



Online Contribution System Manual

FULTON FISH MARKET LOCAL 359 HEALTH & WELFARE EMPLOYER'S MANUAL



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Welcome to the Online Contribution System Manual for the Fulton Fish Market Local 359. This manual will assist Employers in the in creation of a new contribution worksheet and other features of the online system. Should there be further questions that are not covered by this manual. Please see the Daniel H. Cook Associates Contact List located below for assistance. Our staff will be happy to assist with questions regarding the online system and other questions or concerns you may have. We appreciate your business.

Daniel H. Cook Associates, Inc. Contact List

<u>Name & Address</u>	<u>Phone, Extension & Fax numbers</u>	<u>Email</u>
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Ilisol Medina 253 West 35 th Street, 12 th Fl. New York, N.Y. 10001	P: 212-505-5050, ext. 254 F: 646-381-8839	iMedina@dhcook.com

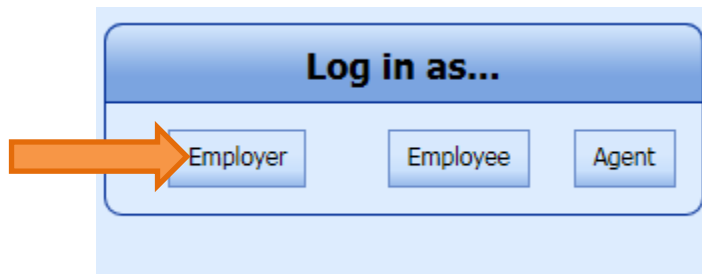
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1. ENTERING AN EMPLOYEE CONTRIBUTION WORKSHEET:

- Open your web browser and type the website name; <https://dhcontributions.com/fulton/TPALogin.aspx>
- Please use the Chrome web browser when using the online contribution system.

Step 1:

- The login pop-up will appear. Click on Employer to open the Login screen.



Step 2:

- The Employer Login screen shall appear as shown below.
- Enter your Employer Username and Password and then click on Login. *Leave the Organization option as Fulton Fish Market Welfare Fund.*

A screenshot of the "Employer Login" form. The form has a blue header with the text "Employer Login". Below the header are three input fields: "Username", "Password", and "Organization". The "Organization" field is a dropdown menu with "Fulton Fish Market W" selected. Below the input fields is a "Login" button. The form is numbered 1, 2, and 3 next to the Username, Password, and Login button respectively.

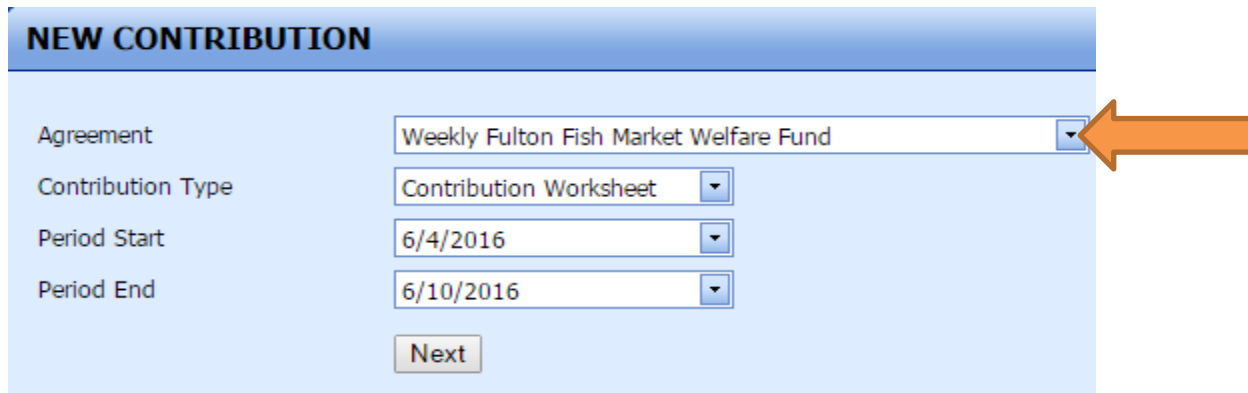
Step 3:

- The Welcome screen shall appear.
- Click on New Contribution to begin.



Step 4:

- For Agreement, click on the drop down menu to select Weekly Fulton Fish Market Welfare Fund.



Step 5:

- Select the work period from the pop up that appears. See Option A or B.
 - A. For weekly contributions please choose the work period week that appears as shown below
 - B. For monthly contributions please choose the month from the options that appear.

