EmployerXG Remittance Quick Guide

Version: 3.1 – Local 130

Introduction

This guide covers the basics of working with remittances in EmployerXG.

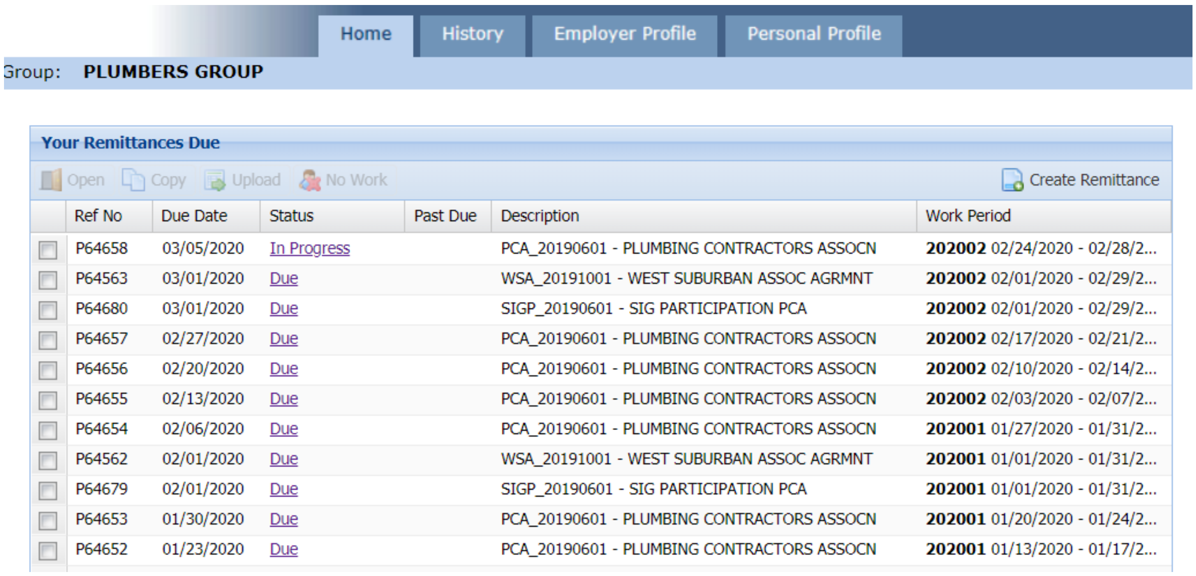
This guide walks you through the remittance workflow: add an employee to a remittance, edit the remittance, add the remittance to the payment cart, and pay for the remittance.

Topics in the guide:

Add a new employee to a remittance

Adding a new employee to a remittance is the first step in working with remittances. You need to add an employee to a remittance to begin calculating benefits.

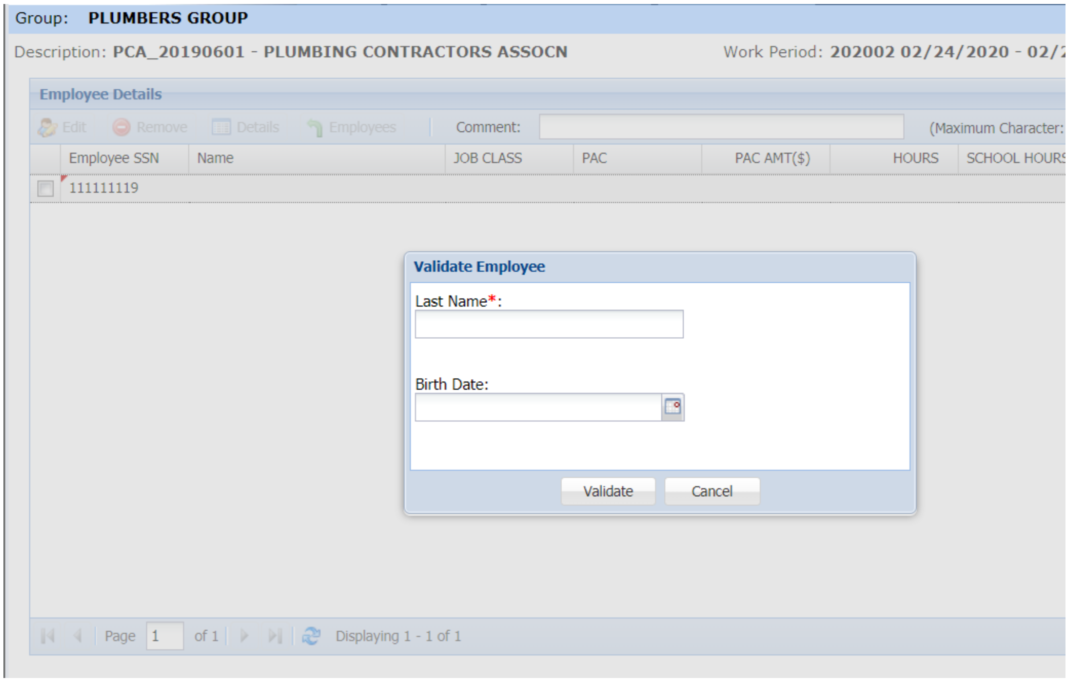
1. In the Home tab Remittances Due listing, choose one of the following:



