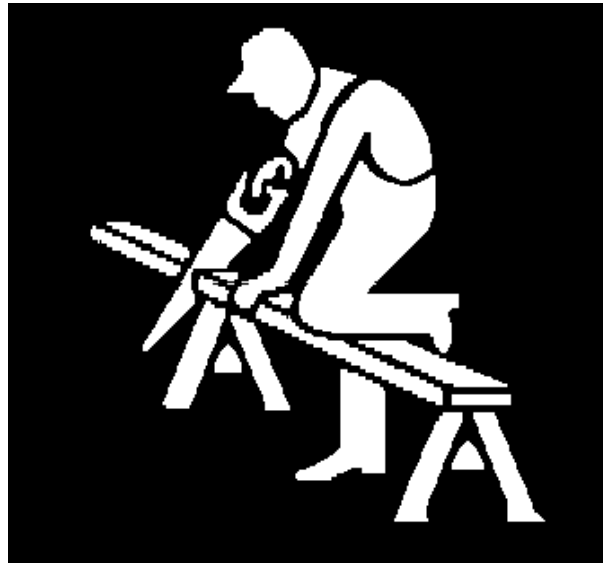


Carpenter Funds Administrative Office of Northern California



Employer Self Service User Guide V2.3

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Appendix A: OSL CODES

Appendix B: Terms of Use

Appendix C: Quick Start User Guide

Appendix D Quick Start User Guide CSV Format

Introduction:

Employer Self Service (ERSS) provides a tool for the User to process monthly Billing Reports via the Internet. This process is intended to reduce the time it takes to process the monthly Billing Reports.

Minimum system requirements:

1.5 Ghz processor
1 GB RAM
Windows XP or Windows Server 2003
Java 6.0
Adobe 7.x
Firefox 3, Safari 3, IE 7, Google Chrome

The User may use the **Employer Management Reports, Billing History & Payments** tab to manually enter the hours for each employee under HW. The System will calculate the totals under each Trust Fund for the employees Occupation and Skill Code. You will be able to save a copy to your computer and print a hard copy for your records.

The User has the option of the **Import/Export** File option to Import and Export files to and from ERSS.

Once the User has followed the instructions in this User Guide, the User may wish to use one of the **Quick Start User Guides** in the Appendix for future reporting.

As with any type of electronic file, it is important to SAVE your work periodically to avoid lost data in the case of a power outage, computer malfunction, system error, etc.

It is important to note the following if reporting an employee for the first time:

1. Using the Add button, enter employee's social security number, hit enter. If a name appears, that means the social security number is being used by a participant of the Fund. Please make sure the name matches our records. Many times an employee may use a similar name, if you are certain it is the same individual you may continue. If the record is not the same, please verify the social security number prior to input.
2. If the employee is NOT in our system, you must contact our office, either by phone or using the "CONTACT US" button at the bottom of the Web page. If sending SSN's please be sure to use the [SECURE] email feature.
3. If you are reporting a Non-contractual Employee for the first time, you must contact our office, either by phone or using the "CONTACT US" button at the bottom of the Web page.

Chapter 1 - Getting Started

Log on to Employer Self Service

Go to <https://employer.carpenterfunds.com/v3prd/app>

You will be redirected to the CFAO Self Service Login page



User:

Password:

[Forgot User](#)

[Contact Us](#)

Type your user name for example 00007_username in the **User** field

Type your **password** that we have provided to you

Click **Log In**

You will be required to enter a New unique password.

Passwords:

You cannot re-use your previous 6 passwords.

Your password must be at least 6 characters long.

Your password must contain at least one of each of the following categories.

Alpha character (a-z, upper or lower case)

Numeric character (0-9)

Non-alphanumeric character (anything not a letter or a number)

Please ensure that Reset Password, Reset Security Question, and Reset Email are checked.

Password Policy

The password must be unique (i.e. it cannot be similar to your username). Your account will lock out after 4 consecutive incorrect attempts at providing your password. (This will require assistance from your Systems Administrator to unlock.)

Your password will expire every 90 days, requiring you to pick a new password.

Friday, December 9, 2011 | Welcome User Name | Want To: Account Settings | Logout

Carpenter Funds Administrative Office
of Northern California, Inc.

Home » Administration Functions » Update Account Settings

Account Settings

Messages(1)
Please reset your password and select a security question.

Account Settings

Password Restrictions:
-Password should have a minimum of 6 characters
-Password should have a minimum of 1 alphabetic characters
-Password should have a minimum of 1 numeric characters
-Password should have a minimum of 1 non alpha numeric characters
-Password cannot be set to any of the previous 6 passwords

NOTE: In order to change your password and/or reset your security question, please check the appropriate checkboxes below in order to enable the corresponding fields to be editable. After entering the appropriate information, please hit "Save".

User: 123456 Test

Reset Password

Old Password: ***** *
New Password: ***** *
Confirm New Password: ***** *

Reset Security Question

Select First Security Question: ***** *
Enter Answer to First Question: ***** *
Select Second Security Question: ***** *
Enter Answer to Second Question: ***** *
Select Third Security Question: ***** *
Enter Answer to Third Question: ***** *

Reset Email

Account Address

Add

There are no address records on file.

[Contact Us](#)

Click **Save**. The next screen to appear will be the Self Service Employer Home page.

You will be brought to the Terms of Service agreement. As with any type of agreement, you must read carefully. Once you are finished, Click **Accept**



Home

Messages(1)

The user information has been updated.

Terms Of Service

Use of this Website requires that you read and accept the following Terms and Conditions

Use of Site

Access to this Website is restricted to authorized users. An authorized user is any individual designated by the employer as an authorized representative of the employer and who has been assigned a user name and temporary password. The authorized user agrees to reset temporary password upon initial login and never to share the password with any other party. Each employer may authorize more than one Self Service user by completing the form titled "REQUEST NEW USER," and each new authorized user will be assigned a unique user name and temporary password. If an authorized user's employment is terminated or if the authorized user's role no longer requires access, the employer agrees to promptly notify the Carpenter Funds Administrative Office in writing so that the user may be deactivated. Complete the form titled "DEACTIVATE USER," and fax to (510) 562-1702.

The Self Service Website is to be used solely for the purpose of submitting the Employer Report of Contributions and remitting payment to the Carpenter Funds Administrative Office. Some of the information provided on this Website is confidential, including but not limited to Social Security numbers. The copying, distribution, or emailing of the information contained in this Website is prohibited.

Terms of Service

Common Problems Accessing Employer Self Service

You may encounter one of the following access-related issues when logging in to Self Service:

You forget your username	Click Forgot User Enter your email address Submit
You forget your password	Click Contact Us
It has been 90 days since you last changed your password (password expires)	You are required to verify your old password, answer the security questions and enter a new unique password
You decide to change your password or security question/answer	You are required to verify your old password, answer the security questions and enter a new unique password
You are unable to access the ERSS website	Click the refresh button. If you are still unable to gain access, call your ERSS Analyst

Forgot Your Username

If you forget your username:

Click the **Forgot Username** link below the **Log In** button.

CFAO Employer Self Service Guide 2.3

Tuesday, December 20, 2011



User:

Password:

The following screen appears

Tuesday, December 20, 2011



Forgot Login

Enter your Email Address:

If the User enters the incorrect email address, the following will appear:

Tuesday, December 20, 2011



Errors(1)
Invalid Email

Forgot Login

Enter your Email Address: *

The User will need to Contact Us, either Click Contact Us or Email OnlineERreporting@carpenterfunds.com or Call the Fund Office and ask to speak with the Employer Self Service Staff 510-633-0215 or 888-547-2054

Forgot Your Password

If you forget your password:

Click the **Forgot Password** link below the **Log In** button

Enter your username.

Click **Submit**. If you do not wish to continue on this screen, click **Cancel** to return to the login screen.

Select the appropriate security question and then enter the correct answer.

Please note that the answer to the security question is NOT case-sensitive.

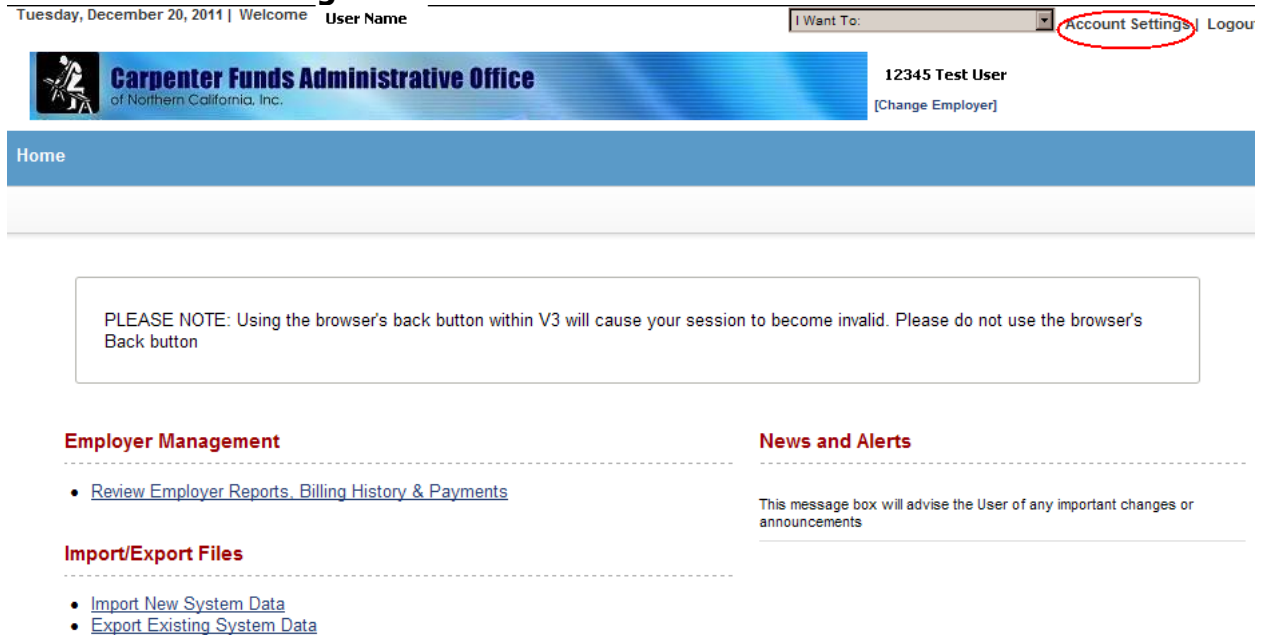
Changing Your Password or Security Question/Answer

To change your password and security question/answer:


Login to Self Service

Once you have successfully logged in, you are taken to the Self Service Employer Home page.

Click **Account Settings**.



Tuesday, December 20, 2011 | Welcome User Name | I Want To: | **Account Settings** | Logout

 **Carpenter Funds Administrative Office**
of Northern California, Inc. | 12345 Test User
[Change Employer]

Home

PLEASE NOTE: Using the browser's back button within V3 will cause your session to become invalid. Please do not use the browser's Back button

Employer Management

- [Review Employer Reports, Billing History & Payments](#)

Import/Export Files

- [Import New System Data](#)
- [Export Existing System Data](#)

News and Alerts

This message box will advise the User of any important changes or announcements

Once you click **Account Settings**, you are taken to the Account Settings screen. You can choose to reset your password, security question/answer, or both.



Account Settings

Password Restrictions:

- Password should have a minimum of 6 characters
- Password should have a minimum of 1 alphabetic characters
- Password should have a minimum of 1 numeric characters
- Password should have a minimum of 1 non alpha numeric characters
- Password cannot be set to any of the previous 6 passwords

NOTE: In order to change your password and/or reset your security question, please check the appropriate checkboxes below in order to enable the corresponding fields to be editable. After entering the appropriate information, please hit "Save".

User: **test user**

Reset Password

Old Password: ***** *

New Password: ***** *

Confirm New Password: ***** *

Reset Security Question

Select First Security Question: What is your favorite color? *

Enter Answer to First Question: white *

Select Second Security Question: What make was your first car or bike? *

Enter Answer to Second Question: tricycle *

Select Third Security Question: What was the name of your first school? *

Enter Answer to Third Question: kindergarden *

Reset Email

Account Address

Add

There are no address records on file.

Save Reset

Check the Reset Password box and Reset Security Question, enter new information. Click **Save** to update Self Service with your new information. If you do not want to save your changes, click the **Home** link just above the tab labeled Account Settings. This will take you back to the Home page.

EMPLOYER LOGIN & MULTIPLE EMPLOYER ACCESS

Note: This applies only to those who use Self Service for more than one employer.

If you use Self Service for more than one employer, you will see the Multiple Employer Access page immediately after logging. Click on the appropriate employer name.

The screenshot shows the top navigation bar with the date 'Tuesday, December 20, 2011', the user name 'Test User', and links for 'Account Settings' and 'Logout'. Below the navigation bar is the logo for 'Carpenter Funds Administrative Office of Northern California, Inc.' and a blue bar with the text 'Select an Employer'. Below this bar is a list of two employers: '12345 Test User' and '23456 Test User', each with a radio button. A 'Select' button is located below the list. A red warning message is displayed above the list: 'You only have access to your accounts with Active status. To find out if any of your accounts with Non-Reporting status may be eligible for activation, use the Contact Us link on this page.'


Selecting an employer directs you to the Self Service Employer Home page. The name of the employer you selected will appear in the upper right-hand corner of the screen along with a link to switch to a different employer.

Switching Employers

To switch employers

Click the **Change Employer** link directly below the current employer name,

Tuesday, December 20, 2011 | Welcome | User Name | Want To: | Account Settings | Logout

 **Carpenter Funds Administrative Office**
of Northern California, Inc.

12345 Test User
[\[Change Employer\]](#)

Home

Employer Management

- [Review Employer Reports, Billing History & Payments](#)

Import/Export Files


- [Import New System Data](#)
- [Export Existing System Data](#)

News and Alerts

This message box will advise the User of any important changes or announcements

You will receive a confirmation box asking you to confirm your decision to switch. Once you click **OK**, you are taken back to the Multiple Employer Access screen. You continue by selecting the next employer you wish to work with.

Tuesday, December 20, 2011 | Test User | Want To: | Account Settings | Logout

 **Carpenter Funds Administrative Office**
of Northern California, Inc.

Select an Employer

Please select the employer that you wish to work with from the list below. If you need to switch employers once you are logged into the application, please click the 'Change Employer' link below the employer name, and then select a different employer.

You only have access to your accounts with Active status. To find out if any of your accounts with Non-Reporting status may be eligible for activation, use the [Contact Us](#) link on this page.

- 12345 Test User
- 23456 Test User

Select

Chapter 2 - HOME PAGE NAVIGATION

Once you have successfully logged in to Self Service, you are taken to the Self Services Employer Home page. Navigating can be done by either using the drop down tab or the Home Page Components in BOLD.

I Want To	By clicking on the pull-down menu, you see a list of all the pages you can access. You can click on any of the links and be taken to the related page in Self Service.
Account Settings	Takes you to the screen where you can change your password and/or your security question/answer
Logout	Takes you out of Self Service and returns you to the Login screen
Employer Name	Displays the employer you are currently working with
Switching Employers	If your set up allows for more than one employer account to be processed, you may switch between the account
Messages	Displays messages regarding recent transactions
News and Alerts	Displays information of importance
Employer Management	Takes you to the screen for viewing and to begin entering data
Import/Export Files	Takes you to the screens for Importing or Exporting Files
Administration Functions	View or Update User Information and Passwords
Contact Us	Allows the User to Email ERSS for help – NOTE: Emailing of certain types of information, including social security numbers, mandates protection by means of a secure transmission method. To accommodate this purpose users need to send sensitive information through their CFAO Secure Email Viewer account. If you do not already have a secure email account set up, click on this link https://secureemail.carpenterfunds.com to go to the "CFAO Secure Email Viewer" where you can create an account in order to communicate securely with our online reporting team. At the top of the Secure Viewer Login page, new users need to click on "If this is your first visit, Please click here to Register", then follow directions to create a password for your email address.

NOTE: During month-end processing, a specific period of outage will be published in [News and Alerts](#), during this window the Self Service processing selections will be absent from this Home Page.



Home

Employer Management

- [Review Employer Reports, Billing History & Payments](#)

Import/Export Files

- [Import New System Data](#)
- [Export Existing System Data](#)

News and Alerts

This message box will advise the User of any important changes or announcements

Categories and Pages

Categories and pages represent groups of functions and pages that you can access in Self Service. These categories and pages will appear in your location (path).

EMPLOYER MANAGEMENT

In the Employer Management category, you can:

View Employer Reports, Billing History & Payments (using either area circled in RED)

View and Process your Employer Reports and Billing History

Tuesday, December 20, 2011 | Welcome **User Name** Account Settings | Logout

I Want To:
 I Want To:
 Go To Home Page
 Reports, Billing History & Payments
 Import Files
 Export

Carpenter Funds Administrative Office
of Northern California, Inc.

Home

Employer Management

- [Review Employer Reports, Billing History & Payments](#)

Import/Export Files

- [Import New System Data](#)
- [Export Existing System Data](#)

News and Alerts

This message box will advise the User of any important changes or announcements

NEWS AND ALERTS

This box will display important information. Be sure to review the information in this area. NOTE: Each month in order for CFAO to process Month-End closing, there will be a "period of outage" when you will not have access to the system. The specific period of outage will be published in News and Alerts, and during the window the Self Service processing selections will be absent from the Home Page.

Tuesday, December 20, 2011 | Welcome **User Name** Account Settings | Logout

I Want To:
 I Want To:
 Go To Home Page
 Reports, Billing History & Payments
 Import Files
 Export

Carpenter Funds Administrative Office
of Northern California, Inc.

Home

Employer Management

- [Review Employer Reports, Billing History & Payments](#)

Import/Export Files

- [Import New System Data](#)
- [Export Existing System Data](#)

News and Alerts

This message box will advise the User of any important changes or announcements

Import/Export Files

As an alternative to entering monthly reports online, Self Service provides options for exporting (downloading) a report file containing the account's employee roster. The export file can then be updated with hours and additional employees for import (upload) to the Self Service program.

Tuesday, December 20, 2011 | Welcome **User Name** Account Settings | Logout

Want To: ▼

Want To:

[Go To Home Page](#)

[Reports, Billing History & Payments](#)

[Import Files](#) ←

[Export](#) ←

Carpenter Funds Administrative Office
of Northern California, Inc.

Home

Employer Management

- [Review Employer Reports, Billing History & Payments](#)

Import/Export Files

- [Import New System Data](#) ←
- [Export Existing System Data](#) ←

News and Alerts

This message box will advise the User of any important changes or announcements

Chapter 3 – Using ERSS

To access Employer Management to process Billing Reports use either of the links shown:



I Want To: [dropdown]
I Want To:
Go To Home Page
Reports, Billing History & Payments
Import Files
Export

Home

PLEASE NOTE: Using the browser's back button within V3 will cause your session to become invalid. Please do not use the browser's Back button

Employer Management

- [Review Employer Reports, Billing History & Payments](#)

Import/Export Files

- [Import New System Data](#)
- [Export Existing System Data](#)

News and Alerts

We are currently developing and testing some new features intended to enhance user processing efficiencies. These "Export" and "Import" features which now appear on the website are not yet ready for external use but will be in the near future.

[Contact Us](#)

Note: Contact Us

Emailing of certain types of information, including social security numbers, mandates protection by means of a secure transmission method. To accommodate this purpose users need to send sensitive information through their CFAO Secure Email Viewer account. If you do not already have a secure email account set up, click on this link <https://secureemail.carpenterfunds.com> to go to the "CFAO Secure Email Viewer" where you can create an account in order to communicate securely with our online reporting team. At the top of the Secure Viewer Login page, new users need to click on "If this is your first visit, Please click here to Register", then follow directions to create a password for your email address.

Chapter 3 Overview of Processing Work Reports –

1. User may enter data in a Work Report that is in **Initial** Status only
2. Initial Billing Report will default to the month after the last work month submitted.
3. If entering a new employee, verify the name and social security number match the data in our database. If incorrect, reenter data. If the name does not populate, Contact Us for assistance.
4. View the **Summary** prior to **Submit**. You will not be able to Edit a report that has been submitted.
5. If you **receive Error Messages**, you are able to correct the Error(s) prior to Submit
6. Never use the Browser Back Button. This will cause the session to end and any unsaved data will be lost.
7. The following steps must be performed to process the Billing Report:
 - a. Highlight the new report which is in "Initial Status" (if one has not been created, create "New Work Report"
 - b. Enter hours for each employee under HW
 - c. SAVE
 - d. Review Report Summary
 - e. Correct Error(s) if possible
 - f. Review Report
 - g. Submit
 - h. Save a copy of the file on your Network for your records
 - i. Print Deposit Slip
 - j. Mail Deposit slip and your check to the Bank address provided.

****Each month the "Initial" Status reports are automatically**

updated with the "Initial" New Work Report.

If you do not have a report in "Initial" Status for a work month not previously reported, create one as shown:

To create and edit an employer report, select "New Work Report"

Note: You will need to create a new employer report for both report entry and import file

The screenshot shows the top navigation bar with the logo and the text "Carpenter Funds Administrative Office of Northern California, Inc." and "000007 - V3 PROD 7.24 TEST ER WORK AROUND". Below this is a breadcrumb trail: "Home » Employer Management » Reports, Billing History & Payments". There are three tabs: "Billing History", "Employment", and "Documents". Under "Employment", there is a link for "New Work Report" which is circled in red. Below the navigation is a "Work Reports" section with a "Report Status" dropdown set to "Initial" and a "Report Type" dropdown set to "All". There are buttons for "View Pre-bill", "Edit Work Report", "Submit", and "Generate Deposit Slip". Below these are icons for "Sort", "Columns", "View Row", "Records", "Print", and "Export". At the bottom of this section is a table with the following columns: "Inserted Date", "Report Type", "Report Status", "Date Released", "User Released", "Work Month", "Trans Identifier", "Trans#", "Total Due", and "Total Balance".