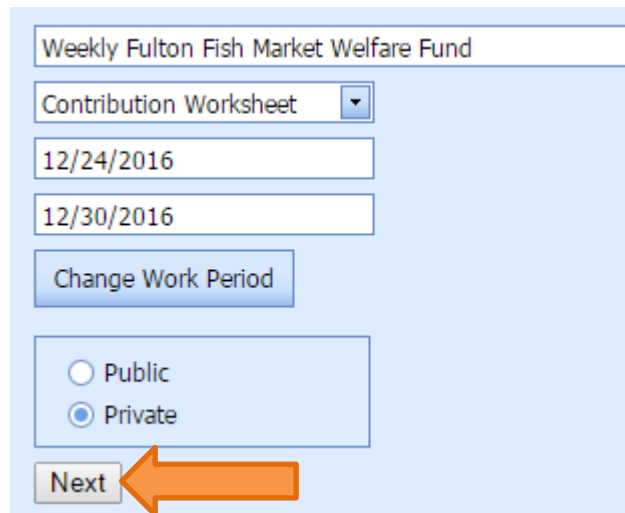


A dialog box titled "SELECT WORK PERIOD" with a close button (x) in the top right corner. The dialog box contains seven lines of text, each representing a date range and underlined:

- 11/19/2016 - 11/25/2016
- 11/26/2016 - 12/2/2016
- 12/3/2016 - 12/9/2016
- 12/10/2016 - 12/16/2016
- 12/17/2016 - 12/23/2016
- 12/24/2016 - 12/30/2016

Step 6:

- Click on Next to save and continue



A screenshot of a web form titled "Weekly Fulton Fish Market Welfare Fund". The form contains the following elements:

- A dropdown menu labeled "Contribution Worksheet" with a downward arrow.
- Two text input fields containing the dates "12/24/2016" and "12/30/2016".
- A button labeled "Change Work Period".
- Two radio button options: "Public" and "Private". The "Private" option is selected, indicated by a blue dot.
- A button labeled "Next" at the bottom left, with a large orange arrow pointing to it from the right.

Step 7:

- Locate each employee and enter the number of days worked.
 - All Steady Employees will automatically be set at 1 week & 5 days.

Worksheet Info		Commands					
Worksheet Number:	236755	Incomplete					
Agreement:	Weekly Fulton Fish Market Welfare Fund						
Contribution Type:	Contribution Worksheet - Private						
Work Period:	12/24/2016 - 12/30/2016						
		Calc & Save	Delete	Submit	Print		

17 Members

Member Name	SSN	Job Class	Shift	Weeks	Days	Comment	Total Due
BAIZAN, FACUNDO		Freedom	Extra	1.00	0.00		\$0.00
BARTONE, PHIL		Freedom	Extra	1.00	0.00		\$0.00
CANADE, PAUL		Freedom	Extra	1.00	0.00		\$0.00
CORONEL, JAIME M		Freedom	Extra	1.00	0.00		\$0.00
FOGLIANO, LOUIS		Freedom	Steady	1.00	5.00		\$501.72
KASHIMADA, MASATO		Freedom	Steady	1.00	5.00		\$501.72
KLEIN, ANDREW		Freedom	Extra	1.00	0.00		\$0.00
KLEIN, RICHARD		Freedom	Steady	1.00	5.00		\$501.72
LUGO, VICTOR		Freedom	Extra	1.00	0.00		\$0.00
PANORA, LUIS		Freedom	Extra	1.00	0.00		\$0.00
QUIRIZUMBAY, DANIEL		Liberty	Extra	1.00	0.00		\$0.00
QUIRIZUMBAY, WILSON O		Freedom	Extra	1.00	0.00		\$0.00
ROMANO, CARMINE J		Freedom	Steady	1.00	5.00		\$501.72
SANCHEZ, WILLIAM		Liberty	Extra	1.00	0.00		\$0.00
Schnell, John		Liberty	Extra	1.00	0.00		\$0.00
TANAKA, SHINSUKE		Freedom	Steady	1.00	5.00		\$501.72
VO, DONG		Freedom	Extra	1.00	0.00		\$0.00
				17.00	25.00		\$2,508.60

Step 8:

- Once you have entered the information, click on Click on CALC & SAVE to process and save.



Step 9:

- Please verify all the information entered is correct. Changes or updates cannot longer be made after the contribution has been submitted.
- Please print a copy for your records.

