EmployerXG Remittance Quick Guide

Version: 4

Introduction

This guide covers the basics of working with remittances and receivables in EmployerXG.

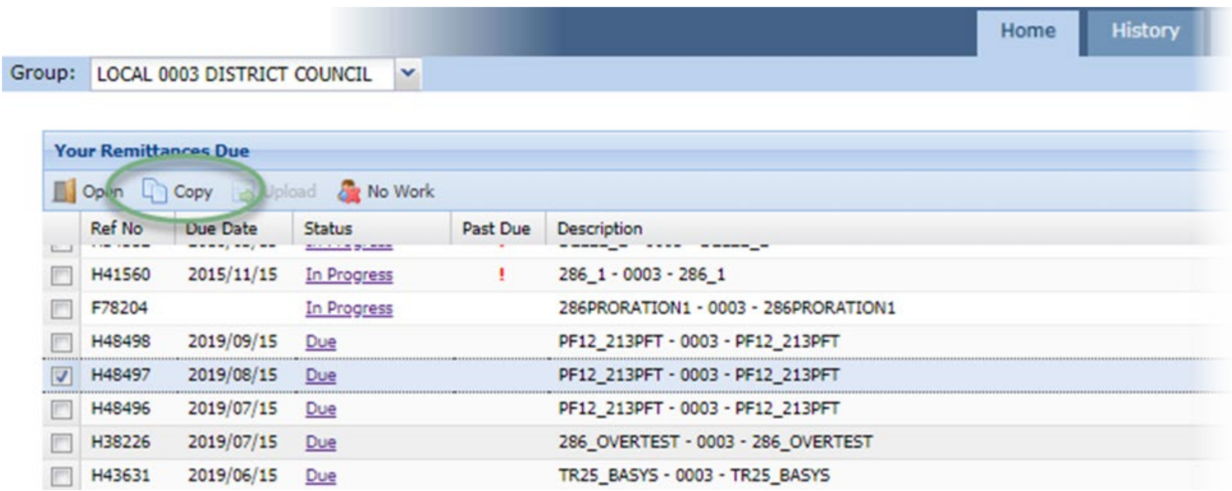
This guide walks you through the remittance workflow: add an employee to a remittance, edit the remittance, add a remittance or receivable to the payment cart, and pay for the remittance or receivable.

Topics in the guide:

Copy an existing remittance

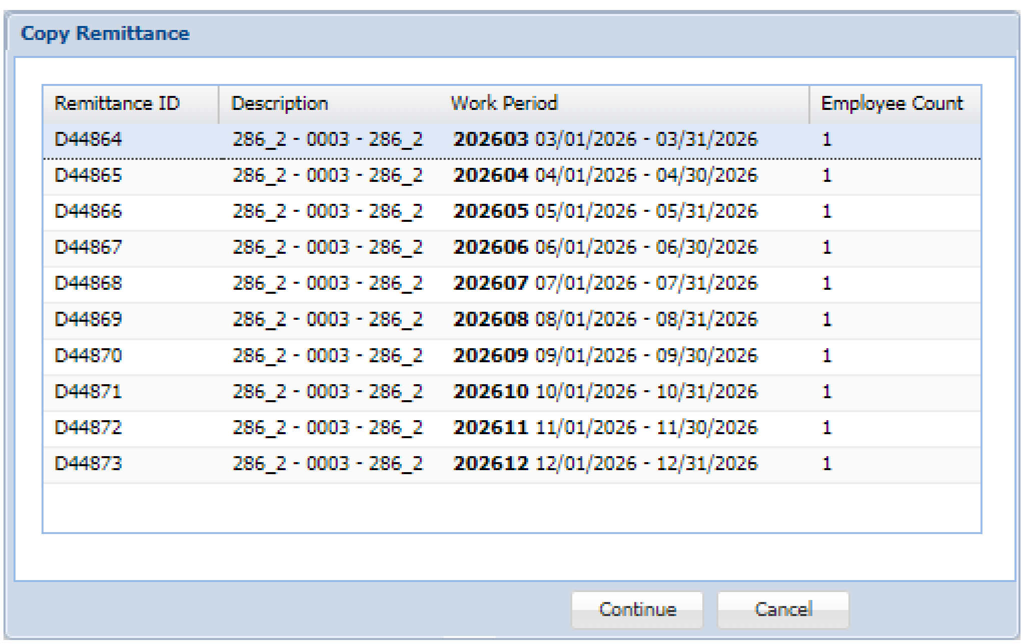
Create a new remittance by copying information from an existing remittance. The copy feature saves you the time of having to make a new remittance from scratch. Keep in mind that you can't copy into remittances when the status is `In Progress`, `In Cart`, or `Scheduled`.

1. From the Your Remittances `Due` table on the Home page, click the remittance to copy to (don't click the remittance status, this will take you to the wrong page).



2. Click 

.



3. Click the remittance to copy and click **`Continue`**. The Employee Details

table for the new remittance displays.

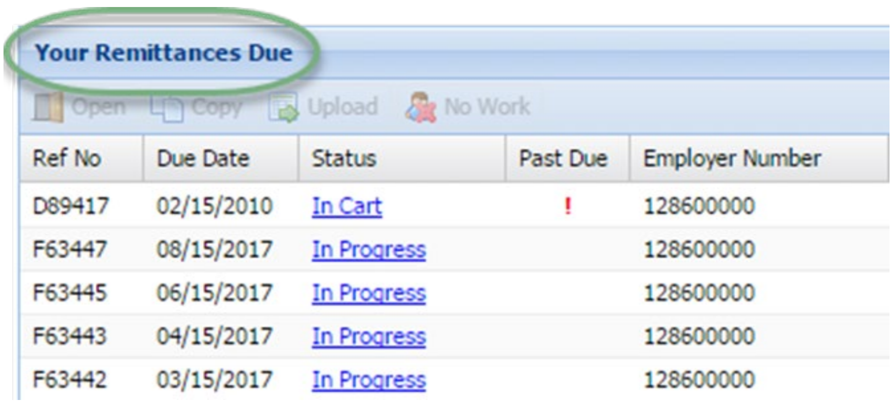
- If the contracts associated with the remittances match, the ID, Name, and Quantities, or just the ID and Name will be copied depending on your setup (see *Set your preferences*).
- If the contracts associated with the remittance don't match, regardless of your configuration, only the ID and Name are copied.

4. Delete or add employees and quantities as necessary. Your edits save as you enter them.

Add new employee to a remittance

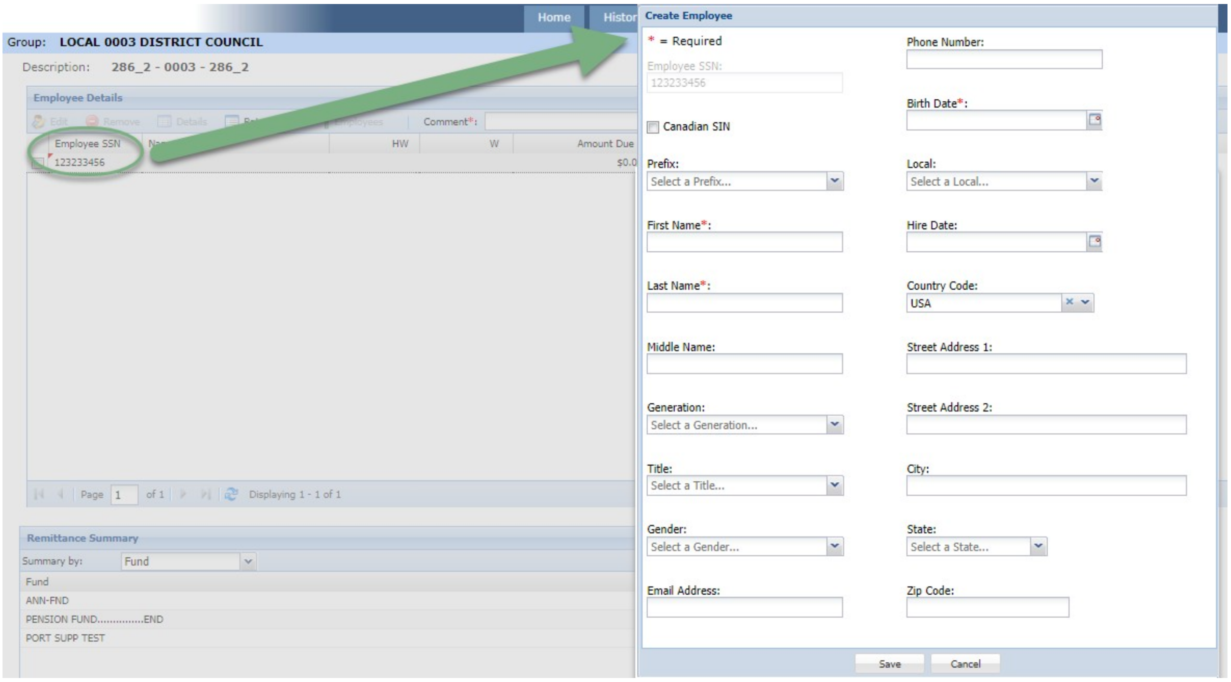
Adding a new employee to a remittance is the first step in working with remittances. You need to add an employee to a remittance to begin calculating benefits.

