

EMPLOYER REMITTANCE REPORTING GUIDE

Your Guide to EmployerXG

A Step-by-Step Introduction to using
the EmployerXG Online Reporting Tool
for Contributing Employers of the
Western States Carpenters Trusts



WELCOME!

Welcome to the **Western States Carpenters Trusts**, managed by the **Carpenters Services Administrative Corporation (CSAC)**. Based in Los Angeles with a Seattle office, CSAC has served participants and employers since 1982. Our team is committed to providing Contributing Employers with the highest quality of service.

This guide provides Contributing Employers with the necessary information to navigate the remittance process. Monthly remittance reports are submitted via **EmployerXG**, CSAC's online reporting system. This will allow you to submit remittance reports and payments online in a secure and convenient manner.


If you have any questions or need assistance, please contact **CSAC's Employer Services Department**.

EMPLOYER REMITTANCE OVERVIEW

As a Contributing Employer, you are required to submit contributions (remittances and payments) on behalf of every employee performing work covered under the terms of your **Collective Bargaining Agreement** or other written agreement.

WHEN ARE CONTRIBUTIONS DUE?

Monthly remittances and associated payments are **due on the 15th of each month** and are considered **delinquent if they are received after the 25th of the month**. If the 25th of the month falls on a weekend or holiday, remittances and payments must be received by CSAC by the preceding workday.

 *Liquidated Damages and Interest will be assessed on any late or unfunded remittances.*

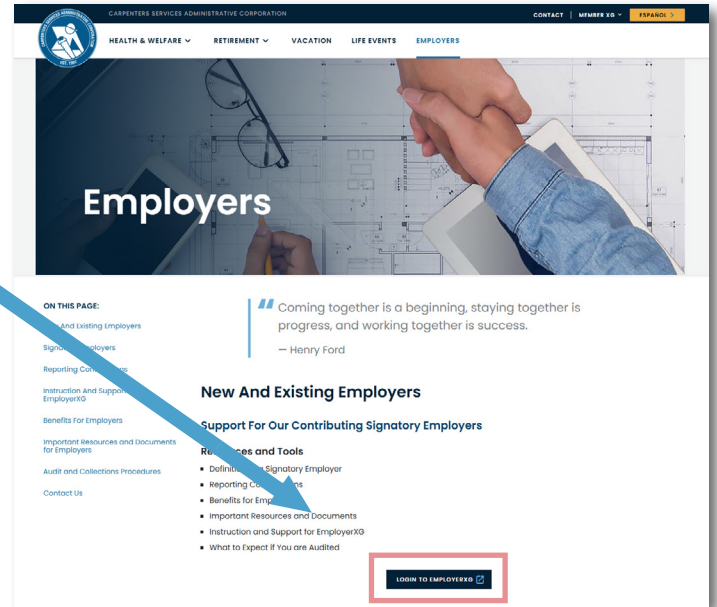
PROJECT COMPLETION OR INACTIVITY

If you **no longer** have reportable employees on your payroll, are out of business, your business has become inactive, or you believe you are no longer required to submit monthly reports due to **project completion**, please notify the **Employer Services Department**.

ACCESSING THE EMPLOYERXG ONLINE REMITTANCE PORTAL

You can access **EmployerXG** in **two** ways:

1. Visit CSAC's website at csacbenefits.org. On the Home Page, click on the **Employers Tab**. Next follow the link to the **EmployerXG Remittance Portal**.
2. Or access **EmployerXG** directly at employer.gobasys.com/CSACv2/login/login.aspx

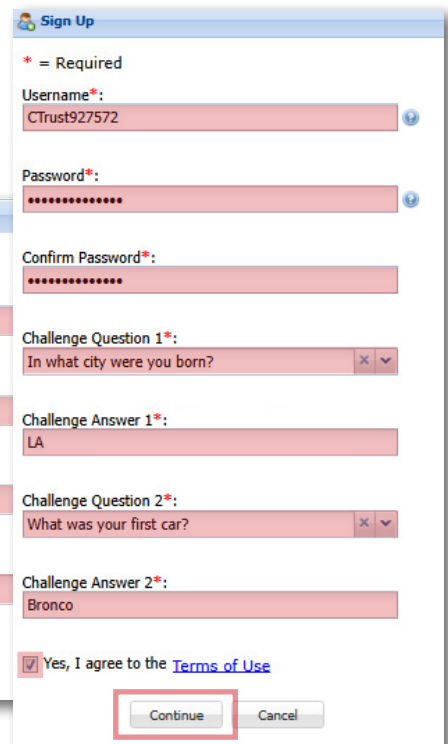
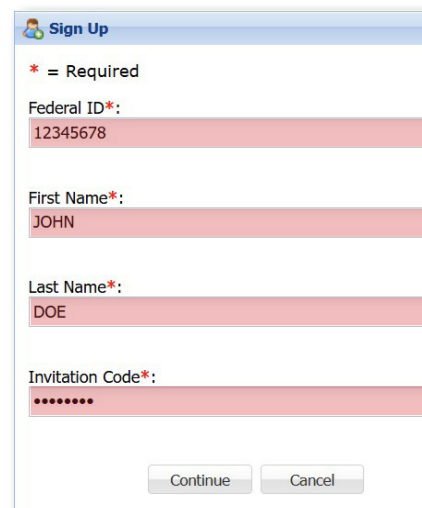
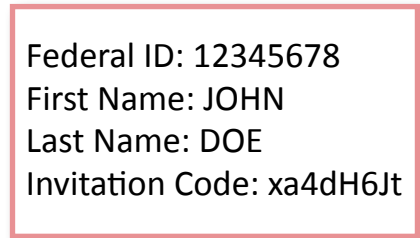
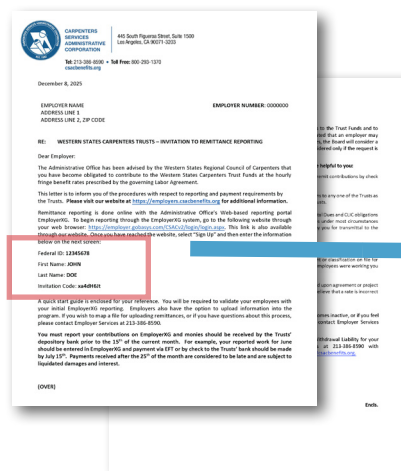


