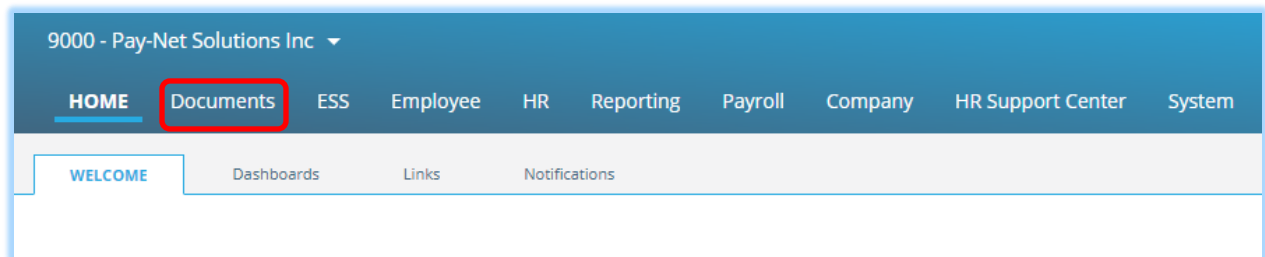


Workers' Compensation Audit

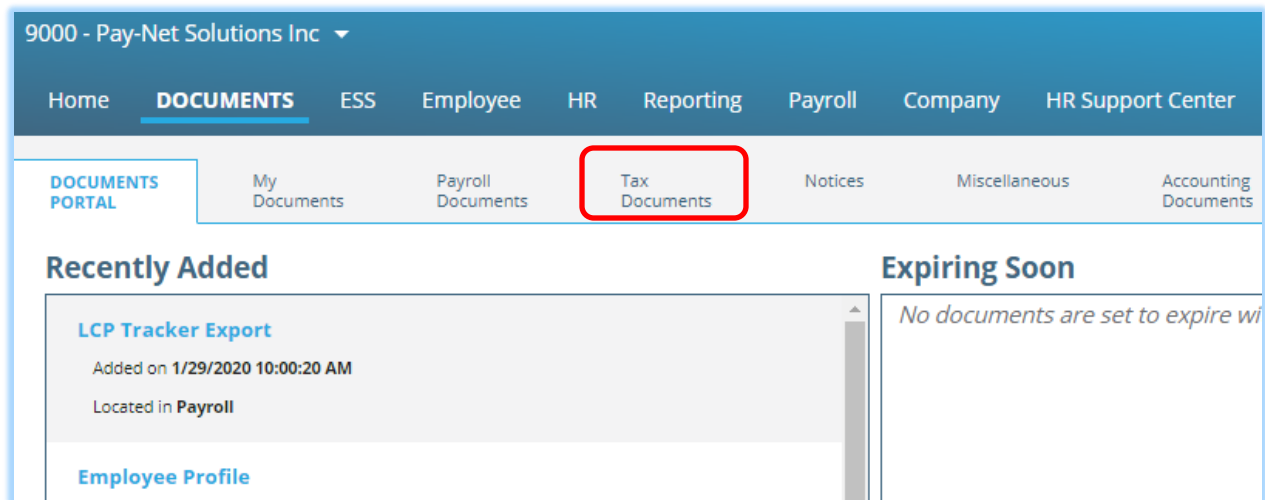
If you have received notice of an impending workers' compensation audit, the auditor is likely to request a number of documents. This quick reference manual is intended to assist you in retrieving the two most commonly requested documents: quarterly tax filings and labor distribution reports.

Quarterly Tax Filings

1. Once logged into Pay-Net Online, click on the "Documents" link in the navigation bar. This will take you to your Documents Portal. Previously prepared and uploaded payroll reports, tax documents, and miscellaneous documents may be found here.



2. After navigating to the Documents tab, click on the "Tax Documents" link.



Continued below.



- This section is where quarterly tax filings are stored. In order to retrieve the appropriate documents, first examine the [description](#) of the item. The relevant quarter will be indicated by the number following “Q.” In the example below, Q4 refers to the fourth quarter of 2019. After locating the appropriate document, click on the [title](#) to initiate download of the document to your computer.

