

Accessing Payrolls in LCP Tracker

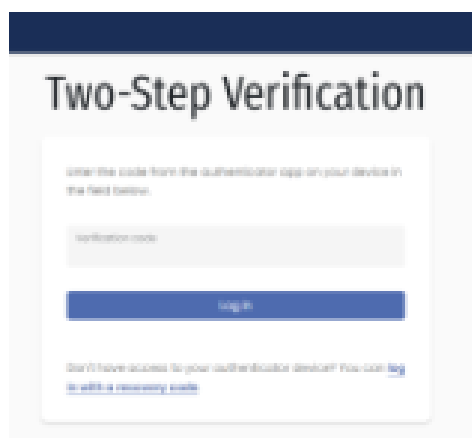
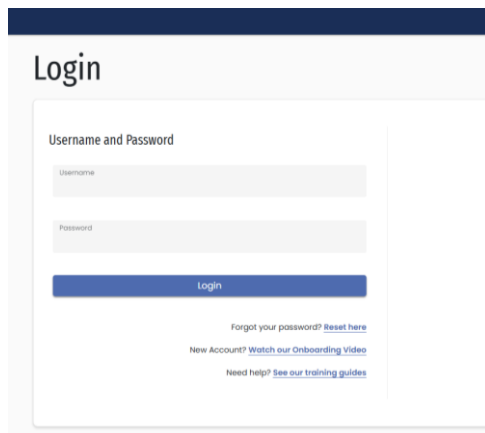
Recordkeeper Job Aid
Construction Division

Construction Recordkeeper Job Aid

Accessing Payrolls in LCP Tracker

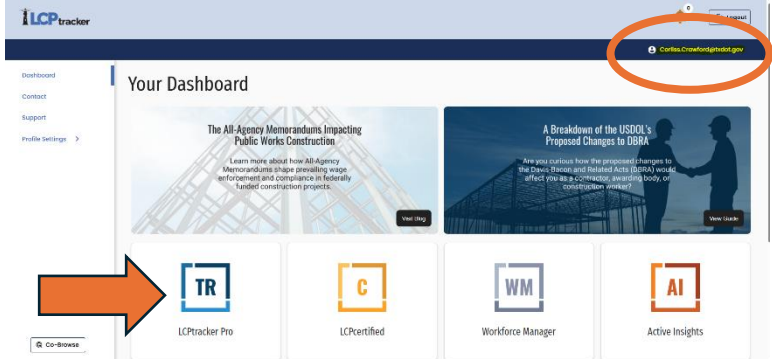
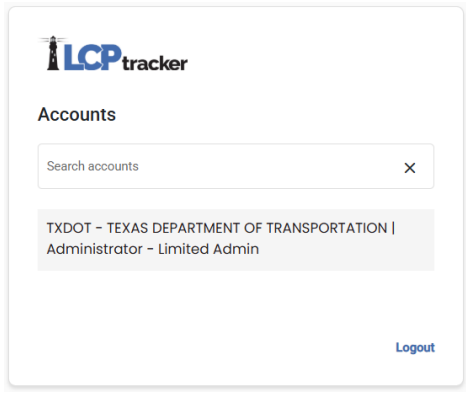
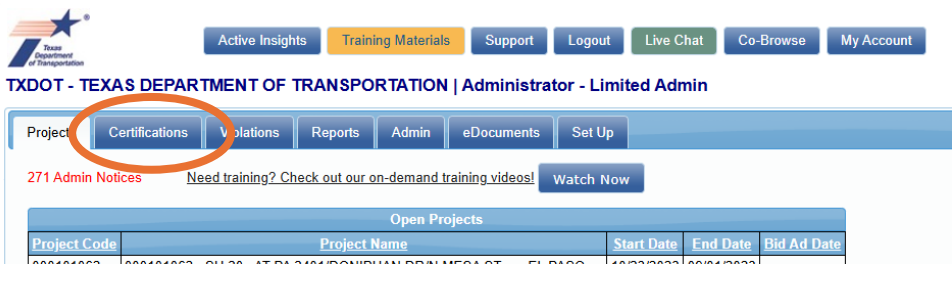
Contractors submit weekly payroll submissions for their workforce when performing work on a project. Consult the *Construction Contract Administration Manual* (CCAM), Chapter 15, [Section 1, "Labor Requirements,"](#) for additional information on District Monitoring for Federally Funded Projects.