GETTING STARTED: CREATING YOUR PROFILE

To create an **EmployerXG** account, use the invitation code provided in your **Invitation to Remittance Reporting** letter. If you no longer have the invitation code, please contact the **Employer Services Department** at CSAC.

Click **Sign Up** at the bottom right of the website's Home Page. Enter your **Federal ID Number, First and Last Name, and Invitation Code**, then select **Continue**.

You will be asked to choose a **Username, Password** and **two Security Questions**. Hover over the blue icons next to each entry field to view the requirements. After choosing your login details, review [Terms of Use](#), check the agreement box and follow the remaining prompts to complete your profile.



YOUR HOME PAGE

Once logged into your account, you will have access to the **four main tabs** below:

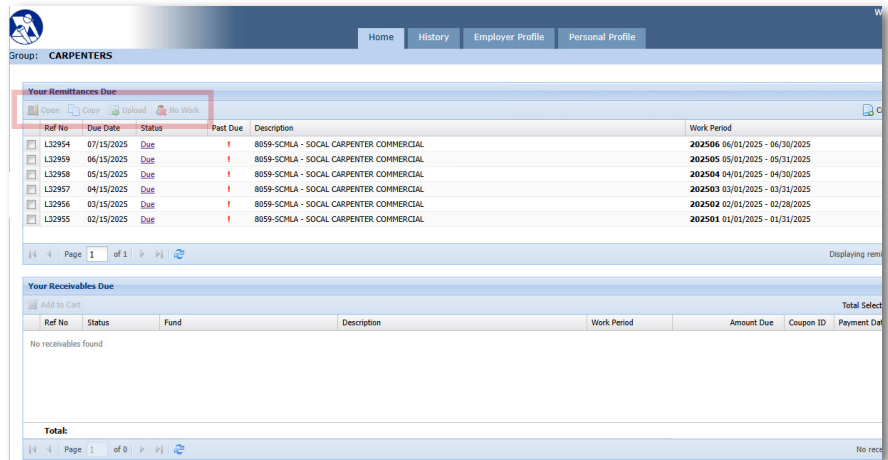
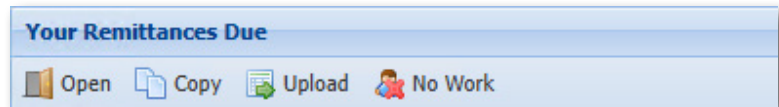
HOME

When you select the **Home Tab**, you will be able to view all the reports that are currently due. Delinquent reports will be displayed with a red exclamation mark (!).

From the **Home Tab** you can:

- » Open an **Available Remittance**
- » Copy an **Existing Remittance**
- » Upload a Remittance File and Receive Progress Information on the Upload. (Contact the **Employer Services Department** for help mapping your file.)
- » Create a **No Work Remittance**
- » Create a **New Remittance**
- » Access
 - News and information
 - View History
 - Update your Employer Profile
 - Update your Personal Profile

Tab 1: Home



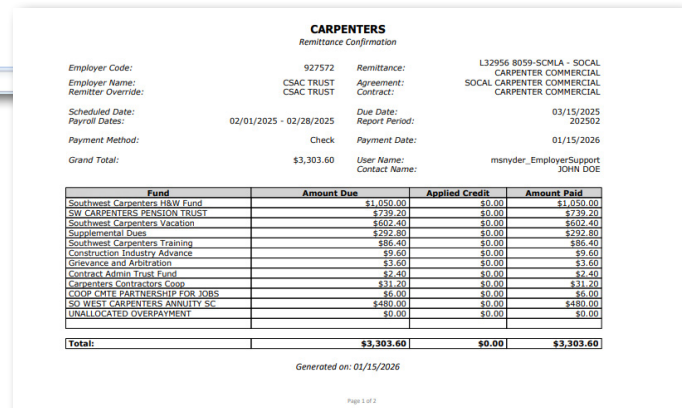
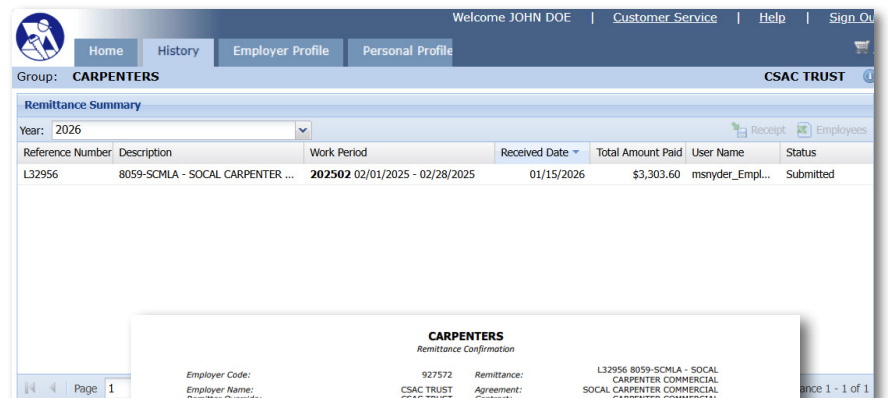
Tab 2: History

