

trust fund office

local union 831

employer health fund

employer pension plan

P.O. Box 3118, Covina, California 91722-9118

Toll Free (877) 572-7005 • Phone (626) 279-3080 • Fax (626) 279-3055

www.localunion831trustfunds.com

Employers Guide to Online Reporting

Employee Contributions Made Easy

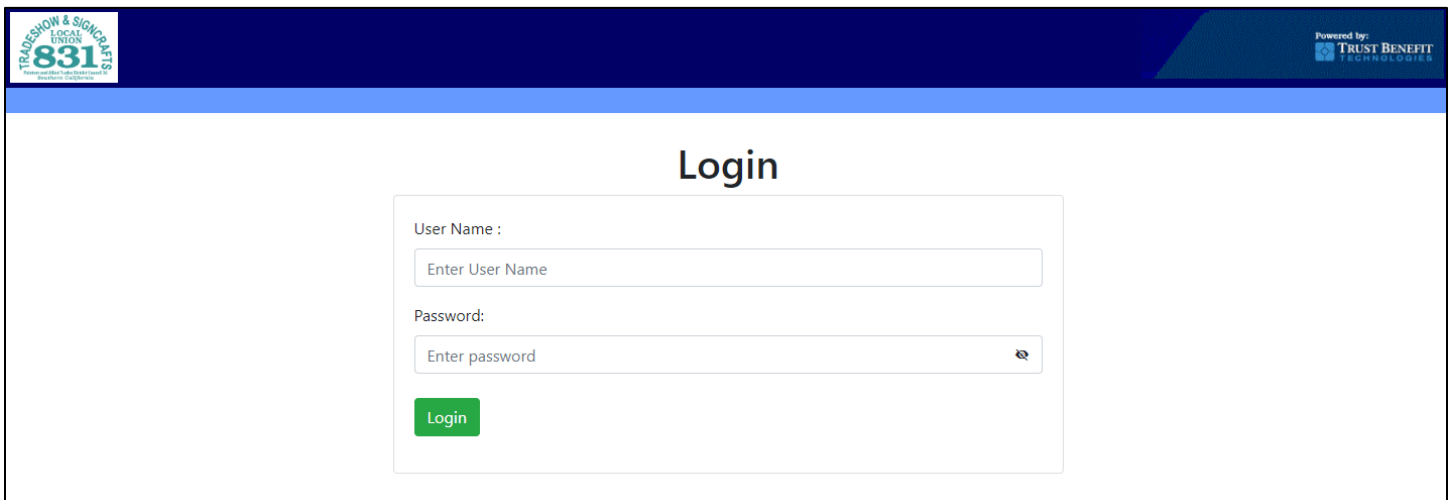
Getting Started

The system is compatible with all internet browsers; however, it is strongly recommended that you use Google Chrome to log into WebERF to report contributions.

To access WebERF you will need to enter the WebERF URL <https://L831.weberf.com> in your web browser's address bar.

Below is a screen print of what you will see once you are on the site.

Site Login



On the Site Login page, enter your User Name and Password in their respective fields. Once you enter your username and password click on the Login option.

A **User Name** and **Password** will be provided to you for your initial login. When you login to the **WebERF HOME** page for the first time, you will be prompted to change your password.*

It's recommended to change your password right away. If you choose to not change your password at this time, you will be prompted to change it every time you log into the **WebERF HOME** page until it is changed. You will also be able to change your password at any point.

*If your web browser has a pop-up blocker enabled, you will not see the initial CHANGE PASSWORD pop-up. You can still change your password by allowing this website to open pop-ups on your web browser.

Changing Your User ID and Password

Menu

WebERF Home
Welcome to WebERF, the Local 831 Trust Funds electronic Employer Report Form submission facility.

Announcements
The Trust Fund Office has moved effective June 1, 2020
The Trust Fund office has moved eff. 06.01.2020 the phone numbers remained the same. Our physical address is 1055 Park View Dr., #111, Covina, CA 91724. Our mailing address is: P O. Box 3118, Covina, CA 91722-3118

Select **change password** from the drop down menu

Menu

- Home
- Change Password**
- Create a New Report
- View List of Pended and Finalized Reports
- Add/Edit Projects
- Setup / Edit Employer EFT Account Details
- Special Import Mappings
- Contact Us

Menu

Change Password
You can change your Password any time you wish. Your new Password will take effect the next time you login.

