

Enterprise - How to Recalculate Worker Compensation

Last Modified on 06/08/2020 7:52 am CDT

Do you ever find yourself in a situation where the rates have been updated for a worker comp code and previous transactions need to be recalculated, or the wrong worker comp code has been added to an order?

Enterprise has added the recalculate worker comp tool within the order and pay/bill sections to help with these pain points you may have as a staffing company.

How to Recalculate Worker Comp

Utilize this option from the order if you had the wrong code on the order and you wish to have this apply a different code to the historical data (previous transactions) associated with the order itself.

For example, you have 80 people on an order with the wrong worker comp code and have processed their transactions for a certain amount of time under the wrong code. This will allow historical data on checks to update with the correct code and cost associated with said worker comp code. Doing this will also help balance your worker comp reporting.

Note If you have wish to update current order details as well as timecards associated in the future, you may simply update the worker comp code within the assignment and follow the prompts to update.

Step 1: Update the Worker Comp Codes for the Assignment(s)

Before the system can recalculate worker comp transactions, you need to first update the assignment records with the correct worker comp codes.

If it is just one or two assignments that have the incorrect code, you can change the code on their assignment record:

Buffay, Phoebe
Buy N Large, Cashier I
Assignment ID: 4301408124
Order ID: 4295092673
Employee ID: 4295083171
Branch: Minneapolis

Lunch Today | Pay update confirm

Currently viewing 2 of 120860 tasks. View more...

tasks appointments social email

assignment information

Employee: Buffay, Phoebe
Aldent: 4295083171
Customer: Buy N Large
Department: Electric
Order ID: 4295092673
Assignment ID: 4301408124 | Alt Assignment ID:
Burden:
Temp Phone: () - -
Status: Excellent
Replaces:
 Customer DNA Employee DNA

financial details

Multiplier: 1.29 | Overtime Factor: 1.5000
Bill Rate: \$25.80 | Pay Rate: \$20.00
Salary Bill: \$0.00 | Salary: \$0.00
Unit Bill: \$0.00 | Unit Pay Rate: \$0.00
Other Agency Pay: \$0.00
Overtime Bill: \$38.70 | Overtime Pay: \$30.00
Doubletime Bill: \$51.60 | Doubletime Pay: \$40.00
Company: High Tech Staffing Inc
EINC: 0 | W2
Worker Comp Code: MN 8810

job information

Job Title: Cashier I

Code	Description	Percentage
OR-6672	Agriculture	6.30000000
AZ 8810	AZ Admin Clerical	0.00000000

If you need to update all assignments related to an order:

1. Navigate to the order record
2. Change the Worker Comp Code under Details
3. Select Save
4. You will be prompted to update the worker comp codes for the associated assignments:

Order Details | Web Options | ACA Surcharge

customer information

Customer ID: 4295014070 | Work Site: Grocery
123 Grocery St.

financial details

Multiplier: 1.29
Bill Rate: \$0.00
Overtime Factor: 1.5000
Pay Rate: \$0.00
Salary: \$0.00
Unit Pay Rate: \$0.00
PlanSTD

TempWorks Enterprise

Update Assignments?

You have updated at least one of the following fields:
WorkerCompCode
Worksite
POId

Would you like to update all active Assignments with this new information?

→ Yes
→ No

5. Select Yes

Step 2: Recalculate Worker Comp

Navigate to an order, select the (1.) 'Actions' menu, then select (2.) 'Recalculate Worker Comp' (3.):

The Ohio State University, Primary
 Admin. Assist. 11 of 2 positions filled Customer ID: 4295012872 Order ID: 4295067730

Personal Task: Or
 Personal Task: Or

tasks app

Record Actions Form Actions

Copy Order Move Order Add Message Email Assigned
 Create New Assignment 3 New Task
 Find Matching Employees Recalculate Worker Comp
 Gross Profit Calculator Share with Twitter
 Mass Update Rates Update Assignments

