

Sheet Metal Local #10 Benefits

Electronic Contribution Website

For Local Fringe Remittance

User Manual

This guide is intended to provide a detailed walk-through for submitting your Local #10 Control Board fringe contributions on the new Sheet Local #10 Fringe benefits Employer Website <https://SMW10Employers.org>.

This is not the site for remittance of your National Benefit Fund contributions which should be reported at <https://smwnbf.org> or contact at 1-800-231-4622

Instructions and screenshots are included to show you:

- How to process a new contribution form for local #10 Control Board fringes
 - Including 401k elective deferrals
- How to process payments via ACH
- How to modify a saved contribution form
- How to upload a file to the electronic contributions site using a specifically formatted CSV File
- How to copy/modify a previous contribution form
- How to view and delete contribution forms
- How to pay multiple saved invoices

Web Address: **www.SMW10Employers.org**

Sheet Metal #10 Benefits **Sheet Metal Workers Local 10**

Home Electronic Contribution Employer Information News Contact Us

Introduction
You now have the power to access information 24 hours a day, 7 days a week.

To Navigate this site:

- Click on a header on the top. This opens your submenu options.

To Log On:

- There is a login box in the upper right corner.
- Enter your User Name and Password then click on the login button.

If your login was successful you'll be directed to the appropriate page to begin.

If your login was invalid you'll be directed back to the login screen where you will have the chance to try again.

Login
Friday, December 27, 2024

* User Name:
* Password:

Login

[Create an Account](#) [Forgot Password?](#)

News / Events
No news is available.

- To log in to this site, you will need to contact the Sheet Metal Local #10 Benefit Office (Benefit Office) to register, at which point you will be emailed (or alternatively sent via mail) two separate introduction letters. These letters will contain the contractor number and identification number needed for registration. Once you have received your letters, navigate to the website and click on the “Create an Account” option in the top right corner of the website, where you will create a username and password for your account.
- Each employee that accesses the system should obtain a user ID and password. Please immediately contact the Benefit Office if an employee should no longer have access or no longer works for you. Employees should also NOT share user IDs and passwords.

- If you have any difficulty when creating your account, please email Michelle at mives@smwbenefits.com and/or Dyneil at dtadros@smwbenefits.com or call (651) 770-0991 for assistance.

Let's Get Started

The screenshot displays the user interface of the Sheet Metal Workers Local 10 website. At the top right, the date "Friday, December 27, 2024" is shown, along with "My Profile" and "Logout" links. The main header features the "Sheet Metal #10 Benefits" logo and the text "Sheet Metal Workers Local 10". Below this is a navigation bar with tabs: "Home", "Electronic Contribution", "Contribution Payment", "Employer Information", "News", and "Contact Us". The "Electronic Contribution" tab is active, and its submenu is open, showing "Process Contribution" (highlighted with a red box), "View All Contributions", and "Frequently Asked Questions". The "Process Contribution" option is the focus of the instruction. The main content area on the left contains an "Introduction" section with text about user power and navigation instructions. A "News / Events" box on the right states "No news is available."

Friday, December 27, 2024

My Profile Logout

Sheet Metal #10 Benefits Sheet Metal Workers Local 10

Welcome Democontractor Last Signed In: Friday, December 27, 2024

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Process Contribution

View All Contributions

Frequently Asked Questions

Introduction

You now have the power to add contributions a day, 7 days a week.

To Navigate this site:

- Click on a header on the top. This opens your submenu options.

To Log On:

- There is a login box in the upper right corner.
- Enter your User Name and Password then click on the login button.

If your login was successful you'll be directed to the appropriate page to begin.

If your login was invalid you'll be directed back to the login screen where you will have the chance to try again.

News / Events

No news is available.

Once you have logged in, you can begin entering employee Sheet Metal Local #10 Control Board contribution information. Place the cursor over the Electronic Contribution tab and select Process Contribution as shown above.

This option will allow you to create and process contributions.

Processing Contributions

Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us
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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: R1000 | Test Employer

Work Start Date: 11/1/2024

Process Contribution: Enter New Contribution

Contribution Type:

- Enter New Contribution
- Modify / Submit Saved Contribution
- Upload Contribution File
- Copy / Modify Previous Report Form

CBA:

Work End Date: 11/30/2024

☐ Report no Hours

- **Enter New Contribution** – This allows manual entry of your contribution form based on the roster of employees from the month prior
- **Modify / Submit Saved Contribution** – Allows you to retrieve a previously entered and saved contribution form
- **Upload Contribution File** – Allows you to upload a data file in a defined specification file format exported from your payroll system (.CSV or .TXT format) directly to the website
- **Copy / Modify Previous Report Form** – This option will allow you to retrieve a previous month's submitted contribution form which may be useful if employees and the amount of hours each month do not change.

Entering a New Form

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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: R1000 | Test Employer

Work Start Date: 11/1/2024

Work End Date: 11/30/2024

Process Contribution: Enter New Contribution

Contribution Type: Regular Contribution

CBA: GFINDGFM

☐ Report no Hours

Submit Cancel

1. Select the Contractor: If you only submit contributions for one contractor, that contractor will show by default and no other options will be available for selection. If you have a login that allows you to submit contributions for multiple contractors, click the drop-down arrow and a list of contractors will become available.
2. Select a Work Start Date and Work End Date.
 - a. If you are remitting **monthly** fringe contributions due, or 401K contributions, please use the first day and the last day of the month.
 - b. You are able to remit weekly for 401K. If you are **only** remitting for **weekly 401K**, please use payroll start and end dates for the weekly period.
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. This will pull the fringe rates for that CBA. If for some reason you don't see the CBA you are reporting for, please contact the Benefit Office for assistance. Be very careful in choosing the appropriate CBA as each one is set up for that rate set specifically.

6. To report no work for a specific CBA for a given month, please check the “Report no Hours” box. A submitted and paid No Hours Report for each expected CBA is required or you may be considered delinquent.
7. Finally, click Submit to begin entry.

