

Accessing Payrolls in LCP Tracker

Recordkeeper Job Aid

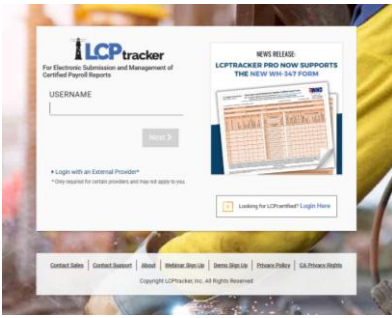
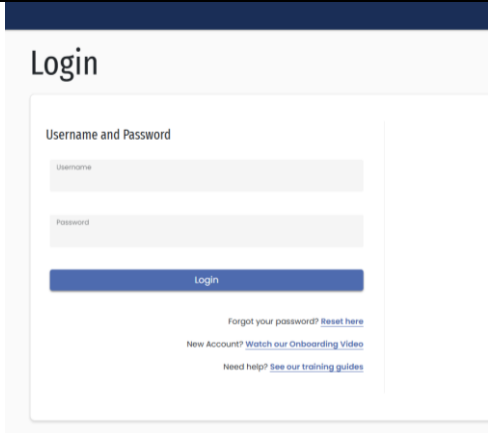

Construction Division



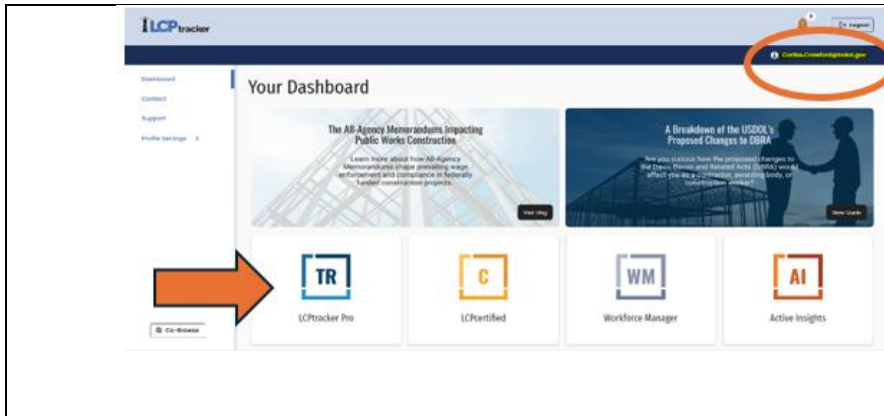
Construction Recordkeeper Job Aid

Accessing Payrolls in LCP Tracker

Contractors submit weekly payroll submissions for their workforce when performing work on a project. Consult the *Construction Contract Administration Manual (CCAM)*, Chapter 15, [Section 1, "Labor Requirements,"](#) for additional information on District Monitoring for Federally Funded Projects. Perform the following steps to review, audit, and accept payroll in LCP Tracker.

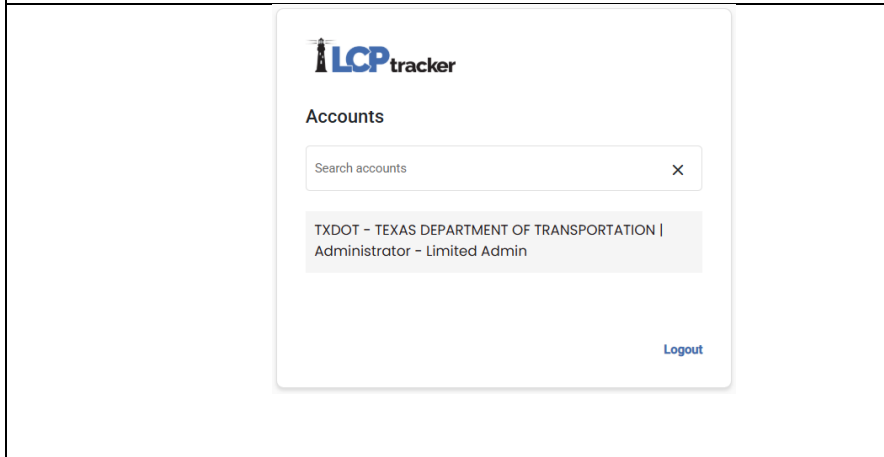
| | |
|--|--|
| <p style="text-align: center;">Logging in:</p>  | <ol style="list-style-type: none"> 1. Log into the LCPTracker website. <ol style="list-style-type: none"> a. Type your TxDOT email b. Click next |
|  | <ol style="list-style-type: none"> c. Type in your TxDOT email address. d. Type in your password. e. Click Login. |
|  | <ol style="list-style-type: none"> f. Follow the steps for two-step verification using the Microsoft Authenticator App or email. |

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2. Once you have logged on, your email address will be displayed at the top right-hand corner of the screen.

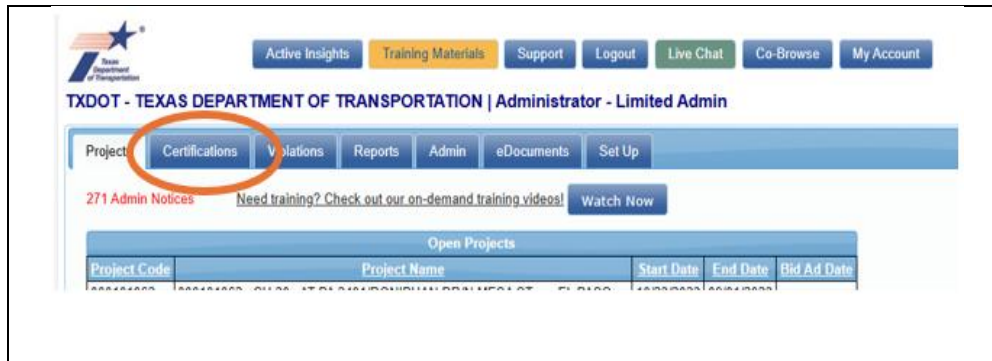
Click on LCPTracker Pro.



