GrandMaster
Suite

How to Use GrandMaster Suite

Workers' Compensation

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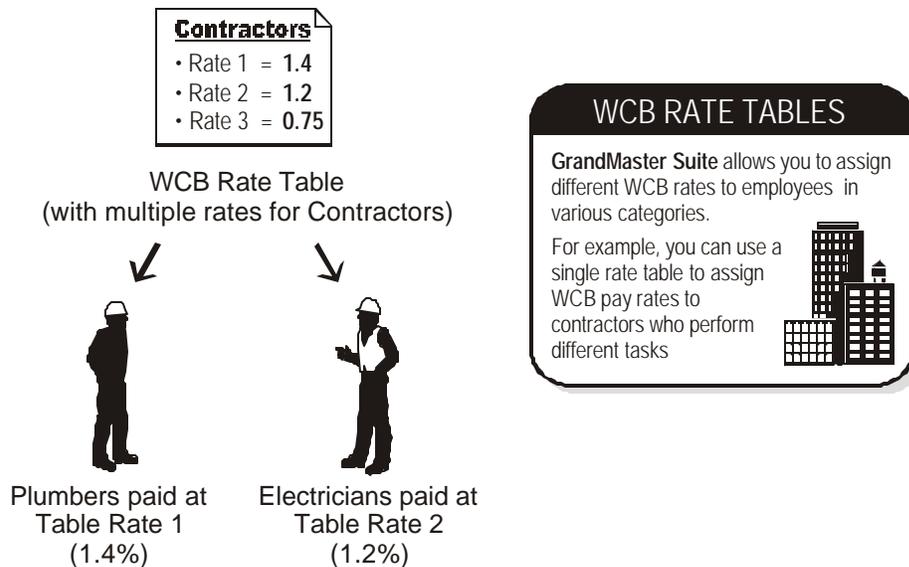
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How to Use GrandMaster Suite - Workers' Compensation

Overview

Each province enacts Workers' Compensation legislation to provide income for employees who are absent from work because of a work-related accident or industrially caused disease. Employers are assessed annually with the collected funds being used to create the accident fund from which the injured employees are paid.

The annual assessment of employers is based on a rate per $100.00 of the total assessable payroll. This rate is determined by the amount of assessment payments required to meet the projected accident costs of that particular industry. Each province establishes a maximum assessable amount for employees.

Contractors
- Rate 1 = **1.4**
- Rate 2 = **1.2**
- Rate 3 = **0.75**

WCB Rate Table
(with multiple rates for Contractors)

WCB RATE TABLES

GrandMaster Suite allows you to assign different WCB rates to employees in various categories.

For example, you can use a single rate table to assign WCB pay rates to contractors who perform different tasks

Plumbers paid at
Table Rate 1
(1.4%)

Electricians paid at
Table Rate 2
(1.2%)

Why do I need to apply Worker's Compensation Settings?

Worker's Compensation settings (WCB) are required in order for your payroll to comply with provincial and territorial legislation. GrandMaster Suite requires the WCB values when calculating each payroll.

WCB settings must be completed to activate the calculation. In turn, these settings will generate an employer cost that will appear as a statutory benefit on each employee's payroll record. This information will also appear on each employee's printed record on the payroll register.

How does it work in GrandMaster Suite?

Each time you calculate a payroll, GrandMaster Suite references each employee's tax province along with the province's assigned WCB values. The program uses these values to apply each employee the appropriate rate in the table.

A single rate table is used for different types of employees (i.e. one table per province). For example, if your company provides general contracting services, you may have electricians assigned a rate of $12.00 per hundred, by the WCB, and plumbers assigned a rate of $14.00 per hundred. In this case, you would set up a rate for electricians and a second rate for plumbers. When defining the information for these employees, you would simply assign either the electrician or plumber rate as required.

Working at the Payroll Level

When you begin working with Worker's Compensation settings, you do so at the Payroll level via the *Worker's Compensation* dialog box. This is where you define such items as the WCB record's start and end dates, maximum amount and varying rates.

