you must enter a “responsibility code” when assigning a project. Set Up> Contractor Setup> Contractor assignment> Add new assignment>.



### Parameters:



The image shows a screenshot of a web application window titled "ENG3180". The window contains several input fields and dropdown menus. The "Status" field is set to "Active". The "Department" field is set to "Default Department". There is a "View Report" button on the right. Other fields include "Project", "Assignment", "To", "Contractor", "From", and "Performing?".



## ENG3180 Report Sample



DG- DATABASE  
ENG 3180

Report Date: 7/21/2017  
Date Range: From 1/1/2015 to 12/31/2016

Project: Multiple Projects  
Contractor: Multiple Contractors  
Department: Multiple Departments

Sub To: Multiple Assignments

Project Name: 01 Los Alamitos Treehouse Park		Project Code: latp							
Wage Decision Information:		Bid Opening Date: 14/09/2016		Dollar Value: \$9,432,167.00					
Contractor: D Goode Inc.									
Responsibility Code	First Day	Last Day	Payroll Number	Week Ending	Checked By	Date Checked	Number Employed	Man-Hours Worked	Contract No.
	10/30/2016		1.0	11/5/2016			9	330.00	
			2.0	11/12/2016			9	330.00	
			3.0	11/19/2016			9	330.00	
			4.0	11/26/2016			9	330.00	
			5.0	12/3/2016			9	330.00	
			6.0	12/10/2016			9	330.00	
			7.0	12/17/2016			9	330.00	
			8.0	12/24/2016			9	330.00	
			9.0	12/31/2016			9	330.00	

Page 1 of 3



DG- DATABASE  
ENG 3180

Report Date: 7/21/2017  
Date Range: From 1/1/2015 to 12/31/2016

Project Name: Federal LevEI Center		Project Code: fedlc							
Wage Decision Information:		Bid Opening Date: 20/07/2013		Dollar Value: \$65,196,841.00					
Contractor: D Goode Inc.									
Responsibility Code	First Day	Last Day	Payroll Number	Week Ending	Checked By	Date Checked	Number Employed	Man-Hours Worked	Contract No.
W912R	7/10/2016		1.0	7/16/2016			9	330.00	

Page 2 of 3



DG- DATABASE  
ENG 3180

Report Date: 7/21/2017  
Date Range: From 1/1/2015 to 12/31/2016

Project Name: Production Testing		Project Code: PT							
Wage Decision Information:		Bid Opening Date: 09/07/2016		Dollar Value: \$685,465,132.00					
Contractor: LCP Support Testing									
Responsibility Code	First Day	Last Day	Payroll Number	Week Ending	Checked By	Date Checked	Number Employed	Man-Hours Worked	Contract No.
	7/10/2016		1.1	7/16/2016			10	332.00	

Page 3 of 3

QAJESUS  
ENG 3180

Report D  
Date Range: 1/1/20

California Campus College  
Multiple Contractors  
Multiple Departments

Sub To: Multiple Assignments

Project Name: California Campus College		Project Code:							
Date: 01/01/2017		Wage Decision Information:		Dollar Value:					
Contractor: CAL Contractor									
Responsibility Code	First Day	Last Day	Payroll Number	Week Ending	Checked By	Date Checked	Number Employed	Man-Hours Worked	Contract No.
	9/29/2018		1.1	10/5/2018			7	96.00	
			2.0	10/12/2018	fmiadmin, USER	2/21/2019	4	61.00	
			3.0	10/19/2018			3	46.00	

ICLA Contractor

This report will now display the user and date once an admin as selected a status of "Reviewed" or "Accepted". When an account is using the Prime Approver module, the "Approved" status will also mark this report as checked.

## ENHANCED QUERY PROJECT SUMMARY REPORT

**Description:** this report is an enhanced version of the CPR Summary Report. This report is recommended if you are using the Prime Approver module. *NOTE: this report will allow an Agency to see where in the process CPRs are located.* It contains the following information:

- Contractor name
- Contractor address
- Contractor contact name
- Contractor contact information
- Sub to (new feature added 3/12/19)
- Ability to filter by W/E date or submitted date
- Project ID
- Budget
- Start date, end date and bid date
- Week end date
- Date CPR submitted
- Name of person CPR submitted by (lists name based on User ID login information)
- Date CPR accepted
- Name of person CPR accepted by
- If CPR is performing or non-performing week
- CPR process status
- CPR accept status
- Payroll number
- If CPR is final
- Number of site interviews, if applicable
- Admin notes - Ability to include or remove
- Rejection notes - Ability to include or remove
- Contractor response - Ability to include or remove

**Parameters:**

Enhanced Query Project Summary Report			
Status	<input type="text"/>	Department	<input type="text"/>
Project	<input type="text"/>	Contractor	<input type="text"/>
Sub To	<input type="text"/>	Include	<input type="text"/>
Accept Status	<input type="text"/>	Process Status	<input type="text"/>
Performing?	<input type="text"/>	Show Final/Non-Final?	<input type="text"/>
Week End Date From	<input type="text"/>	Week End Date To	<input type="text"/>
Filter Date By	<input type="text" value="Week End Date"/>		

## Enhanced Query Project Summary Report Sample

LCP tracker		DH - LCPTRACKER DEMO DATABASE		Date: 3/21/2023				
Mesa Grove Build		Start Date: 2/6/2023		Budget:				
XX001		End Date:		Bid Ad Date:				
Notes:								
Sparta Construction		Sub To: N/A (Prime Contractor) – XX0001		License: 9703451117				
Address: 2817 Main Ave		Email: dhairston@lcptracker.com		Contract ID: XX0001				
Contact: Jim Ward		Fax:		Start Date: 2/24/2023				
Phone: 9703451117		Notes:		End Date:				
Week End Date	Date Submitted Submitted By	Date Accepted Accepted By	Performing?	Process Status	Accept Status	Payroll No.	Final?	Interviews
2/3/2023	3/21/2023 Jim Ward	3/21/2023 Danny Hairston	YES	Certified	ACCEPTED	1	NO	0
2/10/2023	3/21/2023 Jim Ward	3/21/2023 Danny Hairston	YES	Certified	ACCEPTED	2	NO	0
2/17/2023	3/21/2023 Jim Ward	3/21/2023 Danny Hairston	YES	Certified	ACCEPTED	3	NO	0
2/24/2023	3/21/2023 Jim Ward	3/21/2023 Danny Hairston	YES	Certified	ACCEPTED	4	NO	0
3/3/2023	3/21/2023 Jim Ward		YES	Certified	Permit Edit	5	NO	0
<b>Admin Notice:</b> Permission granted to edit the submitted CPR for week ending "3/3/2023" for project "XX001" and "Mesa Grove Build".								
3/10/2023	3/21/2023 Jim Ward	3/21/2023 Danny Hairston	YES	Certified	ACCEPTED	6	NO	0
3/17/2023	3/21/2023 Jim Ward		YES	Certified	REJECTED	7	NO	0
<b>Rejection Notice:</b> Please confirm weekend date and resubmit CPR								
The accuracy of this report is dependent on the User inputting the correct data. By downloading a copy of this report, you agree to this.								
Report Filtered By Week End Date								Page 1 of 1

If Prime Approver module is engaged, you will see the additional column for approved by date and name.

LCP tracker		TR - LCPTRACKER DEMO DATABASE		Date: 3/21/2023					
Hilliard Hwy Improvements		Start Date: 11/4/2022		Budget: \$1,000,000.00					
1234abc		End Date:		Bid Ad Date: 4/1/2022					
Notes:									
Ralph's Asphalt		Sub To: Jed's Construction (1234abc)		License: 5123318181					
Address: 100 Easy St.		Email: trogers@lcptracker.com		Contract ID: 1234abc					
Contact: Ralph Smith		Fax:		Start Date: 11/4/2022					
Phone: 512-331-8181		Notes:		End Date: 2/29/2024					
Week End Date	Date Submitted Submitted By	Date Approved Approved By	Date Accepted Accepted By	Performing?	Process Status	Accept Status	Payroll No.	Final?	Interviews
11/11/2022	3/21/2023 Ralph Smith	3/21/2023 T. Rogers (Test)	3/21/2023 Travis M Rogers	YES	Certified	ACCEPTED	1	NO	0
11/18/2022	3/21/2023 Ralph Smith	3/21/2023 T. Rogers (Test)	3/21/2023 Travis M Rogers	YES	VALIDATED	ACCEPTED	2	NO	0
11/25/2022	3/21/2023 Ralph Smith	3/21/2023 T. Rogers (Test)	3/21/2023 Travis M Rogers	YES	Certified	ACCEPTED	3	NO	0
12/2/2022	3/21/2023 Ralph Smith	3/21/2023 T. Rogers (Test)		YES	PENDING	Permit Edit	4	NO	0
<b>Admin Notice:</b> Permission granted to edit the submitted CPR for week ending "12/2/2022" for project "1234abc" and "Hilliard Hwy Improvements".									
12/9/2022	3/21/2023 Ralph Smith	3/21/2023 T. Rogers (Test)	3/21/2023 Travis M Rogers	YES	VALIDATED	ACCEPTED	5	NO	0
12/16/2022	3/21/2023 Ralph Smith	3/21/2023 T. Rogers (Test)		YES	Certified	Submitted	6	NO	0
12/23/2022	3/21/2023 Ralph Smith			YES	Certified	REJECTED	8	NO	0
<b>Rejection Notice:</b> Incorrect Payroll #. Please adjust.									
The accuracy of this report is dependent on the User inputting the correct data. By downloading a copy of this report, you agree to this.									
Report Filtered By Week End Date								Page 1 of 1	

## HOURS & WAGE BY CRAFT REPORT

**Description:** this report provides a quick glance of hours worked, wages earned by classification for selected contractors. It contains the following information:

- Project name
- Contractor name
- Department
- Jurisdiction
- Craft employee worked
- Standard hours worked
- Wages earned for standard hours worked
- Overtime hours worked
- Wages earned for overtime hours worked
- Double-time hours worked
- Wages earned for double-time hours worked
- Total hours worked for project, per classification
- Total wages earned for project, per classification

**Parameters:**

**Hours & Wage by Craft Report**

Status	<input type="text" value="Active"/>	Department	<input type="text" value="Default Department"/>	<input type="button" value="View Report"/>
Project	<input type="text"/>	Jurisdiction	<input type="text"/>	
Contractor	<input type="text"/>	Sub To	<input type="text"/>	
From	<input type="text"/>	To	<input type="text"/>	

## Hours & Wage by Craft Report Sample



**AT - LCPTRACKER DEMO DATABASE**  
**HOURS & WAGE BY CRAFT REPORT**

Report Date: 7/21/2017  
From 1/1/2017 to 1/31/2017

Project: M59 Realignment		Status: Active	
Department: Default Department		Sub To: Multiple Assignments	
Subcontractor(s): Darren's Demo, Goesser's General Contractors, Hunter's Handy Utility Company, Kayla's Carpentry, Taormina's Trucking			
Jurisdiction: Federal Wages			

Project	Contractor	Craft	STANDARD		OVERTIME		DOUBLETIME		TOTAL	
			HOURS	WAGES	HOURS	WAGES	HOURS	WAGES	HOURS	WAGES
M1592017			420.00	\$10,074.40	44.00	\$1,586.58	0.00	\$0.00	464.00	\$11,660.98
	Darren's Demo LICENSE # 5059809787		340.00	\$8,086.40	24.00	\$841.08	0.00	\$0.00	364.00	\$8,927.48
		Laborers	80.00	\$1,632.80	8.00	\$244.92	0.00	\$0.00	88.00	\$1,877.72
		Power Equipment Operators (Airport, Bridge & Highway Construction)	170.00	\$4,212.60	8.00	\$297.36	0.00	\$0.00	178.00	\$4,509.96
		Teamster	90.00	\$2,241.00	8.00	\$298.80	0.00	\$0.00	98.00	\$2,539.80
	Taormina's Trucking LICENSE # 7192910208		80.00	\$1,988.00	20.00	\$745.50	0.00	\$0.00	100.00	\$2,733.50
		Teamster	80.00	\$1,988.00	20.00	\$745.50	0.00	\$0.00	100.00	\$2,733.50

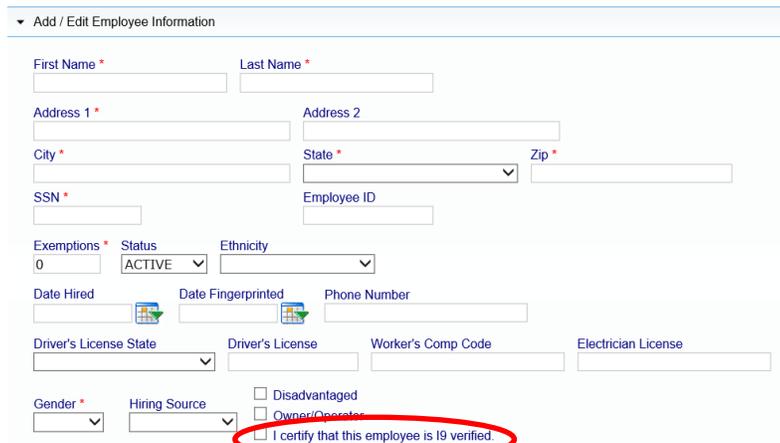
Page 1 of 1

## I9 VERIFIED REPORT

**Description:** this report will provide a quick guide to all employees who are marked as I-9 verified or I-9 certified on their employee profile setup within LCPtracker. It contains the following information:

- Date range selected
- Project name(s)
- Total number of employees, per contractor
- Total number of employees that are marked I-9 verified/certified, per contractor
- Total employee not I-9 verified, per contractor
- Total new hires per contractor (based on date hired from and date hired to dates entered in parameters)
- Total number of I-9 verified/certified and new hire employees, per contractor
- Total number of all the above for the entire project

**Preconditions:** for this report to run correctly, you must check the box “I-9 Verified/Certified” when setting up an employee profile. Set Up> Add/Edit Employee > Add/Edit Employee Information:



▼ Add / Edit Employee Information

First Name \*      Last Name \*

Address 1 \*      Address 2

City \*      State \*      Zip \*

SSN \*      Employee ID

Exemptions \*      Status      Ethnicity

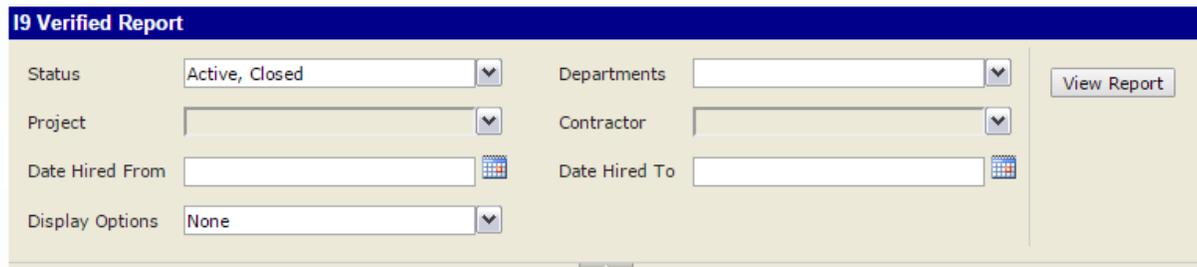
0      ACTIVE     

Date Hired      Date Fingerprinted      Phone Number

Driver's License State      Driver's License      Worker's Comp Code      Electrician License

Gender \*      Hiring Source       Disadvantaged  
 Owner/Operator  
 I certify that this employee is I9 verified.

### Parameters:



**I9 Verified Report**

Status      Active, Closed      Departments      View Report

Project      Contractor

Date Hired From      Date Hired To

Display Options      None



## I9 Verified Report Sample



### SUPPORTS FEDERAL ACCOUNT I-9 VERIFIED REPORT

From: 01/01/2014  
To: 01/01/2017

Report Date: 03/20/2017  
Page 1 / 1

	Total Employees	Total I-9 Verified	Total I-9 Non-Verified	Total New Hires	I-9 Verified & New Hires
01 Alexandria Housing	2240	786	1454	1235	309
Angels Stadium Expansion	281	64	217	159	38
HB Dog Beach Restoration	214	37	177	80	19
Kirkman Plaza	191	11	180	165	3
LA football Stadium	40	0	40	32	0
LevEl Community Center	472	158	314	265	85
<b>Grand Total</b>	<b>7,547</b>	<b>2,692</b>	<b>4,855</b>	<b>4,671</b>	<b>1,417</b>

## JOBS CREATED AND RETAINED – CONTRACTOR

**Description:** this report was created for a specific Agency. It shows the following information:

- Funding source
- Contract number
- Project name
- Employer name
- Sub To / Contract ID
- Employee name
- Position title
- Whether a job is created or retained
- HPRP Hours worked, per quarter
- Full time equivalency (FTE) to QTR formula, per quarter
- Totals for hours worked all contractors, per quarter
- Totals for FTE to QTR formula, per quarter

**Preconditions:** needs funding source set up by an LCPtracker Customer Success Manager and established during project implementation.

### Parameters-

Jobs Created and Retained - Contractor			
Status	<input type="text"/>	Department	<input type="text"/>
Funding Source	<input type="text"/>	Jurisdiction	<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" value="----N/A----"/>
Week End Date From	<input type="text"/>	Week End Date To	<input type="text"/>

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## Jobs Created and Retained - Contractor Report Sample

					Quarter 1 (10/01-12/31)		Quarter 2 (01/01-03/31)		Quarter 3 (04/01-06/30)		Quarter 4 (7/01-09/30)	
Employer Name	Sub To   Contract ID	Employee Name	Position Title	Job Created / Retained	HPRP Hours Worked	FTE to QTR	HPRP Hours Worked	FTE to QTR	HPRP Hours Worked	FTE to QTR	HPRP Hours Worked	FTE to QTR
<b>TOTAL</b>							331.13	0.07	178.13	0.04	24.38	0.01
1 AMERICAN GENERAL CONSTRUCTION	Prime (AGCP87899)	BENJAMIN SCOTT ELLIOTT	EQUIPMENT OPERATOR	Retained			108.00	0.02	45.00	0.01		
2 AMERICAN GENERAL CONSTRUCTION	Prime (AGCP87899)	GABRIEL GARIBAY	CARPENTER	Retained			90.00	0.02	60.00	0.01		
3 AMERICAN GENERAL CONSTRUCTION	Prime (AGCP87899)	JEFFREY DIRMEYER	ELECTRICIAN	Retained			30.00	0.01				
4 AMERICAN GENERAL CONSTRUCTION	Prime (AGCP87899)	MARTY L. HARTMANN	EQUIPMENT OPERATOR	Retained			19.13	0.00	19.13	0.00	6.38	0.00
5 AMERICAN GENERAL CONSTRUCTION	Prime (AGCP87899)	STACY E. EAMES	EQUIPMENT OPERATOR	Retained			54.00	0.01	54.00	0.01	18.00	0.00
6 AMERICAN GENERAL CONSTRUCTION	Prime (AGCP87899)	TONY ROWLEY	CARPENTER	Retained			30.00	0.01				
<b>TOTAL</b>							331.13	0.07	178.13	0.04	24.38	0.01

BRIDGE RETROFIT M-16 PROJECT, Main Street Housing RETROFIT, TERMINAL D Housing Rebuild, 29674 - DHED HEATING & WEATHERIZATION JOC 981 EHAP - ZONE 2 SOUTH OF 74TH ST., person 3 funding source  
 ---N/A---  
 Report Filtered By Week End Date Report Run: 6/7/2019 12:18 AM

## JOBS CREATED AND RETAINED – DETAILED

**Description:** this report was created for a specific Agency. It shows the following information:

- Funding source
- Contract number
- Project name
- Employer name
- Sub To / Contract ID
- HPRP Hours worked, per quarter
- Full time equivalency (FTE) to QTR formula, per quarter

**Preconditions:** needs funding source set up by an LCPtracker Customer Success Manager and established during project implementation.

**Parameters:**

**Jobs Created and Retained - Detailed**

Status	Active	Department	Default Department	View Report
Funding Source		Jurisdiction		
Contractor		Sub To		
By Work Order	<input type="radio"/> True <input checked="" type="radio"/> False	Work Order		
Week End Date From		Week End Date To		

## Jobs Created and Retained - Detailed Report Sample

	<b>CN - LCPTRACKER FEDERAL Homelessness Prevention and Rapid Re-Housing JOBS CREATED AND RETAINED</b>	Report Run: 6/7/2019 12:14 AM Jurisdiction: Arizona DOT 1/1/2010-1/1/2019							
<b>Fund:</b>	FHA Low Cost Housing								
<b>Contract Number:</b>									
<b>Instructions:</b> For each job retained, input the following: employee name, position title, program activity, job retained, and hours worked toward HPRP funded project (on a quarterly basis). The grey sections will calculate Full Time Equivalency (FTE) per employee on a quarterly, to-date, and annual basis. You will not be able to alter the formulas in the grey sections. On a Separate sheet, include a narrative description of the employment impact on the Recovery Act funded work. The narrative is cumulative for each calendar quarter and will address the impact on your workforce.									
Employer Name	Sub To   Contract ID	Quarter 1 (10/01-12/31)		Quarter 2 (01/01-03/31)		Quarter 3 (04/01-06/30)		Quarter 4 (7/01-09/30)	
		HPRP Hours Worked	FTE to QTR	HPRP Hours Worked	FTE to QTR	HPRP Hours Worked	FTE to QTR	HPRP Hours Worked	FTE to QTR
TERMINAL D Housing Rebuild				613.13	0.13	178.13	0.04	24.38	0.01
1 AMERICAN GENERAL CONSTRUCTION	Prime (AGCP67899)			331.13	0.07	178.13	0.04	24.38	0.01
2 AMERICAN PAVING	AMERICAN GENERAL CONSTRUCTION (AP3634)			132.00	0.03				
3 SKANSKA	AMERICAN PAVING (SKA3778)			150.00	0.03				
BRIDGE RETROFIT M-15 PROJECT,Main Street Housing RETROFIT,TERMINAL D Housing Rebuild,29574 - DHED HEATING & WEATHERIZATION JOC SBI EHAP - ZONE 2 SOUTH OF 74TH ST.,carson 3 funding source									
Report Filtered By Week End Date									
								Page 1 / 1	

## LOCAL HIRE BY CONTRACTOR REPORT

**Description:** this report provides a quick view of limited demographic employee information. It shows the following information:

- Project name
- Date range selected
- Local zip list
- Disadvantaged areas selected
- Jurisdiction
- Contractor name
- Sub to (Contract ID)
- Demographic categories selected
- Hours worked of demographic categories selected by date range
- Percentage of hours worked of demographic categories selected by date range
- Cumulative hours worked through end date range
- Percentage of cumulative hours worked through end date range

**Preconditions:** for this report to populate correctly, the prevailing wage lock-in date must be setup first. Set Up tab> Add/Edit Projects> Dates> Prevailing wage lock-in date. The number of days after Prevailing Wage Lock-In Date to be considered New Hire (established on the back end with your LCPtracker Customer Success Manager)

▼ Dates

<div style="background-color: yellow; border: 1px solid #ccc; padding: 2px;"> <b>Prevailing Wage Lock-in Date *</b>  <input type="text"/> </div>	<b>Estimated Completion Date</b> <input type="text"/>	<b>Bid Advertisement Date</b> <input type="text"/>	<b>Estimated Start Date</b> <input type="text"/>
<b>Pre Bid Date</b> <input type="text"/>	<b>Notice to Proceed Date</b> <input type="text"/>	<b>Pre Construction Date</b> <input type="text"/>	<b>Pre Job Date</b> <input type="text"/>
<b>Award Date</b> <input type="text"/>			

**Parameters:**

**Local Hire By Contractor Report**

<b>Status</b> <input type="text"/> ▼	<b>Department</b> <input type="text"/> ▼	<input type="button" value="View Report"/>
<b>Project</b> <input type="text"/> ▼	<b>Jurisdiction</b> <input type="text"/> ▼	
<b>Contractor</b> <input type="text"/> ▼	<b>Sub To</b> <input type="text"/> ▼	
<b>By Work Order</b> <input type="radio"/> True <input checked="" type="radio"/> False	<b>Work Order</b> <input type="text" value="----N/A----"/> ▼	
<b>Local Zip List</b> <input type="text"/> ▼	<b>Disadvantaged</b> <input type="text"/> ▼	
<b>Week End Date From</b> <input type="text"/>	<b>Week End Date To</b> <input type="text"/>	

of 1  |

## Local Hire by Contractor Report Sample



### Local Hire by Contractor

Report Date: 6/7/2019

Project: Project Neon  
 Date Range: 1/1/2019 - 5/26/2019  
 Local Zip: New Mexico Zip Codes  
 Disadvantaged: All  
 Jurisdiction: Federal Wages - LG Database

Contractor	Sub To (Contract ID)		Hours 1/1/2019-5/26/2019	Percent 1/1/2019-5/26/2019	Hours Cumulative Through 5/26/2019	Percent Cumulative Through 5/26/2019
K5 Construction	Prime	Total	151.00		1,241.50	
		Local	108.00	71.52%	403.00	32.46%
		Disadvantaged	-	0.00%	-	0.00%
		Apprentice	-	0.00%	33.00	2.66%
Totals		Total	151.00		1,241.50	
		Local	108.00	71.52%	403.00	32.46%
		Disadvantaged	-	0.00%	-	0.00%
		Apprentice	-	0.00%	33.00	2.66%

Report Filtered By Week End Date

Page 1 of 1

## LOCAL HIRE BY CRAFT REPORT

**Description:** this report provides a quick view of limited demographic employee information by craft worked. It shows the following information:

- Project name
- Date range selected
- Local zip list
- Disadvantaged areas selected
- Demographic categories selected, per craft
- Hours worked of demographic categories selected by date range
- Percentage of hours worked of demographic categories selected by date range
- Cumulative hours worked through end date range
- Percentage of cumulative hours worked through end date range

**Preconditions:** for this report to populate correctly, the prevailing wage lock-in date must be setup first. Set Up tab> Add/Edit Projects> Dates> Prevailing wage lock-in date. The number of days after Prevailing Wage Lock-In Date to be considered New Hire (established on the back end with your LCPtracker Customer Success Manager)

Note: Demographic Classification must be set up as Disadvantaged and not Disadvantaged Worker.

