National Elevator Industry Benefit Plans

Employer Electronic Reporting Specification

.csv File Format – Comma Delimited

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Contents

Employer Electronic Remittance Specification

Introduction:

The purpose of this document is to provide Employers with guidance on how to electronically submit hours, 401(k) data, Roth 401(k) and PAC contributions to the Benefits Office.

Summary of Changes:

1. Roth 401(k) is now supported. It uses the same exact format as the existing 401(k), with the addition of a file indicator to the header record, to let the Fund Office know the file is intended for Roth 401(k). ROTH 401(k) and Traditional 401(k) are required to be submitted on separate files. (Page 13) - 07/01/23

Hours Remittance

Design:

The file layout is broken down into four different record types:

- File Header Record - This record identifies the employer.
- Detail Record – This record identifies each employee and provides the number of hours they worked for the given payroll period. The batch number within each record is used to group employees by local union and payroll period.
- Batch Total Record – This record totals up the employees and the hours worked for the given payroll period for a specific local union and contains the total amount due for the batch.
  - ➢ If an employer submits hours for employees from multiple local unions, a separate record will be needed for each instance.
  - ➢ If there is a rate change during the reported payroll period, two separate batches for the same local must be submitted. In this case, each batch must have a unique payroll period.
- File Trailer Record – This record totals up all of the Batch Total Records and provides a record count control.

Examples:

1. Employer submitting hours for one local union.
   - Payroll Period 1/1/2008 – 1/31/2008
   - Work Period – 012008
   - Rate - $15.10 per hour
   - 3 Employees each working a total of 160.00 constructor hours for local 0005.
     - ➢ File Header Record
     - ➢ Detail Record for Employee 1 assigned to batch 001 with 160.00 constructor hours.
     - ➢ Detail Record for Employee 2 assigned to batch 001 with 160.00 constructor hours.
     - ➢ Detail Record for Employee 3 assigned to batch 001 with 160.00 constructor hours.
     - ➢ Batch Total Record for batch 001, Union Local Number 0005, with Payroll End Date of 1/31/2008, Payroll Begin Date of 1/1/2008, Work Period of 01/2008, 480.00 constructor hours, 7,248.00 total dollar amount due and a Record count of 3 Detail Records.
     - ➢ File Trailer Record with 480.00 constructor hours, and a Record count of 3 Detail Records.

2. Employer submitting hours for multiple union locals.
    - Payroll Period 1/1/2008 – 1/31/2008
    - Work Period – 012008
    - Rate - $15.10 per hour
    - 3 Employees each working a total of 160.00 constructor hours for local 0005.
    - 3 Employees each working a total of 160.00 constructor hours for local 0001.
        ➢ File Header Record
        ➢ Detail Record for Employee 1 assigned to batch 001 with 160.00 constructor hours.
        ➢ Detail Record for Employee 2 assigned to batch 001 with 160.00 constructor hours.
        ➢ Detail Record for Employee 3 assigned to batch 001 with 160.00 constructor hours.
        ➢ Batch Total Record for batch 001, Union Local Number 0005, with Payroll End Date of 1/31/2008, Payroll Begin Date of 1/1/2008, Work Period of 01/2008, 480.00 constructor hours, 7,248.00 total dollar amount due and a Record count of 3 Detail Records.
        ➢ Detail Record for Employee 1 assigned to batch 002 with 160.00 constructor hours.
        ➢ Detail Record for Employee 2 assigned to batch 002 with 160.00 constructor hours.
        ➢ Detail Record for Employee 3 assigned to batch 002 with 160.00 constructor hours.
        ➢ Batch Total Record for batch 002, Union Local Number 0001, with Payroll End Date of 1/31/2008, Payroll Begin Date of 1/1/2008, Work Period of 01/2008, 480.00 constructor hours, 7,248.00 total dollar amount and a Record count of 3 Detail Records.
        ➢ File Trailer Record with 960.00 constructor hours, 14,496.00 total dollar amount due and a Record count of 6 Detail Records.
3. Employer submitting hours for one union local during a split rate payroll period.
    - Payroll Period 1/1/2008 – 1/15/2008/ 1/16/2008 – 1/31/2008
    - Work Period – 012008
    - Rate 1/1/2008 – 1/15/2008 - $15.10
    - Rate 1/16/2008 – 1/31/2008 - $16.50
    - 3 Employees each working a total of 80.00 constructor hours for local 0005 from 1/1/2008 – 1/15/2008.
    - 3 Employees each working a total of 80.00 constructor hours for local 0005 from 1/16/2008 – 1/31/2008.
        ➢ File Header Record
        ➢ Detail Record for Employee 1 assigned to batch 001 with 80.00 constructor hours.

