

# Brick Masons Electronic Contribution Website User Manual

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

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

# Web Address: www.brickmasonscontributions.org

**Union of Bricklayers and Allied Craftworkers**

## Bricklayers and Allied Craftworkers Local Union No.4

Thursday, January 21, 2021

\* User Name:

\* Password:

Login

[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.

- **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 (626)-646-1080 or (877) 516-0586, where someone will assist you.**

# Let's Get Started

Union of Bricklayers and Allied Craftworkers International

Thursday, January 21, 2021

My Profile Logout

Welcome Democontractor Last Signed In: Thursday, January 21, 2021

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Process Contribution

View All Contributions

Frequently Asked Questions 7 days a week.

News / Events

No news is available.

Introduction

You now have the power to access i

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.
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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.

- 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

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### Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: [REDACTED] CONSTRS CORP

Work Start Date: 12/1/2020    Work End Date: 12/31/2020

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

Contribution Type:

CBA: Los Angeles County     Report no Hours

Submit    Cancel

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

# Entering a New Form

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### Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: [REDACTED] CONSTRS CORP

Work Start Date: 12/1/2020    Work End Date: 12/31/2020

Process Contribution: Enter New Contribution

Contribution Type: Regular Contribution

CBA: Los Angeles County     Report no Hours

Submit    Cancel

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

# Enter a New Form - Contribution Entry

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Contribution Entry Form

**Contribution Batch**

**Contractor Name:** ██████████ CONSTRS CORP

**Batch Number:** CW21-00000004

**CBA:** 04H - Los Angeles County

**Contractor Number:** ██████████

**Work End Date:** 12/31/2020

[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	Delete?
1	123456780	JOURNEYMAN	JOHN	M	DOE	160.00	<input type="checkbox"/>
2	987654321	JOURNEYMAN	JANE	L	SMITH	140.00	<input type="checkbox"/>
3		APPRENTICE 1				0.00	<input type="checkbox"/>

- This screen will typically be prepopulated with employees you have recently remitted for under the CBA you selected. It also allows you to enter new employees as well as delete employees you no longer remit for. To add a new employee, simply enter their SSN and name in the blank line at the end of the form. To delete an employee, check the delete box on that employee's line and click Delete Employee.
- Enter the Hours Worked amounts in the appropriate field.
- Click Save and Complete Later if you need to come back later to finish your contribution entry. This will save what you already input and lets you pick up where you left off.
- Once all employees' hours and wages are entered, click on Calculate Contribution, at which point the following screen will show:

# Enter a New Form – Calculate Contributions

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Process Contribution

**Contribution Batch**

Contractor Name: ██████████ CONSTRS CORP      Contractor Number: ██████████  
Batch Number: CW21-00000004      Work End Date: 12/31/2020  
CBA: 04H - Los Angeles County

**Contractor Contribution Details:**

Work Class	Contractor	Hours Worked	Amount	
Journeyman	██████████ CONSTRS CORP	300.00	\$6,756.00	<a href="#">View Details</a>
<b>TOTAL</b>		<b>300.00</b>	<b>\$6,756.00</b>	

**Employee Contribution Details:**

SSN	Work Class	First Name	MI	Last Name	Hours Worked	Amount	
123456780	Journeyman	JOHN	M	DOE	160.00	\$3,603.20	<a href="#">View Details</a>
987654321	Journeyman	JANE	L	SMITH	140.00	\$3,152.80	<a href="#">View Details</a>
<b>TOTAL</b>					<b>300.00</b>	<b>\$6,756.00</b>	

- The [View Details](#) link under Contractor Contribution Details will show you a breakdown of all calculated fringes
  - See next page
- 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
- 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:** [REDACTED] CONSTRS CORP

