



DCMS

Designer Workforce Reporting

DCAMM's Contractor Management System (DCMS) is the agency's platform for MBE/WBE and other Contract Compliance, Certified Payroll and Workforce Reporting. Firms providing Construction services (Prime Contractors/Subcontractors), as well as, firms providing Design services (Prime Designers) on DCAMM projects are responsible for using the system to self-report workforce information into the system.



Introduction

Once your firm's contract is synced to the Payroll/Workforce Reporting portion of DCMS (hosted by LCPtracker), workforce submittal can begin. Training and support are offered by the system vendor directly accessible upon login, in addition to this user guide and recorded webinars available on DCAMM's website.

This DCMS Payroll/Workforce Reporting system was originally designed for construction contractors to report workers employed on-site for purposes of certified payroll reporting as well as minority and women workforce participation. Because DCAMM's workforce reporting requirements for designers' differs from those for contractors, the system has been customized to accommodate designer workforce reporting as well. Only demographic data is required for workforce reporting by Prime Designer; wage information is not required.

The process for entering this monthly report will consist of several steps:

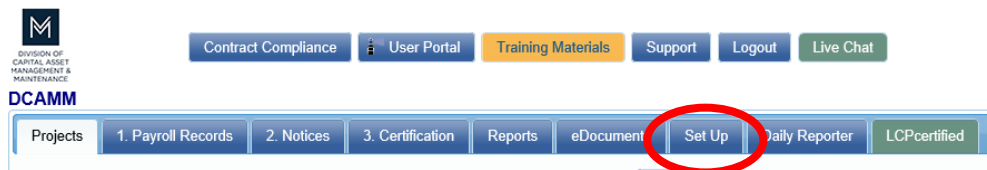
1. Employee Setup (only done once for every employee)
2. eSignature Setup (only done the first time you enter the system)
3. eDocument Setup (only done once for each employee)
4. Define a Work Order/Task (done once per contract, if applicable)
5. Report Creation (done once a month)

Please add dcomm@gob2g.com and noreply@lcptracker.com to your address book or safe list to ensure delivery of DCMS system generated emails.



1. Employee Setup

Access the labor reporting platform of DCMS to **Set Up Employees** under the Setup tab. Click on the “Setup” tab to start.



Once in the Setup Main Menu, click on the “Add/Edit Employee” button.



Once in this area, all fields marked with a red asterisk (*) are required. You will not be able to save your employee record if they are not filled out. Following is a comprehensive list of all fields to be included:

- First name
- Last name
- Address 1
- City
- State
- Zip
- Employee ID (The employee ID is the initials of the employee (First and last names only), and the last two digits of the social security number. Example: John Smith SS# 123-45-6789 - The employee ID would be: JS89)
- Exemptions (Leave this as a zero.)
- Ethnicity
- Gender
- I-9 Verification is required - check box

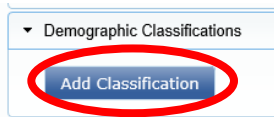
 A screenshot of the 'Add / Edit Employee Information' form. The form contains various input fields and dropdown menus. Fields marked with a red asterisk (*) are: First Name, Last Name, Address 1, City, State, Zip, SSN, Employee ID, Exemptions, Status, Ethnicity, Date Hired, Date Fingerprinted, Phone Number, Driver's License State, Driver's License, Worker's Comp Code, Electrician License, Gender, and Hiring Source. There are also checkboxes for 'Disadvantaged', 'Owner/Operator', and 'I certify that this employee is I9 verified.' A 'Validate Address' button is located on the right side of the form.

For more detailed information, see training manual for more information on this section.

<https://lcpipdev.blob.core.windows.net/videos/CONTRACTOR%20USER%20GUIDE.pdf>



The next required section is for Demographic Classification information. Click on the “Demographic Classification” button.



A separate field box will pop up. Click on the first dropdown list, titled “Demographic Type”. You will be prompted to choose either “OSHA 10 Certification” or “Veteran Status”. When choosing “OSHA 10 Certification”, you will then be able to click on the second dropdown list, where your choices for “Demographic Classification” are now “Yes” or “No”. Select “No” and click on the “Done” button.

