

CHAPTER 6

ONLINE TOOLS

Prime Contractor and Subcontractor Requirements for Web-based Certified Payroll Reporting

Subcontractors must know the terms of the contracts they enter with Prime Contractors—in addition to LAUSD contractual requirements—prior to beginning work on LAUSD public works projects. Be aware of the following points when considering Prime Contractor requirements:

- Besides California Labor Code, regulatory and LAUSD contractual requirements, subcontractors also have contractual obligations to the Prime Contractor.
- Prime Contractors may require submittal of hard copies of Certified Payroll Records (CPRs) generated via the web-based system.
 - *Please note:* once enrolled in the Electronic Signature, hard-copies of CPRs reported online are *not required* to be submitted to the Labor Compliance Department.
- Prime Contractors may also require additional documentation.

If a subcontractor has any questions regarding LAUSD contracts, web-based certified payroll reporting, or CPR preparation in general, they can contact their Prime Contractors or the LCD technical support staff, at (213) 241-4647.

LAUSD Requirements for Web-based Certified Payroll Reporting

Before beginning work on an LAUSD project, contractors and subcontractors must familiarize themselves with the terms of all LAUSD contracts. Besides LAUSD contractual terms, **contractors and subcontractors must also be knowledgeable of California Labor Code and regulatory requirements.**

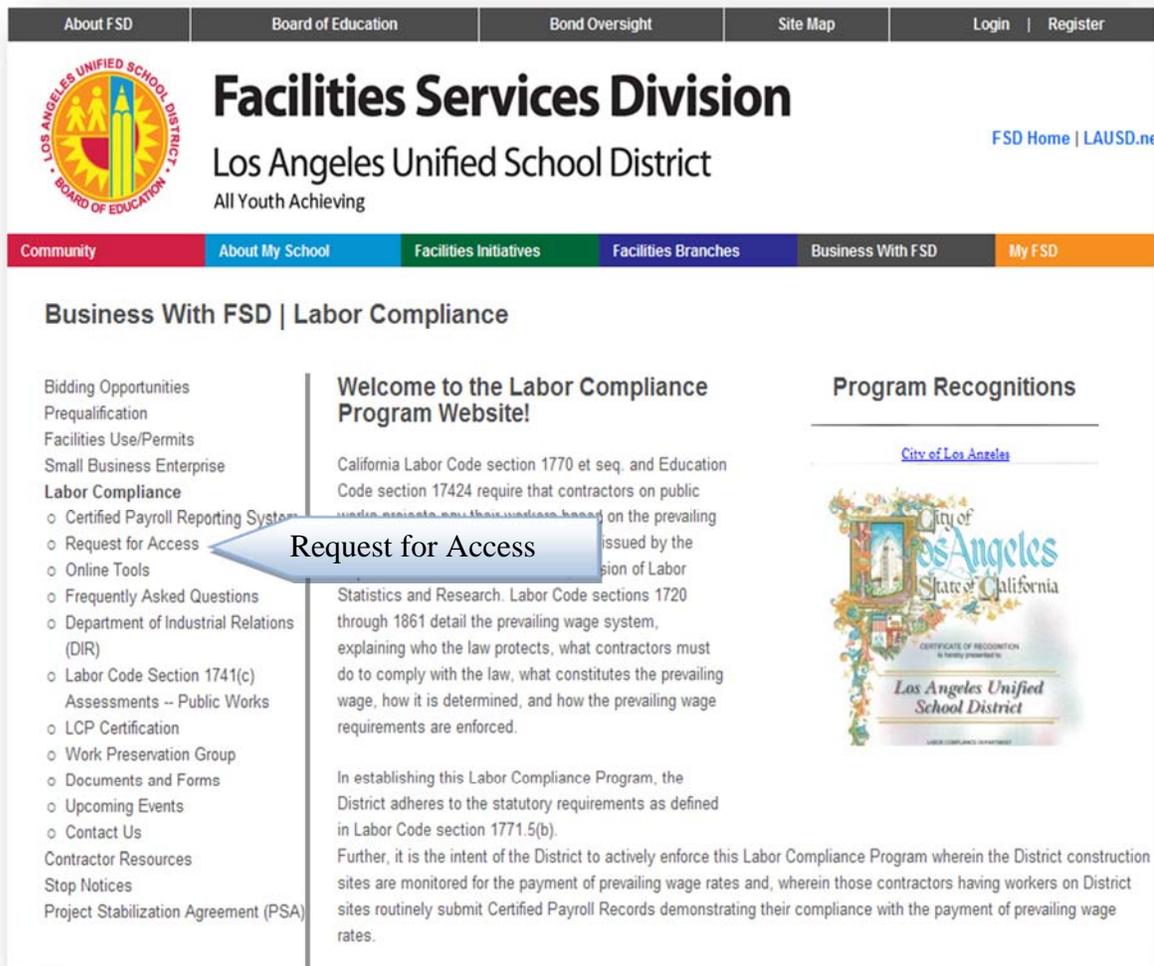
As with certified payroll records in the past, contractors must do the following on LAUSD contracts that require online CPR submission:

- Submit CPRs within 10 working days of the work week ending date.
- Submit one CPR per school, per contract, per week.
 - For Job Order Contracts (JOC), contractors must submit one CPR per Job Order project, per contract per week.
- Report all workers, including owners, partners and superintendents, who were on-site.
- All contractors must submit CPRs from the start of the project until the time that they finish their work on the project.
- All contractors must submit a Statement of Non-Performance to certify that no work was performed by their company for any week of the project they are not working.
- All contractors must submit a Final CPR for the last week they are working on-site.
- All contractors must pay every worker by check on a weekly basis.
 - 1) If payment is made via Direct Deposit, contractors must indicate the transaction numbers.
 - 2) All tradespersons, including owners and superintendents, doing trade work on-site must be paid by check.
- The *Public Works Payroll Summary Form/Notice to Public Entity (Certification Form)* must be electronically signed and submitted for each payroll record entered by contractors.
 - A hard-copy of the *Electronic Signature Authorization Agreement/Request to Establish Personal Identification Number* must be completed and signed by a company owner, partner, or executive officer before a contractor may establish a PIN and electronically sign documents online.

LAUSD Online Tools Registration and Usage

Request for Access to LAUSD Online Tools

Contractors must register to use the LAUSD Online CPR System. This registration is a two-part process. To begin with, contractors must submit a **Request for Access to LAUSD Online Tools**. Go to www.laschools.org/new-site/labor-compliance/ to obtain the forms.



Select **Request for Access to LCP Online Tools** and two (3) forms will appear.

