Employer Edge™
Contribution Reporting System
Employer Manual

Web link to the Zenith American Solutions *Employer Edge™* Contribution Reporting System:
https://employeredge.zenith-american.com

Contents

Overview

The Zenith American Solutions Employer Edge™ Contribution Reporting System allows for simplified submission and payment of contributions. Each month you will receive notification emails for all reports that are due.

Employer Edge™ is divided into the following main sections:

1. Enter Reports – where the entry of employee contribution information occurs
    a. Manual entry
    b. File upload (CSV files)
    c. No Work (aka Zero Work) reports accepted
    d. Submitted Reports – where users can download a PDF copy of a submitted report
    e. Payment – choose the payment method and amount
2. Manage Account – where users can change passwords or manage ACH accounts (if applicable)
3. Search Reports – where information can be retrieved to be viewed or printed

Users can navigate between the different sections using the menu link bar which is located across the top portion of the webpages. The menu link bar includes navigation links for ***Enter Reports***, ***Manage Account***, ***Search Reports***, and ***Help***.

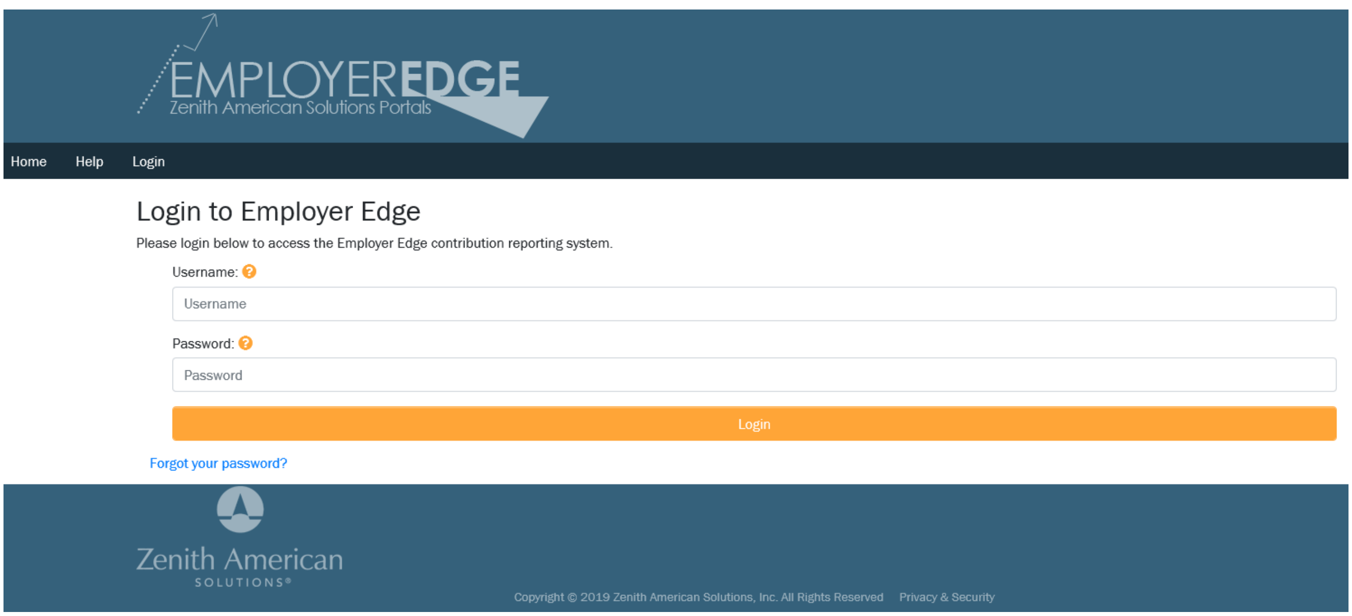
When new online contribution reports are loaded to the website, registered users will be notified via email that new reports are available for entry and submission. Even if you have no work to report, you are required to submit a report so your report will not be considered delinquent. The Employer Edge™ system provides this capability with just two button clicks on the Report Entry screen.

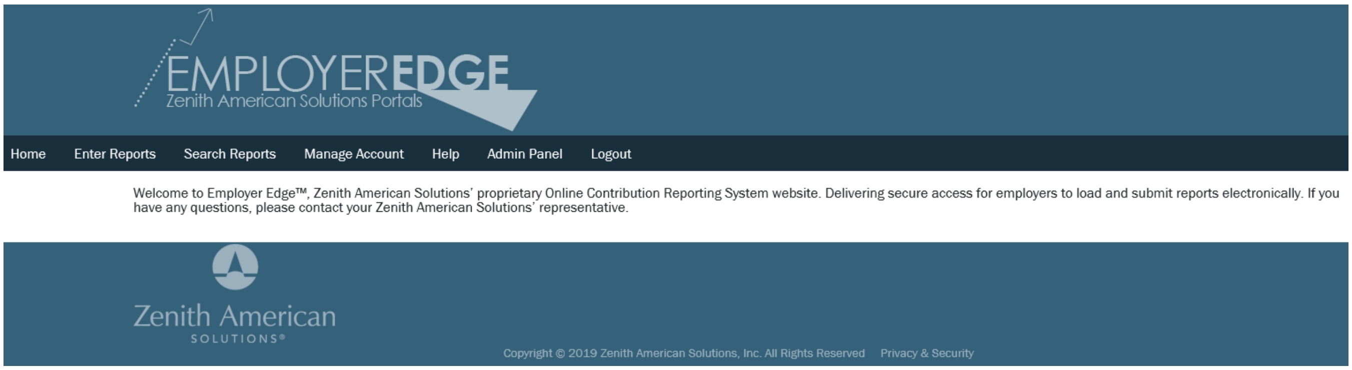
After a registered user submits an Online Report, a secure electronic copy of a Submission Report will be emailed to the user as an Adobe PDF attachment as well as to the Zenith American Solutions business office. The PDF report can also be used for printing and keeping hard copies of submitted reports, if desired. Employer Edge™ will also maintain a copy of the confirmation report for ease of reference at a later time.

Home Page

The start page of the Zenith American Solutions Online Contributions Website is the **Home Page**:

To log in to the Employer Edge™ system, click on the ***Login*** button, enter an authorized email address or username, and a valid password to continue to the **Landing Page**.





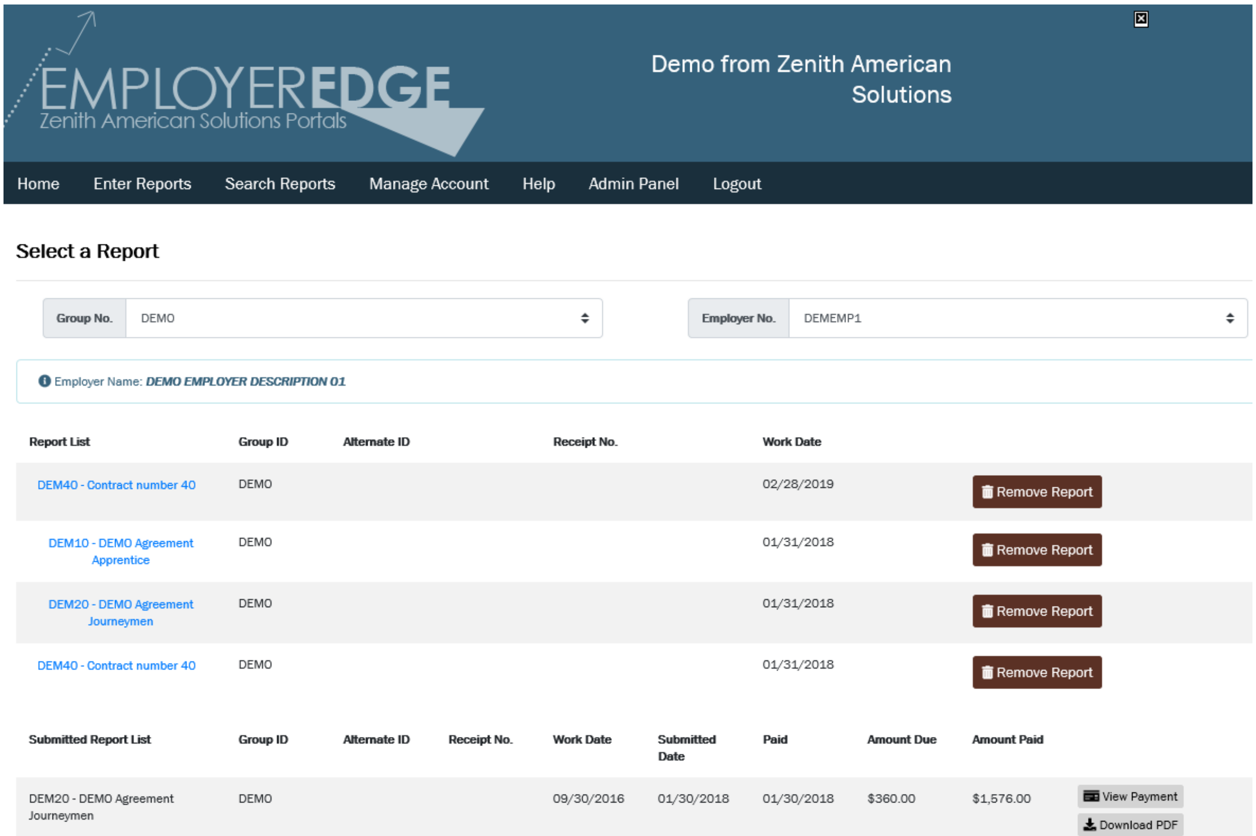
If you need an account, or if there is any difficulty with resetting a password or logging in, please contact your Zenith American Solutions Account Representative, and they will be able to obtain a valid login or password for you. Passwords can be changed by clicking on the ***Manage Account*** link and following the instructions for changing a password—passwords must be at least 8 characters in length and contain at least one uppercase letter, lowercase letter, one numeric value, special character, and no repeating or sequential characters. It is suggested you use stronger passwords of at least 12 characters in length.

Be aware that if you enter an incorrect password three times in a row, the system will lock you out for a period of time. If you receive that message, please close the browser window and wait at least 15 minutes before attempting to log in again.

> You have exceeded the maximum number of login attempts. Your account is temporarily locked out. Please close your browser, wait for a while, open a new instance of the browser and try again.

Once you have successfully logged in, you can access the menu items. For normal contribution entry, you would start in the ***Enter Reports*** section.

Enter Reports Selection Screen

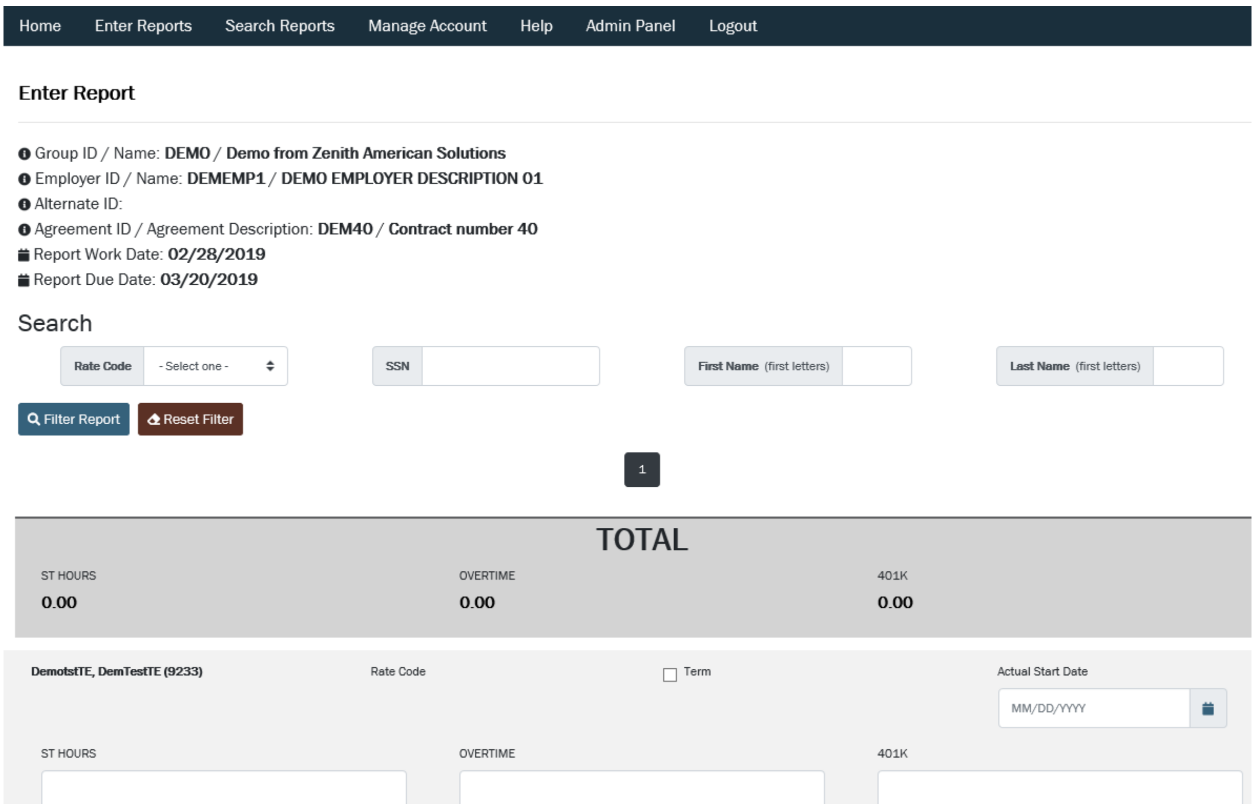


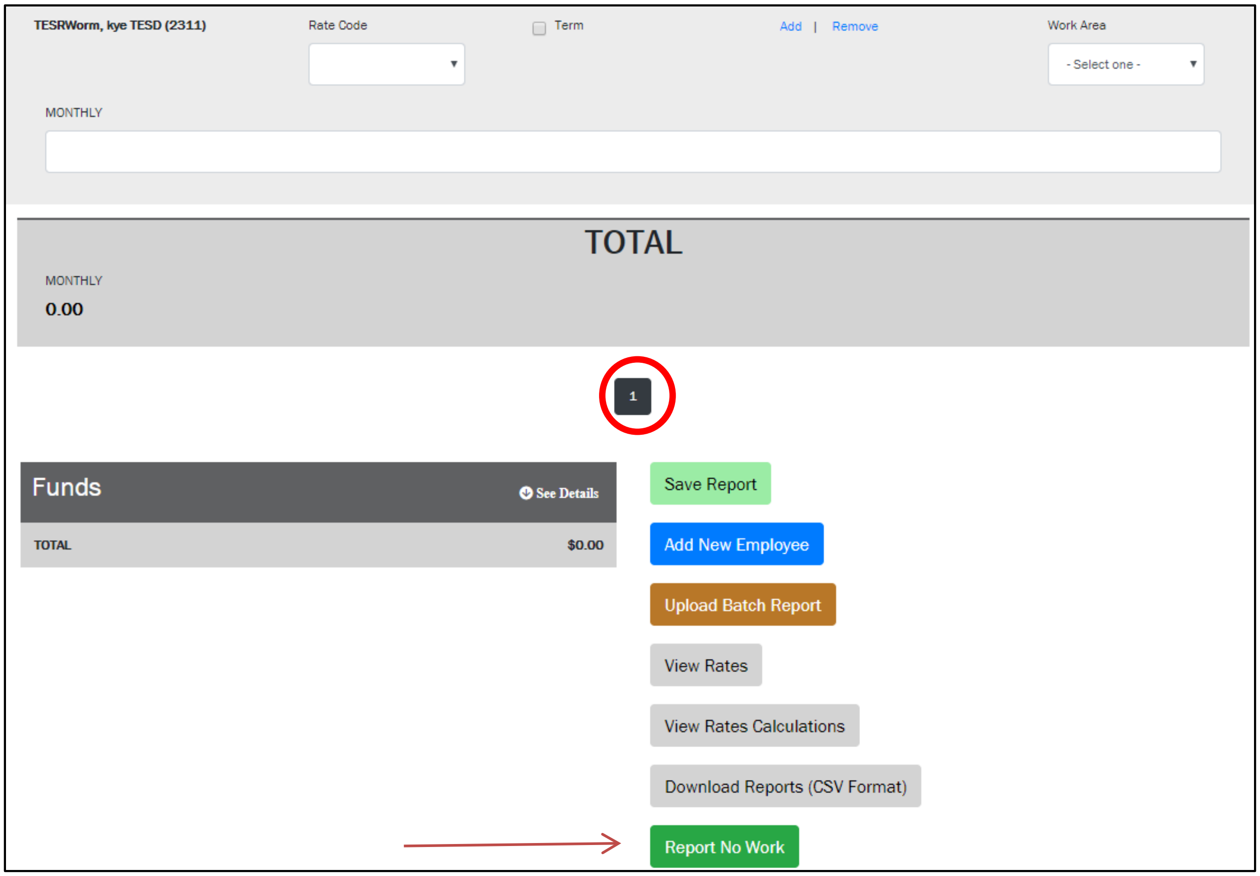
The selections available to you will be different than those shown above, and will reflect the reports you are authorized to enter.

The **Enter Reports** screen is made up of two sections; the report list and submitted report list. The report list will display all Contribution Reports that have not yet been completed (ordered by Alternate ID if used, Agreement ID and WorkDate). To begin entering reports, select an Agreement ID by clicking on the link for the corresponding report (the example Agreement will be *DEM40).* This link will open the next page which is the Report Entry screen.

Note: If a user is registered to enter reports for multiple Employer Numbers or Groups, you can navigate to different employers or Groups by utilizing the drop down menu for either category labeled either ‘Employer No:’ or ‘Group No:’. In the above example, Employer No. *DEMEMP1* is selected, so only open Contribution Reports for that employer are currently displayed.

Report Entry Screen

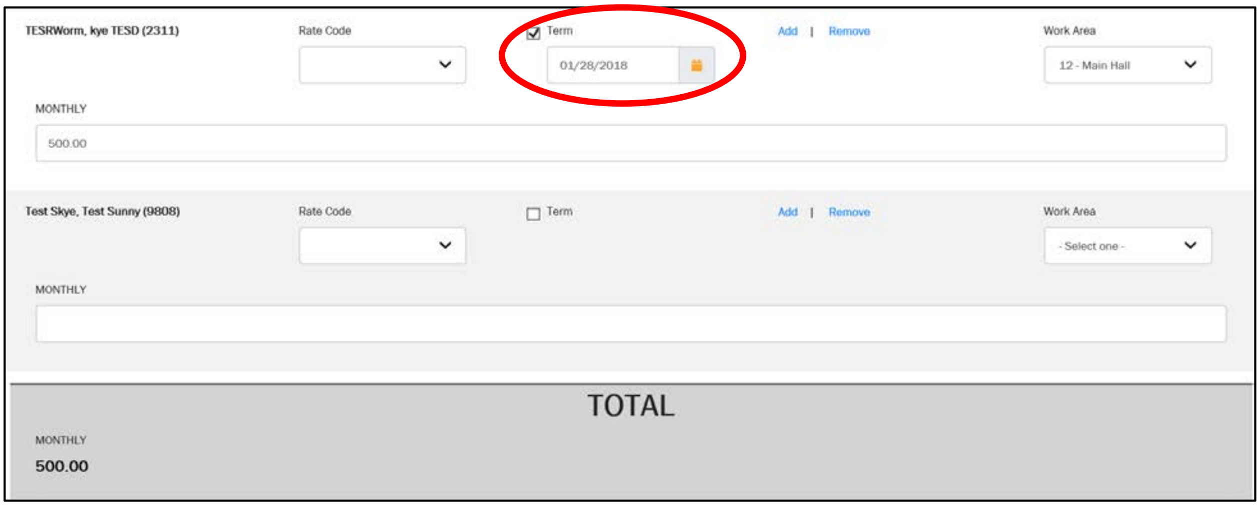




The Report Entry screen displays the members who have been loaded to the website, up to 25 members per page. Members that are not yet displayed can be viewed and updated by clicking the numeric page numbers at the bottom of the data table.

Please note that if you are submitting a "No Work" report, you should NOT enter any contribution values for the employees – **not even a zero** – otherwise the "No Work" option will not be available. Click on the ***Report No Work*** button to submit a no-work report.

To update information that has been entered on the website and calculate the amount owed, click the ***Save Report*** button or click on a number to page through the data table (if your report has multiple pages). By default, the total amount due is condensed. To see the details of the amount due for each fringe benefit, click on the white arrow pointing down next to 'See Details'.

