

# Operating Engineers Local 234 Contractor Contribution Website Quick Start Guide

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

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

# Web Address: www.iuoe234employerinfo.org



## Operating Engineers Local 234 Health & Welfare Fund

Thursday, October 22, 2015

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**Welcome Democontractor** **Last Signed In: Thursday, October 22, 2015**

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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.

**News / Events**

No news/events are available

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- **To log into this site, you will need a user ID and Password. To receive this, you will need to register by clicking on the “Create an Account” option in the top right corner of the website.**
- **A second option is to call (844) 568-6335, and someone will assist you.**

# Lets Get Started



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Electronic Contribution

Select the contractor from the list of contributions

**Process Contribution** (indicated by a red arrow)

**View All Contributions**

**Frequently Asked Questions**

Select Contractor: 00303 | ATLAS FOUNDATION COMPANY, LLC 2.1

Work Start Date: 9/1/2015 Work End Date: 9/30/2015

Process Contribution: Enter New Contribution

Contribution Type: Regular Contribution

CBA: Building Construction Distri  Report no Hours

Submit Cancel

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

# Processing Contributions



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### Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: 00303 | ATLAS FOUNDATION COMPANY, LLC 2.1 ▼

Work Start Date: 9/1/2015 ▼ Work End Date: 9/30/2015 ▼

Process Contribution: **Enter New Contribution** ▼

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

CBA:  Report no Hours

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

# Entering a New Form



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### Electronic Contribution

Select the contractor from the list to submit your contributions

<b>Select Contractor:</b>	00303   ATLAS FOUNDATION COMPANY, LLC 2.1 ▼		
<b>Work Start Date:</b>	9/1/2015 ▼	<b>Work End Date:</b>	9/30/2015 ▼
<b>Process Contribution:</b>	Enter New Contribution ▼		
<b>Contribution Type:</b>	Regular Contribution ▼		
<b>CBA:</b>	Building Construction Distri ▼	<input type="checkbox"/>	Report no Hours
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>			

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

# Enter a New Form - Contribution Entry



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### Contribution Entry Form

#### Contribution Batch

**Contractor Name:** ATLAS FOUNDATION COMPANY, LLC 2.1      **Contractor ID:** 00303  
**Batch Number:** CW15-00000101      **Work End Date:** 09/30/2015  
**CBA:** BCD1 - Building Construction District #1

