

# East Bay Restaurant Electronic Contribution Website User Manual

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.EastBayHotelEmployers.org

The screenshot displays the website for East Bay Restaurant. At the top left, the title "East Bay Restaurant" is visible. A navigation menu includes "Home", "Electronic Contribution", "Employer Information", "News", and "Contact Us". On the right side, there is a "Login" section with a date "Tuesday, June 27, 2023", fields for "User Name" and "Password", a "Login" button, and links for "Create an Account" and "Forgot Password?". Below the navigation menu, the "Introduction" section contains text about 24-hour access and navigation instructions. A "News / Events" box indicates "No news is available." At the bottom, there are links for "Privacy Statement", "Terms Of Use", and a copyright notice for "© 2023 by BeneSys, Inc."

- **To log in to this site, you will need to contact the BeneSys office to register, at which point you will be mailed two separate introduction letters. These letters will contain the contractor number and identification number needed for registration. Once you have received your letters, navigate to the website and click on the “Create an Account” option in the top right corner of the website, where you will create a user name and password for your account.**
- **If you have any difficulty when creating your account, please call (844)-492-9159, where someone will assist you.**

# Let's Get Started

East Bay Restaurant

Tuesday, June 27, 2023

My Profile Logout

Welcome Democontractor Last Signed In: Tuesday, June 27, 2023

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Introduction

You now have the power to access information a week.

**To Navigate this site:**

- Click on a header on the top. This opens your submenu options.

**To Log On:**

- There is a login box in the upper right corner.
- Enter your User Name and Password then click on the login button.

**If your login was successful** you'll be directed to the appropriate page to begin.

**If your login was invalid** you'll be directed back to the login screen where you will have the chance to try again.

News / Events

No news is available.

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- Once you have logged in, 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

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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: SE000 | Test Contractor

Work Start Date: 5/1/2023 Work End Date: 5/31/2023

Process Contribution: Enter New Contribution

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

CBA:  Report no Hours

Submit Cancel

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- **Enter New Contribution** – This allows manual 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

The screenshot displays the 'East Bay Restaurant' portal interface. At the top right, the date 'Tuesday, June 27, 2023' and links for 'My Profile' and 'Logout' are visible. A navigation bar includes 'Home', 'Electronic Contribution' (highlighted), 'Contribution Payment', 'Employer Information', 'News', and 'Contact Us'. Below the navigation bar, the page title is 'Electronic Contribution'. The main content area contains the instruction: 'Select the contractor from the list to submit your contributions'. The form includes the following fields: 'Select Contractor:' with a dropdown menu showing 'SE000 | Test Contractor'; 'Work Start Date:' with a date picker set to '5/1/2023'; 'Work End Date:' with a date picker set to '5/31/2023'; 'Process Contribution:' with a dropdown menu showing 'Enter New Contribution'; 'Contribution Type:' with a dropdown menu showing 'Regular Contribution'; and 'CBA:' with a dropdown menu showing 'New Test Contractor'. There is also an unchecked checkbox labeled 'Report no Hours' and 'Submit' and 'Cancel' buttons at the bottom of the form. The footer contains links for 'Privacy Statement', 'Terms Of Use', and '© 2023 by BeneSys, Inc.'

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 end 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. This will pull the fringe rates for that CBA.
6. To report no work, please check the "Report no Hours" box.
7. Finally, click Submit to begin entry.

# Enter a New Form - Contribution Entry

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### Contribution Entry Form

**Contribution Batch**

|                  |                            |                    |            |
|------------------|----------------------------|--------------------|------------|
| Contractor Name: | Test Contractor            | Contractor Number: | SE000      |
| Batch Number:    | CW23-00000004              | Work End Date:     | 05/31/2023 |
| CBA:             | NTST - New Test Contractor |                    |            |

[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 | Flat Rate | Delete?                  |
|--------|-----------|--------------|------------|----|-----------|--------------|-----------|--------------------------|
| 1      | 789456123 | FAMILY       | Luke       |    | Miller    | 10.00        | 1.00      | <input type="checkbox"/> |
| 2      | 123456789 | PENSION ONLY | John       |    | Doe       | 10.00        | 1.00      | <input type="checkbox"/> |
| 3      | 963852741 | SINGLE       | Jane       |    | Smith     | 10.00        | 1.00      | <input type="checkbox"/> |
| 4      |           | FAMILY       |            |    |           | 0.00         | 0.00      | <input type="checkbox"/> |