Perform the following steps to review, audit, and accept payroll in LCP Tracker.



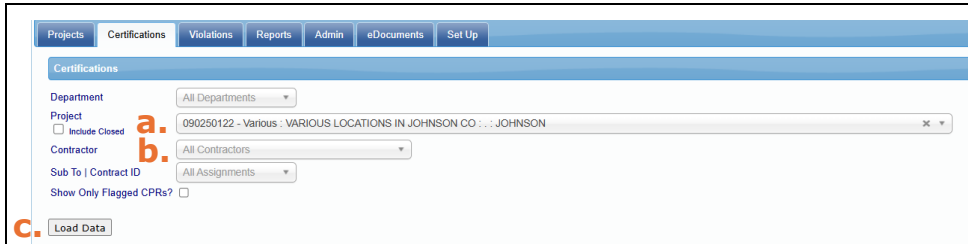
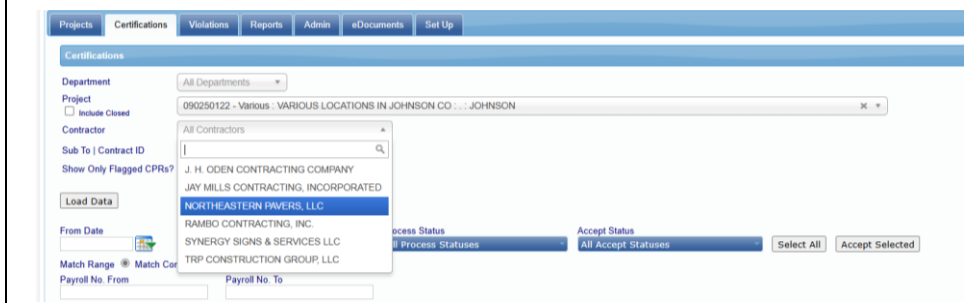
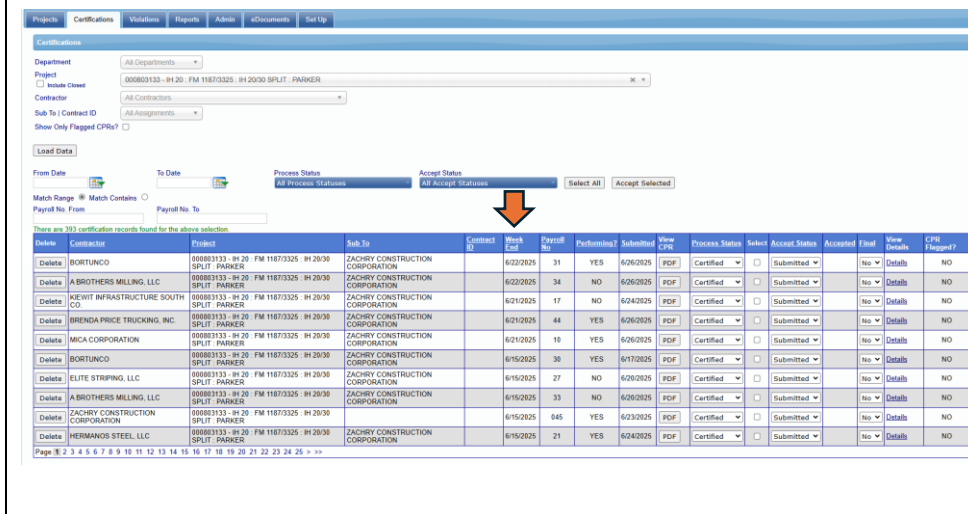
1. Log into the LCPtracker website.
 - a. Type your TxDOT email
 - b. Click next
 - c. Type in your TxDOT email address.
 - d. Type in your password.
 - e. Click Login.
 - f. Follow the steps for two-step verification using the Microsoft Authenticator App or email.

