Workers' Compensation, Next Year - HRS4200

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Personnel > Tables > Salaries NYR > Workers' Compensation

This tab is used to automatically calculate the correct next year workers' compensation premiums for all types of district employee records. The workers' compensation codes are set to the default A, B, C, D, E, and F, but can be changed to local preference. Code descriptions may also be replaced.

This tab is only available when the when logged on to the next year.

To retrieve existing workers' compensation data:

❑ Under **Records**:

Field	Description
W/C Code	Click ⌄ to select a specific workers' compensation code. By default, the field is set to *All* and all workers' compensation codes are displayed.

❑ Click **Retrieve**. The workers' compensation code data is displayed.

❑ Under **Modify**, select either of the following criteria to modify workers' compensation premiums:

- **By Percent**
- **By Dollar Amt**

❑ Under **Salary**:

Amount	Type the percentage or dollar amount each row will increase by.

❑ Click **Default** to apply the amount entered in the **Amount** field to the **New Net Rate** field in each row.

Note: Only those rows that have no value (e.g., 0.00) in the % Increase or $ Increase columns are affected when applying the default values.

To set up workers' compensation data for next year:

❑ Under **Modify**:

By Percent	By default, this field is selected to modify next year workers' compensation rates.

❏ Under **Salary**:

Amount	Type the percentage value to increase a salary.

❏ Click **Default**. All pay grades and steps receive this default pay increase.

❏ To add a row, click Add.

Code	Click to select a workers' compensation code.
Description	Type the locally assigned description for each code.

The system populates the **Net Rate** field with the rate assigned by the LEA's insurance carrier for each code from the Workers' Compensation CYR table.

% Increase	Type the increase value or click **Default** to add the value.
New Net Rate	Type the new amount for the workers' compensation code.

❏ Click **Calculate New Net Rate** to update the **Net Rate** fields.

❏ Click **Add** to add another row. Continue adding rows as needed.

❏ Click **Calculate New Net Rate** to update workers' compensation data if the rates are changed or if a new rate is added.

❏ Click Save to save the changes.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Print	Click to print the salary table data. The following salary table options are displayed: **Current Tab Page** - prints only the tab page currently open. **Selected Salary Tables** - displays the following Current Year Salary Table Selection options: Local Annual Hourly/Daily Extra Duty Fund to Grant State Minimum Substitute Midpoint **All Salary Tables** - prints all the Salaries tab pages. Select an option, and then click **OK** to view a copy of the report. Otherwise, click **Cancel** to return to the tab. Review the report.
🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.