IATSE Local 16
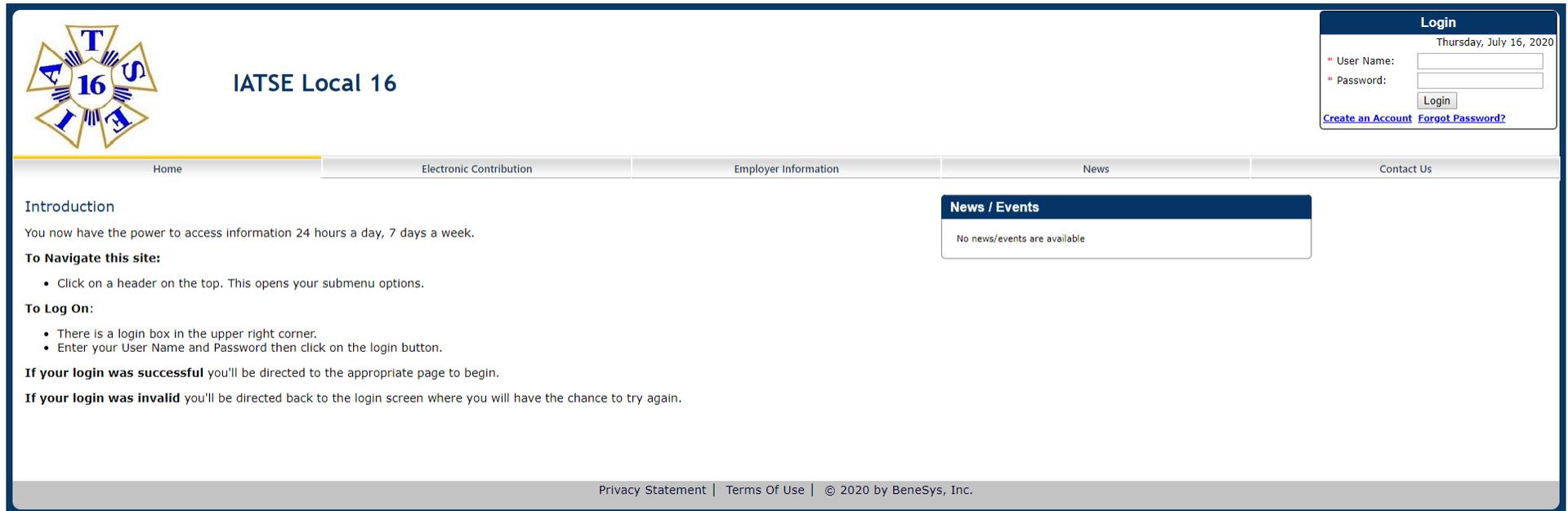# Electronic Contribution Website
Quick Start Guide

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.iatse16employers.org

- **To log into this site, you will need to contact the BeneSys office to receive an introduction letter. To register click on the "Create an Account" option in the top right corner of the website. You will need to create a user name, password, and an identification number which was received with your letter.**

- **A second option is to call (925) 398-7043 or Toll Free (855) 704-5273, and someone will assist you.**

Lets Get Started

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

Processing Contributions

Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor:	▮▮▮▮▮▮▮ PROCESSING ▼		
Work Start Date:	6/1/2020 ▼	Work End Date:	6/30/2020 ▼
Process Contribution:	Enter New Contribution ▼		
	Enter New Contribution		
	Modify / Submit Saved Contribution		
Contribution Type:	Upload Contribution File		
CBA:	Copy / Modify Previous Report Form	☐ **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.

