

DAILY SIGNATURE LOG

The **Daily Signature Log (DSL)**, formerly known as DSOL, is a timesheet that all laborers, mechanics, journeypersons, and apprentices working on a job site are required to sign at the beginning and at the end of each shift, each work day.

The DSL serves the following functions:

- Advises the worker of the legally required base wage and benefits rate for the worker's trade classification.
- Provides the worker with the SCA's Prevailing Wage Hotline telephone number.
- Records daily work hours (start / quit time) and trade classification for each employee performing work on the project.

Historically, the DSOL timesheets were mailed to the SCA. The SCA incorporated manual input processes to record the information on the sheets, and then stored the hard copy forms offsite for future use.

The new DSL process allows Users to input the required information electronically, where it is stored in the Daily Signature Log (DSL) Submission website for easy access and review.

Users assigned the process of uploading the daily DSL(s) to the DSL Submission web page have the option of uploading them on either a daily or weekly basis. Note that SCA requires that DSL's be uploaded within 30 days of the work completion date.




In order to upload and save electronic copies of the DSL in the DSL Submission web page, Users must first scan and save the hard copy DSL as an electronic file. Consult with a Supervisor for guidance on scanning and saving electronic copies of hard copy DSLs.

Two methods for submitting DSLs are available to Users:

1. Upload a DSL using the LCMS system.
2. Upload a DSL using the dedicated DSL Submission web page.

CHAPTER 6 DAILY SIGNATURE LOG, continued

Figure 1: Completed Daily Signature Log

		<h1>DAILY SIGNATURE LOG</h1> <p><i>All workers must SIGN IN at beginning of shift and SIGN OUT at end of shift</i></p>										PAGE <u>1</u> OF <u>1</u>	
FIRM: (Check one) <input checked="" type="checkbox"/> CONTRACTOR <input type="checkbox"/> SUBCONTRACTOR		COMPANY ADDRESS				NAME OF SUPERVISOR OF LISTED EMPLOYEES (PRINT)							
The RedTop Group		79 ROCKLYN AVENUE, LYNBROOK, NY 11563				A. Maggi							
DAY OF WEEK (Monday, Tuesday, etc.)		TODAY'S DATE		PROJECT NAME & ADDRESS				FLA (Y/N)		SCA SOLICITATION #		SCA CONTRACT #	
Monday		04/19/2021		PS127K 7805 7th Avenue, Brooklyn NY 11228				Y				C000015037	
PRINT EMPLOYEE NAME	LAST 4 OF SSN	CIRCLE CLASSIFICATION LIST TRADE	BASE WAGE RATE	SUPPLEMENTAL BENEFIT RATE	UNION/LOCAL # AFFILIATION OR "NONE"	STARTING TIME	EMPLOYEE'S SIGNATURE (SIGN IN)	QUITTING TIME	TOTAL HRS WORKED (EXCLUDING MEALS)	EMPLOYEE'S SIGNATURE (SIGN OUT)			
Alexander		1 A1 A2 A3+	\$58.00	\$58.46	Local 3	8:00	<i>Alexander</i>	4:00	8 HRS	<i>Alexander</i>			
Peter		1 A1 A2 A3+	\$58.00	\$58.46	Local 3	8:00	<i>Peter</i>	4:00	8 HRS	<i>Peter</i>			
		2 A1 A2 A3+											
		2 A1 A2 A3+											
		2 A1 A2 A3+											
		2 A1 A2 A3+											
		2 A1 A2 A3+											
		2 A1 A2 A3+											
		2 A1 A2 A3+											
		2 A1 A2 A3+											
		2 A1 A2 A3+											
		2 A1 A2 A3+											
		2 A1 A2 A3+											
COMMENTS:		<p>IT IS UNLAWFUL TO MAKE FALSE ENTRIES ON THIS DOCUMENT</p> <p>I, <u>Richard</u>, <u>Managing Partner</u></p> <p>Field Name Official Company Title</p> <p>hereby certify, that the above information on this form is complete and correct.</p> <p><i>Richard</i> <u>7-15-2021</u></p> <p>Date</p> <p>QUESTIONS ?</p> <p>WAGE COMPLAINTS ?</p> <p>CALL SCA'S</p> <p>LABOR LAW COMPLIANCE</p> <p>"HOTLINE"</p> <p>(718) 472-8100</p> <p><small>(ALL CALLS ARE KEPT CONFIDENTIAL)</small></p>											
<p>* Make up day criteria: When conditions beyond the control of the contractor, such as severe weather, power failures, fire or natural disaster prevent the performance of program work on a regularly scheduled work day, the worker may work on a Saturday for the same pay to which the worker would have been entitled.</p> <p>Date = Date that was rescheduled</p>		<p>COPY MUST BE KEPT ON SITE & AVAILABLE FOR INSPECTION</p>											

