



Electronic Payroll Reporting System  
**Technical Guide**



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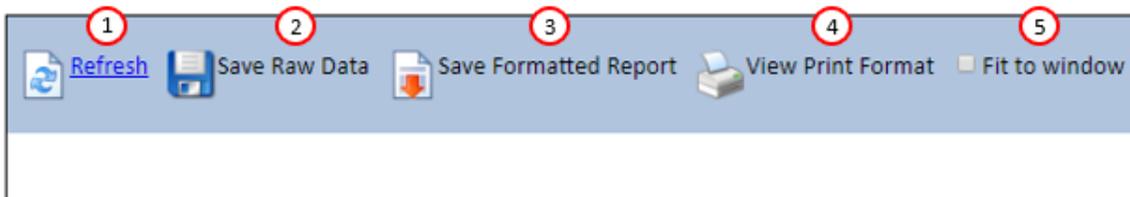
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# System Reports Defined

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- **Activity Report**  
Work month report with the ability to filter by: Association membership status, Report Status, Benefit and/or Payment Status, or to view submitted zero-hour reports.
- **Audit Employers**  
Report filtered by Employer, agreement and work month(s) containing all reported employee level detail.
- **Audit Employees**  
Report for a specific employee containing all reported employee level detail. Ability to search by either last name or social security number.
- **Audit Payroll Report**  
Report search by agreement and work month that generates a list of viewable payroll reports by employer.
- **Cash Receipts Report**  
Detailed funding data report sorted by employer. Benefits available will only be those assigned to the users' organization as a Collecting Agent or Fund Administrator.
- **Download Contributions**  
Benefits available will only be those assigned to the users' organization as a Fund Administrator.  
**Download Contributions:** Detailed employee level information released by Collecting Agent for processing.  
**Download Credits:** Detailed employee level information that resulted in a refund/credit to be processed.
- **Funding Data Report**  
Detailed funding data by benefit and then union based on specified date(s).
- **Over/Short Report**  
Detailed over/short information for selected assigned benefits.
- **Payments by Benefit**  
Summary of funding data by benefit based on specified date(s).
- **Payments by Employer**  
Summary of funding data by employer based on specified date(s).
- **Payments Due**  
Report based on assigned benefits. "Due" is defined as any employer's report not paid in full to Collecting Agent at the time of the report query.
- **Reconcile Stepped Benefits**  
Report designed to assist the Site Sponsor in determining an employer-specific contribution rate that may be subject to varying "step-down" rates. *(This is a custom report only available to some users)*
- **Reporting Statistics**  
Statistics report by defined work months. Data can be filtered by union, agreement and/or employer. *(This is a custom report only available to some users)*
- **Reports Due**  
Report based on assigned benefits. "Due" is defined as any report not yet submitted by employer when the report is run.

Reports Legend:



1. **Refresh:** Runs the report with the selected filters/options and displays on the screen
2. **Save Raw Data:** Downloads the data without formatting
3. **Save Formatted Report:** Downloads the data as formatted on the preview screen
4. **View Print Format:** Opens a print preview window of the report
5. **Fit to window:** Will scale the data to fit the screen

## Site Administration

### Manage Users

Site Sponsors can create EPRLive logins for the employer role. If a user requires roles such as Collecting Agent, Fund Administrator, or Auditor, contact EPRLive support.

#### Create a New User

- Create **Username**: (i.e. firstnamelastname)
- Create **Password**: Minimum of 7 characters; must contain at least one capital letter, one lower case letter, one number and one special character (#\$%&)
- Enter user's **First name** and **Last name**
- Select the user's **Organization** from the dropdown list
- Enter the user's email address
- Click **Save**

The screenshot shows the 'Manage Users' interface. At the top, there is a 'Manage Users' header with a 'Create User' button. A red arrow points from this button to a 'Create User' form. The form contains the following fields: Username (with a red asterisk), Password (with a red asterisk), First name (with a red asterisk), Last name (with a red asterisk), Organization (a dropdown menu), and Email (with a red asterisk). There is also an 'Active' checkbox and an 'Unlock' button. At the bottom of the form are 'Save' and 'Cancel' buttons.

#### Edit an Existing User

Click on the User ID to open the Manage Profile page. Here you can update the following:

1. Activate or Deactivate the user. If the user is not marked as Active, the user will not be able to log into EPRLive
2. To change a user's password, click the **Change Password** button
3. Modify the name associated with the Username
4. Change the email address associated with the Username
5. If a user has been locked due to numerous failed login attempts, they can be unlocked by clicking the **Unlock** button.

The Username and Organization fields cannot be altered once a User ID is created. If you need to change the Username and/or Organization selection, you must delete the User ID and create a new one.

A **X** displayed next to a User ID indicates that the Site Sponsor can delete that user. If no **X** is displayed, that user has access to more than one area of the system and deletion can only be done by EPRLive support. However, you still have the option to deactivate them.

The screenshot shows the 'Manage Users' interface. On the left, there is a table with columns 'User ID', 'Name', and 'Email'. The table contains four rows of user data. The 'cmains' row is highlighted, and a mouse cursor is pointing at it. To the right of the table is a 'Manage Profile' dialog box for the user 'cmains'. The dialog box contains the following fields: Username (cmains), Password (Change Password), First name (Cecilia), Last name (Mains), Organization (Corellian Software Inc.), and Email (cmains@csi.com). There is also an 'Active' checkbox and an 'Unlock' button. The dialog box has 'Save' and 'Cancel' buttons at the bottom. Red circles with numbers 1 through 5 are placed over the 'Active' checkbox, 'Change Password' button, 'First name' field, 'Email' field, and 'Unlock' button respectively.

User ID	Name	Email
<b>X</b> abctest	Tess Hill	ABCthi
<b>X</b> cmains	Cecilia Mains	cmains
<b>X</b> lWalker	Luke Walker	lwalker
<b>X</b> sfields	Sandra Fields	sfields

Manage Profile	
Username:	cmains <input checked="" type="checkbox"/> Active <input type="button" value="Unlock"/>
Tasks:	<input type="button" value="Change Password"/>
First name:	Cecilia
Last name:	Mains
Organization:	Corellian Software Inc.
Email:	cmains@csi.com

## Employer Roster

**Employer Roster**

To create a new employer, enter an FEIN:  **5**

Name	FEIN	Association ID	Employees
<a href="#">ABC employer</a>	000000009		<b>4</b> <input type="button" value="View"/>
<a href="#">Collecting Agent Two</a>	000000000		<input type="button" value="View"/>
<a href="#">Concero Electric</a>	<b>2</b> 123456789		<input type="button" value="View"/>
<a href="#">Corellian Software Inc.</a>	444444444		<input type="button" value="View"/>
<input checked="" type="checkbox"/> <a href="#">Employer Four</a> <b>1</b>	000000009	12334	<b>3</b> <input type="button" value="View"/>
<a href="#">Employer One</a>	123456789	1234567	<input type="button" value="View"/>
<input checked="" type="checkbox"/> <a href="#">Employer Test Company</a>	000000000	1234	<input type="button" value="View"/>
<a href="#">Fund Admin One</a>			<input type="button" value="View"/>
<a href="#">Fund Admin Two</a>			<input type="button" value="View"/>

- List of existing employers.  indicates the employer profile may be deleted. Once an employer files a report, the employer profile can no longer be deleted.
- FEIN: The employer's Federal Employer Identification Number
- Association ID: Optional industry identification field
- View employee roster of selected employer
- To add a new employer to the roster, enter the employer's FEIN and click [New](#). If the FEIN entered already exists in EPRLive, you will see this screen:

**Select Existing Employer**

One or more employers with that FEIN already exist in ePR. You can either select the existing employer from the list below, or you can create a new employer.

Employer Three

None of these match. Create a new employer.

If the above screen appears with one or more employer records displayed, it's important that you make the correct selection.



**DO NOT** select the option to create a new employer profile without careful consideration:

- EPRLive is designed to allow employers access to multiple jurisdictions using a single login.
- Employer profiles are linked to FEIN numbers and User IDs are linked to employer profiles.
- In some cases, an employer may have multiple profiles even if all the profiles share the same FEIN number.
- If more than one employer profile is displayed and you're not sure which one to select contact EPRLive support.
- Linking to the wrong profile may provide access to the wrong user.
- The user requesting to be linked to your area may not gain access if you select the wrong employer profile.
- Once linked to an employer profile, any User IDs associated with that profile will automatically be granted access to your jurisdiction.
- In most cases there's no need to assign new User IDs to existing employer profiles.

## Existing Employer Profile

### Employer Detail

1 You have just recently created a relationship with this employer. You will not have full access until the employer authorizes access.

Name:   Active  
DBA:   
Description:   
Federal employer ID:   
Association:  Is a member  
Association ID:   
Address:   
City/State/Zip:     
Employer email:   
Business phone:  Ext:   
Business fax:   
Primary contact (view):    
Payroll contact (view):   
Union Relationships **3**  
  
**Benefit Elections and Overrides**      **Signatory Agreements**  
        
 **2**

1. Message indicating that even though you've created the relationship with an existing employer, you will not be granted full access to the employer's profile (i.e., address, contact information) until the employer authorizes your area. This is a security procedure put in place to prevent Site Sponsors from creating relationships with employers in error.

The message below will be displayed on the employer's [Payroll Reports](#) screen when they login.

### Payroll Reports

One or more Site Sponsors want to establish a reporting relationship with you. This means that the Site Sponsor will have access to your employer record in EPR as well as the personally identifiable information for your employees. If you have not signed a letter of agreement with one of the unions covered by the Site Sponsor, **DO NOT** authorize access. You must authorize the Site Sponsor if you wish to file payroll reports electronically within that jurisdiction.

Corellian Software Inc.

Once authorized, the Site Sponsor will have full access to the employer's profile.

2. [Signatory Agreements](#): Select the agreements the employer is signatory to and enter the effective start date. The start date should always be the first day of the month (e.g., 1/1/2018).
3. Once an Agreement is assigned, the [Union Relationships](#) will automatically populate. Once visible, the Relationship Type can be set to Traveling, Permanent or Non-Reporting.

### IMPORTANT:

When choosing an existing employer, it is advised you confirm the employer has an existing login. If so, there is no need for you to assign them a new login; your reports will be available under their current login. Contact EPRLive support if you have any questions.

## Create New Employer Profile

### Employer Detail

**Name:**   Active

**DBA:**

**Description:**

**Federal employer ID:**

**Association:**  Is a member

**Association ID:**

**Address:**

**City/State/Zip:**

**Employer email:**

**Business phone:**  Ext:

**Business fax:**

You must click "Apply" to save the current employer before adding employees.

**Primary contact (view):**

**Payroll contact (view):**

**Union Relationships**

To set union relationships, make the employer signatory to an agreement.

**Benefit Elections and Overrides**

**Signatory Agreements**

There are no applicable benefit elections. This employer is not signatory to any agreements.

1. Name (required)
2. DBA (Business Alias)
3. Description: optional field that can be used to elaborate on the employer name should they have multiple locations (for example)
4. Federal employer ID (required)
5. Association membership election and ID# (if applicable)
6. Address Information
7. Main contact email address
8. Phone / FAX information
9. Click [Apply](#) at the bottom of the screen to activate the ability to add Primary and/or Payroll Contact information
10. Employer's benefit elections can be selected after an applicable agreement has been assigned (see [Benefit Elections on page 17](#) for more information)
11. Assigning agreements can be done here or through the [Agreement Editor](#) (see [page 16](#) for more information)

# Agreements

## Creating an Agreement

To create a new agreement, go to the Agreements Roster under the Agreements dropdown menu and click New.

The screenshot shows the 'Agreement Editor' interface. It includes fields for Name (1), Type (2, dropdown), Union (3, dropdown), Effective Start Date (4), and Effective End Date (5). There are checkboxes for 'Require signatory status to file', 'Allow current-month reporting' (6), 'Suppress from employers' report roster', and 'Publish to the National Agreements Repository'. A 'Manage Benefit Roster' button (7) is next to the 'Type' field. An 'Allow auditing by:' section contains checkboxes for 'Collecting Agent Two', 'Fund Admin Two', 'Employer One', 'Fund Admin One', 'Fund Admin Three', 'Union 1' (8), and 'Union 2'. Below these are 'Agreement PDF' fields with 'Browse...' and 'Upload' buttons. The 'Rate Schedules' section has a 'New' button (9). The 'Signatory Employers' section (10) has a dropdown menu with 'ABC employer' and an 'Add' button. At the bottom, it states 'No rate schedules have been created.' and 'There are no signatory employers to this agreement.'

