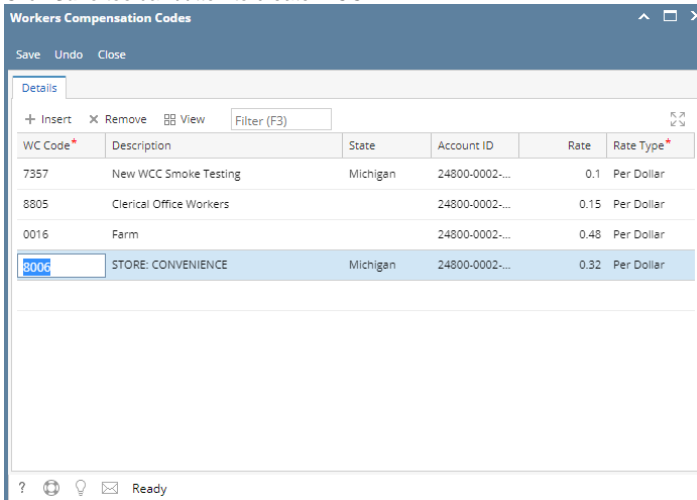


How to Create Workers Compensation Code


1. Click **Workers Compensation Codes** from **Payroll** menu.
2. Set the value of the following fields:
 - a. WC Code
 - b. Description
 - c. State
 - d. Account ID
 - e. Rate
 - f. Rate Type
3. Click **Save** toolbar button to create WCC.



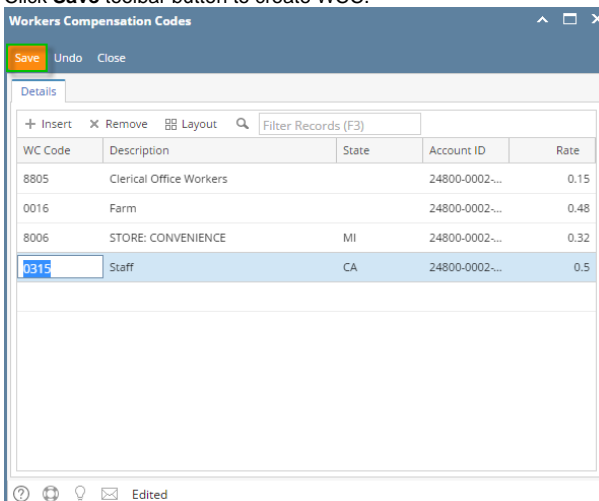
The screenshot shows the 'Workers Compensation Codes' window. The 'Details' tab is active. The table contains the following data:

| WC Code* | Description | State | Account ID | Rate | Rate Type* |
|----------|-------------------------|----------|----------------|------|------------|
| 7357 | New WCC Smoke Testing | Michigan | 24800-0002~... | 0.1 | Per Dollar |
| 8805 | Clerical Office Workers | | 24800-0002~... | 0.15 | Per Dollar |
| 0016 | Farm | | 24800-0002~... | 0.48 | Per Dollar |
| 8006 | STORE: CONVENIENCE | Michigan | 24800-0002~... | 0.32 | Per Dollar |

The '8006' code is highlighted in blue. The status bar at the bottom shows 'Ready'.

 Clicking **Insert** grid icon is another option to add a new WCC.


4. Newly created WCC should appear in the grid.
1. Click **Workers Compensation Codes** from **Payroll** menu.
2. Set the value of the following fields:
 - a. WC Code
 - b. Description
 - c. State
 - d. Account ID
 - e. Rate
3. Click **Save** toolbar button to create WCC.



The screenshot shows the 'Workers Compensation Codes' window after saving. The 'Details' tab is active. The table now includes the new WCC:

| WC Code | Description | State | Account ID | Rate |
|---------|-------------------------|-------|----------------|------|
| 8805 | Clerical Office Workers | | 24800-0002~... | 0.15 |
| 0016 | Farm | | 24800-0002~... | 0.48 |
| 8006 | STORE: CONVENIENCE | MI | 24800-0002~... | 0.32 |
| 0315 | Staff | CA | 24800-0002~... | 0.5 |

The '0315' code is highlighted in blue. The status bar at the bottom shows 'Edited'.

 Clicking **Insert** grid icon is another option to add a new WCC.

4. Newly created WCC should appear in the grid.
1. From Payroll module, single click the Workers Compensation Code.

2. Click the Insert grid button to add Workers Compensation Code.

The screenshot shows a window titled "Workers Compensation Codes". At the top, there are three buttons: "Save", "Undo", and "Close". Below these is a toolbar with "Insert", "Remove", and a "Filter:" dropdown. The main area contains a table with the following data:

| WC Code | Description | State | Account ID | Rate |
|---------|--|-------|------------|------|
| 8810 | Computer System Designers or Programmers | IN | 26001-0000 | 3.2 |
| | | | | 0 |

At the bottom of the window, there is a status bar with a question mark icon, a lightbulb icon, and the text "Saved".

- a. Enter the **WC Code**.
 - b. In **Description** field, enter the the Workers Compensation Code Description.
 - c. Select the U.S. **State** by clicking the Account ID combo box drop down.
 - d. Select the **Account ID** by clicking the combo box drop down.
 - e. Enter the **Rate** for the WC Code.
3. Click the **Save** toolbar button to save the added Workers Compensation Code.
 4. Click the **Close** toolbar button to close the Workers Compensation Code screen.