

MEMORANDUM

TO: CONTRACTORS CONTRIBUTING TO SILE BENEFIT FUNDS

FROM: SILEHW/SILEA/SCILVF

DATE: APRIL 1, 2023

RE: REPORTING OF HOURS AND WAGES

When the Associated General Contractors of Illinois, Egyptian Contractors' Association, the Southern Illinois Builders' Association, the Laborers' International Union of North America, the Southern and Central Illinois Laborers' District Council, Laborers' Local 773 and Laborers' Local 1197 negotiated wage rates for this contract year, a change was made in the reporting of Dues Checkoff. Historically, this has been reported as a flat dollars-per-hours amount. Under the new agreement, dues checkoff will be reported as both a dollars-per-hours amount and a percentage of gross wages.

What does this mean for you? This means that the payroll or accounting staff member who completes your reporting forms that are submitted to the **SILEHW Fund Office** will have to report not only hours for each employee, but also calculate and report the second dues checkoff amount as a percent of gross pay. For each laborer, you will report both total hours worked times \$1.25 per hour, and also as 3.5% of total gross wages. **Please note that the hours reported to calculate gross wages MUST EQUAL the total hours reported for the calculation of other benefits.** For example, an employee working 100 hours in a reporting period at \$31.51 per hour would have \$235.29 total reported for Dues Checkoff, as follows:

\$ 1.25 x 100 hours	=	\$125.00
\$31.51 x 100 hours x 0.035	=	<u>\$110.29</u>
		\$235.29 total for Dues Checkoff

We recognize that this is a change for you, and we can appreciate the additional work which will go into accurate reporting. Please do not hesitate to contact the **Fund Office** if you have any questions. To help ensure accurate reporting, we have updated our reporting forms to include both calculations for each laborer for whom you report. Please be sure to accurately report the wages for each job classification (laborer) rather than a lump sum of wages multiplied by 3.5%. This will ensure proper crediting of benefits to individual laborers. We thank you for your collaboration in accurate reporting.