SANDAG

Labor Compliance Monitoring Program

Contractor/Subcontractor User Guide

December 2022

LCMP

Contents

1. Introduction

Overview of Contractor/Subcontractor Guide

This guide is intended to assist contractors and subcontractors in the understanding of the Labor Compliance Monitoring Program (LCMP) mandated by SANDAG and the usage of the Labor Compliance Monitoring System (LCMS), an online reporting system that captures the necessary requirements of the California Department of Industrial Relations DIR, the Federal requirements issued by the Department of Labor (DOL), and Davis-Bacon Act, which apply to SANDAG construction projects. For this reason, all requirements and forms will be included in this manual for reference to all applicable parties. All applicable forms will also be included through the LCMS under the e-Documents area.

Please note that for purposes of this guide all references to "contractors" or "subcontractors" is meant to include all entities that employ persons working on SANDAG public works projects. Also note that references to "contractors" includes prime contractors and all subcontractors unless otherwise indicated.

Labor Compliance Monitoring System (LCMS) Overview

The LCMS is a web-based reporting system available 24 hours a day, 7 days a week. It allows SANDAG to email directly to contractors regarding any items missing or that need further clarification. It is the SANDAG system for payroll reporting including fringe benefits, training fund contributions, apprenticeship forms, check stub details, canceled checks, etc. All "paperwork" mandated by the State of California and the Federal Department of Labor will need to be uploaded into the LCMS for review. Be aware, however, that information uploaded to the SANDAG LCMS is not sent by SANDAG to the DIR, which means that contractors and subcontractors will be required to also submit information to DIR. This guide will give instructions on how to use the LCMS with screen shots to assist.

Applicable Regulatory Requirements

Standard prevailing wage language is included in all of the SANDAG contracts involving public works. Please review all such language including the correct wage determination applicable.

i) **California Labor Code Sections:**
- Labor Code Section 1774-1775 (the payment of prevailing wages & documentation).
- Labor Code Section 1776 (the keeping and submission of accurate certified payrolls).
- Labor Code Section 1777.5 (the employment of apprentices on public works).
- Labor Code Section 1811-1813 (overtime must be paid for work in excess of 8 hours per day and 40 hours per week).

ii) **Public Contract Code**
- Public Contract Code 2600-2603 (Skilled and Trained Workforce)

iii) **Specific Requirements:**
- Special prevailing wage rates generally apply to work performed on weekends, holidays and for certain shift work.

- Depending on the location of the project and the amount of travel incurred by workers on the project, certain travel and subsistence payments may also be required.
- Contractors should also be aware that some wage rates will increase during the course of the project and are noted on the specific Wage Determination with a single asterisk (*) or a double asterisk (**) after the "Expiration Date."
- Predetermined increases are published and are available on the DIR Division of Labor Standards Enforcement (DLSE) website http://www.dir.ca.gov/oprl/DPreWageDetermination.htm
- The single asterisk (*) or double asterisk (**), appear in the DIR Classification Wage Determination, after the Expiration Date (show below).

GENERAL PREVAILING WAGE DETERMINATION MADE BY THE DIRECTOR OF INDUSTRIAL RELATIONS
PURSUANT TO CALIFORNIA LABOR CODE PART 7, CHAPTER 1, ARTICLE 2, SECTIONS 1770, 1773 AND 1773.1
FOR COMMERCIAL BUILDING, HIGHWAY, HEAVY CONSTRUCTION AND DREDGING PROJECTS

Craft: Cement Mason#

Determination:
SC-23-203-2-2022-1

Issue Date:
August 22, 2022

Expiration date of determination:
June 30, 2023** The rate to be paid for work performed after this date has been determined. If work will extend past this date, the new rate must be paid and should be incorporated in contracts entered into now. Contact the Office of the Director - Research Unit for specific rates at (415) 703-4774.

- o Expiration Date / Single Asterisk: If there are no predetermined increases, the expiration date on each prevailing wage determination will be followed by a single (*) asterisk. Single asterisk expiration dates mean the rates listed on that particular wage determination apply for the entire duration of the project.
- o Expiration Date / Double Asterisk: If there are predetermined changes (typically increases to the wage rate), the expiration date will be followed by a double (**) asterisk. The new prevailing wage goes into effect on the day following the expiration dated listed in the determination.
- Contractors and subcontractors should also review specific requirements for special rates that apply to holidays, premium pay, shift work and travel and subsistence pay.

iv) **Apprentices**
- In order to work on a public works project and receive apprenticeship prevailing wage rates, apprentices must be actively enrolled in a California Division of Apprenticeship-Standards approved program.
- Apprentices who are not properly supervised and employed in the appropriate ratio shall be paid the full journeyman wages for the classification of work performed.
- Contractors are required to submit DAS-140 and DAS-142 forms for all applicable projects (When the total amount of prime contract exceeds $30,000). Reference the LCMS eDocuments to view these forms.

LCMP

v) **Penalties**

SANDAG or the California Department of Industrial Relations may impose penalties upon contractors and subcontractors for failure to comply with prevailing wage requirements.

- Section 1775-Up to $200 per day per worker for each wage violation identified
- Section 1776-$100 per day per worker for failure to provide the required paperwork and documentation requested within a 10-day window
- Section 1777.7-$100 per day work is ongoing for failure to comply with Apprenticeship regulations
- Section 1813-$25 per day per worker for any overtime violation

vi) **Conditions of Payment**

a) Contractor will supply all applicable and necessary certified payrolls (for itself and all applicable subcontractors) for the time period covering each payment request. Per Labor Code Section 1720 et seq., certified payroll means any of the items shown below and according to the timetable in the SANDAG Submittal Timeframe (references page 30 of this guide).
- Certified Payroll
- Fringe Benefit Statements and backup documentation (i.e., monthly benefit statements).
- Employee timecards
- Wage statements
- Cancelled checks
- Submission of training fund contribution form (CAC-2) if applicable and make sure contribution are being made as required
- Apprenticeship forms such as DAS-140 and DAS-142
b) Contractor and all subcontractors are required by Senate Bill 854 to: register with the Department of Industrial Relations and pay the annual fee for registering as a Public Works Contractor for each fiscal year (July 1- June 30)
c) All projects must submit certified payroll and related documents electronically to the DIR on a weekly basis. Failure to submit payrolls to the DIR when mandated by the project parameters may result in the withholding of progress, retention, and final payment.

vii) **Federally Funded Projects**
- Federal Davis-Bacon requirements must be met IN ADDITION to California prevailing wage requirements.
- Where there is a conflict in laws or regulations, the higher wage rate and the more restrictive rule will apply.
- If you will be using subcontractors, you are REQUIRED to insert these same contract clauses AND the federal wage rates in your subcontracts. (You may NOT incorporate these provisions by reference).
- Failure to comply with this requirement may make your company liable for any underpayment of federal wages by your subcontractor

- Review the federal wage classifications and compare them to the state wage classifications.
- If California has a wage classification that is not in the federal wage determination, there is a process whereby the contractor and SANDAG may request a federal wage conformance from the US Department of Labor (DOL). The conformance may or may not be granted depending on the circumstances of the request. Conformances are not automatically granted.
- Davis-Bacon also requires that apprentices employed on the project be enrolled in a program approved by the DOL's Bureau of Apprenticeship Training (BAT).
- Any apprentice employed on a project with federal funding must be enrolled in a California approved apprenticeship program AND a program that has the apprentice listed with the BAT.
- Contractors may be asked for a BAT certificate for each apprentice on the project. This verification can be obtained from the applicable apprenticeship program. It is recommended that contractors inform the apprenticeship program when they are working on a federally funded program, so that all apprentices dispatched meet both state and federal apprenticeship requirements. If an apprentice is enrolled in a California approved program, but not a BAT approved program, the contractor will be required to pay that apprentice full journeyman wages.

viii) **Withholding of Funds**

- SANDAG may withhold 10% of progress payment (Min. $1,000 – Max. $10,000)
- until certified payroll forms and related documentation are properly submitted, reviewed, and found to be in full compliance.
- Any monthly withholding of progress payments will be released by SANDAG upon Contractor compliance.
- In the event that certified payroll forms do not comply with the requirements of Labor Code Section 1720 et seq. (or federal Davis-Bacon requirements when applicable), SANDAG may continue to hold sufficient funds to cover estimated wages and penalties under the contract.
- All contractors/subcontractors and related construction services subject to prevailing wage (including but not limited to: trucking, surveying and inspection work) must be registered with the DIR as a "public works contractor". Those that fail to register and maintain their status as a public works contractor shall be in violation of their contract with SANDAG, which would constitute just cause for SANDAG to terminate its contract.

![LCMP logo]

2. LABOR COMPLIANCE MONITORING SYSTEM (LCMS) SETUP

How to access the LCMS

Click the following link to access the LCPtracker website:

LCPtracker

Your User ID

Your User ID will be assigned to you in the initial email. It will be your Contractor's License Number or telephone number as input by the SANDAG Administrator when you are added to the system.

