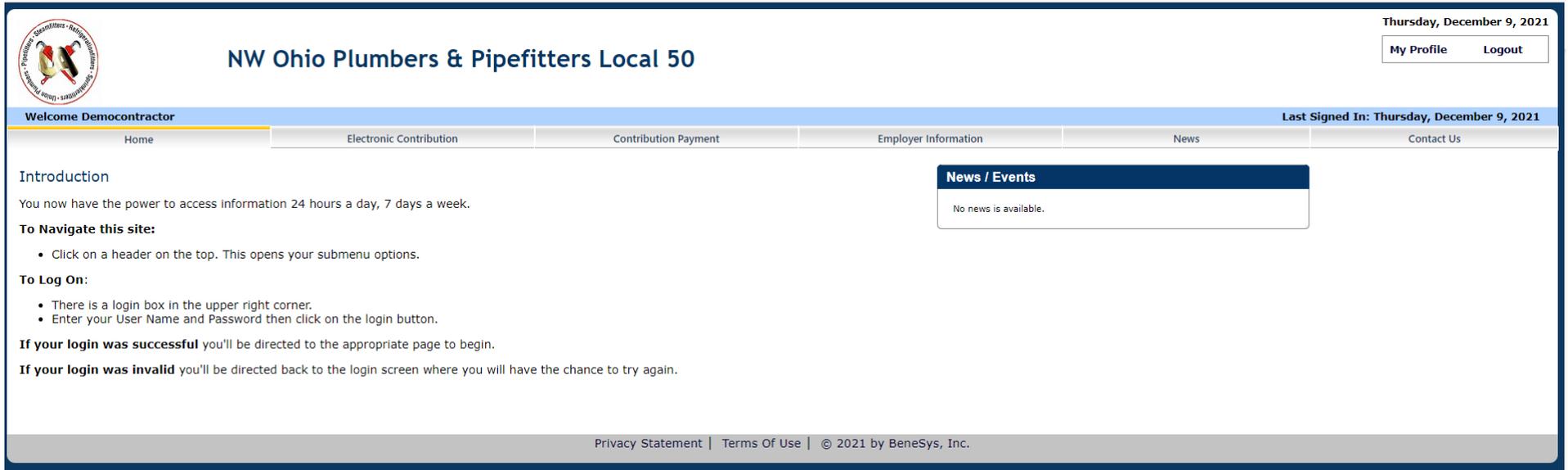


Northwestern Ohio Plumbers and Pipefitters Electronic Contribution Website User Manual

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.nwoppcontributions.org



Thursday, December 9, 2021
[My Profile](#) [Logout](#)

NW Ohio Plumbers & Pipefitters Local 50

Welcome Democontractor Last Signed In: Thursday, December 9, 2021

Home | Electronic Contribution | Contribution Payment | 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.

News / Events
No news is available.

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- **To log in to this site, you will need to contact the BeneSys office to register, at which point you will be mailed two separate introduction letters. These letters will contain the contractor number and identification number needed for registration. Once you have received your letters, navigate to the website and click on the “Create an Account” option in the top right corner of the website, where you will create a user-name and password for your account.**
- **If you have any difficulty when creating your account, please call (419) 662-1388, where someone will assist you.**

Let's Get Started

Thursday, December 9, 2021

My Profile Logout

Welcome Democontractor Last Signed In: Thursday, December 9, 2021

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Introduction

You now have the power to access informat a week.

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

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

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- 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

Thursday, December 9, 2021

My Profile Logout

Welcome Democontractor Last Signed In: Thursday, December 9, 2021

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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: 999999 | TEST CONTRACTOR ▼

Work Month: November ▼ Work Month Year: 2021 ▼

Process Contribution: Enter New Contribution ▼

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

CBA: Report no Hours

Submit Cancel

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- **Enter New Contribution** – This allows manual 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

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 Month** and **Work Month Year**. 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 end 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. This will pull the fringe rates for that CBA.
 - a. **PLEASE NOTE**: As part of system upgrades, CBA Codes have changed. To view a mapping of the old codes the current CBA Codes correspond do, please see Page 20.
6. To report no work, please check the "Report no Hours" box.
7. Finally, click **Submit** to begin entry.

