Local Union 725
Pipefitters, Refrigeration, Air Conditioning

Online Remittance Processing Instructions

Logging In

Prior to your first time using the website, you will receive information from the Fund Office containing your username and temporary password. Once you have this information, you may begin to use the website.

To log-in, please type your username and temporary password into the designated fields and click on the *Login* button.

Please note: Your user name and password are case sensitive and must be typed in exactly as specified by the Fund Office.

You will be asked to agree to the terms of use before proceeding. Select the checkbox next to "I agree to the terms of use" then select *Continue*.

Changing Your Password

If this is your first time logging in, you will be required to change your password. You will immediately be directed to the *Change Password* screen. Fill out the required fields and click the *Submit* button.

Please note: You may change your password at any time by clicking on the "Change Password" option on the Main Menu. You will then be directed to the screen above.

After clicking on the *Submit* button, you will be directed to a new screen that states that your password has been changed. You should now click on the link to return to your home page (i.e. the *Main Menu*).

Main Menu

You will now be directed to the *Main Menu*.

You have several options to choose from:

- **Remittance Reporting:**

  - o **Create New Remittance:** Choose this option if you would like to create a new remittance report to send to the Fund Office.
  - o **Upload New Remittance:** Choose this option if you would like to upload you payroll export configured to the specifications in this guide (see page 39 for details on the Upload template) to submit to the fund office.
  - o **Submit a 'No Work' Report:** Choose this option if you would like to submit a "no hours" remittance to the fund office
  - o **Continue an Unfiled Report:** Choose this option if you have previously started a remittance and saved it to finish later.

- **View Report History:** Choose this option if you would like to view a listing of all previously filed and archived reports, which are viewable as PDF documents.
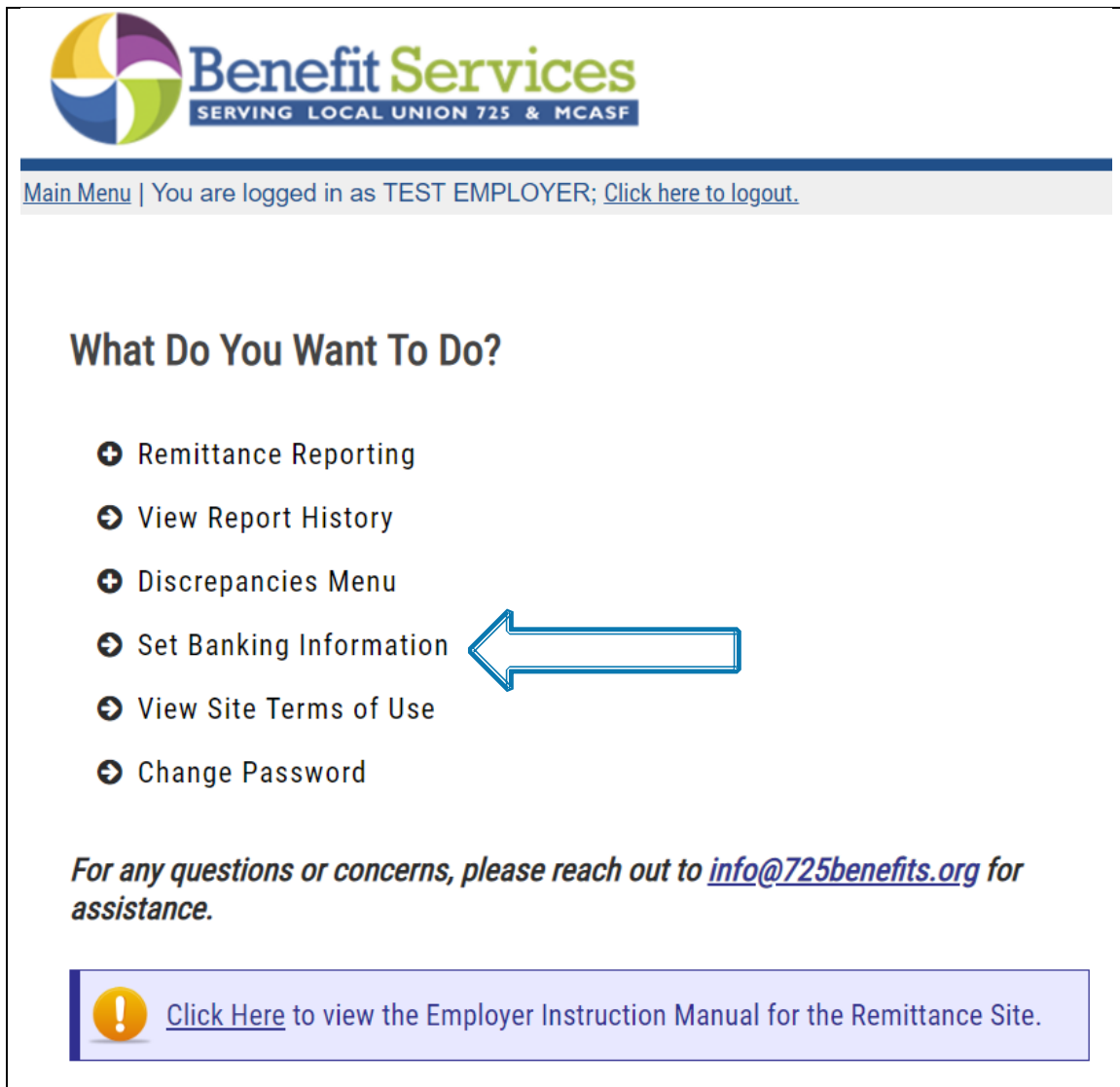
- **Discrepancies Menu:**

  - o **View Discrepancies:** Choose this option to view all outstanding balances
  - o **View/Pay Discrepancies:** Choose this option to make payments on any outstanding balances
  - o **View Paid Discrepancies:** Choose this option to view all outstanding balances that you have paid on through I-Remit.

- **Set Banking Information:** Choose this option to enter in banking information to be eligible for ACH payments.

- **Change Password:** Choose this option to change your login password.

Set Banking Information

The website's *Set Banking Information* option provides employers with the opportunity to enroll in ACH payment processing. Choose the *Set Banking Information* from the *Main Menu* for this option.

Please note: Your banking information must be set up before ACH payment processing is in effect. If you create any remittances prior to setting up your banking information, it will not go through as an ACH payment and you will need to contact the Fund Office or mail in your check.

Once *Set Banking Information* has been selected from the *Main Menu*, you will be taken to the *Update Banking Information* screen:

Update Banking Information

Please provide Bank account information in order to submit payments via ACH processing

By entering this information I authorize the UA Local 725 to debit my account for the exact amounts indicated at the time of contribution submissions.

Bob Smith
12345 Anywhere Street
Anywhere, USA 12345
1001

Date

Pay to the
Order of

$

Dollars

Memo

Bob Smith

⑆ 1 2 3 4 5 6 7 8 9 ⑆ 1 2 3 4 5 6 7 8 9 ⑈ 1 0 0 1

*Bank Transit
Routing Number*   *Bank Account
Number*

Bank Transit Routing Number:

Type without dashes, spaces or alpha values. Your routing number is a nine digit numeric code.

Bank Account Number:

Your bank account number can be found after the routing number on a printed check.

Bank Name:

Please enter the name of your banking institution.

Submit

Please note: The "Bank Name:" field should be used to help you identify which bank you provided in the future, if needed. This is because this name and the last four digits of the bank account number will be displayed on this screen once this information has been provided for your reference.

