



## EmployerXG Remittance Quick Guide

Version: 3.1 – Local 130

### Introduction

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

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

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# Add a new employee to a remittance

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

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

The screenshot shows a web interface for 'PLUMBERS GROUP'. At the top, there are navigation tabs: Home, History, Employer Profile, and Personal Profile. Below the tabs, the group name 'PLUMBERS GROUP' is displayed. The main section is titled 'Your Remittances Due' and contains a table with the following data:

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

- For remittances that have a status of **Due** or **In Progress**, click the remittance **Status** to view.
  - For remittances that have a status of **In Cart**, **Scheduled**, or **Saved For Later**, from the **Your Remittances Due** listing, click on the **Status** link for the remittance that you want to view. Then, click **Edit Remittance**.
2. Enter the SSN of the employee. The **Create Employee** window displays.

Group: **PLUMBERS GROUP**  
 Description: PCA\_20190601 - PLUMBING CONTRACTORS ASSOCN Work Period: 202002 02/24/2020 - 02/28/2020

**Employee Details**

Edit Remove Details Employees Comment: (Maximum Character: 50)

Employee SSN	Name	JOB CLASS	PAC	PAC AMT(\$)	HOURS	SCHOOL HOURS
111111119						

**Validate Employee**

Last Name\*:

Birth Date:

Validate Cancel

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

Group: **PLUMBERS GROUP**  
 Description: PCA\_20190601 - PLUMBING CONTRACTORS ASSOCN Work Period: 202002 02/24/2020 - 02/28/2020

**Employee Details**

Edit Remove Details Employees Comment: (Maximum Character: 0/50)

Employee SSN	Name	JOB CLASS	PAC	PAC AMT(\$)	HOURS	SCHOOL HOURS
111111199	RICK RODKEY	A2	PAC 10 CENTS			

*(please note, all images are sample only)*

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

# Copy an existing remittance

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

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

Group: **PLUMBERS GROUP**

**Your Remittances Due**

Open Copy Upload No Work Create Remittance

Ref No	Due Date	Status	Past Due	Description	Work Period
<input type="checkbox"/> P64658	03/05/2020	<a href="#">In Progress</a>		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN	<b>202002</b> 02/24/2020 - 02/28/2020
<input type="checkbox"/> P64563	03/01/2020	<a href="#">Due</a>		WSA_20191001 - WEST SUBURBAN ASSOC AGRMNT	<b>202002</b> 02/01/2020 - 02/29/2020
<input type="checkbox"/> P64680	03/01/2020	<a href="#">Due</a>		SIGP_20190601 - SIG PARTICIPATION PCA	<b>202002</b> 02/01/2020 - 02/29/2020
<input type="checkbox"/> P64657	02/27/2020	<a href="#">Due</a>		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN	<b>202002</b> 02/17/2020 - 02/21/2020
<input type="checkbox"/> P64656	02/20/2020	<a href="#">Due</a>		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN	<b>202002</b> 02/10/2020 - 02/14/2020
<input type="checkbox"/> P64655	02/13/2020	<a href="#">Due</a>		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN	<b>202002</b> 02/03/2020 - 02/07/2020
<input type="checkbox"/> P64654	02/06/2020	<a href="#">Due</a>		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN	<b>202001</b> 01/27/2020 - 01/31/2020
<input type="checkbox"/> P64562	02/01/2020	<a href="#">Due</a>		WSA_20191001 - WEST SUBURBAN ASSOC AGRMNT	<b>202001</b> 01/01/2020 - 01/31/2020
<input type="checkbox"/> P64679	02/01/2020	<a href="#">Due</a>		SIGP_20190601 - SIG PARTICIPATION PCA	<b>202001</b> 01/01/2020 - 01/31/2020
<input type="checkbox"/> P64653	01/30/2020	<a href="#">Due</a>		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN	<b>202001</b> 01/20/2020 - 01/24/2020
<input type="checkbox"/> P64652	01/23/2020	<a href="#">Due</a>		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN	<b>202001</b> 01/13/2020 - 01/17/2020
<input type="checkbox"/> P64651	01/16/2020	<a href="#">Due</a>		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN	<b>202001</b> 01/06/2020 - 01/10/2020
<input type="checkbox"/> P64650	01/09/2020	<a href="#">Due</a>		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN	<b>202001</b> 12/30/2019 - 01/03/2020
<input type="checkbox"/> P64649	01/02/2020	<a href="#">Due</a>	!	PCA_20190601 - PLUMBING CONTRACTORS ASSOCN	<b>201912</b> 12/23/2019 - 12/27/2019
<input type="checkbox"/> P64561	01/01/2020	<a href="#">Due</a>	!	WSA_20191001 - WEST SUBURBAN ASSOC AGRMNT	<b>201912</b> 12/01/2019 - 12/31/2019

