

## WORKER'S COMPENSATION FOR PAY AS YOU GO

### STEP-by-STEP PROCEDURES:

1. AdaptaSoft, Inc customer (ASI client) will complete a E-COMP application and send to AdaptaSoft, Inc Client Care representative (CCR).
2. The CCR will furnish ASI client with an AdaptaSoft/WC agreement which must be signed prior to receiving further benefit/instruction for the Worker's Compensation integration (this agreement is to cover the terms by which the ASI client offers this service to their customers. You **must** be aware that you are **not selling** insurance, but recommending a service only).
3. Once the agreement has been signed, the CCR will schedule you in training and forward your application to be processed by the WC insurance carrier. A Workers' Compensation (WC) key will then be assigned by ASI at completion of training.
4. At this point there will need to be some setup in the ASI eXponent application as follows:

### EXPONENT SETUP

Go to the 'Settings' tab in the eXponent application and check the 'Run Scheduler' box. Click the 'Save Settings' button and go to the 'Scheduler Tab'

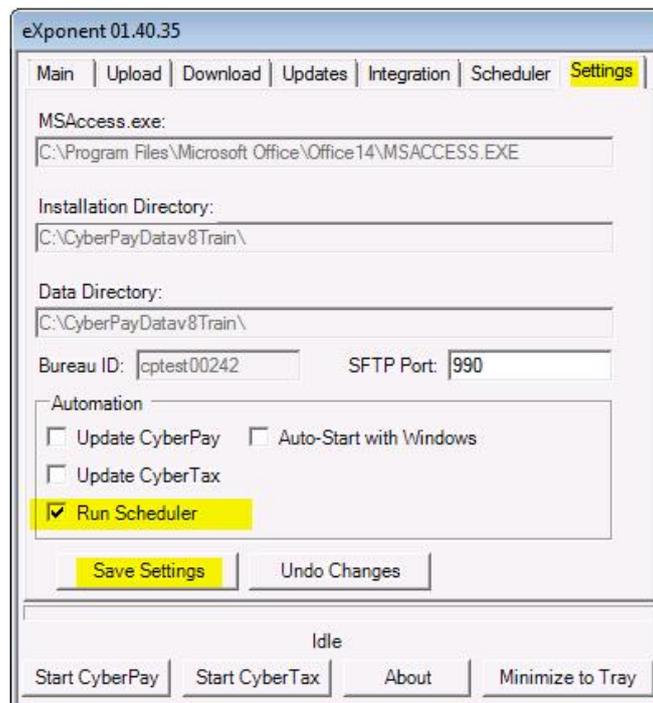


Figure 1 - eXponent, Settings tab

Follow the instructions on the next page to specify the day and time you would like to run your

scheduler. There should be two line entries here – one for sending files and one for receiving files.

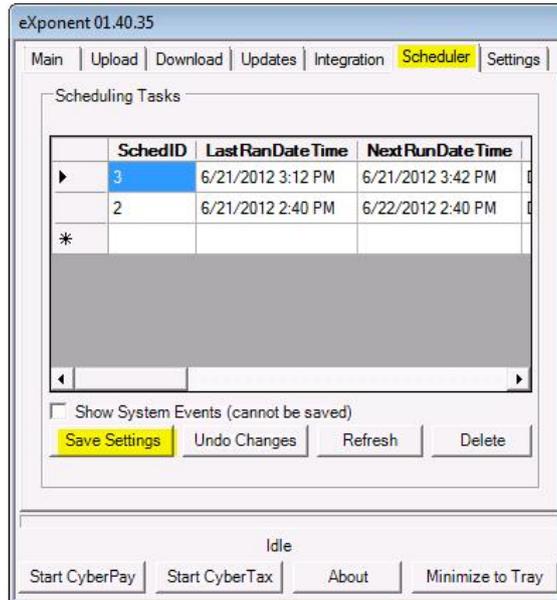


Figure2 - eXponent, Scheduler tab

SchedulID	LastRundDateTime	Process	NextRunDateTime	NextFrequency	Description	Active	NextFrequencyQty	BeginTime	EndTime	LogEvent
1	6/15/2009 7:00	Send All Files	6/16/2009 7:00	Day M-F		√	1	7:00 AM	7:15 AM	√
2	6/15/2009 7:15	Check For Files	6/16/2009 7:15	Day M-F		√	1	7:15 AM	7:30 AM	√

Figure 3 - Fields in Extended View

**Schedule ID** This is an automated number. Do nothing for this field.

**LastRundDateTime** There needs to be an entry to start, but it will change after your first run. Any date prior to the current date would work fine.

**Process** Two choices here 'Send All Files' and 'Check For Files'. 'Send All Files' should be listed on the first line, 'Check For Files' on the second.

**NextRunDateTime** This will be the next time the Process will run. The current date would be fine.

**NextFrequencyType** Choose how often this scheduler will run. The choices are (Min, Hour, Day, DayM-F, DayM-S, or Once). This only needs to run once a day for WC.

**Description** This is a notes field for your use and reference. No entry is required.

**Active** This needs to be checked in order for the scheduler to run.

**NextFrequencyQty** This is how many minutes, hours, or days between run times based on the NextFrequencyType. For instance, if the NextFrequencyType is Min and NextFrequencyQty is 30 then the Process will run every 30 minutes. If the NextFrequencyType is DayM-F and the NextFrequencyQty is 1 then the Process will run every 1 day as long as the day is Monday through Friday, but will not run on Saturday or Sunday.

