


# Carpenter Funds Administrative Office of Northern California, Inc.



Quick View of  
Employer Online  
Reporting  
(ERSS)

# ERSS “Log In”

Thursday, March 8, 2012



**Carpenter Funds Administrative Office**  
of Northern California, Inc.

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**User:**

**Password:**

[Forgot User](#) | [Forgot Password](#)

# Home Page

In order to process a report, you may click **“Review Employer Reports, Billing History & Payments”**

OR

Select **“Reports, Billing History & Payments”** from the drop down in the top right hand corner of the screen.

Thursday, March 8, 2012 | Welcome USER NAME

Account Settings | Logout

**Carpenter Funds Administrative Office**  
of Northern California, Inc.

Home

PLEASE NOTE: Using the browser's back button within V3 will cause your session to become invalid. Please do not use the browser's Back button

**Employer Management**

- [Review Employer Reports, Billing History & Payments](#)

**Import/Export Files**

- [Import New System Data](#)
- [Export Existing System Data](#)

**News and Alerts**

We are currently developing and testing some new features intended to enhance user processing efficiencies. These "Export" and "Import" features which now appear on the website are not yet ready for external use but will be in the near future.

## Edit Work Report

Click:

\*Select appropriate row in “Initial”  
Report Status

\*Click “Edit Work Report”

Home » Employer Management » Reports, Billing History & Payments

Billing History

Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND | [New Work Report](#)

### Work Reports

Report Status:  Report Type:

Sort Columns View Row Records Print Export

Inserted Date	Report Type	Report Status	Date Released	User Released	Work Month	Trans Identifier
02/22/2012	Positive Report	Initial			02/01/2012	02/2012

\*\*Each month a New Work Report will be placed in your account in “Initial” status. If it is not there, you may create one using “New Work Report” more details are in the complete ERSS User Guide.

The Work History report should open with the employees that were on your last report.  
Verify the employees you wish to report hours for and Enter the hours under the "HW" column ONLY.  
When finished, Click SAVE

Work Report Editor - Windows Internet Explorer  
http://10.10.200.125/v3prd/app?service=external/EmployerPages:WorkReportPage&sp=1586342&sp=T

Employer: 000007-V3 PROD 7.24 TEST ER WORK AROUND Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND

### Criteria

Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND Report Status: Initial Trans#: 3187713  
Member Count: 17 Row Count: 17 Report Source: Date Received: Date Released: User Released:  
Trans Type: 10 - Employer Report  
Trans Identifier: 02/2012

View Summary View Report

### Work History

Add Delete Filter Modify Sort Columns View Row Records Print Export

	SSN	Participant	Rate Grouping	Occ	SkL	Start Date	Stop Date	Status	HW	PN	CA
<input type="checkbox"/>	000-00-7987	ADAMS, MIKE L	CARPENTER MASTER INDEP.	C	J - Journey	02/01/2012	02/29/2012	ACT			
<input type="checkbox"/>	000-00-7945	ANDERS, MARK	CARPENTER MASTER INDEP.	C	J - Journey	02/01/2012	02/29/2012	ACT			
<input type="checkbox"/>	000-00-7998	ANDREWS, JOE	CARPENTER MASTER INDEP.	C	J - Journey	02/01/2012	02/29/2012	ACT			
<input type="checkbox"/>	000-00-7975	ARREOLA, ERNESTO	CARPENTER MASTER INDEP.	C	J - Journey	02/01/2012	02/29/2012	ACT			
<input type="checkbox"/>	000-00-7990	ARREOLA, RUDOLPH	CARPENTER MASTER INDEP.	C	J - Journey	02/01/2012	02/29/2012	ACT			
<input type="checkbox"/>	000-00-7937	AVILEZ, ALEJANDRO	CARPENTER MASTER INDEP.	C	J - Journey	02/01/2012	02/29/2012	ACT			

Notice the Superintendent and Owner hours only populated in the Fund columns that are applicable to the signed agreement.

