

## 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 still to be sent directly to Merchants 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 Merchants Bank for vacation money are detailed in the section labeled '**III. Submitting Monthly Fringe Benefits**'.

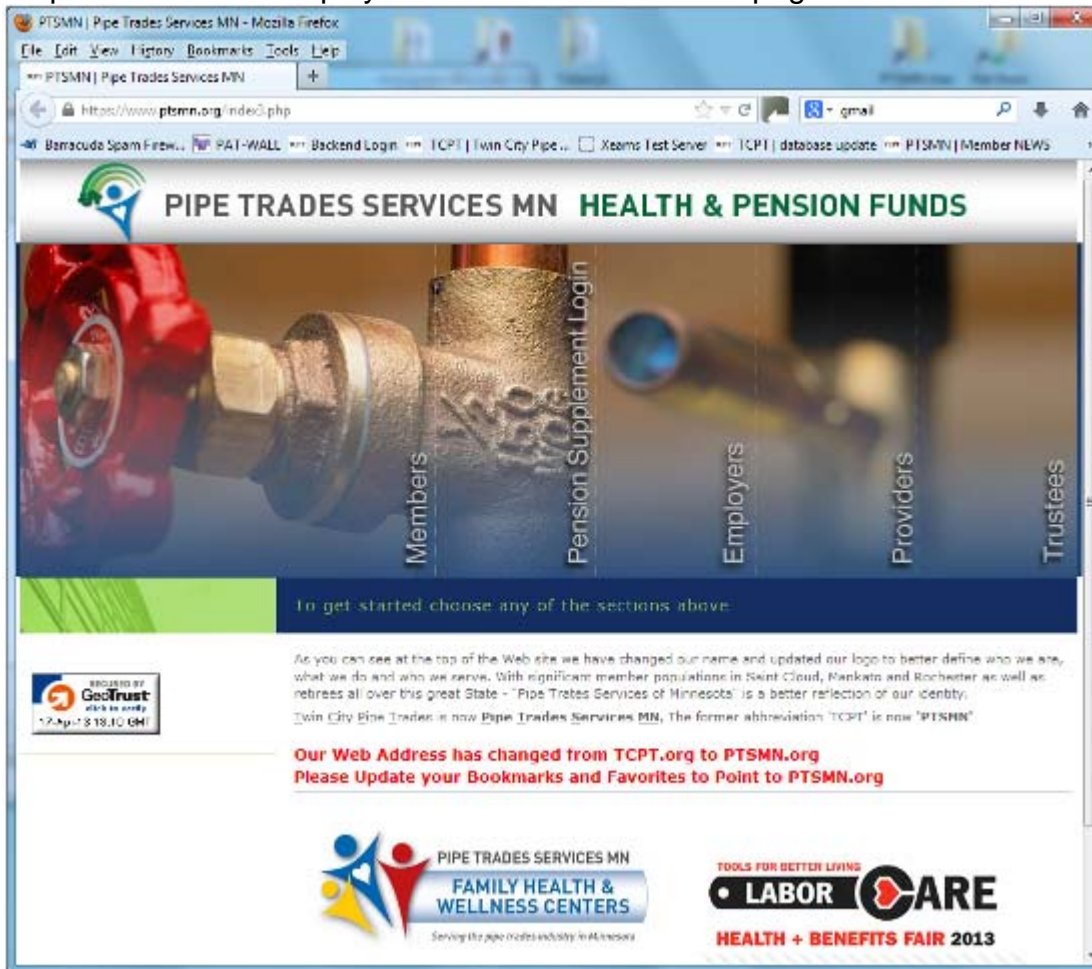
Each month upon completion of the spreadsheet, it is recommended to be saved to the employer hard drive to archive the fringe benefits calculated. To prepare for the following month's fringe benefits, the employer makes a copy of the spreadsheet to be used for the next month's fringe benefit calculations. 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. Select the Employers button off of the home page.



Step 2. Select [Click here](#) for Fringe Benefit Rates and Information.

The screenshot shows a web browser window displaying the PTSMN website. The browser's address bar shows the URL <http://www.ptsmn.org/employers.html>. The website header includes the PTSMN logo and the text "PIPE TRADES SERVICES MN HEALTH & PENSION FUNDS".

**PTSMN Main Section:**

- Members
- Pension Supplement Login
- Employers
- Providers
- Trustees

**Employers Section:**

**Employers**

Welcome to the PTSMN Employer Page!

