Workers Compensation

Settings · https://staging.proclock.com/help/kb/managers/manager-settings/workers-compensation/

Overview

The Workers' Compensation page is designed to help managers efficiently enter, update, and manage workers' compensation data for employees. This page allows you to record essential information such as the Worker's Comp Description and Worker's Comp Rate. Accurate entry and maintenance of this data are crucial for compliance and payroll processing.

Key Features

- **Add New Workers' Compensation Data:** Enter new descriptions and rates as needed.
- **Edit Existing Data:** Update existing records to reflect changes in policy or rates.
- **Delete Data:** Remove outdated or incorrect entries.
- **Save Changes:** Apply and save any additions or modifications.

Field Descriptions

1. Worker's Comp Description

- **Purpose:** A brief, descriptive label for the worker's compensation classification (e.g., "Clerical Office Employees", "Warehouse Staff").
- **How to Use:** Enter a clear and concise description that accurately represents the job classification.

2. Worker's Comp Rate

- **Purpose:** The rate associated with the worker's compensation classification, typically expressed as a percentage or dollar amount.
- **How to Use:** Enter the rate as provided by your insurance provider or HR department.

How to Enter Workers' Compensation Data

Adding New Data

1. **Navigate to the Workers' Compensation Page.**
2. **Locate the input fields:**
   - *Worker's Comp Description*
   - *Worker's Comp Rate*
3. **Enter the required information** in both fields.
4. **Click the APPLY button** to save the new data.

Editing Existing Data

1. **Select the entry** you wish to update from the list.
2. **Modify the Worker's Comp Description and/or Rate** as needed.
3. **Click the APPLY button** to save your changes.

Deleting Data

1. **Select the entry** you wish to delete.
2. **Click the DELETE button** to remove the selected data.

Note: Deletions are permanent. Ensure you have selected the correct entry before deleting.

Common User Questions

What if I forget to click the APPLY button after making changes?

- Changes will not be saved unless you click the APPLY button. Always confirm your updates by clicking APPLY.

Can I undo a deletion?

- No, deletions are permanent. Double-check your selection before deleting any data.

What format should I use for the Worker's Comp Rate?

- Enter the rate as specified by your organization (e.g., "1.25" for 1.25%, or "0.0125" as a decimal). If unsure, consult your HR or payroll department.

Can I add multiple entries at once?

- Entries must be added one at a time. Enter the details for each classification and click APPLY after each entry.

Troubleshooting

Issue: Data Not Saving

- **Solution:** Ensure all required fields are filled out. Click the APPLY button after entering or editing data. If the problem persists, refresh the page and try again.

Issue: Unable to Delete Entry

- **Solution:** Make sure you have selected the correct entry before clicking DELETE. If the entry still does not delete, check for any system restrictions or contact your system administrator.

Issue: Incorrect Rate Format Error

Solution: Verify the rate format matches your organization's requirements. Remove any extra symbols or spaces.