

Construction Workers Trust Funds 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: www.constructionworkerstrustfundemployers.org

The screenshot shows the homepage of the Construction Workers Trust Fund website. At the top, the site title "Construction Workers Trust Fund" is displayed in blue. To the right, the date "Sunday, August 16, 2020" is shown, along with "My Profile" and "Logout" links. A navigation bar below the title includes "Welcome Democontractor" on the left and "Last Signed In: Sunday, August 16, 2020" on the right. The main navigation menu contains "Home", "Electronic Contribution", "Contribution Payment", "Employer Information", "News", and "Contact Us". The "Home" page content includes an "Introduction" section with the text: "You now have the power to access information 24 hours a day, 7 days a week." Below this, there are instructions on "To Navigate this site:" and "To Log On:". The "To Log On:" section lists two steps: "There is a login box in the upper right corner." and "Enter your User Name and Password then click on the login button." It also states: "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." A "News / Events" box on the right side of the page indicates "No news/events are available." At the bottom of the page, there are links for "Privacy Statement" and "Terms Of Use", and a copyright notice: "© 2020 by BeneSys, Inc."

- **To log into this site, you will need to contact the BeneSys office to receive an introduction letter. To register click on the “Create an Account” option in the top right corner of the website. You will need to create a user name, password, and an identification number which was received with your letter.**
- **A second option is to call (410) 884 - 1406, and someone will assist you.**

Lets Get Started

Construction Workers Trust Fund Sunday, August 16, 2020

[My Profile](#) [Logout](#)

Welcome Democontractor Last Signed In: Sunday, August 16, 2020

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution (dropdown menu):
Process Contribution
View All Contributions
Frequently Asked Questions

News / Events
No news/events are available

Introduction
You now have the power to access the system, 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.

- **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

Sunday, August 16, 2020

[My Profile](#) [Logout](#)

Construction Workers Trust Fund

Welcome Democontractor Last Signed In: Sunday, August 16, 2020

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

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: [REDACTED] PARTNERS INC ▼

Work Start Date: 7/1/2020 ▼ **Work End Date:** 7/31/2020 ▼

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

Contribution Type: [REDACTED]

CBA: BALTIMORE LABORERS TR ▼

Report no Hours

- **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 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: Sunday, August 16, 2020

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

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: [REDACTED] PARTNERS INC ▼

Work Start Date: 7/1/2020 ▼ **Work End Date:** 7/31/2020 ▼

Process Contribution: Enter New Contribution ▼

Contribution Type: Regular Contribution ▼

CBA: BALTIMORE LABORERS TR ▼ Report no Hours

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 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 pull the related fringe rates.
6. If reporting zero hours worked, please click the check box "Report no Hours"
7. Finally, click **Submit** to begin entry.

Enter a New Form - Contribution Entry

Welcome Democontractor Last Signed In: Sunday, August 16, 2020

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Contribution Entry Form

Contribution Batch

Contractor Name: [REDACTED] PARTNERS INC Contractor Number: [REDACTED]
 Batch Number: CW20-00000039 Work End Date: 07/31/2020
 CBA: 54-NPL5 - BALTIMORE LABORERS TRUST

[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	Hours MALPL/MAROC	Northern Pipeline	Percent of Gross	Delete?
1		DEFAULT				0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>
2		DEFAULT				0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>
3		DEFAULT				0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>

- This screen allows you to enter and verify the information for each employee. Employee information will automatically populate once you have entered a Social Security Number and have tabbed into the next field. New employees' information will need to be manually entered into each field.
- Enter the Hours Worked, Hours Paid, Flat Rate amounts, Gross Wages amounts, Northern Pipeline Hours, and MALPL/MAROC Hours if applicable, in the appropriate fields.
- You can select 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

Welcome Democontractor Last Signed In: Sunday, August 23, 2020

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Process Contribution

Contribution Batch

Contractor Name: [REDACTED] PARTNERS INC Contractor Number: [REDACTED]
 Batch Number: CW20-00000056 Work End Date: 07/31/2020
 CBA: 54-NPL5 - BALTIMORE LABORERS TRUST

