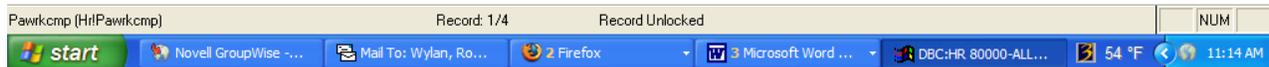
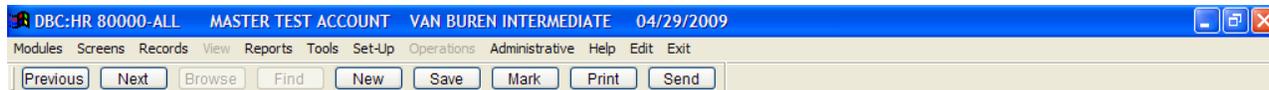


## How to Set Up Workers' Compensation Benefit for Employees

### Module - Payroll Module Administration Screen - Workers' Compensation Rate Records Screen

1. Select "New" or F9 to add the necessary records
2. Enter the following information based on your school district:
  - Code (Ex: 7380)
  - Abbreviation (Ex: Drivers)
  - Rate - The rate is the number to multiply gross pay by to calculate total *Worker's Compensation benefit*. (Ex: total Gross Pay = \$1000.00 and rate = .004401, then Worker's Compensation benefit = \$4.40 – rounded to 2 decimal places)
  - Description (Ex: Drivers/Driver helpers/Garage employees)

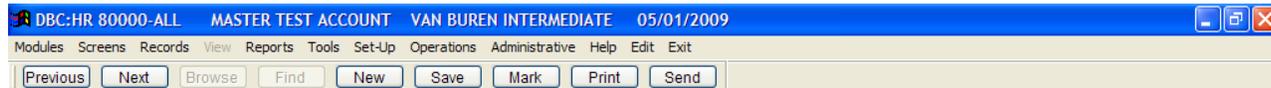


## Module - Payroll Module Administration

### Screen – Benefit Definition Screen

1. Select “New” or F9 to add the necessary record for the benefit
2. Enter the following information:
  - Code – WCOMP
  - Description – Workers Compensation
  - Abbreviation – Work Comp
  - All Employees – Yes, enter a mark in the box
  - Calculate Total Benefit – Yes, enter a mark in the box
  - Default Organization – Enter the organization code set up for workers’ comp
  - Frequency – 9 for all pays including non-scheduled payroll runs
  - The Calc Program, System Defined flag and Calculate Wage Base flag will need to be set by the MiCase Helpdesk staff or a programmer.
3. By default, all gross pay will be included in the workers’ compensation wage base. If you wish to exclude certain earnings codes from the wage base for workers’ compensation, then follow the operation below. For example, if you would not like board paid annuity gross added into the wage base for the workers’ compensation calculation, then you would need to perform the following operation:
  - **Operation** – Add Excluded Gross Pay Earning Code  
Example: BPANN - Board Paid Annuity Gross is to be excluded from the workers’ compensation wage base. Once the operation is performed, you should see BPANN show up in the left table titled Earning Codes Excluded from Benefit Base. See screenshot of the Payroll Benefit Definition Screen.
4. By default, all gross pay will be calculated for each employee and allocated to accounts based on the Distribution Control Table. However, if you wish to designate certain gross pay item codes that will not guide distribution of the workers’ compensation, then follow the operation below. For example, if you would not like workers’ compensation benefits distributed to a board paid annuity account, then you would need to perform the following operation:
  - **Operation** – Add Excluded Gross Pay Item Code  
Example: BPF1 – Board Paid Fidelity is to be excluded from receiving benefits. Once the operation is performed, you should see BPF1 show up in the center table titled Item Codes Not Guiding Benefit Distribution. See screenshot of the Payroll Benefit Definition Screen.
5. Select “Save” or F4 to save the record

**Benefit Definition Screen:**



**Payroll Benefit Definition Screen** Payroll System ...

Benefit Definition

# 11 Code WCOM Description Workers Compensation

Abbreviation Work Comp  System Defined?  Calculate Total Benefit?

