Workers’ Compensation Entry in Escape

Workers’ Compensation provides benefits for workers when an injury or illness arises out of or is caused by their work.

Workers’ Compensation wages are not subject to OASDI, Medicare, FIT and SIT and Subject Gross Pay is reduced accordingly.

All Workers’ Compensation checks the district receives on behalf of an employee must be reflected in the employees’ pay. The WORKCOMP Addon must be entered in the Adjust Payroll Activity.

**Example: District received a Workers’ Comp reimbursement check for $1,000**

Go to HR/Payroll – Payroll – Adjust Payroll

Addon Tab – Section 1
Addon: WORKCOMP
Units: -1.00**
Rate1 Amount: 1,000.00
Description: Work Comp 6/1-15

**District setup varies, if district’s addon is set up with a negative Rate2 amount, units should be positive**
- Verify Subject Gross Wages have been reduced by the amount of the workers' compensation reimbursement.

### Outside Calculation

<table>
<thead>
<tr>
<th>Description</th>
<th>Gross</th>
<th>Workers Comp</th>
<th>Less</th>
<th>Less Pretax</th>
<th>Subject Gross</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIT</td>
<td>$5,559.30</td>
<td>$1,000.00</td>
<td>$389.15</td>
<td>$574.33</td>
<td>$246.32</td>
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<td>SIT</td>
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<td>$1,000.00</td>
<td>$389.15</td>
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<td>OASDI</td>
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<td>$1,000.00</td>
<td>$ -</td>
<td>$574.33</td>
<td>$ -</td>
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<tr>
<td>SUI</td>
<td>$5,559.30</td>
<td>$1,000.00</td>
<td>$ -</td>
<td>$574.33</td>
<td>$ -</td>
</tr>
</tbody>
</table>

### Payroll Snapshot

![Payroll Snapshot](image)

Workers' compensation check(s) cannot be more than the employee’s gross pay for a tax quarter, this will cause a negative amount in the tax quarter and will need to be applied to a future tax quarter.