Memo

Date: January 6, 2020

To: All parish and school business managers and bookkeepers

From: Patrick Warner, Parish Accounting Manager, Office of Finance

Re: Workers' Compensation 2020

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**.

Attached are instructions for generating this report from Paychex. We are requesting the payroll data for the period 1/1/2019 through 12/31/2019. 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 and 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.

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 me, via email (pwarner@archatl.com) by Friday, January 17, 2020. 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.
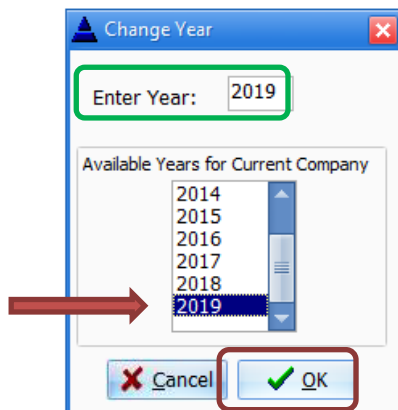
Below are the instructions for generating the Worker's Compensation report from Paychex/Preview.

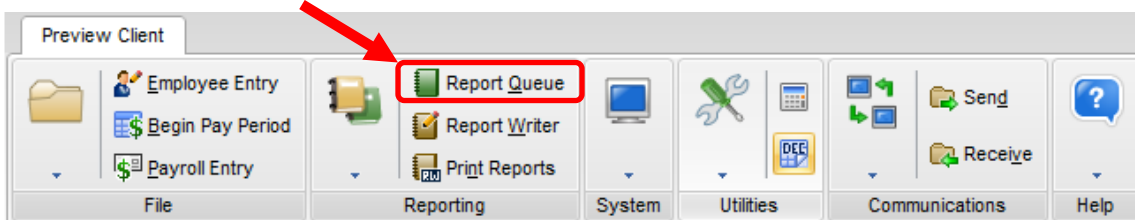1) Change the Payroll Year to **2019**

Click on the Calendar Button
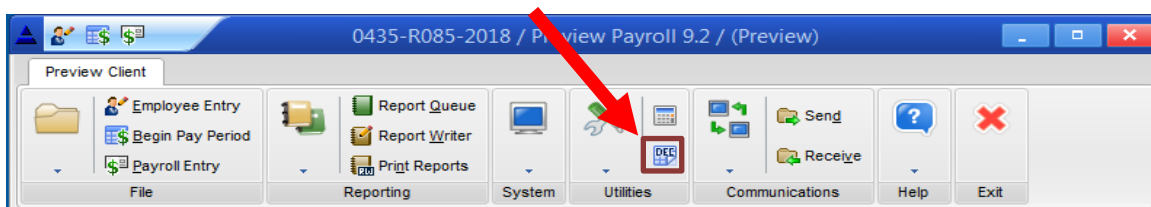
Select 2019 and click OK

2) Create the Workers Compensation report

Click on Report Queue

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

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

Report Print Queue : 0 Reports

ID	Report Name	Begin Date	End Date	Prt Status	Priority

[X Close] [🗑 Delete] [🗑 Delete All] [✎ Edit]   [✔ Go (create)] [?]

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

[⬆ Move Report to Queue] [✋ ALL to Queue]

Filter

View ALL frequencies ▾

☐ Leave reports on queue

Click to highlight

REPT 0013

Workers Compensation

5) Select **Edit**

R085-2019 / Select Reports To Run

Report Print Queue : 1 Reports

ID	Report Name	Begin Date	End Date	Prt Status	Priority
REPT0013	WORKERS COMPENSATION	01/01/2019	12/31/2019		

[✘ Close] [🗑 Delete] [🗑 Delete All] [✎ Edit]   [✔ Go (create)] [?]

Available Reports : 133 Reports

ID	NAME
REPT0008	TAX LIABILITY REPORT
REPT0009	TAXABLE WAGES REPORT
REPT0010	COMPENSATION REPORT
REPT0011	DIRECT DEPOSIT REPORT
REPT0012	401K REPORT
REPT0013	WORKERS COMPENSATION
REPT0014	TIP ALLOCATIONS
REPT0015	LABOR DISTRIBUTION

[⬆ Move Report to Queue] [✋ ALL to Queue]

Filter

View ALL frequencies ▾

☑ Leave reports on queue

6) On the Edit screen, change the check date range**:**
   Begin Check Date to **01/01/2019** and the **End Check Date** to **12/31/2019**.

