MyLCM 2.0
Agency User Manual

Hill International

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CHAPTER 1 INTRODUCTION

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1.1 Overview

The Labor Compliance Management System Version 2.0 (MyLCM 2.0) is a state-of-the-art, software application for labor compliance management. This system is designed to fulfill and streamline various federal and state reporting and monitoring requirements.

1.2 Labor Compliance Management System (MyLCM 2.0)

MyLCM 2.0 is designed to streamline the reporting and monitoring process of state and federal prevailing-wage laws, including the Davis-Bacon Act. MyLCM 2.0 collects electronic certified payroll data and automatically verifies it against applicable prevailing wage rates. The MyLCM 2.0 reporting and monitoring platform enables contractors to interface with the Awarding Agency, and vice versa, in a secure environment.

The unique feature of MyLCM 2.0 enables it to collect certified payroll data directly from the output file from a contractor's payroll system. Therefore, it significantly reduces the burden of the reporting requirements for contractors and subcontractors. It also provides web-based reporting forms for those contractors who currently may not use an electronic payroll system in-house.

1.3 Suggested System Requirements

Although contractors can connect to MyLCM 2.0 from any computer with Internet access, we recommend the following minimum requirements:

Processor: Pentium® III 933 MHz

Operating System: Windows® XP

Hard Disk: 500 MB free

RAM: 256 MB

Display: Super VGA (1028x768) or higher resolution monitor

Web Browser: Internet Explorer 7.0 or higher

Internet Connection: 56,000 bps or faster modem, ISDN, DSL or LAN connection

CHAPTER 2 GETTING STARTED

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2.1 Recommended Internet Settings

Before using the application, we recommend that you change your Internet Explorer cache and security settings. Additionally, it is important that if you have a pop-up blocker installed, you alter its use while using the application. The pop-up blocker will prevent you from being able to view Certified Payroll Reports (CPRs).

2.2 Cache Settings

We recommend that users change the cache setting to prevent web browsers from displaying “cached” (old) information.

To edit these settings:

1. Open Internet Explorer.
2. From the “Tools” menu, select “Internet Options” to open the Internet Options window (**Figure 1**).
3. In the Internet Options window, select “General Tab” (**Figure 2**). From the select “Temporary Internet files” section, select “Settings” to open the Settings window (
4. **Figure** 3).
5. Verify that the setting for “Check for newer versions of stored pages:” is set to “Every visit to the page.” If not, select this option and click “OK.”
6. Click “OK” on the Internet Options window to complete cache settings update.

Figure 1 - Tools Menu

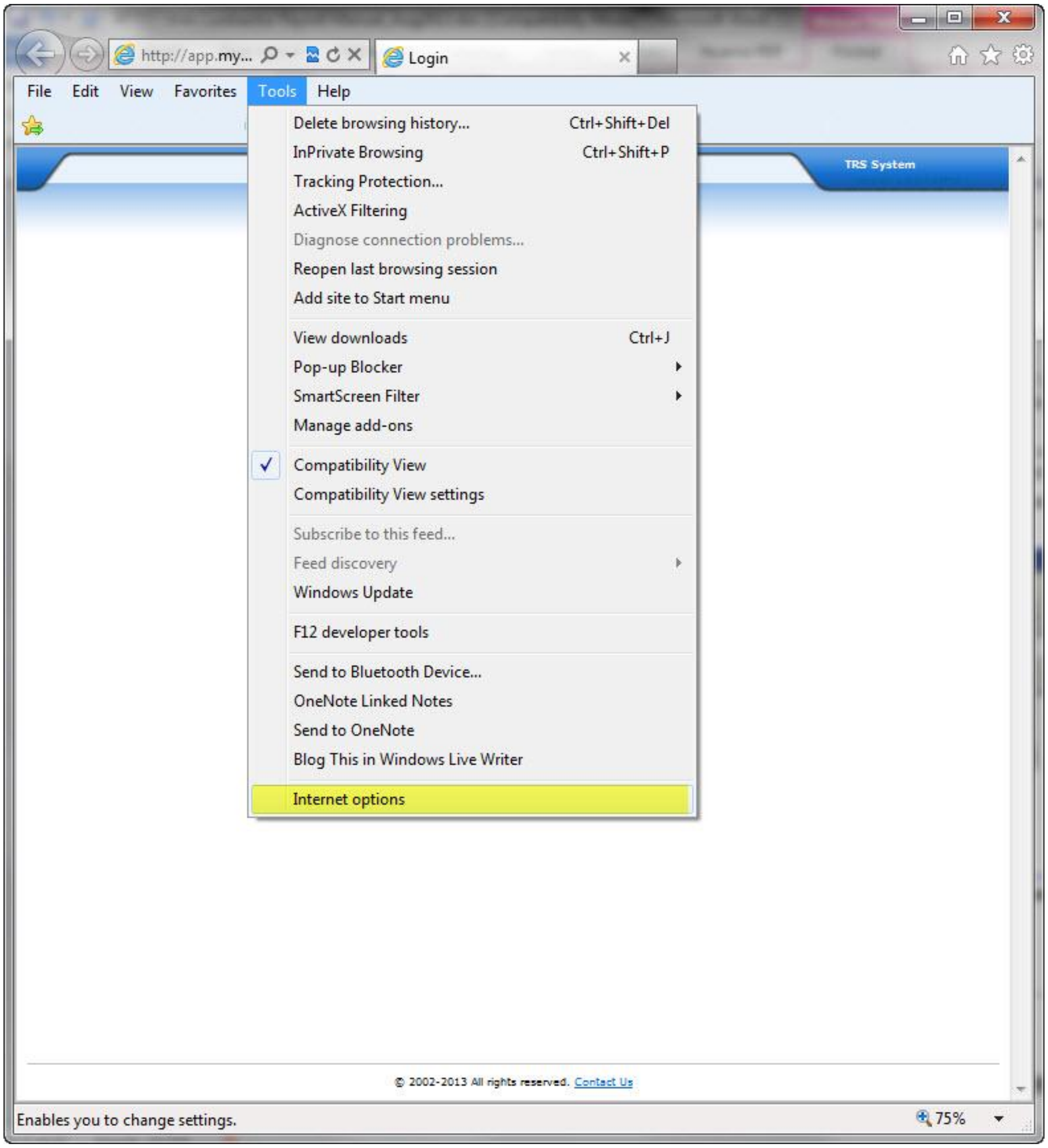


Figure 2 - Internet Options

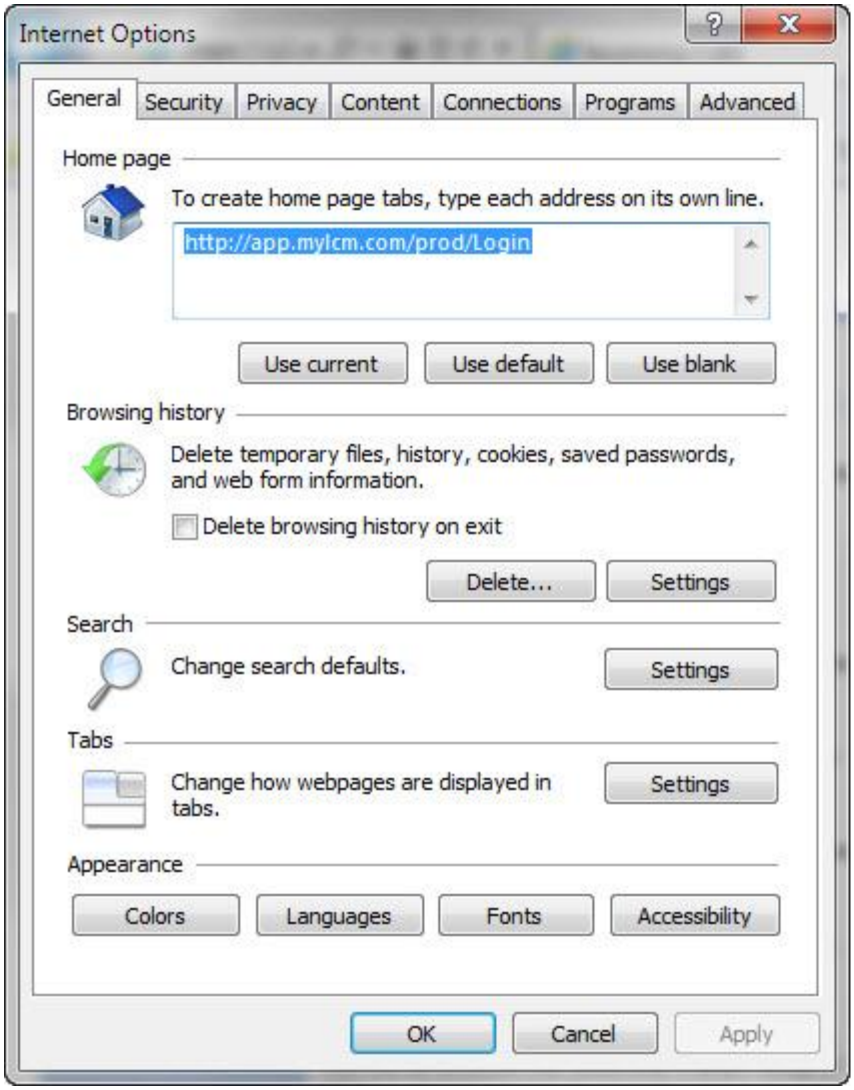
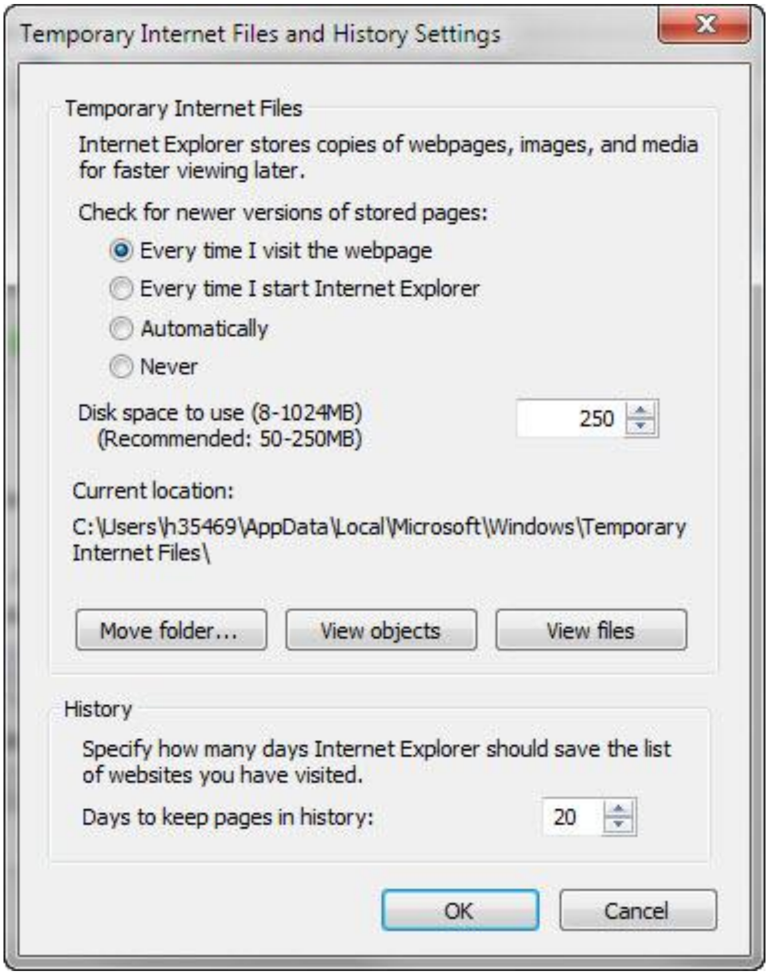