LOCKED? EDIT	» TITLE	» DESCRIPTION	» TYPE	» EFFECTIVE	» EXPIRES	MOVE	SHARE
	Client Tax Package - 2019, Q4 (PDF)	Client Tax Package - 2019, Q4	Tax	01/31/2020	01/30/2021		

Note that all documents uploaded to the Documents Portal have an “expiration” date one year after the date on which they are uploaded. We strongly recommend saving local copies of necessary documents before their expiration date arrives.

Labor Distribution Reports

Auditors frequently request payroll data for the policy dates, or for each quarter. The report we recommend for this purpose is the Labor Distribution Report. This report displays all payroll entries in a specific date range, sorted by department and employee.

- After logging into Pay-Net Online, click on the “Reporting” link in the navigation bar.

- From here, search for any portion of the report's title in the **Title** search box and click **search**. The full title of the report is "**Labor Distribution (HCR)**." Click on the report title to proceed.

REPORT TITLE	DESCRIPTION	REPORT CATEGORY
Construction Laborers Trust Funds for Southern California	ⓘ This report is designed to display the information to be sent to t...	Labor/Job Costing/E
Employee Labor Allocation Setup	ⓘ	Company
GL/Labor Summary	ⓘ	Company
Labor Distribution	ⓘ	Pay Run Reports
Labor Distribution (HCR)	ⓘ This report is designed to display distributed payroll information...	Labor/Job Costing
Labor Export	ⓘ	Company

- The next screen is the report parameters screen. On this page you are able to adjust the settings for the report before running. To select a specific date range, first check the box labeled "Override Dates," then enter the necessary date range in the boxes below.

Hard Coded Report - Labor Distribution

Date Selection

Date Selection Most Recent Pay Period ▼

Override Dates

Begin Date

End Date

Custom Begin Date

Custom End Date

4. Generally, the remaining default parameters will be appropriate. However, if you need to either adjust the Record Filtering or the Sorting and Sub-Totals, you may do so in their respective boxes.

The screenshot shows the 'Filtering' configuration panel. It contains two filter rows. Filter 1 has a dropdown menu set to 'No Filter', followed by 'From' and 'Thru' fields, each with a dropdown menu. Filter 2 has a similar structure with a 'No Filter' dropdown, 'From', and 'Thru' fields.

The screenshot shows the 'Sorting and Sub-Totals' configuration panel. It includes several sections: 'Sort Order' with a dropdown set to 'Dept Id' and a 'Use Custom Sort' checkbox; 'Report Format' with radio buttons for 'Detail' (selected) and 'Summary'; 'Totals' with radio buttons for 'Show All Totals' (selected) and 'Customize'; and 'Page Breaks' with radio buttons for 'No Page Breaks' (selected), 'After Totals', 'Before and After Totals', and 'Custom'. Below these are 'Main Sorts' and 'Sub Sorts (Not Totaled)'. The 'Main Sorts' section has a table with columns for 'Groups (Totaled)', 'Show', 'Before', and 'After'. The 'Sub Sorts' section has a 'Sort By' dropdown set to 'Employee ID' and three 'Then By' dropdowns.

5. Once all parameters are set, scroll to the bottom of the page and click the green "RUN REPORT" button. Your report will open in a new window.

The screenshot shows the 'Save Options' panel at the bottom of the configuration page. It has two rows for saving reports: 'Save to "Saved Company Reports"' and 'Save to "My Reports"', each with a checkbox and a 'Report Title' input field. At the bottom, there are three buttons: 'Back To Reports List' (green), 'Save Settings' (grey), and 'Run Report' (green and highlighted with a red box).

Note that if you have a pop-up blocker active, the report will instead be found by clicking "My Completed Reports" at the top of the page. For the most consistent experience, we recommend disabling your pop-up blocker when using Pay-Net Online.

The screenshot shows the top navigation bar with a dark blue header containing 'Company' and 'System'. Below the header, there are two buttons: 'My Reports' and 'My Completed Reports'. The 'My Completed Reports' button is highlighted with a red box.