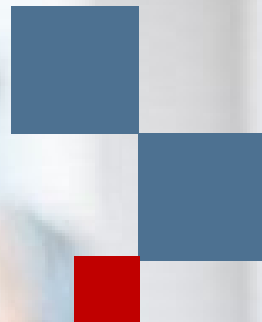


UNITE HERE
HEALTH



Employer Portal Guide

The Employer Portal Guide provides guidance on **UNITE HERE HEALTH's** web portal for employers, including reporting, payments, messaging, updating employee information, and statements.

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Welcome to UNITE HERE HEALTH!

www.uhh.org

UNITE HERE HEALTH

CAREERS
LIBRARY
f in

ABOUT US | PLANS | HEALTH CENTERS | MEMBERS | PROVIDERS | EMPLOYERS | RESOURCES | CONTACT US | EN ESPAÑOL

UNITE HERE HEALTH

Sign up for health benefits!

Click to **register** and **enroll** now

1 2 3

Employer Home

The Fund website gives you a secure, fast way to:

- Access the ***Employer Self-Service Portal (ESS)*** to submit monthly contribution reports
- ***Make Payments*** and add or change account info
- View/manage ***payment activity***
- View/manage ***statements***
- Create/manage your ***user profile***

The screenshot shows the Unite Here Health website interface. At the top left is the logo "UNITE HERE HEALTH" with a stylized human figure. To the right is a search bar and navigation links for "CAREERS" and "LIBRARY". Below these are language options: "ENGLISH | ESPAÑOL | 繁體中文" and social media icons for Facebook and LinkedIn. A dark red navigation bar contains a home icon, "ESS", "MAKE PAYMENTS", "PAYMENT ACTIVITY", "PAYMENT ACCOUNTS", and "STATEMENTS", along with a user profile icon. The main content area is titled "Employer Home" and features a light blue banner with the text "Welcome to the Fund website!". Below the banner is a photo of three people in a meeting, with the word "EMPLOYERS" overlaid at the bottom. To the right of the photo is a box titled "The Fund website gives you a secure, fast way to:" containing a bulleted list of services: "Access Employer Self Service Portal (ESS) to submit your monthly contribution reports.", "Make Welfare Fund Payments and add or change account information.", "View and manage payment activity.", "View and manage Statements.", and "Create and manage your user profile."

Employer Registration



↑ | [ABOUT US](#) | [PLANS](#) ▾ | [HEALTH CENTER](#) ▾ | [MEMBERS](#) | [PROVIDERS](#) | [EMPLOYERS](#) | [RESOURCES](#)

Employer Registration

Register by verifying Email and Last Name. This secure online area is solely for the use of Employers. Please enter the required information in the boxes below.

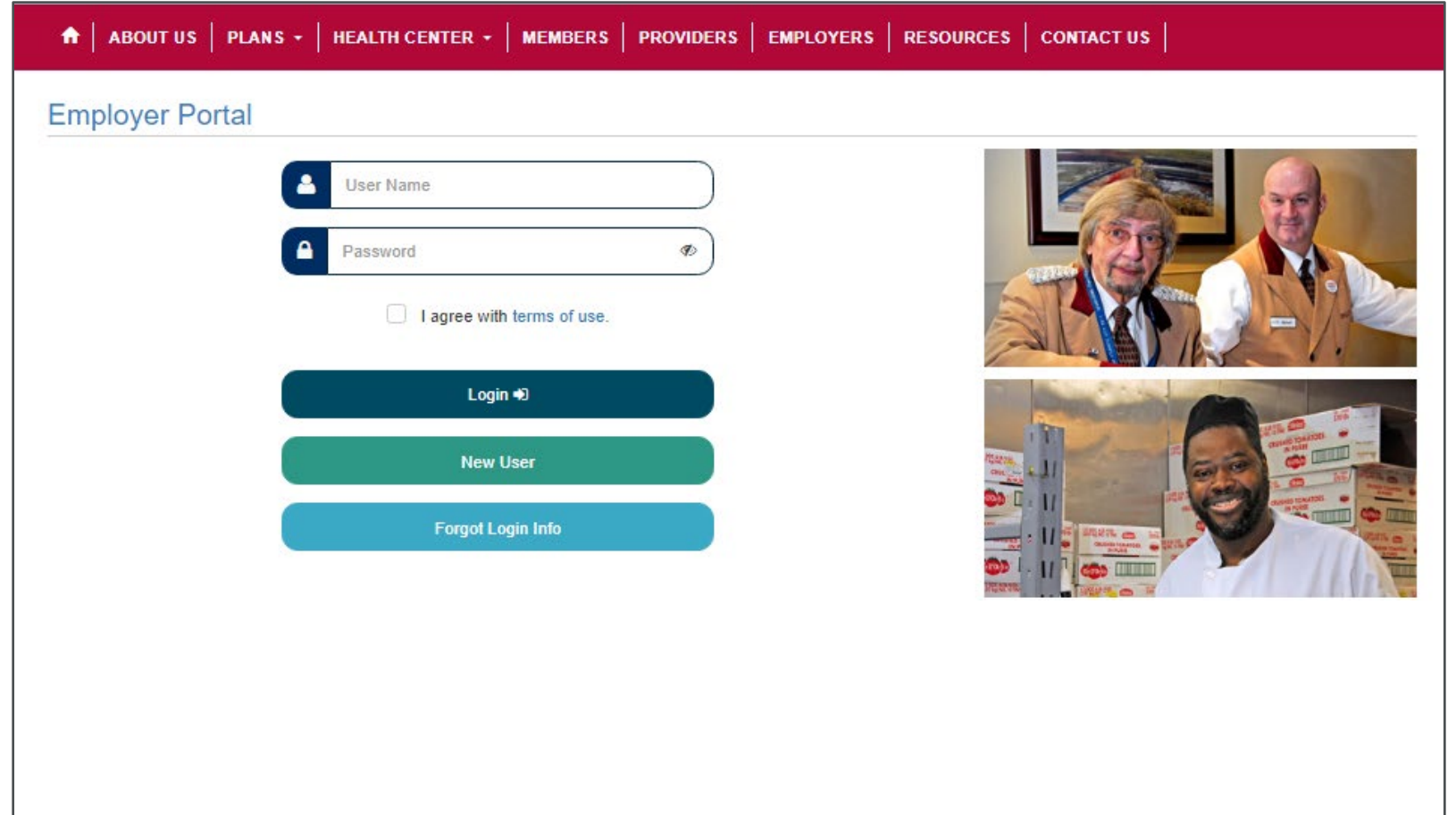
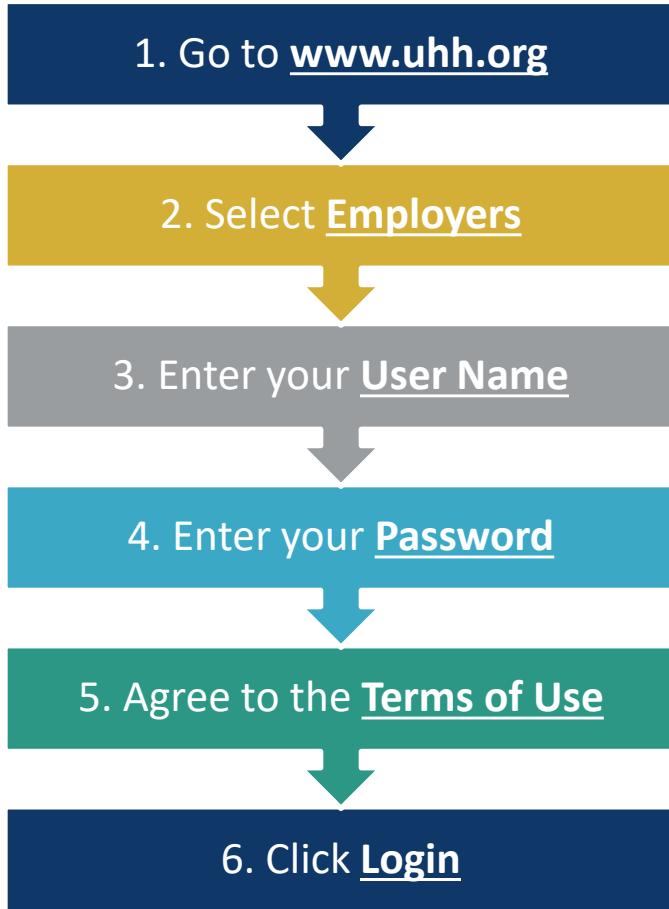
Already Registered? [Login](#)