search

messages

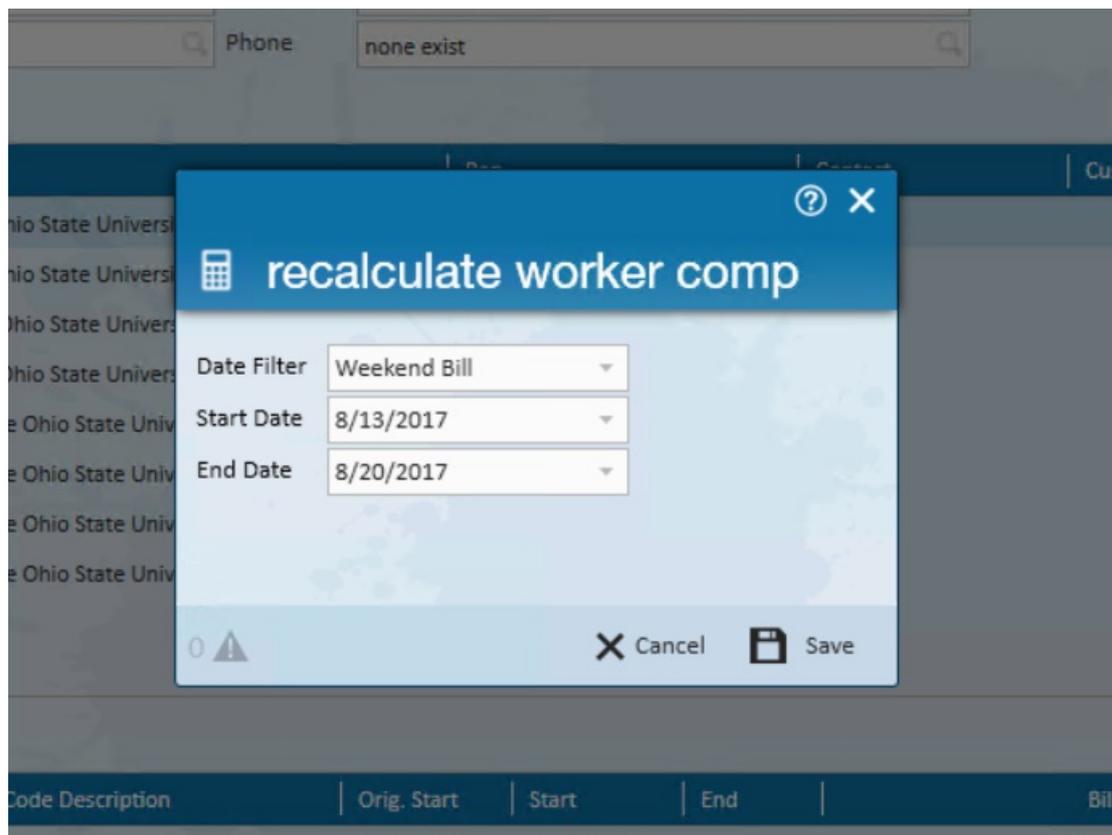
Date	Action	Message	Rep
8/31/2017	Placed	Placed -- The Ohio State University	Comments: hosteval32
8/31/2017	Placed	Placed -- The Ohio State University	Comments: hosteval32
8/31/2017	Offered	Offered -- The Ohio State University	Comments: hosteval32
8/31/2017	Offered	Offered -- The Ohio State University	Comments: hosteval32
8/31/2017	Order Candidate	Candidate -- The Ohio State University	Comments: hosteval32
8/31/2017	Order Candidate	Candidate -- The Ohio State University	Comments: hosteval32
8/31/2017	Order Candidate	Candidate -- The Ohio State University	Comments: hosteval32
8/31/2017	Order Candidate	Candidate -- The Ohio State University	Comments: hosteval32

assignments

Title	Employee	Perf Code Description	Orig. Start	Start	End
Admin. Assist.	Aardson, Steve	Open	9/11/2017	9/11/2017	
Admin. Assist.	Aaron, Jocelyn	Open	9/11/2017	9/11/2017	
Admin. Assist.	Dean, James	Open	9/11/2017	9/11/2017	
Admin. Assist.	Dean, Jimmy	Open	9/11/2017	9/11/2017	
Admin. Assist.	Dean, Lilly	Open	9/11/2017	9/11/2017	
Admin. Assist.	decker, eric	Open	9/11/2017	9/11/2017	
Admin. Assist.	Decker, Jessica	Open	9/11/2017	9/11/2017	
Admin. Assist.	Dee, Pam	Open	9/11/2017	9/11/2017	
Admin. Assist.	Dee, Sandra L	Open	9/11/2017	9/11/2017	
Admin. Assist.	Delaney, Alice	Open	9/11/2017	9/11/2017	

employee
 customer 1.
 order
 assignment
 contact
 pay / bill
 calendar
 reports
 all options ▶

Once this is selected, the recalculate worker comp window will open. Select the date filter and choose whether you wish to use the weekend bill or check date based on your companies personal preference and business operations. Once all necessary information is inputted, simply select 'Save'.



