

# Kentucky Workers' Compensation Audit Report in EERP (PR-STW-5)

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## Overview

The *Kentucky Workers' Compensation Audit Report* is a summary of employee annual salaries by Workers' Compensation Risk Code. *Pay such as sick leave pay and any other pay that is not associated with services rendered are not subject to Workers' Compensation and therefore not included on this report.*

This report is produced using employee earnings history information and risk codes that have been assigned to each Job Class Code.

Employee annual salary amounts are summarized by Workers' Compensation Risk Codes according to Job Class Codes which are linked to valid Summary Class Codes and assigned to each employee. Annual salary can be automatically summarized to the appropriate Risk Code for the majority of employees. However, some employee records may require editing to accurately reflect information for this report.

Please direct any questions concerning the appropriateness of assigning Risk Codes to specific employees to your Workers Compensation Insurance Company.

**NOTE:** *Summary Class Codes, rather than Job Class Codes, are used to generate the Workers Comp Report.*

## Preparing to Generate the Report

Before the report can be produced, Risk Codes and Job Class Codes should be reviewed.

### Reviewing Risk Codes

The Risk Code Table should be reviewed to ensure it contains all the appropriate Risk Codes.

Select:

*Human Capital Management>Payroll >Payroll Setup> Risk Codes*

The following screen is displayed:

1. Perform a **Search** in order to view all risk codes. Choose **Accept**
2. Browse the records and review to ensure all codes have been established.
3. Add, update and/or delete codes, if necessary.

### Reviewing Job Class Codes

If Job Class Codes were added since the last time the report was generated, the codes should be reviewed to ensure the correct Risk Codes were selected.

Select: *Human Capital Management>Human Resources/Payroll> Payroll Setup > Job Class Master*

The following screen is displayed:

1. Perform a **Search** by entering criteria to select the Job Class Codes to review.
2. Review the records to verify that the appropriate Risk Code has been selected on each new Job Class Code.
3. Update the Risk Code field on record(s) if needed.

## Generating the Audit Files

A table of annual salary information is produced for the *Kentucky Workers' Compensation Audit Report*. Earnings information is obtained from the *Employee Payroll History Detail File*.

- Employee earnings are combined by Summary Class Code.
- Multiple records are created for employees with separate pay records.

Only pay that has been processed through payroll will be reflected on this report. If payments have been made using the Accounts Payable module, these earnings must be added manually before completing the report. Annual earnings should reflect the amount reported on the 1099-M.

Because this report obtains earnings information from the Employee Payroll History Detail File, any changes made to accumulators during the year that would impact an employee's gross wages are not automatically reflected on this report. Salary information must be updated manually for affected employees.

Select: *Human Capital Management > Payroll > State Specific > South > Kentucky > Schools > KY Workers Compensation*

The following screen is displayed:

The screenshot shows the 'KY Workers Compensation [KDE]' form. At the top is a blue header with the title and a logo. Below the header is a toolbar with icons for Close, Search, Browse, Add, Update, Delete, Output, Print, Display, PDF, Save, Email, Schedule, Clear, Generate, and Report. The form itself has several input fields: Employee \* (text), SSN (text), Last Name (text), First Name (text), Location (text), Record (checkbox), Job \* (dropdown), Risk Code \* (dropdown), Salary (text), and Error Status (checkbox).

1. Select **Generate**.

The following message will appear at the bottom of the screen if an audit file has already been generated:

**Workers' Compensation table must be Cleared before Generating.**

If a new file needs to be generated, Select **Clear** then select **Yes** to the prompt to delete all current records.

Select **Generate** again and the following screen will appear:

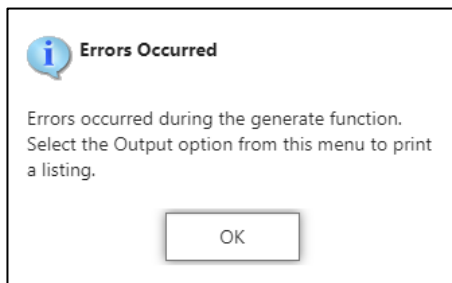
The screenshot shows the 'Generate' screen for 'KY Workers Compensation [KDE]'. The header is blue with the title 'Generate' and a logo. Below the header is a toolbar with icons for Back, Output, Print, Display, PDF, Save, Define, and Execute. The main content area has a section titled 'Execute this report' with a dropdown menu set to 'Now'. Below this is a 'Generate Date Range \*' section with two date pickers: '07/01/2023' and '09/30/2023'. There are two columns of checkboxes: 'Payrolls to be excluded' and 'Pay types to be excluded'. Each column has 10 rows of checkboxes.

