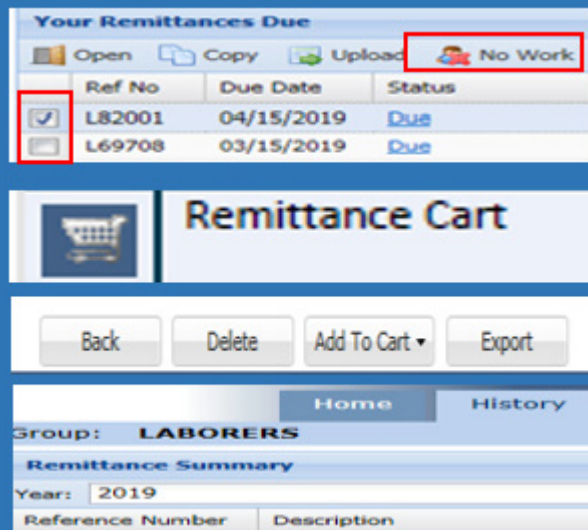


## Employer Portal version 3.0

Below are some Highlights of the Employer Portal that should help improve your processing experience:

- You can submit multiple "No Work" remittances at ones.
- New Shopping cart allows multiple remittances to be paid at once.
- Ability to export Employee Details prior to submitting a remittance.
- Enhanced Submitted Remittance view with drop down History view.

These enhancements have been added to allow for a better user experience. For a full list of changes and new features please visit our website at [www.LFAO.org](http://www.LFAO.org) select Employer tab and scroll down to Information where you will find a downloadable Employer Portal V3 Guide to updates and a list of Icon definitions.



The screenshot displays the Employer Portal interface. At the top, there's a 'Your Remittances Due' section with a table listing remittances. A 'No Work' button is highlighted in red. Below this is a 'Remittance Cart' section with buttons for 'Back', 'Delete', 'Add To Cart', and 'Export'. At the bottom, there's a 'Remittance Summary' table for the year 2019, with columns for 'Reference Number' and 'Description'.

Ref No	Due Date	Status
L82001	04/15/2019	Due
L69708	03/15/2019	Due

Reference Number	Description

### WE ARE HERE TO HELP!

Have additional questions? Would you like an invitation code sent to you to get you started? Please contact our Employer Services Department at (707) 863-3480 Portal assistance can be reached at extension 8269 or 8267.

## Employer Contribution - Refund Policy

1. Individual employer required to submit letter or other written statement setting forth the details of the alleged erroneous payment, including explanation of how the error occurred. Such statement, wherever practical, shall be made under penalty of perjury and shall be signed in California.
2. Refund of Pension and Annuity contributions will have no limitation; provided that if any Pension or Annuity benefits were in fact paid on the basis of such contributions, the total amount of such benefits shall be offset against the contributions, in which case demand will be made upon the employer for any excess.
3. Refund of Health and Welfare contributions shall be limited to contributions paid within two months prior to date the refund request is received. Refund period may be extended up to 1 year if eligibility was not perfected and no insurance premiums have been paid on behalf of the employee.
4. Refund of Training and Retraining contributions shall be limited to contributions paid within one year prior to date the refund request is received.
5. Refund of Vacation contributions will be made only to extent that money erroneously contributed to the Vacation Fund has not yet been paid out to employees.
6. For refund Claim of Health and Welfare contributions, the amount of any benefit payments made as a result of erroneous contributions will be deducted from amount erroneously contributed, and only the excess, if any, will be refunded to the individual employer.
7. If benefit payments by Health and Welfare Fund as a result of erroneous contributions exceed amount due as a refund of Health and Welfare contributions, before any refund is made, question as to whether or not any amount received from the employer as erroneous Pension, Vacation, or Training and Retraining contributions may be applied to the reimbursement of the Health and Welfare Fund for the amount of such excess will be referred to Co-Counsel for review and report to the Board of Trustees.
8. Above refund policy will apply in cases where an erroneous payment is discovered as a result of an audit of the individual employer's records.

