California Teachers Association Employees' Retirement Benefits Trust Contribution Website Quick Start Guide

This guide is intended to show you the quick and easy way to enter contributions using your new Contributions Website. This guide will walk you through the following:

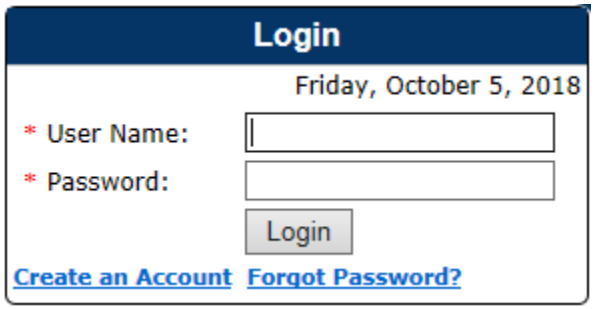
- How to Process a New Contribution Form.
- How to Modify a Saved Contribution Form.
- How to Copy/Modify a previous Contribution Form.
- How to View and Delete Contribution Forms.

BeneSys

Web Address:

http://www.CTAemployers.org

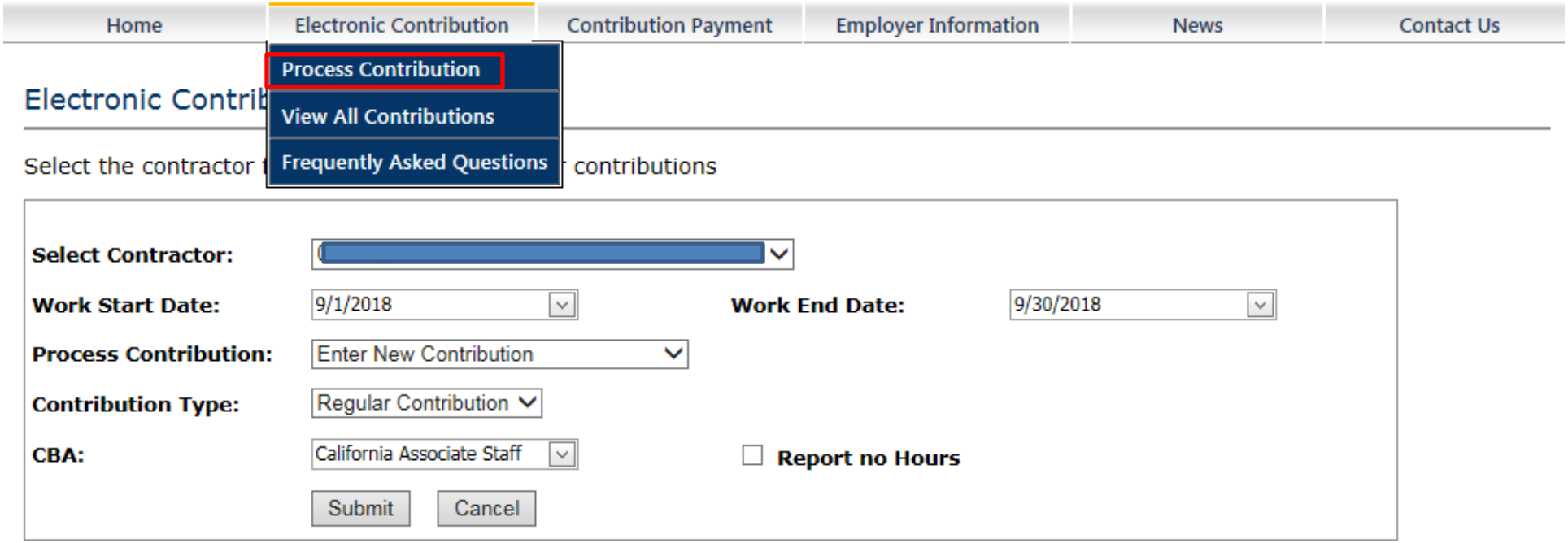
California Teachers Association
Employees' Retirement Benefits Trust