Enter a New Form - Contribution Entry

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Contribution Entry Form

Contribution Batch

Contractor Name: TEST CONTRACTOR Contractor Number: 999999
 Batch Number: CW21-0000010 Work End Date: 11/30/2021
 CBA: BTE - BTE AGREEMENTS

[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	Hours Paid	Gross Wages	Delete?
1	333224444	APPRENTICE 5TH	John	D	Doe	100.00	120.00	1000.00	<input type="checkbox"/>
2	147253698	RETIREMENT CLASS J	Jane	M	Doe	100.00	120.00	100.00	<input type="checkbox"/>
3		APPRENTICE 10TH				0.00	0.00	0.00	<input type="checkbox"/>

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- This screen will typically be prepopulated with employees you have recently remitted for under the CBA you selected. It also allows you to enter new employees as well as delete employees you no longer remit for. To add a new employee, simply enter their SSN and name in the blank line at the end of the form. To delete an employee, check the delete box on that employee’s line and click Delete Employee.
 - **PLEASE NOTE:** As part of system upgrades, Work Classes have been added to the contributions structure. This may result in some employees whom you have previously remitted for to not prepopulate on the entry screen. In this case, simply enter the SSN of the missing member and select the appropriate work class for that member.
 - If a prepopulated member’s work class needs to be changed, please check the delete box for that member and then click “Delete Employee”. This will allow you to reenter that member’s SSN and select a new work class for that member.
 - A listing of all work class codes can be found on page 20.
- Enter the Gross amounts, Hours Paid amounts, and Hours Worked amounts in the appropriate fields.
- Click 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

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Process Contribution

Contribution Batch

Contractor Name:	TEST CONTRACTOR	Contractor Number:	999999
Batch Number:	CW21-0000011	Work End Date:	11/30/2021
CBA:	BTE - BTE AGREEMENTS		

Contractor Contribution Details:

Work Class	Contractor	Hours Worked	Hours Paid	Gross Wages	Amount	
Apprentice 5th	TEST CONTRACTOR	100.00	120.00	1,000.00	\$3,051.60	View Details
RETIREMENT CLASS J	TEST CONTRACTOR	100.00	120.00	100.00	\$3,312.60	View Details
TOTAL		200.00	240.00	1,100.00	\$6,364.20	

Employee Contribution Details: [Click Here To Override Employee Contributions By Fund](#)

SSN	Work Class	First Name	MI	Last Name	Hours Worked	Hours Paid	Gross Wages	Amount	
147253698	RETIREMENT CLASS J	Jane	M	Doe	100.00	120.00	100.00	\$3,312.60	View Details
333224444	Apprentice 5th	John	D	Doe	100.00	120.00	1,000.00	\$3,051.60	View Details
TOTAL					200.00	240.00	\$1,100.00	\$6,364.20	

Back Finalize Contribution Cancel

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- The View Details link under Contractor Contribution Details will show you a breakdown of all calculated fringes
 - See next page in user guide for option to not pay certain fringes on all employees
- 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 in user guide for option to not pay certain fringes on a specific employee
- Use the Back button to return to the prior screen if you'd like to adjust work details for any employee. ***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 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: TEST CONTRACTOR

Overwrite	Fund Name	Units	Basis	Rates	Amount
<input type="checkbox"/>	H & W	120.00	Hours Paid	8.11000	\$973.20
<input type="checkbox"/>	PENSION	120.00	Hours Paid	7.36000	\$883.20
<input type="checkbox"/>	RETIREMENT DC	120.00	Hours Paid	3.60000	\$432.00
<input checked="" type="checkbox"/>	DUES	1,000.00	Gross Wages	0.03000	\$30.00
<input type="checkbox"/>	SCRA	120.00	Hours Paid	1.50000	\$180.00
<input type="checkbox"/>	RET HCP	120.00	Hours Paid	2.50000	\$300.00
<input type="checkbox"/>	OSA	120.00	Hours Paid	1.31000	\$157.20
<input type="checkbox"/>	PIPE	120.00	Hours Paid	0.12000	\$14.40
<input type="checkbox"/>	CON ADM	120.00	Hours Paid	0.18000	\$21.60
<input type="checkbox"/>	APPR	120.00	Hours Paid	0.50000	\$60.00
<input type="checkbox"/>	PAC LC INT	100.00	Hours Worked	0.00000	\$0.00
Total:					\$3,051.60

- To elect to not pay DUES for ALL EMPLOYEES (if your agreement does not require DUES), click on the View Details link under Contractor Contribution Details next to the Work Class for which you would like to not pay the optional fringe.
 - Check the Overwrite box next to fringe(s) you are not paying.
 - Click Save, which 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.

