



# Verify/update Workers' Compensation rates



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Verify that the workers' compensation rates are accurate for the new school year. If not, update the rates.

For example, if the Workers' Compensation letter provides a rate of .001792, move the decimal two places to the right and type that number in the **Net Rate** field.

Codes and rates are LEA specific.

**Note:** The number of months in the contract should correlate with the number of workers' compensation payments. For example, if the employee has a 10-month contract, then the employee will have ten workers' compensation payments for the year.

Use the User Created Reports to verify the number of Workers' Compensation remaining payments.

If the report displays an incorrect number of remaining payments, use the [Payroll > Utilities > Mass Update > Employee](#) tab to reset the number of remaining payments.