

Labor Unions 401K 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.MGGcontributions.org

The screenshot displays the homepage of the Labor Union 401K website. At the top center, the text "Labor Union 401K" is prominently displayed. To the right, there is a "Login" section with a date indicator "Tuesday, October 11, 2022". Below the date, there are two input fields: "User Name:" and "Password:", each with a red asterisk indicating a required field. A "Login" button is positioned below these fields. Below the login button, there are two links: "Create an Account" and "Forgot Password?".

Below the login section is a horizontal navigation menu with five items: "Home", "Electronic Contribution", "Employer Information", "News", and "Contact Us". The "Home" item is highlighted with a yellow underline.

Under the "Home" menu item, there is an "Introduction" section. It begins with the text "You now have the power to access information 24 hours a day, 7 days a week." This is followed by a section titled "To Navigate this site:" which contains a single bullet point: "Click on a header on the top. This opens your submenu options." Below this is another section titled "To Log On:" which contains two bullet points: "There is a login box in the upper right corner." and "Enter your User Name and Password then click on the login button." The section concludes with two paragraphs: "If your login was successful you'll be directed to the appropriate page to begin." and "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 page, there is a "News / Events" section with a dark blue header. The content of this section is "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 (248)641-4957, where someone will assist you.

Let's Get Started

Labor Union 401K

Tuesday, October 11, 2022

My Profile Logout

Welcome Democontractor Last Signed In: Tuesday, October 11, 2022

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Process Contribution
View All Contributions
Frequently Asked Questions

Introduction
You now have the power to [redacted] rs 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.

News / Events
No news is available.

- **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

Welcome Democontractor Last Signed In: Monday, October

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor:

Work Start Date:

Work End Date:

Process Contribution:

Contribution Type:

CBA: Report no Hours

- **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

Welcome Democontractor Last Signed In: Monday, October 17, 2022

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

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: D5000 | Test Contractor

Work Start Date: 9/1/2022 Work End Date: 9/30/2022

Process Contribution: Enter New Contribution

Contribution Type: Regular Contribution

CBA: Test CBA Report no Hours

Name	Code
Test CBA	T34567
Test CBA	T43278

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

Contribution Entry Form

Contribution Batch			
Contractor Name:	Test Contractor	Contractor Number:	D5000
Batch Number:	CW22-00000013	Work End Date:	09/30/2022
CBA:	T34567 - Test CBA		

[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	Wage Defer	Post Tax	Roth	Hours Worked	Percent	Flat	Match	Delete?
1	768232111	DEFAULT WORK CLASSIFICATION ▼	John	D	Doe	150.00	100.00	30.00	300.00	30.00	1.00	1.00	<input type="checkbox"/>
2	231456555	DEFAULT WORK CLASSIFICATION ▼	Mary	W	Hill	150.00	100.00	30.00	300.00	30.00	1.00	1.00	<input type="checkbox"/>
3		DEFAULT WORK CLASSIFICATION ▼				0.00	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.
- Enter the Wage Defer, Post Tax, Roth, Hours Worked, Percent, Flat, Match, Loan and Roll amounts in the appropriate fields.
- Click Save and Complete Later if you need to come back later to finish your contribution entry. This will save what you already input and lets you pick up where you left off.
- Once all employees' hours and wages are entered, click on Calculate Contribution, at which point the following screen will show:

Enter a New Form – Calculate Contributions

Contribution Batch			
Contractor Name:	Test Contractor	Contractor Number:	D5000
Batch Number:	CW22-0000013	Work End Date:	09/30/2022
CBA:	T34567 - Test CBA		

Contractor Contribution Details:

Work Class	Contractor	Wage Defer	Post Tax	Roth	Hours Worked	Percent	Flat	Match	Amount	
Default Work Classification	Test Contractor	300.00	200.00	60.00	600.00	60.00	2.00	2.00	\$4,910.00	View Details
TOTAL		300.00	200.00	60.00	600.00	60.00	2.00	2.00	\$4,910.00	

Employee Contribution Details:

SSN	Work Class	First Name	MI	Last Name	Wage Defer	Post Tax	Roth	Hours Worked	Percent	Flat	Match	Amount	
768232111	Default Work Classification	John	D	Doe	150.00	100.00	30.00	300.00	30.00	1.00	1.00	\$2,455.00	View Details
231456555	Default Work Classification	Mary	W	Hill	150.00	100.00	30.00	300.00	30.00	1.00	1.00	\$2,455.00	View Details
TOTAL					300.00	200.00	60.00	600.00	60.00	2.00	2.00	\$4,910.00	

The [View Details](#) link under Contractor Contribution Details will show you a breakdown of all calculated fringes

- See next page in user guide 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 in user guide for option to not pay certain fringes on a specific 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 - Contractor Details

Amount Due:

Work Class	Fund	Fund Code	Wage Defer	Post Tax	Roth	Hours Worked	Percent	Flat	Match	Calc Hrs	Basis	Rate	Amount
Default Work Classification	EE Deferral	EEDEF	300.00	200.00	60.00	600.00	60.00	2.00	2.00	300.00	Wage Defer	1.00000	\$300.00
Default Work Classification	EE Post Tax	EEPOS	300.00	200.00	60.00	600.00	60.00	2.00	2.00	200.00	Post Tax	1.00000	\$200.00
Default Work Classification	EE Roth	EEROT	300.00	200.00	60.00	600.00	60.00	2.00	2.00	60.00	Roth	1.00000	\$60.00
Default Work Classification	ER Match	ERMTC	300.00	200.00	60.00	600.00	60.00	2.00	2.00	2.00	Match	0.00000	\$0.00
Default Work Classification	ER Contrib	ERCON	300.00	200.00	60.00	600.00	60.00	2.00	2.00	600.00	Hours Worked	7.25000	\$4,350.00
TOTAL													\$4,910.00

To Select to not pay an optional fringe for ALL EMPLOYEES, click on the View Details link under Contractor Contribution Details next to the Work Class for which you would like to not pay the optional fringe.

- Check the Overwrite box next to fringe(s) you are not paying.
- Click Save, which will overwrite the fringe amount to \$0.
- When overriding a fringe at the contractor level, the amount contributed for that fringe cannot be changed.

Note: You should only use this option if you have a signed agreement that states you do not have to pay a specified fringe. All forms are checked when they are submitted and if you do not pay a fringe you are required to pay, you may be assessed liquidated Damages.

Enter a New Form - Contractor Details

Employee Details:

Name	Work Class	WD	PT	R	HW	Percent	Flat	M	EEDEF	EEPOS	EEROT	ERMTC	ERCON
Doe, John D	Default Work Classification	150.00	100.00	30.00	300.00	30.00	1.00	1.00	\$150.00	\$100.00	\$30.00	\$0.00	\$2,175.00
Hill, Mary W	Default Work Classification	150.00	100.00	30.00	300.00	30.00	1.00	1.00	\$150.00	\$100.00	\$30.00	\$0.00	\$2,175.00
TOTAL		300.00	200.00	60.00	600.00	60.00	2.00	2.00	\$300.00	\$200.00	\$60.00	\$0.00	\$4,350.00

- To select to not pay an optional fringe for ONE EMPLOYEE, click on the View Details link under Employee Contribution Details next to the employee for whom you would like to not pay the optional fringe.
 - Check the Overwrite box next to fringe(s) you are not paying.
 - In the amount field for the fringe that is to be overwritten, enter 0.00, or whatever the correct dollar amount is.
 - Click Save, which will overwrite the fringe amount to \$0 or the amount you entered.

Note: You should only use this option if you have a signed agreement that states you do not have to pay a specified fringe. All forms are checked when they are submitted and if you do not pay a fringe you are required to pay, you may be assessed liquidated Damages.