Enter your old and new Passwords in the fields below and then click the Update button. Fields marked with an asterisk (*) are required.

Passwords:

- are case sensitive
- must be a minimum length of 8 characters and a maximum length of 12 characters.
- must contain at least one numeral.
- must contain at least one upper and one lower case letter.
- must contain at least one special character (\$, %, &, etc.)
- must not be the same as a previous password.

Your new password will take effect the next time you login.

Old Password*:

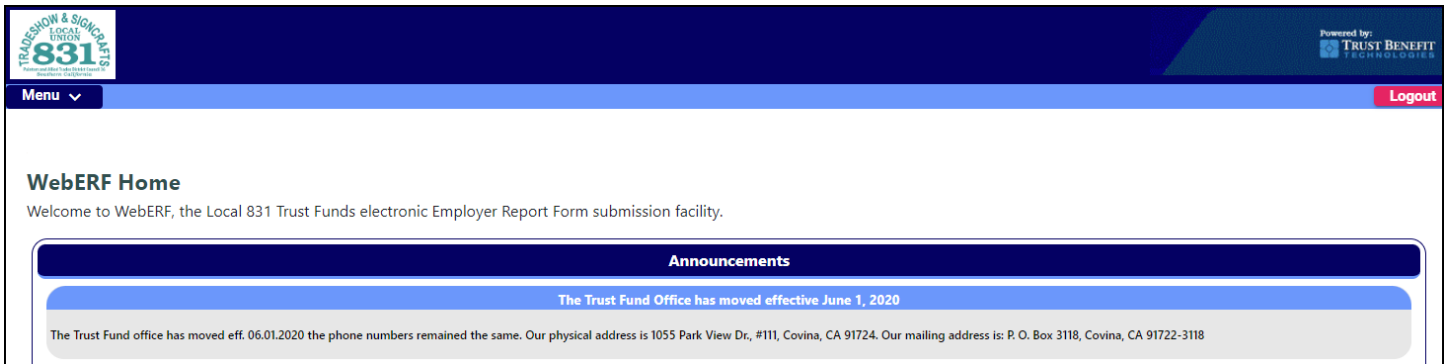
New Password*:

Confirm Password*:

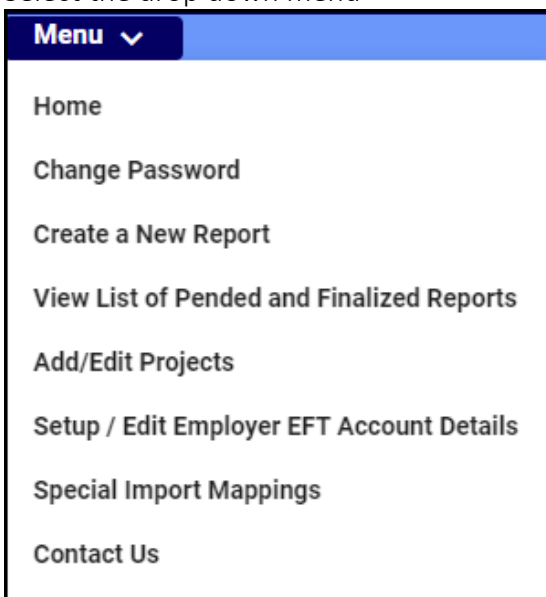
Update Password

WebERF Home Page

On the **WebERF HOME** page, you have many tools and options at your fingertips. Announcements will be made from time to time to keep you inform of any updates related to your account and or the Trust Fund.



Select the drop down menu



Create New Report: Click on this link to create a new report.

View List of Pended and Finalized Reports: This link lets you view all past and current unfinished and finalized reports.

