Operating Engineers Local 501 Electronic Contribution Website Quick Start Guide

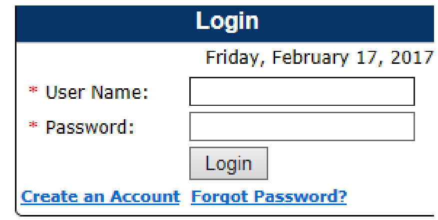
This guide is intended to show you the quick and easy way to enter contributions using your new Contributions Website. This guide will walk you through the following:

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

Web Address:

http://www.oelocal501employers.org

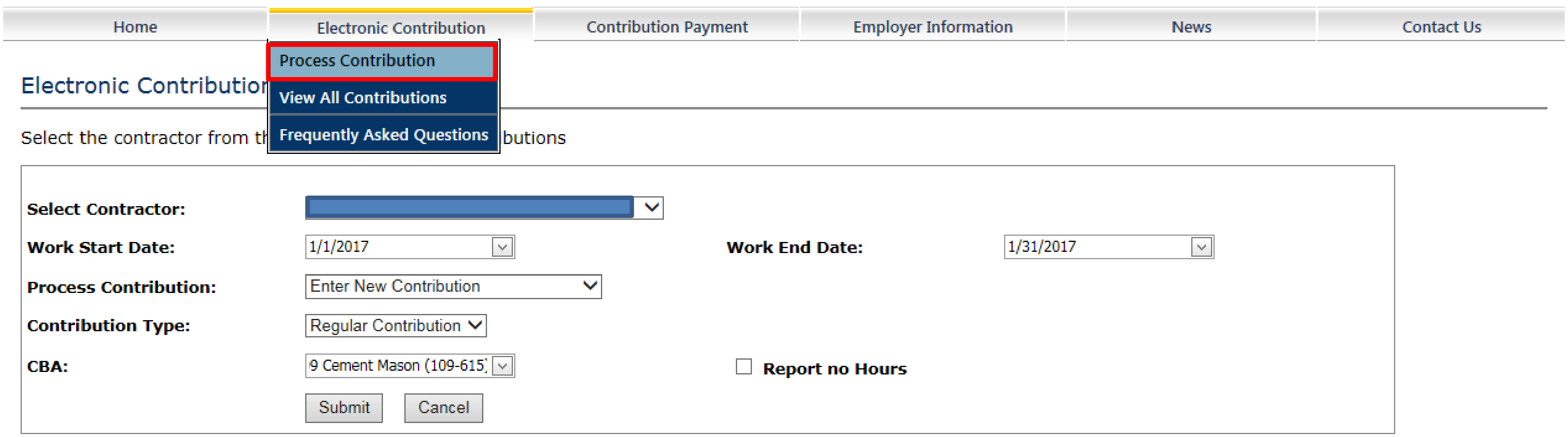
Operating Engineers Local 501 Electronic Contributions



- **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. To complete this step you will need a 16 digit identification number. This will be provided in a separate letter to be mailed to the address we have on file.**

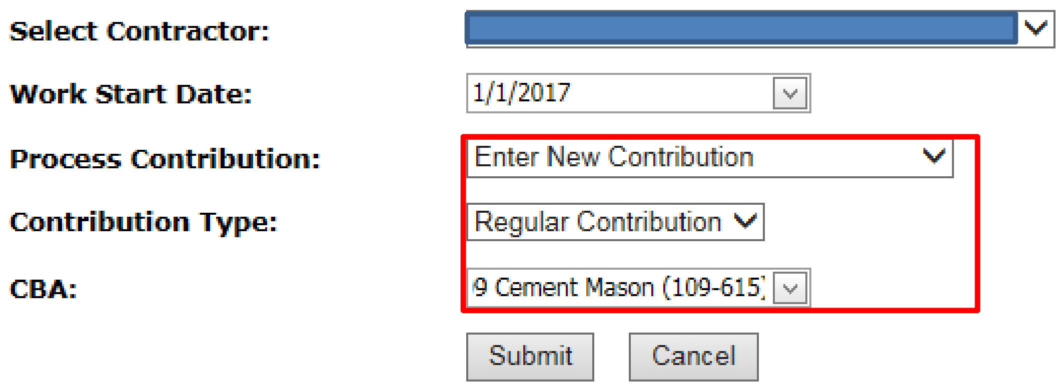
- **A second option is to call, and someone will assist you.**