Later on, once the settings are in place, you can move to the employee level to assign it to each employee (or change it on a per-employee basis).

Defining WCB Settings at the Payroll Level

Generally, most users define their company's WCB settings as they create the payroll. The following section assumes your payroll is already created and you are creating a new WCB record for your employees' province.

TO DEFINE WCB SETTINGS AT THE PAYROLL LEVEL

1. Ensure your payroll is open and ready for use. You can tell if you have a payroll selected because its name will appear in the center of the *Payroll Module*.

2. Choose the ***Payroll - Workers Compensation*** command. This opens the *Workers Compensation* dialog box.

Fig. 1
The Workers Compensation Dialog Box with no WCB Records

3. Select the *Insert* button. This opens the *Insert New Province* dialog box where you must specify the province where the employees reside. If your company has employees that work in different provinces, you will need to set up a WCB record for each province (i.e. complete steps 2 through 8 for each province).
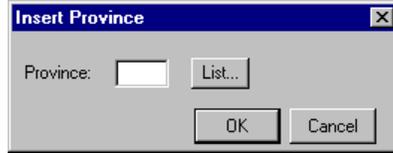
Fig. 2
The Insert Province Dialog Box.

4. Enter a two-character province code (or choose the *List* button icon and select a province from the list provided) then click *OK*. This opens the *Workers Compensation Settings* dialog box. This dialog box is used to define the WCB record's start and end dates, maximum amount and varying rates.
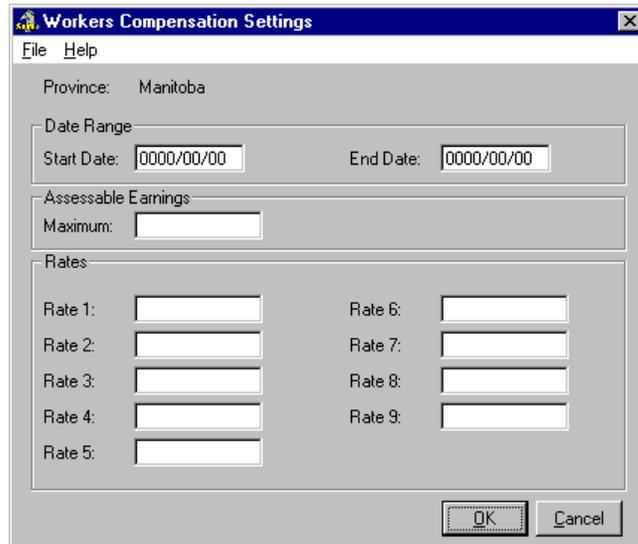

Fig. 3
The Workers Compensation Settings Dialog Box.

5. In the *Start Date* field, enter the day of the year on which the WCB record should begin calculating. In some cases, the date would be set to January 1 of the current year. In other cases, the date may overlap calendar years. If your province undergoes a rate change in the middle of the year, you can start the WCB record on the new date (provided you have finished processing your payroll for the last month with the old rate). See the *Frequently Asked Questions* section of this document for more information on mid-year rate changes.

The correct date format is YYYY/MM/DD. If you attempt to use another format, you may encounter incorrect calculations. You can verify the correct formatting by pressing the **<TAB>** key to exit the date field. If the date looks correct, then you have entered it properly.

6. In the *End Date* field, enter the day of the year on which the WCB record should cease calculating. This is generally set to December 31 of the current year.

Note: End Dates - It is not necessary to enter an End Date if there has been no change in the rate for some time. However, if a provincial budget has altered the rate, you should define an End Date for one record, then create another record with the new rate and its corresponding Start Date.

The WCB settings cease calculation according to the expiration date defined in the End Date field. You must ensure that you define the correct *Maximum* assessable and *Rates* for each calendar year as you move from one year to the next. Once the End Date is reached, the program will cease processing the benefits and they will not be calculated unless there is another WCB record beginning the following day.

If you are advised of WCB rate changes partway through the year, simply insert a new WCB record with the corresponding start and end dates.