Worksheet Info

Worksheet Number: 236757 [Incomplete](#)
Agreement: Weekly Fulton Fish Market Welfare Fund
Contribution Type: Contribution Worksheet - Private
Work Period: 12/31/2016 - 1/6/2017

Commands

Calc & Save Delete Submit **Print**

17 Members

Member Name	SSN	Job Class	Shift	Weeks	Days	Comment	Total Due
BAIZAN, FACUNDO		Freedom	Extra	1.00	0.00		\$0.00
BARTONE, PHIL		Freedom	Extra	1.00	0.00		\$0.00
CANADE, PAUL		Freedom	Extra	1.00	0.00		\$0.00
CORONEL, JAIME M		Freedom	Extra	1.00	0.00		\$0.00
FOGLIANO, LOUIS		Freedom	Steady	1.00	5.00		\$501.72
KASHIMADA, MASATO		Freedom	Steady	1.00	5.00		\$501.72
KLEIN, ANDREW		Freedom	Extra	1.00	0.00		\$0.00
KLEIN, RICHARD		Freedom	Steady	1.00	5.00		\$501.72
LUGO, VICTOR		Freedom	Extra	1.00	0.00		\$0.00
PANORA, LUIS		Freedom	Extra	1.00	0.00		\$0.00
QUIRIZUMBAY, DANIEL		Liberty	Extra	1.00	0.00		\$0.00
QUIRIZUMBAY, WILSON O		Freedom	Extra	1.00	0.00		\$0.00
ROMANO, CARMINE J		Freedom	Steady	1.00	5.00		\$501.72
SANCHEZ, WILLIAM		Liberty	Extra	1.00	0.00		\$0.00
Schnell, John		Liberty	Extra	1.00	0.00		\$0.00
TANAKA, SHINSUKE		Freedom	Steady	1.00	5.00		\$501.72
VO, DONG		Freedom	Extra	1.00	0.00		\$0.00
				17.00	25.00		\$2,508.60

Calc & Save Delete Submit **Print**

Step 10:

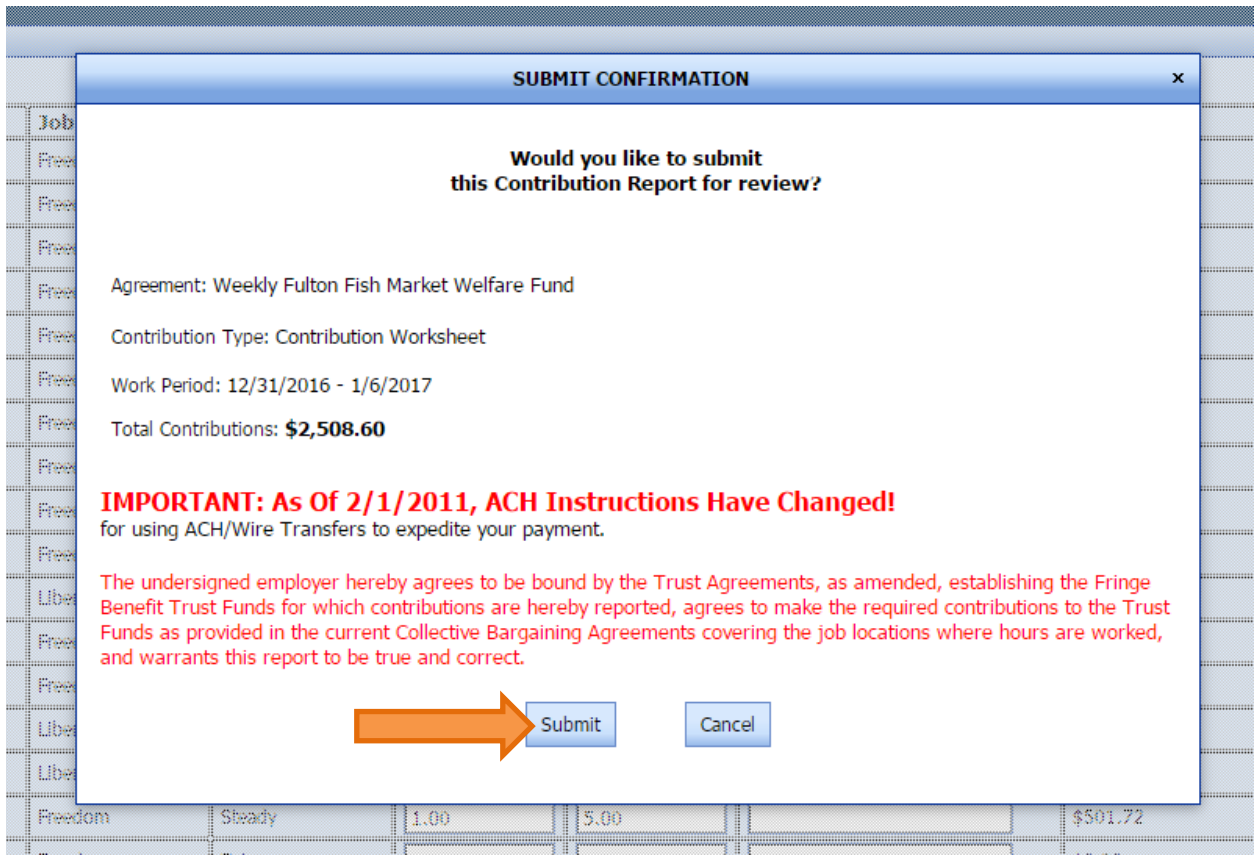
- When all information is ready to be posted, click on Submit.
- ***Please note that changes cannot be made after the worksheet has been submitted.***

