

Plumbers and Pipefitters Local 520 Fringe Benefit Funds Electronic Contribution Website Quick Start Guide

This guide is intended to show you the quick and easy way to enter contributions using your new contributions website. This guide will walk you through the following:

- How to process a new contribution form.
- How to process payments via ACH.
- How to modify a saved contribution form.
- How to upload a file to the electronic contributions site using a CSV File.
- How to copy/modify a previous contribution form.
- How to view and delete contribution forms.
- How to pay multiple saved invoices.

Web Address: www.ua520employers.org



Plumbers and Pipefitters Local 520

Home Electronic Contribution Employer Information News Contact Us

Introduction
You now have the power to access information 24 hours a day, 7 days a week.

To Navigate this site:

- Click on a header on the top. This opens your submenu options.

To Log On:

- There is a login box in the upper right corner.
- Enter your User Name and Password then click on the login button.

If your login was successful you'll be directed to the appropriate page to begin.

If your login was invalid you'll be directed back to the login screen where you will have the chance to try again.

Login
Friday, January 18, 2019
* User Name:
* Password:

[Create an Account](#) [Forgot Password?](#)

News / Events
No news/events are available

- **To log into this site, you will need a User Name and Password. To receive this, you will need to register by clicking on the “Create an Account” option in the top right corner of the website.**
- **A second option is to call (717) 565-1101 or Toll Free (833) 263-5750, and someone will assist you.**

Lets Get Started

Welcome Democontractor Last Signed In: Friday, January 18, 2019

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Process Contribution
View All Contributions
Frequently Asked Questions

News / Events
No news/events are available

Introduction
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To Navigate this site:

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- There is a login box in the upper right corner.
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If your login was successful you'll be directed to the appropriate page to begin.

If your login was invalid you'll be directed back to the login screen where you will have the chance to try again.

- **To begin entering employee contribution information, click on the Electronic Contribution tab and select Process Contribution as shown above.**
 - This option will allow you to create and process contributions.

Processing Contributions

Welcome Democontractor Last Signed In: Friday, January 18, 2019

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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: [REDACTED] CONSTRUCTION LLC ▾

Work Start Date: 11/1/2018 ▾ Work End Date: 12/31/2018 ▾

Process Contribution:

- Enter New Contribution
- Modify / Submit Saved Contribution
- Upload Contribution File
- Copy / Modify Previous Report Form

Contribution Type:

CBA: Report no Hours

Submit Cancel

- **Enter New Contribution** – This allows manual data entry of your contribution form.
- **Modify / Submit Saved Contribution** – Allows you to retrieve a previously entered and saved contribution form.
- **Upload Contribution File** – Allows you to upload a data file exported from your payroll system (.CSV or .TXT format) directly to the website.
- **Copy / Modify Previous Report Form** – This option will allow you to retrieve a previous month's submitted contribution form and copy the information to the current month's contribution form.

Entering a New Form

Welcome Democontractor Last Signed In: Friday, January 18, 2019

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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: [REDACTED] CONSTRUCTION LLC ▾

Work Start Date: 11/1/2018 ▾ Work End Date: 11/30/2018 ▾

Process Contribution: Enter New Contribution ▾

Contribution Type: Regular Contribution ▾

CBA: UA Local 520 Journeyman ▾ Report no Hours

1. Select the **Contractor**: If you only submit contributions for one contractor, that contractor will show by default and you won't have other contractors to select from. If you have a login that allows you to submit contributions for multiple contractors, click the drop-down arrow and a list of contractors you submit for will show, from which you can select the desired contractor.
2. Select a **Work Start Date** and **Work End Date**. If you are a monthly contractor, please use the first day and the last day of the month. If you are a weekly contractor, please use the payroll start and ending dates.
3. Select **Enter New Contribution**.
4. The contribution type should always be **Regular Contribution**.
5. Select the appropriate **CBA** based on the work you are reporting for. This will pull the related fringe rates.
6. Finally, click **Submit** to begin entry.

