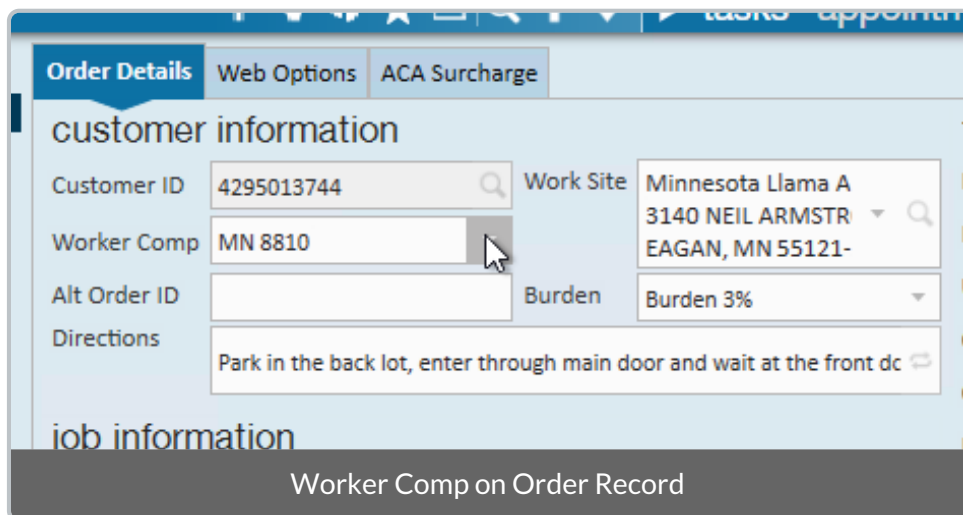


# Enterprise - How to Add Worker Comp Codes

Last Modified on 01/27/2020 8:32 am CST

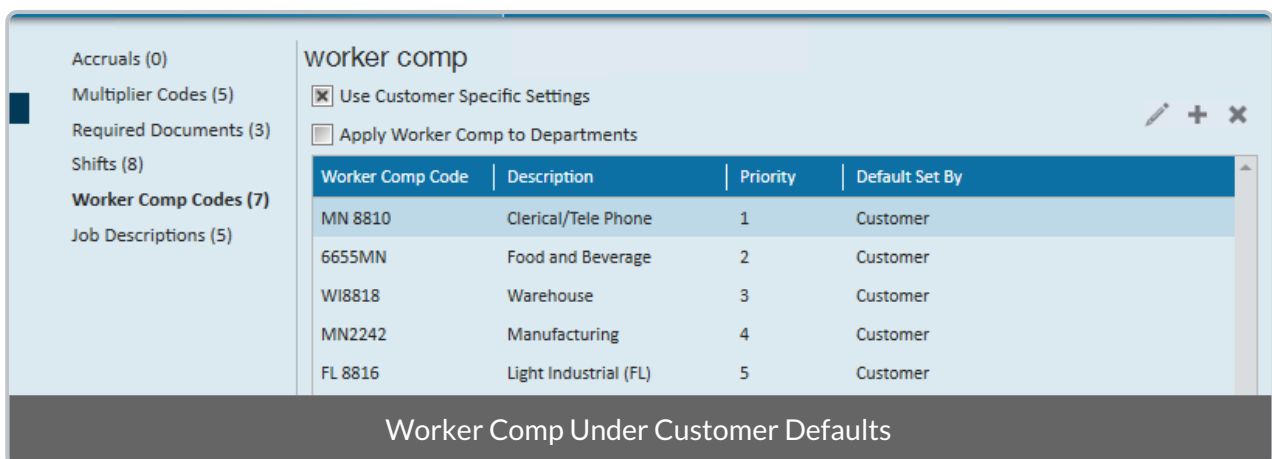
## What are Worker Comp Codes?

Worker compensation codes are codes that insurance companies utilize to identify specific categories of work. These codes are important to setup on Customer and Order records to ensure the right worker comp codes are being tied to the correct job titles you are staffing.



