



## EmployerXG Remittance Quick Guide

Version: 3.1 – Local 130

## Introduction

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

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

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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:

Your Remittances Due					
	Ref No	Due Date	Status	Past Due	Description
<input type="checkbox"/>	P64658	03/05/2020	In Progress		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN
<input type="checkbox"/>	P64563	03/01/2020	Due		WSA_20191001 - WEST SUBURBAN ASSOC AGRMNT
<input type="checkbox"/>	P64680	03/01/2020	Due		SIGP_20190601 - SIG PARTICIPATION PCA
<input type="checkbox"/>	P64657	02/27/2020	Due		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN
<input type="checkbox"/>	P64656	02/20/2020	Due		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN
<input type="checkbox"/>	P64655	02/13/2020	Due		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN
<input type="checkbox"/>	P64654	02/06/2020	Due		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN
<input type="checkbox"/>	P64562	02/01/2020	Due		WSA_20191001 - WEST SUBURBAN ASSOC AGRMNT
<input type="checkbox"/>	P64679	02/01/2020	Due		SIGP_20190601 - SIG PARTICIPATION PCA
<input type="checkbox"/>	P64653	01/30/2020	Due		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN
<input type="checkbox"/>	P64652	01/23/2020	Due		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN

- 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: 0/50)		
Employee SSN	Name	JOB CLASS	PAC	PAC AMT(\$)	HOURS	SCHOOL HOURS	
<input type="checkbox"/> 11111119							

**Validate Employee**

Last Name\*:

Birth Date:

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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	
<input type="checkbox"/> 111111199	RICK RODKEY	A2	<input type="button" value="PAC 10 CENTS"/>				
<input type="checkbox"/>							

(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).

Your Remittances Due					
	Ref No	Due Date	Status	Past Due	Description
<input type="checkbox"/>	P64658	03/05/2020	In Progress		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN
<input type="checkbox"/>	P64563	03/01/2020	Due		WSA_20191001 - WEST SUBURBAN ASSOC AGRMNT
<input type="checkbox"/>	P64680	03/01/2020	Due		SIGP_20190601 - SIG PARTICIPATION PCA
<input type="checkbox"/>	P64657	02/27/2020	Due		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN
<input type="checkbox"/>	P64656	02/20/2020	Due		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN
<input type="checkbox"/>	P64655	02/13/2020	Due		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN
<input type="checkbox"/>	P64654	02/06/2020	Due		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN
<input type="checkbox"/>	P64562	02/01/2020	Due		WSA_20191001 - WEST SUBURBAN ASSOC AGRMNT
<input type="checkbox"/>	P64679	02/01/2020	Due		SIGP_20190601 - SIG PARTICIPATION PCA
<input type="checkbox"/>	P64653	01/30/2020	Due		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN
<input type="checkbox"/>	P64652	01/23/2020	Due		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN
<input type="checkbox"/>	P64651	01/16/2020	Due		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN
<input type="checkbox"/>	P64650	01/09/2020	Due		PCA_20190601 - PLUMBING CONTRACTORS ASSOCN
<input type="checkbox"/>	P64649	01/02/2020	Due	!	PCA_20190601 - PLUMBING CONTRACTORS ASSOCN
<input type="checkbox"/>	P64561	01/01/2020	Due	!	WSA_20191001 - WEST SUBURBAN ASSOC AGRMNT

- 2 Click 

**Copy Remittance**

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

**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

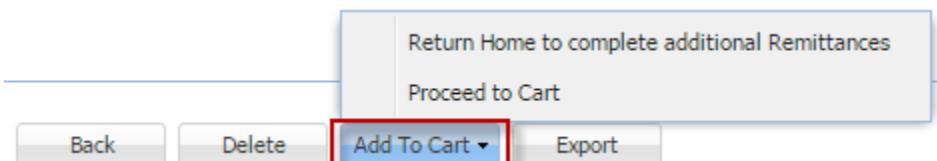
- From the Home page, click the remittance status to add to your payment cart.
  - If a message like the one shown below displays, click **Edit Remittance**.



- 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

- 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.

