

Ironworkers Intermountain

Electronic Contribution Website

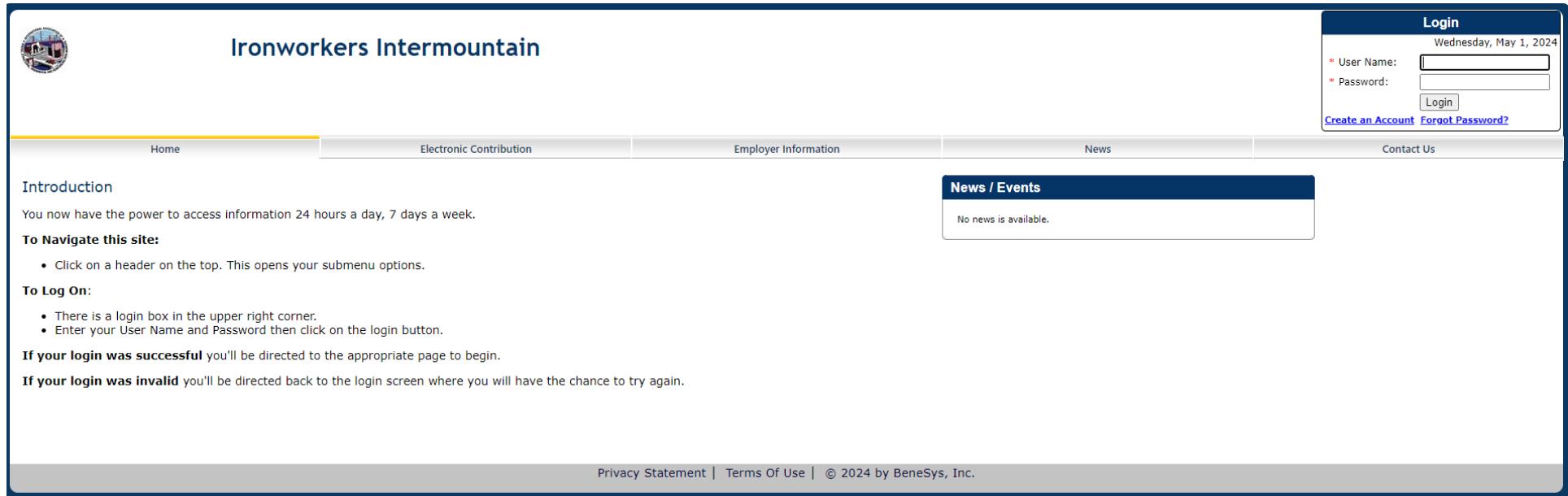
User Manual

This guide is intended to show you the quick and easy way to enter contributions using your new contributions website. This guide will walk you through the following:

- How to process a new contribution form
- How to process payments via ACH
- How to modify a saved contribution form
- How to upload a file to the electronic contributions site using a CSV File
- How to copy/modify a previous contribution form
- How to view and delete contribution forms
- How to pay multiple saved invoices

Web Address:

www.iiwemployers.org



The screenshot shows the homepage of the Ironworkers Intermountain website. At the top, there is a logo of a building and the text "Ironworkers Intermountain". A navigation bar with links for "Home", "Electronic Contribution", "Employer Information", "News", and "Contact Us" is visible. In the top right corner, there is a "Login" form with fields for "User Name" and "Password", and buttons for "Login", "Create an Account", and "Forgot Password?". The main content area includes sections for "Introduction" (with text about 24-hour access), "To Navigate this site:" (with a bullet point about submenu options), "To Log On:" (with a bullet point about the login process), and "News / Events" (which states "No news is available"). At the bottom of the page, there are links for "Privacy Statement", "Terms Of Use", and "© 2024 by BeneSys, Inc."

- **To log in to this site, you will need to contact the BeneSys office to register, at which point you will be mailed two separate introduction letters. These letters will contain the contractor number and identification number needed for registration. Once you have received your letters, navigate to the website and click on the “Create an Account” option in the top right corner of the website, where you will create a user name and password for your account.**
- **If you have any difficulty when creating your account, please call 801-904-4897 or 888-867-9510, where someone will assist you.**

Let's Get Started

 **Ironworkers Intermountain**

Wednesday, May 1, 2024 Last Signed In: Wednesday, May 1, 2024

My Profile **Logout**

Welcome Democontractor

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Introduction
You now have the power to access information a week.

To Navigate this site:

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

To Log On:

- There is a login box in the upper right corner.
- Enter your User Name and Password then click on the login button.

If your login was successful you'll be directed to the appropriate page to begin.

If your login was invalid you'll be directed back to the login screen where you will have the chance to try again.

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Process Contribution (highlighted with a red box)

