# Hollow Metal
# Benefits Administration System

## Online Remittance Processing Instructions

# Hollow Metal Benefits Administration System
# Online Remittance Processing Instructions

## Contents


Contents ... 2

Logging In ... 3

Changing Your Password ... 4

Main Menu ... 5

Setting up Optional ACH Payment Information ... 7

Creating a New Remittance Report ... 10

Main Remittance Report Screen ... 12

Adding a New Employee ... 16

Roster Maintenance ... 17

Roster Maintenance History ... 20

Using Calculate & Save to Complete a Report Later ... 22

Uploading a Remittance Report ... 22

Calculating the Remittance Report ... 27

Selecting a Payment Method ... 28

Submitting the Report ... 29

PDF Copy of Submitted Report ... 30

Submitting a "No Work" Report ... 32

Continue an Unfiled Report ... 34

Edit/Delete Submitted Reports ... 36

Viewing Report History ... 38

View Discrepancies ... 41

Pay Discrepancies ... 43

View Paid Discrepancies ... 47

Logging Out ... 49

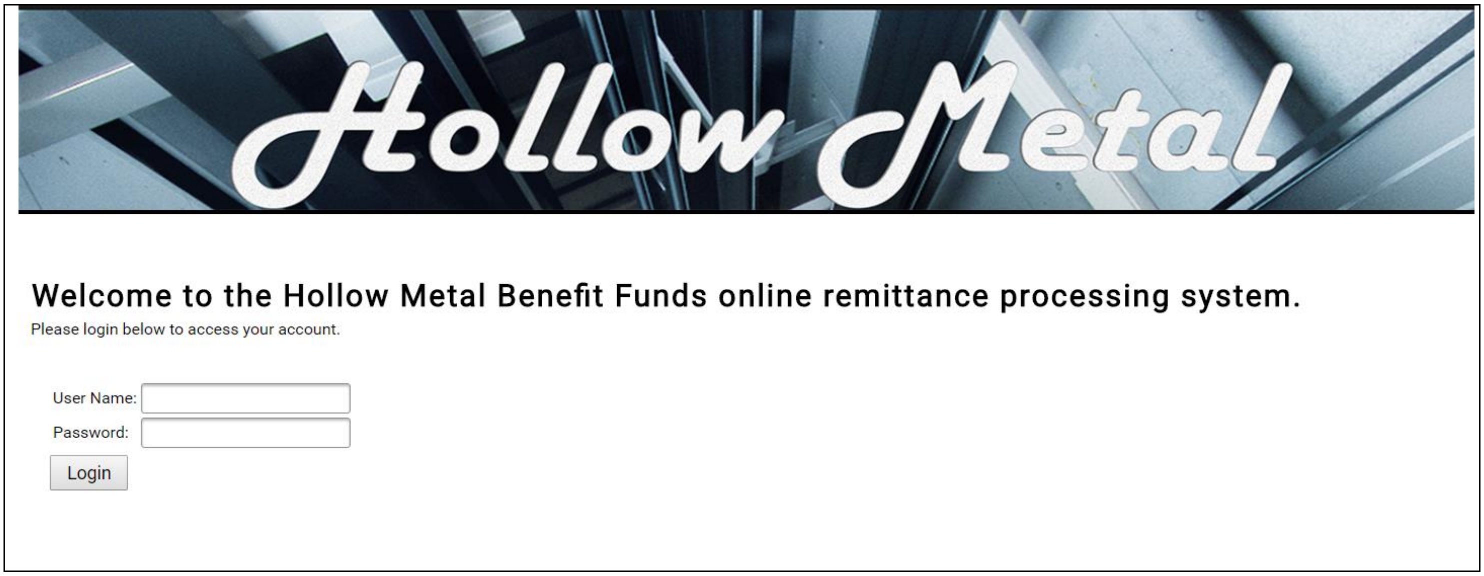
Upload File Specifications ... 50

Questions and Comments ... 51

## Logging In

Prior to your first time using the website, you will receive information from the Fund Office containing your user name and temporary password. Once you have this information, you may begin to use the website.

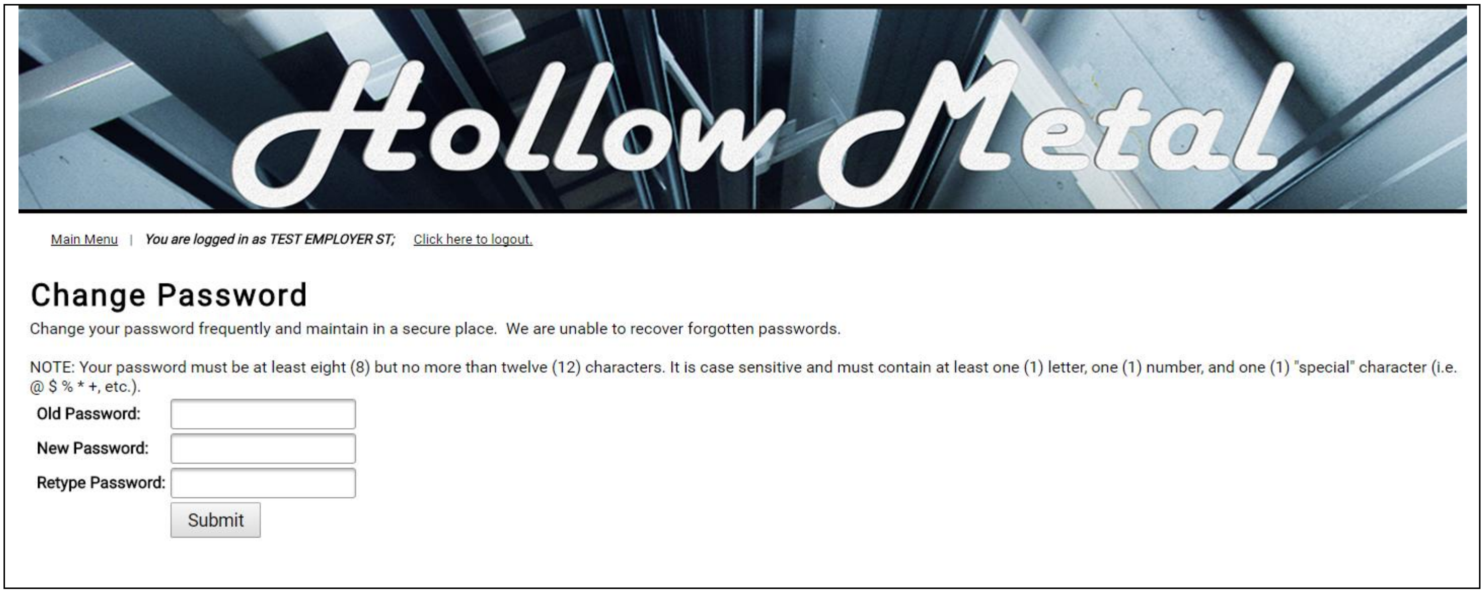
To log-in, please type your username and temporary password into the provided fields and click on the *Login* button.




***Please note: Your user name and password are case sensitive and must be typed in exactly as specified by the Fund Office.***

## Changing Your Password

After logging in for the first time, you will be directed to the 'Change Password' screen. Please fill out the designated fields to change your password. Your password must be at least eight (8), but no more than twelve (12) characters, it is case sensitive and must contain at least one (1) letter, one (1) number, and one (1) "special" character (i.e. @$%, etc.). When you have completed the fields, click on the *Submit* button.

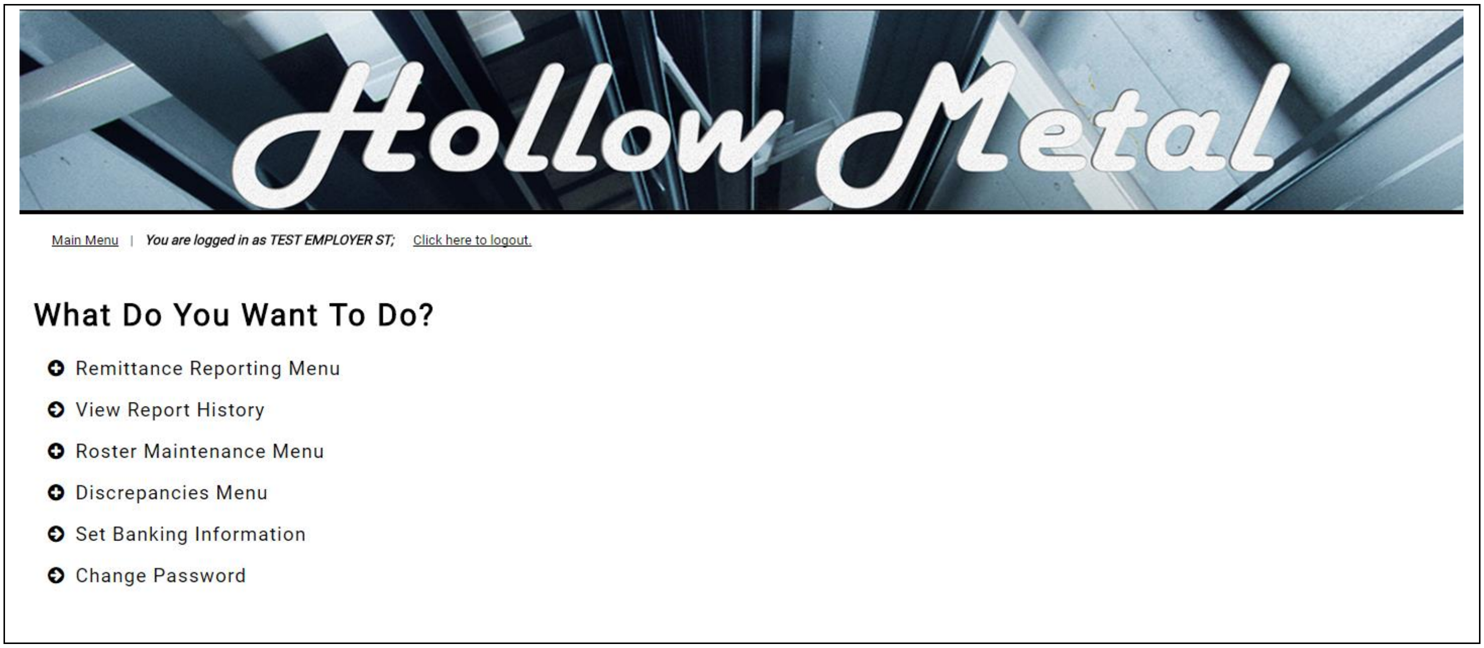



***Please note: You may change your password at any time by clicking on the "Change Password" option on the Main Menu. You will then be directed to the screen above.***

After clicking on the *Submit* button, you will be directed to a new screen that states that your password has been changed. You should now click on the *Click here to return to your home page* or *Main Menu* link to return to the home page (i.e. 'Main Menu').

## Main Menu

You will now be directed to the 'Main Menu'.




You have several options to choose from:

- **Remittance Reporting:**
    - Create New Remittance: Choose this option if you would create a new remittance report to send to the fund office.
    - Continue an Unfiled Report: Choose this option if you have previously started a remittance and saved it to finish at a later time.
    - Submit a "No Work" Report: Choose this option if you would like a create a "No Work" remittance report to send to the fund office.
    - Edit/Delete Submitted Reports: Choose this option if you need to Edit or a Delete a remittance that has already been submitted to the Fund Office, but not yet sent to the bank.
- **View Report History:** Choose this option if you would like to view a listing of all previously filed and archived reports, which are viewable as PDF documents.
- **Roster Maintenance Menu:**
    - Roster Maintenance: Select this option to submit a Roster Form for a brand new participant not yet on file with the Fund Office.

- Roster Maintenance History: Choose this option if you would like to view a listing of all previously filed and roster maintenance forms.

- **Discrepancies Menu:**
  - View/Pay Discrepancies: Choose this option to view any outstanding receipts that may be on file with the Fund Office.

  - View Paid Discrepancies: Choose this option to view any outstanding balances you have submitted payment. *This option is only available to employers set up with ACH payments*

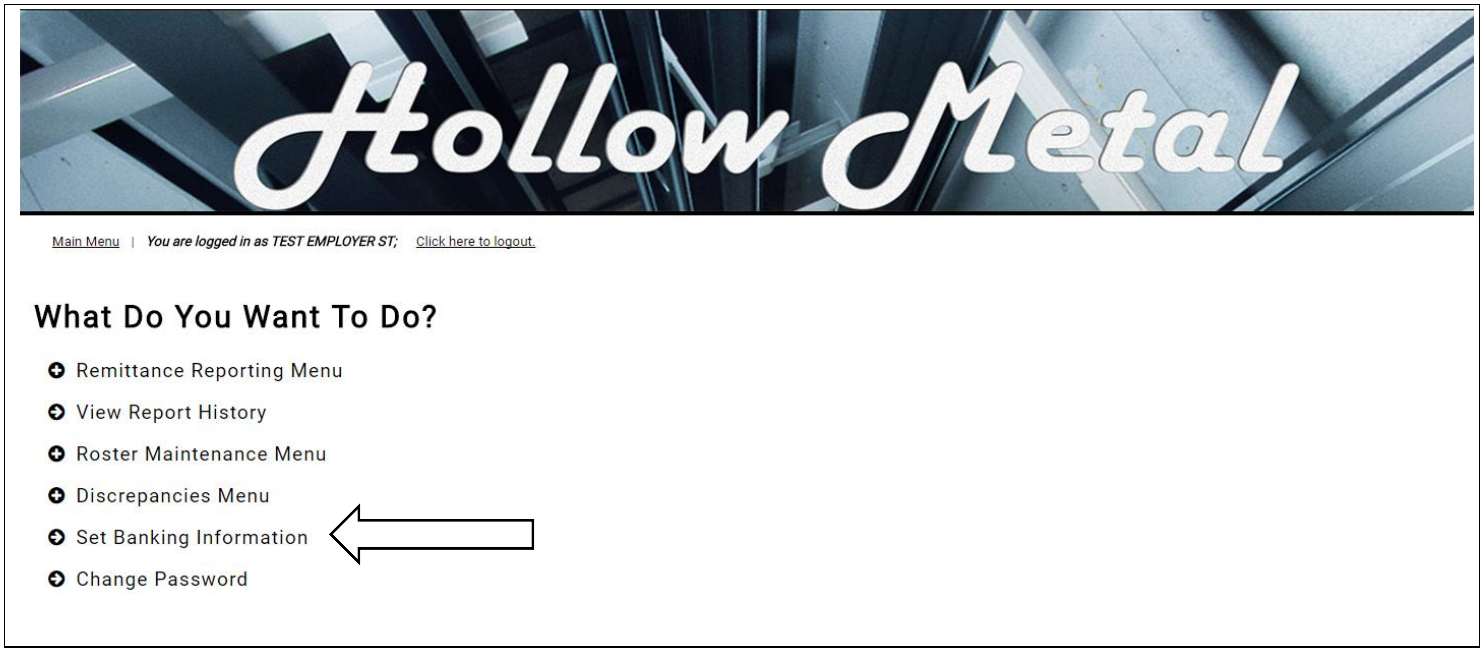
- **Set Banking Information:** Choose this option after your initial website activation if you would like to enroll in ACH payment processing, or if you need to change existing banking information.

- **Change Password:** Choose this option to change your login password.

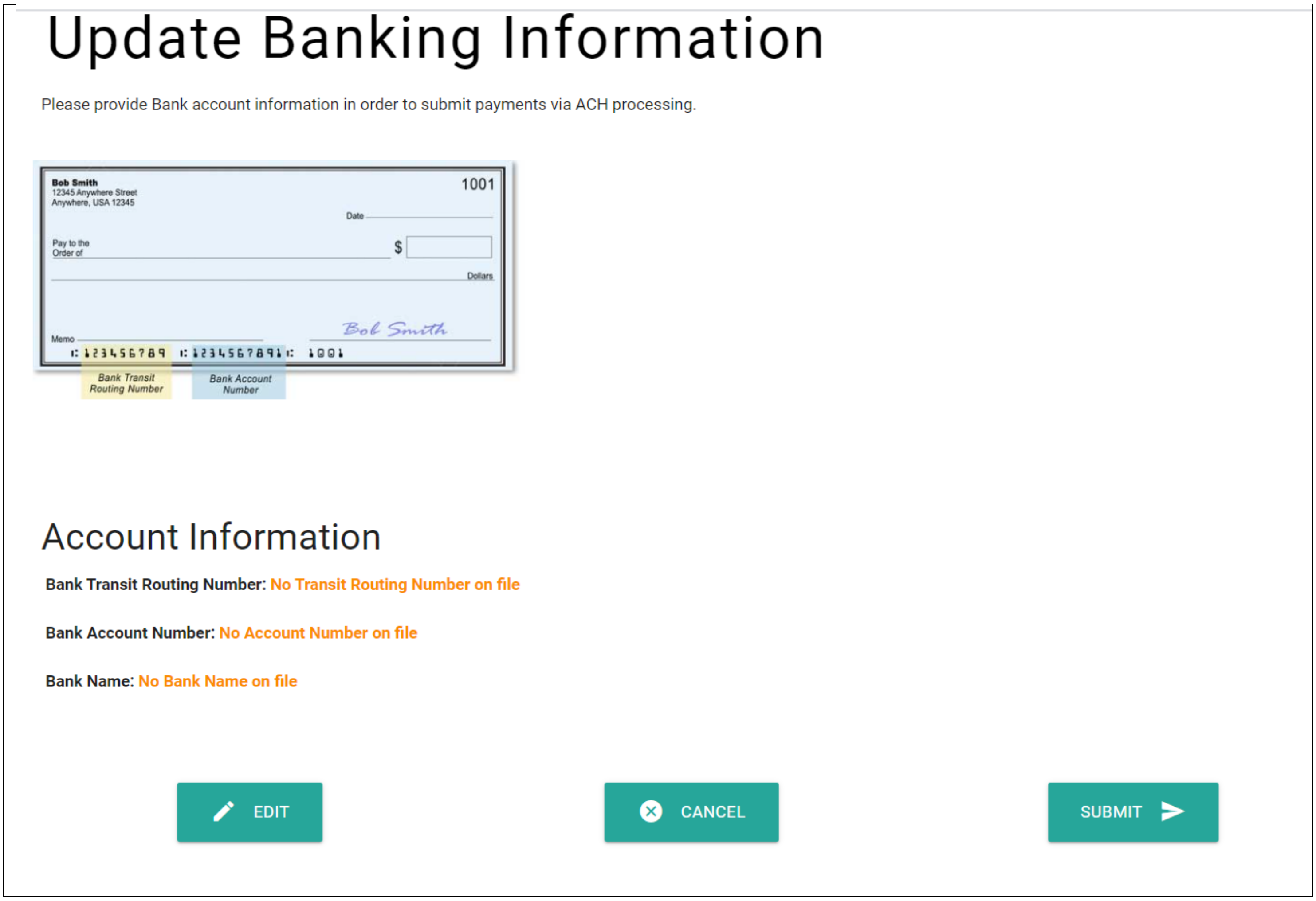
## Setting up Optional ACH Payment Information

The website's "Set Banking Information" option provides employers with the opportunity to enroll in ACH/Electronic payment processing. Choose the option "Set Banking Information" from the 'Main Menu' and click on the *Continue* button.

***Please note: Your banking information must be set up before ACH payment processing is in effect. If you create any remittances prior to setting up your banking information, it will not go through as an ACH payment and you will need to contact the Fund Office or mail in your check.***

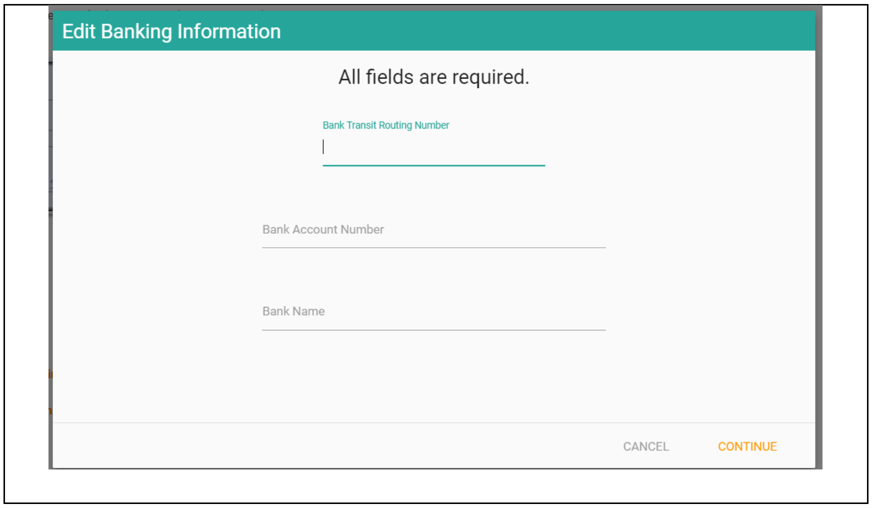


Once “Set Banking Information” is selected from the ‘Main Menu’, you will be taken to the ‘Update Banking Information’ screen.

