

Plumbers & Steamfitters Local 166

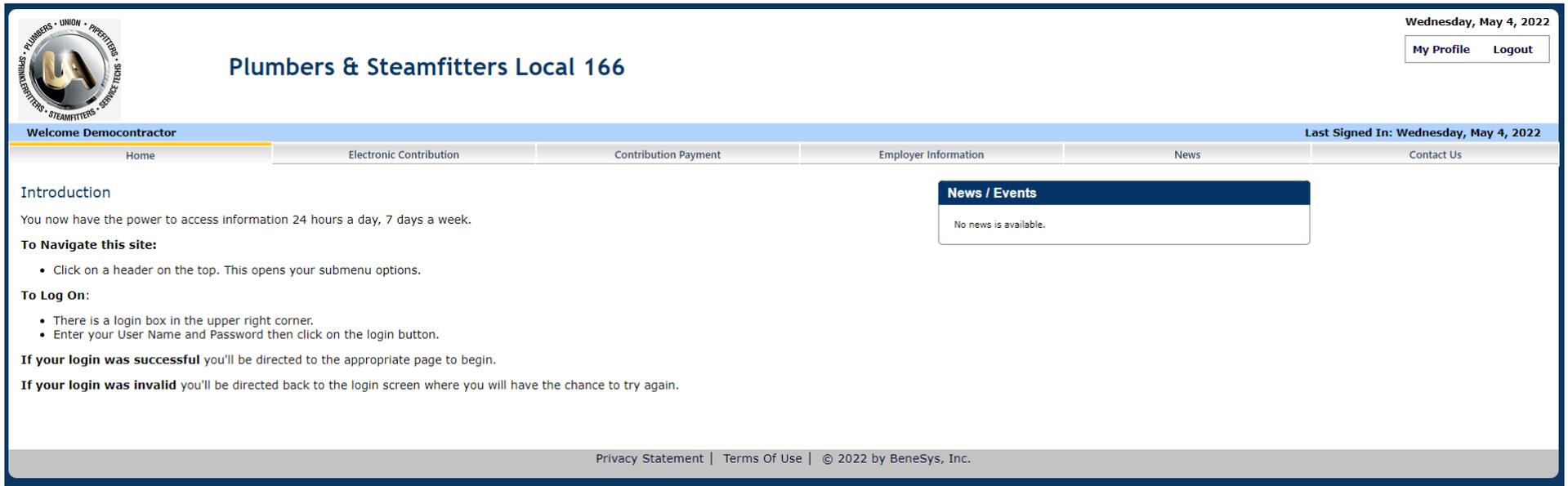
Electronic Contribution Website

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: ua166employers.org



Wednesday, May 4, 2022

My Profile Logout

Plumbers & Steamfitters Local 166

Welcome Democontractor Last Signed In: Wednesday, May 4, 2022

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 248-641-4966 or 855-641-4966, where someone will assist you.**

Let's Get Started

The screenshot displays the website for Plumbers & Steamfitters Local 166. At the top left is the union logo. The page title is 'Plumbers & Steamfitters Local 166'. In the top right corner, it shows the date 'Wednesday, May 4, 2022' and links for 'My Profile' and 'Logout'. Below the header is a navigation bar with tabs: 'Home', 'Electronic Contribution', 'Contribution Payment', 'Employer Information', 'News', and 'Contact Us'. The 'Electronic Contribution' tab is active, showing a sub-menu with 'Process Contribution', 'View All Contributions', and 'Frequently Asked Questions'. The 'Process Contribution' option is highlighted with a red box. The main content area includes an 'Introduction' section with instructions on how to navigate the site and log in. A 'News / Events' section is also visible, indicating that no news is available. The footer contains links for 'Privacy Statement' and 'Terms Of Use', along with the copyright notice '© 2022 by BeneSys, Inc.'.

