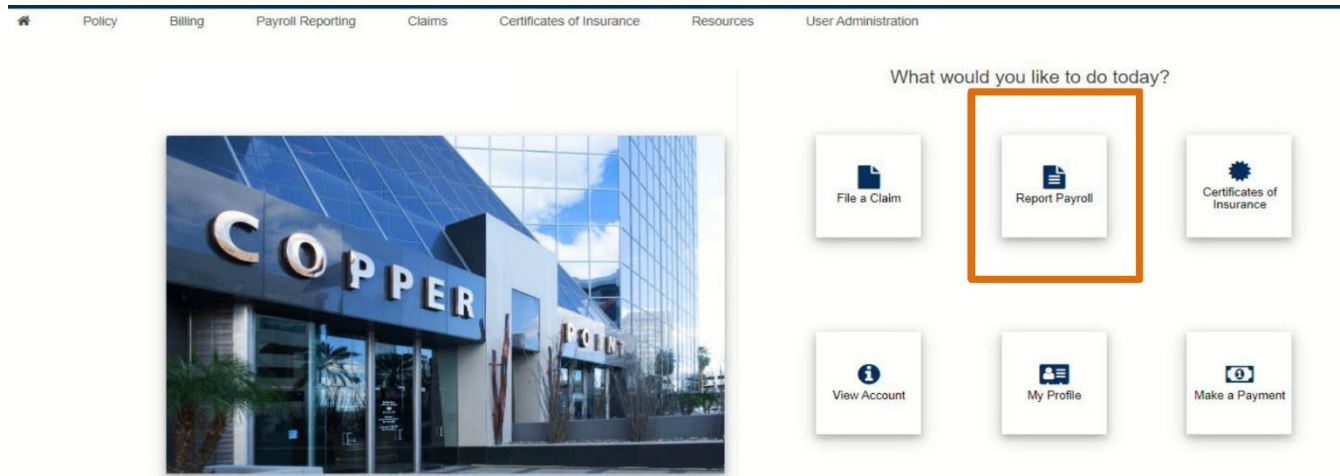


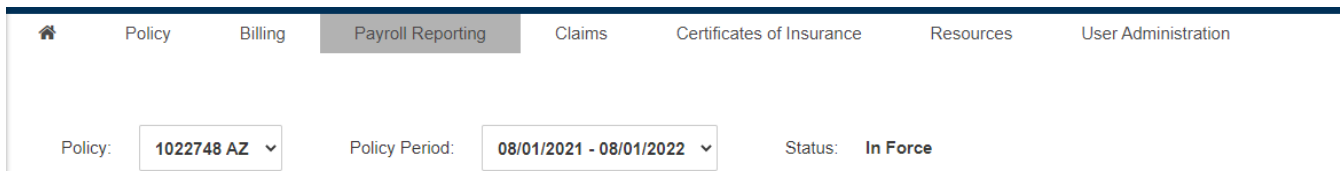
## Report Payroll

Last Updated February 1, 2022

To report payroll on a policy, the registered user must have the Payroll user permission. You may then access the reporting wizard directly by selecting it from the Quick Link on the homepage or the Payroll Reporting tab.



This screen will populate up to five years of payroll history for the workers' comp policy. Be sure the correct policy term is selected in the Policy Period dropdown.



On the Payroll Reporting main tab, the payroll periods for the selected policy will be listed. From this screen, you may start a new payroll report, complete a report previously started, or request a change to a completed report.

# MAKE A NEW PAYROLL REPORT

Any audit period that is eligible for reporting will show in blue and be marked as “In Progress.” Click the orange Start Report button to begin populating the report:

Policy: 1022748 AZ Policy Period: 08/01/2021 - 08/01/2022 Status: In Force

Payroll Reporting

Payroll Documents

REPORTING PERIOD	STATUS	DUE DATE	COMPLETED ON	TOTAL	ACTION
08/01/2021 - 09/01/2021	Completed	09/16/2021	08/31/2021	\$3,962.00	<a href="#">Request Change</a>
09/01/2021 - 10/01/2021	In Progress	10/16/2021			<div>Start Report</div>
10/01/2021 - 11/01/2021	Scheduled	11/15/2021			

On the payroll information page, there is a button to change all blank values to zero. Use this button to start if there will be many fields without payroll values.

Change blanks to zeros

Report Payroll

Policy: 1022748

Reporting Period: 09/01/2021 - 10/01/2021

When all information has been entered, click Review at the bottom of the page to continue. The Save Draft button may also be used to store the work or Refresh to reset the page (the screen will also save the work if the user clicks to continue to the next page). If the input is saved, the Edit Report button will appear on the main payroll screen to continue.

On the next screen, a summary of the input with a calculation of the premium will be presented:

Total Cost All States	\$2,830.00
<div>Make Changes</div>	<div>Submit</div>

Click Submit to enter the payroll, and a confirmation pop-up window will appear. The screen will refresh to the payroll reporting page with a green banner to indicate the submission has been received. Your invoice with current due amount should now be available on the Billing tab.

Also, you may select the Payroll Documents tab from the main screen to view the Payroll Report Advice. This document will populate within a few minutes with the payroll advice.

Policy: **1022748 AZ** Policy Period: **08/01/2021 - 08/01/2022** Status: **In Force**

Payroll Reporting

Payroll Documents

DATE CREATED	DESCRIPTION	DOWNLOAD
08/31/2021	Payroll Report Advice	<a href="#">PDF</a>

## REQUEST CHANGES

If there is a known error on a payroll report that has been submitted, a request can be sent to CopperPoint for adjustment. From the Payroll Reporting screen, select Request Change and complete the form, with a brief description of the request. A CopperPoint representative will contact you with the outcome of the change request.

Payroll Reporting

Payroll Documents

REPORTING PERIOD	STATUS	DUE DATE	COMPLETED ON	TOTAL	ACTION
08/01/2021 - 09/01/2021	Completed	09/16/2021	08/31/2021	\$3,962.00	<a href="#">Request Change</a>
09/01/2021 - 10/01/2021	In Progress	10/16/2021	Incomplete		<a href="#">Edit Report</a>

## Request Payroll Change

Policy Number:  
1022748

Term:  
08/01/2021 - 08/01/2022

Reporting Period:  
08/01/2021 - 09/01/2021

Email \* CP-DemoUser@mailinator.com

Name \* Demo User

Phone \* 818-867-5309

Description \*  
For class code 8810, please change payroll to \$55,000 and number of employees to 10.

Cancel

OK