How to Create a Notify Us

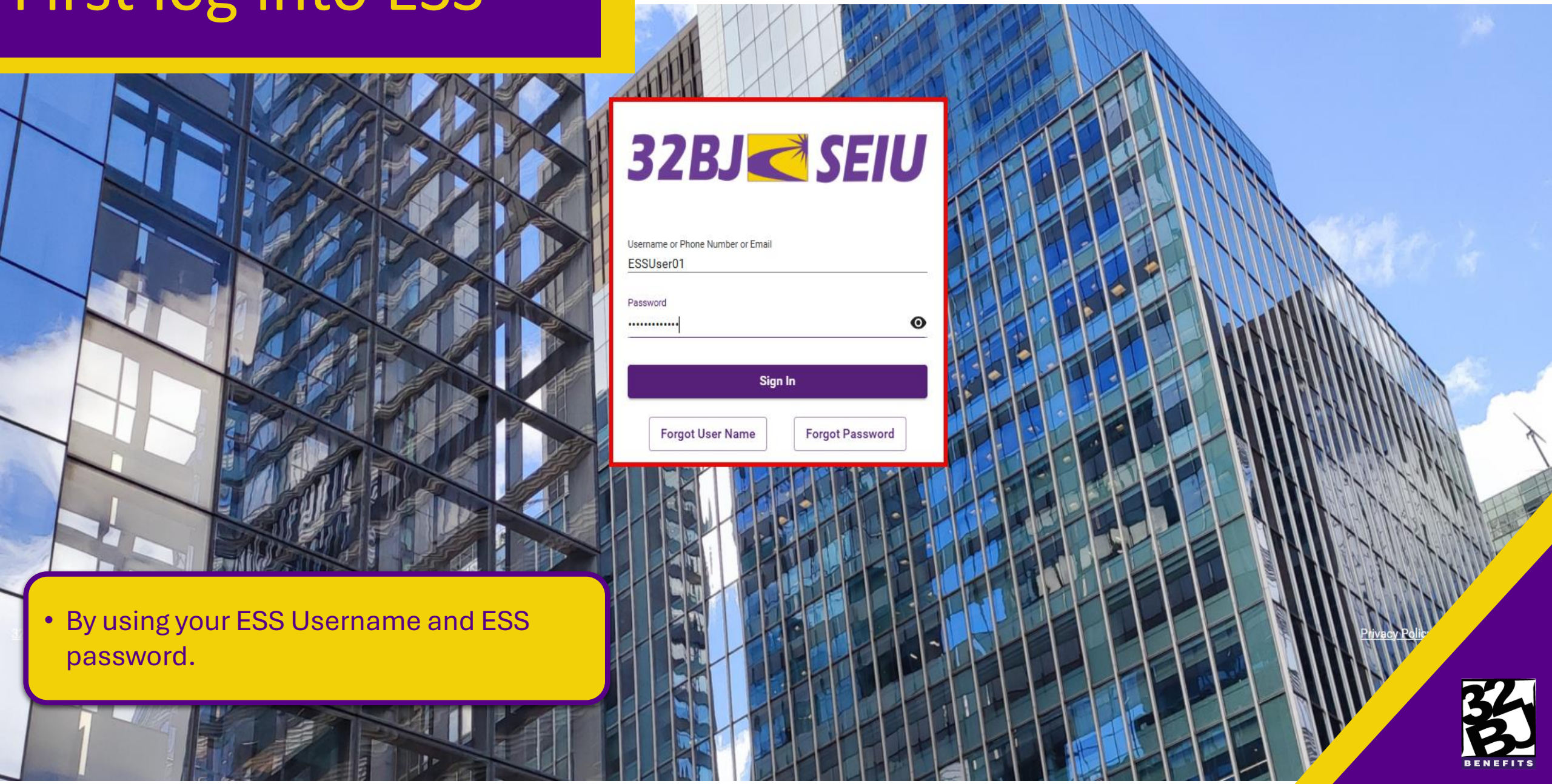
EmployerRelations@32BJFunds.com

(212) 388-3354

www.32BJFundsEmployer.org

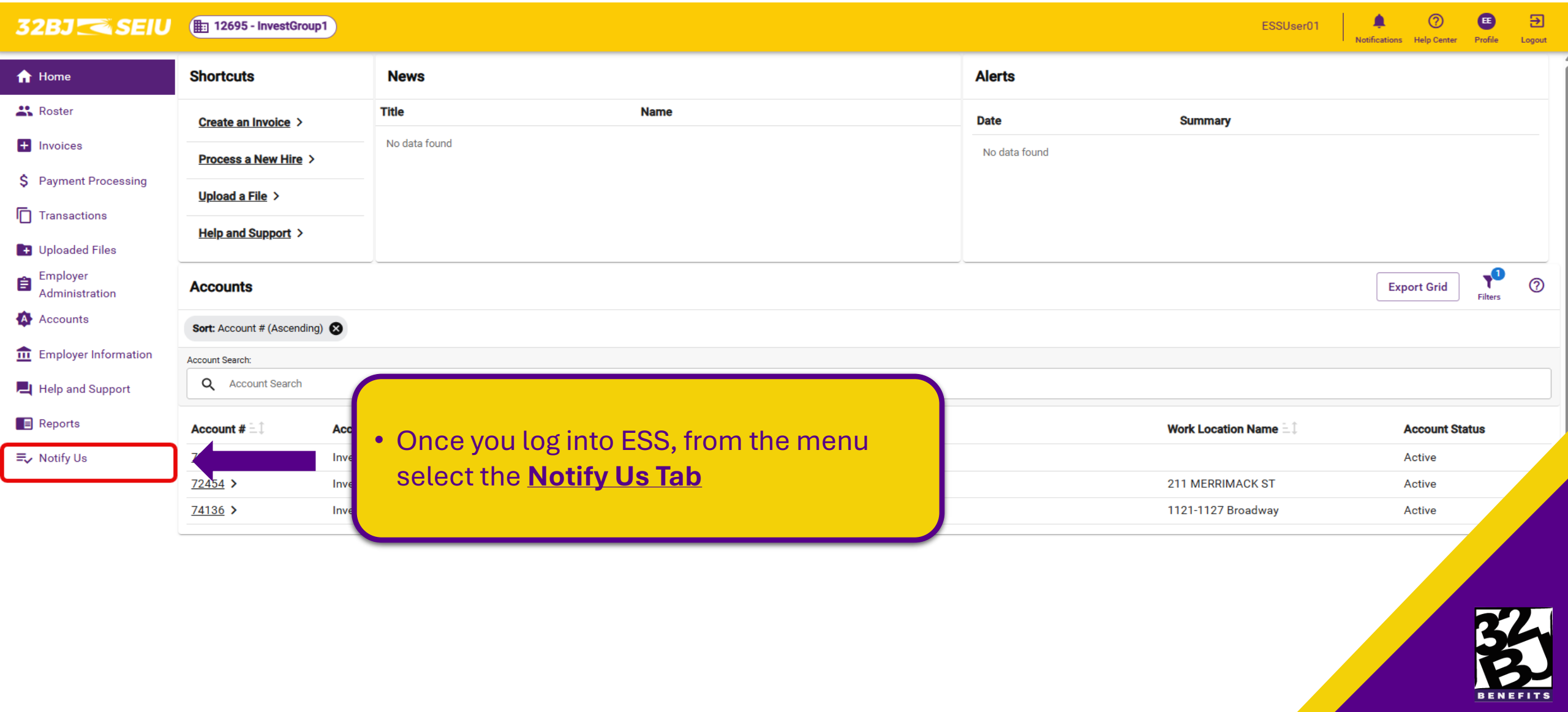
V1 11.2025

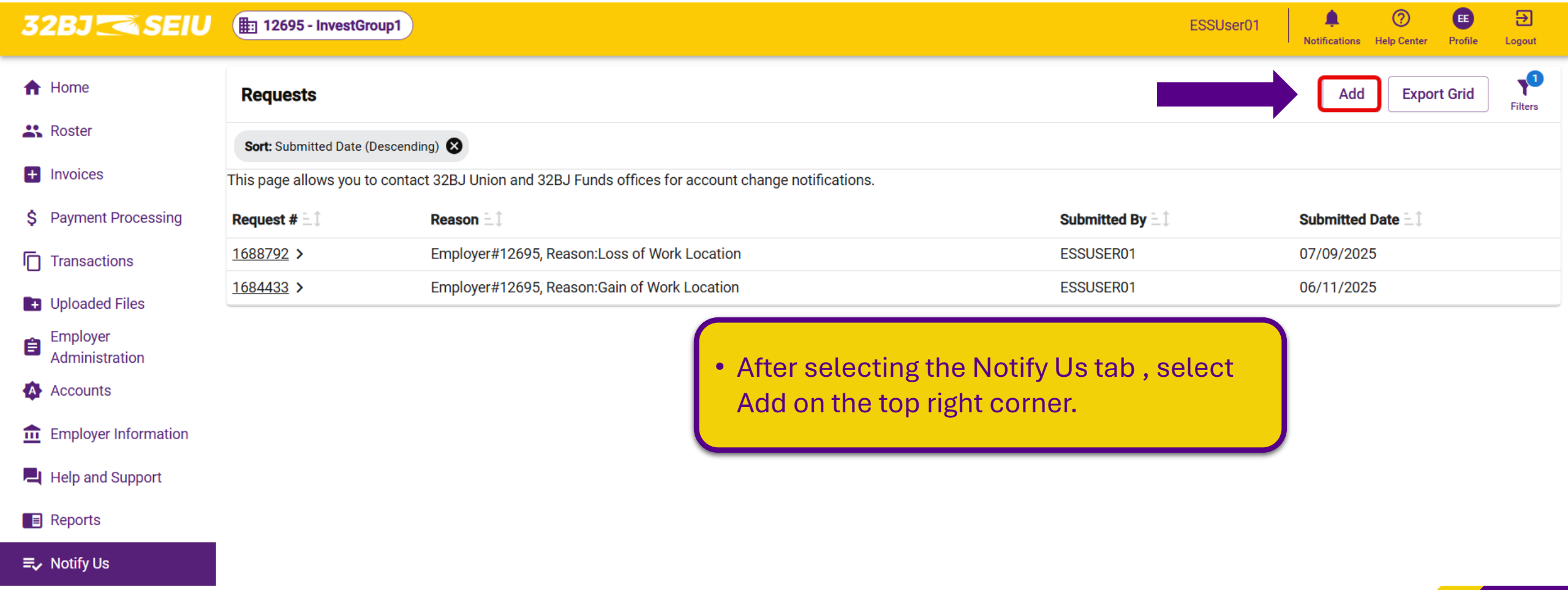
First log into ESS



- By using your ESS Username and ESS password.

