WCRA Hybrid Self-Insurer Exposure Adjustment Template Instructions

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

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 can't be duplicated on the list).
B	Gross Payroll	Numeric (Decimal)	• Gross Payroll amounts need to be greater than or equal to $0.
C	Chargeable Payroll	Numeric (Decimal)	• Chargeable Payroll amounts need to be greater than or equal to $0. • Chargeable Payroll amounts need to be less than or equal to Gross Payroll.