HISTORY

When you select the **History Tab**, you will see a grid of your previously submitted remittances, organized by the year they were received, with the most recent year shown first.

From the **History Tab** you can:

- » View and print a receipt of a selected Historical Remittance
- » Access an excel listing of employees associated with a selected remittance



EMPLOYER PROFILE

When you select the **Employer Profile Tab**, you can manage the list of employees invited to **EmployerXG** and their status. To update a contact, select **Edit** under the **Employer Contacts** heading. **First Name, Last Name** and **Email Address** are required. You can also send an **EmployerXG** invitation from this screen.

From the **Employer Profile Tab** you can:

- » Edit employer contacts
- » Set Your Preferences
- » Edit employer bank account information

For login or password reset issues, please contact the **Employer Services Department**.

Tab 3: Employer Profile

The screenshot shows the 'Employer Profile' interface for the 'CARPENTERS' group. The 'Primary Address' is 445 S FIGUEROA ST, LOS ANGELES, CA 90071-1602, USA. The 'Employer Contacts' table lists JOHN DOE with email msnnyder@csacben... A 'Your Bank Account' modal is open, containing fields for Bank Name, Routing Number, Confirm Routing Number, Account Number, Confirm Account Number, and Account Type. A sample check image is shown with fields for Your Name, Your Bank Name, Your Address, Bank Address, Date, Pay to the Order of, and Amount in Dollars. A note explains ABA or Bank Routing Number format: Always 9 digits and between the ":" character.

PERSONAL PROFILE

The **Personal Profile Tab** stores your username, password, and security question information.

From the **Personal Profile Tab** you can:

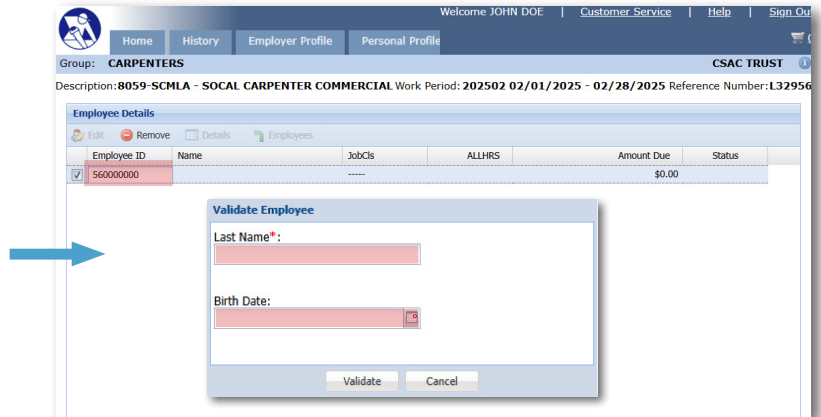
- » Edit Personal Contact Information
- » Change Your Password and Security Questions/Answers
- » Use the tab to move through the entry fields

Tab 4: Personal Profile

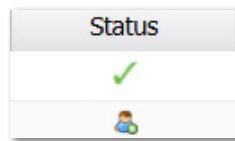
The screenshot shows the 'Personal Profile' interface for the 'CARPENTERS' group. It is divided into two main sections: 'Contact Information' and 'User Information'. The 'Contact Information' section includes fields for First Name (JOHN), Last Name (DOE), Generation, Title, Contact Type, E-mail (@csacbenefits.org), Phone Number, and Phone Number (Alt). The 'User Information' section includes fields for Username (CTrust927572), Old Password, New Password, Confirm Password, Challenge Question 1 (In what city were you born?), Challenge Answer 1 (LA), Challenge Question 2 (What was your first car?), and Challenge Answer 2 (Bronco).

