Worker's Compensation Report

The Worker's Compensation Report can be used for many reasons but a common use is a company's annual payroll account audit. The audit can be used to determine the rates for company's Worker's Compensation Insurance. The report has three processing styles, Summary, Detail by Code, and Job Activity Audit.

Setup

- **Select Employees** – Select the employees to be included in the report.

- **Select Style**

  - **Summary** - Displays the gross wages for each pay category and total wages by W/C Code. This style can be used with or without using the job activity option at the payroll preferences. If job activity is not used, then the W/C codes should be entered on the employee file. If job activity is used, the W/C codes should be set on the job activity screen.

  - **Detail by Code** – Displays each employee's name, social security number and w/c code separated out by the worker's compensation code. The W/C Amount displayed is the gross wages times the WC Multiplier set on the Job Activity screen. A total for each code is also displayed. This report is available if using Job Activity.

  - **Job Activity Audit** – Displays each employee's paycheck with the job activity, earning category, worker's compensation code, general ledger account, pay rate, hours worked, and gross wage. A total of hours worked and gross wages are shown. This report can optionally be sorted by employee/check or by WC Code/Employee. In the summary section, a total of hours and gross wages are shown by earning category. The "Include WC Code Breakdown" option will include a breakdown at the end of the report

showing total hours and total gross wages by worker's compensation code. The information on this report will only be valid if job activity was used when processing paychecks.

- **Select Range** – Select the date range or check number range for the paychecks to be included in the report.

- **Include Additional Dataset** – If additional datasets are available, one can be selected with the drop down box and included in the calculations.

- **Departmental Sort** - If departments are specified on the employee files, selecting this option groups the employees based on the departments.

- **New Page/Dept** - This option is available when the Department Sort option is selected. It inserts a page break between departments so each department starts printing on a new page.

- **Show Employee Totals** - When using the *Summary* report style, this option is available. If selected, the total of the W/C code prints in bold, and then each employee included in the calculation is listed below, along with their total for each pay category.

Worker's Compensation – Summary

W/C Code		Regular	Overtime	Double time	Vacation	Sick	Personal	Holiday	Shop	Spraying	Bonus	Extra Pay	Misc. Pay	Total_Wages
					212.50									212.50
8010.1		8,528.50	721.88											9,250.38
8015.15		4,716.75	541.89											5,258.64
8018.15		14,288.00												14,288.00
8020.15		5,480.00												5,480.00
	Totals	33,013.25	1,263.77	0.00	212.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34,489.52

Worker's Compensation – Detail by Code

Employee		SS#	Gross Wages	W/C Amount
W/C Code: 780	**Grain**			
Jim Able (AblJim)		222-48-5415	-100.00	-0.27
William Starr (StaWil)		123-45-9863	100.00	0.27
	780 Code Totals		**0.00**	**0.00**
W/C Code: 781	**Office**			
Jim Able (AblJim)		222-48-5415	3,720.00	0.00
Ellan Beahman (BeaEll)		333-62-2364	1,190.00	0.00
Elmer Bonkers (BonElm)		323-23-9876	840.00	0.00
William Starr (StaWil)		123-45-9863	1,200.00	0.00
	781 Code Totals		**6,950.00**	**0.00**
W/C Code: 782	**Grain**			
Jim Able (AblJim)		222-48-5415	150.00	0.27
Lisa Maine (MaiLis)		312-50-6802	150.00	0.27
Dean Northburg (NorDea)		411-20-0709	150.00	0.27
William Starr (StaWil)		123-45-9863	150.00	0.27
	782 Code Totals		**600.00**	**1.08**

Summary

	Total Wages	WC Wages	WC Amount
780	0.00	0.00	0.00
781	6,950.00	0.00	0.00
782	600.00	600.00	1.08
Total	**7,550.00**	**600.00**	**1.08**

Workers Comp Job Activity Audit

Employee	Check #	Job Activity	Earning Category	W/C Code	G/L Acct	Pay Rate	Hours Worked	Gross Wages
Jim Able (AblJim)								
	500001	Grain	Overtime	782	6050-02	15.00	10.00	150.00
	500001	Grain	Regular	780	6050-02	10.00	-10.00	-100.00
	500001	Office	Regular	781	6050-01	12.00	50.00	600.00
	5000020	Office	Regular	781	6050-01	12.00	40.00	480.00
	5000020	Office	Overtime	781	6050-01	18.00	40.00	720.00
	ACH11	Office	Regular	781	6050-01	12.00	50.00	600.00
	ACH11	Office	Overtime	781	6050-01	18.00	20.00	360.00
	ACH12	Office	Regular	781	6050-01	12.00	50.00	600.00
	ACH12	Office	Overtime	781	6050-01	18.00	20.00	360.00
					Totals:		270.00	3,770.00
Ellan Beahman (BeaEll)								
	500002	Office	Regular	781	6050-01	8.50	40.00	340.00
	5000021	Office	Regular	781	6050-01	8.50	40.00	340.00
	5000021	Office	Overtime	781	6050-01	12.75	40.00	510.00
					Totals:		120.00	1,190.00
Elmer Bonkers (BonElm)								
	500000	Office	Regular	781	6050-01	7.00	20.00	140.00
	5000022	Office	Regular	781	6050-01	7.00	40.00	280.00
	5000022	Office	Overtime	781	6050-01	10.50	40.00	420.00
					Totals:		100.00	840.00

Summary		
	Hours	Gross Wages
Overtime	170.00	2,520.00
Regular	320.00	3,280.00
Total:	490.00	5,800.00