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- This screen will typically be prepopulated with employees you have recently remitted for under the CBA you selected. It also allows you to enter new employees as well as delete employees you no longer remit for. To add a new employee, simply enter their SSN and name in the blank line at the end of the form. To delete an employee, check the delete box on that employee's line and click Delete Employee.
- Enter the Hours Worked amounts and Flat Rate amounts in the appropriate fields.
- Click 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

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Process Contribution

**Contribution Batch**

|                  |                            |                    |            |
|------------------|----------------------------|--------------------|------------|
| Contractor Name: | Test Contractor            | Contractor Number: | SE000      |
| Batch Number:    | CW23-00000004              | Work End Date:     | 05/31/2023 |
| CBA:             | NTST - New Test Contractor |                    |            |

**Contractor Contribution Details:**

| Work Class   | Contractor      | Hours Worked | Flat Rate   | Amount            |                              |
|--------------|-----------------|--------------|-------------|-------------------|------------------------------|
| Family       | Test Contractor | 10.00        | 1.00        | \$2,590.00        | <a href="#">View Details</a> |
| Pension Only | Test Contractor | 10.00        | 1.00        | \$90.00           | <a href="#">View Details</a> |
| Single       | Test Contractor | 10.00        | 1.00        | \$1,580.00        | <a href="#">View Details</a> |
| <b>TOTAL</b> |                 | <b>30.00</b> | <b>3.00</b> | <b>\$4,260.00</b> |                              |

**Employee Contribution Details:**

| SSN          | Work Class   | First Name | MI | Last Name | Hours Worked | Flat Rate   | Amount            |                              |
|--------------|--------------|------------|----|-----------|--------------|-------------|-------------------|------------------------------|
| 123456789    | Pension Only | John       |    | Doe       | 10.00        | 1.00        | \$90.00           | <a href="#">View Details</a> |
| 789456123    | Family       | Luke       |    | Miller    | 10.00        | 1.00        | \$2,590.00        | <a href="#">View Details</a> |
| 963852741    | Single       | Jane       |    | Smith     | 10.00        | 1.00        | \$1,580.00        | <a href="#">View Details</a> |
| <b>TOTAL</b> |              |            |    |           | <b>30.00</b> | <b>3.00</b> | <b>\$4,260.00</b> |                              |

Back
Finalize Contribution
Cancel

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- The [View Details](#) link under Contractor Contribution Details will show you a breakdown of all calculated fringes.
- The [View Details](#) link under Employee Contribution Details will show you a breakdown of all calculated fringes for that particular employee.
- Use the [Back](#) button to return to the prior screen if you'd like to adjust work details for any employee. ***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 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: Test Contractor

| Fund Name        | Units | Basis     | Rates       | Amount                   |
|------------------|-------|-----------|-------------|--------------------------|
| Health & Welfare | 1.00  | Flat Rate | 2,500.00000 | \$2,500.00               |
| Pension Plan     | 1.00  | Flat Rate | 90.00000    | \$90.00                  |
|                  |       |           |             | <b>Total: \$2,590.00</b> |

Close

# Enter a New Form - Contractor Details

## Employee Contribution Details

**First Name:** John

**Last Name:** Doe

| Fund             | Units | Basis     | Rate     | Amount                |
|------------------|-------|-----------|----------|-----------------------|
| Health & Welfare | 1.00  | Flat Rate | 0.00000  | \$0.00                |
| Pension Plan     | 1.00  | Flat Rate | 90.00000 | \$90.00               |
|                  |       |           |          | <b>Total: \$90.00</b> |

Close

# Enter a New Form - Finalize Contributions

| Contribution Batch |                            |                    |            |
|--------------------|----------------------------|--------------------|------------|
| Contractor Name:   | Test Contractor            | Contractor Number: | SE000      |
| Batch Number:      | CW23-00000004              | Work End Date:     | 05/31/2023 |
| CBA:               | NTST - New Test Contractor |                    |            |

INVOICE # CW23-00000004

Your Calculated Contributions for work ending 05/31/2023: **\$4,260.00**

Remittance Amount Due: **\$4,260.00**

Invoice #: **CW23-00000004**  
 \* 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: **06/27/2023**

  
    

