BRIDGEWAY
BENEFIT TECHNOLOGIES

Pipe Trades Services MN Benefits Website

Pipe Trades Services MN

ISSi-Remit Online Remittance Instructions

Fringe Contribution Guideline

This Fringe Benefit Report is DUE BY the 15th of each month, ACH Payments can be no later than 2 business days (excluding Holidays) AFTER the 15th. If the report and payment are late, contributions will not be dispersed until the following month, and it will be assessed liquidated damages at the following rates:

1-10 days late = 3% of total fringes paid
11 or more late = 10% of total fringes paid

To complete your fringe benefit entry, follow the steps given in this instruction handbook:

IMPORTANT NOTE:

Your pre-listed report reflects only those employees reported the previous month. If the pre-listed report does not accurately reflect the employees working for you during the month being reported, follow the actions available in this instruction handbook.

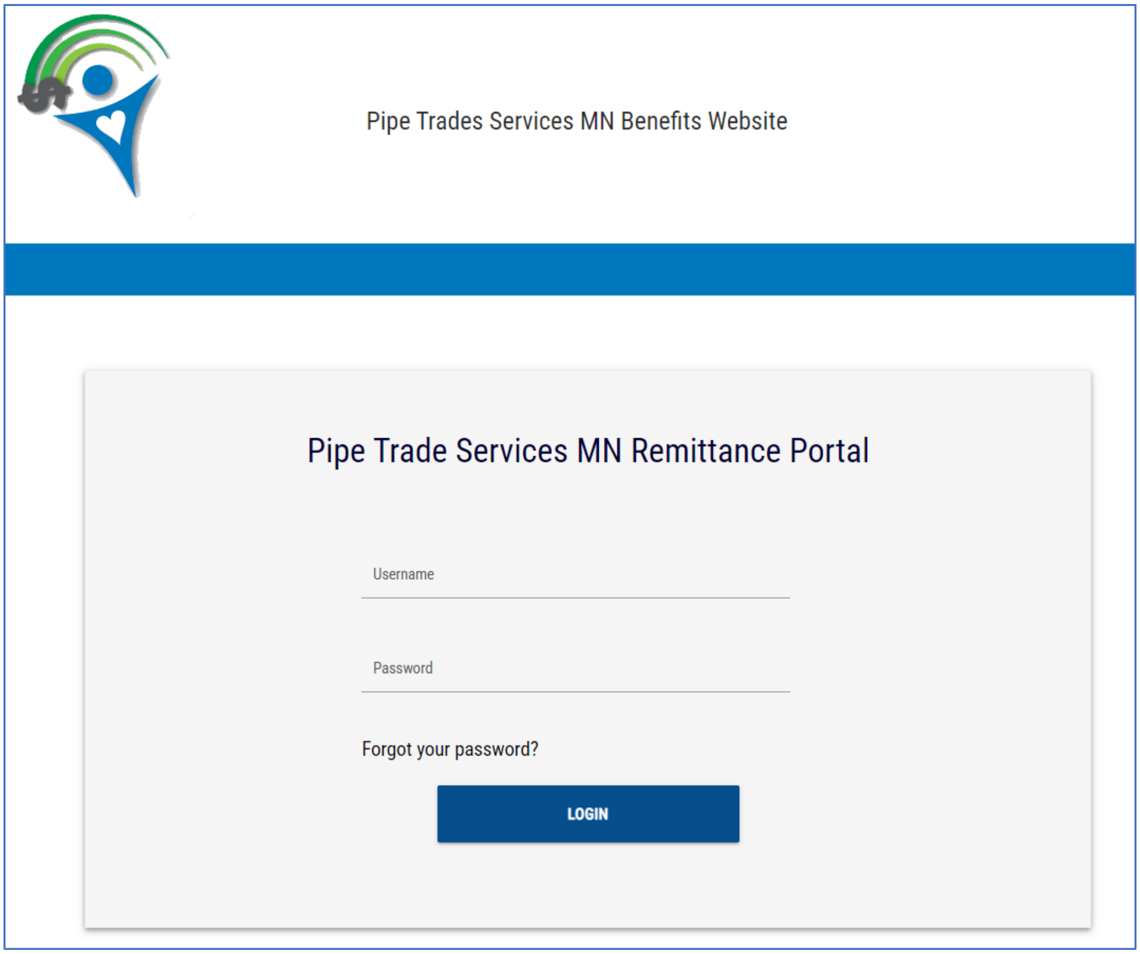
- For questions you can also go to our WEBSITE at www.PTMSN.ORG and click the EMPLOYERS button.
- From the Employers Page you can email questions to FRINGE@PTMSN.ORG
- For current and past RATE information click the item labeled 'CLICK HERE for Fringe Benefit Rates and Information'.

Pipe Trades Services MN
ISSi-Remit Online Remittance Processing Instructions

Logging In

Prior to your first time using the website, you will receive information from the Fund Office containing your username and temporary password. Once you have this information, you may begin to use the website.

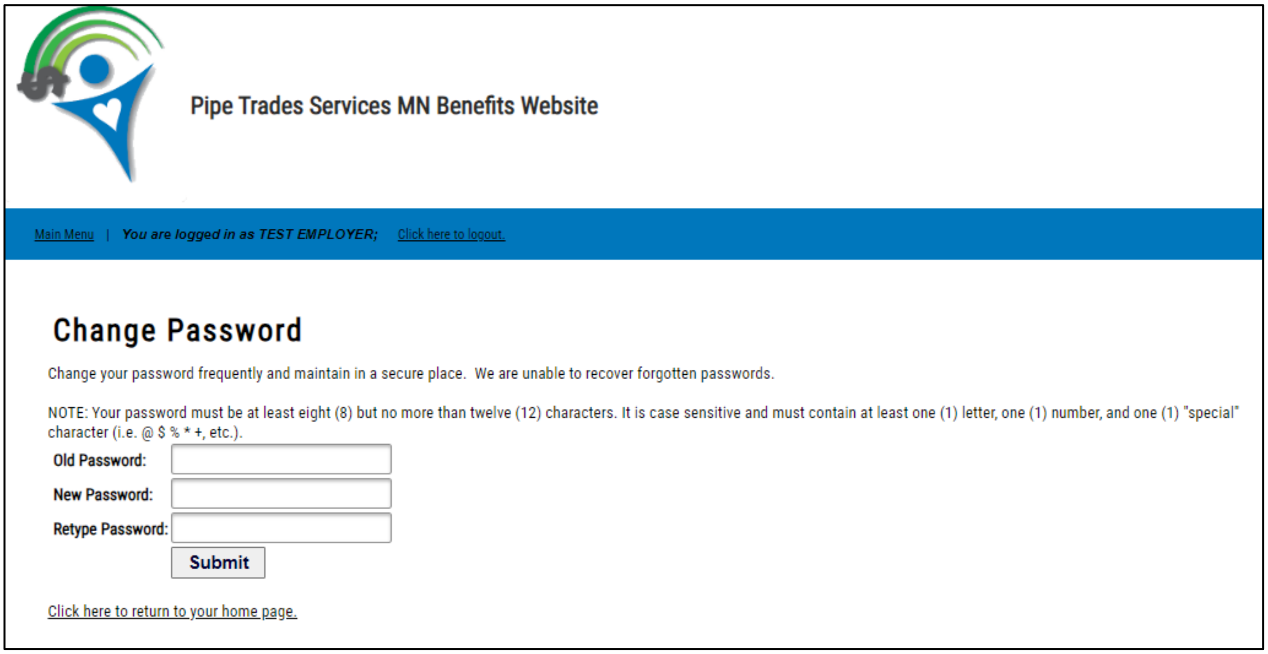
To log-in, please type your username and temporary password into the designated fields and click on the *Login* button:



<u>Please note</u>: Your username and password are case sensitive and must be typed in exactly as specified by the Fund Office.

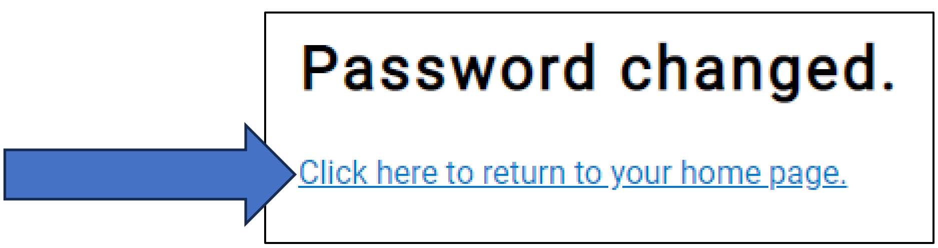
Changing Your Password

If this is your first time logging in, you will be required to change your password. You will immediately be directed to the “Change Password” screen. Fill out the required fields and click the *Submit* button.



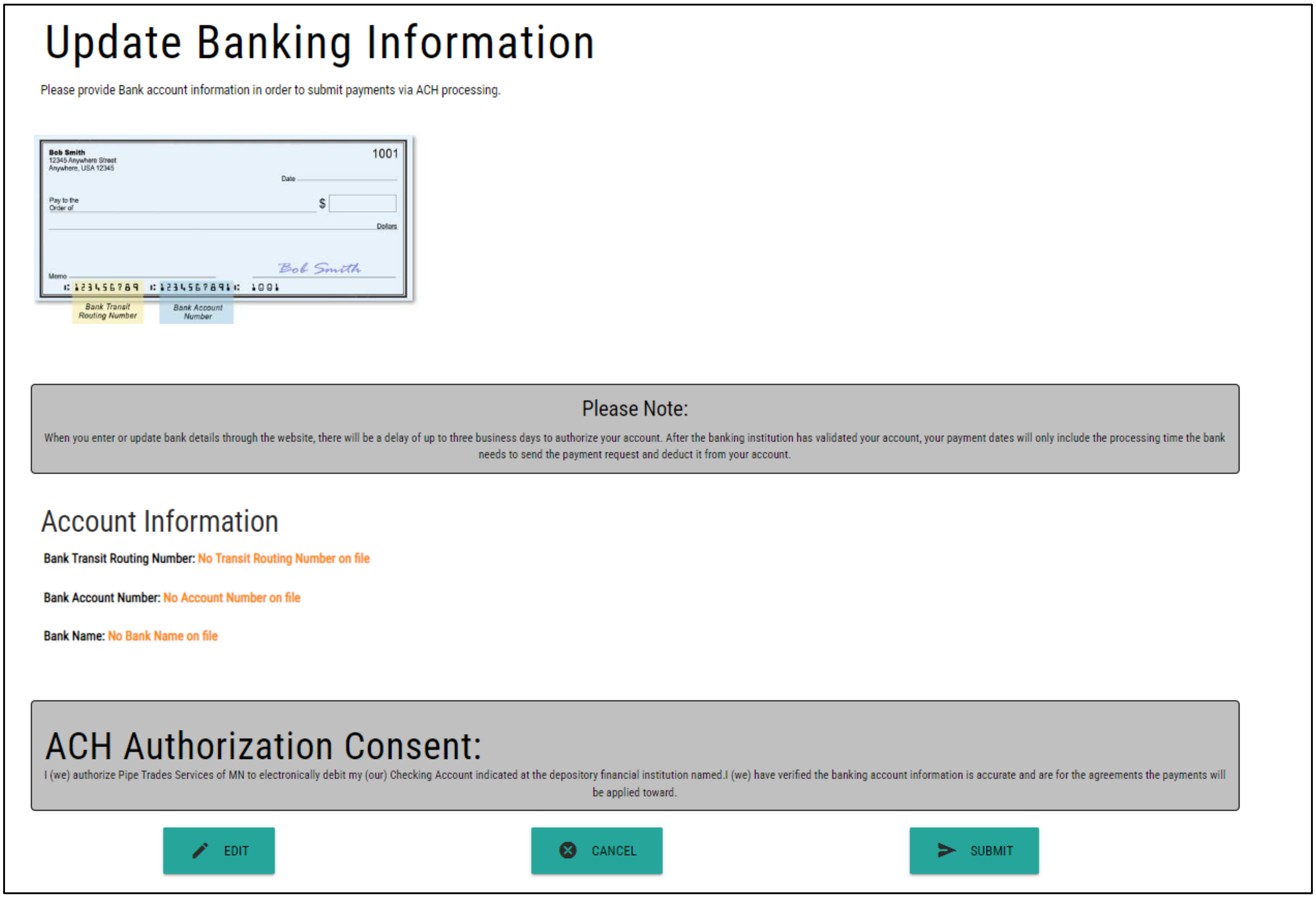
<u>Please note</u>: You may change your password at any time by clicking on the “Change Password” option on the Main Menu. You will then be directed to the screen above.

After clicking on the *Submit* button, you will be directed to a new screen that states that your password has been changed. You should now click on the link to return to your home page (i.e. the Main Menu).



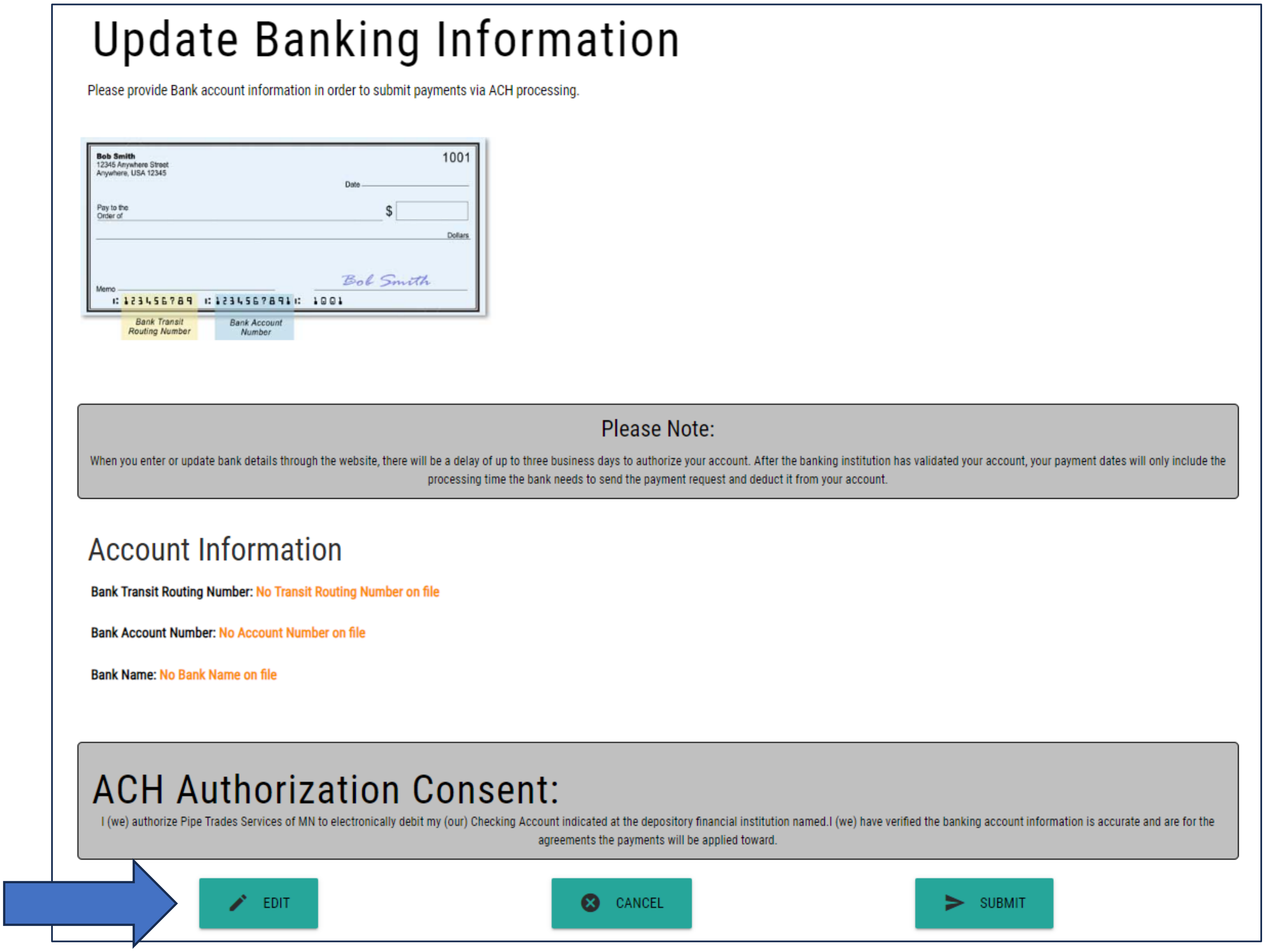
Set Banking Information

Upon logging in for the first time, you will be required to enter in your banking information in order to submit ACH payments. You will be taken to the following screen and will not be able to proceed without entering in the required information.

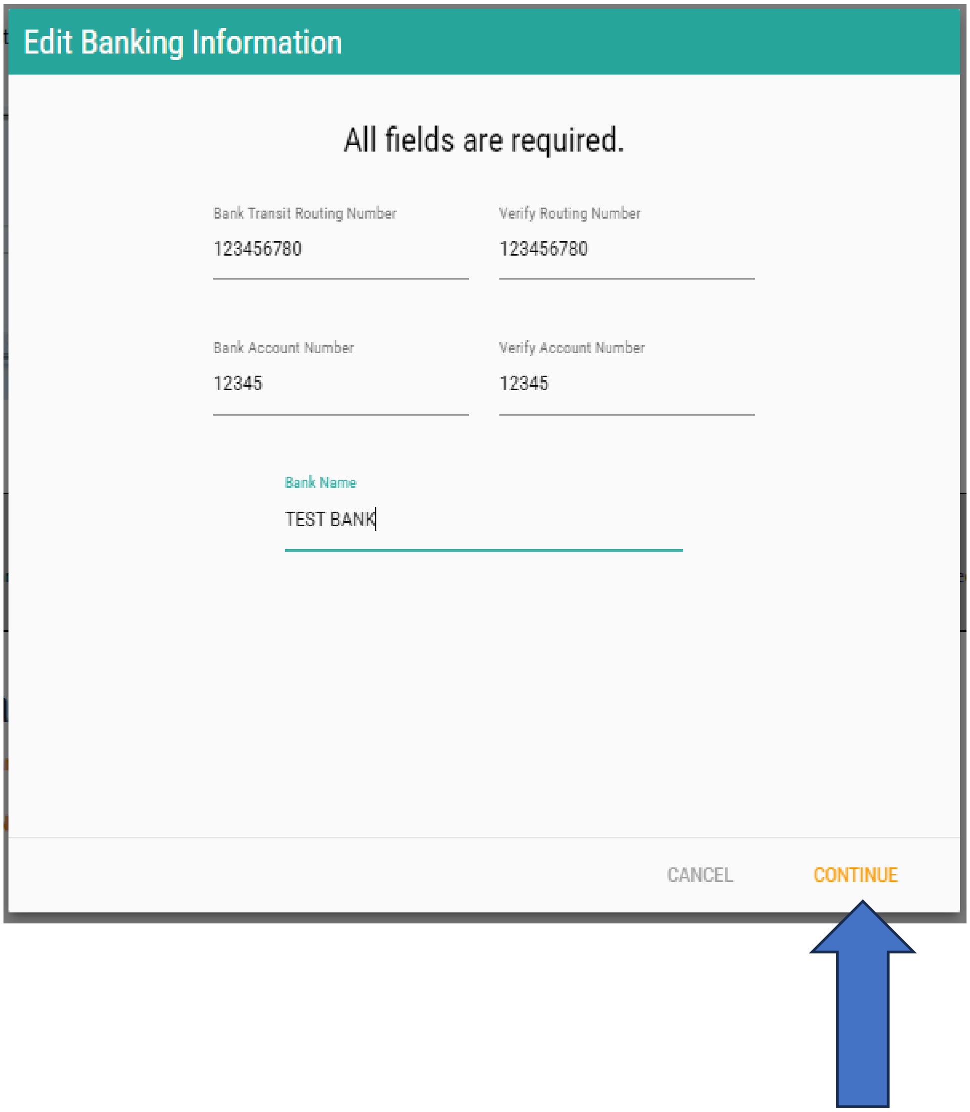


<u>Please Note</u>: The Fund office requires all payments made electronically through the ACH option. If you have issues or questions, please contact the Fund office.

