PSWA

# Employers Guide to Online Reporting

Employee Contributions Made Easy



### **Getting** Started

Using internet Explorer or Firefox, you can log into WebERF to report contributions.

Enter the WebERF URL <u>https://scg.weberf.com</u> in your web browser's address bar. This will open the Terms of Use. To continue you must click on I Agree tab.

#### GLAZIERS, ARCHITECTURAL METAL AND GLASS WORKERS

## **Terms of Use**

Efforts have been made to ensure that the information on this website is accurate and complete. However, it is possible that there may be errors, omissions or other problems may have occurred. Neither the Trust Fund(s), nor the Plan Administrator and Plan Sponsors of the Trust Fund(s) take any responsibility for these and expressly disclaim responsibility for these.

This website contains a summary of the rights and benefits that pertain to you under each Plan. In the event of any difference between this website and the actual provisions of the Plan(s), the Plan(s) will govern. The Plan(s) are available from the Plan Administrator.

Please note that benefit information is subject to verification and updating. The Board of Trustees of the Fund(s) retains sole authority to interpret or amend the terms of the Plan(s) or benefits. To avoid confusion, note the date through which the information provided is current. If you believe the information is inaccurate, notify the Plan Administrator as soon as possible. Obtain confirmation of the information from the Plan Administrator before making decisions affecting your benefits.

This website is not intended to provide you with financial counseling or tax advice. You should consult your own advisers for guidance on when to retire and when making other important financial decisions.

If you have any questions or concerns about any of the data and/or information at this website or wish to obtain a copy of the Plan document(s), please contact the Plan Administrator.

Pacific Southwest Administrators (PSWA) 4399 Santa Anita Avenue, Suite 200 \* El Monte, CA 91731 Office Hours: Monday - Friday, 8:00 a.m. to 5:00 p.m. (PST) Phone: (626) 279-3072 \* Toll Free: 1(800) 719-8963

#### l Agree

\*Google has dropped support many 3<sup>rd</sup> party plug-ins. The pdf files created by WebERF are not supported on Google Chrome.

### Site Login

Web Employer Reporting Form (WebERF)
Site Login To access the secure information on this Web site, you must provide a valid login. Enter your User ID and Password in the fields below and then click the Submit button.
User ID: Password: Submit
WebERF requires a copy of the free Adobe® Reader® installed on the browser. Click on the button below to get the Adobe® Reader®. Get Adobe Reader
COPYRIGHT@ 2004-2016 by Trust Benefit Technologies. All Rights Reserved.

On the **SITE LOGIN** page, enter your **UserID** and **Password** in their respective fields. Now click the **SUBMIT** option to continue to the **WEBERF HOME** page.

A **UserID** and **Password** will be provided to you for your initial login. You can change both your **UserID** and **Password** to make them easier to remember.

### **Changing Your User ID and Password**

	🥔 WebERF Change Password - Initial Login - Internet Explorer 🛛 📼 🕺	Ĥ ☆ 🔅
F	https://scg.review.weberf.com/WebERF/changeInitialPW.do?ChangepwAfter	
1		📑 🖶 🔻 Page 🔻 Safety 🔻 Tools 👻 🔞 👻
	System Administrator	<u>Reports List</u>   <u>Contact Us</u>   <u>Documentation</u>   <u>Help</u>   <u>Logout</u>
Sy	Change Password on Initial Login	
w	Your new Password will take effect the next time you login.	
We	Passwords:	electronic Employer Report Form submission facility.
	are case sensitive	
	should be a minimum length of 7 characters and a maximum length of 12 characters	
Se	should be a mix of numbers and letters (alphanumeric)	
	<ul> <li>should not contain special characters (do not use \$, %, &amp;, etc.)</li> </ul>	
	<ul> <li>should not be the same as previous passwords</li> </ul>	
	Enter your old and new Passwords in the fields below and then click the Update button. Fields marked with an asterisk ("*") are required.	
	Your new Password will take effect the next time you login.	
	Old Password*: New Password*: Confirm Password*:	
	Update	
	<u>Close Window</u>	

When you login to the **WEBERF HOME** page for the first time, you will be prompted to change your password.\*

It is recommended to change your password right away. If you choose to not change your password at this time, you will be prompted to change it every time you log into the **WEBERF HOME** page until it is changed.

\*If your web browser has a pop-up blocker enabled, you will not see the initial **CHANGE PASSWORD** pop-up. You can still change your password by allowing this website to open pop-ups on your web browser, or by clicking the **Change User ID/Password** hyperlink on the right hand side of the **WEBERF HOME** page.

### WebERF Home Page

Home   Select Employer   Create New Report   Reports List   Contact Us   Documentation   Help	Logou
System Administrator	
WebERF Home	
Welcome to WebERF, the Southern California Glaziers, Architectural Metal and Glass Workers Trust Funds electronic Employer Report Form submission facil	ity.
Select an option below:	
<u>Change Password</u>	
Select Employer	
<u>Create a New Report</u>	
View List of Pended and Finalized Reports	
<u>Add/Edit Employer Projects</u>	
Announcements	
No Current Announcements	

On the WEBERF HOME page, you have many tools and options at your finger tips

Create New Report: Click on this link to create a new report.

<u>View List of Pended and Finalized Reports</u>: This link lets you view all past and current unfinished and finalized reports.

**Employer Administrative Reports:** This link allows you to view all contribution reports you have completed online.

Add/Edit Projects: This link allows you to view all projects that are setup on your account.

<u>Announcements</u>: At the bottom of the page, there are global and personal announcements that are general or specific for your account.