Once submitted, you will then be taken to the following screen, showing that your banking information has been successfully provided:
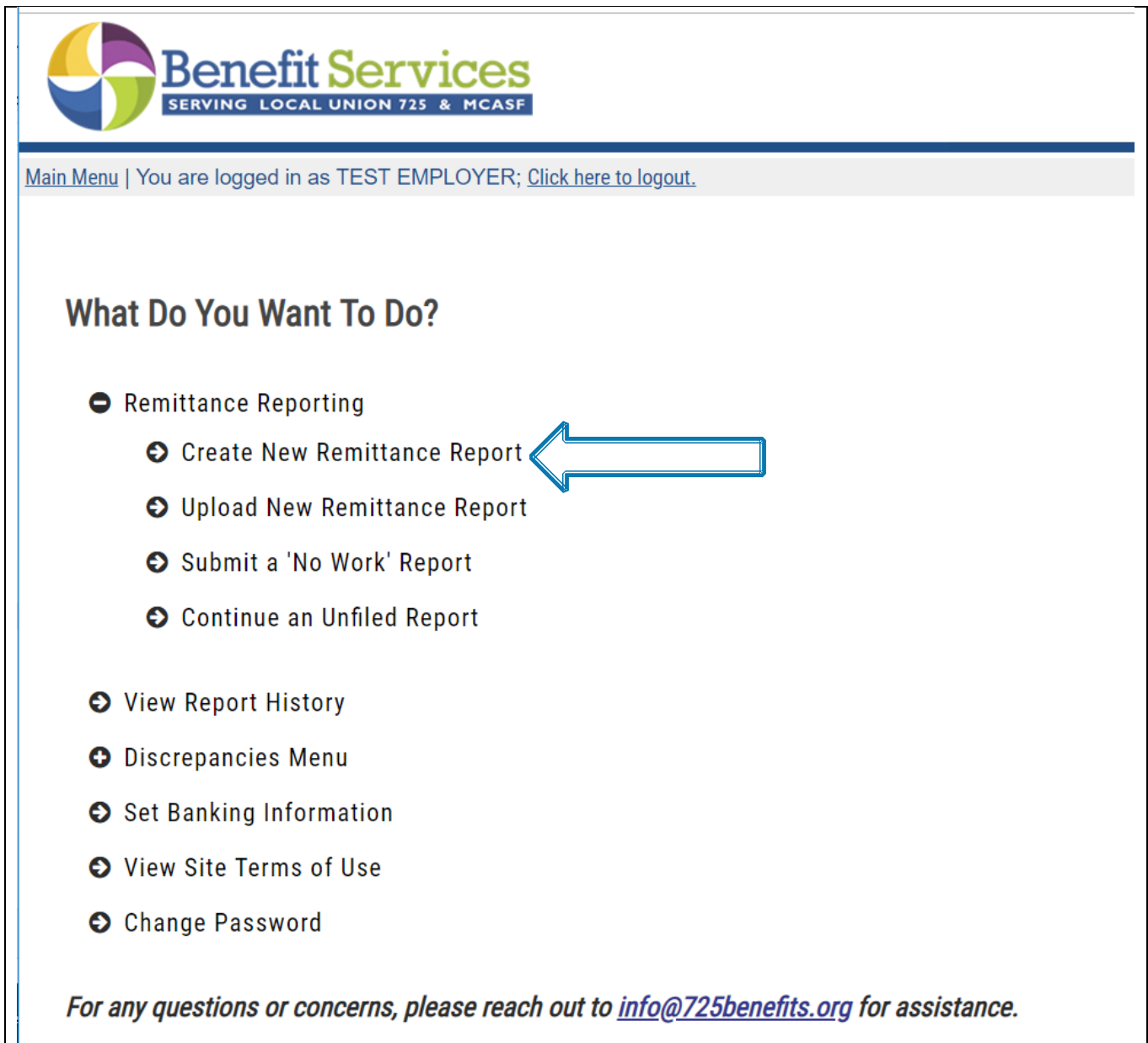
You may then use the *Click here to return to the main menu.* link to return to the *Main Menu*. Please see the following page on how to review banking information that is already on file.

You may change your banking information at any time by choosing the *Set Banking Information* option from your *Main Menu*.

Creating a New Remittance Report

To create a new remittance report, choose the *Remittance Reporting* option, and choose *Create New Remittance Report* on the *Main Menu*.

You will then be prompted to select the period ending date. Click the *Period Ending Date*, right above the line to bring up the monthly calendar.
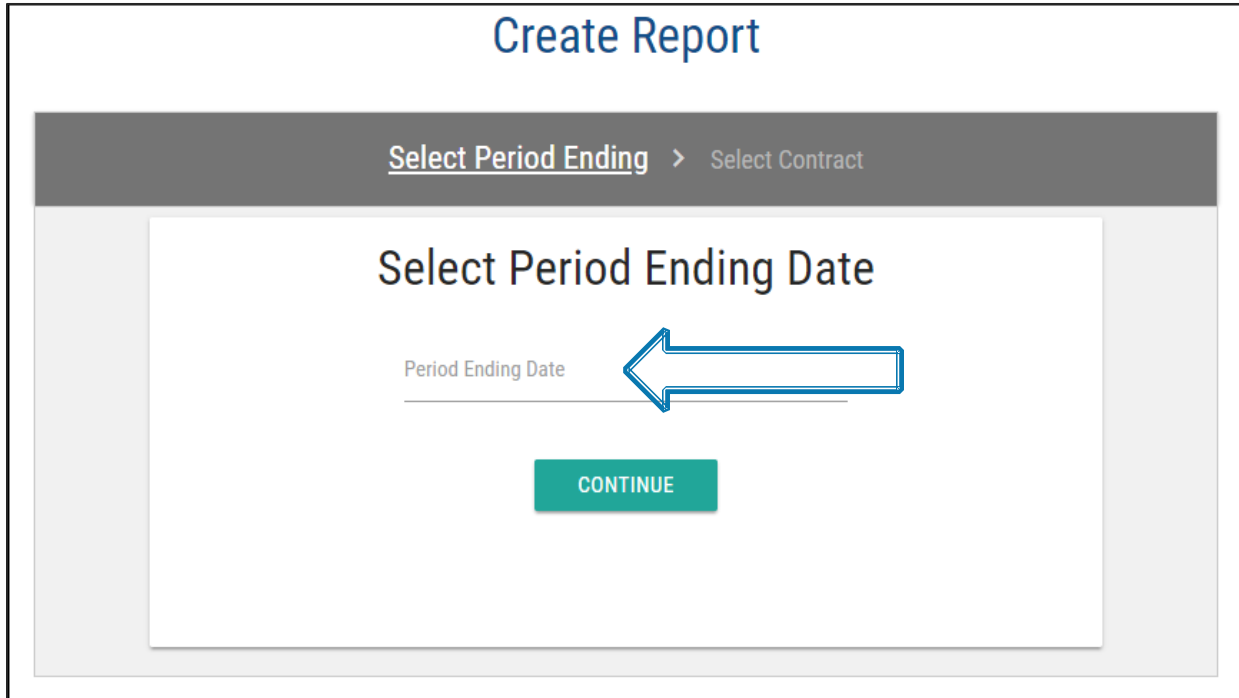
Choose the final date in the period you are reporting for. In the below example if you are reporting for the month of February you would choose the 28th.
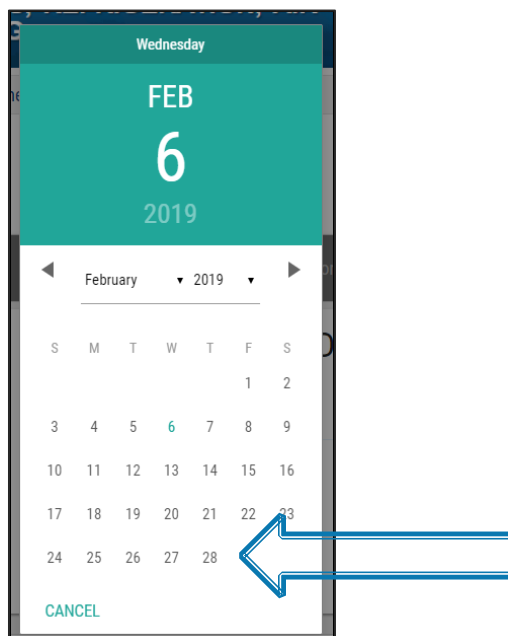
After you have selected the *Period Ending Date*. Click *Continue*.
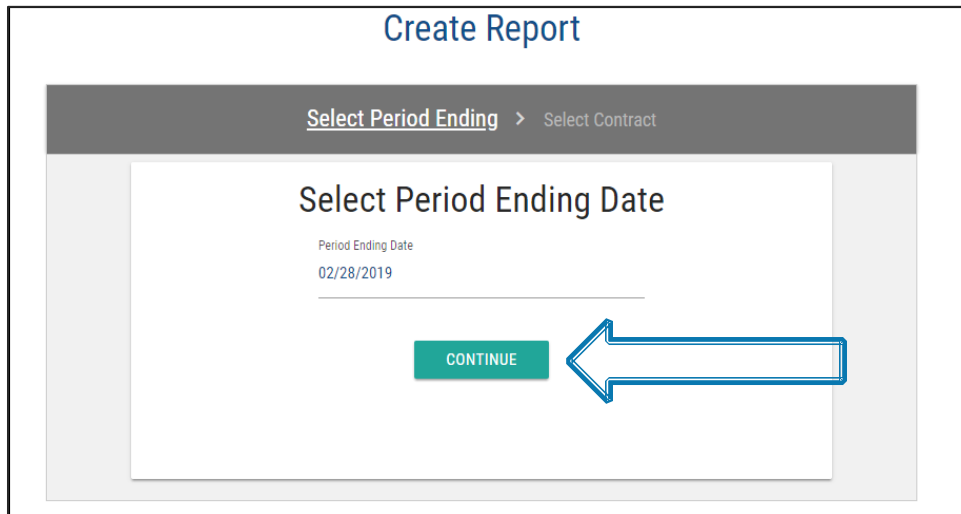
Next, you will be asked to *Select Contract* for the contract you are reporting for. Choose the contract and click the *CREATE REPORT* button.
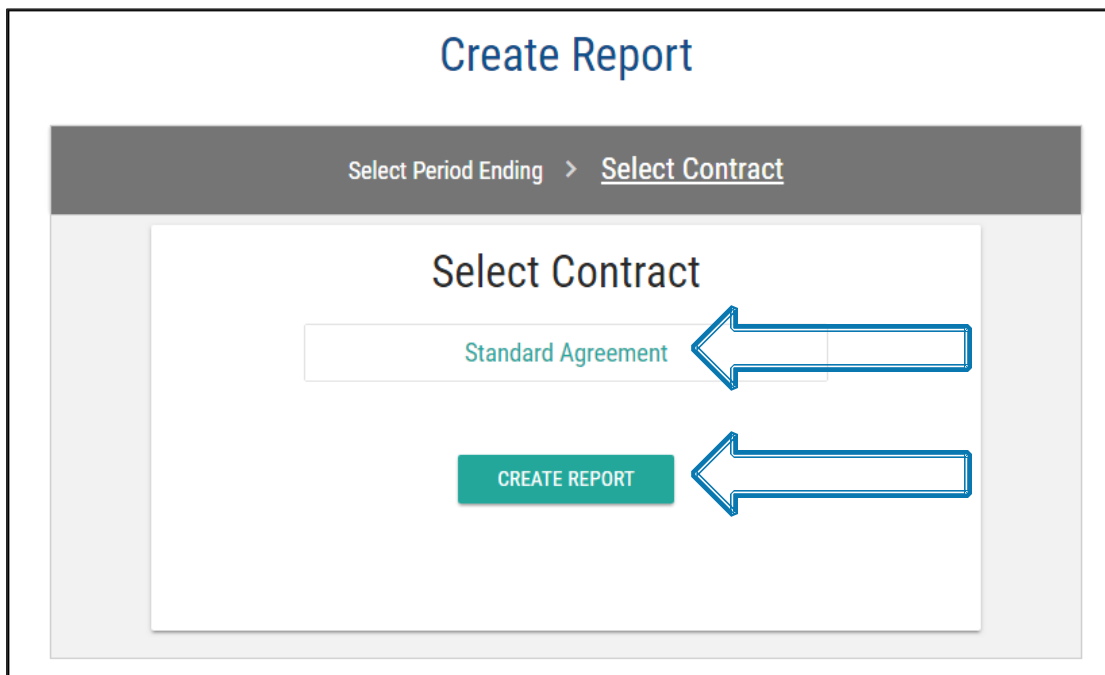
Please Note: You may see more or fewer contracts than those listed above depending on your specific reporting needs. If you believe you need to report for a contract that you do not see listed under your login, please contact the Fund Office.