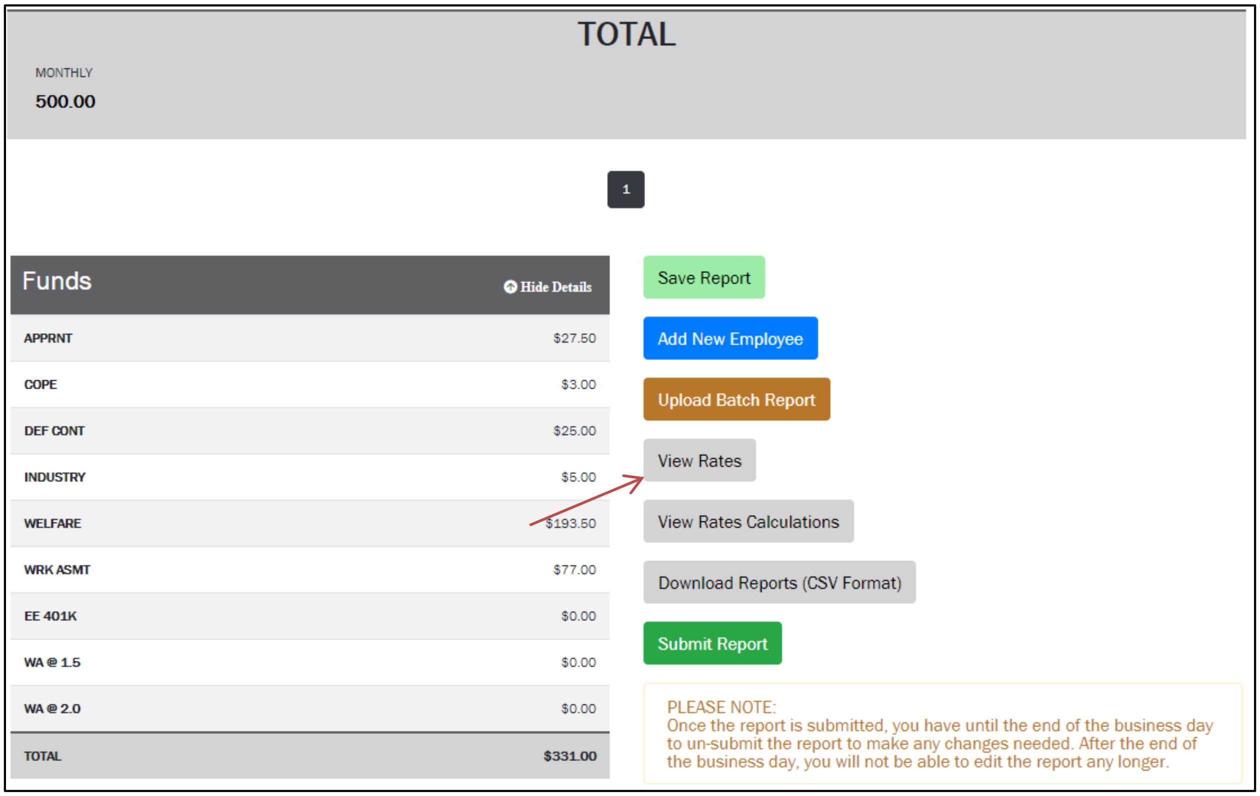


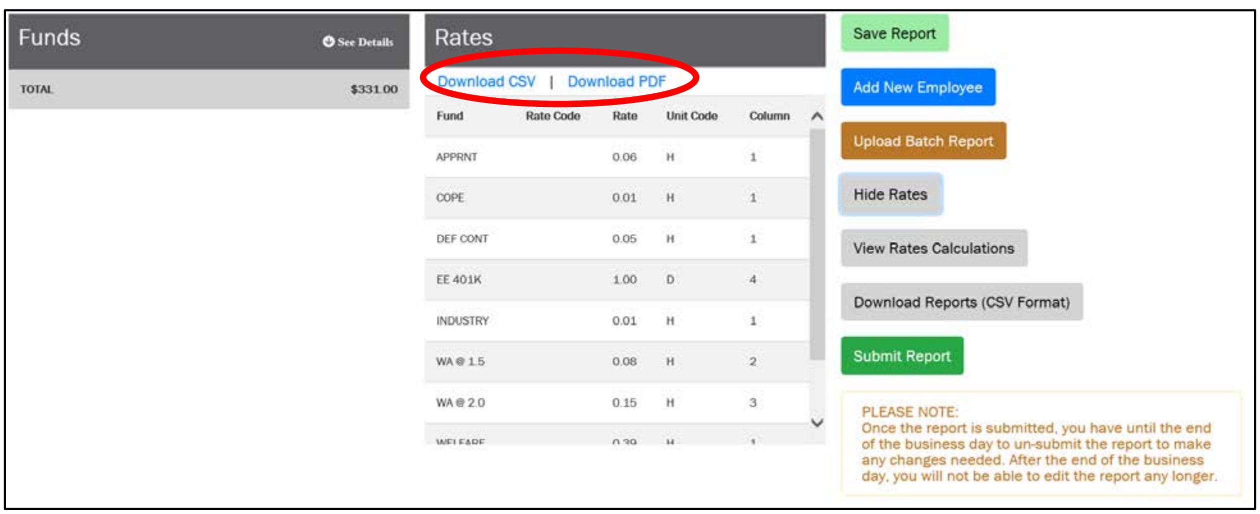
Termed employees should have their *Term* column checkbox checked. After checking the term box, the date field will appear and require the termination date for the employee.

Note*: It is important that information be saved/sent to the website regularly by clicking the* ***Save Report*** *button.*

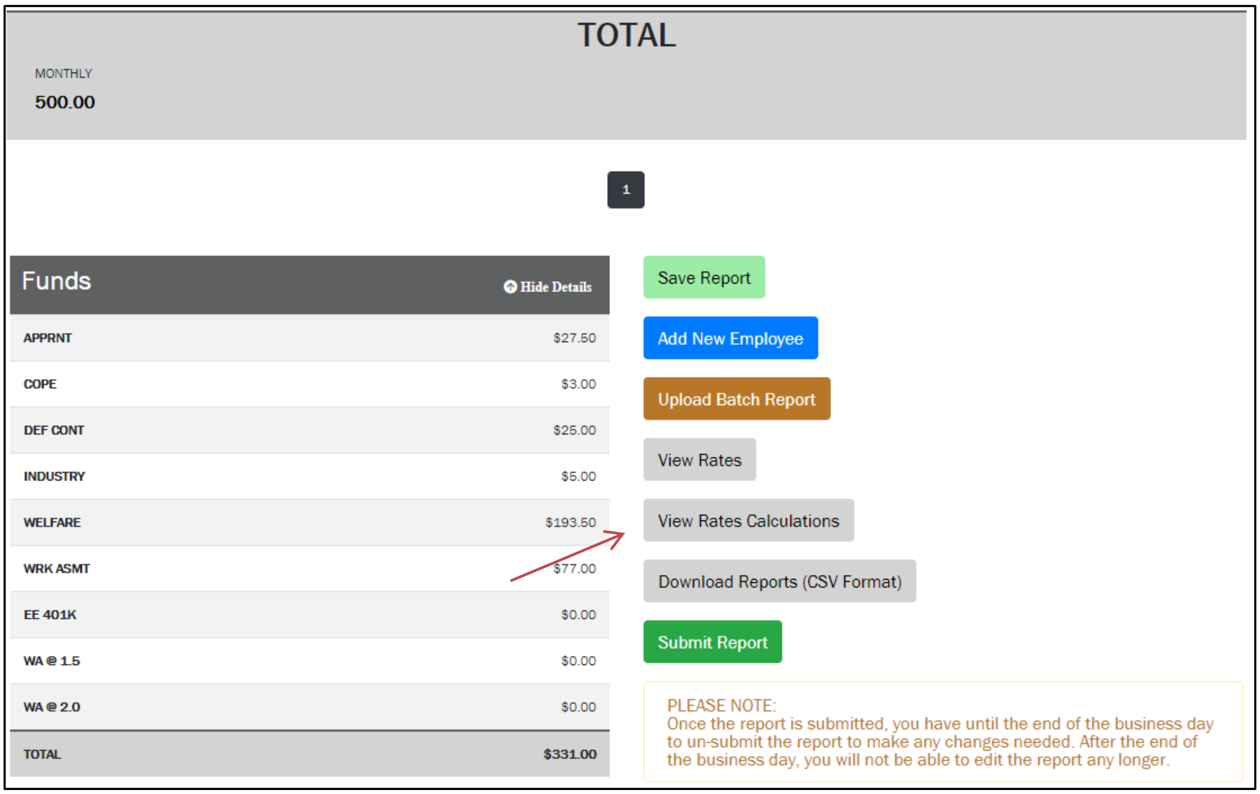
Information in columns other than *Term* or *Rate Code* (in this example the *MONTHLY* column) needs to be entered as numeric values not greater than 99999.99. The website will auto-correct and auto-format entries once the ***Save Report*** button is clicked. So if "abc" is entered, the result will be that nothing is submitted for that member. If 75 is entered, the result will be 75.00. If 100.1 is entered, the result is 100.10. Negative numbers are generally not allowed except under very specific circumstances. If a negative number is entered when it is not allowed, the system will display an error message when the ***Save Report*** button is clicked.

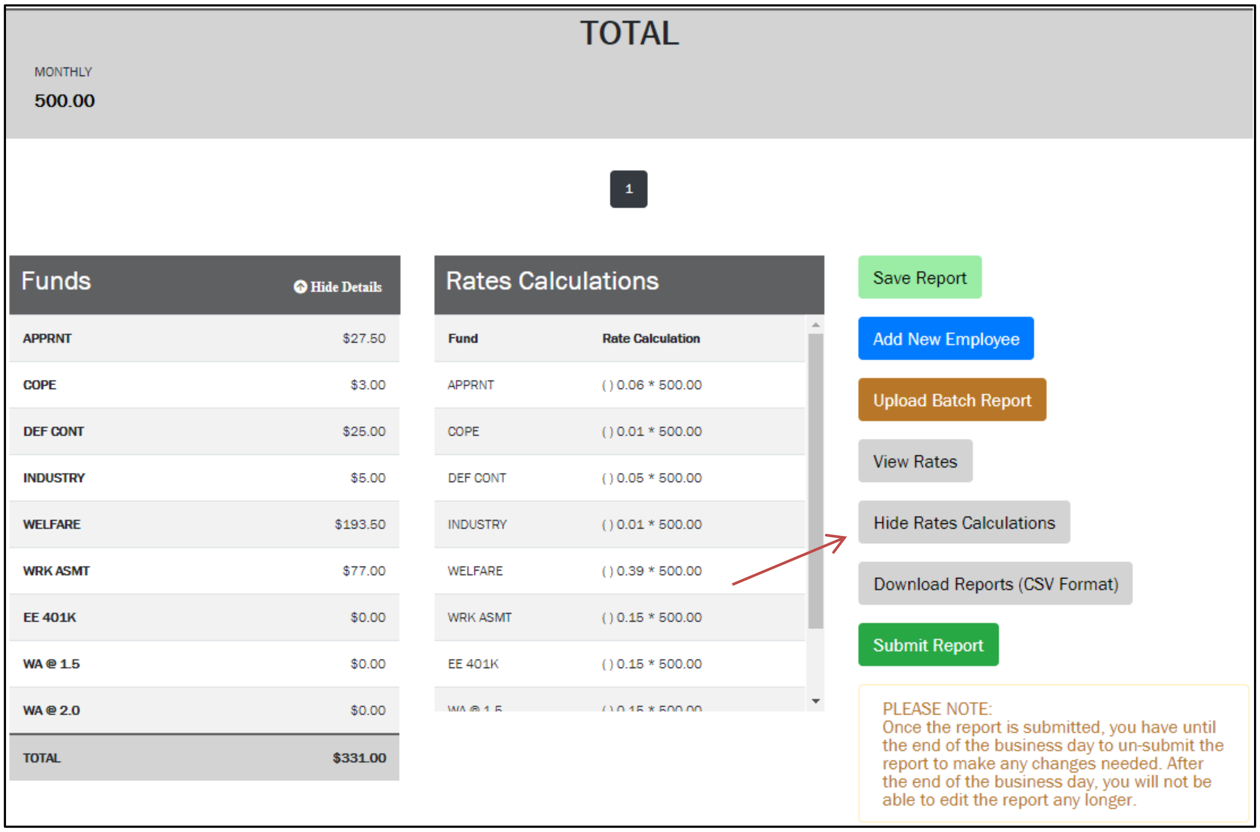
After updating information in the Report Entry screen a running column total will be displayed at the bottom and top of the data table. In the above example, 500.00 has been entered and the ***Save Report*** button has been clicked, so the total is 500.00.



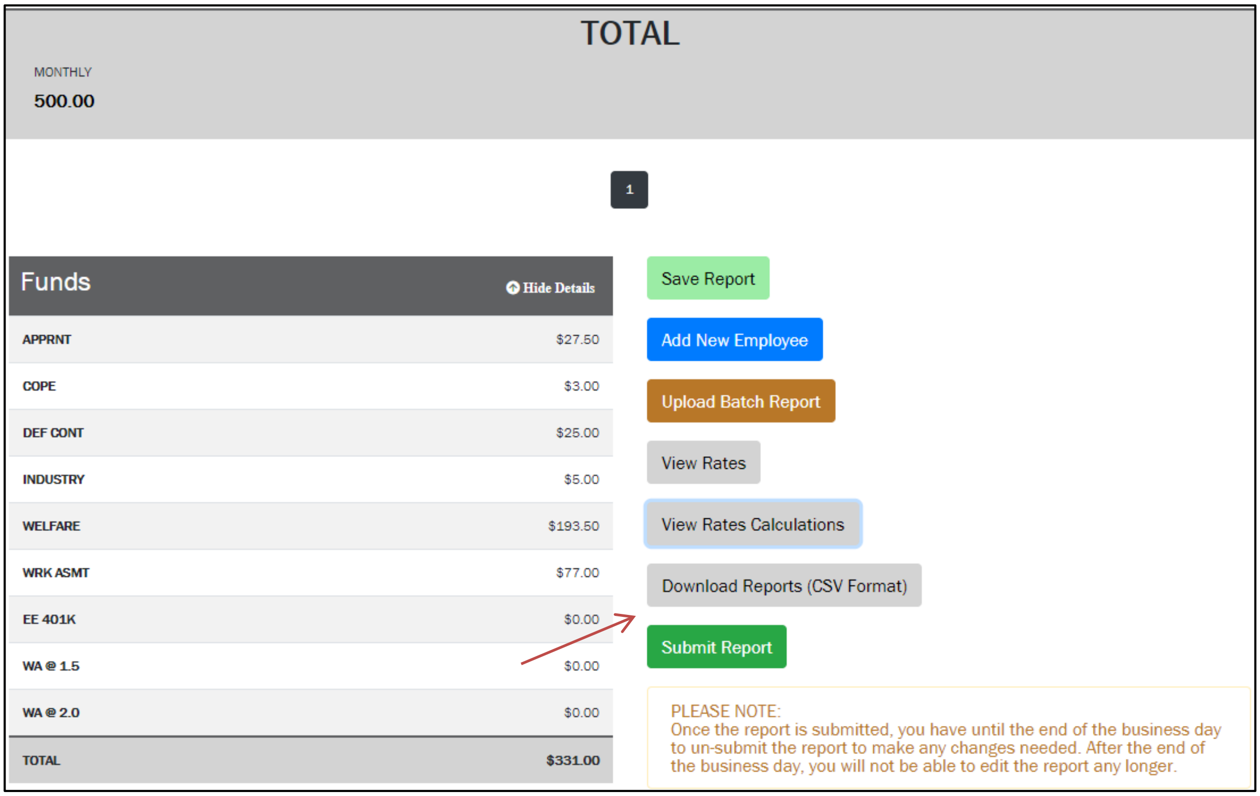


If a different rate code needs to be selected, you can click on the ***View Rates*** button to view rate information and then select the correct rate in the *Rate Code* column dropdown box for the corresponding employee. Rates can be downloaded to a CSV or PDF file for review if needed. Some Employers may have multiple rates which may be shown and selected in the *Rate Code* column dropdown box for the corresponding member, if applicable.





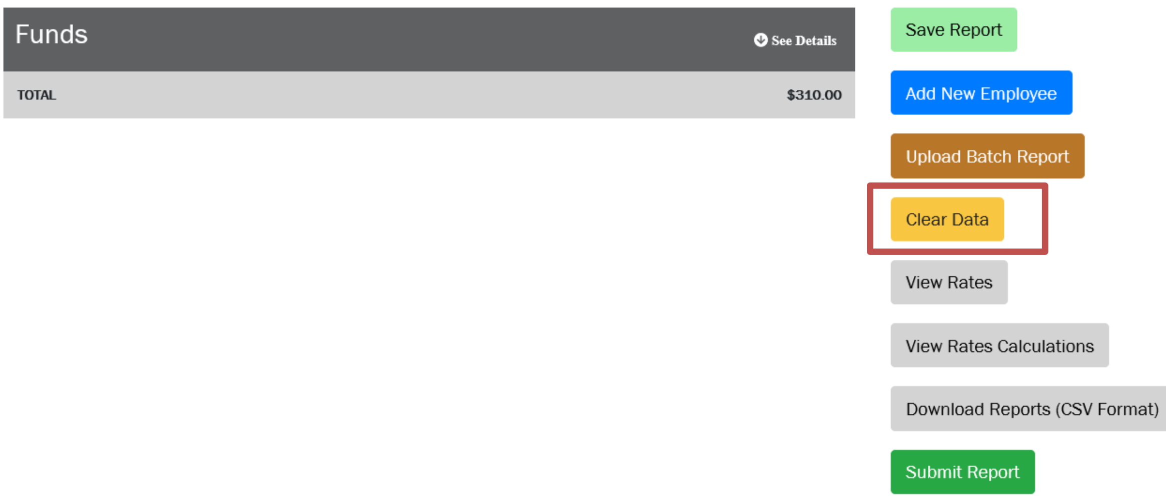
If your group is configured to show rate calculations, there will be a button that you can click to ***View Rate Calculations*** that will identify how the fringe benefit totals are calculated. Once you are done viewing the rate calculations you can click on ***Hide Rate Calculations*** to condense the field if preferred.



SSN	FirstNam	MidInit	LastNam	BirthDate	Gender	Address1	Address2	City	State	Zip	Termed	RateCode	Hours Wc	Gross Wa	OT Hours	Vacation I	Vacation '	Hours Pai	Overtime	Dbl Time	WorkAre
1E+09	BRENDA		BESTERVILLE								no	D1	0	0	0	0	0	0	0	0	12
1E+09	BRANDY		DESTERVILLE								no	D2	0	0	0	0	0	0	0	0	12
1E+09	ANGELA		GESTERVILLE								no	D1	0	0	0	0	0	0	0	0	12
1E+09	SABRINA		SESTERVILLE								no	D2	0	0	0	0	0	0	0	0	12
1E+09	Wendy		Westerville								yes	D2	100	2,500.00	10	100	2,500.00	100	110	0	12
1E+09	Xandar		Xesterville								yes	D2	160	3,500.00	0	160	3,500.00	160	0	0	12

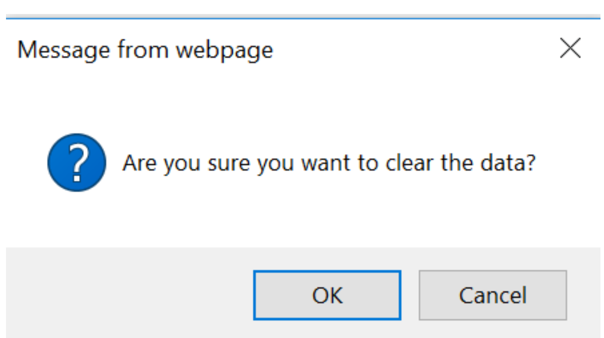
Before submitting your report, you can view the information you entered by downloading a CSV report. Simply click on ***Download Reports (CSV Format)*** button (CSV files can be opened in Excel for viewing).

If your group is configured to allow you to clear the data that has been entered or uploaded, the yellow ***Clear Data*** button will be displayed at the bottom of the Report Entry page.



Clicking on the ***Clear Data*** button will delete all data added to the report either thru data entry or CSV file upload. This is especially useful in the case where an incorrect work month report was uploaded or data entered. Instead of having to delete the employee information one at a time, this allows you to clear all data at one time.

Upon clicking ***Clear Data***, you will receive a pop up asking you to confirm this is your intention. By clicking on 'ok', the entered or uploaded data will be deleted. If you clicked Clear Data by mistake, simply click 'cancel' to get out of this message and go back to reporting.