▼ Dates

Prevailing Wage Lock-in Date * <input type="text"/>	Estimated Completion Date <input type="text"/>	Bid Advertisement Date <input type="text"/>	Estimated Start Date <input type="text"/>	
Pre Bid Date <input type="text"/>	Notice to Proceed Date <input type="text"/>	Pre Construction Date <input type="text"/>	Pre Job Date <input type="text"/>	Award Date <input type="text"/>

**Parameters:**

**Local Hire By Craft Report**

Status	<input type="text"/>	Department	<input type="text"/>	View Report
Project	<input type="text"/>	Jurisdiction	<input type="text"/>	
By Work Order	<input type="radio"/> True <input checked="" type="radio"/> False	Work Order	----N/A----	
Local Zip List	<input type="text"/>	Disadvantaged	<input type="text"/>	
Week End Date From	<input type="text"/>	Week End Date To	<input type="text"/>	

## Local Hire by Craft Report Sample



### Local Hire by Craft

**Project:** M59 Realignment  
**Date Range:** 1/1/2017 - 6/30/2017  
**Local Zip:** Huron County  
**Disadvantaged:** All

Craft		Hours 1/1/2017-6/30/2017	Percent 1/1/2017-6/30/2017	Hours Cumulative through 6/30/2017	Percent Cumulative through 6/30/2017
Carpenter	Total	173.00		173.00	
	Local	109.00	63.01%	109.00	63.01%
	Disadvantaged	-	0.00%	-	0.00%
	Apprentice	1.00	0.58%	1.00	0.58%
Electrician	Total	228.00		228.00	
	Local	228.00	100.00%	228.00	100.00%
	Disadvantaged	-	0.00%	-	0.00%
	Apprentice	-	0.00%	-	0.00%
Flag Person	Total	164.00		164.00	
	Local	40.00	24.39%	40.00	24.39%
	Disadvantaged	-	0.00%	-	0.00%
	Apprentice	-	0.00%	-	0.00%
Laborers	Total	432.00		432.00	
	Local	295.00	68.29%	295.00	68.29%
	Disadvantaged	-	0.00%	-	0.00%
	Apprentice	53.00	12.27%	53.00	12.27%
Plumber	Total	130.00		130.00	
	Local	130.00	100.00%	130.00	100.00%
	Disadvantaged	-	0.00%	-	0.00%
	Apprentice	-	0.00%	-	0.00%
Power Equipment Operators (Airport, Bridge & Highway Construction)	Total	420.00		420.00	
	Local	188.00	44.76%	188.00	44.76%
	Disadvantaged	-	0.00%	-	0.00%
	Apprentice	-	0.00%	-	0.00%

## LOCAL WORKER UTILIZATION CONTRACTOR REPORT

**Description:** displays the following broken down by selected zip lists and demographic profiles:

- Project name
- Date range selected for report
- Project code
- Contractor name
- Crafts worked in
- Work order numbers, if applicable
- Area (zip list area)
- Total number of workers, per zip list
- Percentage of total workers, per zip list
- Total hours worked, per zip list
- Percentage of total hours worked, per zip list
- Total amount of wages with benefits for employees in zip list
- Total amount of wages without benefits for employees in zip list
- Number of apprentices, per zip list
- Number of journeyman, per zip list
- Number of foremen, per zip list
- Number of owner/operators, per zip list
- Number of supervisors
- Gender of employees, per zip list
- Veteran status of employees, per zip list
- Disadvantaged status of employees, per zip list

**Preconditions:** zip lists will need to be created for this report to work for any data you're looking for; zip lists can be created and maintained under Set Up > Zip Codes Setup

### Parameters:

#### Local Worker Utilization Contractor Report

Project Status	<input type="text" value="Active"/>	Department	<input type="text"/>	<input type="button" value="View Report"/>
Project	<input type="text"/>	Contractor	<input type="text"/>	
Assignment	<input type="text"/>	Jurisdiction	<input type="text"/>	
By Work Order	<input type="radio"/> True <input checked="" type="radio"/> False	Zip List 1	<input type="text"/>	
Zip List 2	<input type="text"/>	Zip List 3	<input type="text"/>	
From	<input type="text"/>	To	<input type="text"/>	
Craft	<input type="text"/>	Work Order	<input type="text"/>	



## Local Worker Utilization Report by Contractor Report Sample



LG-LCPTRACKER DEMO DATABASE  
LOCAL WORKER UTILIZATION REPORT BY CONTRACTOR

Report Date: 4/4/2018  
Date Range: From 10/13/2017 and 3/30/2018

Project: Project Neon  
Project Code: A100590  
Contractor(s): K5 Construction  
Craft(s): Multiple Crafts

Area	Total Number of Workers	% of Total Workers	Total Hours Worked	% of Total Hours Worked	Wages w/ Benefits	Wages w/o Benefits	Number of Apprentices	Number of Journeymen	Number of Foreman	Number of Owner Operators	Number of Supervisors
<b>Zip Lists</b>											
Elko NV Zip Codes	1	7.14%	8.00	4.71%	\$420.00	\$400.00	0	1	0	0	0
Omaha NE Zip Codes	1	7.14%	12.00	7.06%	\$650.00	\$600.00	0	1	0	0	0
Employees Not in Specified Zip Lists	12	85.71%	150.00	88.24%	\$9,794.28	\$8,340.00	1	12	0	0	0
<b>Demographic Profile</b>											
African American	2	14.29%	24.00	14.12%	\$1,690.00	\$1,440.00	0	2	0	0	0
Native American	0	0.00%	0.00	0.00%	\$0.00	\$0.00	0	0	0	0	0
Asian	1	7.14%	10.00	5.88%	\$700.00	\$600.00	0	1	0	0	0
Hispanic	5	35.71%	38.00	22.35%	\$2,611.00	\$2,220.00	0	5	0	0	0
Caucasian	6	42.86%	98.00	57.65%	\$5,863.28	\$5,080.00	1	6	0	0	0
Other	0	0.00%	0.00	0.00%	\$0.00	\$0.00	0	0	0	0	0
Male	10	71.43%	118.00	69.41%	\$7,844.28	\$6,740.00	1	10	0	0	0
Female	4	28.57%	52.00	30.59%	\$3,020.00	\$2,600.00	0	4	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
<b>Total Employees</b>	<b>14</b>		<b>170.00</b>		<b>\$10,864.28</b>	<b>\$9,340.00</b>	<b>1</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>0</b>

## LOCAL WORKER UTILIZATION CONTRACTOR 2 REPORT

**Description:** displays the following broken down by selected zip lists and demographic profiles:

- Project name
- Date range selected for report
- Project code
- Contractor name
- Crafts worked in
- Work order numbers, if applicable
- Area (zip list area)
- Total number of workers, per zip list
- Percentage of total workers, per zip list
- Total hours worked, per zip list
- Percentage of total hours worked, per zip list
- Total amount of wages with benefits for employees in zip list
- Total amount of wages without benefits for employees in zip list
- Number of apprentices, per zip list
- Number of journeyman, per zip list
- Number of foremen, per zip list
- Number of owner/operators, per zip list
- Number of supervisors
- Gender of employees, per zip list
- Veteran status of employees, per zip list
- Disadvantaged status of employees, per zip list

**Preconditions:** zip lists will need to be created for this report to work for any data you're looking for; zip lists can be created and maintained under Set Up > Zip Codes Setup

### Parameters:

Local Worker Utilization Contractor Report 2		
Project Status	<input type="text" value="Active"/>	Department <input type="text"/>
Project	<input type="text"/>	Contractor <input type="text"/>
Sub To	<input type="text"/>	Jurisdiction <input type="text"/>
From Date	<input type="text"/>	To Date <input type="text"/>
Craft	<input type="text"/>	Zip List 1 <input type="text"/>
Zip List 2	<input type="text"/>	Zip List 3 <input type="text"/>
By Work Order	<input type="radio"/> True <input checked="" type="radio"/> False	Work Order <input type="text"/>



## Local Worker Utilization Report by Contractor 2 Report Sample



### LG-LCPTRACKER DEMO DATABASE LOCAL WORKFORCE UTILIZATION REPORT BY CONTRACTOR

Report Date: 4/4/2018  
Date Range: 10/13/2017 – 3/30/2018

Project: Project Neon  
Project Code: A100590  
Contractor(s): K5 Construction  
Craft(s): Multiple Crafts

Area	Total Number of Workers	% of Total Workers	Total Hours Worked	% of Total Hours Worked	Wages w/ Benefits	Wages w/o Benefits	Number of Apprentices	Number of Journeymen	Number of Foreman	Number of Owner Operators	Number of Supervisors
<b>Zip Lists</b>											
Elko NV Zip Codes	1	7.14 %	8.00	4.71 %	\$420.00	\$400.00	0	1	0	0	0
Omaha NE Zip Codes	1	7.14 %	12.00	7.06 %	\$650.00	\$600.00	0	1	0	0	0
<b>Total Local Area Workers</b>	<b>2</b>	<b>14.29%</b>	<b>20.00</b>	<b>11.76%</b>	<b>\$1,070.00</b>	<b>\$1,000.00</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>
Employees Not In Specified Zip Lists	12	85.71 %	150.00	88.24 %	\$9,794.28	\$8,340.00	1	12	0	0	0
<b>Demographic Profile</b>											
African American	2	14.29 %	24.00	14.12 %	\$1,690.00	\$1,440.00	0	2	0	0	0
Asian	1	7.14 %	10.00	5.88 %	\$700.00	\$600.00	0	1	0	0	0
Hispanic	5	35.71 %	38.00	22.35 %	\$2,611.00	\$2,220.00	0	5	0	0	0
Caucasian	6	42.86 %	98.00	57.65 %	\$5,863.28	\$5,080.00	1	6	0	0	0
Male	10	71.43 %	118.00	69.41 %	\$7,844.28	\$6,740.00	1	10	0	0	0
Female	4	28.57 %	52.00	30.59 %	\$3,020.00	\$2,600.00	0	4	0	0	0
<b>Total Employees</b>	<b>14</b>		<b>170.00</b>		<b>\$10,864.28</b>	<b>\$9,340.00</b>	<b>1</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Difference between original and #2 report:** The Local Worker Utilization Contractor #2 report subtotals all the local area workers combined where the original report just gives the zip list totals without the summarization.

Area	Total Number of Workers	% of Total Workers	Total Hours Worked	% of Total Hours Worked	Wages w/ Benefits	Wages w/o Benefits	Number of Apprentices	Number of Journeymen	Number of Foreman	Number of Owner Operators	Number of Supervisors
<b>Zip Lists</b>											
Elko NV Zip Codes	1	7.14 %	8.00	4.71 %	\$420.00	\$400.00	0	1	0	0	0
Omaha NE Zip Codes	1	7.14 %	12.00	7.06 %	\$650.00	\$600.00	0	1	0	0	0
<b>Total Local Area Workers</b>	<b>2</b>	<b>14.29%</b>	<b>20.00</b>	<b>11.76%</b>	<b>\$1,070.00</b>	<b>\$1,000.00</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>
Employees Not In Specified Zip Lists	12	85.71 %	150.00	88.24 %	\$9,794.28	\$8,340.00	1	12	0	0	0

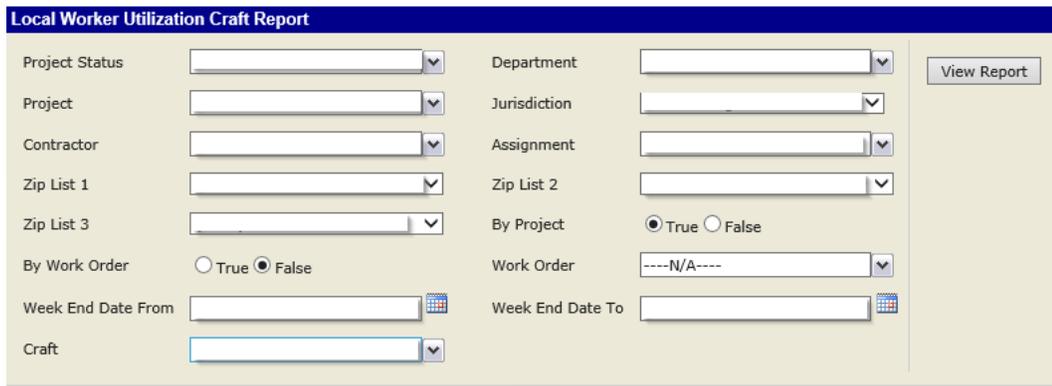
## LOCAL WORKER UTILIZATION REPORT BY CRAFT

**Description:** displays the following broken down by selected zip lists and demographic profiles:

- Project name
- Project code
- Contractor name
- Crafts selected
- Reporting date range selected
- Total number of workers, by zip list, by demographics
- Percentage of total workers, by zip list, by demographics
- Total hours worked, by zip list, by demographics
- Percentage of total hours worked, by zip list, by demographics
- Wages with benefits, by zip list, by demographics
- Wages without benefits, by zip list, by demographics
- Number of apprentices, by zip list, by demographics
- Number of journeyman, by zip list, by demographics
- Number of foremen, by zip list, by demographics
- Number of owner/operators, by zip list, by demographics
- Number of supervisors, by zip list, by demographics
- Totals by all categories listed above

**Preconditions:** zip lists will need to be created for this report to work for any data you're looking for; zip lists can be created and maintained under Set Up > Zip Codes Setup

### Parameters:



The screenshot shows a web form titled "Local Worker Utilization Craft Report". It contains several input fields and a "View Report" button. The fields are arranged in two columns. The left column includes: Project Status (dropdown), Project (dropdown), Contractor (dropdown), Zip List 1 (dropdown), Zip List 3 (dropdown), By Work Order (radio buttons for True and False), Week End Date From (calendar icon), and Craft (dropdown). The right column includes: Department (dropdown), Jurisdiction (dropdown), Assignment (dropdown), Zip List 2 (dropdown), By Project (radio buttons for True and False), Work Order (dropdown with "----N/A----" selected), and Week End Date To (calendar icon). A "View Report" button is located to the right of the Department dropdown.

### By Project Boolean added:

When Boolean is set to True, there is no change from the standard report output. Example of this is if two projects both have only Electricians, when the Boolean is set to True, it will result in two pages (Project A, Electricians and Project B, Electricians)

When Boolean is set to False, the report will now group by Trade instead of Project. Example of this is if two projects both have only Electricians, when the Boolean is set to False, it will result in one page (Project A, Electricians and Project B, Electricians combined together into one report)



## Local Worker Utilization Report by Craft Report Sample



LG-LCPTRACKER DEMO DATABASE  
LOCAL WORKER UTILIZATION REPORT BY CRAFT

Report Date: 6/15/2020  
Date Range: From 1/1/2018 and 6/14/2020

Project: Project Neon  
Project Code: A100580  
Contractor(s): K5 Construction  
Craft(s): BRICKLAYER

Area	Total Number of Workers	% of Total Workers	Total Hours Worked	% of Total Hours Worked	Wages w/ Benefits	Wages w/o Benefits	Number of Apprentices	Number of Journeymen	Number of Foreman	Number of Owner Operators	Number of Supervisors
<b>Zip Lists</b>											
New Mexico Zip Codes	3	50.00%	81.00	60.90%	\$8,030.00	\$4,530.00	0	3	0	0	0
Omaha NE Zip Codes	1	16.67%	27.00	20.30%	\$1,782.15	\$1,460.00	0	1	0	0	0
Zip List 3: None Selected	0	0.00%	0.00	0.00%	\$0.00	\$0.00	0	0	0	0	0
Employees Not in Specified Zip Lists	2	33.33%	25.00	18.80%	\$1,299.30	\$1,010.90	0	2	0	0	0
<b>Demographic Profile</b>											
African American	1	16.67%	4.00	3.01%	\$280.00	\$200.00	0	1	0	0	0
Native American	0	0.00%	0.00	0.00%	\$0.00	\$0.00	0	0	0	0	0
Asian	0	0.00%	0.00	0.00%	\$0.00	\$0.00	0	0	0	0	0
Hispanic	2	33.33%	71.00	53.38%	\$5,512.80	\$4,150.40	0	2	0	0	0
Caucasian	1	16.67%	10.00	7.52%	\$520.00	\$400.00	0	1	0	0	0
Other	2	33.33%	48.00	36.09%	\$2,778.65	\$2,240.60	0	2	0	0	0
Male	2	33.33%	94.00	70.68%	\$8,992.15	\$5,380.00	0	2	0	0	0
Female	4	66.67%	39.00	29.32%	\$2,099.30	\$1,610.90	0	4	0	0	0
Veteran	0	0.00%	0.00	0.00%	\$0.00	\$0.00	0	0	0	0	0
Disadvantaged	1	16.67%	27.00	20.30%	\$1,782.15	\$1,460.00	0	1	0	0	0
<b>Total Employees</b>	<b>6</b>		<b>133.00</b>		<b>\$9,091.45</b>	<b>\$6,990.90</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>

## LOCAL WORKER UTILIZATION ETHNICITY REPORT

**Description:** this report displays the ethnicity (as reported during the employee setup) of employees. It contains the following information:

- Project name
- Project code
- Contractor names
- Employee crafts
- Date range selected
- Zip code employee lives in
- City employee lives in
- State city is located in
- Employee name
- Employee ethnicity
- Total of employees per ethnicity
- Gender

### Parameters:

#### Local Worker Utilization Ethnicity Report

Project Status	Active & Closed	Departments		View Report
Project		From Date		
To Date		Contractor		
Craft		Show Employees	<input checked="" type="radio"/> True <input type="radio"/> False	
Group By	Zip Code			



## Local Worker Utilization Ethnicity Report Sample



### DG- DATABASE LOCAL CRAFT WORKER ETHNICITY ZIP REPORT

Project:  
Project Code: latp  
Contractor(s): D Goode Inc.  
Craft(s): CARPENTER AND RELATED TRADES

From Date: 1/1/2015  
To Date: 3/20/2017  
Report Date: 3/20/2017

ZIP	CITY	STATE	EMPLOYEE NAME	AFRICAN AMERICAN	CAUCASIAN	HISPANIC	NATIVE AMERICAN	TOTAL	MALE	FEMALE
Los Alamitos Treehouse Park										
23456				2	0	1	0	3	2	1
	Virginia Beach	VA		2	0	1	0	3	2	1
			CASE, TESSA			X				X
			MODEL, TY	X					X	
			TRIAL, REED	X					X	
90720				0	3	0	1	4	2	2
	Los Alamitos	CA		0	2	0	0	2	1	1
			INSTANCE, RAE ANN		X					X
			STANDARD, TOM		X				X	
	Orange	CA		0	1	0	1	2	1	1
			EXAMPLE, LEVI				X		X	
			TIME, AMANDA		X					X
92866				0	0	1	1	2	1	1
	Orange	CA		0	0	1	1	2	1	1
			SAMPLE, ELINOR				X			X
			TEST, KYLE			X			X	
<b>Total</b>				2	3	2	2	9	5	4

## LOCAL WORKER UTILIZATION HOURS & WAGE REPORT

**Description:** this report is a snapshot of employee hours worked and wages earned broken down by multiple areas. It contains the following information:

- Project name
- Contractor name
- Date range selected
- Zip code
- City
- State
- Employee name
- Total number of workers
- Craft
- Classification
- Percentage of total workers
- Total hours worked
- Percentage of total hours worked
- Wages with benefits
- Wages without benefits
- Totals of applicable categories

### Parameters:

Local Worker Utilization Hours & Wage Report			
Project Status	<input type="text" value="Active"/>	Department	<input type="text" value="Centennial Constructors, Defau"/>
Project	<input type="text"/>	From	<input type="text"/>
To	<input type="text"/>	Contractor	<input type="text"/>
Assignment	<input type="text"/>	Jurisdiction	<input type="text"/>
Craft	<input type="text"/>	Show Employees	<input checked="" type="radio"/> True <input type="radio"/> False
Show Craft/Class?	<input type="radio"/> True <input checked="" type="radio"/> False	Group By	<input type="text" value="Zip Code"/>



## Local Worker Utilization Hours & Wage Report Sample



### DG- DATABASE LOCAL CRAFT WORKER HOURS & WAGE ZIP REPORT

Project: Los Alamitos Treehouse Park  
Project Code: latp  
Contractor(s): D Scode Inc.  
Craft(s): CARPENTER AND RELATED TRADES

From Date: 1/1/2015  
To Date: 3/20/2017  
Report Date: 3/20/2017

ZIP	CITY	STATE	EMPLOYEE NAME	Total # of Workers	Craft	Classification	% of Total Workers	Total Hours Worked	% Total Hours Worked	Wages w/Benefits	Wages w/o Benefits
<b>Los Alamitos Treehouse Park</b>											
23456	Virginia Beach	VA	MODEL, TY		CARPENTER AND RELATED TRADES	Shingler (bid on/after 9/1/2015 - 9/15/2016)		602.00		\$80,200.00	\$80,200.00
			TRIAL, REED		CARPENTER AND RELATED TRADES	Apprentice Shingler 1		800.00		\$80,000.00	\$80,000.00
			CASE, TESSA		CARPENTER AND RELATED TRADES	Shingler (bid on/after 9/1/2015 - 9/15/2016)		610.00		\$81,300.00	\$81,300.00
				3			33.33 %	2,012.00	30.38 %	\$201,500.00	\$201,500.00
<b>23456 Total</b>				<b>3</b>			<b>33.33 %</b>	<b>2,012.00</b>	<b>30.38 %</b>	<b>\$201,500.00</b>	<b>\$201,500.00</b>
90720	Los Alamitos	CA	INSTANCE, RAE ANN		CARPENTER AND RELATED TRADES	Apprentice Shingler 1		808.00		\$81,100.00	\$81,100.00
			STANDARD, TOM		CARPENTER AND RELATED TRADES	Shingler (bid on/after 9/1/2015 - 9/15/2016)		798.00		\$79,800.00	\$79,800.00
				2			22.22 %	1,604.00	24.22 %	\$160,900.00	\$160,900.00
	Orange	CA	EXAMPLE, LEVI		CARPENTER AND RELATED TRADES	Apprentice Shingler 1		800.00		\$80,000.00	\$80,000.00
			TIME, AMANDA		CARPENTER AND RELATED TRADES	Shingler (bid on/after 9/1/2015 - 9/15/2016)		802.00		\$80,800.00	\$80,800.00
				2			22.22 %	1,602.00	24.19 %	\$160,600.00	\$160,600.00
<b>90720 Total</b>				<b>4</b>			<b>44.44 %</b>	<b>3,206.00</b>	<b>48.41 %</b>	<b>\$321,500.00</b>	<b>\$321,500.00</b>
92866	Orange	CA	TEST, KYLE		CARPENTER AND RELATED TRADES	Shingler (bid on/after 9/1/2015 - 9/15/2016)		700.00		\$70,000.00	\$70,000.00
			SAMPLE, ELINOR		CARPENTER AND RELATED TRADES	Shingler (bid on/after 9/1/2015 - 9/15/2016)		705.00		\$70,750.00	\$70,750.00
				2			22.22 %	1,405.00	21.21 %	\$140,750.00	\$140,750.00
<b>92866 Total</b>				<b>2</b>			<b>22.22 %</b>	<b>1,405.00</b>	<b>21.21 %</b>	<b>\$140,750.00</b>	<b>\$140,750.00</b>
<b>Total</b>				<b>9</b>				<b>6,623.00</b>		<b>\$663,750.00</b>	<b>\$663,750.00</b>