Notify Us Tab




32BJ SEIU
12695 - InvestGroup1
ESSUser01
Notifications
Help Center
EE
Profile
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Roster
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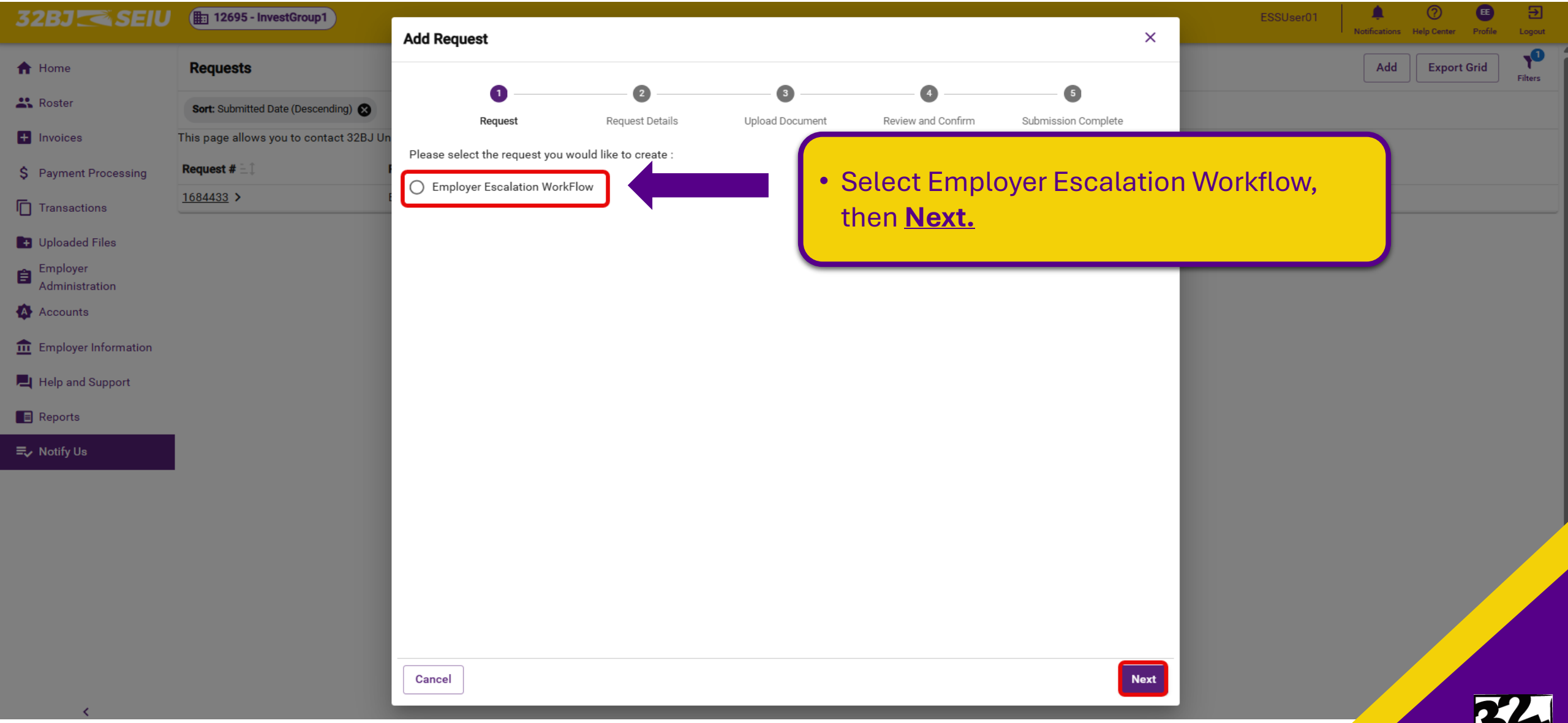
Payment Processing
Transactions
Uploaded Files
Employer Administration
Accounts
Employer Information
Help and Support
Reports
Notify Us
Requests
Add
Export Grid
1
Filters
Sort: Submitted Date (Descending)
This page allows you to contact 32BJ Union and 32BJ Funds offices for account change notifications.
Request #
Reason
Submitted By
Submitted Date
1688792
Employer#12695, Reason:Loss of Work Location
ESSUSER01
07/09/2025
1684433
Employer#12695, Reason:Gain of Work Location
ESSUSER01
06/11/2025
• After selecting the Notify Us tab , select Add on the top right corner.
32BJ BENEFITS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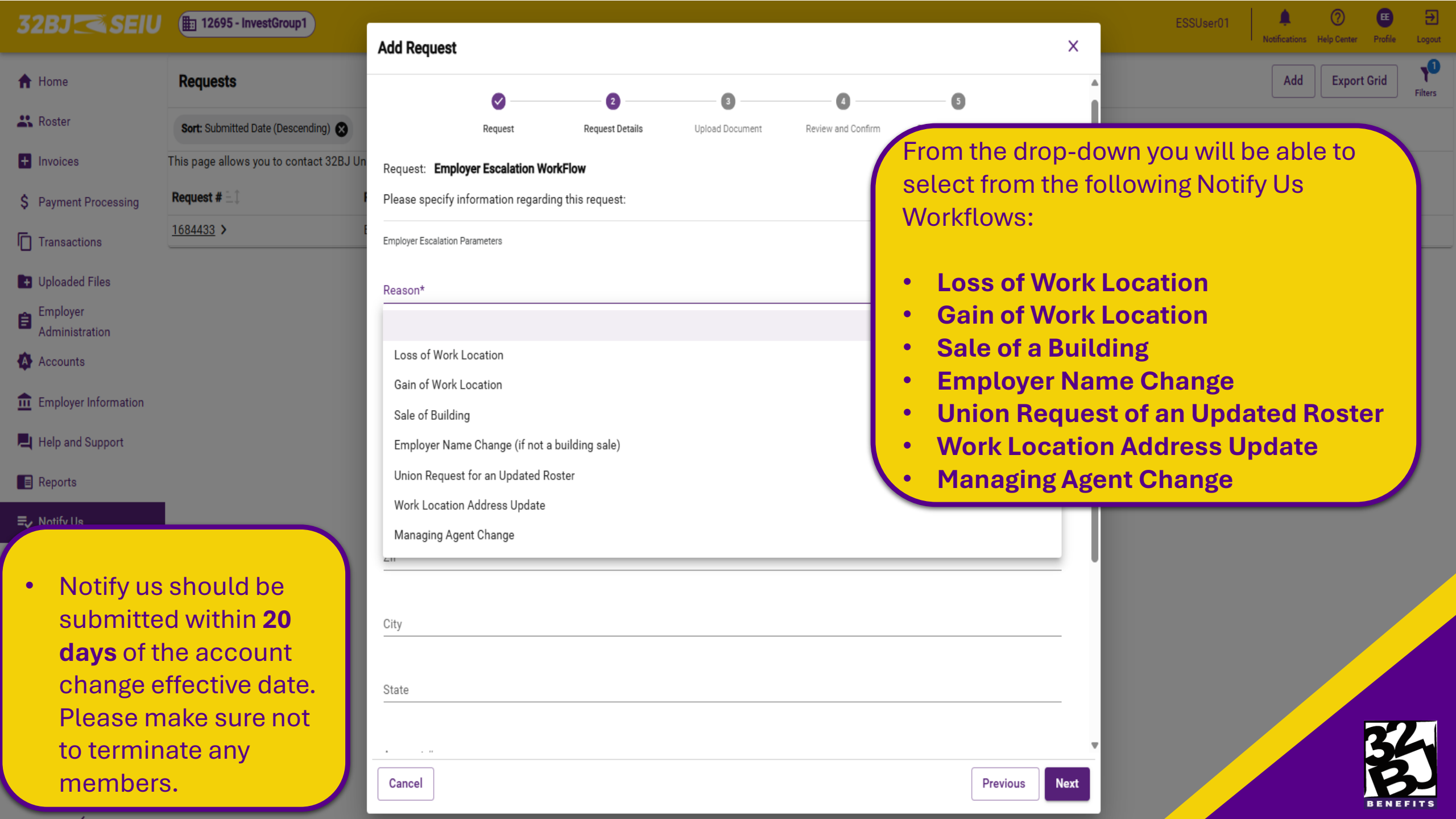
Notify Us
Requests
Add
Export Grid
Filters
Sort: Submitted Date (Descending)
This page allows you to contact 32BJ Un
Request #
1684433
Add Request
1 Request
2 Request Details
3 Upload Document
4 Review and Confirm
5 Submission Complete
Please select the request you would like to create :
Employer Escalation WorkFlow
• Select Employer Escalation Workflow, then Next.
Cancel
Next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Accounts
Employer Information
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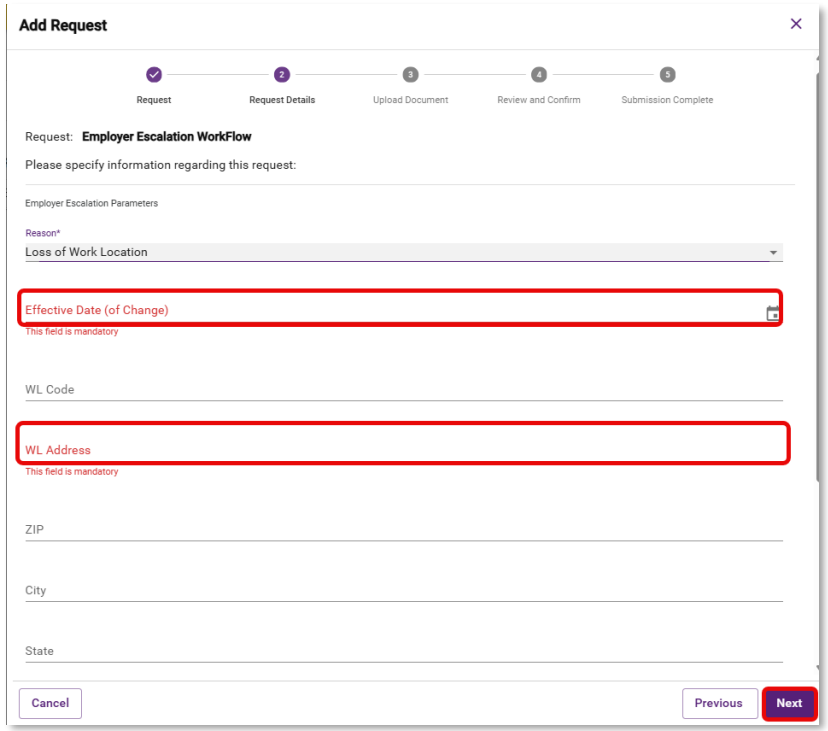
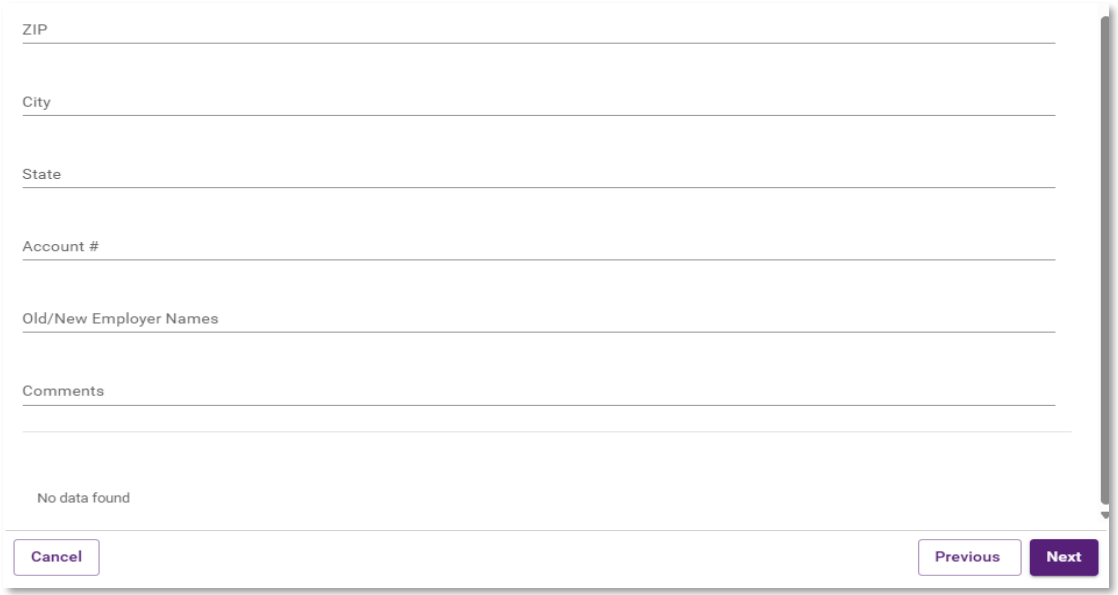
Reports
Notify Us
Requests
Sort: Submitted Date (Descending)
This page allows you to contact 32BJ Un
Request #
1684433
Add
Export Grid
Filters
Add Request
Request
Request Details
Upload Document
Review and Confirm
Request: Employer Escalation WorkFlow
Please specify information regarding this request:
Employer Escalation Parameters
Reason*
Loss of Work Location
Gain of Work Location
Sale of Building
Employer Name Change (if not a building sale)
Union Request for an Updated Roster
Work Location Address Update
Managing Agent Change
City
State
Cancel
Previous
Next
From the drop-down you will be able to select from the following Notify Us Workflows:
Loss of Work Location
Gain of Work Location
Sale of a Building
Employer Name Change
Union Request of an Updated Roster
Work Location Address Update
Managing Agent Change
Notify us should be submitted within 20 days of the account change effective date. Please make sure not to terminate any members.
32BJ BENEFITS