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	<p>2. Once you have logged on, your email address will be displayed at the top right-hand corner of the screen.</p> <p>Click on LCPtracker Pro.</p>										
	<p>3. Click on TxDOT – TEXAS DEPARTMENT OF TRANSPORTATION.</p> <p>(It will list your role.)</p>										
 <table border="1"><thead><tr><th>Project Code</th><th>Project Name</th><th>Start Date</th><th>End Date</th><th>Bid Ad Date</th></tr></thead><tbody><tr><td>688222002</td><td>688222002 - 0120 - AT&T CENTER BUILDING RENOVATION</td><td>6/20/2022</td><td>6/20/2022</td><td></td></tr></tbody></table>	Project Code	Project Name	Start Date	End Date	Bid Ad Date	688222002	688222002 - 0120 - AT&T CENTER BUILDING RENOVATION	6/20/2022	6/20/2022		<p>4. Click on the Certifications tab.</p>
Project Code	Project Name	Start Date	End Date	Bid Ad Date							
688222002	688222002 - 0120 - AT&T CENTER BUILDING RENOVATION	6/20/2022	6/20/2022								

Construction Recordkeeper Job Aid

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

Select	Contractor	Project	Sub To	Contract ID	Week End	Payroll No.	Perforating?	Submitted	How e-PN	Process Status	Select	Accept Status	Accepted	Final	View Details	CPR Flagged?
Delete	BORTUNCO	000803133 - IN 20 - FM 11873325 - IN 2030 SPLIT - PARKER	ZACHRY CONSTRUCTION CORPORATION		6/22/2025	31	YES	6/26/2025	PDF	Certified	<input type="checkbox"/>	Submitted	<input type="checkbox"/>	No	Details	NO
Delete	A BROTHERS MILLING, LLC	000803133 - IN 20 - FM 11873325 - IN 2030 SPLIT - PARKER	ZACHRY CONSTRUCTION CORPORATION		6/22/2025	34	NO	6/26/2025	PDF	Certified	<input type="checkbox"/>	Submitted	<input type="checkbox"/>	No	Details	NO
Delete	KIEWIT INFRASTRUCTURE SOUTH CO	000803133 - IN 20 - FM 11873325 - IN 2030 SPLIT - PARKER	ZACHRY CONSTRUCTION CORPORATION		6/21/2025	17	NO	6/24/2025	PDF	Certified	<input type="checkbox"/>	Submitted	<input type="checkbox"/>	No	Details	NO
Delete	BRENDA PRICE TRUCKING, INC.	000803133 - IN 20 - FM 11873325 - IN 2030 SPLIT - PARKER	ZACHRY CONSTRUCTION CORPORATION		6/21/2025	44	YES	6/26/2025	PDF	Certified	<input type="checkbox"/>	Submitted	<input type="checkbox"/>	No	Details	NO
Delete	MICA CORPORATION	000803133 - IN 20 - FM 11873325 - IN 2030 SPLIT - PARKER	ZACHRY CONSTRUCTION CORPORATION		6/21/2025	19	YES	6/26/2025	PDF	Certified	<input type="checkbox"/>	Submitted	<input type="checkbox"/>	No	Details	NO
Delete	BORTUNCO	000803133 - IN 20 - FM 11873325 - IN 2030 SPLIT - PARKER	ZACHRY CONSTRUCTION CORPORATION		6/15/2025	30	YES	6/17/2025	PDF	Certified	<input type="checkbox"/>	Submitted	<input type="checkbox"/>	No	Details	NO
Delete	ELITE STRIPING, LLC	000803133 - IN 20 - FM 11873325 - IN 2030 SPLIT - PARKER	ZACHRY CONSTRUCTION CORPORATION		6/15/2025	27	NO	6/20/2025	PDF	Certified	<input type="checkbox"/>	Submitted	<input type="checkbox"/>	No	Details	NO
Delete	A BROTHERS MILLING, LLC	000803133 - IN 20 - FM 11873325 - IN 2030 SPLIT - PARKER	ZACHRY CONSTRUCTION CORPORATION		6/15/2025	33	NO	6/20/2025	PDF	Certified	<input type="checkbox"/>	Submitted	<input type="checkbox"/>	No	Details	NO
Delete	ZACHRY CONSTRUCTION CORPORATION	000803133 - IN 20 - FM 11873325 - IN 2030 SPLIT - PARKER	ZACHRY CONSTRUCTION CORPORATION		6/15/2025	845	YES	6/23/2025	PDF	Certified	<input type="checkbox"/>	Submitted	<input type="checkbox"/>	No	Details	NO
Delete	HERMANOS STEEL, LLC	000803133 - IN 20 - FM 11873325 - IN 2030 SPLIT - PARKER	ZACHRY CONSTRUCTION CORPORATION		6/15/2025	21	YES	6/24/2025	PDF	Certified	<input type="checkbox"/>	Submitted	<input type="checkbox"/>	No	Details	NO