## LOCAL WORKER UTILIZATION PROJECT REPORT – UPDATED 2.14.24

**Description:** this report is a popular and easy way of seeing your project worker utilization, by zip code and/or your selected demographics at a glance. It contains the following information:

- Project name
- Project code
- Contractor name
- Crafts selected
- Date range selected
- Total number of workers
- Percentage of total workers
- Total hours worked
- Percentage of total hours worked
- Wages without benefits
- Wages with benefits
- Wages with benefits including fringes paid in cash
- Number of apprentices
- Number of journeyman
- Number of foremen
- Number of owner/operators
- Number of supervisors
- Total from above applicable fields

**Preconditions:** zip lists will need to be created for this report to work for any data you're looking for; zip lists can be created and maintained under Set Up > Zip Codes Setup

### Parameters:

Local Worker Utilization Project Report			
Department	<input type="text"/>	Jurisdiction	<input type="text"/>
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" value="----N/A----"/>
Week End Date From	<input type="text"/>	Week End Date To	<input type="text"/>
Craft	<input type="text"/>	Zip List	<input type="text"/>



## Local Worker Utilization Project Report Sample



### LG-LCPTRACKER DEMO DATABASE LOCAL WORKER UTILIZATION REPORT BY PROJECT

Report Date: 2/14/2024  
Date Range: 1/1/2000 – 2/10/2024

Project: Project Neon

Contractor: Multiple Contractors

Craft: Multiple Crafts

Project Code: A100590

Assignment: All Assignments

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	Wages w/Benefits Including Fringe Paid in Cash	Number of Apprentices	Number of Journeymen	Number of Foremen	Number of Owner Operators	Number of Supervisors
<b>Zip Lists</b>												
Elko NV Zip Codes	1	1.30%	202.00	7.63%	\$6,017.70	\$7,883.50	\$7,883.50	0	1	0	0	0
Omaha NE Zip Codes	6	7.79%	323.00	12.20%	\$13,750.40	\$22,941.42	\$22,941.42	0	6	0	1	0
Employees Not in Specified Zip Lists	70	90.91%	2,122.04	80.17%	\$101,408.42	\$132,722.99	\$136,269.93	3	70	1	2	0
<b>Demographic Profile</b>												
African American	5	6.49%	108.00	4.08%	\$5,690.00	\$7,390.00	\$7,390.00	0	5	0	0	0
Asian	4	5.19%	69.00	2.61%	\$3,585.26	\$4,337.82	\$4,457.82	0	4	0	0	0
Caucasian	37	48.05%	989.00	37.36%	\$47,822.82	\$65,831.68	\$65,931.68	1	37	0	1	0
Hispanic	24	31.17%	1,260.04	47.60%	\$55,718.46	\$74,605.59	\$77,395.53	2	24	0	2	0
Native American	0	0.00%	0.00	0.00%	\$0.00	\$0.00	\$0.00	0	0	0	0	0
Other	7	9.09%	221.00	8.35%	\$8,359.98	\$11,382.82	\$11,919.82	0	7	1	0	0
Male	49	63.64%	1,677.54	63.37%	\$81,991.46	\$107,825.36	\$110,393.96	1	49	1	3	0
Female	28	36.36%	969.50	36.63%	\$39,185.06	\$55,722.53	\$56,700.88	2	28	0	0	0
Veteran	11	14.29%	264.00	9.97%	\$13,100.00	\$15,995.80	\$16,145.80	0	11	0	0	0
Disadvantaged	1	1.30%	37.00	1.40%	\$2,050.00	\$2,470.42	\$2,470.42	0	1	0	0	0
<b>Total</b>	<b>77</b>	<b>100.00%</b>	<b>2,647.04</b>	<b>100.00%</b>	<b>\$121,176.52</b>	<b>\$163,547.91</b>	<b>\$167,094.85</b>	<b>3</b>	<b>77</b>	<b>1</b>	<b>3</b>	<b>0</b>

## LOCAL WORKER UTILIZATION PROJECT 2 REPORT

**Description:** this report is a popular and easy way of seeing your project worker utilization, by zip code and/or your selected demographics at a glance. It contains the following information:

- Project name
- Project code
- Contractor name
- Crafts selected
- Date range selected
- Total number of workers
- Percentage of total workers
- Total hours worked
- Percentage of total hours worked
- Wages with benefits
- Wages without benefits
- Number of apprentices
- Number of journeyman
- Number of foremen
- Number of owner/operators
- Number of supervisors
- Total from above applicable fields

**Preconditions:** zip lists will need to be created for this report to work for any data you're looking for; zip lists can be created and maintained under Set Up > Zip Codes Setup

### Parameters:

Local Worker Utilization Project Report 2			
Project Status	<input type="text"/>	Department	<input type="text"/>
Project	<input type="text"/>	Jurisdiction	<input type="text"/>
Contractor	<input type="text"/>	Sub To	<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"/>
By Work Order	<input type="radio"/> True <input checked="" type="radio"/> False	WorkOrder	<input type="text"/>



## Local Worker Utilization Project Report 2 Sample

LCPtracker		LG-LCPTRACKER DEMO DATABASE LOCAL WORKFORCE UTILIZATION REPORT BY PROJECT						Report Date: 8/23/2023 Date Range: 1/1/2017 – 8/23/2023			
Project: I-405 Improvements Project Code: 1000-103210 Contractor(s): Multiple Contractors Craft(s): Multiple Crafts											
Area	Total Number of Workers	% of Total Workers	Total Hours Worked	% of Total Hours Worked	Wages w/ Benefits	Wages w/o Benefits	Number of Apprentices	Number of Journeymen	Number of Foreman	Number of Owner Operators	Number of Supervisors
<b>Zip Lists</b>											
County of Rochester Zip Codes	1	16.67%	2.00	3.70%	\$143.00	\$100.00	0	1	0	0	0
Omaha NE Zip Codes	3	50.00%	38.00	70.37%	\$3,760.50	\$1,900.00	0	3	0	0	0
Elko NV Zip Codes	0	0.00%	0.00	0.00%	\$0.00	\$0.00	0	0	0	0	0
<b>Total Local Area Workers</b>	<b>4</b>	<b>66.67%</b>	<b>40.00</b>	<b>74.07%</b>	<b>\$3,903.50</b>	<b>\$2,000.00</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>
Employees Not In Specified Zip Lists	2	33.33%	14.00	25.93%	\$1,267.07	\$840.00	0	2	0	0	0
<b>Demographic Profile</b>											
African American	1	16.67%	3.00	5.56%	\$196.50	\$150.00	0	1	0	0	0
Hispanic	1	16.67%	10.00	18.52%	\$1,529.00	\$500.00	0	1	0	0	0
Caucasian	2	33.33%	14.00	25.93%	\$1,267.07	\$840.00	0	2	0	0	0
Other	2	33.33%	27.00	50.00%	\$2,178.00	\$1,350.00	0	2	0	0	0
Male	5	83.33%	52.00	96.30%	\$5,027.57	\$2,740.00	0	5	0	0	0
Female	1	16.67%	2.00	3.70%	\$143.00	\$100.00	0	1	0	0	0
Veteran	0	0.00%	0.00	0.00%	\$0.00	\$0.00	0	0	0	0	0
Disadvantaged	2	33.33%	28.00	51.85%	\$2,231.50	\$1,400.00	0	2	0	0	0
<b>Total Employees</b>	<b>6</b>		<b>54.00</b>		<b>\$5,170.57</b>	<b>\$2,840.00</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Difference between original and #2 report:** The Local Worker Utilization Project #2 report subtotals all the local area workers combined where the original report just gives the zip list totals without the summarization.

Area	Total Number of Workers	% of Total Workers	Total Hours Worked	% of Total Hours Worked	Wages w/ Benefits	Wages w/o Benefits	Number of Apprentices	Number of Journeymen	Number of Foreman	Number of Owner Operators	Number of Supervisors
<b>Zip Lists</b>											
County of Rochester Zip Codes	1	16.67%	2.00	3.70%	\$143.00	\$100.00	0	1	0	0	0
Omaha NE Zip Codes	3	50.00%	38.00	70.37%	\$3,760.50	\$1,900.00	0	3	0	0	0
Elko NV Zip Codes	0	0.00%	0.00	0.00%	\$0.00	\$0.00	0	0	0	0	0
<b>Total Local Area Workers</b>	<b>4</b>	<b>66.67%</b>	<b>40.00</b>	<b>74.07%</b>	<b>\$3,903.50</b>	<b>\$2,000.00</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>
Employees Not In Specified Zip Lists	2	33.33%	14.00	25.93%	\$1,267.07	\$840.00	0	2	0	0	0

## LOCAL WORKER UTILIZATION ZIP LIST REPORT

**Description:** this report breaks down craft utilization by two separate date ranges. The report can group by “Zip” list depending on the set up of zips or “list names” and report parameters will define information returned. It contains the following information:

- Project name
- Project code
- Name of contractor
- Crafts selected
- Date ranges selected
- Total project hours to date
- Total forecasted project hours
- Total hours percent complete
- Percentage craft hours 1<sup>st</sup> date range
- Percentage craft hours 2<sup>nd</sup> date range
- Cumulative craft hours to date
- Percentage of cumulative hours
- Hours broke out by zip lists
- Hours broke out by journeyman
- Hours broke out by apprentice
- Hours broke out by ethnicity
- Hours broke out by gender

**Preconditions:** zip lists will need to be created for this report to work for any data you’re looking for; zip lists can be created and maintained under **Set Up > Zip Codes Setup**

**Parameters:**

**Local Worker Utilization Zip List Report**

Project Status	<input type="text"/>	Department	<input type="text"/>	<input type="button" value="View Report"/>
Project	<input type="text"/>	Jurisdiction	<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" value="---N/A---"/>	
Week End Date From (A)	<input type="text"/>	Week End Date To (A)	<input type="text"/>	
Week End Date From (B)	<input type="text"/>	Week End Date To (B)	<input type="text"/>	
Craft	<input type="text"/>	Local Hiring Zip List 1	<input type="text"/>	
Local Hiring Zip List 2	<input type="text"/>	County Residency Zip List	<input type="text"/>	
Forecast Project Hours	<input type="text"/>			

1 of 1 100% Find | Next



## Local Worker Utilization Zip List Report Sample



### DG- DATABASE LOCAL CRAFT WORKER UTILIZATION REPORT

Project: Los Alamitos Treehouse Park  
Project Code: latp  
Contractor(s): Multiple Contractors  
Craft(s): Multiple Crafts

From Date: 1/1/2016  
To Date: 12/31/2016  
Report Date: 3/20/2017

Total Project Hours To Date	6,623
Total Forecast Project Hours	9000
Total Hours Percent Complete	74 %

	Craft Hours Jan 01-Dec 31	Percentage (%) Craft Hours Jan 01-Dec 31	Craft Hours Jan 01-Mar 20	Percentage (%) Craft Hours Jan 01-Mar 20	Cumulative Craft Hours To Date	Percentage (%) of Cumulative Hours
<b>LOCAL HIRING BREAKDOWN</b>						
Los Alamitos	1,440.00	48.48 %	1,768.00	48.34 %	3,208.00	48.41 %
Orange	630.00	21.21 %	775.00	21.22 %	1,405.00	21.21 %
<i>Local Worker Hours Subtotal</i>	2,070.00	69.70 %	2,541.00	69.56 %	4,611.00	69.62 %
Non-Local Hours	900.00	30.30 %	1,112.00	30.44 %	2,012.00	30.38 %
<b>Total</b>	2,970.00	100.00 %	3,653.00	100.00 %	6,623.00	100.00 %
<b>County Residency of Craft</b>						
Virginia Beach	900.00	30.30 %	1,112.00	30.44 %	2,012.00	30.38 %
Non-County Hours	2,070.00	69.70 %	2,541.00	69.56 %	4,611.00	69.62 %
<b>Total</b>	2,970.00	100.00 %	3,653.00	100.00 %	6,623.00	100.00 %
<b>Craft Level Breakdown</b>						
Journeyman	1,890.00	63.64 %	2,327.00	63.70 %	4,217.00	63.67 %
Apprentice	1,080.00	36.36 %	1,328.00	36.30 %	2,406.00	36.33 %
<b>Total</b>	2,970.00	100.00 %	3,653.00	100.00 %	6,623.00	100.00 %
<b>Craft Race / Ethnicity Breakdown</b>						
African American	630.00	21.21 %	772.00	21.13 %	1,402.00	21.17 %
Native American	675.00	22.73 %	830.00	22.72 %	1,505.00	22.72 %
Hispanic	585.00	19.70 %	725.00	19.85 %	1,310.00	19.78 %

Note: The report name is different than the name used to run the report. The report will be called Local Craft Worker Utilization Report



## MANPOWER CPR REPORT BY SUBCONTRACTOR

**Description:** this report shows the total of all hours worked and wages earned by contractor. It contains the following information:

- Project name
- Contractor name
- Total of all hours worked, per contractor
- Total of all wages earned, per contractor
- Week ending dates of all submitted CPRs
- Straight time hours worked, per week, per contractor
- Overtime hours worked, per week, per contractor
- Double time hours worked, per week, per contractor
- Total hours worked, per week, per contractor
- Gross amount paid, per week, per contractor

**Parameters:**

**Manpower CPR Report by Subcontractor**

Status	Active	Project(s)	<Select a Value>	<input type="button" value="View Report"/>
Contractor(s)		Sub To		
From Date		To Date		

### Manpower CPR Report by Subcontractor Sample

Company Name	D Goode Inc.				129.00	13,250.00
Primary/Sub	Prime					
Name of Primary						
	Week Ending	MH - STD	MH - OT	MH - D - OT	Totals	Gross Amount Paid
	01/01/2016	13.00	0.00	0.00	13.00	\$1,300.00
	01/08/2016	1.00	1.00	0.00	2.00	\$250.00
	01/29/2016	13.00	0.00	0.00	13.00	\$1,300.00
	02/05/2016	1.00	1.00	0.00	2.00	\$250.00
	02/26/2016	13.00	0.00	0.00	13.00	\$1,300.00
	03/04/2016	1.00	1.00	0.00	2.00	\$250.00
	03/25/2016	13.00	0.00	0.00	13.00	\$1,300.00
	04/01/2016	1.00	1.00	0.00	2.00	\$250.00
	04/15/2016	1.00	0.00	0.00	1.00	\$100.00
	05/06/2016	15.00	0.00	0.00	15.00	\$1,500.00
	05/13/2016	1.00	1.00	0.00	2.00	\$250.00
	06/03/2016	15.00	0.00	0.00	15.00	\$1,500.00
	06/10/2016	1.00	1.00	0.00	2.00	\$250.00
	07/01/2016	15.00	0.00	0.00	15.00	\$1,500.00
	07/08/2016	1.00	1.00	0.00	2.00	\$250.00
	07/29/2016	17.00	0.00	0.00	17.00	\$1,700.00
		122.00	7.00	0.00	129.00	\$13,250.00

## MASTER WAGE DATA REPORT

**Description:** this report will show a projects wage determination as it was originally entered in LCPtracker. It contains the following information:

- Jurisdiction
- Location
- Type
- Craft
- Classification
- Wage determination name and number
- Wage determination issue date
- Wage determination expiration date
- Wage determination publication date
- Wage determination modification (MOD) number
- Base hourly rate (straight time)
- Base hourly fringe rate
- Total hourly rate (base rate + fringe rate)
- Overtime hourly rate
- Double time hourly rate
- Hourly training rate (if applicable)
- Standard hours per day (if applicable)

### Parameters:

Master Wage Data Report			
Jurisdiction	<input type="text"/>	Location	<input type="text"/>
Construction Type	<input type="text"/>	Wage Decision	<input type="text"/>
Modification	<input type="text"/>	Issue Date	<input type="text"/>
Export	<input type="radio"/> True <input checked="" type="radio"/> False		
			<input type="button" value="View Report"/>

## Master Wage Data Report Sample

Jurisdiction	Location	Type	Craft	Classification	Wage Decision	Issue Date	Expire Date	Publication Date	Modification	Basic Rate	Fringes	Total Rate	Overtime Rate	Doubletime Rate	Training Rate	Standard Day
NYS Article 8	5 Boroughs, NY	Construction	BLASTER	Blaster	NYS Article 8	7/1/2019	6/30/2020	7/1/2019	0	55.860	44.480	100.340	128.270	156.200	0.000	8
NYS Article 8	5 Boroughs, NY	Construction	BLASTER	Blaster	NYS Article 8	7/1/2017	6/30/2018	7/1/2017	0	46.270	47.990	94.260	117.395	140.530	0.000	8
NYS Article 8	5 Boroughs, NY	Construction	BLASTER	Blaster	NYS Article 8	7/1/2018	6/30/2019	7/1/2018	0	55.210	42.530	97.740	125.345	152.950	0.000	8
NYS Article 8	5 Boroughs, NY	Construction	BLASTER	Journey person	NYS Article 8	7/1/2019	6/30/2020	7/1/2019	0	42.650	44.480	87.130	108.455	129.780	0.000	8
NYS Article 8	5 Boroughs, NY	Construction	BLASTER	Journey person	NYS Article 8	7/1/2018	6/30/2019	7/1/2018	0	42.000	42.530	84.530	105.530	126.530	0.000	8
NYS Article 8	5 Boroughs, NY	Construction	BLASTER	Magazine Keepers: (Watch person)	NYS Article 8	7/1/2019	6/30/2020	7/1/2019	0	21.330	44.480	65.810	76.475	87.140	0.000	8
NYS Article 8	5 Boroughs, NY	Construction	BLASTER	Magazine Keepers: (Watch person)	NYS Article 8	7/1/2018	6/30/2019	7/1/2018	0	21.000	42.530	63.530	74.030	84.530	0.000	8
NYS Article 8	5 Boroughs, NY	Construction	BLASTER	Magazine Keepers: (Watch person)	NYS Article 8	7/1/2017	6/30/2018	7/1/2017	0	18.220	47.990	66.210	75.320	84.430	0.000	8
NYS Article 8	5 Boroughs, NY	Construction	BLASTER	Trac Drill Hydraulic	NYS Article 8	7/1/2019	6/30/2020	7/1/2019	0	50.000	44.480	94.480	119.480	144.480	0.000	8
NYS Article 8	5 Boroughs, NY	Construction	BLASTER	Trac Drill Hydraulic	NYS Article 8	7/1/2018	6/30/2019	7/1/2018	0	49.350	42.530	91.880	116.555	141.230	0.000	8
NYS Article 8	5 Boroughs, NY	Construction	BLASTER	Trac Drill Hydraulic	NYS Article 8	7/1/2017	6/30/2018	7/1/2017	0	41.290	47.990	89.280	109.925	130.570	0.000	8
NYS Article 8	5 Boroughs, NY	Construction	BLASTER	Wagon: Air Trac: Quarry Bar: Drillrunners	NYS Article 8	7/1/2019	6/30/2020	7/1/2019	0	49.170	44.480	93.650	118.235	142.820	0.000	8
NYS Article 8	5 Boroughs, NY	Construction	BLASTER	Wagon: Air Trac: Quarry Bar: Drillrunners	NYS Article 8	7/1/2018	6/30/2019	7/1/2018	0	48.520	42.530	91.050	115.310	139.570	0.000	8
NYS Article 8	5 Boroughs, NY	Construction	BLASTER	Wagon: Air Trac: Quarry Bar: Drillrunners	NYS Article 8	7/1/2017	6/30/2018	7/1/2017	0	40.460	47.990	88.450	108.680	128.910	0.000	8

## MULTIPLE SUB DAILY LOG REPORT

**Description:** this report will populate all Daily Reporter logs for multiple contractors on the chosen project(s). It appears in this report just as it does for the Contractor that creates it. It contains the following information:

- Project job number
- Project name
- Job site location for Daily Log
- Shift worked/reported
- Contract number
- Contractor name
- Employee name(s)
- Employee classification(s)
- Total hours worked per employee
- Description of work
- Activity code
- Equipment on site
- Hours of operation of equipment
- Deliveries made to site
- Safety notes
- Quality notes
- Attachment(s)
- Contractor name of person submitting/signing Daily Log
- Title of person submitting/signing Daily Log
- Phone number of person submitting/signing Daily Log
- Contractor eSignature of person submitting/signing Daily Log

### Parameters:

Multiple Sub Daily Log Report		
Status	<input type="text"/>	Department <input type="text"/>
Project	<input type="text"/>	Contractor <input type="text"/>
Sub To	<input type="text"/>	Site <input type="text"/>
Shift	<input type="text"/>	Jurisdiction <input type="text"/>
Log Date	<input type="text"/>	



## Multiple Sub Daily Log Report Sample

### Daily Log

Job No.: FDOT125 Date: 5/8/2017

Project: Herbert Hoover Dam

Job Site / Location: Bridge Demo

Shift: Day

Contract No.:

From: Darren's Demo

Employee Name	Classification	Total Hours
FRIEBERG, CHRIS	Laborer / Laborer: Common or General	8.00

GORDER, DARREN	Operator / Operator: Backhoe/Excavator	8.00
----------------	--	------

Description of Work	Activity Code
Start demo on south end of bridge	

Equipment on Site	Hours of Operation
Excavator	7.00

Deliveries

Safety

Quality Notes

Attachment(s)

Subcontractor Signature	Title	Phone Number
Darren Gorder	Foreman	5059809787

5059809787-FDOT125-5/8/2017 12:00:00 AM-131459827927817530

## MULTIPLE ZIP LIST REPORT

**Description:** this report displays information relating to the zip lists set up per project. It contains the following information:

- Name of Contractor(s)
- Total number of employees per Contractor
- Total number of employees per Contractor, per County (as dictated by zip list)
- Total amount of wages paid employees in those Counties
- Average wage paid, per employee, per day
- Total for each category listed above
- Percentages of totals from zip list / total employees

**Preconditions:** zip lists will need to be created for this report to work for any data you're looking for; zip lists can be created and maintained under **Set Up > Zip Codes Setup**.

**Parameters:**

Multiple Zip List Report

Status

From Date

Project

To Date

### Multiple Zip List Report Sample



## Multiple Zip List Report

Contractor	Total Employees	Los Angeles	Orange County	Riverside	SAN FRANCISCO	Total Wages	Ave Wage Per Day
Planters Unified	356	3	8	6	0	\$6664.16	317.34
Liza Moser	3	0	2	0	0	\$1272.53	212.09
Tristan's Goode Company	44	0	0	1	0	\$1648.25	235.46
Lailahs Laborers	68	0	0	0	0	\$3898.00	229.29
Adrians Cement	561	0	16	2	0	\$975.00	243.75
Xavier Construction	1	0	1	0	0	\$1969.92	393.98
Grand Brick Work	3061	9	17	48	0	\$5000.00	1,666.67
Ramirez Construction	3	0	0	0	0	\$9783.59	305.74
Victoria G's Concrete	58	0	0	0	0	\$23420.00	1,115.24
Enhance Tiles Co.	909	0	1	4	0	\$16481.12	238.86
Coveen's Demo	1	0	1	1	0	\$100.00	100.00
Belle Rae Constructors - sub to D Goode Corp.	29	0	3	0	0	\$1607.00	321.40
DPI Test 2	409	0	0	0	0	\$17141.93	281.02
Moreno's Contracting Services	643	0	23	3	0	\$32904.19	238.44
Ben's Extremely Efficient Contractor	930	12	6	58	0	\$6818.19	426.14
Surf City Restoration	7	0	0	0	0	\$2657.00	204.38
<b>Total</b>	<b>7,083.00</b>	<b>24.00</b>	<b>78.00</b>	<b>123.00</b>	<b>0.00</b>	<b>132,340.88</b>	<b>\$315.85</b>
	<b>100.00%</b>	<b>0.34%</b>	<b>1.10%</b>	<b>1.74%</b>	<b>0.00%</b>		

## NON-PREVALING WAGE DATA REPORT

**Description:** this report shows information for non-prevailing wage contractors. This is for contractors to report non-prevailing wage employees. Pulls data from the contractor’s “HUD Additional Data Entry Section” to populate this report. It contains the following information:

- Contractor name
- Month reported
- Project name
- Date information submitted
- Total number of employees, per month
- Total number of new hires, per month
- Total hours worked by employees, per month
- Total hours worked by new hires, per month
- Total new hire Section 3 residents, per month
- Total Section 3 resident hours, per month
- Total number of trainees, per month
- Total trainee hours Section 3, per month

### Entry is required by Contractor/Subcontractor:

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

Payroll Records

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

HUD Additional Data Entry

HUD Additional Data Entry

Project: Choice Ohio Housing

Month: 01/31/2019

Select Type of Employee: Direct Support (Engineers, PMs, Office, Foreman)

Total Number of Employees of Specified Type:

Total Hours Worked by Employees of Specified Type:

Number of New Hires of Specified Type:

Number of Hours Worked by all New Hires of Specified Type:

Number of New Hires that are Sec 3 Residents of Specified Type:

Number of Hours Worked by Sec 3 Residents New Hire of Specified Type:

Number of Trainees of Specified Type:

Number of Hours Worked by Trainees not Sec 3 Residents of Specified Type:

Cancel Save

Week End Date	Employee Type	Total Number of Employees	Total Hours Worked by Employees	Number of New Hires	Hours Worked by all New Hires	New Hires that are Sec 3 Residents	Hours Worked by Sec 3 Residents New Hire	Trainees	Hours Worked by Trainees not Sec 3 Residents	Residency Status	
01/31/2019	Direct Support (Engineers, PM, Office, Foreman)	10	1,600.00	3	480.00	1	120.00	0	0.00		Delete

After finishing entering HUD Non-Prevailing Wage Data, please enter the required information below and Submit.

