



Employer Remittance Quick Guide

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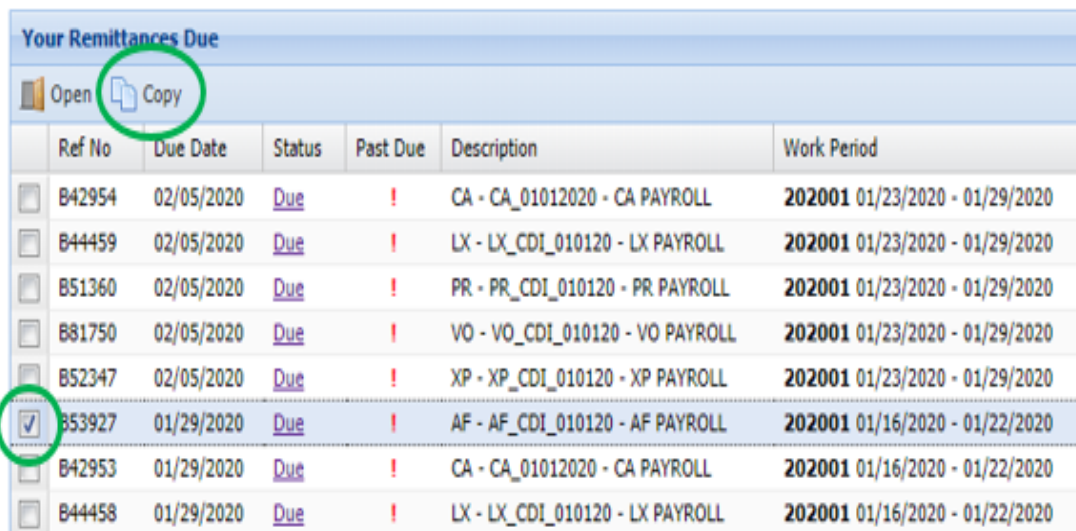
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Entering a remittance by copying from an existing one


There is a separate remittance due for each contract/suffix (for example, CA, PR, VO, AF, etc.) and week. The remittance description starts with the suffix. All due remittances display in the Home page. Past due remittances show a **!**.

You can create a new remittance by copying information from an existing remittance. The copy feature saves you the time of having to key members and work quantities (hours, wages etc.) from scratch.

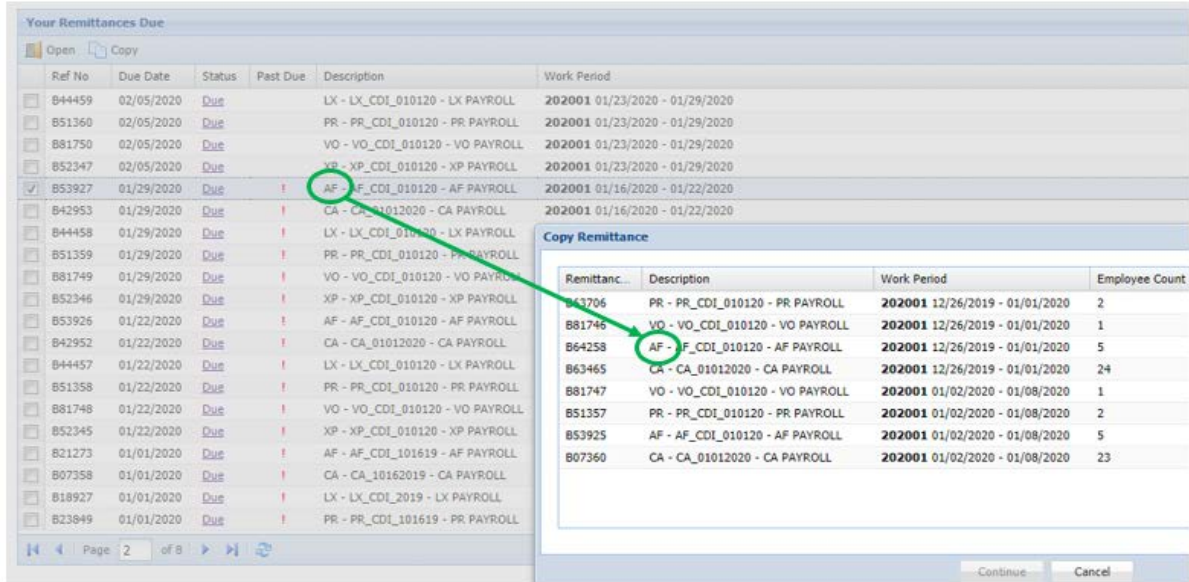
1. Click on Home
2. From the **Your Remittances Due** table on the Home page, check the box of the remittance you want to work on (don't click the remittance status, this will take you to the wrong page).