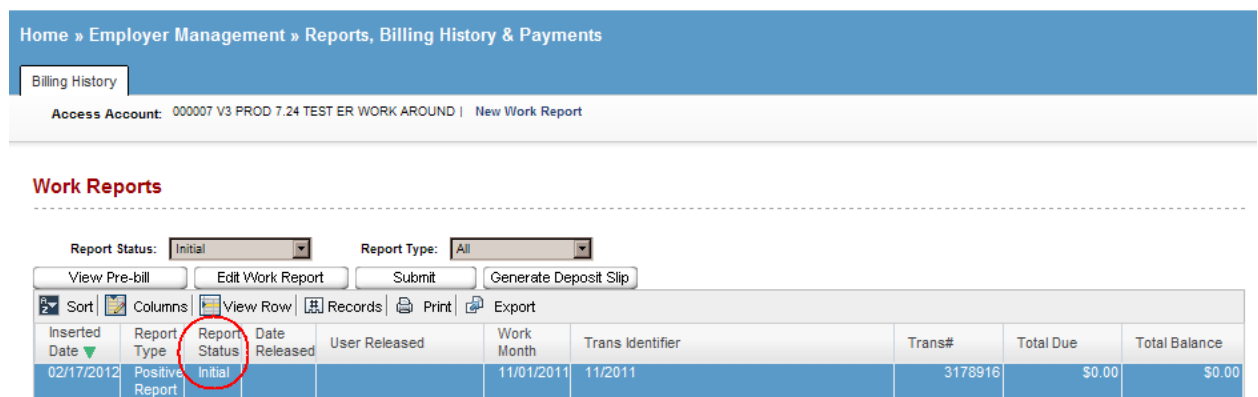
The default is to give you the month after the last month that was reported, if this is not the desired month you may change it.

The "Work Month" is always the 1st of the month and (Month/01/Year) the "Report Stop Date" is the last day of the month, in this case the 30th, (Month/Last Day/Year)

The screenshot shows a "Generate Work Report" dialog box open over the main application. The dialog box has a title bar "Generate Work Report - Windows Internet Explorer" and a URL "http://10.10.200.125/v3prd/app?service=external/EmployerPages:GenerateWorkReport". It displays "Employer: 000007-V3 PROD 7.24 TEST ER WORK AROUND" and "Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND". The main content area is titled "Work Report Details" and contains a table with the following columns: "Last Report Start Date", "Work Month", "Report Stop Date", and "Report Source". The table has one row with the following values: "02/01/2012", "03/01/2012", "03/31/2012", and "Employer". The "03/01/2012" value is circled in red. Below the table are "Save" and "Cancel" buttons, with "Save" also circled in red. The background application shows the same "New Work Report" button circled in red.

You are unable to redo months that have previously been processed. Confirm this is desired month then click Save

You now have an employer report in **"Initial"** status to enter your hours and add employees OR to add new employees then export the file to process.



Access Account	Displays account number and employer name
New Work Report	Creates an initial Billing Report
Report Status	Drop down which allows the view or ALL reports, reports in Prebill status, Released reports or Initial reports.
Report Type	Drop down to view Positive Reports, Adjustments or Rebill
View Pre-Bill	Allows you to View reports that have been submitted
Edit Work Report	Allows you to update a report in Initial Status
Submit	Submits the Billing Report to CFAO for processing. Once the report is Submitted, you may NOT make any changes
+ Controls	To view hours/amounts for each employee under a rate group
Inserted Date	Date report was created or most recent status change
Report Type	Positive or negative
Report Status	Initial, pre-bill or processed
Date Released	Date Fund Office processes and releases report
User Released	Fund Office Analyst
Work Month	Month Hours were reported for
Trans Identifier	Quickly identifies type of transaction
Trans #	Unique number assigned to transaction

Total Due	Sum total of report (Cash Summary)
Total Balance	Sum of any discrepancies

Only reports with the Report Status "Initial" are available for data entry (or Export).

Highlight (click) the row for the work month you wish to process.

Then click the **Edit Work Report** button and the Work Report Editor will open displaying the Work Report Editor for the highlighted account.

Friday, February 17, 2012 | Welcome USER NAME I Want To: Account Settings | Logout

Carpenter Funds Administrative Office
of Northern California, Inc.
000007 - V3 PROD 7.24 TEST ER WORK AROUND

Home » Employer Management » Reports, Billing History & Payments

Billing History

Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND | [New Work Report](#)

Work Reports

Report Status: Report Type:

Inserted Date	Report Type	Report Status	Date Released	User Released	Work Month	Trans Identifier	Trans#	Total Due	Total Balance
02/17/2012	Positive Report	Initial			11/01/2011	11/2011	3178916	\$0.00	\$0.00

Friday, February 17, 2012 | Welcome USER NAME I Want To: Account Settings | Logout

Carpenter Funds Administrative Office
of Northern California, Inc.
000007 - V3 PROD 7.24 TEST ER WORK AROUND

Home » Employer Management » Reports, Billing History & Payments

Billing History

Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND | [New Work Report](#)

Work Reports

Report Status: Report Type:

Inserted Date	Report Type	Report Status	Date Released	User Released	Work Month	Trans Identifier	Trans#	Total Due	Total Balance
02/17/2012	Positive Report	Initial			11/01/2011	11/2011	3178916	\$0.00	\$0.00

If you would like your roster in a different order you can Sort By:

SSN
Name, etc.

1. Select Sort
2. Choose Sort option
3. Select the Execute icon

Employer: 000007-V3 PROD 7.24 TEST ER WORK AROUND Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND

Criteria

Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND Report Status: Initial Trans#: 3178910

Batch No: 85109 Billing Type: Contribution Report Source: Employer

Member Count: 11 Row Count: 11 Date Received: / / Trans Type: 10 - Employer Report

Date Released: / / Trans Identifier: 11/2011

User Released: Trans Analyst: Report Status Override: Report Release Code:

To sort the page differently, Click Sort (1)
In drop down box choose the Sort you prefer (2)
Click the Execute tool (3)

View Summary Except. Report Payment Details View Report

Work History

(1) (3)

SSN	Part	Column - (Drag to sort)	Sort	Desc	Group	Start Date	Stop Date	Status	HW
000-00-7987	ADA					11/01/2011	11/30/2011	ACT	
000-00-7945	AND	SSN				11/01/2011	11/30/2011	ACT	
000-00-7998	AND	Participant				11/01/2011	11/30/2011	ACT	
000-00-7975	ARR	Rate Grouping				11/01/2011	11/30/2011	ACT	
000-00-7990	ARR	Occ				11/01/2011	11/30/2011	ACT	
000-00-7937	AVL	SkL				11/01/2011	11/30/2011	ACT	
000-00-7977	BAS	Start Date				11/01/2011	11/30/2011	ACT	
000-00-7949	BOU	Stop Date				11/01/2011	11/30/2011	ACT	
000-00-7913	BRE	Status				11/01/2011	11/30/2011	ACT	
000-00-7923	BRIS	HW				11/01/2011	11/30/2011	ACT	
333-44-5555	CAR	PN				11/01/2011	11/30/2011	ACT	
		CA				11/01/2011	11/30/2011	ACT	
		VA				11/01/2011	11/30/2011	ACT	
		VB				11/01/2011	11/30/2011	ACT	
		AP				11/01/2011	11/30/2011	ACT	
		IA				11/01/2011	11/30/2011	ACT	
		WP				11/01/2011	11/30/2011	ACT	
		IP				11/01/2011	11/30/2011	ACT	
		WC							
		SSN							
		Participant							

(2)

Scroll to the right to see the columns for the various Trust Fund hours
Enter the hours in the Health & Welfare (H&W) column only for each employee
upon saving your report the hours will spread to all funds that apply to each
employee's occupation and job classification.

See Occupation/Skill Code Table in Appendix A to look up the combinations

NOTE: You must enter the minimum number of hours for Superintendents and Owners in the proper Fund Columns, refer to the Master Agreement.

Criteria

Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND Report Status: Initial Transf: 3178816
 Batch No: 85,109 Billing Type: Contribution Report Source: Employer Trans Type: 10 - Employer Report
 Member Count: 11 Row Count: 11 Date Received: / / Trans Identifier: 11/2011
 Date Released: Report Status Override: Trans Analyst:
 User Released: Report Release Code:

View Summary Except Report Payment Details View Report

Verify the participant worked during the report period (1)

Enter Hours Working in the HW Column (2)

Work History

SSN	Participant	Rate Grouping	Occ	SKL	Start Date	Stop Date	Status	HW	PN
000-00-7987	ADAMS, MIKE L	CARPENTER MASTER INDEP.	C	J - Journey	11/01/2011	11/30/2011	ACT	122	
000-00-7945	ANDERS, MARK	CARPENTER MASTER INDEP.	C	J - Journey	11/01/2011	11/30/2011	ACT	156	
000-00-7998	ANDREWAS, JOE	CARPENTER MASTER INDEP.	C	J - Journey	11/01/2011	11/30/2011	ACT	99	
000-00-7975	ARREOLA, ERNESTO	CARPENTER MASTER INDEP.	C	J - Journey	11/01/2011	11/30/2011	ACT		
000-00-7990	ARREOLA, RUDOLPH	CARPENTER MASTER INDEP.	C	J - Journey	11/01/2011	11/30/2011	ACT		
000-00-7937	AVILEZ, ALEJANDRO	CARPENTER MASTER INDEP.	C	J - Journey	11/01/2011	11/30/2011	ACT		

The HW column adds the hours to the total at the bottom after Enter. Once all hours are input and the Total is verified to be correct, Click SAVE

Work History

SSN	Participant	Rate Grouping	Occ	SKL	Start Date	Stop Date	Status	HW	PN	CA	VA
000-00-7987	ADAMS, MIKE L	CARPENTER MASTER INDEP.	C	J - Journey	11/01/2011	11/30/2011	ACT	122			
000-00-7945	ANDERS, MARK	CARPENTER MASTER INDEP.	C	J - Journey	11/01/2011	11/30/2011	ACT	156			
000-00-7998	ANDREWAS, JOE	CARPENTER MASTER INDEP.	C	J - Journey	11/01/2011	11/30/2011	ACT	99			
000-00-7975	ARREOLA, ERNESTO	CARPENTER MASTER INDEP.	C	J - Journey	11/01/2011	11/30/2011	ACT	144			
000-00-7990	ARREOLA, RUDOLPH	CARPENTER MASTER INDEP.	C	J - Journey	11/01/2011	11/30/2011	ACT	140			
000-00-7937	AVILEZ, ALEJANDRO	CARPENTER MASTER INDEP.	C	J - Journey	11/01/2011	11/30/2011	ACT	144			
000-00-7977	BASHAW, DUSTIN	CARPENTER MASTER INDEP.	C	J - Journey	11/01/2011	11/30/2011	ACT	156			
000-00-7949	BOUTE, ARSENE	CARPENTER MASTER INDEP.	C	J - Journey	11/01/2011	11/30/2011	ACT	145			
000-00-7913	BREWER, BILL	CARPENTER MASTER INDEP.	C	J - Journey	11/01/2011	11/30/2011	ACT	145			
000-00-7923	BRISENO, JUAN M	CARPENTER MASTER INDEP.	C	J - Journey	11/01/2011	11/30/2011	ACT	40			
333-44-5555	CARPENTER, JOE M	CARPENTER MASTER INDEP.	C	J - Journey	11/01/2011	11/30/2011	ACT	88			
								1379			
								1379			

After you have entered all work hours Click Save

Save Cancel

Upon SAVE, all the applicable Trust Funds for the Occupation/Skill codes populate. Click "View Report"

Notice the report is no longer in Edit mode, if a change is needed, click Edit and adjustments may be made to this report

Employer: 000007-V3 PROD 7.24 TEST ER WORK AROUND Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND

Criteria

Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND Report Status: Initial Trans#: 3178816
 Batch No: 85,109 Billing Type: Contribution Report Source: Employer Trans Type: 10 - Employer Report
 Member Count: 11 Row Count: 11 Date Received: 02/17/2012 Trans Identifier: 11/2011
 Date Released: User Released: Report Status Override: Report Release Code:

Release View Summary Except. Report Payment Details **View Report**

Work History

Filter Sort Columns View Row Records Print Export

	SSN	Participant	Rate Grouping	Occ	SkL	Start Date	Stop Date	Status	HW	PN	CA	VA
<input type="checkbox"/>	000-00-7987	ADAMS, MKE L	CARPENTER MASTER INDEP.	C	J - Journeyma	11/01/2011	11/30/2011	ACT	122	122	122	122
<input type="checkbox"/>	000-00-7945	ANDERS, MARK	CARPENTER MASTER INDEP.	C	J - Journeyma	11/01/2011	11/30/2011	ACT	156	156	156	156
<input type="checkbox"/>	000-00-7998	ANDREWS, JOE	CARPENTER MASTER INDEP.	C	J - Journeyma	11/01/2011	11/30/2011	ACT	99	99	99	99
<input type="checkbox"/>	000-00-7975	ARREOLA, ERNESTO	CARPENTER MASTER INDEP.	C	J - Journeyma	11/01/2011	11/30/2011	ACT	144	144	144	144
<input type="checkbox"/>	000-00-7990	ARREOLA, RUDOLPH	CARPENTER MASTER INDEP.	C	J - Journeyma	11/01/2011	11/30/2011	ACT	140	140	140	140
<input type="checkbox"/>	000-00-7937	AVILEZ, ALEJANDRO	CARPENTER MASTER INDEP.	C	J - Journeyma	11/01/2011	11/30/2011	ACT	144	144	144	144
<input type="checkbox"/>	000-00-7977	BASHAW, DUSTN	CARPENTER MASTER INDEP.	C	J - Journeyma	11/01/2011	11/30/2011	ACT	156	156	156	156
<input type="checkbox"/>	000-00-7949	BOUTE, ARSENE	CARPENTER MASTER INDEP.	C	J - Journeyma	11/01/2011	11/30/2011	ACT	145	145	145	145
<input type="checkbox"/>	000-00-7913	BREWER, BILL	CARPENTER MASTER INDEP.	C	J - Journeyma	11/01/2011	11/30/2011	ACT	145	145	145	145
<input type="checkbox"/>	000-00-7923	BRISENO, JUAN M	CARPENTER MASTER INDEP.	C	J - Journeyma	11/01/2011	11/30/2011	ACT	40	40	40	40
<input checked="" type="checkbox"/>	333-44-5555	CARPENTER, JOE M	CARPENTER MASTER INDEP.	C	J - Journeyma	11/01/2011	11/30/2011	ACT	88	88	88	88
									1,379	1,379	1,379	1,379
									1,379	1,379	1,379	1,379

Edit **Close**

If you want to do a search for a Job Rate Grouping, Work Month, Pay Code, SSN, Job Category, Report Stop Date, and Status Click Filter and the desired drop down menu

The screenshot shows the 'Work Report Editor' interface. At the top, there are fields for 'Access Account' (000007 V3 PROD 7.24 TEST ER WORK AROUND), 'Access Account' (000007 V3 PROD 7.24 TEST ER WORK AROUND), 'Report Status' (Initial), 'Trans#' (3172916), 'Report Source' (Employer), 'Trans Type' (10 - Employer Report), 'Date Received' (02/17/2012), and 'Trans Identifier' (11/2011). Below these are 'Member Count' (11) and 'Row Count' (11). There are buttons for 'View Summary' and 'View Report'.

The 'Work History' section contains a table with columns: SSN, Participant, Rate Grouping, Occ, SkL, Start Date, and Stop Date. A dropdown menu is open for the 'Occ' column, showing options: A - Assembler, B, C, D, F - Key Carpenter, G - Key Drywall, I, K - Production Worker, M, N - Non Contracted, O - Overhead Door Installer, P, R, V - Key Millwright, W, X - Mill Cab Prod Worker, Y. The table lists members such as ADAMS, MIKE L; ANDERS, MARK; ANDREWAS, JOE; ARREOLA, ERNESTO; ARREOLA, RUDOLPH; AVILEZ, ALEJANDRO; BASHAW, DUSTIN; BOUTE, ARSENE; BREWER, BILL; BRISENO, JUAN M; and CARPENTER, JOE M.

Enter the data you are searching for and click **OK**

This close-up screenshot shows the table header and the first row. Red arrows point to the 'Filter' icon in the toolbar, the 'SSN' column header, the 'Participant' column header, the 'Rate Grouping' column header, the 'Occ' column header, the 'Start Date' column header, the 'Stop Date' column header, and the 'Status' column header. The first row shows SSN 000-00-7987, Participant ADAMS, MIKE L, Rate Grouping CARPENTER MASTER INDEP., Occ C, SkL J - Journey, Start Date 11/01/2011, Stop Date 11/30/2011, and Status ACT.

Editing Employee/Member Information on Your Employer Report

On the Work Report Editor screen, you can:

Add existing members to the employer report.

Delete members from the report.

Edit employee data (including occupation, skill leaves, and status).

Add an Existing Member

To add an existing member on the Work Report Editor screen:
Click **Add**

The screenshot shows the 'Criteria' section with the following fields: Access Account (000007 V3 PROD 7.24 TEST ER WORK AROUND), Report Status (Initial), Trans# (3178918), Member Count (11), Row Count (11), Report Source (Employer), Date Received (02/17/2012), Trans Type (10 - Employer Report), and Trans Identifier (11/2011). There are 'View Summary' and 'View Report' buttons.

The 'Work History' section has a toolbar with an 'Add' button circled in red. Below it is a table with columns: SSN, Participant, Rate Grouping, Occ, SkL, Start Date, and Stop Date. The table contains two rows: ADAMS, MIKE L and ANDERS, MARK, both with SSN 000-00-7987 and 000-00-7945 respectively, and Rate Grouping 'CARPENTER MASTER INDEP.'.

This will open up a new line at the top of the Billing your Employer Report list
Type the social security number for the existing member in the SSN field, and then press **Enter** or **Tab**.

If the employees SSN is in our system it will populate the name

The screenshot shows the 'Work History' section with a new entry added at the top. The SSN field is circled in red and contains '222570000'. The Participant field is empty. The Rate Grouping is 'CARPENTER MASTER INDEP.' and Occ is 'C'. Below the table, there are 'View Summary' and 'View Report' buttons.

Red text instructions are present: "Enter SSN, Hit ENTER on your keyboard", "If participant is in our system, the Participant Name will autopopulate along with the Occ/Skl Codes on file", "YOU MUST CONFIRM THE NAME MATCHES YOUR RECORDS", and "If the information does not autopopulate, you must CONTACT us to ADD".

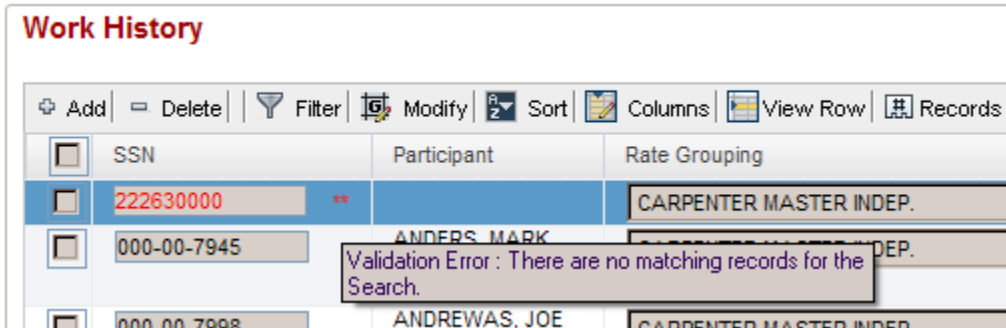
The table below shows the updated list of participants:

SSN	Participant	Rate Grouping	Occ	SkL	Start Date	Stop Date	Status	HW
222570000	O'REILLY, PATRICK	CARPENTER MASTER INDEP.	C	J - Journey	11/01/2011	11/30/2011	ACT	
000-00-7987	ADAMS, MIKE L	CARPENTER MASTER INDEP.	C	J - Journey	11/01/2011	11/30/2011	ACT	
000-00-7945	ANDERS, MARK	CARPENTER MASTER INDEP.	C	J - Journey	11/01/2011	11/30/2011	ACT	
000-00-7998	ANDREWS, JOE	CARPENTER MASTER INDEP.	C	J - Journey	11/01/2011	11/30/2011	ACT	

The Yield Icon signifies that there is a problem with this record. The RED SSN cannot be added as it is not in our system. CONTACT US to have this participant added.

Enter the required employer report information by scrolling to the right for the member's entry in the work report (Occ/Skl/Status).

If you attempted to ADD an employee that is not in our database, the following Yield Sign will appear along with the SSN in RED.