The screenshot shows a software interface titled "Your Remittances Due". At the top, there are buttons for "Open", "Copy", "Upload", and "No Work". Below this is a table with columns: Ref No, Due Date, Status, Past Due, Description, and Work Period. Several rows are listed, each with a checkbox. One row has a checked checkbox and is highlighted. A modal window titled "Remittance" is displayed over the table. It contains the message: "The remittance for work period 201912 12/01/2019 - 12/31/2019 is currently in your cart." Below this, it says "Due: \$5,505.60". At the bottom of the modal are buttons for "Edit Remittance", "View Employee Detail", and "Open Cart".

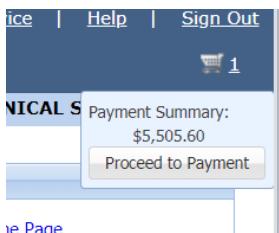
### OPTION 2

- 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.

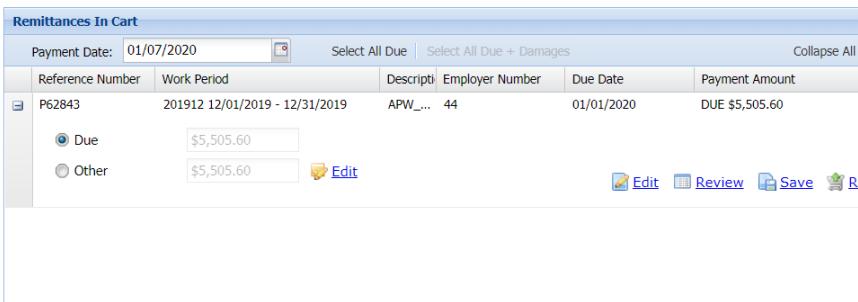
The screenshot shows a software ribbon with various tabs like "File", "Customer Service", "Help", and "Sign Out". On the far right of the ribbon, there is a shopping cart icon with the number "1" next to it. A tooltip window appears above the cart icon, displaying "Payment Summary: \$5,505.60" and a "Proceed to Payment" button. Below the ribbon, there is a dropdown menu titled "Work Period". The menu lists several options, each preceded by a checkbox and a description. Some descriptions include "TON WSA", "I ASSOC A...", and "TON WSA".

# Pay a remittance

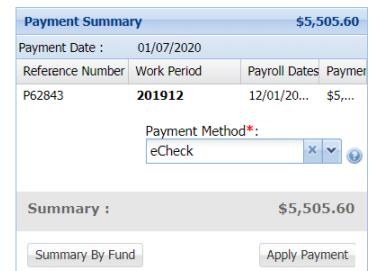
Once the correct employees have been added to and adjusted in a remittance, you can pay for the remittance in the payment cart.



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



Remittances In Cart							
Payment Date:		01/07/2020	Select All Due		Select All Due + Damages		
Reference Number	Work Period	Description	Employer Number	Due Date	Payment Amount		
P62843	201912 12/01/2019 - 12/31/2019	APW_... 44		01/01/2020	DUE \$5,505.60		
<input checked="" type="radio"/> Due		\$5,505.60					
<input type="radio"/> Other		\$5,505.60					



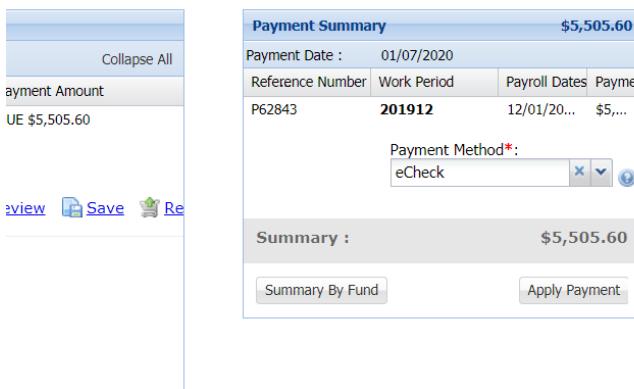
Payment Summary				\$5,505.60
Payment Date :	01/07/2020	Payroll Dates	Payment Method	
Reference Number	Work Period			
P62843	201912	12/01/20...	eCheck	
Summary :				\$5,505.60
Summary By Fund			Apply Payment	

- 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.