Amount Due:

| Work Class   | Fund             | Fund Code | Hours Worked | Flat Rate | Calc Hrs | Basis     | Rate        | Amount            |
|--------------|------------------|-----------|--------------|-----------|----------|-----------|-------------|-------------------|
| Single       | Health & Welfare | H&W       | 10.00        | 1.00      | 1.00     | Flat Rate | 1,500.00000 | \$1,500.00        |
| Single       | Pension Plan     | DC        | 10.00        | 1.00      | 1.00     | Flat Rate | 80.00000    | \$80.00           |
| Family       | Health & Welfare | H&W       | 10.00        | 1.00      | 1.00     | Flat Rate | 2,500.00000 | \$2,500.00        |
| Family       | Pension Plan     | DC        | 10.00        | 1.00      | 1.00     | Flat Rate | 90.00000    | \$90.00           |
| Pension Only | Health & Welfare | H&W       | 10.00        | 1.00      | 1.00     | Flat Rate | 0.00000     | \$0.00            |
| Pension Only | Pension Plan     | DC        | 10.00        | 1.00      | 1.00     | Flat Rate | 90.00000    | \$90.00           |
| <b>TOTAL</b> |                  |           |              |           |          |           |             | <b>\$4,260.00</b> |

Employee Details:

| Name         | Work Class   | HW           | FR          | H&W               | DC              |
|--------------|--------------|--------------|-------------|-------------------|-----------------|
| Doe, John    | Pension Only | 10.00        | 1.00        | \$0.00            | \$90.00         |
| Miller, Luke | Family       | 10.00        | 1.00        | \$2,500.00        | \$90.00         |
| Smith, Jane  | Single       | 10.00        | 1.00        | \$1,500.00        | \$80.00         |
| <b>TOTAL</b> |              | <b>30.00</b> | <b>3.00</b> | <b>\$4,000.00</b> | <b>\$260.00</b> |

- 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)

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**East Bay Restaurant**

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Pending Payment

Select Contractor: SE000 | Test Contractor    Invoice Number:

\* Invoice Begin Date: 5/27/2023    \* Invoice End Date: 6/27/2023

Employers submit contributions (summary sheets, forms and payments) monthly. In accordance with the Collection Procedures, contribution reports and payments are due on the 1st of the month following the work month and are considered delinquent if not received by the 20th of the month. Pursuant to the Collection Procedures adopted by the Trustees of the Hotel and Restaurant Employees H&W and East Bay Retirement, all payments received past the due date of the contribution are subject to liquidated damages of the greater of: (a) ten percent (10%) of delinquent contributions or (b) \$20.00. In addition, interest will accrue at a rate of ten percent (10%) per annum to be assessed from the delinquent date daily on the sum of unpaid contributions and liquidated damages, 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"/> | CW23-00000004 | 05/31/2023 | NTST         | New Test Contractor | SE000    | \$4,260.00 | DemoContractor | 06/27/2023  |

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- After selecting Pay Now, you will be taken to the Pending Payment 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 (via ACH or Check).
- Once you check the box(es) to the left of the invoice(s) desired, click the Select Invoice button.

# Enter a New Form - Pay Invoice(s)

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Pending Payment

**Payment Summary**  
(1) Invoice Selected  
Total amount due: **\$4,260.00**

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

Select Contractor: SE000 | Test Contractor    Invoice Number:

\* Invoice Begin Date: 5/27/2023    \* Invoice End Date: 6/27/2023

[Search](#)   [Clear](#)

Employers submit contributions (summary sheets, forms and payments) monthly in accordance with the Collection Procedures, contribution reports and payments are due on the 1st of the month following the work month and are considered delinquent if not received by the 20th of the month. Pursuant to the Collection Procedures adopted by the Trustees of the Hotel and Restaurant Employees H&W and East Bay Retirement, all payments received past the due date of the contribution are subject to liquidated damages of the greater of: (a) ten percent (10%) of delinquent contributions or (b) \$20.00. In addition, interest will accrue at a rate of ten percent (10%) per annum to be assessed from the delinquent date daily on the sum of unpaid contributions and liquidated damages, until delinquent contributions are paid in full.

