CHROME or FIREFOX is recommended, however, any browser with the exception of Internet Explorer will suffice.

To log in click <u>http://www.uhh.org/</u>

Go to: Employers

Login and check "I agree with terms of use", click Login

Employer Login	
User Name	I
Password	
	✓ I agree with terms of use.
	Login 🔿
	Forgot user name or password?

Click the first link: Access Employer Self Service Portal (ESS)

	PAYMENT ACTIVITY PAYMENT ACCOUNTS	👗 ANI T. 🛨
mployers		
Welcome to the Fund website!		
EMPLOYERS	The Fund website gives you a secure, fast way to: • Access Employer Self Service Portal (ESS) to submit your monthly contribution report • Make Welfare Full Payments and add or change account information. • View and manage payment activity. • Create and manage your user profile.	iS.

Complete 3 Step Verify User Registration Wizard and click Next.

You will move to a Select Employer screen. If you are set-up under multiple accounts you will view all the accounts on this screen. Select the Account you want to work on by clicking on it. If you only have one account there will only be one option to click on.

Once you select the account you will navigate to the accounts home page. There will be five tabs across the webpage.

HOME>EMPLOYER INFO>BILLING ENTITY>ACCOUNTS>ROSTER

All of the monthly reporting is done on the ACCOUNTS tab. Adding New Hires can be done within a work report or on the ROSTER tab.



To Review, Edit, and submit your work report click on the ACCOUNTS tab.

1. All work reports, adjustments, credits and debits are viewable on the ACCOUNTS tab.

NOTE: The available work report is only considered a pre-bill and is only a copy of the changes that were reported in the previous month. The pre-bill should not be interpreted as an actual bill of what should be reported/paid. Employers are required to review and update all changes.

Tools	Activity Date	Trans #•	Trans Type	Trans Identifier	Trans Status	Report Status	Due Date	Balance	Debit	Credit
Actions	09/20/2017	1812920	WH Report	2017-09 4541 NORTH RAVENSWOOD	Open	Initial	10/15/2017	\$0.00	\$0.00	\$0.00
<u>Details</u>	08/22/2017	1802700	Liquidated Damages	2017-05 4541 NORTH RAVENSWOOD #1757764	Open			\$17.30	\$17.30	\$0.00
Details	08/22/2017	1802699	Interest	2017-05 4541 NORTH RAVENSWOOD #1757764	Open			\$17.30	\$17.30	\$0.00

	Trans Type		Trans Identifier
)	WH Report	1	2017-09 4541 NORTH RAVENSWOOD
)	Liquidated Damages	1	2017-05 4541 NORTH RAVENSWOOD #1757764
)	Interest	1	2017-05 4541 NORTH RAVENSWOOD #1757764

2. To edit the work report click on the ACTIONS Button located in the first column of Trans Type WH REPORT. The Trans Identifier details the month and year of the work report.

Tools	Activity Date	Trar
<u>Details</u>	01/11/2017	1
Actions	12/20/2016	1
<u>Details</u>	11/22/2016	1
<u>Details</u>	11/22/2016	1

3. Click EDIT.

Tools	Activity Date		Trans
<u>Details</u>	01/11/2017		17
Actions	12/20/2016		16
Details	5	16	16
Edit "Ռ	უ	16	16
Subm	ł		

You will move to the Work Report Editor. All of your employees will be listed here along with the Health & Welfare Amount Due for each employee.

Work Re	epo	rt Edito	or								
Save		Apply		Car	ncel						
Billing Loc	ation	: 41400	0000) Cł	HICAGO HOTEL H	OL Report Status	s: Initial		Identifier:	#181292	1 - 2017-09 163 EAST WAL
Summar	у	Detail									
Agreement	:	1 - 160	3 EAS	ST W	ALTON Y Job	Category: E	ligible Employee	✓ Exception	Filter: Please S	elect 💌	
Add Memb	er	Add New M	/lemb	er	Delete Selected						
Tools		Actions			Job Category	Start Date	Stop Date	Work Status	Hours	H&W Due	
Actions		🖬 🗭 🕒			Eligible Emplo	09/01/2017	09/30/2017	Active		\$0.00	
Actions		🛯 🗭 🕒			Eligible Emplo	09/01/2017	09/30/2017	Active		\$0.00	
Actions		🛯 🗭 🕒			Eligible Emplo	09/01/2017	09/30/2017	No Work		\$0.00	
Actions		🛯 🗭 🕒			Eligible Emplo	09/01/2017	09/30/2017	No Work		\$0.00	
Actions		0 🖷 🛈			Eligible Emplo	09/01/2017	09/30/2017	No Work		\$0.00	

- 4. Terminated employees will be reported as "TERMINATED PAID" or "TERMINATED UNPAID". If contributions will be paid then use "TERMINATED PAID" if contributions will not be paid then use "TERMINATED UNPAID" and the "1" in months will be changed to "0". H&W dues will change to zero.
 - a. Food Service and Hospitality Accounts use "Immediate Termination"
 - b. Other Work Status changes include FMLA, Unpaid Medical Leave, Below Hours, and Layoff.
- 5. New Hires are added to the Work Report using the ADD NEW MEMBER button.
 - a. New Hires should be reported on the work report in the month they are hired.
 - b. If they are within a Waiting Period, they should still be reported on the work report in the month they are hired with a Status of Waiting Period.
 - c. New Hires can also be added at any time within the ROSTER tab.
- 6. After completing all the monthly changes in your work report, click APPLY and SAVE.
- 7. The work report tab will close and return you to the original account page. You are now ready to submit your work report.
- 8. Click on ACTIONS on the Work Report transaction line

Activity Date	Trar
01/11/2017	1
12/20/2016	1
11/22/2016	1
11/22/2016	1
	Activity Date 01/11/2017 12/20/2016 11/22/2016 11/22/2016

9. Click on SUBMIT.

Details	17
Edit	17
Submit	
Delete 🖤	

10. There are three different types of report statuses.

- a. INITIAL means the employer has not submitted the report to UHH.
- b. PENDING means the employer has submitted the report to UHH, but UHH has not approved the work report.
- c. RELEASED means the UHH has approved the work report.

Once a work report is SUBMITTED TO UHH the employer can no longer edit the work report without consulting a UHH CAER Representative.

Report Status	^c Report Status	Report Status
Initial	1	
.0	Pending	Released
		Released Released

To print a copy of the work report you must export it to XLS PDF OR CSV within the Work Report Editor.

NOTE: Your pop-up blockers must be turned off for this function. If your report does not export a red X will appear in your URL. Click on it to turn off your pop-up blockers and export again.

Click TOOLS Click EXPORT

