

BAC Local 9/Building Trade Pension

Electronic Contribution Website

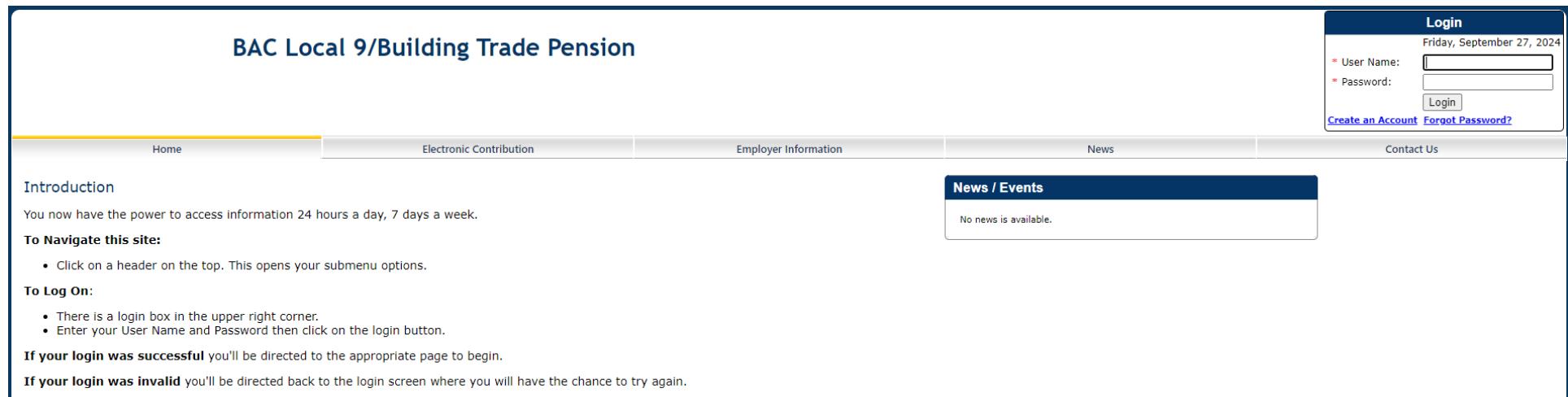
User Manual

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.BACLocal9Employers.org



BAC Local 9/Building Trade Pension

Home Electronic Contribution Employer Information News Contact Us

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.

News / Events
No news is available.

Login
Friday, September 27, 2024
* User Name:
* Password:
Login Create an Account Forgot Password?

- **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 (412) 317-6538 or (877) 270-1199, where someone will assist you.**

Let's Get Started

BAC Local 9/Building Trade Pension

Friday, September 27, 2024

My Profile Logout

Last Signed In: Friday, September 27, 2024

Welcome Democontractor

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Introduction

You now have the power to access information a week.

Process Contribution

View All Contributions Frequently Asked Questions

News / Events

No news is available.

To Navigate this site:

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

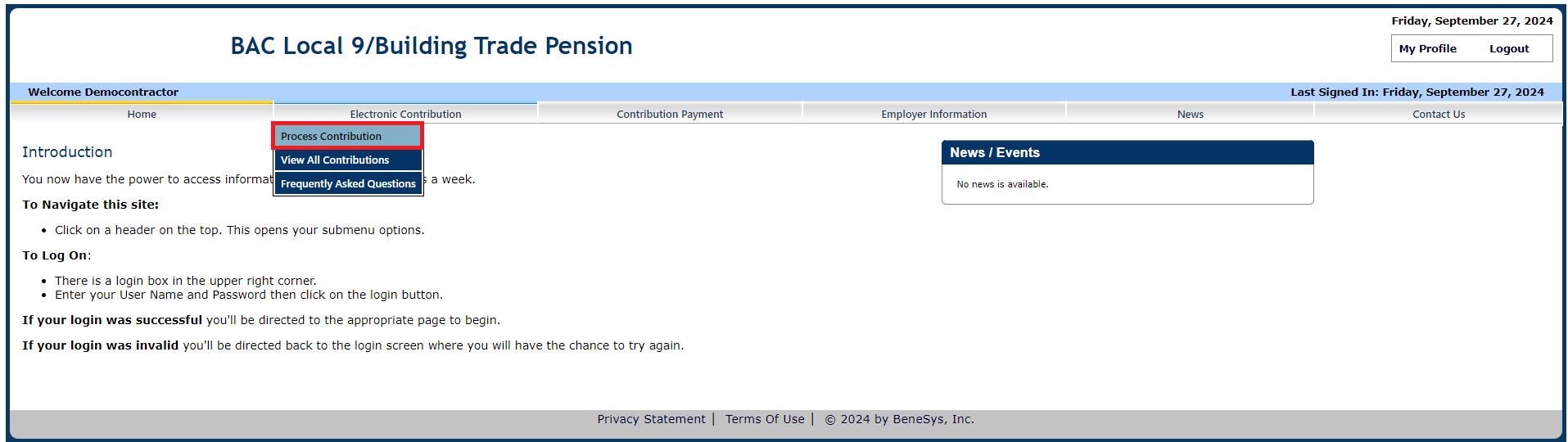
To Log On:

- 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.