Enter a New Form - Contribution Entry

Welcome Democontractor Last Signed In: Friday, January 18, 2019

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Contribution Entry Form

Contribution Batch

Contractor Name: █████ CONSTRUCTION LLC Contractor ID: 9056
 Batch Number: CW19-00000017 Work End Date: 11/30/2018
 CBA: 520J - UA Local 520 Journeyman

[Rate Inquiry](#)
 [Add Employee](#)
 [Delete Employee](#)
 [Save and Complete Later](#)
 [Calculate Contribution](#)
 [Cancel](#)

*Contact the Benefit Office to add new Work Classifications

Row No	SSN	Work Class	First Name	MI	Last Name	Regular Hours	Overtime	Double Time	Gross Wages	Delete?
1	123456789	JOURNEYMAN	JOHN		DOE	160.00	6.50	0.00	3564.75	<input type="checkbox"/>
2	987654321	JOURNEYMAN	JANE		SMITH	145.00	8.00	4.00	3465.00	<input type="checkbox"/>
3		JOURNEYMAN				0.00	0.00	0.00	0.00	<input type="checkbox"/>

- This screen allows you to enter and verify the information for each employee. Employee information will automatically populate once you have entered a Social Security Number and have tabbed into the next field. New employees' information will need to be manually entered into each field.
- Select the Work Class from the dropdown. Enter the Regular Hours, Overtime hours, Double Time hours, and Gross Wages amounts in the appropriate fields.
- You can select Save and Complete Later if you need to come back later to finish your contribution entry. This will save what you already input and lets you pick up where you left off.
- Once all employees' hours and wages are entered, click on Calculate Contribution, at which point the following screen will show:

Enter a New Form – Calculate Contributions

Welcome Democontractor Last Signed In: Friday, January 18, 2019

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Process Contribution

Contribution Batch

Contractor Name: █████ CONSTRUCTION LLC Contractor ID: 9056
 Batch Number: CW19-00000017 Work End Date: 11/30/2018
 CBA: 520J - UA Local 520 Journeyman

Contractor Contribution Details:

Work Class	Contractor	Regular Hours	Overtime	Double Time	Gross Wages	Amount
Journeyman	█████ CONSTRUCTION LLC	305.00	14.50	4.00	7,029.75	\$9,377.73 View Details
TOTAL		305.00	14.50	4.00	7,029.75	\$9,377.73

Employee Contribution Details:

SSN	Work Class	First Name	MI	Last Name	Regular Hours	Overtime	Double Time	Gross Wages	Amount
123456789	Journeyman	JOHN		DOE	160.00	6.50	0.00	3,564.75	\$4,790.16 View Details
987654321	Journeyman	JANE		SMITH	145.00	8.00	4.00	3,465.00	\$4,587.57 View Details
TOTAL					305.00	14.50	4.00	\$7,029.75	\$9,377.73

- The View Details link under Contractor Contribution Details will show you a breakdown of all calculated fringes.
 - ⊖ See next page
- The View Details link under Employee Contribution Details will show you a breakdown of all calculated fringes for that particular employee.
 - See page after next
- The Back button will return you to the prior screen and adjust contributions information. *At no time* should you use your browser's back button to return to a previous page (back arrow in upper left corner of your browser window). This will cause all previously entered information to be lost.
- When you feel that all the information you've entered is correct, click the Finalize Contribution button. Note: once you've clicked Finalize Contribution, you cannot go back and make changes.

Enter a New Form - Contractor Details

Contractor Contribution Details

Contractor Name: ██████████ CONSTRUCTION LLC

Fund Name	Units	Basis	Rates	Amount
Health & Welfare	334.75	Hours Paid	9.5500	\$3,196.86
Pension DB	323.50	Hours Worked	10.5000	\$3,396.75
Annuity	334.75	Hours Paid	4.1500	\$1,389.21
Deferred Savings	323.50	Hours Worked	2.0000	\$647.00
Work Assessment	7,029.75	Gross Wages	0.0300	\$210.89
Dues	323.50	Hours Worked	0.5000	\$161.75
PAC	323.50	Hours Worked	0.1000	\$32.35
Apprentice Training	323.50	Hours Worked	0.7900	\$255.57
Industry	323.50	Hours Worked	0.1700	\$55.00
International Training	323.50	Hours Worked	0.1000	\$32.35
				Total: \$9,377.73