Commands

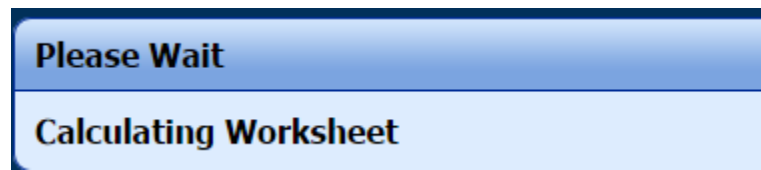
Calc & Save **Submit** Print

Step 11:

- Review the information that appears, click on Submit to post the employee information.
- **Please note that changes cannot be made after the worksheet has been submitted.**



- The system will calculate the information entered as shown below.



Step 12:

- You have submitted the worksheet. The submitted information will appear as shown below.
- Please review the worksheet and/or print a copy for your records.

1. Worksheet Info

Worksheet Number: 236757 [Submitted](#)
Agreement: Weekly Fulton Fish Market Welfare Fund
Contribution Type: Contribution Worksheet - Private
Work Period: 12/31/2016 - 1/6/2017

2. Commands

Calc & Save Delete Submit Print

17 Members

Member Name	SSN	Job Class	Shift	Weeks	Days	Comment	Total Due
BAIZAN, FACUNDO		Freedom	Extra	1.00	0.00		\$0.00
BARTONE, PHIL		Freedom	Extra	1.00	0.00		\$0.00
CANADE, PAUL		Freedom	Extra	1.00	0.00		\$0.00
CORONEL, JAIME M		Freedom	Extra	1.00	0.00		\$0.00
FOGLIANO, LOUIS		Freedom	Steady	1.00	5.00		\$501.72
KASHIMADA, MASATO		Freedom	Steady	1.00	5.00		\$501.72
KLEIN, ANDREW		Freedom	Extra	1.00	0.00		\$0.00
KLEIN, RICHARD		Freedom	Steady	1.00	5.00		\$501.72
LUGO, VICTOR		Freedom	Extra	1.00	0.00		\$0.00
PANORA, LUIS		Freedom	Extra	1.00	0.00		\$0.00
QUIRIZUMBAY, DANIEL		Liberty	Extra	1.00	0.00		\$0.00
QUIRIZUMBAY, WILSON O		Freedom	Extra	1.00	0.00		\$0.00
ROMANO, CARMINE J		Freedom	Steady	1.00	5.00		\$501.72
SANCHEZ, WILLIAM		Liberty	Extra	1.00	0.00		\$0.00
Schnell, John		Liberty	Extra	1.00	0.00		\$0.00
TANAKA, SHINSUKE		Freedom	Steady	1.00	5.00		\$501.72
VO, DONG		Freedom	Extra	1.00	0.00		\$0.00
				17.00	25.00		\$2,508.60

3.

