



LaborKey
WageKey
Version 4.0

Topic: Construction Data Entry

OCT 2015

Construction Data Entry – Step-by-Step Overview
Contact Information

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Construction Data Entry

Step 1 – Find a Project

LIUNA KEY – MINNESOTA

Projects Reports Exports Sync Backup Restore Contractors Config Exit

Projects Union Contractors Non-Union Contractors Visits Reports C037V4

Project Delete Project

NAME: RIDGEDALE MALL NEW NORDSTROMS

DESCRIPTION (on Fed. WD-10): RIDGEDALE MALL EXPGRADE/EXPAN

ADDRESS (or location): 12401 WAYZATA BLVD

CITY: MINNETONKA ST: MN CNTY: HENNEP

EST. PROJECT START & END DATES: 04/01/2014 -- 12/28/2015 EST. PROJECT VALUE: \$ 39,000,000

CATEGORY: Building Highway Heavy Residential

DEFAULT AGENT: JOE FOWLER (signer: "JOE FOWLE")

Don't Report to FED Don't Report to MN *data locked

Fed Info **Owner** **Developer** **Architect**

FUNDING FED. STATE NEITHER

Apartment Building * Paving
 Bicycle Path Parking Lot
 Bridge Over Navigable Water Playground
 Bridge (Any Other Type) Residential *
 Dormitory Road/Street/Highway/Drive
 Hospital School
 Motel/Hotel Site Preparation
 Nursing/Assist. Living Facil.* Treatment Plant
 Office/Commercial Building Water/Sewer

OTHER:

Notes Expand

Find Project ID Full Screen

Project ID	Project Name	Project Description	Address	City	State	County
C037UX	CENTRAL MIDDLE SCHOOL AD	ADDITION & REMODELIN	8025 SCHOOL RD	EDEN PRAIRI	MN	HENNEPIN
C037UY	EDEN PRAIRIE ROAD RECONS	NEW UTILITIES AND ASP	EDEN PRAIRIE RD S	EDEN PRAIRI	MN	HENNEPIN
C037UZ	EDEN PRAIRIE CITY CENTER O	RENOVATIONS TO EXIST	8040 MITCHELL RD	EDEN PRAIRI	MN	HENNEPIN
C037V2	LAKE DR BUSINESS CENTER N	REDO EXISTING LOT AT L	950 LAKE DR E	CHANHASSE	MN	CARVER
C037V4	RIDGEDALE MALL NEW NORD	RIDGEDALE MALL EXPGR	12401 WAYZATA BLV	MINNETONK	MN	HENNEPIN
C037V5	GREAT PLAINS RETAIL CENTE	NEW STRIP MALL	7905 GREAT PLAINS E	CHANHASSE	MN	CARVER
C037V6	MINNEWASHTA HEIGHTS NEIG	REDOING UTILITIES & RD	CYPRESS DR - N SIDE	CARVER	MN	CARVER

To find a project, enter multiple project search criteria, separated by commas or other common delimiters, in the "Project Search" box in the left margin of the "Projects" screen.

To display unlimited search results, click the "MORE" button. The full "Project Search" screen (see illustration on following page) displays 15 matching projects at a time and also documents all the available search criteria in a "Search Tips" box in the right margin.

Click the "GO" button associated with the desired project.

The selected project appears on the main screen.

The user may also browse through projects in the displayed project grid, and select different projects by clicking on the desired project row. Clicking on column headers resorts the project data accordingly.

“Project Search” screen



Project Search

RIDGE, HEN

RIDGEDALE MALL NE...
 MN - HENNEPIN \$39,000,000
 BLDG 04/01/14 - 12/28/15
 3 CONTRACTORS **JF**
 8 VISITS / 27 WORKERS
 ID: C037V4 **GO**

RIDGEDALE MALL PA...
 MN - HENNEPIN \$200,000
 HWY 06/01/05 - 08/31/05
 1 CONTRACTOR **CL**
 1 VISIT / 4 WORKERS
 ID: C001D1 **GO**

RIDGEDALE MALL RE...
 MN - HENNEPIN \$5,000,000
 BLDG 03/01/07 - 03/31/08
 1 CONTRACTOR **CL**
 1 VISIT / 1 WORKER
 ID: C0048Z **GO**

RIDGEDALE MALL SI...
 MN - HENNEPIN \$35,000,000
 BLDG 04/01/14 - 12/28/15
 4 CONTRACTORS **JF**
 12 VISITS / 32 WORKERS
 ID: C037RK **GO**

