

# Getting Started

## Overview

The Los Angeles Unified School District (LAUSD) Labor Compliance Department (LCD) is pleased to provide you with the **LAUSD Contractor's Certified Payroll Reporting (CPR) System**. The CPR System is a web-based application that will allow you to fulfil your statutory and contractual obligation to report certified payroll records to the awarding body for LAUSD public works projects. *Please note:* all formally-bid construction contracts advertised for bid *February 1, 2004 or later* require contractors and subcontractors of all tiers to submit certified payroll records via the LAUSD Contractor's Certified Payroll Reporting System<sup>1</sup>.

As a web-based application, the CPR System provides you with the ability to enter and store payroll reporting data that is accessible from any internet-connected computer or web-enabled device. As records are kept in a centralized database, construction management personnel can verify compliance with contractual requirements with greater efficiency, resulting in quicker, more efficient payments to contractors. Moreover, electronic records can dramatically reduce the resources necessary to maintain paper hard-copies of payroll reporting forms.

We are also pleased to introduce the **Electronic Signature (E-Signature)**. This new feature has been developed to simplify submittal of not only your certified payroll records, but also documents required by LAUSD contract to be submitted by prime contractors and subcontractors of all tiers, including the *Job Start Meeting Checklist*<sup>2</sup>, the awarding-body copy of *Division of Apprenticeship Standards (DAS) Form 140*<sup>3</sup>, and the *Letter of Assent* for contracts subject to the *Project Stabilization Agreement (PSA)*<sup>4</sup>. In addition, the E-Signature gives prime contractors the ability to better monitor subcontractors' compliance to certified payroll reporting and submittal of contractually-required documents.

The intent of this User Guide is to help you better understand and utilize the CPR System. If you find any prevailing wage terminology used in this manual unfamiliar, we highly recommend that you avail of the resources offered by the Labor Compliance Department—particularly the *Labor Compliance Certification Manual*—whose link can be found in *Appendix D*. Should you have any questions regarding the CPR System which fall beyond the scope of this User Guide or the Frequently Asked Questions [see *Appendix A*] please feel free to contact the Labor Compliance Department Technical Support Staff.

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<sup>1</sup> Section 00700 General Conditions, 6.49.5 Certified Payroll Reporting Forms and Payroll Records.

<sup>2</sup> *Ibid.*, 2.6.1 Job Start Meeting.; *California Labor Code*, Section 1771.5.

<sup>3</sup> *Ibid.*, 6.49.3.2 Apprentices.; *California Labor Code*, Section 1777.5.

<sup>4</sup> *Ibid.*, 6.49.8 Project Stabilization Agreement.; *Project Stabilization Agreement*, Section 2.5 Awarding of Contracts.

## Registration

### *Request for Access to LAUSD Online Tools*

Before you can use the CPR System, you must complete the *Request for Access to LAUSD Online Tools*. A copy of this form can be found at the Labor Compliance website:

[www.laschools.org/lcp](http://www.laschools.org/lcp)

Once completed, return the form—along with your company's *Form W-9* for verification—via fax or email to the recipient indicated on the form.

### *Electronic Signature Authorization Agreement*

In order to use the new Electronic Signature, an Owner, Partner, or Executive Officer of the company must also complete the *E-Signature Authorization Agreement*. A hard-copy of the *Agreement* containing an original wet signature of the qualifying individual must be submitted to the Labor Compliance Department.

For the purposes of this User Guide, users that have submitted the *E-Signature Authorization Agreement* will be referred to as *E-Signature users*. Users who will not be using E-Signature will be referred to as *Payroll users*.

## New User Registration

Once you have completed the necessary forms, visit the LAUSD Facilities Services Division (FSD) website:

[www.laschools.org](http://www.laschools.org)

The screenshot shows the LAUSD Facilities Services Division website. At the top, there is a navigation bar with links for 'About FSD', 'Board of Education', 'Bond Oversight', 'Site Map', 'Login', and 'Register'. Below this is the LAUSD logo and the text 'Facilities Services Division', 'Los Angeles Unified School District', and 'All Youth Achieving'. A secondary navigation bar contains links for 'Community', 'About My School', 'Facilities Initiatives', 'Facilities Branches', 'Business With FSD', and 'My FSD'. A dropdown menu is open under 'Business With FSD', listing various services: 'Bidding Opportunities', 'Contractor Resources', 'Facilities Use/Permits', 'Labor Compliance', 'Prequalification', 'Project Stabilization Agreement (PSA)', 'Small Business Enterprise', 'Stop Notices', and 'Vendor Portal'. The 'Vendor Portal' link is circled in red. Below the navigation is a carousel slide titled 'Small Business is Big Business' with the text 'Join Our Building Team'. To the left of the carousel is a list of services: 'Contractor Hotline', 'E-CAST', 'Facility Use / Permits', 'Find My School', 'Integrated Pest Management', 'Labor Compliance - Certified Payroll', 'Principal's Corner', and 'Strategic Execution Plans'. At the bottom of the page, the address 'Facilities Services Division | 333 South Beaudry Ave., Los Angeles, California 90017' is displayed.