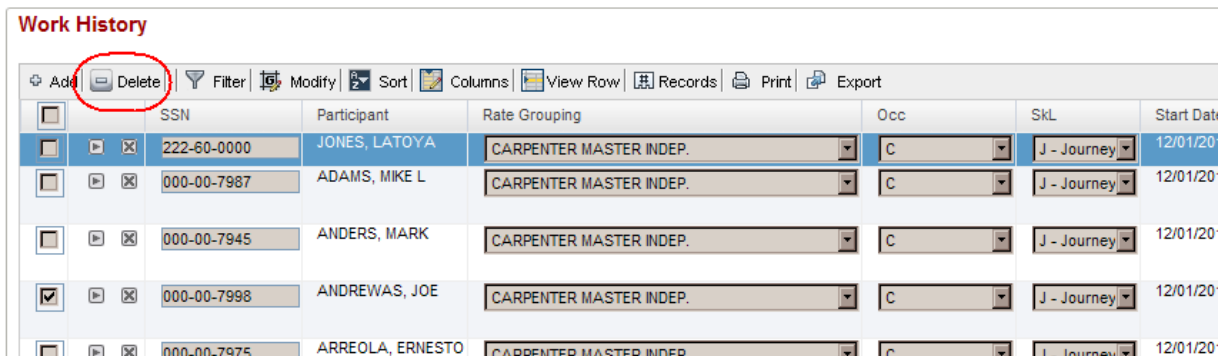
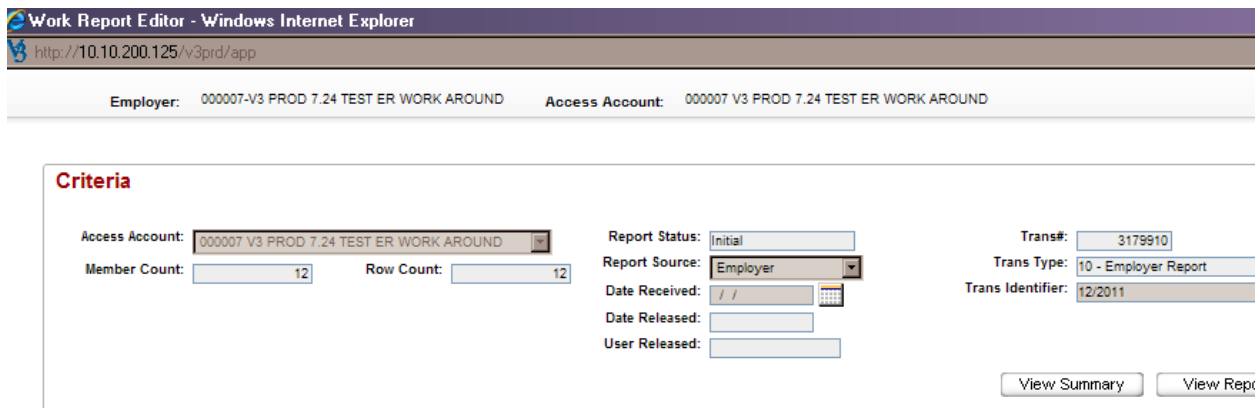


Verify you have entered the correct Social Security Number of the employee. If it is correct, you must contact the Fund Office by calling or using [SECURE] email. to have the employee added to the Database. Once we have Added the employee, you will be able to enter the work hours.

Deleting an employee from your report

To delete an employee from the report, click the box on the left of the SSN.

Note: *The employee is being deleted from this report only; the employee will appear on your next Employer Bill.*



Click OK to confirm that your intent is to Delete the selected Participant

Date Received: / /
 Date Released:
 User Released:

Work History

	SSN	Participant	Rate Grouping	Occ	SkL	Start Dat
<input type="checkbox"/>	222-60-0000	JONES, LATOYA	CARPENTER MASTER INDEP.	C	J - Journey	12/01/20
<input type="checkbox"/>	000-00-7987	ADAMS, MIKE L	CARPENTER MASTER INDEP.	C	J - Journey	12/01/20
<input type="checkbox"/>	000-00-7987	ADAMS, MIKE L	CARPENTER MASTER INDEP.	C	J - Journey	12/01/20
<input checked="" type="checkbox"/>	000-00-7987	ADAMS, MIKE L	CARPENTER MASTER INDEP.	C	J - Journey	12/01/20
<input type="checkbox"/>	000-00-7987	ADAMS, MIKE L	CARPENTER MASTER INDEP.	C	J - Journey	12/01/20
<input type="checkbox"/>	000-00-7990	ARREOLA, RUDOLPH	CARPENTER MASTER INDEP.	C	J - Journey	12/01/20
<input type="checkbox"/>	000-00-7937	AVILEZ, ALEJANDRO	CARPENTER MASTER INDEP.	C	J - Journey	12/01/20

Message from webpage

Do you really want to delete the selected participants from the Work Report?

Terminate an Employee

To terminate an employee on the report, select the drop down in the status column to "TRM". You must enter the last hours worked OR zero.
Note: This employee will not show up on your next Employer Bill.

Work Report Editor - Windows Internet Explorer
 http://10.10.200.125/v3prd/app?service=external/EmployerPages/WorkReportPage&sp=6585398&sp=1

Employer: 000007-V3 PROD 7.24 TEST ER WORK AROUND Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND

Criteria

Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND Report Status: Initial
 Member Count: 12 Row Count: 12 Report Source: Employer Trans#: 3179910
 Date Received: / / Trans Type: 10 - Employer Report
 Date Released: Trans Identifier: 12/2011
 User Released:

Work History

	SSN	Participant	Rate Grouping	Occ	SkL	Start Date	Stop Date	Status	HW	PN
<input type="checkbox"/>	000-00-7987	ADAMS, MIKE L	CARPENTER MASTER INDEP.	C	J - Journey	12/01/2011	12/31/2011	ACT		
<input type="checkbox"/>	000-00-7945	ANDERS, MARK	CARPENTER MASTER INDEP.	C	J - Journey	12/01/2011	12/31/2011	ACT		
<input checked="" type="checkbox"/>	000-00-7998	ANDREWS, JOE	CARPENTER MASTER INDEP.	C	J - Journey	12/01/2011	12/31/2011	ACT		
<input type="checkbox"/>	000-00-7975	ARREOLA, ERNESTO	CARPENTER MASTER INDEP.	C	J - Journey	12/01/2011	12/31/2011	ACT		
<input type="checkbox"/>	000-00-7990	ARREOLA, RUDOLPH	CARPENTER MASTER INDEP.	C	J - Journey	12/01/2011	12/31/2011	ACT		
<input type="checkbox"/>	000-00-7937	AVILEZ, ALEJANDRO	CARPENTER MASTER INDEP.	C	J - Journey	12/01/2011	12/31/2011	ACT		

View Due Amounts or Erase Amounts for an employee

While entering your report, click on the **Arrow** to the left of the SSN in order to view due amounts and erase amounts for the employee.

Criteria

Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND
 Member Count: 12 Row Count: 12
 Report Status: Initial
 Report Source: Employer
 Date Received: / /
 Date Released:
 User Released:
 Trans#: 3179910
 Trans Type: 10 - Employer Report
 Trans Identifier: 12/2011

Work History

SSN	Participant	Rate Grouping	Occ	SkL	Start Date	Stop Date	Status
000-00-7987	ADAMS, MIKE L	CARPENTER MASTER INDEP.	C	J - Journey	12/01/2011	12/31/2011	ACT
000-00-7987	ADAMS, MIKE L	CARPENTER MASTER INDEP.	C	J - Journey	12/01/2011	12/31/2011	ACT

This will reflect the Rates for each Fund

Criteria

Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND
 Member Count: 12 Row Count: 12
 Report Status: Initial
 Report Source: Employer
 Date Received: / /
 Date Released:
 User Released:
 Trans#: 3179910
 Trans Type: 10 - Employer Report
 Trans Identifier: 12/2011

Work History

SSN	Participant	Rate Grouping	Occ	SkL	Start Date	Stop Date	Status	HW	PN
000-00-7987	ADAMS, MIKE L	CARPENTER MASTER INDEP.	C	J - Journey	12/01/2011	12/31/2011	ACT		
000-00-7945									
000-00-7998									
000-00-7975									
000-00-7990									
000-00-7937									
000-00-7977									
000-00-7949									
000-00-7913									
000-00-7923									

Work Report Edit Due Amount - Windows Internet Explorer

Participant: ADAMS, MIKE L SSN: XXX-XX-7987

Due Amounts

Fund	Amount	Job Category	Start Date	Stop Date	Employer Rate
HW:	\$0.00	Carpenter Jimmyman	07/01/2011		10.8000
PN:	\$0.00	Carpenter Jimmyman	07/01/2011		9.1000
VA:	\$0.00	Carpenter Jimmyman	07/01/2010		2.4000
VB:	\$0.00	Carpenter Jimmyman	07/01/2011		1.6000
CA:	\$0.00	Carpenter Jimmyman	07/01/2010		2.1500
AP:	\$0.00	Carpenter Jimmyman	07/01/2011		0.7200
WP:	\$0.00	Carpenter Jimmyman	07/01/2005		0.0500
IA:	\$0.00	Carpenter Jimmyman	07/01/2011		0.2900
IP:	\$0.00	Carpenter Jimmyman	07/01/2004		0.0000
WC:	\$0.00	Carpenter Jimmyman	07/01/2004		0.0700

Save Work Report & Save Messages

After verifying that all hours are correct on the Work Report Editor click the **Save** button at the bottom of the display.

If there are any Message(s), they will be displayed in the top left of the screen:

The screenshot shows the Work Report Editor interface. At the top, there is a message box with the following text: "Messages(2) Owner JOHN SMITH must report hours in accordance with the Owner reporting rules. Per our records PATRICK O'REILLY is not listed as a valid apprentice for the work month entered". Below the message is a "Criteria" section with various input fields for Access Account, Member Count, Report Status, Report Source, Date Received, Date Released, User Released, Trans#, Trans Type, and Trans Identifier. Below the criteria is a "Work History" table with columns for SSN, Participant, Rate Grouping, Occ, SkL, Start Date, Stop Date, Status, HW, and PN. The table contains several rows of data, including entries for ANDERS, MARK; ANDREWAS, JOE; ARREOLA, ERNESTO; JONES, ALFRED; O'REILLY, PATRICK; and SMITH, JOHN. The "SkL" column for O'REILLY, PATRICK is highlighted with a red box and contains the value "A1 - Apprentice". The "SkL" column for SMITH, JOHN is highlighted with a red box and contains the value "O - Owner". The "HW" column for SMITH, JOHN is highlighted with a red box and contains the value "99". At the bottom of the table, there are "Edit" and "Close" buttons, with the "Edit" button highlighted by a red circle.

SSN	Participant	Rate Grouping	Occ	SkL	Start Date	Stop Date	Status	HW	PN
000-00-7945	ANDERS, MARK	CARPENTER MASTER INDEP.	C	J - Journeyma	11/01/2011	11/30/2011	ACT	44	
000-00-7998	ANDREWAS, JOE	CARPENTER MASTER INDEP.	C	J - Journeyma	11/01/2011	11/30/2011	ACT	145	
000-00-7975	ARREOLA, ERNESTO	CARPENTER MASTER INDEP.	C	J - Journeyma	11/01/2011	11/30/2011	ACT	145	
222-57-0000	JONES, ALFRED	CARPENTER MASTER INDEP.	C	K - Journeyma	11/01/2011	11/30/2011	ACT		
222-53-0000	O'REILLY, PATRICK	CARPENTER MASTER INDEP.	C	A1 - Apprentice	11/01/2011	11/30/2011	ACT	120	
222-54-0000	SMITH, JOHN	CARPENTER MASTER INDEP.	C	O - Owner	11/01/2011	11/30/2011	ACT	99	
								553	
								553	

If any modifications are needed after saving, click the **Edit** button at the bottom of the screen, make your changes, then click **Save** again. This will SAVE the work you have entered into the ERSS database.

To SAVE a copy for your records:

Employer: 000007-V3 PROD 7.24 TEST ER WORK AROUND Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND

Criteria

Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND Report Status: Initial Trans#: 3178918
 Member Count: 10 Row Count: 10 Report Source: Employer Trans Type: 10 - Employer Report
 Date Received: 02/17/2012 Trans Identifier: 11/2011
 Date Released: User Released:

View Summary View Report

To SAVE a Hard copy - click Print
 To SAVE a Soft copy to your computer - Click Export

Work History

Add Delete Filter Sort Columns View Row Records Print Export

SSN	Participant	Rate Grouping	Occ	SKL	Start Date	Stop Date	Status	HW	PN	CA	VA	VB
000-00-7945	ANDERS, MARK	CARPENTER MASTER INDEP.	C	J - Journeyma	11/01/2011	11/30/2011	ACT	156	156	156	156	15
000-00-7998	ANDREWS, JOE	CARPENTER MASTER INDEP.	C	J - Journeyma	11/01/2011	11/30/2011	ACT	99	99	99	99	9
000-00-7975	ARREOLA, ERNESTO	CARPENTER MASTER INDEP.	C	J - Journeyma	11/01/2011	11/30/2011	ACT	144	144	144	144	14
000-00-7990	ARREOLA, RUDOLPH	CARPENTER MASTER INDEP.	C	J - Journeyma	11/01/2011	11/30/2011	ACT	140	140	140	140	14
000-00-7937	AVILEZ, ALEJANDRO	CARPENTER MASTER INDEP.	C	J - Journeyma	11/01/2011	11/30/2011	ACT	144	144	144	144	14
000-00-7977	BASHAW, DUSTIN	CARPENTER MASTER INDEP.	C	J - Journeyma	11/01/2011	11/30/2011	ACT	156	156	156	156	15
000-00-7949	BOUTE, ARSENE	CARPENTER MASTER INDEP.	C	J - Journeyma	11/01/2011	11/30/2011	ACT	145	145	145	145	14
000-00-7913	BREWER, BILL	CARPENTER MASTER INDEP.	C	J - Journeyma	11/01/2011	11/30/2011	ACT	145	145	145	145	14
000-00-7923	BRISENO, JUAN M	CARPENTER MASTER INDEP.	C	J - Journeyma	11/01/2011	11/30/2011	ACT	40	40	40	40	4
333-44-5555	CARPENTER, JOE M	CARPENTER MASTER INDEP.	C	J - Journeyma	11/01/2011	11/30/2011	ACT	88	88	88	88	8
								1,257	1,257	1,257	1,257	1,25
								1,257	1,257	1,257	1,257	1,25

Edit Close

Employer: 000007-V3 PROD 7.24 TEST ER WORK AROUND Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND

Criteria

Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND Report Status: Initial Trans#: 3178918
 Member Count: 10 Row Count: 10 Report Source: Employer Trans Type: 10 - Employer Report
 Date Received: 02/17/2012 Trans Identifier: 11/2011
 Date Released: User Released:

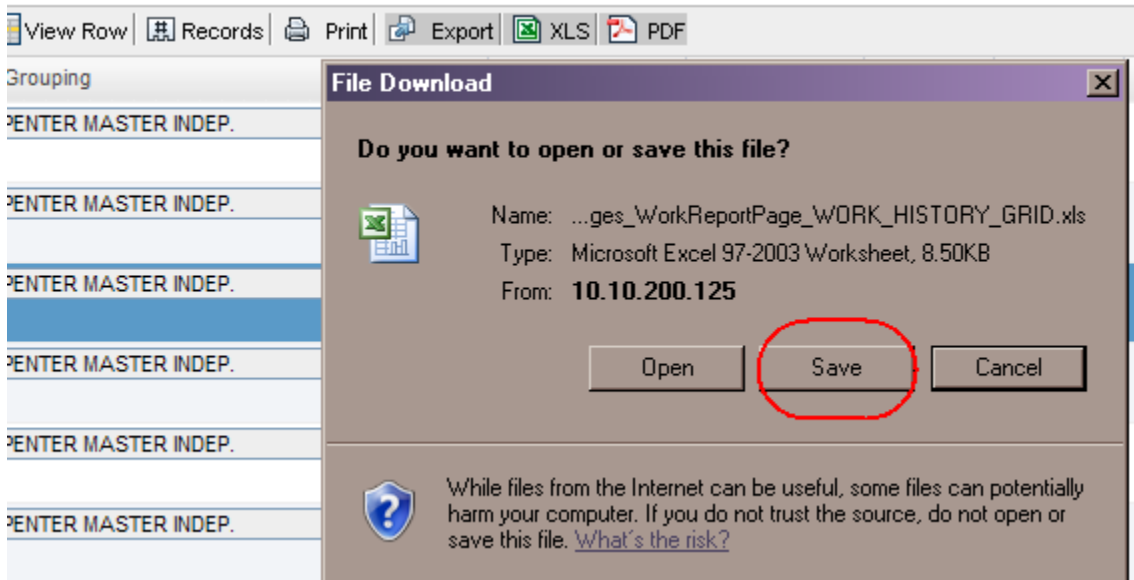
View Summary View Report

Click Export, this will open two options: Excel Format OR PDF Format.
 Select the format you prefer

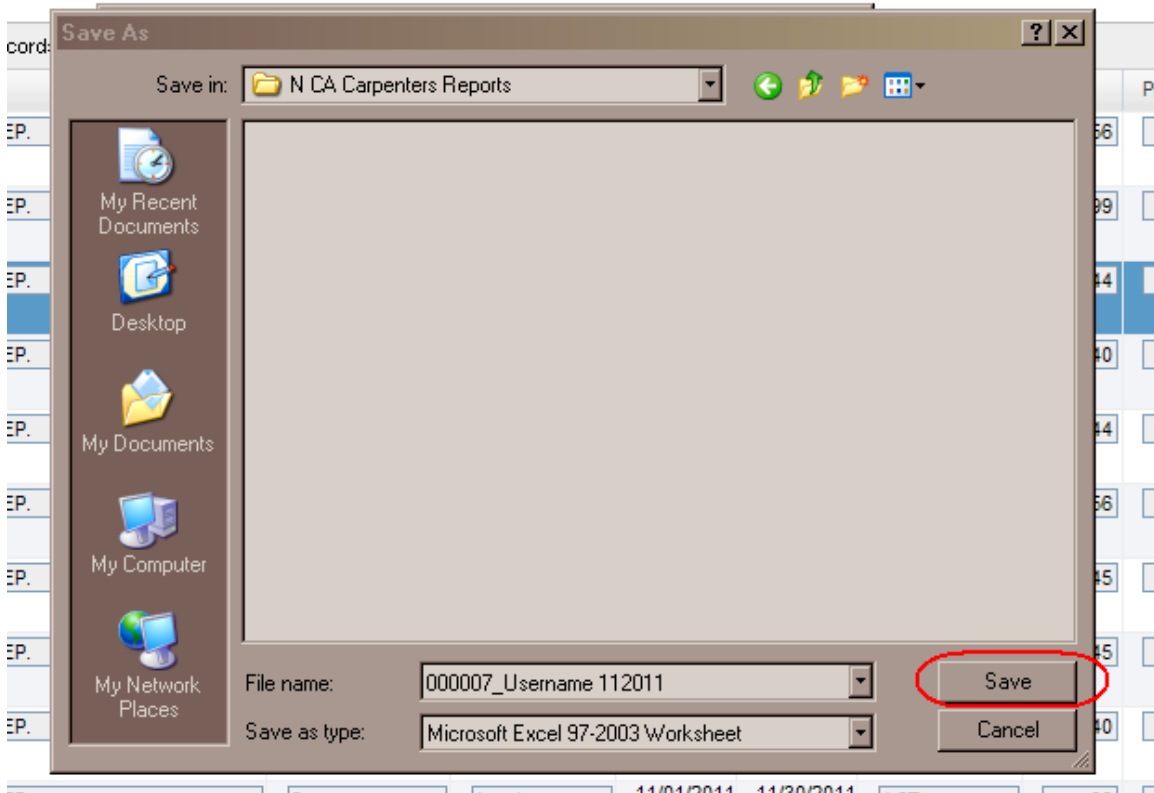
Work History

Add Delete Filter Sort Columns View Row Records Print Export XLS PDF

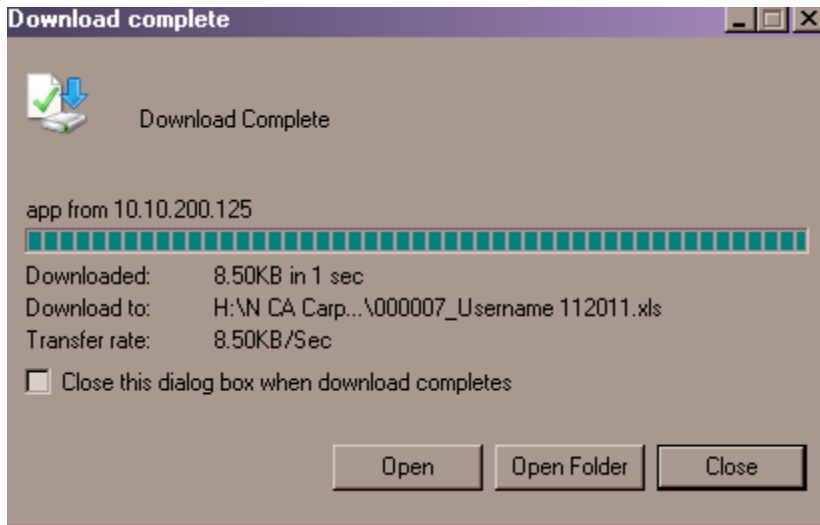
SSN	Participant	Rate Grouping	Occ	SKL	Start Date	Sto
000-00-7945	ANDERS, MARK	CARPENTER MASTER INDEP.	C	J - Journeyma	11/01/2011	11/
	ANDREWS, JOE				11/01/2011	11/



Choose the destination folder on your computer, name the file and SAVE



Download Complete, you will be able to Open the file at any time on your own computer.



After saving your Work Report, click the **View Summary** button.

Work Report Editor - Windows Internet Explorer
 http://10.10.200.125/v3prd/app

Employer: 000007-V3 PROD 7.24 TEST ER WORK AROUND Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND

Criteria

Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND Report Status: Initial Trans#: 3179910
 Member Count: 12 Row Count: 12 Report Source: Employer Trans Type: 10 - Employer Report
 Date Received: 02/17/2012 Trans Identifier: 12/2011
 Date Released: User Released:

View Summary View Report

Work History

SSN	Participant	Rate Grouping	Occ	SKL	Start Date	Stop Date	Status
000-00-7987	ADAMS, MIKE L	CARPENTER MASTER INDEP.	C	J - Journeyman	12/01/2011	12/31/2011	ACT
000-00-7945	ANDERS, MARK	CARPENTER MASTER INDEP.	C	J - Journeyman	12/01/2011	12/31/2011	ACT

The bill summary pop-up will appear. Click on **Show Hours** to verify that the hours are correct prior to submitting the report.

