



**SOUTHERN CALIFORNIA IBEW-NECA ADMINISTRATIVE CORPORATION**

6023 Garfield Avenue, City of Commerce, CA 90040  
(323) 221-5861 or (800) 825-6935  
Fax (323) 726-3520



Mailing Address:  
P.O. Box 910918  
Los Angeles, CA 90091  
Website: [www.scibew-neca.org](http://www.scibew-neca.org)

**August 29, 2019**

**TO:** All Local 11 Signatory Contractors Reporting Via WebERF  
**FROM:** The Southern California IBEW-NECA Administrative Corporation  
**RE:** **SPLIT MONTH REPORTING – AUGUST 2019**

The Southern California IBEW-NECA Administrative Corporation (“Fund Office”) has been made aware that the negotiations for the various Collective Bargaining Agreements between IBEW Local 11 and LA NECA have been completed.

The newly negotiated rates have an effective date of August 5, 2019. Which means, there is a need to provide a “Split” Report for August 2019. All reportable hours worked for the period of August 1, 2019 through August 4, 2019 will be reported at the rates that were in effect on June 30, 2019, as these rates were extended through August 4, 2019. The second report for the period of August 5, 2019 through August 31, 2019, will need to be reported separately, as August 5, 2019 is the effective date of the newly negotiated rates.

To accommodate this need, WebERF has been enhanced to allow users to create a “split” report starting on a specific date. To create a “split” Report, please do the following:

**Please note, reporting hours using the incorrect period, may result in overreporting or underreporting contributions. In order to avoid any reporting issues, please ensure all reportable hours and wages are being reported using the correct reporting period.**

**For the period of 8/1/19 – 8/4/19:** If reportable hours were worked in the period of August 1, 2019 through August 4, 2019, when creating a Report in WebERF, you will need to do the following:

1. Log into WebERF and click the “Create New Report” link at the top of the page.





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2. To change the “Reporting Period From” date, click the “change” link.

**Reporting Period From\*:** August 1, 2019 [change](#)

**Report Type\*:** ☒ Regular ☐ No Employees ☐ Adjustment

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

**Employer Report Form ID:**

**Sort Order:** First:  Second:  Third:

9 Agreements found, displaying all Agreements.

No.	NCH	Status	Agreement
1.	<input type="checkbox"/>	Finalized (2)	<a href="#">INSIDE WIREMEN'S AGREEMENT - 11 - 11 IW (MASTER - STANDARD)</a>
2.	<input type="checkbox"/>	Finalized (1)	<a href="#">INSIDE WIREMEN'S AGREEMENT - 11 - 11 IW (MOU BOEING - STANDARD)</a>
3.	<input type="checkbox"/>	Finalized (1)	<a href="#">INSIDE WIREMEN'S AGREEMENT - 11 - 11 IW (NOP - STANDARD)</a>
4.	<input type="checkbox"/>	Finalized (1)	<a href="#">INSIDE WIREMEN'S AGREEMENT - 11 - 11 IW (PAA - STANDARD)</a>
5.	<input type="checkbox"/>	Finalized (1)	<a href="#">INTELLIGENT TRANSPORTATION SYSTEMS AGREEMENT - 11 ITS (MASTER - STANDARD)</a>
6.	<input type="checkbox"/>	Finalized (1)	<a href="#">MAINTENANCE AGREEMENT - 11 MAINT (MASTER - STANDARD)</a>
7.	<input type="checkbox"/>	Finalized (1)	<a href="#">MATERIAL HANDLER AGREEMENT - 11 MH (MASTER - STANDARD)</a>
8.	<input type="checkbox"/>	Finalized (1)	<a href="#">NINTH DISTRICT MARKET ADVANCEMENT MOU - MKTMOU (MASTER - STANDARD)</a>
9.	<input type="checkbox"/>	Finalized (1)	<a href="#">SO CA 9TH DISTRICT SOUND &amp; COMM AGREEMENT - Sound (MASTER - STANDARD)</a>

3. When the “change” link is clicked, a drop-down box will appear. Enter in the “Reporting Period From” date you wish to use by clicking the arrow on each box and selecting the Month, Day and Year. Click the “apply” button.
- For the current specific need, you will need to select August 1, 2019. WebERF will default to the reporting period of August 1, 2019 through August 4, 2019 and use the rates in effect on these dates.**