LCMP

Your password

Your password is initially assigned to you in the welcome email. You must change your password to something only you know the first time you login.

How to login

a)   In the User ID box, enter the username provided to you in the initial email (i.e., your contractor license number or telephone number).

b)   In the Password box, enter your personal password.

c)   Click **Login**.

How to obtain a forgotten Password

From the LCMS (LCPtracker) home page:

a)   Below User ID and Password Login boxes, click **"Forgot Password?"**

b)   Enter your **User ID** and **Email Address** fields and click **Submit**.

c) An email reminder will be sent to you within minutes.

How to change your password

After logging into the system, the LCMS Home Page will be displayed. From the Home Screen:

a) Click the **Setup** tab.

b) From the **Setup** screen, click on the **Edit Login Password** button.

This screen will allow you to change your password.

LCMP

a) In the **Current Password** field, type your current password.

b) In the **New Password** and **Repeat Password** fields, type your new password.

c) Click **Save**.

d) Your new password is effective immediately.

How to Logout

From any LCMS screen, click the **Logout** button at the top right portion of the screen.
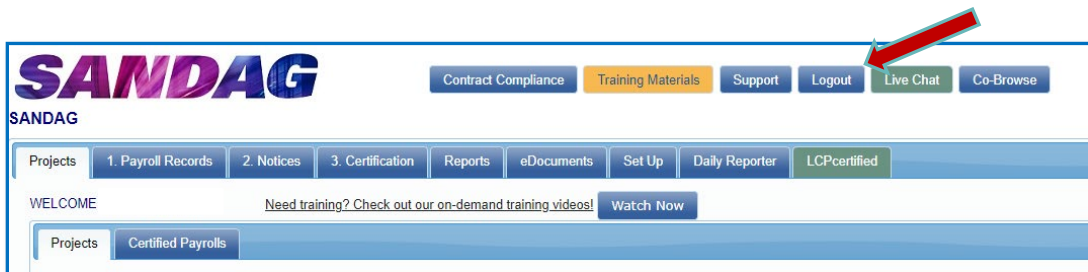
System "timeout" rule (user inactivity during a session)

If you leave your desk or sit idle for fifteen (15) minutes or longer on any one screen, the LCMS will automatically logout. You will need to login again to access the system. *Any work not saved prior to the logout will be lost*.

3. MANAGE EXISTING CONTRACTS/PROJECTS USING LCMS

How to view and select projects

a)   From the LCMS home page, click on the **Projects** tab.
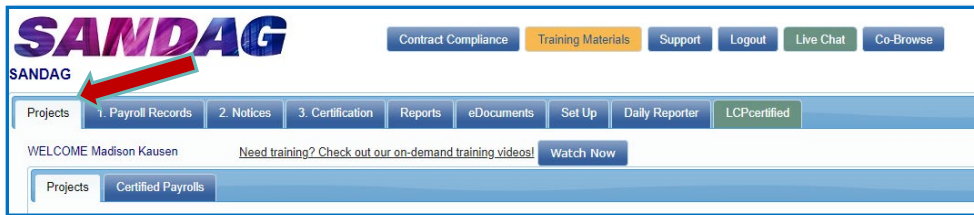
This screen displays all applicable projects for which you have been assigned work.
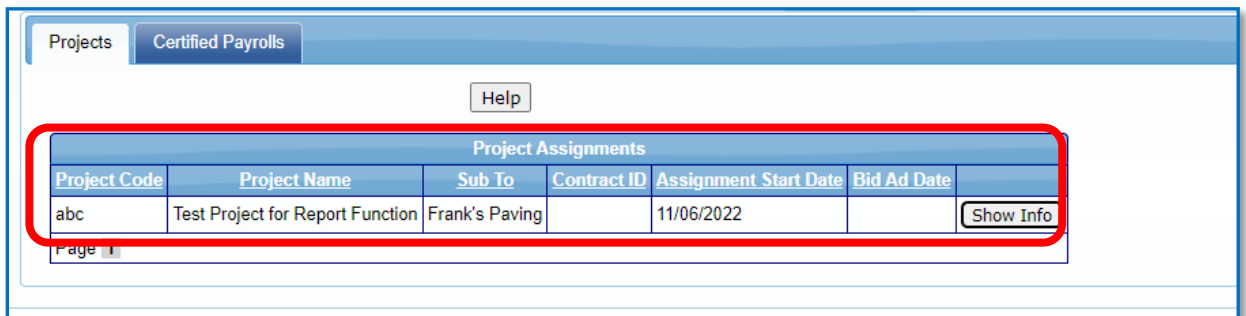
If one of your assigned projects does not appear on the list, proceed as follows:

- Subcontractors should contact their Prime Contractor.
- Prime Contractors should contact their Construction Management (CM) Consultant OR the SANDAG Labor Compliance Analyst.
- Prime Contractors may also contact the Account Administrator whose information appears on the Show Info tab on the right of the screen.

How to verify Contractors and Subcontractors assigned to the project

a)   From any LCMS screen, click the **Set Up** tab.

![LCMP logo]

![SANDAG screenshot showing the Set Up tab highlighted with a red arrow]
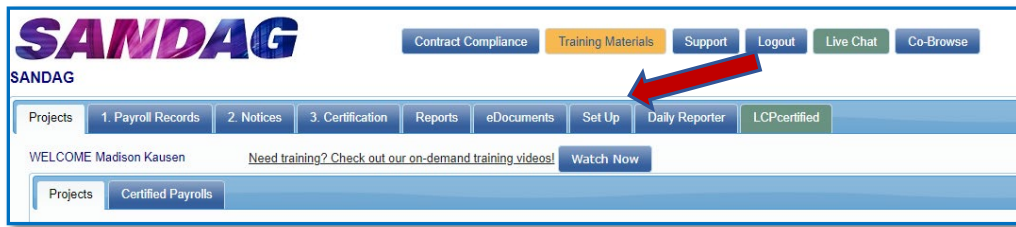
b)   Click on the **Subcontractor Setup** button.

![SANDAG Setup Main Menu screenshot with Subcontractor Setup highlighted by a red arrow]
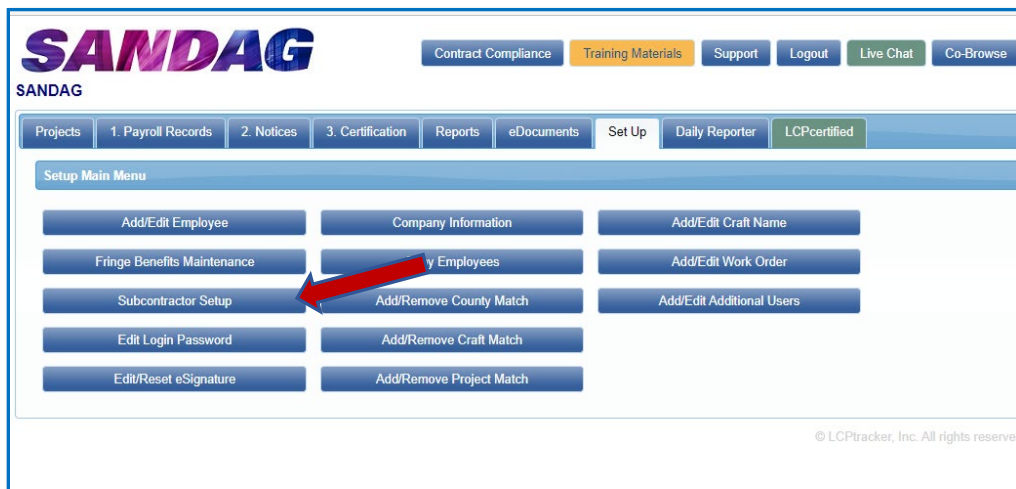
c)   Click on **Subcontractor Assignment**.

![Subcontractor Setup Menu screenshot with Subcontractor Assignment highlighted by a red arrow]
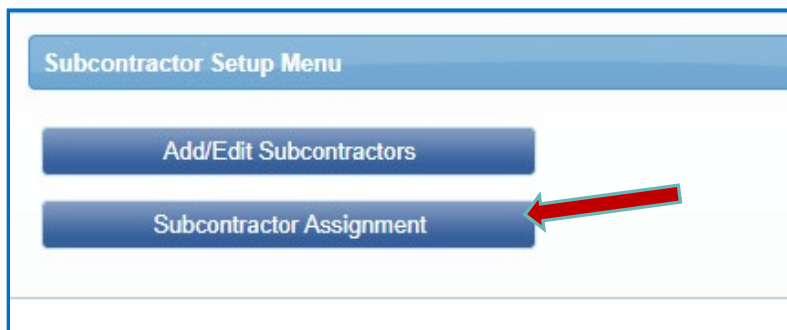
d)   Once you select a project, all contractors assigned to the project will display.

e) The **Sub To** column will display the "tiered" subcontractors.

f) To **modify or delete** a Subcontractor Assignment you will need to contact the Consultant/Prime Approver.