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Entering a New Form

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor:	██████████████ PROCESSING ▼		
Work Start Date:	6/1/2020 ▼	**Work End Date:**	6/30/2020 ▼
Process Contribution:	Enter New Contribution ▼		
Contribution Type:	Regular Contribution ▼		
CBA:	2018 INTERIM TERM 10.4% ▼	☐ **Report no Hours**	
	Submit Cancel		

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. **If reporting zero hours worked, please click the check box "Report no Hours"**
7. **Finally, click Submit to begin entry.**

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Enter a New Form - Contribution Entry

Contribution Entry Form

Contribution Batch

Contractor Name:	████████████PROCESSING
Batch Number:	CW20-00000036
CBA:	0075 - 2018 INTERIM TERM 10.4%

Contractor Number:	████
Work End Date:	06/30/2020

🗘 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	Gross Wages	Delete?
1		DEFAULT WORK CLASSIFICATION ▼				0.00	0.00	☐
2		DEFAULT WORK CLASSIFICATION ▼				0.00	0.00	☐

- **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.**

- **Enter the Gross amounts, Straight Time amounts, Overtime amounts, and Double Time 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:**

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Enter a New Form – Calculate Contributions

Process Contribution

Contribution Batch

Contractor Name:	███████ PROCESSING	Contractor Number:	██████
Batch Number:	CW20-00000036	Work End Date:	06/30/2020
CBA:	0075 - 2018 INTERIM TERM 10.4%		

Contractor Contribution Details:

Work Class	Contractor	Hours Worked	Gross Wages	Amount	
Default Work Classification	████ PROCESSING	105.00	3,000.00	$897.00	View Details
TOTAL		**105.00**	**3,000.00**	**$897.00**	

Employee Contribution Details:

SSN	Work Class	First Name	MI	Last Name	Hours Worked	Gross Wages	Amount	
123456789	Default Work Classification	JOHN		DOE	105.00	3,000.00	$897.00	View Details
TOTAL					**105.00**	**$3,000.00**	**$897.00**	

Back   Finalize Contribution   Cancel

- **The <u>View Details</u> link under Contractor Contribution Details will show you a breakdown of all calculated fringes.**
  - **See next page for option to not pay certain fringes on all employees.**
- **The <u>View Details</u> link under Employee Contribution Details will show you a breakdown of all calculated fringes for that particular employee.**
  - **See page after next for option to not pay certain fringes on a specific employee**
- **The <u>Back</u> button will return you to the prior screen and adjust contributions information. <u>*At no time*</u> 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 <u>Finalize Contribution</u> button. Note: once you've clicked <u>Finalize Contribution</u>, you cannot go back and make changes.**

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Enter a New Form - Contractor Details

Contractor Contribution Details

Contractor Name: ▆▆▆▆▆▆▆▆▆▆ PROCESSING

Fund Name	Units	Basis	Rates	Amount
Health & Welfare	3,000.00	Gross Wages	0.15500	$465.00
Pension	3,000.00	Gross Wages	0.10400	$312.00
Pension Surcharge	3,000.00	Gross Wages	0.00000	$0.00
Pension Enhancement	3,000.00	Gross Wages	0.00000	$0.00
Training	3,000.00	Gross Wages	0.00500	$15.00
Working Fees	3,000.00	Gross Wages	0.03500	$105.00
				Total: $897.00

Close

- **To elect to not pay an optional fringe for ALL EMPLOYEES, click on the <u>View Details</u> link under Contractor Contribution Details next to the Work Class for which you would like to not pay the optional fringe.**
  - **Check the <u>Overwrite</u> box next to fringe(s) you are not paying.**
  - **Click <u>Save</u> 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 specified fringe. All forms are checked when they are submitted and if you do not pay a fringe you are required to pay, you may be assessed liquidated Damages.

