

How to Enter Exposure Adjustment Data Manually



1

The steps below explain how to **manually** add data (as opposed to uploading it) during the Payroll Reporting and Payroll Reconciliation stages of the exposure adjustment process.

For end-to-end directions, see [How to complete an Exposure Adjustment Report for a Self-insured Member](#)

2

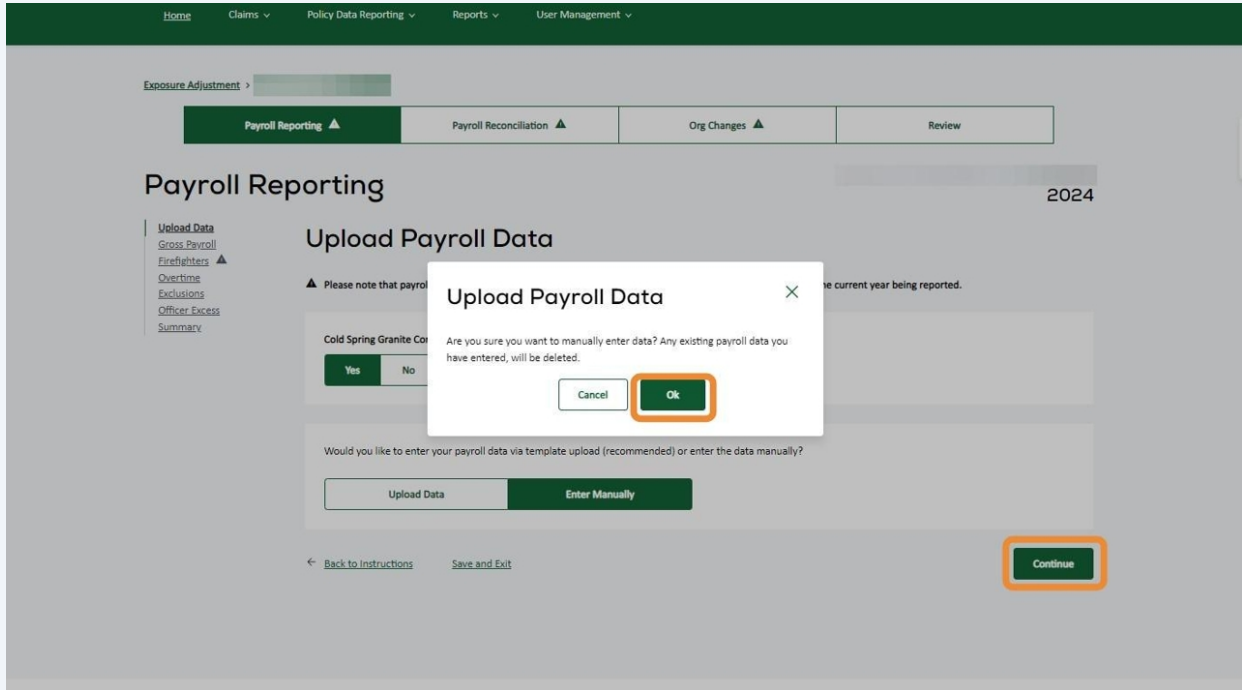
To manually add payroll data, select "Enter Manually"

The screenshot shows a web interface for 'Payroll Reporting' for the year 2024. At the top, there is a navigation bar with four tabs: 'Payroll Reporting' (active), 'Payroll Reconciliation', 'Org Changes', and 'Review'. Below the navigation bar, the main heading is 'Upload Payroll Data'. A sidebar on the left lists menu items: 'Upload Data', 'Gross Payroll', 'Firefighters', 'Overtime', 'Exclusions', 'Officer Excess', and 'Summary'. The main content area contains a question: 'Cold Spring Granite Company has Gross Payroll for 2024?' with 'Yes' and 'No' radio buttons. Below this is another question: 'Would you like to enter your payroll data via template upload (recommended) or enter the data manually?' with two buttons: 'Upload Data' and 'Enter Manually'. The 'Enter Manually' button is highlighted with an orange box. Below the buttons, there is a section for downloading an Excel template and instructions, with a 'Download Excel Template' button and a 'Select file' button at the bottom.

3

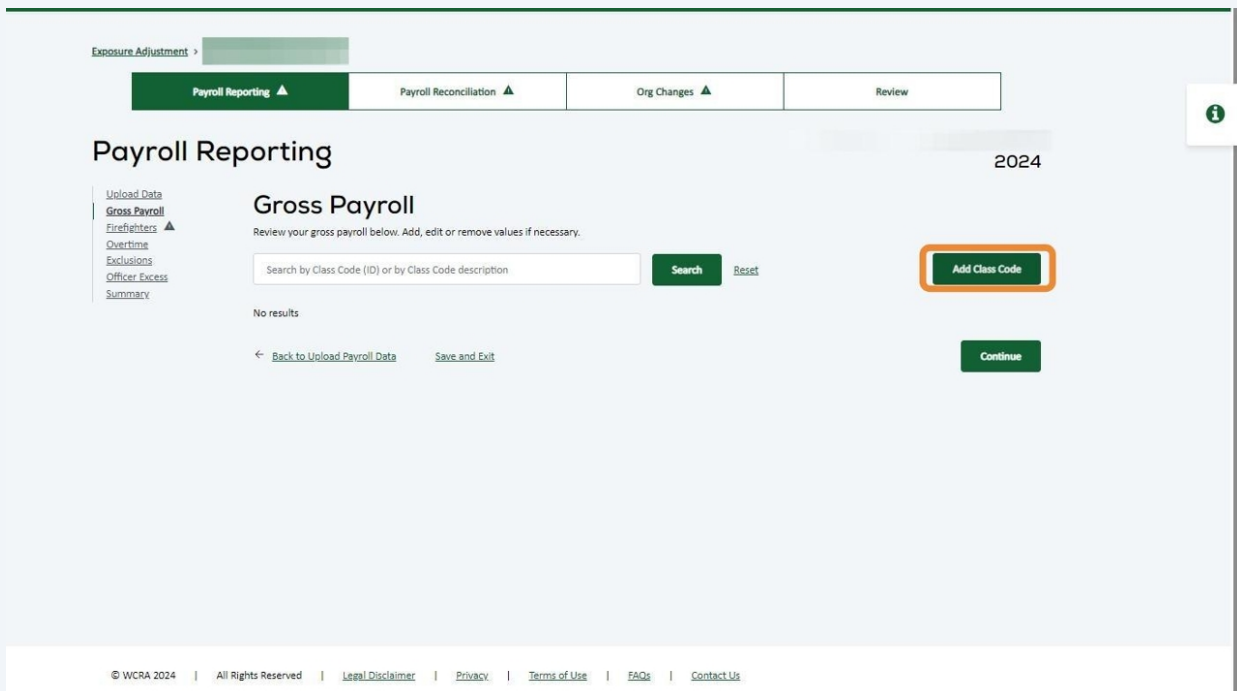
Since you can change your selection at any time, you will be prompted to confirm this selection. Click "Ok", then "Continue" to proceed.

