

# Michigan Glass and Glazing Industry

## Electronic Contribution Website

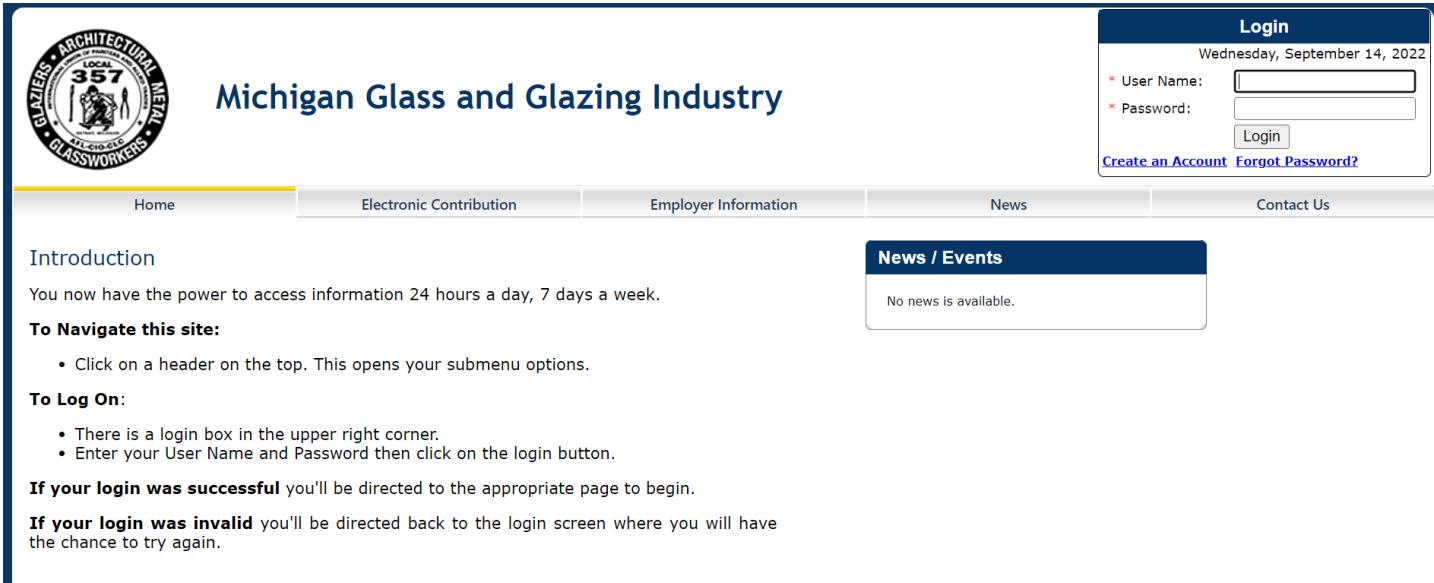
### User Manual

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:

