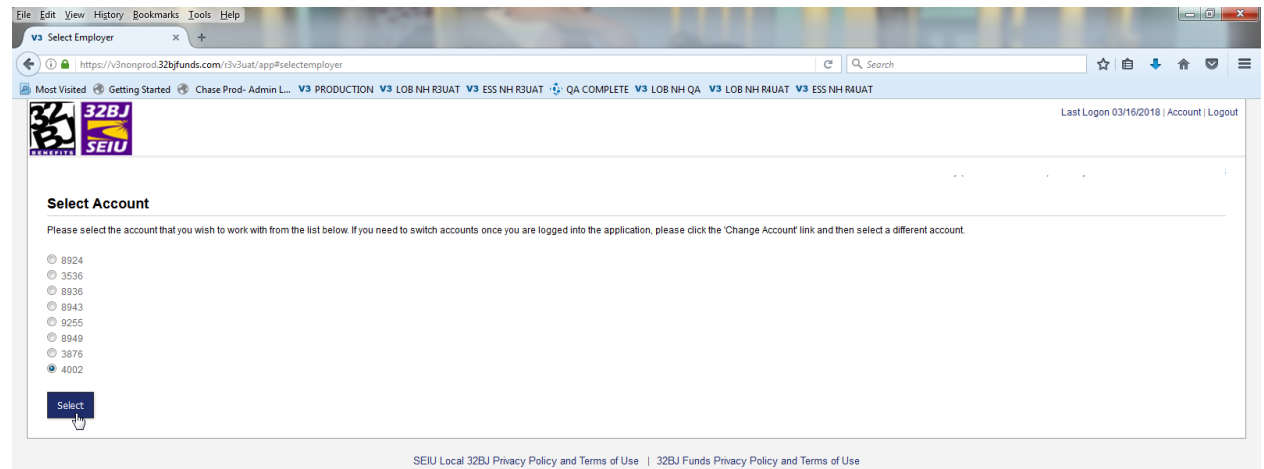
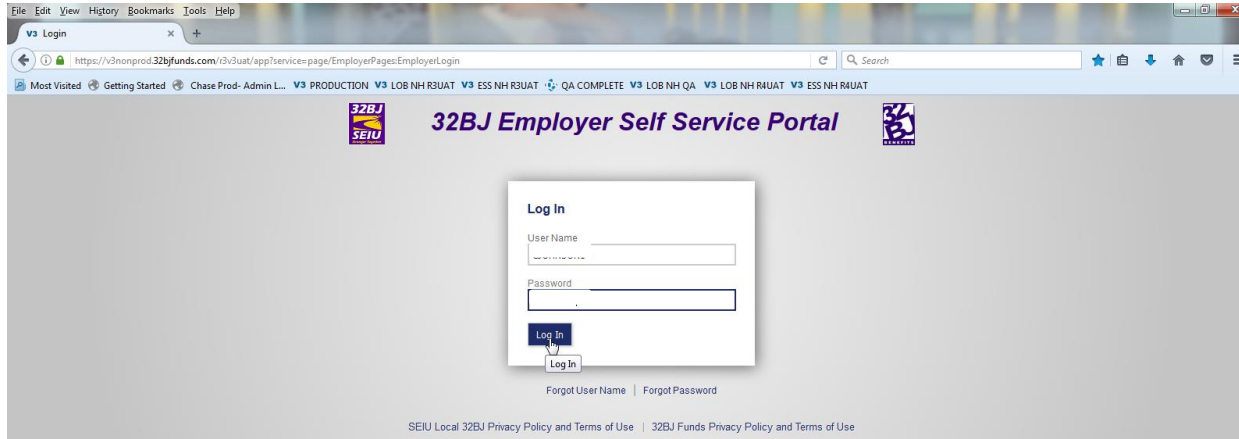




Employer Instructions

How to create a "Notify Us"

Log in to ESS and select Employer ²



Click on "Notify Us"

File Edit View History Bookmarks Tools Help

v3 Home

https://v3nonprod.32bjfunds.com/r3v3uat/app#home

Most Visited Getting Started Chase Prod- Admin L... V3 PRODUCTION V3 LOB NH R3UAT V3 ESS NH R3UAT QA COMPLETE V3 LOB NH QA V3 LOB NH R4UAT V3 ESS NH R4UAT

32BJ SEIU

Last Logon 03/16/2018 | Account | Logout

[Change Employer]

Shortcuts

- Create Invoice
- Process New Hire
- Upload a File
- Help and Support

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News

- REMINDER: SRSP Participating Employers: Please look for the SRSP Annual Non-Discrimination Test Data email. The email has instructions on importing the End of Year Wage data through ESS. This information should be submitted as soon as possible.

