



**SOUTHERN CALIFORNIA IBEW-NECA ADMINISTRATIVE CORPORATION**

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**August 29, 2019**

**TO:** All Local 11 Signatory Contractors Reporting Via NECA-STAR  
**FROM:** The Southern California IBEW-NECA Administrative Corporation  
**RE:** **SPLIT MONTH REPORTING – AUGUST 2019**

The Southern California IBEW-NECA Administrative Corporation (“Fund Office”) has been made aware that the negotiations for the various Collective Bargaining Agreements between IBEW Local 11 and LA NECA have been completed.

The newly negotiated rates have an effective date of August 5, 2019. Which means, there is a need to provide a “Split” Report for August 2019. All reportable hours worked for the period of August 1, 2019 through August 4, 2019 will be reported at the rates that were in effect on June 30, 2019, as these rates were extended through August 4, 2019. The second report for the period of August 5, 2019 through August 31, 2019, will need to be reported separately, as August 5, 2019 is the effective date of the newly negotiated rates.

To accommodate this need, NECA-STAR has been enhanced to allow users to create a “split” report starting on a specific date. To create a “split” Report, please do the following:

**Please note, reporting hours using the incorrect period, may result in overreporting or underreporting contributions. In order to avoid any reporting issues, please ensure all reportable hours and wages are being reported using the correct reporting period.**

**For the period of 8/1/19 – 8/4/19:** If reportable hours were worked in the period of August 1, 2019 through August 4, 2019, when creating a Report in NECA-STAR, you will need to do the following:

1. A special link has been enabled for you to report these hours separately at the rates in effect during the Work Month of July 2019. Login to your NECA-STAR account and click on the Late/Supplemental tab, then click on the link that looks like this:



After you’ve clicked on the link, your interface will refresh to the 7-2019 Working Month, so you can report these hours at the rates in effect during the Work Month of July 2019. **Please note, although the interface will indicate the Work Month of July 2019 (7-2019), these hours will show on the report and be processed as August 2019 (8-2019) hours.**



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2. Enter in all reportable hours for the period of August 1, 2019 through August 4, 2019. **All hours entered into this Report, will be calculated at the rates in effect in July 2019.**
3. Preview, certify your report and send payment as normal.

**For the period of 8/5/19 – 8/31/19:** If reportable hours were worked in the period of August 5, 2019 through August 31, 2019, when creating a Report in NECA-STAR, you will need to do the following:

1. Login to your NECA-STAR account and select the Normal 8-2019 reporting interface.
2. Enter in all reportable hours for the period of August 5, 2019 through August 31, 2019. **All hours entered into this Report, will be calculated at the rates in effect as of August 5, 2019.**
3. Preview, certify your report and send payment as normal.

In addition, there has been the following enhancement to NECA-STAR reports:

- **Decoupling of Vacation Fund into the Vacation Fund (8.5%) and Dues Fund (3.5%):** Previously, all NECA-STAR Reports coupled the Vacation Fund (8.5%) and Dues Fund (3.5%) and displayed the total under the Vacation Fund (12%) header. Employer reports will now show the Vacation Fund (8.5%) and Dues Fund (3.5%) as separate entries on the Employer reports. Please note this is only a report enhancement and has no impact on any amounts due. **Please note, this change has an effective date of August 5, 2019 and will only appear on reports created for the work period of August 5, 2019 going forward.**

If you have any issues with submitting your report using NECA-STAR, please contact Union Data Systems at (805) 938-0121.

If you have questions regarding any of the above you may contact the Audit and Remittance Processing Department at the Fund Office at (323) 221-5861 or at the nationwide, toll free number, (800) 824-6935. Office hours are Monday through Friday, 8:30AM to 5:30PM. Voicemail messages may be left at any time, with return calls placed the next business day. Fax communications may be directed to (323) 726-3520.

Thank you for your cooperation.