1. In the Home tab Remittances Due listing, choose one of the following:

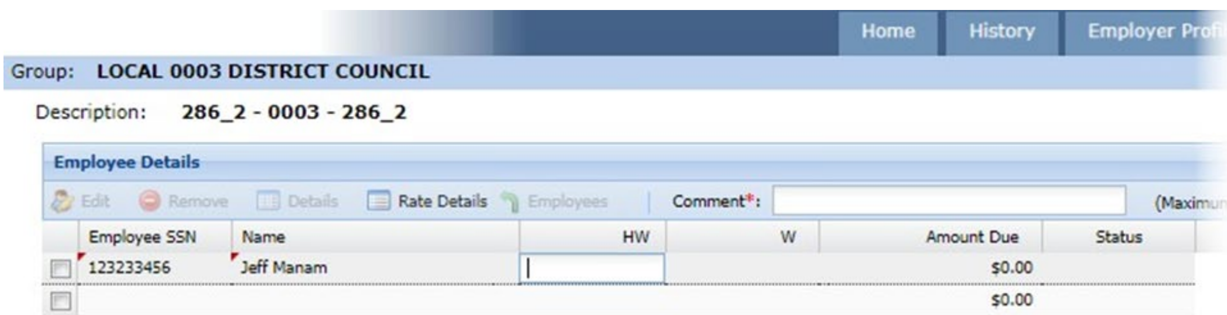


   - For remittances that have a status of `Due` or `In Progress`, click the remittance `Status` to view.
   - For remittances that have a status of `In Cart`, `Scheduled`, or `Saved For Later`, from the Your Remittances Due listing, click on the `Status` link for the remittance that you want to view. Then, click **`Edit Remittance`**.

2. Enter the SSN of the employee. The `Create Employee` window displays.



3. At a minimum, complete the required information. Any field with an asterisk * next to it or a red border around it must be completed before you can continue.
4. Click **Save**.

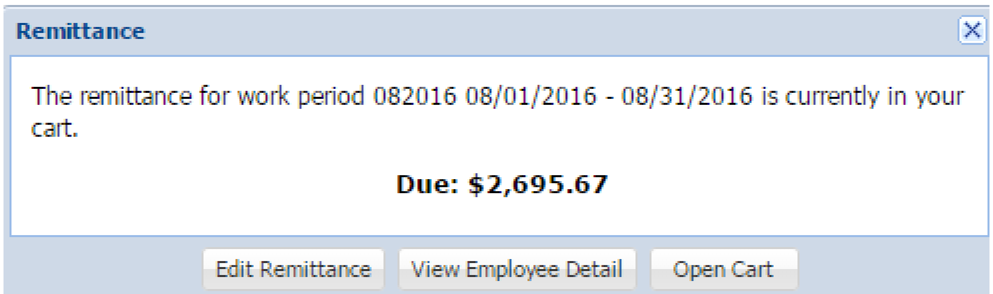


5. Enter the hours worked (HW) and other table information (varies by setup). Then, press **Enter**.
   - The information updates, and you can add another employee if needed.

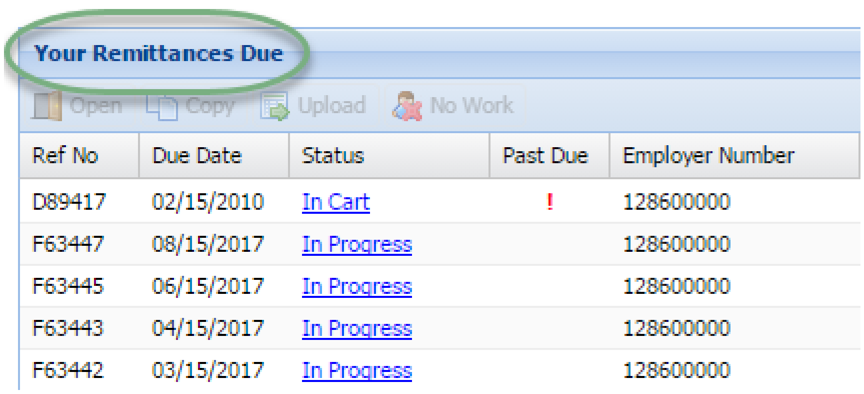
Add remittance to cart

Before you can pay for a remittance, you have to add it to your payment cart (unless you choose to upload your remittance). Refer to *Upload a remittance* on page 12 for more information.

1. From the Home page, click the remittance status to add to your payment cart.
   - If a message like the one shown below displays, click **`Edit Remittance`**.

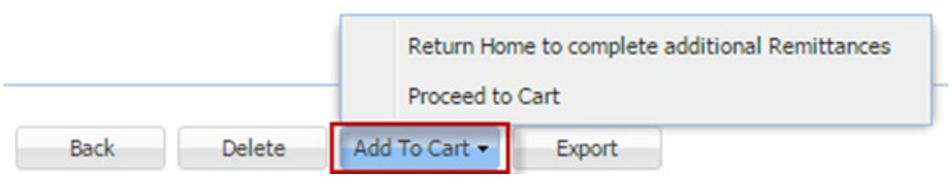


   - The `Employees Detail` page opens for the remittance.



Ref No	Due Date	Status	Past Due	Employer Number
D89417	02/15/2010	In Cart	!	128600000
F63447	08/15/2017	In Progress		128600000
F63445	06/15/2017	In Progress		128600000
F63443	04/15/2017	In Progress		128600000
F63442	03/15/2017	In Progress		128600000

2. Click **`Add To Cart`** at the bottom of the page. The remittance is added to your payment cart.



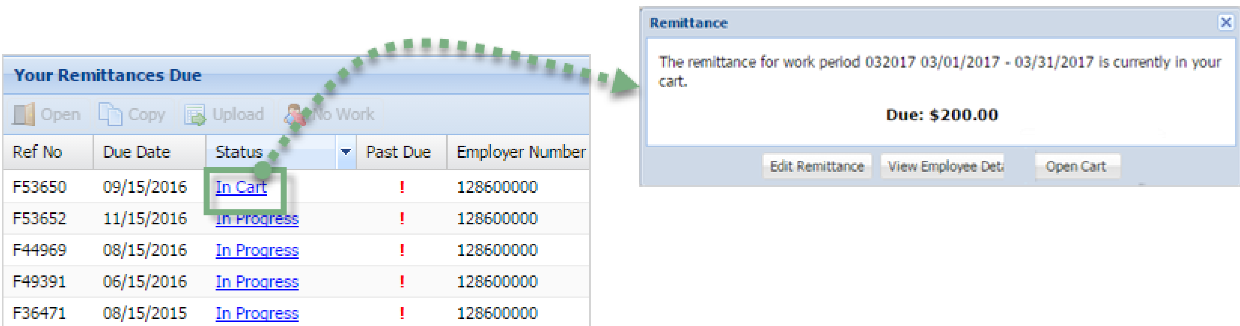
   - Next, you can choose to proceed to your cart, return to the Home page to complete additional remittances, or export the employee information to a spreadsheet.

Access the payment cart

View the remittances that are in your cart, a payment summary of the cart, and pay/schedule a payment for the remittances in your cart. There are two ways to access the payment cart.