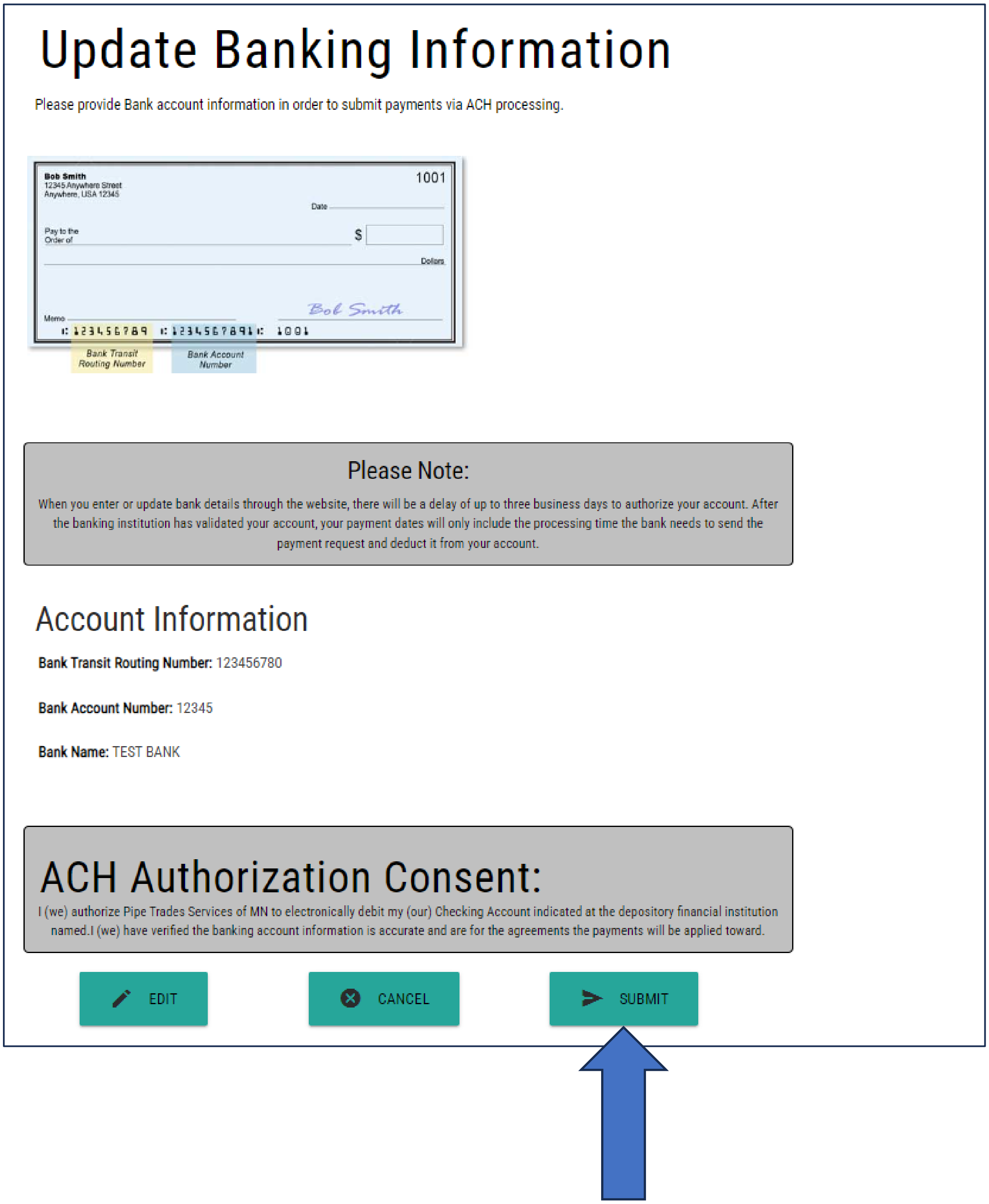
To add banking details, select the “Edit” button.



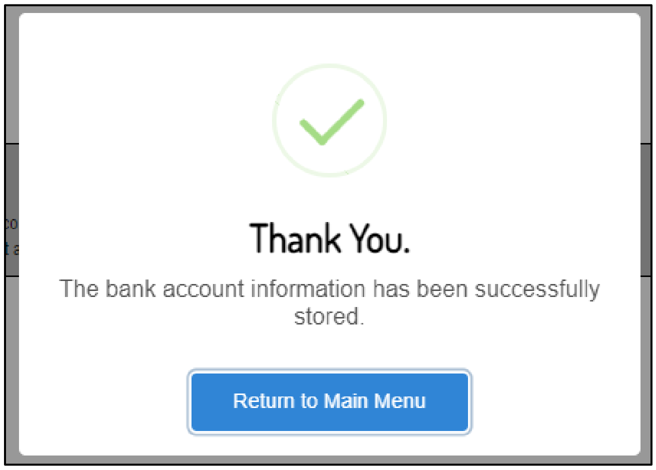
After selecting the “Edit” button, a pop up will appear for you to enter your banking information. Click on “Continue” when finished.



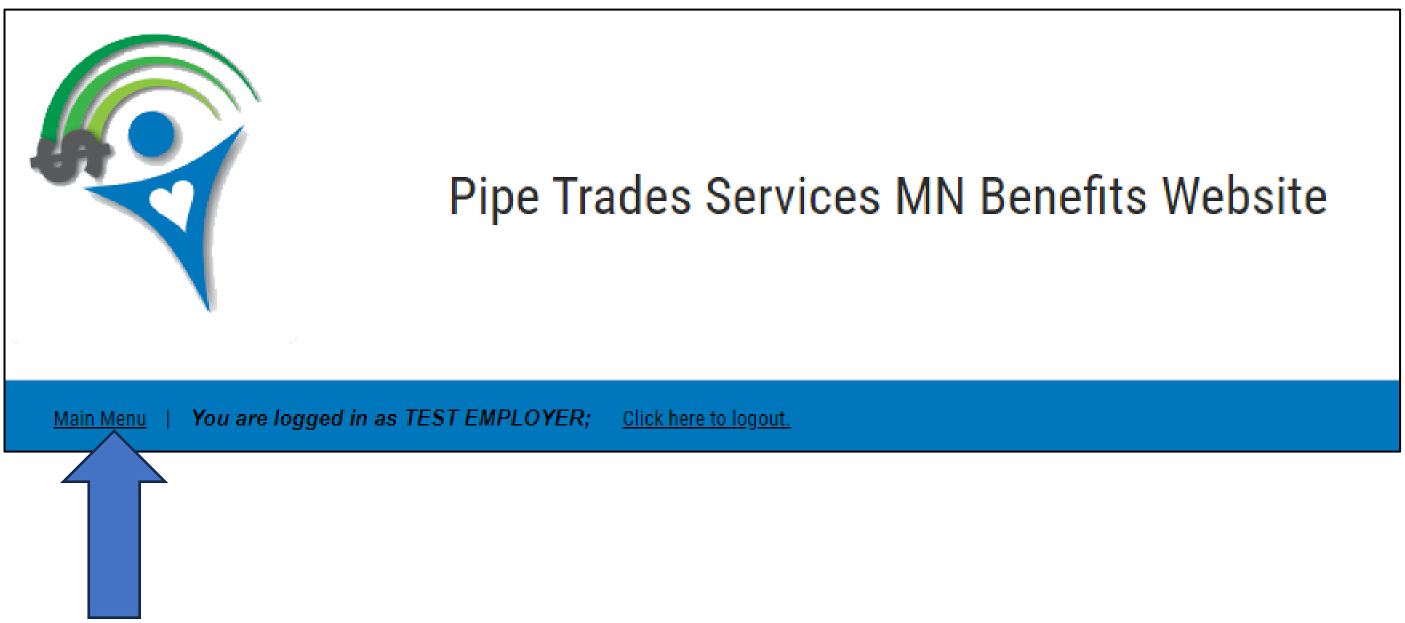
The pop-up window will close. To fully complete your banking detail, click on the “Submit” button.



You will then receive a confirmation saying your banking information has been submitted and stored securely.

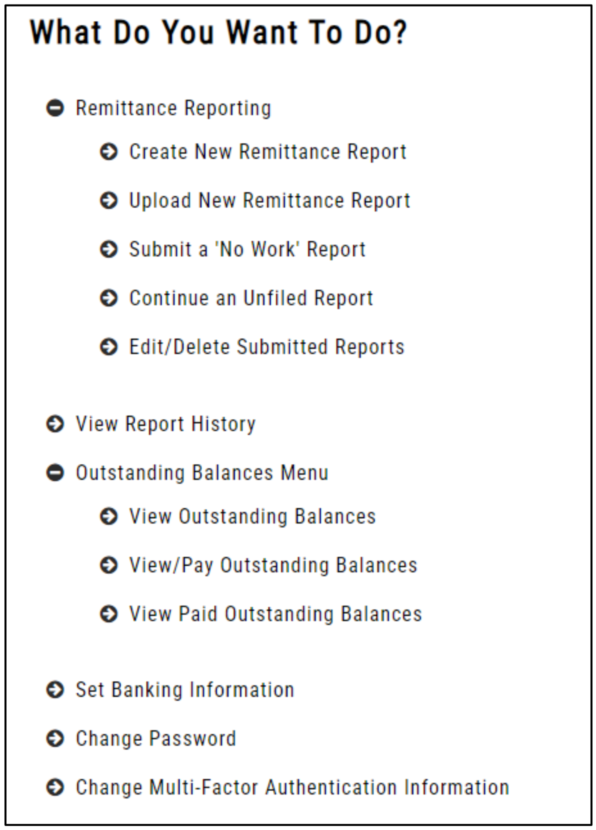


If you are simply using this page to review the bank information you have on file and no updates are needed, you can simply use the *Main Menu* link at the top of the page to return to the main menu:



Main Menu

You will now be directed to the Main Menu:



You have several options to choose from:

- **Remittance Reporting:**
  - Create New Remittance: Choose this option if you would like to create a new remittance report to send to the Fund Office. Please refer to the "Creating a New Remittance Report" section of this documentation for more information regarding creating a new remittance.
  - Upload New Remittance Report: Choose this option if you have a formatted file with remittance data ready to upload.
  - Submit a 'No Work' Report: Choose this option if you would like to create a "No Work" remittance report to send to the Fund Office. Please refer to the "Submitting a "No Work" Report" section of this documentation for more information regarding submitting a "No Work" report.

  - Continue an Unfiled Report: Choose this option if you have previously saved a remittance and saved it to finish later. Please refer to the "Continue an Unfiled Report" section of this documentation for more information regarding finishing a previously saved remittance.

  - Edit/Delete Submitted Reports: This option allows you to edit or delete submitted reports that have not had payments posted to them or have been processed by the fund office. Please see the "Edit or Delete Submitted Reports" section for more information.

- **View Report History:** Choose this option if you would like to view a listing of all previously filed and archived reports, which are viewable as PDF documents. Please refer to the "Viewing Previously Submitted Reports" section of this documentation for more information.

- **Outstanding Balances Menu:** Choose this option to view your outstanding balances, which includes unpaid reports.

  - View Outstanding Balances: Choose this option to view outstanding balances that still need to be paid.

  - View/Pay Outstanding Balances: Choose this option to view and/or pay all any of the outstanding balances. *Only available to pay via ACH.*

  - View Paid Outstanding Balances: Choose this option to view which outstanding balances have been paid.

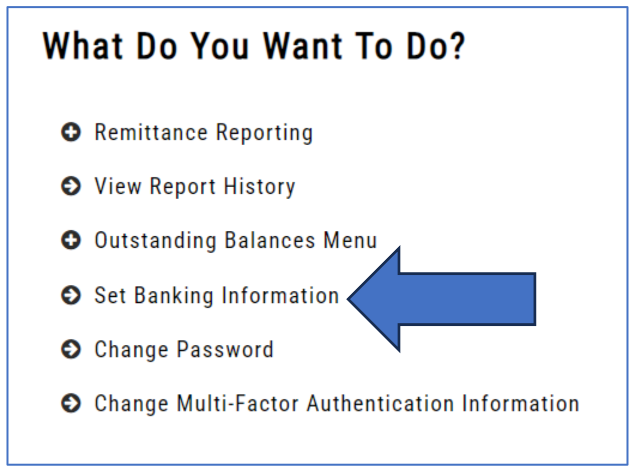
- **Set Banking Information:** Choose this option to change your ACH banking information.

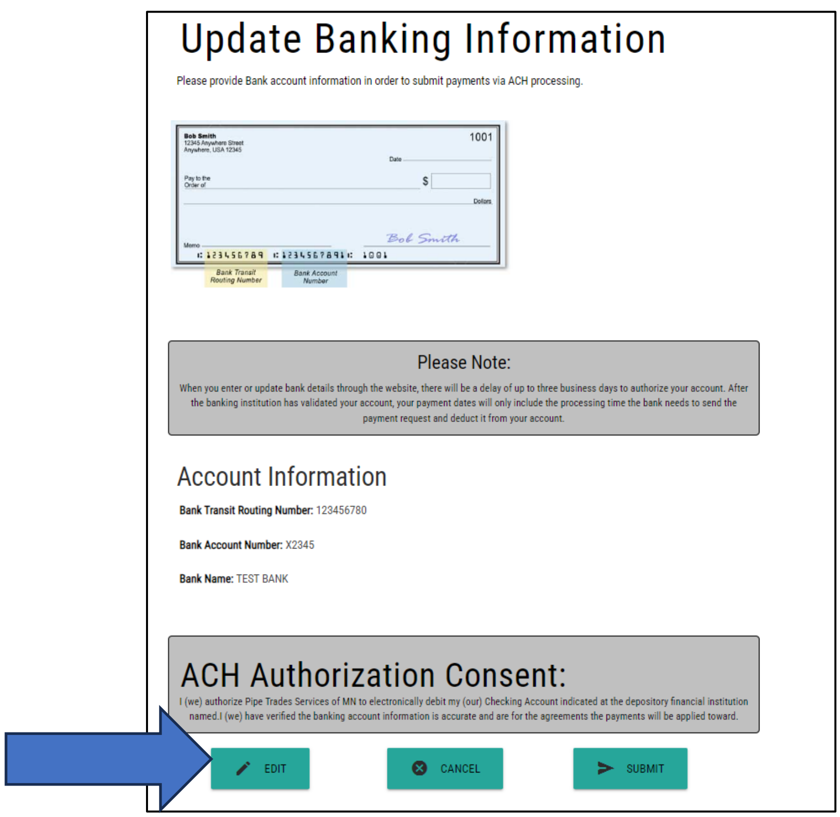
- **Change Password:** Choose this option to change your login password. The Changing Your Password section of this documentation will show you how to change your password at any time.

- **Change Multi-Factor Authentication Information:** Choose this option to change the Multi-factor Authentication Information on file. Please refer to the Multi-Factor Authentication section of this documentation for more information.

Changing Bank Account Information

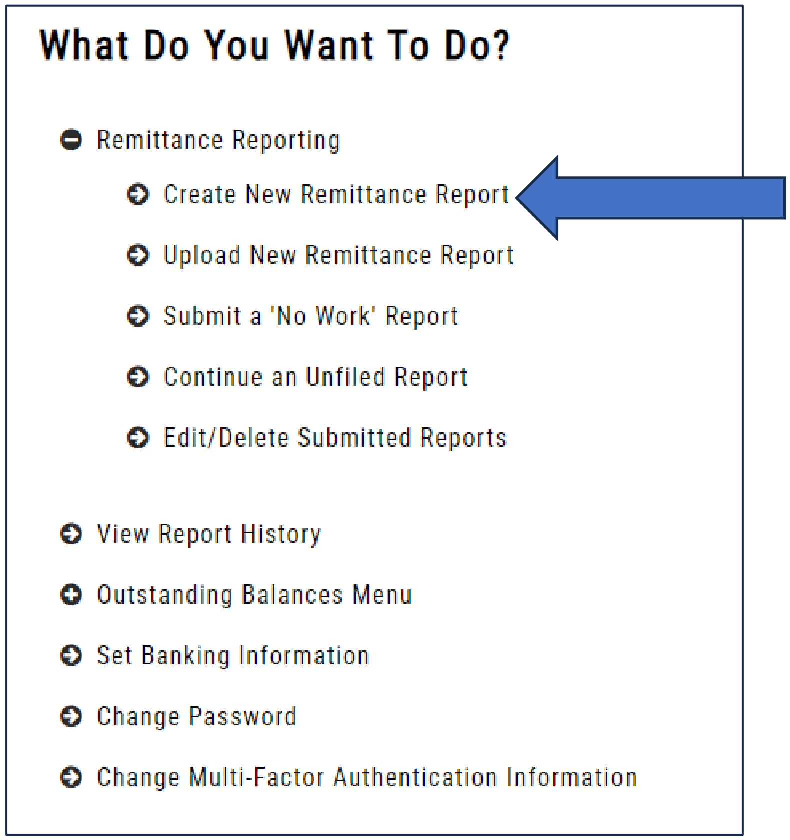
If you need to **change your bank account information**, you may do so at any time by navigating back to the "Updating Banking Information" page through the 'Set Banking Information' at the Main Menu and selecting the "Edit" button on the *Update Banking information* screen. Follow the steps in the Set Banking Information section of this document to Edit the information.



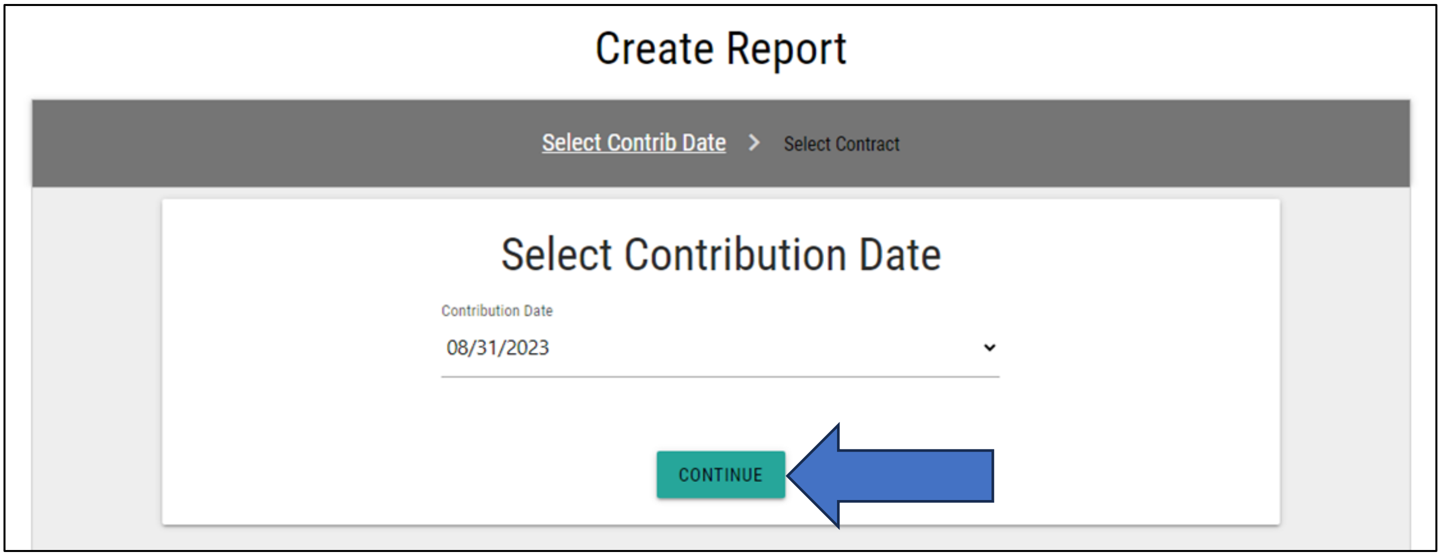


Creating a New Remittance Report

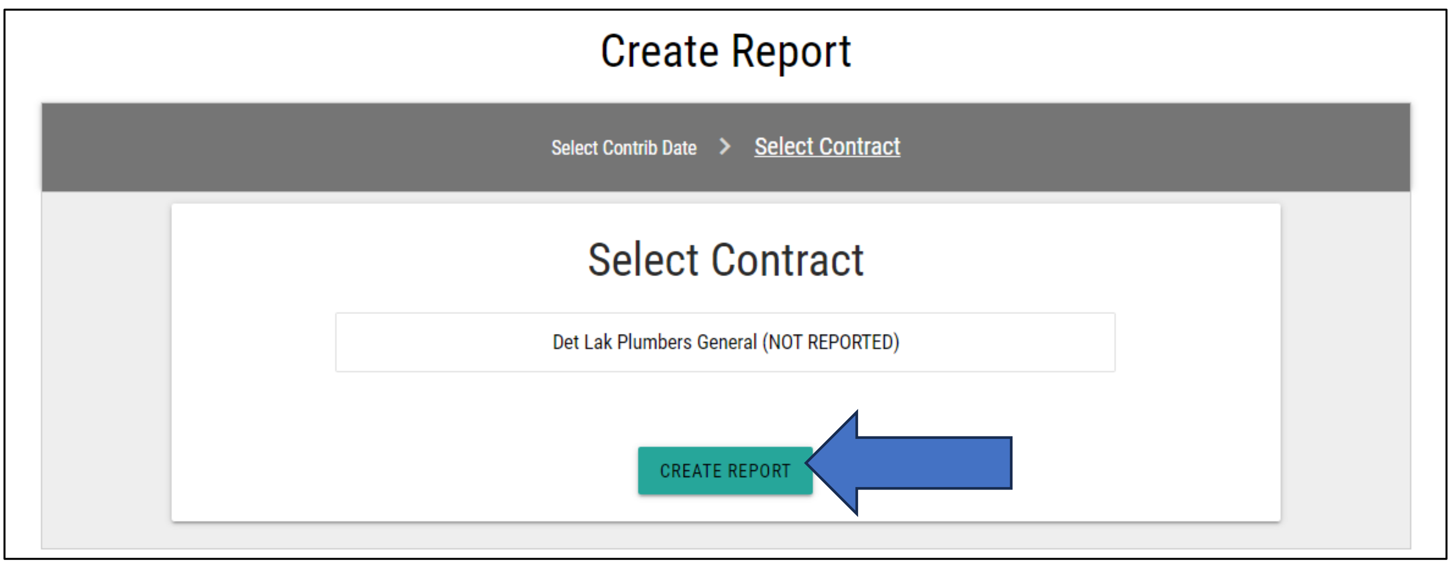
To create a new remittance report, click on the "Remittance Reporting" option on the main menu, then select "Create New Remittance Report:"



Select the work month you are making a payment for, then click ***Continue***:



You will then need to select the contract you are reporting for. Once your contract is selected, click Create Report.

