

San Diego County Theatrical Trust Fund

Contractor Contribution Website

Quick Start Guide

This guide is intended to show you the quick and easy way to enter contributions using your new Contributions Website. This guide will walk you through the following:

- How to Process a New Contribution Form.
- How to Process Payments via ACH.
- How to Modify a Saved Contribution Form.
- How to Upload a file to the Electronic Contributions site using a CSV File.
- How to Copy/Modify a previous Contribution Form.
- How to View and Delete Contribution Forms.
- How to pay multiple saved invoices.

Web Address:

<http://www.iatse122employers.org>

- To log into this site, you will need a user ID and Password. To receive this, you will need to register by clicking on the “Create an Account” option in the top right corner of the website.
- A second option is to call (619) 849-1064, and someone will assist you.



Lets Get Started

Welcome Democontractor Last Signed In: Thursday, March 17, 2016

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

Select the contractor from the list of contributions

Select Contractor: 44 | FEDERAL GENERAL INC ▼

Work Start Date: 2/1/2016 ▼ **Work End Date:** 2/29/2016 ▼

Process Contribution: Enter New Contribution ▼

Contribution Type: Regular Contribution ▼

CBA: Master Labor Agreement ▼ ☐ Report no Hours

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

Processing Contributions

Select Contractor: 44 | FEDERAL GENERAL INC ▼

Work Start Date: 2/1/2016 ▼ Work End Date:

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 Data Entry of your Contribution Form
- Modify/Submit Saved Contribution – allows you to retrieve a previously entered and saved Contribution Form.
- Upload Contribution File – allows you to upload a data file exported from your payroll system (CSV format) directly into the system, it will automatically load Employee, hours and gross information.
- Copy/Modify Previous Report Form – This option will allow you to retrieve a previous months submitted Contribution Form and copy the information for the current months Contribution Form

Entering a New Form

Select Contractor:	44 FEDERAL GENERAL INC ▼	
Work Start Date:	2/1/2016 ▼	Work End Date: 2/29/2016 ▼
Process Contribution:	Enter New Contribution ▼	
Contribution Type:	Regular Contribution ▼	
CBA:	Master Labor Agreement ▼	☐ Report no Hours
Submit Cancel		

1. Select the Contractor: If you only submit Contributions for one Contractor that will show as your default and you won't have any other options. If you have a Login that allows you to submit Contributions for Multiple Contractors, click on the down-arrow and a list of Contractors you submit for will show, select desired Contractor.
2. Select a Work Start Date and Work End Date. If you are a monthly contractor, please use the first day and the last day of the month. If you are a weekly contractor, please use the Payroll Start and Ending dates.
3. Select Enter New Contribution.
4. The Contribution Type should always be Regular Contribution.
5. Select the appropriate CBA: based on the work you are reporting for, this will get related fringe rates

Enter a New Form - Contribution Entry

Contribution Entry Form

Contribution Batch			
Contractor Name:	FEDERAL GENERAL INC	Contractor ID:	44
Batch Number:	CW16-00000101	Work End Date:	02/29/2016
CBA:	MLA - Master Labor Agreement		

[Rate Inquiry](#) [Add Employee](#) [Delete Employee](#) [Save and Complete Later](#) [Calculate Contribution](#) [Cancel](#)

*Contact the Benefit Office to add new Work Classifications

Row No	SSN	Work Class	First Name	MI	Last Name	Hours Worked	Gross Wages	Delete?
1		HELPER ▼				0.00	0.00	☐
2		JOURNEYMAN ▼				0.00	0.00	☐

- This screen allows you to enter and verify the information for each employee. Employee information will automatically populate once you have entered the Social Security Number and Tab across the fields. New Employee's information will need to be manually entered in each field.
- Enter the SSN, Hours Worker and Gross Wages. Also be sure to choose the proper Work Class. Blank amounts are not allowed.
- You can select Save and Complete Later if you need to do something else and come back later to finish your contribution entry, this save what you have currently input and lets you pick up where you left off.
- Once all employee's hours and wages are entered, click on Calculate Contribution, and the following screen shows.