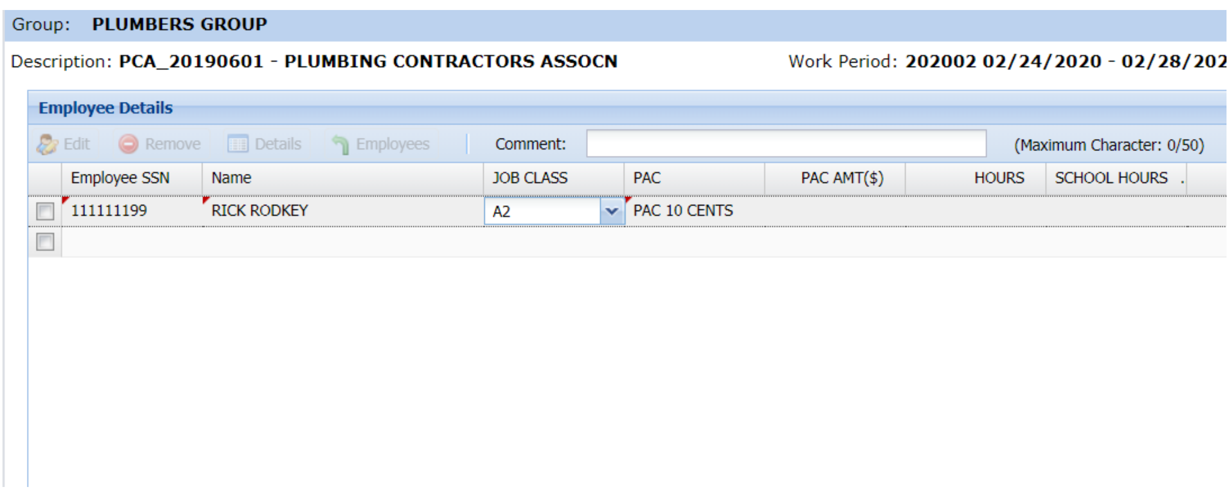
	Ref No	Due Date	Status	Past Due	Description	Work Period
	P64658	03/05/2020	In Progress		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN	**202002** 02/24/2020 - 02/28/2...
	P64563	03/01/2020	Due		WSA_20191001 - WEST SUBURBAN ASSOC AGRMNT	**202002** 02/01/2020 - 02/29/2...
	P64680	03/01/2020	Due		SIGP_20190601 - SIG PARTICIPATION PCA	**202002** 02/01/2020 - 02/29/2...
	P64657	02/27/2020	Due		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN	**202002** 02/17/2020 - 02/21/2...
	P64656	02/20/2020	Due		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN	**202002** 02/10/2020 - 02/14/2...
	P64655	02/13/2020	Due		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN	**202002** 02/03/2020 - 02/07/2...
	P64654	02/06/2020	Due		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN	**202001** 01/27/2020 - 01/31/2...
	P64562	02/01/2020	Due		WSA_20191001 - WEST SUBURBAN ASSOC AGRMNT	**202001** 01/01/2020 - 01/31/2...
	P64679	02/01/2020	Due		SIGP_20190601 - SIG PARTICIPATION PCA	**202001** 01/01/2020 - 01/31/2...
	P64653	01/30/2020	Due		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN	**202001** 01/20/2020 - 01/24/2...
	P64652	01/23/2020	Due		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN	**202001** 01/13/2020 - 01/17/2...

- For remittances that have a status of `Due` or `In Progress`, click the remittance `Status` to view.
- For remittances that have a status of `In Cart`, `Scheduled`, or `Saved For Later`, from the Your Remittances Due listing, click on the `Status` link for the remittance that you want to view. Then, click **`Edit Remittance`.**

2. Enter the SSN of the employee. The `Create Employee` window displays.



3. At a minimum, complete the Last Name field. Any field with an asterisk * next to it or a red border around it must be completed before you can continue. Birth Date is not necessary.
4. Click **`validate`**.



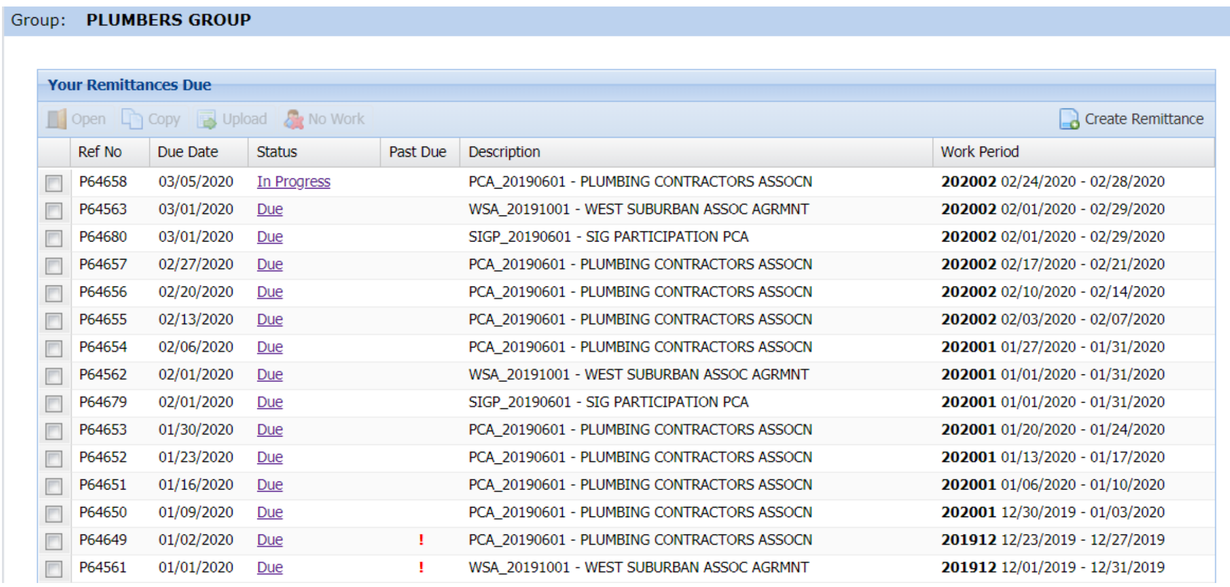
(please note, all images are sample only)

5. Ensure the JOB CLASS and PAC fund setting are correct.
6. Enter the Pac Amount deducted (PAC AMT$), the hours worked (HOURS) and school hours (SCHOOL HOURS) Then, press **`Enter`**.
4. Continue adding additional employees if needed.

Copy an existing remittance

Create a new remittance by copying information from an existing completed remittance. The copy feature saves you the time of having to make a new remittance from scratch and re-entering all your members. Keep in mind that you can't copy into remittances when the status is `In Progress`, `In Cart`, or `Scheduled`.

1. From the `Your Remittances Due` table on the Home page, click the remittance to copy to (don't click the remittance status, this will take you to the wrong page).



Ref No	Due Date	Status	Past Due	Description	Work Period
P64658	03/05/2020	In Progress		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN	**202002** 02/24/2020 - 02/28/2020
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P64680	03/01/2020	Due		SIGP_20190601 - SIG PARTICIPATION PCA	**202002** 02/01/2020 - 02/29/2020
P64657	02/27/2020	Due		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN	**202002** 02/17/2020 - 02/21/2020
P64656	02/20/2020	Due		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN	**202002** 02/10/2020 - 02/14/2020
P64655	02/13/2020	Due		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN	**202002** 02/03/2020 - 02/07/2020
P64654	02/06/2020	Due		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN	**202001** 01/27/2020 - 01/31/2020
P64562	02/01/2020	Due		WSA_20191001 - WEST SUBURBAN ASSOC AGRMNT	**202001** 01/01/2020 - 01/31/2020
P64679	02/01/2020	Due		SIGP_20190601 - SIG PARTICIPATION PCA	**202001** 01/01/2020 - 01/31/2020
P64653	01/30/2020	Due		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN	**202001** 01/20/2020 - 01/24/2020
P64652	01/23/2020	Due		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN	**202001** 01/13/2020 - 01/17/2020
P64651	01/16/2020	Due		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN	**202001** 01/06/2020 - 01/10/2020
P64650	01/09/2020	Due		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN	**202001** 12/30/2019 - 01/03/2020
P64649	01/02/2020	Due	!	PCA_20190601 - PLUMBING CONTRACTORS ASSOCN	**201912** 12/23/2019 - 12/27/2019
P64561	01/01/2020	Due	!	WSA_20191001 - WEST SUBURBAN ASSOC AGRMNT	**201912** 12/01/2019 - 12/31/2019