1. Name the agreement (do not include commas due to differences in internet browser functionality)
2. Select the agreement **Type** (see [page 11](#) for definitions)
3. Select **Union**
4. Enter **Effective Start Date** – Always use the first day of the month (e.g.: 1/1/2018)
5. Enter **Effective End Date** (optional)
6. Agreement Set-up Options:
  - a. **Require signatory status to file**: Check this box if you require Employers to file against this agreement. Leaving this unchecked will make filing optional for employers and will cause the agreement to appear in the supplemental dropdown list for any employer who is assigned to any other agreement for the same Union.
  - b. **Allow current-month reporting**: As a default, reports are made available to employers the first day of the month following the work month. Should the report need to be available sooner (such as weekly reporting), check this box to make available the first day of the work month. See [Appendix A](#) for future month reporting setup.
  - c. **Suppress from employer's report roster**: When making any changes to the Agreement, check this box to prevent employers from filing before your changes are saved. If checked, the report will not be available for employers to file.
  - d. **Publish to the National Agreements Repository**: You may choose to upload an agreement to the National Agreement Repository and allow all contractors to view the agreement online at any time.
7. Add Benefits and Classifications:
  - a. **Manage Benefits Roster**: Add benefits, assign the **Collecting Agents** and **Fund Administrators**, and provide remittance instructions. (see [page 13](#) for more information)
  - b. **Manage Classifications**: Add classifications and/or sub-classifications. (see [page 14](#) for information)
8. Select **Auditing Organizations**: This allows the selected organization(s) read-only access to submitted reports under this agreement through the Auditing Menu (see [page 44](#) for information)
9. Create a **Rate Schedule**: By default, rates are set to voluntary for all assigned benefits (see [page 15](#) for more information)
10. Assign Employers to the agreement (see [page 16](#) for more information)

**Note:** Existing agreements can be copied to create new agreements

## Types of Agreements

### Collective Bargaining

- Hours Worked and Gross Wages are included by default
- One or more benefits must be added
  - Fund Administrators and Collecting Agents can be assigned per benefit
  - Remit to Instructions can be defined by benefit
- One or more Classifications / Sub-Classifications must be added
- Rate Schedules are required
- Employer signatory assignments are optional

### Non-Bargaining

- Hours Worked and Gross Wages are included by default
- One or more benefits must be added
  - Fund Administrators and Collecting Agents can be assigned per benefit
  - Remit to Instructions can be defined by benefit
- One or more Classifications / Sub-Classifications must be added
- Rate Schedules are required
- Employer signatory assignments are optional

### Supplemental

- Hours Worked and Gross Wages are **NOT** used
- One or more benefits must be added
  - Fund Administrators and Collecting Agents can be assigned per benefit
  - Remit to Instructions can be defined by benefit
- Classifications / Sub-Classifications are **NOT** assigned
- Rate Schedules are **NOT** used
- Signatory assignments are **NOT** made; all employers signatory to a union are provided access via drop down list at bottom of "File Payroll Reports" page
- Reported data is **NOT** included on the Reporting Statistics report

### Special Agreement

- Hours Worked and Gross Wages are included by default
- One or more benefits must be added
  - Fund Administrators and Collecting Agents can be assigned per benefit
  - Remit to Instructions can be defined by benefit
- One or more Classifications / Sub-Classifications must be added
- Rate Schedules are required
- Employer signatory assignments are optional

### Portability Agreement

- Hours Worked and Gross Wages are included by default
- One or more benefits must be added
  - Fund Administrators and Collecting Agents can be assigned per benefit
  - Remit to Instructions can be defined by benefit
- One or more Classifications / Sub-Classifications must be added
- Rate Schedules are required
- Employer signatory assignments are optional
- Reported data is **NOT** included on the Reporting Statistics report

## Benefits Editor

Benefits can be created at any time through the Benefits editor. Click New, add the benefit name, and check any of the applicable attributes. Most benefits will only employ the Active attribute.

Benefits													
New													
	Name	1 Active	2 Admin Only	3 Employee Election	4 Employee Rate Overridable	5 Employer Election	6 Employer Rate Overridable	7 Hours Worked Component	8 Funding Only	9 Informational Only	10 Taxable	11 Apply to Association Report	12
Edit	401 k	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit	Admin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit	Admin Fee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit	Annuity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit	COPE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Active:** If unchecked, the benefit will not appear as an option on the Agreement's Benefit Roster.
- Admin Only:** The benefit election and/or its rate is controlled by the Site Sponsor only. This will require the Site Sponsor to elect the benefit on an individual employee basis (the default setting is "not elected" in the employee profile). Applicable only with Employee Election and Employee Rate Overridable attributes.
- Employee Election:** The benefit must be elected/unelected through the employee profile. The employer will have control over the benefit only if the Admin Only attribute is not selected. The default setting is "not elected".
- Employee Rate Overridable:** Allows for the benefit rate predefined at the Agreement level to be overwritten through the employee profile. This is useful if a benefit allows an employee to define their contribution amount.
- Employer Election:** The benefit must be elected/unelected through the employer profile. Only the Site Sponsor has the ability to manage benefits with this attribute.
- Employer Rate Overridable:** Allows the benefit rate predefined at the Agreement level to be overwritten and controlled by the Site Sponsor through the employer profile.
- Hours Worked Component:** Amount reported under a benefit with this attribute will be added to the Hours Worked total on the payroll report. The benefit will be included as a line item on the invoice and must be released by the assigned Collecting Agent to be available on the Download Contribution report for the assigned Fund Administrator.
- Funding Only:** Employers do not see and are not able to report data for a benefit with this attribute on the payroll report. The benefit information is only visible on the Funding Detail and Cash Receipts reports.
- Informational Only:** Allows for data to be added to the reporting process but is not utilized in any funding processes. The benefit is included on the payroll report view but is not included as a line item on the invoice and will not display on the Download Contributions Report.
- Taxable:** Benefits with this attribute are considered a taxable payroll item and will be included, along with Gross Wages in the calculation method "Percentage of all taxable payroll items".
- Apply to Association Report:** Attribute is only applicable if you are assigned the custom report: Association Member Report. This report utilizes the global benefit named NECA. This attribute allows you to create a separate benefit and have the benefit's reported amounts included in the calculation of custom report's association assessments.
- Edit:** All benefits can be edited; however, attributes cannot be changed once the benefit has been assigned to an agreement.

## Manage Benefit Roster

To add benefits to an agreement, click [Manage Benefit Roster](#) from the [Agreement Editor](#) screen.

**Agreement's Benefit Roster**

No benefits have been added to this agreement.

Admin ▼  
Admin  
DT Hours  
FMCP  
Health & Welfare  
Hours Paid  
NEAP  
NEBF  
NECA  
OT Hours  
Pension  
ST Hours  
Working Dues  
Working Wages

Select and click [Add](#) for each benefit from the dropdown list that is required by the agreement.

### Highlighted Items

- DT Hours (Double-time hours)
- Hours Paid
- OT Hours (Overtime hours)
- ST Hours (Straight time hours)
- Working Wages

These items must be added to an agreement if the agreement requires the employer to report more than just standard Hours Worked or Gross Wages.

### IMPORTANT:

Hour Component benefits (ST Hours, DT Hours, OT Hours, etc.) should **NOT** be added to an existing agreement as this will override the Hours Worked calculation on all previously submitted reports.

**Agreement's Benefit Roster**

Name	Collecting Agent	Fund Administrator	Remit to Instructions
✘ Admin	None <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1</span> ▼	None <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">2</span> ▼	Make Check payable to <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">3</span>
✘ Health	<div style="border: 1px solid black; padding: 2px;"> None  Collecting Agent Two  Corellian Software Inc.  Employer One  Fund Admin One  Fund Admin Three  Fund Admin Two </div>	None ▼	
✘ OT Hours	<div style="border: 1px solid black; padding: 2px;"> None  Collecting Agent Two  Corellian Software Inc.  Employer One  Fund Admin One  Fund Admin Three  Fund Admin Two </div>	None ▼	
✘ Working Dues	None ▼	None ▼	

1. **Collecting Agent:** This represents the organization that receives the payment.
2. **Fund Administrator:** This represents the organization that posts the employee data. In some cases, the Collecting Agent and Fund Administrator may be the same entity.
3. **Remit to Instructions:** These are visible to the employer on the Checkout screen unless paying by EFT.

If a specific benefit is not being funded and/or administered through EPRLive, select [None](#) under the Collecting Agent and Fund Administrator roles, and indicate in the Remit to Instructions box how you want the employer to submit their payment and employee data.

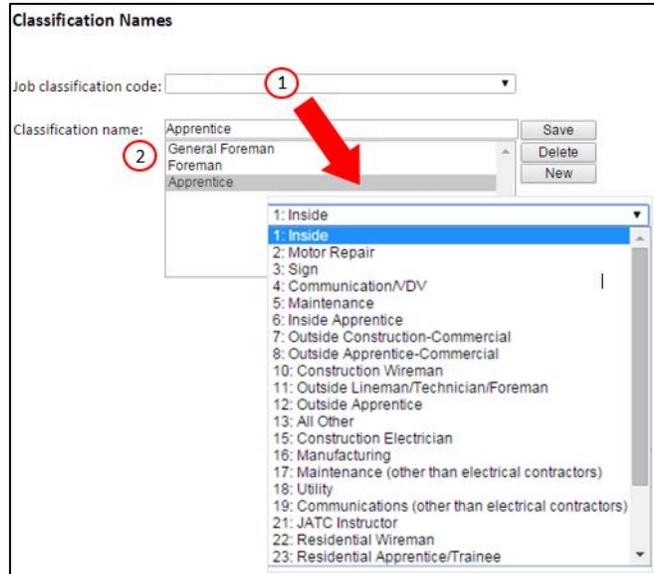
If multiple benefits are payable and remitted to the same organization, copy and paste the exact same Remit to Instructions in all corresponding text boxes. This will group the benefits together on the employer's invoice.

If an organization doesn't appear on your Collecting Agent or Fund Administrator list, contact EPRLive Support.

## Adding Classifications

Classification Names can be found under the Agreements dropdown menu. Before a classification can be added to an agreement, it must first be included in your Classification Names list.

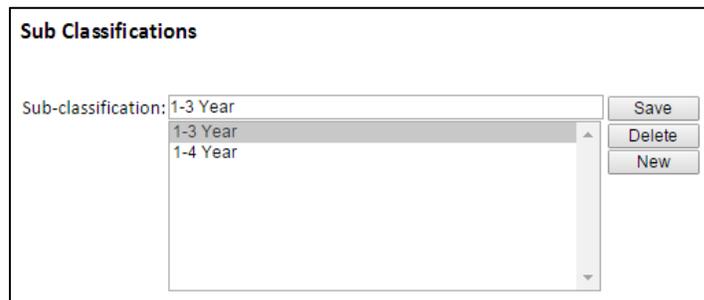
1. **Job Classification code:** Prepopulated list that separates the classification into different areas (types) of work.
2. **Classification Name:** Any classification you create here will be available to add to your agreements.
  - Click **New** to create a new classification. Type the name exactly how you want it to display.
  - Click **Save**
  - To make changes to any saved classification name, highlight the name from the list, edit as desired and click **Save**



## Sub-Classifications

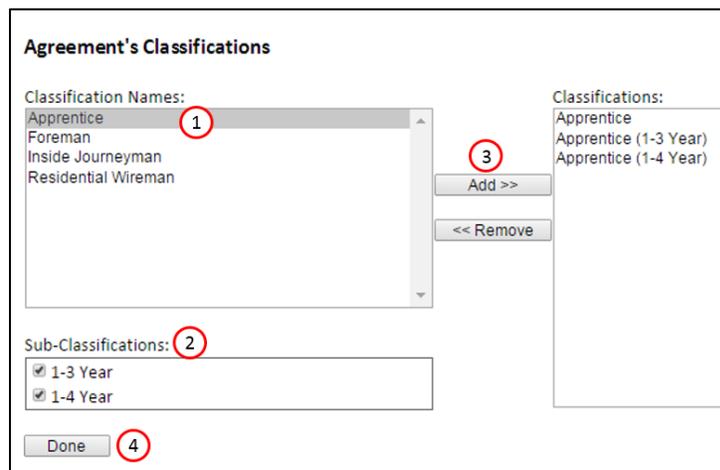
Sub-Classifications can be found under the Agreements dropdown menu. Sub-Classifications are generally used in distinguishing different subsections of an overall classification.