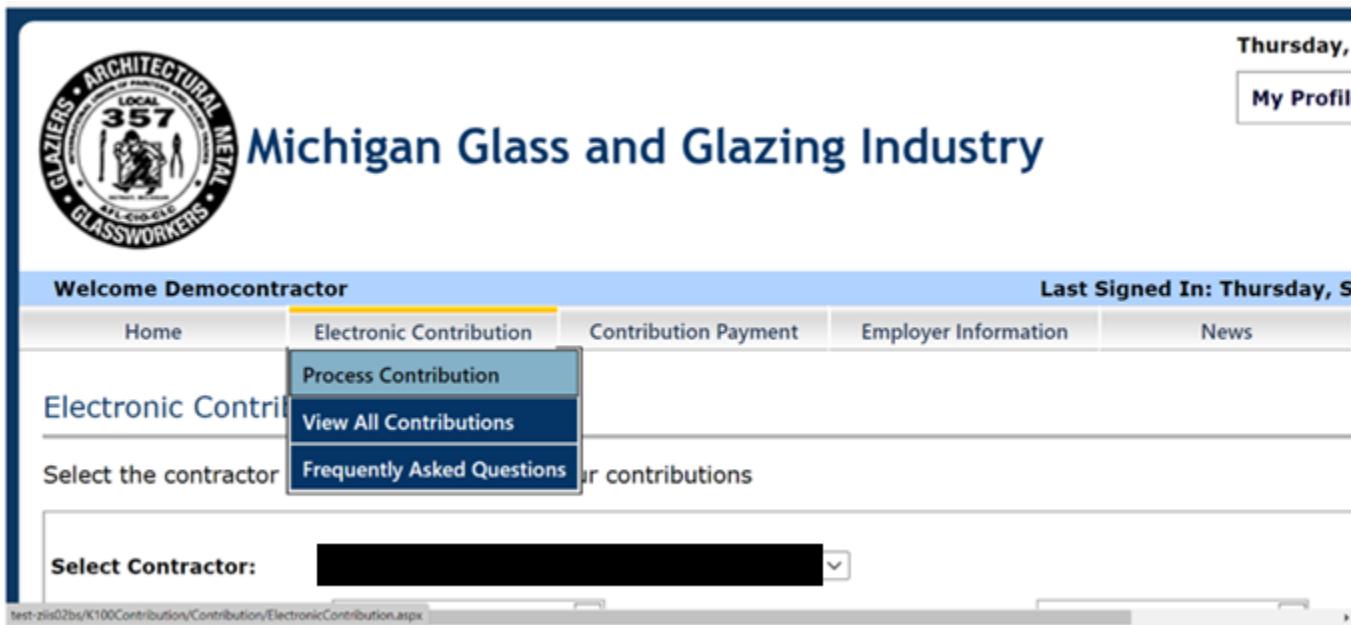
## www.MGGcontributions.org



The screenshot shows the homepage of the Michigan Glass and Glazing Industry website. At the top left is the logo for 'GLAZIERS • ARCHITECTURAL METAL GLASSWORKERS LOCAL 357'. The main title 'Michigan Glass and Glazing Industry' is centered above a navigation bar with links for Home, Electronic Contribution, Employer Information, News, and Contact Us. In the top right corner is a 'Login' box with fields for User Name and Password, and a 'Login' button. Below the login box are links for 'Create an Account' and 'Forgot Password?'. The main content area includes sections for 'Introduction', 'To Navigate this site:', 'To Log On:', 'If your login was successful', and 'If your login was invalid'. The 'News / Events' section is shown with a message: 'No news is available.'

- **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 (248)641-4957, where someone will assist you.**

# Let's 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

Welcome Democontractor      Last Signed In: Thursday, S

Home      Electronic Contribution      Contribution Payment      Employer Information      News

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: [REDACTED]

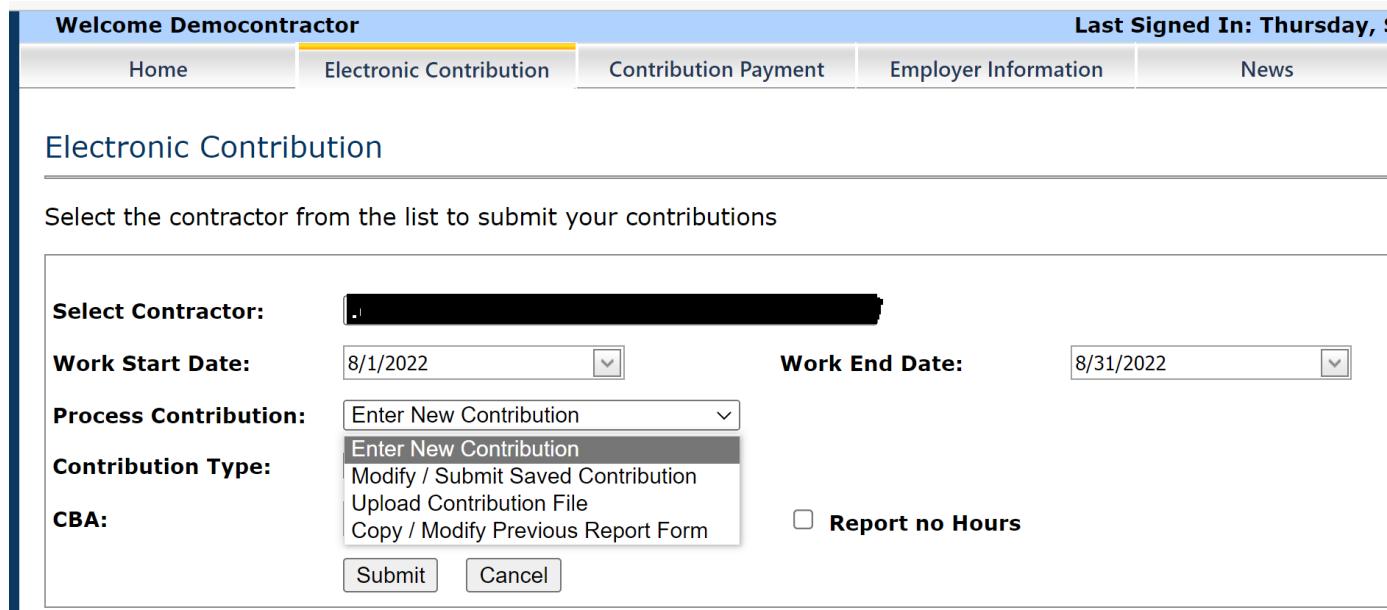
Work Start Date: 8/1/2022      Work End Date: 8/31/2022