### **Creating a New Report**

Home   Select Employer   Create New Report   Reports List   Contact Us   Documentation   Help   Lo	gout
	-
System Administrator	
WebERF Home	
Welcome to WebERF, the Southern California Glaziers, Architectural Metal and Glass Workers Trust Funds electronic Employer Report Form submission facility	
Select an option below:	
<u>Change Password</u>	
Select Employer	
<u>Create a New Report</u>	
<u>View List of Pended and Finalized Reports</u>	
<u>Add/Edit Employer Projects</u>	
Announcements	
No Current Announcements	

To create a new report, click on the <u>Create New Report</u> hyperlink. This will take you to the **PROCESSING OPTIONS** page.

		Home   Select Employer	Create New Report	<u>Reports List</u>	Contact Us	Documentation	Help   L	.ogout
System Administ	rator						-	
Select Employe	er ID							
ocider Employe								
Enter an Employer ID o	r select an Employer fro	m the list and then click the	Submit button.					
	Employer ID:							
	OR							
	Select Employer:	Select an Employer		~				
		Submit						

Enter your Employer ID number

### **Processing Options**

				<u>Home   Select Employer   Create New Report   Reports List   Contact Us   Documentation   Help   Logout</u>
System A	dmi	nistrato	or on behalf o	f ZZZ Test Employer
Processi	ina (	Option	5	
		- prion	-	
Select from t	he fol	lowing opt	tions and then click	the Create Report button. Fields marked with an asterisk ("*") are required.
	Rep	porting P	eriod From*:	May 1, 2017 change
	Rep	port Type	*	Regular O No Employees O Adjustment
	Dat	ta Source	*:	O Prelist   Blank Form   Import File
		• •	eport Form ID:	
	Sor	t Order:		First: None V Second: None V Third: None V
				11 Agreements found, displaying 1 to 10.
			<i>c</i>	
	No.	NCH	Status	Agreement
	1.		Finalized (1)	Local 1399 San Diego Area Glaziers & Architectural Metal Labor Agreement - LOCAL 1399 (Standard - MLA)
	2.		Not Reported	Local 1399 San Diego Area Glaziers & Architectural Metal Labor Agreement - LOCAL 1399 (Standard - SSET)
	3.		Finalized (1)	Local 636 Master Labor Agreement (Glaziers) - 636Glazier (SETTLING - SSET)
	4.		Finalized (1)	Local 636 Master Labor Agreement (Glaziers) - 636Glazier (Standard - MLA)
	5.		Finalized (1)	Local 636 Master Labor Agrmt (Allied) - 636Allied (Standard - MLA)
	6.		Not Reported	Local 636 Master Labor Agrmt (Allied) - 636Allied (Standard - SSET)
	7.		Not Reported	<u>Local 636 Master Labor Agrmt (Industrial) - 636INDUST (OLDCASTLE - SSET)</u>
	8.		Not Reported	Local 636 Master Labor Agrmt (Non-Bargaining) - 636NonBarg (NON BARGAINING - MLA)
	9.		Not Reported	Local 636 Master Labor Agrmt (Production Wrkrs) - 636ProdWkr (Standard - MLA)
	10.		Not Reported	Local 930 Glaziers, Architectural Metal & Glassworkers - LOCAL 930 (Standard - MLA)

In the **PROCESSING OPTIONS** page, you will need to choose the Reporting Period you will be reporting by clicking on change.

From this page you can have various options to help you modify and simplify your report.

Agreement: Allows you to select the agreement for the type of work you will be reporting (only applicable if you have various types of agreements: I.e., Exhibit Builders, Sign Installation, Tradeshow Installers, etc.)

**Report Type:** You will need to select a report type, **Regular** for report with hours or **No Employee\*** for a report with no employees worked for that month.

Data Source: This option allows you to select how you want to start your report.

Prelist: Uses information from the last report you have submitted

Blank Form: Starts a blank form with no data.

Import File: Allows you to import data from a reporting program you may already use or from Excel.

**Employer Report Form ID:** This allows you to add your own custom name for easily identifying this report.

Agreements that you are required to report will be listed under **Agreement**. This also gives you information if you have **Not Reported** or have **finalized** any reports. Select and click on the **Agreement** option you will be reporting.

### **General Reporting Information**

	Home   Select Employer   Create New Report   Reports List   Contact Us   Documentation   Help   Logout
ZZZ Test Employer	
Create/Edit Report	
Employer ID: 900000	Federal ID Number: null
Contractor: ZZZ Test Employer	Report Period: 05/01/2017
Address 1: 4399 Santa Anita Ave., #150	EDI Reference Number: Report Not Yet Finalized
Address 2:	Agreement: Local 636 Master Labor Agreement (Glaziers) (Standard-MLA) - Current Rates
Address 3:	
City, State, Zip Code: El Monte, CA 91731	Job Class Type: All
Phone: Ext: Fax:	
Fax:	
	Clr Form Remove Save Delete Rpt Pend Calculate
Employer Notes (maximum of 250 characters)	
Set Defaults	
Job Class	etiree Surchage
Employees (fields marked with an asterisk ("*") are required) 1st R	
SSN* Last Name* First Name* MI Job Class	Hours* Wages* SupDue Remove
	0.00
	0.00
	0.00

In the **CREATE/REPORT** page, you will have to enter all the required information that is marked with an asterisk (\*).

### **Report Editing Options**

Create/Edit Report	
Employer ID: 900000 Contractor: ZZZ Test Employer Address 1: 4399 Santa Anita Ave., #150 Address 2: Address 3:	Federal ID Number: null Report Period: 05/01/2017 EDI Reference Number: Report Not Yet Finalized Agreement: Local 636 Master Labor Agreement (Glaziers) (Standard-MLA) - Current Rates
City, State, Zip Code: El Monte, CA 91731 Phone: Ext:	Job Class Type: All
Fax:	
	Clr Form Remove Save Delete Rpt Pend Calculate
Employer Notes (maximum of 250 characters)	
Set Defaults	
Job Class Working Retiree Su	irchage 🗸
Employees (fields marked with an asterisk (" $*$ ") are required) $\Box$ 1st Report in	
SSN*         Last Name*         First Name*         MI         Job Class           111-11-1111         Jaggar         Mick         Journeyman           222-22-2222         Sebastian         Joan         Journeyman           333-33-3333         Aguilar         Pepe         8th Period Apprer	Hours*         Wages*         SupDue         Remove           200.00         8340.         250.2

The options on this page can help you edit your report in many ways.

