

UA Local 190 Fringe Benefit Fund Electronic Contribution Website Quick Start Guide

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

- How to process a new contribution form.
- How to process payments via ACH.
- How to modify a saved contribution form.
- How to upload a file to the electronic contributions site using a CSV File.
- How to copy/modify a previous contribution form.
- How to view and delete contribution forms.
- How to pay multiple saved invoices.

Web Address: www.ua190employers.org



UA Local 190 Fringe Benefit Funds

Login
Thursday, March 6, 2025

User Name:

Password:

[Create an Account](#) [Forgot Password?](#)

Home

Electronic Contribution

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 into this site, you will need to contact the BeneSys office to receive an introduction letter. To register click on the “Create an Account” option in the top right corner of the website. You will need to create a user name, password, and an identification number which was received with your letter.**
- **A second option is to call (248) 641-4929 or Toll Free (888) 390-7473, and someone will assist you.**

Lets Get Started



UA Local 190 Fringe Benefit Funds

Thursday, March 6, 2025

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

Welcome Democontractor Last Signed In: Thursday, March 6, 2025

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

- Process Contribution
- View All Contributions
- Frequently Asked Questions

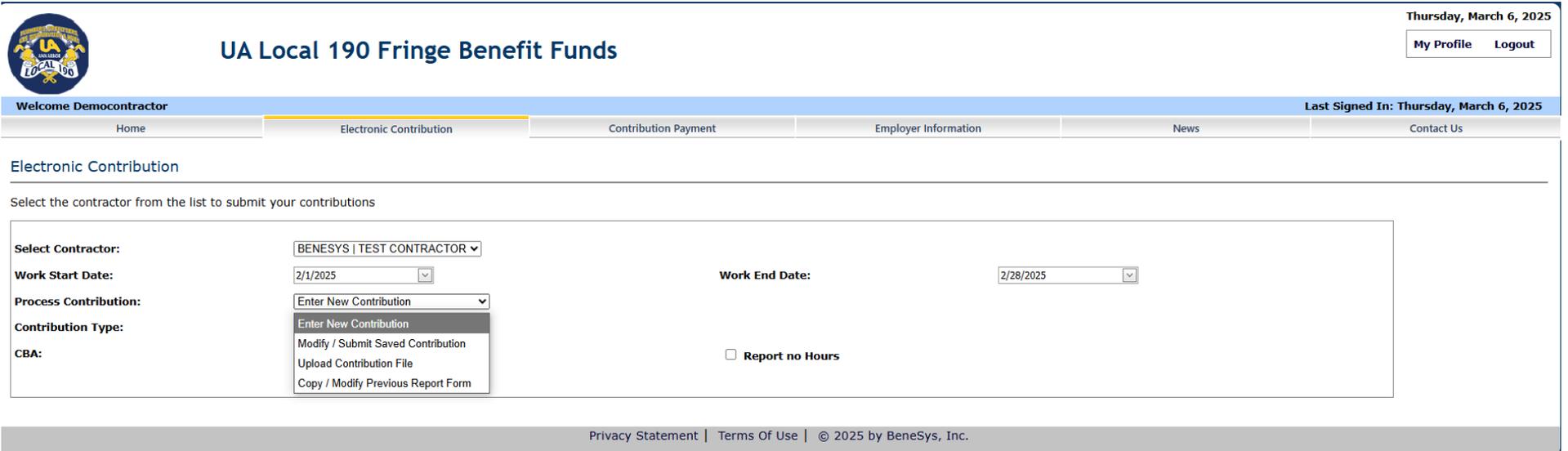
Select the contractor from the list to submit

Select Contractor:	<input type="text" value="BENESYS TEST CONTRACTOR"/>	Work End Date:	<input type="text" value="2/28/2025"/>
Work Start Date:	<input type="text" value="2/1/2025"/>		
Process Contribution:	<input type="text" value="Enter New Contribution"/>		
Contribution Type:	<input type="text" value="Regular Contribution"/>		
CBA:	<input type="text" value="Local 190 Building Trades"/>	<input type="checkbox"/> Report no Hours	
	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