Lets Get Started



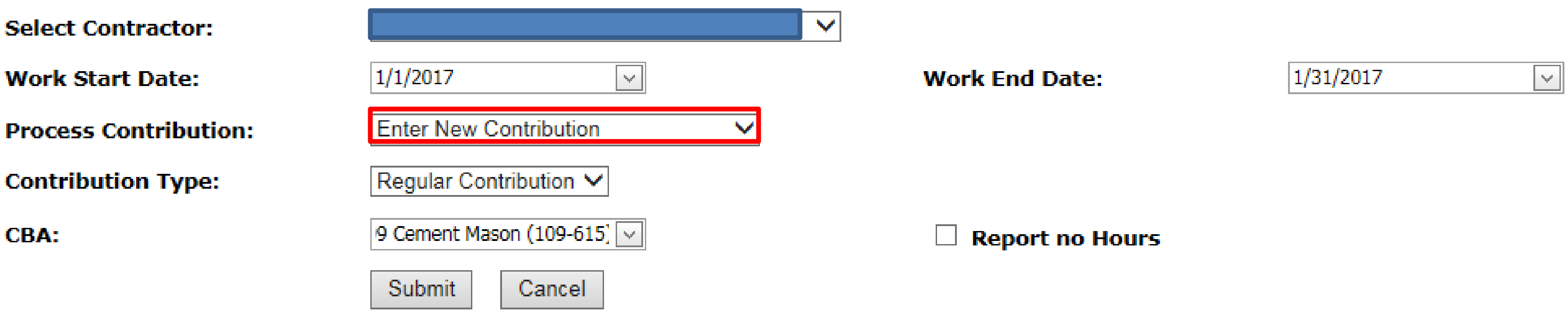
- **To begin entering employee contribution information, click on the Electronic Contribution Tab and select Process Contribution as shown above.**
    - **This option will allow you to create and process contributions**

Processing Contributions



- **<u>Enter New Contribution</u> – This allows Manual Data Entry of your Contribution Form**
- **<u>Modify/Submit Saved Contribution</u> – allows you to retrieve a previously entered and saved Contribution Form.**
- **<u>Upload Contribution File</u> – 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.**
- **<u>Copy/Modify Previous Report Form</u> – 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



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 apply the appropriate fringe rates

Enter a New Form - Contribution Entry

Contribution Entry Form

Contribution Batch

Contractor Name:	[redacted]	**Contractor ID:**	**010009292**
Batch Number:	**CW18-00000005**	**Work End Date:**	**05/31/2018**
CBA:	**CALI - California Contract**		

Please note that in the following table, the hours column is used to calculate contributions due to the Central Pension Fund. The Month (flat rate) column is used to calculate whether a contribution to the Security Fund is due.

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	Monthly (Flat Rate)	Regular Hours	Overtime	Double Time	Delete?
2	123456789	3 WK EE < 72 HR/BOMA MA	Data	M	Test	.80	135	15	5	☐
2		2 WK EE < 72 HR/BOMA RED CIRCLE				0.00	0.00	0.00	0.00	☐

- **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.**
- **Your agreement will determine the fields you need to enter. Blank amounts are not allowed.**
- **You can select <u>Save and Complete Later</u> if you need to do something else and come back later to finish your contribution entry, this save what you have currently input and lets you pick up where you left off.**
- **Once all employee's hours and wages are entered, click on <u>Calculate Contribution</u>, and the following screen shows.**
- **If you are paying health contributions, you need to enter the <u>SSN, regular hours, overtime hours, double time hours, and the monthly flat rate unit</u>. If a member has worked 72 hours or more, the monthly flat rate field is the number "1". If a member has worked less than 72 hours, a weekly work class must be chosen and the monthly flat rate field is the number "0.50".**

Enter a New Form – Calculate Contributions

Process Contribution

Contribution Batch

Contractor Name:	[redacted]	**Contractor ID:**	**010009292**
Batch Number:	**CW18-00000005**	**Work End Date:**	**05/31/2018**
CBA:	**CALI - California Contract**		

Contractor Contribution Details:

Work Class	Contractor	Monthly (Flat Rate)	Regular Hours	Overtime	Double Time	Amount	
3 WK EE < 72 HR/BOMA MA	[redacted]	0.80	135.00	15.00	5.00	$1,583.91	View Details
TOTAL		**0.80**	**135.00**	**15.00**	**5.00**	**$1,583.91**	

Employee Contribution Details:

SSN	Work Class	First Name	MI	Last Name	Monthly (Flat Rate)	Regular Hours	Overtime	Double Time	Amount	
123456789	3 WK EE < 72 HR/BOMA MA	Testing		Testing	0.80	135.00	15.00	5.00	$1,583.91	View Details
TOTAL					**0.80**	**135.00**	**15.00**	**5.00**	**$1,583.91**	

Back | Finalize Contribution | Cancel

- **Screen allows you to see how fringes are calculated, you are also allowed to make modifications from this screen**
  - **Contractor Contribution Details View Details button shows screen with breakdown of calculated fringes**
    - **See next page for option to not pay certain fringes on all employees**
  - **Employee Contribution Details View Details button shows fringes calculated for that Employee.**

- **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.**
- **When you agree with all the information choose Finalize Contribution button, once you select this you cannot go back and make any changes, so make sure everything is correct before Finalizing.**

Enter a New Form - Finalize Contributions

Contribution Batch

Contractor Name:	[redacted]	**Contractor ID:**	010009292
Batch Number:	CW18-00000005	**Work End Date:**	05/31/2018
CBA:	CALI - California Contract		

INVOICE # CW18-00000003

Your Calculated Contributions for work ending 05/31/2018: $1,583.91

Remittance Amount Due: $1,583.91

Mail Check To:

For funds: Health & Welfare
Remittance Amount Due: $984.91

Operating Engineers Local 501 Security Fund
P.O. Box 515057,
Los Angeles, , CA 90051-5057

For funds: Pension
Remittance Amount Due: $465.00

Central Pension Fund
P.O. Box 515057,
Los Angeles, , CA 90051-5057

Invoice #: CW18-00000003
* 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: 06/08/2018

Pay Now | Print Invoice | Done

Amount Due:

Work Class	Fund	Fund Code	Monthly (Flat Rate)	Regular Hours	Overtime	Double Time	Calc Hrs	Basis	Rate	Amount
3 WK EE < 72 HR/BOMA MA	Health & Welfare	H&W	0.80	135.00	15.00	5.00	0.80	Monthly (Flat Rate)	1,231.1400	$984.91
3 WK EE < 72 HR/BOMA MA	Pension	PEN	0.80	135.00	15.00	5.00	155.00	Hours Worked	3.0000	$465.00
3 WK EE < 72 HR/BOMA MA	Annuity	ANN	0.80	135.00	15.00	5.00	167.50	Hours Paid	0.8000	$134.00
TOTAL										$1,583.91

Employee Details:

Name	Work Class	FR	R	OT	DT	H&W	PEN	ANN
Testing, Testing	3 WK EE < 72 HR/BOMA MA	0.80	135.00	15.00	5.00	$984.91	$465.00	$134.00
TOTAL		0.80	135.00	15.00	5.00	$984.91	$465.00	$134.00

- **Pressing <u>Finalize Contribution</u> will take you to this screen, which gives options to proceed**
  - **<u>Pay Now</u> – takes you to the next step so you can remit payment via ACH or Check.**
  - **<u>Print Invoice</u> – use this option to print a copy of the invoice for your records.**
  - **<u>Done</u> - use this option to enter another contribution form before making your payment**

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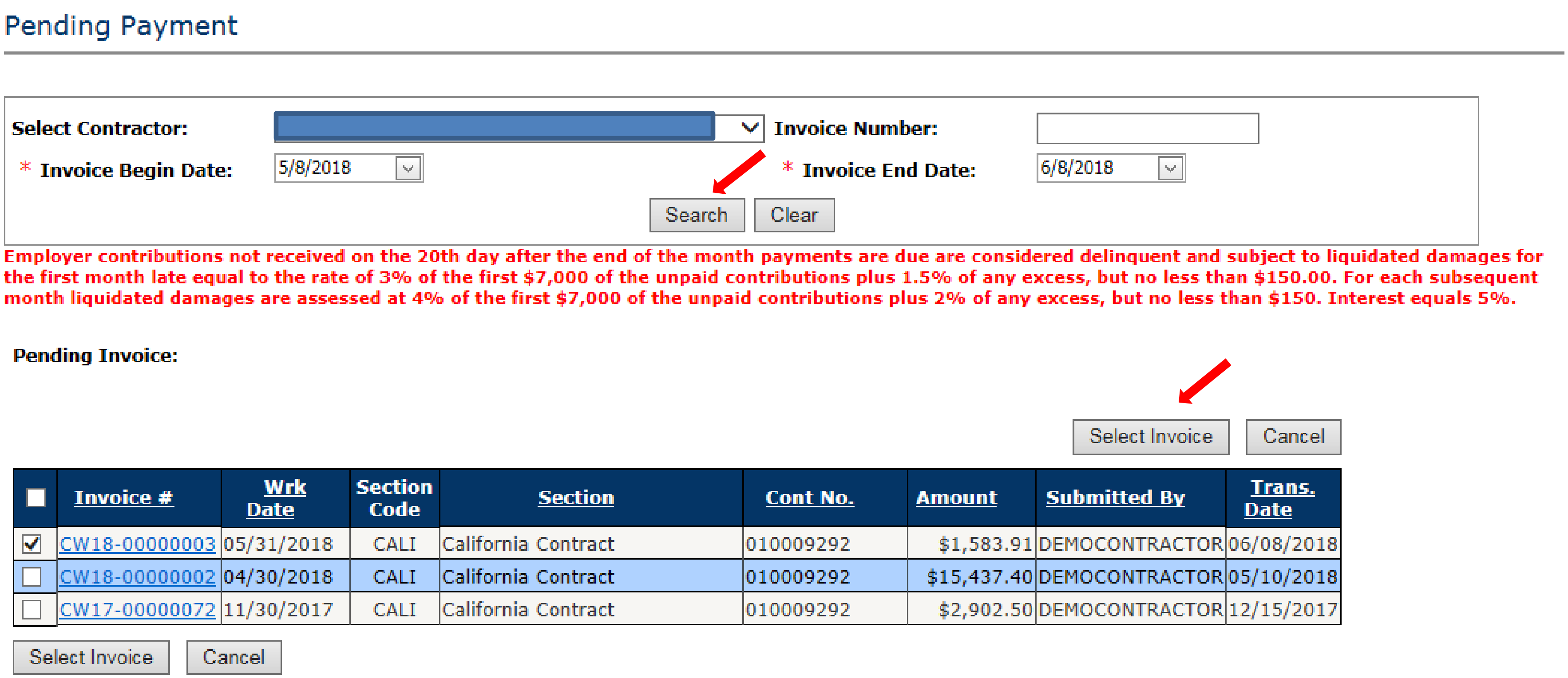
Enter a New Form - Pay Invoice(s)