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

\*Contact the Benefit Office to add new Work Classifications

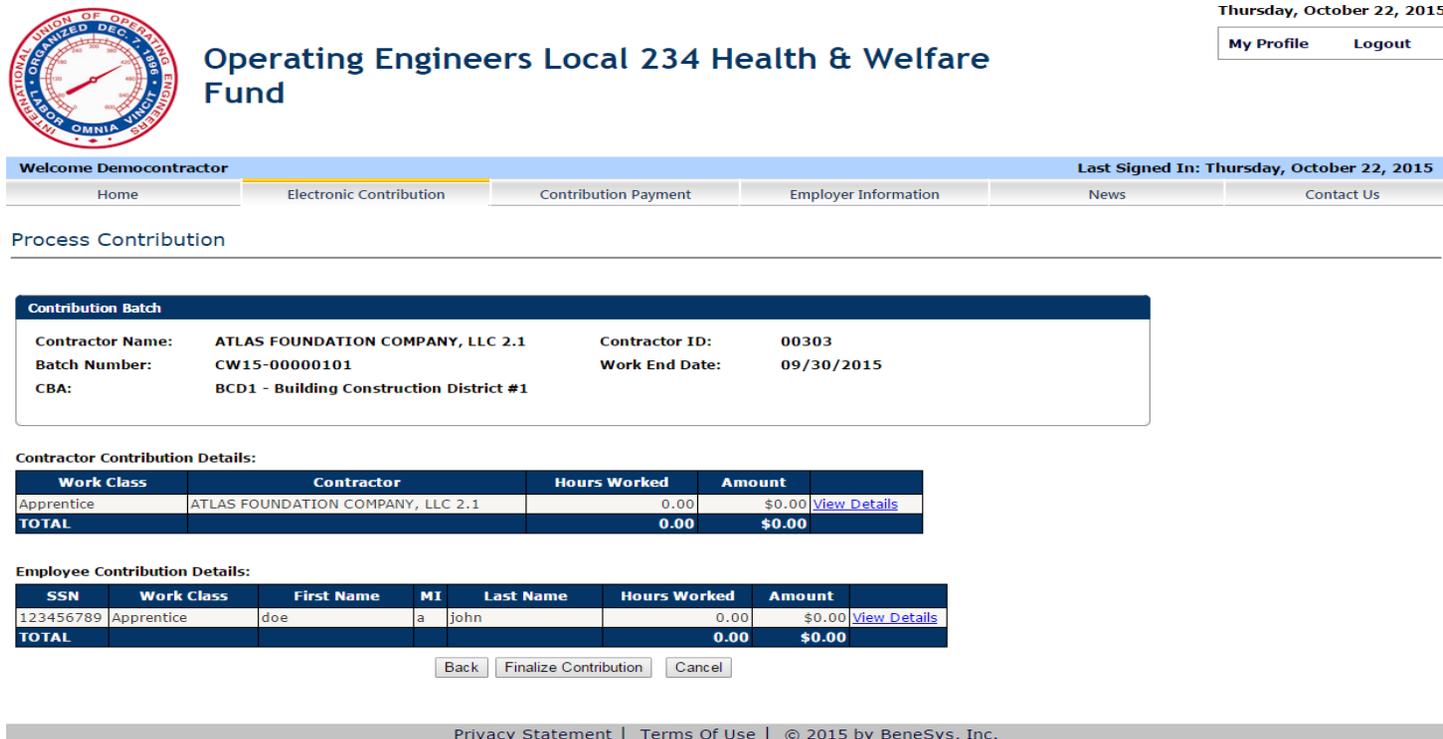
Row No	SSN	Work Class	First Name	MI	Last Name	Hours Worked	Delete?
1		APPRENTICE ▾				0.00	<input type="checkbox"/>
2		APPRENTICE ▾				0.00	<input type="checkbox"/>

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- This screen allows you to enter and verify the information for each employee. Employee information will automatically populate once you have entered the Social Security Number and Tab across the fields. New Employee's information will need to be manually entered in each field.
- Enter the Hours Worked in the appropriate field.

# Enter a New Form – Calculate Contributions

- You can select Save and Complete Later if you need to do something else and come back later to finish your contribution entry, this saves what you currently input and lets you pick up where you left off at a later time.
- Once all employee's hours and wages are entered, click on Calculate Contribution, and the following screen shows:



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Process Contribution

**Contribution Batch**

Contractor Name: ATLAS FOUNDATION COMPANY, LLC 2.1      Contractor ID: 00303  
 Batch Number: CW15-00000101      Work End Date: 09/30/2015  
 CBA: BCD1 - Building Construction District #1

**Contractor Contribution Details:**

Work Class	Contractor	Hours Worked	Amount
Apprentice	ATLAS FOUNDATION COMPANY, LLC 2.1	0.00	\$0.00 <a href="#">View Details</a>
<b>TOTAL</b>		<b>0.00</b>	<b>\$0.00</b>

**Employee Contribution Details:**

SSN	Work Class	First Name	MI	Last Name	Hours Worked	Amount
123456789	Apprentice	doe	a	john	0.00	\$0.00 <a href="#">View Details</a>
<b>TOTAL</b>					<b>0.00</b>	<b>\$0.00</b>

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- This screen allows you to see how fringes are calculated, you are also allowed to make modifications from this screen.
- Back button, click this to go back to prior screen and adjust contributions information. At no time should you use the browser to return to the previous page (back arrow in upper left corner of browser window), that will cause all previously entered information to be lost.
- Employee Contribution Details View Details button shows fringes calculated for that Employee. If you choose to not pay an optional fringe fund, see next image.

