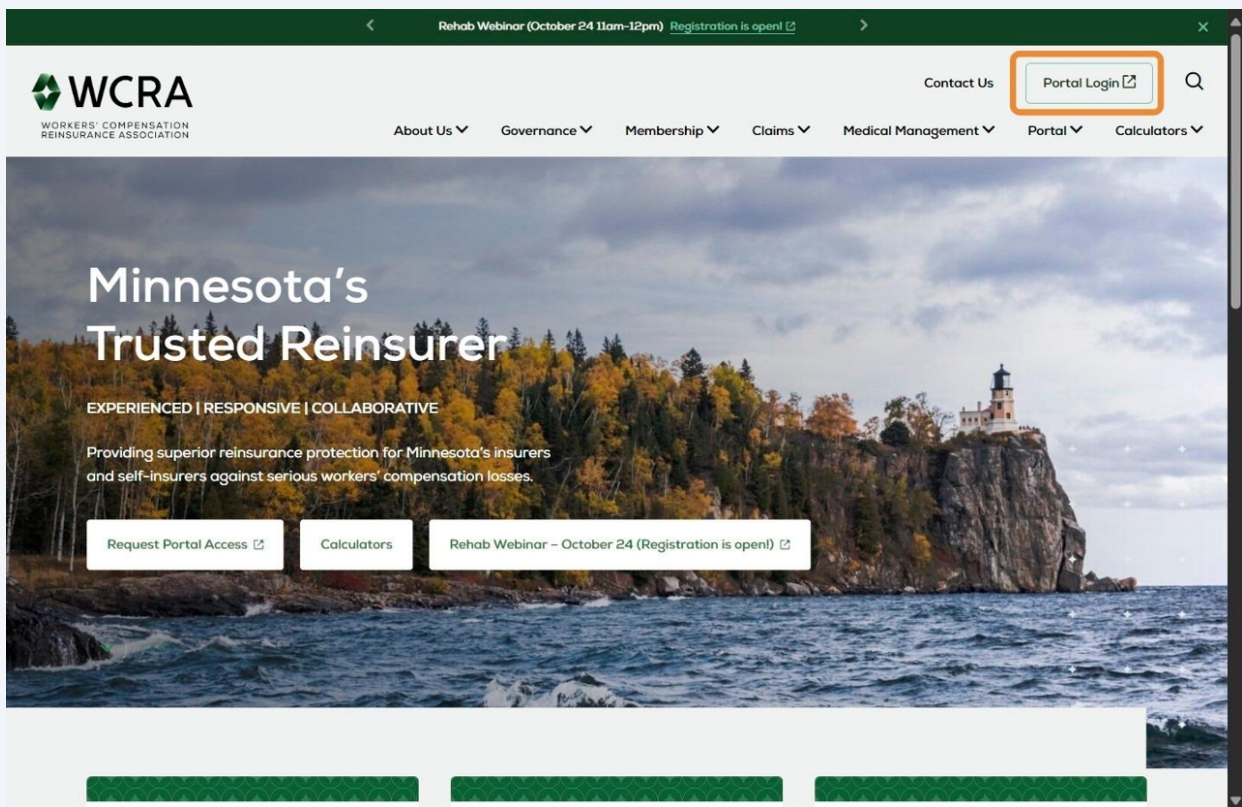


How to complete an Exposure Adjustment Report for a Self-insured Member (Member not using Reporting Units)

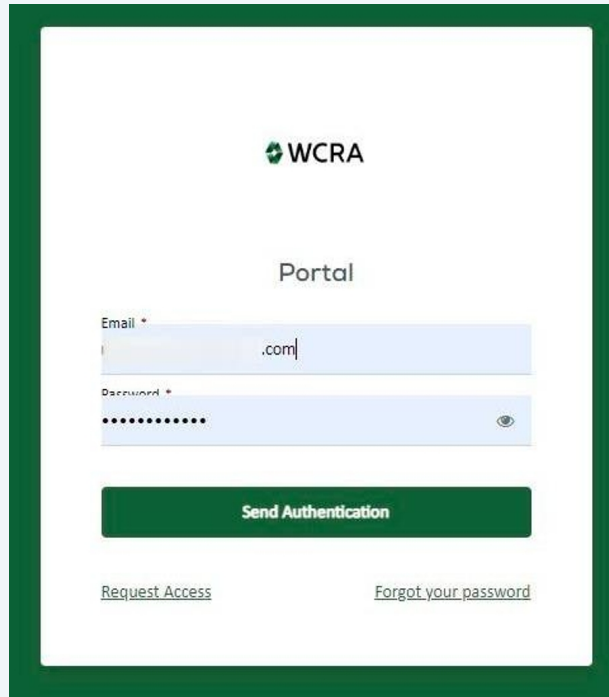


1 Navigate to <https://www.wcra.biz/>

2 Click "Portal Login"

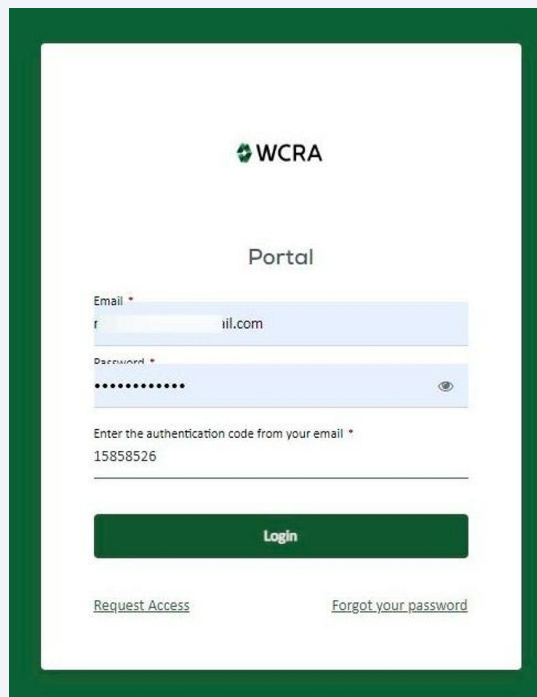


- 3 Enter your email address and password, then click "Send Authentication".



The screenshot shows the WCRA Portal login interface. At the top is the WCRA logo. Below it is the word "Portal". There are two input fields: "Email *" with a light blue border and a cursor, containing ".com", and "Password *" with a light blue border and a masked password of ten dots. Below the password field is a green button labeled "Send Authentication". At the bottom, there are two links: "Request Access" and "Forgot your password".

- 4 Enter the authentication code sent to you via email, then click "Login".



