

Northern California Pipe Trades Trust Funds for UA Local 342
935 Detroit Avenue, Ste 242A
Concord, CA 94518-2501
925/356-8921 Ext 713
tfo@ncpttf.com

DECEMBER 2022
NOVEMBER 2022 HOURS

EMPLOYER CONNECTION

Special points of interest:

- Employer Responsibility
- Reporting Adjustments
- Holidays - Submit Your ECR Forms ASAP
- 401(k) and HRA Enrollment
- Return All ECR Pages
- Our Website

****EMPLOYER RESPONSIBILITY****

As an Employer it is your responsibility to report all hours worked and paid accurately. Deductions taken out for Credit Union, 401(k) and additional HRA must be remitted in full. **Note:** You are urged to contribute at least the 401(k) deferrals by the 15th business day of the month following the work month. By returning the enclosed ECR Form(s), the Employer certifies under the penalty of perjury that the information contained herein is correct, that all hours worked or paid during the period covered are reported herein. Failure to pay the full amount due will result in the assessment of liquidated damages and other potential penalties.

REPORTING ADJUSTMENTS

If you find that an employee's hours and/or contributions were reported to our office incorrectly, or in error, an adjustment will be required. For our office to process an adjustment, the Employer will need to report the adjustment on a separate ECR Form reflecting the Work Month in which the hours were originally reported (e.g., a mistake in the amount of March hours reported is discovered when completing April ECR Forms; report the adjustment on a March ECR Form). **DO NOT LIST NEGATIVE HOURS ON THE CURRENT WORK MONTHS ECR FORMS.** If an adjustment is required, our office can provide you with the applicable ECR Forms as needed. **NOTE:** Our office is unable to process adjustments of Credit Union contributions once the money has been transferred into the employee's Credit Union account. Other adjustments involving HRA and/or 401(k) are subject to review.

HOLIDAYS - SUBMIT YOUR ECR FORMS ASAP




Our office, UA Local 342, and the Credit Union Office will be Closed on December 23rd, 26th, and 30th in observance of the Christmas and New Year's holidays. Please keep this in mind and allow sufficient time for mail service and delivery to the bank. As a reminder, *reports and contributions are due and payable at the bank by the 15th of the month following the work month and are delinquent if not received at the bank by the 20th (you are urged to contribute at least the 401(k) deferrals by the 15th business day). Failure to report and pay timely or issuance of a non-sufficient funds check, will result in assessment of Liquidated Damages and Interest Charges.*

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**SUPPLEMENTAL 401(K) RETIREMENT
 AND HEALTH REIMBURSEMENT
 ACCOUNT (HRA) ENROLLMENT**

 Eligible employees may change their enrollment/ deductions under the Collective Bargaining Agreement (CBA) *effective with January 2023 hours*. If an employee has any questions regarding Enrollment Changes under the CBA, please refer the employee to UA Local 342 at 925/686-5880.

Dispatches will be issued by UA Local 342 in December for any Enrollment Changes.

**RETURN ALL ECR PAGES EVEN IF
 THERE ARE NO EMPLOYEES
 UNDER THE CONTRACT**



As a reminder, all pages of your ECR Forms must be returned. If you do not have any employees to report on a certain page, write "NONE" on the page, sign, date and return that page along with all other pages. Delinquency notices are issued for missing pages.



OUR WEBSITE: WWW.NCPTTF.COM



We encourage you to visit our website for information on reporting contributions and the Northern California Pipe Trades Plans. We are continuously updating our website to better serve our Participants and Employers.

If you have any questions, please contact the Employer Compliance Department at 925/356-8921 Ext. 713 or via email at tfo@ncpttf.com. Thank you.

Reports & Contributions Due:
 12/15/2022

Delinquent if Not Received By:
 12/20/2022

Our Office, UA Local 342, and the Credit Union will be closed on 12/23/2022 & 12/26/2022 in observance of Christmas and on 12/30/2022 in observance of New Years.

December 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31