2. Click 

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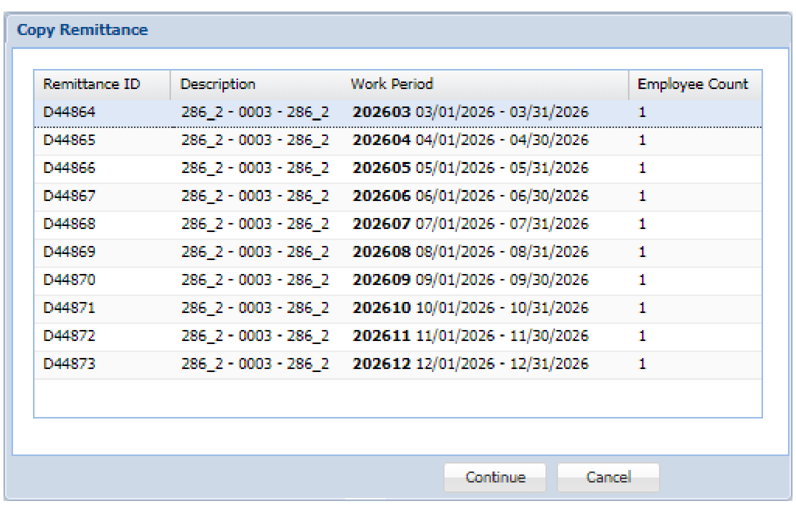


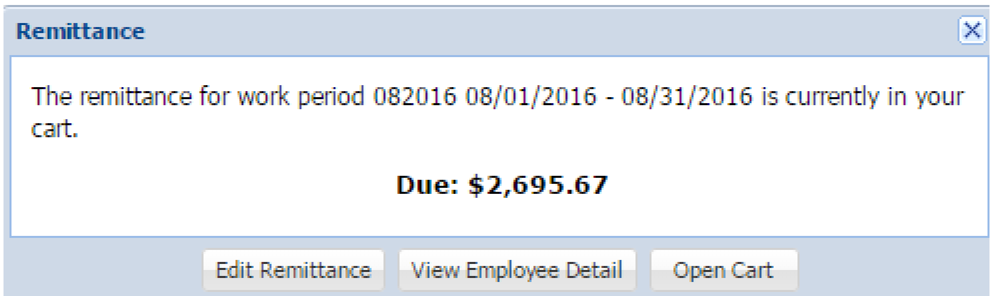
Remittance ID	Description	Work Period	Employee Count
D44864	286_2 - 0003 - 286_2	**202603** 03/01/2026 - 03/31/2026	1
D44865	286_2 - 0003 - 286_2	**202604** 04/01/2026 - 04/30/2026	1
D44866	286_2 - 0003 - 286_2	**202605** 05/01/2026 - 05/31/2026	1
D44867	286_2 - 0003 - 286_2	**202606** 06/01/2026 - 06/30/2026	1
D44868	286_2 - 0003 - 286_2	**202607** 07/01/2026 - 07/31/2026	1
D44869	286_2 - 0003 - 286_2	**202608** 08/01/2026 - 08/31/2026	1
D44870	286_2 - 0003 - 286_2	**202609** 09/01/2026 - 09/30/2026	1
D44871	286_2 - 0003 - 286_2	**202610** 10/01/2026 - 10/31/2026	1
D44872	286_2 - 0003 - 286_2	**202611** 11/01/2026 - 11/30/2026	1
D44873	286_2 - 0003 - 286_2	**202612** 12/01/2026 - 12/31/2026	1

3. Click the remittance to copy and click **`Continue`**. The `Employee Details` table for the new remittance displays.
   - If the contracts associated with the remittances match, the ID, Name, and Quantities, or just the ID and Name will be copied depending on your setup (see *Set your preferences*).
   - If the contracts associated with the remittance don't match, regardless of your configuration, only the ID and Name are copied.
4. Delete or add employees and quantities as necessary. Your edits save as you enter them.

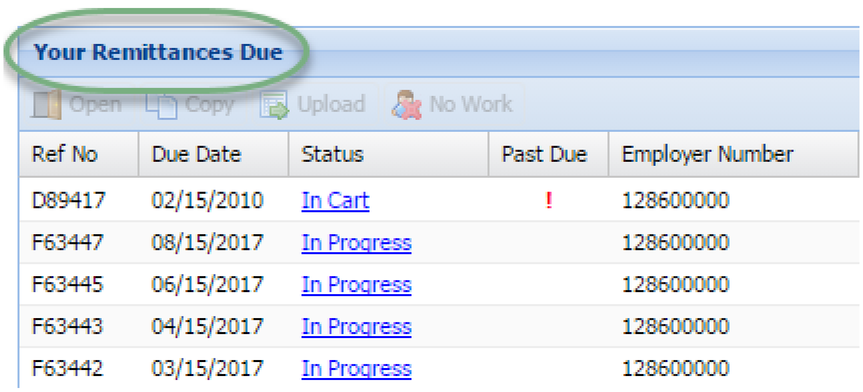
Add remittance to cart

Before you can pay for a remittance, you have to add it to your payment cart

1. From the Home page, click the remittance status to add to your payment cart.
   - If a message like the one shown below displays, click **`Edit Remittance`**.

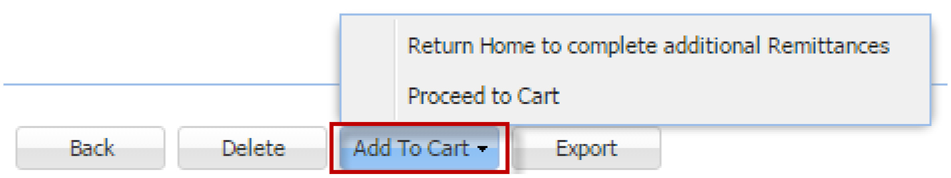


   - The `Employees Detail` page opens for the remittance.



