TRAVELERS | TravPay®

Policyholder User's Guide

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1 Dashboard

Provides an overview of your TravPay account including important actions that must be completed before your payrolls can be processed successfully.

1.1 Notices

This section includes important notices. You can click each notice to view details.

Example:

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Date: 08/15/2019   Title: WELCOME TO THE NEW PORTAL

We're pleased to introduce a new portal that makes it easy to manage your policy information. This is a beta version of the portal and is under active testing. We will keep adding new functionality to the beta version until we are ready to go live later this year!

Close
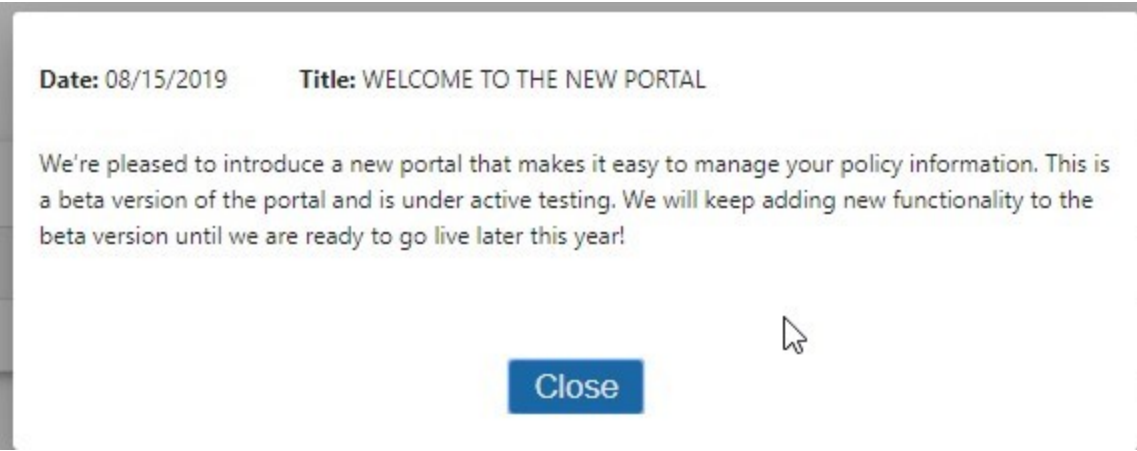
1.2 Pending Actions

This section includes important actions that must be completed to ensure payroll reports are processed accurately. In some cases, actions must be completed before payroll can be processed. Click each action to complete.

Pending Actions

These actions must be completed to ensure successful processing of your payrolls.

Description
Complete Payroll Schedule
Complete Banking Setup
Complete Employees Setup
Complete Employees Setup

1.3 Policies

This section contains a list of your five most current policies. Clicking on a policy directs you to the navigation menu where you can enter payrolls, manage employees, manage notifications and view rating information.

Policies

These are your last five policies.

Policy Number	Type	Effective	Expiration	Status	Carrier
PN0004618TST	Workers Comp	5/1/2018	12/15/2019	Active	COMPANY
PN0004618	Workers Comp	5/1/2017	5/1/2018	Expired	COMPANY
PN0004618	Workers Comp	5/1/2016	5/1/2017	Expired	COMPANY

1.4 Payrolls

This section includes your five most recent payroll reports. By selecting a payroll, you can view the details for that report.

2 Enter Payroll

To access this function, click the policy for which you need to enter payroll from the Dashboard, then select "Enter Payroll" from the Navigation Menu. All payroll reports currently due will appear on this page. Payrolls must be reported in order, by the oldest due date first.

2.1 Upload Payroll Link

Clicking the Upload Payroll link enables you to upload an external file. Payroll must be uploaded using the file template provided.

You can download the template by clicking on the provided link in Step 1.

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An Excel template is provided for you. You can fill in your payroll records in the spreadsheet following the template as a guide. Be sure to save the newly created spreadsheet in a .csv layout.
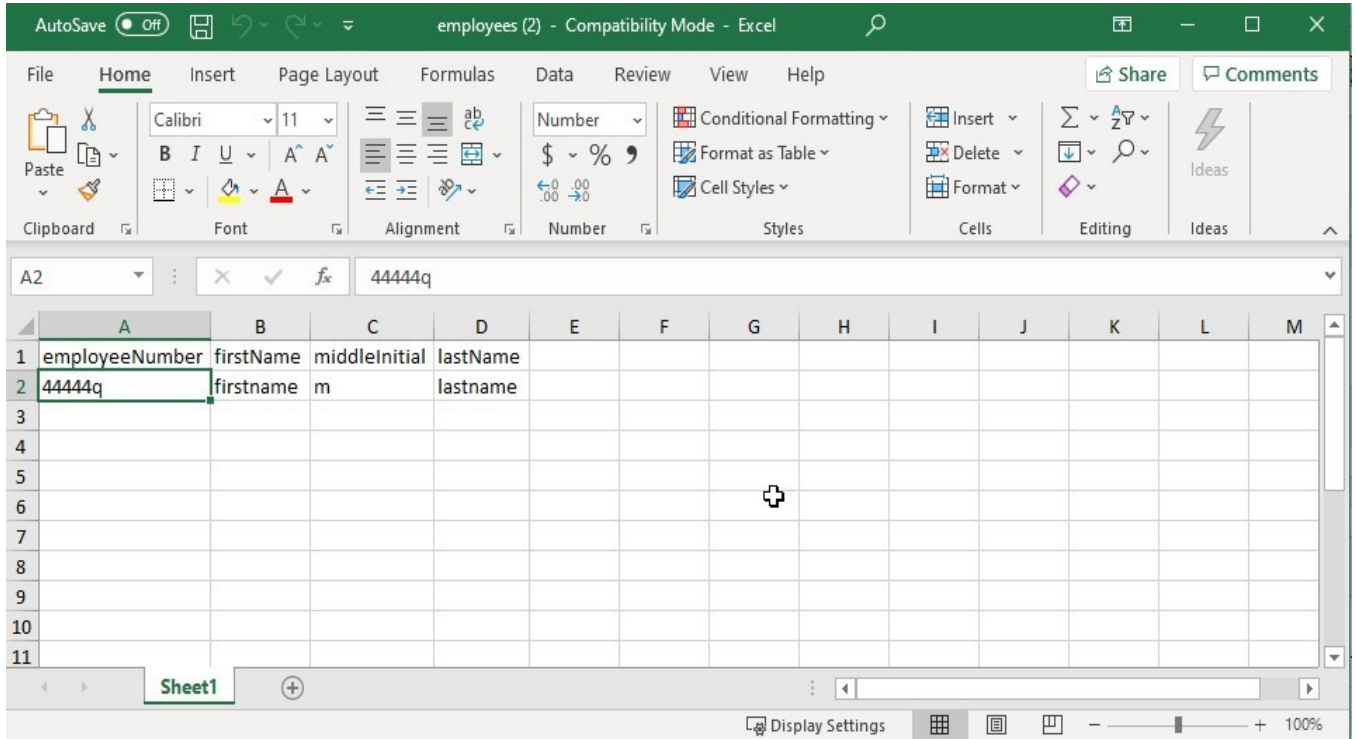
Then click Choose File and select the .csv file from your computer to upload the payroll file. Click Process Payroll File to upload the file into TravPay.