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

Processing Contributions



The screenshot shows the 'UA Local 190 Fringe Benefit Funds' website. At the top right, it displays the date 'Thursday, March 6, 2025' and links for 'My Profile' and 'Logout'. A navigation bar includes 'Home', 'Electronic Contribution' (highlighted), 'Contribution Payment', 'Employer Information', 'News', and 'Contact Us'. Below the navigation bar, the page title is 'Electronic Contribution'. The main content area contains the instruction 'Select the contractor from the list to submit your contributions'. The form includes several fields: 'Select Contractor:' with a dropdown menu showing 'BENESYS | TEST CONTRACTOR'; 'Work Start Date:' with a date picker set to '2/1/2025'; 'Work End Date:' with a date picker set to '2/28/2025'; 'Process Contribution:' with a dropdown menu showing 'Enter New Contribution'; 'Contribution Type:' with a dropdown menu showing 'Enter New Contribution', 'Modify / Submit Saved Contribution', 'Upload Contribution File', and 'Copy / Modify Previous Report Form'; and 'CBA:' with an unchecked checkbox labeled 'Report no Hours'. At the bottom of the page, there are links for 'Privacy Statement', 'Terms Of Use', and '© 2025 by BeneSys, Inc.'

- **Enter New Contribution** – This allows manual data entry of your contribution form.
- **Modify / Submit Saved Contribution** – Allows you to retrieve a previously entered and saved contribution form.
- **Upload Contribution File** – Allows you to upload a data file exported from your payroll system (.CSV or .TXT format) directly to the website.
- **Copy / Modify Previous Report Form** – This option will allow you to retrieve a previous month's submitted contribution form and copy the information to the current month's contribution form

Entering a New Form



Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor:	<input type="text" value="BENESYS TEST CONTRACTOR"/>		
Work Start Date:	<input type="text" value="2/1/2025"/>	Work End Date:	<input type="text" value="2/28/2025"/>
Process Contribution:	<input type="text" value="Enter New Contribution"/>		
Contribution Type:	<input type="text" value="Regular Contribution"/>		
CBA:	<input type="text" value="Local 190 Building Trades"/>	<input type="checkbox"/>	Report no Hours
	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

1. Select the Contractor: If you only submit contributions for one contractor, that contractor will show by default and you won't have other contractors to select from. If you have a login that allows you to submit contributions for multiple contractors, click the drop-down arrow and a list of contractors you submit for will show, from which you can select the desired contractor.
2. Select a Work Start Date and Work End Date. If you are a monthly contractor, please use the first day and the last day of the month. If you are a weekly contractor, please use the payroll start and ending dates.
3. Select Enter New Contribution.
4. The contribution type should always be Regular Contribution.
5. Select the appropriate CBA based on the work you are reporting for. This will pull the related fringe rates.
6. If reporting zero hours worked, please click the check box "Report no Hours"
7. Finally, click Submit to begin entry.

Enter a New Form - Contribution Entry

Contribution Entry Form

Contribution Batch			
Contractor Name:	TEST CONTRACTOR	Contractor Number:	BENESYS
Batch Number:	CW25-00000003	Work End Date:	02/28/2025
CBA:	190P - Local 190 Building Trades		

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

*Contact the Benefit Office to add new Work Classifications.
 Please contact the Fund Office if you need a work classification changed for a member or a member removed from your billing screen.