Enter a New Form - Contribution Entry

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Contribution Entry Form

Contribution Batch

Contractor Name:	Test Employer	Contractor Number:	R1000
Batch Number:	CW24-00000009	Work End Date:	11/30/2024
CBA:	GFINDGFM - GFINDGFM		

[Rate Inquiry](#) [Add Employee](#) [Delete Employee](#) [Save and Complete Later](#) [Calculate Contribution](#) [Cancel](#)

***Contact the Benefit Office to add new Work Classifications.
Please contact the Fund Office if you need a work classification changed for a member or a member removed from your billing screen.**

Row No	SSN	Work Class	First Name	MI	Last Name	Regular Hours	Overtime Hours	Doubletime Hours	Flat Rate	Delete?
1	000551234	GENERAL FOREMAN ~ GFM POST A FAM ▼	John	C	Doe	120	20	10	0.00	<input type="checkbox"/>
2	000550987	GENERAL FOREMAN ~ GFM POST B SNG ▼	Jane	Q	Doe	160	0.00	0.00	0.00	<input type="checkbox"/>
3		GENERAL FOREMAN ~ GFM POST A FAM ▼				0.00	0.00	0.00	0.00	<input type="checkbox"/>

- This screen will typically be pre-populated with employees you have recently remitted for under the CBA you selected. It also allows you to enter new employees as well as temporarily delete employees you no longer remit for:
 - To add a new employee, simply enter their SSN, Work Class, and full name in the form. HOWEVER, it is extremely important to make sure that you are then selecting the exact and correct Work Class that matches their designation including Classification, appropriate apprentice level if applicable, AND health election and coverage if applicable. Any inconsistency in adding an employee to your roster at an incorrect work classification will cause an error in the amounts due and over or underpayments and unneeded work for you and the Benefit Office.
 - Click on Rate Inquiry to view all the work classes
 - There is also a list of work classes at the end of the manual

- To delete an employee, check the delete box on that employee's line and click Delete Employee. This will temporarily remove them from this filing. Employees with no remittance after 90 days will automatically be removed from the roster.
- Enter the Regular Hours, Overtime Hours, and/or Doubletime Hours and/or flat rate for non-bargaining remittance in the appropriate fields where applicable (dependent on your CBA and reporting requirements) for each employee. Please note that fringes calculate at straight time so it is not required to designate overtime hours versus regular but is offered in order to better match your payroll records.
 - **NOTE:** Non-Bargaining remittance should not use the Regular Hours, Overtime Hours, or Doubletime Hours fields. Only use the Flat Rate field and only enter a value of 1 for each employee.
 - **NOTE:** If for any reason you need to revisit the form later to finish your contribution entry, click Save and Complete Later. This will save what you have already input and allows you to pick up exactly where you left off. See the Modify a Saved Contribution From instructions later in this manual but note you can access these reports in the drop down menu for Process Contributions.
- Once all employees' hours and units are entered, click Calculate Contribution.
- You can also View the rate set by clicking on Rate Inquiry. You can sort by work classification to view the rate breakdown by just one classification.

Enter a New Form – Calculate Contributions

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Process Contribution

Contribution Batch

Contractor Name:	Test Employer	Contractor Number:	R1000
Batch Number:	CW24-00000009	Work End Date:	11/30/2024
CBA:	GFINDGFM - GFINDGFM		

Contractor Contribution Details:

Work Class	Contractor	Regular Hours	Overtime Hours	Doubletime Hours	Flat Rate	Amount	
General Foreman ~ GFM POST A FAM	Test Employer	120.00	20.00	10.00	0.00	\$2,596.50	View Details
General Foreman ~ GFM POST B SNG	Test Employer	160.00	0.00	0.00	0.00	\$1,540.80	View Details
TOTAL		280.00	20.00	10.00	0.00	\$4,137.30	

Employee Contribution Details:

SSN	Work Class	First Name	MI	Last Name	Regular Hours	Overtime Hours	Doubletime Hours	Flat Rate	Amount	
000550987	General Foreman ~ GFM POST B SNG	Jane	Q	Doe	160.00	0.00	0.00	0.00	\$1,540.80	View Details
000551235	General Foreman ~ GFM POST A FAM	John	C	Doe	120.00	20.00	10.00	0.00	\$2,596.50	View Details
TOTAL					280.00	20.00	10.00	0.00	\$4,137.30	

[Back](#)
[Finalize Contribution](#)
[Cancel](#)

- The [View Details](#) link under Contractor Contribution Details will show you a breakdown of all calculated fringes for the entire period.
- The [View Details](#) link under Employee Contribution Details will show you a breakdown of all calculated fringes for a particular employee.
- Use the [Back](#) button at the bottom of the page to return to the prior screen if you'd like to adjust work details for any employee.
 - **IMPORTANT WARNING: Do NOT use your browser's back button** (back arrow in upper left corner of your browser window) to return to a previous page. **This will cause all previously entered information to be lost.**
- Upon entering and verifying the information is correct, there are two remaining steps:
 - **Finalize Contribution Report:** Prior to clicking the [Finalize Contribution](#) button, verify all information including amounts due before you proceed with clicking the Finalize Contribution button. This is especially important as noted on the previous page regarding work classification. Once you've clicked Finalize Contribution you cannot go back and make edits.
 - You can delete a "finalized" form if done prior to the nightly allocation process, but you cannot edit so please be very careful when finalizing a report. If needed, contact the Benefit Office for assistance.

- **Authorize Payment:** Clicking **Finalize Contribution** will take you to the screen and options shown on the next page.

Enter a New Form - Finalize Contributions

Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us					
Contribution Batch										
Contractor Name: Test Employer		Contractor Number: R1000								
Batch Number: CW24-00000009		Work End Date: 11/30/2024								
CBA: GFINDGFM - GFINDGFM										
INVOICE # CW24-00000007										
Your Calculated Contributions for work ending 11/30/2024: \$4,137.30										
Remittance Amount Due: \$4,137.30										
Invoice #: CW24-00000007 * 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(S).										
Invoice Date: 12/27/2024										
<input type="button" value="Pay Now"/> <input type="button" value="Print Invoice"/> <input type="button" value="Done"/>										
Amount Due:										
Work Class	Fund	Fund Code	Regular Hours	Overtime Hours	Doubletime Hours	Flat Rate	Calc Hrs	Basis	Rate	Amount
General Foreman ~ GFM POST A FAM	H&W Plan A	HWA	120.00	20.00	10.00	0.00	150.00	Hours Worked	11.56000	\$1,734.00
General Foreman ~ GFM POST A FAM	H&W Plan B	HWB	120.00	20.00	10.00	0.00	150.00	Hours Worked	0.00000	\$0.00
General Foreman ~ GFM POST A FAM	Pension	DB	120.00	20.00	10.00	0.00	150.00	Hours Worked	0.00000	\$0.00
General Foreman ~ GFM POST A FAM	Industry	IN	120.00	20.00	10.00	0.00	150.00	Hours Worked	0.14000	\$21.00
General Foreman ~ GFM POST A FAM	Training Fund	TR	120.00	20.00	10.00	0.00	150.00	Hours Worked	0.43000	\$64.50