View All Contributions

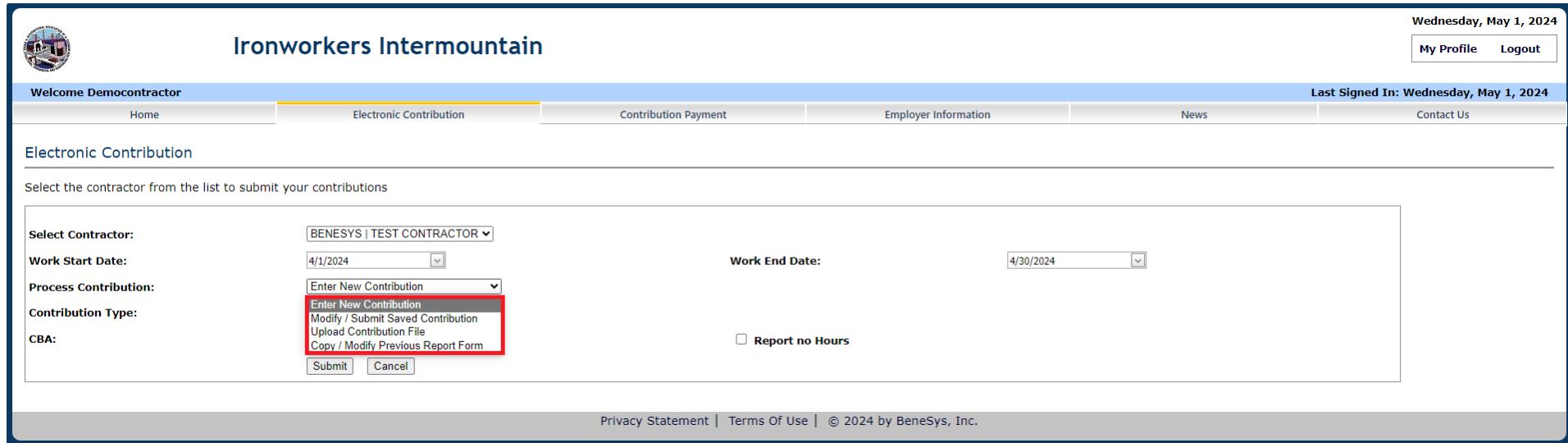
Frequently Asked Questions

News / Events

No news is available.

- Once you have logged in, to begin entering employee contribution information, mouse over the Electronic Contribution tab and select Process Contribution as shown above.
 - This option will allow you to create and process contributions.

Processing Contributions



Wednesday, May 1, 2024

My Profile Logout

Last Signed In: Wednesday, May 1, 2024

Welcome Democontractor

Ironworkers Intermountain

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: BENESYS | TEST CONTRACTOR

Work Start Date: 4/1/2024

Work End Date: 4/30/2024

Process Contribution: Enter New Contribution

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

CBA: Report no Hours

Submit Cancel

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- **Enter New Contribution** – This allows manual entry of your contribution form
- **Modify / Submit Saved Contribution** – Allows you to retrieve a previously entered and saved contribution form
- **Upload Contribution File** – Allows you to upload a data file exported from your payroll system (.CSV or .TXT format) directly to the website
- **Copy / Modify Previous Report Form** – This option will allow you to retrieve a previous month's submitted contribution form and copy the information to the current month's contribution form

Entering a New Form



Ironworkers Intermountain

Welcome Democontractor

Wednesday, May 1, 2024
My Profile Logout

Last Signed In: Wednesday, May 1, 2024

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: BENESYS | TEST CONTRACTOR

Work Start Date: 4/1/2024

Process Contribution: Enter New Contribution

Contribution Type: Regular Contribution

CBA: Ironworkers Local 27 Area

Report no Hours

Submit Cancel

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- 1. Select the Contractor: If you only submit contributions for one contractor, that contractor will show by default and you won't have other contractors to select from. If you have a login that allows you to submit contributions for multiple contractors, click the drop-down arrow and a list of contractors you submit for will show, from which you can select the desired contractor.**
- 2. Select a Work Start Date and Work End Date. If you are a monthly contractor, please use the first day and the last day of the month. If you are a weekly contractor, please use the payroll start and end dates.**
- 3. Select Enter New Contribution.**
- 4. The contribution type should always be Regular Contribution.**
- 5. Select the appropriate CBA based on the work you are reporting. This will pull the fringe rates for that CBA.**
- 6. To report no work, please check the “Report no Hours” box.**
- 7. Finally, click Submit to begin entry.**

Enter a New Form - Contribution Entry

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Contribution Entry Form

Contribution Batch									
Contractor Name:	TEST CONTRACTOR			Contractor Number:	BENESYS				
Batch Number:	CW24-00000008			Work End Date:	04/30/2024				
CBA:	L210 - Local 21 Omaha								

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

*Contact the Benefit Office to add new Work Classifications.
Please contact the Fund Office if you need a work classification changed for a member or a member removed from your billing screen.

Row No	SSN	Work Class	First Name	MI	Last Name	Hours Worked	Flat Rate	Gross Wages	Delete?
1	123456789	DEFAULT	Luke		Daniels	15.00	1	100.00	<input type="checkbox"/>
2	765432100	DEFAULT	Sam	S	Wills	10.00	1	150	<input type="checkbox"/>
3		DEFAULT				0.00	0.00	0.00	<input type="checkbox"/>

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- This screen will typically be prepopulated with employees you have recently remitted for under the CBA you selected. It also allows you to enter new employees as well as delete employees you no longer remit for. To add a new employee, simply enter their SSN and name in the blank line at the end of the form. To delete an employee, check the delete box on that employee's line and click Delete Employee.
- Enter the Hours Worked, Flat Rate, and Gross amounts in the appropriate fields.
- Click Save and Complete Later if you need to come back later to finish your contribution entry. This will save what you already input and lets you pick up where you left off.
- Once all employees' hours and wages are entered, click on Calculate Contribution, at which point the following screen will show:

Enter a New Form – Calculate Contributions

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

Process Contribution

Contribution Batch

Contractor Name:	TEST CONTRACTOR	Contractor Number:	BENESYS
Batch Number:	CW24-0000008	Work End Date:	04/30/2024
CBA:	L210 - Local 21 Omaha		

Contractor Contribution Details:

Work Class	Contractor	Hours Worked	Flat Rate	Gross Wages	Amount	
Default	TEST CONTRACTOR	25.00	2.00	250.00	\$526.50	View Details
TOTAL		25.00	2.00	250.00	\$526.50	

Employee Contribution Details:

SSN	Work Class	First Name	MI	Last Name	Hours Worked	Flat Rate	Gross Wages	Amount	
123456789	Default	Luke		Daniels	15.00	1.00	100.00	\$312.65	View Details
765432100	Default	Sam	S	Wilts	10.00	1.00	150.00	\$213.85	View Details
TOTAL					25.00	2.00	\$250.00	\$526.50	

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

- The [View Details](#) link under Contractor Contribution Details will show you a breakdown of all calculated fringes
- The [View Details](#) link under Employee Contribution Details will show you a breakdown of all calculated fringes for that particular employee
- Use the [Back](#) button to return to the prior screen if you'd like to adjust work details for any employee. [At no time](#) should you use your browser's back button to return to a previous page (back arrow in upper left corner of your browser window). This will cause all previously entered information to be lost.
- When all the information you've entered is correct, click the [Finalize Contribution](#) button. Note: once you've clicked [Finalize Contribution](#), you cannot go back and make changes.