Submitted By:

Title of Submitted By:

eSignature Password:

Submit



Parameters:

**Non-Prevailing Wage Data Report**

Contractor  From

To

### Non-Prevailing Wage Data Report Sample



LG-LCPTRACKER DEMO DATABASE  
NON-PREVAILING WAGE  
ADDITIONAL DATA ENTRY REPORT

Contractor: K5 Construction

Report Date: 1/31/2019

Month	Project	Date Submitted	Total Number Employees	Total New Hires	Total Hours Worked by Employees	Total Hours Worked by New Hires	Total New Hire Sec 3 Residents	Total Sec 3 Residents Hours	Total Number of Trainees	Total Trainees Hours Sec 3
Dec	Choice Ohio Housing	1/17/2019	5	1	800.00	160.00	1	160.00	0	0.00
Jan	Choice Ohio Housing	1/31/2019	10	3	1600.00	480.00	1	120.00	0	0.00

Report Filtered By Week End Date

## OTHER DEDUCTIONS REPORT

**Description:** this report pulls the other deductions notes for each employee by week end date for a specified date range. It contains the following information:

- Report date
- Date range
- Project Name
- Contractor name
- Contract ID
- Employee first and last name
- EAD type uploaded (specific to one client)
- Payroll date
- Other deduction amount
- Other deduction notes

\*\*Note, the EAD Type Uploaded parameter was built for the purchaser of this report and will not apply to other users. It will populate on the report, but the majority of users can disregard this column as it does not affect the rest of the report.

**Parameters:**

**Other Deductions Report**

Status <input type="text"/>	Department <input type="text"/>	<a href="#" style="background-color: #00a0e3; color: white; padding: 5px 10px; border: none;">View Report</a>
Project <input type="text"/>	Contractor <input type="text"/>	
By Work Order <input type="radio"/> True <input checked="" type="radio"/> False	Work Order <input type="text" value="----N/A----"/>	
From <input type="text"/>	To <input type="text"/>	
EAD Type Uploaded <input type="text" value="YES, NO"/>		

1 of 1 100% Find | Next

### Other Deductions Report Sample

		LG-LCPTRACKER DEMO DATABASE Summary of All Other Employee Payroll Deductions			Report Date: 10/7/2019 Date Range: 1/1/2019 – 10/6/2019	
Project Name	Contractor (Contract ID)	Last Name	First Name	Payroll Date	Other Deductions Notes	Amount Deducted
Choice Ohio Housing	K5 Construction (0136-123456)	BUSCHMAN	JOE	1/13/2019	Child support	\$12.00

Report Filtered By Week End Date Page 1 of 1

DG- DATABASE							Report Date: 3/2/2018
Summary of All Other Employee Payroll Deductions							Date Range: 10/1/2017 – 12/31/2017
Project Name	Contractor Name	Employee Last Name	Employee First Name	EAD Type Uploaded	Payroll Date	Other Deduction Amount	Other Deduction Notes
01 LevEl Plaza	D Goode Inc.	LEVI	ELINOR	No	10/7/2017	\$303.97	401K 1% 11.04 ACCIDENT INS 4.16 CHILD SUPPORT 165.10 DENTAL 13.35 MEDICAL 103.35 LIFE INS 2.61 VISION INS 4.36
		CASE	TESSA	No	11/4/2017	\$70.00	PER DIEM 70.00
					11/11/2017	\$70.00	PER DIEM 70.00
					11/18/2017	\$70.00	PER DIEM 70.00
					11/25/2017	\$70.00	PER DIEM 70.00
					12/2/2017	\$70.00	PER DIEM 70.00
					12/9/2017	\$70.00	PER DIEM 70.00
		MODEL	TY	No	12/16/2017	\$159.17	401K 6% 75.72 ACCIDENT INS 4.16 DENTAL 6.07 MEDICAL 40.14 LIFE INS 30.90 VISION 2.18
					12/23/2017	\$143.83	401K 6% 60.38 ACCIDENT INS 4.16 DENTAL 6.07 MEDICAL 40.14 LIFE INS 30.90 VISION 2.18
		TRIAL	REED	No	10/7/2017	\$194.37	401K 10 % 145.98 DENTAL 6.07 MEDICAL 40.14 VISION 2.18
					10/14/2017	\$154.93	401K 10 % 106.54 DENTAL 6.07 MEDICAL 40.14 VISION 2.18
					10/21/2017	\$140.67	401K 10 % 92.28 DENTAL 6.07 MEDICAL 40.14 VISION 2.18
					10/28/2017	\$157.68	401K 10 % 109.29 DENTAL 6.07 MEDICAL 40.14 VISION 2.18
					11/4/2017	\$162.73	401K 10 % 114.34 DENTAL 6.07 MEDICAL 40.14 VISION 2.18

## PAID SICK LEAVE ACCRUAL REPORT

**Description:** this report is to provide an overview of what YTD Sick Hours are being reported by Contractors for each employee on performing work weeks. It lists a breakdown, by Contractor, of each employee listed on a CPR, as well as group data by employee. It contains the following information:

- Report Date
- Date Range Specified
- Project
- Contractor
- Employee Name
- Craft
- Classification
- Total Hours Worked (Accumulative)
- YTD Sick Hours Reported

This report will not flag any violations; rather it is to be used as a tool in monitoring. The total hours worked will assist an Administrator in looking if the paid sick leave time is being properly accrued.

**Parameters:**

Paid Sick Leave Accrual Report

Project Status	Active, Closed <input type="button" value="v"/>	Department	<input type="button" value="v"/>	<input type="button" value="View Report"/>
Project	<input type="button" value="v"/>	Contractor	<input type="button" value="v"/>	
Sub To	<input type="button" value="v"/>	Craft	<input type="button" value="v"/>	
Week End Date From	<input type="text"/> <input type="button" value="calendar"/>	Week End Date To	<input type="text"/> <input type="button" value="calendar"/>	
Show Craft/Class	<input checked="" type="radio"/> True <input type="radio"/> False			



## Paid Sick Leave Accrual Report Sample



Year To Date Sick Time Pay Report  
CN - LCPTRACKER FEDERAL

Report Date: 7/25/2018  
Date Range: 3/1/2018 – 4/1/2018

Project: BRIDGE RETROFIT M-15 PROJECT

Contractor: AMERICAN PAVING

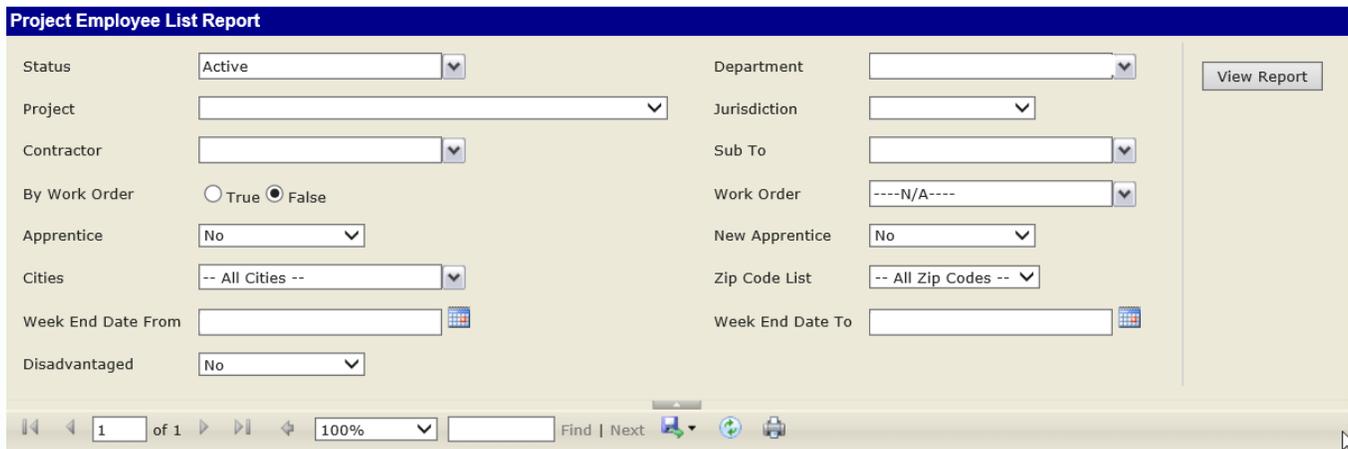
Employee Name	Craft	Classification	Total Hours Worked (Accumulative)	YTD Sick Hours Reported
BARKLEY, CHARLES				
3/10/2018	LABORER	LABORER (1)	24.00	5.00
3/17/2018	LABORER	LABORER (1)	24.00	5.75
3/24/2018	LABORER	LABORER (1)	24.00	6.55
			72.00	6.55
AGUILERA, CLAUDIA				
3/10/2018	IRONWORKER	IRONWORKER ZONE 1	40.00	14.00
3/17/2018	IRONWORKER	IRONWORKER ZONE 1	40.00	15.33
3/24/2018	IRONWORKER	IRONWORKER ZONE 1	40.00	16.66
			120.00	16.66
ALEGRIA, FRANK				
3/10/2018	IRONWORKER	IRONWORKER ZONE 4	40.00	12.50
3/17/2018	IRONWORKER	IRONWORKER ZONE 4	40.00	13.88
3/24/2018	IRONWORKER	IRONWORKER ZONE 4	40.00	15.21
			120.00	15.21

## PROJECT EMPLOYEE LIST REPORT

**Description:** this report displays employee information. It contains the following information:

- Project name
- Date range reported
- Zip codes chosen for report
- Contractor name
- Employee's name
- Employee's address
- Craft/classification worked
- Date employee hired
- Employee ethnicity
- Employee gender
- Employee disadvantaged status (yes or no)
- Employee Section 3 status (yes or no)
- Apprentice ID
- Apprentice Registration Date
- Apprentice approval status
- Number of hours worked in the specified date range
- Total hours employee worked on the project

### Parameters:



The screenshot shows the 'Project Employee List Report' parameter form. It includes the following fields and options:

- Status: Active (dropdown)
- Project: (dropdown)
- Contractor: (dropdown)
- By Work Order:  True  False
- Apprentice: No (dropdown)
- Cities: -- All Cities -- (dropdown)
- Week End Date From: (calendar)
- Disadvantaged: No (dropdown)
- Department: (dropdown)
- Jurisdiction: (dropdown)
- Sub To: (dropdown)
- Work Order: ----N/A---- (dropdown)
- New Apprentice: No (dropdown)
- Zip Code List: -- All Zip Codes -- (dropdown)
- Week End Date To: (calendar)

A 'View Report' button is located on the right side of the form. At the bottom, there is a navigation bar showing '1 of 1' records, a search bar, and a 'Find | Next' button.

### Explanation for the report parameters when selecting "Yes" on the following fields.

**Apprentice:** Selecting "Yes" will only show employees with a journey level containing the characters "appr", "trn", "ojt" or contains the word "trainee".

**New Apprentice:** Selecting "Yes" will only show employees who's hire date and apprentice registration date are no more than 90 days apart. An apprentice classification is not required for employees to not be filtered out.

**Disadvantaged:** Selecting "Yes" will only show employees who have the "Low Income" checkbox checked in the "Add/Edit Employee" page.



## Project Employee List Report Sample

### Project Employee List Report

Project Name: Los Alamitos Treehouse Park

Date Range: 01/01/2015 To 03/21/2017

Zip Codes: -- All Zip Codes --

Disadvantaged: No

Apprentice: No

New Apprentice: No

Contractor Employee	Craft/Class	Date Hired	Ethnicity	G	D	S3	Apprentice ID	Appr Reg. Date	Approved	Employee Hours Date Range	Total Employee Hours
D Goode Inc.											
CASE, TESSA 123 Orange, Virginia Beach, VA, 23456	CARPENTER AND RELATED TRADES/Shingler (bid on/after 9/1/2015 - 9/15/2016)	02/08/1990	HISPANIC	F	Y	N			N	610.00	610.00
EXAMPLE, LEVI 123 Orange, Orange, CA, 90720	CARPENTER AND RELATED TRADES/Apprentice Shingler 1	09/14/2006	NATIVE AMERICAN	M	N	N			N	800.00	800.00
INSTANCE, RAE ANN 123 Orange, Los Alamitos, CA, 90720	CARPENTER AND RELATED TRADES/Apprentice Shingler 1	05/27/2015	CAUCASIAN	F	Y	N			N	806.00	806.00
MODEL, TY 123 Orange, Virginia Beach, VA, 23456	CARPENTER AND RELATED TRADES/Shingler (bid on/after 9/1/2015 - 9/15/2016)	07/13/1997	AFRICAN AMERICAN	M	Y	N			N	602.00	602.00
SAMPLE, ELINOR 117 E Chapman Ave, Orange, CA, 92866	CARPENTER AND RELATED TRADES/Shingler (bid on/after 9/1/2015 - 9/15/2016)	07/30/2014	NATIVE AMERICAN	F	N	N	142536		Y	705.00	705.00
STANDARD, TOM 123 Orange, Los Alamitos, CA, 90720	CARPENTER AND RELATED TRADES/Shingler (bid on/after 9/1/2015 - 9/15/2016)	02/18/2015	CAUCASIAN	M	Y	N			N	798.00	798.00
TEST, KYLE 123 Orange, Orange, CA, 92866	CARPENTER AND RELATED TRADES/Shingler (bid on/after 9/1/2015 - 9/15/2016)	09/18/2014	HISPANIC	M	N	N			N	700.00	700.00
TIME, AMANDA 123 Orange, Orange, CA, 90720	CARPENTER AND RELATED TRADES/Shingler (bid on/after 9/1/2015 - 9/15/2016)	12/03/2013	CAUCASIAN	F	N	N			N	802.00	802.00
TRIAL, REED 123 Orange, Virginia Beach, VA, 23456	CARPENTER AND RELATED TRADES/Apprentice Shingler 1	07/13/1997	AFRICAN AMERICAN	M	N	N			N	800.00	800.00
<b>Subtotal:</b>										<b>6,623.00</b>	<b>6,623.00</b>
<b>Grand Total:</b>										<b>6,623.00</b>	<b>6,623.00</b>

## SECTION 3 NEW HIRE REPORT

**Description:** this report is used by agencies who track Section 3 new hire statistics. It contains the following information:

- Project name
- Contractor name
- Jurisdiction
- Hire date range
- Employee name
- Employee city
- Employee craft
- Employee hire date
- Employee hours worked
- Amount paid to employee
- Section 3 status
- Contractor total new hire amount
- Contractor new hire hours worked
- Contractor new hire amount paid
- Section 3 total new hire amount
- Section 3 percent of number of new hires
- Section 3 new hire hours worked
- Section 3 new hire amount paid
- Contractor total workers on job
- Contractor percent of number of new hires
- Contractor total workers hours worked
- Contractor total workers amount paid

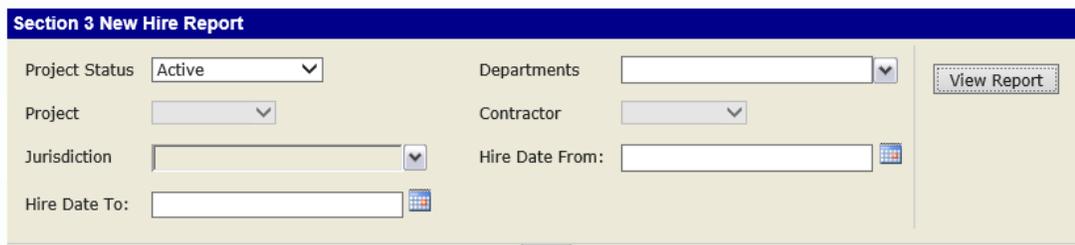
### Note:

- An employee is determined a Section 3 employee if the “Current” option is selected in the Add/Edit employees page

For an employee to be considered a new hire in this report, the employee must meet the following requirements:

- Have a hire date entered in the Add/Edit Employees page
- Their hire date must fall in between the dates entered in both the “Hire Date From” and “Hire Date To” parameters.
- They must have at least 1 hour of recorded payroll for the selected project(s) and contractor(s).

### Parameters:



The screenshot shows a web form titled "Section 3 New Hire Report". The form has a light beige background and a dark blue header. It contains several input fields and a button. The fields are: "Project Status" (a dropdown menu with "Active" selected), "Project" (a dropdown menu), "Jurisdiction" (a dropdown menu), "Hire Date To:" (a text input field with a calendar icon), "Departments" (a dropdown menu), "Contractor" (a dropdown menu), and "Hire Date From:" (a text input field with a calendar icon). A "View Report" button is located on the right side of the form.



## Section 3 New Hire Report Sample

LCP tracker		KH - LCPTRACKER ADMIN DATABASE NEW HIRE / SECTION 3 REPORT			Report Date: July 31, 2017 Hire Date: From 1/1/2015 to 12/31/2016	
Project: Multiple Projects Contractor: Multiple Contractors Jurisdiction: TX Federal Wages				Sub To: Multiple Assignments		
Project: Federal Courthouse - Houston, TX		Project Code: 123456-HTX		Start Date: 11/11/2014		End Date:
Contractor: Sue Smith Construction						
City	Craft	Hire Date	Hours Worked	Amount Paid	Section 3	
AMES, MADISON						
SAN MARCOS	ELECTRICIAN	6/15/2015	20.00	\$1,400.00		
MAXON, JOHNSTON						
SAN MARCOS	PLUMBERS	6/15/2015	40.00	\$2,800.00		
JOHNSON, MELISSA						
San Antonio	PLUMBERS	4/30/2015	80.00	\$4,000.00	No	
MCWILLIAMS, AUSTIN						
SAN MARCOS	PLUMBERS	6/15/2015	60.00	\$4,200.00		
SMITH, STEPHAN						
SAN MARCOS	CARPENTER	6/15/2015	40.00	\$2,800.00		
STEWART, JACKSON						
SAN MARCOS	ELECTRICIAN	6/15/2015	20.00	\$1,400.00		
TATUM, JUSTIN						
SAN MARCOS	PLUMBERS	6/15/2015	20.00	\$1,400.00		
WALLIS, JUSTINE						
SAN MARCOS	PLUMBERS	4/6/2015	40.00	\$2,000.00	No	
Contractor Total New Hires			Contractor New Hire Hours Worked	Contractor New Hire Amount Paid		
8			320.00	\$20,000.00		
Section 3 Total New Hires	Section 3 Percent of Number of New Hires		Section 3 New Hire Hours Worked	Section 3 New Hire Amount Paid		
0	0.00 %		0.00	\$0.00		
Contractor Total Workers on Job	Percent of Number of New Hires		Contractor Total Workers Hours Worked	Contractor Total Workers Amount Paid		
12	66.67 %		780.00	\$43,000.00		
Project Total New Hires			Project New Hire Hours Worked	Project New Hire Amount Paid		
12			560.00	\$31,900.00		
Section 3 Total New Hires	Section 3 Percent of Number of New Hires		Section 3 New Hire Hours Worked	Section 3 New Hire Amount Paid		
0	0.00 %		0.00	\$0.00		
Project Total Workers on Job	Project Percent of Number of New Hires		Project Total Workers Hours Worked	Project Total Workers Amount Paid		
12	100.00 %		780.00	\$43,000.00		

## SECTION 3 VENDOR BREAKDOWN

**Description:** this report displays vendor hiring achievements. It contains the following information:

- Project name
- Contractor name
- Total hires, per contractor
- Total Section 3 hires, per contractor
- Total Section 3 hours worked, per contractor
- Total wage paid for all employees, per contractor
- Total wage paid for Section 3 employees, per contractor
- Total Section 3 hires and trainees, total
- Cumulative total of hours worked by Section 3 employee
- Total wages paid by all contractors
- Total wages paid to Section 3 employees by all contractors
- Percentage of Section 3 wages for all contractors
- Vendor count

**Note:**

- An employee is determined a Section 3 employee if either the “Current” or “Within 3 Years” options are selected in the Add/Edit employees page
- For “Within 3 Years”, the report only looks for that option to be selected and does not compare the employee’s Section 3 status to any date

**Parameters:**

**Section 3 Vendor Breakdown**

Status: 
Projects: 
View Report
  
From Date: 
To Date:

### Section 3 Vendor Breakdown Report Sample

	<b>KH - LCPTRACKER ADMIN DATABASE</b> <b>Section 3 Vendor Breakdown</b> From 1/1/2015 to 12/31/2016	Report Date: 7/31/2017			
Vendor Hiring Achievements Breakdown					
Title	Total Hires	Total Section 3 Hires	Total Section 3 Hours Worked	Total Wages Paid for All Employees	Total Wages Paid for Section 3 Employees
John Smith Electric	7	0	0.00	\$19,060.00	\$0.00
Sue Smith Construction	11	1	80.00	\$36,000.00	\$4,000.00
<i>Total Section 3 Hires &amp; Trainees:</i>					1
<i>Cumulative Total of Hours Worked by Section 3 Employees On All KH - LCPTRACKER ADMIN DATABASE Contracts:</i>					80.00
<i>Total Wages Paid by All Contractors:</i>					\$55,060.00
<i>Total Wages Paid to Section 3 Employees by All Contractors:</i>					\$4,000.00
<i>Percentage of Section 3 Wages for All Contractors:</i>					7.26%
<i>Vendor Count:</i>					2

Projects: Federal Courthouse - Houston, TX



## SKILLED AND TRAINED WORKFORCE REPORT – ONLY AVAILABLE AS A CUSTOM REPORT

### Notice to Client:

Dear Valued Customer,

As you may have noticed, the three California Skilled and Trained reports have been removed from the reporting tab in an effort to update various reporting elements and refresh the look and feel of the reports.

- Skilled and Trained Workforce – Extended
- Skilled and Trained Workforce Report
- Skilled and Trained Workforce – Details

If you use or are interested in any CALIFORNIA Skilled and Trained report, please contact our Support team who can connect you to the appropriate Account Manager for your account. *Note: As these reports have custom configuration/elements, there is an associated fee.*

**LCPtracker Support:** [support@lcptracker.com](mailto:support@lcptracker.com)

Thank you,  
LCPtracker Management

## Skilled and Trained Workforce Report Sample

Not available at this time



## SKILLED AND TRAINED WORKFORCE REPORT – DETAILED – ONLY AVAILABLE AS A CUSTOM REPORT

### Notice to Client:

Dear Valued Customer,

As you may have noticed, the three California Skilled and Trained reports have been removed from the reporting tab in an effort to update various reporting elements and refresh the look and feel of the reports.