Enter a New Form – Calculate Contributions

Contribution Batch			
Contractor Name:	FEDERAL GENERAL INC	Contractor ID:	44
Batch Number:	CW16-00000101	Work End Date:	02/29/2016
CBA:	MLA - Master Labor Agreement		

Contractor Contribution Details:

Work Class	Contractor	Hours Worked	Gross Wages	Amount	
JOURNEYMAN	FEDERAL GENERAL INC	100.00	2,000.00	\$2,267.00	View Details
TOTAL		100.00	2,000.00	\$2,267.00	

Employee Contribution Details:

SSN	Work Class	First Name	MI	Last Name	Hours Worked	Gross Wages	Amount	
123456789	JOURNEYMAN	Test		Data	100.00	2,000.00	\$2,267.00	View Details
TOTAL					100.00	2,000.00	\$2,267.00	

[Back](#) [Finalize Contribution](#) [Cancel](#)

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

Enter a New Form - Contractor Details

Contractor Contribution Details

Contractor Name:

FEDERAL GENERAL INC

Overwrite	Fund Name	Units	Basis	Rates	Amount
☐	Apprentice/Journeyman Training	100.00	Hours Worked	1.4200	\$142.00
☐	CAF	100.00	Hours Worked	0.3000	\$30.00
☐	Substance Abuse	100.00	Hours Worked	0.0600	\$6.00
☐	UA Political Education Fund (U.A.P.E.C.)	100.00	Hours Worked	0.0500	\$5.00
☐	Market Recovery Fund	100.00	Hours Worked	0.6000	\$60.00
☐	Organizing Fund	100.00	Hours Worked	0.2000	\$20.00
☐	Local Pension	100.00	Hours Worked	9.0000	\$900.00
☐	Health and Welfare	100.00	Hours Worked	10.0600	\$1,006.00
☐	Working Assessment	2,000.00	Gross Wages	0.0490	\$98.00
					Total: \$2,267.00

Save

Close

- To elect to not pay an optional fringe, click on the View Details button next to the Contractor Contribution Details. Once it opens you can select the optional fringe in the Contractor Contributions Details section of the page.
 - Check the Overwrite box next to Fringe(s) that are considered optional.
 - Click Save to save and this will overwrite the Fringe amount to \$0.
 - *Note: you should only use this option if you have a signed agreement that states you do not have to pay a Fringe. All forms are checked when they are submitted, and if you do not pay a Fringe which you were supposed to, and then end up paying it later after the Due Date, you may end up having to pay liquidated Damages as well.*

Enter a New Form – Employee Details

Employee Contribution Details

First Name: Test

Last Name: Data

Overwrite	Fund	Units	Basis	Rate	Amount
☐	Working Assessment	2,000.00	Gross Wages	0.0490	\$98.00
☐	Health and Welfare	100.00	Hours Worked	10.0600	\$1,006.00
☐	Local Pension	100.00	Hours Worked	9.0000	\$900.00
☐	Organizing Fund	100.00	Hours Worked	0.2000	\$20.00
☐	Market Recovery Fund	100.00	Hours Worked	0.6000	\$60.00
☐	UA Political Education Fund (U.A.P.E.C.)	100.00	Hours Worked	0.0500	\$5.00
☐	Substance Abuse	100.00	Hours Worked	0.0600	\$6.00
☐	CAF	100.00	Hours Worked	0.3000	\$30.00
☐	Apprentice/Journeyman Training	100.00	Hours Worked	1.4200	\$142.00
					Total: \$2,267.00

Save

Close

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

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

Enter a New Form - Finalize Contributions

Contractor Name: FEDERAL GENERAL INC
Batch Number: CW16-00000101
CBA: MLA - Master Labor Agreement

Contractor ID: 44
Work End Date: 02/29/2016

INVOICE # CW16-00000054

Your Calculated Contributions for
work ending 02/29/2016: **\$2,267.00**

Remittance Amount Due: **\$2,267.00**

Invoice #: **CW16-00000054**
*** PLEASE WRITE THIS INVOICE NUMBER ON THE CHECK THAT YOU MAIL
AND PLEASE BE SURE TO INCLUDE A COPY OF THIS INVOICE WITH YOUR CHECK**

Invoice Date: 03/17/2016

Amount Due:

Work Class	Fund	Fund Code	Hours Worked	Gross Wages	Calc Hrs	Basis	Rate	Amount
JOURNEYMAN	Apprentice/Journeyman Training	APPR	100.00	2,000.00	100.00	Hours Worked	1.4200	\$142.00
JOURNEYMAN	CAF	CAF	100.00	2,000.00	100.00	Hours Worked	0.3000	\$30.00
JOURNEYMAN	Substance Abuse	SUBA	100.00	2,000.00	100.00	Hours Worked	0.0600	\$6.00
JOURNEYMAN	Working Assessment	DUES	100.00	2,000.00	2,000.00	Gross Wages	0.0490	\$98.00
JOURNEYMAN	UA Political Education Fund (U.A.P.E.C.)	UAI	100.00	2,000.00	100.00	Hours Worked	0.0500	\$5.00
JOURNEYMAN	Market Recovery Fund	MRKT	100.00	2,000.00	100.00	Hours Worked	0.6000	\$60.00
JOURNEYMAN	Organizing Fund	ORG	100.00	2,000.00	100.00	Hours Worked	0.2000	\$20.00
JOURNEYMAN	Local Pension	LPEN	100.00	2,000.00	100.00	Hours Worked	9.0000	\$900.00
JOURNEYMAN	Health and Welfare	H&W	100.00	2,000.00	100.00	Hours Worked	10.0600	\$1,006.00
TOTAL								\$2,267.00

Employee Details:

Name	Work Class	HW	GW	APPR	CAF	SUBA	DUES	UAI	MRKT	ORG	LPEN	H&W
Data, Test	JOURNEYMAN	100.00	2,000.00	\$142.00	\$30.00	\$6.00	\$98.00	\$5.00	\$60.00	\$20.00	\$900.00	\$1,006.00
TOTAL		100.00	2000.00	\$142.00	\$30.00	\$6.00	\$98.00	\$5.00	\$60.00	\$20.00	\$900.00	\$1,006.00

- Pressing Finalize Contribution will take you to this screen, which gives options to proceed
 - Pay Now – takes you to the next step so you can remit payment via ACH or Check.
 - Print Invoice – use this option to print a copy of the invoice for your records.
 - Done - use this option to enter another contribution form before making your payment

Enter a New Form - Pay Invoice(s)

Pending Payment

Payment Summary

(1) Invoice Selected

Total amount due: \$2,267.00

Make Payment

Edit Selection

Select Contractor: 44 | FEDERAL GENERAL INC ▼

Invoice Number:

* Invoice Begin Date: 2/18/2016 ▼

* Invoice End Date: 3/18/2016 ▼

Search

Clear

Pending Invoice:

Select Invoice

Cancel

☐	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
☒	CW16-00000057	02/29/2016	MLA	Master Labor Agreement	44	\$2,267.00	DemoContractor	03/18/2016
☒	CW16-00000056	02/29/2016	MLA	Master Labor Agreement	44	\$2,267.00	DemoContractor	03/18/2016
☐	CW16-00000055	02/29/2016	MLA	Master Labor Agreement	44	\$2,267.00	DemoContractor	03/18/2016
☐	CW16-00000054	02/29/2016	MLA	Master Labor Agreement	44	\$2,267.00	DemoContractor	03/17/2016
☐	CW16-00000037	12/31/2015	MLA	Master Labor Agreement	44	\$4,557.52	DemoContractor	01/28/2016
☐	CW16-00000035	12/31/2015	MLA	Master Labor Agreement	44	\$1,667.94	DemoContractor	01/28/2016
☐	CW16-00000034	12/31/2015	MLA	Master Labor Agreement	44	\$1,667.94	DemoContractor	01/28/2016

- After selecting Pay Now you go to the Pending Payments page which will show all Contribution Forms entered on the website that have not been paid for. Here, you will select the Open Invoice(s) which you would like to remit a payment for (ACH or Check).
- Once you check the box(s) to the left of the invoice(s) desired, click the Select Invoice button.

Enter a New Form - Pay Invoice(s)

Pending Payment

Payment Summary
(1) Invoice Selected
Total amount due: \$2,267.00

Select Contractor: 44 | FEDERAL GENERAL INC ▼

Invoice Number:

* Invoice Begin Date: 2/18/2016 ▼

* Invoice End Date: 3/18/2016 ▼

☐	<u>Invoice #</u>	<u>Wrk Date</u>	<u>Section Code</u>	<u>Section</u>	<u>Cont No.</u>	<u>Amount</u>	<u>Submitted By</u>	<u>Trans. Date</u>
☒	CW16-00000057	02/29/2016	MLA	Master Labor Agreement	44	\$2,267.00	DemoContractor	03/18/2016
☒	CW16-00000056	02/29/2016	MLA	Master Labor Agreement	44	\$2,267.00	DemoContractor	03/18/2016

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

Enter a New Form - Pay Invoice(s)

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW16-00000056	02/29/2016	Master Labor Agreement	44	\$2,267.00
TOTAL				\$2,267.00

Total Invoice Amount : **\$2,267.00**

Invoice Adjustment
Amount:

\$0.00

Total Amount Due: **\$2,267.00**

Adjustment Reason:

Pay By: ☒ ACH(Online) ☐ Check

Submit

Cancel

Back

- Make Payment takes you to screen showing Invoice(s) selected and total amount due.
- Option to adjust amount being paid
 - Use the Invoice Adjustment Amount: field to enter your adjustment amount, can put in positive or negative amount to increase/decrease payment amount. This will automatically update your Total Amount Due.
 - When Adjustment amount is input you are required to enter the reason for the adjustment in the Adjustment Reason box. (can be used if you have Liquidated Damages or Over/Under payment for a prior period)
- Now select your Payment Type
 - If you select to 'Pay By' ACH (Online) you will click submit and be taken to the next step.
 - First time ACH payments will be prompted to enter needed info

Enter a New Form - Pay Invoice(s)

If you have ACH Block or Filtering on the bank account listed below, the Company ID for this transaction will be 2237283715.

Total Amount Due: \$2,267.00

Bank Account Number: (Last 4 digits) 4542

Routing Number: (Last 4 digits) 2256

Bank Name: CITIZENS COMMUNITY BK OF ILLINOIS,NA

Account Type: Saving

Settlement Date: 3/22/2016

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

- If you have ACH BLOCK or Filtering on the bank account you are using to pay your invoice you need to contact your bank and provide them with the Company ID from this screen. If you do not your payment will not go through.

- Bank Account Number, Bank Routing Number, and Account Type.
 - For Future Contributions, info is saved and only needs to be updated if it has changed.
 - If your company requires an Approver be notified when an ACH payment is process you can add in a list of people.
- Input a settlement date for when you would like the funds withdrawn from your account, there is a 2 working day lag for ACH transaction to hit the Fringe fund bank account, so you must submit your payment 2 days prior to when you want it to be considered paid
 - Make sure if you have an ACH block on your bank account that you provide the bank the Company ID that is provided in RED on the ACH Payment page
 - After selecting Submit, you will be taken to a Payment Confirmation page. This can be printed for your records, plus it is saved under the Contribution Payments tab of the website.
- If you select to 'Pay By' Check, after you choose submit you will be taken to a Payment Confirmation page. You will need to print and mail this Payment Confirmation with your check

Modify A Saved Contribution Form

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor:	
Process Contribution:	Modify / Submit Saved Contribution v
*Batch Number:	Batch Number CBA Work StartDate Work EndDate
OR	
*Batch Number:	Batch Number Work StartDate Work EndDate
*CBA:	00
Submit Cancel	

1. Select a saved batch form from the 'Batch Number' drop down list. If you want to select a saved batch and change the collective bargaining agreement use the second Batch number option. *See red box above.
2. Press the Submit button.
3. The rest of the process is exactly like entering a New Contribution Form (refer to instructions above)

Upload a Contribution File

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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: [Dropdown]

Work Start Date: 7/1/2015 Work End Date: 7/31/2015

Process Contribution: [Dropdown]
Contribution Type: [Dropdown]
CBA: [Dropdown]

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

☐ Report no Hours

Submit Cancel

- **Upload Contribution File** – option allows Employee Hours & Wages data to be uploaded directly into the system from a data file in CSV or TXT format. These files can normally be extracted from the Company's payroll system, this is very helpful when there are a large number of employees for whom fringe contributions are being reported.
- Select the **Work Start** and **Work End** dates. If you are a monthly contractor, please use the first day and the last day of the month. If you are a weekly contractor, please use the Payroll Start and Ending dates.
- Select the proper CBA, this will pull in the appropriate fringe rates
- Use the Browse Button to find the CSV or TXT file that you want to use

Upload a Contribution File

Whether you export from your payroll system or you use Excel to create spreadsheets with employee information, you need to save your file as a .CSV or .TXT file. Simply select “File,” “Save AS,” and choose .CSV or .TXT from the ‘Save as Type’ drop down list.

Below is the format that files need to be in to work with the upload process, the columns must be this exact order or you will get an error and not be able to upload the information. The Heading line (row 1; SSN, Last, First, etc.) cannot be in the file you try to upload, it would cause errors when uploading, the 1st row should contain 1st Employees info.