Uploading a Remittance Report

If you would like to have the functionality to upload your payroll file into the website, you must comply with the "Upload File Specifications" section of this instruction manual on Pg. 46.

Once your file is properly formatted and meets the specifications of the site, you will be able to upload it to the remittance processing site. For regular remittance reports, please select the option "Upload a New Remittance Report" to continue.

What Do You Want To Do?

- Remittance Reporting
  - ❯ Create New Remittance Report
  - ❯ Upload New Remittance Report ⟵
  - ❯ Submit a 'No Work' Report
  - ❯ Continue an Unfiled Report

- ❯ View Report History
- ⊕ Discrepancies Menu
- ❯ Set Banking Information
- ❯ Change Password

For any questions or concerns, please reach out to info@725benefits.org for assistance.

After clicking "Upload New Remittance Report", you will be directed to the "Select Period Ending Date" screen to select the work period of the report and then the "Select Contract" screen to select the contract you are reporting. Once you have selected the date and contract you are reporting, you will be brought to the "Select Upload File" screen. Please click on the *Browse* button to find the .csv or .txt file stored on your PC. After double clicking on the appropriate file, please click on the *Upload* button.

Create Report

Select Contrib Date > Select Contract > Select Upload File

Select Upload File

SELECT FILE _____

UPLOAD   CREATE REPORT
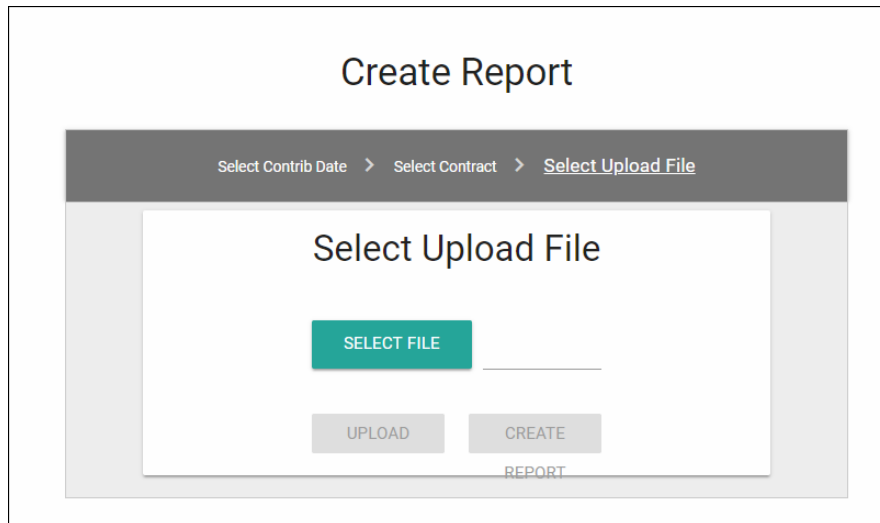
Once you choose the "Upload" option, the system automatically checks each SSN provided in the file. If there is a participant on the upload who is not on file with the fund office, the upload will fail, and you will receive a warning message to contact the fund office.

If your file is rejected, please refer to the "Rejected Upload File" section below for more information regarding fixing these rejected members. If the file is accepted, you will automatically be taken to the Remittance Entry screen. Please then refer to the "Accepted Upload File" section beginning on the next page.

Rejected Upload File

If there are participants that are not stored in the fund's database on your file. The system will then display an error list containing the full name on the file and in parenthesis the last four digits of their SSN. Please follow the directions displayed in the error message prior to uploading your file again
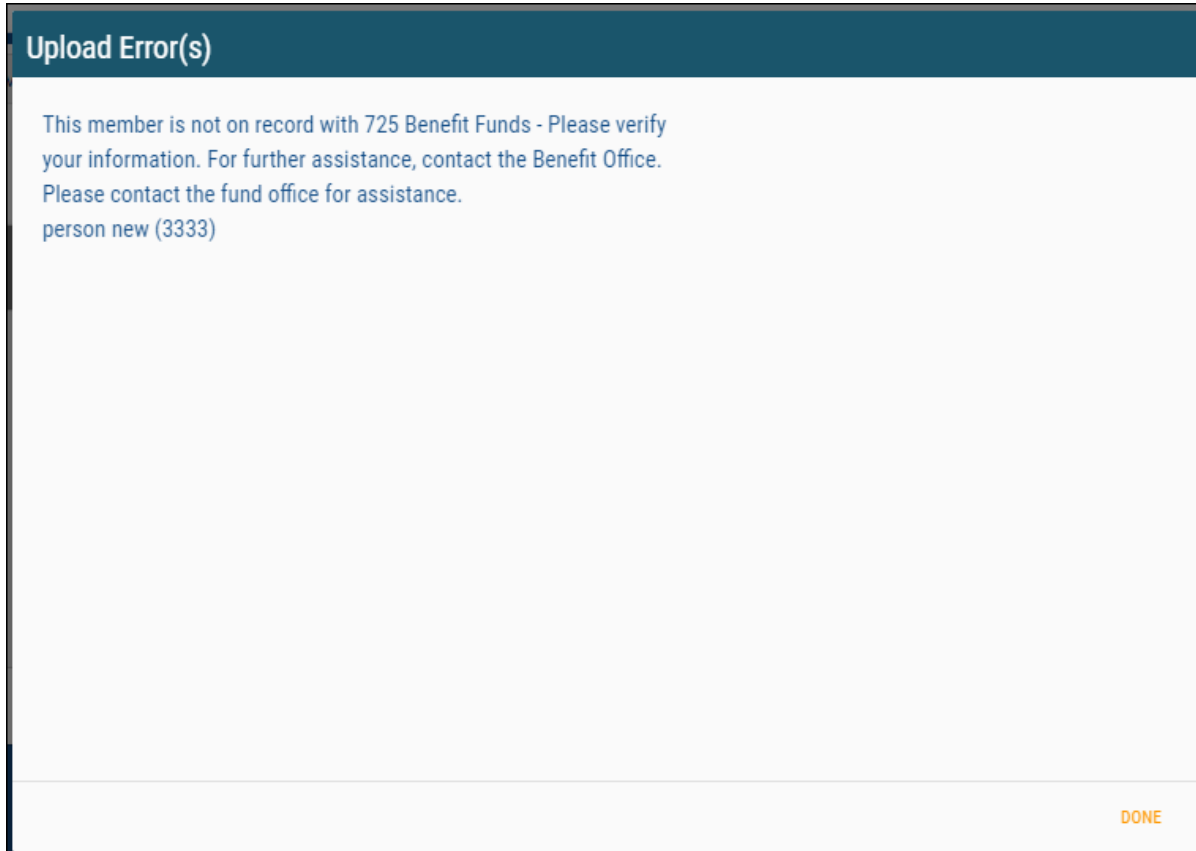
Once you have verified any new member SSNs with the Fund Office, you should then re-upload you file. You may then re-load your file by clicking the Done button in the bottom left of the error screen then Selecting the new file.