- 2 Click  **Copy**.

**Copy Remittance**

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

Continue Cancel

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

# Add remittance to cart

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

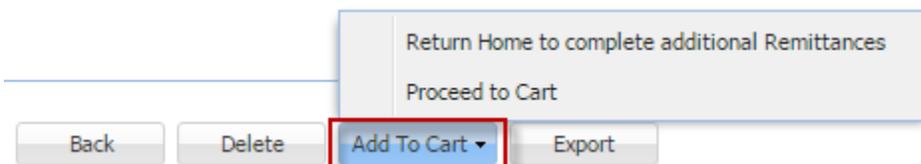
1. From the Home page, click the remittance status to add to your payment cart.
  - If a message like the one shown below displays, click **Edit Remittance**.



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

Ref No	Due Date	Status	Past Due	Employer Number
D89417	02/15/2010	<a href="#">In Cart</a>	!	128600000
F63447	08/15/2017	<a href="#">In Progress</a>		128600000
F63445	06/15/2017	<a href="#">In Progress</a>		128600000
F63443	04/15/2017	<a href="#">In Progress</a>		128600000
F63442	03/15/2017	<a href="#">In Progress</a>		128600000

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



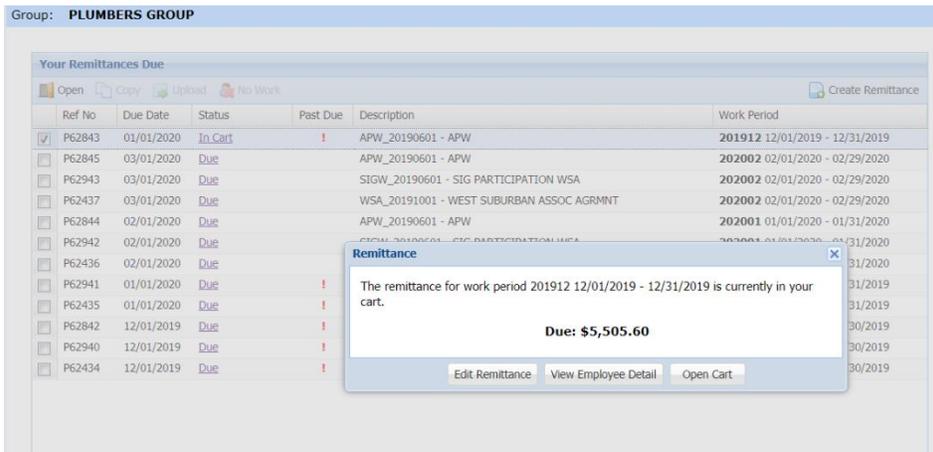
- Next, you can choose to proceed to your cart, return to the Home page to complete additional remittances, or export the employee information to a spreadsheet.