6.1 Upload the Daily Signature Log (DSL)

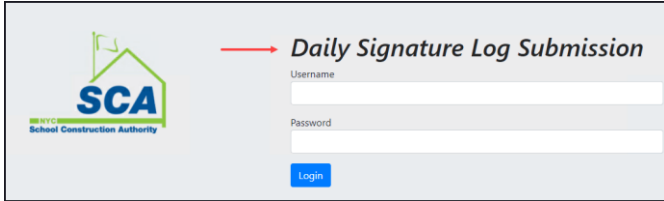
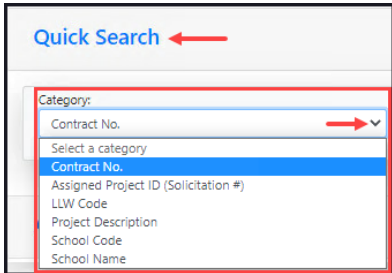
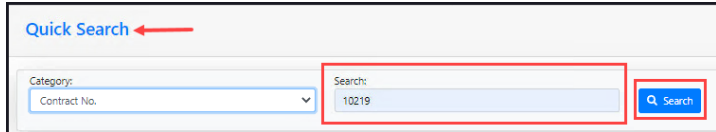



Before proceeding, be sure to have the following:

- SCA Contract Number that corresponds to the DSL(s) being uploaded.
- The week ending date and exact work days from the DSL(s).

Follow the steps below to upload a DSL:

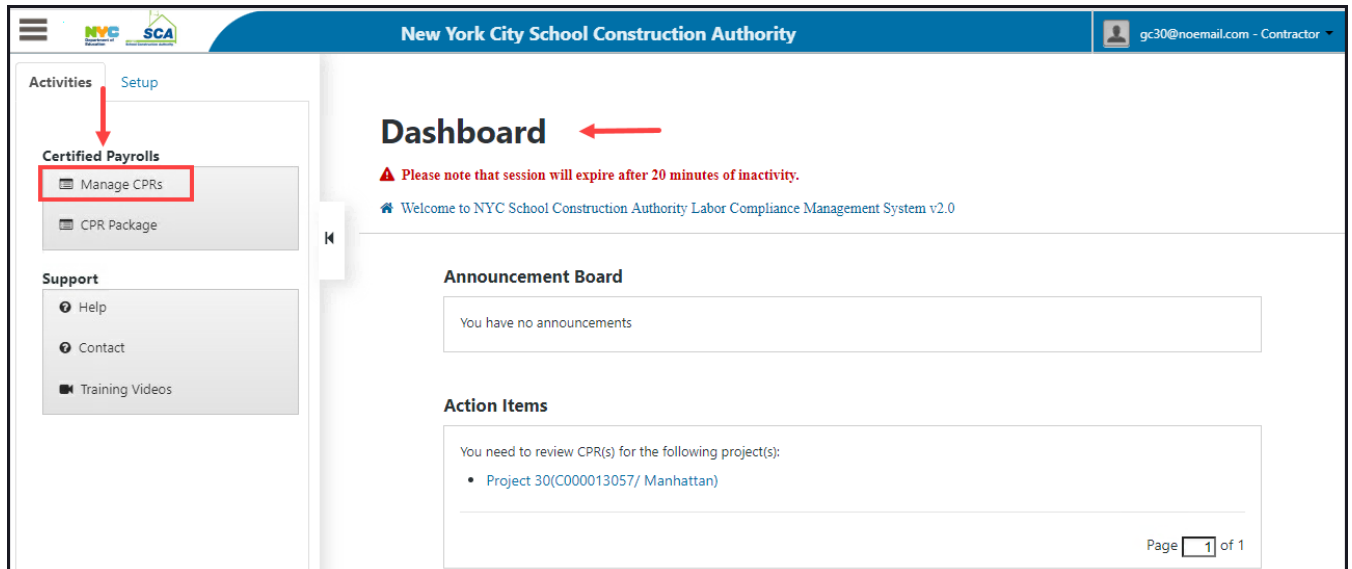
1. Is LCMS being used to upload a DSL?

