

LABOR COMPLIANCE PROGRAM

FAQs

What is the HISD Labor Compliance Program?

The Houston Independent School District (HISD) Labor Compliance Program requires all contractors working on 2012 HISD Bond-funded projects to comply with labor compliance standards required by State of Texas laws, regulations, and directives, as well as policies and contract provisions, which include, but are not limited to, the following:

- Contractors' payment of applicable general prevailing wage rates.
- Contractors' employment of properly registered apprentices.
- Contractors' provision of certified payroll records upon request, but not less than weekly.
- Program's monitoring of District construction sites for verification of proper payments of prevailing wage rates and work classification.
- Program's presentation at pre-construction conferences with contractors/subcontractors.
- Program's withholding of contract payments and imposing penalties for noncompliance.
- Program's preparation and submittal of weekly, monthly, quarterly, and annual reports.

What Texas State Laws apply to the HISD Labor Compliance Program?

The Texas Labor Code requires contractors to keep accurate payroll records of trade workers on all public works projects and to submit copies of certified payrolls upon request. Texas Labor Code also requires contractors to employ registered apprentices on public works projects.

Texas Labor Code Section 2258, et. Seq. requires that contractors on public works projects pay their workers based on prevailing wage rates established by the State or political subdivision of the state in which the public work is located.

Texas Labor Code Section 2267 requires the awarding body to identify prevailing wage requirements to bid invitations, contract language and at pre-construction conferences, to review payroll records to verify compliance with the Labor Code, and to withhold contract payments when payroll records are delinquent or inadequate or when underpayment has occurred.

What is LCPtracker?

LCPtracker is a web-based software used to collect, verify and manage prevailing wage certified payrolls and related labor compliance documentation. LCPtracker reduces the man hours needed to manually review hundreds of certified payroll records for any given project. This reduction is achieved by the contractor entering all of their information into an online certified payroll reporting form. LCPtracker will flag any error or omission discrepancies the contractor may have on his report. The contractor has immediate feedback of any violations.

What are the cost associated with implementing the LCPtracker?

There are no cost associated with implementing LCPtracker. Business Assistance covers the cost of the LCPtracker system access and the person who is responsible for subcontractor payrolls within a company is already on ground, so this information is entered into LCPtracker. Also, you can have your payroll system mapped to LCPtracker.

When do I get my login information for the LCPtracker system?

Username and passwords (login information) are automatically generated (via e-mail) when contractor and/or subcontractor information is entered into the system. The LCP team is responsible for entering subcontractors into LCPtracker.

When are we required to start entering Certified Payroll Reports into LCPtracker?

Once you receive your **login** information from the contractor you will have access to the LCPtracker system and can proceed to start entering your payroll information.

Who do I contact if I am experiencing problems with LCPtracker?

Below is the contact information for LCPtracker support team. The LCPtracker support team will be able to assist with 90% of the questions you may have about the LCPtracker system. If you have questions about your Certified Payroll Report, you can contact us directly at 713-556-8838.

LCPtracker Support Team
714-669-0052 ext. 4 or by e-mail at support@lcptracker.com

What if we have “no work” payrolls during this period?

Payroll information stating “no work” should still be entered into LCPtracker. Also, it is the responsibility of each subcontractor to get the required training to use the LCPtracker. Refresher courses are located under support in the LCPtracker eTraining modules online.

What will be the procedure for problems with Certified Payroll Reports?

The procedure will be a little different from the submission of “paper” payroll reports. LCPtracker will notify, alert, or stop “incorrect” entries as a part of the approved validations within the LCPtracker system. Each subcontractor will be alerted, notified, or stopped if problems occur with entry of information that do not conform to the validation criteria. LCPtracker monitors payroll information in order to validate and/or certify your payrolls. Once payrolls are entered the LCPtracker Administrator (HISD) will review payrolls in accordance with the Labor Compliance Program.

What if I do not have a clear understanding of the procedures and how to enter payroll information?

We will provide “live” LCPtracker training and continuously work with you to ensure you are comfortable with entering payroll reports into the LCPtracker system. Contact information for support has been provided and online training is always available as a refresher.

Who is the Administrator of the LCPtracker system?

The Labor Compliance Program (LCP) team is responsible for reviewing Certified Payroll Reports. The LCP team is tasked with enforcing the Labor Compliance Program mandated by HISD.

Will we have ongoing training for LCPtracker?

Yes. The LCP team is responsible for assisting and ensuring that all projects are in compliance with the Labor Compliance Program. Our outreach efforts include workshops/trainings in designated areas to assist contractors with their compliance efforts.