Your Remittances Due						
	Open	Copy				
	Ref No	Due Date	Status	Past Due	Description	Work Period
<input type="checkbox"/>	B42954	02/05/2020	Due	!	CA - CA_01012020 - CA PAYROLL	202001 01/23/2020 - 01/29/2020
<input type="checkbox"/>	B44459	02/05/2020	Due	!	LX - LX_CDI_010120 - LX PAYROLL	202001 01/23/2020 - 01/29/2020
<input type="checkbox"/>	B51360	02/05/2020	Due	!	PR - PR_CDI_010120 - PR PAYROLL	202001 01/23/2020 - 01/29/2020
<input type="checkbox"/>	B81750	02/05/2020	Due	!	VO - VO_CDI_010120 - VO PAYROLL	202001 01/23/2020 - 01/29/2020
<input type="checkbox"/>	B52347	02/05/2020	Due	!	XP - XP_CDI_010120 - XP PAYROLL	202001 01/23/2020 - 01/29/2020
<input checked="" type="checkbox"/>	B53927	01/29/2020	Due	!	AF - AF_CDI_010120 - AF PAYROLL	202001 01/16/2020 - 01/22/2020
<input type="checkbox"/>	B42953	01/29/2020	Due	!	CA - CA_01012020 - CA PAYROLL	202001 01/16/2020 - 01/22/2020
<input type="checkbox"/>	B44458	01/29/2020	Due	!	LX - LX_CDI_010120 - LX PAYROLL	202001 01/16/2020 - 01/22/2020

3. Click  **Copy**. The **Copy Remittance** window displays a list of possible prior remittances to copy from.

- Click on the remittance you would like to copy from and then click **Continue**. This will create a new remittance that will display in the **Employee Details** table. **Make sure to select the same contract / suffix that you will be submitting, as shown below:**



- If the suffixes for the new remittance and the one you copied are the same, then the ID, Name, and Quantities (days/hours, wages) will be copied, or just the ID and Name will be copied depending on your setup in your profile.

Employee SSN	Name	Job Location	Days Worked	STD Hours
*****1636	██████████ AS	WTC	5	32
*****1175	NEW MEMBER	WTC	5	36
*****8304	██████████ OS	WTC	2	12

- If the suffixes for the new remittance and the one you copied are not the same (for instance you created a AF remittance by copying a remittance for CA), only the ID and Name are copied.

Employee SSN	Name	Job Location	Days Worked	STD Hours
*****1636	██████████ AS	WTC		
*****1175	NEW MEMBER	WTC		
*****8304	██████████ OS	WTC		

- 5 Update existing employee information and quantities as necessary.

TAB, TAB, TAB..

If you click a column without tabbing through, information will NOT calculate properly. You need to TAB through each of the columns across the line to calculate and save data for the employee.

Start at the beginning of the line, and TAB thru each of the columns on the line to save and calculate. Your edits save as you enter them and tab on to the next row.

Job Location	Days Worked	STD Hours	CLK Hours
JAVITS	4	40	32
WTC	5	50	36
JFK	2	12	12

!!! HINT !!!

In the screen above, you will see the red triangle on the top left of each edited cell. This means that the row you are currently entering data, is not saved. You will need to tab all the way through to the next line for that row to be saved. Once saved, the red triangles disappear.

6 Overriding ANN/HRA calculations

In some cases, based on the contract/suffix, the basys portal may automatically calculate ANN/HRA but you have the capability to override the calculated value and enter a different one.

Just TAB to ANN/HRA and replace the calculated value (56.68 in example below) with a different one. The TAB again thru all the columns across the line.