The screenshot shows the WCRA Portal login interface. At the top is the WCRA logo. Below it is the word "Portal". There are two input fields: "Email *" with a light blue border and a cursor, containing "ail.com", and "Password *" with a light blue border and a masked password of ten dots. Below the password field is a text input field labeled "Enter the authentication code from your email *" containing the code "15858526". Below this field is a green button labeled "Login". At the bottom, there are two links: "Request Access" and "Forgot your password".

5 From the home screen, click "Policy Data Reporting" then "Exposure Adjustment".

WCRA Portal Calculators PowerUser

Home Claims **Policy Data Reporting** Reports User Management

Hello, Powe

Welcome to the WCRA Portal.
Your trusted site for claim management and WCRA data reporting.
This portal allows you to submit and manage claims, run reports, and complete required data requests.

Training
Resources are available to help guide you through using the portal.
[View Training Materials](#)

User Management
You can request new user access or changes for existing users.
[View User Management](#)

Contact Us
If you need assistance, please contact us.
[Contact Us](#)

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6 Use the filters to find the member you want to report for. When you have your filters set, click "Filter" to see the results.

WCRA Portal Calculators PowerUser

Home Claims **Policy Data Reporting** Reports User Management

Exposure Adjustment

Member: All

Policy Year: All Status: [] Assigned To: All **Filter** [Reset](#)

Member Name	Policy Year	Due Date	Status	Assigned To	Submitted Date / Time
	08/15/2024			Power User	5/24/24

7

You can reassign a report to another user by clicking the "Reassign" link.

Note: Reassignment is only allowed for the designated Exposure Adjustment contact

The screenshot shows the WCRA Portal interface. At the top, there is a header with the WCRA logo and 'Portal' text, and a user profile 'PowerUser'. Below the header is a navigation bar with links for Home, Claims, Policy Data Reporting (selected), Reports, and User Management. The main content area is titled 'Exposure Adjustment'. It features several filters: Member (All), Policy Year (All), Status (Not Started), and Assigned To (All). There are 'Filter' and 'Reset' buttons. Below the filters is a table with columns: Member Name, Policy Year, Due Date, Status, Assigned To, and Submitted Date / Time. A single row is visible with the following data: Member Name (blurred), Policy Year (2023), Due Date (08/15/2024, marked as Past Due), Status (Not Started), Assigned To (blurred), and Submitted Date / Time (blurred). A 'Reassign' link is highlighted with an orange box under the Assigned To column. A 'Start Report' button is located to the right of the table row. Below the table, it says '1 to 1 of 1 items'. At the bottom of the page, there is a footer with copyright information and links for Legal Disclaimer, Privacy, Terms of Use, FAQs, and Contact Us.

8

Use the dropdown in the reassignment pop-up to select the user to assign to, then click "Assign Task" to complete the reassignment. If the user is not in the list, Go to User Management in the header to invite a new user.

The image shows a screenshot of a software application with a modal dialog box titled "Assign Task". The dialog box has a close button (X) in the top right corner. Below the title, there is a subtitle: "Assign a user who will be responsible for completing this task." Underneath, the label "Assign To:" is followed by a dropdown menu that currently displays "Power User" and a downward arrow. Below the dropdown, there is a question: "Don't see the person you are looking for?" followed by a line of text: "To invite additional users go to User Management and select Add New User." At the bottom of the dialog, there are two buttons: a "Cancel" button with a blue underline and an "Assign Task" button with a green background and white text. The background of the application is partially visible, showing a table with columns like "Status", "Not", "Due", "08/", and "Past".

9 Click "Start Report" to begin reporting.

WCRA Portal [Calculators](#) PowerUser ▾

Home Claims ▾ **Policy Data Reporting** ▾ Reports ▾ User Management ▾

Exposure Adjustment

Member: All ▾

Policy Year: All ▾ Status: Not Started ✕ ▾ Assigned To: All ▾ Filter Reset

Member Name ▾	Policy Year ▾	Due Date ▾	Status ▾	Assigned To ▾	Submitted Date / Time ▾
[Redacted]	2023	08/15/2024 Past Due	Not Started	Power User Reassign	

1 to 1 of 1 items

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10 On the first screen, you can download the data templates used to upload data along with instructions.

Home Claims ▾ **Policy Data Reporting** ▾ Reports ▾ User Management ▾

[Exposure Adjustment](#) > [Redacted]

Exposure Adjustment Reporting

WCRA members are required to report their payroll to the WCRA annually. The reported data is used to reconcile members' prior year exposure and premium.
Your exposure adjustment reporting is due by 12/31/2024.
Information in the right sidebar provides members with valuable information to accurately report their payroll data.

Downloads

For exposure adjustment reporting questions please contact the assigned WCRA Auditor:

- [Overview, Terms, and Definitions](#)
- [Payroll Data Template](#)
- [Payroll Data Template Instructions](#)
- [Reconciliation Template](#)
- [Reconciliation Template Instructions](#)

If you do not perform Exposure Adjustment reporting for this Member, click [here](#).

You can report your payroll data by Reporting Unit. ⓘ

Would you like to use Reporting Units to report your payroll Data?

No Yes

← Save and Exit Get Started

Overview

The WCRA Annual Exposure Adjustment (Annual Adjustment) reporting process is required to reconcile estimated premium calculated at the time of policy issuance to the actual exposure for the period. The annual adjustment requires the WCRA to collect payroll data by workers' compensation classification code following the expiration of a policy term.

The data collected will be used to calculate your year-end 2024 premium. Your organization will either receive an invoice or a refund depending on the reconciliation of your exposure and the premium based on the updated data reported.

Reference Links

[Employee Definition: Minn.Stat.176.011 Sub 9](#)

11

Some members are required to report using reporting units, but all members can use them. Reporting units can make reporting easier, eliminating the need to consolidate data before uploading it.

If you choose not to use reporting units, select "No" to the question.

If you want to use reporting units, see this training document: [How to complete an Exposure Adjustment Report for a Self-insured Member \(Reporting Unit\)](#)

WCRA Portal Calculators PowerUser ▾

[Home](#) [Claims ▾](#) [Policy Data Reporting ▾](#) [Reports ▾](#) [User Management ▾](#)

[Exposure Adjustment](#) ▾

Exposure Adjustment Reporting

WCRA members are required to report their payroll to the WCRA annually. The reported data is used to reconcile members' prior year exposure and premium.

Your exposure adjustment reporting is due by 12/31/2024.

Information in the right sidebar provides members with valuable information to accurately report their payroll data.

Downloads

- [Overview, Terms, and Definitions](#)
- [Payroll Data Template](#)
- [Payroll Data Template Instructions](#)
- [Reconciliation Template](#)
- [Reconciliation Template Instructions](#)

For exposure adjustment reporting questions please contact the assigned WCRA Auditor:

Reviewer comments:
Please provide additional information ...