Pending Payment

Select Contractor:

Invoice Number:

* Invoice Begin Date: 5/8/2018

* Invoice End Date: 6/8/2018

Search Clear

Employer contributions not received on the 20th day after the end of the month payments are due are considered delinquent and subject to liquidated damages for the first month late equal to the rate of 3% of the first $7,000 of the unpaid contributions plus 1.5% of any excess, but no less than $150.00. For each subsequent month liquidated damages are assessed at 4% of the first $7,000 of the unpaid contributions plus 2% of any excess, but no less than $150. Interest equals 5%.

Pending Invoice:

Select Invoice Cancel

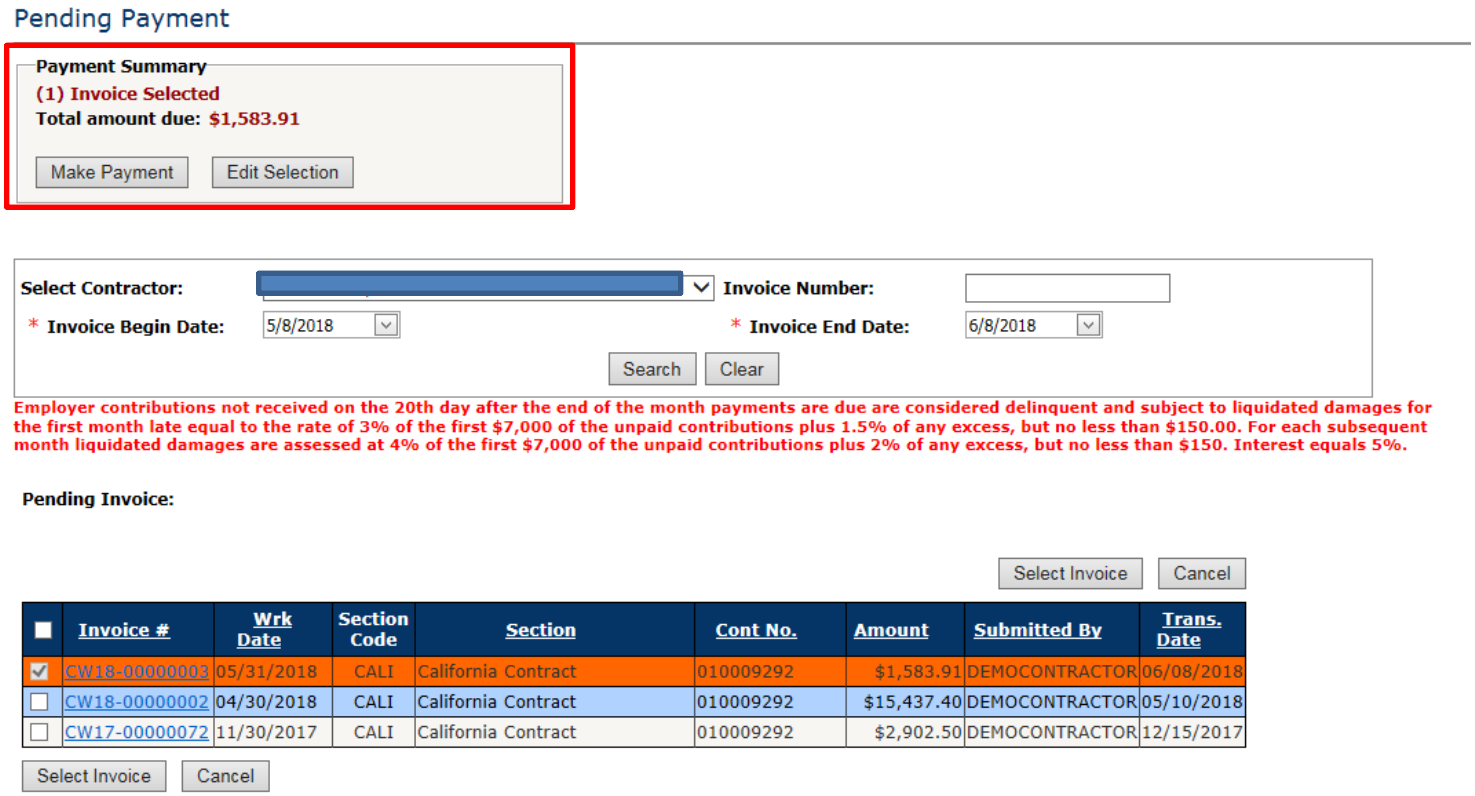
☐	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
☑	CW18-00000003	05/31/2018	CALI	California Contract	010009292	$1,583.91	DEMOCONTRACTOR	06/08/2018
☐	CW18-00000002	04/30/2018	CALI	California Contract	010009292	$15,437.40	DEMOCONTRACTOR	05/10/2018
☐	CW17-00000072	11/30/2017	CALI	California Contract	010009292	$2,902.50	DEMOCONTRACTOR	12/15/2017

