

Setting Up E Comp Workers Compensation

Overview

Once E Comp and an employer have agreed upon E Comp providing Workers' Comp insurance coverage, E Comp will notify the Service Bureau that a policy has been sold.

1. ***Determine whether this client uses PayChoice ONLINE or the PayChoice Connection.*** If so, remember that you **MUST** have control of your clients' payroll file **BEFORE** you can perform the set-up steps that will generate the appropriate files with their payroll. Otherwise, if you change their company set-up without having control, any payroll work done by the employer will be lost.

If your client is a remote entry user and currently in control of the company file, you should turn off the Auto Launch option in PayChoice so that you can set them up for E Comp Workers' Comp option when you receive the client's next payroll.

Upon obtaining control of the company file, you should complete the set up, described in the following section, **before you process the payroll**, if you wish to have this payroll information included for E Comp. If you do not wish to have this payroll information included (i.e. current payroll contains W Comp reporting for a different insurance carrier), then complete the setup **after** you process the payroll for the week.

2. ***Determine if you are currently processing Workers' Comp reports for this client and if they are switching from a different insurer to E Comp.*** If so, you **MUST** wait until the "old" policy is terminated (i.e., no longer requires payroll data and reports) **BEFORE** you can fulfill the Employee Set Up file for E Comp and perform these set up items. Otherwise, you will lose all Workers' Comp information for this client since E Comp option turns off the features you have already set up.

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How to Activate A Company For E Comp

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MS-DOS Prompt
JUN 15, 2009 Company Services 3:09:42 PM
Company Report Sort :A Skip to a New Page by Div# :N
Timesheet Report Sort :A Different P/E dates by Div :N
Suppress Print Rates :P Drop Term Employee at EOY :Y
YTD Gross on Journal :Y Check Journal or Register :J Cash Anlysis: 1
Month End by :C Dept/Labor Allocation Sys :L In-Line G/L:W
Sales Tax Exempt :T Clear Labor job to dates :Q Require SSN:Y
Subtotal QTW Report by Div :G Inp Route on W/S
Magnetic Media Options Create ZERO QTR Returns :N :C
W-2 :G EOQ Unemp :G Quarterly Emp. Pay History :Y Summ 3psk
W-2 Sort :F New Hire:Y Calc FICA Tip shortfall-941:Y W2's:N
ACH :Y Emp ACH:Y Print Local Tax Summary:N
Check Reconciliation :T Store Workers Comp by:E WC EOD File:E
Count Check Stuffing :Y W/C Report :D W/C policy date : 1/01/2007
Maint:N Pers:N W/C Table ID :@EMP W/C Eff Date: 5/05/2007
Tax Accounting & Payment Services
Tax Alert System:C Start in Year:2006 Qtr:2 Check Form ID :$TAX E
Tax Pay Service :D Start in Year:2006 Qtr:3 Dep In S/B Act:$TAX E TPF: INH
Other Payment Services
Deduct Payment Check :C Check Form ID :$DED B
Invoice Payment Check:D NET PAY on Invoice:N Check Form ID :$INU B
Sign Cks printed EOD :Y
522K Company - GRD5 ECOMP
Enter SORT SELECTION for printing P/R reports F10 to ZOOM
F1-HELP F2-PRISC F10-ZOOM
  
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- Company Options screen 2 Store Workers Comp by: E (Employee)
- Company Options screen 2: W/C EOD File: E (Yes)
- Company Options screen 2: W/C Report : D (On Demand)
- Company Options screen 2: W/C Policy date: (user entered)
- Company Options screen 2: W/C Table ID: @EMP
- Company Options screen 2: W/C Eff date: (same as d.)
- Company Deductions: Deduction Code "WC" added

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MS-DOS Prompt
JUN 15, 2009 Deduction Options Definition-1 3:07:53 PM
Ded Code Ded Name In Tax/ Calc Calc Table Calc Sel Start All Ded Freq.
Code Name BSF NET Ded Type Rate Name On ect Stop Cks 1 2 3 4 5
35 401 K$$ N D P 100.0000 Y 3 A 1 2 3 4 5
31 401-K Y D $ 0.0000 N 3 A 1 2 3 4 5
33 401-K Y D P 0.0000 Y 3 A 1 2 3 4 5
34 C0401 K N D P 3.0000 Y A 1 2 3 4 5
90 401K LN Y D $ 0.0000 N G A 1 2 3 4 5
99 MISC Y D $ 0.0000 N F A 1 2 3 4 5
92 MEMO N D $ 0.0000 N A 1 2 3 4 5
93 MEMO N D $ 0.0000 N A 1 2 3 4 5
94 MEMO N D $ 0.0000 N A 1 2 3 4 5
WC WORKCMP N D T 0.0000 WC N D A 1 2 3 4 5
556K Company - GRD5 ECOMP
Go to Deduction/Tax
Use F4 to select a Ded/Tax, press INS to add one, press CTRL_ENTER when done.
F1-HELP F2-PRISC F4-SCRN2
  
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Employee F5 Screen: Add W/C Code "0000" to all employees. Add Deduction Code "WC" to all employees

MS-DOS Prompt

JUN 15, 2009 Employee Deductions 3:06:15 PM

Empl #: 0001 Name: LUTZ, KAREN
Div. #: 01 Dept: 1100 DIU 1 DEPT 1 Rate: 10.0000

Code	Desc	Amount	Ded	Goal
31	401-K	5.00		
33	401-K	5.0000%		
34	C0401 K N	5.0000%		
WC	WORKCMP N			

FICA/MED: Y Y Inc Tax State: NJ
FUTA: Y Unem Tax State: NJ
Unem/Dis: Y Y W/C Number: 0000
Local Tax CD: NJNW
Local Id: NEWARK UI Qtd
Wks Wkd: 1

Desc	Code	Use	M/S	Ex	Additional
FED WTH	FW	Y	S	00	
STATE	ST	Y	S	00	
LOCAL	LC	Y			
UNEMPL	UD	Y			
DISAB	DD	Y			
TRAIN	TR	Y			

513K Company - GRD5 ECOMP

Use ↑↓ to select a Deduction, INS to add one

F1-HELP F2-PRISC F3-PERS1 F4-PERS2 F6-ACH F8-AMNTS F9-TOTLS

How to Create a Payroll File

****No Enrollment File is Required****

To format the payroll files to send to E Comp, follow these steps:

1. Make sure the customer has been previously set up for E Comp program.
2. From the Main Menu, select D-Daily Processing Menu, 3-General Ledger & Certified Payroll, and then E-Export Ecomp W/C Data.
3. Select "Export WC Payroll Data".
4. All companies set up for E Comp Workers Comp that has processed a payroll since the last time you sent data to E Comp will be displayed.
5. Use the [SPACE BAR] to tag a payroll.
6. Press [F9-RUN] to prepare a file that contains the payroll information for the selected payrolls necessary for E Comp to calculate the insurance premium.
7. A summary report showing what payrolls/companies were tagged will print.
8. A file will now exist in your \paychoic\wcexport\ folder. The file is called **ECOMPWC.CSV**. The file must be renamed to **123456789_BATCH_PAYROLL_2009718.CSV**. 123456789 is the service bureau federal id #.