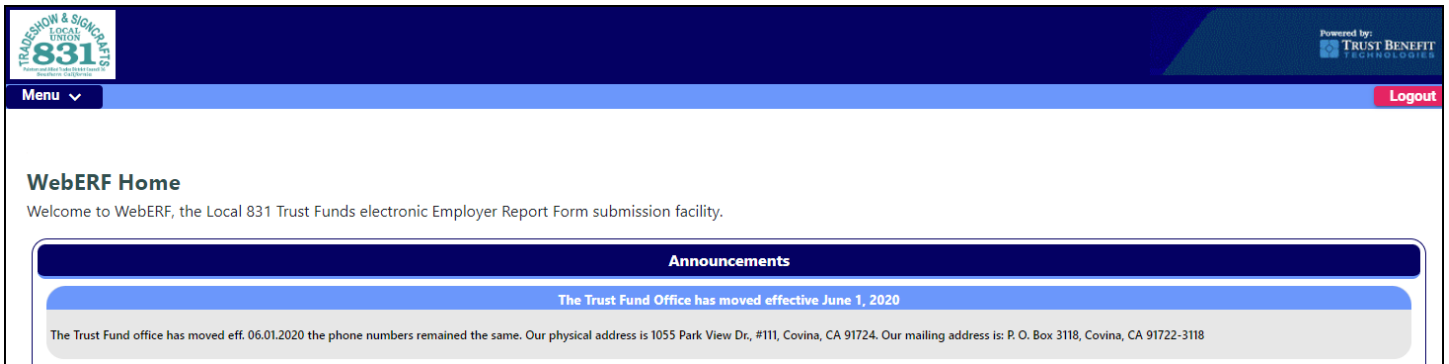
Add/Edit Employer Project: Not Applicable

Setup/Edit Employer EFT Account Details: This link allows you to setup and edit EFT account details

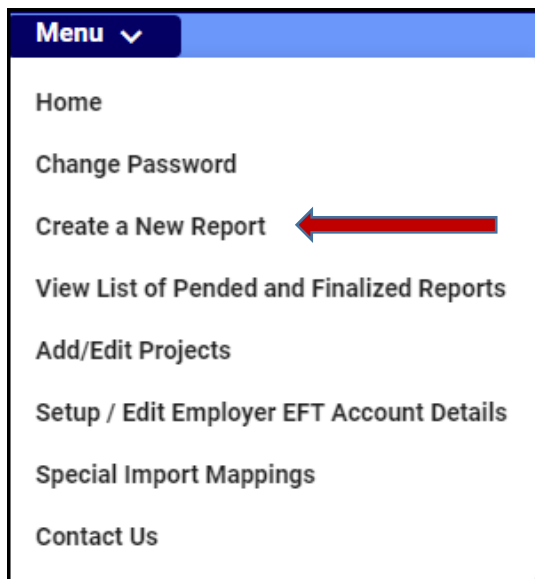
Special Import Mappings: This link allows you to import monthly report based on your payroll systems

Contact US: Trust Fund Office Contact Information

Creating a New Report



To create a new report, click on the **Create New Report** hyperlink in the menu drop down options. This will take you to the **Processing Options** page.



Processing Options

Create a New Report

Select from the following options and then click on an agreement to create a report. Fields marked with an asterisk (*) are required.

Reporting Period From*: 

Report Type*: ☒ Regular ☐ No Employees

Data Source*: ☐ Prelist ☒ Blank Form ☐ Use Last Report ☐ Select Previous

Employer Report Form ID:

Sort Order: First: Second: Third:

2 Agreements found, displaying all Agreements.

No.	NCH	Status	Agreement
1	☐	Not Reported	Tradeshow Installers - Trade (PREMIUM 12 - CBA)
2	☐	Not Reported	Tradeshow Installers - Trade (STANDARD - CBA)

In the **Create a New Report** page, you will need to choose the Reporting Period you will be reporting by selecting from the calendar icon.

Report Type: You will need to select a report type, **Regular** for report with hours or **No Employee*** for a report with no employees worked for that month.

Data Source: This option allows you to select how you want to start your report.

Prelist: Uses information from the last report you have submitted

Blank Form: Starts a blank form with no data.

Select Previous:

Select Previous Report

Select a previous report on which to base your new report and then click the Create Report button.

Previous Report*:

Agreement: Allows you to select the agreement for the type of work you will be reporting

To initiate the report you must click on the agreement hyperlink and it will take you to the **Create/Edit Report**.

In the **Create/Edit Report** page, you will have to enter all the required information that is marked with an asterisk (*).