- **First time users will need to "Create an Account" by clicking this option in the top right corner of the website. A unique 16-character identification code was provided in a letter to each employer and is required to complete account registration. If this code is not available or for further assistance, please contact the Trust Office at (925) 208-2277.**

BeneSys

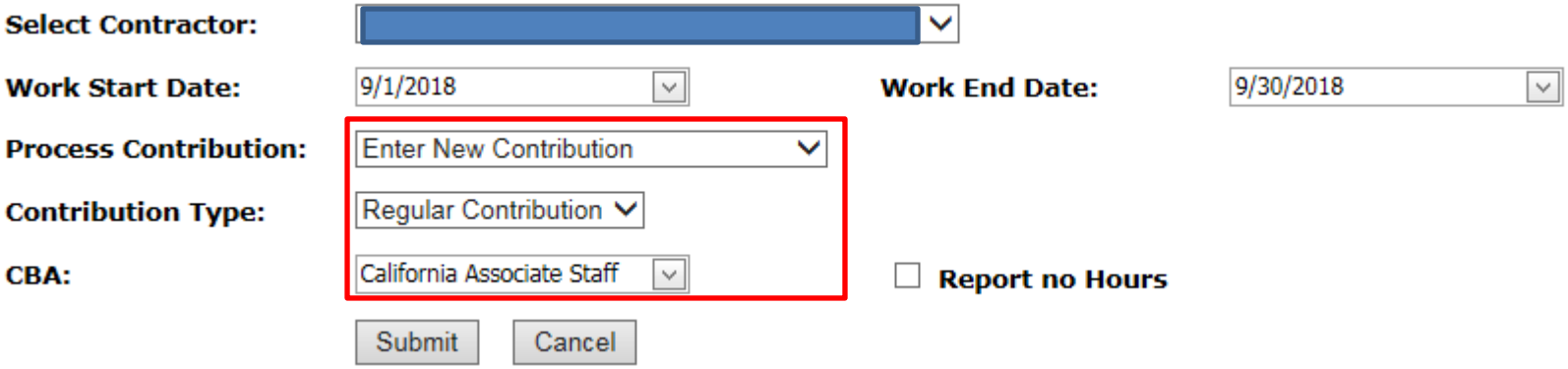
Lets Get Started



- **To begin entering employee contribution information, click on the Electronic Contribution Tab and select Process Contribution as shown above.**
  - **This option will allow you to create and process contributions**

BeneSys

Processing Contributions



- **<u>Enter New Contribution</u> – This allows Manual Data Entry of your Contribution Form**

- **<u>Modify/Submit Saved Contribution</u> – allows you to retrieve a previously entered and saved Contribution Form.**

- **<u>Upload Contribution File</u> – allows you to upload a data file exported from your payroll system (CSV format) directly into the system, it will automatically load Employee, hours and gross information.**

- **<u>Copy/Modify Previous Report Form</u> – This option will allow you to retrieve a previous months submitted Contribution Form and copy the information for the current months Contribution Form**

BeneSys

Entering a New Form

Select Contractor: [redacted]

Work Start Date: 9/1/2018 **Work End Date:** 9/30/2018

Process Contribution: Enter New Contribution

Contribution Type: Regular Contribution

CBA: California Associate Staff ☐ **Report no Hours**

Submit Cancel

1. **Select the Employer: If you only submit Contributions for one Employer that will show as your default and you won't have any other options. If you have a Login that allows you to submit Contributions for Multiple Employers, click on the down-arrow and a list of Employers you submit for will show, select desired Employer.**
2. **Select a Work Start Date and Work End Date. If you are a monthly employer, please use the first day and the last day of the month. If you are a weekly employer, please use the Payroll Start and Ending dates.**
3. **Select Enter New Contribution.**
4. **The Contribution Type should always be Regular Contribution.**
5. **Select the appropriate CBA: based on the work you are reporting for, this will apply the appropriate fringe rates**