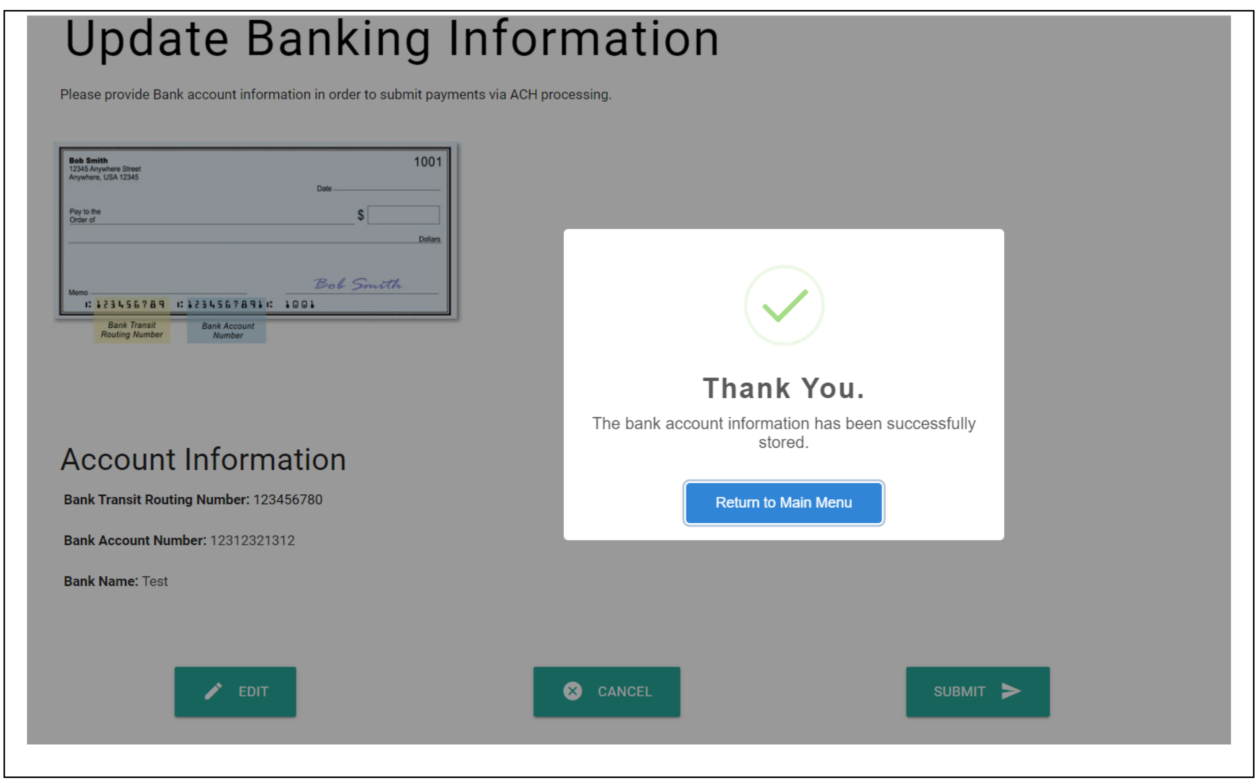


Hit Edit to enter in the required information (Bank Transit Routing number, Bank Account Number, and Bank name), and click the *Submit* button.

You may change your banking information at any time simply by using the "Set Banking Information" menu option. The screen will show the routing number for the current bank, along with a masked format of the account number, and the bank name.

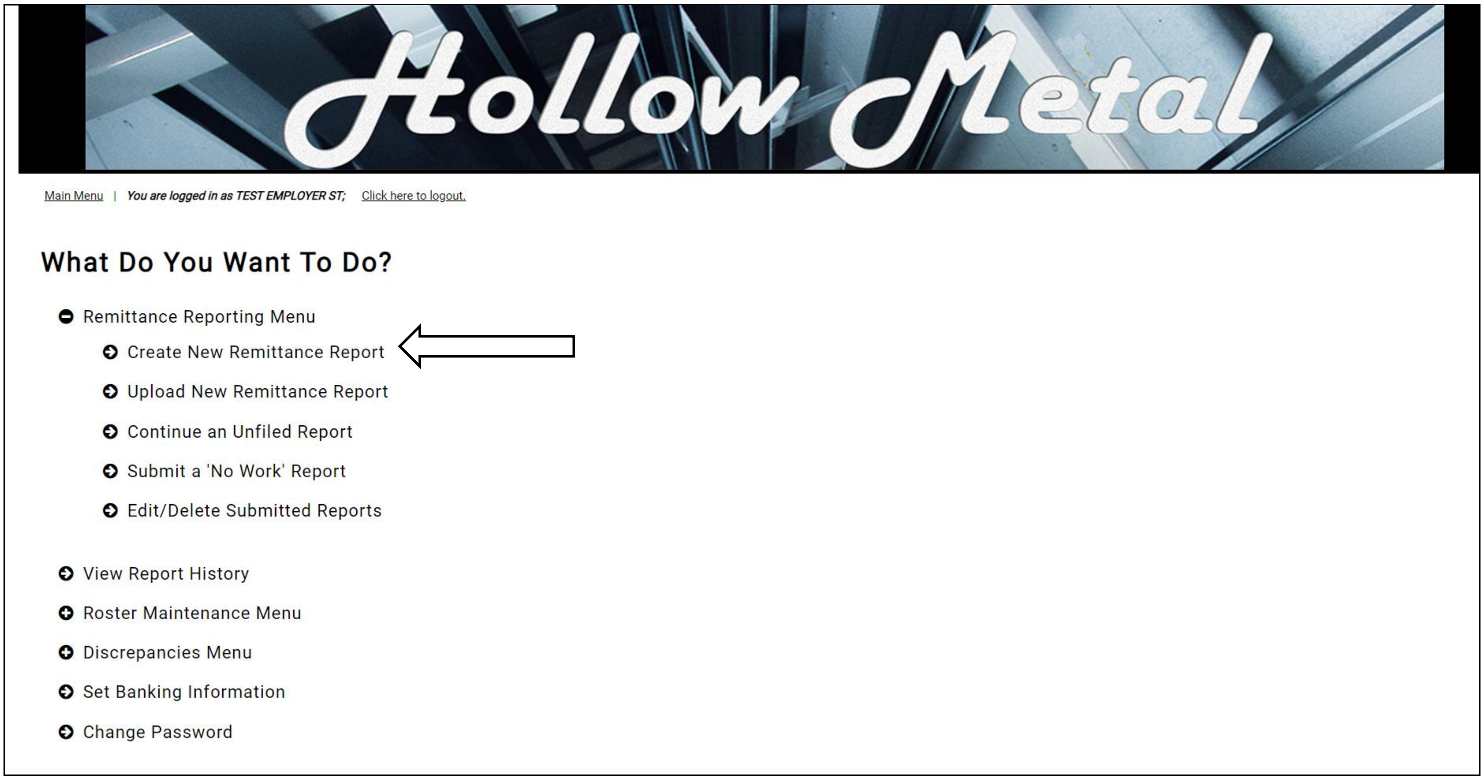



Once you have successfully added your banking information, you will receive a confirmation screen and a prompt to return to your home page.  Click on the prompt to return to your home page (i.e. the Main Menu).

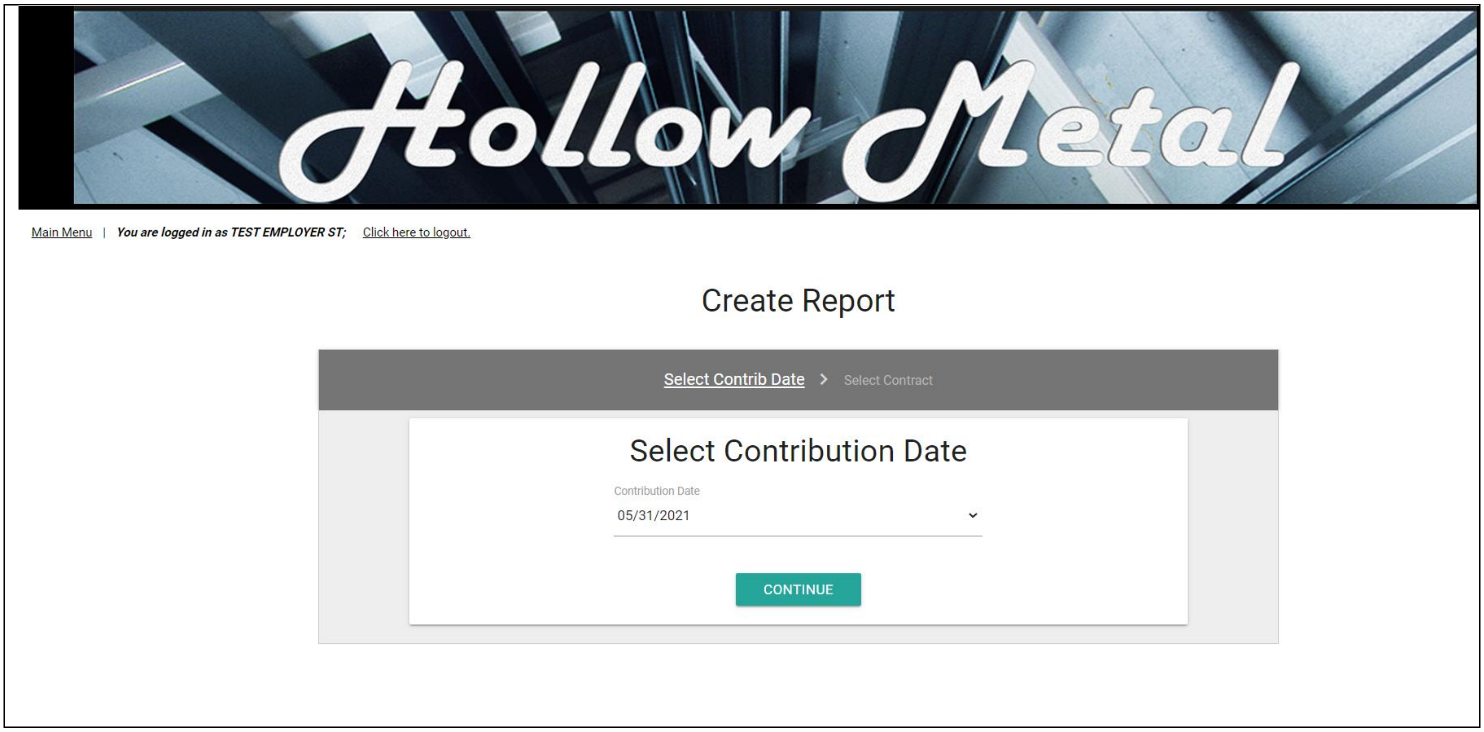


# Creating a New Remittance Report

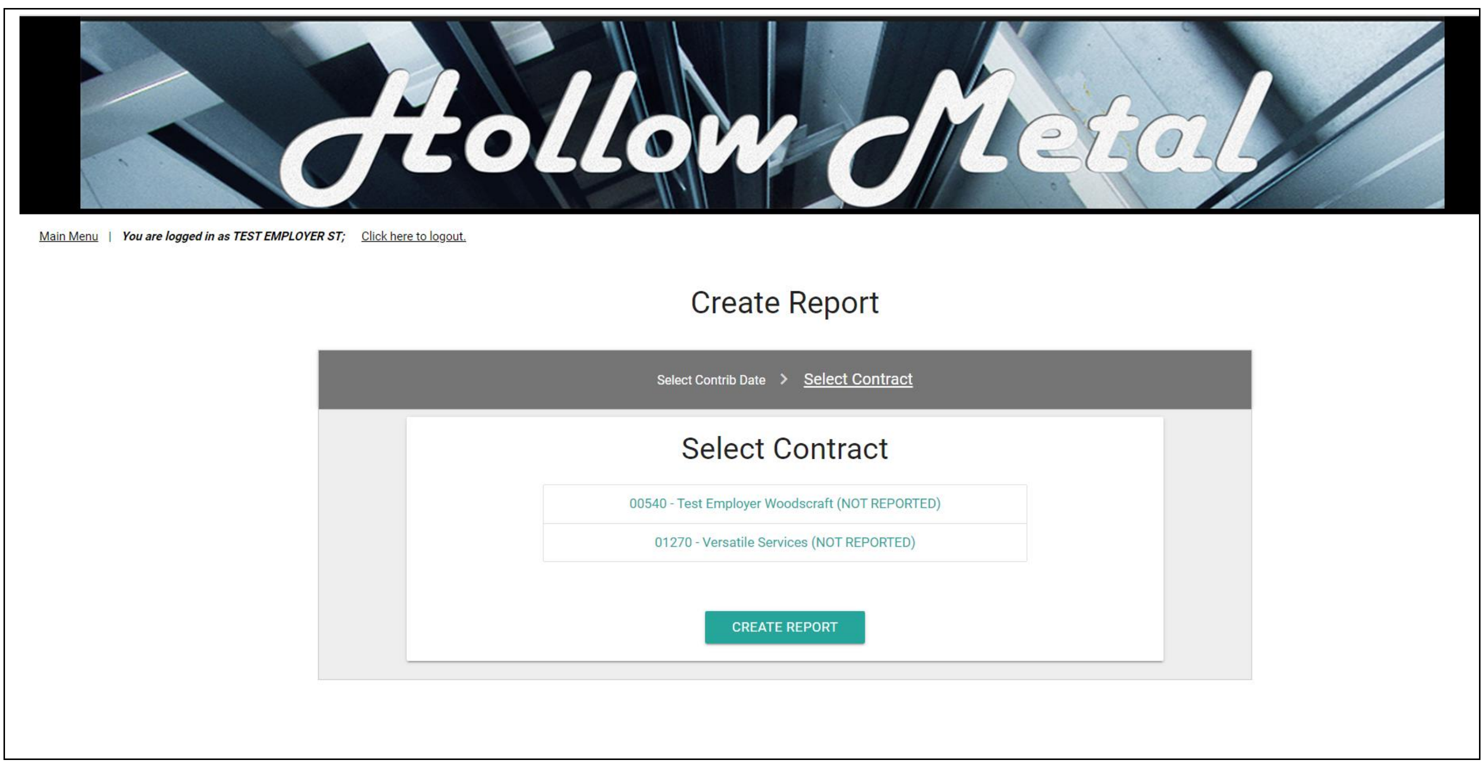
To create a new remittance report, choose “Remittance Reporting” on the Main Menu and click on “Create New Remittance”.




You will then be prompted to select the Period Ending Date from a drop down list. Click “Continue” once you have selected the Period Ending Date for your report.




After selecting the Period Ending date, you will be required to 'Pick the Contract Type". If you only report for one contract, you will be taken directly to the "Enter Remittance Report" screen.



## Main Remittance Report Screen

After you make your selection from the Period Ending Date and Contract Type screens, this will bring you to the 'Enter Remittance Report' screen.

# Enter remittance report

**TEST EMPLOYER ST**
**555 MAIN STREET**
**NEW YORK, NY 55555**

Contract Type: 01270 - Versatile Services
For period ending 2-28-2017
Receipt Number: 1478

Show 25 entries

Search:

| SSN | Name | Hours Worked | Unobligated Hours | Obligated Hours | Wages | Probation |
|---|---|---|---|---|---|---|
| 454-54-5454 | BABBINS, MIKE | 0.00 | 0.00 | 0.00 | 0.00 | Y |
| 123-12-3123 | GIBSON, BARRY | 0.00 | 0.00 | 0.00 | 0.00 | |
| 555-66-7777 | JACKSON, DANIEL | 0.00 | 0.00 | 0.00 | 0.00 | |
| 343-56-9787 | Jakobi, Daniel M | 0.00 | 0.00 | 0.00 | 0.00 | |
| 222-33-4444 | JONES, DANIEL | 0.00 | 0.00 | 0.00 | 0.00 | |
| 767-67-6767 | SMITH, CHRISTOPHER | 0.00 | 0.00 | 0.00 | 0.00 | Y |
| 111-22-3333 | SMITH, JOHN M | 0.00 | 0.00 | 0.00 | 0.00 | Y |
| 578-58-6969 | SMITH, JOHN M | 0.00 | 0.00 | 0.00 | 0.00 | Y |
| 888-99-7777 | WENTZ, CARL | 0.00 | 0.00 | 0.00 | 0.00 | |
| 444-55-6666 | WEST, JESSICA | 0.00 | 0.00 | 0.00 | 0.00 | |
| 333-44-5555 | WILLIAMS, BOBBY | 0.00 | 0.00 | 0.00 | 0.00 | |
| | **Total** | 0.00 | 0.00 | 0.00 | 0.00 | |

Showing 1 to 11 of 11 entries

Previous 1 Next

Participants from your last reported month will pre-populate with the names and SSN's from that report. If you have remitted the prior month on the web, the Wage rate you entered previously will also appear. However, the pre-list will only appear if the Fund office has accepted the last report.

You will see several columns: *SSN*, *Name*, *Hours Worked*, *Unobligated/Obligated Hours, Wages,* and P*robation.* You are required to fill in *Hours Worked* and *Wages.* The *Unobligated Hours, Obligated Hours,* and *Probation* column will all automatically populate based on the user's hours' cap and probation status.

You will see a running total for each column in the 'Total' column at the bottom of the table.

| SSN | Name | Hours Worked | Unobligated Hours | Obligated Hours | Wages | Probation |
|---|---|---|---|---|---|---|
| 131-31-3131 | JACKSON, BOB | 0.00 | 0.00 | 0.00 | 0.00 | |
| 757-57-5757 | JAKOBS, DAN M | 0.00 | 0.00 | 0.00 | 0.00 | Y |
| 111-88-5555 | JONES, BOBBY M | 0.00 | 0.00 | 0.00 | 0.00 | |
| 173-21-3949 | SMITH, VICTOR | 0.00 | 0.00 | 0.00 | 0.00 | Y |
| 353-53-5353 | THOMAS, TIM | 0.00 | 0.00 | 0.00 | 0.00 | |
| 424-24-2424 | WILLIAMS, BOBBY | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total | 0.00 | 0.00 | 0.00 | 0.00 | |

You may use the up or down arrows in each column to sort by that particular column (by default the table will sort by participant name, A to Z as indicated by the purple arrow facing up).

| SSN | Name |
|---|---|
| 131-31-3131 | JACKSON, BOB |
| 757-57-5757 | JAKOBS, DAN M |
| 111-88-5555 | JONES, BOBBY M |
| 173-21-3949 | SMITH, VICTOR |
| 353-53-5353 | THOMAS, TIM |
| 424-24-2424 | WILLIAMS, BOBBY |
| Total | |

In the upper right hand corner directly above the table is a search box that filters based on name.

Show 25 entries Search:

| SSN | Name | Hours Worked | Unobligated Hours | Obligated Hours | Wages | Probation |
|---|---|---|---|---|---|---|
| 131-31-3131 | JACKSON, BOB | 0.00 | 0.00 | 0.00 | 0.00 | |
| 757-57-5757 | JAKOBS, DAN M | 0.00 | 0.00 | 0.00 | 0.00 | Y |

In the upper left hand corner above the table, the *Show # Entries* controls the number of participants you see listed on the page. You can display as few as 10, and up to 100 per page.