- Skilled and Trained Workforce – Extended
- Skilled and Trained Workforce Report
- Skilled and Trained Workforce – Details

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**LCPtracker Support:** [support@lcptracker.com](mailto:support@lcptracker.com)

Thank you,  
LCPtracker Management

## Skilled and Trained Workforce Report – Detailed Sample

Not available at this time



## SKILLED AND TRAINED WORKFORCE – EXTENDED – ONLY AVAILABLE AS A CUSTOM REPORT

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**LCPtracker Support:** [support@lcptracker.com](mailto:support@lcptracker.com)

Thank you,  
LCPtracker Management

## Skilled and Trained Workforce – Extended – Detailed Sample

Not available at this time

## SUMMARY OF HOURS & WAGES – CITY SPECIFIC REPORT

**Description:** this report shows the hours and wages paid to employees who live in a specified city. It contains the following information:

- Report date range
- Project name
- Contractor name
- Primary city name
- Week end date CPR submitted
- Regular hours worked, per week, per chosen city
- Overtime hours worked, per week, per chosen city
- Double time hours worked, per week, per chosen city
- Total works worked, per week, per chosen city
- Total paid, per week, per chosen city
- Totals of all above, per chosen city
- Same categories listed above, for all other cities
- Grand totals of all categories, all cities

### Parameters:

#### Summary of Hours & Wages – City Specific

Status	Active	Department	Default Department	View Report
Project(s)		Jurisdiction		
Contractor(s)		Assignment	All assignments	
By Work Order	<input type="radio"/> True <input checked="" type="radio"/> False	Work Order	----N/A----	
From		To		
Primary City	LAS VEGAS			

1 of 1 100% Find | Next



## Summary of Hours & Wages – City Specific Report Sample

		<b>Workforce Utilization Summary Report</b>				<b>Report Date: 1/22/2018</b>	
		<b>Hours by City</b>				From 1/1/2000 to 12/31/2019	
						<b>Sub To: Multiple Assignments</b>	
<b>Project Name: Project Neon</b>							
<b>Contractor Name: Dave's Landscaping</b>							
<b>Primary City: LAS VEGAS</b>							
Week End Date	Regular Hours	Overtime Hours	Doubletime Hours	Total Hours	Total Paid		
<b>All Other Cities</b>							
Week End Date	Regular Hours	Overtime Hours	Doubletime Hours	Total Hours	Total Paid		
8/6/2017	4.00	0.00	0.00	4.00	\$170.00		
9/3/2017	2.00	0.00	0.00	2.00	\$105.00		
9/10/2017	20.00	0.00	0.00	20.00	\$750.00		
<b>Other City Total</b>	<b>26.00</b>	<b>0.00</b>	<b>0.00</b>	<b>26.00</b>	<b>\$1,025.00</b>		
<b>Total for Contractor:</b>	<b>26.00</b>	<b>0.00</b>	<b>0.00</b>	<b>26.00</b>	<b>\$1,025.00</b>		
<b>Contractor Name: K5 Construction</b>							
<b>Primary City: LAS VEGAS</b>							
Week End Date	Regular Hours	Overtime Hours	Doubletime Hours	Total Hours	Total Paid		
8/6/2017	40.00	5.00	0.00	45.00	\$1,262.85		
8/20/2017	40.00	5.00	0.00	45.00	\$1,262.85		
8/27/2017	40.00	5.00	0.00	45.00	\$1,262.85		
9/3/2017	40.00	5.00	0.00	45.00	\$1,262.85		
<b>Primary Total</b>	<b>160.00</b>	<b>20.00</b>	<b>0.00</b>	<b>180.00</b>	<b>\$5,051.40</b>		
<b>All Other Cities</b>							
Week End Date	Regular Hours	Overtime Hours	Doubletime Hours	Total Hours	Total Paid		
8/6/2017	82.00	10.00	0.00	92.00	\$1,995.17		
8/13/2017	2.00	0.00	0.00	2.00	\$105.00		
8/20/2017	82.00	10.00	0.00	92.00	\$2,004.53		
8/27/2017	41.00	5.00	0.00	46.00	\$939.43		
9/3/2017	82.00	10.00	0.00	92.00	\$2,014.53		
9/10/2017	40.00	5.00	0.00	45.00	\$1,035.10		
10/1/2017	2.00	0.00	0.00	2.00	\$110.00		
10/8/2017	2.00	0.00	0.00	2.00	\$100.00		
10/15/2017	4.00	0.00	0.00	4.00	\$184.00		
10/22/2017	2.00	0.00	0.00	2.00	\$95.00		
10/29/2017	2.00	0.00	0.00	2.00	\$90.00		
11/5/2017	5.00	0.00	0.00	5.00	\$237.00		
11/12/2017	3.00	0.00	0.00	3.00	\$145.00		
<b>Other City Total</b>	<b>349.00</b>	<b>40.00</b>	<b>0.00</b>	<b>389.00</b>	<b>\$9,054.74</b>		
<b>Total for Contractor:</b>	<b>509.00</b>	<b>60.00</b>	<b>0.00</b>	<b>569.00</b>	<b>\$14,106.14</b>		
<b>Total for Project:</b>	<b>535.00</b>	<b>60.00</b>	<b>0.00</b>	<b>595.00</b>	<b>\$15,131.14</b>		
<b>Grand Total:</b>	<b>535.00</b>	<b>60.00</b>	<b>0.00</b>	<b>595.00</b>	<b>\$15,131.14</b>		

## SUMMARY OF WORKFORCE UTILIZATION

**Description:** this report gives a summary of the Workforce Utilization for one project and one contractor. This report will show the totals by contractor. It contains the following information:

- Report date range by week end date
- Project name
- Project code
- Project location
- Contractor name
- Construction trade
- Craft Level
- Gender
- Total Employees
- Total Hours
- Total Hours and Number of Employees by Ethnicity
- Total Minority Employees and Hours
- Total Female Employees, Hours and Percentage
- Total Male Employees, Hours and Percentage

**Parameters:**

Summary of Workforce Utilization

Status	<input type="text" value="Active"/>	Department	<input type="text"/>	<input type="button" value="View Report"/>
Project	<input type="text"/>	Jurisdiction	<input type="text"/>	
Contractor	<input type="text"/>	Sub To	<input type="text"/>	
Week End Date From	<input type="text"/>	Week End Date To	<input type="text"/>	

## Summary of Workforce Utilization Report Sample

LCP tracker															SUMMARY OF WORKFORCE UTILIZATION One Project One Contractor										Report Date: 8/22/2018 Date Range: 10/15/2017 - 8/24/2018						
Construction Trade	Craft Level	Gender	Total Employees	Total Hours	Caucasian Employees	Caucasian Hours	African American Employees	African American Hours	Hispanic Employees	Hispanic Hours	Asian Employees	Asian Hours	Other Employees	Other Hours	Native American Employees	Native American Hours	Two or More Races Employees	Two or More Races Hours	Not Specified Employees	Not Specified Hours	Minority Employees	Minority Hours	Minority Percentage	Female Employees	Female Hours	Female Percentage	Male Employees	Male Hours	Male Percentage		
Project Name: Project Name Project Code: A00000 Location: Elko County Contractor Name: XS Construction																															
CARPENTER	Journey	Male	6	19.00	3	13.00	2	4.00	1	2.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	3	4.00	31.58%	0	0.00	0.00%	6	19.00	100.00%
		Female	1	4.00	0	0.00	0	0.00	1	4.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1	4.00	100.00%	1	4.00	100.00%	0	0.00	0.00%		
ELECTRICIAN	Journey	Male	2	30.00	1	20.00	0	0.00	1	10.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1	10.00	33.33%	0	0.00	0.00%	2	30.00	100.00%
		Female	2	24.00	2	24.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00%	2	24.00	100.00%	0	0.00	0.00%
ELECTRICIAN: Apprentice 75%	Apprentice	Male	1	10.00	1	10.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00%	0	0.00	0.00%	1	10.00	100.00%
LABORER	Journey	Male	5	37.00	3	19.00	1	8.00	1	10.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	2	18.00	48.65%	0	0.00	0.00%	5	37.00	100.00%
		Female	1	12.00	1	12.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00%	1	12.00	100.00%	0	0.00	0.00%
POWER EQUIPMENT OPERATOR	Journey	Male	3	22.00	0	0.00	2	12.00	0	0.00	1	10.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	3	22.00	100.00%	0	0.00	0.00%	3	22.00	100.00%
		Female	1	12.00	0	0.00	0	0.00	1	12.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1	12.00	100.00%	1	12.00	100.00%	0	0.00	0.00%
<b>Total Journey</b>			<b>14</b>	<b>160.00</b>	<b>6</b>	<b>88.00</b>	<b>2</b>	<b>24.00</b>	<b>5</b>	<b>38.00</b>	<b>1</b>	<b>10.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>8</b>	<b>72.00</b>	<b>45.00%</b>	<b>4</b>	<b>52.00</b>	<b>32.00%</b>	<b>10</b>	<b>108.00</b>	<b>67.00%</b>
<b>Total for Contractor</b>	<b>Total Apprentice</b>		<b>1</b>	<b>10.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0.00%</b>	<b>0</b>	<b>0.00</b>	<b>0.00%</b>	<b>1</b>	<b>10.00</b>	<b>100.00%</b>
<b>Group Subtotal by Elko County</b>	<b>Subtotal</b>		<b>14</b>	<b>170.00</b>	<b>6</b>	<b>88.00</b>	<b>2</b>	<b>24.00</b>	<b>5</b>	<b>38.00</b>	<b>1</b>	<b>10.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>8</b>	<b>72.00</b>	<b>42.35%</b>	<b>4</b>	<b>52.00</b>	<b>30.59%</b>	<b>10</b>	<b>118.00</b>	<b>69.41%</b>
End of Data for Project Hours																															
<b>Grand Total</b>			<b>14</b>	<b>170.00</b>	<b>6</b>	<b>88.00</b>	<b>2</b>	<b>24.00</b>	<b>5</b>	<b>38.00</b>	<b>1</b>	<b>10.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>8</b>	<b>72.00</b>	<b>42.35%</b>	<b>4</b>	<b>52.00</b>	<b>30.59%</b>	<b>10</b>	<b>118.00</b>	<b>69.41%</b>
Report Filtered By Week End Date																															

## SPECIALTY REPORTS, ARRA, HUD, TRANSIT

- Active Project List Report
- ARRA General Report
- Craft Match Report
- FHWA 1391 Additional Data Entry Status Report
- FHWA 1391 Report
- FHWA 1392 Report
- FHWA Recover Act Reports 1587 and 1589
- HUD 2516 Report
- HUD 4710 Report
- HUD 60002 Summary Report
- Liquidated Damages Report
- New Hire Report

## ACTIVE PROJECT LIST REPORT

**Description:** this report reflects a snapshot of standard EEO reporting requirements for all projects within a database. It contains the following information:

- Date range specified
- Project name
- Project code
- Project contract amount
- Project total female hours worked
- Project female percentage of hours worked
- Project total skilled hours worked
- Project total skilled minority hours worked
- Project total skilled minority percentage of hours worked
- Project total unskilled hours worked
- Project total unskilled minority hours worked
- Project total unskilled minority percentage of hours worked
- Total project hours worked
- Grand total of all categories listed above

### Parameters:

Active Projects List Report

Select Department  
-- All Departments -- ▾

Project Status:  
 Check if both open and closed projects.

From Week End Date  To Week End Date 

Output Format  
 PDF  Ms-Word  Ms-Excel

**Calculation Descriptions:** The term “unskilled” includes all crafts that contain the term “Laborer” and all classifications that include “Tender”. The term “skilled” includes all other craft/class designations.

Note: The date range filters the hours worked for the projects. The hours are pulled from the pay records.



## Active Projects List Report Sample



### ACTIVE PROJECTS LIST REPORT

From Date : 06/06/2015  
 To Date : 09/03/2016  
 Report Date : 02/09/2017

Prime Contractor	Contract Amount	Female Hours	Female Percent	Total Skilled Hours	Skilled Minority Hours	Skilled Minority Percent	Total Unskilled Hours	Unskilled Minority Hours	Unskilled Minority Percent	Total Project Hours
Project Name : 01 Alexandria Housing Project Code : AHousing										
ABC Company	645,691,320.00	78.00	26.90%	280.00	88.00	31.43%	10.00	2.00	20.00%	290.00
Project Name : Discovery Zone Comeback Project Code : DZ										
D Goode Inc.	111,111,110.00	85.00	29.62%	64.00	4.00	6.25%	223.00	94.00	42.15%	287.00
Project Name : Kirkman Plaza Project Code : KPI										
Carson's Carpentry D Goode Inc. Steph's Construction	16,511,000.00	83.00	35.62%	33.00	4.00	12.12%	200.00	90.00	45.00%	233.00
Project Name : LevEI Community Center Project Code : lecc										
D Goode Corp. D Goode Inc.	5,846,453,214.00	32.00	39.51%	35.00	0.00	0.00%	46.00	0.00	0.00%	81.00
Project Name : LevEI Playground Project Code : level										
D Goode Inc. Moreno's Contracting Services	22,523,543.00	99.00	32.35%	80.00	32.00	40.00%	226.00	76.00	33.63%	306.00
Project Name : LevEI Plaza Project Code : TWD										
Carson's Carpentry D Goode Corp. D Goode Inc.	22,222,222,220.00	70.00	29.41%	1.00	0.00	0.00%	237.00	82.00	34.60%	238.00
Project Name : Los Alamitos Treehouse Park Project Code : latp										
D Goode Inc.	563,453,645.00	95.00	36.12%	99.00	32.00	32.32%	164.00	54.00	32.63%	263.00
Project Name : TESTING PROJECT Project Code : TEST_DOC										
D Goode Inc. Documentation Testing	651,613,218.00	4.00	23.53%	13.00	0.00	0.00%	4.00	0.00	0.00%	17.00
<b>Grand Total:</b>	<b>29,879,579,270.00</b>	<b>546.00</b>	<b>31.84%</b>	<b>605.00</b>	<b>160.00</b>	<b>26.45%</b>	<b>1,110.00</b>	<b>398.00</b>	<b>35.86%</b>	<b>1,715.00</b>

Unskilled includes all crafts that contain 'Laborer' and all classifications that include 'Tender'. Skilled includes all other craft/class designations.

## ARRA GENERAL REPORT

**Description:** this was a required report for any project that had ARRA funding. *Note that not all fields were able to be captured electronically.* Please also note that ARRA reporting requirement is no longer enforced. This report contains the following information:

- Month or Quarter reported
- Project code
- Project name
- Project address
- Contractor name
- Prime or Subcontractor status
- Labor category (job type)
- Total number of employees
- Cumulative hours worked
- Cumulative hours in a full-time work schedule
- Total number of full time equivalents (FTE)
- Percentage of funds attributable to ARRA
- Percentage of employees funded by this project
- Total number of jobs created and/or retained through ARRA funds
- Narrative description of jobs created or saved

### Parameters:

**Attention:** For the General Recovery Act report to run correctly it needs the following preliminary information to be set.  
 1) Recovery Act Additional Data Entry allows the non-prevailing wage hours reportable on General recovery Act reports to be entered in LCPtracker.  
 Without the above settings the General Recovery Act report may not report completely.

#### Selection parameters

1- Select a project

-- All Projects --

2- Select month or quarter

Month  Quarter

3- Select month

March-2009

Cancel

Run Report

## ARRA General Report Sample

### ARRA Report

										Report Date: 7/31/2017
Project Code: 34543534							From: 1/1/2010 To: 3/31/2010			
Project Name: 29574 - DHED HEATING & WEATHERIZATION JOC SBI EHAP - ZONE 2 SOUTH OF 74TH ST.										
Project Address:										
Contractor	Prime/ Sub (P/S)	Labor Category ("Job type")	Total # of Employees	1 - Cumulative Hours Worked	2 - Cumulative Hours in a Full-Time Work Schedule	3 - Total # of Full Time Equivalents ("FTE")	4 - Percentage of funds attributable to ARRA	Percent of Employee Funded by this Project	5 - Total # of jobs created and/or retained through ARRA funds	6 - Narrative Description of Jobs Created or Saved

## CRAFT MATCH REPORT

**Description:** this report is used with the FHWA reporting and contains the following information:

- Date report ran
- Craft list name
- Craft name
- Prevailing wage craft
- Prevailing wage classification
- Type

### Parameters:

#### Match Craft Report

To see the craft report please select the following:

Select Match List

FHWA ▾

Run Match

Cancel

## Craft Match Report Sample

### CRAFT MATCH REPORT

Thursday, August 22, 2019

#### The Pairs of Craft and PW Craft/Classification

Craft List Name : FHWA

Craft Name:	Prevailing Wage Craft	Prevailing Wage Classification	Type
CARPENTERS	Carpenter	Carpenter	Highway
LABORERS-UNSKILLED	Laborer	Laborer	Highway

## FHWA 1391 ADDITIONAL DATA ENTRY STATUS REPORT

**Description:** For anything related to FHWA 1391 or 1392, it is recommended to reference the “Administrator FHWA Reporting Guide” located in the Training Materials Section. This is an additional document used with the FHWA 1391 report and contains the following information:

- Report date
- SR. No.
- Contractor
- Project
- Sub to
- Week end date

**Parameters:**

FHWA 1391 Additional Data Entry Status Report

From Date	<input type="text"/>		To Date	<input type="text"/>		<input type="button" value="View Report"/>
Status	<input type="text" value="Active"/>	▼	Projects	<input type="text"/>	▼	
Contractor	<input type="text"/>	▼	Sub To	<input type="text"/>	▼	

## FHWA 1391 Additional Data Entry Status Report Sample

1391 Additional Data Entry Status Report				
2019				
Sr. No.	Contractor	Project	Sub To	Week End Date

Report Date: 8/22/2019  
Page 1 of 1

## FHWA 1391 REPORT

**Description:** For anything related to FHWA 1391 or 1392, it is recommended to reference the “**Administrator FHWA Reporting Guide**” located in the Training Materials Section. This is the FHWA 1391 as required for applicable projects by the Federal Highway Administration. This report allows contractors to compile the required information from their last full pay period ending in July. It contains the following information:

- Contractor status (Prime or Subcontractor)
- Company name, address, city and state
- Project number
- Dollar amount of contract
- Project location (county and state)
- Job categories
- Total employed (male and female)
- Total racial/ethnic minority (male and female)
- Total Black or African-American (male and female)
- Total Hispanic or Latino (male and female)
- Total American Indian or Alaska Native (male and female)
- Total Asian (male and female)
- Total Native Hawaiian or other Pacific Islander (male and female)
- Total Two or more races (male and female)
- Total White (male and female)
- Total apprentices (male and female)
- Total on the job trainees (male and female)
- Preparer signature, name and title
- Date prepared

### Parameters:

FHWA 1391 Report			
From Date	<input type="text" value="7/1/2018"/>	To Date	<input type="text" value="7/31/2018"/>
Status	<input type="text" value="Active"/>	Projects	<input type="text" value="FHWA Testing, FHWA Testing 2"/>
Contractor	<input type="text" value="AMERICAN PAVING"/>	Sub To	<input type="text" value="All assignments"/>

**Preconditions:** once your CPRs have been entered, the database administrator will need to go through and craft match the crafts that were used in the system to FHWA crafts under **Set Up > Add/Remove Craft Match**. Check off **1391/1392 Projects** and then select the **date range** of the CPRs you want to pull craft information from.

Project Craft Match

1391/1392 Projects

Start Date: 07/01/2016

End Date: 07/31/2016

Show only unmatched project crafts

Unmatch Selected | Match Selected

Project Craft	Project Classification	Type	Craft List	Matched Craft	Unmatch	Match
<input type="checkbox"/> ASBESTOS AND LEAD ABATEMENT WORKER	Asbestos and Lead Abatement Worker	Building			Unmatch	Match
<input type="checkbox"/> BRICK TENDER	BRICK TENDER	Building			Unmatch	Match
<input type="checkbox"/> CARPENTER	Carpenter, Cabinet Installer, Insulation Installer, Hardwood Floor Worker, Acoustical Installer	Building			Unmatch	Match
<input type="checkbox"/> DRYWALL FINISHER	DRYWALL FINISHER	Building			Unmatch	Match
<input type="checkbox"/> ELECTRICIAN	INSIDE WIREMAN, TECHNICIAN	Building			Unmatch	Match
<input type="checkbox"/> FIRE SAFETY AND MISCELLANEOUS SEALING	Asbestos Worker Fire Safety Technician-Class I (0-2000 hrs)	Building			Unmatch	Match
<input type="checkbox"/> GUNITE WORKER (LABORER)	Gunman	Building			Unmatch	Match
<input type="checkbox"/> HOUSEMOVER (LABORER)	Housemover	Building			Unmatch	Match
<input type="checkbox"/> IRONWORKER	Fence Erector	Building			Unmatch	Match

Add Craft Match

Craft List: FHWA

Craft Name: Carpenters

Cancel Save

**Note:** Employees with an ethnicity selection in LCPtracker of “Not Specified”, “Other”, or no selection made will not appear on this report at all. In the case that employees with one of these ethnicity selections performed work on the week being reported, there will be a footnote on the bottom of the report to reflect the number of employees that were “unwilling to self-identify”.

Once that portion is complete, the database administrator will then need to complete the “FHWA 1391 additional data entry” needed for all of the non-prevailing wage categories contained on the report. Go to the “Admin tab” and click on “FHWA 1391 Additional Data Entry”.

The “FHWA 1391 Additional Data Entry” section is used by contractors to report “non-prevailing wage job categories” such as managers, supervisors, foreman, and clerical workers along with their respective demographics, such as gender and ethnicity specifically for the 1391 report.

Projects | Certifications | Violations | Reports | Admin | eDocuments | Set Up | Support Admin

**Project Administration**

Documents / Letters | Site Visits

Templates | Admin Notice Processing

Edit Employees | Log Paper CPR

**FHWA 1391 Additional Data Entry**

You can then run the 1390 Additional Data Entry Status Report which gives an overview of the FHWA Additional Data Entry submittals completed by contractors for each project.

**1391 Additional Data Entry Status Report**

2019

Report Date: 7/23/2019

Sr. No.	Contractor	Project	Sub To	Week End Date
1	D Goode Inc.	Annie Olivene Convention Center	Prime contractor	07/18/2018

From there the administrator will be able to enter their non-prevailing wage information (see below.) Now that these two preconditions are complete, you may run the FHWA 1391 report.



## FHWA 1391 Report Sample

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT																									
1. MARK APPROPRIATE BLOCK:		2. COMPANY NAME, CITY, STATE:				3. PROJECT NUMBER:				4. DOLLAR AMOUNT OF CONTRACT:				5. PROJECT LOCATION: (County and State)											
<input checked="" type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor		D Goode Inc., Orange, CA				fedao				\$15,000.00				ORANGE COUNTY, ALPINE COUNTY, CA											
This collection of information is required by law and regulation 23 U.S.C. 140a and 23 CFR Part 230. The OMB control number for this collection is 2125-0019 expiring in March, 2025.																									
6. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 2018																									
TABLE A														TABLE B											
JOB CATEGORIES	TOTAL EMPLOYED		TOTAL RACIAL / ETHNIC MINORITY		BLACK OR AFRICAN AMERICAN		WHITE / HISPANIC OR LATINO		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE / NON-HISPANIC OR LATINO		APPRENTICES		ON THE JOB TRAINEES				
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F			
OFFICIALS	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
SUPERVISORS	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0		
FOREMEN/WOMEN	0	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
CLERICAL	0	6	0	4	0	1	0	3	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0		
EQUIPMENT OPERATORS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
MECHANICS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
TRUCK DRIVERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
IRONWORKERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
CARPENTERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
CEMENT MASONS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
ELECTRICIANS	1	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0		
PIPEFITTER/PLUMBERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
PAINTERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
LABORERS-SEMI SKILLED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
LABORERS-UNSKILLED	4	2	3	1	2	0	1	0	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0		
<b>TOTAL</b>	<b>8</b>	<b>10</b>	<b>5</b>	<b>6</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
TABLE C (Table B data by racial status)																									
APPRENTICES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
OJT TRAINEES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
8. PREPARED BY: (Signature and Title of Contractors Representative)									9. DATE									10. REVIEWED BY: (Signature and Title of State Highway Official)				11. DATE			
									8/22/2023																
Form FHWA-1391 (Rev. 06-22)																									
PREVIOUS EDITIONS ARE OBSOLETE																									
1 number of employees were unwilling to self-identify so are not represented in this report. These employees had the ethnicity of "Not Specified", "Other" or no selection made.																									
The accuracy of this report is dependent on the User inputting the correct data. By downloading a copy of this report, you agree to this.																									

For anything related to FHWA 1391 or 1392, it is recommended to reference the “**Administrator FHWA Reporting Guide**” located in the Training Materials Section.