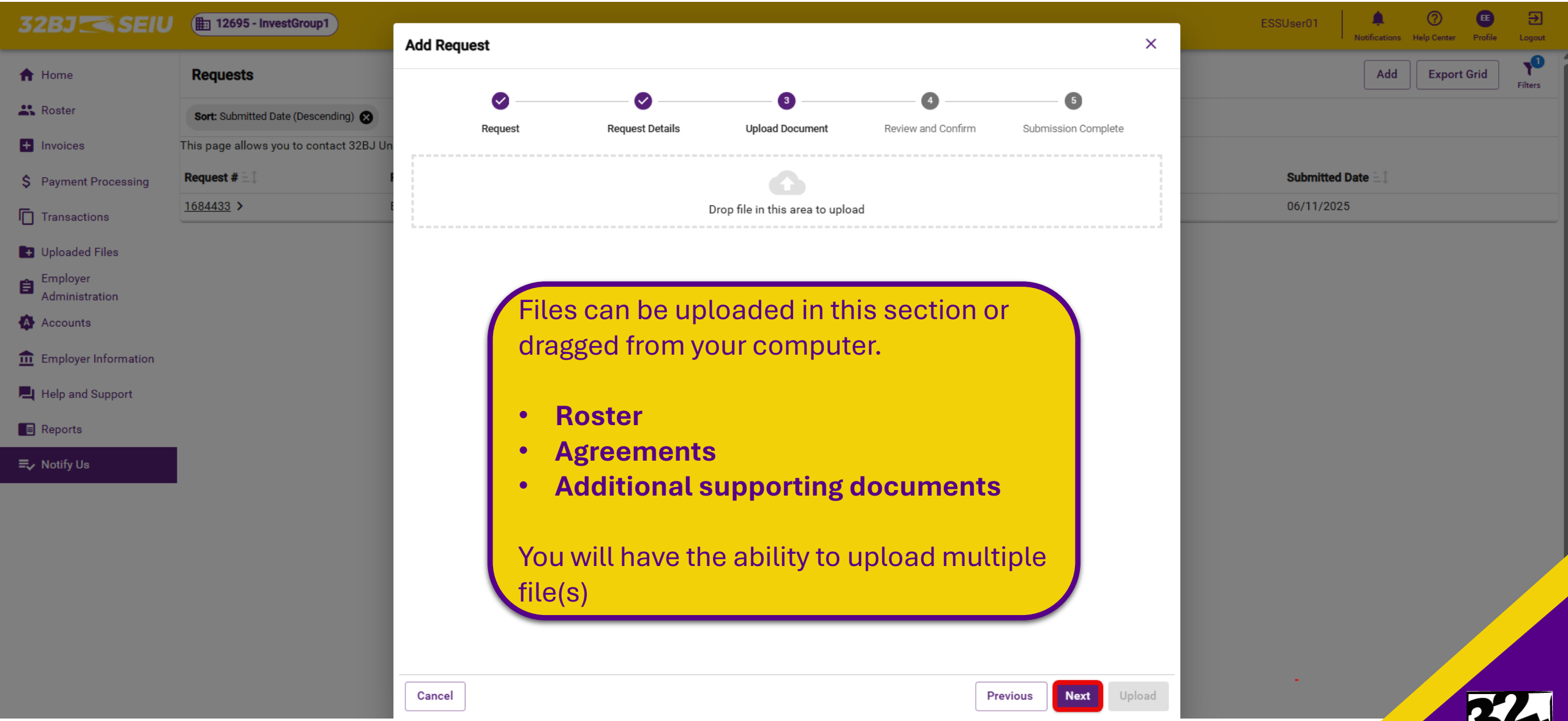


The following sections must be filled out:

- **Reason**
- **Effective Date of Change**
- **Work Location Address**

The other columns can be filled to provide more details regarding the Notify Us.

