



WASHINGTON TEAMSTERS WELFARE TRUST FUND EMPLOYER REPORTING AND PAYMENT

The Washington Teamsters Welfare Trust! Northwest Administrators, Inc. (NWA) partners with the Trust and provides Trust Administrative Office services for participants and employers. Participating employers report monthly contributions electronically via the NWA Online Reporting (OLR) system. Below is important information regarding your monthly employer reporting instructions and how to register for Online Reporting (OLR).

Please note:

- Future monthly reporting forms are available online on the evening of the 28th of each month (or the evening of the next business day if the 28th is on a weekend or holiday). The registered user will receive an email notification when each monthly report is available in OLR.
- Contribution payment is due by the 10th of the month for the preceding month of employment. For example, payment for employees that met the hour requirement in January is due February 10th.
- Payments not made to the Trust by the due date may become delinquent and subject to the Trust collection procedures, at which time additional costs may be incurred.

Monthly Employer Reporting Instructions

As an employer signatory to a Collective Bargaining Agreement (CBA) with participation in the Washington Teamsters Welfare Trust (the Trust) you are required to report contributions to the Trust on behalf of all employees in the covered bargaining unit (BU) (and employees approved by the Trust to participate via a Special Agreement). This is done via the NWA OLR system. Your CBA defines the scope of the BU employees that you are obligated to report to the Trust and the criteria the employee must meet for the employer to be obligated to make a corresponding contribution (i.e., if you report on employees that meet a minimum hours requirement-usually between 40-80 hours a month, or if you report hourly and if there is any waiting period). If you have questions about the employer's contractual obligations, please refer to your CBA, your participation agreement (i.e., Subscription Agreement or Special Agreement), Trust Operating Guidelines, and the Agreement and Declaration of Trust. For additional information and questions, the Trust website, www.wateamsters.com is the one-stop place to find out more information about the Trust and plan benefits.

Also, please note that employers are subject to the Trust payroll audit program to ensure proper reporting (as established under the Agreement and Declaration of Trust).

How to sign up for Online Reporting

- **New Registration**

To get access to our Online Reporting service, you will need to first register for your own account. If you are a new user, visit our website to register at www.nwadmin.com and follow the instructions below:

1. Click on “Register Now!”
2. Select “Employer” under the “Client” column on the New User Registration page.
3. You will be asked for the following:

Your Employer Number
Your Online Access Code

4. In the next screen, you will be asked for your **Group ID**: enter “028”
5. Enter the other required fields and click on Register when done.
6. Click on the “Reporting” link to access Online Reporting.

- **Adding More Accounts**

If you have any additional accounts to add to your user profile, they will need to be added with a different online access code associated with the account number(s). Please contact our New Accounts desk at newandclosedaccountsdesk@nwadmin.com to obtain the online access code for other accounts associated with your Employer. Once the online access code(s) are received, please follow the steps below to add the account(s):

1. Log in to your profile at www.nwadmin.com
2. Click on “Add/Remove Accounts” on the left navigation pane.
3. Enter the account number and the online access code for the additional account
4. Click “Add Employer Account”
5. Click on the “Reporting” link which will bring you to the Online Reporting system
6. You will now see access to all online registered accounts you have added

Repeat above for any other accounts you would like to add to your Online Reporting profile.

Note: Each Employer Account is required to have their own unique Online Access Code.

Once you access your monthly online report, the system will list all employees reported to the Trust in the prior month (that you have not yet reported as termed). It is the employer's responsibility to **carefully review** the list of employees to accurately report:

- Each employee that met the minimum hour requirement (or the actual hours if applicable) in a calendar month
- Termination date of termed employees
- Other applicable leave reasons, such as FMLA
- Names of any new hires, their address and date of birth and add a contribution if due for the month

How to get more help with Online Reporting

NWA has prepared a library of step-by-step videos to assist you through the registration, reporting, and payment processes.

- **Registration Video** For help navigating the registration process.
<https://vimeo.com/nwadmin/register>
- **Reporting & Payment Videos** For additional help with using the system click on above link to the Registration video then "More from NWA" under the registration video.

New Hires, Ongoing Eligibility and Employee Terminations

- **New Hire Reporting**

When you have a new hire in the bargaining unit and they work the minimum required hours in a calendar month (after they have met the waiting period, if any), then you would need to add them to the online report. It is necessary that you provide the employee's date of birth and address when you initially report them.

After you initially report and pay the contribution on a new employee, a **New Hire Welcome letter** is sent to the employee. The **New Hire Welcome letter** describes how to complete enrollment online and obtain detailed benefits information. ID cards are sent as well, in a separate envelope. Eligibility is applied for new hires under the **Lag Month** eligibility system (see ongoing eligibility below). Once you have reported the new hire and the Administrative Office has processed the contributions, an employee may enroll online (rather than on paper) after registering for a Participant online account at www.nwadmin.com.

- **Ongoing Eligibility**

Employee eligibility for Trust benefits is provided under the **lag month** eligibility system. For example, employees that meet the hours required in November (employer payment due December 10th), receive coverage for January.

Lag month eligibility is applied for new hires and for employees on an ongoing basis.

- **Loss of Eligibility (Employee Termination)**

Eligibility on termination can be applied differently if the employee voluntarily resigns or retires. The employer's obligation is to report and pay a contribution if the employee meets the minimum hour requirement.

If you should have any additional questions concerning the Trust benefit plans or need additional assistance with reporting employees and/or payments to the Trust, please call our office at 206-726-3277 or send an email to F028AccountingandEligibility@nwadmin.com