# Access the payment cart

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

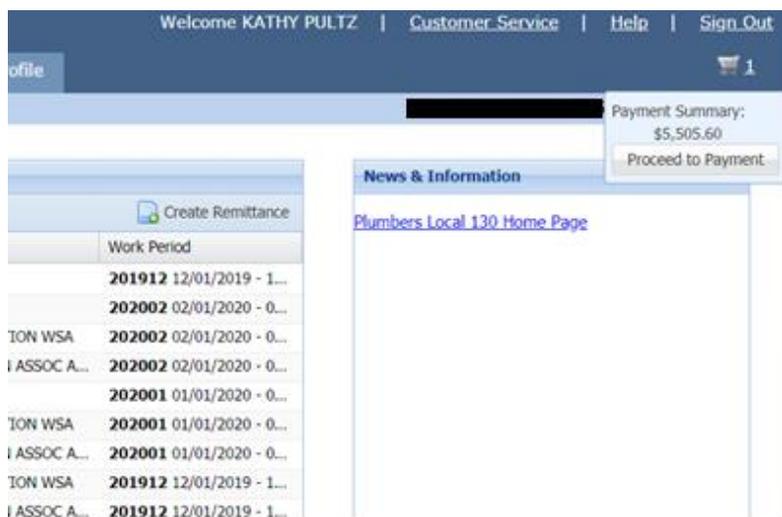
## OPTION 1

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



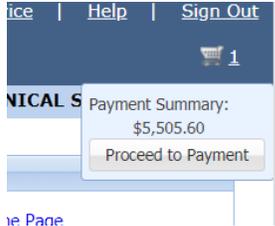
## OPTION 2

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



# Pay a remittance

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



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

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



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

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

4 Click **Apply Payment**.

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

**Payment Confirmation**

Remittance Count:	3
Remittance Amount Due:	\$6,690.75
Damage Amount Due:	\$71,046.29
Total Amount Due:	\$71,624.08
Total Amount Paid:	\$1,492.99
Payment Date:	24/02/2017
Payment Method:	

Press OK to confirm payment or Cancel to review your work.  
After confirming you will be able to print a detailed payment receipt from the History tab.  
You are paying for Group 0003 EFT!

OK Cancel

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

**Payment Information**

Enter your bank account information and provide your authorization for payment.

\* = Required

**Name on Account:** [REDACTED] **Address:** [REDACTED]  
WOODRIDGE, IL 60517  
USA

Email Address: elancor@ualocal130funds.com

**Routing Number\*:** [REDACTED] **Payment Details:**  
Remittance Count: 1  
Remittance Amount Due: \$5,505.60  
Total Amount Due: \$5,505.60  
Total Amount Paid: \$5,505.60  
Payment Date: 01/07/2020

**Account Number\*:** [REDACTED]

**Confirm Account Number\*:** [REDACTED]

**Account Type\*:** Checking

Note: Bank information can be updated in Employer Profile to be used here automatically.

I agree to the [terms & conditions](#)

By clicking the OK button below, [REDACTED] authorizes to charge my business checking account on 1/7/2020 for the amount of \$5,505.60 for remittance(s) due.