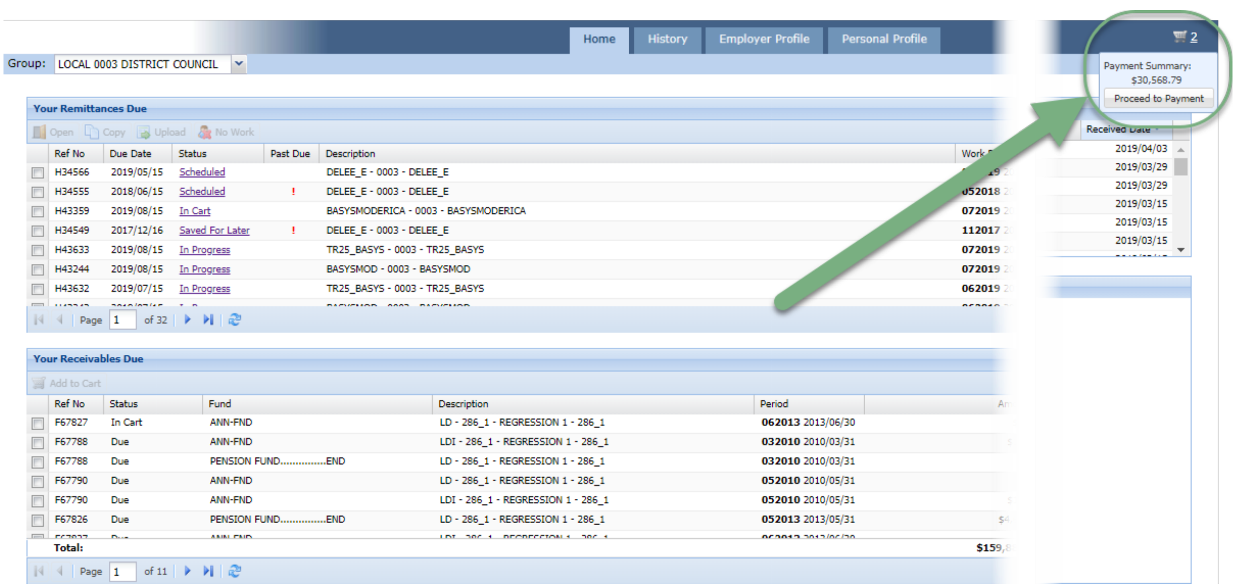
Option 1

- Click an **`In Cart`**, **`Scheduled`**, or **`Saved for Later`** remittance, then click **`Open Cart`** from the Remittance message.



Option 2

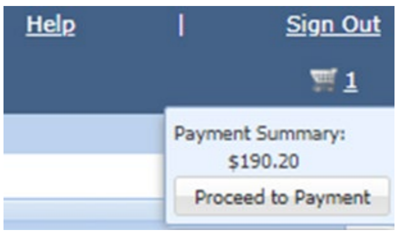
- Hover over the cart icon in the ribbon to view a window containing a Payment Summary total. Click **`Proceed to Payment`** to open the payment cart. Alternatively, click the number to the right of the cart to access the payment cart.



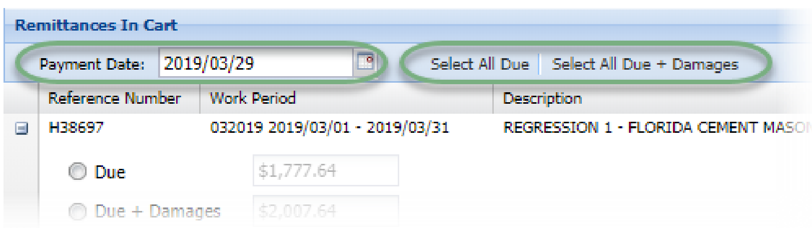
Pay a remittance

Once the correct employees have been added to and adjusted in a remittance, you can pay for the remittance in the payment cart.

1. Hover over the cart icon in the ribbon. Click **`Proceed to Payment`** to open the payment cart.

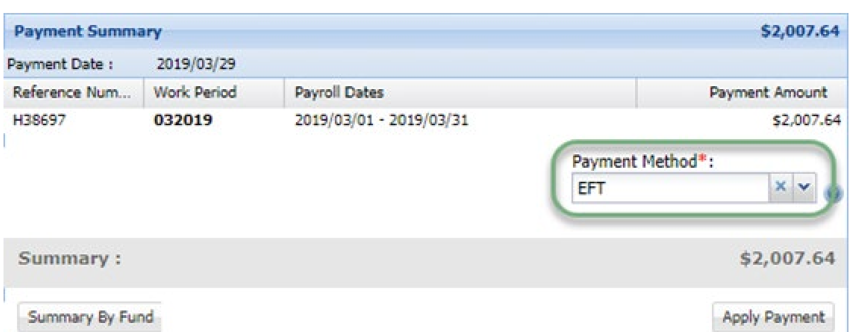


2. From the payment cart Remittances In Cart table, click in the `Payment Date` to choose a date, or manually type in a date.

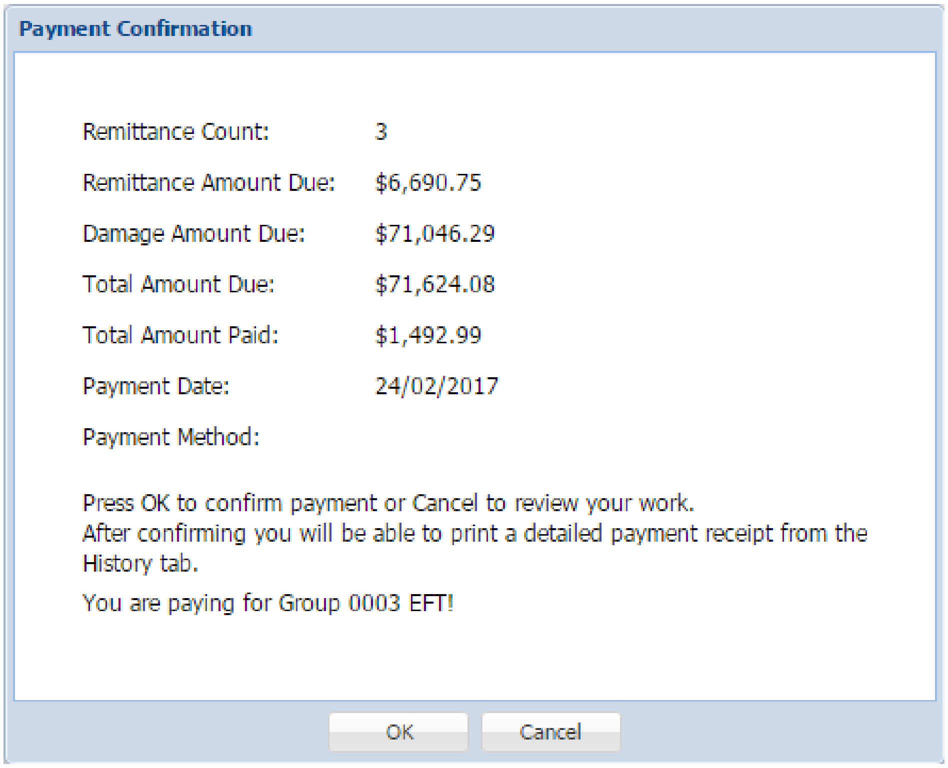


> **Note:** If your portal is configured to do so, you can click either **`Select All Due`** to mark all the remittances as `Due` or **`Select All Due + Damages`** to mark all the remittances as `Due + Damages`. Contact your administrator for more information.

3. Unless your configuration has a default payment type, choose either **`EFT`** or **`Check`** as the `Payment Method` in the Payment Summary table.



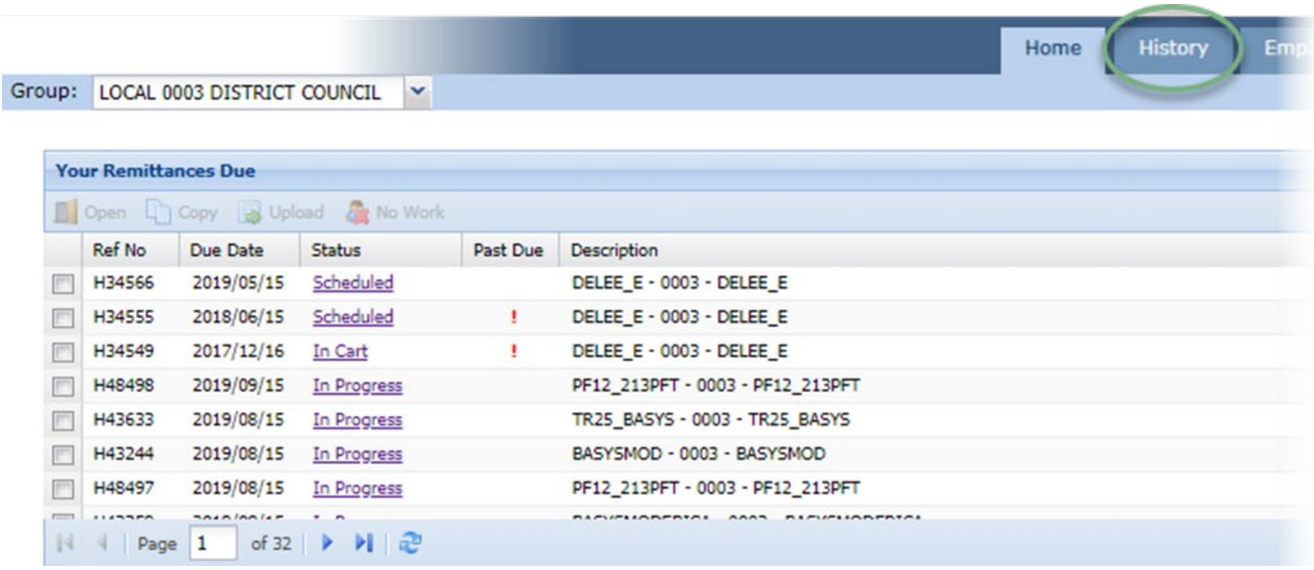
4 Click **`Apply Payment`**. The following message displays:



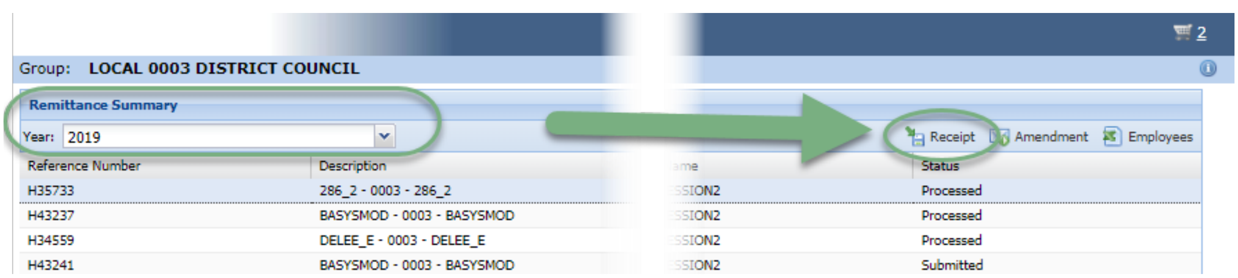
5 Verify the information shown, then click **`OK`**. The remittances in the cart are processed, and you're directed to the `History` page where you can print a detailed receipt (see *View and print a remittance receipt* on page 10).

View and print a remittance receipt

Use Receipt in the History tab to create a PDF receipt of a submitted remittance. This feature is great for keeping your records up to date.

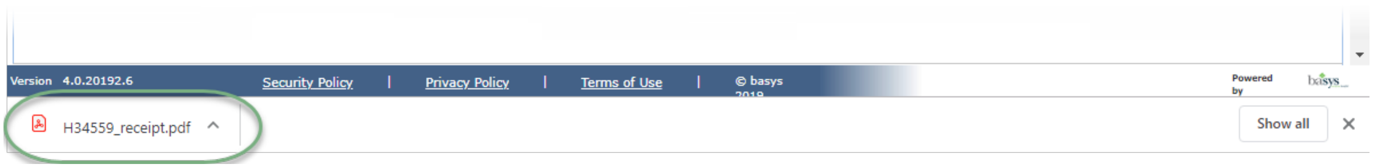


1. Click the `History` tab to view remittances that have been submitted.

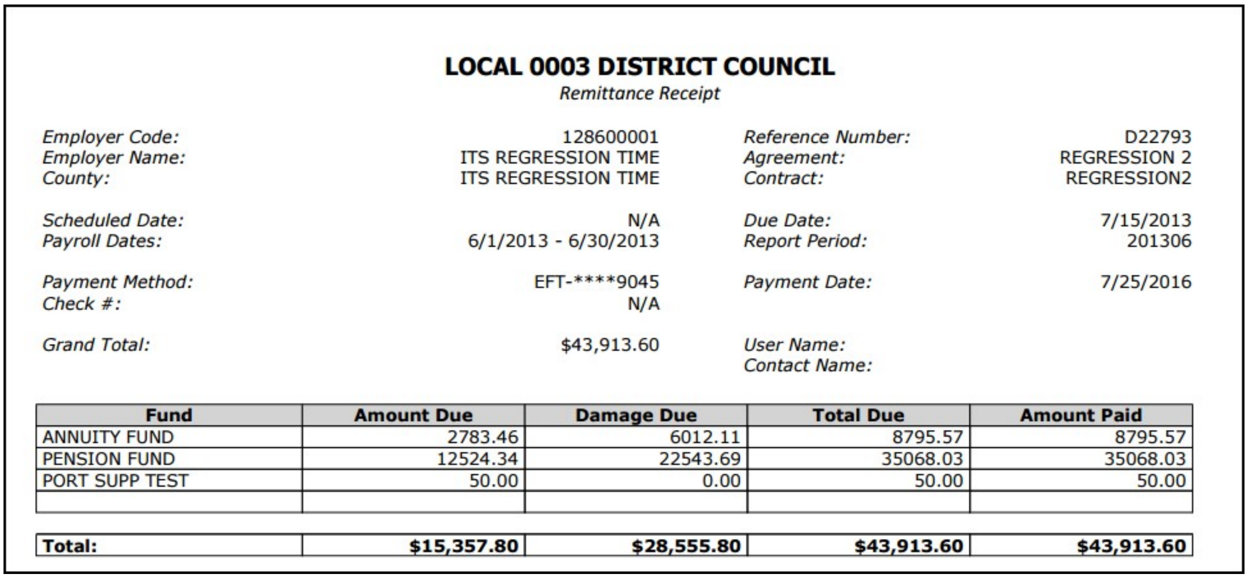


2. From the `Remittance Summary` table in the `History` page, select the year associated with the remittance to view from the `Year` list menu.
3. Click the remittance to view.
4. Click Receipt.

Note: For submitted remittances, **`Receipt`** is replaced by a **`Confirmation`** button, but it functions the same way.



5. The PDF receipt downloads to your browser.
6. Click the PDF file to view the receipt.



LOCAL 0003 DISTRICT COUNCIL

Remittance Receipt

Employer Code:	128600001	*Reference Number:*	D22793
Employer Name:	ITS REGRESSION TIME	*Agreement:*	REGRESSION 2
County:	ITS REGRESSION TIME	*Contract:*	REGRESSION2
Scheduled Date:	N/A	*Due Date:*	7/15/2013
Payroll Dates:	6/1/2013 - 6/30/2013	*Report Period:*	201306
Payment Method:	EFT-****9045	*Payment Date:*	7/25/2016
Check #:	N/A		
Grand Total:	$43,913.60	*User Name:*	
		Contact Name:	

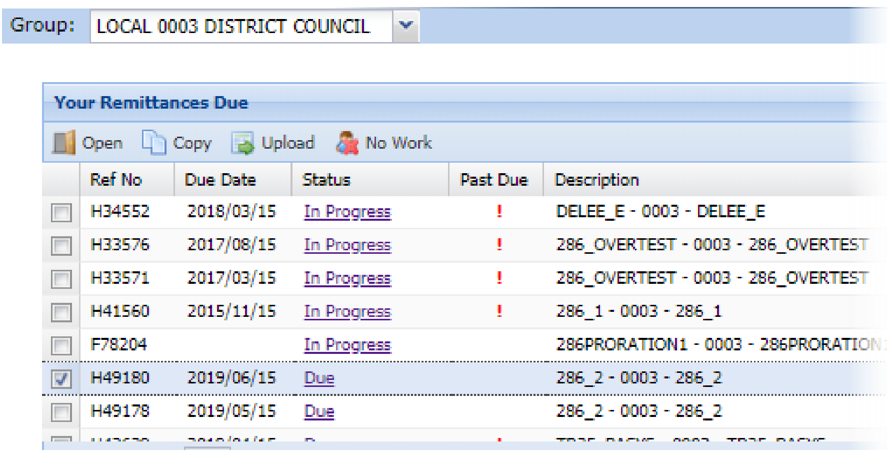
Fund	Amount Due	Damage Due	Total Due	Amount Paid
ANNUITY FUND	2783.46	6012.11	8795.57	8795.57
PENSION FUND	12524.34	22543.69	35068.03	35068.03
PORT SUPP TEST	50.00	0.00	50.00	50.00
Total:	**$15,357.80**	**$28,555.80**	**$43,913.60**	**$43,913.60**

