

## Worker's Compensation Insurance Letter

INS #	442
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Program	Claims Management
Type	Process
Replaces	None



State of Wisconsin  
Department of Workforce Development

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**To:** Worker's Compensation Insurance Claims Administrators  
**From:** Judy Norman-Nunnery, Division Administrator  
**Subject:** Wage Information Compliance

**Purpose:** To remind claims administrators of the compliance requirement for submission of wage information, to announce improved wage record keeping and to encourage electronic wage reporting.

**Background:** Wage information is required by administrative rule:

**DWD 80.02 (2): Self-Insured Employers and Insurance Companies: ...**, for injuries under sub (1)(a) self-insured employers and insurance companies shall submit all of the following reports to the department : ...,  
(b) A supplementary report with the information required by form WKC-13 on or before the 30<sup>th</sup> day following the day on which the injury in par. (a) occurred  
(c ) The wage information required by form WKC-13A if the wage is less than the maximum wage as defined by s. 102.11(1), Stats. The WKC-13 required in par. (b) and the WKC-13-A shall be submitted together, except that if the wage information required by form WKC-13-A is not available at the time the WKC-13 is submitted, the insurance carrier or self-insured employer shall estimate on the WKC-13 the date by which the WKC-13-A will be submitted.

To ensure correct indemnity payments, the Worker's Compensation Division monitors compliance with this rule routinely and investigates wage reports for accuracy. The Division has recently modified its electronic record keeping system to record and ensure timely receipt of all required submissions of the Wage Information Supplement, form WKC-13-A, and expected dates. It also electronically images all wage information submitted on paper forms.

Earlier this year, the Division enhanced the Insurers' Pending Reports to accommodate electronic submission of the wage reports. Many claims administrators now use the Insurers' Pending Reports for this purpose and it is working effectively.

The Insurers' Pending Reports has been enhanced, effective January 4, 2003, to reflect not only those claims that are under wage investigation, but also to show which claims require wage information supplemental reports and when the reports are due within the above rule. It is important for claims administrators to either submit the actual report or provide an estimated date it will be submitted. Failure to do this may result in a \$100 forfeiture under s.102.35(1), Stats.

**Action Requested:** Submit wage information in accordance with the rule. Use the Insurers Pending Reports for electronic submissions of First Injury reports, Supplemental reports including the TPD worksheet and wage reports at: [http://www.dwd.state.wi.us/wc/insurance/pending\\_rpts.htm](http://www.dwd.state.wi.us/wc/insurance/pending_rpts.htm)

**Inquiries:** If you have any questions, please contact us at (608) 266-1340.

**Enclosures and References:** None