Note: Retaining Prior History - If you maintain the rate schedule by date, GrandMaster Suite will be able to retain the history of rates that have been previously paid.

7. Enter your assigned WCB rates in order, beginning with Rate 1. If your assigned rate were one and one half percent, you would enter 1.5 in the field.

In our example, we have entered two rates in the table. The second rate will be used later in this guide.

Fig. 4
A Completed WCB Settings Dialog Box with Two Rates

8. Click *OK* to accept your changes. This closes the dialog box and returns you to the *Workers Compensation* dialog box. Your new record is now displayed in the list.
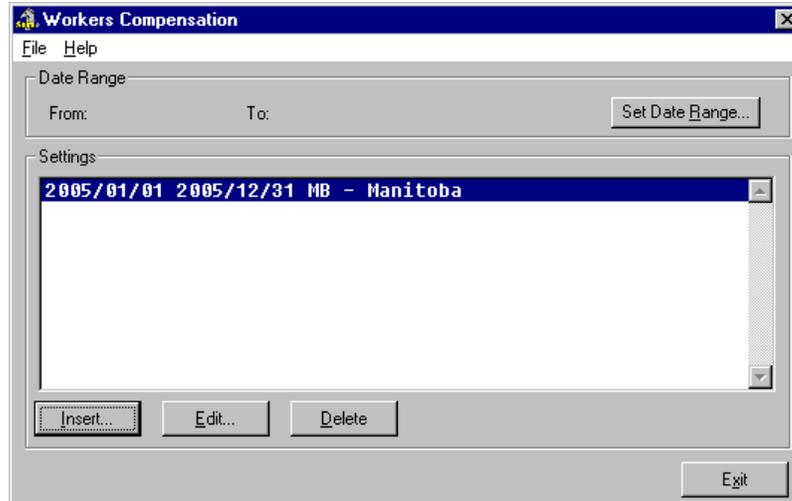
Fig. 5
The Newly Created WCB Record

9. Repeat step 3 through 8 for each province, based on your company's requirements.

Working at the Employee Level

WCB settings made earlier at the Payroll level need not apply to all employees, but rather can be modified as required on a per-employee basis. This is especially useful since the WCB settings you define at the Payroll level are subsequently set as the default for each employee that you add.

Employee-level modification ensures that you can change it for a given employee without affecting the other employees in the payroll.

Modifying WCB Settings at the Employee Level

GrandMaster Suite allows you this flexibility via a command under the *Employee Module's* **Data** menu. The next section will discuss how to modify an employee's WCB rate.

TO MODIFY WCB SETTINGS AT THE EMPLOYEE LEVEL

1. Open the *Employee Module* and select the employee to which you would like to assign the rate. You can open an employee using the **Employee - *Open*** command or by choosing the *Previous, Next* or *List Employee Icons* until the desired employee's name appears in the title bar.

Fig. 6
The Previous, Next and List Employee Icons

2. Once the employee is selected, choose the *Payroll Specific Info* command from the **Data** menu.
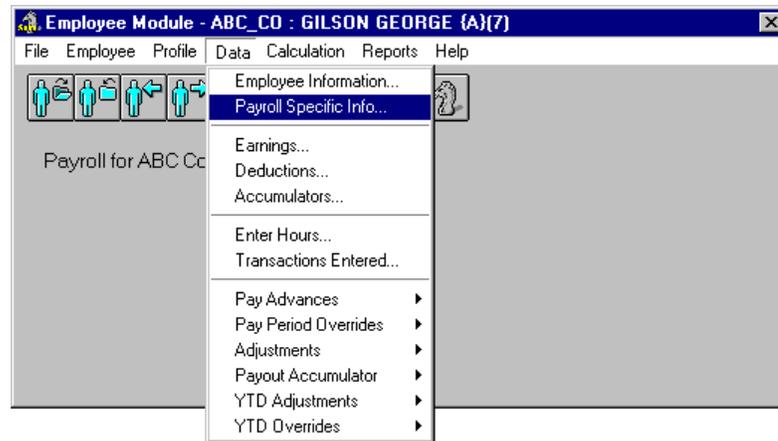
Fig. 7
The Payroll Specific Info Menu Command

This opens the *Payroll Specific Information* dialog box that allows you to define a wide variety of payroll-related data for the employee. For this lesson, we will only require the use of the *Provincial Information* tab needed to adjust the employee's WCB rate.

