

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



DAILY SIGNATURE LOG

All workers must SIGN IN at beginning of shift and SIGN OUT at end of shift

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FIRM: (Check one) <input type="checkbox"/> CONTRACTOR <input checked="" 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			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)
		J	A1	A2								
Alexander		J			\$58.00	\$58.46	Local 3	8:00	<i>Alexander</i>	4:00	8 HRS	<i>Alexander</i>
Peter		J			\$58.00	\$58.46	Local 3	8:00	<i>Peter</i>	4:00	8 HRS	<i>Peter</i>

COMMENTS:

IT IS UNLAWFUL TO MAKE FALSE ENTRIES ON THIS DOCUMENT

I, Richard [Signature] Managing Partner

Full Name Official Company Title

hereby certify, that the above information on this form is complete and correct.

[Signature] 7-15-2021

Date

QUESTIONS ?
WAGE COMPLAINTS ?

CALL SCA'S
LABOR LAW COMPLIANCE

"HOTLINE"
(718) 472-8100
(ALL CALLS ARE KEPT CONFIDENTIAL)

COPY MUST BE KEPT ON SITE & AVAILABLE FOR INSPECTION

SCA PM-33 6/08/14 REV4 (4/18)

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> <div data-bbox="461 764 1122 961" data-label="Image"> </div> <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> <div data-bbox="461 1115 849 1388" data-label="Image"> </div> <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> <div data-bbox="461 1499 1170 1633" data-label="Image"> </div> <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

The screenshot displays the LCMA Dashboard interface. At the top, the header includes the New York City School Construction Authority logo and the user's email address, gc30@noemail.com, with a dropdown arrow. The main content area is divided into a left sidebar and a main dashboard area. The sidebar contains sections for 'Activities' (with a 'Setup' link), 'Certified Payrolls' (with 'Manage CPRs' and 'CPR Package' options), and 'Support' (with 'Help', 'Contact', and 'Training Videos' options). The 'Manage CPRs' option is highlighted with a red box, and a red arrow points to it. The main dashboard area features a 'Dashboard' heading with a red arrow pointing to it, a warning message about session expiration, a welcome message, an 'Announcement Board' section, and an 'Action Items' section listing a project for review. The page number 'Page 1 of 1' is visible at the bottom right.

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.

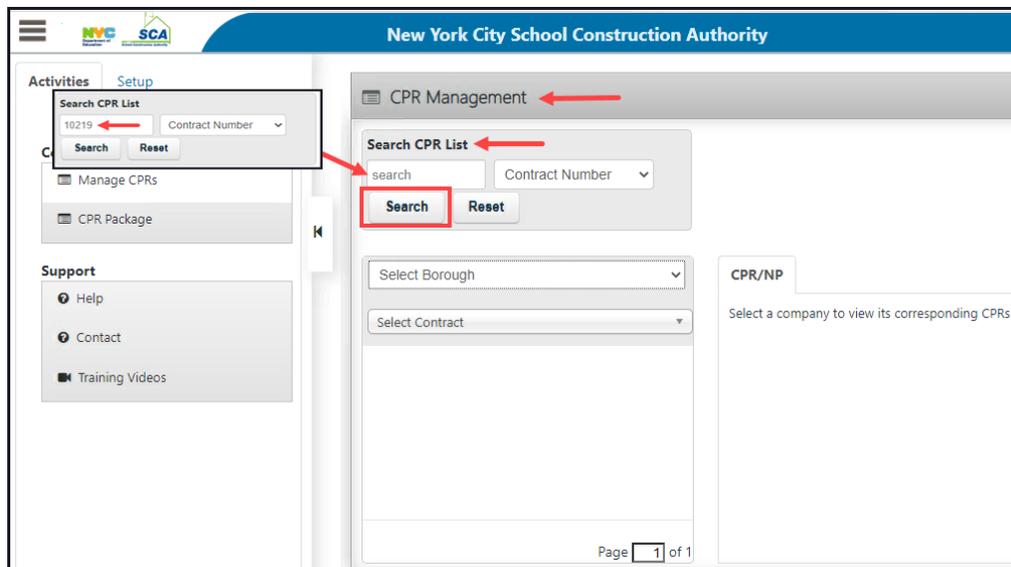


Entering the last five digits of the contract number in the **Search** field is the quickest method of locating the necessary information. Users may also locate the contract by inputting information in the **Select Borough** and **Select Contract** fields.

- 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.

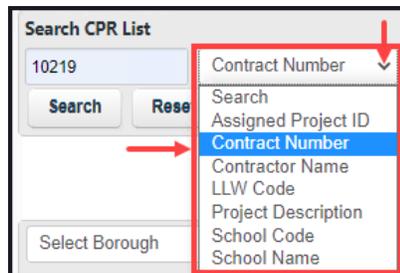
Figure 3: CPR Management Screen / Search CPR List Section - Search Field



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

7. 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.

8. 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

The screenshot displays the NYC School Construction Authority (SCA) LCMS CPR Management interface. The header includes the SCA logo and the user's email address, bhall@nycsca.org - Contractor. The left sidebar contains navigation options: Certified Payrolls (Manage CPRs, CPR Package), Documents (Sub's Employee Documents), and Support (Help, Contact, Training Videos). The main content area is titled 'CPR Management' and features a search bar for 'Search CPR List' with the contract number '10219' and a dropdown for 'Contract Number'. Below the search bar are 'Search' and 'Reset' buttons. A 'Select Borough' dropdown is set to 'Bronx', and a 'Select Contract' dropdown shows a tree view with 'CASITA MARIA CTR FOR ARTS & ED' and 'BX STUDIO WRTRS DEMO/6 STORY SCHOOL' highlighted. A red box highlights the 'Upload DSL' button in the top right corner. To the right of the project tree is a 'New CPR/NP' button and a table of contract details.