- This screen will display the Contractor Details

Enter a New Form - Contractor Details

Employee Contribution Details

First Name: JANE **Last Name:** SMITH

Fund	Units	Basis	Rate	Amount
Work Assessment	3,465.00	Gross Wages	0.0300	\$103.95
Pension DB	157.00	Hours Worked	10.5000	\$1,648.50
Deferred Savings	157.00	Hours Worked	2.0000	\$314.00
Dues	157.00	Hours Worked	0.5000	\$78.50
PAC	157.00	Hours Worked	0.1000	\$15.70
Apprentice Training	157.00	Hours Worked	0.7900	\$124.03
Industry	157.00	Hours Worked	0.1700	\$26.69
International Training	157.00	Hours Worked	0.1000	\$15.70
Health & Welfare	165.00	Hours Paid	9.5500	\$1,575.75
Annuity	165.00	Hours Paid	4.1500	\$684.75
				Total: \$4,587.57

- This screen will show the individual employee details.

Enter a New Form - Finalize Contributions

Welcome Democontractor Last Signed In: Friday, January 18, 2019

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Contribution Batch

Contractor Name: █████ CONSTRUCTION LLC Contractor ID: 9056
 Batch Number: CW19-0000018 Work End Date: 11/30/2018
 CBA: 520J - UA Local 520 Journeyman

INVOICE # CW19-0000005

Your Calculated Contributions for work ending 11/30/2018: **\$9,377.73**
 Remittance Amount Due: **\$9,377.73**
 Invoice #: CW19-0000005
 * PLEASE WRITE THIS INVOICE NUMBER ON THE CHECK THAT YOU MAIL AND PLEASE BE SURE TO INCLUDE A COPY OF THIS INVOICE WITH YOUR CHECK
 Invoice Date: 01/18/2019

Amount Due:

Work Class	Fund	Fund Code	Regular Hours	Overtime	Double Time	Gross Wages	Calc Hrs	Basis	Rate	Amount
Journeyman	Health & Welfare	H&W	305.00	14.50	4.00	7,029.75	334.75	Hours Paid	9.5500	\$3,196.86
Journeyman	Pension DB	DB	305.00	14.50	4.00	7,029.75	323.50	Hours Worked	10.5000	\$3,396.75
Journeyman	Annuity	DC	305.00	14.50	4.00	7,029.75	334.75	Hours Paid	4.1500	\$1,389.21
Journeyman	Deferred Savings	SAV	305.00	14.50	4.00	7,029.75	323.50	Hours Worked	2.0000	\$647.00
Journeyman	Work Assessment	ASMT	305.00	14.50	4.00	7,029.75	7,029.75	Gross Wages	0.0300	\$210.89
Journeyman	Dues	DUES	305.00	14.50	4.00	7,029.75	323.50	Hours Worked	0.5000	\$161.75
Journeyman	PAC	PAC	305.00	14.50	4.00	7,029.75	323.50	Hours Worked	0.1000	\$32.35
Journeyman	Apprentice Training	JATC	305.00	14.50	4.00	7,029.75	323.50	Hours Worked	0.7900	\$255.57
Journeyman	Industry	IND	305.00	14.50	4.00	7,029.75	323.50	Hours Worked	0.1700	\$55.00
Journeyman	International Training	ITF	305.00	14.50	4.00	7,029.75	323.50	Hours Worked	0.1000	\$32.35
TOTAL										\$9,377.73

Employee Details:

Name	Work Class	RH	OT	DT	GW	H&W	DB	DC	SAV	ASMT	DUES	PAC	JATC	IND	ITF
DOE, JOHN	Journeyman	160.00	6.50	0.00	3,564.75	\$1,621.11	\$1,748.25	\$704.46	\$333.00	\$106.94	\$83.25	\$16.65	\$131.54	\$28.31	\$16.65
SMITH, JANE	Journeyman	145.00	8.00	4.00	3,465.00	\$1,575.75	\$1,648.50	\$684.75	\$314.00	\$103.95	\$78.50	\$15.70	\$124.03	\$26.69	\$15.70
TOTAL		305.00	14.50	4.00	\$7,029.75	\$3,196.86	\$3,396.75	\$1,389.21	\$647.00	\$210.89	\$161.75	\$32.35	\$255.57	\$55.00	\$32.35

- Clicking **Finalize Contribution** will take you to the above screen, which gives the below options.
 - **Pay Now** – Takes you to the next step so you can remit payment via ACH or Check.
 - **Print Invoice** – Use this option to print a copy of the invoice for your records.
 - **Done** - Use this option to enter another contribution form before making your payment.

Enter a New Form - Pay Invoice(s)

Welcome Democontractor Last Signed In: Friday, January 18, 2019

Home Electronic Contribution **Contribution Payment** Employer Information News Contact Us

Pending Payment

Select Contractor: [REDACTED] CONSTRUCTION LLC ▾ Invoice Number:

* Invoice Begin Date: 12/18/2018 ▾ * Invoice End Date: 1/18/2019 ▾

In accordance with the Collection Procedures, contribution reports and payments are due on the 15th day of the month immediately following the work month and are considered delinquent if not received within 5 business days after the due date. Pursuant to the provisions in the collective bargaining agreement and set forth in the collection agreement, the amount of liquidated damages shall be fifteen (15%) percent of the overdue contributions. Additionally, interest will be assessed in the amount of one (1%) percent per month on the unpaid contributions.

Please immediately send this office your payment of the sum indicated above. Should your full payment not be received by this office by the 15th day of the month following the date of this letter, this matter may be referred to the Trust's attorney for further action.

Pending Invoice:

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW19-00000005	11/30/2018	520J	UA Local 520 Journeyman	9056	\$9,377.73	DemoContractor	01/18/2019

- After selecting Pay Now you will be taken to the Pending Payments page which will show all contribution forms entered on the website that have not yet been paid. Here, you will select the open invoice(s) you would like to remit payment for (ACH or Check).
- Once you check the box(s) to the left of the invoice(s) desired, click the Select Invoice button.

Enter a New Form - Pay Invoice(s)

Welcome DemoContractor Last Signed In: Friday, January 18, 2019

Home Electronic Contribution **Contribution Payment** Employer Information News Contact Us

Pending Payment

Payment Summary
(1) Invoice Selected
Total amount due: \$9,377.73

Make Payment Edit Selection

Select Contractor: [REDACTED] CONSTRUCTION LLC ▾ Invoice Number:

* Invoice Begin Date: 12/18/2018 ▾ * Invoice End Date: 1/18/2019 ▾

Search Clear

In accordance with the Collection Procedures, contribution reports and payments are due on the 15th day of the month immediately following the work month and are considered delinquent if not received within 5 business days after the due date. Pursuant to the provisions in the collective bargaining agreement and set forth in the collection agreement, the amount of liquidated damages shall be fifteen (15%) percent of the overdue contributions. Additionally, interest will be assessed in the amount of one (1%) percent per month on the unpaid contributions.

Please immediately send this office your payment of the sum indicated above. Should your full payment not be received by this office by the 15th day of the month following the date of this letter, this matter may be referred to the Trust's attorney for further action.

Pending Invoice:

Select Invoice Cancel

Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/> CW19-00000005	11/30/2018	5201	UA Local 520 Journeyman	9056	\$9,377.73	DemoContractor	01/18/2019

Select Invoice Cancel

- After clicking Select Invoice, the invoices you've selected will show highlighted in orange and a "Payment Summary" will be displayed in the upper-left corner showing the total amount due for the selected invoice(s).
- If the amount is correct, please click Make Payment.
 - Use the Edit Selection option if you selected the wrong invoice(s). This will allow you to change your selections.