You can report your payroll data by Reporting Unit. ⓘ

Would you like to use Reporting Units to report your payroll Data?
 No Yes

← Save and Exit Get Started

Overview

The WCRA Annual Exposure Adjustment (Annual Adjustment) reporting process is required to reconcile estimated premium calculated at the time of policy issuance to the actual exposure for the period. The annual adjustment requires the WCRA to collect payroll data by workers' compensation classification code following the expiration of a policy term.

The data collected will be used to calculate your year-end 2024 premium. Your organization will either receive an invoice or a refund depending on the reconciliation of your exposure and the premium based on the updated data reported.

Reference Links

- [Employee Definition: Minn.Stat.176.011 Sub 9](#)
- [Trucking & Messenger/Courier Industries: Independent Contractors – Seven Factors: Minn.Stat.176.043](#)
- [Classification of Officials of Political Subdivision: Classification Interpretations](#)

12

Click "Start Report" from the list screen, then "Get Started" from the first instruction screen.

WCRA Portal [Calculators](#) PowerUser ▾

[Home](#) [Claims ▾](#) [Policy Data Reporting ▾](#) [Reports ▾](#) [User Management ▾](#)

[Exposure Adjustment](#) > [redacted]

Exposure Adjustment Reporting

WCRA members are required to report their payroll to the WCRA annually. The reported data is used to reconcile members' prior year exposure and premium.

Your exposure adjustment reporting is due by 12/31/2024.

Information in the right sidebar provides members with valuable information to accurately report their payroll data.

Downloads

[Overview, Terms, and Definitions](#)
[Payroll Data Template](#)
[Payroll Data Template Instructions](#)
[Reconciliation Template](#)
[Reconciliation Template Instructions](#)

For exposure adjustment reporting questions please contact the assigned WCRA Auditor:

If you do not perform Exposure Adjustment reporting for this Member, click [here](#).

You can report your payroll data by Reporting Unit. ⓘ

Would you like to use Reporting Units to report your payroll Data?

No Yes

[← Save and Exit](#)

Get Started

Reference Links

[Employee Definition: Minn.Stat.176.011 Sub 9](#)
[Trucking & Messenger/Courier](#)

Overview

The WCRA Annual Exposure Adjustment (Annual Adjustment) reporting process is required to reconcile estimated premium calculated at the time of policy issuance to the actual exposure for the period. The annual adjustment requires the WCRA to collect payroll data by workers' compensation classification code following the expiration of a policy term.

The data collected will be used to calculate your year-end 2024 premium. Your organization will either receive an invoice or a refund depending on the reconciliation of your exposure and the premium based on the updated data reported.

13 On the Payroll Reporting screen answer the first question.

If you are uploading the data, select "Upload Data", download the data template, and add your data to it. Click "Select File" to choose the excel file you want to upload, then click "Continue".

If you are entering the data manually, select "Enter Manually" and click "Continue". See [How to Enter Exposure Adjustment Data Manually](#)

Exposure Adjustment >

Payroll Reporting ▲ Payroll Reconciliation ▲ Org Changes ▲ Review

Payroll Reporting

2024

- Upload Data
- Gross Payroll
- Firefighters ▲
- Overtime
- Exclusions
- Officer Excess
- Summary

Upload Payroll Data

▲ Please note that payroll should be reported for all Minnesota employees that received pay at any time during the current year being reported.

Dakota County has Gross Payroll for 2024?

Yes No

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

Upload Data Enter Manually

If you have not already, please download the Excel template to upload Gross Payroll, and optionally Overtime, Exclusions, and Officer Excess.

[Download Excel Template](#) [Template Instructions](#)

[Overview Terms and Definitions](#)

Next, upload the Excel file with your data.

14

After you have selected a file to upload, click "Continue". Your data will then be validated. If you selected the wrong file for upload, you can remove the file by clicking the "X" after the file name.

WCRA Portal Calculators PowerUser

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
- Officer Excess
- Summary

▲ Please note that payroll should be reported for all Minnesota employees that received pay at any time during the current year being reported.

Dakota County has Gross Payroll for 2024?

Yes No

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

Upload Data Enter Manually

If you have not already, please download the Excel template to upload Gross Payroll, and optionally Overtime, Exclusions, and Officer Excess.

Download Excel Template [Template Instructions](#)

[Overview Terms and Definitions](#)

Next, upload the Excel file with your data.

24.xlsx X

Back to Instructions Save and Exit **Continue**

15

If errors are found during validation, you will see a list of the errors. After reviewing the errors, click "OK" to return to the Upload Data screen.

WCRA Portal Calculators PowerUser

Home Claims Policy Data Reporting Reports User Management

Exposure Adjustment > Payroll Reporting Payroll Reconciliation Org Changes Review i

Payroll Reporting 2023

Upload Data

[Gross Payroll](#)

[Firefighters](#)

[Overtime](#)

[Exclusions](#)

[Officer Excess](#)

[Summary](#)

Errors found in upload file

There are errors with the data that has been uploaded. These are listed below. Please correct these in the excel file and try the upload again.

Gross Payroll Errors:

- Row 3, Column A: Invalid class code 9999. Correct this by using a valid class code for policy year 2023.

Adjustment errors:

- Overtime tab, Row 2, Column A: Must have gross payroll for class code 8810 in order to report overtime for it.
- Exclusions tab, Row 2, Column A: Must have gross payroll for class code 8810 in order to report an exclusion for it.
- Officer Data tab, Row 2, Column A: Must have gross payroll for class code 8810 in order to report an Officer for it.

OK

Need Help?
If you are having issues resolving errors, send a support request to WCRA
[Submit Support Request](#)

Disclaimer: Submitting a support request does not fulfill your reporting requirements or extend the due date. You are required to submit your report by the due date to avoid penalties.

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16

After correcting the upload file, select the corrected file and click "Continue". The data will be validated again.

Payroll Reporting Payroll Reconciliation Urg Changes Review

Payroll Reporting

2023

- Upload Data
- Gross Payroll
- Firefighters ▲
- Overtime
- Exclusions
- Officer Excess
- Summary

Upload Payroll Data

▲ Please note that payroll should be reported for all Minnesota employees that received pay at any time during the current year being reported.

St Louis County has Gross Payroll for 2023?

Yes No

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

Upload Data Enter Manually

If you have not already, please download the Excel template to use to upload your data.

Download Excel Template Template Instructions

Reporting Requirements

Next, upload the Excel file with your data.

Select file

← Back to Instructions Save and Exit Continue

17

You may get a pop-up screen asking you to confirm your new data upload. Click "OK" to continue.

Upload Payroll Data

Are you sure you want to reupload data? Any existing data you have entered, will be cleared.





Cancel Ok

18

When the data passes validation, you will be brought to the Gross Payroll screen. The screen displays the data uploaded. You can edit, delete, or add additional Class Codes if necessary. Once reviewed, click "Continue".