STD Gross Wages	O/T GROSS	ANN/HRA	Tuition Loan Repay
1500	0	56.88	

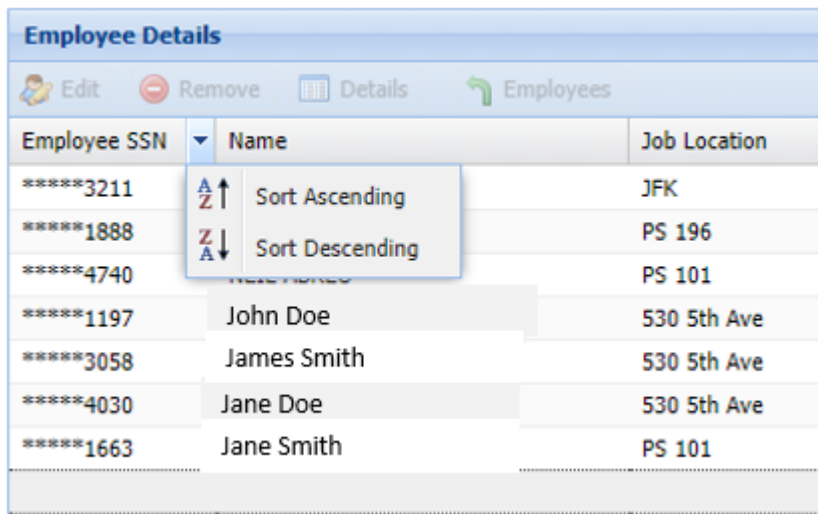
7 Adding or deleting employees

If you need to add or delete employees, please see those sections starting on page 12.

8 Sorting employees in Employee Detail Screen

Columns on the [Employee Details](#) screen can be sorted, ascending or descending as needed. See example shown below.

If you need to sort by Name or SSN, you will need to click the header and select the sort type you need.



Employee SSN	Name	Job Location
*****3211		JFK
*****1888		PS 196
*****4740		PS 101
*****1197	John Doe	530 5th Ave
*****3058	James Smith	530 5th Ave
*****4030	Jane Doe	530 5th Ave
*****1663	Jane Smith	PS 101

9. The totals due will show at the bottom of the screen

The screenshot shows a web application interface. At the top, there is a navigation bar with a page indicator: "Page 1 of 1" and "Displaying 1 - 2 of 2". Below this is a section titled "Remittance Summary". Inside this section, there is a dropdown menu labeled "Summary by:" with "Fund" selected. Below the dropdown is a table with two columns: "Fund" and "Amount Due". The table contains the following rows:

Fund	Amount Due
Pension Hosp. Benefit Plan	\$1,759.03
ANNUITY AND HRA FUND	\$95.00
DENTAL BENEFIT ELECTRICAL	\$79.20
EDUCATIONAL AND CULTURAL FUND	\$39.60
ENC TUITION LOAN REPAYMENT	\$0.00
Totals:	\$1,972.83

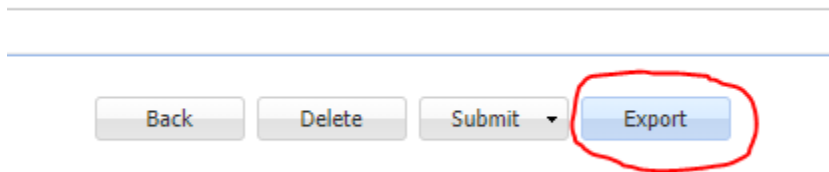
At the bottom of the screen, there are four buttons: "Back", "Delete", "Submit", and "Export".

Select Summary by Rates instead of Fund to see a detailed break-down by rate.

Submitting remittance(s)

