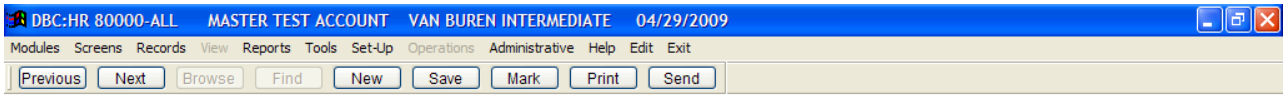
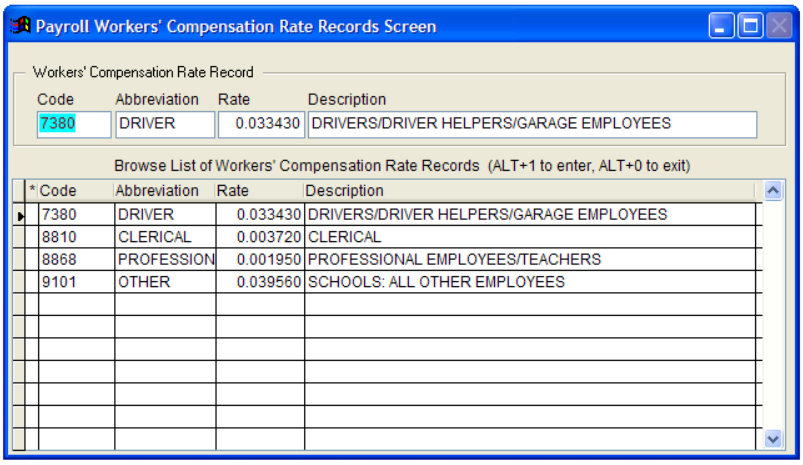
How to Set Up Workers' Compensation Benefit for Employees

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)