## Report SAVED

If further editing is needed, click Edit

Or

Click Close

C	J - Journeyma	03/01/2012	03/31/2012	ACT	160	160	160	160	160	160	160	160
C	J - Journeyma	03/01/2012	03/31/2012	TRM	0	0	0	0	0	0	0	0
C	J - Journeyma	03/01/2012	03/31/2012	TRM	0	0	0	0	0	0	0	0
C	A8 - Apprentic	03/01/2012	03/31/2012	TRM	0	0	0	0	0	0	0	0
C	J - Journeyma	03/01/2012	03/31/2012	ACT	160	160	160	160	160	160	160	160
C	S - Superinten	03/01/2012	03/31/2012	ACT	145	145						
C	O1 - Owner +	03/01/2012	03/31/2012	ACT	145	145	145					
C	A6 - Apprentic	03/01/2012	03/31/2012	ACT	155	155	155	155	155	155	155	155
C	J - Journeyma	03/01/2012	03/31/2012	ACT	160	160	160	160	160	160	160	160
C	J - Journeyma	03/01/2012	03/31/2012	ACT	170	170	170	170	170	170	170	170
C	A3 - Apprentic	03/01/2012	03/31/2012	TRM	0	0	0	0	0	0	0	0
C	A2 - Apprentic	03/01/2012	03/31/2012	ACT	160	160		160	160	160	160	160
C	A1 - Apprentic	03/01/2012	03/31/2012	ACT	84	84			84	84	84	84
C	A1 - Apprentic	03/01/2012	03/31/2012	ACT	88	88			88	88	88	88
					1,877	1,877	1,110	1,125	1,297	1,297	1,297	1,297
					1,877	1,877	1,110	1,125	1,297	1,297	1,297	1,297
					<input type="button" value="Edit"/> <input type="button" value="Close"/>							

## Click View Summary

Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND

Report Status:

Trans#:

Report Source:

Trans Type:

Date Received:

Trans Identifier:

Date Released:

User Released:

Rate Grouping	Occ	SKL	Start Date	Stop Date	Status	HW	PN	CA	VA	VB
CARPENTER MASTER INDEP.	C	J - Journeyma	02/01/2012	02/29/2012	ACT	160	160	160	160	
CARPENTER MASTER INDEP.	C	J - Journeyma	02/01/2012	02/29/2012	ACT	160	160	160	160	
CARPENTER MASTER INDEP.	C	J - Journeyma	02/01/2012	02/29/2012	ACT	44	44	44	44	
CARPENTER MASTER INDEP.	C	J - Journeyma	02/01/2012	02/29/2012	ACT	142	142	142	142	
CARPENTER MASTER INDEP.	C	J - Journeyma	02/01/2012	02/29/2012	ACT	160	160	160	160	
CARPENTER MASTER INDEP.	C	J - Journeyma	02/01/2012	02/29/2012	ACT	160	160	160	160	

# View Summary Page

This screen totals the Funds due for each Occ/Skill and Totals All Funds.  
Notice all View Details are checked

Work Report Editor - Windows Internet Explorer  
http://10.10.200.125/v3prd/app

Employer: 000007-V3 PROD 7.24 TEST ER WORK AROUND    Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND

**Criteria**

Access Account:     Report Status:     Trans#:

Member Count:     Row Count:     Report Source:     Trans Type:

Date Received:     Trans Identifier:

Date Released:

User Released:

**Work History Summary**


View Details:  Show Hours:  Show Funds:  Show Contributions Due:

	Rate Grouping	Job Category	Occupation	HW	PN	VA	VB	CA	AP	WP	IA	IP	WC	Sort	HW	PN	VA	VB	CA	AP	WP	IA	IP	WC	Funds Total
	CARPENTER MASTER INDEP.	Carpenter Jrnyman	C	J	946	946	946	946	946	946	946			1,300	\$10,216.80	\$8,608.60	\$2,270.40	\$1,513.60	\$2,033.90	\$681.12	\$47.30	\$274.34	\$0.00	\$0.00	\$25,646.06
	CARPENTER MASTER INDEP.	Carpenter CA or CS	C	A1										500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	CARPENTER MASTER INDEP.	Carpenter CA or CS	C	O1										100	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	CARPENTER MASTER INDEP.	Carpenter CA or CS	C	A6										100	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	CARPENTER MASTER INDEP.	Carpenter CA or CS	C	S										100	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Totals</b>				946	946	946	946	946	946	946	0	0	2,100	\$10,216.80	\$8,608.60	\$2,270.40	\$1,513.60	\$2,033.90	\$681.12	\$47.30	\$274.34	\$0.00	\$0.00	\$25,646.06



