



**Chicago & Vicinity Laborers' District Council**  
Health & Welfare Fund • Retiree Health & Welfare Fund • Pension Fund

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**LiUNA!**  
*Feel the Power*

November 2022

## **Welcome to the new online Employer Self Service (ESS) Portal**

Thank you for using the Chicago & Vicinity Laborers' District Council Benefit Funds' new online employer portal. Once registered, Employers can begin accessing the new system to submit monthly work reports and payments at the link listed below:

<https://chilabprodess.v3locity.com>

The following provides basic instructions on how to create and submit monthly work reports as well as payments. If you need assistance, please contact us at (708) 562-0200 X520.

# How to Create a Monthly Work Report

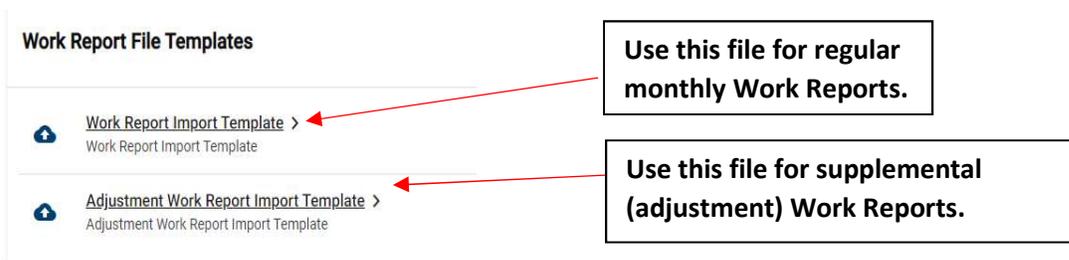
There are two options for creating a work report: **Import a file** or **Manual Entry**

## Import a file:

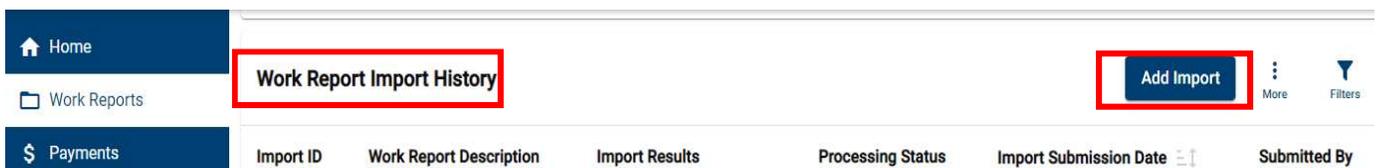
1. In the Work Reports Tab, select **For Templates Click Here** to download the Excel template.



2. A Work Report File Template will appear. Choose the appropriate template and download to your PC.



3. In the downloaded Excel file, enter the required information. Please note, middle name is not required. Once completed, the file can now be saved and imported into the ESS system. In the Work Reports Tab, scroll down to the Work Report Import History section and select **Add Import**.



4. Complete the information required in the Upload a File screen. Once the file has been uploaded, a message will appear indicating the file has been processed.

5. Scroll up to the Work Reports section and locate the Work Report just created. The Report Status will indicate **Draft**. Select the **Transaction ID**.

Transaction ID	Work Report Type	Work Report Description	Submitted Date	Trans Status	Report Status	Balance Due
4254837	Work Report	2022-12 Work Report		Open	Draft	\$0.00

6. Review the information displayed in the Work Report Details screen to confirm accuracy. To finalize the Work Report select **Submit**. The Work Report has now been successfully submitted to the Fund Office and set to Pending status until payment has been received.

Transaction ID	Work Report Type	Work Report Description	Submitted Date	Trans Status	Report Status	Balance Due
4221173 >	Work Report	2022-09 Work Report	10/04/2022	Open	PENDING	\$14,656.72

7. After submitting the Work Report, proceed to Make a Payment or Print Coupon.
  - **To make an online payment (EFT)** – Select **Make a Payment** and enter the required information on the screen.
  - **To mail a check** – Select **Print Coupon** and a document will generate.

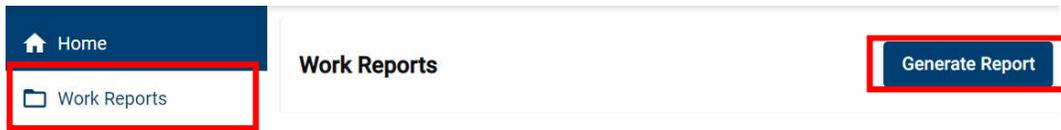
The screenshot shows the 'Work Reports / Work Report Details' page. On the left, a navigation menu has 'Work Reports' highlighted with a red box. On the right, a red box highlights the 'Submit', 'Make a Payment', and 'Print Coupon' buttons. Below the navigation, there are sections for 'Work History Summary' and 'Financial Summary'.