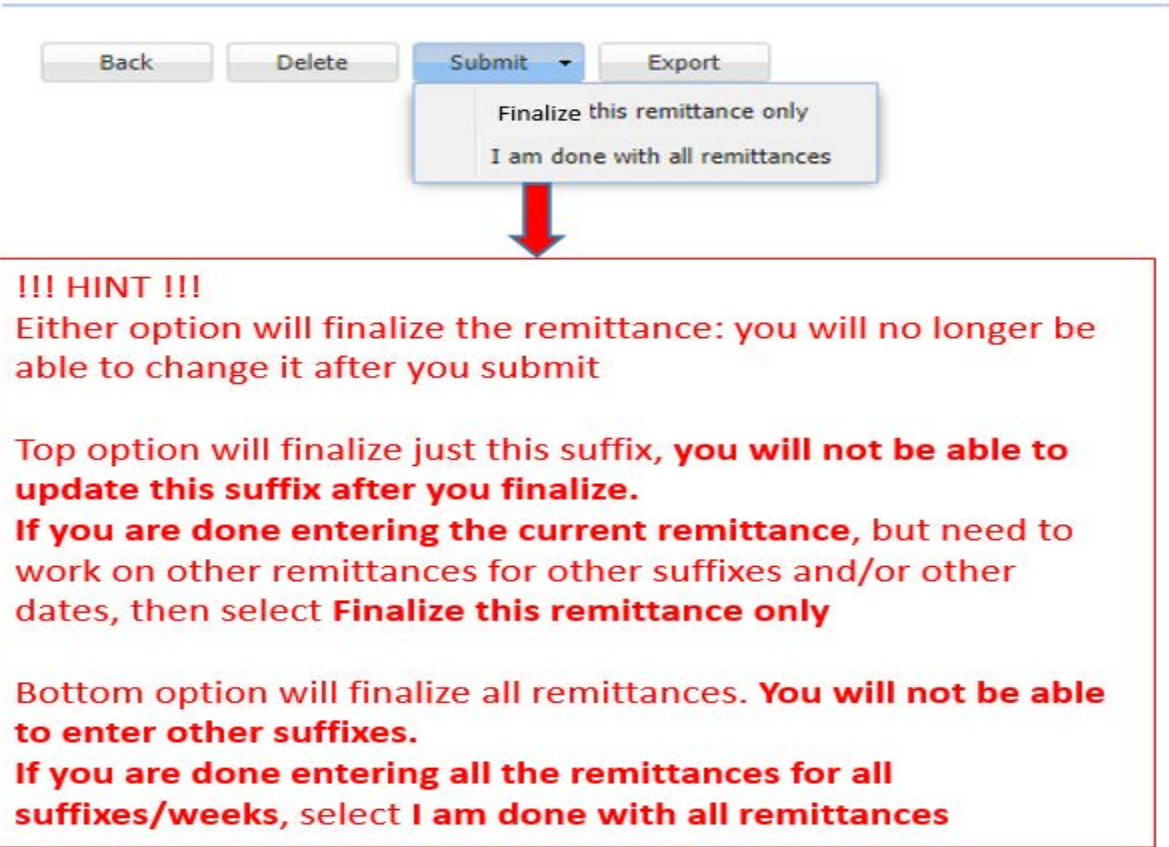
I. Make a copy of your remittance data by using Export (Optional)

If you'd like to have a copy of what is being submitted, you have the option to export the data. Click the button Export (before you submit) as shown below and the data gets saved as a csv (viewed using Microsoft Excel).



II. Step1: Submit

When you have entered all information in your remittance, click on the Submit button. You will see 2 choices as displayed below.



!!! HINT !!!
 Either option will finalize the remittance: you will no longer be able to change it after you submit

Top option will finalize just this suffix, **you will not be able to update this suffix after you finalize.**
If you are done entering the current remittance, but need to work on other remittances for other suffixes and/or other dates, then select Finalize this remittance only

Bottom option will finalize all remittances. **You will not be able to enter other suffixes.**
If you are done entering all the remittances for all suffixes/weeks, select I am done with all remittances

As a reminder: There is a remittance due for each suffix and payroll week. Some employers have multiple suffixes, while some have a single suffix.

If you still need to work on the current remittance, do not submit. You can go back or exit. Your remittance will still show as In Progress.

Your Remittances Due						
Ref No	Due Date	Status	Past Due	Description	Work Period	
<input type="checkbox"/> B42953	01/29/2020	In Progress	!	CA - CA_01012020 - CA PAYROLL	202001 01/16/2020 - 01/22/2020	
<input type="checkbox"/> B81754	03/04/2020	Due		VO - VO_CDI_010120 - VO PAYROLL	202002 02/20/2020 - 02/26/2020	
<input type="checkbox"/> B64259	02/26/2020	Due		AF - AF_CDI_010120 - AF PAYROLL	202002 02/13/2020 - 02/19/2020	
<input type="checkbox"/> B62952	02/26/2020	Due		CA - CA_01012020 - CA PAYROLL	202002 02/13/2020 - 02/19/2020	
<input type="checkbox"/> B62282	02/26/2020	Due		LX - LX_CDI_010120 - LX PAYROLL	202002 02/13/2020 - 02/19/2020	

Step2: Conclude Reporting

The **Payroll Submission Summary** window opens to display the remittances you submitted. It will also display remittances for the same work week that are due but that are Not Submitted.

