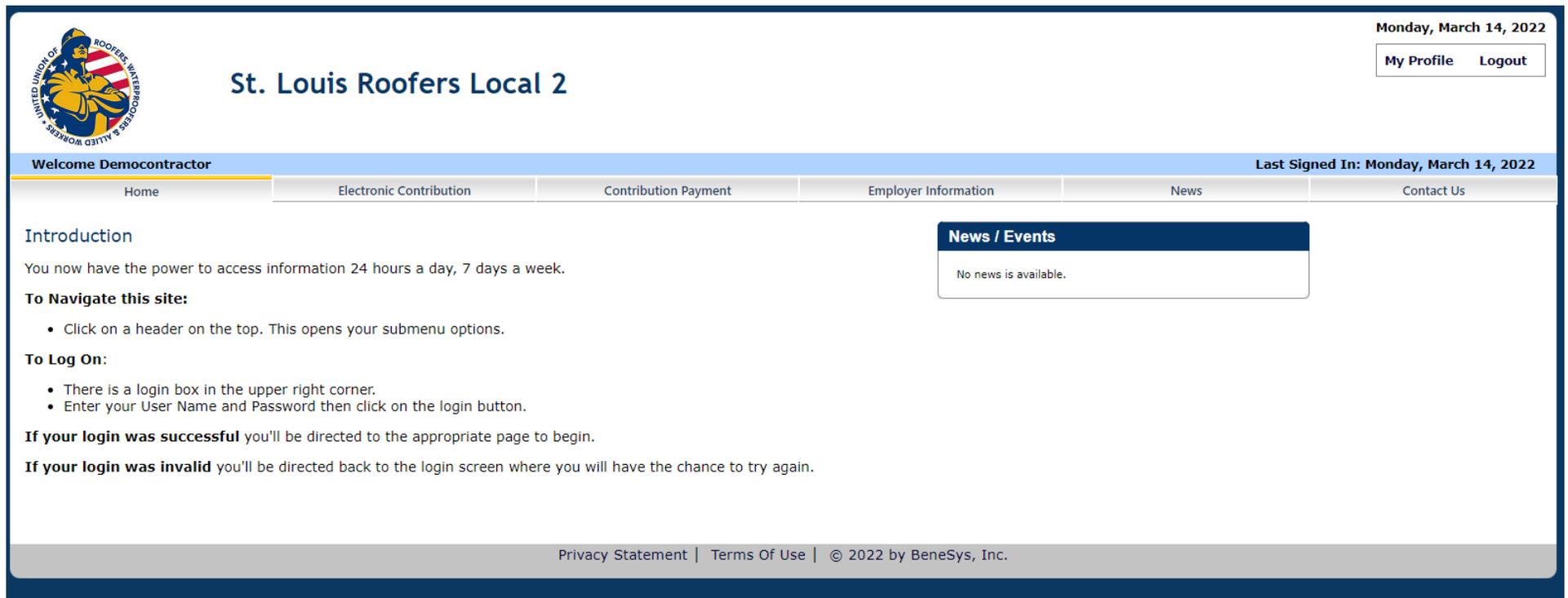


St. Louis Roofers Local 2 Electronic Contribution Website User Manual

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.StLRoofers2Employers.org



The screenshot shows the website for St. Louis Roofers Local 2. At the top left is the union logo, and at the top right is the date "Monday, March 14, 2022" and buttons for "My Profile" and "Logout". Below the header is a navigation bar with "Welcome Democontractor" on the left and "Last Signed In: Monday, March 14, 2022" on the right. The main navigation menu includes "Home", "Electronic Contribution", "Contribution Payment", "Employer Information", "News", and "Contact Us". The "Home" page is active, showing an "Introduction" section with the text: "You now have the power to access information 24 hours a day, 7 days a week." Below this are sections for "To Navigate this site:" (with a bullet point: "Click on a header on the top. This opens your submenu options.") and "To Log On:" (with two bullet points: "There is a login box in the upper right corner." and "Enter your User Name and Password then click on the login button."). Further down, it states: "If your login was successful you'll be directed to the appropriate page to begin." and "If your login was invalid you'll be directed back to the login screen where you will have the chance to try again." A "News / Events" box on the right contains the text "No news is available." At the bottom of the page, there are links for "Privacy Statement", "Terms Of Use", and "© 2022 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 314-656-1090 or 811-463-0835, where someone will assist you.**

Let's Get Started

Monday, March 14, 2022

My Profile Logout

St. Louis Roofers Local 2

Welcome Democontractor Last Signed In: Monday, March 14, 2022

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Process Contribution
View All Contributions
Frequently Asked Questions

Introduction
You now have the power to access i, 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.

