



IN THE BUSINESS OF YOUR SUCCESSSM

Pay-by-Pay[®] Premium Payment Report

VIEW CRITICAL DATA / BE PREPARED COME AUDIT TIME / SAVE TIME & EFFORT

In addition to enjoying the benefits of ADP's Pay-by-Pay Premium Payment Program, we'd like you to enjoy the peace of mind that detailed reporting offers. The Pay-by-Pay Premium Payment Report is a convenient management report that will be automatically emailed to you at no additional cost, each time you run payroll.*

01 Policy Information: Identifies your Policy Number, Insurance Carrier and the Policy Period.

02 Employee Detail: Provides information on employee including name, number, status, class code, state in which the employee is working.

03 Current Payroll Wage Information: This section displays all of the employee's earnings, and what is subject to and excluded from workers' compensation premium calculation.

04 Current Payroll Rate and Premium: A simple calculation of the current subject wages multiplied by the rate for the class code for this payroll.

05 Other Charges: Lists additional payments other than employee-level premium. Such payments may include state assessments, surcharges, or taxes included on your Policy Information page.

06 Total Charges This Period: Highlights the total premium that will be debited from the employer's bank account.

07 Employee Status Legend: Describes the value listed in the Employee Status column and what it means.

08 Date of Payroll: Identifies the payroll period covered by the report, and the check date the check was produced.

Employee Information			Current Payroll Wage Information						Current Payroll Rate and Premium		Policy YTD Information		
File #	Employee Name/ Adjustment Description	Status	Regular Wages	Overtime Wages	Total Wages	Excluded Overtime Wages	Excluded Other++	Subject Wages	Rate	Premium	Policy YTD Subject Wages	Policy YTD Premium	
California - 8742													
000999004	CRUZ, MARIA	L	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.89%	8.90	8,000.00	71.20	
000999005	LU, GREG	*	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	0.89%	17.80	9,000.00	80.10	
000999006	TORELLI, ANN		2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	0.89%	17.80	9,000.00	80.10	
Total: California 8742			5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	0.89%	44.50	26,000.00	231.40	
New Jersey - 8810													
000999008	JONES, MARY	*	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00	0.67%	0.00	7,000.00	46.90	
000999009	KLIEN, STEVE		2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	0.67%	13.40	9,000.00	60.30	
000999013	STEWART, MILES		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.67%	6.70	1,000.00	6.70	
000999007	ANDERSON, JIM	T									7,000.00	46.90	
Total: New Jersey 8810			4,000.00	0.00	4,000.00	0.00	1,000.00	3,000.00	0.67%	36.87	24,000.00	177.57	
Employee Premium Total:			9,000.00	0.00	9,000.00	0.00	1,000.00	8,000.00		81.37	50,000.00	408.97	
05 OTHER CHARGES													
Description	Subject Wages	Amount	Policy YTD Subject Wages	Policy YTD Amount									
CA-SWCAS-WC Administrative Surcharge		975.00		975.00									
Other Charges Total:	0.00	975.00	0.00	975.00									
Total Charges This Payroll:	9,000.00	0.00	9,000.00	0.00	1,000.00	8,000.00	06	1,056.37			50,000.00	1,383.97	
Legend: (*) owner or officer, (T) Terminated, (L) Leave of Absence, (D) Deceased. Blank indicates an active employee.													
Client: QA/NC5 ACME SUPPLIES CO			Pay-by-Pay[®] Premium Report					08 Period Covered: 11/16/2010 - 11/22/2010 Check Date: 11/24/2010		Week: 47 Batch: 3069 Quarter: 4 Page: 1 of 3			

* Page 1 of the report will always show employee level activity for this payroll / current payroll.

See page 2 for additional features >

PAY-BY-PAY PREMIUM PAYMENT REPORT

The second section of your Pay-by-Pay Premium Payment Report will include a Monthly Summary and a Policy Year-to-Date Summary of activity for the policy. This page will always be sent in addition to the first section, which shows current payroll information.

The Monthly and Policy YTD summaries are meant to provide a quick snap-shot of payments for the month and fiscal year of your policy. It can be useful in helping your business track expenses by month and also provides the YTD figures that can be used for the final audit of your policy by your insurance carrier.