7. Click [print icon] at the top of the PDF viewer screen to print the receipt if needed.

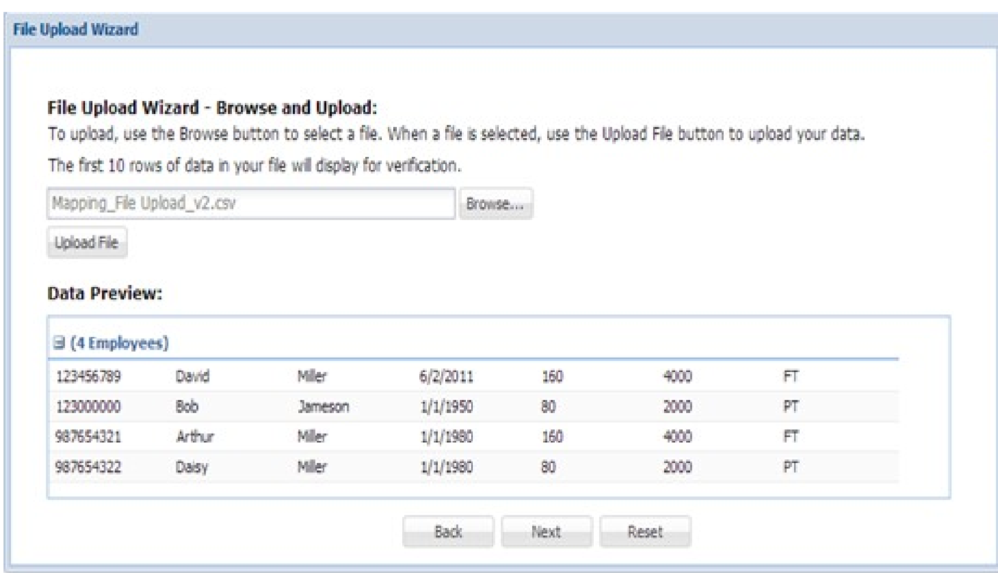
Upload a remittance

You can choose to upload remittances for payments as an alternative to traditional remittance payments. This might save you time when processing remittances with many employees, as you're uploading all the member information along with the payment rather than having to individually enter member information into the remittance. Additionally, uploading a remittance is completed from the Home page, which might save you more time.

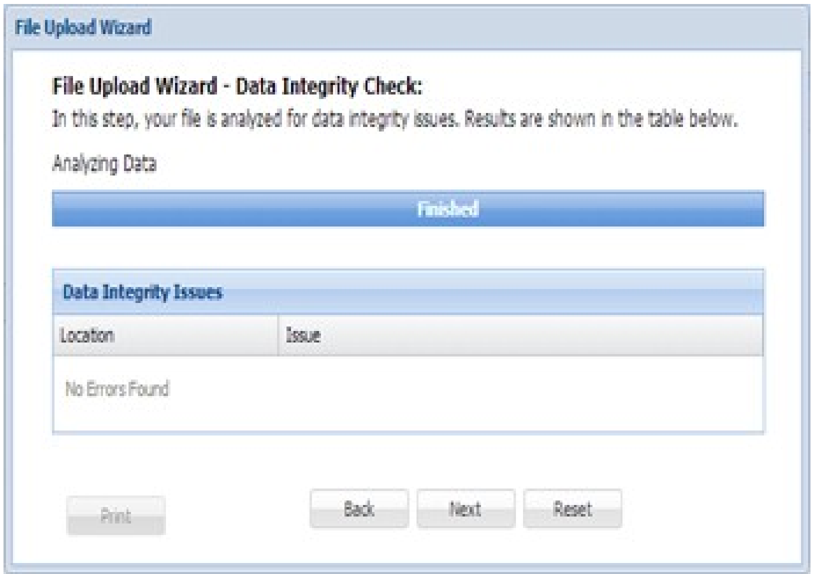
> **Note:** Upload is a configuration setting that must be enabled. If this isn't enabled, contact your administrator for assistance.



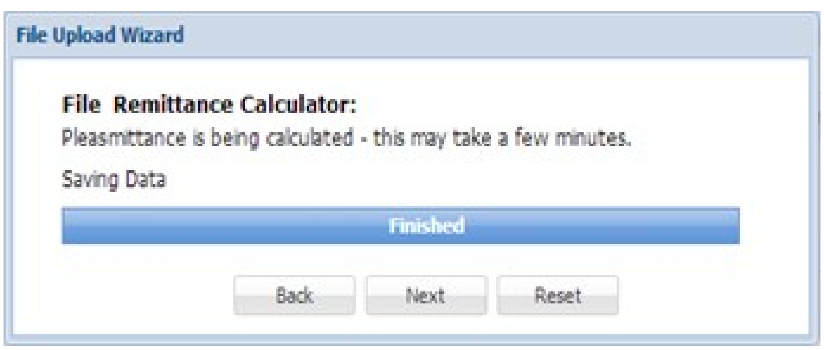
1. From the Home page Remittances Due table, click the remittance to upload.
2. Click Upload.



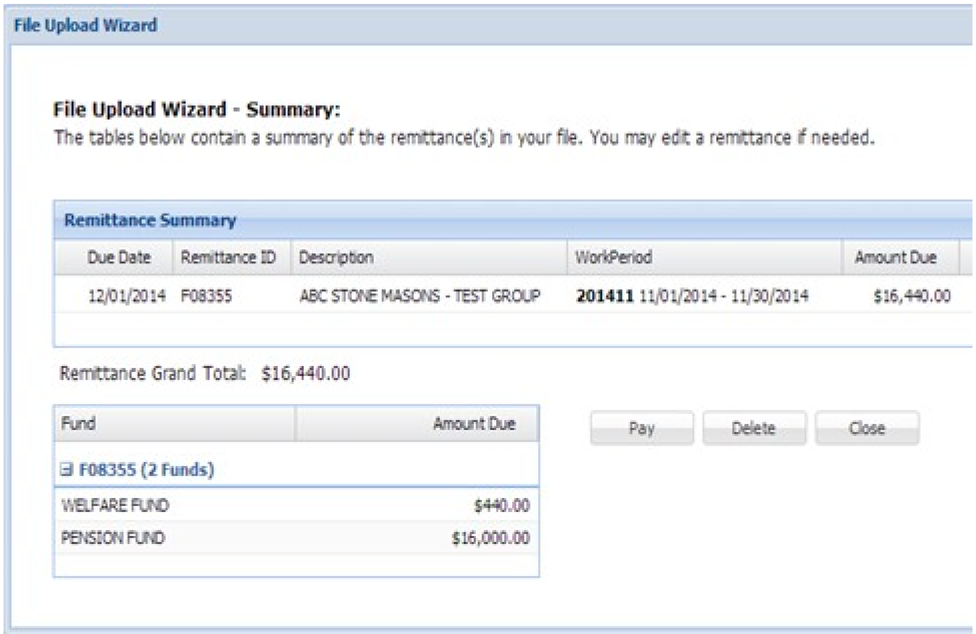
3. Browse the file to upload.
   a. Select the file.
   b. Click **`Upload File`**.
      - The information in the file displays under `Data Preview`.
   c. Click **`Next`**.



4. Your file is analyzed for data integrity issues. Any results from the check are shown in this window.
   a. If needed, exit the Upload Wizard to adjust the remittance as needed.
   b. Click **`Next`** to continue.
5. The `Remittance Calculator` displays.
   a. A `Saving Data` status bar show the status of the calculation until it is finished.



   b. Click **`Next`** in the Wizard once the data save is complete.

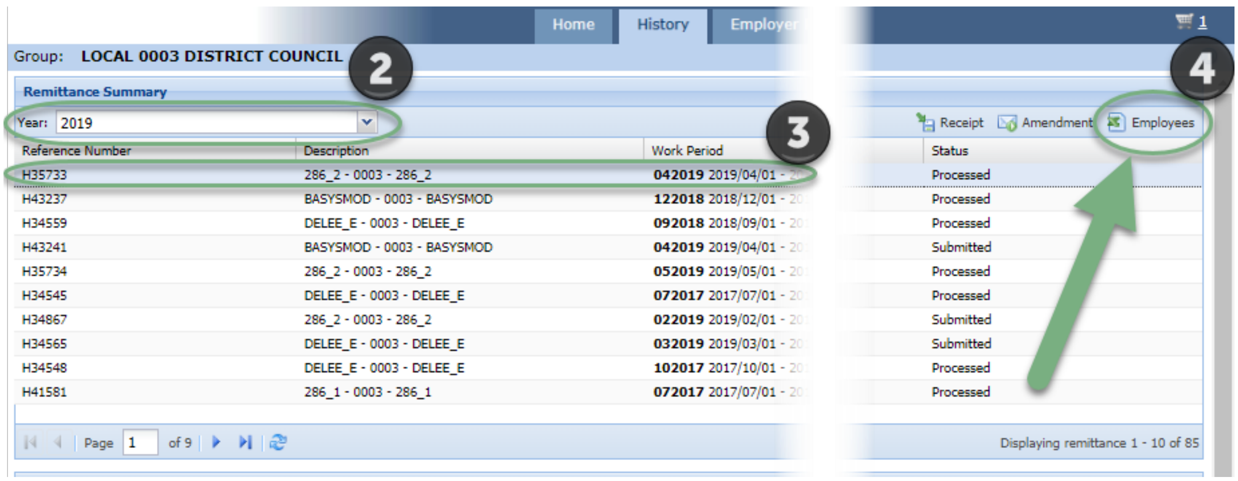


6. The Remittance Summary table provides details on the uploaded remittance. Review the Remittance Summary. If you need to change any information, click **`Open`** in the last column of the table.
7. After you have uploaded the remittance and confirmed the information, click **`Pay`** to upload the remittance, or **`Delete`** to delete the remittance.