Figure 3 - Internet Files and History Settings



2.3 Security Settings

We recommend adding the website address to the users' "Trusted Sites" list on their computers. This will help the website load more quickly.

To edit the security settings:

1. Open Internet Explorer.
2. From the "Tools" menu, select "Internet Options" to open the Internet Options window (Error! Reference source not found.).
3. In the Internet Options window, click on the "Security" tab (**Figure 4**).
4. Click on the "Trusted Sites" icon, and then click on the "Sites" button to open the Trusted Sites window (**Figure 4**).
5. Type in the MyLCM website address, **https://start.mylcm.com**, click on "Add," and then click on "OK" to return to the Internet Options window (**Figure 5**).
6. Click "OK" on the Internet Options window, then click "Apply" to complete the recommended security settings update.

Figure 4 - Internet Options Security Tab

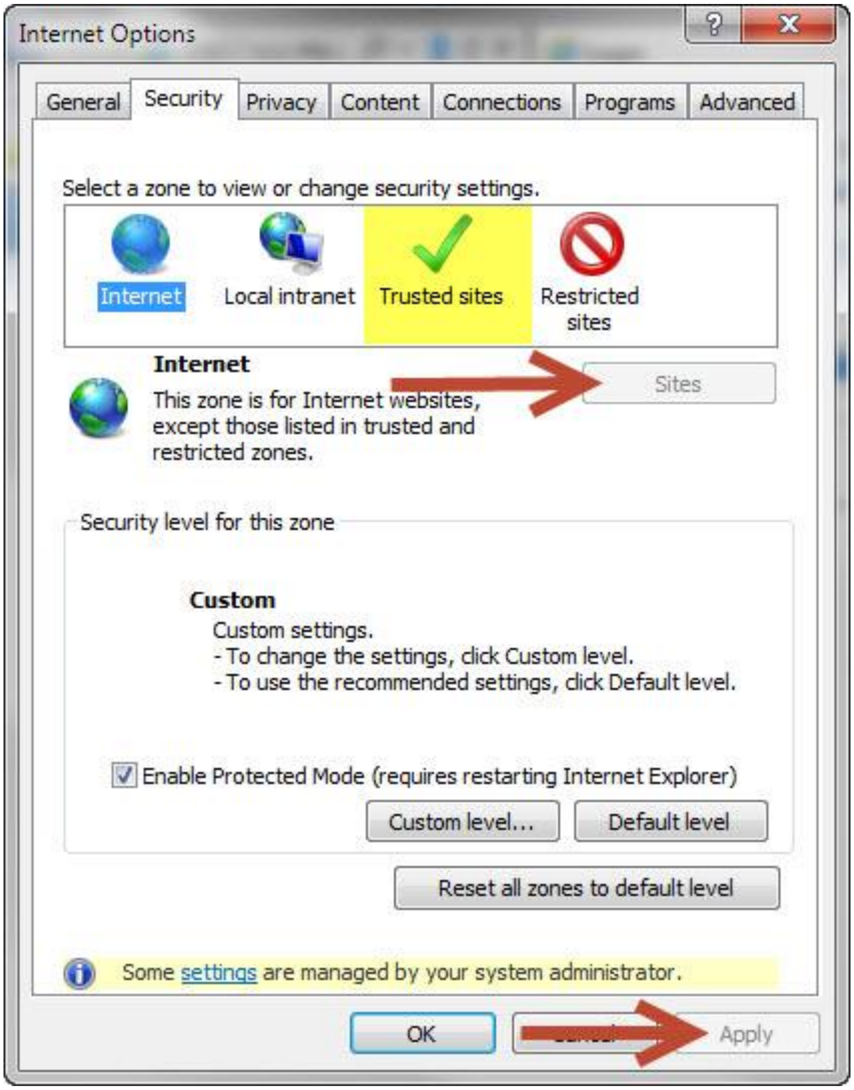
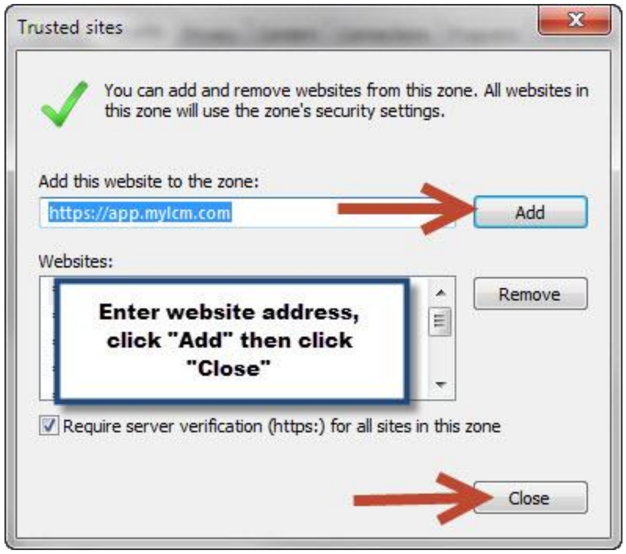


Figure 5 - Trusted Sites



2.4 Logging in to MyLCM 2.0

Open the Internet browser and type in the following website URL in the address bar: **https://start.mylcm.com** (Ctrl + Click to follow the link).

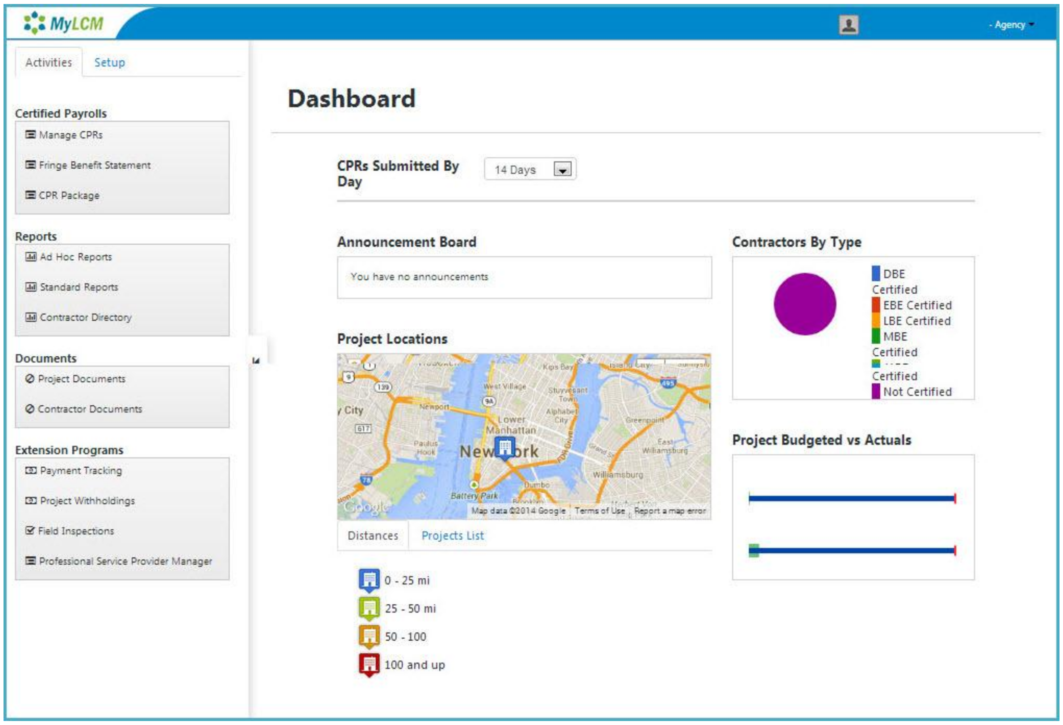
1. Enter your User Name and Password and click "Sign In" (**Figure 6**).

Note: Passwords are case sensitive.

Figure 6 - Login

2. You are then brought to your Dashboard (**Figure 7**) when you log in.

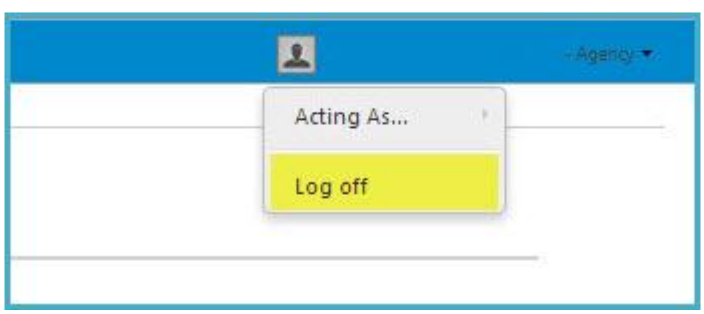
Figure 7 - Dashboard



2.5 Logging out of MyLCM 2.0

You may log out of MyLCM 2.0 at any time by clicking on your username in the upper right hand corner of the screen and selecting "Log Off" (**Figure 8**).