2. Select **Define**.

3. Enter the following field details for the Workers Compensation Audit File:

Field Names	Description
<b>Generate Date Range</b>	Enter the beginning and ending date range for the report.
<b>Payrolls to be excluded</b>	Valid Run Type identified in the Run Type Code Table and the Warrant Number associated with the Payroll Run Type.
<b>Pay types to be excluded</b>	Valid range of Pay Type Codes to exclude.

- Click **Accept** to save the generate criteria.
- Select **Execute** to generate the report. If errors are encountered during the Generate, the following message will appear:

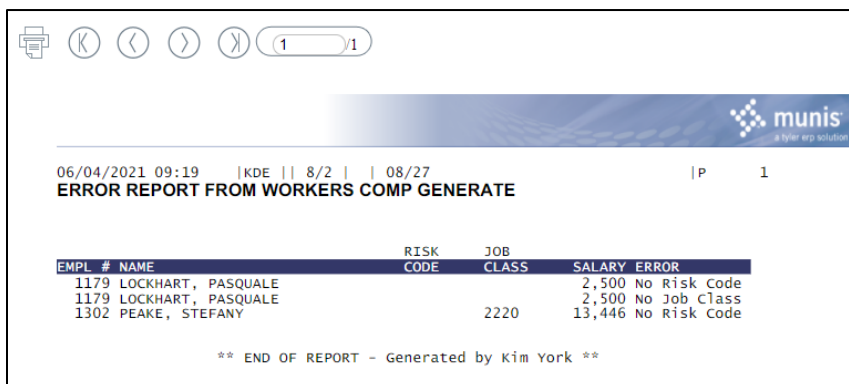


Select OK to proceed.

- Review the error report by selecting a type of output from the top of the screen.

**Note:** The Output window will display only if errors occur during generation of the Workers' Compensation Audit File. It is important that the error listing from each Generate be output for review. Once the user generates the report again OR exits the Generate screen, the error listing is no longer available.

A sample Error Report from Workers Comp Generate:



## Updating Records

As noted in the previous section, employee records in the **Workers' Compensation Audit File** can be added and updated as necessary. Risk Code, Job Class Code and Salary can be edited to accurately reflect annual salary by Summary Class/Risk Code.

- Any accumulators that impact an employee's gross wages must be manually updated by selecting the particular employee's record(s).
  - Errors produced while generating the **EERP Workers' Compensation Audit File** can be corrected by manually updating the affected employee records.
- Select **Search** from the **KY Workers Compensation** screen.
  - Enter **>0** in the **Error Status** field to find all employee records with an Error Status Code.

The screenshot shows the 'KY Workers Compensation [KDE]' application window. It has a search bar at the top with a magnifying glass icon. Below the search bar are input fields for 'Employee #', 'SSN', 'Last Name', and 'First Name', followed by a 'Location' field. There are also dropdown menus for 'Record', 'Job #', 'Risk Code #', and 'Salary'. The 'Error Status' field is highlighted with a yellow box and contains the text '>0'. At the top of the window, there are buttons for 'Close', 'Accept', 'Cancel', and 'Query'.

- Click **Accept**.

The Error Status Codes are:

Error Status Code	Description
1	No Risk Code
3	Undefined Job Class Code
4	Job Class Code 1 with valid Risk Code
5	Job Class Code 1 with blank Risk Code
8	Negative Pay

## Modify an Employee Record

- Find the record that needs to be corrected.
- Update the Job Class Code, Risk Code and/or Salary.



