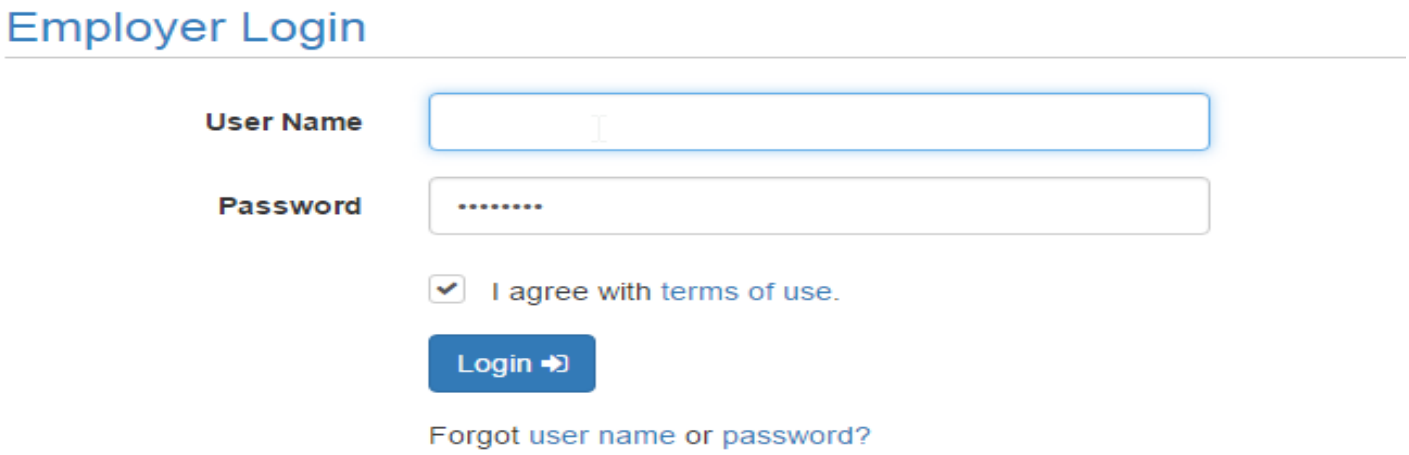
CHROME or FIREFOX is recommended, however, any browser with the exception of Internet Explorer will suffice.

