

Employer Bulletin Online Only

Just a reminder that, beginning this quarter, our Employer Bulletin will be published on our website only. Please visit our website to view all future Employer Bulletins as we endeavor to keep up with the times and move towards a more paperless environment. They can be found in the Employer section of the site or in the Updates area of the Home page.

Your Portal Invitation Code is on the Way

For those of you who have received your invitation codes to the Employer Portal please log into our website www.norcalaborers.org and click on Employers / Employer Portal to sign in and set up your profile.

NEED SOME GUIDANCE: From our website click on the EMPLOYERS tab, scroll down to INFORMATION and select Employer Portal Guide. You will have two options to choose from [1] Employer Portal Guide [2] Employer Portal Quick Start. Both guides give assistance in getting started while one is a bit more in-depth than the other. If you need further assistance please contact Employer Services at:

(707) 863-3480 extension 267 or 269

Listen to the prompts as you will need to dial 8 before the extension number. If you have not received an invitation code please contact us so we can get one out to you.

Hod Carriers Jurisdiction

Determining a Hod Members Job location is important not only for the member having the correct contributions submitted on their behalf but also for the employer keeping track of their job cost.

By reporting a members fringes based on the Jurisdiction the work is performed and setting up the payroll to keep track and filter in such a way that when it's time to report your contribution on the web you only need to drop the information in and will be certain you are reporting correctly.

Employer Services/Accounts Receivable has a New Phone Number

Employer Services has a new phone number 707-863-3480. If you need to reach Employer Services you can use either the main number at the Laborers Administrative Office of 707-864-2800 or our new number of 707-863-3480. There are new prompts associated with our new number so please listen to them before making your selection. You will have the following options:

[1] Employer Accounts

[3] Employer Delinquency

[5] Reciprocity

[2] Employer Portal

[4] Audits

[6] Liquidated Damages

If you know your parties extension, you can press [8], then enter the extension. You can still reach Employer Services through our Main number along with our other Departments, as listed below.

Main Trust Fund Directory & Menu Options

Language

[1] English [2] Spanish

Direct Extension

[8] to dial an extension

Company Directory

[9] to access company directory

Operator

[0] to reach Operator

Departments

[1] Health & Welfare [2] Pension [3] Annuity [4] Vacation [5] COBRA [6] Employer Services [7] Accounting

Health & Welfare

Eligibility, doctor/hospital claims, and other medical benefits

Accounting

1099R tax forms, W-9 request for taxpayer ID numbers.

Pension/Annuity

Pension applications, disability credit, and Annuity benefits.

Employer Services

Status of reporting forms, collections, audits.

Easy Steps to Improve Your Next Audit

Payroll items / Payroll Categories: Payroll Categories is only one way to separate a workers wage type. By using this method correctly, you can clearly identify what area an employee is working.

An example of this is when you have a worker who has put in an eight-hour day. He may have worked seven hours at a job site and then puts in an hour cleaning up at the yard by having a variety of payroll items we could establish the work performed by the items indicated as well as using the wage rates and workers compensation codes.

An auditor may crosscheck these items to determine what type of work was performed by an employee. Remember the best payroll systems is a transparent one.

July 2017 Master Agreement Rate Changes

(June 26, 2017 - Wage and Fringe Benefits Allocation):

- | | | |
|----------------------|------------|-----------------|
| • Wages | additional | \$0.50 per hour |
| • Health and Welfare | additional | \$0.16 per hour |
| • Annuity | additional | \$0.94 per hour |

Delinquency Notice

Employer contributions are due on the 15th of each month. If the monthly contributions or reports are not received or postmarked by the 25th of the month, the contribution is considered delinquent. Please note that as the date of the 25th nears, the Fund will issue a Delinquency or "Reminder" Notice that lists the report period that we have yet to receive.

If you receive a Delinquency Notice and you are certain that you mailed your report timely, chances are that the report and notice crossed in the mail. Should this be the case, call the Employer Services department to confirm receipt of your report.

If you did not employ any Laborers for the period that is listed on the Delinquency Notice, simply sign the notice where indicated and return it to the Fund Office via mail or fax (707) 864-5856.

If you have not mailed your monthly report, please do so immediately. Remember, if your contributions are received late, they are subject to liquidated damages and interest. To avoid receiving a Delinquency Notice make certain to submit the monthly contribution and report timely and complete the contribution form accurately.

Completing a Contribution Report Form

DO

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

DO NOT

- Copy a previous report to use as it has a unique number that can only be submitted 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, as it will delay the payment process

Trust Fund Mailing Calendar

Discrepancy & Liquidated Damages Statements:

10th - 12th of each month

Employer Reporting Forms:

23rd - 25th of each month

Delinquency Notices:

22nd - 25th of each month