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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

BAC Local 9/Building Trade Pension

Friday, September 27, 2024

My Profile Logout

Welcome Democontractor

Last Signed In: Friday, September 27, 2024

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: BENESYS | Test Contractor

Work Start Date: 8/1/2024

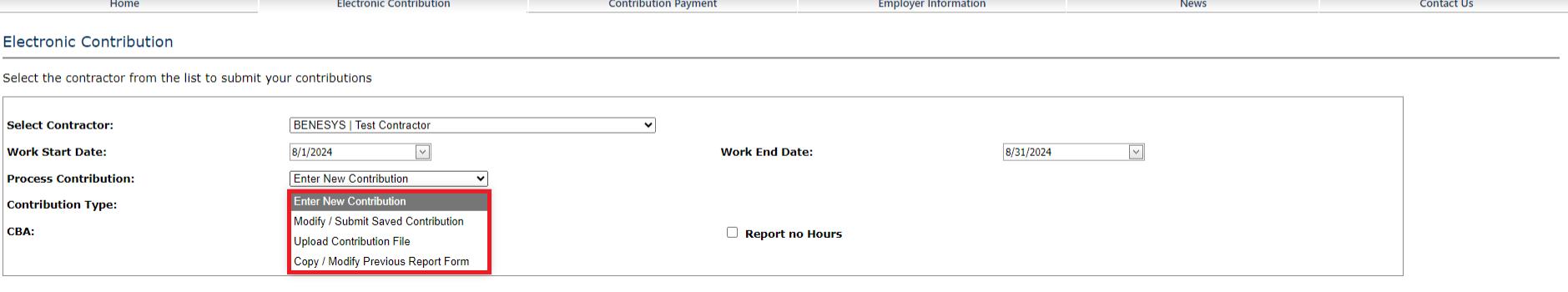
Work End Date: 8/31/2024

Process Contribution: Enter New Contribution

Contribution Type: Enter New Contribution

CBA: Report no Hours

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



- **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

BAC Local 9/Building Trade Pension

Friday, September 27, 2024

My Profile Logout

Last Signed In: Friday, September 27, 2024

Welcome Democontractor

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: BENESYS | Test Contractor

Work Start Date: 8/1/2024

Process Contribution: Enter New Contribution

Contribution Type: Regular Contribution

CBA: Erie Chapter

Work End Date: 8/31/2024

Report no Hours

Submit Cancel

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

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Contribution Entry Form

Contribution Batch											
Contractor Name:	Test Contractor			Contractor Number:	BENESYS						
Batch Number:	CW24-00000004			Work End Date:	08/31/2024						
CBA:	28 - Erie Chapter										
<p>Rate Inquiry Add Employee Delete Employee Save and Complete Later Calculate Contribution Cancel</p> <p>*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.</p>											
Row No	SSN	Work Class	First Name	MI	Last Name	Hours Worked	Gross Wages	Hours Paid	Flat Rate	Delete?	
1	123456789	BRICKLAYER APPRENTICE 50%	John	M	Doe	100.00	1000.00	120.00	1	<input type="checkbox"/>	
2	987654321	BRICKLAYER APPRENTICE 50%	Jane	L	Smith	100.00	1000.00	120.00	1	<input type="checkbox"/>	
3		BRICKLAYER APPRENTICE 50%				0.00	0.00	0.00	0.00	<input type="checkbox"/>	

- 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, Gross amounts, Hours Paid 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

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Process Contribution

Contribution Batch									
Contractor Name:	Test Contractor			Contractor Number:	BENESYS				
Batch Number:	CW24-00000004			Work End Date:	08/31/2024				
CBA:	28 - Erie Chapter								

Contractor Contribution Details:

Work Class	Contractor	Hours Worked	Gross Wages	Hours Paid	Flat Rate	Amount	
Bricklayer Apprentice 50%	Test Contractor	200.00	2,000.00	240.00	2.00	\$3,438.40	View Details
TOTAL		200.00	2,000.00	240.00	2.00	\$3,438.40	

Employee Contribution Details:

SSN	Work Class	First Name	MI	Last Name	Hours Worked	Gross Wages	Hours Paid	Flat Rate	Amount	
123456789	Bricklayer Apprentice 50%	A		SMITH	100.00	1,000.00	120.00	1.00	\$1,719.20	View Details
987654321	Bricklayer Apprentice 50%	Jane	L	Smith	100.00	1,000.00	120.00	1.00	\$1,719.20	View Details
TOTAL					200.00	\$2,000.00	240.00	2.00	\$3,438.40	

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

- 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
Pension Protection	200.00	Hours Worked	0.00000	\$0.00
BTP Pen Move	200.00	Hours Worked	0.00000	\$0.00
CAP Fund	200.00	Hours Worked	0.00000	\$0.00
Industry Advancement	200.00	Hours Worked	0.00000	\$0.00
Industry Fund	200.00	Hours Worked	0.00000	\$0.00
Mas Const Fund	200.00	Hours Worked	0.00000	\$0.00
Dues Org	200.00	Hours Worked	0.00000	\$0.00
Erie Promotion	200.00	Hours Worked	0.02000	\$4.00
Health & Welfare	240.00	Hours Paid	10.20000	\$2,448.00
BTP Pension	240.00	Hours Paid	1.64000	\$393.60
BAC9 Pension	240.00	Hours Paid	0.00000	\$0.00
Annuity Fund	240.00	Hours Paid	0.57000	\$136.80
Apprent. & Training	240.00	Hours Paid	0.25000	\$60.00
Building Fund	240.00	Hours Paid	0.10000	\$24.00
BAC PAC Fund	240.00	Hours Paid	0.00000	\$0.00
PCC Contractors	240.00	Hours Paid	0.00000	\$0.00
BAC9 Pen Protect	240.00	Hours Paid	1.55000	\$372.00
Western Pen Protect	240.00	Hours Paid	0.00000	\$0.00
Working Dues	240.00	Hours Paid	0.00000	\$0.00
Working Dues 2	240.00	Hours Paid	0.00000	\$0.00
Dues Checkoff	240.00	Hours Paid	0.00000	\$0.00
IMI Fund	240.00	Hours Paid	0.00000	\$0.00
Int. Pen Protect	240.00	Hours Paid	0.00000	\$0.00
IU Pension	240.00	Hours Paid	0.00000	\$0.00
Medical Reimb.	0.00	Split	0.00000	\$0.00
				Total: \$3,438.40

