



# Interim Payroll Reporting Guide

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## Introduction

Your workers' compensation policy is based on your interim payroll reported. There are helpful resources to assist you with reporting and making payments throughout your policy period.

[myResource](#) is ICW Group's policyholder portal that includes access to the following:

**EZ-Report** for reporting interim payroll and calculating interim payroll premium. Payroll can be reported each month by accumulating all of the check dates in that month or can be reported for each pay check.

**EZ-Pay** for making payments for interim payroll as well as down payments and final audits. Current and historical invoices are available in **EZ-Pay**.

At the end of the policy period, ICW Group will conduct a **Final Audit** to verify the payroll and classification reported as well as a review of your operations to ensure the premium charged for your policy is accurate. The Final Audit may result in a premium adjustment. Learn more about the [Final Audit process](#).

## myResource Registration

Before a policy is issued, your agent provides ICW your contact information for the policy including the following:

**Payroll** contact will be given access to **EZ-Report** to report interim payroll.

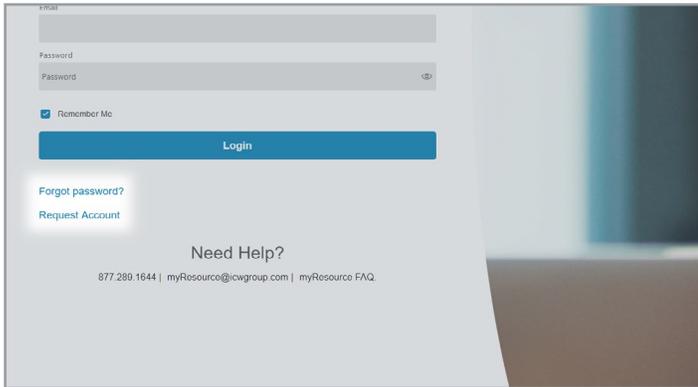
**Accounts Payable** contact will be given access to **EZ-Pay** to view invoices and make payments

Once myResource access is given to the Payroll and/or Accounts Payable contact, look for an email from myResource to complete your registration.

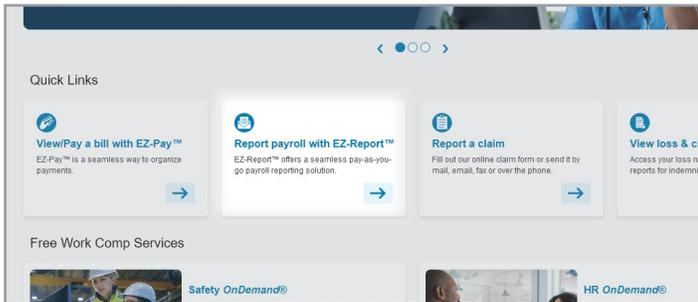


- Create a Password (at least 14 characters)
- Click **Submit**.
- Check email for authentication
- To request a [myResource](#) account or access to EZ-Report and/or EZ-Pay, Go to [Request a myResource Account](#).

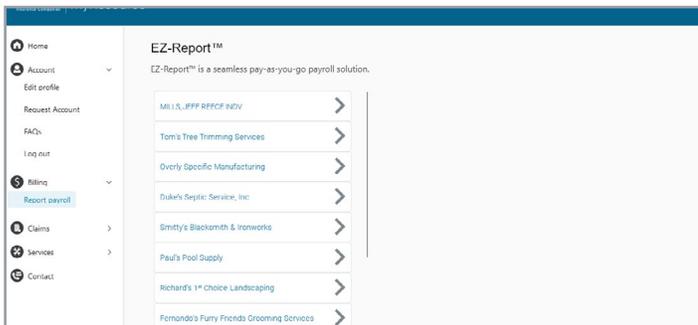
If you are already registered for [myResource](#) and it has been a while since you logged into your account, select **Forgot password**. If you have not received information about EZ-Report you can **Request an Account**.



Once logged into myResource, select **Report payroll with EZ-Report**.