Show 25 entries

| SSN | Name |
|---|---|
| 131-31-3131 | JACKSON, BOB |
| 757-57-5757 | JAKOBS, DAN M |
| 111-88-5555 | JONES, BOBBY M |
| 173-21-3949 | SMITH, VICTOR |
| 353-53-5353 | THOMAS, TIM |
| 424-24-2424 | WILLIAMS, BOBBY |

In the lower left hand corner below the remittance entry table, the table lists how many participants are displaying on the page out of how many participants are on the report.

| Total | 0.00 |
|---|---|

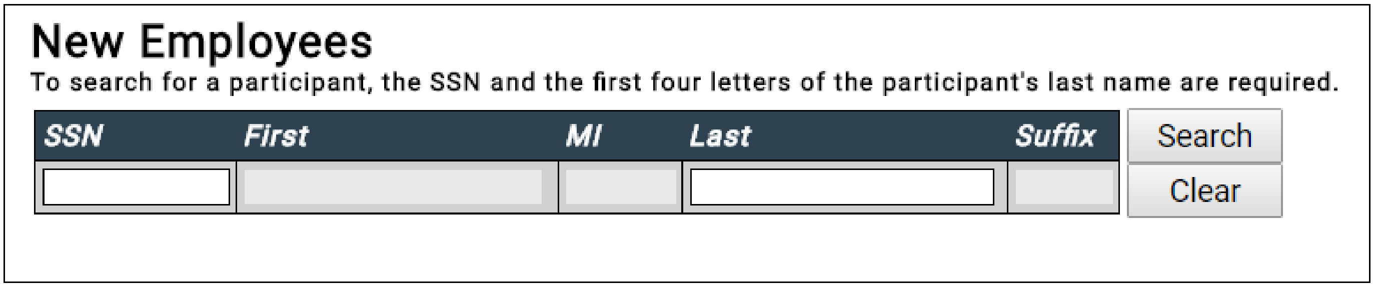
Showing 1 to 6 of 6 entries

In the lower right hand corner, below the remittance entry table, there is a list indicating the number of pages available within the report. To display the next page of participants, you can either select the next number in the series or hit the *Next* button (if there are more pages listed). You may also go to the specific page by clicking on the specific page number (if applicable).

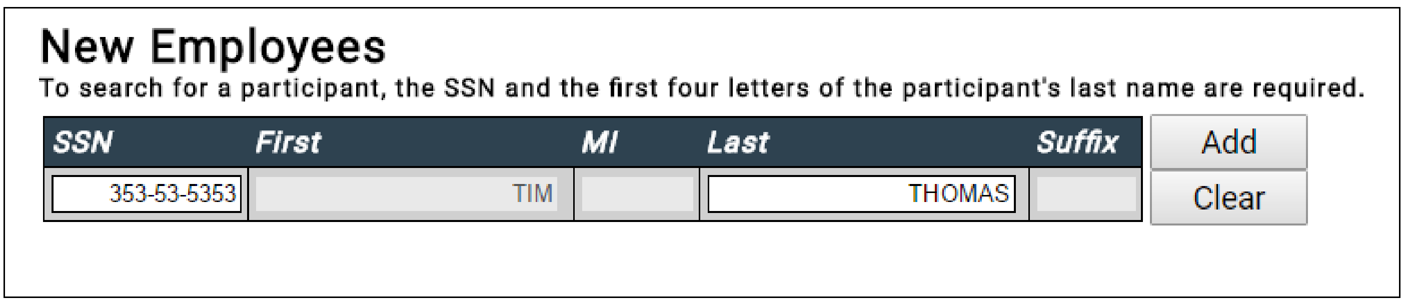

If you do not see a new participant you need to report on, enter their SSN into the New Employees section below the remittance entry table. If they are already in the system, their name will pre-populate and you can click on the *Add* button to add them to the remittance report. For more information about adding a new employee, please see the "Adding a New Employee" section below.

## Adding a New Employee

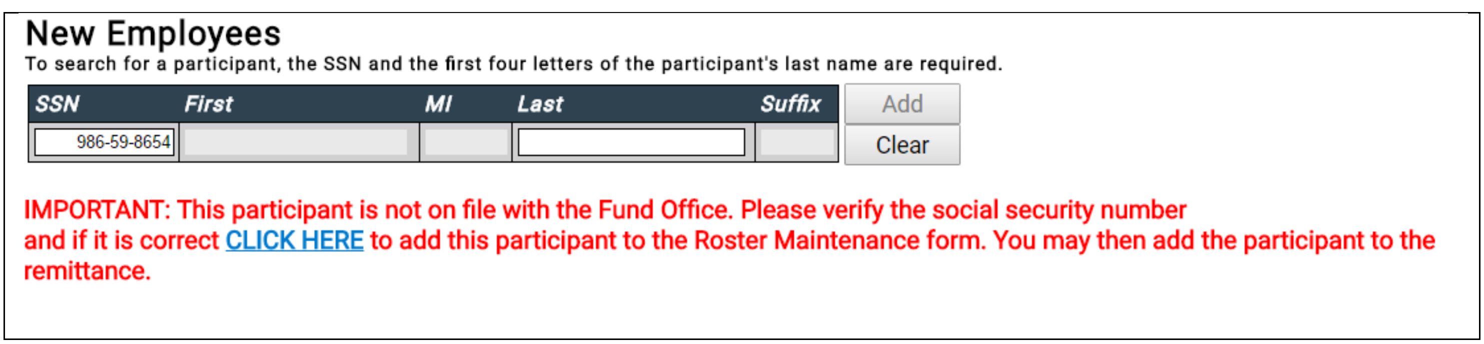
If you have a new employee to remit for, or this is your fist time entering a report, you may enter their SSN and the first four letters of the participants last name, in the "New employees" section under the main table. Then hit the tab key or click on the *Add* button.




Their name will be automatically populated in the name fields, at which point you will need to click on the *Add* button again. After clicking on the *Add* button, the new employee will be added to the main remittance table.

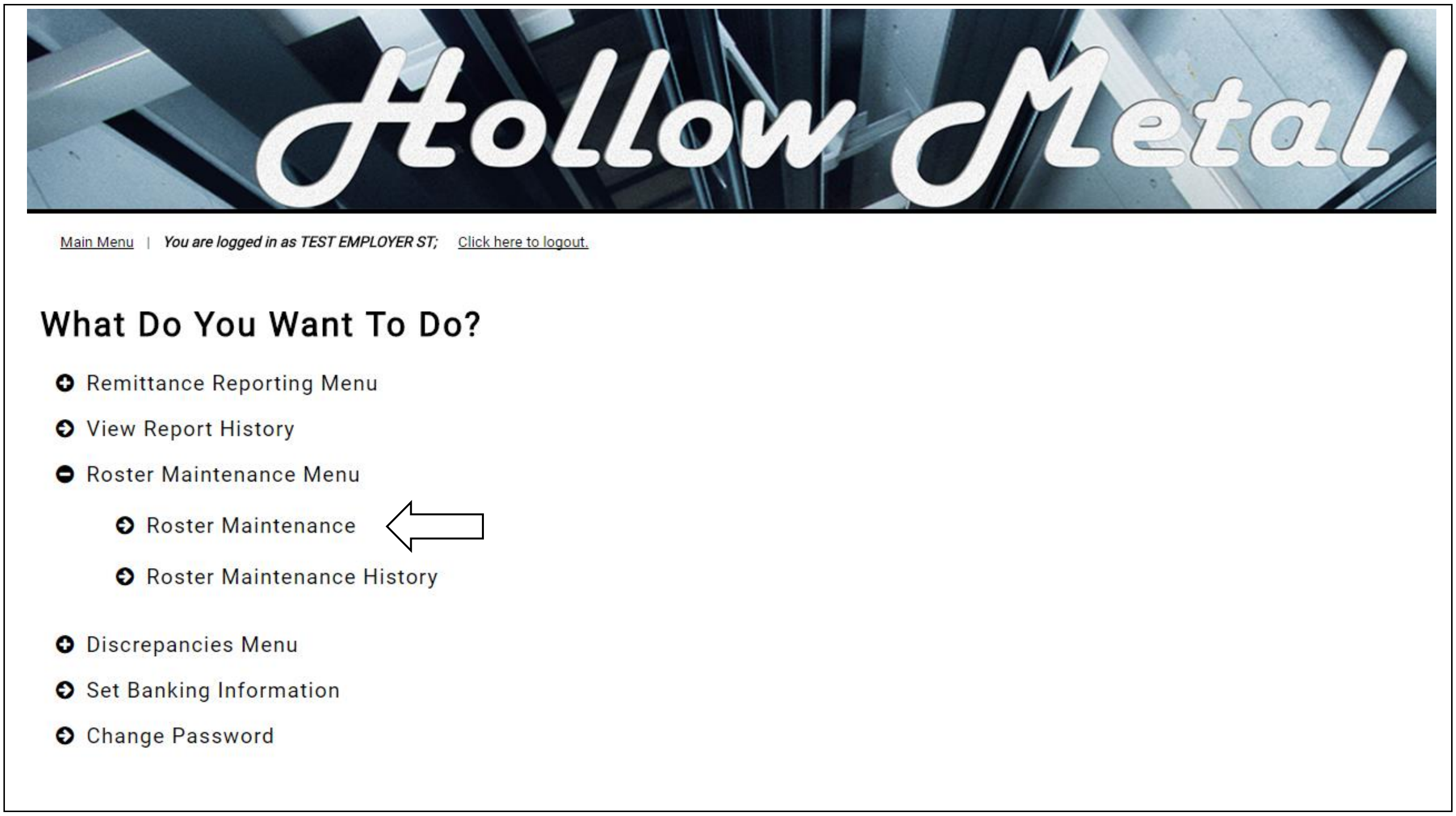



If you enter in a SSN that is not currently in the system, a message will populate saying the participant is not on file. Next, verify that the SSN number entered is correct. After confirming that the SSN entered is correct, you can click on the "CLICK HERE" link which will open a new window and take you to the Roster Maintenance page.

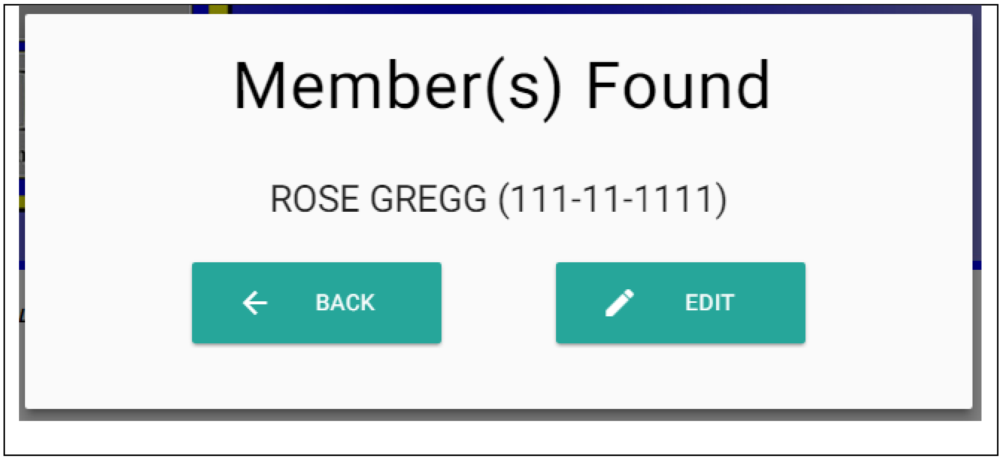


## Roster Maintenance

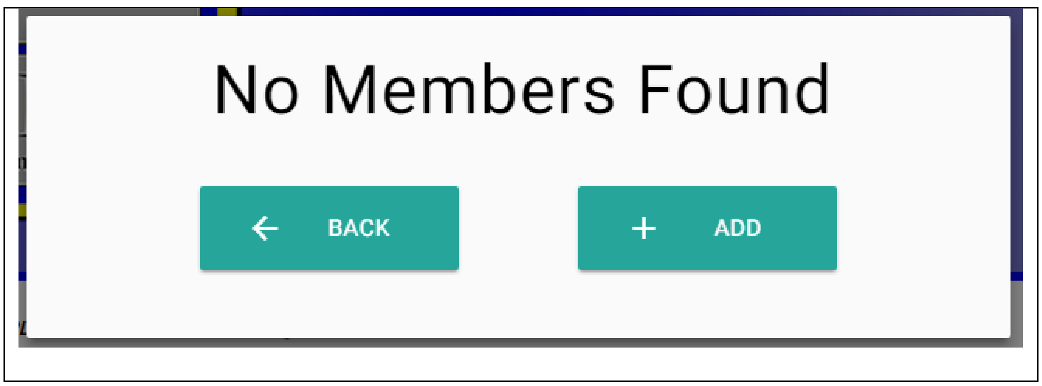
If the employee is not an existing member on the Fund Office's system, you will need to add them using the Roster Maintenance form. You can also use this form to update hire date information for participants. To access the roster maintenance form, select Roster Maintenance under Roster Maintenance on the Main Menu.



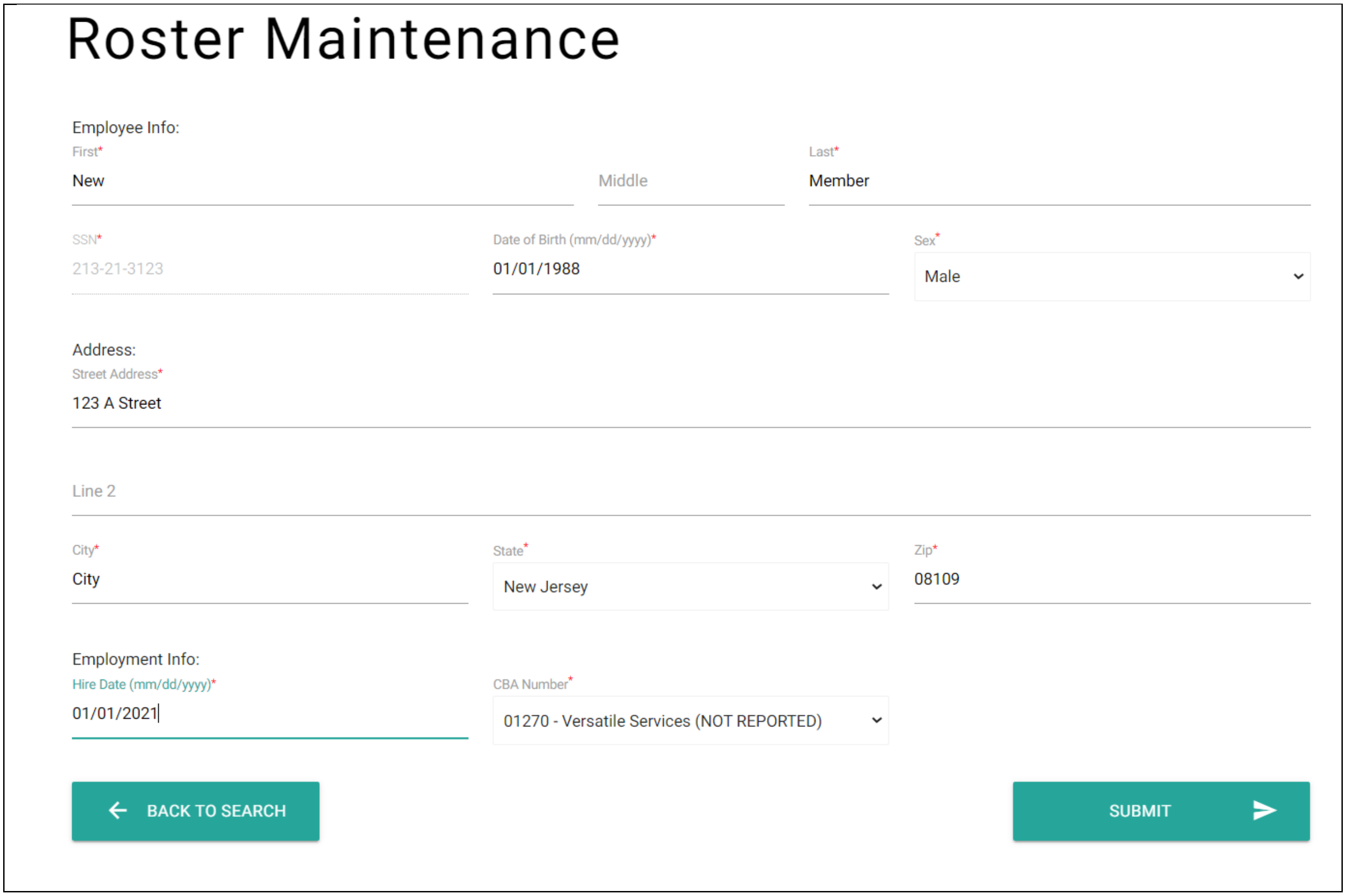

After selecting Roster Maintenance, you will be prompted to enter in a SSN number (if you were directed to the roster maintenance form from the remittance entry screen, the SSN will automatically populate). If the SSN already exists in the system, it will display the following popup window saying the member's record has been found. Click "Edit" if you'd like to enter/update hire information for this participant.



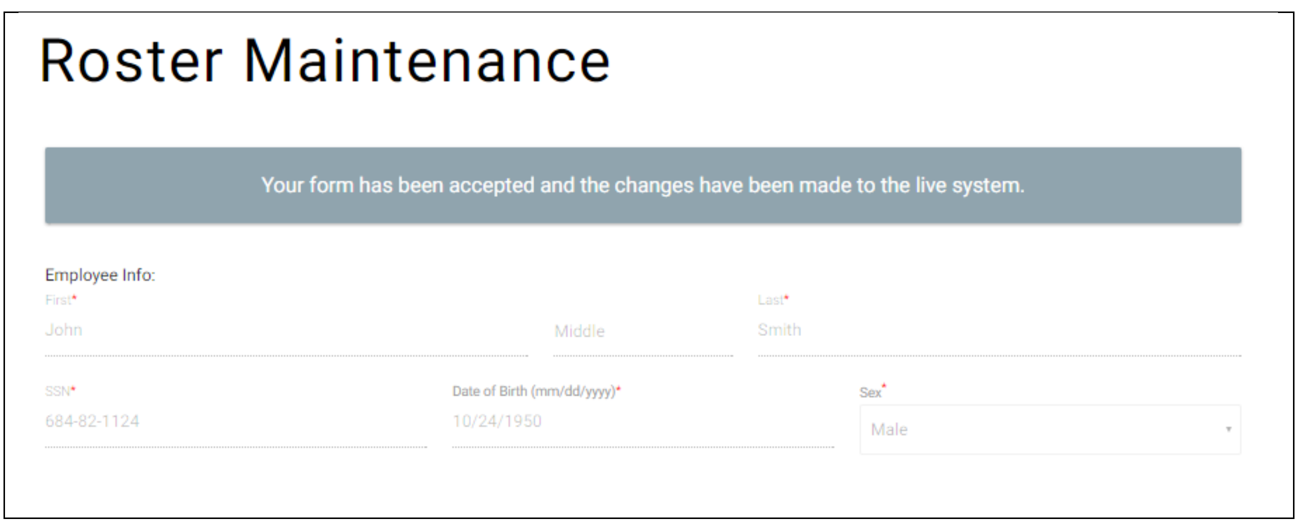

If you enter in a SSN that does not exist in the system, the following popup message will appear and prompt you to add the member using the roster maintenance form.




After selecting "Add", you will be directed to the form where you can enter in census information for that new participant. You will be required to enter in the participants First and Last name, Date of Birth, Sex, full street address, and hire date.




Once all of the required information has been inputted, you can select Submit it will update your live system to include the newly added participant. The following message will appear if the form was submitted successfully.



## Roster Maintenance History

From the Main Menu, you have the ability to view the Roster Maintenance forms that have been previously submitted. Select "Roster Maintenance History" under Roster Maintenance on the main menu.

Main Menu | *You are logged in as TEST EMPLOYER ST;* Click here to logout.

### Submitted Form History

Show 10 entries Search:

| Form Nbr | Submit Date | Submit Time | SSN | Last Name | First Name | Form Type |
|---|---|---|---|---|---|---|
| 66 | 02/17/2017 | 14:20:31 | 684-82-1124 | Smith | John | ROSTER CHANGE |
| 65 | 02/07/2017 | 14:39:27 | 635-41-5653 | Test | Seth | ROSTER CHANGE |
| 47 | 01/30/2017 | 12:08:06 | 767-67-6767 | blah | blah | ROSTER CHANGE |
| 46 | 01/30/2017 | 11:47:49 | 141-41-4141 | JONES | DAN | ROSTER CHANGE |
| 45 | 01/30/2017 | 11:23:08 | 424-24-2424 | WILLIAMS | BOBBY | ROSTER CHANGE |
| 44 | 01/30/2017 | 11:15:01 | 757-57-5757 | JAKOBS | DAN | ROSTER CHANGE |
| 43 | 01/27/2017 | 17:07:02 | 173-21-3949 | SMITH | VICTOR | ROSTER CHANGE |
| 42 | 01/27/2017 | 15:29:46 | 111-88-5555 | JONES | BOBBY | ROSTER CHANGE |

Showing 1 to 8 of 8 entries Previous 1 Next

*Clicking on any row will open a new window containing the PDF of that report.*

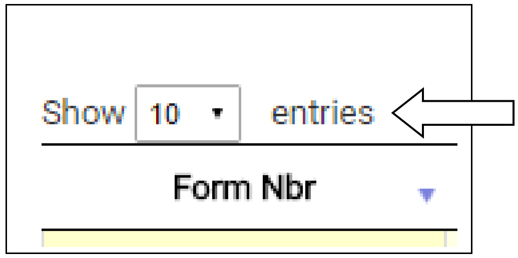
You will now see a list of all of the roster maintenance forms that you have submitted. The information included will show: form number, submit date, submit time, SSN, last name, first name, and form type.