Ref No	Due Date	Status	Past Due	Employer Number
D89417	02/15/2010	In Cart	!	128600000
F63447	08/15/2017	In Progress		128600000
F63445	06/15/2017	In Progress		128600000
F63443	04/15/2017	In Progress		128600000
F63442	03/15/2017	In Progress		128600000

2. Click **`Add To Cart`** at the bottom of the page. The remittance is added to your payment cart.



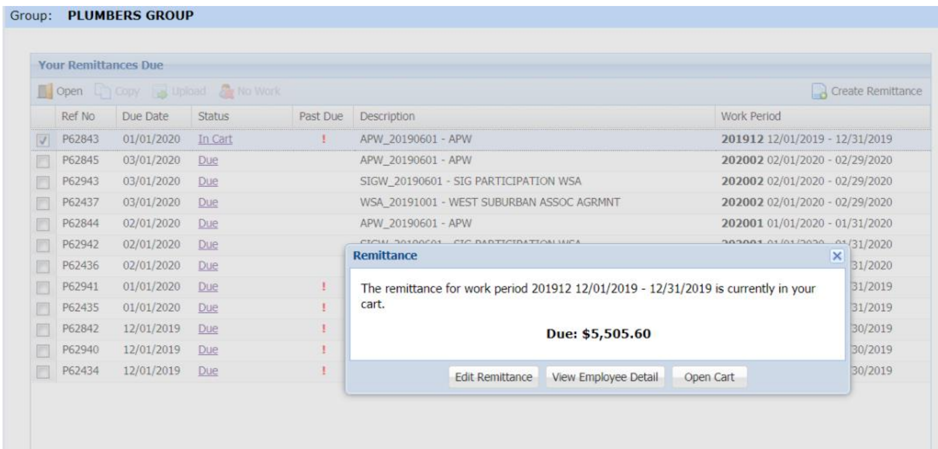
   - Next, you can choose to proceed to your cart, return to the Home page to complete additional remittances, or export the employee information to a spreadsheet.

Access the payment cart

View the remittances that are in your cart, a payment summary of the cart, and pay/schedule a payment for the remittances in your cart. There are two ways to access the payment cart.

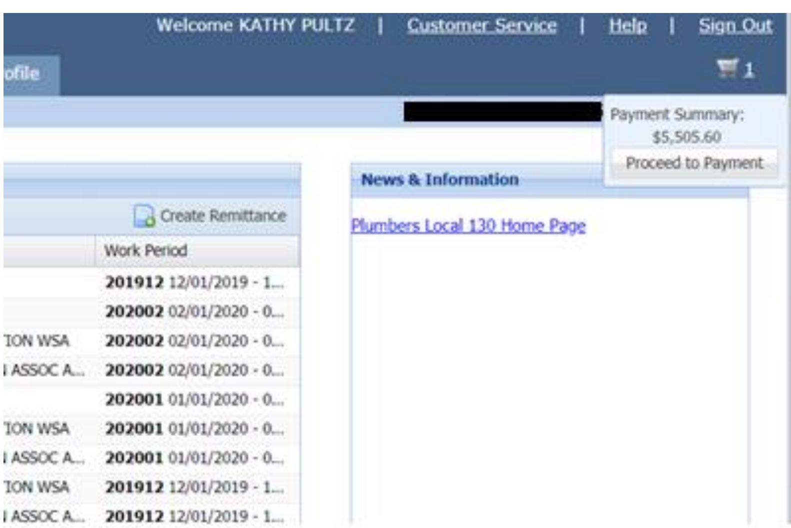
OPTION 1

- Click an **`In Cart`**, **`Scheduled`**, or **`Saved for Later`** remittance, then click **`Open Cart`** from the Remittance message.



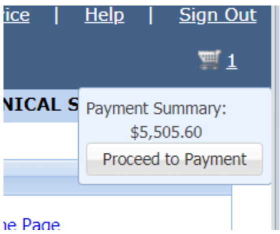
OPTION 2

- Hover over the cart icon in the ribbon to view a window containing a Payment Summary total. Click **`Proceed to Payment`** to open the payment cart. Alternatively, click the number to the right of the cart to access the payment cart.

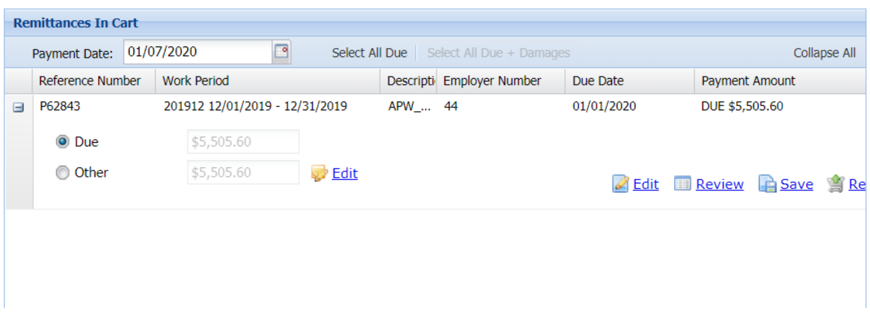


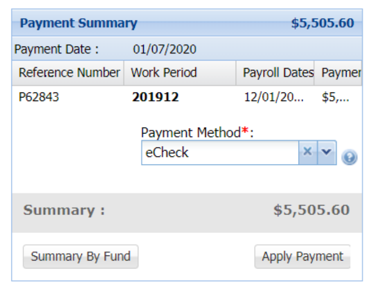
Pay a remittance

Once the correct employees have been added to and adjusted in a remittance, you can pay for the remittance in the payment cart.



1. Hover over the cart icon in the ribbon. Click **`Proceed to Payment`** to open the payment cart.

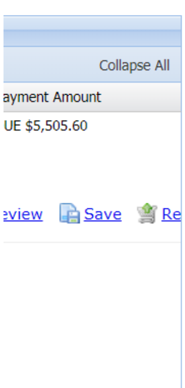


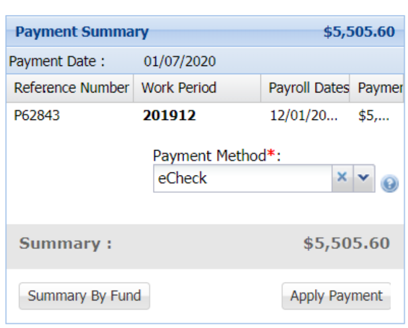


2. From the payment cart Remittances In Cart table, click in the `Payment Date` to choose a date, or manually type in a date.

> **Note:** If your portal is configured to do so, you can click either **`Select All Due`** to mark all the remittances as `Due` or **`Select All Due + Damages`** to mark all the remittances as `Due + Damages`. Contact your administrator for more information.