Fund Name	Units	Basis	Rates	Amount
Welfare	300.00	Hours Worked	9.25000	\$2,775.00
Pension DB	300.00	Hours Worked	6.50000	\$1,950.00
Pension DC - LA	300.00	Hours Worked	1.00000	\$300.00
SBM Local 5 Pension	300.00	Hours Worked	0.00000	\$0.00
Intl Pension	300.00	Hours Worked	1.71000	\$513.00
Local Promotion	300.00	Hours Worked	0.45000	\$135.00
Compliance	300.00	Hours Worked	0.31000	\$93.00
Apprentice	300.00	Hours Worked	0.40000	\$120.00
Vacation	300.00	Hours Worked	0.00000	\$0.00
Local Dues	300.00	Hours Worked	1.26000	\$378.00
Intl Dues	300.00	Hours Worked	0.62000	\$186.00
IMI	300.00	Hours Worked	0.62000	\$186.00
MIA APPR	300.00	Hours Worked	0.00000	\$0.00
MIA PROMO	300.00	Hours Worked	0.00000	\$0.00
BOND	300.00	Hours Worked	0.00000	\$0.00
CMAF STATE PROMO	300.00	Hours Worked	0.40000	\$120.00
SD Local 11 Pension	300.00	Hours Worked	0.00000	\$0.00
Joint Arbitration Board	300.00	Hours Worked	0.00000	\$0.00
				<b>Total: \$6,756.00</b>

Close

- This screen will display the Contractor details.



# Enter a New Form - Finalize Contributions

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**Contribution Batch**

Contractor Name: ██████████ CONSTRS CORP      Contractor Number: ██████████  
 Batch Number: CW21-00000004      Work End Date: 12/31/2020  
 CBA: 04H - Los Angeles County

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INVOICE # CW21-00000004

Your Calculated Contributions for work ending 12/31/2020: **\$6,756.00**  
 Remittance Amount Due: **\$6,756.00**  
 Invoice #: CW21-00000004  
**\* 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: 01/14/2021

      

**Amount Due:**

Work Class	Fund	Fund Code	Hours Worked	Calc Hrs	Basis	Rate	Amount
Journeyman	Welfare	HW	300.00	300.00	Hours Worked	9.25000	\$2,775.00
Journeyman	Pension DB	DB	300.00	300.00	Hours Worked	6.50000	\$1,950.00
Journeyman	Pension DC - LA	DC	300.00	300.00	Hours Worked	1.00000	\$300.00
Journeyman	Intl Pension	IUPEN	300.00	300.00	Hours Worked	1.71000	\$513.00
Journeyman	Local Promotion	LPR	300.00	300.00	Hours Worked	0.45000	\$135.00
Journeyman	Compliance	COMP	300.00	300.00	Hours Worked	0.31000	\$93.00
Journeyman	Apprentice	APPR	300.00	300.00	Hours Worked	0.40000	\$120.00
Journeyman	Vacation	VAC	300.00	300.00	Hours Worked	0.00000	\$0.00
Journeyman	Local Dues	DUES	300.00	300.00	Hours Worked	1.26000	\$378.00
Journeyman	Intl Dues	IUDUE	300.00	300.00	Hours Worked	0.62000	\$186.00
Journeyman	IMI	IMI	300.00	300.00	Hours Worked	0.62000	\$186.00
Journeyman	MIA APPR	MIA APPR	300.00	300.00	Hours Worked	0.00000	\$0.00
Journeyman	MIA PROMO	MIA PROMO	300.00	300.00	Hours Worked	0.00000	\$0.00
Journeyman	BOND	BOND	300.00	300.00	Hours Worked	0.00000	\$0.00
Journeyman	SBM Local 5 Pension	SBDC	300.00	300.00	Hours Worked	0.00000	\$0.00
Journeyman	CMAF STATE PROMO	CMAF	300.00	300.00	Hours Worked	0.40000	\$120.00
Journeyman	SD Local 11 Pension	SDDC	300.00	300.00	Hours Worked	0.00000	\$0.00
Journeyman	Joint Arbitration Board	JAB	300.00	300.00	Hours Worked	0.00000	\$0.00
<b>TOTAL</b>							<b>\$6,756.00</b>

