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## Selecting payroll reporting options

Select the activity you want (*Submit a Payroll Report* or *Manage Policy Number*) from the drop-down list and click . The system will route you to one of two paths depending on the activity you select.

<b>Activity type</b>	<b>Path</b>
Submit a Payroll Report	System displays the <i>Important BWC Information</i> splash page before moving to the <i>Payroll Period Selection</i> page
Manage Policy Number	System displays the <i>Verify Policy Number</i> page

# Important BWC Information splash page

This page displays important updates on policy changes affecting *BWC Reports* or payments. Take a moment to read the information on the splash page. This will ensure you are up-to-date on the latest news and information from BWC.

**Ohio.gov**  
So much to Discover!

WELCOME TO THE  
**STATE OF OHIO**

BWC-SPL

**Important BWC Information**

Company Name: Test, OBG  
FEIN: 31-0987654

**Semi-annual reports deadline:**

- Payroll reports and premium for the Jan. 1 to June 30 payroll period are due by Aug. 31. Payroll reports and premium for the July 1 to Dec. 31 period are due by the last day in February.

**BWC minimum payment change:**

- Effective Jan. 1, 2007, BWC changed the minimum administrative fee charged to employers who report \$0 payroll for the reporting period or those having less than \$50 in calculated premium. The new minimum administrative fee is \$50 semiannually (\$100 annually). Please be advised that you should make at least a \$50 payment even if the calculated premium due on OBG is less, or BWC will send you an invoice for the additional premium due.

**Payment information:**

- ACH debit - In order to use this method on OBG, you will need the following information:
  - Checking or savings account routing number,
  - Checking or savings bank account number.
- Credit card - Accepted credit cards are: American Express, MasterCard, and Discover. Additionally, BWC accepts VISA through its website at <http://www.ohiobwc.com>.

If you need assistance with this page, please view our [help](#).

## Instructions

- Review the information provided on the splash page.
- Click  to move to the *Payroll Period Selection* page.
- Click  to return to the *BWC Reports* page.

# Verify Policy Number

This page will appear under one of three conditions.

1. You selected *Manage Policy Number* from the *Select Activity Type* drop-down list on the *BWC Reports* page.
2. The system was unable to find a policy number associated with your company name.
3. BWC did not recognize the policy number associated with your company name.

If the system displays an incorrect policy number for your company, you may overwrite it on this page. The system will record your change and update your company profile. It will send the updated information to BWC.

The screenshot shows the Ohio.gov website interface for the 'Verify Policy Number' page. At the top, there is a red banner with the Ohio.gov logo and the text 'WELCOME TO THE STATE OF OHIO'. Below the banner, the page title 'Verify Policy Number' is displayed. The form contains the following information:

- Company Name:** Test, OBG
- FEIN:** 31-0987654
- Instruction:** Please verify or enter your **BWC Policy Number** in the box below and click Next
- Input Field:** A text box containing the number '12345678' followed by a small square icon.
- Buttons:** 'Back' and 'Next' buttons.
- Help Link:** 'If you need assistance with this page, please view our [help](#).'

## Rules

- The *BWC Policy Number* field will automatically display whatever number OBG associates with the company name listed.
- The system will conduct a validation check when you click . This check verifies that you entered the correct number and format.

## Field descriptions

Field name	Description
Company Name	Name of the company filing the report
SSN	Social Security number associated with the company filing the report
FEIN	Federal ID number associated with the company filing the report
Verify Policy Number	Displays the policy number associated with the company name listed. The system automatically inserts this number. But, you can overwrite the number if it is not accurate.
<input type="button" value="Back"/>	Returns to the <i>BWC Reports</i> page
<input type="button" value="Next"/>	Moves to the next step in the reporting process ( <i>Payroll Period Selection</i> )

## Instructions

- Review the number displayed in the *Policy Number* field.

The system automatically displays whatever number OBG associates with the company name listed. If this number is not correct, type over it with your correct policy number. You must click  for the system to update this change.

- Click  if the system displays the correct policy number. The system will move to the next step in the process (*Payroll Period Selection*).

# Submitting a Payroll Report

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Once you have selected the type of report you want to file and reviewed any important information on the splash page, you are ready to begin the payroll reporting process. This process entails:

1. Selecting the report period;
  2. Providing payroll detail information;
  3. Verifying the accuracy of the information provided.
- 

## Payroll Period Selection

This is the first step in submitting a payroll report. Use this page to choose the payroll period you want to report.

