



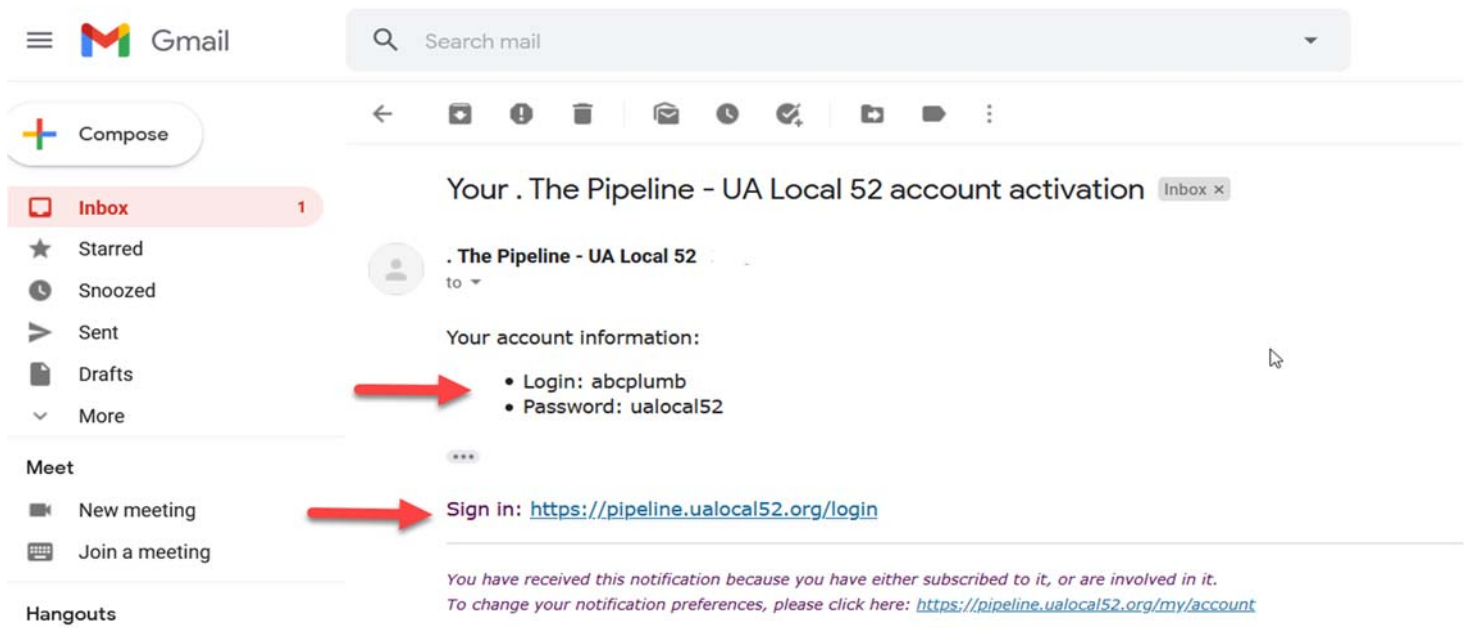
PIPELINE USER GUIDE

Plumbers & Steamfitters Local Union 52 PIPELINE is a fully automated web portal that allows Employers to securely submit and process Electronic Monthly Remittances.

1. How to Register for PIPELINE:

If you are an employer currently reporting to Local 52, you will be registered for PIPELINE automatically. If you are a new employer who has never reported to Local 52 or who has become inactive, please contact Local 52 at pipelinehelp@ualocal52.org or 1-334-272-0240 ext. 5.

2. Registration Confirmation / Login: The user will receive a confirmation email. Clicking the link in the email will automatically bring the user to the PIPELINE Login page. You will be required to change the Password upon initial login.