Note: If you see the triangle warning icon, this means there is missing data, or the step is incomplete.

The screenshot shows a web application interface for payroll reporting. At the top is a dark green navigation bar with links for Home, Claims, Policy Data Reporting, Reports, and User Management. Below this is a breadcrumb trail: Exposure Adjustment > [redacted]. A horizontal menu contains four items: Payroll Reporting (highlighted in green with an orange arrow), Payroll Reconciliation, Org Changes, and Review. On the right side, there is a user profile icon and the year 2023. The main heading is "Gross Payroll" with a subtitle "Review your gross payroll below. Add, edit or remove values if necessary." Below the heading is a search bar with the text "Search by Class Code (ID) or by Class Code description" and buttons for "Search" and "Reset". To the right of the search bar is a green button labeled "Add Class Code" with an orange border. On the left side, there is a vertical menu with links: Upload Data, Gross Payroll (highlighted with an orange arrow), Firefighters (with a warning triangle), Overtime, Exclusions, Officer Excess, and Summary. The main content area contains a table with the following data:

Class Code	Class Code Description	Gross Payroll Amount	
8045	DRUG STORE-RETAIL	\$66,968	 
8810	CLERICAL OFFICE EMPLOYEES NOC	\$132,815,260	 
Total		\$132,882,228	

Below the table, it says "1 to 2 of 2 items" and "Show all records". At the bottom left, there are links for "Back to Upload Payroll Data" and "Save and Exit". At the bottom right, there is a green button labeled "Continue" with an orange border.

19

Answer the question regarding Volunteer Firefighters.

The screenshot shows the 'Payroll Reporting' section for the year 2023. The main heading is 'Volunteer Firefighters'. A question is displayed: 'Does your organization have any volunteer firefighters?'. Below the question are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with an orange border. To the left of the main content is a sidebar menu with options: 'Upload Data', 'Gross Payroll', 'Firefighters', 'Overtime', 'Exclusions', 'Officer Excess', and 'Summary'. At the top, there is a navigation bar with 'Home', 'Claims', 'Policy Data Reporting', 'Reports', and 'User Management'. Below the navigation bar, there are tabs for 'Payroll Reporting', 'Payroll Reconciliation', 'Org Changes', and 'Review'. The 'Payroll Reporting' tab is active. At the bottom, there are links for 'Back to Gross Payroll', 'Save and Exit', and a 'Continue' button.

20

If you answered "Yes" to Volunteer Firefighters, complete the population and full-time firefighter fields.

The screenshot shows the 'Payroll Reporting' section for the year 2023. The main heading is 'Volunteer Firefighters'. A question is displayed: 'Does your organization have any volunteer firefighters?'. Below the question are two buttons: 'Yes' and 'No'. The 'Yes' button is selected and highlighted with a green background. Below the question, there are two input fields: 'What is the population of the area served by the volunteer firefighters? *' and 'How many full-time firefighters? *'. Both input fields are highlighted with an orange border. Below the input fields, there is a table with the following data:

Population reported	0
Full-time firefighters adjustment	\$0
Amount to be added to gross payroll for volunteer firefighters	\$0
Gross payroll reported for class code 7708	\$0
Adjustment to gross payroll and verification wages for volunteer firefighters	\$0

To the left of the main content is a sidebar menu with options: 'Upload Data', 'Gross Payroll', 'Firefighters', 'Overtime', 'Exclusions', 'Officer Excess', and 'Summary'. At the top, there is a navigation bar with 'Home', 'Claims', 'Policy Data Reporting', 'Reports', and 'User Management'. Below the navigation bar, there are tabs for 'Payroll Reporting', 'Payroll Reconciliation', 'Org Changes', and 'Review'. The 'Payroll Reporting' tab is active. At the bottom, there are links for 'Back to Gross Payroll', 'Save and Exit', and a 'Continue' button.

21 Then enter the gross payroll for full-time firefighters and click "Save".

The screenshot shows a web application interface with a modal dialog titled "Gross Payroll". The dialog has a close button (X) in the top right corner. Below the title, it says "Please enter the gross payroll amount for the full-time firefighters." There is a dropdown menu showing "7706 - FIREFIGHTERS - FULL TIME & D". Below that is a text input field labeled "Gross Payroll Amount *" containing the value "\$250,000". At the bottom of the dialog are two buttons: "Cancel" and "Save". The "Save" button is highlighted with an orange border. In the background, there is a navigation bar with "Reporting", "Payroll Reconciliation", "Org Changes", and "Review". The main content area shows a form with fields for "Does your org...", "What is the population...", and "How many full-time fire...", with the value "5" entered in the last field.

22 Click "Continue" to move on to Overtime.

Exposure Adjustment >

Payroll Reporting Payroll Reconciliation ▲ Org Changes ▲ Review

Payroll Reporting 2023

- Upload Data
- Gross Payroll
- Firefighters**
- Overtime
- Exclusions
- Officer Excess
- Summary

Volunteer Firefighters

Does your organization have any volunteer firefighters? Yes No

What is the population of the area served by the volunteer firefighters? *

How many full-time firefighters? *

Population reported ⓘ	100,000
Full-time firefighters adjustment ⓘ	\$7,500
Amount to be added to gross payroll for volunteer firefighters ⓘ	\$92,500
Gross payroll reported for class code 7708	\$0
Adjustment to gross payroll and verification wages for volunteer firefighters ⓘ	\$92,500

← [Back to Gross Payroll](#) [Save and Exit](#) **Continue**

23

On the Overtime screen, like the Gross Payroll screen, you can add overtime or edit and delete existing rows.

WCRA Portal Calculators PowerUser ▾

Home Claims ▾ Policy Data Reporting ▾ Reports ▾ User Management ▾

Exposure Adjustment > [redacted]

Payroll Reporting Payroll Reconciliation ▲ Org Changes ▲ Review

Payroll Reporting 2024

- [Upload Data](#)
- [Gross Payroll](#)
- [Firefighters](#)
- Overtime**
- [Exclusions](#)
- [Officer Excess](#)
- [Summary](#)

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](#)

Class Code	Class Code Description	Overtime Amount	Overtime Rate	Total Overtime Premium
5022	MASONRY NOC	\$2,597	1.5x	\$866
5022	MASONRY NOC	\$1,243	2.0x	\$622
5037	PAINTING - METAL STRUCTURES OVER 2 STORIES & D	\$66	1.5x	\$22
5190	ELECTRICAL WIRING - WITHIN BLDGS & D	\$150,639	1.5x	\$50,213

24

After Overtime has been reviewed, click "Continue" to go to Exclusions Adjustments.