Form 1: Request for Access to LAUSD Online Tools

LOS ANGELES UNIFIED SCHOOL DISTRICT
FACILITIES SERVICES DIVISION
FACILITIES CONTRACT SERVICES

REQUEST FOR ACCESS TO LAUSD ONLINE TOOLS

Company Name: _____

E-mail Address: _____

Mailing Address: _____

Contact Information

Phone Number(s): _____ Fax Number(s): _____

Federal Tax ID

Federal Tax ID Number: _____ Contractor License Number: _____
(Attach W-9 Form for Verification)

Contractor License

Please select:

- Prime Contractor Subcontractor

Please specify your request:

- Pre-Bid Certification Module** (to certify knowledge of prevailing wages)
 Online Certified Payroll Reporting System

If you select the Online Certified Payroll Reporting System, please complete and attach the Contract Add Form.

** If you are interested in bidding on LAUSD Construction Projects, and need to obtain a four-digit Vendor Number, please contact Facilities Construction Contracts: (213) 207-2300

Please send the form(s) via fax to:

Facilities Contract Services/Labor Compliance Department
Fax Number: (213) 241-8356

If you have any questions, please contact Facilities Contract Services/Labor Compliance Department: (213) 241-4647

Office Use Only

Online CPR granted by: _____ Date: _____

Pre-Bid granted by: _____ Date: _____

Print and complete the **Request for Access to LAUSD Online Tools** form and move on to the **Online Certified Payroll Reporting Contract Add Form** as shown below.

Form 2: Online Certified Payroll Reporting Contract Add Form

LOS ANGELES UNIFIED SCHOOL DISTRICT
Facilities Services Division, Labor Compliance Department

ONLINE CERTIFIED PAYROLL REPORTING SYSTEM
CONTRACT ADD FORM

COMPANY: _____ DATE: _____
(Must be registered or is registering for the LAUSD Online Tools)

ADDRESS: _____

PHONE: _____

EMAIL: _____

FAX: _____
 REQUESTOR: _____

Contact Information

| NO. | LAUSD CONTRACT # | ADD WORK DESCRIPTION (INCLUDE SCHOOL NAME) | PLEASE LIST YOUR PRIME AND THE GENERAL CONTRACTOR WITH WHOM YOU ARE CONTRACTED | PROJECT START DATE |
|-----|------------------|--|--|--------------------|
| 1 | | | LAUSD PRIME CONTRACTOR: YOUR GENERAL CONTRACTOR <i>(if different)</i> : | |
| 2 | | | LAUSD PRIME CONTRACTOR: YOUR GENERAL CONTRACTOR <i>(if different)</i> : | |
| 3 | | | LAUSD PRIME CONTRACTOR: YOUR GENERAL CONTRACTOR <i>(if different)</i> : | |
| 4 | | | LAUSD PRIME CONTRACTOR: YOUR GENERAL CONTRACTOR <i>(if different)</i> : | |
| 5 | | | LAUSD PRIME CONTRACTOR: YOUR GENERAL CONTRACTOR <i>(if different)</i> : | |

Prime Contractor

The Contract Add Form will only be accepted from Contractors who are registering or have registered for the LAUSD Online Tools. Please return this form via fax to: **(213) 241-8356**

OFFICE USE ONLY
 CORRECTED BY: _____ DATE: _____

LAUSD, Facilities Services Division, Labor Compliance Department, 333 S. Beaudry Avenue, 19th Floor,
 Los Angeles, CA 90017 • Mailing Address: P. O. Box 513307, Los Angeles, CA 90051-1307 • Telephone (213) 241-4665 • Fax (213) 241-8356

Print and complete the **Online Certified Payroll Reporting Contract Add Form** to grant you access to a specific contract on our Online CPR System. After completing this form, move on to the **E-Signature Authorization Agreement** below.

Form 3: Electronic Signature Authorization Agreement

Every contractor must have a signed *E-Signature Authorization Agreement* on file with the Labor Compliance Department to use the Electronic Signature feature. Print and complete the following form:



Los Angeles Unified School District

Facilities Services Division



OFFICE OF THE SUPERINTENDENT
FACILITIES SERVICES DIVISION

E-Signature Authorization Agreement and Request to Establish Personal Identification Number

A hard-copy of this Agreement containing an original wet signature must be first on file with the Los Angeles Unified School District's (LAUSD) Labor Compliance Department (LCD) before a contractor may establish a PIN and electronically sign documents online. **It may only be completed by a registered owner, partner, executive officer, or authorized employee (with proof of authorization) of the contractor submitting this form and must contain an original signature to be submitted to the LAUSD LCD offices.**

Authorization Agreement

I am an owner, partner, executive officer, or duly authorized employee of the contractor listed below submitting this form and have authority to enter into agreements on behalf of the below contractor. By signing this Electronic Signature Authorization Agreement and Request to Establish Personal Identification Number (PIN), I authorize the LAUSD to accept, via electronic submission, documents submitted from the below-listed contractor online as required by the LAUSD's Web-based Certified Payroll Reporting System, which may include, but is not limited to: Certified Payroll Records and Statements of Compliance; Letters of Assent; Job Start Checklist; and Form DAS 140.

I agree for the below-listed contractor that it will exclusively use LAUSD's Web-based Certified Payroll Reporting System for all LAUSD public works projects on which the below-listed contractor is required to submit Certified Payroll Reports. I understand that LAUSD may change the Web-based Certified Payroll Reporting System from time to time. I agree that the below-listed contractor will electronically sign, by use of an established PIN, all documents requiring a signature that are submitted to LAUSD via its' Web-based Certified Payroll Reporting System.

My signature on this form certifies that:
 I agree that my Personal Identification Number (PIN) which I establish on LAUSD's Web-based Certified Payroll Reporting System after receiving a LAUSD-issued security code constitutes my electronic signature. I understand that any information and documents submitted using my PIN is electronically certifying my signature. I understand that I am legally bound, obligated, and responsible by use of my PIN/electronic signature as much as I would be by my handwritten signature. I agree that I will protect my signature from unauthorized use, and that I will contact LAUSD immediately upon discovery, if I suspect that my PIN/electronic signature has been lost or stolen, or otherwise compromised. I certify that my PIN/electronic signature is for my own use, that I will keep it confidential, and that I will not delegate it or share it with any individual.

