



Electronic Payroll Reporting System  
***Employer Guide***

**877 66 MY ePR**  
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## Table of Contents

<b>Employers</b> .....	<b>2</b>
<b>Payroll Reporting Menu</b> .....	<b>2</b>
<b>Overview</b> .....	<b>2</b>
Filing Payroll Report (Manually).....	3
Adding Employees .....	3
Classifications .....	3
Benefit Calculations / Employee Deductions.....	3
Pagination.....	4
Errors when Submitting Completed Report .....	5
Save / Submit / Download .....	6
Filing Payroll Report (Upload) .....	7
Creating a Template.....	7
Upload / Template Requirements .....	8
Upload File.....	9
Working with Uploaded Data .....	9
<b>Employee Roster Menu</b> .....	<b>10</b>
View Employee Roster .....	10
Creating a New Employee Manually .....	10
Employee Benefit Elections.....	11
<b>Review Agreement Rates</b> .....	<b>12</b>
<b>Support Contact Information</b> .....	<b>13</b>

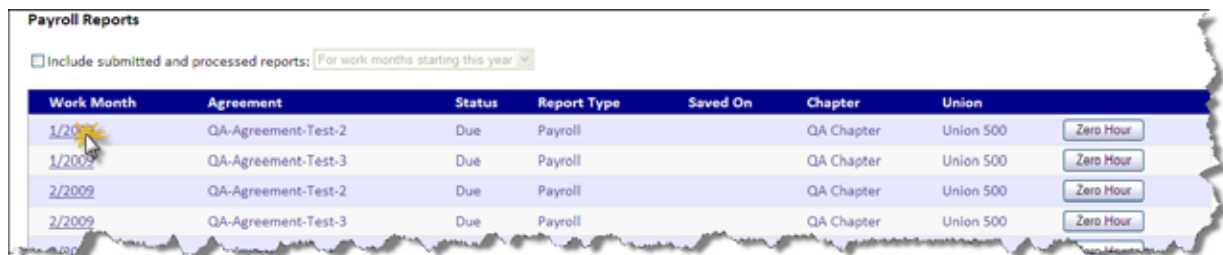
# Employers

## Payroll Reporting Menu

### Overview

Select report from the list display

If you have no hours to report for a report appearing on your list as DUE ~ CLICK the ZERO HOUR button on the right side of the screen.



**Payroll Reports**

Include submitted and processed reports: For work months starting this year

Work Month	Agreement	Status	Report Type	Saved On	Chapter	Union	
1/2009	QA-Agreement-Test-2	Due	Payroll		QA Chapter	Union 500	Zero Hour
1/2009	QA-Agreement-Test-3	Due	Payroll		QA Chapter	Union 500	Zero Hour
2/2009	QA-Agreement-Test-2	Due	Payroll		QA Chapter	Union 500	Zero Hour
2/2009	QA-Agreement-Test-3	Due	Payroll		QA Chapter	Union 500	Zero Hour

- 1) Employees, already set up in the “Employee Roster” will appear in the drop down list.
- 2) Create a new employee profile if the employee does not already exist in your drop down list.
- 3) Remove all employees added to the report; they will remain in the employee roster.
- 4) Download report data into .csv (comma separated) file format (works well with Microsoft Excel®).
- 5) Download the “template” to create data upload files.
- 6) Options:
  - a. Control the Rows of data visible per page – pagination setting. Default is 10.
  - b. Choose to show all employees in your employee roster in the drop down list (1).
  - c. Choose to show all employees in the drop down list sorted by SSN rather than alpha order.
- 7) Update calculations for employee data entered.
- 8) Submit the report
- 9) Cancel and leave the report area without saving the data
- 10) Save the data entered without actually submitting the report to the Trust.
- 11) NOTES – space provided for use in communicating with the Trust regarding your report.

*Employees reported on previous months report will be pre-populated for you the following month.*



**Payroll Report (QA-Agreement-Test-2: 1/2009)**

No employees have been added to this report.

