

WebERF – How to Import a Report

After logging into your account, click on the [Create a New Report](#) link:

System Administrator

WebERF Home

Welcome to WebERF, the Construction Laborers Trust Funds For Southern Cal electronic Employer Report Form submission facility.

Select an option below:

- [Change Password](#)
- [Select Employer](#)
- [Create a New Report](#)
- [View List of Pended and Finalized Reports](#)
- [Add/Edit Employer Projects](#)

Select the Reporting Period and agreement you will be reporting on. Make sure to select "Import File" as your [Data Source](#):

Processing Options

Select from the following options and then click the Create Report button. Fields marked with an asterisk ("*") are required.

Reporting Period From*:	October 1, 2014 change
Agreement*:	Laborers (Standard - ASA) - Southern California Master Labor Agreement - 999999 - Current rates ▾
Report Type*:	<input checked="" type="radio"/> Regular <input type="radio"/> No Employees <input type="radio"/> Adjustment
Data Source*:	<input type="radio"/> Prelist <input type="radio"/> Blank Form <input checked="" type="radio"/> Import File
Employer Report Form ID:	<input type="text"/>
Sort Order:	First: <input type="text" value="None"/> ▾ Second: <input type="text" value="None"/> ▾ Third: <input type="text" value="None"/> ▾
<input type="button" value="Create Report"/>	

Click "Create Report" to upload your file:

Upload Payroll Import File

Click the Browse button to select a payroll data file to import.

Select File: C:\Users\jmadrid\Desktop [Browse...]

Header row #: 1

OK Cancel

Click on browse to locate your file that you will upload. After selecting your file and Header row, click "OK" to start your "Report Import Setup":

Processing Options

Report Import Setup

Assign a column number to each applicable field matching the import file specified:

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1	SSN	1. SSN
2	Last Name	2. Last Name
3	First Name	3. First Name
4	Middle Name	4. Middle Name
	Union Local ID	5. Hours
6	Job Class ID	6. Job Class
	Project ID	
5	Hours Straight Time	
	Hours Overtime	
	Hours Double-time	
	Wages	
	User 1	
	User 2	
	User 3	

Here are the the column headings from the import file with th

Special handling for Employee Name:
 Parse name as single field

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Preview Import

You will need to match your column headings on the right to the corresponding import fields on the left (your column headings do not have to be in the same order as this example).

Once you have matched the items, click on "Preview Import" to preview the uploaded information.

Processing Options

Report Import Column Verification

Below is an example using data from the import file specified, for you to ensure that the designated fields match up properly. If changes are required, click the Make Changes button. Otherwise, click Continue.

SSN	Last Name	First Name	Middle Name	Hours Straight Time	Job Class ID
111111111	Jones	Sharon	W	120	J
222222222	Garcia	Maria	D	125	J
333333333	Marshall	Robert		140	J

If the information is in the correct places, click on "Continue" to move on to the "Entity IDs" matching page:

Report Import Setup: Entity IDs

The following IDs were detected in the import file. Please verify that they match the corresponding ID from the Trust office records. (Note that they may already match; no action need be taken in that case.) Then click Build Report to continue. Any records with unmatched entities w

Job Class(es):	ID from import file	ID from trust office
	J	J - Journeyman
	A1	A1 - Apprentice 1
	A2	A2 - Apprentice 2
	A3	A3 - Apprentice 3
	A4	A4 - Apprentice 4
	A5	A5 - Apprentice 5

Once you match your classifications to ours, click "Build Report" to view the report:

Employer ID: 094498
Contractor: ZZZ LABORERS TEST ACCOUNT (TEST ONLY)
Address 1: ATTN:BARBARA GARCIA/TRUST OFF
Address 2: 4399 SANTA ANITA AVE, #150
Address 3:
City, State, Zip Code: EL MONTE, CA 91731
Phone: 626-279-3007 **Ext:**
Fax: 626-279-3055

Federal ID Number:
Report Period: 10/01/2014
EDI Reference Number: Report Not Yet Finalized
Agreement: Southern California Master Labor Agreement (Standard-UGC) - Current Rates
Job Class Type: All

Employer Notes (maximum of 250 characters)

Set Defaults

Employees (fields marked with an asterisk (***) are required) 1st Report in Area Last Report in Area Supplemental Report

SSN*	Last Name*	First Name*	MI	J/C	Project	Hours*	Remove
999-99-9999	Davis	Luke	F	A5	-	165.50	<input type="checkbox"/>
222-22-2222	Garcia	Maria	D	J	-	125.00	<input type="checkbox"/>
111-11-1111	Jones	Sharon	W	J	-	120.00	<input type="checkbox"/>
333-33-3333	Marshall	Robert		J	-	140.00	<input type="checkbox"/>
888-88-8888	Mitchell	Claudia	Y	A4	-	145.50	<input type="checkbox"/>
666-66-6666	Rodriguez	Juan		A2	-	136.00	<input type="checkbox"/>
444-44-4444	Smith	James	F	J	-	136.00	<input type="checkbox"/>
555-55-5555	Stevens	Cynthia		A1	-	142.50	<input type="checkbox"/>
777-77-7777	Wilson	John	G	A3	-	149.00	<input type="checkbox"/>
					-	0	<input type="checkbox"/>

After the information uploads to the reporting screen, click on Calculate to view your report.