Workers' Compensation

Workers' Compensation provides benefits for workers when an injury or illness arises out of or is caused by their work.

Workers' Compensation checks received from a WC Vendor will offset the cost of salaries that are paid by the District. The check needs to be abated back to the employee's salary account. This can be done by depositing the WC check to the salary account.

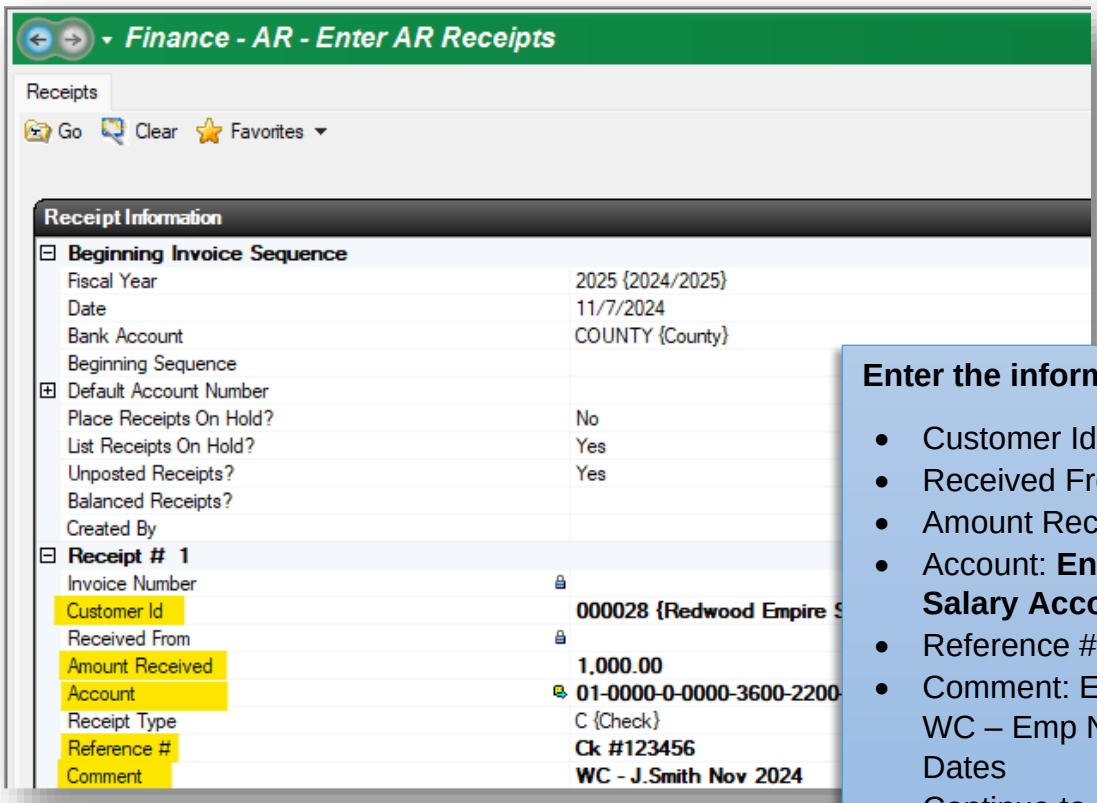
Workers' Compensation wages are not subject to OASDI, Medicare, FIT and SIT and Subject Gross Pay must be reduced accordingly in the employee record.

Deposit Workers Compensation Check

Create a AR Receipts to deposit the WC Check to the employee's salary account.

Go to Finance – AR – Enter AR Receipts

- Click New to create an AR Receipts



Enter the information

- Customer Id
- Received From
- Amount Received
- Account: **Enter Employee Salary Account**
- Reference #: Enter Check #
- Comment: Example WC – Emp Name and Dates
- Continue to enter more deposits or Click Go to Submit

Workers' Compensation Payroll Entry

All Workers' Compensation checks received on behalf of an employee must be reflected in the employees' pay. The WORKCOMP Addon must be entered in the Adjust Payroll Activity.