The screenshot shows the Ohio.gov BWC-PRD website. The header includes the Ohio.gov logo and 'WELCOME TO THE STATE OF OHIO'. The page title is 'Payroll Period Selection'. The company information is 'Company Name: Test, OBG' and 'FEIN: 31-0987654'. The instruction is 'Select a payroll period and click Next.' A dropdown menu for 'Select Payroll Period' is open, showing two options: '1/1/2008 - 6/30/2008' and '6/29/2004 - 6/30/2004'. There are 'Back' and 'Next' buttons and a help link.

### Rules

- The drop-down list will only display the available periods for which your company may file.

## Field descriptions

Field name	Description
Company Name	Name of the company filing the report
SSN	Social Security number associated with the company filing the report
FEIN	Federal ID number associated with the company filing the report
Payroll Report Period	A list of available payroll periods for which your company may file a report
<input type="button" value="Back"/>	Returns to the <i>BWC Reports</i> page
<input type="button" value="Next"/>	Moves to the <i>Payroll Reports/NCCI Manuals</i> page

## Instructions

- Select the payroll period you want to report from the drop-down list.
- When the report period displays in the drop-down list, click . The system will move to the *Payroll Reports/NCCI Manuals* page.

# Payroll Reports/NCCI Manuals

Use this page to record detailed payroll information for the reporting period you selected.



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**BWC-PRN**



[BWC Reports Home](#)  
[BWC Information](#)  
[Verify Policy](#)  
[Period Selection](#)  
**[Payroll Report - NCCI](#)**

## Payroll Reports NCCI Manuals

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**Company Name:** Test, OBG  
**FEIN:** 31-0987654

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**Policy Number:** 12345678  
**Payroll Period:** 1/1/2008 - 6/30/2008  
**Report Number:** 7879718

Manual Description	Number of Employees	Payroll	Rate	Premium
CONTRACTOR-PROJECT MGR, CONST EXEC, CONST MGR OR CONST SUPT	<input type="text" value="1"/>	<input type="text" value="10000"/>	0.012195	\$121.95
CARPENTRY-DETACHED ONE OR TWO FAMILY DWELLINGS	<input type="text" value="2"/>	<input type="text" value="20000"/>	0.246588	\$4,931.76
CLERICAL OFFICE EMPLOYEES NOC	<input type="text" value="3"/>	<input type="text" value="30000"/>	0.003928	\$117.84
<b>NCCI Totals</b>		<b>\$60,000.00</b>		<b>\$5,171.55</b>

Page: 1 of 1

**Premium Due:** \$5,171.55  
**Dividend:** \$0.00  
**Total Due:** \$5,171.55

If you need assistance with this page, please view our [help](#).

## Rules

- The system will load any values you have stored before it displays this page.
- The system displays one row for each manual associated with your company.
- The system displays the applicable rates and calculates the *Premium* fields. You cannot edit these fields.
- The system displays up to 25 manuals per page. It will add pages if your company has more than 25 manuals.
- The system will convert any entry fields you leave blank to zero.
- The *Payroll* amount can be zero.

## Field descriptions

Field name	Description
Company Name	Name of the company filing the report
SSN	Social Security number associated with the company filing the report
FEIN	Federal ID number associated with the company filing the report
Policy Number	The policy number of the company filing this report
Payroll Period	The reporting period for this report
Report Number	A number the system assigns to your report
Manual Description	A number and brief description that identify each job type
Number of Employees	The number of employees to whom a manual description applies
Payroll	The dollar amount for each manual description. This number must be greater than or equal to zero, and must be greater than the minimum amount for the manual description code.
Rate	The rate assigned to the manual description code. The system automatically inserts this number.
Premium	Payroll amount times the <i>Rate</i> . The system calculates this figure.
Premium Due	Sum of the <i>Premium</i> column. The system calculates this figure.
Dividend	<i>Premium Due</i> times the sum of one minus the <i>Dividend Rate</i> . The system calculates this figure.
Total Due	The greater of these: (1) <i>Premium Due</i> minus <i>Dividend</i> ; or (2) the minimum <i>Payment Due</i> . The system calculates this figure.
<input type="button" value="Back"/>	Returns to the <i>BWC Reports</i> page
<input type="button" value="Next"/>	Moves to the <i>Payroll Report Verification</i> page

## Instructions

As the system loads the *Payroll Reports/NCCI Manuals* page, it will automatically display the rows of manual descriptions associated with the policy number listed.