Accepted Upload File

If the upload file is accepted, after clicking on the *Upload* button, click on the Create Report button.
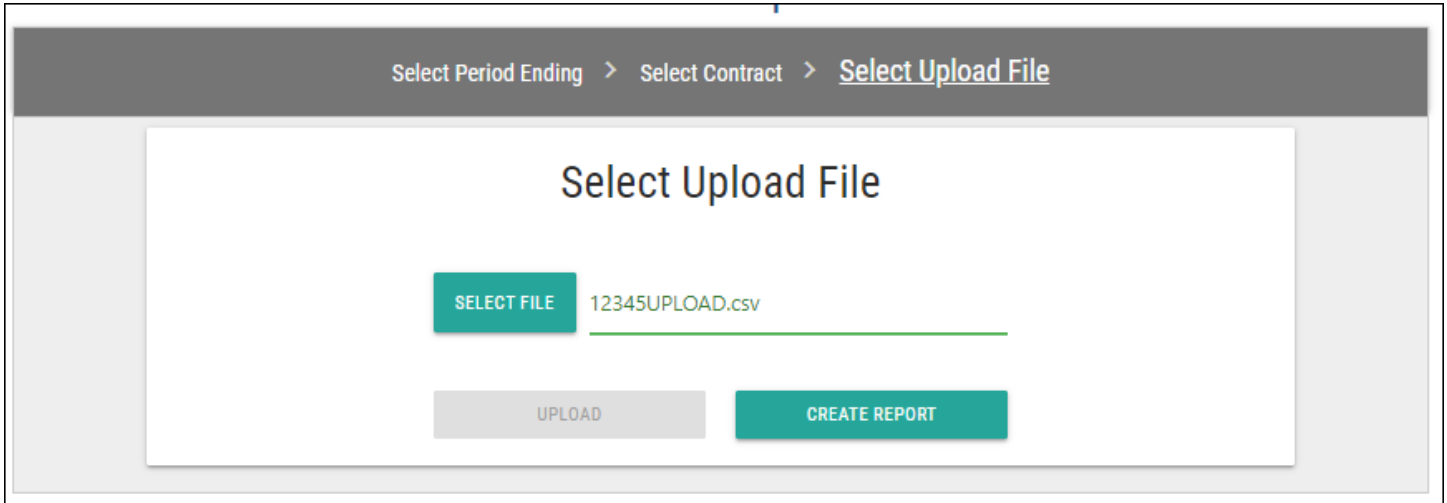
You will then be directed to the "Enter remittance report" screen. The remittance entry table will now be populated based off of the data in your upload file.

The remittance page will display all uploaded member data. You may then edit or add data into the remittance entry table if needed. Then submit the report.

SSN	Name	Job Class	Wages	Hours Worked	Hours Paid	NWH	Total Rate
233-33-3333	Ander, Core	MS2	$564.00	43.00	43.00	2.00	14.68 [?]
566-66-6666	Corey, Ander	R1	$388.25	39.00	39.00	2.00	15.03 [?]
344-44-4444	Gone, Tara	A5	$575.00	44.00	44.00	4.00	11.48 [?]
788-88-8888	Salaad, Caesar	DCUT	$425.45	41.00	41.00	0.00	15.03 [?]
455-55-5555	Shiroll, Sue	A1	$485.25	44.00	44.00	4.00	1.70 [?]
677-77-7777	Tills, Len	DCMA	$542.25	42.00	42.00	4.00	15.03 [?]
122-22-2222	Zapie, Pete	GF	$544.00	45.00	45.00	1.00	15.03 [?]
Total			$3,524.20	298.00	298.00	17.00	

Main Remittance Report Screen

Once you have either uploaded your report or progressed through the prompts to enter your report directly, you will be directed to the *Enter remittance report* screen.

Enter remittance report

ABC AC COMPANY
123 A Street
City, FL 32789

Contract Type: Standard Agreement
Period ending: 9-30-2019
Receipt Number: 10582

Show [25 ▼] entries   Search: [   ]

SSN	Name	Job Class	Wages	ST Hrs	OT Hrs	DT Hrs	Hours Worked	Hours Paid	Total Rate
455-55-5555	Ami, Sal	[A1 ▼]	$0.00	0.00	0.00	0.00	0.00	0.00	1.70 [2]
566-66-6666	Ander, Corey	[R1 ▼]	$0.00	0.00	0.00	0.00	0.00	0.00	15.03 [2]
233-33-3333	Gone, Tara	[MS2 ▼]	$0.00	0.00	0.00	0.00	0.00	0.00	14.68 [2]
788-88-8888	SALAAD, CAESAR	[DCUT ▼]	$0.00	0.00	0.00	0.00	0.00	0.00	15.03 [2]
344-44-4444	Shiroll, Sue	[A5 ▼]	$0.00	0.00	0.00	0.00	0.00	0.00	11.48 [2]
122-22-2222	Zapie, Pete	[GF ▼]	$0.00	0.00	0.00	0.00	0.00	0.00	23.03 [2]
Total			$0.00	0.00	0.00	0.00	0.00	0.00	

Showing 1 to 6 of 6 entries   Previous [1] Next

If you did not upload the file, participants from your last reported work month will pre-populate with the Name, SSN, and Job Class pre-filled. You will enter the Wages, Standard Hours, Overtime Hours, and Double Time Hours. The Hours Worked and Hours Paid will calculate automatically.

Please note: The pre-list will only appear if the Fund Office has accepted the previous month's report. If you do not have any participants pre-listed and believe that you should, please contact the Fund Office.

Remittance Entry Table Functionality

In the upper left-hand corner above the table, the *Show # entries* option controls the number of participants you see listed on the page. Display as few as 10 and up to 100 per page:
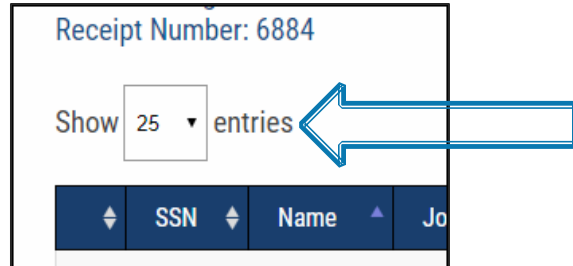
Above the table is a search box that filters based on name.
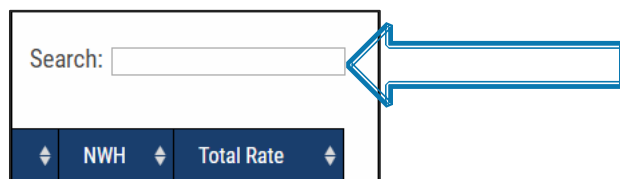
In the lower left-hand corner below the remittance entry table, the table lists how many participants are displaying on the page out of how many participants are on the report.
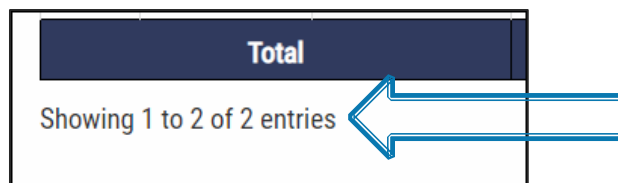
Underneath the remittance entry table, there is a list indicating the number of pages available within the report. To display the next page of participants, you can either select the next number in the series or hit the *Next* button (if there is more than one page listed). You may also go to the specific page by clicking on the specific page number (if applicable).

