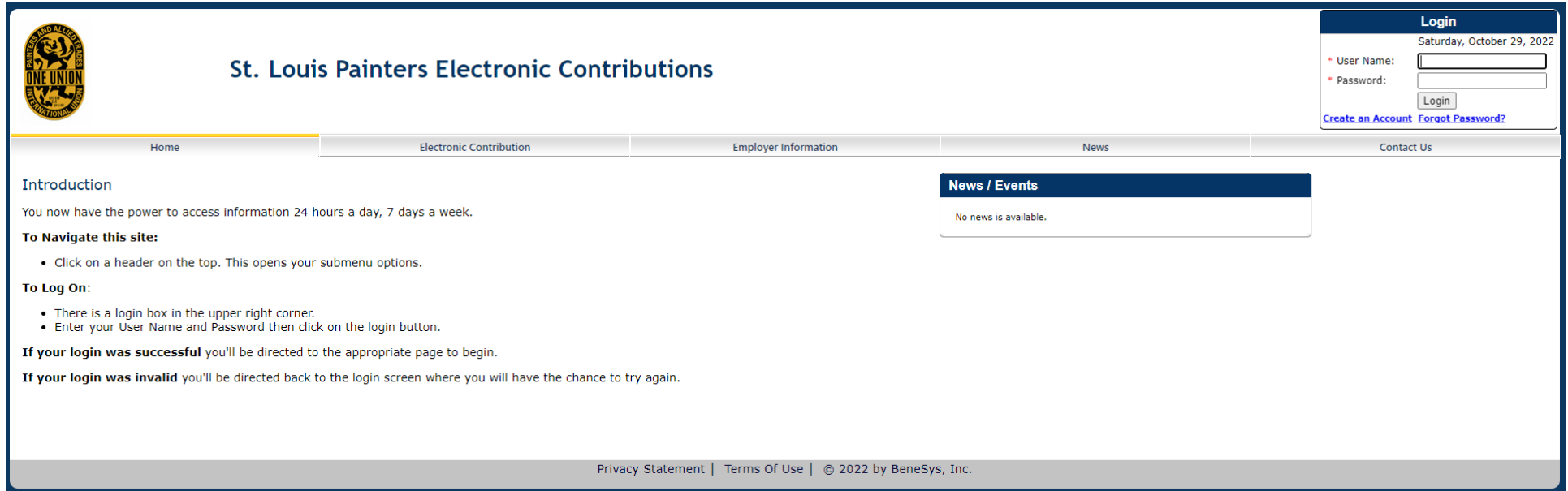


St. Louis Painters Contractor Electronic Contribution Website User Manual

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
- Changes made from the old website

Web Address: www.stlouispaintersemployerinfo.org



St. Louis Painters Electronic Contributions

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

Introduction
You now have the power to access information 24 hours a day, 7 days a week.

To Navigate this site:

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

To Log On:

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

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

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

Login
Saturday, October 29, 2022
User Name:
Password:

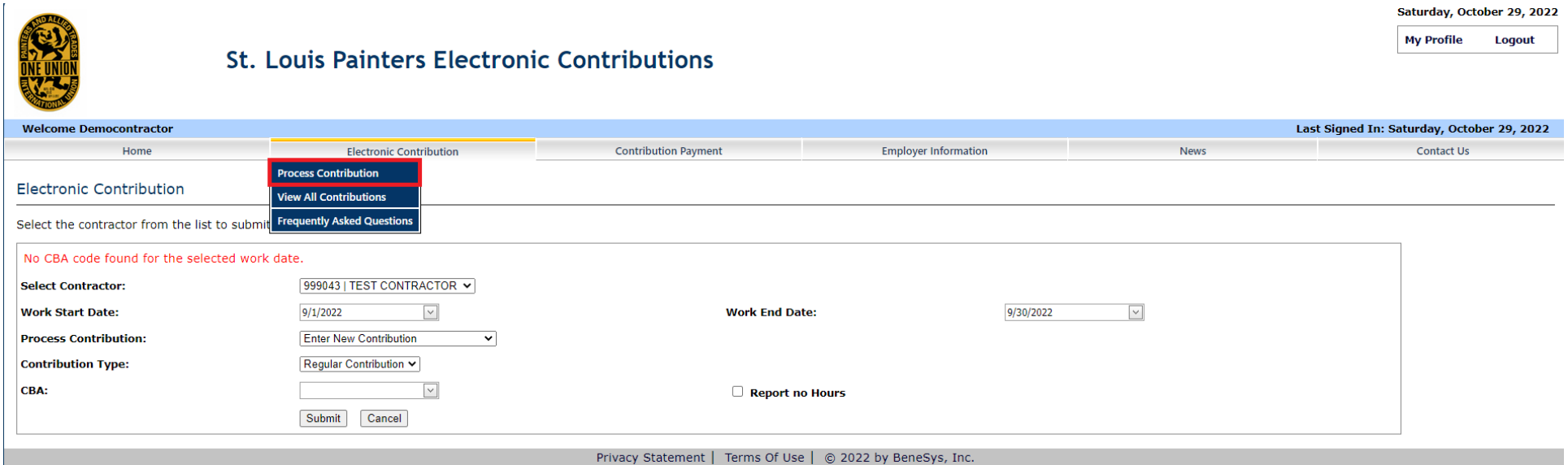
[Create an Account](#) [Forgot Password?](#)

News / Events
No news is available.

[Privacy Statement](#) | [Terms Of Use](#) | © 2022 by BeneSys, Inc.

- To log in to this site, you will need to contact the BeneSys office to register, at which point you will be mailed two separate introduction letters. These letters will contain the contractor number and identification number needed for registration. Once you have received your letters, navigate to the website and click on the “Create an Account” option in the top right corner of the website, where you will create a user name and password for your account.
- If you have any difficulty when creating your account, please call 314-656-1072, where someone will assist you.


Let's Get Started



The screenshot shows the 'St. Louis Painters Electronic Contributions' web application. At the top left is the Painters and Allied Trades 'ONE UNION' logo. The page title is 'St. Louis Painters Electronic Contributions'. On the top right, it says 'Saturday, October 29, 2022' and has links for 'My Profile' and 'Logout'. Below the title is a navigation bar with tabs: 'Home', 'Electronic Contribution' (highlighted), 'Contribution Payment', 'Employer Information', 'News', and 'Contact Us'. Under the 'Electronic Contribution' tab, a dropdown menu is open with options: 'Process Contribution' (highlighted with a red box), 'View All Contributions', and 'Frequently Asked Questions'. The main content area shows a message: 'No CBA code found for the selected work date.' Below this is a form with fields for 'Select Contractor:' (999043 | TEST CONTRACTOR), 'Work Start Date:' (9/1/2022), 'Work End Date:' (9/30/2022), 'Process Contribution:' (Enter New Contribution), 'Contribution Type:' (Regular Contribution), and 'CBA:' (empty). There are 'Submit' and 'Cancel' buttons at the bottom of the form. A footer at the bottom contains links for 'Privacy Statement', 'Terms Of Use', and '© 2022 by BeneSys, Inc.'

- 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



Monday, October 31, 2022

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

St. Louis Painters Electronic Contributions

Welcome Democontractor

Home

Electronic Contribution

Contribution Payment

Employer Information

News

Contact Us

Last Signed In: Monday, October 31, 2022

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor:

Work Start Date:

9/1/2022

Process Contribution:

Enter New Contribution

Contribution Type:

Regular Contribution

CBA:

Bonded Contractor

Work End Date:

9/30/2022

☐ Report no Hours

Submit

Cancel

- **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



St. Louis Painters Electronic Contributions

Saturday, October 29, 2022

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

Welcome Democontractor						Last Signed In: Saturday, October 29, 2022	
Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us		

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor:	<div></div>		
Work Start Date:	<div>9/1/2022</div>	Work End Date:	<div>9/30/2022</div>
Process Contribution:	<div>Enter New Contribution</div>		
Contribution Type:	<div>Regular Contribution</div>		
CBA:	<div>Bonded Contractor</div>	<input type="checkbox"/>	Report no Hours
	<div>Submit Cancel</div>		