Enter a New Form - Contractor Details

Contractor Contribution Details

Contractor Name:	TEST CONTRACTOR			
Fund Name	Units	Basis	Rates	Amount
Health Welfare	25.00	Hours Worked	7.25000	\$181.25
Pension DB	25.00	Hours Worked	8.03000	\$200.75
Annuity	25.00	Hours Worked	4.00000	\$100.00
VACATION	25.00	Hours Worked	0.00000	\$0.00
HRA	25.00	Hours Worked	0.00000	\$0.00
Apprentice	25.00	Hours Worked	0.96000	\$24.00
IMPACT	25.00	Hours Worked	0.00000	\$0.00
Internat	25.00	Hours Worked	0.00000	\$0.00
LEGI	25.00	Hours Worked	0.04000	\$1.00
MRKT	25.00	Hours Worked	0.00000	\$0.00
SICK	25.00	Hours Worked	0.00000	\$0.00
HWSUPP	25.00	Hours Worked	0.00000	\$0.00
LABOR	25.00	Hours Worked	0.00000	\$0.00
ORGANIZE	25.00	Hours Worked	0.13000	\$3.25
NM CAF	25.00	Hours Worked	0.00000	\$0.00
DC SUP DUE	25.00	Hours Worked	0.00000	\$0.00
EVENT FUND	25.00	Hours Worked	0.00000	\$0.00
INDUSTRY ADVC	25.00	Hours Worked	0.00000	\$0.00
DUES	250.00	Gross Wages	0.06500	\$16.25
PENSUPP	0.00	Split	1.50000	\$0.00
				Total: \$526.50

Enter a New Form - Contractor Details

Employee Contribution Details

First Name: Luke

Last Name: Daniels

Fund	Units	Basis	Rate	Amount
Health Welfare	15.00	Hours Worked	7.25000	\$108.75
Pension DB	15.00	Hours Worked	8.03000	\$120.45
Annuity	15.00	Hours Worked	4.00000	\$60.00
VACATION	15.00	Hours Worked	0.00000	\$0.00
HRA	15.00	Hours Worked	0.00000	\$0.00
Apprentice	15.00	Hours Worked	0.96000	\$14.40
LABOR	15.00	Hours Worked	0.00000	\$0.00
ORGANIZE	15.00	Hours Worked	0.13000	\$1.95
DUES	100.00	Gross Wages	0.06500	\$6.50
NM CAF	15.00	Hours Worked	0.00000	\$0.00
DC SUP DUE	15.00	Hours Worked	0.00000	\$0.00
EVENT FUND	15.00	Hours Worked	0.00000	\$0.00
INDUSTRY ADVC	15.00	Hours Worked	0.00000	\$0.00
IMPACT	15.00	Hours Worked	0.00000	\$0.00
Internat	15.00	Hours Worked	0.00000	\$0.00
LEGI	15.00	Hours Worked	0.04000	\$0.60
MRKT	15.00	Hours Worked	0.00000	\$0.00
SICK	15.00	Hours Worked	0.00000	\$0.00
HWSUPP	15.00	Hours Worked	0.00000	\$0.00
PENSUPP	0.00	Split	1.50000	\$0.00
				Total: \$312.65