Report Type	Start Date	Stop Date
Regular	12/01/2022	12/31/2022

Fund	Due Calculated	Amount Paid	Amount Owed

## Manual Entry:

1. In the Work Reports tab select **Generate Report.**



2. Enter the work month, select **Next** then **Confirm.**

A screenshot of a 'Generate Work Report' dialog box. At the top, it says 'Generate Work Report' with a close button (X) on the right. Below this is a progress indicator with two steps: '1 Setup' and '2 Confirm'. The '1 Setup' step is active. Under 'Setup', there are two date fields: 'Report Start Date' with the value '12/01/2022' and 'Report Stop Date' with the value '12/31/2022'. Both date fields are highlighted with red boxes. Below these fields, it says 'Last Report Date 11/01/2022'. A message reads: 'You are currently generating a Regular Monthly Work Report. If you would like to generate an Adjustment (Supplemental) Work Report, please cancel this request and select "More" and "Generate Adj Report."' At the bottom, there are two buttons: 'Cancel' and 'Next'. The 'Next' button is highlighted with a red box.

3. In the Work Reports section, locate the Work Report just created. The Report Status will indicate **Draft.** Select the **Transaction ID.**

Transaction ID	Work Report Type	Work Report Description	Submitted Date	Trans Status	Report Status	Balance Due
4254837	Work Report	2022-12 Work Report		Open	Draft	\$0.00

4. The Work Report details are now ready to be entered.

- **If there are no hours to report**, select **Edit** in the Work History Summary section and check the No Laborers to Report box and select **Save**. The Work Report should now be in Pending status.

Work Reports / Work Report Details Submit More

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**Work History Summary** Edit More

<b>Report Type</b>	<b>Start Date</b>	<b>Stop Date</b>
Regular	12/01/2022	12/31/2022
<b>Report Source</b>	<b>Date Received</b>	<b>Date Released</b>
ESS - ACH		
<b>Total Laborers</b>	<b>Total Hours (required)</b>	No Laborers to Report <input type="checkbox"/>

**Financial Summary** Make a Payment Print Coupon

Fund	Due Calculated	Amount Paid	Amount Owed
H&W	\$0.00	\$0.00	\$0.00
Retiree Welfare	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

- **If there are hours to report**, in the Work History Detail section, select **Edit**.

Work Reports / Work Report Details Submit More

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**Work History Summary** Edit More

<b>Report Type</b>	<b>Start Date</b>	<b>Stop Date</b>
Regular	12/01/2022	12/31/2022
<b>Report Source</b>	<b>Date Received</b>	<b>Date Released</b>
ESS - ACH		
<b>Total Laborers</b>	<b>Total Hours (required)</b>	No Laborers to Report <input type="checkbox"/>

**Financial Summary** Make a Payment Print Coupon

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Retiree Welfare	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Work History Detail** Edit Filters

Errors	SSN	Name	Hours	Job Category	Hours Type
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5. Complete the Work Report by entering the information required on the screen. Please note, when adding Laborers to the Work Report, First Name is not required for existing Laborers. Once all hours have been entered, select **Save**.

6. Review the information displayed in the Work Report Details screen to confirm accuracy. To finalize the Work Report select **Submit**. The Work Report has now been successfully submitted to the Fund Office and set to Pending status until payment has been received.

Transaction ID	Work Report Type	Work Report Description	Submitted Date	Trans Status	Report Status	Balance Due
<a href="#">4221173</a> >	Work Report	2022-09 Work Report	10/04/2022	Open	PENDING	\$14,656.72

7. After submitting the Work Report, proceed to Make a Payment or Print Coupon.

- **To make an online payment (EFT)** – Select **Make a Payment** and enter the required information on the screen.
- **To mail a check** – Select **Print Coupon** and a document will generate.

The screenshot shows the 'Work Reports / Work Report Details' page. On the left is a dark blue sidebar with navigation links: Home, Work Reports (highlighted with a red box), Payments, and Employer Info. The main content area is divided into two sections: 'Work History Summary' and 'Financial Summary'. The 'Work History Summary' section has an 'Edit' button and a 'More' menu icon. The 'Financial Summary' section has a table with columns: Fund, Due Calculated, Amount Paid, and Amount Owed. In the top right corner, there are three buttons: 'Submit', 'Make a Payment', and 'Print Coupon', all of which are highlighted with a red box.

# How to Add an EFT

1. In the Payments Tab, select **Add EFT**.



2. In the New Payment Account window, enter the required information and select **Next**. Then verify the information entered and select **Confirm**.

The screenshot shows a 'New Payment Account' window with the following fields: 'Routing Number\*', 'Bank Name', 'Enter your Account Number\*', 'Re-Enter your Account Number\*', 'Select an Account Type\*' (with 'Checking' selected), and 'Enter a name for this Account\*'. At the bottom, there are 'Cancel' and 'Next' buttons. The 'Next' button is highlighted with a red box.

3. Under EFT/Banking Information, the EFT added will now appear with a status of Approved. Payments can now be made via EFT by selecting **Make a Payment** below.