Enter a New Form - Contractor Details

Employee Contribution Details

First Name: Jane

Last Name: Smith

Fund	Units	Basis	Rate	Amount
Health & Welfare	120.00	Hours Paid	10.20000	\$1,224.00
BTP Pension	120.00	Hours Paid	1.64000	\$196.80
BAC9 Pension	120.00	Hours Paid	0.00000	\$0.00
Pension Protection	100.00	Hours Worked	0.00000	\$0.00
BTP Pen Move	100.00	Hours Worked	0.00000	\$0.00
Annuity Fund	120.00	Hours Paid	0.57000	\$68.40
Apprent. & Training	120.00	Hours Paid	0.25000	\$30.00
Building Fund	120.00	Hours Paid	0.10000	\$12.00
CAP Fund	100.00	Hours Worked	0.00000	\$0.00
Industry Advancement	100.00	Hours Worked	0.00000	\$0.00
Working Dues	120.00	Hours Paid	0.00000	\$0.00
Working Dues 2	120.00	Hours Paid	0.00000	\$0.00
Dues Checkoff	120.00	Hours Paid	0.00000	\$0.00
IMI Fund	120.00	Hours Paid	0.00000	\$0.00
Industry Fund	100.00	Hours Worked	0.00000	\$0.00
Int. Pen Protect	120.00	Hours Paid	0.00000	\$0.00
IU Pension	120.00	Hours Paid	0.00000	\$0.00
Mas Const Fund	100.00	Hours Worked	0.00000	\$0.00
Medical Reimb.	0.00	Split	0.00000	\$0.00
Dues Org	100.00	Hours Worked	0.00000	\$0.00
BAC PAC Fund	120.00	Hours Paid	0.00000	\$0.00
PCC Contractors	120.00	Hours Paid	0.00000	\$0.00
BAC9 Pen Protect	120.00	Hours Paid	1.55000	\$186.00
Western Pen Protect	120.00	Hours Paid	0.00000	\$0.00
Erie Promotion	100.00	Hours Worked	0.02000	\$2.00
				Total: \$1,719.20

[Close](#)

