

International Union of Operating Engineers

Locals 877 and 70

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 or Check
- 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.IUOE877AND70Employers.org

 International Union of Operating Engineers Locals 877 and 70

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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.

Login
Friday, February 25, 2022
* User Name:
* Password:

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

News / Events
No news is available.

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- **To log in to this site, you will need to contact the BeneSys office to register, at which point you will be mailed two separate introduction letters. These letters will contain the contractor number and identification number needed for registration. Once you have received your letters, navigate to the website and click on the “Create an Account” option in the top right corner of the website, where you will create a user name and password for your account.**
- **If you have any difficulty when creating your account, please call (781) 769-5789 or (877) 562-2570, where someone will assist you.**

Let's Get Started

Friday, February 25, 2022
My Profile Logout

International Union of Operating Engineers Locals 877 and 70

Welcome Democontractor

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Last Signed In: Friday, February 25, 2022

Introduction
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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 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:	00000 Test Contractor ▾	Work End Date:	1/31/2021 ▾
Work Start Date:	1/1/2021 ▾	<input type="checkbox"/> Report no Hours	
Process Contribution:	Enter New Contribution ▾		
Contribution Type:	Enter New Contribution Modify / Submit Saved Contribution Upload Contribution File Copy / Modify Previous Report Form		
CBA:	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

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

Entering a New Form

The screenshot shows the 'Electronic Contribution' page in the BeneSys system. At the top, there is a navigation bar with links for 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'. The form fields are as follows:

- Select Contractor:** A dropdown menu showing '00000 | Test Contractor'.
- Work Start Date:** A date picker showing '1/1/2021'.
- Work End Date:** A date picker showing '1/31/2021'.
- Process Contribution:** A dropdown menu showing 'Enter New Contribution'.
- Contribution Type:** A dropdown menu showing 'Regular Contribution'.
- CBA:** A dropdown menu showing a redacted value.
- Report no Hours:** An unchecked checkbox.
- Buttons:** 'Submit' and 'Cancel' buttons.

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

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

Enter a New Form - Contribution Entry

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Contribution Entry Form

Contribution Batch

Contractor Name: Test Contractor Contractor Number: 00000
 Batch Number: CW22-00000034 Work End Date: 01/31/2021
 CBA: AC3ALL - ██████████ system

[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	Hours Paid	Flat Rate	401kM Amount	401k Amount	401kC Amount	Delete?
1	123456789	EE + 1	Jane		Doe	0.00	0.00	1.00	0.00	0.00	0.00	<input type="checkbox"/>
2	000000001	EE + 1	John		Doe	0.00	0.00	1.00	0.00	0.00	0.00	<input type="checkbox"/>
3		EE + 1				0.00	0.00	0.00	0.00	0.00	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.
- Verify the appropriate Work Class for every employee.
- Enter the Hours Paid, Hours Worked, Flat Rate (of 1), 401kM, 401k, and 401kC amounts in the appropriate fields if applicable.
- 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: Test Contractor Contractor Number: 00000
 Batch Number: CW22-00000034 Work End Date: 01/31/2021
 CBA: AC3ALL - ██████████ System

Contractor Contribution Details:

Work Class	Contractor	Hours Worked	Hours Paid	Flat Rate	401kM Amount	401k Amount	401kC Amount	Amount	
EE + 1	Test Contractor	0.00	0.00	2.00	0.00	0.00	0.00	\$4,309.22	View Details
TOTAL		0.00	0.00	2.00	0.00	0.00	0.00	\$4,309.22	

Employee Contribution Details:

SSN	Work Class	First Name	MI	Last Name	Hours Worked	Hours Paid	Flat Rate	401kM Amount	401k Amount	401kC Amount	Amount	
123456789	EE + 1	Jane		Doe	0.00	0.00	1.00	0.00	0.00	0.00	\$2,154.61	View Details
000000001	EE + 1	John		Doe	0.00	0.00	1.00	0.00	0.00	0.00	\$2,154.61	View Details
TOTAL					0.00	0.00	2.00	0.00	0.00	0.00	\$4,309.22	

- The [View Details](#) link under Contractor Contribution Details will show you a breakdown of all calculated fringes
- The [View Details](#) link under Employee Contribution Details will show you a breakdown of all calculated fringes for that particular employee
- Use the [Back](#) button to return to the prior screen if you'd like to adjust work details for any employee. ***At no time*** should you use your browser's back button to return to a previous page (back arrow in upper left corner of your browser window). This will cause all previously entered information to be lost.
- When all the information you've entered is correct, click the [Finalize Contribution](#) button. Note: once you've clicked [Finalize Contribution](#), you cannot go back and make changes.