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.
 - a. For a mapping of prior CBAs to the new CBAs and work classes, please see page 22.
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
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Contribution Entry Form

Contribution Batch	
Contractor Name:	██████████
Batch Number:	CW22-00000027
CBA:	B - Bonded Contractor
Contractor Number:	██████████
Work End Date:	09/30/2022

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

Dues TP will be calculated as follows:

- 1) Enter the Pay Rate amount for the employee.
 - 2) This will be multiplied against the number of hours worked entered for the employee.
 - 3) To that result will be added the Welfare, Pension DB, Appr_JM, Vacation, Labor Management, & FTI amounts calculated for the employee.
 - 4) The result of that will be multiplied by the Dues TP rate (3.65 as of September 2020) to calculate the Dues TP amount owed.
- Payments for Employer Contributions, if not made electronically via this website, should be sent to: St. Louis Painters Benefit Funds, P.O. Box 790379, St. Louis, MO 63179-0379.

Row No	SSN	Work Class	First Name	MI	Last Name	Hours Worked	Gross Wages	Pay Rate	Delete?
1	789456123	APPRENTICE 1ST TO 2ND YEAR	Jane	L	Smith	120.00	100.00	100.00	<input type="checkbox"/>
2	741852963	APPRENTICE 1ST TO 2ND YEAR	John	M	Smith	100.00	50.00	50.00	<input type="checkbox"/>
3		APPRENTICE 1ST TO 2ND YEAR				0.00	0.00	0.00	<input type="checkbox"/>

- 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.
- Noted in red is the formula used to calculate the Dues TP amount, the Total Package Pay Rate.
- Next to the SSN is the Work Class. See the Rate Inquiry and later the Work Class section for a breakdown of Work Classes.
 - For a mapping of prior CBAs to the new CBAs and work classes, please see page 22.
- For a breakdown of rates by CBA and work class, click Rate Inquiry, and the screen shown on page 7 will show.
- Enter the Hours Worked amounts, Gross Wages amounts, and PayRate 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 screen shown on page 8 will show.

Enter a New Form – Rate Inquiry

Fringes & Rates

Filter by Work Class:

Work Class	Name	Rate
Apprentice 1st to 2nd year(BNP)	Welfare	7.8100
Apprentice 1st to 2nd year(BNP)	Pension DB	0.0000
Apprentice 1st to 2nd year(BNP)	Dues % GR	0.0000
Apprentice 1st to 2nd year(BNP)	Appr_JM	0.4900
Apprentice 1st to 2nd year(BNP)	Vacation	1.0600
Apprentice 1st to 2nd year(BNP)	Labor Management	0.0700
Apprentice 1st to 2nd year(BNP)	FTI	0.1000
Apprentice 1st to 2nd year(BNP)	FCI Adv	0.0000
Apprentice 1st to 2nd year(BNP)	Admin Dues	0.1000
Apprentice 1st to 2nd year(BNP)	Dues TP	0.0365
Apprentice 1st to 2nd year(BNP)	Foundation	0.2600
Apprentice 1st to 2nd year(BNP)	VAC Admin	0.0600
Apprentice 1st to 2nd year(BNP)	Escrow	0.0000
Apprentice 1st to 2nd year Drywa(BNP-DR)	Welfare	7.8100
Apprentice 1st to 2nd year Drywa(BNP-DR)	Pension DB	0.0000
Apprentice 1st to 2nd year Drywa(BNP-DR)	Dues % GR	0.0000
Apprentice 1st to 2nd year Drywa(BNP-DR)	Appr_JM	0.4900
Apprentice 1st to 2nd year Drywa(BNP-DR)	Vacation	1.0600
Apprentice 1st to 2nd year Drywa(BNP-DR)	Labor Management	0.0700

Fringes & Rates

Filter by Work Class:

Work Class	Name	Rate
Welfare Only(W)	Welfare	7.8100
Welfare Only(W)	Pension DB	0.0000
Welfare Only(W)	Dues % GR	0.0000
Welfare Only(W)	Appr_JM	0.0000
Welfare Only(W)	Vacation	0.0000
Welfare Only(W)	Labor Management	0.0000
Welfare Only(W)	FTI	0.0000
Welfare Only(W)	FCI Adv	0.0000
Welfare Only(W)	Admin Dues	0.0000
Welfare Only(W)	Dues TP	0.0000
Welfare Only(W)	Foundation	0.0000
Welfare Only(W)	VAC Admin	0.0000
Welfare Only(W)	Escrow	0.0000

Close

- The Rate Inquiry Screen is a breakdown of the newly added Work Classes.
- This shows the various rates each fund will have per the Work Class
- The Screen can be further filtered on the various Work Classes available.
- A breakdown on how to report based on the previous Work Classes is available at the [Work Class](#) section

Enter a New Form – Calculate Contributions

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[Electronic Contribution](#)
[Contribution Payment](#)
[Employer Information](#)
[News](#)
[Contact Us](#)

Process Contribution

Contribution Batch

Contractor Name:

Contractor Number:

Batch Number:
CW22-00000029

Work End Date:
09/30/2022

CBA:
B - Bonded Contractor

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

- The [View Details](#) link under Contractor Contribution Details will show you a breakdown of all calculated fringes
 - See next page in user guide to see Contractor
- The [View Details](#) link under Employee Contribution Details will show you a breakdown of all calculated fringes for that particular employee
 - See page after next in user guide to see Employee Breakdown
- 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: [REDACTED]

Fund Name	Units	Basis	Rates	Amount
Welfare	30.00	Hours Worked	7.81000	\$234.30
Appr_JM	30.00	Hours Worked	0.49000	\$14.70
Vacation	30.00	Hours Worked	1.06000	\$31.80
Labor Management	30.00	Hours Worked	0.07000	\$2.10
FTI	30.00	Hours Worked	0.10000	\$3.00
Admin Dues	0.00	Split	0.10000	\$0.00
Dues TP	2,849.75	Total Package Pay Rate	0.03650	\$71.76
Foundation	30.00	Hours Worked	0.26000	\$7.80
				Total: \$365.46

Close

This screen will show the breakdown of funds, units, their rates, and amounts to be paid for the selected work class.

Enter a New Form - Contractor Details

Employee Contribution Details

First Name:

Jack

Last Name:

Dane

Fund	Units	Basis	Rate	Amount
Welfare	10.00	Hours Worked	7.81000	\$78.10
Pension DB	10.00	Hours Worked	8.01000	\$80.10
Appr_JM	10.00	Hours Worked	0.49000	\$4.90
Vacation	10.00	Hours Worked	1.06000	\$10.60
Labor Management	10.00	Hours Worked	0.07000	\$0.70
FTI	10.00	Hours Worked	0.10000	\$1.00
Foundation	10.00	Hours Worked	0.26000	\$2.60
Admin Dues	0.00	Split	0.10000	\$0.00
Dues TP	475.40	Total Package Pay Rate	0.03650	\$17.35
				Total: \$195.35

Close

This screen shows the breakdown of funds, units, their rates, and amounts to be paid for the individual employee.

Enter a New Form - Finalize Contributions

Contribution Batch	
Contractor Name:	
Batch Number:	CW22-00000055
CBA:	B - Bonded Contractor
Contractor Number:	
Work End Date:	09/30/2022

INVOICE # CW22-00000028	
Your Calculated Contributions for work ending 09/30/2022:	\$753.35
Remittance Amount Due:	\$753.35
Invoice #:	CW22-00000028 * PLEASE WRITE THIS INVOICE NUMBER ON THE CHECK THAT YOU MAIL AND PLEASE BE SURE TO INCLUDE A COPY OF THIS INVOICE WITH YOUR CHECK(S).
Invoice Date:	11/01/2022
<input type="button" value="Pay Now"/> <input type="button" value="Print Invoice"/> <input type="button" value="Done"/>	

Amount Due:

Work Class	Fund	Fund Code	Hours Worked	Gross Wages	Pay Rate	Calc Hrs	Basis	Rate	Amount
Default	Welfare	HW	10.00	30.00	50.00	10.00	Hours Worked	7.81000	\$78.10
Default	Pension DB	DB	10.00	30.00	50.00	10.00	Hours Worked	8.01000	\$80.10
Default	Dues % GR	DU	10.00	30.00	50.00	30.00	Gross Wages	0.00000	\$0.00
Default	Appr_JM	APPR	10.00	30.00	50.00	10.00	Hours Worked	0.49000	\$4.90
Default	Vacation	VAC	10.00	30.00	50.00	10.00	Hours Worked	1.06000	\$10.60
Default	Labor Management	LABOR	10.00	30.00	50.00	10.00	Hours Worked	0.07000	\$0.70
Default	FTI	FTI	10.00	30.00	50.00	10.00	Hours Worked	0.10000	\$1.00
Default	FCI Adv	FCIAd	10.00	30.00	50.00	10.00	Hours Worked	0.00000	\$0.00
Default	Admin Dues	Admin	10.00	30.00	50.00	0.00	Split	0.10000	\$0.00
Default	Dues TP	DuesT	10.00	30.00	50.00	675.40	Total Package Pay Rate	0.03650	\$24.65
Default	Foundation	Found	10.00	30.00	50.00	10.00	Hours Worked	0.26000	\$2.60
Apprentice 1st to 2nd year	Welfare	HW	50.00	62.00	50.00	50.00	Hours Worked	7.81000	\$390.50
Apprentice 1st to 2nd year	Pension DB	DB	50.00	62.00	50.00	50.00	Hours Worked	0.00000	\$0.00
Apprentice 1st to 2nd year	Dues % GR	DU	50.00	62.00	50.00	62.00	Gross Wages	0.00000	\$0.00
Apprentice 1st to 2nd year	Appr_JM	APPR	50.00	62.00	50.00	50.00	Hours Worked	0.49000	\$24.50
Apprentice 1st to 2nd year	Vacation	VAC	50.00	62.00	50.00	50.00	Hours Worked	1.06000	\$53.00
Apprentice 1st to 2nd year	Labor Management	LABOR	50.00	62.00	50.00	50.00	Hours Worked	0.07000	\$3.50
Apprentice 1st to 2nd year	FTI	FTI	50.00	62.00	50.00	50.00	Hours Worked	0.10000	\$5.00
Apprentice 1st to 2nd year	FCI Adv	FCIAd	50.00	62.00	50.00	50.00	Hours Worked	0.00000	\$0.00
Apprentice 1st to 2nd year	Admin Dues	Admin	50.00	62.00	50.00	0.00	Split	0.10000	\$0.00
Apprentice 1st to 2nd year	Dues TP	DuesT	50.00	62.00	50.00	1,676.50	Total Package Pay Rate	0.03650	\$61.20
Apprentice 1st to 2nd year	Foundation	Found	50.00	62.00	50.00	50.00	Hours Worked	0.26000	\$13.00
TOTAL									\$753.35

Employee Details:

Name	Work Class	HW	GW	PR	DB	DU	APPR	VAC	LABOR	FTI	FCIAd	Admin	DuesT	Found
FREDE, SAM L	Apprentice 1st to 2nd year	\$20.00	\$22.00	30.00	\$0.00	\$0.00	\$9.80	\$21.20	\$1.40	\$2.00	\$0.00	\$0.00	\$28.86	\$5.20
LITTON, CHAD E	Default	\$10.00	\$30.00	50.00	\$80.10	\$0.00	\$4.90	\$10.60	\$0.70	\$1.00	\$0.00	\$0.00	\$24.65	\$2.60
LITTON, CHAD E	Apprentice 1st to 2nd year	\$30.00	\$40.00	20.00	\$0.00	\$0.00	\$14.70	\$31.80	\$2.10	\$3.00	\$0.00	\$0.00	\$32.34	\$7.80
TOTAL		\$120.00	\$92.00	100.00	\$80.10	\$0.00	\$29.40	\$63.60	\$4.20	\$6.00	\$0.00	\$0.00	\$85.85	\$15.60

- 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:	<input type="text"/>	Invoice Number:	<input type="text"/>
* Invoice Begin Date:	<input type="text" value="9/29/2022"/>	* Invoice End Date:	<input type="text" value="10/29/2022"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>			

Delinquent Employers shall be assessed liquidated damages of 10% up to thirty (30) days of delinquency, after which liquidated damages of 1 ½ % shall be assessed compounded monthly until the full contribution is made. Payments to funds shall be due on the Friday after the previous pay week.

