



Payroll & Preclaim Training Follow-up

May 12 & 13, 2021

The following question was asked after training had ended.

Q: Do I need to send in the payroll worksheets for workers who are paid solely from local funds? I was told at one time I needed to do that and mark them “Worker’s Comp Only.”

A: Yes, please send in any payroll worksheets you complete for any district employees. If they are paid solely from local funds, the worksheets should be marked as “Worker’s Comp Only.” Please mail these worksheets with your regular claim.

Why: Any wages paid to an employee of the District, no matter whether paid from OCC reimbursable funds or from local funds only, must be reported for worker’s compensation records. In the event the employee is injured on the job, the wages reported will be used to determine worker’s comp benefits, if applicable.