

Heat & Frost Local 16 Trust Funds Contractor 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.insulators16employers.org

The screenshot shows the top navigation bar of the website. The navigation menu includes: Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. The 'News' menu item is highlighted, and a dropdown box displays 'News / Events' and 'No news/events are available'. The top right corner of the page indicates 'Last Signed In: Friday, December 26, 2014'.

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.

- **To log into this site, you will need a user ID 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 (925) 398-7042, and someone will assist you.**

Lets Get Started

Welcome Democontractor **Last Signed In: Friday, December 26, 2014**

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Process Contribution
View All Contributions
Frequently Asked Questions

News / Events
No news/events are available

Introduction
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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, May 01, 2015

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: ▼

Work Start Date: ▼ **Work End Date:** ▼

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

Contribution Type:

CBA: Report no Hours

- **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 format) directly into the system, it will automatically load Employee, hours and gross information.
- **Copy/Modify Previous Report Form** – This option will allow you to retrieve a previous months submitted Contribution Form and copy the information for the current months Contribution Form.

Entering a New Form

Welcome Democontractor				Last Signed In: Friday, May 01, 2015	
Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor:	<input type="text" value="000401 ALADDIN ELECTRIC, INC."/> ▼	Work End Date:	<input type="text" value="4/30/2015"/> ▼
Work Start Date:	<input type="text" value="4/1/2015"/> ▼		
Process Contribution:	<input type="text" value="Enter New Contribution"/> ▼		
Contribution Type:	<input type="text" value="Regular Contribution"/> ▼		
CBA:	<input type="text" value="BLDG TRADES/NAT. SVC. 8"/> ▼	<input type="checkbox"/> Report no Hours	
	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

1. Select the **Contractor**: If you only submit Contributions for one Contractor that will show as your default and you won't have any other options. If you have a Login that allows you to submit Contributions for Multiple Contractors, click on the down-arrow and a list of Contractors you submit for will show, select 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 get related fringe rates

Enter a New Form - Contribution Entry

Welcome Democontractor Last Signed In: Thursday, May 28, 2015

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Contribution Entry Form

Contribution Batch			
Contractor Name:	ACCELERATED ELIGIBILITY	Contractor ID:	016000160
Batch Number:	CW15-0000088	Work End Date:	04/30/2015
CBA:	FIRE - Fire Stop Agreement		

[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	Hours Worked	Delete?
1		0-2,000 HOURS TECH 1 ▾				0.00	<input type="checkbox"/>
2		0-2,000 HOURS TECH 1 ▾				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 the Social Security Number and Tab across the fields. New Employee's information will need to be manually entered in each field.
- Enter the Hours Worked, Hours Paid, as well as Gross Wages Earned in the appropriate fields.
- You can select Save and Complete Later if you need to do something else and come back later to finish your contribution entry, this save what you have currently input and lets you pick up where you left off.
- Once all employee's hours and wages are entered, click on Calculate Contribution, and the following screen shows.

Enter a New Form – Calculate Contributions

Welcome Democontractor Last Signed In: Friday, May 01, 2015

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Process Contribution

Contribution Batch

Contractor Name: ALADDIN ELECTRIC, INC. Contractor ID: 000401
 Batch Number: CW15-00000060 Work End Date: 04/30/2015
 CBA: 01 - BLDG TRADES/NAT. SVC. & MAINT

Contractor Contribution Details:

Contractor	Hrs. Wrk	Hrs. Pd	Gross	Amount	
ALADDIN ELECTRIC, INC.	100.00	100.00	3,000.00	\$2,470.00	View Details
TOTAL	100.00	100.00	3,000.00	\$2,470.00	

Employee Contribution Details:

SSN	First Name	MI	Last Name	Hrs. Wrk	Hrs. Pd	Gross	Amount	
123456789	JOHN		DOE	100.00	100.00	3,000.00	\$2,470.00	View Details
TOTAL				100.00	100.00	3,000.00	\$2,470.00	

- Screen allows you to see how fringes are calculated, you are also allowed to make modifications from this screen
 - Contractor Contribution Details [View Details](#) button shows screen with breakdown of calculated fringes
 - See next page for option to not pay certain fringes on all employees
 - Employee Contribution Details [View Details](#) button shows fringes calculated for that Employee. If you choose to not pay an optional fringe fund, see below.
- **Back** button, click this to go back to prior screen and adjust contributions information. At no time should you use the browser to return to the previous page (back arrow in upper left corner of browser window), that will cause all previously entered information to be lost.
- When you agree with all the information choose **Finalize Contribution** button, once you select this you cannot go back and make any changes, so make sure everything is correct before Finalizing.