MANUAL ENTRY FOR ONLINE REMITTANCE REPORTING

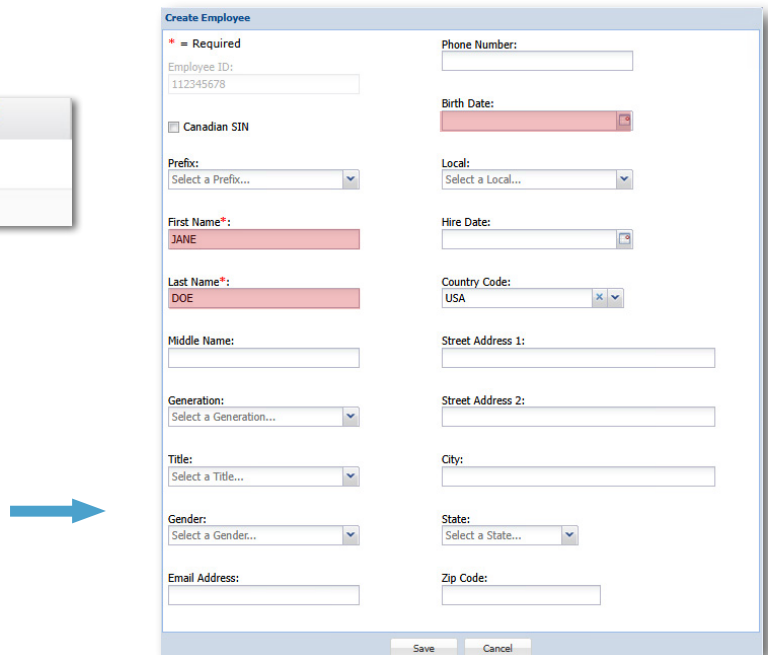
- 1. Open the existing Remittance:** From the **Home Screen**, open the Remittance that is due by clicking the **Open** icon or **double-click** the Remittance.
- 2. Enter the Employee's ID (SSN) to begin.** For existing participants, verify their information using the **Last Name** and **Date of Birth**. (This step is only required the first time the employee is reported under your company)



- A green check mark under **Status** indicates that the participant already exists in our system.
- A **person** icon indicates that this is the participant's first time being reported to the Trusts.

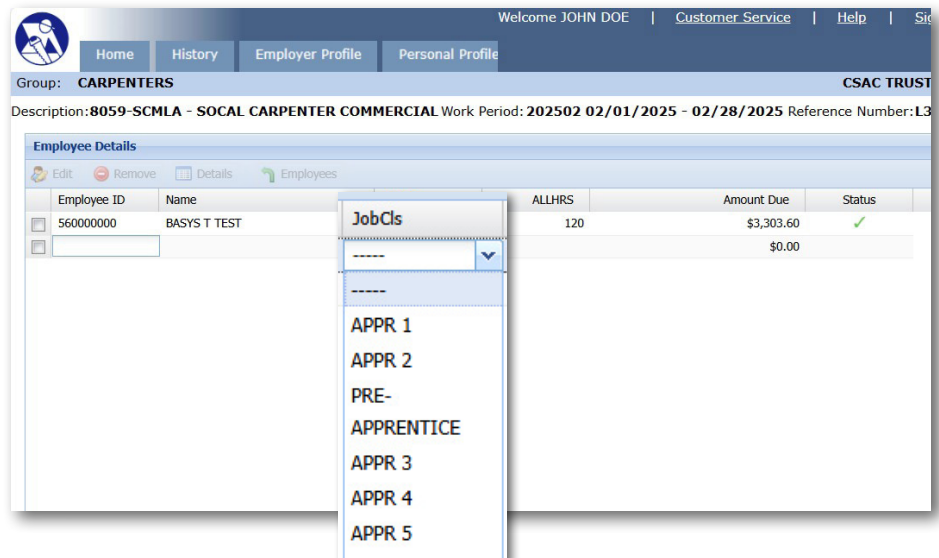


- 3. Adding a new employee:** Enter the **Social Security Number, First Name, Last Name**, and **Date of Birth**. Address, email and phone number are optional.

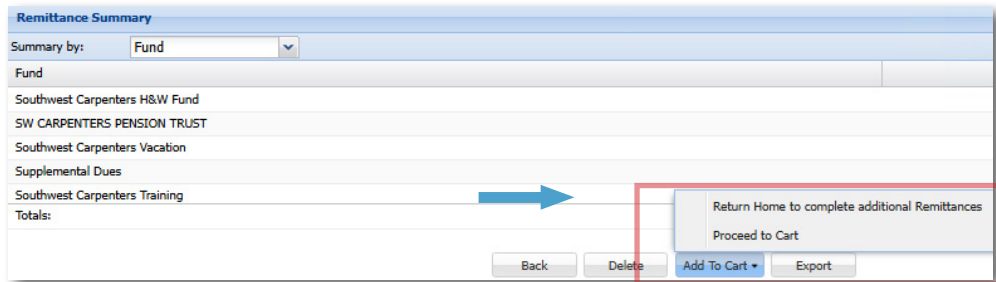


- 4. When applicable select the job class:** You can use the **Tab** key to move through the fields.

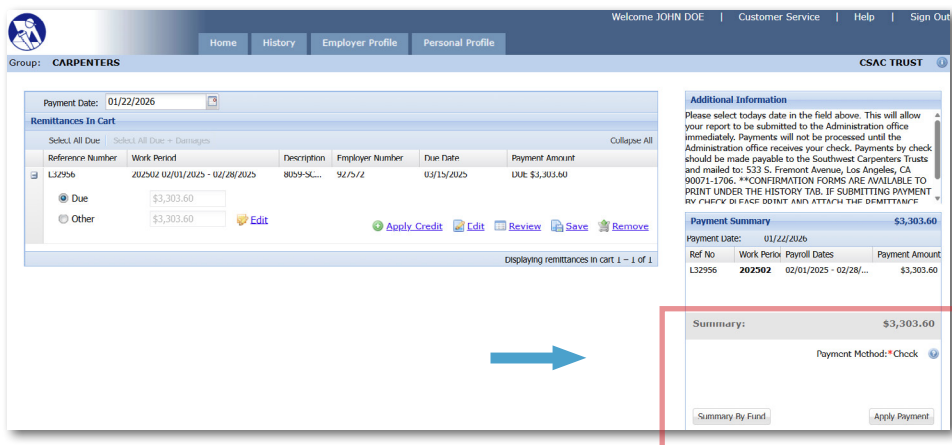
- 5. Enter hours:** Enter the hours in each required quantity field. The system will automatically calculate the amount due based on the data you entered.



