



Reportable Payroll and True Up Public Employer

A general list of items considered to be reportable payroll by the Ohio Bureau of Workers' Compensation and instructions to complete the annual true-up requirement

In defining payroll, the Ohio Bureau of Workers' Compensation (BWC) generally follows the guidelines of the Ohio Department of Job and Family Services as well as the Federal Unemployment Tax Authority (FUTA) in the businesses section.

WHAT IS CONSIDERED TO BE REPORTABLE PAYROLL?

The BWC considers the following general items to be payroll. BWC recommends that they be included in the payroll reported for both the National Council on Compensation (NCCI) and BWC classifications. This list is not all inclusive.

- Gross hourly wages and gross salaries less qualifying deductions for section 125 cafeteria plan benefits.
- Sick pay (including third party, excluding workers' compensation).
- Bonus payments, including stock given as a bonus.
- All sales commissions.
- All tips reported to the employer.
- Severance pay.
- Overtime pay.
- All shift or holiday differential pay.
- All stock gifts.
- Profit sharing going directly to the employees as payroll.
- Any voluntary employee contributions to retirement plans, including 401K.
- Any portions of cafeteria plans as reportable to FUTA, such as cash options and unqualified benefits (normal employee contributions are not reportable).
- Reasonable value of board, lodging, house or room rent unless provided for the convenience of the employer.
- Per diems and traveling expense is reportable if this amount exceeds one-third of the employee's total remuneration. Total remuneration includes both the regular wages, per diems and traveling expense. The amount of per diem and/or traveling expense that exceeds one-third of the total remuneration is reportable.
- Contributions to deferred compensation by employees (except for contributions to a 457 plan).
- Expenses exceeding one-third of an employee's normal pay.
- Personal use of company car.
- Payments to casual/spot labor.

Payroll can be reported to BWC over the phone at (800) OHIO-BWC (800.644.6292), however the BWC strongly encourages online reporting at www.bwc.ohio.gov.

Deadline

Public Employers (cities, villages, counties, schools, conservancy districts, townships, libraries, etc.) - payroll should be reported along with the completion of the annual true-up report no later than February 15 of each year.

Additional Rebates

Additional rebates are available should an employer utilize their e-account through the BWC's website. Eligible employers will qualify for a 1 percent Go Green premium rebate (up to \$2,000 maximum by filing electronically).

Questions

Payroll limits exist for Corporate Officers as well as the construction industry and change every year. For questions regarding the current year caps, please contact our Rate Department at (800) 825-6755.

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Reportable Payroll and True-Up Public Employer

TRUE-UP PROCESS

BWC provides workers' compensation coverage based on estimated payroll. Therefore at the end of the policy year, BWC asks employers to report their actual payroll for the prior policy year and pay any shortage (or receive a refund for any overage) in premium. This process is called a true-up and occurs from January 1 - February 15, 2019 for public employers (counties, cities, schools, conservancy districts, villages, townships, etc.).

If the true-up is not completed timely, the following may occur:

- Employer will not be eligible for prior year rebates and incentives (2018 rating year)
- Employer will be removed from current year programs (2019 rating year)
- Employer will become ineligible for programs the following year (2020 policy year) and will continue to remain ineligible for all future years until all past true-ups are completed.

HOW TO COMPLETE THE TRUE-UP

Although employers may contact BWC at (800) OHIO-BWC (800.644.6292) and complete their true-up report over the phone, BWC anticipates high call volumes and long wait times. They strongly encourage employers to complete their true-up report online through their BWC e-account at www.bwc.ohio.gov. If you do not have an e-account, simply select the Create E-Account Link to begin. You will need your BWC policy number and/or Federal Tax Identification Number.

From your BWC e-account, complete the following steps:

1. Click on the Menu button on the home page.
2. Click on Employer.
3. Click on View My Policy.
4. Enter policy number and click on Next button.
5. Click on Payroll True Up Reports.
6. Select the 1/1/2018 - 12/31/2018 policy period and click on Next button.
7. Enter the number of employees and the actual payroll for each manual code BWC has assigned to your organization and click Next.
8. If additional premium is owed (net transaction amount is positive), select option to pay:
 - Pay in Full: the system will prompt you to enter your payment information
 - Pay another amount: use this option to pay the net transaction amount and any other amounts due
 - Submit without payment: use this option if you wish to submit payment with a voucher or if you will be paying online at a later date

If no additional premium is owed or if a credit is shown as your net transaction amount, simply select Submit on the verification page, complete the BWC electronic signature requirement and click on I agree to submit your report.
9. Complete your electronic signature in which you agree that the information provided is accurate and complete to the best of your knowledge.
10. Print the confirmation page for your true-up and save for your records and if paying at a later date, print your voucher/payment coupon to be sent with your payment.

**The true-up report must be completed and payment received no later than
February 15, 2019.
Allow two business days for payments to be posted to your account by BWC.**

ADDITIONAL REBATES

Additional rebates are available should an employer utilize their e-account through the BWC's website. Eligible employers will qualify for a 1 percent Go Green premium rebate (up to \$2,000 maximum by filing electronically. To be eligible for the Go-Green Rebate, you must complete the true-up online and pay any balance at that time as well as opt in to invoice email notifications).