

## INTRODUCTION

Employers working in the Rochester and Winona jurisdictions of Local 6 are to submit their employees' fringe benefits to Pipe Trades Services MN(PTSMN). Pipe Trades Services MN is the dba name of Twin City Pipe Trades. The dba name better reflects who we are and whom we serve.

Please Note:

- Vacation money is now to be sent directly to **Home Federal Savings Bank**. The spreadsheet helps with this task.
- National pension money and ITF is still to be sent directly to the Plumbers and Pipefitters National Pension Fund (PPNPF).

## Overview:

Employers should download the appropriate spreadsheet, naming it logically, and save it to their hard drive in an appropriate folder, as shown in the section labeled '**I. DOWNLOADING THE SPREADSHEET**'. For example, if the employer had 30 or fewer employees and were submitting January 20XX fringe benefits, it could be named '*PTSMN Remit Report New Wages 2013XX.xls*' and saved in the '*Fringe Benefits*' subfolder of '*My Documents*'.

Using their internal system as a basis for calculations, the employer then populates the **yellow** input items of the worksheet labeled 'INPUT HOURS & CALC FRINGE'. Detail of the methodology to complete the spreadsheet follow in the section labeled '**II. Calculating Monthly Fringe Benefits**'.

It is noteworthy that the color-coded spreadsheet is protected, to ensure integrity of the calculations and ease data entry. Only the **yellow** input items need to be filled out, so they are the only accessible cells, making it easier to navigate.

Formulas in each row calculate for the given employee the fringe benefits based on the hours worked and trade code selected, which derives the rates from the worksheet labeled 'TRADES RATES'.

Totals at the bottom and on the worksheet labeled 'TOTALS & CERTIFY' help you balance the spreadsheet to your internal system.

Details for submittal of the process to mail reports and checks to both PTSMN for fringe benefit money and Local 6 for vacation money are detailed in the section labeled '**III. Submitting Monthly Fringe Benefits**'.

Each month upon completion of the spreadsheet, it is recommended to be saved to the employer hard drive to archive the fringe benefits calculated. To prepare for the following month's fringe benefits, the employer makes a copy of the spreadsheet to be used for the next month's fringe benefit calculations. Details of this process following in the section labeled '**IV. Make a copy to prepare for next month**'.

## I. DOWNLOADING THE SPREADSHEET

The fringe benefit calculation spreadsheet is accessible by the following shortcut: <https://www.ptsmn.org/contractor.html>  
Skip ahead to Step 3 on page 5 if you access it using the shortcut.

The spreadsheet is also accessible by navigating several clicks on the PTSMN website, <http://www.PTSMN.org/>, as follows:

Step 1. On the home page, chose the “Click Here” Link under Employers.

PTSMN | Pipe Trades Servic... X

File Edit View Favorites Tools Help

365 login Quickbooks Logon

PIPE TRADES SERVICES MN | Phone: 651-645-4540 | Contact: [email icon] | Home: [home icon]

# Pipe Trades Services Minnesota

HEALTH AND PENSION FUNDS

To get started choose any of the sections below:

### Member Login

Username

Password

Login

or click here to register>

### Employers

[Click here](#) to learn more about fringe benefit rates and payments. You may also contact our staff for assistance with any matter related to the payment of fringe benefits.

### Pension Supplement

Milliman

Plan Ahead For Retirement

**InvestMap**

InvestMap creates a portfolio for you – made up of existing funds within the plan.

[Investmap Information](#)

[InvestMap FAQ](#)