Contractor Contribution Details:

Work Class	Contractor	Hours Worked	Hours Paid	Flat Rate	Hours MALPL/MAROC	Northern Pipeline	Percent of Gross	Amount	
Default	[REDACTED] PARTNERS INC	160.00	160.00	0.00	160.00	160.00	3,800.00	\$648.00	View Details
TOTAL		160.00	160.00	0.00	160.00	160.00	3,800.00	\$648.00	

Employee Contribution Details:

SSN	Work Class	First Name	MI	Last Name	Hours Worked	Hours Paid	Flat Rate	Hours MALPL/MAROC	Northern Pipeline	Percent of Gross	Amount	
123456789	Default	JANE	M	DOE	160.00	160.00	0.00	160.00	160.00	3,800.00	\$648.00	View Details
TOTAL					160.00	160.00	0.00	160.00	160.00	3,800.00	\$648.00	

- The View Details link under Contractor Contribution Details will show you a breakdown of all calculated fringes.
 - See next page
- The View Details link under Employee Contribution Details will show you a breakdown of all calculated fringes for that particular employee.
 - See page after next
- The Back button will return you to the prior screen and adjust contributions information. ***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 you feel that all the information you've entered is correct, click the Finalize Contribution button. Note: once you've clicked Finalize Contribution, you cannot go back and make changes.

Enter a New Form - Contractor Details

Contractor Contribution Details

Contractor Name: [REDACTED] PARTNERS INC

Fund Name	Units	Basis	Rates	Amount
Health & Welfare	160.00	Northern Pipeline	2.2000	\$352.00
Pension DB	160.00	Hours Worked	0.0000	\$0.00
LECET	160.00	Hours Worked	0.1000	\$16.00
Training	160.00	Hours Worked	0.3000	\$48.00
Working Dues	3,800.00	Percent of Gross	0.0400	\$152.00
MALPL	160.00	Hours MALPL/MAROC	0.0000	\$0.00
CIAP	160.00	Hours Worked	0.0000	\$0.00
Vacation	160.00	Hours Paid	0.5000	\$80.00
				Total: \$648.00

- This screen will display the Contractor Details

Enter a New Form - Contractor Details

Employee Contribution Details

First Name: JANE **Last Name:** DOE

Fund	Units	Basis	Rate	Amount
Health & Welfare	160.00	Northern Pipeline	2.2000	\$352.00
Pension DB	160.00	Hours Worked	0.0000	\$0.00
LECET	160.00	Hours Worked	0.1000	\$16.00
Training	160.00	Hours Worked	0.3000	\$48.00
Working Dues	3,800.00	Percent of Gross	0.0400	\$152.00
MALPL	160.00	Hours MALPL/MAROC	0.0000	\$0.00
CIAP	160.00	Hours Worked	0.0000	\$0.00
Vacation	160.00	Hours Paid	0.5000	\$80.00
				Total: \$648.00

- This screen will display the individual Employee details.

Enter a New Form - Finalize Contributions

Welcome Democontractor Last Signed In: Sunday, August 16, 2020

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Contribution Batch

Contractor Name: XXXXXXXXXX PARTNERS INC Contractor Number: XXXXXXXXXX
 Batch Number: CW20-0000040 Work End Date: 07/31/2020
 CBA: 54-NPL5 - BALTIMORE LABORERS TRUST

INVOICE # CW20-0000011

Your Calculated Contributions for work ending 07/31/2020: **\$648.00**
 Remittance Amount Due: **\$648.00**

Invoice #: CW20-0000011
 * 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: 08/16/2020

Amount Due:

Work Class	Fund	Fund Code	Hours Worked	Hours Paid	Flat Rate	Hours MALPL/MAROC	Northern Pipeline	Percent of Gross	Calc Hrs	Basis	Rate	Amount
Default	Health & Welfare	H&W	160.00	160.00	0.00	160.00	160.00	3,800.00	160.00	Northern Pipeline	2.2000	\$352.00
Default	Pension DB	DB	160.00	160.00	0.00	160.00	160.00	3,800.00	160.00	Hours Worked	0.0000	\$0.00
Default	LECET	LECET	160.00	160.00	0.00	160.00	160.00	3,800.00	160.00	Hours Worked	0.1000	\$16.00
Default	Training	TR	160.00	160.00	0.00	160.00	160.00	3,800.00	160.00	Hours Worked	0.3000	\$48.00
Default	Working Dues	DUES	160.00	160.00	0.00	160.00	160.00	3,800.00	3,800.00	Percent of Gross	0.0400	\$152.00
Default	MALPL	MALPL	160.00	160.00	0.00	160.00	160.00	3,800.00	160.00	Hours MALPL/MAROC	0.0000	\$0.00
Default	CIAP	CIAP	160.00	160.00	0.00	160.00	160.00	3,800.00	160.00	Hours Worked	0.0000	\$0.00
Default	Vacation	VAC	160.00	160.00	0.00	160.00	160.00	3,800.00	160.00	Hours Paid	0.5000	\$80.00
TOTAL												\$648.00

Employee Details:

Name	Work Class	HW	HP	F	HM	NPL	PG	H&W	DB	LECET	TR	DUES	MALPL	CIAP	VAC
DOE, JANE M	Default	160.00	160.00	0.00	160.00	160.00	3,800.00	\$352.00	\$0.00	\$16.00	\$48.00	\$152.00	\$0.00	\$0.00	\$80.00
TOTAL		160.00	160.00	0.00	160.00	160.00	3,800.00	\$352.00	\$0.00	\$16.00	\$48.00	\$152.00	\$0.00	\$0.00	\$80.00

- 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)

Welcome Democontractor Last Signed In: Sunday, August 16, 2020

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

Pending Payment

Select Contractor: [REDACTED] PARTNERS INC ▼ **Invoice Number:**

*** Invoice Begin Date:** 7/16/2020 ▼ *** Invoice End Date:** 8/16/2020 ▼

1. In accordance with the Collection Procedures, contribution reports and payments are due on the 20th day of the month immediately following the work month and are considered delinquent if not received by the same day. Pursuant to the Collection Procedures adopted by the Trustees of the Laborers' Benefit Funds for Baltimore and Vicinity all payments received past the due date of the contribution are subject to liquidated damages equal to 20%, and interest at 18% per annum, of the delinquent Contributions (excluding union dues) are owe, 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 checked="" type="checkbox"/>	CW20-00000011	07/31/2020	54-NPL5	BALTIMORE LABORERS TRUST	CL8015	\$648.00	DemoContractor	08/16/2020

- After selecting Pay Now you will be taken to the Pending Payments 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 (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)

Welcome Democontractor Last Signed In: Sunday, August 16, 2020

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

Pending Payment

Payment Summary
(1) Invoice Selected
Total amount due: \$648.00

Make Payment Edit Selection

Select Contractor: [REDACTED] PARTNERS INC ▼ Invoice Number: []

* Invoice Begin Date: 7/16/2020 ▼ * Invoice End Date: 8/16/2020 ▼

Search Clear

1. In accordance with the Collection Procedures, contribution reports and payments are due on the 20th day of the month immediately following the work month and are considered delinquent if not received by the same day. Pursuant to the Collection Procedures adopted by the Trustees of the Laborers' Benefit Funds for Baltimore and Vicinity all payments received past the due date of the contribution are subject to liquidated damages equal to 20%, and interest at 18% per annum, of the delinquent Contributions (excluding union dues) are owe, until delinquent contributions are paid in full.

