Remittance Instructions for Employers

12/01/2025

Table of Contents

1 SUPPORT 2

2 LOGGING INTO THE JIB CONTRIBUTION SYSTEM (JCS) WEBSITE 2

- If you are a user of Certificate of Insurance (COI): 2
- If you are NOT a user of Certificate of Insurance (COI): 2

3 PASSWORD ASSISTANCE 3

4 NAVIGATION 4

5 REMITTANCE DATA ENTRY CONFIGURATIONS 5

7 ENTERING A REMITTANCE BY COPYING FROM THE PRIOR ONE 6

8 ADDING OR DELETING EMPLOYEES FROM THE REMITTANCE 8

9 ASSISTANCE WHEN YOU DO NOT KNOW THE EMPLOYEE'S PARTICIPANT IDENTIFICATION NUMBER (PID) 9

10 SUBMITTING A REMITTANCE 10

11 WHAT HAPPENS AFTER YOU SUBMIT TO JIB 11

12 CREATING A REMITTANCE WITHOUT COPYING 12

13 HOW TO ENTER REMITTANCES FOR MULTIPLE DIVISIONS 13

14 IF YOU HAVE MULTIPLE COMPANIES 14

15 PRINT, EXPORT TO EXCEL AND SUMMARY TOTALS FUNCTIONALITY 14

16 NO WORK FUCTIONALITY 16

17 USER MANAGEMENT 18

17.1. Roles (permission levels) 18

17.2. Adding a new user 18

17.3. Modifying a user 19

17.4. Deleting a user 20

18 REQUESTING AN UNLOCKING (REVERSAL) OF REMITTANCE 22

19 APPENDIX 23

19.1. Double Pay 23

19.2. G+ [Supply Division] – issue with Chrome/Edge browsers when updating JOB TYPE 23

19.3. Re-enabling the auto-calculation of Ann/HRA & Local3 Dues 23

OVERVIEW OF THE JIB CONTRIBUTION SYSTEM (JCS)

The JIB Contribution System allows Employers to enter weekly remittances and submit them to JIB. For Security reasons, JCS requires to enter Employee's Personal Identification Number (PID) instead of Social Security Number.

These instructions will guide you on how to log-in and submit remittances to JIB.

1 SUPPORT

If you have any questions regarding the submission of remittances using the JIB Contributions System (JCS) website, call (718) 820-4111 or email JCS_Support@jibei.com

2 LOGGING INTO THE JIB CONTRIBUTION SYSTEM (JCS) WEBSITE

The JIB Contribution System (JCS) can be accessed here: https://Jcs.Jibei.org/

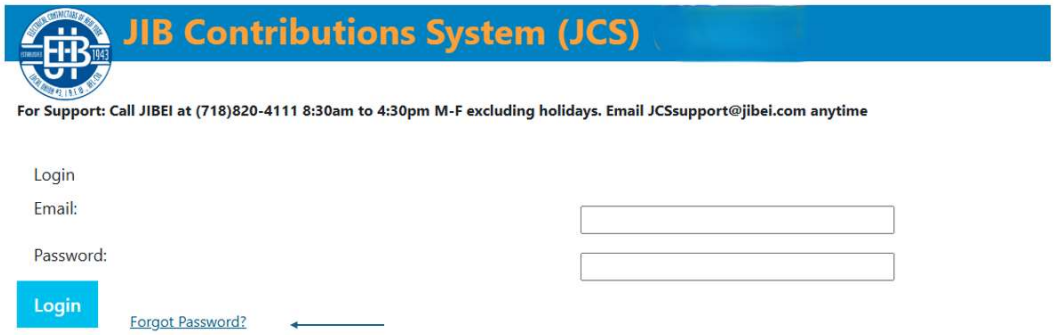
- **If you are a user of Certificate of Insurance (COI):**
  - Log into JCS using the same email and password as COI

- **If you are NOT a user of Certificate of Insurance (COI):**
  - The first time you use the JCS system, your account password needs to be set-up. Please follow the instructions in the section 4 "PASSWORD ASSISTANCE".

3 PASSWORD ASSISTANCE

If you are setting your password in JCS for the first time or if you forgot your password:

- Step1: Go to the JCS website https://Jcs.Jibei.org/ and Click on “Forgot Password” at the bottom left of the screen



- Step2: “Forgot Password?” box will pop up. Enter your email address and click on the “Reset Password”.

- Step3: You will receive an email with a temporary password

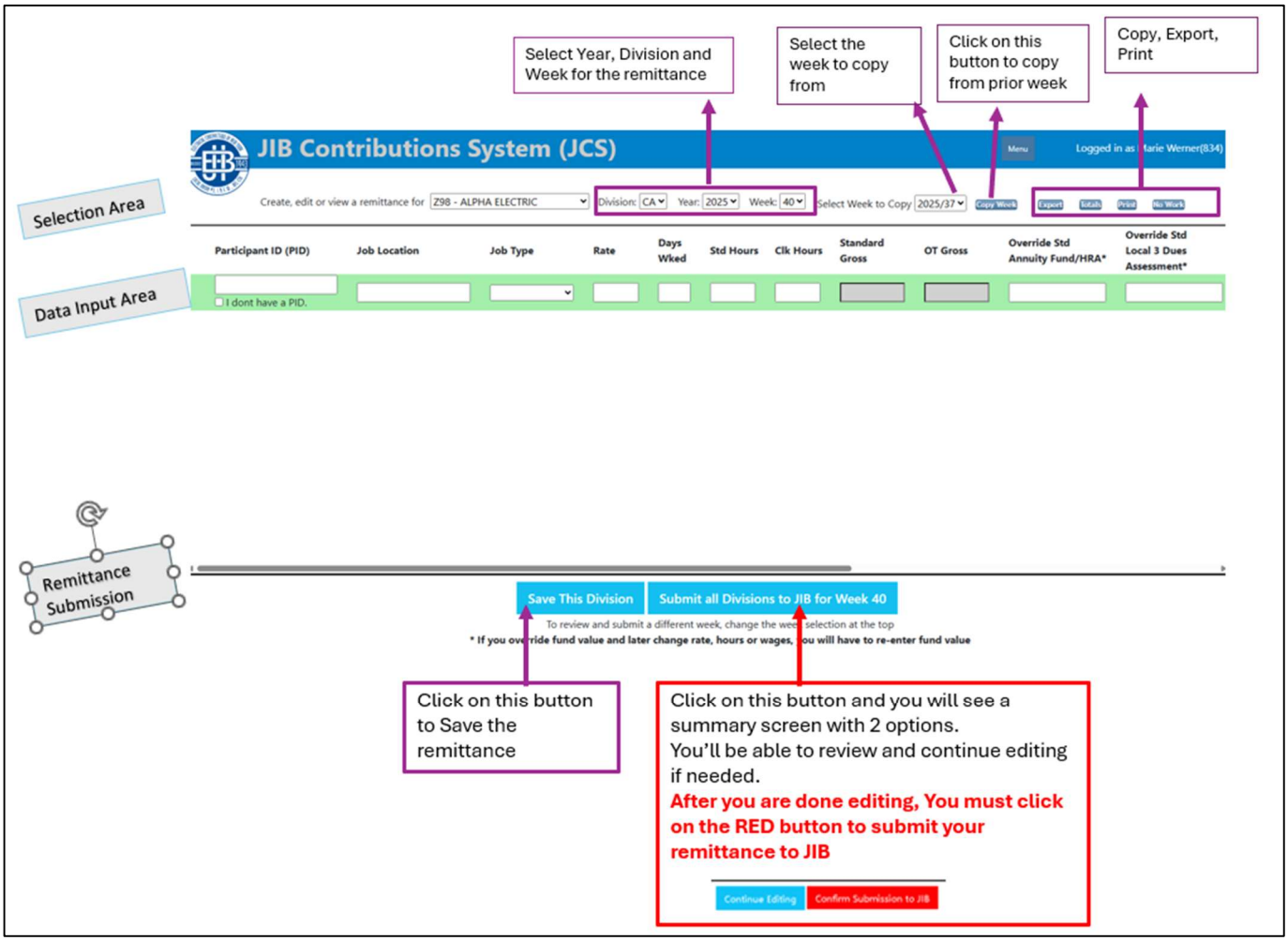
- Step4: Log into JCS https://Jcs.Jibei.org/ by using your email address and the temporary password that was emailed to you

- Step5: You will then be prompted to create a new password and save it.