3. File Upload Layout: Employers should create a PIPELINE-compatible DATA upload file by creating a comma delimited file (.CSV) that consists of:

SSN, Last Name, First Name, Regular Hours, Overtime Hours, Double Time Hours, Gross Pay, Pension Percentage (100=Journeyman, 50,55,60,65,70,75,80,85,90,95 = Apprentice)

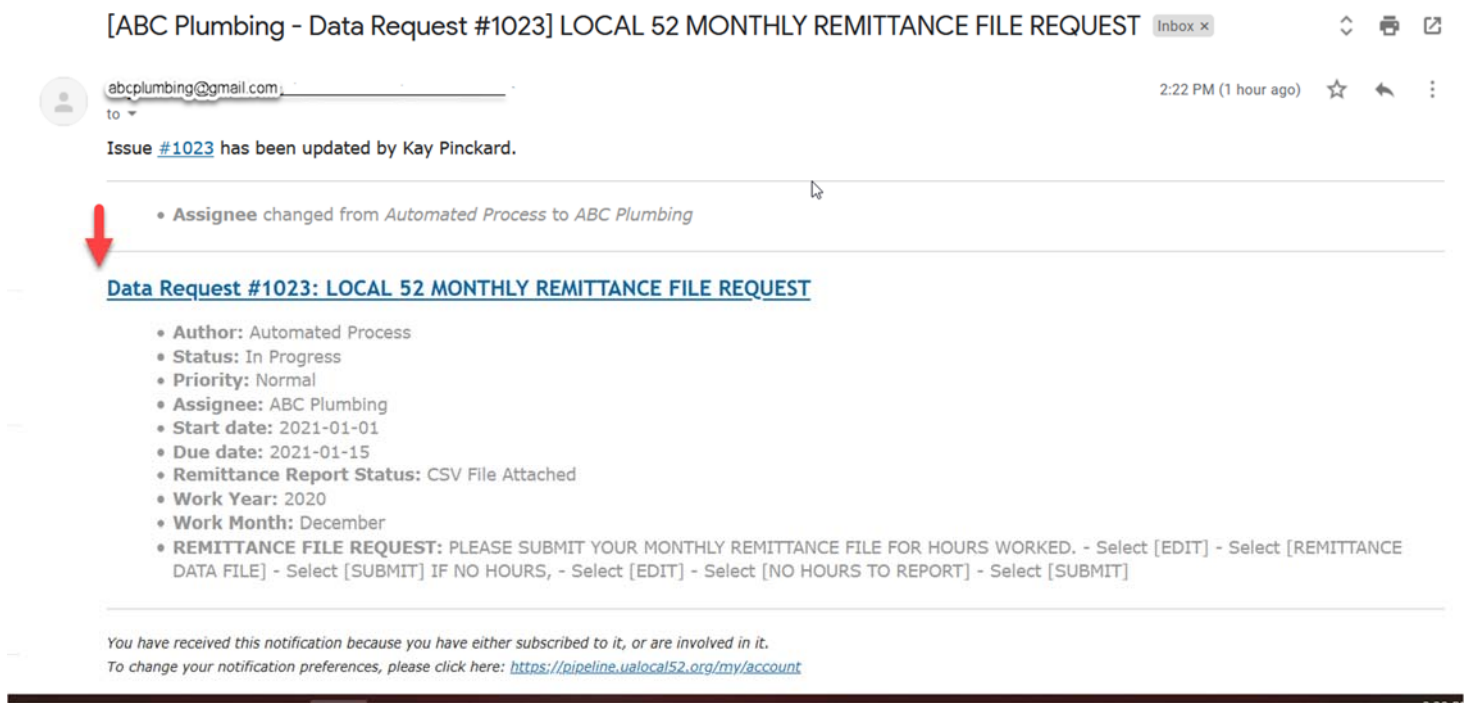
Please use complete social security number.