This request is effective immediately upon receipt by the LCD and will remain in effect until I choose to cancel this request via written notification to the LAUSD. I understand that it is my responsibility to update and/or cancel this request under all circumstances, including my departure or terminated association with the above named contractor.

| Contractor Information | |
|------------------------|--|
| Contractor Name: | License No.: |
| Mailing Address: | Federal Tax ID No.: |
| Email Address: | Select one: <input type="checkbox"/> Prime Contractor <input type="checkbox"/> Subcontractor |
| Phone No.: | Fax No.: |

Contractor Signature

| | |
|--|--------------|
| Print Name: | Print Title: |
| Signature of Owner/Partner/Executive Officer/Duly Authorized Employee: | Date: |

Please send the signed copy of this Agreement to: **LAUSD Labor Compliance Department**
 333 S. Beaudry Ave., 19th Floor
 Los Angeles, CA 90017

| FOR INTERNAL USE ONLY | |
|--|-------|
| Accepted by Authorized LAUSD Officer Signature: | Date: |

Doc# 165971
 Los Angeles Unified School District - Facilities Services Division: 333 S. Beaudry Ave., 23rd Floor, Los Angeles, CA 90017
 Telephone (213) 241-4811 • Fax (213) 241-8384

The **E-Signature Authorization Agreement** must be completed and signed by a Company Owner, Partner or Executive Officer (COPE) who is an active associated

personnel listed on the company’s Contractors State License Board (CSLB) contractor license.

Once *all three* forms are completed, fax and then mail the original wet signature documents along with a copy of your company’s **Form W-9** to the Labor Compliance Department:

- Fax the forms and **Form W-9** to (213) 241-8356.
- Mail all documents to the address at the bottom of the *E-Signature Authorization Agreement*.

FSD New User Registration

Once the necessary forms have been completed, the email address *indicated on your forms* must be registered on the Facilities Services Division (FSD) website.

The screenshot shows the homepage of the Facilities Services Division (FSD) website. At the top, there is a navigation bar with links for 'About FSD', 'Board of Education', 'Bond Oversight', 'Site Map', 'Login', and 'Register'. The 'Register' link is highlighted with a callout box and an arrow. Below the navigation bar is the main header featuring the Los Angeles Unified School District logo and the text 'Facilities Services Division, Los Angeles Unified School District, All Youth Achieving'. A secondary navigation bar includes links for 'Community', 'About My School', 'Facilities Initiatives', 'Facilities Branches', 'Business With FSD', and 'My FSD'. The main content area is titled 'Business With FSD | Labor Compliance' and contains several sections: 'Bidding Opportunities' with links to 'Prequalification', 'Facilities Use/Permits', and 'Small Business Enterprise'; 'Labor Compliance' with a list of links including 'Certified Payroll Reporting System', 'Request for Access', 'Online Tools', 'Frequently Asked Questions', 'Department of Industrial Relations (DIR)', and 'Labor Code Section 1741(c) Assessments – Public Works'; 'Welcome to the Labor Compliance Program Website!' with a paragraph explaining California Labor Code sections 1770 and 17424; and 'Program Recognitions' featuring a 'Certificate of Recognition' from the City of Los Angeles.

If you have yet to do so, click the link to **Register** at the top-right corner of the webpage.

The screenshot shows the 'Website Registration' page on the FSD website. The navigation bar and header are consistent with the previous screenshot. The main content area is titled 'Website Registration' and features a 'Create Account' form. The form includes the following fields: 'First Name', 'Last Name', 'Enter Email', 'Enter Password', 'Confirm Password', and 'Security Question' (with a dropdown menu showing 'In what city were you born?') and 'Answer'. A 'Submit' button is located at the bottom of the form. A callout box with a scalloped border contains the following text: 'Please choose a password you can remember. If you decide to write down your password, make sure to keep it in a secure location. If you forget your password, it can be reset, with a random password sent to your email address. For assistance, please call (213) 241-4647.' To the right of the form, there are two sections: 'LAUSD Employees/Staff' with a bullet point stating 'If you are new to this website, and you have an lausd.net email account: Go to Website Login, do not register.' and 'Registration Problems?' with a bullet point stating 'Check your browser settings: If you are having problems creating an account, please ensure that your browser is configured to accept cookies and that javascript is enabled.' and another bullet point 'Send Email: webmaster@laschools.org'.

Complete the user registration process with the email address indicated on your forms, and a memorable password of your choosing.

Once the necessary forms have been received and processed, the Labor Compliance Department will send you confirmation via email that your **Request for Access** has been granted and that you are now ready to login and use LAUSD Online Tools.

In order to access the LAUSD Online Tools, proceed to the **Online Tools Login** at www.laschools.org/new-site/labor-compliance/online-tools.

The screenshot shows the top navigation bar with links: About FSD, Board of Education, Bond Oversight, Site Map, Login | Register. The main header features the LAUSD logo, the title "Facilities Services Division", and the text "Los Angeles Unified School District All Youth Achieving". A secondary navigation bar includes: Community, About My School, Facilities Initiatives, Facilities Branches, Business With FSD, and My FSD. The "Website Login" section contains two input fields: "Enter email:" with the value "user@company.com" and "Enter password:" with masked characters. A "Submit" button is located below the password field. To the right, a "New Users?" section lists "Please go to Website Registration" and "LAUSD Employees/Staff" with a link "Single Sign-On is here!". Below this, it specifies "Email: first.last@lausd.net" and "Password: same as for email".

Upon login, you will then have access to the LAUSD Online Tools:

The screenshot shows the same website after login. The top navigation bar now includes "Logged in as LCP Test2" and a "Logout" link. The main content area is titled "Business With FSD | Labor Compliance". On the left, there is a list of links: Bidding Opportunities, Prequalification, Facilities Use/Permits, Small Business Enterprise, Labor Compliance (with sub-links for Certified Payroll Reporting System, Request for Access, Online Tools, Frequently Asked Questions, Department of Industrial Relations (DIR), and Labor Code Section 1741(c) Assessments -- Public Works). On the right, under "Online Tools", there is a red warning: "You must be logged in to access these tools". Below this, the following tools are listed: Certified Payroll Reporting System, Contractor Change Orders, Contractor Invoice Access, CPR system manual, and Pending Case Module.

Labor Compliance Homepage

Contractors may now register online for events listed under **Upcoming Events** such as the **Labor Compliance Certification Program** and the **Online Certified Payroll Reporting System Hands-On Training**.

Contractors can also access the **Online Certified Payroll Reporting System** as well as the **Instruction Manuals for LCP Online Tools** from the Labor Compliance homepage.

The screenshot shows the 'Business With FSD | Labor Compliance' page. The top navigation bar includes 'About FSD', 'Board of Education', 'Bond Oversight', 'Site Map', 'Login', and 'Register'. The main header features the Los Angeles Unified School District logo and the text 'Facilities Services Division' and 'Los Angeles Unified School District All Youth Achieving'. A secondary navigation bar includes 'Community', 'About My School', 'Facilities Initiatives', 'Facilities Branches', 'Business With FSD', and 'My FSD'. The main content area is titled 'Business With FSD | Labor Compliance' and contains a list of links. Callouts point to 'Upcoming Events', 'Online Tools' (with a sub-callout for 'Online Certified Payroll Reporting'), and 'Instruction Manuals for LCP Online Tools'.