BeneSys

Enter a New Form - Contribution Entry

Contribution Entry Form

Contribution Batch

Contractor Name:	[redacted]	**Contractor ID:**	**00109**
Batch Number:	**CW18-00000026**	**Work End Date:**	**09/30/2018**
CBA:	**CAS - California Associate Staff**		

Rate Inquiry | Add Employee | Delete Employee | Save and Complete Later | Calculate Contribution | Cancel

*Contact the Benefit Office to add new Work Classifications

Row No	SSN	Work Class	First Name	MI	Last Name	Gross Wages	Delete?
1	[redacted]	DEFAULT	N[redacted]		A[redacted]	0.00	☐
2	[redacted]	DEFAULT	A[redacted]	[redacted]	P[redacted]	0.00	☐
3		DEFAULT				0.00	☐

- **This screen allows you to enter and verify the information for each employee. Employee information will automatically populate once you have entered the Social Security Number and Tab across the fields (Screenshot above has Names & SSN redacted for Security purposes). New Employee's information will need to be manually entered in each field.**
- **Your agreement will determine the fields you need to enter. Blank amounts are not allowed.**
- **You can select <u>Save and Complete Later</u> if you need to do something else and come back later to finish your contribution entry, this save what you have currently input and lets you pick up where you left off.**
- **Once all employee's hours and wages are entered, click on <u>Calculate Contribution</u>, and the following screen shows.**

BeneSys

Enter a New Form – Calculate Contributions

Process Contribution

Contribution Batch

Contractor Name:	[redacted]	**Contractor ID:**	00109
Batch Number:	CW18-00000026	**Work End Date:**	09/30/2018
CBA:	CAS - California Associate Staff		

Contractor Contribution Details:

Work Class	Contractor	Gross Wages	Amount	
Default	[redacted]	12,500.00	$4,750.00	View Details
TOTAL		**12,500.00**	**$4,750.00**	

Employee Contribution Details:

SSN	Work Class	First Name	MI	Last Name	Gross Wages	Amount	
[redacted]	Default	N [redacted]		A [redacted]	6,000.00	$2,280.00	View Details
[redacted]	Default	A [redacted]	[redacted]	P [redacted]	6,500.00	$2,470.00	View Details
TOTAL					**$12,500.00**	**$4,750.00**	

Back | Finalize Contribution | Cancel

- **Screen allows you to see how fringes are calculated, you are also allowed to make modifications from this screen**
  - **Employer Contribution Details <u>View Details</u> button shows screen with breakdown of calculated fringes**
    - **See next page for option to not pay certain fringes on all employees**
  - **Employee Contribution Details <u>View Details</u> button shows fringes calculated for that Employee.**

- **<u>Back</u> button, click this to go back to prior screen and adjust contributions information. At no time should you use the browser to return to the previous page (back arrow in upper left corner of browser window), that will cause all previously entered information to be lost.**
- **When you agree with all the information choose <u>Finalize Contribution</u> button, once you select this you cannot go back and make any changes, so make sure everything is correct before Finalizing.**

BeneSys

Enter a New Form - Finalize Contributions

Contribution Batch

Contractor Name:	[redacted]	**Contractor ID:**	00109
Batch Number:	CW18-00000026	**Work End Date:**	09/30/2018
CBA:	CAS - California Associate Staff		

INVOICE # CW18-00000017

Your Calculated Contributions for work ending 09/30/2018:	$4,750.00
Remittance Amount Due:	$4,750.00
Invoice #:	CW18-00000017 * PLEASE WRITE THIS INVOICE NUMBER ON THE CHECK THAT YOU MAIL AND PLEASE BE SURE TO INCLUDE A COPY OF THIS INVOICE WITH YOUR CHECK
Invoice Date:	10/08/2018

Pay Now | Print Invoice | Done

Amount Due:

Work Class	Fund	Fund Code	Gross Wages	Calc Hrs	Basis	Rate	Amount
Default	CTA Retirement Trust	DB	12,500.00	12,500.00	Gross Wages	0.3800	$4,750.00
TOTAL							**$4,750.00**

Employee Details:

Name	Work Class	GW	DB
[redacted]	Default	6,000.00	$2,280.00
[redacted]	Default	6,500.00	$2,470.00
TOTAL		**$12,500.00**	**$4,750.00**

- **Pressing <u>Finalize Contribution</u> will take you to this screen, which gives options to proceed**
  - **<u>Pay Now</u> – takes you to the next step so you can remit payment via Check.**
  - **<u>Print Invoice</u> – use this option to print a copy of the invoice for your records.**
  - **<u>Done</u> - use this option to enter another contribution form before making your payment**

BeneSys

Enter a New Form - Pay Invoice(s)

Pending Payment

Select Contractor: [redacted] Invoice Number:

* Invoice Begin Date: 9/8/2018 * Invoice End Date: 10/8/2018

Search Clear

Employers submit contributions (summary sheets, forms and payments) within 60 days after work month (August work due 10/31) and are considered late if received 90 days after the work month. Liquidated Damages are assessed at (1.5 %) of the delinquent contributions.

Pending Invoice:

Select Invoice Cancel

☐	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
☑	CW18-00000017	09/30/2018	CAS	California Associate Staff	00109	$4,750.00	DemoContractor	10/08/2018
☐	CW18-00000016	08/31/2018	CAS	California Associate Staff	00109	$91.20	DemoContractor	09/28/2018
☐	CW18-00000014	08/31/2018	CAS	California Associate Staff	00109	$380.00	DemoContractor	09/24/2018

Select Invoice Cancel

- **After selecting <u>Pay Now</u> you go to the Pending Payments page. Press the "Search" button to display any pending invoices. The search button will show all Contribution Forms entered on the website that have yet to be paid. Here, you will select the Open Invoice(s) which you would like to remit a payment for (Check).**
- **Once you check the box(s) to the left of the invoice(s) desired, click the <u>Select Invoice</u> button.**

BeneSys

Enter a New Form - Pay Invoice(s)

Pending Payment

Payment Summary

(1) Invoice Selected

Total amount due: $4,750.00

Make Payment | Edit Selection

Select Contractor: [redacted] **Invoice Number:**

* **Invoice Begin Date:** 9/8/2018 * **Invoice End Date:** 10/8/2018

Search | Clear

Employers submit contributions (summary sheets, forms and payments) within 60 days after work month (August work due 10/31) and are considered late if received 90 days after the work month. Liquidated Damages are assessed at (1.5 %) of the delinquent contributions.

Pending Invoice:

Select Invoice | Cancel

☐	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
☑	CW18-00000017	09/30/2018	CAS	California Associate Staff	00109	$4,750.00	DemoContractor	10/08/2018
☐	CW18-00000016	08/31/2018	CAS	California Associate Staff	00109	$91.20	DemoContractor	09/28/2018
☐	CW18-00000014	08/31/2018	CAS	California Associate Staff	00109	$380.00	DemoContractor	09/24/2018

Select Invoice | Cancel

- **This will show selected invoice(s) highlighted orange on screen and in upper left portion of screen under Pending Payment a "Payment Summary" section shows the total amount due for the selected Invoice(s).**

- **If the amount is okay, please select <u>Make Payment</u>.**
  - **Use the <u>Edit Selection</u> option if you selected the wrong Invoice(s) and you can change your selections.**

BeneSys

Enter a New Form - Pay Invoice(s)

Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW18-00000017	09/30/2018	California Associate Staff	00109	$4,750.00
TOTAL				$4,750.00

Total Invoice Amount : $4,750.00

Invoice Adjustment Amount: $0.00

Total Amount Due: $4,750.00

Adjustment Reason:

Pay By: ◉ **Check**

Submit Cancel Back

- **<u>Make Payment</u> takes you to screen showing Invoice(s) selected and total amount due.**
- **Enter any applicable Adjustment Amounts (i.e. Overpayments from previous contributions, Late Fees) in the 'Invoice Adjustment Amount' field along with a description in the 'Adjustment Reason' field. Amounts can be entered as either a positive or negative and will automatically adjust Total Amount Due.**

BeneSys

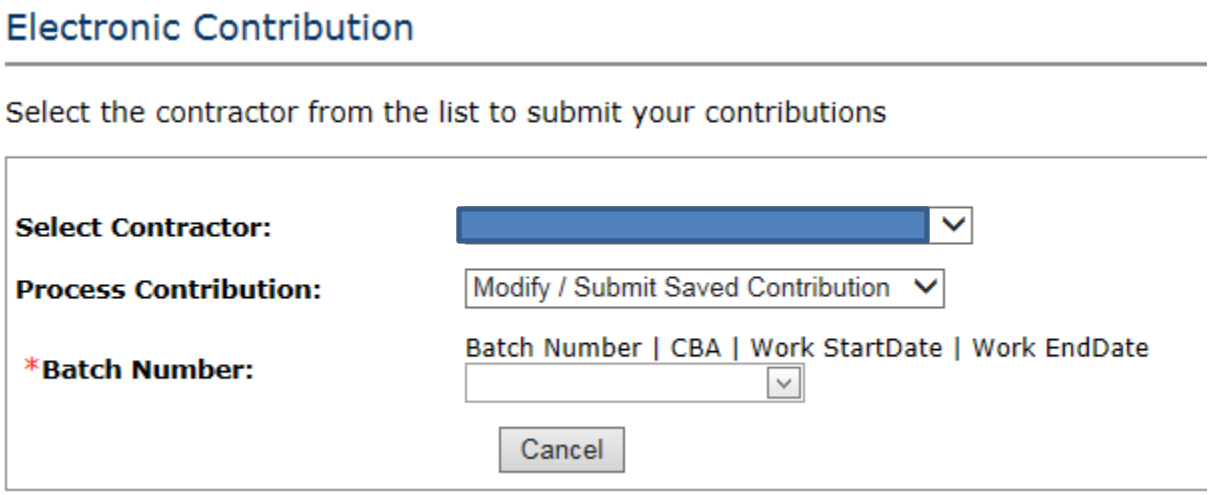
Enter a New Form - Pay Invoice(s)

Payment Confirmation

Payment Number:	PN18-00000009	**Payment Type:**	CHECK
Transaction Date:	10/8/2018 4:36:00 PM		
Total Invoice Amount:	$4,750.00	**Amount Due:**	$4,950.00
Mail Check To:	California Teachers Association Employees' Retirement Benefits Trust Box # 45035 San Francisco, CA 94145-0035		
Invoice #:	CW18-00000017		
Comments:	Late Fees - July 2018.		

