Byrne Software
TECHNOLOGIES, INC.

EMPLOYER CONTRIBUTION REPORTING

Remit Express User Guide
Manpower Reporting Portal

IBEW Local 150

UMR

Introduction

The Remit Express system allows employers to submit contribution reports and make payments online.

Access Remit Express at the link below

uhgrex.azurewebsites.net/Join.aspx

If you need additional help or support contact:

email: UMR_FundAdminPortal_Support@umr.com

Phone: 1-888-999-7741

Monday-Friday, 8:00AM-5:00PM, EST

Table of Contents

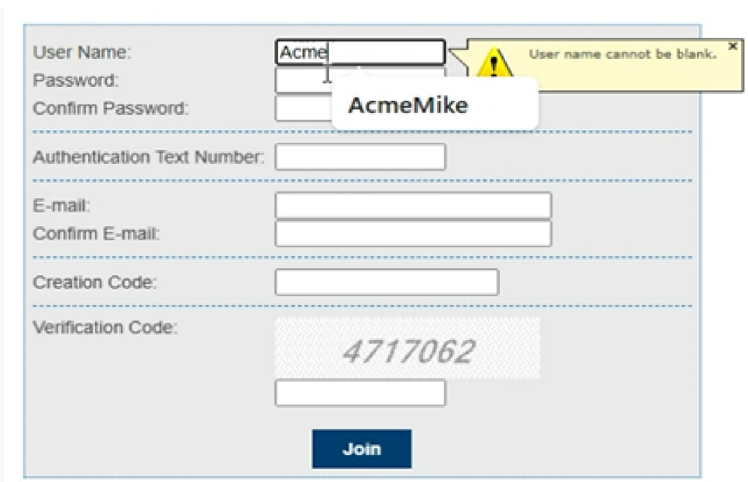
1.0 Employer Creates User Accounts

Employers will receive a registration email from the benefit office. This email will include the URL for Remit Express, as well as account creation codes specific to that employer.

Employers can create user accounts through the Remit Express website after receiving user account creation codes from the benefit office. There are three different types of logins, each with a different level of privilege:

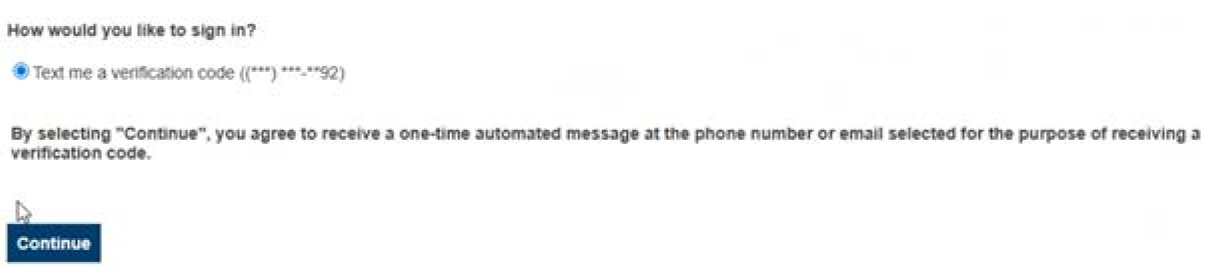
- Accounts created with the EmployerView account code:
  - Access to Employer Reports page
- Accounts created with the EmployerContribute account code:
  - All permissions granted to *EmployerView* access
  - Ability to upload contributions
  - Ability to enter contributions
- Accounts created with the EmployerAdmin account code:
  - All permissions granted to *EmployerContribute* access
  - Ability to enter/update ACH information

The new user screen can be accessed through the “Join” link in the Remit Express toolbar.



Only one account can be setup for each account type for an employer. All fields are required. Passwords must be at least 7 characters long .

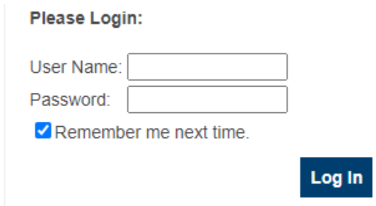
Enter the Authentication Text Number (This will be your cell phone number for our Multifactor Authentication)
After you have set up your profile you will have to log into Remit Express with the credentials you created.
You will receive the below message. Make sure the text me verification code is selected.
Hit continue to receive a text with your verification code.
This code may take a few minutes to arrive



2.0 Employer Login

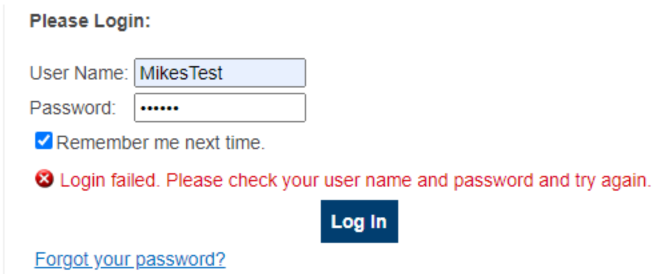
Employers log into the system with the “Log In” button in the toolbar.

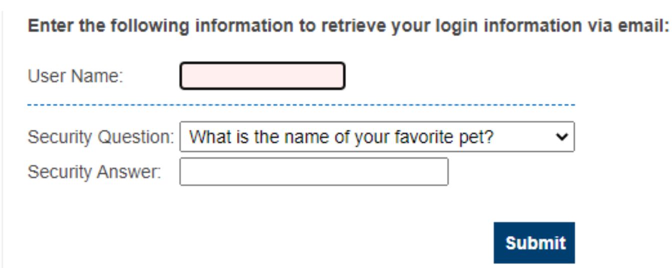
Users can choose to have the system remember their login information the next time they visit their site. If this box is checked, login information will be stored for 30 days.