**Reporting Period From\*:** August 1, 2019 [change](#)

**Report Type\*:** ☒ Regular ☐ No Employees ☐ Adjustment

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

**Employer Report Form ID:**

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2.	<input type="checkbox"/>	Finalized (1)	<a href="#">INSIDE WIREMEN'S AGREEMENT - 11 - 11 IW (MOU BOEING - STANDARD)</a>
3.	<input type="checkbox"/>	Finalized (1)	<a href="#">INSIDE WIREMEN'S AGREEMENT - 11 - 11 IW (NOP - STANDARD)</a>
4.	<input type="checkbox"/>	Finalized (1)	<a href="#">INSIDE WIREMEN'S AGREEMENT - 11 - 11 IW (PAA - STANDARD)</a>
5.	<input type="checkbox"/>	Finalized (1)	<a href="#">INTELLIGENT TRANSPORTATION SYSTEMS AGREEMENT - 11 ITS (MASTER - STANDARD)</a>
6.	<input type="checkbox"/>	Finalized (1)	<a href="#">MAINTENANCE AGREEMENT - 11 MAINT (MASTER - STANDARD)</a>
7.	<input type="checkbox"/>	Finalized (1)	<a href="#">MATERIAL HANDLER AGREEMENT - 11 MH (MASTER - STANDARD)</a>
8.	<input type="checkbox"/>	Finalized (1)	<a href="#">NINTH DISTRICT MARKET ADVANCEMENT MOU - MKTMOU (MASTER - STANDARD)</a>
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4. Under the "Agreement" header, click the link to the report you want to process.

**Reporting Period From\*:** August 1, 2019 [change](#) August 1 2019 [Apply](#)

**Report Type\*:** ☒ Regular ☐ No Employees ☐ Adjustment

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

**Employer Report Form ID:**

**Sort Order:** First:  None Second:  None Third:  None

9 Agreements found, displaying all Agreements.

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2.	<input type="checkbox"/>	Finalized (1)	<a href="#">INSIDE WIREMEN'S AGREEMENT - 11 - 11 IW (MOU BOEING - STANDARD)</a>
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4.	<input type="checkbox"/>	Finalized (1)	<a href="#">INSIDE WIREMEN'S AGREEMENT - 11 - 11 IW (PAA - STANDARD)</a>
5.	<input type="checkbox"/>	Finalized (1)	<a href="#">INTELLIGENT TRANSPORTATION SYSTEMS AGREEMENT - 11 ITS (MASTER - STANDARD)</a>
6.	<input type="checkbox"/>	Finalized (1)	<a href="#">MAINTENANCE AGREEMENT - 11 MAINT (MASTER - STANDARD)</a>
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8.	<input type="checkbox"/>	Finalized (1)	<a href="#">NINTH DISTRICT MARKET ADVANCEMENT MOU - MKTMOU (MASTER - STANDARD)</a>
9.	<input type="checkbox"/>	Finalized (1)	<a href="#">SO CA 9TH DISTRICT SOUND &amp; COMM AGREEMENT - Sound (MASTER - STANDARD)</a>

5. Enter in all report data, then click Calculate.

Create/Edit Report

**Monthly Payroll Report for Electrical Contractors**  
**Electrical Industry Accounts - I.B.E.W. L.U.#11 - L.A. County N.E.C.A.**  
**Together With**  
**National Electrical Benefit Fund and National Electrical Industry Fund**

**Employer ID:**  **Federal ID Number:**   
**Contractor:**  **Report Period:** August 1, 2019  
**Address 1:**  **EDI Reference Number:** Report Not Yet Finalized  
**Address 2:**  **Agreement:** INSIDE WIREMEN'S AGREEMENT - 11 (MASTER-STANDARD) - Current Rates  
**Address 3:**   
**City, State, Zip Code:**  **Job Class Type:** All  
**Phone:**  **Ext:**   
**Fax:**

[Clr Form](#) [Remove](#) [Save](#) [Delete Rpt](#) [Pend](#) [Calculate](#)

**Employer Notes** (maximum of 250 characters)

**Set Defaults**

**Job Class**  Designated WM **Project**

**Employees** (fields marked with an asterisk ("\*") are required) ☐ 1st Report in Area ☐ Last Report in Area ☐ Supplemental Report

SSN*	Last Name*	First Name*	MI	Job Class	Project	Hours*	Wages*	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	0.00	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	0.00	<input type="checkbox"/>

6. Click Finalize. Print Report and Payment Coupon, sign and send payment and report according to the direction on the Payment Coupon.