For example, if your area has two types of apprentices, you may want to establish a sub-classification to distinguish them. The classification name would be Apprentice, with the sub-classification of 1-3 Year or 1-4 Year.



## Manage Classifications

Once a classification has been added, it will display under Manage Classifications through the Agreement Editor.



1. Select the desired **Classification Names**
2. Check any optional **Sub-Classifications**
3. Click the **Add** button
4. Click **Done** to return to the Agreement Editor screen

### IMPORTANT:

Create any necessary classifications/ sub-classifications before opening the Agreement Editor.

## Rate Schedule

Agreements can be active over multiple years, while rates may change annually. EPRLive supports multiple rate schedules for any agreement.

1. **Start Date:** Always use the first day of the month
2. **End Date:** Always use the last day of the month
3. Benefits selected through the [Manage Benefit Roster](#) will be listed

**Rate Schedule for Contract One**

Start Date:  1 End Date:  2

Benefit	Class 1	Class 2
Gross Wages	Voluntary	Voluntary
Health	Voluntary	Voluntary
Pension	Voluntary	Voluntary

Click on a benefit name to edit the rate.

**Rates for "Gross Wages"**

You can set all of the rates to a "default" by filling in the rate, selecting a calculation, and pressing "Set All".

Calculation:  Custom Value:  Calculation modifier:  Non-Editable Minimum:  Maximum:  5 Set All

Classification	Calculation	Value	Calculation Modifier	Minimum	Maximum
Class 1	Voluntary 1	2	Non-Editable 3	4	
Class 2			Non-Editable Allow Any Amount Allow Greater Amounts		

Done

1. **Calculation Method:**
  - **Voluntary (default):** Any amount can be entered, subject to minimum and maximum thresholds
  - **Rate x Hours Worked:** Calculates a flat rate against the Hours Worked being reported
  - **Percentage of Gross Wages:** Calculates a percentage against the Gross Wages calculated
  - **Fixed amount:** Flat rate not subject to calculations
  - **Not Applicable:** Exempts Classification from the benefit
  - **Rate x Hours Paid:** The Hours Paid benefit must be added to the agreement through the Manage Benefit Roster for this calculation method to function
  - **Percentage of Working Wages:** The Working Wages benefit must be added to the agreement through the Manage Benefit Roster for this calculation method to function
  - **Percentage of all taxable payroll items:** Calculates a percentage against taxable payroll items. Any benefit with the attribute of "Taxable" will be added to the Gross Wages reported amount to generate a total of "taxable payroll items".
  - **Custom:** When predefined calculation methods do not apply, the ability to create custom calculations is available. Examples of Custom Calculations can be found in [Appendix A](#).
2. **Value / Rate** – when using percentages enter as whole numbers (e.g., for 3% enter 3 instead of 0.03). The rate can be calculated out to the hundredth place (0.000).
3. **Calculation Modifier:**
  - **Non-editable (default):** System calculation that cannot be adjusted
  - **Allow any amount:** System calculation that can be adjusted to any amount, including zero
  - **Allow Greater Amounts:** System calculation that can be adjusted to a higher amount
4. **Minimum & Maximum:** Thresholds to prevent over or under reporting
5. **Set All:** Use this feature to set one rate for all listed classifications

When finished, click [Done](#) to return to the previous screen.

Rate Schedule changes will not be saved until the agreement is saved under the Agreement Editor screen.

### IMPORTANT:

EPRLive utilizes Bankers Rounding (round-to-even). This means it breaks the tie by rounding to the closest even number instead of always rounding up or down. For example, if the number is \$3.505, it will be rounded down to \$3.50. If the number is \$3.515 it will be rounded up to \$3.52.

## Assigning Signatory Employers to Agreement

Employers must be signatory to an agreement in order to utilize downstream report tracking, such as the [Activity Report](#) and [Reports Due](#) (delinquency tracking).

Employers can be assigned to agreements two ways – either through the Agreement Editor or through the Employer's Profile.

### Assigning through the Agreement Editor:

The screenshot shows the 'Agreement Editor' interface. The 'Signatory Employers' section is highlighted. A dropdown menu is open, showing 'Employer One' selected, with a red circle '1' around the dropdown arrow. An 'Add' button is next to it. Below this is a table with columns: 'Employer', 'Effective Start Date', and 'Effective End Date'. The first row shows 'Employer One', '1/1/2017', and an empty field, with red circles '2' and '3' around the date and end date fields respectively. At the bottom of the table, there is an 'Add' button and a 'Save' button, with a red circle '4' around the 'Save' button.

1. To assign an employer to the agreement, select the employer from the dropdown and click **Add**
2. Enter the **Effective Start Date**; must be the first day of the work month they are required to report
3. Employers will remain signatory until an **Effective End Date** is entered or the agreement itself is ended
4. When finished, click **Save**

### Assigning through the Employer's Profile:

The screenshot shows the 'Employer Detail' interface. The 'Signatory Agreements' section is highlighted. A dropdown menu is open, showing 'Contract One' selected, with a red circle '1' around the dropdown arrow. An 'Add' button is next to it. Below this is a table with columns: 'Union', 'Agreement', 'Effective Start Date', and 'Effective End Date'. The first row shows 'Union 1', 'Contract One', '1/1/2017', and an empty field, with red circles '2', '3', and '4' around the date and end date fields respectively. At the bottom of the table, there is an 'Add' button and a 'Save' button, with a red circle '5' around the 'Save' button. A red circle '6' is around the 'Save' button at the bottom left of the page.

1. Open the employer's profile from the [Employer Roster](#) page, located under the Site Administration Menu
2. Select the agreement from the dropdown list and click **Add**
3. Enter the **Effective Start Date**; must be the first day of the work month
4. The employer will remain signatory until an **Effective End Date** is entered or the agreement itself is ended
5. Click **Apply** to update Union Relationships and applicable employer [Benefit Elections and Overrides](#)
6. Click **Save**

## Benefit Elections

If the employer/employee electable attribute is used, the rates for these benefits will be managed in the rate schedule and through the employer/employee profile screen. Essentially, the employer or the employee needs to have the benefit “elected” in order for the rate to take effect.

To elect a benefit, click the **Elected** box, enter the **Effective Start Date** (must be the first day of the effective month), and click **Apply**.

Benefit Elections and Overrides				
Benefit	Elected	Rate	Effective Start Date	Effective End Date
Chapter Dues	<input type="checkbox"/>	N/A	2/1/2015	

After the changes have been applied, an active line will appear below the elected benefit. The active line is used to change the current election shown in the line above.

Benefit Elections and Overrides				
Benefit	Elected	Rate	Effective Start Date	Effective End Date
Chapter Dues	<input checked="" type="checkbox"/>	N/A	2/1/2015	
Chapter Dues	<input checked="" type="checkbox"/>	N/A	2/1/2015	



To stop a benefit election, uncheck the **Elected** box, enter the first day of the month in which the benefit is not elected, and click **Apply**.

Benefit Elections and Overrides				
Benefit	Elected	Rate	Effective Start Date	Effective End Date
Chapter Dues	<input checked="" type="checkbox"/>	N/A	2/1/2015	
Chapter Dues	<input type="checkbox"/>	N/A	3/1/2015	

Once applied, the history of the benefit election is displayed. In the below example the benefit was elected 2/1/2015 to 2/28/2015. Effective 3/1/2015 the benefit is unelected.

Benefit Elections and Overrides				
Benefit	Elected	Rate	Effective Start Date	Effective End Date
Chapter Dues	<input checked="" type="checkbox"/>	N/A	2/1/2015	2/28/2015
Chapter Dues	<input type="checkbox"/>	N/A	3/1/2015	
Chapter Dues	<input type="checkbox"/>	N/A	2/1/2015	

To elect the benefit again, check the **Elected** box, enter the **Effective Start Date**, and click **Apply**.

Click **Save** to save the changes and exit back to the roster page.

## Rate Overrides

If the Employer/Employee Rate Overrideable attribute is used, the rates for these benefits will be managed in the Rate Schedule and through the employer/employee profile screen. To override a rate in an agreement, enter the override rate value and the Effective Start Date.

Benefit Elections and Overrides				
Benefit	Elected	Rate	Effective Start Date	Effective End Date
AMF	<input checked="" type="checkbox"/>		2/1/2015	
AMF	<input checked="" type="checkbox"/>	0.2	3/1/2015	

In this example, the benefit is elected effective 2/1/2015. There is no rate override entered so the rate will follow the value set in the rate schedule. Beginning 3/1/2015 the rate entered for the benefit will override the rate schedule value, in this case 0.2 for this employer/employee.

Benefit Elections and Overrides				
Benefit	Elected	Rate	Effective Start Date	Effective End Date
AMF	<input checked="" type="checkbox"/>		2/1/2015	2/28/2015
AMF	<input checked="" type="checkbox"/>	.2	3/1/2015	
AMF	<input checked="" type="checkbox"/>	.2	2/1/2015	

## Updating Existing Agreements

### Rate Updates

Create a new rate schedule to update benefit rates, calculation methods, and/or calculation modifiers.

1. From the Agreement Roster, select the agreement
2. Click [Edit](#) next to the current Rate Schedule
3. Enter the end date in which the rates expire (always use the last day of the month)
4. Click [Done](#)
5. Click [New](#) to create a new Rate Schedule
6. A copy of the previous Rate Schedule is created, and a start date is prepopulated based on the end date of the previous schedule
7. Update as needed
8. Click [Done](#) then [Save](#)

Rate Schedules		
<a href="#">New</a>		
	Effective Start Date	Effective End Date
<a href="#">Edit</a>	1/1/2014	12/31/2014
<a href="#">Edit</a> 	1/1/2015	

Rate Schedule changes will not be saved until the agreement is saved under the Agreement Editor screen.

### Benefit/Classification Updates

You may add Benefits and/or Classifications to an existing active agreement, however they cannot be removed

- Newly added benefits and/or classifications will be included on all Rate Schedules (past and current) with “Voluntary” as the default setting.
- Rates for these new benefits and/or classifications can be updated for rate schedules not yet reported against, indicated by .
- Benefit/classification changes may affect uploading employers.
- Hour Component benefits (ST Hours, DT Hours, OT Hours, etc.) should not be added to an existing agreement as this will override the Hours Worked calculation on all previously submitted reports.
- If a benefit or classification needs to be deleted, you must end the agreement and create a new one.

### Ending and copying an agreement

1. Open the current agreement
2. Enter the [Effective End Date](#)
3. Click [Save](#)
4. You'll be returned to the Agreement Roster
5. To the left of the agreement you just ended, click on the “Copy” icon

Agreement Editor		
Name:	<input type="text" value="Agreement"/>	<a href="#">Manage Benefit Roster</a>
Type:	<input type="text" value="Collective Bargaining"/>	<a href="#">Manage Classifications</a>
Union:	<input type="text" value="Union 1"/>	
Union Contact:	<input type="text" value="(None)"/>	
Effective Start Date:	<input type="text" value="1/1/2014"/>	<a href="#">Save</a>
Effective End Date:	<input type="text" value="12/31/2014"/>	<a href="#">Cancel</a>
	<input checked="" type="checkbox"/> Require signatory status to file	
	<input type="checkbox"/> Allow current-month reporting	
	<input type="checkbox"/> Suppress from employers' report roster	
	<input type="checkbox"/> Publish to the National Agreements Repository	
Agreement PDF:	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>

Name	Start Date	End Date	Last Rate End Date	Type
 <a href="#">Agreement</a>	1/1/2014	12/31/2014	12/31/2014	Collective Bargaining

- A complete copy of the original agreement is created, with the following changes:
- Employers with a signatory effective end date are not carried over
  - All effective start dates for the new agreements default to the day after the previous end date
  - Only the most recent rate schedule will be copied over
6. Add / delete benefits under [Manage Benefit Roster](#) (as necessary)
  7. Add / delete classifications under [Manage Classifications](#) (as necessary)
  8. Modify rates within the Rate Schedule
  9. Add / delete [Signatory Employers](#) (as necessary)
  10. Change current month reporting requirements (if necessary)
  11. Click [Save](#)

## Employee Roster Menu

---

### Viewing an Employer's Employee Roster

From the Employer Roster under the Site Administration menu, click the [View](#) button to the right of the employer's name.