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Enter a New Form - Contractor Details

Employee Contribution Details

First Name: JOHN   **Last Name:** DOE

Fund	Units	Basis	Rate	Amount
Health & Welfare	3,000.00	Gross Wages	0.15500	$465.00
Pension	3,000.00	Gross Wages	0.10400	$312.00
Pension Surcharge	3,000.00	Gross Wages	0.00000	$0.00
Pension Enhancement	3,000.00	Gross Wages	0.00000	$0.00
Training	3,000.00	Gross Wages	0.00500	$15.00
Working Fees	3,000.00	Gross Wages	0.03500	$105.00
				Total: $897.00

Close

- **To elect to not pay an optional fringe for ONE EMPLOYEE, click on the <u>View Details</u> link under Employee Contribution Details next to the employee for whom you would like to not pay the optional fringe.**
    - **Check the <u>Overwrite</u> box next to fringe(s) you are not paying.**
    - **In the amount field for the fringe that is to be overwritten, enter 0.00, or whatever the correct amount is.**
    - **Click <u>Save</u> to save and this will overwrite the fringe amount to $0 or the amount you entered.**

Note: You should only use this option if you have a signed agreement that states you do not have to pay a specified fringe. All forms are checked when they are submitted and if you do not pay a fringe you are required to pay, you may be assessed liquidated Damages.

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Enter a New Form - Finalize Contributions

Contribution Batch

Contractor Name:	██████████PROCESSING	Contractor Number:	████
Batch Number:	CW20-00000036	Work End Date:	06/30/2020
CBA:	0075 - 2018 INTERIM TERM 10.4%		

INVOICE # CW20-00000017

Your Calculated Contributions for work ending 06/30/2020:	$897.00
Remittance Amount Due:	$897.00
Invoice #:	CW20-00000017
	* 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(S).
Invoice Date:	07/16/2020

[Pay Now] [Print Invoice] [Done]

Amount Due:

Work Class	Fund	Fund Code	Hours Worked	Gross Wages	Calc Hrs	Basis	Rate	Amount
Default Work Classification	Health & Welfare	Welfa	105.00	3,000.00	3,000.00	Gross Wages	0.15500	$465.00
Default Work Classification	Pension	Pensi	105.00	3,000.00	3,000.00	Gross Wages	0.10400	$312.00
Default Work Classification	Pension Surcharge	Surch	105.00	3,000.00	3,000.00	Gross Wages	0.00000	$0.00
Default Work Classification	Pension Enhancement	Enhan	105.00	3,000.00	3,000.00	Gross Wages	0.00000	$0.00
Default Work Classification	Training	Train	105.00	3,000.00	3,000.00	Gross Wages	0.00500	$15.00
Default Work Classification	Working Fees	Dues	105.00	3,000.00	3,000.00	Gross Wages	0.03500	$105.00
TOTAL								$897.00

Employee Details:

Name	Work Class	HW	GW	Welfa	Pensi	Surch	Enhan	Train	Dues
DOE, JOHN	Default Work Classification	105.00	$3,000.00	$465.00	$312.00	$0.00	$0.00	$15.00	$105.00
TOTAL		105.00	$3,000.00	$465.00	$312.00	$0.00	$0.00	$15.00	$105.00

- **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.

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Enter a New Form - Pay Invoice(s)

Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us

Pending Payment

Select Contributor:	████████████ PROCESSING ▼	**Invoice Number:**	
* **Invoice Begin Date:**	6/16/2020 ▼	* **Invoice End Date:**	7/16/2020 ▼

Search   Clear

Pursuant to the Collections Policy, your reports and payments to the I.A.T.S.E. Local 16 Trust Fund received after the 20th of each month are considered delinquent and subject to liquidated damages of 10% of unpaid contributions of each delinquent month of contributions and interest equal to 10% per annum, compounded monthly.

Pending Invoice:

Select Invoice   Cancel

☐	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
☑	CW20-00000017	06/30/2020	0075	2018 INTERIM TERM 10.4%	69923	$897.00	DemoContractor	07/16/2020

Select Invoice   Cancel

- **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.**

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Enter a New Form - Pay Invoice(s)

Pending Payment

Payment Summary
(1) Invoice Selected
Total amount due: $897.00

[Make Payment] [Edit Selection]

Select Contractor: [PROCESSING ▼]   Invoice Number: [   ]
* Invoice Begin Date: [6/16/2020 ▼]   * Invoice End Date: [7/16/2020 ▼]

[Search] [Clear]

Pursuant to the Collections Policy, your reports and payments to the I.A.T.S.E. Local 16 Trust Fund received after the 20th of each month are considered delinquent and subject to liquidated damages of 10% of unpaid contributions of each delinquent month of contributions and interest equal to 10% per annum, compounded monthly.