***If the "Next" button appears underneath the table of reports, this means that there are additional reports that you can view.*** You may advance to these pages by clicking on the specific page number. You may also advance chronologically through all pages by selecting the "Next" link.

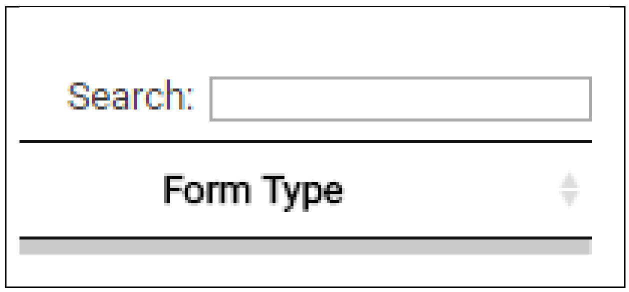
The Roster Maintenance History table has a number of functions available to expedite the process of sorting and/or filtering search results for previously submitted online remittance reports. Please see below for a list of functions available:

The user has the ability to click on the headers on the table (such as Date Filed or Submit Date) to sort report history by highest-to-lowest, lowest-to-highest, alphabetical, or reverse alphabetical order; depending on the field selected.

The user can control the number of reports they wish to see on the page above the upper left hand corner of the table. The table defaults to listing 10 entries per page, and can display as many as 100.

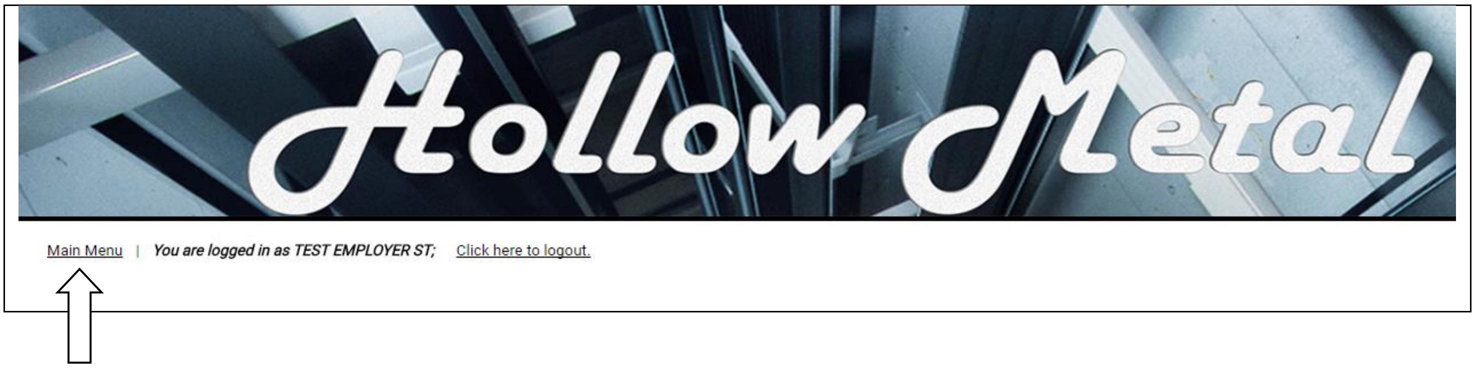



The user can also enter text into the Search box on the right above the Report History table to filter the report history table results.



## Using Calculate & Save to Complete a Report Later

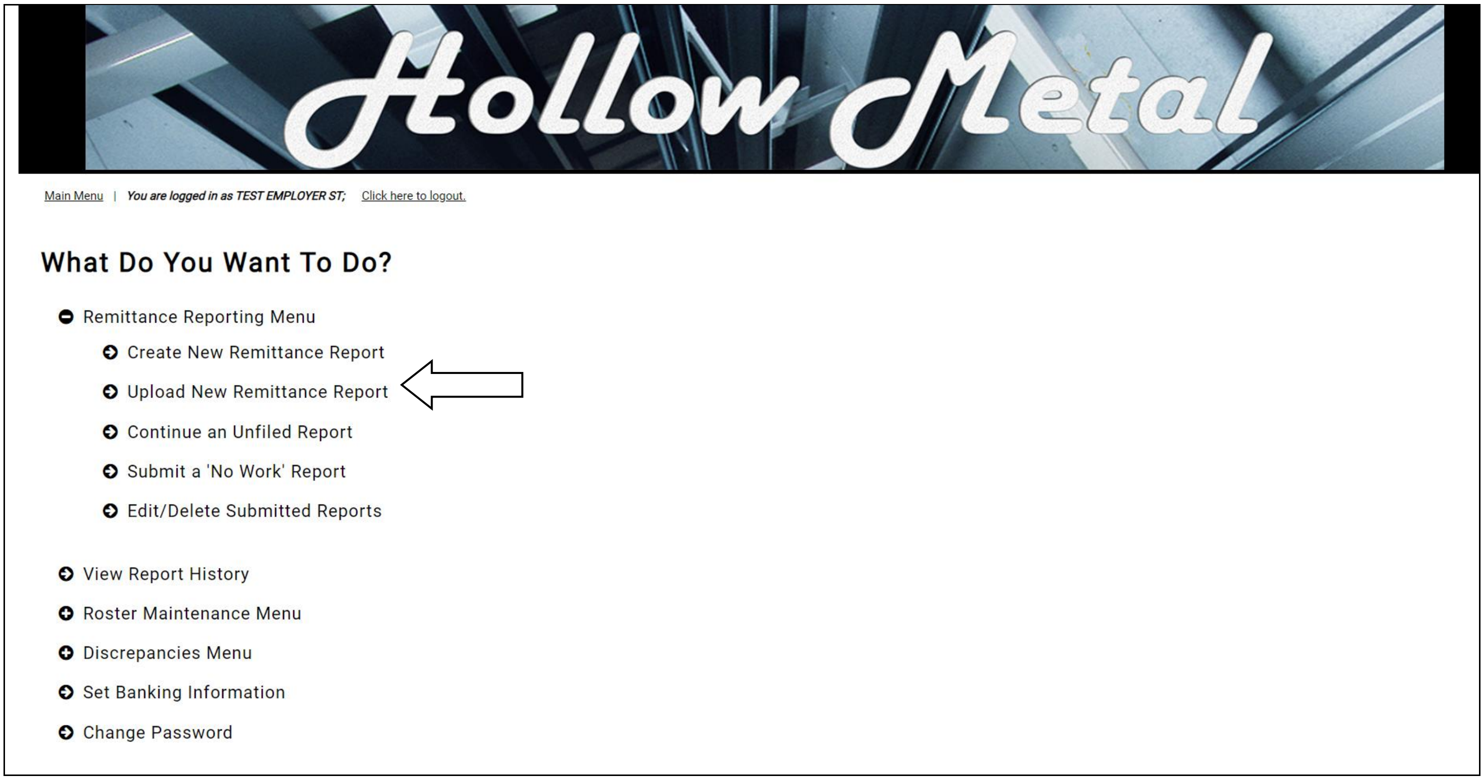
At any point in the process above, if you have started entering a remittance and are unable to finish it during your website session, you may hit the *Calculate and Save* button, and it will save your report to be completed later. You can then either return to the Main Menu by clicking on the *Main Menu* link on the top left side of the page, or you can log out by clicking on the *Click here to logout* link.



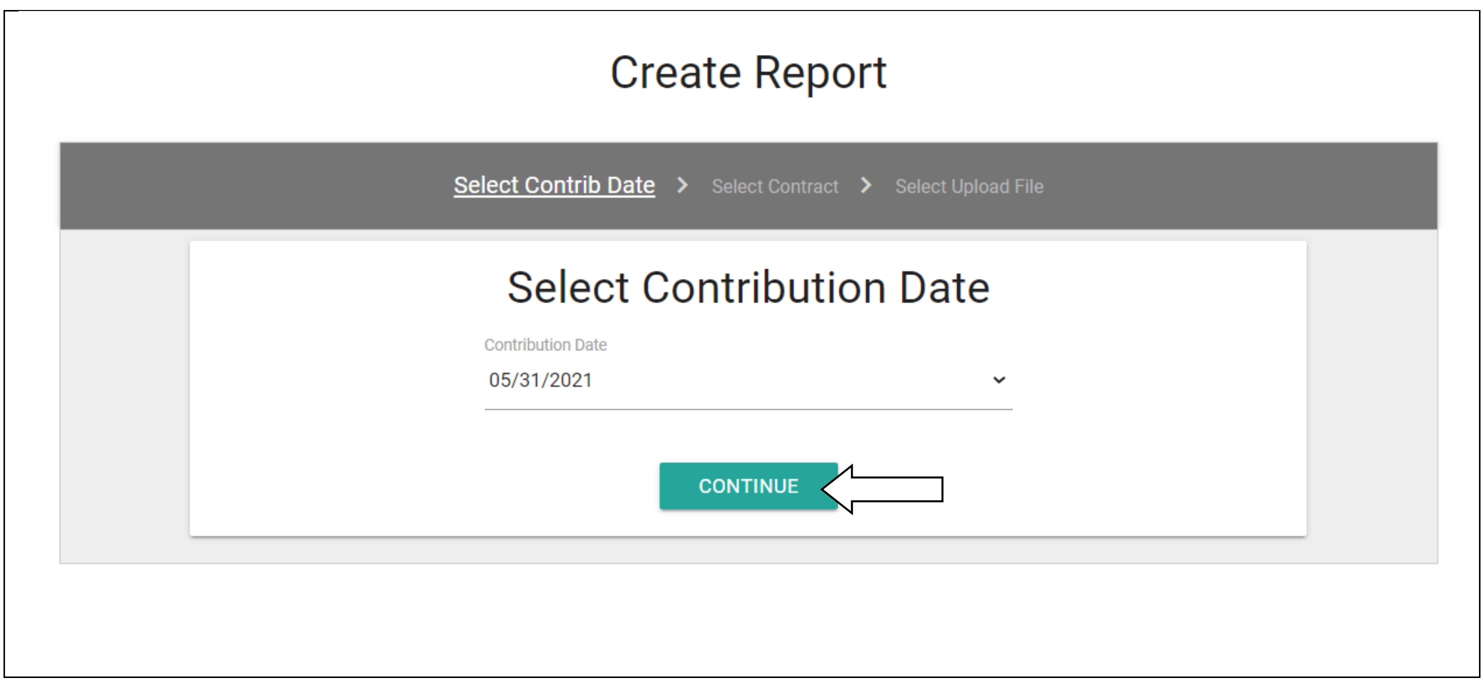

At a later time, you may select the option on the Main Menu to "Continue Unfiled Report" to finish your remittance. Please see page 34 for more information about working on an unfiled report.

## Uploading a Remittance Report

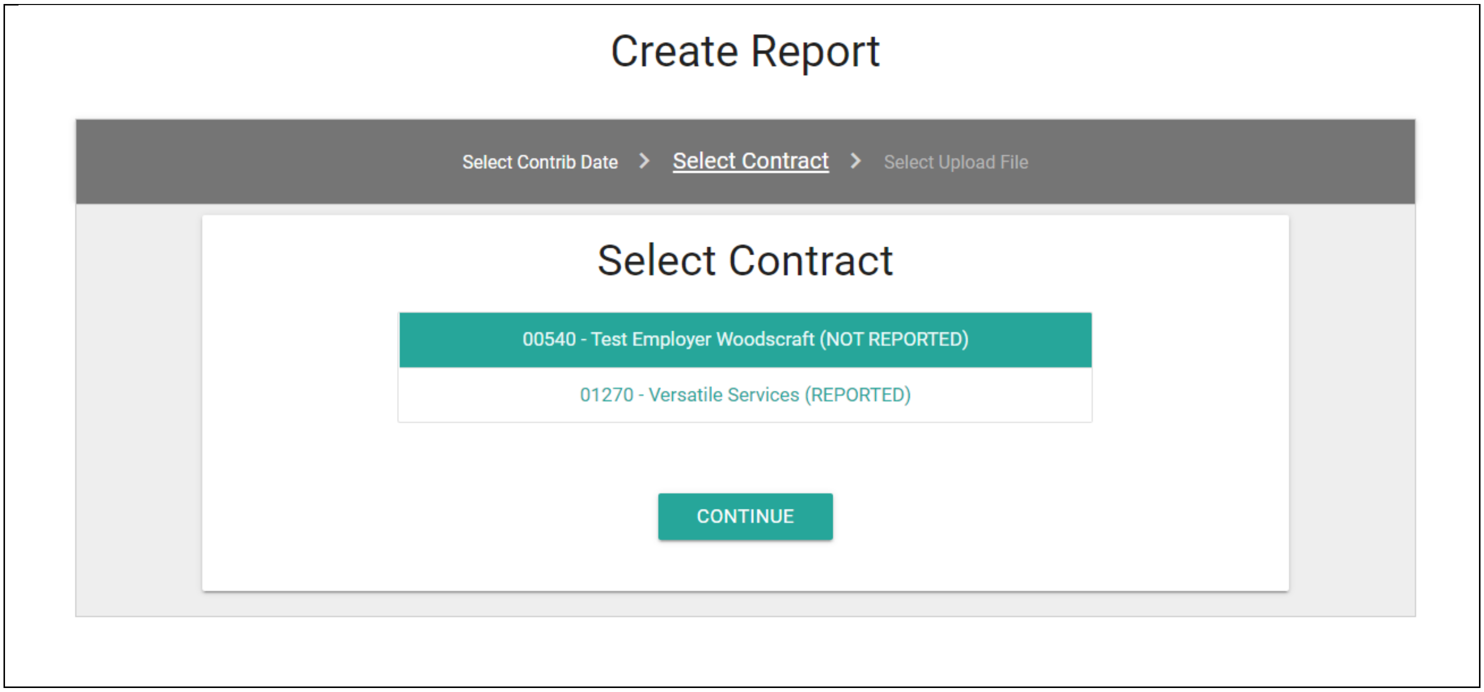
To upload a new remittance report from a .csv or .txt file, choose *Upload New Remittance Report* from the *Remittance Reporting* option on the *Main Menu*. For information on the file format please see the Upload Specifications section on page 50 of this document.



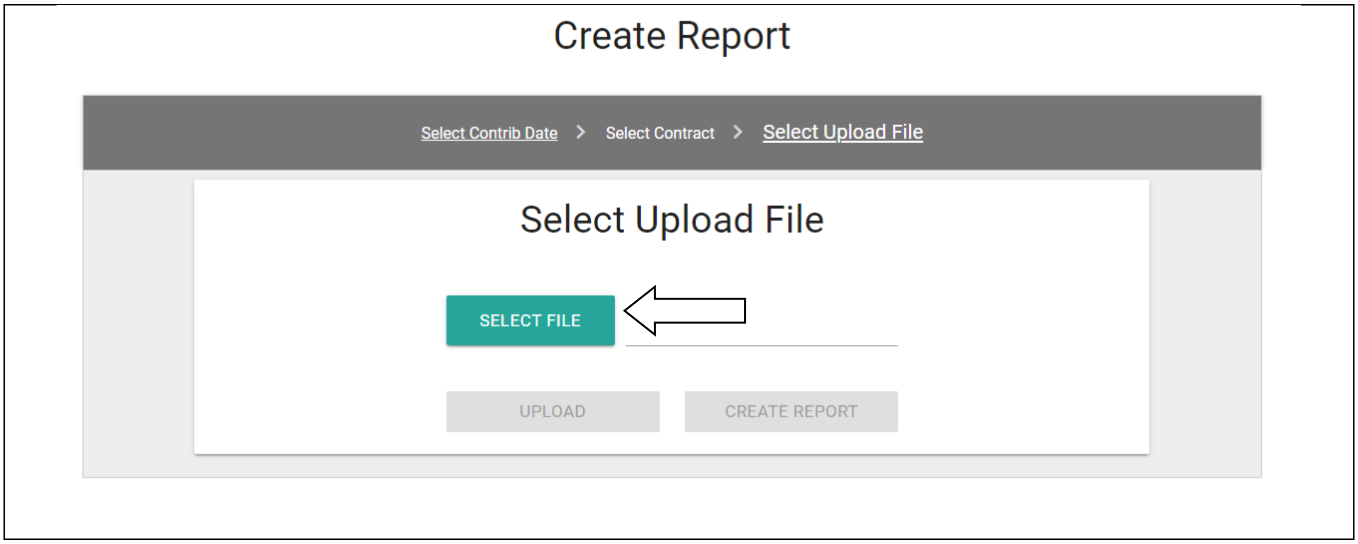

You will then be prompted to select the contribution month.  Click the date below *Select Contribution Month* to bring up a list of available months.



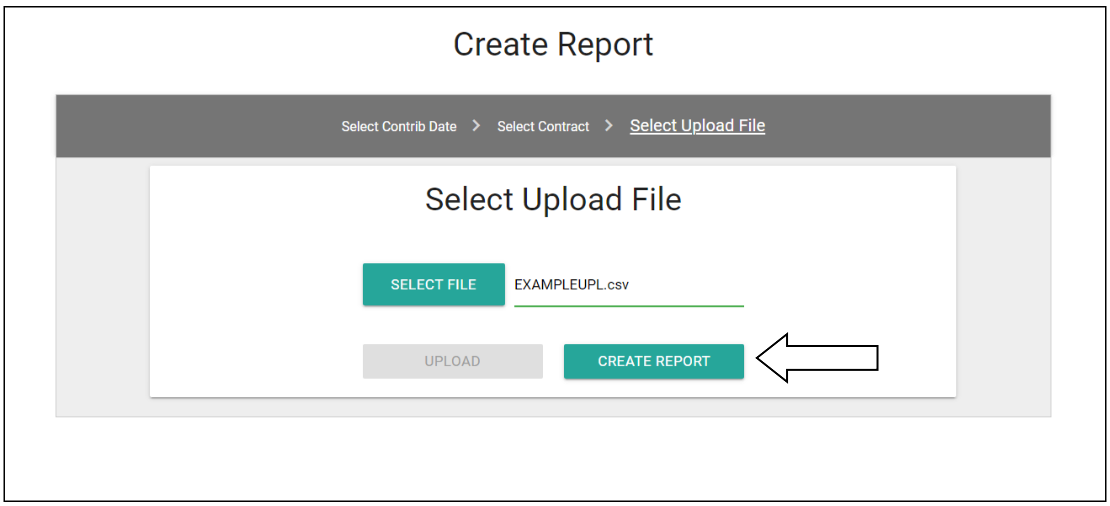
Next, you will be asked to *Select Contract* for the contract you are reporting for. Choose the contract and click the *CREATE REPORT* button.




Then, you will choose *SELECT FILE* to bring up a window where you can choose the file that you have saved on your computer. The file must meet all upload specifications that are on the last page of this document. After you have selected a file click the *UPLOAD* button.




After clicking the *UPLOAD* button, the *CREATE REPORT* button should be highlighted. Click *CREATE REPORT*.




All information from your file should now be populated in the remittance table. Click *Calculate & Save* to save the report. After you have looked over the information you can *Submit* the remittance report. For more information on submitting a remittance see the *Submitting the Report* section of this document.