- Clicking Finalize Contribution will take you to the above screen, which gives the below options.
 - Pay Now – Takes you to the next step so you can remit payment via ACH
 - Print Invoice – Use this option to print a copy of the invoice for your records
 - Done - Use this option to enter another contribution form before making your payment

Enter a New Form - Pay Invoice(s)

[Home](#) | [Electronic Contribution](#) | [Contribution Payment](#) | [Employer Information](#) | [News](#) | [Contact Us](#)

Pending Payment

Select Contractor: R1000 | Test Employer

Invoice Number:

* Invoice Begin Date: 11/1/2024

* Invoice End Date: 12/31/2024

Employee 401(k) contributions to the Sheet Metal Local 10 Supplemental Retirement Fund must be submitted no later than the 15th day of the month following the month in which the contributions are deducted from an employee's pay. Employer contributions are due on the 10th of the month following the work month, unless specified otherwise in your Collective Bargaining Agreement (CBA). They are considered delinquent if not received by the 20th of the month following the work month. Pursuant to the Collection Procedures adopted by the Trustees of the Sheet Metal Local #10 Control Trust Board, all payments received past the due date of the contribution are subject (a) liquidated damages equal to 10% of the contributions due and (b) liquidated damages equal to 20% of the contributions due if not received by the end of the second month past which they were due, or (c) liquidated damages and interest applicable as specified in your CBA.

Pending Invoice:

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW24-00000007	11/30/2024	GFINDGFM	GFINDGFM	R1000	\$4,137.30	DemoContractor	12/27/2024

- After selecting Pay Now, you will be taken to the Pending Payment page which will show all contribution forms entered on the website that have not yet been paid. Select the open invoice(s) you would like to remit payment for via ACH or Cashiers Check if required
 - NOTE: the Benefit Office can only allocate your contribution forms once all forms are submitted and paid. Exceptions would be for 401K or non-bargaining remittance.
- Once you check the box(es) to the left of the invoice(s) desired, click the Select Invoice button.

Enter a New Form - Pay Invoice(s)

[Home](#) | [Electronic Contribution](#) | [Contribution Payment](#) | [Employer Information](#) | [News](#) | [Contact Us](#)

Pending Payment

Payment Summary
(1) Invoice Selected
Total amount due: \$4,137.30

[Make Payment](#) | [Edit Selection](#)

Select Contractor: R1000 | Test Employer ▼
*** Invoice Begin Date:** 11/1/2024 ▼
Invoice Number:
*** Invoice End Date:** 12/31/2024 ▼

[Search](#) | [Clear](#)

Employee 401(k) contributions to the Sheet Metal Local 10 Supplemental Retirement Fund must be submitted no later than the 15th day of the month following the month in which the contributions are deducted from an employee's pay. Employer contributions are due on the 10th of the month following the work month, unless specified otherwise in your Collective Bargaining Agreement (CBA). They are considered delinquent if not received by the 20th of the month following the work month. Pursuant to the Collection Procedures adopted by the Trustees of the Sheet Metal Local #10 Control Trust Board, all payments received past the due date of the contribution are subject (a) liquidated damages equal to 10% of the contributions due and (b) liquidated damages equal to 20% of the contributions due if not received by the end of the second month past which they were due, or (c) liquidated damages and interest applicable as specified in your CBA.

Pending Invoice:

[Select Invoice](#) | [Cancel](#)

<input type="checkbox"/>	Invoice #	Wrk Date	Section Code	Section	Cont No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW24-00000007	11/30/2024	GFINDGFM	GFINDGFM	R1000	\$4,137.30	DemoContractor	12/27/2024

[Select Invoice](#) | [Cancel](#)

- After clicking Select Invoice, the invoice(s) you've selected will show highlighted in orange and a "Payment Summary" will be displayed in the upper-left corner showing the total amount due for the selected invoice(s).
- If the amount is correct, click Make Payment.
 - Use the Edit Selection option if you selected the wrong invoice(s). This will allow you to change your selections.

Enter a New Form - Pay Invoice(s)

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Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW25-00000002	10/31/2025	Duluth Commercial JYM	BENESYS	\$2,092.00
TOTAL				\$2,092.00

Total Invoice Amount : **\$2,092.00**

Invoice Adjustment Amount:

Total Amount Due: **\$2,092.00**

Adjustment Reason:

Pay By: ☒ ACH(Online) ☐ Cashiers Check/Certified Check

- Clicking Make Payment takes you to the above screen showing the invoice(s) you've selected and the total amount due.
- Option to adjust amount being paid
 - If the Benefit Office has advised you of an under or overpayment, use the Invoice Adjustment Amount field to enter an adjustment amount (if any). You may enter a positive or negative amount to increase or decrease the payment amount by the amount you've entered. This will automatically update your Total Amount Due.
 - When an adjustment amount is entered, you are required to also enter the reason for the adjustment in the Adjustment Reason box (e.g. Liquidated Damages or Over/Under payment from a prior period).

Enter a New Form - Pay Invoice(s)

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Make Payment

Invoice#	Wrk Date	Section	Cont No.	Amount
CW25-00000002	10/31/2025	Duluth Commercial JYM	BENESYS	\$2,092.00
TOTAL				\$2,092.00

Total Invoice Amount : **\$2,092.00**

Invoice Adjustment Amount:

Total Amount Due: **\$2,092.00**

Adjustment Reason:

Pay By: ☒ ACH(Online) ☐ Cashiers Check/Certified Check

- Now select your Pay By type – ACH (Online) or Cashier's Check (only available for those required by Control Board).
 - If you select ACH (Online) and click submit you will be taken to the ACH Payment screen (see next page).
 - **Note:** First-time ACH payments on this new system will be prompted to complete the below form specifying your company name, bank account number, routing number, and account type. This information will be saved for future contributions and only needs to be updated if it has changed.