4 NAVIGATION

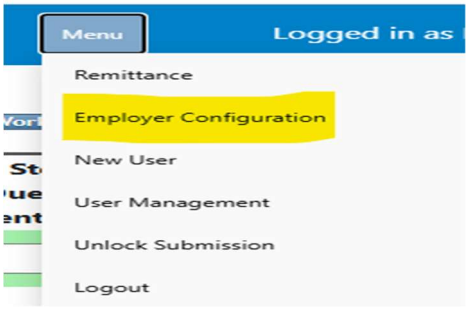
- Before you begin using the employer portal, become familiar with navigating the menu and links.
- You will be presented with the Remittance Screen that is used to create new remittances. You will then be able to create remittances by copying from the prior week OR by entering a new one from scratch.

YOU MUST SELECT A YEAR, DIVISION AND WEEK FOR THE REMITTANCE YOU WANT TO CREATE.

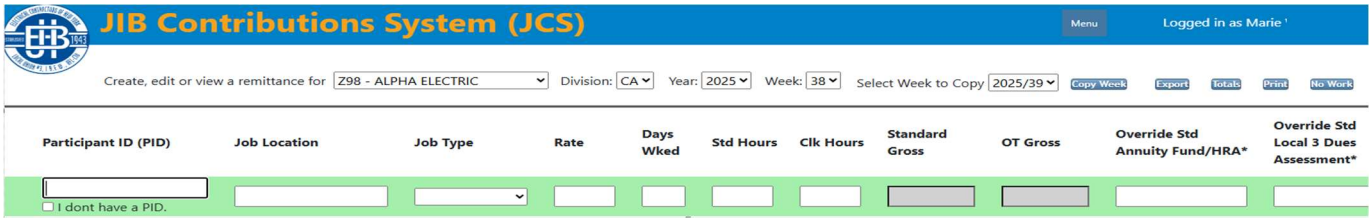


5 REMITTANCE DATA ENTRY CONFIGURATIONS

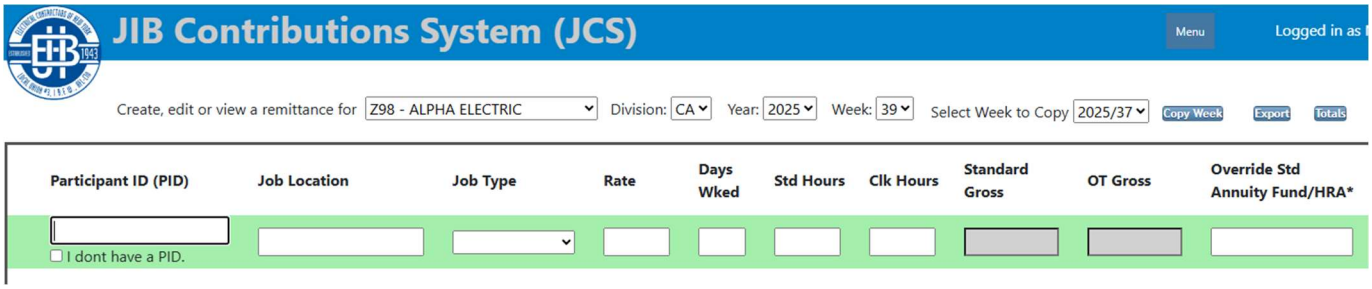
- There are two (2) configurations available to enter member data on the JCS (JIB Contributions System) Remittance portal.
- You can get to those configurations via the Menu at the top right of the screen and by selection the



- **Configuration 1 (Rate and Hours)**: Employers enter Rate (Rate of Pay) Days Worked, Std Hours (standard hours) and Clk Hours (clock hours). The Standard Gross and OT Gross are calculated and cannot be overwritten (they are greyed out).



- **Configuration 2 (Wages and Hours)**: Employers enter Days Worked, Std Hours (standard hours), Clk Hours (clock hours), Standard Gross and OT Gross (if there is OT). The Rate (Rate of Pay) is calculated and cannot be overwritten (it is greyed out).

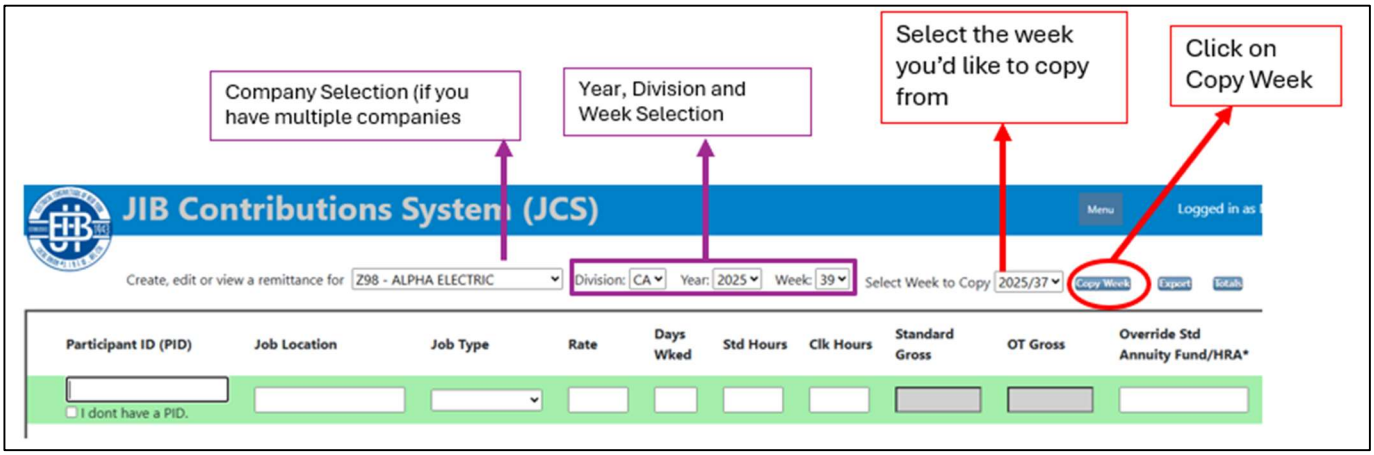


- Default configuration is Config 1.
- As part of the Admin function, there will be a menu option called Employer Configuration and then a sub-menu called Calculation Method to allow selected employers to change the Configuration. The configuration is for ALL suffixes.