How to Add and Edit Contractors/Subcontractors
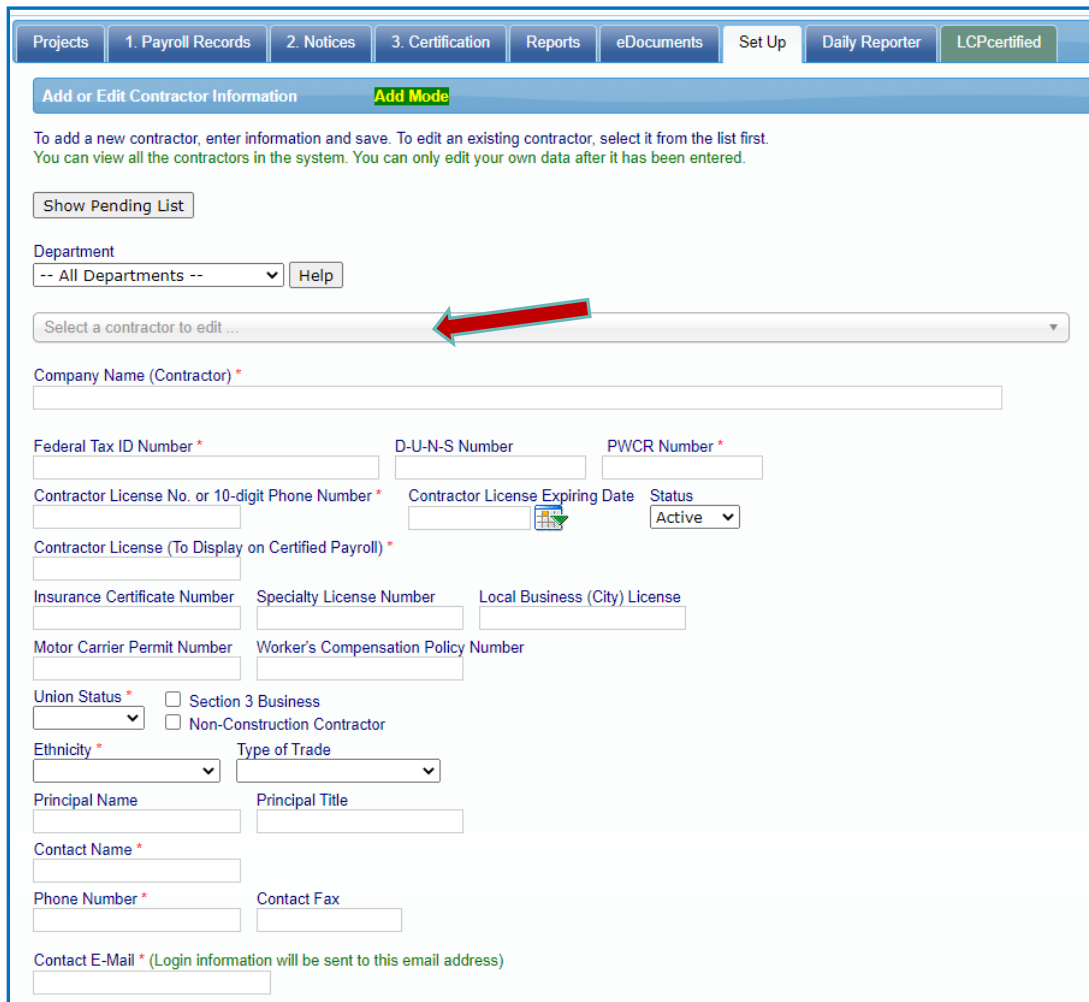
a)   From the Set Up tab screen, select the **Subcontractor Setup** option.
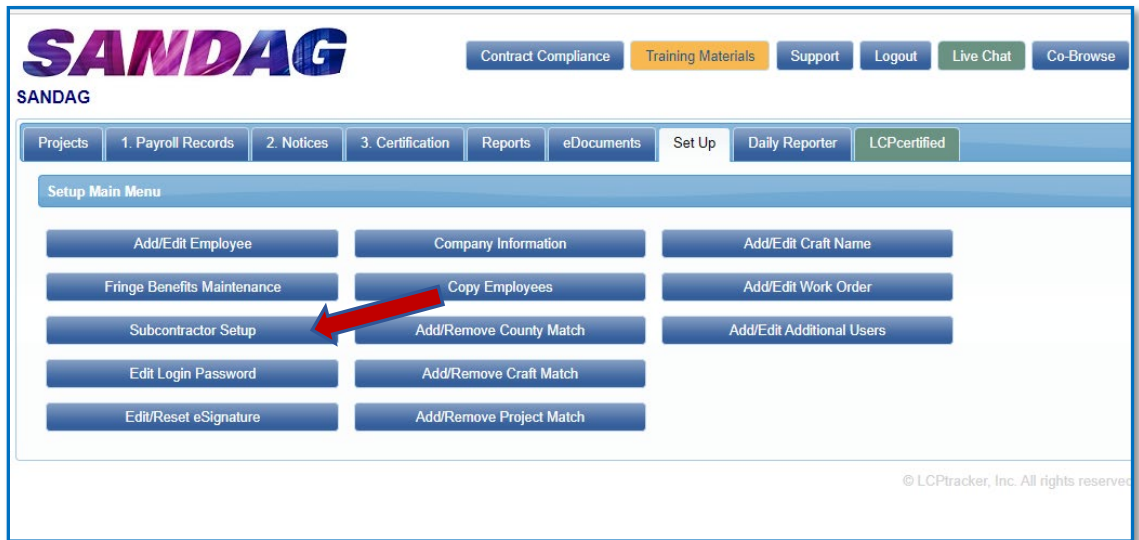
b)   Click on **Add/Edit Subcontractor**

The **Add/Edit** screen will display.
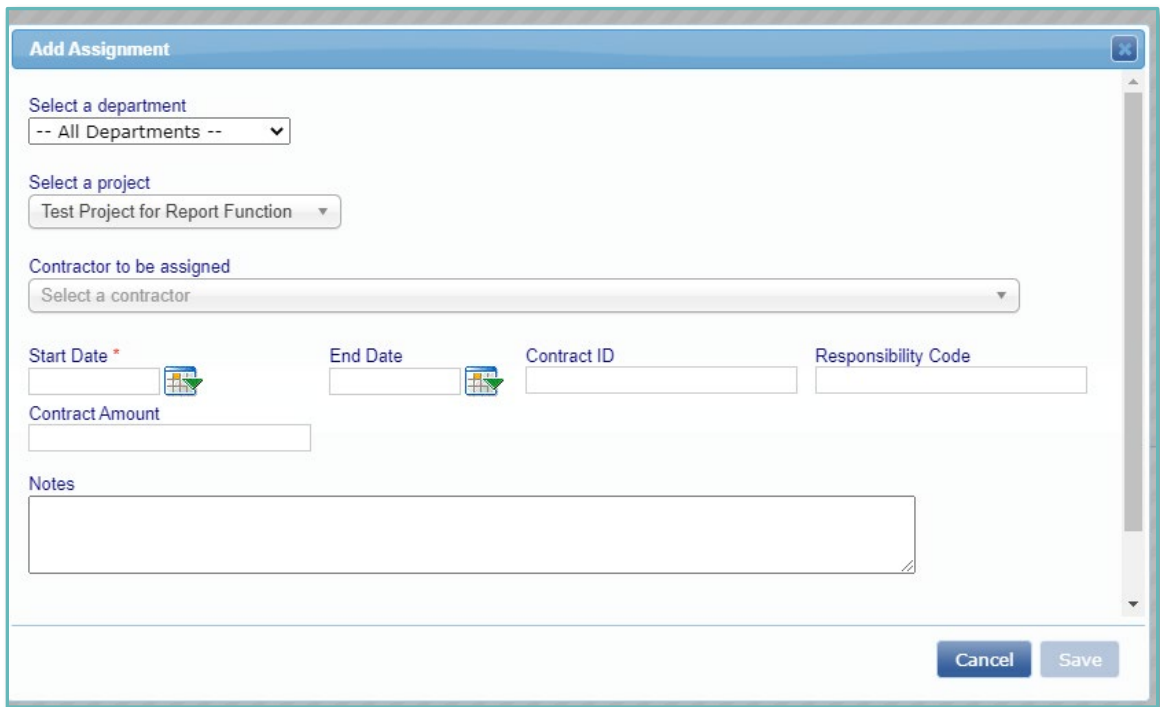
c) Click on the "**Select a contractor to edit…"** drop down menu to see if the contractors name appears in the list.

d) If the contractor's name is not shown, then complete items marked with a red asterisk (required) on this screen.