Pending Invoice:

[Select Invoice](#)   [Cancel](#)

| <input checked="" type="checkbox"/> | Invoice #     | Wrk Date   | Section Code | Section             | Cont No. | Amount     | Submitted By   | Trans. Date |
|-------------------------------------|---------------|------------|--------------|---------------------|----------|------------|----------------|-------------|
| <input checked="" type="checkbox"/> | CW23-00000004 | 05/31/2023 | NTST         | New Test Contractor | SE000    | \$4,260.00 | DemoContractor | 06/27/2023  |

[Select Invoice](#)   [Cancel](#)

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- After clicking Select Invoice, the invoice(s) 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, 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)

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Make Payment

| Invoice#      | Wrk Date   | Section             | Cont No. | Amount            |
|---------------|------------|---------------------|----------|-------------------|
| CW23-00000004 | 05/31/2023 | New Test Contractor | SE000    | \$4,260.00        |
| <b>TOTAL</b>  |            |                     |          | <b>\$4,260.00</b> |

Total Invoice Amount : \$4,260.00

Invoice Adjustment Amount:

Total Amount Due: \$4,260.00

Adjustment Reason:

Pay By:  ACH(Online)    Check

    

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

# Enter a New Form - Pay Invoice(s)

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Make Payment

| Invoice#      | Wrk Date   | Section             | Cont No. | Amount            |
|---------------|------------|---------------------|----------|-------------------|
| CW23-00000004 | 05/31/2023 | New Test Contractor | SE000    | \$4,260.00        |
| <b>TOTAL</b>  |            |                     |          | <b>\$4,260.00</b> |

Total Invoice Amount : **\$4,260.00**  
Invoice Adjustment Amount:   
Total Amount Due: **\$4,260.00**  
Adjustment Reason:

Pay By:  ACH(Online)  Check

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- 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.

Select Contractor:  NC

\* Routing Number:

\* Bank Account Number:

\* Account Type:  Checking  Saving

Bank Name:



\* Please enter the characters as shown in the image.

# Enter a New Form - Pay Invoice(s)

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### ACH Payment

Employers submit contributions (summary sheets, forms and payments) monthly. In accordance with the Collection Procedures, contribution reports and payments are due on the 1st of the month following the work month and are considered delinquent if not received by the 20th of the month. Pursuant to the Collection Procedures adopted by the Trustees of the Hotel and Restaurant Employees H&W and East Bay Retirement, all payments received past the due date of the contribution are subject to liquidated damages of the greater of: (a) ten percent (10%) of delinquent contributions or (b) \$20.00. In addition, interest will accrue at a rate of ten percent (10%) per annum to be assessed from the delinquent date daily on the sum of unpaid contributions and liquidated damages, until delinquent contributions are paid in full.

**Total Amount Due: \$4,260.00**

Bank Account Number: ( Last 4 digits ) [REDACTED]

Routing Number: ( Last 4 digits ) [REDACTED]

Bank Name: [REDACTED]

Account Type: Checking

Settlement Date: 6/29/2023

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

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○ **Once on the ACH Payment screen:**

- **Input a settlement date for when you would like the funds withdrawn from your account. Note: 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

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## Electronic Contribution

Select the contractor from the list to submit your contributions

**Select Contractor:** SE000 | Test Contractor ▼

**Work Start Date:** 5/1/2023 ▼

**Work End Date:** 5/31/2023 ▼

**Process Contribution:** Enter New Contribution ▼

**Contribution Type:** Enter New Contribution  
**Modify / Submit Saved Contribution**  
Upload Contribution File

**CBA:** Copy / Modify Previous Report Form

Report no Hours

Submit    Cancel

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- 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

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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: SE000 | Test Contractor ▼

Process Contribution: Modify / Submit Saved Contribution ▼

\* Batch Number: Batch Number | CBA | Work StartDate | Work EndDate

| Batch Number  | CBA                     | Work Start Date | Work End Date |
|---------------|-------------------------|-----------------|---------------|
| CW23-00000003 | ( TST ) Test Contractor | 05/01/2023      | 05/31/2023    |
| CW23-00000002 | ( NTST ) New Test Cont  | 05/01/2023      | 05/31/2023    |

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1. Select a saved batch by selecting its batch number 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

- If you select Upload Contribution File from the Electronic Contribution page, you can upload contribution form 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 end dates.
  2. Select the appropriate CBA based on the work you are reporting for. This will pull the related fringe rates.
  3. Click the Choose File button to find the .CSV or .TXT file 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.