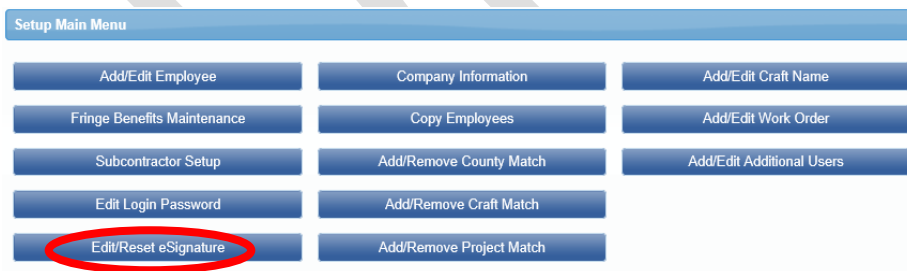
You will need to repeat this process one more time to choose the appropriate response for “Veteran Status”. The choices from the second dropdown list will be “Not a Veteran” or “Veteran”. Once you have chosen your response, click on the “Done” button.

You are now done entering all the required employee information.

 Two screenshots of a "Demographic Classification" pop-up form. The top form shows "Demographic Type" set to "OSHA 10 Certification" and "Demographic Classification" set to "Yes". The bottom form shows "Demographic Type" set to "Veteran Status" and "Demographic Classification" set to "Veteran". Both forms include fields for "Description", "Start Date", "End Date", "Notes", and a checkbox for "Is Primary Classification", along with "Done" and "Cancel" buttons.

2. eSignature Setup

Prior to submitting your first monthly report, you must create **eSignature** under Certification tab. Click on the same “Set Up” tab mentioned in Step 1. Next click on the “Edit/Reset eSignature” button.



You will be prompted to enter in a password twice, and click on “Save Password”.

3. eDocuments Setup

During employee set up there's a demographic section that requires certain demographic classifications be addressed: OSHA – 10 and Veteran Status. **Designers** will not typically have OSHA documentation so DCAMM has created a document that serves as a placeholder document to satisfy system requirements for this section.

1. Click on the “eDocuments” tab
2. Click on “Download Document Templates”
3. Select “Contractor Required Document Template – OSHA”. Follow the download process, and save to your computer for future use
4. Upload this eDocument by clicking on “Upload Documents”.
 - a. Select project from dropdown list
 - b. Select document type “Contractor Required Document Template – OSHA”
 - c. Add a document date (current date)
 - d. Do not select an employee name from the dropdown list. Leave blank.
 - e. Upload file by browsing desktop
 - f. Enter eSignature
 - g. Click on the “Save” button

4. Define A Work Order/Task

Bundled Contracts aka Blanket/Master Agreements, i.e., House Doctor, Small Projects, etc., require **Task set up** prior to submission of first report. Refer to training manual under Admin Support Documents for further instruction on Defining a Work Order.

The prime contractor may define the work orders. Simply go to Set Up > Add/Edit Work Order to open form below.

1. Naming Conventions
 - a. *Work Order ID*: DCAMM Task No. and/or DCAMM Project No.
 - b. *Title*: DCAMM Project Name
2. Status – indicate *open* when construction is set to begin, *closed* when project is complete.
3. Budget value is not required.

- To create a new Work Order: a) Select a Project, b) Enter at least a Work Order ID and Title, c) Click on the Save button.
- To edit a Work Order: a) Select a Project and a Work Order from the list, b) Make changes, c) Click on the Save button.

Select Project
01 Alexandria Housing

Select Work Order to Edit
W.O. ID: 23456 Title: Bridge Section 1

Work Order ID
23456

Title
Bridge Section 1

Budget
4500.00

Status
Open

Address 1
1000 Main St

Address 2

City
Orange

State
CA

ZIP
12345

Description
Concrete pouring in Main St bridge span, section 1 & 2

[Delete](#) [Clear Form](#) [Cancel](#) [Save](#)

5. Report Creation for Workforce Reports

To accommodate monthly designer reporting in the system, rather than submitting 4 separate weekly reports a total of 168 Regular Hours can be submitted on each payroll record entry form (max of 24 hours per day.) This will allow hours on a single record entry to serve as the employee's monthly hours on the project. If more than 168 hours were worked that month, please submit additional employee reports as necessary.

Click on the tab "1. Payroll Records". Then click on the "Enter Records" button.

