

EMPLOYER CONNECTION

Lead Story: EMPLOYEE RATES & JOB CLASSIFICATIONS ON ECR FORM

Special points of interest:

- Employee Rates & Job Classifications on ECR Form
- Be cautious when sending emails
- Delinquency & Timely Reporting
- Reminders

The ECR Forms sent to you each month are based on rates, dispatches and notifications received from UA Local 342. We are required to process Employees' hours/contributions based on this information. If you believe there is a discrepancy with your records and the ECR Forms, please contact our office immediately for assistance. If we receive ECR Forms with incorrect rates or job classifications, processing may be delayed. If you need further clarification from UA Local 342, please contact Linda Pascoe at 925/686-5880.



BE CAUTIOUS WHEN SENDING EMAILS



We request that any emails and attachments sent from your office which contain your employees' personal information be encrypted or the information redacted. Our office is able to identify Plan Participants based on their first initial, last name and the last four digits of their Social Security Number; therefore, the use of a full Social Security Number is unnecessary.

As required by HIPAA, ERISA, and California Privacy Law, the Plan has a legal obligation to protect the privacy of our Plan Participants. In accordance with California Civil Code 1798.81, businesses are encouraged to safeguard *personal information of California residents*, and to protect such information from unauthorized access and disclosure. The use of a name or partial name and full Social Security Number falls under the category of *personal information*.

For further information on the safeguarding of personal information, please refer to the California Office of Privacy Protection's "*Recommended Practices on Protecting the Confidentiality of Social Security Numbers*" which provides businesses with guidelines for safeguarding Social Security information, including email encryption. Their website is located at: www.privacy.ca.gov.

DUE DATE AND DELINQUENT 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 22nd (**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. Receipt at the bank is what determines when your contributions were "received"; the postmark is not a factor. Please be mindful and allow sufficient time for mail service and delivery. **The mailing address is also provided on the reverse side of the ECR for your reference.**



Thank you for submitting your monthly reports and contributions timely. We appreciate your assistance in timely submission and encourage you to submit your monthly reports and contributions early when possible.

We also appreciate your time and effort regarding reporting questions and changes.

REMINDER

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. By returning the enclosed ECR (Employer Contribution Report) form 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 will result in the assessment of liquidated damages and other potential penalties.

You may have received phone calls or correspondence regarding your reports. As indicated in prior notices, due to Auditing Guidelines, we are required to request additional information if your reports are incomplete. We sincerely appreciate your efforts and ongoing compliance.

Reports & Contributions Due:
5/15/19

Delinquent if Not Received By:
5/22/19

Our office, UA Local 342 and the bank will be closed in observance of Memorial Day on 5/27/19

May 2019

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	