➢ Detail Record for Employee 2 assigned to batch 001 with 80.00 constructor hours.
➢ Detail Record for Employee 3 assigned to batch 001 with 80.00 constructor hours.
➢ Batch Total Record for batch 001, Union Local Number 0005, with Payroll End Date of 1/15/2008, Payroll Begin Date of 1/1/2008, Work Period of 01/2008, 240.00 constructor hours, 3,624.00 total dollar amount due and a Record count of 3 Detail Records.
➢ Detail Record for Employee 1 assigned to batch 002 with 80.00 constructor hours.
➢ Detail Record for Employee 2 assigned to batch 002 with 80.00 constructor hours.
➢ Detail Record for Employee 3 assigned to batch 002 with 80.00 constructor hours.
➢ Batch Total Record for batch 002, Union Local Number 0005, with Payroll End Date of 1/31/2008, Payroll Begin Date of 1/16/2008, Work Period of 01/2008, 240.00 constructor hours, 3,960.00 total dollar amount due and a Record count of 3 Detail Records.
➢ File Trailer Record with 480.00 constructor hours, and a Record count of 6 Detail Records.

Limitations:

Negative hours are not accommodated through this interface. Adjustments must be submitted on a manual report.

Hours File Layout:

File Header Record

Field #	Field Name	Length	Values	Comments
1	Batch Number	3	000	Constant value of "000"
2	Record Type	1	1	Constant value of "1"
3	IRS Number	9		Company Number assigned by the IRS.
4	Filler	0		
5	Plan	2	01	Constant Value of "01"
6	Company Name	35		Employers Official Name
7	Filler	0		

Detail Record

Field #	Field Name	Length	Values	Comments
1	Batch Number	3		Sequential number between 001 and 500.
2	Record Type	1	4	Constant value of "4"
3	Social Security Number	9		
4	Filler	0		
5	Constructor Hours	5		
6	Probationary Hours	5		
7	Unused Hours Field	0		
8	Vacation Hours	5		
9	Employer Comment Code	2		See Comment Code table.
10	Employee Name	35		"Last Name - Max Length 20, First Name - Max Length 10, Middle Initial - Max Length 1"
11	Job Type	2		See Job Type Code Table
12	Job Type Effective Date	8		MMDDYYYY
13	Filler	0		

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Batch Total Record

Field #	Field Name	Length	Values	Comments
1	Batch Number	3		Represents the batch number designated in the preceeding Detail Records.
2	Record Type	1	6	Constant value of "6"
3	Union Local Number	4		e.g. Local 1 = 0001
4	Branch Number	3	000	A Constant value of "000" is required unless authorized for special use by the Benefits Office.
5	Constructor Hours	9		Total constructor hours for the batch.
6	Probationary Hours	9		Total probationary hours for the batch.
7	Unused Hours Field	0		
8	Vacation Hours	9		Total vacation hours for the batch.
9	Amount	9		The total dollar amount due for the batch. It is the total rate times the total hours.
10	Record Count	5		
11	Payroll End Date	8		MMDDYYYY
12	Payroll Begin Date	8		MMDDYYYY
13	Work Period	6		MMYYYY
14	Filler	0		

