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1 OVERVIEW

The Treasurer’s Web Application (TWA) was built to provide Treasurers the ability to edit Payroll Dues Deductions, and maintain the deductions by using an Internet web application. This means of editing and maintaining dues will ensure dues are made promptly and accurately. The Treasurer’s Web Application can be accessed from any computer with an Internet connection.

As TWA has progressed it has been enhanced to not only allow for editing of payroll deductions, but users will be able to create electronic address changes on their members. Local’s being converted to the Direct Receipts billing process will be given access to the site which allows the International and Local to communicate electronically, thus reducing time and cost of hard copy transmissions.

This User’s Manual will introduce new users to the Treasurer’s Web Application, and provide the basic instructions for a Treasurer to edit and maintain dues.
2  TWA TERMINOLOGY

Throughout the Treasurer’s Web Application there are unique terms and processes that require a more
detailed explanation. It’s important to understand these concepts before learning how to use the
Treasurer’s Web Application. The following section defines some of these more common terms and
processes.

2.1  ACTIVE PAY PERIOD

Before being able to perform any dues deductions, the Treasurer’s Web Application requires that an “Active
Pay Period” be selected. The Treasurer’s Web Application will determine the Pay Period(s) that are
available for deductions to be made, and they will be displayed in a field called Pay Periods.

Once the “Active Pay Period” is set, all the updates made to a member’s deductions will apply only to that
Pay Period.

Certain carriers allow multiple deductions within a month. At times in this manual we will refer to these
periods as the following:

FH = First Half
LH = Last Half

2.2  CUTOFF DATE

All deductions for a Pay Period must be completed by the Treasurer before the ‘Cutoff Date’. The ‘Cutoff
Date’ is the critical piece of information that drives other processes in the Treasurer’s Web Application.

Note: TWA will close the pay period once the cutoff date is reached at 12:00 AM Eastern Time.

2.3  PAYROLL DEDUCTION GENERATION

At the beginning of each month the Treasurer’s Web Application will automatically load payroll deduction
transactions for the current month. Treasurers will be able to add, edit and delete these transactions once
the Pay Period has become active.

The below criteria is used when pulling members from your local into the Treasurer’s Web Application
system.

Member’s Local is defined as Direct Receipts.
Member’s LCA / GCA within the Local are defined as Direct Receipts.
This is done in the case when the local has multiple railroads, but only one is under the
Direct Receipts billing system.
Member is Active or Active-E49.
Member is not set to permanent E49.

Note: Members in the local with an active payroll deduction not meeting these requirements will need to
be added to TWA. For example, Insurance Members Only will not be built by the system so it is necessary
to add these members through the Add New Member Deductions interface. Refer to section 3.6 View and
Maintain New Member Deductions for further instructions.
3  TWA WORKFLOW

The following section describes all the web pages the Treasurer will encounter in order to make dues
deductions, maintain the deductions, view reports, and other functions. Also described in this section are
the Business Rules (guidelines) that will control the functionality of the Treasurer's Web Application.

The diagram below illustrates the order of the web pages that a user will follow for data entry and
browsing (workflow).
3.1 **MEMBER PAYROLL DEDUCTIONS (SEARCH)**

The Member Payroll Deductions (Search) web page is the starting point for maintaining payroll deductions in the Treasurer’s Web Application. From this web page the Treasurer can perform the following actions:

- Locate members that are going to have deduction actions performed.
- Permanent Deduction Changes
- 1 Time Only Deduction Changes
- Turn Off Deduction
- Locate members to perform address updates.

**Search Criteria Fields**
- Carrier
- Employee ID
- GCA
- Last Name
- First Name
- SSN

**To Search for Members**
Select the desired carrier from the drop-down field. Enter additional search criteria as desired (this will filter the amount of members returned). Click the Submit button. The members matching the search criteria are displayed in the Member Results section.
3.2 CHANGE DUES DEDUCTIONS (PERMANENT)

The following instructions will guide a Treasurer through the steps to make a permanent deduction change in the Treasurer’s Web Application.