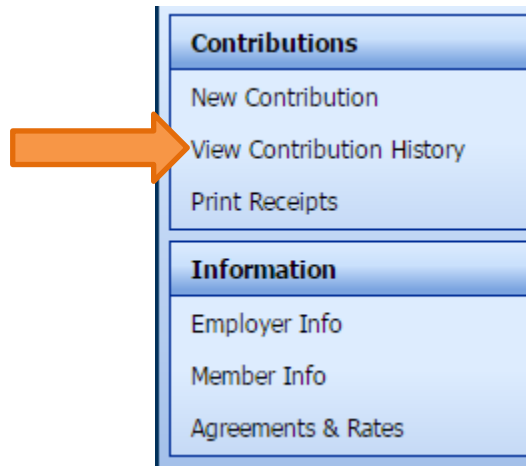
Calc & Save Delete Submit Print

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2. SEARCHING FOR A CONTRIBUTION WORKSHEET:

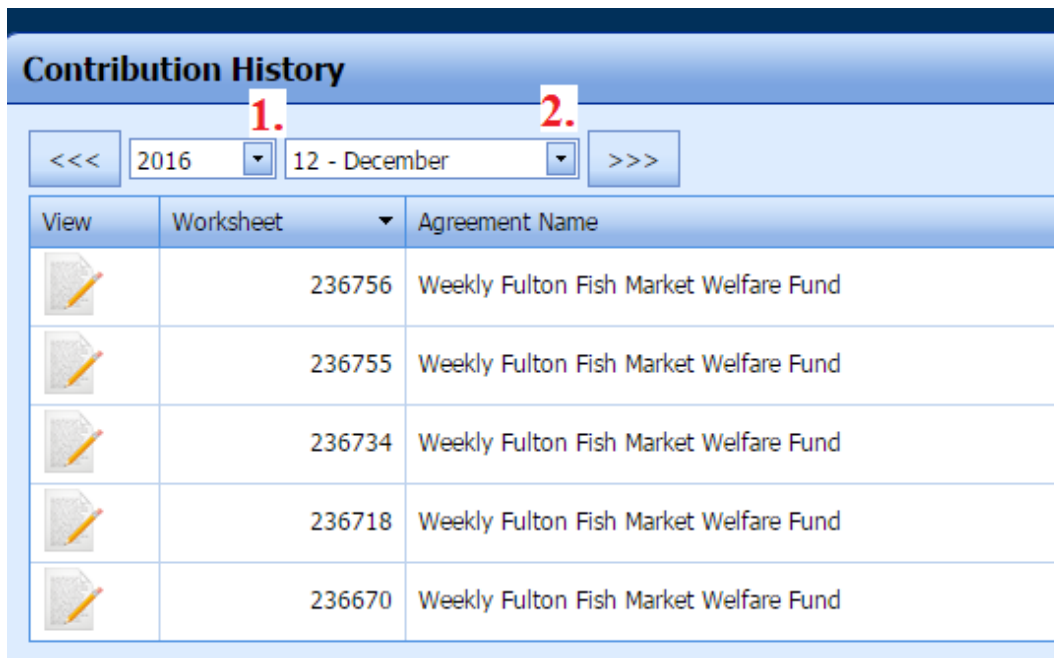
Step 1:






- Log on to the system.
- On the left hand side click on View Contribution History



Step 2:

- The Contribution History for the current Year and Month will appear.
 1. Click on the drop down menu to select the Year.
 2. Click on the drop down menu to select the Month.
- The system will show a Please Wait or Loading message.

A screenshot of a web application interface titled "Contribution History". At the top, there is a blue header with the title. Below the header, there are two red annotations: "1." pointing to a year dropdown menu set to "2016" and "2." pointing to a month dropdown menu set to "12 - December". The interface includes navigation buttons "<<<" and ">>>". Below the filters is a table with columns: "View", "Worksheet", and "Agreement Name". The table contains five rows, each with a paper and pencil icon in the "View" column, a worksheet number in the "Worksheet" column, and the name "Weekly Fulton Fish Market Welfare Fund" in the "Agreement Name" column.

View	Worksheet	Agreement Name
	236756	Weekly Fulton Fish Market Welfare Fund
	236755	Weekly Fulton Fish Market Welfare Fund
	236734	Weekly Fulton Fish Market Welfare Fund
	236718	Weekly Fulton Fish Market Welfare Fund
	236670	Weekly Fulton Fish Market Welfare Fund

Step 3:

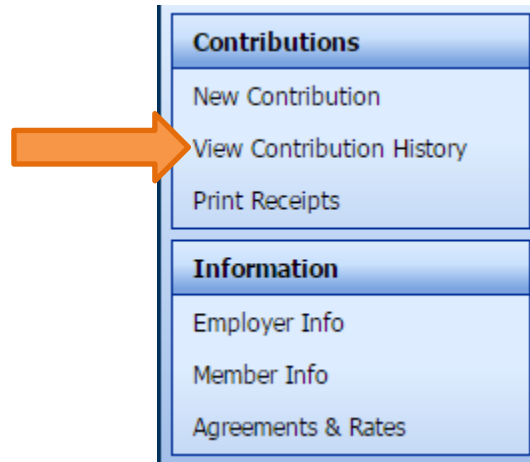
- Click on the Paper & Pencil image to select the worksheet.

