



# **DCMS**

## **Consultant Workforce Reporting**

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DCAMM's Contractor Management System is the agency's platform for MBE/WBE Contract and Certified Payroll and Workforce Compliance as of July 1, 2017. The agency transitioned to this system for

compliance reporting on DCAMM and DCAMM assisted construction and design contracts. Prime Contractors, Consultants and Subcontractors are responsible to learn and self-report participation in the system.



## Introduction

DCAMM will complete the contract set up in the contract management portion of DCMS (B2GNow). Once the contract is synced to the payroll reporting portion (LCPtracker), workforce reporting can begin. Training and support are offered by the system vendors directly accessible upon login, in addition to the user guide and recorded webinar available on DCAMM's website.

The Commonwealth of Massachusetts has diverse workforce participation goals on public projects of 15.3% and 6.9% for Minorities and Women, respectively. This system was designed for reporting contractor trade labor via weekly certified payroll reports. However, due to DCAMM's reporting requirements for consultant's workforce, the system has been customized to accommodate this type of reporting as well. Only demographic data is required for designer workforce reporting; wage information is not required.

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

1. eSignature Setup (only done the first time you enter the system)
2. Employee Setup (only done once for every employee)
3. Define a Work Order "Task" (done once per Notice to Proceed "NTP", if applicable)
4. Report Creation (done once a month)

## 1. 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.

The screenshot shows a 'Setup Main Menu' with a grid of buttons. The button 'Edit/Reset eSignature' is circled in red. Other buttons include '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', and 'Add/Remove Project Match'.

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

The screenshot shows the 'Edit E-Signature' form. It includes instructions to use the form to change the existing certification password. Password rules are listed: must be at least 6 characters long, must contain at least one lower-case letter and one upper-case letter, and must be no longer than 20 characters. The form has fields for 'User Id' (pre-filled with 714555121299), 'E-Signature Password', and 'Repeat Password'. At the bottom, there are buttons for 'Clear Form', 'Cancel', and 'Save Password'. A note at the bottom states: "\*\* 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 @\$%^&+=

## 2. Employee Setup

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

The screenshot shows the DCAMM navigation bar. The 'Set Up' tab is circled in red. Other tabs include 'Projects', '1. Payroll Records', '2. Notices', '3. Certification', 'Reports', 'eDocuments', 'Daily Reporter', and 'LCPcertified'. Above the tabs are buttons for 'Contract Compliance', 'User Portal', 'Training Materials', 'Support', 'Logout', and 'Live Chat'.

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

The Setup Main Menu contains the following buttons:

<b>Add/Edit Employee</b> (circled in red)	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 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 (use Company address)
- City (use Company City)
- State (use Company State)
- Zip (use Company Zip)
- Employee ID (If your company doesn't use Employee ID numbers, please assign during this setup)
- Exemptions (Leave this as a zero.)
- Ethnicity
- Gender
- I-9 Verification is required - check box

The 'Add / Edit Employee Information' form includes the following fields:

- First Name \*
- Last Name \*
- Address 1 \*
- Address 2
- City \*
- State \*
- Zip \*
- SSN
- Employee ID \*
- Validate Address button
- Exemptions \*
- Status (ACTIVE)
- Ethnicity \*
- Date Hired
- Date Fingerprinted
- Phone Number
- Driver's License State
- Driver's License
- Worker's Comp Code
- Electrician License
- Gender \*
- Hiring Source
- Disadvantaged checkbox
- Owner/Operator checkbox
- I certify that this employee is I9 verified checkbox

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

The Demographic Classifications menu shows the 'Add Classification' button circled in red.

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”. Make the appropriate choice, enter the applicable start and end dates if prompted, and click on the “Done” button.

The 'Demographic Classification' form includes the following fields:

- Demographic Type \*
- Demographic Classification \*
- Description
- Start Date \*
- End Date \*
- Notes
- Is Primary Classification checkbox
- Done button
- Cancel 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 now be “Not a Veteran”, “Service Disabled Veteran” or “Veteran”. Once you have chosen your response, click on the “Done” button.

You are now done entering all the required employee information.