- If the contractor appears on the list, and you only wish to edit their information, then change the relevant fields and click **Save**.

e) When finished, click **Save**.

f) Once the Contractor has been entered, the system will generate and send a **Welcome Email** to the Contractor.

- The email will also contain their Username and a temporary Password.

How to Assign Contractors/Subcontractors to a Project

a) From any LCMS screen, click the **Set Up** tab.

b) Select **Subcontractor Setup**.

c) Select **Subcontractor Assignment**.

ⴼLCMP

d)   Click on **Add New Assignment**.

e)   Select the project, complete the required fields on the **Add Assignment** screen, and click **Save**.

The contractor must be "assigned" to the project in order to enter and upload their Certified Payroll information.

f)   A **Welcome Email** will be sent to notify the contractor/subcontractor of the assignment.

LCMP

How to view all "Tiered Subcontractors"

a) From any LCMS screen, click the **Set Up** tab.
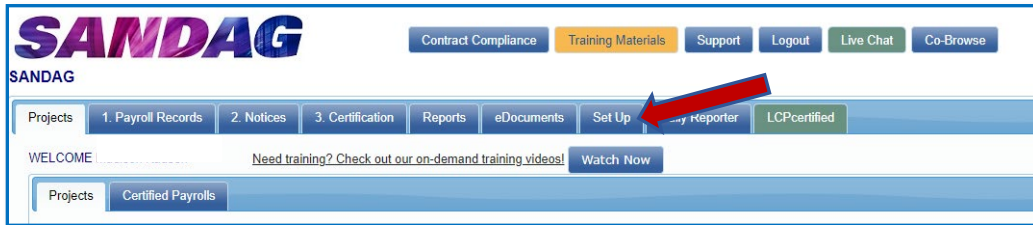
b) Select **Subcontractor Setup**
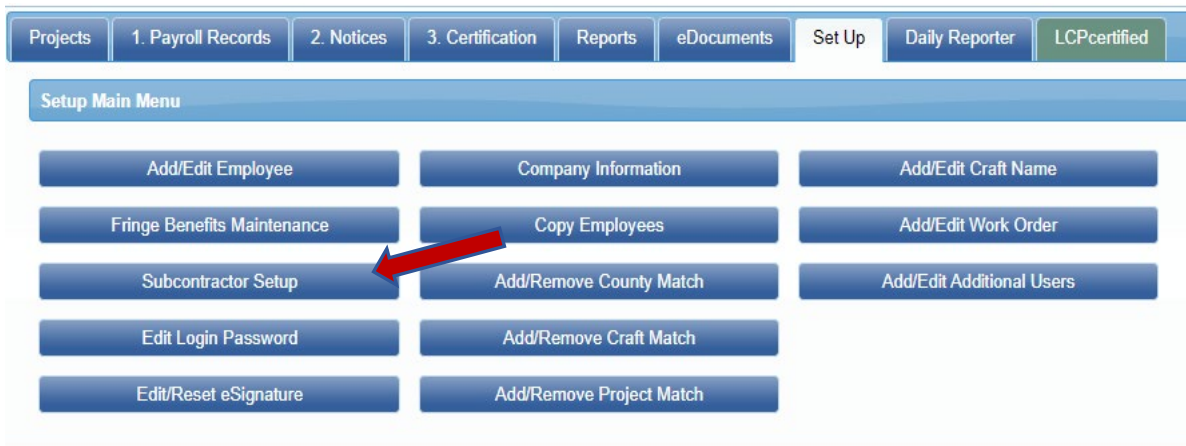
c) Select **Subcontractor Assignment**.
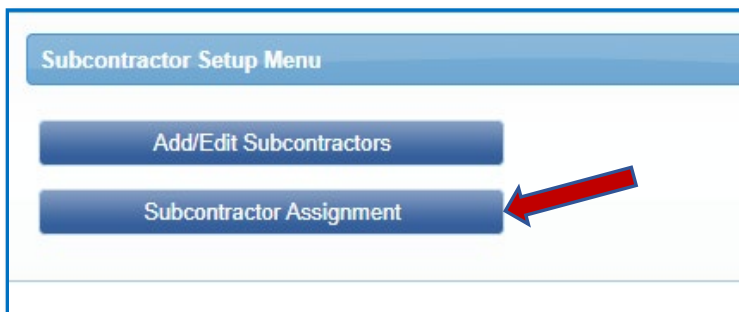
d) Select the project for which you wish to review the Tiered Subcontractors. The screen will show the Tiered Subcontractors in the Sub To column.

How to setup eSignature Password

a) From any LCMS screen, click the **Set Up** tab.

b) Select **Edit/Reset eSignature**.

LCMP
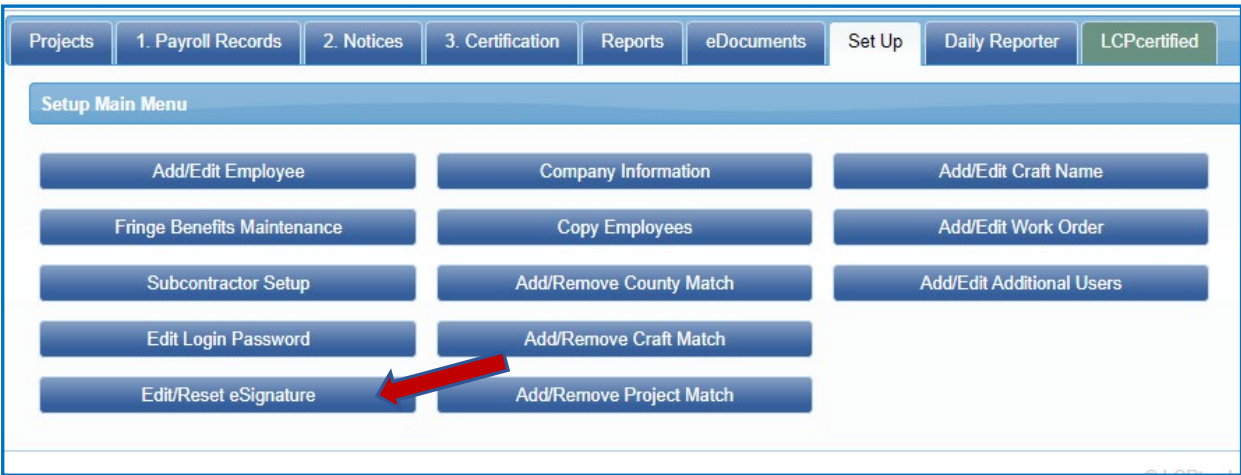
c) Choose an eSignature as follows:
- 6-20 characters in length
- 1 upper case letter
- 1 lower case letter

Edit e-signature

Use this form to create or change your existing electronic signature password for use with e-signature.

By creating the e-signature password below, the user accepts that (i) the electronic signature password being created here and utili: consents to do business electronically for as long as this e-signature password is used. All users can download a copy of document

Password Rules:**
- Must be at least 6 characters long
- Must contain at least one lower-case letter and one upper-case letter.
- Must be no longer than 20 characters.

User Id

e-signature Password   Repeat Password

Clear Form   Cancel   ACCEPT

** A password with the following characteristics is recommended:
- At least 8 characters long
- Contains at least one lower-case letter, one upper-case letter, one digit (0-9), and one special character like @#$%^&+=
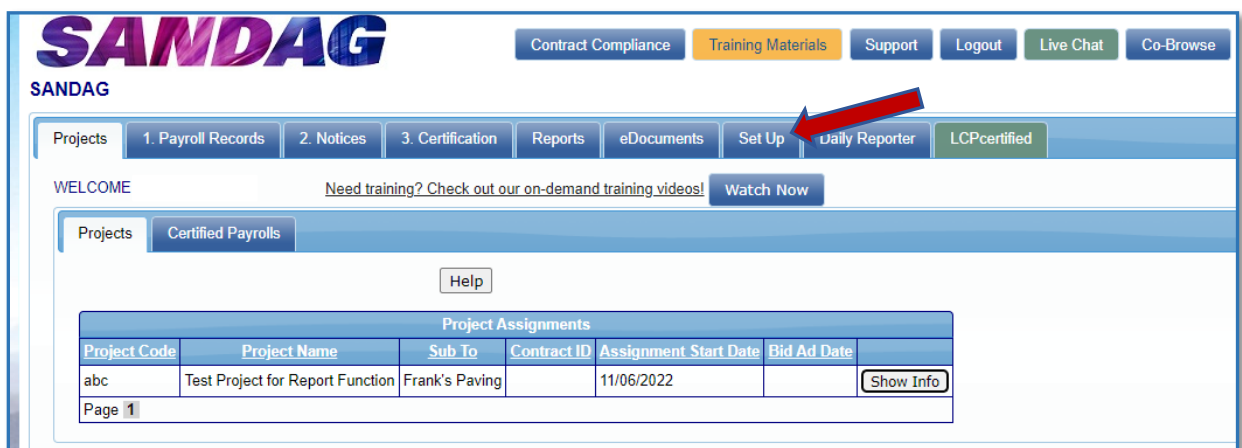
Project Employee "Copy-Over"

All employees who were on past projects with SANDAG will automatically populate into the LCMS for the new project once the Contractor has been assigned. The only field that *will not* transfer between projects is the **Work Classification**. You will need to select a classification the first time the employee is retrieved in the LCMS for a new project. It will be saved after the first time entered.