Example: District received a Workers' Comp reimbursement check for $1,000

Go to HR/Payroll – Payroll – Adjust Payroll

Addon Tab – Section 1

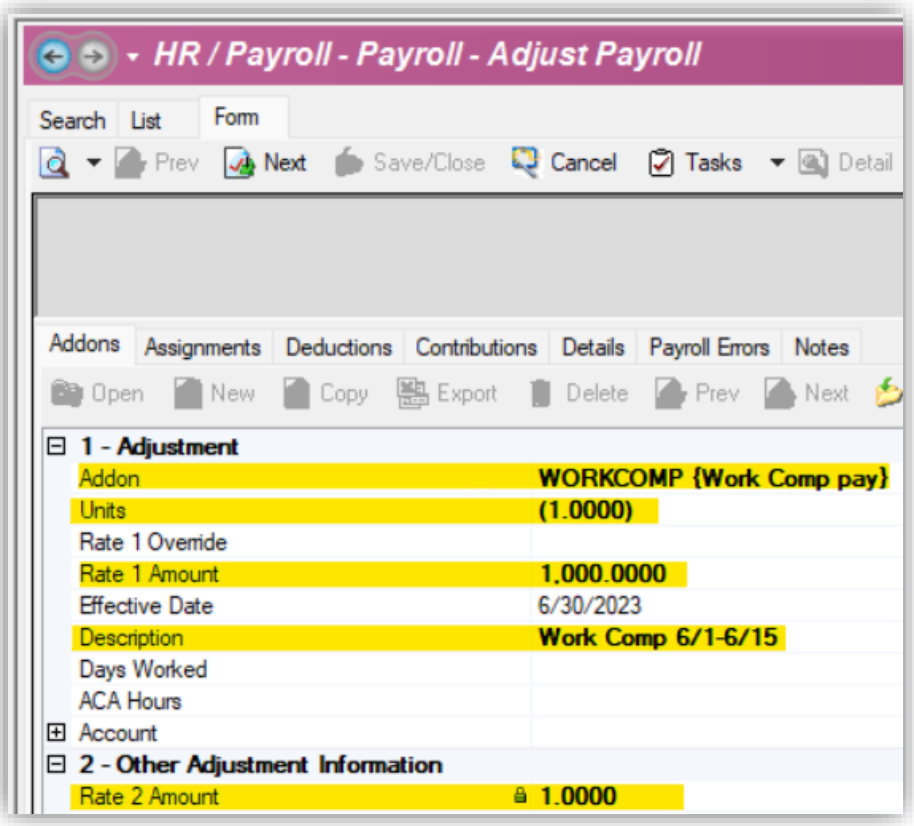
Addon: WORKCOMP

Units: -1.00**

Rate1 Amount: 1,000.00

Description: Work Comp 6/1-15

***Setup varies, if LEA's addon is set up with a negative Rate2 amount, units should be positive*

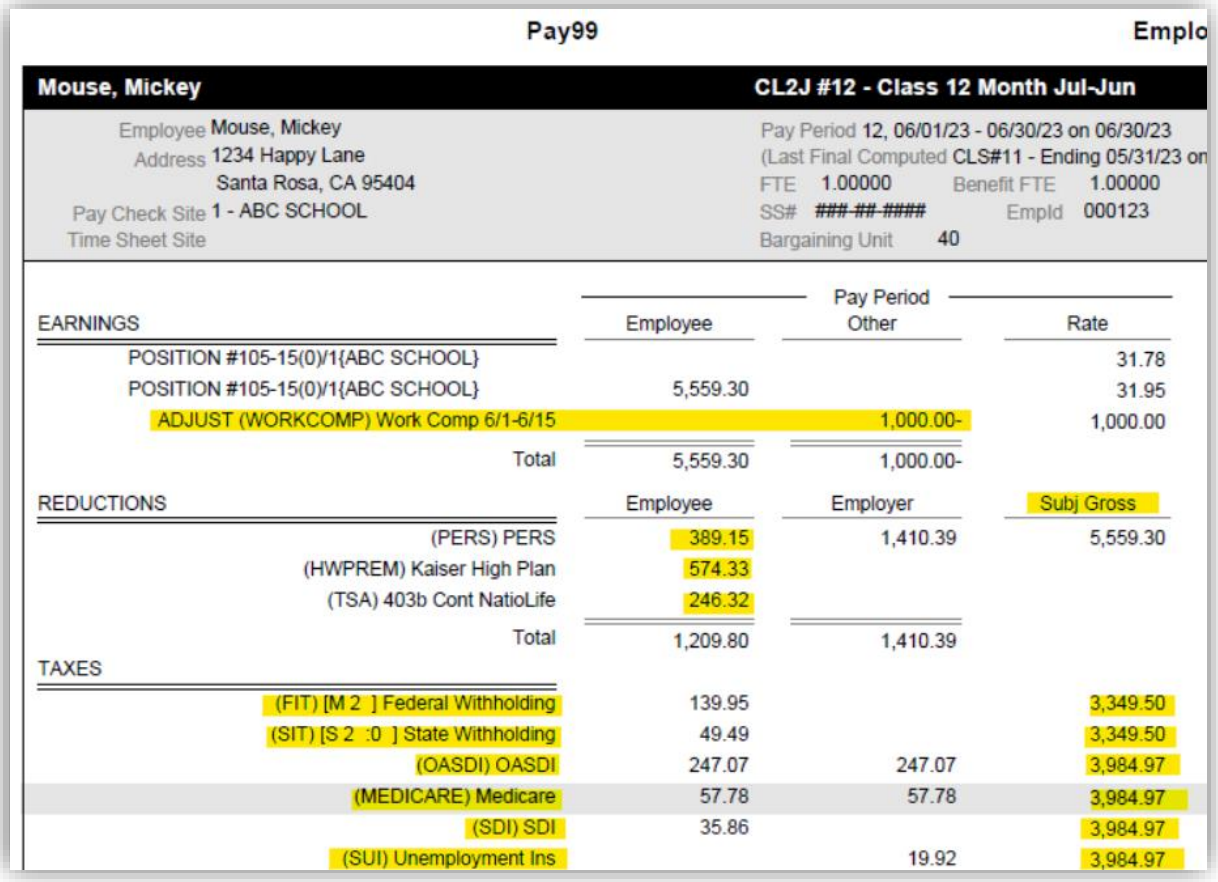


- Verify Subject Gross Wages have been reduced by the amount of the workers' compensation reimbursement.

Outside Calculation

Description	Gross	Less Workers Comp	Less Pretax PERS	Less Pretax Medical	Less Pretax TSA	Subject Gross
FIT	$ 5,559.30	$ 1,000.00	$ 389.15	$ 574.33	$246.32	$ 3,349.50
SIT	$ 5,559.30	$ 1,000.00	$ 389.15	$ 574.33	$246.32	$ 3,349.50
OASDI	$ 5,559.30	$ 1,000.00	$ -	$ 574.33	$ -	$ 3,984.97
MEDICARE	$ 5,559.30	$ 1,000.00	$ -	$ 574.33	$ -	$ 3,984.97
SDI	$ 5,559.30	$ 1,000.00	$ -	$ 574.33	$ -	$ 3,984.97
SUI	$ 5,559.30	$ 1,000.00	$ -	$ 574.33	$ -	$ 3,984.97

Payroll Snapshot



Pay99 Emplo

Mouse, Mickey — **CL2J #12 - Class 12 Month Jul-Jun**

Employee Mouse, Mickey
Address 1234 Happy Lane
Santa Rosa, CA 95404