2.2 Enter Payroll Link

Payrolls can be entered manually by clicking the Enter Payroll link. Payrolls must be reported in order, by the oldest due date first.

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The total gross payroll should be entered in field A. As payroll is entered for individual employees, field B will be updated automatically. See below for an example:

To enter payroll for individual employees, click on the amount field for the applicable pay type for the employee and enter the pay amounts (A). (To customize pay types, users with Admin access can add/remove pay types from the Define Pay Types menu accessed through the Define Pay Types link on the right side of the Enter Payrolls screen or the gear icon on the home page. More information on pay types can be found beginning in Section 12, page 32 of this document.)

The EMP#, FIRST NAME, LAST NAME, CLASS CODE STATE and SUBTOTAL columns are read only. The SUBTOTAL column will update automatically as payroll is entered for each individual employee.

You can click **Save for Later** if you are unable to complete the payroll entry and need to return at a later time. The saved data will be available for 24 hours. After that, you will need to enter all payroll data again.

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Once all payroll is entered for all individual employees, field B (Difference) should be $0. This will enable the Submit button, which had been grayed out. Clicking Submit will save the payroll information and navigate you to a confirmation screen. Clicking Cancel will cancel all data entered and return you to the Enter Payroll screen.

EIN	Policy Number	Effective	Expiration	Status	Type	Payroll	Carrier	Frequency
82-5243462	4P46795-8-19	8/20/2019	8/20/2020	Active	Workers Comp	Self-Reporting	TRAVELERS TRAVPAY	Monthly

Choose a date
9/29/2019

Enter Total Payroll Amount
$ 5500.00

B Difference
$ 0.00

EMP#	FIRST NAME	LAST NAME	CLASS CODE-STATE	SUBTOTAL	WAGE	OVERTIME	TIPS
OWN01	ADAM	COPE	8832-ID	$ 1500.00	$ 1500.00	$ 0.00	$ 0.00
1245	FRED	GAYLIE	8832-ID	$ 850.00	$ 750.00	$ 100.00	$ 0.00
OWN02	KEVIN	HULSEY	8832-ID	$ 1500.00	$ 1500.00	$ 0.00	$ 0.00
1225	ROWLAND	MACY	8832-ID	$ 1000.00	$ 1000.00	$ 0.00	$ 0.00
OWN03	CRAIG	SHERLE	8832-ID	$ 650.00	$ 650.00	$ 0.00	$ 0.00

Save For Later **Submit** **Cancel**

Confirmation Page:

RTNERS   Preview Payroll

EIN	Policy Number	Effective	Expiration	Status	Type	Payroll	Carrier	Frequency
82-5243462	4P46795-8-19	8/20/2019	8/20/2020	Active	Workers Comp	Self-Reporting	TRAVELERS TRAVPAY	Monthly

Please review your payroll. If everything looks good please click the "submit payroll" button below or click the "make changes" button if you need to edit it.

Employees#	Payroll	Subject	Exempt	Premium
5	$5,500.00	$5,466.67	$33.33	$27.25

Class Codes

Class Code	Description	State	Employees	Payroll	Subject	Exempt	Rate	Premium
8832	01	ID	5	$5,500.00	$5,466.67	$33.33	0.4984	$27.25

Employees

|	Employee#	First Name	Last Name	Class Code	State	Payroll	Subject	Exempt
View	OWN03	CRAIG	SHERLE	8832	ID	$650.00	$650.00	$0.00
View	1245	FRED	GAYLIE	8832	ID	$850.00	$816.67	$33.33
View	OWN01	ADAM	COPE	8832	ID	$1,500.00	$1,500.00	$0.00
View	1225	ROWLAND	MACY	8832	ID	$1,000.00	$1,000.00	$0.00
View	OWN02	KEVIN	HULSEY	8832	ID	$1,500.00	$1,500.00	$0.00

Make Changes **Submit** **Cancel**

The confirmation page is your last chance to review payroll entered and premium calculated prior to final processing. However, saved payrolls can still be deleted until the end of the business day they were submitted. This is done by clicking the trash can icon from the View Payroll Reports on the Navigation Menu.

1. **Make Changes** allows you to return to the previous screen and edit your payroll entry.
2. **Submit** saves the entered data for final processing at the close of the business day it was entered.
3. **Cancel** will cancel all data entry and return you to the Enter Payroll Page.