Enter a New Form - Contractor Details

Employee Contribution Details

First Name: Jane **Last Name:** Doe

Overwrite	Fund	Units	Basis	Rate	Amount
<input type="checkbox"/>	H & W	120.00	Hours Paid	8.11000	\$973.20
<input type="checkbox"/>	PENSION	120.00	Hours Paid	7.36000	\$883.20
<input type="checkbox"/>	RETIREMENT DC	120.00	Hours Paid	6.00000	\$720.00
<input type="checkbox"/>	DUES	100.00	Gross Wages	0.03000	\$3.00
<input type="checkbox"/>	SCRA	120.00	Hours Paid	1.50000	\$180.00
<input type="checkbox"/>	RET HCP	120.00	Hours Paid	2.50000	\$300.00
<input type="checkbox"/>	OSA	120.00	Hours Paid	1.31000	\$157.20
<input type="checkbox"/>	PIPE	120.00	Hours Paid	0.12000	\$14.40
<input type="checkbox"/>	CON ADM	120.00	Hours Paid	0.18000	\$21.60
<input type="checkbox"/>	APPR	120.00	Hours Paid	0.50000	\$60.00
<input type="checkbox"/>	PAC LC INT	100.00	Hours Worked	0.00000	\$0.00
Total:					\$3,312.60

- To change or zero out the DUES for ONE Employee, click on the [View Details](#) link under Employee Contribution Details next to the employee for whom you would like to edit the DUES amount.
 - Check the **Overwrite** 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 dollar amount is.
 - Click **Save**, which 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.

