

# Alaska Pipe Trades 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.akpipetradesemployers.org

**IUPAT Combined Funds**

Monday, February 12, 2024

User Name:

Password:

Login

[Create an Account](#) [Forgot Password?](#)

Home Electronic Contribution Employer Information News Contact Us

**Frequently Asked Questions**

**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.

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- 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 (503) 535-6851 or (800) 811-8851, where someone will assist you.

# Let's Get Started

The screenshot shows the IUPAT Combined Funds web application. At the top right, the date is Monday, February 12, 2024, with links for My Profile and Logout. Below this is a navigation bar with tabs: Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. The Electronic Contribution tab is active, showing a dropdown menu with options: Process Contribution (highlighted with a red box), View All Contributions, and Frequently Asked Questions. The main content area on the left is titled 'Introduction' and contains text about user access and login instructions. On the right, there is a 'News / Events' section stating 'No news is available.' At the bottom, there is a footer with links for Privacy Statement, Terms Of Use, and a copyright notice for BeneSys, Inc. © 2024.

- 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:

Work Start Date:

Process Contribution:

Contribution Type:

CBA:

Work End Date:

☐ Report no Hours

Enter New Contribution

Enter New Contribution

Modify / Submit Saved Contribution

Upload Contribution File

Copy / Modify Previous Report Form

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

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  
Batch Number: CW24-00000004  
CBA: UA367 - UA Local 367

Contractor Number: Benesys  
Work End Date: 01/31/2024

[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	Gross Wages	EE Elect. 401k	Delete?
1	789456123	COMMERICAL/INSTIT./INDUSTRY ▼	Ryan		Tester	10.00	0.00	100.00	0.00	<input type="checkbox"/>
2	321654987	COMMERICAL/INSTIT./INDUSTRY ▼	Jane		Test	15.00	1.00	100.00	1.00	<input type="checkbox"/>
3	123456789	COMMERICAL/INSTIT./INDUSTRY ▼	Robert		Tester	20	2	150	2	<input type="checkbox"/>
4		COMMERICAL/INSTIT./INDUSTRY ▼				0.00	0.00	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, Flat Rate, Gross amounts, Employee Election 401k amount 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:	Benesys
Batch Number:	CW24-00000004	Work End Date:	01/31/2024
CBA:	UA367 - UA Local 367		

### Contractor Contribution Details:

Work Class	Contractor	Hours Worked	Flat Rate	Gross Wages	EE Elect. 401k	Amount	
Commerical/Instit./Industry	Test Contractor	45.00	3.00	350.00	3.00	\$1,280.10	<a href="#">View Details</a>
<b>TOTAL</b>		<b>45.00</b>	<b>3.00</b>	<b>350.00</b>	<b>3.00</b>	<b>\$1,280.10</b>	

### Employee Contribution Details:

SSN	Work Class	First Name	MI	Last Name	Hours Worked	Flat Rate	Gross Wages	EE Elect. 401k	Amount	
321654987	Commerical/Instit./Industry	Jane		Test	15.00	1.00	100.00	1.00	\$426.70	<a href="#">View Details</a>
123456789	Commerical/Instit./Industry	Robert		Tester	20.00	2.00	150.00	2.00	\$569.60	<a href="#">View Details</a>
789456123	Commerical/Instit./Industry	Ryan		Tester	10.00	0.00	100.00	0.00	\$283.80	<a href="#">View Details</a>
<b>TOTAL</b>					<b>45.00</b>	<b>3.00</b>	<b>\$350.00</b>	<b>3.00</b>	<b>\$1,280.10</b>	

[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
Health & Security	45.00	Hours Worked	12.38000	\$557.10
AK Pension DB	45.00	Hours Worked	14.00000	\$630.00
401kER	45.00	Hours Worked	0.25000	\$11.25
Apprentice	45.00	Hours Worked	1.45000	\$65.25
VOL POLIT	45.00	Hours Worked	0.00000	\$0.00
ERISA	45.00	Hours Worked	0.00000	\$0.00
Labor	45.00	Hours Worked	0.00000	\$0.00
Pipeline TRNG	45.00	Hours Worked	0.00000	\$0.00
Pen Rehab	45.00	Hours Worked	0.00000	\$0.00
INTTRNG	45.00	Hours Worked	0.10000	\$4.50
CONADM	45.00	Hours Worked	0.20000	\$9.00
Dues Gross	350.00	Gross Wages	0.00000	\$0.00
401kEE	3.00	EE Elect. 401k	1.00000	\$3.00
Unap Pen DB	0.00	Split	1.75000	\$0.00
				<b>Total: \$1,280.10</b>

