

# **Utah Pipe Trades Trust Fund**

**Electronic Contribution Website**

Demo Manual  
March 25, 2015

Utah Pipe Trades  
Trust Fund  
Electronic  
Contribution  
Website

**DEMO  
MANUAL**

January 1, 2014

BeneSys Administrators

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GENERAL INFORMATION.....	1
STATIC INFORMATION .....	2
LOG ON .....	3
ENTER NEW CONTRIBUTIONS .....	4
CONTRACTOR VIEW ALL CONTRIBUTIONS SUBMITTED.....	7
ONLINE PAYMENT OF CONTRIBUTIONS .....	11
LOG OFF .....	11
COMMONLY ASKED QUESTIONS ....	12

# GENERAL INFORMATION

## Description

The Electronic Contribution Website allows employers to submit fringe benefit contributions for their Employees over the Internet in a secure and expedient fashion. To ensure the security of the information being input, the website is protected with 128 bit security encryption (and uses the https protocol) when transmitting information to BeneSys' data center.

## Website Address

The website is located at:

[www.utpipetradesemployers.org](http://www.utpipetradesemployers.org)

## Basic Requirements

This website is best viewed with Internet Explorer version 8.0 or above. This product works with all types of Browsers.

# STATIC INFORMATION

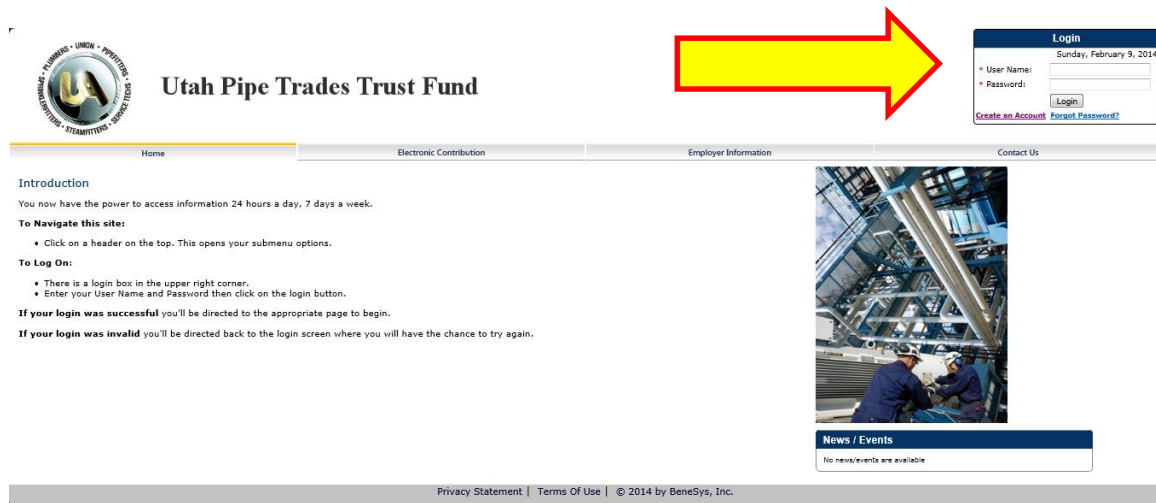
The following types of information are available without logging in:

- Frequently Asked Questions. This section lists various questions on how the contribution process works.
- Employer Information – Contains Employer specific information related to forms and links of interest.
- News – Displays news items that are of interest to Employers.
- Contact Us – Displays the contact information for the Trust Fund Office. Please do not hesitate to contact the Trust Fund Office with any questions or concerns.

# LOG ON

The Electronic Contributions portion of the website is located in the secure area. The secure area is accessed by clicking the “Login” link at the top of the screen on the right hand side. After clicking “Login”, the user is taken to the Electronic Contribution Contractor Listing Screen.

Enter your login information for entry into the system.