Enter a New Form - Finalize Contributions

Home	Electronic Contribution	Contribution Payment	Employer Information											
Contribution Batch														
Contractor Name:	TEST CONTRACTOR	Contractor Number:	999999											
Batch Number:	CW21-00000011	Work End Date:	11/30/2021											
CBA:	BTE - BTE AGREEMENTS													
INVOICE # CW21-00000007														
Your Calculated Contributions for work ending 11/30/2021:	\$6,364.20													
Remittance Amount Due:	\$6,364.20													
Invoice #:	CW21-00000007													
	* 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:	12/09/2021													
	<input type="button" value="Pay Now"/> <input type="button" value="Print Invoice"/> <input type="button" value="Done"/>													
Amount Due:														
Work Class	Fund	Fund Code	Hours Worked	Hours Paid	Gross Wages	Calc Hrs	Basis	Rate	Amount					
RETIREMENT CLASS J	H & W	HW	100.00	120.00	100.00	120.00	Hours Paid	8.11000	\$973.20					
RETIREMENT CLASS J	PENSION	DB	100.00	120.00	100.00	120.00	Hours Paid	7.36000	\$883.20					
RETIREMENT CLASS J	RETIREMENT DC	DC	100.00	120.00	100.00	120.00	Hours Paid	6.00000	\$720.00					
RETIREMENT CLASS J	DUES	DU	100.00	120.00	100.00	100.00	Gross Wages	0.03000	\$3.00					
RETIREMENT CLASS J	SCRA	SC	100.00	120.00	100.00	120.00	Hours Paid	1.50000	\$180.00					
RETIREMENT CLASS J	RET HCP	RH	100.00	120.00	100.00	120.00	Hours Paid	2.50000	\$300.00					
RETIREMENT CLASS J	OSA	OSA	100.00	120.00	100.00	120.00	Hours Paid	1.31000	\$157.20					
RETIREMENT CLASS J	PIPE	PIPE	100.00	120.00	100.00	120.00	Hours Paid	0.12000	\$14.40					
RETIREMENT CLASS J	CON ADM	CADM	100.00	120.00	100.00	120.00	Hours Paid	0.18000	\$21.60					
RETIREMENT CLASS J	APPR	APPR	100.00	120.00	100.00	120.00	Hours Paid	0.50000	\$60.00					
RETIREMENT CLASS J	PAC LC INT	PAC	100.00	120.00	100.00	100.00	Hours Worked	0.00000	\$0.00					
Apprentice 5th	H & W	HW	100.00	120.00	1,000.00	120.00	Hours Paid	8.11000	\$973.20					
Apprentice 5th	PENSION	DB	100.00	120.00	1,000.00	120.00	Hours Paid	7.36000	\$883.20					
Apprentice 5th	RETIREMENT DC	DC	100.00	120.00	1,000.00	120.00	Hours Paid	3.60000	\$432.00					
Apprentice 5th	DUES	DU	100.00	120.00	1,000.00	1,000.00	Gross Wages	0.03000	\$30.00					
Apprentice 5th	SCRA	SC	100.00	120.00	1,000.00	120.00	Hours Paid	1.50000	\$180.00					
Apprentice 5th	RET HCP	RH	100.00	120.00	1,000.00	120.00	Hours Paid	2.50000	\$300.00					
Apprentice 5th	OSA	OSA	100.00	120.00	1,000.00	120.00	Hours Paid	1.31000	\$157.20					
Apprentice 5th	PIPE	PIPE	100.00	120.00	1,000.00	120.00	Hours Paid	0.12000	\$14.40					
Apprentice 5th	CON ADM	CADM	100.00	120.00	1,000.00	120.00	Hours Paid	0.18000	\$21.60					
Apprentice 5th	APPR	APPR	100.00	120.00	1,000.00	120.00	Hours Paid	0.50000	\$60.00					
Apprentice 5th	PAC LC INT	PAC	100.00	120.00	1,000.00	100.00	Hours Worked	0.00000	\$0.00					
TOTAL									\$6,364.20					
Employee Details:														
Name	Work Class	HW	HP	GW	DB	DC	DU	SC	RH	OSA	PIPE	CADM	APPR	PAC
Doe, Jane M	RETIREMENT CLASS J	\$100.00	120.00	100.00	\$883.20	\$720.00	\$3.00	\$180.00	\$300.00	\$157.20	\$14.40	\$21.60	\$60.00	\$0.00
Doe, John D	Apprentice 5th	\$100.00	120.00	1,000.00	\$883.20	\$432.00	\$30.00	\$180.00	\$300.00	\$157.20	\$14.40	\$21.60	\$60.00	\$0.00
TOTAL		\$400.00	240.00	\$1,100.00	\$1,766.40	\$1,152.00	\$33.00	\$360.00	\$600.00	\$314.40	\$28.80	\$43.20	\$120.00	\$0.00

- 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



Enter a New Form - Pay Invoice(s)

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

Pending Payment

Select Contractor: 999999 | TEST CONTRACTOR ▾ Invoice Number:

* Invoice Begin Date: 11/9/2021 ▾ * Invoice End Date: 12/9/2021 ▾

In accordance with the Collection Procedures, contribution payments are due on the 20th day of the month immediately following the work month and are considered delinquent if not received by the same day. Pursuant to the Collection Procedures adopted by the Trustees, payments received past the due date are subject to liquidated damages of 10% of the unpaid contributions and interest on the unpaid contributions of 12% per annum. The first 'late' of the calendar year is forgiven as long as no other late reports are received. If you have ACH Block or Filtering on the bank account listed below, the Company ID for this transaction will be 2065308.

Pending Invoice:

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW21-00000007	11/30/2021	BTE	BTE AGREEMENTS	999999	\$6,364.20	DemoContractor	12/09/2021

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- After selecting **Pay Now**, you will be taken to the **Pending Payment** 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 (via ACH or Check).
- Once you check the box(es) to the left of the invoice(s) desired, click the **Select Invoice** button.