Last Name *

E-mail *

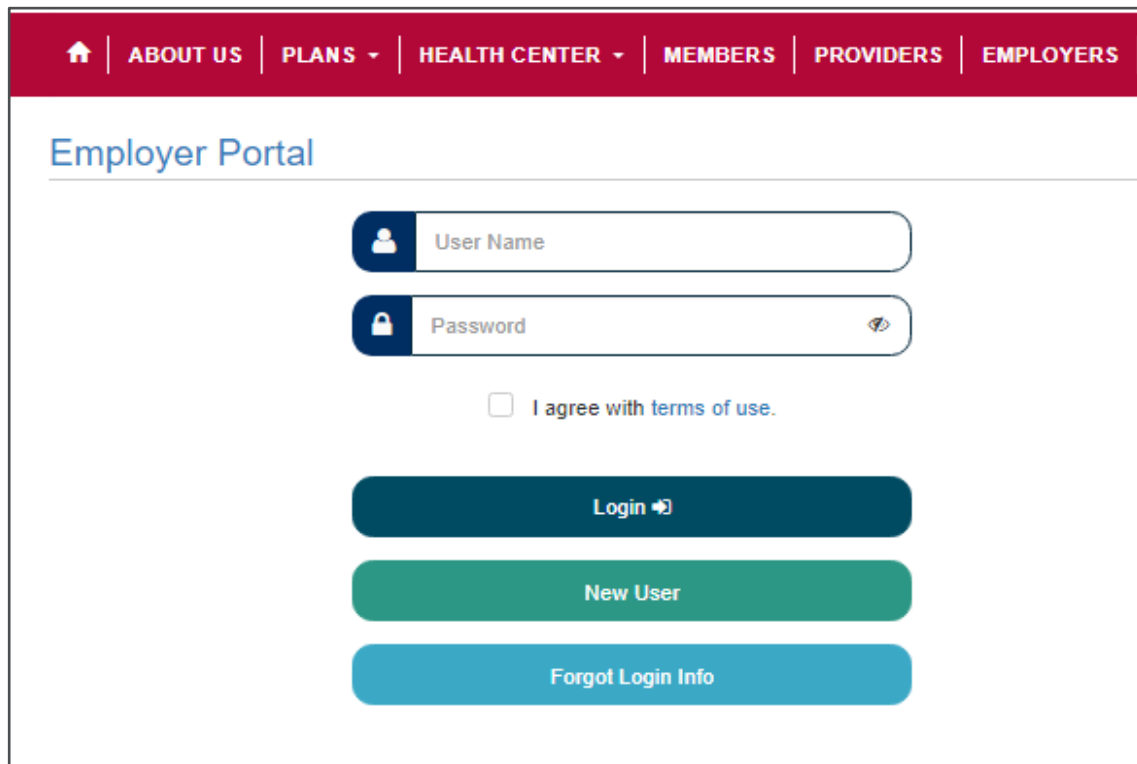
[Register](#)

Logging Into Your Account



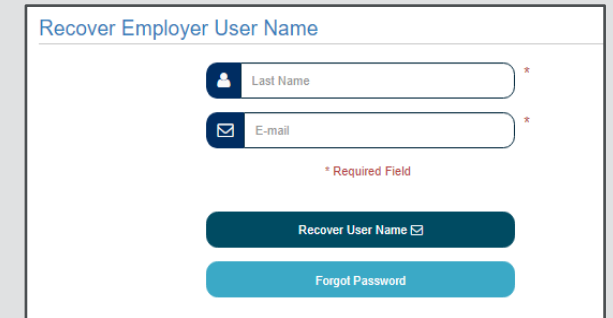
Forgot Login Info?

Go to the ESS, and click **Forgot Login Info** at the bottom of the page



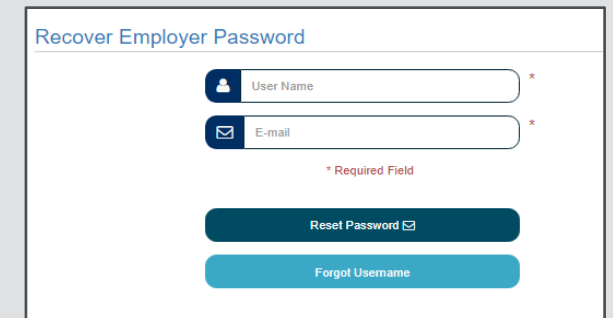
The screenshot shows the Employer Portal login interface. At the top is a red navigation bar with links: Home, ABOUT US, PLANS, HEALTH CENTER, MEMBERS, PROVIDERS, and EMPLOYERS. Below the navigation bar is the 'Employer Portal' title. The main content area contains a login form with two input fields: 'User Name' and 'Password'. Below the password field is a checkbox labeled 'I agree with terms of use.'. At the bottom of the form are three buttons: 'Login', 'New User', and 'Forgot Login Info'.

If you forgot your User name:
Enter your Last Name and email and click **Recover User Name**



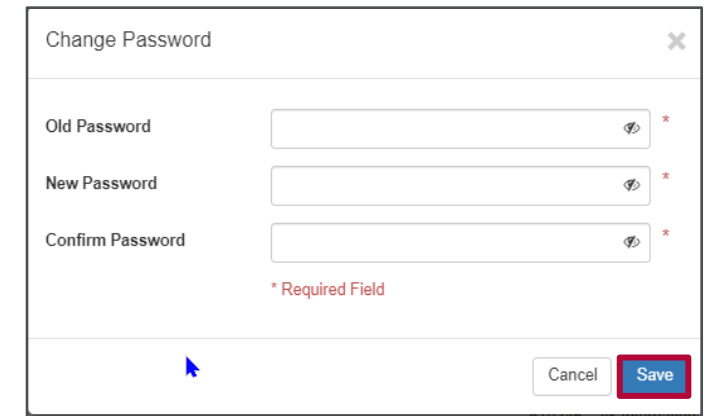
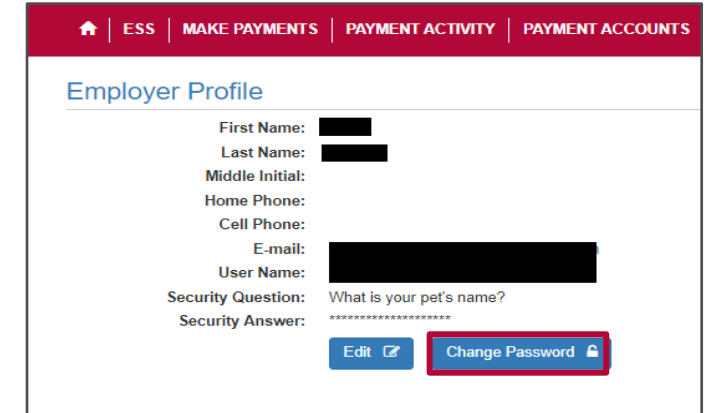
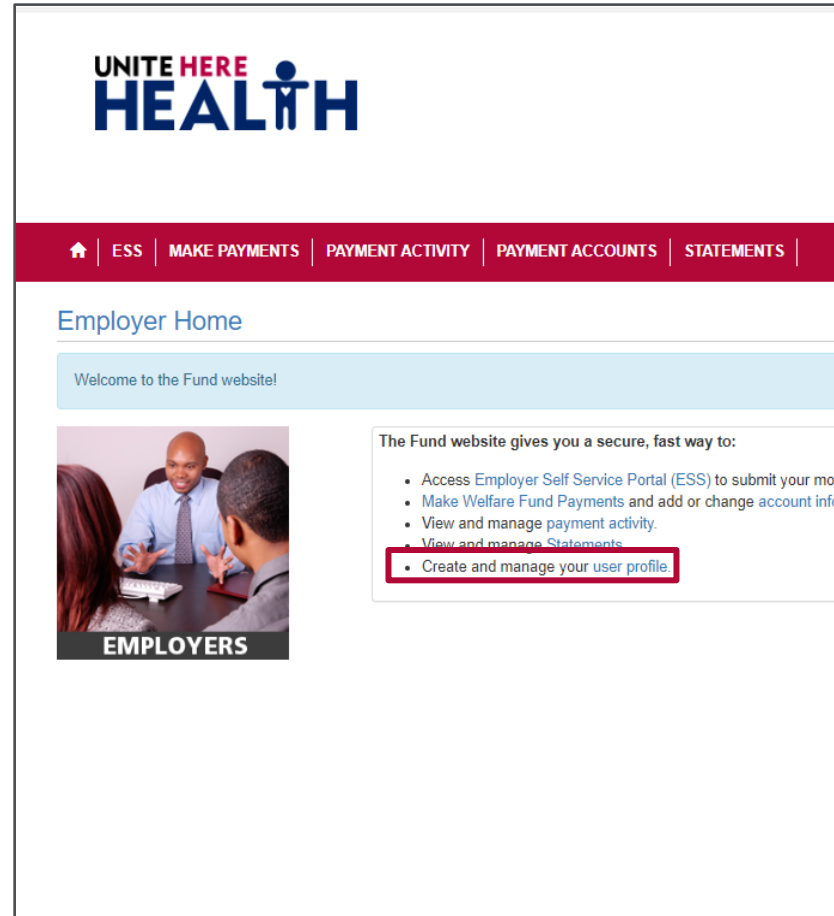
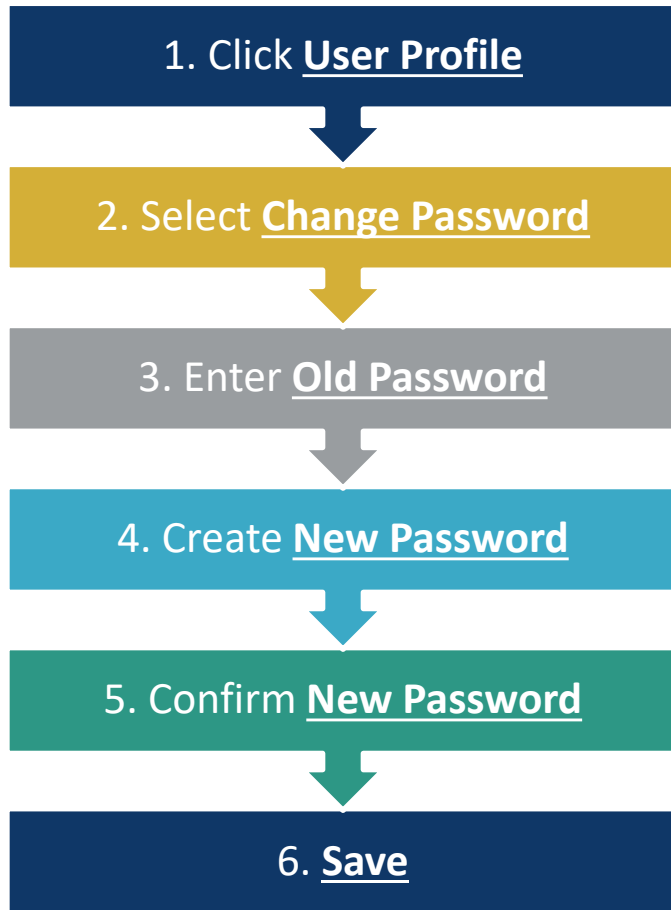
The screenshot shows the 'Recover Employer User Name' form. It has two input fields: 'Last Name' and 'E-mail', both marked with an asterisk. Below the fields is a red asterisk and the text '* Required Field'. At the bottom are two buttons: 'Recover User Name' and 'Forgot Password'.