File Trailer Record

Field #	Field Name	Length	Values	Comments
1	Batch Number	3	999	Constant value of "999"
2	Record Type	1	9	Constant value of "9"
3	Filler	7		
4	Constructor Hours	9		
5	Probationary Hours	9		
6	Unused Hours Field	0		
7	Vacation Hours	9		
8	Amount	9		
9	Record Count	5		
10	Filler	0		

Job Type Code Table

Job Type Code	Description
10	Mechanic in Charge
11	Mechanic/Journeyman (Including Adjustors, Local Representatives, and Temporary Mechanics)
12	Apprentice (Including 1st, 2nd, 3rd, and 4th year)
13	Helper
14	Probationary
20	Owner
30	Supervisor "Grandfathered Employee"
31	Supervisor During Trial 6 Month Period (this can only be elected once during any 36 month period)
32	Supervisor Pension Only (Pension Plan Alumni Election)
33	Former Owner or Spouse of Former Owner
34	Supervisory or Superintendent Employee (Health Benefit Plan Only)
40	I.U.E.C. Local - Union Officer (full-time)
41	I.U.E.C. Local - Office Staff
42	I.U.E.C. Local - Part -Time Union Officer, Bargaining Unit Alumni of the Industry
43	Office Employee for all Non-I.U.E.C. Local Offices (Including Elev. Ind. Work Preservation Fd, Intl Union of Elev. Constr., Local 1 Educ. & Appr., Tr Fd, Natl Elev Ind. Education Program, NEIBP, Washington Bldg & Constr.)

Comment Code Table

Comment Code	Description
17	Laid off or quit
11	Management employee
12	Leave of absence
09	Deceased
15	Disability on the job
16	Disability off the job
18	Military service
20	Retired
21	Quit industry
22	New hire into industry
23	Transfer out

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Important Field Information:

Hours Fields:
- At least one or more of these fields must be populated for each detail record.
- Hours may be reported in 15 minute increments consisting of .00, .25, .50 and .75.
- The last two positions of all Hours fields are used to designate the increment factor. (e.g. 1050). This example reflects how 10.50 hours would be submitted.

Union Local Number: Should be entered as a 4-digit value (e.g. 0002). This example reflects how local 2 would be formatted.

Amount Fields:
- The last two positions of all amount fields are used to designate cents. (e.g. 9961). This example reflects how 99.61 would be submitted.

Employee Name Field:
- Employee name should be entered with quotations (e.g "Last name, First name, Middle initial")
- Middle initial is optional.

401(k) Remittance

Design:

The file layout is broken down into four different record types:

- File Header Record - This record identifies the employer.
  - ➤ If the file is intended to be a Roth 401(k) file, please make sure to use the file indicator, as seen on Page 13. ROTH 401(k) and Traditional 401(k) are required to be submitted on separate files.
- Detail Record – This record identifies each employee and provides their compensation amount along with their salary deferral for the given payroll period. The batch number within each record is used to group employees by local union and payroll period.
- Batch Total Record – This record totals up the employees and the compensation amount and the salary deferrals for the given payroll period for a specific local union.
  - ➤ If an employer submits hours for employees from multiple local unions, a separate record will be needed for each instance.
- File Trailer Record – This record totals up all of the Batch Total Records and provides a record count control.

Examples:

1. Employer submitting deferrals for one local union.
   - Payroll Period 1/6/2008 – 1/12/2008
   - Work Period – 012008
   - 3 Employees each with compensation of 1,000.00, 1,500.00 and 2,000.00.
   - 3 Employees each with salary deferrals of 200.00, 150.00 and 100.00.
     - ➤ File Header Record
     - ➤ Detail Record for Employee 1 assigned to batch 001 with compensation of 1,000.00 and 200.00 salary deferral.
     - ➤ Detail Record for Employee 2 assigned to batch 001 with compensation of 1,500.00 and 150.00 salary deferral.
     - ➤ Detail Record for Employee 3 assigned to batch 001 with compensation of 2,000.00 and 100.00 salary deferral.
     - ➤ Batch Total Record for batch 001, Union Local Number 0005, with Payroll End Date of 1/12/2008, Payroll Begin Date of 1/6/2008, Work Period of 01/2008, 4,500 compensation total, 450.00 salary deferral total, and a Record count of 3 Detail Records.
     - ➤ File Trailer Record with 4,500 compensation total, 450.00 salary deferral totals, and a Record count of 3 Detail Records.