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SSN,Last Name,First Name,Reg Hours,OT Hours,DT Hours,Gross Pay,Pension
Percentage
999998131,JOY,MARK,20,0,0,614.6,100
999997108,GUTHRIDGE,JOHN,124,8,0,3603.6,100
999998625,SHELTON,MARY,122,0,8,3166.02,100
999996890,HUBBARD,CHIP,122,4,0,3794.4,100
999997441,CHART,WILLIAM,167,0,2,5217.3,55
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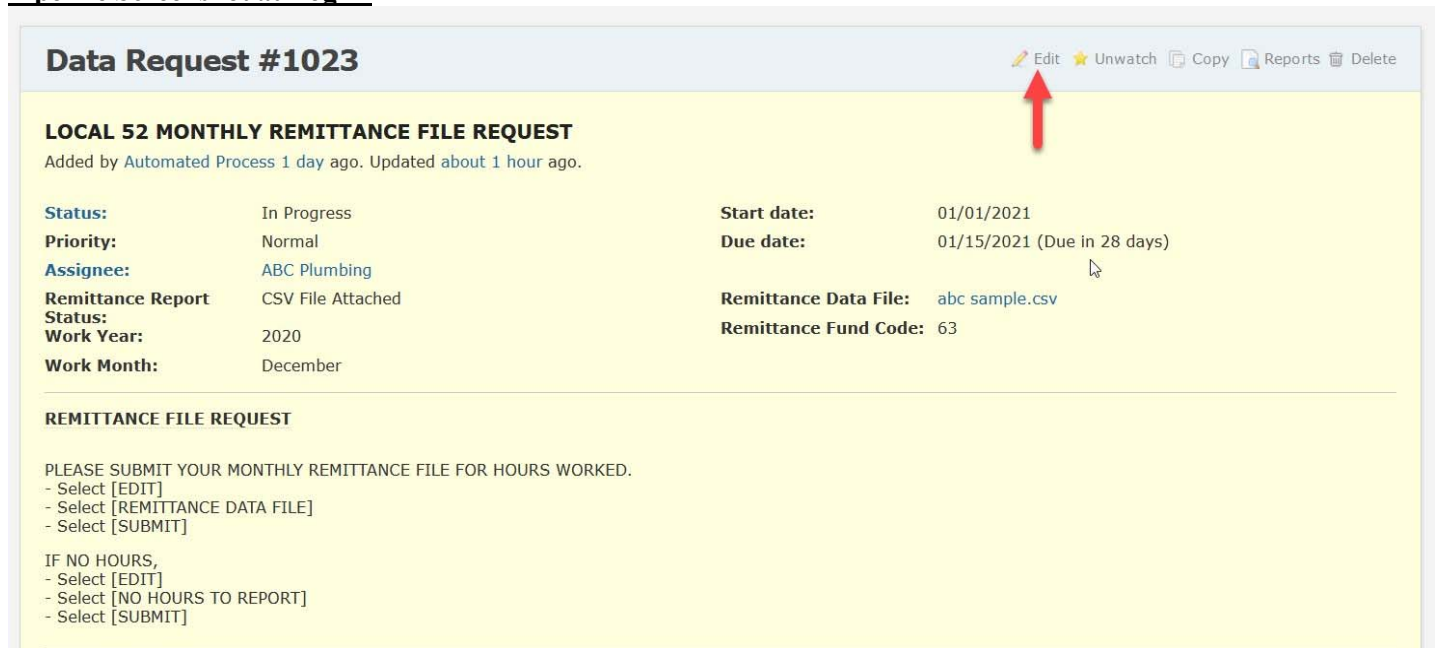
4. **Data Request Email:** On the 1st of each month, the user will receive a Data Request Email. Clicking on the link in the email will automatically bring the user to the PIPELINE for upload of the monthly remittance data file. Then:

- The User will click EDIT, attach the REMITTANCE DATA FILE and click SUBMIT.
- If NO Hours, click EDIT, Select NO HOURS TO REPORT and SUBMIT.

Email Screenshot



Pipeline Screenshot at Log In



Pipeline Screenshot after selecting EDIT

The screenshot shows the 'Edit' form for a pipeline. At the top right, there are 'Edit' and 'Watch' icons. The form is titled 'Edit' and has a 'Change properties' section. In this section, the 'Status' is 'In Progress' and the 'Assignee' is 'ABC Plumbing'. The 'Remittance Report' section has two radio buttons: 'CSV File Attached' (selected) and 'No Hours To Report'. The 'Remittance Data File' section has a 'Browse...' button and the text 'No file selected. (Maximum size: 50 MB)'. At the bottom left, there are 'Submit' and 'Cancel' buttons. Red arrows point to the 'Submit' button and the 'Browse...' button.

No Hours to Report Screenshot

The screenshot shows the 'Edit' form for a pipeline. At the top right, there are 'Edit' and 'Watch' icons. The form is titled 'Edit' and has a 'Change properties' section. In this section, the 'Status' is 'In Progress' and the 'Assignee' is 'ABC Plumbing'. The 'Remittance Report' section has two radio buttons: 'CSV File Attached' and 'No Hours To Report' (selected). The 'Remittance Data File' section has a 'Browse...' button and the text 'No file selected. (Maximum size: 50 MB)'. At the bottom left, there are 'Submit' and 'Cancel' buttons. Red arrows point to the 'Submit' button and the 'No Hours To Report' radio button.

5. Remittance Email: The user will receive a REMITTANCE email after submitting the Data Request File. Clicking the link in the email will take the user to PIPELINE to Review Totals, Select Payment Method and Authorize payment.