Notes:  
11

Add an employee to the report: 1 Employee: 111-11-1111 **1** Add

**10** Save **9** Cancel **8** Submit Report **7** Update **6** Auto-Correct Errors

Tasks:  
**2** Create a new employee  
**3** Remove all employees  
**4** Download this report as entered  
**5** Upload your report (download template)

Options **6**  
Rows per page: 10  
 Show all employees in the roster  
 View employees by SSN

Upload your report (download template) **5**  
Browse Upload

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## Filing Payroll Report (Manually)

### Adding Employees

Select employee from drop down menu and ADD to report

	Employee	SSN	Classification	Hours Worked	Wages
<input type="button" value="New"/>	1, Employee	111-11-1111	TEST CLASS 1		
				0.00	\$0.00

Notes:

Add an employee to the report:

### Classifications

Select the appropriate classification from the drop down menu that corresponds to the type of work performed by an individual employee for the given work month. The classifications available are dependent on the agreement.

	Employee	SSN	Classification	Hours Worked	Wages
<input type="button" value="New"/>	1, Employee	111-11-1111	TEST CLASS 1		
<input type="button" value="New"/>	2, Employee	222-22-2222	TEST CLASS 1		
			TEST CLASS 1		
			TEST CLASS 2	0.00	

Notes:

### Benefit Calculations / Employee Deductions

From your payroll liabilities data, enter **hours** and **wages** for each employee.

- Some jurisdictions require the breakout of straight time, over time and double time. If this is the case ST Hours, OT Hours and DT Hours will be displayed; requiring data to be entered. Hours Worked will then be auto calculated by ePR.

	Employee	SSN	Classification	Hours Worked	Wages	DT Hours	OT Hours	ST Hours	4th D
<input type="button" value="New"/>	Concero, Tester A	100-00-0000	1 100% Foreman	3.00	\$100.00	1.00	1.00	1.00	
<input type="button" value="New"/>	ConceroL, Tester3	100-00-0001	1 100% Foreman						
				3.00	\$100.00	1.00	1.00	1.00	

Add an employee to the report:

Click UPDATE; Benefits will auto calculate.

on	Hours Worked	Wages	OT Hours	OT Hours	ST Hours	Pension	Retirees HW	IATC	LEAD
Concero15, Tester15 M	3.00	\$100.00	1.00	1.00	1.00	\$18.23	\$2.25	\$1.20	\$0.36
Concero15, Tester15 M	3.00	\$100.00	1.00	1.00	1.00	\$18.23	\$2.25	\$1.20	\$0.36



Employee Elected benefits, if established, will only populate if the employee has elected the deduction. In some cases, depending on the agreement structure, an elected benefit will populate with a predetermined amount (i.e., Retirees HW) as set by the Chapter Administration. Amounts can be overridden, if the CBA permits. The ability to override is represented as a “box” around the auto calculated amount. (i.e., Retirees HW). Benefits that do not allow for their values to be overridden are represented without a text box around them.

WAGES are auto calculated at the straight time rate multiplied by the hours worked reported. The calculated amount represents the minimum that employee can be paid based on the total hours worked reported and the classification selected. Wages can, and should, be overridden to reflect the actual amount PAID to the employee for the reported time period as reflected. This is often generated in the company’s monthly payroll liability reports.



Running totals are provided as data is entered.

### Pagination

Depending on the number of employees being reported and varying connection speeds, you may wish to paginate your displayed employee list. When 10 or more employees are listed, pagination options are made available.

1. First Page / Previous Page
2. Last Page / Next Page
3. Rows Per Page Selector
  - a. Default setting is 10

These settings will carry over to the check out page report view as well.

## Errors when Submitting Completed Report

ePR is designed to calculate benefits in accordance with the rules set forth by the Chapter Administrator. In most cases these calculations are non-editable and distinguishable by the lack of editable box surround the benefit for each employee.

Admin	Pension	Union Dues	Credit Union	NEBF
	1		2	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

- 1) Non-Editable
- 2) Editable

Editable Fields can contain restrictions. The agreement may allow for a benefit to be calculated at a specific rate but allow that calculation to be overridden with or without minimum and/or maximum parameters.