2.1.1 Forgot Password

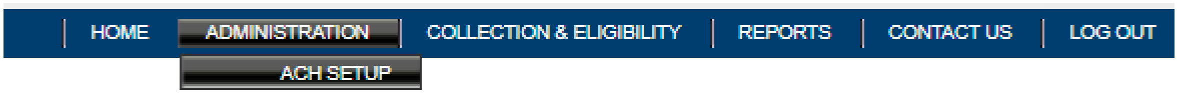
If the user enters an incorrect User Name/password combination, a Forgot Password link will be displayed on the login page. The user will be asked their security question, selected when the account was created. The password is sent to the email address associated with the user account. If the user does not have a security question selected, the user will need to notify the benefit office that their password needs to be reset.



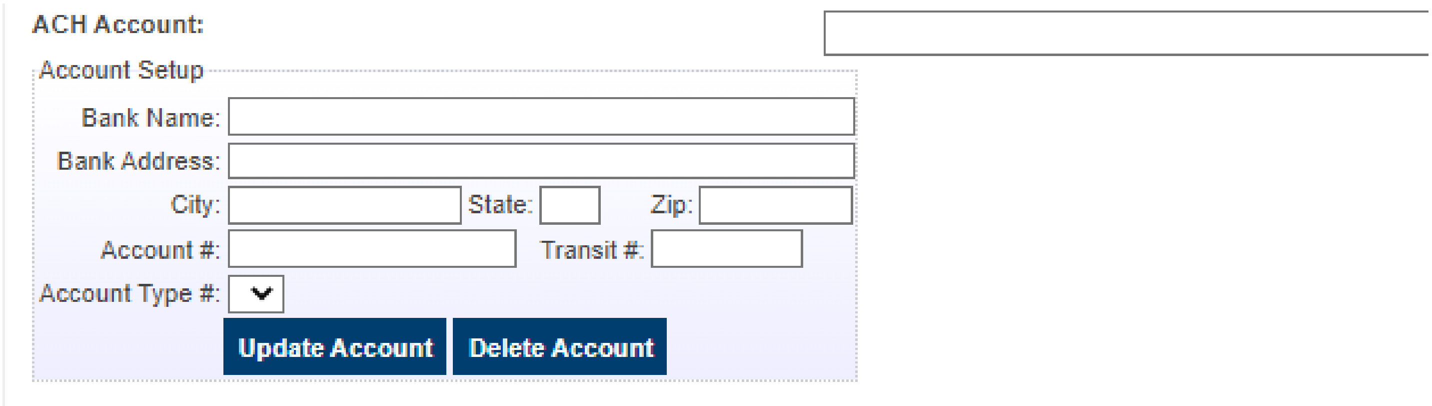


3.0 Employer Enters/Updates ACH information

Users with EmployerAdmin access can update ACH information through the "ACH Account" link on the toolbar if ACH permission has been granted by the benefit office.



Bank and bank account information are entered in the following grid:



Each time ACH information is updated, the benefit office will be notified and will have to mark the employer as approved for ACH before processing any contribution reports can be processed for that employer.

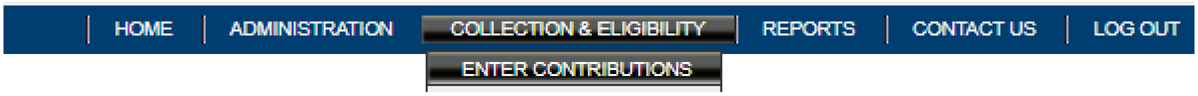
4.0 Employer Enters Contribution Reports

Employers can enter contribution reports manually by populating a table or by uploading a file.

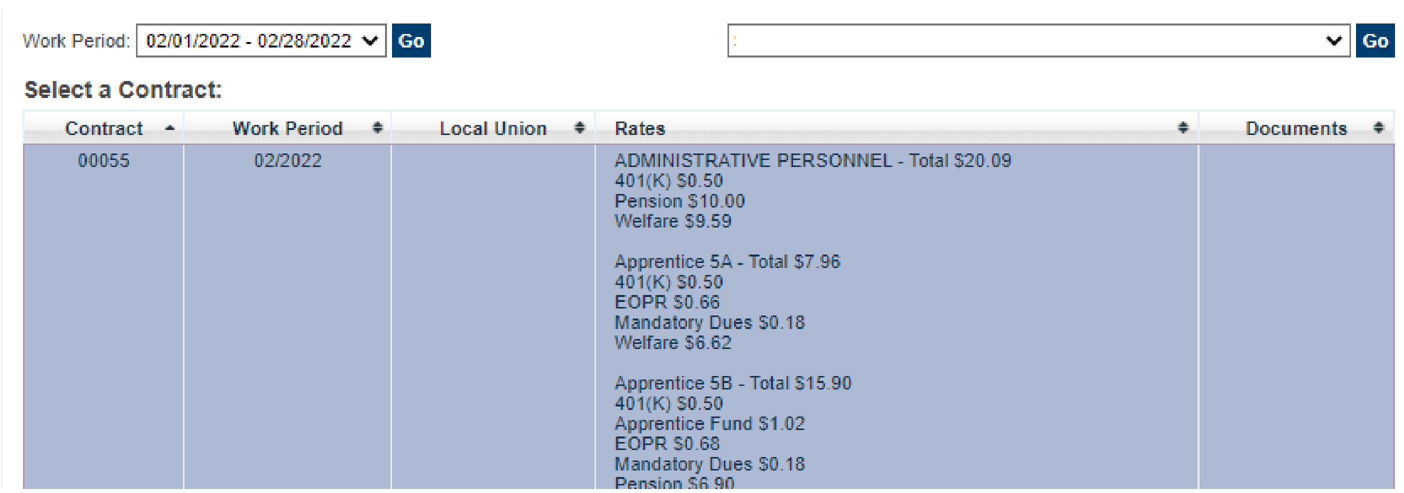
4.1 Manual Contribution reports

To enter contribution reports:

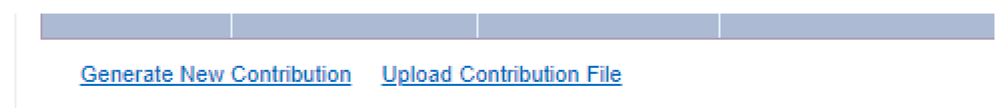
1. Log into Remit Express with an “EmployerContribute” or “EmployerAdmin” user account
2. Select “Enter Contributions” from the toolbar



The user will be prompted to select the Work Period and profile to use. Select the correct Work Period from the dropdown list. Most employers only have 1 profile. Only the earliest time period for each profile will be available to choose from. The profiles will initially be setup by the benefit office.