Scroll over the section Business with FSD and go down to click on vendor portal.



# Facilities Services Division

Los Angeles Unified School District

All Youth Achieving

[FSD Home](#) | [LAUSD.net](#)

Community

About My School

Facilities Initiatives

Facilities Branches

Business With FSD

My FSD

## Business With FSD | Vendor Portal

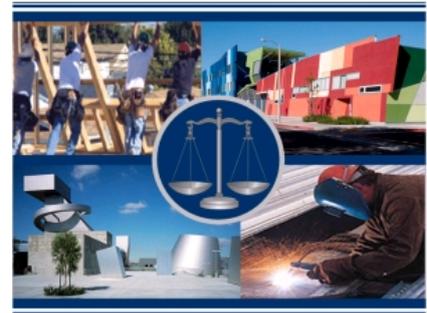
- Bidding Opportunities
- Prequalification
- Facilities Use/Permits
- Small Business Enterprise
- Labor Compliance
- Contractor Resources
- Stop Notices
- Project Stabilization Agreement (PSA)
- Vendor Portal**
  - Vendor Registration
  - Help Documents

### Welcome to the Facilities Services Division Vendor Portal

The Facilities Services Division welcomes all vendors to doing business with the Los Angeles Unified School District. The LAUSD is committed to being your "Owner of Choice."

The Vendor Portal is intended to create a simpler process for vendors to register their companies, pre-qualify for opportunities to bid formal/informal and specialty contracts with LAUSD, certify small businesses, and access additional resources/tools as they become available.

For your convenience we have prepared a **User Guide** to help you become familiar with the portal and the functionality it offers. Below is a brief overview.



### Vendor Registration

All contractors working for the Los Angeles Unified School District's Facilities Services Division must register their companies online to access important bidding information and vendor tools.

### Electronic Small Business Certification Tool

Companies can submit electronically an application to be certified by the LAUSD as a small business enterprise or upload for approval an SBE certification from other major public agencies that the LAUSD recognizes and accepts.

### Electronic Prequalification Tool

Complete the user and vendor registration process with the email address indicated on your forms, and a memorable password of your choosing. This email address will be used to login to the website, as well as for contacting you periodically with important announcements or in regard to technical support issues.

Once the necessary forms have been received and processed, the Labor Compliance Department will send you confirmation via fax and/or email that your *Request for Access* has been granted and that you are now ready to login and use LAUSD Online Tools. *Please note:* the email address indicated on your forms *must* be registered at the LAUSD FSD website *before* the Labor Compliance Department can process your forms.

## Login

In order to login, go to the **Labor Compliance** page on the Facilities Services Division website:

[www.laschools.org/lcp](http://www.laschools.org/lcp)

About FSD Board of Education Bond Oversight Site Map Login Register



# Facilities Services Division

Los Angeles Unified School District  
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FSD Home | LAUSD.net

Community About My School Facilities Initiatives Facilities Branches Business With FSD My FSD

## Business With FSD | Labor Compliance

- Bidding Opportunities
- Prequalification
- Facilities Use/Permits
- Small Business Enterprise
- Labor Compliance**
  - Certified Payroll Reporting System**
  - Request for Access
  - Online Tools
  - Frequently Asked Questions
  - Department of Industrial Relations (DIR)
  - Labor Code Section 1741(c) Assessments -- Public Works
  - LCP Certification
  - Work Preservation Group
  - Documents and Forms
  - Upcoming Events
  - Contact Us
- Contractor Resources
- Stop Notices
- Project Stabilization Agreement (PSA)
- Vendor Portal

### Welcome to the Labor Compliance Program Website!

California Labor Code section 1770 et seq. and Education Code section 17424 require that contractors on public works projects pay their workers based on the prevailing wage rates, which are established and issued by the Department of Industrial Relations, Division of Labor Statistics and Research. Labor Code sections 1720 through 1861 detail the prevailing wage system, explaining who the law protects, what contractors must do to comply with the law, what constitutes the prevailing wage, how it is determined, and how the prevailing wage requirements are enforced.

In establishing this Labor Compliance Program, the District adheres to the statutory requirements as defined in Labor Code section 1771.5(b).

Further, it is the intent of the District to actively enforce this Labor Compliance Program wherein the District construction sites are monitored for the payment of prevailing wage rates and, wherein those contractors having workers on District sites routinely submit Certified Payroll Records demonstrating their compliance with the payment of prevailing wage rates.

### Program History

In February 1985, the Los Angeles Unified School District began administering a program for monitoring the prevailing wage rates paid to construction workers on public works projects throughout the District.

On January 27, 1993, the Los Angeles Unified School District became the first school district in the State of California receiving an approval from the Director of the Department of Industrial Relations to operate its Labor Compliance Program.

On September 7, 1993, the Board of Education of the Los Angeles Unified School District adopted the Labor Compliance Program.