6. When entry of employees and hours is complete, select the **Add to Cart** button at the bottom of the screen. You will have the option to proceed to cart or to complete additional remittances before payment by returning to the **Home Tab**.



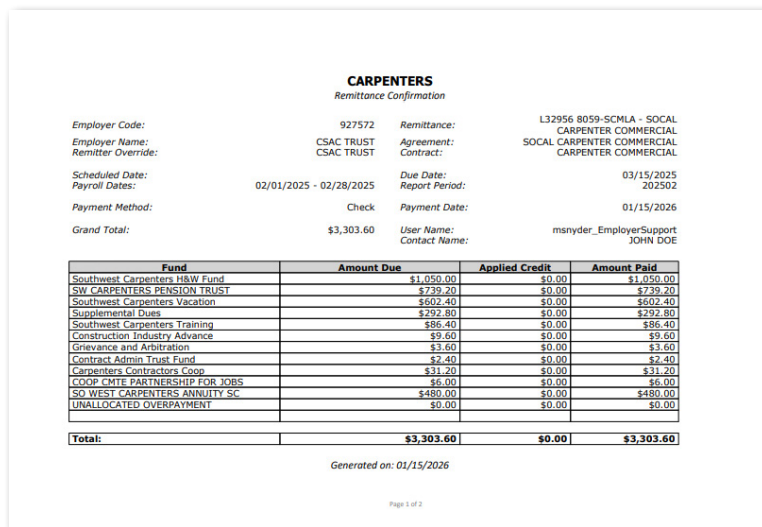
7. **Paying a Remittance:** The system defaults to *check payments*; to enable Electronic Funds Transfer (EFT), please go to the **Employer Profile Tab**. Enter your banking details, and click **Save**.



8. **Apply payment** and **Confirm** to finalize your report.

9. To receive a **Confirmation**, open the **History Tab**.

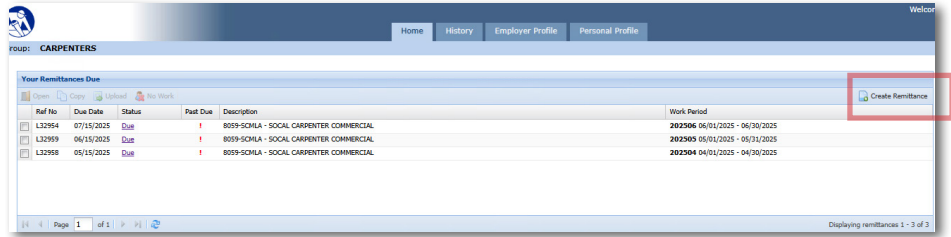
- **Check payments:** Print the Remittance Confirmation and mail your check to the CSAC Los Angeles office.
- **EFT payments:** No additional documentation is required; though you may print a receipt from the **History Tab**



! To **deactivate** EFT, open the **Employer Profile Tab**, choose **Disable Account**, and click **Save**. This turns off EFT and switches your payment method back to Check.

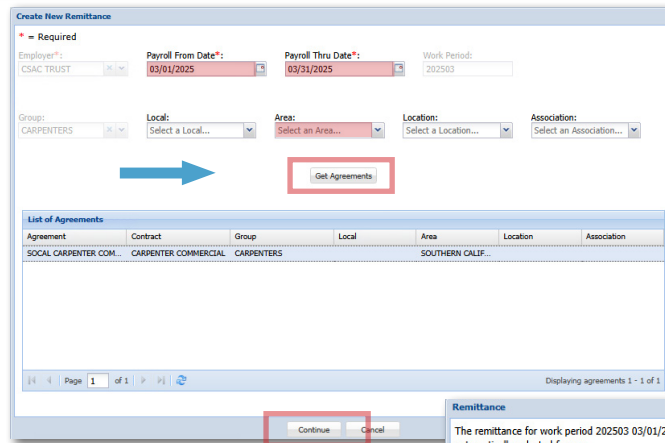
CREATE A NEW REMITTANCE

1. Click on **Create Remittance**.



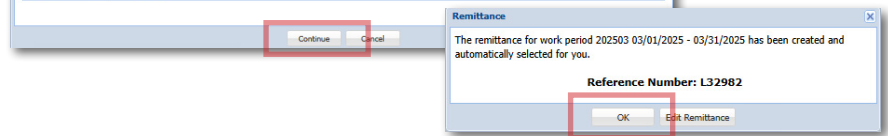
2. Enter the **full** work month in the Payroll “From” and “Through” date fields (e.g., 12/01/2025 – 12/31/2025).