Clr Form: allows you to completely clear all the information you have entered without deleting the report.

**Remove**: allows you to remove a single line of information on the report form after clicking on the small **Remove** box next to the **Term Date** field

Save: Allows you to save the current information you have entered on the report form.

#### Once you are done adding/editing this information, there are three ways to handle the report:

Delete Rpt: Deletes the entire form for the work period you selected.

Pend: Pends your report for future editing/adding of information you have added.

**Calculate**: Calculates the contribution amounts you will need to submit to the Trust Fund for this report. Clicking this option also sends you the final steps of your online report.

### **Computation of Payment**

-												-
	Do you want to	o open (	or save WebER	F.pdf (1	5.6 KB	) from <b>sc</b>	g.review.w	eberf.com?			×	(
								Open	Save	• •	Cancel	]
A mess	age will pop u	p aski	ng to open d	or save	. Sel	lect Ope	en.					
All a							So	uthern California G	Glaziers, Archit	ectural Metal and		s Trust Funds P.O. Box 5628
												alifornia 91734
ZZZ Te	st Employer											
Contracto Address: Phone:	ID: 900000 F. 222 Test Employer 4399 Santa Anita Ave El Monte, CA 91731 Ext:	e., #150				Report	ference Number:	636Glazler (S	standard - MLA)	- Current Rates		
Fax:						Report	Type: Iss Type:	Regular All	-			
1st Re	port In Area	Last Repo	rt in Area	Suppleme	ntai Rep							
No. SSN	Last Name		First Name MI				Hours	Wages	SupDue			
	33-3333 Aquilar		Pepe	WORK	A8		160.00	6,006.40	180.19			
	11-1111 Jaggar 22-2222 Sebastian		Mick Joan	WORK	J		200.00	8,340.00 6,672.00	250.20 200.16			
			Totals:		-		520.00	\$ 21,018.40	\$ 630.55			
			Grand Totals				520.00	\$ 21,018.40	\$ 630.55			
ID	Hours Class	J/C	Hours	Wa	ges	Health &	IUPAT	Labor	PAC	Apprentice	IPF	Vac
						Welfare		Management Coop Committee				
900000	WORK	A8	160.00	6,00	6.40	9.5900	4.9200	0.3300	0.0500	0.7700	0.2000	1.8000
900000	WORK	J	360.00	15,01	2.00	1,534.40	787.20 5.4700	52.80 0.3300	8.00 0.0500	123.20	32.00 0.2000	288.00 2.0000
Grand Tot	tais:		520.00	\$ 21,01	8.40	3,747.60 \$ 5,282.00	1,060.20 \$ 2,756.40	118.80 \$ 171.60	18.00 \$ 26.00	277.20 \$ 400.40	72.00 \$ 104.00	720.00 \$ 1,008.00
ID	Hours Class	J/C	SupDue	т	otals							
900000	WORK	A8	0.0310									
			180.10		5.79							
900000	WORK	J	0.0310 450.30		3.16							
Grand Tot	tals:		\$ 630.55									

The **COMPUTATION OF PAYMENT** page provides a complete and thorough breakdown of the contributions you will need to submit based on a number of categories (i.e., contributions by job class, trust fund, etc.). This page also shows the total contribution amount you will need to submit. Close the window

	Home   Select Employer   Create New Report   Reports List   Contact Us   Documenta	tion   Help   Logout
ZZZ Test Employer	Payment Coupon Edit Delete Rpt Pend	d Finalize
Computation of Payments		

### **Finalizing your Report**

ZZZ Test Employer Employer ID: 900000										
Details for Local 636 Master Labor Agreement (Glaziers) (Standard-MLA) Report Period: 05/01/2017										
Make Pa	yment(s) /	As Follows:								
EFT	Payment	Payable To	Amount	Pymt Date	Mail To	Instructions				
	Check #1 Glaziers Employee Benefit Plan \$10,378.95 Glaziers Trust Funds P 0 BOX 512367 LOS ANGELES, CA 900510367									
	Finalize Cancel									

To finalize your report, you will need to click the **FINALIZE** option. Window will pop-up giving details to of Payment. Click on Finalize option to complete transaction.

ZZZ Test Employer	Marcage from webpage	
Employer ID: 900000	Message from webpage	
Details for Local 636 Master La Report Period: 05/01/2017 Make Payment(s) As Follows:	A report cannot be modified after it has been 'finalized'. Do you want to finalize this report?	
EFT Payment Payable To		Instructions
Check Glaziers Employee Bene		0510367 Send one copy of this report.

Message will pop up advising a report cannot be modified after it has been 'finalized'. Click on OK to complete Report Form.

Do you want to open or save WebERF.pdf (16.6 KB) from scg.review.weberf.com?						
	Open	Save	•	Cancel		

Message will pop up asking to open or save. Select open.