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- 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

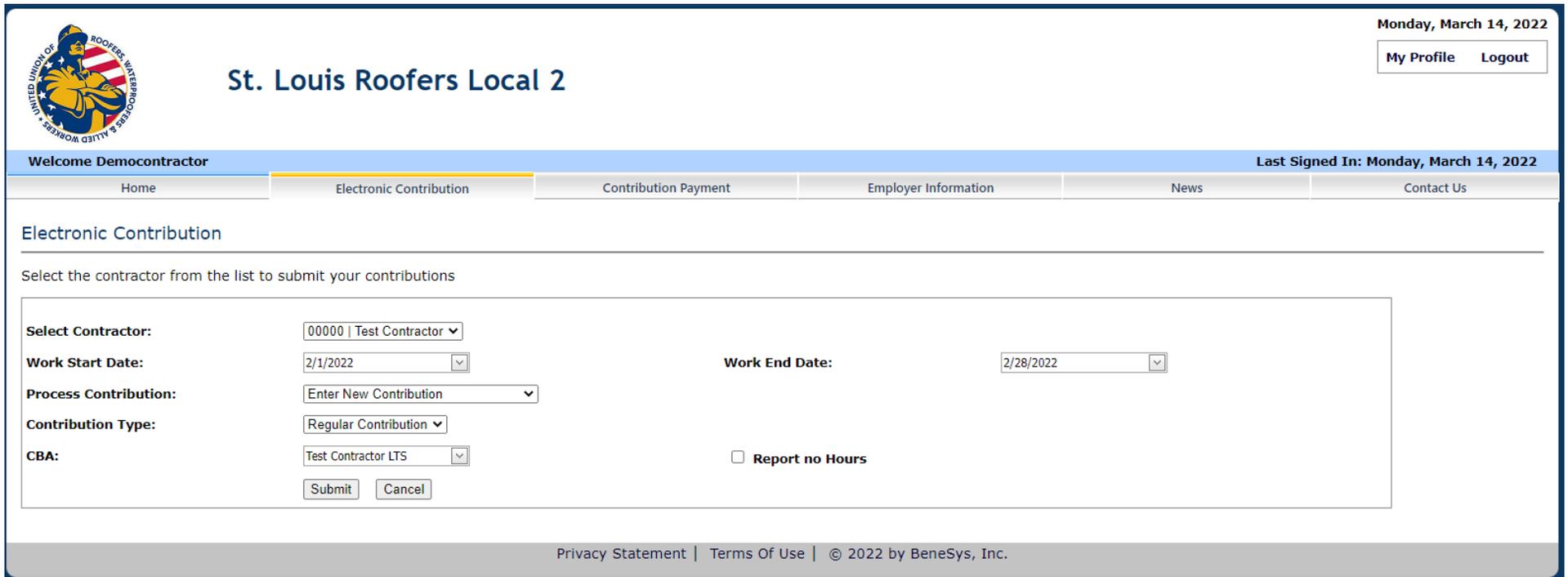
The screenshot shows the St. Louis Roofers Local 2 web portal. At the top left is the union logo. The page title is "St. Louis Roofers Local 2". The date is "Monday, March 14, 2022". There are links for "My Profile" and "Logout". A navigation bar includes "Home", "Electronic Contribution" (highlighted), "Contribution Payment", "Employer Information", "News", and "Contact Us". The main heading is "Electronic Contribution". Below it, the instruction reads "Select the contractor from the list to submit your contributions". The form contains the following fields and options:

- Select Contractor:** 00000 | Test Contractor
- Work Start Date:** 2/1/2022
- Work End Date:** 2/28/2022
- Process Contribution:** Enter New Contribution (highlighted in red)
- Contribution Type:** Enter New Contribution, Modify / Submit Saved Contribution, Upload Contribution File, Copy / Modify Previous Report Form
- CBA:** (empty)
- Report no Hours
- Buttons: Submit, Cancel

At the bottom, there are links for "Privacy Statement", "Terms Of Use", and "© 2022 by BeneSys, Inc."