Powered By

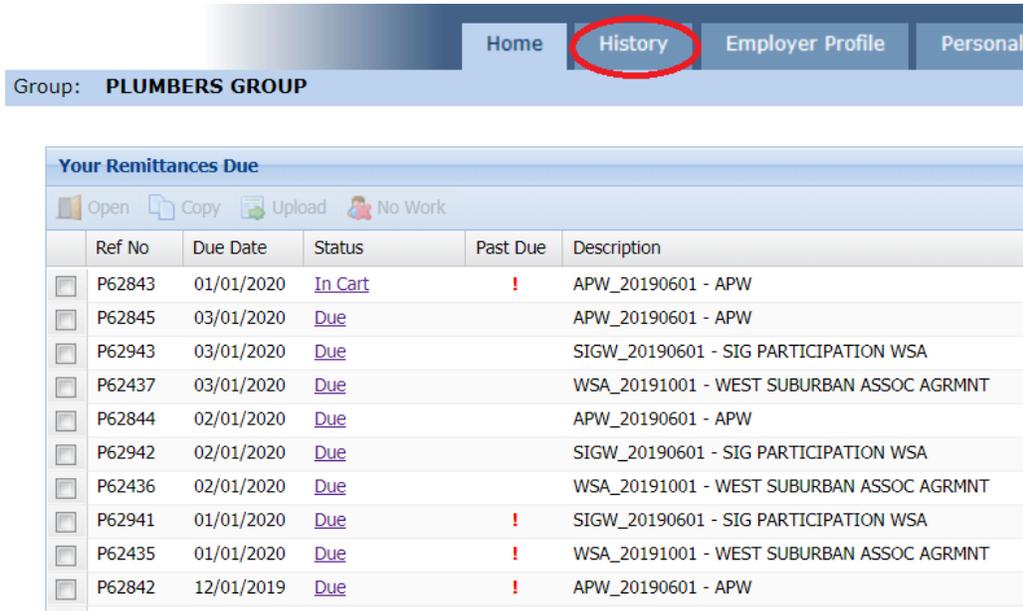


OK Cancel

- Enter the required banking information.
  - Click the check boxes to authorize the payment charge and accept the terms & conditions.
  - Click **OK**. A summary of your payment displays.
- Verify the information shown, then click **OK**. The remittances in the cart are processed, and you're directed to the **History** page where you can print a detailed receipt (see "[View and print a remittance receipt](#)" on page 11).

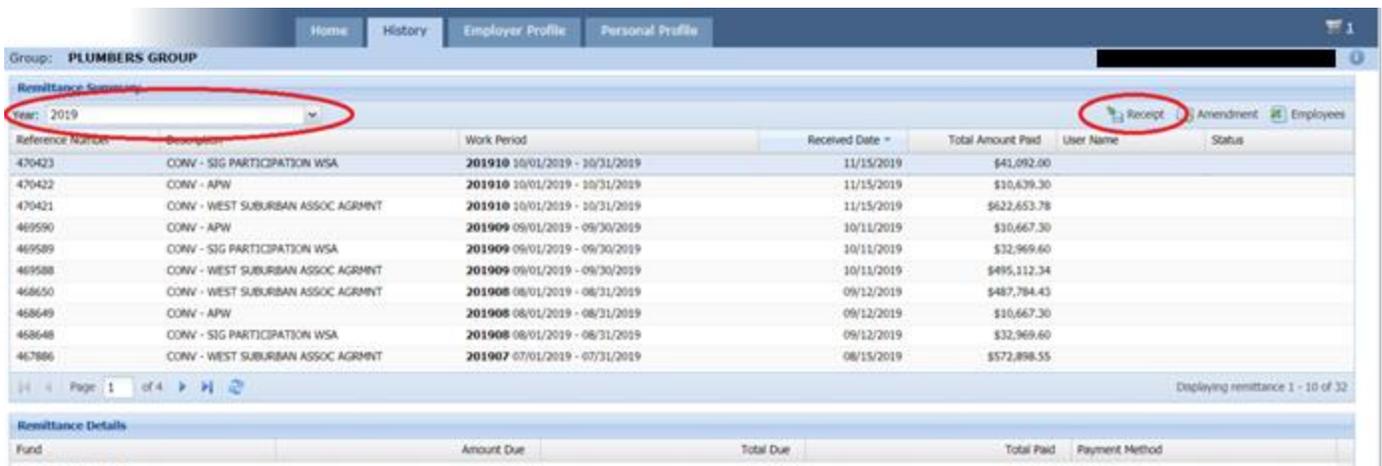
# View and print a remittance receipt

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



Ref No	Due Date	Status	Past Due	Description
P62843	01/01/2020	In Cart	!	APW_20190601 - APW
P62845	03/01/2020	Due		APW_20190601 - APW
P62943	03/01/2020	Due		SIGW_20190601 - SIG PARTICIPATION WSA
P62437	03/01/2020	Due		WSA_20191001 - WEST SUBURBAN ASSOC AGRMNT
P62844	02/01/2020	Due		APW_20190601 - APW
P62942	02/01/2020	Due		SIGW_20190601 - SIG PARTICIPATION WSA
P62436	02/01/2020	Due		WSA_20191001 - WEST SUBURBAN ASSOC AGRMNT
P62941	01/01/2020	Due	!	SIGW_20190601 - SIG PARTICIPATION WSA
P62435	01/01/2020	Due	!	WSA_20191001 - WEST SUBURBAN ASSOC AGRMNT
P62842	12/01/2019	Due	!	APW_20190601 - APW