If you forgot your Password:
Enter User name and email and click **Reset Password**



The screenshot shows the 'Recover Employer Password' form. It has two input fields: 'User Name' and 'E-mail', both marked with an asterisk. Below the fields is a red asterisk and the text '* Required Field'. At the bottom are two buttons: 'Reset Password' and 'Forgot Username'.

Changing Your Password



Reporting Requirements

Monthly Work Reports and contributions are due on the 15th of the month.

You must submit payments and reports in the requested format. If you don't, the report will be late and subject to these penalties.

Interest and Liquidated Damages: If we don't receive your payment by the 15th of the month, interest and liquidated damages start accruing. They'll accrue at a rate of **Prime + 2%** per annum. This starts on the due date and will continue for each succeeding day of delinquency, until the balance is fully paid.

Late Fee: If you submit your Work Report late more than four (4) times in a calendar year, you'll be charged a one-time late fee. The late fee is equal to **5%** of your (employer) contributions in the prior 12-month period.

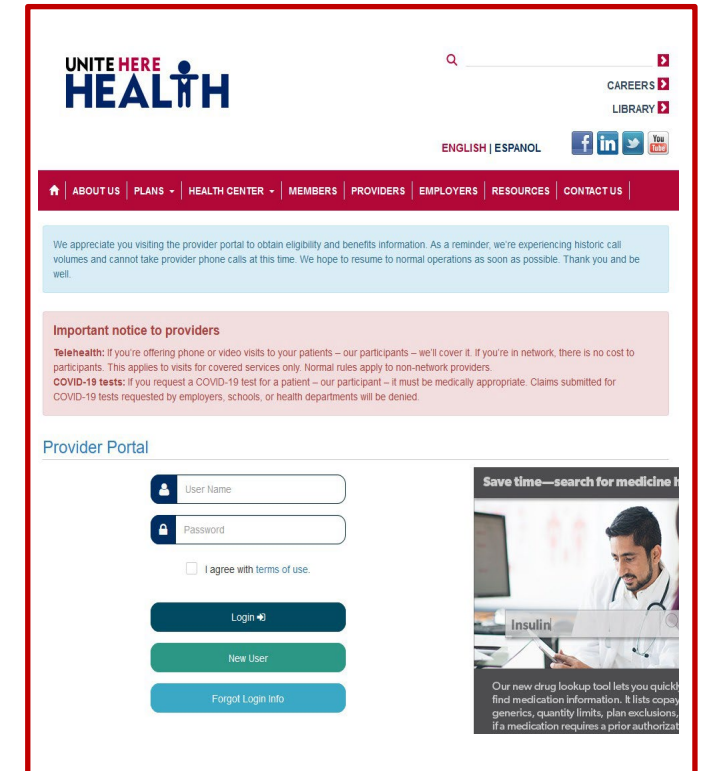
Non-Reported Participants: You must submit a Work Report every month. If we find non-reported participants during a payroll audit, you may have interest and audit costs in addition to your monthly contribution.

Employer Self-Service Portal (ESS)

Our online **Employer Self-Service Portal (ESS)** provides the tools you need to fully manage your account. From the ESS portal, you can securely submit your monthly Work Reports, make payments, manage new hires and terminations, access previous monthly reporting, and calculate your contribution payment amount.

Best of all, it automatically notifies your Account Representative whenever you submit anything.

For the best experience, use Chrome or Firefox.



Terms of Service

To proceed, you must read the terms of the **Acceptable Use Agreement**.

Once you've read the terms, click **Accept**.

Terms of Service

ACCEPTABLE USE AGREEMENT ("AGREEMENT")

THE LICENSE GRANTED HEREIN IS EXPRESSLY CONDITIONED UPON YOUR ACCEPTANCE OF ALL TERMS AND CONDITIONS CONTAINED IN THIS AGREEMENT. BY CLICKING ON "ACCEPT", YOU HEREBY ACKNOWLEDGE THAT YOU HAVE READ, UNDERSTOOD AND AGREED TO ALL TERMS AND CONDITIONS SET FORTH IN THIS AGREEMENT.

IF YOU DO NOT AGREE WITH ALL TERMS AND CONDITIONS SET FORTH HEREIN, CLICK "DECLINE" AND EXIT FROM THIS COMPUTER SCREEN.

IF YOU ARE ACTING ON BEHALF OF AN ORGANIZATION, YOU REPRESENT THAT YOU ARE AUTHORIZED TO ACT ON BEHALF OF SUCH ORGANIZATION AND THAT YOUR ACCEPTANCE OF THE TERMS OF THIS AGREEMENT CREATES A LEGALLY ENFORCEABLE CONTRACT OBLIGATION BETWEEN SUCH ORGANIZATION AND UNITE HERE HEALTH (THE "FUND"). AS USED HEREIN, "YOU" AND "YOUR" REFER TO YOU AND ANY ORGANIZATION ON BEHALF OF WHICH YOU ARE ACTING.

Scope
This Agreement applies to your organization (Employer), employees, and agents, acting on behalf of your organization, whom are granted access to the Fund's web based employer portal.

Application Description
The Fund's web-based employer portal is a reporting and communication tool available for use by eligible Contributing Employers ("Employer" or "Employers") of the Fund in order to fulfill the business requirements set forth in a Collective Bargaining Agreement or other jointly-negotiated agreement. The purpose of this portal is to provide Employers with a method of submitting enrollment and contribution information to the Fund electronically, including but not limited to work reports, work report adjustments, employee demographics, and payments.