3.   Choose the *Provincial Information* tab then place the cursor in the *WCB Information* section's *Rate Code* field and enter **2**. This instructs the program to use the rate located in the second field as defined in the *Workers' Compensation* dialog box in the *Payroll Module* (see **Fig. 4** in the previous section of this guide)
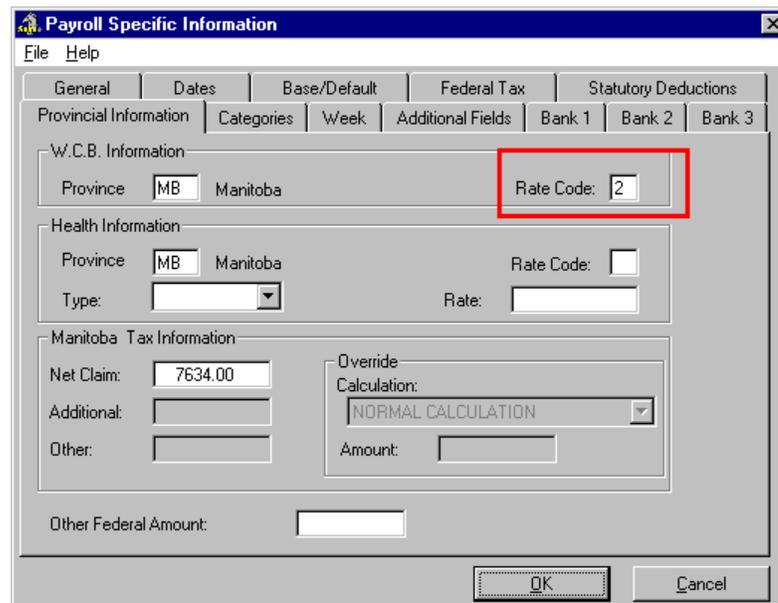

Fig. 8
Rate Code 2 Assigned to the Employee

4.   Click *OK* to close the *Payroll Specific Information* dialog box. This returns you to the *Employee Module* window.

Now we can verify our rate change. You can do this in multiple ways (e.g. running a pay, creating a report, etc.). We will verify the rate change by simply viewing the employee's payroll profile.

5. Choose the *Employee Profile* command from the **Profile** menu then choose the *Province* tab. This displays the provincial regulations that apply to the current employee.
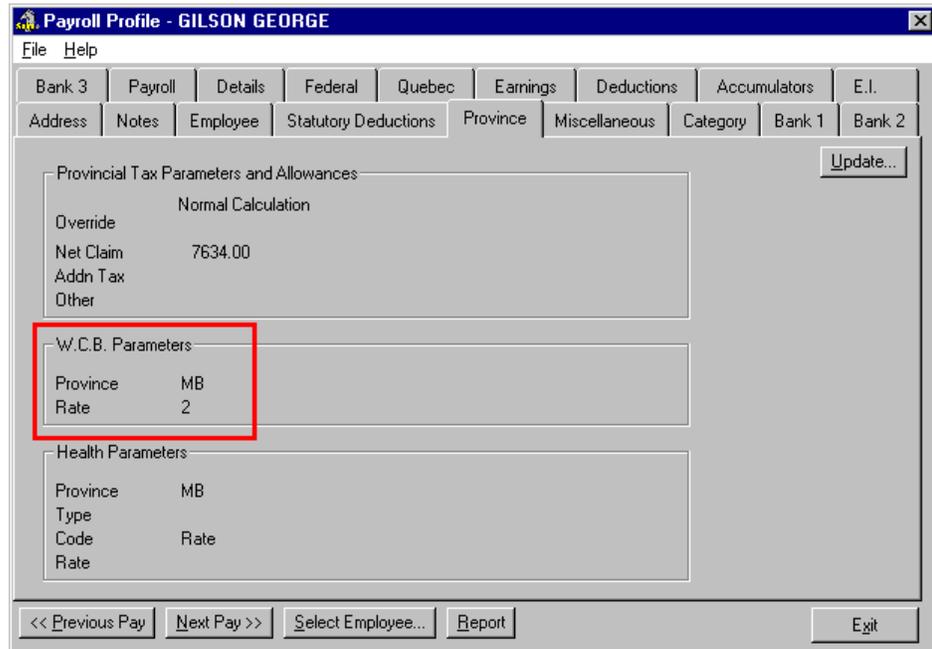

