

Memo

Date:	January 9, 2018
То:	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 <u>not</u> paid through Paychex as employees. Police officers <u>must</u> be paid as 1099 contractors.

Please submit the Paychex Workers Compensation report to Patrick Warner via email (<u>pwarner@archatl.com</u>) 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.

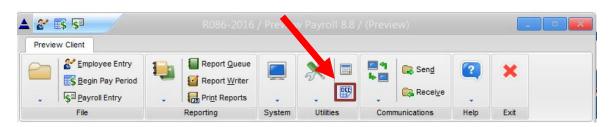
Worker's Compensation Report in Paychex / Preview

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

Employee Entry	1	Report Queue		×		• • •	🕞 Sen <u>d</u> 🔁 Recei <u>v</u> e	•
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3) From the list of available reports, select REPT0013 WORKERS COMPENSATION

4) Click on Move Report to Queue

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5) Select Edit

R085-2017	/ Select Reports To Run				_ 0 ×
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REPT0011	401K REPORT				
REPT0012	WORKERS COMPENSATION				
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REPT0014	TIP ALLOCATIONS				

- 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

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Click Save			
Close X Save V Report Help			

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

Click on Go (create)

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10) To review the report click Print File

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- 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 <u>CORRECT</u>, 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.

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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

Citrix File Dialog REPT0013_20140125.pdf	E E E E E E E E E E E E E E E E E E E
File Name : Our-Lady-of-the-Ledger-WC-2018.pdf	olders WyDocuments Cancel
List of File Types : *.pdf	Drives : Z:\ [CLIENT Z:\]

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

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 (<u>pwarner@archatl.com</u>) listing with the employee's name and the <u>correct</u> 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	EMPLOYEE	WORK COMP	
ID	NAME	CODE	
266 CODE 1	Francis, Pope FOTALS	MISSING Workers' Comp Code]
2005 2017	Gregory, Wilton Shlesinger, Bernard	8868 8826 <u>INCORRECT</u> Workers' Comp Code	2