# Enter a New Form - Contractor Details

### Contractor Contribution Details

---

**Contractor Name:** ATLAS FOUNDATION COMPANY, LLC 2.1

Overwrite	Fund Name	Units	Basis	Rates	Amount
<input type="checkbox"/>	Pension	0.00	Hours Worked	1.2500	\$0.00
<input type="checkbox"/>	Health and Welfare	0.00	Hours Worked	7.3000	\$0.00
<input type="checkbox"/>	IUOE 234 Apprenticeship Fund	0.00	Hours Worked	0.6000	\$0.00
<input type="checkbox"/>	Admin Dues	0.00	Hours Worked	0.7000	\$0.00
<input type="checkbox"/>	CA Fee Des Moines Const.	0.00	Hours Worked	0.1000	\$0.00
					<b>Total: \$0.00</b>

To elect to not pay an optional fringe for ALL EMPLOYEES, click on the View Details button next to the Work Class.

- Check the Overwrite box next to Fringe(s) you are not paying for (such as DUES, or SUBFUND, ...).
- Click Save to save and this will overwrite the Fringe amount to \$0.
- When overriding a fringe at the Contractor level, the amount contributed for that fringe cannot be changed.
- After clicking Save you will be redirected to the previous page. Click Finalize Contribution.

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

# Enter a New Form - Finalize Contributions

Contribution Batch			
Contractor Name:	ATLAS FOUNDATION COMPANY, LLC 2.1	Contractor ID:	00303
Batch Number:	CW15-00000103	Work End Date:	09/30/2015
CBA:	BCD1 - Building Construction District #1		

INVOICE # CW15-0000059

Remittance Amount Due: **\$0.00**  
NO DOLLARS AND NO CENTS

Invoice #: CW15-0000059  
\* PLEASE WRITE THIS INVOICE NUMBER ON THE CHECK THAT YOU MAIL  
AND PLEASE BE SURE TO INCLUDE A COPY OF THIS INVOICE WITH YOUR CHECK

Invoice Date: 10/22/2015

Amount Due:

Work Class	Fund	Fund Code	Hours Worked	Calc Hrs	Basis	Rate	Amount
Apprentice	Pension	PEN	0.00	0.00	Hours Worked	1.2500	\$0.00
Apprentice	Health and Welfare	H&W	0.00	0.00	Hours Worked	7.3000	\$0.00
Apprentice	IUOE 234 Apprenticeship Fund	APPR	0.00	0.00	Hours Worked	0.6000	\$0.00
Apprentice	Admin Dues	DUES	0.00	0.00	Hours Worked	0.7000	\$0.00
Apprentice	CA Fee Des Moines Const.	CAF-D	0.00	0.00	Hours Worked	0.1000	\$0.00
<b>TOTAL</b>							<b>\$0.00</b>

Employee Details:

Name	Work Class	H	PEN	H&W	APPR	DUES	CAF-D
John, doe a	Apprentice	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>		<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

- This page itemizes all details for employee(s) and shows total amounts to pay.
  - 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)

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### Pending Payment

Select Contractor:	<input type="text" value="00303   ATLAS FOUNDATION COMPANY, LLC 2.1"/>	Invoice Number:	<input type="text"/>
* Invoice Begin Date:	<input type="text" value="9/22/2015"/>	* Invoice End Date:	<input type="text" value="10/22/2015"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>			

An employer is considered delinquent if both the contribution report and funds are not received by the 20th of the month immediately following the work month. Payments received past the due date are subject to liquidated damages of fifteen percent (15 %) of the delinquent contributions. Interest is accrued at nine percent (9 %) per annum on all delinquent contributions and is calculated from the 1st of the month following the month contributions were due until the end of the month prior to the month in which the contributions were paid, until delinquent contributions are paid in full.

