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DIVISION OF CAPITAL ASSET MANAGEMENT & MAINTENANCE

# 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 <u>dcamm@gob2g.com</u> and <u>noreply@lcptracker.com</u> 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.

DIVISION OF CAPITAL ASSET MANAGEMENT & MAINTENANCE	Contra	ct Compliance	User Portal	Training	Materials	Support	La	ogout	Live Cha	t
DCAMM					_					
Projects	1. Payroll Records	2. Notices	3. Certification	Reports	eDocument	S	et Up	Daily	Reporter	LCPcertified
	-									

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

Setup Main Menu		
Add/Edit Employee	Company Information	Add/Edit Craft Name
Fringe Benefits Maintenance	Copy Employees	Add/Edit Work Order
Subcontractor Setup	Add/Remove County Match	Add/Edit Additional Users
Edit Login Password	Add/Remove Craft Match	
Edit/Reset eSignature	Add/Remove Project Match	

Once in this area, all fields marked with a red asterisked (\*) 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
- <u>State</u>
- <u>Zip</u>
- <u>Employee ID (</u>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)
   Add / Edit Employee Information
- Exemptions (Leave this as a zero.)
- <u>Ethnicity</u>
- <u>Gender</u>
- I-9 Verification is required check box

First Name *	Last Name *			
Address 1 *	Addres	us 2		
City *	State *	~	Zip *	Validate Address
SSN	Emplo	yee ID *		
Exemptions * Status 0 ACTIVE V Date Hired Date	Ethnicity *	▼ one Number		
Driver's License State	Driver's License	Worker's Comp Code	Electrician License	
	Disadvantas	und .		

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

https://lcpjpdev.blob.core.windows.net/videos/CONTRACTOR%20USER%20GUIDE.pdf



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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.

#### 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.



Demographic Type *			
OSHA 10 Certification		×	•]
Demographic Classificati	on *		
Yes		×	-
Description			
			~
			$\sim$
Start Date *	End Date *		
Notes			
			~
			$\sim$
Is Primary Classificat	lion		
	Done	l	Cancel
Demographic Classifica	ation		
Demographic Type *			
Demographic Type * Veteran Status		×	•
Demographic Type * Veteran Status	on *	×	*
Demographic Type * Veteran Status Demographic Classificati Veteran	on *	×	▼ ▼
Demographic Type * Veteran Status Demographic Classificati Veteran	on *	×	• •
Demographic Type * Veteran Status Demographic Classificati Veteran Description	on *	×	• •
Demographic Type * Veteran Status Demographic Classificati Veteran Description	on *	×	▼ ▼
Demographic Type * Veteran Status Demographic Classificati Veteran Description Start Date	on *	×	• •
Demographic Type * Veteran Status Demographic Classificati Veteran Description Start Date	on * End Date	×	• • •
Demographic Type * Veteran Status Demographic Classificati Veteran Description Start Date Notes Notes	on * End Date	×	• • •
Demographic Type * Veteran Status Demographic Classificati Veteran Description Start Date Notes	on * End Date	×	<ul> <li></li> &lt;</ul>
Demographic Type * Veteran Status Demographic Classificati Veteran Description Start Date Notes	on * End Date	×	<ul> <li>▼</li> <li>↓</li> <li>↓</li></ul>
Demographic Type * Veteran Status Demographic Classificati Veteran Description Start Date Notes	End Date	×	<ul> <li>▼</li> <li>▼</li> <li>↓</li> <li>↓</li></ul>
Demographic Type * Veteran Status Demographic Classificati Veteran Description Start Date Notes	End Date	×	<ul> <li>▼</li> <li></li> <li></li></ul>
Demographic Type * Veteran Status Demographic Classificati Veteran Description Start Date Notes I Is Primary Classificat	End Date	×	

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"
- 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.

eL	Oocuments Main Menu	
	Upload Documents	Download Document Templates
	View Documents	
н	elp	
Pro	ject All Projects 🔹	