How to add new employees / edit existing employee information from "copy-over"

a)   From any LCMS screen, click the **Set Up** tab.

b)   Select **Add/Edit Employee**s

![LCMP logo]

c) Enter/revise the information as needed:

- Input the applicable Apprentice information if needed, Default Hourly Paid Fringes, Pre-Tax Voluntary Employee Contributions and Default Other Deduction Notes.

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

Vac / Hol / Dues	Health & Welfare	Pension	All Other	Training

Pre-Tax Voluntary Employee Contributions and Other

Pension	Medical	

☐ Voluntary Contributions Included in Gross Pay

Default Other Deduction Notes

Default notes will be inserted in each employee payroll record

Cancel	Reset	Save

- Information entered here will be saved from week to week so that it does not need to be re-entered until there is an update.

4. ENTER PAYROLL INFORMATION AND CERTIFY PAYROLL REPORT

Enter Payroll

Once the LCMS setup is complete for the project employees, you may enter the payroll information on the **Payroll Records** tab.

a)   Select the **Payroll Records** tab. Select **Enter Records.**

b)   Enter/Select the following, then click **Next**.
- Week End Date
- Project
- Employee
- Add Classification

c) Enter all hours worked, fringe benefits, and deductions.

d) The draft payroll will be saved in the system.
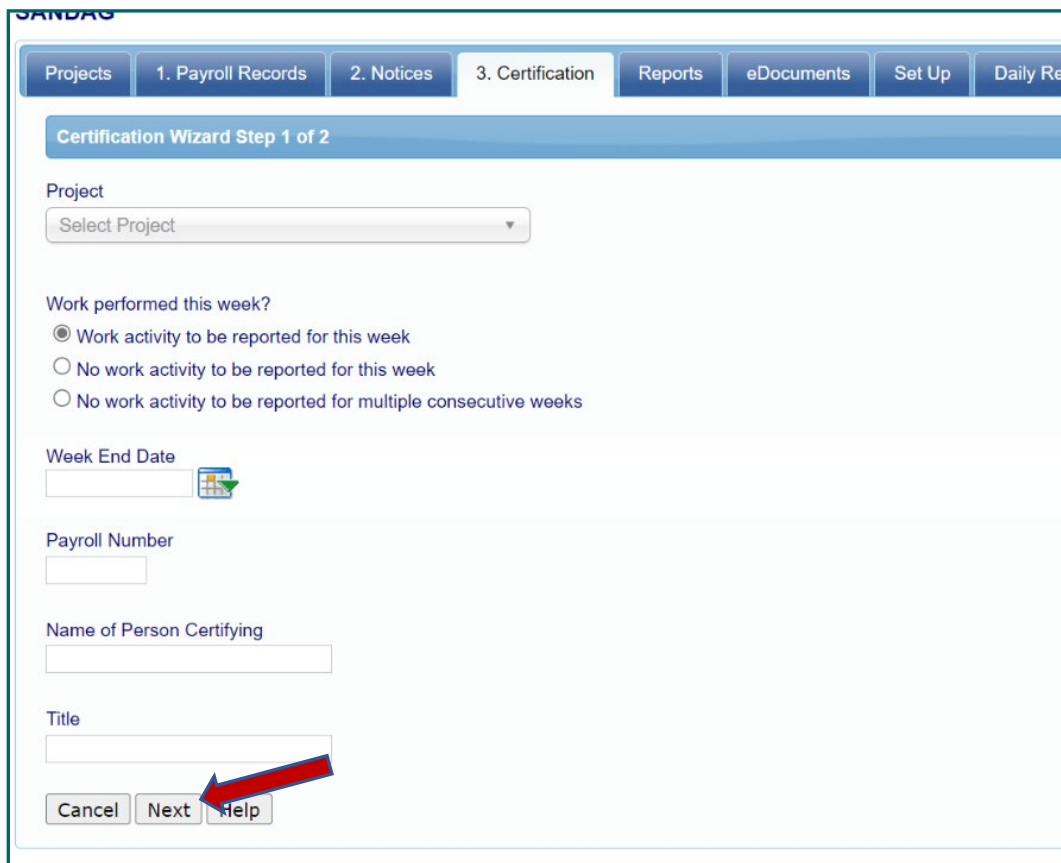
Perform "Craft Match" on Payroll

This LCMS feature is used to find the higher of two wages between the Federally-issued and State-issued prevailing wage rates on dually funded projects.
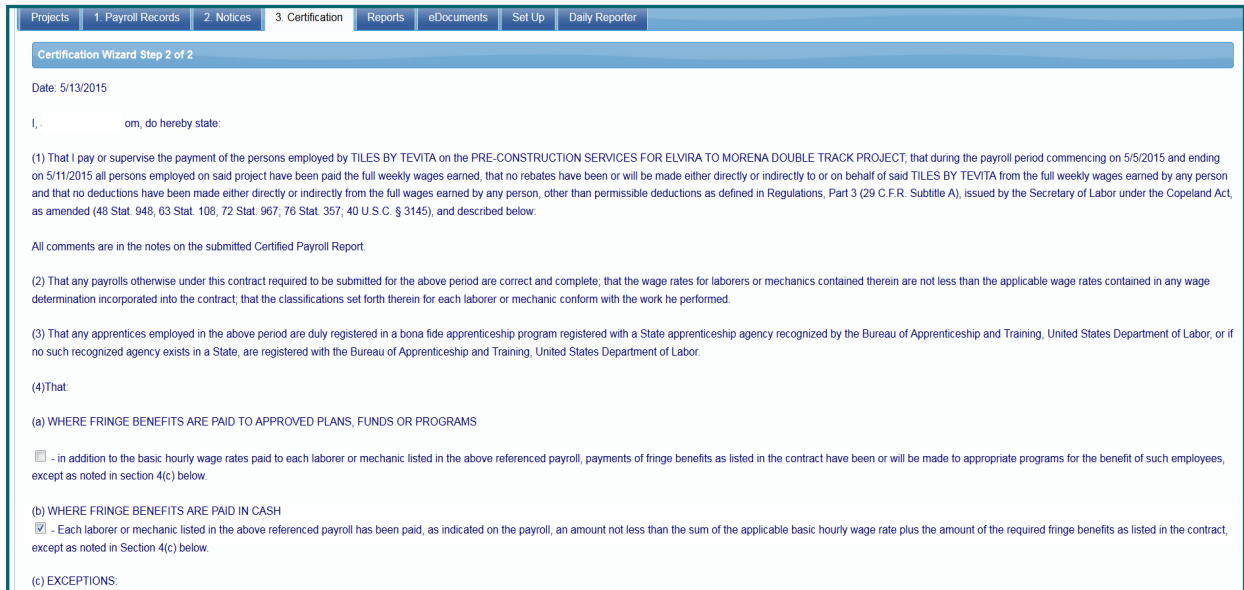
Refer to *Attachment A* at the end of this User Guide for specific directions on how to perform a "Craft Match."

Certify Payroll Records

a)   Select the **Certification** tab.

b)   Complete the applicable information on the screen.
   - If there was no work performed for one or more weeks, you must account for that time of nonperformance by selecting the appropriate option on the screen.

c)   Click **Next**.

> d) The system will generate a Legal Statement regarding the submission of the payroll records. Use this screen to enter any remarks you wish to convey to the Administrator.

> e) When finished, enter your eSignature password to certify the payroll record.

Edit a Previously Certified Record

> a) Select the **Certification** tab.
> b) Select the Project and Week End Date for the payroll you wish to edit.
> c) Once you have completed the edit process, you will need re-certify the payroll. This allows the Administrator to review and approve the revised version.

LCMP

5. CERTIFIED PAYROLL REPORT AUDITS

In LCMS, the term "audit" means that SANDAG has reviewed the payroll record submitted, including all applicable eDocuments (fringe benefit statement, training fund contributions, apprentice verifications, etc.).