Note: If you have already uploaded data, then select to "Enter Manually", and click "Ok", the previously uploaded data will be deleted, and you will need to start fresh.



4

To add a Class Code, click "Add Class Code"

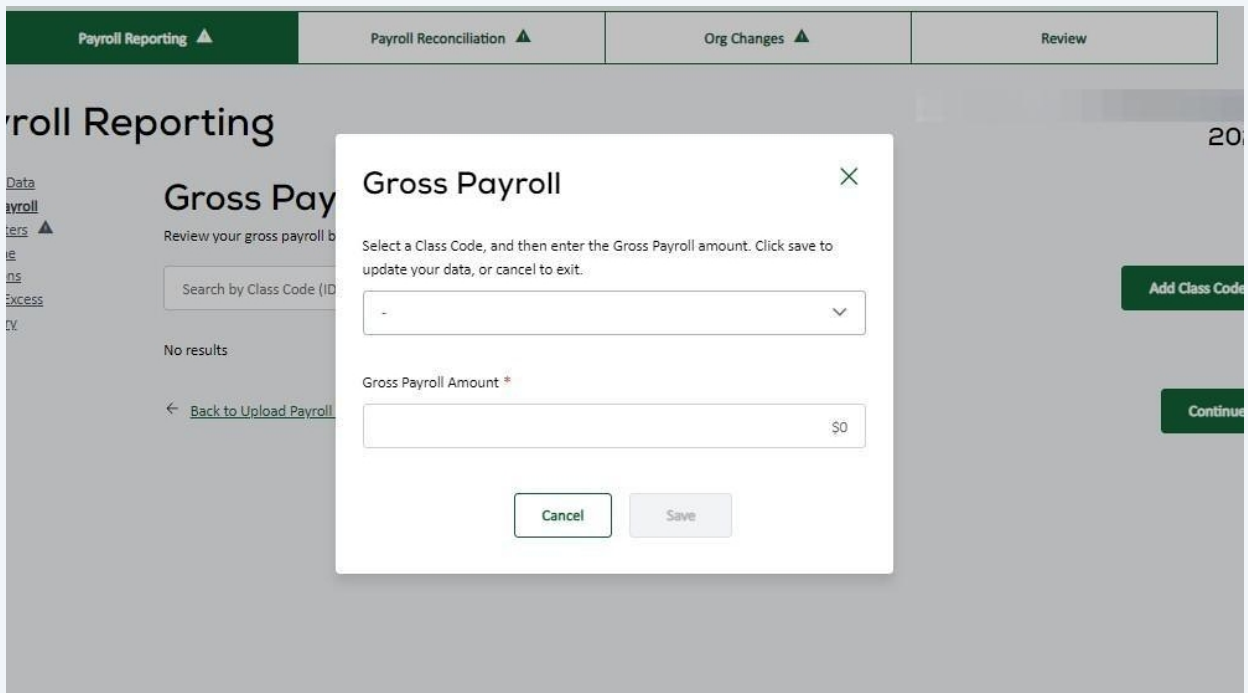


5

In the pop-up, there are two fields. Use the top drop-down field to select the Class Code, and the bottom field to add the Gross Payroll Amount.

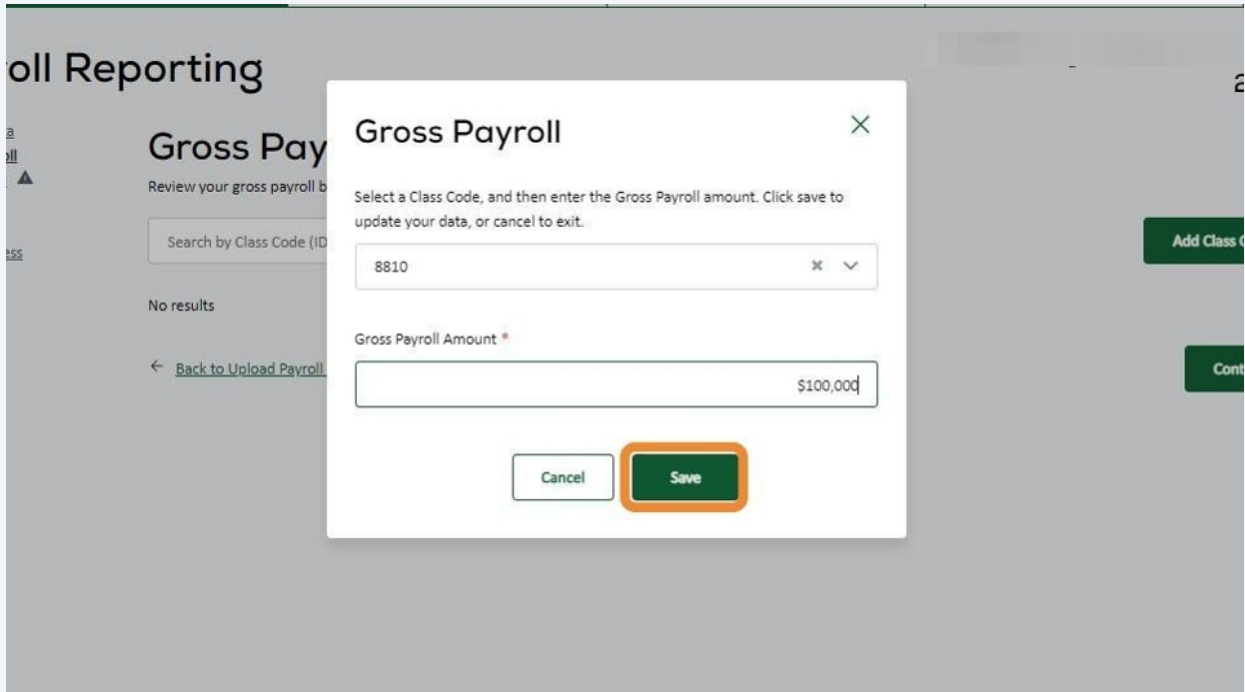
Use the "Cancel" button or "X" to close the pop-up.

Tip: In the Class Code field, you can start typing the Class Code ID or the Class Code description to quickly find the Class Code you are looking for.



6

Once you have selected the Class Code, and added the Gross Payroll amount, click "Save" to add the record.