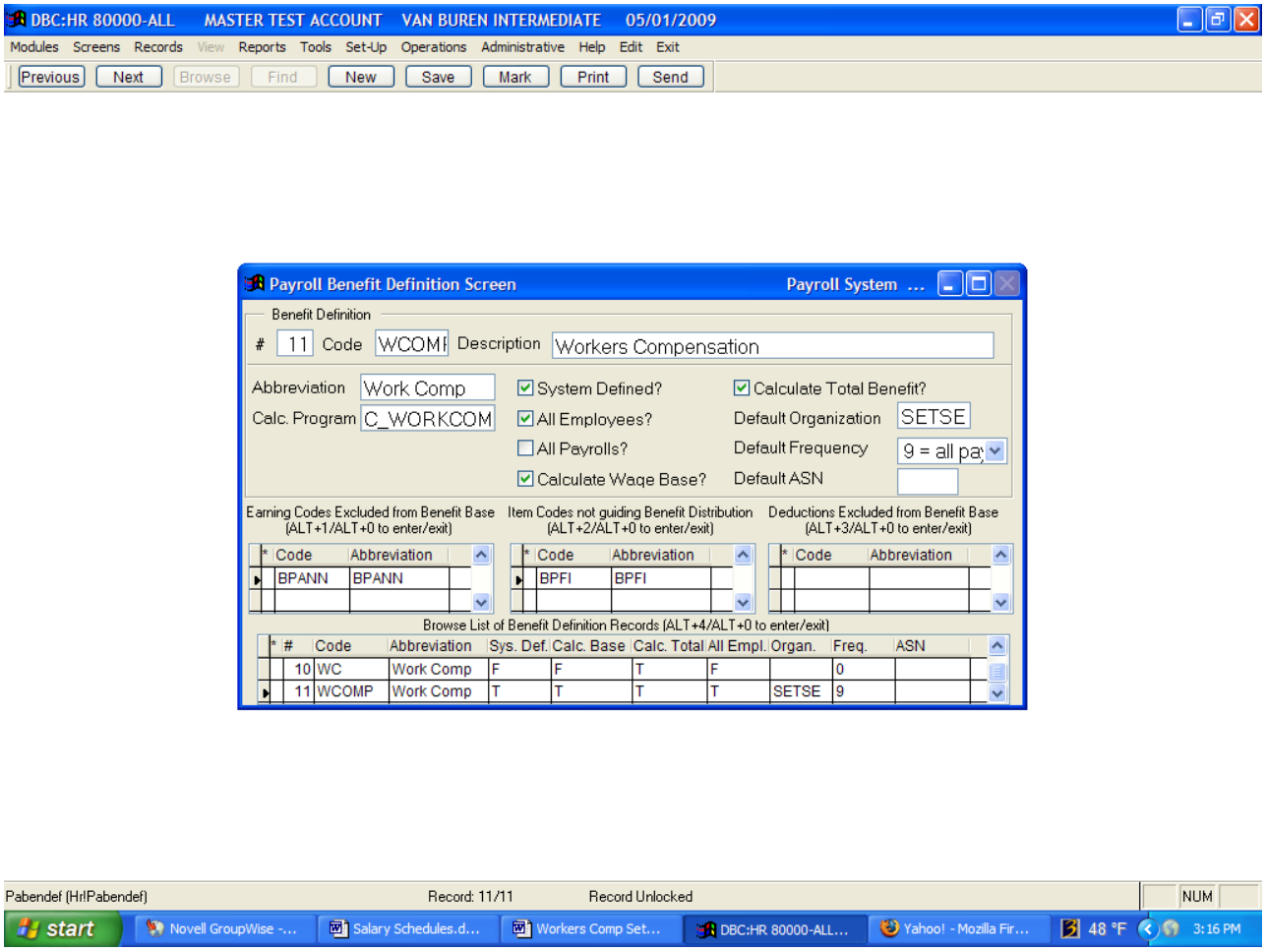




Module - Payroll Module Administration
Screen – Benefit Definition Screen

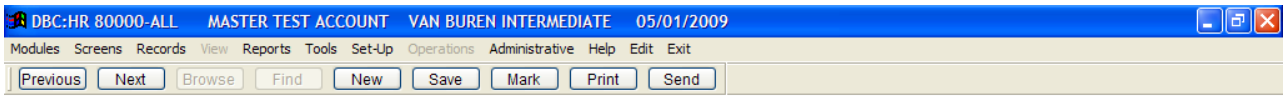
1. Select "New" or F9 to add the necessary record for the benefit
2. Enter the following information:
    - Code – WCOMP
    - Description – Workers Compensation
    - Abbreviation – Work Comp
    - All Employees – Yes, enter a mark in the box
    - Calculate Total Benefit – Yes, enter a mark in the 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: BPFI – Board Paid Fidelity is to be excluded from receiving benefits. Once the operation is performed, you should see BPFE 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

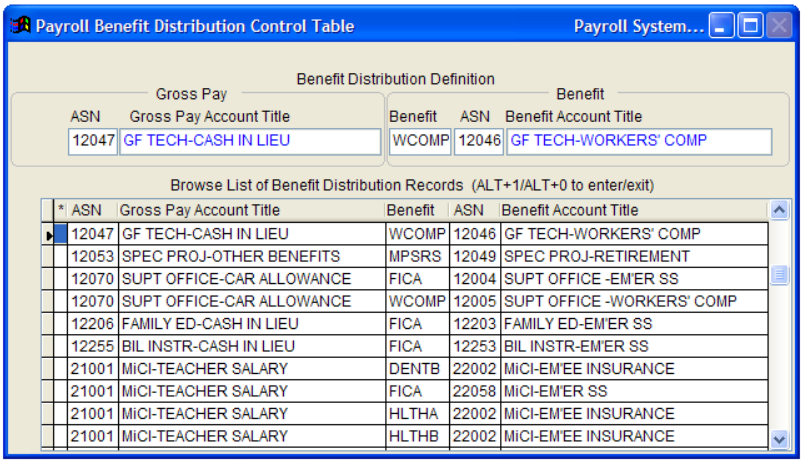
Benefit Definition Screen:

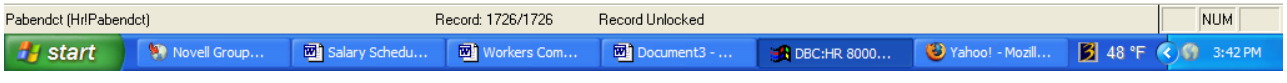


Module - Payroll Module Administration
Screen – Benefit Distribution Control Table

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.

