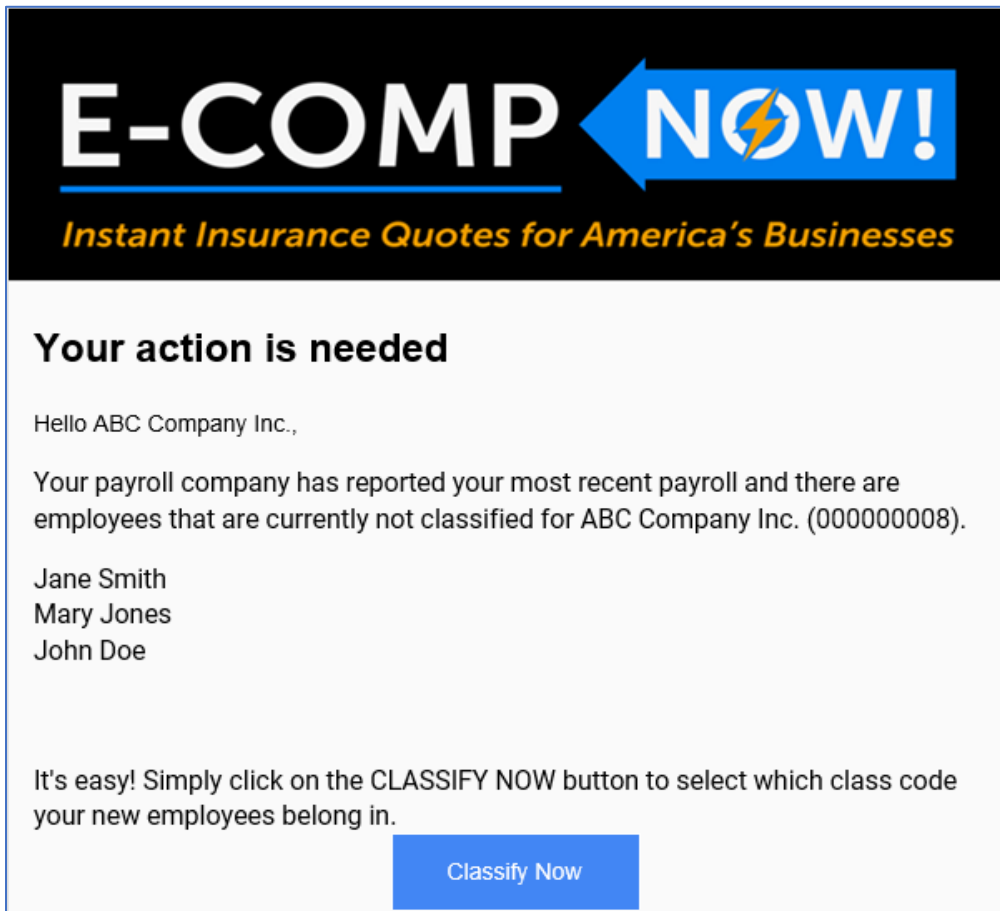# New Employee Classification Assignment

Workers Compensation Codes are a complicated compilation of job definitions designed to accurately identify various workplace exposures. Each specific job classification is assigned a four-digit number which is then used throughout the workers compensation system. These systems of codes are known as classification codes. Classification codes are a primary part of the workers compensation pricing mechanism. Each workers' comp code has its own rate for the purpose of calculating premium on a policy. Proper classification of your business can save thousands of dollars in the workers comp premium paid.

Instructions:

1. Upon receipt of a new employee's payroll, our system will send an email to the primary billing contact, listing the new employees' names and including a Classify Now link.

2. After clicking the Classify Now button, a page will open, displaying the unclassified employees' names and a dropdown of the available class codes on the policy. Simply select the appropriate classification then click Submit Assignments

ABC Company Inc.
Unclassified Employees (3)

Please select and verify the class code assignments below. If you have any questions or comments, please contact us at 888-493-2667 or email us.

Policy Number	Employee	Class Codes
WWC1234567	John Doe	8742 - CA (Outside Sales/ Consulting)
WWC1234567	Mary Jones	8810 - CA (Clerical- Office Only Employees)
WWC1234567	Jane Smith	