The remittance table features a row on the bottom of the table that calculates a running total for the hours and wages.

SSN	Name	Job Class	Wages	ST Hrs	OT Hrs	DT Hrs	Hours Worked	Hours Paid	Total Rate
455-55-5555	Ami, Sal	A1	$0.00	0.00	0.00	0.00	0.00	0.00	1.70 [2]
566-66-6666	Ander, Corey	R1	$0.00	0.00	0.00	0.00	0.00	0.00	15.03 [2]
233-33-3333	Gone Tara	MS2	$0.00	0.00	0.00	0.00	0.00	0.00	14.68 [2]
788-88-8888	SALAAD, CAESAR	DCUT	$0.00	0.00	0.00	0.00	0.00	0.00	15.03 [2]
344-44-4444	Shirol, Sue	A5	$0.00	0.00	0.00	0.00	0.00	0.00	11.48 [2]
122-22-2222	Rane, Pete	GF	$0.00	0.00	0.00	0.00	0.00	0.00	23.03 [2]
Total			**$0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	

Showing 1 to 6 of 6 entries   Previous 1 Next

By default, the table will sort A-Z by name. By simply clicking on the column header the table will sort in either alphabetical order or in numerical order depending on whether the column is letters or numbers.

The example below is sorted by SSN in numerical order:

Receipt Number: 7791

Show 25 ▼ entries

SSN	Name	Job Class
333-33-3333	MEMBER, TEST	A1
111-11-1111	Chong, Herbert	GF
Total		

Showing 1 to 2 of 2 entries

# Total Rate Column/Participant Contribution Pop up

The Total Rate column has two features in it – it provides the total hourly rate summing the rates billed against the members hours, with a hover-over feature that provides the break down of the funds and their rates for the classification the member is being reported under. To trigger the hover over, you can simply slide the mouse over the question mark in the field:

SSN	Name	Job Class	Wages	ST Hrs	OT Hrs	DT Hrs	Hours Worked	Hours Paid	Total Rate
455-55-5555	Ami, Sal	A1	$0.00	0.00	0.00	0.00	0.00	0.00	1.70
566-66-6666	Ander, Corey	R1	$0.00	0.00	0.00	0.00	0.00	0.00	15.03
233-33-3333	Gone, Tara	MS2	$0.00	0.00	0.00	0.00	0.00	0.00	14.68
788-88-8888	SALAAD, CAESAR	DCUT	$0.00	0.00	0.00	0.00	0.00	0.00	15.03
344-44-4444	Shiroll, Sue	A5	$0.00	0.00	0.00	0.00	0.00	0.00	11.48
122-22-2222	Zapie, Pete	GF	$0.00	0.00	0.00	0.00	0.00	0.00	23.03
	Total		$0.00	0.00	0.00	0.00	0.00	0.00	

Showing 1 to 6 of 6 entries   Previous   1   Next

Fund Desc	Rate
WELFARE	$6.850
PENSION	$4.400
PEN PRES	$0.550
DC FUND	$1.000
FBRC	$0.500
APPREN	$0.950
INTL TRN	$0.100
MCASF	$0.380
725 ASMT	$0.300
ASMT GW	2.000%

There is also a pop-up box that will provide the total contributions owed on the member, broken down by fund. To trigger the pop up, simply click on the box next to the hover over question mark:

Total Rate
1.55
14.73
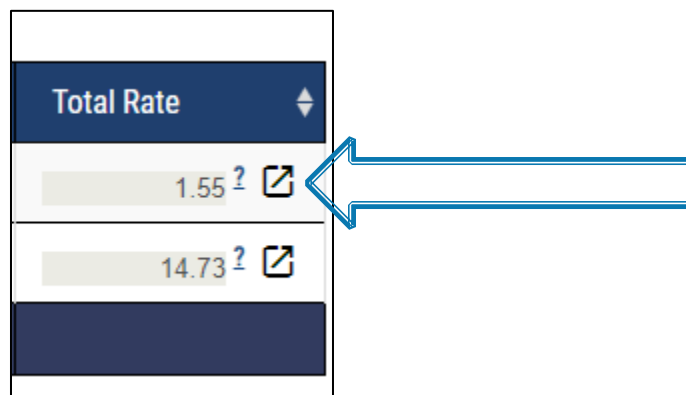
This will display the total contributions for each member by fund.

Contributions for TEST MEMBER

	Total Wages	Total Hours Worked	Total Hours Paid	Total Owed
WELFARE	$0.00	0.00	0.00	$0.00
PENSION	$0.00	0.00	145.00	$50.75
PEN PRES	$0.00	0.00	0.00	$0.00
DC FUND	$0.00	0.00	0.00	$0.00
DC ELECT	$0.00	0.00	0.00	$0.00
FBRC	$0.00	0.00	0.00	$0.00
APPREN	$0.00	143.00	143.00	$128.70
INTL TRN	$0.00	143.00	143.00	$14.30
MCASF	$0.00	0.00	0.00	$0.00
725 ASMT	$0.00	143.00	143.00	$28.60
ASMT GW	$4,000.00	0.00	0.00	$80.00
Totals:				$302.35

OK

Adding a New Employee

If you have a new employee to remit for, enter their SSN in the *New employees* section underneath the main remittance table.

If the employee is an existing member on record with the Fund Office, their name will be populated automatically in the name fields, at which point you may click on the *Add* button, and they will be added to the main remittance table above.

If the employee is not an existing member on record with the Fund Office, then a warning notice will display. You must add a first and last name to add a member to the remittance.
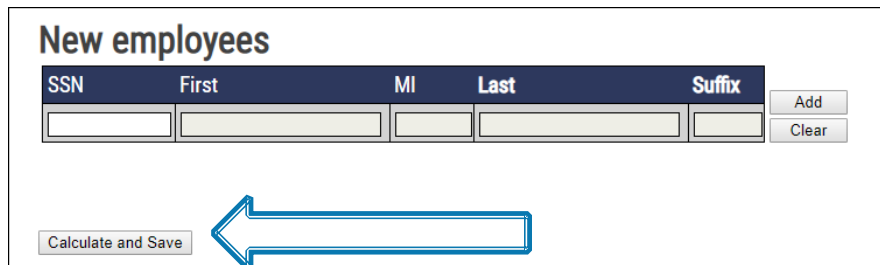
Using Calculate & Save to Complete a Report

After all relevant information has been entered into the remittance entry table, please click on the *Calculate and Save* button below the *New employees* section.

At any point, you may click on the *Calculate and Save* button if you have started entering a remittance and are unable to finish it during your website session. The website will then not only calculate the fund contribution totals, but also save your report so that you have the option of completing it later. If you decide that you would like to complete the remittance report later, click on the *Calculate and Save* button. Then, you may click on the *Main Menu* link on the top left side of the page, or you can logout by clicking on the *Click here to logout.* link.

If you decide that you would like to complete the report later, you may select the *Continue an Unfiled Report* option to finish your remittance report. Please see Pg. 33 for more information on completing an unfiled report.

Calculating the Remittance Report

In addition to saving your remittance report, clicking on the *Calculate and Save* button will also calculate the fund contribution totals. The table will summarize the *Total Wages, Total Hours Worked, Total Hours Paid* and *Total Owed* per fund.

	Total Wages	Total Hours Worked	Total Hours Paid	Total Owed
WELFARE	$0.00	0.00	145.00	$993.25
PENSION	$0.00	0.00	290.00	$667.00
PEN PRES	$0.00	0.00	145.00	$79.75
DC FUND	$0.00	0.00	145.00	$145.00
DC ELECT	$0.00	0.00	0.00	$0.00
FBRC	$0.00	0.00	145.00	$72.50
APPREN	$0.00	286.00	286.00	$257.40
INTL TRN	$0.00	286.00	286.00	$28.60
MCASF	$0.00	143.00	143.00	$54.34
725 ASMT	$0.00	286.00	286.00	$57.20
ASMT GW	$8,000.00	0.00	0.00	$160.00
Totals:				$2,515.04

If you notice errors after reviewing the data, simply scroll back up to the main remittance entry table and correct any entry errors. You can then click on the *Calculate and Save* button again to re-total the remittance totals.