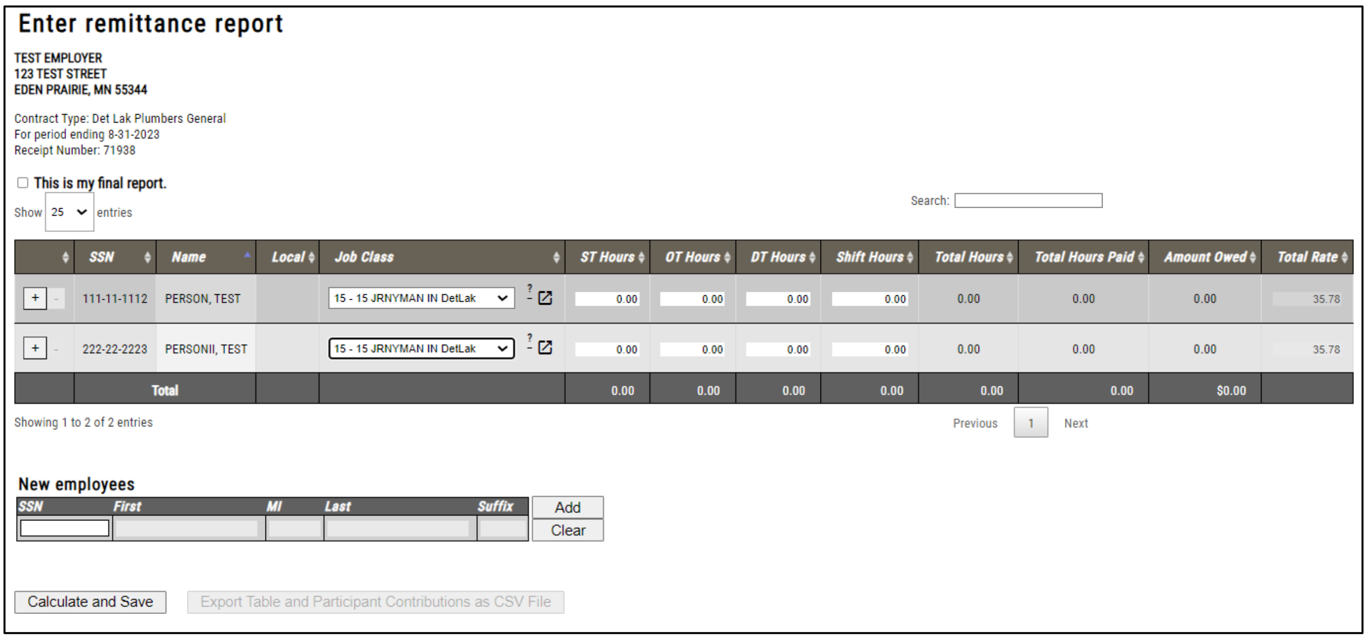


Main Remittance Report Screen

Once you select a work month, period ending, and contract, you will be taken to the main remittance entry screen. The columns that display will be based on the type of contract that you are reporting on.

Enter the hours WORKED for each employee during the month being reported (you may use Payroll Periods if you prefer).

Fill in the detail columns for STD Hours, OT Hours, DT Hours, and SHIFT hours (where applicable). Please fill in the hours WORKED under the appropriate column.



On the main remittance screen, participants from your last reported work month for your selected contract will pre-populate with the Names, SSNs, Local (if on file), and Job Class from that report.

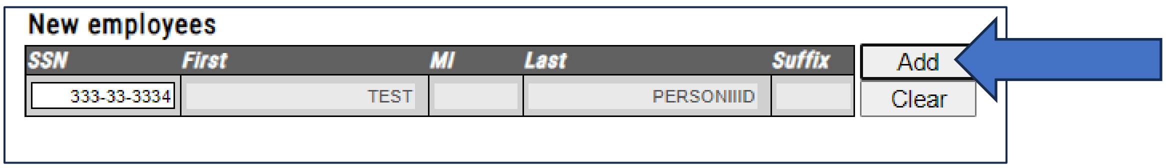
<u>Please note</u>: The pre-list will only appear if the Fund Office has accepted this last report to consider it paid. If no participants are pre-listed and you believe they should be, please contact the Fund Office. Otherwise, you may add them manually through the 'New Employees' box. Please refer to the "Adding a New Employee" section on the next page.

Need to add a participant? Please refer to the "Adding Employees to the table" section in this documentation.

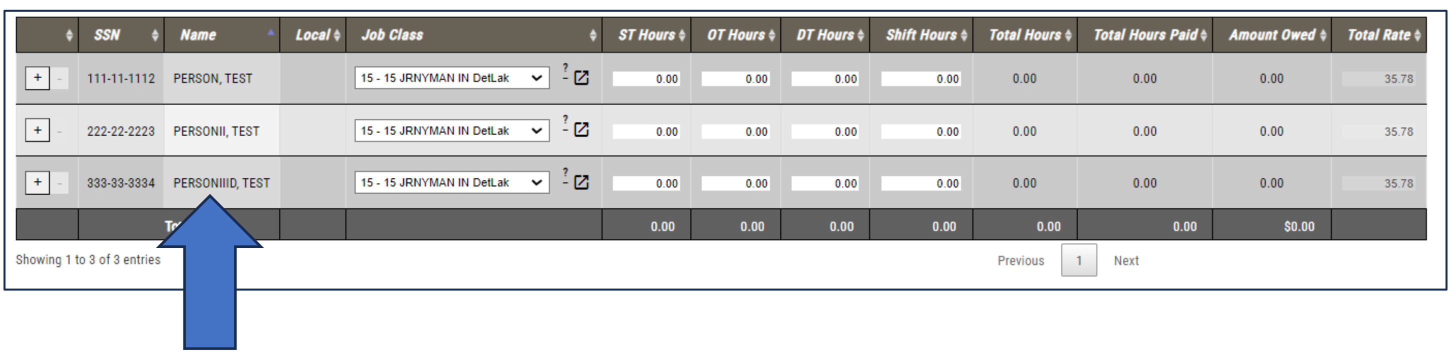
Ready to "Calculate and Save" the report? If no further changes are needed, then skip to the "Calculating the Remittance Report" section of this documentation.

Adding Employees

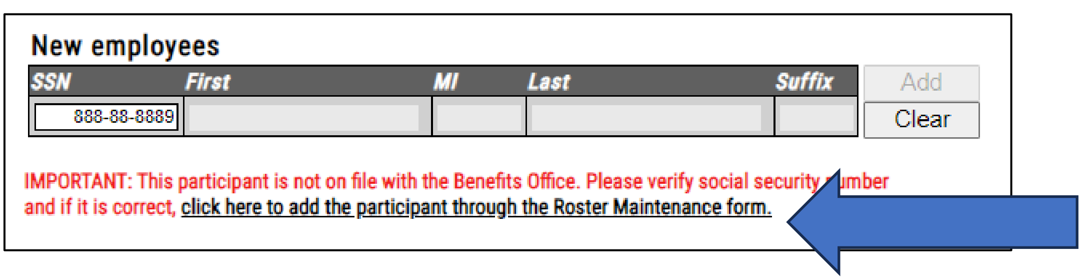
If you do not see a participant you need to report on, enter their SSN and the first 4 letters of their last name into the New Employees section below the remittance entry table and click the ***Add*** button:



If they are already in the system, their name will pre-populate, and you can click on the ***Add*** button again to add them to the remittance report.

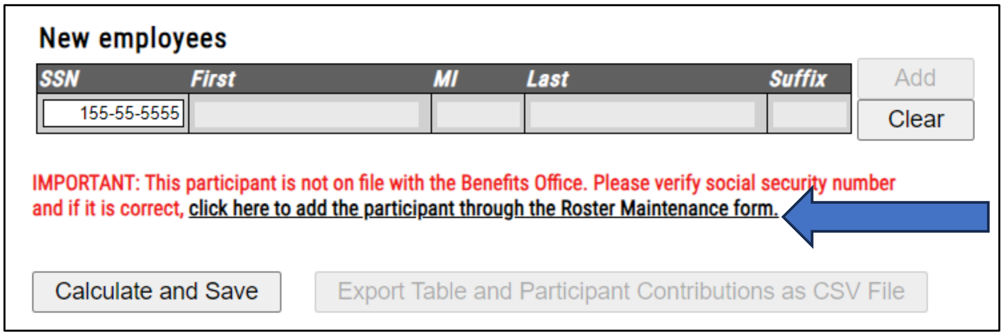


If the participant's SSN is <u>not</u> on file with the Fund Office, a message will appear in bold text, if you would like to add the employee to the report, click the link to be taken to Roster Maintenance.

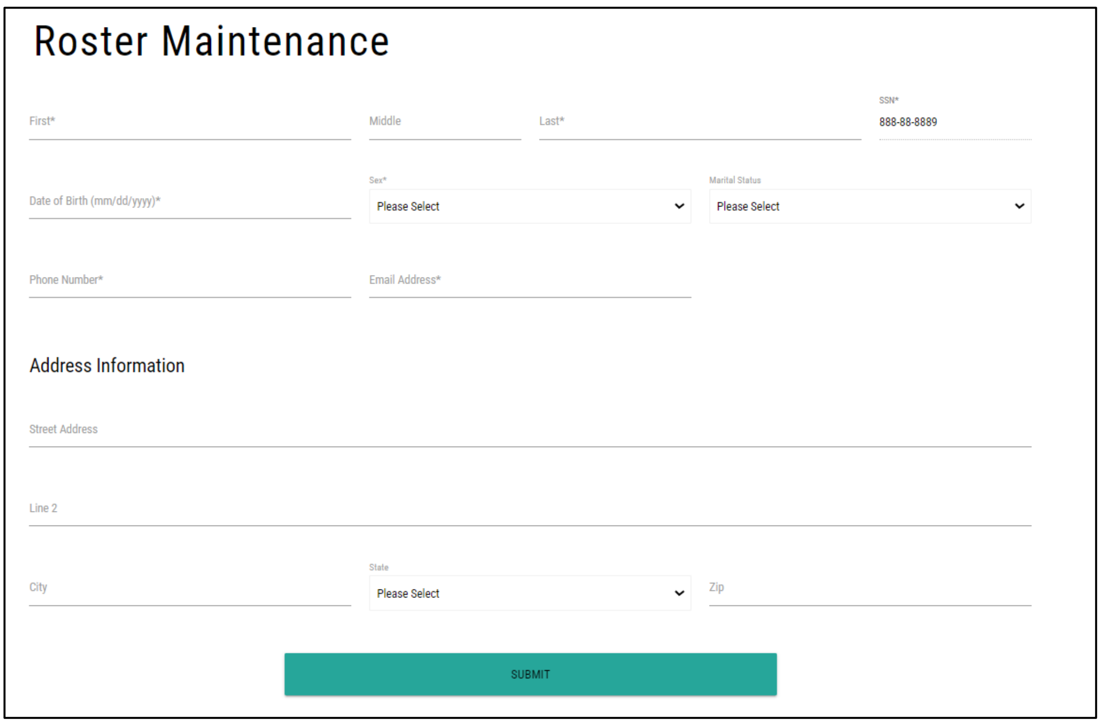


Roster Maintenance

If the SSN that you enter does not belong to an existing member, a message will appear underlined letting you know that this employee is not on file. You can click on the link to open a new “Roster Maintenance” form on a separate browser tab.



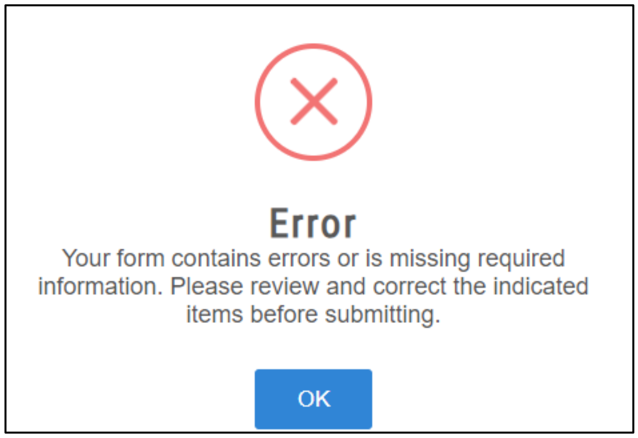
On the Roster Maintenance form fill out the employee’s information and click the submit button. All required fields are marked with an asterisk.



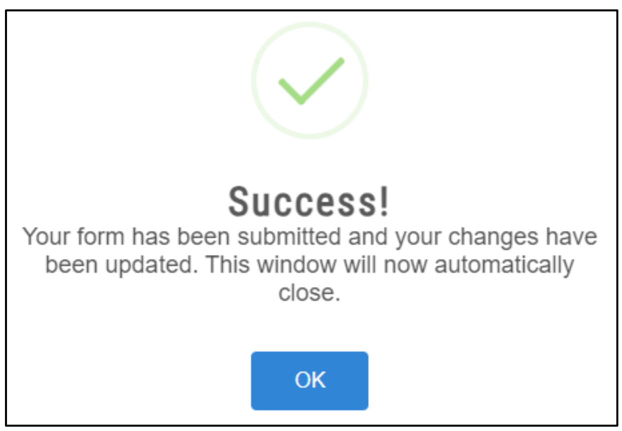
Required Fields:

SSN, First Name, Last Name, Date of Birth, Sex, Phone Number, and Email Address.

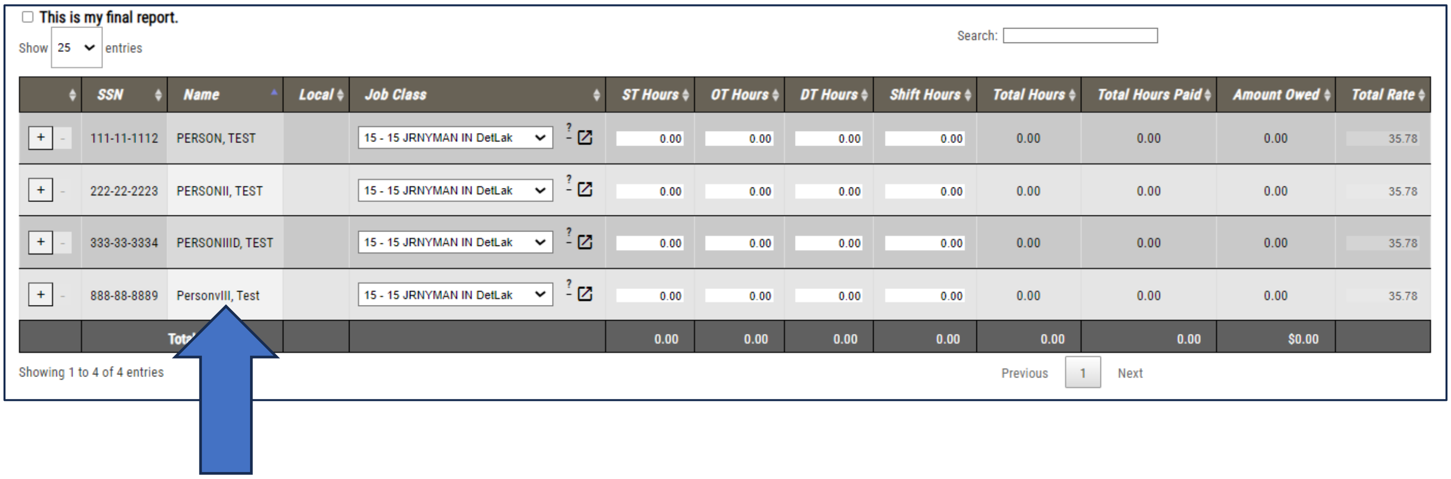
If you have forgotten something that is required, you will see an error message. Simply, click *OK* and correct the items indicated in red.



If all necessary fields have been filled in, a confirmation box will appear. Click the *OK* button to continue.



After selecting *OK* you will return to the main remittance reporting screen, where you will see the new employee automatically added to the remittance table.



☐ This is my final report.

Show 25 entries

Search:

	SSN	Name	Local	Job Class	ST Hours	OT Hours	DT Hours	Shift Hours	Total Hours	Total Hours Paid	Amount Owed	Total Rate
+ -	111-11-1112	PERSON, TEST		15 - 15 JRNYMAN IN DetLak	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.78
+ -	222-22-2223	PERSONII, TEST		15 - 15 JRNYMAN IN DetLak	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.78
+ -	333-33-3334	PERSONIIID, TEST		15 - 15 JRNYMAN IN DetLak	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.78
+ -	888-88-8889	PersonvIII, Test		15 - 15 JRNYMAN IN DetLak	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.78
	Tot				0.00	0.00	0.00	0.00	0.00	0.00	$0.00	

Showing 1 to 4 of 4 entries

Previous 1 Next

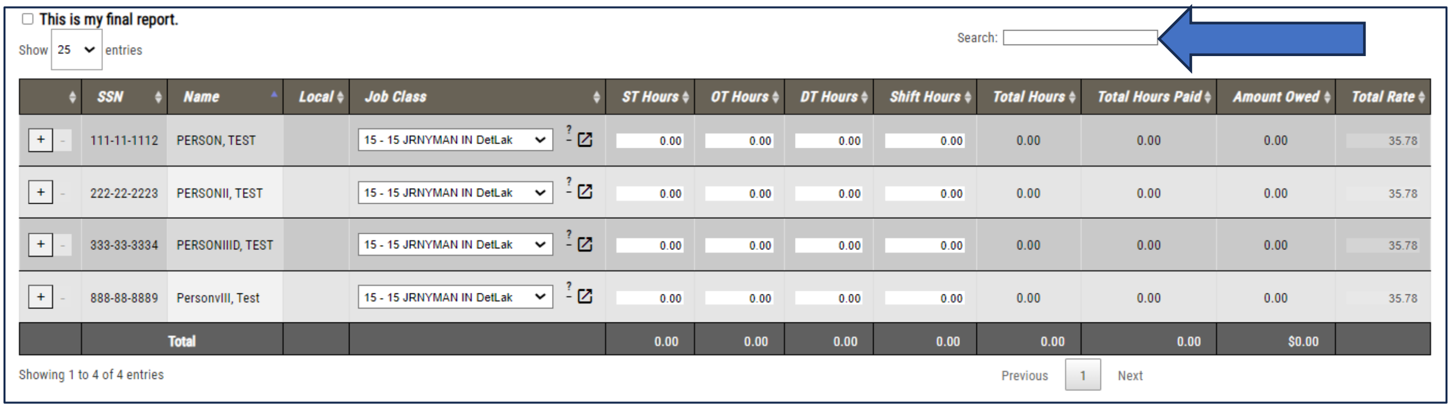
You will now be able to add contribution hours for the member.

Remittance Entry Screen Features

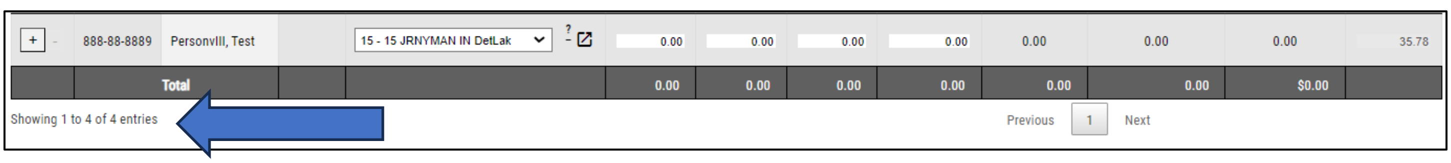
Remittance Table

In the upper right-hand corner, directly above the table is a search box that filters based on name. The remittance table will then be filtered to only members that match this search:

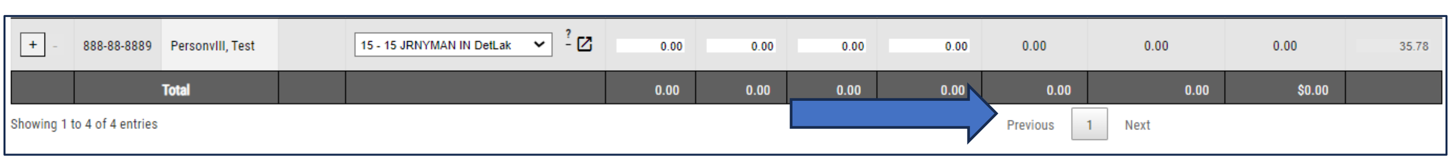
The search can be removed at any time using the "X" button on the far right of the search box.