Row No	SSN	Work Class	First Name	MI	Last Name	StraightTime	OverTime	DoubleTime	Non-Worked Hours	Gross Wages	401k Election	Delete?
1		APPRENTICE 1ST YEAR HIRED AFTER				0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>
2		APPRENTICE 1ST YEAR HIRED AFTER				0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>

- This screen allows you to enter and verify the information for each employee. Employee information will automatically populate once you have entered a Social Security Number and have tabbed into the next field. New employees' information will need to be manually entered into each field.
- Enter the Gross amounts, Straight Time amounts, Overtime amounts, and Double Time amounts in the appropriate fields.
- You can select Save and Complete Later if you need to come back later to finish your contribution entry. This will save what you already input and lets you pick up where you left off.
- Once all employees' hours and wages are entered, click on Calculate Contribution, at which point the following screen will show:

Enter a New Form – Calculate Contributions

Process Contribution

Contribution Batch			
Contractor Name:	TEST CONTRACTOR	Contractor Number:	BENESYS
Batch Number:	CW25-00000003	Work End Date:	02/28/2025
CBA:	190P - Local 190 Building Trades		

Contractor Contribution Details:

Work Class	Contractor	StraightTime	OverTime	DoubleTime	Non-Worked Hours	Gross Wages	401k Election	Amount	
Apprentice 2nd Year Hired after	TEST CONTRACTOR	100.00	0.00	0.00	0.00	2,800.22	100.00	\$2,463.00	View Details
Journeyman	TEST CONTRACTOR	100.00	1.00	1.00	8.00	4,500.22	100.00	\$2,939.83	View Details
TOTAL		200.00	1.00	1.00	8.00	7,300.44	200.00	\$5,402.83	

Employee Contribution Details:

SSN	Work Class	First Name	MI	Last Name	StraightTime	OverTime	DoubleTime	Non-Worked Hours	Gross Wages	401k Election	Amount	
987654321	Apprentice 2nd Year Hired after	Jane	J	Doe	100.00	0.00	0.00	0.00	2,800.22	100.00	\$2,463.00	View Details
123456789	Journeyman	John	J	Doe	100.00	1.00	1.00	8.00	4,500.22	100.00	\$2,939.83	View Details
TOTAL					200.00	1.00	1.00	8.00	\$7,300.44	200.00	\$5,402.83	

- The [View Details](#) link under Contractor Contribution Details will show you a breakdown of all calculated fringes.
 - See next page for option to not pay certain fringes on all employees.
- The [View Details](#) link under Employee Contribution Details will show you a breakdown of all calculated fringes for that particular employee.
 - See page after next for option to not pay certain fringes on a specific employee
- The [Back](#) button will return you to the prior screen and adjust contributions information. ***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 you feel that 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 - Finalize Contributions

Contribution Batch			
Contractor Name:	TEST CONTRACTOR	Contractor Number:	BENESYS
Batch Number:	CW25-0000015	Work End Date:	02/28/2025
CBA:	190P - Local 190 Building Trades		

INVOICE # CW25-0000010

Your Calculated Contributions for work ending 02/28/2025: **\$119.16**
 Remittance Amount Due: **\$119.16**
 Invoice #: **CW25-0000010**
*** 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: **03/12/2025**

Amount Due:

Work Class	Fund	Fund Code	StraightTime	OverTime	DoubleTime	Non-Worked Hours	Gross Wages	401k Election	Calc Hrs	Basis	Rat
Apprentice 1st Year Hired after 12.31.2024	Health & Welfare	H&W	1.00	1.00	1.00	16.00	122.22	1.00	3.00	Hours Worked	7.90
Apprentice 1st Year Hired after 12.31.2024	IHRA	HRA	1.00	1.00	1.00	16.00	122.22	1.00	3.00	Hours Worked	1.25
Apprentice 1st Year Hired after 12.31.2024	Pen DB	DB	1.00	1.00	1.00	16.00	122.22	1.00	4.50	Hours Paid	9.26
Apprentice 1st Year Hired after 12.31.2024	Pen DC	DC	1.00	1.00	1.00	16.00	122.22	1.00	4.50	Hours Paid	0.60
Apprentice 1st Year Hired after 12.31.2024	Scholarship	SCH	1.00	1.00	1.00	16.00	122.22	1.00	3.00	Hours Worked	0.03
Apprentice 1st Year Hired after 12.31.2024	DUES	Dues	1.00	1.00	1.00	16.00	122.22	1.00	19.00	Hours Worked + School Hours	1.10
Apprentice 1st Year Hired after 12.31.2024	State PAC	PAC1	1.00	1.00	1.00	16.00	122.22	1.00	0.00	Split	0.02
Apprentice 1st Year Hired after 12.31.2024	Fed PAC	PAC2	1.00	1.00	1.00	16.00	122.22	1.00	0.00	Split	0.05
Apprentice 1st Year Hired after 12.31.2024	Job Target	TG	1.00	1.00	1.00	16.00	122.22	1.00	19.00	Hours Worked + School Hours	0.30
Apprentice 1st Year Hired after 12.31.2024	Building	BLDG	1.00	1.00	1.00	16.00	122.22	1.00	19.00	Hours Worked + School Hours	0.15
Apprentice 1st Year Hired after 12.31.2024	Anniversary	AF	1.00	1.00	1.00	16.00	122.22	1.00	19.00	Hours Worked + School Hours	0.03
Apprentice 1st Year Hired after 12.31.2024	SUB	SUB	1.00	1.00	1.00	16.00	122.22	1.00	3.00	Hours Worked	0.30
Apprentice 1st Year Hired after 12.31.2024	Industry	IND	1.00	1.00	1.00	16.00	122.22	1.00	3.00	Hours Worked	0.78
Apprentice 1st Year Hired after 12.31.2024	Training	TR	1.00	1.00	1.00	16.00	122.22	1.00	3.00	Hours Worked	1.30
Apprentice 1st Year Hired after 12.31.2024	Int. Training	INT	1.00	1.00	1.00	16.00	122.22	1.00	3.00	Hours Worked	0.10
Apprentice 1st Year Hired after 12.31.2024	Organizing	ORG	1.00	1.00	1.00	16.00	122.22	1.00	19.00	Hours Worked + School Hours	0.45
Apprentice 1st Year Hired after 12.31.2024	Labor Mgmt	LM	1.00	1.00	1.00	16.00	122.22	1.00	3.00	Hours Worked	0.06
Apprentice 1st Year Hired after 12.31.2024	Work Safe	WSF	1.00	1.00	1.00	16.00	122.22	1.00	3.00	Hours Worked	0.02
Apprentice 1st Year Hired after 12.31.2024	Quality Work	QC	1.00	1.00	1.00	16.00	122.22	1.00	3.00	Hours Worked	0.00
Apprentice 1st Year Hired after 12.31.2024	Ohio State Assoc	OS	1.00	1.00	1.00	16.00	122.22	1.00	3.00	Hours Worked	0.00
Apprentice 1st Year Hired after 12.31.2024	NDPIC & PF	NDPIC	1.00	1.00	1.00	16.00	122.22	1.00	3.00	Hours Worked	0.00
Apprentice 1st Year Hired after 12.31.2024	EE 401K	401K	1.00	1.00	1.00	16.00	122.22	1.00	1.00	401k Election	1.00
Apprentice 1st Year Hired after 12.31.2024	National Distribution	ND	1.00	1.00	1.00	16.00	122.22	1.00	3.00	Hours Worked	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)

Pending Payment

Select Contractor: Invoice Number:

* Invoice Begin Date: * Invoice End Date:

In accordance with the Collection Procedures, which in part state: "Each calendar month, every contractor shall file a written report with the depository of the Fringe Benefit Funds, listing on a prescribed form all employees in the Bargaining Unit represented by the Local hired by the Contractor for the previous month, showing the hours worked and tabulating the benefits owed as a result thereof. Said reports shall be accompanied by Contractor's contribution in full for the month reported. The reports must be received on or before the nineteenth (19th) day of the month, whether or not they are accompanied by payment. If no payment has been received by the nineteenth (19th), the Administrative Manager will send a certified letter to the delinquent contractors, notifying them of the delinquency and demanding payment.

