

IUOE BENEFIT FUNDS OF EASTERN PENNSYLVANIA & DELAWARE

INSTRUCTIONS - STEP BY STEP PREPARATION BY ITEM

- Item 1: Last work day or last day for the calendar month.
- Item 2: Provide employee's full name.
- Item 3(a): Provide employee's Social Security number.
- Item 3(b): District where employment occurred MUST be identified. See reverse for detailed instructions regarding district.
- Item 4(a): Report ALL hours worked (*clock hours*) for which payment has been made during the period covered by this report.
- Item 4(b): Report total compensation paid, including overtime.
- Item 5: Multiply the *total hours paid* in item 6 by \$.50 (5 County-District 1 and Delaware-District 5); or \$.25 (29 Co-Districts 2, 3, 4) to determine total Pinpoint contribution.
- Item 6: Report TOTAL HOURS PAID, including time and ½ and double time hours. (See attached example of HOURS PAID calculation).
- Item 7(a): Enter the Wage Group of the member in accordance with your Collective Bargaining Agreement. Refer to the Surcharge Schedule attached.
- Item 7(b): Enter the Contract Code in accordance with your Collective Bargaining Agreement. Refer to the Surcharge Schedule attached for the proper code.
- Item 7(c): Enter the appropriate Welfare/Apprentice Surcharge rate from the attached Surcharge Schedule.
- Item 7(d): Multiply hours in item 6 by the rate in 7(c) to determine Surcharge amount.
- Item 7(e): Enter the appropriate SUB Surcharge rate from the attached Surcharge Schedule.
- Item 7(f): Multiply hours in item 6 by the rate in 7(e) to determine Surcharge amount.
- Item 8(a): Two columns, 8(a) and (b) are provided for multiple rate applications. Column 8(a) and/or 8(b) hours should equal the total hours in 4(a).
- Item 8(c): Multiply the hours in columns 8(a) and/or 8(b) times the appropriate annuity rate; enter total annuity amounts in column 8(c).
- Item 9: If applicable, enter the \$.15 per clock hour contribution for work on heavy and highway projects in the 5-County and 29-County areas.
- Item 10: Calculate as indicated to arrive at remittance amounts of Joint Funds, Surcharge Annuity, and Pinpoint requirements. Make *separate check* payable to "JOINT FUNDS-ENGINEERS E. PA & DE".
- Item 11: Calculate as indicated to arrive at remittance amounts. Make *separate check* payable to "IUOE LOCAL 542".
- Item 12: Total amount of column 9 is to be entered on Line 12. Make *separate check* payable to "H/H INDUSTRY ADVANCEMENT FUND".

IMPORTANT!!!

Please note that column 3(b), labeled District, appears on the Remittance Form. As listed below\*\*, there are five (5) different geographical districts that fall within the Union's geographical jurisdiction.

Pursuant to Federal Court Order, you as a reporting Employer are required to report all hours by the geographic district in which the hours are worked.

For example, if during the entire reporting period all hours worked by a given individual are worked within District 1, you need simply insert the number "1" in the District column. If, however, the individual works within more than one of the geographical districts during the month being reported, then you must report and separately list the hours actually worked in each district.

For example, if Operator John Smith works in District 1 and District 5 during a given reporting period, then these hours must be entered as illustrated below:

2. Employee Name	3(a) Social Security Number	3(b) District	4(a) Hours	4(b) Gross Wages
J. Smith	123-45-6789	1	117	1989.00
J. Smith	123-45-6789	5	48	816.00

- \*\*District 1      Encompasses the Pennsylvania counties of Bucks, Chester, Delaware, Montgomery and Philadelphia.
  
- \*\*District 2      Encompasses the Pennsylvania counties of Berks, Carbon, Lehigh, Northampton, and Schuylkill.
  
- \*\*District 3      Encompasses the Pennsylvania counties of Bradford, Lackawanna, Luzerne, Monroe, Pike, Sullivan, Susquehanna, Wayne and Wyoming.
  
- \*\*District 4      Encompasses the Pennsylvania counties of Adams, Colulmbia, Cumberland, Dauphin, Juniata, Lancaster, Lebanon, Lycoming, Montour, Northumberland, Perry, Snyder, Tioga, Union and York.
  
- \*\*District 5      Encompasses the State of Delaware.