Final Confirmation (Thank You) Screen:

Once you click submit, you will see a "Thank You" screen as final confirmation of submission:
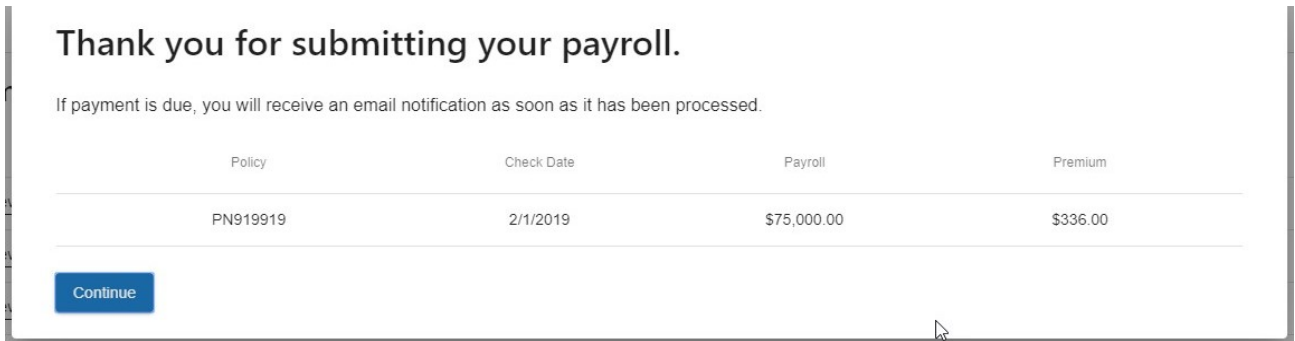

2.3   Zero Payroll Link

This page is where you enter a zero payroll. PLEASE NOTE: It is a TravPay requirement to enter a payroll report for every check date, even if there is no payroll. If there is no payroll for a specific date, you should utilize the "zero payroll" option to report.
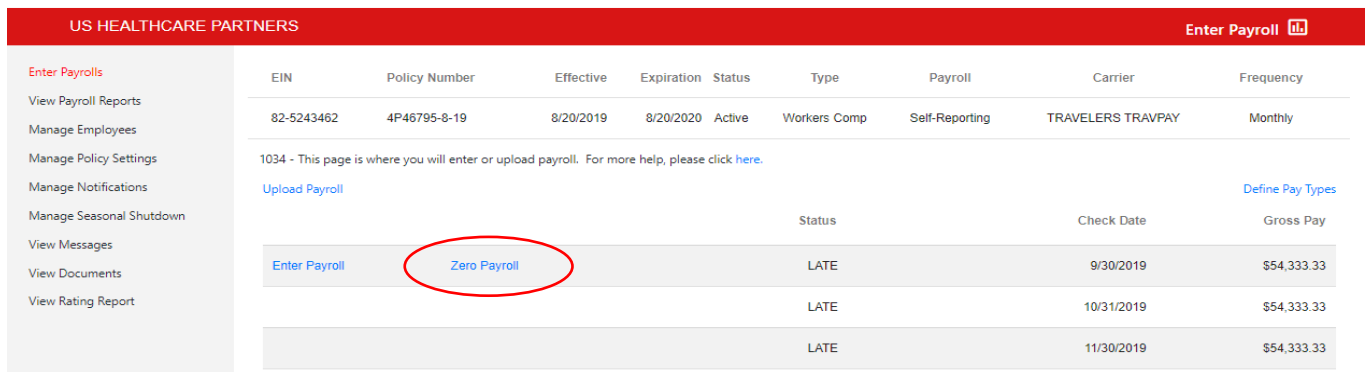
To report a zero payroll, you must select a reason using the "Select Reason" drop down menu.

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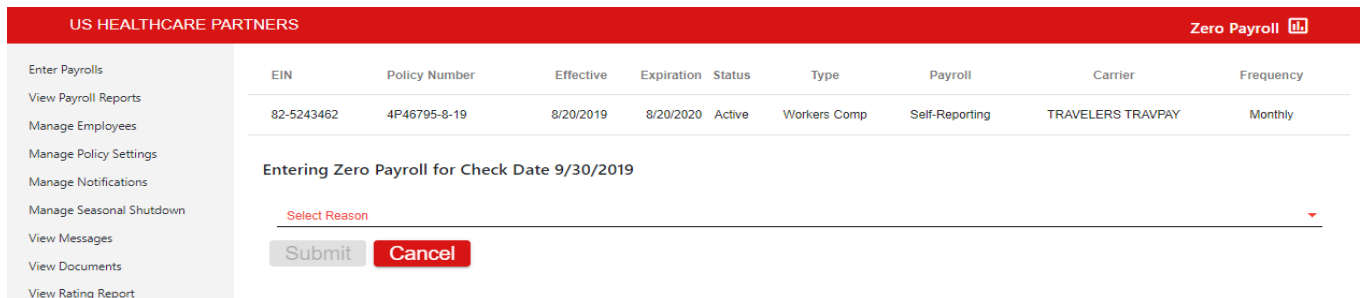
If "Other" is selected, a free form text box will become available for you to enter the reason manually.

Clicking "Submit" will save the payroll information and navigate you to the Thank You screen.

Clicking "Cancel" will cancel all data entered and return you to the initial Enter Payroll page (p. 6)

2.4 Delete Payrolls "Save for Later"

Saved payrolls may be accessed on the Enter Payroll screen up to 24 hours after initial entry. To continue entering a saved payroll, click the Enter Payroll link for the payroll. To delete a previously saved payroll without submitting it, click the trash can icon.

2.5 Define Pay Types Link

For a list and the definitions of the Pay Types, click DefinitionsOfPayTypes

Users with Admin access can add/remove pay types from the Define Pay Types menu access through the

Define Pay Types link on the right side of the Enter Payrolls screen or from the gear icon ⚙ at the top of any page.

Click the pay type(s) in the left-hand column for which you will be reporting payroll and select "Add." To remove any pay type(s) that do not apply, click the pay type(s) from the right-hand column and select "Remove." (Double clicking the pay type will also move them from column to column). The selected pay types will appear on the Enter Payroll screen.

3 View Payroll Reports

Selecting the link allows you to view all submitted payroll reports in detail or in summary.

3.1 All Tab

The All tab lists a single row for each individual payroll that was submitted for this policy.   Selecting the applicable action allows you to edit or delete previously submitted payrolls. Only one action is available at a time and you can only perform the actions on the most recent payroll.