# Enter remittance report

**TEST EMPLOYER ST**
**555 MAIN STREET**
**PHILADELPHIA, PA 99999**

Contract Type: 00540 - Test Employer Woodscraft
For period ending 5-31-2021
Receipt Number: 8185

Show 25 entries

Search:

| SSN | Name | Hours Worked | Wages | Premium | Premium Amount | Probation |
|---|---|---|---|---|---|---|
| 122-22-2222 | Bobby, Williams | 122.00 | $3,223.00 | ☑ | 500.00 | |
| 233-33-3333 | Test, Participant | 122.00 | $2,332.00 | ☑ | 500.00 | |
| | Total | 244.00 | $5,555.00 | | $1,000.00 | |

Showing 1 to 2 of 2 entries

Previous 1 Next

Once you have hit calculate and save, the Export Table and Participant Contributions as CSV File button will highlight. Click to download the .csv file that will provide the remittance entry details as well as the break out of participant contribution amounts by fund:

Calculate and Save | Export Table and Participant Contributions as CSV File

Please review the totals in the table(s) below. If they are correct, you can use the "Submit" button to file the report. If they are not correct, you can make changes to the details above and re-calculate using the "Calculate and Save" button.

## Calculating the Remittance Report

After clicking on the *Calculate and Save* button, the website will generate the *Total Billed* for each fund. The funds listed will vary pending on the contract selected.

Calculate and Save | Export Table and Participant Contributions as CSV File

Please review the totals in the table(s) below. If they are correct, you can use the "Submit" button to file the report. If they are not correct, you can make changes to the details above and re-calculate using the "Calculate and Save" button.

| | ***Total Obligated Hours*** | ***Total Wages*** | ***Total Billed*** |
|---|---|---|---|
| HEALTH AND WELFARE | 55.00 | $0.00 | $398.75 |
| ANNUITY | 0.00 | $55.00 | $3.58 |
| Totals: | | | $402.33 |

**Comments**

**Payment method**

Mail Check

Use ACH

**You have until 7:15 PM Thursday evening to submit your report and have the debit clear on 05/07/2021.**

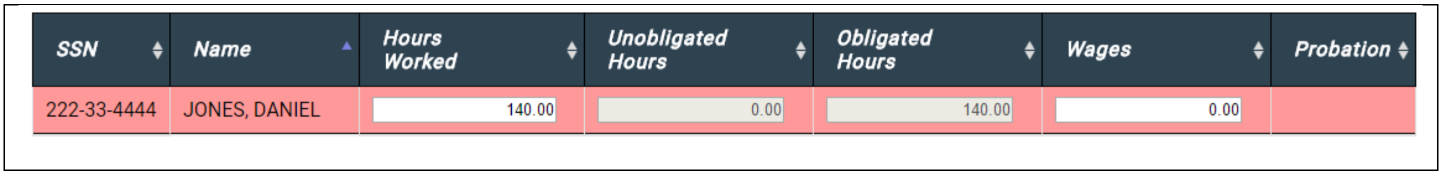
*****

PLEASE VERIFY ALL TOTALS ARE ACCURATE BEFORE SELECTING 'SUBMIT REPORT'.

Submit Report

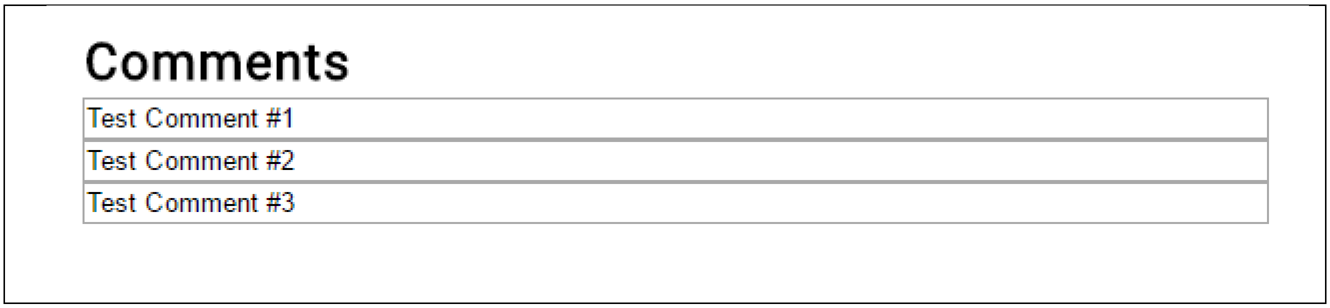
If you have entered *Hours* Worked but did not enter *Wages* (and vice versa), you will get an error message advising you that there are errors in the report that need to be fixed before submission. After reviewing the data, simply go back to the remittance table and correct the participant who is highlighted. You can then click on the *Calculate and Save* button again to re-total the remittance.

The following highlighted participants are missing either Hours Worked or Wages.
Please enter the missing information, and then click on the Calculate and Save button again to proceed.



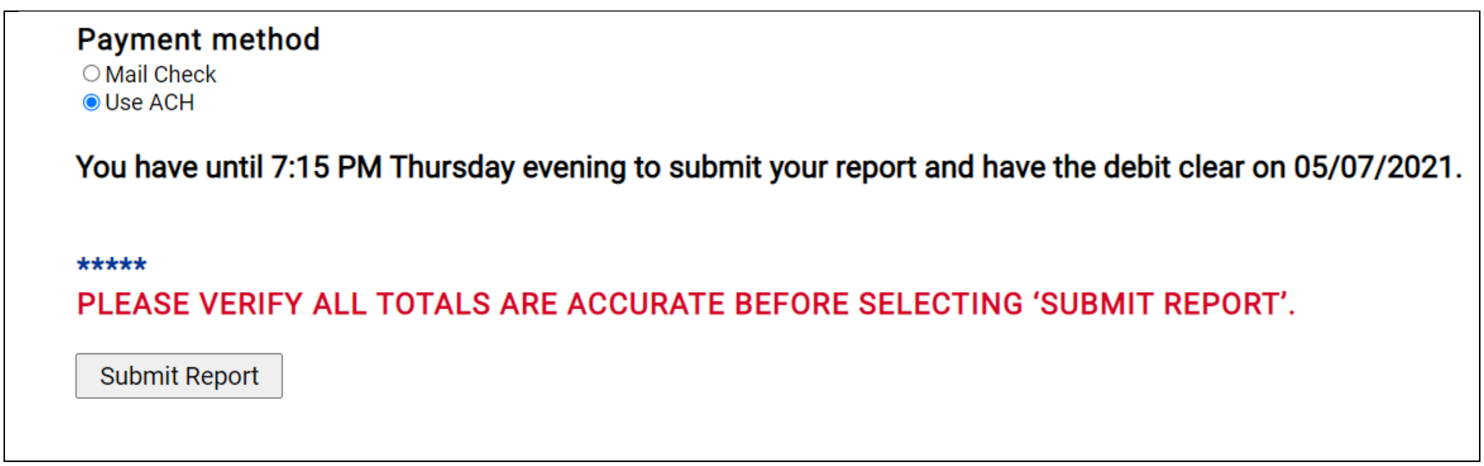
| SSN | Name | Hours Worked | Unobligated Hours | Obligated Hours | Wages | Probation |
|---|---|---|---|---|---|---|
| 222-33-4444 | JONES, DANIEL | 140.00 | 0.00 | 140.00 | 0.00 | |

You may also add comments to the “Comments” field, and they will be submitted to the Fund Office within your report.




## Selecting a Payment Method

After you have reviewed the entry and are ready to submit the report, choose your preferred payment method. You will see a ‘Mail Check’ option and a ‘Use ACH’ option.



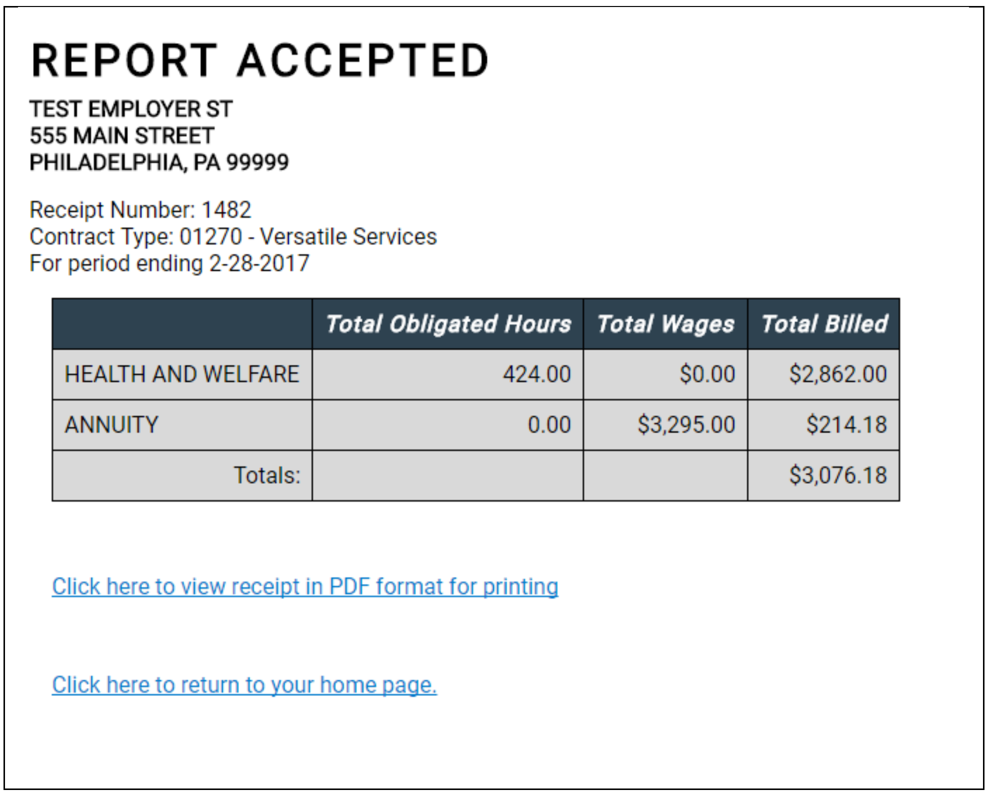

To mail a check when selecting the ‘Mail Check’ option, you will need to print the PDF created on the ‘Report Accepted’ screen shown after clicking *Submit Report*, and mail this in along with your check for the applicable funds to the Fund Office.

To pay via <u>ACH</u> (if you have enrolled your banking information) you will simply choose the 'Use ACH' option, choose the date you wish to have the funds deducted from your bank account, and click *Submit Report*. The full total of your report will be paid by using this option. If you have not enrolled in ACH payment processing yet, you will see a message to submit check payment(s) to the Fund Office.

The ACH payment on the site will always be the Friday of that week, so long as the report is submitted before 7:15 that Thursday evening, and Friday is not a holiday.

## Submitting the Report

After you have reviewed the fund contribution totals and selected your preferred method of payment, please click the *Submit Report* button to send the report to the Fund Office. You will then be directed to a screen confirming that your report has been submitted to the Fund Office. The confirmation page will display your receipt number for the remittance report (located directly below your address).



# REPORT ACCEPTED

**TEST EMPLOYER ST**
**555 MAIN STREET**
**PHILADELPHIA, PA 99999**

Receipt Number: 1482
Contract Type: 01270 - Versatile Services
For period ending 2-28-2017

| | *Total Obligated Hours* | *Total Wages* | *Total Billed* |
|---|---|---|---|
| HEALTH AND WELFARE | 424.00 | $0.00 | $2,862.00 |
| ANNUITY | 0.00 | $3,295.00 | $214.18 |
| Totals: | | | $3,076.18 |

Click here to view receipt in PDF format for printing

Click here to return to your home page.

On the "Report Submitted" page, you will see a link to print out the report in a PDF format. Click on this link in order to view and/or print out a copy of the report.

## PDF Copy of Submitted Report

All the information that you previously entered through your online remittance processing will be listed on the PDF. You can print a copy of the PDF report by clicking on the *File* button, and then selecting the "Print" option. All pages of the PDF report are shown below:

# Report Confirmation

Receipt # 1482

TEST EMPLOYER ST(11111)
555 MAIN STREET
PHILADELPHIA,PA 99999

Submission Date: 5-5-2017
Contract Type: 01270 - Versatile Services
Period Ending Date: 2-28-2017

The Benefit Funds have determined a payment of $3,076.18 is due to the Fund Office. Your receipt number is 1482. Please print this document or record the above receipt number for your records and include this receipt number in any correspondence regarding this report.

| | Total Obligated Hours | Total Wages | Total Billed |
|---|---|---|---|
| HEALTH AND WELFARE | 424.00 | $0.00 | $2,862.00 |
| ANNUITY | 0.00 | $3,295.00 | $214.18 |
| | | Total | $3,076.18 |

Receipt # 1482

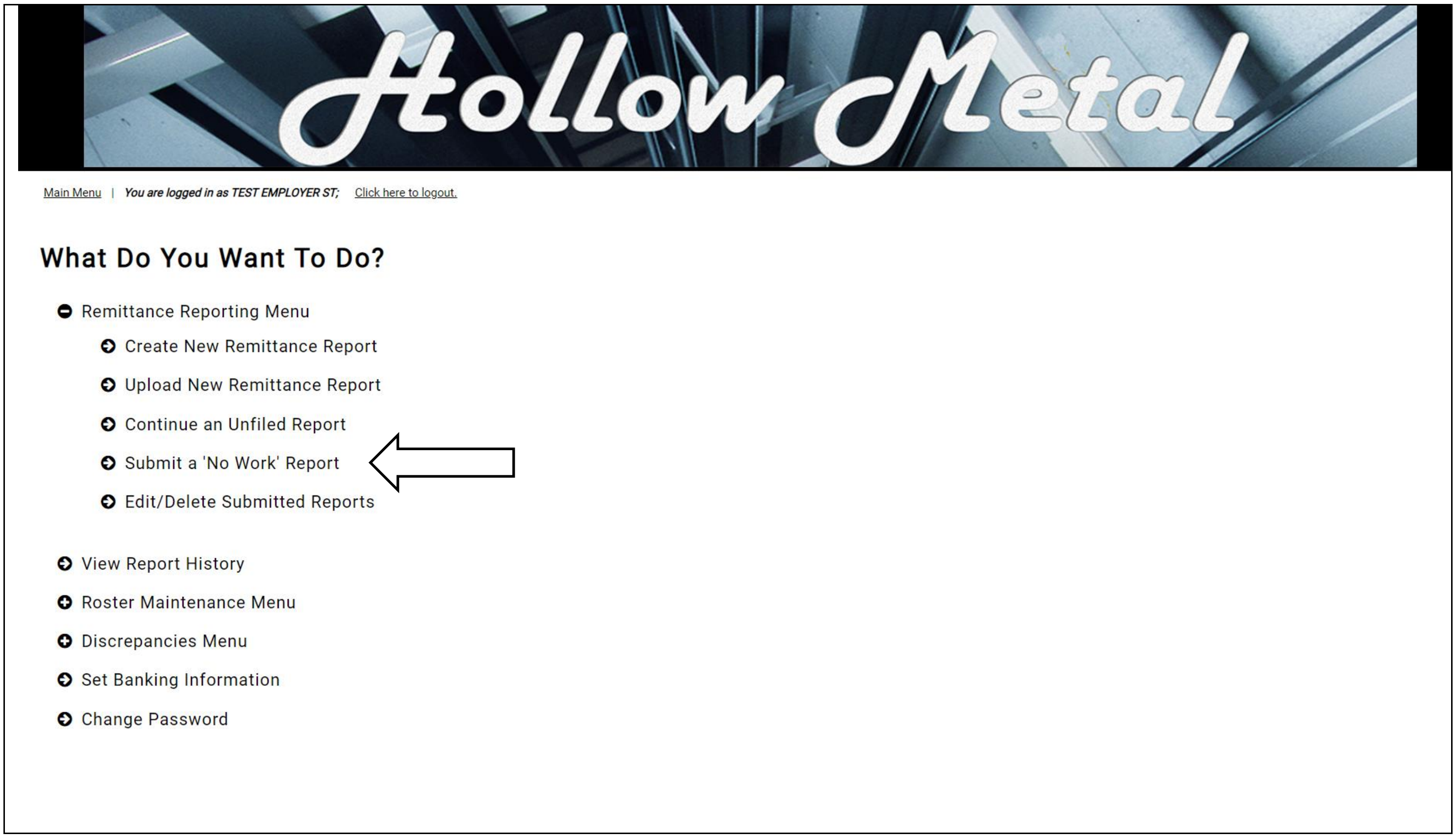
TEST EMPLOYER ST(11111)
555 MAIN STREET
PHILADELPHIA,PA 99999

Submission Date: 5-5-2017
Contract Type: 01270 - Versatile Services
Period Ending Date: 2-28-2017

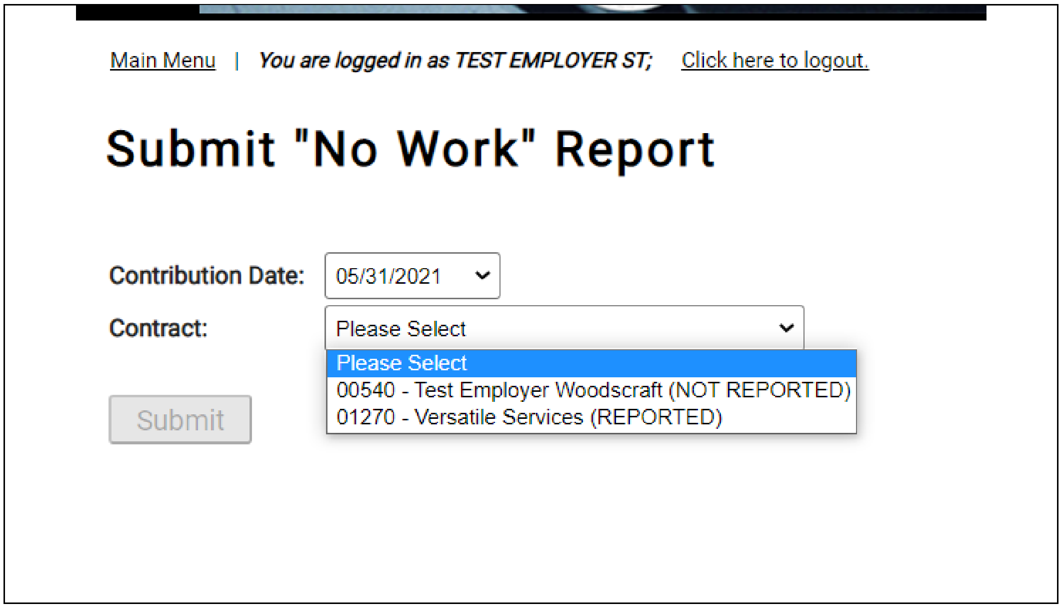
| SSN | Employee | Hours Worked | Unobligated Hours | Obligated Hours | Wages | Probation |
|---|---|---|---|---|---|---|
| XXX-XX-5454 | BABBINS, MIKE | 100.00 | 100.00 | 0.00 | $0.00 | Y |
| XXX-XX-3123 | GIBSON, BARRY | 200.00 | 0.00 | 200.00 | $800.00 | |
| XXX-XX-7777 | JACKSON, DANIEL | 45.00 | 0.00 | 45.00 | $915.00 | |
| XXX-XX-9787 | Jakobi, Daniel M | 99.00 | 0.00 | 99.00 | $154.00 | |
| XXX-XX-4444 | JONES, DANIEL | 80.00 | 0.00 | 80.00 | $1,426.00 | |
| XXX-XX-6767 | SMITH, CHRISTOPHER | 25.00 | 25.00 | 0.00 | $0.00 | Y |
| | | 549.00 | 125.00 | 424.00 | $3,295.00 | |

## Submitting a "No Work" Report

If you are signatory to a certain zone under a certain contract, unified trust job, or project agreement, but have no men to report hours for under that zone, you **must** submit a "No Work" report for this zone to keep current.   To submit a "No Work" report, you will want to select the "Submit a No Work Report" option under "Remittance Reporting Menu" on the Main menu.



