

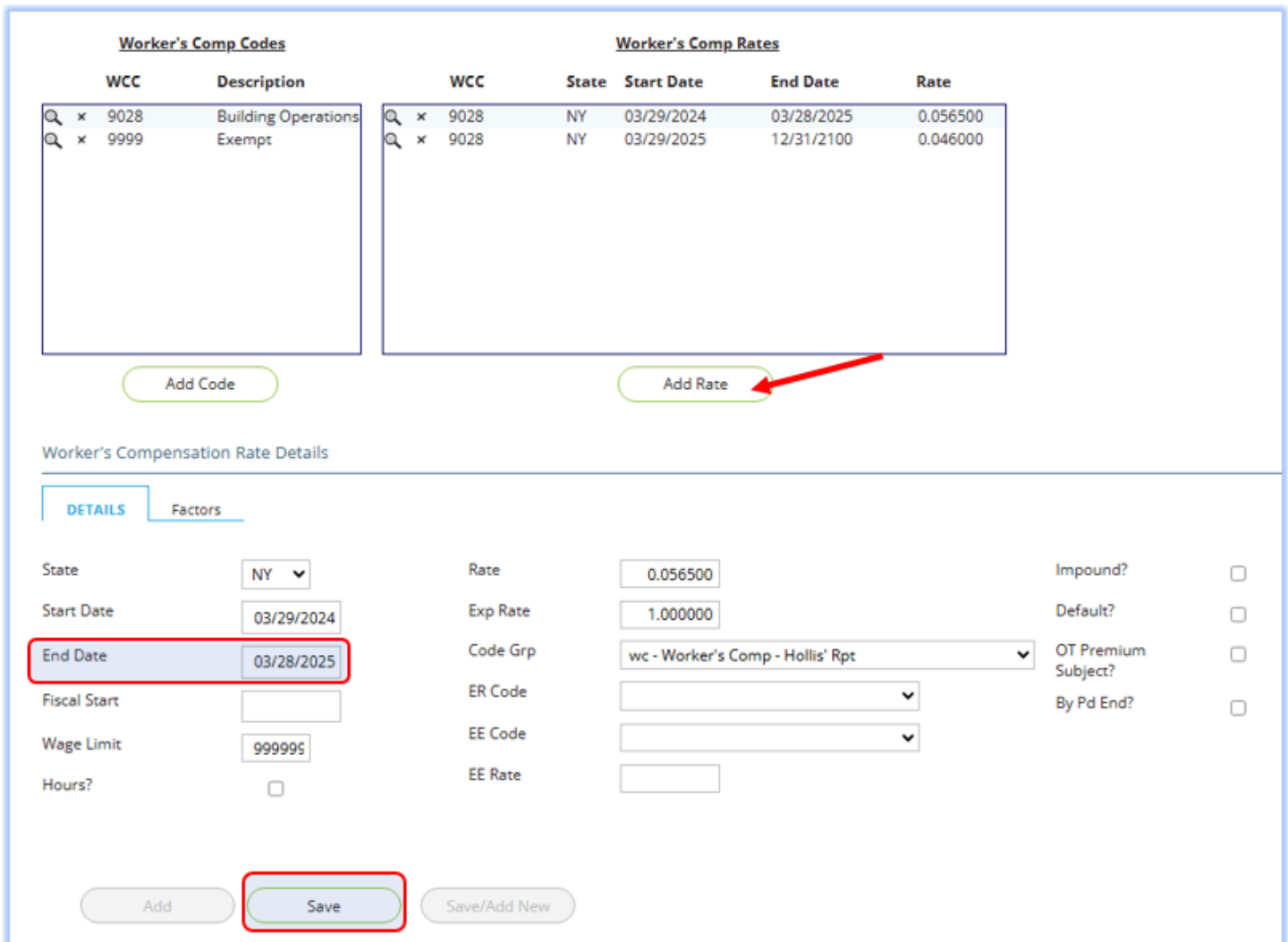
1. Navigate to the Workers Comp insurance tab and select the class code you want to update.