3. Click on TxDOT – TEXAS DEPARTMENT OF TRANSPORTATION.

(It will list your role.)

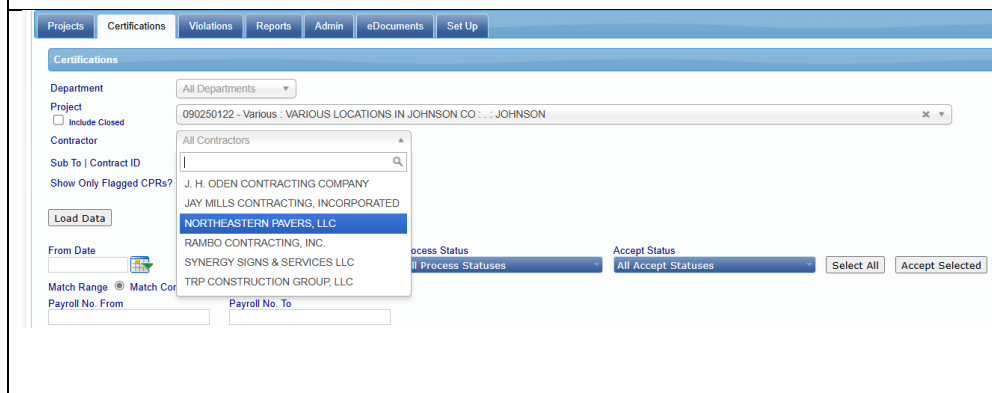
Construction Recordkeeper Job Aid



4. Click on the Certifications tab.



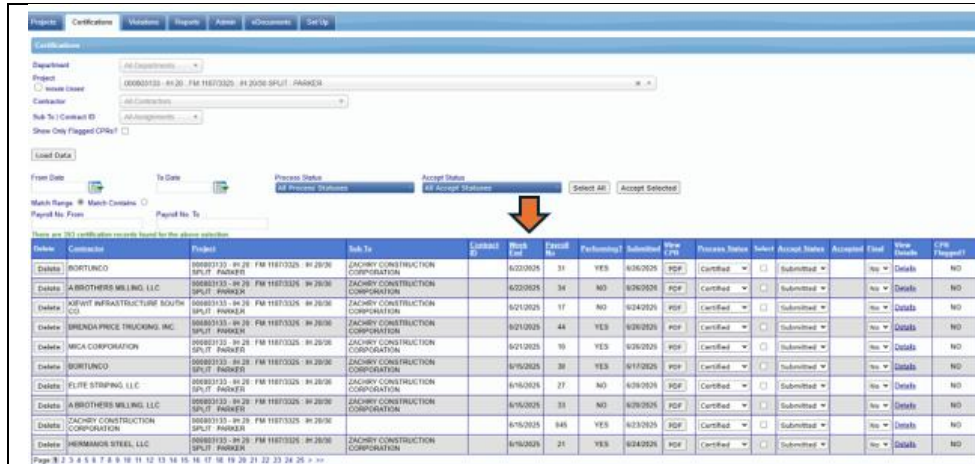
- a. Using the Project dropdown, select your project.
- b. Leave All Contractors in the Contractors drop down.
- c. Click Load Data



NOTE: You can select a particular contractor on the project by using the drop down.

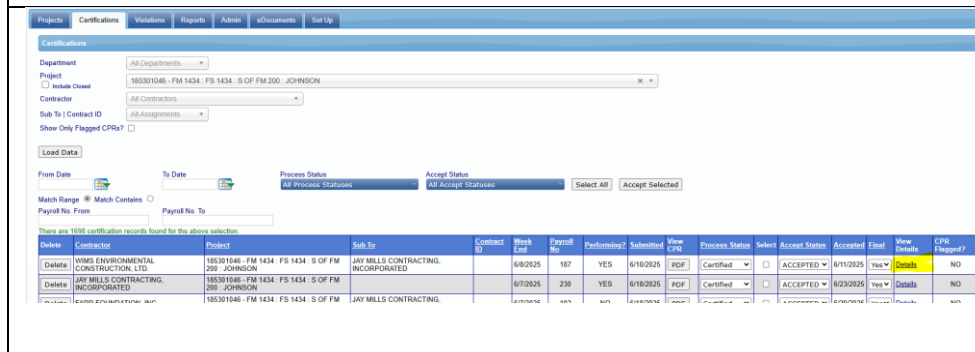
Once selected, click Load Data to view that Contractor's payroll.