Enter a New Form - Pay Invoice(s)

The screenshot shows the web portal for NW Ohio Plumbers & Pipefitters Local 50. The page title is "NW Ohio Plumbers & Pipefitters Local 50". The date is Thursday, December 9, 2021. The user is logged in as "DemoContractor". The page has a navigation menu with "Home", "Electronic Contribution", "Contribution Payment", "Employer Information", "News", and "Contact Us". The "Contribution Payment" tab is active. The "Pending Payment" section is highlighted with a red box. It contains a "Payment Summary" box with the following text: "(1) Invoice Selected" and "Total amount due: \$6,364.20". Below this are "Make Payment" and "Edit Selection" buttons. The "Select Contractor" dropdown is set to "999999 | TEST CONTRACTOR". The "Invoice Number" field is empty. The "Invoice Begin Date" is "11/9/2021" and the "Invoice End Date" is "12/9/2021". There are "Search" and "Clear" buttons. Below the form is a red warning message: "In accordance with the Collection Procedures, contribution payments are due on the 20th day of the month immediately following the work month and are considered delinquent if not received by the same day. Pursuant to the Collection Procedures adopted by the Trustees, payments received past the due date are subject to liquidated damages of 10% of the unpaid contributions and interest on the unpaid contributions of 12% per annum. The first 'late' of the calendar year is forgiven as long as no other late reports are received. If you have ACH Block or Filtering on the bank account listed below, the Company ID for this transaction will be 2065308." Below the warning is the "Pending Invoice:" section with "Select Invoice" and "Cancel" buttons. A table of pending invoices is shown below, with one invoice highlighted in orange. The table has columns: Invoice #, Wrk Date, Section Code, Section, Cont No., Amount, Submitted By, and Trans. Date. The highlighted invoice is: Invoice # CW21-00000002, Wrk Date 11/30/2021, Section Code BTE, Section BTE AGREEMENTS, Cont No. 999999, Amount \$6,364.20, Submitted By DemoContractor, Trans. Date 12/09/2021. Below the table are "Select Invoice" and "Cancel" buttons. The footer contains "Privacy Statement | Terms Of Use | © 2021 by BeneSys, Inc."

- After clicking Select Invoice, the invoice(s) 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, 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)

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

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW21-00000007	11/30/2021	BTE AGREEMENTS	999999	\$6,364.20
TOTAL				\$6,364.20

Total Invoice Amount : **\$6,364.20**

Invoice Adjustment Amount:

Total Amount Due: **\$6,364.20**

Adjustment Reason:

Pay By: ACH(Online) Check

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- 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 entered, you are required to also enter the reason for the adjustment in the Adjustment Reason box (e.g. Liquidated Damages or Over/Under payment from a prior period).

Enter a New Form - Pay Invoice(s)

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

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW21-00000007	11/30/2021	BTE AGREEMENTS	999999	\$6,364.20
TOTAL				\$6,364.20

Total Invoice Amount : **\$6,364.20**
Invoice Adjustment Amount:
Total Amount Due: **\$6,364.20**
Adjustment Reason:

Pay By: ACH(Online) Check

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- 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.

Select Contractor:

* Routing Number:

* Bank Account Number:

* Account Type: Checking Saving

Bank Name:



* Please enter the characters as shown in the image.

Enter a New Form - Pay Invoice(s)

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

ACH Payment

In accordance with the Collection Procedures, contribution payments are due on the 20th day of the month immediately following the work month and are considered delinquent if not received by the same day. Pursuant to the Collection Procedures adopted by the Trustees, payments received past the due date are subject to liquidated damages of 10% of the unpaid contributions and interest on the unpaid contributions of 12% per annum. The first 'late' of the calendar year is forgiven as long as no other late reports are received. If you have ACH Block or Filtering on the bank account listed below, the Company ID for this transaction will be 2065308.