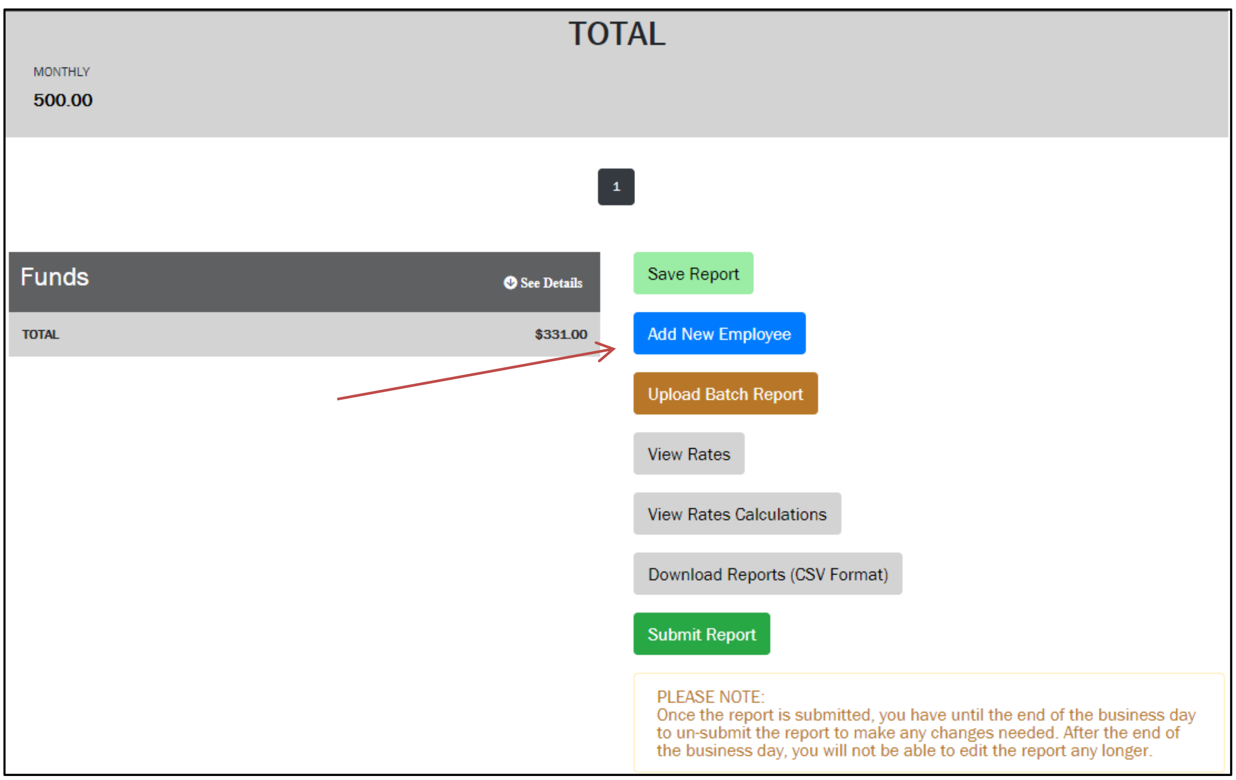
Entering New Employees

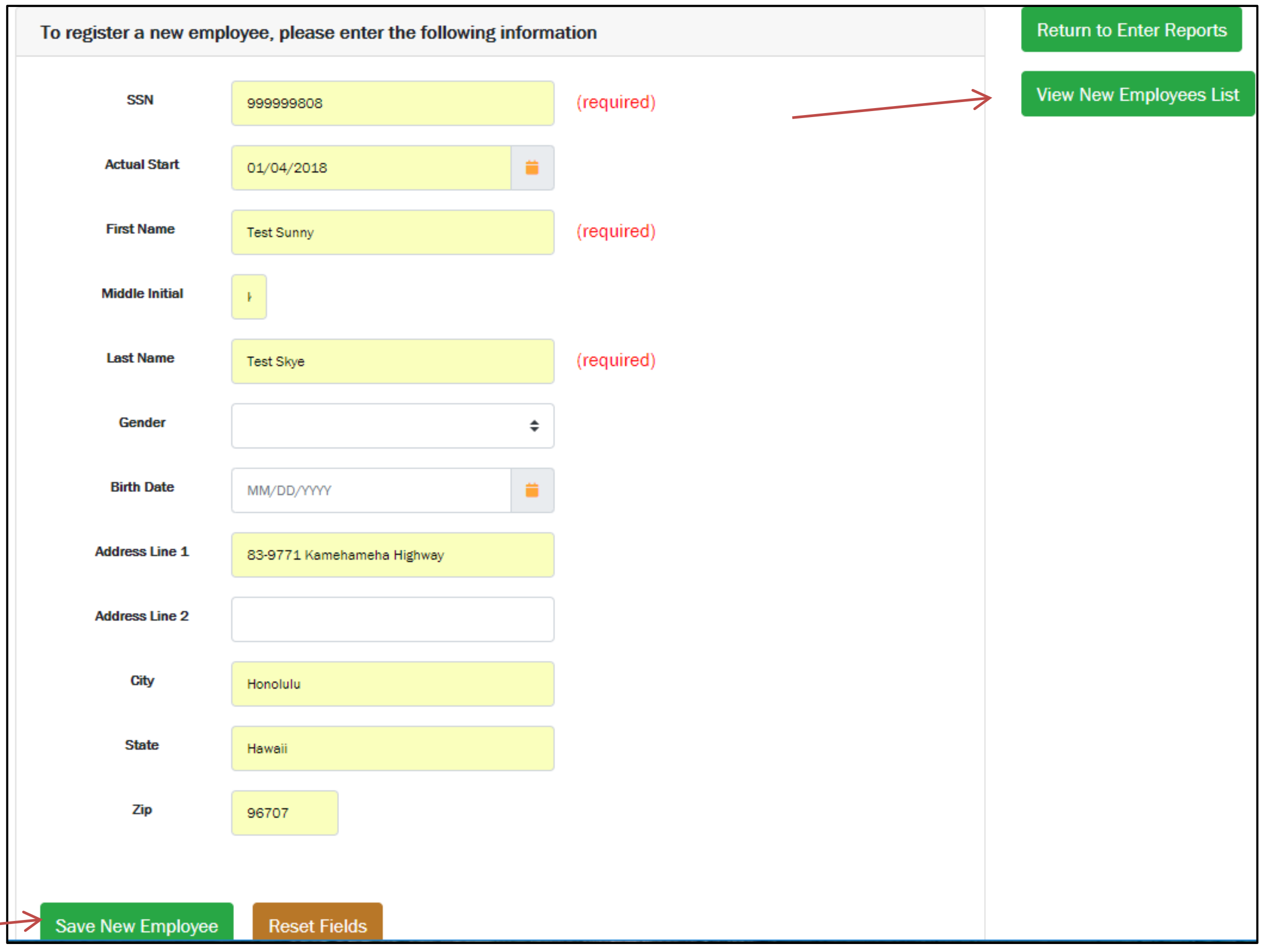
If a new employee needs to be added to the Contribution Report, there are two ways to accomplish this:

- Manually (works best if you need to add just a few new employees): click on the ***Add New Employee*** button. This will bring up a page to enter new employee information.

- Batch Upload (works best if you have lots of new employees to add): click on the ***Upload Batch Report*** button. This will allow you to upload a CSV file containing the new employee information. Instructions for creating the batch file can be found in that section lower down in this document.

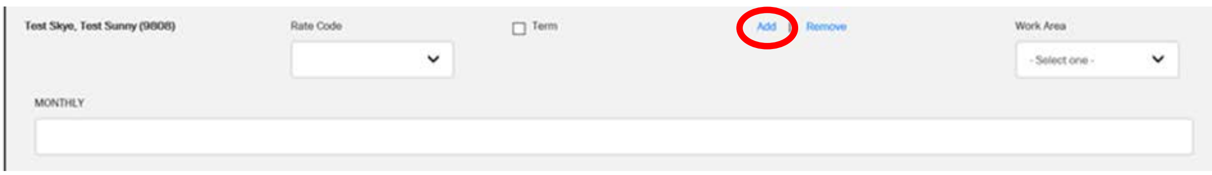
Each of these options is shown below.



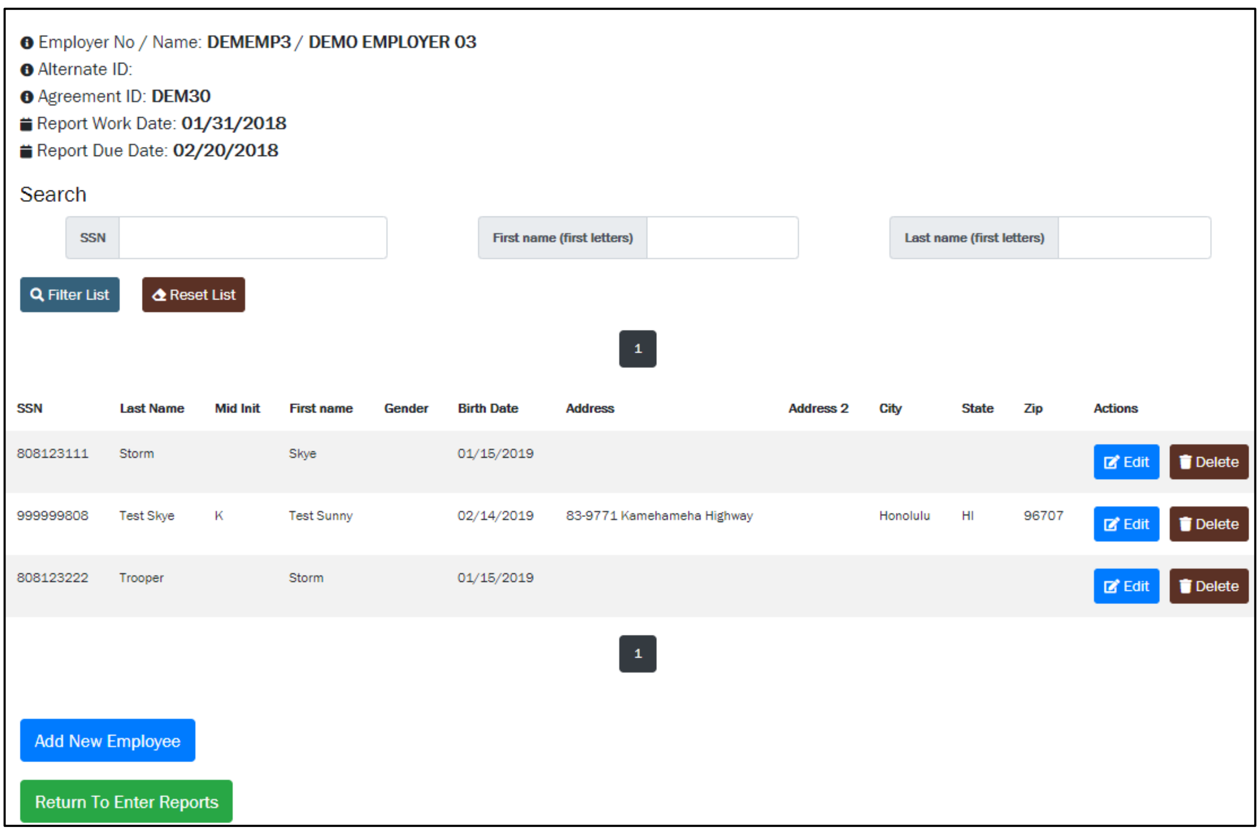


The <u>Enter New Employee</u> screen allows the manual entry of new employee information. The three required fields are: SSN, First Name, and Last Name. If entered, the Hire Date and the Birth Date should be entered as MM/DD/YYYY. Once all available information has been entered, click on the ***Save New Employee*** button at the bottom.

Note: If an employee needs multiple entries for different rates, **do not** use the <u>Enter New Employee</u> screen, but simply return to the <u>Reports Entry</u> screen and click on the *Add* link located on the far right-hand side of the entry table. This will replicate the employee record and allow you to choose a different rate code on the new record.



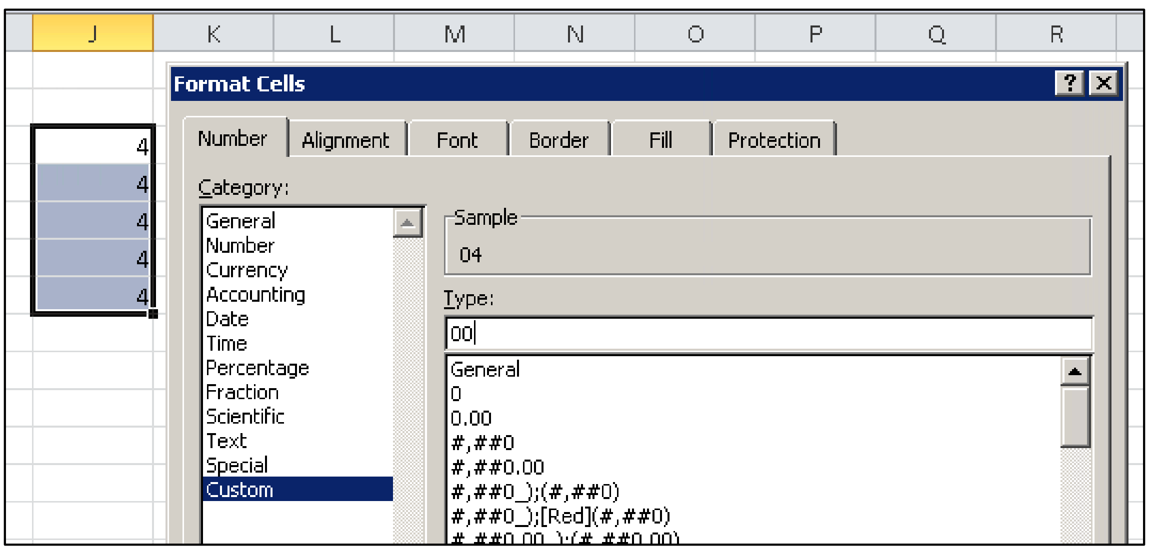
After entering a new member, you can view all new employees that have been entered by clicking on ***View New Employees List.*** Here you can click on the ***Edit*** button to view/update information on any new employees. When finished entering new employees, click on the ***Return to Enter Reports*** button to continue entering contribution data for new employees as well as existing employees.



Upload Batch Report

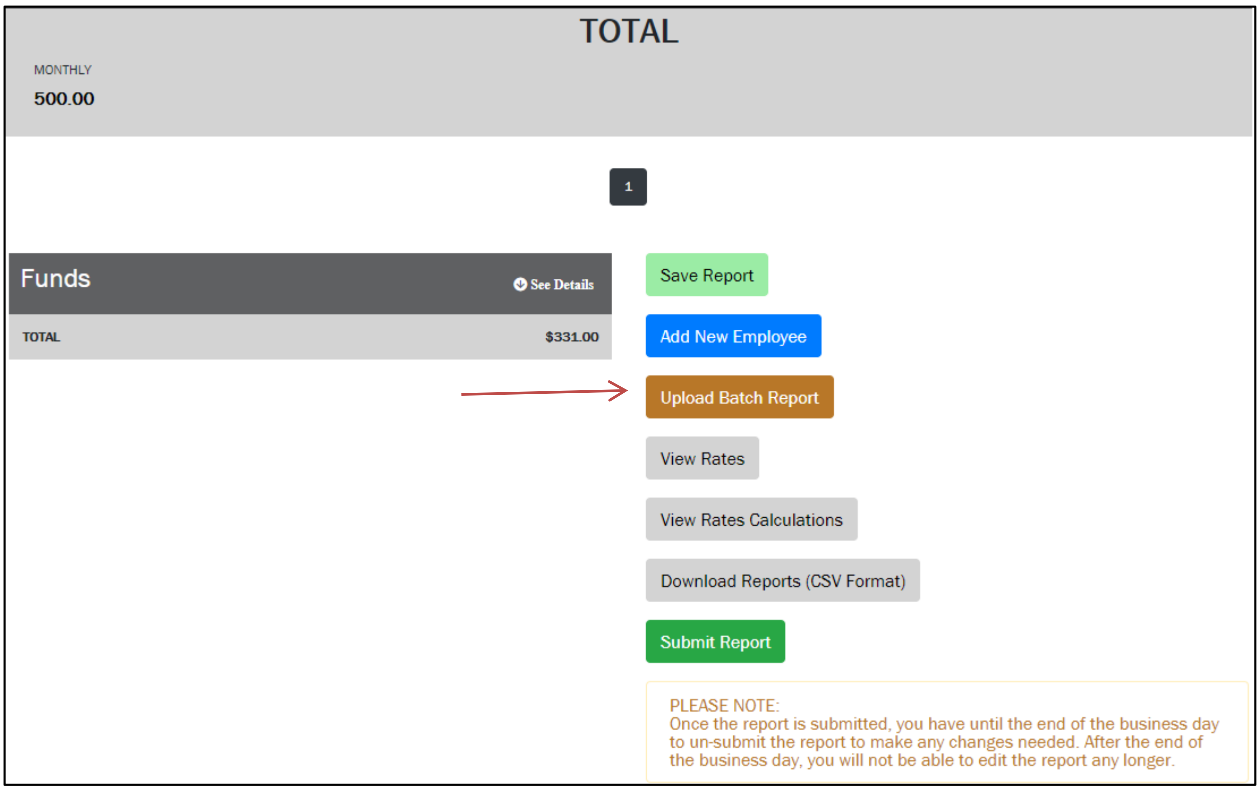
This feature allows you to upload a Comma Separated Value (.CSV) spreadsheet to Employer Edge™ rather than manually entering the employee information. The file must be in a specific format to allow importing, and the process allows you to add new employees as well as enter contribution information for pre-listed employees on your report. Some payroll software allows you to export these types of files; see the documentation for your software to see if it can do so. You can also create this type of file by using Notepad or most spreadsheet software packages, including Microsoft's Excel software. Just make sure you save the file as a CSV file type – or download the sample file to start with the correct type and format of file.

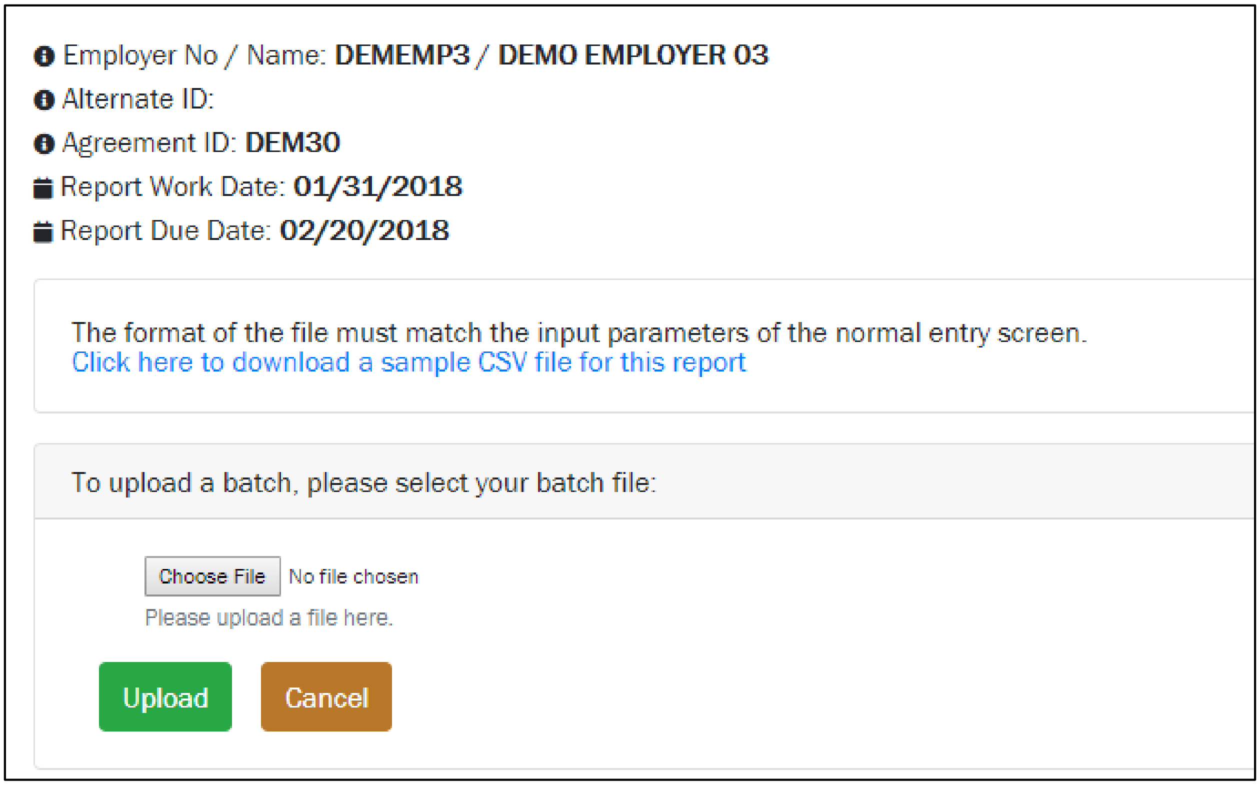
Check the file using Notepad after creation to insure the SSNs and rate codes retain any leading zeros (Excel likes to remove the zeros, which interferes with the file upload). To force Excel to recognize leading zeros, inserting an apostrophe in the cell before a leading zero can. Alternatively, setting the Format of the cells with leading zeros to a Custom format of "000000000" for SSNs or "00" for two-character rates codes will also prevent this issue.