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| Delete | Contractor | Project | Sub To | Contract ID | Week End | Payroll No. | Performing | Submitted | View PDF | Process Status | Select | Accept Status | Accounted | Filed | View Details | CPR Flagged? |
|--------|---------------------------------|---|---------------------------------|-------------|-----------|-------------|------------|-----------|----------|----------------|--------------------------|---------------|-----------|-------|--------------|--------------|
| Delete | BORTINCO | 80803133 - 01-28 FM 11873326 - 01-2830 SPLIT - PARKER | ZACHRY CONSTRUCTION CORPORATION | | 6/22/2025 | 31 | YES | 6/26/2025 | PDF | Certified | <input type="checkbox"/> | Submitted | | No | Details | NO |
| Delete | ARBROTHERS MILLING, LLC | 80803133 - 01-28 FM 11873326 - 01-2830 SPLIT - PARKER | ZACHRY CONSTRUCTION CORPORATION | | 6/22/2025 | 34 | NO | 6/26/2025 | PDF | Certified | <input type="checkbox"/> | Submitted | | No | Details | NO |
| Delete | XEVWIT INFRASTRUCTURE SOUTH CO | 80803133 - 01-28 FM 11873326 - 01-2830 SPLIT - PARKER | ZACHRY CONSTRUCTION CORPORATION | | 6/21/2025 | 17 | NO | 6/24/2025 | PDF | Certified | <input type="checkbox"/> | Submitted | | No | Details | NO |
| Delete | BRENDA PRICE TRUCKING, INC. | 80803133 - 01-28 FM 11873326 - 01-2830 SPLIT - PARKER | ZACHRY CONSTRUCTION CORPORATION | | 6/21/2025 | 44 | YES | 6/26/2025 | PDF | Certified | <input type="checkbox"/> | Submitted | | No | Details | NO |
| Delete | MCA CORPORATION | 80803133 - 01-28 FM 11873326 - 01-2830 SPLIT - PARKER | ZACHRY CONSTRUCTION CORPORATION | | 6/21/2025 | 16 | YES | 6/26/2025 | PDF | Certified | <input type="checkbox"/> | Submitted | | No | Details | NO |
| Delete | BORTINCO | 80803133 - 01-28 FM 11873326 - 01-2830 SPLIT - PARKER | ZACHRY CONSTRUCTION CORPORATION | | 6/19/2025 | 39 | YES | 6/19/2025 | PDF | Certified | <input type="checkbox"/> | Submitted | | No | Details | NO |
| Delete | FLUTE STEELING, LLC | 80803133 - 01-28 FM 11873326 - 01-2830 SPLIT - PARKER | ZACHRY CONSTRUCTION CORPORATION | | 6/16/2025 | 37 | NO | 6/19/2025 | PDF | Certified | <input type="checkbox"/> | Submitted | | No | Details | NO |
| Delete | ARBROTHERS MILLING, LLC | 80803133 - 01-28 FM 11873326 - 01-2830 SPLIT - PARKER | ZACHRY CONSTRUCTION CORPORATION | | 6/15/2025 | 33 | NO | 6/26/2025 | PDF | Certified | <input type="checkbox"/> | Submitted | | No | Details | NO |
| Delete | ZACHRY CONSTRUCTION CORPORATION | 80803133 - 01-28 FM 11873326 - 01-2830 SPLIT - PARKER | ZACHRY CONSTRUCTION CORPORATION | | 6/15/2025 | 848 | YES | 6/23/2025 | PDF | Certified | <input type="checkbox"/> | Submitted | | No | Details | NO |
| Delete | HEMMANSON STEEL, LLC | 80803133 - 01-28 FM 11873326 - 01-2830 SPLIT - PARKER | ZACHRY CONSTRUCTION CORPORATION | | 6/16/2025 | 21 | YES | 6/24/2025 | PDF | Certified | <input type="checkbox"/> | Submitted | | No | Details | NO |

NOTE: Double clicking on the “Week End” column heading will sort the payroll column by descending date.



| Delete | Contractor | Project | Sub To | Contract ID | Week End | Payroll No. | Performing | Submitted | View PDF | Process Status | Select | Accept Status | Accounted | Filed | View Details | CPR Flagged? |
|--------|--------------------------------------|--|-------------------------------------|-------------|----------|-------------|------------|-----------|----------|----------------|--------------------------|---------------|-----------|-----------|--------------|--------------|
| Delete | WMB ENVIRONMENTAL CONSTRUCTION, LTD. | 18530146 - FM 1434 - FS 1434 - S OF FM 200 - JOHNSON | JAY MILLS CONTRACTING, INCORPORATED | | 6/9/2025 | 187 | YES | 6/10/2025 | PDF | Certified | <input type="checkbox"/> | ACCEPTED | | 6/11/2025 | Details | NO |
| Delete | JAY MILLS CONTRACTING, INCORPORATED | 18530146 - FM 1434 - FS 1434 - S OF FM 200 - JOHNSON | JAY MILLS CONTRACTING, INCORPORATED | | 6/7/2025 | 230 | YES | 6/10/2025 | PDF | Certified | <input type="checkbox"/> | ACCEPTED | | 6/23/2025 | Details | NO |
| Delete | WMB ENVIRONMENTAL CONSTRUCTION, LTD. | 18530146 - FM 1434 - FS 1434 - S OF FM 200 - JOHNSON | JAY MILLS CONTRACTING, INCORPORATED | | 6/7/2025 | 44 | NO | 6/10/2025 | PDF | Certified | <input type="checkbox"/> | ACCEPTED | | 6/23/2025 | Details | NO |

5. To view the payroll, click on Details under the “View Details” column.

Construction Recordkeeper Job Aid



Projects Certifications Violations Reports Admin eDocuments Set Up

CPR Certification Status Details

Project Code: 185301046
 Project Name: 185301046 - FM 1434 - FS 1434 - S OF FM 200 - JOHNSON
 Contractor: JAY MILLS CONTRACTING, INCORPORATED
 Contract ID: [Redacted]
 Sub To: [Redacted] [View Contractor Assignment Report](#)

Week End Date: 9/21/2024 [View Project Wage Datasheet](#)

Process Status: **Certified** Payroll Number: 193
 Accept Status: **ACCEPTED** Performing: YES
 Person Submitting: Gabby Soria Final: No
 Employees Interviewed This Week: 0

Contractor Notes: [Text Area]
 Confidential Admin Comments: [Text Area]

Save Cancel Add Notice Hide Closed Notices

Certification Details

| Submitted Date | Status | View CPR |
|----------------|-----------|----------------------|
| 9/25/2024 | Certified | View |

Payroll Record Details

| Payroll Record Count | Employee | Jurisdiction | Craft | Classification | Recent Action | Recent Code | Status | Audited | |
|----------------------|------------|--------------|---------------------------------|---------------------------------|---------------|-------------|--------|-----------------------|----------------------|
| 1 | [Redacted] | TXDOT | 1402 - ROLLER OPERATOR, ASPHALT | 1402 - Roller Operator, Asphalt | 0 | Certified | Yes | Audit | View |
| 2 | [Redacted] | TXDOT | 1150 - FLAGGER | 1150 - Flagger | 0 | Certified | Yes | Audit | View |
| 3 | [Redacted] | TXDOT | 1150 - FLAGGER | 1150 - Flagger | 0 | Certified | Yes | Audit | View |

6. Verify the following information.
 - d. The correct number of hours are reported.
 - e. Workers on multiple projects are accurately reported on all projects.
 - f. Payroll submitted applies to the correct project
 - g. Identify subcontractors on the project during a specific period using diary recordings and verify the payrolls were submitted.