Select Invoice Cancel

- **After selecting <u>Pay Now</u> you go to the Pending Payments page. Press the "Search" button to display any pending invoices. *<u>Please pay for Pension and Healthcare invoices separately.</u>* The search button 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 <u>Select Invoice</u> button.**

Enter a New Form - Pay Invoice(s)



Pending Payment

Payment Summary
(1) Invoice Selected
Total amount due: $1,583.91

Make Payment | Edit Selection

Select Contractor: | **Invoice Number:**
* **Invoice Begin Date:** 5/8/2018 | * **Invoice End Date:** 6/8/2018

Search | Clear

Employer contributions not received on the 20th day after the end of the month payments are due are considered delinquent and subject to liquidated damages for the first month late equal to the rate of 3% of the first $7,000 of the unpaid contributions plus 1.5% of any excess, but no less than $150.00. For each subsequent month liquidated damages are assessed at 4% of the first $7,000 of the unpaid contributions plus 2% of any excess, but no less than $150. Interest equals 5%.

Pending Invoice:

Select Invoice | Cancel

☐	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
☑	CW18-00000003	05/31/2018	CALI	California Contract	010009292	$1,583.91	DEMOCONTRACTOR	06/08/2018
☐	CW18-00000002	04/30/2018	CALI	California Contract	010009292	$15,437.40	DEMOCONTRACTOR	05/10/2018
☐	CW17-00000072	11/30/2017	CALI	California Contract	010009292	$2,902.50	DEMOCONTRACTOR	12/15/2017

Select Invoice | Cancel

- **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.**

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Enter a New Form - Pay Invoice(s)

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW18-00000003	05/31/2018	California Contract	010009292	$1,583.91
TOTAL				**$1,583.91**

Total Invoice Amount : $1,583.91

Invoice Adjustment Amount: $0.00

Total Amount Due: $1,583.91

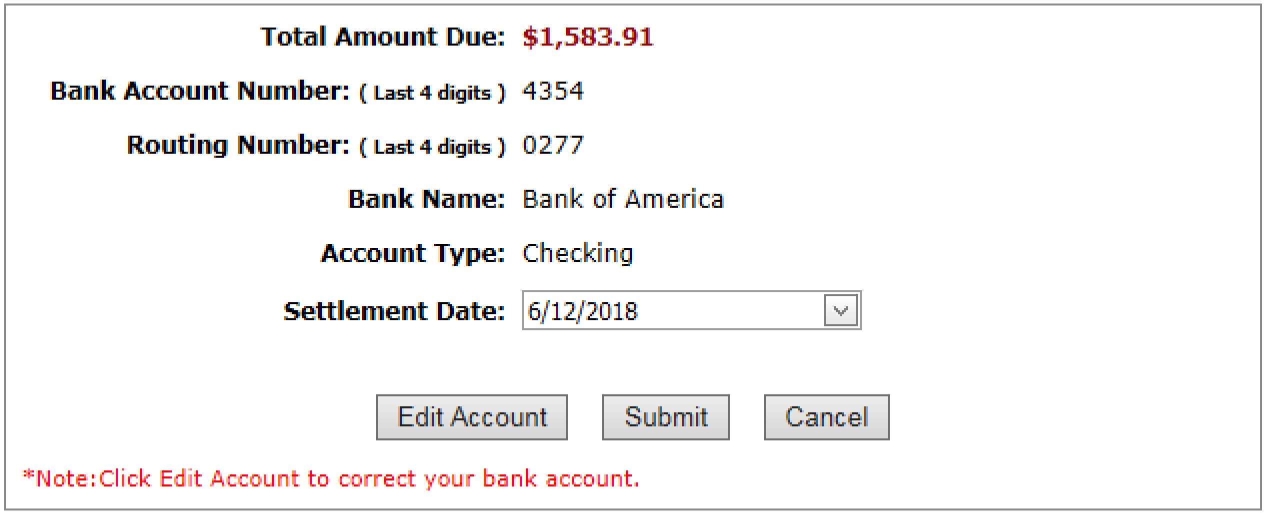
Adjustment Reason:

Pay By: ◉ ACH(Online) ○ Check

Submit Cancel Back

- **<u>Make Payment</u> takes you to screen showing Invoice(s) selected and total amount due.**
- **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**