## FHWA 1392 REPORT

**Description:** For anything related to FHWA 1391 or 1392, it is recommended to reference the “**Administrator FHWA Reporting Guide**” located in the Training Materials Section. This is the FHWA 1392 as required for applicable projects by the Federal Highway Administration. This report allows contractors to compile the required information for all their applicable projects from their last full pay period ending in July. It contains the following information:

- State projects located in
- Number of projects reported
- Total dollar value of projects reported
- Total workforce number
- Job categories
- Total employed (male and female)
- Total racial/ethnic minority (male and female)
- Total Black or African-American (male and female)
- Total Hispanic or Latino (male and female)
- Total American Indian or Alaska Native (male and female)
- Total Asian (male and female)
- Total Native Hawaiian or other Pacific Islander (male and female)
- Total Two or more races (male and female)
- Total White (male and female)
- Total apprentices (male and female)
- Total on the job trainees (male and female)
- Preparer signature, name and title
- Date prepared

**Preconditions:** once your CPRs have been entered, the database administrator will need to go through and craft match the crafts that were used in the system to FHWA crafts under **Set Up > Add/Remove Craft Match**. Check off **1391/1392 Projects** and then select the date range of the CPRs you want to pull craft information from.

Once that portion is complete, the database administrator will then need to complete the “FHWA 1391 additional data entry” needed for all of the non-prevailing wage categories contained on the report. Go to the “Admin tab” and click on “FHWA 1391 Additional Data Entry”. **NOTE even though this says “1391” it also applies to the “1392”.**

From there the administrator will be able to enter their non-prevailing wage information (see below.) Now that these two preconditions are complete, you may run the FHWA 1392 report.

The 1392 report will include:

- Performing CPRs submitted in the timeframe entered in report parameters for July. Non-Performing CPRs are excluded.

**AND/OR**

- Had FHWA Additional Data Entered for Non-Prevailing Wage workers
- Projects must be over \$10,000 in budget value (budget amount listed under Project Setup)

Parameters:

FHWA 1392 Report			
From Date	<input type="text" value="7/1/2018"/>	To Date	<input type="text" value="7/31/2018"/>
Submitted By	<input type="text" value="Desirae Goode"/>	Title of Submitted By	<input type="text" value="Controller"/>
			<input type="button" value="View Report"/>

Below is an example of the FHWA 1392 Report that should be submitted to the federal highway collecting agency.

Additions to note:

- There will be a footer on the report listing the number of employees that were unwilling to self-identify and are not represented in this report. These employees had the ethnicity of "Not Specified", "Other" or no selection made.
- There will be a second page to the report listing the projects included in the query.

### FHWA 1392 Report Sample

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT																																			
1. STATE:		2. NUMBER OF PROJECTS:				3. TOTAL DOLLAR VALUE:				4. TOTAL WORKFORCE:				1392																					
WA		1				\$100,000.00				18																									
This collection of information is required by law and regulation 23 U.S.C. 140a and 23 CFR Part 230. The OMB control number for this collection is 2125-0019 expiring in March, 2025.																																			
7. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 2018																																			
JOB CATEGORIES	TOTAL EMPLOYED		TOTAL RACIAL / ETHNIC MINORITY		BLACK OR AFRICAN AMERICAN		WHITE / HISPANIC OR LATINO		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE / NON-HISPANIC OR LATINO		APPRENTICES		ON THE JOB TRAINEES														
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F													
OFFICIALS	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0													
SUPERVISORS	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0													
FOREMEN/WOMEN	0	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0													
CLERICAL	0	6	0	4	0	1	0	3	0	0	0	0	0	0	0	0	2	0	0	0	0	0													
EQUIPMENT OPERATORS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0													
MECHANICS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0													
TRUCK DRIVERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0													
IRONWORKERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0													
CARPENTERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0													
CEMENT MASONS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0													
ELECTRICIANS	1	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0													
PIPEFITTER/PLUMBERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0													
PAINTERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0													
LABORERS-SEMI SKILLED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0													
LABORERS-UNSKILLED	4	2	3	1	2	0	1	0	0	1	0	0	0	0	0	0	1	1	0	0	0	0													
TOTAL	8	10	5	6	3	1	1	4	1	1	0	0	0	0	0	0	3	4	0	0	0	0													
TABLE C (Table B data by racial status)																																			
APPRENTICES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0													
OJT TRAINEES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0													
8. PREPARED BY: (Signature and Title of Contractors Representative)									9. DATE									10. REVIEWED BY: (Signature and Title of State Highway Official)									11. DATE								
Desirae Goode Controller									8/23/2023																										
Form FHWA-1392 (Rev. 06-22)																																			
PREVIOUS EDITIONS ARE OBSOLETE																																			
1 number of employees were unwilling to self-identify so are not represented in this report. These employees had the ethnicity of "Not Specified", "Other" or no selection made.																																			

For anything related to FHWA 1391 or 1392, it is recommended to reference the "Administrator FHWA Reporting Guide" located in the Training Materials Section.

## FHWA CONTRACTOR SUBMITTAL REPORT

**Description:** this report will provide an overview list of contractors, dates of submitted CPRs as well as missing CPRs, and if FHWA additional data entries submitted were performing and non-performing payrolls. This is an additional document used with the FHWA 1391 report and contains the following information:

- Project Code
- Project Name
- Contractor Name
- Sub To/Contract ID
- Performing CPRs submitted in date range
- Non-Performing CPRs submitted in date range
- Missing CPRs in date range
- Has FHWA Additional Data been submitted? Yes/No
- Week-end Date of FHWA Additional Data submitted
- Is additional data entry performing or non-performing?
- Total employed on FHWA Additional Data Entry

**Parameters:**

**FHWA Contractor Submittal Report**

From Date   To Date

Project Status  Projects

Contractors  Sub To

### FHWA Contractor Submittal Report Sample

FHWA Contractor Submittal Report										
Project Code	Project Name	Contractor Name	Sub To/Contract Id	Performing CPRs Submitted in Date Range	Non-Performing CPRs Submitted in Date Range	Missing CPRs in Date Range	Has FHWA Additional Data Been Submitted?	Week-end Date of FHWA Additional Date Submitted	Is Additional Data Entry Performing or Non-performing?	Total Employed on FHWA Additional Data Entry
A100590	Project Neon	Columbia University	K5 Construction			No Data	No			
		Dave's Landscaping	K5 Construction			No Data	No			
		Goesser's General Contractors	K5 Construction			No Data	No			
		K5 Construction	PRIME			No Data	Yes	2020-07-05	Performing	9
		LCP Test Sub	K5 Construction			No Data	No			
			K5 Construction   1044-123456			No Data	No			
		Rivera Trucking	K5 Construction   1			No Data	No			

For anything related to FHWA 1391 or 1392, it is recommended to reference the “**Administrator FHWA Reporting Guide**” located in the Training Materials Section.

## FHWA RECOVERY ACT REPORTS 1587 AND 1589

**Description:** this report is for projects that have ARRA funding. The 1587 contains the following information:

- State project located in
- Report month
- State project number or identification number
- Contract number
- Federal-aid project number
- Project description
- Contractor name and contracting agency
- Status of contractor employment reports
- Total employment (number of employees)
- Total hours
- Total payroll (\$)

The 1589 contains the following information:

- Report month
- Contracting agency name
- Federal-aid project number
- State project number or identification number
- Project location
- Contractor name and address
- Contractor DUNS number
- Prime contractor direct, on project jobs – number of employees
- Prime contractor direct, on project jobs – number of hours worked
- Prime contractor direct, on project jobs – amount of payroll
- Subcontractor direct, on project jobs – number of employees
- Subcontractor direct, on project jobs – number of hours worked
- Subcontractor direct, on project jobs – amount of payroll
- Prime and Subcontractor totals
- Name and title of person preparing report
- Date of report

### Parameters:

**Attention:** For the 1587 FHWA Recovery Act report to run correctly it needs the following preliminary information to be set. Recovery Act Additional Data Entry allows the non-prevailing wage hours reportable on 1587 to be entered in LCPTracker. Without the above settings the 1587 Recovery Act report may not report completely.

Selection parameters

1- Select a project

-- All Projects --

2- Select month

March-2009

Cancel

Run Report 1587

Run Report 1589

Run Report Missing Recovery Act Non-prevailing Wage Data

Run Report Employee Type



## FHWA Recovery Act Reports 1587 & 1589 Sample

Monthly Summary Employment Report 1587 American Recovery and Reinvestment Act Employment										
										Report Date: 07/31/2017
Summary Data										
1. State: CA										
2. Report Month	3. State Project Number or Identification Number	4. Contract Number	5. Federal-Aid Project Number	6. Project Description	7. Contractor Name and Contracting Agency	8. Status of Contractor Employment Reports	9. Total employment (number of Employees)	10. Total Hours	11. Total Payroll (\$)	
03/2009	34543534		3345-7	29574 - DHED HEATING & WEATHERIZATION JOC SBI EHAP - ZONE 2 SOUTH OF 74TH ST.	AMERICAN PAVING	4	0	0.00	0.00	
03/2009	34543534		3345-7	29574 - DHED HEATING & WEATHERIZATION JOC SBI EHAP - ZONE 2 SOUTH OF 74TH ST.	HAY BUILDING CORP.	4	0	0.00	0.00	
<u>Contents equivalent to Form FHWA-1587 (rev. 3-25)</u>										



### Monthly Employment Report

#### American Recovery and Reinvestment Act Employment

Report Date: 31-July-2017

1. Report Month (mmyyyy): <i>March-2009</i>		2. Contracting Agency: <i>demo_fed_christina</i>		
3. Federal-Aid Project Number: <i>3345-7</i>		4. State Project Number of Identification Number: <i>34543534</i>		5. Project Location:
6. Contractor Name and Address: Name: <i>AMERICAN PAVING</i> Address: <i>223 CARLETON WAY,</i> City: <i>LAKE FOREST</i> State: <i>CA</i> Zip: <i>88456</i>				
7. Contractor DUNS Number: <i>36679</i>				
8. Employment Data				
		EMPLOYEES	HOURS	PAYROLL
Prime Contractor Direct, On-Project Jobs (see guidance for definitions)		0	0.00	0.00
Subcontractor Direct, On-Project Jobs		#		
Subcontractor Name				
Prime and Subcontractor Totals		0	0.00	0.00
9. PREPARED BY CEO or Payroll Official (Signature and Title)				DATE
Name: Title: <i>N/A</i>				<i>07/31/2017</i>

Contents equivalent to Form FHWA-1589 (rev. 3-25)

\* - contractor has submitted the non-prevailing wage data  
# - contractor did not work any prevailing wage hours during month

## HUD 2516 REPORT

**Description:** This report is to be completed by the agencies and/or project owners for reporting contract and subcontract activities of \$10,000 or more under the following programs: Community Development Block Grants (entitlement and small cities); Urban Development Action Grants; Housing Development Grants; Multifamily Insured and Noninsured; Public and Indian Housing Authorities; and contracts entered into by recipients of CDBG rehabilitation assistance. It contains the following information:

- Agency name (Database Name)
- Housing Agency – IPA or PHA (Selection made on the Report Parameters)
- Location (Pulls Address from Client Info Page)
- Agency Contact Person (Main Person Setup for Project)
- Agency Phone Number (Main Person Setup for Project)
- Reporting Period (Years the Award Date is Entered)
- Program Code (Selection is made on the Report Parameters)
- Date Submitted to Field Office
- Grant / Project Number or HUD Case Number
- Amount of Contract or Subcontract
- Type of Trade Code – Required to be collected in contractor setup page
- Contractor or Subcontractor Business Racial / Ethnic Code
- Woman Owned Business Yes / No
- Section 3 Yes / No
- Subcontractor Identification (ID) Number
- Contractor / Subcontractor Name and Address

### Parameters:

- Reporting Period – Will show the standard HUD reporting period for projects that contain an Award Date in the Project Set Up page.
- HUD Projects – Will show jobs that are marked as “HUD Projects” and have an Award Date between Oct 1<sup>st</sup> and Sept 30<sup>th</sup> of the Year selected. At this time the report can only be generated one project at a time.
- Program Code - These are the default options listed by HUD at the bottom of the HUD-issued 2516 report template. Please select which one is appropriate for the project selected.
- Housing Agency – IHA, PHA or N/A which will not mark either one if selected. Report header will only show IHA or PHA.
- Date Submitted to Field office - This date will populate on report.



The screenshot shows a web form titled "HUD 2516 Report". It contains several input fields: "Reporting Period" (dropdown), "HUD Project" (dropdown), "Program Code" (dropdown), "Housing Agency" (dropdown), and "Date Will Be Submitted to Field Office" (text input with a calendar icon). A "View Report" button is located to the right of the "HUD Project" dropdown.

### Preconditions: the following items need to be considered for this report to run correctly.

- HUD Project checkbox MUST be checked in Project Setup page
- An Award Date MUST be entered on the Project Setup page
- Requires Contract ID be used (Dept setting and relates to contractor assignment page)
- Requires Contract Amount entered (Dept setting and relates to contractor assignment page)
- User Needs to Select “Type of Trade” in Contractor Set Up page
- User Needs to Use Section 3 checkbox on the Contractor Set Up page when applicable
- Business Certification should be required on the Contractor Set up page (LCPtracker PM can assist with turning this setting on as a required field)

# HUD 2516 Report Sample

## Contract and Subcontract Activity

U.S. Department of Housing and Urban Development

OMB Approval No. : 2535-0117 (exp. 12/31/2006)

Public Reporting Burden for this collection of information is estimated to average 50 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is voluntary. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB Control Number.

Executive Order 12421 dated July 14, 1983, directs the Minority Business Development Plans shall be developed by each Federal Agency and that these annual plans shall establish minority business development objectives. The information is used by HUD to monitor and evaluate MBE activities against the total program activity and the designated minority business enterprise (MBE) goals. The Department requires the information to provide guidance and oversight for programs for the development of minority business enterprise concerning Minority Business Development. If the information is not collected HUD would not be able to establish meaningful MBE goals nor evaluate MBE performance against these goals. While no assurances of confidentiality is pledged to respondents, HUD generally discloses this data only in response to a Freedom of Information request.

Privacy Act Notice - The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, United States Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. It will not be disclosed or released outside the United States Department of Housing and Urban Development without your consent, except as required or permitted by law.

1. Grantee / Project Owner / Developer / Sponsor / Builder / Agency <b>CN - LCPTRACKER FEDERAL</b>					Check if: PHA <input checked="" type="checkbox"/> IHA <input type="checkbox"/>		2. Location (City, State, ZIP Code) <b>117 E. Chapman Ave Orange, CA 92866</b>						
3a. Name of Contact Person <b>Don Knotts</b>			3b. Phone Number (Including Area Code) <b>714-669-0052</b>		4. Reporting Period <input checked="" type="checkbox"/> Oct. 1 - Sep. 30, 2014			5. Program Code (Not applicable for CPD programs.) See explanation of codes at bottom of page. Use a separate sheet for each program code. <b>2</b>		6. Date Submitted to Field Office <b>10/31/2018</b>			
7a. Grant / Project Number or HUD Case Number or other identification of property, subdivision, dwelling unit, etc.	7b. Amount of Contract or Subcontract	7c. Type of Trade Code (See below)	7d. Contractor or Subcontractor Business Racial / Ethnic Code (See below)	7e. Woman Owned Business (Yes or No)	7f. Prime Contractor Identification (ID) Number	7g. Sec. 3	7h. Subcontractor Identification (ID) Number	7i. Sec. 3	7j. Contractor / Subcontractor Name and Address				
									Name	Street	City	State	Zip Code
AH706187-LK	\$80,000,000.00	1	4	No	AGCP67899	No			AMERICAN GENERAL CONSTRUCTION	850 E. CHAPMAN AVE SUITE D	ORANGE	CA	92866
AH706187-LK	\$300,000.00	0	1	No			AP3634	Yes	AMERICAN PAVING	223 CARLETON WAY	LAKE FOREST	CA	88456
AH706187-LK	\$1,000,000.00	1	1	No			90284397	No	DOUGLAS CONTRACTING	850 E. CHAPMAN AVE STE D	ORANGE	CA	92866
AH706187-LK	\$2,000,000.00	0	5	No			GCC3456	No	GRANITE CONSTRUCTION COMPANY	P. O. BOX 27557	TUCSON	AZ	85726
AH706187-LK	\$250,000.00	3	3	Yes			7147430104A	Yes	NATALIE CONSTRUCTION	850 E. CHAPMAN SUITE D	ORANGE	CA	92866
AH706187-LK	\$1,000,000.00	0	2	No			7147443795	No	PARKER CONTRACTING	850 E. CHAPMAN SUITE D	ORANGE	CA	92866
AH706187-LK	\$22,000,000.00	1	2	Yes			019742938	Yes	REBAR SPECIALIST	850 E. CHAPMAN AVE	ORANGE	CA	92866
AH706187-LK	\$500,000.00	1	1	No			SKA3778	No	SKANSKA	1925 Skycrest Way	Fullerton	CA	92831

7c: Type of Trade Codes: CPD: 1 = New Construction, 2 = Education / Training, 3 = Other, 4 = Service, 5 = Project Management. Housing / Public Housing: 1 = New Construction, 2 = Substantial Rehabilitation, 3 = Repair, 4 = Service, 5 = Project Management. 6 = Professional, 7 = Tenant Services, 8 = Education / Training, 9 = Arch. / Engrg. Appraisal, 0 = Other.

7d: Racial / Ethnic Codes: 1 = White Americans, 2 = Black Americans, 3 = Native Americans, 4 = Hispanic Americans, 5 = Asian / Pacific Americans, 6 = Hasidic Jews.

5: Program Codes (Complete for Housing and Public and Indian Housing programs only): 1 = All insured, including Section 8, 2 = Flexible Subsidy, 3 = Section 8 Noninsured, Non-HFDA, 4 = Insured (Management), 5 = Section 202, 6 = HUD-Held (Management), 7 = Public / Indian Housing.

Previous editions are obsolete. form HUD-2516 (8/98)

### Color Key:

Teal highlighted areas pull information from the Contractor assignment page.

Yellow highlighted areas pull information from the Contractor Set Up page.

7c – Type of Trade      7d – Racial / Ethnic Code      Woman Owned Business Yes/No      Section 3

Ethnicity \*

AFRICAN AMERICAN  
ASIAN  
CAUCASIAN  
HISPANIC  
NATIVE AMERICAN  
NOT SPECIFIED  
OTHER

Business Certifications

Certification \*      Certifying Agency \*      Issued Date      Expiration Date

Select Certification      Select Certifying Agency

Notes

Add Certification

Certification/Classification	Certifying Agency	Issue Date	Expiration Date	Notes	Delete
WBE	Not Available				Delete

Section 3 Business

Type of Trade

Arch./Engrg. Appraisal  
Education/Training  
New Construction  
Other  
Professional  
Project Mangt.  
Repair  
Service  
Substantial Rehab.  
Tenant Services

### Information from Contractor assignment page.

Contractor  
NATALIE CONSTRUCTION

Date Assigned  
04/27/2009

As a subcontractor to (Leave blank if above is to be a prime contractor for the selected project)  
PARKER CONTRACTING

Start Date \*      End Date      Contract ID  
03/02/2009      04/30/2014      7147430104A

Contract Amount  
250000.00

## HUD 4710 REPORT

**Description:** this report is the semi-annual labor standards enforcement report for Housing & Urban Development (HUD) programs. It contains the following information:

- Agency name
- Type
- State
- Period covered (10/01 to 03/31 or 04/01 to 09/30)
- Agency contact person
- Agency contact phone number and email address
- Number of prime contracts subject to DBA or DBRA awarded this period
- Total dollar amount of prime contracts reported
- Project name and number
- Contract amount
- Wage decision number
- Wage decision lock-in date

### Parameters:

#### HUD 4710 Report

Selection parameters

1- Select a Period **Note:** Period 1 10/01 to 03/31  
Period 2 04/01 to 09/30

2- Select Year period starts in

3- Select a Type

Cancel Run Report 4710



## HUD 4710 Report Sample



### HUD 4710 Report

Report Date: **07/31/2017**

Semi-Annual Labor Standards Enforcement Report - Local Contracting Agencies (HUD Programs)		U.S. Department of Housing and Urban Development Office of Labor Relations		HUD FORM 4710 OMB Approval Number 2501-0019 (Exp 09/30/2010)	
Agency Name <b>CN - LCPTRACKER FEDERAL</b>		Type <b>TDHE/HA</b>	State <b>AZ</b>	LR2000 Agency ID # (HUD Use Only)	
Period Covered: Check One and Enter Year(s)					
<input checked="" type="checkbox"/> Period 1 October 1, 2009 to March 31, 2010			<input type="checkbox"/> Period 2 April 1, 2010 to September 30, 2010		
Agency Contact Person <b>CHRISTINA NAGEL</b>			Agency Contact Phone /E-mail <b>714-669-0052 / CNAGEL@LCPTRACKER.COM</b>		
<b>PART I - CONTRACTING ACTIVITY</b> <i>Pertains ONLY to projects awarded during the reporting period.</i>					
1. Number of prime contracts subject to the Davis-Bacon and Related Acts (DBRA) and/or the Contract Work Hours and Safety Standards Act (CWHSSA) awarded this period <b>NOTE: Do not include contracts included in previous semi-annual reports</b> <span style="float: right;"><b>1</b></span>					
2. Total dollar amount of prime contracts reported in Item 1 above <span style="float: right;"><b>\$1,888,362.00</b></span>					
3. List for each contract awarded this period					
Project Name/Number		Contract Amount	Wage Decision Number	Wage Decision Lock-In Date	
H652701C - GRANITE CONSTRUCTION / H652701C HES-083-A (003)A		\$1,888,362.00	AZ100005 Mod 12	10/01/2009	

Please note, the HUD 4710 report generated within LCPtracker will only populate page 1 of the HUD 4710 report. It is the responsibility of the client to provide information for Part II – Enforcement Activity manually.

## HUD 60002 SUMMARY REPORT

**Description:** this report displays Section 3 Summary Report Economic Opportunities for Low- and Very Low-Income Persons. It contains the following information:

- Number of new hires
- Number of new hires that are section 3 residents
- Percentage of aggregate number of staff hours of new hires that are section 3 residents
- Percentage of total staff hours for section 3 employees and trainees
- Number of section 3 employees and trainees

**Preconditions:** under **Set Up > Add/Edit Projects** a project needs to be checked off as a **HUD Project**, needs an **estimated start date** and **award date** entered for the report to run.

Add/Edit Project

To add a new project enter information and save. To edit an existing project, select it from the list first.

Filter Project Selection

---

▼ HUD Section

HUD Project

<small>Federal Identification</small> 66789PM	<small>Program Name</small> Public Housing - Modernization	<small>Program Code</small> 3C
<small>Type of Construction (required for HUD)</small> Modernization		
<small>Total Development Cost</small> 0.00	<small>Number of Stories</small> 4	<small>Closed Date</small>

▼ Funding Sources

▼ Dates

<small>Prevailing Wage Lock-in Date *</small> 12/20/2013	<small>Estimated Completion Date</small> 3/1/2016	<small>Bid Advertisement Date</small>	<small>Estimated Start Date *</small> 1/1/2014
<small>Pre Bid Date</small>	<small>Notice to Proceed Date</small>	<small>Pre Construction Date</small>	<small>Pre Job Date</small>
			<small>Award Date *</small> 12/1/2013

Employee hire dates are needed for this report, too. Under **Set Up > Validation Settings**, VAL\_40 should be turned on to require contractors to enter hire dates for their employees so you can collect this data.

VAL_40	Checks that employee date hired has been entered.	YES	NOTICE	ENFORCE
--------	---	-----	--------	---------

### Parameters:

Funding Program  
FHA Low Cost Housing x

Include closed projects

From Date \* 01/01/2009 To Date \* 12/31/2010

Projects  
1 selected

Award Amount  
0

Total dollar amount of all non-construction contracts awarded on the project  
0

Total dollar amount of non-construction contracts awarded to Section 3 Businesses  
0

Total Number of Section 3 businesses that received non construction contracts  
0

Check the participation programs as appropriate:

Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contracts with community organizations and public similar methods.

Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.

Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.

Coordinated with Youth build Programs administered in the metropolitan area in which the Section 3 covered project is located.

Other: describe below.