Save Cancel Add Notice Hide Closed Notices

Certification Details

| Submitted Date | Status | View CPR |
|----------------|-----------|----------------------|
| 6/24/2025 | Certified | View |

Payroll Record Details

| Payroll Record Count | Employee | Jurisdiction | Craft | Classification | Recent Action | Recent Code | Status | Audited | |
|---------------------------------|---------------------------|--------------|--|--|---------------|-------------|--------|-----------------------|----------------------|
| 1 | [Redacted] | TXDOT | 1396 - Pavement Marking Machine Operator | 1396 - Pavement Marking Machine Operator | 0 | Certified | | Audit | View |
| 2 | [Redacted] | TXDOT | 1172 - Laborer, Common | 1172 - Laborer, Common | 0 | Certified | | Audit | View |
| 3 | [Redacted] | TXDOT | 1172 - Laborer, Common | 1172 - Laborer, Common | 0 | Certified | | Audit | View |
| Total Payroll Records: 3 | Total Employees: 3 | | | | | | | | |

7. Click "Audit" in the right column for the employee you want to audit.

Construction Recordkeeper Job Aid

▼ Classifications

| Jurisdiction | Location | Craft | Classification | Construction Type |
|--------------|-----------|------------------------|------------------------|-------------------|
| TXDOT | Zone TX25 | 1172 - Laborer, Common | 1172 - Laborer, Common | Heavy & Highway |

▼ Hours Worked Each Day for This Project Only

| | Monday 6/2/2025 | Tuesday 6/3/2025 | Wednesday 6/4/2025 | Thursday 6/5/2025 | Friday 6/6/2025 | Saturday 6/7/2025 | Sunday 6/8/2025 | Total Hours |
|-----------------|--------------------|---------------------|-----------------------|----------------------|--------------------|----------------------|--------------------|--------------|
| Regular Time | 9.25 | 11.25 | 11.25 | 3.50 | 0.00 | 0.00 | 0.00 | 35.25 |
| Overtime at 1.5 | 0.00 | 0.00 | 0.00 | 7.75 | 4.75 | 0.00 | 0.00 | 12.50 |
| Double-Time | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 9.25 | 11.25 | 11.25 | 11.25 | 4.75 | 0.00 | 0.00 | 47.75 |

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

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

Single Paycheck Multiple Paychecks

Deductions

| Fed Tax | Social Security | Medicare | State Tax | Local Taxes/SDI | Other | Vac/Dues | Savings | Total Deductions |
|---------|-----------------|----------|-----------|-----------------|-------|----------|---------|------------------|
| 120.330 | 79.360 | 18.560 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 218.250 |

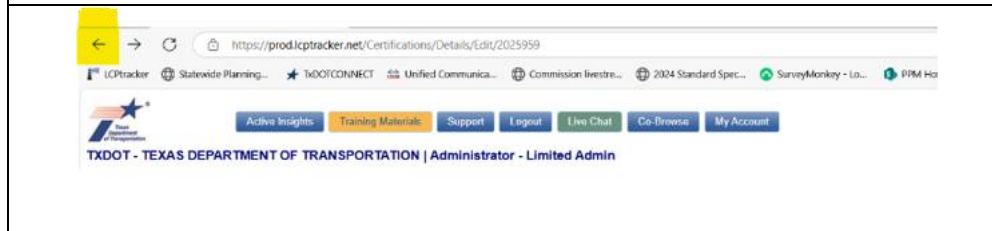
Payments (If included in paycheck)

| Trav/Subs | Gross Pay All Projects | Paycheck Amount | Check Number * | Payment Date |
|-----------|------------------------|-----------------|----------------|--------------|
| 160.000 | 1280.000 | 1221.750 | ach1478 | 06/13/2025 |

Notes

Other Deduction Notes

8. Review the following information.
 - a. Name
 - b. Unique Employee ID (Individual Identity Number)
 - c. Address
 - d. Classification
 - e. Rates of pay
 - f. Daily and Weekly number of hours worked
 - g. Deductions made
 - h. Actual wages paid.



9. After reviewing, you MUST click the back arrow in the top left corner of the window.

Payroll Record Details

| Payroll Record Count | Employee | Jurisdiction | Craft | Classification | Recast Action | Recast Code | Status | Audited | |
|----------------------|------------|--------------|--|--|---------------|-------------|--------|---------|------|
| 1 | [REDACTED] | TXDOT | 1303 - ASPHALT PAVING MACHINE OPERATOR | 1303 - Asphalt Paving Machine Operator | 0 | Certified | Yes | Audit | View |
| 2 | [REDACTED] | TXDOT | 1380 - MILLING MACHINE OPERATOR | 1380 - Milling Machine Operator | 0 | Certified | | Audit | View |
| 3 | [REDACTED] | TXDOT | 1300 - ASPHALT DISTRIBUTOR OPERATOR | 1300 - Asphalt Distributor Operator | 0 | Certified | | Audit | View |