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



- **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

**Electronic Contribution**

Select the contractor from the list to submit your contributions

**Select Contractor:** [Redacted]

**Work Start Date:** 8/1/2022 **Work End Date:** 8/31/2022

**Process Contribution:** Enter New Contribution

**Contribution Type:** Regular Contribution

**CBA:** JOURNEYMAN GLAZIER  **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 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.
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

Contribution Batch	
Contractor Name:	██████████
Batch Number:	CW22-00000011
CBA:	01 - JOURNEYMAN GLAZIER
Contractor Number:	██████████
Work End Date:	08/31/2022

[!\[\]\(5eb1325dfdc3f1cad8426726c0db51cd\_img.jpg\) Rate Inquiry](#)[!\[\]\(eafc244b53721dd1ec133f0772f70fc7\_img.jpg\) Add Employee](#)[!\[\]\(d3fb9f94af8b26d1c844efa9a98805b0\_img.jpg\) Delete Employee](#)[!\[\]\(950a62bbddad88d64435fd35607dfc42\_img.jpg\) Save and Complete Later](#)[!\[\]\(5a132f13505a6571904d622757b7a8f0\_img.jpg\) Calculate Contribution](#)[!\[\]\(10f8862fc183b400327470ea85afe9ae\_img.jpg\) Cancel](#)

**\*Contact the Benefit Office to add new Work Classifications**

Row No	SSN	Work Class	First Name	MI	Last Name	Hours	Gross Wages	Delete?
1	██████████	DEFAULT WORK CLASSIFICATION	JOSHUA		BLACK	120.00	100.00	<input type="checkbox"/>
2	██████████	DEFAULT WORK CLASSIFICATION	BRIAN	C	BURNS	120.00	100.00	<input type="checkbox"/>
3	██████████	DEFAULT WORK CLASSIFICATION	CALVIN	T	CRAWFORD	120.00	100.00	<input type="checkbox"/>

- 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.
- Enter the Gross Wages amounts and Hours amount 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

Contractor Name:	[REDACTED]	Contractor Number:	[REDACTED]
Batch Number:	CW22-00000015	Work End Date:	08/31/2022
CBA:	01 - JOURNEYMAN GLAZIER		

## Contractor Contribution Details:

Work Class	Contractor	Hours	Gross Wages	Amount	
Default Work Classification	[REDACTED]	300.00	360.00	\$7,065.00	<a href="#">View Details</a>
<b>TOTAL</b>		<b>300.00</b>	<b>360.00</b>	<b>\$7,065.00</b>	

- 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:

██████████ INC

Overwrite	Fund Name	Units	Basis	Rates	Amount
<input type="checkbox"/>	APPR	240.00	Hours Paid	0.50000	\$120.00
<input type="checkbox"/>	CON ADM	240.00	Hours Paid	0.36000	\$86.40
<input type="checkbox"/>	DUES	2,000.00	Gross	0.03000	\$60.00
<input type="checkbox"/>	HEALTH CARE	240.00	Hours Paid	7.61000	\$1,826.40
<input type="checkbox"/>	OSA	240.00	Hours Paid	1.31000	\$314.40
<input type="checkbox"/>	PENSION	240.00	Hours Paid	7.16000	\$1,718.40
<input type="checkbox"/>	PIPE	240.00	Hours Paid	0.24000	\$57.60
<input type="checkbox"/>	RETIREMENT	240.00	Hours Paid	5.71000	\$1,370.40
<input type="checkbox"/>	RETIREE HCP	240.00	Hours Paid	2.50000	\$600.00
<input type="checkbox"/>	SUPPL.CREDIT	240.00	Hours Paid	1.50000	\$360.00
					<b>Total: \$6,513.60</b>