If you have ACH Block or Filtering on the bank account listed below, the Company ID for this transaction will be 237099221.

Pending Invoice:

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW22-00000009	09/30/2022	B	Bonded Contractor	<input type="text"/>	\$2,909.32	DemoContractor	10/29/2022

- 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: \$2,909.32

Make Payment Edit Selection

Select Contractor:

* Invoice Begin Date:

Invoice Number:

* Invoice End Date:

Search Clear

Delinquent Employers shall be assessed liquidated damages of 10% up to thirty (30) days of delinquency, after which liquidated damages of 1 ½ % shall be assessed compounded monthly until the full contribution is made. Payments to funds shall be due on the Friday after the previous pay week.

If you have ACH Block or Filtering on the bank account listed below, the Company ID for this transaction will be 237099221.

Pending Invoice:

Select Invoice Cancel

	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW22-00000009	09/30/2022	B	Bonded Contractor		\$2,909.32	DemoContractor	10/29/2022

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)

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Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW22-00000009	09/30/2022	Bonded Contractor		\$2,909.32
TOTAL				\$2,909.32

Total Invoice Amount : \$2,909.32

Invoice Adjustment Amount:

Total Amount Due: \$2,909.32

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)

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Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW22-00000009	09/30/2022	Bonded Contractor		\$2,909.32
TOTAL				\$2,909.32

Total Invoice Amount : **\$2,909.32**
Invoice Adjustment Amount:
Total Amount Due: **\$2,909.32**
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: Conversion Bank Account



* Please enter the characters as shown in the image.

Enter a New Form - Pay Invoice(s)

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ACH Payment

Delinquent Employers shall be assessed liquidated damages of 10% up to thirty (30) days of delinquency, after which liquidated damages of 1 ½ % shall be assessed compounded monthly until the full contribution is made. Payments to funds shall be due on the Friday after the previous pay week.

If you have ACH Block or Filtering on the bank account listed below, the Company ID for this transaction will be 237099221.

Total Amount Due: \$2,909.32

Bank Account Number: (Last 4 digits) [REDACTED]

Routing Number: (Last 4 digits) [REDACTED]

Bank Name: [REDACTED]

Account Type: Checking

Settlement Date: 11/1/2022

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

○ **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

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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor:	<div></div>
Process Contribution:	<div>Modify / Submit Saved Contribution</div>
* Batch Number:	<div>Enter New Contribution</div> <div>Modify / Submit Saved Contribution</div> <div>Upload Contribution File</div> <div>Copy / Modify Previous Report Form</div>

- 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

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

Select the contractor from the list to submit your contributions

Select Contractor:
Process Contribution:
*Batch Number:

Modify / Submit Saved Contribution

Batch Number | CBA | Work StartDate | Work EndDate

Batch Number	CBA	Work Start Date	Work End Date
CW22-00000007	(B) Bonded Contractor	09/01/2022	09/30/2022
CW22-00000004	(B) Bonded Contractor	09/01/2022	09/30/2022
CW22-00000003	(B) Bonded Contractor	09/01/2022	09/30/2022

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

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

Select the contractor from the list to submit your contributions

Select Contractor:

Work Start Date:

Process Contribution:

Contribution Type:

CBA:

Enter New Contribution

Enter New Contribution

Modify / Submit Saved Contribution

Upload Contribution File

Copy / Modify Previous Report Form

Submit

Cancel

Work End Date:

☐ Report no Hours

- 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.
 - For a mapping of prior CBAs to the new CBAs and work classes, please see page 22.
 3. Click the Browse button to find the .CSV or .TXT file you want to use.