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2. Employer submitting deferrals for multiple union locals.
   - Payroll Period 1/6/2008 – 1/12/2008
   - Work Period – 012008
   - 3 Employees each with compensation of 1,000.00, 1,000.00 and 1,500.00 for local 5
   - and 3 employees each with compensation of 1,000.00,1,500.00 and 2,000.00 for local 2.
   - 3 Employees each with salary deferrals of 200.00, 150.00 and 100.00 for local 5 and 3 employees each with salary deferrals of 200.00,150.00 and 100.00 for local 2.
     - ➢ File Header Record
     - ➢ Detail Record for Employee 1 assigned to batch 001 with compensation of 1,000.00 and 200.00 salary deferral.
     - ➢ Detail Record for Employee 2 assigned to batch 001 with compensation of 1,000.00 and 150.00 salary deferral.
     - ➢ Detail Record for Employee 3 assigned to batch 001 with compensation of 1,500.00 and 100.00 salary deferral.
     - ➢ Batch Total Record for batch 001, Union Local Number 0005, with Payroll End Date of 1/12/2008, Payroll Begin Date of 1/6/2008, Work Period of 01/2008, 3,500 compensation total, 450.00 salary deferral total, and a Record count of 3 Detail Records.
     - ➢ Detail Record for Employee 1 assigned to batch 002 with compensation of 1,000.00 and 200.00 salary deferral.
     - ➢ Detail Record for Employee 2 assigned to batch 002 with compensation of 1,500.00 and 150.00 salary deferral.
     - ➢ Detail Record for Employee 3 assigned to batch 002 with compensation of 2,000.00 and100.00 salary deferral.
     - ➢ Batch Total Record for batch 002, Union Local Number 0002, with Payroll End Date of 1/12/2008, Payroll Begin Date of 1/6/2008, Work Period of 01/2008, 4,500 compensation total, 450.00 salary deferral total, and a Record count of 3 Detail Records.
     - ➢ File Trailer Record with 8,000 compensation totals, 900.00 salary deferral totals, and a Record count of 6 Detail Records.

Limitations:

Negative deferral amounts are not accommodated through this interface. Adjustments must be submitted on a manual report.

401(k) File Layout:

File Header Record

1	Batch Number	3	000	Constant value of "000"
2	Record Type	1	1	Constant value of "1"
3	IRS Number	9		Company Number assigned by the IRS.
4	Filler	0		
5	Plan	2	01	Constant Value of "01"
6	Company Name	35		Employers Official Name
7	Vacation File	1		"Y" if yes, Blank if no
8	Roth 401(k) File	1		"R" if Roth 401(k), Else Blank
9	Filler	0		

Detail Record

Field #	Field Name	Length	Values	Comments
1	Batch Number	3		Sequential number between 001 and 500.
2	Record Type	1	4	Constant value of "4"
3	Social Security Number	9		
4	Filler	0		
5	Unused	0		
6	Unused	0		
7	Unused	0		
8	Unused	0		
9	Employer Comment Code	2		See Comment Code table.
10	Employee Name	35		"Last Name - Max Length 20, First Name - Max Length 10, Middle Initial - Max Length 1"
11	Compensation Amount	11		
12	Salary Deferral Amount	11		
13	Loan Identifier	2		
14	Loan Payment Amount	11		
15	Filler	0		

