



# Verify/update Workers' Compensation rates



# Table of Contents

**Verify/update Workers' Compensation rates** ..... i



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## Verify Workers' Compensation rates

[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.