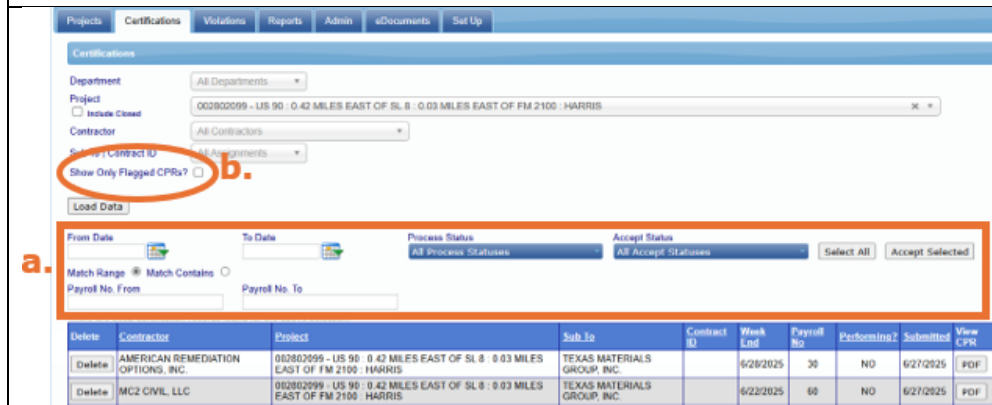
10. The employee will now show "Yes" in the Audited column.

| | Process Status | Select | Accept Status | Accept |
|---|----------------|--------------------------|---------------|---------|
| F | Certified | <input type="checkbox"/> | ACCEPTED | 6/25/20 |
| F | Certified | <input type="checkbox"/> | ACCEPTED | 6/25/20 |
| F | Certified | <input type="checkbox"/> | ACCEPTED | 6/25/20 |
| F | Certified | <input type="checkbox"/> | ACCEPTED | 6/24/20 |
| F | Certified | <input type="checkbox"/> | ACCEPTED | 6/25/20 |
| F | Certified | <input type="checkbox"/> | Submitted | |
| F | Certified | <input type="checkbox"/> | Submitted | |

Accepting Payrolls in LCPtracker

11. Starting from the Certifications tab, select the project. Payrolls submitted will show as “Certified” under the Process Status column and “Submitted” under the Accept Status columns.

The recordkeeper will accept, reject, or permit edits for all payrolls submitted on the project.



a.

b.

| Delete | Contractor | Project | Sub To | Contract ID | Week End | Payroll No. | Performing | Submitted | View CPR |
|--------|------------------------------------|---|-----------------------------|-------------|-----------|-------------|------------|-----------|----------|
| Delete | AMERICAN REMEDIATION OPTIONS, INC. | 002802099 - US 90 - 0.42 MILES EAST OF SL 8 - 0.03 MILES EAST OF FM 2100 - HARRIS | TEXAS MATERIALS GROUP, INC. | | 6/28/2025 | 30 | NO | 6/27/2025 | PDF |
| Delete | MC2 CIVIL, LLC | 002802099 - US 90 - 0.42 MILES EAST OF SL 8 - 0.03 MILES EAST OF FM 2100 - HARRIS | TEXAS MATERIALS GROUP, INC. | | 6/22/2025 | 60 | NO | 6/27/2025 | PDF |

12. Double click the “**Week End**” column heading to order the payrolls by latest date. This shows all the contractors on the project and all the certified payrolls submitted on the project.

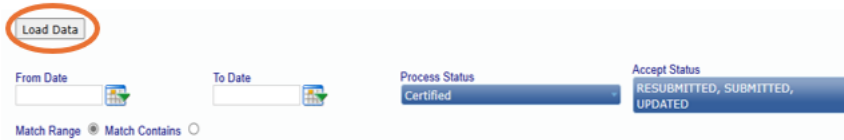
a. The recordkeeper can filter the information by contractor, date range, process status, accept status, or payroll number range.

b. Another option is to click on “Show only flagged certified payrolls (CPRs).” This option quickly shows any anomalies in payrolls on the project.

Construction Recordkeeper Job Aid

| Week End | Payroll No | Performing? | Submitted | View CPR | Process Status | Select | Accept Status | Accepted | Final | View Details | CPR Flagged? |
|-----------|------------|-------------|-----------|----------|----------------|--------------------------|---------------|-----------|-------|--------------|--------------|
| 6/29/2025 | 190 | NO | 6/25/2025 | PDF | Certified | <input type="checkbox"/> | ACCEPTED | 6/25/2025 | No | Details | NO |
| 6/27/2025 | 63 | NO | 6/25/2025 | PDF | Certified | <input type="checkbox"/> | ACCEPTED | 6/25/2025 | No | Details | NO |
| 6/25/2025 | 114 | NO | 6/25/2025 | PDF | Certified | <input type="checkbox"/> | ACCEPTED | 6/25/2025 | No | Details | NO |
| 6/22/2025 | 188 | NO | 6/23/2025 | PDF | Certified | <input type="checkbox"/> | ACCEPTED | 6/24/2025 | No | Details | NO |
| 6/22/2025 | 189 | NO | 6/25/2025 | PDF | Certified | <input type="checkbox"/> | ACCEPTED | 6/25/2025 | No | Details | NO |
| 6/22/2025 | 194 | YES | 6/25/2025 | PDF | Certified | <input type="checkbox"/> | Submitted | | No | Details | NO |

13. Payrolls that have been accepted will show the acceptance date.



14. After completing the review of at least 10% of the payrolls, the recordkeeper can accept the rest of the payrolls on the project by sorting the payrolls.

a. Apply filters and click the Load Data button.

This example is filtered by Process Status and Accept Status. Selecting **RESUBMITTED, SUBMITTED AND UPDATED** will show all payrolls that have been sent back for revision or updates and payrolls that still need to be accepted by the recordkeeper.