- Using the Project dropdown, select your project.
- Leave All Contractors in the Contractors drop down.
- 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.

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

Construction Recordkeeper Job Aid

Projects | Certifications | Violations | Reports | Admin | eDocuments | Set Up

Certifications

Department: All Departments
 Project: 185301046 - FM 1434 - FS 1434 - S OF FM 200 - JOHNSON
 Contractor: All Contractors
 Sub To / Contract ID: All Assignments
 Show Only Flagged CPRs? ☐

Load Data

From Date: To Date: Process Status: All Process Statuses Accept Status: All Accept Statuses Select All Accept Selected

Match Range: Match Contains Payroll No. From Payroll No. To

There are 1088 certification records found for the above selection.

Delete	Contractor	Project	Sub To	Contract ID	Week End	Payroll No.	Exempting?	Submitted	View CPR	Process Status	Accept Status	Accepted	Used	View Details	CPR Flagged?
Delete	HYMS ENVIRONMENTAL CONSTRUCTION, LTD.	185301046 - FM 1434 - FS 1434 - S OF FM 200 - JOHNSON	JAY MILLS CONTRACTING, INCORPORATED		6/6/2025	187	YES	6/10/2025	PDF	Certified	ACCEPTED	6/11/2025	Yes	Details	NO
Delete	JAY MILLS CONTRACTING, INCORPORATED	185301046 - FM 1434 - FS 1434 - S OF FM 200 - JOHNSON			6/7/2025	230	YES	6/10/2025	PDF	Certified	ACCEPTED	6/23/2025	Yes	Details	NO
Delete	HYMS ENVIRONMENTAL CONSTRUCTION, LTD.	185301046 - FM 1434 - FS 1434 - S OF FM 200 - JOHNSON	JAY MILLS CONTRACTING, INCORPORATED		6/7/2025	230	YES	6/10/2025	PDF	Certified	ACCEPTED	6/23/2025	Yes	Details	NO

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

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:
 Sub To: 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:
 Confidential Admin Comments:

Save Cancel Add Notice Hide Closed Notices

Certification Details

Submitted Date: 9/25/2024 Status: Certified View CPR

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.

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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		TXDOT	1396 - Pavement Marking Machine Operator	1396 - Pavement Marking Machine Operator		0	Certified		<div>AuditView</div>
2		TXDOT	1172 - Laborer, Common	1172 - Laborer, Common		0	Certified		<div>AuditView</div>
3		TXDOT	1172 - Laborer, Common	1172 - Laborer, Common		0	Certified		<div>AuditView</div>
Total Payroll Records: 3	Total Employees: 3								

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

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.

←

→

↺

<https://prod.lcptracker.net/Certifications/Details/Edit/2025959>

LCP TrackerStatewide Planning...TXDOTCONNECTUnified Communica...Commission Investe...2004 Standard Spec...SurveyMonkey - Lo...PRM Home - PMP...DBE Community of...

Active InsightsTraining MaterialsSupportLogoutLive ChatGo BrowseMy Account

TXDOT - TEXAS DEPARTMENT OF TRANSPORTATION | Administrator - Limited Admin

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

Construction Recordkeeper Job Aid



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

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

Accepting Payrolls in LCPtracker

	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	

1. 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.