The screenshot shows the 'Order Details' section of a software interface. It includes tabs for 'Order Details', 'Web Options', and 'ACA Surcharge'. Under 'customer information', there are fields for 'Customer ID' (4295013744), 'Worker Comp' (MN 8810), 'Alt Order ID', and 'Directions' (Park in the back lot, enter through main door and wait at the front dc). There are also dropdown menus for 'Work Site' (Minnesota Llama A, 3140 NEIL ARMSTR, EAGAN, MN 55121-) and 'Burden' (Burden 3%).

Worker Comp on Order Record



The screenshot shows the 'worker comp' settings section. It includes a sidebar with navigation links: 'Accruals (0)', 'Multiplier Codes (5)', 'Required Documents (3)', 'Shifts (8)', 'Worker Comp Codes (7)', and 'Job Descriptions (5)'. The main area has a table with columns: 'Worker Comp Code', 'Description', 'Priority', and 'Default Set By'. There are checkboxes for 'Use Customer Specific Settings' (checked) and 'Apply Worker Comp to Departments' (unchecked).

Worker Comp Code	Description	Priority	Default Set By
MN 8810	Clerical/Tele Phone	1	Customer
6655MN	Food and Beverage	2	Customer
WI8818	Warehouse	3	Customer
MN2242	Manufacturing	4	Customer
FL 8816	Light Industrial (FL)	5	Customer

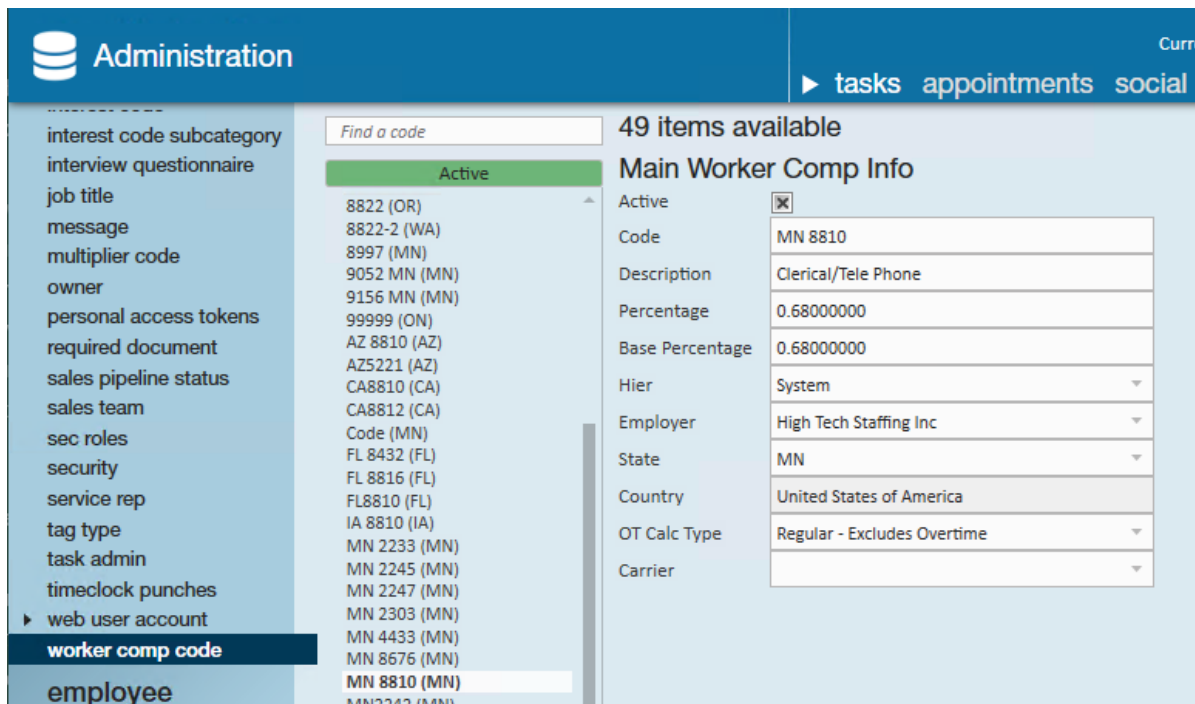
Worker Comp Under Customer Defaults

Worker comp codes are divided by state since rates usually differ from state to state, so if you are staffing in multiple states you will need separate codes for each state (ex. 8810 for MN and 8810 for WI).