### Wellness Center

PIPE TRADES SERVICES MN  
FAMILY HEALTH & WELLNESS CENTERS

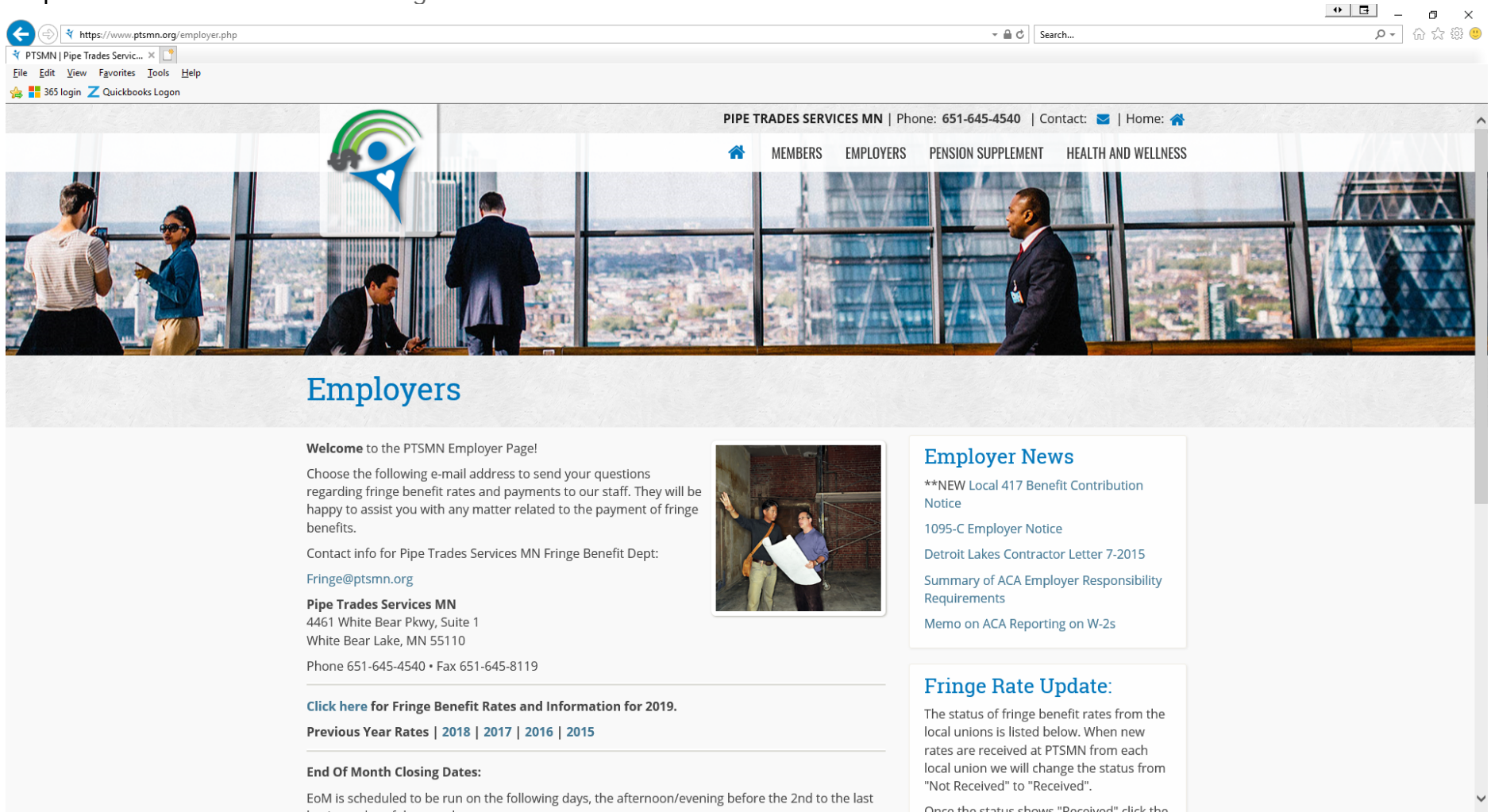
Click here to visit the Pipe Trades Services MN Health and Wellness Center website.

**Do you have any questions?**

Contact our staff for more information.

