USE OF LCPTRACKER SOFTWARE FOR CITY OF TACOMA CONTRACTS WITH LEAP WORKFORCE REQUIREMENTS OUTLINE.

Electronic payroll submittals will occur via a web-based system, accessed online by a web browser. Each contractor and subcontractor will be given a login ID and password to access the LCPtracker system. Instruction to assist both administrators and contractors through the set up and export process can be found here. Again, this requirement flows down to every lower-tier subcontractor and vendor required to provide labor and compliance documentation for a project.

Use of the system involves data entry of weekly payroll information including employee identification, labor classification, total hours worked, and hours worked on the specific project, wage and benefit rates paid, etc. Make entries in LCPtracker before making them in the Labor & Industries (L&I) site to save data entry. Download entry from LCP in an XML file and upload the file to L&I.

LCPtracker software can interface with many payroll and accounting software programs that generate a 'comma delimited file' (.csv). If your program does not have this capability, LCPtracker can likely build an interface to communicate with your accounting software.

To get started, City staff will set up the prime contractor and assign them to their project. The prime contractor will set up subcontractors. Subs will receive an email with a user ID and temporary password. Once your company has been assigned to a project, you will get a second email advising you of your assignment.

Once your account is set up, LCP provides two convenient training options:

Option 1: Computer-Based Training Courses

Option 2: Pre-recorded videos can be viewed at any time by logging into the LCPtracker website and:

- Select the "Training Materials" link at the top of the page
- Select "Contractor Training Videos"
- For questions on uploading payroll files in LCPtracker, please contact support at (714) 669-0052 Option 4 or email support at support@lcptracker.com.