Edit is only displayed if the ACH for that payroll was already processed within the past two business days. If edit is available, a pop-up screen will appear when you click the pencil as follows:

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▼ ACTIONS	▼ PROCESSED	▼ EMPS	▼ CHECK DATE	▼ SUBJECT PAYROLL	▼ EXEMPT PAYROLL	▼ TOTAL PAYROLL	▼ TOTAL PREMIUM	▼ RELEASED	▼ BILLED	▼ REFERENCE ID	▼ LAST RESPONSE
✏ 🗑	2/28/2017						.50	2/28/2017	3/1/17	123464	03/8/17
	1/31/2017						24	1/31/2017	2/1/17	123463	02/8/17
	12/31/2017						50	12/31/2017	1/1/18	123462	1/8/18
	11/30/2017						7.50	11/30/2017	12/1/17	123461	12/8/17
	10/31/2017						.50	10/31/2017	11/1/17	123460	11/8/17
	9/30/2017						.50	9/30/2017	10/1/17	123459	10/8/17
	8/30/2017						7.50	8/30/2017	8/31/17	123458	09/7/17
	7/30/2017						50	7/30/2017	7/31/17	123457	08/7/17
	6/30/2017						24	6/30/2017	7/1/17	123456	07/8/17

Edit Payroll

Payroll Check Date	Payroll	Premium
2/28/17	$1,000,000	$118.46

How would you like to modify the payroll?

⦿ Enter a New Payroll

◯ Submit a Zero Payroll

[Continue]   [Cancel]

You can either enter a New Payroll or Submit a Zero Payroll.

If you want to delete the most current payroll, a pop up will confirm that is really what you intended to do:

Are you sure, you want to delete selected payroll?

[Yes]   [No]
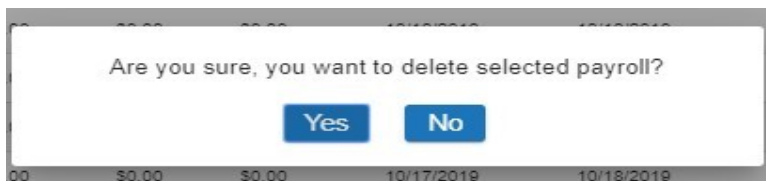
To view the details of a payroll report, click on the applicable line.

Print   KBOWEN1967   11/22/2019

Processed On	Provider	Begin Date	End Date	Check Date
11/22/2019	SELFREPORT	11/15/2019	11/21/2019	11/21/2019

Employees#	Payroll	Subject	Exempt	Premium
42	$23,863.12	$21,195.85	$2,667.27	$1,052.00

Class Codes

Class Code	Description	State	Employees	Payroll	Subject	Exempt	Rate	Premium
5213	CONCRETE CONSTRUCTION NOC	AR	2	$626.40	$626.40	$0.00	4.7795	$29.94
5606	CONTRACTOR-PROJECT MANAGER, CONSTRUCTION EXECUTIVE, CONSTRUCTION MANAGER, OR CONSTRUCTION SUPERINTENDENT	AR	5	$2,667.27	$0.00	$2,667.27	0.9604	$0.00
5403	CARPENTRY NOC	AR	6	$3,020.72	$3,020.72	$0.00	5.0394	$152.23
5445	WALLBOARD, SHEETROCK, DRYWALL, PLASTERBOARD, OR CEMENT BOARD INSTALLATION-WITHIN BUILDINGS & DRIVERS	AR	12	$10,112.46	$10,112.46	$0.00	4.7795	$483.33

You can print this page by clicking the action button to "Print."

You can also view the payroll by employee, check date and total payroll by pay type level.

Payroll Employee Detail

Employee Detail

Unique ID	First Name	Last Name	Class Code	State
103	GERMAN GUSTAVO	REYES	5213	AR

Payroll Dates and Total

Provider	Processed On	Begin Date	End Date	Check Date
SELFREPORT	11/22/2019	11/15/2019	11/21/2019	11/21/2019

Pay Types   🟩 Included Pay Types   ⬛ Excluded Pay Types

Wages	$626.40

Go Back

3.2 By Schedule Tab

The By Schedule page is a view of submitted payrolls summarized by check date and is view only.

NKOBCH 2T REALHI TAEB,D I,N.C   View Payrolls 📊

Enter Payrolls
View Payroll Reports
Manage Employees
Manage Policy Settings
Manage Notifications
Manage Seasonal Shutdown
View Messages
View Documents
View Rating Report

EIN	Policy Number	Effective	Expiration	Status	Type	Payroll	Carrier	Frequency
84-6605658	PN000995	5/31/2019	5/31/2020	Canceled	Workers Comp	Self-Reporting	TRAVELERS TRAVPAY	Weekly

1033 - This page provides a view of all payrolls received to-date. You may view the payrolls in detail or in summary (by schedule). For more help, please click here.

	All	By Schedule

Actual Payroll	Actual Premium	Difference Payroll	Difference Premium	Check Date	Estimated Payroll	Estimated Premium	No Of Payrolls	Status	Status Date
$20,904.94	$942.09	-$9,604.68	-$118.31	6/6/2019	$30,509.62	$1,060.40	1	Complete	6/20/2019
$32,485.72	$1,216.38	$1,976.10	$155.98	6/13/2019	$30,509.62	$1,060.40	1	Complete	6/20/2019
$25,680.65	$1,177.40	-$4,828.97	$117.00	6/20/2019	$30,509.62	$1,060.40	1	Complete	6/26/2019
$33,212.90	$1,251.85	$2,703.28	$191.45	6/27/2019	$30,509.62	$1,060.40	1	Complete	7/3/2019
$24,591.89	$1,125.78	-$5,917.73	$65.38	7/4/2019	$30,509.62	$1,060.40	1	Complete	7/10/2019

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4 Manage Employees

This page is used to add and verify all types of employees in TravPay. You can also manage changes to the employees' information on this page. Employees can be uploaded using the provided template or can be added individually through the site. To use the upload feature click the Upload Employee Here button and follow the steps provided.

To enter the employees manually, select "New" from the applicable tab (Owner/Officer, Employee, Subcontractor).