WCRA Portal Calculators PowerUser ▾

Home Claims ▾ Policy Data Reporting ▾ Reports ▾ User Management ▾

Exposure Adjustment > [redacted]

Payroll Reporting Payroll Reconciliation ▲ Org Changes ▲ Review

Payroll Reporting 2023

- [Upload Data](#)
- [Gross Payroll](#)
- [Firefighters](#)
- Overtime**
- [Exclusions](#)
- [Officer Excess](#)
- [Summary](#)

Overtime

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

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

Class Code	Class Code Description	Overtime Amount	Overtime Rate	Total Overtime Premium
7706	FIREFIGHTERS - FULL TIME & D	\$10,000	1.5x	\$3,333
8810	CLERICAL OFFICE EMPLOYEES NOC	\$1,337,570	1.5x	\$445,857
Total		\$1,347,570		\$449,190

1 to 2 of 2 items
[Show all records](#)

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

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25

The Exclusions Adjustments screen has multiple sections. The number in the green circle show the number of entries for that adjustment. Use the expand arrow to view the detail.

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
Officer Excess
Summary

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**? 2 ▾
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**? 2 ^

Reimbursed expenses and flat expense allowances, except for hand or power tools, paid to employees may be excluded only when **all** of the following conditions are met.

- The employer's verifiable records confirm that the expenses or allowances are incurred as a valid business expense.

26

When an adjustment section is expanded, you can add, edit, or delete 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**? 2 ▾





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? 2 ▲

Reimbursed expenses and flat expense allowances, except for hand or power tools, paid to employees may be excluded only when **all** of the following conditions are met.

- The employer's verifiable records confirm that the expenses or allowances are incurred as a valid business expense.
- The amount of each employee's expense or allowance is shown separately in the employer records.
- The amount of the expense or allowance approximates the actual expense incurred by the employee in the conduct of their work.
- The expense reimbursements and/or flat expense allowances paid to the employee must be in addition to, not in lieu of, the wages earned by the employee.
- Exclude from payroll a maximum expense allowance of up to \$75 per day when:
 - it can be verified that the employee was away from home overnight on business for the employer
 - the employer did not maintain verifiable records for the employee's daily incurred business expenses, and
 - the daily expense allowance paid to the employee is in addition to, not in lieu of, the wages earned by the employee.

Include the remaining nonverified daily business expenses in excess of \$75 per day in payroll.

Add Exclusion

Class Code	Class Code Description	Payroll Amount
8810	CLERICAL OFFICE EMPLOYEES NOC	\$185,234  
8820	ATTORNEY - ALL EMPLOYEES & CLERICAL, MESSENGERS, D	\$45,593  
Total		\$230,827

27

After all adjustments have been reviewed, click "Continue" to go to Officer Excess.

7. Do any of the gross payroll amounts include **third-party sick pay**? 0 ▾

8. Do any of the gross payroll amounts include **work uniform allowances**? 0 ▾

9. Do any of the gross payroll amounts include **Supper Money** for late work? 0 ▾

10. Do any of the gross payroll amounts include **"the value of special rewards for individual invention or discovery"**? 0 ▾

11. Do any of the gross payroll amounts include **tips**? 0 ▾

12. Do any of the gross payroll amounts include **statutory payments related to the Davis-Bacon Act or workers' compensation statutes**? 0 ▾

13. Do any of the gross payroll amounts include **retroactive wages or salaries paid to retired or terminated employee**? 0 ▾

14. Do any of the gross payroll amounts include **deferred compensation payments to retired or terminated employees**? 0 ▾

[← Back to Overtime](#) [Save and Exit](#) **Continue**

28

Review the Officer Excess. Add, edit, or delete as necessary. Once reviewed, click "Continue" to go to the payroll reporting summary.

Home Claims Policy Data Reporting Reports User Management

Exposure Adjustment >

Payroll Reporting Payroll Reconciliation Org Changes Review

Payroll Reporting

2023

Upload Data
Gross Payroll
Firefighters
Overtime
Exclusions
Officer Excess
Summary

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".

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				52	No	\$140,812	\$140,812	\$0
Total						\$140,812	\$140,812	\$0

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

[Back to Exclusions](#) [Save and Exit](#) **Continue**

29

The Adjusted Payroll Summary displays a summary of the data previously entered. If changes to the data are needed, use the left-hand navigation to return to a screen to make the changes. Once reviewed, click "Continue" to go to the Payroll Reconciliation screen.

Home Claims Policy Data Reporting Reports User Management

Exposure Adjustment >

Payroll Reporting Payroll Reconciliation Org Changes Review

Payroll Reporting

2023

Upload Data
Gross Payroll
Firefighters
Overtime
Exclusions
Officer Excess
Summary

Adjusted Payroll Summary

Review the Adjusted Payroll Summary. If changes need to be made, use the left navigation to make corrections. When the Adjusted Payroll Summary is correct, click continue to enter the reconciliation information.

	Gross Payroll	Overtime Adjustment	Officer Adjustment	Other Adjustments	Chargeable Payroll
Total	\$133,132,228	\$449,190	\$0	\$231,187	\$132,451,851

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

Class Code	Class Code Description	Gross Payroll	Overtime Adjustment	Officer Adjustment	Other Adjustments	Chargeable Payroll
7706	FIREFIGHTERS - FULL TIME & D	\$250,000	\$3,333	\$0	\$0	\$246,667
7708	FIREFIGHTERS - VOLUNTEER & D	\$0	\$0	\$0	\$0	\$0
8045	DRUG STORE-RETAIL	\$66,968	\$0	\$0	\$45,953	\$21,015
8810	CLERICAL OFFICE EMPLOYEES NOC	\$132,815,260	\$445,857	\$0	\$185,234	\$132,184,169
Total		\$133,132,228	\$449,190	\$0	\$231,187	\$132,451,851

1 to 4 of 4 items
[Show all records](#)

[Back to Officer Excess](#) [Save and Exit](#) **Continue**

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30

Payroll reconciliation data can be uploaded or entered manually. Click "Upload Data" to use the data template or click "Enter Manually" to key in your data. If entering manually, skip to slide 40.

Note: For more instructions on manual entry, see [How to Enter Exposure Adjustment Data Manually](#)

The screenshot shows a web application interface for payroll reconciliation. At the top, there is a dark green navigation bar with links for Home, Claims, Policy Data Reporting, Reports, and User Management. Below this is a breadcrumb trail: Exposure Adjustment > Payroll Reporting > Payroll Reconciliation (highlighted in green) > Org Changes > Review. The main heading is 'Payroll Reconciliation' with the year '2024' to its right. On the left, a sidebar contains 'Reconciliation Data', 'Reconciliation', and 'Supporting Docs'. The main content area is titled 'Enter Payroll Reconciliation Data' and contains the following text: '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.' Below this is a sub-heading 'Submit your payroll reconciliation data by either uploading a completed template or entering the data manually.' followed by a link to 'Payroll Reconciliation Instructions' and a note: 'Note: Social Security Numbers should be excluded or redacted from any documents submitted to the WCRA.' A white box contains the question 'Would you like to enter your payroll reconciliation data via template upload (recommended) or enter the data manually?' with two buttons: 'Upload Data' and 'Enter Manually', both of which are highlighted with an orange border. At the bottom left is a 'Back to Summary' link and at the bottom right is a 'Continue' button.