### 3. Define A Work Order “Task”

Bundled Contracts aka Blanket/Master Agreements, i.e., House Doctor, requires **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. (To locate your Work Order/NTP number(s), please see the NTP you received from DCAMM.)

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*: NTP and/or DCAMM Task No.
  - b. *Title*: DCAMM Task Name
2. Status – indicate *open* when each Task is to begin,
- 3. NOTE: Please close when each Task is complete.**
4. Budget value, address, and description 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

## 4. Report Creation for Workforce Reports

To accommodate monthly consultant reporting in the system, rather than submitting 4 separate weekly reports a maximum 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. NOTE: If your Company did not perform any work in a specific calendar month, you do not need to submit a report for that month.

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

The screenshot shows the DCAMM system's main menu with tabs: Projects, 1. Payroll Records, 2. Notices, 3. Certification, Reports, eDocuments, Set Up, Daily Reporter, and LCPcertified. The '1. Payroll Records' tab is active. Below the tabs, there is a section titled 'Payroll Records' containing several buttons: 'Enter Records' (circled in red), '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', and '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
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 employee's classification is not in the list, please contact your CO at DCAMM)
5. Check the box under "Select", then click the "Next" button

The screenshot shows the 'Payroll Record Entry' form. Fields include 'Week End Date' (10/31/2017), 'Project' (DCAMM2017 CDC LCP Tracker Sync Test), and 'Employee' (ADAMS, J...). Below these are 'Add Classification', 'Cancel', and 'Next' buttons. A table with columns 'Select', 'Jurisdiction', 'Location', 'Craft', 'Classification', 'Construction Type', 'Notes', and 'Delete' is shown. The first row is checked under 'Select' and contains 'Professional Services', 'All Counties, MA', 'Professional Services', 'Landscape Designer', and 'ALL'.

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

1. 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 (Usually No Fringes)"

The screenshot shows the 'Payroll record entry form (2 of 2)'. Fields include 'Week End Date' (10/31/2017), 'Project' (DCAMM2017 CDC LCP Tracker Sync Test), 'Employee' (ADAMS, JOHN), 'Contractor' (DCAMM Test Prime Contractor), and 'Sub To'. The 'Work Order' dropdown is circled in red and set to 'Task 1'. Below these are fields for 'Gross Employee Pay This Project (Usually No Fringes)' (1.000), 'Wages Paid in Lieu of Fringes (Total Cash Fringes)' (0.000), 'Gross Pay All Projects (Sum of all checks entered on deductions)' (1.000), and a table for 'Base Hourly', 'Overtime Hourly', and 'Doubletime Hourly' rates, all set to 0.000. A 'Rate in Lieu of Fringes (Cash Fringes)' field is also set to 0.000.

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

▼ Hours Worked Each Day for This 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							

3. Enter "1.00" under "Check Gross Pay", "Paycheck Amount" and "Check Number". Then click on the "Save" button.

▼ 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
0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

**Payments (If included in paycheck)**

Trans	Check Gross Pay	Paycheck Amount	Check Number *	Payment Date
0.000	1.000	1.000	1	

**Notes**

Other Deduction 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.

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.  
This number should reflect your report number (i.e., first report should = certified payroll number 1, 2, 3, etc.)
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

## DCMS – CONSULTANT WORKFORCE REPORTING

Date Wednesday, May 8, 2019

### Statement of Compliance

I, Allecia Taormina, CFO do hereby state:

(1) That I pay or supervise the payment of the persons employed by ALIECIA'S ARCHITECTS, INC. on the DCP1645 HD6 D STUDY & DESIGN OF GENERAL ARCHITECTURAL CONSTRUCTION, RENOVATION AND REPAIRS; that during the payroll period commencing on 12/31/2018 and ending on 1/6/2019 all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said ALIECIA'S ARCHITECTS, INC. from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 167; 3145), and described below. All comments are in the notes on the submitted Certified Payroll Report.

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS

X - In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

X - Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

(c) EXCEPTIONS:

Any exceptions to the above are reported in the certified payroll in the notes section for the specific individual.

### REMARKS: REVISED

NAME: Allecia Taormina  
TITLE: CFO

Electronic Signature Code: 188400-DCP1645 HD6 D-1/6/2019-RECERT-132017989783807424

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