Click on the TWA link.
Click on the Member > Payroll Deductions link.
Use the fields on the Member Payroll Deductions page to locate your desired member(s).
Click on the link labeled Select under the column heading Permanent.
You will be navigated to an Edit Screen needing the following information.
Select the Effective Pay Period of the change.
Enter the NEW deduction amount.
Enter a reason for future reference.
Click the Save Template button to complete the transaction.
3.3 **CHANGE DUES DEDUCTIONS (EDIT DEFAULT 1 TIME ONLY)**

The following instructions will guide a Treasurer through the steps to make a 1 time only deduction change in the Treasurer’s Web Application.

Click on the **TWA** link
Click on the **Member > Payroll Deductions** link
Use the fields on the Member Payroll Deductions page to locate your desired member(s).
Click on the link labeled **Select** under the column heading Edit Default 1Time Only.
You will be navigated to an Edit Screen needing the following information.
Select the Pay Period of the change.
Enter the NEW deduction amount. For example, if the member had a default of $250, but the 1 time only deduction was for $10 you would enter $260.
Enter a reason for future reference.
Click the Save Deduction button to complete the transaction.
### Member Deductions

**Pay Period:** Jan-17 - Exp: 01/18/2017

<table>
<thead>
<tr>
<th>Membership</th>
<th>TWA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong> ASHRAF ABDELSALAM</td>
<td></td>
</tr>
<tr>
<td>International:</td>
<td>$30.50</td>
</tr>
<tr>
<td>GCA:</td>
<td>$20.00</td>
</tr>
<tr>
<td>Legislative:</td>
<td>$3.00</td>
</tr>
<tr>
<td>Local:</td>
<td>$17.50</td>
</tr>
<tr>
<td>LCA:</td>
<td>$10.00</td>
</tr>
<tr>
<td>Total Insurance:</td>
<td>$20.00</td>
</tr>
<tr>
<td>Total DIPP:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total UTU PAC:</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Original Total:** $110.00  
**Actual Total:** $110.00

**Reason:**

![Reason Text]

**Buttons:**
- Save Deduction
- Cancel
- Reset
3.4 **TURN OFF DEDUCTION**

The following instructions will guide a Treasurer through the steps to turn off a deduction in the Treasurer’s Web Application.

Click on the **TWA** link
Click on the **Member > Payroll Deductions** link
Use the fields on the Member Payroll Deductions page to locate your desired member(s).
Click on the link labeled **Select** under the column heading Turn Off Deduction.
You will be navigated to the Turn Off Deduction screen needing the following information.
Select the Effective Pay Period to turn off deduction.
Enter a reason for future reference.
Click the Save Template button to complete the transaction.

3.5 **CHANGE A MEMBER ADDRESS**
The following instructions will guide a Treasurer through the steps to submit an address change on a member within the local.

Click on the **TWA** link
Click on the **Member > Payroll Deductions** link
Use the fields on the Member Payroll Deductions page to locate your desired member(s).
Click on the link labeled **Change** under the column heading Address.
You will be navigated to the member address page displaying the current address on file.
Click the **Edit Current Address** link to update the members address.
Enter over the existing values with updated data.
Click the Save Address button to complete the transaction.

**Note:** When an address is updated from TWA it is logged with a request status. The actual address will be updated by the Directory department at the International. Requested changes could take anywhere from 12 - 24 hours to update.
3.6 **ADD / VIEW NEW DEDUCTIONS (ADD NEW)**

The Add New Member Deduction section of the application should only be used for the following conditions.

NEW HI RE needing to start a payroll deduction.

The local is transferring in an existing member whose transferring local **does not** use TWA.

The local is adding a management official to TWA. (Members exempt from GCA / LCA Dues).

The local is adding an Insurance Member Only (IMO) to TWA.