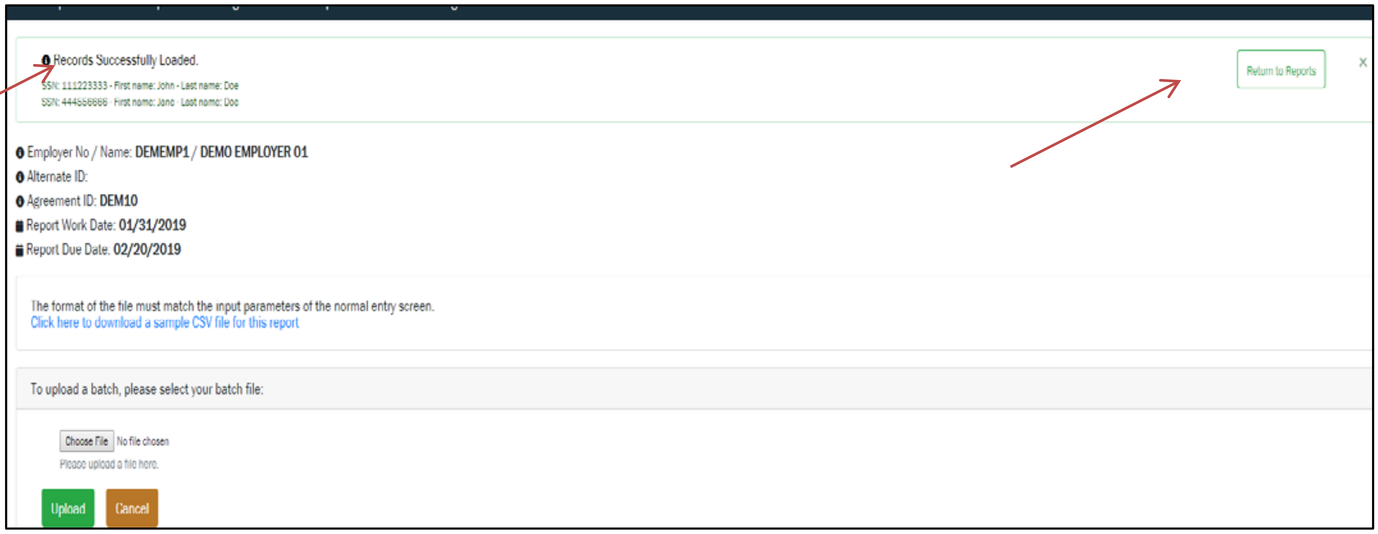
Be aware that commas, dashes, or dollar signs in your batch file can prevent the data from loading, or prevent the confirmation PDF from being created and sent to you after you submit your report. The contribution columns should contain numbers and decimal points only.

Click on the ***Upload Batch Report*** button to be taken to the upload page. Here you can download an example CSV file to help you create your batch file, or you can upload a file you have already created. The file format **MUST** match what Employer Edge™ is expecting; otherwise the upload process will give you error messages indicating what is wrong with the file. Download the sample file and compare if you need to confirm that your file format is correct.





Choose the file you want to upload and click the ***Upload*** button. Employer Edge™ will perform certain checks against the file to ensure the data is in the expected format. If it passes the checks, the data will be uploaded to Employer Edge™. If the upload fails any of the checks, error messages will be displayed to help you determine what needs correcting.



If any error messages appear, they need to be resolved before the data can be uploaded. Here are a few examples and the action that needs to be taken:

- Error: *SSN must be 9 digits* – check your file; all SSNs must be 9 digits including leading zeros (be careful editing the file with Excel; it will drop leading zeros unless an apostrophe is added before the leading zero; Notepad is a better choice)
- Error: *LastName is required* – Last name is a required field; make sure all entries have it. Also check to make sure there are no “blank lines” at the end of the file. Again, Notepad makes it easier to see this kind of error (it’s hard to see blank lines in Excel).
- Error*: xxxxx must be numeric* – where *xxxxx* is the contribution column heading; contributions are always numeric so check to see if a letter or a blank space has crept in somewhere. (Using Notepad to review really helps…)
- Error: *Sequence contains more than one matching element* – contact the business office; there are duplicate employee records on the report in Employer Edge™ that need to be removed by Zenith American Solutions staff.

Once the file has been uploaded, click the ***Return to Enter Reports*** button to return to the entry screen, where you can review the data you just uploaded – the same as you would do for manually entered data.

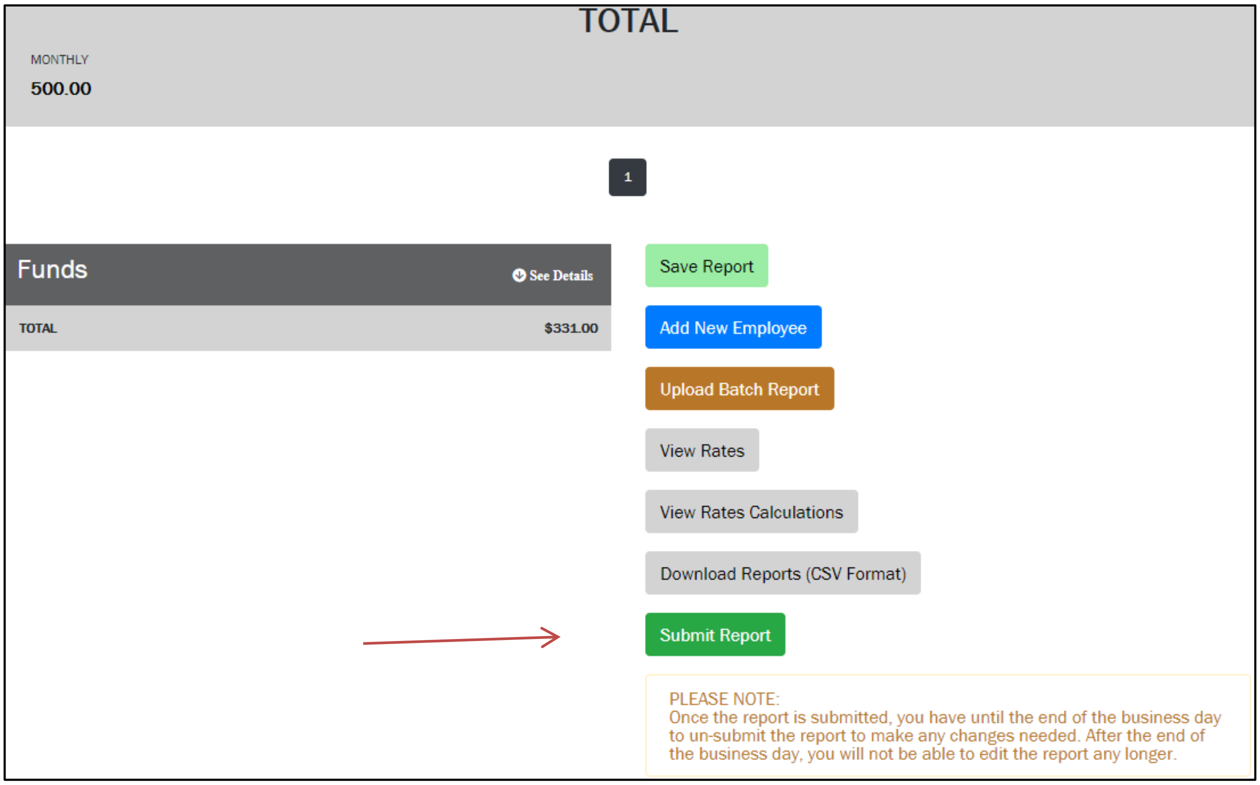
Prior to moving to submitting the report on Employer Edge™, if retro adjustments have been enabled for your group, ensure the retro adjustments are entered- See Retro Adjustment Section for directions on reporting retro adjustment hours. Note – you can upload all retro adjustments for a given report (identified by Employer Id, Agreement Id, Workdate, and Alternate Id if used) in the same CSV file that contains your current contribution entries. You will need to identify the retro report month date in the appropriate column of the CSV file (see sample template on Upload Batch Report as a reference).

After the Contribution Report has been checked and is ready for processing by Zenith American Solutions, it can be submitted by:

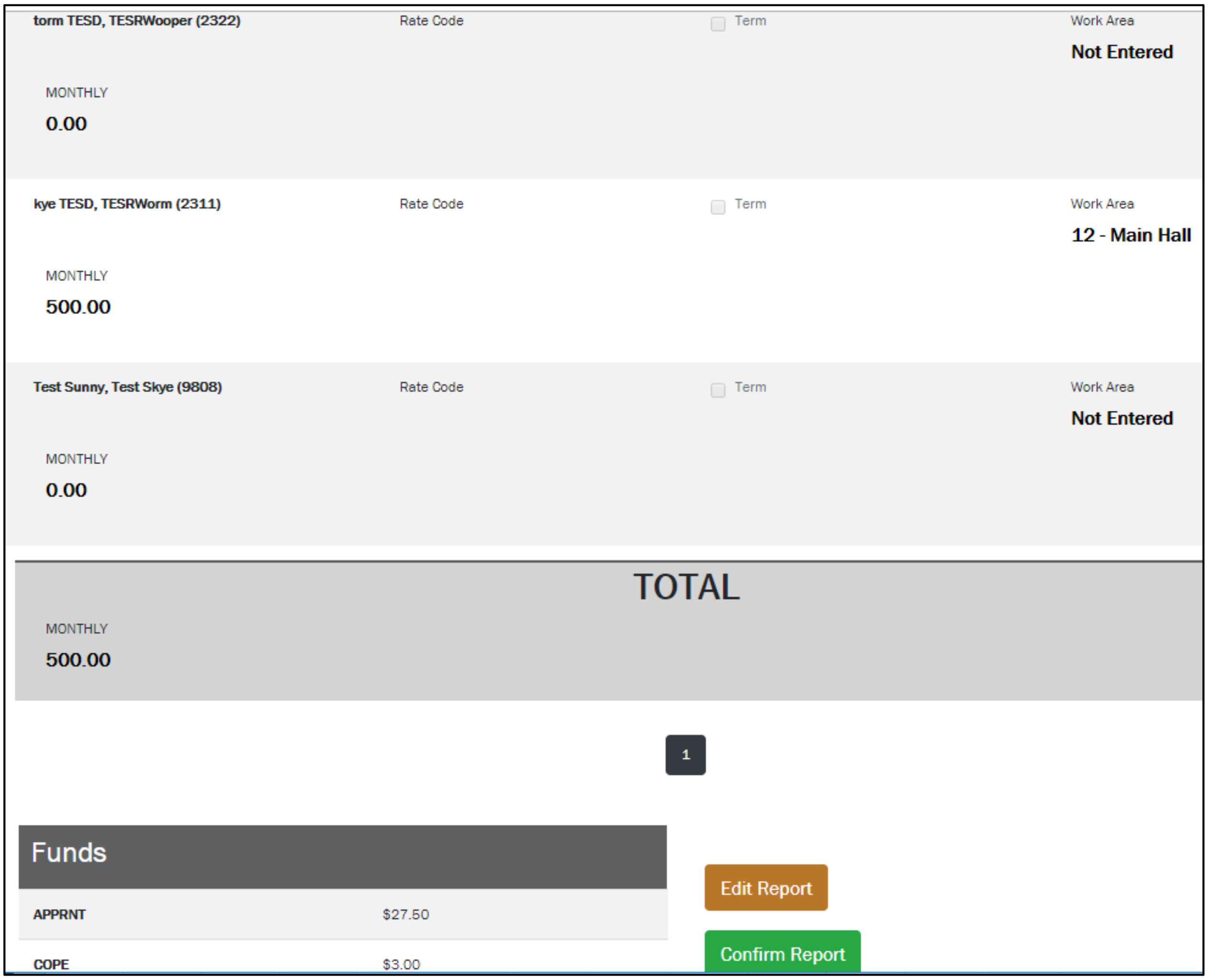
1. Clicking on the ***Submit Report*** button - OR - clicking the ***No Work Reported*** button if there are no hours or amounts to report.

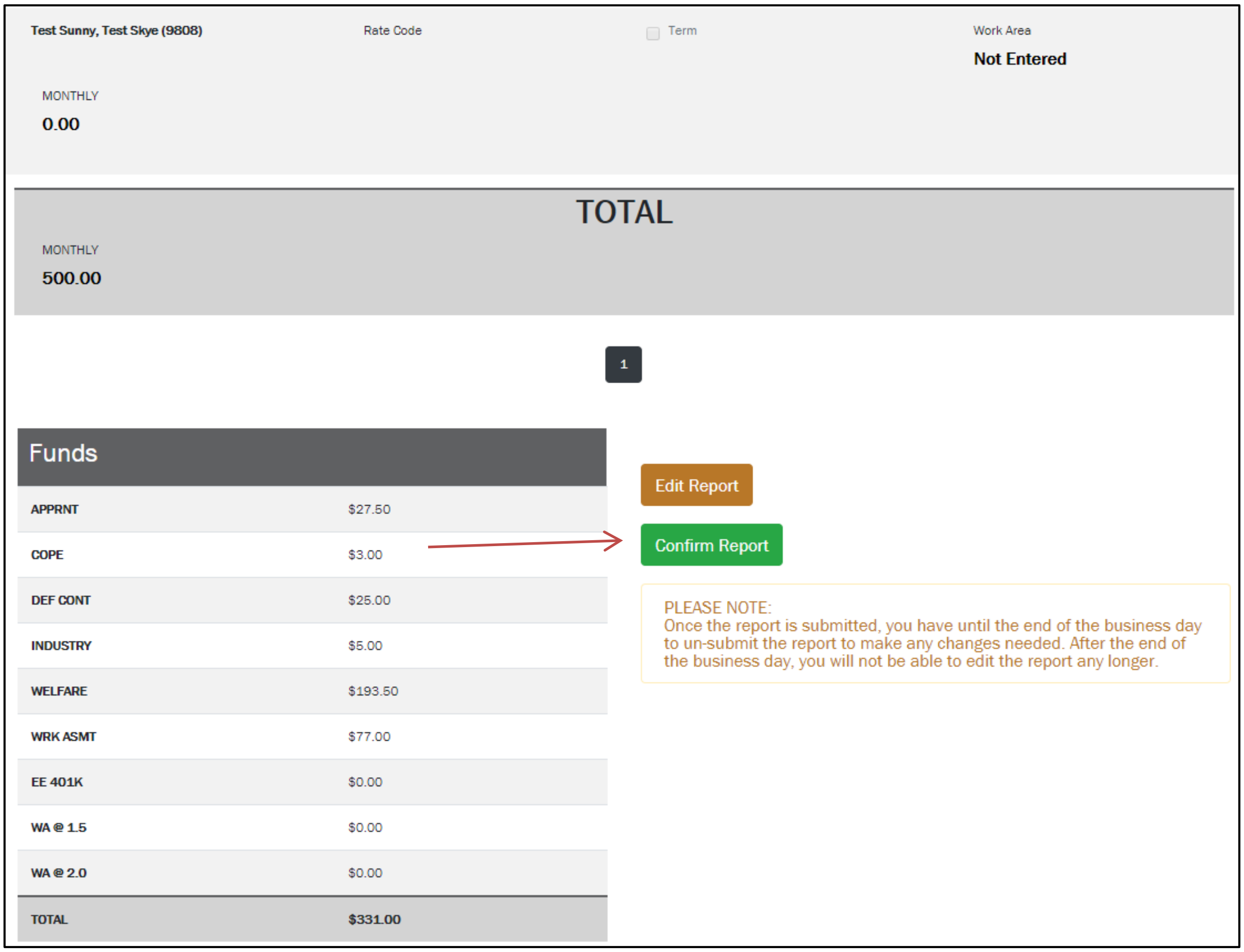
    a. When ***Submit Report*** is clicked, a confirmation message will be displayed: **"Once the report is submitted, you have until the end of the business day to un-submit the report to make any changes needed. After the end of the business day, you will not be able to edit the report any longer."**

    b. When ***No Work Reported*** is clicked, an information message will appear (see screen example below). This option is only available if no contributions have been entered on a report. If you entered ANY amount on the Enter Reports page, even a zero, this button will not be available. You can return to the Enter Reports page and remove the zero contributions to make the button re-appear.



The Submit Report screen presents the Contribution Report information for members in a read-only format. If any changes need to be made before finalizing and submitting the report, clicking the ***Edit Report*** button will take you back to the Report Entry screen for any required edits and then you can click the ***Submit Report*** button to return to the Submit Report screen.


torm TESD, TESRWooper (2322)
Rate Code
Term
Work Area
Not Entered
MONTHLY
0.00
kye TESD, TESRWorm (2311)
Rate Code
Term
Work Area
12 - Main Hall
MONTHLY
500.00
Test Sunny, Test Skye (9808)
Rate Code
Term
Work Area
Not Entered
MONTHLY
0.00
TOTAL
MONTHLY
500.00
1
Funds
APPRNT
$27.50
COPE
$3.00
Edit Report
Confirm Report

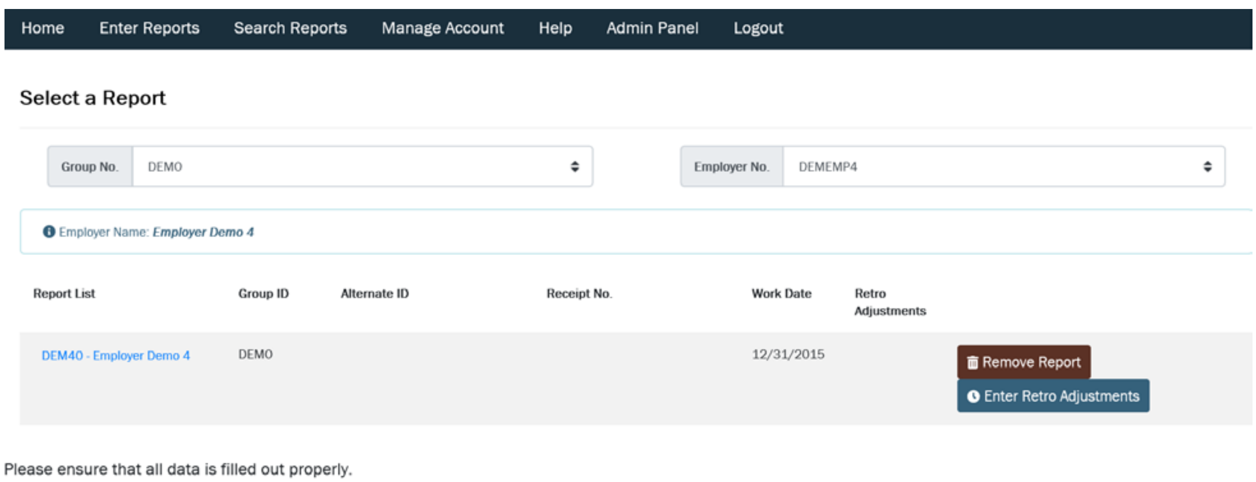


Click on the ***Confirm Report*** button to submit the report once all edits have been completed and you have verified that the hours and contribution amounts are correct.

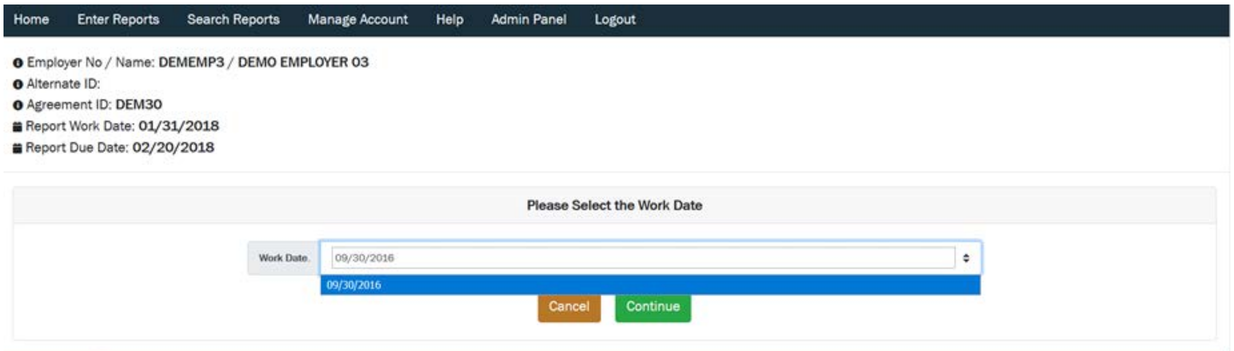
Once a report has been *Confirmed,* it will display the date submitted in the 'Submitted Date' column of the Submit Reports List on the **Enter Report** screen. At this time the system will send you a secure email with a PDF version of the report for your records (the email will be sent to the email address you used to set up your account access).