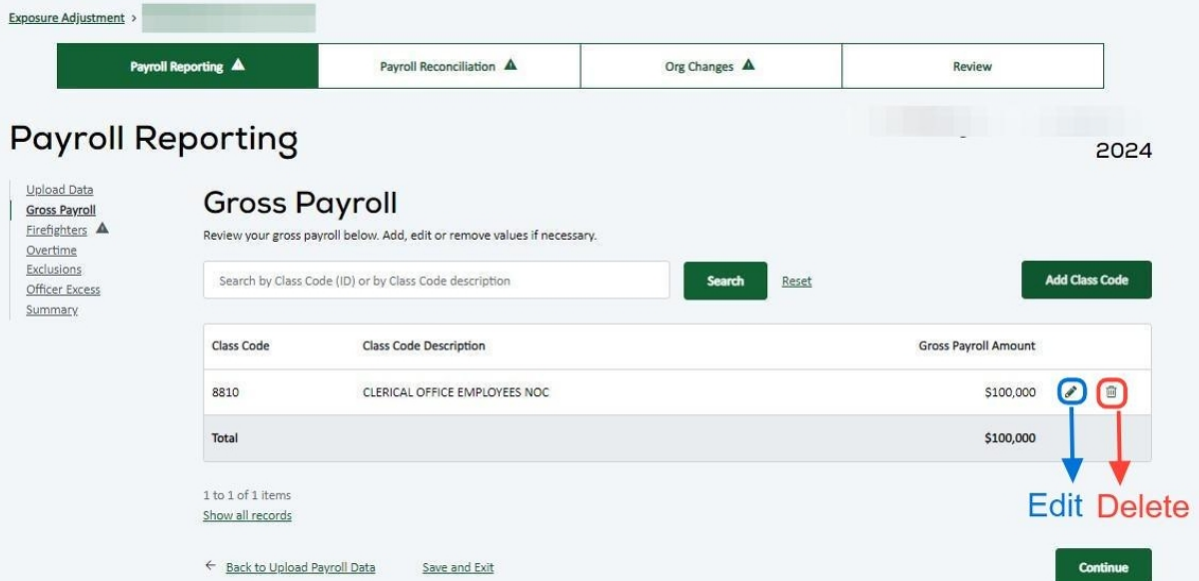


7

You will now see the record in the Gross Payroll table.

To **edit** the record, click the pencil icon. See slide 8.

To **delete** the record, click the garbage icon. See slide 9.



8

After clicking the pencil icon to edit a record, there will be a pop-up that allows changes to the Class Code and/or the Gross Payroll Amount. After making the necessary changes, click "Save".

Note: If you have already entered other adjustments (e.g. Overtime) for this Class Code, you will not be able to modify the Class Code. Additionally, you can't lower the Gross Payroll amount so that it is less than the sum of the other adjustments for this Class Code. In either case, you will see an error message describing the issue, and you will not be able to update the record.

The screenshot displays the 'Payroll Reporting' interface. A 'Gross Payroll' pop-up dialog is open, allowing for data entry. The dialog contains a search field for 'Class Code' with '0005' selected, and a 'Gross Payroll Amount' field with '\$6,000' entered. Below these fields are 'Cancel' and 'Save' buttons. The background interface shows a table of payroll data for the year 2024. The table has columns for 'Class Code' and 'Gross Payroll Amount'. The data includes a row for class code '8810' with a gross payroll amount of '\$100,000', and a 'Total' row also showing '\$100,000'. Navigation buttons like 'Back to Upload Payroll Data', 'Save and Exit', and 'Continue' are visible at the bottom of the interface.

Class Code	Gross Payroll Amount
8810	\$100,000
Total	\$100,000

9

After clicking the garbage icon to remove a record, there will be a pop-up asking you to confirm the removal of the Class Code.

Clicking "Yes" will remove the Class Code record from the Gross Payroll screen, **and** any other adjustments entered on subsequent screens (e.g. Overtime).

Click "No" or the "X" to close out of the pop-up.

The screenshot displays the 'Payroll Reporting' interface for the year 2024. The main heading is 'Gross Payroll'. A confirmation dialog box is overlaid in the center, titled 'Remove Class Code and Associated Adjustments?'. The dialog contains the text: 'Are you sure you want to remove this class code? Any and all adjustments added for it will also be removed.' Below the text are two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted with an orange border. In the background, a table lists class codes and their corresponding gross payroll amounts. The table has two columns: 'Class Code' and 'Gross Payroll Amount'. The rows are: 0005 with \$6,000, 8810 with \$100,000, and a 'Total' row with \$106,000. There are also navigation links at the bottom: 'Back to Upload Payroll Data', 'Save and Exit', and 'Continue'.

Class Code	Gross Payroll Amount
0005	\$6,000
8810	\$100,000
Total	\$106,000

10

If there are a lot of Class Codes that have been entered, you can use the search bar to quickly find one that you are looking for.

Click in the search bar, and then start typing either the Class Code ID or the Class Code description. Then click "Search".

Exposure Adjustment > [blurred]

Payroll Reporting ▲ Payroll Reconciliation ▲ Org Changes ▲ Review

Payroll Reporting

2024

Upload Data
Gross Payroll
Firefighters ▲
Overtime
Exclusions
Officer Excess
Summary

Gross Payroll

Review your gross payroll below. Add, edit or remove values if necessary.

Class Code	Class Code Description	Gross Payroll Amount
0005	NURSERY EMPLOYEES & D	\$100 <input type="button" value="edit"/> <input type="button" value="delete"/>
0008	FARMS: GARDENING BY HAND	\$60,000 <input type="button" value="edit"/> <input type="button" value="delete"/>
0251	IRRIGATION WORKS OPERATIONS & D	\$6,000 <input type="button" value="edit"/> <input type="button" value="delete"/>
0917	RESIDENTIAL CLEANING SERVICES BY CONTRACTOR INSIDE & DRIVERS	\$6,000 <input type="button" value="edit"/> <input type="button" value="delete"/>
2021	SUGAR MFG. OR REFINING FROM SUGAR CANE OR SURGAR BEETS	\$6,050 <input type="button" value="edit"/> <input type="button" value="delete"/>
3559	CONFECTION MACHINE MFG.	\$60,000 <input type="button" value="edit"/> <input type="button" value="delete"/>

11

Click "Reset" to clear the search criteria, and see the full list again.

Exposure Adjustment > [blurred]

Payroll Reporting ▲ Payroll Reconciliation ▲ Org Changes ▲ Review

Payroll Reporting

2024

Upload Data
Gross Payroll
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Summary

Gross Payroll

Review your gross payroll below. Add, edit or remove values if necessary.