Remittance History list

You can export a submitted remittance's summary table, shown on the History page, as a spreadsheet (.CSV file). This is great for keeping records of the remittance using hard copies of the tables. This feature is especially useful for record-keeping in preparation for an audit.

1. From the Home page, click the History tab.

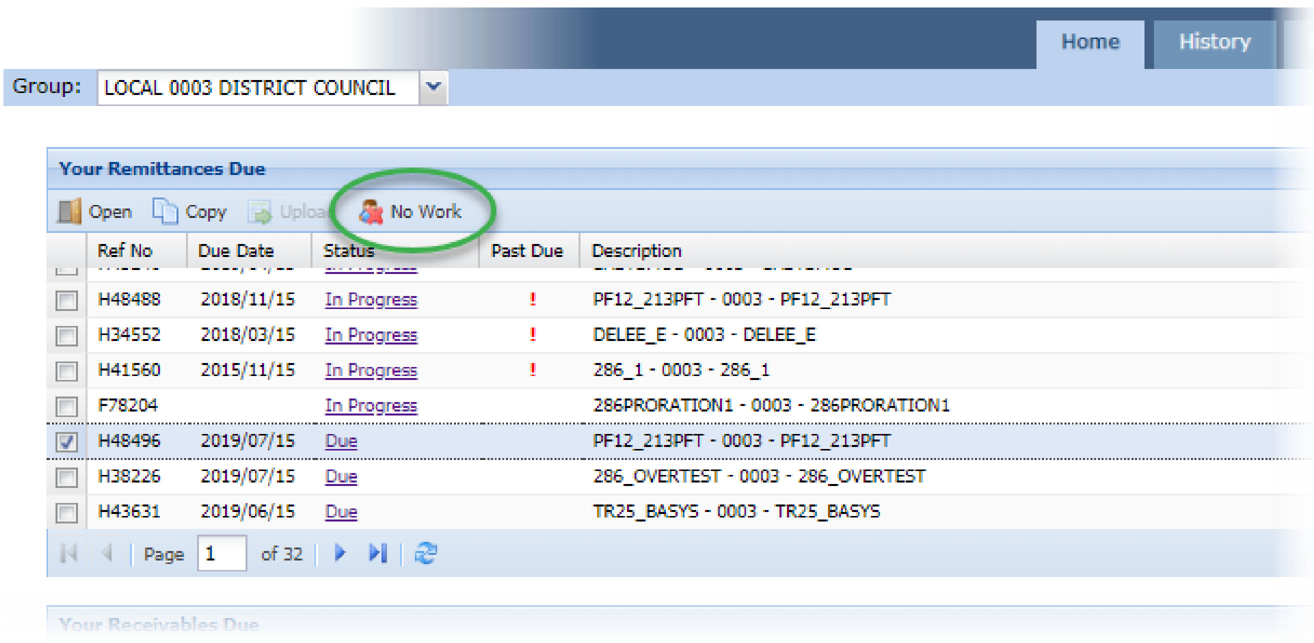


2. Remittances are organized by year. Select the desired year above the remittance table.
3. Click a remittance from the `Remittance Summary` table.
4. Click **`Employees`** at the top right of the table.
   - The details of the remittance download as a spreadsheet.

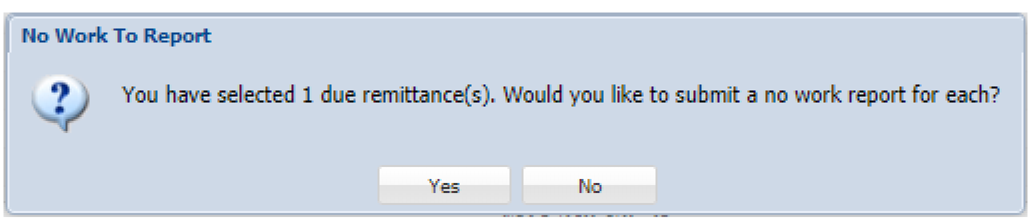
Create a no work or supplement remittance

Create a No Work remittance

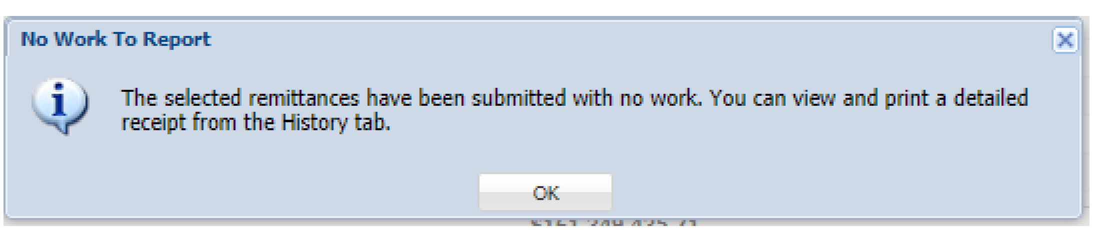
Submit a No Work remittance to your fund office when you have no work to report for the listed employees on a remittance.