31

If you select "Upload Data", you can download the data template and instructions if you haven't already.

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

If you have not already, please download the Excel template to use to upload your data.

Download Excel Template

[Template Instructions](#)

Next, upload the Excel file with your data.

Select File to Upload

32

After completing the template, Click "Select File to Upload" and select the file to upload.



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

If you have not already, please download the Excel template to use to upload your data.

Download Excel Template

[Template Instructions](#)

Next, upload the Excel file with your data.

Select File to Upload

33

After selecting a file for upload, click "Continue" and the reconciliation data will be validated. Provided the data passes validation, you will be brought to the Reconciliation screen.

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?

If you have not already, please download the Excel template to use to upload your data.

[Template Instructions](#)

Next, upload the Excel file with your data.

.xlsx ×

[← Back to Summary](#)

34

On the Reconciliation screen, you can add another row, edit an existing row, or delete an existing row.

Exposure Adjustment >

Payroll Reconciliation

2024

- [Reconciliation Data](#)
- [Reconciliation](#)**
- [Supporting Docs](#)

Payroll Reconciliation

Review the reconciliation date below. Click Add a row to enter the payroll for your third-party source manually. Enter the information for all fields if applicable.

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.

ABC - 123

Q1	Q2	Q3	Q4	Independent Contractors	Political Officials	Work Study Program	Other Adjustments	Total	
\$88,229,692	\$100,000,000	\$100,000,000	\$100,000,500	\$0	\$0	\$0	\$0	\$388,230,192	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

No comments

Totals

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

35

If your reconciliation data does not reconcile to your gross payroll, and your **Total Reconciliation Amount is LESS THAN Gross Payroll**, click on the edit pencil, enter the payroll in the Adjustments Sections that apply. For example, political officials or other. If other is utilized, provide an explanation in the comments field.

Q1	Q2	Q3	Q4	Independent Contractors	Political Officials	Work Study Program	Other Adjustments	Total	
\$88,229,692	\$100,000,000	\$99,999,000	\$100,000,500	\$0	\$0	\$0	\$0	\$388,229,192	 

No comments

Totals

Q1	Q2	Q3	Q4	Independent Contractors	Political Officials	Work Study Program	Other Adjustments	Total
\$88,229,692	\$100,000,000	\$99,999,000	\$100,000,500	\$0	\$0	\$0	\$0	\$388,229,192

[Show all records](#)

Total Reconciliation Amount: \$388,229,192

Gross Payroll: \$388,229,692

Variance: \$-500

Data Not Reconciled

1 to 1 of 1 items

The data does not reconcile. The payroll reported in the gross payroll tab is more than the payroll reported in the reconciliation section. Click on the edit pencil, enter the payroll in the Adjustments Sections that apply. For example, political officials or other. If other is utilized, provide an explanation in the Comments field.

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

Continue

36

If your reconciliation data does not reconcile to your gross payroll, and your **Total Reconciliation Amount is GREATER THAN Gross Payroll**, you can either go back and correct your payroll data or acknowledge the unreconciled amount will be allocated to the highest rated class code.

Q1	Q2	Q3	Q4	Independent Contractors	Political Officials	Work Study Program	Other Adjustments	Total	
\$88,229,692	\$100,000,000	\$100,000,000	\$100,000,500	\$0	\$0	\$0	\$0	\$388,230,192	 

No comments

Totals

Q1	Q2	Q3	Q4	Independent Contractors	Political Officials	Work Study Program	Other Adjustments	Total
\$88,229,692	\$100,000,000	\$100,000,000	\$100,000,500	\$0	\$0	\$0	\$0	\$388,230,192

[Show all records](#) Total Reconciliation Amount: \$388,230,192
Gross Payroll: \$388,229,692
Variance: \$500
Data Not Reconciled

1 to 1 of 1 items

▲ The payroll reported in the Payroll Reconciliation section is \$500 more than the payroll reported in the gross payroll tab. You should attempt to correct this variance before proceeding. Edit the Reconciliation Data in the table above, or go back to Payroll Reporting to edit Gross Payroll.

You may continue without reconciling this data by checking the box below to acknowledge the unreconciled amount. Continuing without reconciling may result in additional reinsurance premium. By checking the box, you are acknowledging that the additional payroll amount will be allocated to the highest rated Class Code.

I understand the unreconciled payroll amount will be allocated to the highest rated Class Code by WCRA.

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

37

Once the data is reconciled, or you have acknowledged that the unreconciled amount will be allocated to the highest rated class code, click "Continue" to upload you supporting documents.

No comments

Totals								
Q1	Q2	Q3	Q4	Independent Contractors	Political Officials	Work Study Program	Other Adjustments	Total
\$32,000,000	\$34,000,000	\$33,000,000	\$34,132,500	\$0	\$0	\$0	\$0	\$133,132,500

[Show all records](#) Total Reconciliation Amount: \$133,132,500
Gross Payroll: \$133,132,228
Variance: \$272
Data Not Reconciled

1 to 1 of 1 items

▲ There is a \$272 variance between your Gross Payroll and the Reconciliation Data.
You should attempt to correct this unbalanced amount before proceeding. Edit the Reconciliation Data in the table above or go back to Payroll Reporting to edit the Gross Payroll amount.
You may continue without reconciling this data by checking the box below to acknowledge the unbalanced amount. Continuing without reconciling may result in higher fees.

I understand the unreconciled payroll amount will be allocated to the highest rated Class Code by WCRA.

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

38

On the Supporting Documents screen, Click the "Attach additional Supporting Documents" link to select files, or drag the file to the upload box to upload your supporting documents.

WCRA Portal Calculators PowerUser ▾

Home Claims ▾ Policy Data Reporting ▾ Reports ▾ User Management ▾

Exposure Adjustment Payroll Reporting Payroll Reconciliation ▲ Org Changes ▲ Review

Payroll Reconciliation 2024

Reconciliation Data
Reconciliation
Supporting Docs

Supporting Documents

Please upload the third-party verification documents used to complete the payroll reconciliation.

Verification Source Documents

- Preferred - The Minnesota Unemployment Insurance Quarterly Wage Detail Report. (Only the page(s) showing the gross wages by quarters are required to be submitted to the WCRA as verification.)
- Wage & Tax Registers (Only accepted if your organization does not file Minnesota Unemployment Insurance Quarterly Wage Reports)
- 941s, 940s, or W-3s (Only accepted if your organization does not file Minnesota Unemployment Insurance Quarterly Wage Reports)

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

Supporting Documents
Upload verification documents.