Select Contractor: NC

* Routing Number:

* Bank Account Number:

* Account Type: ☒ Checking ☐ Saving

Bank Name:



* Please enter the characters as shown in the image.

Enter a New Form - Pay Invoice(s)

Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us
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ACH Payment

Employee 401(k) contributions to the Sheet Metal Local 10 Supplemental Retirement Fund must be submitted no later than the 15th day of the month following the month in which the contributions are deducted from an employee's pay. Employer contributions are due on the 10th of the month following the work month, unless specified otherwise in your Collective Bargaining Agreement (CBA). They are considered delinquent if not received by the 20th of the month following the work month. Pursuant to the Collection Procedures adopted by the Trustees of the Sheet Metal Local #10 Control Trust Board, all payments received past the due date of the contribution are subject (a) liquidated damages equal to 10% of the contributions due and (b) liquidated damages equal to 20% of the contributions due if not received by the end of the second month past which they were due, or (c) liquidated damages and interest applicable as specified in your CBA.

Total Amount Due: \$4,137.30

Bank Account Number: (Last 4 digits)

Routing Number: (Last 4 digits)

Bank Name: BANK OF AMERICA

Account Type: Checking

Settlement Date:

*Note:Click Edit Account to correct your bank account.

- Once on the ACH Payment screen:
 - Input a settlement date for when you would like the funds to be withdrawn from your account.
 - Because there is a 2 work-day lag between when ACH transactions are submitted and when they are deposited into the fringe fund's bank account, you must submit your payment at least **2 work-days** prior to when you want it to be posted as "paid."
 - For example, if you wanted the payment to "settle" on the 9th, you would need to submit the payment by at least the 7th assuming the 7th-9th are all work days
 - If you have an ACH block on your bank account, please make sure that you provide your bank with the appropriate details for the payment to be processed.
- After selecting Submit, you will be taken to a Payment Confirmation page. This can be printed for your records, and the information will also be saved under the Contribution Payments tab of the website.

*If you are required to pay by Cashiers **Check**, after you click Submit on the Make a Payment screen, you will be taken to a Payment Confirmation page. You will need to print and mail this Payment Confirmation with your Cashier's check.*

Modify A Saved Contribution Form

The screenshot shows the 'Electronic Contribution' page with a navigation bar at the top containing links: Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. The main heading is 'Electronic Contribution'. Below it, a text prompt says 'Select the contractor from the list to submit your contributions'. The form area contains a 'Select Contractor:' dropdown menu with a redacted name and 'INC' as the suffix. A dropdown menu is open, showing options: 'Enter New Contribution', 'Modify / Submit Saved Contribution' (highlighted in blue), 'Upload Contribution File', and 'Copy / Modify Previous Report Form'. To the right of this menu is a 'Work EndDate' field. Below the menu are 'Submit' and 'Cancel' buttons. The 'Process Contribution:' label is also visible.

- If you select Modify / Submit Saved Contribution from the Electronic Contribution page, you can open a previously saved contribution form and continue from where you left off. Saved but unsubmitted contribution forms are only saved for 30 days. Once you submit a contribution form, however, it is saved permanently.

Modify A Saved Contribution Form

Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us
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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: [Redacted] INC

Process Contribution: Modify / Submit Saved Contribution

*Batch Number: CW20-00000015

Batch Number	CBA	Work Start Date	Work End Date
CW20-00000015	(00) BTE AGREEMENT	08/01/2020	08/31/2020

1. Select a saved batch by selecting its batch number from the Batch Number drop down list.
2. Make and necessary changes.
3. Click the Submit button.
4. The rest of the process is the same as entering a new contribution form (refer to instructions above).

Make A Variance Payment



Sheet Metal Local #10 Benefits
For Local Fringe Remittance

[My Profile](#) [Logout](#)

Welcome Democontractor					Last Signed In: Wednesday, September 24, 2025	
Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us	

Make Variance Payment

Select Contractor: BENESYS | TEST CONTRACTOR

Bank Account Number: (Last 4 digits) 5678

Routing Number: (Last 4 digits) 0326

Bank Name: Chase Bank

Account Type: Checking

Settlement Date: 9/26/2025

Amount to be paid: \$0.00

Reason:

Submit

Cancel

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1. If you have received an underpayment notice stating that a past contribution form was not paid for in full you can pay the remaining about owed through the website.
2. Click the Contribution Payment tab and select Make Variance Payment to take you to the screen shown above.
3. From here the bank account information on file will populate automatically and you can enter the Settlement Date in the designated field and the amount you wish to pay in the Amount to be Paid field
4. It is encouraged to include details about the payment in the Reason field, such as which work month was underpaid or the amount owed on the Underpayment Notice.
5. Review what you have entered and when ready, click Submit, and then Yes when the pop up appears asking if you would like to proceed.

Upload a Contribution File

Home Electronic Contribution Contribution Payment Employer Information News Contact Us

Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor: INC

Work Start Date: Enter New Contribution
Modify / Submit Saved Contribution
Upload Contribution File
Copy / Modify Previous Report Form
Regular Contribution

Work End Date: 8/31/2020

Process Contribution: BTE AGREEMENTS

Contribution Type: Regular Contribution

CBA: BTE AGREEMENTS

*File Name: Browse...

Submit Cancel

- If you select Upload Contribution File from the Electronic Contribution page, you can upload contribution form data directly into the system from a data file in .CSV or .TXT format. These files can normally be extracted from your company's payroll system but must be in a specified format (see next page). Using this option can be helpful when there are a large number of employees for whom fringe contributions are being reported.
 1. Select a Work Start Date and Work End Date. If you are a monthly contractor, please use the first day and the last day of the month. If you are reporting 401K elective deferral on a weekly basis, please use the payroll start and end dates.
 2. Select the appropriate CBA based on the work you are reporting for. This will pull the related fringe rates.
 3. Click the Choose File button to find the .CSV or .TXT file you want to use.

Upload a Contribution File

Whether you use Microsoft Excel (or similar software) to create spreadsheets with employee information or export data from your payroll system, you will need to save your file as a **.CSV** or **.TXT** file. If you are using Excel, you can ensure the correct format will be created by going to “File,” “Save As,” and choosing .CSV from the “Save as type” drop down list.

Please review the exact file format below, which includes some dummy employee data as examples. This exact format and order of the columns must be followed, or you will receive an error notification and be unable to complete your upload.