Click on **your company name** to access EZ-Report:



## EZ-Report Account Set-up

[EZ-Report account setup](#) will include:

1. Who will report your payroll - you (self-report) or a payroll provider.
2. When and with what frequency it will be reported - Monthly, Semimonthly, Biweekly, or Weekly.
3. An opportunity to add officers or employees if needed.

EZ-Report uses reminder emails with helpful information to prompt the periodic reporting of interim payroll. The account setup is used to trigger these helpful reminders.

### Select Self-Report or Payroll Vendor

If you will be reporting interim payroll, please select **self-reporting** from the drop-down list.

If you have a payroll provider that will be reporting your interim payroll, select the payroll provider from the drop-down list.

Here is a list of onboarded payroll providers: [https://www.smartpayllc.com/user\\_instructions/OnboardedPayrollVendors.html](https://www.smartpayllc.com/user_instructions/OnboardedPayrollVendors.html)

If you have a payroll provider that is not on the list, reach out to [support@smartpayllc.com](mailto:support@smartpayllc.com)

### Payroll Reporting Service

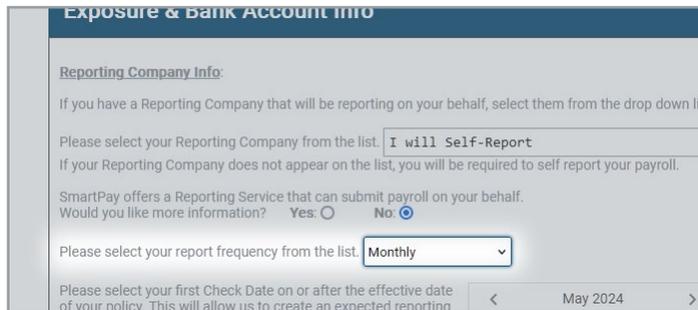
We have partnered with SmartPay Solutions to offer an optional payroll reporting service to handle the reporting of **interim** payrolls for an **annual fee**.

This service can be used with ADP, Paychex and Intuit payroll or any payroll system that includes a Workers' Compensation Report reflecting Subject Wages by State and Class Code.

For additional information, contact [SPRSsetup@smartpayllc.com](mailto:SPRSsetup@smartpayllc.com) (877.905.0786)

### Select Reporting Schedule

Select your **Interim reporting frequency**:



The screenshot shows a web form titled "Exposure & Bank Account Info". The "Reporting Company Info" section contains the following text and controls:

- Text: "If you have a Reporting Company that will be reporting on your behalf, select them from the drop down list."
- Text: "Please select your Reporting Company from the list." followed by a dropdown menu with "I will Self-Report" selected.
- Text: "If your Reporting Company does not appear on the list, you will be required to self report your payroll."
- Text: "SmartPay offers a Reporting Service that can submit payroll on your behalf."
- Text: "Would you like more information?" followed by radio buttons for "Yes" (unselected) and "No" (selected).
- Text: "Please select your report frequency from the list." followed by a dropdown menu with "Monthly" selected.
- Text: "Please select your first Check Date on or after the effective date of your policy. This will allow us to create an expected reporting" followed by a date selector showing "May 2024".

**Monthly** reporting is the most common frequency if you are self-reporting. With this selection you will be consolidating and reporting all check dates within each calendar month of your policy.

**Pay Period** reporting can be used if you would like to report each payroll. Select **your company's payroll frequency** from the drop down (Weekly, Biweekly or Semimonthly).

### Select your first report date

**Monthly** - If your policy is effective between the 1st and the 20<sup>th</sup> of the month, **use the last day of the month of your policy effective date** (i.e. choose 3/31 if your policy is effective 3/12). If your policy is effective 21<sup>st</sup> – 31<sup>st</sup>, select **the last day of the following month** (i.e. choose 4/30 if your policy is effective 3/25).

**Pay Period** - Select the **first payroll check date on or after your policy effective date**. For example, if your policy is effective 3/1 and your pay period is 2/25-3/2 paid on 3/5, 3/5 would be the first check date after the effective date.