## HUD 60002 Summary Report Sample



Report Date: **07/31/2017**

Economic Opportunities for  
Low- and Very Low-Income Persons

U.S. Department of Housing  
and Urban Development  
Office of Fair Housing  
And Equal Opportunity

OMB Approval No. 2529-0043  
(exp. 8/31/2007)

See page 2 for Public Reporting Burden Statement

HUD Field Office:

1. Recipient Name & Address (street, city, state, ZIP)(email)  25 WASHINGTON STREET TEMPE AZ 21221 CNAGEL@LCPTRACKER.COM	2. Federal Identification (contract/award no.)  NONE	3. Dollar Amount of Award  \$0			
	4. Contact Person  CHRISTINA NAGEL	5. Phone (include area code)  714-669-0052			
	6. Reporting Period  1/1/2009 - 12/31/2010	7. Date Reported  07/31/2017			
8. Program Code*  FHA Construction Program	9. Program Name  FHA Low Cost Housing				
<b>Part I: Employment and Training (** Include New Hires in columns E and F)</b>					
A	B	C	D	E**	F**
Job Category	Number of New Hires	Number of New Hires that are Sec. 3 Residents	% of Aggregate Number of Staff hours of New Hires that are Sec. 3	% of Total Staff Hours for Section 3 Employees and Trainees	Number of Section 3 Trainees
	0	0	0.00%	0.00%	0
Totals	0	0	0.00%	0.00%	0

\*Program Codes  
1 = Flexible Subsidy  
2 = section 202/811

3 = Public/Indian Housing  
A = development  
B = Operation  
C = Modernization

4 = Homeless Assistance  
5 = HOME  
6 = HOME State Administered  
7 = CDBG Entitlement

8 = CDBG State Administered  
9 = Other CD Programs  
10 = Other Housing Programs



## Part II Contracts Awarded

### 1. Construction Contracts

A. Total dollar amount of all contracts awarded on the project	\$0.00
B. Total dollar amount of contracts awarded to Section 3 Businesses	\$0.00
C. Percentage of total dollar amount that was awarded to Section 3 Businesses	0.00%
D. Total Number of Section 3 businesses that received contracts	0

### 2. Non-Construction Contracts

A. Total dollar amount of all non-construction contracts awarded on the project	\$0.00
B. Total dollar amount of non-construction contracts awarded to Section 3 Business	\$0.00
C. Percentage of total dollar amount that was awarded to Section 3 Businesses	0.00%
D. Total Number of Section 3 businesses that received non-construction contracts	0

## Part III Summary

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low- and very low income persons, particularly those who are recipients of government

- Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contracts with community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.
- Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
- Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.
- Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.
- Other: describe below

Public reporting for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information; and you are not required to complete this form, unless it displays a currently valid OMB number.

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u, mandates that the Department ensure that employment and other economic opportunities generated by its housing and community development assistance programs as directed toward low- and very-low income persons, particularly those who are recipients of government assistance housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients' compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as a self-monitoring tool. The data is entered into a database and will be analyzed and distributed. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and

Selected Projects: 29574 - DHED HEATING & WEATHERIZATION JOC SBI EHAP - ZONE 2 SOUTH OF 74TH ST.

## LIQUIDATED DAMAGES REPORT

**Description:** this report will determine liquidated damages based on criteria set within the project. It contains the following information:

- Project name
- Project code
- Percent complete
- Original contract amount
- Revised contract amount
- Award date
- NTP date
- Completion date
- Total journeyman hours
- Total apprentice hours
- Total laborer hours
- Prime contractor name, address, contact name, phone number and email address
- EEO categories
- Total hours per category
- Commitment EEO percent
- Actual EEO hours worked
- Actual EEO percent
- Actual EEO hours worked plus bonuses
- Actual EEO percent plus bonuses
- Liquidated damage amount
- Total liquidated damages to date

### Parameters:

City	Tempe
Departments	All Departments
Projects	Select Projects
Contractors	Select Contractors
From Week End Date	To Week End Date
01/01/2009	12/31/2009
Output Format	<input checked="" type="radio"/> PDF <input type="radio"/> Ms-Word <input type="radio"/> Ms-Excel
Cancel	Run

# Liquidated Damages Report Sample



## LIQUIDATED DAMAGES REPORT

City : SPRINGFIELD  
 Department : Section 44

From Date : 01/01/2016  
 To Date : 01/29/2018  
 Monday, January 29, 2018

PROJECT Name:	Project 44	Award Date:	03/15/2016	Total Journeyworker Hours :	80.00
Project Code :	00122264_44	NTP Date:	03/20/2016	Total Apprentice Hours :	0.00
Percent Complete:	0.00%	Completion Date:	12/31/2018	Total Laborer Hours :	0.00
Original Contract Amount:	\$5,000.00				
Revised Contract Amount:	\$0.00				

Prime Contractor	EEO Categories	Total Hours per Category	Commitment EEO Percent	Actual EEO Hours Worked	Actual EEO Percent	Actual EEO Hours Worked Plus Bonuses	Actual EEO Percent Plus Bonuses	Liquidated Damages Amount
44 Prime, Inc. 4444 East Main Street Springfield OR 97478 Forty Four 714-669-0052 x103 sdoli@lcptracker.com	Minority Journeyworker	80.00	0.10%	0.00	0.00%	0.00	0.00%	\$0.00
	Female Journeyworker	80.00	0.05%	0.00	0.00%	0.00	0.00%	\$0.00
	Minority Apprentice	0.00	0.02%	0.00	0.00%	0.00	0.00%	\$0.00
	Female Apprentice	0.00	0.05%	0.00	0.00%	0.00	0.00%	\$0.00
	Minority Laborer	0.00	0.00%	0.00	0.00%	0.00	0.00%	\$0.00
	Female laborer	0.00	0.00%	0.00	0.00%	0.00	0.00%	\$0.00
Residency Categories								
	Community Hiring	80.00	5.00%	0.00	0.00%	na		\$0.00
	City Residency	80.00	25.00%	0.00	0.00%	na		\$0.00
Total Liquidated Damages to Date								\$0.00

Ward N/A	Geographic Area N/A
-------------	------------------------

### Project Setup Data

▼ EEO Report

Minority Journeyperson % Goal <input type="text" value="0.10"/>	Minority Apprentice % Goal <input type="text" value="0.02"/>	Minority Laborer % Goal <input type="text" value="0.00"/>	Economic Disadvantaged Goal <input type="text" value="0.00"/>	OJT Goals % <input type="text" value="0.10"/>
Female Journeyperson % Goal <input type="text" value="0.05"/>	Female Apprentice % Goal <input type="text" value="0.05"/>	Female Laborer % Goal <input type="text" value="0.00"/>	Veteran Goal <input type="text" value="0.10"/>	Disincentive \$ <input type="text" value="0.00"/>
Community Hiring Goal % <input type="text" value="0.50"/>	City Residency Goal % <input type="text" value="0.50"/>	New Hiring Goal % <input type="text" value="0.00"/>	Pre-Apprentice Goal <input type="text" value="0.00"/>	
<input checked="" type="checkbox"/> Is Community Hiring Goal a Requirement?				

## NEW HIRE REPORT

**Description:** this report will show hired employees based on “new hire” dates defined during project implementation. It contains the following information:

- Project name
- Report date range
- Project code
- Contractor name
- Employee name
- Employee city
- Employee craft
- Employee hire date
- Employee hours worked
- Amount paid to employee to date
- Total number hired by contractor
- New hire hours worked
- New hire amount paid
- Total workers on job
- Total hours worked
- Total amount paid
- Percent of number of new hires
- Totals for all categories

**Preconditions:** under **Set Up > Add/Edit Projects** an estimated start date must be entered for this report to run. If the new hire days (backend setting) is set to the default of 90 days, any employee with a hire date within the 90 days prior to the start date of the project, and then any time after the start date, will be considered a new hire on the project.

This default setting of 90 days is a backend setting that can be changed by your LCP Customer Success Manager. It can also be overridden on a per-project basis in the Project Set up tab.

### Parameters:

**New Hire Report**

Recovery Act projects only  
 Include closed projects

Select Department  
-- All Departments -- ▾

Select Project  
Select Project / All Projects ▾

Select Contractor  
Select Contractor / All Contractors ▾

Start Date   End Date  



# New Hire Report Sample



## Job Creation - New Hire Report One Contractor One Project

Report Date: 07/31/2017

From: 1/1/2015 To: 6/30/2017

Project: Federal Courthouse - Houston, TX

Project Code: 123456-HTX

Contractor: John Smith Electric

Employee Name	City	Craft	Hire Date	Hours Worked	Amount Paid					
BAZAN, STEPHANIE	SAN FRANCISCO	ELECTRICIAN	9/1/2015	80.00	\$4,400.00					
HARDGE, JAMES	SAN MARCOS	LABORERS	10/1/2015	20.00	\$2,175.00					
JAXON, JOHNSTON	SAN MARCOS	POWER EQUIPMENT OPERATOR	6/15/2015	20.00	\$1,725.00					
MCKINLEY, JOSHUA	San Antonio	CARPENTER	7/1/2015	120.00	\$4,455.00					
				<b>Total Hired by Contractor</b>	<b>New Hire Hours Worked</b>	<b>New Hire Amount Paid</b>	<b>Total Workers on Job</b>	<b>Total Hours Worked</b>	<b>Total Amount Paid</b>	<b>Percent of Number of New Hires</b>
				4	240.00	\$12,755.00	7	388.00	\$21,660.00	57.14%
				<b>Total Hired by Project</b>	<b>New Hire Hours Worked</b>	<b>New Hire Amount Paid</b>	<b>Total Workers on Job</b>	<b>Total Hours Worked</b>	<b>Total Amount Paid</b>	<b>Percent of Number of New Hires</b>
				4	240.00	\$12,755.00	7	388.00	\$21,660.00	57.14%

# WORKFORCE REPORTS

- Community Hours Report
- EEO Weekly Report
- Employee Utilization Report
- Goal Report
- Hours of Employment by Zip Code
- Project Goals Report
- Project Labor Summary Report
- Utilization Summary Report – Hours by City
- Workforce Utilization Summary Report

## COMMUNITY HOURS REPORT

**Description:** this report displays hours worked for any community area, ward, or city selected. It contains the following information:

- Project name
- Project code
- Contractor name
- Date range selected
- Employee name
- Employee address
- Employee city
- Employee zip code
- Employee gender
- Employee ethnicity
- Craft
- Classification
- Ward
- Geographic area
- Total hours worked

**Parameters:**

Community Hours Report SSRS			
Status	<input type="text"/>	Department	<input type="text"/>
Project	<input type="text"/>	Jurisdiction	<input type="text"/>
Contractor	<input type="text"/>	Sub To	<input type="text"/>
Community Area	<input type="text"/>	Wards	<input type="text"/>
Cities	<input type="text"/>	Include Employees With	<input type="text"/>
By Work Order	<input type="radio"/> True <input checked="" type="radio"/> False	Work Order	<input type="text" value="----N/A----"/>
Week End Date From	<input type="text"/>	Week End Date To	<input type="text"/>

## Community Hours Report Sample



**COMMUNITY HOURS REPORT**  
LG-LCPTRACKER DEMO DATABASE

Report Date: 12/20/2019  
Jurisdiction: Federal Wages - LG Database

Department: Default Department  
Project Name: Project Neon  
Project Code: A100590  
Contractor: K5 Construction  
Sub To: Prime (Prime)

From Date: 1/1/2019  
To Date: 12/20/2019

Employee (ID)	Address 1	Address 2	City	Zip Code	Gender	Ethnicity	Craft	Classification	Ward	Geographic Area	Hours Worked
ANDERSON, LEYLA (123456)	559 E Ridge Rd		Rochester	14621	Female	NOT SPECIFIED	ELECTRICIAN	Electrician		14621 - Outside City Limits	7.00
ANDERSON, LEYLA (123456)	559 E Ridge Rd		Rochester	14621	Female	NOT SPECIFIED	CARPENTER	Includes Acoustical Ceiling Installation, Drywall Hanging, & Metal stud Installation		14621 - Outside City Limits	10.00
ANDERSON, LEYLA (123456)	559 E Ridge Rd		Rochester	14621	Female	NOT SPECIFIED	BRICKLAYER	Bricklayer		14621 - Outside City Limits	21.00
APEX, STAN (102)	5517 S 163rd Ave		Omaha	68135	Male	OTHER	BRICKLAYER	Bricklayer			15.00
APEX, STAN (102)	5517 S 163rd Ave		Omaha	68135	Male	OTHER	POWER EQUIPMENT OPERATOR	(Loader) Group 11			10.00



**COMMUNITY HOURS REPORT**  
LG-LCPTRACKER DEMO DATABASE

Report Date: 12/20/2019  
Jurisdiction: Federal Wages - LG Database

Ward Summary	Total Hours
Unassigned	481.00

Geographic Area Summary	Total Hours
Unassigned	443.00
14621 - Outside City Limits	38.00

Report Filtered By Week End Date

## EEO WEEKLY REPORT

**Description:** this report is a weekly “at a glance” for EEO compliance. It contains the following information:

- City name
- Project name
- Contractor name
- Project code
- Selected date range
- CPR week ending date
- Total hours worked
- Classification hours by TJ (total journeyman), TA (total apprentice) and TL (total laborer)
- Minority hours and dollars paid by MJ (minority journeyman), MA (minority apprentice) and ML (minority laborer)
- Female hours and dollars paid by FJ (female journeyman), FA (female apprentice) and FL (female laborer)
- Residency hours and dollars paid
- Community hours
- Number of pay periods
- Subtotals and totals of all sections
- Commitment percentages of goals
- Commitment hours of goals
- Actual percent of goals
- Actual hours of goals

**Preconditions:** In order for information to populate accurately on the report, goal amounts, listed under the EEO Report section, need to be entered under **Set Up > Add/Edit Project** when a project is set up. The Geographic Areas may also be required based on the Admin setup.

**Add/Edit Project**

To add a new project enter information and save. To edit an existing project, select it from the list first.

**Filter Project Selection**

Select a project to edit

Project Name \*

Project Code \*      Status      Federal-aid Project ID      Department \*

Group Name      Type Name      PLA Type      (Active)      (Select Department)

(Select a Group)      (Select a Type)      (Select a PLA Type)

Project Description / Scope of Work

Recovery Act Project  
 Require DUNS Number  
 Require Work Orders      DIR ProjectID/Local Registration #      State of NV PWP #  
 13811392 Project?

Percentage of funds attributable to ARRA      Narrative Description of Jobs Created or Saved      Project Control ID      NV State Construction Type

Budget \*      % Complete      Revised Contract Amount      General Wage Decision      New Hire Days      Forecasted/Projected Hours

0.00      0      0                0.00

Address 1      Address 2

City      State      Zip Code

IL - ILLINOIS

Jurisdictions \*      Locations \*       Show IDOL Export File

Select Jurisdictions      Select Locations

**Goal Assignment**

Wards      GeographicAreas      CongressionalDistricts      SenateDistricts

All Wards      9 of 77 selected      Select Districts      Select Districts

**Goal Report**

Apprentice % Goal      Minority % Goal      Wk

0.00      0.00      0

Apprentice Hours by Contractor or by Trac

These reports use the Apprentice % Goal

18 - MONTCLARE  
 19 - BELMONT CRAGIN  
 20 - HERMOSA  
 21 - AVONDALE  
 22 - LOGAN SQUARE  
 23 - HUMBOLDT PARK

**EEO Report**

**EEO Report**

Minority Journeyperson % Goal 0.00	Minority Apprentice % Goal 0.00	Minority Laborer % Goal 0.00	Economic Disadvantaged Goal 0.00	OJT Goals % 0.00
Female Journeyperson % Goal 0.00	Female Apprentice % Goal 0.00	Female Laborer % Goal 0.00	Veteran Goal 0.00	Disincentive \$ 0.00
Community Hiring Goal % 0.00	City Residency Goal % 0.00	New Hiring Goal % 0.00	Pre-Apprentice Goal 0.00	Diversity Goal % 0.00

Is Community Hiring Goal a Requirement?

## Parameters:

**EEO Weekly Summary Report**

City

Include Closed Projects

**Project**

Select Project / All Projects

**Contractor**

Select Contractor / All Contractors

From Week End Date      To Week End Date

Output Format

PDF     Ms-Word     Ms-Excel

Cancel    Run



# EEO Weekly Summary Report Sample – page 1



## EEO Weekly Summary Report by Project

Selected City ORANGE  
 Selected Project 01 Alexandria Housing  
 Selected Contractor D Goode Inc.

Monday, March 20, 2017

Week Start Date 3/8/2016  
 Week End Date 8/9/2016

PROJECT CODE: AHousing  
 PROJECT NAME: 01 Alexandria Housing  
 CONTRACTOR: D Goode Inc.

Week	Total Hours		Classification Hours			Minority Hours						Female Hours						Residency		Comm. Hours
	Trade	Non-trade	TJ	TA	TL	MJ	Dollar	MA	Dollar	ML	Dollar	FJ	Dollar	FA	Dollar	FL	Dollar	Hours	Dollar	
03/08/2016	208.00	0.00	136.00	72.00	0.00	136.00	\$6,520.56	72.00	\$1,861.92	0.00	\$0.00	0.00	\$0.00	32.00	\$745.92	0.00	\$0.00	32.00	\$745.92	0.00
03/15/2016	200.00	0.00	120.00	80.00	0.00	120.00	\$5,515.20	80.00	\$2,048.40	0.00	\$0.00	0.00	\$0.00	40.00	\$932.40	0.00	\$0.00	40.00	\$932.40	0.00
03/22/2016	184.00	0.00	112.00	72.00	0.00	112.00	\$5,417.52	72.00	\$1,861.92	0.00	\$0.00	0.00	\$0.00	32.00	\$745.92	0.00	\$0.00	32.00	\$745.92	0.00
03/29/2016	192.00	0.00	120.00	72.00	0.00	120.00	\$5,785.20	72.00	\$1,825.20	0.00	\$0.00	0.00	\$0.00	40.00	\$932.40	0.00	\$0.00	40.00	\$932.40	0.00
04/05/2016	184.00	0.00	112.00	72.00	0.00	112.00	\$5,417.52	72.00	\$1,861.92	0.00	\$0.00	0.00	\$0.00	32.00	\$745.92	0.00	\$0.00	32.00	\$745.92	0.00
04/12/2016	184.00	0.00	104.00	80.00	0.00	104.00	\$5,049.84	80.00	\$2,048.40	0.00	\$0.00	0.00	\$0.00	40.00	\$932.40	0.00	\$0.00	40.00	\$932.40	0.00
04/19/2016	168.00	0.00	96.00	72.00	0.00	96.00	\$4,682.16	72.00	\$1,861.92	0.00	\$0.00	0.00	\$0.00	32.00	\$745.92	0.00	\$0.00	32.00	\$745.92	0.00
04/26/2016	168.00	0.00	88.00	80.00	0.00	88.00	\$4,314.48	80.00	\$2,048.40	0.00	\$0.00	0.00	\$0.00	40.00	\$932.40	0.00	\$0.00	40.00	\$932.40	0.00
05/03/2016	96.00	0.00	48.00	48.00	0.00	48.00	\$2,476.08	48.00	\$1,302.48	0.00	\$0.00	0.00	\$0.00	8.00	\$186.48	0.00	\$0.00	8.00	\$186.48	0.00
08/02/2016	16.00	0.00	8.00	8.00	0.00	8.00	\$377.52	8.00	\$171.28	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
08/09/2016	32.00	0.00	16.00	16.00	0.00	16.00	\$755.04	16.00	\$342.56	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
No. of payroll record: 51																				
Sub Total	1,632.00	0.00	960.00	672.00	0.00	960.00	\$46,311.12	672.00	\$17,234.40	0.00	\$0.00	0.00	\$0.00	296.00	\$6,899.76	0.00	\$0.00	296.00	\$6,899.76	0.00
<hr style="border-top: 2px dashed red;"/>																				
<b>TOTAL:</b>	50,156.75	32,859.75	10,448.50	6,848.50		24,395.00	\$1,185,738.56	8,418.25	\$205,704.46	6,437.25	\$223,366.30	33.50	\$1,195.61	602.00	\$15,622.66	1,016.00	\$32,771.16	7,411.25	\$6,233.30	0.00

# EEO Weekly Summary Report Sample – page 2

### EEO Weekly Summary Report by Project

Monday, March 20, 2017

Selected Project 01 Alexandria Housing

Week Start Date 3/5/2016

Selected Contractor D Goode Inc.

Week End Date 8/9/2016

		Minority Joumeyperson %Goal	Minority Apprentice % Goal	Minority Laborer % Goal	Female Joumeyperson % Goal	Female Apprentice % Goal	Female Laborer % Goal
Commitment	Commitment Percent	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Commitment Hours	0.00	0.00	0.00	0.00	0.00	0.00
Total Actual Hours to Date	Actual Percent	74.24%	80.57%	94.00%	0.10%	5.76%	14.84%
	Total	24,395.00	8,418.25	6,437.25	33.50	602.00	1,016.00
	Total Non-Trade	50,156.75	32,859.75	10,448.50	6,848.50		
Community/Ward Hours		0.00	0.00	0.00	0.00	0.00	0.00
Apprentice New Hire		NA	0.00	NA	NA	0.00	NA
Community/Ward Hours Bonus		0.00	0.00	0.00	0.00	0.00	0.00
Apprentice New Hire Bonus		NA	0.00	NA	NA	0.00	NA
Total Actual Hours Plus Bonuses		24,395.00	8,418.25	6,437.25	33.50	602.00	1,016.00
Total Actual Percent Hours Plus Bonus		74.24%	80.57%	94.00%	0.10%	5.76%	14.84%
		Goal %	Goal Hours	Actual %	Actual Hours		
Community Hiring		0.00	0.00	0.00%	0.00		
City Residency		50.00%	25,078.38	14.78%	7,411.25		

\* TJ - Total Joumeyperson  
 TA - Total Apprentice  
 TL - Total Laborer

## EMPLOYEE UTILIZATION REPORT

**Description:** this report most closely resembles a standard weekly/monthly EEO report. It contains the following information:

- Date range selected
- Contract name
- Contractor name
- Job classification name
- Hours worked by White ethnicity, both male and female, by job class
- Percentage of hours worked by White ethnicity, both male and female, by job class
- Hours worked by Black ethnicity, both male and female. By job class
- Percentage of hours worked by Black ethnicity, both male and female, by job class
- Hours worked by Latino ethnicity, both male and female, by job class
- Percentage of hours worked by Latino ethnicity, both male and female, by job class
- Hours worked by Asian/Pacific Islander ethnicity, both male and female, by job class
- Percentage of hours worked by Asian/Pacific Islander ethnicity, both male and female, by job class
- Hours worked by American Indian ethnicity, both male and female, by job class
- Percentage of hours worked by American Indian ethnicity, both male and female, by job class
- Hours worked by Other ethnicity, both male and female, by job class
- Percentage of hours worked by Other ethnicity, both male and female, by job class
- Resident and Non-resident hours by City chosen
- Subtotals of hours and percentages by category, by Contractor
- Totals of hours and percentages by category

### Parameters:

**Summary of Employee Utilization Report**

Selection Parameters

Select a City

Select a Project

Select a Contractor or Select All Contractors

Select Week-End-Date Range

From Week-End-Date   To Week-End-Date

To reset the form to its default values, click on the "Reset Form" button.

**EMPLOYEE UTILIZATION REPORT  
SUMMARY BY JOB, BY CONTRACTOR**

Monday, March 20, 2017

From: 11/5/2016 to 3/18/2017		White		Black		Latino		Asian / Pacific Islander		American Indian		Other						Los Alamitos		
Job Class		Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Subtotal Female	Subtotal Minority			Resident	Non Rsdnt	Total
Los Alamitos Treehouse Park																				
Contractor name : D Goode Inc.																				
CARPENTER AND RELATED TRADES	Hours	1,592.00	798.00	0.00	1,402.00	604.00	700.00	0.00	0.00	700.00	800.00	0.00	0.00	2,896.00	4,206.00			1,596.00	5,000.00	6,596.00
	Percent	24.14%	12.10%	0.00%	21.26%	9.16%	10.61%	0.00%	0.00%	10.61%	12.13%	0.00%	0.00%	43.91%	63.77%			24.20%	75.80%	100.00%
Contractor	SubTotal Hrs	1,592.00	798.00	0.00	1,402.00	604.00	700.00	0.00	0.00	700.00	800.00	0.00	0.00	2,896.00	4,206.00			1,596.00	5,000.00	6,596.00
	SubTotal %	24.14%	12.10%	0.00%	21.26%	9.16%	10.61%	0.00%	0.00%	10.61%	12.13%	0.00%	0.00%	43.91%	63.77%			24.20%	75.80%	100.00%
Total Hours		1,592.00	798.00	0.00	1,402.00	604.00	700.00	0.00	0.00	700.00	800.00	0.00	0.00	2,896.00	4,206.00			1,596.00	5,000.00	6,596.00
Total Percent		24.14%	12.10%	0.00%	21.26%	9.16%	10.61%	0.00%	0.00%	10.61%	12.13%	0.00%	0.00%	43.91%	63.77%			24.20%	75.80%	100.00%

## Employee Utilization Report Sample

## GOAL REPORT

**Description:** this report displays the goals applicable to a project. It contains the following information:

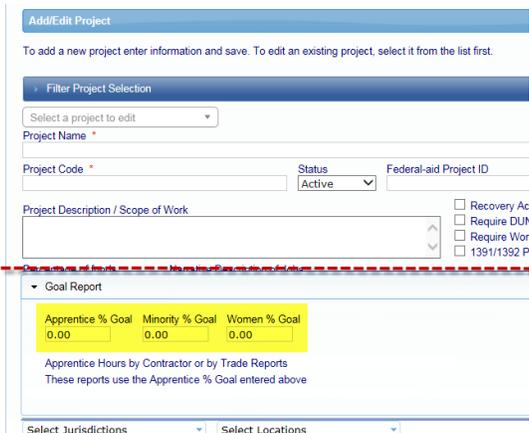
- Date range selected
- Project name
- Contractor name
- Total hours worked
- Hours worked by apprentices
- Percentage of hours worked by apprentices
- Apprentice goal percentage
- Hours worked by minorities
- Percentage of hours worked by minorities
- Minority goal percentage
- Hours worked by women
- Percentage of hours worked by women
- Women goal percentage
- Grand totals of all categories above

### Calculation Descriptions:

- Apprentice % is calculated as  $(\text{Apprentice Hrs} / \text{Total Hrs}) * 100$
- Minority % is calculated as  $(\text{Minority Hrs} / \text{Total Hrs}) * 100$
- Women % is calculated as  $(\text{Women Hrs} / \text{Total Hrs}) * 100$

**NOTE:** *Apprentice is any classification name that contains the acronym "APPR", "TRN", "OJT" or "TRAINEE" and minority is an ethnicity other than "Caucasian", "not specified", or "blank". The ethnicity "Other" counts towards the minority column.*

**Preconditions:** for goal percentages to populate on report, **goal amounts** need to be entered under **Set Up > Add/Edit Project**.