[CONTACT PAGE](#)

## Step 2. Select "Click here" for Fringe Benefit Rates and Information.



The screenshot shows a web browser window displaying the PTSMN Employer Page. The browser's address bar shows the URL <https://www.ptsmn.org/employer.php>. The page header includes the PTSMN logo, the text "PIPE TRADES SERVICES MN | Phone: 651-645-4540 | Contact: [Email Icon] | Home: [Home Icon]", and a navigation menu with links for "MEMBERS", "EMPLOYERS", "PENSION SUPPLEMENT", and "HEALTH AND WELLNESS". Below the header is a large banner image of people in a modern office setting. The main content area is titled "Employers" and contains several sections: a welcome message, contact information for the Fringe Benefit Dept. (including the email [Fringe@ptsmn.org](mailto:Fringe@ptsmn.org) and phone number 651-645-4540), a link to "Click here for Fringe Benefit Rates and Information for 2019", a link to "Previous Year Rates" (2018, 2017, 2016, 2015), and "End Of Month Closing Dates" information. On the right side, there are two boxes: "Employer News" with links to "NEW Local 417 Benefit Contribution Notice", "1095-C Employer Notice", "Detroit Lakes Contractor Letter 7-2015", "Summary of ACA Employer Responsibility Requirements", and "Memo on ACA Reporting on W-2s"; and "Fringe Rate Update:" with text explaining the status of fringe benefit rates and a note to click the status when it shows "Received".

Step 3. Both the shortcut and navigating brings you to the following screen.

The screenshot shows a web browser window with the URL <https://www.ptsmn.org/rates2019.php>. The page header includes the PTSMN logo and navigation links for MEMBERS, EMPLOYERS, PENSION SUPPLEMENT, and HEALTH AND WELLNESS. The main content area features a large banner image of people in a modern office setting. Below the banner, the "Contractor Services" section is visible, containing links for Fringe Benefit Information (May, 1 2019) and PTSMN Benefit Payment Policy. A table of rates is partially visible, with sections for Minneapolis Plumbers Local #15 and Saint Paul Plumbers Local #34. The "Previous Year Rates" section on the right lists links for Fringe Benefit Information for 2018, 2017, 2016, and 2015, along with a "Back to Employers Page" link.

PIPE TRADES SERVICES MN | Phone: 651-645-4540 | Contact: [✉](#) | Home: [🏠](#)

[MEMBERS](#) [EMPLOYERS](#) [PENSION SUPPLEMENT](#) [HEALTH AND WELLNESS](#)

## Contractor Services

[Fringe Benefit Information](#)  
May, 1 2019

[PTSMN Benefit Payment Policy](#)

The following table contains rate change information effective for 05/1/2019 - We post the rate information as soon as it is available from the local unions.

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**Minneapolis Plumbers Local #15**

- [#15 Journeyman](#)
- [#15 Metro Apprentices](#)
- [#15 St Cloud Journeyman](#)
- [#15 St Cloud Apprentices](#)

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**Saint Paul Plumbers Local #34**

- [#34 Journeyman](#)
- [#34 Apprentices](#)
- [#34 Mankato Journeyman](#)
- [#34 Mankato Apprentices](#)

### Previous Year Rates

- [Fringe Benefit Information for 2018](#)
- [Fringe Benefit Information for 2017](#)
- [Fringe Benefit Information for 2016](#)
- [Fringe Benefit Information for 2015](#)

[Back to Employers Page>](#)

Scroll down to the “Local 6 Rochester” section

Step 4. Save the spreadsheet to your hard drive.

Depending on whether your maximum at peak number of employees is more or less than 30, you'll be working with one of the two spreadsheets in the section that looks like this:

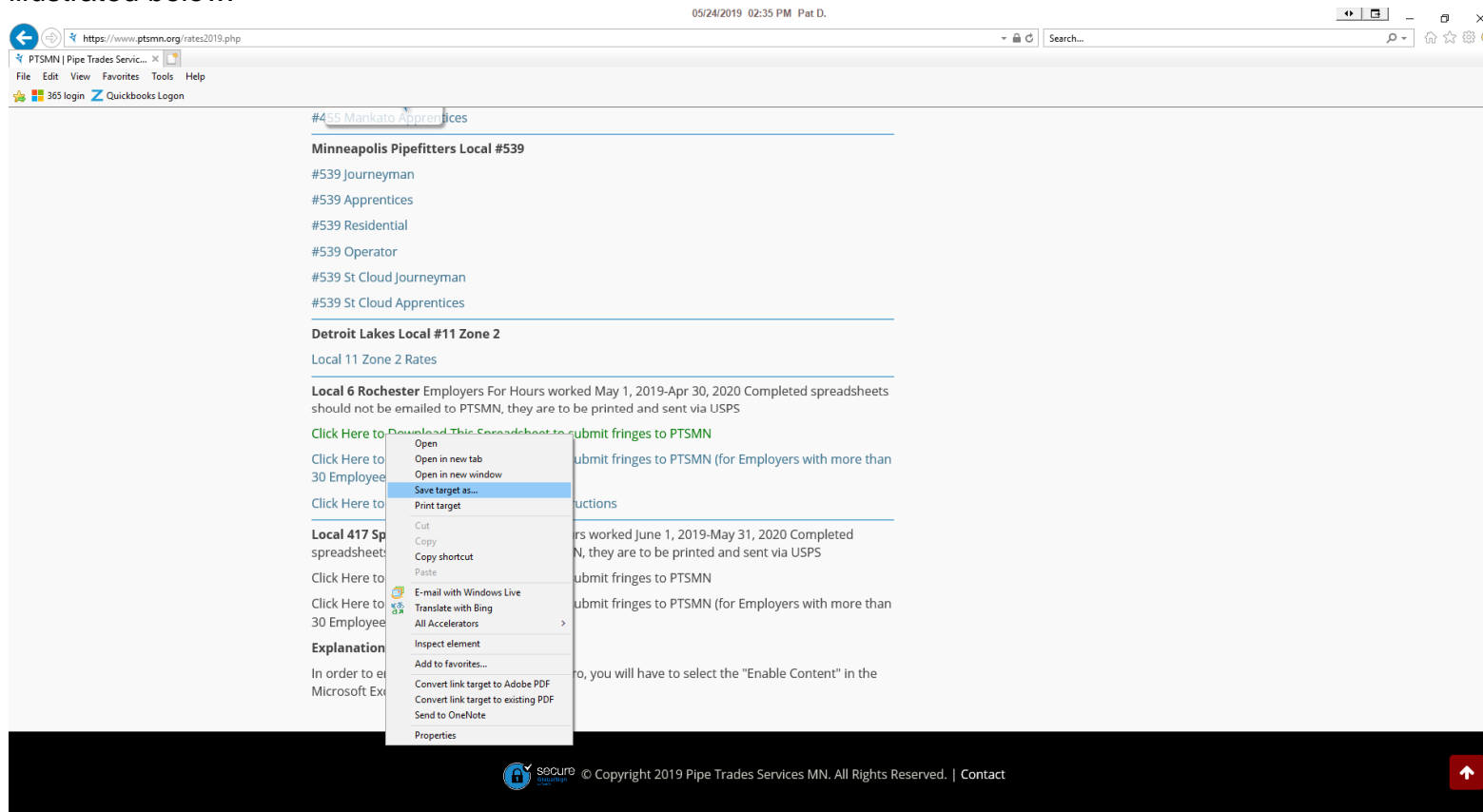
### Attn: Local 6 Rochester Employers

[Click Here to Download This Spreadsheet](#) to submit fringes to PTSMN

[Click Here to Download This Spreadsheet](#) to submit fringes to PTSMN (for Employers with more than 30 Employees)