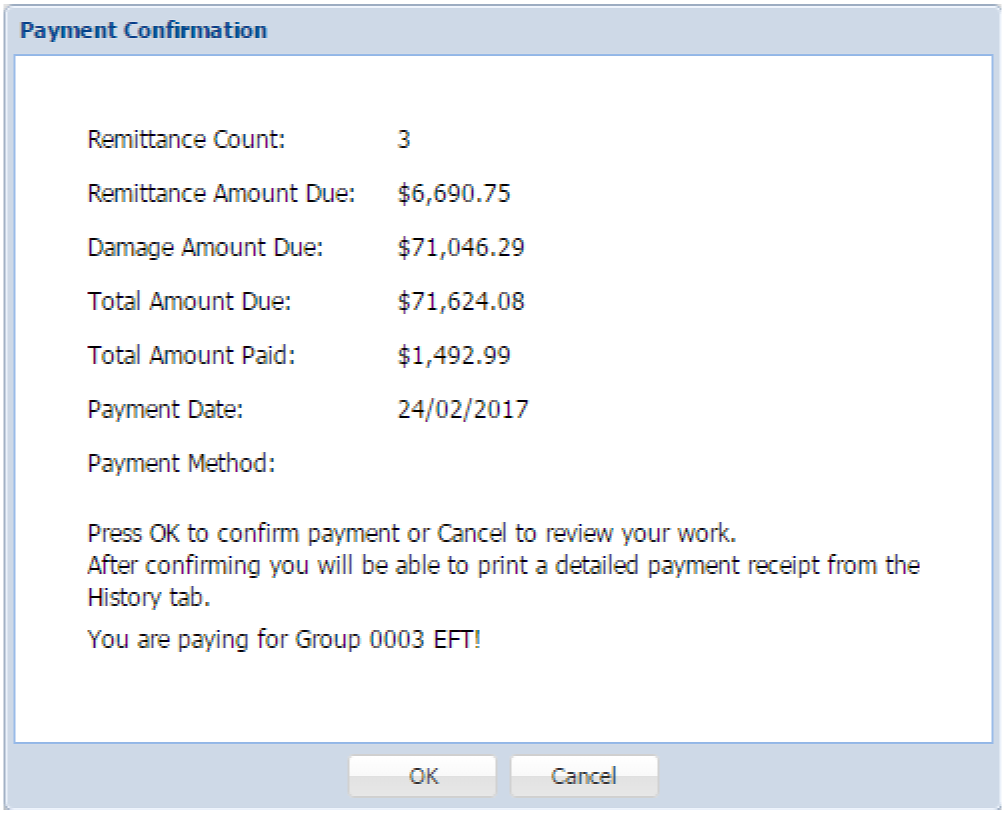
3. Unless your configuration has a default payment type, choose either **`Check`**, or **`eCheck`** as the `Payment Method` in the Payment Summary table.





4 Click **`Apply Payment`**.

- If the payment method is `Check`, the following message displays.



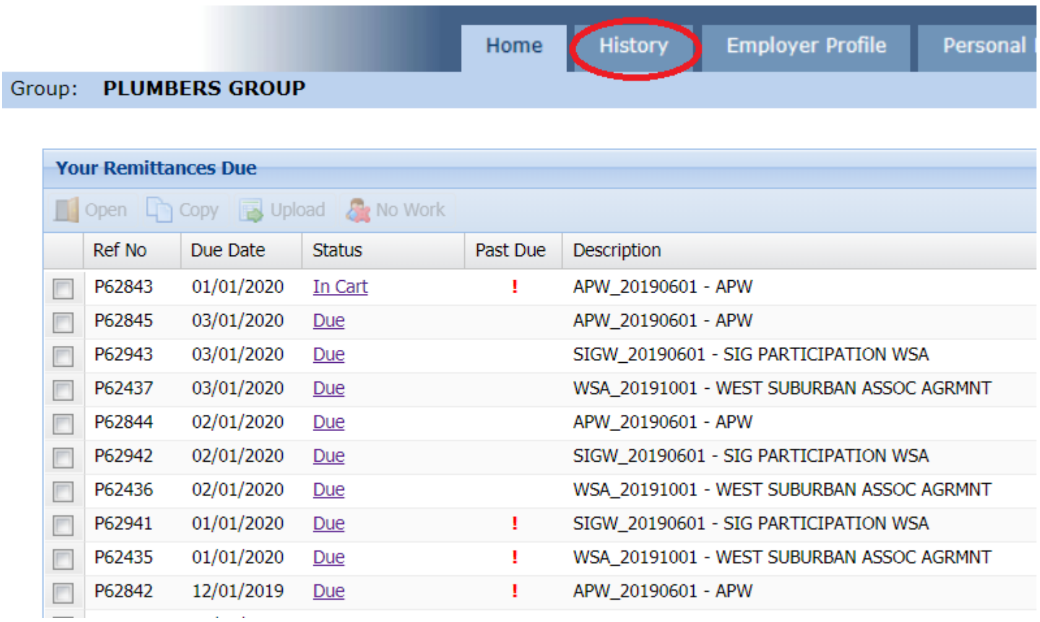
- If the payment method is `eCheck`, a `Payment Information` window displays.

a. Enter the required banking information.
b. Click the check boxes to authorize the payment charge and accept the terms & conditions.
c. Click **OK**. A summary of your payment displays.

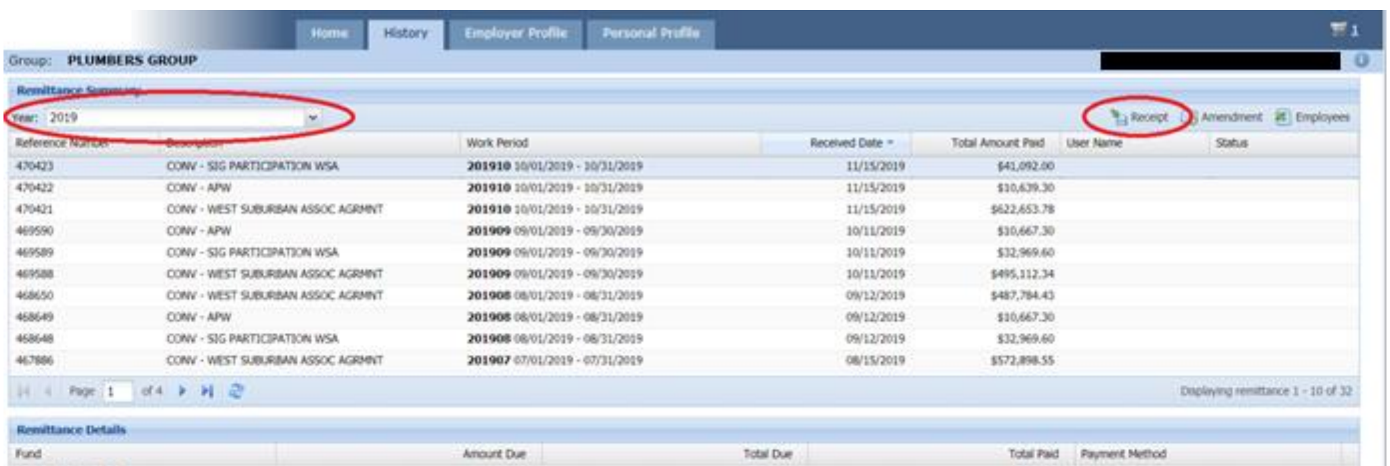
5 Verify the information shown, then click **OK**. The remittances in the cart are processed, and you're directed to the `History` page where you can print a detailed receipt (see *"View and print a remittance receipt " on page 11*).