1. From the Home page Remittances Due table, check the remittances that have no work reported.
2. Click No Work.



3. Click **Yes** to confirm. The No Work report submits.

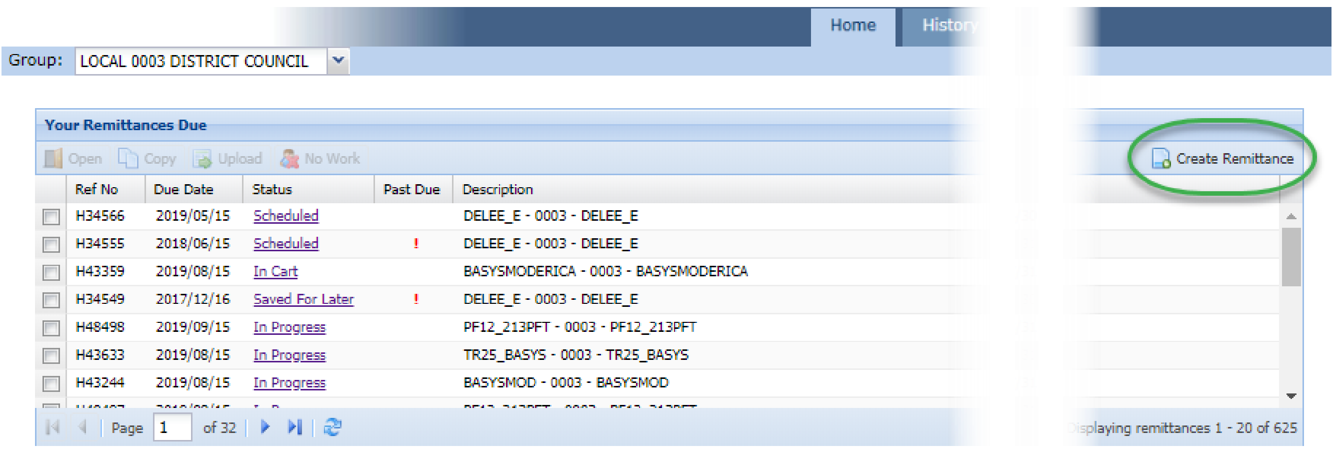


4. Click **OK**.

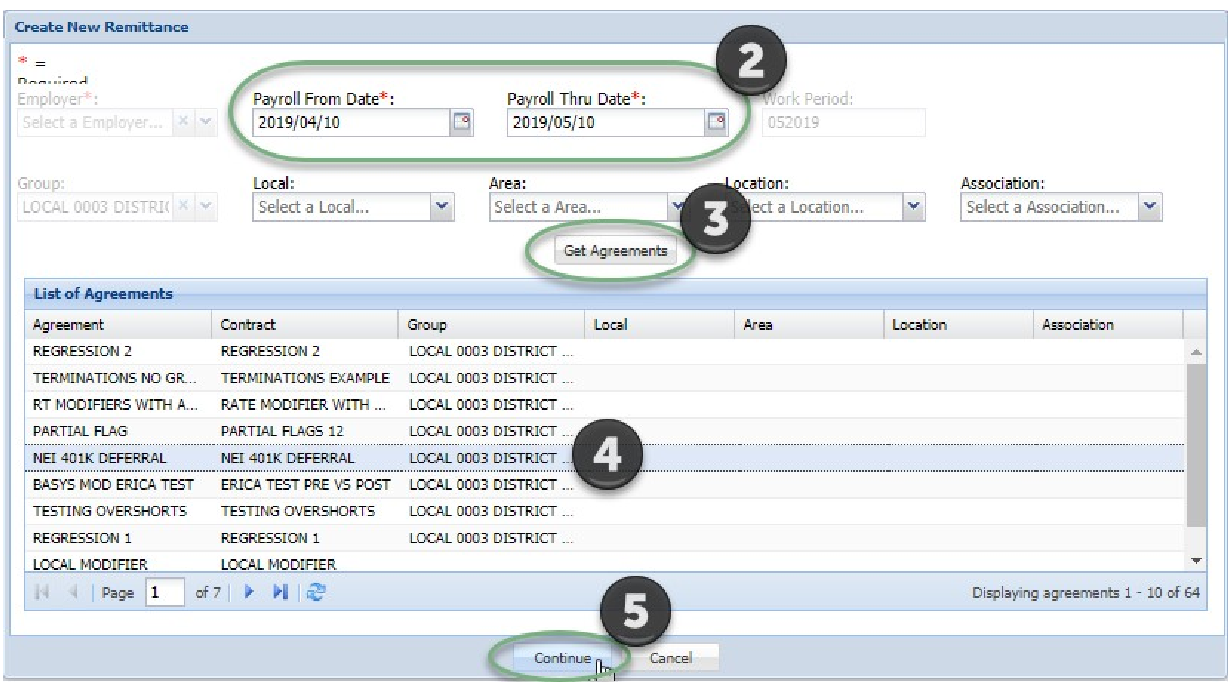
Create a supplemental remittance

Create a supplemental remittance when you need to add additional information to a remittance. See the end of this topic for information on creating a No Work remittance.

> **Important!** Contact your fund office before creating a remittance that doesn't display in the list.



1. From the Home page Remittances Due table, click **Create Remittance**.
   - The `Create New Remittance` window displays.

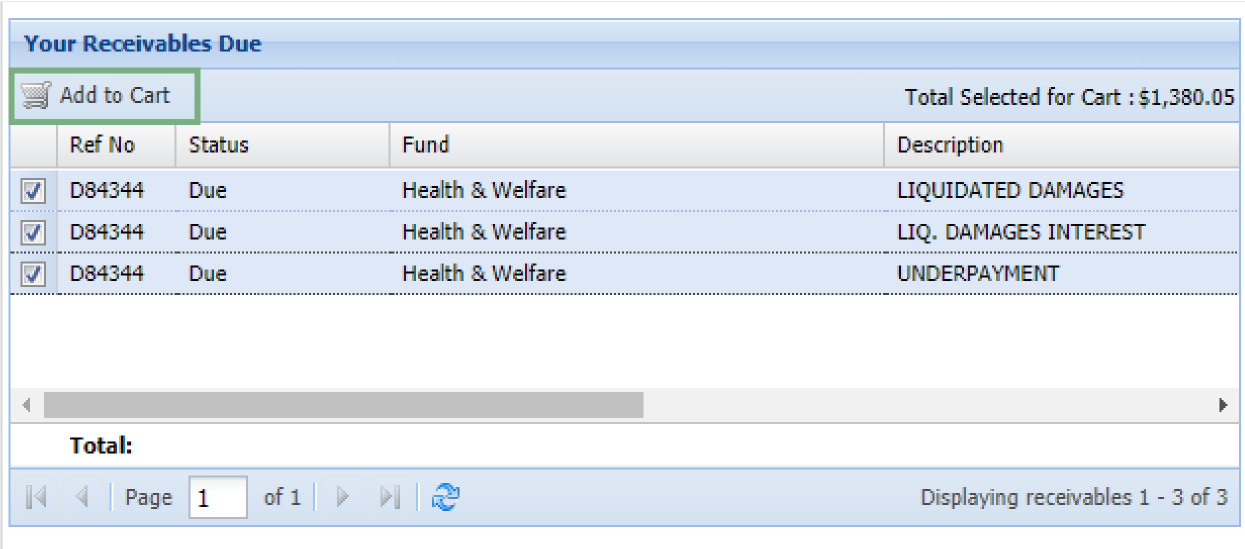


2. Select a `Payroll From Date` and `Payroll Thru Date`. Any field with an asterisk * next to it or a red border around it must be completed before you can continue.
3. Click **`Get Agreements`**. A list of agreements available for the payroll dates display.
4. Click the appropriate agreement from the list.
5. Click **`Continue`**. A confirmation message displays and you're returned to the Remittances Due table with the newly-created remittance highlighted.

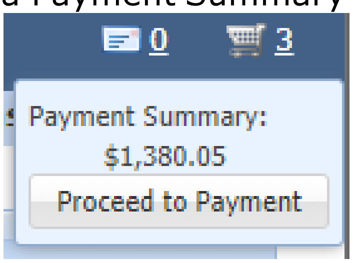
Add receivable to cart

To pay any receivables due, you must first add the receivable to your cart.

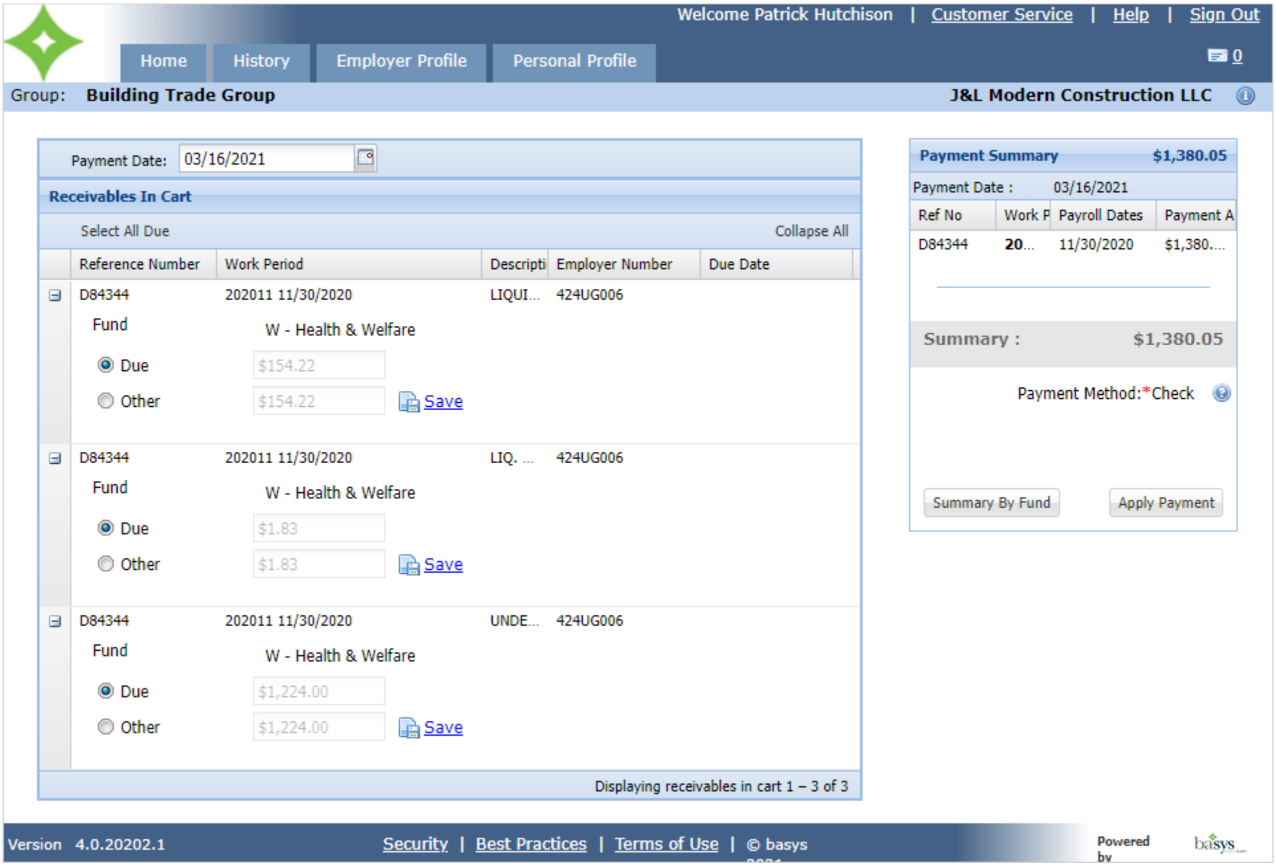
1. From the Home page, click the receivable to add to your payment cart.
2. Click **`Add To Cart`**. The receivable is added to your payment cart.