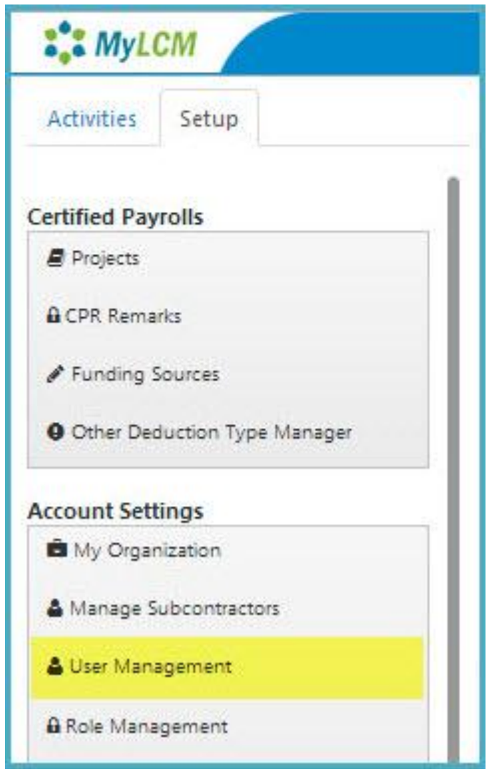
Figure 8 - Log Out



2.6 Adding a New User

1. From the “Setup” tab at the top left of the screen, click “User Management” (**Figure 9**).

Figure 9 - Edit User Menu



2. This will direct you to the “Users Management” screen. Click on “Create New Account” in the top right hand corner to create a new user.
3. The “Create New Accounts” screen will have you create the new user’s profile. Such information will include the email address, which will also be used as his/her username, contact information, and the user’s role within MyLCM 2.0 (**Figure 10, Figure 11, Figure 12**).
4. If you are an admin user, you can edit other users’ accounts. When creating additional users for the agency, the admin has the option to create them as an Admin, Labor Law Compliance, Project Manager, Reporting or Normal user. The various roles are as follows:
    - **Agency Admin –** Full privileges
    - **Labor Law Compliance –** Access to Non-Compliance Reports; can accept or reject CPRs; can run Standard Reports, no access to Ad-Hoc Reporting Tool

- **Project Manager –** Access to Projects;
  can review/release CPRs; can accept/reject CPR Packages

- **Reporting –** Access to Standard Reports

- **Normal** – Read-only access to all projects; cannot see yellow non-compliance messages but can run Standard Reports

Figure 10 - Users Profile

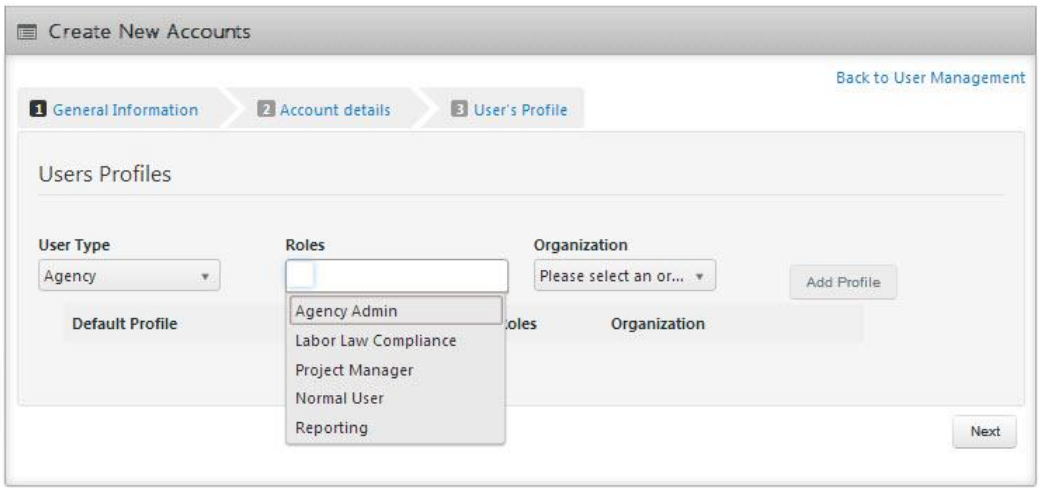


Figure 11 - User Account Details

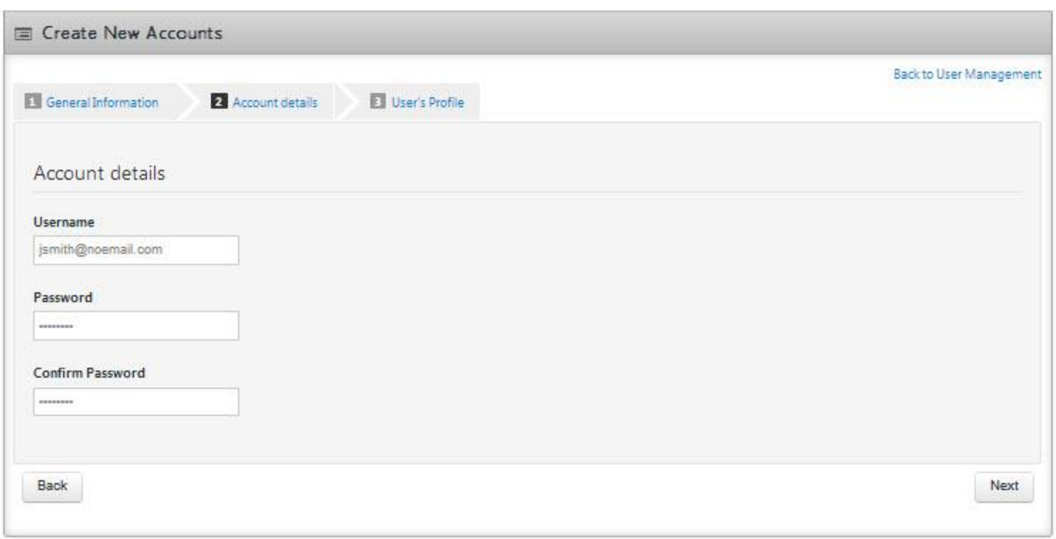
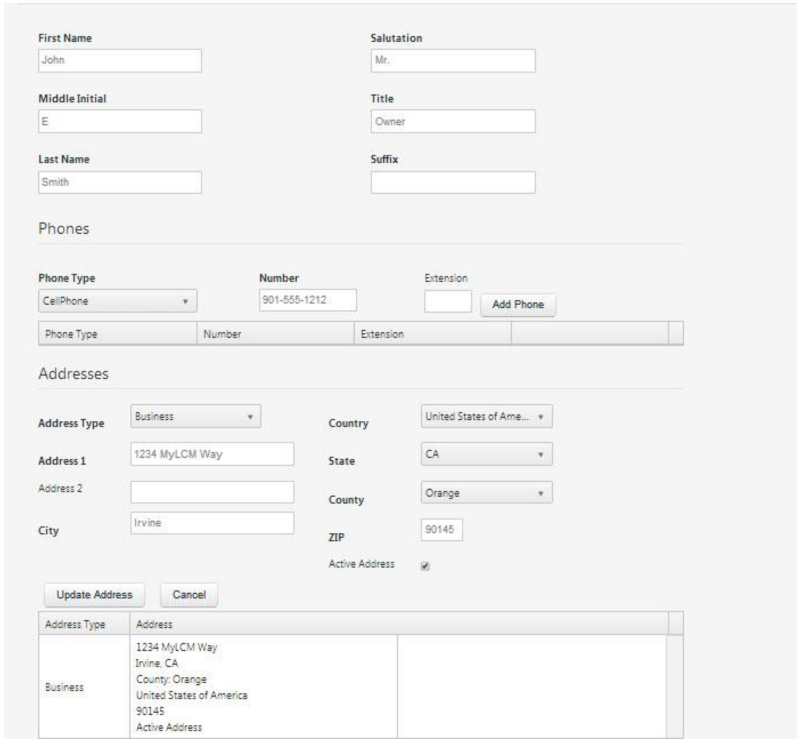


Figure 12 - User Personal Profile



2.7 Editing User Information

Agency admins have the ability to edit any user assigned to the agency's account. All other roles only have the ability to change their own user information.

1. From the "User Management" screen, click on "Edit" for the user you wish to edit or add information to their user profile.

   Note: An admin also has the ability to "Lock" or "Unlock" a user's account as well as "Remove" it from the list of users within their MyLCM 2.0 account.

2. The following information can be edited/added by an admin:
   - Password
   - Full Name
   - Title
   - Phone Number
   - Address
   - User Role

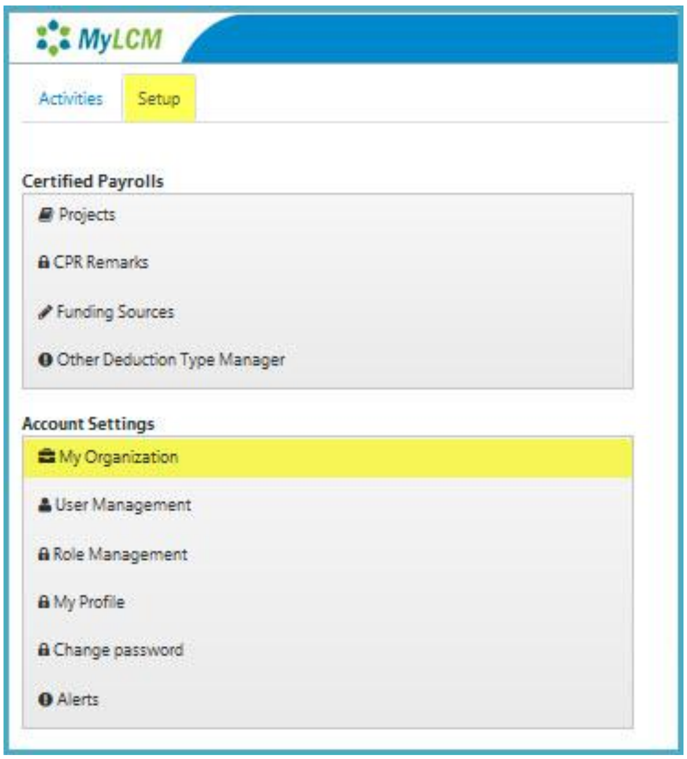
3. After making the necessary edit or addition to the profile, click "Update Profile" for the applied changes to be saved.