IMPORTANT NOTE: Do not use a header line in your file. In other words, employee roster information should begin on row 1. If a header line is included, this will also result in an upload error.

SSN	Work Class	Last Name	First Name	Middle Name or Initial	Regular Hours	Overtime Hours	Doubletime Hours	Flat Rate
888888888	GFMAFM	Doe	John	C	120	20	10	0
333333333	GFMBN	Doe	Jane		160	0	0	0

Upload a Contribution File

Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us
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Contribution Entry Form

Contribution Batch

Contractor Name: Test Employer
Contractor Number: R1000

Batch Number: CW24-00000016
Work End Date: 11/30/2024

CBA: GFINDGFM - GFINDGFM

[Rate Inquiry](#)
[Add Employee](#)
[Delete Employee](#)
[Save and Complete Later](#)
[Calculate Contribution](#)
[Cancel](#)

***Contact the Benefit Office to add new Work Classifications.**
Please contact the Fund Office if you need a work classification changed for a member or a member removed from your billing screen.

Row No	SSN	Work Class	First Name	MI	Last Name	Regular Hours	Overtime Hours	Doubletime Hours	Flat Rate	Delete?
1	888888888	GENERAL FOREMAN ~ GFM POST A FAM	John	C	Doe	120.00	20.00	10.00	0.00	<input type="checkbox"/>
2	333333333	GENERAL FOREMAN ~ GFM POST A SNG	Jane		Doe	160.00	0.00	0.00	0.00	<input type="checkbox"/>
3		GENERAL FOREMAN ~ GFM POST A FAM				0.00	0.00	0.00	0.00	<input type="checkbox"/>

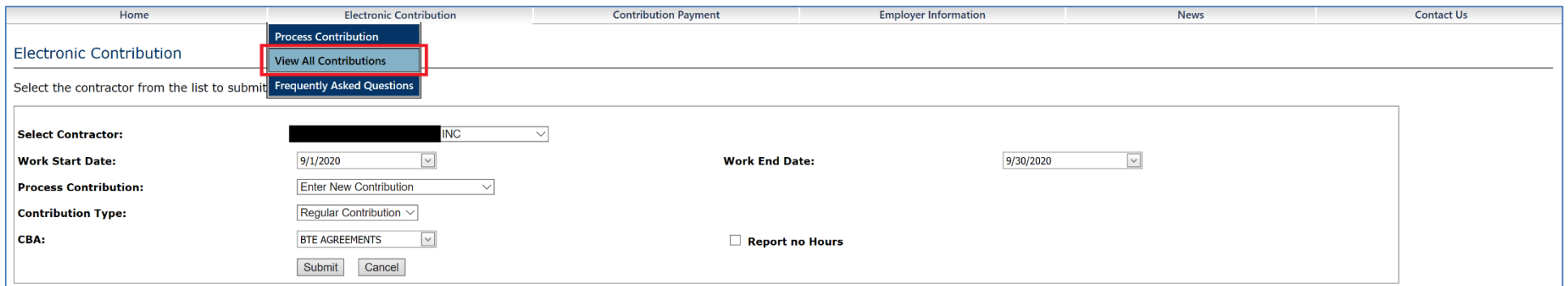
- Upon clicking **Submit**, you should be taken to a screen that looks similar to the above. If, however, your data or file format is incorrect, you will receive an error message and the file will not be uploaded.
- Once the file has been successfully uploaded, you can proceed as if you were entering a new contribution form (refer to instructions above).

Copy/Modify Previous Report Form

The screenshot shows the 'Electronic Contribution' section of the BeneSys portal. At the top, there is a navigation bar with links: Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. Below the navigation bar, the page title is 'Electronic Contribution'. A sub-header reads 'Select the contractor from the list to submit your contributions'. The main form area contains several fields: 'Select Contractor:' with a dropdown menu showing 'INC' and a list of options including 'Enter New Contribution', 'Modify / Submit Saved Contribution', 'Upload Contribution File', and 'Copy / Modify Previous Report Form' (which is highlighted in blue); 'Work Start Date:' and 'Work End Date:' (set to 8/31/2020); 'Process Contribution:'; and '*Invoice Number:' with a dropdown showing 'CW20-0000009'. At the bottom left, there is a checkbox labeled 'Check here to zero out hours and amounts from copied data' which is currently unchecked. Below this are 'Submit' and 'Cancel' buttons.

- Each month that you enter a form, your last months employees roster will populate. However, if you select Copy / Modify Previous Report Form from the Electronic Contribution page, you will be able to reuse electronic contribution data previously input into the system for the current month you are now entering. This option will auto-populate the same Employees (with SSN & names) as were previously used by you for the selected CBA along with the previous hours. This can be beneficial when you consistently report on the same employees each pay period with the same amount of hours. Generally, this is probably not the case.
 1. Select a Work Start Date and Work End Date. If you are a monthly contractor, please use the first day and the last day of the month.
 2. From the Invoice Number drop down list, select the Invoice you would like to copy.
 3. Check the box in the bottom left of the screen to zero out any information from the copied data. This will keep the same employees but zero out their form details so you can enter the correct amounts for this pay period.
 4. Click the Submit button.
 5. The rest of the process is the same as entering a new contribution form (refer to instructions above).

How to View Past Contribution Forms



The screenshot displays the BeneSys web application interface. At the top, there is a navigation bar with links: Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. Below this, the 'Electronic Contribution' section is active. A dropdown menu is open, showing three options: 'Process Contribution', 'View All Contributions' (highlighted with a red box), and 'Frequently Asked Questions'. Below the dropdown, the text 'Select the contractor from the list to submit' is visible. The main form area contains several fields: 'Select Contractor:' with a dropdown menu showing 'INC'; 'Work Start Date:' with a date picker set to '9/1/2020'; 'Work End Date:' with a date picker set to '9/30/2020'; 'Process Contribution:' with a dropdown menu showing 'Enter New Contribution'; 'Contribution Type:' with a dropdown menu showing 'Regular Contribution'; and 'CBA:' with a dropdown menu showing 'BTE AGREEMENTS'. There are also 'Submit' and 'Cancel' buttons at the bottom left, and a checkbox labeled 'Report no Hours' on the right.

- You can view all your previously submitted contributions by selecting the [View All Contributions](#) link as shown above.