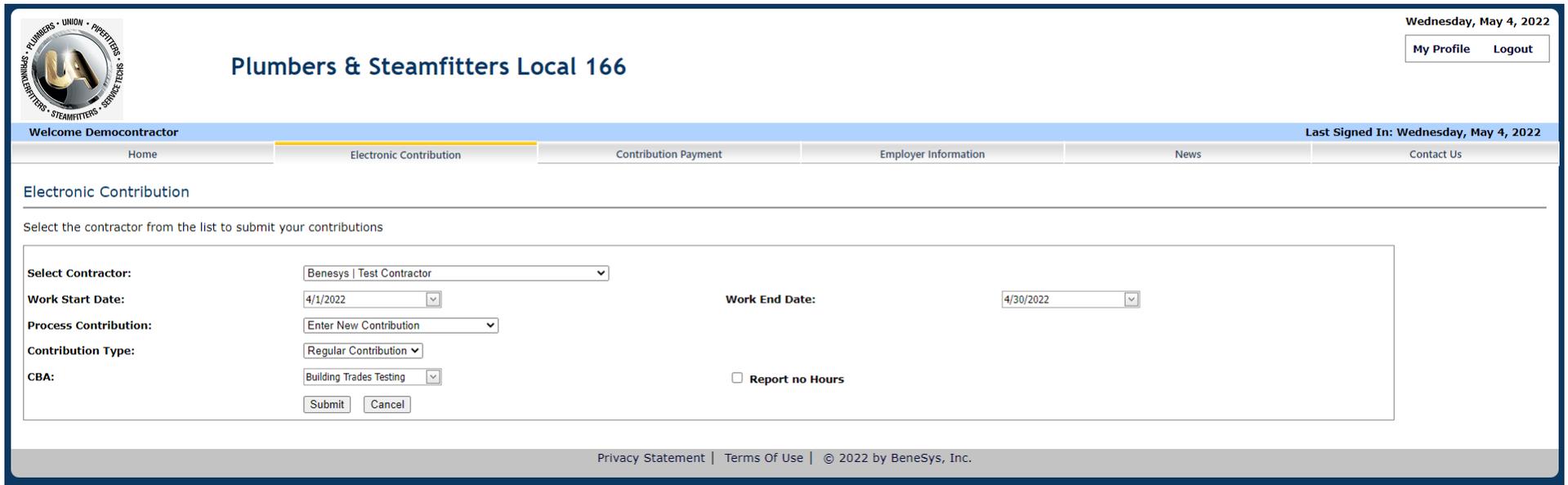
- To begin entering employee contribution information, mouse over the Electronic Contribution tab and select Process Contribution as shown above.
 - This option will allow you to create and process contributions.

Processing Contributions

The screenshot displays the web portal for Plumbers & Steamfitters Local 166. The header includes the union logo, the title "Plumbers & Steamfitters Local 166", and the date "Wednesday, May 4, 2022". A navigation bar contains links for "Home", "Electronic Contribution", "Contribution Payment", "Employer Information", "News", and "Contact Us". The "Electronic Contribution" section is active, showing a form to "Select the contractor from the list to submit your contributions". The form includes fields for "Select Contractor" (Benesys | Test Contractor), "Work Start Date" (4/1/2022), and "Work End Date" (4/30/2022). The "Process Contribution" dropdown menu is open, highlighting "Enter New Contribution", "Modify / Submit Saved Contribution", "Upload Contribution File", and "Copy / Modify Previous Report Form". There are "Submit" and "Cancel" buttons at the bottom of the form. A "Report no Hours" checkbox is also present. The footer contains links for "Privacy Statement" and "Terms Of Use" and a copyright notice for BeneSys, Inc.

- **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



The screenshot shows the web portal for Plumbers & Steamfitters Local 166. The page title is "Plumbers & Steamfitters Local 166". The date is "Wednesday, May 4, 2022". The user is logged in as "Democontractor" and last signed in on "Wednesday, May 4, 2022". The navigation menu includes "Home", "Electronic Contribution", "Contribution Payment", "Employer Information", "News", and "Contact Us". The "Electronic Contribution" section is active, and the user is prompted to "Select the contractor from the list to submit your contributions". The form fields are:

- Select Contractor: Benesys | Test Contractor
- Work Start Date: 4/1/2022
- Work End Date: 4/30/2022
- Process Contribution: Enter New Contribution
- Contribution Type: Regular Contribution
- CBA: Building Trades Testing
- Report no Hours
- Submit and Cancel buttons

At the bottom of the page, there are links for "Privacy Statement", "Terms Of Use", and "© 2022 by BeneSys, Inc."

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



Plumbers & Steamfitters Local 166

Wednesday, May 4, 2022

[My Profile](#) [Logout](#)

Welcome Democontractor
Last Signed In: Wednesday, May 4, 2022

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News
Contact Us

Contribution Entry Form

Contribution Batch

Contractor Name:	Test Contractor	Contractor Number:	Benesys
Batch Number:	CW22-0000010	Work End Date:	04/30/2022
CBA:	OBT1 - Building Trades Testing		

[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	Wage Defferal Cap Hours	Delete?
1	123456789	JOURNEYMAN	Test		Testing	600.00	500.00	0.00	<input type="checkbox"/>
2	123456789	HELPER	Test		Testing	100.00	5.00	0.00	<input type="checkbox"/>
3	789456123	1ST YEAR APPRENTICE PERIOD 1&2	Jonha	C	Doe	10.00	50.00	0.00	<input type="checkbox"/>
4		1ST YEAR APPRENTICE PERIOD 1&2				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.
- Enter the Hours Worked amounts, Gross Wages amounts, and Wage Defferal Cap Hours 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



Plumbers & Steamfitters Local 166

Wednesday, May 4, 2022

[My Profile](#) [Logout](#)

Welcome Democontractor
Last Signed In: Wednesday, May 4, 2022

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Contact Us

Process Contribution

Contribution Batch

Contractor Name:	Test Contractor	Contractor Number:	Benesys
Batch Number:	CW22-00000010	Work End Date:	04/30/2022
CBA:	OBT1 - Building Trades Testing		