|   | SSN       | Work Class | Last Name | First Name | Middle Init. | Hours Worked | Flat Rate |
|---|-----------|------------|-----------|------------|--------------|--------------|-----------|
|   | A         | B          | C         | D          | E            | F            | G         |
| 1 | 123456789 | PEN        | jones     | luke       | a            | 10           | 1         |
| 2 | 987654321 | FAM        | milller   | scott      | b            | 20           | 1         |
| 3 | 753869421 | SNG        | miles     | frank      | c            | 10           | 1         |
| 4 |           |            |           |            |              |              |           |

# Work Class Codes

When uploading a contributions file, please be sure to only select work classes that are associated with the Collective Bargaining Agreement you are submitting contributions under. If a work class is used that is not associated with your CBA, you may receive unexpected results. All of the fund's work classes are shown below.

|        |                             |
|--------|-----------------------------|
| 2PRT   | Two Party                   |
| 2PRTHD | Two Party High Dental       |
| COLL   | Collection                  |
| DFLT   | Default Work Classification |
| FAM    | Family                      |
| FAMHD  | Family High Dental          |
| Family | Family                      |
| FAMP   | Family with Pension         |
| FORE   | Foreman                     |
| GFOR   | General Foreman             |
| JRNY   | JOURNEYMAN                  |
| PEN    | Pension Only                |
| SNG    | Single                      |
| SNGHD  | Single High Dental          |
| SNGP   | Single with Pension         |

# Upload a Contribution File

Tuesday, June 27, 2023  
My Profile Logout

## East Bay Restaurant

Welcome Democontractor Last Signed In: Tuesday, June 27, 2023

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

### Contribution Entry Form

**Contribution Batch**

|                  |                            |                    |            |
|------------------|----------------------------|--------------------|------------|
| Contractor Name: | Test Contractor            | Contractor Number: | SE000      |
| Batch Number:    | CW23-00000010              | Work End Date:     | 05/31/2023 |
| CBA:             | NTST - New Test Contractor |                    |            |

[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 | Flat Rate | Delete?                  |
|--------|-----------|--------------|------------|----|-----------|--------------|-----------|--------------------------|
| 1      | 123456789 | PENSION ONLY | luke       | a  | jones     | 10.00        | 1.00      | <input type="checkbox"/> |
| 2      | 987654321 | FAMILY       | scott      | b  | milller   | 20.00        | 1.00      | <input type="checkbox"/> |
| 3      | 753869421 | SINGLE       | frank      | c  | miles     | 10.00        | 1.00      | <input type="checkbox"/> |
| 4      |           | FAMILY       |            |    |           | 0.00         | 0.00      | <input type="checkbox"/> |

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- 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

The screenshot shows the 'East Bay Restaurant' web application interface. At the top right, the date is 'Tuesday, June 27, 2023' and there are links for 'My Profile' and 'Logout'. Below the header is a navigation bar with 'Welcome Democontractor' and 'Last Signed In: Tuesday, June 27, 2023'. The main navigation menu includes 'Home', 'Electronic Contribution', 'Contribution Payment', 'Employer Information', 'News', and 'Contact Us'. The 'Electronic Contribution' page is active, displaying the instruction 'Select the contractor from the list to submit your contributions'. The form includes a 'Select Contractor' dropdown (SE000 | Test Contractor), 'Work Start Date' (5/1/2023), and 'Work End Date' (5/31/2023). The 'Process Contribution' dropdown menu is open, showing options: 'Copy / Modify Previous Report Form', 'Enter New Contribution', 'Modify / Submit Saved Contribution', 'Upload Contribution File', and 'Copy / Modify Previous Report Form'. A checkbox labeled '\*Invoice Number:' is present, with a link to 'Check here to zero out hours and amounts from previous reports'. 'Submit' and 'Cancel' buttons are at the bottom. The footer contains 'Privacy Statement | Terms Of Use | © 2023 by BeneSys, Inc.'

- 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 end 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 form details 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

The screenshot displays the user interface for 'East Bay Restaurant'. At the top right, the date 'Tuesday, June 27, 2023' and links for 'My Profile' and 'Logout' are visible. A navigation bar includes 'Home', 'Electronic Contribution', 'Contribution Payment', 'Employer Information', 'News', and 'Contact Us'. The 'Electronic Contribution' section is active, showing a dropdown menu with 'Process Contribution', 'View All Contributions' (highlighted in red), and 'Frequently Asked Questions'. Below this, there is a form for submitting contributions with fields for 'Select Contractor' (SE000 | Test Contractor), 'Work Start Date' (5/1/2023), 'Work End Date' (5/31/2023), 'Process Contribution' (Enter New Contribution), 'Contribution Type' (Regular Contribution), and 'CBA' (New Test Contractor). A 'Report no Hours' checkbox is also present. The bottom of the page features a footer with 'Privacy Statement | Terms Of Use | © 2023 by BeneSys, Inc.'