## Delinquency Notice

Employer contributions are due the 15th each month. If the monthly contributions or reports are not received or postmarked by the 25th, contributions are considered delinquent. Each month, as the 25th nears, the Fund will issue a Delinquency Notice that lists the report period missed. If you receive a Delinquency Notice, but are certain that the report was mailed on time, the report and notice likely crossed in the mail. If this is the case, call the Employer Services department to confirm receipt of your report.

If you did not employ any Laborers for the period listed on the Delinquency Notice, simply sign it where indicated and return to the Fund Office via mail or fax **707-864-5856**. If your report is not yet mailed, please do so immediately. Remember, contributions received late are subject to liquidated damages and interest. To avoid a Delinquency make certain that the contribution form and report are submitted on time and completed accurately.

## Trust Fund Mailing Calendar

### Discrepancy & Liquidated Damages Statements:

10<sup>th</sup> - 12<sup>th</sup> of each month

### Reporting Forms:

23<sup>rd</sup> - 25<sup>th</sup> of each month

### Delinquency Notices:

22<sup>nd</sup> - 25<sup>th</sup> of each month

## Completing Your Contribution Form

### Do:

- Use Contribution Report Form mailed to you
- Submit contribution report if NO hires for the month
- Write laborers' SSNs and DOBs clearly
- Inactivate mailing of reporting forms if no longer employing laborers
- Verify contribution columns added accurately
- Mail contribution reports/payment to BANK
- Report prior month adjustments on separate sheet and send it to the Trust Fund Office.

### Do Not:

- Copy a previous report to use; it has a unique number that is only valid once. If you need to report additional hours for a previous period or need a supplemental report, contact the Trust Fund Office.
- Create your own report for submission - rather use the one sent to you by the Trust Fund as it has a unique identifying number.
- Send payment by certified mail

## \*\*\*AUDIT CANCELLATION POLICY\*\*\*

Each employer shall provide the Administrator and/or the Payroll Auditor with all information necessary to carry out the purposes of the Trust Funds as required by the employer's collective bargaining agreement with the Union, and/or trust agreements, and shall permit an audit of its payroll records by the Payroll Auditor. If an employer refuses to provide the Administrator with the information necessary to carry out the purposes of the Trust Funds, or refuses to permit an audit of its payroll records after sufficient and reasonable efforts have been made by the Payroll Auditor, the matter shall immediately be referred in writing to the Attorney for appropriate action and the employer will be responsible for all travel and audit costs.

If the employer cancels the scheduled audit on the day of the audit and the auditor is unable to schedule another audit for the same day, the employer shall be responsible for the audit costs, or if the employer cancels an audit that required the Payroll Auditor to have traveled a distance such that an overnight stay was required in order to conduct the audit, the employer shall be responsible for all travel and audit costs. If the employer requires the Payroll Auditor to travel outside of California in order to conduct any part of its payroll audit, the employer shall be responsible for the costs associated with such out-of-state travel. If the employer has scheduled their audit more than two times without giving a reasonable explanation as to why the audit could not be conducted or if the auditor is unable to complete a scheduled audit due to an employer's failure to provide documents requested by the Fund Office, and the audit requires an additional day to be completed, the employer shall be responsible for any and all audit costs.



**Employer Portal (On-line Reporting)**  
**Visit us at [www.lfao.org](http://www.lfao.org) to sign up**

Click on Employers, scroll down to Reporting & Portal where you will find guides and instructions to download.



Reporting On-line is easy and quick. Just a few clicks and your reports are uploaded.

**TO SIGN UP**

- Contact one of our Portal Assistance Guides for an Invitation Code at **707-863-3480 extensions: 8267, 8269 and 8263.**
- Once you have your invitation code please go to [www.lfao.org](http://www.lfao.org).
- Click on Employers, select Employer Portal and sign-up by completing the online profile.
- Begin reporting.



Laborers Funds Administrative Office of Northern California  
220 Campus Lane, Fairfield CA 94534 | (707) 863-3480