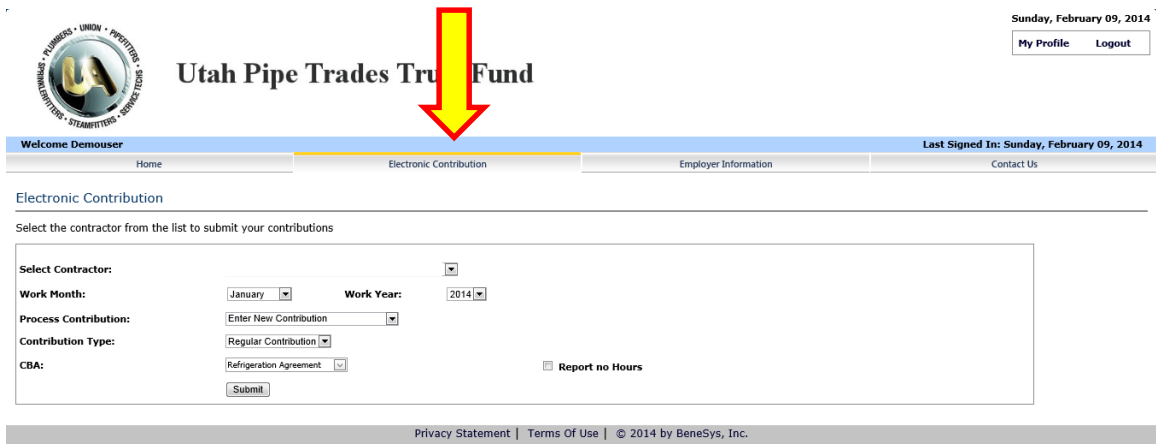
- Both the Username and Password will be provided to the end user upon self-registration.

## Multiple Logins

Every Employer is assigned a unique user ID and password, which allows them access in to the contribution website. It is possible for employers to have multiple login ID's set up.

# ENTER NEW CONTRIBUTIONS

1. To submit contributions, the end user must go to the “Electronic Contribution” tab. Once in this tab, the end user must select the contractor name/number, the work month and work year, the type of process, the contribution type, as well as the CBA.



The screenshot shows the website interface for the Utah Pipe Trades Trust Fund. At the top, there is a navigation bar with tabs: Home, Electronic Contribution (highlighted with a red arrow), Employer Information, and Contact Us. The main content area is titled 'Electronic Contribution' and contains a form for submitting contributions. The form includes fields for 'Select Contractor', 'Work Month' (set to January), 'Work Year' (set to 2014), 'Process Contribution' (set to Enter New Contribution), 'Contribution Type' (set to Regular Contribution), and 'CBA' (set to Refrigeration Agreement). There is a 'Submit' button and a checkbox for 'Report no Hours'. The footer contains links for Privacy Statement, Terms Of Use, and copyright information for BeneSys, Inc. © 2014.

- The work month and year are pre-populated for the prior work month.
- The Process Contribution section gives the end user the options to:
  - o Enter New Contribution
  - o Modify/Submit Saved Contribution
  - o Upload Contribution File (please contact the benefits office for instructions)
  - o Copy/Modify Previous Report Form
- The CBA section gives the end user the options to:
  - o Refrigeration Agreement
  - o Mechanical Agreement
  - o Non-Bargaining

- The end user must submit all hours for the Mechanical and Refrigeration Agreements. For all Non-Bargaining CBA’s please put a “1” under the Hours Worked column if you are paying for the members premium.

Welcome Demouser Last Signed In: Sunday, February 09, 2014

Home Electronic Contribution Employer Information Contact Us

Contribution Entry Form

**Contribution Batch**

Contractor Name: Contractor ID: 000013  
 Batch Number: CW14-00000064 Work End Date: 01/31/2014  
 CBA: Refrigeration Agreement

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

\*Contact the Benefits Office to add new Work Classifications

Row No	SSN	Work Class	First Name	MI	Last Name	Hours Worked	Delete?
1		REF SERVICE JRNY/APPR				0.00	<input type="checkbox"/>
2		REF SRVC/TRADE/MAINTENANCE				0.00	<input type="checkbox"/>
3		REF SERVICE JRNY/APPR				0.00	<input type="checkbox"/>
4		REF SERVICE JRNY/APPR				0.00	<input type="checkbox"/>
5		REF SERVICE JRNY/APPR				0.00	<input type="checkbox"/>

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- Members who were reported last month will be pre-populated. To delete a member, check the “Delete” button on the right and click “Delete Employee.” To add an employee, simply enter the members SSN and hit enter. If the Employee is already in the system, his/her name will populate. If the name does not populate, please enter the First and Last name.
- Be sure the correct “Work Classification” is selected for each member the end user is submitting contributions for.
- Once ALL hours/premiums are entered, please click “Calculate Contribution.”

- Review the amounts to make sure they correspond with your calculations. Once everything has been verified, click “Finalize Contribution.”