Alerts

Filter Export

Account Name	Work Location Name	Account #	Balance	Actions
		21391	\$0.00	Transactions Profile
		21392	\$0.00	Transactions Profile
		21393	\$0.00	Transactions Profile

Select "Add New"

The screenshot shows a web browser window with the URL <https://v3nonprod.32bjfunds.com/r3v3uat/app#tapestry/Client:ContactUs>. The browser tabs include 'v3 Contact Us' and several other tabs related to 'PRODUCTION', 'LOB NH R3UAT', 'ESS NH R3UAT', 'QA COMPLETE', 'LOB NH QA', 'LOB NH R4UAT', and 'ESS NH R4UAT'. The page header shows the '32BJ SEIU' logo and the text 'Last Logon 03/16/2018 | Account | Logout'. The main content area is titled 'Notify Us' and contains a form with the following fields: '* Effective Date (of Change):', '* Reason:', 'Work Location Code:', 'Work Location Name:', 'Account #:', 'Old/New Employer Names:', and 'Comments:'. Below the form, there are two 'Add New' buttons. A red arrow points to the first 'Add New' button, and a mouse cursor is hovering over the second 'Add New' button. On the left side of the page, there is a navigation menu with sections for 'Shortcuts', 'Menu', and 'Reports'. The 'Notify Us' menu item is highlighted with a blue arrow.

The screenshot shows a web browser window with the URL `https://v3nonprod.32bjfunds.com/r3v3uat/app#tapestry/Client:ContactUs`. The page title is "v3 Contact Us". The browser's address bar shows the URL and a search icon. The page content includes a navigation menu on the left with items like "Create Invoice", "Process New Hire", and "Notify Us". The main content area is titled "[Change Employer]" and "Notify Us". It contains a form with several fields: "* Effective Date (of Change):" with a date input field, "* Reason:" with a dropdown menu, "Work Location Code:", "Work Location Name:", "Account #:", "Old/New Employer Names:", "Comments:", and "Attach File". A red text message states "All the fields marked with an asterisk are required." The dropdown menu for "Reason:" is open, showing options: "Employer Name Change", "Gain of Work Location", "Loss of Work Location", "Newly Organized Building (NOB)", "Sale of Building", and "Browse... No file selected." Two red arrows point to the date field and the dropdown menu. At the bottom of the form are "Submit" and "Cancel" buttons.

- Enter the 'Effective Date (of Change)' and the 'Reason'
- Select from the 'Reason' dropdown
- These fields are required

[Change Employer]

Notify Us

All the fields marked with an asterisk are required.

* Effective Date (of Change): 03/01/2018
* Reason: Loss of Work Location
Work Location Code: 122773
Work Location Name: 101 6 Avenue
Account #: 38151
Old/New Employer Names: lan Services Industries Inc.
Comments: Lost location 3/1/2018. See attached
Attach File: [Browse... No file selected.]

Submit Cancel

You should always add comments that could assist us with this request.

1. *Effective Date (of Change): Require field
2. *Reason: Require field
3. Work Location Code: Numeric ONLY. Max 25 characters
4. Work Location Name: Free form. Max 250 characters
5. Account#: Numeric Only. Max 25 characters
6. Old/New Employer Named: Free form. Max 100 characters
7. Comments: Free form. Max 245 characters
8. Attach File: Max file size 25 MB. File types accept it (Excel, Word and PDF)