### **Computation of Payments**

A.						So	outhern California	Glaziers, Archi	tectural Metal and	I	s Trust Funds P.O. Box 5628 alifornia 91734
ZZZ Test En	nployer										
Address: 439	2000 Z Test Employer 99 Santa Anita Ave., Monte, CA 91731 Ext:	#150			Report	l ID Number: Period: ference Number nent:	636Glazler	Standard - MLA	) - Current Rates eement (Glaziers)		
Fax:	LAL.				Report Job Cli	Type: ass Type:	Regular	aoter Cabor Agre	cement (Glaziero)		
1st Report In	Area 🗌 La	ast Report Ir	n Area	Supplemental	Report						
Employees											
No. SSN	Last Name	Fin	st Name 🛛 Mi	Hrs Class J	IC	Hours	Wages	SupDue			
								o apo ao			
1 333-33-3333	Aquilar	Pe	0e	WORK A	8	160.00	6,006.40	180.19			
1 333-33-3333 2 111-11-1111	Aquilar Jaggar	Peg	e X	WORK A WORK J		160.00 200.00	6,006.40 8,340.00	180.19 250.20			
1 333-33-3333	Aquilar Jaggar	Pe	be Ak an	WORK A		160.00 200.00 160.00	6,006.40 8,340.00 6,672.00	180.19 250.20 200.16			
1 333-33-3333 2 111-11-1111	Aquilar Jaggar	Peg	be k in Totals:	WORK A WORK J WORK J		160.00 200.00 160.00 520.00	6,006.40 8,340.00 6,672.00 \$ 21,018.40	180.19 250.20 200.16 \$ 630.55			
1 333-33-3333 2 111-11-1111	Aquilar Jaggar	Peg	be Ak an	WORK A WORK J WORK J		160.00 200.00 160.00	6,006.40 8,340.00 6,672.00	180.19 250.20 200.16			
1 333-33-3333 2 111-11-1111 3 222-22-2222	Aquilar Jaggar Sebastian	Pe; Mic Joa	oe k Totals: Grand Totals:	WORK A WORK J WORK J	8	160.00 200.00 160.00 520.00 520.00	6,006.40 8,340.00 6,672.00 \$ 21,018.40 \$ 21,018.40	180.19 250.20 200.16 \$ 630.55 \$ 630.55	Appropties	IDE	Vino
1 333-33-3333 2 111-11-1111	Aquilar Jaggar	Peg	be k in Totals:	WORK A WORK J WORK J	8 Health &_	160.00 200.00 160.00 520.00	6,006,40 8,340,00 6,672,00 \$ 21,018,40 \$ 21,018,40 Labor	180.19 250.20 200.16 \$ 630.55	Apprentice	IPF	Vac
1 333-33-3333 2 111-11-1111 3 222-22-2222	Aquilar Jaggar Sebastian	Pe; Mic Joa	oe k Totals: Grand Totals:	WORK A WORK J WORK J	8	160.00 200.00 160.00 520.00 520.00	6,006.40 8,340.00 6,672.00 \$ 21,018.40 \$ 21,018.40 Labor Management	180.19 250.20 200.16 \$ 630.55 \$ 630.55	Apprentice	IPF	Vac
1 333-33-3333 2 111-11-1111 3 222-22-2222	Aquilar Jaggar Sebastian	Pe; Mic Joa	oe k Totals: Grand Totals:	WORK A WORK J WORK J	8 Health &_	160.00 200.00 160.00 520.00 520.00	6,006,40 8,340,00 6,672,00 \$ 21,018,40 \$ 21,018,40 Labor	180.19 250.20 200.16 \$ 630.55 \$ 630.55	Apprentice	IPF	Vac
1 333-33-3333 2 111-11-1111 3 222-22-2222	Aquilar Jaggar Sebastian	Pe; Mic Joa	oe k Totals: Grand Totals:	WORK A WORK J WORK J	8 Health & Welfare	160.00 200.00 160.00 520.00 520.00	6,006.40 8,340.00 6,672.00 \$ 21,018.40 \$ 21,018.40 Labor Management Coop	180.19 250.20 200.16 \$ 630.55 \$ 630.55	Apprentice	IPF 0.2000	
1 333-33-3333 2 111-11-1111 3 222-22-2222 ID 500000	Aquilar Jaggar Sebastian Hours Class	Per Mic Joa J/C	oe * Totals: Grand Totals: Hours 160.00	WORK A WORK J WORK J Wages 6,006.40	8 Health & Welfare 9.5900 1,534.40	160.00 200.00 160.00 520.00 520.00 1UPAT 4.9200 787.20	6,006.40 8,340.00 6,672.00 \$ 21,018.40 \$ 21,018.40 Management Coop Committee 0.3300 52.80	180.19 250.20 200.16 \$ 630.55 \$ 630.55 PAC 0.0500 8.00	0.7700 123.20	0.2000	1.8000 288.00
1 333-33-3333 2 111-11-1111 3 222-22-22222 ID	Aquilar Jaggar Sebastian	Per Mic Joa	oe * in Grand Totals: Hours	WORK A WORK J WORK J Wages	8 Health & Welfare 9,5900 1,534.40 10.4100	160.00 200.00 160.00 520.00 520.00 1UPAT 4.9200 787.20 5.4700	6,006.40 8,340.00 6,672.00 <b>\$</b> 21,018.40 <b>\$</b> 21,018.40 <b>Management</b> Coop Committee 0.3300 52.80 0.3300	180.19 250.20 200.16 \$ 630.55 \$ 630.55 PAC 0.0500 8.00 0.0500	0.7700 123.20 0.7700	0.2000 32.00 0.2000	1.8000 288.00 2.0000
1 333-33-3333 2 111-11-1111 3 222-22-2222 ID 900000 900000	Aquilar Jaggar Sebastian Hours Class	Per Mic Joa J/C	be * Totals: Grand Totals: Hours 160.00 360.00	WORK A WORK J WORK J Wages 6,006.40 15,012.00	8 Health & Welfare 1,534.40 10.4100 3,747.60	160.00 200.00 160.00 520.00 520.00 1UPAT 4.9200 787.20 5.4700 1,069.20	6,006.40 8,340.00 6,672.00 \$ 21,018.40 \$ 21,018.40 \$ 21,018.40 Management Coop Committee 0.3300 52.80 0.3300 118.80	180.19 250.20 200.16 \$ 630.55 \$ 630.55 PAC 0.0500 8.00 0.0500 18.00	0.7700 123.20 0.7700 277.20	0.2000 32.00 0.2000 72.00	1.8000 288.00 2.0000 720.00