Enter a New Form - Contractor Details

Contractor Contribution Details

Contractor Name: ACCELERATED ELIGIBILITY

Overwrite	Fund Name	Units	Basis	Rates	Amount
<input type="checkbox"/>	Vacation	100.00	Hours Worked	2.0000	\$200.00
<input type="checkbox"/>	Vacation Admin	100.00	Hours Worked	0.0200	\$2.00
<input type="checkbox"/>	Industry Promotion	100.00	Hours Worked	0.0800	\$8.00
<input type="checkbox"/>	Preservation Trust Fund	100.00	Hours Worked	0.0100	\$1.00
<input type="checkbox"/>	H&W	100.00	Hours Worked	6.2000	\$620.00
<input type="checkbox"/>	Occupational Health	100.00	Hours Worked	0.1200	\$12.00
					Total: \$843.00

- **To elect to not pay an optional fringe for ALL EMPLOYEES, click on the View Details button next to the Work Class for which you would like to not pay the optional fringe in the Contractor Contributions Details section of the page.**
 - Check the **Overwrite** box next to Fringe(s) you are not paying for (such as DUES, or SUBFUND, ...).
 - Click **Save** to save and this will overwrite the Fringe amount to \$0.
 - When overriding a fringe at the Contractor level, the amount contributed for that fringe cannot be changed.

Note: you should only use this option if you have a signed agreement that states you do not have to pay a Fringe. All forms are checked when they are submitted, and if you do not pay a Fringe which you were supposed to, and then end up paying it later after the Due Date, you may end up having to pay liquidated Damages as well.

Enter a New Form - Contractor Details

Employee Contribution Details

First Name: M **Last Name:** SOMERS

Fund	Units	Basis	Rate	Amount
Vacation	100.00	Hours Worked	2.0000	\$200.00
Vacation Admin	100.00	Hours Worked	0.0200	\$2.00
Industry Promotion	100.00	Hours Worked	0.0800	\$8.00
Preservation Trust Fund	100.00	Hours Worked	0.0100	\$1.00
H&W	100.00	Hours Worked	6.2000	\$620.00
Occupational Health	100.00	Hours Worked	0.1200	\$12.00
				Total: \$843.00

- To elect to not pay an optional fringe for ONE EMPLOYEE, click on the View Details button next to the Employee for which you would like to not pay the optional fringe in the Employee Contributions Details section of the page.
 - Check the Overwrite box next to Fringe(s) you are not paying for (such as DUES, or SUB FUND, ...).
 - In the Amount field for the Fringe that is to be overwritten, type: 0.00. The amount can be changed to any value, but changes will be evaluated by the Contributions Staff. Please see Note below for further details.
 - Click Save to save and this will overwrite the Fringe amount to \$0.

Note: you should only use this option if you have a signed agreement that states you do not have to pay a Fringe. All forms are checked when they are submitted, and if you do not pay a Fringe which you were supposed to, and then end up paying it later after the Due Date, you may end up having to pay liquidated Damages as well.

Enter a New Form - Finalize Contributions

Contribution Batch			
Contractor Name:	ACCELERATED ELIGIBILITY	Contractor ID:	016000160
Batch Number:	CW15-0000089	Work End Date:	04/30/2015
CBA:	FIRE - Fire Stop Agreement		

INVOICE # CW15-0000080

Your Calculated Contributions for work ending 04/30/2015: **\$843.00**

Remittance Amount Due: **\$843.00**

Invoice #: **CW15-0000080**
*** 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: **05/28/2015**

Amount Due:

Work Class	Fund	Fund Code	Hours Worked	Calc Hrs	Basis	Rate	Amount
0-2,000 HOURS TECH 1	Vacation	VAC	100.00	100.00	Hours Worked	2.0000	\$200.00
0-2,000 HOURS TECH 1	Vacation Admin	VADMIN	100.00	100.00	Hours Worked	0.0200	\$2.00
0-2,000 HOURS TECH 1	Industry Promotion	IND	100.00	100.00	Hours Worked	0.0800	\$8.00
0-2,000 HOURS TECH 1	Preservation Trust Fund	PRES	100.00	100.00	Hours Worked	0.0100	\$1.00
0-2,000 HOURS TECH 1	H&W	H&W	100.00	100.00	Hours Worked	6.2000	\$620.00
0-2,000 HOURS TECH 1	Occupational Health	OCCH	100.00	100.00	Hours Worked	0.1200	\$12.00
TOTAL							\$843.00

