Union Resources and Benefits Administration Network

Online Remittance Processing Instructions

NOTE: THE REMITTANCE PROCESSING INSTRUCTIONS NOW INCLUDE A DUES ADDENDUM SECTION, WHICH WILL REVIEW ALL DUES-RELATED CHANGES AVAILABLE BEGINNING ON DECEMBER 4TH, 2013. **PLEASE REFER TO PAGE 42 FOR THE DUES ADDENDUM SECTION.**

Union Resources and Benefits Administration Network

Online Remittance Processing Instructions

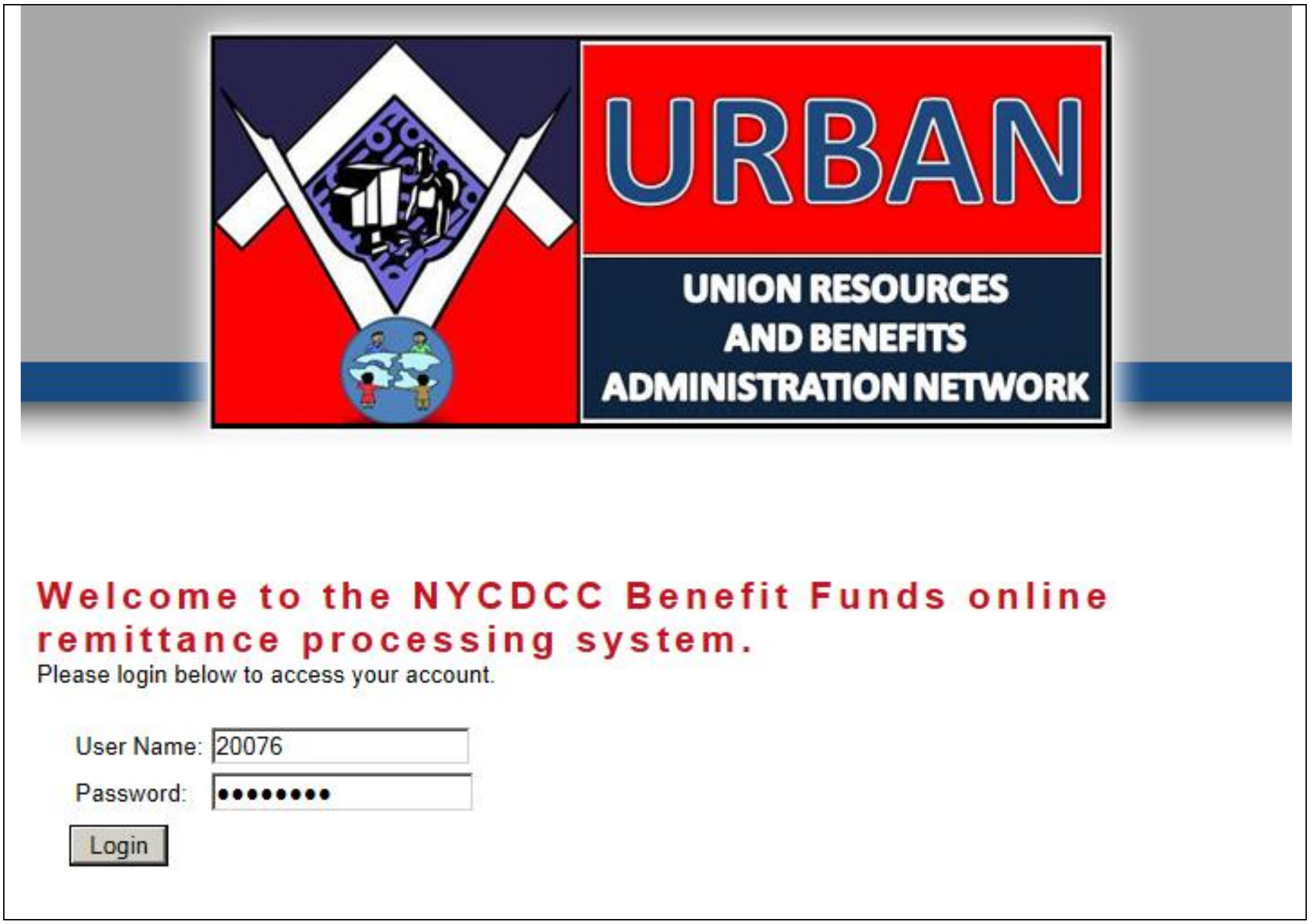
Contents

Logging In

URBAN Website Link: https://ecommerce.issisystems.com/isite386/eremit.dll/386NY/logine.asp

Prior to your first time using the website, you will receive an encrypted email from the Fund Office containing your temporary password. The temporary password is system generated, and is NOT viewable by the Fund Office. Your username will be your 5 digit employer number, with leading zeros. For example, employer number 555 would have a username of 00555. Once you have your account information ready, you may begin to use the website.

To log-in, please type your username and temporary password into the provided fields and click on the *Login* button.

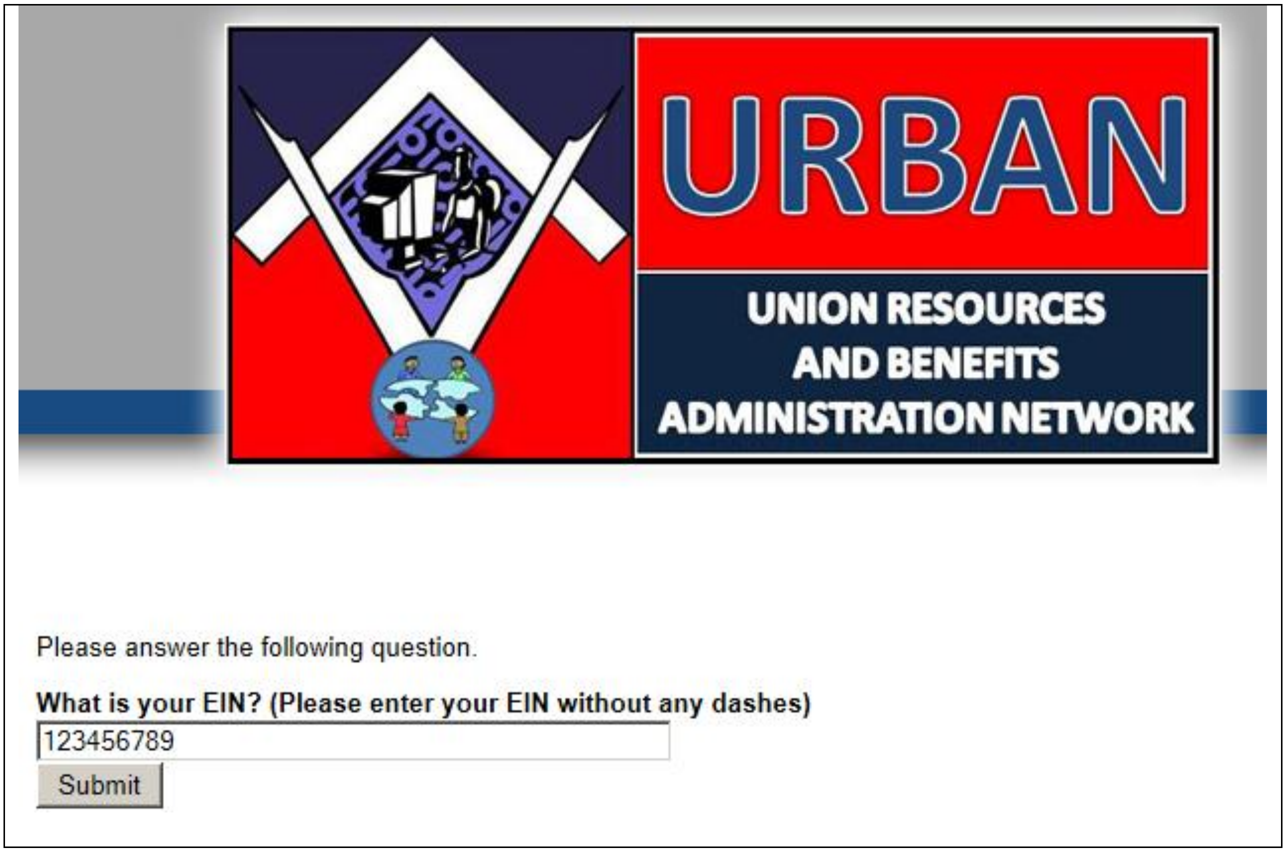


Please note: Your user name and password are case sensitive and must be typed in exactly as specified by the Fund Office.

Entering Your EIN

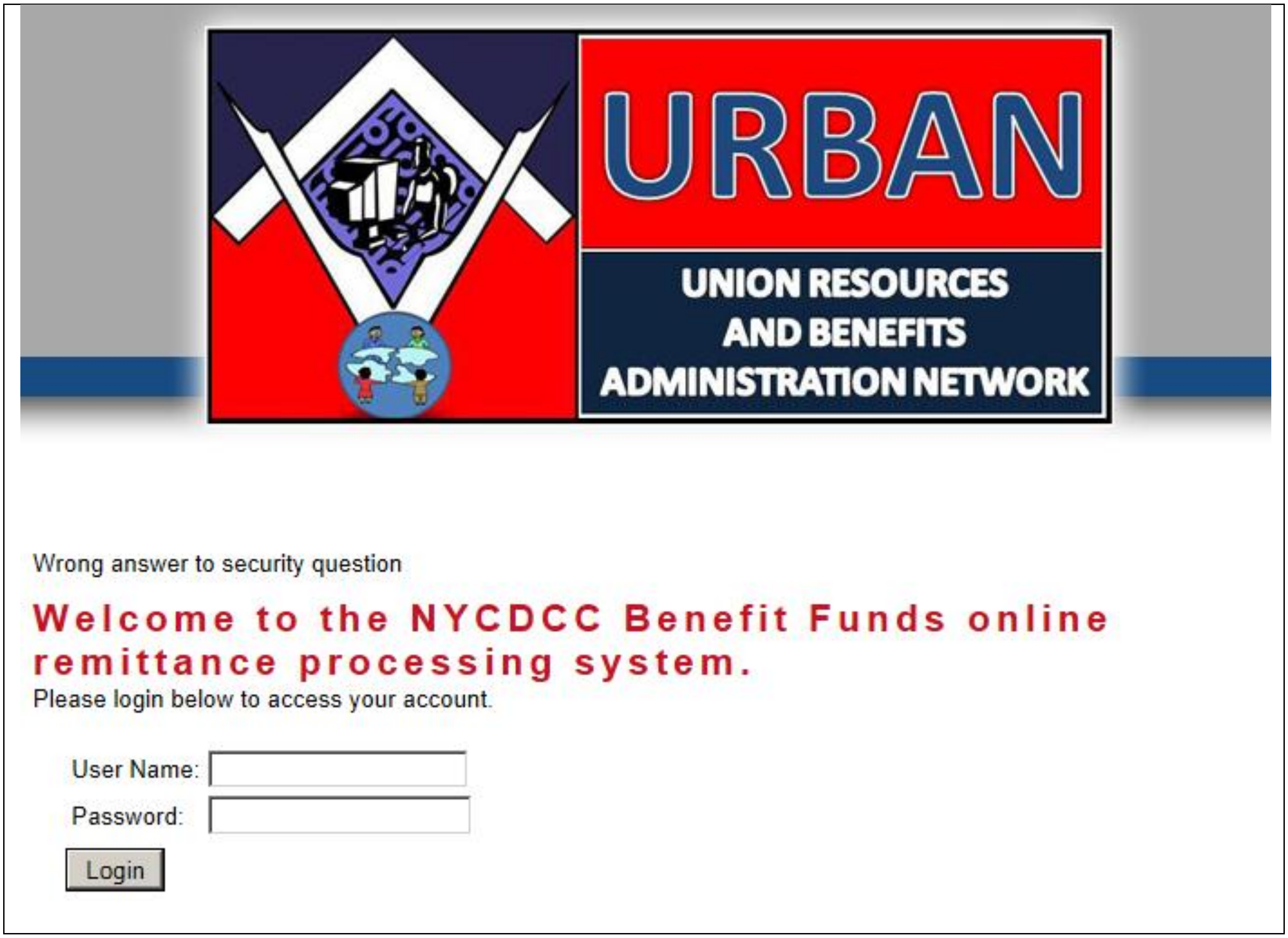
The very first time that you log in, you will be required for security purposes to confirm your identity by inputting your EIN (Employer Identification Number).

Please input your EIN (do not input any dashes) and then click on the *Submit* button.



Please note: You will only be required to enter your EIN when you are logging into your account for the first time or if your account is reset in the future.

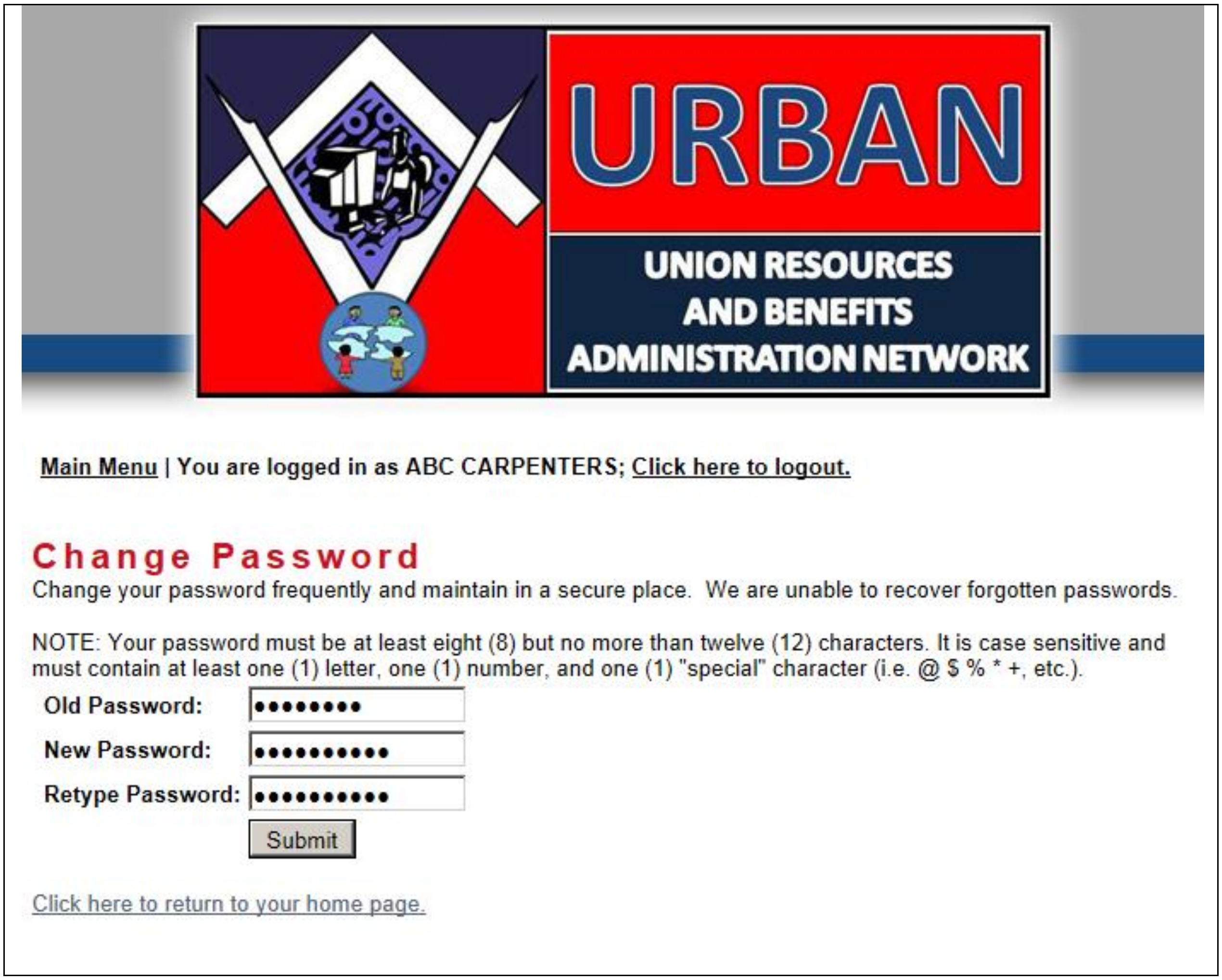
If you entered an incorrect EIN, or if your EIN is not on file with the Fund Office, you will be directed back to the login screen. A message will be displayed, which states that you entered the "Wrong answer to security question."



Please try logging in with your username and password again, and then re-type your EIN to determine whether the login failure was the result of an EIN typo. If you receive the "Wrong answer to security question" prompt a second time, please contact your Employer Assistance Department at (212) 366-7386. Your EIN must be on file in the URBAN system prior to logging into the website.

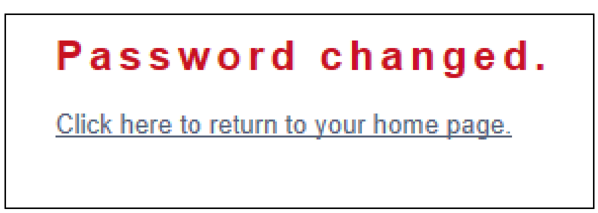
Changing Your Password

After inputting your correct EIN, you will be directed to the "Change Password" screen. Please fill out the designated fields in order to change your temporary password to a password of your choice. When you have completed the fields, please click on the *Submit* button.



Please note: You may change your password at any time by clicking on the "Change Password" option on the Main Menu. You will then be directed to the screen above.

After clicking on the *Submit* button, you will be directed to a new screen that states that your password has been changed. You should now click on the link to return to your home page (i.e. the Main Menu).



Agreeing to Terms of Use

Prior to returning to the Main Menu, you will be required to read and agree to the displayed terms of use on the screen. You will be required to agree to the terms of use every time that you log into the website. After you have read the terms of use, please click on the box next to “I agree to the terms of use” and then click on the *Continue* button.

URBAN
UNION RESOURCES AND BENEFITS ADMINISTRATION NETWORK

Main Menu | You are logged in as ABC CARPENTERS; Click here to logout.

Agree to terms of use

Please read the terms of use carefully and give your assent before continuing.

COLLECTION OF FRINGE BENEFIT FUNDS CONTRIBUTIONS

URBAN is an electronic remittance report used in the administration of Fringe Benefit Contributions and Delinquencies. URBAN will populate the remittance report with worker classifications and contribution rates on file (the “Data”) based upon a job number that has been assigned to the Contractor and project. While URBAN is designed to pre-populate the information that a Contractor needs to make remittances, the Contractor will be able to modify some Data such as increasing skill level and indicating whether a worker is a foreman or general foreman.

A Contractor’s obligation to contribute to the Fringe Benefit Funds is governed by the Agreements and Declarations of Trust (“Trust Agreements”) establishing the Fringe Benefit Funds. The amount of and timing requirements for Contributions are governed by the Collective Bargaining Agreement or Project Labor Agreements (collectively, “CBAs”) to which the Contractor is a signatory, and/or the Statement of Policy for Collection of Contractor Contributions (“Collections Policy”) that is in effect during the period to which Contributions are attributable.

CERTIFICATION

By utilizing URBAN, the Contractor agrees to be bound by the Trust Agreements and all rules and regulations promulgated by the Trustees, including the Collection Policy. In the event of a discrepancy between the Data, and the applicable CBA and/or Collections Policy and the Trust Agreements, the CBA and/or Collections Policy will govern.

The Contractor hereby certifies that the hours and information provided by the Contractor, and the payments remunerated with this remittance report, are true, complete and in full compliance and conformity with all provisions of the applicable CBA and/or Collections Policy. Because the information provided by the Contractor is the sole source of hours worked by participating employees, the information you provide may be subject to verification by audit.

The Contractor shall remit Contributions on or before the Due Date (defined in the applicable CBA and/or Collections Policy). The Contractor acknowledges that failing to remit by the expiration of the Grace Period (defined in the applicable CBA and/or Collections Policy) will trigger assessment of Late Payment Interest (“LPI”) that accrues from the Due Date for the Contributions to the date the Contributions are received.

The Contractor understands that a Delinquency (as defined in the CBA and/or Collections Policy) may include - but is not limited to - failure to submit a remittance report and failure to report all hours worked by all participating employees of the Contractor during the contribution period. The Contractor further acknowledges that all Delinquencies that remain unresolved may be subject to formal proceedings (pursuant to notice requirements contained in the CBA and/or Collections Policy) that may be performed by the Fund Office and/or Fund Office service providers, as appropriate. Additionally, unresolved delinquencies may be referred to the NYC District Council of Carpenters who may take action of their own.

☑ I agree to the terms of use.

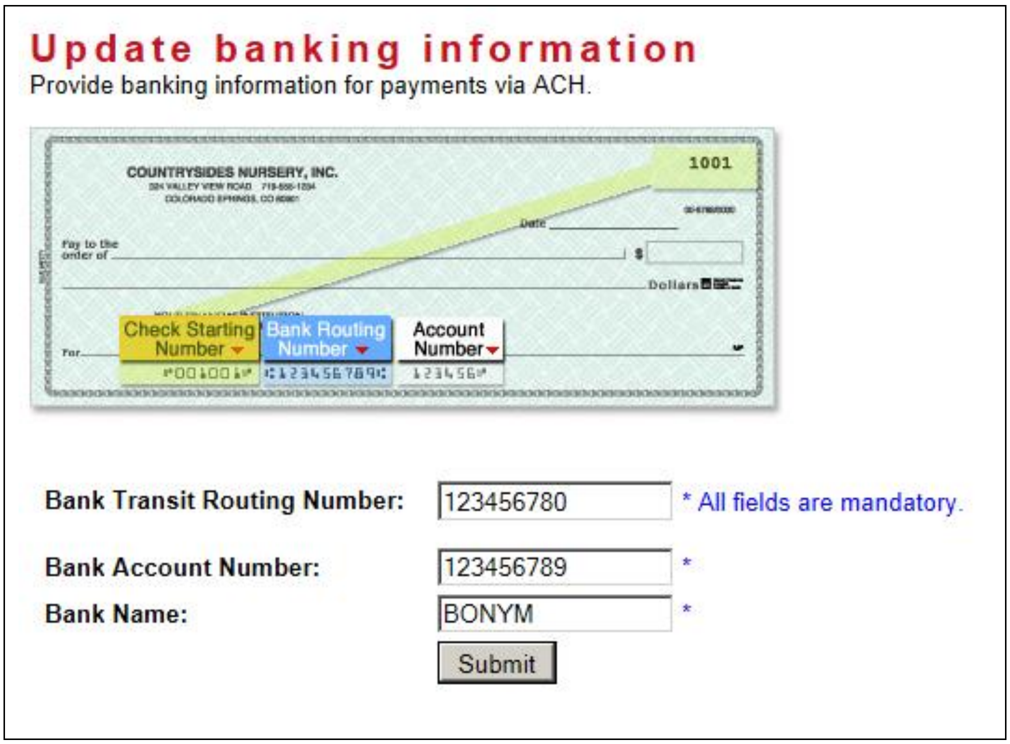
Continue

Please note: For a full copy of the terms of use, refer to page 69.

Setting up Banking Information

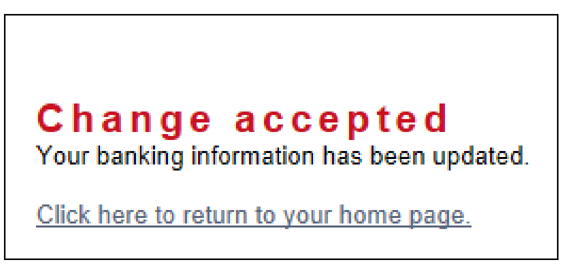
After clicking on the *Continue* button, you will be directed to the "Update banking information" screen. You will be required to provide your banking information prior to proceeding to the Main Menu. Setting up your banking information is a one-time process that you will not need to repeat, unless your banking information has changed. ***Please note: If your banking information changes in the future, you may update this information at any time by selecting the "Set Banking Information" option on the Main Menu.***

On the "Update banking information" screen, enter the required information and then click on the *Submit* button.



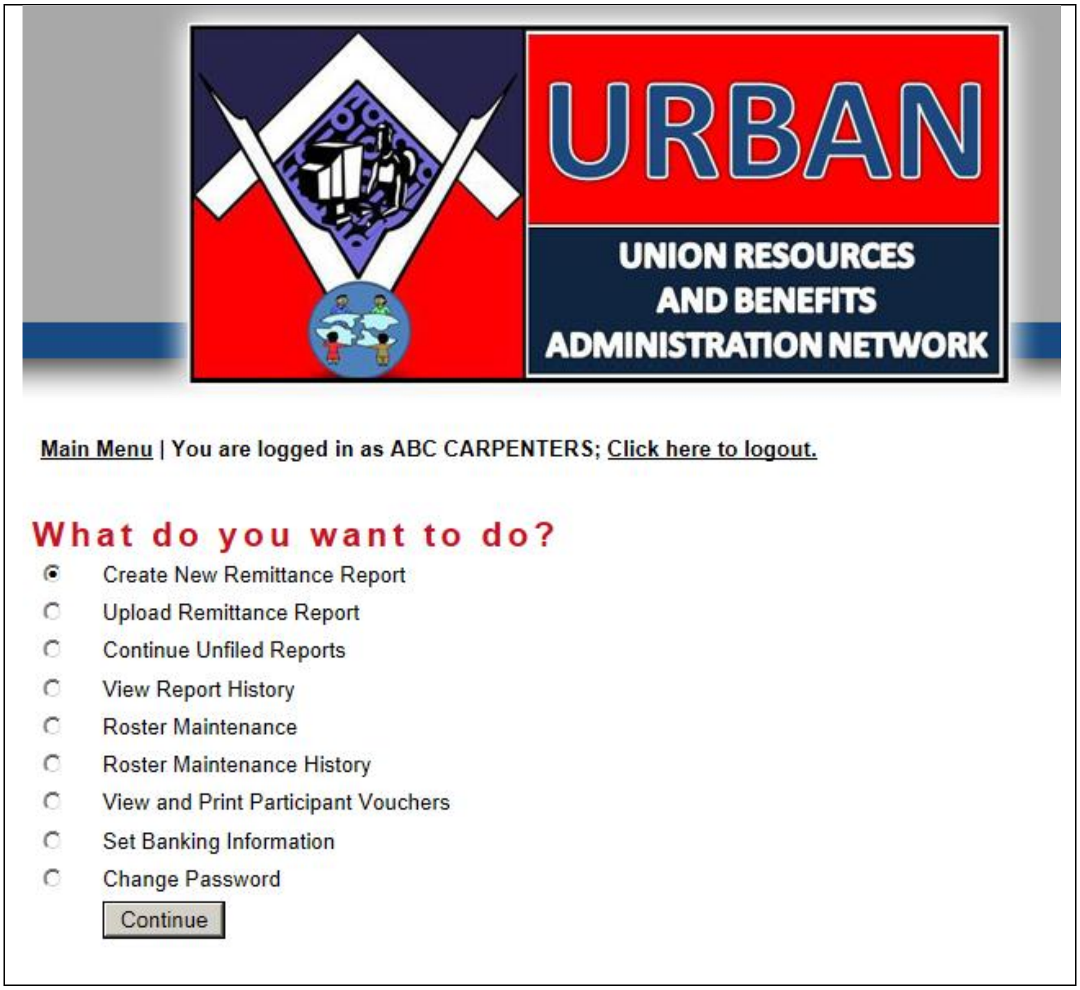
Please note: All banking information will be encrypted and the Fund Office will NOT have access to this information.