- To elect to not pay an optional fringe for ALL EMPLOYEES, 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:** John

**Last Name:** Doe

Overwrite	Fund	Units	Basis	Rate	Amount
<input type="checkbox"/>	APPR	120.00	Hours Paid	0.50000	\$60.00
<input checked="" type="checkbox"/>	CON ADM	120.00	Hours Paid	0.36000	\$43.20
<input type="checkbox"/>	DUES	1,000.00	Gross	0.03000	\$30.00
<input type="checkbox"/>	HEALTH CARE	120.00	Hours Paid	7.61000	\$913.20
<input type="checkbox"/>	OSA	120.00	Hours Paid	1.31000	\$157.20
<input type="checkbox"/>	PENSION	120.00	Hours Paid	7.16000	\$859.20
<input type="checkbox"/>	PIPE	120.00	Hours Paid	0.24000	\$28.80
<input type="checkbox"/>	RETIREMENT	120.00	Hours Paid	5.71000	\$685.20
<input type="checkbox"/>	RETIREE HCP	120.00	Hours Paid	2.50000	\$300.00
<input type="checkbox"/>	SUPPL.CREDIT	120.00	Hours Paid	1.50000	\$180.00
					<b>Total: \$3,256.80</b>

- To elect to not pay an optional fringe for ONE EMPLOYEE, click on the [View Details](#) link under Employee Contribution Details next to the employee for whom you would like to not pay the optional fringe.
  - 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

Contractor Name: Batch Number: CBA:	[REDACTED]	Contractor Number: Work End Date:	[REDACTED]					
CW22-00000019 01 - JOURNEYMAN GLAZIER								
<b>INVOICE # CW22-00000010</b>								
Your Calculated Contributions for work ending 08/31/2022:		\$8,478.00						
Remittance Amount Due:		\$8,478.00						
Invoice #: CW22-00000010 * 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:		09/19/2022						
<input type="button" value="Pay Now"/> <input type="button" value="Print Invoice"/> <input type="button" value="Done"/>								
<b>Amount Due:</b>								
Work Class	Fund	Fund Code	Hours	Gross Wages	Calc Hrs	Basis	Rate	Amount
Default Work Classification H & W	H&W	H&W	360.00	300.00	360.00	Hours	8.48000	\$3,052.80
Default Work Classification PENSION	PEN	PEN	360.00	300.00	360.00	Hours	12.05000	\$4,338.00
Default Work Classification ANNUTY	ANNUI	ANNUI	360.00	300.00	360.00	Hours	2.22000	\$799.20
Default Work Classification APPRENTICE	APPR	APPR	360.00	300.00	360.00	Hours	0.30000	\$108.00
Default Work Classification ADVANCEMENT	ADVAN	ADVAN	360.00	300.00	360.00	Hours	0.15000	\$54.00
Default Work Classification IAF INDEPEND	IAP D	IAP D	360.00	300.00	360.00	Hours	0.00000	\$0.00
Default Work Classification LMCI	LMCI	LMCI	360.00	300.00	360.00	Hours	0.09000	\$32.40
Default Work Classification L.U./D.C.	LU/DC	LU/DC	360.00	300.00	360.00	Gross Wages	0.00000	\$0.00
Default Work Classification LD PENSION	LD PEL	LD PEL	360.00	300.00	360.00	Hours	0.00000	\$0.00
Default Work Classification ESCROW	ESCR	ESCR	360.00	300.00	360.00	Gross Wages	0.00000	\$0.00
Default Work Classification S.T.A.R.	STAR	STAR	360.00	300.00	360.00	Hours	0.06000	\$21.60
Default Work Classification 401K Wage Deferral	Wage Defer	Wage Defer	360.00	300.00	360.00	Hours	0.00000	\$0.00
Default Work Classification INTERNAT. ADMIN. DUES	IAD	IAD	360.00	300.00	360.00	Hours	0.10000	\$36.00
Default Work Classification FINISHING TRADES INSTITUTE	FTI	FTI	360.00	300.00	360.00	Hours	0.10000	\$36.00
Default Work Classification I.A.D	IAD	IAD	360.00	300.00	360.00	Hours	0.00000	\$0.00
<b>TOTAL</b>								<b>\$8,478.00</b>