Although you SAVED the report on the prior screen,  
you have not actually transmitted the report into the Fund Office .  
If the report balanced and you are in agreement with the totals to transmit the report  
to the Fund Office to process you MUST click **"SUBMIT"**

Thursday, March 8, 2012 | Welcome USER NAME | I Want To: Account Settings | Logo

 **Carpenter Funds Administrative Office**  
of Northern California, Inc. 000007 - V3 PROD 7.24 TEST ER WORK AROUND

Home » Employer Management » Reports, Billing History & Payments

Billing History

Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND | [New Work Report](#)

### Work Reports

Report Status:  Report Type:

Inserted Date	Report Type	Report Status	Date Released	User Released	Work Month	Trans Identifier	Trans#	Total Due	Total Balance
02/22/2012	Positive Report	Initial			02/01/2012	02/2012	3187713	\$54,266.16	\$54,266.16

Once SUMBIT is clicked, a popup will ask you to confirm.  
If yes, click "OK".  
If you do not wish to SUBMIT click "cancel"

Home » Employer Management » Reports, Billing History & Payments

Billing History

Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND | [New Work Report](#)

### Work Reports

Report Status:  Report Type:

Message from webpage

Are you sure you want to submit the report? Once submitted the report can only be modified by contacting the Fund Office.

Report Date	Report	Status	Start Date	End Date	Total
02/22					87713
02/22					85214
02/17/2012	Positive Report	Initial	11/01/2011	11/2011	3178916

You will be returned to the Work Reports screen. Notice that the “Initial” report is no longer visible. The report you just submitted will now in Prebill status.

Click “Generate Deposit Slip”

Thursday, March 8, 2012 | Welcome USER NAME

I Want To:

Account Settings | Logo



**Carpenter Funds Administrative Office**  
of Northern California, Inc.

000007 - V3 PROD 7.24 TEST ER WORK AROUND

Home » Employer Management » Reports, Billing History & Payments

Billing History

Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND | [New Work Report](#)

## Work Reports

Report Status:


Report Type:

Inserted Date	Report Type	Report Status	Date Released	User Released	Work Month	Trans Identifier	Trans#	Total Due	Total Balance
02/22/2012	Positive Report	Prebill			02/01/2012	02/2012	3187713	\$54,266.16	\$54,266.16



Click "Logout"

Thursday, March 8, 2012 | Welcome USER NAME | I Want To: | Account Settings | **Logout**