DCAMM

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

Payroll Records

[Enter Records](#) [Direct Payroll Subscription](#) [Edit Certified Payroll Records](#)

[Copy Previous Payroll](#) [Recovery Act Additional Data Entry](#)

[Edit Uncertified Payroll Records](#) [FHWA 1391 Additional Data Entry](#)

[Upload Records](#) [HUD Additional Data Entry](#)

1. For the weekend date, enter the last date of the month for the report which you are entering
2. Choose your project from the dropdown list

DCMS – DESIGNER WORKFORCE REPORTING

- Choose your employee from the dropdown list
- Click on the “Add Classification” button to choose your employees classification (if you have done this before, the system will remember what you choose previously. If your employees classification is not in the list, please contact your CO at DCAMM)
- Check the box under “Select”, then click the “Next” button

Although wage information is not required, the system does need info in some payroll record fields:

- Select the appropriate “Work Order” from the dropdown list if working on a bundled contract. Also enter “1.0” for “Gross Employee Pay This Project”

- Enter total hours worked on the DCAMM project for this month’s reporting period. Total those hours below where they are all entered

- Enter “1.00” under “Check Gross Pay” and “Paycheck Amount”. Then enter your report number under “Check Number”. This check number should match your report number (Report No. 1 – Check No.1, Report No. 2 – Check No. 2, etc.). Then click on the “Save” button.



Next, check for any error notices via the tab “2. Notices.” If you have any errors in your employee records, you will find your employee(s) listed here. Click on the “Edit” button next to their record, and read the instructions under “Notices” on the bottom of the page. Once you have resolved these, you will be able to resave the record.

Finally, click “3. Certification” tab to submit the report to DCAMM.

1. Select your project from the dropdown list
2. Enter in the last date of the month of this report for your week end date
3. Enter the number of this report for the payroll number
4. Enter your name
5. Enter your title
6. Click on the “Next” button

Certification Wizard Step 1 of 2

Project Last CPR Info: Not Available
DCAMM2017 CDC LCP Tracker Sync... X

Work performed this week?
☒ Work activity to be reported for this week
☐ No work activity to be reported for this week
☐ No work activity to be reported for multiple consecutive weeks

Week End Date
10/31/2017

Payroll Number
1

Name of Person Certifying
Mary Smith

Title
Payroll Manager X

Cancel Next Help

The **Statement of Compliance** that comes up is not applicable to designers. Please enter “0” for number of apprentices, enter your eSignature, and click on the “Save” button

DCAMM

1. Payroll Records 2. Notices 3. Certification Reports 4. Documents Set Up Only Reporter LCP Certified

Certification Wizard Step 2 of 2

WEEKLY PAYROLL RECORDS REPORT & STATEMENT OF COMPLIANCE

In accordance with Massachusetts General Law c. 149, §27B, a true and accurate record must be kept of all persons employed on the public works project for which the enclosed rates have been provided. A Payroll Form is available from the Department of Labor Standards (DLS) at www.mass.gov/dls/pw and includes all the information required to be kept by law. Every contractor or subcontractor is required to keep these records and preserve them for a period of three years from the date of completion of the contract.

Pursuant to MGL c. 149, s. 27B, every contractor and subcontractor is required to submit a true and accurate copy of their certified weekly payroll records to the awarding authority. In addition, each weekly payroll must be accompanied by a statement of compliance signed by the employer. Failure to comply may result in the commencement of a criminal action or the issuance of a civil citation. Once collected, the awarding authority is required to preserve those records for three years from the date of completion of the project.

Are all apprentice employees identified above currently registered with the MA DLS's Division of Apprentice Standards? YES ☐

For all apprentices performing work during reporting period, attach a copy of the apprentice identification card issued by the Massachusetts Department of Labor Standards / Division of Apprentice Standards.

Number of apprentices that are identified above 0

Each such contractor and subcontractor shall submit this report within 15 days after completion of its portion of the work, to the awarding authority directly, a statement, executed by the contractor, subcontractor or by any authorized officer thereof who supervised the payment of wages this form, accompanied by their payroll.

STATEMENT OF COMPLIANCE

15th November, 2017

I, Mary, Mgr
(Name of signatory party), (Title)

do hereby state:

That I pay or supervise the payment of the persons employed by
DCAMM Test Prime Contractor on the DCAMM2017 CDC LCP Tracker Sync Test
(Contractor, subcontractor or public body) (Building or project)

and that all mechanics and apprentices, teamsters, chauffeurs and laborers employed on said project have been paid in accordance with wages determined under the provisions of sections twenty-six and twenty-seven of chapter one hundred and forty nine of the General Laws.

SIGNATURE PASSWORD

Cancel Save Help

Congratulations! You have now submitted your first Workforce Report electronically to DCAMM.