Close



# Enter a New Form - Contractor Details

## Employee Contribution Details

**First Name:** Jane

**Last Name:** Test

Fund	Units	Basis	Rate	Amount
Health & Security	15.00	Hours Worked	12.38000	\$185.70
AK Pension DB	15.00	Hours Worked	14.00000	\$210.00
401kER	15.00	Hours Worked	0.25000	\$3.75
Apprentice	15.00	Hours Worked	1.45000	\$21.75
VOL POLIT	15.00	Hours Worked	0.00000	\$0.00
ERISA	15.00	Hours Worked	0.00000	\$0.00
Labor	15.00	Hours Worked	0.00000	\$0.00
Pipeline TRNG	15.00	Hours Worked	0.00000	\$0.00
Pen Rehab	15.00	Hours Worked	0.00000	\$0.00
INTTRNG	15.00	Hours Worked	0.10000	\$1.50
CONADM	15.00	Hours Worked	0.20000	\$3.00
Dues Gross	100.00	Gross Wages	0.00000	\$0.00
401kEE	1.00	EE Elect. 401k	1.00000	\$1.00
Unap Pen DB	0.00	Split	1.75000	\$0.00
				<b>Total: \$426.70</b>

Close

# Enter a New Form - Finalize Contributions

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**Contribution Batch**

Contractor Name:	Test Contractor	Contractor Number:	Benesys
Batch Number:	CW24-00000004	Work End Date:	01/31/2024
CBA:	UA367 - UA Local 367		

INVOICE # CW24-00000004

Your Calculated Contributions for work ending 01/31/2024: \$1,280.10

Remittance Amount Due: \$1,280.10

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: 02/12/2024

Amount Due:

Work Class	Fund	Fund Code	Hours Worked	Flat Rate	Gross Wages	EE Elect. 401k	Calc Hrs	Basis	Rate	Amount
Commerical/Insttit./Industry	Health & Security	H&W	45.00	3.00	350.00	3.00	45.00	Hours Worked	12.38000	\$557.10
Commerical/Insttit./Industry	AK Pension DB	DB	45.00	3.00	350.00	3.00	45.00	Hours Worked	14.00000	\$630.00
Commerical/Insttit./Industry	401kER	401KE	45.00	3.00	350.00	3.00	45.00	Hours Worked	0.25000	\$11.25
Commerical/Insttit./Industry	401kEE	401KE	45.00	3.00	350.00	3.00	3.00	EE Elect. 401k	1.00000	\$3.00
Commerical/Insttit./Industry	Apprentice	APPR	45.00	3.00	350.00	3.00	45.00	Hours Worked	1.45000	\$65.25
Commerical/Insttit./Industry	VOL POLIT	VPAL	45.00	3.00	350.00	3.00	45.00	Hours Worked	0.00000	\$0.00
Commerical/Insttit./Industry	ERISA	ERSA	45.00	3.00	350.00	3.00	45.00	Hours Worked	0.00000	\$0.00
Commerical/Insttit./Industry	Labor	LBR	45.00	3.00	350.00	3.00	45.00	Hours Worked	0.00000	\$0.00
Commerical/Insttit./Industry	Pipeline TRNG	FBTRN	45.00	3.00	350.00	3.00	45.00	Hours Worked	0.00000	\$0.00
Commerical/Insttit./Industry	Pen Rehab	REDB	45.00	3.00	350.00	3.00	45.00	Hours Worked	0.00000	\$0.00
Commerical/Insttit./Industry	Dues Gross	DUGW	45.00	3.00	350.00	3.00	350.00	Gross Wages	0.00000	\$0.00
Commerical/Insttit./Industry	Unap Pen DB	UDB	45.00	3.00	350.00	3.00	0.00	Split	1.75000	\$0.00
Commerical/Insttit./Industry	INTTRNG	INTTR	45.00	3.00	350.00	3.00	45.00	Hours Worked	0.10000	\$4.50
Commerical/Insttit./Industry	CONADM	CON	45.00	3.00	350.00	3.00	45.00	Hours Worked	0.20000	\$9.00
<b>TOTAL</b>										<b>\$1,280.10</b>

Employee Details:

SSN	Name	Work Class	HW	F	GW	H&W	DB	401KE	401KE2	APPR	VPAL	ERSA	LBR	FBTRN	REDB	DUGW	UDB	INTTR	CON
XXXXX4987	Test, Jane	COMI	15.00	1.00	\$100.00	\$185.70	\$210.00	\$3.75	1.00	\$21.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.50	\$3.00
XXXXX6789	Tester, Robert	COMI	20.00	2.00	\$150.00	\$247.60	\$280.00	\$5.00	2.00	\$29.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.00	\$4.00
XXXXX6123	Tester, Ryan	COMI	10.00	0.00	\$100.00	\$123.80	\$140.00	\$2.50	0.00	\$14.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$2.00
<b>TOTAL</b>			<b>45.00</b>	<b>3.00</b>	<b>\$350.00</b>	<b>\$557.10</b>	<b>\$630.00</b>	<b>\$22.50</b>	<b>\$0.00</b>	<b>\$65.25</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4.50</b>	<b>\$9.00</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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## Pending Payment

Select Contractor:	Benesys   Test Contractor ▼	Invoice Number:	<input type="text"/>
* Invoice Begin Date:	1/12/2024 ▼	* Invoice End Date:	2/12/2024 ▼
<input type="button" value="Search"/>		<input type="button" value="Clear"/>	

Employers submit contributions (summary sheets, forms and payments) monthly and passthroughs weekly. In accordance with the Collection Procedures, contribution reports and payments are due either the 10th or 15th of the month following the month worked. Pursuant to the collection policies adopted by the Trustees of the Alaska Plumbing and Pipefitting Trusts, payments not received by the 5th of the following month that contributions were due will be referred and subject to liquidated damages and interest of 10% of delinquent contributions or \$100, whichever is greater. Furthermore, if a suit is filed, delinquent contributions will instead be subject to 20% of delinquent contributions or \$100, whichever is greater. Delinquent contributions will be assessed monthly from the delinquent date until 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"/>	CW24-00000004	01/31/2024	UA367	UA Local 367	Benesys	\$1,280.10	DemoContractor	02/12/2024
<input type="checkbox"/>	CW24-00000003	01/31/2024	UA375NS	UA Local 375 North Slope	Benesys	\$1,012.50	DemoContractor	02/08/2024
<input type="checkbox"/>	CW24-00000002	01/31/2024	UA367	UA Local 367	Benesys	\$903.40	DemoContractor	02/08/2024

- 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)

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Pending Payment

Payment Summary

(3) Invoice Selected

Total amount due: \$3,196.00

Make Payment

Edit Selection

Select Contractor:

Benesys | Test Contractor

Invoice Number:

\* Invoice Begin Date:

1/12/2024

\* Invoice End Date:

2/12/2024

Search

Clear

Employers submit contributions (summary sheets, forms and payments) monthly and passthroughs weekly. In accordance with the Collection Procedures, contribution reports and payments are due either the 10th or 15th of the month following the month worked. Pursuant to the collection policies adopted by the Trustees of the Alaska Plumbing and Pipefitting Trusts, payments not received by the 5th of the following month that contributions were due will be referred and subject to liquidated damages and interest of 10% of delinquent contributions or \$100, whichever is greater. Furthermore, if a suit is filed, delinquent contributions will instead be subject to 20% of delinquent contributions or \$100, whichever is greater. Delinquent contributions will be assessed monthly from the delinquent date until 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"/>	CW24-00000004	01/31/2024	UA367	UA Local 367	Benesys	\$1,280.10	DemoContractor	02/12/2024
<input checked="" type="checkbox"/>	CW24-00000003	01/31/2024	UA375NS	UA Local 375 North Slope	Benesys	\$1,012.50	DemoContractor	02/08/2024
<input checked="" type="checkbox"/>	CW24-00000002	01/31/2024	UA367	UA Local 367	Benesys	\$903.40	DemoContractor	02/08/2024

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)

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

Invoice#	Wrk Date	Section	Cont No.	Amount
CW24-00000004	01/31/2024	UA Local 367	Benesys	\$1,280.10
CW24-00000003	01/31/2024	UA Local 375 North Slope	Benesys	\$1,012.50
CW24-00000002	01/31/2024	UA Local 367	Benesys	\$903.40
<b>TOTAL</b>				<b>\$3,196.00</b>

Total Invoice Amount : **\$3,196.00**

Invoice Adjustment Amount:

Total Amount Due: **\$3,196.00**

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)

Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us
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## Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW24-00000004	01/31/2024	UA Local 367	Benesys	\$1,280.10
CW24-00000003	01/31/2024	UA Local 375 North Slope	Benesys	\$1,012.50
CW24-00000002	01/31/2024	UA Local 367	Benesys	\$903.40
<b>TOTAL</b>				<b>\$3,196.00</b>

Total Invoice Amount : **\$3,196.00**

Invoice Adjustment Amount:

Total Amount Due: **\$3,196.00**

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:  INC

\* 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)

Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us
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## ACH Payment

Employers submit contributions (summary sheets, forms and payments) monthly and passthroughs weekly. In accordance with the Collection Procedures, contribution reports and payments are due either the 10th or 15th of the month following the month worked. Pursuant to the collection policies adopted by the Trustees of the Alaska Plumbing and Pipefitting Trusts, payments not received by the 5th of the following month that contributions were due will be referred and subject to liquidated damages and interest of 10% of delinquent contributions or \$100, whichever is greater. Furthermore, if a suit is filed, delinquent contributions will instead be subject to 20% of delinquent contributions or \$100, whichever is greater. Delinquent contributions will be assessed monthly from the delinquent date until contributions are paid in full.