At this point, the report is available for payment to be made. Note that you can pay for multiple reports at one time, so depending on your individual reporting needs and preferences you'll want to review the list for any additional reports you might want to submit.

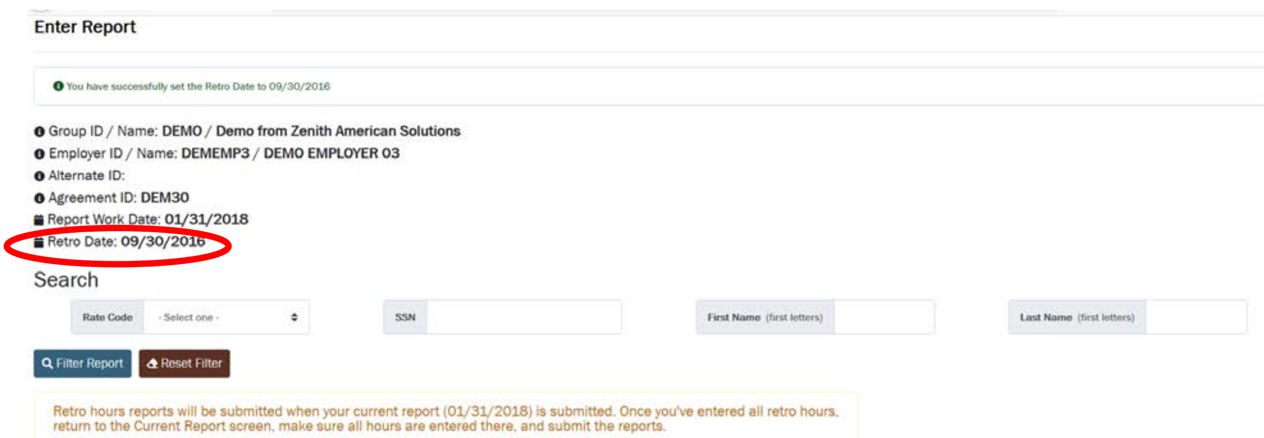
Retro Adjustments/Late Hour Reporting



If your group is set up to accept retro adjustment reports or late hours, on the **Enter Report** screen, the link to ***Enter Retro Adjustments*** will be displayed. Click on ***Enter Retro Adjustments*** to submit a late report. Contact your Zenith American Solutions account representative to determine how far back you can report late hours. Additionally, late hour reports are contingent on previous reports being loaded on Employer Edge™.

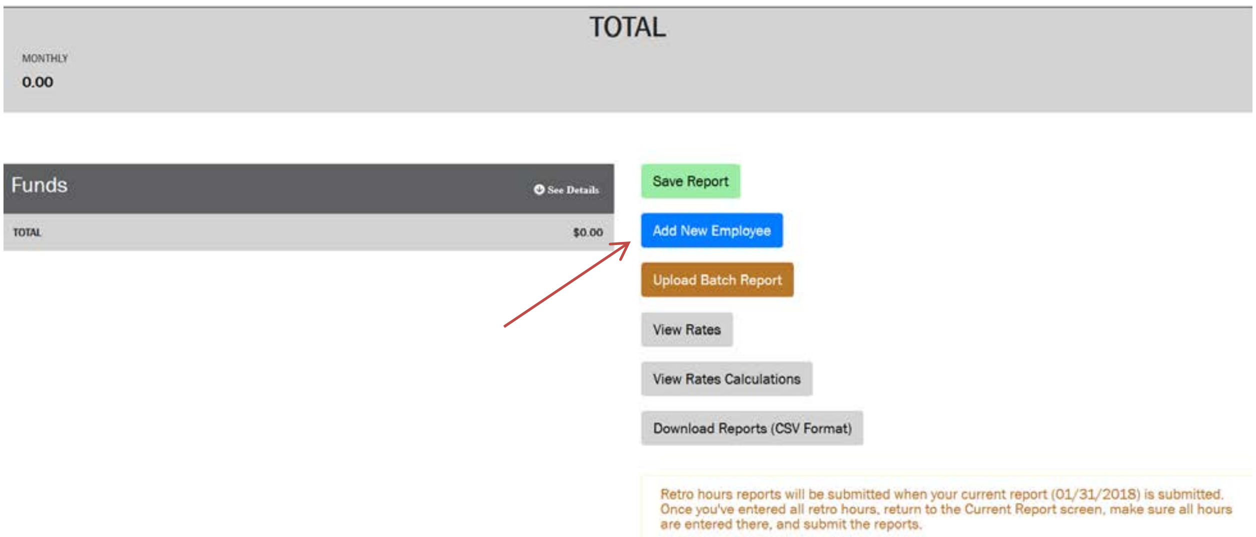


Click on the work month you want to enter late hours for and click on ***Continue***.

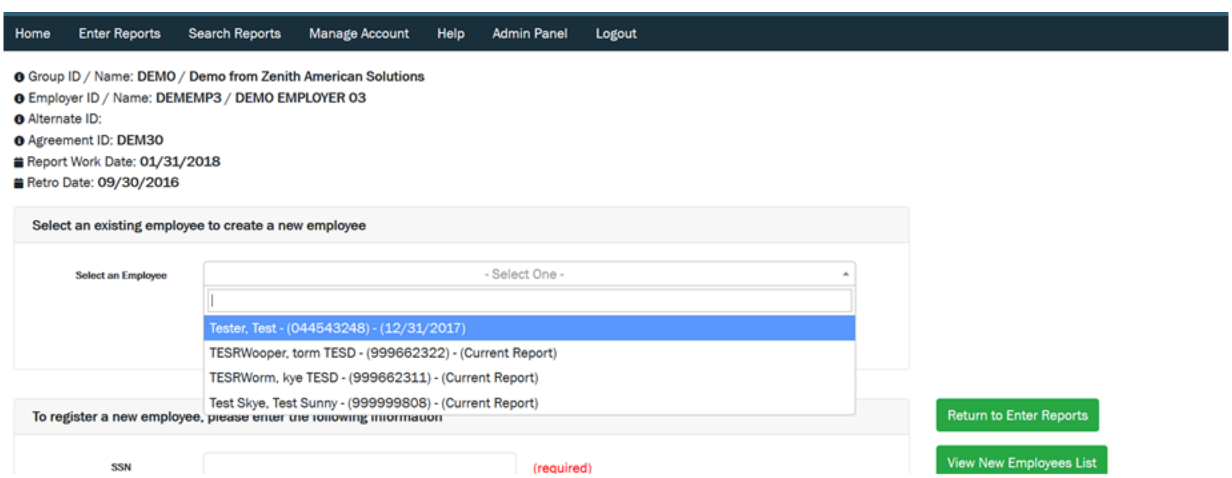


On the **Enter Report** screen you can either data enter your employee information or upload a CSV file. To data enter your report, click on ***Enter New Employee*** at the bottom of the **Enter Report** page.

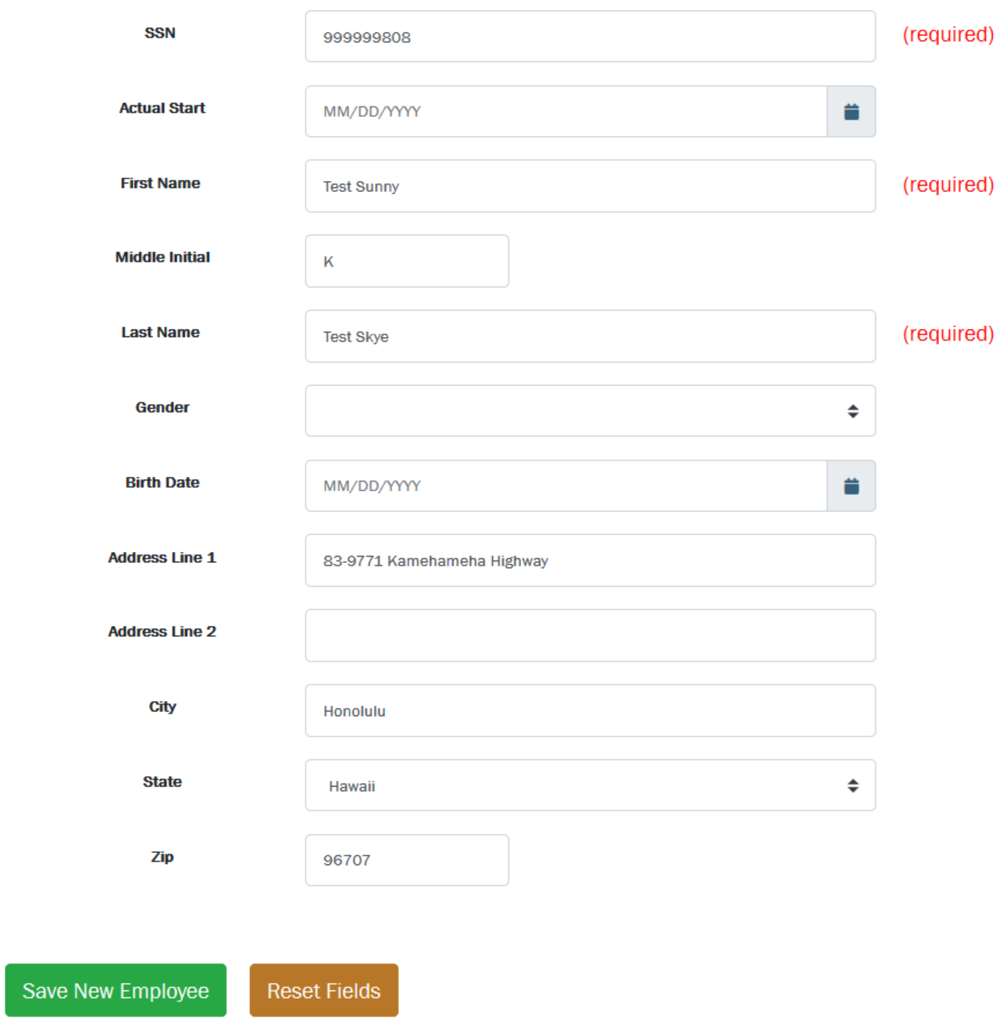
Note - the work month in the top right corner of the page now displays the late work report month.



Instead of creating a new employee, when entering a retro report, current employees being reported through Employer Edge™ are listed on the **Enter New Employee** page at the top section where you can simply click on the employee to add to the late hours report. Select the employee and click on ***Load Employee Data***.



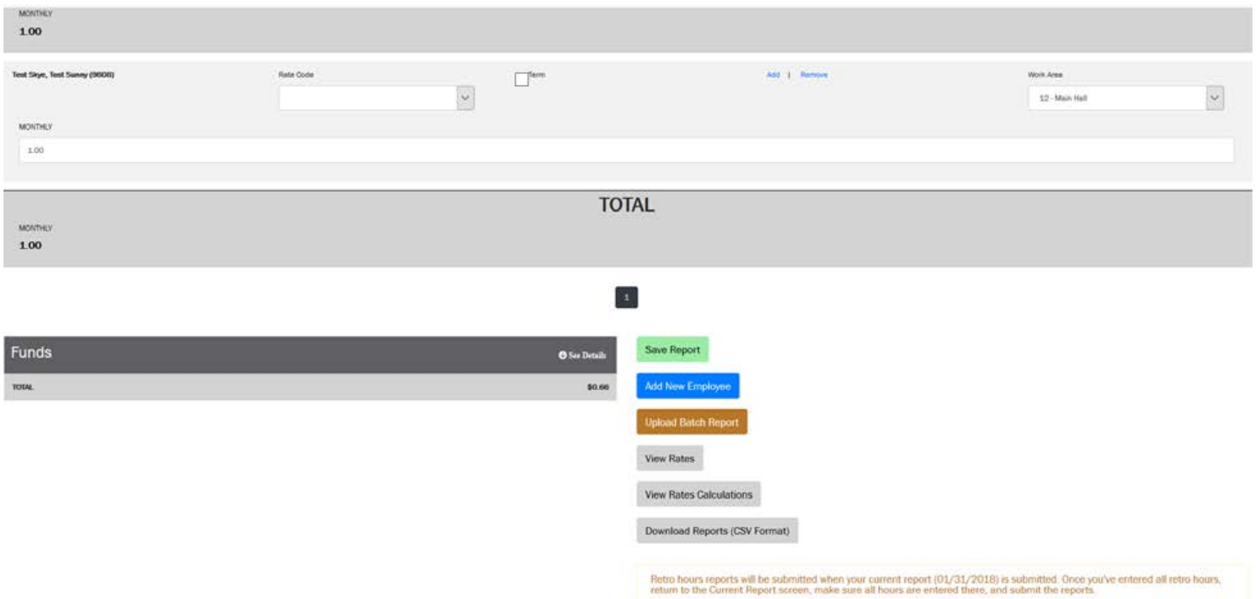
The employee data is now loaded where you can click on ***Save New Employee***. If you need to add a brand new employee to the late hours report, simply enter the employee information and click on ***Save New Employee***. When you are done adding employees to the late hours report, click on ***Return to Enter Reports***.



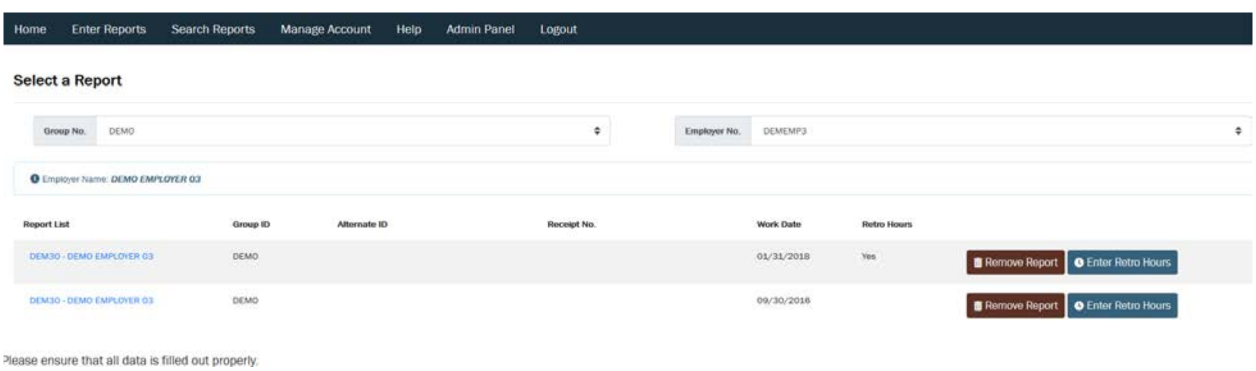
Upon returning to **Enter Report** screen, data enter the required information and click on ***Save Report***.

If you plan on uploading a CSV file, follow the same steps as outlined above in the **Upload Batch Report** section. You do *not* need to data enter new employees to the late hours report. Through the ***Upload Batch Report***, you can enter late hours for multiple months by entering the work month on the CSV File.

When you are done adding your late hours report, return to **Enter Reports.**

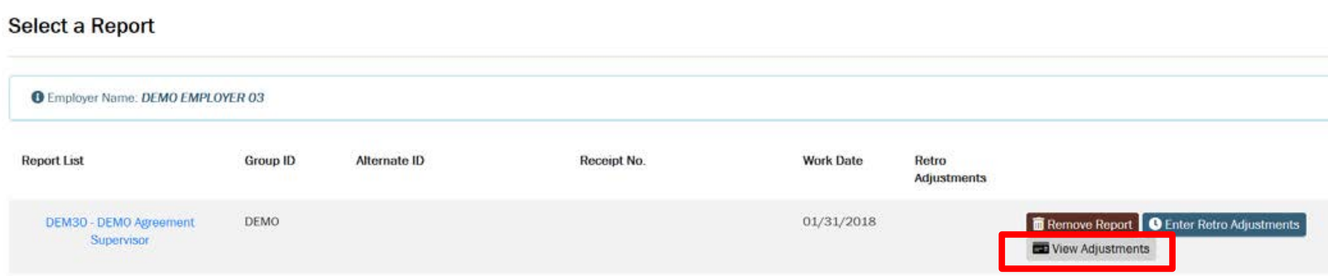


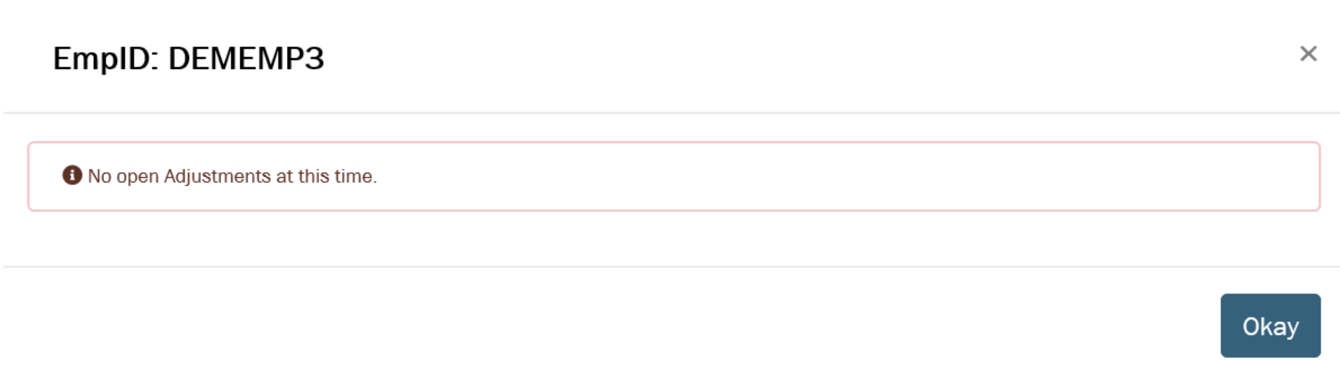
On the **Enter Reports** screen, the *Retro Hours* column is now populated with a 'Yes'. Click on the blue hyperlink report on the left side of the page to report current hours. Follow the steps outlined in the **Enter Reports** section above to complete the contribution reporting.



Discrepancies

If your group is set up with discrepancy reporting, you can view the discrepancies on the **Enter Report** screen, where the link to ***View Discrepancies*** will be displayed. Click on ***View Discrepancies*** to review open discrepancies. Contact your Zenith American Solutions account representative with any questions regarding discrepancies.





Open Discrepancies:

Interest Charged

Welfare	$219.68
Ret Wel	$49.29
Pension	$135.84

Shortage

Welfare	$17,912.73
Ret Wel	$4,015.74
Pension	$11,335.77

Clicking on the blue arrow to the left will expand the details of the discrepancy.

Credits

Welfare	$38.04

Download PDF Okay

Credits

Welfare	$38.04

Receipt Number	Date	Amount
22306	01/19/2018	$16.00
22315	01/19/2018	$16.00
21957	12/18/2017	$0.04
6680	07/17/2017	$6.00

Download PDF Okay

You can also download a copy of the discrepancies listed as a PDF. You will be able to select and add any discrepancies to your report when you complete the payment information for the current report.