Employee Details:

Name	Work Class	H	VAC	VADMIN	IND	PRES	H&W	OCCH
SOMERS, M	0-2,000 HOURS TECH 1	100.00	\$200.00	\$2.00	\$8.00	\$1.00	\$620.00	\$12.00
TOTAL		100.00	\$200.00	\$2.00	\$8.00	\$1.00	\$620.00	\$12.00

- Pressing Finalize Contribution will take you to this screen, which gives options to proceed
 - 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)

Pending Payment

Select Contractor: 016000160 | ACCELERATED ELIGIBILITY Invoice Number:

* Invoice Begin Date: 4/28/2015 * Invoice End Date: 5/28/2015

All employer contributions shall be made monthly and shall be due in full, along with the completed employer report, on or before the 10th day of the month after the month of work. An employer contribution and report is delinquent if not received by the Administrative Office for the Trusts by such date. If an employer contribution and/or report has not been received by the Administrative Office by the 20th day of the month after the month of work, the employer will owe interest at the rate of 7% per year (accruing from the date of the delinquency) plus liquidated damages in the amount of 10% of the delinquency for such month, or, if greater, \$25.00.

Pending Invoice:

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW15-00000081	04/30/2015	FIRE	Fire Stop Agreement	016000160	\$843.00	DemoContractor	05/28/2015
<input type="checkbox"/>	CW15-00000080	04/30/2015	FIRE	Fire Stop Agreement	016000160	\$843.00	DemoContractor	05/28/2015

- After selecting Pay Now you go to the Pending Payments page which will show all Contribution Forms entered on the website that have not been paid for. Here, you will select the Open Invoice(s) which you would like to remit a 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)

Pending Payment

Payment Summary

(1) Invoice Selected

Total amount due: \$843.00

Make Payment

Edit Selection

Select Contractor: 016000160 | ACCELERATED ELIGIBILITY Invoice Number:

* Invoice Begin Date: 4/28/2015 * Invoice End Date: 5/28/2015

Search Clear

All employer contributions shall be made monthly and shall be due in full, along with the completed employer report, on or before the 10th day of the month after the month of work. An employer contribution and report is delinquent if not received by the Administrative Office for the Trusts by such date. If an employer contribution and/or report has not been received by the Administrative Office by the 20th day of the month after the month of work, the employer will owe interest at the rate of 7% per year (accruing from the date of the delinquency) plus liquidated damages in the amount of 10% of the delinquency for such month, or, if greater, \$25.00.

Pending Invoice:

Select Invoice Cancel

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW15-00000084	04/30/2015	FIRE	Fire Stop Agreement	016000160	\$843.00	DemoContractor	05/28/2015
<input type="checkbox"/>	CW15-00000083	04/30/2015	FIRE	Fire Stop Agreement	016000160	\$843.00	DemoContractor	05/28/2015
<input type="checkbox"/>	CW15-00000082	04/30/2015	FIRE	Fire Stop Agreement	016000160	\$843.00	DemoContractor	05/28/2015
<input type="checkbox"/>	CW15-00000081	04/30/2015	FIRE	Fire Stop Agreement	016000160	\$843.00	DemoContractor	05/28/2015
<input type="checkbox"/>	CW15-00000080	04/30/2015	FIRE	Fire Stop Agreement	016000160	\$843.00	DemoContractor	05/28/2015

Select Invoice Cancel

- This will show selected invoice(s) highlighted orange on screen and in upper left portion of screen under Pending Payment a “Payment Summary” section shows the total amount due for the selected Invoice(s).
- If the amount is okay, please select Make Payment.
 - Use the Edit Selection option if you selected the wrong Invoice(s) and you can change your selections.