View and print a remittance receipt

Use Receipt in the History tab to create a PDF receipt of a submitted remittance. This feature is great for keeping your records up to date.

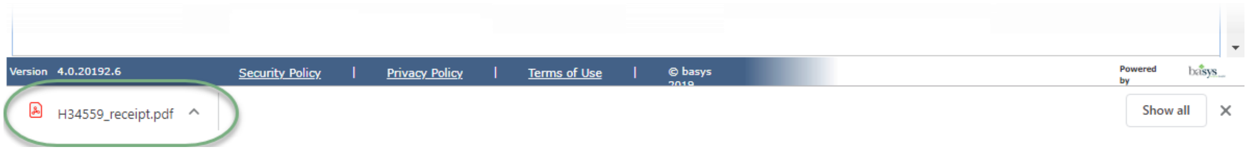


1. Click the History tab to view remittances that have been submitted.



2. From the `Remittance Summary` table in the History page, select the year associated with the remittance to view from the `Year` list menu.
3. Click the remittance to view.
4. Click Receipt.

Note: For submitted remittances, **`Receipt`** is replaced by a **`Confirmation`** button, but it functions the same way.



5. The PDF receipt downloads to your browser.
6. Click the PDF file to view the receipt.

[redacted]

Remittance Receipt

Employer Code:	128600001	*Reference Number:*	D22793
Employer Name:	ITS REGRESSION TIME	*Agreement:*	REGRESSION 2
County:	ITS REGRESSION TIME	*Contract:*	REGRESSION2
Scheduled Date:	N/A	*Due Date:*	7/15/2013
Payroll Dates:	6/1/2013 - 6/30/2013	*Report Period:*	201306
Payment Method:	EFT-****9045	*Payment Date:*	7/25/2016
Check #:	N/A		
Grand Total:	$43,913.60	*User Name:*	
		Contact Name:	

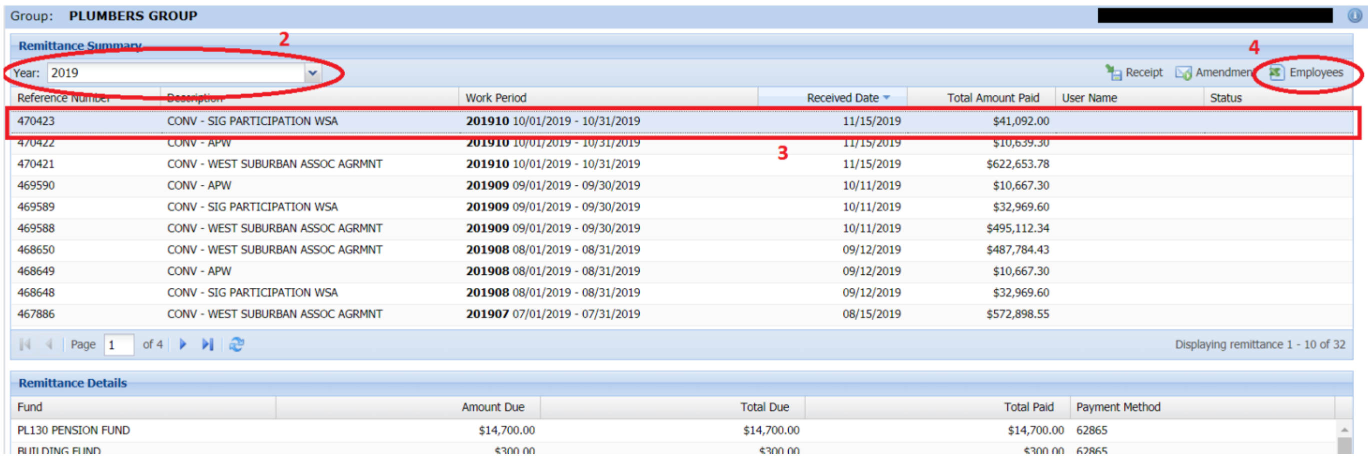
Fund	Amount Due	Damage Due	Total Due	Amount Paid
ANNUITY FUND	2783.46	6012.11	8795.57	8795.57
PENSION FUND	12524.34	22543.69	35068.03	35068.03
PORT SUPP TEST	50.00	0.00	50.00	50.00
Total:	**$15,357.80**	**$28,555.80**	**$43,913.60**	**$43,913.60**

7. Click the print icon at the top of the PDF viewer screen to print the receipt if needed.

Remittance History list

You can export a submitted remittance's summary table, shown on the `History` page, as a spreadsheet (.CSV file). This is great for keeping records of the remittance using hard copies of the tables. This feature is especially useful for record-keeping in preparation for an audit.