How to View Past Contribution Forms

Home	Electronic Contribution	Contribution Payment	Employer Information	News	Contact Us
View All Contributions					
<div>Select Contractor: <input type="text" value="Select Contractor"/></div> <div>Begin Date: <input type="text" value="8/30/2020"/></div> <div>End Date: <input type="text" value="9/30/2020"/></div> <div><input type="button" value="Search"/></div> <div><small>Special Note: A nightly process is set up to process ACH payments on the same day of entry. If you wish to delete a form that is associated to an ACH payment you must do this the same day of entry before the nightly process takes place. If you have multiple forms associated with one payment please be advised that deletion of one form will automatically place a stop on your ACH payment.</small></div>					

- Once on the View All Contributions screen, you can select a contractor name from the drop down list (some contractors can have multiple contractor numbers to choose from based upon how their account is setup).
- Once you click the Search button it will show a screen with all past contribution forms for the contractor you've selected (see below).

How to View Past Contribution Forms

[Home](#)
[Electronic Contribution](#)
[Contribution Payment](#)
[Employer Information](#)
[News](#)
[Contact Us](#)

View All Contributions

Select Contractor: INC

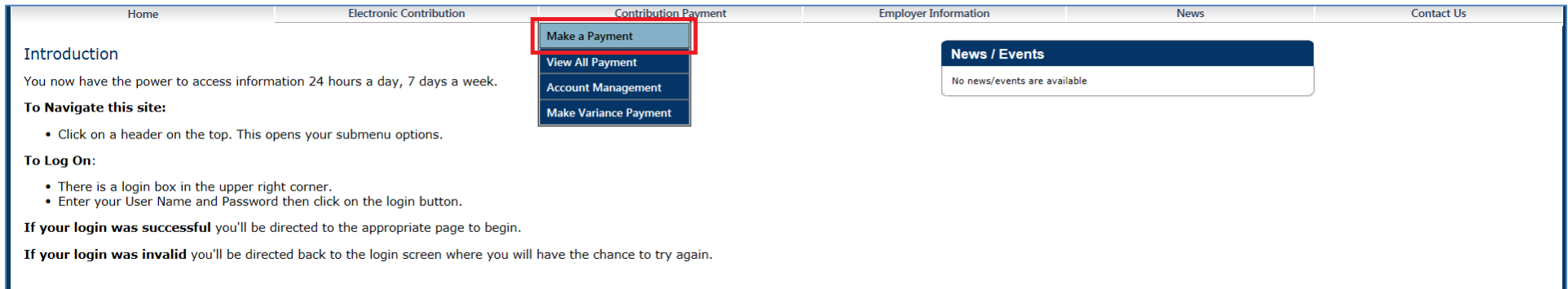
Begin Date: End Date:

Special Note: A nightly process is set up to process ACH payments on the same day of entry. If you wish to delete a form that is associated to an ACH payment you must do this the same day of entry before the nightly process takes place. If you have multiple forms associated with one payment please be advised that deletion of one form will automatically place a stop on your ACH payment.

Invoice #	Wrk Date	Section Code	Section	No.Empl	Cont No.	Contractor	Amount	Status	Payment	Deposit Dt	Submitter	Trans. Dt	Del
CW20-00000011	08/31/2020	00	BTE AGREEMENTS	2			\$6,513.60	Pending			DemoContractor	09/30/2020	<input type="checkbox"/>
CW20-00000010	08/31/2020	00	BTE AGREEMENTS	2			\$6,513.60	Pending			DemoContractor	09/30/2020	<input type="checkbox"/>
CW20-00000009	08/31/2020	00	BTE AGREEMENTS	2			\$6,513.60	Pending	ACH	10/02/2020	DemoContractor	09/30/2020	<input type="checkbox"/>

- If you wish to delete any of the invoices shown, you may do so from this screen, however, you can only delete invoices with a “Pending” status. To delete these invoices, check the box in the Del column next to the invoices to be deleted, then click the Delete Contribution button at the bottom of the page.
- To delete invoices with an “In Process” status, you will need to contact the Sheet Metal Local #10 Benefit Office.
- Invoices with a “Paid” status cannot be deleted, as these have already been processed and entered into the contributions system.

How to Make Payments on Multiple Saved Forms



The screenshot displays the BeneSys web application interface. At the top, there is a navigation bar with the following tabs: Home, Electronic Contribution, Contribution Payment, Employer Information, News, and Contact Us. The 'Contribution Payment' tab is currently selected, and its dropdown menu is open, showing four options: 'Make a Payment' (highlighted with a red box), 'View All Payment', 'Account Management', and 'Make Variance Payment'. On the left side of the page, under the 'Introduction' heading, there is a message: 'You now have the power to access information 24 hours a day, 7 days a week.' Below this, under the heading 'To Navigate this site:', there is a bullet point: 'Click on a header on the top. This opens your submenu options.' Under the heading 'To Log On:', there are two bullet points: 'There is a login box in the upper right corner.' and 'Enter your User Name and Password then click on the login button.' Below these, there are two lines of text: 'If your login was successful you'll be directed to the appropriate page to begin.' and 'If your login was invalid you'll be directed back to the login screen where you will have the chance to try again.' On the right side of the page, there is a 'News / Events' section with a dark blue header and a white box below it containing the text 'No news/events are available'.

- If you have entered and saved multiple invoices and have not yet processed a payment for them, you can process one payment for multiple invoices.
- From the Contribution Payment dropdown menu choose Make a Payment (see above).

How to Make Payments on Multiple Saved Forms

Welcome DemoContractor

Home Electronic Contribution Contribution Payment Employer Information News

Pending Payment

Payment Summary
 (2) Invoice Selected
 Total amount due: \$3,462.00

Make Payment Edit Selection

Select Contractor: R1000 | Test Employer
 * Invoice Begin Date: 5/1/2025
 Invoice Number:
 * Invoice End Date: 5/30/2025

Search Clear

Employee 401(k) contributions to the Sheet Metal Local 10 Supplemental Retirement Fund must be submitted no later than the 15th day of the month following the month in which the contributions are deducted from an employee's pay. Employer contributions are due on the 10th of the month following the work month, unless specified otherwise in your Collective Bargaining Agreement (CBA). They are considered delinquent if not received by the 20th of the month following the work month. Pursuant to the Collection Procedures adopted by the Trustees of the Sheet Metal Local #10 Control Trust Board, all payments received past the due date of the contribution are subject (a) liquidated damages equal to 10% of the contributions due and (b) liquidated damages equal to 20% of the contributions due if not received by the end of the second month past which they were due, or (c) liquidated damages and interest applicable as specified in your CBA.