RIDGEDALE REGIONA...
 MN - HENNEPIN \$150,000
 BLDG 05/01/08 - 07/31/08
 1 CONTRACTOR **CL**
 1 VISIT / 2 WORKERS
 ID: C004V5 **GO**

THOROUGH SEARCH (incl. notes)

NEXT 6 **CLEAR** **RETURN**

RIDGEDALE SHOPPIN...
 MN - HENNEPIN \$200,000
 HWY 07/01/07 - 07/31/07
 1 CONTRACTOR **CL**
 1 VISIT / 1 WORKER
 ID: C00484 **GO**

RIDGEDALE SHOPPIN...
 MN - HENNEPIN \$50,000
 BLDG 07/01/07 - 08/01/07
 1 CONTRACTOR **CL**
 1 VISIT / 1 WORKER
 ID: C0047M **GO**

RIDGEDALE TARGET
 MN - HENNEPIN \$5,000,000
 BLDG 01/02/07 - 08/31/07
 3 CONTRACTORS **CL**
 4 VISITS / 7 WORKERS
 ID: C003TP **GO**

RIDGEHAVEN MALL-B...
 MN - HENNEPIN \$800,000
 BLDG 05/01/04 - 09/30/04
 2 CONTRACTORS **CL**
 2 VISITS / 6 WORKERS
 ID: C000KV **GO**

RIDGE ROAD SANITA...
 MN - SIBLEY \$75,000
 HWY 10/27/03 - 11/28/03
 1 CONTRACTOR **MG**
 1 VISIT / 4 WORKERS
 ID: C030KL **GO**

Search Tips

You can enter up to five search terms separated by commas
(or separated by semicolons if search terms contain commas)

Only projects which match on all entered search terms will be displayed

The data fields searched are:

PROJECT ID (with or without prefix)
PROJECT NAME (punctuation ignored)
PROJECT ADDRESS (strict match)
PROJECT CITY (strict match)
PROJECT STATE (Postal abbreviation)
PROJECT COUNTY (strict match)
PROJECT CATEGORY (accepted values are limited to "BLDG", "BUILDING", "COMMERCIAL", "HWY", "HIGHWAY", "HVI", "HEAVY", "RES", "RESIDENTIAL", or the leading 3 characters of any of these values)
PROJECT START DATE & PROJECT END DATE (accepted formats include M/D/YYYY, M-D-YYYY, MM/DD/YYYY, MM-DD-YYYY and YYYY)
PROJECT EST. VALUE (w/out commas)
PROJECT DESCRIPT (punct. ignored)
RESPONSIBLE AGENT (accepted search values are limited to first name, middle name, last name, first & last initials, & all 3 initials)
UNION CONTRACTOR NAME (punctuation ignored)
NON-UNION CONTRACTOR NAME (punctuation ignored)
VISIT DATE (accepted search value formats include M/D/YYYY, M-D-YYYY, MM/DD/YYYY, MM-DD-YYYY and YYYY)
OWNER, DEVELOPER or ARCHITECT (punctuation ignored)

RIDGEVIEW CLINIC R...
 MN - HENNEPIN \$20,000
 BLDG 01/05/09 - 02/05/09
 1 CONTRACTOR **CL**
 1 VISIT / 3 WORKERS
 ID: C005C2 **GO**