 **Carpenter Funds Administrative Office**  
of Northern California, Inc. 000007 - V3 PROD 7.24 TEST ER WORK AROUND

Home » Employer Management » Reports, Billing History & Payments

Billing History

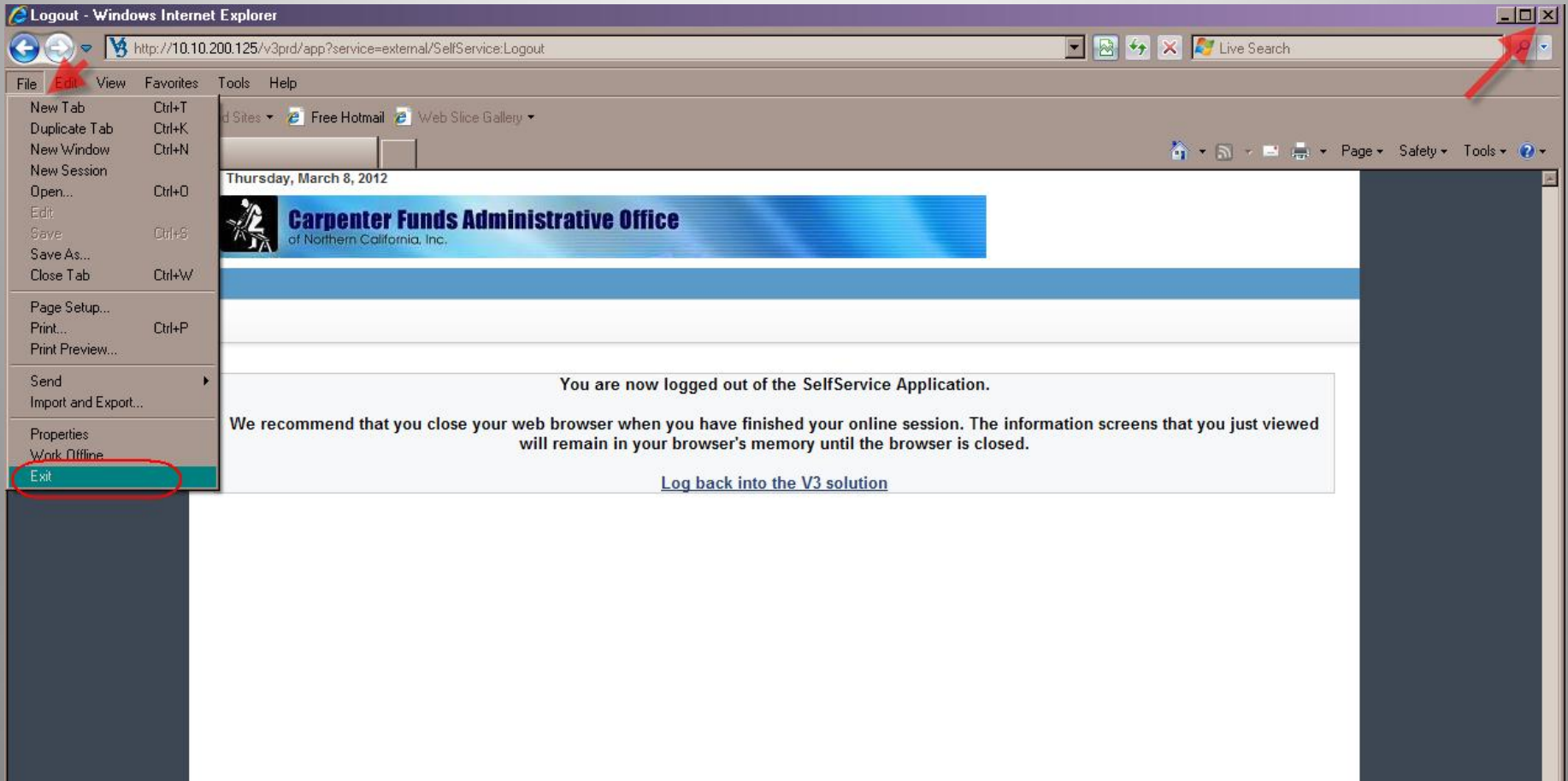
Access Account: 000007 V3 PROD 7.24 TEST ER WORK AROUND | [New Work Report](#)

### Work Reports

Report Status:  Report Type:

Inserted Date ▼	Report Type	Report Status	Date Released	User Released	Work Month	Trans Identifier	Trans#	Total Due	Total Balance
02/22/2012	Positive Report	Prebill			02/01/2012	02/2012	3187713	\$54,266.16	\$54,266.16

Exit the web browser.