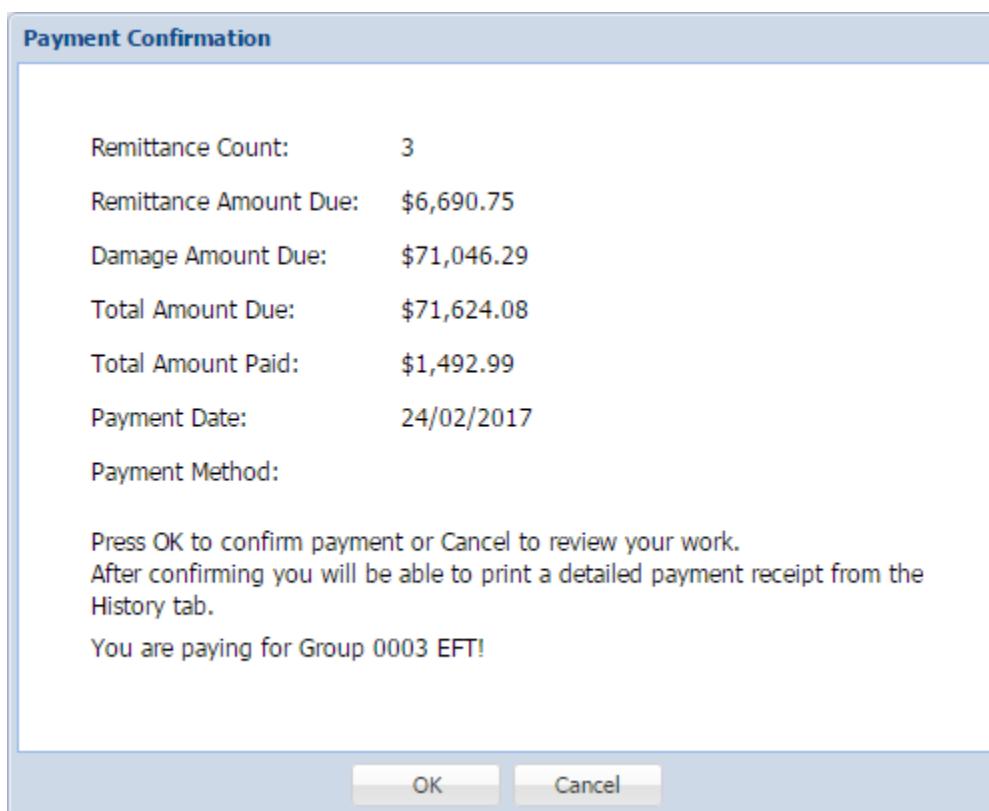
- 3 Unless your configuration has a default payment type, choose either **Check**, or **eCheck** as the Payment Method in the Payment Summary table.



Payment Summary				\$5,505.60
Payment Date :	01/07/2020	Payroll Dates	Payment Method*	
Reference Number	Work Period			
P62843	201912	12/01/20...	eCheck	
Summary :				\$5,505.60
Summary By Fund			Apply Payment	