How to Modify Worker Comp Cost

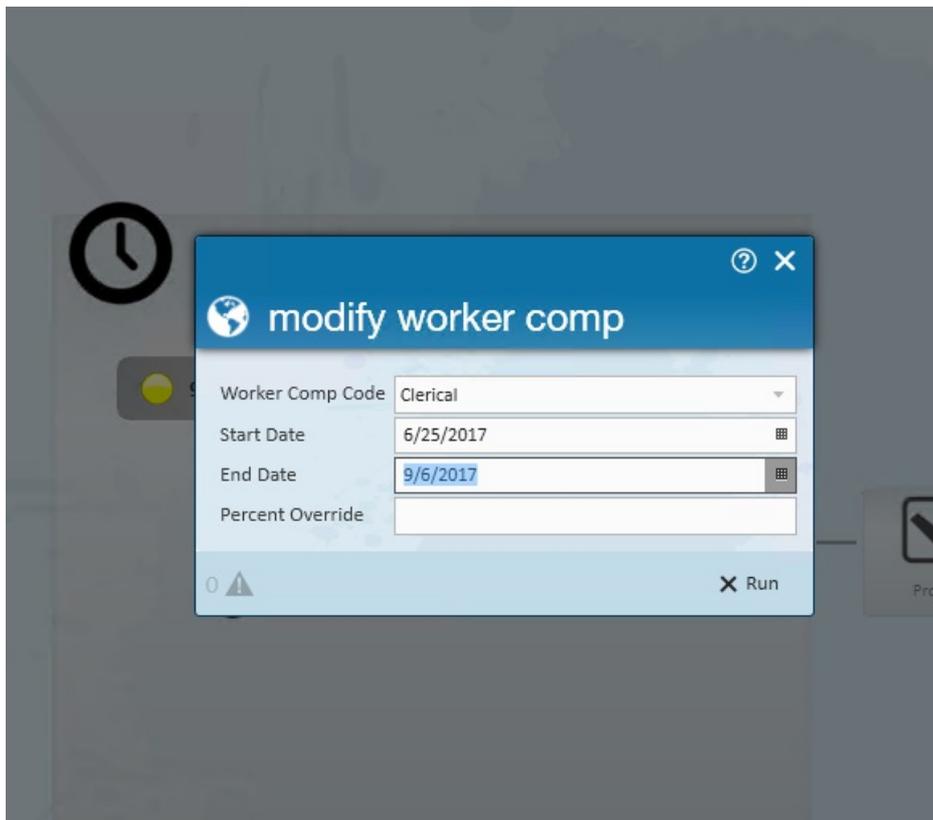
Utilize this option to simply recalculate the cost of a worker comp code for a given date range.

Navigate to the 'pay/bill' area, then select the (1.) 'Actions' menu, select (2.) 'Modify Worker Comp' (3.):

The screenshot displays the 'Payroll / Invoicing' section of a software application. At the top left, there is a logo and the text 'Payroll / Invoicing'. Below this, it shows 'Current Weekend Bill 9/3/2017' and two status indicators: '966 Unused Timesheets' and '0 Timesheets Not Paid'. A red '2.' is positioned near the top right. A navigation bar at the top right contains 'tasks appointments social e'. A central menu is open, listing various actions under 'Form Actions'. The 'Modify Worker Comp' option is highlighted with a red box and a red '3.' next to it. Other options include 'Export', 'Import', 'Upload Documents', 'Reprint Payroll Run', 'Reemail Check Stubs', 'Reemail Invoices', 'Available Paycards', 'Assign Paycard Numbers', 'Export Assignment info to PeopleNet', 'Import PeopleNet Time File', and 'Open Gross Up Calculator'. Below the menu, there are icons for 'Timecards' (clock), 'Proofing' (checkmark), 'Payroll' (dollar sign), and 'Invoicing' (dollar sign). On the left side, a vertical menu lists 'employee', 'customer', 'order', 'assignment', '1. contact', 'pay / bill' (highlighted), and 'calendar'.

