

Fixing Statement of Compliance

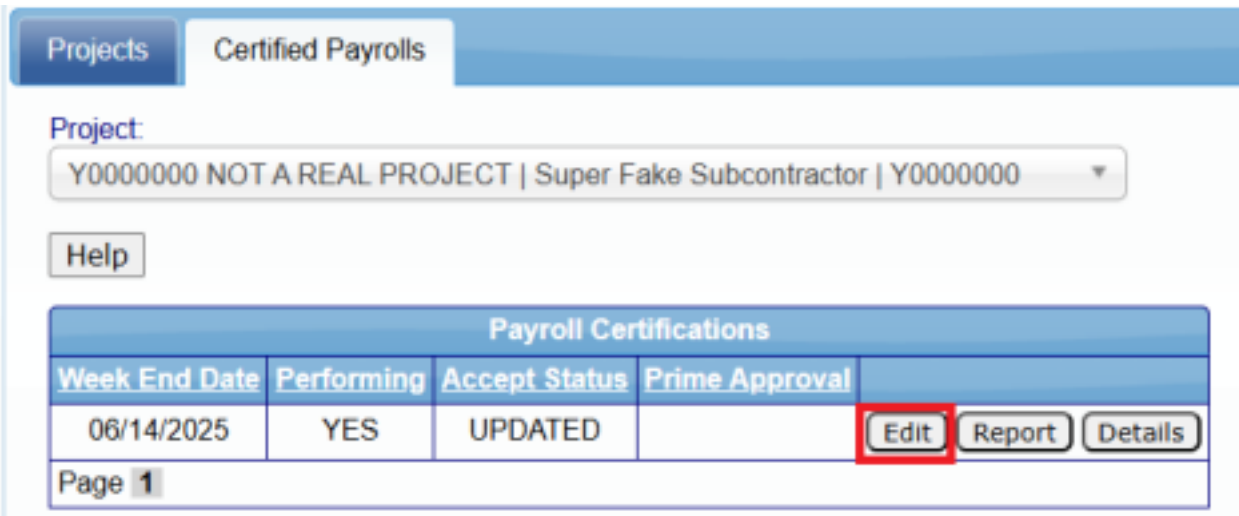
1. Log into your Contractor account on LCPTracker, click on "ANNE ARUNDEL COUNTY | CONTRACTOR" as seen below



2. Click on the tab "1. Payroll Records", and then click "Edit Certified Payroll Records" (circled in red)



3. Click "Edit" on the applicable payroll (circled in red)



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4. Click "Edit" on any employee (circled in red)

Edit Certified Payroll

Payroll Number: Final

Certifications						
Project Name	Sub To	Contract ID	Week End Date	Status	Certification Sequence	Certified On
Y0000000 NOT A REAL PROJECT	Super Fake Subcontractor	Y0000000	6/14/2025	Certified	0	6/12/2025

Certified Records						
Employee Name	Jurisdiction	Craft	Classification	Certification Sequence	Notices?	<input type="button" value="Add Record"/>
PALARDY, NANCY	State - Anne Arundel County	POWER EQUIPMENT OPERATOR	Guard Rail Post Driver	0	No	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Page 1

5. Click "Save" (circled in red) and then click "Cancel" (circled in blue)

Edit Record

Week End Date: 6/14/2025 Contractor: Alfa Romero FAKE COMPANY CORPORATION
Project: Y0000000 NOT A REAL PROJECT Sub To: Super Fake Subcontractor
Employee: PALARDY, NANCY Contract ID: Y0000000

☐ Is Foreman ☐ Is Owner/Operator

Gross Employee Pay This Project (Usually No Fringes)	Wages Paid in Lieu of Fringes (Total Cash Fringes)	These fields are Hourly rate fields (Usually No Fringes)			Rate in Lieu of Fringes (Cash Fringes)
		Base Hourly	Overtime Hourly	Doubletime Hourly	
<input type="text" value="500.000"/>	<input type="text" value="0.000"/>	<input type="text" value="500.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>

► Classifications

► Hours Worked Each Day for This Project Only

► Fringes / Contributions paid to others (not employee) for This Project Only (Rate Times the # of Hours Worked)

► Paycheck - Deductions, Payments and Notes (For All Projects Worked This Week)

► Notices

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6. If done correctly the next screen should be what is seen. Fill out information at the boom (circled in red)

Edit Certified Payroll

Payroll Number

Final

1

Yes ▾

Update

Cancel

Certifications

Project Name	Sub To	Contract ID	Week End Date	Status	Certification Sequence	Certified On
Y0000000 NOT A REAL PROJECT	Super Fake Subcontractor	Y0000000	6/14/2025	Certified	0	6/12/2025

Certified Records

Employee Name	Jurisdiction	Craft	Classification	Certification Sequence	Notices?	
PALARDY, NANCY	State - Anne Arundel County	POWER EQUIPMENT OPERATOR	Guard Rail Post Driver	0	No	<div>Add Record</div> <div>Edit</div> <div>Delete</div>

Page 1

Records to be Recertified

Employee Name	Jurisdiction	Craft	Classification	Action	Notices?	
PALARDY, NANCY	State - Anne Arundel County	POWER EQUIPMENT OPERATOR	Guard Rail Post Driver	Edit Record	No	<div>Edit</div> <div>Delete</div>

Name of Person Certifying *

Title *

Certify Update

7. Click the applicable boxes (circled in red). The system will force the user to put something in remarks, and anything can be put here.