Total Amount Due: **\$585.60**

Bank Account Number: ( Last 4 digits )

Routing Number: ( Last 4 digits )

Bank Name:

Account Type:

Settlement Date: 2/14/2024

\*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

Alaska Pipe Trades

Monday, February 12, 2024

My Profile Logout

Welcome Democontractor Last Signed In: Monday, February 12, 2024

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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: Benesys | Test Contractor

Work Start Date: 1/1/2024

Work End Date: 1/31/2024

Process Contribution: Enter New Contribution

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

CBA: Submit Cancel

☐ Report no Hours

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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

Alaska Pipe Trades

Monday, February 12, 2024

My ProfileLogout

Welcome Democontractor

Last Signed In: Monday, February 12, 2024

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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

CW24-00000001

( UA367 ) UA Local 367

01/01/2024

01/31/2024

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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.

	A	B	C	D	E	F	G	H	I
1	SSN	Work Class	First Name	Initial	Last Name	Hours Worked	Flat Rate	Gross Wages	EE Elect. 401k
2	123456789	COMI	jones	luke	a	10	1	100	1
3	987654321	RES	millar	scott	b	20	1	100	4
4	753869421	PREAPPR	miles	frank	c	10	1	115	8
5	111549399	NEWRES90	Alsina	Manuel	A	32	1	150	10

## 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		Code	Description
	APPR	APPRENTICE		OLDAPC40	Old Appr. Com. 40%
	APPR55	Apprentice 55%		OLDAPC45	Old Appr. Com. 45%
	APPR60A	Apprentice 60%-80%		OLDAPC50	Old Appr. Com. 50%
	APPRP	Apprentice Pipefitter		OLDAPC55	Old Appr. Com. 55%
	BTJ	BT Journeyman		OLDAPC60	Old Appr. Com. 60%
	COLL	Collection		OLDAPC65	Old Appr. Com. 65%
	COMI	Commerical/Instit./Industry		OLDAPC70	Old Appr. Com. 70%
	DFLT	Default Work Classification		OLDAPC75	Old Appr. Com. 75%
	FORE	Foreman		OLDAPC80	Old Appr. Com. 80%
	FORE	Foreman		OLDAPC90	Old Appr. Com. 90%
	GC	General Classifications		OLDRES40	Old Appr. Res 40%
	GFOR	General Foreman		OLDRES45	Old Appr. Res 45%
	GRH	Graded Helper		OLDRES50	Old Appr. Res 50%
	HBO	HVAC Boiler Operator		OLDRES55	Old Appr. Res 55%
	HLP	Helper		OLDRES60	Old Appr. Res 60%
	HRAC	HRAC Mechanic		OLDRES65	Old Appr. Res 65%
	HVACT	HVAC Technician		OLDRES70	Old Appr. Res 70%
	JRNY	JOURNEYMAN		OLDRES75	Old Appr. Res 75%
	NEW	New Apprentice		OLDRES80	Old Appr. Res 80%
	NEWCOM50	New Appr. Com. 50		OLDRES90	Old Appr. Res 90%
	NEWCOM60	New Appr. Com. 60		PLP	Plumber/Pipefitter
	NEWCOM70	New Appr. Com. 70		PREAPPR	Pre-Apprentice
	NEWCOM80	New Appr. Com. 80		RES	Residential
	NEWCOM90	New Appr. Com. 90		RTE1410	Non-Bargain 1410 Rate
	NEWRES50	New Appr. Res 50		RTE1795	Non-Bargain 1795 Rate
	NEWRES60	New Appr. Res 60		RTE1880	Non-Bargain 1880 Rate
	NEWRES70	New Appr. Res 70		RTE2692	Non-Bargain 2692.5 Rate
	NEWRES80	New Appr. Res 80		RTE2820	Non-Bargain 2820 Rate
	NEWRES90	New Appr. Res 90		RTE470	Non-Bargain 470 Rate
	OLD	Old Apprentice		RTE940	Non-Bargain 940 Rate

