



JOINT INDUSTRY BOARD OF THE ELECTRICAL INDUSTRY

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September 19, 2019

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Dear Employer,

As discussed at previous Board Meetings, the Joint Industry Board of the Electrical Industry (JIBEI) will be implementing a new system for payroll processing called basys.

As part of this implementation, employers who submit an electronic file through a payroll provider will be required to use a new file layout for electronic payroll submissions. Alternatively, you will also be able to submit by entering information into an online spreadsheet. More information will be provided at a later date about the online spreadsheet.

For your convenience, JIB has prepared the attached document that you can share with your IT department or payroll house. This document explains the differences between the new and the old file layouts: In summary, the new layout builds upon the older layout by adding 43 characters at the end of the file for expanded contractor number, job type and job location.

We are also attaching a set of Frequently Asked Questions (FAQs) to better answer your questions. They are divided into Q&A for employers who currently submit on Paper, Q&A for employers who currently upload a file from an Excel spreadsheet (worldgroup), Q&A for employers who currently submit an electronic file or through a payroll provider and Q&A for all employers.

If you have any additional questions about this new file layout, please contact Rocco Russo at the JIBEI at (718) 591-2000 x 1308.

Sincerely,

Joint Industry Board of
the Electrical Industry



Joint Industry Board of the Electrical Industry

New Contribution System

Frequently Asked Questions (FAQs)

For Employers currently submitting payrolls on PAPER or by submitting a file from an EXCEL SPREADSHEET (Worldgroup):

Q: I currently submit my payrolls on paper or by submitting a file from an Excel spreadsheet (Worldgroup). Does the file layout attachment apply to me?

A: You will have changes to the way you submit your payrolls but this attachment on the revised file format does not apply to you. The file layout attachment only applies to employers that submit an electronic file through a payroll provider.

Q: I currently submit my payrolls on paper or by submitting a file from an Excel spreadsheet (Worldgroup). How will this change?

A: Effective February, 2020 you will no longer be able to submit payrolls on paper or by submitting a file from an Excel spreadsheet. You will use an Online Spreadsheet to enter your payrolls.

Q: What is the basys Online Spreadsheet portal?

A: The Online Spreadsheet portal is a secure, password-protected website where you can submit member hours and contributions. When the system is fully implemented (later in 2020) you will also be able to instantly generate invoices and view contributions reports online.

This is part of the JIBEI's ongoing commitment to provide the most efficient and cost-effective service to our members and employers. The Portal will save employers time and money, reduce calculation errors and improve security and compliance.

Q: Does it cost anything for me to do reports and remittances through the Online Spreadsheet portal?

A: No. The Online Spreadsheet portal is provided as a service to you.

Q: When will the Online Spreadsheet portal be available?

A: The Online Spreadsheet portal will start to deploy before we stop accepting paper submissions, approximately February, 2020. Communications related to training, testing, preparation and support will be sent to you prior to the deployment.

Q: What training is available for me to learn to use the Online Spreadsheet portal?

A: The JIBEI will offer a number of in-person and remote training sessions to show you how to set up and use your Portal account. The Online Spreadsheet portal is very easy to use, especially if you're already familiar with using spreadsheets, and includes instructions and a quick video to walk you through the steps of getting started. There's also a "Help" button available that lets you download and consult a detailed user guide, and the JIBEI is available during regular business hours to answer your questions and help you use the Online Spreadsheet portal.

Q: How do I benefit from using the Online Spreadsheet portal?

A: Once we have completed implementing all of the functionality (later in 2020), you will be able to instantly see your invoice online as well as contribution history and reports.

Q: Do I have to use the Online Spreadsheet portal, or can I continue to submit my reports the same way I have been?

A: You will not be able to continue submitting payrolls on paper or by uploading a file from an Excel spreadsheet. You will need to use the Online Spreadsheet portal to submit your payrolls.

For Employers currently submitting payrolls via an ELECRONIC FILE or through a payroll provider:

Q: I currently submit my payrolls on an electronic file or through a payroll provider. I have to submit these changes as a request to my payroll system vendor. When are these changes required?