1 333-33-3333 2 111-11-1111 3 222-22-2222 ID 500000	Aquilar Jaggar Sebastian Hours Class	Per Mic Joa J/C	oe * Totals: Grand Totals: Hours 160.00	WORK A WORK J WORK J Wages 6,006.40	8 Health & Welfare 1,534.40 10.4100 3,747.60	160.00 200.00 160.00 520.00 520.00 1UPAT 4.9200 787.20 5.4700	6,006.40 8,340.00 6,672.00 <b>\$</b> 21,018.40 <b>\$</b> 21,018.40 <b>Management</b> Coop Committee 0.3300 52.80 0.3300	180.19 250.20 200.16 \$ 630.55 \$ 630.55 PAC 0.0500 8.00 0.0500	0.7700 123.20 0.7700	0.2000 32.00 0.2000	1.8000 288.00 2.0000
1 333-33-3333 2 111-11-1111 3 222-22-2222 ID 900000 900000 Grand Totals:	Aquilar Jaggar Sebastian Hours Class WORK WORK	Per Mic Joa J/C A8 J	56 <b>x</b> Totals: Grand Totals: Hours 160.00 360.00 520.00	WORK A WORK J WORK J 6,006.40 15,012.00 \$21,018.40	8 Health & Welfare 9,5900 1,534.40 10.4100 3,747.60 \$ 5,282.00	160.00 200.00 160.00 520.00 520.00 1UPAT 4.9200 787.20 5.4700 1,069.20	6,006.40 8,340.00 6,672.00 \$ 21,018.40 \$ 21,018.40 \$ 21,018.40 Management Coop Committee 0.3300 52.80 0.3300 118.80	180.19 250.20 200.16 \$ 630.55 \$ 630.55 PAC 0.0500 8.00 0.0500 18.00	0.7700 123.20 0.7700 277.20	0.2000 32.00 0.2000 72.00	1.8000 288.00 2.0000 720.00
1 333-33-3333 2 111-11-1111 3 222-22-2222 ID 900000 900000	Aquilar Jaggar Sebastian Hours Class	Per Mic Joa J/C	be * Totals: Grand Totals: Hours 160.00 360.00	WORK A WORK J WORK J Wages 6,006.40 15,012.00	8 Health & Welfare 9,5900 1,534.40 10.4100 3,747.60 \$ 5,282.00	160.00 200.00 160.00 520.00 520.00 1UPAT 4.9200 787.20 5.4700 1,069.20	6,006.40 8,340.00 6,672.00 \$ 21,018.40 \$ 21,018.40 \$ 21,018.40 Management Coop Committee 0.3300 52.80 0.3300 118.80	180.19 250.20 200.16 \$ 630.55 \$ 630.55 PAC 0.0500 8.00 0.0500 18.00	0.7700 123.20 0.7700 277.20	0.2000 32.00 0.2000 72.00	1.8000 288.00 2.0000 720.00
1 333-33-3333 2 111-11-1111 3 222-22-2222 ID 900000 Grand Totals: ID	Aquilar Jaggar Sebastian Hours Class WORK WORK Hours Class	Per Mic Joa J/C A8 J J/C	be * Totals: Grand Totals: Hours 160.00 360.00 \$20.00 \$upDue	WORK A WORK J WORK J 6,006.40 15,012.00 \$21,018.40	8 Health & Welfare 9,5900 1,534.40 10,4100 3,747.60 \$ 5,282.00	160.00 200.00 160.00 520.00 520.00 1UPAT 4.9200 787.20 5.4700 1,069.20	6,006.40 8,340.00 6,672.00 \$ 21,018.40 \$ 21,018.40 \$ 21,018.40 Management Coop Committee 0.3300 52.80 0.3300 118.80	180.19 250.20 200.16 \$ 630.55 \$ 630.55 PAC 0.0500 8.00 0.0500 18.00	0.7700 123.20 0.7700 277.20	0.2000 32.00 0.2000 72.00	1.8000 288.00 2.0000 720.00
1 333-33-3333 2 111-11-1111 3 222-22-2222 ID 900000 Grand Totals: ID	Aquilar Jaggar Sebastian Hours Class WORK WORK Hours Class	Per Mic Joa J/C A8 J J/C	be * Totals: Grand Totals: Hours 160.00 360.00 520.00 \$upDue 0.0310 180.19 0.0310	WORK A WORK J WORK J WORK J 6,006.40 15,012.00 \$ 21,018.40 Total 3,005.75	8 Health & Welfare 1,534.40 10,1100 3,747.00 \$ 5,282.00	160.00 200.00 160.00 520.00 520.00 1UPAT 4.9200 787.20 5.4700 1,069.20	6,006.40 8,340.00 6,672.00 \$ 21,018.40 \$ 21,018.40 \$ 21,018.40 Management Coop Committee 0.3300 52.80 0.3300 118.80	180.19 250.20 200.16 \$ 630.55 \$ 630.55 PAC 0.0500 8.00 0.0500 18.00	0.7700 123.20 0.7700 277.20	0.2000 32.00 0.2000 72.00	1.8000 288.00 2.0000 720.00
1 333-33-3333 2 111-11-1111 3 222-22-2222 ID 900000 900000 Grand Totals: ID 900000	Aquilar Jaggar Sebastian Hours Class WORK WORK Hours Class WORK	JIC JIC JIC A8 J JIC A8	50 <b>x</b> In Totals: Grand Totals: Hours 160.00 360.00 520.00 SupDue 0.0310 160.79	WORK A WORK J WORK J Wages 6,006.40 15,012.00 \$ 21,018.40 Total	8 Health & Welfare 9,5900 1,534,40 10,4100 3,747.60 \$ 5,282.00	160.00 200.00 160.00 520.00 520.00 1UPAT 4.9200 787.20 5.4700 1,069.20	6,006.40 8,340.00 6,672.00 \$ 21,018.40 \$ 21,018.40 \$ 21,018.40 Management Coop Committee 0.3300 52.80 0.3300 118.80	180.19 250.20 200.16 \$ 630.55 \$ 630.55 PAC 0.0500 8.00 0.0500 18.00	0.7700 123.20 0.7700 277.20	0.2000 32.00 0.2000 72.00	1.8000 288.00 2.0000 720.00