Once you have successfully added your banking information, you will be directed to a confirmation screen and a link to return to your home page. Click on the link to return to your home page (i.e. the Main Menu).



Main Menu

You will now be directed to the Main Menu.



You have several options to choose from:

- **Create New Remittance Report**: Choose this option if you would like to create a new remittance report to send to the Fund Office.
- **Upload Remittance Report:** Choose this option if you would like to upload your .csv or .txt payroll file.
- **Continue Unfiled Reports**: Choose this option if you have previously started a remittance report and saved it to finish at a later time.

- **View Report History**: Choose this option if you would like to view a listing of all previously filed and archived remittance reports, which are viewable as PDF documents.

- **Roster Maintenance:** Choose this option if you would like to submit a Roster Maintenance form to the Fund Office for a new participant.

- **Roster Maintenance History:** Choose this option to display the participants that have been added via Roster Maintenance forms.

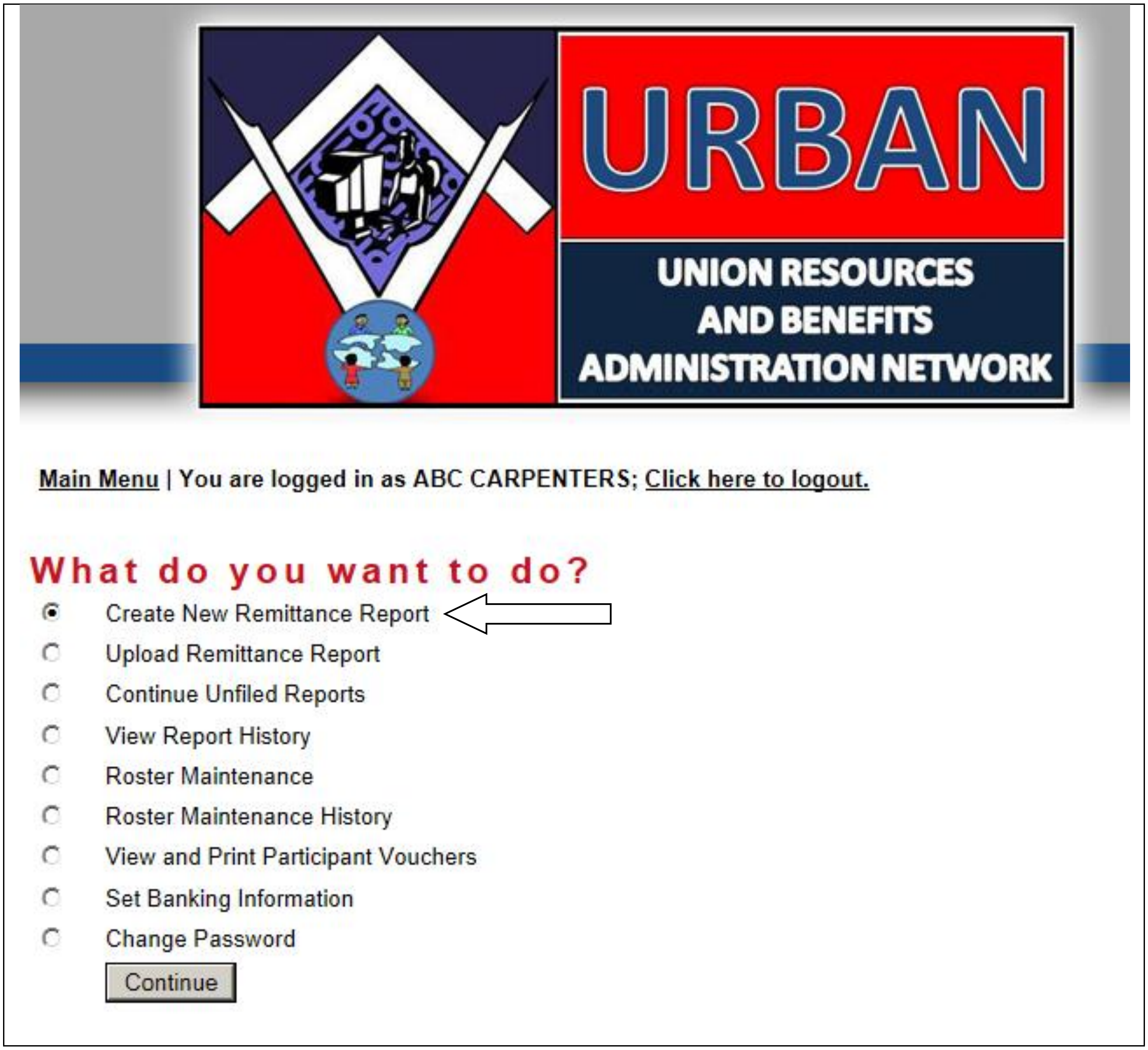
- **View and Print Participant Vouchers**: Choose this option to view and/or print Participant Vouchers for each participant from a funded remittance report.

- **Set Banking Information**: Choose this option after your initial website activation if you would like to update your banking information.

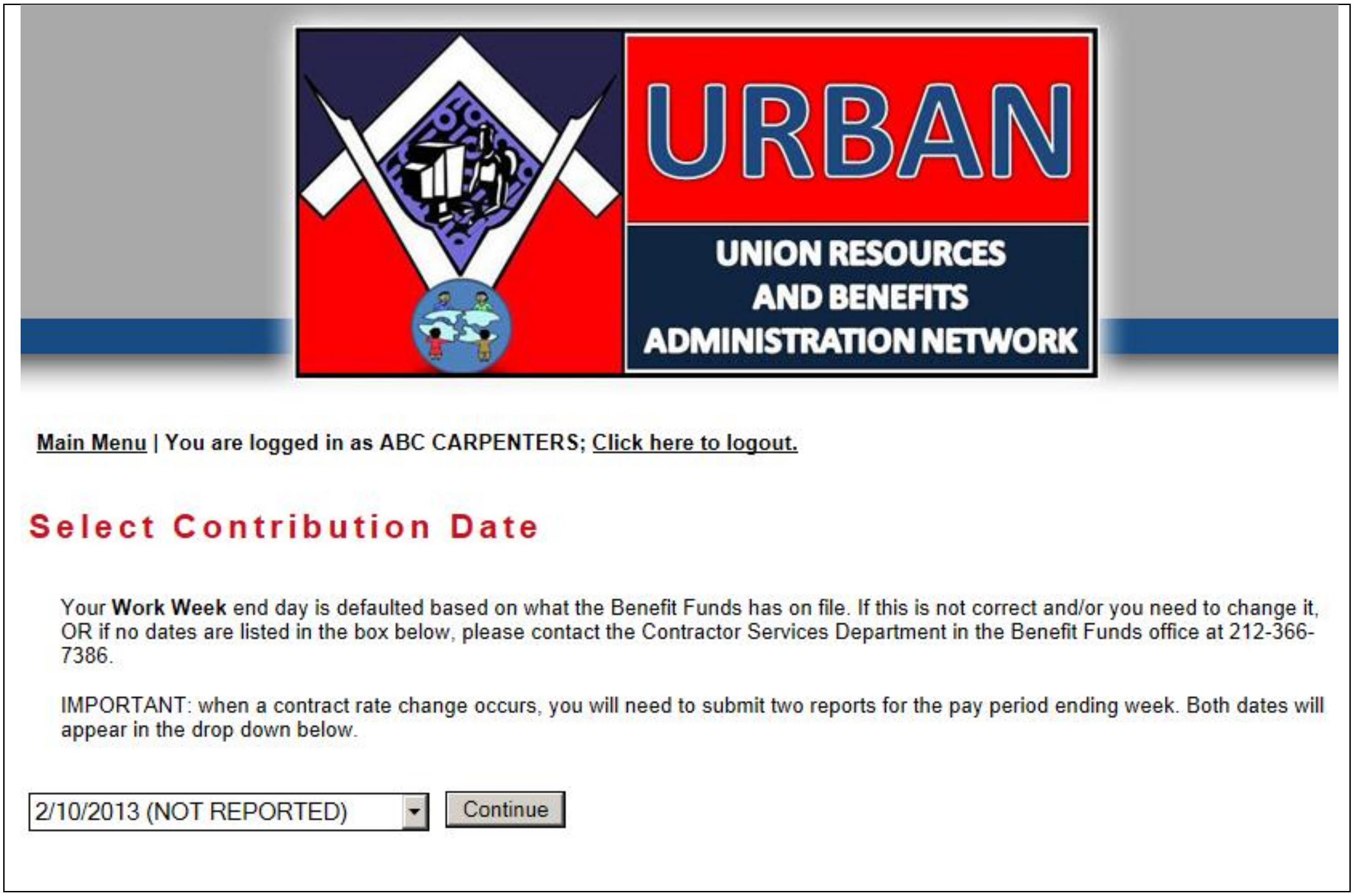
- **Change Password**: Choose this option to change your login password.

Creating a New Remittance Report

To create a new remittance report, please select the “Create New Remittance Report” option on the Main Menu and click on the *Continue* button.



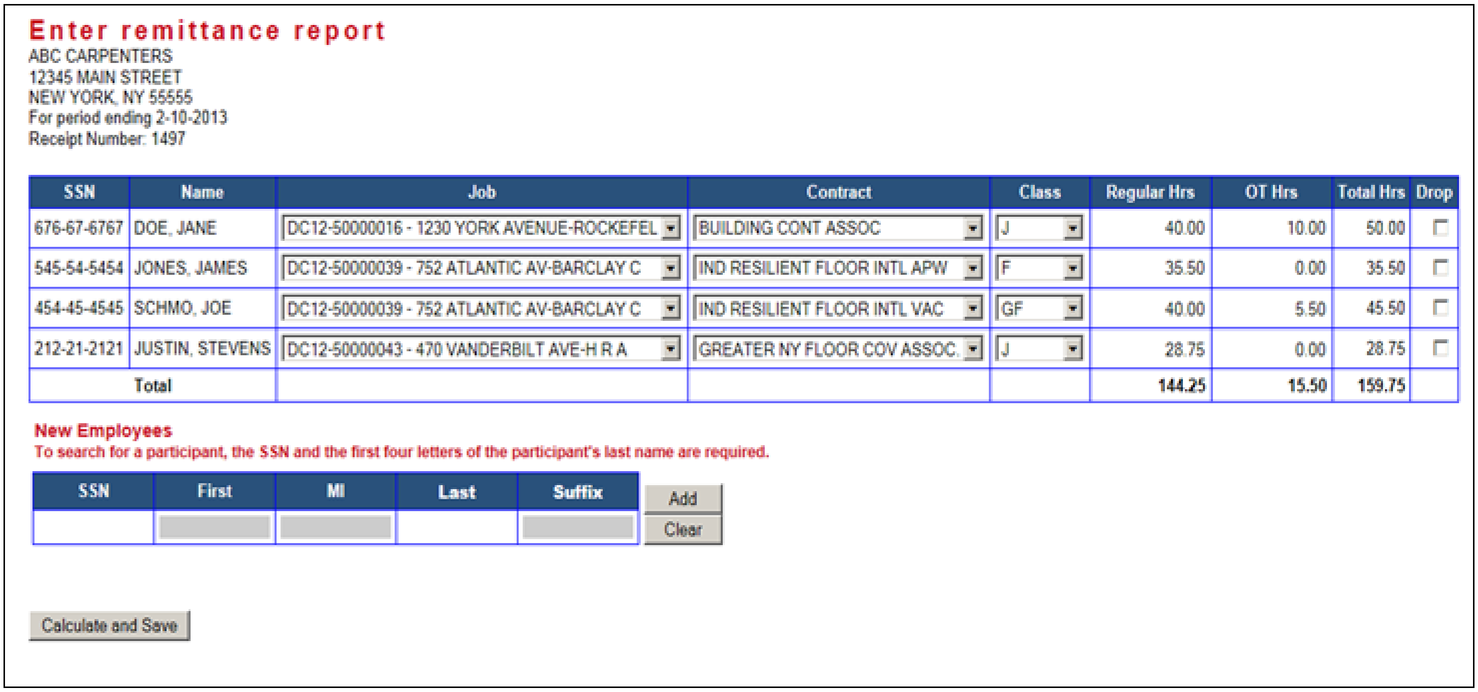
You will then be prompted to select the contribution date. You can make adjustments to the date by clicking on the dropdown arrow and making the appropriate selection. Once you have selected the contribution date, please click on the *Continue* button.



Please note: If you have already submitted a report for a particular date, it will say "Reported" in parentheses next to the date. If you have not submitted a report for a particular date, it will say "Not Reported" in parentheses next to the date.

Main Remittance Report Screen

Once you select the contribution date and click on the *Continue* button, you will be taken to the "Enter remittance report" screen.


Enter remittance report

ABC CARPENTERS
12345 MAIN STREET
NEW YORK, NY 55555
For period ending 2-10-2013
Receipt Number: 1497

SSN	Name	Job	Contract	Class	Regular Hrs	OT Hrs	Total Hrs	Drop
676-67-6767	DOE, JANE	DC12-50000016 - 1230 YORK AVENUE-ROCKEFEL	BUILDING CONT ASSOC	J	40.00	10.00	50.00	
545-54-5454	JONES, JAMES	DC12-50000039 - 752 ATLANTIC AV-BARCLAY C	IND RESILIENT FLOOR INTL APW	F	35.50	0.00	35.50	
454-45-4545	SCHMO, JOE	DC12-50000039 - 752 ATLANTIC AV-BARCLAY C	IND RESILIENT FLOOR INTL VAC	GF	40.00	5.50	45.50	
212-21-2121	JUSTIN, STEVENS	DC12-50000043 - 470 VANDERBILT AVE-H R A	GREATER NY FLOOR COV ASSOC.	J	28.75	0.00	28.75	
Total					144.25	15.50	159.75	

New Employees
To search for a participant, the SSN and the first four letters of the participant's last name are required.

SSN	First	MI	Last	Suffix

Add
Clear

Calculate and Save

If you have previously used the ADP website, the remittance entry table will be prelisted with participant data (name, SSN, job, contract, and class) from your prior reports. A participant will only automatically drop from the remittance entry table prelist if no hours have been submitted on behalf of the participant for 4 consecutive weeks. A participant can also be manually dropped from your next remittance report prelist by checking the *Drop* box.

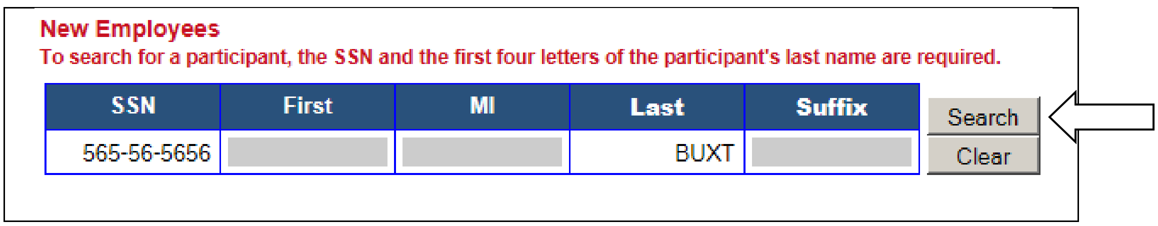
Please perform the following steps in the remittance entry table (if necessary):

- Adjust the *Job* selected for each participant by clicking on the dropdown arrow and selecting one of the designated options. The job that is selected will then filter the contracts that are displayed in the *Contract* dropdown. Only contracts tied to the selected jobs will initially be displayed. You will also have the ability to select other contracts from the dropdown menu that are in the same contract category as the contract that is tied to the selected job.
- After selecting the correct job and contract, you can select the appropriate class for each participant in the *Class* dropdown.
- After selecting the participants' classes, you will need to key in the *Regular Hours* and *OT Hours* for each participant. After keying in these hours, the *Total Hours* field will automatically calculate.
- You will also notice that the remittance table features a row on the bottom of the table that calculates a running total for each column that features hours.

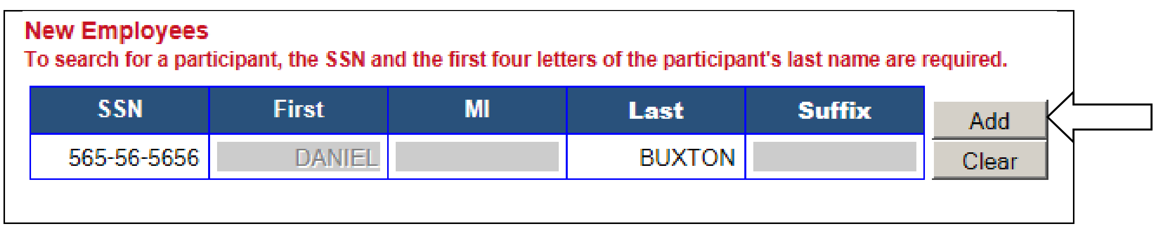
If you would like to add additional participants to the remittance entry table, you will need to go to the "New employees" table and type in the participant's Social Security Number and the first four characters of the participant's last name. If the participant is already stored in the system, their name will populate and you will be able to add them to the remittance entry table. For more information about adding a participant to the remittance entry table, please see the section below.

Adding a New Employee

If you have a participant that you would like to add to the remittance entry table, please enter their SSN in the "SSN" field, and then use the *Tab* key to navigate to the "Last" name field. For security purposes, you will be required to enter the first four characters of the participant's last name as well. Once you have completed this field, please click on the *Search* button.

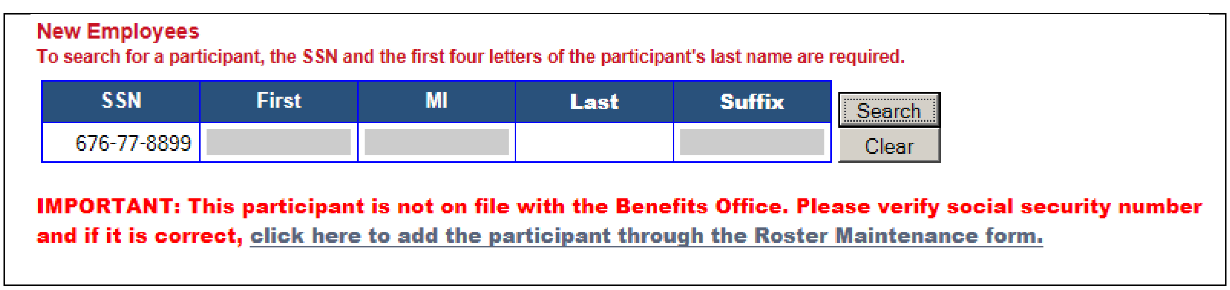


If the participant is an existing member of the Fund Office, their full name will be populated automatically in the name fields, at which point you will need to click on the *Add* button. After clicking on the *Add* button, the participant will be added to the remittance entry table.



Please note: If the SSN and Name do not match, you will receive a warning notice that you need to retype the first four characters of the participant's last name.

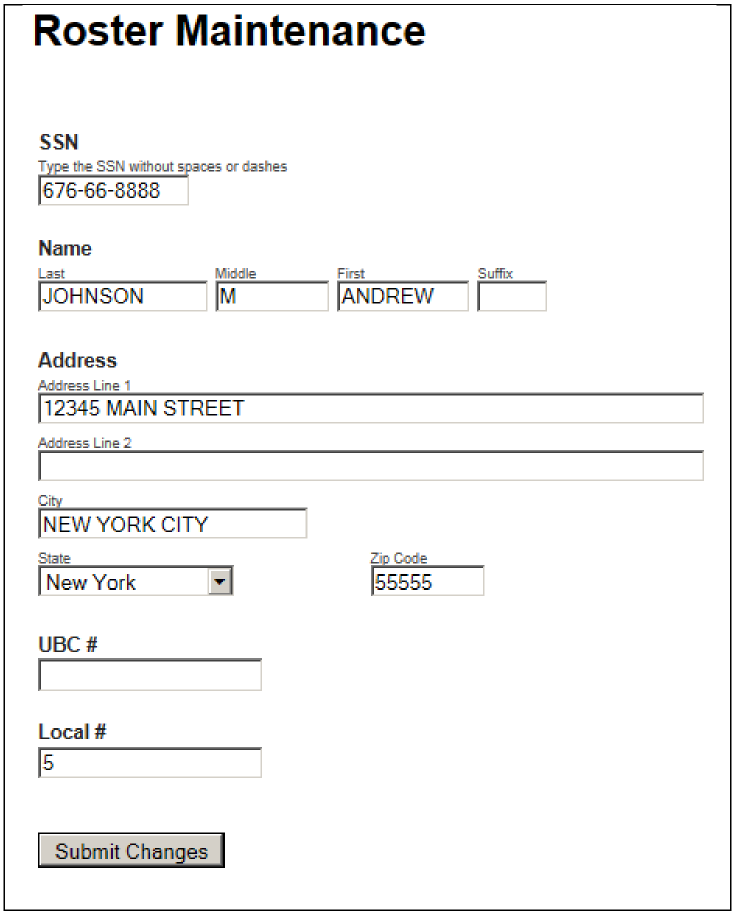
If the participant is not an existing member of the Fund Office, you will be shown a warning notice.



As stated in the warning notice above, please click on the "click here to add the participant through the Roster Maintenance Form" link to proceed.

Please note: You can access the Roster Maintenance form at any time from the Main Menu by selecting the "Roster Maintenance" option.

After clicking on the link, a new tab in your internet browser will open. The new tab will display the Roster Maintenance form. This form must be submitted to the Fund Office prior to adding a new participant (i.e. a participant that is not an existing member of the Fund Office) to the remittance entry table.


Roster Maintenance

SSN
Type the SSN without spaces or dashes
676-66-8888

Name

Last	Middle	First	Suffix
JOHNSON	M	ANDREW	

Address
Address Line 1
12345 MAIN STREET
Address Line 2

City
NEW YORK CITY

State	Zip Code
New York	55555

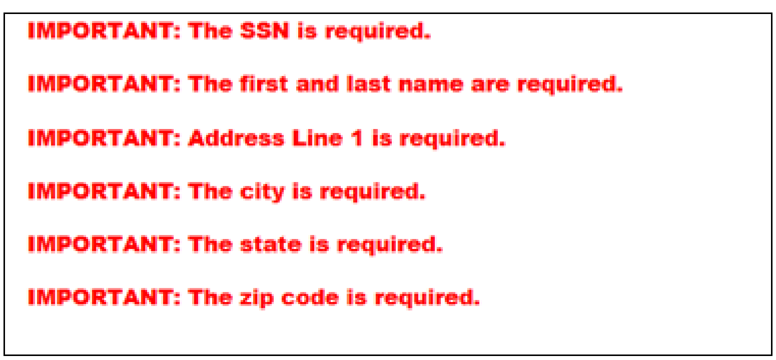
UBC #

Local #
5

Submit Changes

The required information on this form consists of the new participant's SSN, first and last name, and full address. You also have the option of submitting the new participant's UBC# and Local#, but they are not required. After inputting the desired information, please click on the *Submit Changes* button.

If you attempt to submit the form to the Fund Office without any of the required information, you will receive one or more of the following messages:


IMPORTANT: The SSN is required.

IMPORTANT: The first and last name are required.

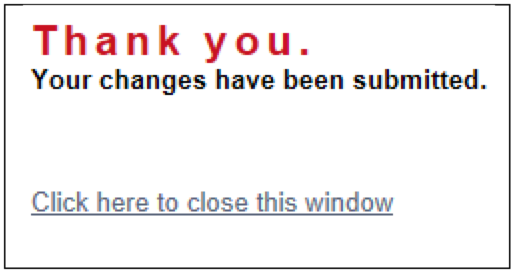
IMPORTANT: Address Line 1 is required.

IMPORTANT: The city is required.

IMPORTANT: The state is required.

IMPORTANT: The zip code is required.

