



# Memo

**Date:** May 10, 2021  
**To:** Parish and school business managers and bookkeepers  
**From:** Patrick Warner, Parish Systems Manager, Office of Finance  
**Re:** Workers' Compensation insurance billing for FY 2020-21

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To simplify the workers' compensation billing process for fiscal year 2020-2021, the archdiocese is billing each location 95 percent of the workers' compensation amount billed in fiscal year 2019-2020. However, if a location knows that its 2020 payroll year workers' compensation amount is **less** than the 95 percent rate, then that location may submit a copy of the Paychex "Workers Compensation" report – "REPT0013" for the 2020 payroll year.

Below is a list of current the Workers' Comp codes and rates used by the archdiocese.

<u>Code</u>	<u>Rate</u>	<u>Description</u>
8868	1.5%	All clergy, all sisters, all teachers, all administrative personnel, coordinators, religious education, musicians and paid choir members
9101	7.5%	Janitors, maintenance personnel, yard men, dishwashers
0913	\$230 Per employee	Maids and/or housekeepers, rectory cooks, cafeteria cooks & help, cleaning companies WITHOUT Workmen's Compensation coverage
8829	3.9%	Nurses (RN, LPM)
7383	5.49%	Bus drivers

Instructions for generating the Paychex report are attached. In order for the report to be accurate, ALL employees must be assigned the correct workers' comp code. There are other codes listed in Paychex so, only use the workers comp codes listed on this memo. As a reminder, police officers cannot be paid through Paychex as employees. Police officers must be paid as 1099 contractors.

Please double check the calculations based on the workers comp report to ensure the total amount is less the 95 percent amount billed. Once the Paychex workers' compensation report is submitted, the archdiocese will adjust the FY 20-21 billing

to reflect the calculated amount based on the report. This adjusted amount will be the **final** billing amount. There will no switching back to the 95 percent billing rate after the report is submitted.

If you wish to submit a Paychex Workers Compensation report, please send me the report via email ([pwarner@archatl.com](mailto:pwarner@archatl.com)) by Friday, May 21.

THE ROMAN CATHOLIC  
**ARCHDIOCESE OF ATLANTA**



**Instructions for generating the Worker's Compensation report from Paychex/Preview.**

- 1) Change the Payroll Year to **2020**
- 2) From the list of available reports, select **REPT0013 WORKERS COMPENSATION**
- 3) On the Edit screen, change the check date range:  
**Begin Check Date to 01/01/2020 and the End Check Date to 12/31/2020.**
- 4) 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.
- 5) 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.
- 6) Click **Save**

Change the **Check Date** to **01/01/2020** and **12/31/2020**

Be sure to include ANY additional Batches that were processed with the Last Payroll for 2020

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**

- 7) Save the report in a **PDF** format

**Important Reminder:** Don't forget to change the Payroll Year back to **2021**