Enter a New Form - Finalize Contributions

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Contribution Batch

Contractor Name: Test Contractor Contractor Number: 00000
 Batch Number: CW22-00000034 Work End Date: 01/31/2021
 CBA: AC3ALL - ██████████ System

INVOICE # CW22-00000026

Your Calculated Contributions for work ending 01/31/2021: **\$4,309.22**

Remittance Amount Due: **\$4,309.22**

Invoice #: **CW22-00000026**
 * 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: **03/11/2022**

Amount Due:

Work Class	Fund	Fund Code	Hours Worked	Hours Paid	Flat Rate	401kM Amount	401k Amount	401kC Amount	Calc Hrs	Basis	Rate	Amount
EE + 1	ER Health	ERH	0.00	0.00	2.00	0.00	0.00	0.00	2.00	Flat Rate	1,677.20000	\$3,354.40
EE + 1	EE Health	EEH	0.00	0.00	2.00	0.00	0.00	0.00	2.00	Flat Rate	477.41000	\$954.82
EE + 1	Retiree Health	RH	0.00	0.00	2.00	0.00	0.00	0.00	2.00	Flat Rate	0.00000	\$0.00
EE + 1	ER STD	ERSTD	0.00	0.00	2.00	0.00	0.00	0.00	2.00	Flat Rate	0.00000	\$0.00
EE + 1	EE STD	EESTD	0.00	0.00	2.00	0.00	0.00	0.00	2.00	Flat Rate	0.00000	\$0.00
EE + 1	ER LTD	ERLTD	0.00	0.00	2.00	0.00	0.00	0.00	2.00	Flat Rate	0.00000	\$0.00
EE + 1	EE LTD	EELTD	0.00	0.00	2.00	0.00	0.00	0.00	2.00	Flat Rate	0.00000	\$0.00
EE + 1	ER LIFE	ERLIF	0.00	0.00	2.00	0.00	0.00	0.00	2.00	Flat Rate	0.00000	\$0.00
EE + 1	EE LIFE	EELIF	0.00	0.00	2.00	0.00	0.00	0.00	2.00	Flat Rate	0.00000	\$0.00
EE + 1	Annuity	DC	0.00	0.00	2.00	0.00	0.00	0.00	0.00	Hours Paid	0.00000	\$0.00
EE + 1	401k M	401kM	0.00	0.00	2.00	0.00	0.00	0.00	0.00	401kM Amount	0.00000	\$0.00
EE + 1	401k	401k	0.00	0.00	2.00	0.00	0.00	0.00	0.00	401k Amount	0.00000	\$0.00
EE + 1	401k C	401kC	0.00	0.00	2.00	0.00	0.00	0.00	0.00	401kC Amount	0.00000	\$0.00
TOTAL												\$4,309.22

Employee Details:

Name	Work Class	NW	HP	FR	401kM	401k	401kC	ERH	EEH	RH	ERSTD	EESTD	ERLTD	EELTD	ERLIF	EELIF	DC
Doe, Jane	EE + 1	0.00	0.00	1.00	\$0.00	\$0.00	\$0.00	\$1,677.20	\$477.41	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Doe, John	EE + 1	0.00	0.00	1.00	\$0.00	\$0.00	\$0.00	\$1,677.20	\$477.41	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL		0.00	0.00	2.00	\$0.00	\$0.00	\$0.00	\$3,354.40	\$954.82	\$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: 00000 | Test Contractor ▼ Invoice Number:

* Invoice Begin Date: 2/11/2022 ▼ * Invoice End Date: 3/11/2022 ▼

Employers submit contributions (summary sheets, forms and payments) monthly. Contribution reports and payments are due on the 15th of the month following the work month for hourly employees, unless specified otherwise in your Collective Bargaining Agreement (CBA). For monthly employees, contribution reports and payments are due on the 15th of the month for that work month, unless specified otherwise in your Collective Bargaining Agreement (CBA).

