



Verify/update Workers' Compensation rates

Table of Contents

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

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

The screenshot shows a web application interface for managing Workers' Compensation rates. At the top, there is a navigation bar with a home icon, the text 'Tables > Tax/Deductions', and a 'Payroll' menu with a hamburger icon. Below the navigation bar is a 'Save' button. A horizontal menu contains several tabs: 'EXEMPTIONS', 'INCOME TAX', 'FICA TAX', 'UNEMPLOYMENT', 'TRS RATES', 'ANNUITY RATES', 'WORKERS' COMP' (which is selected and underlined), and 'DEDUCTION CD'. Below the tabs are 'Retrieve' and 'Print' buttons. The main content area displays a table with the following columns: 'Delete', 'Code', 'Description', and 'Net Rate'. The table contains four rows of data:

Delete	Code	Description	Net Rate
	A	8868 PROFESSIONAL	0.8724%
	B	7380 BUS DRIVERS	0.8724%
	C	8810 CLERICAL	0.8724%
	D	9101 ALL OTHERS	0.8724%

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

Codes, descriptions, 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.



Back Cover