3. CHANGING A CONTRIBUTION WORKSHEET:

The online system will only allow changes or updates on contribution worksheets that **have not been submitted.**

Step 1:

- Log on to the system.
- On the left hand side click on View Contribution History.



Step 2:

- The Contribution History for the current Year and Month will appear.
 1. Click on the drop down menu to select the Year.
 2. Click on the drop down menu to select the Month.
- The system will show a Please Wait or Loading message.

A screenshot of the 'Contribution History' page. At the top, there is a header 'Contribution History'. Below the header, there are two dropdown menus: one for the year (set to '2016') and one for the month (set to '12 - December'). There are also navigation arrows '<<<' and '>>>'. Below the dropdowns is a table with three columns: 'View', 'Worksheet', and 'Agreement Name'. The table contains five rows of data, each with a pencil icon in the 'View' column, a worksheet number in the 'Worksheet' column, and the agreement name in the 'Agreement Name' column. Red numbers '1.' and '2.' are placed above the year and month dropdowns respectively.

View	Worksheet	Agreement Name
	236756	Weekly Fulton Fish Market Welfare Fund
	236755	Weekly Fulton Fish Market Welfare Fund
	236734	Weekly Fulton Fish Market Welfare Fund
	236718	Weekly Fulton Fish Market Welfare Fund
	236670	Weekly Fulton Fish Market Welfare Fund

Step 3:

- The Contribution History will appear, click on the Paper & Pencil image to select the worksheet.

Contribution History									
<<< 2016 12 - December >>>									
View	Worksheet	Agreement Name	Work Period From	Work Period To	Total Hours	Adj. Hours	Wk. Status	Total Due	Total Paid
	236756	Weekly Fulton Fish Market Welfare Fund	12/24/2016	12/30/2016	25.0000	25.0000	Incomplete	\$2,508.60	\$0.00
	236755	Weekly Fulton Fish Market Welfare Fund	12/24/2016	12/30/2016	21.0000	21.0000	Incomplete	\$2,508.60	\$0.00
	236734	Weekly Fulton Fish Market Welfare Fund	12/10/2016	12/16/2016	74.0000	74.0000	Posted	\$7,584.87	\$7,584.87
	236718	Weekly Fulton Fish Market Welfare Fund	12/3/2016	12/9/2016	74.0000	74.0000	Posted	\$7,584.87	\$7,584.87
	236670	Weekly Fulton Fish Market Welfare Fund	11/26/2016	12/2/2016	74.0000	74.0000	Posted	\$7,584.87	\$7,584.87

Step 4:

- The selected Contribution Worksheet will appear.
- Make the required changes in the Weeks and/or Days column per employee, then click on C.
- Once you have entered the new information, click on CALC & SAVE to process and save.
- The system will show a *Please Wait, Loading or System Calculating* message.

Worksheet Info

Worksheet Number:	236755	<u>Incomplete</u>
Agreement:	Weekly Fulton Fish Market Welfare Fund	
Contribution Type:	Contribution Worksheet - Private	
Work Period:	12/24/2016 - 12/30/2016	

Commands

Calc & Save
Delete
Submit
Print

17 Members

Member Name	SSN	Job Class	Shift	Weeks	Days	Comment	Total Due
BAIZAN, FACUNDO		Freedom	Extra	1.00	0.00		\$0.00
BARTONE, PHIL		Freedom	Extra	1.00	0.00		\$0.00
CANADE, PAUL		Freedom	Extra	1.00	0.00		\$0.00
CORONEL, JAIME M		Freedom	Extra	1.00	0.00		\$0.00
FOGLIANO, LOUIS		Freedom	Steady	1.00	5.00		\$501.72
KASHIMADA, MASATO		Freedom	Steady	1.00	5.00		\$501.72
KLEIN, ANDREW		Freedom	Extra	1.00	0.00		\$0.00
KLEIN, RICHARD		Freedom	Steady	1.00	5.00		\$501.72
LUGO, VICTOR		Freedom	Extra	1.00	0.00		\$0.00
PANORA, LUIS		Freedom	Extra	1.00	0.00		\$0.00
QUIRIZUMBAY, DANIEL		Liberty	Extra	1.00	0.00		\$0.00
QUIRIZUMBAY, WILSON O		Freedom	Extra	1.00	0.00		\$0.00
ROMANO, CARMINE J		Freedom	Steady	1.00	5.00		\$501.72
SANCHEZ, WILLIAM		Liberty	Extra	1.00	0.00		\$0.00
Schnell, John		Liberty	Extra	1.00	0.00		\$0.00
TANAKA, SHINSUKE		Freedom	Steady	1.00	5.00		\$501.72
VO, DONG		Freedom	Extra	1.00	0.00		\$0.00
				17.00	25.00		\$2,508.60