**Employer Roster**

To create a new employer, enter an FEIN:

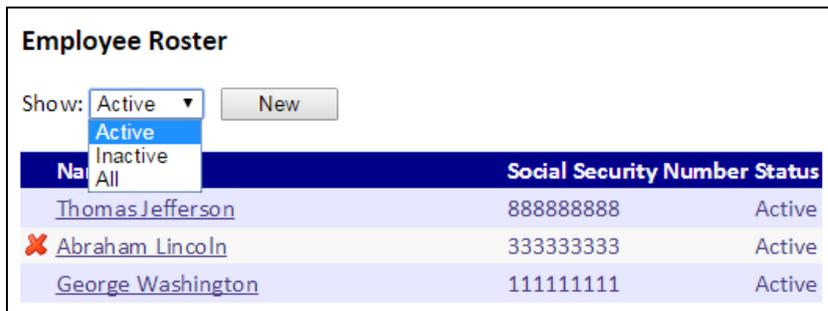
Name	FEIN	Association ID	Employees
<a href="#">ABC employer</a>	000000009		<input type="button" value="View"/>



**Employee Roster**

Show:

Name	Social Security Number	Status
<a href="#">Thomas Jefferson</a>	888888888	Active
<input checked="" type="checkbox"/> <a href="#">Abraham Lincoln</a>	333333333	Active
<a href="#">George Washington</a>	111111111	Active



- By default, Active employees are listed. The employee roster can be filtered to show Active, Inactive or All employees
- To view an employee's profile, click on their name
- Indicates the employee profile can be deleted because no data has been filed against that specific employee
- Any changes made to an employee's profile will change all historical report data

## Payroll Reporting Menu

---

### File Payroll Reports

A Site Sponsor has the capability to file reports on the employer's behalf. However, the Site Sponsor cannot elect to pay by EFT on the employer's behalf. EFT account information is user specific and can only be accessed by the individual user.

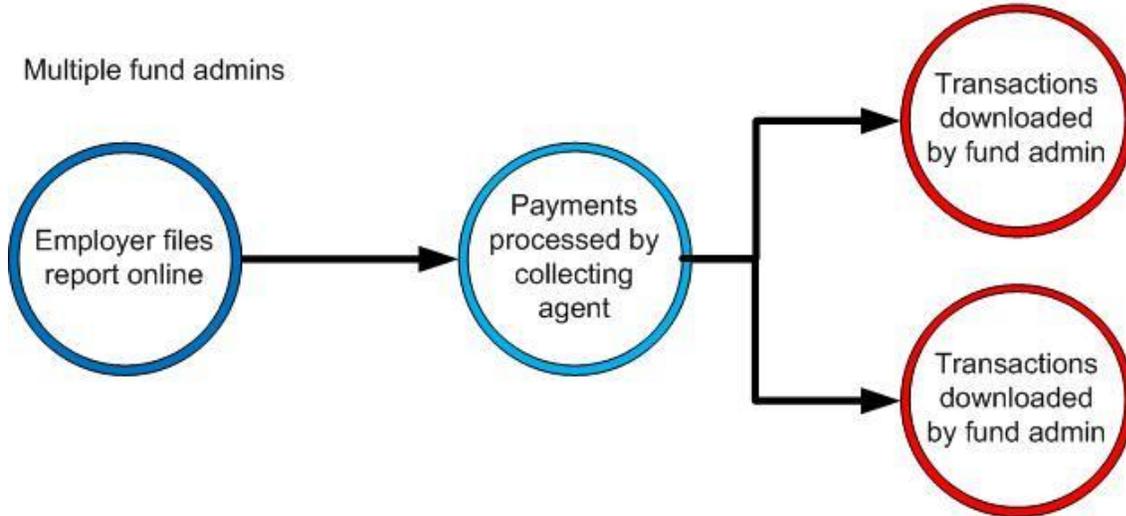
# Work Flow

---

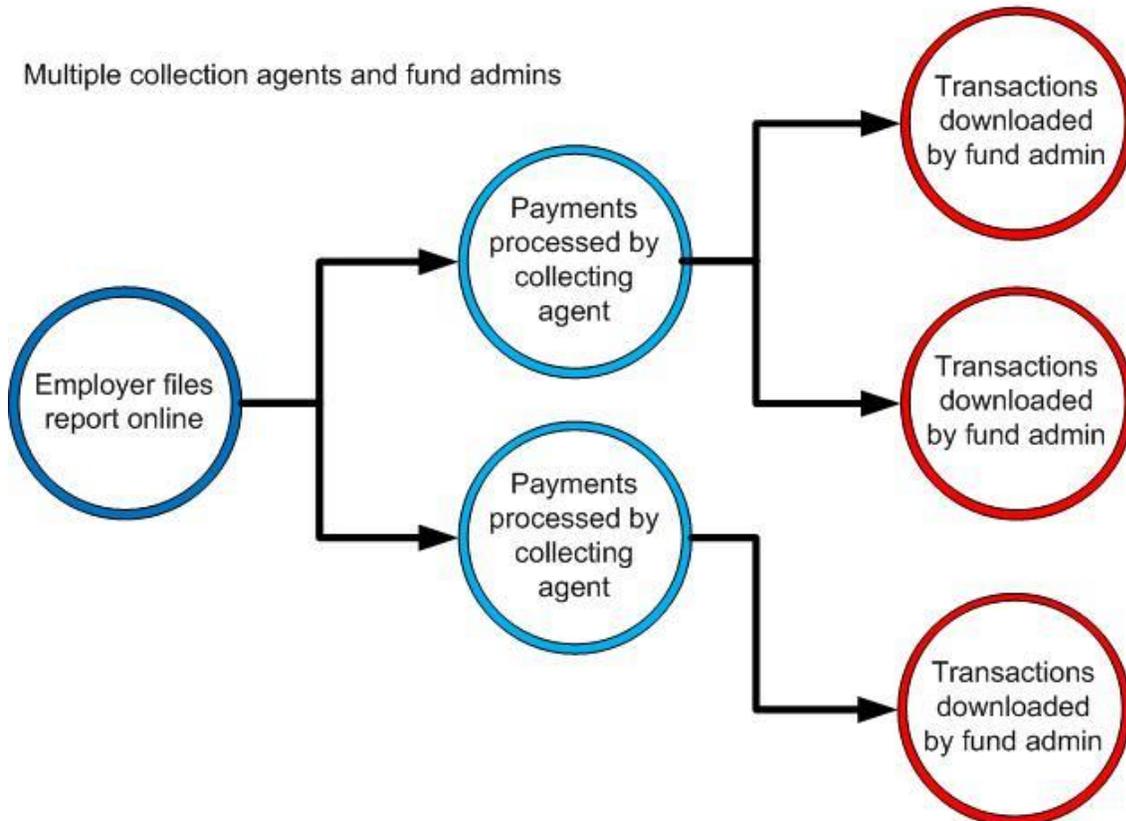
Simple workflow



Multiple fund admins



Multiple collection agents and fund admins



# Employer

## Landing Page

The landing page is the first page you see when you log into EPRLive. Quick Links and system related news are located here.



## My EPR Account

To manage your profile, click on “My EPR Account”, located at the top right-hand corner of the screen. This is where you can:

- **Change Password:** Reset your login password
- **Manage your EFT settings:** Banking information is user specific
- **Manage your employer account:** Review your signatory relationships and employer benefit election information
- **Change Banner Image:** Allows you to customize the top of EPRLive with your own logo or image

### My EPR Account

- [Change Password](#)
- [Manage your EFT settings](#)
- [Manage your employer account](#)
- [Change Banner Image](#)

## Manage your EFT settings: Setting up EFT Payments

Paying your fringe benefits by EFT is a 2-step process.

1. Entering your bank information and accepting the terms and conditions through your My EPR Account
2. Elect to pay the benefit(s) via EFT during the checkout process when submitting your payroll report(s)

**Note:** The Collecting Agent must allow Electronic Payments for the reported benefit(s) before you will be given the option to pay via EFT during the report checkout process.

### IMPORTANT:

Banking information is tied to each individual login. This is a security feature which prevents unauthorized employees from initiating an EFT payment.

1. Terms & Conditions: Click to agree to the terms and conditions
2. Enter your **Bank routing number**
3. Enter your bank **Account number** you wish the funds to be withdrawn from
4. Click **Save**

# Payroll Reporting

## File Payroll Reports

The Payroll Reports screen can be filtered by status. Due reports have not yet been submitted to the Fund Office and have a status of **Due** or **Started**.

Payroll Reports

Report Filter

Due Reports  
 Completed Reports

Work Month	Agreement	Status	Report Type	Saved On	Managed By:	For Support	Union
2/2015	Contract One	Due	Payroll		Corellian Software Inc.	555-222-2222	Union 1
2/2015	Contract Two	Started	Payroll	5/21/2018 2:32:29 PM	Corellian Software Inc.	555-222-2222	Union 1

Completed Reports are reports that have been submitted to the Fund Office and have a status of **Submitted** or **Processed**.

Payroll Reports

Report Filter

Due Reports  
 Completed Reports

Work Month: 1/2015

Work Month	Agreement	Status	Report Type	Saved On	Managed By:	For Support	Union
1/2015	Contract Two	Submitted	Payroll	5/21/2018 2:36:56 PM	Corellian Software Inc.	555-222-2222	Union 1
Amend	1/2015	Contract One	Processed	5/21/2018 2:36:43 PM	Corellian Software Inc.	555-222-2222	Union 1

To open a report, click on the work month next to the agreement name.

Work Month	Agreement	Status	Report Type	Saved On	Managed By:	For Support	Union
2/2015	Contract One	Due	Payroll		Corellian Software Inc.	555-222-2222	Union 1

There are two different methods for filing your payroll report: manual entry or through the upload tool.

## Filing Payroll Report – Manual Entry Method

The first time you file a report you will need to add the employees you are reporting. Subsequent months will prepopulate the employees reported the previous month.

- To add an employee to a report, select them from the dropdown list and then click **Add**.
- Remove all employees** allows you to delete all listed employees from the report (they will remain in your employee roster).

**Payroll Report (Contract One: 2/2015)**

**ABC employer, EIN: 000000009**

Do you have problems or questions with this payroll report? Call 555-222-2222.

No employees have been added to this report.

Notes:

Add an employee to the report: Jefferson, Thomas: 888-88-8888 **1**

Tasks

[Create a new employee](#)

[Remove all employees](#) **2**

[Download this report as entered](#)

Options

Rows per page: 10

Show all employees in the roster

View employees by SSN

Upload your report ([download template](#)):

Need help uploading? Click [here](#).

	Employee	SSN	Classification	Hours Worked	Gross Wages	Admin Fee	ER	Flexible Spending	Health
<input type="button" value="New"/>	Lincoln, Abraham	333-33-3333	Class 1						\$725.00
			Class 2						
			Class 3	0.00	0.00	\$0.00	\$0.00	\$0.00	\$725.00
			Class 4						

- Once you have added an employee to your report, you will need to select a **Classification** from the dropdown menu. This classification should correspond to the type of work done during the reporting period.
- If an employee worked under multiple classifications within the report period, click **New** to add a new entry for the same employee and choose a different classification.