#### Pending Invoice:

No Pending Invoice available.

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

# Enter a New Form - Pay Invoice(s)



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## Pending Payment

**Payment Summary**

(2) Invoice Selected  
Total amount due: \$995.00

[Make Payment](#) [Edit Selection](#)

Select Contractor:  Invoice Number:

\* Invoice Begin Date:  \* Invoice End Date:

[Search](#) [Clear](#)

An employer is considered delinquent if both the contribution report and funds are not received by the 20th of the month immediately following the work month. Payments received past the due date are subject to liquidated damages of fifteen percent (15 %) of the delinquent contributions. Interest is accrued at nine percent (9 %) per annum on all delinquent contributions and is calculated from the 1st of the month following the month contributions were due until the end of the month prior to the month in which the contributions were paid, until delinquent contributions are paid in full.

### 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"/>	CW15-00000065	09/30/2015	BCD1	Building Construction District #1	00303	\$497.50	DemoContractor	10/22/2015
<input checked="" type="checkbox"/>	CW15-00000064	09/30/2015	BCD1	Building Construction District #1	00303	\$497.50	DemoContractor	10/22/2015

[Select Invoice](#) [Cancel](#)

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

# Enter a New Form - Pay Invoice(s)



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### Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW15-00000065	09/30/2015	Building Construction District #1	00303	\$497.50
CW15-00000064	09/30/2015	Building Construction District #1	00303	\$497.50
<b>TOTAL</b>				<b>\$995.00</b>

Total Invoice Amount : \$995.00

Invoice Adjustment Amount:

Total Amount Due: \$995.00

Adjustment Reason:

Pay By:  ACH(Online)  Check

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- Make Payment takes you to screen showing Invoice(s) selected and total amount due.
- Option to adjust amount being paid
  - Use the Invoice Adjustment Amount: field to enter your adjustment amount, you can put in positive or negative amount to increase/decrease payment amount. This will automatically update your Total Amount Due.

- When Adjustment amount is input you are required to enter the reason for the adjustment in the Adjustment Reason box. (can be used if you have Liquidated Damages or Over/Under payment for a prior period)

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW15-00000065	09/30/2015	Building Construction District #1	00303	\$497.50
CW15-00000064	09/30/2015	Building Construction District #1	00303	\$497.50
<b>TOTAL</b>				<b>\$995.00</b>

Total Invoice Amount : **\$995.00**

Invoice Adjustment Amount:

Total Amount Due: **\$995.00**

Adjustment Reason:

Pay By:  ACH(Online)  Check 

- Now select your Payment Type
  - If you select to 'Pay By' ACH (Online) you will click submit and be taken to the next step.
  - First time ACH payments will be prompted to enter needed info

- Bank Account Number, Bank Routing Number, and Account Type.
- For Future Contributions, info is saved and only needs to be updated if it has changed.
- If your company requires an Approver be notified when an ACH payment is processed you can add in a list of people.

### ACH Payment

All employers must submit their Fringe Benefit Report Form and payment no later than the 15th day of the month following the calendar month in which the hours were worked. Failure to file timely reports will subject the employer to the following liquidated damages:

Number of days late	Rate
1-30	5%
31-60	10%
more than 60	additional 1% per month capped at 20%.

- Input a settlement date for when you would like the funds withdrawn from your account, there is a 2 business day lag for ACH transaction to hit the Fringe fund bank account, so you must submit your payment 2 days prior to when you want it to be considered paid.
- Make sure if you have an ACH block on your bank account that you provide the bank the Company ID that is provided in RED on the ACH Payment page.
- After selecting Submit, you will be taken to a Payment Confirmation page. This can be printed for your records, plus it is saved under the Contribution Payments tab of the website.

If you select to 'Pay By' Check, after you choose submit you will be taken to a Payment Confirmation page. You will need to print and mail this Payment Confirmation with your check.