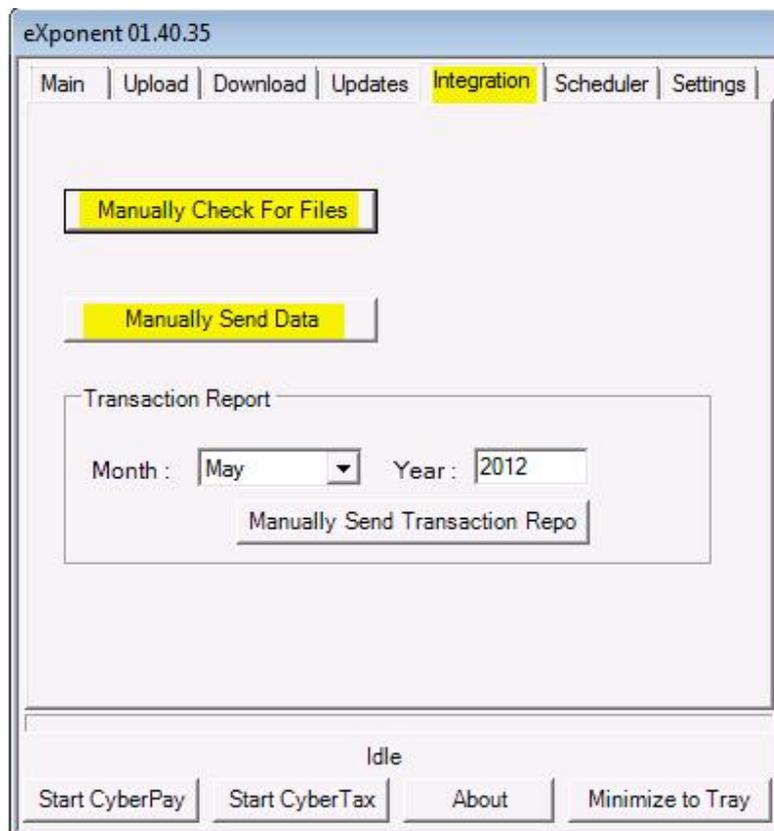
**BeginTime** This is the beginning of the time period in which the Process is allowed to run. If you are running your scheduler on a computer that is left on over night, it might be advantageous to set this to a time after business hours.

**EndTime** This is the end of the time period in which the Process is allowed to run. If you are running your scheduler on a computer that is left on over night, it might be advantageous to set this to a time after business hours.

**Log Event** This option will allow the scheduler to keep a record of when it has run this event and indicate any errors.

**Save Settings** Click the Save Settings button when finished.

In the event that you would want to manually send or receive files, you would go to the 'Integration' tab.



You will click the 'Manually Check For Files' and it will appear as though nothing is happening, but it will work behind the scenes. Wait a minute and click 'Manually Send Data' and again it will appear that nothing is happening because it is working behind the scenes.

In order for the scheduler to run, the eXponent icon should be down by your clock.

5. Exponent will automatically find the WC key and export a "Master Company List", which includes the following information. (eXponent MUST be open for this to happen.)
  - a) ASI Client ID
  - b) Company Code
  - c) Company Name
  - d) Company FEIN
  - e) Company Active Status
6. The Master Company List will be stored on AdaptaSoft, Inc Network.
7. ASI client will then forward information on any interested employer (leads) to E-COMP.
8. Employer signs with E-COMP.
9. E-COMP sends a consent file to ASI client via AdaptaSoft, Inc Network. (This consent file confirms that the ASI client is allowed to share the employer' s information with E-COMP).
10. The consent file is passed to ASI CLIENT via eXponent (eXponent must be open for this to happen). When the consent file is downloaded to the ASI Client's CyberPay, it will initialize the company for WC setup.
11. ASI CLIENT will then need to map pay types for that company as follows:
  - a) Go to CyberPay Main Menu, Bureau tab
    - i Choose 5. Partnerships
    - ii Choose 2. Worker's Compensation