After clicking on the *Submit Changes* button, you will receive the following message as long as all required information was included in the Roster Maintenance form:

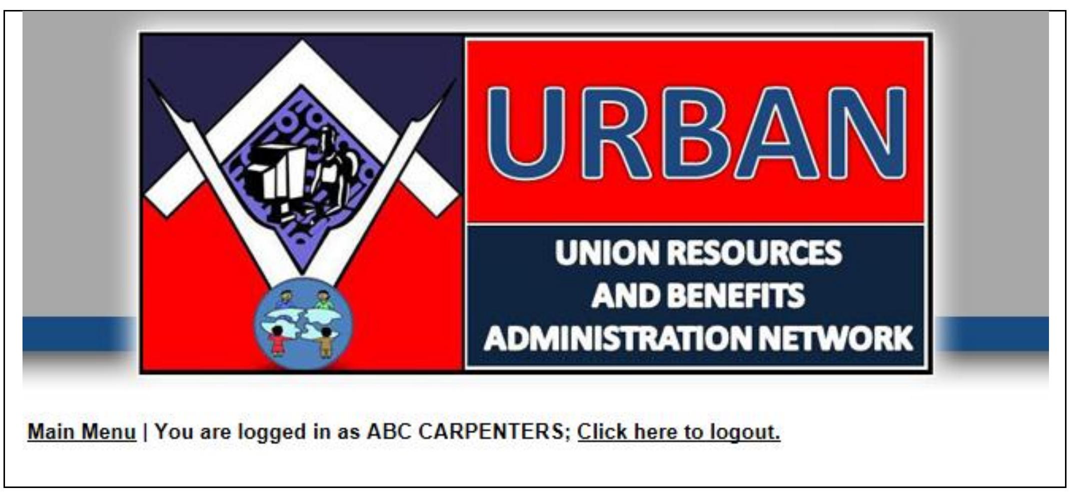


You can then click on the “Click here to close this window” link to return to your remittance entry table. The new participants name will now be displayed in the “New employees” table. You will now be able to add the new participant to the remittance entry table by clicking on the *Add* button.

Using Calculate & Save to Complete a Report Later

After all participant information has been entered into the remittance entry table, please click on the *Calculate and Save* button.

At any point, you may click on the *Calculate and Save* button if you have started entering a remittance and are unable to finish it during your website session. The website will then not only calculate the fund contribution totals, but also save your report so that you have the option of completing it at a later time. If you decide that you would like to complete the remittance report at a later time, you may click on the *Main Menu* link on the top left side of the page, or you can log out by clicking on the *Click here to logout* link.



If you decided that you would like to complete the report at a later time, you may select the option on the Main Menu to “Continue working on unfiled report” to finish your remittance report. Please see page 25 for more information about completing an unfiled report.

Calculating the Remittance Report

In addition to saving your remittance report, clicking on the *Calculate and Save* button will also calculate the fund contribution totals. The first table listed will summarize, among other things, the amount billed per fund, along with the total benefits billed, total Promo billed, and grand total billed. The grand total of the first table will be the amount paid to the Fund Office. If you would like to analyze the amount billed per contract and per job, this information will be displayed in the second and third tables, respectively.

Please review the totals in the table(s) below. If they are correct, you can use the "Submit" button to file the report.
If they are not correct, you can make changes to the details above and re-calculate using the "Calculate and Save" button.

	Reg	OT	Total Hrs	Total Billed
Pension	104.25	10.00	114.25	$1,349.29
Welfare	104.25	10.00	114.25	$1,285.31
Annuity	104.25	10.00	114.25	$754.05
Vacation	108.75	15.50	124.25	$807.62
Organize	108.75	15.50	124.25	$62.12
Comm	108.75	15.50	124.25	$6.21
Civil ACT	108.75	15.50	124.25	$6.21
Pension Supp	104.25	10.00	114.25	$114.25
State	108.75	15.50	124.25	$12.42
AJREI	108.75	15.50	124.25	$86.97
Charity	108.75	15.50	124.25	$4.97
GNY	108.75	15.50	124.25	$34.79
Total Benefits	108.75	15.50	124.25	$4,524.21
Total Promo	108.75	15.50	124.25	$52.80
Grand Total	108.75	15.50	124.25	$4,577.01

	Reg	OT	Total Hrs	Benefit	Promo	Total Billed
20 - BUILDING CONT ASSOC - J	40.00	10.00	50.00	$1,944.00	$10.00	$1,954.00
40 - GREATER NY FLOOR COV ASSOC. - J	28.75	0.00	28.75	$1,117.75	$11.21	$1,128.96
154 - IND RESILIENT FLOOR INTL APW - F	35.50	0.00	35.50	$1,088.42	$13.84	$1,102.26
155 - IND RESILIENT FLOOR INTL VAC - GF	40.00	5.50	45.50	$374.00	$17.74	$391.74
Grand Total	144.25	15.50	159.75	$4,524.17	$52.79	$4,576.96

	Reg	OT	Total Hrs	Benefit	Promo	Total Billed
DC12-50000016	40.00	10.00	50.00	$1,944.00	$10.00	$1,954.00
DC12-50000039	75.50	5.50	81.00	$1,462.42	$31.58	$1,494.00
DC12-50000043	28.75	0.00	28.75	$1,117.75	$11.21	$1,128.96
Grand Total	144.25	15.50	159.75	$4,524.17	$52.79	$4,576.96

Comments

Please insert comments to the Fund Office here.
Comment #2.
Comment #3.

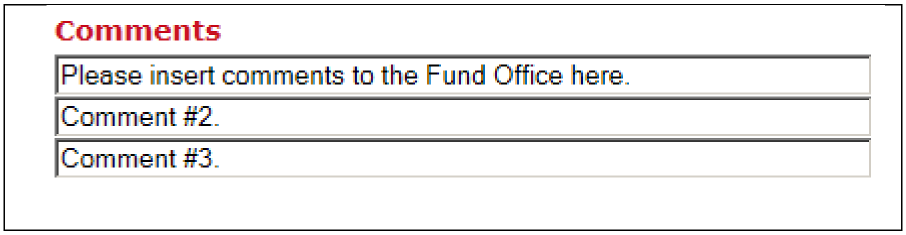
Pick payment date

2/20/2013

Submit Report

If you notice errors after reviewing the data, simply go back to the remittance entry table and correct any data entry errors. You can then click on the *Calculate and Save* button again to re-total the fund contribution totals.

You may also add comments to the "Comments" field, and they will be submitted to the Fund Office within your report.

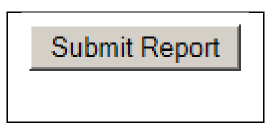


Picking the Payment Date

After you have reviewed the fund contribution totals and you are ready to submit the report, please select the payment date. The first payment date available for selection will be two business days following today's date. There will be an additional two business days available for selection as well. You may pick one of these dates to make the payment.

Submitting the Report

Please review the accuracy of your remittance entry table and fund contribution totals prior to clicking on the *Submit Report* button. Once you have ensured the accuracy of the report, please click on the *Submit Report* button to send the report to the Fund Office.



After clicking on the *Submit Report* button, you will then be directed to a screen confirming that your report has been accepted. The confirmation page will display your receipt number for the remittance report (located directly below your address).

REPORT ACCEPTED

ABC CARPENTERS
12345 MAIN STREET
NEW YORK, NY 55555
Receipt Number: 1497
For period ending 2-10-2013

	Reg	OT	Total Hrs	Total Billed
Pension	104.25	10.00	114.25	$1,349.29
Welfare	104.25	10.00	114.25	$1,285.31
Annuity	104.25	10.00	114.25	$754.05
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Civil ACT	108.75	15.50	124.25	$6.21
Pension Supp	104.25	10.00	114.25	$114.25
State	108.75	15.50	124.25	$12.42
AJREI	108.75	15.50	124.25	$86.97
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DC12-50000043	28.75	0.00	28.75	$1,117.75	$11.21	$1,128.96
Grand Total	144.25	15.50	159.75	$4,524.17	$52.79	$4,576.96

Click here to view receipt in PDF format for printing

Click here to return to your home page.

On the "Report Accepted" page, you will notice a link to print out the report in a PDF format. Click on this link in order to view and/or print a copy of the report. Please note that you can view and/or print copies of all previously submitted reports on the website. Please see page 27 for further information on viewing previously submitted reports.

Click here to view receipt in PDF format for printing

PDF Copy of Submitted Report

All of the information that you previously entered throughout your online remittance processing will be displayed on the PDF. You have the ability to print a copy of the PDF report by clicking on the *File* button, and then selecting the "Print" option. All pages of the PDF report are shown below:

Report Confirmation

Receipt # 1497

ABC CARPENTERS(20076)
12345 MAIN STREET
NEW YORK,NY 55555

Submission Date: 2-18-2013
Payment Date: 2-20-2013
Report Date: 2-10-2013

The Benefit Funds have determined a payment of $4,577.01 is due to the Fund Office. Your receipt number is 1497. Please print this document or record the above receipt number for your records and include this receipt number in any correspondence regarding this report.

	Reg	OT	Total Hrs	Total Billed
Pension	104.25	10.00	114.25	$1,349.29
Welfare	104.25	10.00	114.25	$1,285.31
Annuity	104.25	10.00	114.25	$754.05
Vacation	108.75	15.50	124.25	$807.62
Organize	108.75	15.50	124.25	$62.12
Comm	108.75	15.50	124.25	$6.21
Civil ACT	108.75	15.50	124.25	$6.21
Pension Supp	104.25	10.00	114.25	$114.25
State	108.75	15.50	124.25	$12.42
AJREI	108.75	15.50	124.25	$86.97
Charity	108.75	15.50	124.25	$4.97
GNY	108.75	15.50	124.25	$34.79
Total Benefits	108.75	15.50	124.25	$4,524.21
Total Promo	108.75	15.50	124.25	$52.80
Grand Total	108.75	15.50	124.25	$4,577.01

Please insert comments to the Fund Office here.
Comment #2.
Comment #3.

Report Confirmation

ABC CARPENTERS(20076)
12345 MAIN STREET
NEW YORK,NY 55555

TOTALS BY CONTRACT

	Reg	OT	Total Hrs	Benefit	Promo	Total Billed
20 - BUILDING CONT ASSOC - J	40.00	10.00	50.00	$1,944.00	$10.00	$1,954.00
40 - GREATER NY FLOOR COV ASSOC. - J	28.75	0.00	28.75	$1,117.75	$11.21	$1,128.96
154 - IND RESILIENT FLOOR INTL APW - F	35.50	0.00	35.50	$1,088.42	$13.84	$1,102.26
155 - IND RESILIENT FLOOR INTL VAC - GF	40.00	5.50	45.50	$374.00	$17.74	$391.74
Grand Total	144.25	15.50	159.75	$4,524.17	$52.79	$4,576.96

Report Confirmation

ABC CARPENTERS(20076)
12345 MAIN STREET
NEW YORK,NY 55555

TOTALS BY JOB

	Reg	OT	Total Hrs	Benefit	Promo	Total Billed
DC12-50000016	40.00	10.00	50.00	$1,944.00	$10.00	$1,954.00
DC12-50000039	75.50	5.50	81.00	$1,462.42	$31.58	$1,494.00
DC12-50000043	28.75	0.00	28.75	$1,117.75	$11.21	$1,128.96
Grand Total	144.25	15.50	159.75	$4,524.17	$52.79	$4,576.96

Receipt # 1497

ABC CARPENTERS(20076)
12345 MAIN STREET
NEW YORK,NY 55555

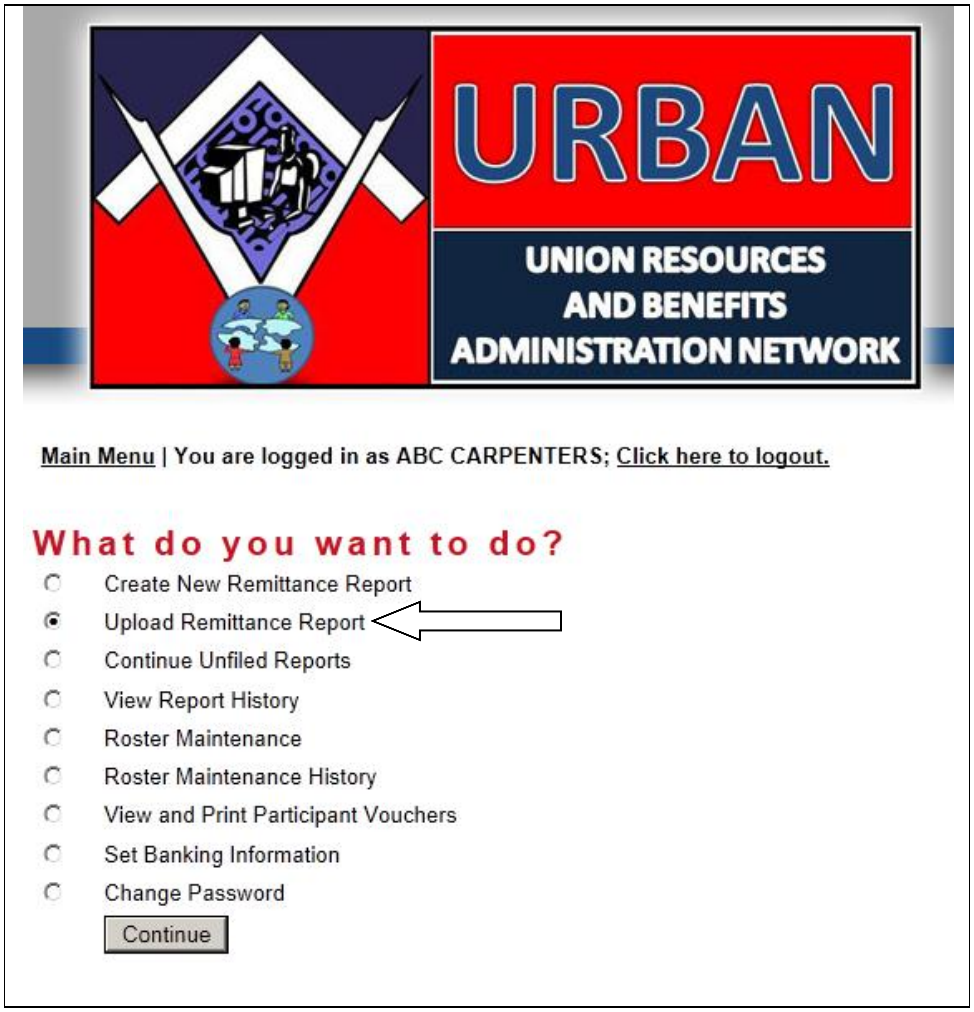
Submission Date: 2-18-2013
Payment Date: 2-20-2013
Report Date: 2-10-2013

SSN	Employee	Job	Contract	Class	Regular Hrs	OT Hrs	Total Hrs	Drop
XXX-XX-6767	DOE, JANE	DC12-50000016 - 1230 YORK	BUILDING CONT ASSOC	J	40.00	10.00	50.00	
XXX-XX-5454	JONES, JAMES	DC12-50000039 - 752 ATLANTIC	IND RESILIENT FLOOR INTL	F	35.50	0.00	35.50	
XXX-XX-4545	SCHMO, JOE	DC12-50000039 - 752 ATLANTIC	IND RESILIENT FLOOR INTL	GF	40.00	5.50	45.50	
XXX-XX-2121	JUSTIN, STEVENS	DC12-50000043 - 470 VANDERBILT	GREATER NY FLOOR COV	J	28.75	0.00	28.75	
					144.25	15.50	159.75	

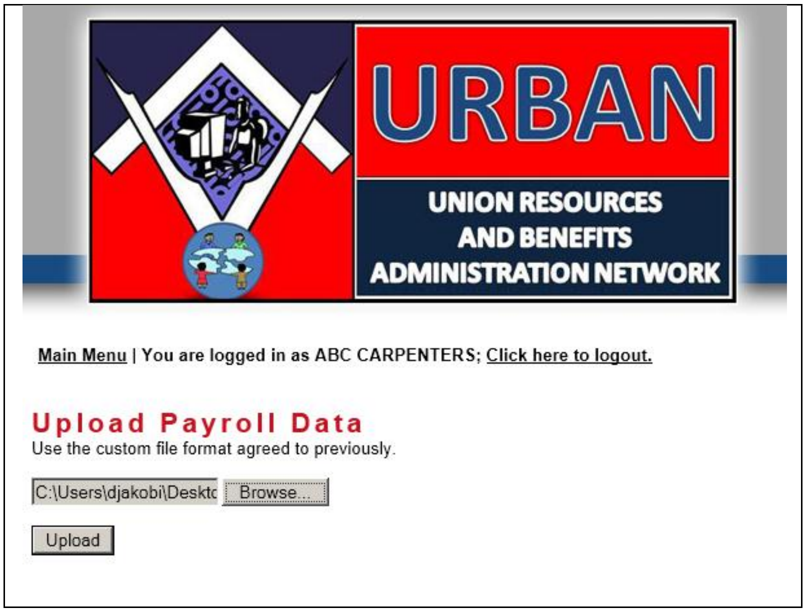
Uploading a Remittance Report

If you would like to have the functionality to upload your payroll file into the website, please contact the Fund Office's Employer Assistance Department at (212) 366-7386. Please attach an ENCRYPTED sample .csv or .txt file in your email, along with your contact information. You have the option of either maintaining the standard ADP file format (please see page 38 for further detail on ADP's upload file format specifications), or abiding by ISSI's file format (please see page 36 for further detail on ISSI's upload file format specifications).

Once your upload program has been completed, you will now be able to upload your .csv or .txt file. Please select the "Upload Remittance Report" option on the Main Menu, and then click on the *Continue* button.



After clicking on the *Continue* button, you will be directed to the "Upload Payroll Data" screen. Please click on the *Browse* button to find the .csv or .txt file stored on your PC. After double clicking on the appropriate file, please click on the *Upload* button.



After clicking on the *Upload* button, you will be required to input the week ending date (please see page 12 for reference), and then you will be directed to the "Enter remittance report" screen. All of the data in the remittance entry table will now be populated based off of the data in your upload file. ***If the file contains invalid or inactive jobs, contracts, or classes for any participant, the dropdown(s) will default to the "Please Select" option. You will need to confirm the status of the job / contract / class included in your file OR you may select another job / contract / class from the existing options in the dropdown columns.*** You may also edit or add data into the remittance entry table as needed. You will then proceed in the same manner as you would a regular remittance report.

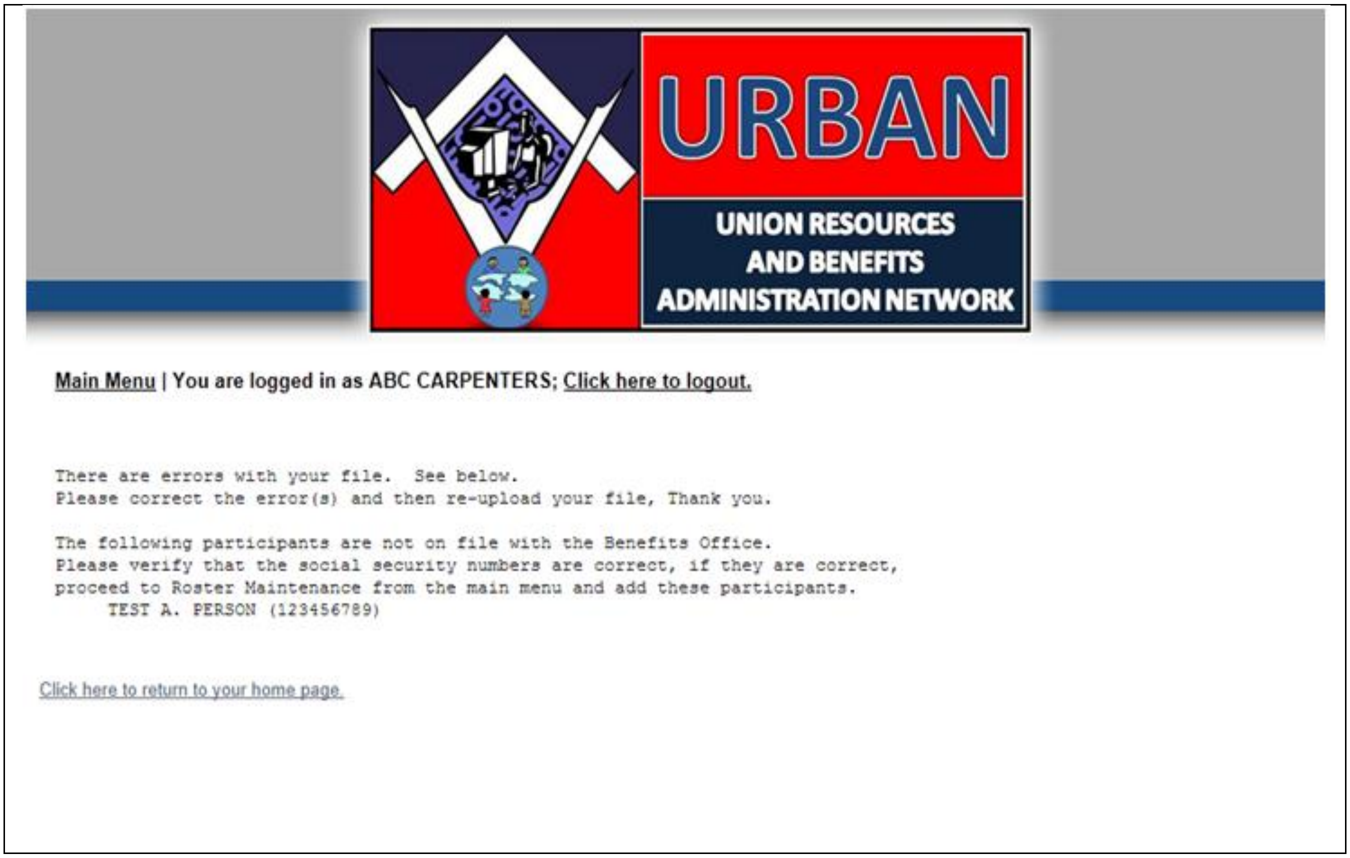
Enter remittance report

ABC CARPENTERS
12345 MAIN STREET
NEW YORK, NY 55555
For period ending 2-17-2013
Receipt Number: 1540

SSN	Name	Job	Contract	Class	Regular Hrs	OT Hrs	Total Hrs	Drop
212-21-2121	JUSTIN, STEVENS	DC12-50000043 - 470 VANDERBILT AVE-H R A	IND RESILIENT FLOOR INTL VAC	J	10.00	0.00	10.00	☐
454-45-4545	SCHMO, JOE	DC12-50000039 - 752 ATLANTIC AV-BARCLAY C	IND RESILIENT FLOOR INTL APW	GF	20.00	0.00	20.00	☐
545-54-5454	JONES, JAMES	DC12-50000039 - 752 ATLANTIC AV-BARCLAY C	IND RESILIENT FLOOR INTL APW	F	30.00	0.00	30.00	☐
676-67-6767	DOE, JANE	DC12-50000016 - 1230 YORK AVENUE-ROCKEFEL	GREATER NY FLOOR COV ASSOC.	J	40.00	0.00	40.00	☐
	Total				**100.00**	**0.00**	**100.00**	

NOTE: BEGINNING ON DECEMBER 4TH, 2013 THERE WILL BE NEW COLUMNS FOR 1% WORKING DUES, ADDITIONAL DUES, AND PAC. THESE COLUMNS WILL AUTOMATICALLY CALCULATE <u>AS LONG AS</u> THE PARTICIPANT IS AUTHORIZED FOR DUES AND/OR PAC ON THE URBAN DATABASE.