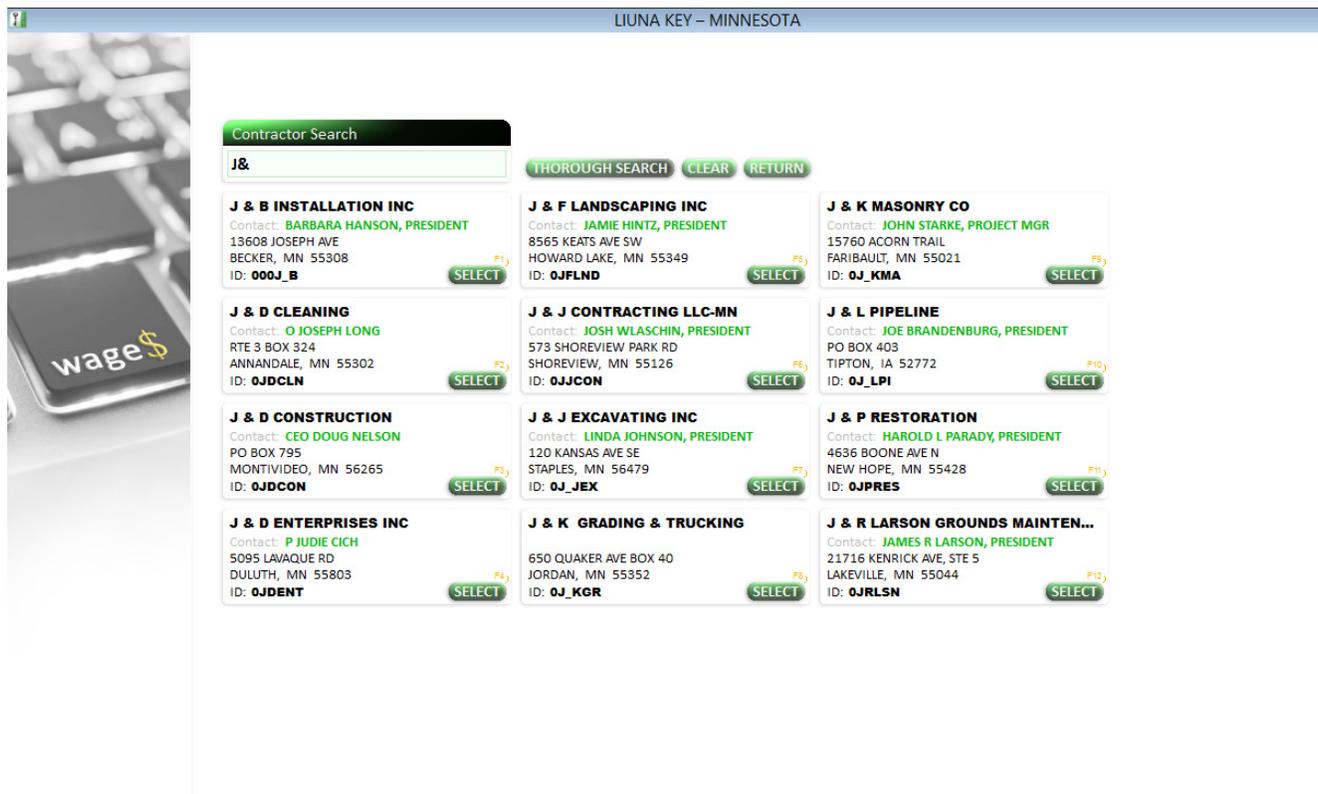
RIDGEVIEW MEDICAL ...
 MN - HENNEPIN \$2,000,000
 BLDG 08/01/04 - 10/31/04
 1 CONTRACTOR **CL**
 1 VISIT / 2 WORKERS
 ID: C000WX **GO**

RIDGEWOOD ROAD R...
 MN - HENNEPIN \$1,100,000
 HWY 05/01/08 - 11/30/08
 2 CONTRACTORS **CL**
 3 VISITS / 6 WORKERS
 ID: C004VQ **GO**

PARKING LOT - MINN...
 MN - HENNEPIN \$25,000
 HWY 09/01/09 - 09/30/09
 1 CONTRACTOR **CL**
 2 VISITS / 1 WORKER
 ID: C005MP **GO**

BEST BUY STORE
 MN - HENNEPIN \$600,000
 BLDG 07/01/12 - 12/31/12
 1 CONTRACTOR **CL**
 1 VISIT / 2 WORKERS
 ID: C0075L **GO**

Step 2 – Add a Contractor



To add a contractor to the project, click the “Add Contractor” button in the “Shortcuts” box in the left margin of the “Projects” screen illustrated on page 3, or click the F3 shortcut key. The “Contractor Search” screen appears, as illustrated above.

Immediately start entering the contractor name. LIUNA KEY will disregard punctuation, articles such as “the”, and other formatting or abbreviations. Matching contractors will display as you type. In the illustration above, the text “J&” has been entered, and many matches are displayed. Adding a “D” to the criteria reduces the results to 3 contractors as displayed on the following page.

To add “J & D Construction” to the project, click the “SELECT” button, enter a few required data items, and click the “ADD CONTRACTOR TO PROJECT” button illustrated at the bottom of the following page.

If the desired contractor is not found, there are much more comprehensive contractor search features within the “Contractors” section of the software, and administrators can easily add additional contractors to the database, including non-signatory contractors.