Enter a New Form - Pay Invoice(s)

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW15-00000084	04/30/2015	Fire Stop Agreement	016000160	\$843.00
TOTAL				\$843.00

Total Invoice Amount : **\$843.00**

Invoice Adjustment Amount:

Total Amount Due: **\$843.00**

Adjustment Reason:

Pay By: ACH(Online) Check

- **Make Payment** takes you to screen showing Invoice(s) selected and total amount due.
- Option to adjust amount being paid
 - Use the **Invoice Adjustment Amount:** field to enter your adjustment amount, can put in positive or negative amount to increase/decrease payment amount. This will automatically update your Total Amount Due.
 - When Adjustment amount is input you are required to enter the reason for the adjustment in the **Adjustment Reason** box. (can be used if you have Liquidated Damages or Over/Under payment for a prior period)

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW14-00000005	11/30/2014		0001996	\$2,326.40
TOTAL				\$2,326.40

Total Invoice Amount : **\$2,326.40**
 Invoice Adjustment Amount:
 Total Amount Due: **\$2,326.40**
 Adjustment Reason:

Pay By: ACH(Online) Check

- Now select your Payment Type
 - If you select to 'Pay By' ACH (Online) you will click submit and be taken to the next step.
 - First time ACH payments will be prompted to enter needed info

Manage Account

Select Contractor:

* Routing Number:

* Bank Account Number:

* Account Type: Checking Saving

Bank Name:



Get New image

Please enter the characters as shown in the image.

Approver Email List

No Approver list found.

- Bank Account Number, Bank Routing Number, and Account Type.
- For Future Contributions, info is saved and only needs to be updated if it has changed.

- If your company requires an Approver be notified when an ACH payment is process you can add in a list of people.

ACH Payment

All employers must submit their Fringe Benefit Report Form and payment no later than the 15th day of the month following the calendar month in which the hours were worked. Failure to file timely reports will subject the employer to the following liquidated damages:

Number of days late	Rate
1-30	5%
31-60	10%
more than 60	additional 1% per month capped at 20%.

Total Amount Due: \$3,418.00

Bank Account Number: (Last 4 digits)

Routing Number: (Last 4 digits)

Bank Name:

Account Type: Saving

Settlement Date:

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

- Input a settlement date for when you would like the funds withdrawn from your account, there is a 2 working day lag for ACH transaction to hit the Fringe fund bank account, so you must submit your payment 2 days prior to when you want it to be considered paid
- Make sure if you have an ACH block on your bank account that you provide the bank the Company ID that is provided in RED on the ACH Payment page
- After selecting Submit, you will be taken to a Payment Confirmation page. This can be printed for your records, plus it is saved under the Contribution Payments tab of the website.

If you select to 'Pay By' Check, after you choose submit 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, May 01, 2015

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: 000401 | ALADDIN ELECTRIC, INC. ▼

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

***Batch Number:** CW15-0000061 ▼

- **Modify/Submit Saved Contribution** – allows you to open up a saved Contribution Form and continue where you left off. Contribution Forms are only saved for 30 days. Once you submit a Contribution Form, it is saved permanently, but prior to that, you have 30 days to complete the form.

Modify A Saved Contribution Form

Welcome Democontractor Last Signed In: Friday, May 01, 2015

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: 000401 | ALADDIN ELECTRIC, INC. ▼

Process Contribution: Modify / Submit Saved Contribution ▼

***Batch Number:** Batch Number | CBA | Work StartDate | Work EndDate
CW15-0000061 x ▼

Batch Number	CBA	Work Start Date	Work End Date
CW15-0000061	BLDG TRADES/NAT. SV	04/01/2015	04/30/2015
CW15-0000055	BLDG TRADES/NAT. SV	11/01/2014	11/30/2014
CW15-0000048	BLDG TRADES/NAT. SV	03/01/2015	03/31/2015
CW15-0000047	BLDG TRADES/NAT. SV	03/01/2015	03/31/2015
CW15-0000020	BLDG TRADES/NAT. SV	03/01/2015	03/31/2015

BeneSys, Inc.

1. Select a saved batch form from the 'Batch Number' drop down list.
2. Press the Submit button.
3. The rest of the process is exactly like entering a New Contribution Form (refer to instructions above)

Upload a Contribution File

Welcome Democontractor Last Signed In: Friday, May 01, 2015

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

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: 000401 | ALADDIN ELECTRIC, INC. ▼

Work Start Date:
Modify / Submit Saved Contribution

Process Contribution:
Copy / Modify Previous Report Form

Contribution Type: Regular Contribution ▼

CBA: BLDG TRADES/NAT. SVC. 8 ▼

*** File Name:** Browse...

- **Upload Contribution File** – option allows Employee Hours & Wages data to be uploaded directly into the system from a data file in CSV or TXT format. These files can normally be extracted from the Company’s payroll system, this is very helpful when there are a large number of employees for whom fringe contributions are being reported.
- Select the **Work Start** and **Work End** dates. 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.
- Select the proper CBA, this will pull in the appropriate fringe rates
- Use 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 format that files need to be in to work with the upload process, the columns must be this exact order or you will get an error and not be able to upload the information. A heading line (SSN, Last, First, etc.) cannot be in the file you try to upload, it would cause errors when uploading, the 1st row should contain 1st Employees info.