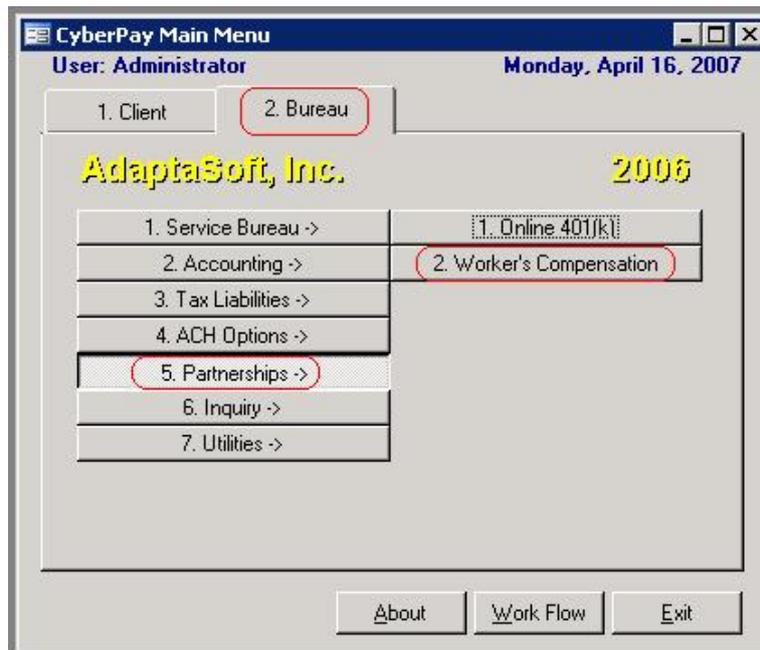


Figure 1 - CyberPay Main Menu

b) From Worker Compensation Maintenance screen

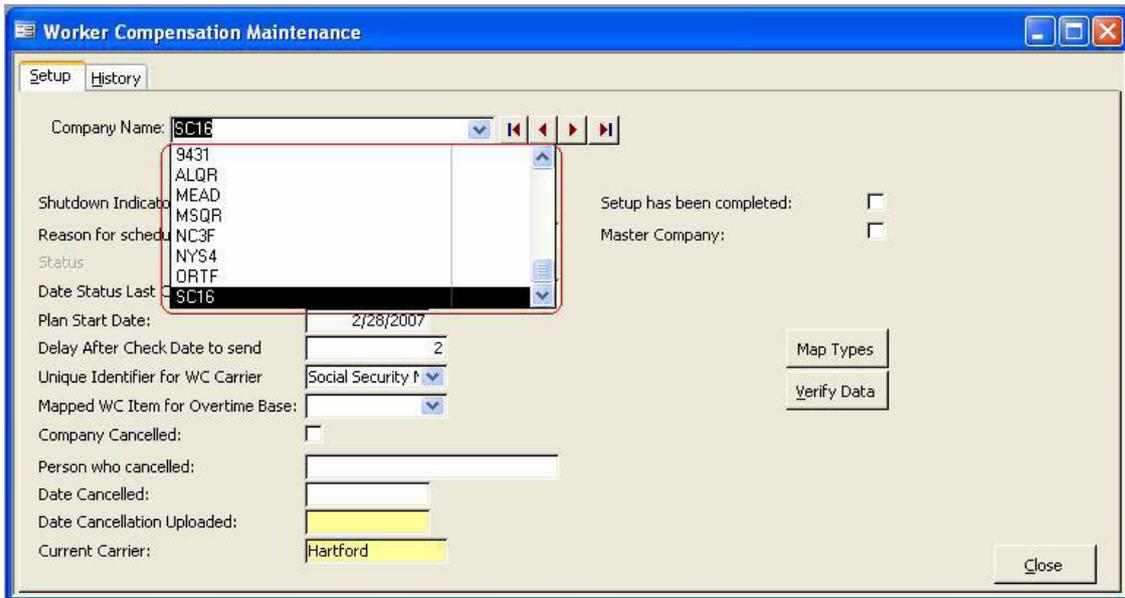
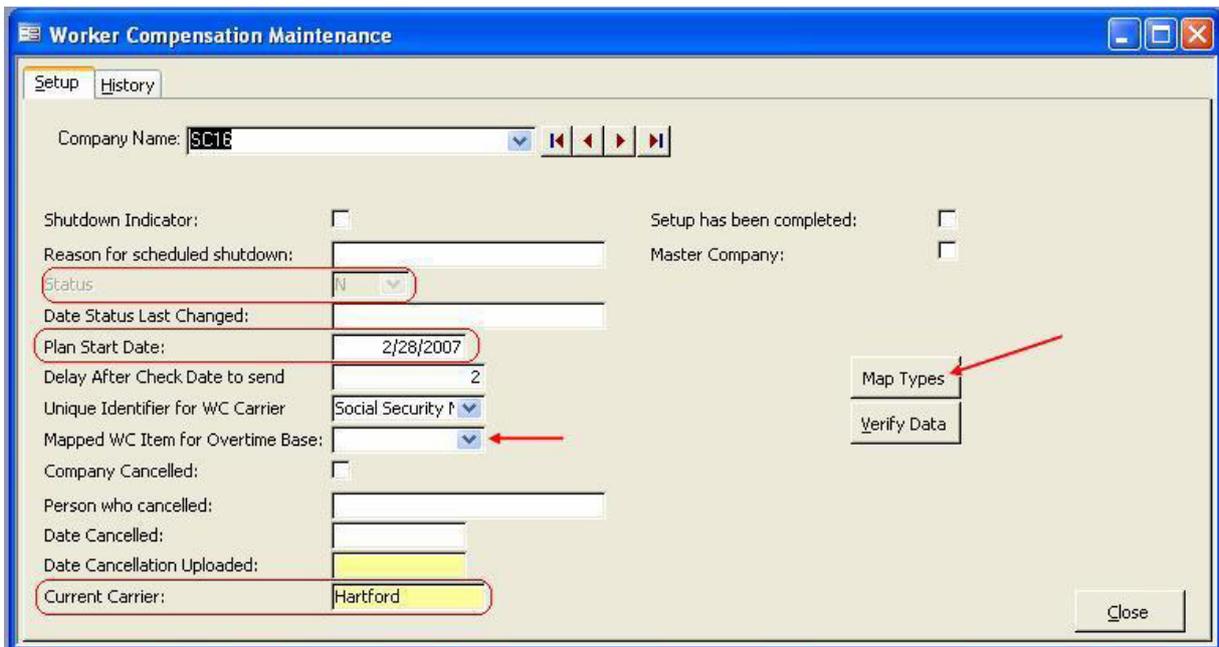


Figure 2 - Worker Compensation Maintenance

- i Select the company that you are working with (only companies that have a consent file will be available).