Enter a New Form - Finalize Contributions

Home		Electronic Contribution		Contribution Payment		Employer Information		News		Contact Us																																																																																																																																																																																																																																																																																																																										
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DUE</td><td>DCDU</td><td>25.00</td><td>2.00</td><td>250.00</td><td>25.00</td><td>Hours Worked</td><td>0.00000</td><td>\$0.00</td></tr> <tr><td>Default</td><td>EVENT FUND</td><td>EVT</td><td>25.00</td><td>2.00</td><td>250.00</td><td>25.00</td><td>Hours Worked</td><td>0.00000</td><td>\$0.00</td></tr> <tr><td>Default</td><td>INDUSTRY ADVC</td><td>IADV</td><td>25.00</td><td>2.00</td><td>250.00</td><td>25.00</td><td>Hours Worked</td><td>0.00000</td><td>\$0.00</td></tr> <tr><td>Default</td><td>IMPACT</td><td>IMP</td><td>25.00</td><td>2.00</td><td>250.00</td><td>25.00</td><td>Hours Worked</td><td>0.00000</td><td>\$0.00</td></tr> <tr><td>Default</td><td>Internat</td><td>IPAL</td><td>25.00</td><td>2.00</td><td>250.00</td><td>25.00</td><td>Hours Worked</td><td>0.00000</td><td>\$0.00</td></tr> <tr><td>Default</td><td>LEGI</td><td>LEGI</td><td>25.00</td><td>2.00</td><td>250.00</td><td>25.00</td><td>Hours Worked</td><td>0.04000</td><td>\$1.00</td></tr> <tr><td>Default</td><td>MRKT</td><td>MRKT</td><td>25.00</td><td>2.00</td><td>250.00</td><td>25.00</td><td>Hours Worked</td><td>0.00000</td><td>\$0.00</td></tr> <tr><td>Default</td><td>SICK</td><td>SICK</td><td>25.00</td><td>2.00</td><td>250.00</td><td>25.00</td><td>Hours Worked</td><td>0.00000</td><td>\$0.00</td></tr> <tr><td>Default</td><td>HWSUPP</td><td>HWSP</td><td>25.00</td><td>2.00</td><td>250.00</td><td>25.00</td><td>Hours Worked</td><td>0.00000</td><td>\$0.00</td></tr> <tr><td>Default</td><td>PENSUPP</td><td>DBSP</td><td>25.00</td><td>2.00</td><td>250.00</td><td>0.00</td><td>Split</td><td>1.50000</td><td>\$0.00</td></tr> <tr> <td colspan="10">TOTAL</td> <td>\$526.50</td> </tr> <tr> <td colspan="12"> Employee Details: <table border="1"> <thead> <tr> <th>SSN</th> <th>Name</th> <th>Work Class</th> <th>HW</th> <th>F</th> <th>GW</th> <th>DB</th> <th>DC</th> <th>VC</th> <th>HRA</th> <th>APR</th> <th>LBR</th> <th>ORG</th> <th>DU</th> <th>CAF</th> <th>DCDU</th> <th>EVT</th> 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DUE	DCDU	25.00	2.00	250.00	25.00	Hours Worked	0.00000	\$0.00	Default	EVENT FUND	EVT	25.00	2.00	250.00	25.00	Hours Worked	0.00000	\$0.00	Default	INDUSTRY ADVC	IADV	25.00	2.00	250.00	25.00	Hours Worked	0.00000	\$0.00	Default	IMPACT	IMP	25.00	2.00	250.00	25.00	Hours Worked	0.00000	\$0.00	Default	Internat	IPAL	25.00	2.00	250.00	25.00	Hours Worked	0.00000	\$0.00	Default	LEGI	LEGI	25.00	2.00	250.00	25.00	Hours Worked	0.04000	\$1.00	Default	MRKT	MRKT	25.00	2.00	250.00	25.00	Hours Worked	0.00000	\$0.00	Default	SICK	SICK	25.00	2.00	250.00	25.00	Hours Worked	0.00000	\$0.00	Default	HWSUPP	HWSP	25.00	2.00	250.00	25.00	Hours Worked	0.00000	\$0.00	Default	PENSUPP	DBSP	25.00	2.00	250.00	0.00	Split	1.50000	\$0.00	TOTAL										\$526.50	Employee Details: <table border="1"> <thead> <tr> <th>SSN</th> <th>Name</th> <th>Work Class</th> <th>HW</th> <th>F</th> <th>GW</th> <th>DB</th> <th>DC</th> <th>VC</th> <th>HRA</th> <th>APR</th> <th>LBR</th> <th>ORG</th> <th>DU</th> <th>CAF</th> <th>DCDU</th> 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- Clicking Finalize Contribution will take you to the above screen, which gives the below options.
 - Pay Now – Takes you to the next step so you can remit payment via ACH or Check
 - Print Invoice – Use this option to print a copy of the invoice for your records
 - Done - Use this option to enter another contribution form before making your payment

Enter a New Form - Pay Invoice(s)

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

Pending Payment

Select Contractor: BENESYS | TEST CONTRACTOR Invoice Number:
* Invoice Begin Date: 4/1/2024 * Invoice End Date: 5/1/2024

In accordance with the Collection Procedures, all employer contributions shall be made monthly and shall be due on the 20th day of the month after the month worked except for Local Union 21 employers, which shall be due on the 25th day of the month after the month of work. An employer contribution is delinquent if not received postmarked within five (5) business days of the due date. Pursuant to the collection policy adopted by the Trustees of the Intermountain Ironworkers, all payments received past the due date of the contribution are subject to liquidated damages of twenty percent (20%) of delinquent contributions. In addition, interest will accrue at a rate of seven percent (12%) per annum to be assessed from the delinquent date, until delinquent contributions are paid in full.

Pending Invoice:

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW24-00000004	04/30/2024	L210	Local 21 Omaha	BENESYS	\$526.50	DemoContractor	05/01/2024
<input type="checkbox"/>	CW24-00000003	03/31/2024	L27A	Ironworkers Local 27 Agreement	BENESYS	\$1,729.80	DemoContractor	04/30/2024
<input type="checkbox"/>	CW24-00000001	03/31/2024	L210	Local 21 Omaha	BENESYS	\$619.45	DemoContractor	04/23/2024

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- After selecting Pay Now, you will be taken to the Pending Payment page which will show all contribution forms entered on the website that have not yet been paid. Here, you will select the open invoice(s) you would like to remit payment for (via ACH or Check).
- Once you check the box(es) to the left of the invoice(s) desired, click the Select Invoice button.

Enter a New Form - Pay Invoice(s)

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

Pending Payment

Payment Summary
(1) Invoice Selected
Total amount due: \$526.50

[Make Payment](#) [Edit Selection](#)

Select Contractor: BENESYS | TEST CONTRACTOR Invoice Number:
* Invoice Begin Date: 4/1/2024 * Invoice End Date: 5/1/2024
[Search](#) [Clear](#)

In accordance with the Collection Procedures, all employer contributions shall be made monthly and shall be due on the 20th day of the month after the month worked except for Local Union 21 employers, which shall be due on the 25th day of the month after the month of work. An employer contribution is delinquent if not received postmarked within five (5) business days of the due date. Pursuant to the collection policy adopted by the Trustees of the Intermountain Ironworkers, all payments received past the due date of the contribution are subject to liquidated damages of twenty percent (20%) of delinquent contributions. In addition, interest will accrue at a rate of seven percent (12%) per annum to be assessed from the delinquent date, until delinquent contributions are paid in full.

Pending Invoice:

	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW24-00000004	04/30/2024	L210	Local 21 Omaha	BENESYS	\$526.50	DemoContractor	05/01/2024
<input type="checkbox"/>	CW24-00000003	03/31/2024	L27A	Ironworkers Local 27 Agreement	BENESYS	\$1,729.80	DemoContractor	04/30/2024
<input type="checkbox"/>	CW24-00000001	03/31/2024	L210	Local 21 Omaha	BENESYS	\$619.45	DemoContractor	04/23/2024

[Select Invoice](#) [Cancel](#)

- After clicking **Select Invoice**, the invoice(s) you've selected will show highlighted in orange and a "Payment Summary" will be displayed in the upper-left corner showing the total amount due for the selected invoice(s).
- If the amount is correct, click **Make Payment**.
 - Use the **Edit Selection** option if you selected the wrong invoice(s). This will allow you to change your selections.