Enter a New Form - Finalize Contributions

Contribution Batch			
Contractor Name:	Test Contractor	Contractor Number:	D5000
Batch Number:	CW22-00000014	Work End Date:	09/30/2022
CBA:	T34567 - Test CBA		

INVOICE # CW22-00000007

Your Calculated Contributions for work ending 09/30/2022: **\$4,910.00**
 Remittance Amount Due: **\$4,910.00**
 Invoice #: **CW22-00000007**
*** 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: **10/18/2022**

Amount Due:

Work Class	Fund	Fund Code	Wage Defer	Post Tax	Roth	Hours Worked	Percent	Flat	Match	Calc Hrs	Basis	Rate	Amount
Default Work Classification	EE Deferral	EEDEF	300.00	200.00	60.00	600.00	60.00	2.00	2.00	300.00	Wage Defer	1.00000	\$300.00
Default Work Classification	EE Post Tax	EEPOS	300.00	200.00	60.00	600.00	60.00	2.00	2.00	200.00	Post Tax	1.00000	\$200.00
Default Work Classification	EE Roth	EEROT	300.00	200.00	60.00	600.00	60.00	2.00	2.00	60.00	Roth	1.00000	\$60.00
Default Work Classification	ER Match	ERMTC	300.00	200.00	60.00	600.00	60.00	2.00	2.00	2.00	Match	0.00000	\$0.00
Default Work Classification	ER Contrib	ERCON	300.00	200.00	60.00	600.00	60.00	2.00	2.00	600.00	Hours Worked	7.25000	\$4,350.00
TOTAL													\$4,910.00

Employee Details:

Name	Work Class	WD	PT	R	HW	Percent	Flat	M	EEDEF	EEPOS	EEROT	ERMTC	ERCON
Doe, Joe D	Default Work Classification	150.00	100.00	30.00	300.00	30.00	1.00	1.00	\$150.00	\$100.00	\$30.00	\$0.00	\$2,175.00
Hill, Mary W	Default Work Classification	150.00	100.00	30.00	300.00	30.00	1.00	1.00	\$150.00	\$100.00	\$30.00	\$0.00	\$2,175.00
TOTAL		300.00	200.00	60.00	600.00	60.00	2.00	2.00	\$300.00	\$200.00	\$60.00	\$0.00	\$4,350.00

- 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)

Select Contractor: D5000 | Test Contractor ▼ Invoice Number:
* Invoice Begin Date: 9/17/2022 ▼ * Invoice End Date: 10/17/2022 ▼

Employers submit contributions (summary sheets, forms, and payments) monthly. In accordance with the Collection Policy, contribution reports and payments are due on the 15th of the month following the work month, unless specified otherwise in your Collective Bargaining Agreement (CBA). They are considered delinquent if not received by the 15th of the month following the work month. Pursuant to the Collection Procedures adopted by the Trustees of the Labor Union 401K Fund, all payments received past the due date of the contribution are subject to both (a) liquidated damages equal to 10% of the contributions due and (b) interest at a rate of 1.5% per month, up to a max of 18% per annum, from the due date until the date paid in full of the contributions due, or (c) liquidated damages and interest applicable as specified in your CBA.

Pending Invoice:

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW22-00000004	09/30/2022	T34567	Test CBA	D5000	\$4,910.00	DemoContractor	10/17/2022
<input type="checkbox"/>	CW22-00000003	09/30/2022	T34567	Test CBA	D5000	\$5,810.00	DemoContractor	10/14/2022
<input type="checkbox"/>	CW22-00000002	09/30/2022	T34567	Test CBA	D5000	\$4,910.00	DemoContractor	10/14/2022

- 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)

Select Contractor: Invoice Number:

* Invoice Begin Date: * Invoice End Date:

Employers submit contributions (summary sheets, forms, and payments) monthly. In accordance with the Collection Policy, contribution reports and payments are due on the 15th of the month following the work month, if specified otherwise in your Collective Bargaining Agreement (CBA). They are considered delinquent if not received by the 15th of the month following the work month. Pursuant to the Collection Procedures adopted by the Trustees of the Labor Union 401K Fund, all payments received past the due date of the contribution are subject to both (a) liquidated damages equal to 10% of the contributions due and (b) interest at a rate of 1.5% per up to a max of 18% per annum, from the due date until the date paid in full of the contributions due, or (c) liquidated damages and interest applicable as specified in your CBA.