- 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)

## Pending Payment

Select Contractor:	BENESYS   Test Contractor	Invoice Number:	<input type="text"/>
* Invoice Begin Date:	8/19/2022	* Invoice End Date:	9/19/2022
<input type="button" value="Search"/> <input type="button" value="Clear"/>			

Employers are required to pay liquidated damages arising from late payment of contributions (late payment assessments) of the greater of 5% of the total amount due or \$15.00 for the first thirty days late, an additional amount equal to the greater of 5% of the total amount due or \$15.00 for the next thirty days late and thereafter, an additional 1% per month, not to exceed a total of 20% of the delinquency.

### Pending Invoice:

									<input type="button" value="Select Invoice"/>	<input type="button" value="Cancel"/>
	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date		
<input checked="" type="checkbox"/>	CW23-00000007	02/28/2023	01	JOURNEYMAN GLAZIER	BENESYS	\$235.50	DemoContractor	03/27/2023		

- 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)

**Payment Summary**  
**(1) Invoice Selected**  
Total amount due: **\$235.50**

**Make Payment** **Edit Selection**

Select Contractor: BENESYS | Test Contractor **Invoice Number:**   
**\* Invoice Begin Date:** 8/19/2022 **\* Invoice End Date:** 9/19/2022

**Search** **Clear**

Employers are required to pay liquidated damages arising from late payment of contributions (late payment assessments) of the greater of 5% of the total amount due or \$15.00 for the first thirty days late, an additional amount equal to the greater of 5% of the total amount due or \$15.00 for the next thirty days late and thereafter, an additional 1% per month, not to exceed a total of 20% of the delinquency.

Pending Invoice:

	<b>Invoice #</b>	<b>Wrk Date</b>	<b>Section Code</b>	<b>Section</b>	<b>Cont No.</b>	<b>Amount</b>	<b>Submitted By</b>	<b>Trans. Date</b>
<input type="checkbox"/>	<b>CW23-00000002</b>	02/28/2023	01	JOURNEYMAN GLAZIER	BENESYS	\$235.50	DemoContractor	03/27/2023

**Select Invoice** **Cancel**

- 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)

Invoice#	Wrk Date	Section	Cont No.	Amount
CW22-00000010	08/31/2022	JOURNEYMAN GLAZIER	████████	\$8,478.00
<b>TOTAL</b>				<b>\$8,478.00</b>

Total Invoice Amount : **\$8,478.00**

Invoice Adjustment Amount:

Total Amount Due: **\$8,478.00**

Adjustment Reason:

Pay By:  ACH(Online)  Check

- Clicking Make Payment takes you to the above screen showing the invoice(s) you've selected and the total amount due.
- Option to adjust amount being paid
  - Use the Invoice Adjustment Amount field to enter an adjustment amount (if any). You may enter a positive or negative amount to increase or decrease the payment amount by the amount you've entered. This will automatically update your Total Amount Due.
  - When an adjustment amount is 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)

Invoice#	Wrk Date	Section	Cont No.	Amount
GW22-00000010	08/31/2022	JOURNEYMAN GLAZIER	████████	\$8,478.00
<b>TOTAL</b>				<b>\$8,478.00</b>

Total Invoice Amount : **\$8,478.00**

Invoice Adjustment Amount:

Total Amount Due: **\$8,478.00**

Adjustment Reason:

Pay By:  ACH(Online)  Check

- Now select your Pay By type

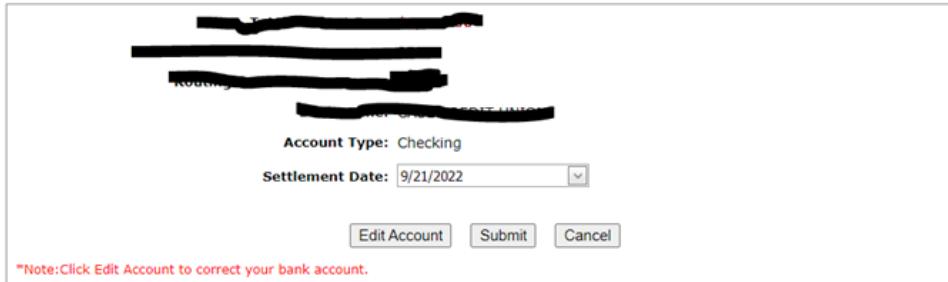
- If you select ACH (Online) and click submit you will be taken to the ACH Payment screen (see next page).
    - First time ACH payments will be prompted to complete the below form specifying your company name, bank account number, routing number, and account type.
    - This information will be saved for future contributions and only needs to be updated if it has changed.