3. If signatory to multiple areas, select the appropriate area to narrow down your search.



4. Click **Get Agreements**, then select the remittance you want to create from the list.

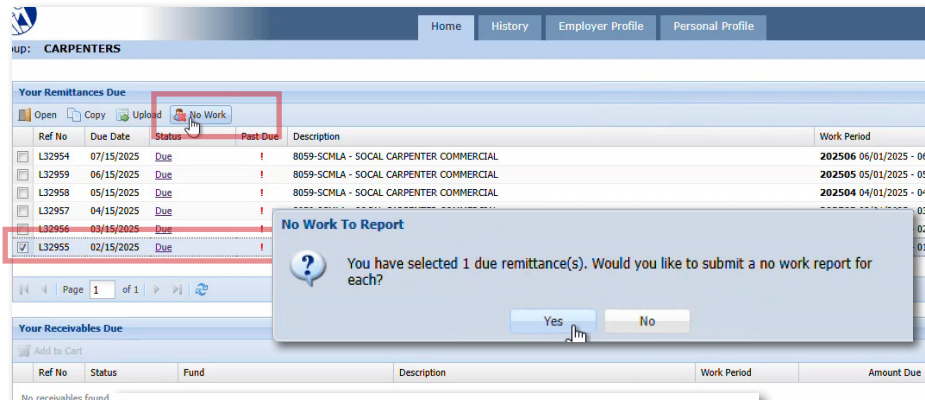
5. Click **Continue** and confirm with **OK** to continue.



6. The new generated remittance will then appear on your **Home** screen.

NO WORK REPORT

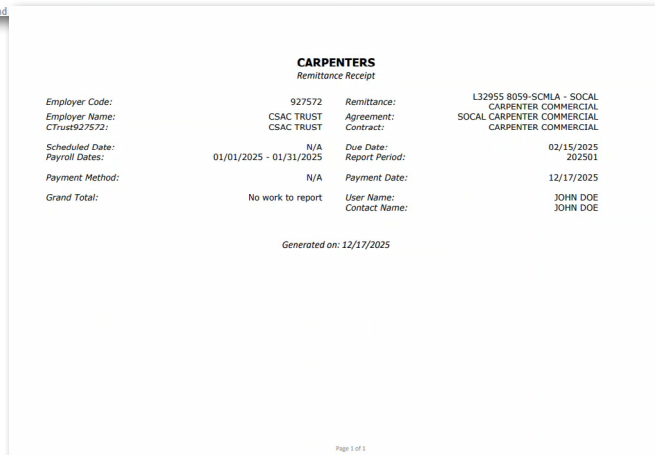
1. Check the box next to the work month/remittance you want to file as a **No Work** report.



2. If the remittance is in **Due status**, the **No Work** icon will appear. If the status is **In Progress**, open the remittance and click **Delete** at the bottom of the employee detail screen.

3. Click the **No Work** icon and confirm by selecting **Yes**.

4. The **No Work** report will appear in your **History** tab, where you can print a **Confirmation Report** if needed.



OTHER TOOLS:

COPY A PAST REMITTANCE

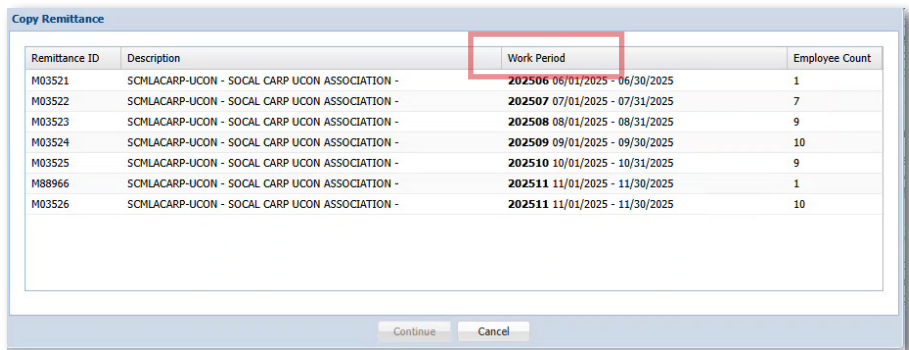
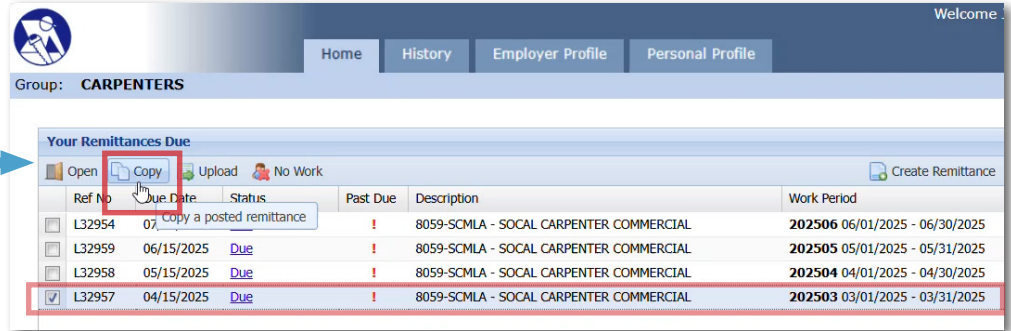
1. Select the report you want to copy by checking the box next to the report, then click the **Copy** icon.