Enter a New Form - Pay Invoice(s)

Welcome Democontractor Last Signed In: Friday, January 18, 2019

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Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW19-00000005	11/30/2018	UA Local 520 Journeyman	9056	\$9,377.73
TOTAL				\$9,377.73

Total Invoice Amount : \$9,377.73

Invoice Adjustment Amount:

Total Amount Due: \$9,377.73

Adjustment Reason:

Pay By: ACH(Online) Check

- Clicking **Make Payment** takes you to the above screen showing the invoice(s) you've selected and the total amount due.
- Option to adjust amount being paid
 - Use the **Invoice Adjustment Amount** field to enter an adjustment amount (if any). You may enter a positive or negative amount to increase or decrease the payment amount by the amount you've entered. This will automatically update your **Total Amount Due**.
 - When an adjustment amount is input you are required to also enter the reason for the adjustment in the **Adjustment Reason** box (e.g. Liquidated Damages or Over/Under payment for a prior period).

Welcome Democontractor Last Signed In: Friday, January 18, 2019

Home Electronic Contribution **Contribution Payment** Employer Information News Contact Us

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW19-00000005	11/30/2018	UA Local 520 Journeyman	9056	\$9,377.73
TOTAL				\$9,377.73

Total Invoice Amount : **\$9,377.73**
 Invoice Adjustment Amount:
 Total Amount Due: **\$9,377.73**
 Adjustment Reason:

Pay By: ACH(Online) Check

- Now select your Pay By type
 - If you select ACH (Online) and click submit you will be taken to the ACH Payment screen (see next page).
 - First time ACH payments will be prompted to complete the below form specifying your company name, bank account number, routing number, and account type.
 - This information will be saved for future contributions and only needs to be updated if it has changed.
 - If your company requires an Approver be notified when an ACH payment is processed, you can add them to the Approver Email List.

Select Contractor: CONSTRUCTION LLC ▼

* Routing Number:

* Bank Account Number: x

* Account Type: Checking Saving

Bank Name:



* Please enter the characters as shown in the image.

Welcome Democontractor Last Signed In: Friday, January 18, 2019

Home Electronic Contribution **Contribution Payment** Employer Information News Contact Us

ACH Payment

In accordance with the Collection Procedures, contribution reports and payments are due on the 15th day of the month immediately following the work month and are considered delinquent if not received within 5 business days after the due date. Pursuant to the provisions in the collective bargaining agreement and set forth in the collection agreement, the amount of liquidated damages shall be fifteen (15%) percent of the overdue contributions. Additionally, interest will be assessed in the amount of one (1%) percent per month on the unpaid contributions.

Please immediately send this office your payment of the sum indicated above. Should your full payment not be received by this office by the 15th day of the month following the date of this letter, this matter may be referred to the Trust's attorney for further action.

Total Amount Due: \$9,377.73

Bank Account Number: (Last 4 digits) 1234

Routing Number: (Last 4 digits) 1234

Bank Name: MY FINANCIAL INSTITUTION

Account Type: Checking

Settlement Date: 1/22/2019

*Note: Click Edit Account to correct your bank account.

- **Once on the ACH Payment screen:**
 - **Input a settlement date for when you would like the funds withdrawn from your account. Note that, because there is a 2 work day lag between when ACH transactions are submitted and when they are deposited into the fringe fund's bank account, you must submit your payment at least 2 work days prior to when you want it to be considered paid.**
 - **If you have an ACH block on your bank account, please make sure that you provide your bank the appropriate details in order for the payment to be processed.**
 - **After selecting Submit, you will be taken to a Payment Confirmation page. This can be printed for your records. This information will also be saved under the Contribution Payments tab of the website.**

If you select to pay by check, after you click Submit on the Make a Payment screen, you will be taken to a Payment Confirmation page. You will need to print and mail this Payment Confirmation with your check.