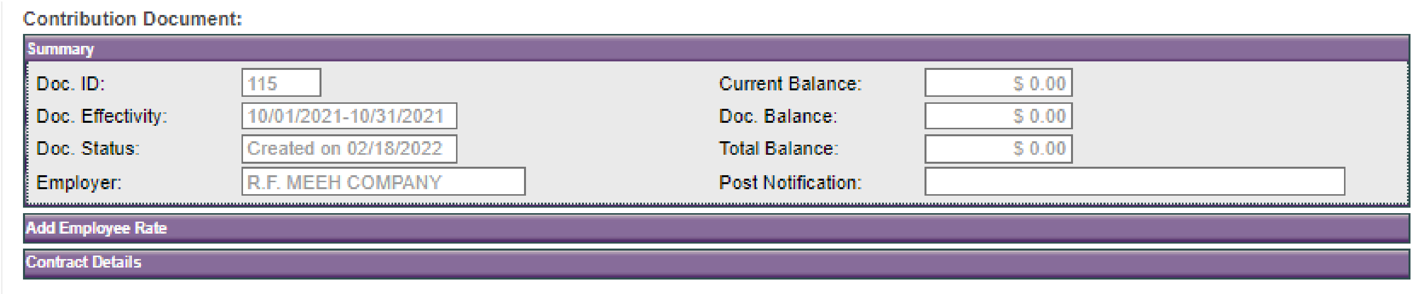


After selecting a profile, the profile will be highlighted purple, and the user will be presented with a link to “Generate New Contribution” (or “Update Existing Contribution” if the selected report has already been started). This link will load the report entry screen.

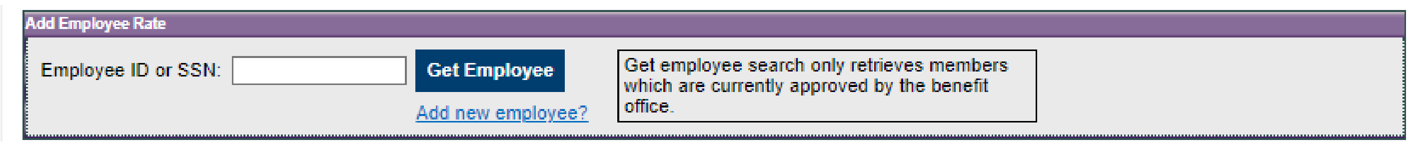


There are four sections to this page: Document Summary, Add Member Rate, Contract Details, and the report entry grid.

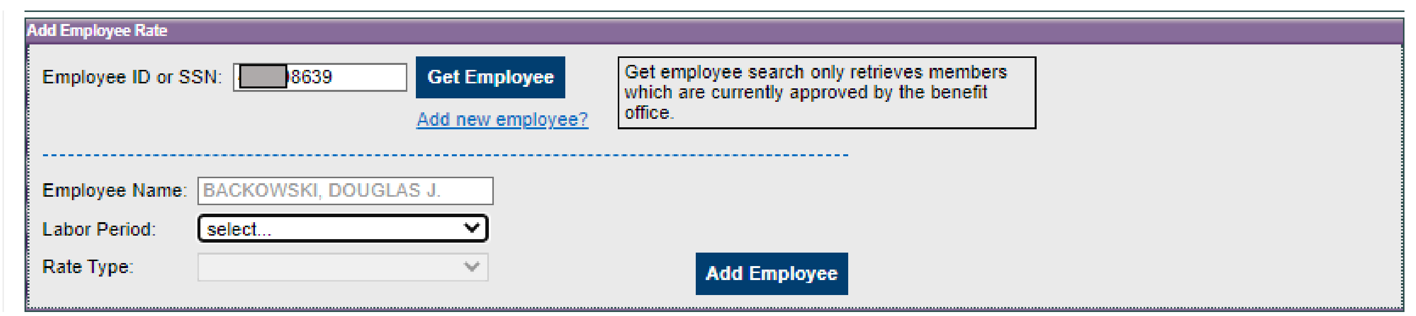
The “Document Summary” gives a basic overview of the contribution report currently being entered. Note that the Doc. Balance is an active total, reflecting each change in the report entry grid as it is entered.



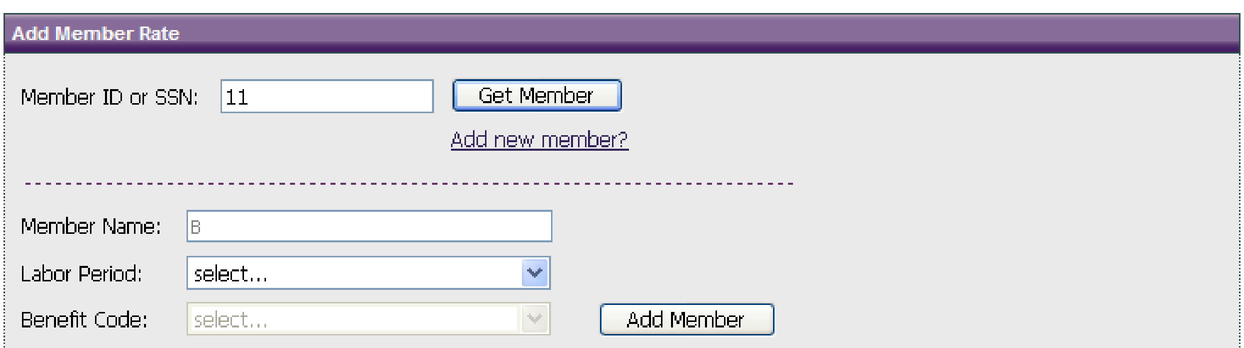
The “Add Member Rate” section allows employers to add additional members to the report. The Member ID or SSN must be supplied to add a member to the contribution report.



