

## Employer On Demand Powered by Apex Software Technologies Set up E-Comp

Apex Software Technologies has a partnership with E-Comp. The Workers' Compensation information is electronically sent to E-Comp automatically and E-Comp debits your customer as a "Pay As You Go". A signed agreement will need to be sent to Apex before E-Comp will be turned on. This agreement is available on the Forum at <http://community.apexpayroll.com>.

There is setup required at the Global, Company and Employee level for this feature which is similar to setup for The Hartford:

**Global Setup:** In the Global menu, under Workers' Compensation, set up a generic Workers' Comp Calc as Ecomp. There is no need to add the Earning Codes since this info is hard-coded for Ecomp. Make sure the "Use Gross" box is checked.

WC Calc: Details

Calc Name:  Calculation By:  Annual Max Wage:   Use Gross

Max Wage:   
Min Wage:

Enter a column formula here to group by that column.

Earning Code	CL	Earning Code	% Last Mo.	Last Mod Date

**Company Job Class Setup:** In Company Navigation, under Setup > Job Info > WC Job Class, set up a WC Job Class for Ecomp. Set the WC Job Class Name, WC Job Class Description, and WC Code to "Ecomp." Select the appropriate state (if the company is in multiple states, select the main state) and pull the WC Calculation that was set up earlier at the Global level. Make sure the Pay Frequency is "Every Pay" and the Type is "Private Insurer."

WC Sub Class: WC Job Class Detail

Ecomp

WC Job Class Name: Ecomp

WC Job Class Description: Ecomp

WC Code: Ecomp

State: GA

WC Calculate: Ecomp

Vendor: [dropdown]

Frequency: Every Pay

Type: Private Insurer

Per Pay Calc: 00

WC Job Class Rates

Employee Rate	Company Rate	Control Rate	Mod Rate	Effective Start Date	Effective End Date	Last

**Employee Setup:** For each employee that needs to be set up with E-Comp, under Employees > Direct Deposit/Workers Comp pull in the Ecomp WC Job Class that was set up at the company level to the employee's "Single Job Class" field.

Workers Com  Exempt  Use Max Wage  Supplemental Coverage  Single Job Class: Ecomp

Catch-U  Use Min Wage

Division	Location	Department	Job Class	WCCode	WCDesc	Last Mod By Name	Last Mod Date

**Company Information Setup:** Under Company Information > Banking/Workers Comp, set the Workers' Comp type to "Periodic (Manual)" and under Electronic Providers select "Ecomp."

**Workers Compensation:**

Type: Periodic (Manual)

Vendor: [dropdown]

Impound Stat: [dropdown]  Impound

Start: [date field]

End: [date field]

**Electronic Providers:**

Workers Com: Ecomp

Retirement Provid: [dropdown]

Retirement Stat: [dropdown]

Retirement Effective D: [date field]

Retirement Account N: [text field]

ACH Processor: [text field]

Once this entire setup is complete the system will start communicating with Ecomp. If a client signs up with Ecomp, but the company is not yet set up with the settings outlined above, an email notification will be sent from Apex. Once this notification begins arriving, the client will need to be set up in the system as soon as possible. If the client is pushing their first payroll date back or not running, please contact Ecomp so they are aware.

Note: For multi-state company reporting, the system must be set up with a location for each state. The system reads the location shipping address when supplying the employee's state to the Workers Comp company.

