



Memo

Date: January 9, 2018
To: Parish and School Business Managers and Bookkeepers
From: Patrick Warner, Parish Accounting Manager, Office of Finance
Re: 2017-2018 Workers' Compensation

We have started the annual renewal process for our employees' Workers' Compensation insurance policy. We are asking each location to please submit their workers' compensation data via the Paychex "**Workers Compensation**" report – **REPT0013**. Please see the attached instructions for generating this report from Paychex. In order for the report to be accurate, ALL employees must be assigned the correct workers' comp code.

Below is the list of Workers' Comp codes currently in use by the Archdiocese of Atlanta:

- 8868 All Clergy, All Sisters, All Teachers, All Office and Administrative Personnel, Managers, Speakers, Coordinators, Religious Education, Musicians and Paid Choir Members
- 9101 Janitors, Maintenance Personnel, Yard Men, Dishwashers
- 0913 Maids and/or Housekeepers, Rectory Cooks, Cafeteria Cooks & Help, Cleaning Companies WITHOUT Workmen's Compensation Coverage
- 8829 Nurses (RN, LPM)
- 7383 Bus Drivers

There are other codes listed in Paychex, so only use the workers comp codes listed above.

Please do not include any 1099 contractors that you pay through Paychex. As a reminder, police officers are not paid through Paychex as employees. Police officers must be paid as 1099 contractors.

Please submit the Paychex Workers Compensation report to Patrick Warner via email (pwarn@archatl.com) by Friday, January 19, 2018.

When completed, the report will be the basis for billing the Workers' Compensation insurance expense to each parish and school. The billing will be included in the April invoices. If you are unable to submit the report by the due date, we will estimate your parish or school wages based upon the previous year with an assumption of an increase.

This data will ultimately be reviewed and audited by State of Georgia Workers' Compensation professionals.

Thank you for your help compiling this information.

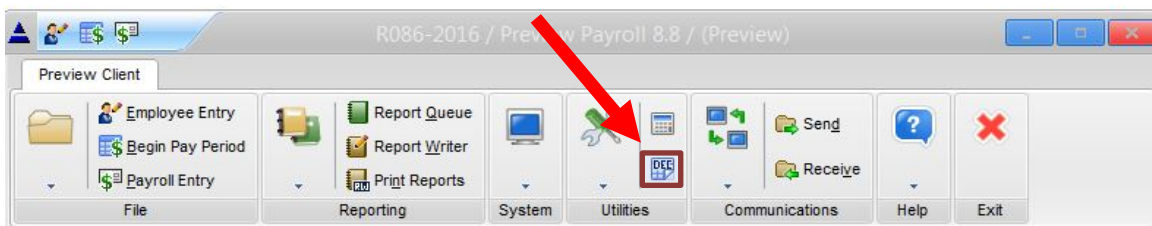
Worker's Compensation Report in Paychex / Preview

In Paychex / Preview there is a report, REPT0013 WORKERS COMPENSATION, that allows you to run a list of all the employees, paid during the year, grouped according to their worker's compensation code.

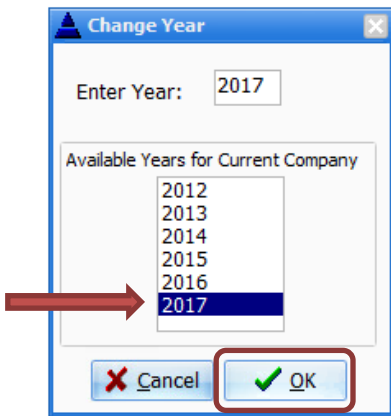
Below are the instructions for generating the Worker's Compensation report from Paychex/Preview.

- 1) Change the Payroll Year to 2017

Click on the Calendar Button

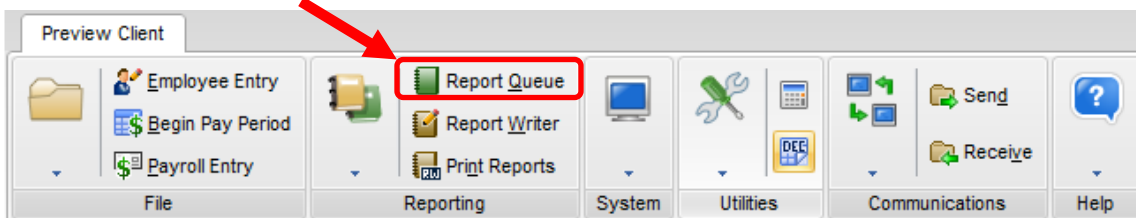


- Select 2017 and click OK



- 2) Create the Workers Compensation report

Click on Report Queue



- 3) From the list of available reports, select **REPT0013 WORKERS COMPENSATION**