The two typical benefit fields that are required for reporting fringes are Hours Worked and Gross Wages (this can vary depending on the structure set by the Site Sponsor).

	Employee	SSN	Classification	Hours Worked	Gross Wages	Admin Fee	ER	Flexible Spending	Health	Pension
<input type="button" value="New"/>	Lincoln, Abraham	333-33-3333	Class 1	160.00	\$4,000.00	\$80.00			\$1,160.00	\$480.00
				160.00	\$4,000.00	\$80.00	\$0.00	\$0.00	\$1,160.00	\$480.00

Notes:

Add an employee to the report: Jefferson, Thomas: 888-88-8888

Some benefit calculations are non-editable while others may allow you to change the calculated amount. Be sure to check the report totals before submitting your report.

	Employee	SSN	Classification	Hours Worked	Gross Wages	Admin Fee	ER	Flexible Spending	Health	Pension
<input type="button" value="New"/>	Lincoln, Abraham	333-33-3333	Class 1	160.00	\$4,000.00	\$80.00			\$1,160.00	\$480.00
				160.00	\$4,000.00	\$80.00	\$0.00	\$0.00	\$1,160.00	\$480.00

- Editable fields have a text box in which you can enter in data
- Non-editable fields do not have a text box and their values cannot be overridden
- Employee electable benefits, if established, will only populate if you have elected the employee to contribute to the benefit. Employee elections are managed through the Employee Roster (see [page 31](#) for more information).

Notes:

1

Add an employee to the report: Jefferson, Thomas: 888-88-8888

2

- The **Notes** section allows you to include a comment for the Collecting Agent regarding your report
- Click **Checkout** when you are ready to finalize your report and continue to the payment stage before submittal

## Filing Payroll Report – Upload Method

Uploading your benefit report data rather than manually entering the data can be a more efficient reporting method. Each report has a unique upload template which can be found in the upload area at the bottom of the payroll report screen.

**Payroll Report (Contract One: 2/2015)**

**ABC employer, EIN: 00000009**

Do you have problems or questions with this payroll report? Call 555-222-2222.

No employees have been added to this report.

Notes:

Add an employee to the report:

Tasks

[Create a new employee](#)

[Remove all employees](#)

[Download this report as entered](#)

**Upload your report ([download template](#)):**

Options

Rows per page:

Show all employees in the roster

View employees by SSN

Need help uploading? [Click here.](#)

First Name	Middle Name	Last Name	Suffix	SSN	Classification	Sub-Classification	Date of Birth	Gender	Address	City	State	ZIP Code	Email Address	Phone	Phone Extension	Hours Worked	Gross Wages
					Class 1												
					Class 2												
					Class 3												
					Class 4												

Each row in the upload file requires one of the above classification and sub-classification combinations.  
You may omit values for benefits that are not voluntary (i.e., calculated benefits--this may be classification and sub-classification specific).  
At a minimum, you should have First Name, Last Name, SSN, Classification, Sub-Classification, Hours Worked, and Gross Wages.

Column headers and classification names must match exactly. If you export data from your payroll system more than likely you will have different names for benefits and classifications (you may use codes or abbreviations). In order for EPRLive to recognize the benefits and classifications they must be uniform to match the system's programming.

1. Mandatory columns: Last Name, SSN, Classification, Sub-Classification (if applicable), deductions, Hours Worked, and Gross Wages. Most other fringes will auto-calculate upon uploading.
2. Demographic information included on an upload file will only populate in the Employee's Profile; it will not be transmitted through the payroll report. Any demographic information included will replace the existing information in the Employee's profile. If no information is included or the columns are deleted, no changes will be made to the existing information in EPRLive.

### IMPORTANT:

- Do not attempt to upload column totals or other notes, this will result in an error message
- The upload file must be saved as .csv (comma delimited); the system will not recognize any other file format
- Do not include any blank rows between the column headers and the report data
- Double-check the report totals before submitting

## EFT Payment Selection

This screen will only appear if EFT is enabled by the Collecting Agent and the user has accepted the EFT Payment terms and conditions and entered in their banking information. Additionally, not all areas are currently allowing EFT payments.

**EFT Payment Selection** - Select the benefits you would like to pay electronically.

**Note:** EFT payments will **not** be processed until you click "Submit Report" on the next screen. Additionally, if you make an EFT payment, you **cannot** retract the report once you submit it.

Collecting Agent	Benefit	Amount	Pay by EFT	Message
Corellian Software Inc.	Industry	80.00	<input type="checkbox"/>	
Collecting Agent Two	Health	1120.00	<input checked="" type="checkbox"/>	
Collecting Agent Two	Pension	480.00	<input type="checkbox"/>	

Check which benefits you wish to pay by EFT and click [Next](#) to continue with the checkout process.

## Checkout Screen

The checkout screen offers an overview of the payroll data reported, payment method elected by benefit, and provides remittance instructions if applicable.

**Checkout**

Employer: ABC employer  
 EIN: 00000009  
 Agreement: Contract One  
 Union: Union 1  
 Work Month: 2/2015

2 ! You must click "Submit Report" in order to finalize your report for this agreement.

Rows per page: 10 ▼

Employee	SSN	Classification	Hours Worked	Gross Wages	Admin Fee	ER	Flexible Spending	Health	Industry	Pension
Lincoln, Abraham	333-33-3333	Class 1 ▼	160.00	4000.00	\$80.00			\$1,120.00	\$80.00	\$480.00
			160.00	4000.00	\$80.00	\$0.00	\$0.00	\$1,120.00	\$80.00	\$480.00

1

---

**Invoice Details**

Employer: ABC employer  
 EIN: 00000009  
 Address: , , -  
 Phone Number:  
 Agreement: Contract One  
 Work Month: 2/2015  
 Total Hours Worked: 160.00  
 Total Gross Wages: 4000.00

Health	\$1,120.00
Electronic Payments Subtotal: \$1,120.00	
Industry	\$80.00
Admin Fee	\$80.00
Pension	\$480.00
Manual Payments Subtotal:	\$640.00
<hr/>	
Grand Total:	\$1,760.00

---

**Remittance Instructions**

1. [Print Invoices](#) will print the report invoice and if a manual payment is required any applicable remittance instructions. Remittance instructions are grouped by payment; those benefits that are paid together will include a subtotal amount.
2. To finalize and complete your report you must click the [Submit Report](#) button. Your report has not been filed until you have submitted it.

## Authorizing a Site Sponsor

EPRLive allows employers a single login. When an area initiates a relationship, the employer receives an authorization request message on the Payroll Reports screen. Before gaining access to reports, the employer must "Authorize" the identified Site Sponsor.

### Payroll Reports

One or more Site Sponsors want to establish a reporting relationship with you. This means that the Site Sponsor will have access to your employer record in EPR as well as the personally identifiable information for your employees. If you have not signed a letter of agreement with one of the unions covered by the Site Sponsor, **DO NOT** authorize access. You must authorize the Site Sponsor if you wish to file payroll reports electronically within that jurisdiction.

Corellian Software Inc.

## Review Agreement Rates

Agreement rates are established and managed by the Site Sponsor. The Review Agreement Rates report allows the user to view rates by agreement and work month. This tool can be found under the Payroll Reporting dropdown menu.

Payroll Reporting ▾  
File Payroll Reports  
Review Agreement Rates

**Review Agreement Rates**

Please be aware that the rates displayed for future months may not yet be updated in ePR.Live. Please check with your local union or admin office for further information.

Agreement: 01 Contract 1 Work month: 2/2015 2 No PDF for this agreement has been loaded into the National Agreements Repository.

Agreement "01 Contract" Start Date: 1/1/2015 End Date: No End Date entered for this agreement.

3 Refresh Save Raw Data Save Formatted Report View Print Format  Fit to window (4 lines reported)

**Rates for 01 Contract During 2/2015**

Classification	Gross Wages	Health	Vacation Contribution
Class 1	\$32.50/Hr Worked	\$885.00	\$0.10/Hr Worked
Class 2	\$38.00/Hr Worked	\$885.00	\$0.10/Hr Worked
Class 3	\$25.00/Hr Worked	\$9.00/Hr Worked	\$0.05/Hr Worked
Class 4	\$28.00/Hr Worked	\$9.00/Hr Worked	\$0.05/Hr Worked

1. Select the Agreement from the dropdown list
2. Enter the Work month
3. Click Refresh

## Filing Amendments

If an error was made on a previously submitted report an amendment needs to be filed to correct the information.

To view previously submitted reports, click [Completed Reports](#) in the Report filter box located on the Payroll Reports page.

Payroll Reports

Report Filter

Due Reports

Completed Reports

Enter the work month of the original report and click [Get Reports](#)

Payroll Reports

Report Filter

Due Reports

Completed Reports

Work Month: 2/2015

Get Reports

Next to the original report, click the [Amend](#) button

Payroll Reports

Report Filter

Due Reports

Completed Reports

Work Month: 2/2015

Get Reports

	Work Month	Agreement	Status	Report Type
<a href="#">Amend</a>	2/2015	Contract One	Processed	Payroll

You will update the data to what SHOULD have been filed (do not enter the difference between the two)

### Example 1: Additional Hours and/or Gross Wages to report

160 hours was originally reported, but it should have been 170 hours.

- Enter 170 for Hours Worked (what the correct amount should have been originally)
- Click the Update button, and the system will calculate the additional amounts owed for the non-editable benefits.
- If any employee deductible benefits or editable boxes are present – make sure that these values reflect the changes made. Manual adjustments may be required.

Payroll Report (Contract One: 2/2015)

ABC employer, EIN: 00000009

Do you have problems or questions with this payroll report? Call 555-222-2222.

	Employee	SSN	Classification	Hours Worked	Gross Wages	Admin Fee	ER	Flexible Spending	Health
New	Lincoln, Abraham (modified)	333-33-3333	Class I	170.00	\$4,000.00	\$85.00 [5.00]			\$1,232.50 [72.50]
				10.00	\$0.00	\$5.00	\$0.00	\$0.00	\$72.50

Notes:

Add an employee to the report: Jefferson, Thomas, 888-88-8888 Add

Save Cancel Checkout Update Auto-Correct Errors

**Example 2: Incorrect classification reported**

An employee was reported under the wrong classification. In the classification dropdown next to the employee name, simply select the correct classification.

- The system will calculate any rate differences between the two classifications for the non-editable benefits.
- If any employee deductible benefits or editable boxes are present – make sure that these values reflect the changes made. Manual adjustments may be required.

Payroll Report (Contract One: 2/2015)  
ABC employer, EIN: 000000009

	Employee	SSN	Classification	Hours Worked	Gross Wages	Admin Fee	ER	Flexible Spending	Health	Pension
	Lincoln, Abraham (no change)	333-33-3333	Class 1	160.00	\$4,000.00	\$80.00			\$1,160.00	\$480.00
				0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Leave a comment in the **Notes** box as to the reason for the amendment.

Payroll Report (Contract One: 2/2015)  
ABC employer, EIN: 000000009

Do you have problems or questions with this payroll report? Call 555-222-2222.

	Employee	SSN	Classification	Hours Worked	Gross Wages	Admin Fee	ER	Flexible Spending	Health	Pension
	Lincoln, Abraham (modified)	333-33-3333	Class 2	160.00	\$4,000.00	\$80.00		\$240.00	\$1,160.00	\$560.00 [80.00]
				0.00	\$0.00	\$0.00	\$0.00	\$240.00	\$0.00	\$80.00

Notes:  
Wrong classification reported for A. Lincoln. Additional amount owed for Flexible Spending and Pension benefits

Once you are ready to submit your report, click the **Checkout** button, review the information and click **Submit Report**.

**Checkout**

Employer: ABC employer  
EIN: 000000009  
Agreement: Contract One  
Union: Union 1  
Work Month: 2/2015

You must click "Submit Report" in order to finalize your report for this agreement.