**4 Click **Apply Payment**.**

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



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

**Payment Information**

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

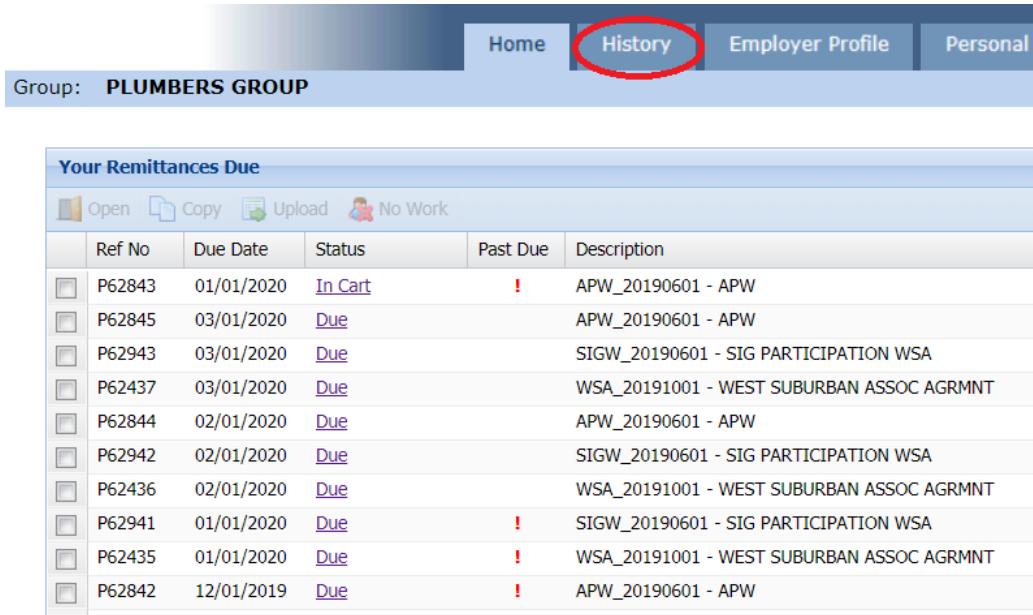
\* = Required

<b>Name on Account:</b>	<b>Address:</b>
[REDACTED]	[REDACTED] WOODRIDGE, IL 60517 USA
<b>Email Address:</b> elancor@ualocal130funds.com	
<b>Routing Number*:</b> [REDACTED] 	<b>Payment Details:</b>
	Remittance Count: 1
<b>Account Number*:</b> [REDACTED]	Remittance Amount Due: \$5,505.60
	Total Amount Due: \$5,505.60
<b>Confirm Account Number*:</b> [REDACTED]	Total Amount Paid: \$5,505.60
	Payment Date: 01/07/2020
<b>Account Type*:</b> Checking	
<small>Note: Bank information can be updated in Employer Profile to be used here automatically.</small>	
<input type="checkbox"/> I agree to the <a href="#">terms &amp; conditions</a>	
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.	
<small>Powered By</small> 	
<input type="button" value="OK"/> <input type="button" value="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.
- 5 Verify the information shown, then click **OK**. The remittances in the cart are processed, and you're directed to the History page where you can print a detailed receipt (see "View and print a remittance receipt " on page 11).

## View and print a remittance receipt

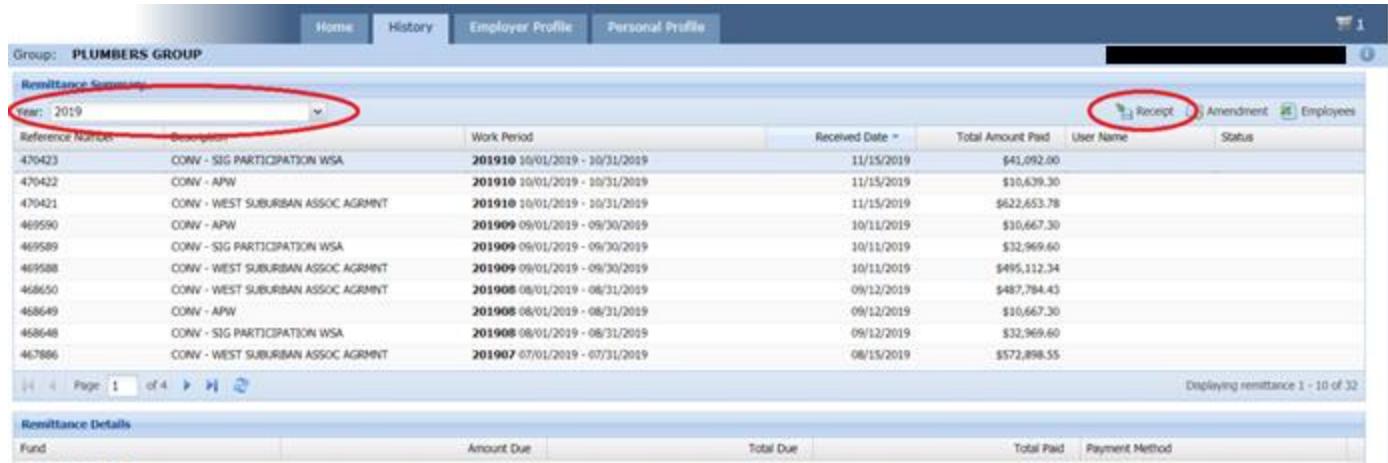
Use  in the History tab to create a PDF receipt of a submitted remittance. This feature is great for keeping your records up to date.