Worker's Compensation Report in Paychex/ Preview

4) Click on **Move Report to Queue**

Click to highlight
REPT 0013
Workers Compensation



Report Print Queue : 0 Reports

ID	Report Name	Begin Date	End Date	Prt Status	Priority
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Available Reports : 131 Reports

ID	NAME
REPT0010	COMPENSATION REPORT
REPT0011	DIRECT DEPOSIT REPORT
REPT0012	401K REPORT
REPT0013	WORKERS COMPENSATION
REPT0014	TIP ALLOCATIONS
REPT0015	LABOR DISTRIBUTION
REPT0016	JOB COSTING REPORT
REPT0017	TARGET EARNINGS/DEDUCTIONS

Buttons: Close, Delete, Delete All, Edit, Go (create), ?

Buttons: Move Report to Queue, ALL to Queue

Filter: View ALL frequencies

Leave reports on queue

5) Select **Edit**

R085-2017 / Select Reports To Run

Report Print Queue : 1 Reports

ID	Report Name	Begin Date	End Date	Prt Status	Priority
REPT0013	WORKERS COMPENSATION	12/22/2017	12/22/2017		

Buttons: Close, Delete, Delete All, Edit, Go (create), ?

Available Reports : 132 Reports

ID	NAME
REPT0007	YEAR-TO-DATE REPORT
REPT0008	TAX LIABILITY REPORT
REPT0009	TAXABLE WAGES REPORT
REPT0010	COMPENSATION REPORT
REPT0011	DIRECT DEPOSIT REPORT
REPT0012	401K REPORT
REPT0013	WORKERS COMPENSATION
REPT0014	TIP ALLOCATIONS

Buttons: Move Report to Queue, ALL to Queue

Filter: View ALL frequencies

Leave reports on queue

Worker's Compensation Report in Paychex/ Preview

- 6) On the Edit screen, change the check date range:
Begin Check Date to 01/01/2017 and the **End Check Date to 12/31/2017**.
- 7) In the **Detail or Summary** field, replace the letter D by typing in the letter **"H"**
The letter **"H"** forces the report to use the Workers' Comp code that is currently on the employee's entry screen.
- 8) In the **Misc Option #1** field type the letter **"T"**. By typing in the letter **"T"** Paychex will include pretax withholding – 403(b), Dependent Coverage, etc – as part of Gross Wages on the report.
Click **Save**

Change the **Check Date** to **01/01/2017** and **12/31/2017**

In the **Detail or Summary** field, type the letter **"H"**. This will force the report to use the Worker's Comp code currently on the employee's screen

In the **Misc Option #1**, type the letter **"T"**

Click **Save**

Report Query Options for: REPT0013 / WORKERS COMPENSATION

Begin Check Date: 01/01/2017	Batch: 1	Print Priority: 4
End Check Date 12/31/2017	Batch: 1	Sort Order: 2
Begin Division:		Page Breaks:
End Division:		Detail or Summary H
Begin Branch:		Include Terms: Y
End Branch		Frequency: 1
Begin Department:		Ded-Earn Type_ID:
End Department:		Earn Code Set:
Begin Employee:		Misc Option #1: T
End Employee:		Misc Option #2:
		Misc Option #3:
		Job Chars - Subtotal:
		Pay Frequency:

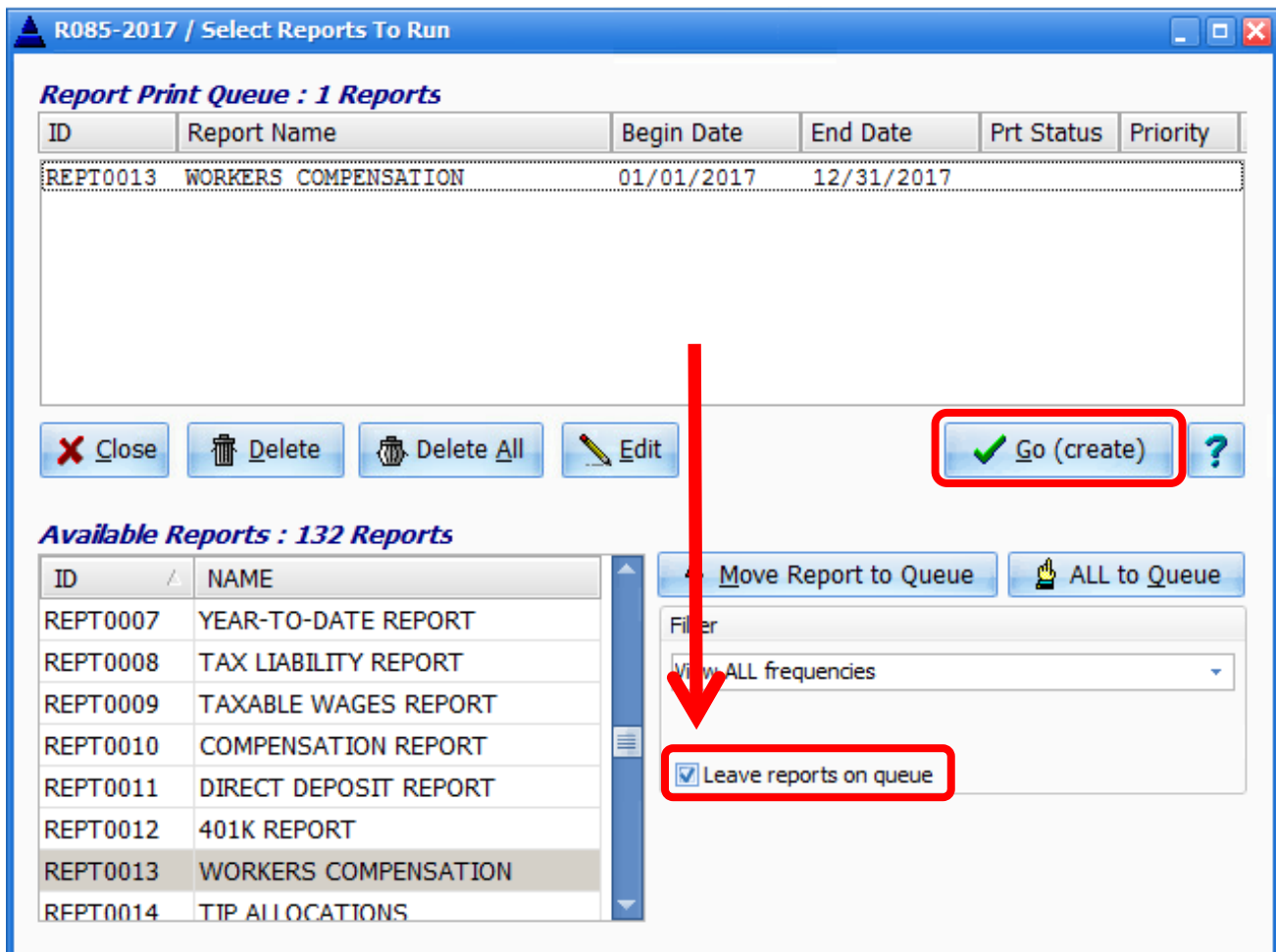
Misc Option String: ||
Client - S/B # Copies: || 0 || 0 Printer Control Str: ||

Close X Save ✓ Report Help

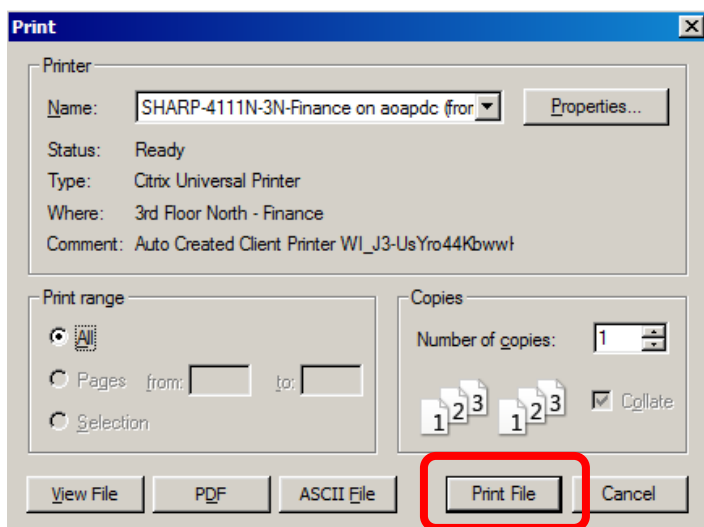
Worker's Compensation Report in Paychex/ Preview

9) Check the box for "Leave reports on queue"