A: The new format will be required effective February, 2020.

Q: Who is responsible for communicating the changes to my payroll system vendor?

A: You will need to communicate the request to your payroll system vendor, as you own the relationship with that vendor.

Q: What if my payroll system vendor has technical questions that I can't answer?

A: If your payroll system vendor has technical questions that are not answered on this attachment you can tell them to call the Rocco Russo at JIBEI at (718) 591-2000 x1308 for assistance.

For All Employers

Q: Why is the JIBEI asking for Job Location and Type?

A: Job Location and Type will provide us with more effective ways to manage and report on the payrolls. It will assist the JIB in calculating costs for specific jobs whenever required.

Q: Why is there a new expanded Employer Number? I use this employer number on pre-printed forms and other systems. Am I going to have to change my employer number on these forms and systems?

A: The employer number has been expanded to five digits because we are running out of numbers for new employers. This does not mean you will have to change your employer number.

I. OVERVIEW OF FILE LAYOUT CHANGE

- JIB will be implementing a new system (basys) for payroll contribution processing. As a result, a new file layout will be used to accommodate additional information required by basys:
 - Expanded contractor number:** this is the existing 5 character contractor # followed by 3 blank spaces. In the future, those additional 3 spaces may be used for enhanced basys functionality.

- Job type:** The job type is used to determine *wrap-up insurance* and should be one of the following:

Job type	Description
WU-SchoolC	Wrap-up for School Construction Authority
WU-MTransA	Wrap-up for Metropolitan Transit Authority
WU-PortAut	Wrap-up for Port Authority
WU-Airport	Wrap-up for Airport
WU-LIRailR	Wrap-up for Long Island Railroad
WU-MNRailR	Wrap-up for Metro North Railroad
WU-Private	Wrap-up for private jobs (non-public entities)
Non-WrapUp	Non-WrapUp

- Job Location:**
- The old layout has a record's length of 300 bytes (characters). In the new layout, the records have a length of 343 bytes. **The first 300 bytes are the same in both old and new layouts.**
- The new layout requires an additional 43 bytes at the end of each record as follows:
 - Header record:**
 - 8 bytes for **expanded contr # (contractor number)**
 - 35 bytes for **filler (blanks)**
 - Detail record:**
 - 8 bytes for **expanded contr # (contractor number)**
 - 10 bytes for **job type (see chart above)**
 - 25 bytes for **job location**
 - Trailer record:**
 - 8 bytes for **expanded contr # (contractor number)**
 - 35 bytes for **filler (blanks)**
- The new layout is detailed below. Differences between the old and new format are highlighted in yellow.

II. NEW LAYOUT

INPUT FILE

Joint Industry Board payroll transmittal system.

- There are 3 record types within the file: header, detail, and trailer (trailers include totals).
- For each contract type/suffix (CA, VO, etc.) within a contractor, there must be header, detail and trailer records.

Record length - 343 blocked by 10

HEADER RECORD

Description	Start Position	End Position	Length	Format or content	Comment
record id	1	1	1	X(1)	Fixed value="1"
contr #	2	6	5	X(5)	
w/e date	7	14	8	MMDDYY Y	
week #	15	16	2	99	
contr name	17	37	21	X(21)	
fed-id	38	47	10	X(10)	
blanks	48	295	248	X(248)	
id-tag	296	300	5	X(5)	
expanded contr #	301	308	8	X(8)	Existing contr # (5) + 3 blank spaces
filler	309	343	35	X(35)	35 blank spaces