Pending Invoice:

[Select Invoice] [Cancel]

☑	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
☑	CW20-00000017	06/30/2020	0075	2018 INTERIM TERM 10.4%	69923	$897.00	DemoContractor	07/16/2020

[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.**

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Enter a New Form - Pay Invoice(s)

Welcome Democontractor				**Last Signed In: Thursday, July 16, 2020**
Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW20-00000017	06/30/2020	2018 INTERIM TERM 10.4%	69923	$897.00
TOTAL				**$897.00**

Total Invoice Amount : $897.00

Invoice Adjustment Amount: $0.00

Total Amount Due: $897.00

Adjustment Reason:

Pay By: ● ACH(Online) ○ Check

Submit   Cancel   Back

- **Clicking <u>Make Payment</u> 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 <u>Invoice Adjustment Amount</u> 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 <u>Total Amount Due</u>.
  - When an adjustment amount is input you are required to also enter the reason for the adjustment in the <u>Adjustment Reason</u> box (e.g. Liquidated Damages or Over/Under payment for a prior period).

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Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW20-00000017	06/30/2020	2018 INTERIM TERM 10.4%	69923	$897.00
TOTAL				**$897.00**

Total Invoice Amount : $897.00

Invoice Adjustment Amount: [$0.00]

Total Amount Due: $897.00

Adjustment Reason:

Pay By: ● ACH(Online) ○ Check

[Submit] [Cancel] [Back]

- **Now select your Pay By type**
    - o **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** <u>Approver Email List</u>**.**

Manage Account

Select Contractor:

* Routing Number:

* Bank Account Number:

* Account Type: ● Checking ○ Saving

Bank Name:

5KVQVO

[Get New Image]

* Please enter the characters as shown in the image.

[Submit] [Cancel]

Approver Email List

[Add New Approver]

No Approver list found.

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

ACH Payment

Pursuant to the Collections Policy, your reports and payments to the I.A.T.S.E. Local 16 Trust Fund received after the 20th of each month are considered delinquent and subject to liquidated damages of 10% of unpaid contributions of each delinquent month of contributions and interest equal to 10% per annum, compounded monthly.

Total Amount Due: $897.00

Bank Account Number: (Last 4 digits)

Routing Number: (Last 4 digits)

Bank Name:

Account Type:

Settlement Date: 7/22/2020

[Edit Account] [Submit] [Cancel]

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

- o **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.

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Modify A Saved Contribution Form

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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: [PROCESSING ▼]

Process Contribution: [Modify / Submit Saved Contribution ▼]

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

*Batch Number:

[Submit] [Cancel]

- **If you select <u>Modify / Submit Saved Contribution</u> 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.**

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Modify A Saved Contribution Form

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor:	███████████ PROCESSING ▼
Process Contribution:	Modify / Submit Saved Contribution ▼
＊**Batch Number:**	Batch Number | CBA | Work StartDate | Work EndDate
	CW20-00000032 ▼

Batch Number	CBA	Work Start Date	Work End Date
CW20-00000032	(0075) 2018 INTERIM	06/01/2020	06/30/2020
CW20-00000001	(0075) 2018 INTERIM	05/01/2020	05/31/2020

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

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Upload a Contribution File

Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor:	███████████████ PROCESSING ▼		
Work Start Date:	6/1/2020 ▼	**Work End Date:**	6/30/2020 ▼
Process Contribution:	Upload Contribution File ▼		
	Enter New Contribution		
Contribution Type:	Modify / Submit Saved Contribution		
	Upload Contribution File		
CBA:	Copy / Modify Previous Report Form		
***File Name:**	Choose File No file chosen		
	Submit Cancel		

- **If you select <u>Upload Contribution File</u> 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 <u>Work Start Date</u> and <u>Work End Date</u>. 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 <u>Browse</u> button to find the .CSV or .TXT file that you want to use.**

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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. 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.