Total Amount Due: \$6,364.20

Bank Account Number: (Last 4 digits)
Routing Number: (Last 4 digits)
Bank Name:
Account Type:
Settlement Date: 12/13/2021

Add Bank Account Cancel

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

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- **Once on the ACH Payment screen:**
 - **Input a settlement date for when you would like the funds withdrawn from your account. Note: because there is a 2 workday 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

- 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

Thursday, December 9, 2021

My Profile Logout

Welcome Democontractor Last Signed In: Thursday, December 9, 2021

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: 999999 | TEST CONTRACTOR ▼

Process Contribution: Modify / Submit Saved Contribution ▼

* Batch Number: [Dropdown]

Batch Number	CBA	Work Start Date	Work End Date
CW21-00000008	(BTE) BTE AGREEMEN	11/01/2021	11/30/2021

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1. Select a saved batch by selecting its batch number 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

Thursday, December 9, 2021

My Profile Logout

Welcome Democontractor

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: 999999 | TEST CONTRACTOR

Work Month: November

Work Month Year: 2021

Process Contribution: Upload Contribution File

Contribution Type: Upload Contribution File

CBA:

* File Name: Choose File No file chosen

Submit Cancel

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- If you select Upload Contribution File from the Electronic Contribution page, you can upload contribution form 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 Month and Work Month Year. 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 end 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 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. 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.

For an Outline of Work Class codes please see Page 21.

	SSN	WORK CLASS	LAST NAME	FIRST NAME	MIDDLE NAME	HOURS WORK	HOURS PAID	GROSS WAGES
	A	B	C	D	E	F	G	H
1	123456789	AP9	DOE	JOHN	L	130	120	2000
2	987654321	RCH	DOE	JANE	M	140	130	2200
3								

CBA Codes

As part of system upgrades, CBAs have been updated in the system. Only the new CBAs should be used. For ease of use, a mapping of the new CBA codes to the old CBA codes is provided below.

Agreement	Current CBA Code	Prior CBA code
BTE AGREEMENTS	BTE	00
NATIONAL SERVICE AGREEMENT	NSM	02
RESIDENTIAL AGREEMENTS	RES	03
TRAINEES AGREEMENT	TR	07
METAL TRADES AGREEMENT	MT	06
FAB SHOP	FS	04

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.

AP1	Apprentice 1st		
AP10	Apprentice 10th		
AP2	Apprentice 2nd		
AP3	Apprentice 3rd		
AP4	Apprentice 4th		
AP5	Apprentice 5th		
AP6	Apprentice 6th		
AP7	Apprentice 7th	RCJ	RETIREMENT CLASS J
AP8	Apprentice 8th	RCK	RETIREMENT CLASS K
AP9	Apprentice 9th		
FORE	Foreman	RCL	RETIREMENT CLASS L
GFOR	General Foreman	RCM	RETIREMENT CLASS M
H1	Helper 1st	RCN	RETIREMENT CLASS N
H2	Helper 2nd	RCO	RETIREMENT CLASS O
H3	Helper 3rd	RCP	RETIREMENT CLASS P
H4	Helper 4th		
I1	Intern 1st	RCQ	RETIREMENT CLASS Q
I2	Intern 2nd	RCR	RETIREMENT CLASS R
JRNY	JOURNEYMAN	TM1	Tradesman 1st
RCA	RETIREMENT CLASS A	TM2	Tradesman 2nd
RCB	RETIREMENT CLASS B		
RCC	RETIREMENT CLASS C	TM3	Tradesman 3rd
RCD	RETIREMENT CLASS D	TM4	Tradesman 4th
RCE	RETIREMENT CLASS E	TR1	Trainee 1st
RCF	RETIREMENT CLASS F	TR2	Trainee 2nd
RCG	RETIREMENT CLASS G		
RCH	RETIREMENT CLASS H	TRND1	Trainee No Health 1st
RCI	RETIREMENT CLASS I	TRND2	Trainee No Health 2nd

Upload a Contribution File

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Contribution Entry Form

Contribution Batch

Contractor Name:	TEST CONTRACTOR	Contractor Number:	999999
Batch Number:	CW21-0000022	Work End Date:	11/30/2021
CBA:	BTE - BTE AGREEMENTS		

[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	Hours Paid	Gross Wages	Delete?
1	159264873	APPRENTICE 10TH	John	D	Doe	110.00	120.00	100.00	<input type="checkbox"/>
2	153287193	APPRENTICE 10TH	Jane	D	Doe	110.00	120.00	100.00	<input type="checkbox"/>
3		APPRENTICE 10TH				0.00	0.00	0.00	<input type="checkbox"/>