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Uploaded Files
Employer Administration
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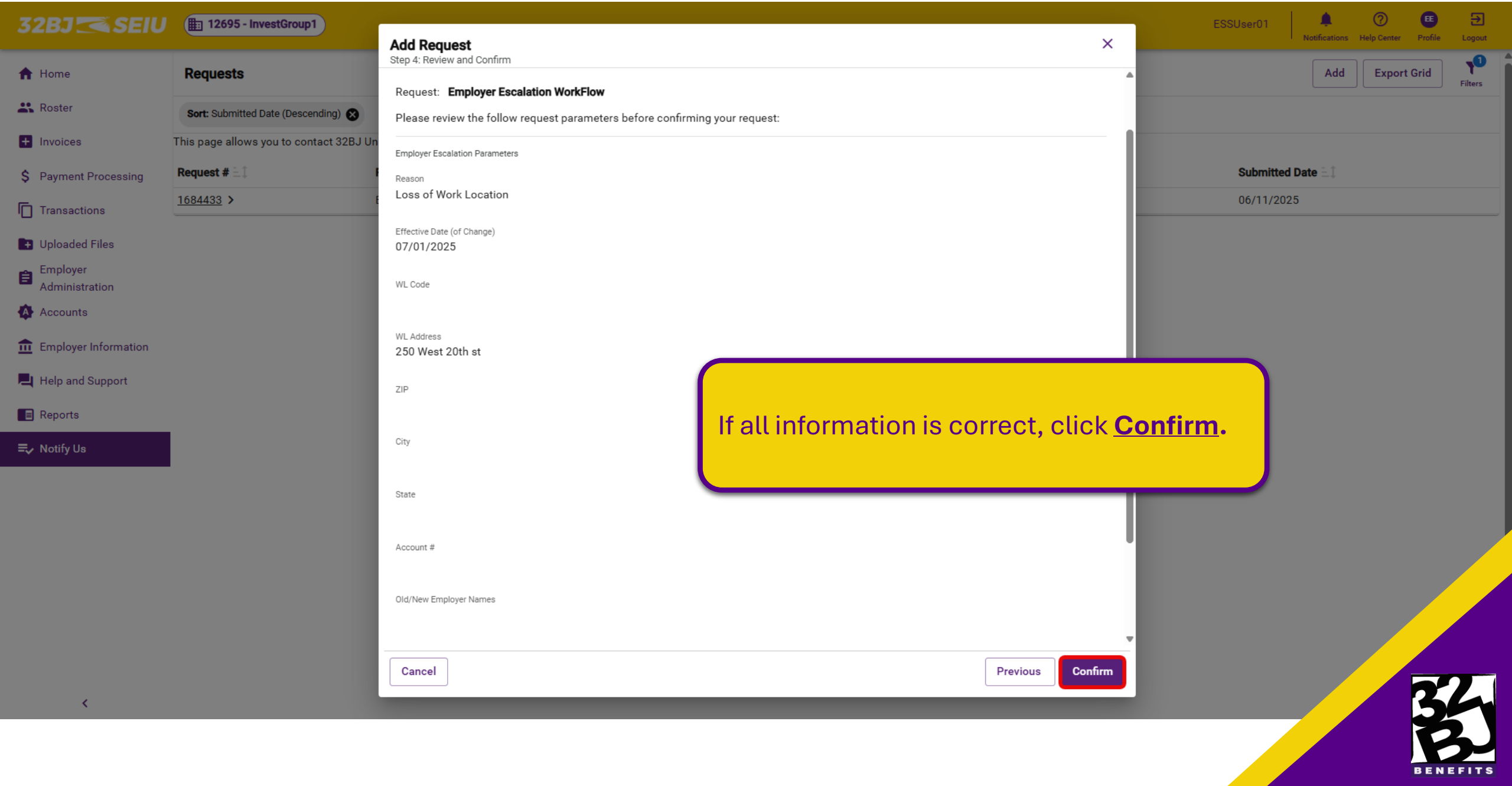
Help and Support
Reports
Notify Us
Requests
Sort: Submitted Date (Descending)
This page allows you to contact 32BJ Un
Request #
1684433
Add
Export Grid
Filters
Submitted Date
06/11/2025
Add Request
Request
Request Details
3
Upload Document
4
Review and Confirm
5
Submission Complete
Drop file in this area to upload
Files can be uploaded in this section or dragged from your computer.
• Roster
• Agreements
• Additional supporting documents
You will have the ability to upload multiple file(s)
Cancel
Previous
Next
Upload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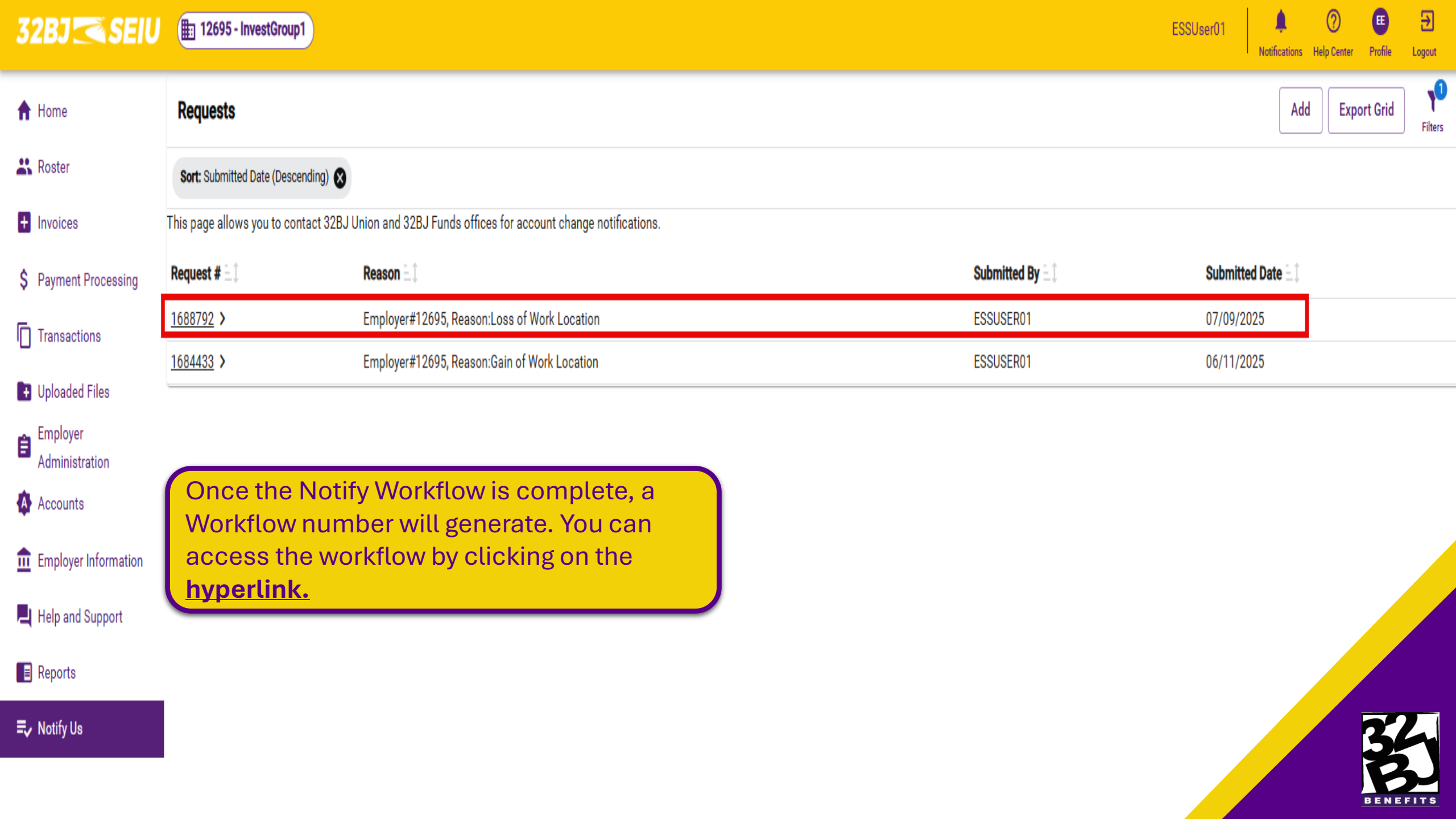
Notify Us
Requests
Add
Export Grid
Filters
Sort: Submitted Date (Descending)
This page allows you to contact 32BJ Un
Request #
Submitted Date
1684433
06/11/2025
Add Request
Step 4: Review and Confirm
Request: Employer Escalation WorkFlow
