



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

August 29, 2019

TO: All Local 11 Signatory Contractors Reporting Via WebERF
FROM: The Southern California IBEW-NECA Administrative Corporation
RE: WEBERF ENHANCEMENTS

WebERF has been enhanced to better serve Employers who use this Reporting interface. The following is a list of enhancements that will be available starting September 2019.

- Decoupling of Vacation Fund into the Vacation Fund (8.5%) and Dues Fund (3.5%): Previously, all WebERF reports coupled the Vacation Fund (8.5%) and Dues Fund (3.5%) and displayed the total under the Vacation Fund (12%) header. Employer Reports will now show the Vacation Fund (8.5%) and Dues Fund (3.5%) as separate entries on the Employer Reports. Please note this is only a report enhancement and has no impact on any amounts due. Please note, this change has an effective date of August 5, 2019 and will only appear on reports created for the work period of August 5, 2019 going forward.
Selecting a report to create: To create a report, click the link to the report to be created, located under the "Agreement" header. Then follow the normal report creation process from here.

Table with 4 columns: No., NCH, Status, Agreement. 9 rows of data. The first row's Agreement column is highlighted with a red box.

You can create multiple reports under one agreement, for example, if the employer processed/finalized a report with five employees, and then learns an employee was not reported, the WebERF user can simply click the link to the desired Agreement and create another report. The (1) that follows the word Finalized indicates the number of reports that have been finalized for the related Agreement.

Table with 4 columns: No., NCH, Status, Agreement. 9 rows of data. The (2) in the Status column of the first row is highlighted with a red box.



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- **Visual status of all reports due:** WebERF has been enhanced to show a status of all monthly reports due. When an Employer clicks “Create New Report,” all Agreements with a report due will be displayed with a **Finalized** or **Not Reported** status. In the beginning, all reports due (listed under the Agreement header) will be displayed with a **Not Reported** status, which means no reports have been finalized. Once an Employer creates a report for a specific Agreement, the status will show as **Finalized**.

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"/>	Not Reported	<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>

- **Ability to select a specific Reporting Period From day:** WebERF has been enhanced to allow users the option to create a report starting on a specific day. This feature will be useful in the event there is a contributions rate change that has an effective date other than the first of the month. To use this feature, please do the following:

1. In the “Reporting Period From” field, 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>



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- 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. Then follow the normal report creation process from here.

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

**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>

## Creation of No Craft Hired (NCH) Reports:

- To create a No Craft Hired (NCH) Report (aka zero hours report), check the NCH box and click the link under the “Agreement” for the report you would like to create.

No.	NCH	Status	Agreement
1.	<input checked="" 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>



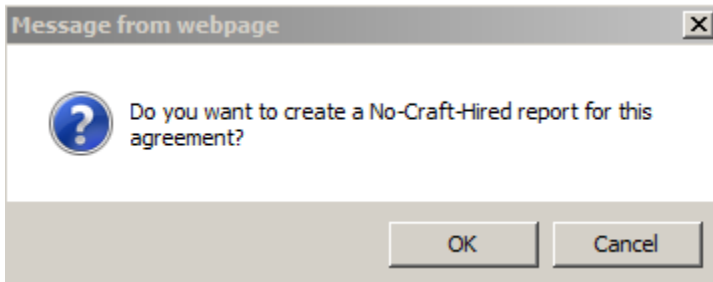
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2. Click "OK" to confirm the creation of an NCH Report.



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



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.