Contractor Contribution Details:

Work Class	Contractor	Hours Worked	Gross Wages	Wage Defferal Cap Hours	Amount	
1ST YEAR APPRENTICE PERIOD 1&2	Test Contractor	10.00	50.00	0.00	\$120.50	View Details
HELPER	Test Contractor	100.00	5.00	0.00	\$1,115.15	View Details
JOURNEYMAN	Test Contractor	600.00	500.00	0.00	\$12,381.00	View Details
TOTAL		710.00	555.00	0.00	\$13,616.65	

Employee Contribution Details:

SSN	Work Class	First Name	MI	Last Name	Hours Worked	Gross Wages	Wage Defferal Cap Hours	Amount	
789456123	1ST YEAR APPRENTICE PERIOD 1&2	Jonha	C	Doe	10.00	50.00	0.00	\$120.50	View Details
123456789	JOURNEYMAN	Test		Testing	600.00	500.00	0.00	\$12,381.00	View Details
123456789	HELPER	Test		Testing	100.00	5.00	0.00	\$1,115.15	View Details
TOTAL					710.00	555.00	0.00	\$13,616.65	

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
- 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

- 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

Fund Name	Units	Basis	Rates	Amount
Health & Welfare	10.00	Hours Worked	11.05000	\$110.50
JATC Fund	10.00	Hours Worked	0.75000	\$7.50
ISTPA/MCA Drug Fund	10.00	Hours Worked	0.10000	\$1.00
LU ASSESMENT	50.00	Gross Wages	0.03000	\$1.50
				Total: \$120.50

Close

Enter a New Form - Contractor Details

Employee Contribution Details

First Name:

Test

Last Name:

Testing

Fund	Units	Basis	Rate	Amount
Health & Welfare	100.00	Hours Worked	11.05000	\$1,105.00
LU ASSESSMENT	5.00	Gross Wages	0.03000	\$0.15
ISTPA/MCA Drug Fund	100.00	Hours Worked	0.10000	\$10.00
				Total: \$1,115.15

Close

Enter a New Form - Finalize Contributions

Contribution Batch

Contractor Name:	Test Contractor	Contractor Number:	Benesys
Batch Number:	CW22-00000010	Work End Date:	04/30/2022
CBA:	OBT1 - Building Trades Testing		

INVOICE # CW22-00000003

Your Calculated Contributions for work ending 04/30/2022: **\$13,616.65**

Remittance Amount Due: **\$13,616.65**

Invoice #: **CW22-00000003**
 * 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: **05/04/2022**

Amount Due:

Work Class	Fund	Fund Code	Hours Worked	Gross Wages	Wage Defferal Cap Hours	Calc Hrs	Basis	Rate	Amount
JOURNEYMAN	Health & Welfare	HW	600.00	500.00	0.00	600.00	Hours Worked	11.05000	\$6,630.00
JOURNEYMAN	Local Pension	PEN	600.00	500.00	0.00	600.00	Hours Worked	3.95000	\$2,370.00
JOURNEYMAN	Annuity	DC	600.00	500.00	0.00	600.00	Hours Worked	1.50000	\$900.00
JOURNEYMAN	ISPTA Fund	ISPTA Fund	600.00	500.00	0.00	600.00	Hours Worked	0.10000	\$60.00
JOURNEYMAN	LU ASSESMENT	LU ASSESME	600.00	500.00	0.00	500.00	Gross Wages	0.03000	\$15.00
JOURNEYMAN	Wage Reduction	Wage Reduc	600.00	500.00	0.00	600.00	Hours Worked	0.00000	\$0.00
JOURNEYMAN	National Pension	National Pension	600.00	500.00	0.00	600.00	Hours Worked	3.11000	\$1,866.00
JOURNEYMAN	JATC Fund	JATC Fund	600.00	500.00	0.00	600.00	Hours Worked	0.10000	\$60.00
JOURNEYMAN	Industry Fund	Industry F	600.00	500.00	0.00	600.00	Hours Worked	0.00000	\$0.00
JOURNEYMAN	ISTPA/MCA Drug Fund	ISTPA/MCA	600.00	500.00	0.00	600.00	Hours Worked	0.10000	\$60.00
JOURNEYMAN	E & S Assessment	E & S Asse	600.00	500.00	0.00	600.00	Hours Worked	0.35000	\$210.00
JOURNEYMAN	Building Fund	Building F	600.00	500.00	0.00	600.00	Hours Worked	0.25000	\$150.00
JOURNEYMAN	P.A.C. Fund	PAC Fun	600.00	500.00	0.00	600.00	Hours Worked	0.00000	\$0.00
JOURNEYMAN	HRA	HRA	600.00	500.00	0.00	0.00	Split	0.50000	\$0.00
JOURNEYMAN	ORGANIZING	ORG	600.00	500.00	0.00	600.00	Hours Worked	0.10000	\$60.00
1ST YEAR APPRENTICE PERIOD 183	Health & Welfare	HW	10.00	50.00	0.00	10.00	Hours Worked	11.05000	\$110.50

