PAYROLL REPORTING GUIDELINES – 2023

When filling out your Monthly Interim Report you must complete all columns. Fill in the payroll you are reporting for that month PER CLASS CODE. **If you have no payroll, report none or zero.**

Monthly interims are due in our office by the **15th** of the month. Reports received in our office after the 15th of the month are considered late, and a penalty of 2% of that month's total premium will be charged ($15 minimum).

INCLUDED:

- Corporate officers are automatically included in coverage, but may **elect** to be excluded. Corporate officers with less than 10% ownership in the company are treated as regular employees, and must be included for coverage. Corporate officers with a 10% or greater ownership in the company are also treated as employees. However, they can **elect** to exclude themselves from coverage (K-WC 50 must be filed with the State). If included, the minimum weekly payroll used for rating is $1,000 and the maximum is $4,100 as of 1-1-2023.

- Wages, commissions, and bonuses are included in payroll calculations.

- Employee savings plans, retirement, and cafeteria plans (made through employee-authorized salary reduction from the employee's gross pay) are included in payroll calculations.

- Overtime payroll is included at straight time rate.

EXCLUDED:

- Sole Proprietors, partners, and members of limited liability companies, are automatically excluded from coverage, but may **elect** to be included (K-WC113 must be filed with the State). If included in the rating, payroll used is $53,000 per year as of 1-1-2023.

- Holiday, vacation, and sick time are excluded in payroll calculations (Kansas specific rule). Insured's books and/or records need to show a break-down and/or summary of each of these items by employee.

- Tips and dismissal/severance pay are excluded in payroll calculations.

MISCELLANEOUS:

- Independent contractors with no employees may choose to exempt themselves from carrying workers compensation insurance by filing an Affidavit of Exempt Status. The affidavit must be on a form prescribed by the Kansas Department of Insurance. All affidavits must be signed and notarized every year, prior to the independent contractor doing any work for you. Copies of the affidavits must be provided to the auditor/carrier for each policy term.

- If a certificate of insurance is not obtained from each subcontractor you use, or if the subcontractor does not have insurance, the subcontractor's payroll may be added to your payroll. Be sure to secure a certificate of insurance from each subcontractor you use.

SEPARATION OF EMPLOYEE PAYROLL BY CLASS CODE:

- An employee performing an inter-change of labor (i.e., doing work covered by 2 or more different class codes) can have their payroll split between the class codes if an exact split showing the number of hours and amount of payroll for each type of work is kept (no estimates or percentages). This is called "Payroll Class Separation". Without adequate records, the entire payroll for the employee will be placed in the highest rated class code.

- Clerical (8810), Outside Sales (8742), Construction Jobsite Salesperson (8720), and Executive Supervisor (5606) cannot be split with any other class codes.

WEB REPORTING AND ONLINE PAY:

Enroll yourself for online reporting and pay at www.kbig.biz:

- Click on "Account Access", then select "Member Portal", then click on "Register Here".
- Enter the last 4 digits of your policy number, company name (as it is on your policy) and email address on your account. Click on "Register".
- You will receive an email from KBIG with a temporary password. Login using your policy number (last 4 digits only) and the temporary password.
- Go to "My Profile" at the top of the screen to create a new password and finish the enrollment process.
- Once you have entered your bank account information (in "My Profile"), log out then log back in. **This is a necessary step the first time only** so the system registers your payment information and provides the "Save & Submit" button. (You do have the option to select the day your payment is withdrawn from your bank account.)