Business With FSD | Labor Compliance

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

Online Tools

You must be logged in to access these tools

- Certified Payroll Reporting System
- Contractor Change Orders
- Contractor Invoice Access
- CPR system manual
- Pending Case Module

Upcoming Events

Online Certified Payroll Reporting

Instruction Manuals for LCP Online Tools

Online Certified Payroll Reporting System

The **Online Certified Payroll Reporting (CPR) System** is a web-based application that allows contractors to submit certified payroll records for work performed on Los Angeles Unified School District (LAUSD) public works projects.

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 the system is based upon the Department of Industrial Relations' suggested format for certified payroll records, *Form A-1-131, Public Works Payroll Reporting Form* this ensures that payroll records are entered in a standardized format.

Since 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.

The screenshot displays the web application interface for the Contractor's Certified Payroll Reporting System. At the top, there is a navigation bar with the LAUSD Facilities Services Division logo and the tagline "Building the Learning Community". The navigation menu includes links for Home, My Account, My Contracts, Employees, Archive, and Logout. The user is identified as "Mr. User" on "Thursday, Jan 21, 2010".

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:

- Left Column:** Contains a welcome message to the Contractor's Certified Payroll Reporting System, explaining its purpose for reporting payroll records for LAUSD public works projects. It also provides instructions on using the top-right navigation buttons and lists links for "My Account", "My Contracts", "Employees", and "Archive".
- Middle Column:** Features a section titled "Important Announcements" with two entries: "Thursday January 21, 2010" and "Sunday Feb 01, 2004". The second entry includes a sub-heading "Welcome to the LAUSD Contractor's Certified Payroll Reporting System." and a link to "Need help? Please see the updated User Guide." Below this is a link for "All Headlines".
- Right Column:** Titled "More Information:", it lists several resources: "Contractor's Certified Payroll Reporting System User Guide", "Frequently Asked Questions", "Labor Compliance Home", "Contact Us", and "DIR Prevailing Wage Determinations".

Hard Copy versus Online CPR Submission

On January 27, 2004, a letter was sent to Prime Contractors and subcontractors informing that CPR submissions would be done using the Online CPR System. All new contracts require submittal of Certified Payroll Records using the LAUSD’s Online CPR System.

Contractors are asked to begin submitting Certified Payroll Records using the Online CPR System if they have not up to this point. Any contractor that does not submit online CPRs on contracts requiring it will be in violation of its contractual obligations and shall resubmit those CPRs using the Online CPR System.

Example of a Public Works Payroll Summary Form/Notice to Public Entity

| Los Angeles Unified School District Facilities Services Division Facilities Contracts – Labor Compliance Department Public Works Payroll Summary Form/Notice to Public Entity | |
|---|-----------------------------------|
| Date: 02/24/2010 | |
| Prime Contractor: FSD Construction, Corp. | |
| Subcontractor: LCP Contractor, Ltd. | |
| LAUSD Contract No.: 1010000 | School Name: PEZ SP ED CTR |
| Payroll No.: 3 | Form Reference ID: 2633573 |
| Payroll Period: 02/09/2010 - 02/15/2010 | No. of Workers: 6 |
| I, Ms. Executive, as CEO with the authority to act for and behalf of LCP Contractor, Ltd., certify under penalty of perjury that the following is true and accurate: | |
| 1) That the certified payroll records (Form Reference ID: 2633573), finalized and submitted using the LAUSD's Online Certified Payroll Reporting System for week ending 02/15/2010 , are accurate and definitive depictions of the actual disbursements made to employees that worked on the above-referenced project during the above specified payroll period. | |
| 2) That I pay or supervise the payment of persons reported on the certified payroll record submitted (Form Reference ID: 2633573) and that persons working on said project have been paid the full sums earned, and that no deductions have been made either directly from the full sums earned by any person, other than permissible deductions. <i>Verification of deductions shall be furnished to the public entity upon request.</i> | |
| 3) That the electronic records and information hereby submitted in the certified payroll records (Form Reference ID: 2633573) are correct and complete and the wage rate for the workers contained therein is not less than the applicable prevailing wage rate for the relevant classification, and that the classifications set forth therein for each worker conform with the work he or she performed in the above-referenced project. | |
| 4) (If applicable) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency; and | |
| 5) That (<i>Check the following that apply:</i>) | |
| <i>Where Fringe Benefits are paid to approved plans, funds or programs</i> | |
| <input checked="" type="checkbox"/> In addition to the basic hourly wage rates paid to each worker listed in the above-referenced certified payroll records, payments of fringe benefits have been or will be made to the appropriate programs for the benefit of such employees, except as noted below. | |
| <i>Where Fringe Benefits are paid in cash</i> | |
| <input type="checkbox"/> Each worker listed in the above-reference corresponding certified payroll records has been paid as indicated on the payroll record an amount not less than the sum of the applicable hourly wage rate plus the amount of the required fringe benefits as listed in the applicable wage determination, except as noted below. | |
| <i>Exemptions</i> | |
| <input type="checkbox"/> The employees that worked on the above-referenced project are trade exempt. <i>Verification of exemption shall be furnished to the public entity upon request.</i> | |
| I declare under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct. | |
| <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Regular</div> | |
| Ms. Executive | CEO |
| Name | Title |
| 333 South Daughtry Lane, Los Santos, CA 90017 | (213) 241-1212 / (213) 241-5555 |
| Company Address | Contact Ph. No./ Fax No. |
| <input type="button" value="Print Document"/> | |

Electronic Signature Feature:

As a response to feedback and support from LAUSD’s contractor community, the Labor Compliance Department officially instituted the Electronic Signature Feature on February 8, 2010. This new feature allows contractors and subcontractors to certify and submit Letters of Assent, DAS 140 Forms, Job Start Checklists and Certified Payroll Records. By utilizing the Electronic Signature feature, contractors may save time and resources by submitting essential documents to Labor Compliance online without the need to provide a wet-signed hard copy.

Please enter PIN below to sign

LOS ANGELES UNIFIED SCHOOL DISTRICT
FACILITIES SERVICES DIVISION
Facilities Contracts

LABOR COMPLIANCE DEPARTMENT

CHECKLIST OF LABOR LAW REQUIREMENTS TO REVIEW AT
JOB START MEETING

(Pursuant to Title 8, Section 16421 of the California Code of Regulations)

| | | | |
|----------|---|-------|--------------|
| NAME | Ms. Executive | DATE | Jan 22, 2010 |
| COMPANY | LCP Contractor, Ltd. | PHONE | 213-241-9999 |
| ADDRESS | 1 Public Hwy, New City, CA 90000 | FAX # | 213-241-9900 |
| CONTRACT | 1010000 | | |
| SCHOOL | EXISTING FACILITIES – FACILITIES PROJECTS | | |

I acknowledge that I have been informed and am aware of the foregoing requirements, and that I am authorized to make this certification on behalf of the contractor referenced below.