Select Contractor:	<input type="text" value="████████ INC"/> <input type="button" value="▼"/>
* Routing Number:	<input type="text"/>
* Bank Account Number:	<input type="text"/>
* Account Type:	<input checked="" type="radio"/> Checking <input type="radio"/> Saving
Bank Name:	
	
<input type="button" value="Get New Image"/>	
* Please enter the characters as shown in the image.	
<input type="text"/>	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

# Enter a New Form - Pay Invoice(s)

## ACH Payment

Employers are required to pay liquidated damages arising from late payment of contributions (late payment assessments) of the greater of 5% of the total amount due or \$15.00 for the first thirty days late, an additional amount equal to the greater of 5% of the total amount due or \$15.00 for the next thirty days late and thereafter, an additional 1% per month, not to exceed a total of 20% of the delinquency.



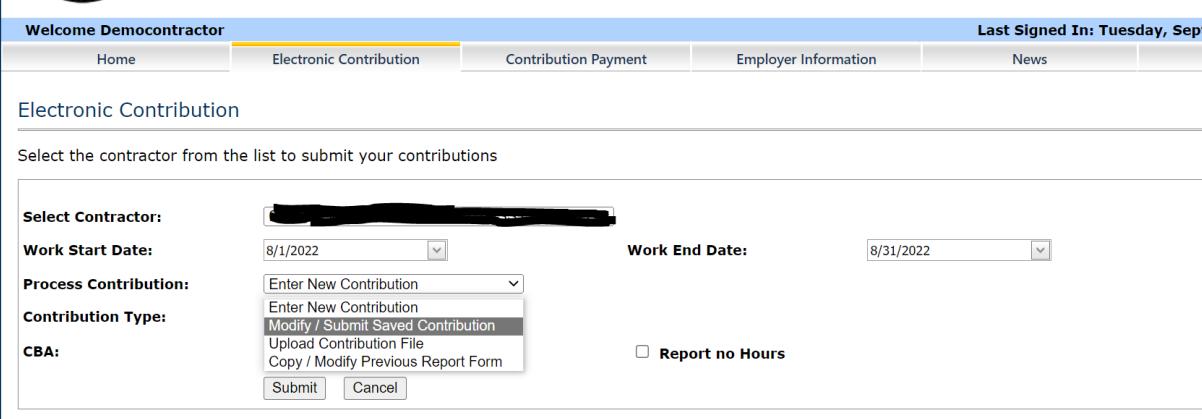
The screenshot shows a form for ACH Payment. At the top, there are several lines of blacked-out text. Below that, the 'Account Type' is listed as 'Checking'. A dropdown menu for 'Settlement Date' shows '9/21/2022'. At the bottom of the form are three buttons: 'Edit Account', 'Submit', and 'Cancel'. A red note at the bottom left of the form area says: "Note: Click Edit Account to correct your bank account."

- Once on the ACH Payment screen:

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

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

# Modify A Saved Contribution Form



The screenshot shows a web application interface for a demo contractor. At the top, there is a navigation bar with links: Home, Electronic Contribution (which is the active tab, indicated by a yellow underline), Contribution Payment, Employer Information, News, and Contact Us. The top right corner displays the text "Last Signed In: Tuesday, September 20, 2022". Below the navigation bar, the page title is "Electronic Contribution". A sub-instruction "Select the contractor from the list to submit your contributions" is present. A form section contains the following fields: "Select Contractor:" with a dropdown menu (value redacted), "Work Start Date:" with a date input set to "8/1/2022", "Work End Date:" with a date input set to "8/31/2022", "Process Contribution:" with a dropdown menu showing "Enter New Contribution" (selected), "Modify / Submit Saved Contribution" (highlighted in dark grey), "Upload Contribution File", and "Copy / Modify Previous Report Form". Below these dropdowns is a checkbox labeled "Report no Hours". At the bottom of the form are "Submit" and "Cancel" buttons. A dropdown menu for "Contribution Type:" is also visible, listing "Enter New Contribution", "Modify / Submit Saved Contribution" (selected), "Upload Contribution File", and "Copy / Modify Previous Report 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