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 **01/01/2019** and **12/31/2019**

Be sure to include ANY additional batches that were processed with the last payroll for 2019

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

Report Query Options for: REPT0013 / WORKERS COMPENSATION

Begin Check Date: | 01/01/2019   Batch: | 1   Print Priority: | 4
End Check Date | 12/31/2019   Batch: | 9   Sort Order: | 2
                                           Page Breaks: |
Begin Division: | Detail or Summary: | H
End Division: | Include Terms: | Y
                                           Frequency: | 1
Begin Branch: | Ded-Earn Type _ID: | |
End Branch: | Earn Code Set: |
                                           Misc Option #1: | T
Begin Department: | Misc Option #2:
End Department: | Misc Option #3:
                                           Job Chars - Subtotal:
Begin Employee: | Pay Frequency: |
End Employee: |

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

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

Click **Save**

Close ✗   Save ✓   Report Help

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

Click on **Go (create)**

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

11) *Please* review the printed report for any employees that are missing Workers Comp Codes (those employees missing their code will be grouped at the top) or for employees with an incorrect code. If there are any missing or incorrect codes **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.
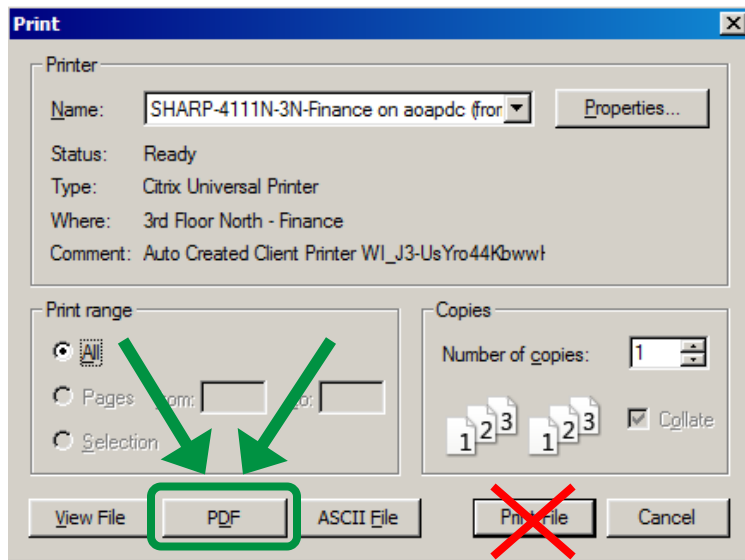
13) When the PDF has been created, the file save screen will appear prompting you for a location to save the report (Desktop, My Documents, etc.) and file name for the report. To help us manage the reports being emailed into us, please use the followings file naming convention for the PDF report: *Location-Name*-**WC-2020**.**PDF**
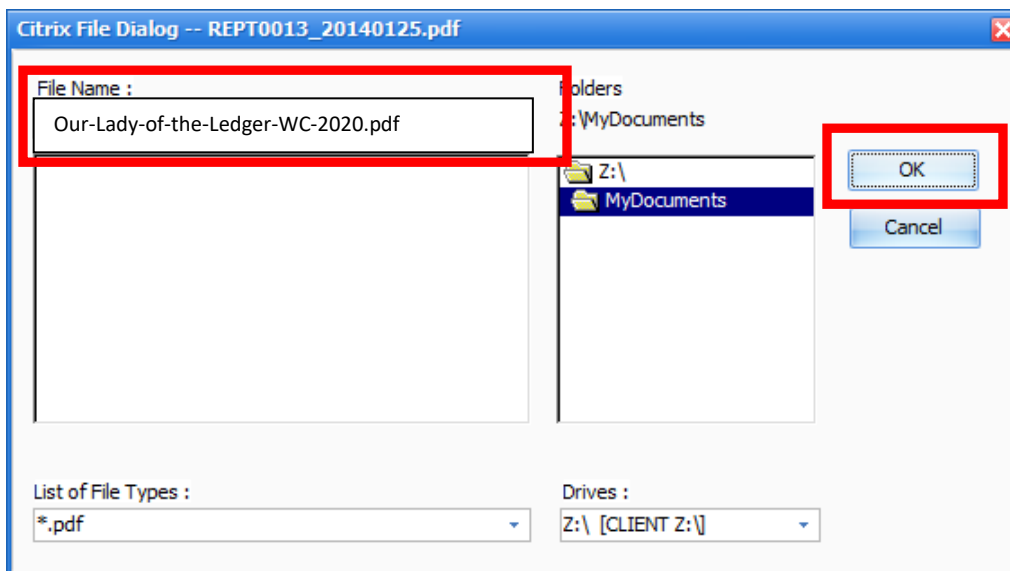
14) Once you have successfully created the report, please and send the PDF report to
Patrick Warner – pwarner@archatl.com. Don't forget to change the Payroll Year back to **2020**

15) If you have an employee that is missing their workers' comp code, or their code is incorrect on the report, you will need to contact **Karen Campbell** at kpcampbell@paychex.com to correct the code.

> Please send Karen an email with the name(s) of the employee(s) that have a missing or incorrect workers' comp code and give Karen the proper workers' comp code for the employee(s).
>
> Also, include a copy of the workers' comp report for Karen to review and verify that she has made 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		*MISSING* Workers' Comp Code
CODE TOTALS			
2005	Gregory, Wilton	8868	
2017	Shlesinger, Bernard	8826	*INCORRECT* Workers' Comp Code

If you have any other questions, please contact Patrick Warner – pwarner@archatl.com

Thank you