- **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 shows the St. Louis Roofers Local 2 web portal. At the top left is the union logo. The page title is 'St. Louis Roofers Local 2'. The date is 'Monday, March 14, 2022'. There are links for 'My Profile' and 'Logout'. A navigation bar includes 'Home', 'Electronic Contribution' (highlighted), 'Contribution Payment', 'Employer Information', 'News', and 'Contact Us'. The main content area is titled 'Electronic Contribution' and contains the instruction 'Select the contractor from the list to submit your contributions'. The form fields are: 'Select Contractor:' (00000 | Test Contractor), 'Work Start Date:' (2/1/2022), 'Work End Date:' (2/28/2022), 'Process Contribution:' (Enter New Contribution), 'Contribution Type:' (Regular Contribution), and 'CBA:' (Test Contractor LTS). There is an unchecked checkbox for 'Report no Hours' and 'Submit' and 'Cancel' buttons at the bottom.

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

Monday, March 14, 2022

My Profile Logout

St. Louis Roofers Local 2

Welcome Democontractor Last Signed In: Monday, March 14, 2022

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Contribution Entry Form

Contribution Batch

Contractor Name: Test Contractor Contractor Number: 00000
Batch Number: CW22-0000005 Work End Date: 02/28/2022
CBA: TLTS - Test Contractor LTS

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

***Contact the Benefit Office to add new Work Classifications**

Row No	SSN	Work Class	First Name	MI	Last Name	Hours Worked	Delete?
1	123456789	70% APPRENTICE - JOURNEYMAN	John	D	Doe	50	<input type="checkbox"/>
2	987654321	FOREMAN	Jane	M	Dane	40	<input type="checkbox"/>
3	369258147	PRE-APPRENTICE - 60% APPRENTICE	Jack	N	Jill	25	<input type="checkbox"/>
4		70% APPRENTICE - JOURNEYMAN				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 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

Monday, March 14, 2022

St. Louis Roofers Local 2

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

Welcome DemocontractorLast Signed In: Monday, March 14, 2022

HomeElectronic ContributionContribution PaymentEmployer InformationNewsContact Us

Process Contribution

Contribution Batch

Contractor Name:	Test Contractor	Contractor Number:	00000
Batch Number:	CW22-00000005	Work End Date:	02/28/2022
CBA:	TLTS - Test Contractor LTS		

Contractor Contribution Details:

Work Class	Contractor	Hours Worked	Amount	
70% Apprentice - Journeyman	Test Contractor	50.00	\$252.50	View Details
Foreman	Test Contractor	40.00	\$282.00	View Details
Pre-Apprentice - 60% Apprentice	Test Contractor	25.00	\$31.25	View Details
TOTAL		115.00	\$565.75	

Employee Contribution Details:

SSN	Work Class	First Name	MI	Last Name	Hours Worked	Amount	
987654321	Foreman	Jane	M	Dane	40.00	\$282.00	View Details
123456789	70% Apprentice - Journeyman	John	D	Doe	50.00	\$252.50	View Details
369258147	Pre-Apprentice - 60% Apprentice	Jack	N	Jill	25.00	\$31.25	View Details
TOTAL					115.00	\$565.75	

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

- The [View Details](#) link under Contractor Contribution Details will show you a breakdown of all calculated fringes
 - See next page in user guide
- The [View Details](#) link under Employee Contribution Details will show you a breakdown of all calculated fringes for that particular employee
 - See page after next in user guide
- 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 DC	50.00	Hours Worked	5.05000	\$252.50
				Total: \$252.50

Close

Enter a New Form - Contractor Details

Employee Contribution Details

First Name: Jack

Last Name: Jill

Fund	Units	Basis	Rate	Amount
Pension DC	25.00	Hours Worked	1.25000	\$31.25
				Total: \$31.25