The screenshot shows the 'Add/Edit Project' form. The 'Goal Report' section is highlighted with a red dashed box. It contains three input fields for 'Apprentice % Goal', 'Minority % Goal', and 'Women % Goal', each with a value of '0.00'. Below these fields, there is a note: 'Apprentice Hours by Contractor or by Trade Reports. These reports use the Apprentice % Goal entered above.' At the bottom of the form, there are dropdown menus for 'Select Jurisdictions' and 'Select Locations'.

We have created the Project Goals Report which is like this report but allows you to run the Goal Report for multiple projects and multiple contractors. The new report also includes Veteran goals.

### Parameters:

Goal Report			
Department	<input type="text"/>	Jurisdiction	<input type="text"/>
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" value="----N/A----"/>
Week End Date From	<input type="text"/>	Week End Date To	<input type="text"/>

### Goal Report Sample

LCPtracker		LG-LCPTRACKER DEMO DATABASE						From 1/6/2019 to 12/29/2019		
<b>Goal Report</b>										
Total Hours	Apprentice Hours	Apprentice %	Apprentice Goal	Minority Hours	Minority %	Minority Goal	Women Hours	Women %	Women Goal	
Project: Project Neon										
Contractor: Columbia University										
0.00	0.00	0.00%	5.00%	0.00	0.00%	13.90%	0.00	0.00%	6.90%	
Contractor: Dave's Landscaping										
0.00	0.00	0.00%	5.00%	0.00	0.00%	13.90%	0.00	0.00%	6.90%	
Contractor: Goeser's General Contractors										
0.00	0.00	0.00%	5.00%	0.00	0.00%	13.90%	0.00	0.00%	6.90%	
Contractor: K5 Construction										
491.00	0.00	0.00%	5.00%	231.00	47.05%	13.90%	168.00	34.22%	6.90%	
Contractor: LCP Test Sub										
0.00	0.00	0.00%	5.00%	0.00	0.00%	13.90%	0.00	0.00%	6.90%	
Total for Project: Project Neon										
491.00	0.00	0.00%	5.00%	231.00	47.05%	13.90%	168.00	34.22%	6.90%	
Grand Total (All Projects):										
491.00	0.00	0.00%	5.00%	231.00	47.05%	13.90%	168.00	34.22%	6.90%	

\*Apprentice % is calculated as (Apprentice Hours / Total Hours) \* 100. Minority % is calculated as (Minority Hours / Total Hours) \* 100. Women % is calculated as (Women Hours / Total Hours) \* 100. Apprentice is Journey Level that contains "APPR" or "TRN" or "OJT" or "TRAINEE". Minority is Ethnicity other than "Caucasian", or "Not Specified", or Blank.

Monday, 10 February, 2020 Page 1 of 1

## HOURS OF EMPLOYMENT BY ZIP CODE

**Description:** this report displays hours of employment by the zip code an employee lives in. It contains the following information:

- Date range selected
- Project name
- Contractor(s) name(s)
- Crafts
- Employee hours worked by journeyman and apprentice levels by ethnicity
- Employee hours worked by journeyman and apprentice levels by gender
- Totals for all categories captured

**Parameters:**

**Hours of Employment by Zip Code**

Status	<input type="text"/>	Department	<input type="text"/>	<input type="button" value="View Report"/>
Project	<input type="text"/>	Jurisdiction	<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" value="----N/A----"/>	
Week End Date From	<input type="text"/>	Week End Date To	<input type="text"/>	
Report By	<input type="text"/>	Zip Codes / Lists	<input type="text"/>	
Crafts	<input type="text"/>			

## Hours of Employment by Zip Code Sample



**HOURS OF EMPLOYMENT BY ZIP CODE**  
From: 10/1/2016 To: 3/20/2017  
Department: #Error

Report Date: 3/20/2017

Projects: Los Alamitos Treehouse Park

Contractors: D Goode Inc.

Crafts: CARPENTER AND RELATED TRADES

Project	Zip Code	Craft Level	Employee Hours	Caucasian	African American	Hispanic	Asian	Native American	Other	Not Specified	Total Female	Total Male	
Los Alamitos Treehouse Park	23456	Journey	1212.00	0.00	602.00	610.00	0.00	0.00	0.00	0.00	610.00	602.00	
		Apprentice	800.00	0.00	800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00
		Subtotal	2012.00	0.00	1402.00	610.00	0.00	0.00	0.00	0.00	0.00	610.00	1402.00
	90720	Journey	1600.00	1600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	802.00	798.00
		Apprentice	1606.00	806.00	0.00	0.00	0.00	800.00	0.00	0.00	0.00	806.00	800.00
		Subtotal	3206.00	2406.00	0.00	0.00	0.00	800.00	0.00	0.00	0.00	1608.00	1598.00
	92866	Journey	1405.00	0.00	0.00	700.00	0.00	705.00	0.00	0.00	0.00	705.00	700.00
		Apprentice	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Subtotal	1405.00	0.00	0.00	700.00	0.00	705.00	0.00	0.00	0.00	705.00	700.00
	Total	Journey	4217.00	1600.00	602.00	1310.00	0.00	705.00	0.00	0.00	0.00	2117.00	2100.00
		Apprentice	2406.00	806.00	800.00	0.00	0.00	800.00	0.00	0.00	0.00	806.00	1600.00
		Subtotal	6623.00	2406.00	1402.00	1310.00	0.00	1505.00	0.00	0.00	0.00	2923.00	3700.00
Grand Totals	Journey	4217.00	1600.00	602.00	1310.00	0.00	705.00	0.00	0.00	0.00	2117.00	2100.00	
	Apprentice	2406.00	806.00	800.00	0.00	0.00	800.00	0.00	0.00	0.00	806.00	1600.00	
	Subtotal	6623.00	2406.00	1402.00	1310.00	0.00	1505.00	0.00	0.00	0.00	2923.00	3700.00	

## PROJECT GOALS REPORT

**Description:** this report displays the goals applicable to a project. It contains the following information:

- Report date
- Date range selected
- Project name
- Contractor name
- Sub to name
- List of Minorities selected
- Total hours worked
- Hours worked by apprentices
- Percentage of hours worked by apprentices
- Apprentice goal percentage
- Hours worked by minorities
- Percentage of hours worked by minorities
- Minority goal percentage
- Hours worked by women
- Percentage of hours worked by women
- Women goal percentage
- Hours worked by veteran
- Percentage of hours worked by veteran
- Veteran goal percentage
- Totals of all categories above for project
- Grand total for all projects

**Preconditions:** for goal percentages to populate on report, **goal amounts** need to be entered under **Set Up > Add/Edit Project**.

Add/Edit Project

To add a new project enter information and save. To edit an existing project, select it from the list first.

Filter Project Selection

Select a project to edit ▼  
 Project Name \*

Project Code \*

Status  
Active ▼

Federal-aid Project ID

Project Description / Scope of Work

Recovery Ac  
 Require DUN  
 Require Wor  
 1391/1392 P

---

▼ Goal Report

Apprentice % Goal	Minority % Goal	Women % Goal
5.00	13.90	6.90

Apprentice Hours by Contractor or by Trade Reports  
These reports use the Apprentice % Goal entered above

▼ EEO Report

Minority Journeyman % Goal	Minority Apprentice % Goal	Minority Laborer % Goal	Economic Disadvantaged Goal	OJT Goals %
0.00	0.00	0.00	0.00	0.00
Female Journeyman % Goal	Female Apprentice % Goal	Female Laborer % Goal	Veteran Goal	Disincentive \$
0.00	0.00	0.00	5.00	0.00
Community Hiring Goal %	City Residency Goal %	New Hiring Goal %	Pre-Apprentice Goal	Diversity Goal %
0.00	0.00	0.00	0.00	0.00

Is Community Hiring Goal a Requirement?

### Calculation Descriptions:

- Apprentice % is calculated as (Apprentice Hrs / Total Hrs) \* 100
- Minority % is calculated as (Minority Hrs / Total Hrs) \* 100
- Women % is calculated as (Women Hrs / Total Hrs) \* 100
- Veteran % is calculated as (Veteran Hrs / Total Hrs) \* 100

*NOTE: Apprentice is any classification name that contains the acronym "APPR", "TRN", "OJT" or "TRAINEE" and minority is any ethnicity other than "Caucasian", "not specified", or "blank".*

### Parameters:

**Project Goals Report**

Project status	<input type="text"/>	Select department(s)	<input type="text"/>	<input type="button" value="View Report"/>
Select project(s)	<input type="text"/>	Select jurisdiction	<input type="text"/>	
Select contractor(s)	<input type="text"/>	Contractor assignment(s)	<input type="text"/>	
Filter by work order	<input type="radio"/> True <input checked="" type="radio"/> False	Select work order	<input type="text" value="---N/A---"/>	
Week End Date From	<input type="text"/>	Week End Date To	<input type="text"/>	
Minority	<input type="text"/>			

Minority

- (Select All)
- AFRICAN AMERICAN
- ASIAN
- CAUCASIAN
- HISPANIC
- NATIVE AMERICAN
- NOT SPECIFIED
- OTHER

Ensure that when selecting the Minority list, you do not include Caucasian or Not Specified in your selection.

## Goal Report Sample



Project: Project Neon  
 Contractor: K5 Construction  
 Minority: AFRICAN AMERICAN,ASIAN,HISPANIC,NATIVE AMERICAN,OTHER

# Goal Report

Report Date: 1/11/2019  
 Date Range: From 1/1/2018 to 1/5/2019

Sub To: N/A (Prime Contractor)

Project Name	Contractor	Total Hours	Apprentice			Minority			Women			Veteran		
			Hours	%	Goal	Hours	%	Goal	Hours	%	Goal	Hours	%	Goal
Project Neon	K5 Construction	379.50	16.00	4.22%	5%	183.50	48.35%	13.9%	120.50	31.75%	6.9%	-	0.00%	5%
<b>Total for Project:</b>		379.50	16.00	4.22%	5%	183.50	48.35%	13.9%	120.50	31.75%	6.9%	0.00	0.00%	5%
<b>Grand Total (All Projects):</b>		379.50	16.00	4.22%	5%	183.50	48.35%	13.9%	120.50	31.75%	6.9%	0.00	0.00%	5%

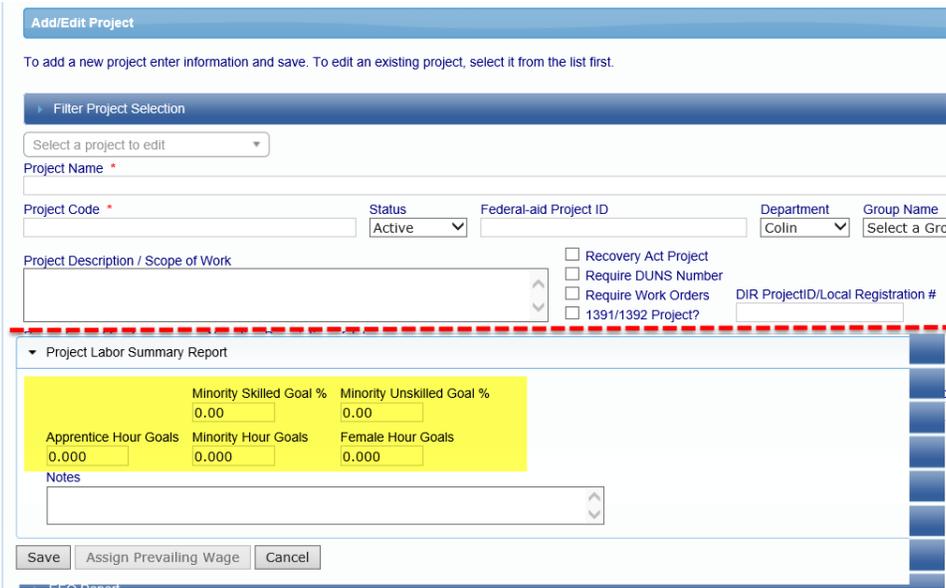
Report Filtered By Week End Date Page 1 of 1

## PROJECT LABOR SUMMARY REPORT

**Description:** this report will display goals for all projects within a database. It contains the following information:

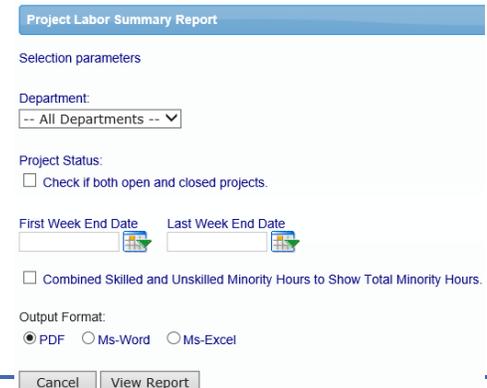
- Project name
- Project code
- Department
- Date range selected
- Prime or Subcontractor status
- Contract amount
- Number of female hours worked, per contractor
- Total unskilled hours worked, per contractor
- Total skilled hours worked, per contractor
- Total project hours worked, per contractor
- Total minority hours worked, per contractor (this is a combination of skilled and unskilled hours)
- Totals of all categories

**Preconditions:** For this report to populate, **goal amounts** need to be entered under **Set Up > Add/Edit Project**.



The screenshot shows the 'Add/Edit Project' form. The 'Project Labor Summary Report' section is expanded, showing a table of goal input fields. The table has three columns: 'Minority Skilled Goal %', 'Minority Unskilled Goal %', 'Apprentice Hour Goals', 'Minority Hour Goals', and 'Female Hour Goals'. Each cell contains a text input field with the value '0.000'. The entire table area is highlighted with a yellow background. Below the table is a 'Notes' text area and buttons for 'Save', 'Assign Prevailing Wage', and 'Cancel'.

**Parameters:**



The screenshot shows the 'Project Labor Summary Report' parameters form. It includes the following fields and options:

- Selection parameters:**
  - Department: -- All Departments --
  - Project Status:  Check if both open and closed projects.
  - First Week End Date: [calendar icon]
  - Last Week End Date: [calendar icon]
  - Combined Skilled and Unskilled Minority Hours to Show Total Minority Hours.
- Output Format:**
  - PDF
  - Ms-Word
  - Ms-Excel

Buttons at the bottom: Cancel, View Report



## Project Labor Summary Report Sample



### PROJECT LABOR SUMMARY REPORT

Project Name: Herbert Hoover Dam  
Project Code: FDOT125  
Department: Default Department

From Date : 01/08/2017  
To Date : 06/25/2017  
Report Date : 8/1/2017

Contractor Name	Prime/Sub Contractor	Contract Amount	Female Hours	Total Unskilled Hours	Total Skilled Hours	Total Project Hours	Total Minority Hours
Darren's Demo	Prime	0.00	0.00	8.00	8.00	16.00	8.00
Taormina's Trucking	Sub	0.00	0.00	0.00	7.00	7.00	0.00
<b>Total</b>			0.00	8.00	15.00	23.00	8.00



### PROJECT LABOR SUMMARY REPORT

Project Name: 09142017 Smoke/Excel Sheet Testing  
Project Code: 09142017  
Department: Idaho State

From Date : 01/01/2010  
To Date : 01/29/2018  
Report Date : 1/29/2018

Contractor Name	Prime/Sub Contractor	Contract Amount	Female Hours	Total Unskilled Hours	Total Skilled Hours	Total Project Hours	Total Minority Hours
09142017 Prime Contractor	Prime	8,000.00	111.00	0.00	305.00	305.00	0.00
<b>Total</b>			111.00	0.00	305.00	305.00	0.00

## UTILIZATION SUMMARY REPORT – HOURS BY CITY

**Description:** this report is a quick glance at all types of hours worked and wages paid per city. It contains the following information:

- Date range selected
- Project name
- Contractor name
- City
- Straight time hours worked, by city
- Overtime hours worked, by city
- Double time hours worked, by city
- Total of all hours worked, by city



- Total wages paid, by city
- Total of all categories per contractor
- Total of all categories for project

**Parameters:**

**Summary of Workforce Utilization Report Hours by City**

Selection parameters

1- Select a project

2- Select a contractor or select all contractors

3- Select week-end-date range

From week-end-date   To week-end-date  

**Utilization Summary Report – Hours by City Sample**



**SUMMARY OF WORKFORCE UTILIZATION**  
**Hours Worked by City**  
 One Contractor One Project

From: 11/5/2016 To: 3/18/2017

Report Date: 03/21/2017

Project Name: Los Alamitos Treehouse Park					
Contractor Name: D Goode Inc.					
City	Regular Hours	Overtime Hours	Double Time Hours	Total Hours	Total Paid
Los Alamitos	1,596.00	6.00	2.00	1,604.00	\$160,900.00
Orange	2,994.00	13.00	0.00	3,007.00	\$301,350.00
Virginia Beach	2,006.00	6.00	0.00	2,012.00	\$201,500.00
<b>Total for Contractor</b>	<b>6,596.00</b>	<b>25.00</b>	<b>2.00</b>	<b>6,623.00</b>	<b>\$663,750.00</b>
<b>Total for Project</b>	<b>6,596.00</b>	<b>25.00</b>	<b>2.00</b>	<b>6,623.00</b>	<b>\$663,750.00</b>
<b>Grand Total</b>	<b>6,596.00</b>	<b>25.00</b>	<b>2.00</b>	<b>6,623.00</b>	<b>663,750.00</b>

## WORKFORCE UTILIZATION SUMMARY REPORT

**Description:** this report provides basic employee utilization information. It contains the following information:

- Date range selected
- Project name
- Project code
- Contractor name
- Construction trade
- Craft level (journeyman, apprentice)
- Apprentice/Journeyman ratio
- Total employee hours worked, per construction trade
- Total employee hours worked, per construction trade, per ethnicity
- Total employee hours worked, per construction trade, per gender
- Totals of all categories by Contractor
- Totals of all categories by project

### Parameters:

**Workforce Utilization Summary Report**

By Work Order

From Week End Date  To Week End Date

Report By:  Week End Date  Calendar Date

Department

Projects

Contractors

Output Format  
 PDF  Ms-Word  Ms-Excel



## Summary of Workforce Utilization Report Sample



### SUMMARY OF WORKFORCE UTILIZATION

One Project One Contractor

From: 12/3/2016 To: 3/18/2017  
Report By Week End Date

Report Date: 03/21/2017

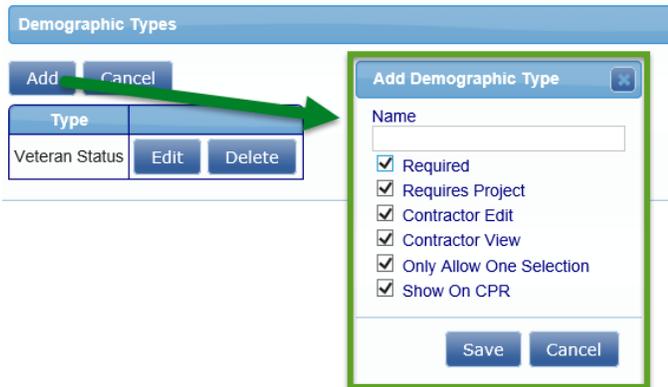
Project Name: Los Alamitos Treehouse Park											
Project Code: latp											
Construction Trade	Hours Worked										
	Craft Level	Total Employee	Caucasian	African American	Hispanic	Asian	Native American	Other	Not Specified	Total Female	Total Male
<b>D Goode Inc.</b>											
BRICKLAYER	Journey	34.00	34.00	0.00	0.00	0.00	0.00	0.00	0.00	34.00	0.00
	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	34.00	34.00	0.00	0.00	0.00	0.00	0.00	0.00	34.00	0.00
CARPENTER AND RELATED TRADES	Journey	3,152.00	1,160.00	482.00	945.00	0.00	565.00	0.00	0.00	1,545.00	1,607.00
	Apprentice	1,926.00	646.00	640.00	0.00	0.00	640.00	0.00	0.00	646.00	1,280.00
	A/J Ratio	0.61	0.56	1.33	0.00	0.00	1.13	0.00	0.00	0.42	0.80
	New Hire	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Subtotal	5,078.00	1,806.00	1,122.00	945.00	0.00	1,205.00	0.00	0.00	2,191.00	2,887.00
Laborer and Related Classifications	Journey	191.00	86.00	0.00	105.00	0.00	0.00	0.00	0.00	118.00	73.00
	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	191.00	86.00	0.00	105.00	0.00	0.00	0.00	0.00	118.00	73.00
Total for Contractor	Journey	3,377.00	1,280.00	482.00	1,050.00	0.00	565.00	0.00	0.00	1,697.00	1,680.00
	Apprentice	1,926.00	646.00	640.00	0.00	0.00	640.00	0.00	0.00	646.00	1,280.00
	A/J Ratio	0.57	0.50	1.33	0.00	0.00	1.13	0.00	0.00	0.38	0.76
	New Hire	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Subtotal	5,303.00	1,926.00	1,122.00	1,050.00	0.00	1,205.00	0.00	0.00	2,343.00	2,960.00
Total Journey Hours		3,377.00	1,280.00	482.00	1,050.00	0.00	565.00	0.00	0.00	1,697.00	1,680.00
Total Apprentice Hours		1,926.00	646.00	640.00	0.00	0.00	640.00	0.00	0.00	646.00	1,280.00
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		5,303.00	1,926.00	1,122.00	1,050.00	0.00	1,205.00	0.00	0.00	2,343.00	2,960.00

End of data for project: Los Alamitos Treehouse Park

## APPENDIX A – DEMOGRAPHIC CLASSIFICATIONS

Demographic Classifications have been created to allow admin users to track additional information from their contractors in regards to their employees. These various topics could include veteran status, apprentice program information, employee training information, or low-income status, as dictated by the Agency/Client.

Demographic classification types can be set up in your account under **Set Up > Add/Edit Demographic Types > Add**



When setting up a new type, you can make it:

- **Required:** the contractor cannot save this employee without selecting a classification for this type; when selected Contractor edit is automatically checked off
- **Requires project:** requires the user to select the project this classification applies to for the selected employee
- **Contractor edit:** allows the contractor to update and change this information for their own employees
- **Contractor view:** allows the contractor to view their selections for the types/classifications
- **Only allow one selection:** this limits the contractor to one selection for each demographic type
- **Show on CPR:** will display the type selected on the contractor’s CPR

Once your types are created, you’ll assign classifications for that type, i.e.

Type: **Veteran Status**

Classifications: **Not a Veteran, Service Disabled Veteran, Veteran**

To do this, you’ll go to **Set Up > Add/Edit Demographic Classifications > Add**



Type	Classification	Description	Require Start / End Dates	Edit	Delete
Low Income	Homeless		NO	Edit	Delete
Veteran Status	Not a Veteran		NO	Edit	Delete
Veteran Status	Service Disabled Veteran		NO	Edit	Delete
Veteran Status	Veteran		NO	Edit	Delete

From here you will add the various classification choices.