A	B	C	D	E	F	G
SSN	WORK CLASS	LAST NAME	FIRST NAME	MIDDLE NAME	HOURS WORKED	GROSS WAGES
123456789	journeyman	Data	Test		100	2000

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

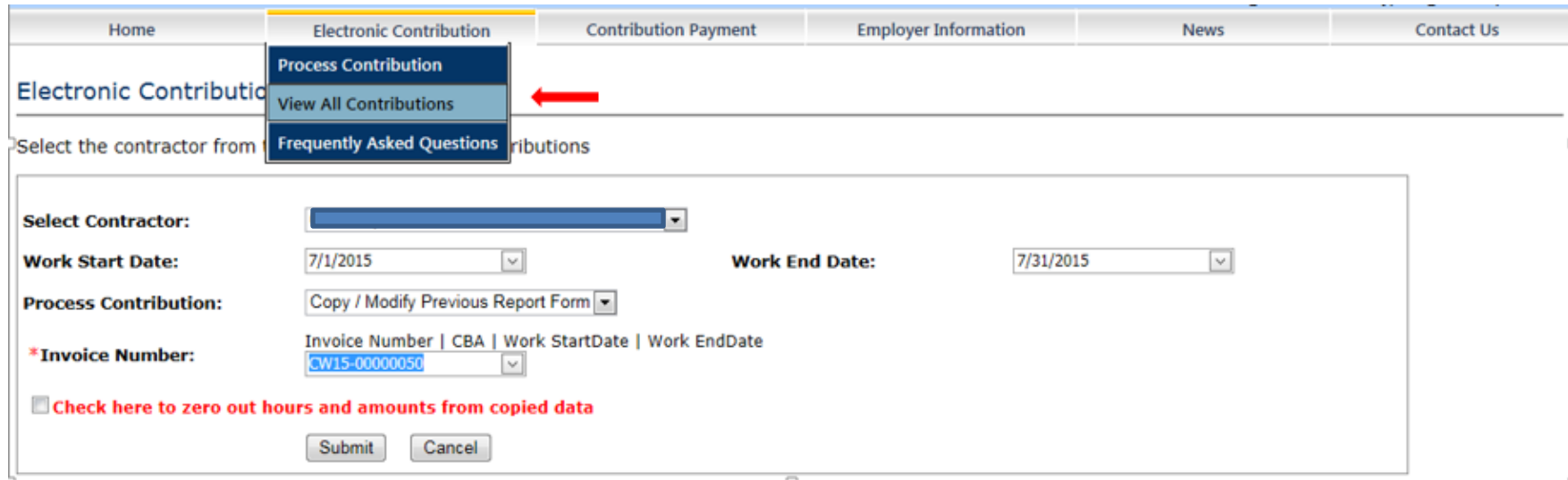
Copy/Modify Previous Report Form

The screenshot shows the 'Electronic Contribution' section of the BeneSys web application. At the top, there is a navigation bar with links: Home, Electronic Contribution (highlighted), Contribution Payment, Employer Information, News, and Contact Us. Below the navigation bar, the page title 'Electronic Contribution' is displayed. The main content area contains the following fields and options:

- Select Contractor:** A dropdown menu.
- Work Start Date:** A date field set to 7/1/2015.
- Work End Date:** A date field set to 7/31/2015.
- Process Contribution:** A dropdown menu with the following options:
 - Copy / Modify Previous Report Form (highlighted with a red arrow)
 - Enter New Contribution
 - Modify / Submit Saved Contribution
 - Upload Contribution File
 - Copy / Modify Previous Report Form
- *Invoice Number:** A dropdown menu.
- ☐ Check here to zero out hours and amounts from copied data
- Submit** and **Cancel** buttons.

- Copy/Modify Previous Report Form – option allows electronic Contribution Data previously input into the system to be pulled forward and re-used for the current month. It brings in the same Employees SSN and Name info based on the selected CBA, which makes it very beneficial when Contractor reports on the same employees every pay period.
- Select the New Work Start and Work End Date. If you are a monthly contractor, please use the first day and the last day of the month. If you are a weekly contractor, please use the Payroll Start and Ending dates.
- Select Copy/Modify Previous Report Form from the drop down box titled Process Contribution.
- From the Invoice Number drop down list, select the Invoice you would like to copy.
- Check the appropriate box to zero out any information from the copied data, this will zero hours & wages
- Press the Submit button.
- The rest of the process is exactly like entering a New Contribution Form (refer to instructions above).