**Employee Details:**

Name	Work Class	H	HW	DB	DC	IUPEN	LPR	COMP	APPR	VAC	DUES	IUDUE	IMI	MIA APPR	MIA PROMO	BOND	SBD
DOE, JOHN M	Journeyman	160.00	\$1,480.00	\$1,040.00	\$160.00	\$273.60	\$72.00	\$49.60	\$64.00	\$0.00	\$201.60	\$99.20	\$99.20	\$0.00	\$0.00	\$0.00	\$0.00
SMITH, JANE L	Journeyman	140.00	\$1,295.00	\$910.00	\$140.00	\$239.40	\$63.00	\$43.40	\$56.00	\$0.00	\$176.40	\$86.80	\$86.80	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>		<b>300.00</b>	<b>\$2,775.00</b>	<b>\$1,950.00</b>	<b>\$300.00</b>	<b>\$513.00</b>	<b>\$135.00</b>	<b>\$93.00</b>	<b>\$120.00</b>	<b>\$0.00</b>	<b>\$378.00</b>	<b>\$186.00</b>	<b>\$186.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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



# Enter a New Form - Pay Invoice(s)

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

Pending Payment

Select Contractor: [REDACTED] CONSTRS CORP    Invoice Number: [REDACTED]

\* Invoice Begin Date: 12/14/2020    \*\* Invoice End Date: 1/14/2021

[Search] [Clear]

Employer payments and contribution reports postmarked after the 25th calendar day following the month in which the related hours were worked are considered delinquent and assessed Liquidated Damages. Interest on delinquent contributions shall accrue at the rate of six percent (6%) per annum from the Delinquency Date until payment is made in full. Liquidated Damages on delinquent contributions shall accrue at the greater of ten percent (10%) of the amount of the contribution or contributions due or \$20 per delinquency. Any employer who does not employ workers during the month involved and fails to file a report is considered delinquent and will be assessed Liquidated Damages. Liquidated Damages shall be assessed the sum of ten dollars (\$10.00) for each such failure to report.

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"/>	CW21-00000004	12/31/2020	04H	Los Angeles County	[REDACTED]	\$6,756.00	DEMOCONTRACTOR	01/14/2021
<input type="checkbox"/>	CW21-00000002	12/31/2020	04H	Los Angeles County	[REDACTED]	\$316.05	DEMOCONTRACTOR	01/12/2021

[Select Invoice] [Cancel]

- 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)

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

Pending Payment

**Payment Summary**  
(1) Invoice Selected  
Total amount due: \$6,756.00

Make Payment    Edit Selection

Select Contractor: [REDACTED] CONSTRS CORP    Invoice Number: [REDACTED]

\* Invoice Begin Date: 12/14/2020    \* Invoice End Date: 1/14/2021

Search    Clear

Employer payments and contribution reports postmarked after the 25th calendar day following the month in which the related hours were worked are considered delinquent and assessed Liquidated Damages. Interest on delinquent contributions shall accrue at the rate of six percent (6%) per annum from the Delinquency Date until payment is made in full. Liquidated Damages on delinquent contributions shall accrue at the greater of ten percent (10%) of the amount of the contribution or contributions due or \$20 per delinquency. Any employer who does not employ workers during the month involved and fails to file a report is considered delinquent and will be assessed Liquidated Damages. Liquidated Damages shall be assessed the sum of ten dollars (\$10.00) for each such failure to report.

Pending Invoice:

Select Invoice    Cancel

Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/> CW21-0000004	12/31/2020	04H	Los Angeles County	[REDACTED]	\$6,756.00	DEMOCONTRACTOR	01/14/2021
<input type="checkbox"/> CW21-0000002	12/31/2020	04H	Los Angeles County	[REDACTED]	\$316.05	DEMOCONTRACTOR	01/12/2021

Select Invoice    Cancel

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

# Enter a New Form - Pay Invoice(s)

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

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW21-00000004	12/31/2020	Los Angeles County		\$6,756.00
<b>TOTAL</b>				<b>\$6,756.00</b>

**Total Invoice Amount :** \$6,756.00  
**Invoice Adjustment Amount:**   
**Total Amount Due:** \$6,756.00  
**Adjustment Reason:**