	SSN	Work Class	First	Last	MI	Hours Worked	Gross Wages
	A	B	C	D	E	F	G
1	123456789	DFLT	John	Doe		105	3000
2							

Work Class Codes

When uploading a contributions file, please be sure to only select work classes that are associated with the Collective Bargaining Agreement you are submitting contributions under. If a work class is used that is not associated with your CBA, you may receive unexpected results. All of the fund's work classes are shown below.

Code	Description	Code	Description	Code	Description	Code	Description
AD	Art Director	GAFFER	Gaffer	PMAKER	Prop Maker	VIDEX	Video Extra
ARTDC	Art Department Coordinator	GANGB	Gang Boss	PMASTE	Prop Master	VIDH	Video Head
ASSTAD	Asst Art Directo	GEN	General	PRODA	Production Assistant	WEB	Webcast/Broadcast
ASSTHM	Asst Hair/Makeup	GENAV	Gen AV	PRODH	Production Head		
ASSTSF	Asst Shop Foreman	GRDES	Graphic Designer	PRODS	Production Staff		
AUDT1	Audio Tech 1	GREENS	Greensman	PRSART	Prop Shop Artisan		
AUDT2	Audio Tech 2	HEADR	Head Rate	PRSAST	Prop Shop Asst		
BBOY	Best Boy	HEADS	Head Scenic	PRSH	Prop Shop Head		
BOOM	Boom	HEADSS	Head Seamstress	PYRO	Pyrotechnician		
CC	Construction Coordinator	HERBEH	HERBST Extra Help	RIGGER	Rigger		
CS	Craft Service	HERBHOD	HERBST Head of Dept	SCALL	Show Call		
DEPTA	Dept Asst	HERBKP	HERBST Key Personnel	SCALLE	Show Call Extra		
DEPTH	Dept Head	HOD	Head of Dept	SCALLH	Show Call Head of Dept		
DFLT	Default Work Classification	HODS	Head of Dept Symphony	SCALLS	Show Call Spot/Cam		
DFLT1	Default Work Classification	HST	HOUSE TECH FORUM	SCENIC	Scenic		
DOLLY	Dolly Grip	HWFLAT	H&W FLAT RATE	SCRIPT	Script Sup		
DRAFT	Draftsman	JRNYP	Journeyman Pntr	SETD	Set Decorator		
ETCPRC	ETCP RIGGER CERT	KEYT	Key Technician	SETDD	Onset Dresser/Draper		
EXTRA	Extra (Carps/Elec/Props/A2)	KGRIP	Key Grip	SHOPBH	Shop Bench Hand		
EXTRAHS	Extra Help Symphony	KHAIR	Key Hair	SHOPEH	Shop Extra Help		
EXTRAT	Extra Tech	KMUP	Key Makeup	SHOPF	Shop Foreman		
FAID	First Aid	KPERS	KEY PERSONNEL	SHOPG	Shop General		
FLYMAN	Flyman, Pryotechnician	LAB	Laborer	SHOPL1	Shop Level 1		
FMCAT1	Fillmore Cat 1	LAY	Layout Person	SHOPL2	Shop Level 2		
FMCAT2	Fillmore Cat 2	MIXER	Mixer	SHOPL3	Shop Level 3		
FMCAT3	Fillmore Cat 3	MS	MultiSource	SHOPM	Shop Mechanic		
FORE	Foreman	NODUES	NO DUES	SPOT	Spotlight Op		
FRLITE	Front Light	PACEH	PAC Extra Help	ST	Studio Teacher		
FRLITO	Front Light Ops	PACHOD	PAC Head of Dept	STHAND	Stagehand		
FXHEAD	FX Head	PACKP	PAC Key Personnel	STTECH	Stage Tech		