Enter a New Form - Pay Invoice(s)

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

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW24-00000004	04/30/2024	Local 21 Omaha	BENESYS	\$526.50
TOTAL				\$526.50

Total Invoice Amount : **\$526.50**
Invoice Adjustment Amount:
Total Amount Due: **\$526.50**
Adjustment Reason:

Pay By: ACH(Online) Check

- Clicking Make Payment takes you to the above screen showing the invoice(s) you've selected and the total amount due.
- Option to adjust amount being paid
 - Use the Invoice Adjustment Amount field to enter an adjustment amount (if any). You may enter a positive or negative amount to increase or decrease the payment amount by the amount you've entered. This will automatically update your Total Amount Due.
 - When an adjustment amount is entered, you are required to also enter the reason for the adjustment in the Adjustment Reason box (e.g. Liquidated Damages or Over/Under payment from a prior period).

Enter a New Form - Pay Invoice(s)

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

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW24-00000004	04/30/2024	Local 21 Omaha	BENESYS	\$526.50
TOTAL				\$526.50

Total Invoice Amount : **\$526.50**
Invoice Adjustment Amount:
Total Amount Due: **\$526.50**
Adjustment Reason:

Pay By: ACH(Online) Check

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

Select Contractor:

* Routing Number:

* Bank Account Number:

* Account Type: Checking Saving

Bank Name:

WZKFJG

* Please enter the characters as shown in the image.

Enter a New Form - Pay Invoice(s)

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

ACH Payment

In accordance with the Collection Procedures, all employer contributions shall be made monthly and shall be due on the 20th day of the month after the month worked except for Local Union 21 employers, which shall be due on the 25th day of the month after the month of work. An employer contribution is delinquent if not received postmarked within five (5) business days of the due date. Pursuant to the collection policy adopted by the Trustees of the Intermountain Ironworkers, all payments received past the due date of the contribution are subject to liquidated damages of twenty percent (20%) of delinquent contributions. In addition, interest will accrue at a rate of seven percent (12%) per annum to be assessed from the delinquent date, until delinquent contributions are paid in full.

Total Amount Due: **\$526.50**

Bank Account Number: (Last 4 digits)

Routing Number: (Last 4 digits)

Bank Name:

Account Type:

Settlement Date:

*Note: Click Edit Account to correct your bank account.

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○ Once on the ACH Payment screen:

- Input a settlement date for when you would like the funds withdrawn from your account. Note: because there is a 2 work day lag between when ACH transactions are submitted and when they are deposited into the fringe fund's bank account, you must submit your payment at least 2 work days prior to when you want it to be considered paid.
- If you have an ACH block on your bank account, please make sure that you provide your bank the appropriate details in order for the payment to be processed.
- After selecting Submit, you will be taken to a Payment Confirmation page. This can be printed for your records. This information will also be saved under the Contribution Payments tab of the website.

If you select to pay by check, after you click Submit on the Make a Payment screen, you will be taken to a Payment Confirmation page. You will need to print and mail this Payment Confirmation with your check.

Modify A Saved Contribution Form



The screenshot shows the BeneSys Electronic Contribution page. At the top, there is a navigation bar with links: Home, Electronic Contribution (which is highlighted in yellow), Contribution Payment, Employer Information, News, and Contact Us. Below the navigation bar, the page title is "Electronic Contribution". A sub-instruction "Select the contractor from the list to submit your contributions" is displayed. On the left, there are three input fields: "Select Contractor:" with a dropdown menu showing "BENESYS | TEST CONTRACTOR", "Process Contribution:" with a dropdown menu showing "Modify / Submit Saved Contribution" (which is highlighted in red), and "*Batch Number:" with a text input field. A tooltip for the "Process Contribution:" dropdown is visible, listing options: "Enter New Contribution", "Modify / Submit Saved Contribution" (highlighted in red), "Upload Contribution File", and "Copy / Modify Previous Report Form". At the bottom of the page, there is a footer bar with links: Privacy Statement, Terms Of Use, and a copyright notice: "© 2024 by BeneSys, Inc."

- If you select Modify / Submit Saved Contribution from the Electronic Contribution page, you can open a previously saved contribution form and continue from where you left off. Saved but unsubmitted contribution forms are only saved for 30 days. Once you submit a contribution form, however, it is saved permanently.

Modify A Saved Contribution Form



The screenshot shows the BeneSys website's 'Electronic Contribution' section. At the top, there is a navigation bar with links for Home, Electronic Contribution (which is highlighted in yellow), Contribution Payment, Employer Information, News, and Contact Us. Below the navigation bar, the 'Electronic Contribution' section has a sub-header 'Electronic Contribution' and a sub-instruction 'Select the contractor from the list to submit your contributions'. The main form area contains three dropdown menus: 'Select Contractor:' (set to 'BENESYS | TEST CONTRACTOR'), 'Process Contribution:' (set to 'Modify / Submit Saved Contribution'), and a 'Batch Number' dropdown. The 'Batch Number' dropdown is expanded, showing a table with one row. The table has columns for 'Batch Number', 'CBA', 'Work Start Date', and 'Work End Date'. The row in the table is: 'CW24-00000009' (CBA), '(L27A) Ironworkers Lo', '04/01/2024', and '04/30/2024'. At the bottom of the page, there is a footer bar with links for Privacy Statement, Terms Of Use, and a copyright notice: '© 2024 by BeneSys, Inc.'

1. Select a saved batch by selecting its batch number from the Batch Number drop down list.
2. Click the Submit button.
3. The rest of the process is the same as entering a new contribution form (refer to instructions above).