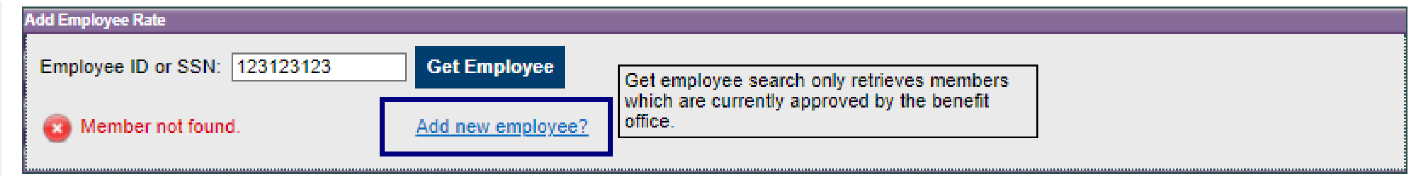
Choose the Labor Period and the Rate type then click the “Add Employee” button to add the member to the data entry grid. Members added through this method will be automatically added to the employer’s contribution profile to appear on future contribution reports, as soon as the report is posted/approved by the Benefit Office.



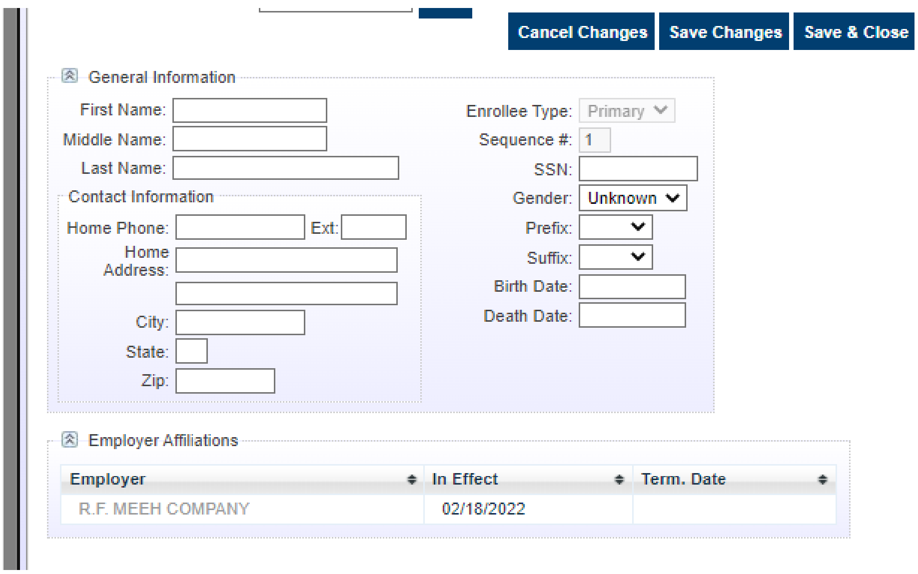
Use this method to add rows to the data entry grid if data entry rows are needed for a different Rate Type for a member.



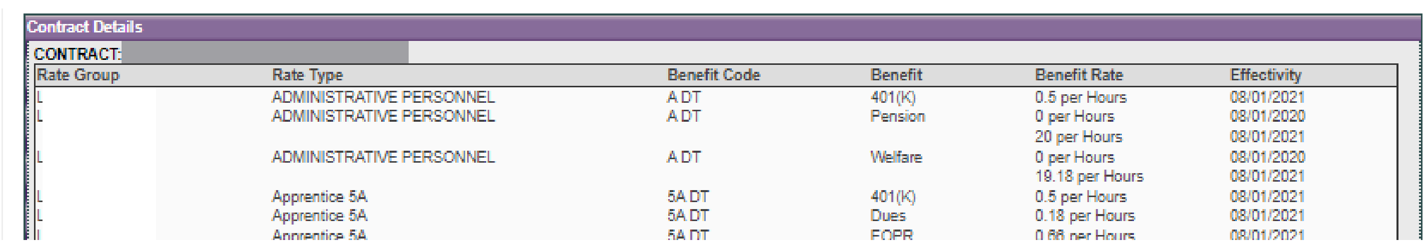
The “Add new member” link is used to add a member who is not in the Benefit Fund’s database.



When clicked, a new window will appear for adding member information. The Employer Affiliation In Effect date must be set as when contributions begin for the new member, not necessarily the start date of their employment. Saving changes in this window will allow the new member to be added to the contribution report (same as above).



The “Contract Details” section will allow users to view the rates available for each benefit.