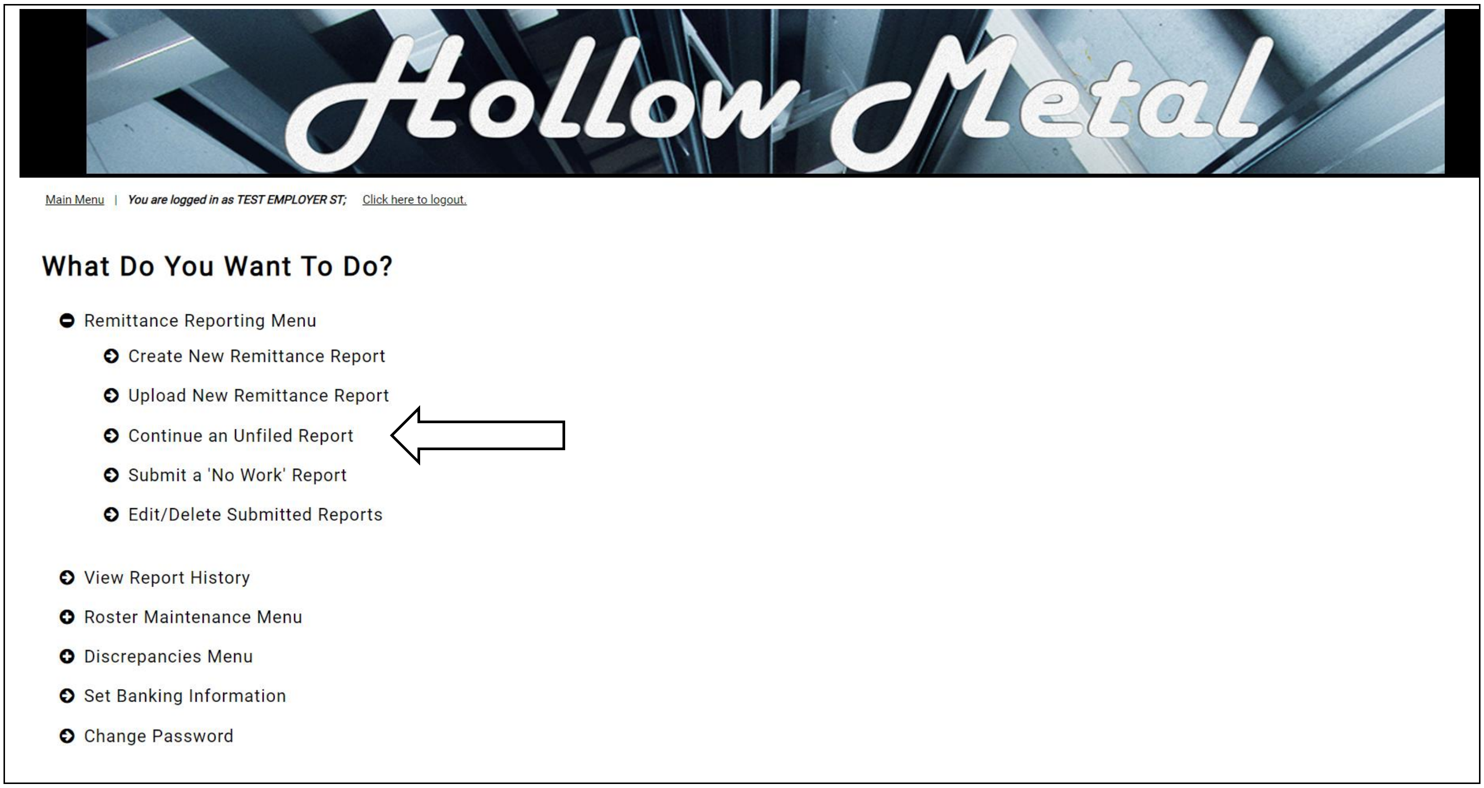

You will be taken to the *Submit "No Work" Report* page where you must choose the *Contribution Month* and the *Contract* that you are reporting for. Then, click the *Submit* button.



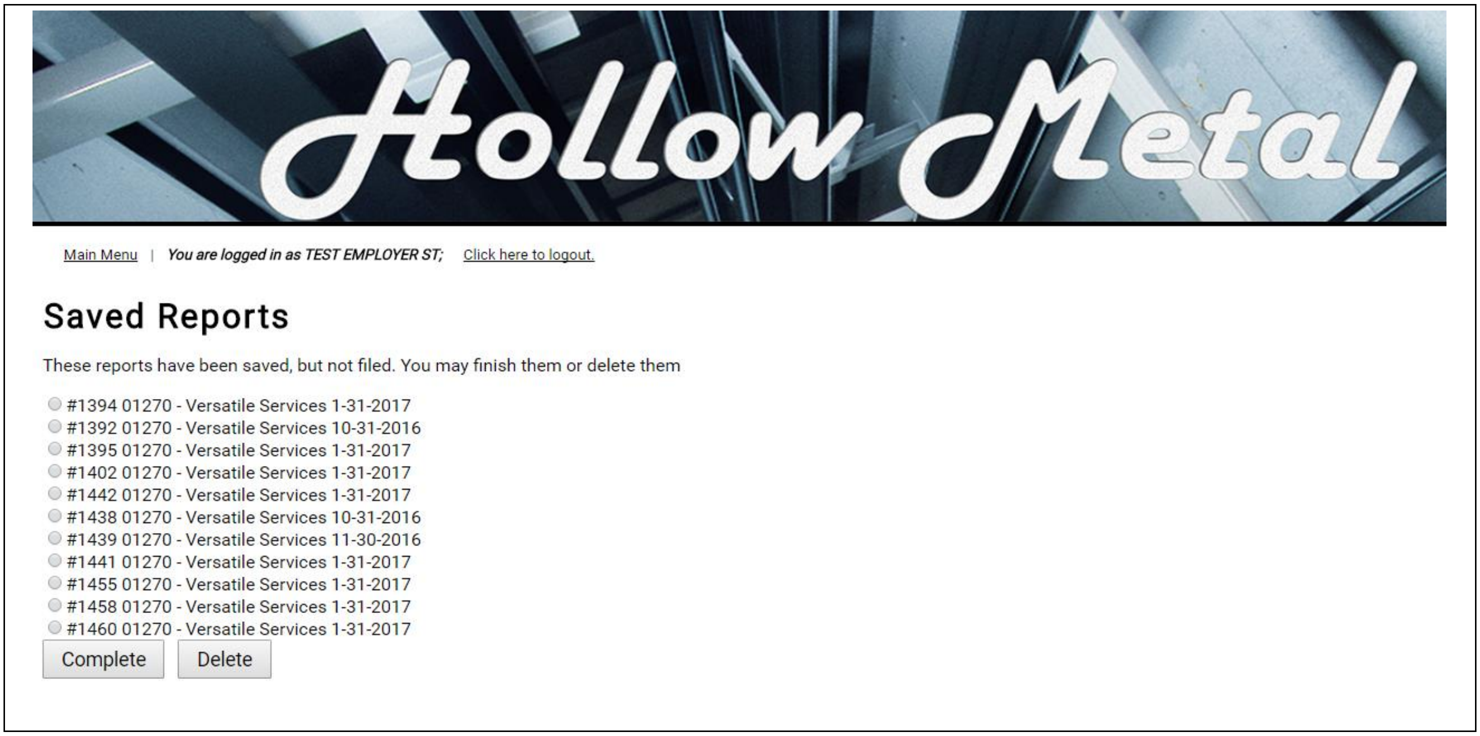

You will see a confirmation screen stating that Your report has been submitted. There is also a link to the PDF copy of the report if you would like to print it out.

## Continue an Unfiled Report

If you decided to calculate and save a prior report and you now need to go back and complete the report, you may do so from the Main Menu. Please select the option “Continue an Unfiled Report” and click on the *Continue* button.

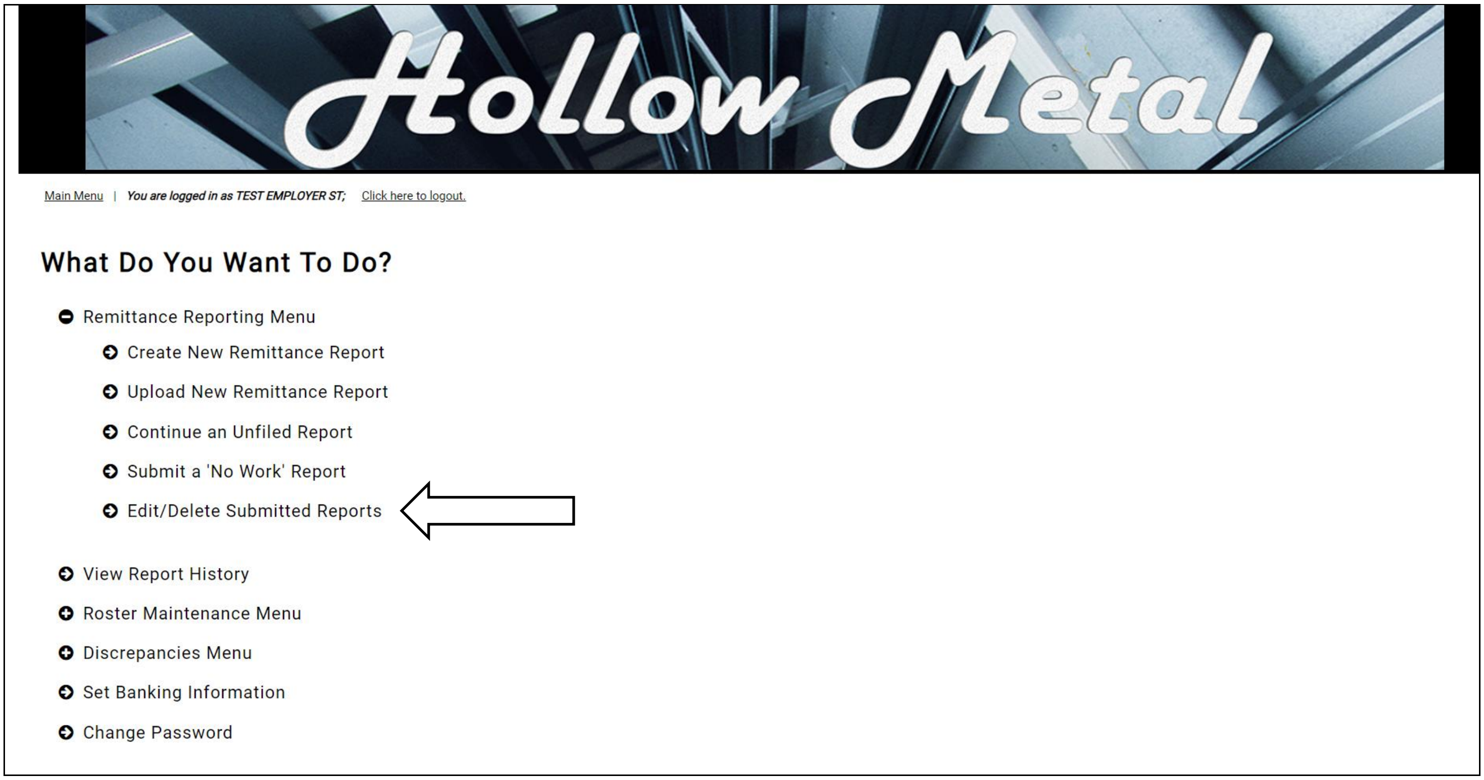


On the next screen, you will see a list of reports that have been saved but have not yet been submitted. On this page, you have the option of either deleting a particular report or completing and submitting the report. If you select a saved report and click on the *Delete* button, you will be taken to a screen confirming that your report has been deleted. If you select a saved report and click on the *Continue* button, you will be directed to the main remittance table screen to continue your report.

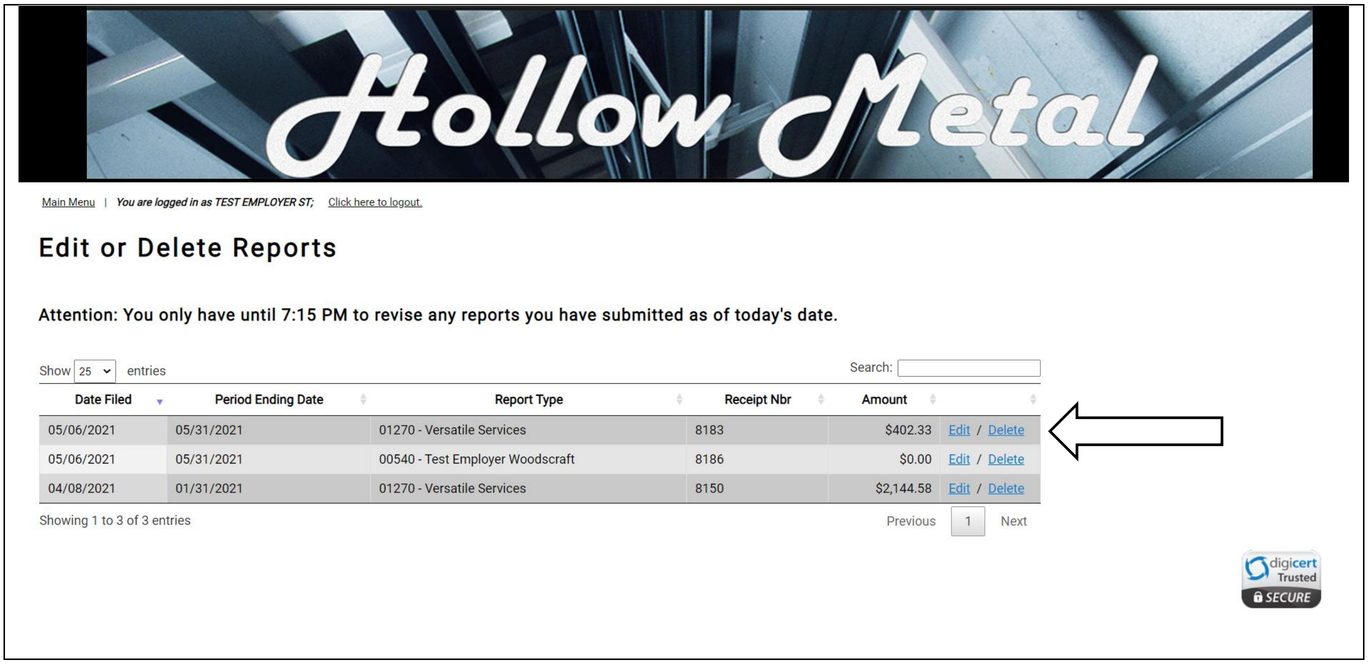


## Edit/Delete Submitted Reports

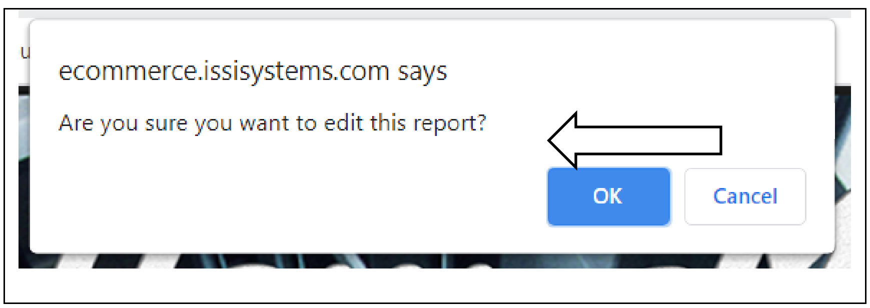
If you have a report that you have submitted but need to revise, you can recall the report to make changes so long as it is the same day it was submitted, by 7:15 PM EST. Choose *Edit/Delete Submitted Reports* to make changes to reports that you have **submitted** to the Fund Office.




To edit a report click *Edit* on the report line of the report you would like to make changes to.



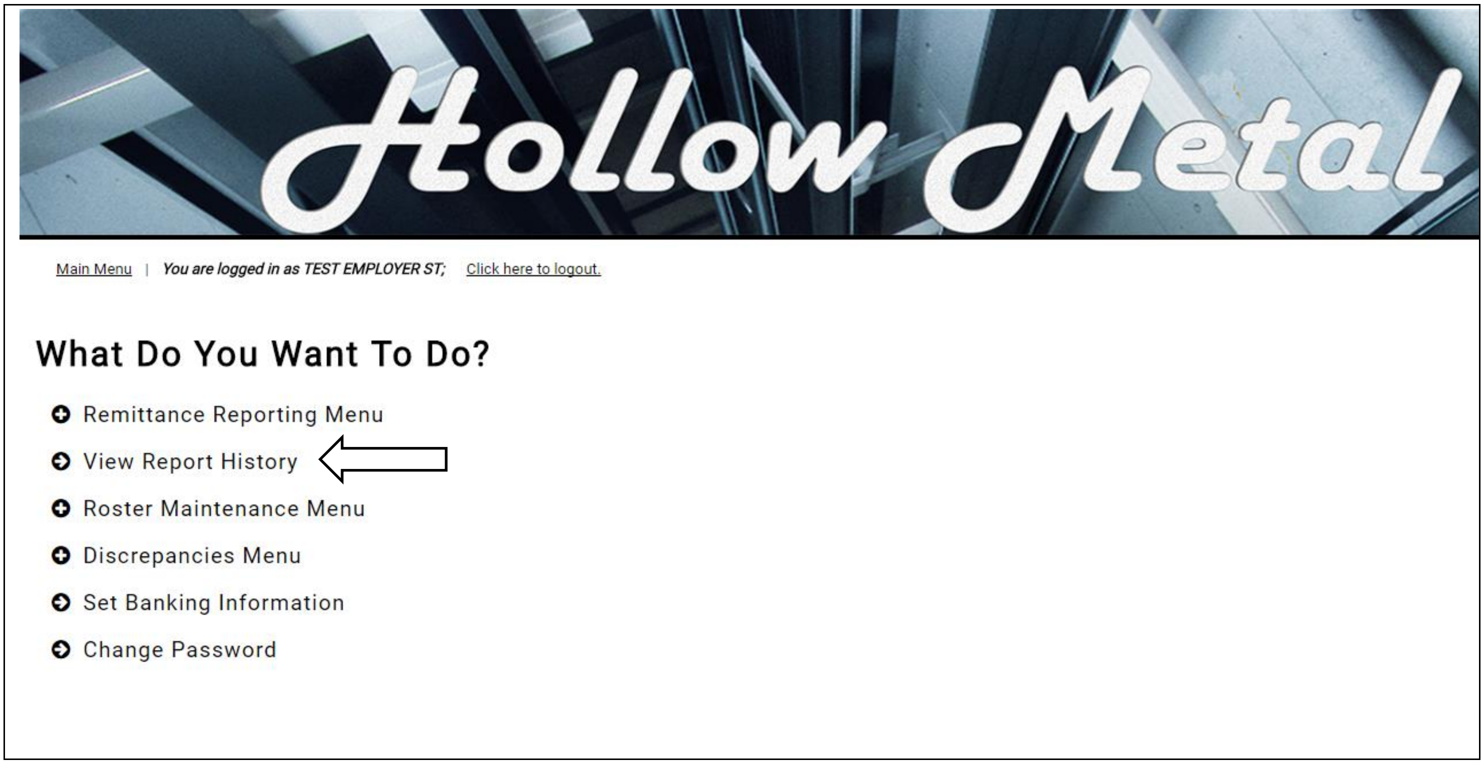

You will be asked if you are sure you want to edit or delete the report depending on what option you chose. Click *OK* to continue.