Close

Enter a New Form - Finalize Contributions



St. Louis Roofers Local 2

Tuesday, March 15, 2022

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

Welcome Democontractor
Last Signed In: Tuesday, March 15, 2022

Home
Electronic Contribution
Contribution Payment
Employer Information
News
Contact Us

Contribution Batch

Contractor Name: Test Contractor

Batch Number: CW22-00000006

CBA: TLTS - Test Contractor LTS

Contractor Number: 00000

Work End Date: 02/28/2022

INVOICE # CW22-00000003

Your Calculated Contributions for work ending 02/28/2022: **\$565.75**

Remittance Amount Due: **\$565.75**

Invoice #: CW22-00000003
* 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: 03/15/2022

Amount Due:

Work Class	Fund	Fund Code	Hours Worked	Calc Hrs	Basis	Rate	Amount
70% Apprentice - Journeyman	Pension DC	DC	50.00	50.00	Hours Worked	5.05000	\$252.50
Foreman	Pension DC	DC	40.00	40.00	Hours Worked	7.05000	\$282.00
Pre-Apprentice - 60% Apprentice	Pension DC	DC	25.00	25.00	Hours Worked	1.25000	\$31.25
TOTAL							\$565.75

Employee Details:

Name	Work Class	HW	DC
Dane, Jane M	Foreman	40.00	\$282.00
Doe, John D	70% Apprentice - Journeyman	50.00	\$252.50
Jill, Jack N	Pre-Apprentice - 60% Apprentice	25.00	\$31.25
TOTAL		115.00	\$565.75

- 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)

St. Louis Roofers Local 2

Tuesday, March 15, 2022
My Profile Logout

Welcome DemoContractor Last Signed In: Tuesday, March 15, 2022

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

Pending Payment

Select Contractor: 00000 | Test Contractor ▼ Invoice Number:

* Invoice Begin Date: 2/15/2022 ▼ * Invoice End Date: 3/15/2022 ▼

Employers submit contributions (summary sheets, forms and payments) monthly. In accordance with the Collection Policy, contribution reports and payments are due on the 15th of the month following the work month, unless specified otherwise in your Collective Bargaining Agreement (CBA). They are considered delinquent if not received by the last day of the month following the work month. Pursuant to the Collection Procedures adopted by the Trustees of the Ohio Bricklayers Pension and Health & Welfare Funds, all payments received past the due date of the contribution are subject to both (a) liquidated damages equal to 20% of the contributions due and (b) interest at a rate of 1.5% per month of the contributions due until all contributions are received, or (c) liquidated damages and interest applicable as specified in your CBA.

Pending Invoice:

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW22-00000003	02/28/2022	TLTS	Test Contractor LTS	00000	\$565.75	DemoContractor	03/15/2022

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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)

St. Louis Roofers Local 2

Tuesday, March 15, 2022
My Profile Logout

Welcome DemoContractor
Last Signed In: Tuesday, March 15, 2022

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Pending Payment

Payment Summary
(1) Invoice Selected
Total amount due: \$565.75

Make Payment Edit Selection

Select Contractor: 00000 | Test Contractor Invoice Number:

* Invoice Begin Date: 2/15/2022 * Invoice End Date: 3/15/2022

Search Clear

Employers submit contributions (summary sheets, forms and payments) monthly. In accordance with the Collection Policy, contribution reports and payments are due on the 15th of the month following the work month, unless specified otherwise in your Collective Bargaining Agreement (CBA). They are considered delinquent if not received by the last day of the month following the work month. Pursuant to the Collection Procedures adopted by the Trustees of the Ohio Bricklayers Pension and Health & Welfare Funds, all payments received past the due date of the contribution are subject to both (a) liquidated damages equal to 20% of the contributions due and (b) interest at a rate of 1.5% per month of the contributions due until all contributions are received, or (c) liquidated damages and interest applicable as specified in your CBA.