If...	Then...
Yes	Proceed to step 2.
No	<p>The DSL Submission web page is being used to upload a DSL.</p> <p>a. Log in to the DSL Submission web page. The Search screen is displayed.</p>  <p>b. From the Quick Search section, click the Category dropdown arrow. Menu options are displayed.</p> <p>c. From the menu options, select Contract No.</p>  <p>d. Click into the Search field. Enter the last five (5) digits of the contract number.</p> <p>e. Click the Search button. The contract is displayed.</p>  <p> Other criteria are available to locate the appropriate contract; however, the Contract No. option is used most often. To use another option, make a selection from the Category dropdown menu options, and enter the corresponding information in the Search field.</p> <p>f. Proceed to step 9.</p>

6.1 Upload the Daily Signature Log (DSL), continued

2. Log into LCMS. The User's LCMS **Dashboard** is displayed.
3. From the **Dashboard**, go to the **Certified Payrolls** section.
4. Click **Manage CPRs**. The **CPR Management** screen is displayed.

Figure 2: LCMA Dashboard - Certified Payrolls Section - Manage CPRs



6.1 Upload the Daily Signature Log (DSL), continued

- From the **Search CPR List** section, click into the **Search** field. Enter the last five (5) digits of the SCA Contract Number that corresponds to the DSL(s) being uploaded.



Entering the last five digits of the contract number in the **Search** field is the quickest method of locating the necessary information. Users may also locate the contract by inputting information in the **Select Borough** and **Select Contract** fields.

- Use the dropdown arrows to first select the borough that the contract covers, and then select the appropriate contract.

- Click the **Search** button. A project tree is displayed.

Figure 3: CPR Management Screen / Search CPR List Section - Search Field



Click the **Reset** button to enter a new set of five digits (last five digits of the contract number) in the **Search** field.



Be sure the **Contract Number** option is selected from the dropdown menu options located next to the **Search** field.

6.1 Upload the Daily Signature Log (DSL), continued

- From the project tree, select the school that the contract represents.



Multiple schools may be included in the project tree. Be sure to select the appropriate school.

- Click the **Upload DSL** button. The **Daily Signature Log Submission** web page for the contract is displayed.



After clicking the **Upload DSL** button from LCMS, Users are automatically signed into the DSL Submission web page.

Figure 4: LCMS CPR Management Screen - Project Tree Selected School

NYC School Construction Authority

Activities Setup

Certified Payrolls

- Manage CPRs
- CPR Package

Documents

- Sub's Employee Documents

Support

- Help
- Contact
- Training Videos

CPR Management

Search CPR List

10219 Contract Number

Search Reset

Select Borough

Select Contract

- Bronx
 - C000010219
 - CASITA MARIA CTR FOR ARTS & ED
 - BX STUDIO WRTRS DEMO/6 STORY SCHOOL
 - AMCC CORP.
 - TRANSCONTINENTAL CONTRACTING, INC. (No CPR)

Page 1 of 1

Upload DSL New CPR/NP

Contract Number	C000010219
Assigned Project ID	07-07942D
School Code	JS269X
Award Amount	\$46,232,000.00
Project Description	BX STUDIO WRTRS DEMO/6 STORY SCHOOL
Bid Opening Date	1/18/2007
NTP / WA Start Date	2/27/2007
Close Out Date	

6.1 Upload the Daily Signature Log (DSL), continued

- From the DSL Submission web page, go to the **Search Results** section. Select the appropriate Contractor. The **Daily Signature Logs** section for the Contractor is displayed.

Figure 5: DSL Web Page – Search Results

The screenshot shows the 'Daily Signature Log Submission' web page. At the top, there is a header with the SCA logo and a 'Logout' link. Below the header, there is a 'Quick Search' section with a 'Category' dropdown set to 'Contract No.' and a 'Search' input field containing '10219'. A 'Search' button is to the right. Below this is an 'Advanced Search' section. The main content area is titled 'Search Results (1):' and contains a table with the following data:

Contract #	School Code	Project Description	Project ID	General Contractor	NTP Date	School Name	Solicitation #
C000010219	JS269X	BX STUDIO WRTRS DEMO/6 STORY SCHOOL	100	AMCC CORP.	02/27/2007	CASITA MARIA CTR FOR ARTS & ED	07-07942D

A red arrow points to the 'Project Description' column header, and another red arrow points to the 'BX STUDIO WRTRS DEMO/6 STORY SCHOOL' row.