	Code	Description
	SJ	Service Journeyman
	SJ2	Service Journeyman 2
	SO	SCMS Operator
	SRV	Serviceman
	SSCAPPR	Service Schedule A Apprentice
	STF	Staff
	TRADE	Tradesman

# Upload a Contribution File

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## Contribution Entry Form

Contribution Batch			
Contractor Name:	Test Contractor	Contractor Number:	Benesys
Batch Number:	CW24-00000008	Work End Date:	01/31/2024
CBA:	UA367 - UA Local 367		

[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	Gross Wages	EE Elect. 401k	Delete?
1	1123456789	COMMERICAL/INSTIT./INDUSTRY	luke	a	jones	10.00	1.00	100.00	1.00	<input type="checkbox"/>
2	987654321	RESIDENTIAL	scott	b	miller	20.00	1.00	100.00	4.00	<input type="checkbox"/>
3	753869421	PRE-APPRENTICE	frank	c	miles	10.00	1.00	115.00	8.00	<input type="checkbox"/>
4	111549399	NEW APPR. RES 90	Manuel	A	Alsina	32.00	1.00	150.00	10.00	<input type="checkbox"/>
5		COMMERICAL/INSTIT./INDUSTRY				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

- 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 BeneSys website interface. At the top, a navigation bar includes links for Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. The 'Electronic Contribution' menu is expanded, showing three options: 'Process Contribution', 'View All Contributions' (highlighted with a red box), and 'Frequently Asked Questions'. Below the navigation bar, the 'Introduction' section states: 'You now have the power to access information about your contributions online every week.' It then provides instructions on how to navigate the site and how to log on. A 'News / Events' section on the right indicates 'No news is available.' The footer contains links for Privacy Statement, Terms Of Use, and a copyright notice for BeneSys, Inc. © 2024.

- 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
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[View All Contributions](#)

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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

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[View All Contributions](#)

Select Contractor: Benesys | Test Contractor ▼      Begin Date: 1/12/2024 ▼      End Date: 2/12/2024 ▼      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="#">CW24-00000004</a>	01/31/2024	UA367	UA Local 367	3	Benesys	Test Contractor	\$1,280.10	Pending			DemoContractor	02/12/2024	<input type="checkbox"/>
<a href="#">CW24-00000003</a>	01/31/2024	UA375NS	UA Local 375 North Slope	2	Benesys	Test Contractor	\$1,012.50	Pending			DemoContractor	02/08/2024	<input type="checkbox"/>
<a href="#">CW24-00000002</a>	01/31/2024	UA367	UA Local 367	2	Benesys	Test Contractor	\$903.40	Pending			DemoContractor	02/08/2024	<input type="checkbox"/>

Delete Contribution(s)

- 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 the following tabs: Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. The 'Contribution Payment' tab is currently selected, 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'. Below the navigation bar, the 'Introduction' section is visible, containing text about 24/7 access and instructions on how to navigate the site and log on. A 'News / Events' section on the right indicates that no news is available. At the bottom of the page, there is a footer with links to the Privacy Statement, Terms Of Use, and a copyright notice for BeneSys, Inc. in 2024.

- 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

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Pending Payment

Select Contractor:  
\* Invoice Begin Date:

Benesys | Test Contractor  
1/12/2024

Invoice Number:  
\* Invoice End Date:

2/12/2024

SearchClear

Employers submit contributions (summary sheets, forms and payments) monthly and passthroughs weekly. In accordance with the Collection Procedures, contribution reports and payments are due either the 10th or 15th of the month following the month worked. Pursuant to the collection policies adopted by the Trustees of the Alaska Plumbing and Pipefitting Trusts, payments not received by the 5th of the following month that contributions were due will be referred and subject to liquidated damages and interest of 10% of delinquent contributions or \$100, whichever is greater. Furthermore, if a suit is filed, delinquent contributions will instead be subject to 20% of delinquent contributions or \$100, whichever is greater. Delinquent contributions will be assessed monthly from the delinquent date until contributions are paid in full.

Pending Invoice:

Select InvoiceCancel

	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input type="checkbox"/>	CW24-00000004	01/31/2024	UA367	UA Local 367	Benesys	\$1,280.10	DemoContractor	02/12/2024
<input type="checkbox"/>	CW24-00000003	01/31/2024	UA375NS	UA Local 375 North Slope	Benesys	\$1,012.50	DemoContractor	02/08/2024
<input type="checkbox"/>	CW24-00000002	01/31/2024	UA367	UA Local 367	Benesys	\$903.40	DemoContractor	02/08/2024

Select InvoiceCancel

- 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 (503) 535-6851 or (800) 811-8851 and ask to speak with someone from our Contributions Team.**