Pay By:  ACH(Online)    Check

    

- Clicking Make Payment takes you to the above screen showing the invoice(s) you've selected and the total amount due.
- Option to adjust amount being paid
  - Use the Invoice Adjustment Amount field to enter an adjustment amount (if any). You may enter a positive or negative amount to increase or decrease the payment amount by the amount you've entered. This will automatically update your Total Amount Due.
  - When an adjustment amount is entered, you are required to also enter the reason for the adjustment in the Adjustment Reason box (e.g. Liquidated Damages or Over/Under payment from a prior period).

# Enter a New Form - Pay Invoice(s)

Invoice#	Wrk Date	Section	Cont No.	Amount
CW21-00000004	12/31/2020	Los Angeles County		\$6,756.00
<b>TOTAL</b>				<b>\$6,756.00</b>

Total Invoice Amount : **\$6,756.00**  
Invoice Adjustment Amount:   
Total Amount Due: **\$6,756.00**  
Adjustment Reason:

Pay By:  ACH(Online)  Check

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

Select Contractor:  INC

\* Routing Number:

\* Bank Account Number:

\* Account Type:  Checking  Saving

Bank Name:



Get New Image

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

# Enter a New Form - Pay Invoice(s)

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## ACH Payment

Employer payments and contribution reports postmarked after the 25th calendar day following the month in which the related hours were worked are considered delinquent and assessed Liquidated Damages. Interest on delinquent contributions shall accrue at the rate of six percent (6%) per annum from the Delinquency Date until payment is made in full. Liquidated Damages on delinquent contributions shall accrue at the greater of ten percent (10%) of the amount of the contribution or contributions due or \$20 per delinquency. Any employer who does not employ workers during the month involved and fails to file a report is considered delinquent and will be assessed Liquidated Damages. Liquidated Damages shall be assessed the sum of ten dollars (\$10.00) for each such failure to report.

**Total Amount Due: \$6,756.00**

Bank Account Number: ( Last 4 digits ) [REDACTED]

Routing Number: ( Last 4 digits ) [REDACTED]

Bank Name: [REDACTED]

Account Type: Checking

Settlement Date: 1/19/2021

    

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

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

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

# Modify A Saved Contribution Form

The screenshot shows the 'Electronic Contribution' page with a navigation bar at the top containing 'Home', 'Electronic Contribution', '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'. There are three input fields: 'Select Contractor:' with a dropdown menu showing 'CONSTRS CORP', 'Process Contribution:' with a dropdown menu showing 'Enter New Contribution', 'Modify / Submit Saved Contribution' (highlighted in blue), 'Upload Contribution File', and 'Copy / Modify Previous Report Form', and 'Batch Number:' with a dropdown menu. To the right of the 'Process Contribution' dropdown is a 'Work EndDate' field. At the bottom of the form are 'Submit' and 'Cancel' buttons.

- 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

Home   Electronic Contribution   Contribution Payment   Employer Information   News   Contact Us

## Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: [CONSTRS CORP]

Process Contribution: [Modify / Submit Saved Contribution]

\*Batch Number: [ ]

Batch Number	CBA	Work Start Date	Work End Date
CW20-0000031	( 04H ) Los Angeles Cot	10/01/2020	10/31/2020
CW20-0000030	( 04H ) Los Angeles Cot	10/01/2020	10/31/2020
CW20-0000028	( 04H ) Los Angeles Cot	10/01/2020	10/31/2020
CW20-0000026	( 04H ) Los Angeles Cot	10/01/2020	10/31/2020
CW20-0000025	( 04H ) Los Angeles Cot	10/01/2020	10/31/2020
CW20-0000024	( 04H ) Los Angeles Cot	10/01/2020	10/31/2020

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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

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### Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: [REDACTED] CONSTRS CORP

Work Start Date: [REDACTED]    Work End Date: 12/31/2020

Process Contribution: [REDACTED] **Upload Contribution File**

Contribution Type: Regular Contribution

CBA: Los Angeles County

\*File Name: [REDACTED] Browse...