Attach additional Supporting Documents

Drop a file here or browse to upload

← Back to Reconciliation Data [Save and Exit](#) Continue

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39

After all the supporting documents have been uploaded, click "Continue" to go to Organizational Changes.



Payroll Reconciliation

2024

- [Reconciliation Data](#)
- [Reconciliation](#)
- [Supporting Docs](#)

Supporting Documents

Please upload the third-party verification documents used to complete the payroll reconciliation.

Verification Source Documents

- Preferred - The Minnesota Unemployment Insurance Quarterly Wage Detail Report. (Only the page(s) showing the gross wages by quarters are required to be submitted to the WCRA as verification.)
- Wage & Tax Registers (Only accepted if your organization does not file Minnesota Unemployment Insurance Quarterly Wage Reports)
- 941s, 940s, or W-3s (Only accepted if your organization does not file Minnesota Unemployment Insurance Quarterly Wage Reports)

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

Supporting Documents

Upload verification documents.

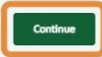
File Name	Uploaded By	Uploaded Date/Time
P. [redacted].xlsx	PowerUser	12 Dec 2024 14:14

1 to 1 of 1 items

Attach additional Supporting Documents

Drop a file here or browse to upload

[Back to Reconciliation Data](#) [Save and Exit](#)



40

Enter any organizational changes in the Comment field. If there were no organizational changes, turn the toggle next to the question off.

Home Claims Policy Data Reporting Reports User Management

Exposure Adjustment >

Payroll Reporting Payroll Reconciliation **Org Changes** Review

Organizational Changes 2024

Were there any changes to your Minnesota operations during 2024 that had a material impact on the payroll when compared to the payroll reported for 2023 ?

Examples include organizational changes such as acquisitions, mergers, etc., or significant staffing changes impacting payroll such as layoffs, increases or decreases to staff greater than 10 percent, or opening or closing of Minnesota locations.

Do you have organizational changes to report?

Comment (Required)

← Back to Supporting Documents [Save and Exit](#) Continue

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41

After the organizational changes have been completed, click "Continue" to go to the Review screen comments screen.

Payroll Reporting Payroll Reconciliation **Org Changes** Review

Organizational Changes 2024

Were there any changes to your Minnesota operations during 2024 that had a material impact on the payroll when compared to the payroll reported for 2023 ?

Examples include organizational changes such as acquisitions, mergers, etc., or significant staffing changes impacting payroll such as layoffs, increases or decreases to staff greater than 10 percent, or opening or closing of Minnesota locations.

Do you have organizational changes to report?

Comment (Required)

Acquirec

← Back to Supporting Documents [Save and Exit](#) Continue

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42

Enter any additional information in the comments field that will provide clarification of the data being reported.

This could help reduce the amount of follow-up needed with the reported data.

WCRA Portal

Calculators PowerUser

Home Claims Policy Data Reporting Reports User Management

Exposure Adjustment > Payroll Reporting Payroll Reconciliation Org Changes Review

Review

2023

Comments

Summary

Would you like to provide any additional comments related to this submission?

Enter a comment

← Back to Org Changes [Save and Exit](#) [Continue](#)

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43

After the comments have been entered, click "Continue" to view the report summary.

44

From the Summary screen, you can click "Download report" to download a PDF of the report.

Class Code	Class Code Description	Gross Payroll	Overtime	Officer Excess & Minimum Adjustment	Other Exclusions	Chargeable Payroll
7706	FIREFIGHTERS - FULL TIME & D	\$0	\$0	\$0	\$0	\$0
7708	FIREFIGHTERS - VOLUNTEER & D	\$0	\$0	\$0	\$0	\$0

45

If you need to make any changes, click "Change Responses". This will bring you back to the associated step where you can edit your data.

8810	CLERICAL OFFICE EMPLOYEES NOC				
Total					

Total Exclusions: \$231,187

Officer Excess										Change Responses
Class Code	Last Name	First Name	Title	Start Date End Date	Inactive	Gross Wages	Weeks	Officer Work Comp Wages	Officer Excess & Minimum Adjustment	
8810				01/01/2023 12/31/2023	No		52		\$0	
Total										\$0

[Change Responses](#)

Organizational Changes [Change Responses](#)

Organizational Changes to Report: **Yes**

Were there any changes to your operation in Minnesota that occurred during 2023 that had a material impact on the payroll when compared to the payroll reported for 2022?
Examples include organizational changes such as acquisitions, mergers, etc. or significant staffing changes impacting payroll such as layoffs, increases or decreases to staff greater than 10 percent, or opening or closing of Minnesota locations.

Acquired XYZ company

Comments										Change Responses
Would you like to include any additional notes related to the submission?										
Optional comments										

By checking this box, you certify that the data you have provided is accurate and complete to the best of your knowledge.

[Back to Comments](#) [Save and Exit](#) [Submit](#)

46

After you have reviewed the summary, click the checkbox to certify you are providing accurate and complete information.

8810	CLERICAL OFFICE EMPLOYEES NOC				
Total					

Total Exclusions

Officer Excess										Change Responses
Class Code	Last Name	First Name	Title	Start Date End Date	Inactive	Gross Wages	Weeks	Officer Work Comp Wages	Officer Excess & Minimum Adjustment	
8810				01/01/2023 12/31/2023	No		52		\$0	
Total										\$0

[Change Responses](#)

Organizational Changes [Change Responses](#)

Organizational Changes to Report: **Yes**

Were there any changes to your operation in Minnesota that occurred during 2023 that had a material impact on the payroll when compared to the payroll reported for 2022?
Examples include organizational changes such as acquisitions, mergers, etc. or significant staffing changes impacting payroll such as layoffs, increases or decreases to staff greater than 10 percent, or opening or closing of Minnesota locations.

Acquired XYZ company

Comments										Change Responses
Would you like to include any additional notes related to the submission?										
Optional comments										

By checking this box, you certify that the data you have provided is accurate and complete to the best of your knowledge.

[Back to Comments](#) [Save and Exit](#) [Submit](#)

47 Then click "Submit" to finalize the submission.

Class Code	Class Code Description	Payroll Amount
8045	DRUG STORE-RETAIL	
8810	CLERICAL OFFICE EMPLOYEES NOC	
Total		

Total Exclusions:

Officer Excess [Change Responses](#)

Class Code	Last Name	First Name	Title	Start Date End Date	Inactive	Gross Wages	Weeks	Officer Work Comp Wages	Officer Excess & Minimum Adjustment
8810				01/01/2023 12/31/2023	No		52		\$0
Total									\$0

Organizational Changes [Change Responses](#)

Organizational Changes to Report: Yes

Were there any changes to your operation in Minnesota that occurred during 2023 that had a material impact on the payroll when compared to the payroll reported for 2022?
Examples include organizational changes such as acquisitions, mergers, etc. or significant staffing changes impacting payroll such as layoffs, increases or decreases to staff greater than 10 percent, or opening or closing of Minnesota locations.