Upload a Contribution File



Ironworkers Intermountain

Wednesday, May 1, 2024

My Profile Logout

Welcome Democontractor

Last Signed In: Wednesday, May 1, 2024

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: BENESYS | TEST CONTRACTOR

Work Start Date: 4/1/2024

Work End Date: 4/30/2024

Process Contribution: (highlighted)

Contribution Type:

 (highlighted)

CBA:

*File Name: No file chosen

- If you select Upload Contribution File from the Electronic Contribution page, you can upload contribution form data directly into the system from a data file in .CSV or .TXT format. These files can normally be extracted from your company's payroll system. Using this option can be helpful when there are a large number of employees for whom fringe contributions are being reported.
 1. Select a Work Start Date and Work End Date. If you are a monthly contractor, please use the first day and the last day of the month. If you are a weekly contractor, please use the payroll start and end dates.
 2. Select the appropriate CBA based on the work you are reporting for. This will pull the related fringe rates.
 3. Click the Choose File button to find the .CSV or .TXT file you want to use.

Upload a Contribution File

Whether you export from your payroll system or you use Excel to create spreadsheets with employee information, you need to save your file as a .CSV or .TXT file. Simply select “File,” “Save As,” and choose .CSV or .TXT from the “Save as type” drop down list.

Below is the file format that must be used in order to upload contributions. The columns must be in this exact order or an error will occur and you will be unable to upload. A header line should *not* be used in your file (i.e. employee contribution information should begin in row 1). If a header line is included, it will cause errors when uploading.

	A	B	C	D	E	F	G	H
1	SSN	Work Class	Last Name	First Name	Middle Initial	Hours Worked	Flat Rate	Gross Wages
2	123456789	HWHRA	Conners	Sarah	G		10	100
3	987654321	COM	Michaelson	Luke	V		20	10
4	753869421	COMNW	Petrov	David			35	1050

Work Class Codes

When uploading a contributions file, please be sure to only select work classes that are associated with the Collective Bargaining Agreement you are submitting contributions under. If a work class is used that is not associated with your CBA, you may receive unexpected results. All of the fund's work classes are shown below.

Code	Description
WYDFLT	Wyoming Default
VSL	Visiting Local
UTDFLT	Utah Default
UMBR	Unqualified Member
SHOP	SHOP
SECNHW	Secretary - No H&W
SECHWO	Secretary - H&W Only
SEC	Secretary
RCP7	RCP7
RCP3	RCP3
QMBR	Qualified Member
OFE	Office Employee
NRSA2	NRSA 2nd Annuity
NRSA	NRSA
NJS2	NJS2
NJS1	NJS1
NIPAL	No IPAL
NIA	No IA
NBRG	NBRG
MTIWDV	Maintenance Ironworkers Dues Vol
MTIW	Maintenance Ironworkers
L732	Local 732
L495	Local 495
L27	Local 27
L24	Local 24
L21	L21
KYDNA	Keyman Agreement
JNCAF	J Journeyman No CAF
INDIW	Industrial Ironworker
INDDFLT	Industrial Default

Code	Description
INDAPR	Industrial Apprentice
IND	Industrial
I1	I1
HWHRA	Health & HRA Only
DFLT	Default Work Classification
DBIW	Davis-Bacon Ironworkers
CVT	CVT
COMNW	Com No Working Dues
COMIW	Commercial Ironworker
COMDFLT	Commercial Default
COMAPRNW	Com Apprentice No Dues
COMAPR	Commercial Apprentice
COM	Commercial
BUSA	Business Agent
B8	B8
B1	B1
APP1	Apprentice - 1st period
ALE	Alumni Employee

Upload a Contribution File

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Contribution Entry Form

Contribution Batch

Contractor Name:	TEST CONTRACTOR	Contractor Number:	BENESYS
Batch Number:	CW24-00000015	Work End Date:	04/30/2024
CBA:	L24KS - Local 24 KS		

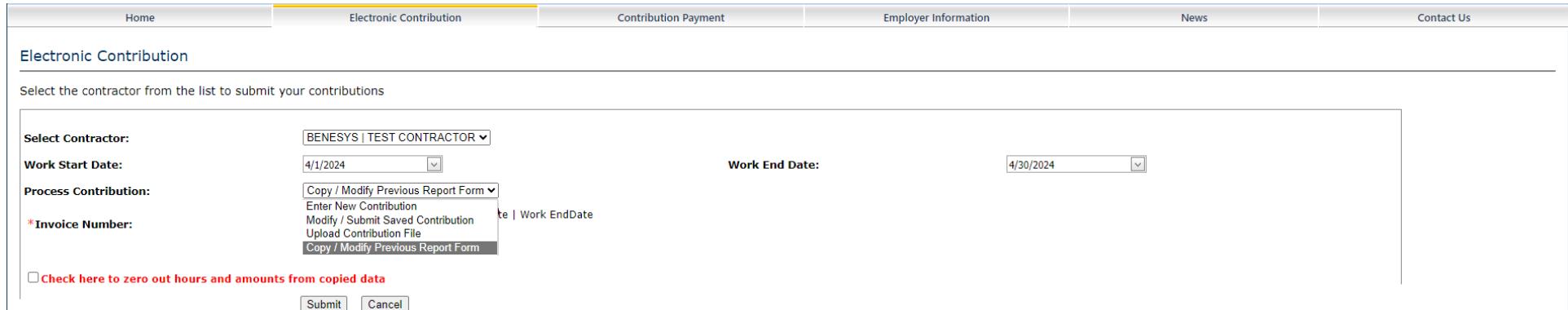
[Rate Inquiry](#) [Add Employee](#) [Delete Employee](#) [Save and Complete Later](#) [Calculate Contribution](#) [Cancel](#)

*Contact the Benefit Office to add new Work Classifications.
Please contact the Fund Office if you need a work classification changed for a member or a member removed from your billing screen.