Then complete the required fields in the pop-up with the employee's information per the table below:

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Field Name	Enter/Select
Employee Number	Each employee must be assigned a unique employee number.
Employee Type	Select from Drop Down: • 1099 • Owner • Officer • PartTime • Regular • Seasonal • Subcontractor
Include/Exclude (Employees identified as Regular, Part Time & Seasonal are defaulted to included and cannot be changed)	Select from Drop Down: • Included: reported payroll will be included in calculated premium • Excluded: reported payroll will not be included in calculated premium
First Name	Enter the first name of the employee
Middle Name	Enter the middle name of the employee (optional)
Last Name	Enter the last name of the employee

Click "Save" and you will be directed to a screen to assign a class code to that employee. Clicking the dropdown menu (denoted by the red arrow in the screen shot below) will display all class codes included on the policy. Select the appropriate class code for that employee, based on their job duties. (Please note: a clerical class code can ONLY be assigned to an employee who works in an office setting 100% of the time with no exposure to any other part of the business.)

Click "Add," which assigns the class code to that employee, then click "Close" to save.

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4.1 Verify Employee

If a new employee is added by your payroll provider, you must use this screen to verify that all employee information is correct. Once you have verified the information, click the check box to the left of the employee and click the Verify button. The verified employee will be removed from the list.

If any employee information is incorrect, you must first verify the employee, then select the applicable tab (Owner/Officer, Employee, Subcontractor) to make the appropriate changes.

	Verify Employee(4)	Owner/Officer(1)	Employees(27)	Subcontractor(0)				Upload Employee Here

Verify that the class code assigned to each employee is correct. If it is not correct then edit the employee and assign the correct class code. For more help, please click here

Verify

Search

	Employee#	First Name	Last Name	Employee Type	Class Code-State	Class Code Description	Created On
☐	3	Michael	Floyd	Regular	9620-NY	FUNERAL DIRECTOR & DRIVERS	10/31/2019
☐	58	Michael	Gaff	Regular	9620-NY	FUNERAL DIRECTOR & DRIVERS	10/31/2019
☐	59	Kyle	Giaquinta	Regular	9620-NY	FUNERAL DIRECTOR & DRIVERS	10/31/2019
☐	69	Normand	Hebert	Regular	9620-NY	FUNERAL DIRECTOR & DRIVERS	10/31/2019

Items per page: 10 ▼   1 - 4 of 4   ‹ ›

4.2 Owner/Officer

This section lists the owners and/or officers associated with your company.

You can edit the owner/officer's information by clicking on their name. You may also update the owner/officer's included/excluded status by clicking the checkbox by their name and selecting the applicable option. Owner/officers may also be deleted, hidden from payroll reporting or unhidden using the same checkbox.

62-0770696	PN000228	4/1/2019	4/1/2020	Active	Workers Comp	AMERICA'S PREFERRED PAYROLL COMPANY LLC	TRAVELERS TRAVPAY	Weekly

Manage your employees and make sure the correct class code is assigned to each employee. For more help, please click here.

Verify Employee(0)	Owner/Officer(2)	Employees(1)	Subcontractors(0)		Upload Employee Here

Make sure the correct class code is assigned to each owner/officer. The setting of Included or Excluded is very important. To Exclude an Owner/Officer, you must receive approval from your carrier. If you have any doubts on how to set your Owner/Officers please contact your Agent or Carrier. For more help, please click here.

New   Delete   Hide   Unhide   Include   Exclude   ☐ Show All Employees   Search

	Employee#	First Name	Last Name	Employee Type	Class Code-State	Hide	Min	Max	Excl/Incl	Created On
☑	OWN002	VICTORIA	EDMONDS	Owner	9082 - FL	No	$47,700.00	$47,700.00	Excluded	2/27/2019
☐	OWN001	ERIC	EDMONDS	Owner	9082 - FL	No	$47,700.00	$47,700.00	Excluded	2/27/2019

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4.3 Employees

This section lists the regular employees associated with your company. This section is also a holding area where all uploaded employees are placed as "Regular" employees until manually updated. The employee type is not editable until the employee has verified. Once verified, you may use this page to update by clicking the employee's name and updating the applicable information. Employees may also be deleted, hidden from payroll reporting or unhidden using the same checkbox.

4.4 Subcontractors

You may use this page to manage information by clicking on the subcontractor's name and updating the applicable information. Subcontractors may also be deleted, hidden from payroll reporting or unhidden, using the same checkbox.

5 Manage Policy Settings

On this page you can update how your payroll is being reported (i.e. self-reported or by a payroll provider), edit your payroll reporting schedule and/or edit your banking information for payment.

1. **Payroll From** – In this section you specify whether you will enter your payrolls directly using this portal (Self Reporting) or if your payroll company will report your payrolls on your behalf (Payroll Provider)

2. **Payroll Frequency** – In this section, you can create a schedule for when your payroll reports will be due.

3. **Payment Method** – In this section you provide your bank account information for payment.

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Please note that all these items must be completed before payroll can be processed properly.

5.1 Payroll From

Use this section to specify whether you will enter your payrolls directly using this portal (Self Reporting) or if your payroll company will report your payrolls on your behalf (Payroll Provider).

If you choose Payroll Provider, you will be given a 'Payroll Provider search' where you can type in a few letters of the Payroll Provider's name and then click search to select the correct payroll provider from a list that appears. Select the radio button and click Save, once you find the correct provider.

If the Status of the Payroll Provider is Approved, you can select this provider.