Create/Edit Report

Employer ID: _____ Address 1: _____ Report Period: 12/01/2023
 Name: _____ Address 2: _____ Agreement: Tradeshow Installers (PREMIUM 12-CBA)
 Federal ID Number: _____ Address 3: _____ Report Type: Regular
 EDI Reference Number: Report Not Yet Finalized City, State, Zip Code: _____ Job Class Type: All
 Phone: _____ Ext: _____

☐ 1st Report in Area ☐ Last Report in Area ☐ Supplemental Report

Sort Order First: Second: Third:

Set Defaults Job Class

Employees (fields marked with an asterisk (*) are required)

SSN	Last Name *	First Name *	Middle Initial	Hours Class *	JobClass	Hours	\$ Supp Dues D1	Project	Vacation V1 Amt	\$ PAC Amt
				Normal Work Hours		0				

Employer Notes (maximum of 250 characters)

Delete Rpt Clr Form Import Re-Sort Pend Save Calculate

The options on this page can help you edit your report in many ways.

Clr Form: Allows you to completely clear all the information you have entered without deleting the report.

Remove: Allows you to remove a single line of information on the report form after clicking on the small **Remove** box next to the **hours** field

Save: Allows you to save the current information you have entered on the report form.

Once you are done adding/editing this information, there are three ways to handle the report:

Delete Rpt: Deletes the entire form for the work period you selected.

Pend: Pends your report for future editing/adding of information you have added.

Calculate: Calculates the contribution amounts you will need to submit to the Trust Fund for this report.

Clicking this option also sends you the final steps of your online report.

If you click calculate, it will take you to the **Computation of Payments** page, which provides a complete and thorough breakdown of the contributions you will need to remit based on the reported hours. Close the window.



Employer ID:
Contractor:
Address:

Federal ID Number:

Report Period:

EDI Reference Number:

Agreement:

12/01/2023

Report Not Yet Finalized

Trade (PREMIUM 12 - CBA) - Current Rates

Tradeshow Installers

Phone:
Fax:

Ext:

Report Type:

Job Class Type:

Regular

All

☐ 1st Report in Area

☐ Last Report in Area

☐ Supplemental Report

Employees

No.	SSN	Last Name	First Name	MI	Hrs Class	J/C	Hours	\$ Dues	Project	VAC Amt	\$ PAC Amt
1	111-11-1111	Doe	Jane		WORK	EJNP	95.00	126.35		50.00	0.00
2	222-22-2222	Doe	Joe		WORK	EJNP	100.00	133.00		73.00	0.00
Totals:							195.00	\$ 259.35		\$ 123.00	\$ 0.00
Grand Totals:							195.00	\$ 259.35		\$ 123.00	\$ 0.00

ID	Hours Class	J/C	Hours	H&W H1	Pen	\$ Dues	Appr	VAC Amt	Pen S	FTI	LMP
001370	WORK	EJNP	195.00	1,965.0000	9.5500	1.3300	0.6400	0.0760	3.8000	0.0300	0.0200
				3,930.00	1,862.25	259.35	124.80	123.00	741.00	5.85	3.90
Grand Totals:			195.00	\$ 3,930.00	\$ 1,862.25	\$ 259.35	\$ 124.80	\$ 123.00	\$ 741.00	\$ 5.85	\$ 3.90

ID	Hours Class	J/C	IA Due	VHDues	Totals
001370	WORK	EJNP	0.1000	0.1000	
			19.50	19.50	7,089.15
Grand Totals:			\$ 19.50	\$ 19.50	\$ 7,089.15



Finalizing your Report

To finalize your report, you will need to click the **Finalize** option. Window will pop-up giving details to of Payment. Click on Finalize option to complete transaction.

Details for Tradeshow Installers (PREMIUM 12-CBA)

Report Period: 12/01/2023

Make Payment(s) As Follows:

EFT	Payment	Payable To	Amount	Payment Date	Mail To	Instructions
	Check #1	Local Union 831 - Trust Funds	\$7,089.15		Local Union 831 - Trust Funds P O Box 513435 Los Angeles, CA 900513435 Phone #: 626-279-3072	Send payment and copy of the report.

Computation of Payments

Local	Job Type	J/C	Fund	Hours	Rate	OT Hours	Rate	DT Hours	Rate	Wages	Amt Due
\$7,089.15	\$7,089.15										\$7,089.15

Grand Totals

Local	Job Type	J/C	Fund	Hours	Rate	OT Hours	Rate	DT Hours	Rate	Wages	Amt Due
Pay This Amount:											\$7,089.15

Be sure to include the EDI Reference Number in the Memo portion of check(s).



Finalize

Cancel

Message will pop up advising a report **cannot be modified** after it has been 'finalized'. Click on OK to complete Report Form. Once finalized the report cannot be deleted or modified.