The screenshot shows a software interface with a top navigation bar containing "Home", "History" (which is circled in red), "Employer Profile", and "Personal". Below the navigation bar, it says "Group: PLUMBERS GROUP". The main content area is titled "Your Remittances Due" and contains a table with the following data:

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.



The screenshot shows a software interface with a top navigation bar containing "Home", "History" (which is circled in red), "Employer Profile", and "Personal Profile". Below the navigation bar, it says "Group: PLUMBERS GROUP". The main content area has two sections: "Remittance Summary" and "Remittance Details".  
**Remittance Summary:** It includes a dropdown menu labeled "Year: 2019" (circled in red) and a table with columns: Reference Number, Description, Work Period, Received Date, Total Amount Paid, User Name, and Status. The table data is as follows:

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	\$487,794.43		
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		
467866	CONV - WEST SUBURBAN ASSOC AGRMNT	201907 07/01/2019 - 07/31/2019	08/15/2019	\$572,898.55		

**Remittance Details:** It includes a table with columns: Fund, Amount Due, Total Due, Total Paid, and Payment Method. The table data is as follows:

Fund	Amount Due	Total Due	Total Paid	Payment Method
CONV	\$1,000.00	\$1,000.00	\$1,000.00	Credit Card

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 .



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

The screenshot shows a web page header with links to Version 4.0.20192.6, Security Policy, Privacy Policy, Terms of Use, and a copyright notice for basys 2019. Below the header, a PDF file named "H34559\_receipt.pdf" is displayed with a green oval highlighting its name. To the right of the PDF are buttons for "Show all" and "X".

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

**Remittance Receipt**

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

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.

Remittance Summary						
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		

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
RUITING 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.

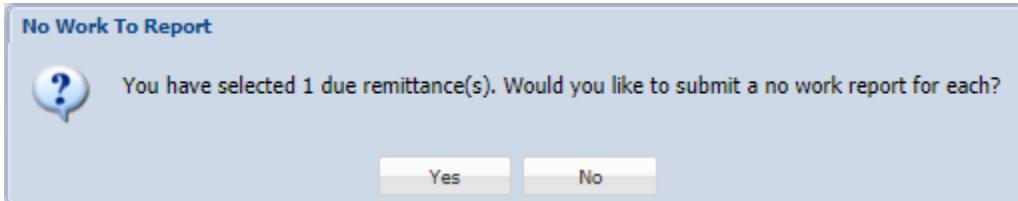
Group: PLUMBERS GROUP

Your Remittances Due

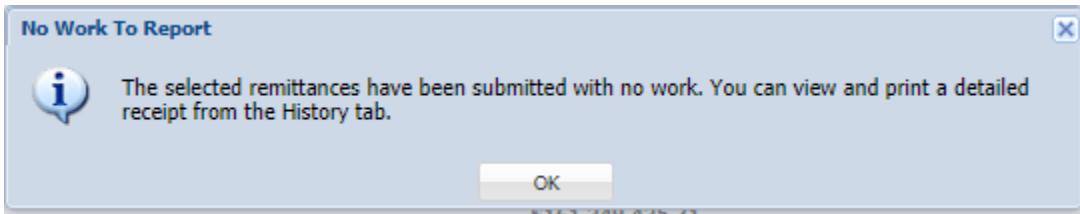
	Ref No	Due Date	Status	Past Due	Description	Work Period
<input type="checkbox"/>	P62845	03/01/2020	Due		APW_20190601 - APW	202002 02/01/2020 - 02/29/2020
<input type="checkbox"/>	P62943	03/01/2020	Due		SIGW_20190601 - SIG PARTICIPATION WSA	202002 02/01/2020 - 02/29/2020
<input type="checkbox"/>	P62437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

Create Remittance

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



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.

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

- 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...			

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**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			

4

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Displaying agreements 1 - 3 of 3

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.