Electronic Contribution

Select the contractor from the list:

**Select Contractor:**

**Process Contribution:**

**\*Batch Number:**

Batch Number	CBA	Work Start Date	Work End Date
CW22-00000016	( 01 ) JOURNEYMAN GL	08/01/2022	08/31/2022
CW22-00000015	( 01 ) JOURNEYMAN GL	08/01/2022	08/31/2022
CW22-00000014	( 01 ) JOURNEYMAN GL	08/01/2022	08/31/2022
CW22-00000012	( 01 ) JOURNEYMAN GL	08/01/2022	08/31/2022
CW22-00000011	( 01 ) JOURNEYMAN GL	08/01/2022	08/31/2022
CW22-00000007	( 01 ) JOURNEYMAN GL	08/01/2022	08/31/2022

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

## Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: [REDACTED]

Process Contribution: Modify / Submit Saved Contribution ▾

\*Batch Number: Enter New Contribution  
Modify / Submit Saved Contribution  
**Upload Contribution File**  
Copy / Modify Previous Report Form

Work EndDate

Submit Cancel

- 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 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 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.

A	B	C	D	E	F	G	H	I
SSN	First	Last	MI	Gross Wage	Hours Paid	Hours Worked		
123456789	Doe	John	D	1000	120	100		
234567890	Doe	Jane	L	1000	120	100		

# 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.**

12C	Journey Layer S12 C
DFLT	Default Work Classification
F3A	Journey Finisher F3 A
F3B	Journey Finisher F3 B
F3C	Journey Finisher F3 C
F3D	Journey Finisher F3 D
F3E	Journey Finisher F3 E
F4A	Journey Finisher F4 A
F4B	Journey Finisher F4 B
F4C	Journey Finisher F4 C
F4D	Journey Finisher F4 D
F4E	Journey Finisher F4 E
F5A	Journey Finisher F5 A
F5B	Journey Finisher F5 B
F5C	Journey Finisher F5 C
F5D	Journey Finisher F5 D
F5E	Journey Finisher F5 E
F6A	Journey Finisher F6 A
F6B	Journey Finisher F6 B
F6C	Journey Finisher F6 C
F6D	Journey Finisher F6 D
F6E	Journey Finisher F6 E
HW	H&W Only
HWP	H&W and Pension
JRNY	JOURNEYMAN

LS10A	Journey Layer S10A
LS11A	Journey Layer S11A
LS12A	Journey Layer S12 A
LS7A	Journey Layers S7 A
LS8A	Journey Layer S8 A
LS9A	Journey Layer S9 A
N	N
NBKS	Non Bargaining Kaiser
NBUHC	Non Bargaining United Health Care
NONB	Non Bargaining
R	Reciprocity
RCFA	Red Circled Finisher A
RCFB	Red Circled Finishers B
RCFC	Red Circled Finisher C
REC1	Reciprocity 1
REC2	Reciprocity 2
REC3	Reciprocity 3
S10B	Journey Layer S10 B
S10C	Journey Layer S10 C
S10D	Journey Layer S10 D
S10E	Journey Layer S10 E
S11B	Journey Layer S11 B
S11C	Journey Layer S11 C
S11D	Journey Layer S11 D
S11E	Journey Layer S11 E

S12B	Journey Layer S12 B
S12C	Journey Layer S12 C
S12D	Journey Layer S12 D
S12E	Journey Layer S12 E
S7B	Journey Layer S7 B
S7C	Journey Layer S7 C
S7D	Journey Layer S7 D
S7E	Journey Layer S7 E
S8B	Journey Layer S8 B
S8C	Journey Layer S8 C
S8D	Journey Layer S8 D
S8E	Journey Layer S8 E
S9B	Journey Layer S9 B
S9C	Journey Layer S9 C
S9D	Journey Layer S9 D
S9E	Journey Layer S9 E
UF	Union Officer
VADU	VACATION & DUES
Z	Z