If the local tries to enter a payroll deduction for an existing member who is currently in a local using TWA, the system will not allow this entry. TWA has an automated transfer feature that will start and stop deductions timely and accurately. For more information on the automated transfer see section 3.8 Search SMART-TD Database / Request Transfer.

**ADD NEW MEMBER DEDUCTIONS**

The following instructions will guide a Treasurer through the necessary steps in adding a new payroll deduction adhering to the rules above.

Click on the **TWA** link  
Click on the **Member > Add / View New Deductions** link  
You will be navigated to the “View and Maintain New Member Deductions” page.  
Click the Add New Member Deduction link.  
You will be navigated to the Add New Member page needing the following information.

- Enter the First and Last Name.
- Select the GCA and LCA from the supplied drop down’s.
- Select the Member Type
  - Dues Paying Member - Default
  - Dues Paying Member - GCA/LCA Exempt
  - IMO – Insurance Member Only
- Enter the member’s SS NO# (If required)
- Enter the member’s Employee ID (If required)
- Enter the amount to be deducted in either the FH or LH period.
- Click the Save Deduction button to complete the transaction.
DELETE NEW MEMBER DEDUCTIONS

If the pay period in which the deduction was added has not yet expired, users have the ability to delete payroll deductions that have been entered in error, etc. The following instructions will guide a Treasurer through the necessary steps in deleting a payroll deduction entered into TWA.

Click on the TWA link
Click on the Member > Add / View New Deductions link on the Member Home page.
You will be navigated to the View and Maintain New Member Deductions page.
Click the Delete New Member Deductions link.
Click the Delete Option to the left of the member’s last name.
Click the Delete Deductions button to complete the transaction.

Note: If the system will not allow you to check the delete switch next to the member’s name that is an indication that the pay period has expired, thus the added record cannot be deleted.
EDIT NEW MEMBER DEDUCTIONS

Once a record has been added to TWA using the Add New Member Deduction interface users have the ability to update certain data fields. The following instructions will guide a Treasurer through the necessary steps in editing existing payroll deduction records entered into TWA.

1. Click on the TWA link
2. Click on the Member > Add / View New Deductions link
3. You will be navigated to the View and Maintain New Member Deductions page.
4. Click the Member last name to open the Edit New Member Deduction page.
5. The following data fields can be updated:
   - Last Name
   - First Name
   - GCA
   - LCA
   - SS #
   - Employee ID

Click the Save Deduction button to complete the transaction.

3.7 MEMBER SEARCH (LOCAL SECURITY)

The Member Search (Local Security) section of TWA allows local treasurers the ability to search the local’s membership and request address changes with the International. This screen is intended for locals using TWA who currently still remit changes in payroll deductions directly with the carrier. If you are using TWA to make payroll deduction changes, this section of the program will be disabled. For further instructions on requesting address changes see section 3.5 Change Member Address.
3.8 SEARCH / REQUEST TRANSFER

The Search / Request Transfer link allows Treasurers to search the entire SMART-TD database to locate specific members. The results of the search will give the member's existing local and current Treasurer's contact information on file. Furthermore, locals using TWA for payroll deduction maintenance have the ability to request an Automated Transfer between another local using TWA.

The following instructions will guide a Treasurer through the necessary steps to locate existing members outside of their local.

Click on the TWA link
Click on the Member > Search/ Request Transfer
You will be navigated to the Search / Request Transfer page.
Enter criteria in the available entry fields prior to clicking submit.
The results of the search are displayed giving users generic information on the member.