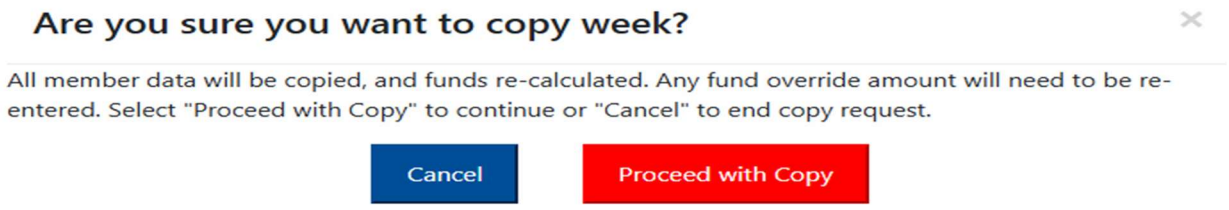
- **Note: Not all users at the employer would be able to do change the employer data entry configuration. The main employer contact will be able to choose who can do this.**

7 ENTERING A REMITTANCE BY COPYING FROM THE PRIOR ONE

- You can create a new remittance by copying information from the prior week. The copy feature saves you the time of having to key employee information.
- STEP1: Select the Year and Week you intend to remit for from the selection menu
- STEP2: Select the week you'd like to copy from and then click on the "Copy Week" button

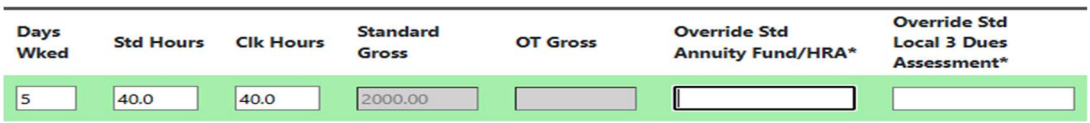


- **After you click on Copy Week, you will see the pop-up message below. The Copy will copy data for ALL the divisions from the week you selected. If you had overridden any calculated fund value, that new value will not be in the copy: the calculated value for the fund will be in the copy**



- Please note that if you start entering data, the copy function will no longer work. You will see a ""You cannot copy once data entry has started for the week." message. If you still want to copy, delete the data before clicking on the "Copy from Prior Week" button again.

- STEP3: Update existing employees information
  - **You must Press "Enter" after you finish entering or modifying information (Rate of Pay, Days, Hours or Wages) for each member so that the Annuity/HRA and Local3 dues calculate.**
  - Do not use the Tab key to go past the Ann/HRA fund: If you do, the Ann/HRA and Local3 fields will not calculate



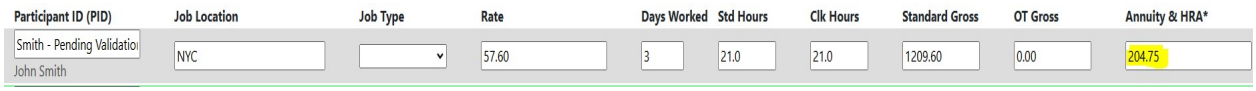
STEP4: Overriding Annuity & HRA

The system will automatically calculate the Annuity & HRA (after you press "Enter" or save the remittance) if you leave the field blank.

If you want to override the standard calculation, you can manually enter a new value. Note: if you override the Annuity & HRA and later update hrs, days, or wages, the Annuity & HRA will not re-calculate. Instead the new value you had entered will remain.

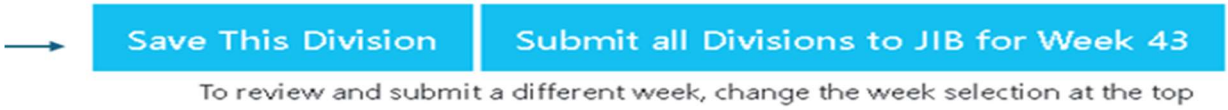
For example: This entry is left blank

And the system calculates it after you press Enter



- STEP5: Add and/or Delete employees who did not work that week and/or modify any information that needs to be changed
  - Refer to section 8 ADDING OR DELETING EMPLOYEES FROM THE REMITTANCE for details on how to add or delete employees
  - Refer to section 9 IF YOU DO NOT KNOW THE EMPLOYEE'S PARTICIPANT IDENTIFICATION NUMBER (PID) when the PID is unknown to you.
- STEP6: Save the remittance (this has to be done for each division)
  - Refer to section 13 for details when using multiple divisions

Click on the "Save This Division" box at the bottom of the screen to save your work for this Division.



- STEP7: Review remittances and submit to JIB

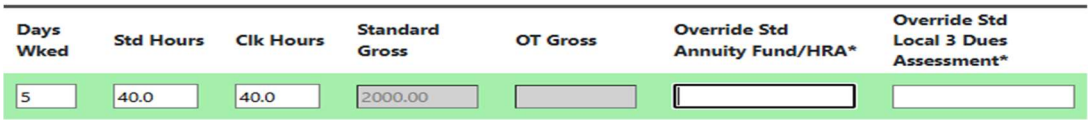
You will see a summary screen with 2 buttons at the bottom:

- You'll be able to review and continue editing if needed.
- **After you are done editing, you must click on the "Confirm Submission to JIB" button to submit your remittance to JIB**

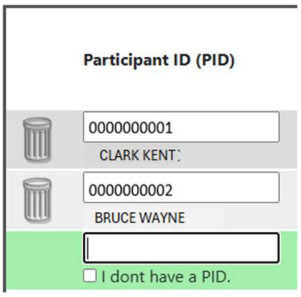
After you click on the "Confirm to JIB" button, you will see a pop-up that confirms your submission.

8 ADDING OR DELETING EMPLOYEES FROM THE REMITTANCE

- **After all the information for the employee has been entered, PRESS ENTER to go to the next employee and the system will show a new blank line where you can add additional employees**
    - **You must Press "Enter" after you finish entering or modifying information (Rate of Pay, Days, Hours or Wages) for each member so that the Annuity/HRA and Local3 dues calculate.**
    - Do not use the Tab key to go past the Ann/HRA fund: If you do, the Ann/HRA and Local3 fields will not calculate



- If there is an error in the line, the application will display the errors. Correct the line and press enter again
- To delete an entry from the remittance, please click on the symbol before the PID



9 ASSISTANCE WHEN YOU DO NOT KNOW THE EMPLOYEE'S PARTICIPANT IDENTIFICATION NUMBER (PID)

For security purposes, it is not prudent to use employees' Social Security Numbers

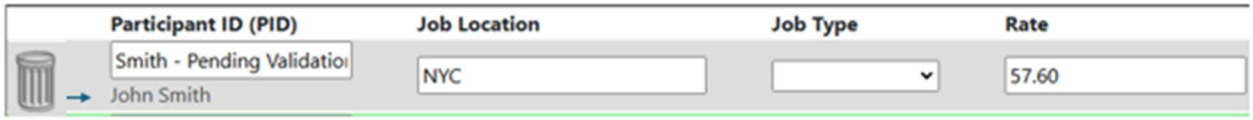
- If you do not know the Participant ID (PID), then check the "I don't have a PID" box:

.

- The below pop-up box will display. Enter the First and Last names, Social Security Number and Date of Birth. Then click the "Add" button.

- You will see a new line that shows "Pending Validation" in the PID column.

- Complete filling out the employee's remittance information (days, hours, SGW etc.) and press Enter. You will then see the employee's name

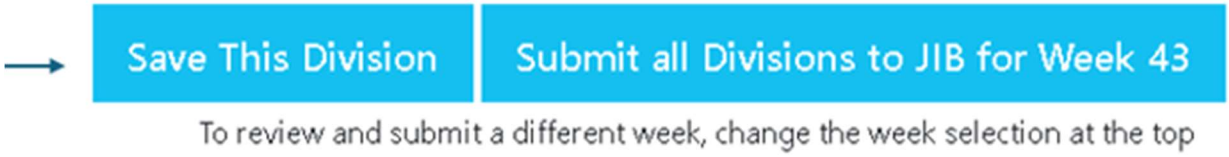


-

At the end of the day, you will receive an email with the employee's PID. Please use that PID for the next remittance.