Pending Invoice:

Select Invoice Cancel

Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/> CW20-00000011	07/31/2020	54-NPL5	BALTIMORE LABORERS TRUST	CL8015	\$648.00	DemoContractor	08/16/2020

Select Invoice Cancel

- After clicking Select Invoice, the invoices 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, please 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)

Welcome Democontractor Last Signed In: Sunday, August 16, 2020

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

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW20-00000011	07/31/2020	BALTIMORE LABORERS TRUST	CL8015	\$648.00
TOTAL				\$648.00

Total Invoice Amount : \$648.00

Invoice Adjustment Amount:

Total Amount Due: \$648.00

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 input you are required to also enter the reason for the adjustment in the Adjustment Reason box (e.g. Liquidated Damages or Over/Under payment for a prior period).

Welcome Democontractor Last Signed In: Sunday, August 16, 2020

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

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW20-00000011	07/31/2020	BALTIMORE LABORERS TRUST	CL8015	\$648.00
TOTAL				\$648.00

Total Invoice Amount : \$648.00

Invoice Adjustment Amount:

Total Amount Due: \$648.00

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 your company requires an Approver be notified when an ACH payment is processed, you can add them to the Approver Email List.**

Manage Account

Select Contractor:

- Routing Number:

- Bank Account Number:

- Account Type: Checking Saving

Bank Name:



Get New Image

Please enter the characters as shown in the image.

Submit Cancel

Approver Email List

Add New Approver

No Approver list found.

ACH Payment

1. In accordance with the Collection Procedures, contribution reports and payments are due on the 20th day of the month immediately following the work month and are considered delinquent if not received by the same day. Pursuant to the Collection Procedures adopted by the Trustees of the Laborers' Benefit Funds for Baltimore and Vicinity all payments received past the due date of the contribution are subject to liquidated damages equal to 20%, and interest at 18% per annum, of the delinquent Contributions (excluding union dues) are owe, until delinquent contributions are paid in full.

Total Amount Due: \$648.00

Bank Account Number: (Last 4 digits) 1234

Routing Number: (Last 4 digits) 0000

Bank Name: MY FINANCIAL INSTITUTE

Account Type: Checking

Settlement Date: 8/18/2020

Edit Account Submit Cancel

**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*** that, 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

Welcome Democontractor Last Signed In: Sunday, August 16, 2020

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: [REDACTED] PARTNERS INC ▼

Work Start Date: 7/1/2020 ▼ **Work End Date:** 7/31/2020 ▼

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

Contribution Type: [REDACTED]

CBA: BALTIMORE LABORERS TRU ▼ 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

Welcome Democontractor Last Signed In: Sunday, August 16, 2020

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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: [REDACTED] PARTNERS INC ▼

Process Contribution: [Modify / Submit Saved Contribution ▼]

*Batch Number: [▼]

Batch Number	CBA	Work Start Date	Work End Date
CW20-00000034	(54-NPL5) BALTIMORE	07/01/2020	07/31/2020
CW20-00000033	(54-NPL5) BALTIMORE	06/01/2020	06/30/2020
CW20-00000019	(54-NPL5) BALTIMORE	06/01/2020	06/30/2020
CW20-00000015	(54-NPL5) BALTIMORE	06/01/2020	06/30/2020

1. Select a saved batch form 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

Welcome Democontractor Last Signed In: Sunday, August 16, 2020

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: [REDACTED] PARTNERS INC ▼

Process Contribution: [REDACTED]

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

*Batch Number: [REDACTED]

Work EndDate: [REDACTED]

Submit Cancel

- If you select Upload Contribution File from the Electronic Contribution page, you can upload employee hour & wage 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 ending 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 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 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. Column “B” can be left blank and the “Default” Work Class will automatically be pulled in.