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Address Line 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SSN</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Birth Date</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Submit] [Automated Transfer Only]

View and Maintain Transfers

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Local</th>
<th>Emp ID</th>
<th>GCA</th>
<th>In Member</th>
<th>Treasurer</th>
<th>Treasurer Home Phone</th>
<th>Treasurer Cell Phone</th>
<th>Treasurer Email Address</th>
<th>Request Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>JONES</td>
<td>JEFFREY G</td>
<td>1836</td>
<td>446734</td>
<td>577</td>
<td>Active</td>
<td>ACOSTA JR</td>
<td>504-722-3717</td>
<td>504-722-3717</td>
<td><a href="mailto:dacosta1@mwcable.net">dacosta1@mwcable.net</a></td>
<td>Transfer</td>
</tr>
<tr>
<td>JONES</td>
<td>JESSIE G</td>
<td>0011</td>
<td>354041</td>
<td>927</td>
<td>Active</td>
<td>ROCHA DANIEL E</td>
<td>332-788-5027</td>
<td></td>
<td><a href="mailto:drocha10@comcast.net">drocha10@comcast.net</a></td>
<td>Transfer</td>
</tr>
<tr>
<td>JONES</td>
<td>JEVON W</td>
<td>0202</td>
<td>445888</td>
<td>953</td>
<td>Active</td>
<td>WOOD, DONALD L</td>
<td>303-554-1542</td>
<td>303-929-0350</td>
<td><a href="mailto:dwood@smartlocal202.org">dwood@smartlocal202.org</a></td>
<td>Transfer</td>
</tr>
</tbody>
</table>

*Indicates Wildcard Search. Field. Wildcard fields will not search for the exact value you have entered, rather they will search for values like the value. A wildcard search on "Smith" will bring in both names entered as "Smith" and names entered as "Smitty"
At times, treasurers need assistance locating members for transfer purposes. If the member is assigned to a local where payroll deduction changes are completed within TWA, users can use this page as a tool to request a transfer from the existing local. If the Transfer link appears under the column heading “Request Transfer” within the data results that is an indication that the member is currently in a local where payroll deduction changes are completed using TWA.

By default, the “Automated Transfers Only” switch is turned on resulting in the search results returning only members qualifying for an automated transfer. When turned off or unchecked, the Search SMART-TD database will return all records within the SMART-TD database matching the search criteria.

**REQUEST AUTOMATED TRANSFER**

The following instructions will guide a Treasurer through the necessary steps to locate and request an automated transfer using TWA.

Click on the **TWA** link.
Click on the **Search / Request Transfer** link
You will be navigated to the Search / Request Transfer page.
Enter criteria in the available entry fields prior to clicking submit.
The results of the search are displayed giving users generic information on the member.
Click on the **“Transfer”** link under the column heading “Request Transfer” on the member you wish to request transfer.
By clicking the transfer, this will open the Add New Transfer page.
Enter the following information to complete the request.
   GCA & LCA
   Member Type
   Employee ID
   Effective Pay Period
   FH or LH Deduction (Based on pay period selection)
   Remarks
Once all the required information is entered click the Save Transfer button to process the request.
TRANSFER NOTIFICATIONS

Once a request for transfer has been saved, there are two methods of notification for the transferring local. An email from the TWA server will be sent to the requested member’s existing local notifying the local treasurer of the request. Below is snapshot of what the email looks like.

Each time the transfer status changes for example, from pending to accept, an automated email will be sent to both the requesting and transferring local treasurers if the International has a valid email on file.
IMPORTANT NOTE: Upon acceptance of a transfer the International will receive a copy of the acceptance email. The email will serve as the T-47 transfer certificate as required by the SMART Constitution. It is the transferring local’s responsibility to forward a copy of this transfer certificate to the affected member. No other documentation should be sent to the International.
VIEW AND MAINTAIN TRANSFERS

The View and Maintain Transfers page allows locals to approve or deny transfer requests generated by TWA.

Accept Transfer - Single

The following instructions will guide a Treasurer through the necessary steps to accept and process an automated transfer request. There are two ways to open a pending transfer request. The first option is to click on the pending transfer’s notifications message on the main menu just under the member link or you can navigate to the View and Maintain Transfers menus.