How to determine what has been "audited" to date

a)   Select the **Projects** tab, and then select **Certified Payrolls**.
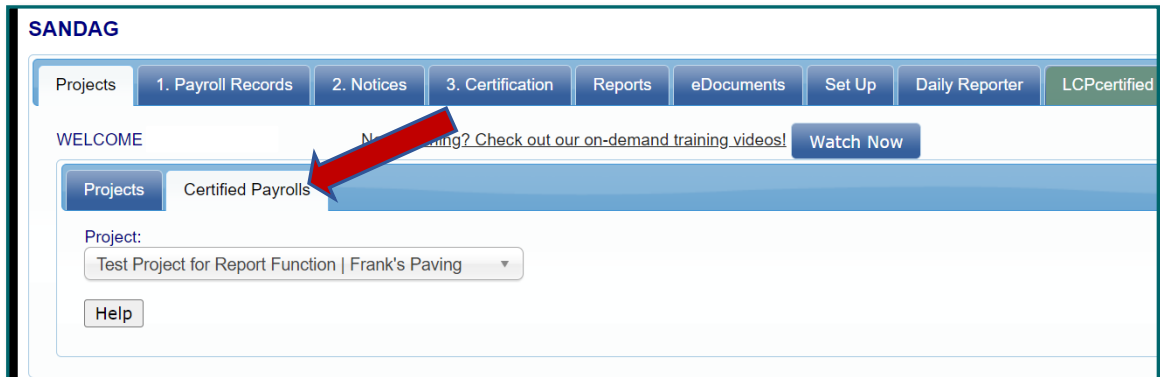
b)   SANDAG (or its designee) will Approve or Reject the payroll record.
- If the payroll has been Approved you will see the notation in the column Prime Approval.
- If the payroll has been REJECTED you will see the notation in the column Accept Status and you will be contacted via email regarding corrections needed for that payroll record.
- If the payroll has yet to be reviewed the Prime Approval column will be blank.

6. NOTICES AND VIOLATION WARNINGS

To review a Payroll Notice

Payroll Notices are generated within LCPtracker based on rules setup in the system by the administrator

a) From any LCMS screen, click the **Notices** tab.
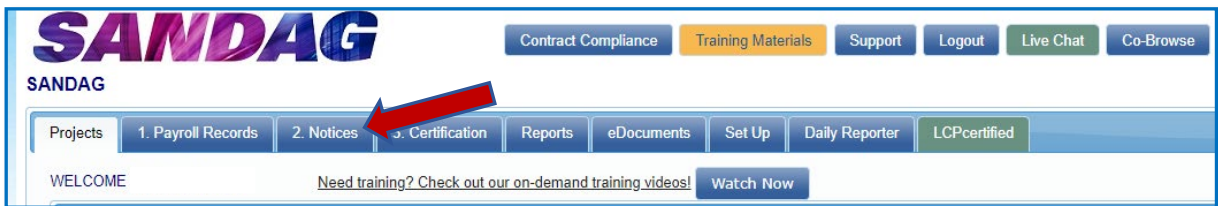
b) Select the tab **Payroll Notices** and click on **Edit** to view the details**.**
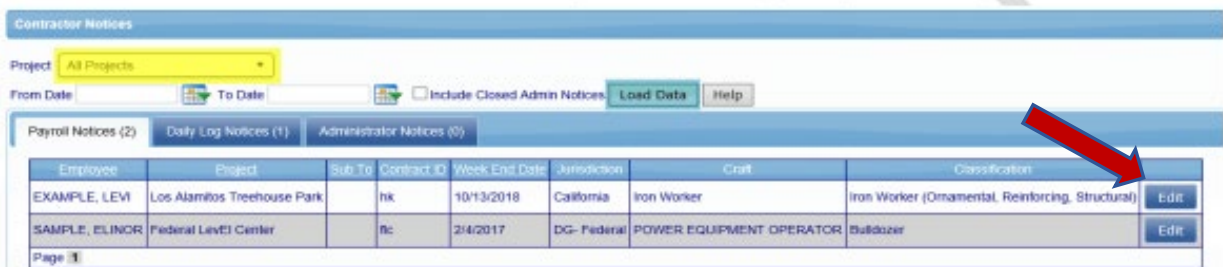
c) **Interpret/resolve a WARNING**: The system has various validation settings that have been mandated by the Administrator. If there is a WARNING this is a potential error that a contractor will want to look into prior to certifying the payroll. (i.e., verifies that the check amount is greater than the total deductions). If the WARNING has been read and the issue was an error on data entry, the contractor has an opportunity to correct, resave and certify the payroll. If the contractor does not feel the WARNING is applicable, they may proceed to certify with the WARNING.

d) **Interpret/resolve a NOTICE:** The system has various validation settings that have been mandated by the Administrator. A NOTICE is a validation setting that cannot be overridden (e.g., overtime worked but paid at straight time wage rate).

> *If a NOTICE is in the system, a contractor may not certify the payroll record until the item has been corrected.*

To review an Administrator Notice

The Administrator can submitted Notice to send a message to the contractor to resolve an issue for a payroll that has already been certified.

a)   From any LCMS screen, click the **Notices** tab.
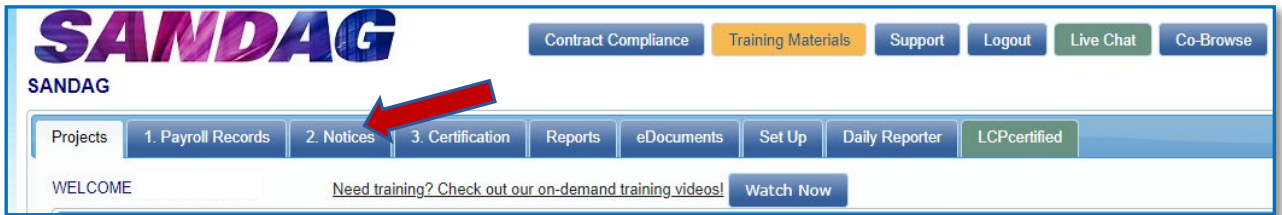
b)   Select the tab **Administrator Notices** and then **Details** to view comments from the Administrator:
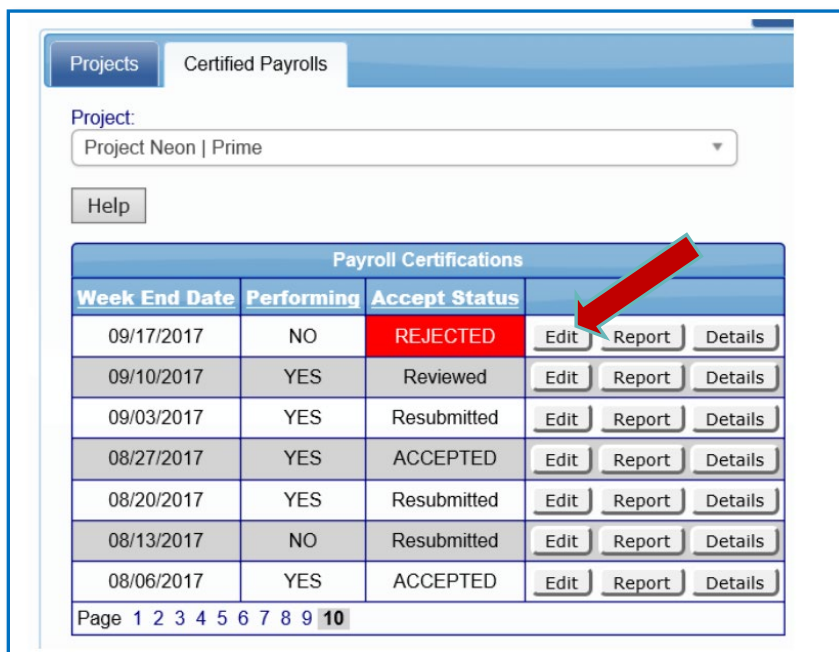
- Administrator Notice Types include
  - Rejection: The administrator rejects a certified payroll
  - Apprentice Rejection: The administrator rejects an apprentice
  - Permit Edit Notice: The administrator permits a CPR to be edited after the edit time has expired

LCMP

7. Correcting Payroll Errors

How to show a correction for underpayments or errors flagged in LCMS

a) Select the **Projects** tab, then click **Certifications**. Select the week that needs Editing.

b) You will need to make a notation about why the payroll is being edited under REMARKS.

c) You may edit the individual employee's record to include additional check numbers issued or edit hours/days worked, etc.

d) Be sure to resave and certify with your eSignature so the Administrator may view the changes.

How to verify a discrepancy has been corrected by the subcontractor

- Once the subcontractor has edited and recertified their payroll in the LCMS under Reports Tab, Certified Payroll Reports, Select the Project & Subcontractor and the Process Status will state Superseded.

![LCMP logo]

- **What to do for errors that should have been resolved but are still "flagged":** Contractors may contact the Administrator whose contact information appears on the Projects Tab under "Show Info." This should be the main point of contact from the Construction Management Firm.
- **Getting Help on system related issues:** Contact LCPtracker Technical Support 714-669-0052 EXT: 4.

8. WORKING WITH eDOCUMENTS

The eDocument section is an electronic filing cabinet for files other than certified payrolls. Its two basic functions are to allow administrators to provide useful documents and templates to contractors, and for contractors to submit documents to administrators and/or prime approvers.