Once you have finalized the report, you will need to click the **Payment Coupon** option. The Payment Coupon is the breakdown of contribution you will need to print if you are remitting the contributions via check.

Note: You must always finalize your report once you are ready to send payment. This step will move your report into a permanent file. As indicated earlier, once you finalize your report, you will not be able to change that report.

Computation of Payments

Payment Coupon
Payment Coupon
Home

Employer ID:

Contractor:

Address:

Phone:

Fax:

Ext:

Federal ID Number:

Report Period:

EDI Reference Number:

Agreement:

Report Type:

Job Class Type:

12/01/2023

0001-7176-3559-6735

Trade (PREMIUM 12 - CBA) - Current Rates

Tradeshaw Installers

Regular

All

☐ 1st Report in Area
 ☐ Last Report in Area
 ☐ Supplemental Report

Employees

No.	SSN	Last Name	First Name	MI	Hrs Class	J/C	Hours	\$ Dues	Project	VAC Amt	\$ PAC Amt
1	111-11-1111	Doe	Jane		WORK	EJNP	95.00	126.35		50.00	0.00
2	222-22-2222	Doe	Joe		WORK	EJNP	100.00	133.00		73.00	0.00
Totals:							195.00	\$ 259.35		\$ 123.00	\$ 0.00
Grand Totals:							195.00	\$ 259.35		\$ 123.00	\$ 0.00

ID	Hours Class	J/C	Hours	H&W H1	Pen	\$ Dues	Appr	VAC Amt	Pen S	FTI	LMP
001370	WORK	EJNP	195.00	1,965.0000	9.5500	1,330.00	0.6400	0.0760	3.8000	0.0300	0.0200
				3,930.00	1,862.25	259.35	124.80	123.00	741.00	5.85	3.90
Grand Totals:			195.00	\$ 3,930.00	\$ 1,862.25	\$ 259.35	\$ 124.80	\$ 123.00	\$ 741.00	\$ 5.85	\$ 3.90

ID	Hours Class	J/C	IA Due	VHDues	Totals
001370	WORK	EJNP	0.1000	0.1000	
			19.50	19.50	7,089.15
Grand Totals:			\$ 19.50	\$ 19.50	\$ 7,089.15

Your report will now have an **EDI Reference Number** indicating transaction is now complete. Computation of Payments will give the Employee Details.

You will then select the Payment Coupon.

Computation of Payments

Payment Coupon



Payment Coupon

Home

Draw

1 of 1

Search Print Settings



Local 831 Trust Funds
P.O. Box 3118
Covina CA 91722

Employer ID:
Contractor:
Address:

Phone:
Fax:

Ext:

Federal ID Number:
Report Period: 12/01/2023
EDI Reference Number: 0001-7176-3559-6735
Agreement: Trade (PREMIUM 12 - CBA) - Current Rates
Tradeshow Installers

Report Type: Regular
Job Class Type: All

☐ 1st Report in Area ☐ Last Report in Area ☐ Supplemental Report

Employees

No.	SSN	Last Name	First Name	MI	Hrs Class	J/C	Hours	\$ Dues	Project	VAC Amt	\$ PAC Amt
1	111-11-1111	Doe	Jane		WORK	EJNP	95.00	126.35		50.00	0.00
2	222-22-2222	Doe	Joe		WORK	EJNP	100.00	133.00		73.00	0.00
Totals:							195.00	\$ 259.35		\$ 123.00	\$ 0.00
Grand Totals:							195.00	\$ 259.35		\$ 123.00	\$ 0.00

ID	Hours Class	J/C	Hours	H&W H1	Pen	\$ Dues	Appr	VAC Amt	Pen S	FTI	LMP
001370	WORK	EJNP	195.00	1,965.0000	9.5500	1.3300	0.6400	0.0760	3.8000	0.0300	0.0200
				3,930.00	1,862.25	259.35	124.80	123.00	741.00	5.85	3.90
Grand Totals:			195.00	\$ 3,930.00	\$ 1,862.25	\$ 259.35	\$ 124.80	\$ 123.00	\$ 741.00	\$ 5.85	\$ 3.90

ID	Hours Class	J/C	IA Due	VHDues	Totals
001370	WORK	EJNP	0.1000	0.1000	
			19.50	19.50	7,089.15
Grand Totals:			\$ 19.50	\$ 19.50	\$ 7,089.15