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



Reference Number	Description	Work Period	Received Date	Total Amount Paid	User Name	Status
470423	CONV - SIG PARTICIPATION WSA	201910 10/01/2019 - 10/31/2019	11/15/2019	\$41,092.00		
470422	CONV - APW	201910 10/01/2019 - 10/31/2019	11/15/2019	\$10,639.30		
470421	CONV - WEST SUBURBAN ASSOC AGRMNT	201910 10/01/2019 - 10/31/2019	11/15/2019	\$622,653.78		
469590	CONV - APW	201909 09/01/2019 - 09/30/2019	10/11/2019	\$10,667.30		
469589	CONV - SIG PARTICIPATION WSA	201909 09/01/2019 - 09/30/2019	10/11/2019	\$32,969.60		
469588	CONV - WEST SUBURBAN ASSOC AGRMNT	201909 09/01/2019 - 09/30/2019	10/11/2019	\$495,112.34		
468650	CONV - WEST SUBURBAN ASSOC AGRMNT	201908 08/01/2019 - 08/31/2019	09/12/2019	\$487,784.43		
468649	CONV - APW	201908 08/01/2019 - 08/31/2019	09/12/2019	\$10,667.30		
468648	CONV - SIG PARTICIPATION WSA	201908 08/01/2019 - 08/31/2019	09/12/2019	\$32,969.60		
467886	CONV - WEST SUBURBAN ASSOC AGRMNT	201907 07/01/2019 - 07/31/2019	08/15/2019	\$572,898.55		

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



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



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

[REDACTED]				
Remittance Receipt				
<i>Employer Code:</i>	128600001	<i>Reference Number:</i>	D22793	
<i>Employer Name:</i>	ITS REGRESSION TIME	<i>Agreement:</i>	REGRESSION 2	
<i>County:</i>	ITS REGRESSION TIME	<i>Contract:</i>	REGRESSION2	
<i>Scheduled Date:</i>	N/A	<i>Due Date:</i>	7/15/2013	
<i>Payroll Dates:</i>	6/1/2013 - 6/30/2013	<i>Report Period:</i>	201306	
<i>Payment Method:</i>	EFT-****9045	<i>Payment Date:</i>	7/25/2016	
<i>Check #:</i>	N/A	<i>User Name:</i>		
<i>Grand Total:</i>	\$43,913.60	<i>Contact Name:</i>		
Fund	Amount Due	Damage Due	Total Due	Amount Paid
ANNUITY FUND	2783.46	6012.11	8795.57	8795.57
PENSION FUND	12524.34	22543.69	35068.03	35068.03
PORT SUPP TEST	50.00	0.00	50.00	50.00
<b>Total:</b>	<b>\$15,357.80</b>	<b>\$28,555.80</b>	<b>\$43,913.60</b>	<b>\$43,913.60</b>

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

# Remittance History list

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

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

Group: **PLUMBERS GROUP**

Remittance Summary

Year: 2019

Receipt Amendmen Employees

Reference Number	Description	Work Period	Received Date	Total Amount Paid	User Name	Status
470423	CONV - SIG PARTICIPATION WSA	201910 10/01/2019 - 10/31/2019	11/15/2019	\$41,092.00		
470422	CONV - APW	201910 10/01/2019 - 10/31/2019	11/15/2019	\$10,639.30		
470421	CONV - WEST SUBURBAN ASSOC AGRMNT	201910 10/01/2019 - 10/31/2019	11/15/2019	\$622,653.78		
469590	CONV - APW	201909 09/01/2019 - 09/30/2019	10/11/2019	\$10,667.30		
469589	CONV - SIG PARTICIPATION WSA	201909 09/01/2019 - 09/30/2019	10/11/2019	\$32,969.60		
469588	CONV - WEST SUBURBAN ASSOC AGRMNT	201909 09/01/2019 - 09/30/2019	10/11/2019	\$495,112.34		
468650	CONV - WEST SUBURBAN ASSOC AGRMNT	201908 08/01/2019 - 08/31/2019	09/12/2019	\$487,784.43		
468649	CONV - APW	201908 08/01/2019 - 08/31/2019	09/12/2019	\$10,667.30		
468648	CONV - SIG PARTICIPATION WSA	201908 08/01/2019 - 08/31/2019	09/12/2019	\$32,969.60		
467886	CONV - WEST SUBURBAN ASSOC AGRMNT	201907 07/01/2019 - 07/31/2019	08/15/2019	\$572,898.55		