In the lower left-hand corner below the remittance entry table, the table lists how many participants are displaying on the page out of how many participants are on the report:



In the lower right-hand corner, below the remittance entry table, there is a list indicating the number of pages available within the report. To display the next page of participants, you can either select the next number in the series or hit the *Next* button (if there are more than one pages listed). You may also go to the specific page by clicking on the specific page number (if applicable):



The remittance table features a bottom row that calculates a running total for that column:

	SSN	Name	Local	Job Class	ST Hours	OT Hours	DT Hours	Shift Hours	Total Hours	Total Hours Paid	Amount Owed	Total Rate
+ -	111-11-1112	PERSON, TEST		15 - 15 JRNYMAN IN DetLak	100.00	1.00	1.50	10.00	112.50	104.50	0.00	35.78
+ -	222-22-2223	PERSONII, TEST		1S - 15 ST CL JRY DETLAK	100.00	0.00	0.00	10.00	110.00	100.00	0.00	32.40
+ -	333-33-3334	PERSONIIID, TEST		34 - 34 JRNYMAN IN DetLak	100.00	0.00	2.00	0.00	102.00	104.00	0.00	36.21
+ -	888-88-8889	PersonvIII, Test		34 - 34 JRNYMAN IN DetLak	100.00	1.00	0.00	0.00	101.00	101.50	0.00	36.21
	Total				400.00	2.00	3.50	20.00	425.50	410.00		

Showing 1 to 4 of 4 entries Previous 1 Next

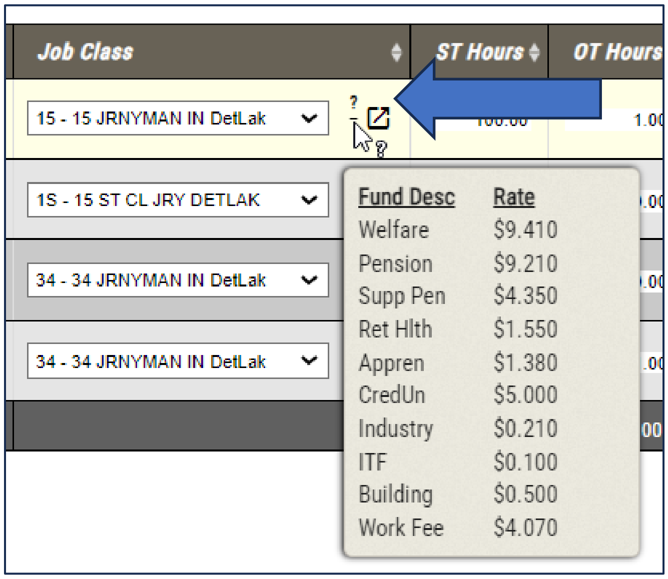
Each column header can be sorted A-Z, Z-A by simply selecting it. The arrow next to the header title will indicate whether the table is being sorted A-Z, in which the arrow will darken purple and point upwards; or Z-A, in which the arrow will darken purple and point downwards:

	SSN	Name	Local	Job Class	ST Hours	OT Hours	DT Hours	Shift Hours	Total Hours	Total Hours Paid	Amount Owed	Total Rate
+ -	111-11-1112	PERSON, TEST		15 - 15 JRNYMAN IN DetLak	100.00	1.00	1.50	10.00	112.50	104.50	0.00	35.78
+ -	222-22-2223	PERSONII, TEST		1S - 15 ST CL JRY DETLAK	100.00	0.00	0.00	10.00	110.00	100.00	0.00	32.40
+ -	333-33-3334	PERSONIIID, TEST		34 - 34 JRNYMAN IN DetLak	100.00	0.00	2.00	0.00	102.00	104.00	0.00	36.21
+ -	888-88-8889	PersonvIII, Test		34 - 34 JRNYMAN IN DetLak	100.00	1.00	0.00	0.00	101.00	101.50	0.00	36.21
	Total				400.00	2.00	3.50	20.00	425.50	410.00	$0.00	

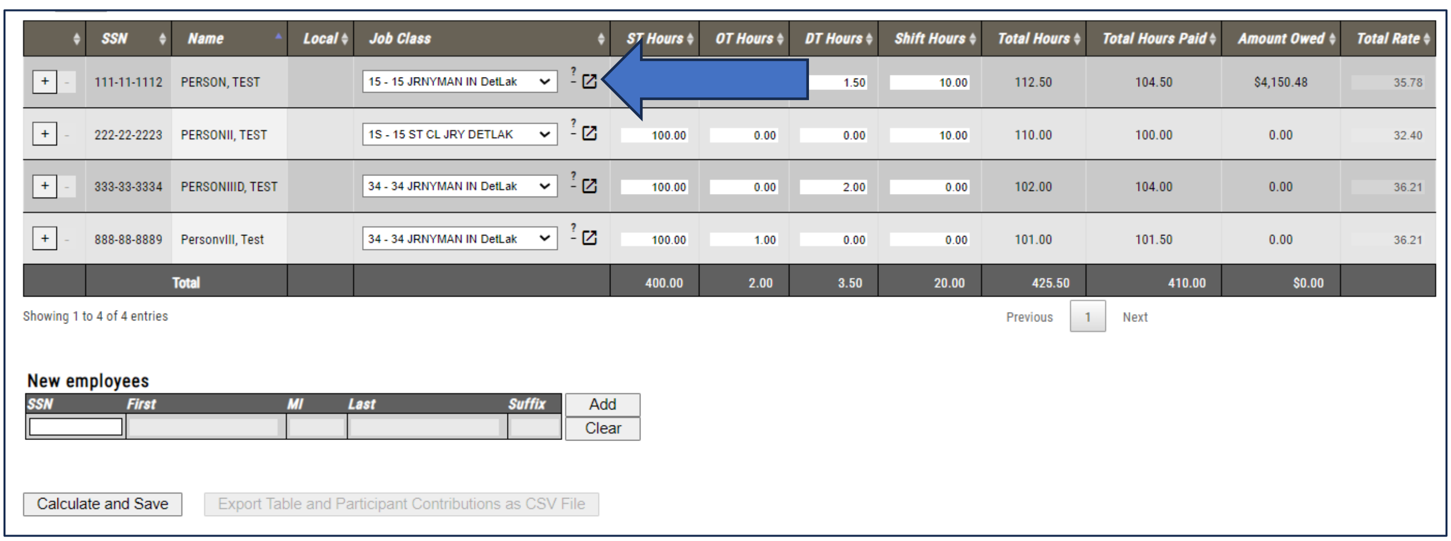
Showing 1 to 4 of 4 entries Previous 1 Next

Total Rate Column/Participant Contribution Popup

The Total Rate is a hover-over feature that provides the breakdown of the funds and their rates for the classification the member is being reported under. To trigger this effect, hover the mouse over the question mark in the field:



To view the individual participants total contributions, you may click the arrow icon in the box.



A table will pop up showing you the selected participants contributions for each applicable fund.

Contributions for TEST PERSON

	Total Hours Worked	Total Hours Paid	Rate	Total LD	Total Billed	Total with LD
Welfare	112.50	116.00	9.41	$0.00	$1,091.56	$1,091.56
Pension	112.50	116.00	9.21	$0.00	$1,068.36	$1,068.36
Supp Pen	112.50	116.00	4.35	$0.00	$504.60	$504.60
Ret Hlth	112.50	116.00	1.55	$0.00	$179.80	$179.80
Appren	112.50	116.00	1.38	$0.00	$160.08	$160.08
CredUn	112.50	116.00	5.00	$0.00	$580.00	$580.00
Industry	112.50	116.00	0.21	$0.00	$24.36	$24.36
Dues	0.00	0.00	0.00	$0.00	$0.00	$0.00
ITF	112.50	116.00	0.10	$0.00	$11.60	$11.60
Building	112.50	116.00	0.50	$0.00	$58.00	$58.00
Work Fee	112.50	116.00	4.07	$0.00	$472.12	$472.12
Death	0.00	0.00	0.00	$0.00	$0.00	$0.00
School	0.00	0.00	0.00	$0.00	$0.00	$0.00
UA Org	0.00	0.00	0.00	$0.00	$0.00	$0.00
ReRebate	0.00	0.00	0.00	$0.00	$0.00	$0.00
Liquidated Damages	0.00	0.00	0.00	$415.06	$0.00	$415.06
Totals:			35.78		$4,150.48	$4,565.54

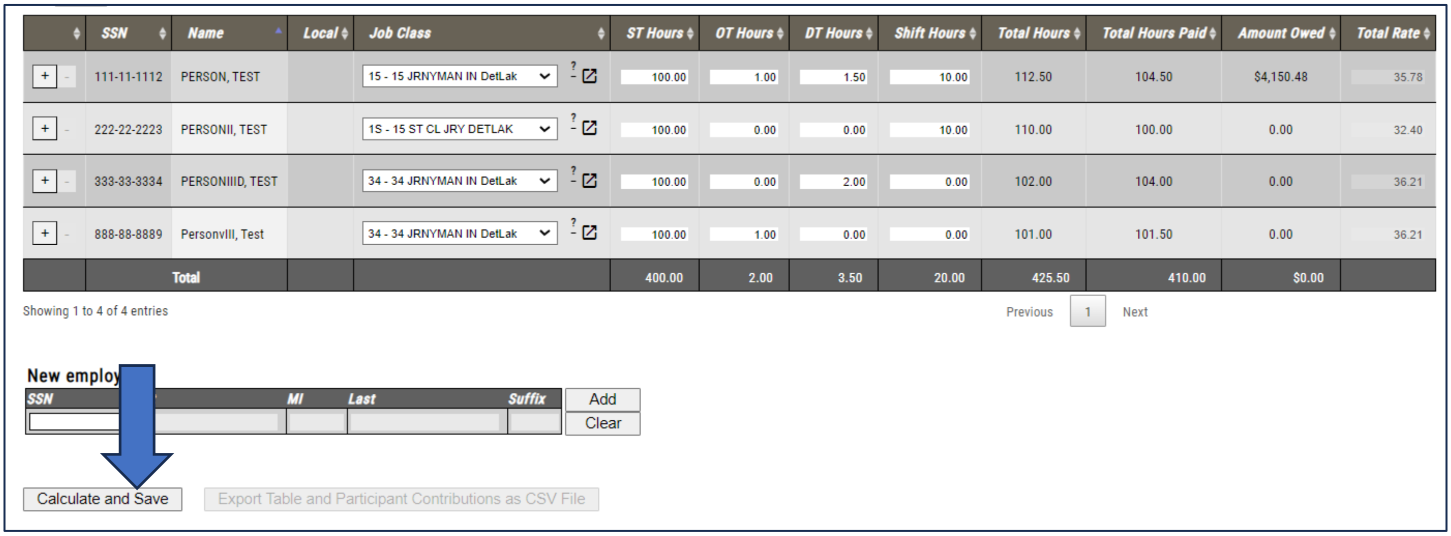
OK

Click the 'OK' button to continue.

<u>Please Note</u>: You must add hours in each column first in order for this function to apply. Additionally, if your report is late, you will see LD charges which the Liquidated Damage fees are applicable to the report and selected individual. This is informational only and you will not be charged for these at this time. If you have questions regarding fees, please contact the Fund office.

Calculating the Remittance Report

After all relevant information has been entered on the remittance entry table, please click on the ***Calculate and Save*** button:



	SSN	Name	Local	Job Class	ST Hours	OT Hours	DT Hours	Shift Hours	Total Hours	Total Hours Paid	Amount Owed	Total Rate
+ -	111-11-1112	PERSON, TEST		15 - 15 JRNYMAN IN DetLak	100.00	1.00	1.50	10.00	112.50	104.50	$4,150.48	35.78
+ -	222-22-2223	PERSONII, TEST		1S - 15 ST CL JRY DETLAK	100.00	0.00	0.00	10.00	110.00	100.00	0.00	32.40
+ -	333-33-3334	PERSONIIID, TEST		34 - 34 JRNYMAN IN DetLak	100.00	0.00	2.00	0.00	102.00	104.00	0.00	36.21
+ -	888-88-8889	PersonvIII, Test		34 - 34 JRNYMAN IN DetLak	100.00	1.00	0.00	0.00	101.00	101.50	0.00	36.21
	Total				400.00	2.00	3.50	20.00	425.50	410.00	$0.00	

Showing 1 to 4 of 4 entries Previous 1 Next

New employ

SSN		MI	Last	Suffix

Add

Clear

Calculate and Save

Export Table and Participant Contributions as CSV File

The totals will be calculated below the ***Calculate and Save*** button***.***

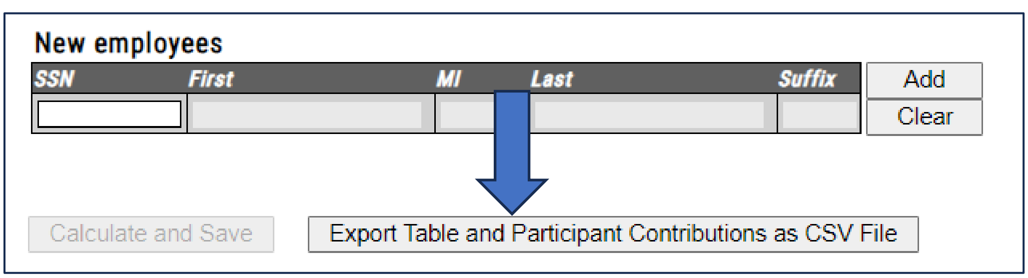
Calculate and Save | Export Table and Participant Contributions as CSV File

Please review the totals in the table(s) below. If they are correct, you can use the "Submit" button to file the report. If they are not correct, you can make changes to the details above and re-calculate using the "Calculate and Save" button.

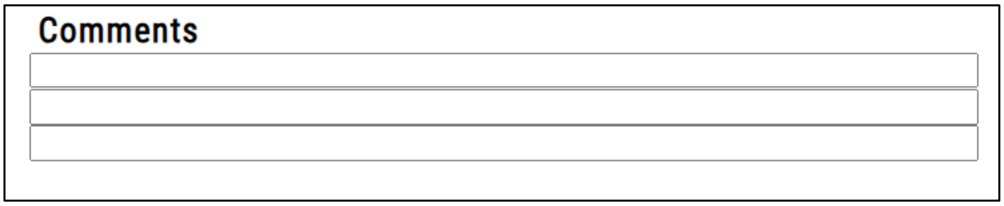
	Total Hours Worked	Total Hours Paid	Total LD	Total Billed	Total with LD
Welfare	425.50	433.00	$0.00	$4,074.54	$4,074.54
Pension	425.50	433.00	$0.00	$4,448.75	$4,448.75
Supp Pen	425.50	433.00	$0.00	$1,863.01	$1,863.01
Ret Hlth	425.50	433.00	$0.00	$671.16	$671.16
Appren	425.50	433.00	$0.00	$543.24	$543.24
CredUn	425.50	433.00	$0.00	$1,795.10	$1,795.10
Industry	425.50	433.00	$0.00	$89.82	$89.82
Dues	0.00	0.00	$0.00	$0.00	$0.00
ITF	425.50	433.00	$0.00	$43.30	$43.30
Building	222.50	227.50	$0.00	$113.75	$113.75
Work Fee	425.50	433.00	$0.00	$1,561.62	$1,561.62
Death	0.00	0.00	$0.00	$0.00	$0.00
School	0.00	0.00	$0.00	$0.00	$0.00
UA Org	0.00	0.00	$0.00	$0.00	$0.00
ReRebate	0.00	0.00	$0.00	$0.00	$0.00
Liquidated Damages	0.00	0.00	$1,520.43	$0.00	$1,520.43
Totals:				$15,204.29	$16,724.72

Please review the totals in the table(s). If they are not correct, you can make changes to the details in the remittance table and re-calculate using the "Calculate and Save" button.

To view and create a CSV file of the report, including participants reported, you may click the "Export Table and Participant Contributions CSV File" button that illuminates upon clicking "Calculate and Save":



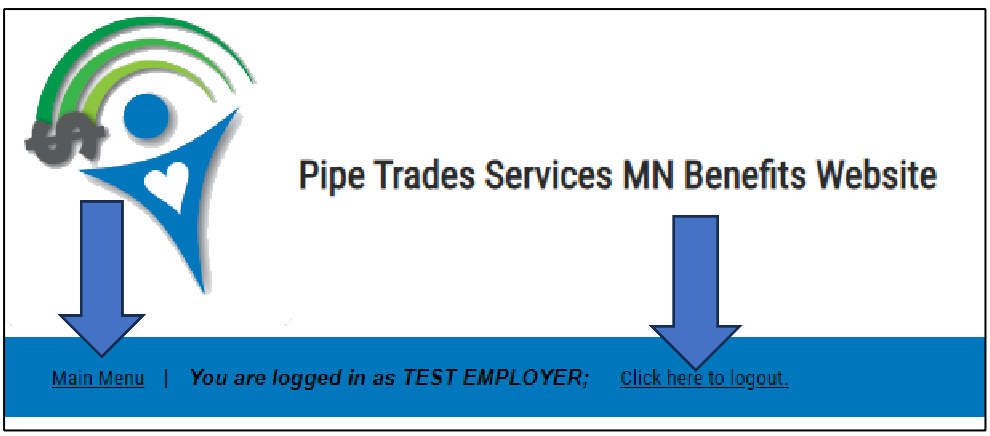
You may also add comments to the "Comments" field, and they will be submitted to the Fund Office within your report:



If you agree with the total and are ready to submit your report - please refer to the "Submitting the report" section of this documentation for guidance regarding selecting a payment method.

Using Calculate & Save to Complete a Report Later

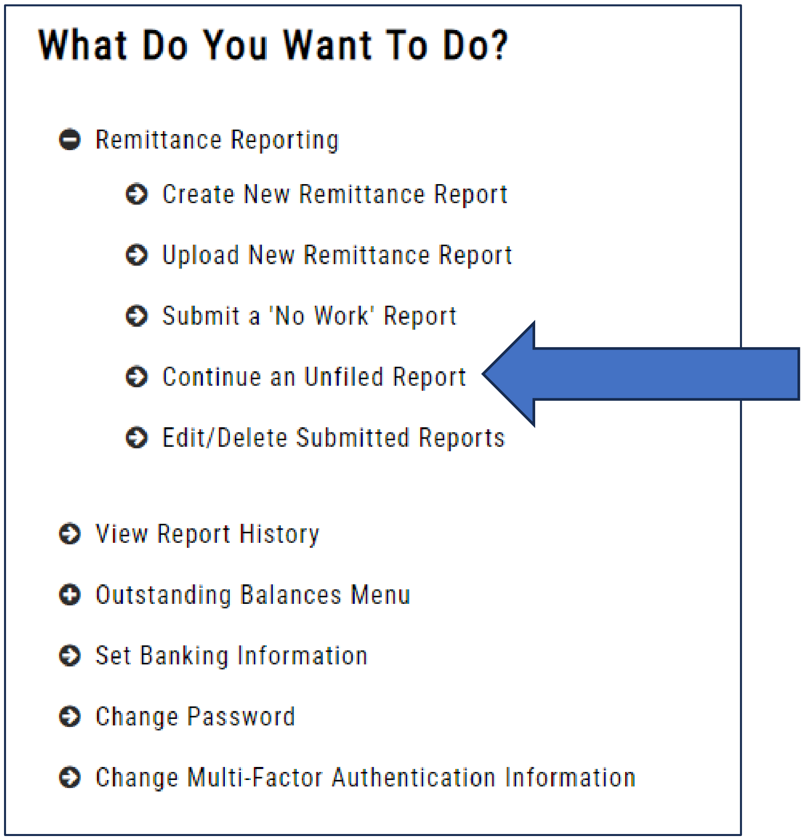
At any point in the process above, if you have started entering a remittance and are unable to finish it during your website session, you may hit the ***Calculate and Save*** button, and it will save your report to be completed later. You can then either return to the Main Menu by clicking on the *Main Menu* link on the top left side of the page, or you can log out by clicking on the *Click here to logout* link:



Later, you may then select the Main Menu option to "Continue Working on Unfiled Report" to finish your remittance. Please refer to the "Continue an Unfiled Report" section of this documentation beginning on the next page for more information about working on an unfiled report.

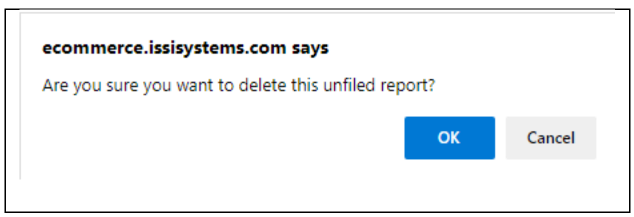
Continue an Unfiled Report

If you decided to calculate and save a prior report and you now need to go back and complete the report, you may do so from the Main Menu. Please select the option to "Continue an Unfiled Report" and click on the *Continue* button:



This main menu option will take you to the “Saved Reports” page, which will list any reports that have been saved by using the *Calculate and Save* button but have not yet been submitted to the Fund Office. From this page you have the option to either: (a) to continue the unfiled report, or (b) delete the unfiled report. An example page is as follows:

(a) **Delete a report:** To delete a report, simply select the unfiled report and click on the *Delete* button. You will then be prompted to confirm that you want this unfiled report to be deleted:



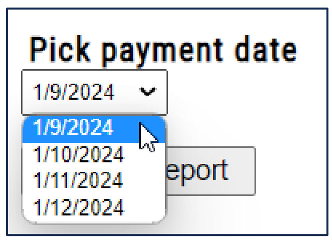
Simply choose *OK* to this prompt to delete the report. This will remove it from the “Saved Reports” listing.

(b) Complete a report: To complete a report, simply select the unfiled report and click on the *Continue* button. You will then be brought to the “Enter remittance report” page to continue this report. You may then complete the report as needed.

Submitting the Report

Please thoroughly review the accuracy of your remittance table prior to clicking on the ***Submit Report*** button. Once you have ensured the accuracy of the report, please click on the ***Submit Report*** button to send the report to the Fund Office:

<u>Please note</u>: If reporting your report late such as in the example above, you will see the next available deposit date. However, if you are reporting on time, you will have 30 days and up to the 15th of the next month to choose a date from. In this example, the reporting period is 12/31/23, so you can select up to 1/12/24 as the report must be paid by 1/15/24 and the 13th and 14th fall on a weekend.



You will then be brought to a screen confirming that your report has been submitted. The confirmation page will display your receipt number for the remittance (located directly below your address). There will also be a link to print out the report in a PDF format. Click on this link to view and/or print a copy of the report. More information regarding this PDF receipt is in the next section of this documentation.

REPORT ACCEPTED

TEST EMPLOYER
123 TEST STREET
EDEN PRAIRIE, MN 55344

Receipt Number: 71939
Contract Type: Det Lak Plumbers General
For period ending 8-31-2023

	Total Hours Worked	Total Hours Paid	Total LD	Total Billed	Total with LD
Welfare	425.50	433.00	$0.00	$4,074.54	$4,074.54
Pension	425.50	433.00	$0.00	$4,448.75	$4,448.75
Supp Pen	425.50	433.00	$0.00	$1,863.01	$1,863.01
Ret Hlth	425.50	433.00	$0.00	$671.16	$671.16
Appren	425.50	433.00	$0.00	$543.24	$543.24
CredUn	425.50	433.00	$0.00	$1,795.10	$1,795.10
Industry	425.50	433.00	$0.00	$89.82	$89.82
Dues	0.00	0.00	$0.00	$0.00	$0.00
ITF	425.50	433.00	$0.00	$43.30	$43.30
Building	222.50	227.50	$0.00	$113.75	$113.75
Work Fee	425.50	433.00	$0.00	$1,561.62	$1,561.62
Death	0.00	0.00	$0.00	$0.00	$0.00
School	0.00	0.00	$0.00	$0.00	$0.00
UA Org	0.00	0.00	$0.00	$0.00	$0.00
ReRebate	0.00	0.00	$0.00	$0.00	$0.00
Liquidated Damages	0.00	0.00	$1,520.43	$0.00	$1,520.43
Totals:				$15,204.29	$16,724.72

Click here to view receipt in PDF format for printing

PDF Copy of Submitted Report

All the information that you previously entered throughout your online remittance processing will be listed on the PDF. You can print a copy of the PDF report by clicking on the *File* button, and then selecting the "Print" option.