Print a copy of the payment coupon to mail with the check to the Trust Fund Office. You will see that the payment coupon does not have any employee detail information to protect the participants' personal information



Local 831 Trust Funds
P.O. Box 3118
Covina CA 91722

Payment Coupon for

Employer ID:
Contractor:
Address:

Phone:
Fax:
Contractor License:
Business Type:

Ext:

Federal ID Number:
Report Period: 12/01/2023
EDI Reference Number: 0001-7176-3559-6735
Agreement: Trade (PREMIUM 12 - CBA) - Current Rates
Tradeshow Installers

Report Type: Regular
Job Class Type: All
Date Report Finalized: 06/05/2024

ID	Hours Class	J/C	Hours	H&W H1	Pen	\$ Dues	Appr	VAC Amt	Pen S	FTI	LMP
001370	WORK	EJNP	195.00	1,965.0000	9.5500	1.3300	0.6400	0.0760	3.8000	0.0300	0.0200
				3,930.00	1,862.25	259.35	124.80	123.00	741.00	5.85	3.90
Grand Totals:			195.00	\$ 3,930.00	\$ 1,862.25	\$ 259.35	\$ 124.80	\$ 123.00	\$ 741.00	\$ 5.85	\$ 3.90

ID	Hours Class	J/C	IA Due	VHDues	Totals
001370	WORK	EJNP	0.1000	0.1000	
			19.50	19.50	7,089.15
Grand Totals:			\$ 19.50	\$ 19.50	\$ 7,089.15

REPORT DUE ON THE 10th OF THE MONTH

Be sure to include the EDI Reference Number 0001-7176-3559-6735 in the Memo portion of check(s).

Make Payment(s) As Follows:

Payment	Date	Amount Due	Payable To	Instructions	Mail To
Check #1		\$ 7,089.15	Local Union 831 - Trust Funds	Send payment and copy of the report.	Local Union 831 - Trust Funds P O Box 513435 Los Angeles, CA 90051-3435 626-279-3072

Signature _____

☐ 1st Report in Area

☐ Last Report in Area

☐ Supplemental Report

Print Your Name _____

If you **do not** wish to mail a check, you will also have the option to submit the payment electronically via ACH.

To schedule and pay your report via ACH you must select the EFT option and schedule payment prior to finalizing the report. Please reference the ACH processing instruction guide to ensure you have properly set up your ACH with the appropriate banking account number and routing number.

No 

Details for Tradeshow Installers (PREMIUM 12-CBA)
Report Period: 12/01/2023

Make Payment(s) As Follows:

EFT	Payment	Payable To	Amount	Payment Date	Mail To	Instructions
☒	Check #1	Local Union 831 - Trust Funds	\$7,089.15	<div>Payment Date  JUN 2024  S M T W T F S JUN 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30</div>	Local Union 831 - Trust Funds P O Box 513435 Los Angeles, CA 90088-4335 #: 626-279-3072	Send payment and copy of the report.

Computation of Payments

Local	Job Type	J/C	Fund	Hours	Rate	Wages	Amt Due
\$7,089.15				\$7,089.15			\$7,089.15
Grand Totals							
Local	Job Type	J/C	Fund	Hours	Rate	Wages	Amt Due
Pay This Amount:							\$7,089.15

Be sure to include the EDI Reference Number in the Memo portion of check(s).

Finalize Cancel

Employees to Report

To report no employees, you will follow the same steps:

Menu 

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Create a New Report 

View List of Pended and Finalized Reports

Add/Edit Projects

Setup / Edit Employer EFT Account Details

Special Import Mappings

Contact Us

Create a New Report

Select from the following options and then click on an agreement to create a report. Fields marked with an asterisk ("*") are required.

Reporting Period From*:

Reporting Period From
Dec 1, 2023

Report Type*:

☐ Regular ☒ No Employees

Data Source*:

☐ Prelist ☒ Blank Form ☐ Use Last Report ☐ Select Previous

Employer Report Form ID:

Sort Order:

First: Name

Second: None

Third: None

2 Agreements found, displaying all Agreements.

No.	NCH	Status	Agreement
1	☐	Finalized (1)	Tradeshow Installers - Trade (PREMIUM 12 - CBA)
2	☐	Not Reported	Tradeshow Installers - Trade (STANDARD - CBA)

You will have two options to report no employees. You can either 1) select the no employees and click on the agreement or 2) you can select the NCH box between the No 1 and not reported.