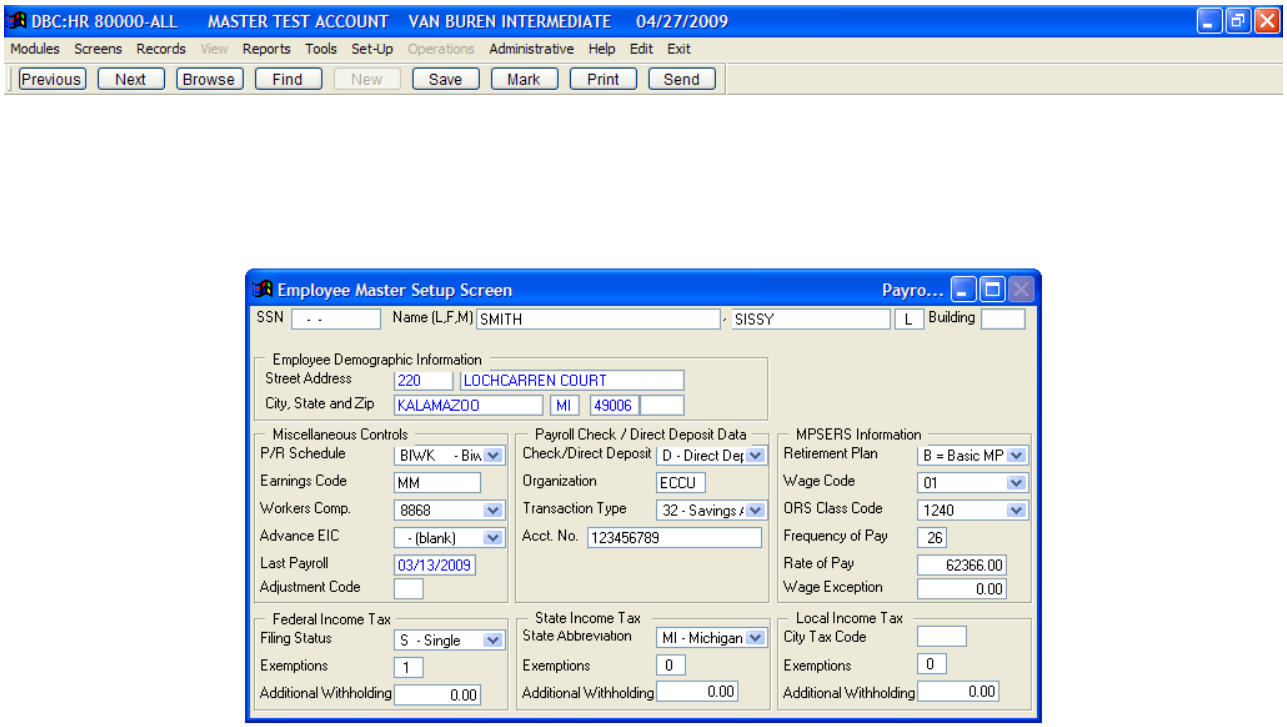






Module - Payroll Employee Records Module
Screen – Employee Master Setup Screen

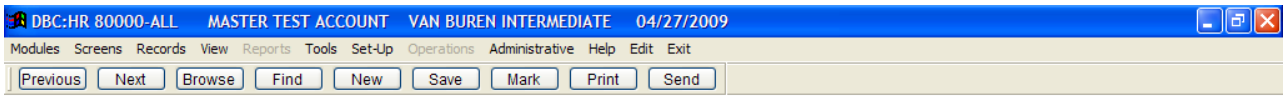
1. Browse to the employee to update and fill in the following information:
    - Workers' Comp. – Select the appropriate code for the employee (Ex: 8868, for Professional Employees/Teachers). Please note that if an employee performs more than one type of job, select the code that covers the primary assignment.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

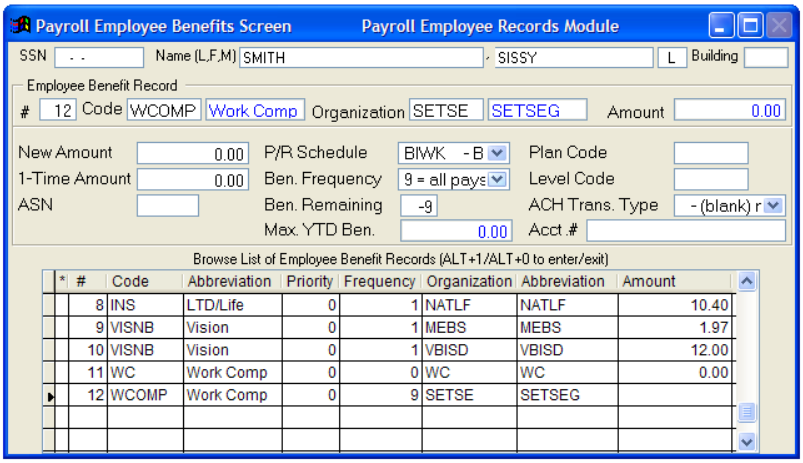


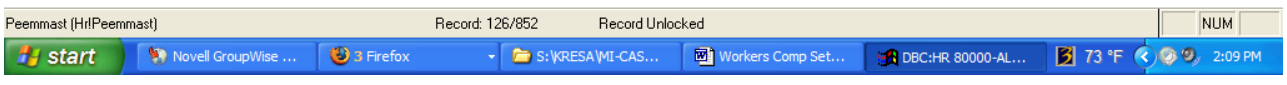
Module - Payroll Employee Records Module
Screen – Employee Benefits Screen

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.