Below is an example.

Report Confirmation

Receipt Number 71939

TEST EMPLOYER(55555)
123 TEST STREET
EDEN PRAIRIE, MN 55344

Submission Date: 1-5-2024
Payment Date: 1-9-2024
Contract Type: Det Lak Plumbers General
Period End Date: 8-31-2023

Your payment of $16,724.72 has been submitted and your receipt number is 71939. Thank you for using the Pipe Trades Services MN online remittance system. Please print this document or record the above receipt number for your records and include this receipt number in any correspondence regarding this transaction.

	Total Hours Worked	Total Hours Paid	Total LD	Total Billed	Total with LD
Welfare	425.50	433.00	$0.00	$4,074.54	$4,074.54
Pension	425.50	433.00	$0.00	$4,448.75	$4,448.75
Supp Pen	425.50	433.00	$0.00	$1,863.01	$1,863.01
Ret Hlth	425.50	433.00	$0.00	$671.16	$671.16
Appren	425.50	433.00	$0.00	$543.24	$543.24
CredUn	425.50	433.00	$0.00	$1,795.10	$1,795.10
Industry	425.50	433.00	$0.00	$89.82	$89.82
Dues	0.00	0.00	$0.00	$0.00	$0.00
ITF	425.50	433.00	$0.00	$43.30	$43.30
Building	222.50	227.50	$0.00	$113.75	$113.75
Work Fee	425.50	433.00	$0.00	$1,561.62	$1,561.62
Death	0.00	0.00	$0.00	$0.00	$0.00
School	0.00	0.00	$0.00	$0.00	$0.00
UA Org	0.00	0.00	$0.00	$0.00	$0.00
ReRebate	0.00	0.00	$0.00	$0.00	$0.00
Liquidated Damages	0.00	0.00	$1,520.43	$0.00	$1,520.43
				15,204.29	Total $16,724.72

The second page of the pdf will list the participants that were reported on.

Receipt Number 71939

TEST EMPLOYER(55555)
123 TEST STREET
EDEN PRAIRIE, MN 55344

Submission Date: 1-5-2024
Payment Date: 1-9-2024
Contract Type: Det Lak Plumbers General
Period End Date: 8-31-2023

SSN	Employee	Local	Job Class	ST Hours	OT Hours	DT Hours	Shift Hours	Total Hours	Total Hours Paid	Amount Owed	Total Rate
XXX-XX-1112	PERSON, TEST		15 - 15 JRNYMAN	100.00	1.00	1.50	10.00	112.50	104.50	$4,150.48	35.78
XXX-XX-2223	PERSONII, TEST		1S - 15 ST CL JRY	100.00	0.00	0.00	10.00	110.00	100.00	$3,612.62	32.40
XXX-XX-3334	PERSONIIID, TEST		34 - 34 JRNYMAN	100.00	0.00	2.00	0.00	102.00	104.00	$3,765.84	36.21
XXX-XX-8889	PersonvIII, Test		34 - 34 JRNYMAN	100.00	1.00	0.00	0.00	101.00	101.50	$3,675.35	36.21
				400.00	2.00	3.50	20.00	425.50	410.00	$15,204.29	

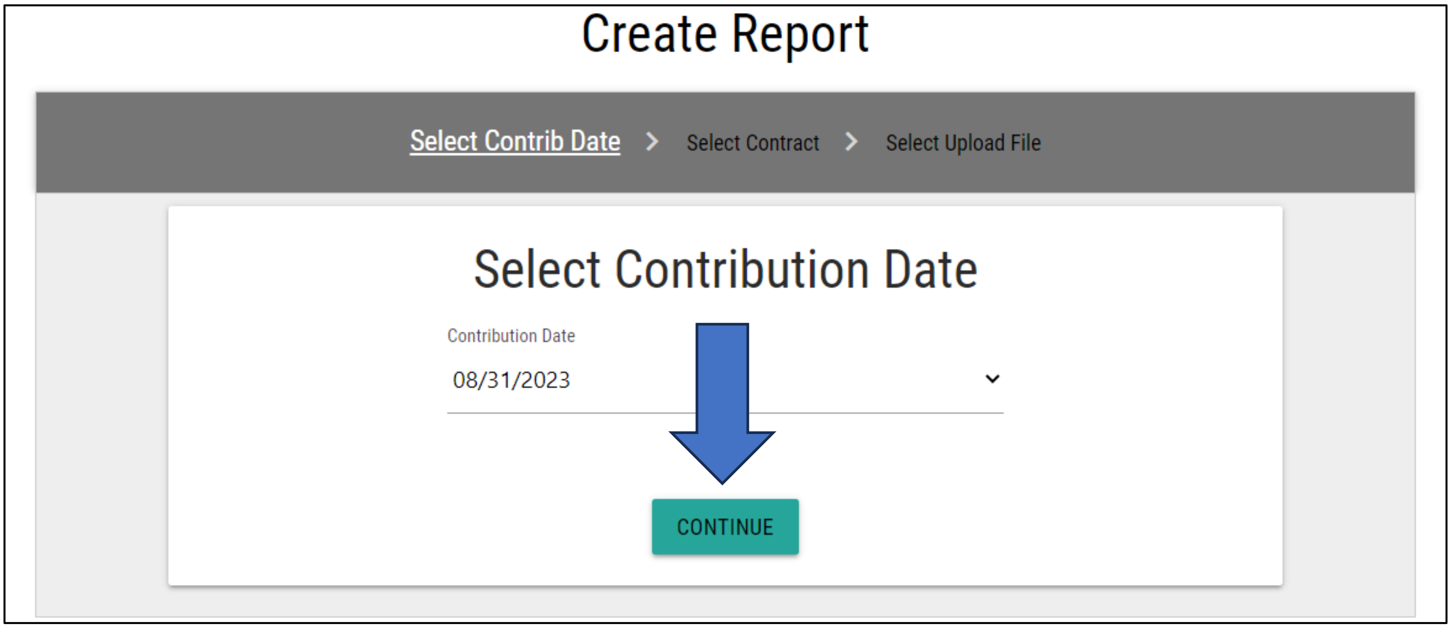
If you have any questions or concerns about payments, please contact the Fund Office.

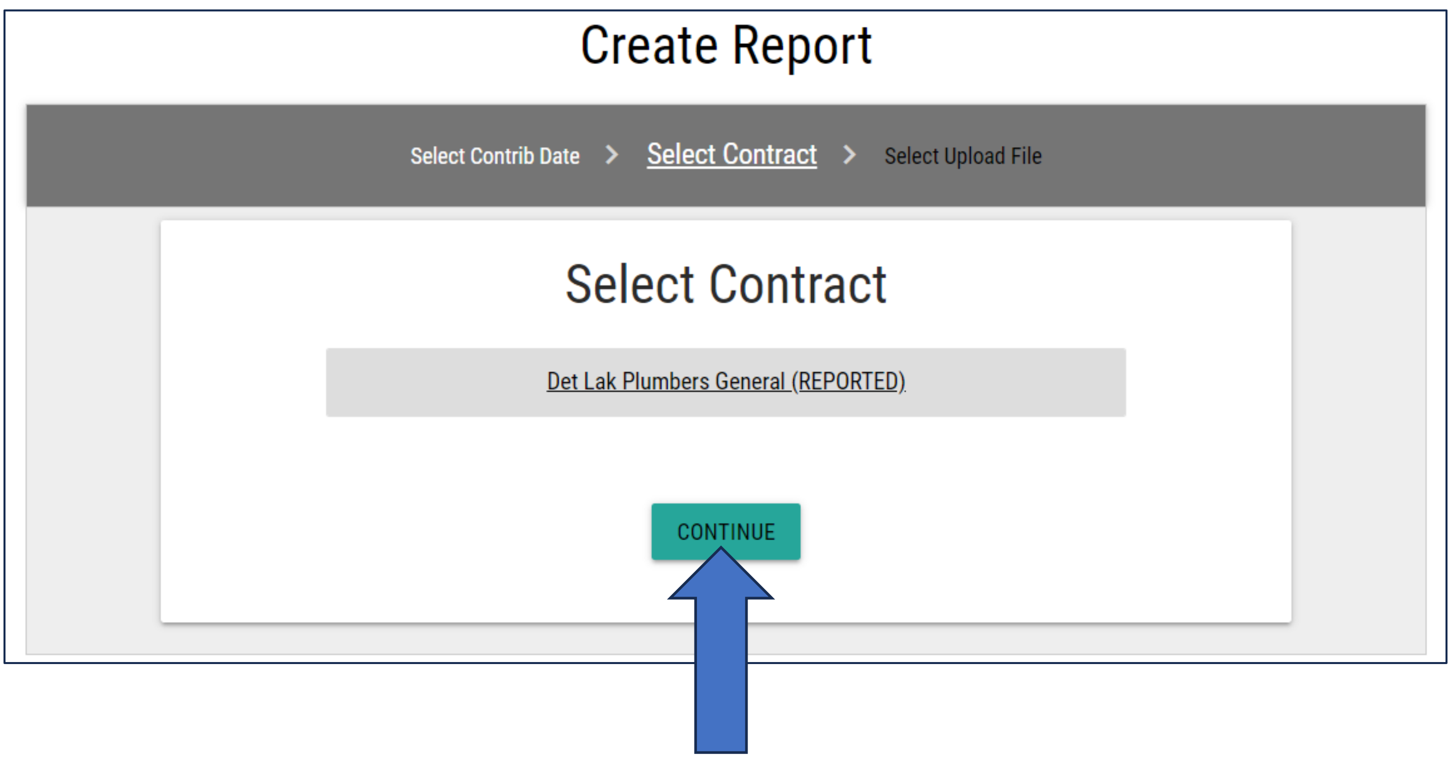
These PDFs are also saved under the “View report history” option from the main menu. The “Viewing Previously Submitted Reports” section of this documentation also shows how to access this PDF receipt (or the PDF receipts of all reports submitted via this website) at any time.

Uploading a Remittance Report

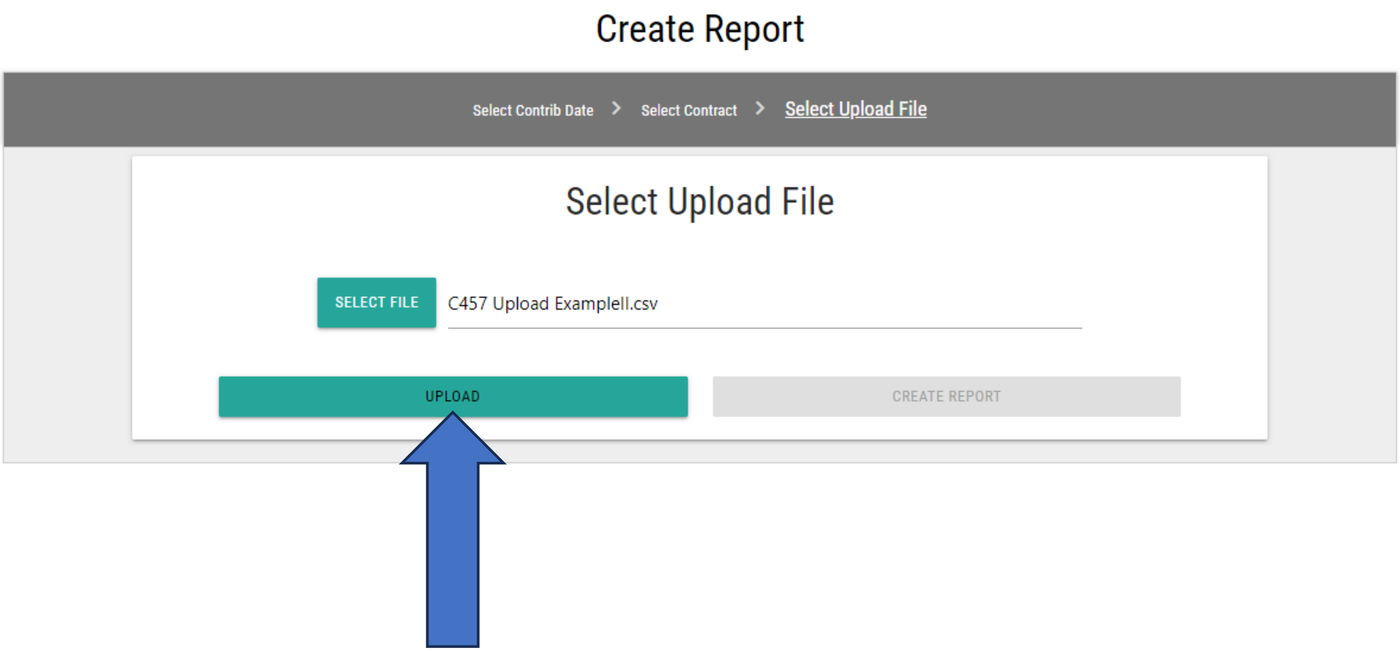
You have the option to upload your remittance data for larger reports. You **must** comply with the "Upload File Specifications" section found here: [Upload File Specifications](). To begin, choose "Upload New Remittance Report" from the Main Menu to begin.

Follow the same instructions for Creating a New Remittance Report. Choose the Contribution Date and then select the contract:



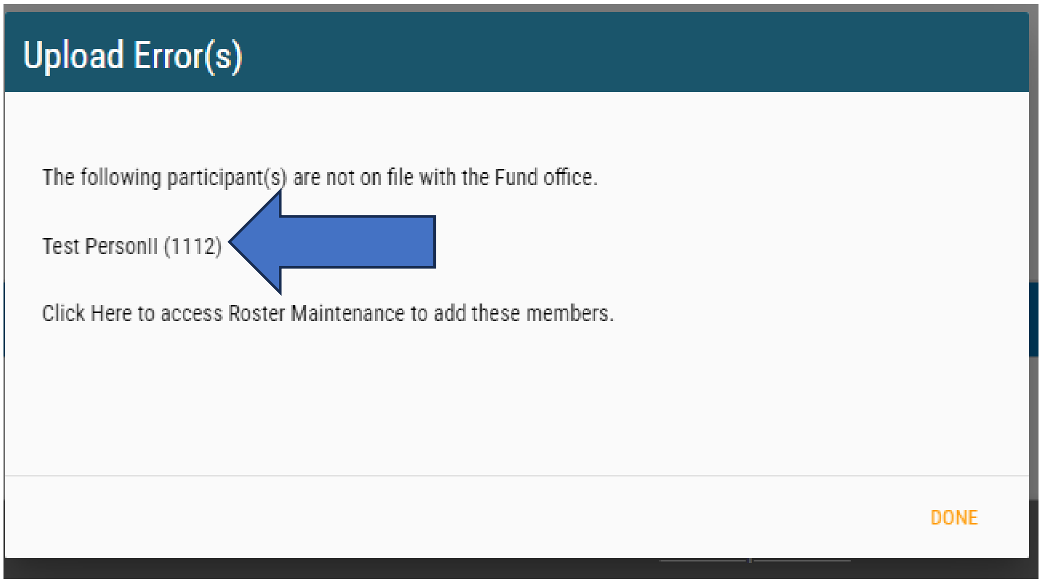


Finally, click on “Select File” and then choose your correctly formatted CSV data file. Click “Upload” to send the data to the i-Remit website.



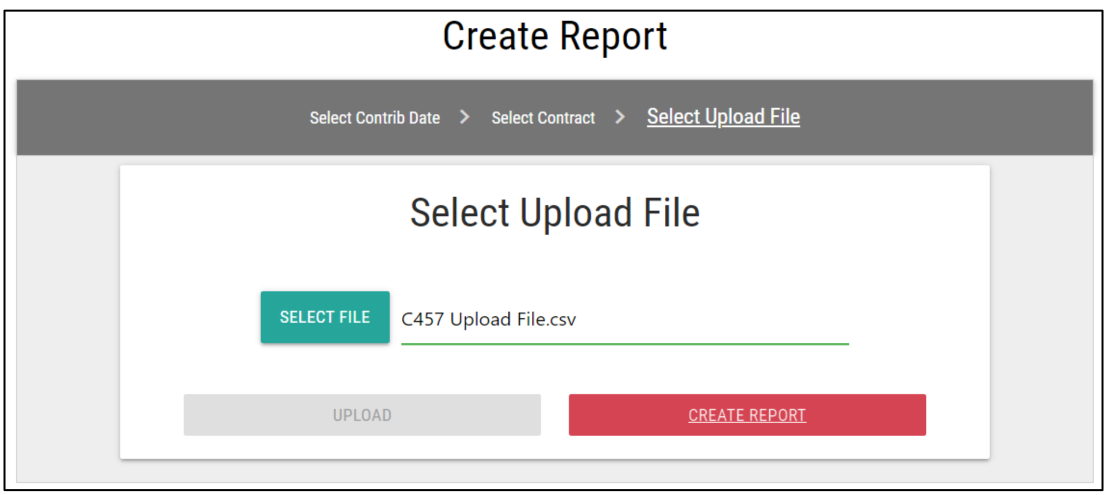
If your data file contains any SSNs of members that are not yet in the system, you will receive an error message.

In this case, Test PersonII is not in the system, and you will need to correct the errors before continuing the upload process.



You use the "Click Here" link to navigate to the roster maintenance page. From there you can add the member's information (See Roster Maintenance for instructions). After you have added the member to the system, you may upload the file again and should not receive an error.

Next, click the "Create Report" button. You will be brought to a Remittance Entry screen. If your data file was properly formatted, the table will be filled with the appropriate numbers from your file:



****The upload file must comply with the file specifications found in the Upload File Specifications section of this document****

This is my final report.

Show 25 entries

Search:

	SSN	Name	Local	Job Class	ST Hours	OT Hours	DT Hours	Shift Hours	Total Hours	Total Hours Paid	Amount Owed	Total Rate
+ -	444-44-4445	Emp6, Test		15 - 15 JRNYMAN IN DetLak	55.00	10.00	0.00	2.00	67.00	70.00	2,586.89	35.78
+ -	333-33-3334	Person, Test		34 - 34 JRNYMAN IN DetLak	160.00	10.00	1.00	0.00	171.00	177.00	0.00	36.21
+ -	111-11-1112	PersonII, Test		15 - 15 JRNYMAN IN DetLak	40.00	10.00	0.00	5.00	55.00	55.00	0.00	35.78
+ -	222-22-2223	PersonIII, Test		1S - 15 ST CL JRY DETLAK	16.00	10.00	2.00	0.00	28.00	35.00	0.00	32.40
+ -	888-88-8889	PersonvIII, Test		34 - 34 JRNYMAN IN DetLak	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36.21
	Total				271.00	40.00	3.00	7.00	321.00	337.00	$0.00	

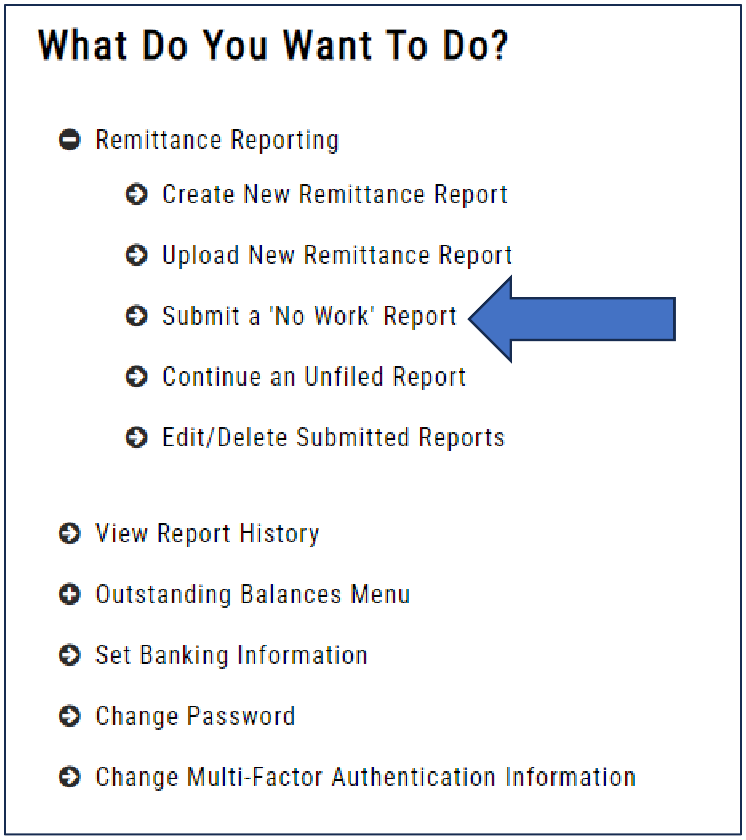
Showing 1 to 5 of 5 entries

Previous 1 Next

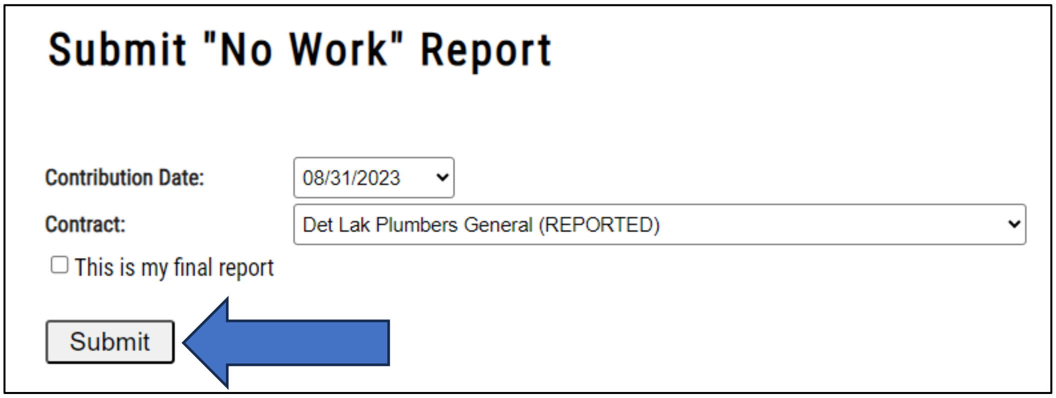
Be sure that all data is accurate before submitting. After the uploaded data is filled in, you may change the numbers in the table if necessary. When you are finished you can "Calculate & Save" and then "Submit" the report to send it to the Fund Office. Please use the Calculating the Remittance Report and Submitting the Report sections of this document for instructions.