If click on, **NCH** and you will get a pop up asking "Do you want to create a No-Craft –Hired report for this agreement?" By clicking on Yes the system will generate a "**No Employees**" report form.

No Craft Hired

Do you want to create a No-Craft-Hired report for this agreement?

Cancel

Yes

Create/Edit Report

Employer ID:

Name:

Federal ID Number:

EDI Reference Number: Report Not Yet Finalized

Address 1:

Address 2:

Address 3:

City, State, Zip Code:

Phone:

Ext:

Report Period: 12/01/2023

Agreement: Tradeshow Installers (PREMIUM 12-CBA)

Report Type: No Employees

Job Class Type: All

Entry of employees is not permitted on a "No Employees" report form.

Delete Rpt

Pend

Calculate

Computations of Payments window will open. Select Finalize

Computation of Payments

Payment Coupon
Delete Report
Edit
Pend
Finalize

1 of 1

Local 831 Trust Funds
 P.O. Box 3118
 Covina CA 91722

Employer ID:
Contractor:
Address:
Phone: **Ext:**
Fax:

Federal ID Number:
Report Period: 12/01/2023
EDI Reference Number:
Agreement: Report Not Yet Finalized
 Trade (PREMIUM 12 - CBA) - Current Rates
 Tradeshow Installers
Report Type: No Employees
Job Class Type: All

☐ 1st Report in Area
 ☐ Last Report in Area
 ☐ Supplemental Report



Details for Tradeshow Installers (PREMIUM 12-CBA)

Report Period: 12/01/2023

Make Payment(s) As Follows:

EFT	Payment	Payable To	Amount	Payment Date	Mail To	Instructions
	Check #1	Local Union 831 - Trust Funds	\$0.00		Local Union 831 - Trust Funds P O Box 513435 Los Angeles, CA 900513435 Phone #: 626-279-3072	Send payment and copy of the report.



Finalize

Cancel

Select Finalize

A message will pop up stating the report cannot be modified after it has been finalized. Select ok

A report cannot be modified after it has been 'finalized'.
Do you want to finalize this report?

OK
Cancel

Computation of Payments

[Payment Coupon](#)

[Payment Coupon](#) [Home](#)



Employer ID:
Contractor:
Address:

Phone:
Fax:

Ext:

☐ 1st Report in Area ☐ Last Report in Area ☐ Supplemental Report



Federal ID Number:
Report Period:
EDI Reference Number:
Agreement:

Report Type:
Job Class Type:

12/01/2023
0001-7176-3656-8766
Trade (PREMIUM 12 - CBA) - Current Rates
Tradeshaw Installers
No Employees
All

Local 831 Trust Funds
P.O. Box 3118
Covina CA 91722

The EDI number has been assigned to this report. Close window

Viewing Pended and Finalized Reports

WebERF offers simple online ways to keep track of all reports created.

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To view any pended or finalized reports you have created, click the **View List of Pended and Finalized Reports** from the drop down menu option on the WebERF Home page, this will take you to the **Report History** page.

Report History

Select Unfinished Employer Reporting Form

To resume processing, select an unfinished report from the list below:

Unfinished Reports

 [12/1/23 Trade \(PREMIUM 12 - CBA\) - Tradeshow Installers - Current Rates](#)

 [12/1/23 Trade \(PREMIUM 12 - CBA\) - Tradeshow Installers - Current Rates](#)

 [7/1/23 Trade \(PREMIUM 12 - CBA\) - Tradeshow Installers - Current Rates](#)

 [7/1/23 Trade \(PREMIUM 12 - CBA\) - Tradeshow Installers - Current Rates](#)

View Finalized Employer Reporting Form

To view a finalized employer reporting form, select from the list below:

Finalized Reports

▼ 2023

▼ December, 2023

 [12/1/23 Trade \(PREMIUM 12 - CBA\) - Tradeshow Installers - Current Rates](#)

On the Available Reports page, you will see two lists. On the left you will see all unfinished reports you have created, and on the right you will see all finalized reports.

Clicking the icon to the left of the agreement link under the **Unfinished Report** list will delete any pending reports. You cannot delete any finalized reports as the system will not allow you.

Clicking on the link of any unfinished report will send you to the report form of that work period to either edit or finalize.