3. Hover over the cart icon in the ribbon to view a window containing a Payment Summary total.



4. Click **`Proceed to Payment`** to open the payment cart.


Welcome Patrick Hutchison | Customer Service | Help | Sign Out
Home
History
Employer Profile
Personal Profile
0
Group: Building Trade Group
J&L Modern Construction LLC
Payment Date: 03/16/2021
Receivables In Cart
Select All Due
Collapse All
Reference Number
Work Period
Descripti
Employer Number
Due Date
D84344 202011 11/30/2020 LIQUI... 424UG006
Fund
W - Health & Welfare
Due $154.22
Other $154.22 Save
D84344 202011 11/30/2020 LIQ. ... 424UG006
Fund
W - Health & Welfare
Due $1.83
Other $1.83 Save
D84344 202011 11/30/2020 UNDE... 424UG006
Fund
W - Health & Welfare
Due $1,224.00
Other $1,224.00 Save
Displaying receivables in cart 1 – 3 of 3
Payment Summary $1,380.05
Payment Date : 03/16/2021
Ref No
Work P
Payroll Dates
Payment A
D84344 20... 11/30/2020 $1,380....
Summary : $1,380.05
Payment Method:*Check
Summary By Fund
Apply Payment
Version 4.0.20202.1
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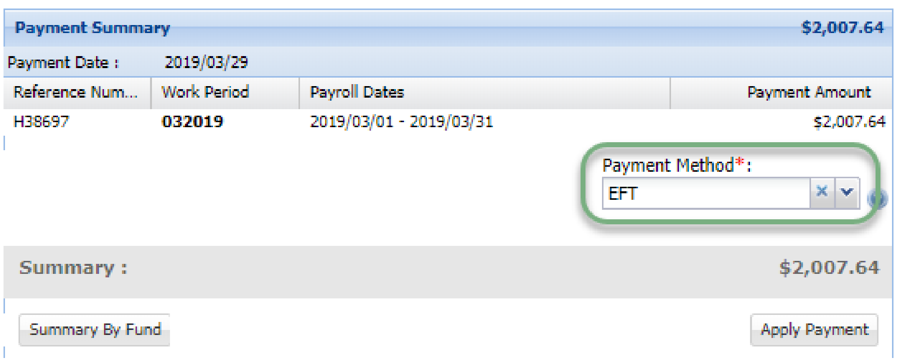
Pay a receivable

After adding the receivable to your cart, you can now pay for the receivable.

1. From your payment cart, click in the `Payment Date` to choose a date, or manually type in a date.

   > **Note:** If your portal is configured to do so, you can click either **`Select All Due`** to mark all the receivables as `Due`.

2. Unless your configuration has a default payment type, choose either **`EFT`** or **`Check`** as the `Payment Method` in the Payment Summary table.



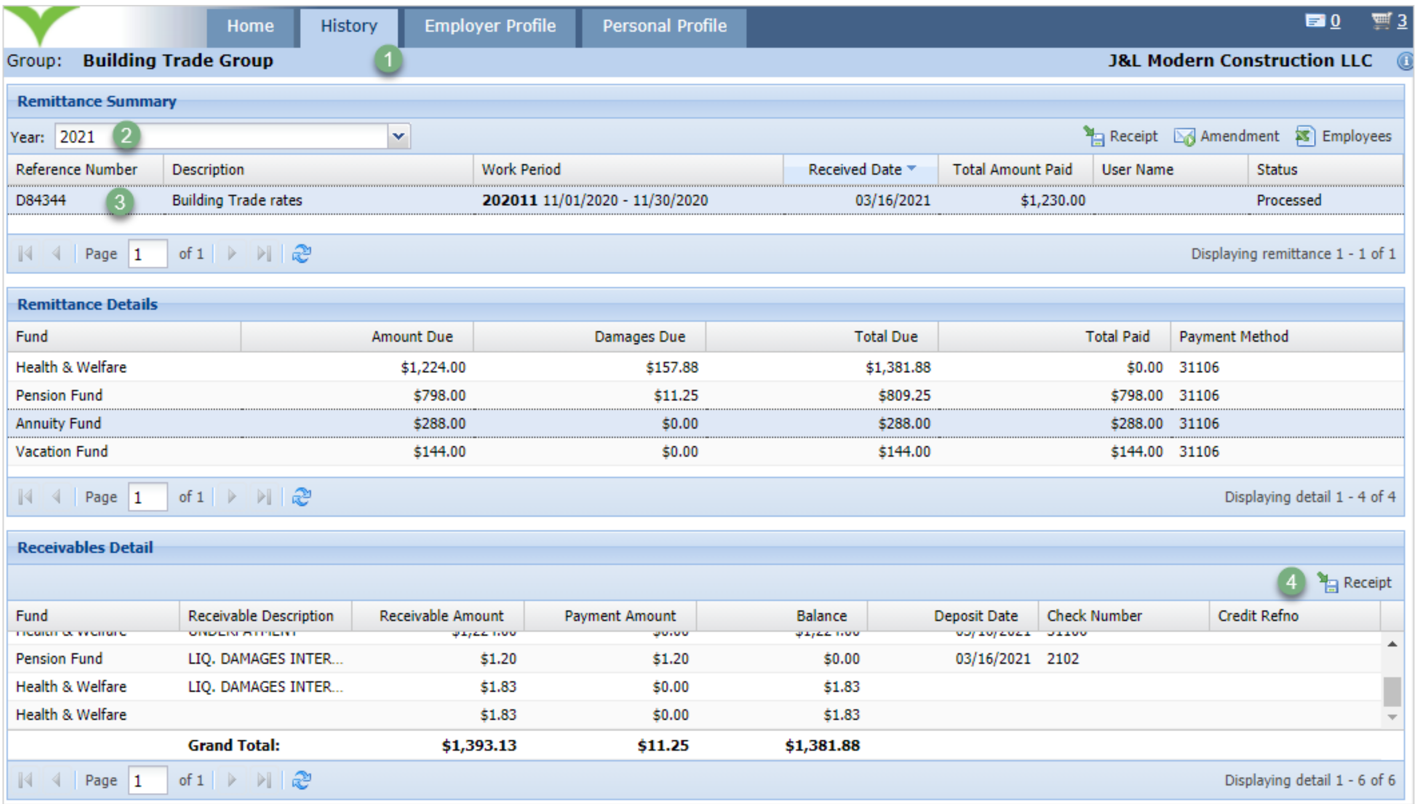
3. Then, click **`Apply Payment`**. The following message displays:

4. Verify the information **OK**. The receivables in the cart are processed, and you're directed to the `History` page where you can print a detailed receipt.

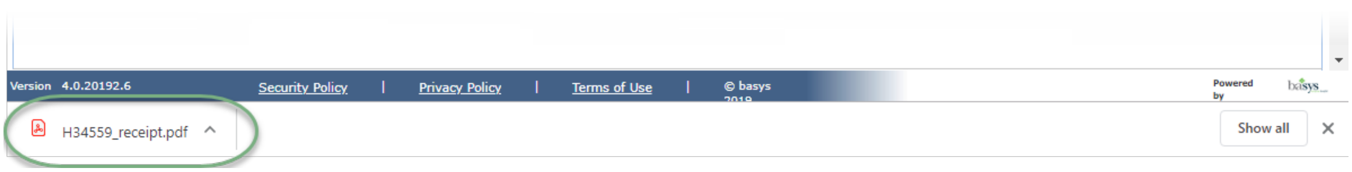
View and print a receivable receipt

Use Receipt in the History tab to create a PDF receipt of a submitted receivable. This feature is great for keeping your records up to date.

1. Click the `History` tab to view receivables that have been submitted.



2. From the `Remittance Summary` table in the `History` page, select the year associated with the remittance to view from the `Year` list menu.
3. Click the remittance associated with the receivables to view.
4. Click Receipt from the `Receivables Detail` table.
5. The PDF receipt downloads to your browser.



6. Click the PDF to view the receipt.

Building Trade Group

Receivable Receipt

Employer Code:	424UG006	*Reference Number:*	D84344
Employer Name:	J&L Modern Construction LLC	*Agreement:*	Building Trade
Remitter Override:	N/A	*Contract:*	Building Trade rates
Scheduled Date:	03/17/2021	*Due Date:*	N/A
Payroll End Date:	11/30/2020	*Period:*	202011
Payment Method:	Check	*Payment Date:*	03/17/2021
Grand Total:	$1,224.00	*User Name:*	jlmodern

Fund	Amount Paid
Health & Welfare	$1,224.00
Total:	**$1,224.00**

Receivable Detail

Receivable Refno	Fund	Type	Period	Payroll End Date	Payment Amount
D84344	Health & Welfare	UNDERPAYMENT	202011	11/30/2020	$1,224.00
Total:					**$1,224.00**

Generated on: 03/17/2021

7. Click  at the top of the PDF viewer screen to print the receipt if needed.