Row No	SSN	Work Class	First Name	MI	Last Name	Hours Worked	Flat Rate	Gross Wages	Delete?
1	123456789	HEALTH & HRA ONLY	Sarah	G	Conners	10.00	1.00	100.00	<input type="checkbox"/>
2	987654321	COMMERCIAL	Luke	V	Michaelson	20.00	1.00	10.00	<input type="checkbox"/>
3	753869421	COM NO WORKING DUES	David		Petrov	35.00	1.00	1050.00	<input type="checkbox"/>
4		COM NO WORKING DUES				0.00	0.00	0.00	<input type="checkbox"/>

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

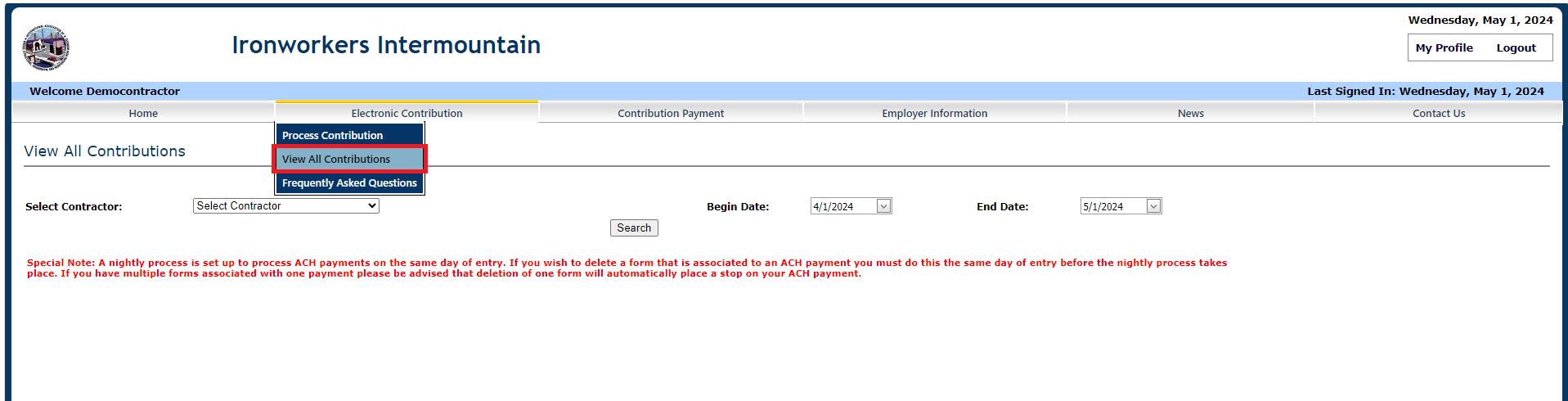
Copy/Modify Previous Report Form



The screenshot shows a navigation bar with links: Home, Electronic Contribution (highlighted in yellow), Contribution Payment, Employer Information, News, and Contact Us. Below the navigation bar is a section titled "Electronic Contribution" with the sub-instruction "Select the contractor from the list to submit your contributions". The "Select Contractor:" dropdown is set to "BENESYS | TEST CONTRACTOR". The "Work Start Date:" field is set to "4/1/2024" and the "Work End Date:" field is set to "4/30/2024". A dropdown menu is open over the "Process Contribution:" field, showing options: "Copy / Modify Previous Report Form" (highlighted in red), "Enter New Contribution", "Modify / Submit Saved Contribution", and "Upload Contribution File". Below the dropdown menu is a checkbox labeled "Check here to zero out hours and amounts from copied data". At the bottom are "Submit" and "Cancel" buttons.

- If you select Copy / Modify Previous Report Form from the Electronic Contribution page, you will be able to reuse electronic contribution data previously input into the system for the current month you are now entering. This option will auto-populate the same Employees (with SSN & names) as were previously used by you for the selected CBA. This can be beneficial when you consistently report on the same employees each pay period.
 1. Select a Work Start Date and Work End Date. If you are a monthly contractor, please use the first day and the last day of the month. If you are a weekly contractor, please use the payroll start and end dates.
 2. From the Invoice Number drop down list, select the Invoice you would like to copy.
 3. Check the box in the bottom left of the screen to zero out any information from the copied data. This will keep the same employees but zero out their form details so you can enter the correct amounts for this pay period.
 4. Click the Submit button.
 5. The rest of the process is the same as entering a new contribution form (refer to instructions above).

How to View Past Contribution Forms



The screenshot shows the Ironworkers Intermountain website interface. At the top, there is a logo, the site name "Ironworkers Intermountain", the date "Wednesday, May 1, 2024", and links for "My Profile" and "Logout". Below the header, a navigation bar includes links for "Welcome Democontractor", "Home", "Electronic Contribution", "Contribution Payment", "Employer Information", "News", and "Contact Us". A sub-menu for "View All Contributions" is displayed, with the "View All Contributions" link highlighted by a red box. Other options in this menu are "Process Contribution" and "Frequently Asked Questions". Below the menu, there is a "Select Contractor:" dropdown, search fields for "Begin Date" (4/1/2024) and "End Date" (5/1/2024), and a "Search" button. A note at the bottom states: "Special Note: A nightly process is set up to process ACH payments on the same day of entry. If you wish to delete a form that is associated to an ACH payment you must do this the same day of entry before the nightly process takes place. If you have multiple forms associated with one payment please be advised that deletion of one form will automatically place a stop on your ACH payment."

- You can view all your previously submitted contributions by selecting the View All Contributions link as shown above.