Pending Invoice:

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW25-00000003	02/28/2025	190P	Local 190 Building Trades	BENESYS	\$5,302.83	DemoContractor	03/06/2025
<input type="checkbox"/>	CW25-00000002	02/28/2025	190P	Local 190 Building Trades	BENESYS	\$5,402.83	DemoContractor	03/06/2025
<input type="checkbox"/>	CW25-00000001	02/28/2025	190P	Local 190 Building Trades	BENESYS	\$1,554.10	DemoContractor	03/05/2025

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

Enter a New Form - Pay Invoice(s)

Pending Payment

Payment Summary

(1) Invoice Selected
Total amount due: \$5,302.83

Select Contractor: Invoice Number:

* Invoice Begin Date: * Invoice End Date:

In accordance with the Collection Procedures, which in part state: "Each calendar month, every contractor shall file a written report with the depository of the Fringe Benefit Funds, listing on a prescribed form all employees in the Bargaining Unit represented by the Local hired by the Contractor for the previous month, showing the hours worked and tabulating the benefits owed as a result thereof. Said reports shall be accompanied by Contractor's contribution in full for the month reported. The reports must be received on or before the nineteenth (19th) day of the month, whether or not they are accompanied by payment. If no payment has been received by the nineteenth (19th), the Administrative Manager will send a certified letter to the delinquent contractors, notifying them of the delinquency and demanding payment.

Pending Invoice:

<input type="checkbox"/>	Invoice #	Wck Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW25-00000003	02/28/2025	190P	Local 190 Building Trades	BENESYS	\$5,302.83	DemoContractor	03/06/2025
<input type="checkbox"/>	CW25-00000002	02/28/2025	190P	Local 190 Building Trades	BENESYS	\$5,402.83	DemoContractor	03/06/2025
<input type="checkbox"/>	CW25-00000001	02/28/2025	190P	Local 190 Building Trades	BENESYS	\$1,554.10	DemoContractor	03/05/2025

- After clicking Select Invoice, the invoices you've selected will show highlighted in orange and a "Payment Summary" will be displayed in the upper-left corner showing the total amount due for the selected invoice(s).
- If the amount is correct, please click Make Payment.
 - Use the Edit Selection option if you selected the wrong invoice(s). This will allow you to change your selections.

Enter a New Form - Pay Invoice(s)

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW25-0000003	02/28/2025	Local 190 Building Trades	BENESYS	\$5,302.83
TOTAL				\$5,302.83

Total Invoice Amount : **\$5,302.83**

Invoice Adjustment Amount:

Total Amount Due: **\$5,302.83**

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

Welcome Democontractor Last Signed In: Friday, December 28, 2018

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

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW18-00000018	11/30/2018	STRUCTURAL JOURNEYMAN	001283	\$3,342.52
TOTAL				\$3,342.52

Total Invoice Amount : \$3,342.52
 Invoice Adjustment Amount:
 Total Amount Due: \$3,342.52
 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.
 - If your company requires an Approver be notified when an ACH payment is processed, you can add them to the Approver Email List.

Manage Account

Select Contractor:

- Routing Number:

- Bank Account Number:

- Account Type: Checking Saving

Bank Name:



- Please enter the characters as shown in the image.

Approver Email List

No Approver list found.

Welcome Democontractor				Last Signed In: Friday, December 28, 2018	
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ACH Payment

If payment is not made by the 26th of the month, cost of collection charges shall be assessed at three percent (3%) over the prime rate established by Comerica Bank, on the date the delinquency first occurs, plus reasonable attorney fees required to collect the delinquent contributions and cost of collection charges.