Class Code	Class Code Description	Gross Payroll Amount
8810	CLERICAL OFFICE EMPLOYEES NOC	\$1,000,000 <input type="button" value="edit"/> <input type="button" value="delete"/>
Total		\$1,968,150

1 to 1 of 1 items
[Show all records](#)

[← Back to Upload Payroll Data](#) [Save and Exit](#)

12 On the Overtime screen, to add a record, click "Add Overtime".

Home Claims Policy Data Reporting Reports User Management

Exposure Adjustment >

Payroll Reporting Payroll Reconciliation Org Changes Review

Payroll Reporting

2024

[Upload Data](#)
[Gross Payroll](#)
[Firefighters](#) ▲
Overtime
[Exclusions](#)
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Overtime

Review your overtime below. Use the Add Overtime button to add entries, or the row icons to edit or remove entries.

WCRA premium is not charged on the portion of overtime wages in excess of the regular wage rate, referred to as premium overtime wages.

Search by Class Code (ID) or by Class Code description [Reset](#)

[Back to Firefighters](#) [Save and Exit](#)

[Add Overtime](#)

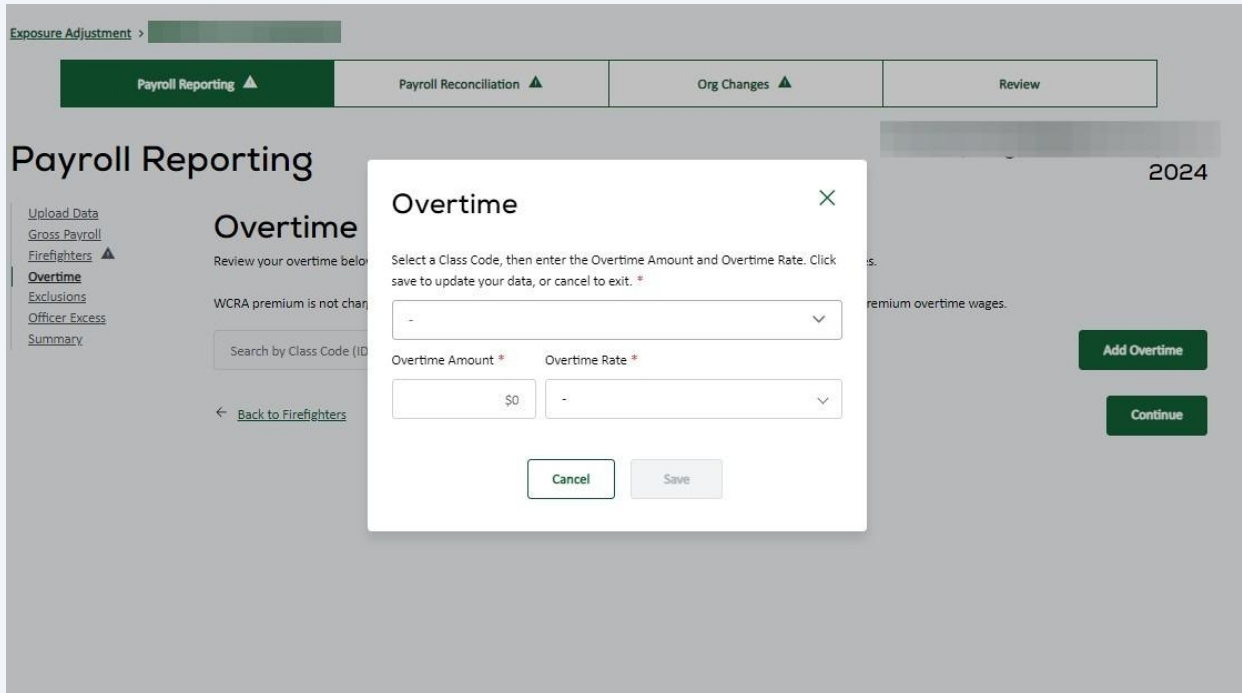
[Continue](#)

13

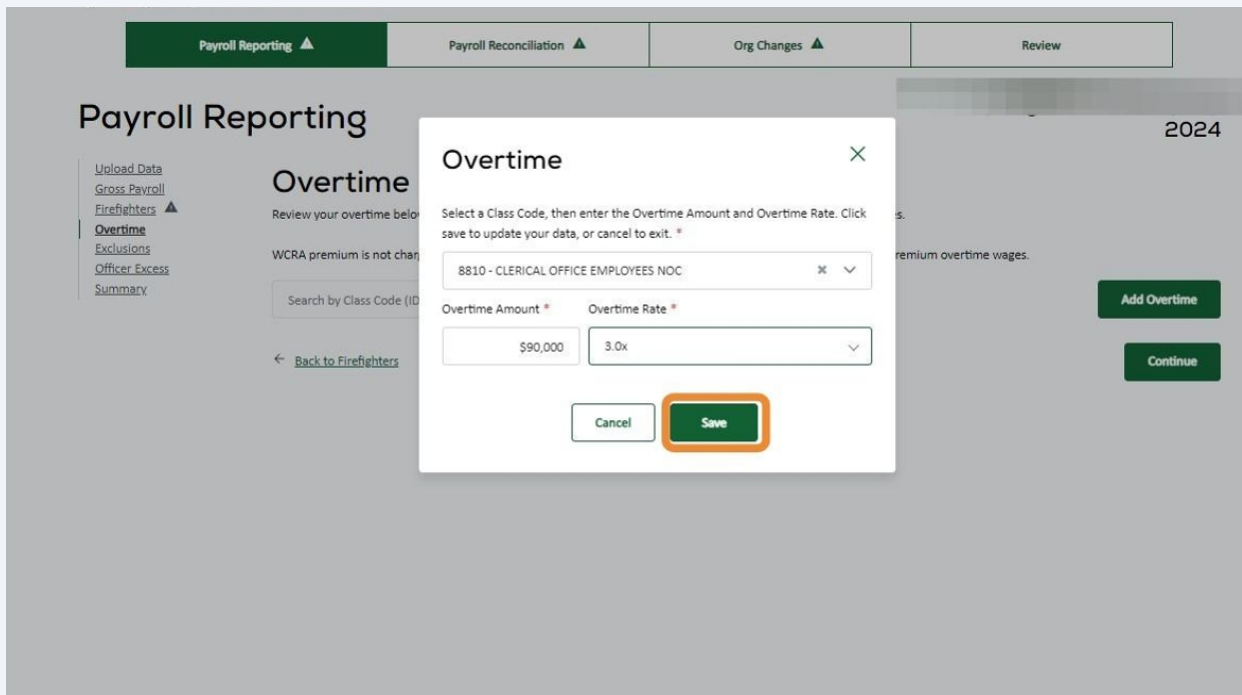
In the pop-up, there are three fields. Use the top dropdown field to select the Class Code. Use the Overtime Amount field to enter the overtime amount, and the Overtime Rate dropdown to select the overtime rate.