Contract Details

CONTRACT:

Rate Group	Rate Type	Benefit Code	Benefit	Benefit Rate	Effectivity
L	ADMINISTRATIVE PERSONNEL	A DT	401(K)	0.5 per Hours	08/01/2021
L	ADMINISTRATIVE PERSONNEL	A DT	Pension	0 per Hours	08/01/2020
				20 per Hours	08/01/2021
L	ADMINISTRATIVE PERSONNEL	A DT	Welfare	0 per Hours	08/01/2020
				19.18 per Hours	08/01/2021
L	Apprentice 5A	5A DT	401(K)	0.5 per Hours	08/01/2021
L	Apprentice 5A	5A DT	Dues	0.18 per Hours	08/01/2021
L	Apprentice 5A	5A DT	FOPR	0.68 per Hours	08/01/2021

4.1.1 Editable Grid – Single line per benefit code

Return to Profiles   Switch to Hierarchical Grid

SSN	Name	Period	Rate Type	Benefit Code	U/M	Quantity	Amount	Delete
[redacted]1830	[redacted]n, RAUL	01/01/2022 - 01/31/2022	Foreman	Foreman Reg	Hours	5.0000	$ 158.05	☐
[redacted]1830	[redacted]n, RAUL	01/01/2022 - 01/31/2022	Foreman	Foreman OT	Hours	5.0000	$ 211.53	☐
[redacted]1830	[redacted]n, RAUL	01/01/2022 - 01/31/2022	Foreman	Foreman DT	Hours	5.0000	$ 264.90	☐
[redacted]1048	[redacted]ILTON R.	01/01/2022 - 01/31/2022	General Foreman	GenForeman Reg	Hours	0.0000	$ 0.00	☐
[redacted]1048	[redacted]ILTON R.	01/01/2022 - 01/31/2022	General Foreman	GenForeman OT	Hours	0.0000	$ 0.00	☐
[redacted]1048	[redacted]ILTON R.	01/01/2022 - 01/31/2022	General Foreman	GenForeman DT	Hours	0.0000	$ 0.00	☐

Unless you selected Hierarchical Grid in your last login to Remit Express, this is the default entry format. The “Editable Grid” is used for profiles in which each employer only has a single rate type per grid row. Once a profile is loaded, the “Quantity” field can be updated for each record to reflect the correct contribution report total. The “Amount” column will calculate when the user tabs or arrows away from the Quantity entered. If a second rate type is necessary for the same member, the member will need to be added again through the “Add Member Rate” tab. If a second rate type is added, it will not be automatically stored for the next contribution period.

The Delete column at the far right can be checked to remove a member from the current Contribution Report, and from the Contribution Profile.

4.1.2 Editable Hierarchical grid

Collapse All Rows   Return to Profiles   Switch to Single-line Grid

SSN	Name	Period	Total Amount
[redacted]1830	[redacted]n, RAUL	01/01/2022 - 01/31/2022	$ 634.48

Rate Type	Benefit Code	U/M	Quantity	Amount	Delete
Foreman	Foreman Reg	Hours	5.0000	$ 158.05	☐
Foreman	Foreman OT	Hours	5.0000	$ 211.53	☐
Foreman	Foreman DT	Hours	5.0000	$ 264.90	☐

The “Editable Hierarchical Grid” will allow for multiple rate types for the same member record during the same contribution period. The collapsed member record will total the hours for that member for each rate type associated with the member.

The Delete column at the far right can be checked to remove a member from the current Contribution Report, and from the Contribution Profile.

4.1.3 Footer buttons

Save Changes **Review & Post**

The “Save Changes” button will allow you to leave the data entry screen and save your work. Remit Express returns to the Select a Profile screen. When you select the correct Profile and Work Period, you will notice that the Generate New Contribution link now says “Update Existing Contribution”:

Update Existing Contribution   Upload Contribution File

This link will take you back to the Contribution Report data entry screen, with the information that you previously saved.

If you have entered all the data for your contribution report, click the Review & Post button. You have not yet posted your contributions.

The contribution report will not be sent to the benefit office until the "Post" button has been clicked.

A summary grid by benefit code will display to help the user check their data entry.

Benefit Code Summary

Rate Type	Apprentice + Training Fund	CTAF Facility Fee	International Dues	Pension	International Training	Training-Site	Union Dues	Welfare	# of Employees	Total Due
SITE 1-GeneralReg	39.20	11.20	154.00	2,724.40	19.60	44.80	347.20	2,643.20	2.00	5,983.60
SITE 2-GeneralT&H	1.40	0.40	5.50	97.30	0.70	1.60	18.60	94.40	2.00	219.90

Document Summary

Document Total: $ 6,203.50

Payment Method: Check

ACH Bank Transfer Amount: $ 1.00

Save Changes **Post Document** **Return to Edit Mode**

If the contribution report is incorrect, click the “Return to Edit Mode” button to change the entered data.

If the total is correct, select the correct Payment Method from the dropdown list and click the “Post Document” button.

If the employer is set up to pay by ACH, and this is the desired payment method, choose “ACH Withdrawal” from the Payment Method dropdown list:

Document Summary

Document Total: $ 6,203.50

Payment Method: ACH Withdrawa Payment Date: 02/18/2022 {max 02/25/2022}

The payment date entered is the earliest date the payment is authorized for withdrawal. Withdrawal date may occur after this date

ACH Bank Transfer Amount: $ 6,203.50

Save Changes **Post Document** **Return to Edit Mode**

The user can select a Payment Date, then clicks the “Post Document” button.

You can also select to pay by check and mail to :
IBEW Local 150
PO Box 7126
Carol Stream, IL 60197-7126