Please review the follow request parameters before confirming your request:
Employer Escalation Parameters
Reason
Loss of Work Location
Effective Date (of Change)
07/01/2025
WL Code
WL Address
250 West 20th st
ZIP
City
State
Account #
Old/New Employer Names
Cancel
Previous
Confirm
If all information is correct, click Confirm.
BENEFITS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Employer Administration
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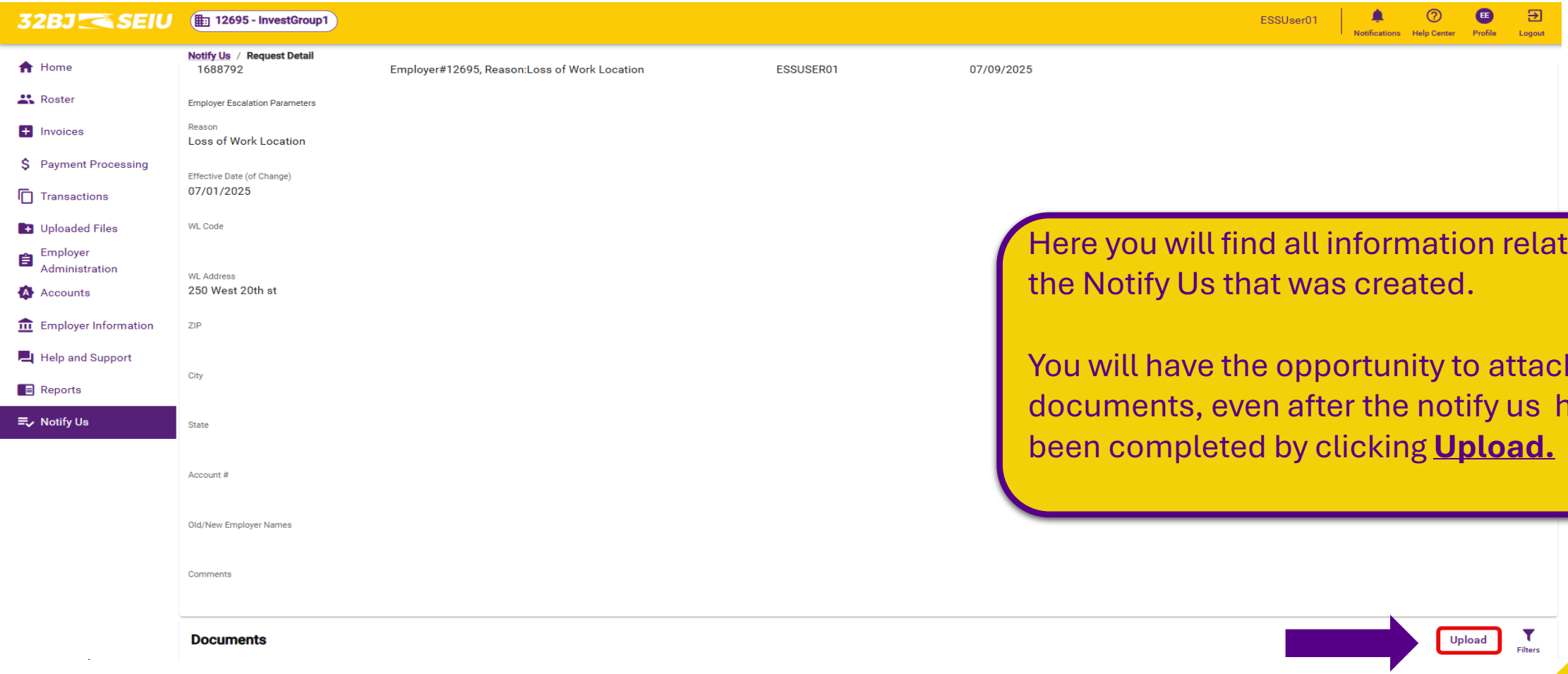
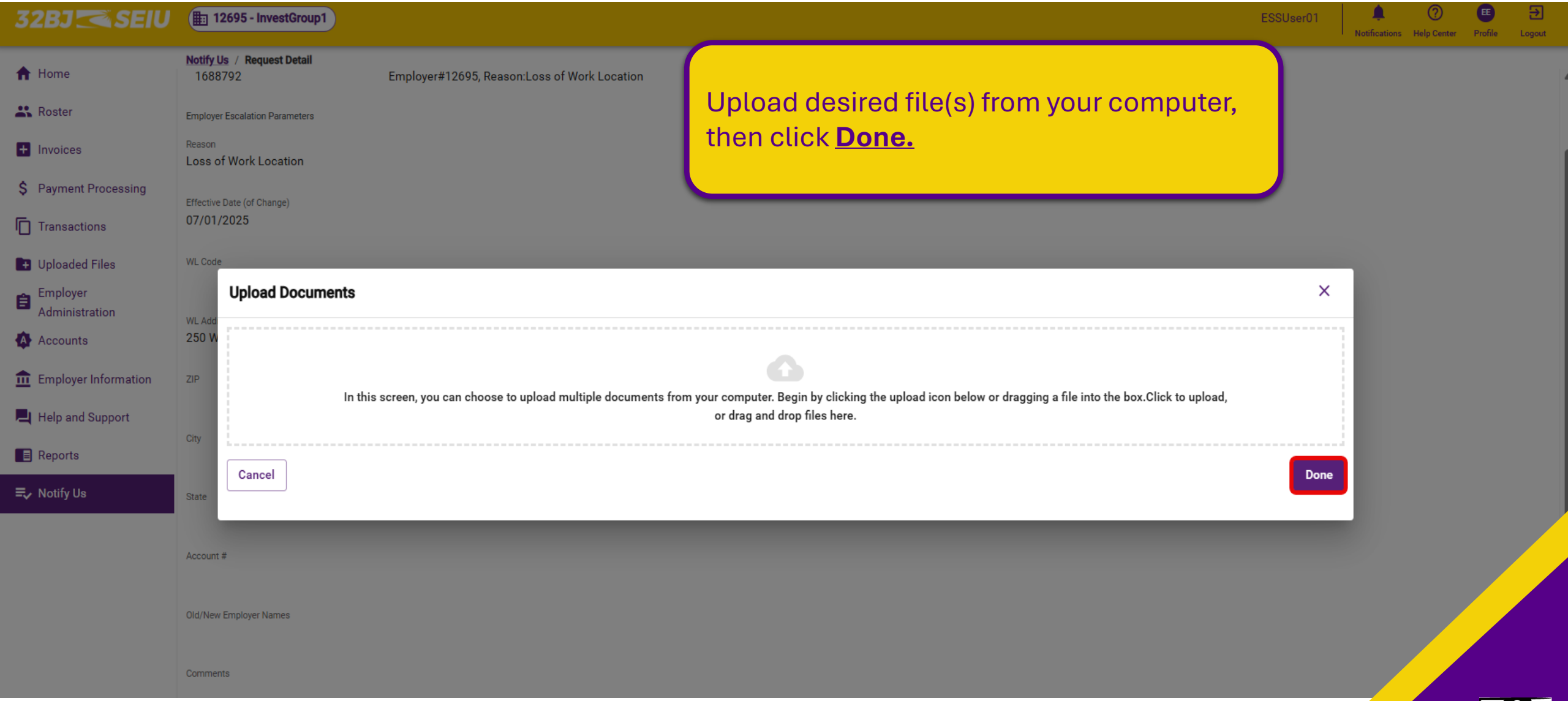
Employer Information
Help and Support
Reports
Notify Us
Requests
Add
Export Grid
Filters
Sort: Submitted Date (Descending)
This page allows you to contact 32BJ Union and 32BJ Funds offices for account change notifications.
Request #
Reason
Submitted By
Submitted Date
1688792 > Employer#12695, Reason:Loss of Work Location ESSUSER01 07/09/2025
1684433 > Employer#12695, Reason:Gain of Work Location ESSUSER01 06/11/2025
Once the Notify Workflow is complete, a Workflow number will generate. You can access the workflow by clicking on the hyperlink.
32BJ BENEFITS