- ii Ensure that the Status field contains an 'N', the Current Carrier field is either 'E-COMP' and observe Plan Start Date. All payrolls after Plan Start Date will be transferred to the WC carrier.
- iii Mapped WC Item for Overtime Base: needs to be completed. Typically this field will contain the value "Wage".

iv Click on the “Map Types” button.

c) This screen will appear.

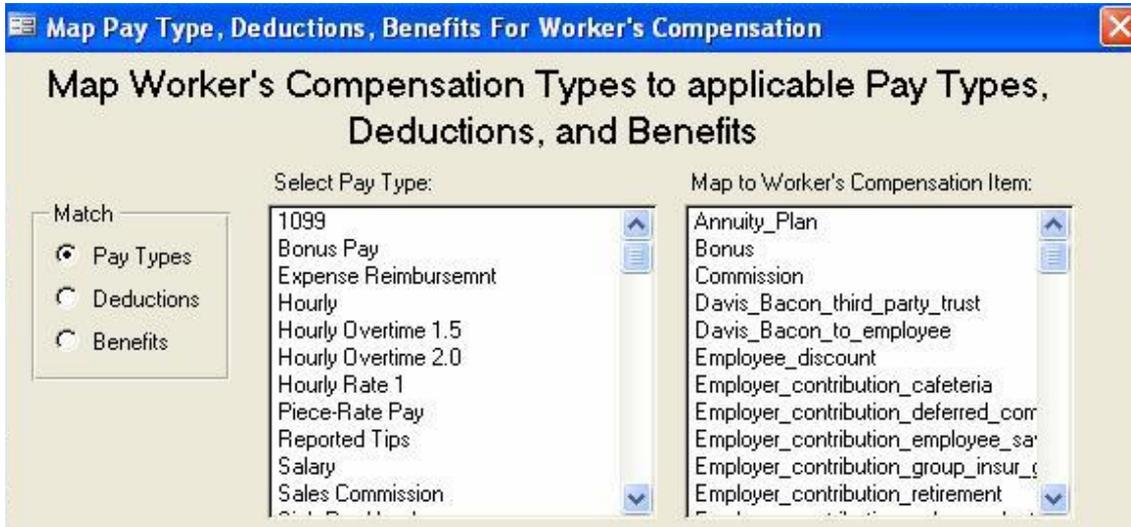


Figure 3 - Map Pay Type, Deductions, Benefits for Worker's Compensation

i Make sure Pay Types is selected and begin mapping. The list on the left is from the setup for that particular company. The list on the right is the acceptable pay types from E-COMP.

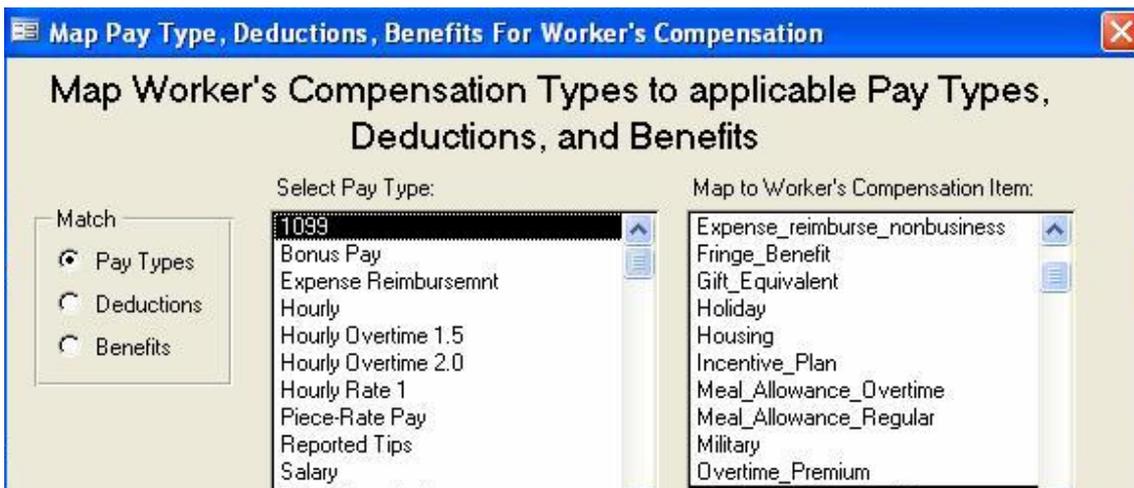


Figure 4 - Example of Pay Types mapped

ii Click on each Pay Type on the left which will highlight it, and then click on the corresponding pay type on the right, highlighting it also. This is a one-to-one relationship only! **DO NOT** Use “Pay Type Not applicable.” Examples:

- 1099 Pay Type maps to Wage (exclude Ee @ E-COMP)
- Hourly, Salary, and other base Pay Types map to Wage
- Overtime Pay Types map to Wage with Overtime

- iii Select Deductions, and map them to the same list from E-COMP.  
Note: unless the deduction is a negative deduction used as a pay type, map these all to “Standard Deduction.”
  - iv Select Benefits, and map them to the same list from E-COMP. Examples
    - 401K Er Cont/Matches map to Profit Sharing
    - Simple IRAs map to Profit Sharing
  - v When finished, use the close button to exit the screen.
- d) Click the box to the right of “Setup has been completed:” and also the box to the right of “Master Company:”, unless this is a subordinate company among two or more companies using the same FEIN. (See Figure 5 on next page.)