You may also add comments to the *Comments* field, and they will be submitted to the Fund Office in your report.

Comments

Comments
Go
Here

Underneath the *Comments* section you will the *Payment Method* option. If you have entered your banking information into ISSi-Remit (see Pg. 7 for instructions on how to set your banking information) you will see the option to *Mail Check* or *Use ACH*.

If you choose to *Mail Check* you will simply print the PDF sheet of your ISSi-Remit submission (see Pg. 21 for instructions on accessing your PDF remittance sheet) and mail it, along with your check, to the Fund Office.

If you choose the *Use ACH* option, you will see a dropdown menu to the right of the word ACH that shows you the date that the money will clear and be deducted from your bank account. This date will always be at least 2 business days from the day that you are entering your remittance, unless it is a holiday because the bank will not accept ACH payments on holidays. You have the option of choosing any business day within the next 10 days, that is at least 2 business days out.
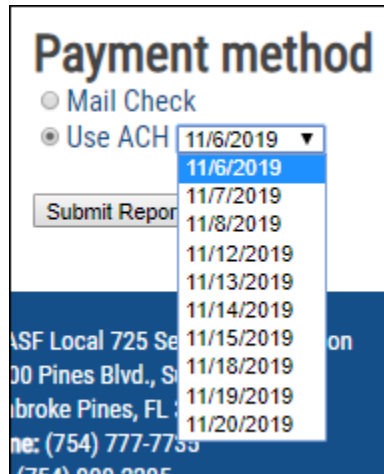
Submitting the Report

After you have reviewed the fund contribution totals, please click the *Submit Report* button to send the report to the Fund Office. You will then be directed to a screen confirming that your report has been submitted to the Fund Office. The confirmation page will display your receipt number for the remittance report (located directly below your address).

REPORT ACCEPTED

TEST EMPLOYER
123 TEST LANE
BUILDING 1
ANYWHERE, PA 11111

Receipt Number: 7791
Contract Type: Standard Agreement
Period ending: 4-5-2019

	Total Wages	Total Hours Worked	Total Hours Paid	Total Owed
WELFARE	$0.00	0.00	145.00	$993.25
PENSION	$0.00	0.00	290.00	$667.00
PEN PRES	$0.00	0.00	145.00	$79.75
DC FUND	$0.00	0.00	145.00	$145.00
DC ELECT	$0.00	0.00	0.00	$0.00
FBRC	$0.00	0.00	145.00	$72.50
APPREN	$0.00	286.00	286.00	$257.40
INTL TRN	$0.00	286.00	286.00	$28.60
MCASF	$0.00	143.00	143.00	$54.34
725 ASMT	$0.00	286.00	286.00	$57.20
ASMT GW	$8,000.00	0.00	0.00	$160.00
Totals:				$2,515.04

Click here to view receipt in PDF format for printing

Click here to return to your home page.

PDF Copy of Submitted Report

All the information that you previously entered through your online remittance processing will be listed on the PDF. You can print a copy of the PDF report by clicking on the *File* button, and then selecting the *Print* option. You can also access this PDF by choosing the *View Report History* on the *Main Menu*, then selecting the remittance you would like a PDF for, see Pg. 27 for instructions. All pages of the PDF report are displayed below:

Report Confirmation

Receipt Number 7791

TEST EMPLOYER(12345)
123 TEST LANE
BUILDING 1
ANYWHERE,PA 11111

Submission Date: 4-17-2019
Payment Date: 4-18-2019
Contract Type: Standard Agreement
Period ending: 4-5-2019

Your payment of $2,515.04 has been submitted and your receipt number is 7791. Thank you for using the MCASF Local 725 Service Corp. online remittance system. Please print this document or record the above receipt number for your records and include this receipt number in any correspondence regarding this transaction.

	Total Wages	Total Hours Worked	Total Hours Paid	Total Owed
WELFARE	$0.00	0.00	145.00	$993.25
PENSION	$0.00	0.00	290.00	$667.00
PEN PRES	$0.00	0.00	145.00	$79.75
DC FUND	$0.00	0.00	145.00	$145.00
DC ELECT	$0.00	0.00	0.00	$0.00
FBRC	$0.00	0.00	145.00	$72.50
APPREN	$0.00	286.00	286.00	$257.40
INTL TRN	$0.00	286.00	286.00	$28.60
MCASF	$0.00	143.00	143.00	$54.34
725 ASMT	$0.00	286.00	286.00	$57.20
ASMT GW	$8,000.00	0.00	0.00	$160.00

Total $2,515.04

Comments
go
Here

Submission Date: 9-26-2019
Payment Date: 10-4-2019
Contract Type: Standard Agreement
Period ending: 9-22-2019
Due Date: 10-10-2019

Employee	Job Class	Wages	ST Hrs	OT Hrs	DT Hrs	Hours Worked	Hours Paid	Total Rate
Zapie, Pete		$544.00	0.00	0.00	0.00	44.00	44.00	$15.03
Ander, Core		$564.00	0.00	0.00	0.00	44.00	44.00	$14.68
Gone, Tara		$575.00	0.00	0.00	0.00	44.00	44.00	$11.48
Shiroll, Sue		$485.25	0.00	0.00	0.00	44.00	44.00	$1.70
Corey, Ander		$388.25	0.00	0.00	0.00	39.00	39.00	$15.03
Salaad, Caesar		$425.45	0.00	0.00	0.00	41.00	41.00	$15.03
Tills, Len		$542.25	0.00	0.00	0.00	42.00	42.00	$15.03
		$3,524.20	0.00	0.00	0.00	298.00	298.00	

Submitting a No Work Report

If you have no hours to report for a work period, select *Submit a 'No Work' Report* from the *Remittance Reporting* menu.

You will be taken to the *Submit "No Work" Report* page where you must choose the *Contribution Date* and the *Contract* that you are reporting for. Then, select the Submit button.

This will generate the same PDF receipt as a regular remittance:

Continuing Unfiled Reports

If you decided to calculate and save a prior report and you now need to go back and complete the report, you may do so from the *Main Menu*. To do this, please select *Continue an Unfiled Report*.

After selecting *Continue an Unfiled Report*, a list of reports will be displayed that have been saved but have not yet been submitted. On this page, you have the option of either completing a report or deleting a report.   If you select a saved report and click on the *Delete* button, a dialogue box will appear confirming whether you would like to delete the report. Click the *OK* button to confirm the deletion of the report. If you select a saved report and click on the *Complete* button, you will be directed to the *Enter Remittance Report* screen to continue your report.

Main Menu | You are logged in as TEST EMPLOYER; Click here to logout.