Construction Recordkeeper Job Aid

There are 45 certification records found for the above selection

| Delete | Contractor | Project | Sub.To | Contract ID | Week End | Payroll No | Performing? | Submitted | View CPR | Process Status | Select | Accept Status | Accepted | Final | View Details | CPR Flagged? |
|--------|------------------------------------|--|-----------------------------|-------------|-----------|------------|-------------|-----------|----------|----------------|--------------------------|---------------|----------|-------|--------------|--------------|
| Delete | AMERICAN REMEDIATION OPTIONS, INC. | 60262099 - US 90 0.42 MILES EAST OF SL 8 : 0.03 MILES EAST OF FM 2100 - HARRIS | TEXAS MATERIALS GROUP, INC. | | 6/28/2025 | 30 | NO | 6/27/2025 | PDF | Certified | <input type="checkbox"/> | Submitted | | no | Details | NO |
| Delete | MC2 CIVIL, LLC | 60262099 - US 90 0.42 MILES EAST OF SL 8 : 0.03 MILES EAST OF FM 2100 - HARRIS | TEXAS MATERIALS GROUP, INC. | | 6/22/2025 | 60 | NO | 6/27/2025 | PDF | Certified | <input type="checkbox"/> | Submitted | | no | Details | NO |
| Delete | AMERICAN REMEDIATION OPTIONS, INC. | 60262099 - US 90 0.42 MILES EAST OF SL 8 : 0.03 MILES EAST OF FM 2100 - HARRIS | TEXAS MATERIALS GROUP, INC. | | 6/21/2025 | 29 | YES | 6/27/2025 | PDF | Certified | <input type="checkbox"/> | Submitted | | no | Details | NO |
| Delete | SEMPER STRIPING LLC | 60262099 - US 90 0.42 MILES EAST OF SL 8 : 0.03 MILES EAST OF FM 2100 - HARRIS | TEXAS MATERIALS GROUP, INC. | | 6/15/2025 | 61 | NO | 6/18/2025 | PDF | Certified | <input type="checkbox"/> | Submitted | | no | Details | NO |
| Delete | MC2 CIVIL, LLC | 60262099 - US 90 0.42 MILES EAST OF SL 8 : 0.03 MILES EAST OF FM 2100 - HARRIS | TEXAS MATERIALS GROUP, INC. | | 6/15/2025 | 59 | NO | 6/19/2025 | PDF | Certified | <input type="checkbox"/> | Submitted | | no | Details | NO |
| Delete | AMERICAN REMEDIATION OPTIONS, INC. | 60262099 - US 90 0.42 MILES EAST OF SL 8 : 0.03 MILES EAST OF FM 2100 - HARRIS | TEXAS MATERIALS GROUP, INC. | | 6/14/2025 | 28 | NO | 6/17/2025 | PDF | Certified | <input type="checkbox"/> | Submitted | | no | Details | NO |
| Delete | MC2 CIVIL, LLC | 60262099 - US 90 0.42 MILES EAST OF SL 8 : 0.03 MILES EAST OF FM 2100 - HARRIS | TEXAS MATERIALS GROUP, INC. | | 6/8/2025 | 58 | NO | 6/17/2025 | PDF | Certified | <input type="checkbox"/> | Submitted | | no | Details | NO |
| Delete | SEMPER STRIPING LLC | 60262099 - US 90 0.42 MILES EAST OF SL 8 : 0.03 MILES EAST OF FM 2100 - HARRIS | TEXAS MATERIALS GROUP, INC. | | 6/8/2025 | 60 | NO | 6/18/2025 | PDF | Certified | <input type="checkbox"/> | Submitted | | no | Details | NO |
| Delete | AMERICAN REMEDIATION OPTIONS, INC. | 60262099 - US 90 0.42 MILES EAST OF SL 8 : 0.03 MILES EAST OF FM 2100 - HARRIS | TEXAS MATERIALS GROUP, INC. | | 6/7/2025 | 27 | NO | 6/17/2025 | PDF | Certified | <input type="checkbox"/> | Submitted | | no | Details | NO |
| Delete | TEXAS MATERIALS GROUP, INC. | 60262099 - US 90 0.42 MILES EAST OF SL 8 : 0.03 MILES EAST OF FM 2100 - HARRIS | TEXAS MATERIALS GROUP, INC. | | 6/7/2025 | 59 | NO | 6/27/2025 | PDF | Certified | <input type="checkbox"/> | Submitted | | no | Details | NO |

Page: 2 of 5

NOTE: For this example, this will quickly show that there are 5 pages of payrolls (45 certification records) that need to be accepted, none of which are flagged, and all of which are certified and submitted.

All Status
 Certified

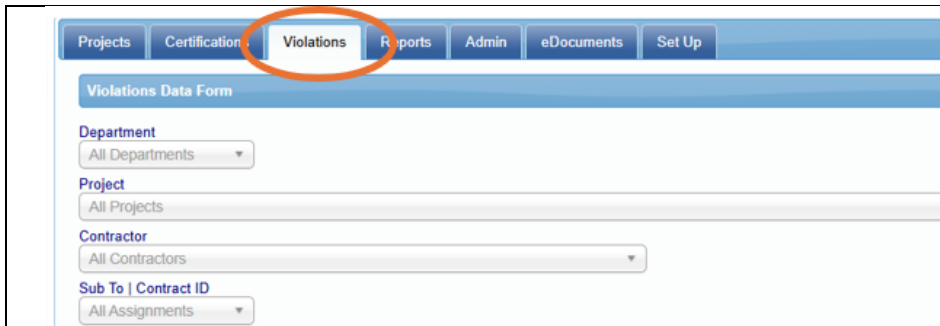
Accept Status
 RESUBMITTED, SUBMITTED, UPDATED
 Unselect All Accept Selected