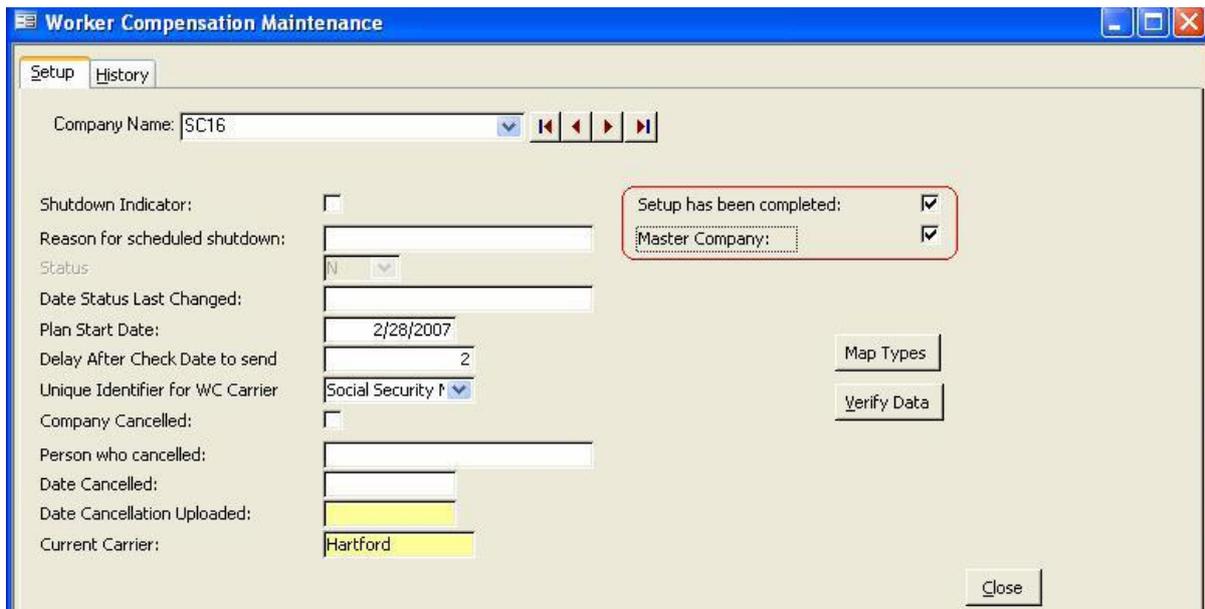
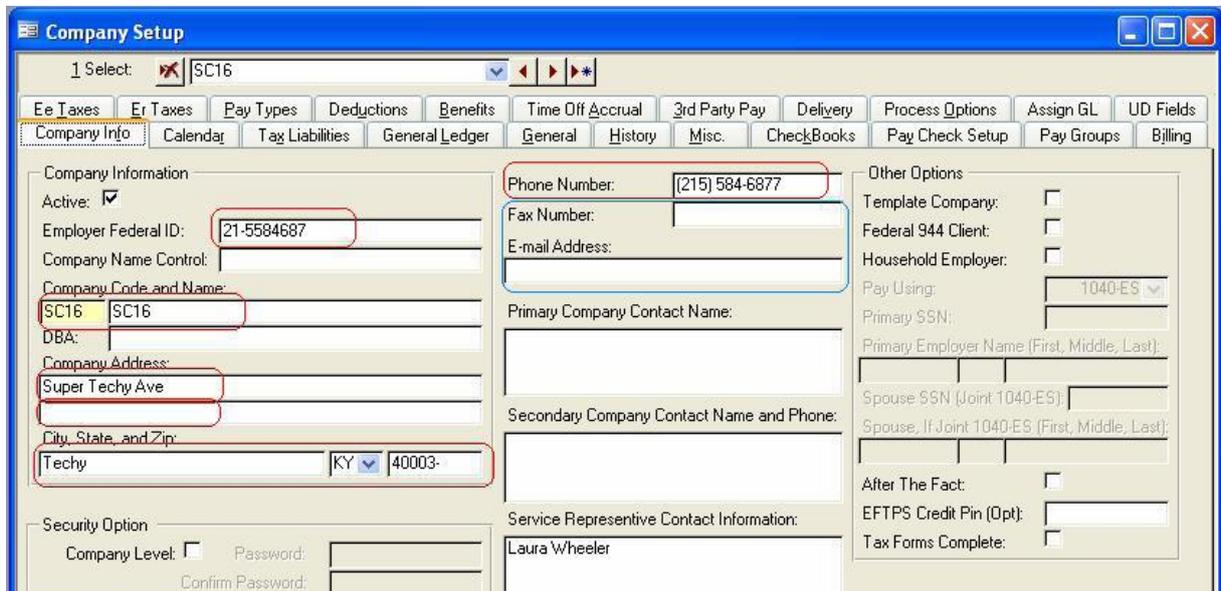


Figure 5 - Setup Complete

SETUP IS NOW COMPLETE!