Click on the TWA link
Click on Member > View and Maintain Transfers link
Select “Pending” in the Transfer Status drop down.
Click Submit to view ALL pending transfer requests for the local.
By clicking the Select link under the column heading “Transfer” will open the transfer record for edit.
Update the Transfer Status from Pending to Accepted
Update the Remarks. (Optional on Acceptance)
Click Save Transfer.

![Edit Transfer Form](image-url)
Accept Transfer – Mass Acceptance

Certain locals may require the acceptance of multiple transfers at one time. To ease the burden of the transferring local treasure, TWA was customized to allow for a mass acceptance. Clicking the “Check All” button will select every pending transfer record on file for the local. To apply the mass acceptance click, the “Save Accepts” button at the bottom of the page once all the applicable transfers are selected.

TWA will allow you to Check All and then remove specific transfer requests if they need to be handled individually.

By accepting a single transfer, or in mass acceptance, the end result is the same. Based on the effective date of the transfer the following assumptions can be made.

All payroll deductions for the transferring local are set to $0.00 and will be turned OFF with the railroad or bus company.
All payroll deductions for the requesting / receiving local are created and will be turned ON with the railroad or bus company.
Requesting / Receiving locals DO NOT have to add the member to TWA using the Add New Deduction. TWA will do this automatically upon the acceptance of the transfer.
Transferring locals DO NOT have to edit or Turn Off Deductions for members who are transferred out of the local using the Automated Transfer feature. TWA will do this automatically upon the acceptance of the transfer.
Deny Transfer

The following instructions will guide a Treasurer through the necessary steps to deny and process an automated transfer request.

Click on the **TWA** link
Click the **Member > View and Maintain Transfers** link
Select “**Pending**” in the Transfer Status drop down.
Click Submit to view ALL pending transfer requests for the local.
By clicking the **Select** link under the column heading “Transfer” will open the transfer record for edit.
Update the Transfer Status from Pending to **Denied**
Enter a reason for the denial in the remarks field. (Required)
Click Save Transfer.

By denying a transfer, the request is frozen and will need to be re-submitted by the requesting local if they still wish to request the transfer. If the local experiences problems with other locals not accepting valid transfer requests, you can contact the billing audit or president’s department at the International office and they will process the request accordingly.

3.9 **VIEW NEW INSURANCE**

View New Insurance allows a treasurer to review pending insurance updates, to accept the new insurance and to update the deduction template.
The following instructions will guide a Treasurer through the necessary steps to deny and process an automated transfer request.

Click on the **TWA** link
Click the **Member > View New Insurance** link
Click the member's name to view
Click **Save Template** to accept the new insurance and update the template
4 IMPORT MAINTENANCE

The following instructions will guide a Treasurer through the steps to view the Import Maintenance in the Treasurer’s Web Application.

Click on the TWA link in the menu bar.
Click on the Import Maintenance link on TWA Menu.
You will be navigated to the Import Maintenance page.

Import Maintenance serves as a tool to assist Treasurers in reconciling differences between current billing amounts and current TWA deductions. Treasurers may opt to maintain current TWA deductions or update deductions to the current billing amount. Updates will permanently change the deduction template.

TWA will allow you to Select All and then remove specific updates if they need to be researched and handled individually. Differences between current billing amounts and current TWA deductions should be reconciled monthly by the pay period cut-off date.

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>GCA</th>
<th>LCA</th>
<th>Local</th>
<th>Current Billing Amount</th>
<th>Current TWA Deduction</th>
<th>Update to Billing Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>73763</td>
<td>BURRIS</td>
<td>JAY</td>
<td>457</td>
<td>457</td>
<td>0020</td>
<td>333.38</td>
<td>259.50</td>
<td>73.86</td>
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<tr>
<td>446685</td>
<td>BUTLER</td>
<td>AARON</td>
<td>577</td>
<td>577</td>
<td>0020</td>
<td>254.50</td>
<td>235.05</td>
<td>19.50</td>
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<td>454867</td>
<td>DECKER</td>
<td>MARK D</td>
<td>577</td>
<td>577</td>
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<td>279.75</td>
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<tr>
<td>12486</td>
<td>PRESTON JR</td>
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<tr>
<td>73403</td>
<td>WHITELEY</td>
<td>JODY R</td>
<td>457</td>
<td>457</td>
<td>0020</td>
<td>269.50</td>
<td>138.00</td>
<td>121.50</td>
</tr>
</tbody>
</table>