Work Report Editor - Windows Internet Explorer
 http://10.10.200.125/v3prd/app

Employer: 000007-V3 PROD 7.24 TEST ER WORK AROUND Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND

Criteria

Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND Report Status: Initial Trans#: 3179910
 Member Count: 12 Row Count: 12 Report Source: Employer Trans Type: 10 - Employer Report
 Date Received: 02/17/2012 Trans Identifier: 12/2011
 Date Released: User Released:

View Summary View Report

Work History Summary

View Details Show Hours Show Funds Show Contributions Due

Rate Grouping	Job Category	Occupation	Funds Total
CARPENTER MASTER INDEP.	Carpenter Jrnyman	C	\$38,740.19
CARPENTER MASTER INDEP.	Carpenter CA or CS	C	\$2,153.60
CARPENTER MASTER INDEP.	Carpenter CA or CS	C	\$3,197.25
Totals			\$44,091.04

Edit **Close**

Report for Work Report Details - Windows Internet Explorer
 http://10.10.200.125/v3prd/app/financeexternal/ContributionsViewWorkRepDataReport.asp-DH4IAAAAAAAAAAFvclG1uFDMCwLFGWCRQZ88TNDN76A13wNCRReCZGzSLUy@NT38ITS_KLPB145#KJ0m28N1SKgHrHrAgfecaDgKADfCDNPR

Employer: 000007-V3 PROD 7.24 TEST ER WORK AROUND Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND

Carpenter Funds Administrative Office
 WRE Reconciliation Report

Run Date: 02/17/2012
 Page: 1 of 1

Group Rates	Employee Name	SSN	SKL/Lvl	HW Hrs	HW Due	PN Hrs	PN Due	VA Hrs	VA Due	VB Hrs	VB Due	CA Hrs	CA Due	AP Hrs	AP Due	WP Hrs	WP Due	IA Hrs	IA Due	IP Hrs	IP Due
Carpenter CA5-CS	CARPENTER MASTER INDEP. ARREOLA, ERNESTO	000-00-7975	S	145.00	\$1,586.00	145.00	\$1,319.50	\$0.00	\$0.00	145.00	\$311.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Superintendent Subtotal			145.00	\$1,586.00	145.00	\$1,319.50	\$0.00	\$0.00	145.00	\$311.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Carpenter CA5-CS	CARPENTER MASTER INDEP. ADAMS, MIKE L	000-00-7987	J	99.00	\$1,060.20	99.00	\$900.00	99.00	\$237.60	99.00	\$159.40	99.00	\$212.65	99.00	\$71.29	99.00	\$4.95	99.00	\$26.71	\$0.00	\$0.00
	CARPENTER MASTER INDEP. ANDERS, MARK	000-00-7945	J	145.00	\$1,586.00	145.00	\$1,319.50	145.00	\$346.00	145.00	\$232.00	145.00	\$311.75	145.00	\$104.40	145.00	\$7.25	145.00	\$42.05	\$0.00	\$0.00
	CARPENTER MASTER INDEP. ANDREWS, JOE	000-00-7968	J	600.00	\$6,480.00	600.00	\$5,400.00	600.00	\$1,440.00	600.00	\$960.00	600.00	\$1,200.00	600.00	\$432.00	600.00	\$30.00	600.00	\$174.00	\$0.00	\$0.00
	CARPENTER MASTER INDEP. AVILEZ, ALEJANDRO	000-00-7937	J	60.00	\$646.00	60.00	\$546.00	60.00	\$144.00	60.00	\$96.00	60.00	\$129.00	60.00	\$43.20	60.00	\$3.00	60.00	\$17.40	\$0.00	\$0.00
	CARPENTER MASTER INDEP. BOUTE, ARSENE	000-00-7949	J	45.00	\$486.00	45.00	\$409.50	45.00	\$106.00	45.00	\$72.00	45.00	\$96.75	45.00	\$32.40	45.00	\$2.25	45.00	\$13.05	\$0.00	\$0.00
	CARPENTER MASTER INDEP. BREWER, BILL	000-00-7913	J	160.00	\$1,728.00	160.00	\$1,456.00	160.00	\$384.00	160.00	\$256.00	160.00	\$344.00	160.00	\$115.20	160.00	\$8.00	160.00	\$46.40	\$0.00	\$0.00
	CARPENTER MASTER INDEP. BRISENO, JUAN M	000-00-7923	J	160.00	\$1,728.00	160.00	\$1,456.00	160.00	\$384.00	160.00	\$256.00	160.00	\$344.00	160.00	\$115.20	160.00	\$8.00	160.00	\$46.40	\$0.00	\$0.00
	CARPENTER MASTER INDEP. CARPENTER, JOE M	333-44-5555	J	160.00	\$1,728.00	160.00	\$1,456.00	160.00	\$384.00	160.00	\$256.00	160.00	\$344.00	160.00	\$115.20	160.00	\$8.00	160.00	\$46.40	\$0.00	\$0.00
	Subtotal			1,429.00	\$15,433.20	1,429.00	\$13,003.30	1,429.00	\$3,429.60	1,429.00	\$2,286.40	1,429.00	\$3,072.35	1,429.00	\$1,028.88	1,429.00	\$71.45	1,429.00	\$414.41	\$0.00	\$0.00
Carpenter CA1-CA4	CARPENTER MASTER INDEP. JONES, LATOYA	222-60-0000	A1	160.00	\$1,728.00	160.00	\$0.00	\$0.00	\$0.00	160.00	\$256.00	\$0.00	\$0.00	160.00	\$115.20	160.00	\$8.00	160.00	\$46.40	\$0.00	\$0.00
	Subtotal			160.00	\$1,728.00	160.00	\$0.00	\$0.00	\$0.00	160.00	\$256.00	\$0.00	\$0.00	160.00	\$115.20	160.00	\$8.00	160.00	\$46.40	\$0.00	\$0.00
	Grand Total			1,734.00	\$18,727.20	1,734.00	\$14,323.40	1,429.00	\$3,429.60	1,589.00	\$2,542.40	1,574.00	\$3,384.10	1,589.00	\$1,144.08	1,589.00	\$79.45	1,589.00	\$466.81	\$0.00	\$0.00
	Grand Total All Funds:				\$44,091.04																

After verifying the report is correct, click **View Report** to return to Work Report Edit page.

The screenshot shows the 'Criteria' section with the following fields: Access Account: 000007-V3 PROD 7.24 TEST ER WORK AROUND, Member Count: 12, Row Count: 12, Report Status: Initial, Report Source: Employer, Date Received: 02/17/2012, Date Released: (empty), User Released: (empty), Trans#: 3178910, Trans Type: 10 - Employer Report, Trans Identifier: 12/2011. There are 'View Summary' and 'View Report' buttons, with 'View Report' circled in red. Below this is the 'Work History Summary' section with checkboxes for 'View Details', 'Show Hours', 'Show Funds', and 'Show Contributions Due'. A table lists work history entries for 'CARPENTER MASTER INDEP.' with columns for Rate Grouping, Job Category, Occupation, and Funds Total. A red arrow points from the 'View Report' button to the 'Report for Work Report Details' window below.

Report for Work Report Details - Windows Internet Explorer
 http://10.10.200.125/v3prod/app/finance/external/Contributions/ViewWorkReportDetails.aspx?DH4AAAAAAAAA...
 Employer: 000007-V3 PROD 7.24 TEST ER WORK AROUND Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND

Carpenter Funds Administrative Office
WRE Reconciliation Report
Run Date: 02/17/2012
Page: 1 of 1

Group Rates	Employee Name	SSN	SK/Lvl	HW Hrs	HW Due	PN Hrs	PN Due	VA Hrs	VA Due	VB Hrs	VB Due	CA Hrs	CA Due	AP Hrs	AP Due	WP Hrs	WP Due	IA Hrs	IA Due	IP Hrs	IP Due	WC H
Carpenter CAS-CS																						
CARPENTER MASTER INDEP.	ARRIOLA, ERNESTO	000-00-7975	S	145.00	\$1,566.00	145.00	\$1,319.50		\$0.00		\$0.00	145.00	\$311.75		\$0.00	\$0.00		\$0.00		\$0.00		\$0.00
				Superintendent Subtotal	145.00	\$1,566.00	145.00	\$1,319.50		\$0.00		\$0.00	\$311.75		\$0.00	\$0.00		\$0.00		\$0.00		\$0.00
Carpenter CAS-CS																						
CARPENTER MASTER INDEP.	ADAMS, MIKE L	000-00-7987	J	99.00	\$1,069.20	99.00	\$600.90	99.00	\$237.60	99.00	\$158.40	99.00	\$212.85	99.00	\$71.28	99.00	\$4.95	99.00	\$28.71			\$0.00
CARPENTER MASTER INDEP.	ANDERS, MARK	000-00-7945	J	145.00	\$1,566.00	145.00	\$1,319.50	145.00	\$346.00	145.00	\$232.00	145.00	\$311.75	145.00	\$104.40	145.00	\$7.25	145.00	\$42.05			\$0.00
CARPENTER MASTER INDEP.	ANDREWS, JOE	000-00-7968	J	600.00	\$6,480.00	600.00	\$5,400.00	600.00	\$1,440.00	600.00	\$960.00	600.00	\$1,290.00	600.00	\$432.00	600.00	\$30.00	600.00	\$174.00			\$0.00
CARPENTER MASTER INDEP.	AVILEZ, ALEJANDRO	000-00-7937	J	60.00	\$648.00	60.00	\$546.00	60.00	\$144.00	60.00	\$96.00	60.00	\$129.00	60.00	\$43.20	60.00	\$3.00	60.00	\$17.40			\$0.00
CARPENTER MASTER INDEP.	BOUTE, ARSENE	000-00-7949	J	45.00	\$486.00	45.00	\$409.50	45.00	\$108.00	45.00	\$72.00	45.00	\$98.75	45.00	\$32.40	45.00	\$2.25	45.00	\$13.05			\$0.00
CARPENTER MASTER INDEP.	BREWER, BILL	000-00-7913	J	160.00	\$1,728.00	160.00	\$1,456.00	160.00	\$384.00	160.00	\$256.00	160.00	\$344.00	160.00	\$115.20	160.00	\$8.00	160.00	\$46.40			\$0.00
CARPENTER MASTER INDEP.	BRISENO, JUAN M	000-00-7923	J	160.00	\$1,728.00	160.00	\$1,456.00	160.00	\$384.00	160.00	\$256.00	160.00	\$344.00	160.00	\$115.20	160.00	\$8.00	160.00	\$46.40			\$0.00

Close each open window to return you to the Billing History page.

Highlight the desired work month; the last month processed will automatically be at the top and highlighted, and select Edit Work Month. Highlight the desired row and select Submit

It will then be sent to CFAO and you will no longer have access to make changes. You are allowed to submit one report per work month. Notice upon submittal the Status will change to "Prebill".

Billing History
Friday, February 17, 2012 | Welcome USER NAME | I Want To: | Account Settings | Logout

Carpenter Funds Administrative Office
of Northern California, Inc. 000007 - V3 PROD 7.24 TEST ER WORK AROUND

Home » Employer Management » Reports, Billing History & Payments

Billing History
Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND | New Work Report

Work Reports

Report Status: Report Type:

View Pre-bill Edit Work Report **Submit** Generate Deposit Slip

Sort Columns View Row Records Print Export

Inserted Date	Report Type	Report Status	Date Released	User Released	Work Month	Trans Identifier	Trans#	Total Due	Total Balance
02/17/2012	Positive Report	Initial			12/01/2011	12/2011	3179910	\$44,091.04	\$44,091.04

Note: After you Submit your report to CFAO you will no longer be able to edit any details on your report.

Billing History
Friday, February 17, 2012 | Welcome USER NAME | I Want To: | Account Settings | Logout

Carpenter Funds Administrative Office
of Northern California, Inc. 000007 - V3 PROD 7.24 TEST ER WORK AROUND

Home » Employer Management » Reports, Billing History & Payments

Billing History
Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND

Message from webpage

Are you sure you want to submit the report? Once submitted the report can only be modified by contacting the Fund Office.

Work Reports

Report Status: Report Type:

View Pre-bill Edit Work Report **Submit** Generate Deposit Slip

Sort Columns View Row Records Print Export

Inserted Date	Report Type	Report Status	Date Released	User Released	Work Month	Trans Identifier	Trans#	Total Due	Total Balance
02/17/2012	Positive Report	Initial			12/01/2011	12/2011	3179910	\$44,091.04	\$44,091.04

Once you have verified hours are correct select **Save** at the bottom.

Billing History

Friday, February 17, 2012 | Welcome USER NAME

I Want To: Account Settings | Logout

Carpenter Funds Administrative Office
of Northern California, Inc.

000007 - V3 PROD 7.24 TEST ER WORK AROUND

Home » Employer Management » Reports, Billing History & Payments

Billing History

Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND | New Work Report

Work Reports

Report Status: All Report Type: All

View Pre-bill Edit Work Report Submit Generate Deposit Slip

Sort Columns View Row Records Print Export

Inserted Date	Report Type	Report Status	Date Released	User Released	Work Month	Trans Identifier	Trans#	Total Due	Total Balance
02/17/2012	Positive Report	Prebill Report			12/01/2011	12/2011	3179910	\$44,091.04	\$44,091.04

Once you have Submitted your report, it will no longer be in "Initial" status. In order to View the report, click Report Status dropdown and select ALL. Notice that the report is now in Prebill.

Generate Deposit Slip to submit with your check:

Friday, February 17, 2012 | Welcome USER NAME

I Want To: Account Settings | Logout

Carpenter Funds Administrative Office
of Northern California, Inc.

000007 - V3 PROD 7.24 TEST ER WORK AROUND

Home » Employer Management » Reports, Billing History & Payments

Billing History

Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND | New Work Report

Work Reports

Report Status: All Report Type: All

View Pre-bill Edit Work Report Submit Generate Deposit Slip

Sort Columns View Row Records Print Export

Inserted Date	Report Type	Report Status	Date Released	User Released	Work Month	Trans Identifier	Trans#	Total Due	Total Balance
02/17/2012	Positive Report	Prebill Report			12/01/2011	12/2011	3179910	\$44,091.04	\$44,091.04

Deposit Slip Document - Windows Internet Explorer
<http://10.10.200.125/v3prd/app?service=external/Client:DepositSlipDocument&sp=S1685388>

[Close](#)
[Print](#)

To Print, click this button OR Right click on the page to Print.

CARPENTER FUNDS ADMINISTRATIVE OFFICE
DEPOSIT SLIP for Employer Self Service REPORT OF CONTRIBUTIONS

By submitting this deposit slip, the below named employer certifies compliance with Employer Self Service Terms of Use:

SIGNATURE: _____ TITLE: _____ DATE: _____

WORK MONTH	TC	HW	PN	VA	VB	CA	AP	WP	IA	IP	WC	TOTAL	PAYMENT ID
12/11	32E	\$18,727.20	\$14,323.40	\$3,429.60	\$2,542.40	\$3,384.10	\$1,144.08	\$79.45	\$460.81	\$0.00	\$0.00	\$44,091.04	3179910
Remittance		\$18,727.20	\$14,323.40	\$3,429.60	\$2,542.40	\$3,384.10	\$1,144.08	\$79.45	\$460.81	\$0.00	\$0.00	\$44,091.04	

Print the deposit slip and mail payment as shown below

The reported contributions are due and payable on or before the 15th day following the month in which employment occurred.
Original to accompany your remittance. Retain a copy for your files.

EMPLOYER:
V3 PROD 7.24 TEST ER WORK AROUND
265 HEGENERGER RD
STE 100
OAKLAND, CA, 946210000

PHONE:

ACCOUNT ACCESS#
000006 .. 000007

REMIT PAYMENT AND THIS DEPOSIT SLIP TO:
Carpenter Funds of Northern California
Dept 01611
P.O.Box 39000
San Francisco, CA 94139-1611

EXPORT in Excel Format:

Report for Work Report Details - Windows Internet Explorer
<http://10.10.200.125/v3prd/app?service=external/Contributions:ViewWorkRepDetailReport&sp=0H4sIAAAAAAAAAFVzloG1ulhBMcuXLFgviDQzR88sTDN7GAlF3WwcNiCRzGZc6Lhy8HT3BK>

Employer: 000007-V3 PROD 7.24 TEST ER WORK AROUND Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND [Close](#)

[Export](#)

Group	Rates	Employee Name	SSN	WC Hrs	WC Due
Carpenter CAS-CS		CARPENTER MASTER INDEP. CARPENTER, JOE M	335-44-		\$0.00
		Superintendent Subst			\$0.00
Carpenter CAS-CS		CARPENTER MASTER INDEP. ANDERSON, MARK	000-00-		\$0.00
Carpenter CAS-CS		CARPENTER MASTER INDEP. ANDREWS, JOE	000-00-		\$0.00
Carpenter CAS-CS		CARPENTER MASTER INDEP. ARREOLA, ERNESTO	000-00-		\$0.00
Carpenter CAS-CS		CARPENTER MASTER INDEP. ARREOLA, RUDOLPH	000-00-		\$0.00
Carpenter CAS-CS		CARPENTER MASTER INDEP. JONES, ALFRED	225-57-		\$0.00
Subtotal					
				789.00	\$0.00
Grand Total					
				789.00	\$0.00
Grand Total All Funds:					
				\$ 20,113.64	\$0.00

Export Report - Windows Internet Explorer
<http://10.10.200.125/v3prd/app?service=external/asperReporting:ExportReportPopup&sp=1185>

Export Options

[Export To Pdf](#)

[Export To Excel](#)

[Export To Csv](#)

[Export To Excel 2007](#)

Done Internet 100%

Reports From Self Service

If you would like to print or SAVE a report for your records go back in to Report Editor and click on **View Report**.

Criteria

Access Account: 000007-V3 PROD 7.24 TEST ER WORK AROUND
 Member Count: 8
 Report Status: Initial
 Report Source: Employer
 Date Received: 02/21/2012
 Date Released:
 User Released:
 Trans#: 3175916
 Trans Type: Employer Report
 Trans Identifier: 11/2011

View Summary **View Report**

Work History

SSN	Participant	Rate Grouping	Occ	SL	Start Date	Stop Date	Status	HW	PN	CA	VA	VB	AP	IA
000-00-7945	ANDERS, MARK	CARPENTER MASTER INDEP	C	J - Journey	11/01/2011	11/30/2011	ACT	44	44	44	44	44	44	44
000-00-7998	ANDREWS, JOE	CARPENTER MASTER INDEP	C	J - Journey	11/01/2011	11/30/2011	ACT	145	145	145	145	145	145	145
000-00-7975	ARREOLA, ERNESTO	CARPENTER MASTER INDEP	C	J - Journey	11/01/2011	11/30/2011	ACT	145	145	145	145	145	145	145
000-00-7990	ARREOLA, RUDOLPH	CARPENTER MASTER INDEP	C	J - Journey	11/01/2011	11/30/2011	ACT	145	145	145	145	145	145	145
933-44-5555	CARPENTER, JOE M	CARPENTER MASTER INDEP	C	S - Superin	11/01/2011	11/30/2011	ACT	145	145	145	145	145	145	145
222-57-0000	JONES, ALFRED	CARPENTER MASTER INDEP	C	O - Owner	11/01/2011	11/30/2011	ACT	145	100	100	100	100	100	100
								789	724	724	724	724	724	
								789	724	724	724	724	724	

Save Cancel

This will bring up your report so you can print it or save the report to your computer.

Report for Work Report Details

Employer: 000007-V3 PROD 7.24 TEST ER WORK AROUND
 Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND

SAVE
 Will SAVE this as a PDF file in a folder on your computer.

EXPORT
 Will SAVE an Excel file in a folder on your computer.