Calc. Program C\_WORKCOM  All Employees? Default Organization SETSE

All Payrolls? Default Frequency 9 = all pa

Calculate Wage Base? Default ASN

Earning Codes Excluded from Benefit Base (ALT+1/ALT+0 to enter/exit)    Item Codes not guiding Benefit Distribution (ALT+2/ALT+0 to enter/exit)    Deductions Excluded from Benefit Base (ALT+3/ALT+0 to enter/exit)

* Code	Abbreviation	* Code	Abbreviation	* Code	Abbreviation
BPANN	BPANN	BPFI	BPFI		

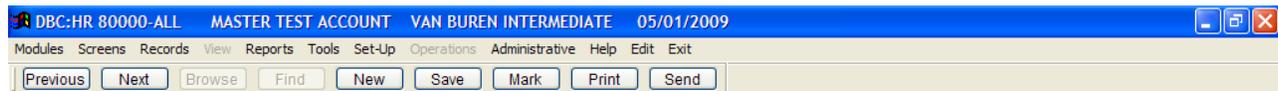
Browse List of Benefit Definition Records (ALT+4/ALT+0 to enter/exit)

* #	Code	Abbreviation	Sys. Def.	Calc. Base	Calc. Total	All Empl.	Organ.	Freq.	ASN
10	WC	Work Comp	F	F	T	F		0	
11	WCOMP	Work Comp	T	T	T	T	SETSE	9	



## Module - Payroll Module Administration Screen – Benefit Distribution Control Table

1. Select “New” or F9 to add the necessary records
2. Enter the following information:
  - ASN – Gross Pay ASN (Ex: 11002)
  - Benefit – WCOMP
  - ASN – Benefit ASN (Ex: 12005)
3. Note: All gross pay ASNs receiving workers’ compensation benefits will need to be included in this table. For example, if workers’ compensation is calculated on cash in lieu (ASN 12047) and you want the benefit to go to the worker’s compensation for the salary account (ASN 12046), it will need to be added to the distribution control table as seen below.
4. Select “Save” or F4 to save the record
5. If you already have workers’ comp information entered into the Benefit Distribution Control Table as anything other than WCOMP, call the MiCase Helpdesk for a mass change to be done behind the scenes. This will eliminate the need for you to re-enter the information.



Payroll Benefit Distribution Control Table

Gross Pay		Benefit Distribution Definition		Benefit	
ASN	Gross Pay Account Title	Benefit	ASN	Benefit	Benefit Account Title
12047	GF TECH-CASH IN LIEU	WCOMP	12046	GF TECH-WORKERS' COMP	

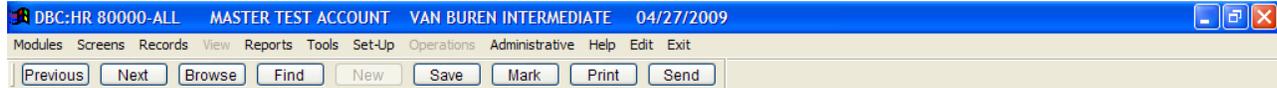
Browse List of Benefit Distribution Records (ALT+1/ALT+0 to enter/exit)

* ASN	Gross Pay Account Title	Benefit	ASN	Benefit Account Title
12047	GF TECH-CASH IN LIEU	WCOMP	12046	GF TECH-WORKERS' COMP
12053	SPEC PROJ-OTHER BENEFITS	MPSRS	12049	SPEC PROJ-RETIREMENT
12070	SUPT OFFICE-CAR ALLOWANCE	FICA	12004	SUPT OFFICE -EM'ER SS
12070	SUPT OFFICE-CAR ALLOWANCE	WCOMP	12005	SUPT OFFICE -WORKERS' COMP
12206	FAMILY ED-CASH IN LIEU	FICA	12203	FAMILY ED-EM'ER SS
12255	BIL INSTR-CASH IN LIEU	FICA	12253	BIL INSTR-EM'ER SS
21001	MICI-TEACHER SALARY	DENTB	22002	MICI-EM'EE INSURANCE
21001	MICI-TEACHER SALARY	FICA	22058	MICI-EM'ER SS
21001	MICI-TEACHER SALARY	HLTHA	22002	MICI-EM'EE INSURANCE
21001	MICI-TEACHER SALARY	HLTHB	22002	MICI-EM'EE INSURANCE

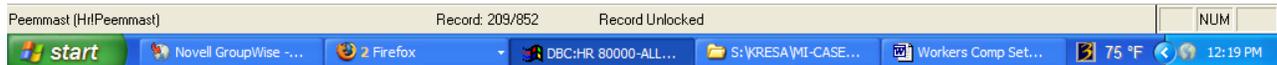


## Module - Payroll Employee Records Module Screen – Employee Master Setup Screen

1. Browse to the employee to update and fill in the following information:
  - Workers' Comp. – Select the appropriate code for the employee (Ex: 8868, for Professional Employees/Teachers). Please note that if an employee performs more than one type of job, select the code that covers the primary assignment.
2. Select "Save" or F4 to save the record