\* Req'd: N = "No", Y = "Yes - Must be Uploaded before Final CPR Submission", R = "Requi



Contractor	
DCAMM Test Prime Contractor	
Project Name	
DCAMM2017 CDC LCP Tracker Sync Test ∨	
Sub To   Contract ID	
All Assignments 🗸	
Document Type *	
OSHA 10 V	
Document Date *	
Expiration Date	
Description	
Select employee the document relates to if appropriate	
Select employee the document relates to if appropriate	
Select employee the document relates to if appropriate	
Select employee the document relates to if appropriate	
Select employee the document relates to if appropriate Week end date the document relates to if appropriate	
Select employee the document relates to if appropriate	
Select employee the document relates to if appropriate	
Select employee the document relates to if appropriate	
Select employee the document relates to if appropriate	
Select employee the document relates to if appropriate	
Select employee the document relates to if appropriate	
Select employee the document relates to if appropriate           Week end date the document relates to if appropriate           Omments           Select the file to upload *	Browse.
Select employee the document relates to if appropriate           V           Veek end date the document relates to if appropriate           Comments           Select the file to upload *	Browse.
Select employee the document relates to if appropriate  Week end date the document relates to if appropriate  Comments  Select the file to upload *  E-Signature Password *	Browse,
Select employee the document relates to if appropriate  Week end date the document relates to if appropriate  Comments  Select the file to upload *  E-Signature Password *  Help	Browse.
Select employee the document relates to if appropriate           V           Week end date the document relates to if appropriate           Omments           Select the file to upload *           E-Signature Password *	Browse.

#### DCMS - DESIGNER WORKFORCE REPORTING

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.

Select Project		
01 Alexandria He	using 🗸	
Select Work Order	o Edit	
W.O. ID: 23456	Title: Bridge Section 1 Y	
Work Order ID		
23456		
Title		
Bridge Section 1		
Bridge Section 1 Budget	Status	
Bridge Section 1 Budget 4500.00	Status Onen Y	
Bridge Section 1 Budget 4500.00	Status Open Y	
Bridge Section 1 Budget 4500.00 Address 1	Status Open V	
Bridge Section 1 Budget 4500.00 Address 1 1000 Main St	Status Open Y	
Bridge Section 1 Budget 4500.00 Address 1 1000 Main St Address 2	Status Open V	
Endge Section 1 Budget 4500.00 Address 1 1000 Main St Address 2	Status Open V	
Endge Section 1 Budget 4500.00 Address 1 1000 Main St Address 2 City	Status Open Y State	
Endge Section 1 Budget 4500 00 Address 1 1000 Main St Address 2 City Orange	State ZJP CA 12346	
Bridge Section 1 Budget 4500.00 Address 1 1000 Main St Address 2 City Crange Description	Status Open V State ZIP CA 12346	
Enige Section 1 Budget 4500.00 Address 1 1000 Main St Address 2 City Orange Description Concrete pouring in	State ZIP CA 12345	

#### **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.

DCAMM		
Proje cs 1. Payroll Records 2. otices	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	

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

- 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

- 3. Choose your employee from the dropdown list
- 4. 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)

Payroll Record Entry					
Week End Date * 10/31/2017					
Project *					
DCAMM2017 CDC LCP Trac	ker Sync Test 🔻	•			
Employee *					
Add Classification Can	cel Next				
Select Jurisdiction	Location	Craft	Classification	Construction Type	Notes
Professional Services	All Counties, MA	Professional Services	Landscape Designer	ALL	Delete

5. 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"

Week End Date:	10/31/2017		Contractor:	DCAMM Test Prime Cont	ractor	
Project:	DCAMM2017 CDC LCF	P Tracker Sync Test	Sub To:			
Employee:	ADAMS, JOHN		Contract ID			
Is Foreman	Is Owner/Operator	<b>C</b>	Work Order: *	Task 1 🚩		
Pross Employe Pay This Project (Usually No	Wages Paid in Lieu of Fringes (Total Cash Fringes)	Gross Pay All Projects ( Sum of all checks	These new	to are nearly rate fields (Us	sually No Fringes)	Rate in Lieu o Fringes (Cash Fringes)
`Fringés)		entered on deductions )	Base Hourly	Overtime Hourly	Doubletime Hourly	
1.000	0.000	1.000	0	0	0	0.000