	SSN	Work Class	Last Name	First Name	Middle Int	Hours Worked	Hours Paid	Flat Rate	Hours MALPL/MARCO	Northern Pipeline	Gross Wages
	A	B	C	D	E	F	G	H	I	J	K
1	123456789		DOE	JANE	M	160	150	40	130	120	3800
2											

Upload a Contribution File

Welcome Democontractor Last Signed In: Sunday, August 23, 2020

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Contribution Entry Form

Contribution Batch

Contractor Name: [REDACTED] PARTNERS INC Contractor Number: [REDACTED]
 Batch Number: CW20-0000059 Work End Date: 07/31/2020
 CBA: 54-NPL5 - BALTIMORE LABORERS TRUST

[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	Hours Worked	Hours Paid	Flat Rate	Hours MALPL/MAROC	Northern Pipeline	Percent of Gross	Delete?
1	123456789	DEFAULT	JANE	M	DOE	160.00	150.00	40.00	130.00	120.00	3800.00	<input type="checkbox"/>
2		DEFAULT				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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Home **Electronic Contribution** Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: [REDACTED] PARTNERS INC ▼

Work Start Date: [REDACTED] **Work End Date:** 7/31/2020 ▼

Process Contribution: [REDACTED] **Copy / Modify Previous Report Form**

***Invoice Number:** Invoice Number | CBA | Work StartDate | Work EndDate
[REDACTED] ▼

Check here to zero out hours and amounts from copied data

- 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 ending 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 hours & wages 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

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Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

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

Select the contractor from the dropdown menu.

Select Contractor: [REDACTED] PARTNERS INC ▼

Work Start Date: 7/1/2020 ▼ Work End Date: 7/31/2020 ▼

Process Contribution: Enter New Contribution ▼

Contribution Type: Regular Contribution ▼

CBA: BALTIMORE LABORERS TRI ▼ Report no Hours

Submit Cancel

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

How to View Past Contribution Forms

Welcome Democontractor Last Signed In: Monday, August 17, 2020

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

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 user ID 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

Welcome Democontractor Last Signed In: Monday, August 17, 2020

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

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
CW20-00000012	07/31/2020	54-NPL5	BALTIMORE LABORERS TRUST	1	CL8015	PARTNERS INC	\$648.00	Pending			DemoContractor	08/17/2020	<input type="checkbox"/>
CW20-00000011	07/31/2020	54-NPL5	BALTIMORE LABORERS TRUST	1	CL8015	PARTNERS INC	\$648.00	Pending	ACH	08/18/2020	DemoContractor	08/16/2020	<input type="checkbox"/>
CW20-00000001	06/30/2020	54-NPL5	BALTIMORE LABORERS TRUST	133	CL8015	PARTNERS INC	\$274.64	Pending	ACH	07/29/2020	DemoContractor	07/27/2020	<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 shows the BeneSys web application interface. At the top, there is a navigation bar with the following tabs: Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. The 'Contribution Payment' tab is active, and its dropdown menu is open, showing four options: 'Make a Payment', 'View All Payment', 'Account Management', and 'Make Variance Payment'. The 'Make a Payment' option is highlighted with a red box. In the top right corner, it says 'Last Signed In: Monday, August 17, 2020'. Below the navigation bar, there is a 'News / Events' section with the text 'No news/events are available'. The main content area contains an 'Introduction' section with the following text: 'You now have the power to access information 24 hours a day, 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

Welcome Democontractor Last Signed In: Monday, August 17, 2020

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

Pending Payment

Select Contractor: Invoice Number:

* Invoice Begin Date: * Invoice End Date:

1. In accordance with the Collection Procedures, contribution reports and payments are due on the 20th day of the month immediately following the work month and are considered delinquent if not received by the same day. Pursuant to the Collection Procedures adopted by the Trustees of the Laborers' Benefit Funds for Baltimore and Vicinity all payments received past the due date of the contribution are subject to liquidated damages equal to 20%, and interest at 18% per annum, of the delinquent Contributions (excluding union dues) are owe, 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"/>	CW20-00000012	07/31/2020	54-NPL5	BALTIMORE LABORERS TRUST	CL8015	\$648.00	DemoContractor	08/17/2020

- 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 # for the forms that 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/Concerns

For questions, enrollment, or training, please call (410) 884 - 1406 ask to speak with someone from our Contributions Team.