



ASCENDER GUIDES



# workerscomp



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# Workers' Compensation - HRS2400

**Human Resources > Tables > Tax/Deductions > Workers' Comp**

This tab is used to calculate the workers' compensation premiums for all types of district employee records. The workers' compensation codes default to A, B, C, D, E, and F. Code descriptions are also user defined and can be changed.

## Set up workers' compensation codes:

Click **+Add** to add a row.

Field	Description
<b>Code</b>	Click  to select a workers' compensation code.
<b>Description</b>	Type the locally assigned description for each code.
<b>Net Rate</b>	Type the rate assigned by the district's insurance carrier for each code (e.g., 0.0205% for a payroll rate of 0.0205 and "rate per \$100" of 0.000205).

Click **Save**.

## Other functions and features:

<b>Retrieve</b>	<p><a href="#">Retrieve data.</a></p> <p>The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b>, any unsaved changes are lost.</p>
<b>Delete</b>	<p><a href="#">Delete tax tables.</a></p> <p>Click to delete all tax tables for the calendar year except TRS rates. A warning message is displayed and prompts you to confirm that you want to delete all tax tables.</p> <p>Click <b>Yes</b> to delete the tax tables for the calendar year. Click <b>No</b> to not delete the tax tables and return to the current tab.</p>
<b>Print</b>	<p><a href="#">Print the tax table data.</a></p> <p>Click to print tax table data. The following Tax Table options are displayed:  <b>Current Tab Page</b> - prints only the tab page currently open.  <b>Selected Code Tables</b> - displays the following Tax Table Selection options:                      FIT Exemption                      FIT Tables                      FICA Tax                      Unemployment                      TRS Rates                      Annuity Rates                      Workers' Comp                      Deduction Codes  <b>All Code Tables</b> - prints all the Tax/Deductions tab pages.                      Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.</p> <p><a href="#">Review the report.</a></p>



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