Notify Us Complete



Here you will find all information related to the Notify Us that was created.

You will have the opportunity to attach any documents, even after the notify us has been completed by clicking **Upload.**



Upload desired file(s) from your computer, then click **Done.**

Select file(s) type, a description can be added then click **Done.**

Upload Documents

In this screen, you can choose to upload multiple documents from your computer. Begin by clicking the upload icon below or dragging a file into the box.Click to upload, or drag and drop files here.

Import Information 0.01MB docx — To be uploaded — What is this for?* — Description

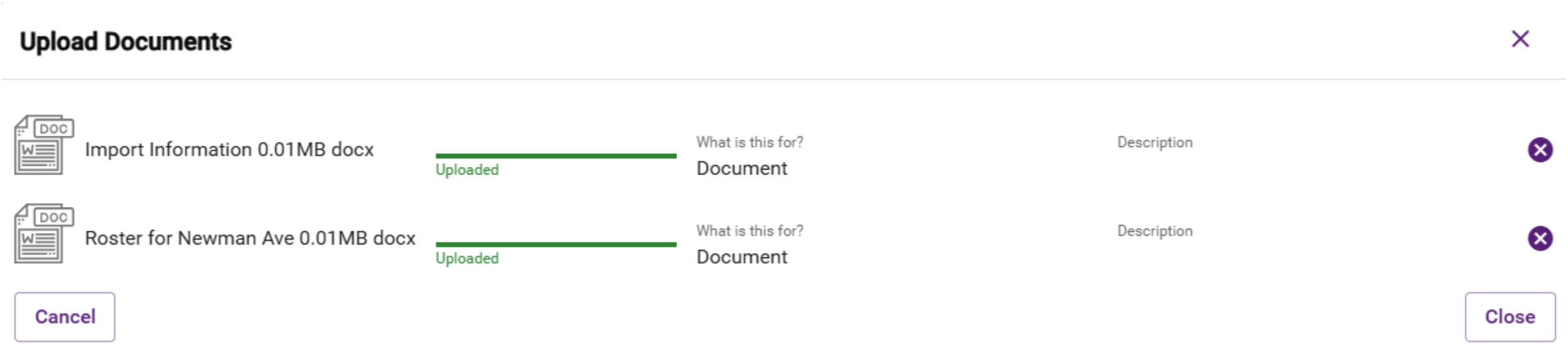
Roster for Newman Ave 0.01MB docx — To be uploaded — What is this for?* — Description