Upload a Contribution File

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

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

	SSN	WorkClass	Last Name	First Name	Middle Initial	Hours Worked	Gross Wages	Pay Rate	
	A	B	C	D	E	F	G	H	I
1	558822691	DFLT	Dane	Jack	L	10	20	30	
2	778411256	DFLT-DR	Lui	Luke	M	15	30	60	
3	741852963	W	Milo	Miko	M	15	30	12	
4	754126119	BNP	Josh	Sayer	M	30	30	56	
5	114477258	NVL	Like	Daniels	M	20	30	60	
6	999666333	OD	Srek	Vren	B	15	15	68	

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
132	PRODUCTION C
58	Only Dues (Out of Area)
A1	1st year Apprentice
A2	Second Year Apprentice
A3	3rd year Apprentice
A4	4th year Apprentice
BNF	Bond No Foundation
BNP	Apprentice 1st to 2nd year
BNP-DR	Apprentice 1st to 2nd year Drywall
BST	Bridges, Stacks, Tanks
COLL	Collection
COM	Commerical
DFLT	Default Work Classification
DFLT-DR	Default Drywall
FORE	Foreman
FRM	Foreman
GFOR	General Foreman
IC	Independent Contractor

IND	Industrial
JRNY	JOURNEYMAN
NVL	No Vacation, No LMCF / FCI Adv, No Foundation/Indu
OA	Out of Area
OD	Out of Area (Only Dues)
P2	2nd six-month Pre-Apprentice
PA	Pre-Apprentice
RES	Residential
RES-DRY	Residential Drywall
SA	Sketch Artist
SH	Summer Help
TP	Tool Pay
W	Welfare Only
WPD	Welfare, Pension, Dues Only

Work Class Codes – Breakdown

To facilitate proper reporting and to lessen the issues that may arise from the introduction of Work Class codes, the following is a breakdown on how to report based on the changes made. Of note, the DFLT Work class refers to both a Default Work Classification and Apprentice 3rd year to Journeyman.

If you previously reported under the CBA Code below...	Please report under this new CBA Code...	And this new Work Class Code
WPD	B	WPD
W	B	W
OD	B	OD
NVL	B	NVL
NB	B	DFLT
GLZ	GLZ	DFLT
FLW	FLW	DFLT
CJC	CJC	DFLT
CGV	CGV	DFLT
BNP	B	BNP - or - BNP-DR
BNF	B	BNF
BND	BND	DFLT or DFLT-DR
B	B	DFLT or DFLT-DR
774	774	DFLT - or - W
672	B	DFLT-DR
00	B	DFLT
IC	B	IC
BOO	B	DFLT or DFLT-DR
BOW	B	DFLT or DFLT-DR
BW	B	DFLT or DFLT-DR
CGV	CGV	DFLT
NBP	B	BNP - or - BNP-DR

Upload a Contribution File

Home	Electronic Contribution	Contribution Payment	Employer Information	News
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Contribution Entry Form

Contribution Batch			
Contractor Name:		Contractor Number:	
Batch Number:	CW22-00000031	Work End Date:	09/30/2022
CBA:	B - Bonded Contractor		

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

Dues TP will be calculated as follows:

- 1) Enter the Pay Rate amount for the employee.
 - 2) This will be multiplied against the number of hours worked entered for the employee.
 - 3) To that result will be added the Welfare, Pension DB, Appr_JM, Vacation, Labor Management, & FTI amounts calculated for the employee.
 - 4) The result of that will be multiplied by the Dues TP rate (3.65 as of September 2020) to calculate the Dues TP amount owed.
- Payments for Employer Contributions, if not made electronically via this website, should be sent to: St. Louis Painters Benefit Funds, P.O. Box 790379, St. Louis, MO 63179-0379.