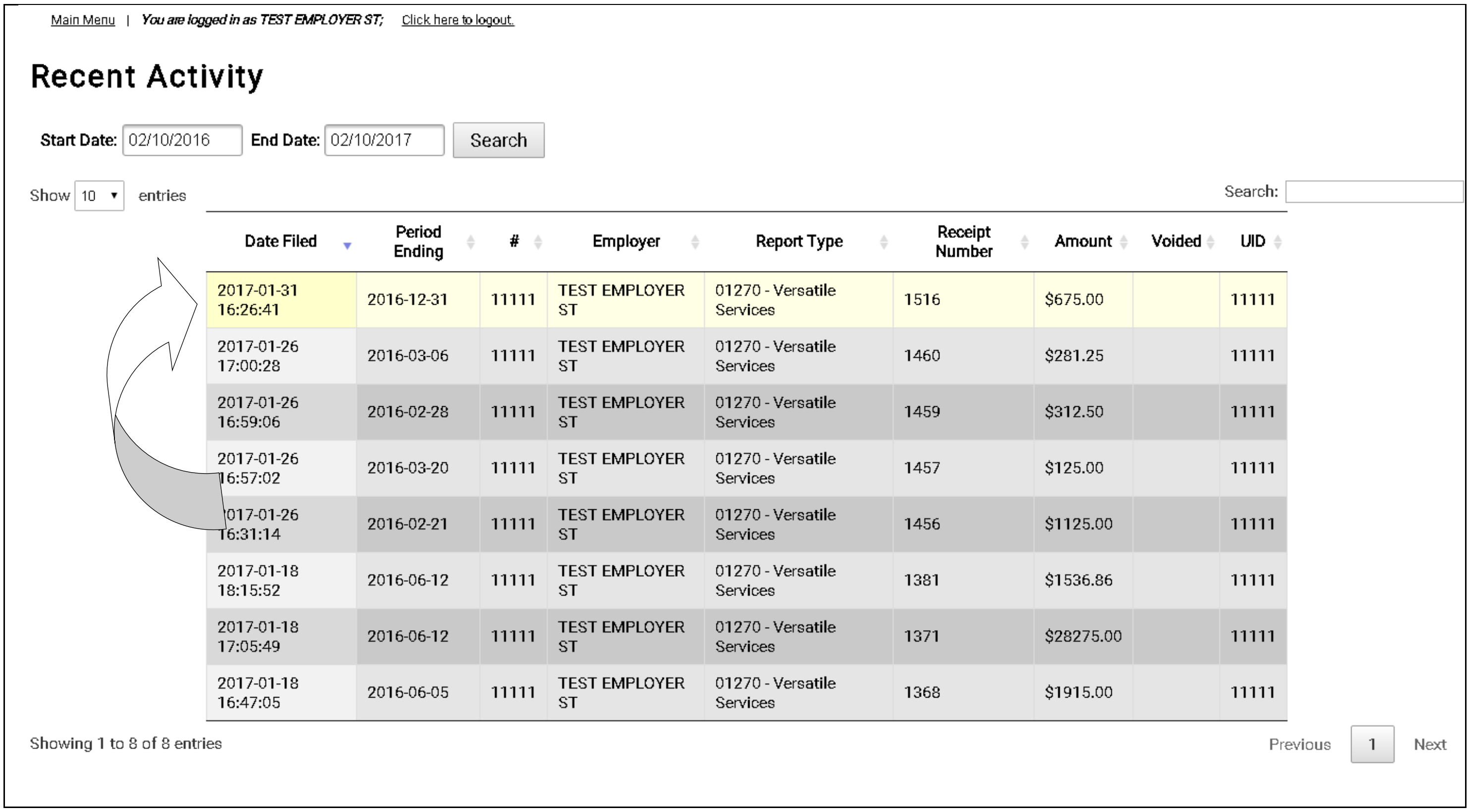

This will take you to the *Main Remittance Report* screen where you can make your changes and *Submit* the report again. If you forget to *Submit* the report and leave the page, the report will be automatically filed in your unfiled reports.

## Viewing Report History

From the Main Menu, you have the ability to view the report history of your previously submitted reports. Select “View Report History” and click on the *Continue* button.



On the next screen, you will see a list of all of the report activity that you have filed. The information included will show: Date Filed, Period Ending, Employer, Report Type, Receipt Number, Amount, UID, and whether or not the report has been Voided.


Main Menu | *You are logged in as TEST EMPLOYER ST;* Click here to logout.

## Recent Activity

Start Date: 02/10/2016 End Date: 02/10/2017 Search

Show 10 entries Search:

| Date Filed | Period Ending | # | Employer | Report Type | Receipt Number | Amount | Voided | UID |
|---|---|---|---|---|---|---|---|---|
| 2017-01-31 16:26:41 | 2016-12-31 | 11111 | TEST EMPLOYER ST | 01270 - Versatile Services | 1516 | $675.00 | | 11111 |
| 2017-01-26 17:00:28 | 2016-03-06 | 11111 | TEST EMPLOYER ST | 01270 - Versatile Services | 1460 | $281.25 | | 11111 |
| 2017-01-26 16:59:06 | 2016-02-28 | 11111 | TEST EMPLOYER ST | 01270 - Versatile Services | 1459 | $312.50 | | 11111 |
| 2017-01-26 16:57:02 | 2016-03-20 | 11111 | TEST EMPLOYER ST | 01270 - Versatile Services | 1457 | $125.00 | | 11111 |
| 2017-01-26 16:31:14 | 2016-02-21 | 11111 | TEST EMPLOYER ST | 01270 - Versatile Services | 1456 | $1125.00 | | 11111 |
| 2017-01-18 18:15:52 | 2016-06-12 | 11111 | TEST EMPLOYER ST | 01270 - Versatile Services | 1381 | $1536.86 | | 11111 |
| 2017-01-18 17:05:49 | 2016-06-12 | 11111 | TEST EMPLOYER ST | 01270 - Versatile Services | 1371 | $28275.00 | | 11111 |
| 2017-01-18 16:47:05 | 2016-06-05 | 11111 | TEST EMPLOYER ST | 01270 - Versatile Services | 1368 | $1915.00 | | 11111 |

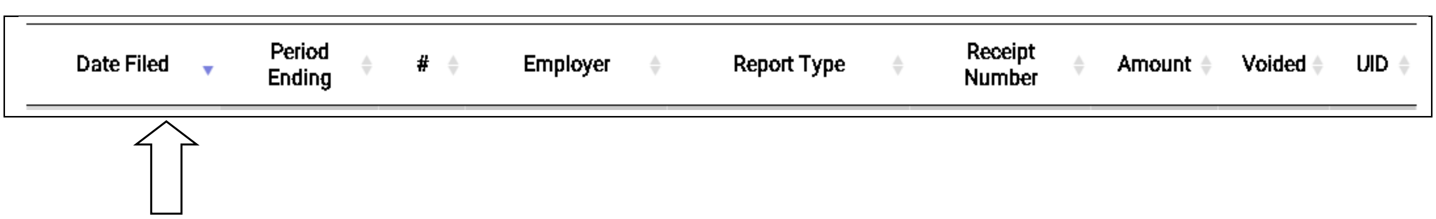
Showing 1 to 8 of 8 entries Previous 1 Next

*Clicking on any row will open a new window containing the PDF of that report.*

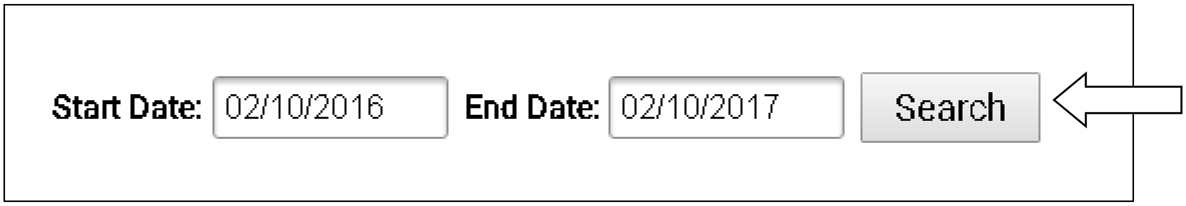
***If the "Next" button appears underneath the table of reports, this means that there are additional reports that you can view.*** You may advance to these pages by clicking on the specific page number. You may also advance chronologically through all pages by selecting the "Next" link.

The Report History table has a number of functions available to expedite the process of sorting and/or filtering search results for previously submitted online remittance reports. Please see below for a list of functions available:

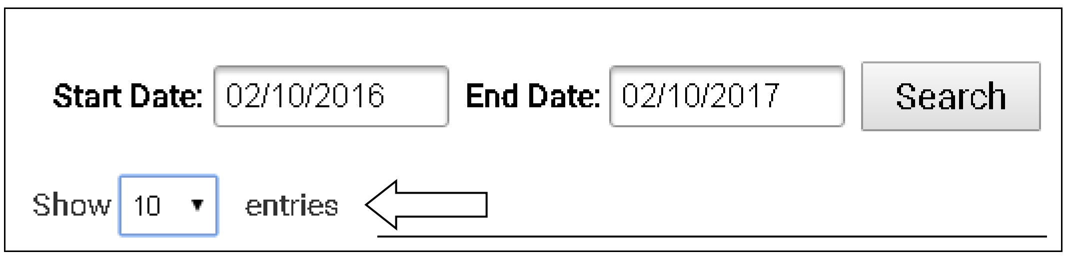
The user has the ability to click on the headers on the table (such as Date Filed or Period Ending Date) to sort report history by highest-to-lowest, lowest-to-highest, alphabetical, or reverse alphabetical order; depending on the field selected.



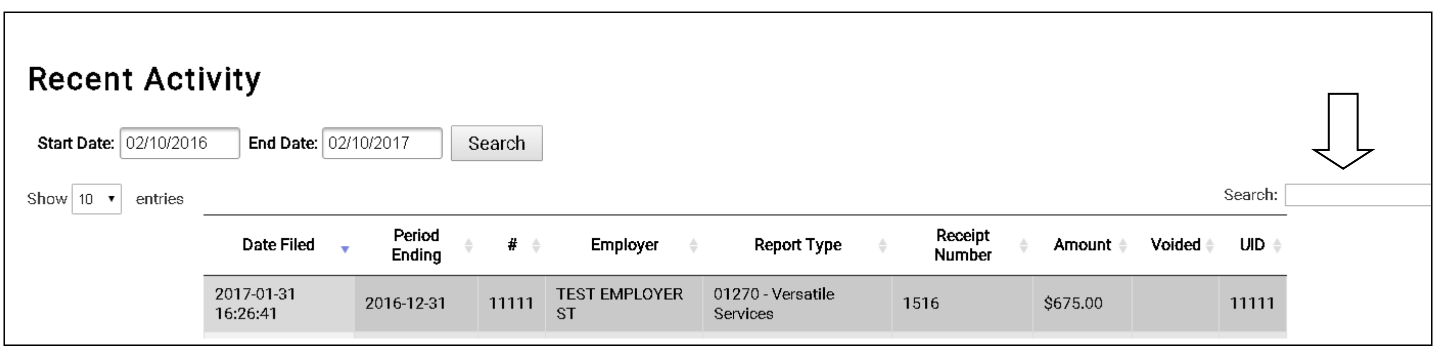
The *Start Date* and *End Date fields* above the table can be used to search for remittance reports for a specific range of dates.  Please note that this date is by **date submitted**. After selecting the *Start Date* and *End Date,* the user should click on the *Search* button. The table will update and only include reports filed within the range of the user's search.




The user can control the number of reports they wish to see on the page above the upper left hand corner of the table. The table defaults to listing 10 entries per page, and can display as many as 100.

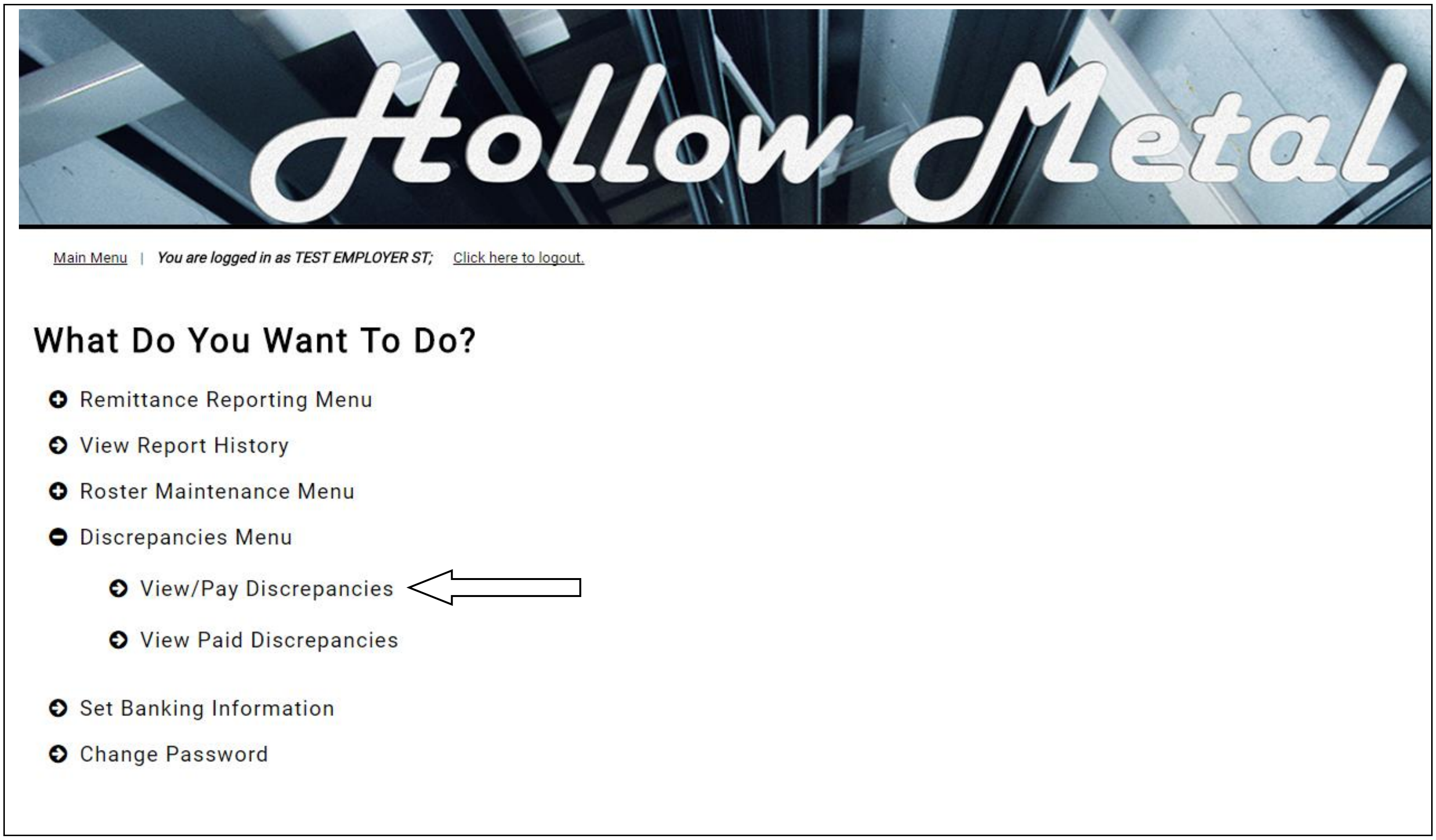



The user can enter text into the Search box on the right above the Report History table to filter the report history table results.



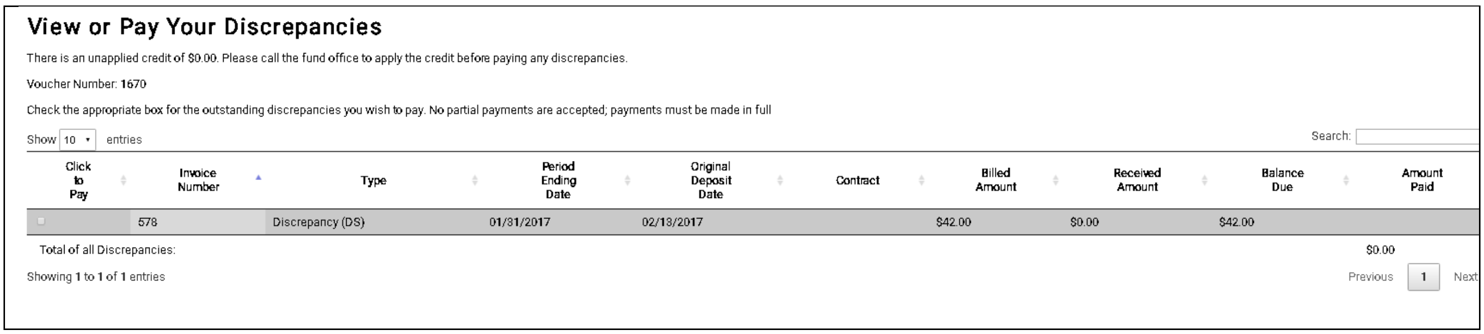
## View Discrepancies

If you have any outstanding balances owed on your account, you may view them through ISSi-Remit. From the Main Menu, you have the ability to view your current Discrepancies, which includes unpaid reports. To do this, select the “Discrepancies Menu” option from the Main Menu and click on “View/Pay Discrepancies” to continue.



On the “View Your Discrepancies” screen, a table of all outstanding balances will be displayed. Please see below for the information included in the table:

- Invoice Number
- Receipt type
- Period Ending Date
- Original Deposit Date
- Contract
- Billed Amount
- Recieved Amount
- Balance Due
- Amount Paid



View or Pay Your Discrepancies

There is an unapplied credit of $0.00. Please call the fund office to apply the credit before paying any discrepancies.

Voucher Number: 1670

Check the appropriate box for the outstanding discrepancies you wish to pay. No partial payments are accepted; payments must be made in full

Show 10 entries

Search:

| Click to Pay | Invoice Number | Type | Period Ending Date | Original Deposit Date | Contract | Billed Amount | Received Amount | Balance Due | Amount Paid |
|---|---|---|---|---|---|---|---|---|---|
| | 578 | Discrepancy (DS) | 01/31/2017 | 02/13/2017 | | $42.00 | $0.00 | $42.00 | |
| Total of all Discrepancies: | | | | | | | | | $0.00 |

Showing 1 to 1 of 1 entries

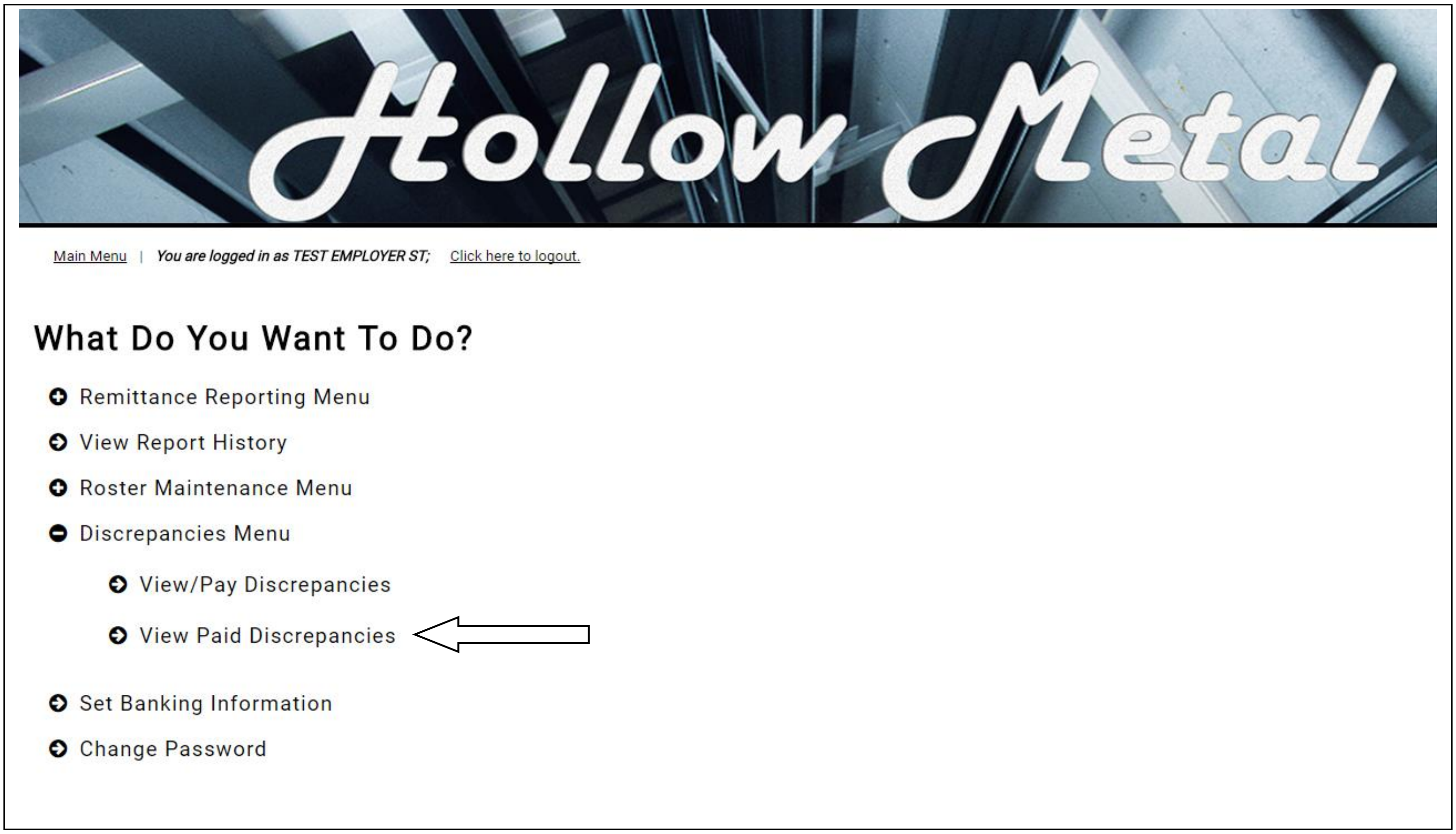
Previous 1 Next

Similar to the Report History table and Remittance Entry Table, the Discrepancy pages’ tables are sort able A-Z, Z-A by column, have search functionality for items within the table, and can be controlled in how many entries list per page of the table.

