



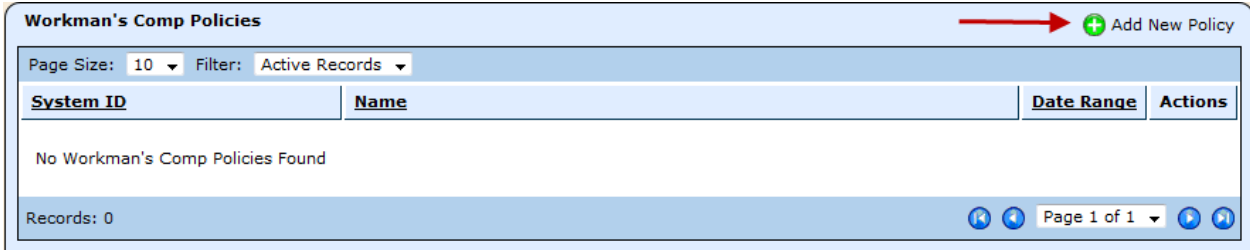
# Workman's Comp Policy

This is designed to maintain the Workman's Comp Policies for employees relative to Workman's Comp reporting. The district will maintain all Workman's Comp policies in the software according to their local policy. A new Workman's Comp Policy must be created each year.

The Workman's Comp Policies are used in conjunction with the Workman's Comp Categories to calculate the rates for Workman's Compensations during the payroll process.

 Adding a Workman's Comp Policy

Click on  Add New Policy

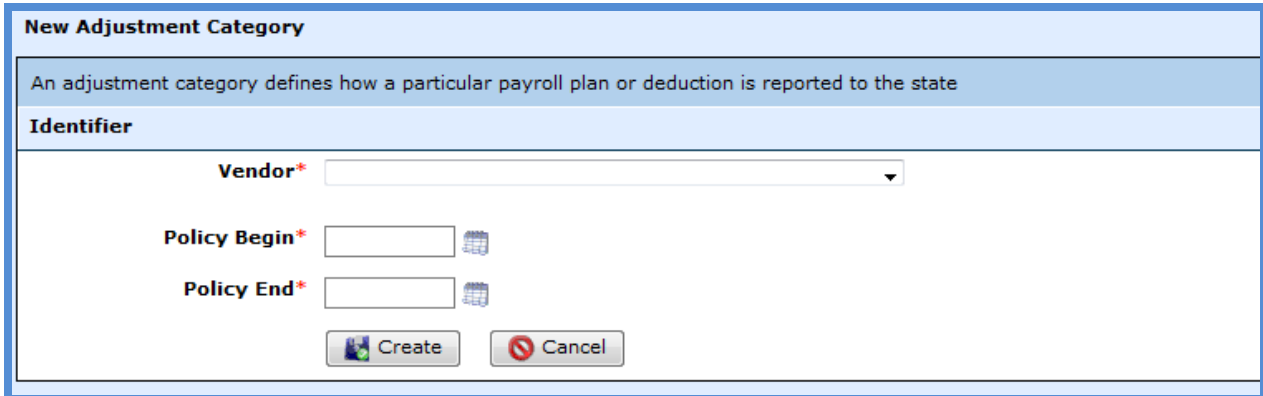


Workman's Comp Policies ➕ Add New Policy

Page Size: 10 Filter: Active Records

| System ID                        | Name | Date Range | Actions |
|----------------------------------|------|------------|---------|
| No Workman's Comp Policies Found |      |            |         |

Records: 0 Page 1 of 1





**New Adjustment Category**

An adjustment category defines how a particular payroll plan or deduction is reported to the state

**Identifier**

**Vendor\***

**Policy Begin\***  

**Policy End\***  

► **Vendor** – Choose the appropriate vendor for the Workman's Comp Policy from the drop down box.

► **Policy Begin** – Enter the begin date of the Workman's Comp Policy.

► **Policy End** - Enter the end date of the Workman's Comp Policy

Select  **Create**