Week	Reference Number	Description	Status
201923	H66965	IM,IM_2019,IM 2019	Not Submitted
201923	H66914	CA,CA_2019,CA 2019	Submitted
201923	H66587	XP,XP_2019,XP 2019	Not Submitted
201943	H66985	IM,IM_2019,IM 2019	Not Submitted
201943	H66934	CA,CA_2019,CA 2019	Submitted
201943	H66607	XP,XP_2019,XP 2019	Submitted

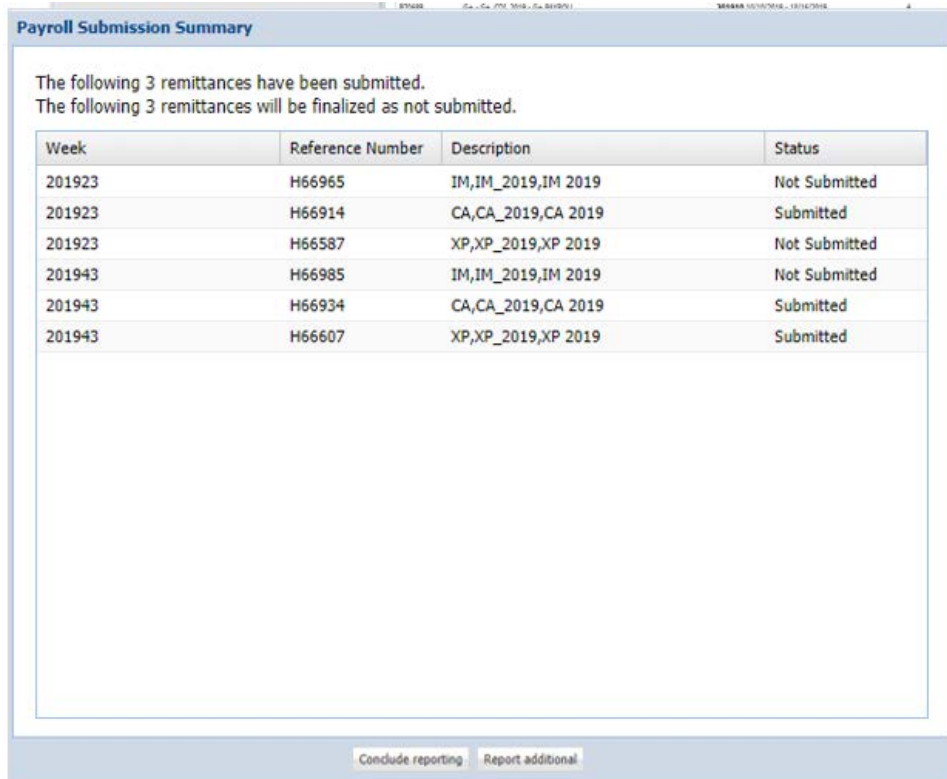
If you need to enter remittances that are Not Submitted, Click on the Report Additional button.

If you are done submitting a remittance for all of your suffixes/dates, click the **Conclude Reporting** button.

Your file data will not be processed unless you click the **Conclude Reporting button. However, once you click the **Conclude Reporting** button, you will not be able to submit any more suffixes / dates this week.**

No work week

The **Payroll Submission Summary** will display all remittances due and not submitted. If there are no hours/wages to report for a week and all other suffixes were submitted, click **Conclude Reporting**.