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"/>	CW22-00000003	02/28/2022	TLTS	Test Contractor LTS	00000	\$565.75	DemoContractor	03/15/2022

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)

St. Louis Roofers Local 2

Welcome Democontractor

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

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW22-00000003	02/28/2022	Test Contractor LTS	00000	\$565.75
TOTAL				\$565.75

Total Invoice Amount : \$565.75
Invoice Adjustment Amount:
Total Amount Due: \$565.75
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)

United Brotherhood of Roofers, Plumbers, Pipefitters & Allied Workers Local 2

St. Louis Roofers Local 2

Tuesday, March 15, 2022

My Profile Logout

Welcome Democontractor Last Signed In: Tuesday, March 15, 2022

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW22-0000003	02/28/2022	Test Contractor LTS	00000	\$565.75
TOTAL				\$565.75

Total Invoice Amount : \$565.75

Invoice Adjustment Amount: \$0.00

Total Amount Due: \$565.75

Adjustment Reason:

Pay By: ACH(Online) Check

Submit Cancel Back

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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.

Enter a New Form - Pay Invoice(s)

St. Louis Roofers Local 2

Tuesday, March 15, 2022

My Profile Logout

Welcome Democontractor

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Last Signed In: Tuesday, March 15, 2022

ACH Payment

Employers submit contributions (summary sheets, forms and payments) monthly. In accordance with the Collection Policy, contribution reports and payments are due on the 15th of the month following the work month, unless specified otherwise in your Collective Bargaining Agreement (CBA). They are considered delinquent if not received by the last day of the month following the work month. Pursuant to the Collection Procedures adopted by the Trustees of the Ohio Bricklayers Pension and Health & Welfare Funds, all payments received past the due date of the contribution are subject to both (a) liquidated damages equal to 20% of the contributions due and (b) interest at a rate of 1.5% per month of the contributions due until all contributions are received, or (c) liquidated damages and interest applicable as specified in your CBA.

Total Amount Due: **\$565.75**

Bank Account Number: (Last 4 digits)

Routing Number: (Last 4 digits)

Bank Name:

Account Type:

Settlement Date:

Add Bank Account Cancel

*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

The screenshot shows the St. Louis Roofers Local 2 web portal. At the top left is the union logo. The header includes the date "Tuesday, March 15, 2022" and links for "My Profile" and "Logout". A navigation bar contains "Welcome Democontractor" and "Last Signed In: Tuesday, March 15, 2022". Below this is a menu with "Home", "Electronic Contribution", "Contribution Payment", "Employer Information", "News", and "Contact Us". The "Electronic Contribution" section is active, displaying the instruction "Select the contractor from the list to submit your contributions". The form includes fields for "Select Contractor:" (00000 | Test Contractor), "Work Start Date:" (2/1/2022), "Work End Date:" (2/28/2022), "Process Contribution:" (Enter New Contribution), and "Contribution Type:" (Enter New Contribution, **Modify / Submit Saved Contribution**, Upload Contribution File, Copy / Modify Previous Report Form). There are "Submit" and "Cancel" buttons and an unchecked "Report no Hours" checkbox. The footer contains "Privacy Statement | Terms Of Use | © 2022 by BeneSys, Inc."

- 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



Tuesday, March 15, 2022

My Profile Logout

Welcome Democontractor Last Signed In: Tuesday, March 15, 2022

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: 00000 | Test Contractor ▼

Process Contribution: Modify / Submit Saved Contribution ▼

* Batch Number: CW22-00000005 ▼

Batch Number	CBA	Work Start Date	Work End Date
CW22-00000005	(TLTS) Test Contractor	02/01/2022	02/28/2022
CW22-00000001	(TLTS) Test Contractor	02/01/2022	02/28/2022

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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

The screenshot shows the St. Louis Roofers Local 2 web portal. At the top right, the date is Tuesday, March 15, 2022, with links for My Profile and Logout. The main header displays the St. Louis Roofers Local 2 logo and name. Below the header is a navigation menu with tabs for Home, Electronic Contribution (selected), Contribution Payment, Employer Information, News, and Contact Us. The main content area is titled 'Electronic Contribution' and contains the instruction: 'Select the contractor from the list to submit your contributions'. The form includes the following fields:

- Select Contractor: 00000 | Test Contractor
- Work Start Date: 2/1/2022
- Work End Date: 2/28/2022
- Process Contribution: Upload Contribution File
- Contribution Type: Enter New Contribution, Modify / Submit Saved Contribution, Upload Contribution File (highlighted with a red box), Copy / Modify Previous Report Form
- CBA: Upload Contribution File, Copy / Modify Previous Report Form
- *File Name: Choose File | No file chosen

At the bottom of the form are 'Submit' and 'Cancel' buttons. The footer contains links for Privacy Statement, Terms Of Use, and copyright information for BeneSys, Inc.