In accordance with federal and state laws and the contract documents, the undersigned Contractor hereby certifies that it understands and will comply with the above-referenced labor law requirements, and that the failure to comply with the above requirements may subject it to penalties as provided above.

Furthermore, Contractor agrees to download from LAUSD's Internet Site (<http://www.laschools.org/contractor/lc/>) all mandated material(s), such as the latest Prevailing Wage Determination, and agrees to post a copy of the Prevailing Wage Determination (and other mandated material) at the job-site for all workers to view.

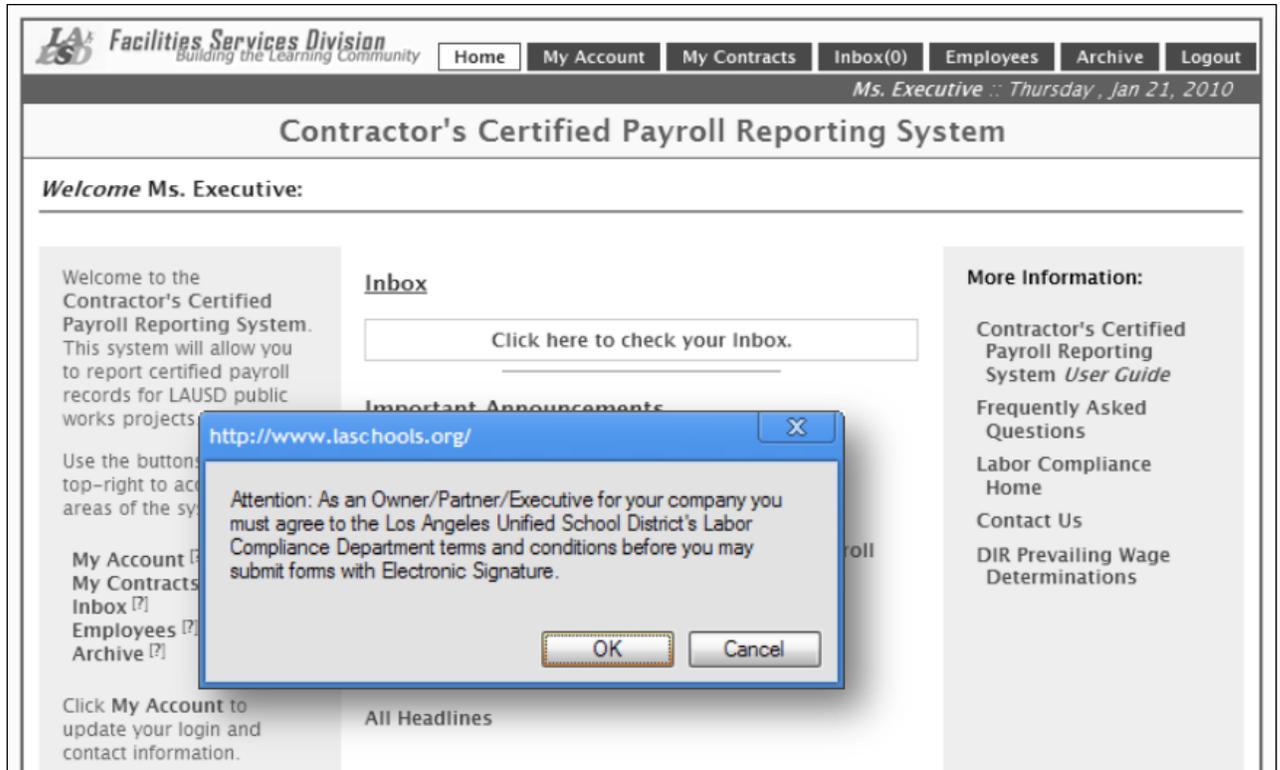
For the Contractor: (S)JOC

| | |
|---------------|----------------------|
| Signature | LCP Contractor, Ltd. |
| Ms. Executive | |
| Print Name | Sub Contractor Name |

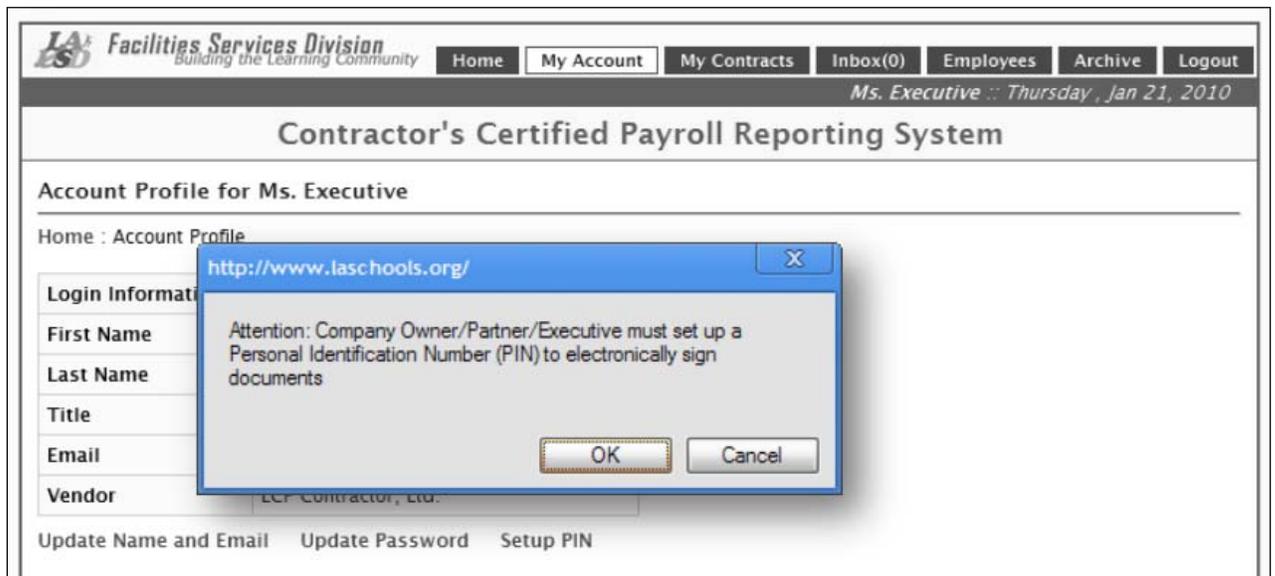
Electronically Submit Document

PIN:

Once you have received confirmation that the *E-Signature Authorization Agreement* has been approved, upon login to the CPR System, you will be prompted to agree to the District's Terms and Conditions to use the Electronic Signature.