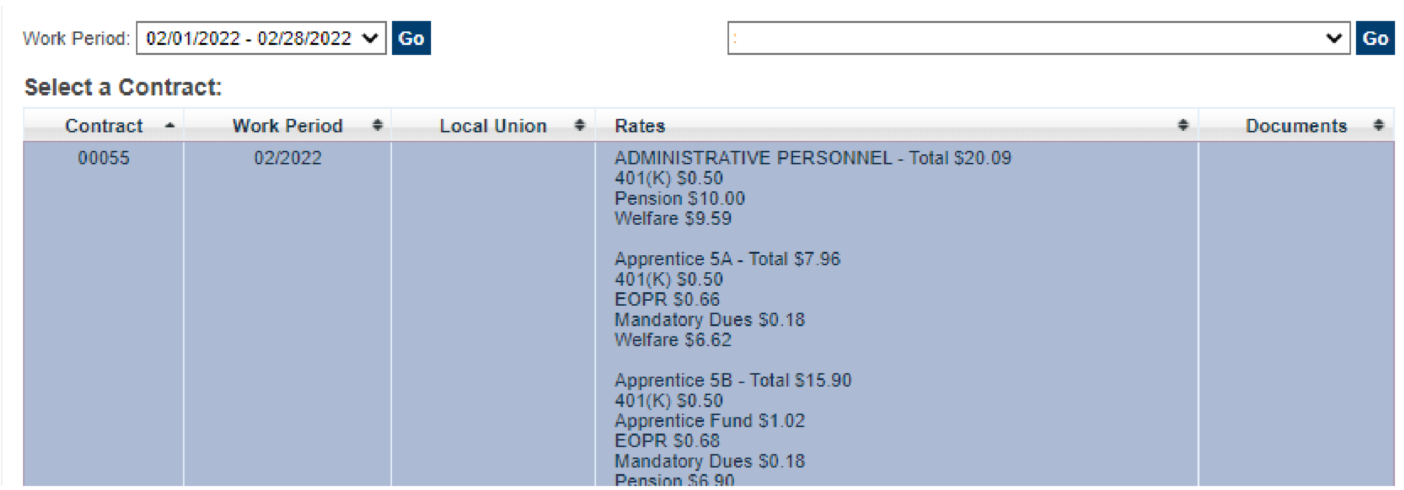
4.2 Upload Contributions

To enter contribution reports by uploading a file, the user will begin exactly as if they were submitting a Contribution Report manually.

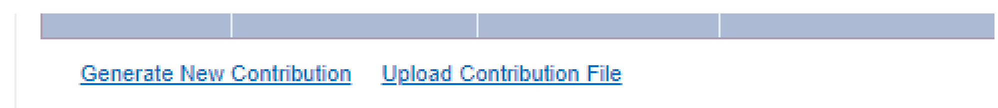
Note: The uploaded file must exactly match the expected format provided by the Benefit Office

1. Log into Remit Express with a "EmployerContribute" or "EmployerAdmin" user account
2. Select "Enter Contributions" from the toolbar

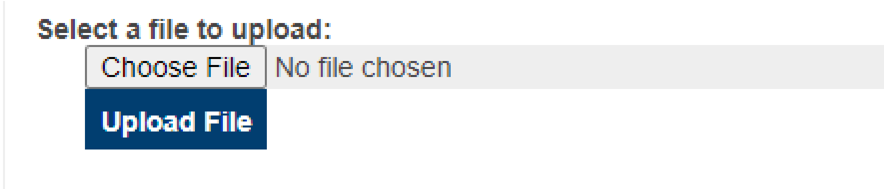
The user will be prompted to select the Work Period and profile to use. Select the correct Work Period from the dropdown list. Most employers only have 1 profile. Only the earliest time period for each profile will be available to choose from. The profiles will initially be setup by the benefit office.



After selecting a profile, the profile will be highlighted purple, and the user will be presented with links to "Generate New Contribution" (or "Update Existing Contribution" if the selected report has already been started) and "Upload Contribution File." Click "Upload Contribution File."

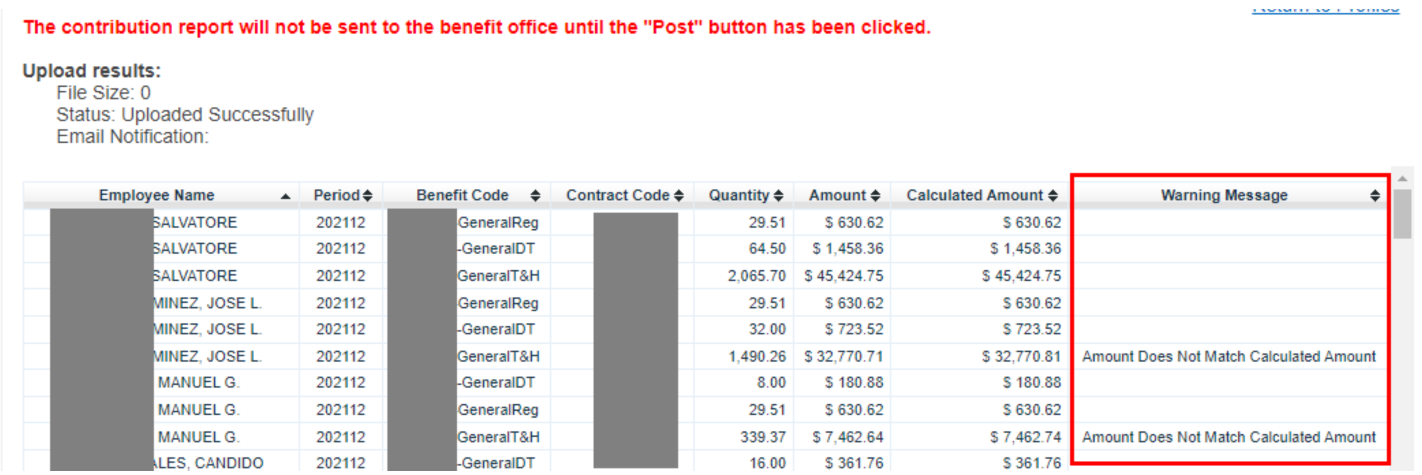


The user will be presented with an “Upload File” screen. Clicking the “Choose File” button link will begin the upload selection process.



The user navigates the Open File window to locate the contribution file on the user’s computer and click the “Open” button. The filename will populate the Choose File textbox. Click the “Upload File” button.

If the upload file is successful, an Upload Results screen will be displayed. The uploaded information still has not been submitted.