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Batch Total Record

Field #	Field Name	Length	Values	Comments
1	Batch Number	3		Represents the batch number designated in the preceeding Detail Records.
2	Record Type	1	6	Constant value of "6"
3	Union Local Number	4		e.g. Local 1 = 0001
4	Branch Number	3	000	A Constant value of "000" is required unless authorized for special use by the Benefits Office.
5	Unused Hours Field	0		
6	Unused Hours Field	0		
7	Pay Date	8		MMDDYYYY
8	Unused	0		
9	Unused	0		
10	Record Count	5		
11	Payroll End Date	8		MMDDYYYY
12	Payroll Begin Date	8		MMDDYYYY
13	Work Period	6		MMYYYY
14	Compensation Amount	11		
15	Salary Deferral Amount	11		
16	Loan Payment Amount	11		

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File Trailer Record

Field #	Field Name	Length	Values	Comments
1	Batch Number	3	999	Constant value of "999"
2	Record Type	1	9	Constant value of "9"
3	Filler	0		
4	Unused	0		
5	Unused	0		
6	Unused	0		
7	Unused	0		
8	Unused	0		
9	Record Count	5		
10	Compensation Amount	11		
11	Salary Deferral Amount	11		
12	Loan Payment Amount	11		
13	Filler	0		

Union Local Number: Should be entered as a 4-digit value (e.g. 0002). This example reflects how local 2 would be formatted.

Amount Fields:
- The last two positions of all amount fields are used to designate cents. (e.g. 9961). This example reflects how 99.61 would be submitted.

Employee Name Field:
- Employee name should be entered with quotations (e.g "Last name, First name, Middle initial")
- Middle initial is optional.

Work Period: Based on the month and year the **pay date** falls. The **pay date** is the date you pay your employees. If the pay date is January 3, 2008, the work period is 012008.

PAC Remittance

New monthly PAC Options - There will be two options available for submission of the monthly PAC contributions.
- Option 1 – File contains only the monthly PAC contributions.
- Option 2 – File contains both hours and monthly PAC contributions

Option 1 – PAC Contributions

Design:

The file layout is broken down into four different record types:
- File Header Record - This record identifies the employer.
- Detail Record – This record identifies each employee and provides their compensation amount along with their salary deferral for the given payroll period. The batch number within each record is used to group employees by local union and payroll period.
- Batch Total Record – This record totals up the employees and the compensation amount and the salary deferrals for the given payroll period for a specific local union.
  - ➢ If an employer submits hours for employees from multiple local unions, a separate record will be needed for each instance.
- File Trailer Record – This record totals up all of the Batch Total Records and provides a record count control.

Examples:

1. Employer submitting PAC contributions for one local union.
   - Payroll Period 1/1/2012 – 1/31/2012
   - Work Period – 012012
   - 3 Employees each with contributions of 200.00, 150.00 and 100.00.
     - ➢ File Header Record
     - ➢ Detail Record for Employee 1 assigned to batch 001 with contribution of 200.00.
     - ➢ Detail Record for Employee 2 assigned to batch 001 with contribution of 150.00.
     - ➢ Detail Record for Employee 3 assigned to batch 001 with contribution of 100.00.
     - ➢ Batch Total Record for batch 001, Union Local Number 0005, with Payroll End Date of 1/31/2012, Payroll Begin Date of 1/1/2012, Work Period of 01/2012, 450.00 contribution total, and a Record count of 3 Detail Records.

> ➢ File Trailer Record 450.00 contribution total, and a Record count of 3 Detail Records.

2. Employer submitting PAC deferrals for multiple union locals.
   - Payroll Period 1/1/2012 – 1/31/2012
   - Work Period – 012012
   - 3 Employees each with contributions of 200.00, 150.00 and 100.00 for local 5 and 3 employees each with contributions of 200.00,150.00 and 100.00 for local 2.
     - ➢ File Header Record
     - ➢ Detail Record for Employee 1 assigned to batch 001 with 200.00 contribution.
     - ➢ Detail Record for Employee 2 assigned to batch 001 with 150.00 contribution.
     - ➢ Detail Record for Employee 3 assigned to batch 001 with 100.00 contribution.
     - ➢ Batch Total Record for batch 001, Union Local Number 0005, with Payroll End Date of 1/31/2012, Payroll Begin Date of 1/1/2012, Work Period of 01/2012, 450.00 contribution total, and a Record count of 3 Detail Records.
     - ➢ Detail Record for Employee 1 assigned to batch 002 with 200.00 contribution.
     - ➢ Detail Record for Employee 2 assigned to batch 002 with 150.00 contribution.
     - ➢ Detail Record for Employee 3 assigned to batch 002 with 100.00 contribution.
     - ➢ Batch Total Record for batch 002, Union Local Number 0002, with Payroll End Date of 1/31/2012, Payroll Begin Date of 1/1/2012, Work Period of 01/2012, 450.00 contribution total, and a Record count of 3 Detail Records.
     - ➢ File Trailer Record with 900.00 contribution totals, and a Record count of 6 Detail Records.