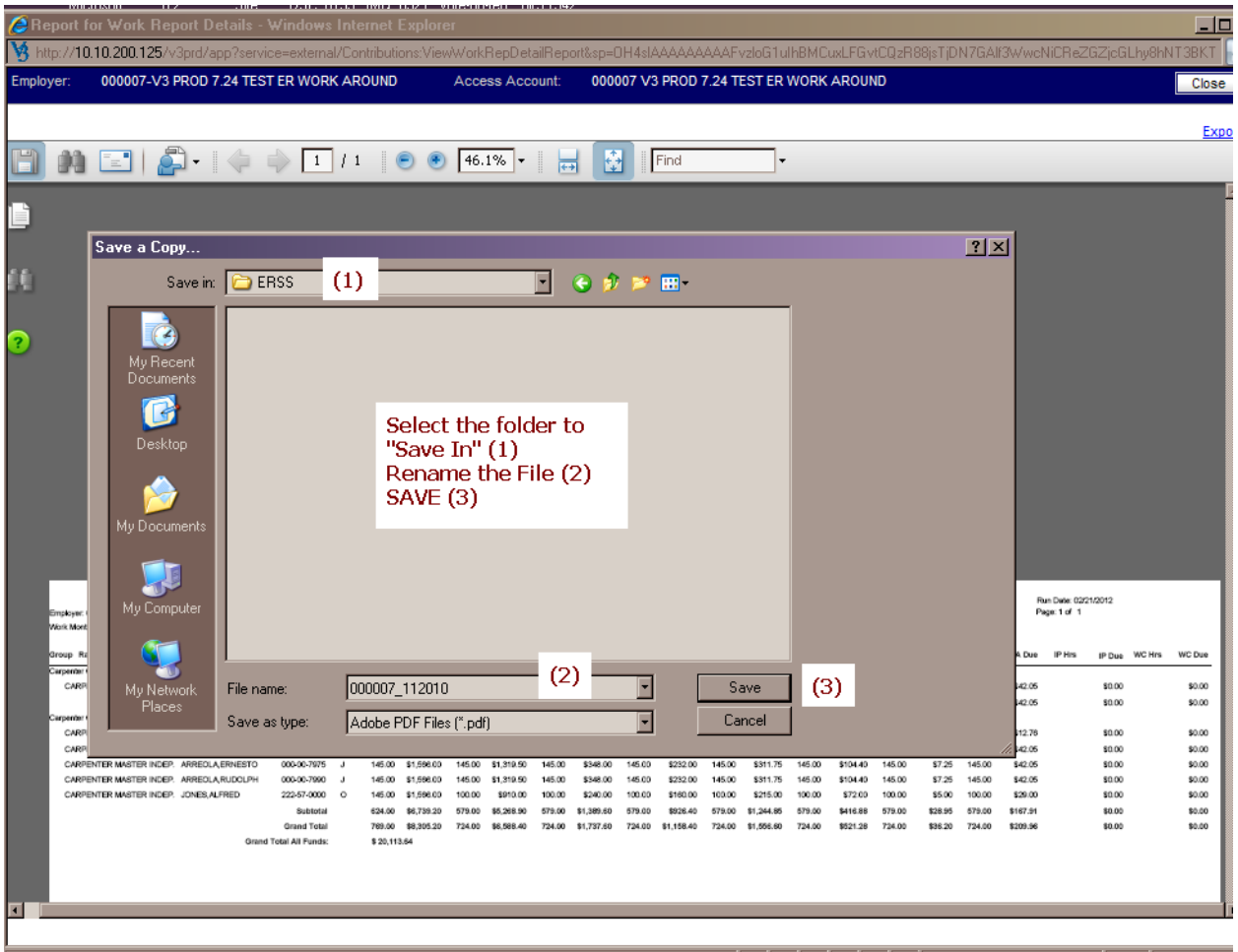
Export

Carpenter Funds Administrative Office
WRE Reconciliation Report

Run Date: 02/21/2012
 Page: 1 of 1

Group	Rates	Employee Name	SSN	SL	HW Hrs	HW Due	PN Hrs	PN Due	VA Hrs	VA Due	VB Hrs	VB Due	CA Hrs	CA Due	AP Hrs	AP Due	WF Hrs	WF Due	IA Hrs	IA Due	IP Hrs	IP Due	WC Hrs	WC Due	
Carpenter CAS-CSE		CARPENTER MASTER INDEP	CARPENTER,JOE M	S	145.00	\$1,596.00	145.00	\$1,319.50	145.00	\$348.00	145.00	\$222.00	145.00	\$311.75	145.00	\$134.40	145.00	\$7.25	145.00	145.00	\$42.05		\$0.00		\$0.00
Superintendent Subtotal																									
Carpenter CAS-CSE		CARPENTER MASTER INDEP	ANDERS,MARK	J	44.00	\$475.20	44.00	\$403.40	44.00	\$105.80	44.00	\$70.40	44.00	\$94.80	44.00	\$31.68	44.00	\$2.20	44.00	44.00	\$12.78		\$0.00		\$0.00
Carpenter CAS-CSE		CARPENTER MASTER INDEP	ANDREWS,JOE	J	145.00	\$1,596.00	145.00	\$1,319.50	145.00	\$348.00	145.00	\$222.00	145.00	\$311.75	145.00	\$134.40	145.00	\$7.25	145.00	145.00	\$42.05		\$0.00		\$0.00
Carpenter CAS-CSE		CARPENTER MASTER INDEP	ARREOLA,ERNESTO	J	145.00	\$1,596.00	145.00	\$1,319.50	145.00	\$348.00	145.00	\$222.00	145.00	\$311.75	145.00	\$134.40	145.00	\$7.25	145.00	145.00	\$42.05		\$0.00		\$0.00
Carpenter CAS-CSE		CARPENTER MASTER INDEP	ARREOLA,RUDOLPH	J	145.00	\$1,596.00	145.00	\$1,319.50	145.00	\$348.00	145.00	\$222.00	145.00	\$311.75	145.00	\$134.40	145.00	\$7.25	145.00	145.00	\$42.05		\$0.00		\$0.00
Carpenter CAS-CSE		CARPENTER MASTER INDEP	JONES,ALFRED	O	145.00	\$1,596.00	100.00	\$913.00	100.00	\$240.00	100.00	\$160.00	100.00	\$215.00	100.00	\$72.00	100.00	\$5.00	100.00	100.00	\$28.00		\$0.00		\$0.00
Subtotal																									
Grand Total																									
Grand Total All Funds: \$ 20,113.94																									

To save the report on your computer click the SAVE Icon button or Export.



Select **Save** and you can save your report in your files on your computer.

To print this report click on the **Printer** in the left hand corner of the window.

Exporting and Importing Employer Report Files in Self Service

As an alternative to entering monthly reports online, Self Service provides options for exporting (downloading) a report file containing the account's employee roster. The export file can then be updated with hours and additional employees for import (upload) to the Self Service program.

Self Service supports two different file formats for exporting and importing files:

- Text Format
 - This format can be opened or created with Notepad or WordPad
 - In the text format, data fields such as Employee Name are defined by the record position in which they start and by the length of the data field
 - The file extension is ".txt"
 - See "Creating a TXT File" for more information
- CSV Format
 - This format can be opened or created with Microsoft Excel
 - In the csv format, data fields are defined by commas which separate them and their position in relation to other fields
 - The file extension is ".csv"
 - See "Creating a CSV File" for more information
 -

It is important to note the following if reporting an employee for the first time after you have created the Initial Report in Work Report Editor :

1. Using the Add button, enter employee's social security number, hit enter. If a name appears, that means the social security number is being used by a participant of the Fund. Please make sure the name matches our records. Many times an employee may use a similar name, if you are certain it is the same individual you may continue. If the record is not the same, please verify the social security number prior to input.
2. If the employee is NOT in our system, you must contact our office, either by phone or using the "CONTACT US" button at the bottom of the Web page.
3. If you are reporting a Non-contractual Employee for the first time, you must contact our office, either by phone or using the "CONTACT US" button at the bottom of the Web page.

Exporting a File

In order to Export a file from ERSS to submit electronically, you must have a report in "Initial Status: for the work month you will Export"

(Note: the export file is a template of your electronic report to be uploaded to Self Service and will include Names, SSNs, Occupations etc. of the most recent roster of employees CFAO has on file for your account. You will key hours into the file and make any necessary changes to the roster prior to import into Self Service)

Once you have logged into the ERSS system (instructions on how to log in are found in Chapter 1) proceed to the Export screen by either selecting "Export" from the "I Want To" drop down in the upper right-hand corner of the Home Page, or by selecting "Export Existing System Data" from the list of menu selections on the Home Page. . (Note: you will need to have a Work Report in Initial Status in order to use the Export function. If you are unsure how to do create an Initial Status report, please see "Creating A New Work Report" in Chapter 3)

| Welcome

Carpenter Funds Administrative Office
of Northern California, Inc.

Account Settings | Logout

I Want To: [v]
I Want To:
Go To Home Page
Reports, Billing History & Payments
Import Files
Export

Home

PLEASE NOTE: Using the browser's back button within V3 will cause your session to become invalid. Please do not use the browser's Back button

Employer Management

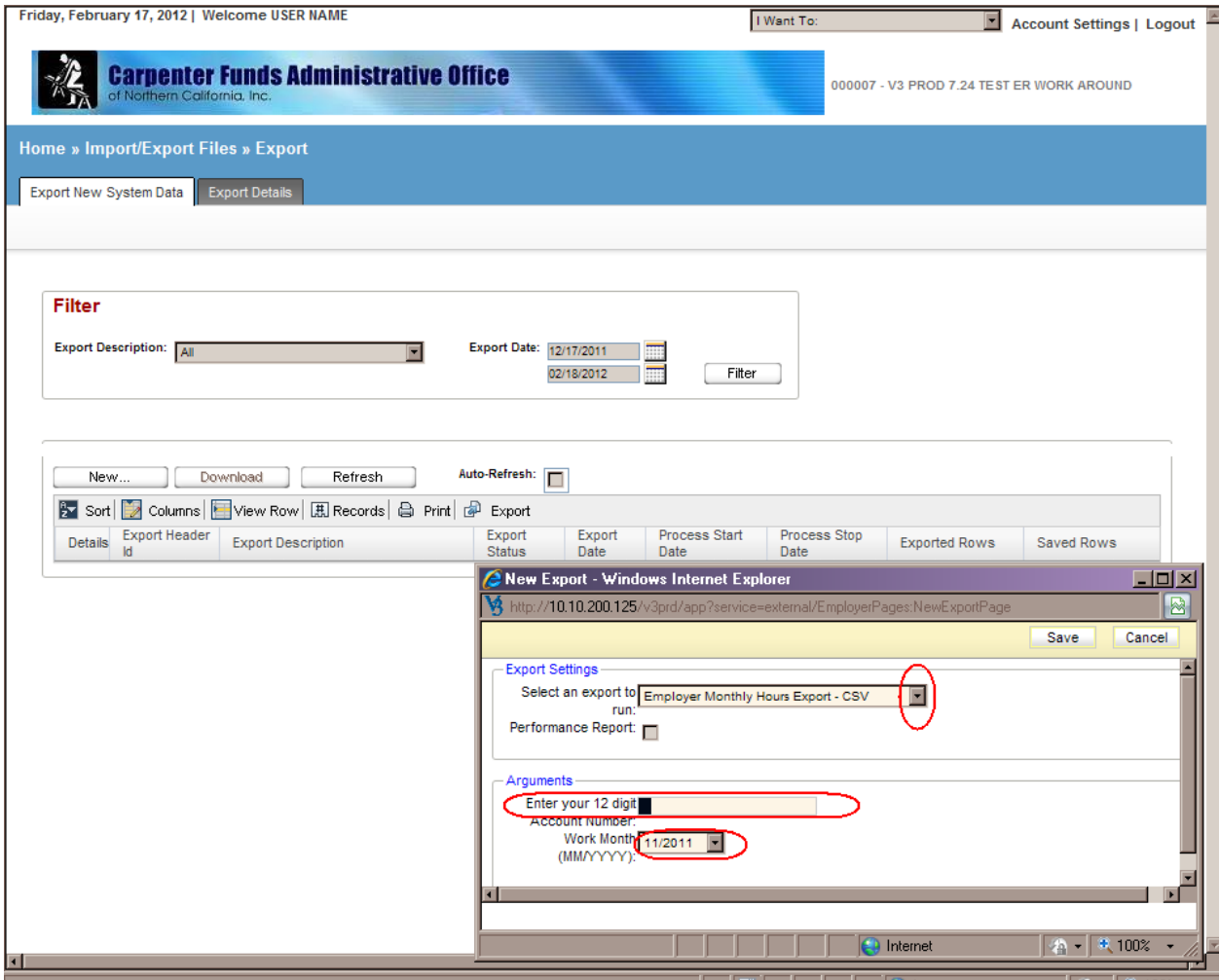
- [Review Employer Reports, Billing History & Payments](#)

Import/Export Files

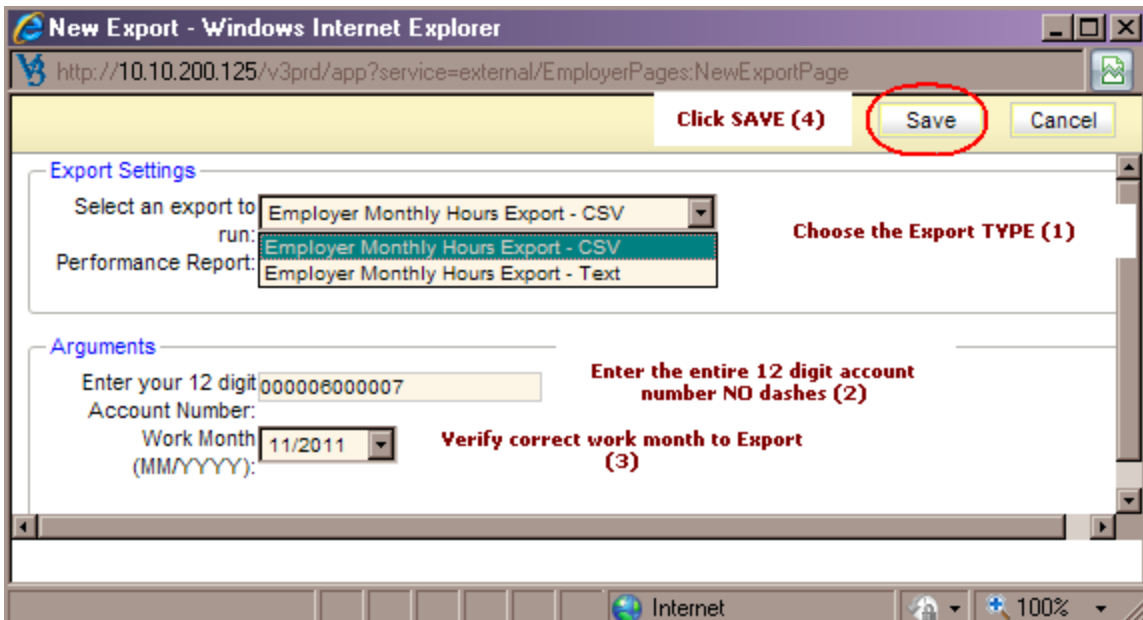
- [Import New System Data](#)
- [Export Existing System Data](#)

[Contact Us](#)

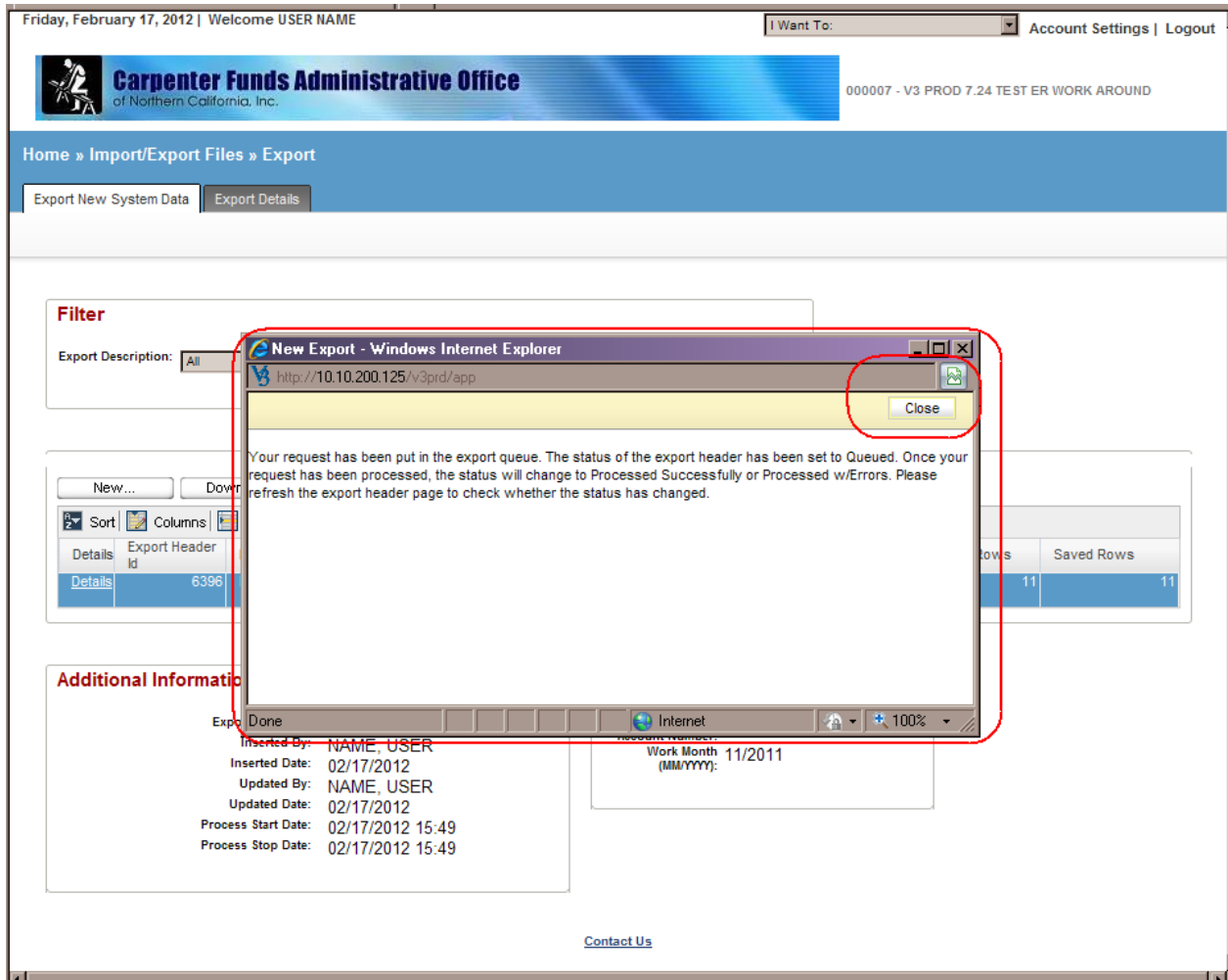
From the Export Screen select "New"...



The following screen will pop up. On this screen you will need to choose either CSV or TXT format from the dropdown, enter your Account Number, and verify the Work Month you wish to export. Once you have completed this screen, select "Save".



Select "Close" on the pop-up screen.



Once this screen closes you will be returned to the Export page; from here select the desired report and then select "Download". You might have to use the Refresh button if the report does not appear automatically or if the Download button is not activated.

Home » Import/Export Files » Export

Export New System Data | Export Details

Filter

Export Description: Export Date:

New... | **Download** | Refresh Auto-Refresh:

Sort | Columns | View Row | Records | Print | Export

Details	Export Header Id	Export Description	Export Status	Export Date	Process Start Date	Process Stop Date	Exported Rows	Saved Rows
Details	6396	Employer Monthly Hours Export - CS	Processed Successfully	02/17/2012 15:49	02/17/2012 15:49	02/17/2012 15:49	11	11

Additional Information

Export Filename: 188_6396_20120217154943.txt
 Inserted By: NAME, USER
 Inserted Date: 02/17/2012
 Updated By: NAME, USER
 Updated Date: 02/17/2012
 Process Start Date: 02/17/2012 15:49
 Process Stop Date: 02/17/2012 15:49

Export Parameters

Enter your 12 digit Account Number: 000006000007
 Work Month (MM/YYYY): 11/2011

Select Save from the File Download pop-up window.

Home » Import/Export Files » Export

Export New System Data | Export Details

Filter

Export Description:

New... | **Download** | Refresh

Sort | Columns | View Row | Records | Print

Details	Export Header Id	Export Description
Details	6396	Employer Monthly Hours Export - CS

Additional Information

Export Filename: 188_6396_20120217154943.txt
 Inserted By: NAME, USER

Export Parameters

Enter your 12 digit Account Number: 000006000007
 Work Month: 11/2011

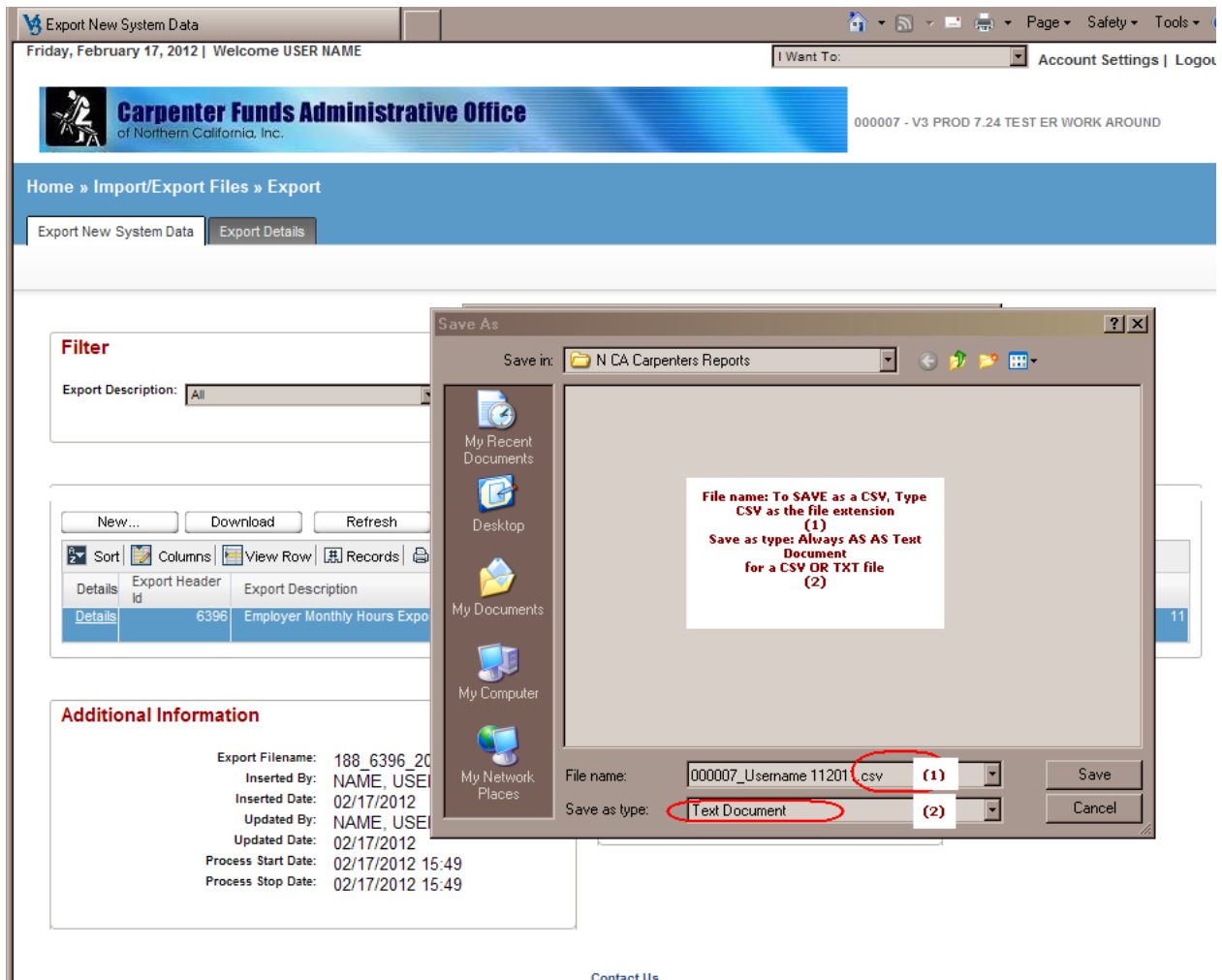
File Download X

Do you want to open or save this file?