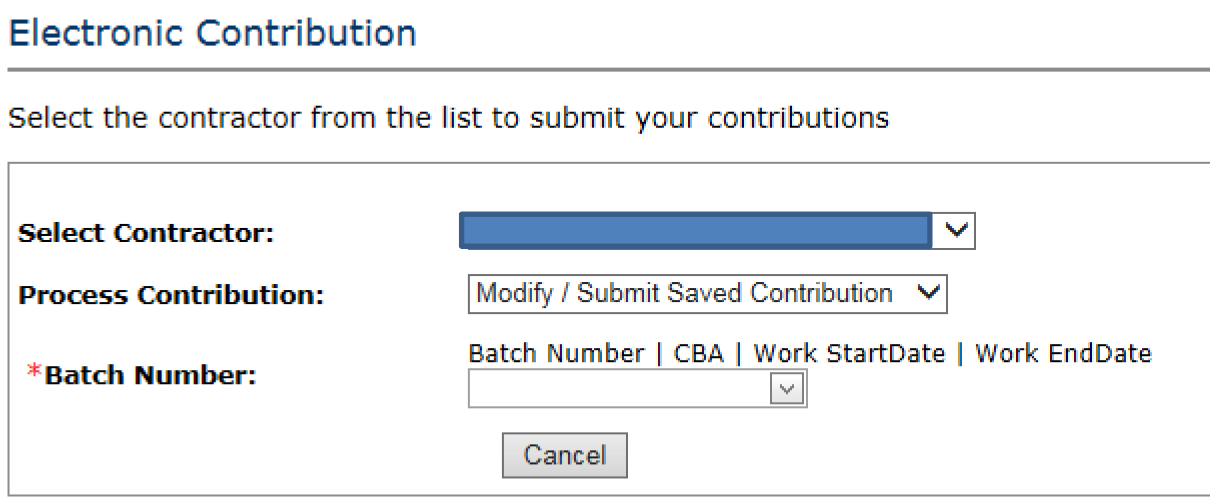
Enter a New Form - Pay Invoice(s)



- **If you have ACH BLOCK or Filtering on the bank account you are using to pay your invoice you need to contact your bank and provide them with the Company ID from this screen. If you do not your payment will not go through.**
    - **The company ID for payments is 956049026**
- **If this is your first time setting up ACH you will be required to fill out a form and provide your bank account number, bank routing number and account type. For future contributions, info is saved and only needs to be updated if changed. If your company requires an Approver be notified when an ACH payment is process you can add in a list of people.**

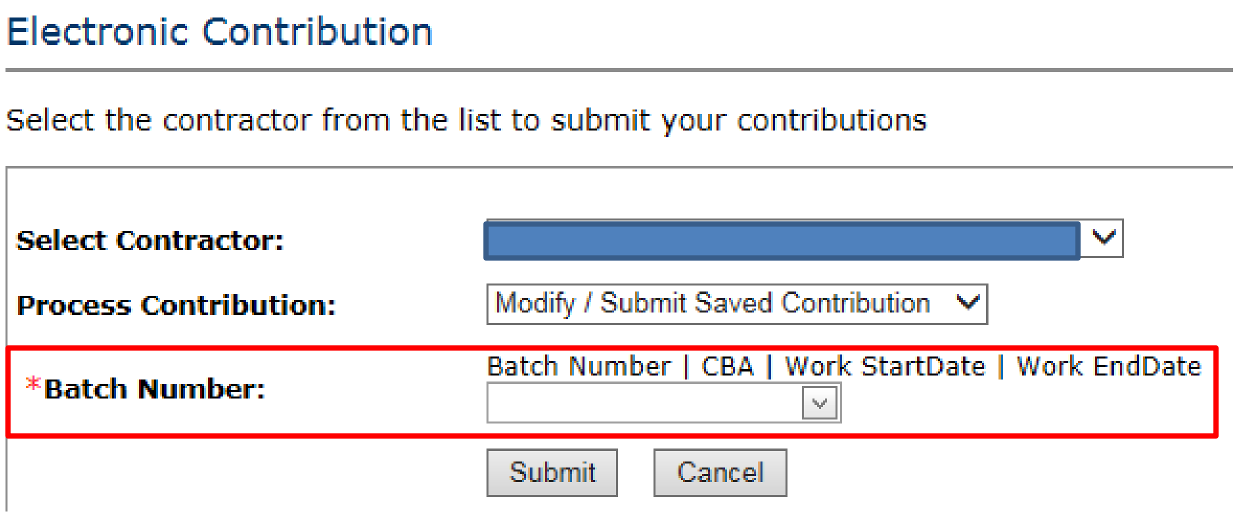
- **Input a settlement date for when you would like the funds withdrawn from your account, there is a 2 working day lag for ACH transaction to hit the Fringe fund bank account, so you must submit your payment 2 days prior to when you want it to be considered paid.**
- **After selecting Submit, you will 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**

Modify A Saved Contribution Form



- **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



1. **Select a saved batch form from the 'Batch Number' drop down list. If you want to select a saved batch and change the collective bargaining agreement use the second Batch number option. *See red box above.**
2. **Press the <u>Submit</u> button.**
3. **The rest of the process is exactly like entering a New Contribution Form (refer to instructions above)**