Acquired XYZ company

Comments [Change Responses](#)

Would you like to include any additional notes related to the submission?

Optional comments

By checking this box, you certify that the data you have provided is accurate and complete to the best of your knowledge.

[← Back to Comments](#) [Save and Exit](#)


48 When the report has been submitted you will see a confirmation pop-up. Click "Continue" to return to the list screen.

sure Adjustment >

Payroll Reporting Review

review 20

omments
ummary



Exposure Adjustment Report Successfully Completed

Thank you for completing the Exposure Adjustment report.
We will review the data provided, and contact you if there are any questions.

49

The report you submitted will be processed. While processing, you will see a status of "Processing" on the list screen.

WCRA Portal Calculators PowerUser

[Home](#) [Claims](#) [Policy Data Reporting](#) [Reports](#) [User Management](#)

Exposure Adjustment

Member

Policy Year: All Status: Processing Assigned To: All Filter Reset

Member Name	Policy Year	Due Date	Status	Assigned To	Submitted Date / Time
	2023	08/15/2024 Past Due	Processing	Power User	10/16/24 9:12 AM

1 to 1 of 1 Items

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50

When processing is done, the status will change to "Submitted", and you can download a copy of the submitted report.

Note: You will need to refresh your screen to see the status change.

WCRA Portal Calculators PowerUser

Home Claims Policy Data Reporting Reports User Management

Exposure Adjustment

Member

Policy Year: All Status: Assigned To: All Filter Reset

Member Name	Policy Year	Due Date	Status	Assigned To	Submitted Date / Time	
	2023	08/15/2024 Reported Late	Submitted	Power User	10/16/24 9:12 AM	Download Report

1 to 1 of 1 items

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51

Occasionally WCRA requests revisions from its members. When revisions are requested members are notified via email and the report is listed in the portal with a status of Revisions Requested.

52

From the Exposure Adjustment list screen, click "Start Revision".

Home Claims Policy Data Reporting Reports User Management

Exposure Adjustment

Member

Policy Year: 2023 Status: All (6) Assigned To: All Filter Reset

Member Name	Policy Year	Due Date	Status	Assigned To	Submitted Date / Time	
	2023	08/15/2024 Past Due	Revisions Requested	Power User Reassign	10/17/24 9:29 AM	Start Revision

1 to 1 of 1 items

53

On the instructions screen, review the reviewer comments, then "Get Started".

Note: If the reviewer is asking for only additional comments/clarifications you may skip a few steps in the process and be brought to the comments screen. You can still use the back to previous step links to review other data.

WCRA Portal Calculators PowerUser ▾

Home Claims ▾ Policy Data Reporting ▾ Reports ▾ User Management ▾

Exposure Adjustment > [Redacted]

Exposure Adjustment Reporting

WCRA members are required to report their payroll to the WCRA annually. The reported data is used to reconcile members' prior year exposure and premium.
Your exposure adjustment reporting is due by 12/31/2024.
Information in the right sidebar provides members with valuable information to accurately report their payroll data.

Downloads

- [Overview, Terms, and Definitions](#)
- [Payroll Data Template](#)
- [Payroll Data Template Instructions](#)
- [Reconciliation Template](#)
- [Reconciliation Template Instructions](#)

For exposure adjustment reporting questions please contact the assigned WCRA Auditor:

Reviewer comments:
Please provide additional information ...

You can report your payroll data by Reporting Unit. ⓘ

Would you like to use Reporting Units to report your payroll Data?
 No Yes

← Save and Exit Get Started

Overview

The WCRA Annual Exposure Adjustment (Annual Adjustment) reporting process is required to reconcile estimated premium calculated at the time of policy issuance to the actual exposure for the period. The annual adjustment requires the WCRA to collect payroll data by workers' compensation classification code following the expiration of a policy term.

The data collected will be used to calculate your year-end 2024 premium. Your organization will either receive an invoice or a refund depending on the reconciliation of your exposure and the premium based on the updated data reported.

Reference Links

- [Employee Definition: Minn.Stat.176.011 Sub 9](#)
- [Trucking & Messenger/Courier Industries: Independent Contractors – Seven Factors: Minn.Stat.176.043](#)
- [Classification of Officials of Political Subdivision: Classification Interpretations](#)

54

Proceed through the reporting process by reviewing the screens, and making revisions as needed.

When you get to the Review screen, read the Reviewer's comments and respond in the Comment box.

Note: In most cases, your response in the Comment box is required.

Click the "Comment" field.

WCRA Portal Calculators PowerUser ▾

Home Claims ▾ Policy Data Reporting ▾ Reports ▾ User Management ▾

Exposure Adjustment > [redacted]

Payroll Reporting Payroll Reconciliation Org Changes **Review**

Review

2024

Comments
Summary

Comments

Reviewer comments:
Please provide additional information ...

Comment
Enter a comment

← Back to Org Changes [Save and Exit](#) Continue

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55

After the response to the Reviewer Comments have been enter in the Comment box, click "Continue" to proceed to the summary.

WCRA Portal Calculators PowerUser ▾

[Home](#) [Claims ▾](#) [Policy Data Reporting ▾](#) [Reports ▾](#) [User Management ▾](#)

Exposure Adjustment > [Payroll Reporting](#) [Payroll Reconciliation](#) [Org Changes](#) **Review**

Review 2024

[Comments](#)
[Summary](#)

Comments

Reviewer comments:
Please provide additional Information ...

Comment

← Back to Org Changes [Save and Exit](#) Continue

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56

Review the summary report, then click "Submit" to finalize the revision.

You can also download the report using the "Download Report" link at the top of the screen.

Use the "Change Responses" link to return to the section to review or correct data.

Operations did not change.

HQ
None

Shop
Acquired XYZ Company

Comments [Change Responses](#)

Would you like to include any additional notes related to the submission?

Member Comments
N/A
HQ
N/A
Shop
N/A

WCRA Reviewer Comments
Please provide clarification of the organizational changes for reporting unit Shop.
Also, please correct the class codes for reporting unit Shop.

Revision Comments
XYZ Company was acquired from JKL

By checking this box, you certify that the data you have provided is accurate and complete to the best of your knowledge.

[← Back to Comments](#) [Save and Exit](#) [Submit](#)

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57

When the report has been successfully submitted you will see a pop-up confirmation. Click "Continue" to return to the list screen.