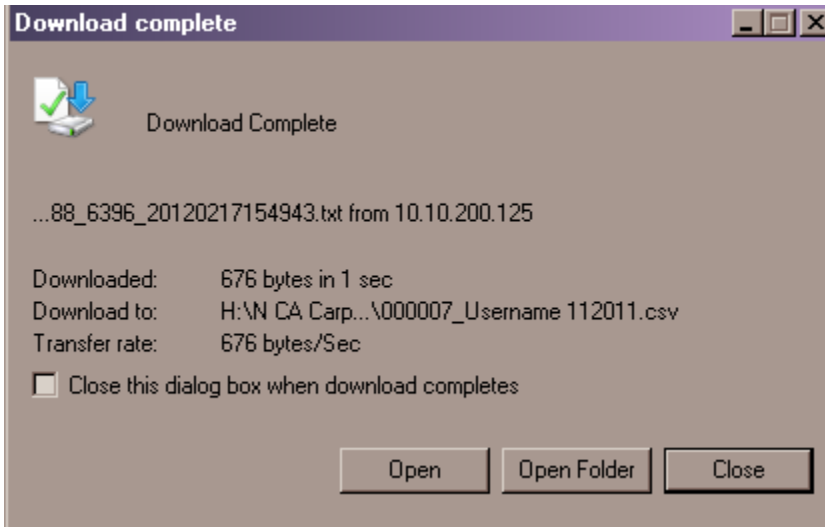
Name: 188_6396_20120217154943.txt
 Type: Text Document
 From: 10.10.200.125

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

The "Save As" window will pop up, and you will need to choose the location to save the export file to as well as give it an appropriate name (Suggestion: include the Work Month in the file name). **IMPORTANT:** If you are downloading a CSV file, you **MUST** type .CSV after the name (ex: Test_Emp_201104.CSV). Then select Save



Select "Open" to view the export file now or "Close" to view the file later.



Example of Both Text & CSV

Home » Import/Export Files » Export

Export New System Data | Export Details

Filter

Export Description: Export Date:

New... Download Refresh Auto-Refresh:

Sort Columns View Row Records Print Export

Details	Export Header Id	Export Description	Export Status	Export Date	Process Start Date	Process Stop Date	Exported Rows	Saved Rows
Details	6397	Employer Monthly Hours Export Text	Processed Successfully	02/17/2012 16:22	02/17/2012 16:22	02/17/2012 16:22	11	11
Details	6396	Employer Monthly Hours Export CSV	Processed Successfully	02/17/2012 15:49	02/17/2012 15:49	02/17/2012 15:49	11	11

Additional Information

Export Filename: 186_6397_20120217162245.txt
 Inserted By: NAME, USER
 Inserted Date: 02/17/2012
 Updated By: NAME, USER
 Updated Date: 02/17/2012
 Process Start Date: 02/17/2012 16:22
 Process Stop Date: 02/17/2012 16:22

Export Parameters

Enter your 12 digit Account Number: 000006000007
 Work Month (MM/YYYY): 11/2011

Below is an example of the TXT format export file (the text file is a space delimited text file).

```

000007_Username 112011 - Notepad
File Edit Format View Help
SSN(9) Name (50) OSLSHW(5)PN(5)VA(5)VB(5)CA(5)AP(5)WP(5)IA(5)IP(5)WC(5)
000007913BREWERS, BILL CJ A
000007923BRISENO, JUAN M CJ A
000007937AVILEZ, ALEJANDRO CJ A
000007945ANDERS, MARK CJ A
000007949BOUTE, ARSENE CJ A
000007975ARREOLA, ERNESTO CJ A
000007977BASHAW, DUSTIN CJ A
000007990ARREOLA, RUDOLPH CJ A
000007998ANDREWAS, JOE CJ A
333445555CARPENTER, JOE M CJ A

```

Below is an example of the CSV format export file, opened in Excel.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	SSN	Name	Occ code	Skill Level	Status code	HW hours	PN hours	VA hours	VB hours	CA hours	AP hours	WP hours	IA hours	IP hours	WC hours	
2	7913	BREWERS, BILL	B C	J	A											
3	7923	BRISENO, JUAN M	J C	J	A											
4	7937	AVILEZ, ALEJANDRO	AL C	J	A											
5	7945	ANDERS, MARK	IV C	J	A											
6	7949	BOUTE, ARSENE	AR C	J	A											
7	7975	ARREOLA, ERNESTO	C	J	A											
8	7977	BASHAW, DUSTIN	IV C	J	A											
9	7990	ARREOLA, RUDOLPH	C	J	A											
10	7998	ANDREWAS, JOE	IV C	J	A											
11	3.33E+08	CARPENTER, JOE M	IV C	J	A											
12																
13																
14																

Creating Import Files

There are a few methods of creating files to import into the ERSS system:

- Use a file you have exported (above) and enter hours in for each employee in the Health and Welfare Fund (HW) column only, Hours will be populated to the other applicable funds after import. If the hours for one or more funds are different from the HW Fund, you would need to enter the appropriate hours in those funds.
- Use a previous import file, save it with a new name, modify the file with the current hours, and import the file.
- Create the import file from scratch.

It is important to note the following if reporting an employee for the first time:

1. Using the Add button, enter employee's social security number, hit enter. If a name appears, that means the social security number is being used by a participant of the Fund. Please make sure the name matches our records. Many times an employee may use a similar name, if you are certain it is the same individual you may continue. If the record is not the same, please verify the social security number prior to input.
2. If the employee is NOT in our system, you must contact our office, either by phone or using the "CONTACT US" button at the bottom of the Web page.
3. If you are reporting a Non-contractual Employee for the first time, you must contact our office, either by phone or using the "CONTACT US" button at the bottom of the Web page.

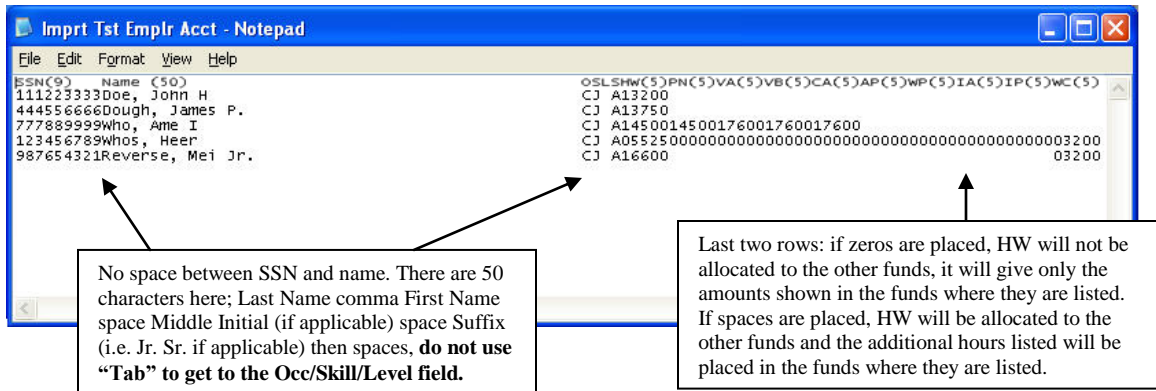
Creating a TXT File

In order to import a text file, you must be sure that the information is in the appropriate format. This is a very important step and will cause complications in the next steps if the following rules are not met.

- The data MUST be saved in a "flat" file format such as **TXT** (ex. Notepad, etc.).
- Each line in the file must contain **no more than** 113 characters:
 - 9 in the SSN field - numeric only, no dashes
 - 50 in the name field - alpha, comma, periods or spaces (DO NOT USE TAB to move on to the Occ/Skill/Level field, it will cause an error when you import)
 - 3 in the Occ/Skill/Level field - alpha, numeric or spaces
 - 1 in the status field - alpha only ("A" for Active or "T" for Terminated)
 - 50 in the hours field - 5 numbers or zeros, NO DECIMALS, for each of the 10 Funds in the following order; HW, PN, VA, VB, CA, AP, WP, IA, IP, WC. (If HW is all to be reported, enter the hours only in HW and the funds will be allocated automatically based on Occ/Skill/Level, no additional zeros or spaces are needed, just enter down to the next participant. If a participant is not eligible for a fund, even if hour are reported in that fund, the employer will not be billed for them.)

Example:

Top line: 111-22-3333 John H Doe is an Active Carpenter Journeyman and has 132.00 hours to report.



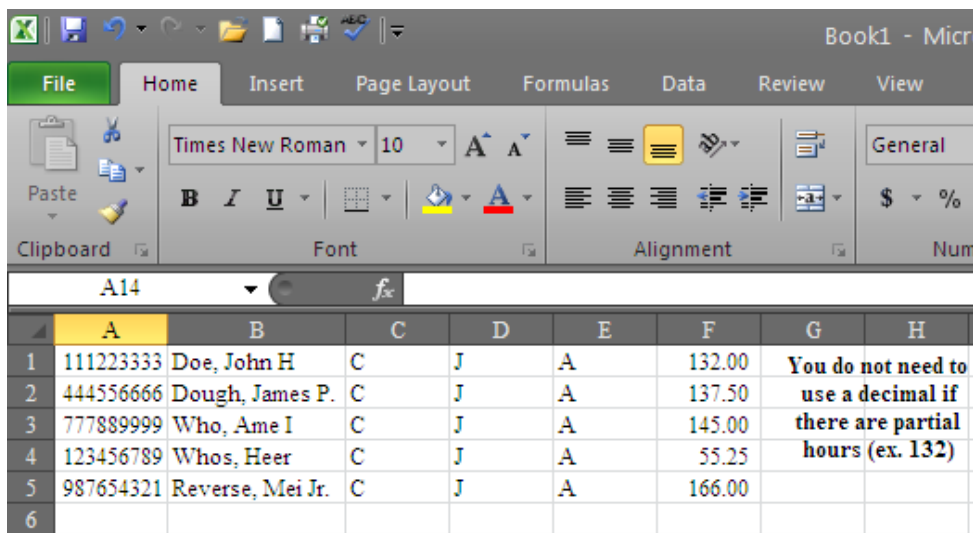
Creating a CSV File

Following is an example a CSV file created in WordPad or Notepad (using example above):

```
111223333,"Doe, John H",C,J,A,13200
```

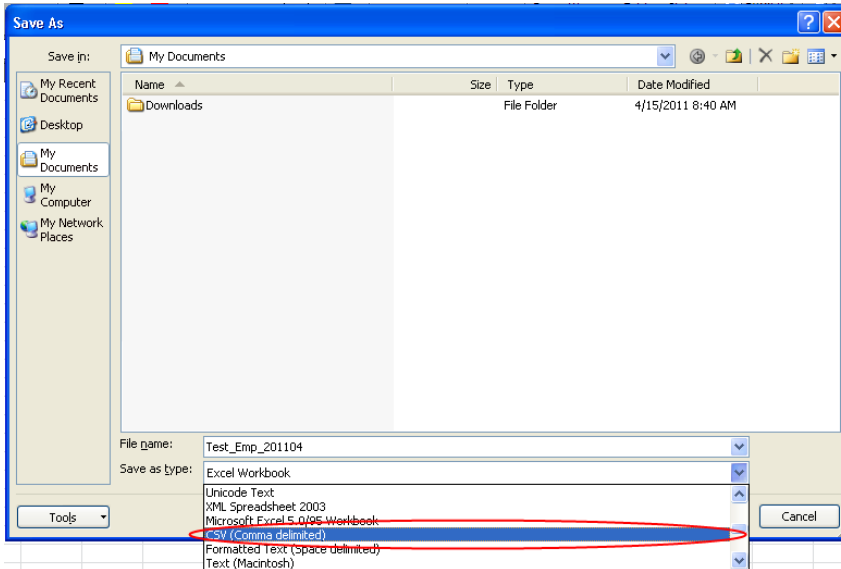
(Non-numeric fields like employee name must be enclosed in double quotes.)

The easier way to create a CSV file from scratch is by using Excel. Begin by opening a New Workbook. Enter the Social Security Number (SSN) in the first column, the employees' names in the second column (Last Name comma First Name space Middle Initial (if applicable) space Suffix (i.e. Jr. or Sr. if applicable)), the occupation code in the third column (ex. C=Carpenter), the Skill Level in the fourth column (ex. J=Journeyman, A1=Apprentice Level 1), the Status in the fifth column (A=Active or T= Termed), and the hours to be reported in the sixth column. (Note: Occupation Skill Level (OSL) Codes and their meanings can be found in Appendix A)

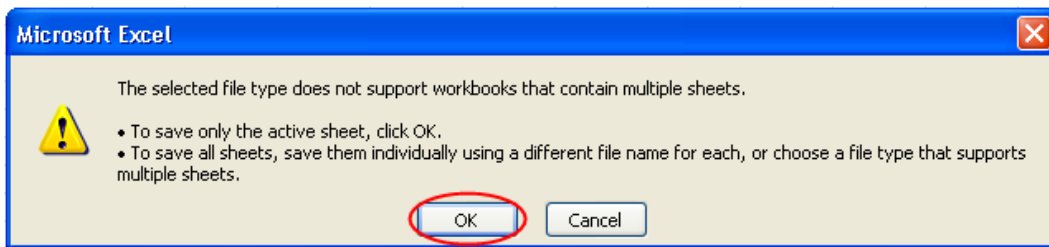


	A	B	C	D	E	F	G	H
1	111223333	Doe, John H	C	J	A	132.00	You do not need to use a decimal if there are partial hours (ex. 132)	
2	444556666	Dough, James P.	C	J	A	137.50		
3	777889999	Who, Ame I	C	J	A	145.00		
4	123456789	Whos, Heer	C	J	A	55.25		
5	987654321	Reverse, Mei Jr.	C	J	A	166.00		
6								

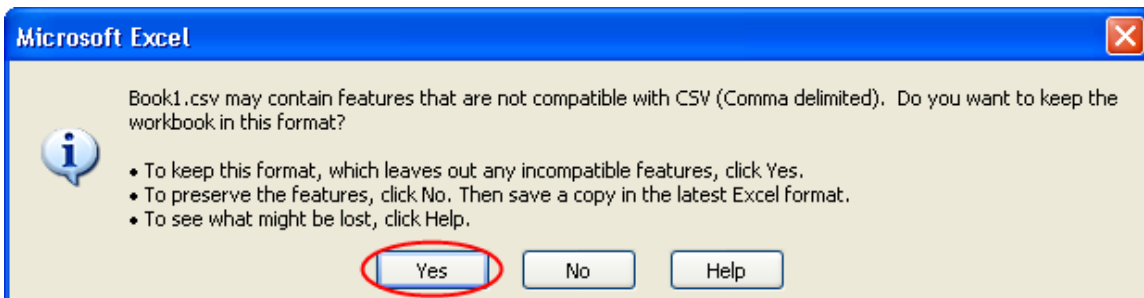
Once you have finished entering in the information use the "Save as" option to save the document as a CSV file and then select "Save". (Note: Be sure to save the file with an appropriate name; suggestion: include the Work Month in the file name.)



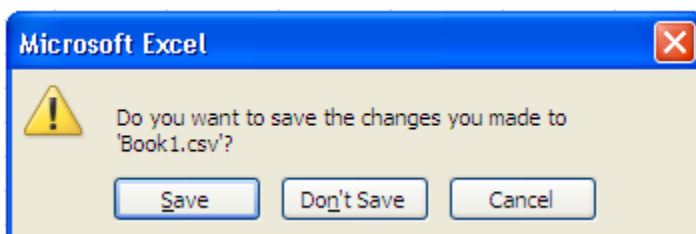
Select "OK" on the pop-up window which appears:



Then select "Yes" on the next pop-up window:

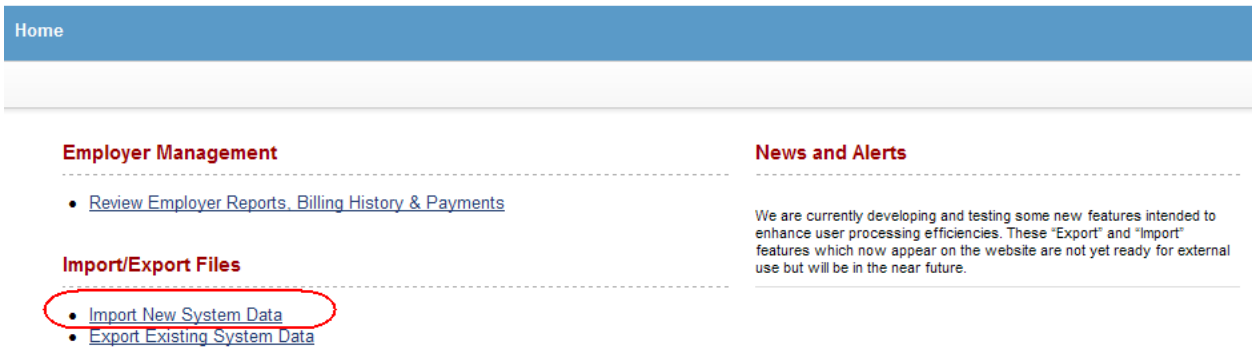
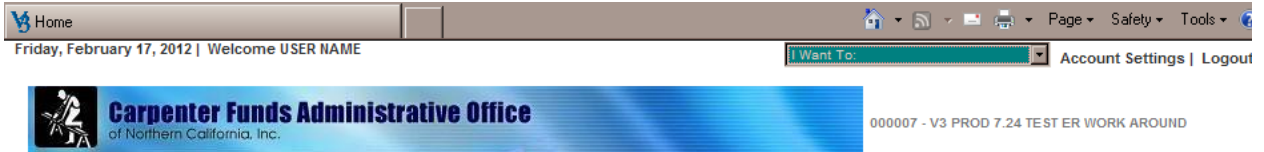


When you close the workbook the following screen will appear regardless of whether you have made any changes or not. If you have made changes to the file, be sure to select "Save".

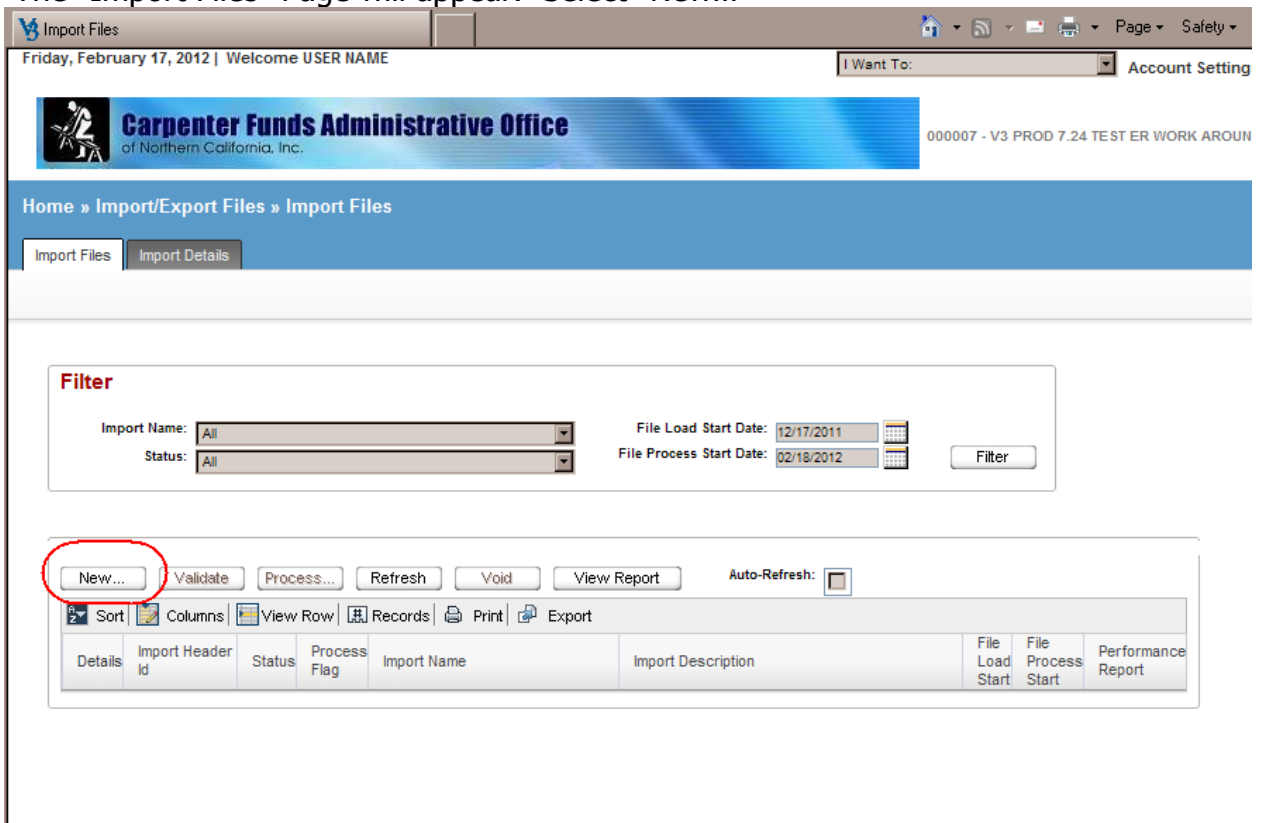


Importing a File

Once you have a file ready to import proceed to the "Import Files" screen by selecting "Import Files" from the "I Want To" drop down or by clicking on the "Import New System Data" selection on the Home Page.



