



SmartPay Payroll Certificate Field Descriptions & Requirements Form

SMARTPAY FIELD	Definition	Format	Max Length
Payroll Company ID*	A unique Payroll Company ID that will be on each record submitted that is assigned by the payroll company.	Alpha	10
Check Date*	The date that appears on the paycheck	mm/dd/yyyy	10
Class Code*	The Workers Compensation class code assigned to the employee by the client. If the class code is blank, the employee will be assigned to the class code with the highest rate.	Alpha	5
FEIN*	The Federal ID number of the Client	Alpha	10
Payroll Period Start Date*	The starting date of the Payroll Period	mm/dd/yyyy	10
Payroll Period End Date*	The ending date of the Payroll Period	mm/dd/yyyy	10
Policy Effective Date*	The Policy Effective Date	mm/dd/yyyy	10
Policy Expiration Date*	The Policy Expiration Date	mm/dd/yyyy	10
Employee Number*	Unique identifier for employee; not social security number	Alpha	10
Subject Wages*	Wages subject to Workers Compensation; varies according to state regulations	Money Format ¹	12
Template*	Assigned by SmartPay; usually name of software	Alpha	30
Work in State*	State in which employee works	Alpha	2
Insured Name	Name of Client	Alpha	50
Policy Number	Policy Number	Alpha	20
Payroll Frequency	1=Weekly; 2=Bi-weekly; 3=Semi-monthly; 4=Monthly 5=Quarterly; 6=Semi-annual; 7=Annual	Numeric ²	1
Employee First Name	First Name of employee	Alpha	50
Employee Last Name	Last Name of employee	Alpha	50
Executive Status	1=Officer or Owner; 0=Partner or Individual	Numeric ²	1
WC Inclusion Status	1=Included in Workers Compensation 0=Excluded from Workers Compensation	Numeric ²	1
Hire Date	Date employee was hired	mm/dd/yyyy	10
Termination Date	Date employee was terminated	mm/dd/yyyy	10
Class Description	Description of Class Code	Alpha	30
Gross Base Wages	The total of all payroll categories	Money Format ¹	12
Regular Hours	Normal hours excluding overtime	Numeric ²	7
Overtime Premium	The excess portion of overtime wages, which is deducted from gross wages to determine your Workers Compensation insurance premium.	Money Format ¹	12
Overtime Hours	Overtime Hours	Numeric ²	7
Severance	Severance	Money Format ¹	12
Tips	Tips	Money Format ¹	12
Excluded Wages ³	Wages excluded from Workers Compensation; varies according to state regulations.	Money Format ¹	12

* Required field

¹ Money Format: 00000000.00, -00000000.00

² Numeric: 000.00, -000.00

³ Excluded Wages is the sum of any overtime premium, severance and tips.

Note: Actual field header names may vary from above. Please consult with your SmartPay contact.

Notes and FAQs**Q: What type of file will SmartPay accept?**

A: The file must be a comma-separated (csv) file.

Q: Should all employees be included in Workers Compensation reporting?

A: Include all employees, whether or not included in Workers Compensation.

Q: How do I exclude employees that are categorized as an owner or officer and choose to be excluded?

A: Enter in their class code in the 'Class Code' column in the CSV File and enter a '0' in the 'WC Inclusion Status' column in the CSV File. Enter in total amount in 'Excluded Wages' column along with any other wages that are excluded.

Q: Can any special characters be used in the file?

A: No. Any special characters (#, ^, * etc.) or commas(,) in the file will prevent uploading and cause an error.

Q: Can you leave any rows or fields blank under the headers?

A: No. All fields with dollar amounts must have a value; use '0' if necessary.

Q: What overtime wages should be excluded in calculating my Workers Compensation Premiums?

A: The premium or excess portion of overtime wages should be excluded in determining your Workers Compensation insurance premium. Below is an example to help illustrate this point.

Example:

Daisy Dentist's regular hourly rate of pay is \$10.00 per hour. She receives time-and-a-half or \$15.00 per hour for hours worked in excess of eight hours a day or forty hours a week. Last week she worked forty-five hours.

40 hours	@	10.00	=	\$400.00 (regular wages)
5 hours	@	15.00	=	\$75.00 (total overtime wages)
				\$475.00 (gross wages)
Less: 5 hours at \$5.00 (\$15.00 - \$10.00)				= \$(25.00) (overtime premium)
				\$450.00 is subject wages

Q: Which payroll period will be the first reported on my policy?

A: Payroll periods are assigned to policies based on the pay period end date. The first pay period ending after the effective date of your policy will be the first reported on your policy.

Q: How should I name the file?

A: When naming the file, please include the name of the insured somewhere in the filename. If the file contains multiple clients, then please use the word 'multiple'.

Once you have created or obtained a test file, please send it to your Technical Executive who will review and walk through next steps!

Please do not hesitate to contact us M-F 8:30 a.m. - 5:00 p.m. if you have any questions.

Technical Executives: Trinita Shade | 860.288.4878 or Nina Muniz | 860.327.5662

General Inquiries: 860.288.5359

Email Contact: Support@SmartPayllc.com