ProjectsCertificationsViolationsReportsAdmineDocumentsSet Up

Certifications

DepartmentAll Departments

Project002802099 - US 90 : 0.42 MILES EAST OF SL 8 : 0.03 MILES EAST OF FM 2100 : HARRIS

ContractorAll Contractors

Show Only Flagged CPRs? ☐

Load Data

From DateTo Date

Process StatusAll Process StatusesAccept StatusAll Accept Statuses

Select AllAccept Selected

Match RangeMatch Contains

Payroll No. FromPayroll No. To

Delete	Contractor	Project	Sub To	Contract ID	Week End	Payroll No	Performing?	Submitted	View CPR	Pro
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	Ce
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	Ce

2. 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
6/22/2025	34	NO	6/25/2025	PDF	Certified	<input type="checkbox"/>	Submitted		No	Details	NO
6/22/2025	160	NO	6/25/2025	PDF	Certified	<input type="checkbox"/>	Submitted		No	Details	NO

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

4. 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.

This quickly shows 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.

Load Data

From Date To Date

Process Status Accept Status

Match Range ☐ Match Contains ☐


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.	05282099 - US 90 - 0.42 MILES EAST OF SL 8 - 0.03 MILES EAST OF FM 2100 - HARRIS	TEXAS MATERIALS GROUP, INC.		6/26/2025	36	NO	6/27/2025	PDF	Certified	<input type="checkbox"/>	Submitted		No	Details	NO
Delete	MC2 CIVIL, LLC	05282099 - 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.	05282099 - 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 STRIPPING, LLC	05282099 - 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	6/16/2025	PDF	Certified	<input type="checkbox"/>	Submitted		No	Details	NO
Delete	MC2 CIVIL, LLC	05282099 - 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	6/16/2025	PDF	Certified	<input type="checkbox"/>	Submitted		No	Details	NO
Delete	AMERICAN REMEDIATION OPTIONS, INC.	05282099 - 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	05282099 - US 90 - 0.42 MILES EAST OF SL 8 - 0.03 MILES EAST OF FM 2100 - HARRIS	TEXAS MATERIALS GROUP, INC.		6/10/2025	58	NO	6/17/2025	PDF	Certified	<input type="checkbox"/>	Submitted		No	Details	NO
Delete	SEMPER STRIPPING, LLC	05282099 - 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	6/16/2025	PDF	Certified	<input type="checkbox"/>	Submitted		No	Details	NO
Delete	AMERICAN REMEDIATION OPTIONS, INC.	05282099 - US 90 - 0.42 MILES EAST OF SL 8 - 0.03 MILES EAST OF FM 2100 - HARRIS	TEXAS MATERIALS GROUP, INC.		6/7/2025	37	NO	6/17/2025	PDF	Certified	<input type="checkbox"/>	Submitted		No	Details	NO
Delete	TEXAS MATERIALS GROUP, INC.	05282099 - US 90 - 0.42 MILES EAST OF SL 8 - 0.03 MILES EAST OF FM 2100 - HARRIS	TEXAS MATERIALS GROUP, INC.		6/7/2025	55	NO	6/27/2025	PDF	Certified	<input type="checkbox"/>	Submitted		No	Details	NO

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Construction Recordkeeper Job Aid

Process Status: **Unselected** | 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 S
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"/>	Submitt
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"/>	Submitt
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"/>	Submitt
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"/>	Submitt
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"/>	Submitt
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"/>	Submitt
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"/>	Submitt
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"/>	Submitt
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"/>	Submitt
ST OF SL 8 : 0.03 MILES			6/7/2025	59	NO	6/27/2025	PDF	Certified	<input checked="" type="checkbox"/>	Submitt

- 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.

Projects | **Violations** | Reports | Admin | eDocuments | Set Up

Violations Data Form

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.

- Click on the Violations Tab.

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

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

Construction Recordkeeper Job Aid

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.

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.