**Monthly reporting:** If you are reporting monthly, the report date is normally the last day of the first calendar month. If your policy effective date is between the 1st and 20th of the month, use the last day of the first month of your policy (for example, choose 3/31 if your policy effective date is 3/12). If your policy is effective from the 21st to the end of the month, you won't need to report until the end of the first full calendar month of your policy (for example, choose 4/30 if your policy is effective 3/25).

**Pay cycle reporting:** If you or your payroll vendor are reporting by pay cycle, the report date should match the first paycheck date on or after the effective date of your policy. The paycheck date determines the policy term to report against. The pay period start and end dates can fall outside of your policy term.

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Report Date  
01/31/2025

### Add Officers/Employees

If you will be reporting by class code (recommended for self-reporters) and you plan to exclude officer wages, select **skip this step**.

\*\*\* Important note: Premiums may not calculate correctly for employees that are not assigned. All excluded employees are assigned.

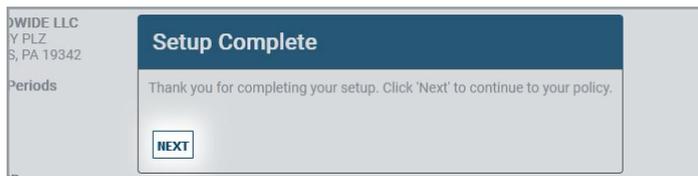
If you will be reporting by employee and you plan to upload employees when you report, you can add excluded owners/officers here. **You can also skip this step and add any employees when you report.**

**Class codes** assigned should be **six digits**.

Review and update any unassigned employees. Any unassigned employees will be included in the class code with the highest rate.

## Setup Complete

Select **Next** and you will receive an email with a summary of your account setup preferences.



## Reporting Interim Payroll

Once your check date (report date for monthly reporters) is reached, you will receive an email with a reminder to report your payroll. This email will also include helpful information and links to assist in reporting your interim payroll.

Log into [myResource](#) and select EZ-Report to report your interim payroll. Select **your company**.

If you have multiple active policies, select **the policy you wish to report**.

You can report by Employee, Class Code or upload a file.



## Review/Update the Pay Period Date Range

Review the defaulted dates of the next payroll period to report.

### Monthly Reporting:

During your policy period use the beginning and end of each month:

Period Start Range Date = First Day of the month (i.e. 3/1/24)

For your first month, use your effective date as the Period Start Date

Period End Range Date = Last day of the month (i.e. 3/31/24)

If your policy is effective between 21<sup>st</sup> – 31<sup>st</sup>, use the last day of the following month

**Reporting for each Paycheck** (weekly, biweekly, semi-monthly):

Period Start Range Date = First day of the pay cycle for the corresponding paycheck  
Period End Range Date = Last day of the pay cycle for the corresponding paycheck  
The pay period corresponding to the first payroll check date on or after your effective date often include dates before your policy effective date.

**Verify/Enter the Report Date**

**Monthly Reporting:**

The Report Date = Period End Date for monthly reporters  
The report date is generally the end of the calendar month.

**Reporting for each Paycheck** (weekly, biweekly, semi-monthly):

The report date = paycheck date (i.e. If checks are paid every other Friday, the report date would be the same as the date on the paychecks). *The first report date should be the first check date on or after the effective date of the policy and should include the entire payroll paid on that date.*

**Complete Total Wages:**

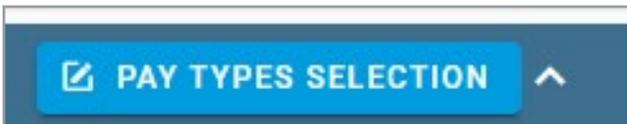
Include total gross wages earned. This total will be used to confirm wages input by class code (or employee) are complete.

**Enter Payroll:**

Input gross wages for the respective employees or class codes. We recommend summarizing by class code to reduce keying into EZ-Report.