10 SUBMITTING A REMITTANCE

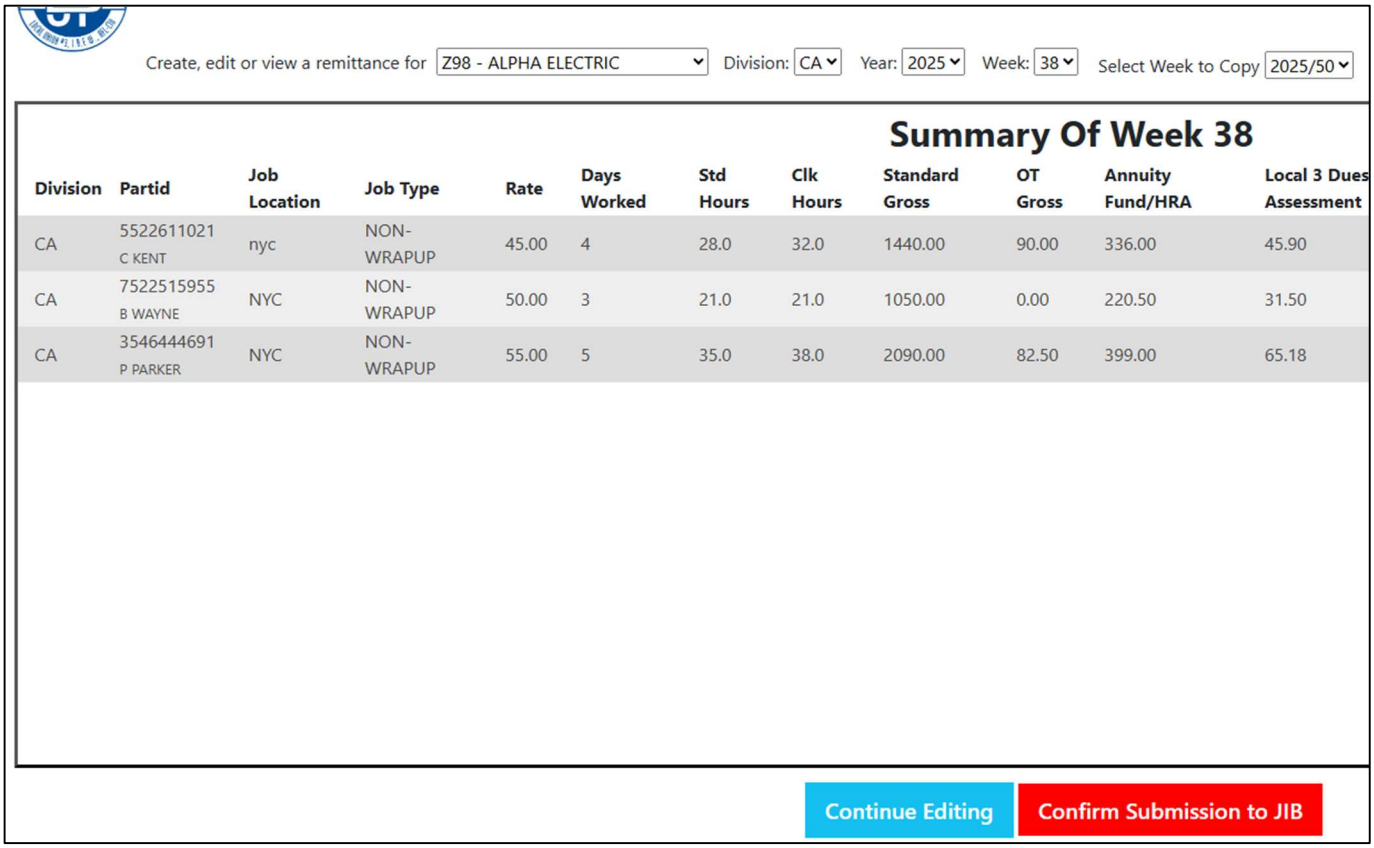
- STEP1: Click on the "Save This Division" box at the bottom of the screen to save your work for this Division.



You can review and edit a saved remittance for the week being processed until the remittance has been submitted for creation.

- STEP2: Click on the "Submit all Divisions to JIB for week" button.

You will see the data you entered, sorted by divisions (if you have multiple divisions).



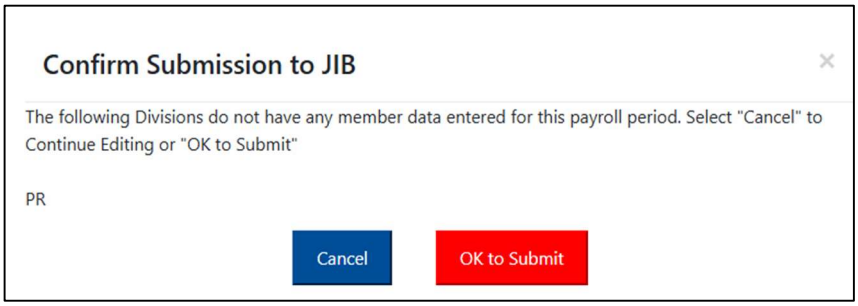
Division	Partid	Job Location	Job Type	Rate	Days Worked	Std Hours	Clk Hours	Standard Gross	OT Gross	Annuity Fund/HRA	Local 3 Dues Assessment
CA	5522611021 C KENT	nyc	NON-WRAPUP	45.00	4	28.0	32.0	1440.00	90.00	336.00	45.90
CA	7522515955 B WAYNE	NYC	NON-WRAPUP	50.00	3	21.0	21.0	1050.00	0.00	220.50	31.50
CA	3546444691 P PARKER	NYC	NON-WRAPUP	55.00	5	35.0	38.0	2090.00	82.50	399.00	65.18

- STEP3 (optional): If you have changes to make click on Continue Editing and this will bring you back to the remittance screen.

- STEP4: Click on the red "Confirm Submission to JIB" button

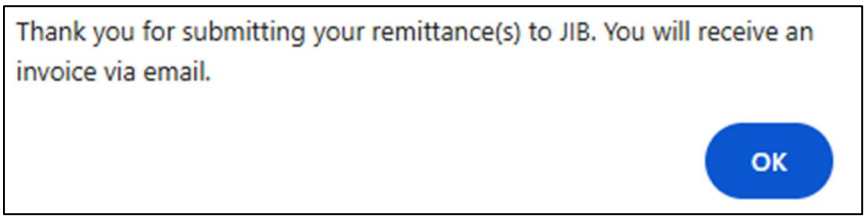
- STEP5: If you have multiple divisions and only entered data for some of them, you will see a pop-up screen showing you the divisions you did not enter.

    - Click Cancel, if you'd need to enter divisions you missed
    - Or Click OK to submit to JIB



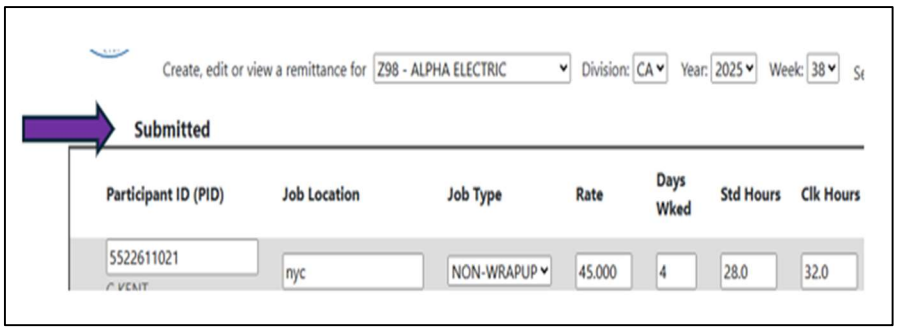
- STEP6: After clicking OK to Submit, you will see another pop-up screen. Click on OK

  This will submit the remittances for all divisions you entered for that specific week.