Fig. 9
The Payroll Profile's Province Tab Shows the Employee's Assigned WCB Rate

6. Move to the *WCB Parameters* section and view the number in the *Rate* section. This value will correspond to the number you just assigned. In the example above, the employee will be assigned rate *2*.

7. Close the dialog box once you have completed reviewing the employee's information.

When is the Best Time to Set Up This Feature?

The optimal time to define WCB settings is as you create your payroll. This ensures that when you begin adding your employees to the payroll (later on), the WCB settings are ready to be applied as required.

Frequently Asked Questions

My province changed WCB rates in the middle of the year. What do I do?

If your province undergoes a rate change in the middle of the year, you must create a new WCB record and assign its *Start Date* to correspond with the new date. You must also open the original WCB record (i.e. the old one) and assign it an *End Date* so that the program will cease using the old rate. You should also ensure that you have finish processing your payroll for the last month with the old rate.

How do I set up a WCB rate for use with a Template?

If you are creating a new template, choose the **Payroll** menu's *Employee Template Processing - Employee Templates* command, choose the *Insert* button and enter a name for the template, then click *OK*. When the *Employee Template Update* dialog box appears, choose the *Setting* tab and enter the corresponding number and province into the *WCB Code* and *WCB Province* fields. The next time you apply this template to an employee, they will have these WCB settings applied.

If you already have an existing template, simply edit the template, open the *Setting* tab, then enter the corresponding number and province into the *WCB Code* and *WCB Province* fields. All employees that use this template will now have the WCB settings applied.

What considerations are there for setting up yearly rate tables?

When you insert the rate records for each new year, you should ensure that you maintain the same order of rate entries as the original WCB record. For example, if *Rate 1* in 2004 was for job class 41673, Rate 1 in 2005 should also be for job class 41673. Otherwise, you will need to edit the Rate Code for each and every employee that uses the rates.

Where can I find the latest WCB rate for my province?

The best place to find updated WCB rates and information is on each province/territory's *Worker's Compensation* website. Use the following list to locate the appropriate website. *Note:* This list is current as of August 2004.

Alberta Workers' Compensation Board http://www.wcb.ab.ca	**Nunavut** Workers' Compensation Board http://www.wcb.nt.ca
British Columbia Workers' Compensation Board http://www.worksafebc.com	**Prince Edward Island** Workers' Compensation Board http://www.wcb.pe.ca
Manitoba Workers' Compensation Board http://www.wcb.mb.ca	**Ontario** Workplace Safety and Insurance Board http://www.wsib.on.ca
New Brunswick Workplace Health, Safety and Compensation Commission http://www.whscc.nb.ca	**Quebec** Workers' Compensation (CSST) http://www.csst.qc.ca
Newfoundland and Labrador Workplace Health, Safety and Compensation Commission http://www.whscc.nf.ca	**Saskatchewan** Workers' Compensation http://www.wcbsask.com
Northwest Territories Workers' Compensation Board http://www.wcb.nt.ca	**Yukon Territory** Workers' Compensation http://wcb.yk.ca
Nova Scotia Workers' Compensation Board http://www.wcb.ns.ca	