WCRA Self-Insurer Payroll Data Template Instructions

The WCRA has created an Excel file template to facilitate organizing and uploading data for the exposure adjustment reporting process. To have a successful upload, it is important for the template to adhere to the specifications below.

Gross Payroll tab (Required)

Excel Column	Field Name	Data Type	Field Requirements
A	Class Code	Numeric	• The Class Code must be valid for the Policy Year. • The Class Code must be unique (it cannot be duplicated on the list).
B	Gross Payroll Amount	Numeric (Decimal)	• Gross Payroll amounts need to be greater than or equal to $0.

Overtime tab (Optional)

Excel Column	Field Name	Data Type	Field Requirements
A	Class Code	Numeric	• Must have a corresponding Class Code on the Gross Payroll tab. • The Class Code/Overtime Rate combination must be unique (it cannot be duplicated on the list).
B	Overtime Rate	Text (select from dropdown)	• Required for each Class Code. • The Class Code/Overtime Rate combination must be unique (it cannot be duplicated on the list).
C	Overtime Amount	Numeric (Decimal)	• Overtime amounts must to be greater than or equal to $0. • Overtime Amount plus Exclusion Amount plus Officer Wages cannot be greater than Gross Payroll per Class Code.

Exclusions tab (Optional)

Excel Column	Field Name	Data Type	Field Requirements
A	Class Code	Numeric	• Must have a corresponding Class Code on the Gross Payroll tab. • The Class Code/Exclusion combination must be unique (it cannot be duplicated on the list).
B	Exclusion	Text (select from dropdown)	• Required for each Class Code. • The Class Code/Exclusion combination must be unique (it cannot be duplicated on the list).

C	Exclusion Amount	Numeric (Decimal)	• Exclusion amounts need to be greater than or equal to $0. • Overtime Amount plus Exclusion Amount plus Officer Wages cannot be greater than Gross Payroll per Class Code.

Officer Data tab (Optional)

Excel Column	Field Name	Data Type	Field Requirements
A	Class Code	Numeric	• Must have a corresponding Class Code on the Gross Payroll tab.
B	Last Name	Text	• Required if Class Code is entered.
C	First Name	Text	• Required if Class Code is entered.
D	Title	Text	• Required if Class Code is entered.
E	Start Date	Date (MM/DD/YYYY)	• Required if Class Code is entered. • Date must be greater than or equal to the Policy Year start date (e.g., 01/01/2025)
F	End Date	Date (MM/DD/YYYY)	• Required if Class Code is entered. • Date must be less than or equal to the Policy Year end date (e.g., 12/31/2025)
G	Inactive (X to indicate)	Text (X or blank/null)	• Optional. Enter X to indicate an officer was inactive for the Policy Year
H	Officer Wages	Numeric (Decimal)	• Required if Class Code is entered. • Office Wages must be greater than or equal to $0. • Officer Wages plus Overtime Amount plus Exclusion Amount cannot be greater than Gross Payroll per Class Code.