Pending Invoice:

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW22-00000026	01/31/2021	AC3ALL		00000	\$4,309.22	DEMOCONTRACTOR	03/11/2022
<input type="checkbox"/>	CW22-00000025	02/28/2022	AB9167		00000	\$1,134.82	DEMOCONTRACTOR	03/11/2022

- 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)

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Pending Payment

Payment Summary
(1) Invoice Selected
Total amount due: \$4,309.22

Select Contractor: Test Contractor ▼ Invoice Number:

* Invoice Begin Date: ▼ * Invoice End Date: ▼

Employers submit contributions (summary sheets, forms and payments) monthly. Contribution reports and payments are due on the 15th of the month following the work month for hourly employees, unless specified otherwise in your Collective Bargaining Agreement (CBA). For monthly employees, contribution reports and payments are due on the 15th of the month for that work month, unless specified otherwise in your Collective Bargaining Agreement (CBA).

Pending Invoice:

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW22-0000026	01/31/2021	AC3ALL		00000	\$4,309.22	DEMOCONTRACTOR	03/11/2022
<input type="checkbox"/>	CW22-0000025	02/28/2022	AB9167		00000	\$1,134.82	DEMOCONTRACTOR	03/11/2022

- 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)

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Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW22-00000026	01/31/2021	System	00000	\$4,309.22
TOTAL				\$4,309.22

Total Invoice Amount : **\$4,309.22**

Invoice Adjustment Amount:

Total Amount Due: **\$4,309.22**

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)

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Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW22-00000026	01/31/2021	System	00000	\$4,309.22
TOTAL				\$4,309.22

Total Invoice Amount : **\$4,309.22**
Invoice Adjustment Amount:
Total Amount Due: **\$4,309.22**
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:



* Please enter the characters as shown in the image.

Enter a New Form - Pay Invoice(s)

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Electronic Contribution

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ACH Payment

Employers submit contributions (summary sheets, forms and payments) monthly. Contribution reports and payments are due on the 15th of the month following the work month for hourly employees, unless specified otherwise in your Collective Bargaining Agreement (CBA). For monthly employees, contribution reports and payments are due on the 15th of the month for that work month, unless specified otherwise in your Collective Bargaining Agreement (CBA).

Total Amount Due: \$4,309.22

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

Routing Number: (Last 4 digits) [REDACTED]

Bank Name: [REDACTED]

Account Type: Checking

Settlement Date: 3/15/2022

*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

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor:	00000 Test Contractor ▼
Process Contribution:	Modify / Submit Saved Contribution ▼
*Batch Number:	Enter New Contribution Work EndDate
	Modify / Submit Saved Contribution
	Upload Contribution File
	Copy / Modify Previous Report Form

- If you select Modify / Submit Saved Contribution from the Electronic Contribution page, you can open a previously saved contribution form and continue from where you left off. Saved but unsubmitted contribution forms are only saved for 30 days. Once you submit a contribution form, however, it is saved permanently.

Modify A Saved Contribution Form

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: 00000 | Test Contractor ▼

Process Contribution: Modify / Submit Saved Contribution ▼

*** Batch Number:** CW22-00000032 ▼

Batch Number	CBA	Work Start Date	Work End Date
CW22-00000032	(LTD002) Marshalls Dist	02/01/2022	02/28/2022

1. Select a saved batch by selecting its batch number from the Batch Number drop down list.
2. Click the Submit button.
3. The rest of the process is the same as entering a new contribution form (refer to instructions above).

Upload a Contribution File

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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: 00000 | Test Contractor ▼

Work Start Date: 2/1/2022 Work End Date: 2/28/2022

Process Contribution: Upload Contribution File ▼

Contribution Type: Regular Contribution ▼

CBA: System ▼

* File Name: Choose File No file chosen

Submit Cancel

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

Upload a Contribution File

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

Below is the file format that must be used in order to upload contributions. The columns must be in this exact order or an error will occur and you will be unable to upload. A header line should not be used in your file (i.e. employee contribution information should begin in row 1). If a header line is included, it will cause errors when uploading.