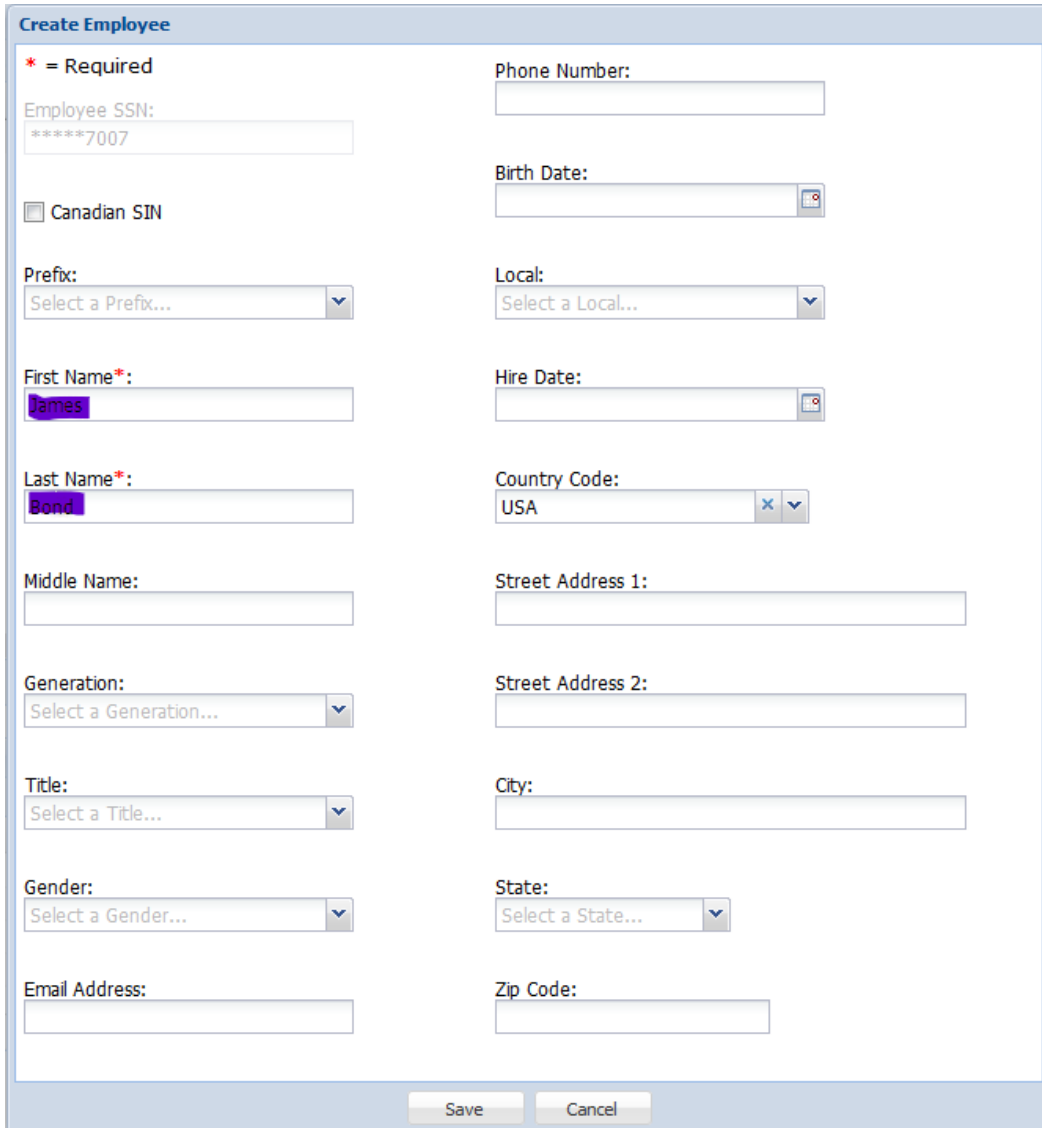
The following 3 remittances have been submitted.
The following 3 remittances will be finalized as not submitted.

Week	Reference Number	Description	Status
201923	H66965	IM,IM_2019,IM 2019	Not Submitted
201923	H66914	CA,CA_2019,CA 2019	Submitted
201923	H66587	XP,XP_2019,XP 2019	Not Submitted
201943	H66985	IM,IM_2019,IM 2019	Not Submitted
201943	H66934	CA,CA_2019,CA 2019	Submitted
201943	H66607	XP,XP_2019,XP 2019	Submitted

Conclude reporting Report additional

Adding a new employee to a remittance

1. Enter the SSN of the new employee. The **Create Employee** window displays.



The screenshot shows a 'Create Employee' window with the following fields and values:

- * = Required**
- Employee SSN: *****7007
- Canadian SIN:
- Prefix: Select a Prefix...
- Local: Select a Local...
- First Name*: James
- Hire Date: [Calendar icon]
- Last Name*: Bond
- Country Code: USA
- Middle Name: [Empty]
- Street Address 1: [Empty]
- Generation: Select a Generation...
- Street Address 2: [Empty]
- Title: Select a Title...
- City: [Empty]
- Gender: Select a Gender...
- State: Select a State...
- Email Address: [Empty]
- Zip Code: [Empty]