## Add an Employee Record

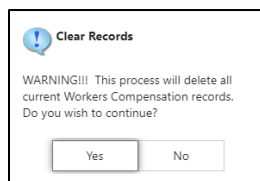
1. Select **Add**.
2. Enter the **Employee Number** in the **Emp #** field.
3. Enter the appropriate **Summary Class** in the **Job** field.
4. Accept the default **Risk Code** or override it with the correct value.
5. Enter the **Salary** and press **Accept**.

## Delete an Employee Record

Select **Delete** to delete an employee's record.

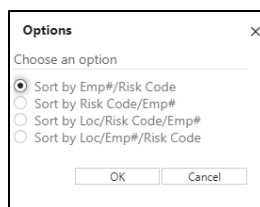
## Delete all Employee Records

Select **Clear** then select yes to the following warning if you are ready to proceed with deleting all records.

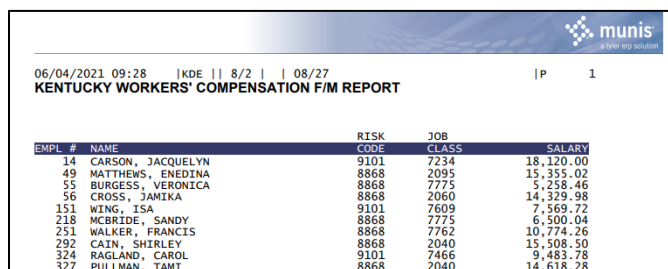


## Output Salary Listing from Workers' Compensation Screen

1. Search all records.
2. Select desired output option.
3. Choose desired sort options on screen that is displayed after selecting output option:



Sample in PDF format sorted by Risk Code/Emp#:

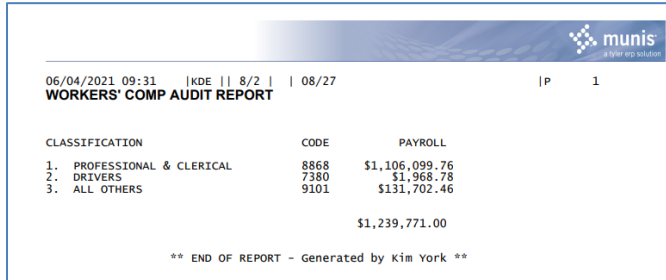


EMPL #	NAME	RISK CODE	JOB CLASS	SALARY
14	CARSON, JACQUELYN	9101	7234	18,120.00
49	MATTHEWS, ENEDINA	8868	2095	15,355.02
55	BURGESS, VERONICA	8868	7775	5,258.46
56	CROSS, JANIKA	8868	2060	14,329.98
151	WING, ISA	9101	7609	7,569.72
218	MCBRIDE, SANDY	8868	7775	6,500.04
251	WALKER, FRANCIS	8868	7762	10,774.26
292	CATIN, SHERLEY	8868	2040	15,508.50
324	RAGLAND, CAROL	9101	7466	9,483.78
327	PULLMAN, TAMI	8868	2040	14,618.28

## Produce the KY Workers' Comp Audit Report

1. Select **Report** from the **KY Workers Compensation** screen.
2. Select output preference.

Sample report in PDF format:



The image shows a sample report in PDF format. At the top right is the Munis logo with the tagline "a tyler erp solution". The report header includes the date and time "06/04/2021 09:31", a user identifier "KDE || 8/2 ||", a date "08/27", and a page indicator "P 1". The title of the report is "WORKERS' COMP AUDIT REPORT". The main body of the report is a table with three columns: "CLASSIFICATION", "CODE", and "PAYROLL". It lists three categories: "1. PROFESSIONAL & CLERICAL" with code 8868 and payroll \$1,106,099.76; "2. DRIVERS" with code 7380 and payroll \$1,968.78; and "3. ALL OTHERS" with code 9101 and payroll \$131,702.46. A total payroll of \$1,239,771.00 is shown at the bottom of the table. The report concludes with the text "\*\* END OF REPORT - Generated by Kim York \*\*".

CLASSIFICATION	CODE	PAYROLL
1. PROFESSIONAL & CLERICAL	8868	\$1,106,099.76
2. DRIVERS	7380	\$1,968.78
3. ALL OTHERS	9101	\$131,702.46
		\$1,239,771.00

\*\* END OF REPORT - Generated by Kim York \*\*