Saved Reports

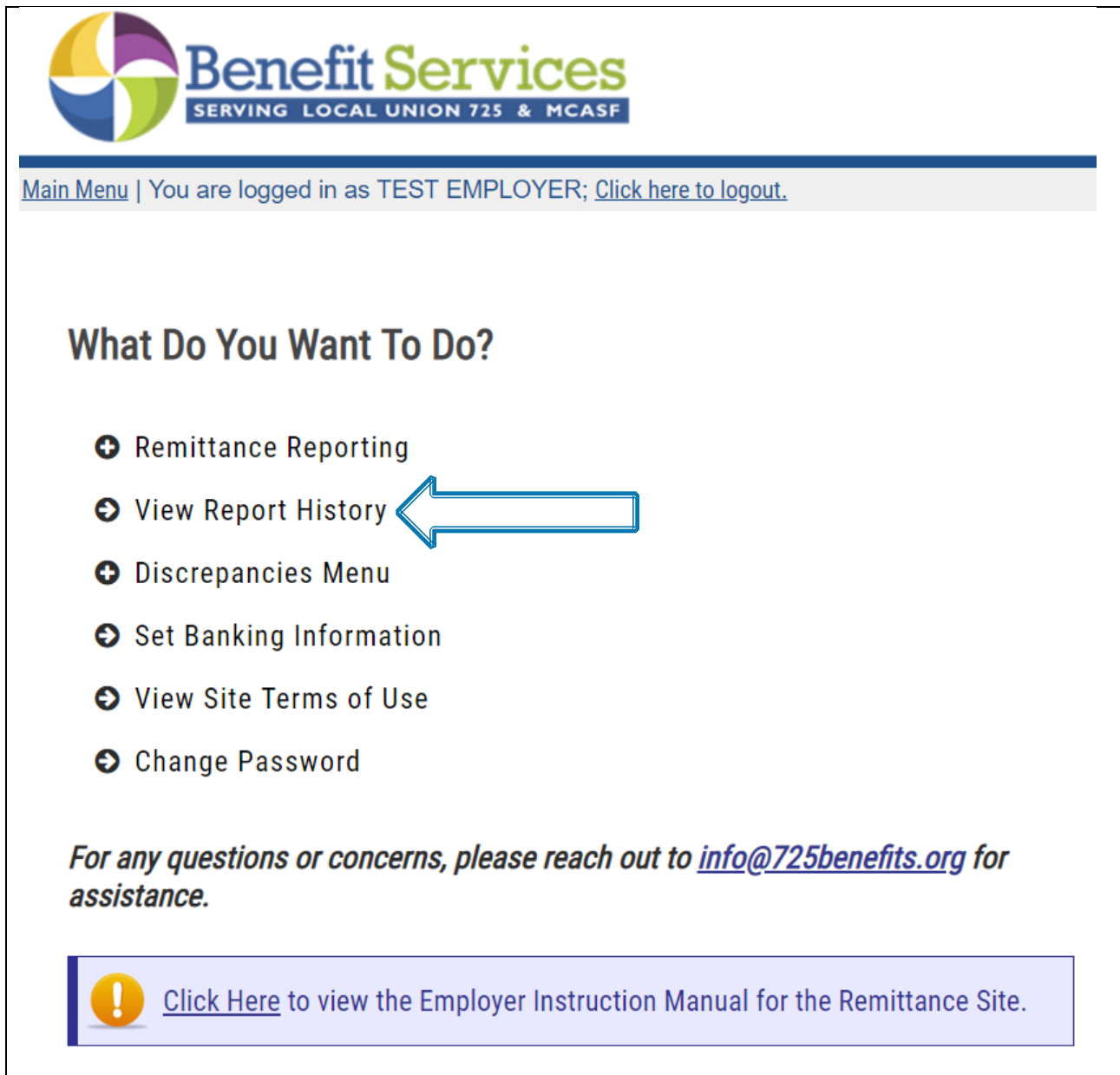These reports have been saved, but not filed. You may finish them or delete them

○ #7790 Standard Agreement

Complete   Delete

Click here to return to your home page.

Viewing Previously Submitted Reports

From the *Main Menu*, you can view the report history of your previously submitted reports. To do this, select *View Report History*.

After selecting *View Report History*, you will see a table of all report activity that has been filed. The information included will show: Date Filed, Contribution Month, Employer Number, Employer Name, Report Type, Receipt Number, Amount, and Voided status.

Please note: If the "Next" link appears underneath the table of reports, that means that there are additional reports that you can view by clicking on the link.

Recent Activity

Start Date: 03/01/2019   **End Date:** 04/18/2019   [Search]

Search by: Submit Date ▾   **Check/ACH:** Both ▾

Show 10 ▾ entries   Search: [   ]

Date Filed	Period Ending	#	Employer	Report Type	Receipt Number	Amount	Voided	UID
2019-04-17 09:54:50	2019-03-29	12345	TEST EMPLOYER	Standard Agreement	7792	$0.00		12345
2019-04-17 09:45:08	2019-04-05	12345	TEST EMPLOYER	Standard Agreement	7791	$2,515.04		12345
2019-04-03 16:44:10	2019-02-28	12345	TEST EMPLOYER	Standard Agreement	7789	$1,668.00		12345

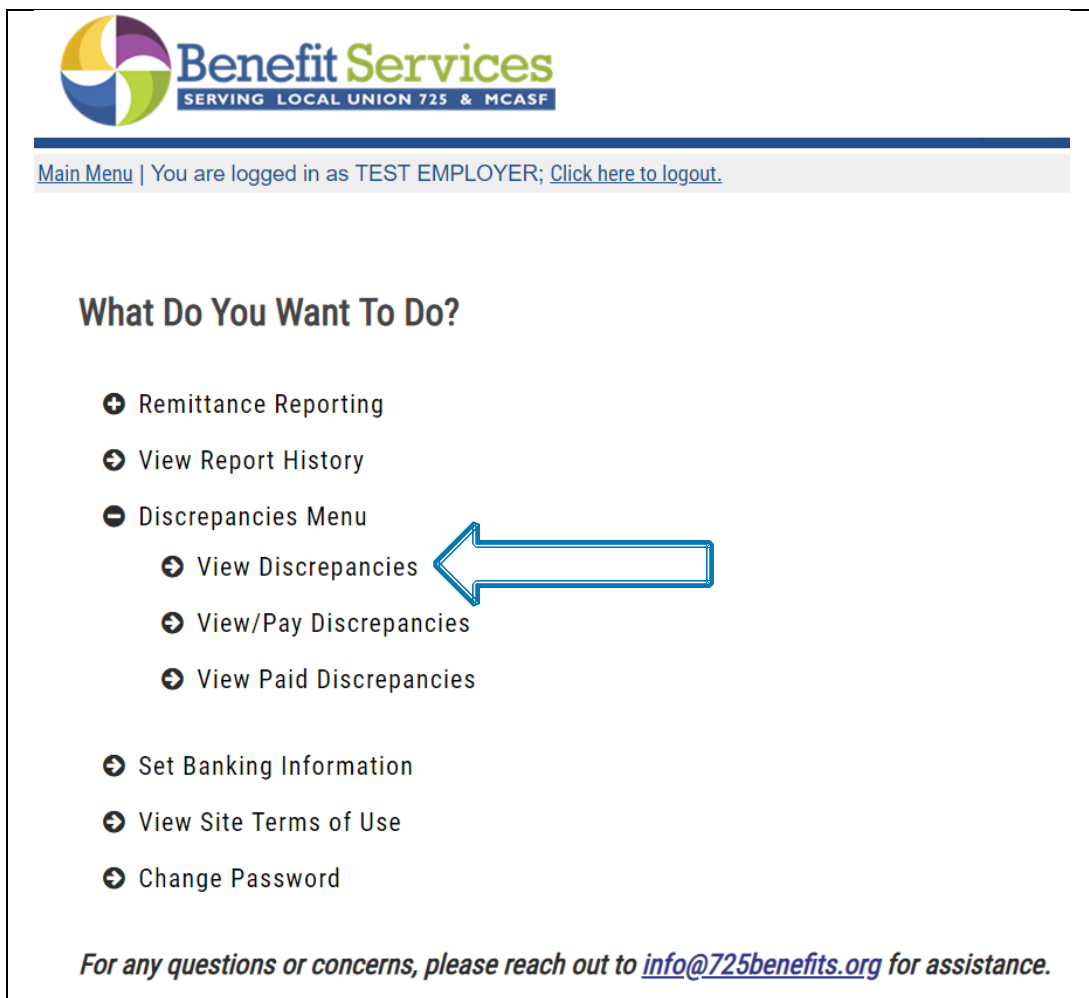Showing 1 to 3 of 3 entries   Previous   1   Next

Clicking on any row will open a new window containing the PDF of that report.

<u>Please note</u>: If a report has been voided by the fund office, a "Y" will be displayed in the "Voided" column.

Discrepancies

View Discrepancies

If you have any outstanding balances owed on your account, you may view them through ISSi-Remit. From the *Main Menu*, you can view your current discrepancies, which includes unpaid reports. To do this, select the *Discrepancies Menu* and click on *View Discrepancies* to continue.

On the *View Your Outstanding Balances* screen, a table of all outstanding balances will be displayed. The following information is included in the table:

- Invoice Number
- Receipt type
- Contribution Month
- Receipt Date
- Group Number
- Billed Amount
- Receipt Amount
- Balance Due

View Your Discrepancies

There is an unapplied credit of $0.00. Please call the fund office to apply the credit before paying any discrepancies.