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



To establish a PIN, click **Setup PIN**.

The screenshot shows the 'Contractor's Certified Payroll Reporting System' interface. At the top, there is a navigation bar with links: Home, My Account, My Contracts, Inbox(0), Employees, Archive, and Logout. Below the navigation bar, the user is identified as 'Ms. Executive' and the date is 'Thursday, Jan 21, 2010'. The main heading is 'Contractor's Certified Payroll Reporting System'. Below this, the page title is 'Set PIN for Ms. Executive'. The breadcrumb trail is 'Home : My Account : Create PIN'. The form contains three input fields: 'New PIN:' with a masked value '*****', 'Confirm:' with a masked value '*****', and an 'Update' button.

To update your PIN, click Update PIN.

The screenshot shows the 'Contractor's Certified Payroll Reporting System' interface. At the top, there is a navigation bar with links: Home, My Account, My Contracts, Inbox(0), Employees, Archive, and Logout. Below the navigation bar, the user is identified as 'Ms. Executive' and the date is 'Thursday, Jan 21, 2010'. The main heading is 'Contractor's Certified Payroll Reporting System'. Below this, the page title is 'Update PIN for Ms. Executive'. The breadcrumb trail is 'Home : My Account : Update PIN'. The form contains four input fields: 'Current PIN:' with a masked value '*****', 'New PIN:' with a masked value '*****', 'Confirm:' with a masked value '*****', and an 'Update' button.

Upon successful set up of your Personal Identification Number, you will be able to begin submitting important contract documents online such as the Job Start Check List, DAS 140 and Letter of Assent.

Contract Documents

The contract documents listed below should be completed prior to beginning work on an LAUSD project.

| Contract Documents | Required for Submission | Signed | Submit Form |
|----------------------|-------------------------|--------|-----------------------------|
| Job Start Check List | Yes | No | Submit Form |
| DAS 140 | Yes | No | Submit Form |
| Letter of Assent | No | No | N/A |

[New Payroll Form](#)

Submitting Job Start Checklists:

Choose the project location for which you wish to submit the Job Start Checklist.

Contract Document: Job Start Checklist

School: EXISTING FACIL PROJ [v] **Project Location**

Submit

School: EXISTING FACIL PROJ

Project (School): EXISTING FACIL PROJ 23.07791 (School: EXISTING FACIL PROJ 0638) [v] **JOC Project No. (For Job Order Contracts)**

Submit

Once you click “Submit,” the Job Start Checklist form will appear on your screen. Fill out the applicable information in the fields listed.

Please enter PIN below to sign

LOS ANGELES UNIFIED SCHOOL DISTRICT
FACILITIES SERVICES DIVISION
Facilities Contracts

LABOR COMPLIANCE DEPARTMENT

**CHECKLIST OF LABOR LAW REQUIREMENTS TO REVIEW AT
JOB START MEETING**

(Pursuant to Title 8, Section 16421 of the California Code of Regulations)

NAME Ms. Executive DATE Jan 22, 2010

COMPANY LCP Contractor. Ltd. PHONE 213-241-9999

ADDRESS 1 Public Hwy, New City, CA 90000 FAX # 213-241-9900

CONTRACT 1010000

SCHOOL EXISTING FACILITIES – FACILITIES PROJECTS

I acknowledge that I have been informed and am aware of the foregoing requirements, and that I am authorized to make this certification on behalf of the contractor referenced below.

In accordance with federal and state laws and the contract documents, the undersigned Contractor hereby certifies that it understands and will comply with the above-referenced labor law requirements, and that the failure to comply with the above requirements may subject it to penalties as provided above.

Furthermore, Contractor agrees to download from LAUSD's Internet Site (<http://www.laschools.org/contractor/lc/>) all mandated material(s), such as the latest Prevailing Wage Determination, and agrees to post a copy of the Prevailing Wage Determination (and other mandated material) at the job-site for all workers to view.

For the Contractor: (S)OC

| | |
|---------------|----------------------|
| Signature | |
| Ms. Executive | LCP Contractor, Ltd. |
| Print Name | Sub Contractor Name |

Electronically Submit Document

PIN:

Once the information is inputted and you have reviewed the terms and conditions of the document, enter your PIN to electronically submit the document.

For information on submitting other types of contract documents and greater detail on the Certified Payroll Reporting system, refer to the Certified Payroll User Guide located at:

<http://www.laschools.org/contractor/lc/documents/download/certified-payroll/index>

Hands on Training for the Online CPR System

Contractors may also request hands-on training for the LAUSD Online Certified Payroll Reporting System. To register for hands-on training, select **Register for Hands-On Training** located under the **Upcoming Events** section of the LCD website, <http://laschools.org/contractor/lc/>

The Online Certified Payroll Reporting System Hands-On Training will consist of:

- Accessing the System
- Login and Registration
- Entering Employees & Owner-Operators
- Creating and Finalizing Certified Payroll Records
- Utilizing the Electronic Signature Feature to Certify Payroll Records
- Submitting Letters of Assent, DAS 140 Forms, and Job Start Checklists
- Account Maintenance & Technical Assistance
- Avoiding Common Mistakes

Common Mistakes using the Online CPR System

Most Common Mistakes

- Not reporting work done for each school on a separate CPR, even schools with the same contract number – do not combine work from multiple sites onto one CPR.
- Failure to report each trade, shift, and/or wage rate separately for employees who work in different trades/shifts/wage rates on any one project. Be sure to report the Gross Amount Earned for all projects if employee was paid on one check.
- Not confirming contract numbers and school names before submission of Certified Payroll Records– submitting CPRs under the wrong contract number will delay processing.
- Not checking for any CPRs that are showing “Past Due” in the system.
- Failure to report all workers on site—including Partners, Owners, Superintendents and Owner-Operators.

For any concerns regarding the Online CPR System, please contact the technical support staff at (213) 241-4647.

Past Due Certified Payroll Records

Log on to the Online CPR system by going to <https://www.laschools.org/contractor>.

After login, select **Online Certified Payroll Reporting System** to bring up the Welcome screen as shown below. Once there, select **Archive** to view all “Past Due” payroll forms.



The Archive will display all payroll forms created by your company, including those marked at **Past Due** and **Editable**.

LA ESD Facilities Services Division
Building the Learning Community

Home My Account My Contracts Employees Archive Logout

Mr. User :: Thursday, Feb 25, 2010

Contractor's Certified Payroll Reporting System

Forms Archive: LCP Contractor, Ltd.

