

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. The 'Employee' tab is selected, and the 'Detail' sub-tab is active. The 'Workers Comp' dropdown menu is highlighted with a green box, showing the value '0016'. The form includes fields for personal information (First Name, Last Name, Middle, Birth Date, Gender, Marital Status), payroll details (Pay Period, Rank, Review Date), and additional information (Emergency Contact, Phone, Social Security, etc.). The 'Save' button is visible in the top toolbar.

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

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 the 'Employee - JDBarry' form. The 'Workers Comp:' dropdown menu is open, displaying a table with two columns: 'WC Code' and 'Description'. The first row shows '8810' and 'Computer System Designers or Prog.'. The form includes various fields for employee information, including name, address, phone, and payroll details.

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.