View eDocuments
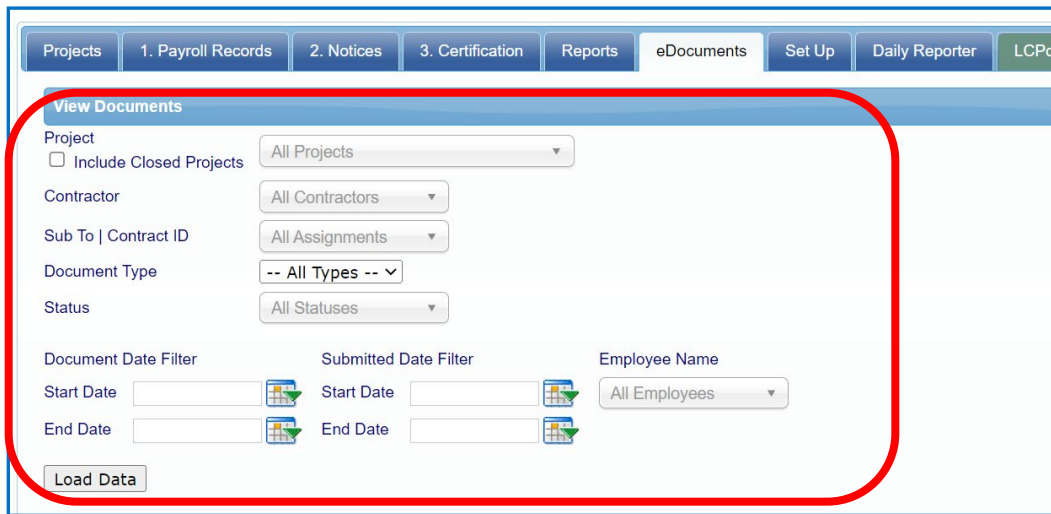
a) From any LCMS screen, click the **eDocuments**
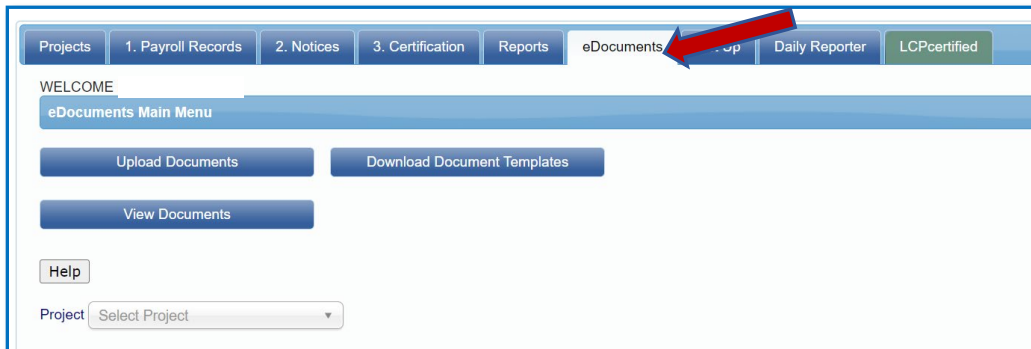
b)   Click the **View Documents** button to define selection criteria
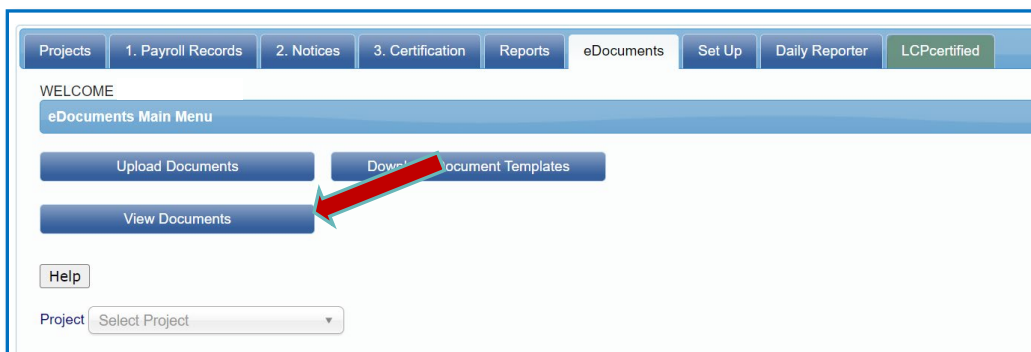
c)   Select criteria from the dropdown menus as follows.

Projects: View eDocuments by Project

Contractor: View eDocuments submitted by specific contractors or subcontractor

Document Type: Search for specific eDocuments, such as Fringe Benefit Statements, Apprentice forms, etc.

- **Types of eDocuments**:

  *Note that this is not an inclusive list additional documentation may be required

  - **LCMP Labor Law Checklist:** This is a page from Labor Compliance Monitoring Program packet that indicates all applicable regulations have been given and received by Contractor.
  - **DAS 140**: Registration for working on a Public Works Project with Apprenticeable trades.
  - **DAS 142:** Apprentice Request form for each trade employed on the project.
  - **Fringe Benefit Statements:** Includes accompanying backup documents (i.e., union contribution forms, 3rd Party contribution forms from healthcare, pension, life insurance, etc.).
  - **Certified Payroll Report (CPR):** Payroll information will need to be input for all week endings from first week onsite until FINAL.
  - **Statement of Compliance:** LCMS will auto-generate this form once CPR is correct and will need to be verified by eSignature.
  - **Statement of Non-Performance:** Submittal of a No-Work Week in LCMS for any weeks when personnel are not performing work but will be back onsite prior to FINAL week.
  - **Owner Operator CPR & Statement of Compliance:** As Applicable Owner Operators are to use these forms for reporting work.
  - **CAC2**: Training Verification form for state funded projects is required when training funds are being paid to the California Apprenticeship Council (as opposed to an authorized Apprenticeship Training Program).

- o **Training Fund Contribution Form**: Any funds paid to a State Approved Training Program, other than CAC, need to be detailed by hours worked, rate and craft and uploaded to LCMS.
- o **Training Contribution Check**: Copy of check verifying funds have been paid to CAC or other applicable training program.
- o **Child Support, Garnishment or other Court Ordered Deduction:** Must provide the documentation from the Court designating this amount is mandated and authorized.
- o **"Other" Deduction Sign-off Form:** All "other" deductions must be delineated on the payroll records and contractor must provide evidence of a court order or the employee's authorization for said deduction.
- o **Apprentice Certificates:** All apprentices onsite must be enrolled in a State Approved Apprentice program; for Federally, or dual funded projects Apprentices must also provide a BAT form {Bureau of Apprenticeship Training.
- o **Proof of Wage Restitution/Canceled Check Documentation:** For any wage restitutions due, a copy of the wage statement and canceled check (copy front and back) must be uploaded for verification of correction.
- o **Daily Reports:** Site Logs tracking subcontractors onsite, man hours, and daily work performed are required to be uploaded.
- o **Other Forms:** Any documentation that modifies a certified payroll record but is not specifically delineated above but necessary to show compliance.
- o **Authorization Certification:** Company Officer designates personnel to prepare and submit payroll records.
- o **Paychecks:** One random paycheck for each month, for each subcontractor, may be requested for verification of payroll data reported.
- o **Public Works Affidavit:** Affidavit affirming that all regulations of the California Prevailing Wage Laws have been observed under penalty of perjury.
- o **Contractor Trade List:** Listing of all applicable trades that are anticipated to be performing work onsite by Contractor. (Subcontractor shall submit own list and upload.)
- o **Prevailing Wage Document Submittal Timeframe Guideline:** This worksheet lists all applicable forms and the dates of required submission for each. Some documents may be due only at project start (i.e.: Child Support or other Court Ordered Deductions, DAS-140), while others are required during the course of the project (i.e.: apprenticeship forms for each apprentice that comes onsite). This is given as a quick reference/checklist to ensure all documents are submitted within a timely manner.

The Administrator specifies what documents are allowed/required to be uploaded. The list of documents will show in the Document Types for Upload table. Each document will have one of the following requirements set by the Administrator:

Y – Yes; meaning that they are required.

N – Not Required; meaning that they are sent on request from the Administrator and/or Prime Approver.

R – Required; meaning that they are required by every Contractor/Subcontractor before you can submit CPR's.