Modify A Saved Contribution Form

Welcome Democontractor Last Signed In: Friday, January 18, 2019

Home **Electronic Contribution** Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: [REDACTED] CONSTRUCTION LLC ▾

Work Start Date: 11/1/2018 ▾ **Work End Date:** 11/30/2018 ▾

Process Contribution: Enter New Contribution
Modify / Submit Saved Contribution
Upload Contribution File
Copy / Modify Previous Report Form

Contribution Type: UA Local 520 Journeyman ▾

CBA: Report no Hours

- If you select **Modify / Submit Saved Contribution** from the Electronic Contribution page, you can open a previously saved contribution form and continue from where you left off. Saved but unsubmitted contribution forms are only saved for 30 days. Once you submit a contribution form, however, it is saved permanently.

Modify A Saved Contribution Form

Welcome Democontractor Last Signed In: Friday, January 18, 2019

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: [REDACTED] CONSTRUCTION LLC ▾

Process Contribution: [Modify / Submit Saved Contribution] ▾

*Batch Number: [CW19-0000017] x ▾

Batch Number	CBA	Work Start Date	Work End Date
CW19-0000017	(520) UA Local 520 J	11/01/2018	11/30/2018

- 1. Select a saved batch form from the Batch Number drop down list.
- 2. Click the Submit button.
- 3. The rest of the process is the same as entering a new contribution form (refer to instructions above).

Upload a Contribution File

The screenshot shows the 'Electronic Contribution' page in the BeneSys system. The top navigation bar includes 'Home', 'Electronic Contribution', 'Contribution Payment', 'Employer Information', 'News', and 'Contact Us'. The 'Electronic Contribution' page has a sub-header and a prompt: 'Select the contractor from the list to submit your contributions'. Below this is a form with the following fields and options:

- Select Contractor:** A dropdown menu with 'CONSTRUCTION LLC' selected.
- Work Start Date:** A dropdown menu with a list of options: 'Enter New Contribution', 'Modify / Submit Saved Contribution', 'Upload Contribution File' (highlighted in blue), 'Copy / Modify Previous Report Form', and 'Regular Contribution'.
- Work End Date:** A dropdown menu with '12/31/2018' selected.
- Process Contribution:** A dropdown menu with 'Regular Contribution' selected.
- Contribution Type:** A dropdown menu with 'Regular Contribution' selected.
- CBA:** A dropdown menu with 'UA Local 520 Journeyman' selected.
- *File Name:** A text input field with a 'Browse...' button next to it.
- Buttons:** 'Submit' and 'Cancel' buttons are located at the bottom of the form.

- If you select Upload Contribution File from the Electronic Contribution page, you can upload employee hour & wage data directly into the system from a data file in .CSV or .TXT format. These files can normally be extracted from your company's payroll system. Using this option can be helpful when there are a large number of employees for whom fringe contributions are being reported.
 1. Select a Work Start Date and Work End Date. If you are a monthly contractor, please use the first day and the last day of the month. If you are a weekly contractor, please use the payroll start and ending dates.
 2. Select the appropriate CBA based on the work you are reporting for. This will pull the related fringe rates.
 3. Click the Browse button to find the .CSV or .TXT file that you want to use.

Upload a Contribution File

Whether you export from your payroll system or you use Excel to create spreadsheets with employee information, you need to save your file as a .CSV or .TXT file. Simply select “File,” “Save As,” and choose .CSV or .TXT from the “Save as type” drop down list.

Below is the file format that must be used in order to upload contributions. The columns must be in this exact order or an error will occur and you will be unable to upload. The work class field must be in the abbreviated format, (i.e. Journeyman should read as JRNY) if the work class is spelled out, the file will still upload but you will need to select the work class from the drop-down menu. A header line should not be used in your file (i.e. employee contribution information should begin in row 1). If a header line is included, it will cause errors when uploading.

