



POWERFUL TRADITION ELECTRIFYING FUTURE

# LABOR BULLETIN

DATE: May 20, 2020

TO: ORPAC NECA Chapter, NECA Members and Signatory Contractors, Local Unions  
280, 659 & 932

RE: Early Reporting for Use of PPP Money Prior to Deadline for Hours Reported in  
Locals 280, 659 & 932

Dear Contractors,

If you received funds from the PPP and need to use those funds prior to the deadline, we can open reporting for June hours a month early. **This is on a request basis and is for hours worked in Locals 280, 659 & 932 only.** To request early reporting, please email [tawni@orpacneca.org](mailto:tawni@orpacneca.org) so those hours can open up early for your company.

When filing June reports early, we understand that these will likely have to be amended in July to include more hours that might have been missed.

If you need to amend your June reports in July, follow the steps below:

- Navigate to the Payroll Reports Page
- In the Report Filter box, located at the top of the page, click Completed Reports
- Enter in the Work Month as 6/2020 and click Get Reports
- Next to the report that needs to be corrected, click the Amend button
- This will open a copy of the original report and allow you to make any changes

On the amendment you will change the values to the correct amount. **DO NOT** enter in a negative number. For example: If 80 hours were originally reported, and it should have been 85, you will change the value to 85. Likewise, if 80 hours were originally reported, and it should have been 75, change the value to 75.

- Once you have completed your changes, checkout and submit as normal.

1040 Gateway Loop, Suite A ♦ Springfield, OR 97477

541-736-1443 Office ♦ 541-736-1449 Fax

If you would like assistance with the amendment process, please contact ePR Live Support [support@corelliansoft.com](mailto:support@corelliansoft.com) . For specific questions regarding potential credits or refunds please email [Tawni@orpacneca.org](mailto:Tawni@orpacneca.org) .

If you have any further questions, please don't hesitate to contact myself or Tawni.

Sincerely,

A handwritten signature in black ink, appearing to read "Monique de Boer". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Monique de Boer  
Executive Manager