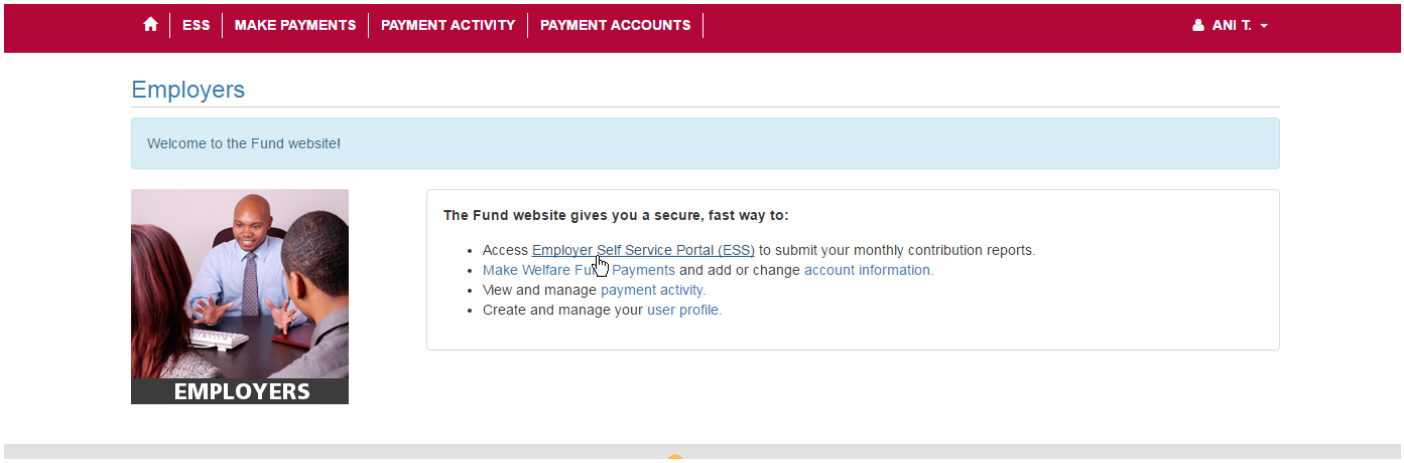
To log in click http://www.uhh.org/

Go to: Employers

Login and check “I agree with terms of use”, click Login



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



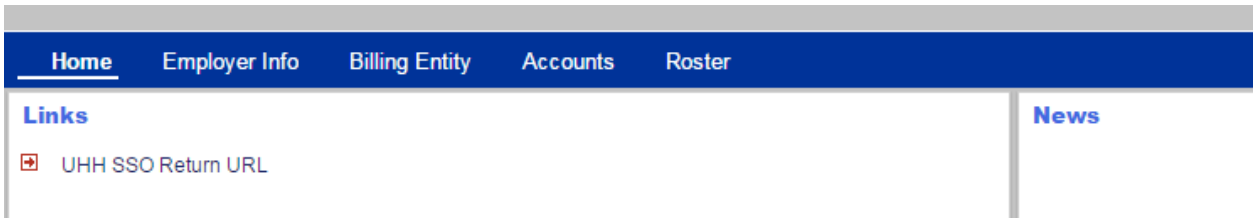
Complete 3 Step Verify User Registration Wizard and click Next.

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

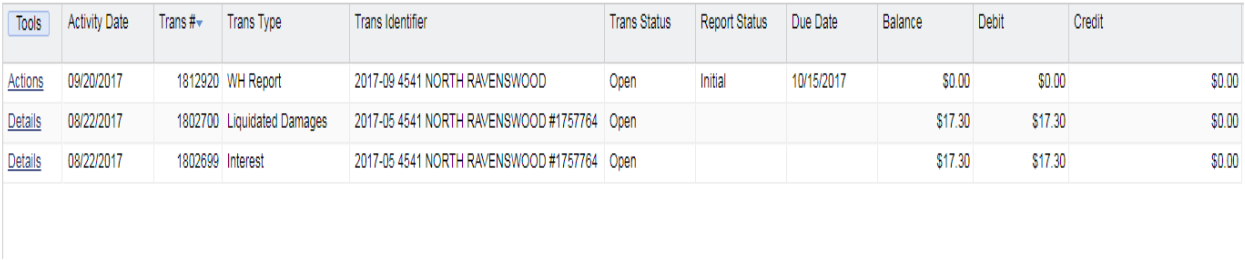
All of the monthly reporting is done on the ACCOUNTS tab. Adding New Hires can be done within a work report or on the ROSTER tab.



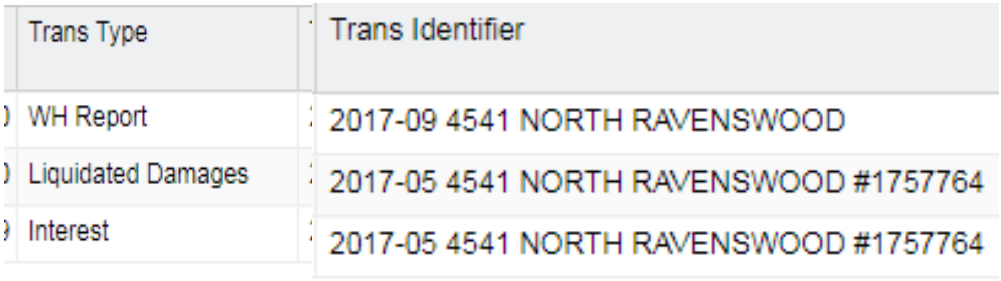
To Review, Edit, and submit your work report click on the ACCOUNTS tab.

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.