- From the **Daily Signature Logs** section, click the **Upload DSL** button. A **Calendar** is displayed.

Figure 6: DSL: Contractor Identification and Upload Button

The screenshot shows the 'Daily Signature Logs' web page for 'AMCC CORP.\TRANSCONTINENTAL CONTRACTING, INC.'. At the top, there is a header with the contractor name and a red arrow pointing to it. Below the header, there is a table with the following data:

Contract #	Project Description	Project ID	School Code	School Name	NTP Date	Solicitation #	Borough	PO	SPO	CPO
C000010219	BX STUDIO WRTRS DEMO/6 STORY SCHOOL	100	JS269X	CASITA MARIA CTR FOR ARTS & ED	02/27/2007	07-07942D	Bronx	Moises Cordero	Kiwesa King-Yara	Anjaykumar Shah

Below the table, there is a 'Filter' section with 'Month' and 'Year' dropdowns. To the right of the filter section is a red box containing the 'Upload DSL' button. Below the filter section, there is a section titled 'AMCC CORP.' with a link to 'TRANSCONTINENTAL CONTRACTING, INC.'. To the right of this section, there is a message: 'No Data Available! In order to upload new Daily Signature Logs click the Upload DSL button above'.

6.1 Upload the Daily Signature Log (DSL), continued



For the example in **Figure 5**, the User is uploading the first DSL for the contract, and only one Contractor is displayed. However, the **Daily Signature Logs** section for older projects may display multiple Contractors and multiple DSL's that have already been uploaded. That screen is displayed as follows:

Daily Signature Logs (THE MORGANTI GROUP, INC.\INTERPHASE ELECTRIC CORP.)

Contract #	Project Description	Project ID	School Code	School Name	NTP Date	Solicitation #	Borough	PO	SPO	CPO
C000015037	PS 127 (K) New Addition to Existing Building	190013	PS127K	P.S. 127 - BROOKLYN	07/18/2018	18-025324	Brooklyn		Elias Stampolis	

Filter: Month Year ▶

THE MORGANTI GROUP, INC.

ABC CONSTRUCTION CONTRACTING, INC.

INTERPHASE ELECTRIC CORP.

B & B Lightning Protection LLC

The RedTop Group, LLC

Blue Iron Security Services LLC

SITE FENCING, INC.

ID Consulting LLC

HAILEY INSULATION CORP.

ALL IN ONE SERVICES INTERNATIONAL INC.

Transel Elevator & Electric, Inc.

Keller Industrial, Inc.

Erection & Welding Contractors, LLC

ISLAND FOUNDATIONS CORPORATION

MAJESTY RE-BAR CO., INC.

ATLAS FENCE & RAILING CO., INC.

Dynamic Pest Control, Inc.

E.A.I., Inc. Executive Abatement Industries

GRAND MECHANICAL CORP.

ROMAR SHEET METAL, INC.

Solar Insulation Co., Inc.

RICHMAR CONTROLS & SVC CO., INC.

ABLE RIGGING CONTRACTORS, INC.

CPR Weekend Date

09/01/2021 **Work Dates**

Tu 8/24, Fr 8/27, Sa 8/28, Mo 8/30, Tu 8/31, We 9/1

08/25/2021 **Work Dates**

Tu 8/17, Fr 8/20, Sa 8/21, Mo 8/23, Tu 8/24, We 8/25

08/18/2021 **Work Dates**

Tu 8/10, Fr 8/13, Sa 8/14, Mo 8/16, Tu 8/17, We 8/18

08/11/2021 **Work Dates**

Tu 8/3, Fr 8/6, Sa 8/7, Mo 8/9, Tu 8/10, We 8/11

08/04/2021 **Work Dates**

Tu 7/26, Fr 7/29, Sa 7/31, Mo 8/2, Tu 8/2, We 8/4

07/28/2021 **Work Dates**

Tu 7/20, Fr 7/23, Sa 7/24, Mo 7/26, Tu 7/27, We 7/28

07/21/2021 **Work Dates**

Tu 7/13, Fr 7/16, Mo 7/19, Tu 7/20, We 7/21

07/14/2021 **Work Dates**

Tu 7/6, Fr 7/9, Mo 7/13, Tu 7/13, We 7/14

07/07/2021 **Work Dates**

Tu 7/0, Fr 7/2, Tu 7/2, We 7/2

06/30/2021 **Work Dates**

Tu 6/24, Sa 6/26, Mo 6/28

Actions

View Download History

Action Buttons



Click the **EYE** button to view the completed DSL for the selected week.