In the example below, the wages entered did not meet the minimum of straight time hours x per hour rate for the reported classification.

There are one or more errors with this report that need to be corrected prior to submitting it. 1

There are one or more line items on this report that will prevent it from being submitted. Please review the report and make any necessary changes. If you hover your mouse over the error icons, a popup will tell you exactly what is wrong. Also, pressing the "Auto-Correct" button will fix most types of errors for you.

**Payroll Report (280 Inside: 9/2009)**

	2	Employee	SSN	Classification	Hours Worked	Wages	280 COPE	280 Union Dues	280 V
✖ New	⚠	Concero, Tester A	100-00-0000	1:Foreman	1.00	\$10.00 3	\$0.00	\$0.00	\$0.00
					1.00	\$10.00	\$0.00	\$0.00	\$0.00

- 1) Error message is displayed at the top of the page just below the menu.
- 2) Indicator to the left of each employee's name where an error is present.
- 3) Indicator at each individual instance where an error is located.

Hover your mouse over any of the indicators to reveal details about the error and hints as to how to correct it.

Employee	SSN	Classification	Wages	COPE	Union Dues
✖ New ⚠ Concero, Tester A	100-00-0000	1:Foreman	\$10.00 ⚠		

This employee has one or more errors that will prevent it from being submitted.

"wages" cannot be less than: \$37.46.

You can correct each identified error manually

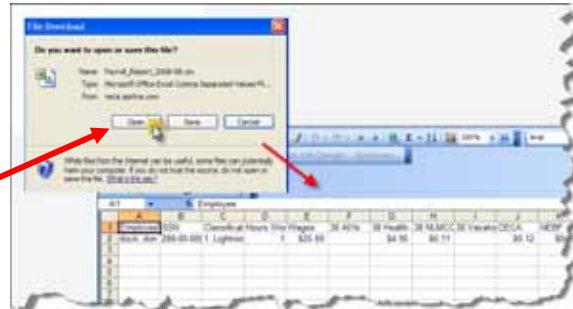
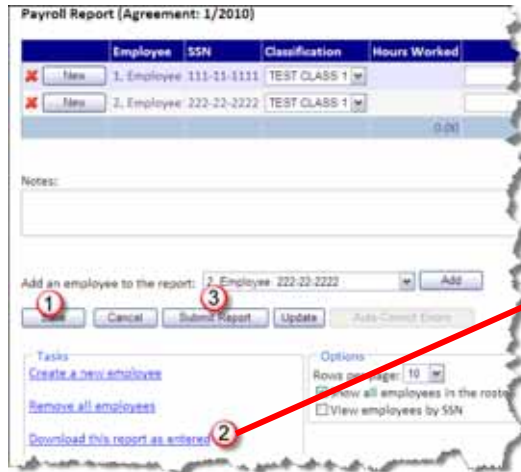
OR

Use the **Auto-Correct Errors** button to automatically correct ALL errors contained in the report in a single action.

ePR, by design, prevents the transmission of inaccurate data. Only the Chapter responsible for establishing the Agreement structure can adjust the rules surrounding system calculations.

## Save / Submit / Download

Once all the employee data is entered you can do any of the following:

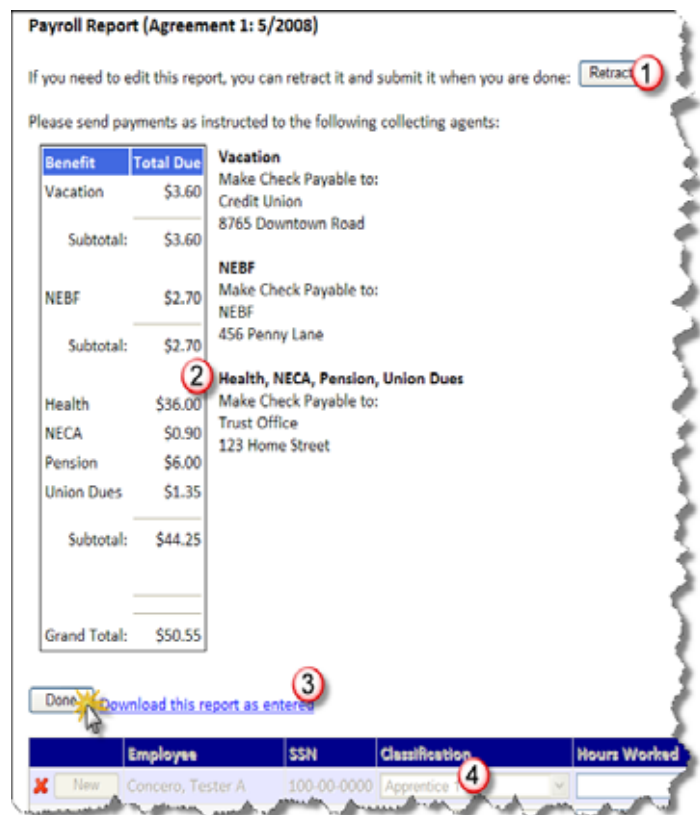


- 1) Save the data and leave the agreement without submitting it to the Trust.
- 2) Download the report for off-line review and/or printing. (This can be done **after** submittal as well)
- 3) Submit the report to the Trust

A check out page is displayed

- 1) Retract – If you submit the report in error simply click the “Retract” button to return to the report.
- 2) Payment amounts & remittal instructions – how much to send as well as who and where to send it.
- 3) Download the report for off-line review and/or printing.
- 4) Snapshot view of the report filed. Reference only.

Click DONE button to complete the submittal process.



## Filing Payroll Report (Upload)

### Creating a Template

Uploading your benefit report data rather than manually entering the individual data is a big time saver for employers with a lot of employees. Each report has a unique upload template; download and save initial template from ePR.

**Payroll Report (1000 Agreement: 2/2010)**

No employees have been added to this report.

Notes:

Add an employee to the report: Concero, Tester A: 100-00-0000

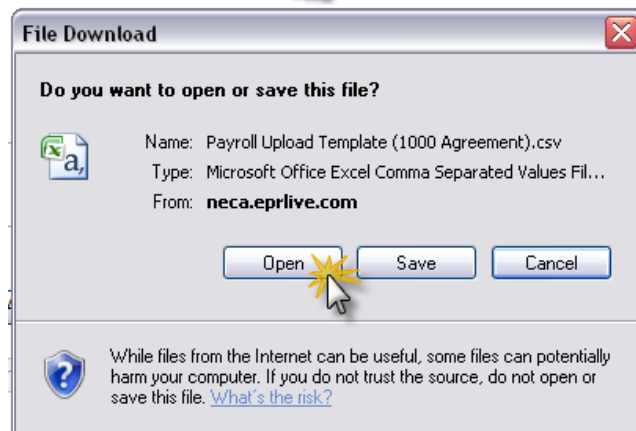
**Tasks**

- [Create a new employee](#)
- [Remove all employees](#)
- [Download this report as entered](#)
- [Upload your report \(download template\):](#)