	Soc. Security	Work Class	Last Name	First Name	Middle Initial	Reg. Hours	OT Hours	DT Hours	Gross Wages
	A	B	C	D	E	F	G	H	I
1	123456789	SRV	DOE	JOHN		160	6.5	0	3564.75
2	987654321	JRNY	SMITH	JANE		145	8	4	3465
3									

Upload a Contribution File

Welcome Democontractor Last Signed In: Tuesday, January 29, 2019

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Contribution Entry Form

Contribution Batch

Contractor Name:	████████ CONSTRUCTION LLC	Contractor ID:	9056
Batch Number:	CW19-0000038	Work End Date:	11/30/2018
CBA:	520J - UA Local 520 Journeyman		

[Rate Inquiry](#)
 [Add Employee](#)
 [Delete Employee](#)
 [Save and Complete Later](#)
 [Calculate Contribution](#)
 [Cancel](#)

*Contact the Benefit Office to add new Work Classifications

Row No	SSN	Work Class	First Name	MI	Last Name	Regular Hours	Overtime	Double Time	Gross Wages	Delete?
1	123456789	SERVICEMAN	JOHN		DOE	160.00	6.50	0.00	3564.75	<input type="checkbox"/>
2	987654321	JOURNEYMAN	JANE		SMITH	145.00	8.00	4.00	3465.00	<input type="checkbox"/>

- Upon clicking **Submit**, you should be taken to a screen that looks similar to the above. If, however, your data or file format is incorrect, you will receive an error message and the file will not be uploaded.
- Once the file has been successfully uploaded, you can proceed as if you were entering a new contribution form (refer to instructions above).

Copy/Modify Previous Report Form

Welcome Democontractor Last Signed In: Friday, January 25, 2019

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: CONSTRUCTION LLC ▼

Work Start Date:

Process Contribution: Enter New Contribution
Modify / Submit Saved Contribution
Upload Contribution File
Copy / Modify Previous Report Form

Work End Date: 11/30/2018 ▼

*Invoice Number: Invoice Number | CBA | Work StartDate | Work EndDate

Check here to zero out hours and amounts from copied data

- If you select Copy / Modify Previous Report Form from the Electronic Contribution page, you will be able to reuse electronic contribution data previously input into the system for the current month you are now entering. This option will auto-populate the same Employees (with SSN & names) as were previously used by you for the selected CBA. This can be beneficial when you consistently report on the same employees each pay period.
 1. Select a Work Start Date and Work End Date. If you are a monthly contractor, please use the first day and the last day of the month. If you are a weekly contractor, please use the payroll start and ending dates.
 2. From the Invoice Number drop down list, select the Invoice you would like to copy.
 3. Check the box in the bottom left of the screen to zero out any information from the copied data. This will keep the same employees but zero out their hours & wages so you can enter the correct amounts for this pay period.
 4. Click the Submit button.
 5. The rest of the process is the same as entering a new contribution form (refer to instructions above).

How to View Past Contribution Forms

Welcome Democontractor Last Signed In: Friday, January 25, 2019

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to

Select Contractor: [REDACTED] CONSTRUCTION LLC ▼

Work Start Date: 11/1/2018 ▼ Work End Date: 11/30/2018 ▼

Process Contribution: Enter New Contribution ▼

Contribution Type: Regular Contribution ▼

CBA: UA Local 520 Journeyman ▼ Report no Hours

Submit Cancel

- You can view all your previously submitted contributions by selecting the View All Contributions link as shown above.

How to View Past Contribution Forms

Welcome Democontractor Last Signed In: Friday, January 25, 2019

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

View All Contributions

Select Contractor: Begin Date: End Date:

Special Note: A nightly process is set up to process ACH payments on the same day of entry. If you wish to delete a form that is associated to an ACH payment you must do this the same day of entry before the nightly process takes place. If you have multiple forms associated with one payment please be advised that deletion of one form will automatically place a stop on your ACH payment.

- Once on the View All Contributions screen, you can select a contractor name from the drop down list (some contractors can have multiple contractor numbers to choose from based upon how their user ID is setup).
- Once you click the Search button it will show a screen with all past contribution forms for the contractor you've selected (see below).