If the Status of the Payroll Provider is Declined, this payroll provider is not compatible for reporting in the TravPay system. You will need to self-report your payrolls.
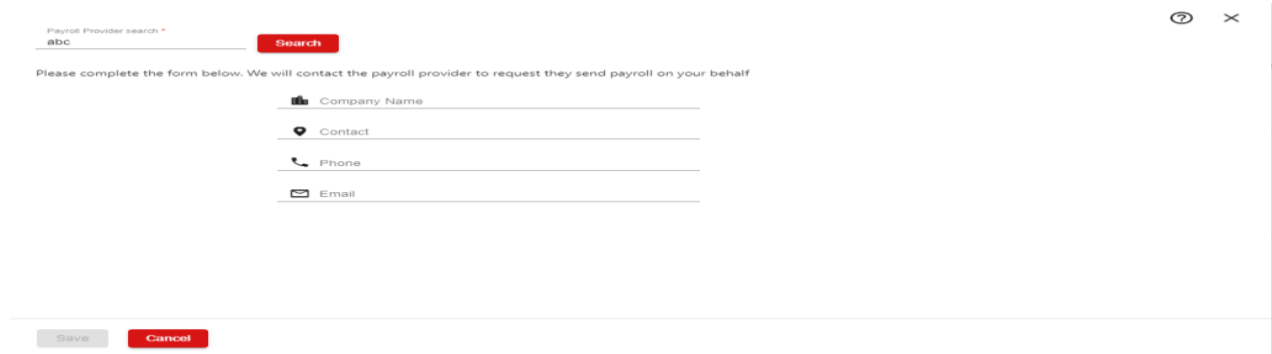
If you cannot find the Payroll Provider you are looking for, you can click the link at the bottom of the page that says, "If still not found please click here." You will be prompted to enter the payroll provider information and a request will be sent that that provider to send payrolls on your behalf. You will be contacted within 2 business days to advise if your provider has agreed to report.
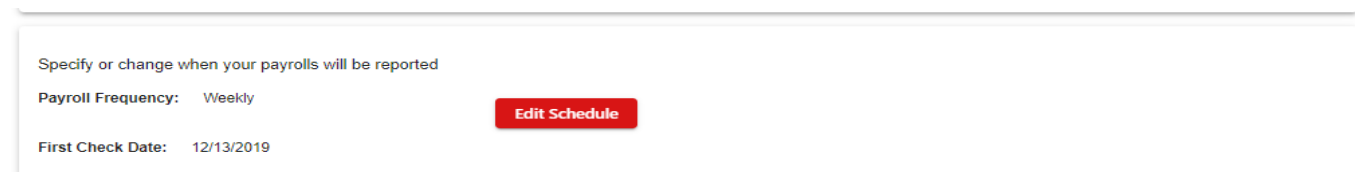

Field Name	Enter/Select
Company Name	Enter the Company Name of the Payroll Provider you would like to request to send payroll on your behalf
Contact	Enter the name of the person you would like TravPay to contact
Phone	Enter a 10 digit phone number of the contact above formatted as(999) 999-9999
Email	Enter the email where the contact can be reached

5.2 Payroll Frequency

Use this section to modify your payroll reporting schedule.   To ensure accuracy, we recommend that you align your reporting schedule with your payroll schedule.

Click Edit Schedule.

Select the radio button that corresponds to your preferred reporting frequency. Enter the date of your most

recent payroll check date.

		Check Date	Estimated Premium	Estimated Payroll
		9/30/2019	$16,717.95	$83.31
		10/31/2019	$16,717.95	$83.31
		11/30/2019	$16,717.95	$83.31

Click Generate to see the created reporting schedule.

Cycle	Check Date	Estimated Premium	Estimated Payroll
1	9/30/2019	$83.31	$16,717.95
2	10/31/2019	$83.31	$16,717.95
3	11/30/2019	$83.31	$16,717.95

If the schedule is correct, click Save. The estimated premium/estimated payroll displayed are based on your original policy estimates. However, your actual premium charges will be based on the payroll you report.

Cycle	Check Date	Estimated Premium	Estimated Payroll
1	9/30/2019	$83.31	$16,717.95
2	10/31/2019	$83.31	$16,717.95
3	11/30/2019	$83.31	$16,717.95

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5.3 Payroll Method

Use this section to enter or update the banking information you will be using for your TravPay premium payments.

Click Edit Payment Method

Field Name	Enter/Select
Account Holder Name	Enter the name on the bank account
Routing Number	Enter the Routing Number of the account from which the premiums will be withdrawn. See example above
Account Number	Enter the Bank Account Number from which the premiums will be withdrawn. See example above
Account Number (Re-Type)	Re-enter the Bank Account Number
Name	Enter your name in acknowledgement that you have read the EFT agreement
Title	Enter your title
Checkbox	Click the checkbox to confirm that you have read and approve the EFT agreement

Click Save.

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6 Manage Notifications

By clicking on the Notifications tab you can see all available notifications and the people who are set up to receive each one.

6.1 Recipients

Clicking on the Recipients tab allows you to manage users who will receive notifications (users must be set up on this tab first to be added to specific notifications). To add a recipient, click the action button at the bottom of the page,

Add the new recipient's name, and email address. (You do not need to provide a mobile number as notifications will be sent via email only.)

Field Name	Enter/Select
Add Recipient Name	Add the Name of the person you want to receive the notification
Add Recipient Email Address	Add the email address where the notification should be sent.
Add Recipient Mobile Number	Not required as notifications will not be allowed via text.

6.2   Notifications

This page is used to manage who will receive notifications related to your TravPay policy. By clicking the tab, you can see all available notifications as well as who is set up to receive each one. Hovering over the information icon

 will provide you with a brief description of each notification.

Clicking on the plus sign icon in the Actions column, enables you to select a previously set up contact to receive the notification. (Recipients must be set up using the Recipients tab, prior to be added to a notification).

Click the dropdown menu to display the list of previously entered recipients and choose the recipient you want to receive the selected notification. Please note: you must unselect the "text" box to add the recipient as text is not an allowed communication method for notifications at this time.

Add Recipient   ⑦   ✕

Select Recipient *   ▼   ☑ Email   ☑ Text

    Save   Cancel

To delete a specific notification type for a user, click the trash can icon 🗑 from the Actions column.

7 View Messages

This page is where you can view any notifications that have been sent. There will be a list of the notifications by subject and date sent.

	EIN	Policy Number	Effective	Expiration	Status	Type	Payroll	Carrier	Frequency
Enter Payrolls	82-5243462	4P46795-8-19	8/20/2019	8/20/2020	Active	Workers Comp	Self-Reporting	TRAVELERS TRAVPAY	Weekly

Enter Payrolls
View Payroll Reports
Manage Employees
Manage Policy Settings
Manage Notifications
View Messages
View Documents
View Rating Report

This is a list of notifications that have been sent related to this policy. You can specify a timeframe for the notifications and search for specific words in the notification subject. For more help, please click here.