Employee Name	Period	Benefit Code	Contract Code	Quantity	Amount	Calculated Amount	Warning Message
[redacted] SALVATORE	202112	[redacted] GeneralReg	[redacted]	29.51	$ 630.62	$ 630.62	
[redacted] SALVATORE	202112	[redacted] -GeneralDT	[redacted]	64.50	$ 1,458.36	$ 1,458.36	
[redacted] SALVATORE	202112	[redacted] GeneralT&H	[redacted]	2,065.70	$ 45,424.75	$ 45,424.75	
[redacted] MINEZ, JOSE L.	202112	[redacted] GeneralReg	[redacted]	29.51	$ 630.62	$ 630.62	
[redacted] MINEZ, JOSE L.	202112	[redacted] -GeneralDT	[redacted]	32.00	$ 723.52	$ 723.52	
[redacted] MINEZ, JOSE L.	202112	[redacted] GeneralT&H	[redacted]	1,490.26	$ 32,770.71	$ 32,770.81	Amount Does Not Match Calculated Amount
[redacted] MANUEL G.	202112	[redacted] -GeneralDT	[redacted]	8.00	$ 180.88	$ 180.88	
[redacted] MANUEL G.	202112	[redacted] GeneralReg	[redacted]	29.51	$ 630.62	$ 630.62	
[redacted] MANUEL G.	202112	[redacted] GeneralT&H	[redacted]	339.37	$ 7,462.64	$ 7,462.74	Amount Does Not Match Calculated Amount
[redacted] LES, CANDIDO	202112	[redacted] -GeneralDT	[redacted]	16.00	$ 361.76	$ 361.76	

The Upload Results grid contains a “Warning Message” column. Any errors listed in this column must be reviewed and corrected before the contribution report is posted.

After the file has successfully uploaded, please refer to section 4.1.3 of this document “Footer Buttons” to finish posting the contribution report.

4.2.1 File Format

The benefit office will work with employers to define the file upload requirements.

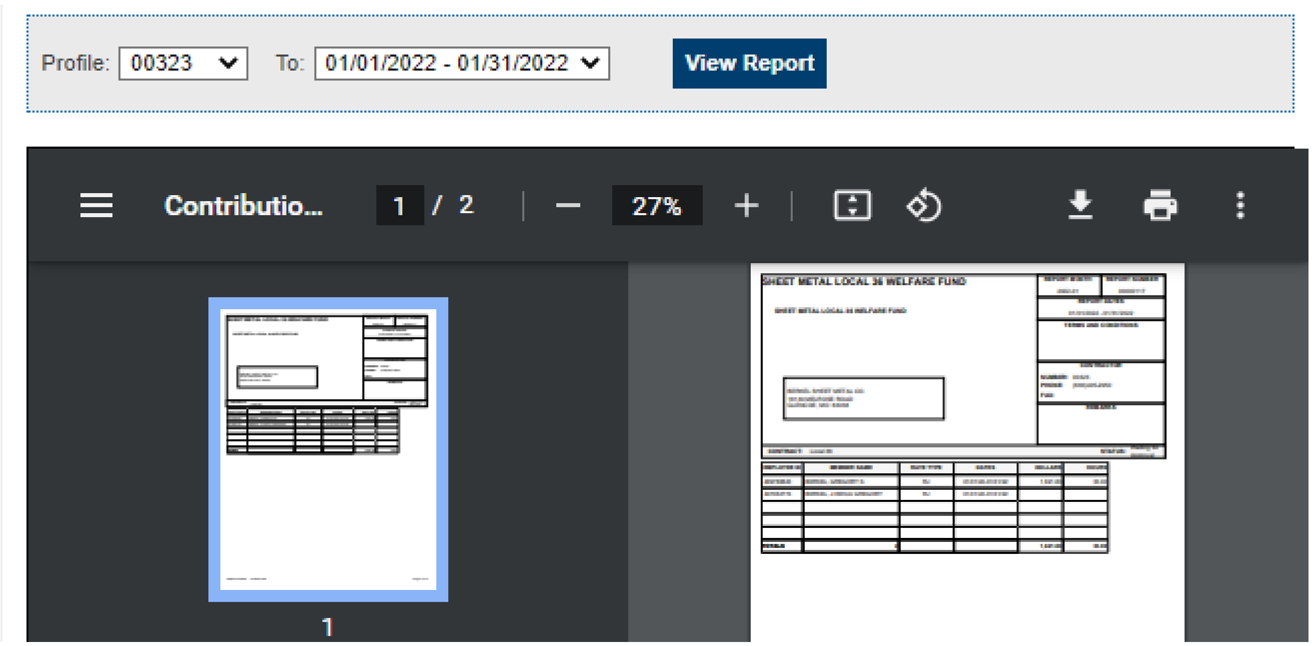
5.0 Reports

There are five report options available in Remit Express; View invoice, two contribution reports and two member reports.

5.1.1 View Invoice

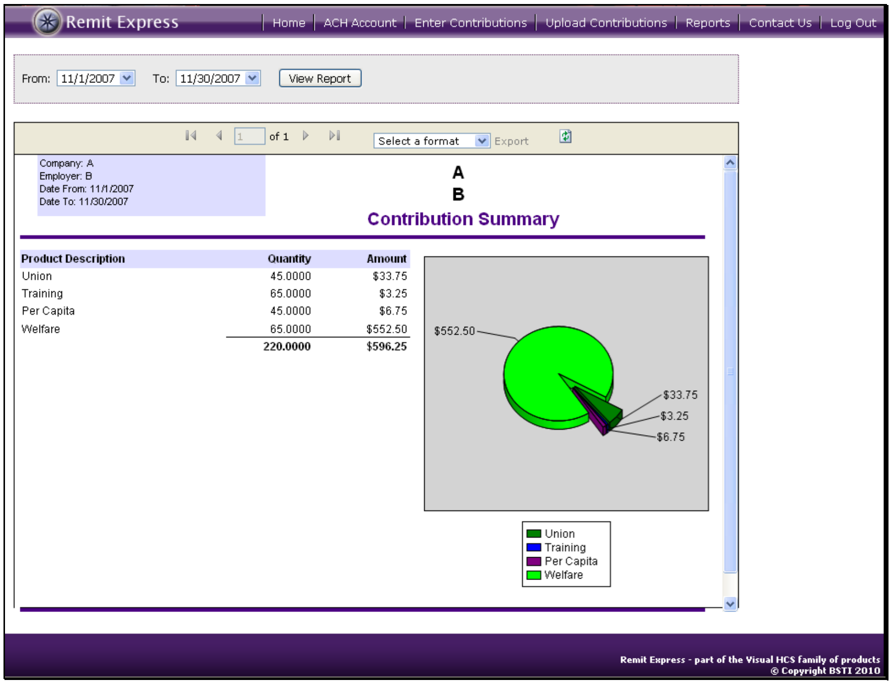
This report allows the employer to view the invoice at any stage in the submitting process, including after the Benefit Office has approved the invoice. Prior to the benefit office approval the Invoice has a status of *Waiting for Approval*.