JOURNEYMAN	P.A.C. Fund	PAC Fun	600.00	500.00	0.00	600.00	Hours Worked	0.00000	\$0.00
JOURNEYMAN	HRA	HRA	600.00	500.00	0.00	0.00	Split	0.50000	\$0.00
JOURNEYMAN	ORGANIZING	ORG	600.00	500.00	0.00	600.00	Hours Worked	0.10000	\$60.00
1ST YEAR APPRENTICE PERIOD 1&2	Health & Welfare	HW	10.00	50.00	0.00	10.00	Hours Worked	11.05000	\$110.50
1ST YEAR APPRENTICE PERIOD 1&2	Local Pension	PEN	10.00	50.00	0.00	10.00	Hours Worked	0.00000	\$0.00
1ST YEAR APPRENTICE PERIOD 1&2	Annuity	DC	10.00	50.00	0.00	10.00	Hours Worked	0.00000	\$0.00
1ST YEAR APPRENTICE PERIOD 1&2	ISPTA Fund	ISPTA Fund	10.00	50.00	0.00	10.00	Hours Worked	0.00000	\$0.00
1ST YEAR APPRENTICE PERIOD 1&2	LU ASSESMENT	LU ASSESME	10.00	50.00	0.00	50.00	Gross Wages	0.03000	\$1.50
1ST YEAR APPRENTICE PERIOD 1&2	Wage Reduction	Wage Reduc	10.00	50.00	0.00	10.00	Hours Worked	0.00000	\$0.00
1ST YEAR APPRENTICE PERIOD 1&2	National Pension	National Pension	10.00	50.00	0.00	10.00	Hours Worked	0.00000	\$0.00
1ST YEAR APPRENTICE PERIOD 1&2	JATC Fund	JATC Fund	10.00	50.00	0.00	10.00	Hours Worked	0.75000	\$7.50
1ST YEAR APPRENTICE PERIOD 1&2	Industry Fund	Industry F	10.00	50.00	0.00	10.00	Hours Worked	0.00000	\$0.00
1ST YEAR APPRENTICE PERIOD 1&2	ISTPA/MCA Drug Fund	ISTPA/MCA	10.00	50.00	0.00	10.00	Hours Worked	0.10000	\$1.00
1ST YEAR APPRENTICE PERIOD 1&2	E & S Assessment	E & S Asse	10.00	50.00	0.00	10.00	Hours Worked	0.00000	\$0.00
1ST YEAR APPRENTICE PERIOD 1&2	Building Fund	Building F	10.00	50.00	0.00	10.00	Hours Worked	0.00000	\$0.00
1ST YEAR APPRENTICE PERIOD 1&2	P.A.C. Fund	PAC Fun	10.00	50.00	0.00	10.00	Hours Worked	0.00000	\$0.00
1ST YEAR APPRENTICE PERIOD 1&2	HRA	HRA	10.00	50.00	0.00	0.00	Split	0.50000	\$0.00
1ST YEAR APPRENTICE PERIOD 1&2	ORGANIZING	ORG	10.00	50.00	0.00	10.00	Hours Worked	0.00000	\$0.00
HELPER	Health & Welfare	HW	100.00	5.00	0.00	100.00	Hours Worked	11.05000	\$1,105.00
HELPER	Local Pension	PEN	100.00	5.00	0.00	100.00	Hours Worked	0.00000	\$0.00
HELPER	Annuity	DC	100.00	5.00	0.00	100.00	Hours Worked	0.00000	\$0.00
HELPER	ISPTA Fund	ISPTA Fund	100.00	5.00	0.00	100.00	Hours Worked	0.00000	\$0.00
HELPER	LU ASSESMENT	LU ASSESME	100.00	5.00	0.00	5.00	Gross Wages	0.03000	\$0.15
HELPER	Wage Reduction	Wage Reduc	100.00	5.00	0.00	100.00	Hours Worked	0.00000	\$0.00
HELPER	National Pension	National Pension	100.00	5.00	0.00	100.00	Hours Worked	0.00000	\$0.00
HELPER	JATC Fund	JATC Fund	100.00	5.00	0.00	100.00	Hours Worked	0.00000	\$0.00
HELPER	Industry Fund	Industry F	100.00	5.00	0.00	100.00	Hours Worked	0.00000	\$0.00
HELPER	ISTPA/MCA Drug Fund	ISTPA/MCA	100.00	5.00	0.00	100.00	Hours Worked	0.10000	\$10.00
HELPER	E & S Assessment	E & S Asse	100.00	5.00	0.00	100.00	Hours Worked	0.00000	\$0.00
HELPER	Building Fund	Building F	100.00	5.00	0.00	100.00	Hours Worked	0.00000	\$0.00
HELPER	P.A.C. Fund	PAC Fun	100.00	5.00	0.00	100.00	Hours Worked	0.00000	\$0.00
HELPER	HRA	HRA	100.00	5.00	0.00	0.00	Split	0.50000	\$0.00
HELPER	ORGANIZING	ORG	100.00	5.00	0.00	100.00	Hours Worked	0.00000	\$0.00
TOTAL									\$13,616.65