1. From the Home page, click the History tab.

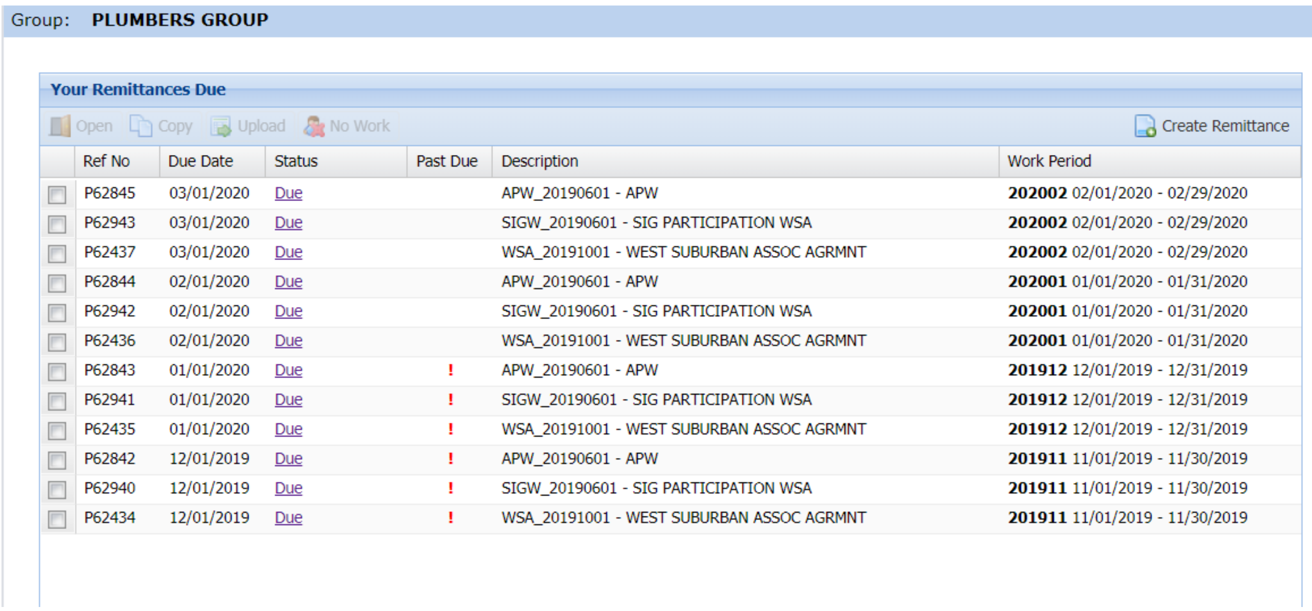


2. Remittances are organized by year. Select the desired year above the remittance table.
3. Click a remittance from the `Remittance Summary` table.
4. Click **`Employees`** at the top right of the table.
   - The details of the remittance download as a spreadsheet.

Create a no work or supplemental remittance

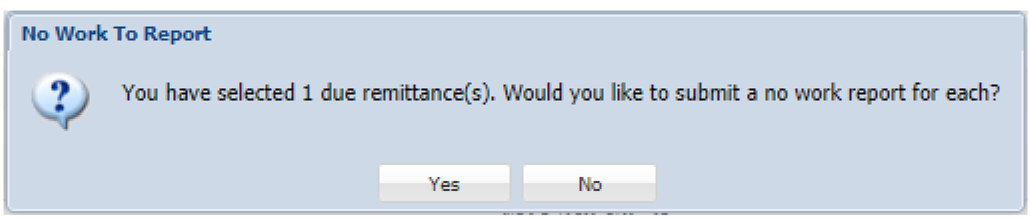
Create a No Work remittance

Submit a No Work remittance to your fund office when you have no work to report for the listed employees on a remittance.

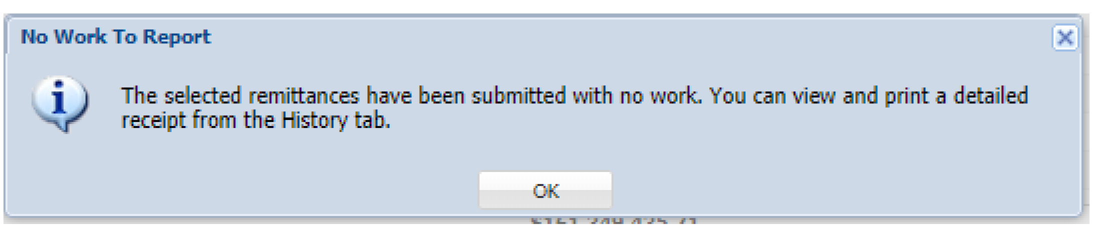


Ref No	Due Date	Status	Past Due	Description	Work Period
P62845	03/01/2020	Due		APW_20190601 - APW	**202002** 02/01/2020 - 02/29/2020
P62943	03/01/2020	Due		SIGW_20190601 - SIG PARTICIPATION WSA	**202002** 02/01/2020 - 02/29/2020
P62437	03/01/2020	Due		WSA_20191001 - WEST SUBURBAN ASSOC AGRMNT	**202002** 02/01/2020 - 02/29/2020
P62844	02/01/2020	Due		APW_20190601 - APW	**202001** 01/01/2020 - 01/31/2020
P62942	02/01/2020	Due		SIGW_20190601 - SIG PARTICIPATION WSA	**202001** 01/01/2020 - 01/31/2020
P62436	02/01/2020	Due		WSA_20191001 - WEST SUBURBAN ASSOC AGRMNT	**202001** 01/01/2020 - 01/31/2020
P62843	01/01/2020	Due	!	APW_20190601 - APW	**201912** 12/01/2019 - 12/31/2019
P62941	01/01/2020	Due	!	SIGW_20190601 - SIG PARTICIPATION WSA	**201912** 12/01/2019 - 12/31/2019
P62435	01/01/2020	Due	!	WSA_20191001 - WEST SUBURBAN ASSOC AGRMNT	**201912** 12/01/2019 - 12/31/2019
P62842	12/01/2019	Due	!	APW_20190601 - APW	**201911** 11/01/2019 - 11/30/2019
P62940	12/01/2019	Due	!	SIGW_20190601 - SIG PARTICIPATION WSA	**201911** 11/01/2019 - 11/30/2019
P62434	12/01/2019	Due	!	WSA_20191001 - WEST SUBURBAN ASSOC AGRMNT	**201911** 11/01/2019 - 11/30/2019