Submit    Cancel

- If you select Upload Contribution File from the Electronic Contribution page, you can upload contribution form data directly into the system from a data file in .CSV or .TXT format. These files can normally be extracted from your company's payroll system. Using this option can be helpful when there are a large number of employees for whom fringe contributions are being reported.
  1. Select a Work Start Date and Work End Date. If you are a monthly contractor, please use the first day and the last day of the month. If you are a weekly contractor, please use the payroll start and end dates.
  2. Select the appropriate CBA based on the work you are reporting for. This will pull the related fringe rates.
  3. Click the Browse button to find the .CSV or .TXT file you want to use.

# Upload a Contribution File

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

Below is the file format that must be used in order to upload contributions. The columns must be in this exact order or an error will occur and you will be unable to upload. The work class field must be in the abbreviated format, (i.e. Journeyman should read as JRNY) if the work class is spelled out, the file will still upload but you will need to select the work class from the drop-down menu. See next page for list of abbreviated work classes. 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 Name	First Name	Middle Int	Hours Worked
	A	B	C	D	E	F
1	123456780	AP3	DOE	JOHN	M	160
2	987654321	Jrny	SMITH	JANE	L	140
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.

132	PRODUCTION C	GFOR	General Foreman
AP1	APPRENTICE 1	HW	HEALTH & WELFARE
AP2	APPRENTICE 2	JRNY	JOURNEYMAN
AP3	APPRENTICE 3	MIA/BOND	MIA/BOND
AP4	APPRENTICE 4	MRA RATE	MRA RATE
AP5	APPRENTICE 5	PPP	PPP HW & PENSION
AP6	APPRENTICE 6	PPPA2	PPP APPR.2 HW & PENSION
AP7	APPRENTICE 7	PPPA3	PPP APPR.3 HW & PENSION
CNV	Conversion	PPPA4	PPP APPR.4 HW & PENSION
COLL	Collection	PPPA5-7	PPP APPR.5-7 HW & PENSION
DFLT	Default Work Classification	REC1	RECIPROCITY - VARIABLE AMTS 1
FFCRA1	FFCRA Apprentice 1-2	REC2	RECIPROCITY - VARIABLE AMTS 2
FFCRAA	FFCRA Apprentice	REC3	RECIPROCITY - VARIABLE AMTS 3
FFCRAJ	FFCRA Journeyman	SEED	Do Not Use - Application Generated SEED
FORE	Foreman	TRV	TRAVELER

# Upload a Contribution File

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## Contribution Entry Form

**Contribution Batch**

Contractor Name: ██████████ CONSTRS CORP      Contractor Number: ██████████  
 Batch Number: CW21-00000029      Work End Date: 12/31/2020  
 CBA: 04H - Los Angeles County

[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	Delete?
1	123456780	APPRENTICE 3	JOHN	M	DOE	160.00	<input type="checkbox"/>
2	987654321	JOURNEYMAN	JANE	L	SMITH	140.00	<input type="checkbox"/>
3		APPRENTICE 1				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' section of the BeneSys portal. The 'Select Contractor' dropdown is set to 'CONSTRS CORP'. The 'Work End Date' is set to '12/31/2020'. The 'Process Contribution' dropdown menu is open, with 'Copy / Modify Previous Report Form' highlighted. Below the form, there is a checkbox labeled 'Check here to zero out hours and amounts from copied data' which is currently unchecked. The 'Submit' and 'Cancel' buttons are visible at the bottom of the form.