Limitations:

Negative PAC amounts are not accommodated through this interface. Adjustments must be submitted on a manual report.

PAC Contributions File Layout :

File Header Record

Field #	Field Name	Length	Values	Comments
1	Batch Number	3	000	Constant value of "000"
2	Record Type	1	1	Constant value of "1"
3	IRS Number	9		Company Number assigned by the IRS.
4	Filler	0		
5	Plan	2	01	Constant Value of "01"
6	Company Name	35		Employers Official Name
7	Filler	0		

Detail Record

Field #	Field Name	Length	Values	Comments
1	Batch Number	3		Sequential number between 001 and 500.
2	Record Type	1	4	Constant value of "4"
3	Social Security Number	9		
4	Filler	0		
5	Unused	0		
6	Unused	0		
7	Unused	0		
8	Unused	0		
9	Employer Comment Code	2		
10	Employee Name	35		"Last Name - Max Length 20, First Name - Max Length 10, Middle Initial - Max Length 1"
11	Unused	0		
12	PAC Contributions	11		
13	Unused	0		
14	Unused	0		
15	Filler	0		

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Batch Total Record

Field #	Field Name	Length	Values	Comments
1	Batch Number	3		Represents the batch number designated in the preceeding Detail Records.
2	Record Type	1	6	Constant value of "6"
3	Union Local Number	4		e.g. Local 1 = 0001
4	Branch Number	3	000	A Constant value of "000" is required unless authorized for special use by the Benefits Office.
5	Unused Hours Field	0		
6	Unused Hours Field	0		
7	Pay Date	8		MMDDYYYY
8	Unused	0		
9	Unused	0		
10	Record Count	5		
11	Payroll End Date	8		MMDDYYYY
12	Payroll Begin Date	8		MMDDYYYY
13	Work Period	6		MMYYYY
14	Unused	0		
15	PAC Contributions	11		
16	Unused	0		

File Trailer Record

Field #	Field Name	Length	Values	Comments
1	Batch Number	3	999	Constant value of "999"
2	Record Type	1	9	Constant value of "9"
3	Filler	0		
4	Unused	0		
5	Unused	0		
6	Unused	0		
7	Unused	0		
8	Unused	0		
9	Record Count	5		
10	Unused	0		
11	PAC Contributions	11		
12	Unused	0		
13	Filler	0		

Option 2 - PAC Remittance with Hours

Design:

The file layout is broken down into four different record types:

- File Header Record - This record identifies the employer.
- Detail Record – This record identifies each employee and provides the number of hours they worked for a given payroll period and their PAC contribution amount for the given payroll period. The batch number within each record is used to group employees by local union and payroll period.
- Batch Total Record – This record totals up the employees and the hours worked and the PAC contributions amount for the given payroll period for a specific local union.
  - ➢ If an employer submits hours for employees from multiple local unions, a separate record will be needed for each instance.
- File Trailer Record – This record totals up all of the Batch Total Records and provides a record count control.