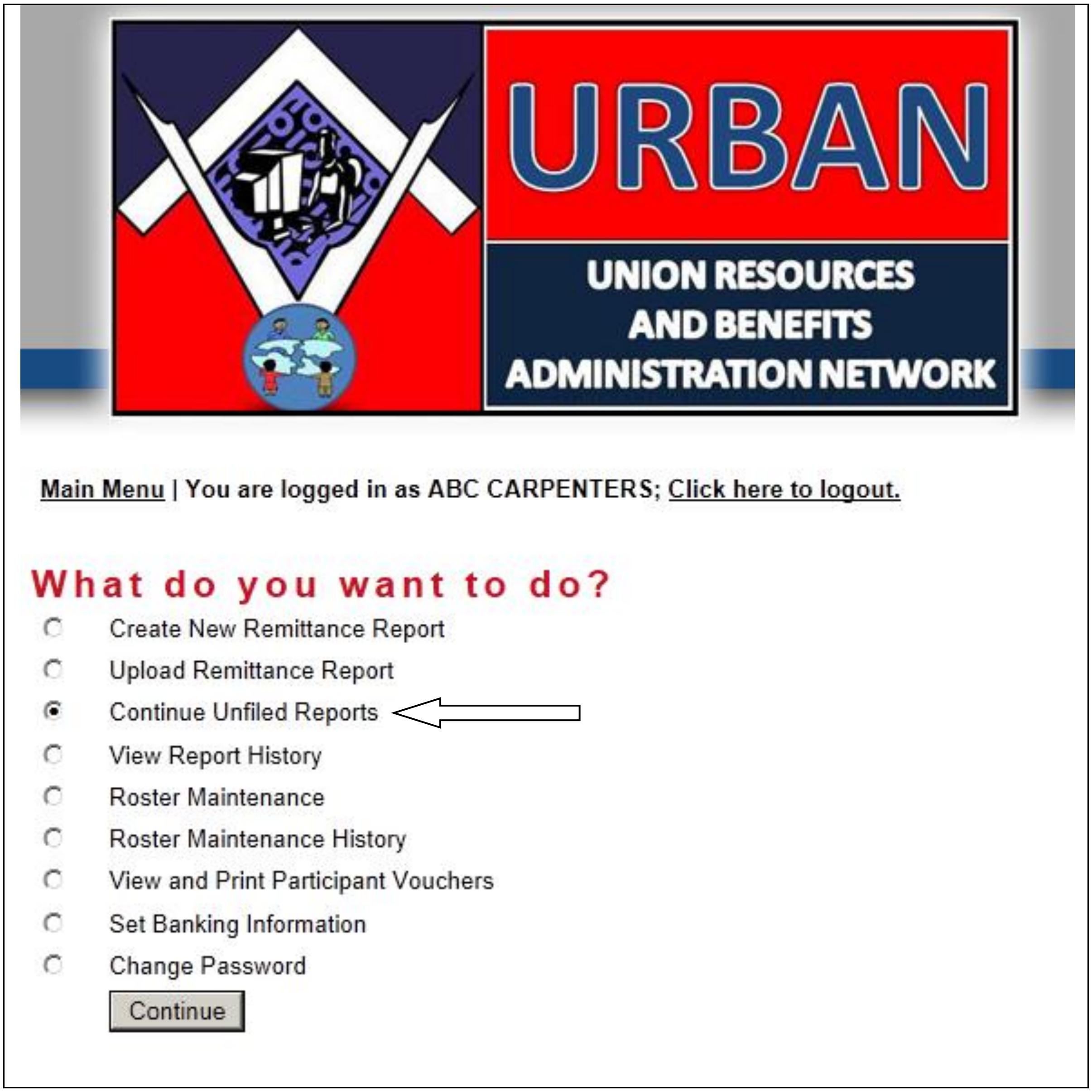
If there are participants that are not stored in the URBAN database on your file, you will receive an error message, and your file will be rejected. Please follow the directions displayed in the error message prior to uploading your file again:



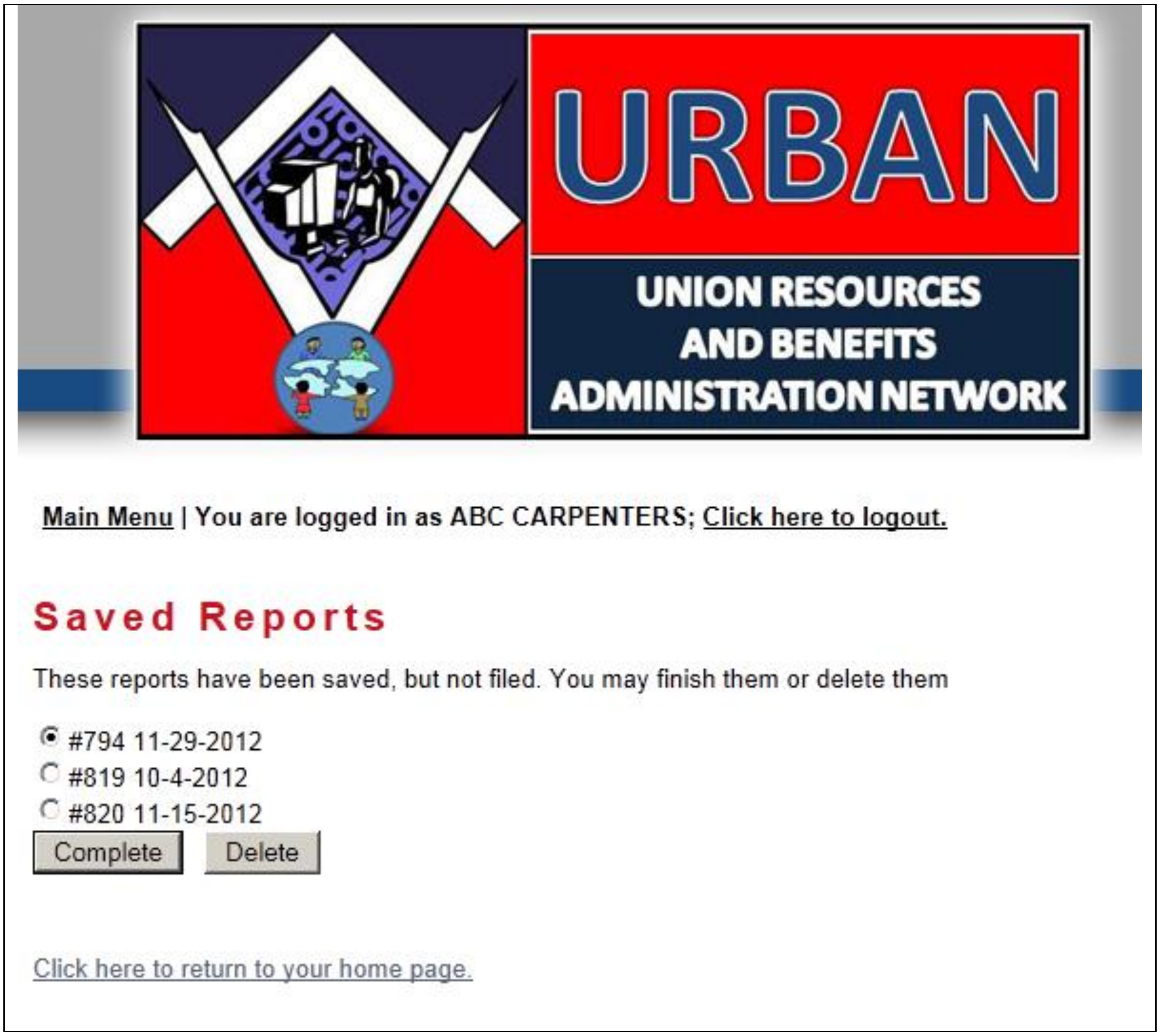
Please note: For questions regarding active and valid jobs and / or contracts, please contact the District Council's Agreements Department at (212) 366-7448. For questions regarding a job number, please contact the District Council's Job Referral Department at 212-366-7509.

Continue Working on an Unfiled Report

If you decided to calculate and save a prior report and you now need to go back and complete the report, you may do so from the Main Menu. Please select the option "Continue Unfiled Reports" and click on the *Continue* button.

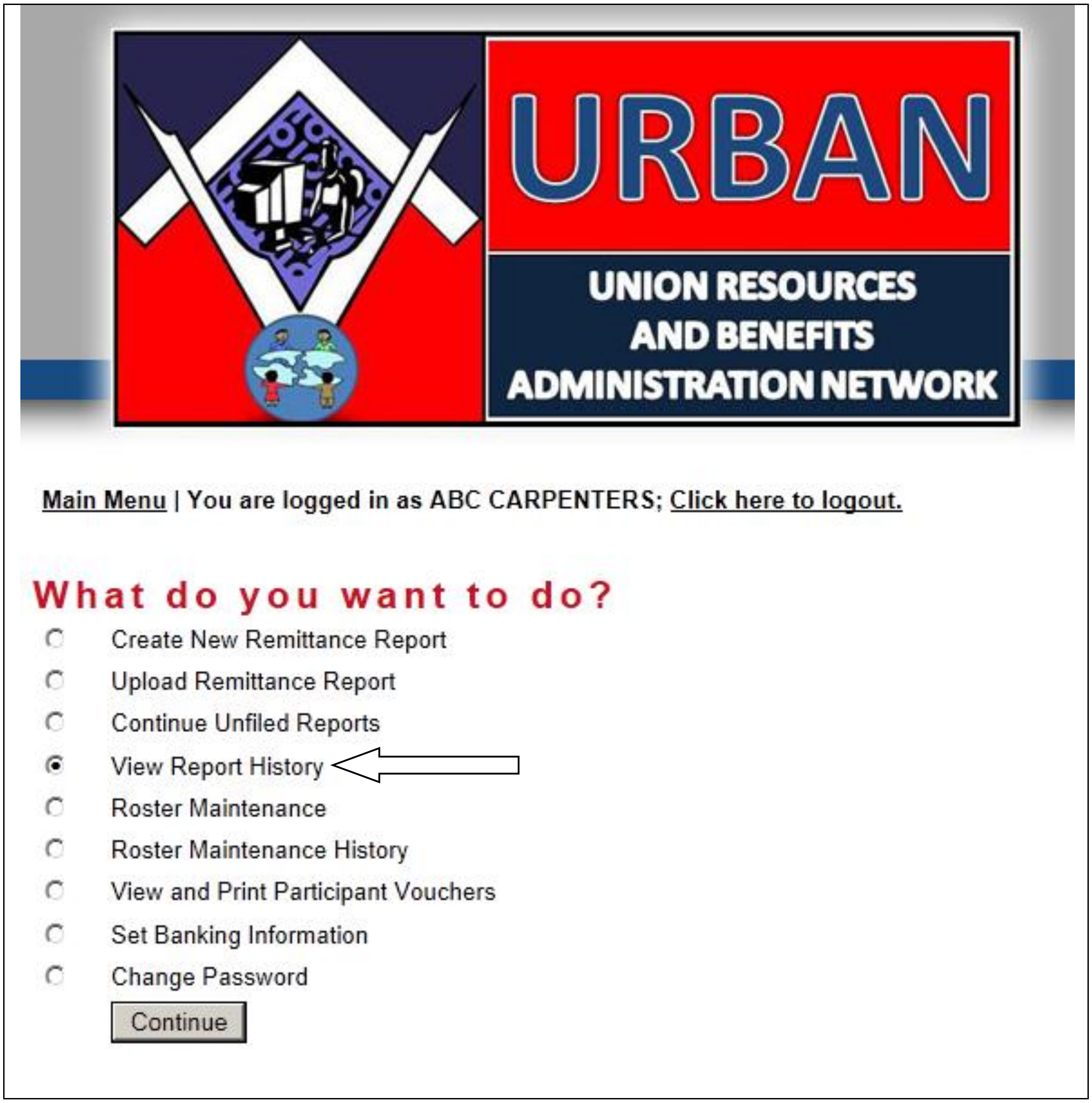


After clicking on the *Continue* button, you will see a list of reports that have been saved but have not yet been submitted. On this page, you have the option of either completing a report or deleting a report. If you select a saved report and click on the *Delete* button, you will be directed to a screen confirming that your report has been deleted. If you select a saved report and click on the *Complete* button, you will be directed to the “Enter remittance report” screen to continue your report.



Viewing Previously Submitted Reports

From the Main Menu, you have the ability to view the report history of your previously submitted reports. To do this, select the “View Report History” option, and then click on the *Continue* button.



After clicking on the *Continue* button, you will see a list of all of the report activity that you have filed. The information included will show: Date Filed, Period Ending, Receipt Number, and Amount. ***Please note: If a report has been voided by the fund office, the term "void" will be displayed in the last column.***

Main Menu | You are logged in as ABC CARPENTERS; Click here to logout.

Recent Activity

Below are the most recent reports filed by you. You can also click here to use advanced search

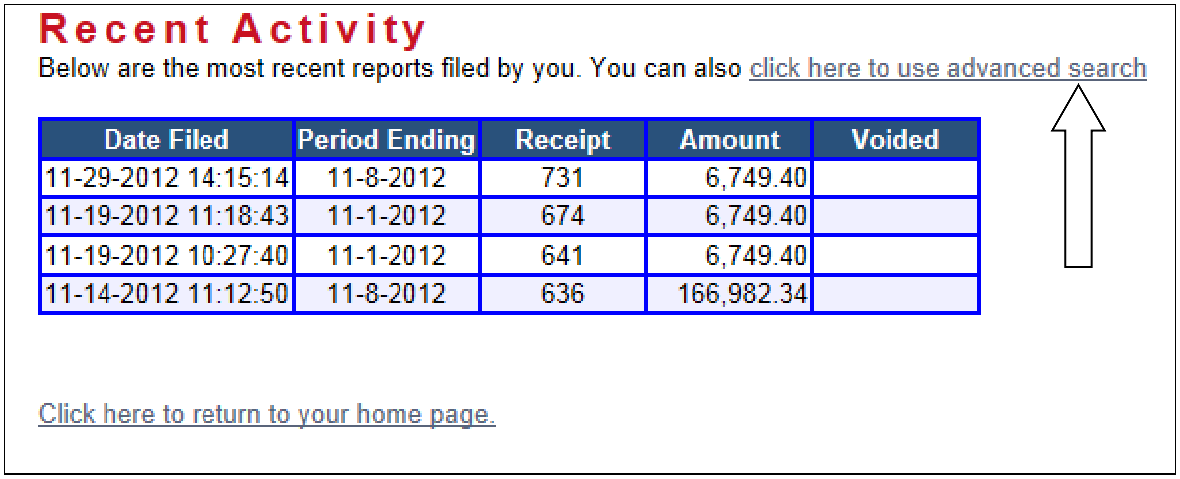
Date Filed	Period Ending	Receipt	Amount	Voided
11-29-2012 14:15:14	11-8-2012	731	6,749.40	
11-19-2012 11:18:43	11-1-2012	674	6,749.40	
11-19-2012 10:27:40	11-1-2012	641	6,749.40	
11-14-2012 11:12:50	11-8-2012	636	166,982.34	

Click here to return to your home page.

Clicking on any row will open a new window containing the PDF of that report.

Please note: If the "Next" link appears underneath the table of reports, that means that there are additional reports that you can view by clicking on the link.

You can also perform an advanced search for a report by clicking on the “click here to use advanced search” link.



Recent Activity

Below are the most recent reports filed by you. You can also click here to use advanced search

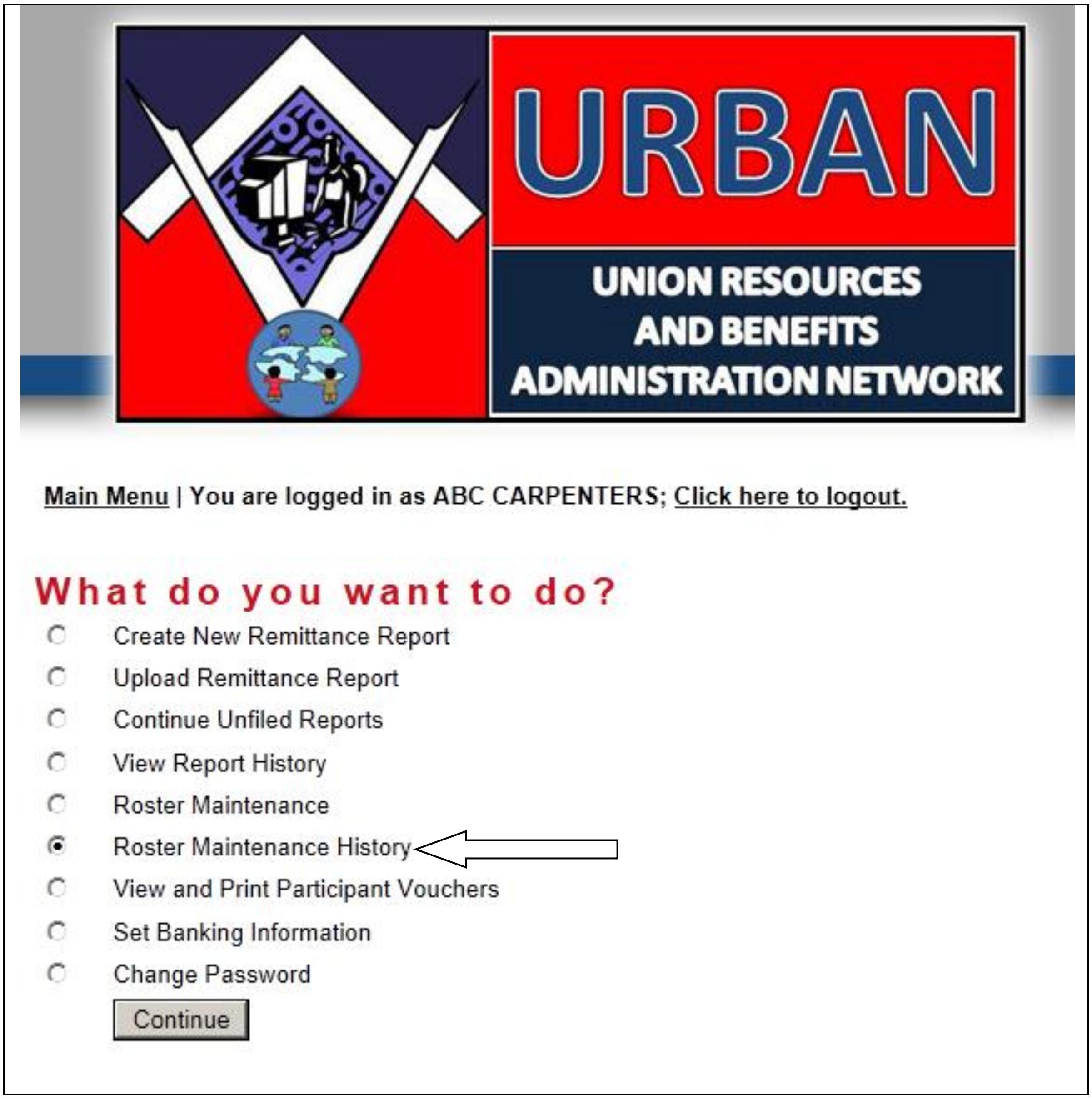
Date Filed	Period Ending	Receipt	Amount	Voided
11-29-2012 14:15:14	11-8-2012	731	6,749.40	
11-19-2012 11:18:43	11-1-2012	674	6,749.40	
11-19-2012 10:27:40	11-1-2012	641	6,749.40	
11-14-2012 11:12:50	11-8-2012	636	166,982.34	

Click here to return to your home page.

After clicking on the “click here to use advanced search” link, you will be directed to a screen where you can input the “From” and “To” dates for your search. You will be required to use a calendar box to select the dates. You can use the single arrow on the upper left and upper right corners of the box to adjust the month, and then simply click on the day of the month that you would like to use. After selecting the “From” and “To” dates, click on the *Submit* button. You will then be directed to a “Reports Found” page that lists all of the reports submitted during the date range of your search.

Roster Maintenance History

If you would like to view the Roster Maintenance forms that have been submitted on the website, the “Roster Maintenance History “option should be selected on the Main Menu. After selecting the “Roster Maintenance History” option, please click on the *Continue* button.



After clicking on the *Continue* button, you will be directed to the "Pick dates for Roster History" screen. On this screen you can select one of the designated options or input your own date range to filter your Roster History results. Only Roster History that was submitted within the dates selected will appear in your results. After selecting the dates, please click on the *Continue* button.

Pick dates for Roster History

- 30 days
- 90 days
- 365 days
- All available
- from: ______ to: ______ (mm/dd/yyyy)

Continue

After selecting a date range to filter the results and clicking on the *Continue* button, the appropriate forms will be displayed in a table.

Form	Date	Time	SSN	Name	Status	Request
30	11/29/2012	11:55:43	676668888	JOHNSON ANDREW	UPDATED	007513
12	11/26/2012	09:17:12	555667777	JAMES SMITH	UPDATED	006620
11	11/26/2012	09:14:29	444556666	SMITH JOHN	UPDATED	006618
8	11/19/2012	15:01:04	898889988	JOHNSON JOE	UPDATED	005825

The Roster Maintenance History table will display the information listed above. The employer will also have the ability to view member information that was submitted on the Roster Maintenance form by clicking on the link in the "Form" column. After clicking on the link in the "Form" column, a PDF of the Roster Maintenance form will be displayed.

MEMBER INFORMATION

First Name: JAMES   Middle Name: Last Name: SMITH

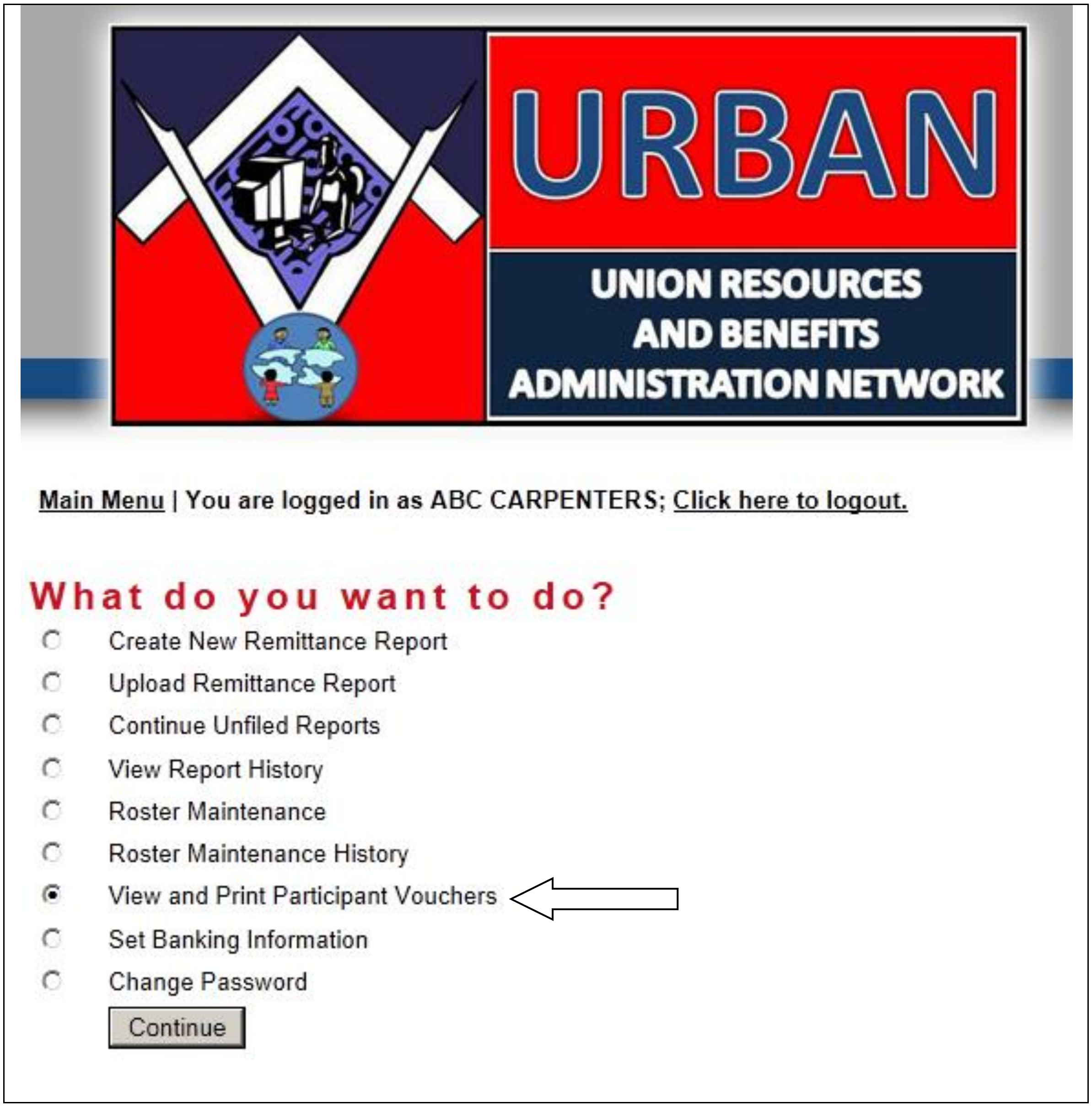
Address 1: 12345 CROSS STREET

Address 2:

City: NEW YORK CITY   State: NY   Zip Code: 55555

Viewing and Printing Participant Vouchers

When a remittance report has been submitted to the Fund Office through the website, you will have the ability to view and/or print out a Participant Voucher for each participant from the remittance report. ***Please note: You will not be able to print out participant vouchers until your remittance report has been funded.*** To accomplish this, you will need to select the "View and Print Participant Vouchers" option on the Main Menu, and then click on the *Continue* button.



After clicking on the *Continue* button, a table will be displayed featuring all *funded* remittance reports from prior dates that have been submitted by the employer via the website. In order to view the Participant Vouchers from the report, the employer should click on the *View* button for the appropriate receipt number.

URBAN
UNION RESOURCES AND BENEFITS ADMINISTRATION NETWORK

Main Menu | You are logged in as ABC CARPENTERS; Click here to logout.

View and Print Participant Vouchers

View PDF	Transaction Number	Contribution Date	Paid Date
View	1540	02/17/2013	02/19/2013
View	731	11/09/2012	02/05/2013
View	674	02/14/2012	01/31/2013

After clicking on the *View* button for the appropriate receipt number, a separate Participant Voucher for each participant on the report will be displayed in a PDF. The Participant Voucher will display the information listed below for each participant on the remittance report:

URBAN
UNION RESOURCES AND BENEFITS ADMINISTRATION NETWORK

Hours have been submitted on your behalf to the New York City District Council of Carpenters Benefit Funds from the below mentioned employer.