“Contractor Search” screen – Drill Down

LIUNA KEY – MINNESOTA

Contractor Search

J&D

THOROUGH SEARCH CLEAR RETURN

J & D CLEANING
Contact: **O JOSEPH LONG**
RTE 3 BOX 324
ANNANDALE, MN 55302
ID: **OJDCLN** F1) **SELECT**

J & D CONSTRUCTION
Contact: **CEO DOUG NELSON**
PO BOX 795
MONTIVIDEO, MN 56265
ID: **OJDCON** F2) **SELECT**

J & D ENTERPRISES INC
Contact: **P JUDIE CICH**
5095 LAWAQUE RD
DULUTH, MN 55803
ID: **OJDENT** F3) **SELECT**

“Contractor Search” screen – Contractor Selected

LIUNA KEY – MINNESOTA

Contractor Search

J&D

THOROUGH SEARCH CLEAR RETURN

J & D CLEANING
Contact: **O JOSEPH LONG**
RTE 3 BOX 324
ANNANDALE, MN 55302
ID: **OJDCLN** F1) **SELECT**

J & D CONSTRUCTION
Contact: **CEO DOUG NELSON**
PO BOX 795
MONTIVIDEO, MN 56265
ID: **OJDCON** F2) **SELECT**

J & D ENTERPRISES INC
Contact: **P JUDIE CICH**
5095 LAWAQUE RD
DULUTH, MN 55803
ID: **OJDENT** F3) **SELECT**

J & D Construction

GENERAL/PRIMARY SUB → GENERAL IS WE ONEIL

↳ ONLY SUPPLIED MATERIALS

↳ EST. SUBCONTRACT VALUE \$ 22,000

SUPERINTENDENT **OJDCON**

ADD CONTRACTOR TO PROJECT CTRL+Y) **CANCEL**

Step 3 – Add a Job Visit Report

The screenshot shows the 'LIUNA KEY - MINNESOTA' interface. The top navigation bar includes 'Projects', 'Reports', 'Exports', 'Sync', 'Backup', 'Restore', 'Contractors', 'Config', and 'Exit'. Below this, a secondary bar shows 'Projects', 'Union Contractors', 'Non-Union Contractors', 'Visits', and 'Reports', with 'C037V4' on the right.

Project Information:

- Project Name:** RIDGEDALE MALL NEW NORDSTROMS
- Description:** RIDGEDALE MALL EXPGRADE/EXPA
- Address:** 12401 WAYZATA BLVD
- City:** MINNETONKA, **ST:** MN, **CNTY:** HENNEP
- EST. PROJECT START & END DATES:** 04/01/2014 - 12/28/2015
- EST. PROJECT VALUE:** \$ 39,000,000
- Category:** Building (selected), Highway, Heavy, Residential
- Default Agent:** JOE FOWLER (signer: "JOE FOWL")
- Options:** Don't Report to FED, Don't Report to MN, *data locked

Fed Info: FUNDING: FED, STATE, NEITHER. Other categories include Apartment Building, Bicycle Path, Bridge Over Navigable Water, Bridge (Any Other Type), Dormitory, Hospital, Motel/Hotel, Nursing/Assist. Living Facil., Office/Commercial Building, Paving, Parking Lot, Playground, Residential, Road/Street/Highway/Drive, School, Site Preparation, Treatment Plant, Water/Sewer.

Union Contractors: 4 Contractors, 8 Visits, 27 Workers

CONTRACTOR	VISITS	WORKERS
J & D Construction	0	0
KNUTSON CONSTRUCTION SERVICE	3	14
LANDWEHR CONSTRUCTION INC	3	8
MULCAHY INC	2	5

Contractor Details:

- GENERAL/PRIMARY:**
- SUB:** GENERAL IS WE ONEIL
 - ONLY SUPPLIED MATERIALS
 - ESTIMATED SUBCONTRACT VALUE:** \$ 22,000
 - SUPERINTENDENT:** [Empty field]

Shortcuts:

- 1 Add Project (F2)
- 2 Add Contractor (F3)
- 3 Add Visit (F4)

Project Status: VISITS

- 3 CONTRACTORS (w/ visits)
- 6 VISIT DATES / 8 REPORTS
- 27 WORKERS
- LAST VISIT DATE: 02/24/15
- LAST MN REPORT: 06/02/15
- LAST FED REPORT: none ...

Buttons: PREVIEW, PRINT

After clicking the "ADD CONTRACTOR TO PROJECT" button from the "Contractor Search" screen, the "Union Contractors" screen under the "Projects" section appears, as illustrated above. The added contractor appears in the "Union Contractors" grid at the bottom left corner.

Now you are ready to add a new job visit report for J & D Construction employees working on the Ridgedale Mall project.

Click the "Add Visit" button in the "Shortcuts" box in the left margin of the "Projects" screen illustrated above, or click the F4 shortcut key. The "Add Visit Report" screen appears, as illustrated on the following page.