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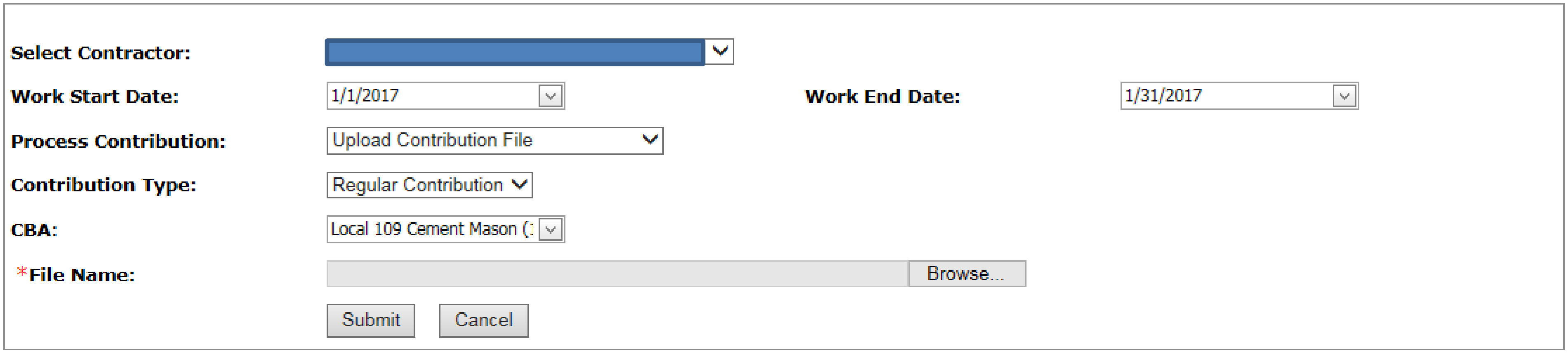
Upload a Contribution File



- **<u>Upload Contribution File</u> – 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 <u>Work Start</u> and <u>Work End</u> 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.

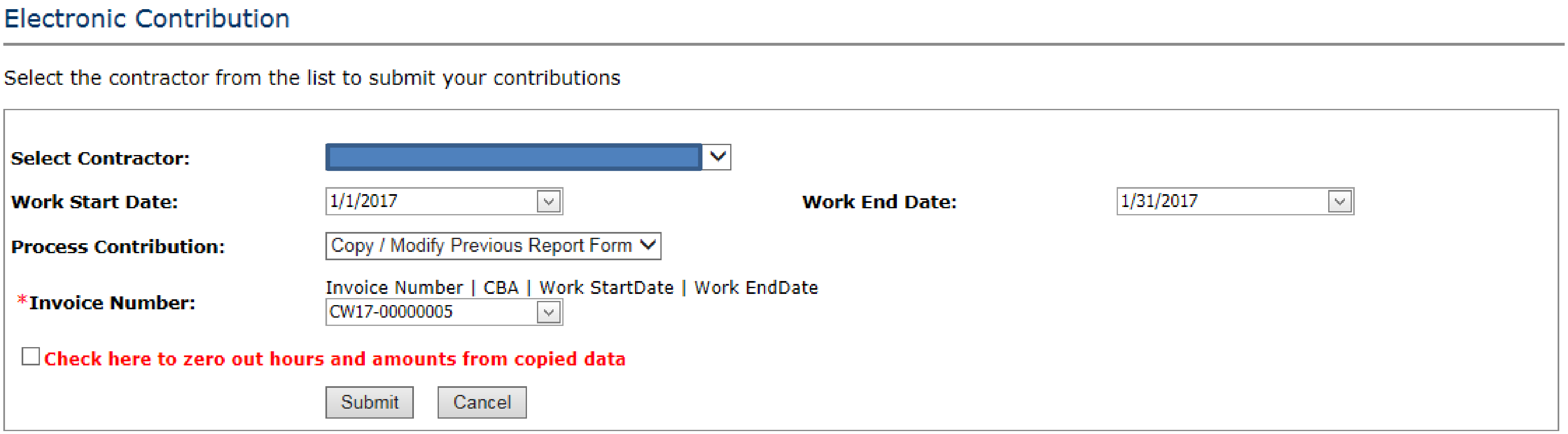
Below is the format that files need to be in to work with the upload process, the columns must be this exact order or you will get an error and not be able to upload the information. The Heading line (row 1; SSN, Workclass, First, etc.) cannot be in the file you try to upload, it would cause errors when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

SSN	Work Class	Last Name	First Name	Middle Name	Monthly (Flat Rate)	Regular Hours	Overtime	Double Time
123456789	Default	Test	Data	M	0.8	135	14	5

- **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


Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor:

Work Start Date: 1/1/2017 **Work End Date:** 1/31/2017

Process Contribution: Copy / Modify Previous Report Form

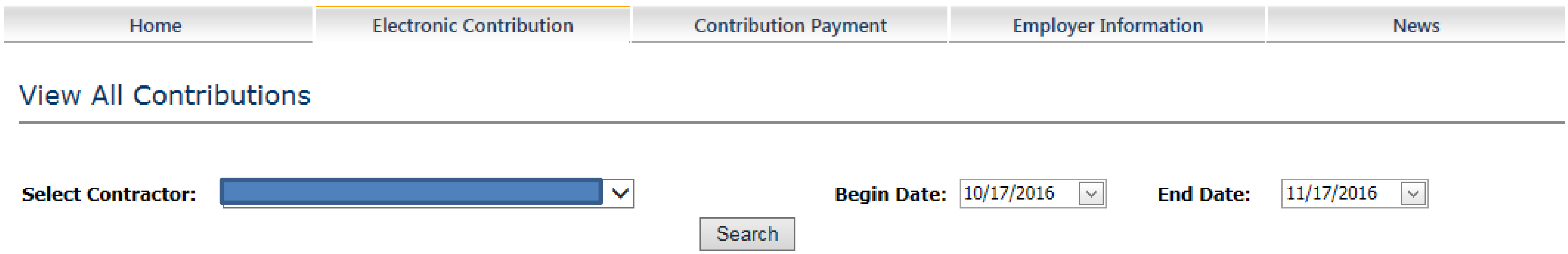
***Invoice Number:** Invoice Number | CBA | Work StartDate | Work EndDate
CW17-00000005

