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)

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Г	- 1	Workers' Con	npensation Rate F	Record				
		Code	Abbreviation	Rate	Description			
		<mark>7380</mark>	DRIVER	0.033430	DRIVERS/DRIVER HELPERS/GARAGE EMPLOYEES			
	Browse List of Workers' Compensation Rate Records (ALT+1 to enter, ALT+0 to exit)							
	*	Code	Abbreviation	Rate	Description		^	
		7380	DRIVER	0.033430	DRIVERS/DRIVER HELPERS/GARAGE EMPLOYEES			
		8810	CLERICAL	0.003720	CLERICAL			
		8868	PROFESSION	0.001950	PROFESSIONAL EMPLOYEES/TEACHERS			
		9101	OTHER	0.039560	SCHOOLS: ALL OTHER EMPLOYEES			
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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:

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- Benefit Definition							
# 11 Code WCOMF Descri	^{otion} Workers Compensa	ation					
Abbreviation Work Comp	System Defined?	✓ Calculate Total Benefit?					
Calc. Program C_WORKCOM	All Employees?	Default Organization SETSE					
All Payrolls? Default Frequency 9 = all payrolls?							
	✓ Calculate Wage Base?	Default ASN					
Earning Codes Excluded from Benefit Base (ALT+1/ALT+0 to enter/exit)	Item Codes not guiding Benefit Distrib (ALT+2/ALT+0 to enter/exit)	oution Deductions Excluded from Benefit Base (ALT+3/ALT+0 to enter/exit)					
* Code Abbreviation	* Code Abbreviation	Code Abbreviation					
BPANN BPANN	BPFI BPFI						
		<u>▼</u>					
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	т т т	SETSE 9					

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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)
- 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.

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		Gross Pay Benefit Distri	bution De	finition	Benefit	
	ASN	Gross Pay Account Title	Benefit	ASN	Benefit Account Title	
	12047	GF TECH-CASH IN LIEU	WCOMP	12046	GF TECH-WORKERS' COMP	
<u> </u>		n			л	
		Browse List of Benefit Distribut	on Record	ds (ALT	F+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	1
	12206	FAMILY ED-CASH IN LIEU	FICA	12203	FAMILY ED-EM'ER SS	1
	12255	BIL INSTR-CASH IN LIEU	FICA	12253	BIL INSTR-EM'ER SS	1
	21001	MICI-TEACHER SALARY	DENTB	22002	MICI-EM'EE INSURANCE	1
	21001	MICI-TEACHER SALARY	FICA	22058	MICI-EM'ER SS	1
	21001	MICI-TEACHER SALARY	HLTHA	22002	MICI-EM'EE INSURANCE	1
	21001	MICI-TEACHER SALARY	HLTHB	22002	MICI-EM'EE INSURANCE	~

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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

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🔀 Employee Mas	ter Setup Screen			Payı	ro 💶 🗖 📉	
SSN	Name (L,F,M) SMIT	Н	 SISSY 	, L	Building	
Employee Demographic Information Street Address 220 LOCHCARREN COURT City, State and Zip KALAMAZOO MI 49006						
 Miscellaneous Con P/R Schedule 	trols BIWK - Bi∧ ❤	 Payroll Check / Dire Check/Direct Deposit 	ect Deposit Data D - Direct Der 💌	 MPSERS Informatio Retirement Plan 	n B = Basic MP 💌	
Earnings Code	ММ	Organization	ECCU	Wage Code	01 💌	
Workers Comp.	8868 💌	Transaction Type	32 - Savings / 💌	ORS Class Code	1240 💌	
Advance EIC	- (blank) 🛛 💌	Acct. No. 12345678	9	Frequency of Pay	26	
Last Payroll Adjustment Code	03/13/2009			Rate of Pay Wage Exception	62366.00 0.00	
Federal Income Ta Filing Status Exemptions	x S - Single 💌	State Income Tax State Abbreviation Exemptions	MI - Michigan 💌	 Local Income Tax City Tax Code Exemptions 	0	
Additional Withholdin	g0.00	Additional Withholding	0.00	Additional Withholding	0.00	

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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:

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— Е #	Employee Benefit Record # 12 Code WCOMP Work Comp Organization SETSE SETSEG Amount 0.00													
Ne	New Amount 0.00 P/R Schedule BIWK - B V Plan Code													
1-	1-Time Amount 0.00 Be				en. Frequency			= all pays 💟						
AS	ASN Be				en. Remaining			-9	ACH Trans.	ins. Type 🔄 - (blank) r			~	
	Max.`					ax. YTD	Ben. 0.00 Acct.#							
-	Browse List of Employee Benefit Records (ALT+1/ALT+0 to enter/exit)													
		*	#	Code	Abbreviation	Priority	Frequer	псу	Organization	Abbreviation	Amount		^	
		Π	8	INS	LTD/Life	0		1	NATLF	NATLF		10.40		
			9	VISNB	Vision	0		1	MEBS	MEBS		1.97		
	Γ		10	VISNB	Vision	0		1	VBISD	VBISD		12.00		
			11	WC	Work Comp	0		0	WC	WC		0.00		
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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
 - o Enter payroll date
 - Enter benefit code: WCOMP
 - Preview or Print

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