Click the **DOWNLOAD** button to download a copy of the DSL to a local file.



Click the **CIRCULAR ARROW** button to view the document history for the contract:

Document History (TRANSCONTINENTAL CONTRACTING, INC.)

Contract #	Project Description	Project ID	School Code	School Name	NTP Date	Solicitation #	Borough	PO	SPO	CPO
C000010219	BX STUDIO WRTRS DEMO/6 STORY SCHOOL	100	JS269X	CASITA MARIA CTR FOR ARTS & ED	02/27/2007	07-07942D	Bronx	Moises Cordero	Kiwesa King-Yara	Anjaykumar Shah

Document Name	Version	Uploaded By	Upload on	CprWeekendDate	Workdates	Actions
SAMPLE_DSL_COMPLETED.docx.pdf	1	Hall, Beverly		10/17/2021	Tu 10/12, We 10/13, Th 10/14	View Download

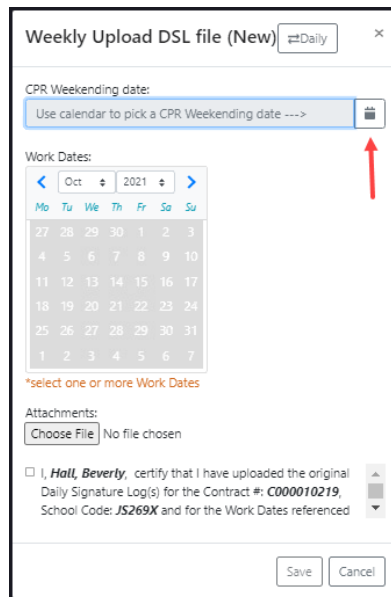
Legend: View Download

Close

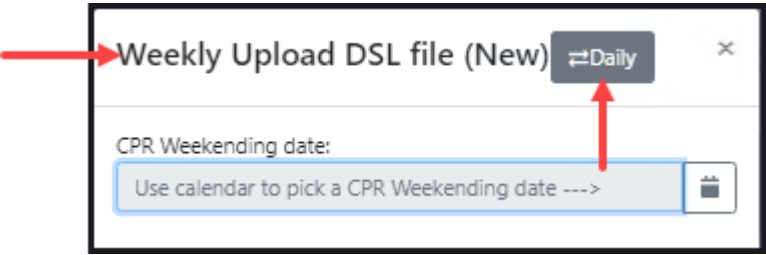
6.1 Upload the Daily Signature Log (DSL), continued

11. From the **Calendar**, click the **Calendar icon** to unlock the calendar for input.

Figure 7: Calendar - Calendar Icon



12. Is the DSL being updated for the week?

If...	Then...
Yes	Proceed to step 13.
No	<p>A DSL for a single day is being uploaded:</p> <ol style="list-style-type: none">From the Daily Signature Logs section, click the Upload DSL button. A Calendar is displayed.From the Calendar, click the Daily option.  <ol style="list-style-type: none">Proceed to step 13.

6.1 Upload the Daily Signature Log (DSL), continued

- From the **Calendar**, select the week ending day. The date appears in the **CPR Weekending date** field.



The DSL week-ending date is the same as the CPR week-ending date.

Figure 8: Calendar Icon – Week Ending Date

Weekly Upload DSL file (New)

CPR Weekending date:
10-17-2021

Work Dates:
Oct 2021
Mo Tu We Th Fr Sa Su
27 28 29 30 1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31
1 2 3 4 5 6 7

*select one or more Work Dates

Attachments:
 No file chosen

☐ I, **Hall, Beverly**, certify that I have uploaded the original Daily Signature Log(s) for the Contract #: **C000010219**, School Code: **JS269X** and for the Work Dates referenced

- From the work week, select all work days the DSL represents. The selected dates are displayed next to the **Calendar**.



Users **MUST** select at least one day within the work week.

Figure 9: Calendar – Selected Work Days

Weekly Upload DSL file (New)

CPR Weekending date:
10-17-2021

Work Dates:
Oct 2021
Mo Tu We Th Fr Sa Su
27 28 29 30 1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31
1 2 3 4 5 6 7

☐ I, **Hall, Beverly**, certify that I have uploaded the original Daily Signature Log(s) for the Contract #: **C000010219**, School Code: **JS269X** and for the Work Dates referenced

6.1 Upload the Daily Signature Log (DSL), continued

- Click the **Choose File** button. A search window opens displaying all drives/folders/files associated with the User.