Employer Edge™ Adjustments for
[redacted]

Employer Name: [redacted]
Employer No: 0001225
Alternate Id:
AgID: 410 [redacted]

Work Date: 06/30/2020
Submitted Date: 07/10/2020
Run Date: 07/10/2020

(**For Office Use Only**: 74815)

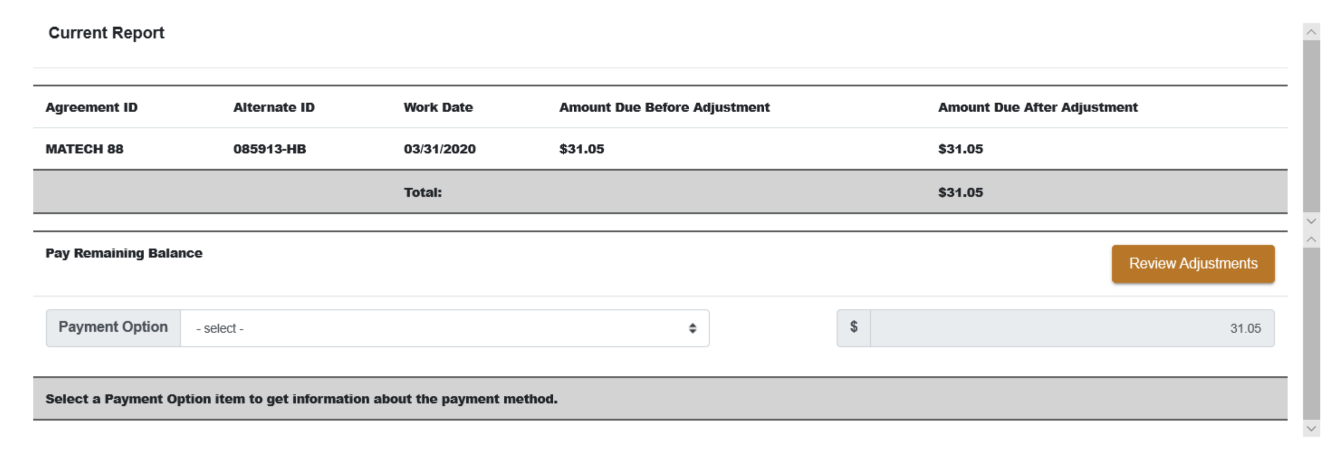
Available Credits

Welfare

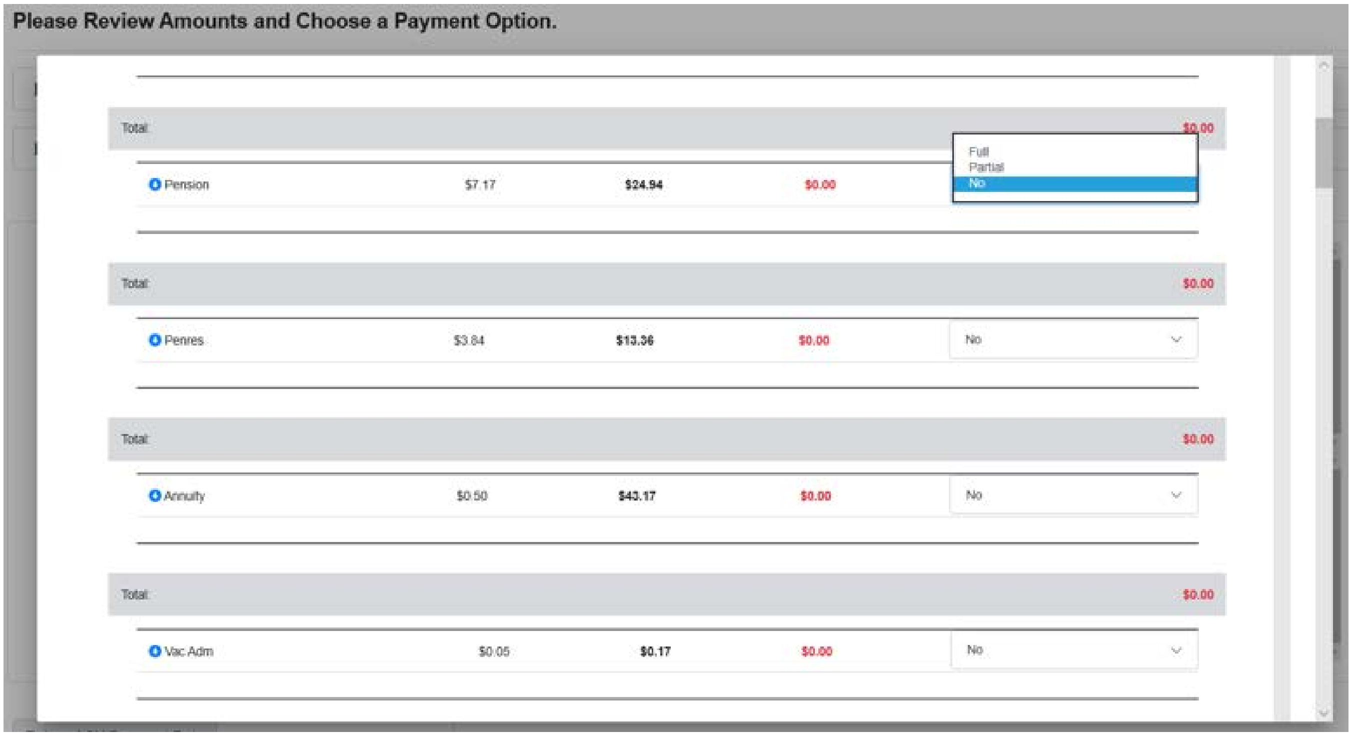
Receipt Number	Date	Amount
22306	01/19/2018	$16.00
22315	01/19/2018	$16.00
21957	12/18/2017	$0.04
6680	07/17/2017	$6.00
Total:		**$38.04**

Applying Discrepancies

After you submit your current report, navigate to the payment screen.



Click on the Review Adjustments button on the right side of the screen. You can review each discrepancy by clicking on the blue arrow on the left of each fund name, similar process as you did on the ***Enter Reports*** screen. You can apply either the entire discrepancy, full discrepancy, or no discrepancy to the current report amount due.



Pension	$7.17	**$24.94**	$0.00	Partial

☐ Check all	Receipt Number	Date	Total
☐	238409	05/25/2020	$20.54
☐	211507	05/25/2019	$1.04
☐	209527	04/25/2019	$3.36

Choosing ‘Partial’ will allow you to select the discrepancy receipt number.

Liquidated Damages

Fund Name	Amount Due	Amount Owed	Amount Applied	Pay Liquidated Damaged?
Welfare	$11.33	**$32.46**	**$6.94**	Partial

☐ Check all	Receipt Number	Date	Total
☐	238409	05/25/2020	$32.46
☑	211507	05/25/2019	$1.63
☑	209527	04/25/2019	$5.31

Total: **$6.94**

As you click on the discrepancy to be applied, the amount due, amount owed, and amount applied per discrepancy will update.

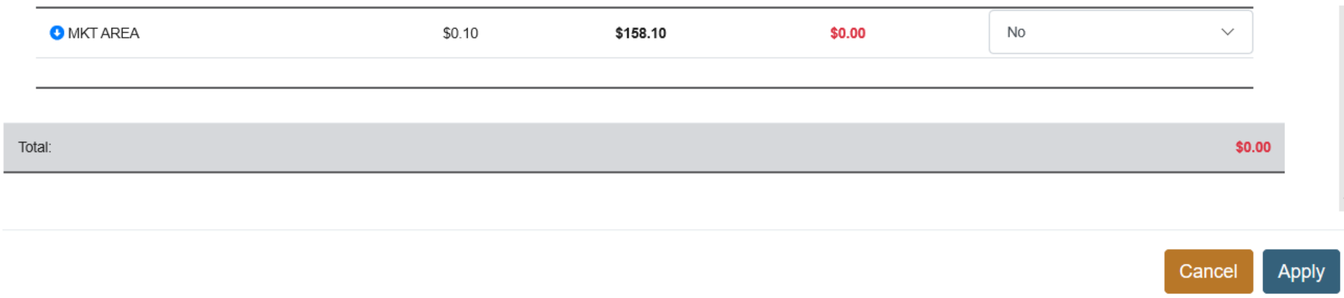
Liquidated Damages

Fund Name	Amount Due	Amount Owed	Amount Applied	Pay Liquidated Damaged?
Welfare	$11.33	**$0.00**	**$39.40**	Full

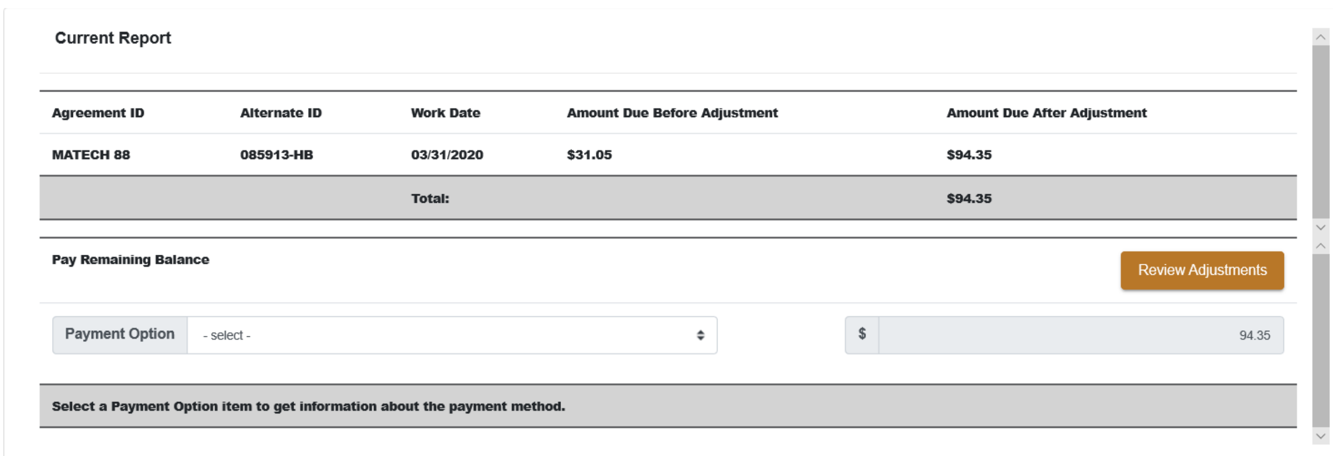
☑ Check all	Receipt Number	Date	Total
☑	238409	05/25/2020	$32.46
☑	211507	05/25/2019	$1.63
☑	209527	04/25/2019	$5.31

Total: **$39.40**

Clicking on 'check all' will apply the entire discrepancy (by fund) to the current report.

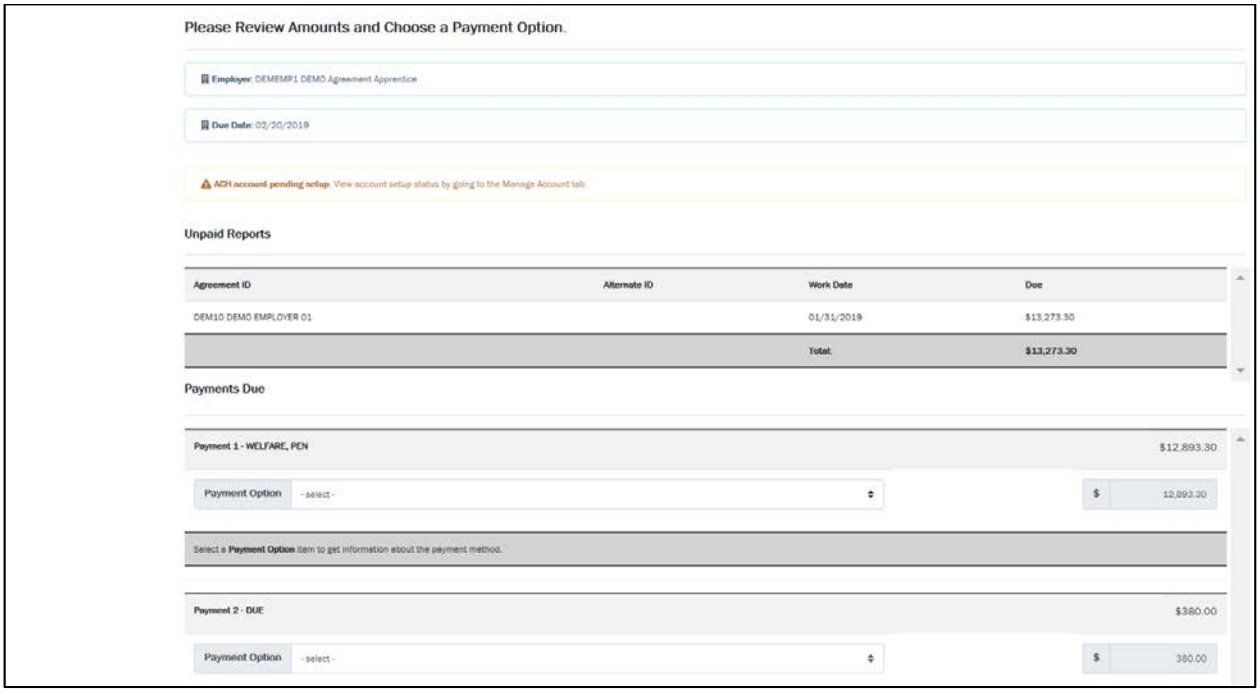


After reviewing all open discrepancies and applying any discrepancies to the current report, scroll down and click on Apply.



The amount due after the discrepancies are applied will be updated. At this time, if you're ready to make the payment click on the payment options.

Complete Payment



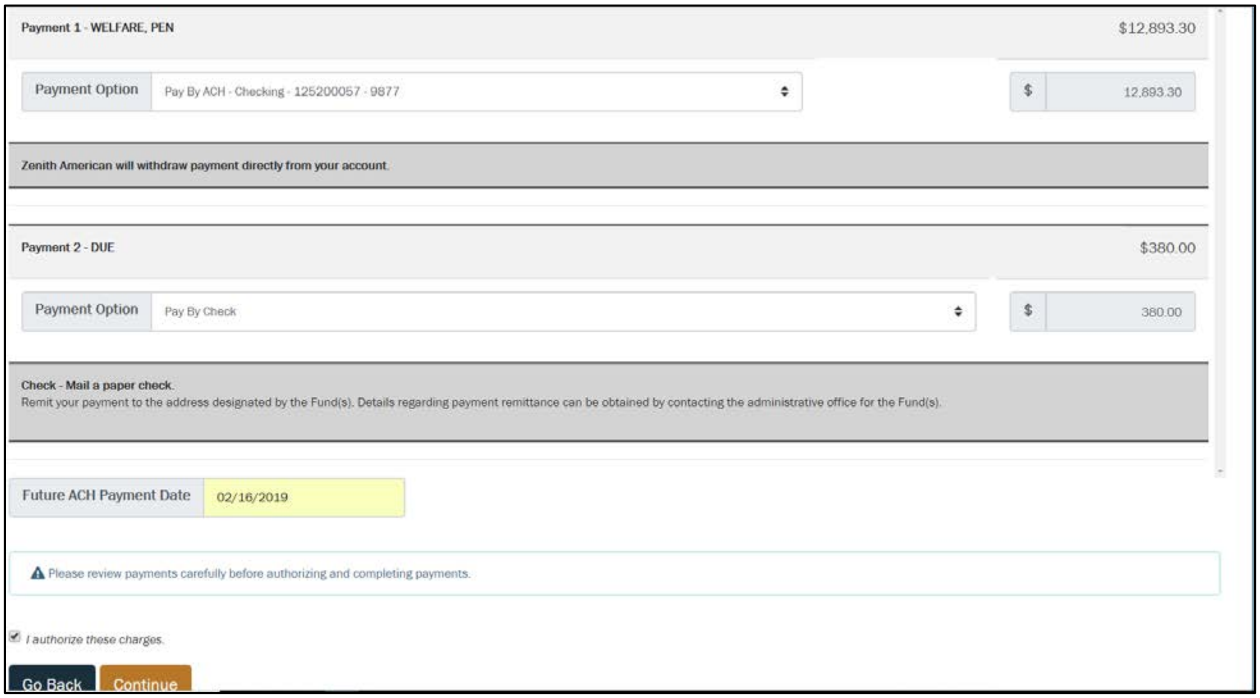
Once you have submitted the report, the payment options are available. If you want to submit more than one report prior to making your payment selection, click on ***Enter Reports*** and proceed per the previous instructions until you are ready to make a payment.

Selecting the correct payment method

- The *Electronic Wire Transfer (ACH Pull)* option is only available if:
  - The client has authorized acceptance of ACH type payments.
  - You, the Employer, have agreed to have funds withdrawn directly from your bank account. We'll talk about the paperwork required for that in a moment.
  - ACH Pull payments will not be accepted within 2 business days of the due date unless the client has authorized a grace period.
- The *Online Bill Pay* option is always displayed (if available for the client). This payment is made outside of Employer Edge™ thru your bank and **must be coordinated** with Zenith American Solutions **in advance.** It is not available in all areas; the client must first authorize acceptance of *Online Bill Pay* type payments otherwise your payment may not be accepted.

Please contact the business office for the client to determine if *Online Bill Pay* is available. There may be **additional fees** for this payment type.

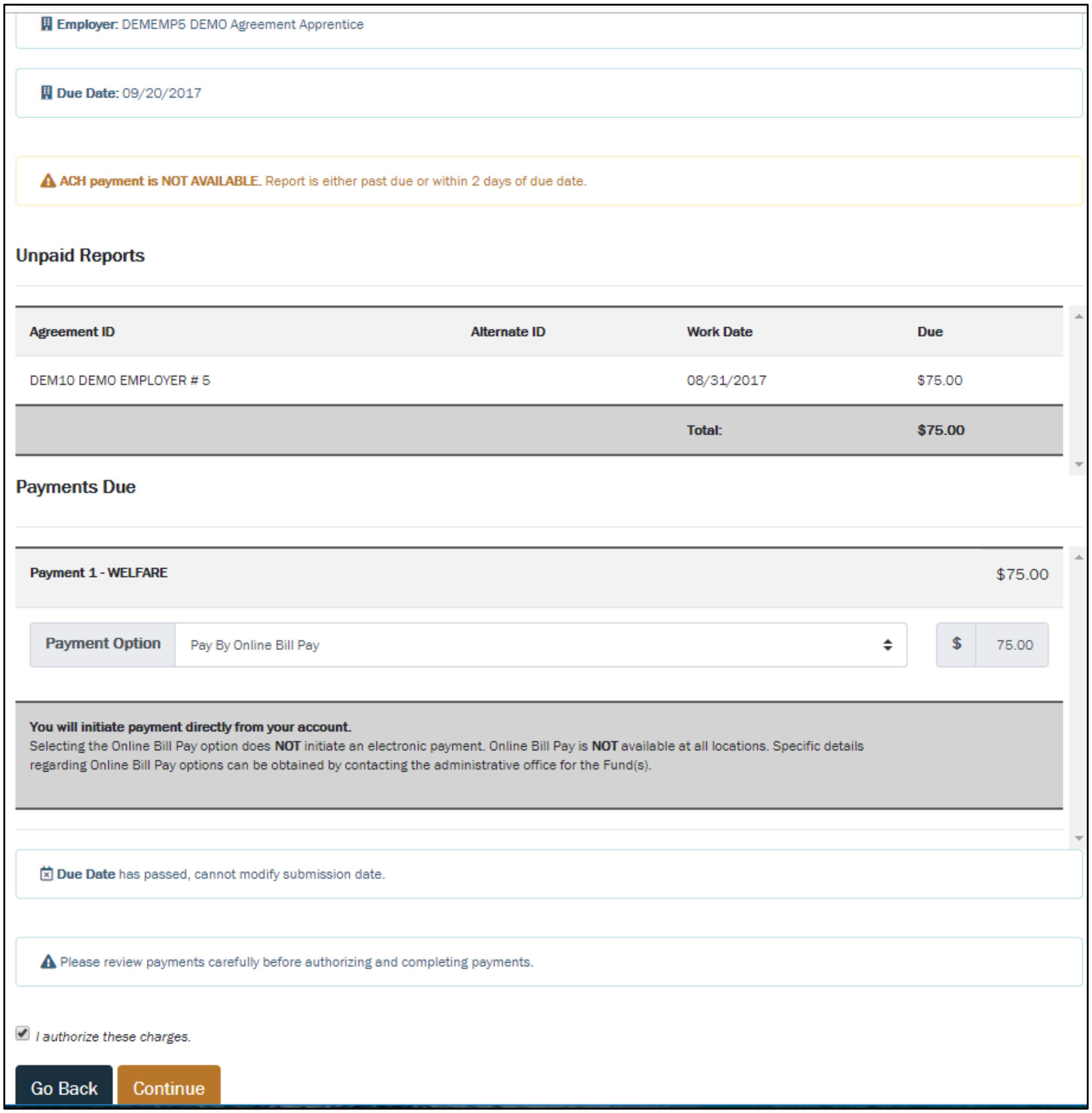
- If utilizing *Pay By Check*, please include a copy of the confirmation report when you mail the check to the business office.



Electronic Wire Transfer payments can be made up until 2 business days before the group's identified due date or grace period (confirm with your Zenith American Solutions Account Representative for the deadline for your group). If payment is submitted prior to 2 business days before the due date, you may select a future ACH payment date up to the 2 business days prior to the due date. If you attempt to make a payment via *Electronic Wire Transfer* within the 2 business days or after the due date, Employer Edge™ will not accept the payment. After the ACH deadline, only payments via *Online Bill Pay* or *Pay By Check* will be allowed.

If for any reason you need to retract the payment **THE SAME DAY YOU SUBMITTED IT** please contact the business office immediately.

If you need to retract the payment after business hours the day you submitted it or at a later date, you must stop the payment by contacting YOUR bank directly. They should be able to assist you with that process (it can vary by bank). Contact the business office if you need to discuss your payment schedule.



Employer: DEMEMP5 DEMO Agreement Apprentice

Due Date: 09/20/2017

ACH payment is NOT AVAILABLE. Report is either past due or within 2 days of due date.