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Home Electronic Contribution Employer Information Contact Us

Process Contribution

**Contribution Batch**

Contractor Name: Contractor ID: 000013  
 Batch Number: CW14-00000064 Work End Date: 01/31/2014  
 CBA: Refrigeration Agreement

**Contractor Contribution Details:**

Work Class	Contractor	Hours Worked	Amount
Ref Service JRNY/APPR		220.00	\$2,360.60
Ref SRVC/TRADE/Maintenance		80.00	\$592.00
<b>TOTAL</b>		<b>300.00</b>	<b>\$2,952.60</b>

**Employee Contribution Details:**

SSN	Work Class	First Name	MI	Last Name	Hours Worked	Amount
529945672	Ref Service JRNY/APPR				20.00	\$214.60
646050011	Ref SRVC/TRADE/Maintenance				80.00	\$592.00
529192681	Ref Service JRNY/APPR				80.00	\$858.40
529535122	Ref Service JRNY/APPR				120.00	\$1,287.60
<b>TOTAL</b>					<b>300.00</b>	<b>\$2,952.60</b>

[Back](#)  
 [Finalize Contribution](#)  
 [Adjust and Finalize Contribution](#)  
 [Cancel](#)

- If the end user finds an error, they may click the “Back” button and it will take them back to the previous screen to adjust an employee’s hours.

- If the end user verifies and agrees with the amounts, they will select “Finalize Contribution” which will bring them to the invoice that must be printed and submitted with payment.
- To add in any variances from previous months, click “Adjust and Finalize Contribution.” The end user will then be prompted fill in the adjustment amount based on the Variance or LD Notice previously sent to them. Please note that in order to continue, the end user MUST give a reason for the adjustment amount; i.e. paying an underpayment from a given month, using an overpayment from a given month, or paying an LD for a given month.
- If the end user clicks “Cancel,” they will be directed to the first screen. All information will be saved.
- Clicking on the “View Details” link on either the Contractor or Employee portion of the screen will break down the amount to be contributed by fringe fund.

4. Print the invoice and be sure to submit one copy with payment.

Contribution Batch	
Contractor Name:	Contractor ID: 000013
Batch Number: CW14-0000064	Work End Date: 01/31/2014
CBA: Refrigeration Agreement	

INVOICE # CW14-0000039

Your Calculated Contributions for work ending 01/31/2014: **\$2,952.60**

Your Adjustment: **\$0.00**

Total Remittance Amount Due: **\$2,952.60**

Mail Check To: **UTAH PIPE TRADES JOINT TRUST FUNDS  
PO BOX 511495  
LOS ANGELES, CA 90051-8050**

Invoice #: **CW14-0000039**  
\* 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: **02/09/2014**

Amount Due:

Work Class	Fund	Fund Code	Hours Worked	Calc Hrs	Basic	Rate	Amount
Ref Service 3RW/APPR	Health & Welfare	HW	220.00	220.00	Hours Worked	\$6.0100	\$1,322.20
Ref Service 3RW/APPR	Local Pension	PEN	220.00	220.00	Hours Worked	3.2300	\$722.80
Ref Service 3RW/APPR	Education	EDU	220.00	220.00	Hours Worked	0.7900	\$173.80
Ref Service 3RW/APPR	Industry Improvement	IIP	220.00	220.00	Hours Worked	0.2200	\$70.40
Ref Service 3RW/APPR	Drug Free	DRUG	220.00	220.00	Hours Worked	0.2300	\$6.40
Ref Service 3RW/APPR	HRKT REC'RY	HRKT	220.00	220.00	Hours Worked	0.2300	\$69.00
Ref SRVC/TRADE/Maintenance	Health & Welfare	HW	80.00	80.00	Hours Worked	\$6.0100	\$480.80
Ref SRVC/TRADE/Maintenance	Education	EDU	80.00	80.00	Hours Worked	0.7900	\$63.20
Ref SRVC/TRADE/Maintenance	Industry Improvement	IIP	80.00	80.00	Hours Worked	0.2200	\$25.60
Ref SRVC/TRADE/Maintenance	Drug Free	DRUG	80.00	80.00	Hours Worked	0.2300	\$18.40
Ref SRVC/TRADE/Maintenance	HRKT REC'RY	HRKT	80.00	80.00	Hours Worked	0.2300	\$20.00
<b>TOTAL</b>							<b>\$2,952.60</b>

Employee Details:

Name	Work Class	H	HW	PEN	EDU	IIP	DRUG	HRKT
Ref Service 3RW/APPR		20.00	\$120.20	\$65.60	\$15.80	\$6.40	\$0.80	\$5.00
Ref SRVC/TRADE/Maintenance		80.00	\$480.80	\$63.20	\$25.60	\$2.40	\$20.00	
Ref Service 3RW/APPR		120.00	\$722.80	\$266.40	\$83.20	\$25.60	\$1.40	\$20.00
Ref Service 3RW/APPR		120.00	\$722.80	\$266.40	\$83.20	\$25.60	\$1.40	\$20.00
<b>TOTAL</b>		<b>300.00</b>	<b>\$1,803.00</b>	<b>\$732.40</b>	<b>\$237.00</b>	<b>\$56.00</b>	<b>\$9.00</b>	<b>\$75.00</b>

5. Repeat steps 1-4 for each Employer Number the end user is submitting Contributions for.
6. Please mail payment, along with a copy of each contribution total's page, to the Trust Fund Office no later than the 10<sup>th</sup> day of the month. Reminder – Contributions are due on the 10<sup>th</sup> day of the month, following the work month.



# CONTRACTOR VIEW ALL CONTRIBUTIONS SUBMITTED.

To view all contributions submitted, from the “Electronic Contribution” menu, select “View All Contributions.”

Select the contractor for whom you want to view the contributions and click search.

Welcome Demouser Last Signed In: Sunday, February 09, 2014

Home      Electronic Contribution      Employer Information      Contact Us

View All Contributions

Select Contractor:

Invoice #	Wrk Date	Section Code	Section	No.Empl	Cont No.	Contractor	Amount	Status	Submitted By	Trans. Date	Del
<a href="#">CW14-000000029</a>	01/31/2014	RFR	Refrigeration Agreement	4	000013	3D SHEET METAL CONTRACTOR, LLC	\$2,952.60	Pending	DemoUser	02/09/2014	<input type="checkbox"/>
<a href="#">CW14-000000007</a>	12/31/2013	MCH	Mechanical Agreement	1	000013	3D SHEET METAL CONTRACTOR, LLC	\$60.10	In Process	DemoUser	01/10/2014	
<a href="#">CW13-00000128</a>	11/30/2013	MCH	Mechanical Agreement	0	000013	3D SHEET METAL CONTRACTOR, LLC	\$0.00	In Process	DemoUser	12/11/2013	
<a href="#">CW13-00000126</a>	04/30/2013	RFR	Refrigeration Agreement	5	000013	3D SHEET METAL CONTRACTOR, LLC	\$107.30	In Process	DemoUser	12/11/2013	
<a href="#">CW13-00000149</a>	10/31/2013	RFR	Refrigeration Agreement	4	000013	3D SHEET METAL CONTRACTOR, LLC	\$5,122.65	In Process	DemoUser	11/22/2013	
<a href="#">CW13-00000128</a>	09/30/2013	NB	Non-Bargaining	2	000013	3D SHEET METAL CONTRACTOR, LLC	\$1,682.00	Pending	DemoUser	11/01/2013	<input type="checkbox"/>
<a href="#">CW13-00000056</a>	09/30/2013	MCH	Mechanical Agreement	2	000013	3D SHEET METAL CONTRACTOR, LLC	\$1,202.00	Deleted	DemoUser	10/29/2013	
<a href="#">CW13-00000046</a>	09/30/2013	MCH	Mechanical Agreement	2	000013	3D SHEET METAL CONTRACTOR, LLC	\$721.20	In Process	DemoUser	10/29/2013	

A listing of all contributions will be displayed.

Clicking on the Invoice # displays the Invoice with Details.

# Online Payment for Contributions

1. After selecting ‘Finalize Contributions’, you can select ‘Pay Now’, which will direct you to the Pending Payments page. This page will show all Contributions Forms entered on the website that have not been paid. Here, you will select the Open Invoice(s) for which you would like to remit a payment. Once you check the box(es) to the left of the invoice(s) desired, select the ‘Select Invoice’ button.