Enter a New Form - Finalize Contributions

Contribution Batch																			
Contractor Name:	Test Contractor					Contractor Number:	BENESYS												
Batch Number:	CW24-00000004					Work End Date:	08/31/2024												
CBA:	28 - Erie Chapter																		
INVOICE # CW24-00000004																			
Your Calculated Contributions for work ending 08/31/2024:		\$3,438.40																	
Remittance Amount Due:		\$3,438.40																	
Invoice #:		CW24-00000004 * 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:		09/27/2024																	
		Pay Now		Print Invoice		Done													
Amount Due:																			
Work Class	Fund	Fund Code	Hours Worked	Gross Wages	Hours Paid	Flat Rate	Calc Hrs	Basis	Rate	Amount									
Bricklayer Apprentice 50%	Health & Welfare	H&W	200.00	2,000.00	240.00	2.00	240.00	Hours Paid	10.2000	\$2,448.00									
Bricklayer Apprentice 50%	BTP Pension	BTP	200.00	2,000.00	240.00	2.00	240.00	Hours Paid	1.6400	\$393.60									
Bricklayer Apprentice 50%	BAC9 Pension	BAC9	200.00	2,000.00	240.00	2.00	240.00	Hours Paid	0.0000	\$0.00									
Bricklayer Apprentice 50%	Pension Protection	PPF	200.00	2,000.00	240.00	2.00	240.00	Hours Worked	0.0000	\$0.00									
Bricklayer Apprentice 50%	BTP Pen Move	P526	200.00	2,000.00	240.00	2.00	240.00	Hours Worked	0.0000	\$0.00									
Bricklayer Apprentice 50%	Annuity Fund	ANN	200.00	2,000.00	240.00	2.00	240.00	Hours Paid	0.5700	\$136.80									
Bricklayer Apprentice 50%	Apprent. & Training	APP	200.00	2,000.00	240.00	2.00	240.00	Hours Paid	0.2500	\$60.00									
Bricklayer Apprentice 50%	Building Fund	BLDG	200.00	2,000.00	240.00	2.00	240.00	Hours Paid	0.1000	\$24.00									
Bricklayer Apprentice 50%	CAP Fund	CAP	200.00	2,000.00	240.00	2.00	240.00	Hours Worked	0.0000	\$0.00									
Bricklayer Apprentice 50%	Industry Advancement	CIND	200.00	2,000.00	240.00	2.00	240.00	Hours Worked	0.0000	\$0.00									
Bricklayer Apprentice 50%	Working Dues	DU1	200.00	2,000.00	240.00	2.00	240.00	Hours Paid	0.0000	\$0.00									
Bricklayer Apprentice 50%	Working Dues 2	DU2	200.00	2,000.00	240.00	2.00	240.00	Hours Paid	0.0000	\$0.00									
Bricklayer Apprentice 50%	Dues Checkoff	IDUE	200.00	2,000.00	240.00	2.00	240.00	Hours Paid	0.0000	\$0.00									
Bricklayer Apprentice 50%	IMI Fund	IMI	200.00	2,000.00	240.00	2.00	240.00	Hours Paid	0.0000	\$0.00									
Bricklayer Apprentice 50%	Industry Fund	IND	200.00	2,000.00	240.00	2.00	240.00	Hours Worked	0.0000	\$0.00									
Bricklayer Apprentice 50%	Int. Pen Protect	IPF	200.00	2,000.00	240.00	2.00	240.00	Hours Paid	0.0000	\$0.00									
Bricklayer Apprentice 50%	IU Pension	IUPEN	200.00	2,000.00	240.00	2.00	240.00	Hours Paid	0.0000	\$0.00									
Bricklayer Apprentice 50%	Mas Const Fund	MASC	200.00	2,000.00	240.00	2.00	200.00	Hours Worked	0.0000	\$0.00									
Bricklayer Apprentice 50%	Medical Reimb.	MRA	200.00	2,000.00	240.00	2.00	0.00	Split	0.0000	\$0.00									
Bricklayer Apprentice 50%	Dues Org	ORG	200.00	2,000.00	240.00	2.00	200.00	Hours Worked	0.0000	\$0.00									
Bricklayer Apprentice 50%	BAC PAC Fund	PAC	200.00	2,000.00	240.00	2.00	240.00	Hours Paid	0.0000	\$0.00									
Bricklayer Apprentice 50%	PCC Contractors	PCC	200.00	2,000.00	240.00	2.00	240.00	Hours Paid	0.0000	\$0.00									
Bricklayer Apprentice 50%	BAC9 Pen Protect	PPF2	200.00	2,000.00	240.00	2.00	240.00	Hours Paid	1.5500	\$372.00									
Bricklayer Apprentice 50%	Western Pen Protect	WPPF	200.00	2,000.00	240.00	2.00	240.00	Hours Paid	0.0000	\$0.00									
Bricklayer Apprentice 50%	Erie Promotion	PROMO	200.00	2,000.00	240.00	2.00	200.00	Hours Worked	0.02000	\$4.00									
TOTAL										\$3,438.40									
Employee Details:																			
SSN	Name	Work Class	HW	GW	HP	F	HWB	BTP	BAC9	PPF	P526	ANN	APP	BLDG	CAP	CIND	DU1	DU2	IDL
XXXXXX6789	SMITH, A.	BRAP50	100.00	\$1,000.00	120.00	1.00	\$1,224.00	\$196.80	\$0.00	\$0.00	\$0.00	\$68.40	\$30.00	\$12.00	\$0.00	\$0.00	\$0.00	\$0.	
XXXXXX4321	Smith, Jane L.	BRAP50	100.00	\$1,000.00	120.00	1.00	\$1,224.00	\$196.80	\$0.00	\$0.00	\$0.00	\$68.40	\$30.00	\$12.00	\$0.00	\$0.00	\$0.00	\$0.	
	TOTAL		200.00	\$2,000.00	240.00	2.00	\$2,448.00	\$393.60	\$0.00	\$0.00	\$0.00	\$136.80	\$60.00	\$24.00	\$0.00	\$0.00	\$0.00	\$0.	

- 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)

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

Pending Payment

Select Contractor: BENESYS | Test Contractor Invoice Number:
* Invoice Begin Date: 8/1/2024 * Invoice End Date: 9/30/2024

Employers submit contributions (summary sheets, forms and payments) monthly. In accordance with the Collection Procedures, contribution reports and payments are due on the 15th day of the month immediately following the work month except for employers in good standing reporting under the Pittsburgh Allied Crafters SM (33SM), which shall be due at the end of the month following the work month. An employer's contribution is delinquent if not received by the end of the month except for employers in good standing reporting under Pittsburgh Allied Crafters SM (33SM), which will become delinquent if not received by the month following the month it was due. Pursuant to the Collection Procedures adopted by the Trustees of the Bricklayers Combined Funds of Western Pennsylvania, all payments received past the due date of the contribution are subject to liquidated damages of twenty percent (20%) of delinquent contributions or any unpaid portion thereof. In addition, interest will accrue at a rate of twelve percent (12%) per annum to be assessed from the due date until paid in full.