Pending Invoice:

Select Invoice Cancel

	Invoice #	Work Date	Section Code	Section	Cont. No.	Amount	Submitted By	Trans. Date
<input checked="" type="checkbox"/>	CW75-000000005	05/31/2025	GFINDGFM	GFINDGFM	R1000	\$1,731.00	DemoContractor	06/12/2025
<input type="checkbox"/>	CW25-000000004	05/31/2025	GFINDGFM	GFINDGFM	R1000	\$380.82	DemoContractor	06/06/2025

Select Invoice Cancel

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- Once on the Make a Payment screen, all contribution forms that have not been finalized for payment will be listed.
- If you would like to filter the unpaid invoices, you can enter an Invoice Begin and Invoice End date to narrow or widen your search results.
- To pay invoice(s), check the box to the left of the Invoice Numbers you would like to pay, then click the Select Invoice button. This will combine all forms you selected into one payment amount and you can continue to make your payment through the normal payment process (refer to instructions above).

Work Classifications

APL2000BF - Applicant 2000 - Plan B Family	APP66BF - Apprentice 66 - Plan B Family	APP85BF - Apprentice 85 - Plan B Family	JYMBBS - Journeyman - Plan B Single
APL2000BS - Applicant 2000 - Plan B Single	APP66BS - Apprentice 66 - Plan B Single	APP85BS - Apprentice 85 - Plan B Single	MT45AF - Metal Trades 45 - Plan A Family
APL500 - Applicant 500	APP67 - Apprentice 67	APP89BF - Apprentice 89 - Plan B Family	MT45AS - Metal Trades 45 - Plan A Single
APL501BS - Applicant 501 - Plan B Single	APP67AF - Apprentice 67 - Plan A Family	APP89BS - Apprentice 89 - Plan B Single	MT45BF - Metal Trades 45 - Plan B Family
APL750 - Applicant 750	APP67BF - Apprentice 67 - Plan B Family	APP90 - Apprentice 90	MT45BS - Metal Trades 45 - Plan B Single
APP50 - Apprentice 50	APP67BS - Apprentice 67 - Plan B Single	APP90AF - Apprentice 90 - Plan A Family	MT500AF - Metal Trades 500 - Plan A Family
APP50AF - Apprentice 50 - Plan A Family	APP68AF - Apprentice 68 - Plan A Family	APP90BF - Apprentice 90 - Plan B Family	MT500AS - Metal Trades 500 - Plan A Single
APP50BF - Apprentice 50 - Plan B Family	APP68BF - Apprentice 68 - Plan B Family	APP90BS - Apprentice 90 - Plan B Single	MT500BF - Metal Trades 500 - Plan B Family
APP50BS - Apprentice 50 - Plan B Single	APP68BS - Apprentice 68 - Plan B Single	APP93BF - Apprentice 93 - Plan B Family	MT500BS - Metal Trades 500 - Plan B Single
APP52AF - Apprentice 52 - Plan A Family	APP69BF - Apprentice 69 - Plan B Family	APP93BS - Apprentice 93 - Plan B Single	MT55AF - Metal Trades 55 - Plan A Family
APP54 - Apprentice 54	APP69BS - Apprentice 69 - Plan B Single	CBWAF - Class B Welder - Plan A Family	MT55AS - Metal Trades 55 - Plan A Single
APP54AF - Apprentice 54 - Plan A Family	APP70BF - Apprentice 70 - Plan B Family	CW40DG - Classified Worker 40 - Plan B Single	MT55BF - Metal Trades 55 - Plan B Family
APP54BF - Apprentice 54 - Plan B Family	APP70BS - Apprentice 70 - Plan B Single	CW45 - Classified Worker 45	MT55BS - Metal Trades 55 - Plan B Single
APP54BS - Apprentice 54 - Plan B Single	APP71 - Apprentice 71	CW45BS - Classified Worker 45 - Plan B Single	MT65AF - Metal Trades 65 - Plan A Family
APP55 - Apprentice 55	APP71AF - Apprentice 71 - Plan A Family	CW45BF - Classified Worker 45 - Plan B Family	MT65AS - Metal Trades 65 - Plan A Single
APP55AF - Apprentice 55 - Plan A Family	APP72AF - Apprentice 72 - Plan A Family	EO - Elected Official	MT65BF - Metal Trades 65 - Plan B Family
APP55AS - Apprentice 55 - Plan A Single	APP72BF - Apprentice 72 - Plan B Family	EOAF - Elected Official - Plan A Family	MT65BS - Metal Trades 65 - Plan B Single
APP55BF - Apprentice 55 - Plan B Family	APP72BS - Apprentice 72 - Plan B Single	FM - Foreman	NBOEAF - Non bargaining office employee - Plan A Family
APP55BS - Apprentice 55 - Plan B Single	APP74BF - Apprentice 74 - Plan B Family	FMAF - Foreman - Plan A Family	NBOEAS - Non bargaining office employee - Plan A Single
APP56AF - Apprentice 56 - Plan A Family	APP74BS - Apprentice 74 - Plan B Single	FMAF - Foreman - Plan A Single	NBOEFMLAAF - Non bargaining OE FMLA - Plan A Family
APP57BF - Apprentice 57 - Plan B Family	APP75 - Apprentice 75	FMBF - Foreman - Plan B Family	NBOEFMLAAS - Non bargaining OE FMLA - Plan A Single
APP57BS - Apprentice 57 - Plan B Single	APP75AF - Apprentice 75 - Plan A Family	FMBF - Foreman - Plan B Single	OE - Office Employee
APP58BF - Apprentice 58 - Plan B Family	APP75AS - Apprentice 75 - Plan A Single	FMLAAF - FMLA - Plan A Family	OFAF - Office Employee - Plan A Family
APP58BS - Apprentice 58 - Plan B Single	APP75BF - Apprentice 75 - Plan B Family	FMLAAS - FMLA - Plan A Single	OECLASS1AF - Office Employee I - Plan A Family
APP59 - Apprentice 59	APP75BS - Apprentice 75 - Plan B Single	FMLABF - FMLA - Plan B Family	OECLASS2AF - Office Employee II - Plan A Family
APP59AF - Apprentice 59 - Plan A Family	APP76AF - Apprentice 76 - Plan A Family	FMLABS - FMLA - Plan B Single	OECLASS3AF - Office Employee III - Plan A Family
APP59BF - Apprentice 59 - Plan B Family	APP76BF - Apprentice 76 - Plan B Family	GFM - General Foreman	OECLASS4AF - Office Employee IV - Plan A Family
APP59BS - Apprentice 59 - Plan B Single	APP76BS - Apprentice 76 - Plan B Single	GMAF - General Foreman - Plan A Family	OMAF - Office Manager - Plan A Family
APP60AF - Apprentice 60 - Plan A Family	APP76BF - Apprentice 76 - Plan B Family	GFMAS - General Foreman - Plan A Single	PAP - Pre apprentice
APP60BF - Apprentice 60 - Plan B Family	APP76BS - Apprentice 76 - Plan B Single	GFMBS - General Foreman - Plan B Family	PAP1001AF - Pre apprentice 1001 - Plan A Family
APP60BS - Apprentice 60 - Plan B Single	APP79 - Apprentice 79	GFMBS - General Foreman - Plan B Single	PAP1001AS - Pre apprentice 1001 - Plan A Single
APP62BF - Apprentice 62 - Plan B Family	APP79AF - Apprentice 79 - Plan A Family	HLP0500 - Helper 500	PAP1001BS - Pre apprentice 1001 - Plan B Single
APP62BS - Apprentice 62 - Plan B Single	APP79BF - Apprentice 79 - Plan B Family	HLP1001BF - Helper 1001 - Plan B Family	PAP2001AF - Pre Apprentice 2001 - Plan A Family
APP63 - Apprentice 63	APP79BS - Apprentice 79 - Plan B Single	HLP1001BS - Helper 1001 - Plan B Single	PAP2WOHW - Pre apprentice 2 no health coverage
APP63AF - Apprentice 63 - Plan A Family	APP80AF - Apprentice 80 - Plan A Family	HLP35 - Helper 35	PAP3BS - Pre Apprentice 3 - Plan B Single
APP63BF - Apprentice 63 - Plan B Family	APP80BF - Apprentice 80 - Plan B Family	HLP501BF - Helper 501 - Plan B Family	PAP40 - Pre apprentice 40
APP63BS - Apprentice 63 - Plan B Single	APP80BS - Apprentice 80 - Plan B Single	HLP501BS - Helper 501 - Plan B Single	PAP650AF - Pre apprentice 650 - Plan A Family
APP64AF - Apprentice 64 - Plan A Family	APP81BF - Apprentice 81 - Plan B Family	INSM11AF - Installer Foreman 11 - Plan A Family	PAP651AF - Pre apprentice 651 - Plan A Family
APP64BF - Apprentice 64 - Plan B Family	APP81BS - Apprentice 81 - Plan B Single	INSPAF - Inspector - Plan A Family	PAPBF - Pre Apprentice - Plan B Family
APP64BS - Apprentice 64 - Plan B Single	APP84AF - Apprentice 84 - Plan A Family	INSPSRAF - Senior Inspector - Plan A Family	PAPBS - Pre apprentice - Plan B Single
APP65 - Apprentice 65	APP84BF - Apprentice 84 - Plan B Family	INSTAF - Installer - Plan A Family	PFAF - PFM - Plan A Family
APP65AF - Apprentice 65 - Plan A Family	APP84BS - Apprentice 84 - Plan B Single	JYM - Journeyman	PFMAS - PFM - Plan A Single
APP65AS - Apprentice 65 - Plan A Single	APP85 - Apprentice 85	JYMAF - Journeyman - Plan A Family	PFMBF - PFM Plan B Family
APP65BF - Apprentice 65 - Plan B Family	APP85AF - Apprentice 85 - Plan A Family	JYMAS - Journeyman - Plan A Single	PFMBS - PFM Plan B Single
APP65BS - Apprentice 65 - Plan B Single	APP85AS - Apprentice 85 - Plan A Single	JYMBF - Journeyman - Plan B Family	PROD - Production Worker

