

Northern California Pipe Trades Trust Funds for UA Local 342  
935 Detroit Avenue, Ste 242A  
Concord, CA 94518-2501  
925/356-8921 Ext 713  
tfo@ncpttf.com

DECEMBER 2023  
NOVEMBER 2023 HOURS



# EMPLOYER CONNECTION

## \*\*EMPLOYER RESPONSIBILITY\*\*

As an Employer it is your responsibility to report all hours worked and paid accurately. Deductions taken out for Credit Union, 401(k) and additional HRA must be remitted in full. Note: You are urged to contribute at least the 401(k) deferrals by the 15th business day of the month following the work month. By returning the enclosed ECR Form(s), the Employer certifies under the penalty of perjury that the information contained herein is correct, that all hours worked or paid during the period covered are reported herein. Failure to pay the full amount due will result in the assessment of liquidated damages and other potential penalties.

Special points of interest:

- Employer Responsibility
- New Overnight Mail Address
- Return All ECR Pages
- Reporting Adjustments
- 401(k) and HRA Enrollment
- Holidays

## NEW ADDRESS FOR OVERNIGHT MAIL

Our bank has a new address for  
Overnight mail:

**NCPTTF**

**Lockbox Services**

**2580 Shea Center Drive**

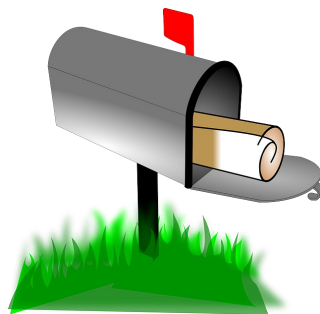
**Livermore, CA 94551-7547**

***This location is not open to the public.***

There are **NO CHANGES** to our  
regular PO Box payment address:  
**NCPTTF**

**PO Box 55606**

**Hayward, CA 94545-0606**



## **RETURN ALL ECR PAGES EVEN IF THERE ARE NO EMPLOYEES UNDER THE CONTRACT**

As a reminder, all pages of your ECR Forms must be returned. If you do not have any employees to report on a certain page, write "NONE" on the page, sign, date and return that page along with all other ECR pages. Delinquency notices are issued for missing pages.

Over

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**HAPPY  
 HOLIDAYS**

## **REPORTING ADJUSTMENTS**

If you find that an employee's hours and/or contributions were reported to our office incorrectly, or in error, an adjustment will be required. For our office to process an adjustment, the Employer will need to report the adjustment on a separate ECR Form reflecting the Work Month in which the hours were originally reported (e.g., a mistake in the amount of March hours reported is discovered when completing April ECR Forms; report the adjustment on a March ECR Form). **DO NOT LIST NEGATIVE HOURS ON THE CURRENT WORK MONTHS ECR FORMS.** If an adjustment is required, our office can provide you with the applicable ECR Forms as needed. **NOTE:** Our office is unable to process adjustments on hours reported for non-Local 342 members once their contributions have been reciprocated to their Home Local. Our office is unable to process adjustments of Credit Union contributions once the money has been transferred into the employee's Credit Union account. Other adjustments involving HRA and/or 401(k) are subject to review.

### **HOLIDAYS - SUBMIT YOUR ECR FORMS TIMELY**

Our office, UA Local 342, and the Credit Union Office will be Closed on December 25th in observance of Christmas. Please keep this in mind and allow sufficient time for mail service and delivery to the bank. As a reminder, *reports and contributions are due and payable at the bank by the 15th of the month following the work month and are delinquent if not received at the bank by the 20th (you are urged to contribute at least the 401(k) deferrals by the 15th business day).* Failure to report and pay timely, or issuance of a non-sufficient funds check, will result in assessment of Liquidated Damages and Interest Charges. Receipt at the bank is what determines when your contributions were "received"; the postmark is not a factor.

**Reports & Contributions Due: 12/15/2023**

**Delinquent if Not Received By: 12/20/2023**

**Our office, UA Local 342, and the Credit Union will be closed on 12/25/23 in observance of Christmas.**

## **SUPPLEMENTAL 401(k) RETIREMENT and HEALTH REIMBURSEMENT ACCOUNT (HRA) ENROLLMENT**

Eligible employees may change their enrollment/deductions under the Collective Bargaining Agreement (CBA) *effective with January 2024 hours.*

If an employee has any questions regarding Enrollment Changes under the CBA, please refer the employee to UA Local 342 at 925/686-5880.

Dispatches will be issued by UA Local 342 in December for any Enrollment Changes.



## *December 2023*

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						