Total Amount Due: \$3,342.52

Bank Account Number: (Last 4 digits) 1234

Routing Number: (Last 4 digits) 1234

Bank Name: My Financial Institution

Account Type: Checking

Settlement Date: 1/2/2019

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

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

Modify A Saved Contribution Form

Welcome Democontractor Last Signed In: Friday, December 28, 2018

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: ▾

Process Contribution: | Work EndDate

* Batch Number:

OR

* Batch Number:

* CBA:

* All CBA:

- 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

Welcome Democontractor Last Signed In: Friday, December 28, 2018

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

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: [REDACTED] INSTALLATION

Process Contribution: Modify / Submit Saved Contribution

*Batch Number: CW18-0000029 x

OR

Batch Number	CBA	Work Start Date	Work End Date
CW18-0000029	(00) STRUCTURAL JO	11/01/2018	11/30/2018
CW18-0000028	(00) STRUCTURAL JO	11/01/2018	11/30/2018
CW18-0000027	(00) STRUCTURAL JO	11/01/2018	11/30/2018
CW18-0000017	(X00) MAIN CONTRAC	12/01/2018	12/31/2018

*Batch Number:
*CBA:
*All CBA:

Submit Cancel

1. Select a saved batch form 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

The screenshot shows the 'Electronic Contribution' page in the BeneSys system. At the top, there is a navigation bar with 'Home', 'Electronic Contribution', 'Contribution Payment', 'Employer Information', 'News', and 'Contact Us'. The 'Electronic Contribution' page title is displayed below the navigation bar. The main content area contains a form with the following fields and options:

- Select Contractor:** A dropdown menu with 'INSTALLATION' selected.
- Work Start Date:** A date input field.
- Work End Date:** A date input field with '11/30/2018' selected.
- Process Contribution:** A dropdown menu with options: 'Enter New Contribution', 'Modify / Submit Saved Contribution', 'Upload Contribution File' (highlighted in blue), and 'Copy / Modify Previous Report Form'.
- Contribution Type:** A dropdown menu with 'Regular Contribution' selected.
- CBA:** A dropdown menu with 'STRUCTURAL JOURNEYMA' selected.
- All CBA:** A dropdown menu.
- *File Name:** A text input field with a 'Browse...' button next to it.
- Submit** and **Cancel** buttons at the bottom of the form.

- If you select Upload Contribution File from the Electronic Contribution page, you can upload employee hour & wage data directly into the system from a data file in .CSV or .TXT format. These files can normally be extracted from your company's payroll system. Using this option can be helpful when there are a large number of employees for whom fringe contributions are being reported.
 1. Select a Work Start Date and Work End Date. If you are a monthly contractor, please use the first day and the last day of the month. If you are a weekly contractor, please use the payroll start and ending dates.
 2. 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 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 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	J	K
1	SSN	WORK CLASS CODE	LAST	FIRST	MI	STRAIGHT TIME	OVER TIME	DOUBLE TIME	NON WORK HOURS	GROSS WAGES	401K
2	123-45-6789	APP40	Doe	John	J	144	2	1	16	2200.22	147
3	987-65-4321	JRNY	DOE	JANE	J	160	2	1	0	4200.24	
4											

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.

JRNY	Journeyman	
APP45	Apprentice 1st Year Hired before 12.31.2024	
APP55	Apprentice 2nd Year Hired before 12.31.2024	
APP65	Apprentice 3rd Year Hired before 12.31.2024	
APP75	Apprentice 4th Year Hired before 12.31.2024	
APP85	Apprentice 5th Year Hired before 12.31.2024	
APP40	Apprentice 1st Year Hired after 12.31.2024	
APP50	Apprentice 2nd Year Hired after 12.31.2024	
APP60	Apprentice 3rd Year Hired after 12.31.2024	
APP70	Apprentice 4th Year Hired after 12.31.2024	
APP80	Apprentice 5th Year Hired after 12.31.2024	
JRY-I	Journeyman Installer - MI Gas	
JRY-W	Journeyman Welder - MI Gas	
AHFZ1	Apprentice/Helper/Fuser - Zone 1	
AHFZ2	Apprentice/Helper/Fuser - Zone 2	
AHFZ3	Apprentice/Helper/Fuser - Zone 3	
COOK	Working at Cook Nuclear Plant	
JRNY1	Commercial Metal Trades LESS than one year	
TRD	Mechanical Equipment Service Tradesman	
TRD1	TRD1	
APPH	Apprentice Helper - Zone 2	