Calc & Save
Delete
Submit
Print

Step 5:

- In the Member's information screen, verify the new information was saved.
- Verify the grand totals at the bottom of the Weeks & Days are correct.
- Ensure the grand total for the Total Due is correct. This total for the Contribution Payment.
- When ready to post the worksheet, click on Submit.

• **Please note that further changes cannot be made after the worksheet has been submitted.**

Worksheet Info

Worksheet Number: 236755 Incomplete

Agreement: Weekly Fulton Fish Market Welfare Fund

Contribution Type: Contribution Worksheet - Private

Work Period: 12/24/2016 - 12/30/2016

Commands

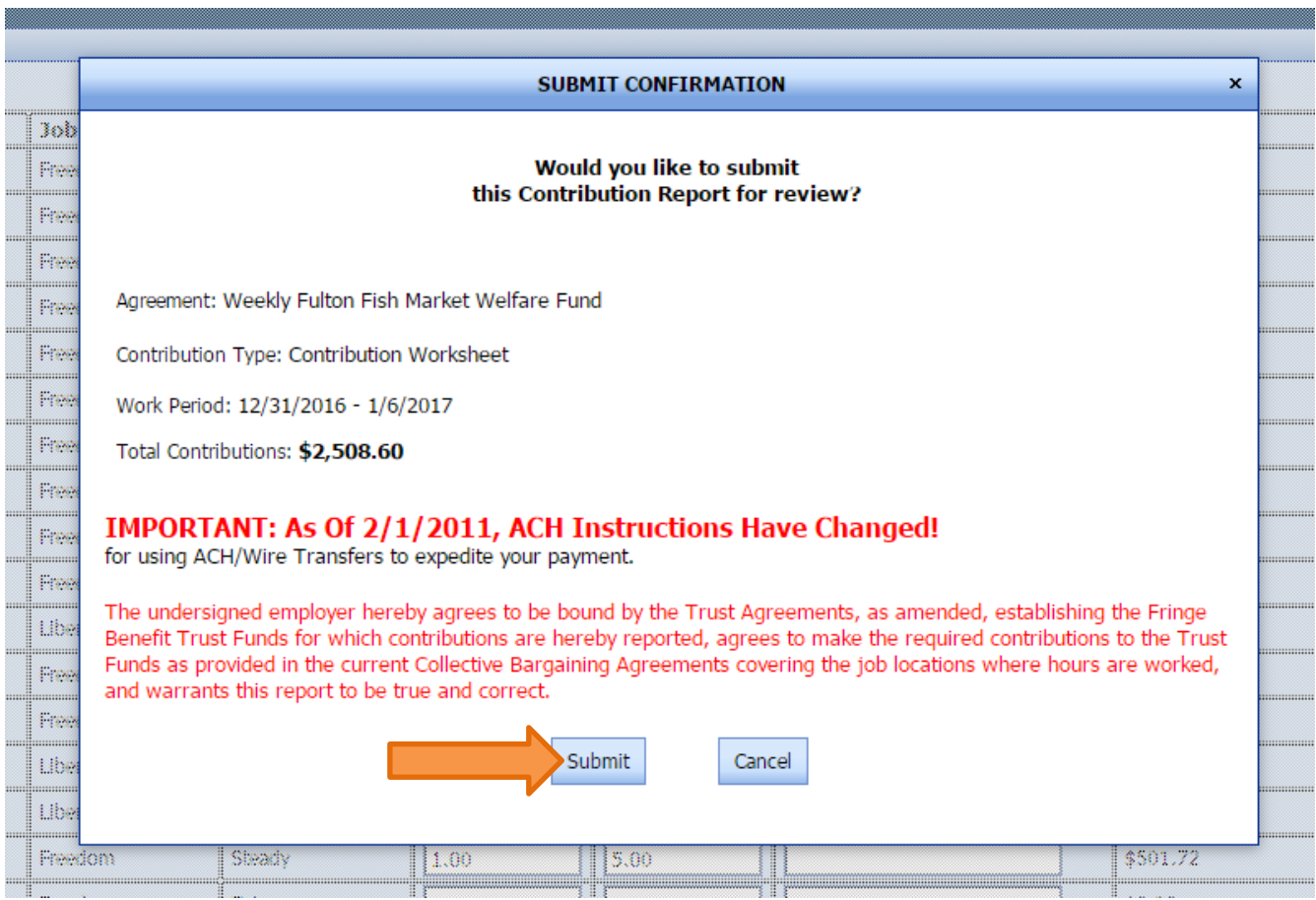
Member's information Screen

17 Members

Member Name	SSN	Job Class	Shift	Weeks	Days	Comment	Total Due
BAIZAN, FACUNDO		Freedom	Extra	1.00	2.00		\$501.72
BARTONE, PHIL		Freedom	Extra	0.00	0.00		\$0.00
CANADE, PAUL		Freedom	Extra	0.00	0.00		\$0.00
CORONEL, JAIME M		Freedom	Extra	1.00	3.00		\$501.72
FOGLIANO, LOUIS		Freedom	Steady	1.00	5.00		\$501.72
KASHIMADA, MASATO		Freedom	Steady	1.00	5.00		\$501.72
KLEIN, ANDREW		Freedom	Extra	0.00	0.00		\$0.00
KLEIN, RICHARD		Freedom	Steady	0.00	0.00		\$0.00
LUGO, VICTOR		Freedom	Extra	0.00	0.00		\$0.00
PANORA, LUIS		Freedom	Extra	0.00	0.00		\$0.00
QUIRIZUMBAY, DANIEL		Liberty	Extra	0.00	0.00		\$0.00
QUIRIZUMBAY, WILSON O		Freedom	Extra	1.00	5.00		\$501.72
ROMANO, CARMINE J		Freedom	Steady	0.00	0.00		\$0.00
SANCHEZ, WILLIAM		Liberty	Extra	0.00	0.00		\$0.00
Schnell, John		Liberty	Extra	0.00	0.00		\$0.00
TANAKA, SHINSUKE		Freedom	Steady	0.00	0.00		\$0.00