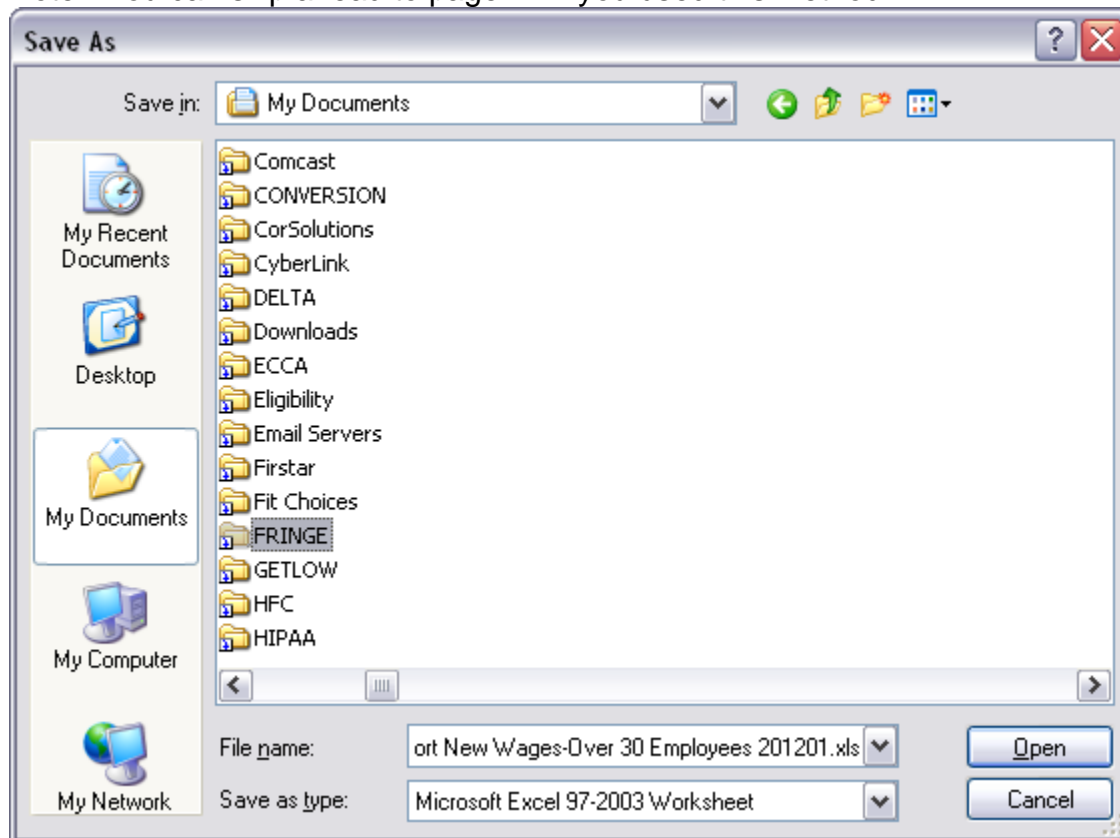
There are two alternative recommended methods(A and B) for saving a copy to your hard drive.

A. The user can right click the appropriate one of the two selectable items above and select 'Save Target As', as illustrated below:



This brings you to the 'Save As' window, where you should save it to your hard drive, naming it logically and saving it in an appropriate folder. For example, if the employer planned for over 30 employees and were submitting June 2019 fringe

benefits, it could be named '*PTSMN Remit Report New Wages-Over 30 Employees May 2019 to Apr 2020 Local 6.xls*' and reside in the '*Fringe Benefits*' subfolder of '*My Documents*', as shown below.  
Note: You can skip ahead to page 11 if you used this method..