2.8 Edit/Update Company/Organization Profile Information

At any time, changes or edits to the company or organization profile can be made in MyLCM 2.0 (Agency Admin role only).

1. To access your company/organization's profile, click on "Setup">"My Organization" (**Figure 13**).

Figure 13 - Setup>My Organization



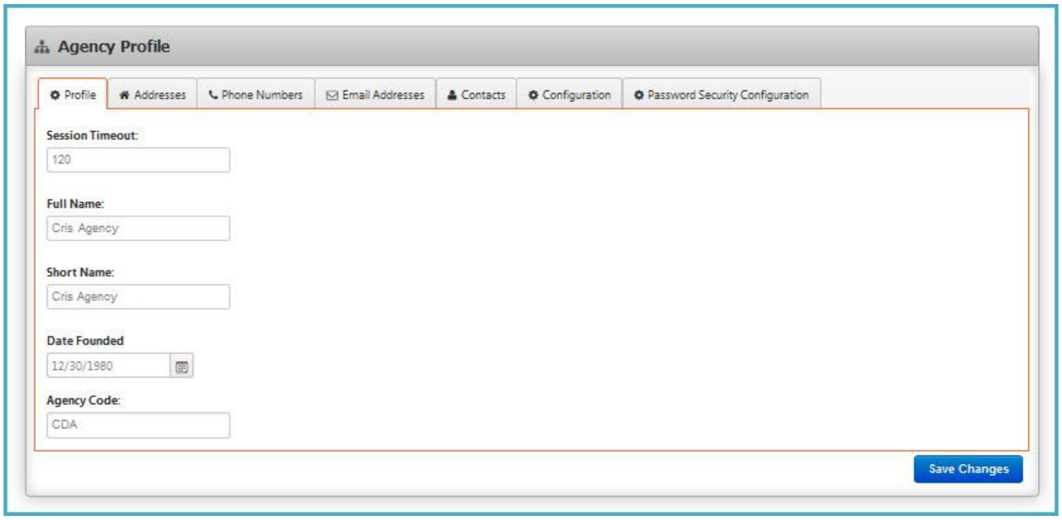
2. From the "Agency Profile" screen, you have the option to make changes in the following categories:

- Profile (**Figure 14)**
  - <u>Session Timeout</u> – Agency-wide and contractor-wide setting to adjust the length of time allowed in MyLCM 2.0 before the system will automatically log you out.
  - <u>Full Name</u> – Full name of your company/organization.
  - <u>Short Name</u> – Can be a short version of your company/organization (ex. DOT or BMV).

- <u>Date Founded</u>

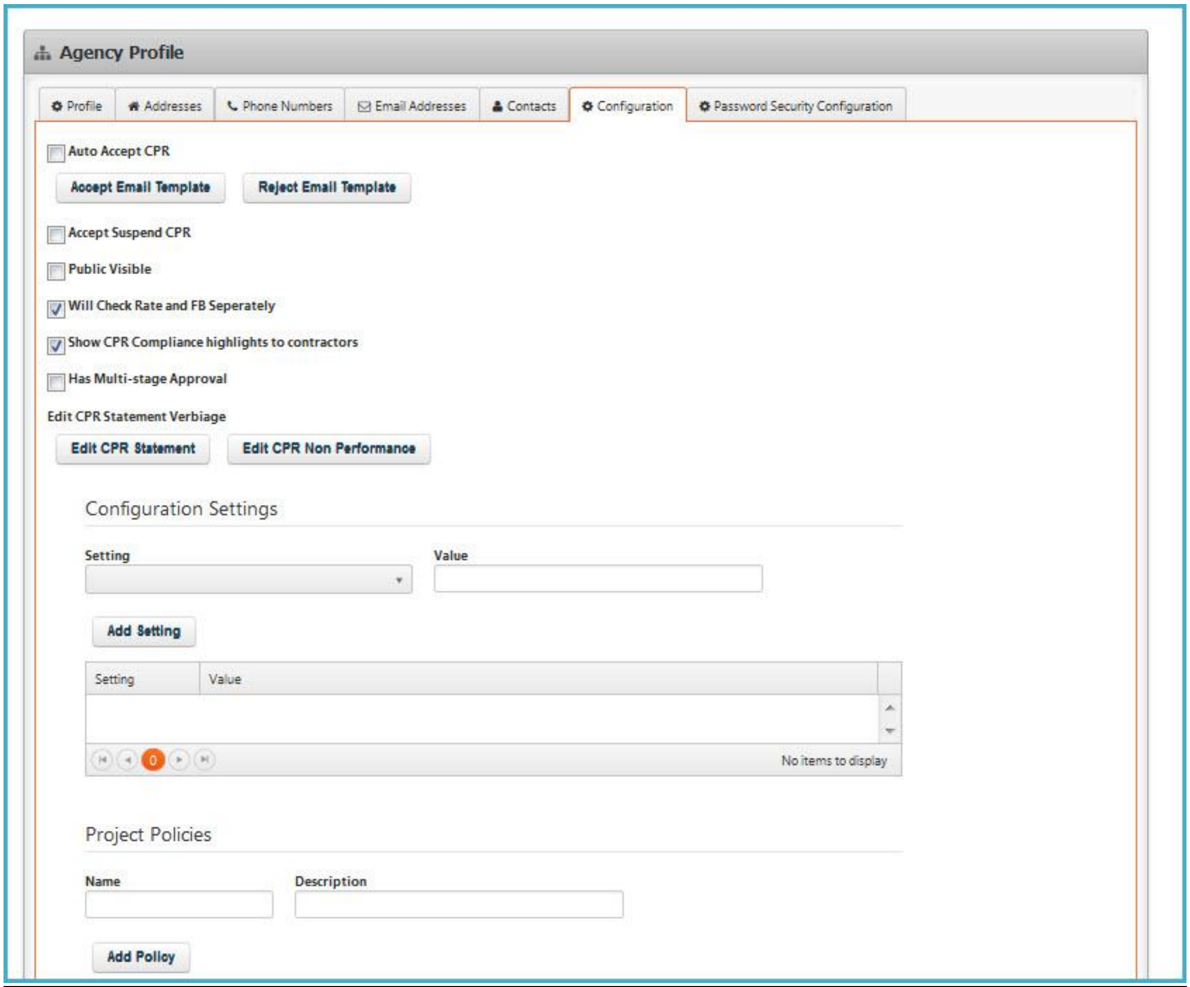
- <u>Agency Code</u> – Create a code for contractors to enter when registering in MyLCM 2.0.

Figure 14 - Agency Profile "Profile tab"



- Address Information
- Phone Numbers for the Agency/Organization
- Email Addresses
- Contacts
- Configuration (**Figure 15**)
  - <u>Auto Accept CPR</u> - Agencies have the ability to auto accept a CPR and create an “Accept Email” or “Reject Email” that will automatically be sent to the contractor’s registered email address.
  - <u>Accept Suspended CPR</u>
  - <u>Public Visible</u> – Enables public registration.
  - <u>Multi-Stage Approval</u> – Allows the option of setting up various stages to the CPR approval process.
  - <u>Edit CPR Statement Verbiage</u> – Allows you to edit the Statement of Compliance verbiage or Non Performance verbiage.
  - <u>Configuration Setting</u> – Please contact support for additional assistance at lcm-support@mylcm.com.
  - <u>Project Policies</u>

Figure 15 - Agency Profile "Configuration tab"

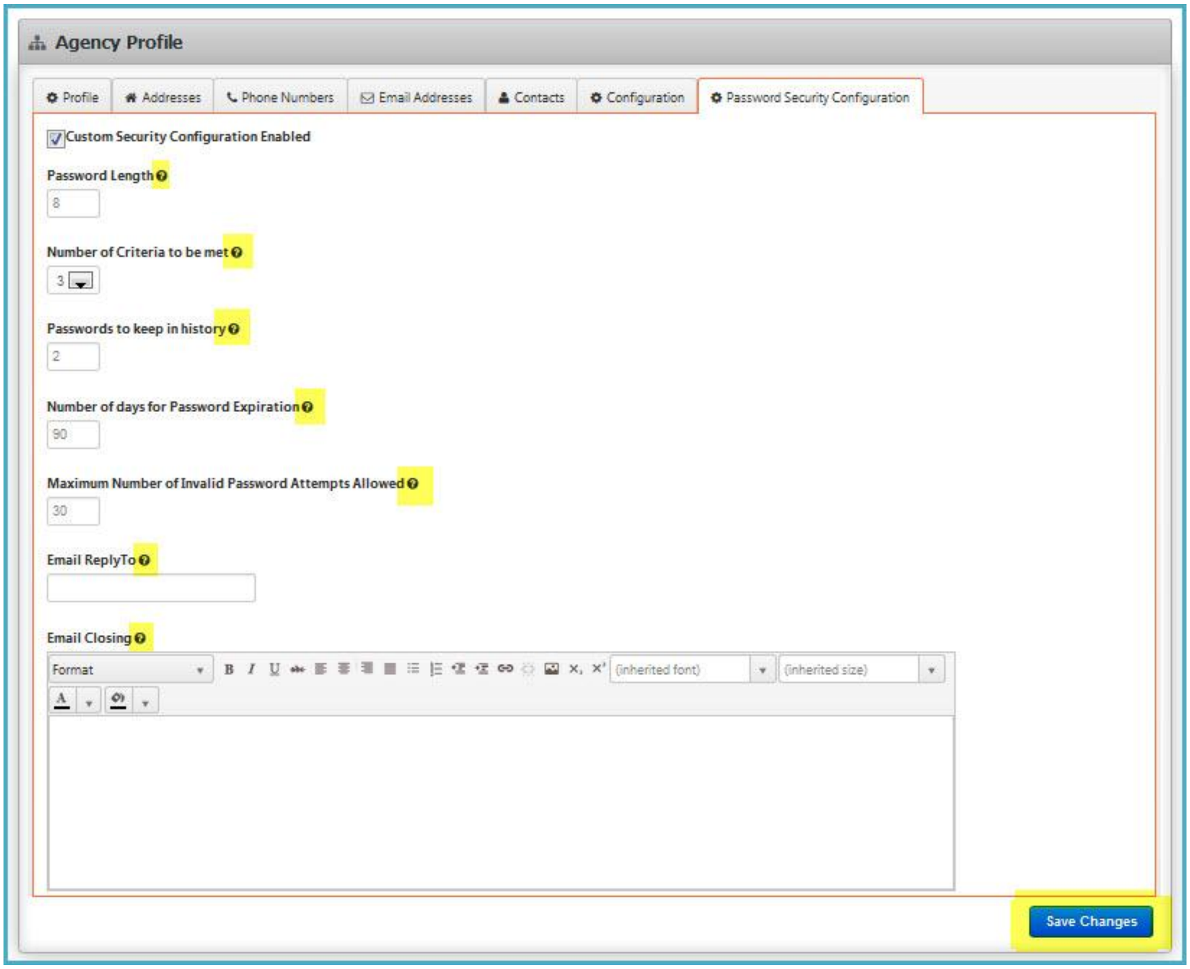


- Password Security Configuration – Allows you to enable custom security requirements. Effects are agency-wide and contractor-wide.