- 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 Browse 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	First	MI	Hours Worked	
	A	B	C	D	E	F	G
1	123456789	2FORE	Doe	John	L	160	
2	147258369	2FULL	Doe	Jane	M	140	
3	985236471	2P-60%	Mark	Luke	V	100	
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.

2FULL - 70% Apprentice - Journeyman
2FORE - Foreman
2P-60% - Pre-Apprentice - 60% Apprentice
2JOUR - Apprentice 55% - Journeyman
1YFORE - First Year Man - Foreman

Upload a Contribution File



St. Louis Roofers Local 2

Tuesday, March 15, 2022

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

Welcome Democontractor Last Signed In: Tuesday, March 15, 2022

Home
Electronic Contribution
Contribution Payment
Employer Information
News
Contact Us

Contribution Entry Form

Contribution Batch

Contractor Name:	Test Contractor	Contractor Number:	00000
Batch Number:	CW22-0000011	Work End Date:	02/28/2022
CBA:	TLTS - Test Contractor LTS		

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

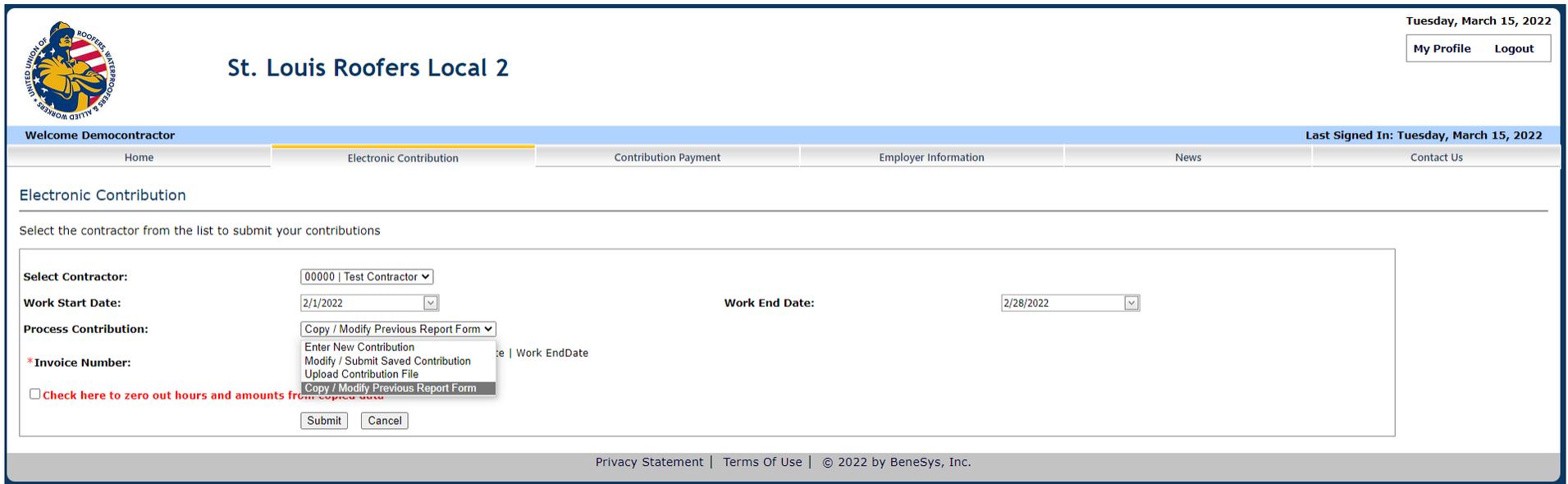
*Contact the Benefit Office to add new Work Classifications

Row No	SSN	Work Class	First Name	MI	Last Name	Hours Worked	Delete?
1	123456789	70% APPRENTICE - JOURNEYMAN	John	L	Doe	160.00	<input type="checkbox"/>
2	147258369	70% APPRENTICE - JOURNEYMAN	Jane	M	Doe	140.00	<input type="checkbox"/>
3	985236471	70% APPRENTICE - JOURNEYMAN	Luke	V	Mark	100.00	<input type="checkbox"/>
4		70% APPRENTICE - JOURNEYMAN				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