You may include overtime in the regular wage field, omitting the OT premium or you may separate OT from regular wages and include the total wages earned in the OT 1.5X or OT 2.0X

You can update the Pay Types by selecting '**Pay Types Selection**' blue box in the upper right.



Enter total payroll amount for all class codes or employees.  
You can reference our [Workers' Compensation Payroll Inclusions/Exclusions](#) guide

### Add employees (if needed):

If you are reporting by employee and need to add any additional employees, go to **Employee Information** and select '**Assign An Employee**'



Review and update any unassigned employees. Any unassigned employees will be included in the class code with the highest rate.

**Employee Info**

Employee Name:

Employee #:

State:  ▼

Location:  ▼

Class Code:  ▼

Executive Level:  ▼

Inclusion:  ▼

Class codes assigned should be six digits.

### Review and Complete:

- Select **Fill Zeros** at the bottom to ensure all fields are complete.
- Select **Continue** and review the information entered
- Once payroll entered agrees to the total wages, **submit** the report.

Once submitted, you will receive a summary email of the payroll submitted along with a premium calculation for the payroll.

## Upload File

Upload is recommended if there is a large amount of data to report (i.e. reporting a large amount of employees).

- Complete the [basic upload file](#) to load payroll.
  - There are instructions with the payroll template.
  - You can use the basic template or one with [expanded pay](#) codes.
- Confirm that **6-digit** class codes are used for each employee. These codes can be found under Class Codes section in EZ-Report.
- Complete the file and save it.
- Go back to EZ-Report
- Select the **upload tab** and select your saved file to upload.

## View Previous Reports:

- Select **Payroll History** tab
- Click on **report** to expand detail
- Export **Report History to Excel** (bottom right)

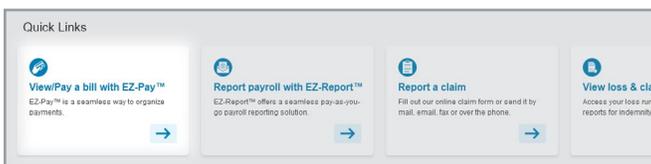
## Reverse/Delete Submitted Report:

- Select **Payroll History** tab
- Select **report to reverse/delete**
- Select **Red trash can** on the right
- Select **reason for reversal (previous) or delete (same day)**

## Making Payments

Your primary Accounts Payable contact has access to EZ-Pay, which offers flexible payment options (via [myResource](#)).

If you are the AP contact, select 'View/Pay a bill with EZ-Pay'



An Invoice will be available in EZ-Pay , two business days after payroll is submitted.  
The Accounts Payable contact enrolled in EZ-Pay will get an email once the invoice is posted.

**If you are set up on automatic payments, no action is required after reporting.** To set up automatic payments follow the steps in the “Setting up Automatic Payments” section of the [EZ-Pay Quick Start Guide](#).

To make a one-time payment immediately after reporting interim payroll, follow ‘pre-payment’ section in the [EZ-Pay Quick Start Guide](#). You can use the payroll report summary email that was emailed upon completion of the interim payroll report.

## Helpful Resources

If you have any questions, here are helpful resources:

- [EZ-Report Account Setup](#)
- [EZ-Report Quick Start Guide](#)
- [EZ-Pay Quick Start Guide](#)
- [Enroll in automatic payments](#)
- System access/contact updates: [billing@icwgroup.com](mailto:billing@icwgroup.com) or 858-350-7399
- Interim reporting: [support@smartpayllc.com](mailto:support@smartpayllc.com) or 877-905-0786
  - Chat is available in every screen of EZ-Report on the top right
- Payments: [ar@icwgroup.com](mailto:ar@icwgroup.com) 858-350-7262

## Final Audit

The interim invoice is based on the payroll you submitted. At the end of the policy period, ICW Group will conduct a [Final Audit](#) to verify the payroll and classifications reported along with a review of your operations to ensure the premium charged for your policy is accurate. The Final Audit may result in a premium adjustment.

SmartPay Solutions is a third-party service provider contracted by ICW Group to administer EZ-Report.