Choose the following e-mail addresses to send your questions regarding fringe benefit rates and payments to our staff. They will be happy to assist you with any matter related to the payment of fringe benefits.

Contact info for Pipe Trades Services MN Fringe Benefit Dept:  
[fringe@ptsmn.org](mailto:fringe@ptsmn.org)  
Pipe Trades Services MN  
700 Transfer Road  
Saint Paul, MN 55114  
Phone 651-645-4540 • Fax 651-645-8119

[Click here for Fringe Benefit Rates and Information.](#)

**End Of Month Closing Dates:**

EOM is scheduled to be run on the following days, the afternoon/evening before the 2nd to the last business day of the month.

- October 29, 2012
- November 28, 2012
- December 26, 2012
- January 29, 2013
- February 26, 2013
- March 26, 2013
- April 26, 2013
- May 29, 2013

**Fringe Rate Update:**

The status of fringe benefit rates from the local unions is listed below. When new rates are received of PTSMN from each local union we will change the status from "Rates Not Received" to "Rates Received". Once the status shows "Rates Received" choose the "Click here for Fringe Benefit Rates and Information" link to the left for detailed rate information.

**Status Report For 5/3/2013 Rates:**

- Local #15  
Metro Area - **Received**  
St. Cloud - **Not Received**
- Local #34  
Metro Area - **Not Received**  
Marikato - **Not Received**
- Local #455  
Metro Area - **Not Received**  
Marikato - **Not Received**
- Local #533  
Metro Area - **Not Received**  
St. Cloud - **Not Received**

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

The screenshot shows a web browser window displaying the PTSMN Contractor Services page. The page title is "PIPE TRADES SERVICES MN HEALTH & PENSION FUNDS". The main content area is titled "Contractor Services" and features a section for "Fringe Benefit Information" for May 1, 2013. A table lists rate change information for various unions from 2013 to 2012. Below the table, there is a notice for Local 6 Rochester Employers regarding hours worked from May 1, 2012, to April 30, 2013, with links to download spreadsheets and instructions.

**Contractor Services**

**Fringe Benefit Information**  
The following table contains rate change information.

2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	
Fringe Benefit Information May 1, 2013 <a href="#">PTSMN Benefit Payment Policy</a>												
The following table contains rate change information effective for 5/1/2013 - We post the rate information as soon as it is available from the local unions.												
Minneapolis Plumbers Local #15	Saint Paul Plumbers Local #34	Saint Paul Pipefitters Local #455	Minneapolis Pipefitters Local #539									
<a href="#">#15 Journeymen</a>	#34 Journeyman	#455 Journeyman	#539 Journeyman									
<a href="#">#15 Metro Apprentices</a>	#34 Apprentices	#455 Apprentices	#539 Apprentices									
<a href="#">#15 New Metro Apprentices</a>												
#15 Gas Distribution	#34 Mankato Journeyman	#455 Mankato Journeyman	#539 Residential									
#15 St Cloud Journeyman	#34 Mankato Apprentices	#455 Mankato Apprentices	#539 St Cloud Journeyman									
#15 St Cloud Apprentices	#34 Mankato new Apprentices	#455 Mankato new Apprentices	#539 St Cloud Apprentices									

**Attn: Local 6 Rochester Employers For Hours worked May 1, 2012-Apr 30, 2013**

[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)

[Click Here to Download the Spreadsheet Instructions](#)

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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:

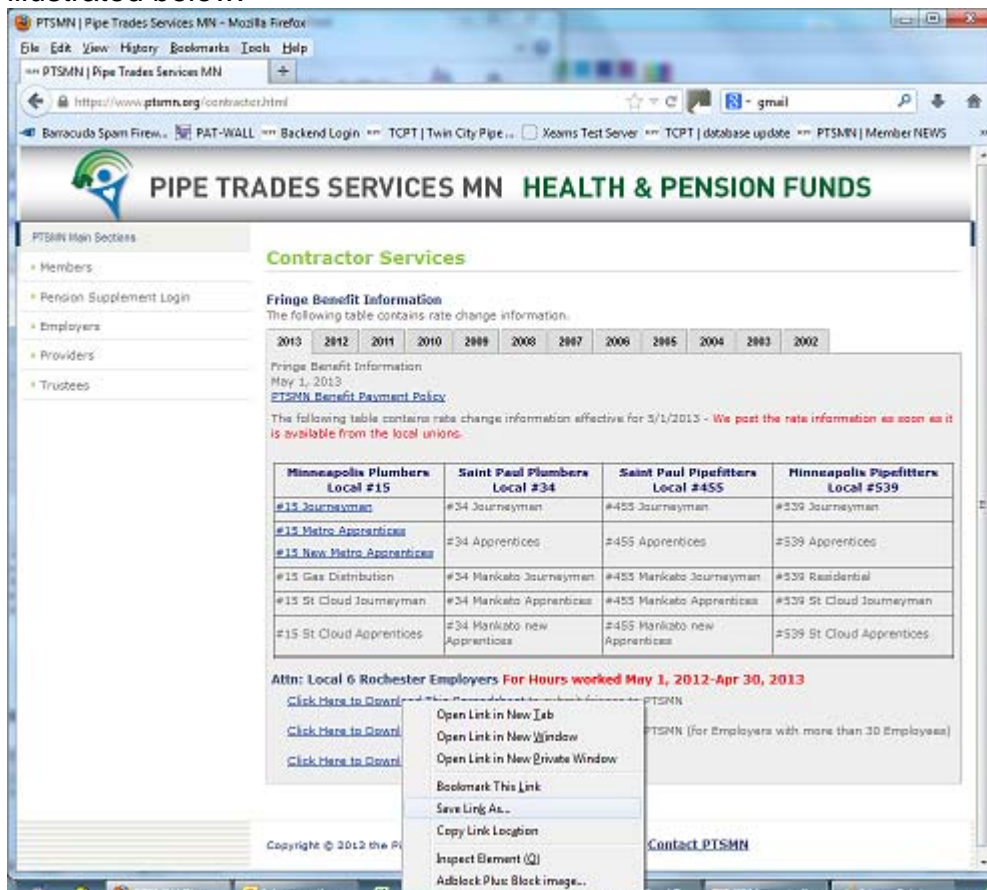
### Attn: Local 6 Rochester Employers

[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.

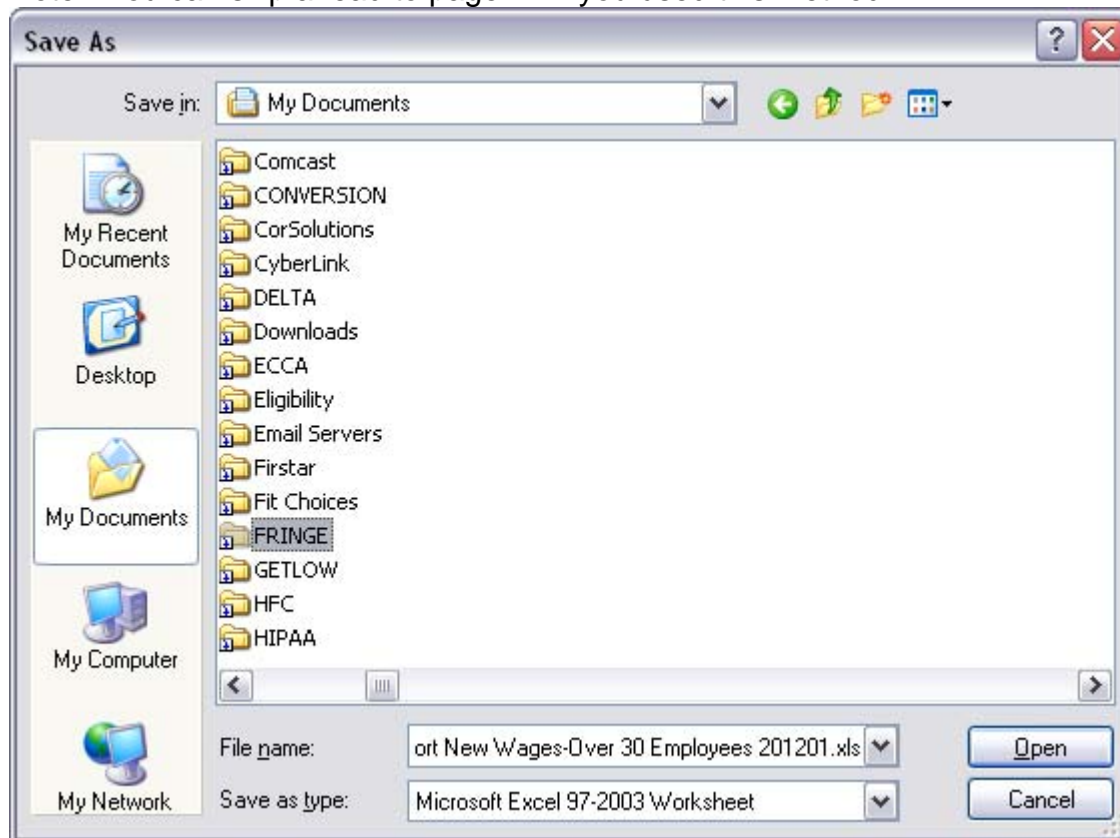
A. The user can right click the appropriate one of the two selectable items above and select 'Save Target As', as illustrated below:



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 January 2012

fringe benefits, it could be named '*PTSMN Remit Report New Wages-Over 30 Employees 201201.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..



B. The user can left click the appropriate one of the two selectable items above opening the spreadsheet in their web browser.

https://www.tcpt.org/pdf/ratedata/TCPT%20Remit%20Report%20New%20Wages.xls - Microsoft Internet Explorer provided by Twin City P

https://www.tcpt.org/pdf/ratedata/TCPT%20Remit%20Report%20New%20Wages.xls

File Edit View Insert Format Tools Data Go To Favorites Help

https://www.tcpt.org/pdf/ratedata/TCPT%20Remit...

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Report & Remittance Form TO TWIN CITY PIPE TRADES SERVICE ASSOCIATION Phone (651) 645-4540 Fax (651) 645-8119  
 On Behalf of EMPLOYEES WORKING UNDER JURISDICTION OF PLUMBERS & STEAMFITTERS LOCAL #6

Employer Tax ID: [Yellow Box]

Employer Name: [Yellow Box]  
 Office Address: [Yellow Box]  
 Office Address: [Yellow Box]  
 City, State Zip: [Yellow Box]  
 Phone # [Yellow Box]  
 Fax # [Yellow Box]

9	NAME OF EMPLOYEE (in alphabetical order by lastname, firstname)	SOC. SEC. # (123-45- 6789)	TRAD E CODE	REGULA R 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

INPUT HOURS & CALC FRINGES / TRADES\_RATES / VACATION / TOTALS and CERTIFY /

(4) Outlook Express Unknown Zone

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

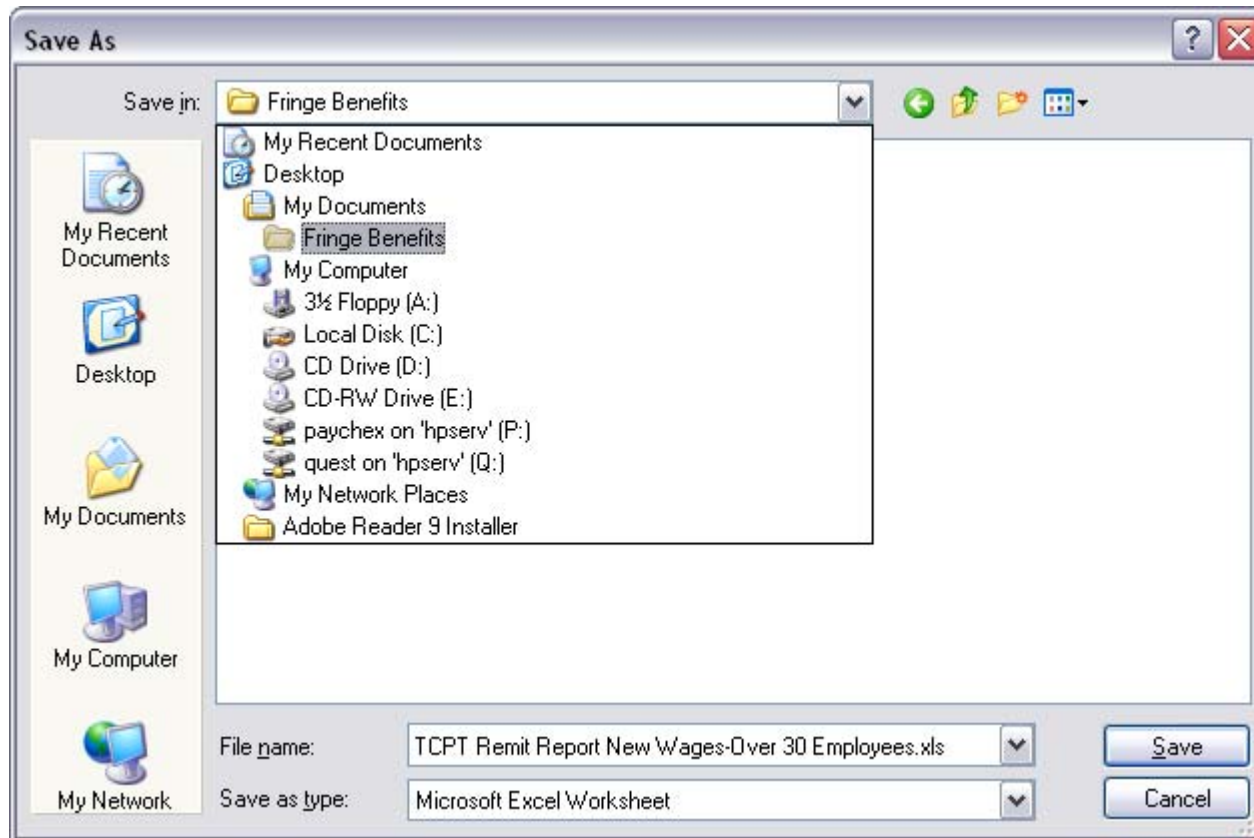
The screenshot shows a Microsoft Internet Explorer browser window displaying a spreadsheet from the URL <https://www.tcpt.org/pdf/ratedata/TCPT%20Remit%20Report%20New%20Wages.xls>. The browser's 'File' menu is open, and the 'Save As...' option is highlighted. The spreadsheet data is as follows:

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 MINNVES 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 details. The browser's taskbar shows the Start button and various application icons, with the system clock indicating 10:36 AM.



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



## II. Calculating Monthly Fringe Benefits

Once you have saved and named the spreadsheet, as shown below, you are ready to proceed with populating it.

Microsoft Excel - TCPT Remit Report New Wages 200901.xls

File Edit View Insert Format Tools Data Window Help

65% Arial 10

M1

1	<b>Report &amp; Remittance Form TO TWIN CITY PIPE TRADES SERVICE ASSOCIATI</b> Phone (851) 645-4540 Fax (851) 645-8119										Employer Tax ID:			
2	On Behalf of EMPLOYEES WORKING UNDER JURISDICTION OF PLUMBERS & STEAMFITTERS LOCAL #6										Employer Name:			
3											Office Address:			
4	Last Payroll Date Paid:										Office Address:			
5	Report for the Month of:										City, State Zip:			
6											Phone #			
7	Check here if there will be no hours to report next month <input type="checkbox"/>										Fax #			
8														
9	<b>NAME OF EMPLOYEE (in alphabetical order by lastname, first name)</b>	<b>SOC. SEC. # (123-45- 6789)</b>	<b>TRAD E CODE</b>	<b>REGULA R TIME &amp; 1/2</b>	<b>DBL TIME</b>	<b>TOTAL HOURS PD</b>	<b>Rate for HRS PD (from grid)</b>	<b>Fringe for HRS PD</b>	<b>TOTAL HOURS WRK</b>	<b>Rate for HRS WRK w/o vacation</b>	<b>Fringe for HRS WRK</b>	<b>TOTAL FRINGE to TCPT</b>	<b>YACATIO N RATE</b>	<b>YACATIO TO MINNVE S T</b>
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	
32						0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
33						0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
34						0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
35						0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
36						0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
37						0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
38						0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
39						0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
40						0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
41						0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
42	<b>TOTAL HOURS</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			<b>0.00</b>					
43	<b>TOTAL FRINGES</b>										\$0.00			
44												<b>\$0.00</b>		
45	<b>GRAND TOTAL FRINGES TO REMIT TO TCPT with copy of this sheet</b>											<b>\$0.00</b>		
46													\$0.00	
47														
48														
49														
50														
51														
52														
53														
54														
55														

INPUT HOURS & CALC FRINGES / TRADES\_RATES / VACATION / TOTALS and CERTIFY /

Ready Drafts - Outlook Express NUM

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.

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

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.

Tan 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 Merchants Bank** at the address shown in light turquoise throughout the spreadsheet:

**Merchants Bank  
Kristine Schatz  
3586 55th Street NW  
Rochester, MN 55901**

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

**VACATION TO MERCHANTS:**

The worksheet labeled 'VACATION' is printed for submittal to Local 6's bank of choice, Merchants Bank, at the address shown in light turquoise.

#### **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**