Employee Details:

Name	Work Class	H	G	CAP HRS	HW	PEN	DC	ISPTA Fund	LU ASSESME	Wage Reduc	National Pension	JATC Fund	Industry F	ISTP
Doe, Jonha C	1ST YEAR APPRENTICE PERIOD 1&2	10.00	\$50.00	0.00	\$110.50	\$0.00	\$0.00	\$0.00	\$1.50	\$0.00	\$0.00	\$7.50	\$0.00	
Testing, Test	JOURNEYMAN	600.00	\$500.00	0.00	\$6,630.00	\$2,370.00	\$900.00	\$60.00	\$15.00	\$0.00	\$1,866.00	\$60.00	\$0.00	
Testing, Test	HELPER	100.00	\$5.00	0.00	\$1,105.00	\$0.00	\$0.00	\$0.00	\$0.15	\$0.00	\$0.00	\$0.00	\$0.00	
TOTAL		710.00	\$555.00	0.00	\$7,845.50	\$2,370.00	\$900.00	\$60.00	\$16.65	\$0.00	\$1,866.00	\$67.50	\$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)



Plumbers & Steamfitters Local 166

Wednesday, May 4, 2022

My Profile Logout

Welcome Democontractor

Last Signed In: Wednesday, May 4, 2022

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Pending Payment

Select Contractor: Benesys | Test Contractor Invoice Number: []

* Invoice Begin Date: 4/4/2022 * Invoice End Date: 5/4/2022

Search Clear

1. Employers submit contributions (summary sheets, forms and payments) monthly. In accordance with the Collection Policy, contribution reports and payments are due post-marked by the 15th of the month following month work, unless specified otherwise in your Collective Bargaining Agreement (CBA). They are considered delinquent if not received by the 15th of the month following the work month. If this is the first delinquency of the calendar year, then employers may submit contributions within 10 days of the due date and LD assessment is waived. All payments received past the due date of the contribution are subject to both (a) liquidated damages equal to 10% of all contributions owed and (b) interest at a rate of 1% per month (12% per annum) for LDs and delinquent contributions that remain unpaid until paid.

Pending Invoice:

Select Invoice Cancel

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW22-0000003	04/30/2022	OBT1	Building Trades Testing	Benesys	\$13,616.65	DemoContractor	05/04/2022

Select Invoice Cancel

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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 Plumbers & Steamfitters Local 166. The page title is "Plumbers & Steamfitters Local 166". The date is Wednesday, May 4, 2022. The user is logged in as "DemoContractor". The navigation menu includes Home, Electronic Contribution, Contribution Payment (selected), Employer Information, News, and Contact Us. The "Pending Payment" section is highlighted with a red box, showing a "Payment Summary" for (1) Invoice Selected with a total amount due of \$13,616.65. Below this, there are fields for "Select Contractor" (Benesys | Test Contractor), "Invoice Number", "Invoice Begin Date" (4/4/2022), and "Invoice End Date" (5/4/2022). A "Pending Invoice" table is shown below, with one invoice selected and highlighted in orange. The table has columns for Invoice #, Wrk Date, Section Code, Section, Cont No., Amount, Submitted By, and Trans. Date. The selected invoice is CW22-00000003, dated 04/30/2022, for Building Trades Testing, with an amount of \$13,616.65. The page footer includes "Privacy Statement | Terms Of Use | © 2022 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)

Wednesday, May 4, 2022

My Profile Logout

Welcome Democontractor

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Last Signed In: Wednesday, May 4, 2022

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW22-0000003	04/30/2022	Building Trades Testing	Benesys	\$13,616.65
TOTAL				\$13,616.65

Total Invoice Amount : \$13,616.65

Invoice Adjustment Amount:

Total Amount Due: \$13,616.65

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)

Wednesday, May 4, 2022

My Profile Logout

Plumbers & Steamfitters Local 166

Welcome Democontractor Last Signed In: Wednesday, May 4, 2022

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW22-00000003	04/30/2022	Building Trades Testing	Benesys	\$13,616.65
TOTAL				\$13,616.65

Total Invoice Amount : \$13,616.65

Invoice Adjustment Amount:

Total Amount Due: \$13,616.65

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:**

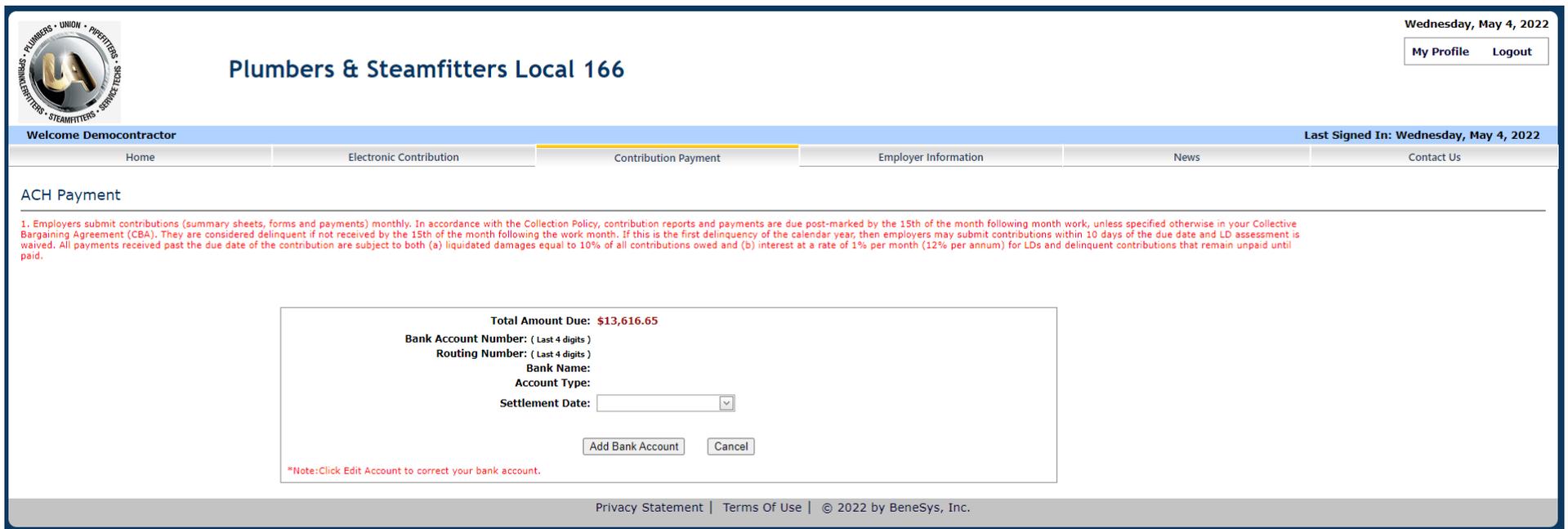
*** Account Type:** Checking Saving

Bank Name:



*** Please enter the characters as shown in the image.**

Enter a New Form - Pay Invoice(s)



Wednesday, May 4, 2022

My Profile Logout

Plumbers & Steamfitters Local 166

Welcome Democontractor Last Signed In: Wednesday, May 4, 2022

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

ACH Payment

1. Employers submit contributions (summary sheets, forms and payments) monthly. In accordance with the Collection Policy, contribution reports and payments are due post-marked by the 15th of the month following month work, unless specified otherwise in your Collective Bargaining Agreement (CBA). They are considered delinquent if not received by the 15th of the month following the work month. If this is the first delinquency of the calendar year, then employers may submit contributions within 10 days of the due date and LD assessment is waived. All payments received past the due date of the contribution are subject to both (a) liquidated damages equal to 10% of all contributions owed and (b) interest at a rate of 1% per month (12% per annum) for LDs and delinquent contributions that remain unpaid until paid.

Total Amount Due: \$13,616.65

Bank Account Number: (Last 4 digits)

Routing Number: (Last 4 digits)

Bank Name:

Account Type:

Settlement Date:

*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 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 the web portal for Plumbers & Steamfitters Local 166. The page title is "Plumbers & Steamfitters Local 166" and the date is "Wednesday, May 4, 2022". The user is logged in as "Democontractor" and last signed in on "Wednesday, May 4, 2022". The navigation menu includes "Home", "Electronic Contribution", "Contribution Payment", "Employer Information", "News", and "Contact Us". The "Electronic Contribution" page is active, and the user is prompted to "Select the contractor from the list to submit your contributions". The form fields are: "Select Contractor:" (Benesys | Test Contractor), "Work Start Date:" (4/1/2022), "Work End Date:" (4/30/2022), "Process Contribution:" (Enter New Contribution), "Contribution Type:" (Enter New Contribution, **Modify / Submit Saved Contribution**, Upload Contribution File, Copy / Modify Previous Report Form), and "CBA:" (Submit, Cancel). There is also a checkbox for "Report no Hours". The footer contains "Privacy Statement | Terms Of Use | © 2022 by BeneSys, Inc."

- 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

Wednesday, May 4, 2022

My Profile Logout

Welcome Democontractor Last Signed In: Wednesday, May 4, 2022

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: Benesys | Test Contractor

Process Contribution: Modify / Submit Saved Contribution

* Batch Number: CW22-00000004

Batch Number	CBA	Work Start Date	Work End Date
CW22-00000004	(0BT1) Building Trades	04/01/2022	04/30/2022

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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

Wednesday, May 4, 2022

My Profile Logout

Plumbers & Steamfitters Local 166

Welcome Democontractor

Last Signed In: Wednesday, May 4, 2022

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: Benesys | Test Contractor

Work Start Date: 4/1/2022

Work End Date: 4/30/2022

Process Contribution: Upload Contribution File

Contribution Type: Enter New Contribution, Modify / Submit Saved Contribution, Upload Contribution File

CBA: Copy / Modify Previous Report Form

*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 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.