Account#	20076
Employer Name	ABC CARPENTERS
Address	12345 MAIN STREET NEW YORK, NY 55555

Benefit Statement

New York City District Council of
Carpenters Benefit Funds
395 Hudson Street New York, NY 10014

Credited To:

Member UBC	XXX-XX-2121
Member Name	STEVENS JUSTIN
Address	

Receipt #	1540
Process Date:	2/19/2013

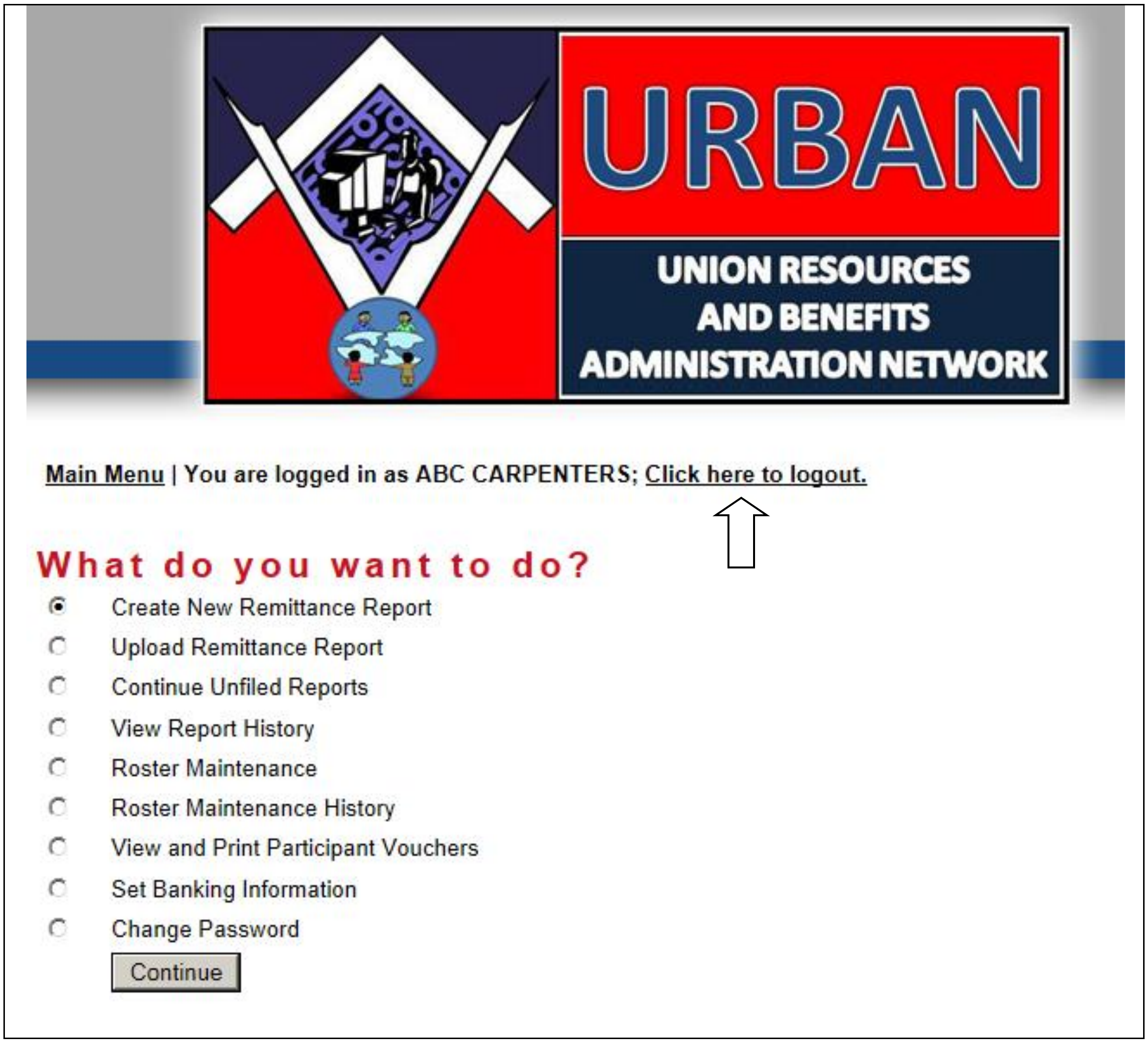
Work Period	Hours	Amount	Level	CBA	JobSite#
2/10/2013	28.75	$1,117.83	J	GREATER NY FLOOR COV	DC12-50000043

You can obtain the most current information regarding your account by logging on to the member portal of the Funds website at www.nyccbf.com or by calling the Interactive Voice Response System at 800-529-FUND (3863). You will need your PIN (Personal Identification Number) to access your account information. If you do not know your PIN number, please call the Benefit Funds and ask to speak with someone from the Member Services Department.

You can then distribute these Participant Vouchers to each participant on the report as you see fit. The Participant Vouchers signify to the participant that the employer has submitted their fund contributions to the Fund Office for the displayed work period. These Participant Vouchers can be accessed at any time on the website by the employer.

Logging Out

When you have completed all processing on the website, it is important to remember to log out. To do this, please click on the "Click here to logout" link above the Main Menu.



Questions and Comments

If you have any questions or comments regarding processing online remittance reports on the website, please contact your Fund Office's Employer Assistance Department at (212) 366-7386.

ISSI URBAN Upload File Specifications

File Format

- The upload file must be in a Comma-Separated Values format. The following file extensions are acceptable:
  - **.csv**
  - **.txt**
  - **.tsv**

- Files with an extension of .pdf or .xls / .xlsx cannot be accepted. If your payroll software is only capable of importing data into a Microsoft Excel file (.xls or .xlsx), then you will need to open the document in Microsoft Excel and then resave the file in a **.csv** format prior to uploading the file.

Fields

- There is no character limit and the fields are not case sensitive. We do not require any leading or trailing zeros for any field. The inclusion of column headers is optional.

- If any field contains a comma, dollar sign, or quotation marks, then you must include quotation marks around the entire field. If you prefer, you can include quotation marks around every field in the file.

- The data fields can be in any order, as long as the order is consistent.

- The following fields are required for each reported employee:

Upload File Layout				
Field Sequence	**Field Data**		**Field Sequence**	**Field Data**
Field 1	SSN		Field 7	Class Code (see below for class code descriptions)
Field 2	Last Name		Field 8	Regular Hours
Field 3	Middle Name		Field 9	Overtime Hours
Field 4	First Name			
Field 5	Job ID			
Field 6	Contract Number OR Group Code			

Class Code Descriptions

- Please use the class code descriptions on the following pages. If you are unable to use the provided descriptions, please provide a separate document listing all possible class code descriptions.

Standard Contracts												
Contract Type	**Class Code Description**											
Carpenters	J	F	GF	A1	A2	A3	A4	JI	AI			
Floor Layer	J	F	GF	A1	A2	A3	A4	JI	AI			
Heavy Carpenters	J	F	GF	A1	A2	A3	A4	JI	AI			
Millrights	J	F	GF	A1	A2	A3	A4	JI	AI			
Timberman	J	F	GF	A1	A2	A3	A4	JI	AI			
DockBuilders	J	F	GF	MD	TND	A1	A2	A3	A4	JI	AI	
Shop Carp.	J	F	GF	A1	A2	A3	A4	A5	H1	H2	H3	H4

Specialty Contracts											
Contract Type	**Contract Name**	**Class Code Description**									
Timberman	Tank Main	A1	A2	A3	A4	TK1	TK2	TKH	UWS	UW2	UW3
Timberman	Tank Main-Vacation/Holiday	A1	A2	A3	A4	TK1	TK2	TKH	UWS	UW2	UW3
Carpenter	Test Boring	F	H1	H2	H3	H4	D	H			
Carpenter	Capital Cities / ABC Inc.	CPL	CM	ACM	BM						
Carpenter	Empire Office	F	ASF	TUW	SW	WHW					
Carpenter	Lincoln Center	J	CPL								
Carpenter	Mackenzie Automatic Door	SSW	HWW	TRN							
Carpenters	Mackenzie Doors Vac/Hol	SSW	HWW	TRN							
Carpenters	Mackenzie Auto Door Vac Hol	SSW	HWW	TRN							
Carpenter	Parkchester North	MM1	MM2	MM3	MM4	MM5	MM6				
Carpenter	Parkchester Preservation	MM1	MM2	MM3	MM4	MM5	MM6				
Carpenter	Parkchester South	MM1	MM2	MM3	MM4	MM5	MM6				

ADP URBAN Upload File Specifications

File Layout

The module supports the importing of ASCII text files for the maintenance of employee information and the reporting of hours worked.. The file can have any name and extension. ADP recommends that contractors use the week ending date within their naming convention.

The file can contain 3 types of records as described below. The records can appear in any order. Each record ends with a new line character.

Field Name	Length	Columns	Required	Format	Notes
Header Record - The file must have one and only one header record.					
Record Indicator	2	1-2	Yes	'01'	Constant
File Version No	3	3-5	Yes	'001'	Constant
EmployerID	5	6-10	Yes	NNNNN	
Period Ending	8	11-18	Yes	MMDDYYYY	
Employee Record Count	5	19-23	Yes	NNNNN	Example: '00010'
Hours Record Count	5	24-28	Yes	NNNNN	Example: '00120'
New Line					
Employee Records - The file may have 0 or many employee records. Only new hires or updated employees require a record.					
Record Indicator	2	1-2	Yes	'02'	Constant
SSN	9	3-11	Yes	NNNNNNNNN	
First Name	15	12-26	No	Character	
Middle Initial	1	27	No	Character	
Last Name	20	28-47	No	Character	
Address1	30	48-77	No	Character	
Address2	30	78-107	No	Character	
Address3	30	108-137	No	Character	
City	30	138-167	No	Character	
State or Province	2	168-169	No	Character	
Postal Code	9	170-178	No	Character	
Country	6	179-184	No	Character	
DOB	8	185-192	No	MMDDYYYY	
Local	4	193-196	No	Character	
Group Code	5	197-201	No	NNNNN	
Status	1	202-202	Yes	Character	
Job Site ID	14	203-216	No	Character	
New Line					
Hours Records - The file may have 0 or many hours records.					
Record Indicator	2	1-2	Yes	'03'	Constant
SSN	9	3-11	Yes	NNNNNNNNN	
GroupCode	5	12-16	Yes	NNNNN	
JobSiteID	14	17-30	No	Character	
Regular Hours	5	31-35	Yes	2 implied decimals	Example: '03500' for 35 hours
OT Hours	5	36-40	Yes	2 implied decimals	Example: '00000' for -0- hours
Skill Level	**3**	**41-43**	**Yes**	**Character*** **	

***

Standard Contracts												
Contract Type	**Class Code Description**											
Carpenters	J	F	GF	A1	A2	A3	A4	JI	AI			
Floor Layer	J	F	GF	A1	A2	A3	A4	JI	AI			
Heavy Carpenters	J	F	GF	A1	A2	A3	A4	JI	AI			
Millrights	J	F	GF	A1	A2	A3	A4	JI	AI			
Timberman	J	F	GF	A1	A2	A3	A4	JI	AI			
DockBuilders	J	F	GF	MD	TND	A1	A2	A3	A4	JI	AI	
Shop Carp.	J	F	GF	A1	A2	A3	A4	A5	H1	H2	H3	H4

Specialty Contracts											
Contract Type	**Contract Name**	**Class Code Description**									
Timberman	Tank Main	A1	A2	A3	A4	TK1	TK2	TKH	UWS	UW2	UW3
Timberman	Tank Main-Vacation/Holiday	A1	A2	A3	A4	TK1	TK2	TKH	UWS	UW2	UW3
Carpenter	Test Boring	F	H1	H2	H3	H4	D	H			
Carpenter	Capital Cities / ABC Inc.	CPL	CM	ACM	BM						
Carpenter	Empire Office	F	ASF	TUW	SW	WHW					
Carpenter	Lincoln Center	J	CPL								
Carpenter	Mackenzie Automatic Door	SSW	HWW	TRN							
Carpenters	Mackenzie Doors Vac/Hol	SSW	HWW	TRN							
Carpenters	Mackenzie Auto Door Vac Hol	SSW	HWW	TRN							
Carpenter	Parkchester North	MM1	MM2	MM3	MM4	MM5	MM6				
Carpenter	Parkchester Preservation	MM1	MM2	MM3	MM4	MM5	MM6				
Carpenter	Parkchester South	MM1	MM2	MM3	MM4	MM5	MM6				

New Line Character

Each record must terminate with a new line character (ASCII 13 + ASCII 10). This character is usually created by hitting <Enter> on the keyboard and is sometimes referred to as CR/LF.

Supported Characters

The system supports all ASCII characters from ASCII33 to ASCII126 with the following exceptions: ASCII34 (double quotes) and ASCII92 ('\') .

The supported characters are listed below:

!"#$%&'()*+-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[]^_`abcdefghijklmnopqrstuvwxyz{|}

Validation Rules

If a non-required field is not specified, substitute spaces.

Field Name	Rule
Fields in the Header Record:	
Period Ending	Can be no more that 1 week after the current system date. Must be after July 1, 2002 and no later than December 31, 2005.
Employee Record Count	Must match the number of Employee Records in the file, or 0
Hours Record Count	Must match the number of Hours Records in the file, or 0
Fields in the Employee Records:	
SSN	Must be 9 digits
State or Province	Must be a 2-character abbreviation in the table below.
Country	'USA' or 'Canada'
DOB	Must be a valid date between January 1, 1910 and December 31, 2002.
Group Code	If entered, must be a valid group code assigned to the contractor
Status	'A'=Active, 'I'=Inactive, P'=Purge. If 'P', the employee must already exist in the system.
Job Site ID	If entered, it must be a valid JobSiteID assigned to the contractor
Fields in the Hours Records:	
SSN	The employee must exist in the system or be a new hire in this file
GroupCode	This must be a valid group code assigned to the contractor
JobSiteID	If entered, it must be a valid JobSiteID assigned to the contractor
Regular Hours	Must be numeric and represent a value >= 0 and <= 40 Must represent either an integer, or an integer plus ½ (i.e., no quarter hours, etc.) Examples: '03500' = 35 hours. '03550' = 35 ½ hours, '00000' = -0- hours.
OT Hours	Must be numeric and represent a value >= 0 and <= 100 Must represent either an integer, or an integer plus ½ (i.e., no quarter hours, etc.)

State/Province Abbreviations

AL Alabama
AK Alaska
AZ Arizona
AR Arkansas
CA California
CO Colorado
CT Connecticut
DE Delaware
DC District of Columbia
FL Florida
GA Georgia
HI Hawaii
ID Idaho
IA Iowa
IL Illinois
IN Indiana
KS Kansas
KY Kentucky
LA Louisiana
ME Maine
MD Maryland
MA Massachusetts
MI Michigan
MN Minnesota
MS Mississippi
MO Missouri
MT Montana
NE Nebraska
NV Nevada
NH New Hampshire
NJ New Jersey
NM New Mexico
NY New York
NC North Carolina
ND North Dakota
OH Ohio
OK Oklahoma
OR Oregon
PA Pennsylvania
RI Rhode Island
SC South Carolina
SD South Dakota
TN Tennessee
TX Texas
UT Utah
VT Vermont
VA Virginia
WA Washington
WV West Virginia
WI Wisconsin
WY Wyoming

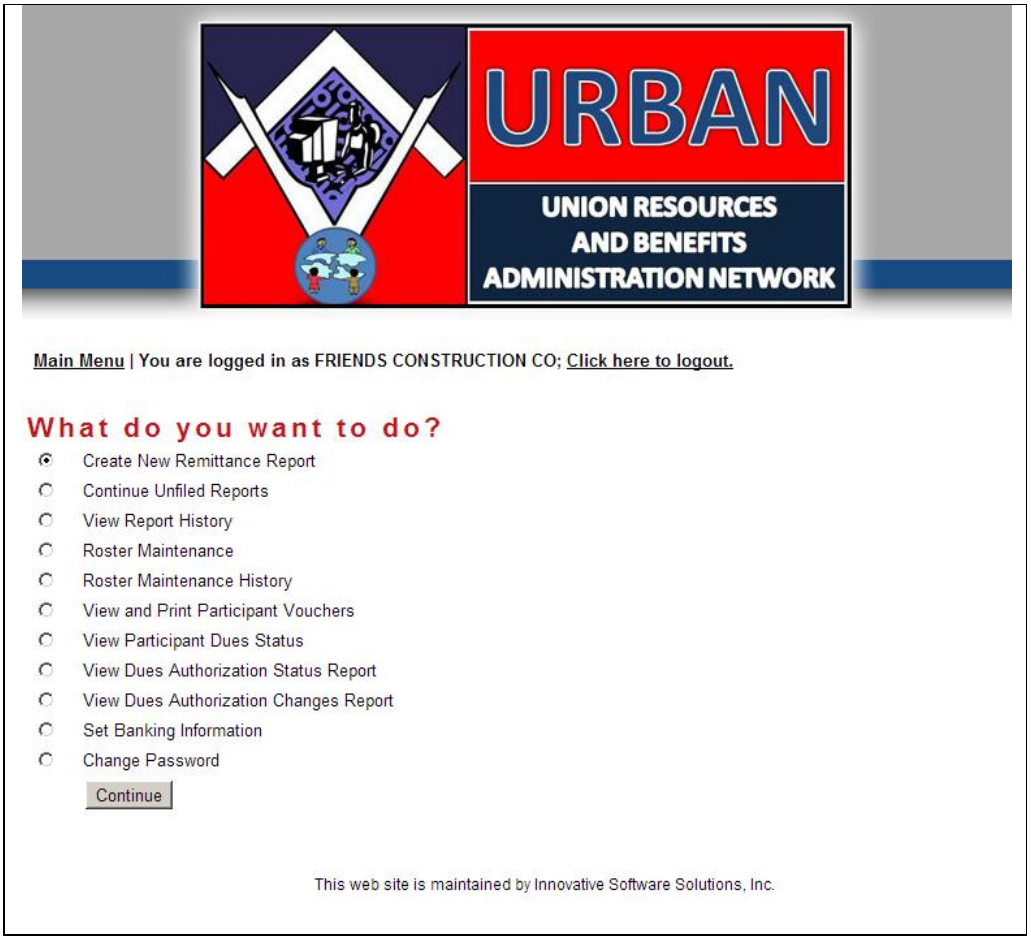
AB Alberta
BC British Columbia
MB Manitoba
NB New Brunswick
NF Newfoundland
NT Northwest Territories
NS Nova Scotia
NU Nunavut
ON Ontario
PE Prince Edward Island
QC Quebec
SK Saskatchewan
YT Yukon

DUES ADDENDUM

Below are the portions of the URBAN site that will change beginning December 4th, 2013, when Dues Authorization goes live. Here is a preview and review of the resources that will be available.

Main Menu

Once logging in, you will be directed to the Main Menu.



The options below will either incorporate new dues functionality or they will be brand new options as of December 4th, when Dues Authorization goes live on the URBAN website.

- **Create New Remittance Report**: Choose this option if you would like to create a new remittance report to send to the Fund Office.

- **View and Print Participant Vouchers**: Choose this option to view and/or print Participant Vouchers for each participant from a funded remittance report. Once the money has been cleared with the bank, the vouchers will be available for print.

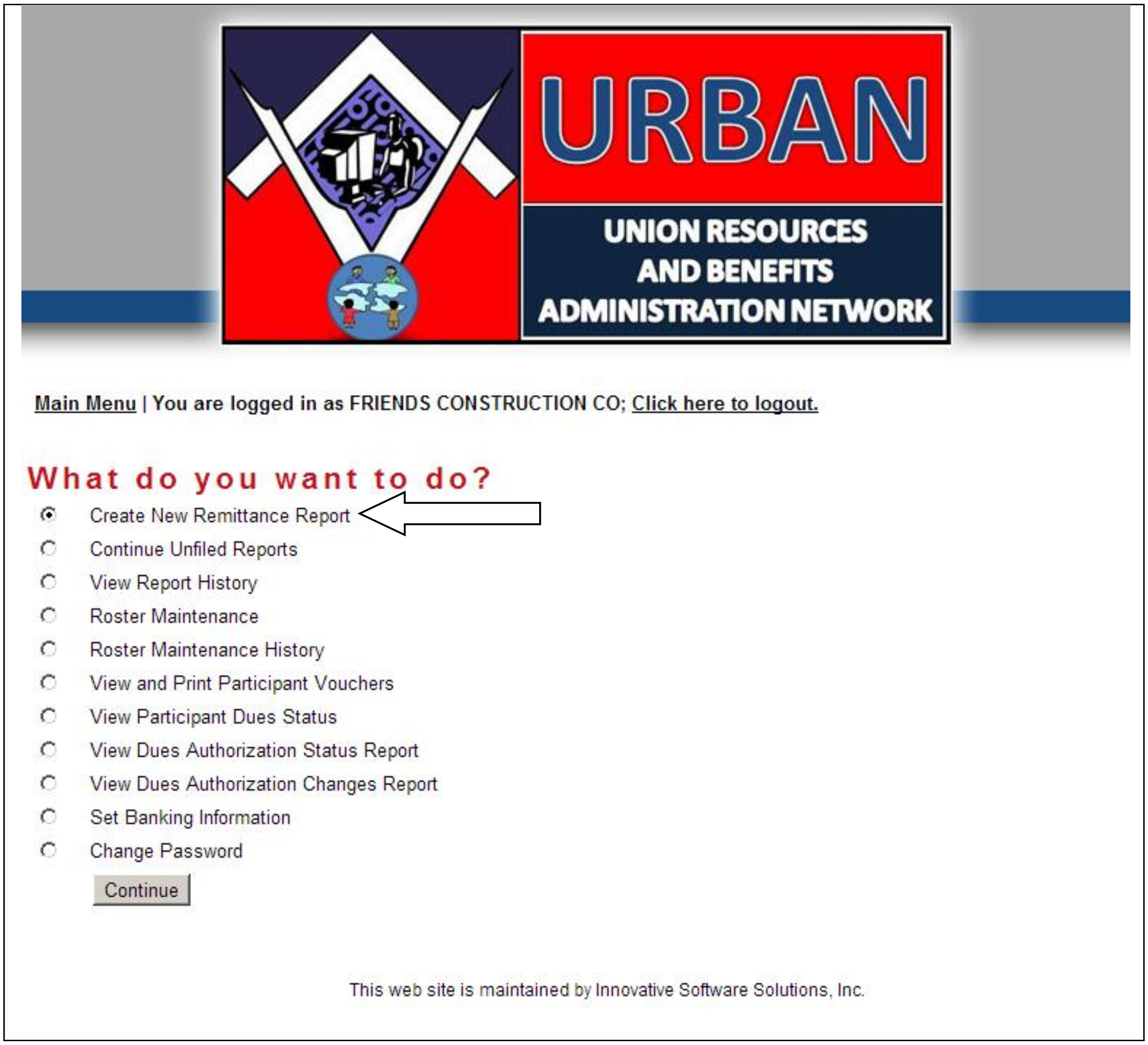
- **View Participant Dues Status**: Choose this option to search for a particular participant's Dues Authorization Record. This option will display whether or not the participant in question is set up for PAC, Dues, or both, and if so, what date the participant was authorized.

- **View Dues Authorization Status Report:** Choose this option to show all of the participants on your prelist and whether or not they've been authorized for Dues and/or PAC. This option pulls your most recent prelist of participants from remittance reports that you have submitted in the previous four weeks, and generates a report that can be filtered and sorted within the table, or be saved as a .csv file.

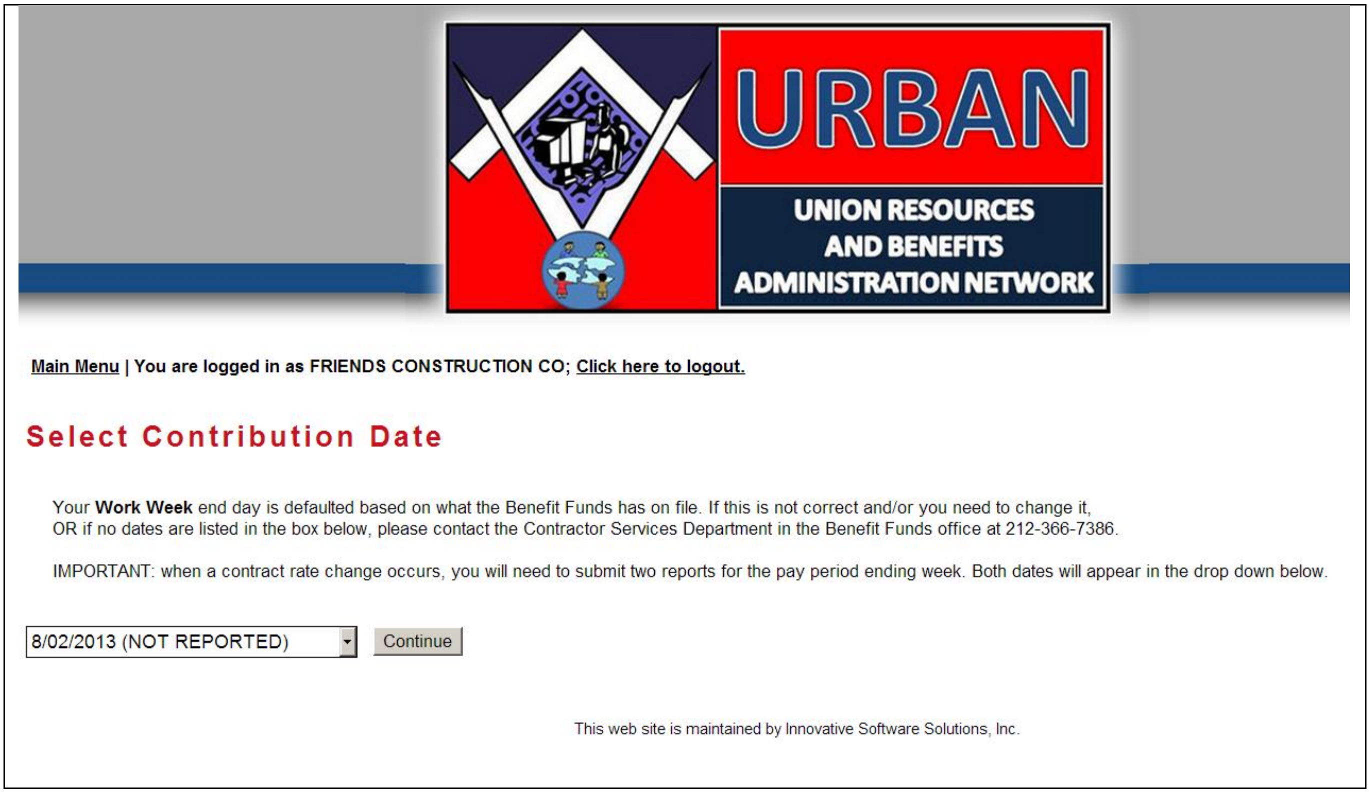
- **View Dues Authorization Changes Report:** Choose this option to determine whether any participants you remit reports for who previously were unauthorized for Dues and/or PAC have been authorized by the fund office. This option also shows when a participant who was previously authorized has opted out of Dues, PAC, or both.

Creating a New Remittance Report

To create a new remittance report, please select the “Create New Remittance Report” option on the Main Menu and click on the *Continue* button.