- Enter the *Number of Employees* for each *Manual Description* row. If no employees fit a particular *Manual Description*, enter zero in that row.
- Enter the *Payroll* amount for each *Manual Description* row. If no employees fit a particular *Manual Description*, enter zero in that row.
- Once you have entered all the information and checked that it is correct, you can either: (1) click  to move to the next step in the process (*Payroll Report Verification* page); or (2) click  to return to the *BWC Reports* page and finish filing your payroll report at another time.

# Payroll Report Verification

This page summarizes report information for the policy number listed. In addition, you must enter the amount you wish to pay and provide signature information.



BWC-PRV



- [BWC Reports Home](#)
- [BWC Information](#)
- [Verify Policy](#)
- [Period Selection](#)
- [Payroll Report](#)
- [Report Verification](#)

## Payroll Report Verification

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**Company Name:** Test, OBG  
**FEIN:** 31-0987654

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**Policy Number:** 12345678  
**Payroll Period:** 1/1/2008 - 6/30/2008  
**Report Number:** 7879718

NCCI Manuals

Manual Description	Employees	Payroll	Rate	Premium
CONTRACTOR-PROJECT MGR, CONST EXEC, CONST MGR OR CONST SUPT	1	\$10,000.00	0.012195	\$121.95
CARPENTRY-DETACHED ONE OR TWO FAMILY DWELLINGS	2	\$20,000.00	0.246588	\$4,931.76
CLERICAL OFFICE EMPLOYEES NOC	3	\$30,000.00	0.003928	\$117.84
<b>NCCI Totals</b>		<b>\$60,000.00</b>		<b>\$5,171.55</b>

**Premium Due:** \$5,171.55  
**Dividend:** \$0.00  
**Total Due:** \$5,171.55

**Payment Amount:**

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**Responsible Party:** Shawn Doe  
**Job Title:** Tester  
**Date:** 6/1/2009  
**Your Initials:**

If you need assistance with this page, please view our [help](#).

## Rules

- The system automatically inserts the report detail information appearing in the table. You cannot edit the table.
- The system automatically loads the *Responsible Party*, *Job Title* and *Date* fields with information OBG associates with the username and password you used to log into the system. Call the Help Desk if this information is NOT correct.
- The *Payment Amount* will default to the *Amount Due* or *Minimum Amount* — whichever is greater.

## Field descriptions

Field name	Description
Company Name	Name of the company filing the report
SSN	Social Security number associated with the company filing the report
FEIN	Federal ID number associated with the company filing the report
Policy Number	The policy number of the company filing this report
Payroll Period	The reporting period for this report
Report Number	A number the system assigns to your report
Manual Description	A number and brief description that identify each job type
Number of Employees	The number of employees to whom a manual description applies
Payroll	The dollar amount for each manual description. This number must be greater than or equal to zero, and must be greater than the minimum amount for the manual description code.
Rate	The rate assigned to the manual description code. The system automatically inserts this number.
Premium	Payroll amount times the <i>Rate</i> . The system calculates this figure.
Premium Due	Sum of the <i>Premium</i> column. The system calculates this figure.
Dividend	<i>Premium Due</i> times the sum of one minus the <i>Dividend Rate</i> . The system calculates this figure.
Total Due	The greater of these: (1) <i>Premium Due</i> minus <i>Dividend</i> ; or (2) the minimum <i>Payment Due</i> . The system calculates this figure.
Payment Amount	The amount you intend to pay when you file this report.
Responsible Party (First and Last Name)	The first and last name of the responsible party. The system will automatically load this information using the username and password you entered when you logged into OBG.
Job Title	The job title of the responsible party. The system will automatically load this information using the username and password you entered when you logged into OBG.
Date	The current date. The system will automatically load this information.
Your Initials	Initials of person completing the information
<a href="#">Back</a>	Returns to the <i>Payroll Reports/NCCI Manuals</i>

Field name	Description
<input type="button" value="Next"/>	Moves to the <i>BWC Reports</i>

## Instructions

- Review the information displayed on the *Payroll Report Verification* page.

If it is not correct, click  to return to the *Payroll Reports/NCCI Manuals* page to change the information.

- The payment amount defaults to the amount due or minimum amount, whichever is greater. If you want to pay a different amount, enter the *Payment Amount* in the field provided. Do NOT enter the dollar sign or any commas. (Example: If you want to pay \$2,532.69, simply enter 2532.69 — without including the dollar sign or a comma.)
- Enter *Your Initials* in the field provided. This is for the initials of the person filling out the information, which may not be the same as that of the *Responsible Party*.
- When all the information is complete, click . The system will return to the *BWC Reports* page.