Rows per page: 10

Employee	SSN	Classification	Hours Worked	Gross Wages	Admin Fee	ER	Flexible Spending	Health	Pension
Lincoln, Abraham (modified)	333-33-3333	Class 2	160.00	4000.00	\$80.00		\$240.00 [240.00]	\$1,160.00	\$560.00 [80.00]
			0.00	0.00	\$0.00	\$0.00	\$240.00	\$0.00	\$80.00

Invoice Details

**IMPORTANT:**

- If there is already an amendment processed, you will still click the Amend button on the original report
- If there isn't an Amend button visible the report is either in a status of submitted or there is already an amendment open. Go to Due Reports to view any started amendment
- When an amendment is opened the original reported data will be shown, or if another amendment has been filed, the aggregate of the two will show
- Contact the Site Sponsor if you have any questions regarding credits and/or refunds

## View Employee Roster

The Employee Roster is a list of employees that have been entered into EPRLive.

**Employee Roster**

Show Active ▼ New

Name	Social Security Number	Status
<a href="#">Thomas Jefferson</a>	888888888	Active
<span style="color: red;">✘</span> <a href="#">Abraham Lincoln</a>	333333333	Active
<a href="#">George Washington</a>	111111111	Active

- By default, only Active employees are listed. The employee roster can be filtered to show Active, Inactive or All employees
- To view an Employee's profile, click on their name
- ✘ Indicates the employee profile can be deleted because no data has been filed against that specific employee

### IMPORTANT:

Any changes made to an employee's profile will change all historical report data

## Creating a New Employee

Employees can be created either using the payroll report upload tool or manually through the Employee Roster.

1. **Name** and **SSN** fields are required. All other demographic information is currently optional.
2. An **Active** status includes the employee name on the employee dropdown menu during the reporting process.
3. Available employee electable benefits will be displayed here. Before the employee can report for a listed benefit, it must be elected.
4. **Employee Type** is a reference field and has no effect on the actual reporting process. Staff Employee Type does not require an SSN.

**Employee Detail**

1 Name:  First  Middle  Last  Suffix  Active 2

1 Title: (None) 4

1 Employee Type: Bargaining 4

1 SSN:

Date of birth:   
 Gender:   
 Address:   
 City/State/Zip:

**Contact Information**

Email:   
 Phone:  Ext:

Benefit	Elected	Rate	Effective Start Date	Effective End Date
401 k <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">3</span>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Employee Benefit Elections

Employee electable benefits are determined by the Site Sponsor and can vary by agreement. Benefits that are employee electable will appear at the bottom of the employee profile. By default, employee electable benefit and rate overrides are not elected. Elections can be done either manually through the Employee Detail screen or through the payroll report upload tool.

### Manual Benefit Elections

To elect a benefit:

- Click the **Elected** box
- Enter the first day of the month the benefit should be elected
- Click **Save**

Benefit	Elected	Rate	Effective Start Date	Effective End Date
Vacation	<input type="checkbox"/>	N/A	2/1/2015	

After the changes have been applied, an active line will appear below the elected benefit. The active line is used to change the value of the benefit above it.

Benefit	Elected	Rate	Effective Start Date	Effective End Date
Vacation	<input checked="" type="checkbox"/>	N/A	2/1/2015	
Vacation	<input checked="" type="checkbox"/>	N/A	2/1/2015	



To stop a benefit election:

- Uncheck the **Elected** box
- Enter the first day of the month in which the benefit is not elected
- Click **Save**

Benefit	Elected	Rate	Effective Start Date	Effective End Date
Vacation	<input checked="" type="checkbox"/>	N/A	2/1/2015	
Vacation	<input type="checkbox"/>	N/A	3/1/2015	

Once saved, the history of the benefit election is displayed. In the below example the benefit was elected 2/1/2015 to 2/28/2015. Effective 3/1/2015 the benefit is unelected.

Benefit	Elected	Rate	Effective Start Date	Effective End Date
Vacation	<input checked="" type="checkbox"/>	N/A	2/1/2015	2/28/2015
Vacation	<input type="checkbox"/>	N/A	3/1/2015	
Vacation	<input type="checkbox"/>	N/A	2/1/2015	

To elect the benefit again, check the **Elected** box, enter the effective start date and click **Save**.

### Uploading Benefit Elections

Employee level benefit elections can be managed with the upload file.

- A positive dollar amount will turn ON the election if it isn't already on
- Uploading a zero for the benefit will turn OFF the election
- If the benefit is blank, no action will be taken
- If a benefit has a rate override for the employee, the benefit can be turned on automatically, but not off — the benefit will still need to be manually managed through the employee profile.

# Collecting Agent (Funding Menu)

A Collecting Agent is defined as the organization responsible for the collection/distribution of funds for one or more benefits. Benefit assignments to a Collecting Agent occurs at the agreement level and is managed by the Site Sponsor.

## Fund Reports

Funding employer reports is a two-step process: first, applying payment and second, releasing the data associated with the funded benefit. This allows for situations in which the Collecting Agent releases the benefit to the Fund Administrator without funds being applied. For example, Health & Welfare may need to post employee hours for eligibility even though the employer did not remit payment.

The default view displays the reports oldest to newest by work month. To open a report, click on the work month.

**Funding Roster**

If you are set up electronic payments and are looking to reconcile those payments, click *Reconcile Electronic Payments* on the *Funding* menu. From there you can match up payments and reconcile to the bank's *advice* report. Although the *funding* page will show you which payments are expected by check and which are expected electronically, do not post electronic payments here.

If you are processing check or other payment types, you are in the right place.

Employer:   Include fully processed reports

Show most recent reports first

Work Month	Employer	Total Due	Managed By:	Union	Agreement	Report Type
1/2015	ABC employer	\$1,565.00	Corellian Software Inc.	Union 1	Contract One	Payroll

## Funding Detail

**Funding Detail**

Employer: ABC employer  
 Agreement: Contract Two  
 Work month: 1/2018  
 Hours worked: 120.00  
 Gross wages: \$3,600.00  
 Total due: \$0.00

Employer notes: 1

Close item with a balance 2

Payment date: 2/26/2018

3 Payment/check number:

Payment amount:  4 Distribute Payment

Benefit	Amount Reported	Amount Due	Pending EFT	Payment Distribution	Status	Comments
Health	\$1,500.00	\$0.00	\$0.00	<input type="text"/>	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">9</span> Release	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">6</span>
Working Dues	\$80.00	\$0.00	\$0.00	<input type="text"/>	Release	
Overpayment <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">5</span>				<input type="text"/>		

8

9 Release All   10

7

**History**

Payment Date	2/26/2018
Payment Number	
Funded Date	2/26/2018
Health	\$1,500.00
Working Dues	\$80.00
Overpayment	\$270.00
<b>Total:</b>	<b>\$1,850.00</b>

11 Delete Transactions

## Applying Payment

1. **Employer notes:** Any notes left by the employer during the reporting process can be seen here.
2. **Close item with a balance:** This option will remove the report from the main Funding Roster and categorize it as “fully processed”. It will also remove the report from the **Over/Short** and **Payments Due** reports (unless chosen to include).
3. Enter payment information. **Payment date** defaults to current day. This date can be overridden to reflect another date such as the postmark date, date received, or date posted to bank account, etc. The **Payment/check number** is optional. Enter **Payment Amount** received. This amount should reflect the actual check total.
4. Distributing the funds to the benefits can either be done manually under the **Payment Distribution** column or by clicking the **Distribute Payment** button. This will automatically distribute the payment amount entered, funding the benefits in the order listed on the screen.
5. Payments entered in the **Overpayment** field will only show on the Funding **Cash Receipts** and **Funding Data** reports.
6. **Comments** are viewable by the benefit's Fund Administrator. Any applicable **Employer notes** should be copied and pasted to the appropriate benefit/s. Additional payment anomalies can be included here (example: reason for closing with a balance).
7. Click **Save** to apply payment. Payment **History** will appear at the bottom after payments are saved.
8. **Pending EFT:** A reference field indicating if any of the benefits are being paid by EFT, this amount is not reflected in the total due (*for information on how to fund EFT payments, [see page 38](#)*).

## Releasing Benefits

9. **Release / Release All:** Benefits can be released individually or by using the Release All button. Use the Release All with caution, once a benefit is released there is no way to “un-release” it.
10. Click **Done** to exit out of the report

## Deleting Transactions

If payment information was entered incorrectly, you have the capability of deleting the payment history for funding transactions made the same day.

11. Clicking the **Delete Transactions** button will delete all transactions for the report made that day (even if multiple payments were applied).

**Note:** Deleting the funding transaction will NOT unrelease any of the benefits.

## Processing Paper Reports

Aggregate employee data from paper reports received by the Site Sponsor and/or Collecting Agent can be entered in EPRLive and included in downstream reports. This is a useful tool when full adoption into electronic reporting has not yet been reached.

Select [Process Paper Reports](#) from either the Site Administration Menu or Funding Menu (depending on your role).

**Report Roster**  
Employer:

Work Month	Union	Agreement
<a href="#">3/1/2015</a>	Union 1	Contract One
<a href="#">3/1/2015</a>	Union 1	Contract Two

When an Employer is selected from the dropdown menu, the screen will display all the reports “due” for that employer. Select the work month to open the report.

**Process Paper Report**  
Employer: ABC employer  
Agreement: Contract Two  
Work month: 3/2015

Number of Employees:  1

Notes:  2

Benefit	Amount Reported
Hours Worked	<input type="text"/>
Gross Wages	<input type="text"/> 3
Health	<input type="text"/>
Working Dues	<input type="text"/>

Next 4 Cancel

1. Enter total [Number of Employees](#) reported

2. Enter any [Notes](#) you wish to add

3. Enter all reported benefit amount totals

**Note:** If ST Hours, OT Hours, and DT Hours are being used the Hours Worked field is not applicable. (Hours worked will be populated by the system in downstream reporting as needed). If you do not have the breakdown of hours, enter all hours in the ST Hours Worked field.

4. Click [Next](#) to continue

To apply payment and release benefits see steps on [pages 32-33](#).

## Reports

### Payments By Benefit

Provides funding information by union and benefit.

**Payments By Benefit**

Filters & Options

Start Date 2/15/2016 End Date 2/18/2016

[Refresh](#) [Save Raw Data](#) [Save Formatted Report](#) [View Print Format](#)

**Payments By Benefit**

Union	Benefit	Amount
-------	---------	--------

1. Enter the funding activity date range
2. Click [Refresh](#) to run the report

### Payments By Employer

Provides funding information by union and employer.

**Payments By Employer**

Filters & Options

Start Date 2/15/2016 End Date 2/18/2016

[Refresh](#) [Save Raw Data](#) [Save Formatted Report](#) [View Print Format](#)

**Payments By Employer**

Union	Employer	Work Month	Amount
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1. Enter the funding activity date range
2. Click [Refresh](#) to run the report

### Funding Data Report

Provides funding data by union and benefit.

**Funding Data**

Start date: 2/15/2016 End date: 2/18/2016 [Submit](#)

[Download](#)

**Funding Data 2/15/2016 - 2/18/2016**

Union	Benefit	Agreement	Employer	EIN	Work Month	Amount
-------	---------	-----------	----------	-----	------------	--------

1. Enter the funding activity date range
2. Click [Submit](#)
3. Select the desired format for downloading

## Activity Report

The Activity Report is a work month report that allows you to view payroll report filing and payment status by benefit.

1. Enter [Work month](#) (automatically populates to the current reporting month)
2. Filter by association membership status (if applicable)
3. Filter by [Report status](#)
  - All reports
  - Due (report the employer is signatory to, but that hasn't been started or submitted)
  - Started (report an employer has saved but hasn't submitted)
  - Submitted
  - Processed (report that has been funded and/or released)
  - Submitted or Processed
4. Filter by [Benefit](#)
5. Filter by [Payment status](#)
6. Filter to show only reports filed as zero-hours
7. [Suppress duplicate data](#) will prevent repeated data, such as employer name, on the report
8. Click [Refresh](#) to run the report with the selected filters

The screenshot shows the 'Activity Report' interface. At the top, there are several filter dropdowns: 'Work month' (set to 2/2015), 'Association members' (set to All), 'Report status' (set to All), 'Benefit' (set to All), and 'Payment status' (set to All). A 'Reset' button is on the left. Below these is a checkbox for 'Show submitted zero-hour only (ignores other filters)' and another checkbox for 'Suppress duplicate data'. At the bottom of the filter section is a 'Refresh' button. Below the filters is a toolbar with 'Save Raw Data', 'Save Formatted Report', and 'View Print Format' buttons, along with a 'Fit to window' option. The main title is 'Activity for 2/2015'. Below this is a table header with columns: Employer, FEIN, Association Member, Union, Agreement, Status, Submission Date, Employees, Hours Worked, Gross Wages, Hours Paid, Working Wages, Benefit, Amount Paid, and Over/Short.