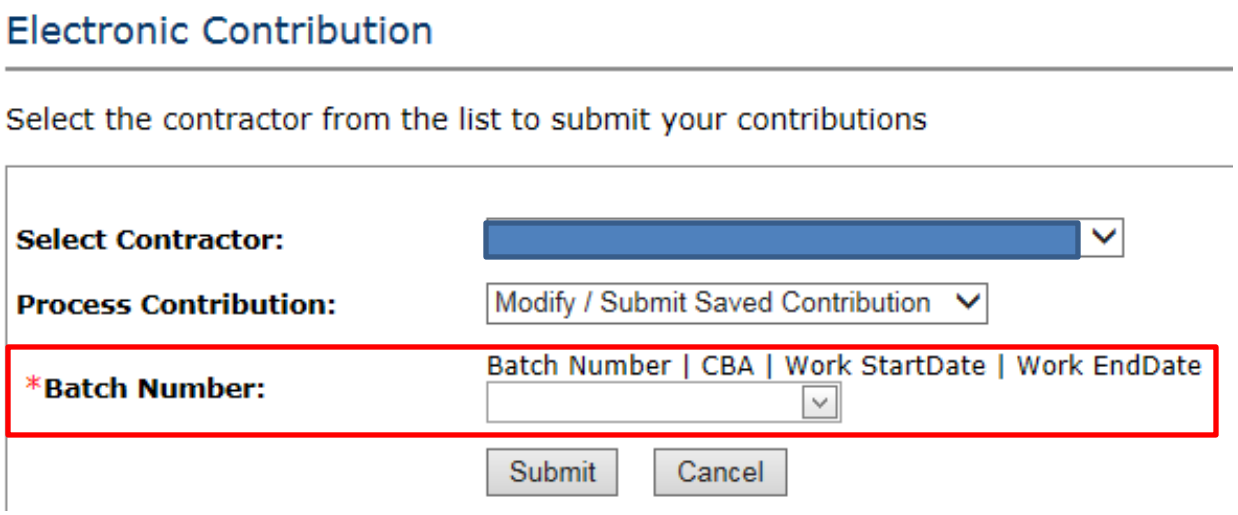
- **After selecting Submit, you will be taken to a Payment Confirmation page. This can be printed for your records, plus it is saved under the Contribution Payments tab of the website.**
- **If you select to 'Pay By' Check, after you choose 'Submit', you will be taken to a Payment Confirmation page. You will need to print and mail this Payment Confirmation with your check.**

Modify A Saved Contribution Form



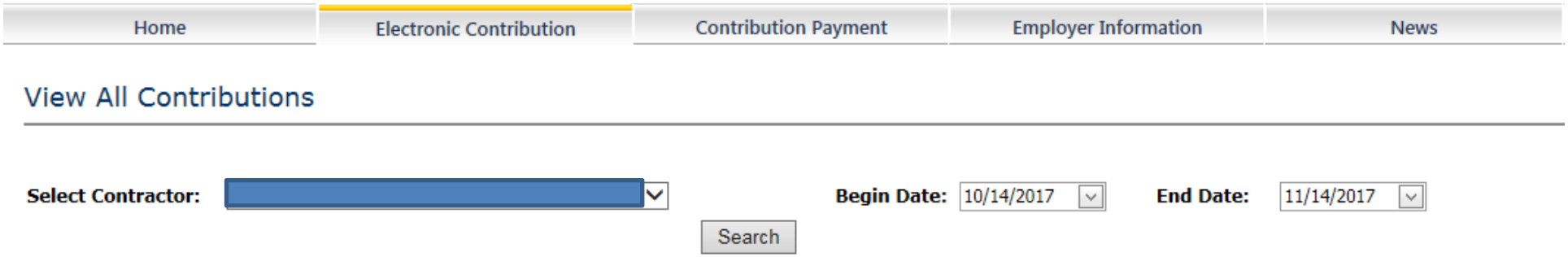
- **Modify/Submit Saved Contribution – allows you to open up a saved Contribution Form and continue where you left off. Contribution Forms are only saved for 30 days. Once you submit a Contribution Form, it is saved permanently, but prior to that, you have 30 days to complete the form.**

Modify A Saved Contribution Form



1. **Select a saved batch form from the 'Batch Number' drop down list. If you want to select a saved batch and change the collective bargaining agreement use the second Batch number option. *See red box above.**
2. **Press the <u>Submit</u> button.**
3. **The rest of the process is exactly like entering a New Contribution Form (refer to instructions above)**

How to View Past Contribution Forms



- **Select the Employer Name from the drop down list. (Some employers can have multiple employer numbers to choose from based upon how your user ID is setup.)**

- **Press the <u>Search</u> button, and it will show a screen with all Past Contributions Forms for this Employer**

Questions/Concerns

For Training and Enrollment, please call us at (833) 265-2277, and ask to speak with someone from our Contributions Team.

BeneSys