The "Import Files" Page will appear. Select "New..."



The following screen will pop up. On the "Import Info" pop-up screen select "Employer Monthly Hours Import – Text" or "Employer Monthly Hours Import – CSV" as appropriate, click "Choose File" in order to select your import file, and type an "Import Description" of your choice. , In the "Parameters" section, enter your 12-digit Account Number and verify the Work Month you wish to import. Once you have completed this screen select "Save".

Import Info

Import Name: * (1)

File Name: Browse... * (2)

Import Description: * (3)

Performance Report: (5)

Parameters

Enter your 12 digit Account Number:

Work Month (MM/YYYY):

Save Cancel

(4)

(1) Select file extension name from drop down, CSV or Txt format.
 (2) Click Browse to locate the file to Import
 (3) Type in brief description
 (4) SAVE
 *** (5) Do NOT click this Box ***

The following screen will pop up confirming that the import has been successful.

Your file has been successfully imported. The following is summary:
 File Name: 000007_username_02_21_2012_1329843861312_000007_Username 112011.csv
 Import Header Id: 7978

Close

Select "Close"

You will be returned to the previous screen. Verify that the Import Description just saved is highlighted, and then select "Validate".

The screenshot displays the 'Import Files' interface. At the top, there is a navigation bar with 'Home » Import/Export Files » Import Files' and tabs for 'Import Files' and 'Import Details'. Below this is a 'Filter' section with dropdown menus for 'Import Name' (set to 'All') and 'Status' (set to 'All'), and date pickers for 'File Load Start Date' (12/21/2011) and 'File Process Start Date' (02/22/2012). A 'Filter' button is located to the right of these controls.

Below the filter is a toolbar containing buttons for 'New...', 'Validate' (circled in red), 'Process...', 'Refresh', 'Void', and 'View Report'. There is also an 'Auto-Refresh' checkbox. Below the toolbar is a table with the following data:

Details	Import Header Id	Status	Process Flag	Import Name	Import Description	File Load Start	File Process Start	Performance Report
Details	7978	Not Processed	Ready	Employer Monthly Hours Import - CSV	000007_112011	2/21/12 9:04:20 AM		<input type="checkbox"/>

Below the table are three summary boxes:

- Data info for 000007_112011**: Rows Loaded: 11, Rows Processed: 0, Rows in Error: 0, Rows in Exception: 0, Rows Successfully Processed: 0, Rows not processed: 0, Status Count Other: 0.
- Key Values for 000007_112011**: Enter your 12 digit 000006000007, Account Number: 000006000007, Work Month (MM/YYYY): 11/2011.
- Other Information for 000007_112011**: Import Header Error: Import Filename: 000007_username_02_21_2012_1329843861312_000007_Username 112011.csv, Inserted By: NAME, USER, Inserted Date: 02/21/2012, Updated By: NAME, USER.

Click on "Refresh" at any time in order to receive updated status on the progress of your import. Or click the "Auto-Refresh" check box if you wish to have the display refreshed automatically at short intervals.

The "Status" column displays the progress of the import and will indicate if the the file was imported successfully. You will receive a "Validated Successfully", "Validated With Exceptions", or "Validated With Errors" message. Exceptions are small discrepancies between the CFAO records and the information imported but will not prevent you from continuing. For example if an employer entered a name in as John Doe and CFAO has the participant on record as John H. Doe a "Validated With Exceptions" message would be given. An Error is a greater discrepancy, and you will not be able to proceed without correcting it. For example if a Social Security Number was entered incorrectly, you would receive a "Validated With Errors" message. To view/fix any Errors or Exceptions be sure that the desired row is highlighted and select "Details".

Home » Import/Export Files » Import Files

Import Files | **Import Details**

Filter OR

Import Name: All File Load Start Date: 12/21/2011
 Status: All File Process Start Date: 02/22/2012 Filter

New... Validate Process... Refresh Void View Report Auto-Refresh:

Sort Columns View Row Records Print Export

Details	Import Header Id	Status	Process Flag	Import Name	Import Description	File Load Start	File Process Start	Performance Report
Details	7978	Validated Successfully	Validated	Employer Monthly Hours Import - CSV	000007_112011	2/21/12 9:04:20 AM	2/21/12 9:07:44 AM	<input type="checkbox"/>

The following page will appear. Highlight the employee row with the message and select "View Errors". An "Import Errors and Exceptions" window will be presented providing messages regarding the data which requires correction.

You may correct most* errors either in the import file and re-import under the same month or correct them in the details, select "Save" (at the bottom), then return to the Import Files page, and select Validate again. (Note: you can filter by any of the column headers above; if you have multiple errors you might want to filter by Import Detail Status.)

***If the participant is not in our database, you will not be able to ADD through Import. This must be done by the Fund Office.**

Wednesday, February 22, 2012 | Welcome USER NAME

I Want To: Account Settings | Logout

Carpenter Funds Administrative Office
of Northern California, Inc.

000007 - V3 PROD 7.24 TEST ER WORK AROUND

Home » Import/Export Files » Import Files

Import Files | **Import Details**

Filter

Process Flag: All
 Seq No From:
 Select field to Search: Enter the text to find: Find

Summary

Import Header Id: 8008
 Status: Validated with Exceptions
 File Load Start: Feb 22, 2012

Import Name: Employer Monthly Hours Import - CSV
 Process Flag: Validated
 File Process Start: Feb 22, 2012

Import Description: 000007 122011
 Process Stop Date: Feb 22, 2012

Match Total: 14

View Errors

Seq No	Import Detail Status	Resubmit Flag	SSN	NAME	OCC CODE	SKILL CODE	STATUS	HW HOURS	PN HOU
14	Validated Successfully	<input checked="" type="checkbox"/>	333445555	CARPENTER JOE M	C	J	A	160	
13	Validated with Exceptions	<input checked="" type="checkbox"/>	222600000	JONES LATOYA	C	A1	A	80	
<input checked="" type="checkbox"/>	Validated with Exceptions	<input checked="" type="checkbox"/>	222570000	JONES ALFRED	C	O1	A	110	
11	Validated Successfully	<input checked="" type="checkbox"/>	7998	ANDREWAS JOE	C	J	A	80	
10	Validated Successfully	<input checked="" type="checkbox"/>	7990	ARREOLA RUDOLPH	C	J	A	80	
9	Validated Successfully	<input checked="" type="checkbox"/>	7987	ADAMS MIKE L	C	J	A	50	

Below is an example of an Error message:

Home » Import/Export Files » Import Files

Import Files | Import Details

Filter

Process Flag: All
 Seq No From:
 Select field to Search:

Summary

Import Header Id: 8008
 Status: Validated with Exception
 File Load Start: Feb 22, 2012

Match Total: 14

View Errors

Import Errors and Exceptions - Windows Internet Explorer

http://10.10.200.125/v3prod/app/service/external/ImportPages/ImportErrors.asp?import=8008&sp=12

Errors

There are no error messages for this import.

Exceptions

Number	Type	Message
1	web_import_excp	Owner ALFRED JONES must report hours in accordance with the Owner reporting rules.

Once you have completed the Validate step, return to the Import Files screen, make sure that the desired row is highlighted, and select "Process..."

Home » Import/Export Files » Import Files

Import Files | Import Details

Filter

Import Name: File Load Start Date:

Status: File Process Start Date:

Auto-Refresh

Details	Import Header Id	Status	Process Flag	Import Name	Import Description	File Load Start	File Process Start	Performance Report
Details	7978	Validated Successfully	Validated	Employer Monthly Hours Import - CSV	000007_112011	2/21/12 9:04:20 AM	2/21/12 9:07:44 AM	<input type="checkbox"/>

Select OK when the "Confirm" pop-up appears.

Confirm

Wait for this file to complete processing . Then proceed to the Reports, Billing History & Payments to release the report.

Use the "Refresh" button to monitor the progress.

Filter

Import Name: File Load Start Date:

Status: File Process Start Date:

Auto-Refresh

Details	Import Header Id	Status	Process Flag	Import Name	Import Description	File Load Start	File Process Start	Performance Report
Details	7978	Processed Successfully	Completed	Employer Monthly Hours Import - CSV	000007_112011	2/21/12 9:04:20 AM	2/21/12 9:25:44 AM	<input type="checkbox"/>

When you are ready to move on to the next step select "Reports, Billing History & Payments" from the "I Want To..." drop down (From here you can follow the steps in Chapter 3 beginning at Step 4 to verify and submit your report.)

Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND | [New Work Report](#)

***Your report remains in Initial Status until "SUBMIT"

Work Reports

Report Status: Report Type:

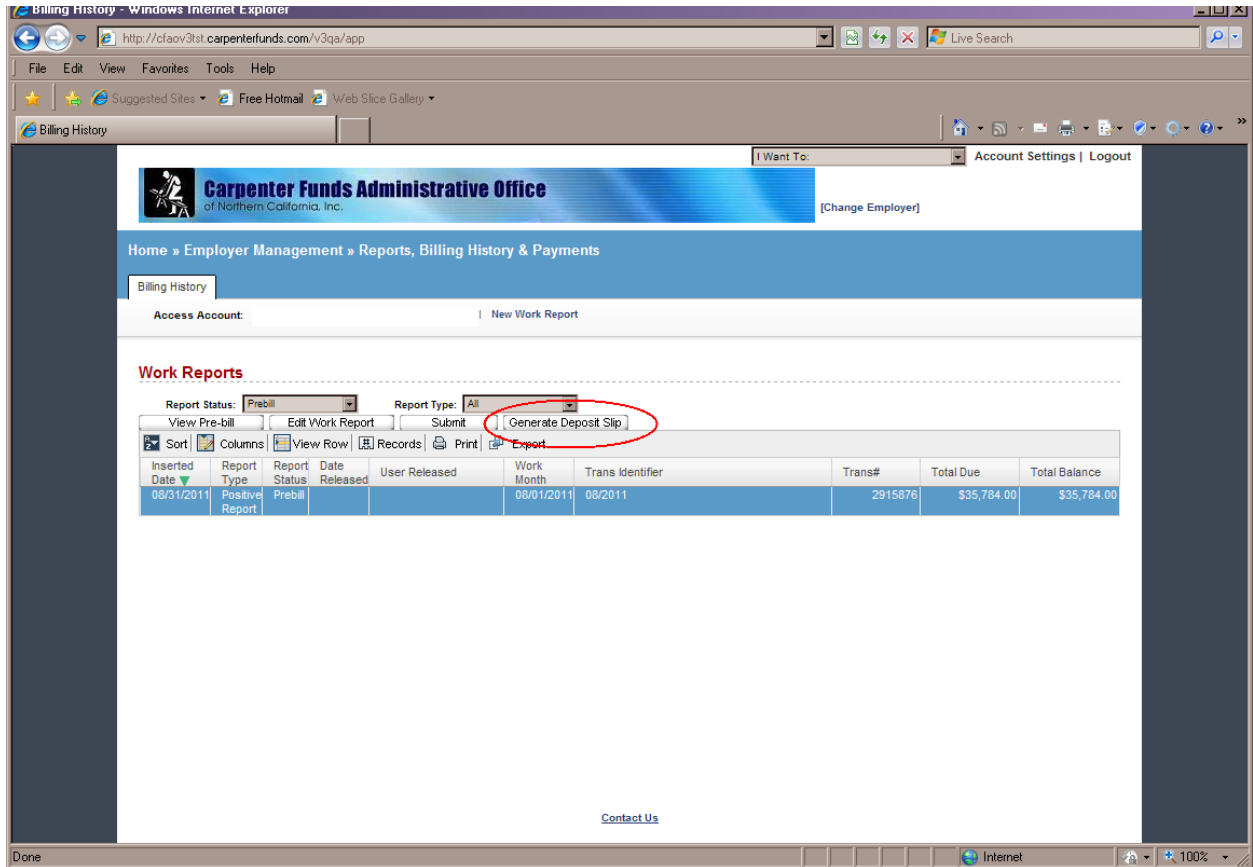
Inserted Date	Report Type	Report Status	Date Released	User Released	Work Month	Trans Identifier	Trans#	Total Due	Total Balance
02/17/2012	Positive Report	Initial			11/01/2011	11/2011	3178916	\$34,239.93	\$0.00

Chapter 5 - Making Payments

Failure to remit your contribution within the time specified in the various Trust Agreements will require you to make an additional contribution to each Fund equal to 10% of the delinquent amount and in no event less than \$20.00 per Fund for Health & Welfare, Pension, Vacation and Holiday contributions, nor less than \$2.00 for Apprenticeship and Industry Advancement Fund purposes for each failure to pay in full within the time provided which shall become due and payable to the Fund in San Francisco upon the day immediately following the date of which the Employer became delinquent and shall be added to and become part of said amount due and unpaid, and the whole thereof shall bear interest at the rate specified in the applicable agreement until paid.

Required documentation to complete the processing of your ERSS report:

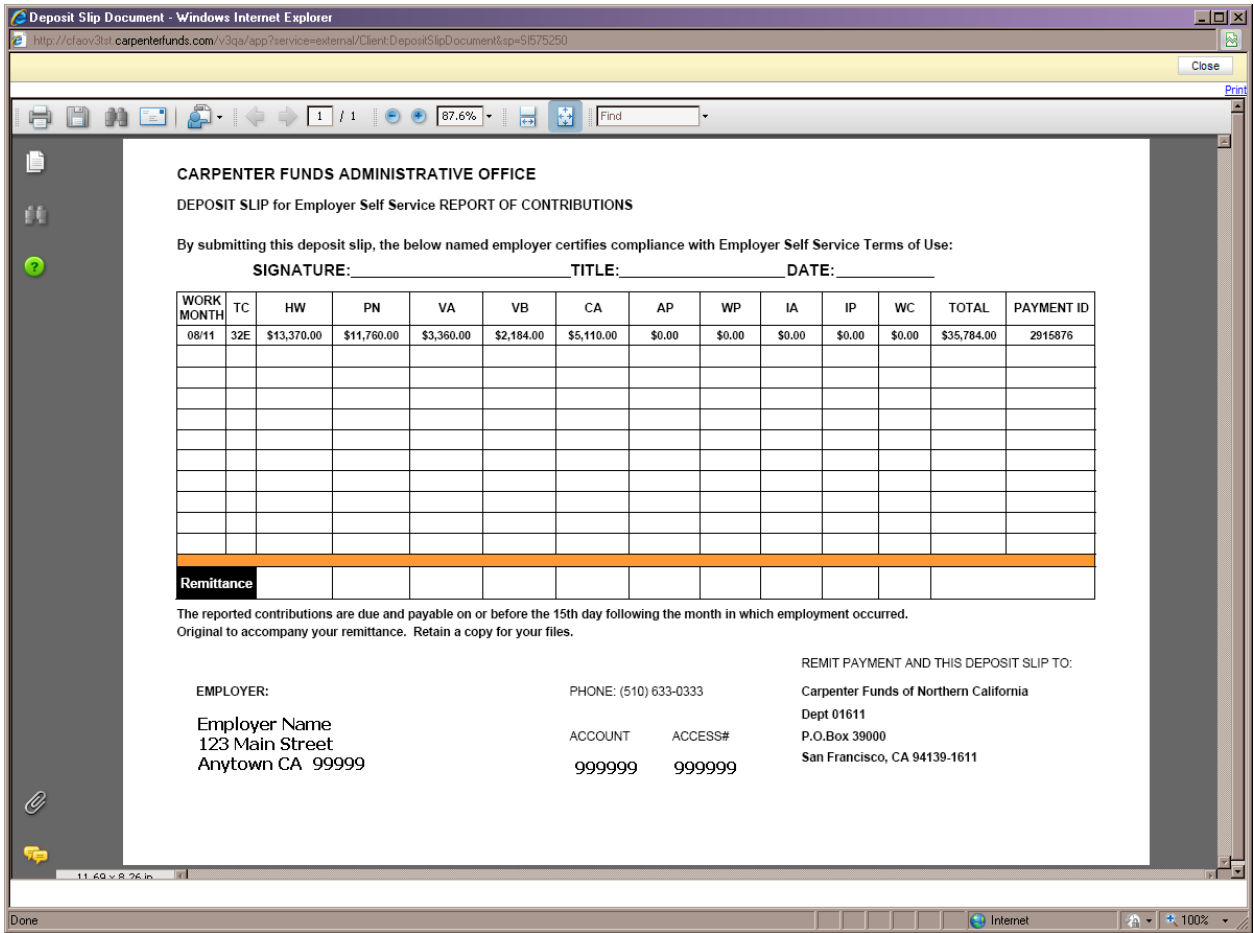
1. Generate Deposit Slip



The screenshot shows the 'Billing History' page of the Carpenter Funds Administrative Office. The page includes a navigation menu, a 'Billing History' tab, and a 'Work Reports' section. In the 'Work Reports' section, there is a table with columns for 'Inserted Date', 'Report Type', 'Report Status', 'Date Released', 'User Released', 'Work Month', 'Trans Identifier', 'Trans#', 'Total Due', and 'Total Balance'. A single report is listed with an inserted date of 08/31/2011, a report type of 'Positive Report', and a total due of \$35,784.00. Above the table, there are several buttons: 'View Pre-bill', 'Edit Work Report', 'Submit', and 'Generate Deposit Slip'. The 'Generate Deposit Slip' button is circled in red. The browser window title is 'Billing History - Windows Internet Explorer' and the address bar shows 'http://cfaov3tst.carpenterfunds.com/v3qa/app'.

2. Mail Deposit Slip with your check.

Print the deposit slip from the Work Reports Page. The information on the Summary Page will be placed on the Deposit Slip.



3. Mail the Deposit slip with your check to:

Carpenter Funds of Northern California
Dept 01611
PO Box 39000
San Francisco CA 94139-1611

If all required document and payment are not remitted to the designated bank P.O. Box, there will be a delay in processing.

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Appendix A: OSL CODES

Occupation Code	Skill Level Code	Occupation Skill Level Description	X = Fringes applicable to Occupation Skill Level										
			H&W	PEN	ANN	APP	VA	VB	I A	W P	I P	W C	
A	A1	Assembler Apprentice 1							X	X	X		X
A	A2	Assembler Apprentice 2	X						X	X	X		X
A	A3	Assembler Apprentice 3	X		X				X	X	X		X
A	A4	Assembler Apprentice 4	X		X				X	X	X		X
A	A5	Assembler Apprentice 5	X		X				X	X	X		X
A	A6	Assembler Apprentice 6	X		X				X	X	X		X
A	A7	Assembler Apprentice 7	X		X				X	X	X		X
A	A8	Assembler Apprentice 8	X		X				X	X	X		X
A	J	Assembler Journeyman	X		X				X	X	X		X
A	S	Assembler Superintendent	X	X									X
A	S1	Assembler Superintendent 1	X	X	X								X
B	A1	Bridgebuilder Apprentice 1	X	X			X		X	X	X		X
B	A2	Bridgebuilder Apprentice 2	X	X			X	X	X	X	X		X
B	A3	Bridgebuilder Apprentice 3	X	X	X		X	X	X	X	X		X
B	A4	Bridgebuilder Apprentice 4	X	X	X		X	X	X	X	X		X
B	A5	Bridgebuilder Apprentice 5	X	X	X		X	X	X	X	X		X
B	A6	Bridgebuilder Apprentice 6	X	X	X		X	X	X	X	X		X
B	A7	Bridgebuilder Apprentice 7	X	X	X		X	X	X	X	X		X
B	A8	Bridgebuilder Apprentice 8	X	X	X		X	X	X	X	X		X
B	A9	Bridgebuilder Apprentice	X	X	X		X	X	X	X			X
B	J	Bridgebuilder Journeyman	X	X	X		X	X	X	X	X		X
B	O	Bridgebuilder Owner	X	X									
B	O1	Bridgebuilder Owner	X	X	X								
B	Q	Bridgebuilder Owner	X	X	X		X	X	X	X	X		X
B	S	Bridgebuilder Superintendent	X	X									X
B	S1	Bridgebuilder Superintendent 1	X	X	X								X
B	S5	Bridgebuilder Superintendent	X	X	X		X	X					
C	A1	Carpenter Apprentice 1	X	X			X		X	X	X		X
C	A2	Carpenter Apprentice 2	X	X			X	X	X	X	X		X
C	A3	Carpenter Apprentice 3	X	X	X		X	X	X	X	X		X
C	A4	Carpenter Apprentice 4	X	X	X		X	X	X	X	X		X
C	A5	Carpenter Apprentice 5	X	X	X		X	X	X	X	X		X