Your report will now have an EDI Reference Number indicating transaction is now complete. Computation of Payments will give the Details of the Employees. Close the window

	Home   Select Employer   Cr	reate New Report   Reports List   Contact U	s   Documentation   Help   Logout
ZZZ Test Employer			Payment Coupon
Computation of Payments			

Computation of Payment. Select Payment Coupon.

### **Payment Details**

ZZZ Test Employer Payment Details	Computation of Payments
Do you want to open or save <b>WebERF.pdf</b> (16.6 KB) from <b>scg.review.weberf.com</b> ?	× el

Payment Detail – message will pop up asking to open or save. Select open. Payment coupon will appear.

### **Payment Coupon**

æ.						Sou	uthern California (	Glaziers, Archite	ectural Metal and		s Trust Funds P.O. Box 5628 Ilifornia 91734
Payment	Coupon for Z	ZZ Test E	mployer								
Employer ID: Contractor: Address: Phone:	900000 ZZZ Test Employer 4399 Santa Anita Av El Monte, CA 9173 Ext:	1			Report Pe	ence Number:		standard - MLA)	- Current Rates ement (Glaziers)		
Fax: Contractor LI					Report Ty Job Class		Regular All	-			
Business Typ	<b>Je</b> .				Date Rep	ort Finalized:	08/05/2017				
ID	Hours Class	J/C	Hours	Wages	Health & Welfare	IUPAT	Labor Management	PAC	Apprentice	IPF	Vac
						_	Coop Committee				
900000	WORK	A8	160.00	6,006.40	9.5900 1.534.40	4.9200 787.20	0.3300 52.80	0.0500 8.00	0.7700 123.20	0.2000 32.00	1.8000 288.00
900000	WORK	J	360.00	15,012.00	10.4100 3,747.60	5.4700	0.3300	0.0500	0.7700 277.20	0.2000	2.0000 720.00
Grand Totals	0		520.00	\$ 21,018.40	\$ 5,282.00	\$ 2,756.40	\$ 171.60	\$ 26.00	\$ 400.40	\$104.00	\$ 1,008.00
ID	Hours Class	J/C	SupDue	Totals							
900000	WORK	A8	0.0310 180.19	3,005.79							
900000	WORK	J	0.0310	7,373.10							
Grand Totals			\$ 630.55	\$ 10,378.95							
			RE	PORT DUE	ON THE 10	th OF TH	E MONTH				
		В	e sure to include the	EDI Reference	Number 0001-501	19-5328-9675 In	the Memo portio	n of check(s).			
Make Paymer Payment	nt(s) As Follows: Date	Amount Due	Payable To		Instruction	в	M	all To			
Check #1		\$ 10,378.95	Glaziers Employee B	enefit Plan	Send one of	opy of this report	P	aziers Trust Fun O BOX 512367 S ANGELES, C			
Signatur	e			1st F	Report in Area	Las	t Report In Area	Su	ppiemental Report		
Print You	ır Name			_							

Once you have finalized the report, you will need to click the **Payment Coupon** option. The Payment Coupon is the breakdown of contribution you will need to print and mail to Glaziers Trust Funds

**Note:** you must always finalize your report once you are ready to send payment. This step will move your report into a permanent file. Once you finalize your report, you will not be able to change that report.

If you need to make an adjustment on a finalized report, contact the Trust Fund Office.

### If You Have No Employees To Report

The same steps are used to file a no employees worked.

	Home   Select Employer   Create New Report   Reports List   Contact Us   Documentation   Help   Logout
System A	dministrator Saturday, August 5, 2017
WebERF	Home
Welcome to V	VebERF, the Southern California Glaziers, Architectural Metal and Glass Workers Trust Funds electronic Employer Report Form submission facility.
Select an op	tion below: ge Password
• Selec	t Employer
	<u>e a New Report</u> List of Pended and Finalized Reports
	Edit Employer Projects
• 0	
	Announcements
	No Current Announcements
	Home   Select Employer   Create New Report   Reports List   Contact Us   Documentation   Help   Logout

System Administrator

#### WebERF Home

Welcome to WebERF, the Southern California Glaziers, Architectural Metal and Glass Workers Trust Funds electronic Employer Report Form submission facility.

Select an option below:

- Change Password
- Select Employer
- Create a New Report
- View List of Pended and Finalized Reports
- <u>Add/Edit Employer Projects</u>
- 0