	SSN #	Work Class	Last	First	MI	Hours Worked	Gross Wages	Wage Deferral Cap Hours	
	A	B	C	D	E	F	G	H	
1	123256789	JRNY	Doe	John	L	160	160	160	
2	147258369	HLPR	Doe	Jane	M	140	150	160	
3									

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
132	PRODUCTION C
AFM1	ASSISTANT FACILITY MONITOR 1
AFM2	ASSISTANT FACILITY MONITOR 2
APPR 2/4	2-4 YEAR APPRENTICE PERIOD 3&8
APPR1	1ST YEAR APPRENTICE PERIOD 1&2
APPR2	2ND YEAR APPRENTICE PERIOD 3&4
APPR3 5/6	3RD YEAR APPRENTICE PERIOD 5&6
APPR3/10	3-10 YEAR APPRENTICE
APPR4	4TH YEAR APPRENTICE PERIOD 7&8
APPR5	5TH YEAR APPRENTICE PERIOD 9&10
CAP1	COMM 1st YR APPRENTICE
CAP2	COMM 2-4 YR APPRENTICE
CNV	Conversion
COLL	Collection
DFLT	Default Work Classification
ELFM1	ENTRY LEVEL FACILITY MONITOR 1
ELFM2	ENTRY LEVEL FACILITY MONITOR 2
ELFM3	ENTRY LEVEL FACILITY MONITOR 3
ELFM4	ENTRY LEVEL FACILITY MONITOR 4
FM1	FACILITY MONITOR 1
FM2	FACILITY MONITOR 2
FORE	Foreman
GFOR	General Foreman
HATT	A. Hattersly - Office Workers
HLPR	HELPER
HMW	HM WHITE PARTICIPATION
HW	JOURNEYMAN HEALTH ONLY
HWC	CAPPED HEALTH CARE HOURS
JRNY	JOURNEYMAN
METAL	METAL TRADES

METAL 2	METAL TRADES W/ANNUITY
MTLPROD13	METAL TRADES PROD WORKER 13 YRS
MTLPROD5	METAL TRADES PROD WORKER 5 YRS
MTLPROD7	METAL TRADES PROD WORKER 7 YRS
MTLPROD8	METAL TRADES PROD WORKER 8 YRS
MTLTRN1	METAL TRADES TRAINEE 0-24 MONTHS
MTLTRN2	METAL TRADES TRAINEE 25 MO-4 YRS
NIBT	NORTHEAST INDIANA BUILDING TRADES
NMS	NATIONAL MAINTENANCE-SERVICEMAN
NMT	NATIONAL MAINTENANCE-TRADESMAN
NO HW	JOURNEYMAN NO HEALTH CARE
NSM	NATIONAL SERVICE & MAINTENANCE
OFFC	OFFICE WORKER
OFFCA	OFFICE WORKER WITH ANNUITY
OFFCB	OFFICE WORKER WITH NATL PENSION
PRE-APP	PRE-APPRENTICE
RES A	JRNY PLMBR/JRNY SEWER TECH/FORMN CLASS A
RES B	JRNY PLMBR/JRNY SEWER TECH/FORMN CLASS B
RES SEW 1-2	RES SEWER TECH APPRENTICE 1-2 PERIOD
RES SEW 3-5	RES SEWER TECH APPRENTICE 3-5 PERIOD
RESAPP 1-5	RES PLUMBER 1-5 PERIOD APPRENTICE
RSEW 1-2	RES SEWER TECH APPRENTICE 1-2 PERIOD

Upload a Contribution File

The screenshot displays the web portal for Plumbers & Steamfitters Local 166. At the top left is the union logo. The header includes the date "Wednesday, May 4, 2022" and links for "My Profile" and "Logout". Below the header is a navigation bar with tabs: "Home", "Electronic Contribution" (selected), "Contribution Payment", "Employer Information", "News", and "Contact Us". The main content area is titled "Contribution Entry Form" and contains a "Contribution Batch" section with the following details:

Contractor Name:	Test Contractor	Contractor Number:	Benesys
Batch Number:	CW22-0000013	Work End Date:	04/30/2022
CBA:	OBT1 - Building Trades Testing		

Below the batch information are several action buttons: "Rate Inquiry", "Add Employee", "Delete Employee", "Save and Complete Later", "Calculate Contribution", and "Cancel". A red asterisk note reads: "*Contact the Benefit Office to add new Work Classifications".