	SSN	Work Class	Last	First	MI	Hours Worked	Hours Paid	Flat Rate	401kM	401k	401kC
	A	B	C	D	E	F	G	H	I	J	K
1	123456789	EE + 1	Doe	Jane		0.00	0.00	1.00	0.00	0.00	0.00
2	000000001	EE + 1	Doe	John		0.00	0.00	1.00	0.00	0.00	0.00

Work Class Codes

When uploading a contributions file, please be sure to only select work classes that are associated with the Collective Bargaining Agreement you are submitting contributions under. If a work class is used that is not associated with your CBA, you may receive unexpected results. All of the fund's work classes are shown below.

Code	Description
DFLT	Default
DFLTER	Default ER ONLY
SNG	Single
SNGER	Single ER ONLY
SNGOP	Single Opt-Out
SNGRET	Single Early Retiree
EE1	EE + 1
EE1S	EE + 1 Single
EE1ER	EE + 1 ER ONLY
FAM	Family
FAMS	Family Single
FAMS1	Family Single + 1
FAMER	Family ER ONLY
FAMOP	Family Opt-out
FAMRET	Family Early Retiree
EECH	EE + Child
EECHER	EE + Child ER ONLY
EECHOP	EE + Child Opt-Out
EESP	EE + Spouse
EESPER	EE + Spouse ER ONLY
EESPOP	EE + Spouse Opt-Out
P64RET	Post-64 Retiree

Upload a Contribution File

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Contribution Entry Form

Contribution Batch

Contractor Name:	Test Contractor	Contractor Number:	00000
Batch Number:	CW22-00000039	Work End Date:	01/31/2021
CBA:	AC3ALL - ██████████ System		

[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	Hours Paid	Flat Rate	401kM Amount	401k Amount	401kC Amount	Delete?
1	123456789	EE = 1	Jane		Doe	0.00	0.00	1.00	0.00	0.00	0.00	<input type="checkbox"/>
2	000000001	EE = 1	John		Doe	0.00	0.00	1.00	0.00	0.00	0.00	<input type="checkbox"/>
3		EE = 1				0.00	0.00	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

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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: 00000 | Test Contractor ▼

Work Start Date: 2/1/2022 Work End Date: 2/28/2022 ▼

Process Contribution: Copy / Modify Previous Report Form ▼

*Invoice Number: Invoice Number | CBA | Work StartDate | Work EndDate
CW22-00000026 ▼

Check here to zero out hours and amounts from copied data

Submit Cancel

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

How to View Past Contribution Forms

The screenshot shows a web application interface with a navigation bar at the top containing links for Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. Below the navigation bar, the 'Electronic Contribution' section is active, displaying a dropdown menu with three options: 'Process Contribution', 'View All Contributions' (highlighted with a red box), and 'Frequently Asked Questions'. Below the menu, there is a form titled 'Select the contractor from the' with the following fields:

- Select Contractor: 00000 | Test Contractor
- Work Start Date: 2/1/2022
- Work End Date: 2/28/2022
- Process Contribution: Enter New Contribution
- Contribution Type: Regular Contribution
- CBA: System
- 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

Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us
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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

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

View All Contributions

Select Contractor: Test Contractor Search Begin Date: End Date:

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

Invoice #	Wrk Date	Section Code	Section	No.Empl	Cont No.	Contractor	Amount	Status	Payment	Deposit Dt	Submitter	Trans. Dt	Del
CW22-0000026	01/31/2021	AC3ALL		2	00000	Test Contractor	\$4,309.22	Pending			DEMOCONTRACTOR	03/11/2022	<input type="checkbox"/>
CW22-0000025	02/28/2022	AB9167		1	00000	Test Contractor	\$1,134.82	Pending			DEMOCONTRACTOR	03/11/2022	<input checked="" type="checkbox"/>
CW22-0000020	02/28/2022	AB9041		1	00000	Test Contractor	\$71,153.60	Pending	CHK - Adjusted		DEMOCONTRACTOR	03/03/2022	<input type="checkbox"/>
CW22-0000019	02/28/2022	AB9041		3	00000	Test Contractor	\$166,058.40	Pending	CHK - Adjusted		DEMOCONTRACTOR	03/03/2022	<input checked="" type="checkbox"/>
CW22-0000018	02/28/2022	AB9041		4	00000	Test Contractor	\$94,904.80	Pending	ACH	03/07/2022	DEMOCONTRACTOR	03/03/2022	<input type="checkbox"/>
CW22-0000001	01/31/2021	AC3ALL		2	00000	Test Contractor	\$4,871.30	Pending	ACH	03/11/2022	DEMOCONTRACTOR	03/03/2022	<input type="checkbox"/>
CW22-0000002	01/31/2021	AB9167		2	00000	Test Contractor	\$4,945.11	Pending	ACH	03/11/2022	DEMOCONTRACTOR	03/03/2022	<input type="checkbox"/>
CW22-0000003	07/31/2021	AB9116		2	00000	Test Contractor	\$3,586.00	Pending	ACH	03/11/2022	DEMOCONTRACTOR	03/03/2022	<input type="checkbox"/>
CW22-0000005	01/31/2021	AB9047		3	00000	Test Contractor	\$4,214.52	Pending	ACH	03/11/2022	DEMOCONTRACTOR	03/03/2022	<input type="checkbox"/>
CW22-0000026	02/28/2021	AB9041		2	00000	Test Contractor	\$4,345.96	Pending	ACH	03/11/2022	DEMOCONTRACTOR	03/03/2022	<input type="checkbox"/>
CW22-0000016	01/31/2021	LTD002		1	00000	Test Contractor	\$6.40	Pending	ACH - Adjusted	03/07/2022	DEMOCONTRACTOR	03/03/2022	<input type="checkbox"/>
CW22-0000015	05/31/2021	AB9044		1	00000	Test Contractor	\$3,960.00	Pending	CHK		DEMOCONTRACTOR	03/03/2022	<input checked="" type="checkbox"/>
CW22-0000014	02/28/2022	AB9041		0	00000	Test Contractor	\$0.00	Pending			DEMOCONTRACTOR	03/03/2022	<input type="checkbox"/>
CW22-0000009	01/31/2022	AB9041		0	00000	Test Contractor	\$0.00	Pending			DEMOCONTRACTOR	02/28/2022	<input checked="" type="checkbox"/>
CW22-0000008	01/31/2021	AB9169		2	00000	Test Contractor	\$3,462.00	Pending	ACH	03/04/2022	DEMOCONTRACTOR	02/28/2022	<input type="checkbox"/>

Delete Contribution(s)

- 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 tabs for Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. The Contribution Payment tab is active, and a dropdown menu is open, showing four options: Make a Payment (highlighted with a red box), View All Payment, Account Management, and Make Variance Payment. To the right of the dropdown menu, there is a News / Events section with a dark blue header and a white box containing the text "No news/events are available". The main content area on the left contains an Introduction section with the following text:

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.

- **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

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

Pending Payment

Select Contractor: 00000 | Test Contractor ▼ Invoice Number:

* Invoice Begin Date: 2/11/2022 ▼ * Invoice End Date: 3/11/2022 ▼

Employers submit contributions (summary sheets, forms and payments) monthly. Contribution reports and payments are due on the 15th of the month following the work month for hourly employees, unless specified otherwise in your Collective Bargaining Agreement (CBA). For monthly employees, contribution reports and payments are due on the 15th of the month for that work month, unless specified otherwise in your Collective Bargaining Agreement (CBA).

Pending Invoice:

<input type="checkbox"/>	Invoice #	Wrk. Date	Section Code	Section	Cont. No.	Amount	Submitted By	Trans. Date
<input type="checkbox"/>	CV22-00000026	01/31/2021	AC3ALL		00000	\$4,309.22	DEMOCONTRACTOR	03/11/2022
<input checked="" type="checkbox"/>	CV22-00000025	02/28/2022	AB9167		00000	\$1,134.82	DEMOCONTRACTOR	03/11/2022

- 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 (781) 769-5789 or (877) 562-2570 and ask to speak with someone from our Contributions Team.