**Options**

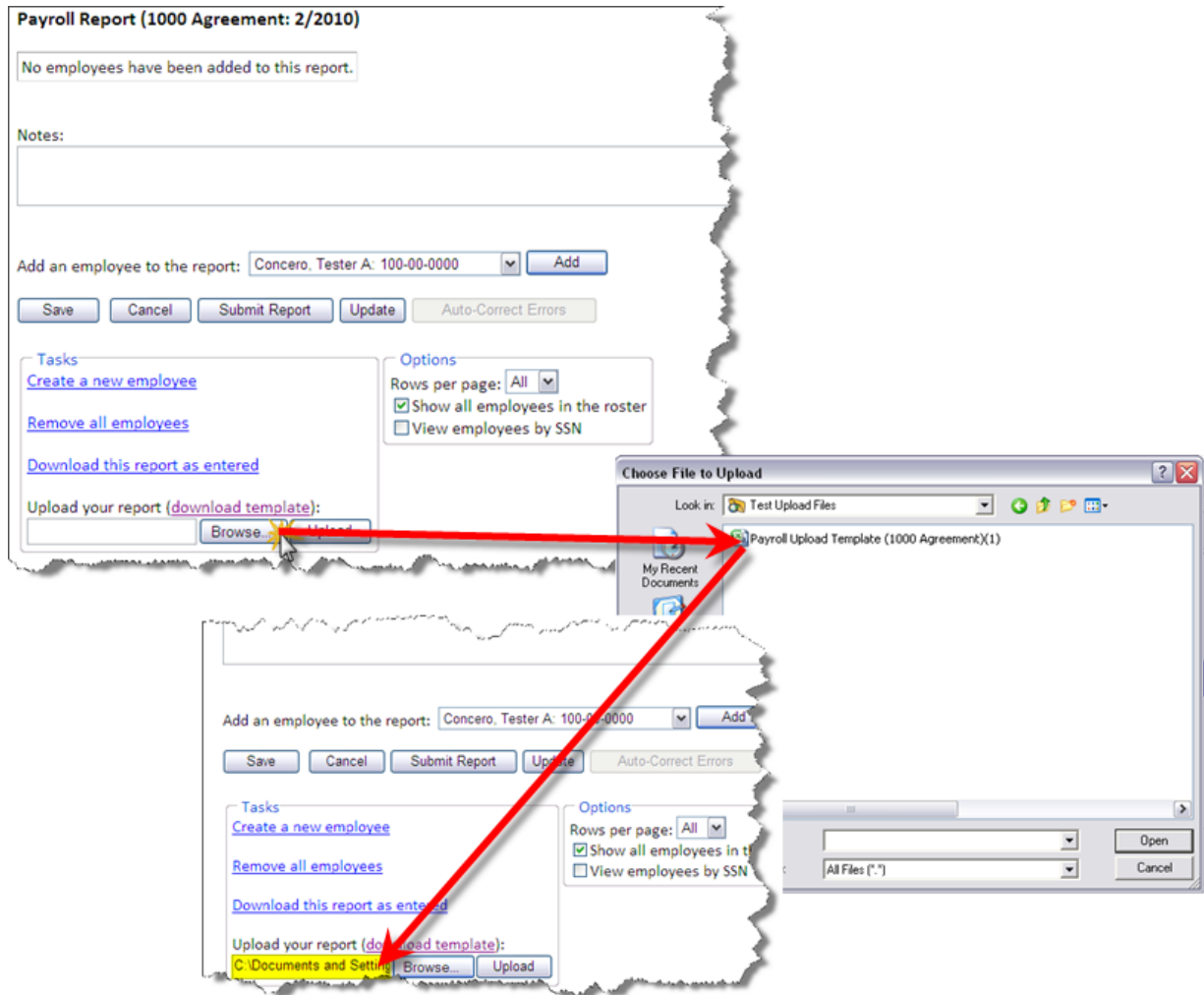
Rows per page: All

- Show all employees in the roster
- View employees by SSN





## Upload File



## Working with Uploaded Data

The screenshot shows the "Payroll Reporting" system interface. The main window displays a table of data for "TeleData: 8/2008". The table has the following columns: Employee, SSN, Classification, Hours Worked, Wages, 38 Dues Assesment, 38 Dues/CU Deduction, and 38 Health & V. The data row shows the following values: Employee: duck, don long; SSN: 288-00-0000; Classification: 4: 1st 6mo 55% VDV; Hours Worked: 1.00; Wages: \$12.07; 38 Dues Assesment: \$0.19; 38 Dues/CU Deduction: \$0.25.