Check here to zero out hours and amounts from copied data

Submit Cancel

- **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



- **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

View All Contributions

Select Contractor: [redacted] **Begin Date:** 1/16/2017 **End Date:** 2/16/2017

Search

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
CW17-00000005	01/31/2017	109CM	Local 109 Cement Mason (109-615)	1	02520	[redacted]	$804.88	Pending			DemoContractor	02/16/2017	☐
CW17-00000001	01/31/2017	109CM	Local 109 Cement Mason (109-615)	22	02520	[redacted]	$33,240.62	Pending	ACH	02/09/2017	DemoContractor	02/07/2017	
CW17-00000004	01/31/2017	109CM	Local 109 Cement Mason (109-615)	22	02520	[redacted]	$8,194.88	Pending	ACH	02/09/2017	DemoContractor	02/07/2017	

Delete Contribution(s)

- **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.**

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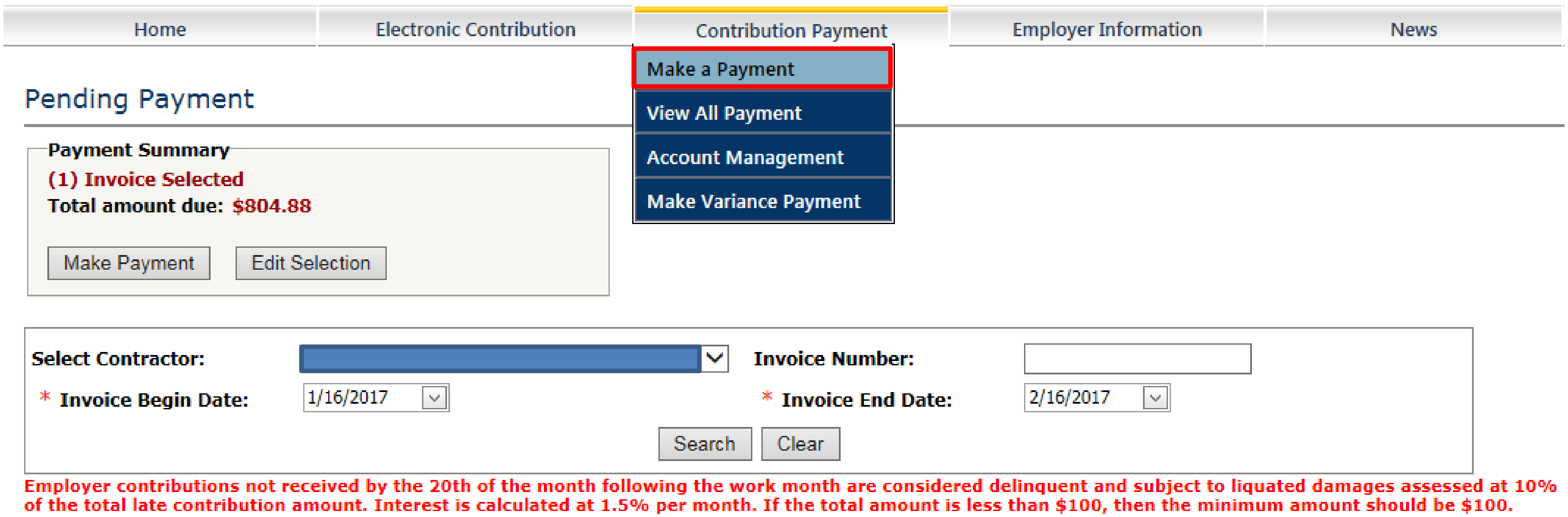
How to Make Payments on Multiple Saved Forms



- **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

Pending Payment

Payment Summary

(1) Invoice Selected

Total amount due: $804.88

Make Payment | Edit Selection

Select Contractor:

Invoice Number:

*** Invoice Begin Date:** 1/16/2017

*** Invoice End Date:** 2/16/2017

Search | Clear

Employer contributions not received by the 20th of the month following the work month are considered delinquent and subject to liquated damages assessed at 10% of the total late contribution amount. Interest is calculated at 1.5% per month. If the total amount is less than $100, then the minimum amount should be $100.

Pending Invoice:

Select Invoice | Cancel

☑	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
☑	CW17-00000005	01/31/2017	109CM	Local 109 Cement Mason (109-615)	02520	$804.88	DemoContractor	02/16/2017

Select Invoice | Cancel

- **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 (800) 320-0106, and ask to speak with someone from our Contributions Team.