

## Classifying Employees in ADP's WFN Versions 3 & 4

**Note:** Prior to processing payroll, including coding employees in AutoPay and downloading Pay-by-Pay® table files, a client must start a new payroll cycle to reflect the current payroll processing date.

Step	Client's Action																
1.	<p><b>Note:</b> You are continuing from the <b>ADP Client WFN</b> page. Click on the <b>People</b> tab to display the People menu. Under the <b>Pay</b> field, click on <b>Workers' Compensation</b>.</p> <p><b>Result:</b> The <b>Workers' Compensation</b> page displays.</p>																
2.	<p>Enter the following into the Workers' Compensation Classification section of the screen:</p> <p><b>Note:</b> If the Workers' Compensation Classification area is grayed out, there may be two reasons:</p> <ul style="list-style-type: none"> <li>• Employee is located in a SUI/SDI (State Unemployment Insurance/State Disability Insurance) state that is not covered per the client's policy. You can reference the state in the <b>SUI//SDI State</b> field.</li> <li>• File did not download – review Workers' Compensation Policy section of the screen for accuracy.</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Field</th> <th style="text-align: left;">Client's Entry</th> </tr> </thead> <tbody> <tr> <td style="width: 25%;">Status</td> <td>                     Select a status                     <ul style="list-style-type: none"> <li>• Subject = (Included/subject to Pay-by-Pay Workers' Comp calculation)</li> <li>• Exempt = Excluded from Pay-by-Pay Workers' Comp calculation)</li> <li>• Not insured = Do not use. Ignored by Pay-by-Pay Workers' Comp calculation)</li> </ul> </td> </tr> <tr> <td>Type</td> <td>                     Select a type:                     <ul style="list-style-type: none"> <li>• Owner</li> <li>• Officer</li> <li>• Not owner or officer (regular employee).</li> </ul> </td> </tr> <tr> <td>Job Classification</td> <td>                     Select a job classification code (state specific) from the list.                     <p><b>Note:</b> If the employee's SUI/SDI state is Ohio, choose one of the following actions in the Job Classification Type field. Allowable entries are determined by the values specified in the validation table for the job classification code selected.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">If the Job Classification Code has...</th> <th style="text-align: left;">Then the Job Classification Type is...</th> </tr> </thead> <tbody> <tr> <td>An associated Job Classification Type of Regular</td> <td>Populated automatically with a value of Regular. You cannot change this value.</td> </tr> <tr> <td>An associated Job Classification Type of Supplemental</td> <td>Populated automatically with a value of Supplemental. You cannot change this value.</td> </tr> <tr> <td>An associated Job Classification Type of of both</td> <td>Not populated automatically. You Must select Regular or Supplemental.</td> </tr> </tbody> </table> </td> </tr> </tbody> </table>	Field	Client's Entry	Status	Select a status <ul style="list-style-type: none"> <li>• Subject = (Included/subject to Pay-by-Pay Workers' Comp calculation)</li> <li>• Exempt = Excluded from Pay-by-Pay Workers' Comp calculation)</li> <li>• Not insured = Do not use. Ignored by Pay-by-Pay Workers' Comp calculation)</li> </ul>	Type	Select a type: <ul style="list-style-type: none"> <li>• Owner</li> <li>• Officer</li> <li>• Not owner or officer (regular employee).</li> </ul>	Job Classification	Select a job classification code (state specific) from the list. <p><b>Note:</b> If the employee's SUI/SDI state is Ohio, choose one of the following actions in the Job Classification Type field. Allowable entries are determined by the values specified in the validation table for the job classification code selected.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">If the Job Classification Code has...</th> <th style="text-align: left;">Then the Job Classification Type is...</th> </tr> </thead> <tbody> <tr> <td>An associated Job Classification Type of Regular</td> <td>Populated automatically with a value of Regular. You cannot change this value.</td> </tr> <tr> <td>An associated Job Classification Type of Supplemental</td> <td>Populated automatically with a value of Supplemental. You cannot change this value.</td> </tr> <tr> <td>An associated Job Classification Type of of both</td> <td>Not populated automatically. You Must select Regular or Supplemental.</td> </tr> </tbody> </table>	If the Job Classification Code has...	Then the Job Classification Type is...	An associated Job Classification Type of Regular	Populated automatically with a value of Regular. You cannot change this value.	An associated Job Classification Type of Supplemental	Populated automatically with a value of Supplemental. You cannot change this value.	An associated Job Classification Type of of both	Not populated automatically. You Must select Regular or Supplemental.
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3	Click <b>Save</b> .																

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