Access
Access to the employer portal is granted by the Fund to qualifying Employers, their employees and/or agents (as designated by the Employer). Those granted access are required to conduct all employer portal use activities in a confidential and responsible manner by respecting all copyright and computer license agreements. Those individuals granted access to the employer portal are only entitled to use such for the stated purposes described herein and are required to do so in an ethical and legal manner. The Fund reserves the right to remove access for any individual user at any time for any reason.

Acceptable Use
Subject to the terms and conditions contained in this Agreement, the [signatory] Employer, its employees, and/or its agents are authorized to use the employer portal provided the Employer agrees to:

- Assume legal responsibility for all activities logged under each employee's or agent's user ID, including obligations under HIPAA privacy and security regulations, other federal and state laws related to data privacy and the transmission of personal data, and other applicable federal and state laws.

Decline Accept

ESS: Home—Employer Dashboard

- Contains **Resource Links**
- Displays **Secure Messages**
- Frequently Asked Questions, Employer Statistics, and News (*currently not in use*)

The screenshot shows the ESS: Home—Employer Dashboard interface. At the top left is the logo for UNITE HERE HEALTH. To the right of the logo is a red-bordered box containing the text "Employer Name and Number". Below the logo and box is a navigation bar with the following tabs: Home, Employer Info, Billing Entity, Accounts, Roster, Documents, and Messaging. The main content area is divided into two columns. The left column is titled "Resource Links" and contains a list of links, each with a red plus icon in a square: COVID 19 - Update, Important Health Care Reform Notice, IT Tips-Chrome, IT Tips-Internet Explorer, Make a Payment, Payment Activity, Payment Accounts, UHH Library, UHH Home, and How to Download or Print Work Reports. The right column is titled "Secure Message" and contains a search bar with a blue "x" icon, a "New" button, and a "Show: P" dropdown menu. Below the search bar is a table with three columns: Subject, Details, and Date. The table is currently empty, displaying the message "You have no received messages".

ESS: Employer Info

The **Employer Info** page displays basic information about you—the employer—including:

- Employer name and ID number
- Address and phone number
- Contacts

Please contact your UHH Account Representative to update this information.

The screenshot shows the UHH Employer Info page. At the top left is the UHH logo. To its right is a search bar labeled "Employer name and number". Below the logo is a navigation bar with links: Home, Employer Info (selected), Billing Entity, Accounts, Roster, Documents, and Messaging. The main content area is titled "Employer Information" and includes a "Change" button. It is divided into two sections: "Demographics" and "Address".

Demographics

Employer#:	<input type="text" value="Employer Number"/>	Employer Name:	<input type="text" value="Employer Name"/>
Federal ID #:	<input type="text"/>	Business Type:	<input type="text"/>
DBA:	<input type="text" value="Doing Business as name"/>	Status:	<input type="text" value="Account Status"/>

Address

Corporate:	<input type="text" value="Corporate Address"/>
Job Site:	<input type="text" value="Job Site Address"/>
Billing:	<input type="text" value="Billing Address"/>

Contact Information

Employer Contacts

<input type="button" value="Tools"/>	Name	Contact Role	Phone	Fax	Email	Address 1	S
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ESS: Billing Entity

The **Billing Entity** page lists all your billing entities.

- Click on the **Details** link to access basic information for the billing location.
- Afterward, click **Back** to return to the list of billing entities.

UNITE HERE HEALTH

Employer Name and number

Home Employer Info Billing Entity Accounts Roster Documents Messaging

Billing Entity

Tools	Name	Code
Details	Employer Name	114000000

ESS: Accounts

On the **Accounts** page, you can:

- Upload a File
- View File History
- Create a Work Report
- Access a Work Report
- Edit a Work Report
- Submit a Work Report
- Adjust a Work Report

The screenshot displays the 'Accounts' page in the UNITE HERE HEALTH portal. The page features a navigation menu at the top with options: Home, Employer Info, Billing Entity, Accounts (selected), Roster, Documents, and Messaging. The main content area is titled 'Account' and includes a search bar for 'Employer Name' (highlighted with a red box). Below the search bar are filters for 'ER DBA Name' (set to 'Employer Name'), 'Trans Type' (All), 'Status' (Open), and 'Report Status' (All). There are buttons for 'Upload File' and 'File History'. A table with columns: Tools, Activity Date, Trans #, Trans Type, Trans Identifier, Trans Status, Report Status, Due Date, Balance, Debit, and Credit is shown. The table is currently empty. The footer of the table shows '0.00', '0.00', and '0.00'. A 'Make Payment' sidebar is visible on the right, and a 'Welfare Fund Policy' section is also present.

ESS: Accounts—Work History Reports

Work History Reports

The transaction type for all work reports is WH Report.

The trans identifier for all work reports will be the Year – Month and Employer Name

Report Status

- **Initial:** not yet submitted
- **Pending:** submitted and pending UHH approval
- **Released:** approved by UHH and released

The screenshot shows the 'Accounts' page in the ESS system. The navigation bar includes Home, Employer Info, Billing Entity, Accounts (selected), Roster, Documents, and Messaging. The 'Account' section has filters for ER DBA Name (Employer Name), Trans Type (All), Status (Open), and Report Status (All). Below the filters is a table of transactions with columns for Tools, Activity Date, Trans #, Trans Type, Trans Identifier, Trans Status, and Report Status. The table contains four rows of data, with red boxes highlighting the 'Trans #' column and the 'Employer Name' field in the Trans Identifier column for the two 'WH Report' entries.

Tools	Activity Date	Trans #	Trans Type	Trans Identifier	Trans Status	Report Status
Details	11/22/2024	Transaction Numbers	Payment	Trans - Employer Payment - Bank - Ach	Open	
Details	11/22/2024		Payment	Trans # Employee Payment - Bank - Ach	Open	
Actions	11/20/2024		WH Report	2024-11 Employer Name	Open	Initial
Actions	10/24/2024		WH Report	2024-10 Employer Name	Open	Released

ESS: Accounts—Transaction Types

- **Payments:** Payment transaction on the account
- **WH Report:** Work History Report transactions
- **Interest:** Interest transactions for late payments
- **Liquidated Damages:** Liquidated Damages transaction for late payments
- **WH Adj:** work history adjustment

Home Employer Info Billing Entity Accounts Roster Documents Messaging

Account

ER DBA Name:

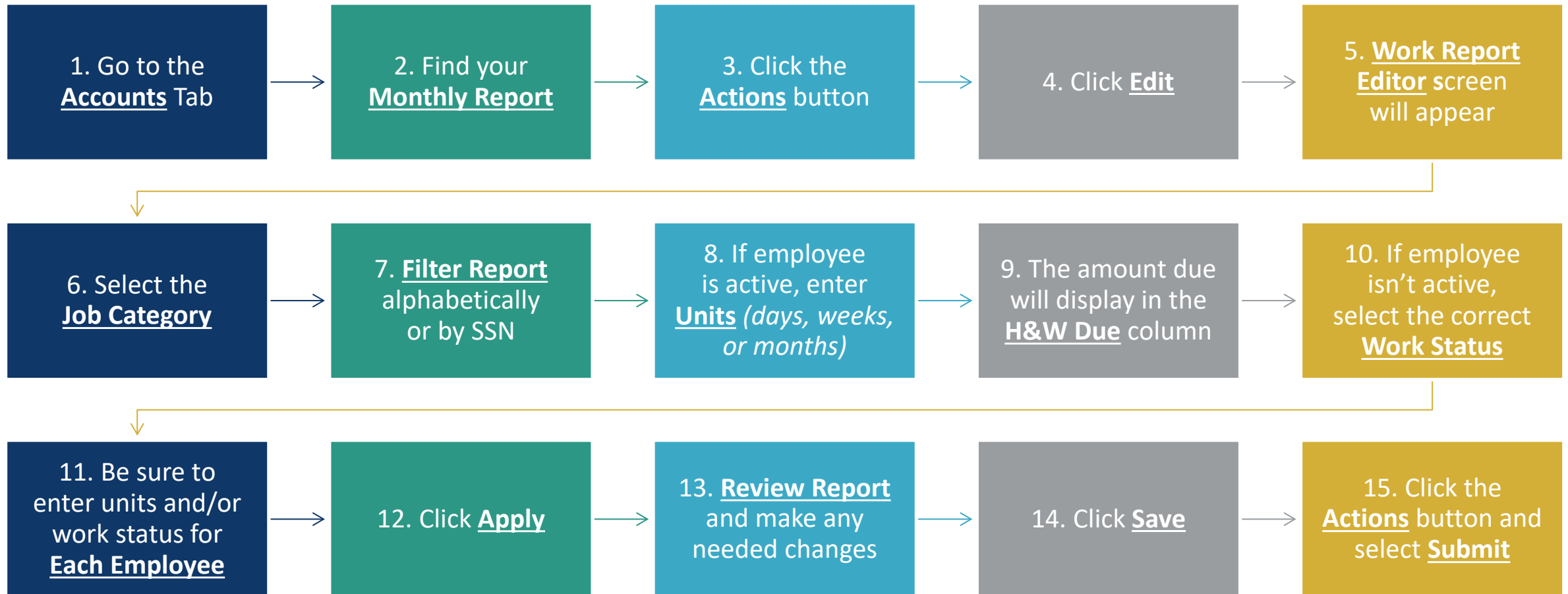
Trans Type:

Status:

Report Status:

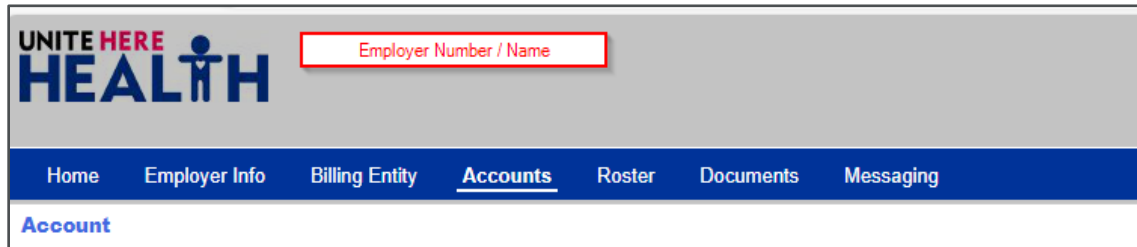
Tools	Activity Date	Trans #	Trans Type	Trans Identifier
Details	11/22/2024	Transaction Numbers	Payment	Trans... - Employer Payment - Bank - Ach
Details	11/22/2024		Payment	Trans # Employee Payment - Bank - Ach
Actions	11/20/2024		WH Report	2024-11 <input style="border: 1px solid red;" type="text" value="Employer Name"/>
Actions	10/24/2024		WH Report	2024-10 <input style="border: 1px solid red;" type="text" value="Employer Name"/>

ESS: Accounts—Work Report Process Overview

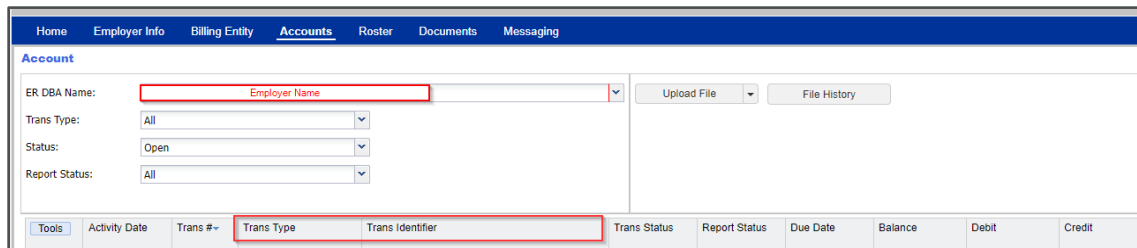


ESS: Accounts—Work Report Process (Steps 1-5)

1. Go to the **Accounts** tab to submit your monthly work report



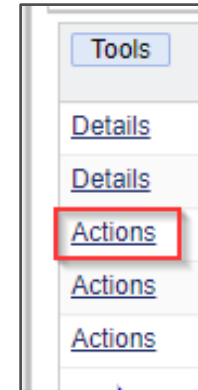
2. Find the **Monthly Report** to process by looking for a Trans Type of WH Report and Trans Identifier; the Trans Identifier reports the month and year of the work report



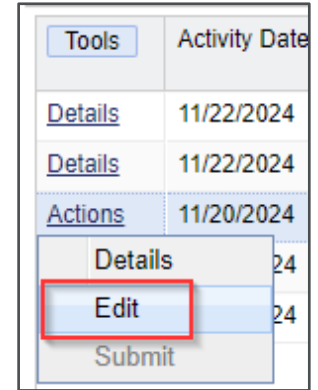
Example:

Actions	11/20/2024	3148593	WH Report	2024-11	Employer Name	Open	Initial
-------------------------	------------	---------	-----------	---------	----------------------	------	---------

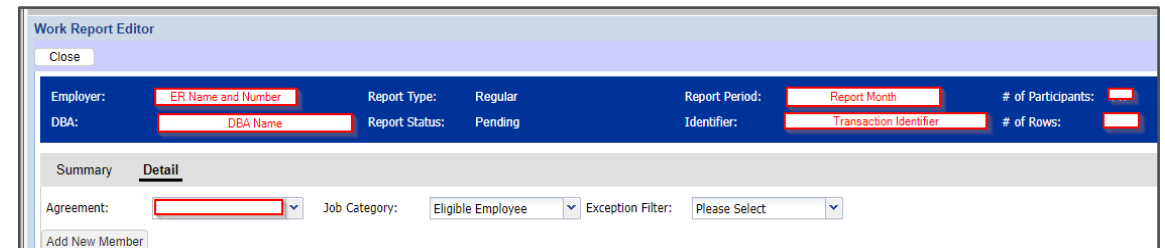
3. Click the **Actions** button (located in the **Tools** column)



4. Click **Edit**



5. The **Work Report Editor** screen will display



ESS: Accounts—Work Report Process (Steps 6-10)

- Click the Drop-down in the **Job Category** field to select the appropriate Job Category

The screenshot shows a form with a 'Detail' tab selected. The 'Job Category' dropdown menu is open, showing 'Eligible Employee' as the selected option. Other fields include 'Agreement', 'Exception Filter', and an 'Add New Member' button.

- To **filter the report** alphabetically, click on Name; To filter by SSN, click on SSN (*report will sort by ascending or descending order*)

- If the employee is active, worked, and has met all other requirements, enter the **Units** (*days, weeks, or months*) in the appropriate column

Tools	Actions	Name	SSN	Job Category	Start Date	Stop Date	Work Status	Months	DedAmount	H&W Due
<input type="checkbox"/>		[REDACTED]	[REDACTED]	Eligible Emplo...	12/01/2024	12/31/2024	Active	1	\$0.00	[REDACTED]
<input type="checkbox"/>		[REDACTED]	[REDACTED]	Eligible Emplo...	12/01/2024	12/31/2024	Active	1	\$0.00	[REDACTED]
<input type="checkbox"/>		[REDACTED]	[REDACTED]	Eligible Emplo...	12/01/2024	12/31/2024	Active	1	\$0.00	[REDACTED]

- The H&W amount due will populate in the **H&W Due** amount column

Tools	Actions	Name	SSN	Job Category	Start Date	Stop Date	Work Status	Months	DedAmount	H&W Due
<input type="checkbox"/>		[REDACTED]	[REDACTED]	Eligible Emplo...	12/01/2024	12/31/2024	Active	1	\$0.00	[REDACTED]
<input type="checkbox"/>		[REDACTED]	[REDACTED]	Eligible Emplo...	12/01/2024	12/31/2024	Active	1	\$0.00	[REDACTED]
<input type="checkbox"/>		[REDACTED]	[REDACTED]	Eligible Emplo...	12/01/2024	12/31/2024	Active	1	\$0.00	[REDACTED]

- If the employee doesn't meet the requirements, double click their **Work Status**, click the drop down, and select the appropriate work status (*see Status Codes*)

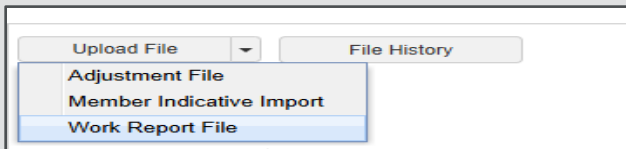
Tools	Actions	Name	SSN	Job Category	Start Date	Stop Date	Work Status	Months	DedAmount	H&W Due
				Eligible Emplo...	11/01/2024	11/30/2024	Active	1		
				Eligible Emplo...	11/01/2024	11/30/2024	Active			
				Eligible Emplo...	11/01/2024	11/30/2024	Active			
				Eligible Emplo...	11/01/2024	11/30/2024	Active			
				Eligible Emplo...	11/01/2024	11/30/2024	Active			
				Eligible Emplo...	11/01/2024	11/30/2024	Active			
				Eligible Emplo...	11/01/2024	11/30/2024	Active			
				Eligible Emplo...	11/01/2024	11/30/2024	Active			