Download required document templates

- If you do not have the form on file, you can click on **Download Document Templates**. (A sample or blank form of each required document is shown on the list).
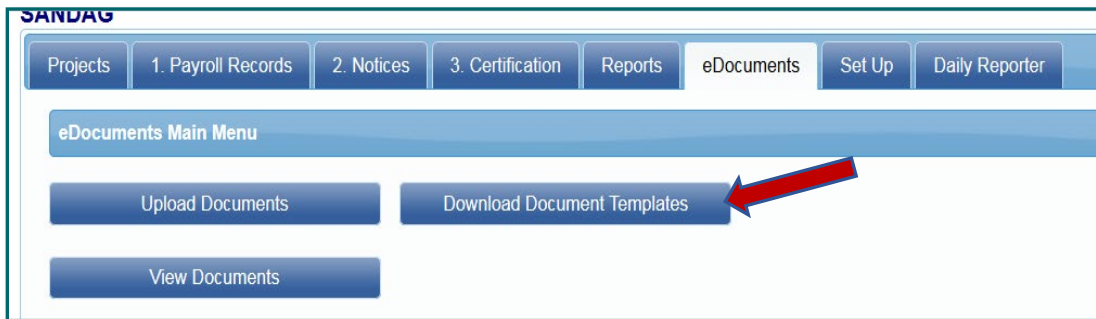
Upload required documents

🧑‍⚕️LCMP
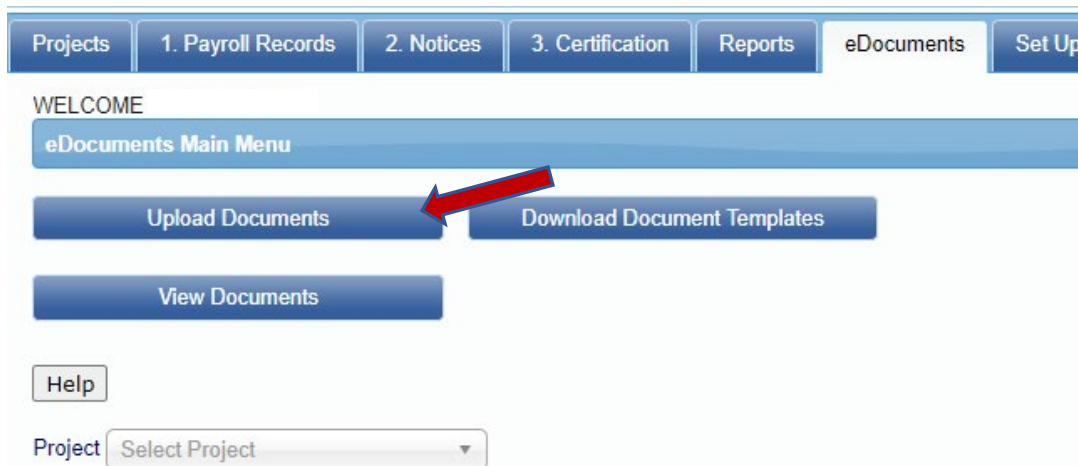
- Complete all applicable information and **save**.

Project Name *
-- All Projects -- ▾

Sub To | Contract ID *
-- All Assignments -- ▾

Document Type *
-- Select Document Type -- ▾

Document Date *

Expiration Date *

Description

Select employee the document relates to if appropriate *
-- Select Employee -- ▾

Week end date the document relates to if appropriate *

Comments

Select the file to upload *
Choose File   No file chosen

E-Signature Password *
••••••••   Help

Cancel   Save

Timeline of required eDocuments

| LABOR COMPLIANCE MONITORING PROGRAM PREVAILING WAGE DOCUMENT SUBMITTAL TIMEFRAME GUIDELINE			
DOCUMENT NAME	**SUBMITTAL TO LCMS DUE DATE**	**FREQUENCY**	**NOTES**
LCMP Checklist	Pre-Construction LCMP Meeting	1-time Submittal	Must be submitted by all listed contractors and subcontractors and uploaded to LCMS by the SANDAG CM Consultant
Form DAS-140 Public Works Contract Award Info	Prior to start of work	1-time submittal	Registration for working on a Public Works project with apprenticeable trades. Sent to each apprenticeship committee for each trade in the county of work performed. Upload to LCMS the verification of submission to apprenticeship committee along with DAS-140.
Form DAS-142 Request for Dispatch of Apprentice	Prior to start of work	1-time submittal	Apprentice Request form for each trade employed on project. Upload to LCMS along with the verification of submission to apprenticeship committee; Upload to LCMS
Fringe Benefit Statement	Submitted with 1st CPR, and when contribution amounts are updated	1-time submittal, and when contribution amounts are updated	In the event fringe benefits are paid "in cash" to workers, contractor should indicate "fringe benefits paid in cash" across this form. Note: Training Fund contributions should be paid to the CAC or an approved apprenticeship training program; NOT PAID TO EMPLOYEE
Certified Payroll Report (CPR)	Within 10 days of end of payroll period	Weekly	Input payroll information into LCMS for each week ending; all documents modifying the payrolls are uploaded into "Other Forms" in LCMS
Statement of Compliance	Within 10 days of end of payroll period	Weekly	Auto generated Certification form in LCMS to be completed after CPR is correct; click on "certify" tab to complete
Statement of Non-Performance	Within 10 days of end of payroll period	Weekly	Auto generated CPR form in LCMS to be completed for a non work week
Owner-Operator CPR	Within 10 days of end of payroll period	Weekly	If applicable, all Owner-Operators are to be reported on these forms. Upload form to LCMS
Owner-Operator Statement of Compliance	Within 10 days of end of payroll period	Weekly	If applicable, all Owner-Operators are to be reported on these forms. Upload form to LCMS
CAC2 Form	By the 15th of each month, for work performed in the preceding month	Monthly	Training verification form for State funded projects when training funds are being paid to the California Apprenticeship Council as opposed to an authorized Apprenticeship Training Program
- OR - Upload either form to LCMS			
Training Fund Contribution Form	By the 15th of each month, for work performed in the preceding month	Monthly	Any funds paid to an approved Apprenticeship Training Program must be submitted to LCMS as verification of payment
Copy of the Contribution Check	By the 15th of each month, for work performed in the preceding month	Monthly	Copy of check for Training Funds sent to Council or Program; Upload to LCMS
Court Ordered Deductions	Submitted with 1st CPR that employee has performed work	As Required	Copy of court ordered documentation from the Court designating the amount mandated and authorized by; Upload to LCMS
"Other" Deductions Sign-Off Form	Submitted with 1st CPR that employee has performed work	As Required	Employee authorization to approve deduction from payroll check; Upload to LCMS
Apprentice Certificates	Submitted with 1st CPR that Apprentice has performed work	As Required	Apprentice agreement with approved agency or BAT Certification (Bureau of Apprenticeship Training); Upload to LCMS
On-Site Interview Form	Submitted for each worker interviewed	Monthly -Minimum (4) four interviews per month	Consultant performs onsite interview; Uploaded by CM Consultant for each on-site Interview
Contractor Discrepancy Report	Submitted for all deficiencies past 60 days	As Required	Submitted on all contractors and subcontractors whose prevailing wage deficiencies extend 60+ days; Uploaded by CM Consultant
Final Closeout Documentation	Submitted for all deficiencies past 60 days	As Required	Summary of all contractor deficiency "Notice of Withholdings" NOW forms; Uploaded by CM Consultant

9. LCMS REPORTS

a)   From any LCMS screen, click on the **Reports** tab.
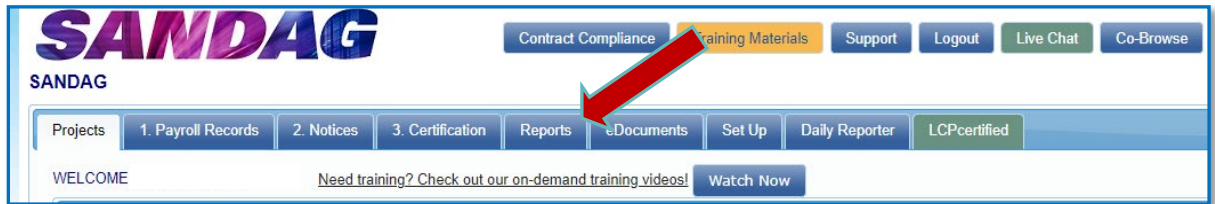
b)   Select the report you wish to view.

EX: How to view contractors working on a project

a)   Select the **Contractor Assignments Report**.
b)   You may search by **Contractor name** to view all projects to which that contractor is assigned.
c)   You may alternatively search by **Project** to see all contractors assigned to that project.

d)

Contractor Assignments Report

Project

Select Project / All Projects ▼

Contractor

Select Contra… ▼

Output Format

◉ PDF ○ Ms-Word ○ Ms-Excel

[Cancel] [Run]

Each level of contractor is represented by a different color to make it easy to differentiate visually.

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
7146690052134 D Goode Inc. 123 Walker Lane , Orange , CA 90720		Contract ID: dg Contract Amount: $651,655.00		
	07302014 EI's Rigging	Contract ID: 316581 Contract Amount: $65,461.33		
	09142006 Levi's Engineering	Contract ID: 25425 Contract Amount: $7,367,354.00		
		07302014 EI's Rigging	Contract ID: 29834 Contract Amount: $897,786.00	