



Verify/update Workers' Compensation rates

Table of Contents

Verify/update Workers' Compensation rates i

[Payroll > Tables > Tax/Deductions > Workers' Compensation](#)

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.