## Cash Receipts Report

Reflects benefits funded over a specified date range. Cash Receipts encompasses all monies received, not just cash payments. [Start date](#) and [End date](#) are based on activity date (date benefit was funded).

The screenshot shows the 'Cash Receipts Report' interface. At the top, there is a 'Benefit' dropdown set to 'All', and two date input fields: 'Start date' (3/24) and 'End date' (3/24). Below these are buttons for 'Refresh', 'Save Raw Data', 'Save Formatted Report', and 'View Print Format', along with a 'Fit to window' option. The main title is 'Cash Receipts for All from 2015-03-24 to 2015-03-24'. Below this is a table with the following data:

Employer	FEIN	Union	Agreement	Work Month	Report Type	Date Submitted	Benefit	Reported Amount	Payment Date	Date Funded	Funded Amount	Check Number	Release Date
ABC employer	000000009	Union 1	Contract One	1/1/2015	Payroll	3/16/2015	Pension	\$525.00	3/23/2015	3/24/2015	\$525.00		3/24/2015
											\$525.00		

## Setting up EFT Capabilities

Before employers can elect to remit benefit payments electronically, the Collecting Agent must first elect to receive electronic payments. EFT is controlled at the benefit level, meaning that a Collecting Agent that collects for more than one benefit may elect to allow EFT for Benefit A but require a check for Benefit B.

IMPORTANT:

Contact ERPLive support for assistance in setup and testing. Setting up EFT capabilities requires coordination with your bank, communication with employers, and internal process changes. Implementations typically take two months.

### NACHA Configurations

NACHA is the standard file format used by banks for the purpose of Electronic Funds Transfer (EFT). NACHA is sometimes referred to as ACH.

Click [New](#) under the NACHA Configuration screen to begin the setup process; contact your bank for specific requirements.

The screenshot shows the 'NACHA Configuration' form with four numbered callouts:

- 1. Required Fields:** Configuration Name\* (Name used to reference your NACHA configuration in ePR.) and Bank Routing Number\* (9 digit transit routing number).
- 2. Optional Fields (Only if requested by your bank):** Immediate Destination Name, Immediate Origin Name, Immediate Origin (Contains the routing number of the ACH Operator or Sending Point), Reference Code (Reserved for information that is pertinent to the Originator), Company Identification, Company Discretionary Data (Allows Originators to include codes of significance only to them), and Company Descriptive Date (The Originator establishes this field as the date it would like to see displayed to the Receiver for descriptive purposes).
- 3. Offset Record (Balanced File):** Enable Offset Record (Only if requested by your bank) checkbox, Offset ABA/Routing #: Bank's 9 digit transit routing number, Offset Account #: Bank's account number, and Offset Description: OFFSET (Bank may provide preferred offset description).
- 4.** Save and Cancel buttons.

1. Required Fields:
  - **Configuration Name:** the name you will use to identify the account where funds are to be deposited. If you collect for multiple benefits and use multiple bank accounts, use a name that clearly identifies which account is which (you are the only one who will see this information).
  - **Bank Routing Number:** The routing number for where funds will be deposited.
2. **Optional Fields:** Your bank may have specific information requirements for their NACHA files. The Optional Fields, as prescribed by NACHA Standards, are provided.
3. **Offset Record (Balanced File):** Your bank may require Offset Record balancing. To accommodate such requirements, standard field options are provided.
4. Click **Save**

Setting up your NACHA Configuration won't automatically enable EFT capabilities for employers.

## Electronic Payment Configuration

The option of allowing electronic payments (or to make them mandatory) is done through this screen.

IMPORTANT:

Only complete this step after you have fully tested this functionality with EPRLive support and are ready for employers to pay by EFT.

**EFT Payment Configuration** - Select the benefits you would like to be paid by EFT.

Benefit Name	Chapter Name	Union Name	Allow Electronic Payments	NACHA Configuration	Mandatory
Health	Corellian Software Inc.	Union 1	<input checked="" type="checkbox"/>	Health & Welfare	<input type="checkbox"/>
Pension	Corellian Software Inc.	Union 1	<input type="checkbox"/>	[None]	<input type="checkbox"/>

Save changes Cancel changes

All benefits assigned to the Collecting Agent will be displayed.

1. Check box for each benefit you will accept electronic payments.
2. You must assign the benefit to the corresponding account to which funds will be deposited. This list will reflect the [NACHA Configuration](#) accounts created in the previous step.
3. Electronic Payments may be optional or made mandatory. Checking EFT as mandatory means the employer won't be able to submit a report without paying the benefit amount electronically. Leaving the [Mandatory](#) box unchecked gives employers the option to pay by check.
4. [Save changes](#)

## Funding Electronic Payments

Download the NACHA file and send to your bank via the bank's secured portal. This process can vary by bank and should be determined during implementation.

### Downloading NACHA File

**Download NACHA Files**

Click Refresh button to show the Batch dates that have not been downloaded in the last 30 days.

Refresh

Batch date:  Download

1. **Batch Date:** NACHA file cannot be generated or downloaded for the current day. This ensures all transactions are captured for that day.
2. **Download:** A zip file will be downloaded which includes:
  - A NACHA file for each account you've created. You will send the file(s) to your bank per their instructions to initiate the electronic funds transfer.
  - A transaction Register .csv file that can be opened into an excel spreadsheet which contains payment data included within the NACHA file(s) for internal reference only. This file is NOT sent to your bank.
3. **Refresh:** This will populate batch dates that have not been downloaded in the past 30 days.

## Reconcile Electronic Payments

Every bank is unique in the way they communicate with their account holders; contact your bank to find out how reconciliations are communicated

### Reconcile Electronic Payments

Select the batch date for the electronic payments you wish to reconcile. Keep in mind that you will need to coordinate this process with any of the banks involved. After you submit your NACHA (electronic payment) file to the bank, it typically takes a few days to process the funds.

Your bank will produce an *advice* report that details the status on the submitted transactions. You use this advice report to reconcile the batches listed below.

Batch Date	Download Date	Reconcilable Amount
3/24/2015 <b>1</b>	3/27/2015	\$466.15

1. Click on the **Batch Date** you wish to reconcile.  
(Batches will only become available once you've downloaded the NACHA file)

### Reconcile Batch

Batch date: 3/24/2015

- Click checkboxes in the Clear Payment column to indicate payment has been received
- Click checkboxes in the Release Benefit column to include data on the Download Contributions report
- Line items can be checked individually, or all at once by clicking the Select All button
- If there is a transaction issue such as insufficient funds (NSF), click the Delete button under the Delete EFT Authorization column, which moves the line item to the check-processing screen under Fund Reports to await new payment

NACHA Configuration	Employer	Agreement	Work Month	Benefit	Amount	Clear Payment	Release Benefit	Delete EFT Authorization
Health & Welfare	Employer One	EFT Contract	2/01/2015	Health	\$456.00	<input type="checkbox"/>	<input type="checkbox"/>	Delete
Pension Account	Employer One	EFT Contract	2/01/2015	Pension	\$10.15	<input type="checkbox"/>	<input type="checkbox"/>	Delete

Select All Save Cancel

2. **Select All:** This will automatically check all the **Clear Payment** and **Release Benefit** boxes. Unlike manual payments, benefits paid by EFT are funded and released in one step. Once a benefit has been released, it cannot be un-released.
3. **Delete EFT Authorization:** For use when payment is declined. Use this button with caution: once deleted, the benefit item will revert to the manual payment process ([see pages 32 and 33 for more information](#)).
4. Click **Save** to apply changes.

# Fund Administrator (Fund Administration Menu)

A Fund Administrator is defined as the organization responsible for processing individual employee data reported by the employer for one or more benefits. Benefit assignment to a Fund Administrator occurs at the agreement level and is managed by the Site Sponsor.

## Download Contributions

Data appearing in the extract file will be “released” data only. Releasing is done by the Collecting Agent in the [Funding Detail](#) or [Reconcile Electronic Payments](#) screens. Depending on the rules of your individual trust, this data may or may not be funded.

1. Choose a **Collecting Agent** or select All (if you are a Fund Administrator in multiple jurisdictions, you can separate the reported benefits)
2. Choose a **Union** or select All
3. Enter the **Start date** and **End date** that corresponds to the data you want to export (defaults to current date)
4. By default, benefits are displayed by column; checking this box will display the benefits by row
5. Option to **Include Employer Number** (see [page 41](#) more information)
6. Option to **Include Classification XREF** (see [page 41](#) more information)
7. **Download Contributions**: Employee level data of benefits released during the date range is downloaded to an excel file
8. **Download Credits**: Defined as negative employee level data that is the result of an amendment filed by an employer. The employer may or may not be entitled to a refund. Individual Trust rules apply to how exception data is processed. This report should be run at least one a month.

## Paper Report Data

Paper reports are manually entered by the Collecting Agent and do not include employee level detail. Instead, (Paper Report) appears in the First Name data column and the employer’s aggregate totals appear under each reported benefit. You will need a copy of the paper report from the Collecting Agent to complete processing.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	
	Employer	EIN	Agreement	Union	Work Month	Submission Date	Release Date	Hours Worked	Working Wages	Hours Paid	Gross Wages	First Name	Middle Name	Last Name	SSN	Classification	Sub-Classification	Job Classification	Job Classification Code	Health	Pension	
1	Employer Two	123456789	Test Contract	Union 1	1/1/2015	2/12/2015	2/12/2015	120			2000	(Paper Report)									300	300

## Zero Hour Report Considerations

Zero hour report information will not display on the Download Contributions report. You can use the Activity Report to determine which employer filed zero hour reports.

## Add Employer Numbers

External Employer reference numbers can be added to EPRLive with the option of being included on the [Download Contributions](#) report. You are only able to add Employer Numbers to employers that are signatory to an agreement you are assigned as a Fund Administrator.

Employers						
Name	FEIN	Address	City	State	Postal Code	Employer Number
Employer One	123456789					
<a href="#">Save changes</a> <a href="#">Cancel changes</a>						

## Add Classification XREF

The Classification XREF is a classification cross reference tool that allows external classification reference names to be added in EPRLive with the option of being included on the [Download Contributions](#) report. Classification references are highly customizable as they can be assigned based on Union, Agreement, Classification and Benefit.

Employee Classifications Cross-reference Editor					
Union	Agreement	Classification	Sub Classification	Benefit	Classification XREF
Union 1	Test Agreement B	Class 1		NEBF	
Union 1	Test Agreement B	Class 1		Pension	
Union 1	Test Agreement B	Class 1		Admin Fee	
Union 1	Test Agreement B	Class 1		Vacation	

# Reports

## Activity Report

The Activity Report is a work month report that allows you to view payroll report filing and payment status by benefit.

1. Enter **Work month** (automatically populates to the current reporting month)
2. Filter by association membership status (if applicable)
3. Filter by **Report status**
  - All reports
  - Due (report the employer is signatory to, but that hasn't been started or submitted)
  - Started (report an employer has saved but hasn't submitted)
  - Submitted
  - Processed (report that has been funded and/or released)
  - Submitted or Processed
4. Filter by **Benefit**
5. Filter by **Payment status**
6. Filter to show only reports filed as zero-hours
7. **Suppress duplicate data** will prevent repeated data, such as employer name, on the report
8. Click **Refresh** to run the report with the selected filters

The screenshot shows the 'Activity Report' interface. At the top, there are several filter fields: 'Work month' (set to 2/2015), 'Association members' (All), 'Report status' (All), 'Benefit' (All), and 'Payment status' (All). A 'Reset' button is on the left. Below these is a checkbox for 'Show submitted zero-hour only' and a checked checkbox for 'Suppress duplicate data'. A dropdown menu for 'Report status' is open, showing options: All, Due, Started, Submitted, Processed, Submitted or Processed. Below the filters is a toolbar with 'Refresh', 'Save Raw Data', 'Save Formatted Report', and 'View Print Format' buttons. The main title is 'Activity for 2/2015'. Below that is a table header with columns: Employer, FEIN, Association Member, Union, Agreement, Status, Submission Date, Employees, Hours Worked, Gross Wages, Hours Paid, Working Wages, Benefit, Amount, Paid, Over/Short.

