

BATCH CREATION – UPDATE 2022

WWW.8THDISTRICTEMPLOYERS.ORG

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Electronic Contribution

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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor:

Work Start Date:

9/1/2021

Work End Date:

9/30/2021

Process Contribution:

Enter New Contribution

Contribution Type:

Regular Contribution

Local:

Select Local

CBA:

Submit

Cancel

☐ Report no Hours

REMOVED

All assigned CBAs to report each month should be in your CBA drop down menu; if you are missing any CBAs contact the Trust Fund Office (844) 989 – 2321, contributions department, to add additional / needed CBAs.

New Electronic Contribution: Batch Creation, Screen Example with changes. No Local Drop-Down Menu.

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Electronic Contribution

Select the contractor from the list to submit your contributions

Select Contractor:

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Work Start Date:

1/1/2022

Work End Date:

1/31/2022

Process Contribution:

Enter New Contribution

Contribution Type:

Regular Contribution

CBA:

Submit

Cancel

☐ Report no Hours