  Note: Put a checkmark in "Custom Security Configuration Enabled" to enable these specified security requirements of your agency and contractor users.

  Each of the configurable security settings has an icon. When hovered over, it will give you information regarding each field (**Figure 16**).

Figure 16 - Password Security Configuration



3. After configuring the password and security requirements for your company/organization, click “Save Changes.” Upon successfully saving the settings, you will receive a message stating “The Agency Profile has been successfully updated.” (**Figure 17**).

Figure 17 - Agency Update Successfully

CHAPTER 3 PROJECTS

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3.1 Introduction

An agency is responsible for creating project information for its contractors to submit certified payrolls. In this section, we will go over adding new projects manually or by an upload option, editing a project, and accepting or rejecting a CPR.

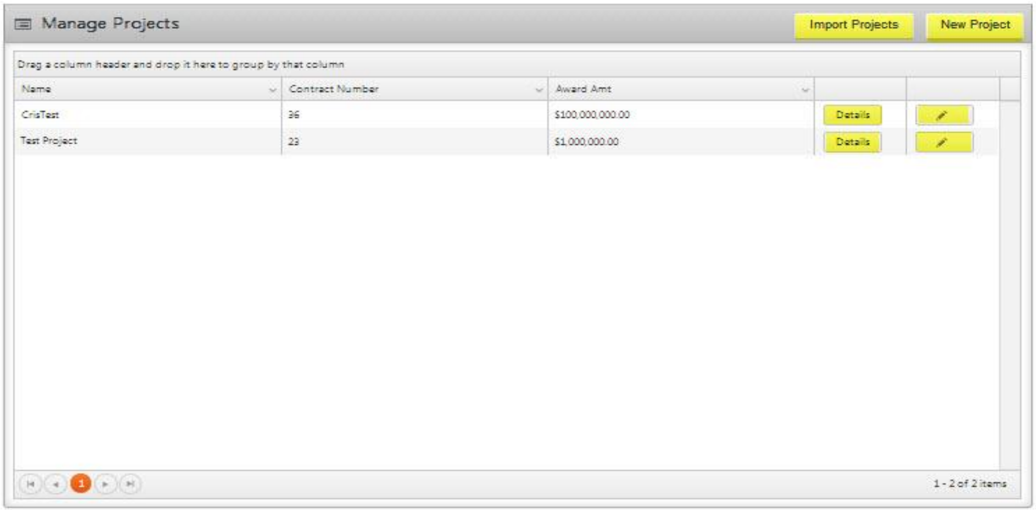
3.2 Creating a New Project (Manual)

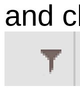
When you log into MyLCM 2.0, you will see two primary tabs on the left hand side: "Activities" and "Setup." To create a project, you will click on the "Setup" tab.

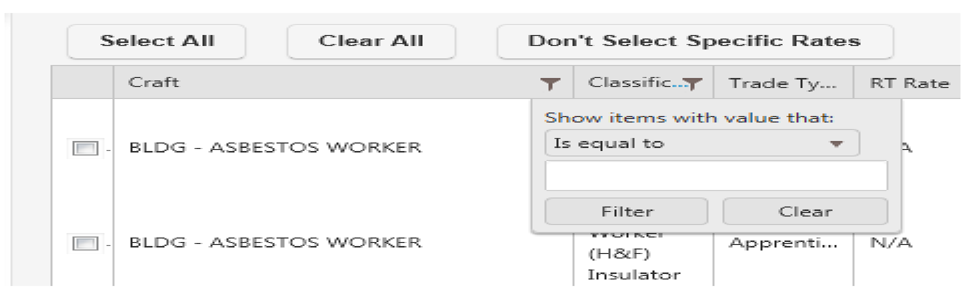
Figure 18 - Setup > Projects

1. From the "Setup" tab, you will click on the "Projects" link (**Figure 18**).
2. The "Manage Projects" screen will show on the right hand side. Here you have the options of importing or creating a new project or viewing details for or editing an existing project (**Figure 19**).

Figure 19 - Manage Projects

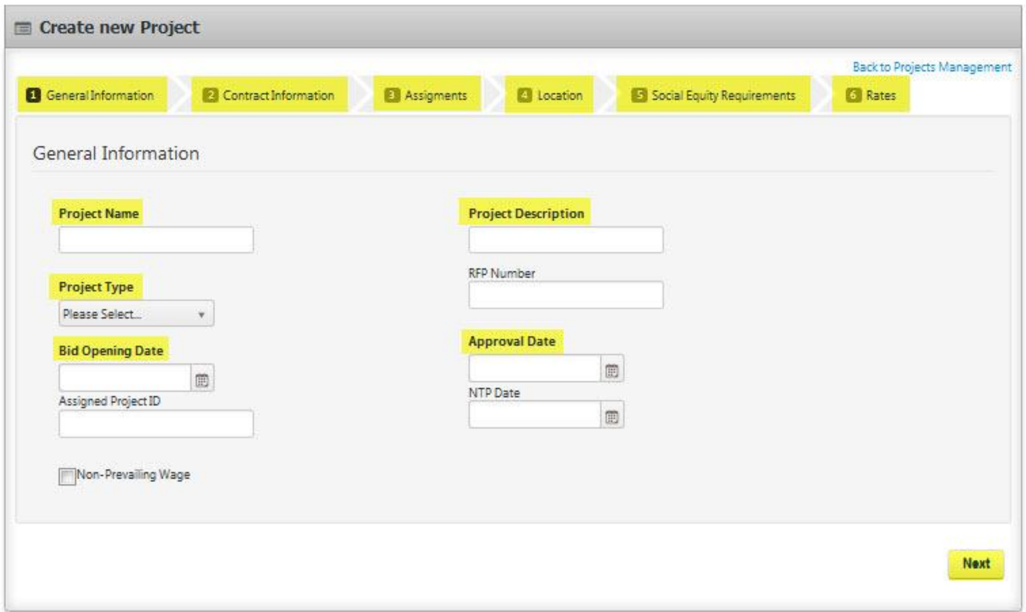


1. To manually create a new project, you will click on the “New Project” button in the right hand corner.
2. The “Create New Project” screen will require all **bold** faced fields to be filled out (**Figure 20**). The multiple tabs allow you to enter details for the project such as the general information regarding the project, contact information, assignments/assigned, Prime or General Contractor, location information, social equity requirements and rates associated with the project.
3. Fill out each tab in entirety and click “Next” to move to the next tab.
4. The final tab, “Rates,” will allow you to select the applicable crafts and classifications associated with this project. To filter use the  icon and enter info you wish to search on i.e BLDG, click filter. Once it returns with all BLDG classifications, you can then choose “Select All”



5. After completely filling out information in all the “Create New Project” tabs, click “Finish.” You will be brought back to the “Projects Management” screen. The new project will appear in the list of projects.

Figure 20 - Create New Project



3.3 Creating a New Project (Import)

1. To import a project, click on “Import Project” in the right hand corner. Click “Select” to load the Project Import file stored on your computer. Click “Open” or “OK” to have the MyLCM 2.0 system load the file. After selecting the correct file, click “Import.” (**Figure 21**)

   Note: If the MyLCM 2.0 system is not able to import the file, it will give you an error message below stating where the issue lies. If you are not able to correct the issue on your own, please make sure to note the error message to provide to the Support Staff.

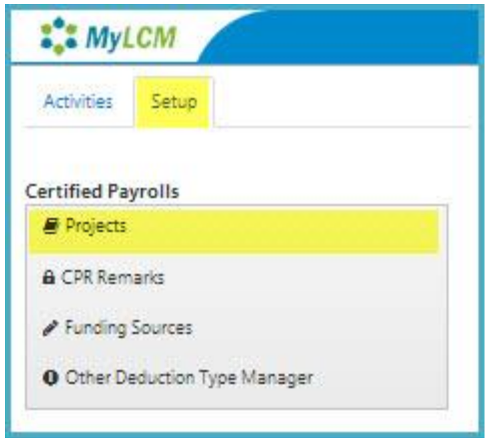
   ****** To get a copy of the “Upload Project” documentation, please contact the Support Staff at lcm-support@mylcm.com.

Figure 21 - Project Import

3.4 Editing an Existing Project

There may be instances where you need to edit a project to correct a date, assign the prime contractor, etc. This is done via the “Setup” tab>”Projects” (**Figure 22**).

Figure 22 - Setup>Projects



1. Locate the project you need to edit.
2. Click on the pencil icon to the right of the project.
3. You can use the tabs at the top to navigate to the section you need to edit.
4. Make the changes if necessary; click “Next” until you reach the last tab where you will receive the button to “Finish.”
5. Click “Finish.”