Pending Invoice:

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW22-00000004	09/30/2022	T34567	Test CBA	D5000	\$4,910.00	DemoContractor	10/17/2022
<input type="checkbox"/>	CW22-00000003	09/30/2022	T34567	Test CBA	D5000	\$5,810.00	DemoContractor	10/14/2022
<input type="checkbox"/>	CW22-00000002	09/30/2022	T34567	Test CBA	D5000	\$4,910.00	DemoContractor	10/14/2022

- 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)

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW22-00000003	09/30/2022	Test CBA	D5000	\$5,810.00
CW22-00000002	09/30/2022	Test CBA	D5000	\$4,910.00
TOTAL				\$10,720.00

Total Invoice Amount : **\$10,720.00**

Invoice Adjustment Amount:

Total Amount Due: **\$10,720.00**

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)

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW22-00000004	09/30/2022	Test CBA	D5000	\$4,910.00
TOTAL				\$4,910.00

Total Invoice Amount : **\$4,910.00**

Invoice Adjustment Amount:

Total Amount Due: **\$4,910.00**

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.
- **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.

Enter a New Form - Pay Invoice(s)

Total Amount Due: \$10,720.00

Bank Account Number: (Last 4 digits)
Routing Number: (Last 4 digits)
Bank Name:
Account Type:
Settlement Date:

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

- 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.

Modify A Saved Contribution Form

Welcome Democontractor Last Signed In: Monday, October 17, 2022

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor:

Work Start Date: Work End Date:

Process Contribution:

Contribution Type:

CBA: Report no Hours

- 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 Employ

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: D5000 | Test Contractor ▾

Process Contribution: Modify / Submit Saved Contribution ▾

***Batch Number:** Batch Number | CBA | Work StartDate | Work EndDate
CW22-00000006 ▾

Submit Cancel

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

The screenshot shows the 'Labor Union 401K' web application. At the top right, there are links for 'My Profile' and 'Logout'. Below this is a navigation bar with 'Welcome Democontractor' on the left and 'Last Signed In: Monday, October 17, 2022' on the right. The main navigation menu includes 'Home', 'Electronic Contribution' (which is highlighted), 'Contribution Payment', 'Employer Information', 'News', and 'Contact Us'. The 'Electronic Contribution' section is active, displaying the heading 'Electronic Contribution' and the instruction 'Select the contractor from the list to submit your contributions'. The form contains several fields: 'Select Contractor:' with a dropdown menu showing 'D5000 | Test Contractor'; 'Work Start Date:' with a date picker set to '9/1/2022'; 'Work End Date:' with a date picker set to '9/30/2022'; 'Process Contribution:' with a dropdown menu showing 'Enter New Contribution'; 'Contribution Type:' with a dropdown menu showing 'Enter New Contribution', 'Modify / Submit Saved Contribution', and 'Upload Contribution File'; and 'CBA:' with a dropdown menu showing 'Copy / Modify Previous Report Form'. There are also 'Submit' and 'Cancel' buttons. A checkbox labeled 'Report no Hours' is present. At the bottom of the page, there is a footer with links for 'Privacy Statement', 'Terms Of Use', and '© 2022 by BeneSys, Inc.'

- 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.

	A	B	C	D	E	F	G	H	I	J	K	L
1	SSN	Work Clas	First	Last	Middle	Wage Defer	Post Tax	Roth	Hours Wo	Flat	Match	
2	3.46E+08	Default Wo	Lucy	Hill	C	150	200	100	700	0	1	
3	2.44E+08	Default Wo	Mark	Win	D	75	100	80	200	0	7	
4												
5												

Work Class Codes

- All of the fund's work classes are set as default.

Upload a Contribution File

CONTRIBUTION ENTRY FORM

Contribution Batch			
Contractor Name:	Test Contractor	Contractor Number:	D5000
Batch Number:	CW22-00000016	Work End Date:	09/30/2022
CBA:	T34567 - Test CBA		

[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	Wage Defer	Post Tax	Roth	Hours Worked	Percent	Flat	Match	Delete?
1	B45678888	DEFAULT WORK CLASSIFICATION	Hill	C	Lucy	150.00	200.00	100.00	700.00	0.00	1.00	0.00	<input type="checkbox"/>
2	243569999	DEFAULT WORK CLASSIFICATION	Win	D	Mark	75.00	100.00	80.00	200.00	0.00	7.00	0.00	<input type="checkbox"/>
3		DEFAULT WORK CLASSIFICATION				0.00	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