# How to Add a New Worker Comp Code

Doing business in a new state? Staffing a brand new position? You may need to set up new worker comp codes.

1. Navigate to all options > administration and select 'worker comp code' on the left:



The screenshot shows the 'Administration' interface. On the left, a sidebar lists various options, with 'worker comp code' highlighted. The main area displays a list of 49 items available, with 'MN 8810 (MN)' selected. The 'Main Worker Comp Info' form is visible, showing fields for Code, Description, Percentage, Base Percentage, Hier, Employer, State, Country, OT Calc Type, and Carrier.

Field	Value
Code	MN 8810
Description	Clerical/Tele Phone
Percentage	0.68000000
Base Percentage	0.68000000
Hier	System
Employer	High Tech Staffing Inc
State	MN
Country	United States of America
OT Calc Type	Regular - Excludes Overtime
Carrier	

2. Select the + icon.
3. Enter the following information:
  - Code- how it will be displayed in in the system (ex. 8810 or MN 8810).
  - Description- what category of work should this code be associated with
  - Percentage- used for calculations
  - Base Percentage- often matches percentage field
    1. Can be used for differentiating a buy down on a percentage or to track and report a "total" percentage vs. an "actual cost" percentage.
  - Hier- To what level of hierarchy does this code apply? Is this code one that is specific to one branch or is it used system wide?
  - Employer- select your company.
  - State- select which state this worker comp code is for

Main Worker Comp Info	
Active	<input checked="" type="checkbox"/>
Code	MN 8810
Description	Clerical/Tele Phone
Percentage	0.68000000
Base Percentage	0.68000000
Hier	System
Employer	High Tech Staffing Inc
State	MN
Country	United States of America
OT Calc Type	Regular - Excludes Overtime
Carrier	

**\*Note\*** When a worker comp code is no longer going to be used in your system, you can deactivate it by unchecking the active check box. This will stop it from showing up as an option on any future order.

## Auditing Your Records

The correct worker comp codes need to be selected correctly by your front and/or back office staff at the customer, order, or assignment level.

### Use the Defaults:

We recommend setting default worker comp codes on each customer record based on your contract(s) with them. This can help limit the number of choices your recruiters or sales staff have when creating orders and assigning people. Check out [Enterprise - How to Set up Customer Defaults](#) for more information.

### Run Reporting:

- [Worker Comp Breakout](#)
  - Run this report to review hours paid under each worker comp code

- Worker Comp List

- Run this report when you update percentages each year to review the current codes in your system, short description, and current percentages

- Assignment Search

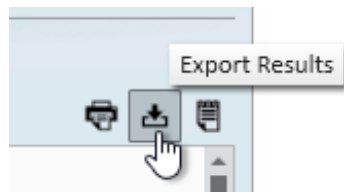
- One the best ways to triple check your system is to pull a list of active assignments and include worker comp code

- You will be able to group by worker comp to quickly glance through comparing job title & worker comp code

Your search returned 913 results.

Assig...	Employee Name	Customer	Department	Job Title	Worker Comp C...	Bill Rate	Pay Rate
Worker Comp Code: MN 8810 (473 items)							
430140...	Aardson, Steve	Sharia's Sandals	Primary	Accountant	MN 8810	\$31.25	\$25.00
430140...	Aardson, Steve	Angelucci's Flowers	Primary	Forklift	MN 8810	\$38.34	\$27.00
430140...	Aardson, Steve	123 Company	Dept A	Nurse Ansethetist	MN 8810	\$47.00	\$33.33
430140...	Aardson, Steve A	ABC Broom co	Primary	Unknown	MN 8810	\$23.00	\$17.04
430140...	Aardson, Steve A	Cotton Candy	Smore	Stock Picker/pack...	MN 8810	\$0.00	\$12.00
430140...	Aaron, Amanda	Gary & Son Lands...	Primary	General Laborer	MN 8810	\$14.00	\$21.00
430140...	Aasen, Alexander	Angelucci's Flowers	Primary	Forklift	MN 8810	\$17.75	\$12.50
430140...	Aaskon, Masters F	123 Company	Dept A	Nurse Ansethetist	MN 8810	\$47.00	\$33.33

- You will also be able to export your results to excel



## Related Articles