CHAPTER 4 REVIEW AND REJECT CERTIFIED PAYROLLS REPORTS

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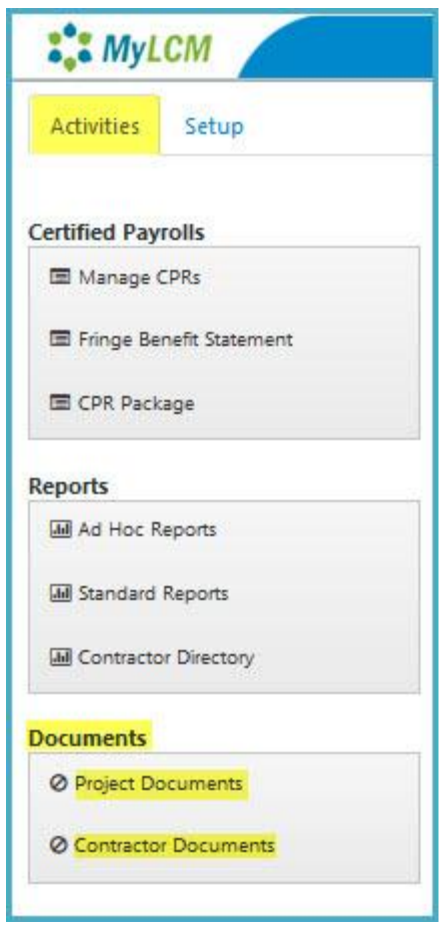
4.1 Introduction

This chapter includes directions to reviewing and rejecting CPRs submitted by contractors and uploading documents for those projects or contractor's company. When contractors submit CPRs, they are automatically logged for easy agency review and retrieval. The agency may also use the log to quickly determine which, if any, contractors are behind on their submittals of CPRs.

4.2 Uploading Project and Contractor Documents

There are two sections for documents to be uploaded into MyLCM 2.0. Under the "Activities" tab (**Figure 23**) is where the contractors can choose to upload any required Project or Contractor specific documentation such as Proof of Apprenticeship, Proof of Correction for Underpayment, etc.

Figure 23 - Project & Contractor Documents

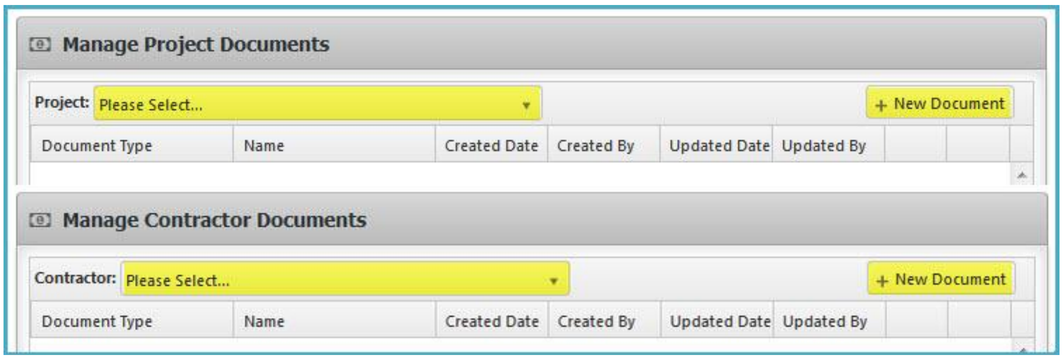


1. Click on the link under the "Documents" submenu for either "Project Documents" or "Contractor Documents."

Note: The Project Documents are project specific, and the Contractor Documents are contractor specific. You will want to clarify with your contractors where you would like documents to be loaded for your convenience.

2. For Project Documents, you will first need to select the project for which the documents are associated. For Contractor Documents, you will need to select the contractor's company name to view the documents associated to that contractor.

Figure 24 - Manage Project/Contractor Docs



3. To upload a new document, click on the "New Document" button. (**Figure 25** - Add New Assoc. Doc).
4. Select the document type (**Figure 25**).
5. Name the document and provide a description.

Note: It is important to be clear in titling your documents. Others may have the option to view these documents depending on the permission settings of the document.

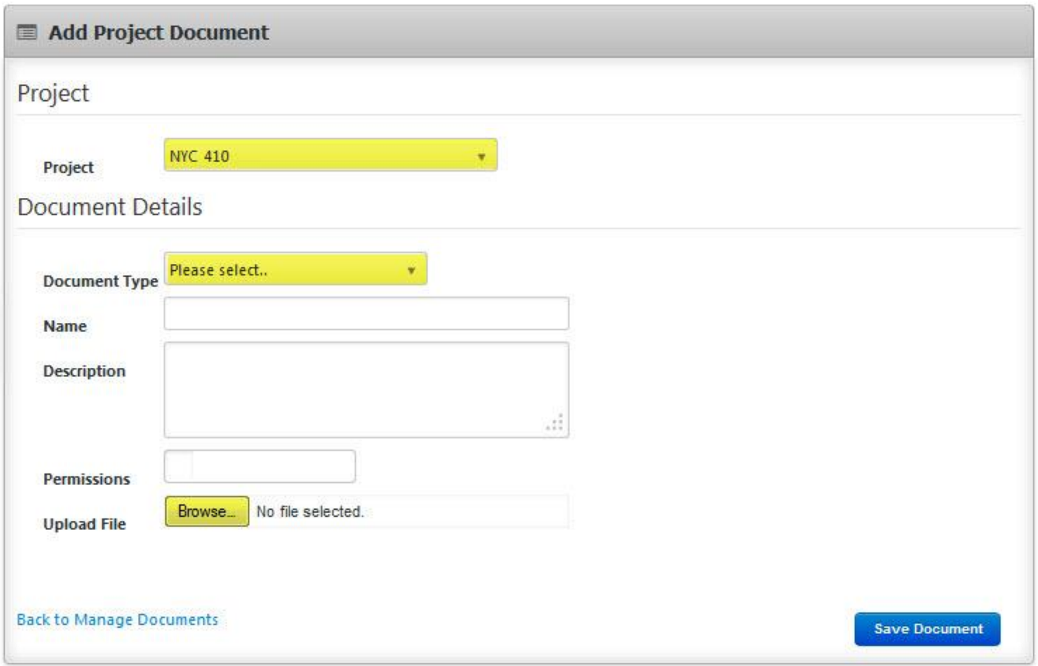
6. Set the permission settings of the document.

Note: For Project Documents, if the permission is set to "private," only users within your account will be able to view the document. If set to "public," anyone within that project can view the documents.

When uploading Contractor Documents, if the permission is set to "private," only users within your account will be able to view the document. If set to "public," only the agency will be able to see the contractor-specific documents.

7. To view documents uploaded in either Project or Contractor Documents, click on the link for the document under the "Name" column. You can also view the document when in the document details (the pencil icon) by clicking on the link for the document's "Uploaded File" details.

Figure 25 - Add New Assoc. Doc



4.3 Selecting a Project

When you log in to the MyLCM 2.0 application, you will see two tabs at the top left: "Activities" and "Setup." You will want to be in the "Activities" tab.

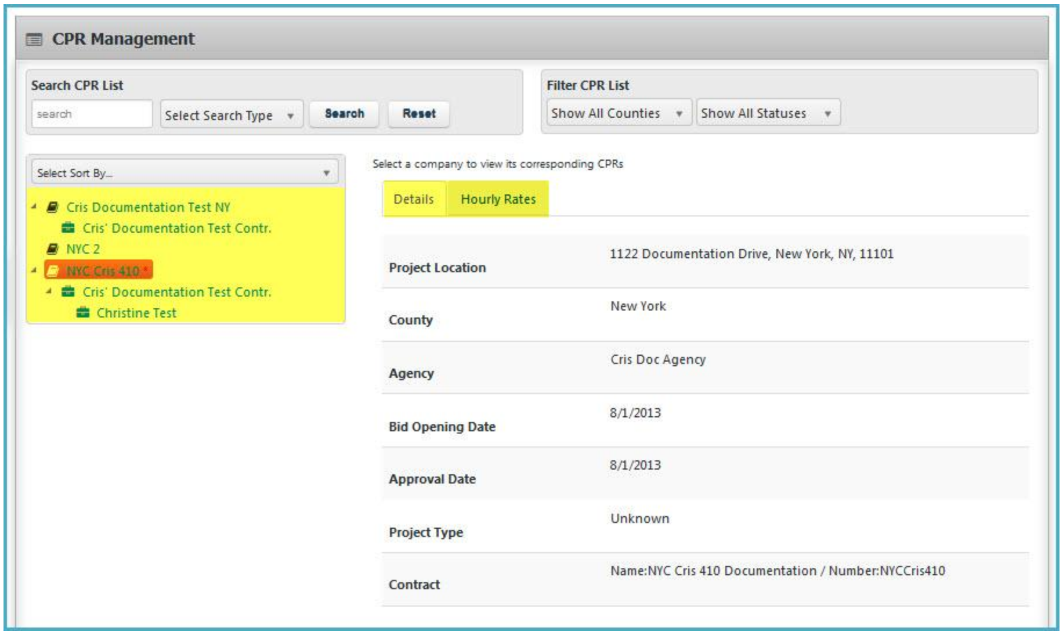
To select a project:

4. Click on "Manage CPRs" (**Figure 26**).

Figure 26 - Activities > Manage CPRs

5. The next screen will be the "CPR Management" (**Figure 27**).

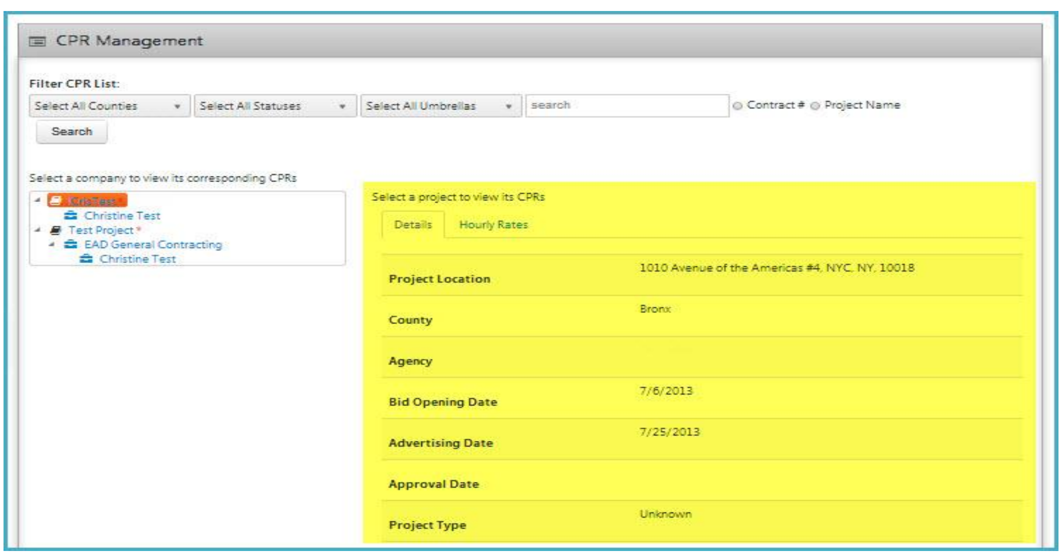
Figure 27 - Select a Project



On the "CPR Management" screen, you have the ability to search and filter the projects to show only those within the criteria specified.