- 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 displays the BeneSys web application interface. At the top, there is a navigation menu with tabs for Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. The 'Electronic Contribution' tab is active. Below the navigation, there are three buttons: 'Process Contribution', 'View All Contributions', and 'Frequently Asked Questions'. The 'View All Contributions' button is highlighted with a red rectangular box. Below the buttons, there is a form titled 'Electronic Contribution' with the instruction 'Select the contractor from the list to'. The form contains several fields: 'Select Contractor:' with a dropdown menu showing 'CONSTRS CORP'; 'Work Start Date:' with a date picker set to '12/1/2020'; 'Work End Date:' with a date picker set to '12/31/2020'; 'Process Contribution:' with a dropdown menu showing 'Enter New Contribution'; 'Contribution Type:' with a dropdown menu showing 'Regular Contribution'; and 'CBA:' with a dropdown menu showing 'Los Angeles County'. There is also a checkbox labeled 'Report no Hours' which is unchecked. At the bottom of the form are '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

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View All Contributions

Select Contractor:    Begin Date:    End Date:   

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

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

# How to View Past Contribution Forms

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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
<a href="#">CW21-00000004</a>	12/31/2020	04H	Los Angeles County	2	[REDACTED]	[REDACTED] CONSTRS CORP	\$6,756.00	Pending			DEMOCONTRACTOR	01/14/2021	<input type="checkbox"/>
<a href="#">CW21-00000001</a>	12/31/2020	04H	Los Angeles County	1	[REDACTED]	[REDACTED] CONSTRS CORP	\$180.16	Pending	ACH	01/14/2021	DEMOCONTRACTOR	01/12/2021	<input type="checkbox"/>
<a href="#">CW21-00000002</a>	12/31/2020	04H	Los Angeles County	3	[REDACTED]	[REDACTED] CONSTRS CORP	\$316.05	Pending			DEMOCONTRACTOR	01/12/2021	<input type="checkbox"/>
<a href="#">CW20-00000009</a>	10/31/2020	04H	Los Angeles County	2	[REDACTED]	[REDACTED] CONSTRS CORP	\$2,593.83	Pending	ACH	01/13/2021	DEMOCONTRACTOR	01/11/2021	<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 displays 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 four options: 'Make a Payment' (highlighted with a red box), 'View All Payment', 'Account Management', and 'Make Variance Payment'. Below the navigation bar, the main content area is divided into two columns. The left column contains an 'Introduction' section with the text 'You now have the power to access information 24 hours a day, 7 days a w...' and instructions on how to navigate the site and log on. The right column contains a 'News / Events' section with the text 'No news is 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

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Pending Payment

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Select Contractor: [REDACTED] CONSTRS CORP    Invoice Number: [REDACTED]

\* Invoice Begin Date: 12/15/2020    \* Invoice End Date: 1/15/2021

[Search]    [Clear]

Employer payments and contribution reports postmarked after the 25th calendar day following the month in which the related hours were worked are considered delinquent and assessed Liquidated Damages. Interest on delinquent contributions shall accrue at the rate of six percent (6%) per annum from the Delinquency Date until payment is made in full. Liquidated Damages on delinquent contributions shall accrue at the greater of ten percent (10%) of the amount of the contribution or contributions due or \$20 per delinquency. Any employer who does not employ workers during the month involved and fails to file a report is considered delinquent and will be assessed Liquidated Damages. Liquidated Damages shall be assessed the sum of ten dollars (\$10.00) for each such failure to report.

Pending Invoice:

[Select Invoice]    [Cancel]

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input type="checkbox"/>	CW21-00000004	12/31/2020	04H	Los Angeles County	[REDACTED]	\$6,756.00	DEMOCONTRACTOR	01/14/2021
<input type="checkbox"/>	CW21-00000002	12/31/2020	04H	Los Angeles County	[REDACTED]	\$316.05	DEMOCONTRACTOR	01/12/2021

[Select Invoice]    [Cancel]

- Once on the Make a Payment screen, all contribution forms that have not been finalized for payment will be listed.
- If you would like to filter the unpaid invoices, you can enter an Invoice Begin and Invoice End date to narrow or widen your search results.
- To pay invoice(s), check the box to the left of the Invoice Numbers you would like to pay, then click the Select Invoice button. This will combine all forms you selected into one payment amount and you can continue to make your payment through the normal payment process (refer to instructions above).

## Questions

**For questions, enrollment, or training, please call (626) 646-1080 or (877) 516-0586 and ask to speak with someone from our Contributions Team.**