Use the "Cancel" button or "X" to close the pop-up.

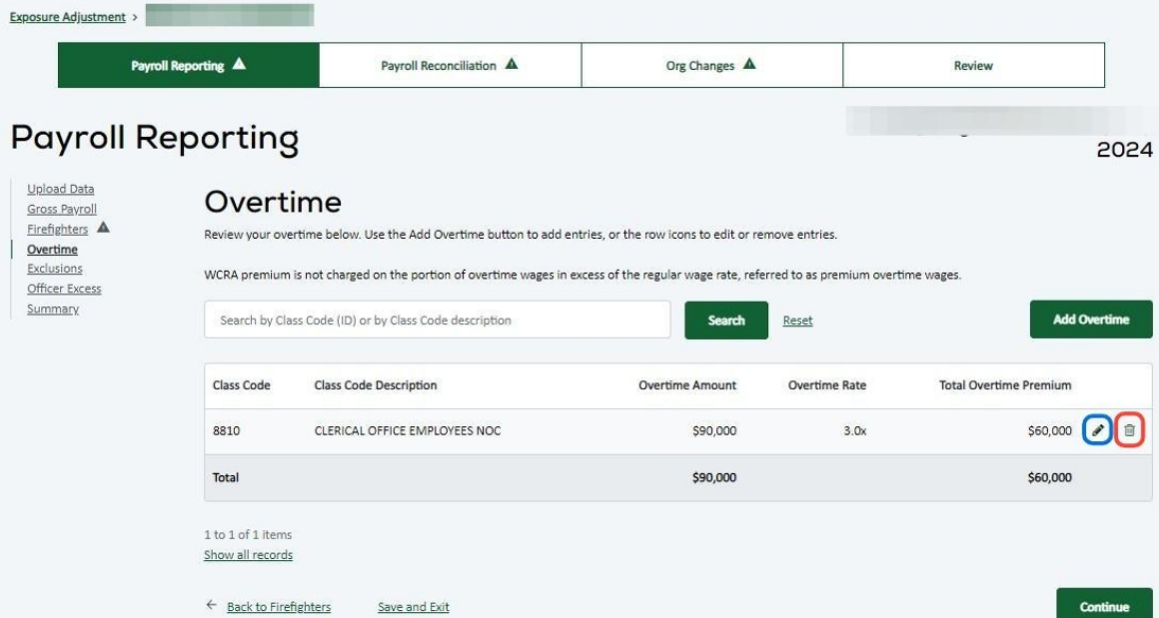
Note: The Class Codes available to select from are limited to what was previously added to the Gross Payroll screen. i.e. a Class Code must have Gross Payroll entered or you will not be able to add an Overtime record for the Class Code.



14 Once you have entered a value in all three fields, click "Save".



15 Like to the Gross Payroll screen, you can use the pencil and garbage icons to edit and delete records, respectively.



16

To add an Exclusion, click the drop-down to the right of exclusion needed. There are fourteen exclusion options available.

Note: The number next to the dropdown shows how many exclusions have been added (if any).

Payroll Reporting 2024

[Upload Data](#)
[Gross Payroll](#)
[Firefighters](#) ▲
[Overtime](#)
[Exclusions](#)
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Exclusions

Members may exclude certain types of compensation from the gross payroll reported on the tab labeled Gross Payroll. These exclusions are used to adjust the gross payroll used to calculate your organization's WCRA premium.

Note: If any of the exclusions noted below have not been included in your reported gross payroll, they should not be reported as an exclusion.

Please read the 14 questions listed below. If you have qualifying exclusions, expand on the respective question to add, edit or delete exclusions.

The [Overview, Terms, and Definitions](#) document should be reviewed annually for any reporting requirement changes that occurred over the past year.

1. Do any of the gross payroll amounts include **dismissal wages or severance**? 0 ▼
2. Do any of the gross payroll amounts include **company perks**? 0 ▼
3. Do any of the gross payroll amounts include **payroll expense reimbursements and flat expense allowances paid to employees substantiated in the employer's records**? 0 ▼
4. Do any of the gross payroll amounts include **employer contributions to qualified or nonqualified employee stock purchase plans (see detail below) for employees other than officers**? 0 ▼
5. Do any of the gross payroll amounts include payments for **active military duty**? 0 ▼

17

Then click "Add Exclusion"

ayroll Reporting

2024

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[ummary](#)

Exclusions

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Note: If any of the exclusions noted below have not been included in your reported gross payroll, they should not be reported as an exclusion.

Please read the 14 questions listed below. If you have qualifying exclusions, expand on the respective question to add, edit or delete exclusions.

The [Overview, Terms, and Definitions](#) document should be reviewed annually for any reporting requirement changes that occurred over the past year.

1. Do any of the gross payroll amounts include **dismissal wages or severance**? 0 ▼
2. Do any of the gross payroll amounts include **company perks**? 0 ▲

Excludable company perks include:

 1. Vehicles
 2. Airplane
 3. Vacations
 4. Discounts
 5. Memberships
 6. Entertainment
 7. Education
 8. Relocation

Add Exclusion

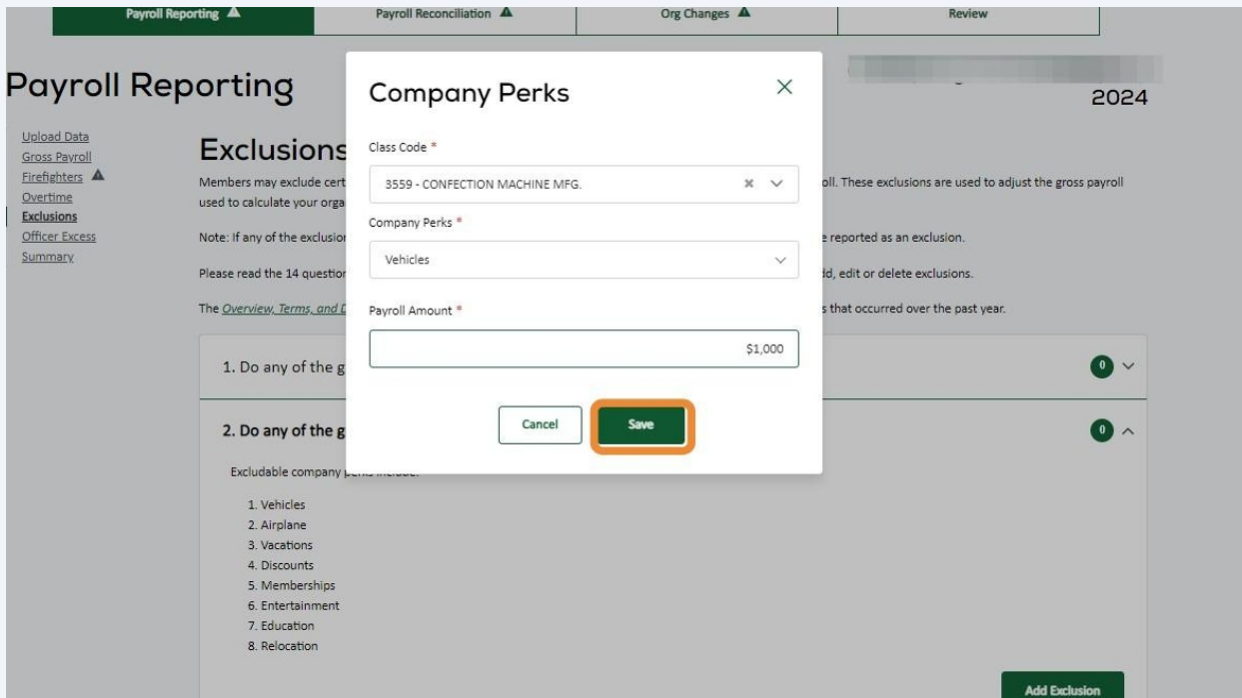
18

You will then see a pop-up. Most Exclusions will only have two fields to enter (Class Code and Payroll Amount), but in this example (Company Perks) there are three fields required.

Note: The Class Codes available to select from are limited to what was previously added to the Gross Payroll screen.

The screenshot shows a web application interface for payroll reporting. At the top, there are four tabs: 'Payroll Reporting' (active), 'Payroll Reconciliation', 'Org Changes', and 'Review'. The main content area is titled 'Payroll Reporting' and 'Exclusions'. A pop-up window titled 'Company Perks' is overlaid on the page. The pop-up contains three required fields: 'Class Code *' (a dropdown menu with a '-' selected), 'Company Perks *' (a dropdown menu with a '-' selected), and 'Payroll Amount *' (a text input field with '\$0' entered). At the bottom of the pop-up are 'Cancel' and 'Save' buttons. The background page shows a list of exclusion categories, including '1. Vehicles', '2. Airplane', '3. Vacations', and '4. Discounts'.

19 Once you have entered a value in all of the required fields, click "Save".



20 The record will now appear in the table, and the number next to the dropdown icon will update to reflect the total exclusions entered in this section.

To edit or delete, use the pencil and garbage icons respectively.

Please read the 14 questions listed below. If you have qualifying exclusions, expand on the respective question to add, edit or delete exclusions.

The [Overview, Terms, and Definitions](#) document should be reviewed annually for any reporting requirement changes that occurred over the past year.

1. Do any of the gross payroll amounts include **dismissal wages or severance**? 0

2. Do any of the gross payroll amounts include **company perks**? 1

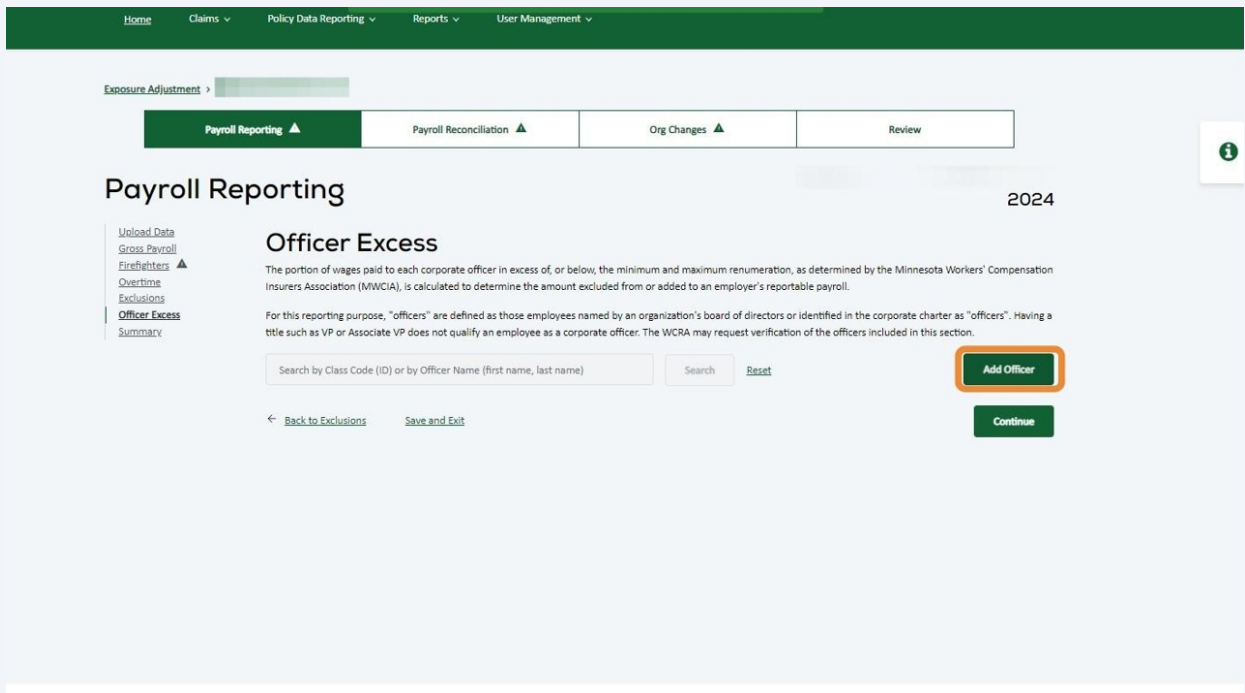
Excludable company perks include:

1. Vehicles
2. Airplane
3. Vacations
4. Discounts
5. Memberships
6. Entertainment
7. Education
8. Relocation

Add Exclusion

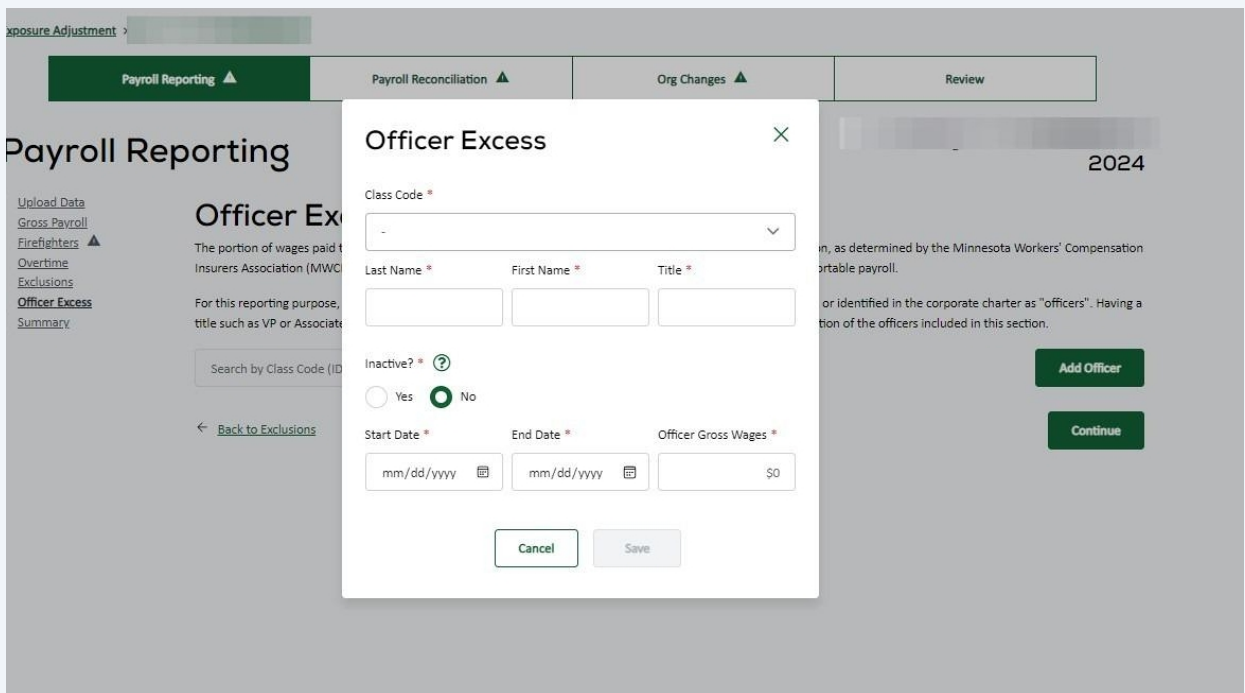
Class Code	Class Code Description	Company Perks	Payroll Amount
3559	CONFECTION MACHINE MFG.	Vehicles	\$1,000

21 To add an Officer, click "Add Officer".



22 You will see a pop-up where you can enter the Officer data. You must enter a value into each field before being able to save the record.

Note: The Class Codes available to select from are limited to what was previously added to the Gross Payroll screen.



23 Once you have entered the data, click "Save".

Officer Excess

Class Code *
8810 - CLERICAL OFFICE EMPLOYEES NOC

Last Name * First Name * Title *
Doe John President

Inactive? * ?
 Yes No

Start Date * End Date * Officer Gross Wages *
01/01/2024 12/31/2024 \$5,000,000

Cancel Save

24 The record will now appear in the table.

To edit or delete, use the pencil and garbage icons respectively.



Payroll Reporting 2024

Officer Excess

The portion of wages paid to each corporate officer in excess of, or below, the minimum and maximum remuneration, as determined by the Minnesota Workers' Compensation Insurers Association (MWCIA), is calculated to determine the amount excluded from or added to an employer's reportable payroll.

For this reporting purpose, "officers" are defined as those employees named by an organization's board of directors or identified in the corporate charter as "officers". Having a title such as VP or Associate VP does not qualify an employee as a corporate officer. The WCRA may request verification of the officers included in this section.

Search by Class Code (ID) or by Officer Name (first name, last name) Search Reset Add Officer

Class Code	Last Name	First Name	Title	Weeks	Inactive	Gross Officer Wages	Officer Wages	Officer Excess & Minimum Adjustment
8810	Doe	John	President	52	No	\$500,000	\$278,096	\$221,904  
Total						\$500,000	\$278,096	\$221,904

1 to 1 of 1 items
[Show all records](#)

Back to Exclusions Save and Exit Continue

25

To manually add Payroll Reconciliation data, first click "Enter Manually". Then click "Continue".

Exposure Adjustment >

Payroll Reporting ▲	Payroll Reconciliation ▲	Org Changes ▲	Review
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Payroll Reconciliation

2024

[Reconciliation Data](#)

[Reconciliation](#)

[Supporting Docs ▲](#)

Enter Payroll Reconciliation Data

The purpose of this section is to help members reconcile data reported on the Gross Payroll tab to their third-party source documents. Members should complete the Reconciliation Data by uploading or manually entering source document data. The payroll entered in this section should match the payroll on the third-party verification documents. There should be one entry/line item per Unemployment Account.

Submit your payroll reconciliation data by either uploading a completed template or entering the data manually.

Please click [Payroll Reconciliation Instructions](#) to see an example of how to reconcile your gross payroll. Note: If using Reporting Units, only the data for the Reporting Unit should be included in this report.

Note: Social Security Numbers should be excluded or redacted from any documents submitted to the WCRA.

Would you like to enter your payroll reconciliation data via template upload (recommended) or enter the data manually?

Upload Data	Enter Manually
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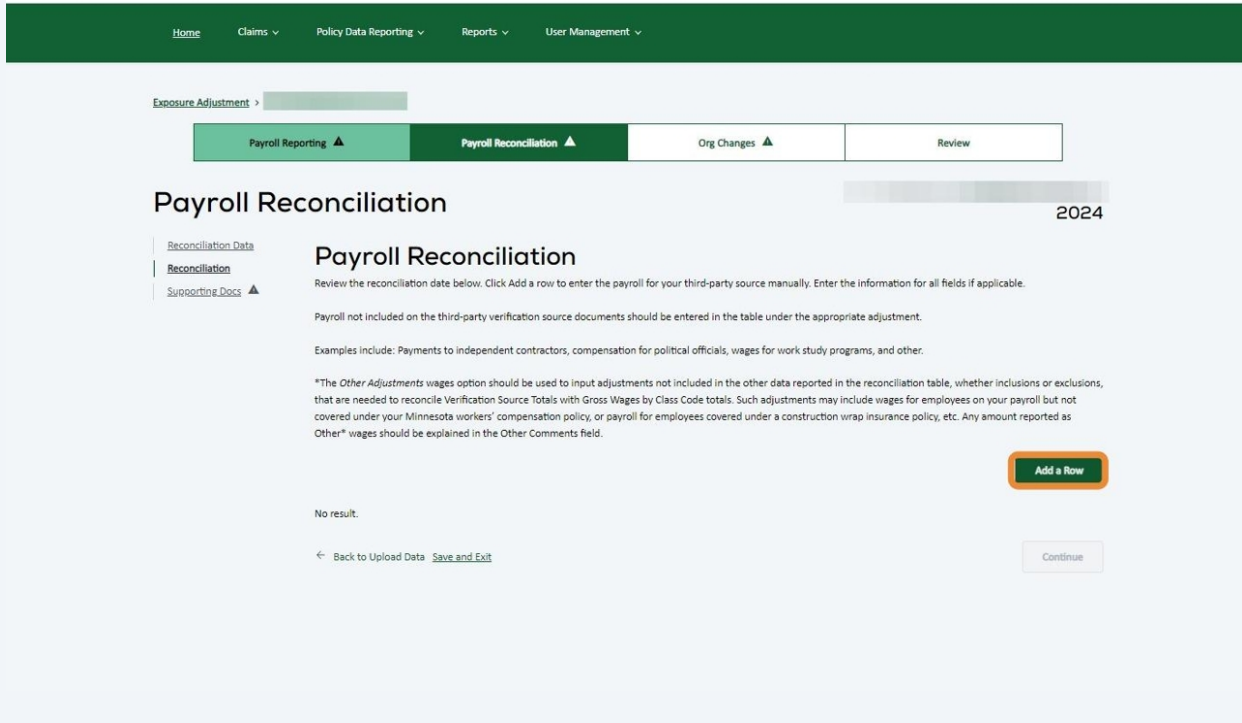
← Back to Summary