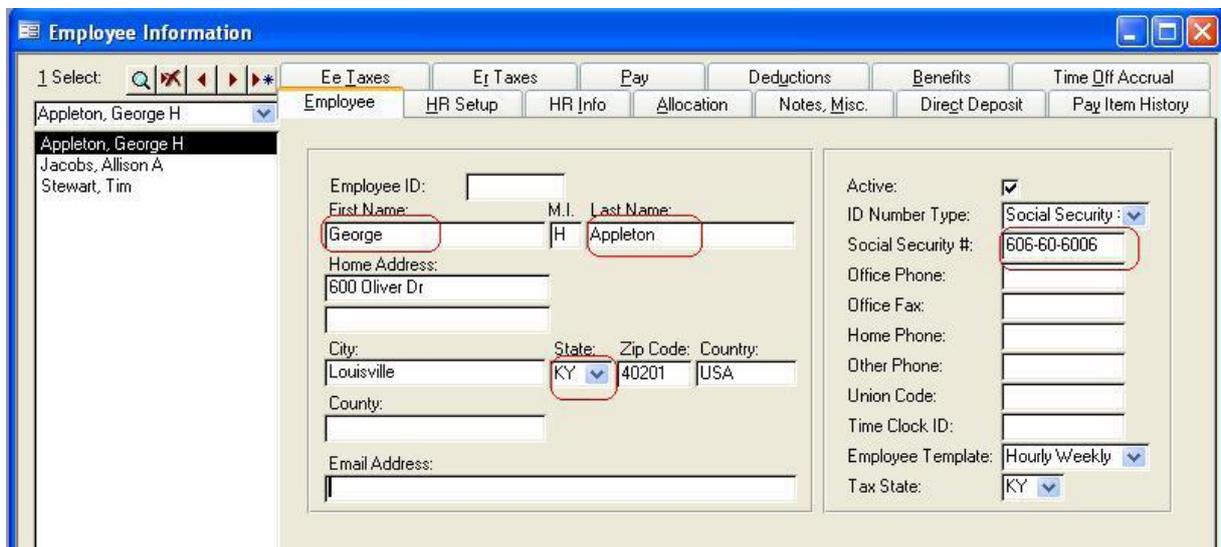
**Some things to KNOW:**

1. In the Company Setup, the Employer Federal ID; Company Code and Name; Company Address 1; City, State, and Zip; and Phone Number fields must have data, or you will receive error messages during processing and your WC file will not be acceptable. NEVER process if you have error messages. Note: Fax number and E-mail Address fields are requested, but NOT Required.



**Figure 6 - Company's required fields**

2. Required fields for Employee Setup: First Name, Last Name, State, and a valid Social Security #.



**Figure 7 - Employee's required fields**

3. **A MUST!** Every employee must have Er taxes set for SUI. Note: It can be set up and marked inactive if the Ee doesn't use it.

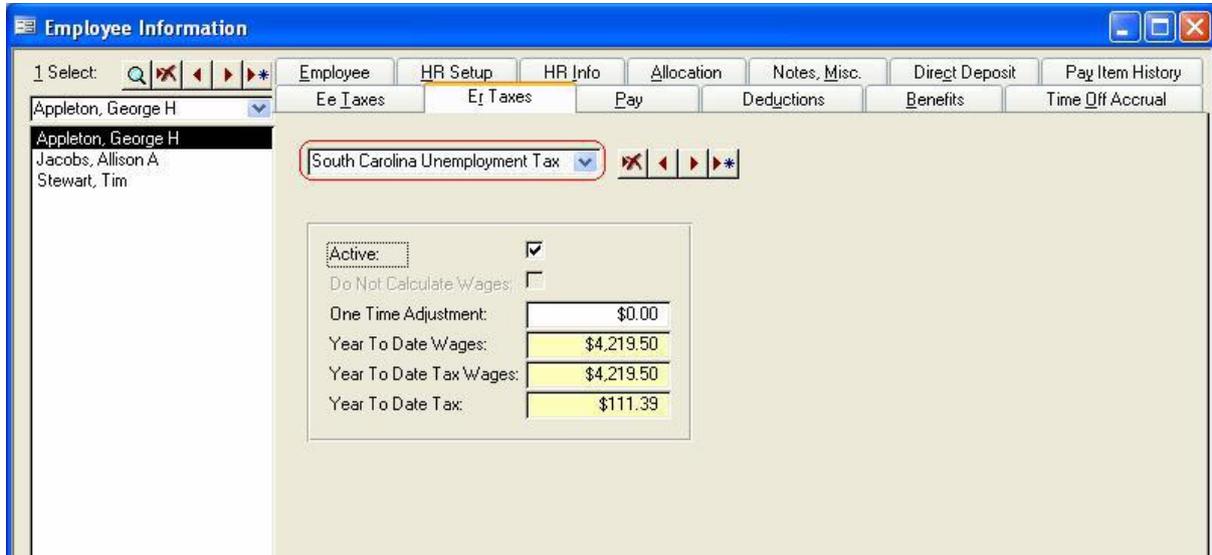


Figure 8 - ER Tax required field

4. **HISTORY** - On the History tab in Workers Compensation Maintenance, "Select Transmission" allows you to select any data that has already been transmitted. Transmission ID is a unique number assigned automatically to every transmission sent. Transmission Date is the date and time of a transmission and Transmission Type is either "P" for payroll data or "S" for Setup data. To make selection easier, Criteria is available to filter by Company, Check Date and Run ID.