Unpaid Reports

Agreement ID	Alternate ID	Work Date	Due
DEM10 DEMO EMPLOYER # 5		08/31/2017	$75.00
		Total:	**$75.00**

Payments Due

Payment 1 - WELFARE $75.00

Payment Option: Pay By Online Bill Pay $ 75.00

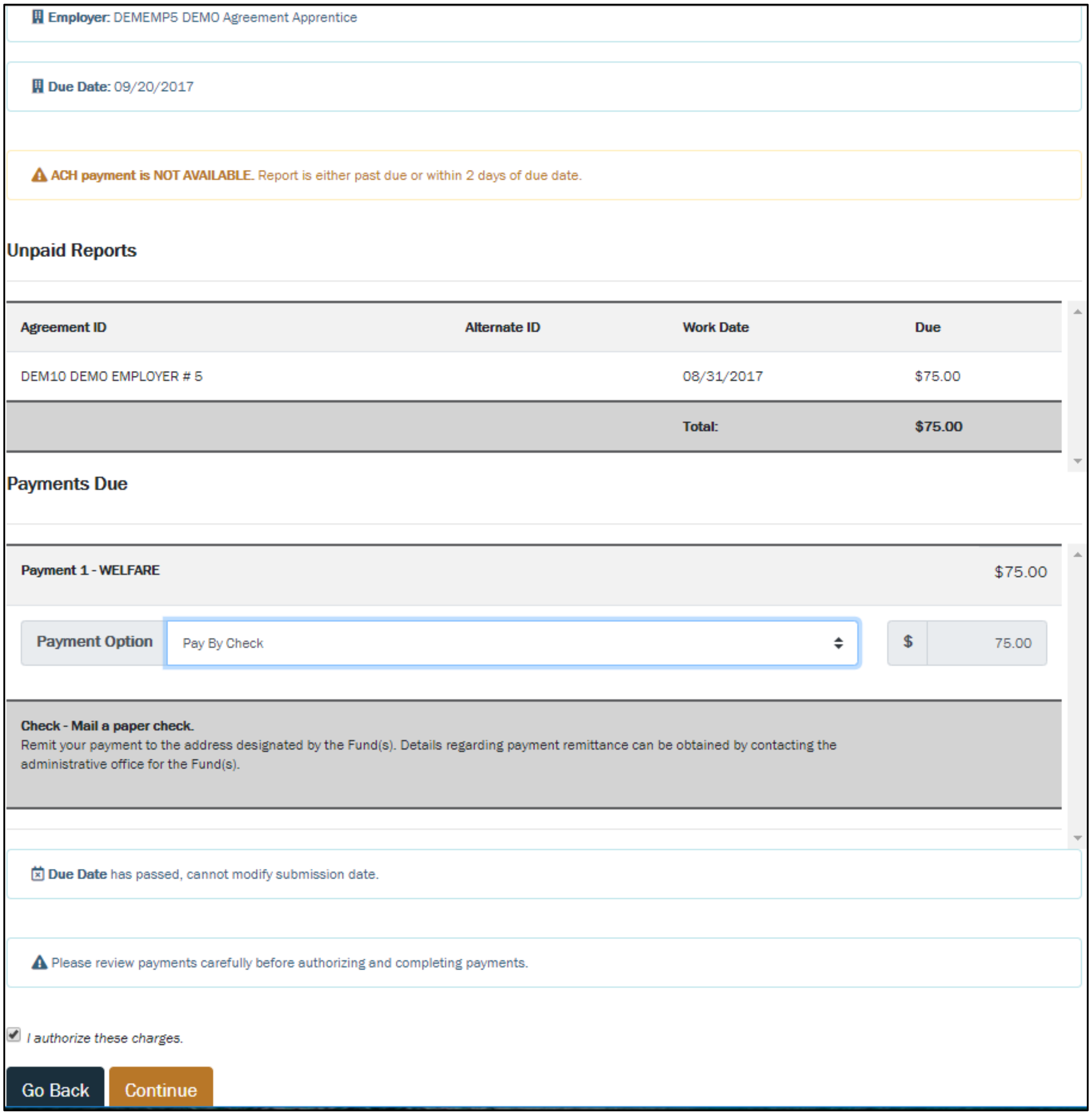
You will initiate payment directly from your account.
Selecting the Online Bill Pay option does **NOT** initiate an electronic payment. Online Bill Pay is **NOT** available at all locations. Specific details regarding Online Bill Pay options can be obtained by contacting the administrative office for the Fund(s).

Due Date has passed, cannot modify submission date.

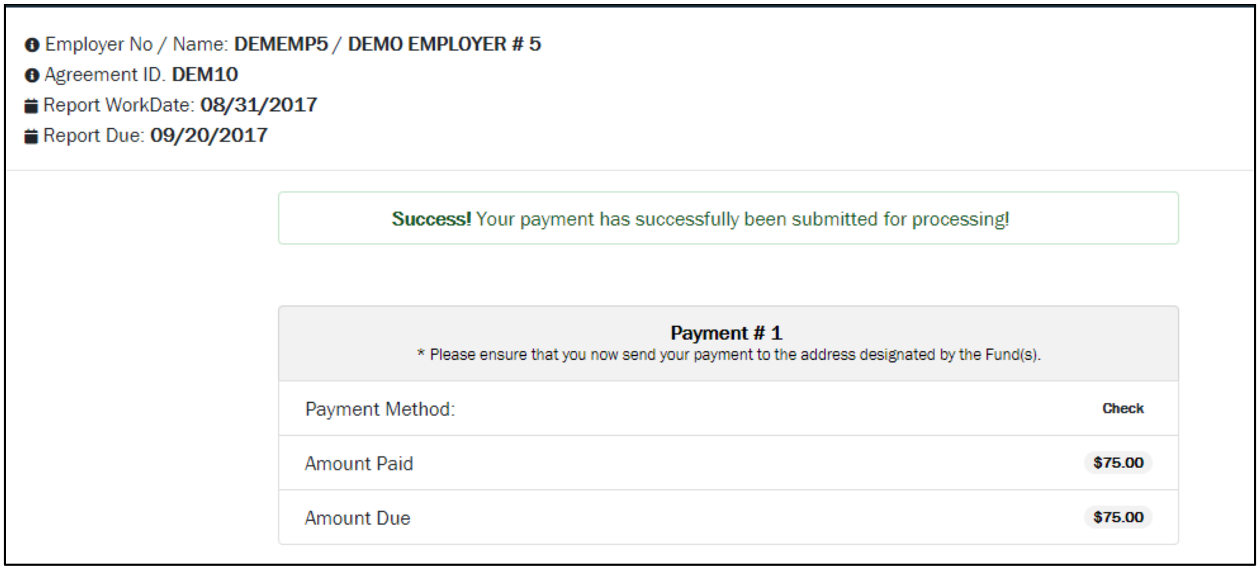
Please review payments carefully before authorizing and completing payments.

I authorize these charges.

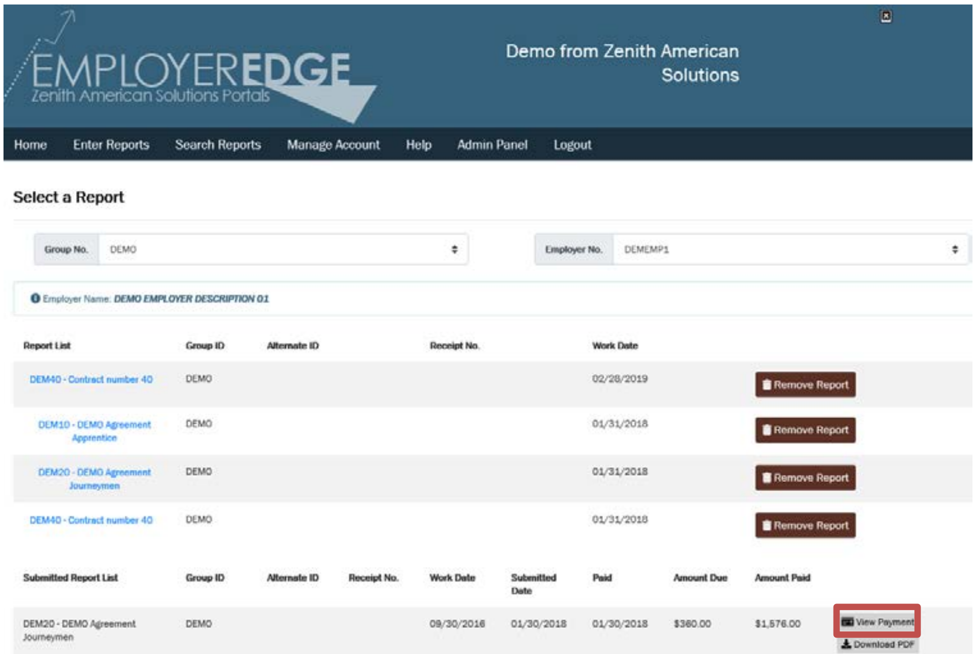
Go Back Continue

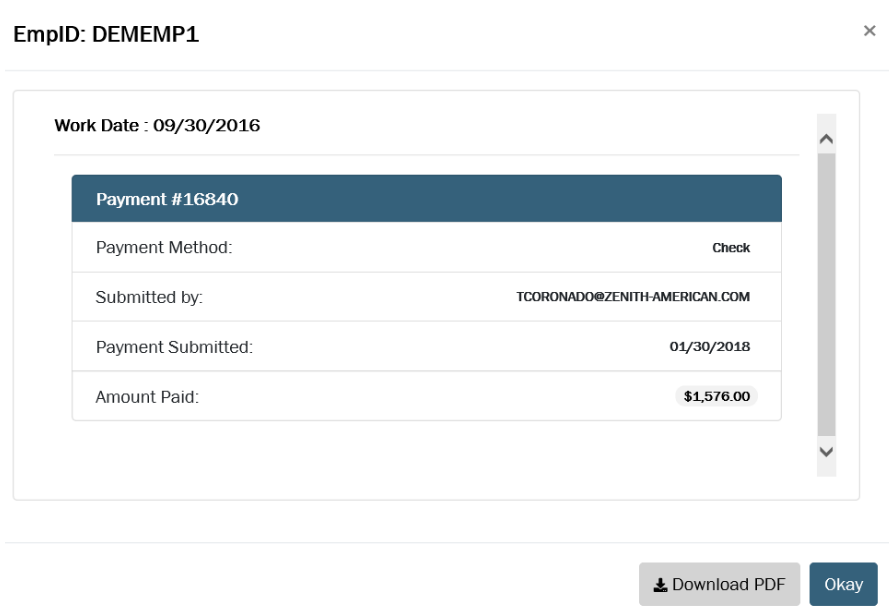

Employer: DEMEMP5 DEMO Agreement Apprentice
Due Date: 09/20/2017
ACH payment is NOT AVAILABLE. Report is either past due or within 2 days of due date.
Unpaid Reports
Agreement ID
Alternate ID
Work Date
Due
DEM10 DEMO EMPLOYER # 5
08/31/2017
$75.00
Total:
$75.00
Payments Due
Payment 1 - WELFARE
$75.00
Payment Option
Pay By Check
$
75.00
Check - Mail a paper check.
Remit your payment to the address designated by the Fund(s). Details regarding payment remittance can be obtained by contacting the administrative office for the Fund(s).
Due Date has passed, cannot modify submission date.
Please review payments carefully before authorizing and completing payments.
I authorize these charges.
Go Back
Continue

The system will then display a confirmation page (specific to the payment method you chose).



Navigating back to the Enter Reports screen, you can print view and print out a PDF version of the payment confirmation.


EMPLOYEREDGE
Zenith American Solutions Portals
Demo from Zenith American Solutions
Home
Enter Reports
Search Reports
Manage Account
Help
Admin Panel
Logout
Select a Report
Group No.
DEMO
Employer No.
DEMEMP1
Employer Name: DEMO EMPLOYER DESCRIPTION 01
Report List
Group ID
Alternate ID
Receipt No.
Work Date
DEM40 - Contract number 40
DEMO
02/28/2019
Remove Report
DEM10 - DEMO Agreement Apprentice
DEMO
01/31/2018
Remove Report
DEM20 - DEMO Agreement Journeymen
DEMO
01/31/2018
Remove Report
DEM40 - Contract number 40
DEMO
01/31/2018
Remove Report
Submitted Report List
Group ID
Alternate ID
Receipt No.
Work Date
Submitted Date
Paid
Amount Due
Amount Paid
DEM20 - DEMO Agreement Journeymen
DEMO
09/30/2016
01/30/2018
01/30/2018
$360.00
$1,576.00
View Payment
Download PDF


EmpID: DEMEMP1
×
Work Date : 09/30/2016
Payment #16840
Payment Method:
Check
Submitted by:
TCORONADO@ZENITH-AMERICAN.COM
Payment Submitted:
01/30/2018
Amount Paid:
$1,576.00
Download PDF
Okay

Clicking on Download PDF results the PDF confirmation with employer information on top:

Employer Edge™ Contributions Payments for
Demo from Zenith American Solutions

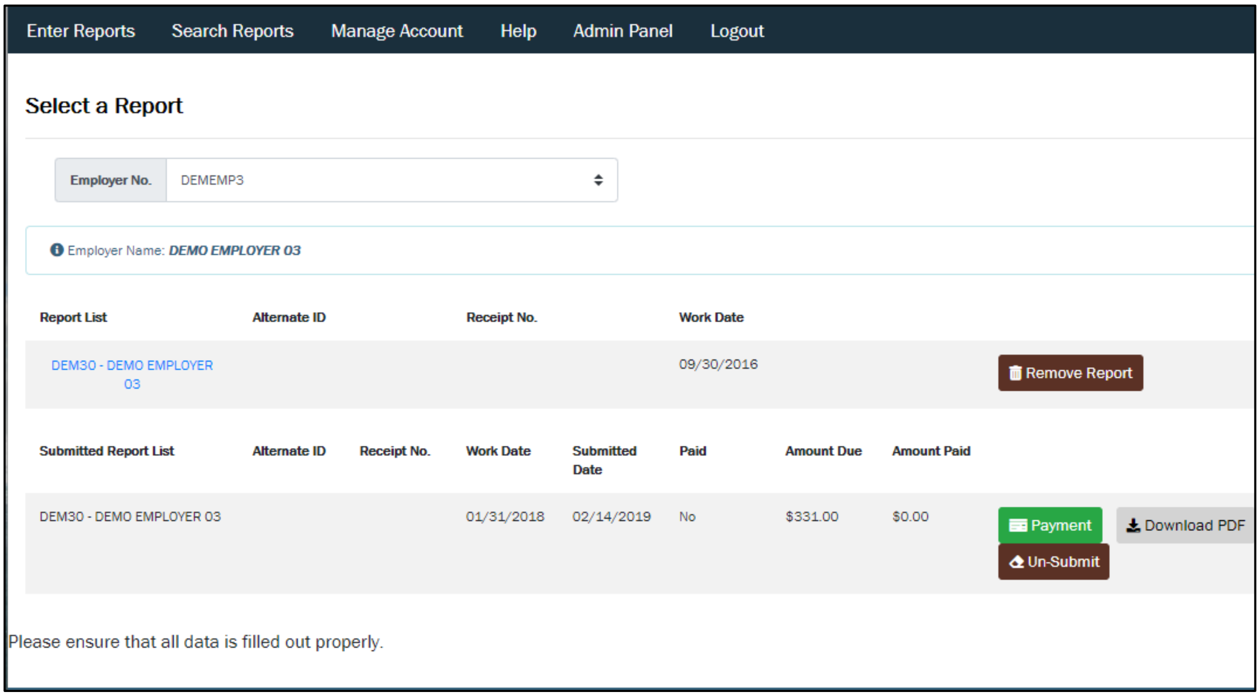
Employer Name: DEMO EMPLOYER 01	**Work Date**: 09/30/2016
Employer No: DEMEMP1	**Submitted Date**: 01/30/2018
Alternate Id:	**Run Date**: 03/30/2020
AgID: DEM20 / DEMO Agreement Journeymen	

Work Date : 09/30/2016

Payment #16840	
Payment Method:	**Check**
Submitted by:	**TCORONADO@ZENITH-AMERICAN.COM**
Payment Submitted:	**01/30/2018**
Amount Paid:	**$1,576.00**

Submit Reports List

A list of all the submitted reports can be found on the **Enter Reports** screen.

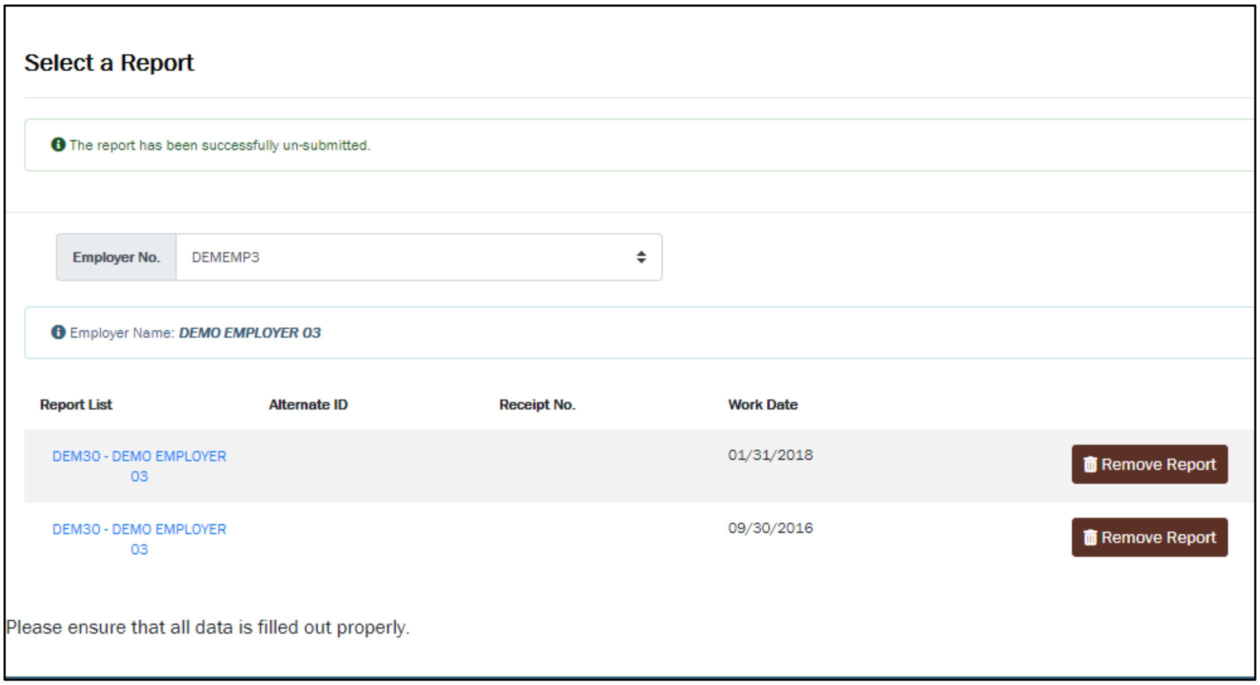


- If not immediately done after submitting your report, you can click on the ***Payment*** button to make a payment.

- If you need a copy of the report you submitted to Zenith American Solutions, click on the ***Download PDF*** button.

- If you need to make any adjustments to a submitted and confirmed report, click on the ***Un-Submit*** button to make the changes and submit the report again. Keep in mind, you only have until the end of the business day to un-submit your report. If the business day has already passed, the ***Un-Submit*** button will no longer display and any changes will need to be made directly with your Zenith American Solutions Account Representative.

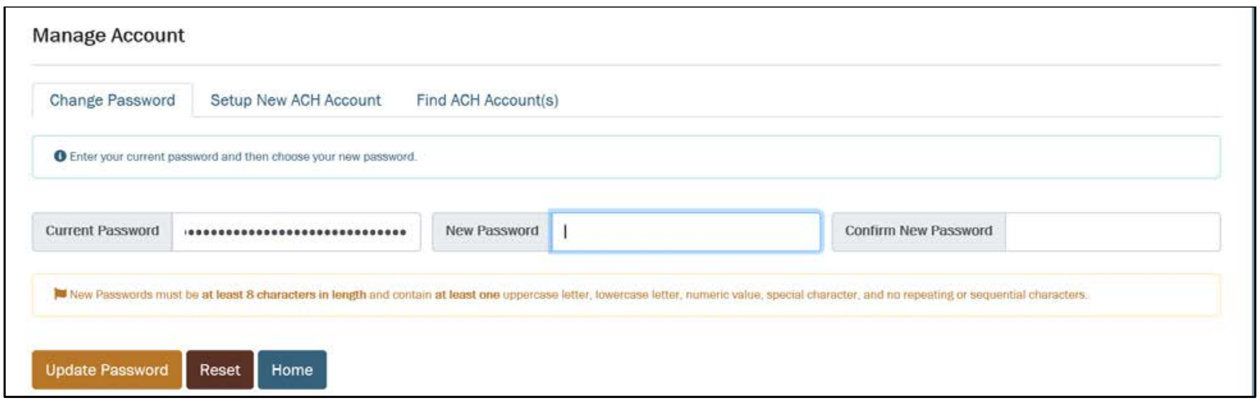
Directly above the Submit Reports List on the **Enter Reports** page, the unsubmitted/confirmed reports are listed and available for reporting. In the instance where you submitted a paper report directly to Zenith American Solutions outside of Employer Edge™, you can remove the old report by clicking on the ***Remove Report*** button. This removes the report on Employer Edge™ and does *not* affect the report that was previsouly submitted outside of Employer Edge™. Once the report is removed from Employer Edge™ the report and any entered data will disappear and no longer be visible on Employer Edge™.