The user can then select File => Save As, as shown below

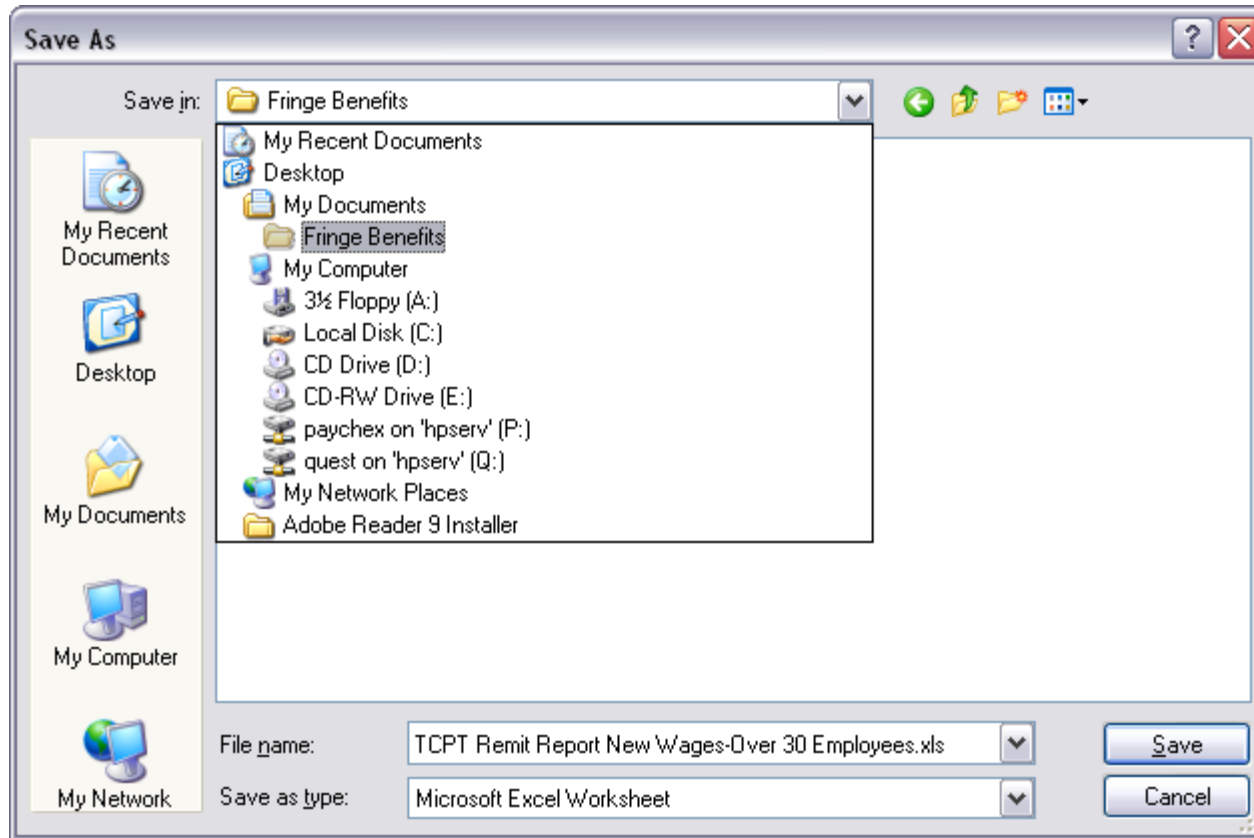
The screenshot shows a Microsoft Internet Explorer browser window displaying a spreadsheet from the URL <https://www.tcpt.org/pdf/ratedata/TCPT%20Remit%20Report%20New%20Wages.xls>. The browser's 'File' menu is open, and 'Save As...' is highlighted. The spreadsheet data is as follows:

9	NAME OF EMPLOYEE (in alphabetical order by lastname, firstname)	SOC. SEC. # (123-45- 6789)	TRAD E CODE	REGULA R TIME	TIME & 1/2	DBL TIME	TOTAL HOURS PD	Rate for HRS PD (from grid)	Fringe for HRS PD	TOTAL HOURS WRK	Rate for HRS WRK w/o vacation	Fringe for HRS WRK	TOTAL FRINGE to TCPT	VACA TION RATE	VACATION TO MINNVE S T
10							0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
11							0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
12							0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
13							0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
14							0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
15							0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
16							0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
17							0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
18							0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
19							0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
20							0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
21							0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
22							0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
23							0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
24							0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25							0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
26							0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
27							0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
28							0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
29							0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
30							0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
31							0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	

The spreadsheet also includes a header section for 'TWIN CITY PIPE TRADES SERVICE ASSOCIATION' with contact information and a form for 'Employer Tax ID', 'Employer Name', 'Office Address', 'City, State Zip', 'Phone #', and 'Fax #'. The 'File' menu is open, showing options like 'New Tab', 'New Window', 'Open...', 'Save As...', 'Close Tab', 'Page Setup...', 'Print...', 'Send', 'Import and Export...', 'Properties', 'Work Offline', and 'Exit'.