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 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 'Project Description' cell in the first 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' 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 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 is a 'Filter' section with 'Month' and 'Year' dropdown menus. To the right of the filter is a red-bordered box containing an 'Upload DSL' button with a download icon. Below the filter and button is a section titled 'AMCC CORP.' with a sub-section 'TRANSCONTINENTAL CONTRACTING, INC.' and 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
C000015057	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 SEARCH

Contractor	CPR Weekend Date	Work Dates	Actions
<ul style="list-style-type: none"> THE MORGANTI GROUP, INC. ABC CONSTRUCTION CONTRACTING, INC. INTERPHASE ELECTRIC CORP. B & B Lighting 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. 	09/01/2021	Tu 9/28, Fr 9/27, Sa 9/28, Mo 9/30, Tu 9/31, We 9/1	
	08/25/2021	Tu 8/19, Fr 8/20, Sa 8/21, Mo 8/23, Tu 8/24, We 8/25	
	08/18/2021	Tu 8/13, Fr 8/13, Sa 8/14, Mo 8/16, Tu 8/17, We 8/18	
	08/11/2021	Tu 8/9, Fr 8/9, Sa 9/7, Mo 8/9, Tu 8/10, We 8/11	
	08/04/2021	Tu 7/28, Fr 7/29, Sa 7/31, Mo 8/2, Tu 8/2, We 8/4	
	07/28/2021	Tu 7/23, Fr 7/23, Sa 7/24, Mo 7/26, Tu 7/27, We 7/28	
	07/21/2021	Tu 7/19, Fr 7/19, Mo 7/19, Tu 7/20, We 7/21	
	07/14/2021	Tu 7/8, Fr 7/8, Mo 7/13, Tu 7/13, We 7/14	
	07/07/2021	Tu 7/1, Fr 7/2, Tu 7/6, We 7/7	
	06/30/2021	Tu 6/14, Sa 6/20, Mo 6/22	

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	

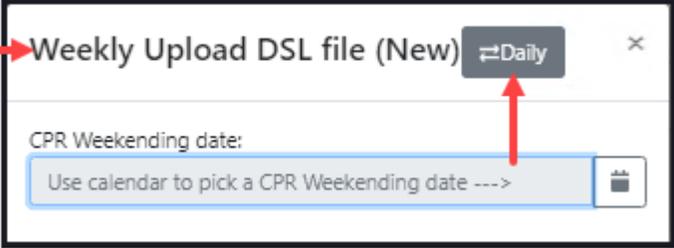
Legend: =View =Download Close

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

The screenshot shows a web form titled "Weekly Upload DSL file (New)". At the top right, there is a "Daily" checkbox. Below the title, the "CPR Weekending date:" field contains "10-17-2021" and is highlighted with a red box. Below this is the "Work Dates:" section, which includes a calendar for October 2021. The date "17" is highlighted in red on the calendar. A red arrow points from the "17" on the calendar to the "10-17-2021" in the "CPR Weekending date" field. Below the calendar, there is a "Choose File" button and a checkbox for certification. At the bottom, there are "Save" and "Cancel" buttons.

- 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.

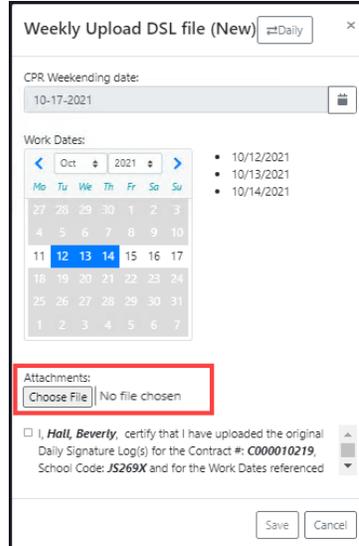
Figure 9: Calendar – Selected Work Days

The screenshot shows the same web form as Figure 8. The "CPR Weekending date:" field still contains "10-17-2021". In the "Work Dates:" section, the calendar for October 2021 shows the days 12, 13, and 14 highlighted in blue. A red box highlights a list of these dates: "10/12/2021", "10/13/2021", and "10/14/2021". A red arrow points from this list to the blue highlights on the calendar. The rest of the form, including the "Choose File" button and certification checkbox, remains the same.

6.1 Upload the Daily Signature Log (DSL), continued

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

Figure 10: Calendar - Choose File Button



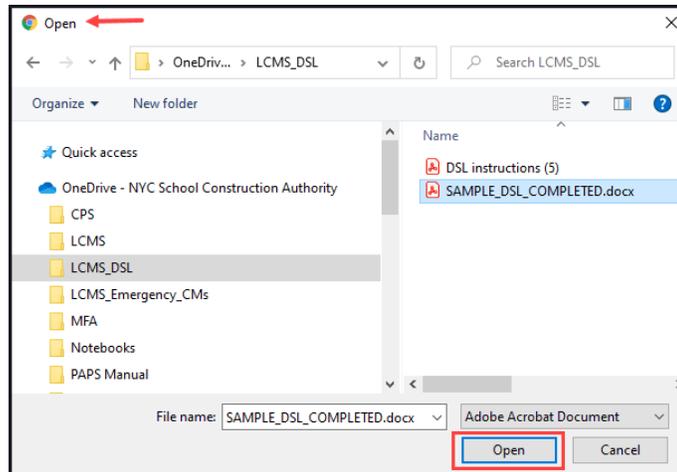
16. From the search window, locate and select the appropriate DSL pdf file for upload.



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

17. 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: [Refresh] [Download] [Print]

- 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