“Add Visit Report” screen – Blank

LIUNA KEY – MINNESOTA

Add Visit Report (unique by project, contractor, & day)

Required Information

VISIT DATE: //

AGENT: JOE FOWLER (signer: "JOE FOWLER"; id:)

CONTRACTOR: Select a CONTRACTOR ...

Add Workers LESS THAN 8 HOURS ON PROJECT J A P **APPLY**

ENTER WORKER DATA & HIT ENTER KEY (or click APPLY button)

TYPE OF WORK: Select a TYPE OF WORK ...

Confirm & Begin Next (same project) **Confirm** **Cancel**

Worker List No Workers Listed

Each “Visit Report” is unique to a (1) project, (2) contractor & (3) day. However, unlimited workers can be reported performing many types of work, and at multiple pay scales. If an agent accidentally enters a new “Visit Report” for a project, contractor & day already reported, the software will allow it, as long as the same worker activity is not reported. The software will notify the user accordingly and automatically combine non-conflicting data together into a single “Visit Report”. The agents can easily select existing visits, and add new visits when needed.

By default the software will not allow the same worker to be entered multiple times on the same visit. However, federal Davis-Bacon surveys permit workers being listed separately for each reported type of work performed, and there is a process to enable multiple entries of the same workers on visit reports. Contact LaborKey Corporation for additional information.

If LIUNA member data integration is enabled, LIUNA KEY will automatically update the LIUNA KEY member list, and this makes data entry extremely fast and accurate. If data are entered off paper jobsite reports or steward reports, the entries can be difficult to read, and errors result in slow data entry and duplication. With search-as-you-type member match enabled, as illustrated on the following page, you only need to type a few characters to display potential matches, and the “info” button is customized for each union, so detailed membership information can be compared (including arrears status, which is popular).

“Add Visit Report” screen – With Name Search Enabled

Add Visit Report (unique by project, contractor, & day)

Required Information

VISIT DATE: 10/15/2015
 AGENT: JOE FOWLER (signer: "JOE FOWLER"; id: [v])
 CONTRACTOR: J & D Construction (0JDCON)

Add Workers LESS THAN 8 HOURS ON PROJECT J A P **APPLY**

ENTER WORKER DATA & HIT ENTER KEY (or click APPLY button)

KRI, DEN

DENNIS KRIENS 1946 CTY 41 NW BACKUS, MN 56435 ID: CD000000058H info	APPLY (DROPPED)	DENNIS KRILL PO BOX 852 CHANHASSEN, MN 55317 ID: CD000000098Y info	APPLY (DROPPED)
DENNIS KRIENS 1946 CTY RD 41 NW BACKUS, MN 56435 ID: CD0005632301618 info	APPLY (DROPPED)	DENNIS KRILL PO BOX 852 CHANHASSEN, MN 55317 ID: CD000563246833 info	APPLY (DROPPED)
DENNIS KRIENS 1946 CTY RD 41 NW BACKUS, MN 56435 ID: CDCNCLMN2301618 info	APPLY	DENNIS KRILL PO BOX 852 CHANHASSEN, MN 55317 ID: CDCNCLMN246833 info	APPLY

TYPE OF WORK: FNC - FENCE (101 - COMMON LABORER)
 WAGE: METRO BUILDERS (101, BLDG, \$30.96/\$48.05, BEG 05-01-15, END 04-30-16)

Confirm & Begin Next (same project) **Confirm** **Cancel**

Worker List 4 Workers Listed

- RICHARD JUNGBAUER (101/DEMOLITION WORK)
- DANIEL WEDIN (101/DEMOLITION WORK)
- MICHAEL WESSBECKER (101/FENCE)**
- STEVEN WILBUR (101/DEMOLITION WORK)

MICHAEL WESSBECKER CDCNCLMN3012758
 FENCE (101 - COMMON LABORER)
 \$30.96/\$48.05 (METRO BUILDERS) **DELETE FROM LIST**

The data entry person may either “APPLY” (see “APPLY” buttons illustrated above) matching member names, or the hand-typed worker name. It does not matter if a new union member is not yet available in the union membership database, or if the member is a “traveler” from another union jurisdiction.

Tip: it is helpful if workers are grouped by type of work and pay scale on the paper jobsite reports, because this screen retains the last worker “TYPE OF WORK” and “WAGE” after “APPLYING” a worker to the visit report, and the cursor instantly returns to the worker name entry box, where a new worker name can immediately be entered. This data entry process is remarkably rapid.

"WageKey Contact Information



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