#### Announcements

Saturday, August 5, 2017

No Current Announcements

Select create a new report

	Home   Select Employer   Create New Report   Reports List   Contact Us   Documentation   Help   Logout
System Administrator on behalf of ZZZ Test Emp	Saturday, August 5, 2017
Processing Options	
Select from the following options and then click the Create Report I	button. Fields marked with an asterisk (**") are required.
Reporting Period From*: May 1, 2	2017 <u>change</u>
Report Type*: <ul> <li>Reput</li> </ul>	ular 🔿 No Employees 🔿 Adjustment
	st      Blank Form      O Import File
Employer Report Form ID: Sort Order: First: N	Ione Y Second: None Y Third: None Y
	11 Agreements found, displaying 1 to 10.
	144 44 <u>1, 2</u> 00 001
No. NCH Status Agreement	
1. Finalized (1) Local 1399 San D	iego Area Glaziers & Architectural Metal Labor Agreement - LOCAL 1399 (Standard - MLA)
2. Not Reported Local 1399 San D	iego Area Glaziers & Architectural Metal Labor Agreement - LOCAL 1399 (Standard - SSET)
3. Finalized (1) Local 636 Master	Labor Agreement (Glaziers) - 636Glazier (SETTLING - SSET)
4. Finalized (2) Local 636 Master	Labor Agreement (Glaziers) - 636Glazier (Standard - MLA)
5. Finalized (1) Local 636 Master	Labor Agrmt (Allied) - 636Allied (Standard - MLA)
6. Not Reported Local 636 Master	Labor Agrmt (Allied) - 636Allied (Standard - SSET)
7. Not Reported Local 636 Master	Labor Agrmt (Industrial) - 636INDUST (OLDCASTLE - SSET)
8. Not Reported Local 636 Master	Labor Agrmt (Non-Bargaining) - 636NonBarg (NON BARGAINING - MLA)
9. Not Reported Local 636 Master	Labor Agrmt (Production Wrkrs) - 636ProdWkr (Standard - MLA)
10. Not Reported Local 930 Glazier	s, Architectural Metal & Glassworkers - LOCAL 930 (Standard - MLA)

Select agreement.

Home   <u>Select Employer</u>   <u>Create New Report</u>   <u>Reports List</u>   <u>Contact Us</u>   <u>Documentation</u>   <u>Help</u>   <u>Lo</u>						
System Administrator on behalf of ZZZ Test Employer Saturday, August 5,						
Processing Options						
Select from the following options and then click the Create Report button. Fields marked with an asterisk (**") are required.						
Reporting Period From*: May 1, 2017 change						
Report Type*: <ul> <li>Regular</li> <li>No Employees</li> <li>Adjustment</li> </ul> Data Source*: <ul> <li>Prelist</li> <li>Blank Form</li> <li>Import File</li> </ul> O         Prelist <ul> <li>Import File</li> </ul>						
Sort Or Message from webpage						
No. NCI 1 Do you want to create a No-Craft-Hired report for this agreement?						
2. 3. Cancel SSET)						
4. Finalized (2) Local 636 Master Labor Agreement (Glaziers) - 636Glazier (Standard - MLA)						
5. Finalized (1) Local 636 Master Labor Agrmt (Allied) - 636Allied (Standard - MLA)						
6. Not Reported Local 636 Master Labor Agrmt (Allied) - 636Allied (Standard - SSET)						
7. Not Reported Local 636 Master Labor Agrmt (Industrial) - 636INDUST (OLDCASTLE - SSET)						
8. Not Reported Local 636 Master Labor Agrmt (Non-Bargaining) - 636NonBarg (NON BARGAINING - MLA)						
9. Not Reported Local 636 Master Labor Agrmt (Production Wrkrs) - 636ProdWkr (Standard - MLA)						
10. Not Reported Local 930 Glaziers, Architectural Metal & Glassworkers - LOCAL 930 (Standard - MLA)						

If you have no hours to report, click on, **NCH** and you will get a pop up asking "Do you want to create a No-Craft –Hired report for this agreement?" By clicking on OK the system will generate a "**No Employees**" report form.

Do you want to open or save WebERF.pdf (14.8 KB) from scg.review.we	eberf.com?			×
	Open	Save	•	Cancel

A messaage will appear asking to open or save. Select Open

Æ.		Southern California Glaziers, Architectural Metal and Glass Workers Trust Fun P.O. Box 56 El Monte, California 317
ZZZ Test Employer		
Employer ID: 900000 Contractor: ZZZ Test Employer	Report Pe	
Address: 4399 Santa Anita Ave., #150 El Monte, CA 91731 Phone: Ext:	EDI Refer Agreemer	ence Number: Report Not Yet Finalized ht: 636Allied (Standard - SSET) - Current Rates Local 636 Master Labor Agmt (Allied)
Fax:	Report Ty Job Class	
1st Report In Area Last Report In Area	Supplemental Report	

Review window opens. Close window

	Home   Select Employer   Create New Report   Re	eports List   Contact Us   Documentat	on   Help   Logout
		:	
ZZZ Test Employer	Payment Coupon	Edit Delete Rpt Pend	Finalize
Computation of Payments			

Computations of Payments window will open. Select Finalize

		Employer ID: 900000			
		or Local 636 Master Labor Ag Period: 05/01/2017	rmt (Allied) (	Standard-SSET)	
м	ake Payme	ent(s) As Follows:			
	Payment	Payable To	Amount	Mail To	Instructions
	Check #1	Glaziers Employee Benefit Plan	<b>\$.00</b>	Glaziers Trust Funds P O BOX 512367 LOS ANGELES, CA 900510367	Send one copy of this report.

Select Finalize

ZZZ Test Employer Employer ID: 900000 Details for Local 636	Mactor Labor Agent (Allied) (Standard CCET)	
Report Period: 05/0	Message from webpage	
Make Payment(s) As Follow           Payment         Payable To           Check         Glaziers Employ	A report cannot be modified after it has been 'finalized'. Do you want to finalize this report?	Instructions Send one copy of this report.
	OK Cancel	Finalize Cancel

A message will pop up stating the report cannot be modified after it has been finalized. Select ok

Do you want to open or save <b>WebERF.pdf</b> (14.8 KB) from scg.review.we	eberf.com?			×
	Open	Save	-	Cancel

A message will pop up asking to open or save. Select open.