	SSN	Work Class	First Name	MI	Last Name	Hours Worked
	A	B	C	D	E	F
1	123456789	Sample-Work Class	John	E	Doe	100.00

Upload a Contribution File

Welcome Democontractor Last Signed In: Thursday, May 28, 2015

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Contribution Entry Form

Contribution Batch			
Contractor Name:	ACCELERATED ELIGIBILITY	Contractor ID:	016000160
Batch Number:	CW15-00000095	Work End Date:	04/30/2015
CBA:	FIRE - Fire Stop Agreement		

[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	Hours Worked	Delete?
1	123456789	0-2,000 HOURS TECH 1	Johm	E	Doe	150	<input type="checkbox"/>
2		0-2,000 HOURS TECH 1				0.00	<input type="checkbox"/>

- If data is incorrect you will get an error and the file will not be uploaded, you need to correct the file and make sure it is in the format mentioned on the prior page, and then try Uploading the file again.
- Once the .CSV or .TXT file has been successfully uploaded, you can proceed. The rest of the process is exactly like entering a New Contribution Form (refer to instructions above).

Copy/Modify Previous Report Form

Welcome Democontractor Last Signed In: Friday, May 01, 2015

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: 000401 | ALADDIN ELECTRIC, INC. ▼

Work Start Date: **Work End Date:** 4/30/2015 ▼

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

***Invoice Number:** Invoice Number | CBA | Work StartDate | Work EndDate
CW15-00000042 ▼

Check here to zero out hours and amounts from copied data

- **Copy/Modify Previous Report Form** – option allows electronic Contribution Data previously input into the system to be pulled forward and re-used for the current month. It brings in the same Employees SSN and Name info based on the selected CBA, which makes it very beneficial when Contractor reports on the same employees every pay period.
- Select the **New Work Start** 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.
- Select **Copy/Modify Previous Report Form** from the drop down box titled **Process Contribution**.
- From the **Invoice Number** drop down list, select the Invoice you would like to copy.
- Check the appropriate box to **zero out any information** from the copied data, this will zero hours & wages

- Press the **Submit** button.
- The rest of the process is exactly like entering a New Contribution Form (refer to instructions above).

How to View Past Contribution Forms

The screenshot shows the BeneSys web application interface. At the top, there is a navigation bar with the following items: Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. The 'Electronic Contribution' menu is expanded, showing three options: Process Contribution, View All Contributions, and Frequently Asked Questions. Below the navigation bar, there is a section titled 'Electronic Contribution' with the text 'Select the contractor from the following contributions'. Below this text is a form with the following fields: 'Select Contractor:' with a dropdown menu showing '000401 | ALADDIN ELECTRIC, INC.', 'Work Start Date:' with a date picker showing '4/1/2015', 'Work End Date:' with a date picker showing '4/30/2015', 'Process Contribution:' with a dropdown menu showing 'Enter New Contribution', 'Contribution Type:' with a dropdown menu showing 'Regular Contribution', and 'CBA:' with a dropdown menu showing 'BLDG TRADES/NAT. SVC. 8'. There is also a checkbox labeled 'Report no Hours' which is unchecked. At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

- View all submitted Contributions by selecting the “View All Contributions” link as shown above.

How to View Past Contribution Forms

Welcome Democontractor Last Signed In: Friday, May 01, 2015

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

[View All Contributions](#)

Select Contractor: Begin Date: End Date:

- Select the Contractor Name from the drop down list. (Some contractors can have multiple contractor numbers to choose from based upon how your user ID is setup.)
- Press the Search button, and it will show a screen with all Past Contributions Forms for this Contractor.