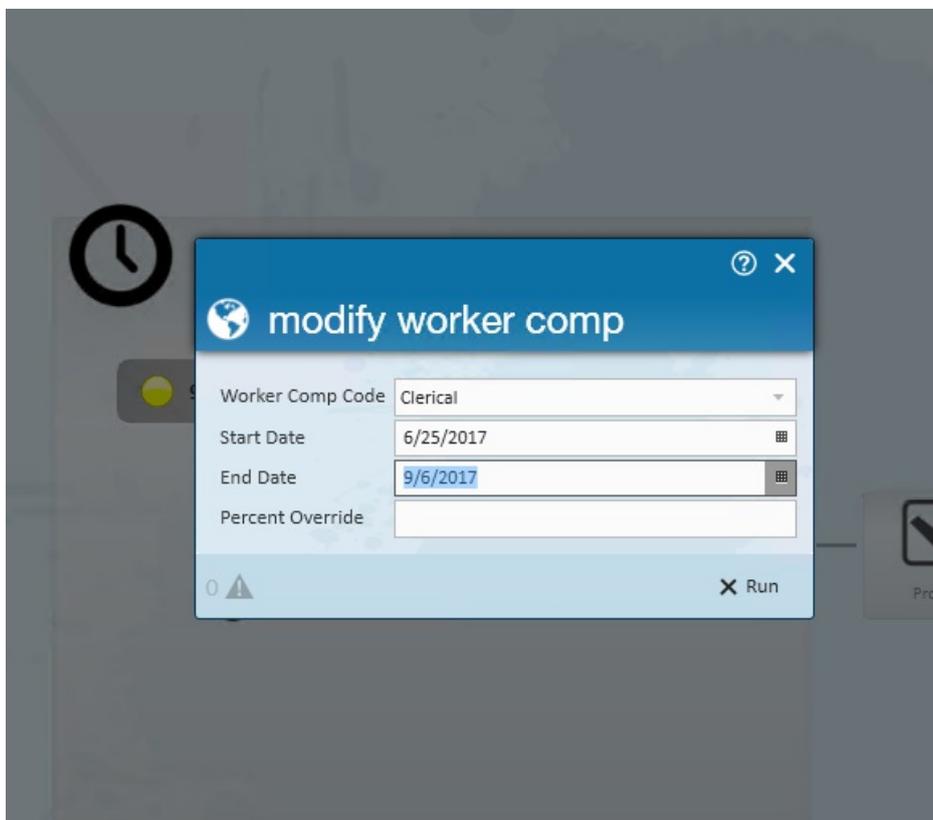
Scenario One:

If your worker comp has been updated correctly you may use this option to reapply that worker comp code with the correct rate within a given date range. In this example you would not use a percentage override.



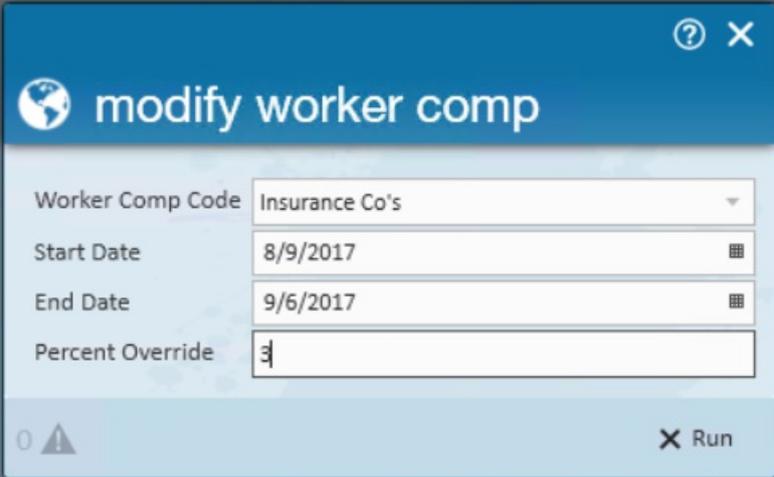
Scenario Two:

In this scenario , a worker comp code was incorrect two years ago, the current worker comp code is correct and has been the correct rate but you need to go back to a previous year and make changes. You may enter a percent override and this will not affect the current worker comp code rate.



For example, currently the rate is 1%, you want to go back to last year and change 2016 from 5% to 3%. Instead of changing it in administration, you use the percentage override of 3% with date range 1/1/16-12/31/16.

Within the modify worker comp window select the worker comp code you wish to update, enter check date range, and enter the percent override. Once information is entered, select "Run".



The image shows a software window titled "modify worker comp". The window has a blue header bar with a globe icon and the title text. Below the header, there are four input fields:

- Worker Comp Code:** A dropdown menu with "Insurance Co's" selected.
- Start Date:** A date field containing "8/9/2017".
- End Date:** A date field containing "9/6/2017".
- Percent Override:** A text field containing "3".

At the bottom of the window, there is a light blue bar containing a warning icon on the left and a "Run" button on the right.

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