VO, DONG		Freedom	Extra	0.00	0.00		\$0.00
				5.00	20.00		\$2,508.60

Step 6:

- Review the information that appears, click on Submit to post the employee information.
- **Please note that changes cannot be made after the worksheet has been submitted.**



Step 7:

- The worksheet has been posted. The submitted information will appear as shown below.
- Please review the worksheet and/or print a copy for your records.
- Repeat steps 1 – 7 if needed.

1. Worksheet Info

Worksheet Number: 236757 [Submitted](#)
 Agreement: Weekly Fulton Fish Market Welfare Fund
 Contribution Type: Contribution Worksheet - Private
 Work Period: 12/31/2016 - 1/6/2017

2. Commands

17 Members

Member Name	SSN	Job Class	Shift	Weeks	Days	Comment	Total Due
BAIZAN, FACUNDO		Freedom	Extra	1.00	0.00		\$0.00
BARTONE, PHIL		Freedom	Extra	1.00	0.00		\$0.00
CANADE, PAUL		Freedom	Extra	1.00	0.00		\$0.00
CORONEL, JAIME M		Freedom	Extra	1.00	0.00		\$0.00
FOGLIANO, LOUIS		Freedom	Steady	1.00	5.00		\$501.72
KASHIMADA, MASATO		Freedom	Steady	1.00	5.00		\$501.72
KLEIN, ANDREW		Freedom	Extra	1.00	0.00		\$0.00
KLEIN, RICHARD		Freedom	Steady	1.00	5.00		\$501.72
LUGO, VICTOR		Freedom	Extra	1.00	0.00		\$0.00
PANORA, LUIS		Freedom	Extra	1.00	0.00		\$0.00
QUIRIZUMBAY, DANIEL		Liberty	Extra	1.00	0.00		\$0.00
QUIRIZUMBAY, WILSON O		Freedom	Extra	1.00	0.00		\$0.00
ROMANO, CARMINE J		Freedom	Steady	1.00	5.00		\$501.72
SANCHEZ, WILLIAM		Liberty	Extra	1.00	0.00		\$0.00
Schnell, John		Liberty	Extra	1.00	0.00		\$0.00
TANAKA, SHINSUKE		Freedom	Steady	1.00	5.00		\$501.72
VO, DONG		Freedom	Extra	1.00	0.00		\$0.00
				17.00	25.00		\$2,508.60