Accept Changes
5 REPORTS

5.1 TWA DEDUCTION REPORT

The Deductions Report page will allow the user to query past and present deduction data. Once the Deductions Report is returned, the user can either print or download the results to their computer.

DISCLAIMER:
The TWA deductions report is not intended to balance to the "Actual Payroll Deduction Register" received from the carrier. The TWA deductions report was designed to list all deductions within TWA and allow users the ability to extract data from the system. For example, if TWA contains payroll deduction amounts for members who are E49, these members will obviously not have a payroll deduction, and as a result, the reports will be different.

The "Actual Payroll Deduction Register" is currently made available by clicking the Carrier Payroll Deduction Report off the Reports link.

Follow the steps below to access the TWA Deduction Report.

Select the carrier from the drop-down.
Select the Pay Period you wish to view from the drop-down field.
Click the Submit button to query the database.

Once the data is returned to the screen the user can either print or download the deduction report to their computer.

Print Deductions Report

Select the carrier from the drop-down.
Select the Pay Period you wish to view.
Click the Submit button to query the database.
Click the Print View link above the Last Name column to format the page for printing.
Click the File menu, then Print.

Download Deductions Report

Select the carrier from the drop-down.
Select the Pay Period you wish to view.
Click the Submit button to query the database.
Click the Download Results link above the Last Name column.
Click "Save" to save the file to your computer
Click the location on your hard drive you wish to save the file
Once the location has been set click “Save” on the Save As windows menu.
5.2 **CARRIER PAYROLL DEDUCTION REPORT**

The Carrier Payroll Deduction Report displays the actual payroll deductions taken from the carrier. This report is made available to users upon all electronic data being received at the International. The information displayed on this report is dependant on what the International receives from the carrier.

Follow the below steps to access the Carrier Payroll Deduction Reports.

Select the carrier from the drop-down.
Select the Pay Period you wish to view from the drop-down field.
Click the Generate Report button to query the database and display the report.

Once the data is returned to the screen the user can either print or download the deduction report to their computer.
Print Deductions Report

Click the Printer icon just below the Generate Report button. Select the Printer you wish to use and Click Print.

Download Deductions Report

1. Click the Export icon to the left of the Printer icon just below the Generate Report button.
2. Select the File Format you wish to download the report as.
3. Click “OK” to process the file.
4. Depending on the File Format chosen the report will open with the applicable application. For example, if you selected Adobe Acrobat (PDF) as the File Format the report will open using Adobe on the computer. To save the report, use the File / Save feature of the default application.
5.3 DR - SPREADS (DIRECT RECEIPTS INTERNATIONAL FUNDS REPORT)

The DR - SPREADS report displays how the payroll deductions received from the carrier are applied to International funds. The last page of this report gives the International credit amounts to be used when completing the monthly billing. It also will display what prior month's PA1s were paid or subtracted to the local surplus payment and the date the payment was made.

This report is made available to users upon all electronic data and deposits being received at the International for a given billing month.

To print or download the report follow the same procedures as outlined in Section 5.2 Carrier payroll Deductions Report.
5.4 Monthly PA1 Adjustments

The Monthly PA1 Adjustment Report indicates overage and shortages from the billing audited and notes pertaining to that billing.

Follow the steps below to access the PA1 Adjustments Report.

Select the billing month you wish to view from the drop-down field.

Click the Generate Report button to query the database.