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor:	D5000 Test Contractor	Work End Date:	9/30/2022
Work Start Date:	9/1/2022		
Process Contribution:	Copy / Modify Previous Report Form		
*Invoice Number:	Invoice Number CBA Work StartDate Work EndDate CW22-00000004		
<input type="checkbox"/> Check here to zero out hours and amounts from copied data			
<input type="button" value="Submit"/> <input type="button" value="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 displays the 'Labor Union 401K' web application. At the top right, there are links for 'My Profile' and 'Logout'. Below this is a blue header bar with 'Welcome Democontractor' on the left and 'Last Signed In: Monday, October 17, 2022' on the right. A navigation menu below the header includes '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' (which is highlighted in blue), and 'Frequently Asked Questions'. Below the menu, there is a section titled 'Electronic Contribution' with the instruction 'Select the contractor from the list to'. This section contains a form with the following fields: 'Select Contractor:' (D5000 | Test Contractor), 'Work Start Date:' (9/1/2022), 'Work End Date:' (9/30/2022), 'Process Contribution:' (Enter New Contribution), 'Contribution Type:' (Regular Contribution), and 'CBA:' (Test CBA). There is also an unchecked checkbox for 'Report no Hours' and 'Submit' and 'Cancel' buttons at the bottom of the form. At the very bottom of the page, there is a footer with links for 'Privacy Statement', 'Terms Of Use', and '© 2022 by BeneSys, Inc.'

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

How to View Past Contribution Forms

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

View All Contributions

Select Contractor: Begin Date: End Date:

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

Invoice #	Wrk Date	Section Code	Section	No.Empl	Cont No.	Contractor	Amount	Status	Payment	Deposit Dt	Submitter	Trans. Dt	Del
CW22-00000004	09/30/2022	T34567	Test CBA	2	D5000	Test Contractor	\$4,910.00	Pending			DemoContractor	10/17/2022	<input type="checkbox"/>
CW22-00000003	09/30/2022	T34567	Test CBA	2	D5000	Test Contractor	\$5,810.00	Pending			DemoContractor	10/14/2022	<input type="checkbox"/>
CW22-00000002	09/30/2022	T34567	Test CBA	2	D5000	Test Contractor	\$4,910.00	Pending			DemoContractor	10/14/2022	<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, a blue header bar contains the text "Welcome Democontractor" on the left and "Last Signed In: Friday, October 14, 2022" on the right. Below this is a navigation menu with tabs for "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", "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 is available." Below the navigation menu, the main content area has the heading "Introduction" and the text "You now have the power to access information 24 hours a day, 7 days a w". Underneath, there are sections for "To Navigate this site:" and "To Log On:", each followed by a list of instructions. The "To Log On:" section includes instructions about the login box and the login button. Below these sections, there are two paragraphs starting with "If your login was successful" and "If your login was invalid".

Welcome Democontractor Last Signed In: Friday, October 14, 2022

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Make a Payment
View All Payment
Account Management
Make Variance Payment

News / Events
No news is available.

Introduction
You now have the power to access information 24 hours a day, 7 days a w

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

Select Contractor: Invoice Number:

* Invoice Begin Date: * Invoice End Date:

Employers submit contributions (summary sheets, forms, and payments) monthly. In accordance with the Collection Policy, contribution reports and payments are due on the 15th of the month following the work month, unless specified otherwise in your Collective Bargaining Agreement (CBA). They are considered delinquent if not received by the 15th of the month following the work month. Pursuant to the Collection Procedures adopted by the Trustees of the Labor Union 401K Fund, all payments received past the due date of the contribution are subject to both (a) liquidated damages equal to 10% of the contributions due and (b) interest at a rate of 1.5% per month, up to a max of 18% per annum, from the due date until the date paid in full of the contributions due, or (c) liquidated damages and interest applicable as specified in your CBA.

Pending Invoice:

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW22-00000004	09/30/2022	T34567	Test CBA	D5000	\$4,910.00	DemoContractor	10/17/2022
<input type="checkbox"/>	CW22-00000003	09/30/2022	T34567	Test CBA	D5000	\$5,810.00	DemoContractor	10/14/2022
<input type="checkbox"/>	CW22-00000002	09/30/2022	T34567	Test CBA	D5000	\$4,910.00	DemoContractor	10/14/2022

- 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 (619) 849-1066 and ask to speak with someone from our Contributions Team.