Show 10 ▼ entries

Search: [   ]

Number ▲	Type ⬍	Period Ending Date ⬍	Receipt Date ⬍	Billed Amount ⬍	Receipt Amount ⬍	Balance Due ⬍
1757	DS	01/31/2019	01/31/2019	$13.00	$0.00	$13.00
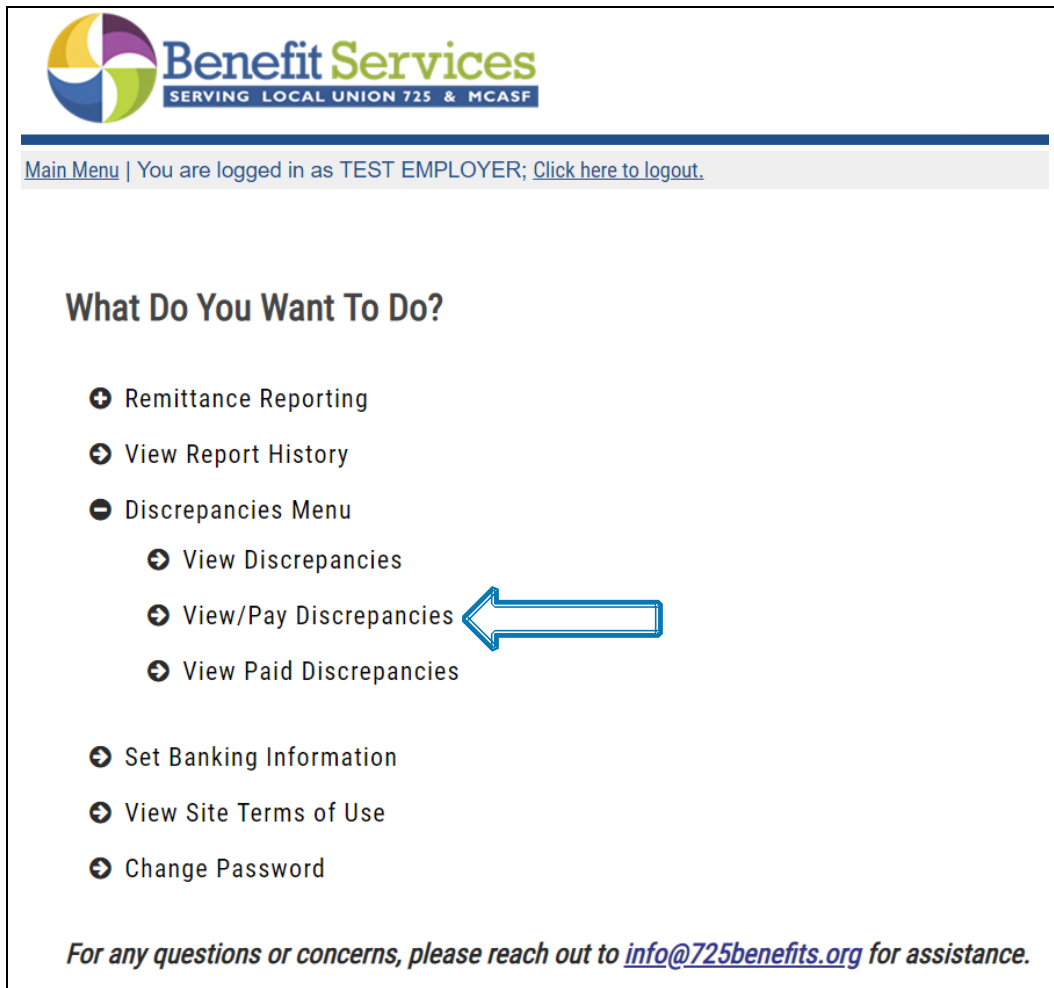
Showing 1 to 1 of 1 entries

Previous 1 N

Much like the *Report History Table* and *Remittance Entry Table*, the *Discrepancy Table* is sorted alphabetically or numerically by column, have search functionality for items within the table, and can be controlled in how many entries list per page of the table. Click on the heading you wish to sort by in order to view in either alphabetical or numerical and ascending or descending order.

To pay off any discrepancies you see here, please refer to the next section, *Pay Discrepancies*.

Pay Discrepancies

If you are enrolled as an ACH employer you can pay off your current Discrepancies, or other outstanding balances.   To do this, select the "Discrepancies Menu" option Menu and click "View/Pay Discrepancies" to continue.

On the "View/Pay Discrepancies" screen, a table of all outstanding balances will be displayed. Please see below for the information included in the table:

Pay Your Discrepancies

There is an unapplied credit of $0.00. Please call the fund office to apply the credit before paying any discrepancies.

Voucher Number: 7794

Check the appropriate box for the outstanding discrepancies you wish to pay. No partial payments are accepted; payments must be made in full

Show 10 ▼ entries   Search:

Click to Pay	Invoice Number	Receipt Type	Period End Date	Receipt Date	Billed Amount	Receipt Amount	Balance Due	Amount Paid
☑	2011	Discrepancy (DS)	20190228	04/03/2019	$485.00	$0.00	$485.00	$485.00
☐	2012	Liquidated Damages (LD)	20190228	04/03/2019	$166.80	$0.00	$166.80	
Total of all Discrepancies:								$485.00

Showing 1 to 2 of 2 entries   Previous   1   Next

Pick payment date

04/18/2019 ▼

[Submit Payment]

• "Click to Pay" column with selectable boxes will allow you to check off payment for specific discrepancies.
• Invoice number
• Receipt type
• Contribution Month
• Receipt Date
• Billed Amount
• Receipt Amount
• Balance Due
• Amount Paid

A voucher # will be generated for tracking purposes of the payment, and a warning will display above the discrepancy table to let you know that no partial payments are accepted; therefore, payments must be made in full.

You may select multiple receipts to pay off at once as the system will automatically tie a unique receipt to each discrepancy or interest charge.   The entire transaction will go into the system with the voucher number provided above the table.   As you check of the boxes of the discrepancies you would like to pay, the "Amount Paid" column will automatically fill with the paid amount for each receipt and the total amount to be paid in the "Total of all Discrepancies" field.

Once you are ready to submit payment, scroll down to the bottom of the table, where you will see the total paid amount. You will then select the ACH payment date. The only date available for selection is two days from today's date. When you are ready to submit payment, you may click on the Submit Payment button. After clicking on the Submit Payment button, you will be directed to the "Discrepancies Paid" screen. This screen will display a table summarizing all of the discrepancies paid, as well as the reference number. To keep a record of this transaction, you may click on the Print this page button underneath the table.

View Paid Discrepancies

If you are enrolled as an ACH employer, you can view paid discrepancies. Select the "Discrepancies Menu" option and click on "View Paid Discrepancies" to proceed.

On the "View Your Paid Discrepancies" screen, a table of all paid outstanding balances will display. Every discrepancy listed has either been paid or is a pending payment. If the payment is pending, the paid date column will list "PENDING" for the receipt. Once the discrepancy has been paid (or the ACH file has been sent to the bank), the paid date will then display. The number in the receipt column references an internal receipt that contains the amount received to pay off the specific discrepancy, while the voucher number is the same voucher number the overall transaction went into the system under.

View Your Paid Discrepancies

There is an unapplied credit of $0.00. Please call the fund office to apply the credit before paying any discrepancies.

Show 10 entries   Search:

Number	Type	Period Ending Date	Receipt Date	Paid	Voucher	Paid Date
2011	DS	02/28/2019	04/03/2019	$485.00	7795	PENDING
2012	LD	02/28/2019	04/03/2019	$166.80	7795	PENDING

Showing 1 to 2 of 2 entries   Previous   1   Next

Logging Out

When you have completed all processing on the website, it is important to remember to logout. To do so, please click on the *Click here to logout* link above the *Main Menu*.

Questions & Comments

If you have any questions or comments about processing online remittances using the website, please contact the Fund Office at 754-777-7735 or info@725benefits.com.

Upload File Specifications

File Formats

- The upload file must be in a Comma-Separated Values or Text format. This means .csv and .txt are the only file format extension the site can accept.
- Files with an extension of .pdf or .xls / .xlsx cannot be accepted. If your payroll software is only capable of importing data into a Microsoft Excel file (.xls or .xlsx), then you will need to open the document in Microsoft Excel and then resave the file in a **.csv** format prior to uploading the file.
- The file does not require a header row.

Fields

- We do not require any leading or trailing zeros for any field.
- If any field contains a comma, dollar sign, or quotation marks, then you must include quotation marks around the entire field. If you prefer, you can include quotation marks around every field in the file.
- The following fields are captured by the upload program:

Field/Column Sequence	Field/Column Data
Field 1	Member SSN
Field 2	Last Name
Field 3	First Name
Field 4	Wages
Field 5	Standard Hours
Field 6	Overtime Hours
Field 7	Double Time Hours
Field 8	NWH * No Longer in use*
Field 9	Vacation Hours
Field 10	Standby Hours
Field 11	Holiday Hours
Field 12	Travel Hours