11 WHAT HAPPENS AFTER YOU SUBMIT TO JIB

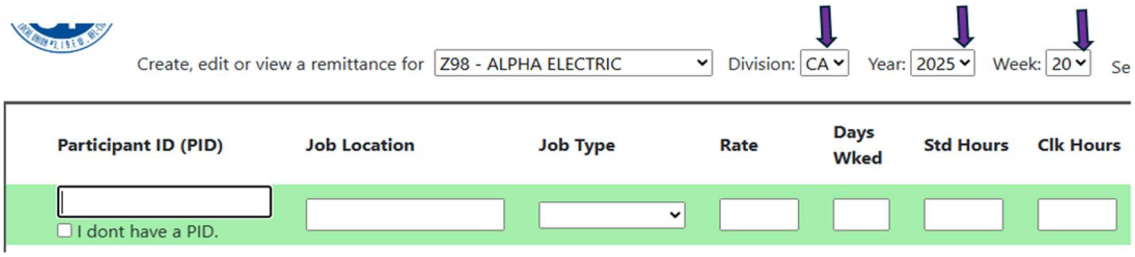
- The remittance(s) will be in a submitted status



- You will no longer be able to edit the remittances you just submitted
- You will receive an email confirming your submission
- You will receive an invoice within 48hrs
- You will receive an email with the missing PIDs

12 CREATING A REMITTANCE WITHOUT COPYING

- Step1: Select the Division, Year, and Week from the drop-down lists



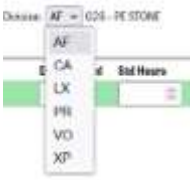
- Step2: Enter the required employee remittance data for each of your members.
    - Press enter to go to the next line.
- Step3: Save and Submit the remittance as described in above sections.

13 HOW TO ENTER REMITTANCES FOR MULTIPLE DIVISIONS

- STEP1: Enter the remittance for the first division.

- STEP2: Click on the Save button at the bottom of the screen

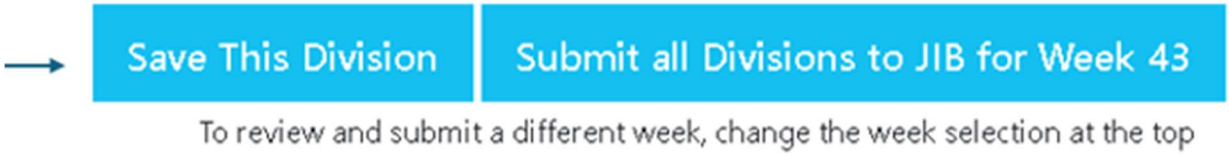
- STEP3: Select the 2nd division from the pull-down menu. For example, the AF Division



- STEP4: Enter the remittance for the 2nd division and click on Save
- STEP5: Do the same for the other divisions.

  If you have no work for some of the divisions, do not fill them out

- STEP6: Once you have filled out remittances for all your divisions, please click on the "Submit all Divisions to JIB for Week #" box which is at the bottom right of the data entry screen.

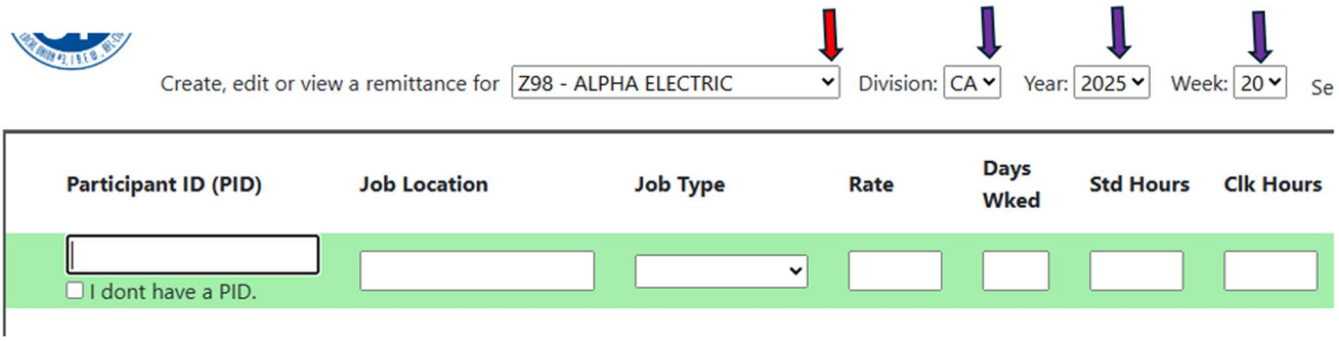


- STEP7: You will then see a list of all the employees you entered for ALL divisions you entered.

- OPTONAL: Click on "Continue Editing" to go back to prior screen where you can update the remittances.
- When you are done making changes, you must click on **"Confirm Submission to JIB".**

14 IF YOU HAVE MULTIPLE COMPANIES

If you have multiple companies, select your company from the pull-down menu and follow the above instructions for each of your companies.



15 PRINT, EXPORT TO EXCEL AND SUMMARY TOTALS FUNCTIONALITY

With JCS, you can print a remittance, export the data to Excel or get a summary of the totals.

To perform this function, click on the Export, Totals or Print button at the top right of the screen.

These functions will display data for the Division, Year and Week you selected.

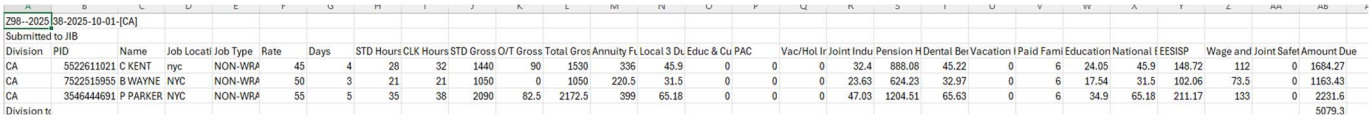
- Example of a printed report

Remittances
Contractor:Z98 ALPHA ELECTRIC Year:2025 Week No:38 Week Ending Date: 2025-10-01 Division:[CA]
Status:Submitted to JIB

Division	Participant ID (PID)	Job Location	Job Type	Rate	Days Worked	Std Hours	Clk Hours	Standard Gross	OT Gross	Total Gross	Annuity Fund/HRA	Local 3 Dues Assessment	Educ & Cult Tuition Loan Repayment	PAC	Vac/Hol Indiv Account	Paid Family Leave	Amount Due
CA	5522611021 C KENT	nyc	NON-WRAPUP	45.00	4	28.00	32.00	1440.00	90.00	1530.00	336.00	45.90	0	0.00	0.00	6.00	1684.27
CA	7522515955 B WAYNE	NYC	NON-WRAPUP	50.00	3	21.00	21.00	1050.00	0.00	1050.00	220.50	31.50	0	0.00	0.00	6.00	1163.43
CA	3546444691 P PARKER	NYC	NON-WRAPUP	55.00	5	35.00	38.00	2090.00	82.50	2172.50	399.00	65.18	0	0.00	0.00	6.00	2231.60
Division total amount due																	5079.30
All divisions total amount due																	5079.30

Note: the local Windows print function will not print all the information

- Example of an export to Excel



Z98--2025	38-2025-10-01-[CA]																											
Submitted to JIB																												
Division	PID	Name	Job Locati	Job Type	Rate	Days	STD Hours	CLK Hours	STD Gross	O/T Gross	Total Gros	Annuity Fu	Local 3 Du	Educ & Cu	PAC	Vac/Hol Ir	Joint Indu	Pension H	Dental Ber	Vacation I	Paid Fami	Education	National E	EESISP	Wage and	Joint Safet	Amount Due		
CA	5522611021	C KENT	nyc	NON-WRA	45	4	28	32	1440	90	1530	336	45.9	0	0	0	32.4	888.08	45.22	0	6	24.05	45.9	148.72	112	0	1684.27		
CA	7522515955	B WAYNE	NYC	NON-WRA	50	3	21	21	1050	0	1050	220.5	31.5	0	0	0	23.63	624.23	32.97	0	6	17.54	31.5	102.06	73.5	0	1163.43		
CA	3546444691	P PARKER	NYC	NON-WRA	55	5	35	38	2090	82.5	2172.5	399	65.18	0	0	0	47.03	1204.51	65.63	0	6	34.9	65.18	211.17	133	0	2231.6		
Division to																											5079.3		