6. When you click on the link for the project, you will see a screen to the right that allows you to view the 'Project Details' and 'Hourly Rates' associated with this project.

Figure 28 - Project Details

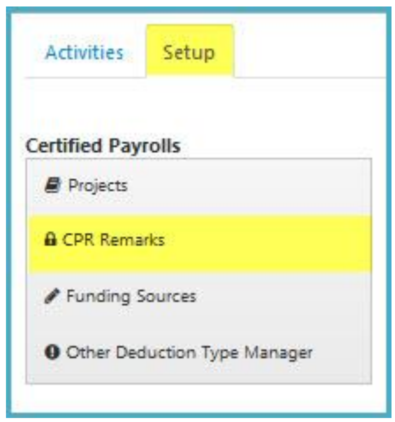


4.4 Configuring CPR Remark Options

The Agency has the ability to accept or reject any CPR whether or not the system finds it to be compliant. The Reject CPR Remarks need to be set up before you will see the multiple options of why the CPR is being rejected **(done only by those with this resource added to their role)**.

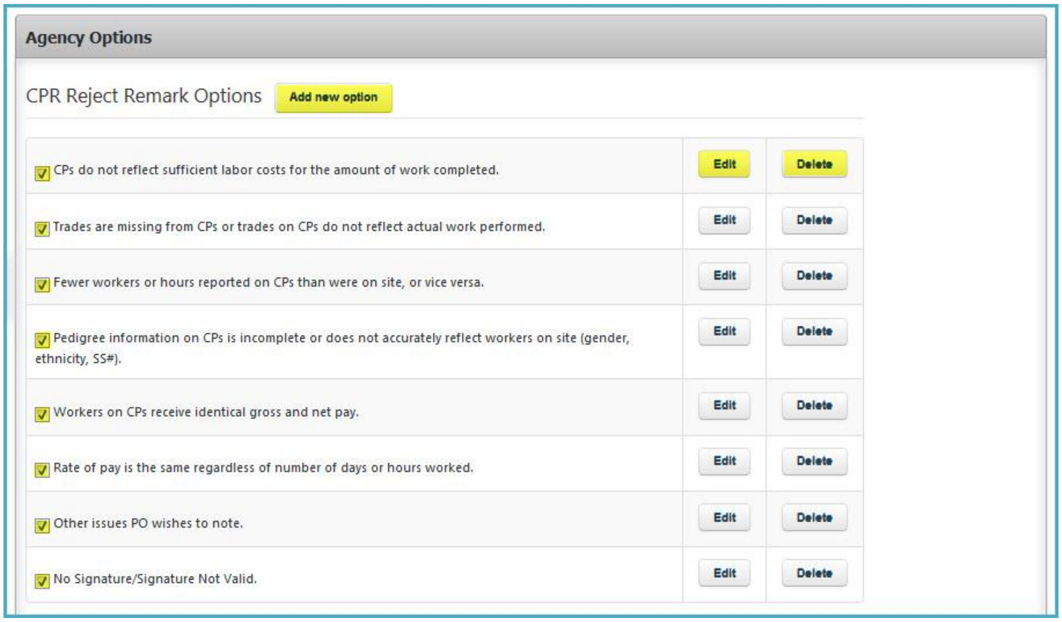
1. To set up these options for the first time (only has to be done once unless changes need to be made), click on “Setup”>”CPR Remarks” (**Figure 29**).
2. Here you will see a list of options to select from for accepting/rejecting a CPR (**Figure 30**). The Reject Options will be on top, and the Accept Options will be at the bottom of the screen.

Figure 29 - Setup CPR Remarks



3. Put a check mark in the box to the left of the reject remark option to have it appear on the “Reject CPR Remark” screen (**Figure 30**).
4. If you would like to edit an already existing remark, click on the “Edit” button (**Figure 30**).
5. To create a new Accept/Reject CPR option, click on “Add new option.” Create the expected remark and select “Accept” or “Reject.” Click “Save Changes” to save and have the remark added to your list of options.

Figure 30 - Reject CPR Options



6. After you have selected the options applicable to your contractors, click on “Save Changes” in the bottom left hand side of the screen. A green banner will pop up at the top of the window letting you know the changes were saved. These options will now be shown as choices when rejecting CPR’s.

4.5 Reviewing Certified Payroll Reports

You will know which firms’ payrolls need your attention by the red asterisk (*) seen to the right of the contractor’s company name. By clicking on the link in CPR Management, you can review the CPR and any employee(s) payroll record.

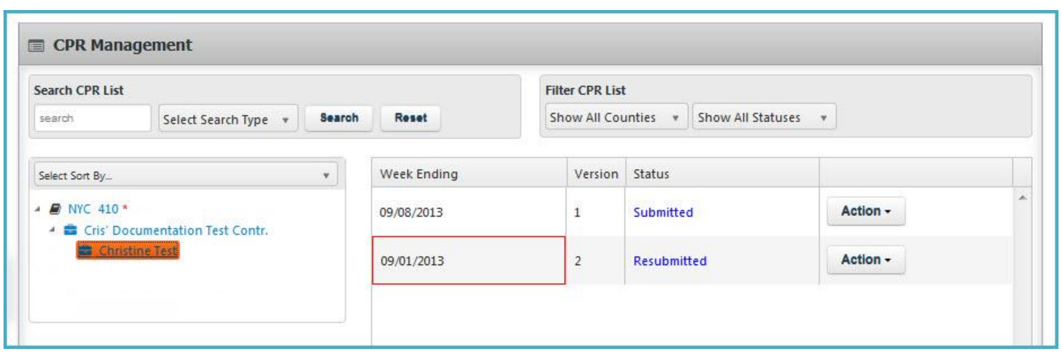
1. To view CPRs, click on “Activities.”
2. From the “Activities” menu, click on “Manage CPRs” under the “Certified Payrolls” section (**Figure 31**).

Figure 31 – Activities>Manage CPRs

3. You will see an expanded list that allows you view the contractors and subcontractors. Select the contractor whose CPR you want to view by clicking on the contractor's company name.

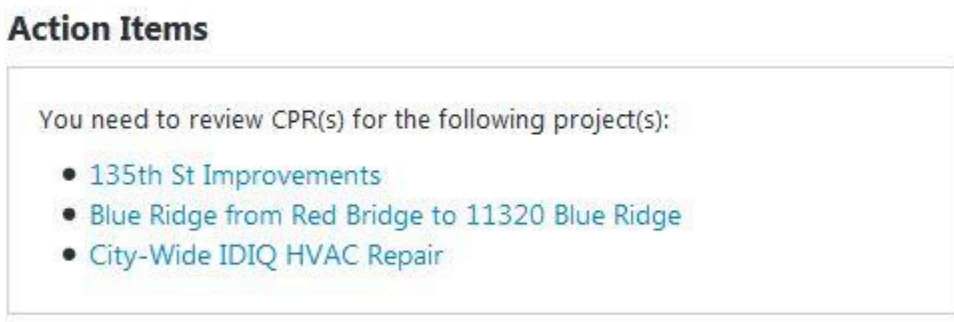
   Note: If there is an asterisk (*) next to the contractors name, this means there are new CPRs needing to be reviewed.

Figure 32 - CPR Log



4. To view a payroll report, click on the "Action" button. You have the option to View the CPR or to View History of that CPR. Clicking on either of these options will open another screen that will show the completed CPR in a new window or the history of the CPR.
5. If the contractor's GC/parent agency has reviewed the CPR, the status will indicate as such. Sections 4.6 and 4.7 describe how the Agency reviews and accepts/rejects the CPR's necessary.

Note: CPR's needing to be reviewed by the agency will also show on the dashboard when logging into MyLCM:

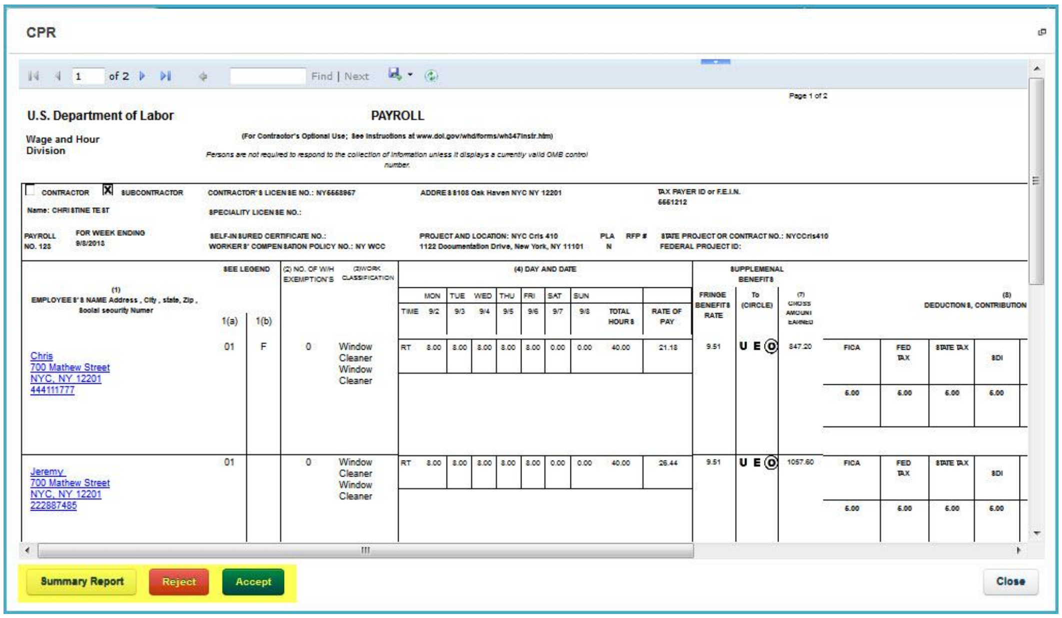


4.6 Accepting Certified Payroll Reports

The Agency has the ability to accept or reject any CPR, regardless of whether or not the application finds the CPR to be compliant. Review the CPR to determine whether to accept or reject the CPR.