ESS: Accounts—Work Report Process (Steps 11-15)

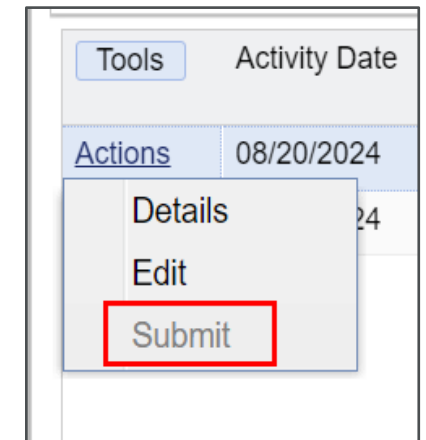
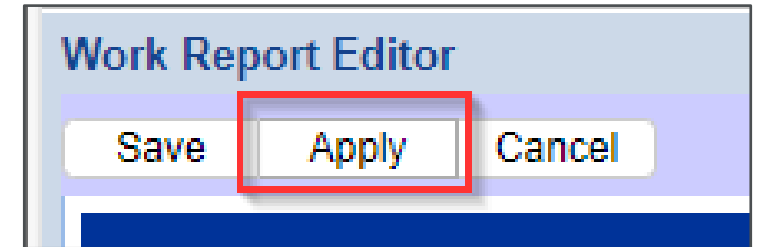
CAUTION!

DO NOT use this function to upload a file

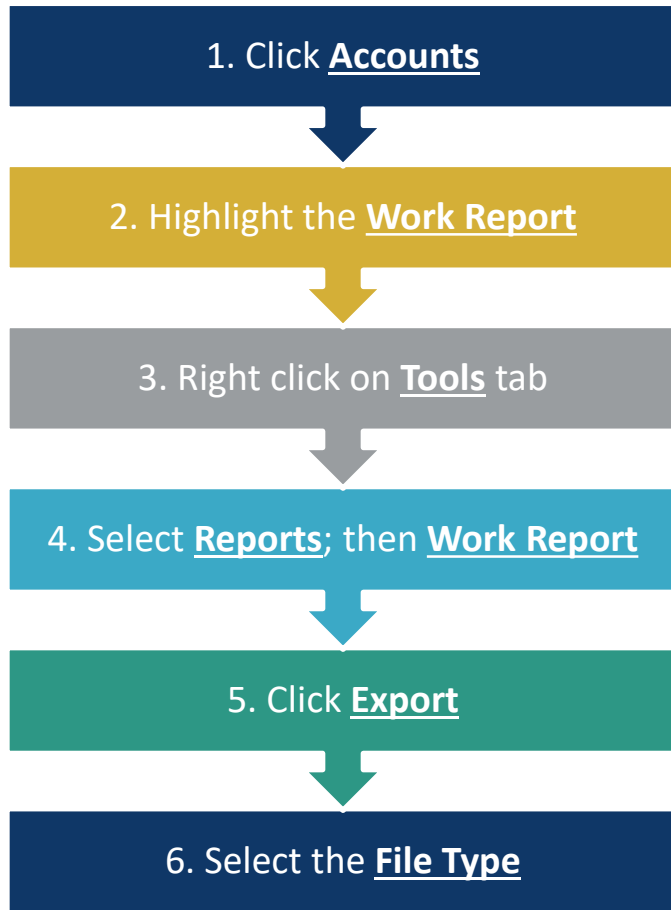
Please refer to **Secure Messaging** for instructions on attaching documents



11. Make sure you have entered units and status for **Each Employee**
12. Click **Apply** (*This will allow you to stay in edit mode if you need to make any changes*)
13. **Review the Report** to ensure each employee is accounted for and the H&W amount due calculates
14. Once you have confirmed the report is accurate, click **Save**
15. Click the **Actions** button located to the left of the Trans Type “WH Report” and select **Submit**



ESS: Accounts—Work Report Process—Printing or Downloading



1. Click on Accounts
2. Highlight the Work Report you want to download or print by clicking on the row; it will turn blue once clicked



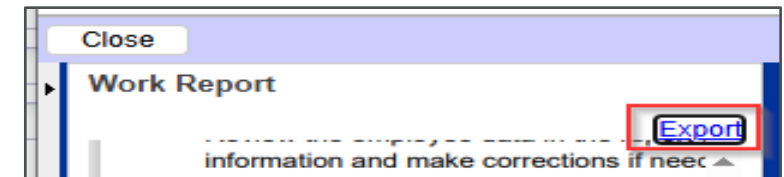
Actions	11/20/2024	Trans #	WH Report	Year-Month - Employer Name	Open	Initial
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3. Right click on the Tools tab

Tools	Activity Date	Trans #	Trans Type
Export		3150875	Payment
Revert Settings		3150874	Payment
Advanced Sort			
Reports			Work Report
Actions	10/24/2024		Work Report Grid Export

4. Select Reports; then select Work Report

5. Click on Export



6. Select the File Type option you would like (*Excel or Pdf*)



ESS: Roster

The **Roster** page lets you view and manage your roster of employees.

You can:

- View Employee Info
- Update an Address

Contact your Account Representative to add a new hire.

UNITE HERE HEALTH 460313-HPT TRS WYN, INC

Home Employer Info Billing Entity Accounts **Roster** Documents Messaging

Roster

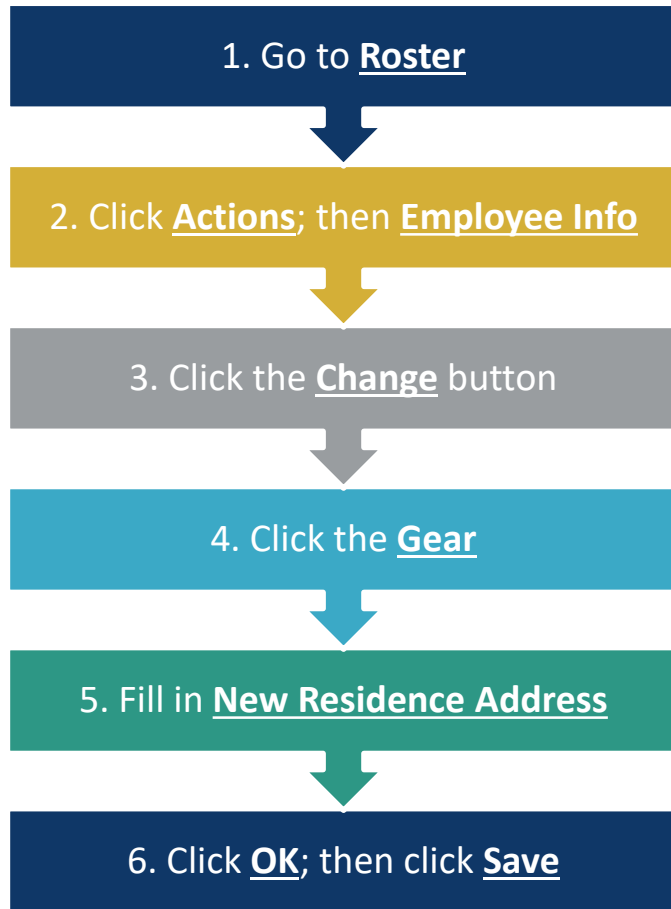
ER DBA Name: Manual New Hire

Search: x

Active Contract:

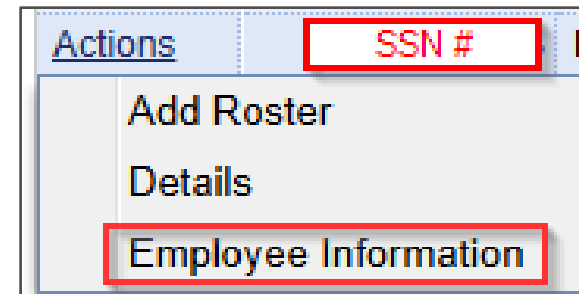
Tools	SSN	Name	Hire Date	Term Date	Agreement	Status	Job Category	Address
Actions	Social Security Number	Employee Names	Dates of Hire		Employer Name	Employees Work Status	Eligible Emplo...	Employees Address
Actions							Eligible Emplo...	
Actions							Eligible Emplo...	
Actions							Eligible Emplo...	
Actions							Eligible Emplo...	
Actions							Eligible Emplo...	