To pay off any discrepancies you see here, please refer to the next section, *Pay Your Discrepancies*.

## Pay Discrepancies

If you are enrolled as an ACH employer you have the ability to pay off your current Discrepancies, or other outstanding balances.   To do this, select the “Discrepancies Menu” option from the Main Menu and click ”View/Pay Discrepancies” to continue.



On the “Pay Your Discrepancies” screen, a table of all outstanding balances will be displayed. Please see below for the information included in the table:

- Click to Pay column with selectable boxes will allow you to check off payment for specific discrepancies.
- Invoice number
- Receipt type
- Period Ending Date
- Original Deposit Date
- Contract
- Billed Amount
- Received Amount
- Balance Due
- Amount Paid

## View or Pay Your Discrepancies

Voucher Number: 8188

Check the appropriate box for the outstanding discrepancies you wish to pay. No partial payments are accepted; payments must be made in full

Show 10 entries

Search:

| Click to Pay | Invoice Number | Type | Period Ending Date | Original Deposit Date | Billed Amount | Received Amount | Balance Due | Amount Paid |
|---|---|---|---|---|---|---|---|---|
| ☐ | 591 | Discrepancy (DS) | 01/06/2015 | 01/22/2015 | $7.70 | $0.00 | $7.70 | |
| ☐ | 592 | Discrepancy (DS) | 01/13/2015 | 01/22/2015 | $2,071.30 | $0.00 | $2,071.30 | |
| ☐ | 593 | Discrepancy (DS) | 01/13/2015 | 02/06/2015 | $6.05 | $0.00 | $6.05 | |
| ☐ | 594 | Discrepancy (DS) | 01/20/2015 | 02/06/2015 | $2,020.70 | $0.00 | $2,020.70 | |
| ☐ | 595 | Discrepancy (DS) | 01/20/2015 | 02/06/2015 | $8.80 | $0.00 | $8.80 | |
| ☐ | 596 | Discrepancy (DS) | 01/27/2015 | 02/06/2015 | $2,022.90 | $0.00 | $2,022.90 | |
| ☐ | 597 | Discrepancy (DS) | 01/20/2015 | 02/20/2015 | $44.00 | $0.00 | $44.00 | |
| ☐ | 598 | Discrepancy (DS) | 01/20/2015 | 02/20/2015 | $44.00 | $0.00 | $44.00 | |
| ☐ | 599 | Discrepancy (DS) | 01/27/2015 | 02/20/2015 | $54.45 | $0.00 | $54.45 | |
| ☐ | 600 | Discrepancy (DS) | 01/27/2015 | 02/20/2015 | $34.10 | $0.00 | $34.10 | |
| Total of all Discrepancies: | | | | | | | | $0.00 |

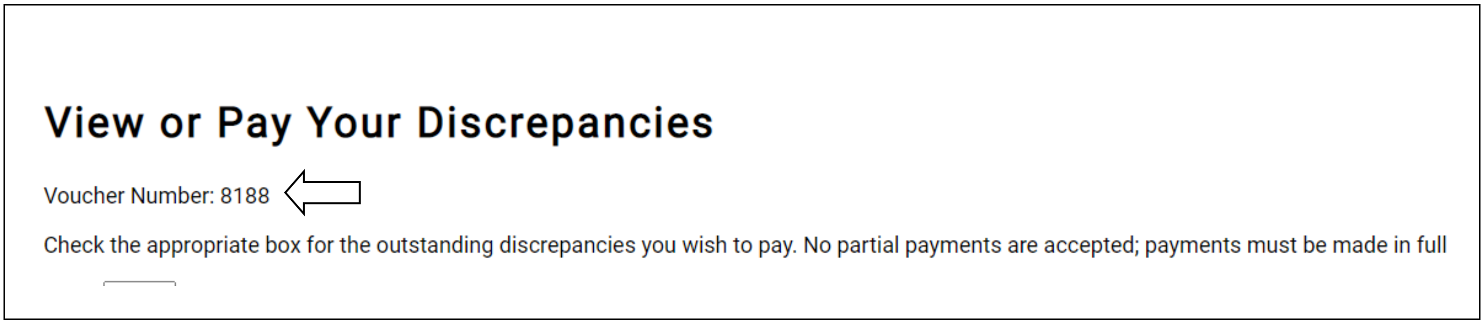
Showing 1 to 10 of 284 entries

Previous 1 2 3 4 5 ... 29 Next

**Payment Date: 05/07/2021**

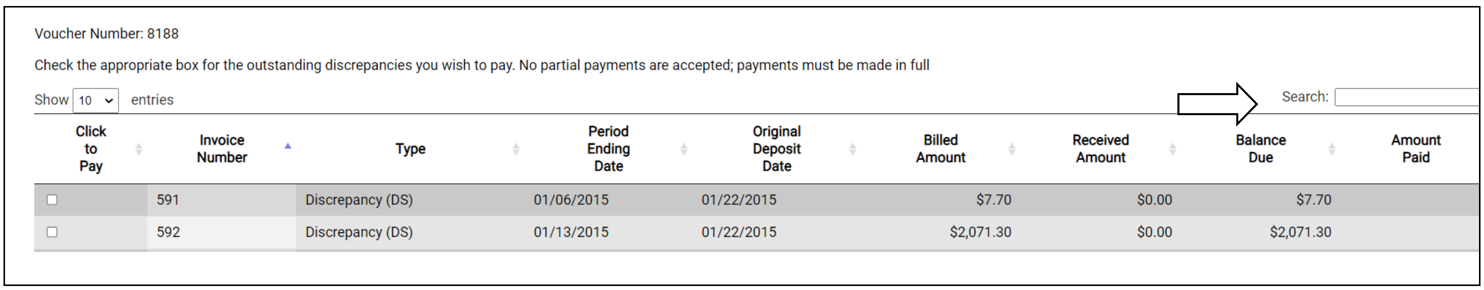
Submit Payment

A voucher # will be generated for internal purposes only:




A warning will display above the discrepancy table to let you know that no partial payments are accepted; therefore, payments must be made in full.

Similar to the Report History table and Remittance Entry Table, the Discrepancy page tables are sortable A-Z, Z-A by column, have search functionality for items within the table, and can be controlled by how many entries list per page of the table.



Voucher Number: 8188

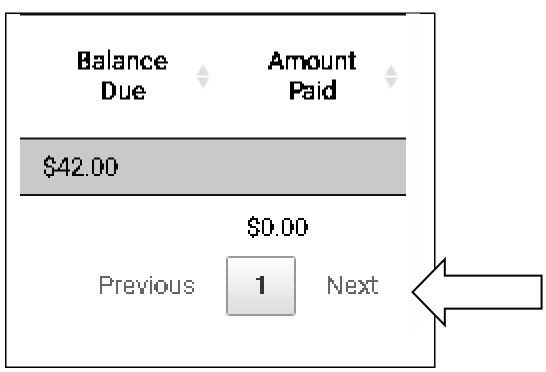
Check the appropriate box for the outstanding discrepancies you wish to pay. No partial payments are accepted; payments must be made in full

Show 10 entries

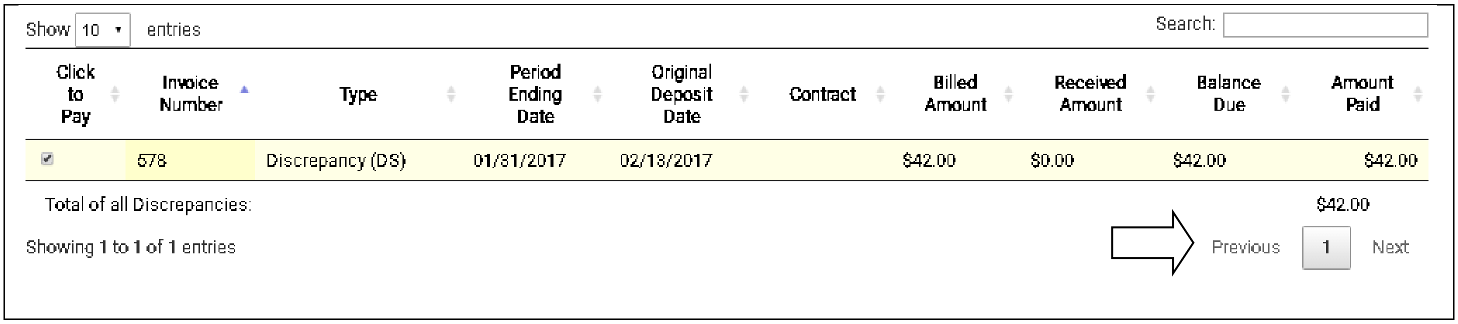
Search:

| Click to Pay | Invoice Number | Type | Period Ending Date | Original Deposit Date | Billed Amount | Received Amount | Balance Due | Amount Paid |
|---|---|---|---|---|---|---|---|---|
| ☐ | 591 | Discrepancy (DS) | 01/06/2015 | 01/22/2015 | $7.70 | $0.00 | $7.70 | |
| ☐ | 592 | Discrepancy (DS) | 01/13/2015 | 01/22/2015 | $2,071.30 | $0.00 | $2,071.30 | |

If the “Next” link appears underneath the table of reports, this means that there are additional reports that you can view. You may advance to these pages by clicking on the specific page number. You may also advance chronologically through all pages by selecting the “Next” link.




You may select multiple receipts to pay off at once as the system will automatically tie a unique receipt to each discrepancy or interest charge. The entire transaction will go into the system with the voucher number provided above the table.   As you check of the boxes of the discrepancies you would like to pay, the "Amount Paid" column will automatically fill with the paid amount for each receipt and the total amount to be paid in the "Total of all Discrepancies" field.

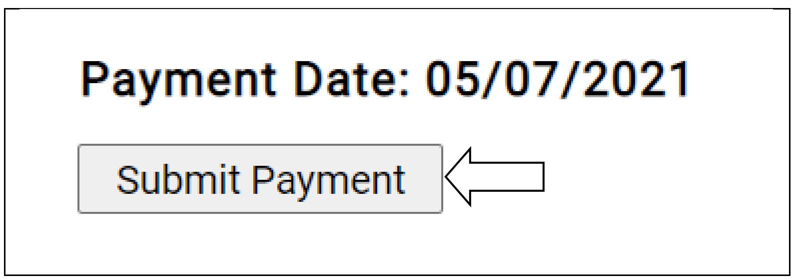


Show 10 entries                    Search:

| Click to Pay | Invoice Number | Type | Period Ending Date | Original Deposit Date | Contract | Billed Amount | Received Amount | Balance Due | Amount Paid |
|---|---|---|---|---|---|---|---|---|---|
| ☑ | 578 | Discrepancy (DS) | 01/31/2017 | 02/13/2017 | | $42.00 | $0.00 | $42.00 | $42.00 |
| Total of all Discrepancies: | | | | | | | | | $42.00 |

Showing 1 to 1 of 1 entries          Previous 1 Next

Once you are ready to submit payment, scroll down to the bottom of the table, where you will see the total paid amount. The payment date will be set to the next available Friday date.




After clicking on the *Submit Payment* button, you will be directed to the "Discrepancies Paid" screen. This screen will display a table summarizing all of the discrepancies paid, as well as the reference number. To keep a record of this transaction, you may click on the *Print this page* button underneath the table.

## Discrepancies Paid

You have submitted a payment of: $42.00

Voucher Number: 1670

Show 10 entries

Search:

| Invoice Number | Type | Period Ending Date | Original Deposit Date | Contract | Billed Amount | Received Amount | Balance Due |
|---|---|---|---|---|---|---|---|
| 578 | Discrepancy (DS) | 01/31/2017 | 02/13/2017 | | $42.00 | $0.00 | $42.00 |
| Total of all Discrepancies: | | | | | | | $42.00 |

Showing 1 to 1 of 1 entries

Previous 1 Next

Print this page

## View Paid Discrepancies

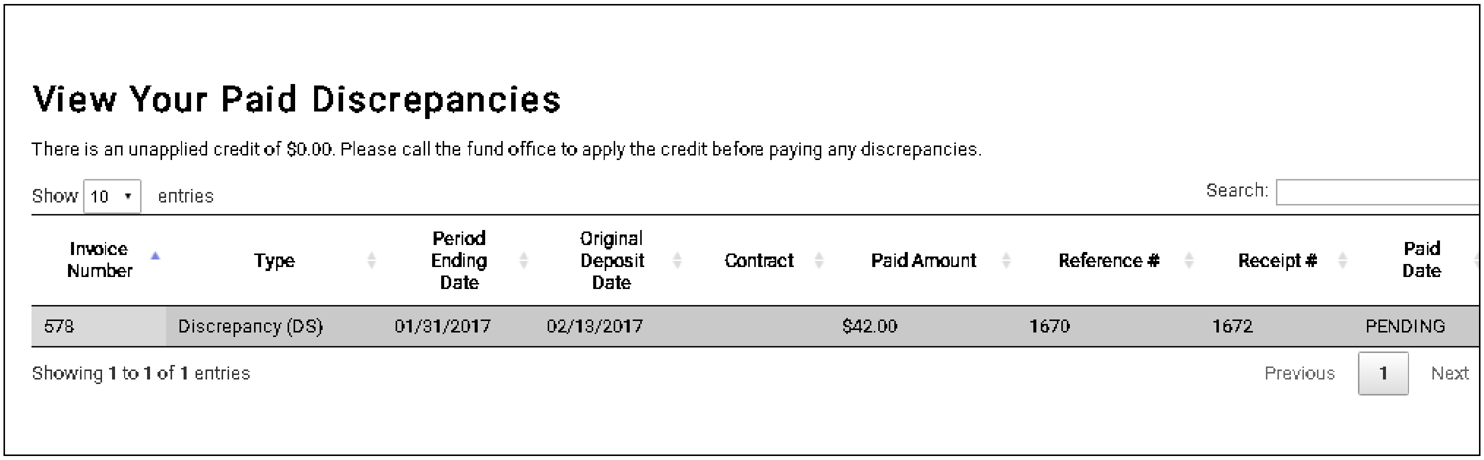
If you are enrolled as an ACH employer you have the ability to view paid discrepancies. Select the "Discrepancies" option from the Main Menu, and click on "View Paid Discrepancies" to proceed.


Main Menu | *You are logged in as TEST EMPLOYER ST;* Click here to logout.

## What Do You Want To Do?

- Remittance Reporting Menu
- View Report History
- Roster Maintenance Menu
- Discrepancies Menu
  - View/Pay Discrepancies
  - View Paid Discrepancies
- Set Banking Information
- Change Password

On the “View Your Paid Discrepancies” screen, a table of all paid outstanding balances will display. Every discrepancy listed has either been paid or is a pending payment. If the payment is pending, the paid date column will list “PENDING” for the receipt. Once the discrepancy has been paid (or the ACH file has been sent to the bank), the paid date will then display. The number in the receipt column references an internal receipt that contains the amount received to pay off the specific discrepancy, while the voucher number is the same voucher number the overall transaction went into the system under.


View Your Paid Discrepancies

There is an unapplied credit of $0.00. Please call the fund office to apply the credit before paying any discrepancies.

Show 10 entries

Search:

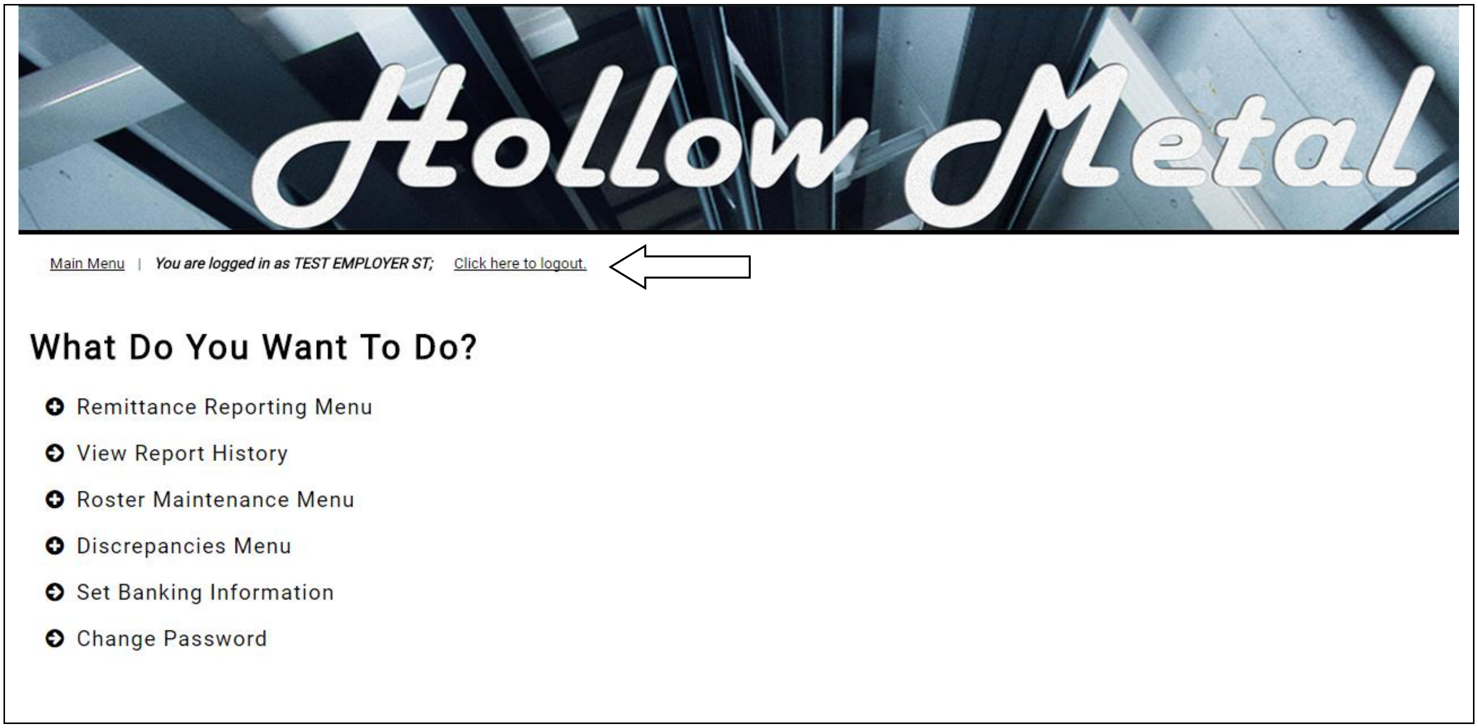
| Invoice Number | Type | Period Ending Date | Original Deposit Date | Contract | Paid Amount | Reference # | Receipt # | Paid Date |
|---|---|---|---|---|---|---|---|---|
| 578 | Discrepancy (DS) | 01/31/2017 | 02/13/2017 | | $42.00 | 1670 | 1672 | PENDING |

Showing 1 to 1 of 1 entries

Previous 1 Next

## Logging Out

When you have completed all processing on the website, it is important to remember to log out.  Do this by clicking on the logout link on the horizontal bar above the main screen.



## Upload File Specifications

***File Formats:***

- The upload file must be in a Comma-Separated Values or Text format. This means **.csv** and **.txt** are the only file format extension the site can accept.
- Files with an extension of .pdf or .xls / .xlsx cannot be accepted. If your payroll software is only capable of importing data into a Microsoft Excel file (.xls or .xlsx), then you will need to open the document in Microsoft Excel and then resave the file in a .csv format prior to uploading the file.
- The file does not require a header row.

***Fields:***

- We do not require any leading or trailing zeros for any field.
- If any field contains a comma, dollar sign, or quotation marks, then you must include quotation marks around the entire field. If you prefer, you can include quotation marks around every field in the file.
- The following fields are captured by the upload program (Only the fields that you report for are required i.e. if you do not pay on flat welfare benefits you do not need to have a premium indicator on the member entires):

| Field/Column Sequence | Field/Column Data |
|---|---|
| **Field 1** | Member SSN |
| **Field 2** | Member First Name |
| **Field 3** | Member Last Name |
| **Field 4** | Hours Worked |
| **Field 5** | Wages |
| **Field 6** | Premium (Y/N indicator) |

## Questions and Comments

If you have any questions or comments about processing online remittances using the website, please contact the Fund Office at **(212)-685-0567**.