[Payment Coupon](#) [Edit](#) [Delete Rpt](#) [Pend](#) [Finalize](#)



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**For the period of 8/5/19 – 8/31/19:** If reportable hours were worked in the period of August 5, 2019 through August 31, 2019, when creating a Report in WebERF, you will need to do the following:

1. Log into WebERF and click the “Create New Report” link at the top of the page.

System Administrator on behalf of

**Processing Options**  
Report deleted successfully

Select from the following options and then click the Create Report button. Fields marked with an asterisk (\*) are required.

2. To change the “Reporting Period From” date, click the “change” link.

**Reporting Period From\*:** August 1, 2019 [change](#)

**Report Type\*:** ☒ Regular ☐ No Employees ☐ Adjustment

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

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Reporting Period From\*: August 1, 2019 [change](#) August 5 2019 Apply

Report Type\*: ☒ Regular ☐ No Employees ☐ Adjustment

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

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4. Under the “Agreement” header, click the link to the report you want to process.

Reporting Period From\*: August 5, 2019 [change](#) August 5 2019 Apply

Report Type\*: ☒ Regular ☐ No Employees ☐ Adjustment

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

Employer Report Form ID:

Sort Order: First: None Second: None Third: None

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4.	<input type="checkbox"/>	Finalized (1)	<a href="#">INSIDE WIREMEN'S AGREEMENT - 11 - 11 IW (PAA - STANDARD)</a>
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6.	<input type="checkbox"/>	Finalized (1)	<a href="#">MAINTENANCE AGREEMENT - 11 MAINT (MASTER - STANDARD)</a>
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5. Enter in all report data, then click Calculate.

**SC IBEW-NECA**

Home | Select Employer | Create New Report | Reports List | Contact Us | Documentation | Help | Log off

Wednesday, August 21, 2019

**Create/Edit Report**

**Monthly Payroll Report for Electrical Contractors**  
**Electrical Industry Accounts - I.B.E.W. L.U.#11 - L.A. County N.E.C.A.**  
**Together With**  
**National Electrical Benefit Fund and National Electrical Industry Fund**

Employer ID: \_\_\_\_\_ Federal ID Number: \_\_\_\_\_  
Contractor: \_\_\_\_\_ Report Period: 07/01/2019  
Address 1: \_\_\_\_\_ EDI Reference Number: Report Not Yet Finalized  
Address 2: \_\_\_\_\_ Agreement: INSIDE WIREMEN'S AGREEMENT - 11 (MASTER-STANDARD) - Current Rates  
Address 3: \_\_\_\_\_ Job Class Type: All  
City, State, Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ext: \_\_\_\_\_  
Fax: \_\_\_\_\_

Clr Form Remove Save Delete Rpt Pend **Calculate**

**Employer Notes** (maximum of 250 characters)  
\_\_\_\_\_  
\_\_\_\_\_

**Set Defaults**

Job Class: Designated WM Project: \_\_\_\_\_  
Employees (fields marked with an asterisk "\*" are required) ☐ 1st Report in Area ☐ Last Report in Area ☐ Supplemental Report

SSN*	Last Name*	First Name*	MI	Job Class	Project	Hours*	Wages*	Remove
_____	_____	_____	_____	_____	_____	0.00	0.00	<input type="checkbox"/>
_____	_____	_____	_____	_____	_____	0.00	0.00	<input type="checkbox"/>

6. Click Finalize. Print Report and Payment Coupon, sign and send payment according to the direction on the Payment Coupon.

Payment Coupon Edit Delete Rpt Pend **Finalize**

If you have questions regarding the submission of reports and payment of contributions you may contact the Audit and Remittance Processing Department at the Fund Office at (323) 221-5861 or at the nationwide, toll free number, (800) 824-6935. Office hours are Monday through Friday, 8:30AM to 5:30PM. Voicemail messages may be left at any time, with return calls placed the next business day. Fax communications may be directed to (323) 726-3520.

Thank you for your cooperation.