What is this for?* options:
- Document
- W9

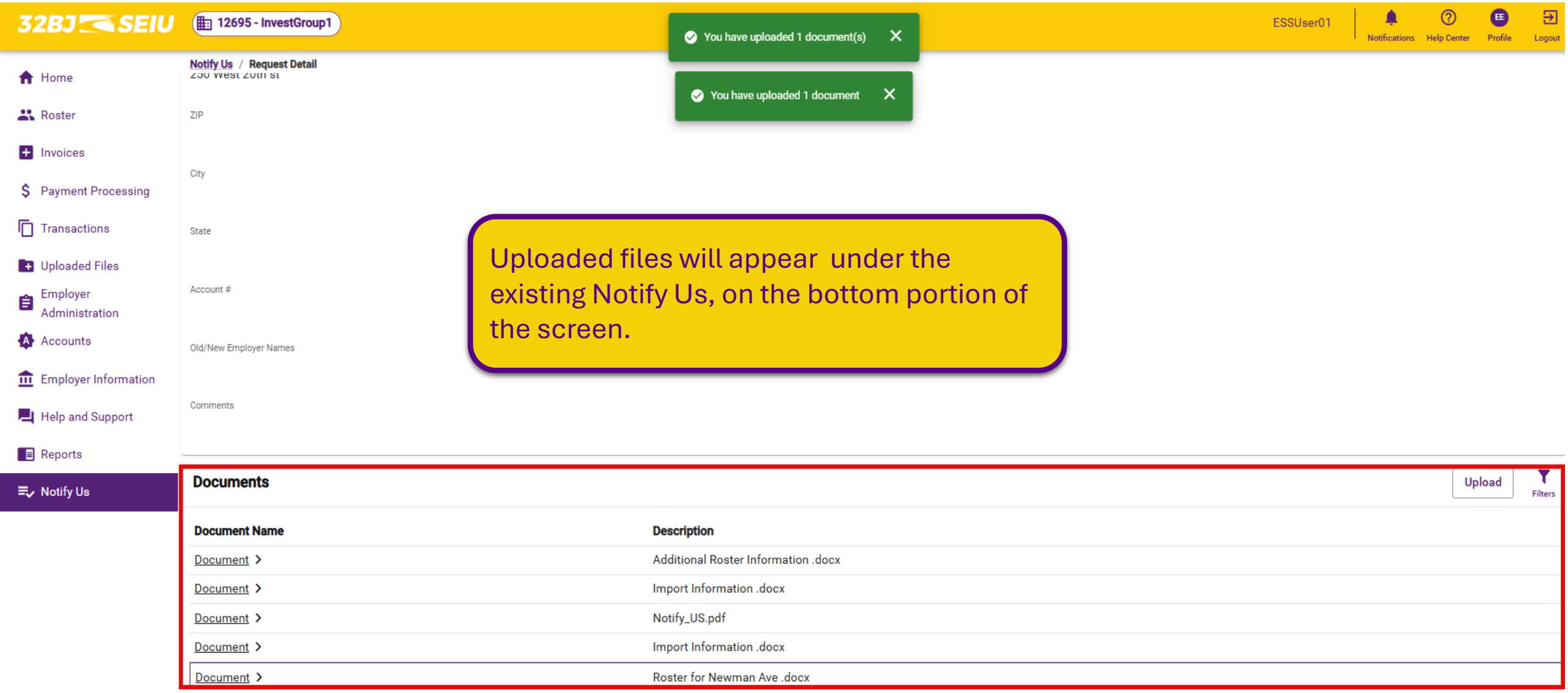
Cancel

Done

Upload Complete



Once the file(s) have been uploaded successfully, the following message will appear.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You have uploaded 1 document(s)
You have uploaded 1 document
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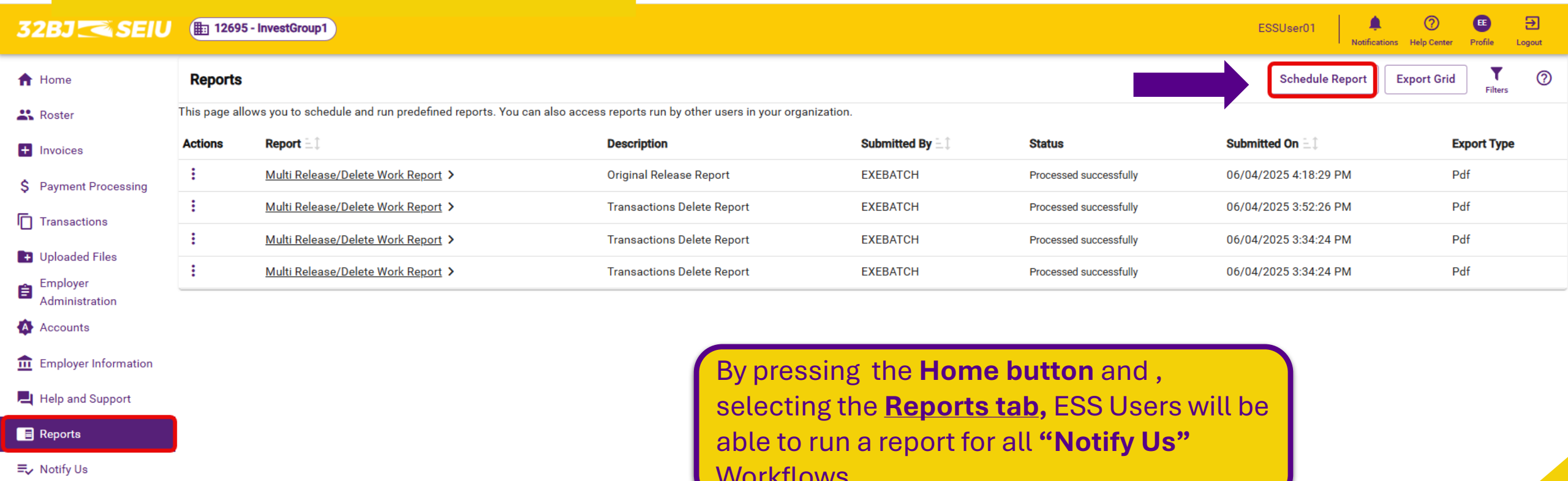
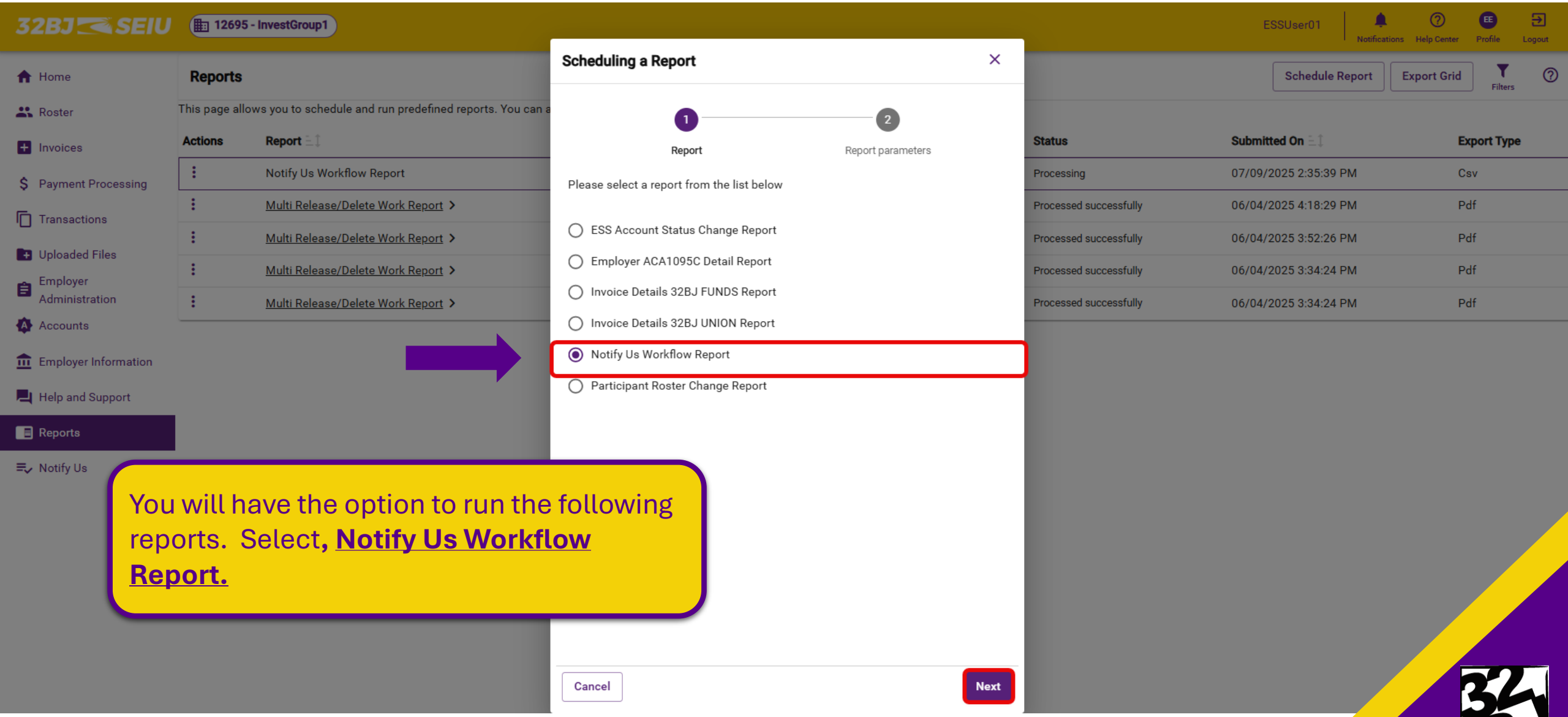
Uploaded Files
Employer Administration
Accounts
Employer Information
Help and Support
Reports
Notify Us
Notify Us / Request Detail
ZIP
City
State
Account #
Old/New Employer Names
Comments
Uploaded files will appear under the existing Notify Us, on the bottom portion of the screen.
Documents
Upload
Filters
Document Name
Description
Document
Additional Roster Information .docx
Document
Import Information .docx
Document
Notify_US.pdf
Document
Import Information .docx
Document
Roster for Newman Ave .docx

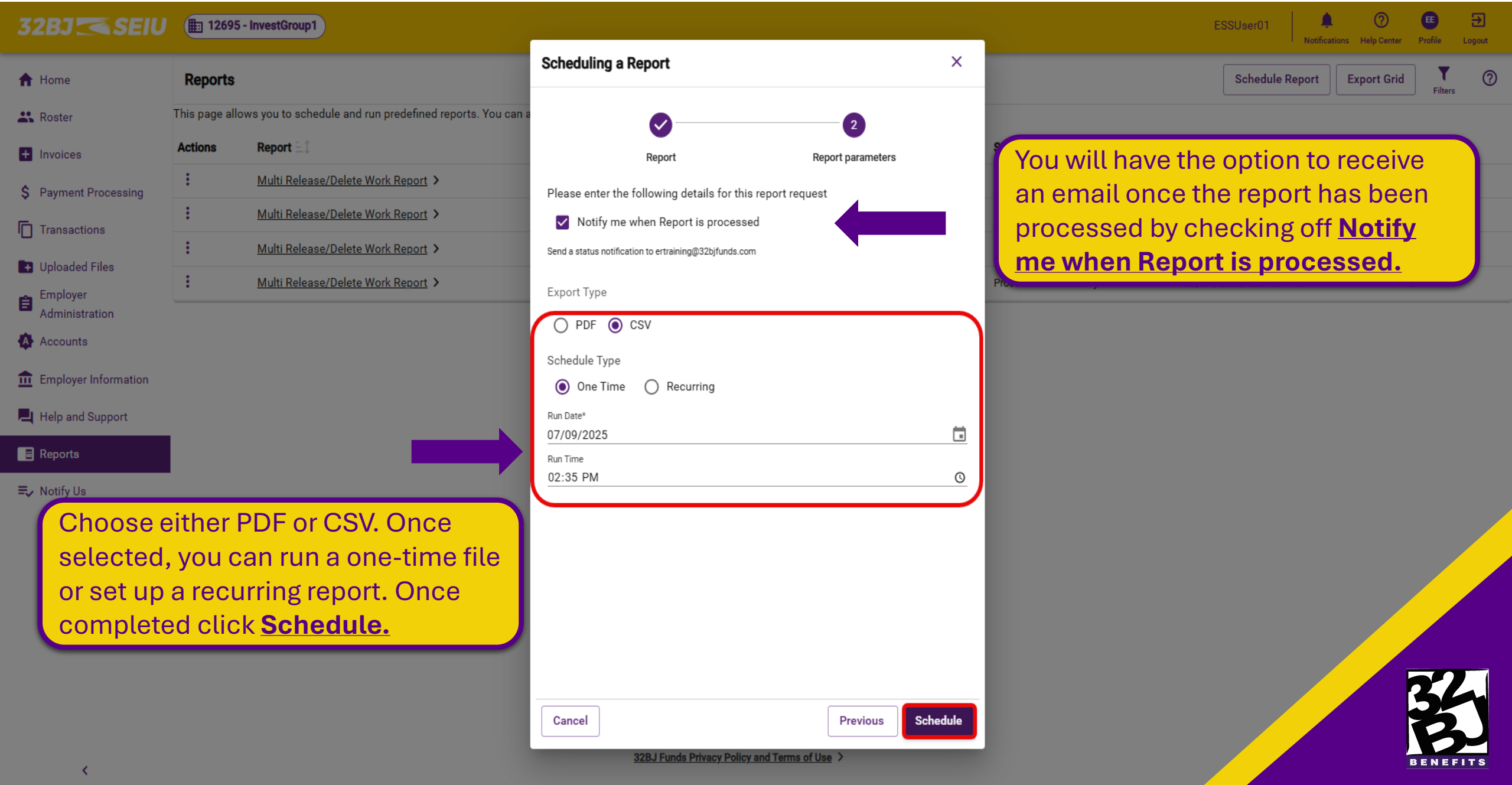
Reports Tab



By pressing the **Home button** and , selecting the **Reports tab,** ESS Users will be able to run a report for all **"Notify Us"** Workflows.