Examples:

1. Employer submitting PAC contributions for one local union.
   - Payroll Period 1/1/2012 – 1/31/2012
   - Work Period – 012012
   - Rate - $15.10 per hour
   - 3 Employees each working a total of 160.00 constructor hours for local 0005 with contributions of 200.00, 150.00 and 100.00.
     - ➢ File Header Record
     - ➢ Detail Record for Employee 1 assigned to batch 001 with 160.00 constructor hours and PAC contributions of 200.00.
     - ➢ Detail Record for Employee 2 assigned to batch 001 with 160.00 constructor hours and PAC contributions of 150.00.
     - ➢ Detail Record for Employee 3 assigned to batch 001 with 160.00 constructor hours and PAC contribution of 100.00.
     - ➢ Batch Total Record for batch 001, Union Local Number 0005, with Payroll End Date of 1/31/2012, Payroll Begin Date of 1/1/2012, Work Period of 01/2012, 480.00 constructor hours, 7,248.00 total dollar amount due, 450.00 PAC contribution total, and a Record count of 3 Detail Records.
     - ➢ File Trailer Record with 480.00 constructor hours, 450.00 PAC contribution total, and a Record count of 3 Detail Records.

2. Employer submitting hours and PAC contributions for multiple union locals.
   - Payroll Period 1/1/2012 – 1/31/2012

- Work Period – 012012
- Rate - $15.10 per hour
- 3 Employees each working a total of 160.00 constructor hours and with PAC contributions of 200.00, 150.00 and 100.00 for local 0005
- 3 employees each working a total of 160.00 constructor hours with PAC contributions of 200.00, 150.00 and 100.00 for local 0001
  - ➢ File Header Record
  - ➢ Detail Record for Employee 1 assigned to batch 001 with 160.00 constructor hours and 200.00 PAC contributions.
  - ➢ Detail Record for Employee 2 assigned to batch 001 with 160.00 constructor hours and 150.00 PAC contributions.
  - ➢ Detail Record for Employee 3 assigned to batch 001 with 160.00 constructor yours and 100.00 PAC contributions.
  - ➢ Batch Total Record for batch 001, Union Local Number 0005, with Payroll End Date of 1/31/2012, Payroll Begin Date of 1/1/2012, Work Period of 01/2012, 480.00 constructor hours, 7,248.00 total dollar amount due, 450.00 PAC contribution total, and a Record count of 3 Detail Records.
  - ➢ Detail Record for Employee 1 assigned to batch 002 with 160.00 constructor hours and with 200.00 PAC contributions.
  - ➢ Detail Record for Employee 2 assigned to batch 002 with 160.00 constructor hours and 150.00 PAC contributions.
  - ➢ Detail Record for Employee 3 assigned to batch 002 with 160.00 constructor hours and 100.00 PAC contributions.
  - ➢ Batch Total Record for batch 002, Union Local Number 0002, with Payroll End Date of 1/31/2012, Payroll Begin Date of 1/1/2012, Work Period of 01/2012, 480.00 constructor hours, 7,248.00 total dollar amount due, 450.00 PAC contribution total, and a Record count of 3 Detail Records.
  - ➢ File Trailer Record with 960.00 constructor hours and 900.00 PAC contribution totals, and a Record count of 6 Detail Records.

Limitations:

Negative PAC amounts are not accommodated through this interface. Adjustments must be submitted on a manual report.

Hours and PAC Contributions File Layout:

File Header Record

Field #	Field Name	Length	Values	Comments
1	Batch Number	3	000	Constant value of "000"
2	Record Type	1	1	Constant value of "1"
3	IRS Number	9		Company Number assigned by the IRS.
4	Filler	0		
5	Plan	2	01	Constant Value of "01"
6	Company Name	35		Employers Official Name
7	Filler	0		

Detail Record

Field #	Field Name	Length	Values	Comments
1	Batch Number	3		Sequential number between 001 and 500.
2	Record Type	1	4	Constant value of "4"
3	Social Security Number	9		
4	Filler	0		
5	Constructor Hours	5		
6	Probationary Hours	5		
7	Unused Hours Field	0		
8	Vacation Hours	5		
9	Employer Comment Code	2		See Comment Code table.
10	Employee Name	35		"Last Name - Max Length 20, First Name - Max Length 10, Middle Initial - Max Length 1"
11	Job Type	2		See Job Type Code Table
12	Job Type Effective Date	8		MMDDYYYY
13	Unused	0		
14	PAC Contributions	11		
15	Filler	0		