### Program Recognitions



If you are already at the FSD website at [www.laschools.org](http://www.laschools.org), scroll over Business with FSD and go down to click on Labor Compliance. Click on the **Certified Payroll Reporting System**. Enter the email address and password you used to complete the *New User/Vendor Registration*.

## Home

This is the starting point for the CPR System.

The screenshot shows the home page of the Contractor's Certified Payroll Reporting System. At the top left is the LAUSD Facilities Services Division logo with the tagline 'Building the Learning Community'. To the right of the logo is a navigation menu with buttons for 'Home', 'My Account', 'My Contracts', 'Employees', 'Archive', and 'Logout'. The user's name and the date 'Mr. User :: Thursday, Jan 21, 2010' are displayed in the top right corner. The main heading is 'Contractor's Certified Payroll Reporting System'. Below this, a welcome message reads 'Welcome Mr. User:'. The page is divided into three columns. The left column contains a welcome message, instructions on how to use the top-right navigation buttons, and links for 'My Account', 'My Contracts', 'Employees', and 'Archive'. The middle column features a section titled 'Important Announcements' with a date 'Thursday January 21, 2010' and a date 'Sunday Feb 01, 2004'. It includes a welcome message for the LAUSD Contractor's Certified Payroll Reporting System, a link to the updated User Guide, and a link for 'All Headlines'. The right column is titled 'More Information:' and lists links for 'Contractor's Certified Payroll Reporting System User Guide', 'Frequently Asked Questions', 'Labor Compliance Home', 'Contact Us', and 'DIR Prevailing Wage Determinations'.

Before you proceed, please take a look at the **Important Announcements**. The Technical Support Staff will from time to time post notifications of commonly-experienced issues or upcoming system maintenance.

E-Signature Users: upon the first login to the CPR System, you will be prompted to agree to the District's Terms and Conditions to use the Electronic Signature.

The screenshot shows the home page of the Contractor's Certified Payroll Reporting System. At the top left is the LAUSD logo and the text "Facilities Services Division Building the Learning Community". A navigation bar contains links for Home, My Account, My Contracts, Inbox(0), Employees, Archive, and Logout. The user is identified as "Ms. Executive" on Thursday, Jan 21, 2010. The main heading is "Contractor's Certified Payroll Reporting System". Below this, a "Welcome Ms. Executive:" message is followed by a "Welcome to the Contractor's Certified Payroll Reporting System" section. A central "Inbox" section has a button that says "Click here to check your Inbox." A modal dialog box is overlaid on the page, titled "http://www.laschools.org/" and containing the text: "Attention: As an Owner/Partner/Executive for your company you must agree to the Los Angeles Unified School District's Labor Compliance Department terms and conditions before you may submit forms with Electronic Signature." The dialog has "OK" and "Cancel" buttons.

Once you agree, you will be prompted to establish a *Personal Identification Number (PIN)*, which will be used to electronically sign forms.

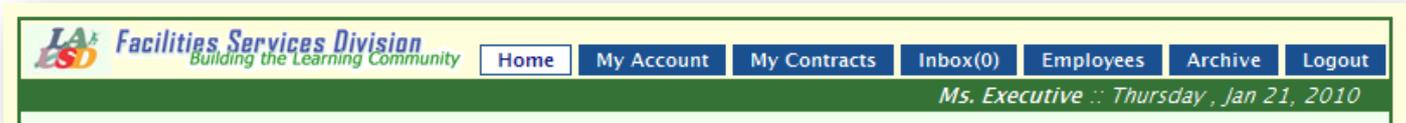
The screenshot shows the "Account Profile for Ms. Executive" page. The navigation bar and user information are the same as in the previous screenshot. The main heading is "Contractor's Certified Payroll Reporting System". Below this is the "Account Profile for Ms. Executive" section. A "Home : Account Profile" breadcrumb is shown. A "Login Information" section contains fields for "First Name" (Ms.) and "Last Name" (Ms.). A "Company Owner" section contains a table with the following data:

First Name	Last Name	Title	Vendor	Setup PIN
Ms.	Executive	CEO	LCP Contractor, Ltd.	Setup PIN

Other visible elements include "Email" and "Update Password" links. A modal dialog box is overlaid on the page, titled "http://www.laschools.org/" and containing the text: "Attention: Company Owner/Partner/Executive must set up a Personal Identification Number (PIN) to electronically sign documents." The dialog has "OK" and "Cancel" buttons.

## Basic Navigation

At the top-right corner of the screen are navigation buttons for the major areas of the system: **Home**—this screen, **My Account**, **My Contracts**, **Inbox** [E-Signature users], **Employees**, and **Archive**. When you wish to conclude your session, click **Logout**.



Below the title of the system, the subtitle of the specific application area will appear toward the upper left. Below the subtitle, navigation “breadcrumbs” will appear in order to return to the previous screen.



If you have read this User Guide and still have questions about the CPR System, or if you have questions about general labor compliance issues, click **Contact Us** at the bottom-left of the screen for information regarding how to contact the Labor Compliance Department.