Note: the Excel file will show you all the funds

- Example of a Totals Report

FUND TOTALS

Z98 - ALPHA ELECTRIC - 2025 - 38 - 2025-09-17 - CA

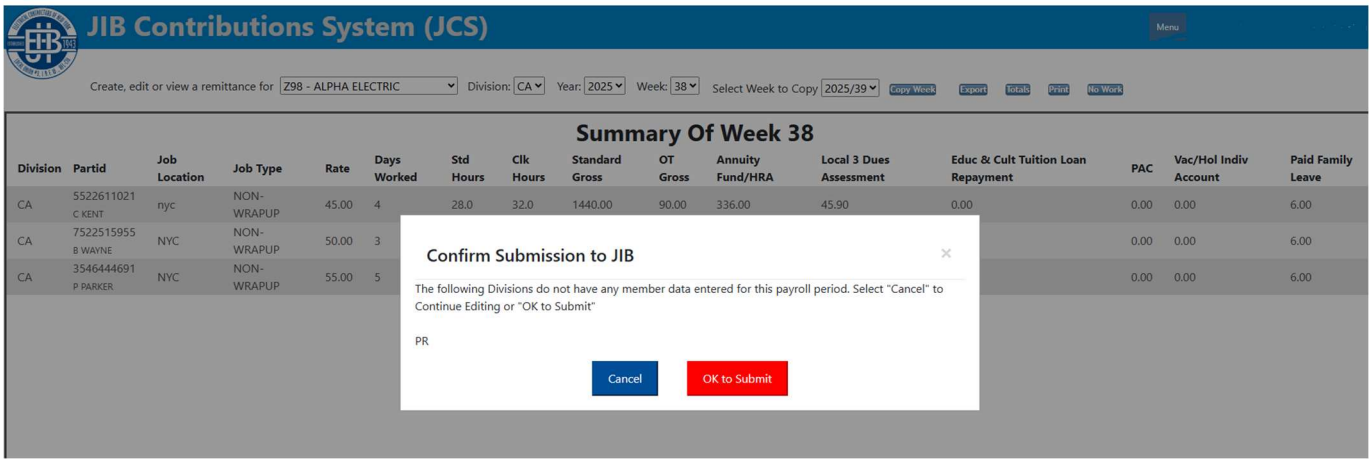
FUND	AMOUNT DUE	
Joint Industry Board	$	103.06
Pension Hospitalization Benefit Plan	$	2,716.82
Dental Benefit Fund	$	143.82
Vacation Holiday Plan	$	-
Annuity Fund/HRA	$	955.50
Paid Family Leave	$	18.00
Education and Cultural Fund	$	76.49
National Electrical Benefit Fund	$	142.58
Local 3 Dues Assessment	$	142.58
Educ & Cult Tuition Loan Repayment	$	-
PAC	$	-
EESISP	$	461.95
Wage and Benefit Fund	$	318.50
Vac/Hol Indiv Account	$	-
Joint Safety Education Training Fund	$	-
TOTAL	**$**	**5,079.30**

Total Standard Hours		84.00
Total Clock Hours		91.00
Total Standard Gross Wages	$	4,580.00
Total OT Wages	$	172.50
Total Wages (Standard+OT)	$	4,752.50

15 NO WORK FUCTIONALITY

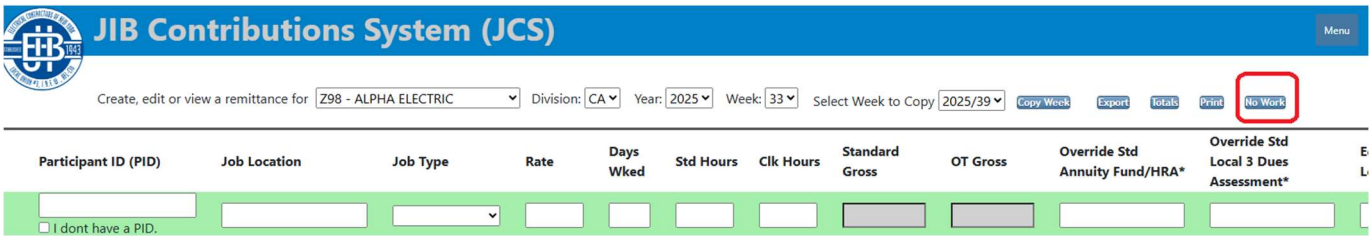
- Employer has No Work for Some Division(s)

If an employer submits remittances but has not entered member data in some of the divisions for that period, a pop-up box will show a list of empty divisions on the screen for that period. The user will have the option to click on the “Cancel” button and enter member data for the missing divisions or confirm submission by clicking on the “OK to Submit” button.



Employer has No Work for ANY Division(s) for a pay period

If an employer has no member data to enter in ANY of their division(s) for that week, the user will select the “No Work” button.

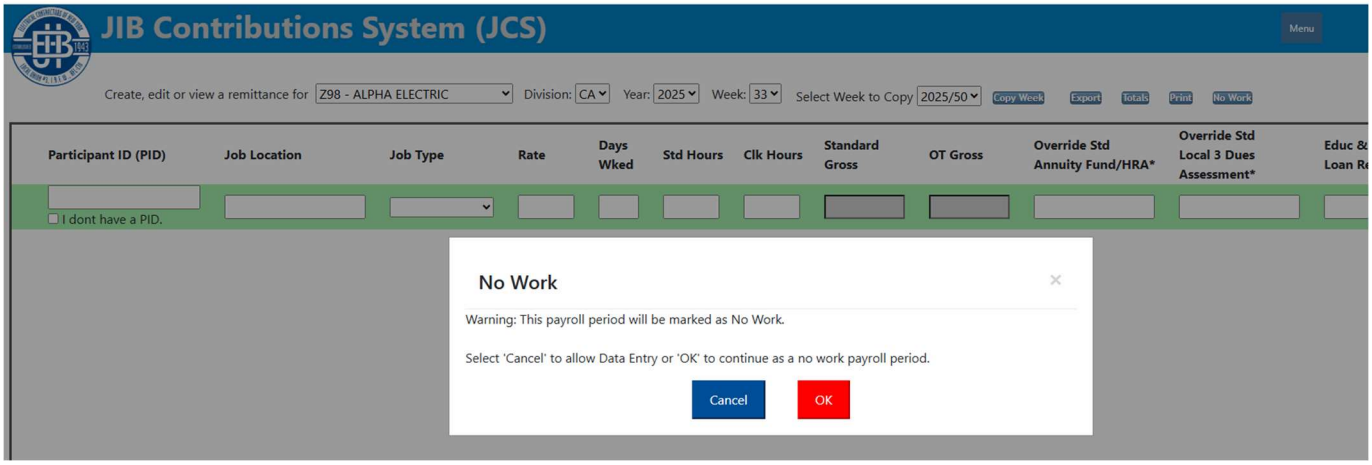


The “No Work” Button will:

- Show a pop-up box requesting user acknowledgement. Please see example below.
- Once the User has acknowledged that there is no work for all division(s) in that year / week no, the application will prevent any data entry for that year and week.

