Workers Comp Set Up

1. Set up workers comp codes
   a. Client Drawer
      i. Company Sub Drawer
         Workers comp set up
         a. Enter in company number
         b. Choose new from top corner
         c. Add start date for workers comp
         d. Add workers comp code
         e. Add new rate (in manual rate field)
         f. Save
2. Assign workers comp codes to departments
   a. Client Drawer
      i. Company Sub Drawer
         1. Edit Company
            a. Departments/jobs tab
            b. Highlight the department
            c. Choose the workers comp code from the drop down box
            d. Save
3. Set up custom fields
   a. Client Drawer
      i. Company Sub Drawer
         1. Edit Company
            a. Custom Fields tab
               i. %Calc_WC -This is for calculations purposes only, however it will be included in crystal report. (enter in YES in the string field)
               ii. %WCPROGRAM (enter either INTEGO or ECOMP in string)
         2. %Report_WC-This custom field is for impounding the funds from the client, which currently we only use do for Intego. (IMPORTANT do not enter this custom field if the w/c company is Ecomp. (enter YES in string field)
4. Run Report Weekly

Workers Comp Instructions

(Reports need to be ran every Monday)

E-Comp:

1. Find Report to Run
    a. Reporting Drawer
        i. Standard Sub Drawer
            1. Report browser
                a. Management reports
                    i. Workers Comp Reports
                        1. WCexport-eComp-AllCo's-DateRange.rpt

2. Double click on the report, and choose to "use crystal dialog box"
3. Enter in "start date" in the format requested (always use previous Sunday)
4. Enter in "end date" in the format requested (always use previous Saturday)
5. Enter in EIN (00000000) and choose OK to run report.
6. After report populates, we need to save in CSV format via the export button (which is the first icon under the 'preview' tab).
    a. Click on save/export
        i. Change report format to "Separated Values (CSV)"
        ii. Click on OK and then OK again.
        iii. Change name to be saved to: 000000000_batch_payroll_20090629(day created date).csv and save on the I: Drive under
            1. I: Drive
                a. EP Down
                    i. Workers Comp
                        1. EComp
7. Next you will have to open the document you just saved and make sure there aren't any blank social security numbers. If there are, you need to change them to zeros.
8. Now you are ready to upload onto EComps Server. Go to https://secure.goecomp.com
    a. Username is EIN (000000000)
    b. Password is
    c. Use the browse button to look for your file you saved earlier, and click on upload
    d. Once you receive confirmation, you may log off the website.