Row No	SSN	Work Class	First Name	MI	Last Name	Hours Worked	Gross Wages	Pay Rate	Delete?
1	558822691	DEFAULT	Jack	L	Dane	10.00	20.00	30.00	<input type="checkbox"/>
2	778411256	DEFAULT DRYWALL	Luke	M	Lui	15.00	30.00	60.00	<input type="checkbox"/>
3	741852963	WELFARE ONLY	Miko	M	Milo	15.00	30.00	12.00	<input type="checkbox"/>
4	754126119	APPRENTICE 1ST TO 2ND YEAR	Sayer	M	Josh	30.00	30.00	56.00	<input type="checkbox"/>
5	114477258	NO VACATION, NO LMC / FCI ADV.	Daniels	M	Like	20.00	30.00	60.00	<input type="checkbox"/>
6	999666333	OUT OF AREA (ONLY DUES)	Vren	B	Srek	15.00	15.00	68.00	<input type="checkbox"/>
7		APPRENTICE 1ST TO 2ND YEAR				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

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

Select the contractor from the list to submit your contributions

Select Contractor: [Redacted] ▼

Work Start Date: 9/1/2022 ▼

Work End Date: 9/30/2022 ▼

Process Contribution: [Copy / Modify Previous Report Form ▼]
[Enter New Contribution]
[Modify / Submit Saved Contribution]
[Upload Contribution File]
[Copy / Modify Previous Report Form]

*Invoice Number: [Redacted] | Work EndDate

☐ Check here to zero out hours and amounts from copied data

Submit Cancel

- 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

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

Select the contractor from the list to submit

Process Contribution

View All Contributions

Frequently Asked Questions

Select Contractor: 999043 | TEST CONTRACTOR ▼

Work Start Date: 9/1/2022 ▼

Process Contribution: Enter New Contribution ▼

Contribution Type: Regular Contribution ▼

CBA: ▼

Submit Cancel

Work End Date: 9/30/2022 ▼

☐ Report no Hours

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

How to View Past Contribution Forms

Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us
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View All Contributions

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:
Begin Date: 9/30/2022
End Date: 10/31/2022

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

Invoice #	Wrk Date	Section Code	Section	No.Empl	Cont No.	Contractor	Amount	Status	Payment	Deposit Dt	Submitter	Trans. Dt	Del
CW22-00000011	09/18/2022	B	Bonded Contractor	7	000617		\$44,957.31	Pending	ACH - Adjusted	11/01/2022	DemoContractor	10/30/2022	<input type="checkbox"/>
CW22-00000007	09/30/2022	B	Bonded Contractor	2	000617		\$392.72	Pending			DemoContractor	10/28/2022	<input type="checkbox"/>
CW22-00000006	09/30/2022	B	Bonded Contractor	2	000617		\$667.15	Pending			DemoContractor	10/28/2022	<input type="checkbox"/>

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

How to Make Payments on Multiple Saved Forms

The screenshot shows the BeneSys website interface. At the top is a navigation bar with links: Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. The 'Contribution Payment' link is highlighted, and a dropdown menu is open, showing three options: 'Make a Payment' (highlighted with a red box), 'View All Payment', and 'Account Management'. Below the navigation bar, the 'Introduction' section is visible, followed by a 'To Navigate this site:' section with a bullet point about clicking on a header. Below that is a 'To Log On:' section with two bullet points about the login process. To the right of the main content area, there is a 'News / Events' section with a message 'No news is available.'

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Make a Payment
View All Payment
Account Management
Make Variance Payment

News / Events
No news is available.

Introduction
You now have the power to access information 24 hours a day, 7 days a week.

To Navigate this site:

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

To Log On:

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

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

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

- 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

Select Contractor:

Invoice Number:

* Invoice Begin Date:

9/29/2022

* Invoice End Date:

10/29/2022

Search

Clear

Delinquent Employers shall be assessed liquidated damages of 10% up to thirty (30) days of delinquency, after which liquidated damages of 1 1/2 % shall be assessed compounded monthly until the full contribution is made.
Payments to funds shall be due on the Friday after the previous pay week.

If you have ACH Block or Filtering on the bank account listed below, the Company ID for this transaction will be 237099221.

Pending Invoice:

Select Invoice

Cancel

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input type="checkbox"/>	CW22-00000007	09/30/2022	B	Bonded Contractor		\$392.72	DemoContractor	10/28/2022
<input type="checkbox"/>	CW22-00000006	09/30/2022	B	Bonded Contractor		\$667.15	DemoContractor	10/28/2022

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 (314-656-1072) and ask to speak with someone from our Contributions Team.