Work Classifications

PRODAF - Production Worker - Plan A Family

SH - Sign Hanger

SKSFAF - Sick and Safe - Plan A Family

SKSFAS - Sick and Safe - Plan A Single

SKSFBF - Sick and Safe - Plan B Family

SKSFBS - Sick and Safe - Plan B Single

SM50AF - Sign Maintenance 50 - Plan A Family

SM50AS - Sign Maintenance 50 - Plan A Single

SM55AF - Sign Maintenance 55 - Plan A Family

SM55AS - Sign Maintenance 55 - Plan A Single

SM60AF - Sign Maintenance 60 - Plan A Family

SM60AS - Sign Maintenance 60 - Plan A Single

SM65AF - Sign Maintenance 65 - Plan A Family

SM65AS - Sign Maintenance 65 - Plan A Single

SM70AF - Sign Maintenance 70 - Plan A Family

SM70AS - Sign Maintenance 70 - Plan A Single

SM75AF - Sign Maintenance 75 - Plan A Family

SM75AS - Sign Maintenance 75 - Plan A Single

TRD72BF - Tradesman 72 - Plan B Family

TRD72BS - Tradesman 72 - Plan B Single

TRD75AF - Tradesman Stage 75 - Plan A Family

TRD77BF - Tradesman 77 - Plan B Family

TRD77BS - Tradesman 77 - Plan B Single

TRD80AF - Tradesman Stage 80 - Plan A Family

TRD81BF - Tradesman 81 - Plan B Family

TRD81BS - Tradesman 81 - Plan B Single

TRD85AF - Tradesman Stage 85 - Plan A Family

TRD86BF - Tradesman 86 - Plan B Family

TRD86BS - Tradesman 86 - Plan B Single

TRD90AF - Tradesman Stage 90 - Plan A Family

TRN - Trainee

TRNBF - Trainee - Plan B Family

TRNBS - Trainee - Plan B Single

Questions

For questions, enrollment or training, please call the Benefit Office at **(651) 770-0991**.

You can also email Michelle at mives@smwbenefits.com and/or Dyneil at dtadros@smwbenefits.com