

Reporting Hours & Earnings

Monthly payroll reports and **payments** are **due no later than the 15th of every month**, any payments received after the 15th are late and any late fees may apply. You are responsible for all reports submitted thru ePR so it is very important that you review the agreement and/or wage sheet that you signed, to verify that they match the wages and benefits in ePR. If they are not the same please let us know right away, we are not responsible for any discrepancies made on the reports submitted. All payroll reports must be submitted through ePR, paper reports are not accepted. If we receive payment with a paper report it will not be processed or if we receive a payment and there is no report in ePR the money will be refunded.

Please note that all payments sent to the Line Industries Accounts go directly to our Lockbox at the bank any paper work, notes, reports ect, we do not receive and will be thrown away so please **Do Not** send any reports or notes with your payment. If you need to add notes/comments about your payroll report please do so in the field provided in ePR. Notes are required if there are any differences between the amount due and the payment received. It is very important that you enter in the Total Hours Worked, including any and all overtime and the Total Gross Wages each time you do a report.

Payroll Report (47 California Outside Line Construction: 7/2011)

	Employee	SSN	Classification	Hours Worked	Gross Wages	47 Working Dues	AMF	JATC	LINECO	NEAP	NEBF	NECA	NLMCC	San Dieg
	One, Employee	111-11-1111	13:Groundman											
	One, Employee	11-11-1111	11:Foreman											
	Two, Employee	222-22-2222	11:Cable Splicer											
				0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Notes:

Any notes in regards to the report you are currently filing go here.

Add an employee to the report:

Tasks

[Create a new employee](#)

[Remove all employees](#)

[Download this report as entered](#)

Upload your report ([download template](#)):

Options

Rows per page:

Show all employees in the roster

View employees by SSN

Amending Reports

For any changes to payroll reports that have already been submitted and processed you will need to amend them. To amend a processed report, go to File Payroll Reports, Click Completed Reports, enter the work month, click Get Reports, then click the Amend button next to the report you need to make changes to.

If you are adding or subtracting hours you must enter in what the hours worked should have been for that month as well as the total gross wages, the system will automatically calculate the difference based off of what was reported originally. In order to see the calculated difference you must click update and it will give you the balance due and the refund will be reflected in the parenthesis in each fund. If you are due a refund you will need to submit a formal request, you may send your request by email to kkershaw@westernlineneca.org and it will be forwarded on to all the necessary fund offices.

Electronic Payroll Reporting System

Employee Roster Payroll Reporting My Reports Store

File Payroll Reports
Review Agreement Rates

Welcome back

Quick Links

- File a Report
- View Rates
- Employee Roster
- My Account
- Feedback Survey
- Release Notes

EPR News

New on the menu!

EPRLIVE Store!
7/1/2015

Introducing the EPRLIVE Store! Now, you may purchase special items such as new items for MY REPORTS and 1-on-1 Training with Corellian Staff. Depending upon your user account, you will be offered a variety of products. Check back from time to time to see what items are currently being offered.

Sign up for our Email Updates!
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Electronic Payroll Reporting System

- Employee Roster
- Payroll Reporting ▾
- My Reports
- Store ▾

Payroll Reports

Report Filter

Due Reports
 Completed Reports

Work Month:

There are no reports due at this time.

Payroll Reports

Include submitted and processed reports:

	Work Month	Agreement	Status	Report Type	Saved On	Chapter	Union	
	8/2011	47 California Outside Line Construction	Due	Payroll		Western Line Constructors NECA	IBEW 47	<input type="button" value="Zero Hour"/>
	8/2011	47 Southern CA Underground	Due	Payroll		Western Line Constructors NECA	IBEW 47	<input type="button" value="Zero Hour"/>
X	7/2011	47 California Outside Line Construction	Submitted	Payroll	9/9/2011 12:30:27 PM	Western Line Constructors NECA	IBEW 47	
<input type="button" value="Amend"/>	1/2011	47 California Outside Line Construction	Processed	Payroll	2/10/2011 12:16:10 PM	Western Line Constructors NECA	IBEW 47	
<input type="button" value="Amend"/>	1/2011	47 Southern CA Underground	Processed	Payroll	2/10/2011 12:18:17 PM	Western Line Constructors NECA	IBEW 47	
<input type="button" value="Amend"/>	2/2011	47 California Outside Line Construction	Processed	Payroll	3/8/2011 11:28:37 AM	Western Line Constructors NECA	IBEW 47	
<input type="button" value="Amend"/>	2/2011	47 Southern CA Underground	Processed	Payroll	3/10/2011 9:56:09 AM	Western Line Constructors NECA	IBEW 47	

Reporting a Zero Hour Report

To file a Zero Hour Report all you need to do is click on the Zero Hour button located to the far right of the payroll report you do not need to go into the report.

Payroll Reports

Include submitted and processed reports: For work months starting this year ▼

	Work Month	Agreement	Status	Report Type	Saved On	Chapter	Union	
	8/2011	47 California Outside Line Construction	Due	Payroll		Western Line Constructors NECA	IBEW 47	<input type="button" value="Zero Hour"/>
	8/2011	47 Southern CA Underground	Due	Payroll		Western Line Constructors NECA	IBEW 47	<input type="button" value="Zero Hour"/>
	7/2011	47 California Outside Line Construction	Submitted	Payroll	9/9/2011 12:30:27 PM	Western Line Constructors NECA	IBEW 47	
<input type="button" value="Amend"/>	1/2011	47 California Outside Line Construction	Processed	Payroll	2/10/2011 12:16:10 PM	Western Line Constructors NECA	IBEW 47	
<input type="button" value="Amend"/>	1/2011	47 Southern CA Underground	Processed	Payroll	2/10/2011 12:16:10 PM	Western Line Constructors NECA	IBEW 47	

For an online demonstration please go to <http://www.youtube.com/watch?v=N9KpPNDMGEE> or log into ePR and click on the link provided at the bottom of the Payroll Reports page.

Payroll Reports

Include submitted and processed reports: For work months starting this year ▼

Work Month	Agreement	Status	Report Type	Saved On	Chapter	Union	
10/2011	1245 California Outside Line Construction	Due	Payroll		Western Line Constructors NECA	IBEW 1245	<input type="button" value="Zero Hour"/>
10/2011	1245 Northern CA Underground	Due	Payroll		Western Line Constructors NECA	IBEW 1245	<input type="button" value="Zero Hour"/>
10/2011	396 Nevada Outside Line	Due	Payroll		Western Line Constructors NECA	IBEW 396	<input type="button" value="Zero Hour"/>
10/2011	44 MT Statewide Outside Construction	Due	Payroll		Western Line Constructors NECA	IBEW 44	<input type="button" value="Zero Hour"/>
10/2011	449 Intermountain Line Construction	Due	Payroll		Western Line Constructors NECA	IBEW 449	<input type="button" value="Zero Hour"/>
10/2011	47 California Outside Line Construction	Due	Payroll		Western Line Constructors NECA	IBEW 47	<input type="button" value="Zero Hour"/>
10/2011	47 Southern CA Underground	Due	Payroll		Western Line Constructors NECA	IBEW 47	<input type="button" value="Zero Hour"/>

Create a supplemental: 1245 LineCo (Ended:7/31/2011) ▼ for the work month:

Looking for help? Download the [ePR.Live Employer Guide](#).

Need help filing a report? Click [here](#).

Are you still reporting to other areas on paper? Complete this [form](#) and send it to sales@eprlive.com.

If you have any questions please call 801-566-8600.