Continue

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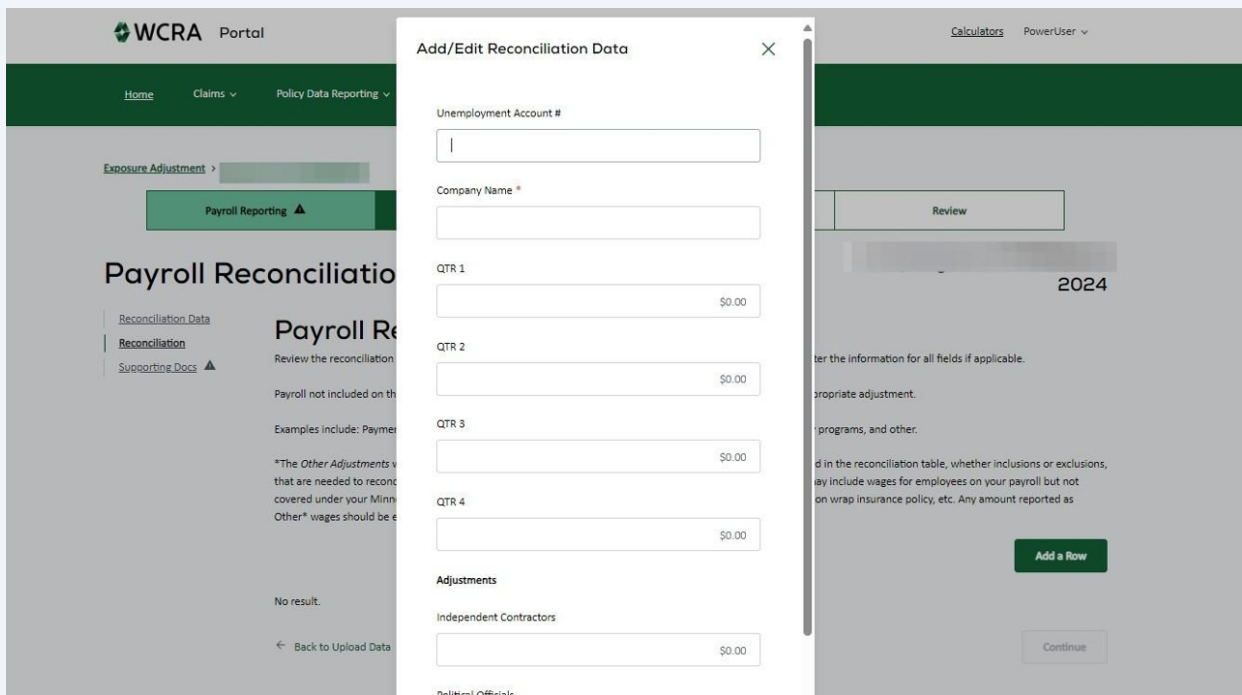
After choosing to manually enter the data, you are directed to the next screen, where you can click "Add a Row" to start entering it.

Note: If you decide that you want to upload the data instead, you can click "Back to Upload Data" to change your response.



27

After clicking "Add a Row", you will see a pop-up where you can enter the Reconciliation data.



28 Once you are done adding your data, click "Save".

Exposure Adjustment > [Redacted]

Payroll Reporting ▲

Payroll Reconciliation

Reconciliation Data
Reconciliation
Supplementing Docs ▲

Payroll Reconciliation

Review the reconciliation

Payroll not included on the

Examples include: Payment

The Other Adjustments v that are needed to reconc covered under your Minn Other wages should be e

No result.

← Back to Upload Data

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QTR 3
\$300,000

QTR 4
\$400,000

Adjustments

Independent Contractors
\$50,000

Political Officials
\$0.00

Work Study Program
\$0.00

Other
\$10,000

Other Comment
Other adjustment

Total: \$940,000.00

Cancel Save

Review

2024

Enter the information for all fields if applicable.

appropriate adjustment.

programs, and other.

d in the reconciliation table, whether inclusions or exclusions, ay include wages for employees on your payroll but not on wrap insurance policy, etc. Any amount reported as

Add a Row

Continue

29

You will now see your record in the top table (in this example, ABC Co). The bottom table will display the totals.

To edit or delete, click the pencil icon or garbage icon respectively.

To continue adding your data, click "Add a Row".

SUPPORTING DOCUMENTS



Payroll not included on the third-party verification source documents should be entered in the table under the appropriate adjustment.

Examples include: Payments to independent contractors, compensation for political officials, wages for work study programs, and other.

*The *Other Adjustments* wages option should be used to input adjustments not included in the other data reported in the reconciliation table, whether inclusions or exclusions, that are needed to reconcile Verification Source Totals with Gross Wages by Class Code totals. Such adjustments may include wages for employees on your payroll but not covered under your Minnesota workers' compensation policy, or payroll for employees covered under a construction wrap insurance policy, etc. Any amount reported as Other* wages should be explained in the Other Comments field.

Add a Row

ABC Co - 12345

Q1	Q2	Q3	Q4	Independent Contractors	Political Officials	Work Study Program	Other Adjustments	Total	
\$100,000	\$200,000	\$300,000	\$400,000	\$50,000	\$0	\$0	\$10,000	\$1,060,000	 

Comments
Other adjustments

Totals

Q1	Q2	Q3	Q4	Independent Contractors	Political Officials	Work Study Program	Other Adjustments	Total