Submit a ‘No Work’ Report

If you have no participants to report for a contribution period, you must submit a “No Work” report to stay current. To do so simply choose the option on the Main Menu, “Submit “No Work” Report:



You will then be brought to the "Submit "No Work" Report" page. You will need to select the contribution month and then select the contract for which you wish to submit a "No Work" report. You also can mark the report your "Final Report" by checking the check box. After making your selections, click the *Submit* button.



The page will then indicate that your report has been successfully submitted. This page will also provide a link to the PDF receipt for this report:

This PDF receipt can also be accessed at any time via the "View Report History" main menu option. The "Viewing Previously Submitted Reports" section of this documentation also shows how to access this PDF receipt (or the PDF receipts of all reports submitted via this website) at any time.

Report Confirmation

Receipt Number 54058

Test Employer(64446)
6551 Klockner Rd
Hamilton, NJ 08619

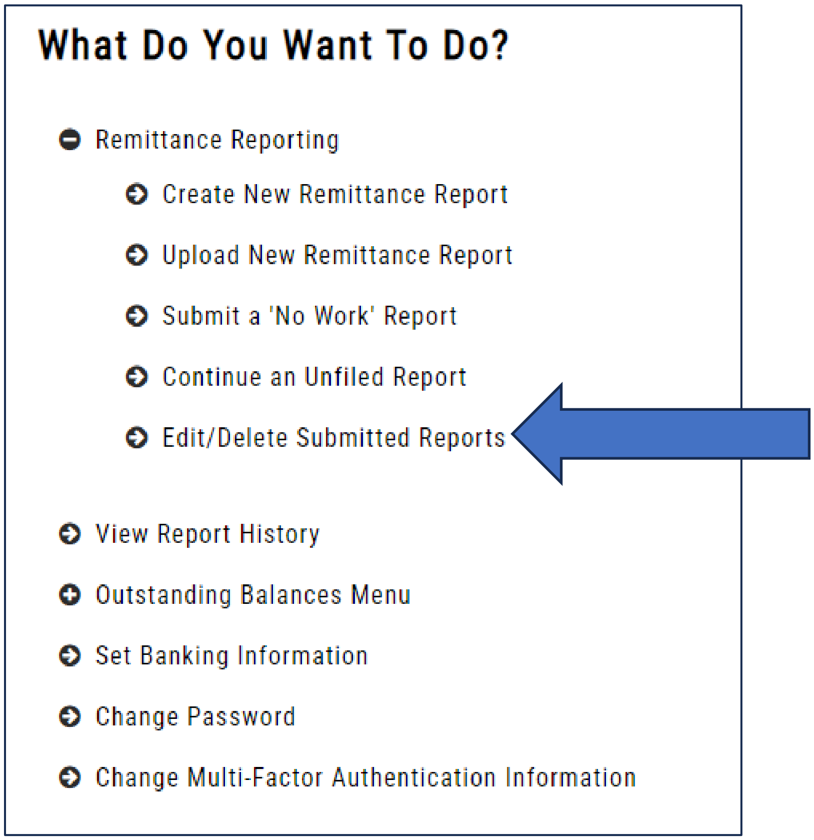
Submission Date: 8-8-2023
Payment Date: 8-8-2023
Contract Type: Det Lak Plumbers General
Report Date: 8-31-2023

Your payment of $0.00 has been submitted and your receipt number is 54058. Thank you for using the Pipe Trades Services of MN online remittance system. Please print this document or record the above receipt number for your records and include this receipt number in any correspondence regarding this transaction.

	Total Hours Worked	Total Hours Paid	Rate	Total Billed
Welfare	0.00	0.00	0.00	$0.00
Pension	0.00	0.00	0.00	$0.00
Supp Pen	0.00	0.00	0.00	$0.00
Ret Hlth	0.00	0.00	0.00	$0.00
Appren	0.00	0.00	0.00	$0.00
CredUn	0.00	0.00	0.00	$0.00
Industry	0.00	0.00	0.00	$0.00
Dues	0.00	0.00	0.00	$0.00
ITF	0.00	0.00	0.00	$0.00
Building	0.00	0.00	0.00	$0.00
Work Fee	0.00	0.00	0.00	$0.00
Death	0.00	0.00	0.00	$0.00
School	0.00	0.00	0.00	$0.00
UA Org	0.00	0.00	0.00	$0.00
ReRebate	0.00	0.00	0.00	$0.00
			0.00	Total $0.00

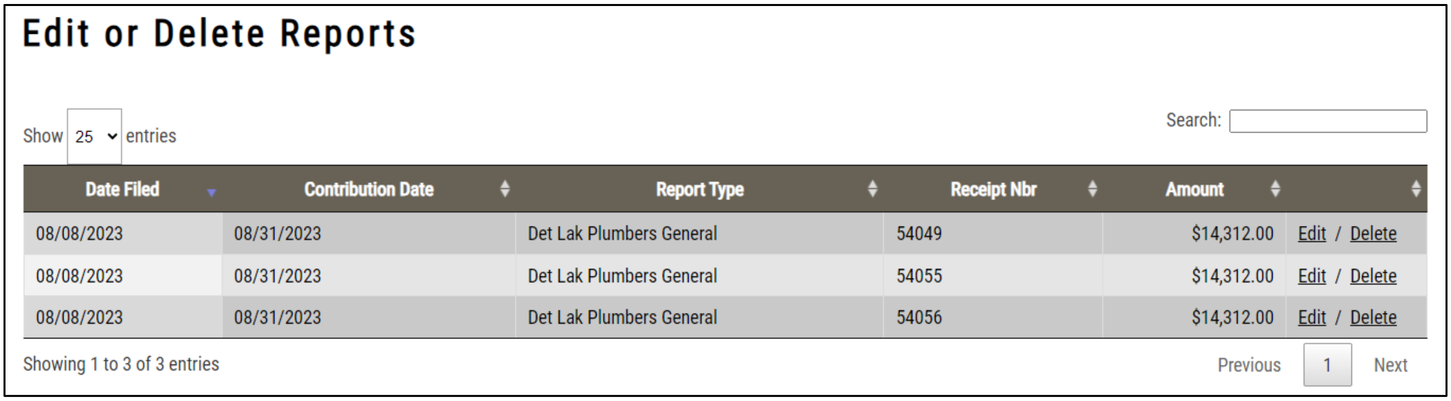
Edit or Delete Submitted Reports

From the Main Menu, you have the ability to edit or delete previously submitted reports. To do this, select “Edit or Delete Submitted Reports”.



You will see a table containing all submitted reports yet to be accepted by the fund office. The information included will show: Date Filed, Contribution Date, Report Type, Receipt Number, and Amount.

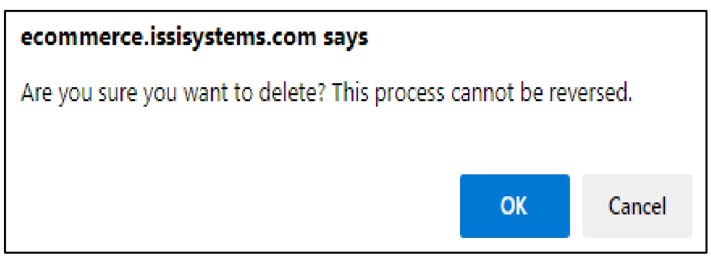
<u>Please note</u>: Reports can be edited -or- deleted until the end of the day in which the report is submitted.



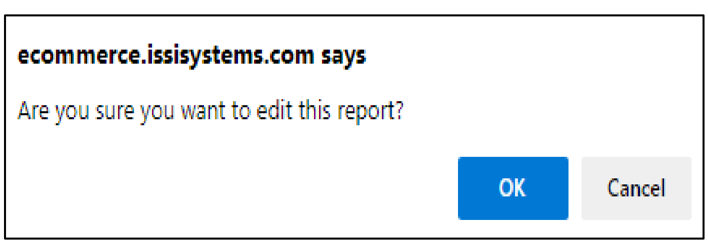
Date Filed	Contribution Date	Report Type	Receipt Nbr	Amount	
08/08/2023	08/31/2023	Det Lak Plumbers General	54049	$14,312.00	Edit / Delete
08/08/2023	08/31/2023	Det Lak Plumbers General	54055	$14,312.00	Edit / Delete
08/08/2023	08/31/2023	Det Lak Plumbers General	54056	$14,312.00	Edit / Delete

On the "Edit or Delete Reports" page, you have the option to edit or delete a submitted report. If you want to delete the submitted report, click on the *Delete* button on the right hand side.

A dialogue box will appear confirming your selection. Click the *OK* button to confirm the deletion of the report.

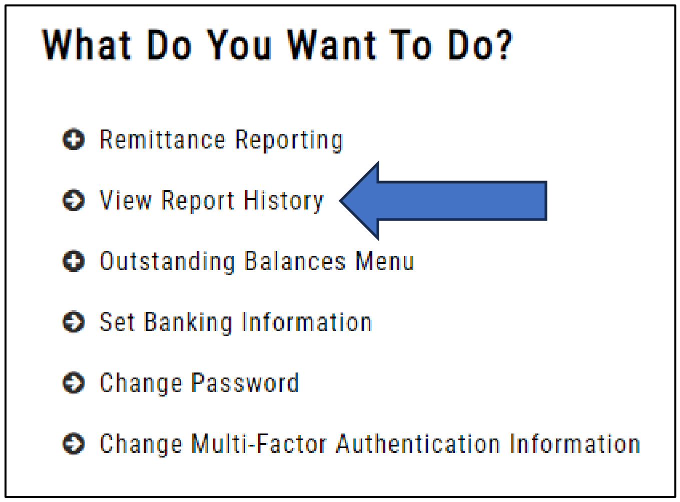


If you want to edit a submitted report, click on the *Edit* button. A dialogue box will appear asking "Are you sure you want to edit this report?" Click *OK,* which will direct you to the "Enter Remittance Report" screen to edit your report.

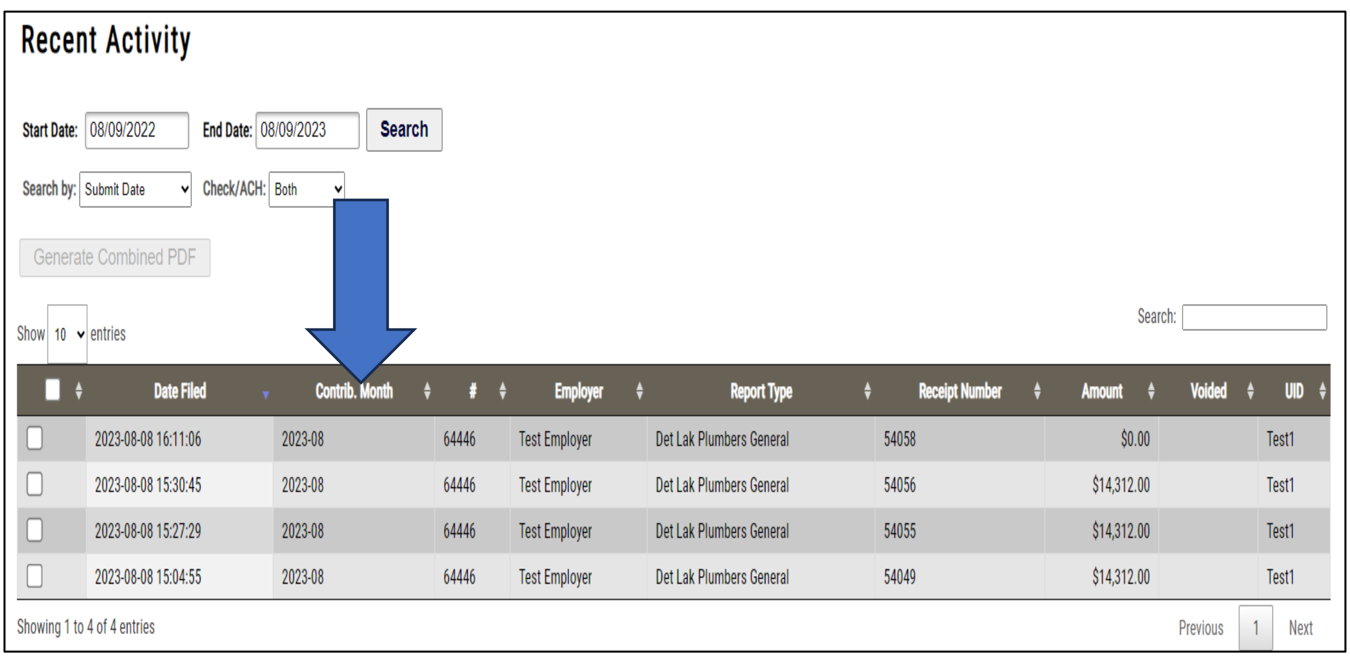


View Report History

You can view a history of your previously submitted reports. From the Main Menu, select "View Report History":



On the next screen, you will see a list of all report activity. This table can be sorted by column, just as in the Remittance Entry table. Click on a row to open the corresponding PDF receipt:



	Date Filed	Contrib. Month	#	Employer	Report Type	Receipt Number	Amount	Voided	UID
	2023-08-08 16:11:06	2023-08	64446	Test Employer	Det Lak Plumbers General	54058	$0.00		Test1
	2023-08-08 15:30:45	2023-08	64446	Test Employer	Det Lak Plumbers General	54056	$14,312.00		Test1
	2023-08-08 15:27:29	2023-08	64446	Test Employer	Det Lak Plumbers General	54055	$14,312.00		Test1
	2023-08-08 15:04:55	2023-08	64446	Test Employer	Det Lak Plumbers General	54049	$14,312.00		Test1

Clicking on any row will open a new window containing the PDF of that report.

Report Confirmation

Receipt Number 54055

Test Employer(64446)
6551 Klockner Rd
Hamilton, NJ 08619

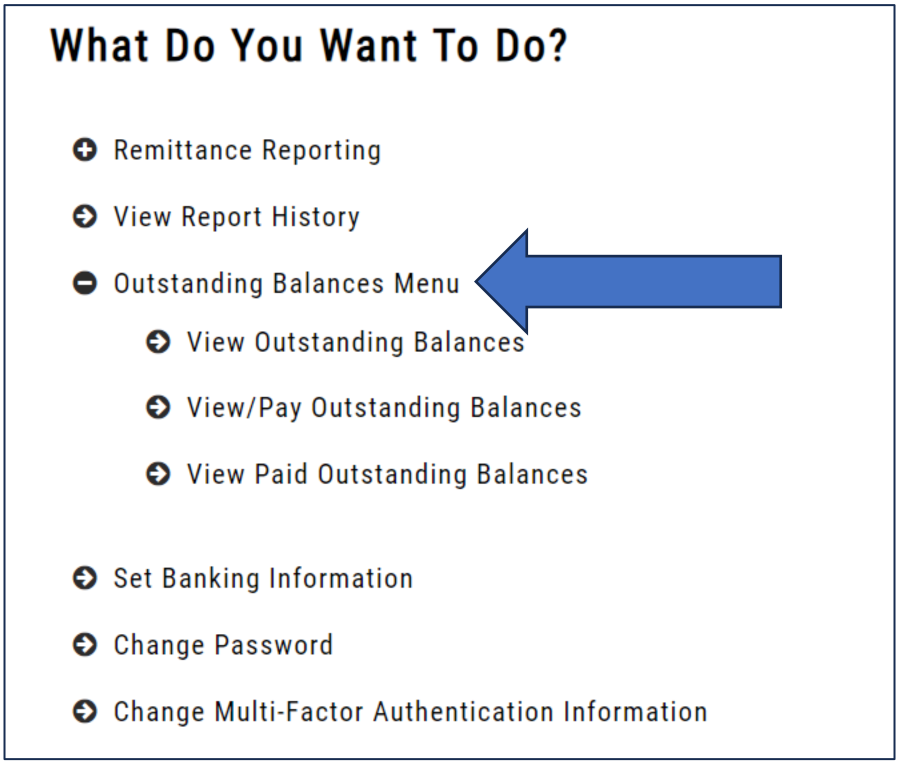
Submission Date: 8-8-2023
Payment Date: 8-10-2023
Contract Type: Det Lak Plumbers General
Report Date: 8-31-2023

Your payment of $14,312.00 has been submitted and your receipt number is 54055. Thank you for using the Pipe Trades Services of MN online remittance system. Please print this document or record the above receipt number for your records and include this receipt number in any correspondence regarding this transaction.

	Total Hours Worked	Total Hours Paid	Total Billed
Welfare	400.00	400.00	$3,764.00
Pension	400.00	400.00	$3,684.00
Supp Pen	400.00	400.00	$1,740.00
Ret Hlth	400.00	400.00	$620.00
Appren	400.00	400.00	$552.00
CredUn	400.00	400.00	$2,000.00
Industry	400.00	400.00	$84.00
Dues	0.00	0.00	$0.00
ITF	400.00	400.00	$40.00
Building	400.00	400.00	$200.00
Work Fee	400.00	400.00	$1,628.00
Death	0.00	0.00	$0.00
School	0.00	0.00	$0.00
UA Org	0.00	0.00	$0.00
ReRebate	0.00	0.00	$0.00
		Total	$14,312.00

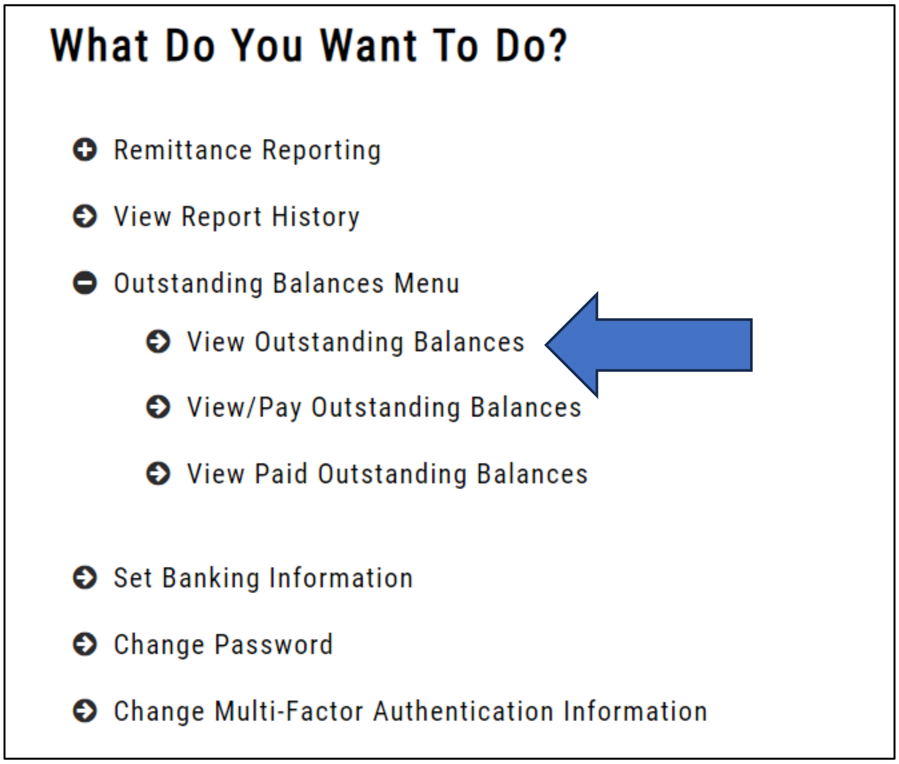
Outstanding Balances Menu

If you have any outstanding balances on your account, you may view them through ISSi-Remit. From the Main Menu, you can do this by selecting Outstanding Balances Menu.



View Outstanding Balances

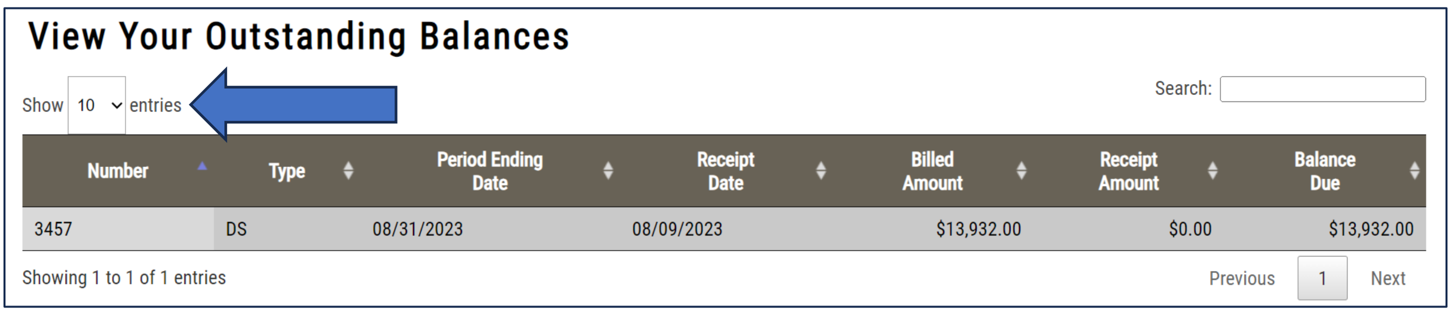
If you have any outstanding balances owed on your account, you may view them through ISSi-Remit. From the Main Menu, you can view your current Outstanding Balances, which includes unpaid reports. To do this, select the Outstanding Balances Menu and click on View Outstanding Balances to continue.