2. Choose the work month you want to copy (e.g., 11/01/2025 – 11/30/2025).

3. A new report with the same members from the previous report will populate for the new work month.

4. Update hours and job class to reflect the current work reporting month.

5. If the data preview looks correct, click **Add to Cart** to finalize the upload.



UPLOAD REMITTANCE

1. Request an **Upload Template** from Employer Services.

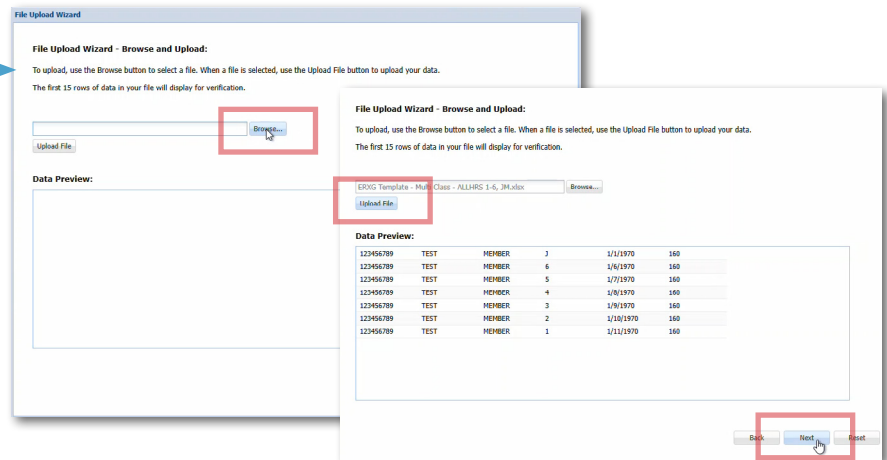
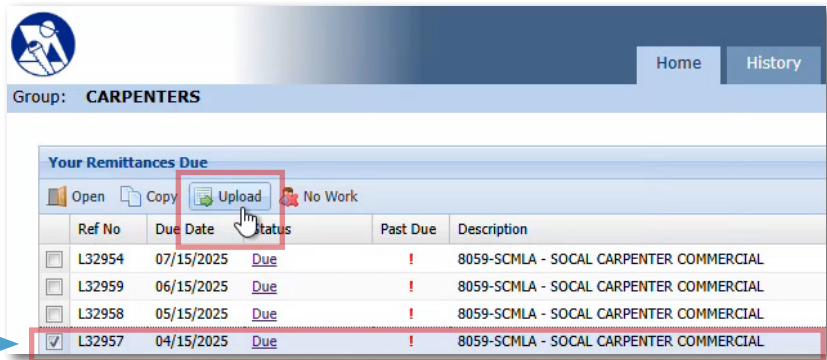
2. Enter member details and hours worked for the correct work month into the template, then **Save**.

3. On your **Home Screen**, check the box next to the **Ref No** and select **Upload**.

4. Click **Browse** and select your completed template.

5. Click **Upload File**, and then **Next**.

6. Review the data preview. If the data looks correct, select **Add to Cart** to complete the uploaded reports.



ADDITIONAL RESOURCES

EXCLUSIVE PROGRAMS AVAILABLE TO SIGNATORY EMPLOYERS: C4A & NON-BARGAINING PARTICIPATION

C4A Participation Agreement:

- For Qualified Carpenters Alumni who have transitioned to non-covered roles (superintendent/corporate officer/project manager).
- Contractor must have at least two active bargaining-unit employees to qualify.
- Includes Health and Welfare, Pension, and Annuity benefits (subject to area) with uniform monthly hours.
- Alumni may opt out of Health and Welfare benefits only if they have other qualifying coverage.
- Available only to verified alumni; extending it to non-alumni would require offering it to all similar non-bargained staff.

Non-Bargaining Participation Agreement:

- Provides premium-rate health coverage (HMO/PPO for non-bargaining office employees).
- Must be offered uniformly to all eligible office staff to avoid discrimination.
- Employer must already be contributing timely for at least two bargaining unit employees.
- Monthly premiums are billed and due on the 15th of the month prior to coverage.
- Employers must cover at least 50% of each employee's premium; employees may decline only if they have other coverage or work under 30 hours/week.

Scan the QR code to visit our website and download the sample agreements under the Employer webpage. If you're ready to enroll and sign the actual agreement, please contact CSAC to speak with an Employer Services Department Representative.



EMPLOYER OUTREACH PROGRAM

ABOUT OUR PROGRAM

The Employer Outreach Program is part of CSAC's ongoing commitment to partner with employers signatory to a Collective Bargaining Agreement.

A representative of the Employer Services Team is prepared to meet with signatory employers, in person, virtually, or by phone whenever you need assistance with reporting and submitting Employer Contributions.