Home : Archive

Form Count: 3

Contract Status [Current | Archived | All] Form Status [Editable | Finalized | All]

| Payroll Period | Payroll No | Form ID | Online Form Status | Hard Copy Received | Last Modified |
|--|------------|---------|--------------------|--------------------|--|
| Contract No 1010011 -- WESTCHESTER SH (8943) | | | | | |
| 01/25/2010 - 01/31/2010 | 0 | 2142099 | Finalized | Past Due | 25/2010 05:56 PM by Mr. User |
| 02/01/2010 - 02/07/2010 | 1 | 2142100 | Finalized | Past Due | Last modified on 02/11/2010 05:47 PM by Mr. User |
| 02/08/2010 - 02/14/2010 | 2 | | Editable | Not Received | Last modified on 01/29/2010 01:05 PM by Mr. User |

Editable refers to payroll forms that can still be altered.

Finalized refers to payroll forms that cannot be altered. To alter a finalized payroll form, return to the payroll form and click **Request to Un-Finalize**.

Past Due refers to payroll forms for which the LCD has not received the **“Public Works Payroll Summary Form/Notice to Public Entity”** in order to be considered a *certified* payroll record.

To clear a **Past Due**, select a payroll number, for example, Payroll No. 1.

Finalize Payroll Form

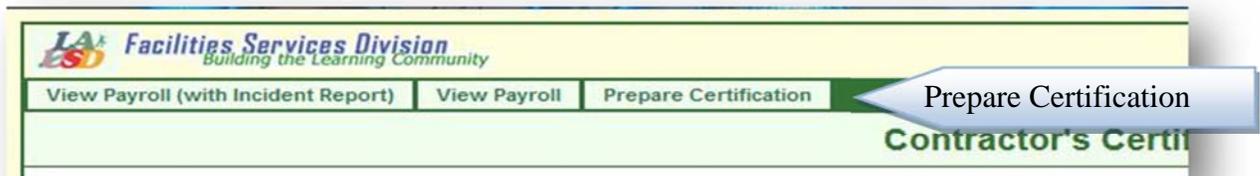
When the entering the payroll information for all the listed employees and owner-operators (*if applicable*) is complete, confirm that the information entered is correct. Once satisfied that the payroll information is correct, click **Finalize**.



Please note: once **Finalize** has been clicked, the payroll form will no longer be editable so please verify the accuracy of the information *before* the form is finalized.

Prepare Certification & E-Sign Certification

Once the form is finalized, click **Prepare Certification** to display the *Public Works Summary Form/Notice to Public Entity (Certification Form)*.



Review the *Statement of Compliance*, select the appropriate checkboxes regarding the payment of fringe benefits, and confirm that your company's contact information is correct. Then, click **Submit Document**.

The screenshot shows a section of a form titled '5) That (Check the following that apply):'. It contains three checkboxes with associated text:

- Where Fringe Benefits are paid to approved plans, funds or programs**
In addition to the basic hourly wage rates paid to each worker listed in the above-referenced certified payroll records, payments of fringe benefits have been or will be made to the appropriate programs for the benefit of such employees, except as noted below.
- Where Fringe Benefits are paid in cash**
Each worker listed in the above-reference corresponding certified payroll records has been paid as indicated on the payroll record an amount not less than the sum of the applicable hourly wage rate plus the amount of the required fringe benefits as listed in the applicable wage determination, except as noted below.
- Exemptions**
The employees that worked on the above-referenced project are trade exempt. Verification of exemption shall be furnished to the public entity upon request.

 Below the checkboxes is a declaration: 'I declare under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct.' This is followed by a large rectangular box containing the word 'Regular'. At the bottom, there are fields for 'Name', 'Title', 'Signature/Date', 'Company Address', and 'Contact Ph. No./ Fax No.'. The 'Name' field contains 'LCP Contractor, Ltd., 1 Public Hwy, New City, CA 90000'. The 'Signature/Date' field contains '213-241-9999 / 213-241-9900'. A 'Submit Document' button is located at the bottom center.

The prepared certification form will be displayed. Once you have confirmed the form was prepared correctly, enter your PIN and click **Sign and Submit** to complete the electronic certification.

I declare under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct.

Regular

| | | |
|--|---------------------------------|-----------------------------|
| Ms. Executive | CEO | |
| Name | Title | Signature/Date |
| LCP Contractor, Ltd., 1 Public Hwy, New City, CA 90000 | | 213-241-4647 / 213-241-8356 |
| Company Address | Contact Ph. No./ Fax No. | |

Electronically Submit Document

PIN:

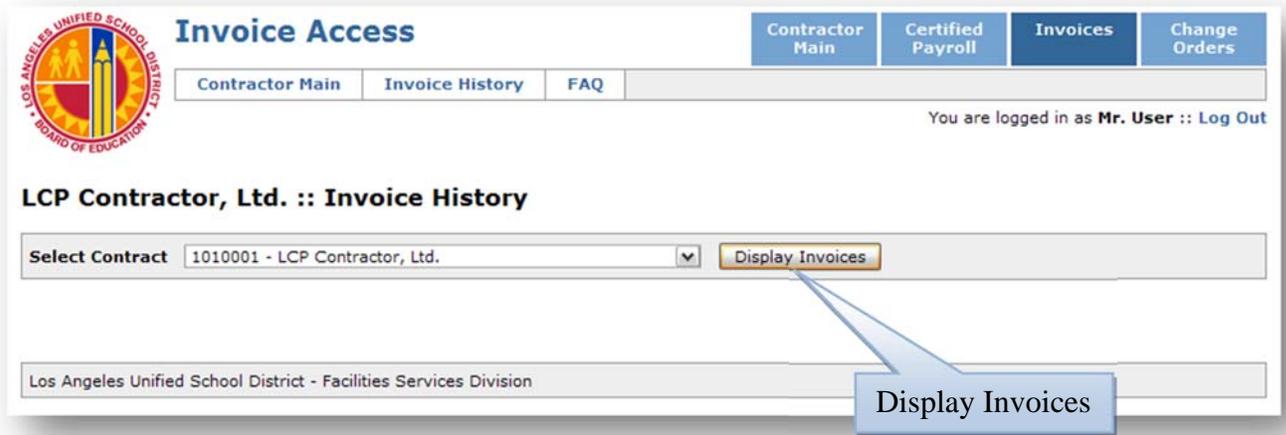
The Archive will then display the date the CPR is electronically certified. The hard-copy certification form no longer needs to be submitted to the Labor Compliance Department.

| Payroll Period | Payroll No | Form ID | Online Form Status | Hard Copy Received | Last Modified |
|---|------------|---------|--------------------|--------------------|--|
| Contract No 1010011 -- WESTCHESTER SH (8943) | | | | | |
| 01/25/2010 - 01/31/2010 | 0 | 2142099 | Finalized | 02/08/2010 | Electronically Signed Date |
| 02/01/2010 - 02/07/2010 | 1 | 2142100 | Finalized | 02/08/2010 | Last modified on 02/11/2010 05:47 PM by Mr. User |
| 02/08/2010 - 02/14/2010 | 2 | 2142101 | Editable | Not Received | Last modified on 01/29/2010 01:05 PM by Mr. User |

Contractor Invoice Access

With this application, you can confirm the status of invoices submitted to the LAUSD. For subcontractors, you can verify whether the prime contractor to whom you are contracted has received payment for the billing period during which your company performed work.