How to View Past Contribution Forms

Welcome Democontractor Last Signed In: Monday, January 28, 2019

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

View All Contributions

Select Contractor: Begin Date: End Date:

Special Note: A nightly process is set up to process ACH payments on the same day of entry. If you wish to delete a form that is associated to an ACH payment you must do this the same day of entry before the nightly process takes place. If you have multiple forms associated with one payment please be advised that deletion of one form will automatically place a stop on your ACH payment.

Invoice #	Wrk Date	Section Code	Section	No.Empl	Cont No.	Contractor	Amount	Status	Payment	Deposit Dt	Submitter	Trans. Dt	Del
CW19-00000006	11/30/2018	520J	UA Local 520 Journeyman	2	9056	CONSTRUCTION LLC	\$9,377.73	Pending	ACH	01/28/2019	DemoContractor	01/24/2019	
CW19-00000005	11/30/2018	520J	UA Local 520 Journeyman	2	9056	CONSTRUCTION LLC	\$9,377.73	Pending	CHK		DemoContractor	01/18/2019	<input type="checkbox"/>

- If you wish to delete any of the invoices shown, you may do so from this screen, however, you can only delete invoices with a “Pending” status. To delete these invoices, check the box in the Del column next to the invoices to be deleted, then click the Delete Contribution button at the bottom of the page.
- To delete invoices with an “In Process” status, you will need to contact the fund office.
- Invoices with a “Paid” status cannot be deleted, as these have already been processed and entered into the contributions system.

How to Make Payments on Multiple Saved Forms

The screenshot displays the BeneSys web application interface. At the top, there is a navigation bar with the following tabs: Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. The 'Contribution Payment' tab is currently selected and highlighted. Below this tab, a dropdown menu is open, showing four options: 'Make a Payment', 'View All Payment', 'Account Management', and 'Make Variance Payment'. The 'Make a Payment' option is highlighted with a red rectangular box. In the top right corner of the page, it says 'Last Signed In: Monday, January 28, 2019'. On the left side, there is an 'Introduction' section with the text: 'You now have the power to access information 24 hours a day, 7 days a week.' Below this, there are sections for 'To Navigate this site:', 'To Log On:', and instructions for successful and invalid logins. On the right side, there is a 'News / Events' section with the text: 'No news/events are available'.

- **If you have entered and saved multiple invoices and have not yet processed a payment for them, you can process one payment for multiple invoices, whether by ACH or Check.**
- **From the Contribution Payment dropdown menu choose Make a Payment (see above).**

How to Make Payments on Multiple Saved Forms

Welcome DemoContractor Last Signed In: Monday, January 28, 2019

Home Electronic Contribution **Contribution Payment** Employer Information News Contact Us

Pending Payment

Select Contractor: ██████████ CONSTRUCTION LLC

* Invoice Begin Date: 12/28/2018 1/28/2019

In accordance with the Collection Procedures, contribution reports and payments are due on the 15th day of the month immediately following the work month and are considered delinquent if not received within 5 business days after the due date. Pursuant to the provisions in the collective bargaining agreement and set forth in the collection agreement, the amount of liquidated damages shall be fifteen (15%) percent of the overdue contributions. Additionally, interest will be assessed in the amount of one (1%) percent per month on the unpaid contributions.

Please immediately send this office your payment of the sum indicated above. Should your full payment not be received by this office by the 15th day of the month following the date of this letter, this matter may be referred to the Trust's attorney for further action.

Pending Invoice:

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW19-00000007	11/30/2018	520J	UA Local 520 Journeyman	9056	\$4,095.64	DemoContractor	01/28/2019

- Once on the Make a Payment screen, all contribution forms that have not been finalized for payment will be listed.
- If you would like to filter the unpaid invoices, you can enter an Invoice Begin and Invoice End date to narrow or widen your search results.
- To pay invoice(s), check the box to the left of the Invoice # for the forms that you would like to pay, then click the Select Invoice button. This will combine all forms you selected into one payment amount and you can continue to make your payment through the normal payment process (refer to instructions above).

Questions/Concerns

For questions, enrollment, or training, please call (717) 565-1101 or Toll Free (833) 263-5750 and ask to speak with someone from our Contributions Team.