Week   ▼   Search in Messages   Search

Subject	Type	Sent
Travelers TravPay	Payroll Reminder	Email	12/20/2019 01:23 AM
Travelers TravPay	Late Payroll Notice	Email	12/20/2019 01:18 AM

You can view the message by clicking on it in the "Subject" column.

Message

Type :	Email
To :	SBABER@TRAVELERS.COM
Cc :	
Subject :	Travelers TravPay | Payroll Reminder
Body :	Travelers TravPay | Payroll Reminder ------------------------------------- PAYROLL REMINDER ------------------------------------- This is a friendly reminder that payroll is due today for the 12/20/2019 check date for US HEALTHCARE PARTNERS. REPORTING OPTIONS No Payroll - You must notify us that you have Zero Payroll even if you utilize an approved Payroll Provider. Please login to your account and select Enter Payroll >> Zero Payroll. Login now by clicking here. Self-Reporting – Ready to report payroll now? Please login to your account by clicking here. Payroll Provider – If you are using an approved Payroll Provider we will request from them directly. Thank you,

Close

To filter notifications for a specific time frame, use the drop down above the listed notifications.

In addition, this page has a search option that allows you to search for subject types.

US HEALTHCARE PARTNERS								Messages

Enter Payrolls
View Payroll Reports
Manage Employees
Manage Policy Settings
Manage Notifications
View Messages
View Documents
View Rating Report

EIN	Policy Number	Effective	Expiration	Status	Type	Payroll	Carrier	Frequency
82-5243462	4P46795-8-19	8/20/2019	8/20/2020	Active	Workers Comp	Self-Reporting	TRAVELERS TRAVPAY	Weekly

This is a list of notifications that have been sent related to this policy. You can specify a timeframe for the notifications and search for specific words in the notification subject. For more help, please click here.

Week	Search in Messages
Month	Cancellation
Quarter	
Year	**Search**

		Sent
		12/20/2019 01:23 AM
Travelers TravPay | Late Payroll Notice	Email	12/20/2019 01:18 AM
Travelers TravPay | Pending Cancellation Notice	Email	12/19/2019 01:05 AM

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8 View Documents

This page is where you can go to access documents associated with your online profile. Each document can downloaded for viewing by clicking on the document name.

9 View Rating Report

As shown in the example above, the estimated payrolls on your policy are used to determine your estimated premium. Please see a more detailed description of each column below.

1. Class Code

    The classification is designed to group employees who have similar duties. Each class code is assigned a rate. The class code is a 4 digit code.

2. Class Code Description

    Describes the class code.

3. Estimated Payroll

    Payroll estimates are provided by the insured or their agent at the beginning of the term. This payroll estimate is used to calculate the estimated premium for the policy.

4. Base Rate

    Rate determined per state and assigned to each class code.

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5. Base Premium (Estimated)

    Estimated premium based on the following formula (Estimated Payroll/100) * Base Rate.

6. Net Rate

    The "Net Rate" is calculated by multiplying the Base Rate by the Net Ratio according to the following formula: Estimated Premium/Base Premium *Base Rate.

7. Net Rate Premium

    This is the estimated premium calculated by applying the estimated payrolls to the net rate.

10 User Profile

This page is where you go if you would like to update your email address or password for the site. You can access your User Profile by clicking on the dropdown arrow at the top of any screen.

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Field Name	Enter/Select
Current password	Enter the current password you are using
New password	Enter the password you would like to change to. Password requires at least 8 characters, including one number, one uppercase, and one special symbol (-_*%$#@!?).
Re-type new password	Re-type the new password and it must match exactly to your entry above

Click Save.

11 Billing History

On this page you can view processed payroll reports. This view shows the status of each bill: The Successful column shows whether or not the payment cleared (Yes/No). The Status column indicates 'CLEARED' if the payment was successful and 'PENDING' if the payment was not successful.

Billing History	Processed Date	Reference	Policy Number	Successful	Amount	Status
	7/29/2019	1828566	PN031045	NO	$1,124.35	PENDING
	7/22/2019	1822290	PN031045	YES	$1,410.67	CLEARED
	7/15/2019	1815313	PN031045	YES	$955.04	CLEARED
	7/11/2019	1810954	PN031045	YES	$989.79	CLEARED
	7/1/2019	1798128	PN031045	YES	$1,581.78	CLEARED
	6/24/2019	1790769	PN031045	YES	$1,581.29	CLEARED
	6/18/2019	1785586	PN031045	YES	$945.93	CLEARED
	6/13/2019	1779938	PN031045	YES	$1,019.15	CLEARED
	6/4/2019	1768447	PN031045	YES	$937.43	CLEARED
	5/29/2019	1760919	PN031045	YES	$1,582.05	CLEARED

Items per page: 10 1 - 10 of 123 ‹ ›

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To view a specific billing statement, click on the applicable reference ID.

12 Admin Menu

Click on the gear icon [gear icon] at the top of the page to access the Admin menu. (This icon will ONLY be available if you have Admin access.) The three options available on this menu include:

1. **Company Info** – Only the Contact information can be updated here. The Company and Address fields are prefilled based on what is on your policy. For changes to this information, please contact your agent.
2. **Manage Users** – Several actions can be performed under this option including setting up new users, editing existing users, locking or unlocking users, resetting passwords or deleting users
3. **Define PayTypes** – this option allows you to customize your Enter Payroll screen by selecting the Pay Types that will appear there. For a list and definitions of Pay Types, click DefinitionsOfPayTypes

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12.1 Company Info

You can edit the Contact Information for the company by clicking on the Edit button at the bottom of the screen. This will open a popup box in which you can update the main policy contact's details.

12.2 Manage Users

You can add new users or manage existing users on this menu. To add new users, click the "add new" button the Manage Users screen. A popup will open for you to enter their information.

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New User

To edit an existing user, click on the user's name. A new popup will open for you to update their information.

Once the user(s) has been created there are several Actions available to Admin Users. Clicking the lock icon 🔒 will disable a user's access to the system. Clicking the unlock icon 🔓 will enable a user's access to the system. Clicking the refresh icon ↻ will reset a user's password. Clicking the trashcan icon 🗑 will delete a user.