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Displaying remittance 1 - 10 of 32

Remittance Details

Fund	Amount Due	Total Due	Total Paid	Payment Method
PL130 PENSION FUND	\$14,700.00	\$14,700.00	\$14,700.00	62865
RHITH DING FUND	€300.00	€300.00	€300.00	62865

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

# Create a no work or supplemental remittance

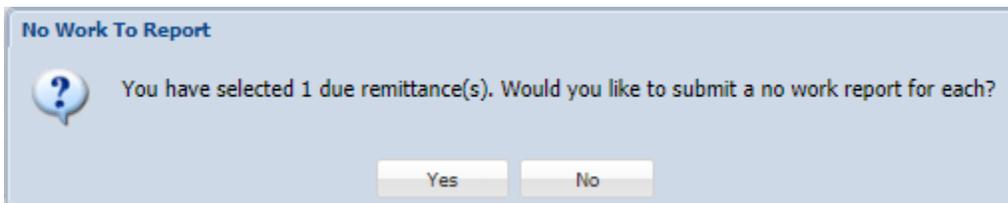
## Create a No Work remittance

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

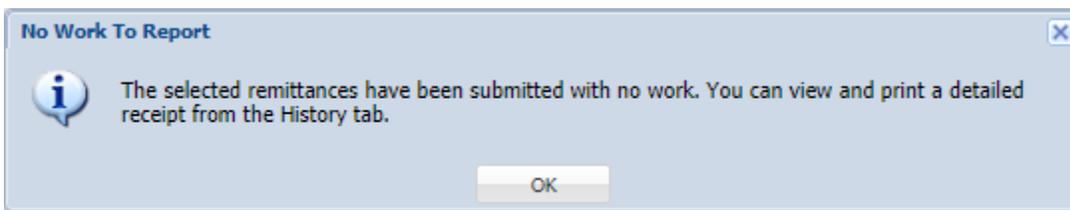
Group: **PLUMBERS GROUP**

Your Remittances Due						
Open Copy Upload No Work						Create Remittance
	Ref No	Due Date	Status	Past Due	Description	Work Period
<input type="checkbox"/>	P62845	03/01/2020	<a href="#">Due</a>		APW_20190601 - APW	<b>202002</b> 02/01/2020 - 02/29/2020
<input type="checkbox"/>	P62943	03/01/2020	<a href="#">Due</a>		SIGW_20190601 - SIG PARTICIPATION WSA	<b>202002</b> 02/01/2020 - 02/29/2020
<input type="checkbox"/>	P62437	03/01/2020	<a href="#">Due</a>		WSA_20191001 - WEST SUBURBAN ASSOC AGRMNT	<b>202002</b> 02/01/2020 - 02/29/2020
<input type="checkbox"/>	P62844	02/01/2020	<a href="#">Due</a>		APW_20190601 - APW	<b>202001</b> 01/01/2020 - 01/31/2020
<input type="checkbox"/>	P62942	02/01/2020	<a href="#">Due</a>		SIGW_20190601 - SIG PARTICIPATION WSA	<b>202001</b> 01/01/2020 - 01/31/2020
<input type="checkbox"/>	P62436	02/01/2020	<a href="#">Due</a>		WSA_20191001 - WEST SUBURBAN ASSOC AGRMNT	<b>202001</b> 01/01/2020 - 01/31/2020
<input type="checkbox"/>	P62843	01/01/2020	<a href="#">Due</a>	!	APW_20190601 - APW	<b>201912</b> 12/01/2019 - 12/31/2019
<input type="checkbox"/>	P62941	01/01/2020	<a href="#">Due</a>	!	SIGW_20190601 - SIG PARTICIPATION WSA	<b>201912</b> 12/01/2019 - 12/31/2019
<input type="checkbox"/>	P62435	01/01/2020	<a href="#">Due</a>	!	WSA_20191001 - WEST SUBURBAN ASSOC AGRMNT	<b>201912</b> 12/01/2019 - 12/31/2019
<input type="checkbox"/>	P62842	12/01/2019	<a href="#">Due</a>	!	APW_20190601 - APW	<b>201911</b> 11/01/2019 - 11/30/2019
<input type="checkbox"/>	P62940	12/01/2019	<a href="#">Due</a>	!	SIGW_20190601 - SIG PARTICIPATION WSA	<b>201911</b> 11/01/2019 - 11/30/2019
<input type="checkbox"/>	P62434	12/01/2019	<a href="#">Due</a>	!	WSA_20191001 - WEST SUBURBAN ASSOC AGRMNT	<b>201911</b> 11/01/2019 - 11/30/2019