Figure 10: Calendar - Choose File Button

Weekly Upload DSL file (New)

CPR Weekending date:
10-17-2021

Work Dates:

Oct 2021

Mo Tu We Th Fr Sa Su

27 28 29 30 1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30 31

1 2 3 4 5 6 7

- 10/12/2021
- 10/13/2021
- 10/14/2021

Attachments:
 No file chosen

☐ Hall, Beverly, certify that I have uploaded the original Daily Signature Log(s) for the Contract #: C000010219, School Code: JS269X and for the Work Dates referenced

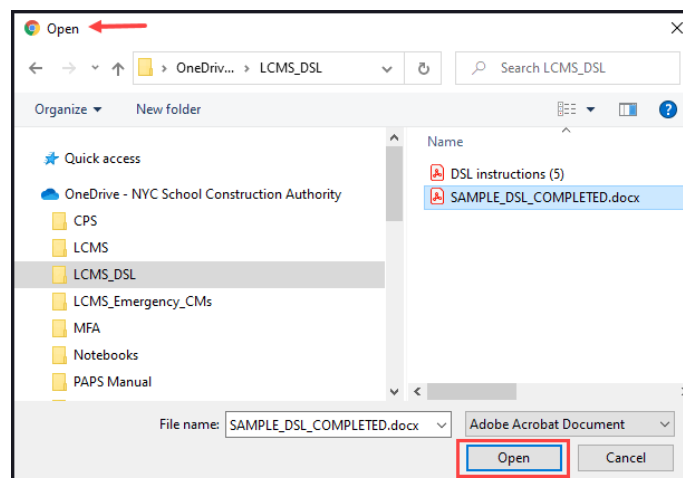
- From the search window, locate and select the appropriate DSL pdf file for upload.



The file **MUST** be in a PDF format. However, be sure that the file is under 10 KB or it will not load.

- Click the **Open** button. The file is displayed on the **Calendar**.

Figure 11: Open Window - User's Folders/Files



6.1 Upload the Daily Signature Log (DSL), continued

18. From the **Calendar** click the certification box.

19. Click the **Save** button.

Figure 12: Calendar - Certification Checkbox / Save Button

Weekly Upload DSL file (New) ☒ Daily

CPR Weekending date:
10-17-2021

Work Dates:
Oct 2021
Mo Tu We Th Fr Sa Su
27 28 29 30 1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31
1 2 3 4 5 6 7

- 10/12/2021
- 10/13/2021
- 10/14/2021

Attachments:
Choose File SAMPLE_DS...TED.docx.pdf

☒ I, **Hall, Beverly**, certify that I have uploaded the original Daily Signature Log(s) for the Contract #: **C000010219**, School Code: **JS269X** and for the Work Dates referenced

Save Cancel

- An **upload in progress** message is displayed.

Daily Signature Logs (TRANSCONTINENTAL CONTRACTING, INC.)

Contract #	Project Description	Project ID	School Code	School Name	NTP Date	Solicitation #	Borough	PO	SPO	CPO
C000010219	BX STUDIO WRTRS DEMO/6 STORY SCHOOL	100	JS269X	CASITA MARIA CTR FOR ARTS & ED	02/27/2007	07-07942D	Bronx	Moises Cordero	Kiwesa King-Yara	Anjaykumar Shah

The daily signature log for 10/17/2021 has been successfully uploaded.

Filter: Month Year Upload DSL

CPR Weekend Date: 10/17/2021 Work Dates: 10/12, 10/13, 10/14 Actions: [Icons]

- A confirmation message is displayed.

Daily Signature Logs (TRANSCONTINENTAL CONTRACTING, INC.)

Contract #	Project Description	Project ID	School Code	School Name	NTP Date	Solicitation #	Borough	PO	SPO	CPO
C000010219	BX STUDIO WRTRS DEMO/6 STORY SCHOOL	100	JS269X	CASITA MARIA CTR FOR ARTS & ED	02/27/2007	07-07942D	Bronx	Moises Cordero	Kiwesa King-Yara	Anjaykumar Shah

DSL upload in progress. Please wait...

Filter: Month Year Upload DSL

- The DSL is now saved to the **Daily Signature Log** application.

6.1 Upload the Daily Signature Log (DSL), continued

20. Does another DSL need to be uploaded?

If...	Then...
Yes	Repeat steps 10 – 19.
No	END OF TASK