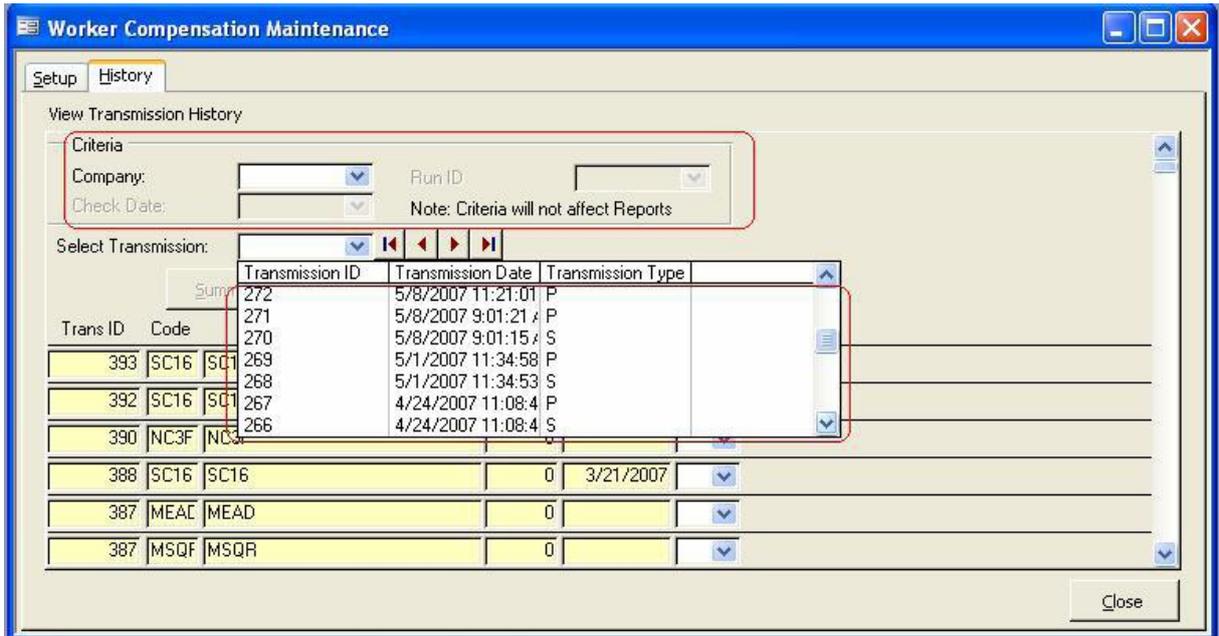


Figure 9 - Historical data

Once a selection is made, a list of all companies and check dates for each company in that particular transmission will appear.

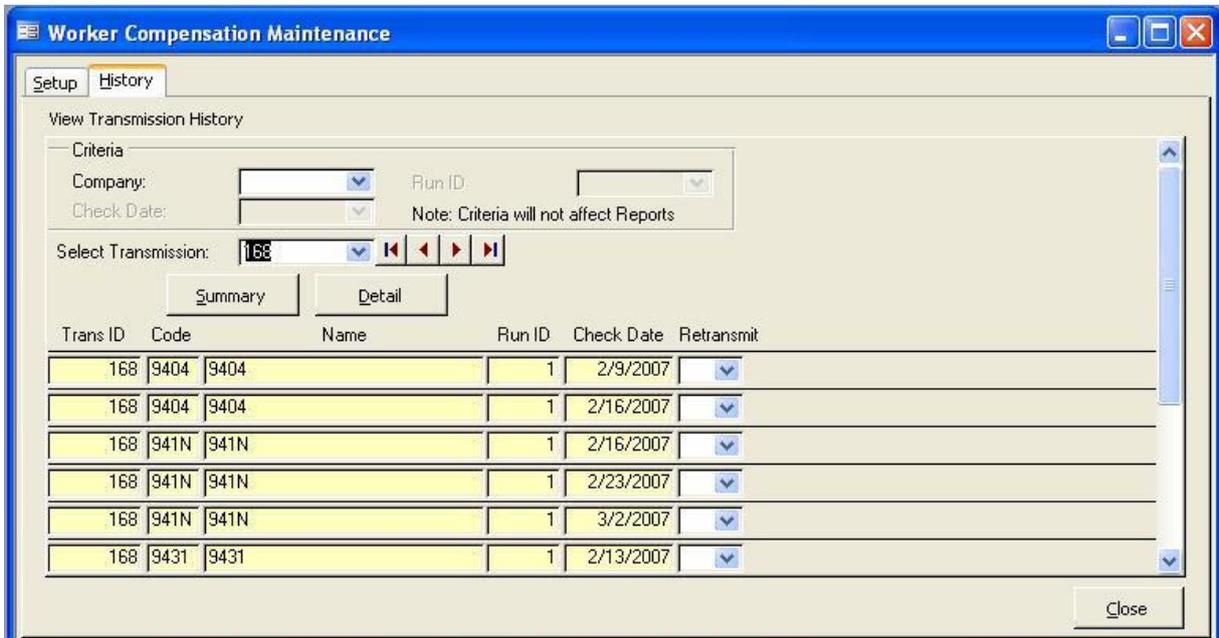


Figure 10 - Transmission History

The 'Summary' button produces the following report:

Workers Compensation Transmission Summary Report					
Company Code		Name	Pay Type	Pay Amount	Hours
Transmission ID: 267		Workers Comp Carrier: Hartford			
Date: 4/24/2007 11:08:4					
Type: P					
9404: 9404	FEIN #	568504512	<input type="checkbox"/> Cancelled	Date	
	Status	A	Date	4/24/2007	
	Wage	1,240.00			120.00
9404: 9404 Totals:					1,240.00 120.00
941N: 941N	FEIN #	551235846	<input type="checkbox"/> Cancelled	Date	
	Status	A	Date	4/24/2007	
	Boats	500.00			0.00
	Wage	3,480.00			200.00
941N: 941N Totals:					3,980.00 200.00
9431: 9431	FEIN #	851235455	<input type="checkbox"/> Cancelled	Date	
	Status	A	Date	4/24/2007	
	Overtime_Prem Item	37.50			2.00
	Wage	2,520.00			160.00
9431: 9431 Totals:					2,557.50 162.00
ALQR: ALQR	FEIN #	651255884	<input type="checkbox"/> Cancelled	Date	
	Status	A	Date	4/24/2007	
	Wage	1,760.00			120.00

Figure 11 - Summary Report

The 'Detail' button produces the following report:

Workers Compensation Transmission Detail Report					
ID Number		Employee	Total Pay	Pay Amount	Hours
Transmission ID: 267		Workers Comp Carrier: Hartford			
Date: 4/24/2007 11:08:4					
Type: P					
9404: 9404	FEIN #	568504512	Run 1	13	Check Date 3/2/2007
623526544	Employee	Filipovic, Fred	Wage	400.00	40.00
444220000	Employee	Jones, Mary	Wage	400.00	40.00
616341970	Employee	Reynolds, Melissa	Wage	440.00	40.00
Run 1 Totals:					1,240.00 120.00
9404: 9404 Totals:					1,240.00 120.00

Figure 12 - Detail Report

**CANCELLATIONS:**

ASI Clients are required to notify ASI and E-COMP within 3 days if a particular company using the WC integration discontinues services.

This can be done in CyberPay by:

1. Going to Bureau tab, #5 Partnerships, #2 Worker's Compensation and changing the Status to I, L, or O.
2. Check the 'Company Cancelled' box
3. Enter a person's name in the 'Person who Cancelled' field and a date in the 'Date Cancelled' field.

This change will alert ASI of the status. **This does not completely fulfill your obligations with notice to E-COMP –you still must notify them according to the agreement between ASI and your Service Bureau.**

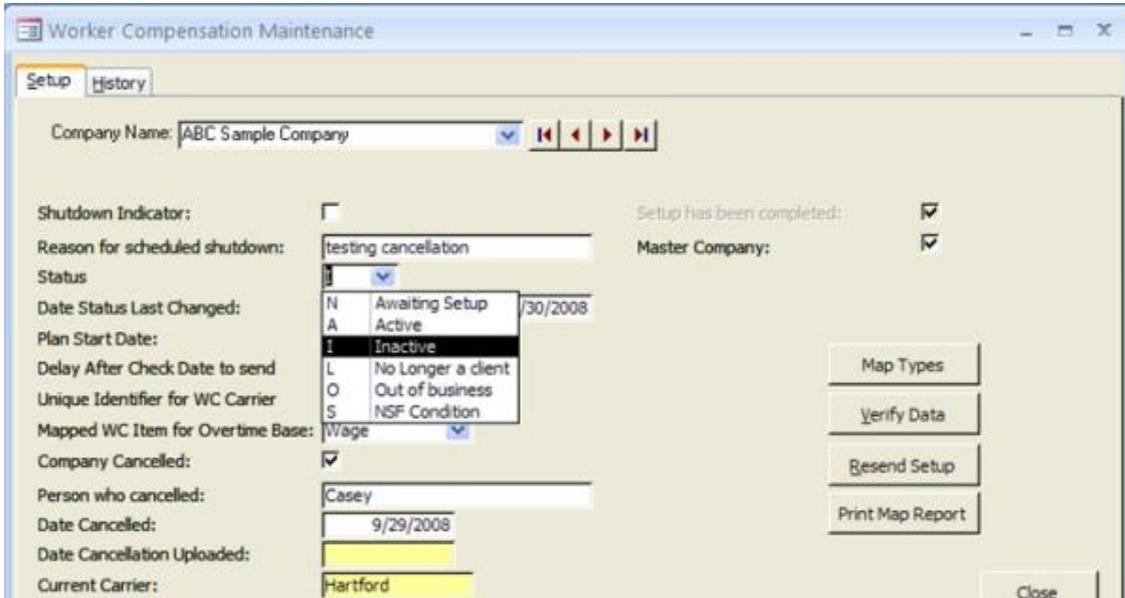


Figure 13 – Cancellations

If your client chooses to discontinue services with the WC carrier, they **MUST** notify the carrier or send you written notice which you are then required to forward to the carrier within 7 days of receipt.

Should the WC carrier cancel services to your client, you will be notified via e-mail by ASI and future payrolls will not be sent to the WC carrier.