Upload a Contribution File

Welcome Democontractor Last Signed In: Friday, December 28, 2018

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

Contribution Entry Form

Contribution Batch

Contractor Name: ██████ INSTALLATION Contractor ID: ██████
 Batch Number: CW18-00000033 Work End Date: 11/30/2018
 CBA: 00 - STRUCTURAL JOURNEYMAN

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

Row No	SSN	First Name	MI	Last Name	Gross	Straight Time	Overtime	Double Time	Delete?
1	123456789	Doe		John	3000.00	105.00	17.25	7.50	<input type="checkbox"/>
2					0.00	0.00	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

The screenshot shows the 'Electronic Contribution' page in the BeneSys system. The page has a navigation bar with 'Home', 'Electronic Contribution', 'Contribution Payment', 'Employer Information', 'News', and 'Contact Us'. The 'Electronic Contribution' section is active, and the user is logged in as 'Democontractor' on Friday, December 28, 2018. The main content area contains a form for submitting contributions. The 'Select Contractor' dropdown is set to 'INSTALLATION'. The 'Work Start Date' and 'Work End Date' fields are empty, with '11/30/2018' shown in the 'Work End Date' field. The 'Process Contribution' dropdown menu is open, showing options: 'Enter New Contribution', 'Modify / Submit Saved Contribution', 'Upload Contribution File', and 'Copy / Modify Previous Report Form'. The 'Copy / Modify Previous Report Form' option is highlighted. Below this, there are fields for '* Invoice Number:' and '* Invoice Number:' (with an 'OR' between them), '* CBA:', and '* All CBA:'. A checkbox labeled 'Check here to zero out hours and amounts from copied data' is highlighted with a red box. The 'Submit' and 'Cancel' buttons are at the bottom of the form. The footer contains 'Privacy Statement | Terms Of Use | © 2018 by BeneSys, Inc.'

- If you select Copy / Modify Previous Report Form from the Electronic Contribution page, you will be able to reuse electronic contribution data previously input into the system for the current month you are now entering. This option will auto-populate the same Employees (with SSN & names) as were previously used by you for the selected CBA. This can be beneficial when you consistently report on the same employees each pay period.
 1. Select a Work Start Date and Work End Date. If you are a monthly contractor, please use the first day and the last day of the month. If you are a weekly contractor, please use the payroll start and ending dates.
 2. From the Invoice Number drop down list, select the Invoice you would like to copy.
 3. Check the box in the bottom left of the screen to zero out any information from the copied data. This will keep the same employees but zero out their hours & wages so you can enter the correct amounts for this pay period.
 4. Click the Submit button.
 5. The rest of the process is the same as entering a new contribution form (refer to instructions above).

How to View Past Contribution Forms

The screenshot shows the BeneSys web application interface. At the top, there is a navigation bar with the following items: "Welcome Democontractor", "Home", "Electronic Contribution", "Contribution Payment", "Employer Information", "News", and "Contact Us". The "Electronic Contribution" menu is expanded, showing three options: "Process Contribution", "View All Contributions", and "Frequently Asked Questions". The "View All Contributions" option is highlighted in blue. Below the navigation bar, the page title is "Electronic Contribution". The main content area contains a form with the following fields and options:

- Select Contractor: [Redacted] INSTALLATION
- Work Start Date: 11/1/2018
- Work End Date: 11/30/2018
- Process Contribution: Enter New Contribution
- Contribution Type: Regular Contribution
- CBA: [Redacted]
- All CBA: [Redacted]
- Report no Hours
- Submit and Cancel buttons

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

How to View Past Contribution Forms

Welcome Democontractor Last Signed In: Friday, December 28, 2018

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.