| Sub.To | Contract ID | Week End | Payroll No | Performing? | Submitted | View CPR | Process Status | Select | Accept Status |
|-------------------------|-----------------------------|-----------|------------|-------------|-----------|----------|----------------|-------------------------------------|---------------|
| ST OF SL 8 : 0.03 MILES | TEXAS MATERIALS GROUP, INC. | 6/28/2025 | 30 | NO | 6/27/2025 | PDF | Certified | <input checked="" type="checkbox"/> | Submitted |
| ST OF SL 8 : 0.03 MILES | TEXAS MATERIALS GROUP, INC. | 6/22/2025 | 60 | NO | 6/27/2025 | PDF | Certified | <input checked="" type="checkbox"/> | Submitted |
| ST OF SL 8 : 0.03 MILES | TEXAS MATERIALS GROUP, INC. | 6/21/2025 | 29 | YES | 6/27/2025 | PDF | Certified | <input checked="" type="checkbox"/> | Submitted |
| ST OF SL 8 : 0.03 MILES | TEXAS MATERIALS GROUP, INC. | 6/15/2025 | 61 | NO | 6/18/2025 | PDF | Certified | <input checked="" type="checkbox"/> | Submitted |
| ST OF SL 8 : 0.03 MILES | TEXAS MATERIALS GROUP, INC. | 6/15/2025 | 59 | NO | 6/19/2025 | PDF | Certified | <input checked="" type="checkbox"/> | Submitted |
| ST OF SL 8 : 0.03 MILES | TEXAS MATERIALS GROUP, INC. | 6/14/2025 | 28 | NO | 6/17/2025 | PDF | Certified | <input checked="" type="checkbox"/> | Submitted |
| ST OF SL 8 : 0.03 MILES | TEXAS MATERIALS GROUP, INC. | 6/8/2025 | 58 | NO | 6/17/2025 | PDF | Certified | <input checked="" type="checkbox"/> | Submitted |
| ST OF SL 8 : 0.03 MILES | TEXAS MATERIALS GROUP, INC. | 6/8/2025 | 60 | NO | 6/18/2025 | PDF | Certified | <input checked="" type="checkbox"/> | Submitted |
| ST OF SL 8 : 0.03 MILES | TEXAS MATERIALS GROUP, INC. | 6/7/2025 | 27 | NO | 6/17/2025 | PDF | Certified | <input checked="" type="checkbox"/> | Submitted |
| ST OF SL 8 : 0.03 MILES | TEXAS MATERIALS GROUP, INC. | 6/7/2025 | 59 | NO | 6/27/2025 | PDF | Certified | <input checked="" type="checkbox"/> | Submitted |

- Click on "Select All" and all the records displayed on the page will be marked with a check mark under the Select column.
- Next click on "Accept Selected" and every payroll with a check mark will move to an accepted status.
- Repeat this process on the remaining pages of data.

Construction Recordkeeper Job Aid

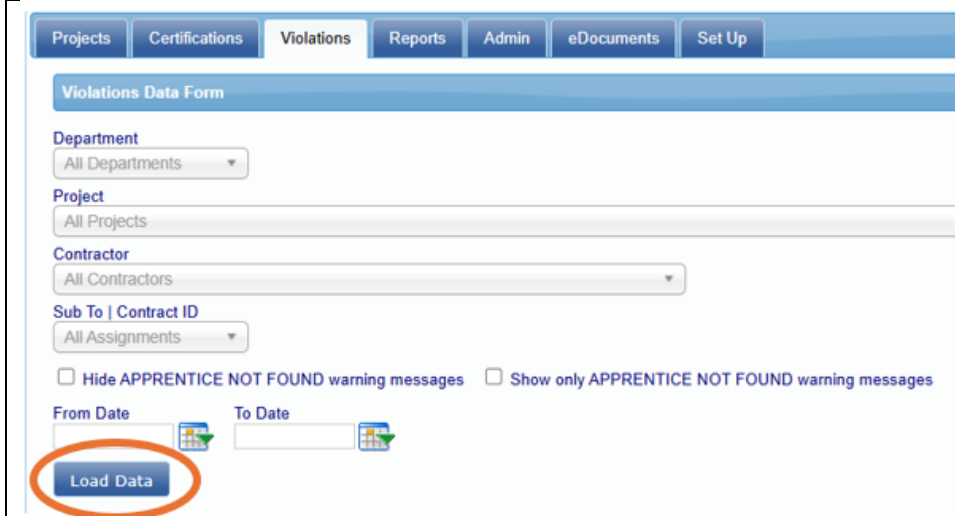


The screenshot shows the LCP Tracker interface with the 'Violations' tab highlighted in the navigation menu. Below the navigation menu is the 'Violations Data Form' with the following fields:

- Department: All Departments
- Project: All Projects
- Contractor: All Contractors
- Sub To | Contract ID: All Assignments

LCPtracker will flag any payroll violations or items that do not meet the requirements of the prevailing wage determination.

15. Click on the Violations Tab.



The screenshot shows the LCP Tracker interface with the 'Violations' tab selected. Below the navigation menu is the 'Violations Data Form' with the following fields:

- Department: All Departments
- Project: All Projects
- Contractor: All Contractors
- Sub To | Contract ID: All Assignments
- Hide APPRENTICE NOT FOUND warning messages Show only APPRENTICE NOT FOUND warning messages
- From Date: [Calendar icon]
- To Date: [Calendar icon]
- Load Data** (button highlighted with a red circle)