You will have the option to run the following reports. Select, **Notify Us Workflow Report.**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Employer Administration
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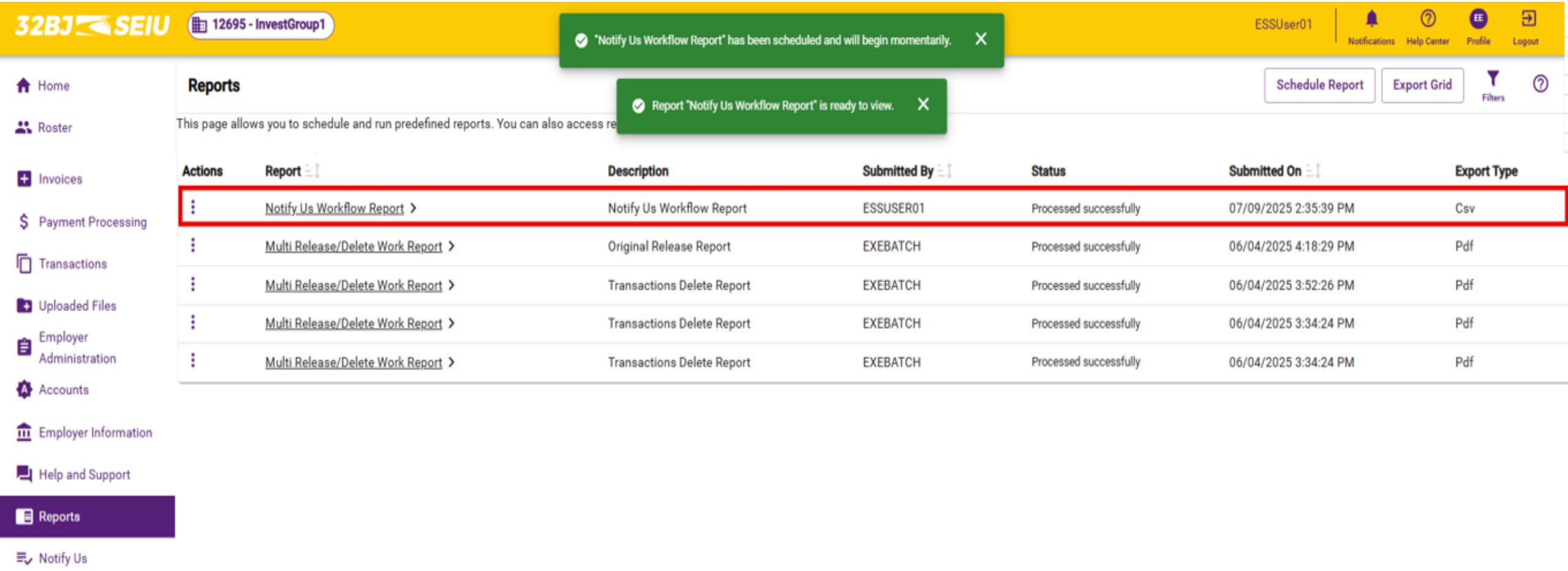
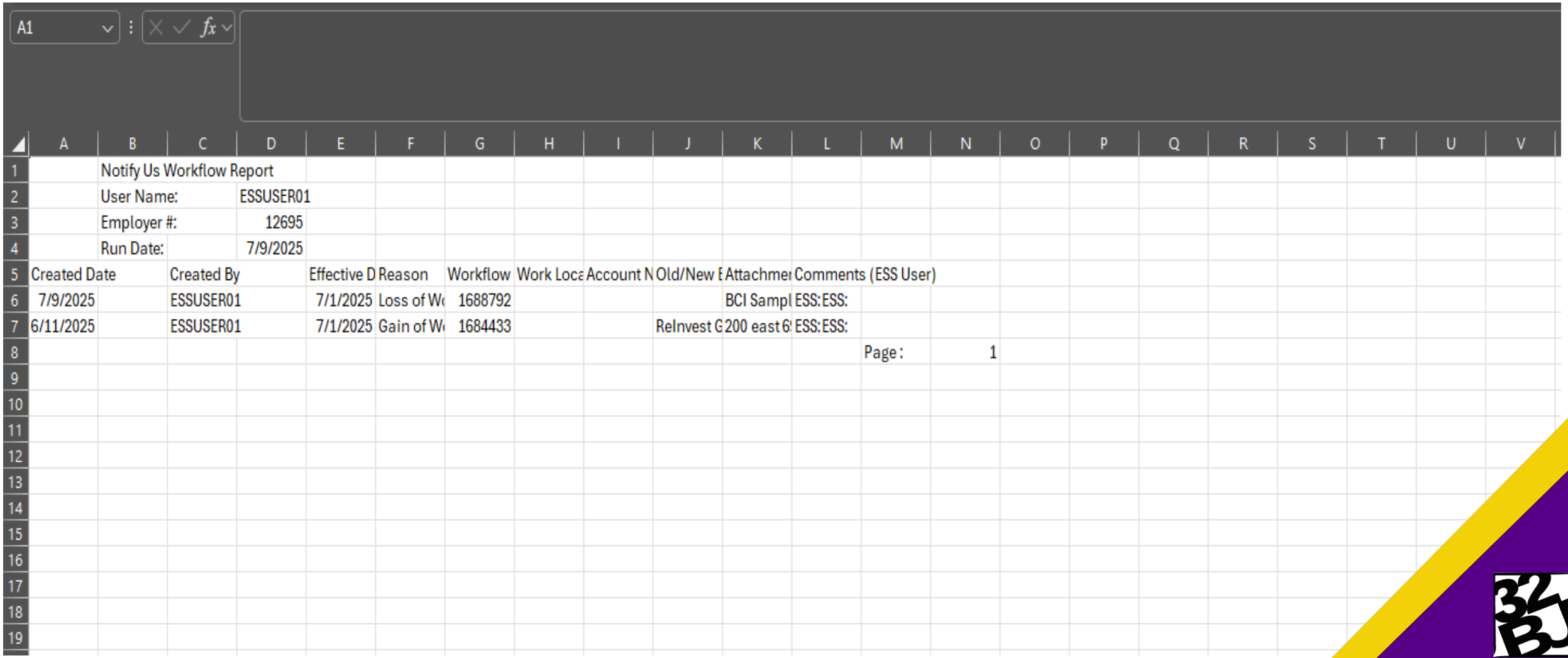
Help and Support
Reports
Notify Us
Reports
This page allows you to schedule and run predefined reports. You can a
Actions
Report
Multi Release/Delete Work Report
Multi Release/Delete Work Report
Multi Release/Delete Work Report
Multi Release/Delete Work Report
Schedule Report
Export Grid
Filters
Scheduling a Report
Report
2
Report parameters
Please enter the following details for this report request
Notify me when Report is processed
Send a status notification to ertraining@32bjfunds.com
Export Type
PDF
CSV
Schedule Type
One Time
Recurring
Run Date*
07/09/2025
Run Time
02:35 PM
Cancel
Previous
Schedule
32BJ Funds Privacy Policy and Terms of Use
You will have the option to receive an email once the report has been processed by checking off Notify me when Report is processed.
Choose either PDF or CSV. Once selected, you can run a one-time file or set up a recurring report. Once completed click Schedule.
BENEFITS



Once the report is ready to view, you will be able to click on the **hyperlink.**

Sample Notify Us Report



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1		Notify Us Workflow Report																				
2		User Name:		ESSUSER01																		
3		Employer #:		12695																		
4		Run Date:		7/9/2025																		
5	Created Date		Created By		Effective D	Reason	Workflow	Work Loca	Account N	Old/New E	Attachmer	Comments (ESS User)										
6	7/9/2025		ESSUSER01		7/1/2025	Loss of W	1688792				BCI Sampl	ESS:ESS:										
7	6/11/2025		ESSUSER01		7/1/2025	Gain of W	1684433			ReInvest G	200 east 6	ESS:ESS:										
8													Page :	1								
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18																						
19																						

Conclusion

- If you need assistance creating a **Notify Us workflow**, please contact your benefit representative , the Employer Relations Help Desk, or your Union Dues Representative
- **Email:** employerrelations@32bjfunds.com
- **Phone: 212-388-3354**