Pending Invoice:

	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW24-00000004	08/31/2024	28	Erie Chapter	BENESYS	\$3,438.40	DemoContractor	09/27/2024

- 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)

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

Pending Payment

Payment Summary
(1) Invoice Selected
Total amount due: \$3,438.40

Make Payment **Edit Selection**

Select Contractor: BENESYS | Test Contractor Invoice Number:
* Invoice Begin Date: 8/1/2024 * Invoice End Date: 9/30/2024
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 15th day of the month immediately following the work month except for employers in good standing reporting under the Pittsburgh Allied Crafters SM (33SM), which shall be due at the end of the month following the work month. An employer's contribution is delinquent if not received by the end of the month except for employers in good standing reporting under Pittsburgh Allied Crafters SM (33SM), which will become delinquent if not received by the month following the month it was due. Pursuant to the Collection Procedures adopted by the Trustees of the Bricklayers Combined Funds of Western Pennsylvania, all payments received past the due date of the contribution are subject to liquidated damages of twenty percent (20%) of delinquent contributions or any unpaid portion thereof. In addition, interest will accrue at a rate of twelve percent (12%) per annum to be assessed from the due date until 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"/>	CW24-00000004	08/31/2024	28	Erie Chapter	BENESYS	\$3,438.40	DemoContractor	09/27/2024

Select Invoice **Cancel**

- 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)

BAC Local 9/Building Trade Pension

Friday, September 27, 2024

My Profile Logout

Last Signed In: Friday, September 27, 2024

Welcome Democontractor

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW24-00000004	08/31/2024	Erie Chapter	BENESYS	\$3,438.40
TOTAL				\$3,438.40

Total Invoice Amount : **\$3,438.40**
Invoice Adjustment Amount:
Total Amount Due: **\$3,438.40**
Adjustment Reason:

Pay By: ACH(Online) Check

- Clicking **Make Payment** takes you to the above screen showing the invoice(s) you've selected and the total amount due.
- Option to adjust amount being paid
 - Use the Invoice Adjustment Amount field to enter an adjustment amount (if any). You may enter a positive or negative amount to increase or decrease the payment amount by the amount you've entered. This will automatically update your Total Amount Due.
 - When an adjustment amount is 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)

BAC Local 9/Building Trade Pension

Friday, September 27, 2024

My Profile Logout

Welcome Democontractor

Last Signed In: Friday, September 27, 2024

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW24-00000004	08/31/2024	Erie Chapter	BENESYS	\$3,438.40
TOTAL				\$3,438.40

Total Invoice Amount : **\$3,438.40**

Invoice Adjustment Amount:

Total Amount Due: **\$3,438.40**

Adjustment Reason:

Pay By: ACH(Online) Check

- Now select your Pay By type
 - If you select ACH (Online) and click submit you will be taken to the ACH Payment screen (see next page).
 - First time ACH payments will be prompted to complete the below form specifying your company name, bank account number, routing number, and account type.
 - This information will be saved for future contributions and only needs to be updated if it has changed.

Select Contractor:

* Routing Number:

* Bank Account Number:

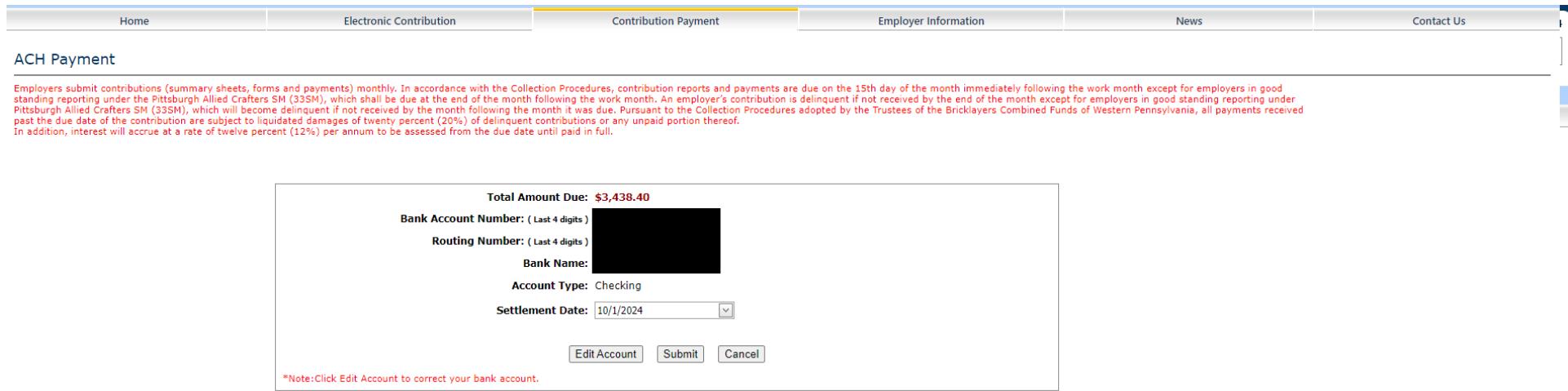
* Account Type: Checking Saving

Bank Name:



* Please enter the characters as shown in the image.

Enter a New Form - Pay Invoice(s)



The screenshot shows a web-based payment interface. At the top, there is a navigation bar with links: Home, Electronic Contribution, Contribution Payment (which is highlighted in yellow), Employer Information, News, and Contact Us. Below the navigation bar, the page title is "ACH Payment". A detailed note about contribution reporting and late fees is displayed in red text. The main form area contains the following fields:

- Total Amount Due: \$3,438.40
- Bank Account Number: (Last 4 digits) [Redacted]
- Routing Number: (Last 4 digits) [Redacted]
- Bank Name: [Redacted]
- Account Type: Checking
- Settlement Date: 10/1/2024

At the bottom of the form are three buttons: Edit Account, Submit, and Cancel. A note at the bottom of the form area states: "Note: Click Edit Account to correct your bank account."