Manage Account

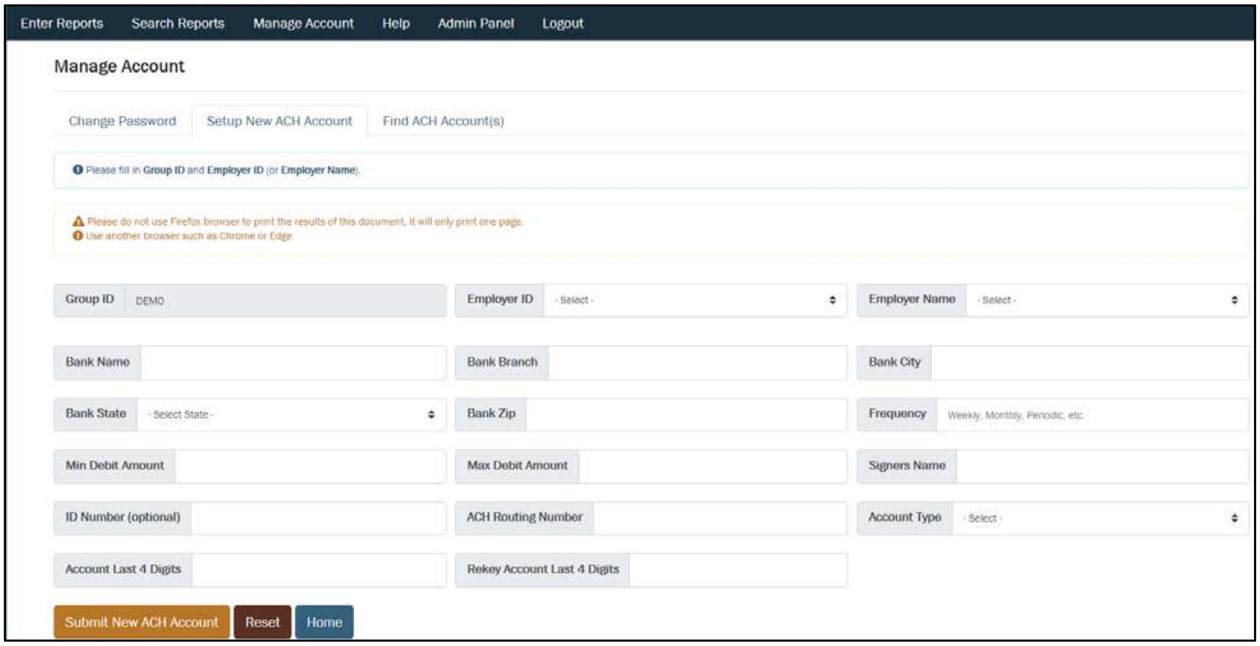
On this page you can **Change Password**, **Setup New ACH Account** (if applicable), and **Find ACH Account(s)** (if applicable).

Passwords can be changed here and must be at least 8 characters in length and contain at least one uppercase letter, one lowercase letter, one numeric value, one special character, and no repeating or sequential characters. It is suggested you use stronger passwords of at least 12 characters in length. After you have created a new password, click on ***Update Password*** button.

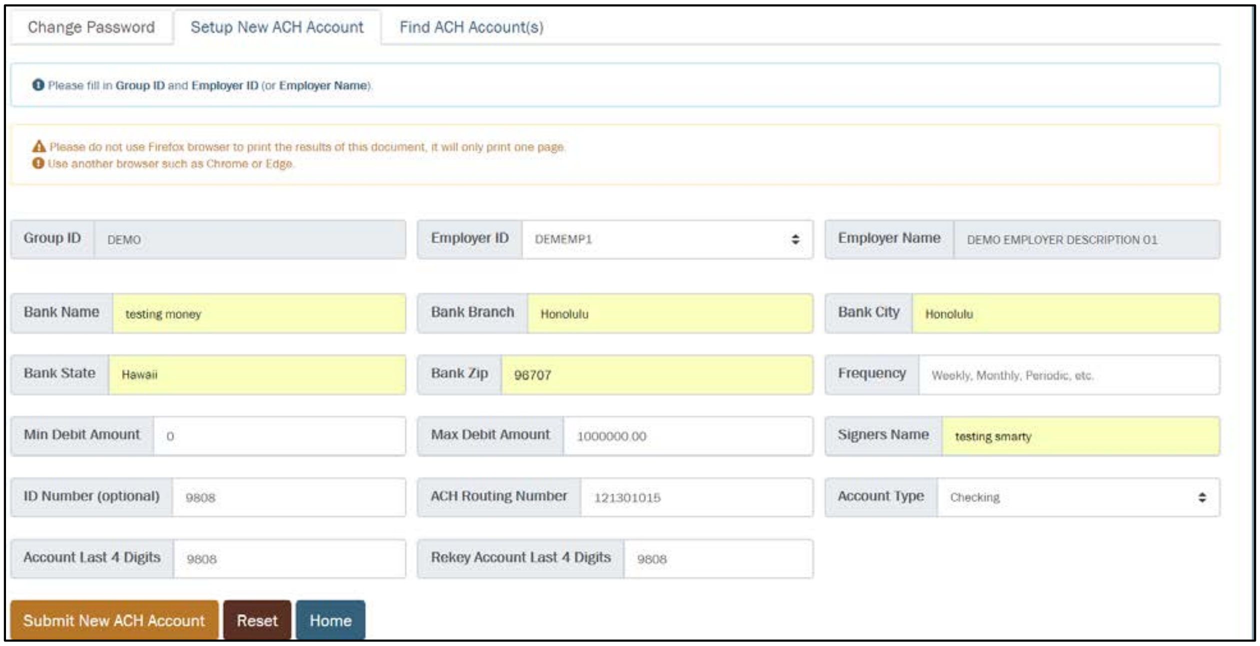


Setting up an Electronic Wire Transfer (ACH) Payment Authorization

Once a client has decided to accept *Electronic Wire Transfer (ACH)* payments, and the client bank process has been established, you will see an option to **Setup New ACH Account** by clicking on the tab.



This is where you begin the process of giving us your bank account information. You only need to give us your bank account information once per client; then your account can be used to pay any open reports where that client has chosen to accept Electronic Wire Transfer (ACH) payments. If you have multiple bank accounts (for instance associated with different clients or projects), you will need to submit paperwork for each individual bank account you want to use on Employer Edge™.



Enter the requested information. All fields are required unless otherwise noted. Click the ***Submit New ACH Account*** button and you'll see the option to *print the form* you need to finish filling out, sign and send (email, fax, mail) to your Zenith American office along with a voided check (or equivalent).

Click ***Continue*** on the confirmation pop-up window and a form similar to the following will appear. Use the *Print* function of your browser to print the form. Please fill in all the fields, select ALL the employer names authorized to use *Electronic Wire Transfer (ACH)* payments from the bank account, and sign the form.

The printed form will list all employer names you pay under for this client. (If you have payments under different clients you will need to request an *Electronic Wire Transfer (ACH)* under those clients separately assuming they accept ACH payments).

If there are multiple employer names that you pay under, please check **EACH** of employer names that you want to pay for using the *Electronic Wire Transfer (ACH)* option. Only the ones you select on this form will be shown this option during the payment process (once they are set up).

Make sure you sign the form and attach a voided check (or equivalent) before sending the form to the business office for activation of this payment option.

AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH DEBITS)

Company Name: ______________________________

We hereby authorize Zenith American Solutions, Inc. (on behalf of **"Demo from Zenith American Solutions"**), hereinafter called TRUST FUND, to electronically debit (and, if necessary, electronically credit to correct erroneous debits) our **Checking Account** indicated below at the depository financial institution named below, hereafter called DEPOSITORY.

We agree that the transactions we authorize comply with all applicable law.

Bank Name	testing money
Bank Branch	Honolulu
Bank City	Honolulu
Bank State	Hawaii
Bank Zip	96707
Bank Routing Number	121301015
Account Number	____________________9808
Range of acceptable debit amounts authorized	$0.00 - $1,000,000.00
Frequency of debit(s) (ex: Weekly, Monthly, Periodic, etc.)	monthly

Select all Employer ID(s) that this authorization applies

Authorized	Employer ID	Employer Name
	DEMEMP1	DEMO EMPLOYER 01
	DEMEMP1	DEMO EMPLOYER DESCRIPTION 01
	DEMEMP2	DEMO EMPLOYER 02
	DEMEMP3	DEMO EMPLOYER 03
	DEMEMP5	DEMO EMPLOYER # 5

We understand that this authorization will remain in full force and effect until we notify TRUST FUND **in writing via email to** EmployerEdgeACHAuthorization@zenith-american.com that we wish to revoke this authorization.

We understand that TRUST FUND requires at least 2 weeks prior notice in order to cancel this authorization.

Name: testing smarty

ID Number: 9808

Date: ______________________________

Signature: ______________________________

PLEASE RETURN A VOIDED CHECK WITH THIS AUTHORIZATION.

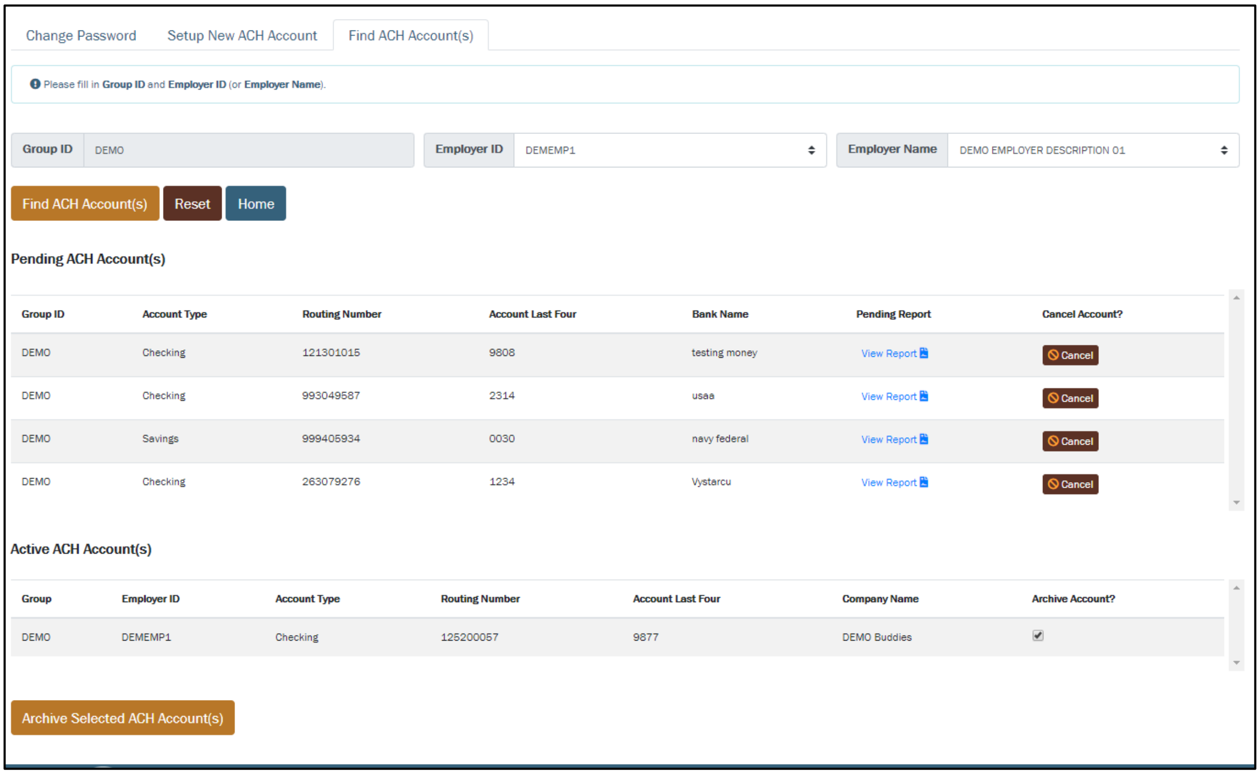
Office Use: SR#358 / DEMO

Go Back

Once you've printed the form, click the ***Go Back*** link to return to the **Manage Account** screen

If you fax or email (securely) the form and voided check to your business office representative we can usually set up the *Electronic Wire Transfer (ACH)* within 2 to 3 business days which may allow you to pay via *Electronic Wire Transfer (ACH*) for the current reporting period. Depending on the due date for your contributions you may need to choose one of the other payment methods (such as *Pay By Check*) for the work period you were entering when requesting the *Electronic Wire Transfer (ACH)* to be established. The *Electronic Wire Transfer (ACH)* payment option should be available to you by the following work period in any case.

In the interim, while you are waiting for your account to be activated, you can view the pending account(s) by clicking on the **Find ACH Account(s).** You can also obtain a copy of your authorization form by utilizing the **Find ACH Account(s)** tab. Enter the information and click on the **Find ACH Account(s)** button.



Cancelling an Electronic Wire Transfer (ACH) Authorization

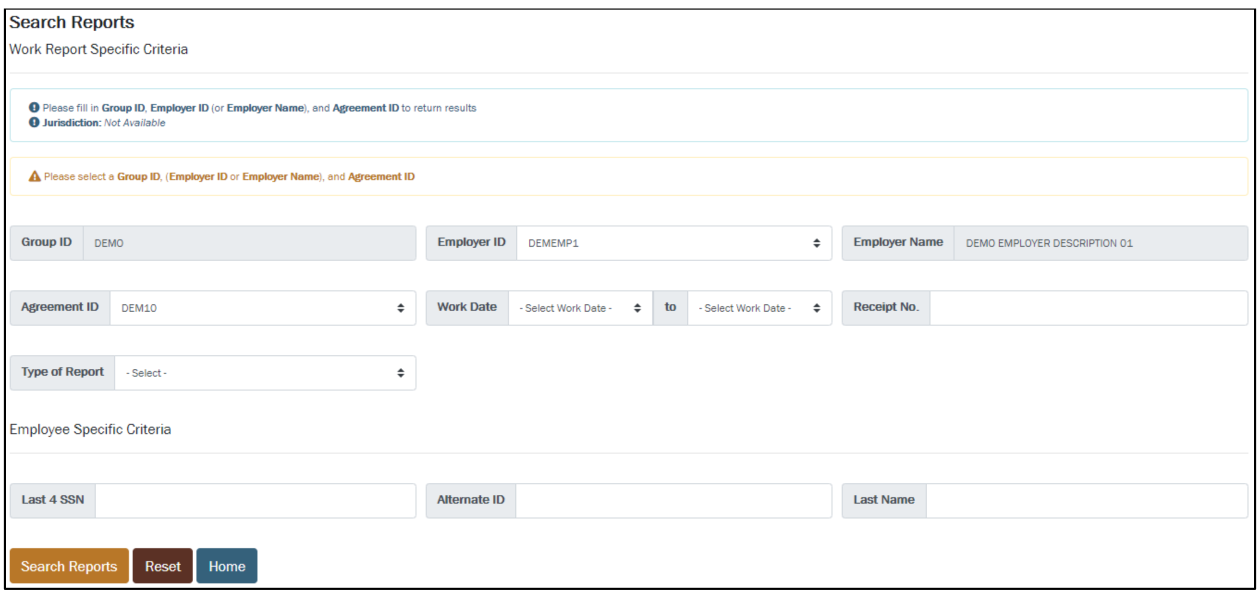
If at any time you wish to cancel an *Electronic Wire Transfer (ACH)* authorization for any of your bank accounts, please send an email to **EmployerEdgeACHAuthorization@zenith-american.com** and include the bank routing number, account type and last 4 of the bank account number. We require at least 2 weeks prior notice in order to cancel an authorization. Remember your account will only be debited for payments YOU authorize so once you notify us to cancel the authorization you should NOT authorize any further *Electronic Wire Transfer (ACH)* payments from that account via Employer Edge™. You can also cancel an active ACH account by checking the box *Archive Account?* and clicking on **Archive Selected ACH Account(s).**

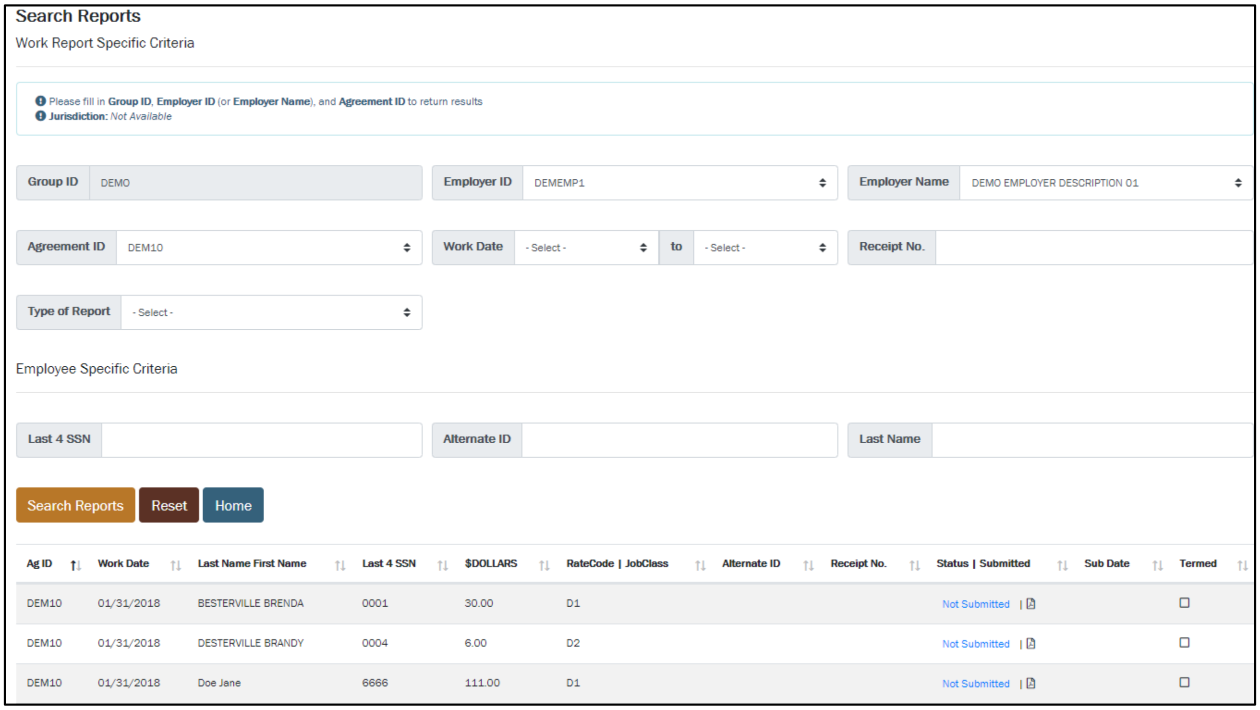
Search Reports Screen

The Search Reports screen will display contribution information that corresponds to the selected criteria. For example, if a Contribution Report has been submitted and needs to be printed, select the correct date from the WorkDate dropdown box and click ***Search***. The member entries for that Workdate will be displayed. The browser's print function can then be used to print the page. For most browsers, including Internet Explorer, use the top menu options: File/Print.

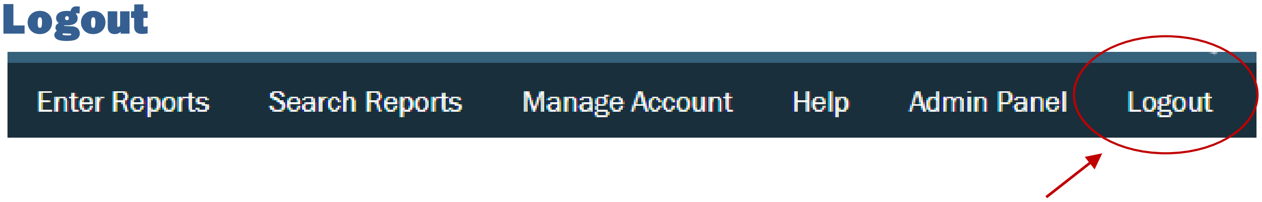
The information in Employer Edge™ is also searchable by Type of Report, Work Date, Last Name, SSN, and/or Agreement ID, in combination with the Group and Employer numbers. (Alternate Id and Receipt Number are available for selected clients that use those fields.)

Note: The data can also be sorted by Workdate, Last Name, SSN, etc by clicking on the white column heading links after your search results have been returned. Only one field can be selected for sorting at a time.





Logout



Once your work in the website is complete, for the sake of security please make sure you log out before closing your browser. Just click the ***Logout*** link on the top menu, and the website will return you to the **Login Page**.

Then you may close your browser window or tab.

Employer Edge™ will also automatically log you out after 15 minutes of inactivity as a security measure. Make sure you save your work if you need to leave your computer for any reason so that no data will be lost if you don't return within the 15 minute time frame.