Attach File

	A	B	C	D	E	F	G	H	I	J
				Middle			Initial Building Hire Date	Was employment continuous? (Y/N)	Paid into Prior Pension Plan (Y/N)	Home Address
1	SS #	Last Name	First Name	Name(Init)	Job Class/Title	Hire Date				
2	123-45-1239	DASNE	JEAN		JANITOR	2/27/2008				123 101ST
3	123-45-1240	ALVES	JAIR		JANITOR	6/4/2012				124 101ST
4	123-45-1241	VILLACIS	ANGELO		JANITOR	10/28/2011				125 101ST
5	123-45-1242	TAVARES	RICARDO							
6	123-45-1243	MENDOZA	GRISEL							
7	123-45-1244	PARRA	NOE							
8										

ACCOUNT CHANGE FORM

WORK LOCATION: _____
Street City State Zip Code

- An Account Change Form (ACF) is no longer necessary
- A completed Roster should always be attached. Columns G, H and I are ok to leave blank.
- Only one file allowed to be attached for each workflow. Attach File: Max file size 25 MB. File types accepted are Excel, Word and PDF.
- If losing an account/work location, do NOT terminate the members. We will transfer them or terminate them according to the roster you sent to us.

Street Address: _____
 City, State, Zip: _____

Attach File



Application for Membership

I hereby request and accept membership in the Local 32BJ Service Employees International Union ("the Union"), and authorize the Union to represent me, to negotiate on my behalf, and to conclude any and all agreements as to wages, hours and other conditions of employment. I understand that in order to establish and maintain membership in good standing, I am obligated to pay initiation fees, monthly dues, and amounts which may be levied by the Union as fees or assessments in accordance with the Union's Constitution and Bylaws, which I may pay by authorized payroll deductions or by remitting payment directly to the Union.

Last name **First Name** **Middle Initial** **SOCIAL SECURITY No.**
 DATE OF BIRTH **HOME PHONE** **HOME ADDRESS** **Apt. #**
 CITY **STATE** **ZIP CODE**
 EMPLOYER **WORK LOCATION**
 HIRE DATE **HOURLY RATE** **HOURS PER WEEK** **JOB TITLE**

If you would like to add the Union Dues Cards or any other file, send an email to your Union Dues Representative (for registrations cards) or to Employer Relations (for any other document) indicating the workflow number in the subject line.

EMPLOYER
 EMPLOYEE SIGNATURE **DATE**
Dues, fees, and assessments of Local 32BJ are not deductible as charitable contributions for federal income tax purposes. However, dues paid to Local 32BJ may qualify as business expenses, and may be deductible in limited circumstances subject to various restrictions imposed by the Internal Revenue Code.