- Once on the ACH Payment screen:

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

Friday, September 27, 2024

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

BAC Local 9/Building Trade Pension

Welcome Democontractor

Last Signed In: Friday, September 27, 2024

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: BENESYS | Test Contractor

Process Contribution: Modify / Submit Saved Contribution

*Batch Number: Work EndDate

Modify / Submit Saved Contribution

Upload Contribution File

Copy / Modify Previous Report Form

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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

BAC Local 9/Building Trade Pension

Friday, September 27, 2024

My Profile Logout

Welcome Democontractor

Last Signed In: Friday, September 27, 2024

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: BENESYS | 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
CW24-00000006	(28) Erie Chapter	08/01/2024	08/31/2024

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

BAC Local 9/Building Trade Pension

Friday, September 27, 2024

My Profile Logout

Welcome Democontractor

Last Signed In: Friday, September 27, 2024

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: BENESYS | Test Contractor

Work Start Date: 8/1/2024 Work End Date: 8/31/2024

Process Contribution: Enter New Contribution

Contribution Type: Enter New Contribution

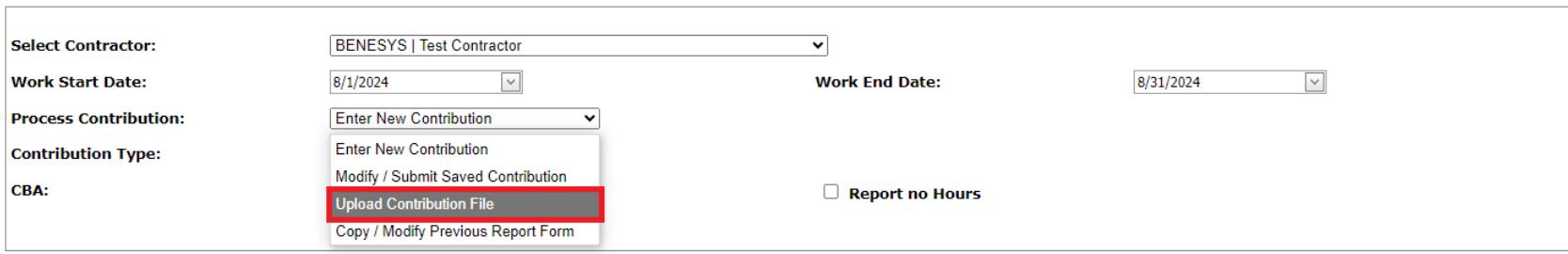
CBA: Modify / Submit Saved Contribution

Report no Hours

Upload Contribution File

Copy / Modify Previous Report Form

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- 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.

	A	B	C	D	E	F	G	H	I
1	SSN	Work Class	Last Name	First Name	Middle Initial	Hours Worked	Gross Wages	Hours Paid	Flat Rate
2	123456788	BRAP50	Conners	Sarah	G	10	100	100	1
3	987654321	BRAPP2	Michaelson	Luke	V	20	150	10	1
4	753869421	INDPJRNY	Petrov	David		35	200	1050	1

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.

Code	Description
DFLT	Default Work Classification
FORE	Foreman
GC	General Classifications
GRH	Graded Helper
HBO	HVAC Boiler Operator
HLF	Helper
HRAC	HRAC Mechanic
HVACT	HVAC Technician
JRMY	J Journeyman
JRNY	JOURNEYMAN
MOA	MOA
NEWCOM50	New Appr. Com. 50
NEWCOM60	New Appr. Com. 60
NEWCOM70	New Appr. Com. 70
NEWCOM80	New Appr. Com. 80
NEWCOM90	New Appr. Com. 90
NEWRES50	New Appr. Res 50
NEWRES60	New Appr. Res 60
NEWRES70	New Appr. Res 70
NEWRES80	New Appr. Res 80
NEWRES90	New Appr. Res 90
OLDAPC40	Old Appr. Com. 40%
OLDAPC45	Old Appr. Com. 45%
OLDAPC50	Old Appr. Com. 50%
OLDAPC55	Old Appr. Com. 55%
OLDAPC60	Old Appr. Com. 60%
OLDAPC65	Old Appr. Com. 65%
OLDAPC70	Old Appr. Com. 70%
OLDAPC75	Old Appr. Com. 75%
OLDAPC80	Old Appr. Com. 80%

Code	Description
OLDRES50	Old Appr. Res 50%
OLDRES55	Old Appr. Res 55%
OLDRES60	Old Appr. Res 60%
OLDRES65	Old Appr. Res 65%
OLDRES70	Old Appr. Res 70%
OLDRES75	Old Appr. Res 75%
OLDRES80	Old Appr. Res 80%
OLDRES90	Old Appr. Res 90%
ORG	Organizer
PLP	Plumber/Pipefitter
PREAPP	PRE-APPRENTICE
PREAPPR	Pre-Apprentice
RES	Residential
RTE1410	Non-Bargain 1410 Rate
RTE1795	Non-Bargain 1795 Rate
RTE1880	Non-Bargain 1880 Rate
RTE2692	Non-Bargain 2692.5 Rate
RTE2820	Non-Bargain 2820 Rate
RTE470	Non-Bargain 470 Rate
RTE940	Non-Bargain 940 Rate
SJ	Service Journeyman
SJ2	Service Journeyman 2
SO	SCMS Operator
SRV	Serviceman
SRVCMN	SERVICEMAN
SSCAPP	Service Schedule A Apprentice
STF	Staff
STF1	Staff 1
TRADE	Tradesman
TRDSMN	TRADESMEN