C	A6	Carpenter Apprentice 6	X	X	X	X	X	X	X	X		X
C	A7	Carpenter Apprentice 7	X	X	X	X	X	X	X	X		X
C	A8	Carpenter Apprentice 8	X	X	X	X	X	X	X	X		X
C	AP	Carpenter Pre-Apprentice 1				X		X	X	X		X
C	AQ	Carpenter Pre-Apprentice 2	X			X		X	X	X		X
C	J	Carpenter Journeyman	X	X	X	X	X	X	X	X		X
C	J5	Journeyman	X	X	X		X	X				
C	K	Key Carpenter	X	X	X	X	X	X	X	X	X	X
C	O	Carpenter Owner	X	X								X
C	O1	Carpenter Owner	X	X	X							X
C	Q	Carpenter Owner	X	X	X	X	X	X	X	X		X
C	S	Carpenter Superintendent	X	X								X
C	S1	Carpenter Superintendent 1	X	X	X							X
C	S5	Carpenter Superintendent	X	X	X		X	X				
D	A1	Drywall Apprentice 1	X	X		X		X	X	X		X
D	A1A	Drywall Apprentice 1 (former DR1)	X	X		X		X	X	X		X
D	A1B	Drywall Apprentice 1 (former DR2)	X	X		X	X	X	X	X		X
D	A2	Drywall Apprentice 2	X	X		X	X	X	X	X		X
D	A2A	Drywall Apprentice 2 (former DR1)	X	X		X	X	X	X	X		X
D	A3	Drywall Apprentice 3	X	X	X	X	X	X	X	X		X
D	A3A	Drywall Apprentice 3 (former DR1)	X	X	X	X	X	X	X	X		X
D	A4	Drywall Apprentice 4	X	X	X	X	X	X	X	X		X
D	A4A	Drywall Apprentice 4 (former DR1)	X	X	X	X	X	X	X	X		X
D	A5	Drywall Apprentice 5	X	X	X	X	X	X	X	X		X
D	A6	Drywall Apprentice 6	X	X	X	X	X	X	X	X		X
D	A7	Drywall Apprentice 7	X	X	X	X	X	X	X	X		X
D	A8	Drywall Apprentice 8	X	X	X	X	X	X	X	X		X
D	AA	Drywall Apprentice 1 (former DR1)	X	X		X		X	X	X		X
D	AB	Drywall Apprentice 2 (former DR1)	X	X		X	X	X	X	X		X
D	AC	Drywall Apprentice 3 (former DR1)	X	X	X	X	X	X	X	X		X
D	AD	Drywall Apprentice 4 (former DR1)	X	X	X	X	X	X	X	X		X
D	AE	Drywall Apprentice 1 (former DR2)	X	X		X	X	X	X	X		X
D	AF	Drywall Apprentice 2 (former DR2)	X	X		X	X	X	X	X		X
D	AG	Drywall Apprentice 3 (former DR2)	X	X	X	X	X	X	X	X		X
D	AH	Drywall Apprentice 4 (former DR2)	X	X	X	X	X	X	X	X		X
D	AI	Drywall Apprentice 1 (former DR3)	X	X	X	X	X	X	X	X		X
D	AJ	Drywall Apprentice 2 (former DR3)	X	X	X	X	X	X	X	X		X
D	AK	Drywall Apprentice 3 (former DR3)	X	X	X	X	X	X	X	X		X

D	AL	Drywall Apprentice 4 (former DR3)	X	X	X	X	X	X	X	X		X
D	AM	Drywall Apprentice 1 (former DR3)	X	X	X	X	X	X	X	X		X
D	AN	Drywall Apprentice 2 (former DR3)	X	X	X	X	X	X	X	X		X
D	AP	Drywall Apprentice 3 (former DR3)	X	X	X	X	X	X	X	X		X
D	AQ	Drywall Apprentice 4 (former DR3)	X	X	X	X	X	X	X	X		X
D	AR	Drywall Apprentice 1 (former DR3)	X	X	X	X	X	X	X	X		X
D	AT	Drywall Apprentice 2 (former DR3)	X	X	X	X	X	X	X	X		X
D	AU	Drywall Apprentice 3 (former DR3)	X	X	X	X	X	X	X	X		X
D	AV	Drywall Apprentice 4 (former DR3)	X	X	X	X	X	X	X	X		X
D	J	Drywall Journeyman	X	X	X	X	X	X	X	X		X
D	J5	Journeyman	X	X	X		X	X				
D	O	Drywall Owner	X	X								
D	O1	Drywall Owner	X	X	X							
D	Q	Drywall Owner	X	X	X	X	X	X	X	X		X
D	R1	Drywall Stocker/Scrapper 1	X	X								X
D	R2	Drywall Stocker/Scrapper 2	X	X			X	X				X
D	R3	Drywall Stocker/Scrapper 3	X	X	X		X	X				X
D	S	Drywall Superintendent	X	X								X
D	S1	Drywall Superintendent 1	X	X	X							X
F	J	Fireplace Installer Journeyman	X		X		X	X	X		X	
F	S	Key Carpenter Superintendent	X	X								X
F	S1	Key Carpenter Superintendent 1	X	X	X							X
F	T1	Fireplace Installer Trainee 1	X					X				
F	T2	Fireplace Installer Trainee 2	X					X				
F	T3	Fireplace Installer Trainee 3	X					X				
F	T4	Fireplace Installer Trainee 4	X					X				
F	T5	Fireplace Installer Trainee 5	X					X			X	
F	T6	Fireplace Installer Trainee 6	X					X			X	
G	J	Garage Door Installer Journeyman	X		X		X	X	X		X	
G	S	Key Drywall Superintendent	X	X								X
G	T1	Garage Door Installer Trainee 1	X					X				
G	T2	Garage Door Installer Trainee 2	X					X				
G	T3	Garage Door Installer Trainee 3	X					X			X	
G	T4	Garage Door Installer Trainee 4	X					X			X	
I	J	Master/Lead Installer	X		X		X	X	X		X	X
I	O	Modular Installer Owner	X				X	X			X	
I	O1	Modular Installer Owner	X		X		X	X			X	
I	Q	Modular Installer Owner	X		X		X	X	X		X	X

I	S	Modular Installer Superintendent	X								X	X
I	S1	Modular Installer Superintendent 1	X		X		X	X			X	X
I	T1	Installer II 0-240 hrs	X					X				X
I	T2	Installer II 241-480 hrs	X				X	X				X
I	T3	Installer II 480+ hrs / Installer I	X		X		X	X	X		X	X
K	1	Production Worker - Carpenter Type 1										X
K	2	Production Worker - Carpenter Type 2			X						X	X
K	4	Production Worker - Carpenter Type 4									X	X
M	1	Non-Production and Part Time Worker	X			X		X	X			
M	A1	Mill Cabinet Apprentice 1	X	X		X	X	X	X			X
M	A2	Mill Cabinet Apprentice 2	X	X		X	X	X	X			X
M	A3	Mill Cabinet Apprentice 3	X	X		X	X	X	X			X
M	A4	Mill Cabinet Apprentice 4	X	X		X	X	X	X			X
M	A5	Mill Cabinet Apprentice 5	X	X	X	X	X	X	X			X
M	A6	Mill Cabinet Apprentice 6	X	X	X	X	X	X	X			X
M	A7	Mill Cabinet Apprentice 7	X	X	X	X	X	X	X			X
M	A8	Mill Cabinet Apprentice 8	X	X	X	X	X	X	X			X
M	J	Mill Cabinet Journeyman	X	X	X	X	X	X	X			X
X	1	Mill Cabinet Production Worker	X		X		X	X	X			X
X	N	Mill Cab Non-Prod Worker				X	X	X				X
M	O	Mill Cabinet Owner	X	X								
M	O1	Mill Cabinet Owner	X	X	X							
M	Q	Mill Cabinet Owner	X	X	X	X	X	X	X	X		X
M	S	Mill Cabinet Superintendent	X	X								X
M	S1	Mill Cabinet Superintendent 1	X	X	X							X
N	Z	Non-Contracted Flat Rate	X									
O	H	Overhead Door Installer Helper 1	X									X
O	I	Overhead Door Installer	X		X			X				X
O	J	Overhead Door Installer Journeyman	X	X	X		X	X				X
O	W	Overhead Door Installer Helper 2	X					X				X
P	A1	Piledriver Apprentice 1	X	X		X		X	X			X
P	A2	Piledriver Apprentice 2	X	X		X	X	X	X			X
P	A3	Piledriver Apprentice 3	X	X	X	X	X	X	X			X

P	A4	Piledriver Apprentice 4	X	X	X	X	X	X	X	X			X
P	A5	Piledriver Apprentice 5	X	X	X	X	X	X	X	X			X
P	A6	Piledriver Apprentice 6	X	X	X	X	X	X	X	X			X
P	A7	Piledriver Apprentice 7	X	X	X	X	X	X	X	X			X
P	A8	Piledriver Apprentice 8	X	X	X	X	X	X	X	X			X
P	J	Piledriver Journeyman	X	X	X	X	X	X	X	X			X
P	J5	Journeyman	X	X	X		X	X					
P	JC	Piledriver Journeyman	X	X	X	X	X	X	X	X			X
P	O	Piledriver Owner	X	X									
P	O1	Piledriver Owner	X	X	X								
P	Q	Piledriver Owner	X	X	X	X	X	X	X	X	X		X
P	S	Piledriver Superintendent	X	X									X
P	S1	Piledriver Superintendent 1	X	X	X								X
R	J1	Residential Carpenter Journeyman	X	X	X	X	X	X	X	X	X		X
R	J2	Residential Drywall Journeyman	X	X	X	X	X	X	X	X	X		X
R	JN	Residential Insulator Journeyman	X	X	X	X	X	X	X	X	X		X
R	N1	Residential Insulator Carp 1	X		X	X	X	X	X	X	X	X	X
R	N2	Residential Insulator Carp 2	X		X	X	X	X	X	X	X	X	X
R	N3	Residential Insulator Spec 1	X		X	X	X	X	X	X	X	X	X
R	N4	Residential Insulator Spec 2	X		X	X	X	X	X	X	X	X	X
R	S1	Residential Carpenter Specialist 2	X		X	X	X	X	X	X	X	X	X
R	S2	Residential Drywall Specialist 2	X		X	X	X	X	X	X	X	X	X
R	T1	Residential Carpenter Trainee 1	X					X					X
R	T2	Residential Carpenter Trainee 2	X					X				X	X
R	U1	Residential Carpenter Class 1	X		X	X	X	X	X	X	X	X	X
R	U2	Residential Drywall Level 1	X		X	X	X	X	X	X	X	X	X
R	U4	Residential Carpenter Class 2	X		X	X	X	X	X	X	X	X	X
R	U5	Residential Drywall Level 2	X		X	X	X	X	X	X	X	X	X
R	U7	Residential Carpenter Specialist 1	X		X	X	X	X	X	X	X	X	X
R	U8	Residential Drywall Specialist 1	X		X	X	X	X	X	X	X	X	X
V	J	Key Millwright Journeyman	X	X	X	X	X	X	X	X	X		X
V	S	Key Millwright Superintendent	X	X									X
W	A1	Millwright Apprentice 1	X	X		X		X	X	X			X
W	A2	Millwright Apprentice 2	X	X		X	X	X	X	X			X
W	A3	Millwright Apprentice 3	X	X	X	X	X	X	X	X			X
W	A4	Millwright Apprentice 4	X	X	X	X	X	X	X	X			X
W	A5	Millwright Apprentice 5	X	X	X	X	X	X	X	X			X
W	A6	Millwright Apprentice 6	X	X	X	X	X	X	X	X			X

W	A7	Millwright Apprentice 7	X	X	X	X	X	X	X	X		X
W	A8	Millwright Apprentice 8	X	X	X	X	X	X	X	X		X
W	J	Millwright Journeyman	X	X	X	X	X	X	X	X		X
W	J5	Journeyman	X	X	X		X	X				
W	O	Millwright Owner	X	X								
W	O1	Millwright Owner	X	X	X							
W	Q	Millwright Owner	X	X	X	X	X	X	X	X		X
W	S	Millwright Superintendent	X	X								X
W	S1	Millwright Superintendent 1	X	X	X							X
W	S5	Millwright Superintendent	X	X	X		X	X				
X	1	Mill Cab Prod Worker	X		X		X	X	X			X
Y	J	Drapery Installer Journeyman	X		X		X	X				X
Y	T1	Drapery Installer Trainee 1	X					X				X
Y	T2	Drapery Installer Trainee 2	X				X	X				X
Y	T3	Drapery Installer Trainee 3	X		X		X	X				X
Y	T4	Drapery Installer Trainee 4	X		X		X	X				X

Appendix B: Terms of Service

Terms Of Service

Use of this Website requires that you read and accept the following Terms and Conditions

Use of Site

Access to this Website is restricted to authorized users. An authorized user is any individual designated by the employer as an authorized representative of the employer and who has been assigned a user name and temporary password. The authorized user agrees to reset temporary password upon initial login and never to share the password with any other party. Each employer may authorize more than one Self Service user by completing the form titled "REQUEST NEW USER," and each new authorized user will be assigned a unique user name and temporary password. If an authorized user's employment is terminated or if the authorized user's role no longer requires access, the employer agrees to promptly notify the Carpenter Funds Administrative Office in writing so that the user may be deactivated. Complete the form titled "DEACTIVATE USER," and fax to (510) 562-1702.

The Self Service Website is to be used solely for the purpose of submitting the Employer Report of Contributions and remitting payment to the Carpenter Funds Administrative Office. Some of the information provided on this Website is confidential, including but not limited to Social Security numbers. The copying, distribution, or emailing of the information contained in this Website is prohibited.

Terms of Service

By using the Self Service Website and submitting the Employer Report of Contributions online, the below-named employer certifies the following:

- 1.** The information submitted online is correct.
- 2.** That all compensable hours paid to carpenters, piledrivers, and other employees subject to being reported to the Carpenters Funds Administrative Office employed by such employer during the period covered are reported herein.
- 3.** That such employer is bound by and subject to all of the terms and conditions of the Carpenters 46 Northern California Counties Master Agreement or other appropriate Collective Bargaining Agreement, and all payments reported herein are made under and pursuant to such Agreement as required by Section 302(c)(5)(B) of the Labor-Management Relations Act, as amended (LMRA) and the Employee Retirement Income Security Act, as amended (ERISA).
- 4.** That all persons reported are employees of such employer within the meaning of the LMRA and ERISA.
- 5.** That the depository bank is designated by the employer as his or its agent to receive written dues authorizations from such employees pursuant to Section 302(c)(4) of the LMRA and any revocations of such authorizations.

6. That said bank is directed by the employer (a) to deposit the reported herein under Vacation and Holiday – Column B – Work Fee in a special account, (b) to transfer monthly from such account the monies paid with respect to the work of each employee who has on file with the bank unrevoked dues authorization in a form complying with law to the account of the Carpenters 46 Northern California Counties Conference Board a work fee and (c) to transfer the remaining monies to the Carpenters Vacation and Holiday Trust Fund for Northern California for credit to the Vacation and Holiday accounts for the other employees.

7. That the depository bank is authorized by the employer to transfer the remaining monies remitted herewith to the appropriate Funds in accordance with instructions issued by the appropriate Boards of Trustees.

8. That this report is being submitted by the employer or duly authorized representative of the employer (authorized user).

General Disclaimer and Waiver of Damages

The Self Service Website is intended to provide accurate information. Complete details, including information such as fringe benefit rates and employee classifications, are contained in the Collective Bargaining Agreement(s) to which the employer is bound. The Carpenter Funds Administrative Office has made every effort to provide an error-free environment; however, if there is any conflict between the information provided in this Website and the Collective Bargaining Agreement to which the employer is bound, the Collective Bargaining Agreement will prevail.

By using this website, you release the Carpenter Funds Administrative Office from all liability resulting from such use, and you agree that in no event shall the Carpenter Funds Administrative Office, its affiliated trust funds, suppliers, or any third parties mentioned at this website be liable for any damages whatsoever (including, without limitation, incidental and consequential damage, lost profits, or damages resulting from lost data) resulting from the use or inability to use this website and the material contained herein, regardless of whether such damages resulted from a claim based on a warranty, contract, tort or any other legal theory and whether or not the Carpenter Funds Administrative Office is advised of the possibility of such damages.

By accepting you certify that you have read the Terms and Conditions and agree to be bound by such Terms and Conditions for use of this website.

Accept

Decline

Appendix C

Quick Start User Guide* Employer Self Service (ERSS)



1. Contact Carpenter Funds Administrative Office (CFAO) at OnlineERreporting@carpenterfunds.com to enroll in ERSS.
2. Log in using the temporary password assigned by CFAO; change the password to a unique password.
3. Helpful Hints
 - a. User may enter data in a Work Report that is in Initial Status only.
 - b. Initial Billing Report will default to the month after the last work month submitted.
 - c. If entering a new employee, type in the Social Security number and make sure the name that populates is that of your employee. If the name does not populate, use the [contact us](#) button at the bottom of the web page or email OnlineERreporting@carpenterfunds.com for assistance.
 - d. Review the Summary prior to submitting your report. (You will not be able to Edit a report that has been submitted).
 - e. If you receive an Error Message, you are required to correct the indicated error(s) prior to submitting your report.
 - f. Never use the browser's back button. This will cause the session to end and any unsaved data will be lost.

How to process a Billing Report In ERSS:

- A. Highlight the new report which is in "Initial Status"
- B. Enter hours for each employee under H&W
- C. SAVE
- D. Review Report Summary
- E. Correct error(s), if any
- F. Review Report for final time
- G. Submit
- H. Save a copy of the file on your network for your records
- I. Print a Deposit Slip from the WORK REPORTS screen
- J. Mail the Deposit Slip and your check to the bank address provided.

*** The Quick Start User Guide is intended to summarize processing of monthly reports. A detailed explanation for each step is found in the Employer Self Service User Guide that was sent to you upon enrollment in ERSS. This guide is also available online at:**

www.carpenterfunds.com/PDF/Employers/OnlineReporting/erss_user_guide.pdf.

Appendix D

Quick Start User Guide*

Employer Self Service(ERSS)

CSV Format Import/Export



1. Contact Carpenter Funds Administrative Office (CFAO) at OnlineERreporting@carpenterfunds.com to enroll in ERSS.
2. Log in using the temporary password assigned by CFAO; change the password to a unique password.
3. Helpful Hints
 - a. User may enter data in a Work Report that is in Initial Status only.
 - b. Initial Billing Report will default to the month after the last work month submitted.
 - c. If entering a new employee, type in the Social Security number and make sure the name that populates is that of your employee. If the name does not populate, use the [contact us](#) button at the bottom of the web page or email OnlineERreporting@carpenterfunds.com for assistance.
 - d. Review the Summary prior to submitting your report. (You will not be able to Edit a report that has been submitted).
 - e. If you receive an Error Message, you are required to correct the indicated error(s) prior to submitting your report.
 - f. Never use the browser's back button. This will cause the session to end and any unsaved data will be lost.

How to process a Billing Report using CSV format**

Using this reporting option, you will be able to Export once and modify it for a new Import each month OR Export a new report each month going forward. Note: you are not able to a new Import File unless there is a report in Initial Status. Note: If you are adding an employee to your monthly report that is not in the Export, you may wish to

Exporting a file from ERSS to your computer (you may export once and continue to modify the file to submit ongoing reports):

1. Choose Export Existing System Data from Home Page, this will take you to the Export Screen
2. Select New
3. New Export Pop-up screen
 - a. Select CSV format
 - b. Enter your 12 digit account number
 - c. Use drop down to select the appropriate work month
 - d. Save and Close the windows
 - e. Once returned to the Export page
 - i. select appropriate work month

- ii. b. select Download (if selection does not appear you may click the Refresh the page)
 - f. From File Download pop-up, choose SAVE
 - i. a. From SAVE AS window, you will now save a copy to your computer for data entry.
 - g. Include the Work Month in the File name
 - h. Include the file extension of .CSV in the File name
 - i. SAVE
 - j. Close Download Complete Pop-up
- 6. Open the file in you just exported from ERSS to your computer using Excel. Select File Type: All Files otherwise the File will open in NotePad. Do not change the formatting or width of the file. This will cause the file to ERROR.
 - a. Enter the hours worked for each employee in the HW column. You do not need to enter hours in all the Funds unless they are reported differently.
 - b. Enter new employees by inserting their Social Security Number in Column A in the first empty row of the spread sheet.
 - c. SAVE – Save As: 123456112011.csv
 - i. File name must include your six digit account number
 - ii. File name must include the work month as MMYYYY
 - iii. File TYPE must be .CSV
- 7. Once you have updated the file for the current reporting period you may Import the file for processing online in ERSS. See below.

Importing a file from your computer to ERSS for processing:

- A. Open ERSS homepage
- B. Log In
- C. Click I want to: Import Files
- D. Click NEW. New Import window appears:
- E. Import Name: Select Employer Monthly Hours Import CSV
- F. File name – this is the file you just saved to your computer after you modified it. If you use the Browse button, select the appropriate file name
- G. Enter Import Description. Include your Account number and work month
- H. Parameters: Enter your full 12 digit account number
- I. Work Month, select from the drop down the appropriate month that is in initial status.
- J. SAVE
- K. Pop up will advise you that the File has been successfully imported into ERSS.
 - a. Close
- L. You will be brought back to the Import Files tab
- M. The file will indicate Status – Not Processed.
- N. Click “Validate”,
- O. Status changes to Queues Validation Request.
- P. Refresh the screen if necessary using the Refresh tab
- Q. The Status will change to one of the following:
- R. Validated, proceed to step d.
- S. Validated with Exceptions.
 - a. Import Details
 - b. Select Process Flag: Exceptions, you may either attempt to correct these exceptions or SAVE.

- T. Validated with ERRORS. You will not be able to continue until these errors are resolved. You have two options, open the file you imported and make corrections OR VOID that file, make changes to the one you saved on your computer and reimport using steps 1-2
- U. Once you are satisfied with the Imported report that has been validated
- V. Select "Process"
 - a. ii. A pop up will confirm you have selected to Process, click OK
 - b. iii. You will be returned to the Import Files page and the Process Status will reflect "Completed"
- W. Note: you must continue to complete the report processing

- X. From the drop down: I want to: select "Reports, Billing, History & Payments Option"
 - a. Click on the report in Initial Status for the correct work month
 - b. Click Edit Work Report
 - c. Review Report Summary
 - d. Correct error(s), if any
 - e. Review Report for final time
 - f. Submit
 - g. Save a copy of the file on your network for your records
 - h. Print a Deposit Slip from the WORK REPORTS screen
 - i. Mail the Deposit Slip and your check to the bank address provided.

This Quick Start User Guide is intended to summarize processing of monthly reports. A detailed explanation for each step is found in the Employer Self Service User Guide that was sent to you upon enrollment in ERSS. This guide is also available online at:

www.carpenterfunds.com/PDF/Employers/OnlineReporting/erss_user_guide.pdf

****A Text Import/Export format is also available. Refer to the full Employer Self Service User Guide mentioned above for details. While this option is available, CSV format is recommended.**