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### Payment Confirmation

<b>Payment Number:</b>	<b>PN15-0000031</b>	<b>Payment Type:</b>	<b>ACH (Online)</b>
<b>Transaction Date:</b>	<b>10/22/2015 4:20:00 PM</b>	<b>Settlement Date:</b>	<b>10/26/2015</b>
<b>Total Invoice Amount:</b>	<b>\$995.00</b>	<b>Amount Paid:</b>	<b>\$995.00</b>
<b>Invoice #:</b>	<b>CW15-00000065 , CW15-00000064</b>		

# Modify A Saved Contribution Form



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### Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor:	<input type="text" value="00303   ATLAS FOUNDATION COMPANY, LLC 2.1"/>		
Work Start Date:	<input type="text" value="9/1/2015"/>	Work End Date:	<input type="text" value="9/30/2015"/>
Process Contribution:	<input type="text" value="Enter New Contribution"/>		
Contribution Type:	<ul style="list-style-type: none"><li>Enter New Contribution</li><li><b>Modify / Submit Saved Contribution</b></li><li>Upload Contribution File</li><li>Copy / Modify Previous Report Form</li></ul>	<input type="checkbox"/>	Report no Hours
CBA:			
	<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>	

- **Modify/Submit Saved Contribution** – allows you to open up a saved Contribution Form and continue where you left off. Contribution Forms are only saved for 30 days. Once you submit a Contribution Form, it is saved permanently, but prior to that, you have 30 days to complete the form.

# Modify A Saved Contribution Form



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### Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor:

Process Contribution:

\*Batch Number:

Batch Number	CBA	Work Start Date	Work End Date
CW15-00000101	( BCD1 ) Building Cons	09/01/2015	09/30/2015
CW15-00000089	( BCD3 ) Building Cons	09/01/2015	09/30/2015
CW15-00000078	( BCD1 ) Building Cons	09/01/2015	09/30/2015
CW15-00000068	( BCD3 ) Building Cons	09/01/2015	09/30/2015
CW15-00000065	( BCD1 ) Building Cons	08/01/2015	08/31/2015
CW15-00000064	( BCD1 ) Building Cons	08/01/2015	08/31/2015

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1. Select a saved batch form from the 'Batch Number' drop down list.
2. Press the Submit button.
3. The rest of the process is exactly like entering a New Contribution Form (refer to instructions above)

# Upload a Contribution File

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### Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor:	<input type="text" value="00303   ATLAS FOUNDATION COMPANY, LLC 2.1"/>		
Work Start Date:	<input type="text" value="9/1/2015"/>	Work End Date:	<input type="text" value="9/30/2015"/>
Process Contribution:	<input type="text" value="Enter New Contribution"/>		
Contribution Type:	<input type="text" value="Modify / Submit Saved Contribution"/>		
CBA:	<input type="text" value="Copy / Modify Previous Report Form"/>	<input type="checkbox"/>	Report no Hours
	<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>	

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

# Upload a Contribution File

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

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

	SSN	Work Class	First Name	MI	Last Name	Hours Worked
	A	B	C	D	E	F
1	123456789	Sample-Work Class	John	E	Doe	100.00

# Upload a Contribution File

## Contribution Entry Form

Contribution Batch			
Contractor Name:	.....	Contractor ID:	016000160
Batch Number:	CW15-00000095	Work End Date:	04/30/2015
CBA:	:		

[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	123456789	0-2,000 HOURS TECH 1 ▾	Johm	E	Doe	150	<input type="checkbox"/>
2		0-2,000 HOURS TECH 1 ▾				0.00	<input type="checkbox"/>

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

# Copy/Modify Previous Report Form

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### Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: 00303 | ATLAS FOUNDATION COMPANY, LLC 2.1