Batch Total Record

Field #	Field Name	Length	Values	Comments
1	Batch Number	3		Represents the batch number designated in the preceeding Detail Records.
2	Record Type	1	6	Constant value of "6"
3	Union Local Number	4		e.g. Local 1 = 0001
4	Branch Number	3	000	A Constant value of "000" is required unless authorized for special use by the Benefits Office.
5	Constructor Hours	9		Total constructor hours for the batch.
6	Probationary Hours	9		Total probationary hours for the batch.
7	Unused Hours Field	0		
8	Vacation Hours	9		Total vacation hours for the batch.
9	Amount	9		The total dollar amount due for the batch. It is the total rate times the total hours.
10	Record Count	5		
11	Payroll End Date	8		MMDDYYYY
12	Payroll Begin Date	8		MMDDYYYY
13	Work Period	6		MMYYYY
14	Unused	0		
15	PAC Contributions	11		
16	Filler	0		

File Trailer Record

Field #	Field Name	Length	Values	Comments
1	Batch Number	3	999	Constant value of "999"
2	Record Type	1	9	Constant value of "9"
3	Unused	0		
4	Constructor Hours	9		
5	Probationary Hours	9		
6	Unused Hours Field	0		
7	Vacation Hours	9		
8	Amount	9		
9	Record Count	5		
10	Unused	0		
11	PAC Contributions	11		
12	Filler	0		

Job Type Code Table

Job Type Code	Description
10	Mechanic in Charge
11	Mechanic/Journeyman (Including Adjustors, Local Representatives, and Temporary Mechanics)
12	Apprentice (Including 1st, 2nd, 3rd, and 4th year)
13	Helper
14	Probationary
20	Owner
30	Supervisor "Grandfathered Employee"
31	Supervisor During Trial 6 Month Period (this can only be elected once during any 36 month period)
32	Supervisor Pension Only (Pension Plan Alumni Election)
33	Former Owner or Spouse of Former Owner
34	Supervisory or Superintendent Employee (Health Benefit Plan Only)
40	I.U.E.C. Local - Union Officer (full-time)
41	I.U.E.C. Local - Office Staff
42	I.U.E.C. Local - Part -Time Union Officer, Bargaining Unit Alumni of the Industry
43	Office Employee for all Non-I.U.E.C. Local Offices (Including Elev. Ind. Work Preservation Fd, Intl Union of Elev. Constr., Local 1 Educ. & Appr., Tr Fd, Natl Elev Ind. Education Program, NEIBP, Washington Bldg & Constr.)

Comment Code Table

Comment Code	Description
17	Laid off or quit
11	Management employee
12	Leave of absence
09	Deceased
15	Disability on the job
16	Disability off the job
18	Military service
20	Retired
21	Quit industry
22	New hire into industry
23	Transfer out

Important Field Information:

Hours Fields:
- At least one or more of these fields must be populated for each detail record.
- Hours may be reported in 15 minute increments consisting of .00, .25, .50 and .75.
- The last two positions of all Hours fields are used to designate the increment factor. (e.g. 1050). This example reflects how 10.50 hours would be submitted.

Union Local Number: Should be entered as a 4-digit value (e.g. 0002). This example reflects how local 2 would be formatted.

Amount Fields:
- The last two positions of all amount fields are used to designate cents. (e.g. 9961). This example reflects how 99.61 would be submitted.

Employee Name Field:
- Employee name should be entered with quotations (e.g "Last name, First name, Middle initial")
- Middle initial is optional.

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Electronic File Transfer Options

FTP Options:
- Pretty Good Privacy (PGP).
- Virtual Private Network (VPN)

Contact Information

To initiate the process, please contact the Data Operations Group at the Benefits Office at 800-523-4702 ext. 2225. A representative will schedule a conference call to review the specification.