## Pending Payment

Select Contractor: 001430 | MECHANICAL SERVICE & SYSTEMS Invoice Number:

\* Invoice Begin Date: 2/24/2015 \* Invoice End Date: 3/24/2015

Submission and payment of Benefit Fund Contributions are due on or before the 20th day following the work month. Payments received after the due date will be subject to a liquidated damages fee of 20% of any delinquency

Pending Invoice:

<input checked="" type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW15-00000127	02/28/2015	MCH	Mechanical Agreement	001430	\$626.00	DemoContractor	03/24/2015

2. The Pending Payment page will show selected invoice(s) highlighted in orange on screen, and the upper left portion of the screen in ‘Payment Summary’ shows the total amount due for the selected invoices.
3. Select ‘Make Payment’ to proceed with payment. Use the ‘Edit Selection option if you selected the wrong invoice(s), and you will return to the previous screen to make selections.

## Pending Payment

**Payment Summary**  
 (1) Invoice Selected  
 Total amount due: \$626.00

Select Contractor: 001430 | MECHANICAL SERVICE & SYSTEMS Invoice Number:

\* Invoice Begin Date: 2/24/2015 \* Invoice End Date: 3/24/2015

Submission and payment of Benefit Fund Contributions are due on or before the 20th day following the work month. Payments received after the due date will be subject to a liquidated damages fee of 20% of any delinquency

Pending Invoice:

<input checked="" type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW15-00000127	02/28/2015	MCH	Mechanical Agreement	001430	\$626.00	DemoContractor	03/24/2015

4. The 'Make Payment' screen will show the total amount due and the option to make an adjustment.
5. Use the 'Invoice Adjustment Amount' field to enter adjustment amount. You can insert positive or negative amount to automatically increase or decrease, respectively, the 'Total Amount Due'. When an adjusted amount is input, you are required to enter the reason for the adjustment in the 'Adjustment Reason' box. For example: Liquidated Damages or Over/Under Payments.

**Make Payment**

Invoice#	Wrk Date	Section	Cont No.	Amount
CW15-00000127	02/28/2015	Mechanical Agreement	001430	\$626.00
<b>TOTAL</b>				<b>\$626.00</b>

**Total Invoice Amount :** \$626.00

**Invoice Adjustment Amount:**

**Total Amount Due:** \$626.00

**Adjustment Reason:**

Pay By:  ACH(Online)  Check

6. Select payment option and press 'Submit'.
7. If this is your first ACH payment and you have not supplied your Banking information, you will be prompted to complete the section below. For future contributions, information is saved and only needs to be updated if your information has changed. If your company requires an Approver to be notified when an ACH payment is processed, you can add a list of those individuals. Press 'Submit' to continue.

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.

---

Approver Email List

No Approver list found.

8. You will subsequently be directed to the 'ACH Payment' page.

#### ACH Payment

Submission and payment of Benefit Fund Contributions are due on or before the 20th day following the work month. Payments received after the due date will be subject to a liquidated damages fee of 20% of any delinquency.

If you have ACH Block or Filtering on the bank account listed below, the Company ID for this transaction will be 1516077569.

**Total Amount Due: \$626.00**

**Bank Account Number:** ( Last 4 digits )

**Routing Number:** ( Last 4 digits )

**Bank Name:**

**Account Type:**

**Settlement Date:**

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

9. 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 be applied to the Fringe fund bank account, so **you must submit your payment 2 days prior to when you want it to be considered paid.**
10. Make sure if you have an ACH block on your bank account that you provide the bank the Company ID that is provided in RED on the ACH Payment Page.
11. After selecting 'Submit', you will be taken to a Payment Confirmation Page. This can be printed for your records. Additionally, it is saved under the Contribution Payments tab of the website.

NOTE: 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 checks.

# LOG OFF

Clicking on the Logout link on the top right hand corner logs the end user out. The end user will automatically be logged out after extended periods of inactivity; all unsaved work will be lost.



Utah Pipe Trades Trust Fund

Sunday, February 09, 2014

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

Welcome Demouser

Last Signed In: Sunday, February 09, 2014

# COMMONLY ASKED QUESTIONS

- 1) **I was entering data and stopped entering to do something else. When I returned later, the data was not there. Why did this happen?**

For any inactivity any unsaved data is lost and the user has to redo the unsaved portion of the work all over again. This is done to ensure that the data security is maintained.

- 2) **I realized after finalizing the data that I have made a mistake. What do I do?**  
Once submitted, the contributions cannot be altered. However, the user has the option to delete out the bad contribution submitted using the View all Contributions Option from the left hand navigation menu, provided the invoice has *not* been marked as "Posted". If it has been marked as posted, the user will have to contact the Fringe Benefit Fund office.