Row No	SSN	Work Class	First Name	MI	Last Name	Hours Worked	Gross Wages	Wage Deferral Cap Hours	Delete?
1	1123256789	JOURNEYMAN	John	L	Doe	160.00	160.00	160.00	<input type="checkbox"/>
2	147258369	HELPER	Jane	M	Doe	140.00	150.00	160.00	<input type="checkbox"/>
3		1ST YEAR APPRENTICE PERIOD 1&2				0.00	0.00	0.00	<input type="checkbox"/>

At the bottom of the page, there are links for "Privacy Statement" and "Terms Of Use", and a copyright notice: "© 2022 by BeneSys, Inc."

- 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 a web browser window with the URL `test-zis02bs/T500Contribution/Contribution/ElectronicContribution.aspx`. The page header includes the logo for Plumber & Steamfitters Local 166 and the date Wednesday, May 4, 2022. The main navigation bar has tabs for Home, Electronic Contribution (selected), Contribution Payment, Employer Information, News, and Contact Us. The 'Electronic Contribution' section contains a form with the following fields:

- Select Contractor:** A dropdown menu showing 'Benesys | Test Contractor'.
- Work Start Date:** A date picker set to 4/1/2022.
- Work End Date:** A date picker set to 4/30/2022.
- Process Contribution:** A dropdown menu with 'Copy / Modify Previous Report Form' selected. Other options include 'Enter New Contribution', 'Modify / Submit Saved Contribution', and 'Upload Contribution File'.
- *Invoice Number:** A dropdown menu with 'Copy / Modify Previous Report Form' selected.
- Check here to zero out hours and amounts from copied data:** A checkbox that is currently unchecked, highlighted with a red box.
- Submit** and **Cancel** buttons.

At the bottom of the page, there are links for 'Privacy Statement' and 'Terms Of Use', and a copyright notice for BeneSys, Inc. © 2022.

- 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

The screenshot shows the web portal for Plumbers & Steamfitters Local 166. The page header includes the union logo, the title "Plumbers & Steamfitters Local 166", and the date "Wednesday, May 4, 2022". A navigation bar contains links for "Home", "Electronic Contribution", "Contribution Payment", "Employer Information", "News", and "Contact Us". The "Electronic Contribution" section is active, and the "View All Contributions" link is highlighted with a red box. Below this, there is a form for submitting a contribution, with fields for "Select Contractor" (Benesys | Test Contractor), "Work Start Date" (4/1/2022), "Work End Date" (4/30/2022), and "Process Contribution" (Copy / Modify Previous Report Form). There is also a field for "Invoice Number" and a checkbox for "Check here to zero out hours and amounts from copied data".

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

How to View Past Contribution Forms

Wednesday, May 4, 2022

My Profile Logout

Plumbers & Steamfitters Local 166

Welcome Democontractor

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Last Signed In: Wednesday, May 4, 2022

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

Wednesday, May 4, 2022

My Profile Logout

Plumbers & Steamfitters Local 166

Welcome Democontractor Last Signed In: Wednesday, May 4, 2022

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

View All Contributions

Select Contractor: Begin Date: End Date:

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

Invoice #	Wrk Date	Section Code	Section	No.Empl	Cont No.	Contractor	Amount	Status	Payment	Deposit Dt	Submitter	Trans. Dt	Del
CW22-00000003	04/30/2022	OBT1	Building Trades Testing	3	Benesys	Test Contractor	\$13,616.65	Pending			DemoContractor	05/04/2022	<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

Wednesday, May 4, 2022

My Profile Logout

Plumbers & Steamfitters Local 166

Welcome Democontractor Last Signed In: Wednesday, May 4, 2022

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Make a Payment
View All Payment
Account Management
Make Variance Payment

News / Events
No news is available.

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.

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- 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

Wednesday, May 4, 2022

My Profile Logout

Welcome Democontractor Last Signed In: Wednesday, May 4, 2022

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Pending Payment

Select Contractor: Benesys | Test Contractor

* Invoice Begin Date: 4/4/2022

Invoice Number: []

* Invoice End Date: 5/4/2022

Search Clear

1. Employers submit contributions (summary sheets, forms and payments) monthly. In accordance with the Collection Policy, contribution reports and payments are due post-marked by the 15th of the month following month work, unless specified otherwise in your Collective Bargaining Agreement (CBA). They are considered delinquent if not received by the 15th of the month following the work month. If this is the first delinquency of the calendar year, then employers may submit contributions within 10 days of the due date and LD assessment is waived. All payments received past the due date of the contribution are subject to both (a) liquidated damages equal to 10% of all contributions owed and (b) interest at a rate of 1% per month (12% per annum) for LDs and delinquent contributions that remain unpaid until paid.

Pending Invoice:

Select Invoice Cancel

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input type="checkbox"/>	CW22-00000004	04/30/2022	0BT1	Building Trades Testing	Benesys	\$4,867.90	DemoContractor	05/04/2022
<input type="checkbox"/>	CW22-00000003	04/30/2022	0BT1	Building Trades Testing	Benesys	\$13,616.65	DemoContractor	05/04/2022

Select Invoice Cancel

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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 248-641-4966 or 855-641-4966 and ask to speak with someone from our Contributions Team.