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Upload a Contribution File

Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us

Contribution Entry Form

Contribution Batch

Contractor Name:	████████ PROCESSING	Contractor Number:	69923
Batch Number:	CW20-00000042	Work End Date:	06/30/2020
CBA:	0075 - 2018 INTERIM TERM 10.4%		

✎ 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	Gross Wages	Delete?
13	123456789	DEFAULT WORK CLASSIFICATION ▾	JOHN		DOE	105	3000	☐
14		DEFAULT WORK CLASSIFICATION ▾				0.00	0.00	☐

- **Upon clicking <u>Submit</u>, 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).**

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Copy/Modify Previous Report Form

Welcome Democontractor					Last Signed In: Friday, July 17, 2020
Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: ▓▓▓▓▓▓▓▓ PROCESSING ▼

Work Start Date: 6/1/2020 ▼   **Work End Date:** 6/30/2020 ▼

Process Contribution: Copy / Modify Previous Report Form ▼

***Invoice Number:** Invoice Number | CBA | Work StartDate | Work EndDate
CW20-00000019 ▼

☐ **Check here to zero out hours and amounts from copied data**

[Submit] [Cancel]

- **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).**

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How to View Past Contribution Forms

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

How to View Past Contribution Forms

Welcome Democontractor				**Last Signed In: Friday, July 17, 2020**	
Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us

View All Contributions

Select Contractor: [Select Contractor ▼]   Begin Date: 6/17/2020   End Date: 7/17/2020

[Search]

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).**

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View All Contributions

Select Contractor: ████████████████ PROCESSING ▼   **Begin Date:** 6/17/2020 ▾   **End Date:** 7/17/2020 ▾

[Search]

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
CW20-00000019	06/30/2020	0075	2018 INTERIM TERM 10.4%	11	69923	████ PROCESSING	$3,588.00	Pending	CHK		DemoContractor	07/16/2020	☐
CW20-00000018	06/30/2020	0075	2018 INTERIM TERM 10.4%	11	69923	████ PROCESSING	$3,588.00	Pending	ACH	07/20/2020	DemoContractor	07/16/2020	
CW20-00000017	06/30/2020	0075	2018 INTERIM TERM 10.4%	1	69923	████ PROCESSING	$897.00	Pending			DemoContractor	07/16/2020	☐

[Delete Contribution(s)]

- **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 <u>Del</u> column next to the invoices to be deleted, then click the <u>Delete Contribution</u> 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.**

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How to Make Payments on Multiple Saved Forms

- **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 <u>Make a Payment</u> (see above).**

How to Make Payments on Multiple Saved Forms

Welcome Democontractor				Last Signed In: Friday, July 17, 2020
Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us

Pending Payment

Select Contractor:	▇▇▇▇▇▇▇▇ PROCESSING ▼		Invoice Number:	
* Invoice Begin Date:	6/17/2020 ▼		* Invoice End Date:	7/17/2020 ▼

<center>[Search]   [Clear]</center>

Pursuant to the Collections Policy, your reports and payments to the I.A.T.S.E. Local 16 Trust Fund received after the 20th of each month are considered delinquent and subject to liquidated damages of 10% of unpaid contributions of each delinquent month of contributions and interest equal to 10% per annum, compounded monthly.

Pending Invoice:

<div align="right">[Select Invoice]   [Cancel]</div>

☐	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
☐	CW20-00000022	06/30/2020	0075	2018 INTERIM TERM 10.4%	69923	$1,196.00	DemoContractor	07/17/2020
☐	CW20-00000017	06/30/2020	0075	2018 INTERIM TERM 10.4%	69923	$897.00	DemoContractor	07/16/2020

[Select Invoice]   [Cancel]

- **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 <u>Invoice Begin</u> and <u>Invoice End</u> 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 <u>Select Invoice</u> 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).**

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Questions/Concerns

For questions, enrollment, or training, please call (925) 398-7043 or Toll Free (855) 704-5273 and ask to speak with someone from our Contributions Team.

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