## Cash Receipts Report

Reflects benefits funded over a specified date range. Cash Receipts encompasses all monies received, not just cash payments. Start date and end date are based on activity date (date benefit was funded or released in the system).

The screenshot shows the 'Cash Receipts Report' interface. At the top, there are dropdowns for 'Collecting agent' (All) and 'Benefit' (All). Two date fields are highlighted with red boxes: 'Start date: 3/24/2015' and 'End date: 3/24/2015'. Below these is a toolbar with 'Refresh', 'Save Raw Data', 'Save Formatted Report', and 'View Print Format' buttons. The main title is 'Cash Receipts for All from 2015-03-24 to 2015-03-24'. Below that is a table with the following data:

Employer	FEIN	Union	Agreement	Work Month	Report Type	Date Submitted	Benefit	Reported Amount	Funded Payment Amount	Payment Date	Check Number	Date Funded	Release Date
ABC employer	000000009	Union 1	Contract One-1	1/1/2015	Payroll	3/16/2015	Pension	\$525.00	\$525.00	3/23/2015		3/24/2015	3/24/2015
*** Grand Total									\$525.00				
									\$525.00				

## Over/Short Report

Detailed report information that was over/under paid by selected benefit.

**Over/Short Report**

Benefit: All (1)  Include closed items with a balance. (2)

Refresh (3) Save Raw Data Save Formatted Report View Print Format  Fit to window (21 lines reported)

**Over/Short for All**

Employer	Union	Agreement	Work Month	Report Type	Date Submitted	Benefit	Reported Amount	Funded Amount	Over/Short
----------	-------	-----------	------------	-------------	----------------	---------	-----------------	---------------	------------

1. Filter by **Benefit** or select All
2. Checking this box will include all items the Collecting Agent has closed with a balance. If you have any questions about a balance that is removed from the Over/Short Report, review any comments and/or contact the Collecting Agent.
3. **Refresh** to run report query

## Payments Due

This delinquency report includes employer's payroll reports under the Collecting Agent's Funding Roster that have an amount owing and/or the benefit hasn't been released.

**Payroll Reports by Payments Due**

Payments Due are determined either by no payments being processed or the collecting agent not releasing reported data to you.

Filters & Options

Date Range: --- Select Value --- (1)  Report each benefit on its own row. (2)  Include closed items with a balance. (3)

Refresh (4) Save Raw Data Save Formatted Report View Print Format  Fit to window

1. **Date Range** filter options include day, week, month or year
2. By default, benefits are displayed on separate rows; unchecking this box will display the benefits by column.
3. Checking this box will include all items the Collecting Agent has closed with a balance. If you have any questions about a balance that is removed from the Payments Due report, review any comments and/or contact the Collecting Agent.
4. **Refresh** to run report query

## Reports Due

This report shows all payroll reports that have not been submitted. This does not necessarily mean that they are delinquent. Reports that do not require signatory status will not appear on the Reports Due.

**Reports Due**

For Microsoft word mail merging tutorials, click [Here](#)

Note: Due reports are determined by the employer not submitting a payroll report

Refresh Save Raw Data Save Formatted Report View Print Format  Fit to window (12 lines reported)

**Reports Due**

Work Month	Employer	EIN	Chapter	Union	Agreement	Address 1	Address 2	City	State	Zip Code
------------	----------	-----	---------	-------	-----------	-----------	-----------	------	-------	----------

# Auditor

An Auditor is defined as the organization with a complete (read only) view of the payroll reports filed by employers. Audit access is given at the agreement level and is managed by the Site Sponsor.

## Audit Payroll Report

This report allows you to search by agreement and work month and generates a list of viewable payroll reports by employer.

1. Select Agreement from drop down list
2. Enter the Work month

3. Clicking on an Employer name will open a non-editable version of the payroll report with employee level detail

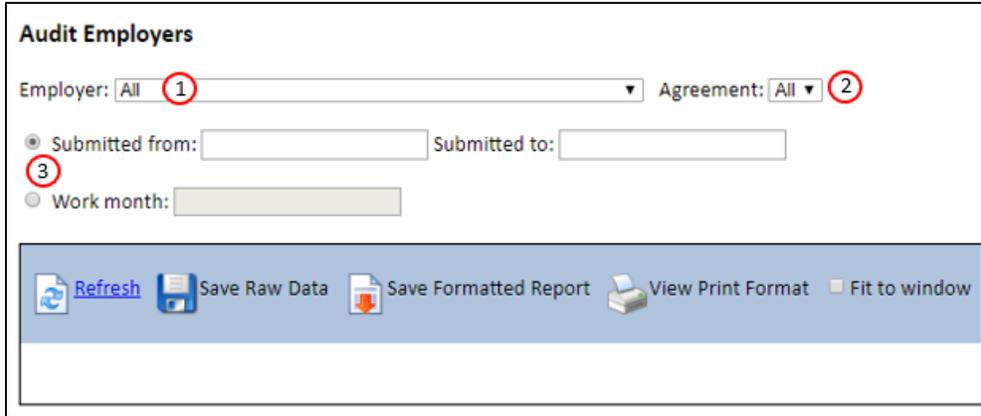
**Payroll Report**

Employer: ABC employer  
Agreement: Contract One  
Work month: 1/2015  
Submitted on: 3/16/2015

Employee	SSN	Classification	Hours Worked	Gross Wages	Admin Fee	ER	Flexible Spending	Health	NECA	Pension
Jefferson, Thomas	888-88-8888	Class 1	80.00	2000.00	\$40.00		\$50.00	\$725.00		\$400.00
Washington, George	111-11-1111	Class 4	45.00	1125.00	\$45.00		\$100.00	\$315.00		\$125.00
			125.00	3125.00	\$85.00	\$0.00	\$150.00	\$1,040.00	\$0.00	\$525.00

## Audit Employers

This report allows you to view reported data for one or all employers

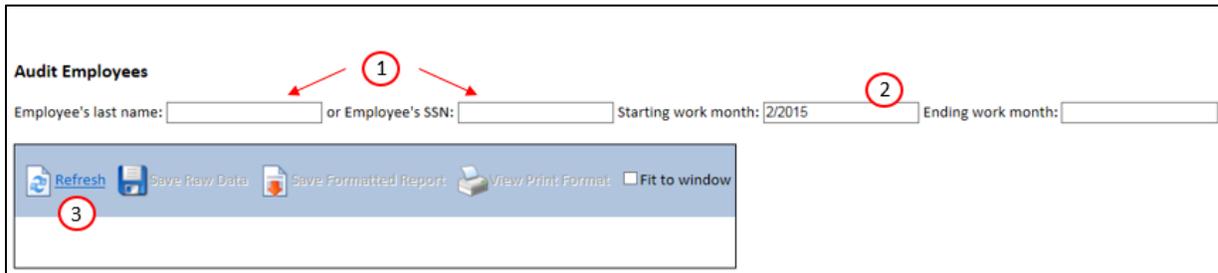


1. Select one [Employer](#) or All
2. If one [Employer](#) is selected, the [Agreement](#) list will populate with all signatory agreements
3. You may run this report by submission date or for a specific work month
4. Click [Refresh](#) to run the query

All reported employee level data for the employer is displayed on the screen.

## Audit Employees

This report allows you to view reported data for a specific employee across employers.

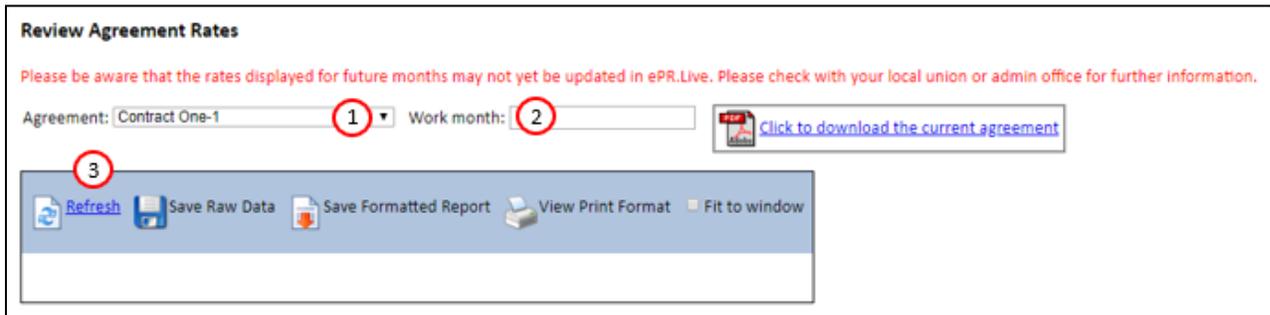


1. Search by employee last name or social security number
2. You may run this report for one or more work months
3. Click [Refresh](#) to run the query

All employer reported employee level data is displayed on the screen.

## Review Agreement Rates

This report displays the rate table, created by the Site Sponsor in EPRLive and used to calculate the benefits within an employer's payroll report.



1. Select an [Agreement](#) from the dropdown
2. Enter the desired [Work month](#)
3. Click [Refresh](#) to run the query

# Appendix A

## Future Month Reporting

The system will allow future month reporting for any agreement that is not set to require signatory status to file. This option is available when setting up a new Agreement in the Agreement Editor. All the other set-up steps are the same.

**Agreement Editor**

Name:

Type:

Union:

Union Contact:

Effective Start Date:

Effective End Date:

**Require signatory status to file**

Allow current-month reporting

Suppress from employers' report roster

To allow Future Month Reporting, make sure the [Require signatory status to file](#) box is unchecked. Once the agreement has been created it will be available to any employer that previously filed under that local union, on their [Payroll Reports](#) screen.

Since no signatory employers are selected, the agreement will not show as a due report to any employer. Instead, the employer will need to choose the report from the supplemental dropdown at the bottom of their Payroll Reports screen. They will need to choose the appropriate report, enter the work month they need to file for, and click [New](#) to open.

**Payroll Reports**

Report Filter

Due Reports

Completed Reports

There are no reports due at this time.

Create a supplemental:  for the work month:

Since signatory status is not required on this type of agreement, the report will not appear on reports that list employers who have not filed (i.e. [Reports Due](#)) because the system has no way of knowing they are supposed to. Also, the [Activity Report](#) cannot be run for work months that have not occurred yet.

## Examples of Custom Calculations

**When a Benefit rate varies based on the type of hours worked (Straight Time, Over Time, and Double Time)**

$$= \text{isnull}([\text{ST Hours}], 0) * \text{RATE} + \text{isnull}([\text{OT Hours}], 0) * \text{RATE} + \text{isnull}([\text{DT Hours}], 0) * \text{RATE}$$

*(i.e., Annuity rate differs based on type of hour worked. Custom calculation is placed in the Annuity benefit within the rate schedule; RATE is replaced with rate per hour.)*

**When a Benefit is calculated based on another benefit calculation**

$$= \text{IF}(\text{ISNULL}([\text{Benefit 1}], 0) = 0, 0, ([\text{Hours Worked}] * \text{RATE}) - [\text{Benefit 1}])$$

*(i.e., Benefit 1 rate is deducted from Benefit 2 and remitted separately. Custom calculation is placed in the Benefit 2 rate schedule; RATE is replaced with the Benefit 2 rate per hour.)*

**When a Benefit is calculated based on percentage of gross wages but not less than a specific rate per hour.**

$$= \text{isnull}([\text{Gross Wages}], 0) * .03 < \text{isnull}([\text{Hours Worked}], 0) * .5$$

*(i.e., If Wages x 3% is less than \$.05 per hours worked than use \$.05 per hour as benefit calculation)*

**IMPORTANT:**

Custom calculations require testing. Contact EPRLive support for assistance in creating and testing all custom calculations.