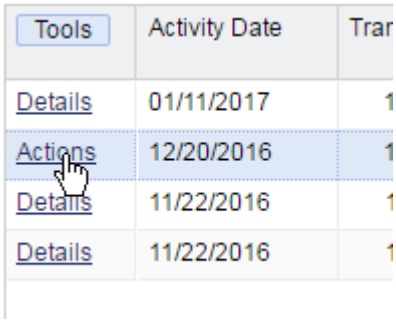


Tools	Activity Date	Trans #	Trans Type	Trans Identifier	Trans Status	Report Status	Due Date	Balance	Debit	Credit
Actions	09/20/2017	1812920	WH Report	2017-09 4541 NORTH RAVENSWOOD	Open	Initial	10/15/2017	$0.00	$0.00	$0.00
Details	08/22/2017	1802700	Liquidated Damages	2017-05 4541 NORTH RAVENSWOOD #1757764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



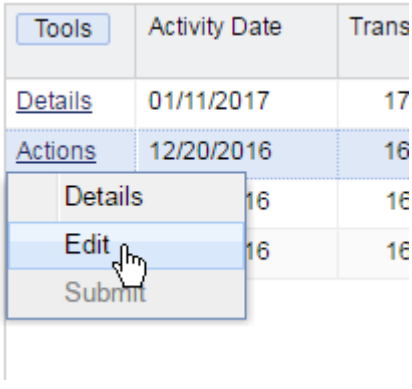
Trans Type	Trans Identifier
WH Report	2017-09 4541 NORTH RAVENSWOOD
Liquidated Damages	2017-05 4541 NORTH RAVENSWOOD #1757764
Interest	2017-05 4541 NORTH RAVENSWOOD #1757764

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.

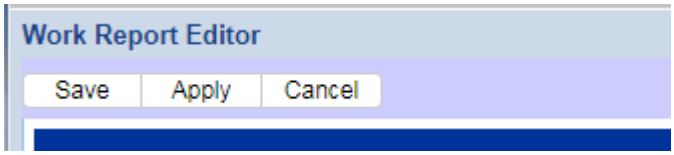


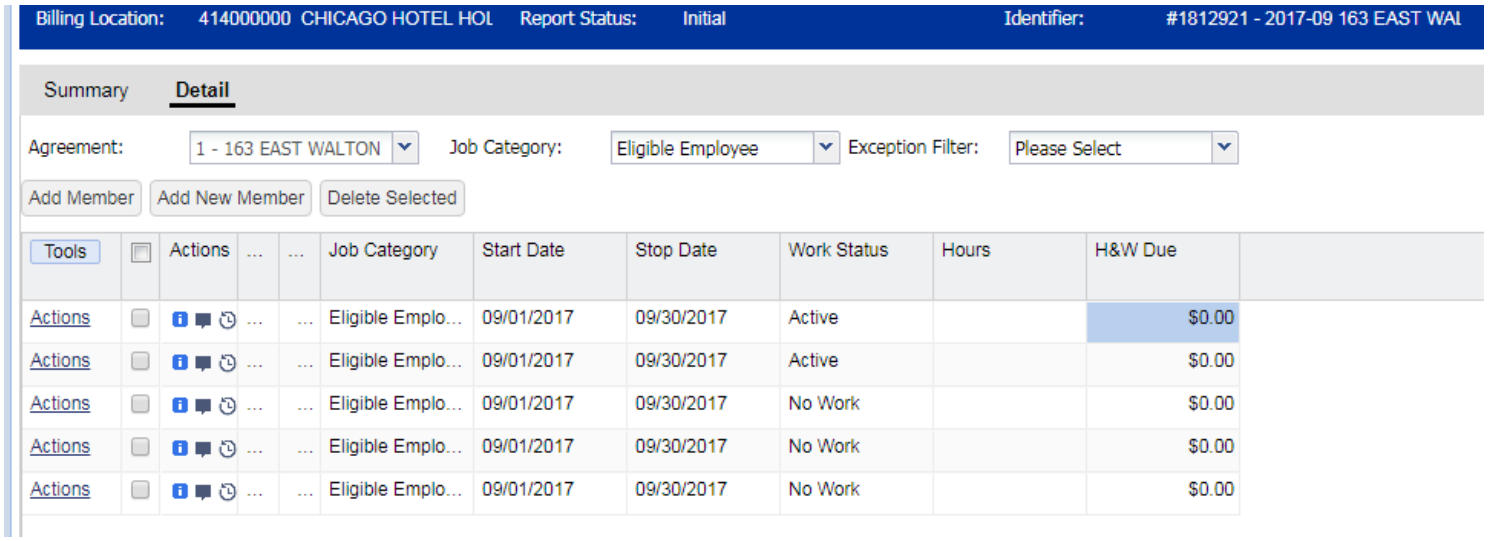
Tools	Activity Date	Trar
Details	01/11/2017	1
Actions	12/20/2016	1
Details	11/22/2016	1
Details	11/22/2016	1