100	-				Southe	rn California Glaziers, Architectural Metal and (	Glass Workers Trust Funds P.O. Box 5628 El Monte, California 91734
ZZZ T	est Er	nployer					
Employe Contract Address Phone: Fax:	tor: ZZ : 43	Z Test Empl 99 Santa Ani Monte, CA 9	Ita Ave., #150		Federal ID Number: Report Period: EDI Reference Number: Agreement: Report Type:	05/01/2017 0001-5019-5415-9362 636Ailled (Standard - SSET) - Current Rates Local 636 Master Labor Agrmt (Allied) No Employees	
1st R	teport In	Агеа	Last Report In Area	Supplemental Report	Job Class Type:	A	

The EDI number has been assigned to this report. Close window

	Home   Select Employer	Create New Report	<u>Reports List</u>   <u>O</u>	Contact Us	<b>Documentation</b>	<u>Help</u>	Logout
							~ '
ZZZ Test Employer					Paym	ent Coup	pon
Computation of Payments							

Computation of Payment window will open. Select Payment Coupon

Do you want to open or save <b>WebERF.pdf</b> (15.3 KB) from <b>scg.review.w</b>	eberf.com?			×
	Open	Save	•	Cancel

A message will pop up asking to open or save. Select open.

### **Coupon for No Employees Reported**

	-	
A STATE OF THE STA	South	ern California Glaziers, Architectural Metal and Glass Workers Trust Funds P.O. Box 5628
* 1		El Monte, California 91734
Payment Coupon for ZZZ Test Employer		
Employer ID: 900000 Contractor: ZZZ Test Employer Address: 4399 Santa Anita Ave., #150 El Monte, CA 91731 Phone: Ext:	Federal ID Number: Report Period: EDI Reference Number: Agreement:	05/01/2017 0001-5019-5415-9362 636Alled (Standard - SSET) - Current Rates Local 636 Master Labor Agmt (Alled)
Fax: Contractor License: Business Type:	Report Type: Job Class Type:	No Employees All
	Date Report Finalized:	08/05/2017
REPO	ORT DUE ON THE 10th OF THE	MONTH
Be sure to include the EF	)  Reference Number 0001-5019-5415-9362 in th	e Nemo portion of check(e)
Make Payment(s) As Follows:	N Reference Humber 6001-5013-5415-5562 III u	e menio portion oi check(e).
Payment Date Amount Due Payable To	Instructions	Mall To
Check #1 \$ 0.00	Send one copy of this report.	Glaziers Trust Funds P O BOX 512367 LOS ANGELES, CA 900510367
Signature	1st Report in Area	eport In Area
Print Your Name		

Mail Payment Coupon to Glaziers Trust Funds.

### **Viewing Pended and Finalized Reports**

Home   Select Employer   Create New Report   Reports List   Contact Us   Documentation   He	lp   Logout
Saturday, Aug	ust 5, 2017
System Administrator	
WebERF Home	
Velcome to WebERF, the Southern California Glaziers, Architectural Metal and Glass Workers Trust Funds electronic Employer Report Form submission facility.	
Select an option below:	
Change Password	
Select Employer	
Create a New Report	
<u>View List of Pended and Finalized Reports</u>	
<u>Add/Edit Employer Projects</u>	
• 0	
Announcements	
No Current Announcements	

WebERF offers simple online ways to keep track of all reports created.

To view any pended or finalized reports yu have created, click the <u>View List of Pended and Finalized Reports</u> link on the WebERF Home page, this will take you to the **Available Reports** page.

Home	Select Employer   Create New Report   Reports List   Contact Us   Documentation   Help   Logout
System Administrator on behalf of ZZZ Test Employer Report History	Saturday, August 5, 2017
Select Unfinished Employer Reporting Form	View Finalized Employer Reporting Form
To resume processing, select an unfinished report from the list below:	To view a finalized employer reporting form, select from the list below:
🖼 Unfinished Reports	Finalized Reports
<ul> <li>[DEL] 5/1/17 636INDUST (OLDCASTLE - SSET) - Local 636 Master Labor Agrmt (Industrial) - Current Rates</li> <li>[DEL] 5/1/17 636NonBarg (NON BARGAINING - MLA) - Local 636 Master Labor Agrmt (Non-Bargaining) - Current Rates</li> <li>[DEL] 5/1/17 636Glazier (Standard - MLA) - Local 636 Master Labor Agreement (Glaziers) - Current Rates</li> <li>[DEL] 5/1/17 636Glazier (Standard - MLA) - Local 636 Master Labor Agreement (Glaziers) - Current Rates</li> <li>[DEL] 5/1/17 636Glazier (Standard - MLA) - Local 636 Master Labor Agreement (Glaziers) - Current Rates</li> <li>[DEL] 5/1/17 636ProdWkr (Standard - MLA) - Local 636 Master Labor Agreement (Production Wrkrs) - Current Rates</li> <li>[DEL] 5/1/17 LOCAL 1399 (Standard - SSET) - Local 1399 San Diego Area Glaziers &amp; Architectural Metal Labor Agreement - Current Rates</li> </ul>	<ul> <li>2017         <ul> <li>May, 2017             <ul> <li>5/1/17 636Glazier (Standard - MLA) - Local 636 Master Labor Agreement (Glaziers) - Current Rates</li> <li>5/1/17 636Glazier (Standard - MLA) - Local 636 Master Labor Agreement (Glaziers) - Current Rates</li> <li>5/1/17 636Glazier (Standard - MLA) - Local 636 Master Labor Agreement (Allied) - Current Rates</li> <li>5/1/17 636Glazier (SETTLING - SSET) - Local 636 Master Labor Agreement (Glaziers) - Current Rates</li> <li>5/1/17 636Glazier (SETTLING - SSET) - Local 636 Master Labor Agreement (Glaziers) - Current Rates</li> <li>5/1/17 LOCAL 1399 (Standard - MLA) - Local 1399 San Diego Area Glaziers &amp; Architectural Metal Labor Agreement - Current Rates</li> </ul> </li> </ul> </li> </ul>

On the Available Reports page, you will see two lists. On the left you'll see all unfinished reports you have created, and on the right you'll see all finalized reports.

Clicking the **[Del]** link under the **Unfinished Report** list will delete any pended reports. You cannot delete any finalized reports as the system will not allow you.

Clicking on the link of any unfinished report will send you to the report form of that work period so it can be edited or finalized.