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

# How to View Past Contribution Forms

|      |                         |                      |                      |      |            |
|------|-------------------------|----------------------|----------------------|------|------------|
| 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 account 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

East Bay Restaurant

Tuesday, June 27, 2023  
My Profile   Logout

---

Welcome Democontractor

Last Signed In: Tuesday, June 27, 2023

Home
Electronic Contribution
Contribution Payment
Employer Information
News
Contact Us

---

View All Contributions

Select Contractor: SE000 | Test Contractor

Begin Date: 5/27/2023

End Date: 6/27/2023

Search

**Special Note: A nightly process is set up to process ACH payments on the same day of entry. If you wish to delete a form that is associated to an ACH payment you must do this the same day of entry before the nightly process takes place. If you have multiple forms associated with one payment please be advised that deletion of one form will automatically place a stop on your ACH payment.**

| Invoice #                     | Wrk Date   | Section Code | Section             | No.Empl | Cont No. | Contractor      | Amount      | Status  | Payment        | Deposit Dt | Submitter      | Trans. Dt  | Del                      |
|-------------------------------|------------|--------------|---------------------|---------|----------|-----------------|-------------|---------|----------------|------------|----------------|------------|--------------------------|
| <a href="#">CW23-00000004</a> | 05/31/2023 | NTST         | New Test Contractor | 3       | SE000    | Test Contractor | \$4,260.00  | Pending | CHK            |            | DemoContractor | 06/27/2023 | <input type="checkbox"/> |
| <a href="#">CW23-00000005</a> | 05/31/2023 | NTST         | New Test Contractor | 1       | SE000    | Test Contractor | \$25,900.00 | Pending |                |            | DemoContractor | 06/27/2023 | <input type="checkbox"/> |
| <a href="#">CW23-00000001</a> | 05/31/2023 | NTST         | New Test Contractor | 1       | SE000    | Test Contractor | \$5,180.00  | Pending | ACH - Adjusted | 06/27/2023 | DemoContractor | 06/23/2023 | <input type="checkbox"/> |

Delete Contribution(s)

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- 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 displays the BeneSys web application interface. At the top, there is a navigation bar with tabs for 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 (highlighted with a red box), View All Payment, Account Management, and Make Variance Payment. On the right side of the page, there is a News / Events section with a dark blue header and a white box containing the text "No news/events are available". The main content area on the left contains an Introduction section with the following text:

**Introduction**  
You now have the power to access information 24 hours a day, 7 days a week.

**To Navigate this site:**

- Click on a header on the top. This opens your submenu options.

**To Log On:**

- There is a login box in the upper right corner.
- Enter your User Name and Password then click on the login button.

**If your login was successful** you'll be directed to the appropriate page to begin.

**If your login was invalid** you'll be directed back to the login screen where you will have the chance to try again.

- **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

Tuesday, June 27, 2023  
[My Profile](#) [Logout](#)

**East Bay Restaurant**

Welcome Democontractor Last Signed In: Tuesday, June 27, 2023

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

Pending Payment

Select Contractor:  Invoice Number:

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

Employers submit contributions (summary sheets, forms and payments) monthly. In accordance with the Collection Procedures, contribution reports and payments are due on the 1st of the month following the work month and are considered delinquent if not received by the 20th of the month. Pursuant to the Collection Procedures adopted by the Trustees of the Hotel and Restaurant Employees H&W and East Bay Retirement, all payments received past the due date of the contribution are subject to liquidated damages of the greater of: (a) ten percent (10%) of delinquent contributions or (b) \$20.00. In addition, interest will accrue at a rate of ten percent (10%) per annum to be assessed from the delinquent date daily on the sum of unpaid contributions and liquidated damages, 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"/> | <a href="#">CW23-00000005</a> | 05/31/2023 | NTST         | New Test Contractor | SE000    | \$25,900.00 | DemoContractor | 06/27/2023  |

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- 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 Numbers 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

**For questions, enrollment, or training, please call (844)-492-9159 and ask to speak with someone from our Contributions Team.**