Employee	SSN	Classification	Hours Worked	Wages	38 Dues Assesment	38 Dues/CU Deduction	38 Health & V
duck, don long	288-00-0000	4: 1st 6mo 55% VDV	1.00	\$12.07	\$0.19	\$0.25	

Once uploaded, the screen will appear prefilled with the data from the upload file. At this point the same steps apply as if you manually entered the data. (Refer to manual reporting section)

## Employee Roster Menu

### View Employee Roster



Filter your view by Active, Inactive or All employees

- Select the Employer from the drop down list
- By default, ALL employees are listed; Use the “Show” drop down list to filter “Active”; “Inactive” or “ALL” employees
- **X** Indicates the employee profile can be deleted because no data has been filed against that specific employee.
- If no **X** appears next to the name; data has been filed against that employee so deletion is not possible.
- Click name to view employee data

### Creating a New Employee Manually

- 1) Items indicated with **!** are REQUIRED
- 2) “Active” status includes employee on drop down menu during the reporting process.
- 3) Employee Benefit Elections allows for an employee to elect a benefit, those benefits will automatically appear for each employee. To allow the benefit to be calculated and reported you must check the “elect” box and set the effective date.
  - If applicable, the benefit rules may allow for an employee to specify a “rate” different then the rate defined by the CBA. If no rate is specified, the default CBA rate will apply.
- 4) Employee Type is a reference field and has no affect on the actual reporting process.
  - STAFF – Eliminates the SSN Requirement.

The screenshot shows the 'Employee Detail' form. It has several fields: Name (First, Middle, Last, Suffix), Title, Employee Type (Bargaining, Non-Bargaining, Staff), SSN, Date of birth, Address, and City/State/Zip. There is a 'Contact Information' section with Email, Phone, and Ext. fields. At the bottom, there is a 'Benefit' table with columns for Elected, Rate, Effective Start Date, and Effective End Date. The 'Union Dues' row has a checkbox in the 'Elected' column. Numbered callouts (1-4) point to specific fields: 1 points to the Name field, 2 points to the Active checkbox, 3 points to the Benefit table, and 4 points to the Employee Type dropdown menu.

## Employee Benefit Elections

Employees elected benefits are determined by the Chapter Administrator at the time the Benefit Roster is generated.

Benefits created as “employee electable” will appear on the employee profile as an electable option.

**FIGURE 1**

Benefit	Elected	Rate	Effective Start Date	Effective End Date
Dues Assessment	<input type="checkbox"/>	N/A	4/1/2009	

Save Cancel

Employee Benefits are **NOT** elected by default. The default Effective Start Date will appear as the current work month. (**FIGURE 1**) If electing the benefit, reset the date as needed.

**SAVE** and return to the employee detail screen, you will see an additional line item added for each previously elected benefit. (**FIGURE 2**)

**FIGURE 2**

Benefit	Elected	Rate	Effective Start Date	Effective End Date
Dues Assessment	<input checked="" type="checkbox"/>	N/A	1/1/2009	
Dues Assessment	<input checked="" type="checkbox"/>	N/A	4/1/2009	

Save Cancel

SAVE and return to the employee detail screen, you will see the “effective end date” has been automatically filled to coincide with the new “effective start date” entered.

**FIGURE 3**

Benefit	Elected	Rate	Effective Start Date	Effective End Date
Dues Assessment	<input checked="" type="checkbox"/>	N/A	1/1/2009	3/31/2009
Dues Assessment	<input type="checkbox"/>	N/A	4/1/2009	
Dues Assessment	<input type="checkbox"/>	N/A		

(**FIGURE 3**) Dues assessment was elected January 1<sup>st</sup> – March 31<sup>st</sup>; on April 1<sup>st</sup> the employee elected to STOP the deduction. The elected status will continue until the benefit is once again ELECTED, a new effective start date is set and the profile is SAVED.

