



JOINT INDUSTRY BOARD OF THE ELECTRICAL INDUSTRY

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Founder

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.

