

# How to Associate Workers Compensation Code with Employee

1. Select an employee record in **Employees** from **Payroll** module.
2. Click **Detail** tab under **Employee** tab.
3. Select WCC from **Workers Comp** dropdown.
4. Click **Save** toolbar button.

The screenshot shows the 'Entity - Aaron P Ritter' form in the Payroll module. The 'Workers Comp' dropdown menu is highlighted with a green box, showing the value '0016'. The form includes fields for personal information (First Name: Aaron, Last Name: Ritter, Birth Date: 4/24/1956, etc.), payroll details (Pay Period: Weekly, Rank: 3), and additional information (Emergency Contact, etc.).

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This screenshot is identical to the one above, showing the 'Entity - Aaron P Ritter' form with the 'Workers Comp' dropdown menu highlighted and showing the value '0016'.

1. From Payroll module, single click **Employee**.
2. Select and open an existing Employee from the Search Employee screen.

3. Click the **Workers Compensation** combo box drop down to select. [Workers Compensation](#).

The screenshot shows a software interface for an employee record. The main form contains fields for Employee No. (JDBarry), Name (Jamie D Barry), Type (Full-Time), Title (Teller), Phone (032-156-3690), Email, First Name (Jamie), Middle (D), Last Name (Barry), Birth Date, Gender (Male), Address (1020 Washington Boulevard), Marital Status (Single), Spouse, Work Phone, Mobile, Zip/Postal (48226), City (Detroit), State/Province (MI), Country (United States), Alt Phone, Alt Email, Payroll Details (Pay Period: Bi-Weekly, Review Date, Next Review), and Additional Information (Emergency Contact, Relation, Emergency Phone, Phone 2). A dropdown menu for 'Workers Comp:' is open, showing a table with two columns: 'WC Code' and 'Description'. The table contains one entry: '8810 Computer System Designers or Prog.'. The status bar at the bottom indicates 'Ready' and 'Page 1 of 1'.

WC Code	Description
8810	Computer System Designers or Prog.

4. Click the **Save** toolbar button to save the changes made.
5. Click the **Close** toolbar button close the Employee screen.