Click on **Go (create)**

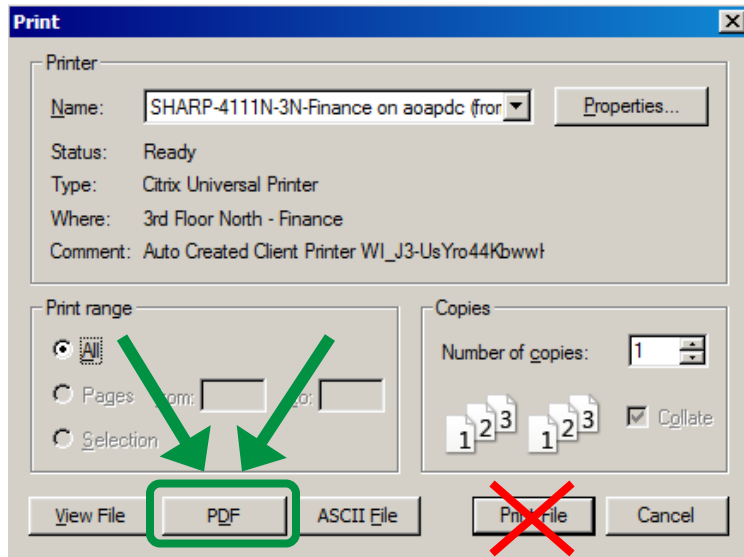


10) To review the report click **Print File**

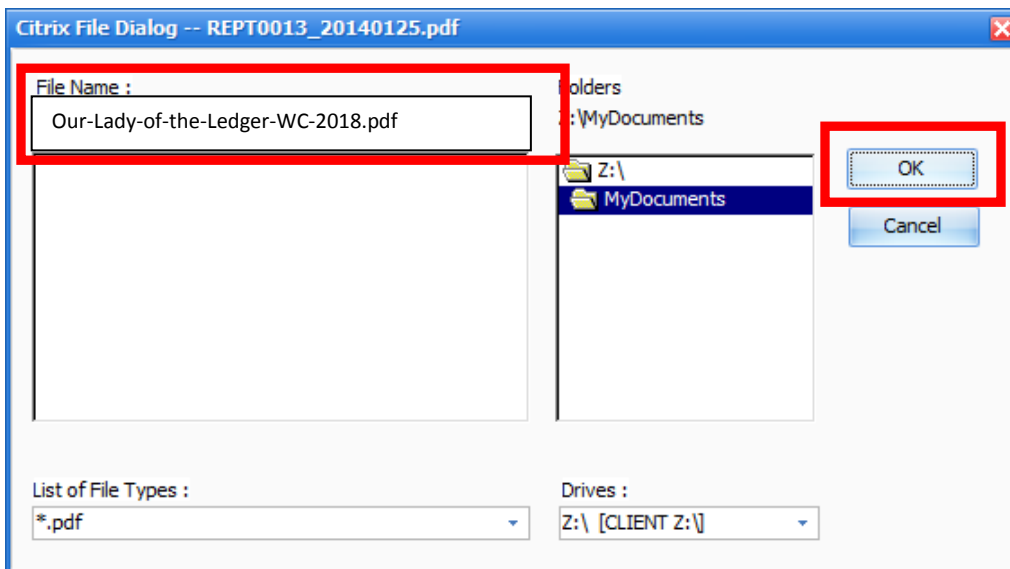


Worker's Compensation Report in Paychex/ Preview

- 11) Upon reviewing the printed report, if any employees are missing Workers Comp Codes (those employees missing their code will be grouped at the top or the bottom of the report) or if the codes are incorrect, **Go to step #15 for more information.** If the report is **CORRECT**, please proceed to step #12
- 12) Next, please generate the report to a **PDF** to facilitate easier emailing to the Archdiocese. To create a PDF **repeat step 8.**
When the Print screen appears, click on the **PDF button.**



- 13) When the PDF has been created, the file save screen will appear prompting you for a location to save the report (Desktop, My Documents, etc.) and file name for the report. To help us manage the reports being emailed into us, please use the followings file naming convention for the PDF report: **Parish-Name-WC-2018.PDF**



- 14) Once you have successfully created the report, change the Payroll Year back to 2018 and send the PDF report to **Patrick Warner – pwarner@archatl.com**

15) If you have an employee that is missing their Workers Comp code, or their code is incorrect on the report, please send an email to me (pwarnar@archatl.com) listing with the employee's name and the correct workers' comp code. Also, include a copy of the **incorrect** workers' comp report so I may compare it to the revised report to insure Paychex makes the appropriate corrections.

Below is a sample of a report with a missing and incorrect Workers' Compensation Code. Any employee missing a workers' comp code will appear at the **top** of the report

WORKERS COMPENSATION

ARCHDIOCESE OF ATLANTA THE CHANCERY - R085

EMPL ID	EMPLOYEE NAME	WORK COMP CODE
266	Francis, Pope	
CODE TOTALS		
2005	Gregory, Wilton	8868
2017	Shlesinger, Bernard	8826

MISSING Workers' Comp Code

INCORRECT Workers' Comp Code