Upload a Contribution File

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Contribution Entry Form

Contribution Batch									
Contractor Name:	Test Contractor			Contractor Number:	BENESYS				
Batch Number:	CW24-00000011			Work End Date:	08/31/2024				
CBA:	28 - Erie Chapter								

[!\[\]\(3ef21aa7dd0eb7679399f97a05491862_img.jpg\) Rate Inquiry](#) [!\[\]\(58187f59de15d6f7dd2494352d583a00_img.jpg\) Add Employee](#) [!\[\]\(c35c027f8e2b0acd94486266be47ab51_img.jpg\) Delete Employee](#) [!\[\]\(a4a85235bd4cd48cd6f30b4a698ad6dd_img.jpg\) Save and Complete Later](#) [!\[\]\(667882b20118cc60dea2735d9a0d34f6_img.jpg\) Calculate Contribution](#) [!\[\]\(e776a1440c1a8185867a23fc4ff0c50c_img.jpg\) 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	Gross Wages	Hours Paid	Flat Rate	Delete?
1	123456788	BRICKLAYER APPRENTICE 50%	Sarah	G	Connors	10.00	100.00	100.00	1.00	<input type="checkbox"/>
2	987654321	BRICKLAYER SECOND YEAR APPRENTIC	Luke	V	Michaelson	20.00	150.00	10.00	1.00	<input type="checkbox"/>
3	753869421	INDEPENDENT JOURNEYMAN	David		Petrov	35.00	200.00	1050.00	1.00	<input type="checkbox"/>
4		BRICKLAYER APPRENTICE 50%				0.00	0.00	0.00	0.00	<input type="checkbox"/>

- Upon clicking **Submit**, you should be taken to a screen that looks similar to the above. If, however, your data or file format is incorrect, you will receive an error message and the file will not be uploaded.
- Once the file has been successfully uploaded, you can proceed as if you were entering a new contribution form (refer to instructions above).

Copy/Modify Previous Report Form

BAC Local 9/Building Trade Pension

Friday, September 27, 2024

My Profile Logout

Welcome Democontractor

Last Signed In: Friday, September 27, 2024

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: BENESYS | Test Contractor

Work Start Date: 8/1/2024 Work End Date: 8/31/2024

Process Contribution: Copy / Modify Previous Report Form

*Invoice Number:

Check here to zero out hours and amounts

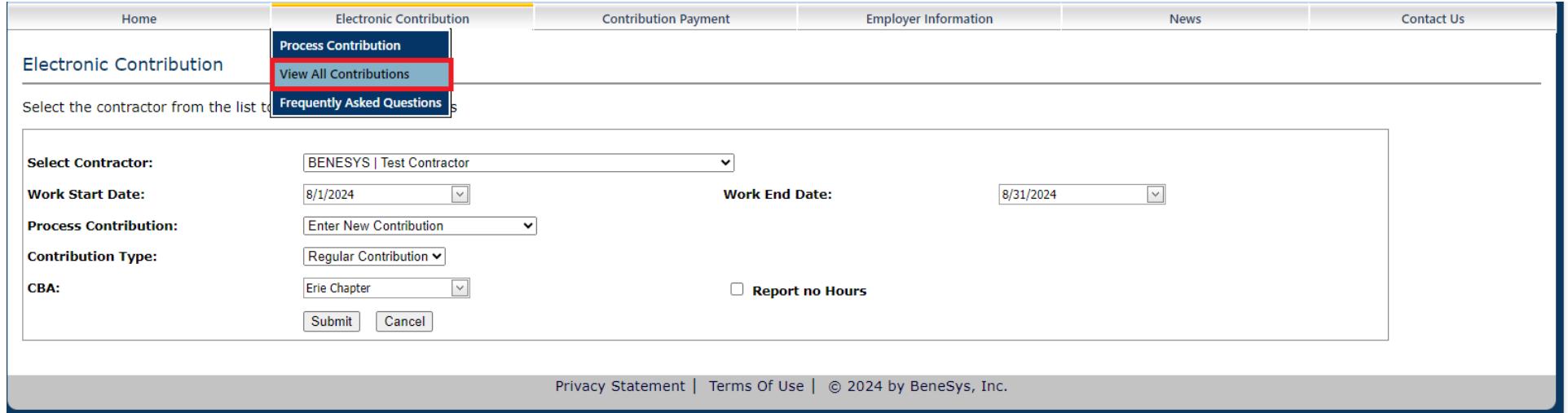
Invoice Number CBA Work Start Date Work End Date

Invoice Number	CBA	Work Start Date	Work End Date
CW24-00000004	(28) Erie Chapter	08/01/2024	08/31/2024
CW24-00000002	(28) Erie Chapter	08/01/2024	08/31/2024