Pay Check Site 1 - ABC SCHOOL
Time Sheet Site

Pay Period 12, 06/01/23 - 06/30/23 on 06/30/23
(Last Final Computed CLS#11 - Ending 05/31/23 on
FTE 1.00000 Benefit FTE 1.00000
SS# ###-##-#### EmpId 000123
Bargaining Unit 40

EARNINGS	Pay Period Employee	Pay Period Other	Rate
POSITION #105-15(0)/1{ABC SCHOOL}			31.78
POSITION #105-15(0)/1{ABC SCHOOL}	5,559.30		31.95
ADJUST (WORKCOMP) Work Comp 6/1-6/15		1,000.00-	1,000.00
Total	5,559.30	1,000.00-	

REDUCTIONS	Employee	Employer	Subj Gross
(PERS) PERS	389.15	1,410.39	5,559.30
(HWPREM) Kaiser High Plan	574.33		
(TSA) 403b Cont NatioLife	246.32		
Total	1,209.80	1,410.39	

TAXES			
(FIT) [M 2] Federal Withholding	139.95		3,349.50
(SIT) [S 2 :0] State Withholding	49.49		3,349.50
(OASDI) OASDI	247.07	247.07	3,984.97
(MEDICARE) Medicare	57.78	57.78	3,984.97
(SDI) SDI	35.86		3,984.97
(SUI) Unemployment Ins		19.92	3,984.97



Workers' compensation check(s) cannot be more than the employee's gross pay for a tax quarter, this will cause a negative amount in the tax quarter and will need to be applied to a future tax quarter. Reach out to Christy Arend/Jing Liu if you have questions on this. Carend@scoe.org, Jliu@scoe.org