

workerscomp

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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.

Calculating Workers' Compensation

Set up workers' compensation codes:

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

Field	Description
Code	Click ⌄ to select a workers' compensation code.
Description	Type the locally assigned description for each code.
Net Rate	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:

Retrieve	Retrieve data. The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Delete	Delete tax tables. 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. Click **Yes** to delete the tax tables for the calendar year. Click **No** to not delete the tax tables and return to the current tab.

Print	Print the tax table data. Click to print tax table data. The following Tax Table options are displayed: **Current Tab Page** - prints only the tab page currently open. **Selected Code Tables** - displays the following Tax Table Selection options: FIT Exemption FIT Tables FICA Tax Unemployment TRS Rates Annuity Rates Workers' Comp Deduction Codes **All Code Tables** - prints all the Tax/Deductions 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.
	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.


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