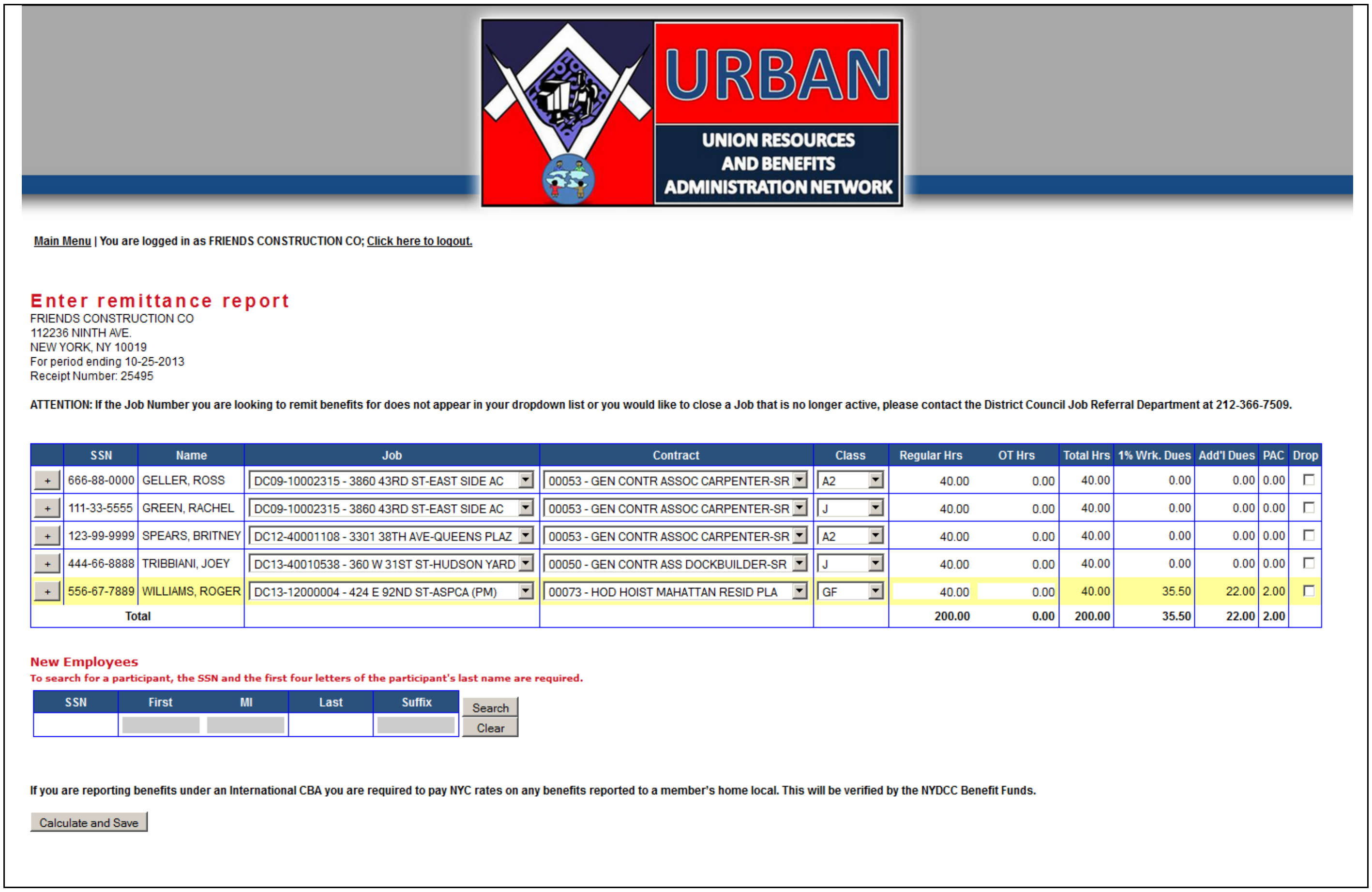
You will then be prompted to select the contribution date. You can make adjustments to the date by clicking on the dropdown arrow and making the appropriate selection. Once you have selected the contribution date, please click on the *Continue* button.



Please note: If you have already submitted a report for a particular date, it will say "Reported" in parentheses next to the date. If you have not submitted a report for a particular date, it will say "Not Reported" in parentheses next to the date.

Main Remittance Report Screen

Once you select the contribution date, you will be directed to the "Enter remittance report" screen.



	SSN	Name	Job	Contract	Class	Regular Hrs	OT Hrs	Total Hrs	1% Wrk. Dues	Add'l Dues	PAC	Drop
+	666-88-0000	GELLER, ROSS	DC09-10002315 - 3860 43RD ST-EAST SIDE AC	00053 - GEN CONTR ASSOC CARPENTER-SR	A2	40.00	0.00	40.00	0.00	0.00	0.00	
+	111-33-5555	GREEN, RACHEL	DC09-10002315 - 3860 43RD ST-EAST SIDE AC	00053 - GEN CONTR ASSOC CARPENTER-SR	J	40.00	0.00	40.00	0.00	0.00	0.00	
+	123-99-9999	SPEARS, BRITNEY	DC12-40001108 - 3301 38TH AVE-QUEENS PLAZ	00053 - GEN CONTR ASSOC CARPENTER-SR	A2	40.00	0.00	40.00	0.00	0.00	0.00	
+	444-66-8888	TRIBBIANI, JOEY	DC13-40010538 - 360 W 31ST ST-HUDSON YARD	00050 - GEN CONTR ASS DOCKBUILDER-SR	J	40.00	0.00	40.00	0.00	0.00	0.00	
+	556-67-7889	WILLIAMS, ROGER	DC13-12000004 - 424 E 92ND ST-ASPCA (PM)	00073 - HOD HOIST MAHATTAN RESID PLA	GF	40.00	0.00	40.00	35.50	22.00	2.00	
	Total					200.00	0.00	200.00	35.50	22.00	2.00	

Here you will note a few changes to the remittance entry screen. The entry screen will continue to prelist with participant data (name, SSN, job, contract, and class) from your prior reports, and will still only drop participants from the prelist if no hours have been submitted for them for 4 consecutive weeks, or via use of the Drop box. The drop will not occur on this week's remittance report, but on the following week's report. The primary changes include the addition of dues entry fields.

In the first column of the entry table, a "+" button is available next to participants' SSNs. When the "+" button is clicked for a participant, a duplicated line will display directly underneath the row. The duplicated line will display the same participant with identical contract, job, and class information. The cursor will drop to the highlighted, duplicated row to edit the participants' job, contract, and class information. These can then be changed via their respective drop down fields. After the participants' job, contract, and class information has been properly selected from the appropriate dropdowns, you will key in the *Regular Hours* and *OT Hours* for each participant. This leads to the new columns available on the table. After keying in the hours, there will be three additional columns, after the *Total Hours* column, which will automatically calculate if authorized for the participant. These new columns, which will appear as of December 4th, are *Working Dues, Additional Dues,* and *PAC*. ***Please note: Working Dues, Additional Dues, and PAC will NOT automatically calculate if the participant has not authorized the NYC District Council to allow employers to submit dues and/or PAC on their behalf. Please refer to the "View Participant Dues Status" section on page 50 for further detail.***

Calculating the Remittance Report

In addition to saving your remittance report, clicking on the *Calculate and Save* button will also calculate the fund contribution totals. The first table listed will summarize, among other things, the amount billed per fund, along with the total benefits billed, total Promo billed, and grand total billed. The grand total of the first table will be the amount paid to the Fund Office. If you would like to analyze the amount billed per job and per contract, this information will be displayed in the second and third tables, respectively. The last two tables listed are new. The first table will summarize the Working Dues, Additional Dues, and PAC. This table consisting of Working Dues, Additional Dues, and PAC will be included in your report as a separate payment that will be sent to the appropriate funds. The last table is a grand totals box, which breaks down the fund contribution total, the Dues/PAC contribution total, and the overall grand total amount due. ***Please note: Two separate transactions will be processed against your bank account.***

If you are reporting benefits under an International CBA you are required to pay NYC rates on any benefits reported to a member's home local. This will be verified by the NYDCC Benefit Funds.

Calculate and Save

Please review the totals in the table(s) below. If they are correct, you can use the "Submit" button to file the report. If they are not correct, you can make changes to the details above and re-calculate using the "Calculate and Save" button.

	Reg	OT	Total Hrs	Total Billed
Pension	200.00	0.00	200.00	$2,030.00
Welfare	200.00	0.00	200.00	$2,768.00
Annuity	200.00	0.00	200.00	$1,271.20
Vacation	200.00	0.00	200.00	$1,052.00
Organize	200.00	0.00	200.00	$80.00
Comm	200.00	0.00	200.00	$8.00
Civil ACT	200.00	0.00	200.00	$8.00
Pension Supp	200.00	0.00	200.00	$200.00
State	200.00	0.00	200.00	$20.00
AJREI	200.00	0.00	200.00	$140.00
Charity	200.00	0.00	200.00	$10.00
GNY	200.00	0.00	200.00	$56.00
Total Benefits				$7,643.20
Total Promo	200.00	0.00	200.00	$57.20
Fund Contribution Total				$7,700.40

	Reg	OT	Total Hrs	Benefit	Promo	Total Billed
50 - GEN CONTR ASS DOCKBUILDER-SR - J	40.00	0.00	40.00	$1,814.00	$14.00	$1,828.00
53 - GEN CONTR ASSOC CARPENTER-SR - J	40.00	0.00	40.00	$1,814.00	$14.00	$1,828.00
53 - GEN CONTR ASSOC CARPENTER-SR - A2	80.00	0.00	80.00	$2,453.60	$28.00	$2,481.60
73 - HOD HOIST MAHATTAN RESID PLA - GF	40.00	0.00	40.00	$1,561.60	$1.20	$1,562.80
Contract Totals	200.00	0.00	200.00	$7,643.20	$57.20	$7,700.40

	Reg	OT	Total Hrs	Benefit	Promo	Total Billed
DC09-10002315	80.00	0.00	80.00	$3,040.80	$28.00	$3,068.80
DC12-40001108	40.00	0.00	40.00	$1,226.80	$14.00	$1,240.80
DC13-12000004	40.00	0.00	40.00	$1,561.60	$1.20	$1,562.80
DC13-40010538	40.00	0.00	40.00	$1,814.00	$14.00	$1,828.00
Job Totals	200.00	0.00	200.00	$7,643.20	$57.20	$7,700.40

	Total Billed
1% Working Dues	$3,781.10
Additional Dues	$22.00
PAC	$2.00
Dues/PAC Contrib. Total	$3,805.10

	Total Billed
Fund Contribution Total	$7,700.40
Dues/PAC Contrib. Total	$3,805.10
Grand Total Contribution	$11,505.50

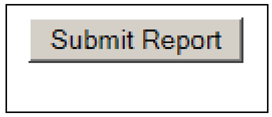
Comments

Pick payment date

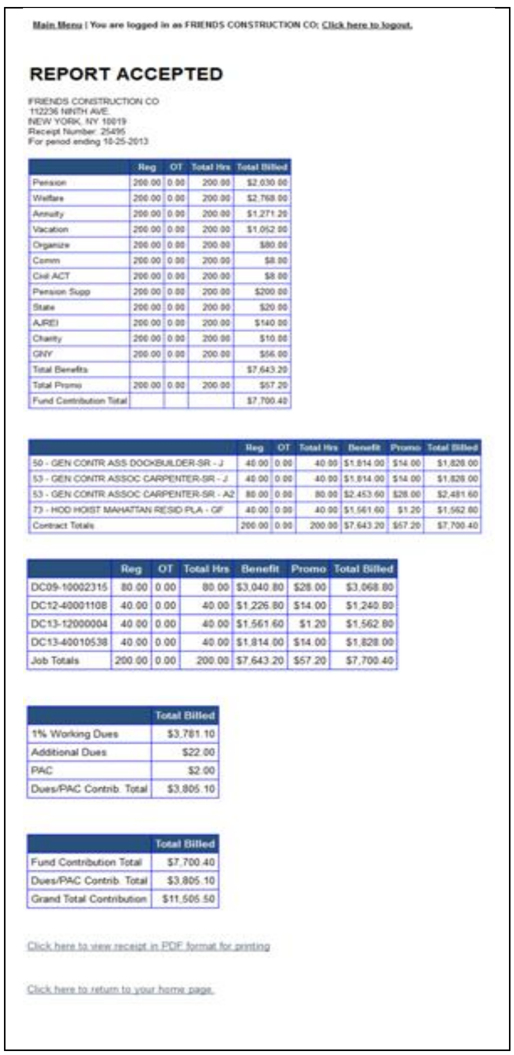
If you notice errors after reviewing the data, simply go back to the remittance entry table and correct any data entry errors. You can then click on the *Calculate and Save* button again to re-total the fund contribution totals.

Submitting the Report

Please review the accuracy of your remittance entry table and fund contribution totals prior to clicking on the *Submit Report* button. Once you have ensured the accuracy of the report, please click on the *Submit Report* button to send the report to the Fund Office.



After clicking on the *Submit Report* button, you will be directed to a screen confirming that your report has been accepted. The confirmation page will display your receipt number for the remittance report (located directly below your address), as well as the totals table, which again include the new tables comprising of Dues and PAC as well as the grand totals box.



Main Menu | You are logged in as FRIENDS CONSTRUCTION CO; Click here to logout.

REPORT ACCEPTED

FRIENDS CONSTRUCTION CO
112236 NINTH AVE.
NEW YORK, NY 10019
Receipt Number: 25495
For period ending 10-25-2013

	Reg	OT	Total Hrs	Total Billed
Pension	200.00	0.00	200.00	$2,030.00
Welfare	200.00	0.00	200.00	$2,768.00
Annuity	200.00	0.00	200.00	$1,271.20
Vacation	200.00	0.00	200.00	$1,052.00
Organize	200.00	0.00	200.00	$80.00
Comm	200.00	0.00	200.00	$8.00
Civil ACT	200.00	0.00	200.00	$8.00
Pension Supp	200.00	0.00	200.00	$200.00
State	200.00	0.00	200.00	$20.00
AJREI	200.00	0.00	200.00	$140.00
Charity	200.00	0.00	200.00	$10.00
GNY	200.00	0.00	200.00	$56.00
Total Benefits				$7,643.20
Total Promo	200.00	0.00	200.00	$57.20
Fund Contribution Total				$7,700.40

	Reg	OT	Total Hrs	Benefit	Promo	Total Billed
50 - GEN CONTR ASS DOCKBUILDER-SR - J	40.00	0.00	40.00	$1,814.00	$14.00	$1,828.00
53 - GEN CONTR ASSOC CARPENTER-SR - J	40.00	0.00	40.00	$1,814.00	$14.00	$1,828.00
53 - GEN CONTR ASSOC CARPENTER-SR - A2	80.00	0.00	80.00	$2,453.60	$28.00	$2,481.60
73 - HOD HOIST MAHATTAN RESID PLA - GF	40.00	0.00	40.00	$1,561.60	$1.20	$1,562.80
Contract Totals	200.00	0.00	200.00	$7,643.20	$57.20	$7,700.40

	Reg	OT	Total Hrs	Benefit	Promo	Total Billed
DC09-10002315	80.00	0.00	80.00	$3,040.80	$28.00	$3,068.80
DC12-40001108	40.00	0.00	40.00	$1,226.80	$14.00	$1,240.80
DC13-12000004	40.00	0.00	40.00	$1,561.60	$1.20	$1,562.80
DC13-40010538	40.00	0.00	40.00	$1,814.00	$14.00	$1,828.00
Job Totals	200.00	0.00	200.00	$7,643.20	$57.20	$7,700.40

	Total Billed
1% Working Dues	$3,781.10
Additional Dues	$22.00
PAC	$2.00
Dues/PAC Contrib. Total	$3,805.10

	Total Billed
Fund Contribution Total	$7,700.40
Dues/PAC Contrib. Total	$3,805.10
Grand Total Contribution	$11,505.50

Click here to view receipt in PDF format for printing

Click here to return to your home page.

On the “Report Accepted” page, a link will be displayed to print out the report in a PDF format. Click on this link in order to view and/or print a copy of the report.

Click here to view receipt in PDF format for printing

PDF Copy of Submitted Report

All of the information that you previously entered throughout your online remittance processing will be displayed on the PDF. You have the ability to print a copy of the PDF report by clicking on the *File* button, and then selecting the “Print” option. On reports that are submitted as of December 4th, the PDF will display Working Dues, Additional Dues, and PAC on the fourth page of the report.

Report Confirmation

FRIENDS CONSTRUCTION CO(19039)
112236 NINTH AVE.
NEW YORK,NY 10019

Period Ending Date: 10-25-2013

DUES / PAC TOTALS

Please note: The Dues/PAC Contribution of $3,805.10 will be deducted separately from your account.

	Total Billed
1% Working Dues	$3,781.10
Additional Dues	$22.00
PAC	$2.00
Dues/PAC Contrib. Total	$3,805.10

The fifth page will display the Grand total amounts, again breaking the amounts down by fund, Dues/PAC, and the grand total. The PDF will also now include the Dues and PAC information on a participant by participant basis beginning on the sixth page.

Report Confirmation

FRIENDS CONSTRUCTION CO(19039)
112236 NINTH AVE.
NEW YORK,NY 10019

Period Ending Date: 10-25-2013

GRAND TOTAL CONTRIBUTIONS

Please note: The Dues/PAC Contribution Total will be deducted separately from your account.

	Total Billed
Fund Contribution Total	$7,700.40
Dues/PAC Contrib. Total	$3,805.10
Grand Total Contribution	$11,505.50

Receipt # 25495

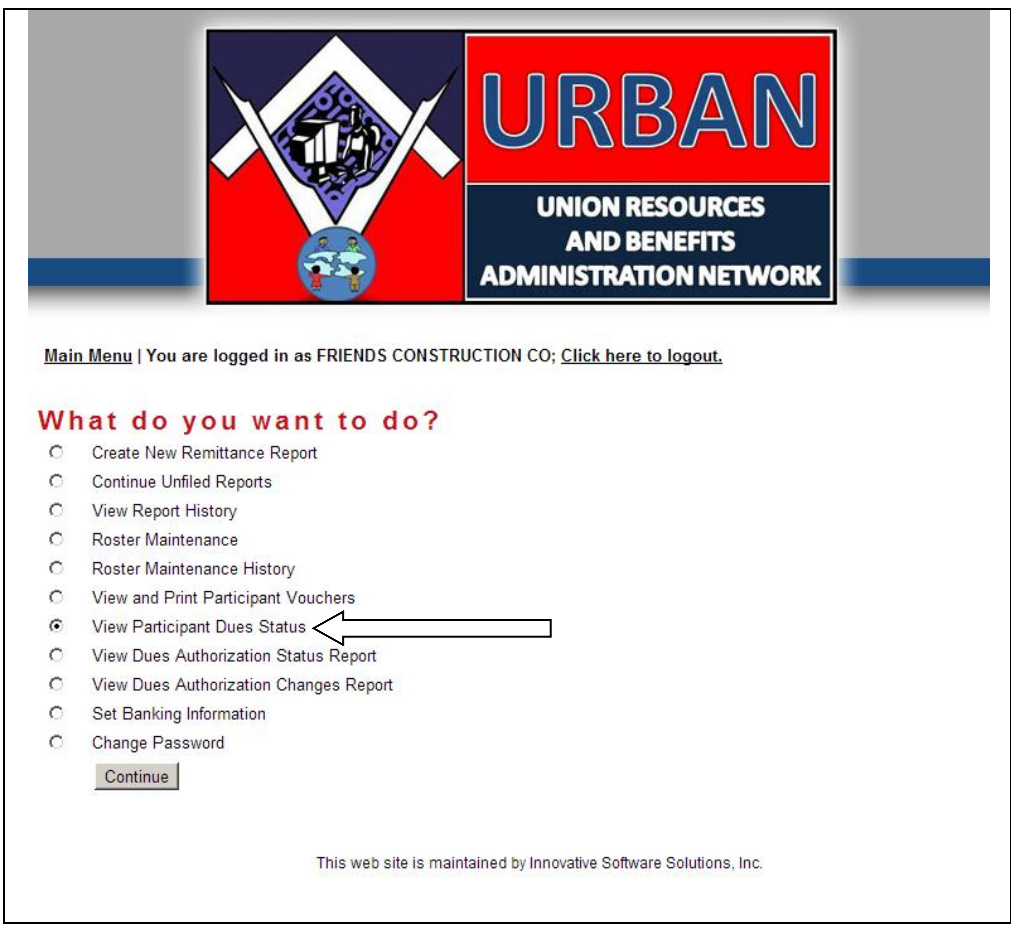
FRIENDS CONSTRUCTION CO(19039)
112236 NINTH AVE.
NEW YORK,NY 10019

Submission Date: 10-31-2013
Payment Date: 11-4-2013
Period Ending Date: 10-25-2013

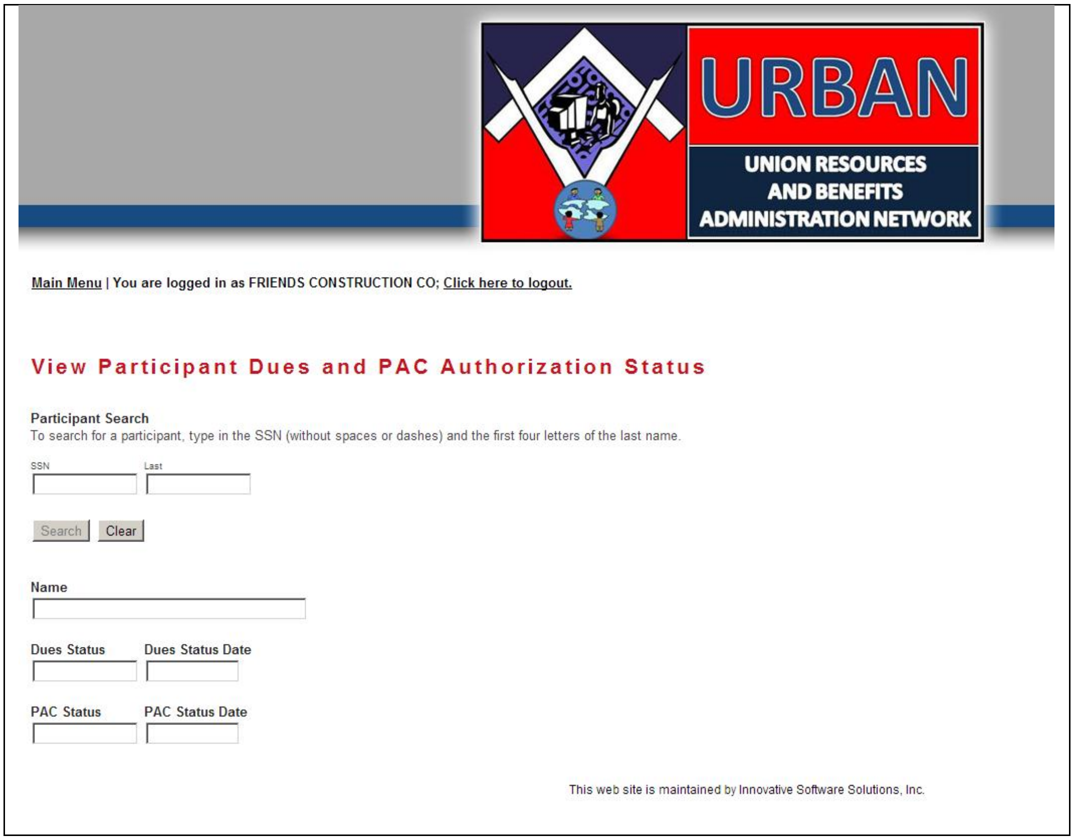
SSN	Employee	Job	Contract	Class	Regular Hrs	OT Hrs	Total Hrs	1% Wrk. Dues	Add'l Dues	PAC	Drop
XXX-XX-0000	GELLER, ROSS	DC09-10002315 - 3860 43RD ST-EAST	GEN CONTR ASSOC	A2	40.00	0.00	40.00	$0.00	$0.00	$0.00	
XXX-XX-5555	GREEN, RACHEL	DC09-10002315 - 3860 43RD ST-EAST	GEN CONTR ASSOC	J	40.00	0.00	40.00	$0.00	$0.00	$0.00	
XXX-XX-9999	SPEARS, BRITNEY	DC12-40001108 - 3301 38TH	GEN CONTR ASSOC	A2	40.00	0.00	40.00	$0.00	$0.00	$0.00	
XXX-XX-8888	TRIBBIANI, JOEY	DC13-40010538 - 360 W 31ST	GEN CONTR ASS	J	40.00	0.00	40.00	$0.00	$0.00	$0.00	
XXX-XX-7889	WILLIAMS, ROGER	DC13-12000004 - 424 E 92ND ST-ASPCA	HOD HOIST MAHATTAN RESID	GF	40.00	0.00	40.00	$35.50	$22.00	$2.00	
					200.00	0.00	200.00	35.50	22.00	2.00	

View Participant Dues Status

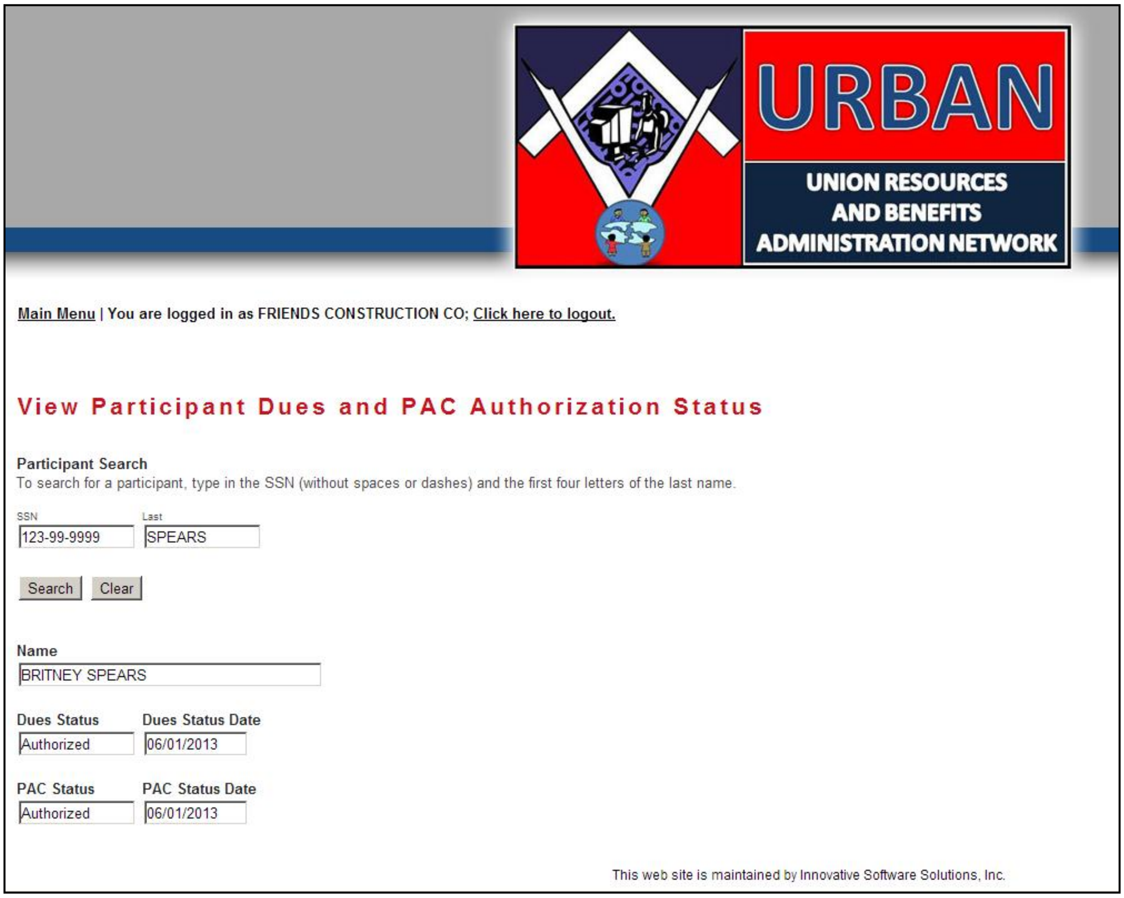
The new “View Participant Dues Status” option allows you to search for a participant’s dues record to determine whether they are authorized for Dues and/or PAC, and when the authorization went into effect. On the Main Menu, please select the “View Participant Dues Status” option and then click on the *Continue* button.