ESS: Updating an Address (*Overview and Steps 1-2*)



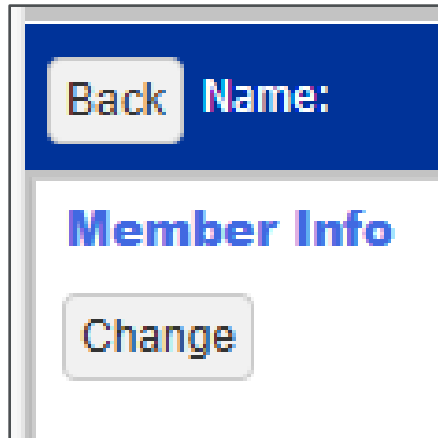
Member addresses can ONLY be updated for existing members if no address currently exists in our system; for any other address updates, please contact your Account Representative

1. Go to **Roster**; you can filter the report alphabetically (*click on name*) or by social security number (*click on SSN*); then sort by ascending or descending order
2. Click the **Actions** icon for the appropriate employee and select **Employee Information**; Member Info screen will display



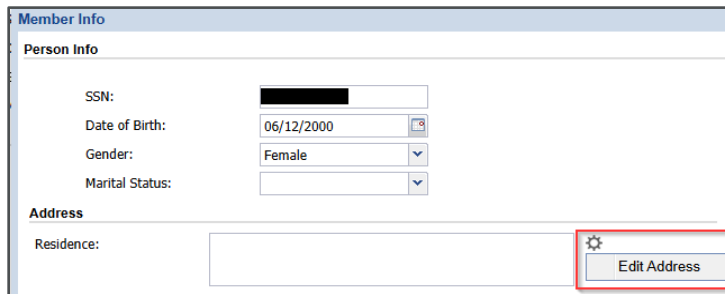
ESS: Updating an Address (Steps 3-6)

3. Click the **Change** button



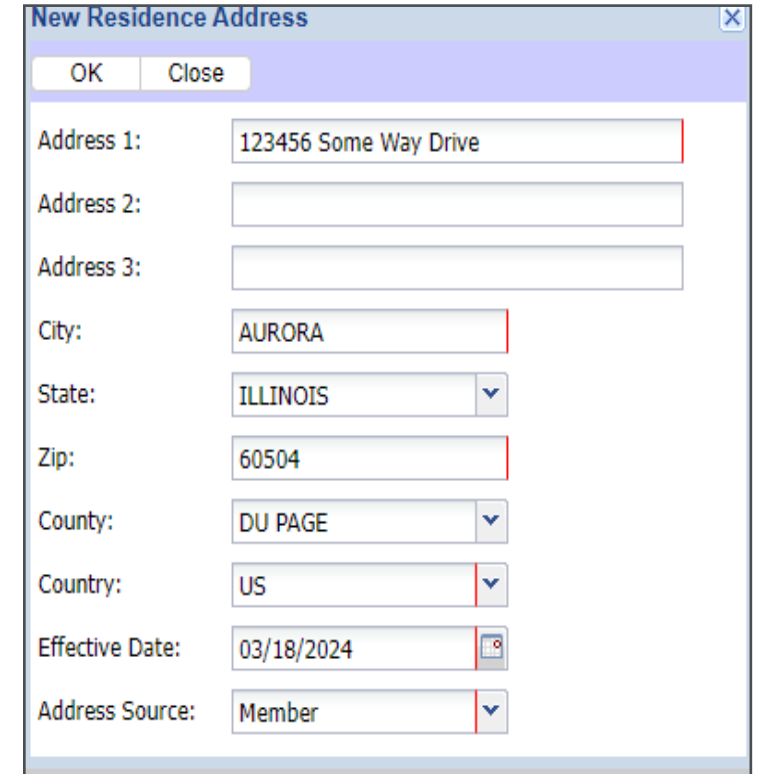
A screenshot of a web interface titled "Member Info". At the top, there is a blue header with a "Back" button and the text "Name:". Below the header, the text "Member Info" is displayed in a large blue font. At the bottom of the page, there is a grey button labeled "Change".

4. Click the **Gear** in the Residence Address field



A screenshot of the "Member Info" page. The "Person Info" section includes fields for SSN, Date of Birth (06/12/2000), Gender (Female), and Marital Status. The "Address" section has a "Residence:" field. A red box highlights a gear icon and an "Edit Address" button next to the residence field.

5. Complete the **New Residence Address** box (*don't use any special characters like period, dash, comma, pound, etc.*)
- **Address 1:** street address
 - **Address 2:** apt or bldg number
 - **Address 3:** leave blank
 - **City, State, and Zip**
 - **County** will automatically populate when zip code is added
 - **Effective Date:** today's date
 - **Address Source:** Employer



A screenshot of a "New Residence Address" dialog box. It has "OK" and "Close" buttons at the top. The form contains the following fields:

- Address 1: 123456 Some Way Drive
- Address 2: (empty)
- Address 3: (empty)
- City: AURORA
- State: ILLINOIS (dropdown)
- Zip: 60504
- County: DU PAGE (dropdown)
- Country: US (dropdown)
- Effective Date: 03/18/2024
- Address Source: Member (dropdown)

6. Once the address is entered, click **OK**, and then click **Save**; verify the information is correct and click confirm

ESS: Documents

On the **Documents** page, you can access your documents from UHH. These documents are created in V3 by UHH staff through our Customer Relation Module. Any document created in V3 can be viewed in the ESS.

- Click on the document **Name** to open it
- Click **Close** to close the document

Name	Date	Type	Description	Labels	Status	Return Receipt
Discrepancy A...	05/18/2022	Doc-Out	Updated Amo...		Printed	<input type="checkbox"/>

ESS: Messaging

1. On the Messaging page, click [New](#)

2. In the [Topic](#) field, select account or reporting

3. In the [Subject](#) field, describe what you're sending

4. **To attach a file**, click the paper clip and select external; then find your file and click open

5. Type needed information in the [Message](#) area

6. Click [Send](#)

The Messaging page allows you to send a secure message to UHH about your account, reporting, adjustments, or enrollments

The screenshot displays the UNITE HERE HEALTH Employer Portal interface. At the top, the logo and 'Employer Name and number' are visible. The navigation menu includes Home, Employer Info, Billing Entity, Accounts, Roster, Documents, and Messaging. The main content area is titled 'Secure Message' and features a search bar and a 'New' button. Below this, there are tabs for 'Subject', 'Details', and 'Date'. A message list shows 'You have no received messages'. A 'New Message' dialog box is open, containing fields for 'Topic', 'Subject', and 'Attachment', a rich text editor for the 'Message' body, and 'Send' and 'Cancel' buttons.

Status Codes



A status code is a field you use on your Work Report to communicate an employee's status. Since an employee's status can change from month to month, **it's critical that the employee's status code is accurate on the Work Report.**

A status code confirms the employee's status, for the month you are reporting. If you have an employee on FMLA, there's a status code for that. If you have an employee who hasn't met the required work hours for the month, there's a status code for that, too. There are more than 20 common status codes that an employee might be under.

The correct status code is also important because it works in conjunction with other functions to ensure accuracy within the enrollment system.

The following two pages list the most common status codes used, their abbreviations, and when the status codes should be used.

As always, if you need assistance with status codes, reach out to your dedicated Account Representative for support.

Status Codes 1-8

	Status Code	Description	Definition & When to use
1	A	Active	If the Employees hours are from continually working and meeting the requirements set forth by the CBA AND the Employee is not on FMLA, Workman's Compensation, or any type of leave.
2	BHR	Below Hours Requirement	The employee is continually working but working below the required hours set forth by the CBA. Employee is not on FMLA, Workman's Compensation, or any type of leave.
3	CJC	Change Job Category	Member is being moved to another job category. The employee will need to be added to the new job category and given the correct Active status code and given the CJC status code in the old job category.
4	D	Death	The employee has passed away in the month of the report you are completing.
5	FMLA	Paid Family Medical Leave Act	The Employee is on Medical Leave and has not exhausted the time allowed for paid medical leave. Note: If the employee has exhausted the time allowed for paid medical leave but is still out on medical leave follow up with your representative for coding instructions.
6	NC	Change to Non-Covered	An employee has transferred into a non-covered job classification and is no longer required to be included on the Work Report. Only report those employees who are in a covered job classification as set forth by the CBA.
7	NE	No Election	The employee has not yet enrolled in the coverage. Please reach out to your Account Representative if you have any questions.
8	NW	No Work	The employee is not working and is not on any type of leave but is still employed with your organization.