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

<ul> <li>Hours Worked Ea</li> </ul>	ich Day for Thi	is Project Only						
	Wednesday 10/25/2017	Thursday 10/26/2017	Friday 10/27/2017	Saturday 10/28/2017	Sunday 10/29/2017	Monday 10/30/2017	Tuesday 10/31/2017	Total Hours
Regular Time	8.00	8.00	8.00	8.00	8.00	8.00	8.00	56.00
Overtime at 1.5	8.00	8.00	8.00	8.00	8.00	8.00	8.00	56.00
Double-Time	8.00	8.00	8.00	8.00	8.00	8.00	8.00	56.00
Total	24.00	24.00	24.00	24.00	24.00	24.00	24.00	168.00
Total Hours All Projects Worked	168.00							

 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.

Single Pay	vcheck OMultiple	Paychocks						
Deductions		T ayoneoka						
Fed Tax 0.000	Social Security + 0.000	Medicare + 0.000	State Tax + 0.000	Local Taxes/SDI + 0.000 +	Other 0.000 +	Vac/Dues 0.000 +	Savings 0.000 =	Total Deduction 0.000
Payments (If i	included in payabeels							
Tre Joubs	Check Gross Pay	Paycheck Amou	nt Check Number		wment Date			
0.0.	1.000	1.000	1					
Notes								
Notes								
Notes								
Notes Other Deduct	tion Notes							

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.	Project Last CPR Info: Not Available
<i>"</i>	DCAMM2017 CDC LCP Tracker Sync × 🔻

- 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

The Statement of	Compliance that	comes up is n	ot applicable to

designers. Please enter "0" for number of apprentices, enter your eSignature, and click on the "Save" button

DCA	M A A A A A A A A A A A A A A A A A A A				
<b>P</b> ~0	eb 1 PeydReeds 2 Noise 3 Cellister Rept 4 Document Setty Data Report Contraction Setty Data Report Librardiet				
	Centradium Micard Skip 2 of 2				
	WEEKLY PAYROLL RECORDS REPORT & STATEMENT OF COMPLIANCE				
	In accordance with Massachuretis General Law c. 140, §278, 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/doi/jyv and includes at the information required to be kept by Jaw. 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. 14), s. 278, every contractor and subcontractor is required to submit a bus and accurate copy of their certified weekly payrol records to the awarding authority. In addition, each weekly payrol 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 crivit clattor. Once cellected, 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 the acopy of the apprentice identification card issued by the Massachusetts Department of Labor Standards / Division of Apprentices Standards. Number of apprentices that are identifications of the apprentice identification card issued by the Massachusetts Department of Labor Standards.				
	Each such contractor and subcontractor and subcontractor and subcontractor and subcontractor and subcontractor or by any authorized officer thereof who supervised the payment of wages this form, accompanied by their payroll.				
	STATEMENT OF COMPLIANCE				
	15th Nevember, 2017				
	1. <u>Mary</u> , Mgg Damar di Seguiny partiti, (704)				
	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				
	(Contentur, autoritatur or public hody) (Bulling or project)				
	are that at an enclosure and appendixes, teamsters, chautheus and laborers employed on said project have been paid in accordance with vages determined under the provisions of sections twenty-six and tw				
1	e signal une via signal				
	Cent Br He				

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

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Work performed this week? Work activity to be reported for this week

Week End Date 10/31/2017

Payroll Number

Title Payroll Manager

Name of Person Certifying Mary Smith

Cancel Next Help

O No work activity to be reported for this week

O No work activity to be reported for multiple consecutive weeks