# Upload a Contribution File

## Contribution Entry Form

Contribution Batch								
Contractor Name:	[REDACTED]			Contractor Number:	[REDACTED]			
Batch Number:	CW22-00000020			Work End Date:	08/31/2022			
CBA:	01 - JOURNEYMAN GLAZIER							

[🔍 Rate Inquiry](#) [➕ Add Employee](#) [✖ Delete Employee](#) [💾 Save and Complete Later](#) [-Calculations](#) [✖ Cancel](#)

\*Contact the Benefit Office to add new Work Classifications

Row No	SSN	Work Class	First Name	MI	Last Name	Hours	Gross Wages	Delete?
1	123456789	DEFAULT WORK CLASSIFICATION	D	10C	John	120.00	100.00	<input type="checkbox"/>
2	234567890	DEFAULT WORK CLASSIFICATION	L	10C	Jane	120.00	100.00	<input type="checkbox"/>
3		DEFAULT WORK CLASSIFICATION				0.00	0.00	<input type="checkbox"/>

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

# Copy/Modify Previous Report Form

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: [Redacted]

Work Start Date: 8/1/2022

Work End Date: 8/31/2022

Process Contribution: Copy / Modify Previous Report Form

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

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 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

Welcome Democontractor      Last Signed In: Tuesday, September 20, 2022

Home      Electronic Contribution      Contribution Payment      Employer Information      News      Contact Us

Electronic Contribution      Process Contribution      View All Contributions      Frequently Asked Questions

Select the contractor from the dropdown menu to view past contributions.

**Select Contractor:** [dropdown menu]      **Work Start Date:** 8/1/2022      **Work End Date:** 8/31/2022

**Process Contribution:** Enter New Contribution      **Contribution Type:** Regular Contribution

**CBA:** JOURNEYMAN GLAZIER       **Report no Hours**

**Submit**      **Cancel**

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

# How to View Past Contribution Forms

## [View All Contributions](#)

---

**Select Contractor:**  **Begin Date:**  **End Date:**

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

- Once on the View All Contributions screen, you can select a contractor name from the drop down list (some contractors can have multiple contractor numbers to choose from based upon how their 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

## View All Contributions

Select Contractor: [REDACTED]  Begin Date: 8/20/2022  End Date: 9/20/2022

**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
CW22-00000010	08/31/2022	01	JOURNEYMAN GLAZIER	3	[REDACTED]	[REDACTED]	\$8,478.00	Pending	ACH	09/21/2022	DemoContractor	09/19/2022	<input type="checkbox"/>
CW22-00000009	08/31/2022	01	JOURNEYMAN GLAZIER	3	[REDACTED]	[REDACTED]	\$8,478.00	Pending			DemoContractor	09/19/2022	<input type="checkbox"/>

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

# How to Make Payments on Multiple Saved Forms

The screenshot shows a horizontal navigation bar with several links: Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact U. The 'Contribution Payment' link is highlighted with a blue box. A dropdown menu for 'Contribution Payment' is open, showing four options: 'Make a Payment' (highlighted with a blue box), 'View All Payment', 'Account Management', and 'Make Variance Payment'. To the right of the dropdown, there is a box titled 'News / Events' containing the message 'No news is available.'

## Introduction

You now have the power to access information 24 hours a day.

### 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.

- **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

Select Contractor:	BENESYS   Test Contractor		Invoice Number:					
* Invoice Begin Date:	2/27/2023		* Invoice End Date:	3/27/2023				
<input type="button" value="Search"/> <input type="button" value="Clear"/>								
Employers are required to pay liquidated damages arising from late payment of contributions (late payment assessments) of the greater of 5% of the total amount due or \$15.00 for the first thirty days late, an additional amount equal to the greater of 5% of the total amount due or \$15.00 for the next thirty days late and thereafter, an additional 1% per month, not to exceed a total of 20% of the delinquency.								
<b>Pending Invoice:</b>								
<input type="button" value="Select Invoice"/> <input type="button" value="Cancel"/>								
<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	<a href="#">CW23-0000007</a>	02/28/2023	01	JOURNEYMAN GLAZIER	BENESYS	\$235.50	DemoContractor	03/27/2023
<input type="button" value="Select Invoice"/> <input type="button" value="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 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 (248) 641-4957 and ask to speak with someone from our Contributions Team.**