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- 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

The screenshot shows the 'Electronic Contribution' page in the BeneSys system. The navigation bar includes 'Home', 'Electronic Contribution', 'Contribution Payment', 'Employer Information', 'News', and 'Contact Us'. The main content area is titled 'Electronic Contribution' and contains the instruction 'Select the contractor from the list to submit your contributions'. The form fields are: 'Select Contractor:' with a dropdown menu showing '999999 | TEST CONTRACTOR'; 'Work Month:' with a dropdown menu showing 'November'; 'Work Month Year:' with a dropdown menu showing '2021'; 'Process Contribution:' with a dropdown menu showing 'Copy / Modify Previous Report Form' (highlighted in the original image); and '* Invoice Number:' with a dropdown menu showing 'Copy / Modify Previous Report Form' (highlighted in the original image). A red box highlights the checkbox 'Check here to zero out hours and amounts from previous report form' located below the 'Process Contribution' dropdown. At the bottom of the form are 'Submit' and 'Cancel' buttons. The footer contains 'Privacy Statement | Terms Of Use | © 2021 by BeneSys, Inc.'

- 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 Month and Work Month Year. 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 end 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 form details 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

The screenshot displays the 'Electronic Contribution' page in the BeneSys system. The navigation bar includes 'Home', 'Electronic Contribution', 'Contribution Payment', 'Employer Information', 'News', and 'Contact Us'. Under the 'Electronic Contribution' tab, there are three links: 'Process Contribution', 'View All Contributions', and 'Frequently Asked Questions'. The 'View All Contributions' link is highlighted with a red box. Below the navigation, there is a form for submitting contributions with the following fields:

- Select Contractor: 999999 | TEST CONTRACTOR
- Work Month: November
- Work Month Year: 2021
- Process Contribution: Enter New Contribution
- Contribution Type: Regular Contribution
- CBA: BTE AGREEMENTS
- Report no Hours
- Submit and Cancel buttons

At the bottom of the page, there is a footer with 'Privacy Statement | Terms Of Use | © 2021 by BeneSys, Inc.'

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

How to View Past Contribution Forms

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.

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- 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 account 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

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	Trans. Type	Del
CW21-00000008	11/30/2021	BTE	BTE AGREEMENTS	2	999999	TEST CONTRACTOR	\$6,364.20	Pending			DemoContractor	12/09/2021	Web	<input type="checkbox"/>
CW21-00000002	11/30/2021	BTE	BTE AGREEMENTS	2	999999	TEST CONTRACTOR	\$6,364.20	Pending	CHK		DemoContractor	12/09/2021	Web	<input type="checkbox"/>

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- 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 tabs for Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. The Contribution Payment tab is active, and a dropdown menu is open, showing four options: Make a Payment (highlighted with a red box), View All Payment, Account Management, and Make Variance Payment. The main content area on the left contains an Introduction section with instructions on how to navigate the site and log on. On the right, there is a News / Events section that currently displays 'No news is available.' At the bottom of the page, there is a footer with links for Privacy Statement, Terms Of Use, and a copyright notice for BeneSys, Inc. © 2021.

- **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

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

Pending Payment

Select Contractor: 999999 | TEST CONTRACTOR ▾ Invoice Number:

* Invoice Begin Date: 11/9/2021 ▾ * Invoice End Date: 12/9/2021 ▾

In accordance with the Collection Procedures, contribution payments are due on the 20th day of the month immediately following the work month and are considered delinquent if not received by the same day. Pursuant to the Collection Procedures adopted by the Trustees, payments received past the due date are subject to liquidated damages of 10% of the unpaid contributions and interest on the unpaid contributions of 12% per annum. The first 'late' of the calendar year is forgiven as long as no other late reports are received. If you have ACH Block or Filtering on the bank account listed below, the Company ID for this transaction will be 2065308.

Pending Invoice:

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input type="checkbox"/>	CW21-00000008	11/30/2021	BTE	BTE AGREEMENTS	999999	\$6,364.20	DemoContractor	12/09/2021

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- 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 Numbers 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

For questions, enrollment, or training, please call (419) 662-1388 and ask to speak with someone from our Contributions Team.