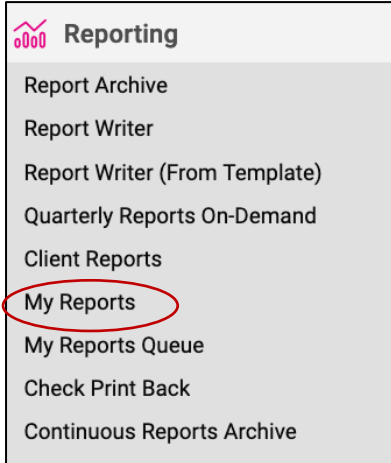## Getting Workers' Comp Reports

If you use the E-Comp pay-as-you-go product from PayPlus

1. On the Reporting menu, select **My Reports**.

2. Search for "worker" to see all the available Workers' Comp reports. After entering the search keyword, click **Filter** to see the results.

In most cases, the report you need will be either the more detailed Employee Workers Comp Summary—Date Range or the streamlined Workers Comp—Date Range. Here are examples of the two reports:

Client ID: ✖✖✖✖✖✖✖✖	EMPLOYEE WORKERS COMP SUMMARY – DATE RANGE							From Date: 2/1/2024
Pay Group: ALL	✖✖✖✖✖✖✖✖							To Date: 12/31/2024

Sorted By: State, Workers Comp Code, Employee Name

Code	Employee ID	Employee Name	Base Wages	OT – Prem	Sevrnce – Pay	Declared – Tips	Other – Pay –	Deduct =	Eligible Wages	Eligible Hours	Employer W/C Rate	Employer W/C Prem	Employee W/C Rate	Employee W/C Prem	Total Premium
NH (New Hampshire)															
0001	1	✖✖✖✖✖✖	6,225.00	0.00	0.00	0.00	0.00	0.00	6,225.00	415.00	0.000000	0.00	0.000000	0.00	0.00
0001	2	✖✖✖✖✖✖	24,451.29	0.00	0.00	0.00	0.00	0.00	24,451.29	1,577.50	0.000000	0.00	0.000000	0.00	0.00
Total: 0001 - Ecomp			30,676.29	0.00	0.00	0.00	0.00	0.00	30,676.29	1,992.50		0.00		0.00	0.00
TOTAL STATE: NH (New Hampshire)			30,676.29	0.00	0.00	0.00	0.00	0.00	30,676.29	1,992.50		0.00		0.00	0.00
REPORT TOTALS:			30,676.29	0.00	0.00	0.00	0.00	0.00	30,676.29	1,992.50		0.00		0.00	0.00

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EMPLOYEE WORKERS COMP SUMMARY – DATE RANGE

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Employee Workers Comp Summary—Date Range

Client ID: ✖✖✖✖✖✖✖✖✖✖	WORKERS COMP REPORT – DATE RANGE						Report Date Range: By Pay Date
Pay Group:	✖✖✖✖✖✖						2/1/2024 - 12/31/2024

Code	Employee ID	Employee Name	Workers Comp Wages	Hours	Employer Rate	Employer Premium	Employee Rate	Employee Premium	Total Premium
NH (New Hampshire)									
0001	1	✖✖✖✖✖✖	6,225.00	415.00	0.000000	0.00	0.000000	0.00	0.00
0001	2	✖✖✖✖✖✖	24,451.29	1,577.50	0.000000	0.00	0.000000	0.00	0.00
Total: 0001 - Ecomp			30,676.29	1,992.50		0.00		0.00	0.00
TOTAL STATE: NH (New Hampshire)			30,676.29	1,992.50		0.00		0.00	0.00
REPORT TOTALS:			30,676.29	1,992.50		0.00		0.00	0.00

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WORKERS COMP REPORT – DATE RANGE

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Workers Comp—Date Range

3. Select the report you want and enter the date range for the report (as specified by the WC company). The other fields (Sorting, Grouping, etc.) are all optional.

4. Click **Generate Report** and then go to **My Reports Queue** to view and download the report.

If you do not have Workers' Comp through PayPlus

If you do not have Workers' Comp through PayPlus, the above steps will generate a blank report. Instead, follow the above instructions but generate a Periodic Payroll Register report for the reporting period.