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12.3 Define PayTypes

For a list and the definitions of the Pay Types, click DefinitionsOfPayTypes

Users with Admin access can add/remove pay types from the Define Pay Types menu access through the Define Pay Types link on the right side of the Enter Payrolls screen or from the gear icon ⚙ at the top of any page.

Click the pay type(s) in the left-hand column for which you will be reporting payroll and select "Add." To remove any pay types that do not apply, click the pay type(s) from the right-hand column and select "Remove." (Double clicking the pay type will also move them from column to column.) The selected pay types will appear on the Enter Payroll screen.

DefinitionsOfPayTypes:

PayTypes	Definition of Compensation Type
Wage	A fixed regular payment, typically paid on a daily or weekly basis, made by an employer to an employee, especially to a manual or unskilled worker
Commission	A fee paid to an agent or employee for transacting a piece of business or performing a service; especially a percentage of the money received from a total paid to the agent responsible for the business
Bonus	An amount of money added to wages on a seasonal basis, especially as a reward for good performance

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Overtime	Time spent working at your job that is in addition to your normal working hours. The money paid for work that is done in addition to your normal working hours
Tips	Tips or other gratuities received by employees and given freely by the customer. Some business types may have a pre-defined value used in place of an actual wage. In these cases, tips should be reported as "wages."
Shift Differential	Shift differential refers to the extra compensation a staff member receives for hours worked that are outside the hours of 8:00 a.m. to 5:00 p.m., Monday through Sunday.
Holiday	Holiday pay is a form of paid time off, such as a government declared holiday
Sick	Sick leave (or paid sick days or sick pay) is time off from work that workers can use to stay home to address their health and safety needs without losing pay
Vacation	Vacation pay is a benefit that employers typically give full-time employees that allows the employees to take a paid vacation.
Pension	A traditional pension plan that defines a benefit for an employee upon that employee's retirement is a defined benefit plan.
Piece Work	Piece work (or piecework) is any type of employment in which a worker is paid a fixed piece rate for each unit produced or action performed regardless of time.
Profit Sharing	Profit sharing refers to various incentive plans introduced by businesses that provide direct or indirect payments to employees that depend on company's profitability in addition to employees' regular salary and bonuses.
Incentive Plan	A monetary gift provided to an employee based on performance, which is thought of as one way to entice the employee to continue delivering positive results. Incentive pay may also come in the form of a bonus, profit-sharing, or commission.

Pay Types	Definition of Compensation Type
Tool Allowance	The tool allowance is generally prescribed by an award to compensate for wear and tear on tools.
Housing	A Housing Allowance is a sum of money paid in addition to salary, in order to assist paying for the rent or installment on a home.
Meal Allowance Regular	The value of meals received by employees as part of their pay to the extent shown in the insured's records (regular time)
Meal Allowance Overtime	The value of meals received by employees as part of their pay to the extent shown in the insured's records (overtime)
Gift Equitant	Compensation in the form of a gift
Section125 Employee Paid	A cafeteria plan is a separate written plan maintained by an employer for employees that meets the specific requirements of and regulations of section 125 of the Internal Revenue Code. It provides participants an opportunity to receive certain benefits on a pretax basis. Several states exclude Section 125 payments paid by an employee from remuneration.
DavisBacon ToEmployee	The Davis-Bacon Act requires the United States Department of Labor to establish a "base wage" and a "prevailing wage" whenever a construction contract is let that involves federal funds. This category is any prevailing wage paid directly to an employee.
Annuity Plan	Employer payments to a nonqualified annuity plan OR payments to an annuity plan under a salary reduction agreement
Expense Reimburse NonBusiness	Expense reimbursements to employees to the extent that an employer's records do not confirm that the expense was incurred as a valid business expense
Expense Reimburse Business	Expense reimbursements to employees to the extent that an employer's records confirm that the expense was incurred as a valid business expense.
Severance	Severance pay is often granted to employees upon termination of employment
Military Pay	Military Pay means the basic active duty military salary
Employee Discount	The value of store certificates, merchandise, credits or any other substitute for money received by employees as part of their pay.

	Definition of Compensation Type
Uniform Reimburse	Monetary allowance for clothing or its upkeep or both, granted by an employer to employees who are required to wear special clothing, such as uniforms or safety garments, in the performance of their work
Sick TPA	Sick pay paid to an employee by a third party such as an insured's group insurance carrier that is paying disability income benefits to a disabled employee.
DavisBacon ThirdParty Trust	Payments placed by an employer into a third-party pension trust for the Davis-Bacon Act or similar prevailing wage law
Employer Contribution GroupInsurance Pension	Employer contributions on behalf of an employee (over and above any salary paid) for group insurance, retirement savings or a pension plan for that employee.
Employer Contribution Salary Reduction	Employer contributions on behalf of an employee (over and above any salary paid) for group insurance, retirement savings or a pension plan for that employee.
Employer Contribution Employee Savings	Employer contributions on behalf of an employee (over and above any salary paid) for group insurance, retirement savings or a pension plan for that employee.
Employer Contribution Retirement	Employer contributions on behalf of an employee (over and above any salary paid) for group insurance, retirement savings or a pension plan for that employee
Employer Contribution Cafeteria	Employer contributions on behalf of an employee (over and above any salary paid) for group insurance, retirement savings or a pension plan for that employee.
Employer Contribution Stock Purchase	An Employee Stock Ownership Plan (ESOP) funded by employer contributions of corporation stock
Employer Contribution Deferred Compensation	Deferred compensation is an arrangement in which a portion of an employee's income is paid out at a later date after which the income was actually earned. Examples of deferred compensation include pensions, retirement plans, and employee stock options.
Fringe Benefit	A general term for employee benefits. Fringe benefits are indirect forms of compensation provided to employees as part of an employment relationship.

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Pay Type	Definition of Compensation Type
Travel Time	A usually specified period of time spend in traveling at work or from the entrance of a business establishment to the place where work is actually done (as in a portal-to-portal travel or deadheading) for which compensation may be demanded or paid.
Excluded Payroll	General bucket for any payroll deemed by the business owner as excluded. (Verify with agent before reporting wages as excluded as incorrect reporting could result in adjustments at audit.)
Jury Duty	Wages paid to an employee while on jury duty.

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