The screenshot shows the Pay-Net navigation menu. The 'COMPANY' tab is selected. Under 'COMPANY', the 'BENEFITS & INSURANCE' sub-tab is selected. Under 'BENEFITS & INSURANCE', the 'WORKERS COMP RATES' sub-tab is selected. A red arrow points to the 'Worker's Comp Codes' table.

Worker's Comp Codes		Worker's Comp Rates				
WCC	Description	WCC	State	Start Date	End Date	Rate
x 9028	Building Operations	x 9028	NY	03/29/2024	12/31/2100	0.056500
x 9999	Exempt					

2. End Date the old rate, making sure that the end date is one day prior to the policy start date of the new rate, then click Save. Next, click 'Add Rate' to create a new blank instance of the same code.



The screenshot shows the 'Worker's Comp Codes' and 'Worker's Comp Rates' tables. The 'Add Rate' button is highlighted with a red arrow. Below the tables is the 'Worker's Compensation Rate Details' form.

Worker's Comp Codes		Worker's Comp Rates				
WCC	Description	WCC	State	Start Date	End Date	Rate
x 9028	Building Operations	x 9028	NY	03/29/2024	03/28/2025	0.056500
x 9999	Exempt	x 9028	NY	03/29/2025	12/31/2100	0.046000

**Worker's Compensation Rate Details**

**DETAILS** | Factors

State	NY	Rate	0.056500	Impound?	<input type="checkbox"/>
Start Date	03/29/2024	Exp Rate	1.000000	Default?	<input type="checkbox"/>
<b>End Date</b>	<b>03/28/2025</b>	Code Grp	wc - Worker's Comp - Hollis' Rpt	OT Premium Subject?	<input type="checkbox"/>
Fiscal Start		ER Code		By Pd End?	<input type="checkbox"/>
Wage Limit	999995	EE Code			
Hours?	<input type="checkbox"/>	EE Rate			

**Save** | Add | Save/Add New

3. "Copy" all applicable settings from the old rate setup to the new rate setup. Be sure all the following fields are completed, then click Save:

  - A- **State:** Select appropriate state. (Multiple instances will have to be created for multiple state setups.)
  - B- **Start Date:** Ensure it matches the policy update you've been given (typically exactly one year later than the old rate start date).
  - C- **End Date:** set this to the "forever date" of 12/31/2100.
  - D- **Wage Limit:** Typically not given as part of policy updates, should be copied from old rate, usually '999999'.
  - E- **Rate:** This is the one field that you are actually updating to the current rate. **PLEASE NOTE:** these rates are percentages. For instance, the rate presented as \$4.56 is out of every \$100 paid, so the rate entered into the system needs to be a percentage (multiply the dollar rate in the policy by 0.01), or 0.0456.
  - F- **Exp Rate:** The Experience Rate is a modifier applied to certain policies. If there are no changes, copy from the old rate.
  - G- **Code Grp –** The Code Group is what indicates the types of earnings that should be included in the WC calculations. Copy from old rate.

Worker's Compensation Rate Details

**DETAILS**    Factors

<b>A</b> State: NY	<b>E</b> Rate: 0.046000	Impound? <input type="checkbox"/>
<b>B</b> Start Date: 03/29/2025	<b>F</b> Exp Rate: 1.000000	Default? <input type="checkbox"/>
<b>C</b> End Date: 12/31/2100	<b>G</b> Code Grp: wc - Worker's Comp - Hollis' Rpt	OT Premium Subject? <input type="checkbox"/>
Fiscal Start: <input type="text"/>	ER Code: <input type="text"/>	By Pd End? <input type="checkbox"/>
<b>D</b> Wage Limit: 999999	EE Code: <input type="text"/>	
Hours? <input type="checkbox"/>	EE Rate: 0.000000	

4. You should now see the updated rate displayed. Make sure the start and end dates do not overlap on new instances. Also, make sure the rates are correct, and entered as the correct percentage type.

Worker's Comp Codes			Worker's Comp Rates					
WCC	Description		WCC	State	Start Date	End Date	Rate	
×	9028	Building Operations	×	9028	NY	03/29/2024	03/28/2025	0.056500
×	9999	Exempt	×	9028	NY	03/29/2025	12/31/2100	0.046000