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- 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 shows the BeneSys Electronic Contribution interface. At the top, there is a navigation bar with links for Home, Electronic Contribution (which is highlighted with a yellow bar), Contribution Payment, Employer Information, News, and Contact Us. Below the navigation bar, there is a sub-menu for 'Electronic Contribution' with options: Process Contribution, View All Contributions (which is highlighted with a red box), and Frequently Asked Questions. A message 'Select the contractor from the list to begin' is displayed. The main form area contains fields for 'Select Contractor' (BENESYS | Test Contractor), 'Work Start Date' (8/1/2024), 'Work End Date' (8/31/2024), 'Process Contribution' (Enter New Contribution), 'Contribution Type' (Regular Contribution), 'CBA' (Erie Chapter), and a checkbox for 'Report no Hours'. At the bottom of the form are 'Submit' and 'Cancel' buttons. The footer of the page includes links for Privacy Statement, Terms Of Use, and a copyright notice: © 2024 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

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

[View All Contributions](#)

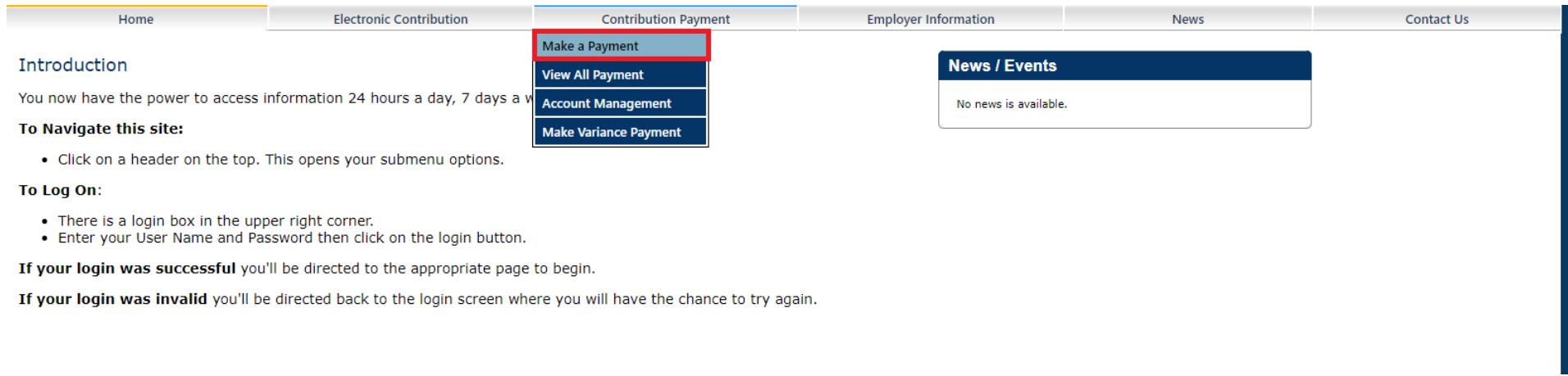
Select Contractor: Begin Date: End Date:

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

Invoice #	Wrk Date	Section Code	Section	No.Empl	Cont No.	Contractor	Amount	Status	Payment	Deposit Dt	Submitter	Trans. Dt	Del
CW24-00000004	08/31/2024	28	Erie Chapter	2	BENESYS	Test Contractor	\$3,438.40	Pending			DemoContractor	09/27/2024	<input type="checkbox"/>
CW24-00000002	08/31/2024	28	Erie Chapter	2	BENESYS	Test Contractor	\$61.22	Pending	ACH	09/27/2024	DemoContractor	09/25/2024	<input type="checkbox"/>

- If you wish to delete any of the invoices shown, you may do so from this screen, however, you can only delete invoices with a “Pending” status. To delete these invoices, check the box in the Del column next to the invoices to be deleted, then click the Delete Contribution button at the bottom of the page.
- To delete invoices with an “In Process” status, you will need to contact the fund office.
- Invoices with a “Paid” status cannot be deleted, as these have already been processed and entered into the contributions system.

How to Make Payments on Multiple Saved Forms



The screenshot shows a horizontal navigation bar with several links: Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. The 'Contribution Payment' link is currently active, as indicated by a blue background and a dropdown menu. The dropdown menu contains four options: 'Make a Payment' (which is highlighted with a red box), 'View All Payment', 'Account Management', and 'Make Variance Payment'. To the right of the dropdown, there is a 'News / Events' box with a dark blue header and a light blue body. The body contains the text 'No news is available.'

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

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

Pending Payment

Select Contractor: BENESYS | Test Contractor Invoice Number:
* Invoice Begin Date: 8/1/2024 * Invoice End Date: 9/30/2024

Employers submit contributions (summary sheets, forms and payments) monthly. In accordance with the Collection Procedures, contribution reports and payments are due on the 15th day of the month immediately following the work month except for employers in good standing reporting under the Pittsburgh Allied Crafters SM (33SM), which shall be due at the end of the month following the work month. An employer's contribution is delinquent if not received by the end of the month except for employers in good standing reporting under Pittsburgh Allied Crafters SM (33SM), which will become delinquent if not received by the month following the month it was due. Pursuant to the Collection Procedures adopted by the Trustees of the Bricklayers Combined Funds of Western Pennsylvania, all payments received past the due date of the contribution are subject to liquidated damages of twenty percent (20%) of delinquent contributions or any unpaid portion thereof. In addition, interest will accrue at a rate of twelve percent (12%) per annum to be assessed from the due date until paid in full.

Pending Invoice:

	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input type="checkbox"/>	CW24-00000004	08/31/2024	28	Erie Chapter	BENESYS	\$3,438.40	DemoContractor	09/27/2024

- 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 (412) 317-6538 or (877) 270-1199 and ask to speak with someone from our Contributions Team.