- Once on the View All Contributions screen, you can select a contractor name from the drop down list (some contractors can have multiple contractor numbers to choose from based upon how their user ID is setup).
- Once you click the Search button it will show a screen with all past contribution forms for the contractor you've selected (see below).

How to View Past Contribution Forms

Welcome Democontractor Last Signed In: Friday, December 28, 2018

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
CW18-0000020	11/30/2018	00	STRUCTURAL JOURNEYMAN	1	001283	INSTALLATION	\$3,342.52	Pending			DemoContractor	12/28/2018	<input type="checkbox"/>
CW18-0000019	11/30/2018	00	STRUCTURAL JOURNEYMAN	17	001283	INSTALLATION	\$0.00	Pending			DemoContractor	12/28/2018	<input type="checkbox"/>
CW18-0000018	11/30/2018	00	STRUCTURAL JOURNEYMAN	1	001283	INSTALLATION	\$3,342.52	Pending	ACH	01/02/2019	DemoContractor	12/28/2018	<input type="checkbox"/>
CW18-0000014	11/30/2018	00	STRUCTURAL JOURNEYMAN	17	001283	INSTALLATION	\$4,456.69	Pending	CHK		DemoContractor	12/28/2018	<input type="checkbox"/>
CW18-0000013	12/31/2018	X00	MAIN CONTRACT STRUCTURAL JOURNEYMAN	2	001283	INSTALLATION	\$6,531.09	Pending			DemoContractor	12/26/2018	<input type="checkbox"/>
CW18-0000008	12/30/2018	XA2	MAIN CONTRACT STRUCTURAL APPRENTICE 3	3	001283	INSTALLATION	\$3,759.43	In Process		12/20/2018	DemoContractor	12/17/2018	<input type="checkbox"/>
CW18-0000002	11/30/2018	X00	MAIN CONTRACT STRUCTURAL JOURNEYMAN	5	001283	INSTALLATION	\$9,698.06	In Process		12/20/2018	DemoContractor	12/17/2018	<input type="checkbox"/>
CW18-0000001	11/30/2018	0A1	STRUCTURAL APPRENTICE 1	6	001283	INSTALLATION	\$8,259.23	In Process		12/20/2018	DemoContractor	12/17/2018	<input type="checkbox"/>
CW18-0000003	12/31/2018	X00	MAIN CONTRACT STRUCTURAL JOURNEYMAN	5	001283	INSTALLATION	\$19,760.15	In Process	ACH	12/18/2018	DemoContractor	12/17/2018	<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 the BeneSys web application interface. At the top, there is a navigation bar with the following tabs: Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. The 'Contribution Payment' tab is active, and its dropdown menu is open, showing the following options: Make a Payment (highlighted with a red box), View All Payment, Account Management, and Make Variance Payment. The main content area on the left contains an 'Introduction' section with the following text: '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.' On the right side of the main content area, there is a 'News / Events' section with the text 'No news/events are available'.

- 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

Welcome Democontractor Last Signed In: Friday, December 28, 2018

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

Pending Payment

Select Contractor: Invoice Number:

* Invoice Begin Date: * Invoice End Date:

If payment is not made by the 26th of the month, cost of collection charges shall be assessed at three percent (3%) over the prime rate established by Comerica Bank, on the date the delinquency first occurs, plus reasonable attorney fees required to collect the delinquent contributions and cost of collection charges.

Pending Invoice:

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input type="checkbox"/>	CW18-0000020	11/30/2018	00	STRUCTURAL JOURNEYMAN	001283	\$3,342.52	DemoContractor	12/28/2018
<input type="checkbox"/>	CW18-0000013	12/31/2018	X00	MAIN CONTRACT STRUCTURAL JOURNEYMAN	001283	\$6,531.09	DemoContractor	12/26/2018

- 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 # for the forms that 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/Concerns

For questions, enrollment, or training, please call (248) 641-4929 or Toll Free (888) 390-7473 and ask to speak with someone from our Contributions Team.