- The User will click EDIT, chose the Payment Type from the dropdown menu, (Check by Mail, ACH Transfer, EFT Transfer) and click SUBMIT.

Payment options:

Per the Plumbers & Steamfitters Local Union 52 Agreement, payments are due on the 15th of the month following the work month. Electronic Payments will be mandatory effective June 1, 2021.

1. Electronic Funds Transfer (EFT)

Utilize the below information for Bank EFT:

Synovus Bank ABA Routing # - 061100606 (Please include the Reporting Work Month and Work Year)

Account # - 1015389537

2. ACH Authorization

Complete and submit the Pipeline ACH Authorization Form to remit@ualocal52.org. One ACH Debit for the Approved Total Remittance will be processed within 2-5 business days of submission.

3. Payment by Check (this option ends June 1, 2021)

6 separate checks should be made payable to Each Fund in the amounts approved per the Pipeline Remittance.

Mail checks to: Local 52, PO Box 211105, Montgomery, AL 36121

Remittance Email Screenshot

Automated Process <abcplumbing@gmail.com> 3:01 PM (59 minutes ago)
to <>
Issue #1053 has been updated by Automated Process.

• Assignee changed from Automated Process to ABC Plumbing

Remittance #1053: abc sample.csv Upload for December 2020 ←

- Author: Automated Process
- Status: In Progress
- Priority: Normal
- Assignee: ABC Plumbing
- Start date: 2020-12-01
- Due date: 2020-12-15
- HW_Fund: 3842.82
- Pension_Fund: 3010.17
- Joint_App_Fund: 519.30
- Working_Assess_Fund: 491.88
- Ind_Prom_Fund: 57.70
- Ind_Adv_Fund: 144.25
- Total_Hours: 577.00
- Total Gross Pay: 16395.92
- Work Year: 2020
- Work Month: December
- Payment Type: Check by mail
- ACH APPROVAL INFORMATION: By selecting [EDIT], [APPROVE ACH TRANSFER], and then [SUBMIT], ABC Plumbing authorizes Local process a single electronic ACH transaction in the amount \$8066.12, payable to Local 52. OR By selecting [EDIT] and Payment Type [CHECK BY MAIL], then [SUBMIT], separate checks by mail for each fund will be expected.
- Total Remittance: 8066.12
- Approve ACH Transfer: No
- Remittance Fund Code: 63

CSV file can be downloaded here: <https://pipeline.ualocal52.org/attachments/download/161/abc%20sample.csv>

You have received this notification because you have either subscribed to it, or are involved in it.
To change your notification preferences, please click here: <https://pipeline.ualocal52.org/my/account>

Pipeline Remittance Screenshot

Remittance #1053 Edit Watch

abc sample.csv Upload for December 2020
Added by Automated Process about 1 hour ago. Updated less than a minute ago.

Status:	In Progress	Start date:	01/01/2021
Priority:	Normal	Due date:	01/15/2021 (Due in 28 days)
Assignee:	ABC Plumbing		
Category:	-		
HW_Fund:	3842.82	Total Gross Pay:	16395.92
Pension_Fund:	3010.17	Work Year:	2020
Joint_App_Fund:	519.30	Work Month:	December
Working_Assess_Fu...	491.88	Remittance Data File:	
Ind_Prom_Fund:	57.70	Payment Type:	None Selected
Ind_Adv_Fund:	144.25	Total Remittance:	8066.12
Total_Hours:	577.00	Approve ACH Transfer:	No

Description
CSV file can be downloaded here: <https://pipeline.ualocal52.org/attachments/download/161/abc%20sample.csv>

ACH APPROVAL INFORMATION
By selecting [EDIT], [APPROVE ACH TRANSFER], and then [SUBMIT], ABC Plumbing authorizes Local 52 to process a single electronic ACH transaction in the amount \$8066.12, payable to Local 52.
OR
By selecting [EDIT] and Payment Type [CHECK BY MAIL], then [SUBMIT], separate checks by mail for each fund will be expected.

Remittance After Selecting Edit Payment method-Choose Payment Type

Edit

Change properties

Description

Edit

Status

In Progress

Remittance Data File

Browse...

No file selected.

(Maximum size: 50 MB)

Payment Type *

None Selected

Submit

Cancel

6. Confirmation: The user receives a final email upon receipt of payment.