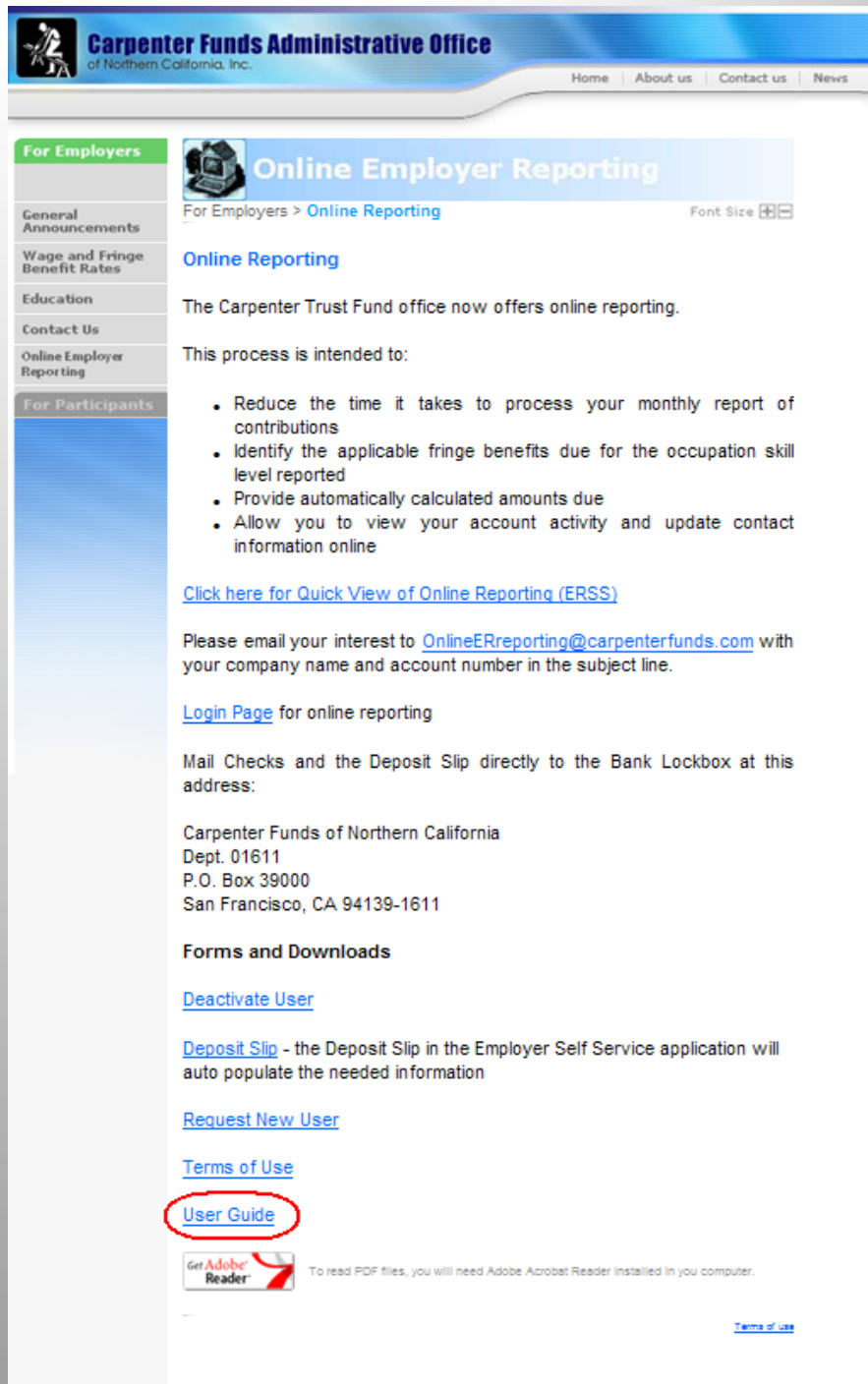


# User Guide

This presentation is intended to demonstrate ERSS and is not a complete detailed “How To” for using this reporting method.

Refer to the complete *User Guide* available to download or open on the website:

<http://www.carpenterfunds.com>



The screenshot shows the website for the Carpenter Funds Administrative Office of Northern California, Inc. The page is titled "Online Employer Reporting" and is intended for employers. The navigation menu includes "For Employers", "General Announcements", "Wage and Fringe Benefit Rates", "Education", "Contact Us", "Online Employer Reporting", and "For Participants". The main content area includes a "Font Size" selector, a "For Employers > Online Reporting" breadcrumb, and a "Font Size" selector. The page text states: "The Carpenter Trust Fund office now offers online reporting. This process is intended to:" followed by a bulleted list of benefits: "Reduce the time it takes to process your monthly report of contributions", "Identify the applicable fringe benefits due for the occupation skill level reported", "Provide automatically calculated amounts due", and "Allow you to view your account activity and update contact information online". Below the list is a link: "Click here for Quick View of Online Reporting (ERSS)". The page also includes contact information: "Please email your interest to [OnlineERreporting@carpenterfunds.com](mailto:OnlineERreporting@carpenterfunds.com) with your company name and account number in the subject line." and "Login Page for online reporting". The mailing address is: "Mail Checks and the Deposit Slip directly to the Bank Lockbox at this address: Carpenter Funds of Northern California, Dept. 01611, P.O. Box 39000, San Francisco, CA 94139-1611". The "Forms and Downloads" section includes links for "Deactivate User", "Deposit Slip - the Deposit Slip in the Employer Self Service application will auto populate the needed information", "Request New User", "Terms of Use", and "User Guide" (circled in red). At the bottom, there is a "Get Adobe Reader" button and a note: "To read PDF files, you will need Adobe Acrobat Reader installed in your computer." A "Terms of Use" link is also present at the bottom right.