Status Codes 9-17

	Status Code	Description	Definition & When to use
9	PLO	Paid Layoff	Employee is on paid layoff.
10	SLO	Seasonal Layoff	Employee is on seasonal layoff.
11	TP	Terminated Paid	Employee was terminated but <u>DID</u> work in the reported month.
12	TU	Terminated Unpaid	Employee was terminated and <u>DID NOT</u> work in the reported month.
13	UFML	Unpaid FMLA	Employee has exhausted the allotted Family Medical Leave Act benefit but has not yet returned back to work.
14	ULO	Unpaid Layoff	Employee is on unpaid layoff.
15	WC	Workmen's Compensation	Employee is on Workman's Compensation.
16	WP	Waiting Period	Employee is in the waiting period to become eligible for contributions.
17	WV	Waiver Health and Welfare	The employee is waiving the coverage being offered. Please reach out to your Account Representative if you have any questions. Not all CBA's allow for waivers.

Adjustments

An adjustment is a correction that needs to be made to your monthly Work Report **AFTER** it's been submitted to the Fund.

You might need an adjustment if:

- You submitted a Work Report with the wrong status code
- You forgot to report an employee or reported an employee by mistake
- An eligible employee was terminated during the month the Work Report was submitted (*didn't work enough hours to meet the requirements*)
- A Promise to Pay may be required to complete your adjustment.

Please Note: *If you erroneously report and remit contributions for an employee, the Fund will only issue a credit for the mistaken contribution if the request does not retroactively impact the employee's coverage*

Information required

Email the employee information below to your Account Representative:

- *First and last name*
- *Social Security number*
- *Report month to adjust*
- *Number of hours/weeks/units to adjust*

Once we receive, we'll calculate the adjustment. You'll be notified when the adjustment is done. A Promise to Pay is required.

Department of Labor Notifications



The Department of Labor requires all employers to timely remit employee contributions. UHH must report the amount of participant contributions that aren't remitted within 90 days of the date they're received by the employer.

Separately, UHH must report and distinguish the portion of contributions made by the employer and the portion of contributions made by the employee.



Payments

The Fund offers easy ways for employers to submit payments.

Your Account Representative will provide assistance getting your payment options set up.

Payment Options:

Through the Employer Portal from a bank account

This is the **fastest** way to send us payment. Our online portal is easy to use and best of all, totally secure.

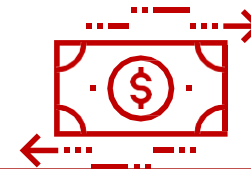
To make an online payment you will need to log into our employer portal and select “Make Welfare Fund Payment”. These payments usually post to your account in **24 hours**.



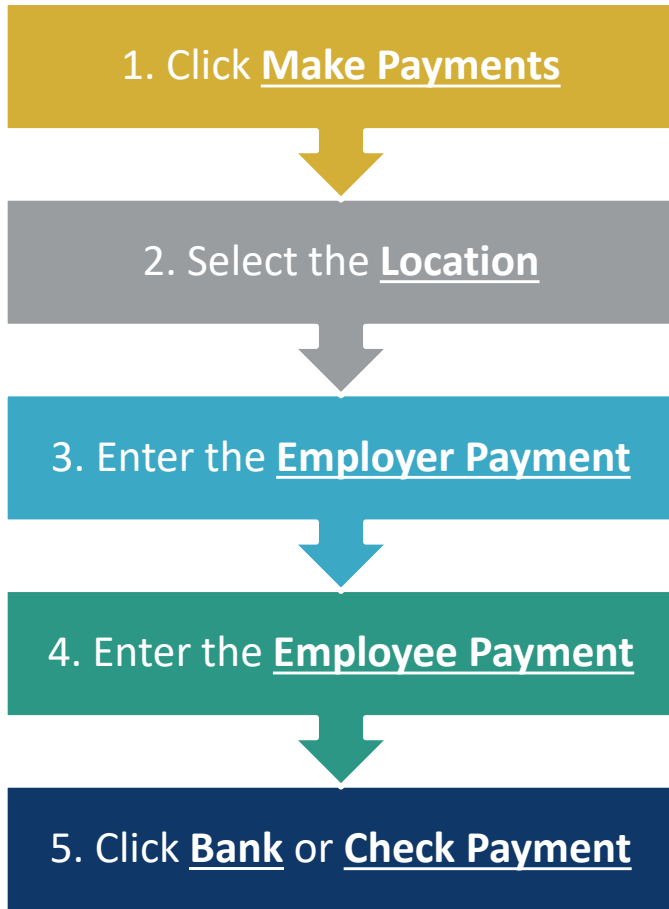
ACH & Wire transfer

Want a quick way to send payment? You can submit your payment via wire transfer. You can wire your payment to us, usually within 2-3 days by providing the information below:

- SWIFT Code
- ABA Routing Number
- Account Number
- Account Name



Making Online Payments



UNITE HERE HEALTH

SEARCH

CAREERS

LIBRARY

ENGLISH | ESPAÑOL | 繁體中文

HOME | ESS | MAKE PAYMENTS | PAYMENT ACTIVITY | PAYMENT ACCOUNTS | STATEMENTS

Employer Payment

You may pay with the Check or authorize one-time payment from your checking or savings account. Enter amounts and then select payment type.

Location: *

Employer Payment:

Employee Payment:

I verified the amounts entered above are accurate. *

Bank Payment | Check Payment

Adding a Payment Account

You can set up a **Payment Account** to make payments to UHH from your checking account.

You'll need the following:

1. Bank Routing Number
2. Bank Account Number
3. Bank Name
4. Account Type
5. Effective Date

Home | ESS | MAKE PAYMENTS | PAYMENT ACTIVITY | PAYMENT ACCOUNTS | STATEMENTS | User Profile

Add Payment Account

If you want to make a payment from your checking account, enter the information below.
Please note, you'll need the bank routing number and account number. If you can't find this information, please call your bank.

Bank Routing Number	<input type="text"/>	*
Re-enter Routing Number	<input type="text"/>	*
Bank Account Number	<input type="text"/>	*
Re-enter Account Number	<input type="text"/>	*
Bank Name	<input type="text"/>	*
Account Type	Checking	*
Default Account	Yes	*
Effective Date	08/20/2024	

U.S. Checks

The sample check shows the routing number 0123456789 and the account number 0123456789012. Arrows point from these numbers to the 'Bank Routing Number' and 'Bank Account Number' labels below the check.

Making a One-time Payment

You can also pay with a check or authorize a one-time payment from your checking or savings account.

You must enter your:

- Bank Routing Number
- Bank Account Number
- Bank Name

Payment - Check

You may pay with the Check or authorize one-time payment from your checking or savings account. Enter amounts and then select payment type.

Payment Date: 08/20/2024

Employer Payment: 1000.00

Employee Amount: 250.00

Bank Routing Number: *

Re-enter Routing Number: *

Bank Account Number: *

Re-enter Account Number: *

Bank Name: *

Preview Payment Cancel

U.S. Checks

PAY TO THE ORDER OF: _____ DATE: 1001

THE FINANCIAL INSTITUTION: _____ DOLLARS: _____

FOR: _____

123456789 0123456789012 1001

Bank Routing Number Bank Account Number

Reporting New Hires

When you hire a new employee, it's important to notify your Account Representative right away **AND** be sure to include the new hire in your next monthly Work Report.

You need to apply any applicable status codes for that month as well. For example, the status code WP is used for waiting period.

Information to submit to UHH

- Employee name
- Date of hire
- Social Security number
- Date of birth
- Gender
- Current address
- Phone
- Email



Terminations

When an employee is no longer employed, you must notify your Account Representative right away. Send an email ***as soon as there is a change*** to an employee's status that impacts their coverage. ***Don't wait for the monthly Work Report.***

To terminate an employee for a Work Report month, include the termination date and the status code. ***Retroactive terminations that take away benefits are not allowed.***

If changes are not reported in a timely manner, you must pay the ***entire contribution*** for that employee, including any co-premiums normally paid by the employee, for the work month and each additional month until the status change is reported to the Fund.

Examples of other codes that affect coverage status:

- *Below Hours Requirement (BHR)*
- *Unpaid FMLA (UFMLA)*
- *Unpaid Lay Off (ULO)*
- *Moved to Non-Covered Job Classification (NC)*

Questions?

As a partner with **UNITE HERE HEALTH**, you have a dedicated Account Representative to assist you with your monthly tasks. This includes submitting Work Reports, ensuring payments are received on time, and communicating account adjustments needed to ensure your account is current.

Questions? If you have any questions about your account, please reach out to your Account Representative.

Employee questions?

If one of your employees needs help, please tell them to contact our Member Services Department.