Many contractors have requested the capability for ePR to “auto-elect” employee-level benefit elections as a function of the upload file, rather than making the selection manually at the employee profile menu. Below are important considerations to keep in mind:

- When uploading employee elections,
  - A positive dollar amount will turn on the election if it isn’t already on.
  - Uploading a zero for the benefit will turn it off.
  - If the benefit is blank, no action will be taken and the system will apply the benefit as applicable based on the employee’s current elections.
- If uploading for the current work month, then the changes will be effective until they are changed again.
  - If uploading for a previous work month, the changes will only be applicable for that work month with one exception:
    - If the employee has never had that benefit election, then the change will apply until they are changed again.
- If a benefit has a rate override for the employee,
  - The benefit can be turned on automatically, **but not off**—benefit will still need to be manually unelected explicitly. This ensures that rate changes cannot be erroneously overwritten.

If the benefit has the additional attribute of Employee Rate Overridable, and the contribution election is more than the default contribution, additional monies can be reported, but the rate will not be updated at the employee record because there is no way to derive it.

## Review Agreement Rates

Select Agreement

Enter work month and year you're requesting the rates for

Click VIEW RATES

Rates are then displayed and can be printed for off line use.

Classification	Admin	Gross Wages	Health	NEBF	NECA	Pension
Foreman	.5%	\$40.00/Hr Worked	\$5.00/Hr Worked	3%	1%	\$2.00/Hr Worked
Foreman (Davis Bacon)	.5%	\$35.00/Hr Worked	\$5.00/Hr Worked	3%	1%	\$2.00/Hr Worked
Journeyman	.5%	\$20.00/Hr Worked	\$5.00/Hr Worked	3%	1%	\$2.00/Hr Worked
Journeyman (Davis Bacon)	.5%	\$18.00/Hr Worked	\$5.00/Hr Worked	3%	1%	\$2.00/Hr Worked

## Support Contact Information

**Concero Technology**  
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**Dawn LaGood** -Implementation / Training  
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**Dawn Shockey** - Implementation / Training  
[dawnshockey@concerogroup.com](mailto:dawnshockey@concerogroup.com)  
**Kip Larson** – Director / Sales  
[kiplarson@concerogroup.com](mailto:kiplarson@concerogroup.com)

### Support by Jurisdiction / Chapter

Union	Site Administrator	Contact Person	Email	Phone
34	Central Illinois	Mark Kawolsky	mark@ceilneca.org	309.673.6900
71 575 683 688 1105	Central Ohio	Ginny Damant	ginnydamant@gmail.com	614.224.4408
35 90 208 488	Connecticut	Carolyn Orfitelli	carolyn@necact.org	860.635.1117
25	EIB / Long Island	Diane Leone	dl@eibofli.com	631.434.3344
38 129 673	Greater Cleveland	Pat Solich	Solich@gccneca.org	216.524.8444
73 112	Inland Empire	Stephanie Bowman	ieneca@aimcomm.com	509.328.9670
2 53 55 95 160 426 714 953 1250 1426 1525 2150	Missouri Valley Line	Roxie McClure	mvs@mvswneca.org	816.891.9066
246 306 540	North Central Ohio	Tom Shreves	tshreves@necacontractors.org	330.384.1242
42 104 126 351 456 1049 1249 1319	North Eastern Line	Michael Gilchrist	nelinechapter@aol.com	914.723.2527
153 531 697	Northern Indiana	Lois Sosinski	lois@necani.org	219.872.3151
77 89 125 483 659	Northwest Line Constructors	Sadie Whitworth	sadie@nwlineca.com	503.255.4824
48 970	Oregon Columbia	Becky Nowack	becky@orecolneca.org	503.233.5787
280 659 932	Oregon Pacific Cascade	Sheri Kanig	sheri@orpacneca.org	541.736.1443

<b>Union</b>	<b>Site Administrator</b>	<b>Contact Person</b>	<b>Email</b>	<b>Phone</b>
145	Quad Cities	Steve Chesley	schesley@qcneca.com	563.322.5371
66 220 278 304 583 602 611 681 738 769 898 1002 2286	Southwestern Line	Roxie McClure	mvs@mvswneca.org	816.891.9066
12 26 44 47 57 68 111 113 291 322 396 449 532 768 969 1245	Western Line	Stacy Huo	shuo@westernlineneca.org	801.566.8600