How to View Past Contribution Forms

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

[View All Contributions](#)

Select Contractor:

Begin Date: End Date:

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

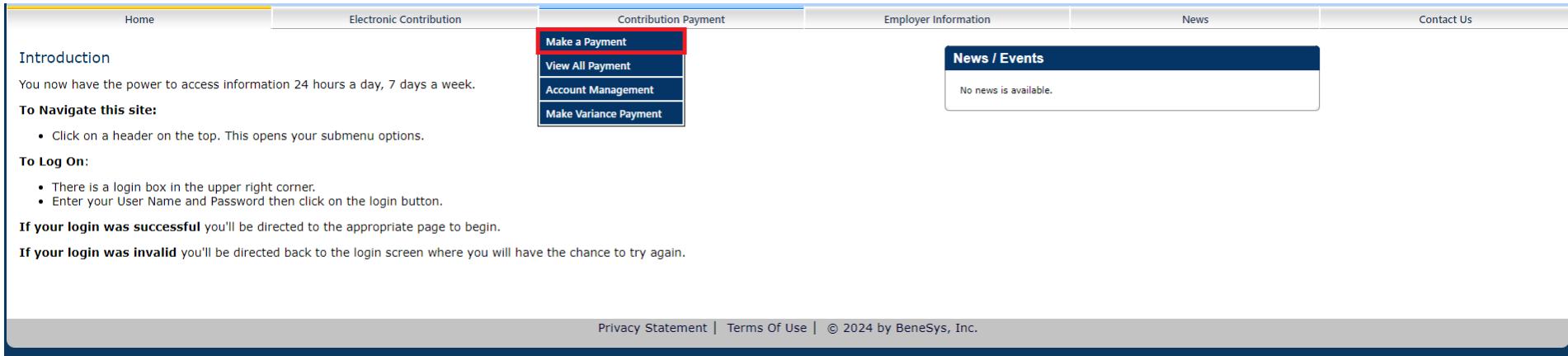
- Once on the View All Contributions screen, you can select a contractor name from the drop down list (some contractors can have multiple contractor numbers to choose from based upon how their account is setup).
- Once you click the Search button it will show a screen with all past contribution forms for the contractor you've selected (see below).

How to View Past Contribution Forms

Home	Electronic Contribution	Contribution Payment	Employer Information		News	Contact Us							
View All Contributions													
Select Contractor:	BENESYS TEST CONTRACTOR		Begin Date:	4/1/2024	End Date:	5/1/2024							
<input type="button" value="Search"/>													
Special Note: A nightly process is set up to process ACH payments on the same day of entry. If you wish to delete a form that is associated to an ACH payment you must do this the same day of entry before the nightly process takes place. If you have multiple forms associated with one payment please be advised that deletion of one form will automatically place a stop on your ACH payment.													
Invoice #	Wrk Date	Section Code	Section	No.Empl	Cont No.	Contractor	Amount	Status	Payment	Deposit Dt	Submitter	Trans. Dt	Del
CW24-00000004	04/30/2024	L210	Local 21 Omaha	2	BENESYS	TEST CONTRACTOR	\$526.50	Pending			DemoContractor	05/01/2024	<input type="checkbox"/>
CW24-00000003	03/31/2024	L27A	Ironworkers Local 27 Agreement	3	BENESYS	TEST CONTRACTOR	\$1,729.80	Pending			DemoContractor	04/30/2024	<input type="checkbox"/>
CW24-00000002	03/31/2024	L210	Local 21 Omaha	2	BENESYS	TEST CONTRACTOR	\$627.25	Pending	ACH - Adjusted	05/02/2024	DemoContractor	04/30/2024	<input type="checkbox"/>
CW24-00000001	03/31/2024	L210	Local 21 Omaha	2	BENESYS	TEST CONTRACTOR	\$619.45	Pending			DemoContractor	04/23/2024	<input type="checkbox"/>

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

How to Make Payments on Multiple Saved Forms



The screenshot shows a website layout with a navigation bar at the top. The navigation bar includes links for Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. The 'Contribution Payment' link is currently active, as indicated by a blue background. A dropdown menu for 'Contribution Payment' is open, showing four options: 'Make a Payment' (which is highlighted with a red box), 'View All Payment', 'Account Management', and 'Make Variance Payment'. To the right of the dropdown, there is a 'News / Events' section with a message stating 'No news is available.' At the bottom of the page, there is a footer with links for 'Privacy Statement', 'Terms Of Use', and a copyright notice: '© 2024 by BeneSys, Inc.'

- **If you have entered and saved multiple invoices and have not yet processed a payment for them, you can process one payment for multiple invoices, whether by ACH or Check.**
- **From the Contribution Payment dropdown menu choose Make a Payment (see above).**

How to Make Payments on Multiple Saved Forms

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

Pending Payment

Payment Summary
(1) Invoice Selected
Total amount due: **\$526.50**

Make Payment **Edit Selection**

Select Contractor: **BENESYS | TEST CONTRACTOR** Invoice Number:
* Invoice Begin Date: **4/1/2024** * Invoice End Date: **5/1/2024**

Search **Clear**

In accordance with the Collection Procedures, all employer contributions shall be made monthly and shall be due on the 20th day of the month after the month worked except for Local Union 21 employers, which shall be due on the 25th day of the month after the month of work. An employer contribution is delinquent if not received postmarked within five (5) business days of the due date. Pursuant to the collection policy adopted by the Trustees of the Intermountain Ironworkers, all payments received past the due date of the contribution are subject to liquidated damages of twenty percent (20%) of delinquent contributions. In addition, interest will accrue at a rate of seven percent (12%) per annum to be assessed from the delinquent date, until delinquent contributions are paid in full.

Pending Invoice:

Select Invoice **Cancel**

	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW24-00000004	04/30/2024	L210	Local 21 Omaha	BENESYS	\$526.50	DemoContractor	05/01/2024
<input type="checkbox"/>	CW24-00000003	03/31/2024	L27A	Ironworkers Local 27 Agreement	BENESYS	\$1,729.80	DemoContractor	04/30/2024
<input type="checkbox"/>	CW24-00000001	03/31/2024	L210	Local 21 Omaha	BENESYS	\$619.45	DemoContractor	04/23/2024

Select Invoice **Cancel**

- Once on the Make a Payment screen, all contribution forms that have not been finalized for payment will be listed.
- If you would like to filter the unpaid invoices, you can enter an Invoice Begin and Invoice End date to narrow or widen your search results.
- To pay invoice(s), check the box to the left of the Invoice Numbers you would like to pay, then click the Select Invoice button. This will combine all forms you selected into one payment amount and you can continue to make your payment through the normal payment process (refer to instructions above).

Questions

For questions, enrollment, or training, please call 801-904-4897 or 888-867-9510 and ask to speak with someone from our Contributions Team.