Buttons: Save, Cancel

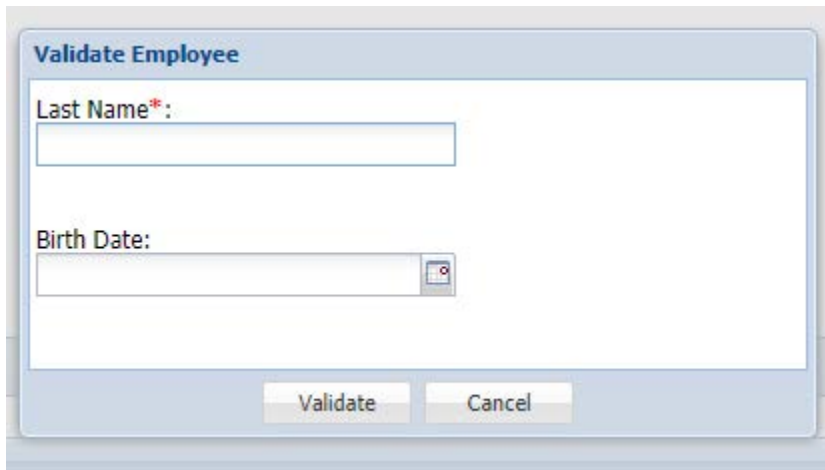
2. At a minimum, enter the First Name, Last Name and Birth Date.
3. Click **save**.
4. Enter the work quantities.

Press **Tab** to navigate from one field to the next. When you tab out of the last entry field of a row, the employee **Amount Due** calculates, and you can add another employee if needed in the next row.

TAB, TAB, TAB..

If you click a column without tabbing through, information will NOT calculate properly. You need to TAB through each of the columns across the line to calculate and save data for the employee.

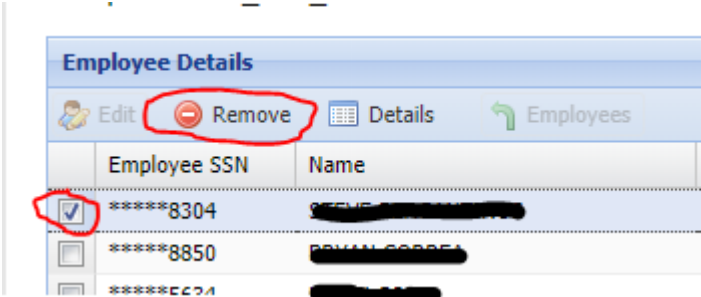
Note: Sometimes an employee will already exist in basys because he had previously worked for another employer, but now works for your company. In this situation, the screen below comes up where you will only need to enter the SSN of the employee, for verification.



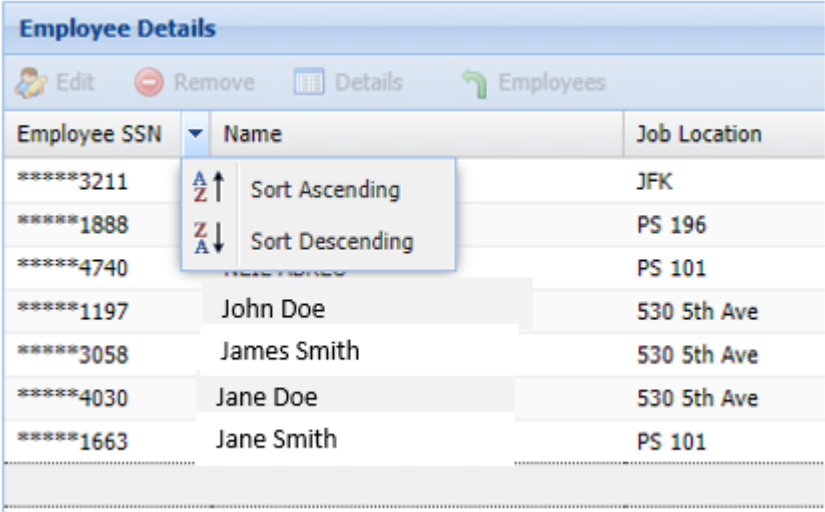
The image shows a software dialog box titled "Validate Employee". It has a light blue header and a white body. There are two input fields: "Last Name*" with a red asterisk and an empty text box, and "Birth Date:" with an empty date picker field that includes a small calendar icon. At the bottom of the dialog, there are two buttons: "Validate" and "Cancel".

Delete an employee from a remittance

You will need to check the box before the SSN field and then click the **Remove** button above.



