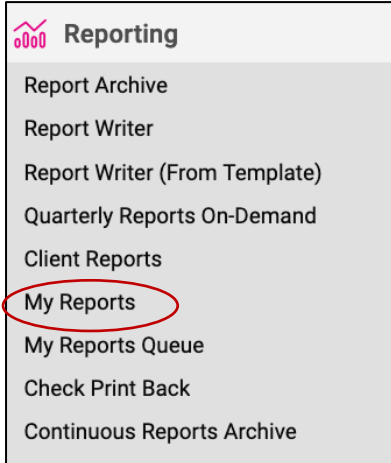


## Getting Workers' Comp Reports

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.



A screenshot of the 'My Reports' search results page. At the top, there is a 'Report Category' dropdown set to 'All', a search box containing 'worker', and a 'Filter' button. Below this is a table with two columns: 'Output Name' and 'Report Type'.

Output Name	Report Type
Employee Workers Comp Summary	By Payroll Run
Employee Workers Comp Summary – Date Range	Date Range
Employee Workers Comp Summary Export	By Payroll Run
MTD Employee Workers Comp Summary	By Payroll Run
MTD Employee Workers Comp Summary Export	By Payroll Run
MTD Workers Comp Export	By Payroll Run
MTD Workers Comp Labor By State Summary	By Payroll Run
MTD Workers Comp Report	By Payroll Run
MTD Workers Comp Summary	By Payroll Run
QTD Workers Comp Export	By Payroll Run
QTD Workers Comp Labor By State Summary	By Payroll Run
QTD Workers Comp Report	By Payroll Run
Workers Comp Export	By Payroll Run
Workers Comp Labor By State Summary	By Payroll Run
Workers Comp Report – Date Range	Date Range
Workers Comp Summary	By Payroll Run
Workers Comp Summary Export	By Payroll Run
YTD Workers Comp Export	By Payroll Run
YTD Workers Comp Labor By State Summary	By Payroll Run
YTD Workers Comp Report	By Payroll Run

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: [REDACTED]		EMPLOYEE WORKERS COMP SUMMARY – DATE RANGE						From Date: 2/1/2024							
Pay Group: AL		[REDACTED]						To Date: 12/31/2024							
Sorted By: State, Workers Comp Code, Employee Name															
Code	Employee ID	Employee Name	Base Wages	OT Prem	Service 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	[REDACTED]	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	[REDACTED]	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

### Employee Workers Comp Summary—Date Range

Client ID: [REDACTED]		WORKERS COMP REPORT – DATE RANGE				Report Date Range: By Pay Date			
Pay Group: [REDACTED]		[REDACTED]				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	[REDACTED]	6,225.00	415.00	0.000000	0.00	0.000000	0.00	0.00
0001	2	[REDACTED]	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

### Workers Comp—Date Range

- 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.

**Generate Report** **Go To My Reports Queue**

Once your report request has been submitted you can do any of the following: Run another report, go to My Reports Queue to retrieve reports, or exit this screen to perform other tasks. The report will be available in My Reports Queue for 72 hours.

### Employee Workers Comp Summary – Date Range

This report displays a summary of employee WC wages and hours, employee/employer WC rate and premium amounts as well as total premium amount. There are columns for wages by WC mapping detail. It is grouped by state and class code.

**Filtering**

From Date:

To Date:

This report is available to run at the client level. If the legal Company is left blank the report will be run for ALL Companies.

Legal Company:

Pay Groups:

Employee:

**Sorting**

Sort Field 1:

Sort Field 2:

Sort Field 3:

**Grouping**

Labor Group 1 (PDF & Excel):

Labor Group 2 (Excel Only):

**Options**

Summary Only:

Format: PDF

- 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.

**My Reports**

Report Category: All

Search: payroll

Output Name	Report Type
Current Payroll Register	By Payroll Run
Employee Payroll Breakdown	Date Range
Glifful Payroll Actual Deductions	By Payroll Run
MD State Certified Payroll Export	By Payroll Run
MTD Payroll Budget Report	By Payroll Run
Payroll Budget Report	By Payroll Run
Payroll Invoice	By Payroll Run
Payroll Invoice by Labor	By Payroll Run
Payroll Journal Summary	Date Range
Payroll Register	By Payroll Run
Payroll Register by Check Type	By Payroll Run
Payroll Register Export	By Payroll Run
Payroll Register Export by Date Range	Date Range
Payroll Register Export with Labor and WC V2	By Payroll Run
Payroll Summary	By Payroll Run
Payroll Timesheet	By Payroll Run
Payroll Timesheet Blank	By Payroll Run
Payroll Timesheet with Page Break	By Payroll Run
<b>Periodic Payroll Register</b>	<b>Date Range</b>
QTD Payroll Budget Report	By Payroll Run
Wisconsin Certified Payroll Export	As Of Date
YTD Payroll Budget Report	By Payroll Run

**Generate Report** **Go To My Reports Queue**

Once your report request has been submitted you can do any of the following: Run another report, go to My Reports Queue to retrieve reports, or exit this screen to perform other tasks. The report will be available in My Reports Queue for 72 hours.

### Periodic Payroll Register

This report displays employee gross to net details for the date range selected.

**Filtering**

From Date:

To Date:

Legal Company:

Pay Groups:

Employee:

Organization Level:  Division  Department

**Sorting**

Sort Field 1:

Sort Field 2:

Sort Field 3:

**Options**

Include Employer Taxes:

Format: PDF