How to View Past Contribution Forms



The screenshot displays the BeneSys web application interface. At the top, there is a navigation bar with tabs: Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. The 'Electronic Contribution' tab is active, and its dropdown menu is open, showing three options: 'Process Contribution', 'View All Contributions' (highlighted with a blue background), and 'Frequently Asked Questions'. A red arrow points to the 'View All Contributions' option. Below the navigation bar, the main content area is titled 'Electronic Contribution' and contains a form. The form includes a 'Select Contractor:' dropdown, 'Work Start Date:' and 'Work End Date:' date pickers (both set to 7/1/2015 and 7/31/2015 respectively), a 'Process Contribution:' dropdown (set to 'Copy / Modify Previous Report Form'), and an '* Invoice Number:' dropdown (set to 'CW15-00000050'). Below the invoice number, there is a checkbox labeled 'Check here to zero out hours and amounts from copied data'. At the bottom of the form are 'Submit' and 'Cancel' buttons.

- View all 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: 

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

How to View Past Contribution Forms

View All Contributions

Select Contractor: Begin Date: End Date:

Invoice #	Wrk Date	Section Code	Section	No.Empl	Cont No.	Contractor	Amount	Status	Payment	Deposit Dt	Submitter	Trans. Dt	Del
CW15-00000033	11/30/2015	BB	BB	1	048810	COMMERCIAL DIVING & MARINE SRV	\$1,732.05	Pending	ACH	12/08/2015	DemoContractor	12/05/2015	☐
CW15-00000031	11/30/2015	QU4	QU4	6	048810	COMMERCIAL DIVING & MARINE SRV	\$2,985.57	Pending			DemoContractor	12/04/2015	☐
CW15-00000020	11/30/2015	00	00	2	048810	COMMERCIAL DIVING & MARINE SRV	\$0.00	Pending			DemoContractor	12/02/2015	☐
CW15-00000017	10/31/2015	QU4	QU4	6	048810	COMMERCIAL DIVING & MARINE SRV	\$2,985.57	Pending			DemoContractor	12/01/2015	☐
CW15-00000009	10/31/2015	HH	HH	3	048810	COMMERCIAL DIVING & MARINE SRV	\$8,518.51	Processed	ACH - Adjusted	11/30/2015	DemoContractor	12/01/2015	
CW15-00000008	10/31/2015	E2	M.C.C.A. Contractors	4	048810	COMMERCIAL DIVING & MARINE SRV	\$13,147.68	Processed	ACH	11/30/2015	DemoContractor	12/01/2015	
CW15-00000004	10/31/2015	BB	BB	8	048810	COMMERCIAL DIVING & MARINE SRV	\$17,610.73	Processed	ACH	11/25/2015	DemoContractor	12/01/2015	
CW15-00000014	10/31/2015	02G	02G	2	048810	COMMERCIAL DIVING & MARINE SRV	\$1,965.00	Pending			DemoContractor	11/30/2015	☐

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

How to Make Payments on Multiple Saved Forms

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Electronic Contribution

Select the contractor from the list to submit your contribution

Select Contractor:

Work Start Date:

Process Contribution:

Contribution Type:

CBA:

Work End Date:

☐ **Report no Hours**

Make a Payment

View All Payment

Account Management

Make LD/Variance Payment

- If you enter and save multiple invoices and have not processed a payment for them, you can process one payment for multiple invoices, whether by ACH or Check
- From the Contribution Payment dropdown menu choose Make a Payment

How to Make Payments on Multiple Saved Forms

Pending Payment

Payment Summary
(3) Invoice Selected
Total amount due: \$7,936.14

Select Contractor: Invoice Number:
* Invoice Begin Date: * Invoice End Date:

An employer is considered delinquent if both the contribution report and funds are not received by the 20th of the first month following when the work was performed. Interest is calculated at:
2% of the principle amount owed from the delinquency date, if paid between 1st -15th of the second month following work.
4% of the principle amount owed from the original delinquency date, if paid between 16th-last of the second month following work.
6% of the principle amount owed from the original delinquency date, if paid between the 1st-15th of third month following work.
10% of the principle amount owed from the original delinquency date if not paid after third 15 day period.

Pending Invoice:



☒	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
☒	CW15-00000031	11/30/2015	QU4	QU4	048810	\$2,985.57	DemoContractor	12/04/2015
☒	CW15-00000017	10/31/2015	QU4	QU4	048810	\$2,985.57	DemoContractor	12/01/2015
☒	CW15-00000014	10/31/2015	02G	02G	048810	\$1,965.00	DemoContractor	11/30/2015

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

Questions/Concerns

For Training and Enrollment, please call us at (619) 849-1064, and ask to speak with someone from our Contributions Team.