- Generate an acknowledgement email to Jib Contract Admin, Jib Members Record and Jib Legal to say that the employer does not have work for all division(s) for that year and week. A confirmation email will be sent to the employer.

No Work Pop-up Request Box



17 USER MANAGEMENT

17.1. Roles (permission levels)

Three roles are available for Employers in JCS.
There must be at least 1 Principal role, 1 Remitter role and 1 Invoice Receiver role setup for the employer.
Any of the three roles can be held by the same person, or different people.

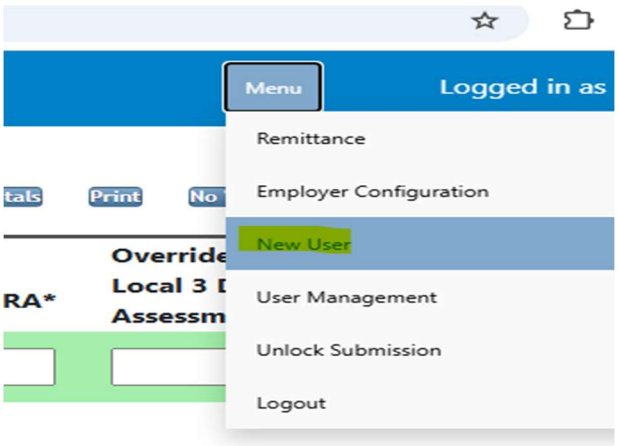
ROLE	FUNCTION
1) PRINCIPAL	Add/delete users
	Assign roles to the users [principal,remitter,invoice receiver]
2) REMITTER	View/Add/Updating/Delete remittance entries and submit remittances created by self or other users
	Get email notifications about remittance(s) submitted
3) INVOICE RECEIVER	The INVOICE RECEIVER role is the only use that receives invoices via email

For new employers of the JCS portal, the initial Principal user will be assigned by the JIB all 3 roles [i.e., if there is only one user at your company, the user will need to remit and receive invoices]

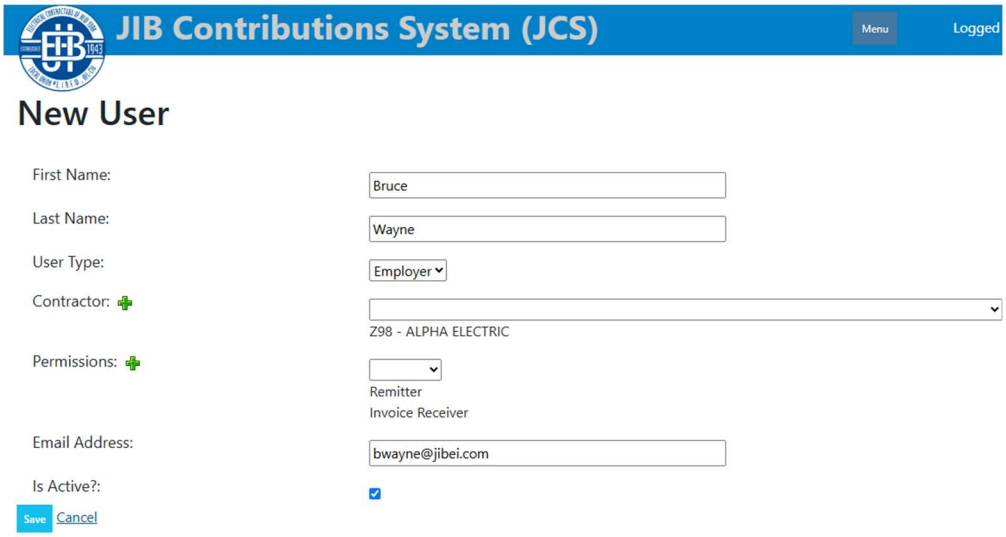
- The JCS portal gives you the flexibility to add/modify/delete additional users with any/all of the above 3 roles

17.2. Adding a new user

- Select the New User option from the Menu dropdown.



- Complete the New User form



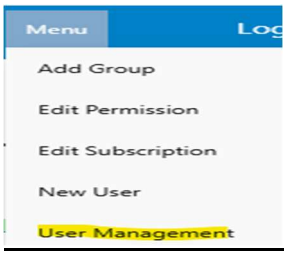
- After entering in the new user's first and last name, select your Employer (Contractor) from the drop-down list, then click on the ✚ Sign.
    - After you click on the ✚ Sign, your will see your Employer number and name (in our example, Z98- Alpha Electric)
- To associate a Role(s) with a user, select the Role (Permissions) from the drop-down list, then Click on the ✚ Sign.
    - After you click on the ✚ Sign, your will see the Role(s) that the user has been assigned to. (in our example, Remitter, Invoice Receiver)
    - You can select multiple Roles, one at a time: click ✚ after each choice.

Once all the information (must include email address) has been added, select "Save" to add the user into the JCS Portal.

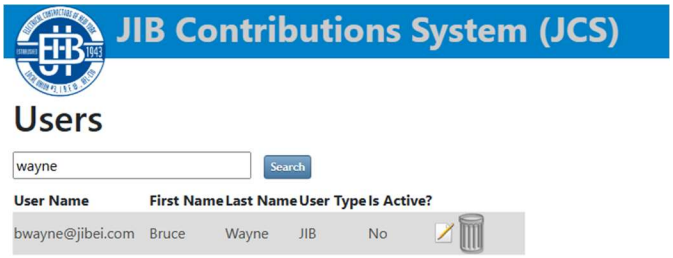
An "enrollment" email will be sent to the user with a link to the JCS Portal.

17.3. Modifying a user

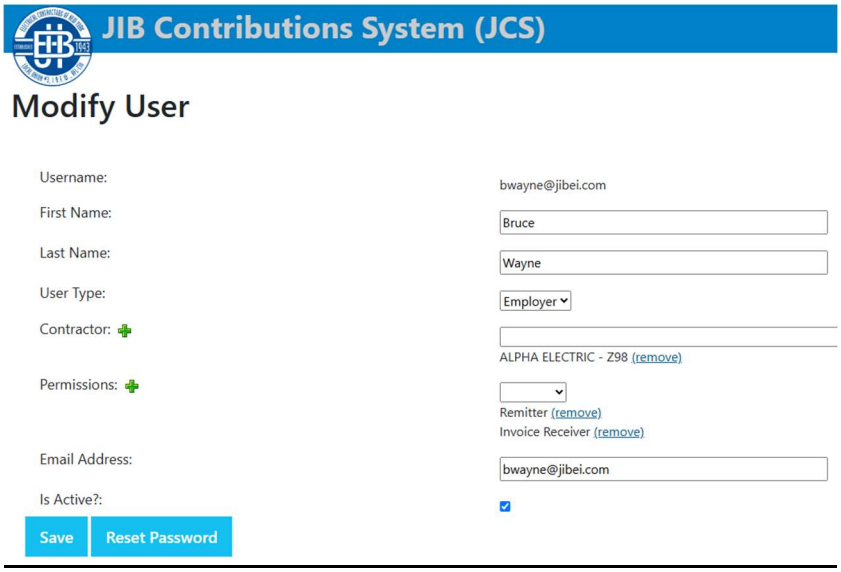
- Select User Management from the menu



- You will see list of all the users for your employer to select from. You have the option as well to search for a user via their email address and by pressing the Search button. The list of users matching the search criteria will display. Once displayed, select the appropriate user that you want to modify.