Work Start Date: 9/1/2015 Work End Date: 9/30/2015

Process Contribution: Copy / Modify Previous Report Form

\*Invoice Number:  Check here to zero out hours and amounts from copied data

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

# How to View Past Contribution Forms

Thursday, October 22, 2015



## Operating Engineers Local 234 Health & Welfare Fund

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Electronic Contribution

- Process Contribution
- View All Contributions** ←
- Frequently Asked Questions

Select the contractor from the list below to view contributions

**Select Contractor:** 00303 | ATLAS FOUNDATION COMPANY, LLC 2.1 ▼

**Work Start Date:** 9/1/2015 ▼      **Work End Date:** 9/30/2015 ▼

**Process Contribution:** Enter New Contribution ▼

**Contribution Type:** Regular Contribution ▼

**CBA:** Building Construction Distri ▼       Report no Hours

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- View all submitted Contributions by selecting the “View All Contributions” link as shown above.

# How to View Past Contribution Forms



## Operating Engineers Local 234 Health & Welfare Fund

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[View All Contributions](#)

Select Contractor:

Begin Date:

End Date:

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



# How to View Past Contribution Forms



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[View All Contributions](#)

Select Contractor:  Begin Date:  End Date:

Invoice #	Wrk Date	Section Code	Section	No.Empl	Cont No.	Contractor	Amount	Status	Payment	Deposit Dt	Submitter	Trans. Dt	Del
<a href="#">CW15-0000064</a>	09/30/2015	BCD1	Building Construction District #1	1	00303	ATLAS FOUNDATION COMPANY, LLC 2.1	\$497.50	Pending	ACH	10/26/2015	DemoContractor	10/22/2015	
<a href="#">CW15-0000065</a>	09/30/2015	BCD1	Building Construction District #1	1	00303	ATLAS FOUNDATION COMPANY, LLC 2.1	\$497.50	Pending	ACH	10/26/2015	DemoContractor	10/22/2015	
<a href="#">CW15-0000063</a>	09/30/2015	BCD1	Building Construction District #1	1	00303	ATLAS FOUNDATION COMPANY, LLC 2.1	\$0.00	Pending			DemoContractor	10/22/2015	<input type="checkbox"/>
<a href="#">CW15-0000062</a>	09/30/2015	BCD1	Building Construction District #1	1	00303	ATLAS FOUNDATION COMPANY, LLC 2.1	\$0.00	Pending			DemoContractor	10/22/2015	<input type="checkbox"/>

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

# How to Make Payments on Multiple Saved Forms

Thursday, October 22, 2015



## Operating Engineers Local 234 Health & Welfare Fund

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Electronic Contribution

Select the contractor from the list to submit your contribution

**Contribution Payment** dropdown menu:  
Make a Payment (highlighted with a red arrow)  
View All Payment  
Account Management  
Make Variance Payment

Select Contractor: 00303 | ATLAS FOUNDATION COMPANY, LLC 2.1

Work Start Date: 9/1/2015 | Work End Date: 9/30/2015

Process Contribution: Enter New Contribution

Contribution Type: Regular Contribution

CBA: Building Construction Distri  Report no Hours

Submit Cancel

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

# How to Make Payments on Multiple Saved Forms



## Operating Engineers Local 234 Health & Welfare Fund

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### Pending Payment

Select Contractor:  Invoice Number:

\* Invoice Begin Date:  \* Invoice End Date:

An employer is considered delinquent if both the contribution report and funds are not received by the 20th of the month immediately following the work month. Payments received past the due date are subject to liquidated damages of fifteen percent (15 %) of the delinquent contributions. Interest is accrued at nine percent (9 %) per annum on all delinquent contributions and is calculated from the 1st of the month following the month contributions were due until the end of the month prior to the month in which the contributions were paid, until delinquent contributions are paid in full.

### Pending Invoice:

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input type="checkbox"/>	CW15-00000066	09/30/2015	BCD1	Building Construction District #1	00303	\$497.50	DemoContractor	10/22/2015

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

## Questions/Concerns

**For Training and Enrollment, please call us at (844)568-6335, and ask to speak with someone from our Contributions Team.**