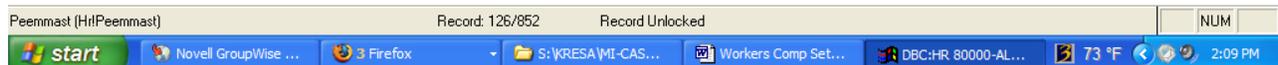
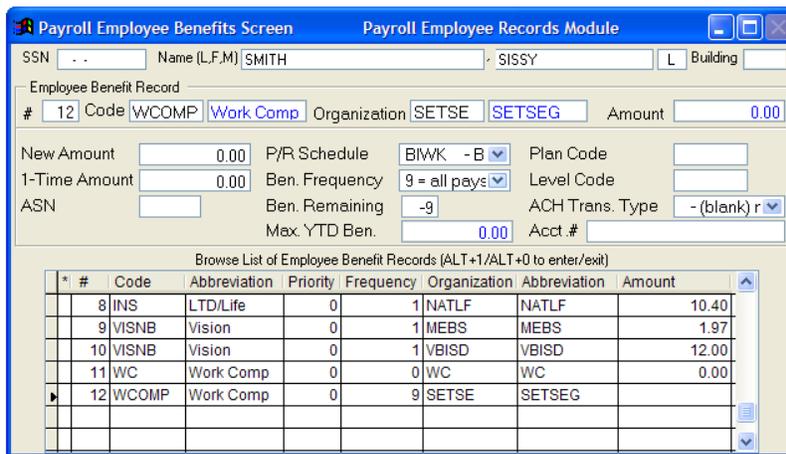
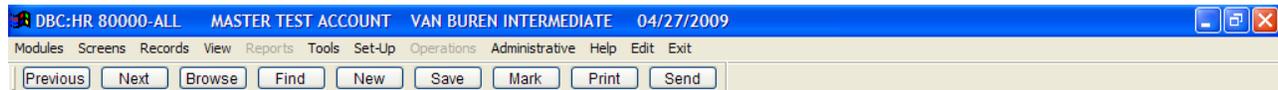
Employee Master Setup Screen		Payro...
SSN	- -	Name (L,F,M) SMITH
Employee Demographic Information		SISSY
Street Address	220	LOCHCARREN COURT
City, State and Zip	KALAMAZOO	MI 49006
Miscellaneous Controls		MPERS Information
P/R Schedule	BIWK - Biw	Retirement Plan
Earnings Code	MM	B = Basic MP
Workers Comp.	8868	Wage Code
Advance EIC	-(blank)	01
Last Payroll	03/13/2009	ORS Class Code
Adjustment Code		1240
Payroll Check / Direct Deposit Data		Frequency of Pay
Check/Direct Deposit	D - Direct Dep	26
Organization	ECCU	Rate of Pay
Transaction Type	32 - Savings /	62366.00
Acct. No.	123456789	Wage Exception
Federal Income Tax		0.00
Filing Status	S - Single	Local Income Tax
Exemptions	1	City Tax Code
Additional Withholding	0.00	Exemptions
State Income Tax		0
State Abbreviation	MI - Michigan	Additional Withholding
Exemptions	0	0.00
Additional Withholding	0.00	



## Module - Payroll Employee Records Module Screen – Employee Benefits Screen

1. Look for an existing benefit for WCOMP in the grid. If there is a WCOMP benefit for the employee, then review the information for accuracy, make any necessary changes and select "Save" or F4 to save the record. Skip to # 4.
2. If there is no WCOMP benefit for the employee, then select "New" or F9 to add the necessary record
3. Enter the following information:
  - Code – WCOMP
  - Organization – Should default to organization entered on the Benefit Definition Screen
  - P/R Schedule – Should default to Bi-Weekly or Semi-Monthly
  - Ben. Frequency – 9 - for all pays including non-scheduled payroll runs. The frequency should default to 9 as entered on the Benefit Definition Screen.
  - Select "Save" or F4 to save the record
4. Note: If you already have workers' comp information entered into the Employee Benefits Screen, as anything other than WCOMP, call the MiCase Helpdesk for a mass change to be done behind the scenes.

Employee Benefits Screen:



## penAfter the Payroll has been Run

The workers' compensation information will show up on the paychecks.

The workers' compensation information will show up in after payroll reports.

Module – Payroll Module Administration

Screen – Payroll Module Control Screen

Reports – After-Payroll Results Reports

- P/R Benefits Report: Single Benefit
  - Enter payroll date
  - Enter benefit code: WCOMP
  - Preview or Print

An accounts payable batch for the workers' compensation benefits will be created.