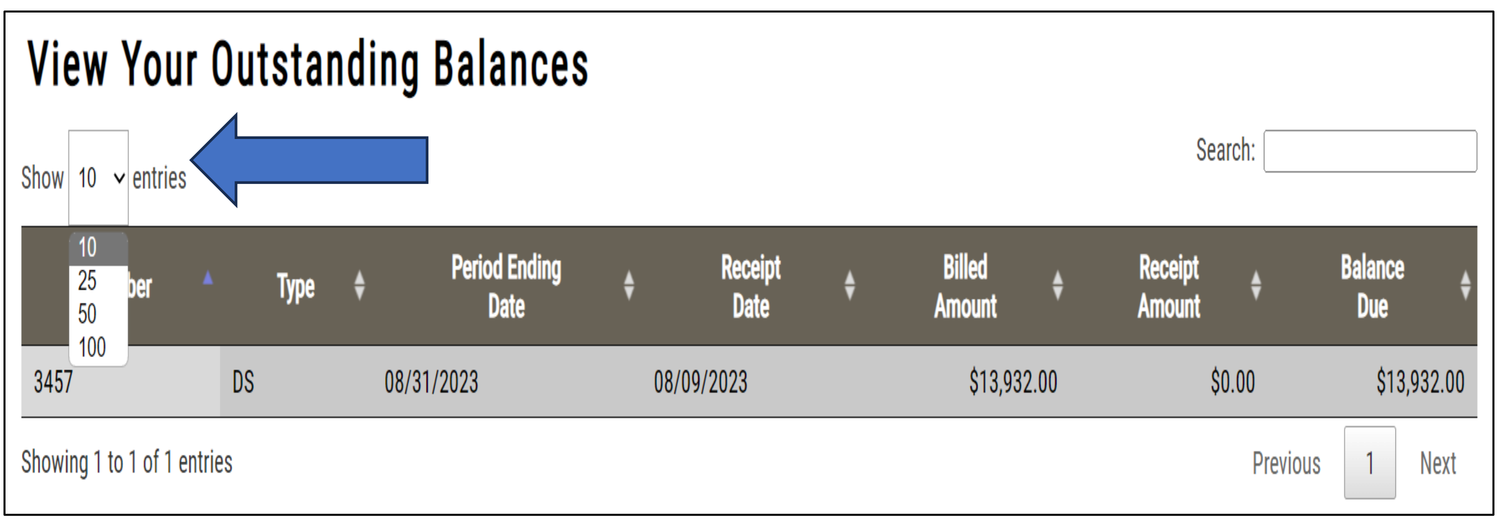


On the *View Your Outstanding Balances* screen, a table of all outstanding balances will be displayed. The following information is included in the table:

- Invoice Number
- Receipt type
- Period Ending Date
- Receipt Date
- Billed Amount
- Receipt Amount
- Balance Due

In the upper left-hand corner above the table, the Show # Entries controls the number of participants you see listed on the page, display as few as 10 and up to 100 per page:



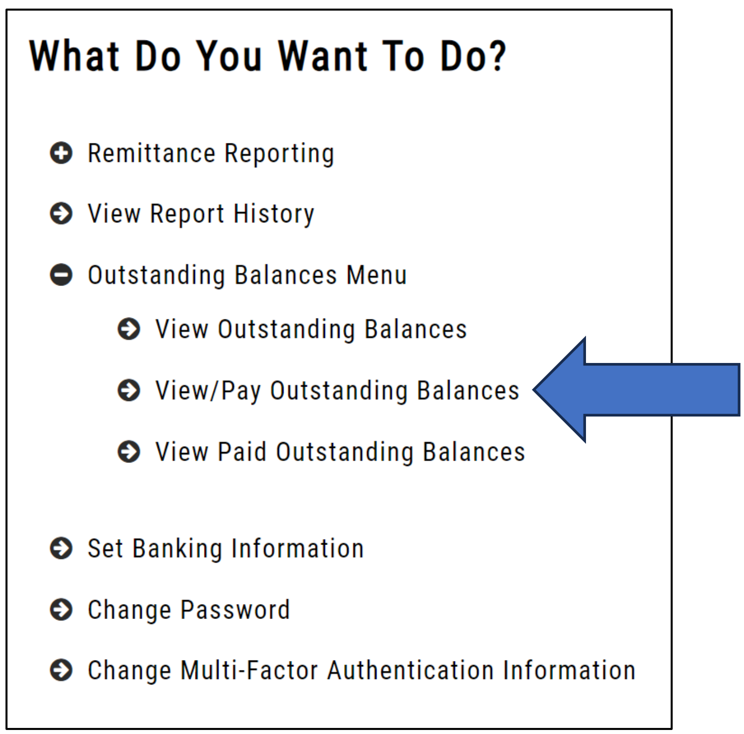


Much like the *Report History Table* and *Remittance Entry Table*, the *Outstanding Balances Table* is sorted alphabetically or numerically by column, have search functionality for items within the table, and can be controlled in how many entries list per page of the table. Click on the heading you wish to sort by in order to view in either alphabetical or numerical and ascending or descending order.

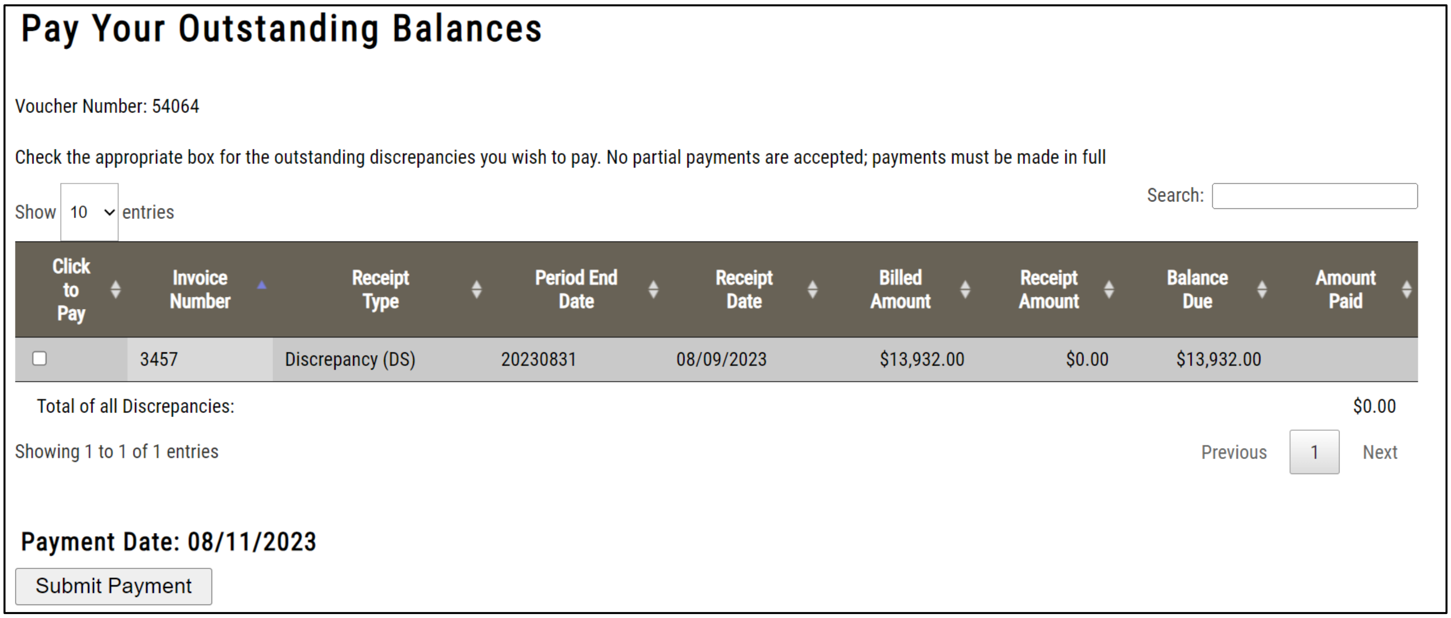
To pay off any outstanding balances you see here, please refer to the next section, *View/Pay Outstanding Balances*.

View/Pay Outstanding Balances

To pay off your current outstanding balances, or other outstanding balances, select the "Outstanding Balances Menu" option and click "View/Pay Outstanding Balances" to continue.



On the “Pay Your Outstanding Balances” screen, a table of all outstanding balances will be displayed.


Pay Your Outstanding Balances

Voucher Number: 54064

Check the appropriate box for the outstanding discrepancies you wish to pay. No partial payments are accepted; payments must be made in full

Show 10 entries

Search:

Click to Pay	Invoice Number	Receipt Type	Period End Date	Receipt Date	Billed Amount	Receipt Amount	Balance Due	Amount Paid
☐	3457	Discrepancy (DS)	20230831	08/09/2023	$13,932.00	$0.00	$13,932.00	

Total of all Discrepancies: $0.00

Showing 1 to 1 of 1 entries

Previous 1 Next

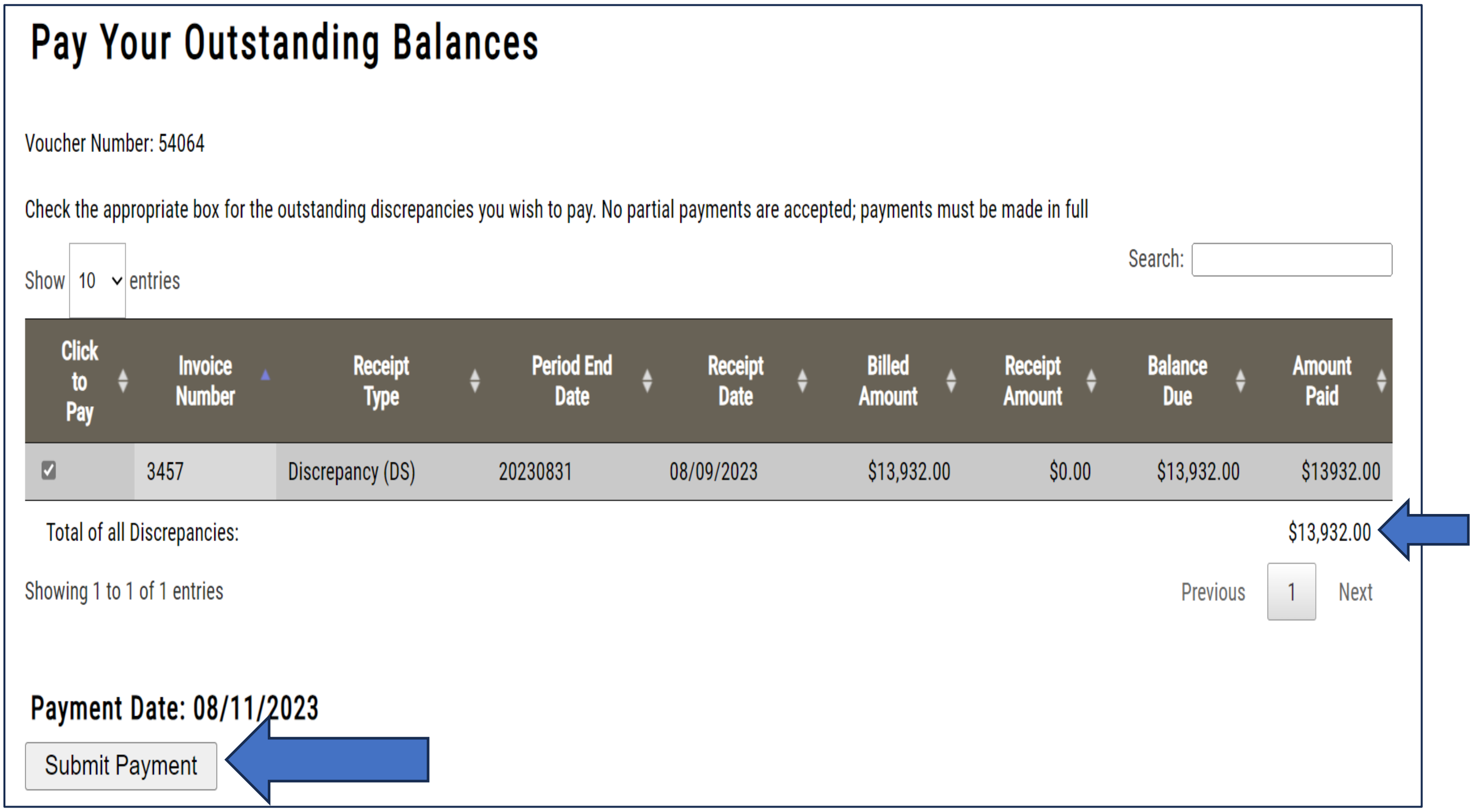
Payment Date: 08/11/2023

Submit Payment

- “Click to Pay” column with selectable boxes will allow you to check off payment for specific Outstanding Balances.
- Invoice number
- Receipt type
- Period End Date
- Receipt Date
- Billed Amount
- Receipt Amount
- Balance Due
- Amount Paid

A voucher # will be generated for tracking purposes of the payment, and a warning will display above the discrepancy table to let you know that no partial payments are accepted; therefore, payments must be made in full.

You may select multiple receipts to pay off at once as the system will automatically tie a unique receipt to each discrepancy or interest charge. The entire transaction will go into the system with the voucher number provided above the table. As you check off the boxes of the Outstanding Balances you would like to pay, the “Amount Paid” column will automatically fill with the paid amount for each receipt and the total amount to be paid in the “Total of all Discrepancies” field.



Pay Your Outstanding Balances

Voucher Number: 54064

Check the appropriate box for the outstanding discrepancies you wish to pay. No partial payments are accepted; payments must be made in full

Show 10 entries

Search:

Click to Pay	Invoice Number	Receipt Type	Period End Date	Receipt Date	Billed Amount	Receipt Amount	Balance Due	Amount Paid
☑	3457	Discrepancy (DS)	20230831	08/09/2023	$13,932.00	$0.00	$13,932.00	$13932.00

Total of all Discrepancies: $13,932.00

Showing 1 to 1 of 1 entries

Previous 1 Next

Payment Date: 08/11/2023

Submit Payment

Once you are ready to submit payment, scroll down to the bottom of the table, where you will see the payment date. **The ACH payment date will always be two business days (excluding Holidays) from the submission date due to bank rules and regulations.** When you are ready to submit payment, you may click on the Submit Payment button.

After clicking on the Submit Payment button, you will be directed to the "Discrepancies Paid" screen. This screen will display a table summarizing all the Outstanding Balances paid, as well as the voucher number. To keep a record of this transaction, you may click on the "Print this page" button underneath the table.

Discrepancies Paid

You have submitted a payment of: $13,932.00

Voucher Number: 54065

Show 10 entries

Search:

Invoice Number	Receipt Type	Period End Date	Receipt Date	Billed Amount	Receipt Amount	Balance Due
3457	Discrepancy (DS)	20230831	08/09/2023	$13,932.00	$0.00	$13,932.00
Total of all Discrepancies:						$13,932.00

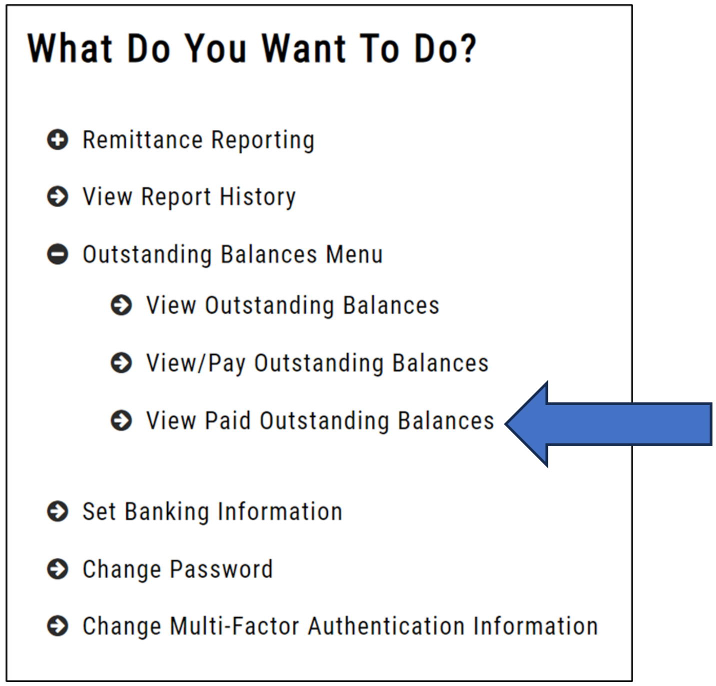
Showing 1 to 1 of 1 entries

Previous 1 Next

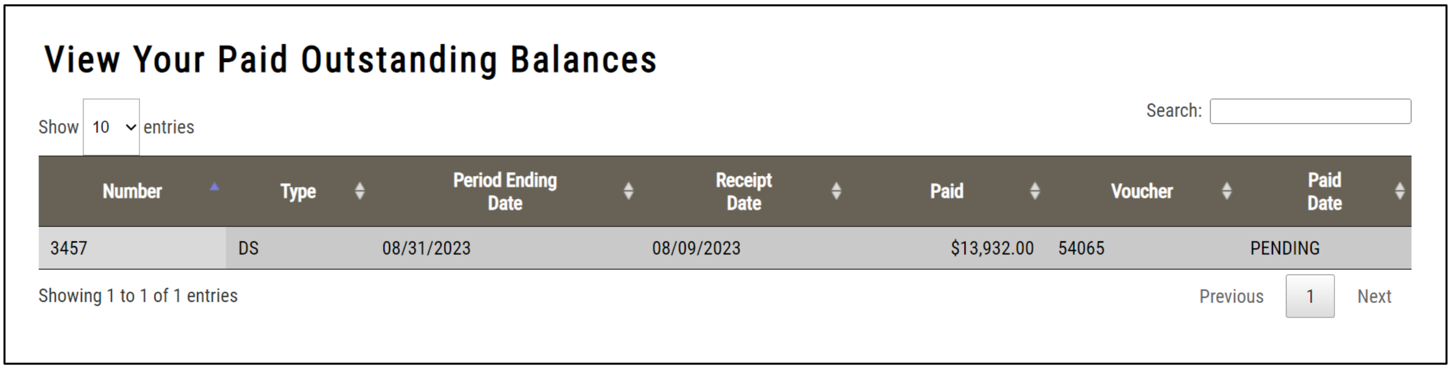
Print this page

View Paid Outstanding Balances

To view paid Outstanding Balances, select the "Outstanding Balances Menu" option and click on "View Paid Outstanding Balances" to proceed.



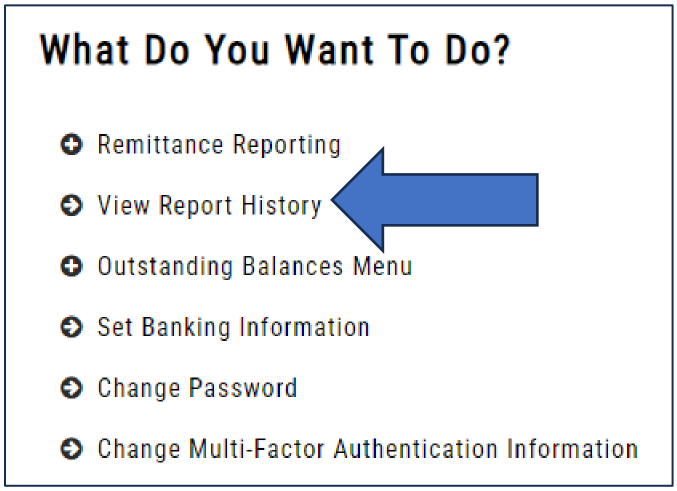
On the “View Your Paid Outstanding Balances” screen, a table of all paid outstanding balances will display. Every discrepancy listed has either been paid or is a pending payment. If the payment is pending, the paid date column will list “PENDING” for the receipt. Once the discrepancy has been paid (or the ACH file has been sent to the bank), the paid date will then display. The number in the receipt column references an internal receipt that contains the amount received to pay off the specific discrepancy, while the voucher number is the same voucher number the overall transaction went into the system under.



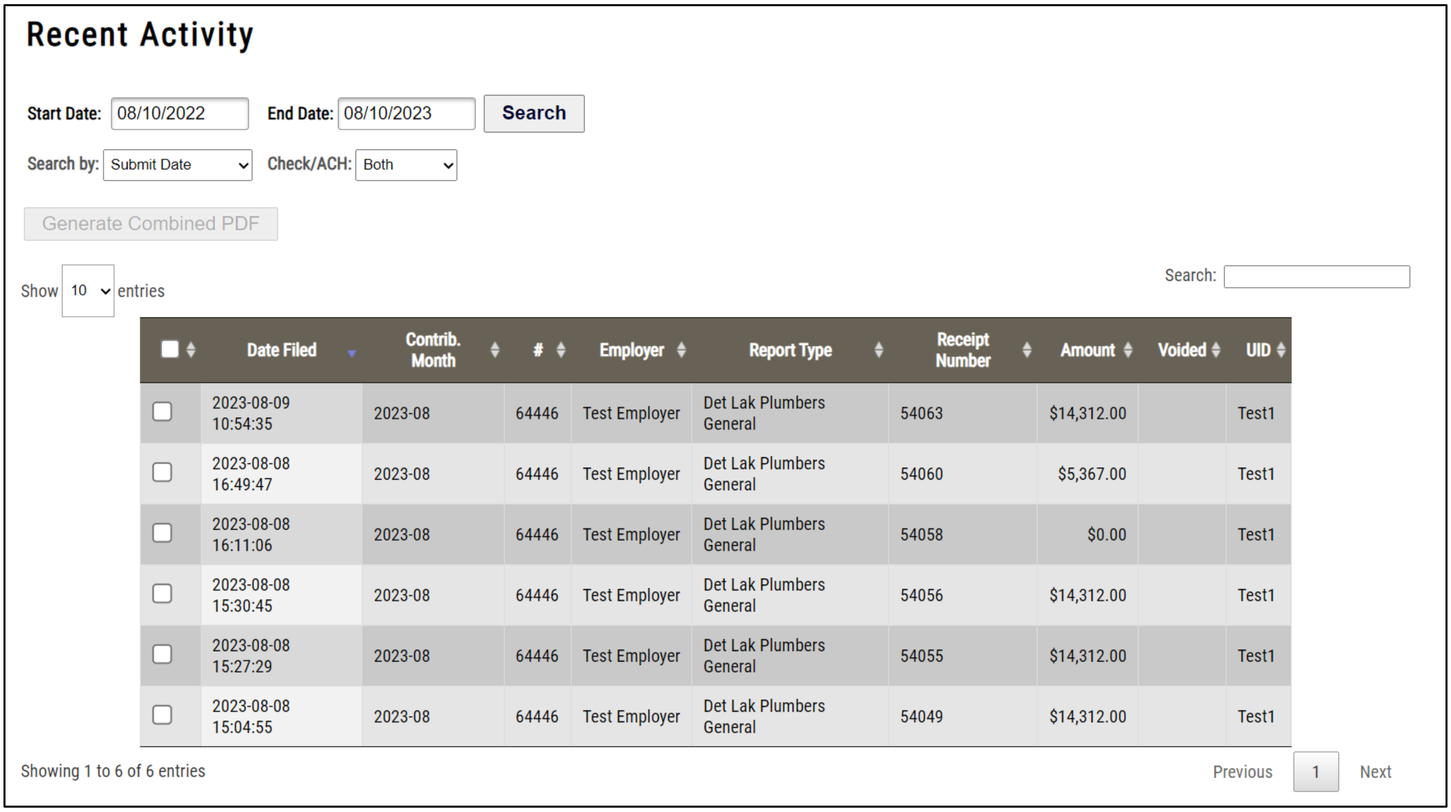
Number	Type	Period Ending Date	Receipt Date	Paid	Voucher	Paid Date
3457	DS	08/31/2023	08/09/2023	$13,932.00	54065	PENDING

View Report History

From the *Main Menu*, you can view the report history of your previously submitted reports. To do this, select *View Report History*.