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



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



4. Click **OK**.

## Create a supplemental remittance

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



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

Group: **PLUMBERS GROUP**

Your Remittances Due						
Ref No	Due Date	Status	Past Due	Description	Work Period	
<input type="checkbox"/> P62845	03/01/2020	<a href="#">Due</a>		APW_20190601 - APW	202002 02/01/2020 - 02/29/2020	
<input type="checkbox"/> P62943	03/01/2020	<a href="#">Due</a>		SIGW_20190601 - SIG PARTICIPATION WSA	202002 02/01/2020 - 02/29/2020	
<input type="checkbox"/> P62437	03/01/2020	<a href="#">Due</a>		WSA_20191001 - WEST SUBURBAN ASSOC AGRMNT	202002 02/01/2020 - 02/29/2020	
<input type="checkbox"/> P62844	02/01/2020	<a href="#">Due</a>		APW_20190601 - APW	202001 01/01/2020 - 01/31/2020	
<input type="checkbox"/> P62942	02/01/2020	<a href="#">Due</a>		SIGW_20190601 - SIG PARTICIPATION WSA	202001 01/01/2020 - 01/31/2020	
<input type="checkbox"/> P62436	02/01/2020	<a href="#">Due</a>		WSA_20191001 - WEST SUBURBAN ASSOC AGRMNT	202001 01/01/2020 - 01/31/2020	
<input type="checkbox"/> P62843	01/01/2020	<a href="#">Due</a>	!	APW_20190601 - APW	201912 12/01/2019 - 12/31/2019	
<input type="checkbox"/> P62941	01/01/2020	<a href="#">Due</a>	!	SIGW_20190601 - SIG PARTICIPATION WSA	201912 12/01/2019 - 12/31/2019	
<input type="checkbox"/> P62435	01/01/2020	<a href="#">Due</a>	!	WSA_20191001 - WEST SUBURBAN ASSOC AGRMNT	201912 12/01/2019 - 12/31/2019	
<input type="checkbox"/> P62842	12/01/2019	<a href="#">Due</a>	!	APW_20190601 - APW	201911 11/01/2019 - 11/30/2019	
<input type="checkbox"/> P62940	12/01/2019	<a href="#">Due</a>	!	SIGW_20190601 - SIG PARTICIPATION WSA	201911 11/01/2019 - 11/30/2019	
<input type="checkbox"/> P62434	12/01/2019	<a href="#">Due</a>	!	WSA_20191001 - WEST SUBURBAN ASSOC AGRMNT	201911 11/01/2019 - 11/30/2019	

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

**Create New Remittance**

\* = Required **2**

Employer\*: AMS MECHANICAL S  
Payroll From Date\*: 01/01/2020  
Payroll Thru Date\*: 01/31/2020  
Work Period: 202001

Group: PLUMBERS GROUP  
Local: LOCAL 130  
Area: Select a Area...  
Location: Select a Location...  
Association: Select a Association...

**3**

List of Agreements						
Agreement	Contract	Group	Local	Area	Location	Association
APW	APW	PLUMBERS GROUP	LOCAL 130			
SIG PARTICIPATION WSA	SIGW	PLUMBERS GROUP	LOCAL 130			
WEST SUBURBAN ASSOC...	WSA	PLUMBERS GROUP	LOCAL 130			

Page 1 of 1  
Displaying agreements 1 - 3 of 3

**4**

**5**

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