This brings you to the 'Save As' window, where you should save it to your hard drive, naming it logically and saving it in an appropriate folder. For example, if the employer planned for fewer than 30 employees and were submitting January 2012 fringe benefits, it could be named '*PTSMN Remit Report New Wages 201201.xls*' and reside in the '*Fringe Benefits*' subfolder of '*My Documents*', as shown below





The spreadsheet is color-coded as follows:

Yellow cells are for inputting three groups of information

1. Static employer data, including Employer Tax ID, Name, Address, and contact information.
2. Monthly variable report information, which includes 'Last Payroll Date Paid' and 'Report for the Month of'.
3. Monthly variable employee information, which includes name, social security number, selecting trade code, inputting regular, time & ½ and double time hours worked, and vacation rate for the hours worked by a particular employee for the payroll period being submitted.

0.00 White Cells with blue numbers are calculated values using formulas setup in the workbook.

\$0.00 Coral cells with blue numbers denote the total rate for pyramided funds, a.k.a. Rate for HRS Paid, which are determined by the Trade Code selected being linked to the corresponding tradecode on the TRADES RATES worksheet.. The pyramided funds are H&W and Local Pension.

\$0.00 blue cells with blue numbers denote the total rate for non-pyramided funds, a.k.a. Rate for HRS WRK, which are determined by the Trade Code selected being linked to the corresponding tradecode on the TRADES RATES worksheet..

Coral cells with blue numbers denote the Rate Paid, which are determined by the Trade Code selected.

Using their internal system as a basis for calculations, the employer then populates the yellow input items of the tab labeled 'INPUT HOURS & CALC FRINGE' of the spreadsheet for January hours worked. Detail of the methodology to complete the spreadsheet, as well as submittal of the documentation and check payment, follow in the next section, labeled 'Submitting Monthly Fringe Benefits'.

Each month upon completion of the spreadsheet, it is saved to the employer hard drive to archive the fringe benefits calculated and submitted to PTSMN. To prepare for the following month's fringe benefits, the employer does a 'File=>Save As' and names the new spreadsheet appropriately. For example, if the original were named '*PTSMN Remit Report New Wages 201201.xls*', the new spreadsheet could be named '*PTSMN Remit Report New Wages 201202.xls*', to denote February 2012 fringe benefits. That way, next month if the same employees work at the same trades, only the 'Last Payroll Date Paid', 'Report for the Month of', and 'time' fields need to be altered. New employees are added and former employees are deleted.

### III. Submitting Monthly Fringe Benefits

Upon completion, **mail the following items to PTSMN** at the address shown in green throughout the spreadsheet:

PIPE TRADES SERVICES MN  
4461 WHITE BEAR PKWY, SUITE 1  
WHITE BEAR LAKE, MN 55110

A check in the amount shown in the cell labeled as follows:

**GRAND TOTAL FRINGES TO REMIT TO PTSMN with copy of this sheet**

The following three worksheets should be printed and mailed to PTSMN with the check:

- 1. INPUT HOURS & CALC FRINGES
- 2. TRADES\_RATES
- 3. TOTALS and CERTIFY

Upon completion, **mail the following items to Local 6** at the address shown in light purple on the Vacation worksheet:

**NOTICE! Mail 1 copy to**  
**Home Federal Savings Bank**  
**Attn: Mandy Anderson**  
**1016 Civic Center Dr NW**  
**Rochester, MN 55901**  
**With check payable to: Home Federal Savings Bank**

A check in the amount shown as the total in the column labeled as follows:

**TOTAL VACATION**

The worksheet labeled 'VACATION' is printed for submittal to Local at the address shown in light purple.

#### **IV. Make a copy to prepare for next month**

Each month upon completion of the spreadsheet, it is recommended to be saved to the employer hard drive to archive the fringe benefits calculated and submitted to PTSMN.

To prepare for the following month's fringe benefits, the employer does a 'File=>Save As' and names the new spreadsheet appropriately. For example, if the original were named '*PTSMN Remit Report New Wages 201201.xls*', the new spreadsheet could be named '*PTSMN Remit Report New Wages 201202.xls*', to denote February 2012 fringe benefits.

That way, next month if the same employees work at the same trades, only the 'Last Payroll Date Paid', 'Report for the Month of', and 'time'(hours) fields need to be altered. New employees are added and former employees are deleted.

**V. Make a copy to prepare for next month**