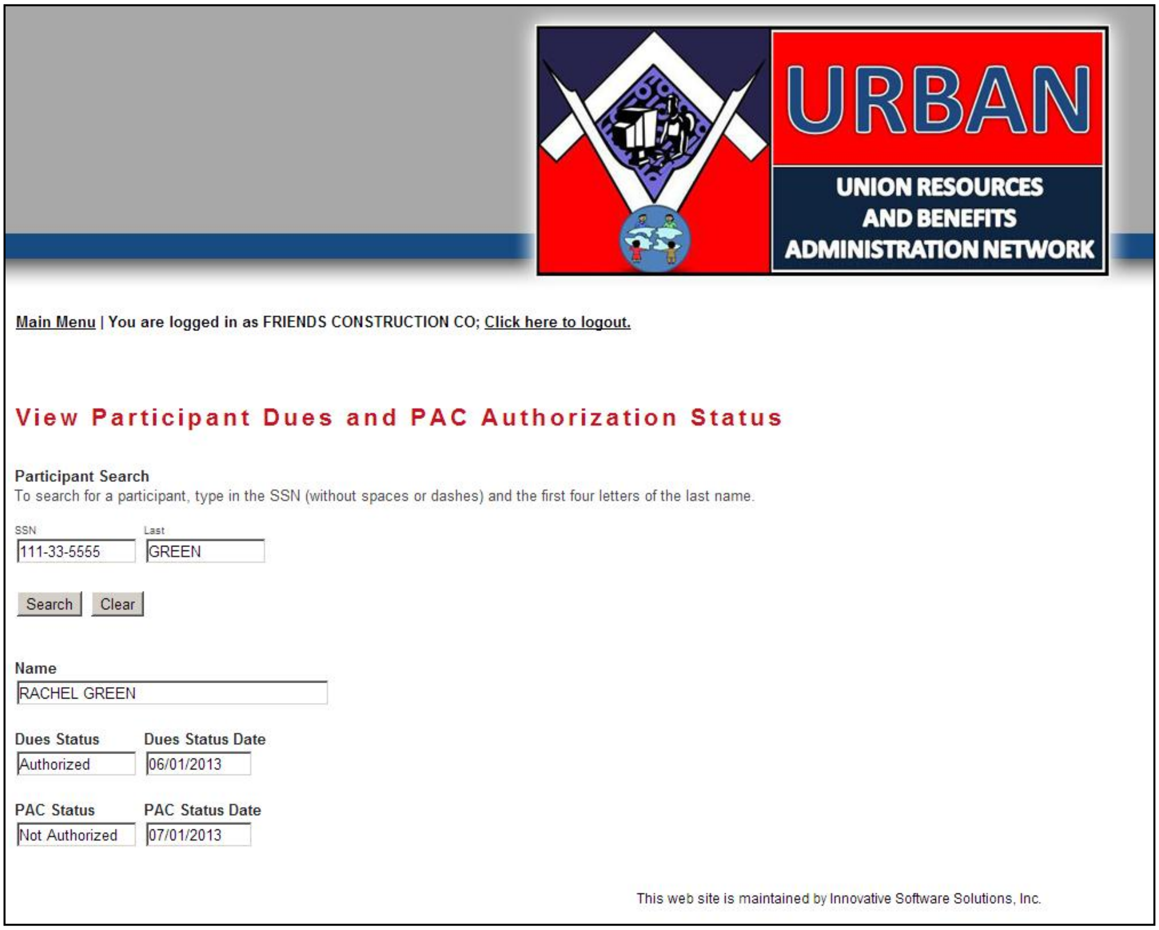
After clicking on the *Continue* button, you will be directed to the "View Participant Dues and PAC Authorization Status" screen. In order to view the participant's status, please enter the SSN of the participant and the first four letters of their last name, then click on the *Search* button.



After clicking on the *Search* button, the participant's full name will display in the *Name* field. As long as a dues record is on file in the Fund Office's database, the *Dues Status*, *Dues Status Date*, *PAC Status*, and *PAC Status Date* fields will populate with information. If the Dues and/or PAC Status display "Authorized" then as of the status date for the Dues and PAC, the *1% Wrk. Dues*, *Add'l Dues*, and *PAC* fields for the participant will automatically calculate in the remittance entry table. However, if the period ending date of a remittance report is prior to the status date that a participant has been authorized for Dues and/or PAC, then the appropriate fields will not calculate.



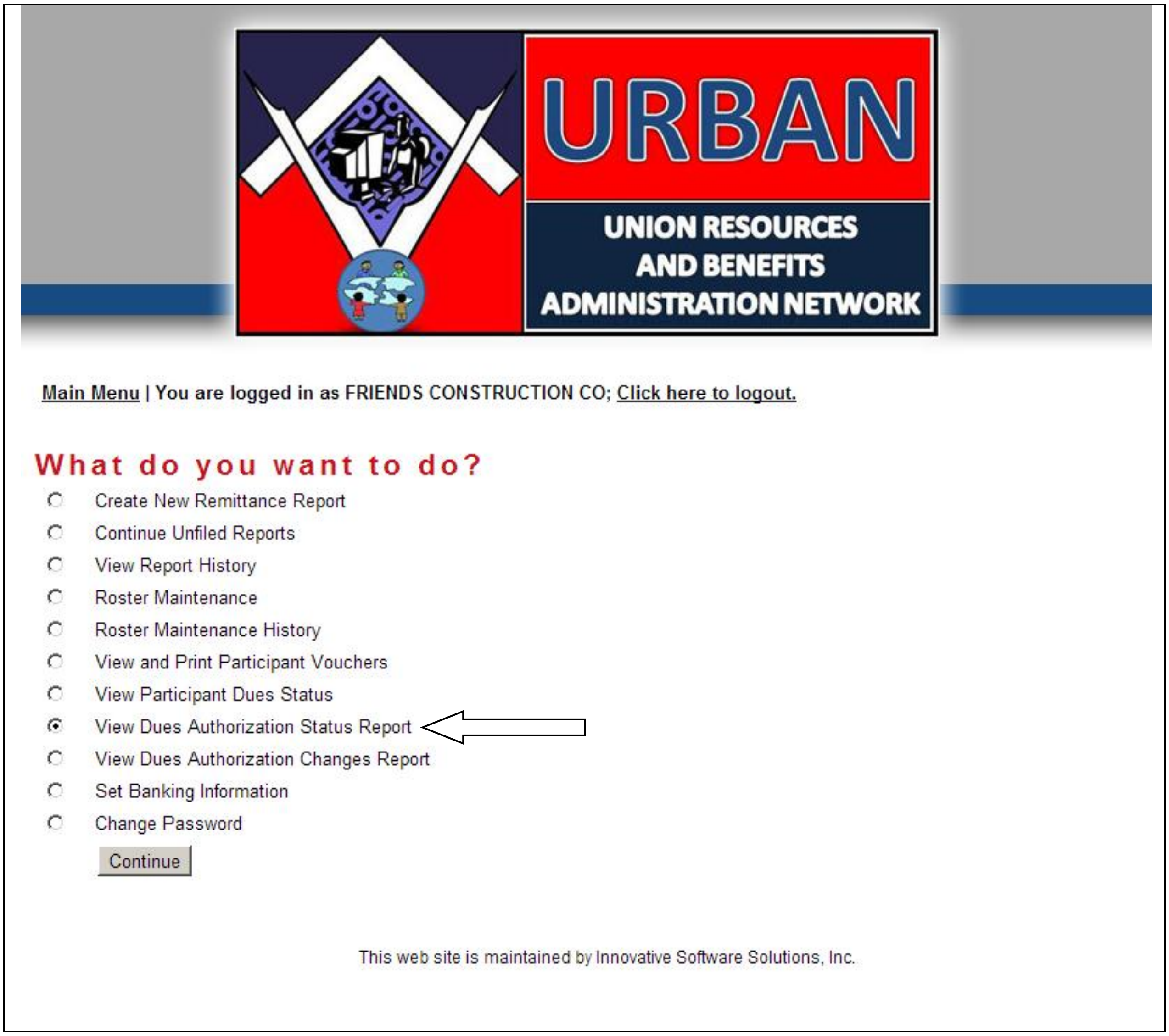
The Dues Status and PAC Status, as well as the Dues Status Date and PAC Status Date may not always include matching information. For example, a participant may have authorized an employer to submit Dues on their behalf, but not PAC. Please see below for an example of a participant that was authorized for Dues, but not authorized for PAC.



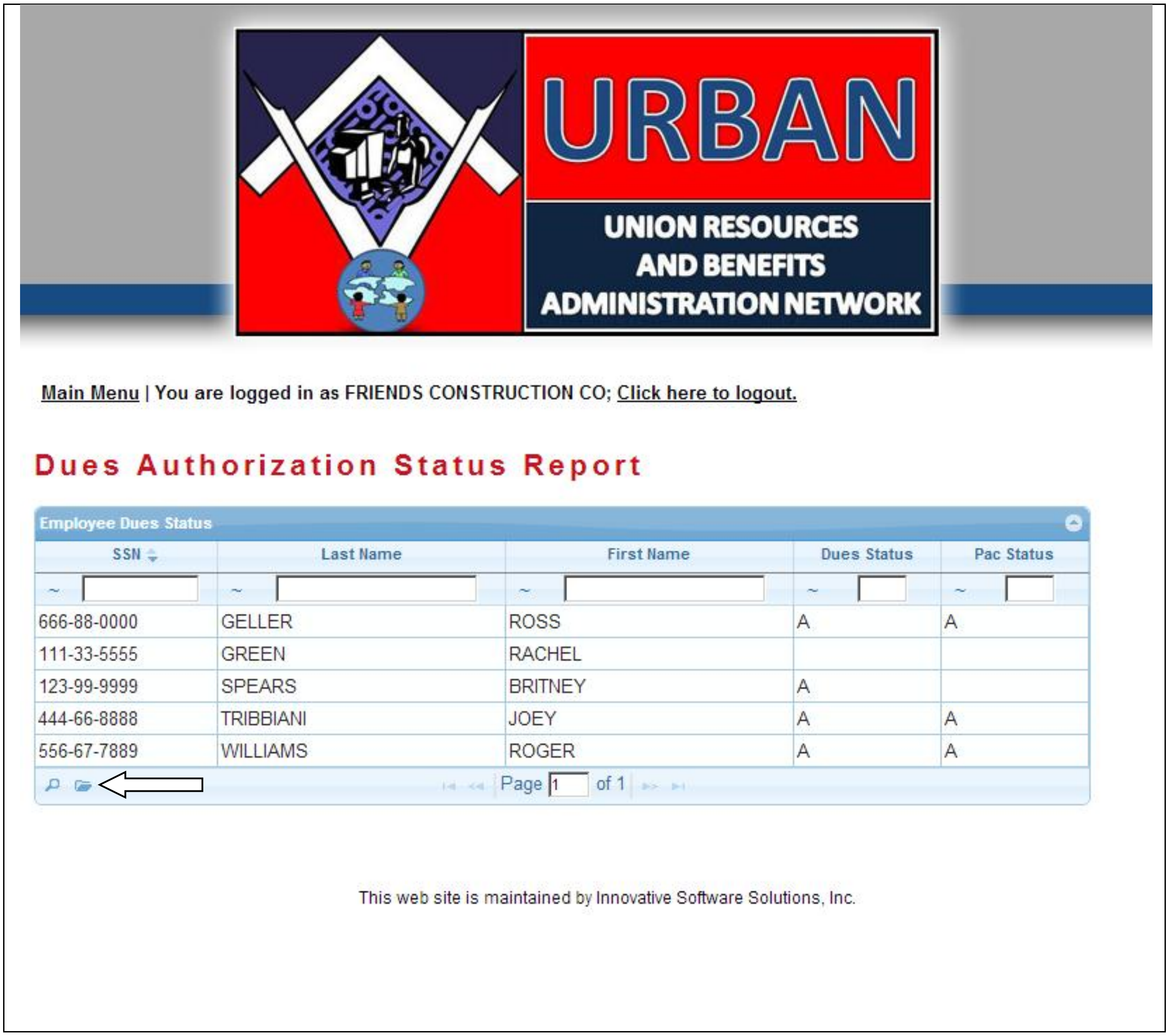
Please note: If a participant does not have a dues record on file but the participant is stored in the Fund Office's database, the Status and Status Date fields will remain blank. Please contact the District Council's Assessment department at (212) 366-7375 if you feel there is an error in a participant's dues record.

View Dues Authorization Status Report

The “Dues Authorization Status Report” displays all of the participants on your prelist, and whether or not they’ve been authorized for Dues and/or PAC. This option pulls your most recent prelist of participants from remittance reports that you have submitted in the previous four weeks, and generates a report that can be filtered and sorted within the table, or be saved as a .csv file. In order to view this report, go to the Main Menu and click on the “View Dues Authorization Status Report.



After clicking on the "View Dues Authorization Status Report" option on the Main Menu, you will be directed to the "Dues Authorization Status Report" screen. On this screen, you will notice a table of your most recent prelist of participants. If a participant in the prelist is authorized for Dues and/or PAC as of the date that you are viewing the report, an "A" will display in the Dues and/or PAC status column(s). If a participant is not authorized, the Dues and/or PAC status column(s) will remain blank.

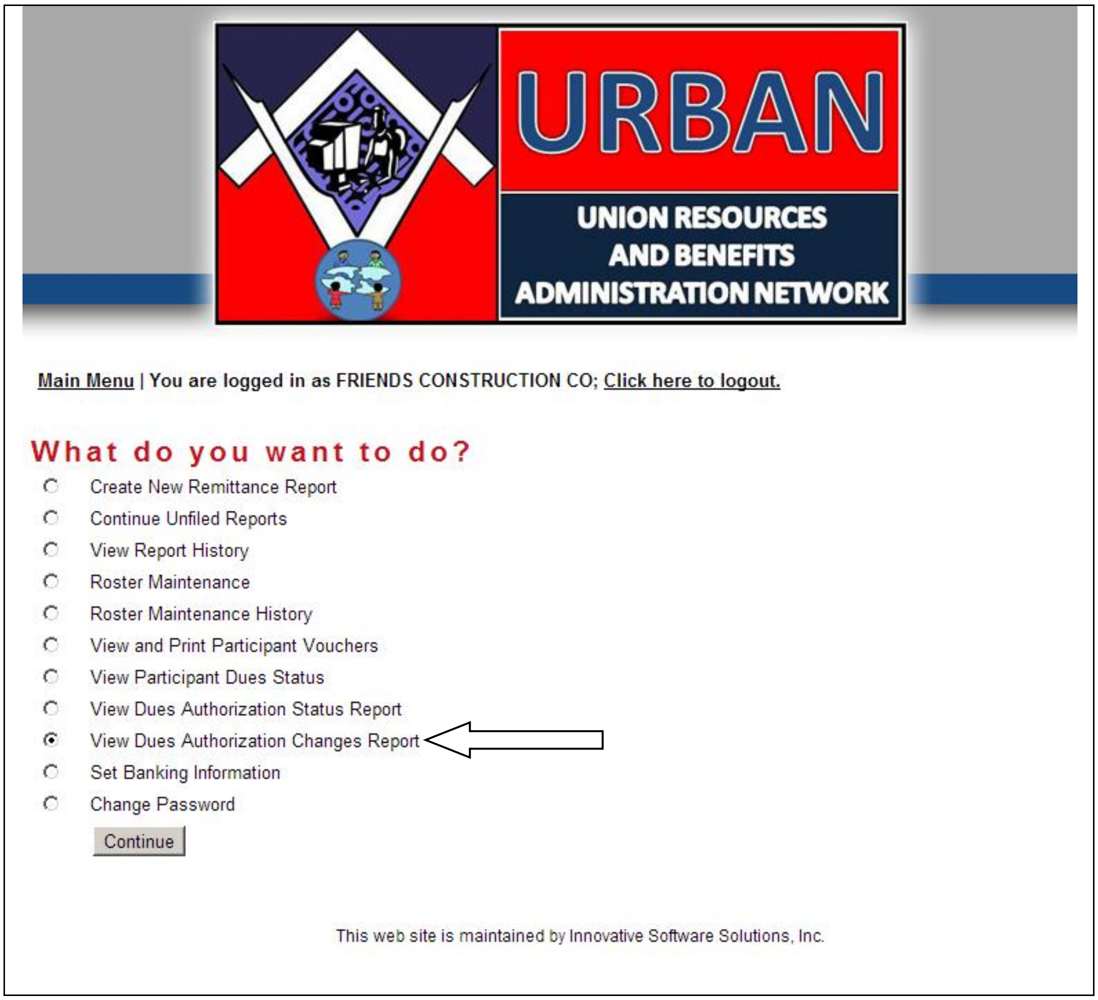


SSN	Last Name	First Name	Dues Status	Pac Status
666-88-0000	GELLER	ROSS	A	A
111-33-5555	GREEN	RACHEL		
123-99-9999	SPEARS	BRITNEY	A	
444-66-8888	TRIBBIANI	JOEY	A	A
556-67-7889	WILLIAMS	ROGER	A	A

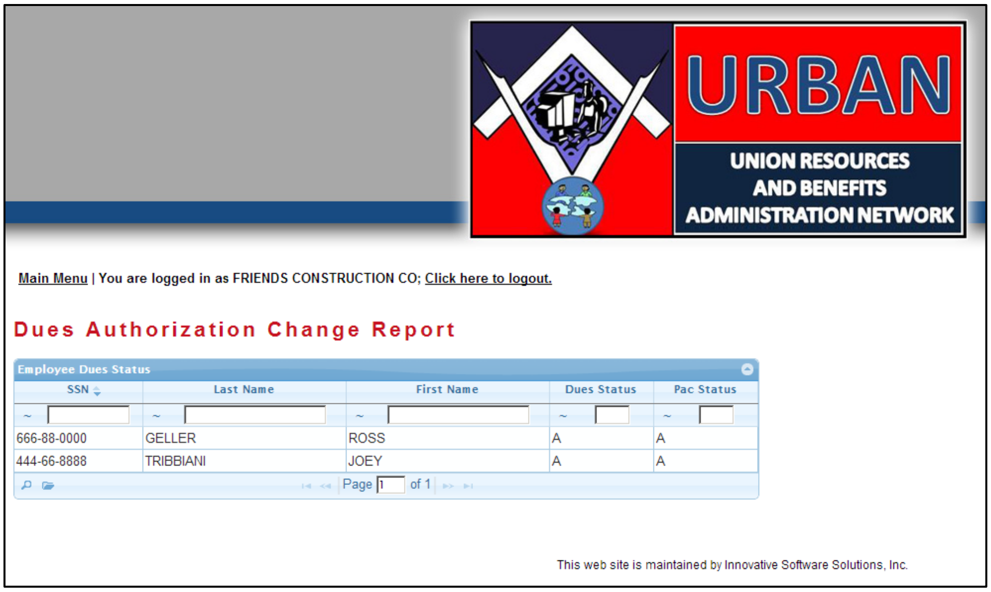
The above table can be sorted and filtered based on any of the headers (SSN, Last name, First name, Dues or PAC status) by selecting the arrows next to the headers. The fields underneath the headers will filter out any entries that do not begin with the letter, number or symbol that you have keyed in. In the lower left hand corner of the table there is a folder icon available (see the arrow pointing to the icon in the above table). When the folder icon is selected, it will allow you to download the report as a .csv file.

View Dues Authorization Changes Report

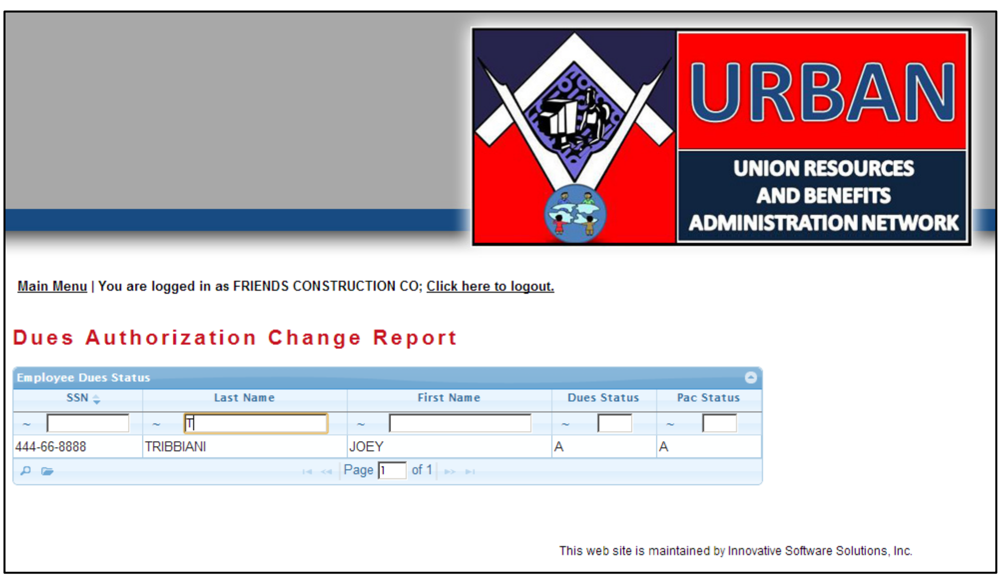
As of December 4th, the employer services section of the benefit fund office will be authorizing participants who had signed up for Dues and/or PAC. To see these changes for any participants on your prelist, select the “View Dues Authorization Changes Report” option on the Main Menu, and then click on the *Continue* button.



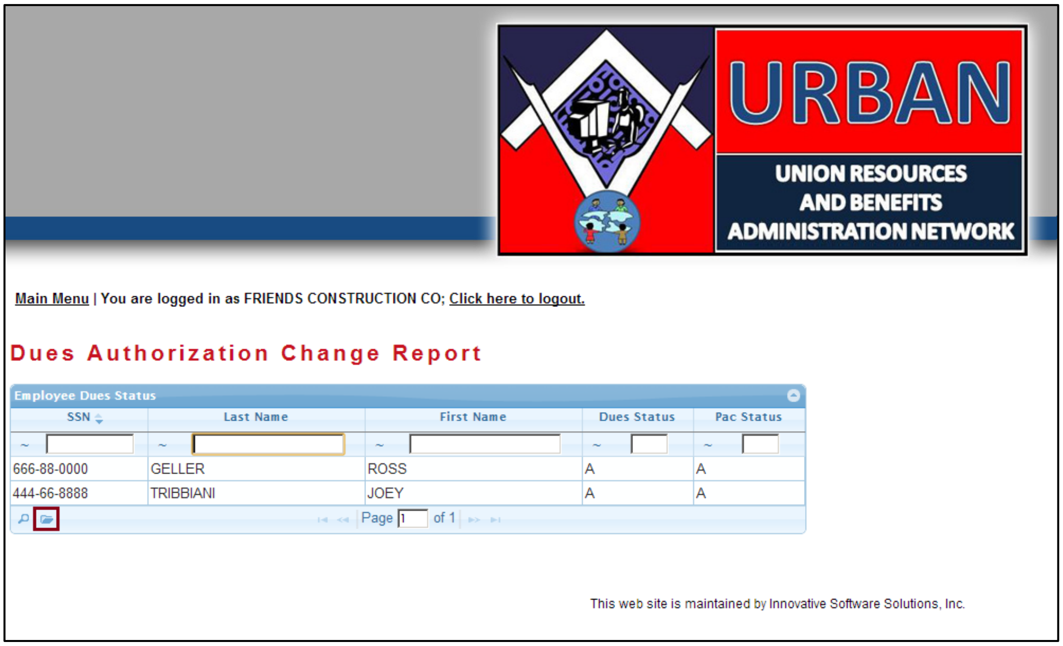
After clicking the *Continue* button, a table will display featuring the participants you have reported for within the last four weeks whose dues status have been changed (either authorized or opted out of Dues and/or PAC). The report looks for any status change between that last remittance report submitted on their behalf and now. Once you have submitted a remittance report for these participants with hours, they will drop off of the Changes report.