1. From the Home page Remittances Due table, check the remittances that have no work reported.
2. Click No Work.



3. Click **Yes** to confirm. The No Work report submits.

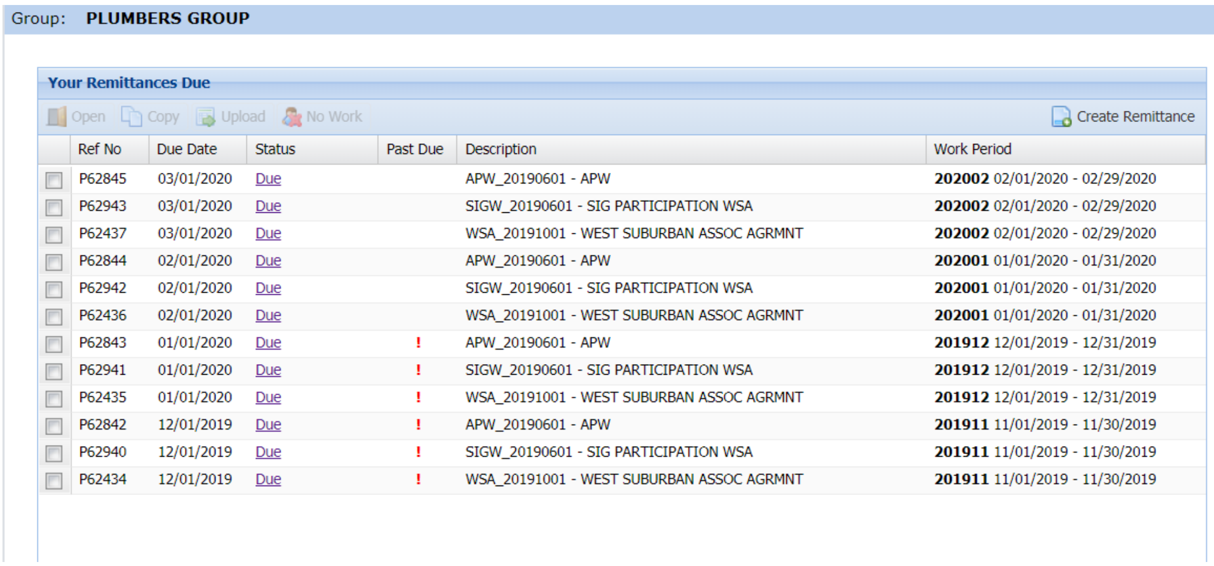


4. Click **OK**.

Create a supplemental remittance

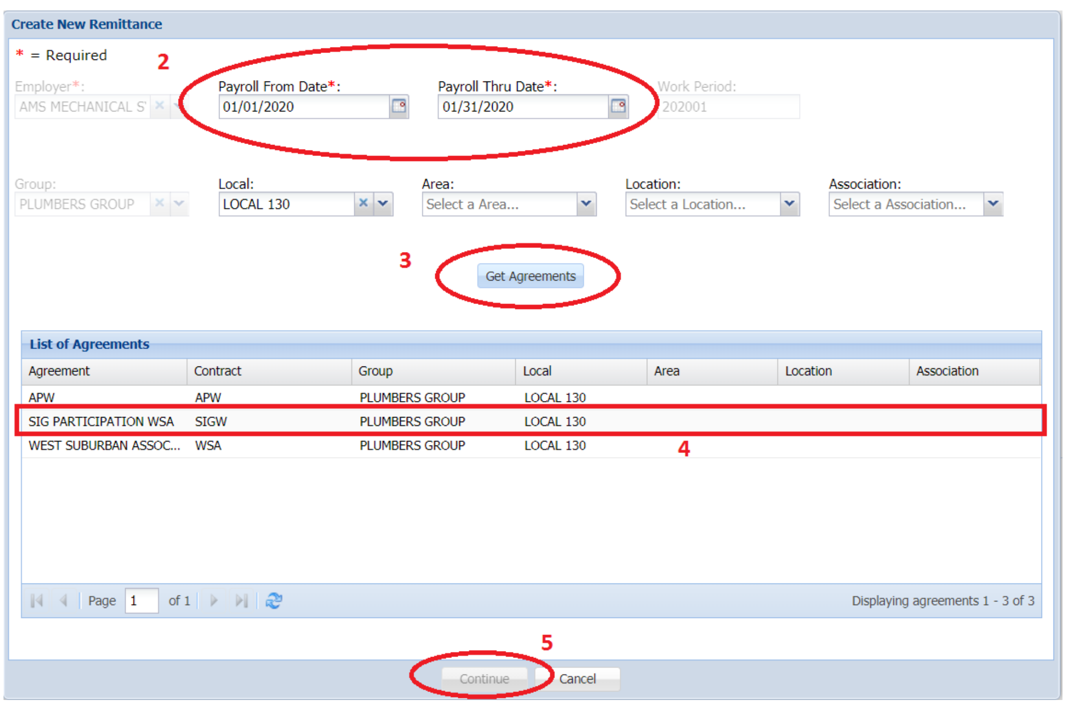
Create a supplemental remittance when you need to add additional information to a remittance. See the end of this topic for information on creating a No Work remittance.

> **Important!** Contact your fund office before creating a remittance that doesn't display in the list.



	Ref No	Due Date	Status	Past Due	Description	Work Period
	P62845	03/01/2020	Due		APW_20190601 - APW	**202002** 02/01/2020 - 02/29/2020
	P62943	03/01/2020	Due		SIGW_20190601 - SIG PARTICIPATION WSA	**202002** 02/01/2020 - 02/29/2020
	P62437	03/01/2020	Due		WSA_20191001 - WEST SUBURBAN ASSOC AGRMNT	**202002** 02/01/2020 - 02/29/2020
	P62844	02/01/2020	Due		APW_20190601 - APW	**202001** 01/01/2020 - 01/31/2020
	P62942	02/01/2020	Due		SIGW_20190601 - SIG PARTICIPATION WSA	**202001** 01/01/2020 - 01/31/2020
	P62436	02/01/2020	Due		WSA_20191001 - WEST SUBURBAN ASSOC AGRMNT	**202001** 01/01/2020 - 01/31/2020
	P62843	01/01/2020	Due	!	APW_20190601 - APW	**201912** 12/01/2019 - 12/31/2019
	P62941	01/01/2020	Due	!	SIGW_20190601 - SIG PARTICIPATION WSA	**201912** 12/01/2019 - 12/31/2019
	P62435	01/01/2020	Due	!	WSA_20191001 - WEST SUBURBAN ASSOC AGRMNT	**201912** 12/01/2019 - 12/31/2019
	P62842	12/01/2019	Due	!	APW_20190601 - APW	**201911** 11/01/2019 - 11/30/2019
	P62940	12/01/2019	Due	!	SIGW_20190601 - SIG PARTICIPATION WSA	**201911** 11/01/2019 - 11/30/2019
	P62434	12/01/2019	Due	!	WSA_20191001 - WEST SUBURBAN ASSOC AGRMNT	**201911** 11/01/2019 - 11/30/2019

1. From the Home page Remittances Due table, click Create Remittance.
   - The `Create New Remittance` window displays.



2. Select a `Payroll From Date` and `Payroll Thru Date`. Any field with an asterisk * next to it or a red border around it must be completed before you can continue.
3. Click **`Get Agreements`**. A list of agreements available for the payroll dates display.
4. Click the appropriate agreement from the list.
5. Click **`Continue`**. A confirmation message displays and you're returned to the Remittances Due table with the newly-created remittance highlighted.