Once the data is returned to the screen the user can either print or download the deduction report to their computer. To print or download the report follow the same procedures as outlined in Section 5.2 Carrier payroll Deductions Report.
5.5 **MONTHLY AUDITED BILLING TOTALS**

The Monthly Audited Billing Totals report indicates the final coversheet numbers derived by the International which will be used for accounting purposes. The audited amounts may differ from what the local treasurer submitted.

Follow the steps below to access the Audited Billing Totals Report.

Select the billing month you wish to view from the drop-down field.
Click the Generate Report button to query the database.

Once the data is returned to the screen the user can either print or download the deduction report to their computer. To print or download the report follow the same procedures as outlined in Section 5.2 Carrier payroll Deductions Report.
5.6 **FILTER DIRECT PAY HISTORY**

The Filter Direct Pay History reports will allow TWA users the ability to search **ALL** payroll deductions received from the carrier. Usually TWA locals can only see the actual payroll deductions taken for their local. This report will allow users to see all deductions received by the carrier at the member level.

5.7 **GD OPT OUT REPORT**

The GD Opt Out Report lists all members that have waived voluntary short-term disability (VSTD) coverage in alphabetical order and can be sorted by date. This report does not include any information pertaining to voluntary long-term disability (VLTD) coverage.

Follow the steps below to access the GD Opt Out Report.

Select the start date and end date for the time period you wish to view from the drop-down field.

Click the Generate Report button to query the database.

Once the data is returned to the screen the user can either print or download the deduction report to their computer. To print or download the report follow the same procedures as outlined in Section 5.2 Carrier payroll Deductions Report.
5.8 Pay Periods

The following instructions will guide a Treasurer through the steps to view the Pay Periods for their carrier(s) in the Treasurer’s Web Application.

Click on the TWA link in the menu bar.
Click on the Pay Periods link on TWA Menu.
You will be navigated to the Pay Period page.
Select a carrier from the drop-down field.
The results are displayed on the Pay Period page.

The system administrator of the Treasurer’s Web Application, with the help from the carrier payroll departments, will setup the Pay Period parameters. Each Pay Period will contain a Begin Date and Cutoff Date, which will either open or close the Pay Period for updates to payroll deduction amounts. Once the cutoff date is reached all changes are frozen and transmitted to the carrier for payroll deduction.

<table>
<thead>
<tr>
<th>Carrier</th>
<th>Period</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Cutoff Date</th>
<th>Billing Month</th>
<th>Uploaded</th>
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</thead>
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<tr>
<td>LACMA</td>
<td>Jan-17</td>
<td>1/1/2017</td>
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<td>MAR-17</td>
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<td>LACMA</td>
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<td>2/15/2017</td>
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<td>3/22/2017</td>
<td>MAY-17</td>
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<td>4/29/2017</td>
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<td>FEB-18</td>
<td>No</td>
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</tbody>
</table>
5.9 **SYSTEM ADMINISTRATION – CHANGE PASSWORD**

The following instructions will guide a Treasurer through the steps to change the password for their login account in the Treasurer's Web Application.

Click on the [Change Password](#) link in the iLINK Header.
You will be navigated to the Change Password page.
Enter the current password in the **Old Password** field.
Enter the new password in the **New Password** field.
Verify the new password by re-typing it in the second **New Password** field.
Click the Change Password button.
You'll receive the message **Save Successful**.

![Change Password](#)

Any user of the Treasurer’s Web Application should change their login password at regular intervals to maintain security (every month is recommended).
6 **WINSTABS**

WinStabs application downloads and back up data file upload is available via the TWA. Reference the download and upload help documents for further assistance.

Follow the instructions in the WinStabs Application Download section to download the newest version of WinStabs to your “Desktop”. Make sure to download the correct file that pertains to your type of Local (Rail or FICA). WinStabs-Rail.exe is for Railroad Locals and WinStabs-FICA.exe is for Air and Bus Locals.

WinStabs backup data files can be uploaded via the TWA. Your file will be securely transmitted to a server at SMART-TD for safe-keeping and storage.