St. Louis Roofers Local 2

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: 00000 | Test Contractor

Work Start Date: 2/1/2022 Work End Date: 2/28/2022

Process Contribution: Copy / Modify Previous Report Form

*Invoice Number: [Dropdown Menu]

Check here to zero out hours and amounts from copied data

Submit Cancel

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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 displays the user interface for St. Louis Roofers Local 2. At the top left is the union logo, and at the top right is the date 'Tuesday, March 15, 2022' and links for 'My Profile' and 'Logout'. Below the header is a navigation bar with tabs: 'Home', 'Electronic Contribution', 'Contribution Payment', 'Employer Information', 'News', and 'Contact Us'. The 'Electronic Contribution' tab is active, and a sub-menu is open, highlighting 'View All Contributions' with a red box. Other sub-menu items include 'Process Contribution' and 'Frequently Asked Questions'. Below the navigation is a form titled 'Electronic Contribution' with the instruction 'Select the contractor from the list to submit'. The form contains several fields: 'Select Contractor:' with a dropdown menu showing '00000 | Test Contractor'; 'Work Start Date:' with a date picker set to '2/1/2022'; 'Work End Date:' with a date picker set to '2/28/2022'; 'Process Contribution:' with a dropdown menu showing 'Copy / Modify Previous Report Form'; and '* Invoice Number:' with a dropdown menu. Below these fields is a checkbox labeled 'Check here to zero out hours and amounts from copied data' and two buttons: 'Submit' and 'Cancel'. At the bottom of the page, there are links for 'Privacy Statement', 'Terms Of Use', and a copyright notice '© 2022 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

 **St. Louis Roofers Local 2**

Tuesday, March 15, 2022
My Profile Logout

Welcome Democontractor Last Signed In: Tuesday, March 15, 2022

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.

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- 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

St. Louis Roofers Local 2

Tuesday, March 15, 2022

My Profile Logout

Welcome Democontractor Last Signed In: Tuesday, March 15, 2022

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

View All Contributions

Select Contractor: 00000 | Test Contractor Begin Date: 2/15/2022 End Date: 3/15/2022

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
CW22-00000003	02/28/2022	TLTS	Test Contractor LTS	3	00000	Test Contractor	\$565.75	Pending	CHK		DemoContractor	03/15/2022	<input type="checkbox"/>

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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

St. Louis Roofers Local 2

Tuesday, March 15, 2022

My Profile Logout

Welcome DemoContractor Last Signed In: Tuesday, March 15, 2022

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

View All Contributions

Select Contractor: 00000 | Test Contractor

Begin Date: 2/15/2022 End Date: 3/15/2022

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
CW22-00000003	02/28/2022	TLTS	Test Contractor LTS	3	00000	Test Contractor	\$565.75	Pending	CHK		DemoContractor	03/15/2022	<input type="checkbox"/>

Delete Contribution(s)

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- 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

St. Louis Roofers Local 2

Welcome Democontractor Last Signed In: Tuesday, March 15, 2022

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

Pending Payment

Select Contractor: 00000 | Test Contractor

* Invoice Begin Date: 2/15/2022

Invoice Number:

* Invoice End Date: 3/15/2022

Employers submit contributions (summary sheets, forms and payments) monthly. In accordance with the Collection Policy, contribution reports and payments are due on the 15th of the month following the work month, unless specified otherwise in your Collective Bargaining Agreement (CBA). They are considered delinquent if not received by the last day of the month following the work month. Pursuant to the Collection Procedures adopted by the Trustees of the Ohio Bricklayers Pension and Health & Welfare Funds, all payments received past the due date of the contribution are subject to both (a) liquidated damages equal to 20% of the contributions due and (b) interest at a rate of 1.5% per month of the contributions due until all contributions are received, or (c) liquidated damages and interest applicable as specified in your CBA.

Pending Invoice:

No Pending Invoice available.

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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 314-656-1090 or 877-463-0835 and ask to speak with someone from our Contributions Team.