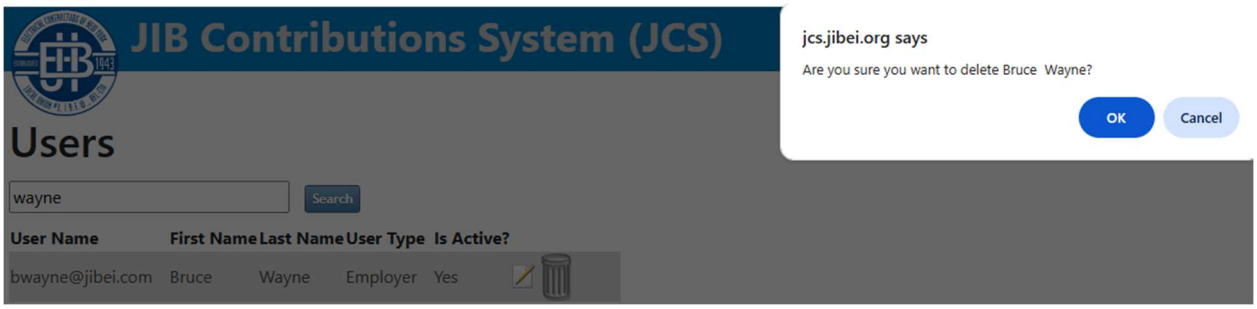
- To update a user, Click on the sign. This will open the Modify User Screen
- Update the Modify User Screen and Save it
    - Remember that you must click on the click ✚ after selecting the Employer and/or Permissions



17.4. Deleting a user

- Select the User Management option from the menu

- To Delete a user, click on the sign
- The following confirmation popup box displays for acknowledgement
- Click OK to delete the user



Note: in lieu of deleting a user, you can disable the user by deactivating their user account by removing the check mark for “Is Active?”.

You can always re-enable their account by putting back the check mark and clicking the Save button

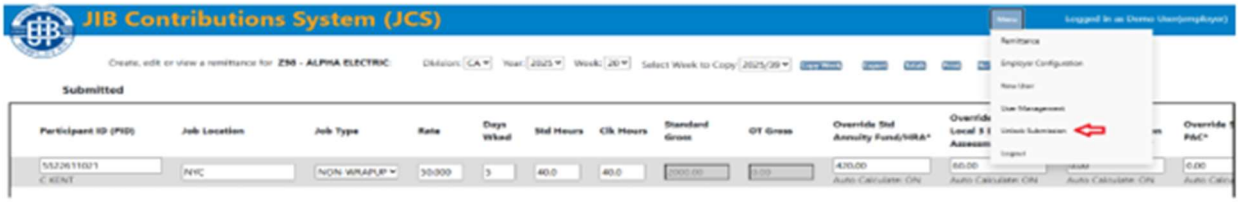
13 REQUESTING AN UNLOCKING (REVERSAL) OF REMITTANCE

After a remittance has been submitted, you can request that the remittance with ALL the divisions be unlocked so that you can edit it and re-submit it. JIB will be notified of your request and either approve or reject the request if the remittance was already paid.

Once a remittance is unlocked and opened for editing, you will see all the data (and all divisions) in that remittance and will not have to re-enter everything from scratch. After you revise the remittance for the week unlocked, you can (re) submit again.

How to request unlocking of a remittance so that you can edit the remittance again

-Goto to the drop MENU and click on Unlock Submission



-Select the Year and Week you want to unlock

-You have two options for saving the unlock request

- If you want to submit the request for the selected Year/Week and have the option to unlock other weeks, then click Save
- If you just want to submit the request and return to the remittance screen, then click on Save and Exit

Note: You will receive an email letting you know that your unlock request has been approved or rejected by the JIB.
If your request has been approved, you will then be able to Edit and Resubmit your remittance(s) within 30 minutes.
If your request has been rejected (i.e., you already paid the invoice for the requested submission week), then reach out to JCS support for additional information.

For Support: Call JIBEI at (718)820-4111 8:30am to 4:30pm M-F excluding holidays.
Or email JCSsupport@jibei.com

Note: Future Week(s): If you submitted for a week that is for an upcoming payroll period(s), your request for unlocking will be immediately approved and you will be able to edit and (re) submit your remittance.

19 APPENDIX

19.1. Double Pay

JCS calculates wages this way (using time and a half for the Overtime Calculation):

Standard Gross Wages = Standard Hours * Rate of Pay

Total Gross Wages = (Clock Hours * ROP) + (Clock Hours – Standard Hours)*ROP/2

Overtime Gross = Total Gross Wages – Standard Gross Wages

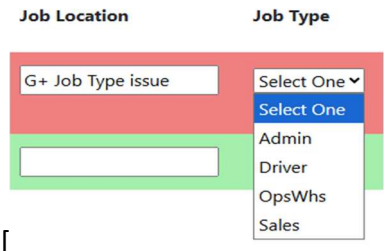
If you are using the configuration of JCS where you enter Rate of Pay and Hours and run into a scenario where you need to enter double pay follow the following steps:

1. Enter the remittance (the Overtime will be calculated using 1.5 Rate of Pay
2. Save the remittance
3. Change the Configuration to the Hours and Wages Configuration
    a. Use the Employer Configuration menu option and select Hours and Wages (details are in Section 5 of this manual)
4. Manually change the Overtime Gross so that it is based on the twice the ROP
5. Save the remittance
6. Switch back to the Configuration where you enter Hours and Wages

19.2. G+ [Supply Division] – issue with Chrome/Edge browsers when updating JOB TYPE

Note: Firefox works fine

There is a known issue for users of Chrome or Edge browsers, that for the G+ division only, hitting Enter after updating or correcting an error [received error message that the field cannot be blank] for the JOB TYPE, it does NOT save the change. Rather it (re)displays the JOB TYPE options and does allow you to continue.
See below:



[

The Solution is to click on Save This division after you select the JOB TYPE, instead of hitting Enter

19.3. Re-enabling the auto-calculation of Ann/HRA & Local3 Dues

Auto Calculate shuts off when tabbing to Ann/HRA & Local3 Dues

When entering or revising Clk hours, the JCS portal Auto Calculates the Ann/HRA and Local3 Due fund(s) as shown below: [this is only applicable to divisions that have Ann/HRA or Local3 Dues]

Std Hours	Clk Hours	Standard Gross	OT Gross	Override Std Annuity Fund/HRA*	Override Std Local 3 Dues Assessment*
40.0	40.0	2000.00	0.00	420.00 Auto Calculate: ON	60.00 Auto Calculate: ON

Normally, if you were to revise the Clk Hours, the Ann/HRA and/or Local3 Dues Auto Calculates after you hit Enter or Click on Save this Division as show below"

Std Hours	Clk Hours	Standard Gross	OT Gross	Override Std Annuity Fund/HRA*	Override Std Local 3 Dues Assessment*
40.0	50.0	2500.00	250.00	525.00 Auto Calculate: ON	82.50 Auto Calculate: ON

However, if after revising the Clk Hours you Tab Tab to the Ann/HRA – Local3 Dues fields, the Auto Calculate turns off and does NOT revise the calculations for the funds as show below:

Std Hours	Clk Hours	Standard Gross	OT Gross	Override Std Annuity Fund/HRA*	Override Std Local 3 Dues Assessment*
40.0	50	2500.00	250.00	420.00 Auto Calculate: OFF	60.00 Auto Calculate: OFF

The Solution after Tab Tab, is to blank out the field(s), which turns back on the Auto Calculate as shown below:

Override Std Annuity Fund/HRA*	Override Std Local 3 Dues Assessment*
Auto Calculate: ON	Auto Calculate: ON

After blanking out the field(s), hit Enter or Save this Division for the revised calculations as shown below

Std Hours	Clk Hours	Standard Gross	OT Gross	Override Std Annuity Fund/HRA*	Override Std Local 3 Dues Assessment*
40.0	50.0	2500.00	250.00	525.00 Auto Calculate: ON	82.50 Auto Calculate: ON