WHAT WE OFFER

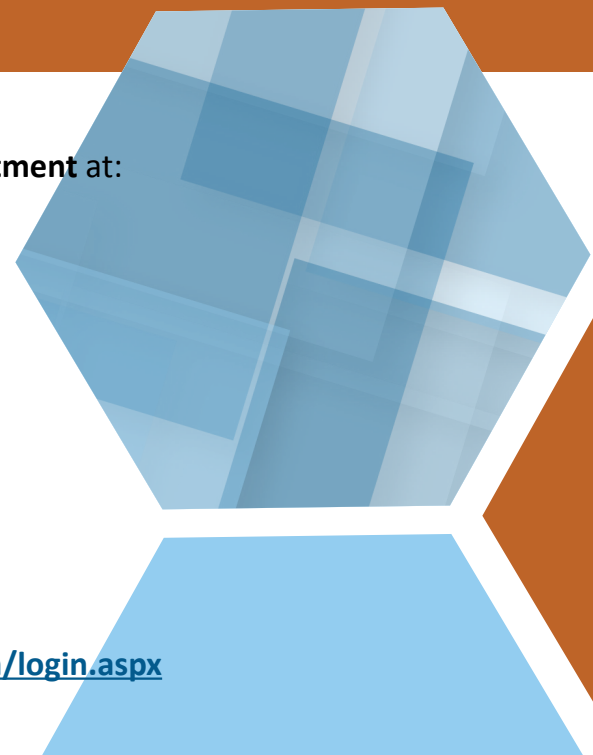
- Onboarding for new signatory employers
- Orientation for new payroll and HR staff
- Logging into the EmployerXG Portal and troubleshooting.
- Best practices for remittance reporting and setting up payroll for union employees.
- Signatory Employer participation in the Trust benefits (Health and Welfare, Pension, and Annuity) for non-covered employees.

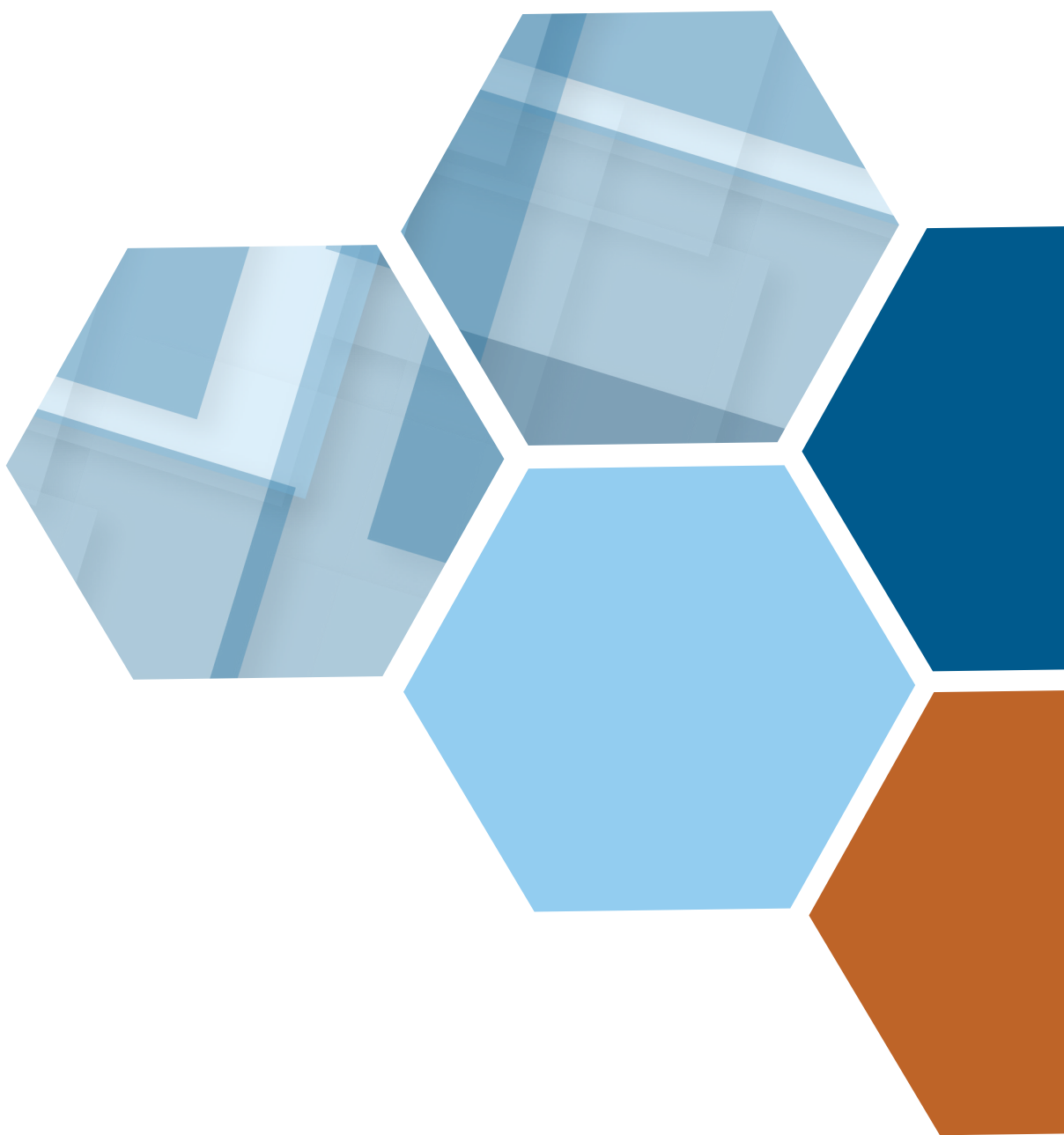


QUESTIONS?

If you have questions about the information in this guide or the remittance process, please contact the **Employer Services Department** at:

Administrative Office	445 South Figueroa Street Suite 1500 Los Angeles, California 90071-3203
Phone Number	(213) 386-8590
Email	employerservices@csacbenefits.org
Website	csacbenefits.org
Remittance Portal	employer.gobasys.com/CSACv2/login/login.aspx





**CARPENTERS
SERVICES
ADMINISTRATIVE
CORPORATION**