3. Click EDIT.

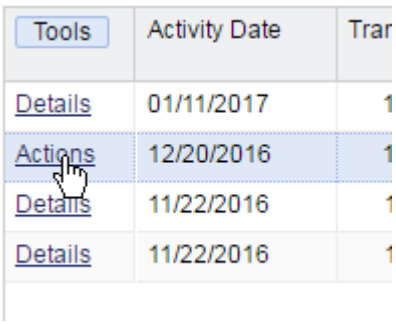


You will move to the Work Report Editor. All of your employees will be listed here along with the Health & Welfare Amount Due for each employee.

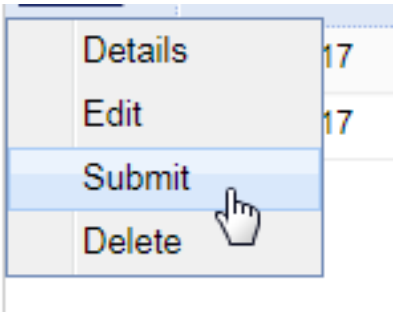




4. Terminated employees will be reported as “TERMINATED PAID” or “TERMINATED UNPAID”. If contributions will be paid then use “TERMINATED PAID” if contributions will not be paid then use “TERMINATED UNPAID” and the “1” in months will be changed to “0”. H&W dues will change to zero.
    a. Food Service 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

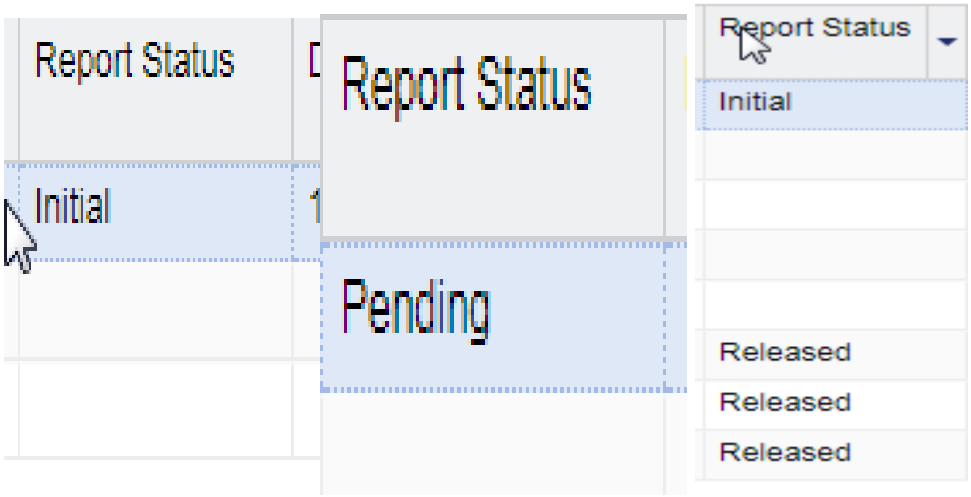


9. Click on SUBMIT.



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.



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