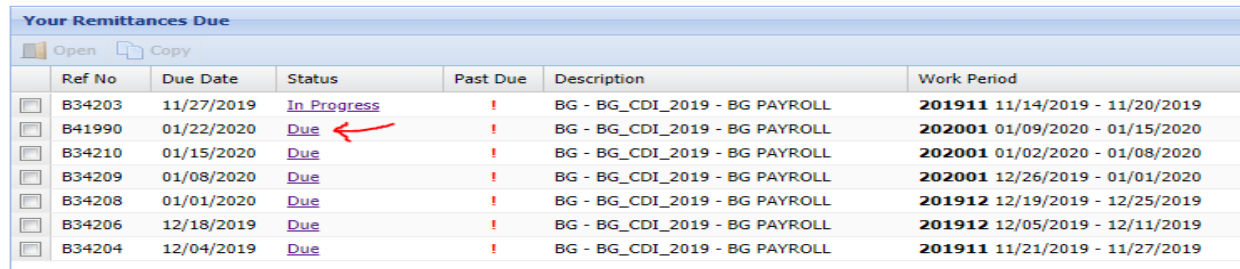
If you need to sort by Name or SSN, you will need to click the header and select the sort type you need.



Enter a remittance without copying

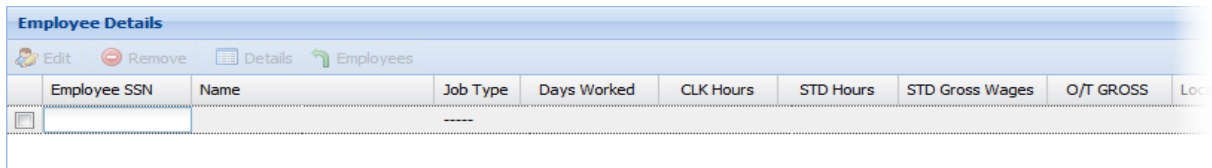
If you have a new suffix, you will need to enter the remittance for the first time, without copying. In addition, if you are new to JIB, you will need to enter your first remittance without copying. You will enter the employee details, rather than copying them from a previous remittance.

1. In the Home tab's **Your Remittances Due** listing, click the "Due" link to open its details. **Refer to Submitting remittances section on page 8 for further instructions**



Ref No	Due Date	Status	Past Due	Description	Work Period
B34203	11/27/2019	In Progress	!	BG - BG_CDI_2019 - BG PAYROLL	201911 11/14/2019 - 11/20/2019
B41990	01/22/2020	Due	!	BG - BG_CDI_2019 - BG PAYROLL	202001 01/09/2020 - 01/15/2020
B34210	01/15/2020	Due	!	BG - BG_CDI_2019 - BG PAYROLL	202001 01/02/2020 - 01/08/2020
B34209	01/08/2020	Due	!	BG - BG_CDI_2019 - BG PAYROLL	202001 12/26/2019 - 01/01/2020
B34208	01/01/2020	Due	!	BG - BG_CDI_2019 - BG PAYROLL	201912 12/19/2019 - 12/25/2019
B34206	12/18/2019	Due	!	BG - BG_CDI_2019 - BG PAYROLL	201912 12/05/2019 - 12/11/2019
B34204	12/04/2019	Due	!	BG - BG_CDI_2019 - BG PAYROLL	201911 11/21/2019 - 11/27/2019

2. Click in the **SSN** field in the table row. Type the employee's SSN, then press **Enter**.



Employee SSN	Name	Job Type	Days Worked	CLK Hours	STD Hours	STD Gross Wages	O/T GROSS	Loc

3. Enter the employee's work quantities for the **week**. Press **Tab** to navigate from one field to the next. The **Amount Due** calculates based on the quantities entered and your organization's **contract/suffix**.

TAB, TAB, TAB..

If you click a column without tabbing through, information will NOT calculate properly. You need to TAB through each of the columns across the line to calculate and save data for the employee.

The totals due will show at the bottom of the screen

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Remittance Summary	
Summary by:	Fund
Fund	Amount Due
Pension Hosp. Benefit Plan	\$1,759.03
ANNUITY AND HRA FUND	\$95.00
DENTAL BENEFIT ELECTRICAL	\$79.20
EDUCATIONAL AND CULTURAL FUND	\$39.60
ENC TUITION LOAN REPAYMENT	\$0.00
Totals:	\$1,972.83

Back Delete Submit Export

4. Submit the remittance

See Submitting remittances section on page 8

Employers new to JIB

Employers new to JIB will need to enter all employees, as they cannot copy any previously submitted remittance. Please see the section – Enter a remittance without copying.