

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

FEBRUARY 2021
JANUARY 2021 HOURS

EMPLOYER CONNECTION



Special points of interest:

- **Employer Responsibility**
- **Important Changes to the Enclosed ECR Forms**
- **Split Reporting**
- **Employees with no hours**
- **Holiday**

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. By returning the enclosed ECR 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.



* * * IMPORTANT CHANGES TO THE ENCLOSED ECR FORMS * * *

Important Information

Supplemental 401(k) Retirement/ Health Reimbursement Account (HRA) and/or Credit Union Deduction (CU) Classifications Effective January 1st

The enclosed ECR Forms have been updated to reflect any different classifications for eligible employees. Dispatches were issued by UA Local 342. Contact our office regarding any discrepancies prior to submitting your ECR Forms.

Apprentice Advancements Effective January 1st

Dispatches have been issued for Apprentices who have advanced to the next level. The enclosed ECR Forms have been updated to reflect the new classifications. Please contact our office regarding any discrepancies prior to submitting your ECR Forms.

To avoid processing delays and errors, it is important to first contact our office regarding incorrect classifications prior to submitting the ECR Forms.

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SPLIT REPORTING – Additional December Hours

If you are reporting additional hours for December due to a rate change or an apprentice advancement, submit **TWO SEPARATE ECR Forms** (one with the additional **December hours** and one with **January hours**). Each ECR Form must be clearly labeled with the **work month and the correct rates**. If you need additional ECR Forms or assistance, please contact our office. We have copies of December reporting Forms that we can email or fax to you.

EMPLOYEES WITH NO HOURS / NO LONGER EMPLOYED

If an Employee did not work during the month, yet is still employed, denote with a "0" in the hours column and indicate the reason no hours being reported. If an Employee is no longer employed, draw a single line through their name and Social Security Number and list "T" and the employee's last day worked.

Example: ~~XXX-XX-1234 SMITH, J T- 1/8/21~~ You may also provide a separate listing detailing this information.



HOLIDAY / FEBRUARY IS A SHORT MONTH – SUBMIT YOUR ECR FORMS TIMELY



Our Office, UA Local 342, the Credit Union Office, and the bank will be closed on **February 15th** in observance of the Presidents' Day holiday. Also, February is a short month. 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 22nd (you are urged to contribute at least the 401(k) deferrals by the 15th business day). Failure to report timely will result in assessment of Liquidated Damages and Interest Charges.*

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: 2/15/21

Delinquent if Not Received
 By: 2/22/21

Our office, UA Local 342
 and the Credit Union will
 be closed 2/15/21

FEBRUARY 2021

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						