If the participant is authorized for Dues, PAC, or both, an A for authorized will display in the appropriate column. The table can be sorted and filtered based on any of the headers (SSN, Last name, First name, Dues or PAC status) by selecting the arrows next to the headers. The fields underneath the headers will filter out any entries that do not begin with the letter, number or symbol that you have entered into them.

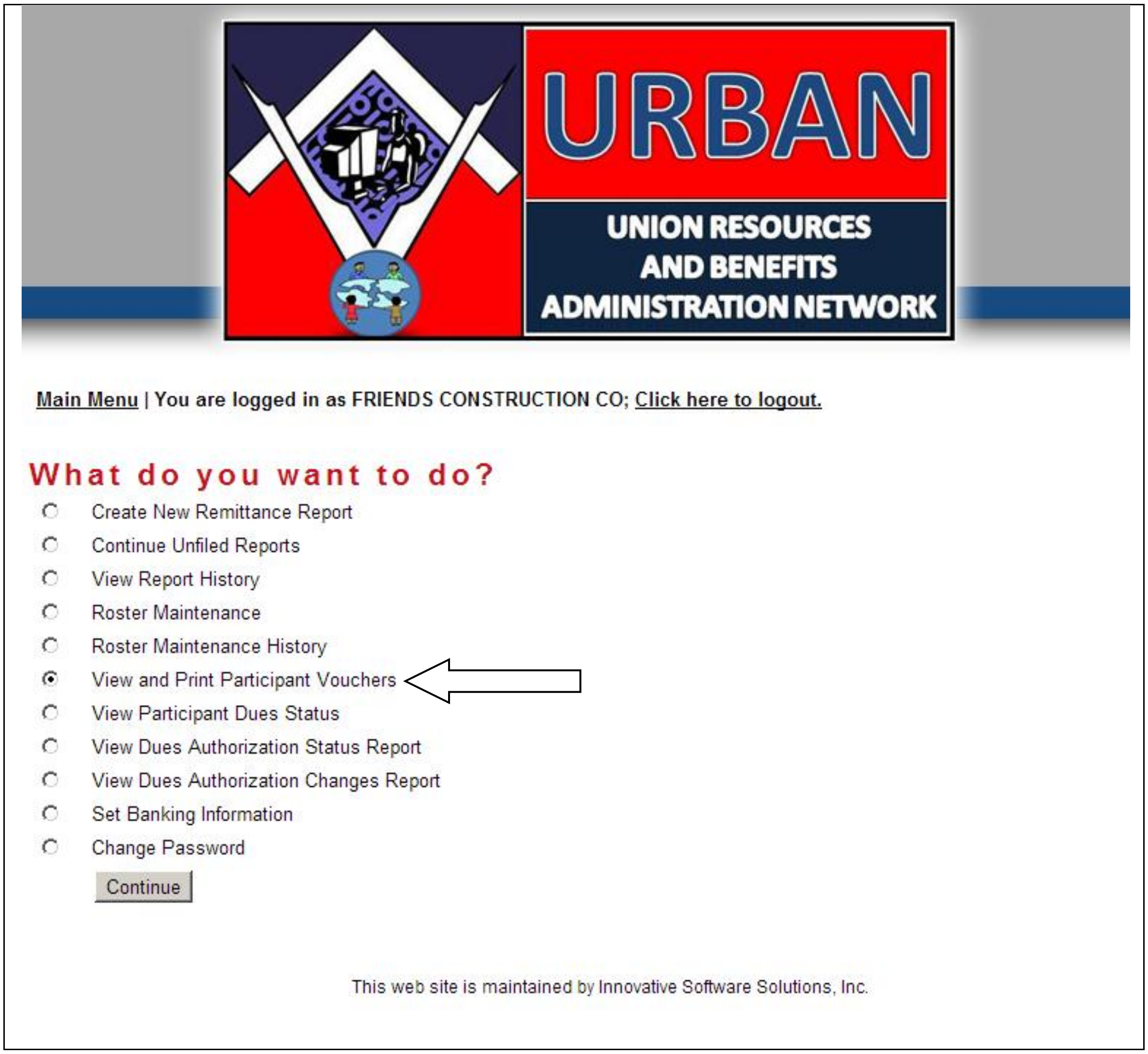


In the lower left hand corner of the table there is a folder icon available. When the folder icon is selected, it will allow you to download the report as a .csv file.

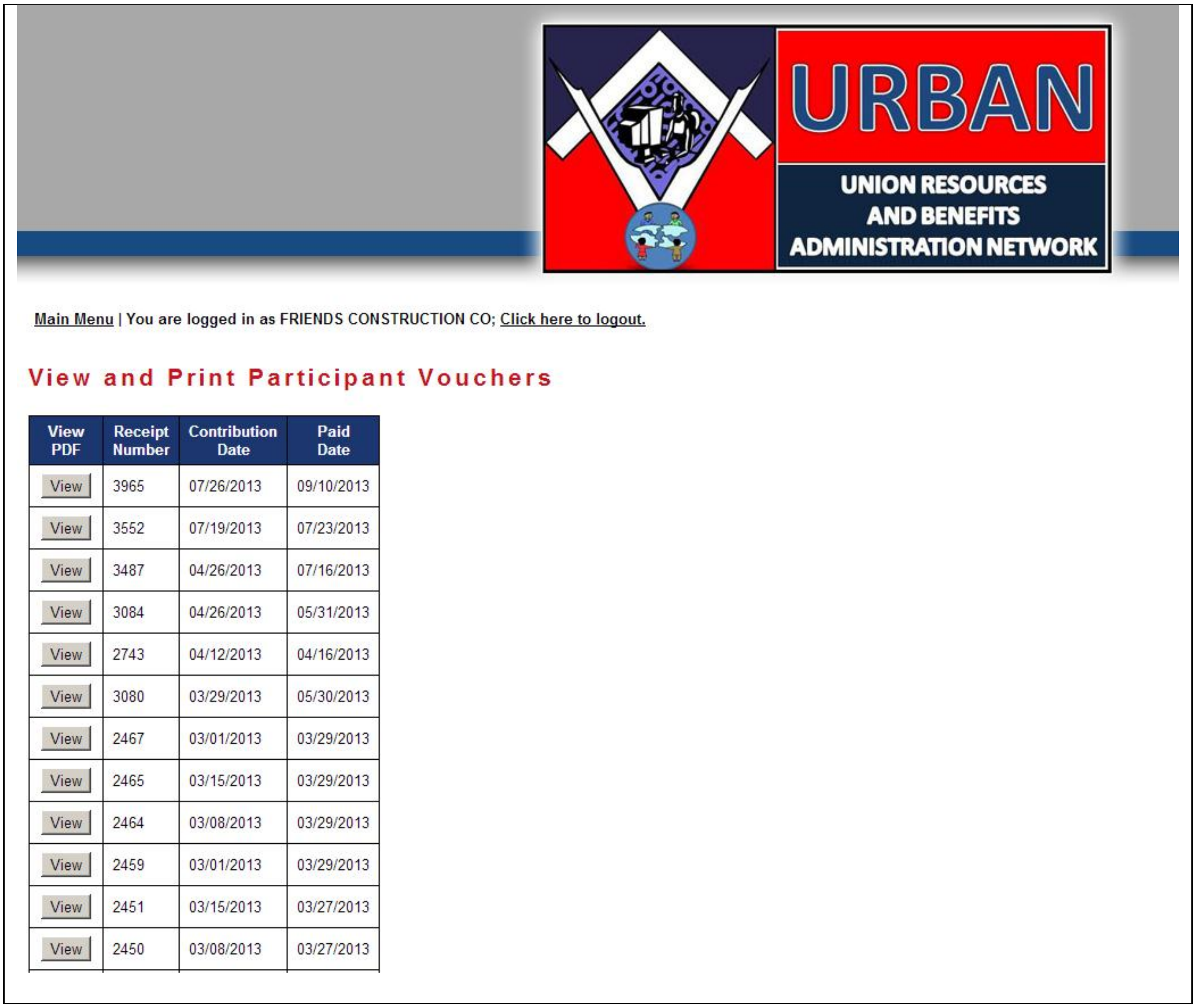


Viewing and Printing Participant Vouchers

When a remittance report has been submitted to the Fund Office through the website and cleared with the bank, you will have the ability to view and/or print out a Participant Voucher for each participant from the remittance report. To accomplish this, you will need to select the “View and Print Participant Vouchers” option on the Main Menu, and then click on the *Continue* button.



After clicking on the *Continue* button, a table will be displayed featuring all *funded* remittance reports from prior dates that have been submitted by the employer via the website. In order to view the Participant Vouchers from the report, the employer should click on the *View* button for the appropriate receipt number.



URBAN
UNION RESOURCES AND BENEFITS ADMINISTRATION NETWORK

Main Menu | You are logged in as FRIENDS CONSTRUCTION CO; Click here to logout.

View and Print Participant Vouchers

View PDF	Receipt Number	Contribution Date	Paid Date
View	3965	07/26/2013	09/10/2013
View	3552	07/19/2013	07/23/2013
View	3487	04/26/2013	07/16/2013
View	3084	04/26/2013	05/31/2013
View	2743	04/12/2013	04/16/2013
View	3080	03/29/2013	05/30/2013
View	2467	03/01/2013	03/29/2013
View	2465	03/15/2013	03/29/2013
View	2464	03/08/2013	03/29/2013
View	2459	03/01/2013	03/29/2013
View	2451	03/15/2013	03/27/2013
View	2450	03/08/2013	03/27/2013

After clicking on the *View* button for the appropriate receipt number, a separate Participant Voucher for each participant on the report will be displayed in a PDF. The Participant Voucher will display the information listed below for each participant on the remittance report:

Benefit Statement

New York City District Council of
Carpenters Benefit Funds
395 Hudson Street New York, NY 10014

BRITNEY SPEARS
1 HOLLYWOOD BLVD
NEW YORK, NY 11718

Hours have been submitted on your behalf to the New York City District Council of Carpenters Benefit Funds from the below mentioned employer.

Member UBC XXX-XX-9999
Account # 20037
Employer Name FRIENDS CONSTRUCTION CO
Address 112236 NINTH AVE.
NEW YORK, NY 10019

Receipt # 3965
Process Date: 9/10/2013

Work Period	Hours	Amount	Level	CBA	JobSite#
7/26/2013	50.00	$2,215.50	F	WALL CEILING ASSOC.	DC12-99956412

The following working dues were remitted on your behalf.*

Work Period	Hours	PAC	Working Dues 1%	Additional Working Dues	Total
7/26/2013	50.00	$2.50	$46.73	$27.50	$76.73

You can obtain the most current information regarding your account by logging on to the member portal of the Funds website at www.nyccbf.com or by calling the Interactive Voice Response System at 800-529-FUND (3863). You will need your PIN (Personal Identification Number) to access your account information. If you do not know your PIN number, please call the Benefit Funds and ask to speak with someone from the Member Services Department.

* Only members that have signed and returned Working Dues Authorization forms to the District Council will have working dues remitted by employers on their behalf. For additional information on the form, please contact the District Council Assessment Department at (212) 366-7375.

As you can see below, the Participant Vouchers have been adjusted to include the working dues remitted on the participant's behalf. A separate box (displayed below) will appear noting the *Work Period, Hours, PAC, Working Dues, Additional Dues*, and *Total* that will be submitted on the participant's behalf. This box will appear on all Participant Voucher forms, regardless of whether the participant has submitted authorization forms. If the participant is not set up with either Dues or PAC, the amounts will be set to zero. These Participant Vouchers can be accessed at any time on the website by the employer.

The following working dues were remitted on your behalf.*

Work Period	Hours	PAC	Working Dues 1%	Additional Working Dues	Total
7/26/2013	50.00	$2.50	$46.73	$27.50	$76.73

Questions and Comments

If you have any questions or comments regarding processing online remittance reports using the website, please contact the Fund Office at (212) 366-7300.

If you have any questions regarding working dues and PAC, please contact the NYC District Council Assessment Department at (212) 366-7375.

Frequently Asked Questions

- **What should I do if I forget my username and/or password?**
  - If you forget your username and/or password, you will need to contact your Fund Office's Employer Assistance Department at (212) 366-7386. The Fund Office will have the ability to look up your username and reset your password, however the Fund Office does not have access to view the passwords issued to employers. An encrypted email will be automatically generated with your new temporary password and sent to the employer's email address that is stored on the URBAN system.
    - *Please note*: Unless you requested a change with the Fund Office, your username will be your 5 digit employer number, with leading zeros. For example, employer number 555 would have a username of 00555.

- **Will there be time periods where a password change is required?**
  - At this time, the URBAN website does not require password changes during any designated time period. However, employers will be required to change the temporary password that was assigned to them by the Fund Office upon initial login to the URBAN website, or after a password reset.

- **Can I request multiple usernames for my office?**
  - Yes, you may request multiple usernames for your office. You will need to contact your Fund Office's Employer Assistance Department at (212) 366-7386 for this type of request.

- **If necessary, how can I delete my URBAN account?**
  - If you need to delete your URBAN account, you can contact your District Council's Agreements Department at (212) 366-7448 and a representative will delete your account information. The Fund Office can also issue a new account (i.e. a new username and password) if desired. If a new account is issued, an encrypted email with your new temporary password will be automatically generated and sent to the employer's email address that is stored on the URBAN system.

- **Is it safe to submit my banking information on the URBAN website?**
  - In order to provide employers the ability to submit payments electronically, an employer's banking information must be submitted through the URBAN website. **<u>All banking information submitted by an employer will be encrypted, and the Fund Office does NOT have access to this information.</u>**

- **What is the cost associated with transmitting my benefits data electronically?**
  - There is NO cost associated with submitting remittance reports through URBAN.

- **What is the Benefit Fund's ACH code for the Bank of New York?**
  - The Benefit Fund's ACH code for the Bank of New York is <u>113 561 5576</u>.

- **What if I have a lot of employees and do not want to manually key the data myself?**
    - You can export a file from your payroll system containing the fields required by the URBAN website. You may then use the "Upload new remittance report" option to have your payroll export file automatically populate the required fields in URBAN. You have the option of either maintaining the standard ADP file format (please see page 38 for further detail on ADP's upload file format specifications), or abiding by ISSI's file format (please see page 36 for further detail on ISSI's upload file format specifications). If you choose the ISSI file format, please have your IT person follow the specifications to ensure that your payroll file is in the appropriate format.

- **What kind of file format is required for upload files?**
    - Upload files are required to feature .csv or .txt file extensions. Please refer to the Upload File Specifications (on page 36) for further detail.

- **What will happen if new employees are on the upload file?**
    - If there are employees on the upload file that are not stored on the Benefit Funds' database, then the URBAN website will initially reject the file and provide you with a list of the employees that are not stored in the Benefit Funds' database. You will then be required to submit a Roster Maintenance Form on the URBAN website for each employee listed prior to re-uploading the file. *Please note: new employees may already be stored in the Benefit Funds' database if they have previous affiliation with the Fund. You will only be required to submit Roster Maintenance Forms for new employees that are NOT currently stored in the Benefit Funds' database.*

- **If I attempt to upload a file with a job or contract that is not active, what will happen?**
    - If the file contains invalid or inactive jobs, contracts, or classes for any participant, the dropdown(s) will default to the "Please Select" option. You will need to confirm the status of the job / contract / class included in your file OR you may select another job / contract / class from the existing options in the dropdown columns.
    - For questions regarding a contract, please contact the District Council's Agreements Department at (212) 366-7448. For questions regarding a job number, please contact the District Council's Job Referral Department at 212-366-7509.

- **What will happen if the work period end date on the upload file does not match the work period end date the Benefit Funds' has on file in URBAN?**
    - When you remit, you will only have access to work period end dates that correspond with your week ending day on file with the Benefit Funds. If you do an auto-upload of your file, you will still be required to select the appropriate week end date before submitting your report. If the week ending day displayed in URBAN is incorrect, you will have to contact the District Council's Agreements Department at (212) 366-7448 to change your week end day.

- **Will the new URBAN website be similar to the ADP website?**
    - The URBAN website was designed to mirror ADP in order to ensure as little disruption to the employers as possible. However, it is a separate system and some differences are inevitable. Enhancements and improvements were also taken into account during the design phase in order to improve the operations of the Funds and make the employers electronic remittance experience more productive. The biggest difference is that URBAN does not utilize group numbers. Moving forward the Contract Code and Class (a participant's skill level) entered in URBAN for each participant on a Job will determine the appropriate rates.

- **How do I know what Contract Code to select for each Job?**
    - Moving forward, when an employer calls to request a job number from the Job Referral Department of the District Council (212-366-7509), the District Council will ask for the collective bargaining agreement that the contractor will be performing work under (B.C.A , Wall Ceiling , Floor covers, etc.). When an employer selects the job number provided by the District Council in URBAN, the contract reported to the Job Referral Department will default.

- **What if the employer representative requesting the job number does not know the collective bargaining agreement that the contractor will be performing work under?**
    - If the employer representative requesting the job number does not know the contract information, the job will be associated with the first standard rate contract on file for the employer. If this is not correct, the employer representative will need to contact the Job Referral Department at 212-366-7509 to provide the appropriate contract information prior to remitting benefits through URBAN.

- **Can more than one contract be associated with a job number?**
    - Yes, more than one contract can be associated with the same job number as long as the contracts are part of the same contract category. All contracts have been grouped into one of the following contract categories. Each contract's category is indicated by a two character code at the end of the contact name. For example, CBA 30 is entitled 'WALL CEILING ASSOC – SR.'
        - Standard Rates = SR
        - Specialty Rates = SP
        - City Agencies =CT
        - City Agency PLA = CA
        - Market Recovery Rates =MR
        - PLA Rates = PL
        - SCA/PLA Rates = SC
        - International Agreements = IA

When a job number is selected in the URBAN website, the contract reported to the Job Referral Department will default. However, any other contracts in the same contract category that the employer is signatory to will be available in the contract dropdown. For example, ABC Construction reports to the Job Referral Department that they are performing Timberman work at 395 Hudson Street and are assigned job number DC13-12345678. When ABC Construction selects job number DC13-12345678 in the URBAN website, their Timberman contract will automatically default. However, the other standard rate contracts ABC Construction is signatory to will also be available in the 'Contract' dropdown. If two of the ten men working at the job site are performing Dockbuilder work, this allows ABC Construction to select an alternate contract so that the appropriate rates are applied.

- **Will I be required to add each employee to the remittance report every time that I submit a remittance report to the Fund Office?**
  - No, you will not need to add employees to the remittance report each time that you submit a remittance report to the Fund Office. The Fund Office has provided ISSI with the most recent remittance report submitted to ADP, so the URBAN website will initially prelist employees based off of that report.

    Going forward, employees will continue to prelist based off of the most recent remittance report submitted to the Fund Office. Employees on the remittance report will continue to be prelisted until no hours have been submitted on their behalf for 4 consecutive weeks. If no hours have been submitted on an employee's behalf for 4 consecutive weeks, then the employee will be dropped from the following remittance report's prelist.

- **What should I do if I see a participant with the name 'Member Converted?**
  - If work hours have been submitted under an SSN but the member never registered with the Benefit Funds, the name attached to the SSN will display as 'member converted.' You can still submit your remittance report without issue. Once your report has been submitted, please call (212-366-7386) or email (iremit@nyccbf.org) Employer Assistance with the member's SSN, name and address so the Benefit Funds can contact them regarding enrollment.

- **If I prelist, can I add new employees to my remittance report?**

- If there is an employee that you would like to add to the remittance report, you may do so at any time. If the employee is not stored in NYCDCC's database, the Fund Office requires you to populate the Roster Maintenance Screen in the URBAN website prior to adding the employee to the report. Please refer to the bottom of pg. 14 in the employer instruction manual for further detail.
- To add a new employee via Roster Maintenance, you are required to enter the member's:
    - Full Name
    - Social Security Number
    - Address

- **Will the URBAN website be automatically updated when the District Council activates a Job Number?**
    - Yes. Job activations that are made by the District Council are updated in real-time on the URBAN website.

- **At what stage of a remittance report can I delete the report?**
    - At any point prior to clicking on the *Submit Report* button (which sends the report to the Fund Office), the employer has the capability to delete the remittance report themselves.

- **What should I do if I submitted a remittance report to the Fund Office with incorrect information?**
    - If a report was submitted to the Fund Office featuring incorrect information, you will need to contact the Fund Office's Employer Assistance Department at (212) 366-7386 as soon as possible. Employer Assistance will have the ability to make the necessary adjustments. If your payment has already been sent to the bank, then a credit or a discrepancy will be issued by the Fund Office (depending on the type of error in the remittance report). If the payment was not sent to the bank, the report can be voided by the Benefit Funds' and a new report can be entered by the employer in the URBAN website.

- **If I need to add another employee to a remittance report after I have already submitted the remittance report to the Fund Office, what should I do?**
    - In this situation, you may submit an additional remittance report to the Fund Office featuring the omitted employee. The additional remittance report featuring the missing employee should use the same work week date as the remittance report that was submitted without the employee. The URBAN website provides employers with the ability to submit multiple remittance reports for a given work week.

- **Why does the URBAN website require employers to split up regular and overtime hours?**

- Employers will be required to submit both regular and overtime hours for all employees. The District Council requires this information for all employees featured in a remittance report.

- **Will I have access to my old remittance reports and vouchers?**
    - Once you begin utilizing the URBAN website, you will no longer have access to your remittance reports created through ADP.
    - All remittance reports and employee vouchers created on the URBAN website can be accessed for viewing and/or printing at any time. Please refer to pg. 27 (Viewing Previously Submitted Reports section) and pg. 32 (Viewing and Printing Participant Vouchers section) of the employer instruction manual for further detail.

- **Will I have the ability to print out remittance reports featuring a participant detail page?**
    - Yes, you will have the ability to print out remittance reports featuring a participant detail page. All remittance reports will feature a separate page (or pages depending on the number of participants on the report) featuring participant detail for each participant on the remittance report. Please refer to the last screenshot on pg. 21in the employer instruction manual for an example of the participant detail page.

- **What is the method of delivery and delivery timeframe for benefit statements?**
    - Statements will be made available for printing directly from URBAN once your payment has been cleared. Please refer to the 'Viewing and Printing Participant Vouchers' Section beginning on pg. 32 in the employer instruction manual for further details.

- **Can I call in my benefits data to the Funds Office?**
    - No. The current ADP teledata product will not be available with URBAN. The Benefit Funds encourages employers using teledata and employers submitting remittances manually to take advantage of the ability to remit electronically. The URBAN website is easy to use and has the ability to upload a payroll file to automatically populate all necessary information.

- **What if I don't have any work to report for a particular week?**
    - Even if you have no work, you are required to report no work on a weekly basis as long as you are active with the NYCDCC Benefit Funds.

Copy of the Terms of Use

COLLECTION OF FRINGE BENEFIT FUNDS CONTRIBUTIONS

URBAN is an electronic remittance report used in the administration of Fringe Benefit Contributions and Delinquencies. URBAN will populate the remittance report with worker classifications and contribution rates on file (the "Data") based upon a job number that has been assigned to the Contractor and project. While URBAN is designed to pre-populate the information that a Contractor needs to make remittances, the Contractor will be able to modify some Data such as increasing skill level and indicating whether a worker is a foreman or general foreman.

A Contractor's obligation to contribute to the Fringe Benefit Funds is governed by the Agreements and Declarations of Trust ("Trust Agreements") establishing the Fringe Benefit Funds. The amount of and timing requirements for Contributions are governed by the Collective Bargaining Agreement or Project Labor Agreements (collectively, "CBAs") to which the Contractor is a signatory, and/or the Statement of Policy for Collection of Contractor Contributions ("Collections Policy") that is in effect during the period to which Contributions are attributable.

CERTIFICATION

By utilizing URBAN, the Contractor agrees to be bound by the Trust Agreements and all rules and regulations promulgated by the Trustees, including the Collection Policy. In the event of a discrepancy between the Data, and the applicable CBA and/or Collections Policy and the Trust Agreements, the CBA and/or Collections Policy will govern.

The Contractor hereby certifies that the hours and information provided by the Contractor, and the payments remunerated with this remittance report, are true, complete and in full compliance and conformity with all provisions of the applicable CBA and/or Collections Policy. Because the information provided by the Contractor is the sole source of hours worked by participating employees, the information you provide may be subject to verification by audit.

The Contractor shall remit Contributions on or before the Due Date (defined in the applicable CBA and/or Collections Policy). The Contractor acknowledges that failing to remit by the expiration of the Grace Period (defined in the applicable CBA and/or Collections Policy) will trigger assessment of Late Payment Interest ("LPI") that accrues from the Due Date for the Contributions to the date the Contributions are received.

The Contractor understands that a Delinquency (as defined in the CBA and/or Collections Policy) may include - but is not limited to - failure to submit a remittance report and failure to report all hours worked by all participating employees of the Contractor during the contribution period. The Contractor further acknowledges that all Delinquencies that remain unresolved may be subject to formal proceedings (pursuant to notice requirements contained in the CBA and/or Collections Policy) that may be performed by the Fund Office and/or Fund Office service providers, as appropriate. Additionally, unresolved delinquencies may be referred to the NYC District Council of Carpenters who may take action of their own.