How to View Past Contribution Forms

Welcome Democontractor				Last Signed In: Thursday, May 28, 2015	
Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us

[View All Contributions](#)

Select Contractor:
 Begin Date: End Date:

Invoice #	Wrk Date	Section Code	Section	No.Empl	Cont No.	Contractor	Amount	Status	Payment	Submitted By	Trans. Date	Del
CW15-0000084	04/30/2015	FIRE	Fire Stop Agreement	1	016000160	ACCELERATED ELIGIBILITY	\$843.00	Pending		DemoContractor	05/28/2015	<input type="checkbox"/>
CW15-0000083	04/30/2015	FIRE	Fire Stop Agreement	1	016000160	ACCELERATED ELIGIBILITY	\$843.00	Pending		DemoContractor	05/28/2015	<input type="checkbox"/>
CW15-0000082	04/30/2015	FIRE	Fire Stop Agreement	1	016000160	ACCELERATED ELIGIBILITY	\$843.00	Pending		DemoContractor	05/28/2015	<input type="checkbox"/>
CW15-0000081	04/30/2015	FIRE	Fire Stop Agreement	1	016000160	ACCELERATED ELIGIBILITY	\$843.00	Pending		DemoContractor	05/28/2015	<input type="checkbox"/>
CW15-0000080	04/30/2015	FIRE	Fire Stop Agreement	1	016000160	ACCELERATED ELIGIBILITY	\$843.00	Pending		DemoContractor	05/28/2015	<input type="checkbox"/>

- If you wish to Delete Invoices, you can only Deleted Invoices in “Pending” status, you need to click the box in the “Del” column to selected desired Invoices to be deleted, then press Delete Contribution button at the bottom of the page.
- To delete invoices that are in an “In Process” status, you need to contact the Fund Office.
- If status says “Paid,” your form and payment was received and entered into the Contribution System, these cannot be deleted.

How to Make Payments on Multiple Saved Forms

Welcome Democontractor Last Signed In: Friday, May 01, 2015

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

Electronic Contribution

Select the contractor from the list to submit your contribution

Select Contractor: 000401 | ALADDIN ELECTRIC, INC. ▼

Work Start Date: 4/1/2015 ▼ **Work End Date:** 4/30/2015 ▼

Process Contribution: Enter New Contribution ▼

Contribution Type: Regular Contribution ▼

CBA: BLDG TRADES/NAT. SVC. 8 ▼ Report no Hours

Make a Payment

View All Payment

Account Management

Make Variance Payment

- If you enter and save multiple invoices and have not 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.

How to Make Payments on Multiple Saved Forms

Pending Payment

Select Contractor: 016000160 | ACCELERATED ELIGIBILITY Invoice Number:

* Invoice Begin Date: 4/28/2015 * Invoice End Date: 5/28/2015

All employer contributions shall be made monthly and shall be due in full, along with the completed employer report, on or before the 10th day of the month after the month of work. An employer contribution and report is delinquent if not received by the Administrative Office for the Trusts by such date. If an employer contribution and/or report has not been received by the Administrative Office by the 20th day of the month after the month of work, the employer will owe interest at the rate of 7% per year (accruing from the date of the delinquency) plus liquidated damages in the amount of 10% of the delinquency for such month, or, if greater, \$25.00.

Pending Invoice:

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input type="checkbox"/>	CW15-0000084	04/30/2015	FIRE	Fire Stop Agreement	016000160	\$843.00	DemoContractor	05/28/2015
<input type="checkbox"/>	CW15-0000083	04/30/2015	FIRE	Fire Stop Agreement	016000160	\$843.00	DemoContractor	05/28/2015
<input type="checkbox"/>	CW15-0000082	04/30/2015	FIRE	Fire Stop Agreement	016000160	\$843.00	DemoContractor	05/28/2015
<input type="checkbox"/>	CW15-0000081	04/30/2015	FIRE	Fire Stop Agreement	016000160	\$843.00	DemoContractor	05/28/2015
<input type="checkbox"/>	CW15-0000080	04/30/2015	FIRE	Fire Stop Agreement	016000160	\$843.00	DemoContractor	05/28/2015

- You will go to a Pending Payment screen which shows contribution forms that have not been finalized for payment.
- In the Select Contractor area you can enter "Invoice Begin" / "Invoice End Date" date range to narrow or widen your search for all unpaid contributions forms.
- Click on the Box all the way to the left of the Invoice # for the forms that you would like to pay. This will combine all forms into one payment amount and you can continue to make your payment through the normal payment process.

Questions/Concerns

For Training and Enrollment, please call us at (925)398-7042, and ask to speak with someone from our Contributions Team.