8742 - CA (Outside Sales/ Consulting)
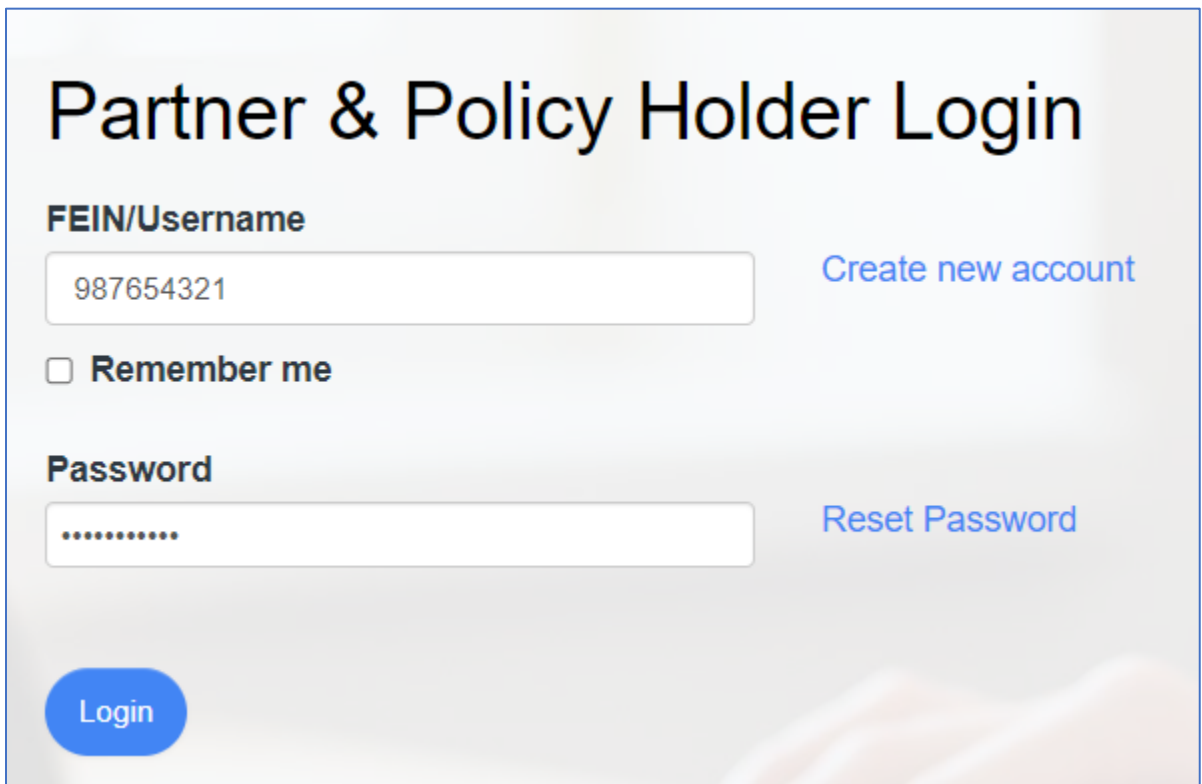8810 - CA (Clerical- Office Only Employees)

Submit Assignments

3. After a few moments, the system will display a message indicating the classification assignments were processed successfully and return you to our login page.

3 class code updates processed

Existing Employee Reclassification

1. Begin by navigating to our login page, HERE

2. Enter your FEIN (without the dash) and password information, then click Login

Partner & Policy Holder Login

FEIN/Username

987654321   Create new account

☐ **Remember me**

Password

•••••••••••   Reset Password

Login

3. Once logged in, navigate to the Employee & Classifications area located at the top of the page

| Home | Billing | Employees & Classifications | Audit Reports | Banking/EFT | My Profile |
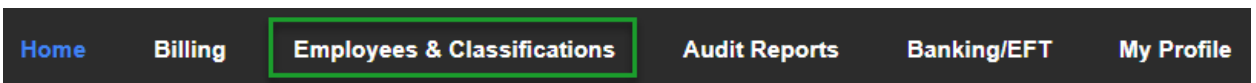
4. From this page, you'll have the ability to easily adjust an employee's classification assignment using the Class Code Assignment dropdown.

Please select and verify class code assignments below.

First Name	Last Name	Class Code Assignment
John	Doe	8742 - Outside Sales/ Consulting - CA
Mary	Jones	8810 - Clerical- Office Only Employees - CA
Jane	Smith	8810 - Clerical- Office Only Employees - CA

8742 - Outside Sales/ Consulting - CA
8810 - Clerical- Office Only Employees - CA

Review and Confirm Class Code Settings

5. Once all adjustments have been made, simply click the Review and Confirm Class Code Settings button to lock in the new selections. Once processed, you'll receive confirmation the updates were processed

☑

Thank you for taking the time to provide us with this valuable information!

6. Our system will also send a quick email detailing the changes that were made

Class Code Summary

Hello,

Thank you for taking the time to review and update ABC Company Inc.'s employee class codes. Please note the changes that have been made below.

Updates to employee classifications:

First Name	Last Name	Default Class Code
Jane	Smith	8742 - Outside Sales/ Consulting