Sign me up for the 32BJ American Dream Fund

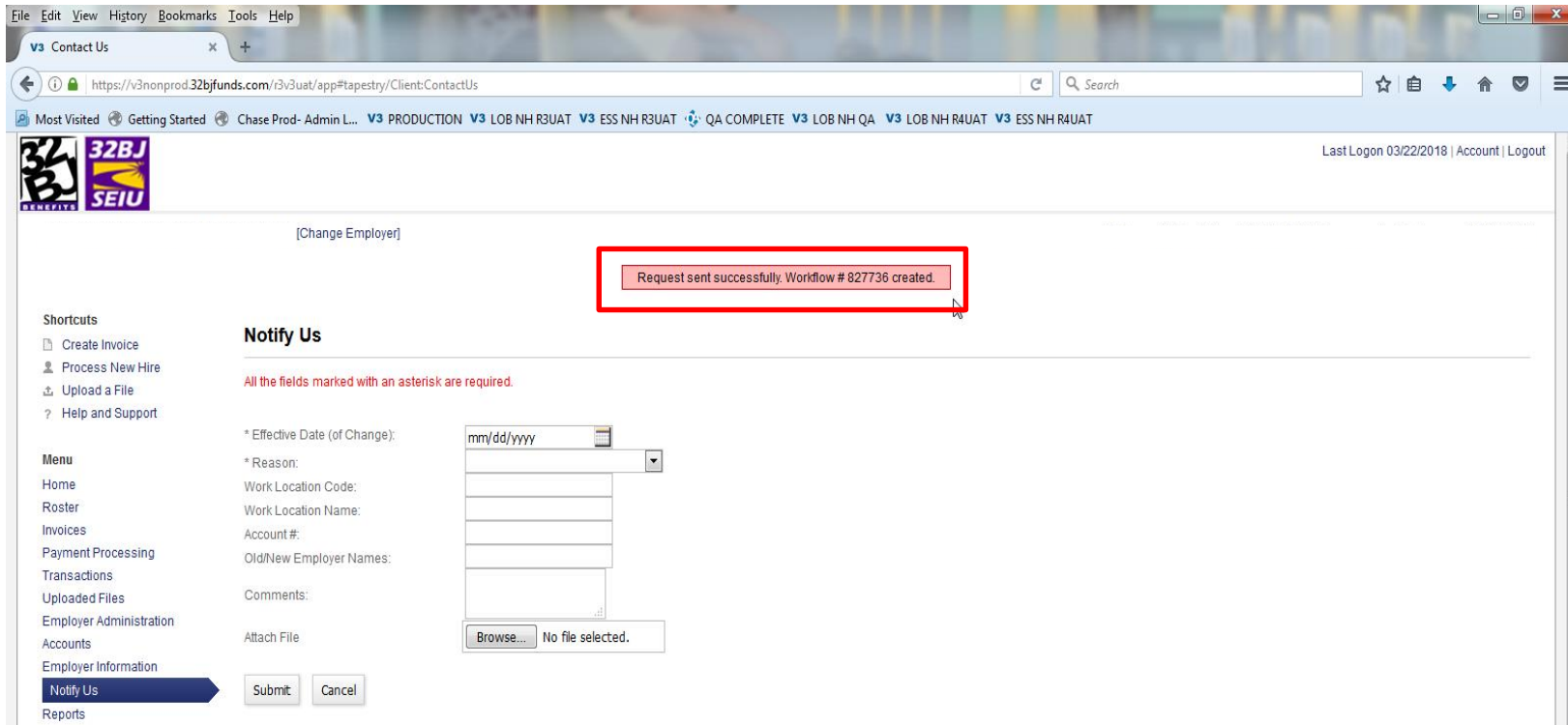
I understand that every dollar I give to the 32BJ American Dream Fund (ADF) will help make sure that elected officials support working families.

Sign me up to the 32BJ American Dream Fund at the weekly rate of:

\$2.50 \$3.00 \$4.00

Contact Me! I want to receive emails, calls and texts from 32BJ with union information and updates.

MOBILE PHONE *
 EMAIL ADDRESS **
 SIGNATURE **DATE**



Once you click on 'Submit' the workflow number appears on top.
Keep this number for your records.

Once again, remember **DO NOT** terminate any member if losing an account.

File Edit View History Bookmarks Tools Help

v3 Home

https://v3nonprod.32bjfunds.com/r3v3uat/app#home

Most Visited Getting Started Chase Prod- Admin L... v3 PRODUCTION v3 LOB NH R3UAT v3 ESS NH R3UAT QA COMPLETE v3 LOB NH QA v3 LOB NH R4UAT v3 ESS NH R4UAT

Last Logon 03/22/2018 | Account | Logout

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Alerts





- Your request via Contact Us has been routed to the appropriate department, WF # 827736

Filter Export

Account Name	Work Location Name	Account #	Balance	Actions
		21391	\$0.00	Transactions Profile
		21392	\$0.00	Transactions Profile
		21393	\$0.00	Transactions Profile

The Workflow number can also be found on your Home Screen in the "Alerts" section

Shortcuts

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Reports

Report:

Select Parameters

Show Report

ESS Users will be able to run a report for all "Notify Us" Workflows

- Shortcuts**
- Create Invoice
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- Menu**
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Reports

Show Parameters Publish Report

Notify Us Workflow Report

1 of 1 Automatic Zoom Export

User Name: LTOSADO

Employer #: Run Date: 08/06/2018

Created Date	Created By	Effective Date of Change	Reason	Workflow ID	Work Location Name	Account Number	Old/New Employer Name	Attachment Name	Comments (ESS User)
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Notify Us Workflow Report Sample

If you need assistance creating a “Notify Us” workflow, please contact Employer Relations, your Benefit Representative or your Union Dues Representative.

Email:

EmployerRelations@32bjfunds.com

Office:

212.388.3354 Option #1