DETAIL and TRAILER RECORDS on next pages

DETAIL RECORD

Description	Start Position	End Position	Length	Format or content	Comments
record id	1	1	1	X(1)	Fixed value = "2"
contr #	2	6	5	X(5)	
w/e date	7	14	8	MMDDYYYY	
week #	15	16	2	99	
ss #	17	25	9	X(9)	
name					
1 st initial	26	26	1	x(1)	
blank	27	27	1	x(1)	
last name	28	45	18	X(18)	
annuity code	46	47	2	X(2)	assigned in newpay10
card #	48	55	8	X(8)	
classif.	56	60	5	X(5)	
job address	61	73	13	X(13)	
o/t gross	74	80	7	9(5)V99	
asbf	81	87	7	9(5)V99	
NYS disab	88	90	3	9V99	
tot std hours	91	94	4	999V9	
tot clk hours	95	98	4	999V9	
tot days worked	99	99	1	9(1)	
std gross wages	100	106	7	9(5)V99	
annuity /HRA	107	113	7	9(5)V99	
local 3 dues asses	114	118	5	999V99	
loan cert	119	123	5	999V99	
local 3 loan repay	124	128	5	999V99	
tuition loan repay	129	133	5	999V99	
cope	134	138	5	999V99	
date of transmission	139	146	8	MMDDYYYY	
exempt amt	147	153	7	9(5)v99	for esf only subtract this from gross
vac/hol	154	160	7	9(5)v99	
HRA only	161	167	7	9(5)V99	
employer dsp excess	168	175	8	9(6)v99	
ADM PHBP exempt	176	182	7	9(5)V99	
blanks	183	294	112	X(112)	
EESISP spec code	295	295	1	X(1)	special category code - P or blank (eff 10/06)
id tag	296	300	5	X(5)	
expanded contr #	301	308	8	x(8)	Existing contr # (5) + 3 blank spaces
job type	309	318	10	x(10)	For acceptable values see chart above
job location	319	343	25	x(25)	

TRAILER RECORD

Description	Start Position	End Position	Length	Format or content	Comments
record id	1	1	1	X(1)	Fixed value="3"
contr #	2	6	5	X(5)	
w/e date	7	14	8	MMDDYYYY	
week #	15	16	2	9(2)	
tot std gross	17	26	10	9(8)V99	
tot o/t gross	27	36	10	9(8)V99	
total gross	37	46	10	9(8)V99	
J.I.B. contrib	47	55	9	9(7)V99	
PHBP contrib	56	64	9	9(7)V99	
dental contrib	65	73	9	9(7)V99	
vac/hol contrib	74	82	9	9(7)V99	
annuity contrib (a&b)	83	91	9	9(7)V99	
ASBF contrib	92	100	9	9(7)V99	
ADM PHBP exempt	101	109	9	9(7)V99	
E & C contrib	110	118	9	9(7)V99	
amt due to J.I.B.	119	128	10	9(8)V99	
NEBF due to J.I.B.	129	137	9	9(7)V99	
local 3 dues assess	138	144	7	9(5)V99	
loan cert	145	151	7	9(5)V99	
local 3 loan repay	152	158	7	9(5)V99	
tuition loan repay	159	165	7	9(5)V99	
cope	166	172	7	9(5)V99	
amt due jib/loan/cope	173	182	10	9(8)V99	
self ins prem std job	183	189	10	9(5)V99	
tot gross wrap up jobs	190	199	10	9(8)V99	
tot gross si prem w/u	200	206	7	9(5)V99	
tot gross MTA	207	216	10	9(8)V99	
tot gross MTA prem	217	223	7	9(5)V99	
benef delinq acct	224	230	7	9(5)V99	
tot gross Port Auth	231	240	10	9(8)V99	
tot prem P.A.	241	247	7	9(5)V99	
tot gross eesisp spec	248	257	7	9(8)V99	for code 'P' people (eff 10/06)
tot prem eesisp spec	258	264	7	9(5)V99	for code 'P' people (eff 10/06)
vac/hol individual \$	265	273	9	9(7)v99	
filler	274	280	7	X(7)	
# records transmitted	281	285	5	9(5)	
std gross transmitted	286	295	10	9(8)V99	
id tag	296	300	5	X(5)	
expanded contr #	301	308	8	x(8)	Existing contr # (5) + 3 blank spaces
filler	309	343	35	x(35)	35 blank spaces