16. To pull up all violations to date, click "Load Data," without applying any filters.

Construction Recordkeeper Job Aid

| Project | Contractor | Subs | Contract | Roll Call Date | Envelope | Violations | Accepted |
|---|--|---------------------------------|----------|----------------|----------|------------|------------|
| 64798138 - H 410 AT H 18 F - RFX40 | WILLIAMS BROTHERS CONSTRUCTION CO., INC. | None | | 64819104 | | 1 | |
| 63296138 - H 410 / 10 H 18 F - BLANK | WILLIAMS BROTHERS CONSTRUCTION CO., INC. | None | | 64212024 | | 1 | |
| 20364801 - BL 335 - 001 001 - F M 1719 - 101114 | APOLLO CONSTRUCTIONS, INC. | WELBEEK, LLC | | 64112024 | | 1 | |
| 24420228 - SL 1654 - H 10 - US 281 - BEXAR | THE LEVY COMPANY, INC. | JACHRY CONSTRUCTION CORPORATION | | 62142025 | | 1 | 06/19/2025 |
| 24620228 - SL 1654 - H 10 - US 281 - BEXAR | THE LEVY COMPANY, INC. | JACHRY CONSTRUCTION CORPORATION | | 64210025 | | 1 | |
| 24620228 - SL 1654 - H 10 - US 281 - BEXAR | THE LEVY COMPANY, INC. | JACHRY CONSTRUCTION CORPORATION | | 63282025 | | 1 | |
| 24620228 - SL 1654 - H 10 - US 281 - BEXAR | THE LEVY COMPANY, INC. | JACHRY CONSTRUCTION CORPORATION | | 64110025 | | 1 | |
| 64620228 - US 60 - DEEP SOUTH CO LINE US 87 IN CANYON RANDALL | H & T TRUCKING | DUNNICK, INC. | | 64192025 | | 1 | |
| 24620228 - SL 1654 - H 10 - US 281 - BEXAR | THE LEVY COMPANY, INC. | JACHRY CONSTRUCTION CORPORATION | | 64252025 | | 1 | |
| 64497113 - US 87 - CENTRAL AVE NB BRIDGE - POTTER | J LEE MEEGAN, INC. | None | | 64272025 | | 1 | |
| 64497113 - US 87 - CENTRAL AVE NB BRIDGE - POTTER | J LEE MEEGAN, INC. | None | | 64272025 | | 1 | |
| 64497113 - US 87 - CENTRAL AVE NB BRIDGE - POTTER | J LEE MEEGAN, INC. | None | | 64272025 | | 1 | |
| 64497113 - US 87 - CENTRAL AVE NB BRIDGE - POTTER | J LEE MEEGAN, INC. | None | | 64272025 | | 1 | |
| 64497113 - US 87 - CENTRAL AVE NB BRIDGE - POTTER | J LEE MEEGAN, INC. | None | | 64272025 | | 1 | |
| 64497113 - US 87 - CENTRAL AVE NB BRIDGE - POTTER | J LEE MEEGAN, INC. | None | | 64272025 | | 1 | |
| 64497113 - US 87 - CENTRAL AVE NB BRIDGE - POTTER | J LEE MEEGAN, INC. | None | | 64272025 | | 1 | |
| 64497113 - US 87 - CENTRAL AVE NB BRIDGE - POTTER | J LEE MEEGAN, INC. | None | | 64272025 | | 1 | |
| 64497113 - US 87 - CENTRAL AVE NB BRIDGE - POTTER | J LEE MEEGAN, INC. | None | | 64272025 | | 1 | |
| 64497113 - US 87 - CENTRAL AVE NB BRIDGE - POTTER | J LEE MEEGAN, INC. | None | | 64272025 | | 1 | |
| 64497113 - US 87 - CENTRAL AVE NB BRIDGE - POTTER | J LEE MEEGAN, INC. | None | | 64272025 | | 1 | |
| 64497113 - US 87 - CENTRAL AVE NB BRIDGE - POTTER | J LEE MEEGAN, INC. | None | | 64272025 | | 1 | |

This example shows 3 pages of violations that should be evaluated. Notice the number of notices sent and the date last viewed are shown on this page.

- Review all violations to verify the information.
- Any corrections must be updated or corrected by the submitting contractor.
- These payrolls should be reviewed and corrected prior to acceptance.

| Week End | Payroll No | Performing? | Submitted | View CPR | Process Status | Select | Accept Status | Accepted | Final | View Details | CPR Flagged? |
|-----------|------------|-------------|-----------|----------|----------------|--------------------------|---------------|----------|-------|--------------|--------------|
| 5/28/2025 | 9 | YES | 5/30/2025 | PDF | Certified | <input type="checkbox"/> | Reviewed | | No | Details | NO |
| 5/25/2025 | 16 | YES | 6/10/2025 | PDF | Certified | <input type="checkbox"/> | Reviewed | | No | Details | NO |
| 5/25/2025 | 136 | NO | 6/12/2025 | PDF | Certified | <input type="checkbox"/> | Reviewed | | No | Details | NO |
| 5/24/2025 | 6 | YES | 6/2/2025 | PDF | Certified | <input type="checkbox"/> | Reviewed | | No | Details | NO |
| 5/17/2025 | 5 | YES | 5/29/2025 | PDF | Certified | <input type="checkbox"/> | Reviewed | | No | Details | NO |
| 5/17/2025 | 1 | YES | 6/2/2025 | PDF | Certified | <input type="checkbox"/> | Reviewed | | No | Details | NO |
| 5/10/2025 | 67 | YES | 5/15/2025 | PDF | Certified | <input type="checkbox"/> | Reviewed | | No | Details | NO |
| 5/10/2025 | 4 | YES | 5/29/2025 | PDF | Certified | <input type="checkbox"/> | Reviewed | | No | Details | NO |
| 5/4/2025 | 13 | YES | 6/2/2025 | PDF | Certified | <input type="checkbox"/> | Reviewed | | No | Details | NO |
| 4/27/2025 | 12 | YES | 6/2/2025 | PDF | Certified | <input type="checkbox"/> | Reviewed | | No | Details | NO |

Projects reviewed by the recordkeeper will be marked as reviewed.

Construction Recordkeeper Job Aid

Best Practice

For federally funded projects, review at least 10% of all payrolls for each contract. The Area Engineer (AE) has discretion in determining the composition of the 10% to be reviewed. Review selected payrolls to ensure that employees are compensated at least the appropriate prevailing minimum wage for the actual work performed per the correct wage determination in the contract.