To access Contractor Invoice Access, click the link in the Online Tools menu or go to www.laschools.org/contractor/invoice-log.



Choose the Contract Number from the drop-down menu of LAUSD contracts to which your company is associated, and then click **Display Invoices**.



Click on Invoice Number of the invoice you wish to view.

Invoice Details

Payment Information for that invoice will be displayed toward the lower portion of the screen.

LCP Contractor, Ltd. :: Invoice Details Return to Invoices

Return to Invoices

Vendor Invoice No. 91035201

| Vendor Name | Contract Number | Invoice Number | Invoice Amount | Vendor Invoice Date | Billing Period | District Received Date | Approved Amount | Status |
|--------------------------|-----------------|----------------|----------------|---------------------|---------------------|------------------------|-----------------|--------|
| FAKE CONSTRUCTION CO INC | 0910352 | 91035201 | \$769,837.50 | 09/03/09 | 07/24/09 - 07/24/09 | 09/03/09 | \$769,837.50 | Closed |

Payment Information

| # | A/P Invoice Number | A/P Invoice Amount | Date Sent to A/P | Date Sent to County | Warrant Info |
|---|--------------------|--------------------|------------------|---------------------|---|
| 1 | 91035201 | \$769,837.50 | 10/12/09 | 10/15/09 | \$769,837.50 00017427 10/20/09 10/26/09 |

To return to the list of invoices for that contract, click **Return to Invoices**.

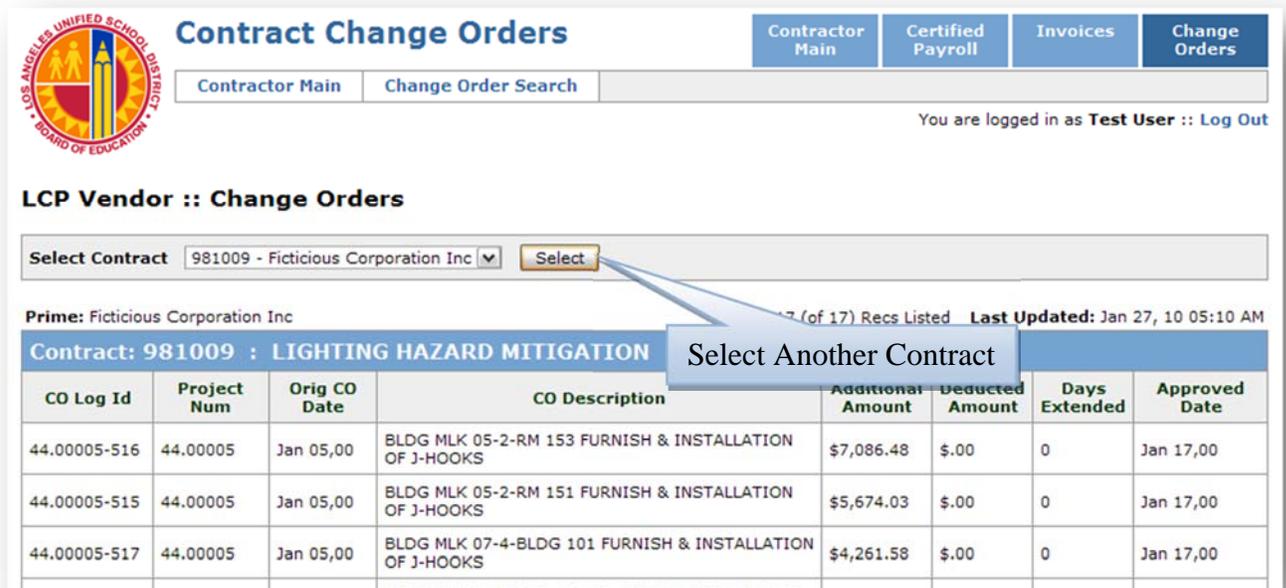
For any questions regarding invoices, please contact the Facilities Procurement and Payment Services (FPPS) Invoice Inquiry Hotline at (866) 604-7521.

Contract Change Orders

With this application, you can view contract change orders approved by the LAUSD. In order to access Contract Change Orders, click the link in the Online Tools menu or go to www.laschools.org/contractor/change-order.



Select the Contract Number from the drop-down menu, and then click **Select**. This will display the list of approved change orders.



To display the list of change orders for another contract, simply select another contract, and then click **Select**.

Pending Case Module

With this application, you can verify the withhold status of Labor Compliance case investigations pending with your company. For prime contractors, you can also view the withhold status of case investigations pending with subcontractors on your contracts.

In order to access the Pending Case Module, click **Additional Contractor Reports** or go to www.laschools.org/contractor/reports.

Labor Compliance Pending Case Module

Main

Welcome **Test User** :: [Log Out](#)

Labor Compliance Cases

Search for Cases by: Case Status: Open Closed All

FSD Construction Co., Inc. Records Found:9

| Case | Contract | Project | School | Prime | Sub | Date Closed | State Withhold | Reason | Claim | Penalties | Total | Checks Disbursements | WH Balance |
|-----------|----------|----------|------------------|---------------------------|----------------------|-------------|----------------|---------|-----------|-----------|------------|----------------------|------------|
| 1. 03-119 | 0310014 | 45D08725 | KENNEDY SH | FSD Construction Co., Inc | | 11/17/2004 | | LC 1775 | Claim | | | | |
| 2. 03-259 | 0210271 | 97.00945 | KENTER CANYON EL | FSD Construction Co., Inc | | 02/01/2004 | | LC 1776 | Claim | | \$0.00 | | |
| | | | | | | | | | Penalties | | \$3,400.00 | | |
| | | | | | | | | | Total | | \$3,400.00 | | |
| 3. 03-315 | 0210271 | 97.00945 | KENTER CANYON EL | FSD Construction Co., Inc | LCD Industries, Inc. | 11/17/2003 | | LC 1775 | Claim | | | | |
| | | | | | | | | | Penalties | | | | |
| | | | | | | | | | Total | | | | |

The list of case investigations with your company or your subcontractors will be displayed. To filter for specific cases, choose the criterion by which to filter—Case Number, Project Number, Contractor, or School—and enter any search string. Choose the Case Status, and then click **Find**. To clear the filter click **Cancel**.