After clicking on View Report History, you will be taken to a list of created reports, with date filed, period ending, employer, report type, receipt number, amount, if voided, and user ID or username.



Recent Activity

Start Date: 08/10/2022 End Date: 08/10/2023 Search

Search by: Submit Date Check/ACH: Both

Generate Combined PDF

Show 10 entries

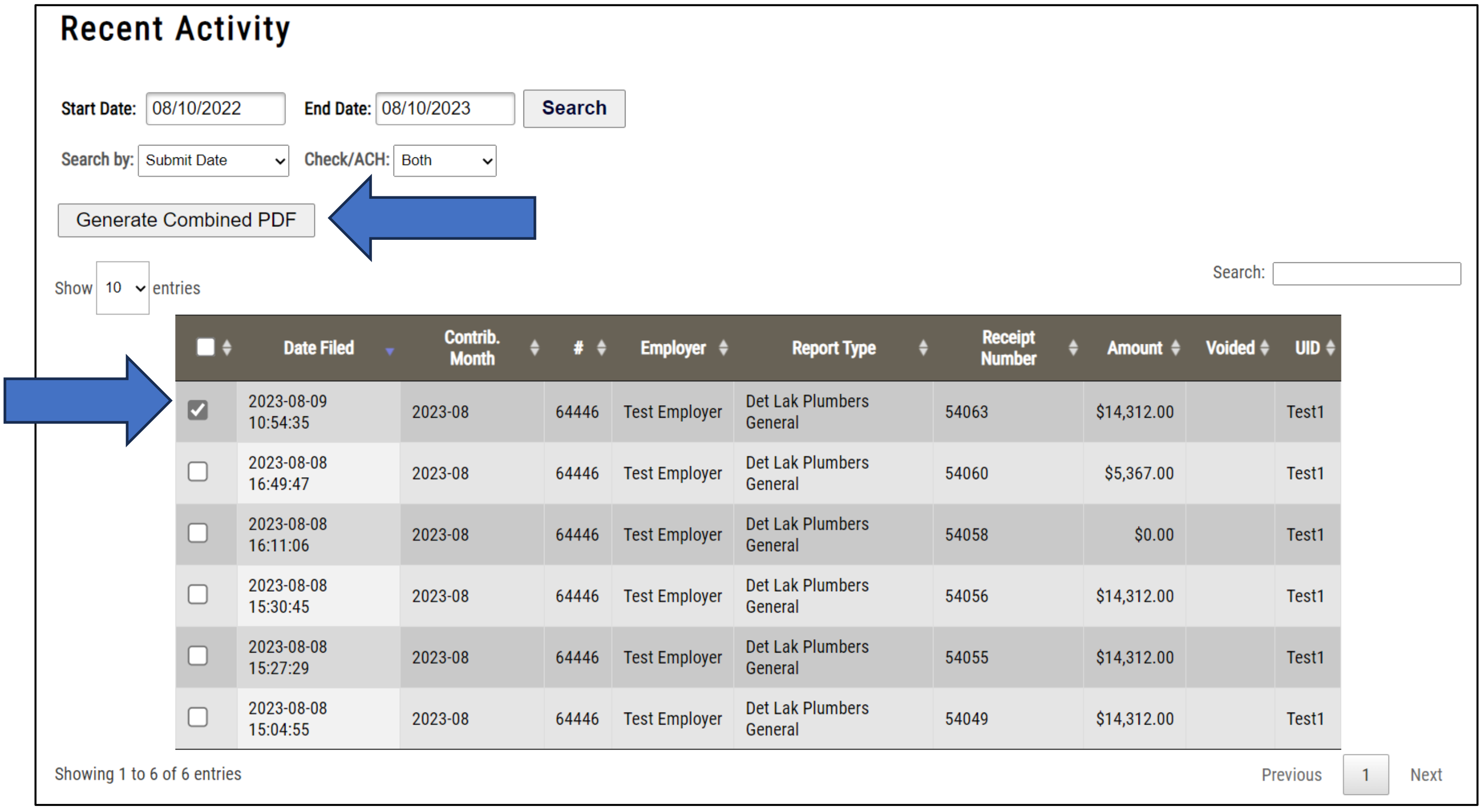
Search:

	Date Filed	Contrib. Month	#	Employer	Report Type	Receipt Number	Amount	Voided	UID
	2023-08-09 10:54:35	2023-08	64446	Test Employer	Det Lak Plumbers General	54063	$14,312.00		Test1
	2023-08-08 16:49:47	2023-08	64446	Test Employer	Det Lak Plumbers General	54060	$5,367.00		Test1
	2023-08-08 16:11:06	2023-08	64446	Test Employer	Det Lak Plumbers General	54058	$0.00		Test1
	2023-08-08 15:30:45	2023-08	64446	Test Employer	Det Lak Plumbers General	54056	$14,312.00		Test1
	2023-08-08 15:27:29	2023-08	64446	Test Employer	Det Lak Plumbers General	54055	$14,312.00		Test1
	2023-08-08 15:04:55	2023-08	64446	Test Employer	Det Lak Plumbers General	54049	$14,312.00		Test1

Showing 1 to 6 of 6 entries

Previous 1 Next

This table can be sorted by column, just as in the Remittance Entry table. Click on a row to open the corresponding PDF receipt. You can select any receipt number, and it will give you the option to press on the Generate Combined PDF of the report.



When selecting the Generate Combined PDF button, a PDF will have downloaded on the report, where you will also be able to see total hours, total wages, and total billed.

Report Confirmation

Receipt Number 54063

Test Employer(64446)
6551 Klockner Rd
Hamilton, NJ 08619

Submission Date: 8-9-2023
Contract Type: Det Lak Plumbers General
Report Date: 8-31-2023

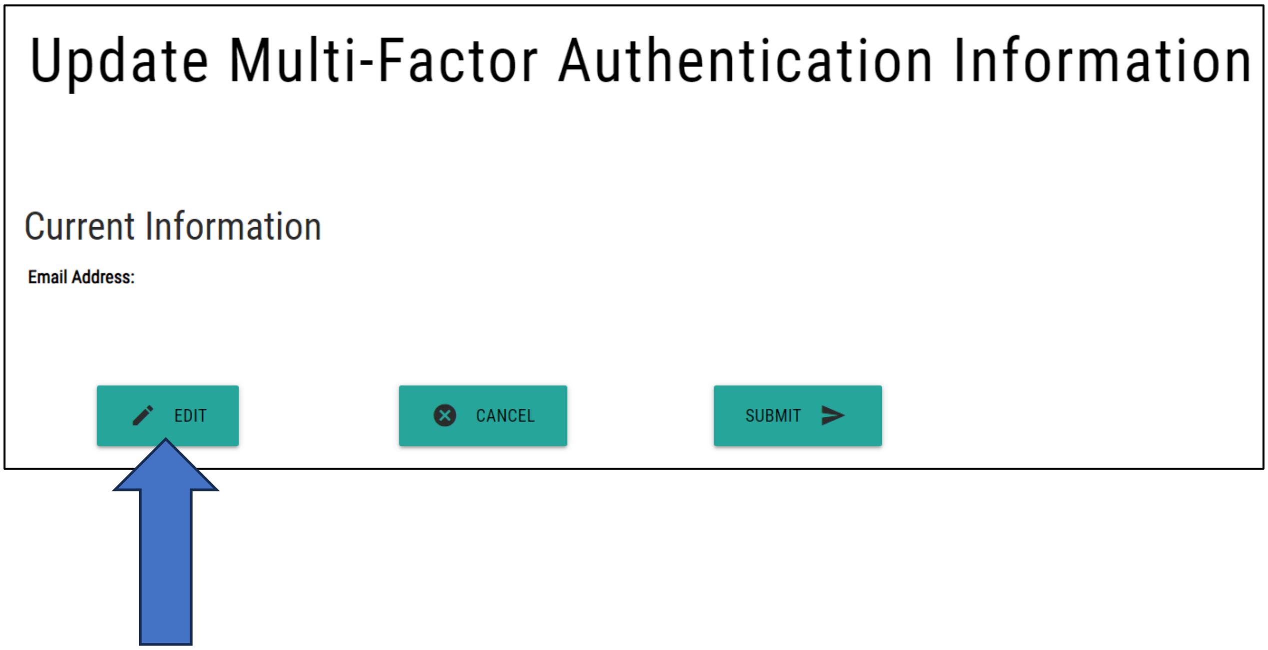
Your report of $14,312.00 has been submitted and your receipt number is 54063. Thank you for using the Pipe Trades Services of MN online remittance system. Please print this document or record the above receipt number for your records and include this receipt number in any correspondence regarding this transaction.

	Total Hours Worked	Total Hours Paid	Total Billed
Welfare	400.00	400.00	$3,764.00
Pension	400.00	400.00	$3,684.00
Supp Pen	400.00	400.00	$1,740.00
Ret Hlth	400.00	400.00	$620.00
Appren	400.00	400.00	$552.00
CredUn	400.00	400.00	$2,000.00
Industry	400.00	400.00	$84.00
Dues	0.00	0.00	$0.00
ITF	400.00	400.00	$40.00
Building	400.00	400.00	$200.00
Work Fee	400.00	400.00	$1,628.00
Death	0.00	0.00	$0.00
School	0.00	0.00	$0.00
UA Org	0.00	0.00	$0.00
ReRebate	0.00	0.00	$0.00
		Total	$14,312.00

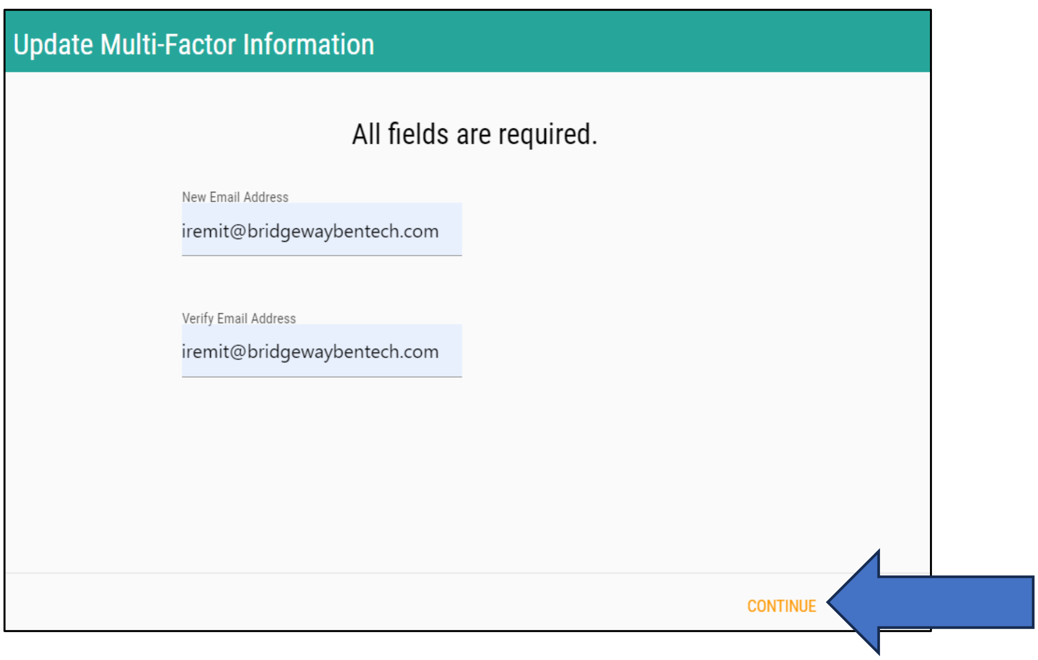
Change Multi-Factor Authentication Information

To update your e-mail address for Multi-Factor verification choose the Change Multi-Factor Authentication Information option from the Main Menu.

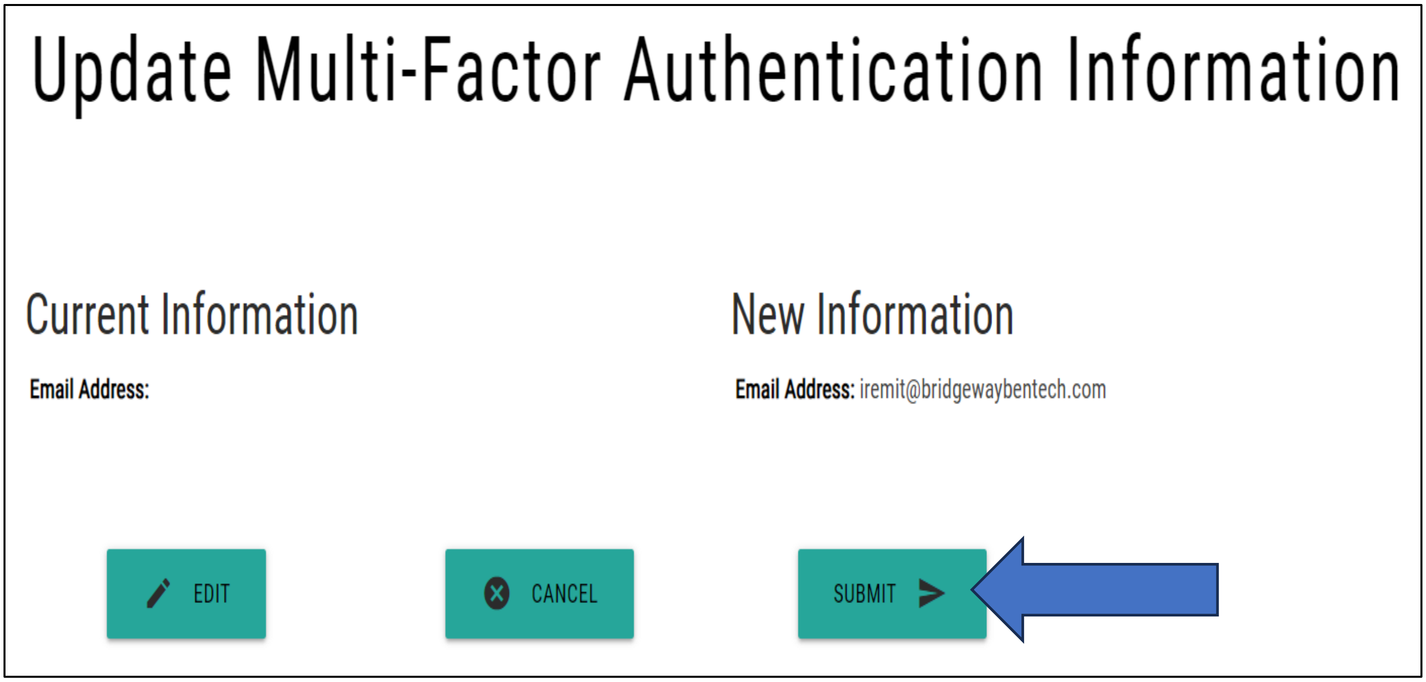
The screen will be blank, and you will have to press the EDIT button to provide your email address.



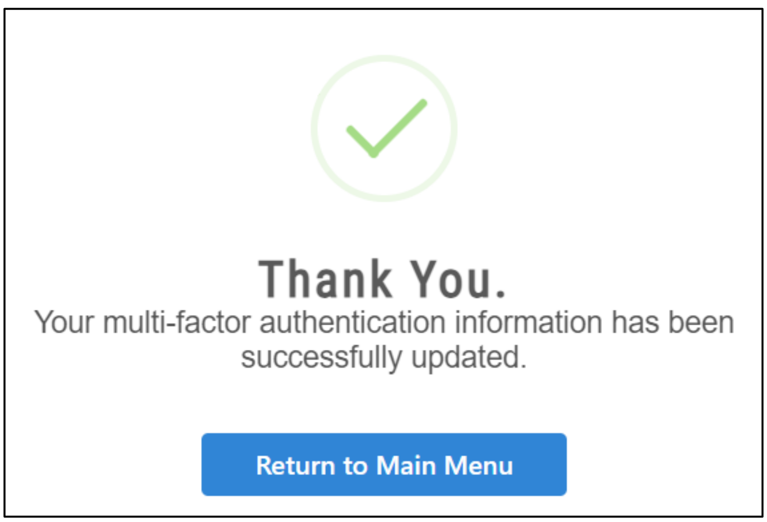
After filling out your email address, you may press the CONTINUE button.



To save the email address you have provided, please press the SUBMIT button.



When you have saved your email address successfully, you will see the below screen to let you know it has been successfully updated:



Upload File Specifications

In order to upload a file to the ISSi-Remit website, employers will need to adhere to standardized file specifications. If employers do not meet the requirements, they may be unable to upload their file.

File Formats

- The upload file must be in a Comma-Separated Values or Text format. This means .csv and .txt are the only file format extension the site can accept.
- Files with an extension of .pdf or .xls / .xlsx cannot be accepted. If your payroll software is only capable of importing data into a Microsoft Excel file (.xls or .xlsx), then you will need to open the document in Microsoft Excel and then resave the file in a .csv format prior to uploading the file.
- The file does not require Header rows.

Fields

- We do not require any leading or trailing zeros for any field.
- If any field contains a comma, dollar sign, or quotation marks, then you must include quotation marks around the entire field. If you prefer, you can include quotation marks around every field in the file.
- The data fields must be in the order outlined below.
- The following fields are required for each reported employee:

Field/Column Sequence	**Field/Column Data**
Field 1	**Member SSN**
Field 2	**First Name, Last Name**
Field 3	**Class**
Field 4	**ST Hours**
Field 5	**OT Hours**
Field 6	**DT Hours**
Field 7	**Shift Hours**
Field 8	**Total Hours**

In field #3 (Class) you will need to use one of the following codes on file with the fund office. If this field is left blank on your file, the participant will show on the web with the last reported class under the reporting contract selected.

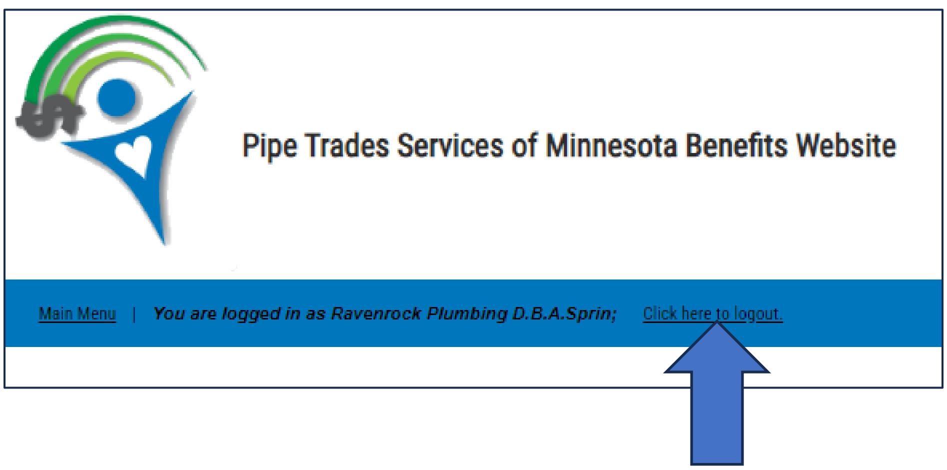
<u>Please Note</u>: If you would like a list of class codes you can use, please contact the Fund Office.

<u>Example Upload File format:</u>

	A	B	C	D	E	F	G	H
1	SSN	Employee Name	Class	ST Hours	OT Hours	DT Hours	Shift Hours	Total Hours
2	333333334	Test Person	34	160	10	1		171
3	111111112	Test PersonII	15	40	10		5	55
4	222222223	Test PersonIII	1S	16	10	2		28
5	444444445	Test Emp6	3M	55	10		2	67

Logging Out

When you have completed all processing on the ISSi-Remit website, it is important to remember to log out. Do this by clicking the logout link on the horizontal bar above the main screen. The logout link is also available at the top of all other screens:



Once logged out you will then be brought to a screen confirming that you have successfully signed out.

Questions and Comments

Should you have any questions or comments about processing online remittances using ISSi-Remit, please contact the Fund Office.