Example of how the invoice will appear:



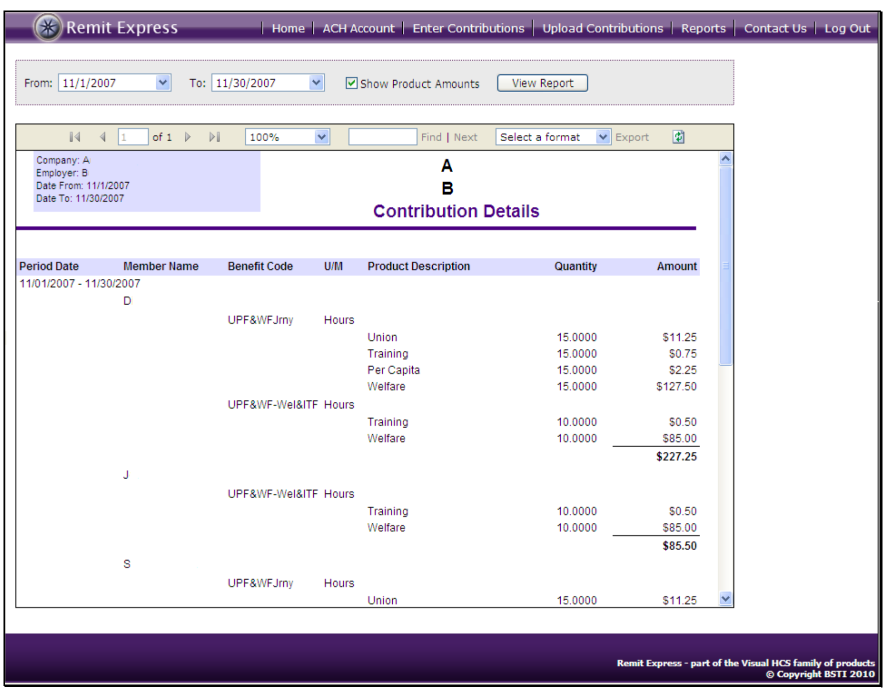
5.1.2 Contribution Summary

This report provides the total employer number of hours worked and amount spent by product for the specified time period. If the selected time period covers more than one contribution report, the totals are grouped together.



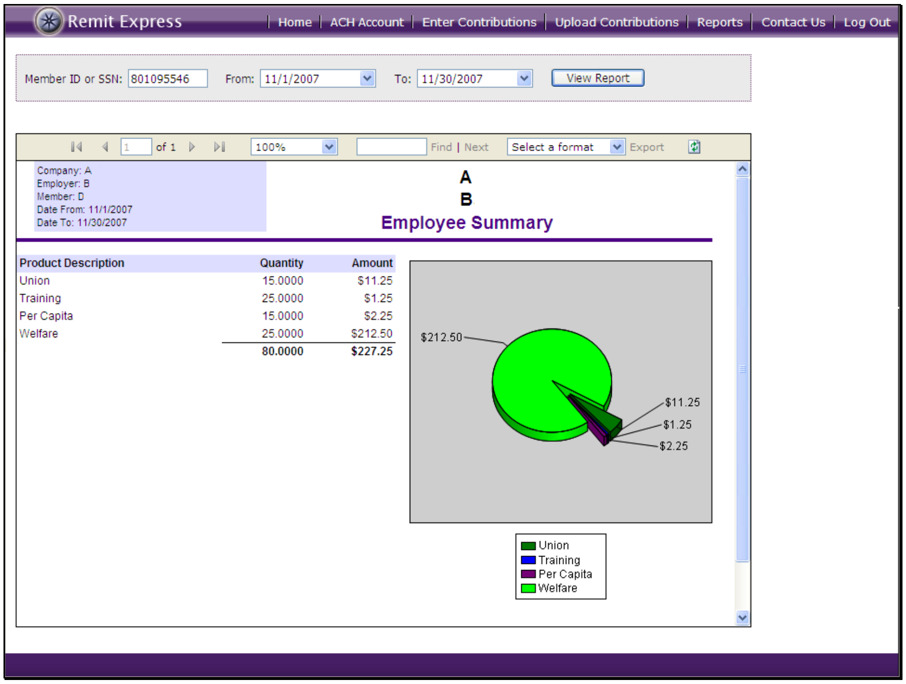
5.1.3 Contribution Detail

The report provides a summary of each contribution report by employer. By default, the report is broken out by member name and benefit code. Each benefit code can also be broken out by product. If the selected time period covers more than one contribution report, the totals are reported separately.



5.1.4 Employee Summary

This report provides the total member number of hours worked and amount spent by product for the specified time period. If the selected time period covers more than one contribution report, the totals are grouped together.



5.1.5 Employee Detail

The report provides a summary of each contribution report by member. By default, the report is broken out by benefit code. Each benefit code can also be broken out by product. If the selected time period covers more than one contribution report, the totals are reported separately.