1. From the CPR Log screen, click on "Actions" and select "View CPR". If Non-compliance(s) found it will be indicated by the red box around the weekending date (more on non-compliances in next section).
2. The CPR screen will allow you to view the details of the payroll report. Here, you will be able to "Accept" or "Reject" the CPR (**Figure 33**).

Figure 33 - CPR View



4.7 Non-Compliant Certified Payroll Reports

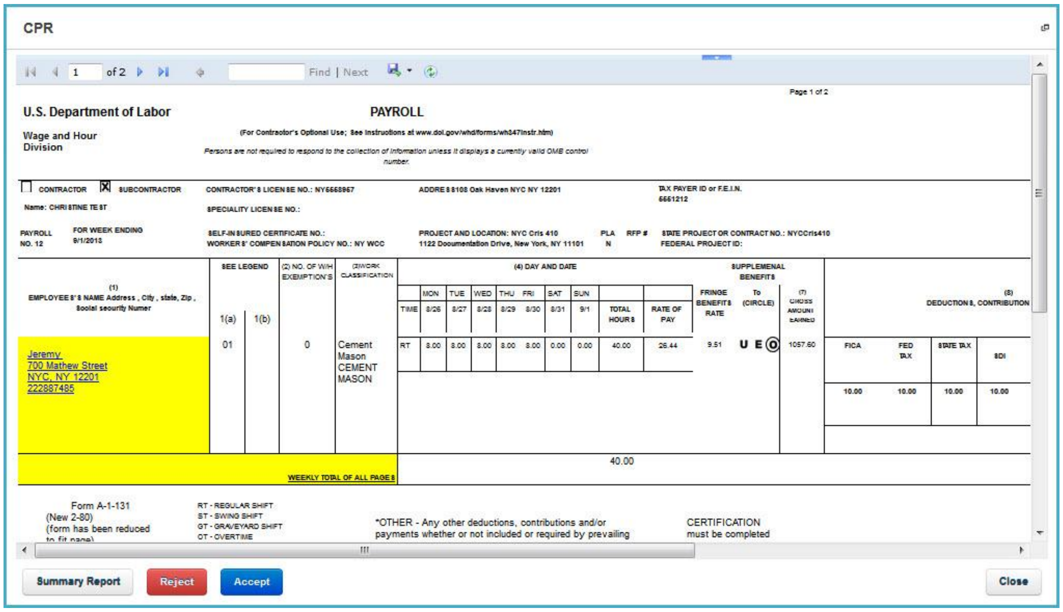
MyLCM 2.0 performs compliance checks to verify if a CPR is compliant based on the prevailing wage rules. If the CPR fails any of the checks, it will be highlighted with a red box on the week ending date.

MyLCM 2.0 automatically creates a drilldown report so that you can identify why the CPR was not accepted.

To view this report:

1. From the CPR Log screen, click on “Actions” and select “View CPR.”
2. The CPR screen will show the payroll report with the employee(s) that are not within compliance highlighted in yellow (**Figure 34**).

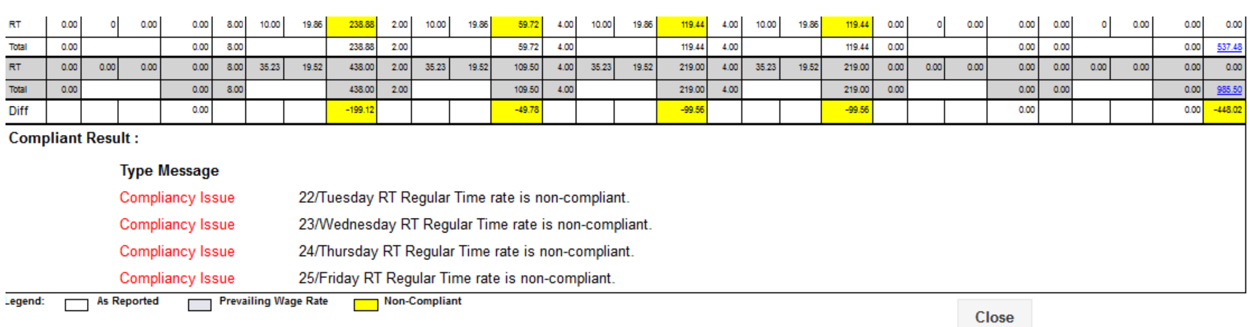
Figure 34 - Non Compliant CPR



3. To view the noncompliant employee's payroll details, click on the employee's name in the CPR.

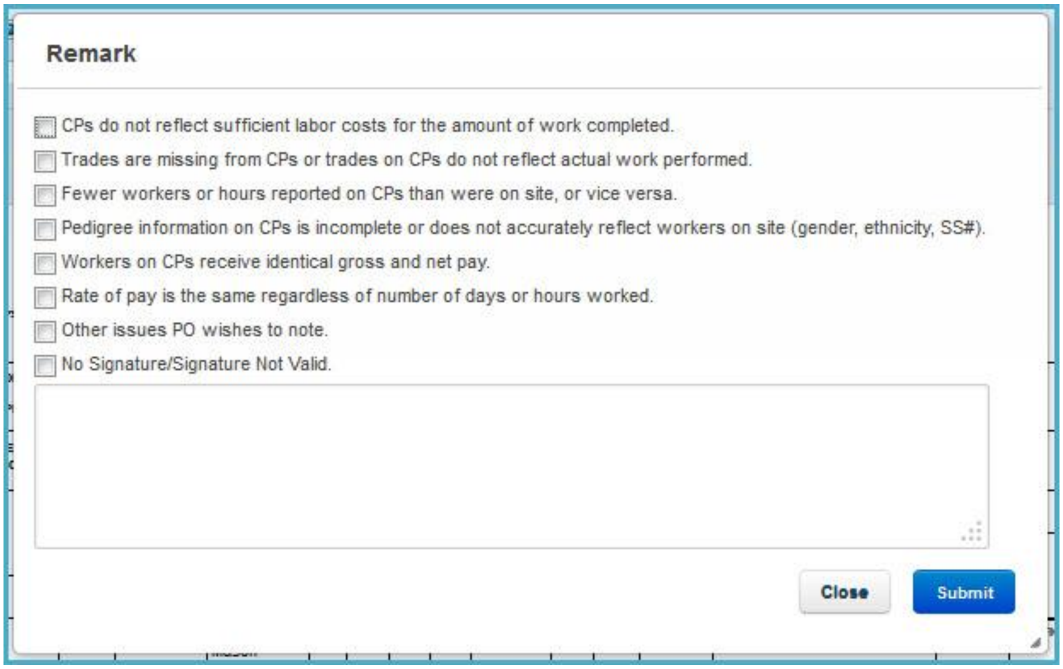
4. This will open the "Prevailing Wage Determination Comparison" in a new window (**Figure 35**). This Wage Violation report identifies the prevailing wage rates in gray, the reported wage rates and difference between them and non-wage violations. By looking at this report, you can quickly identify where the contractor is non-compliant.

Figure 35 - Prevailing Wage Determination Comparison



5. To reject the report, click on the "Reject" button at the bottom of the screen (**Figure 33**). This will open a new window for you to provide remarks to the contractor (Error! Reference source not found.).

Figure 36 - Reject CPR Remarks



6. Select the option that best fits the reason as to why the CPR is being rejected, enter your remarks and click “Submit.” An email of these comments will be sent to the contractor notifying them that this payroll has been rejected.

CHAPTER 5 ADDITIONAL INFORMATION

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5.1 Clearing Cookies and Cached Files (All Browsers)

Clearing your cookies and cache files can significantly improve the speed and performance of your browser.

Cookies are small text files placed on your computer that help websites personalize your experience by remembering your preferences (and sometimes login information). On occasion, we may recommend that you clear the cookie files from your browser if you are experiencing issues with using the MyLCM 2.0 site. The instructions for clearing cookies and cache files in popular browsers are described below.

Delete temporary files in Internet Explorer 7

1. From the “Tools” menu in the upper right, select “Internet Options.”
2. To delete your cache, click “Temporary Internet Files” – “Delete” files.

   To delete your cookies, click “Delete” cookies.

   To delete your history, click “Delete” history.
3. Click “Close,” and then click “OK” to exit.

Delete temporary files in Internet Explorer 8 and 9

1. From the “Tools” menu in the upper right, select “Internet Options.” If you do not see the “Tools” menu, hit the Alt button and it will appear temporarily.
2. Under the “General” tab, click “Delete Browsing History.”
3. Select the check box next to each category of information you want to delete. We recommend checking “Temporary Internet Files,” “Cookies,” “History,” and “Download History.” If you have the browser set up to remember your passwords, **DO NOT** check the passwords check box.
4. Click “Delete.” This could take a while if you have a lot of files and history.

Delete temporary files in Chrome

1. In the browser bar, enter: chrome://settings/clearBrowserData or click on the ≡ icon in the top right hand corner. Hover over "Tools" and click on "clear browsing data".

2. Select the items you want to clear. We recommend "Clear browsing history," "Clear download history," "Empty the cache," and "Delete cookies and other site and plug-in data."

3. From the "Obliterate the following items from:" drop-down menu, you can choose the period of time for which you want to clear cached information. To clear your entire cache, select "the beginning of time."

4. Click Clear browsing data.

Delete temporary files in Firefox

1. From the "Tools" or "History" menu, select "Clear Recent History."

2. If the menu bar is hidden, press "Alt" to make it visible.

3. From the "Time range to clear:" drop-down menu, select the desired ranges; to clear your entire cache, select "Everything."

4. Click the down arrow next to "Details" to choose which elements of the history to clear.

5. We recommend that you select "Browsing & Download History," "Form & Search History," "Cookies," and "Cache."

6. Click "Clear Now."

5.2 Turn On/Off Compatibility View

To fix display problems with Internet Explorer's Compatibility View, please enable or disable your Compatibility View. In Compatibility View, websites will be displayed as if you were viewing them in a previous version of Internet Explorer, which will often correct display problems. You don't need to click the button for a site after you've done it once—the next time you visit the site, Internet Explorer will automatically show it in Compatibility View.

Turning on/off Compatibility Settings in Internet Explorer:

1. See if the Compatibility View button appears in the Address bar. (If you don't see the button, there's no need to turn on Compatibility View.)
2. Tap or click the Compatibility View button to display the site in Compatibility View.
3. The will turn blue when Compatibility View is on.