09 Monthly Summary: This section shows, and class code,

10 Wage Information: This describes wage information used to determine subject wages for premium calculation purposes.

11 Policy YTD Summary: This section shows class code, wages and premium activity for the calendar year-to-date.

12 Check Date: Identifies the payroll period on which the current premium is calculated.

ADP Insurance Services		Policy Number: PWXONJ007		Insurance Carrier: Ansur America		Policy Period: 02/01/2010 - 02/01/2011		
09	Monthly Summary - November 2010							10
Classification Code	Regular Wages	Overtime Wages	Total Wages	Excluded Overtime Wages	Excluded Other	Subject Wages	Premium	
California - 8742	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	44.50	
Total for State - California	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	44.50	
New Jersey - 8810	4,000.00	0.00	4,000.00	0.00	1,000.00	3,000.00	36.87	
Total for State - New Jersey	4,000.00	0.00	4,000.00	0.00	1,000.00	3,000.00	36.87	
Other Charges:								
CA-SWCAS-WC Administrative Surcharge						0.00	975.00	
Month to Date Totals:	9,000.00	0.00	9,000.00	0.00	1,000.00	8,000.00	1,056.37	
11	Policy YTD Summary							
Classification Code	Regular Wages	Overtime Wages	Total Wages	Excluded Overtime Wages	Excluded Other	Subject Wages	Premium	
California - 8742	26,000.00	0.00	26,000.00	0.00	0.00	26,000.00	231.40	
Total for State - California	26,000.00	0.00	26,000.00	0.00	0.00	26,000.00	231.40	
New Jersey - 8810	25,000.00	0.00	25,000.00	0.00	1,000.00	24,000.00	177.57	
Total for State - New Jersey	25,000.00	0.00	25,000.00	0.00	1,000.00	24,000.00	177.57	
Other Charges:								
CA-SWCAS-WC Administrative Surcharge						0.00	975.00	
Policy YTD Totals:	51,000.00	0.00	51,000.00	0.00	1,000.00	50,000.00	1,383.97	
<small>Legend: (*) owner or officer, (T) Terminated, (L) Leave of Absence, (D) Deceased. Blank indicates an active employee.</small>								
Client:QA/NC5 ACME SUPPLIES CO		Pay-by-Pay® Premium Report			12	Period Covered: 11/16/2010 - 11/22/2010 Check Date: 11/24/2010	Week: 47 Batch: 3069 Quarter: 4 Page: 2 of 3	

See page 3 for additional features >

PAY-BY-PAY PREMIUM PAYMENT REPORT

The last page of your Pay-by-Pay Premium Payment Report might include a sub-category called Employee Catch-Up Detail. This report will print with your normal Pay-by-Pay Premium Payment Report when and if 'Catch-Up' is processed by ADP. Catch-Up premium is calculated when the effective date of your Workers' Compensation Policy is before you joined ADP's Pay-by-Pay Premium Payment Program.

ADP calculates what premium should have been collected for each employee subject to coverage. ADP collects that 'Catch-Up Premium' in one or several payments depending on the carrier. ADP does this to help minimize audit impact at the end of your policy term.

13 Employee Catch-Up Detail: Catch-up is the amount of premium that needs to be collected when a payroll(s) are missed and premium was not collected for the missed check date(s). Catch-up premium needs to be collected to minimize the amount due at final audit.

14 Check Date: Identifies the check date on which missed premium is calculated and collected.

15 Net Rate: The net rate takes into account any credits and/or debits that apply to premium and modifies the class

code basis rates. The net rate will show a percentage on your Pay-by-Pay Premium Payment Report used to calculate premium based on actual payrolls.

16 Number of Payments: Shows the total number of payments over which the catch-up premium will be divided.

17 Contact Information: Displays the contact information for ADP Insurance Services, for the carrier and for claims reporting.

File #	Employee Name	Status	Period Covered	Check Date	Subject Wages	Net Rate	Premium	Number of Payments	
13 Employee Catch Up Detail									
New Jersey - 8810									
000999007	ANDERSON,JIM	T	11/16/2010 - 11/22/2010	11/24/2010	225.00	.67 %	1.51	1	
000999008	JONES,MARY		11/16/2010 - 11/22/2010	11/24/2010	1,523.00	.67 %	10.20	1	
000999009	KLIEN,STEVE		11/16/2010 - 11/22/2010	11/24/2010	755.00	.67 %	5.06	1	
Total Employee Catch Up for New Jersey - 8810						2,503.00	.67 %	16.77	
Total Employee Catch Up for New Jersey						2,503.00		16.77	
Total Employee Catch Up						2,503.00		16.77	
17 Contact Information:									
ADP Insurance Services: (800)524-7024 Ext: 8899									
Ansur America: (999)555-9999 Ext: 999									
Claims: (999)555-1212 Ext: 888									
Notes:									
++ Please contact ADP Insurance Services if you need to make any additions or changes to your Worker's Compensation Policy.									
The premium portion of overtime wages in the state of California is not subject to workers' compensation premium.									
<i>This report contains Pay-by-Pay program information provided to you by ADP Insurance Services. All insurance information/data is provided through Automatic Data Processing Insurance Agency, Inc.</i>									
<small>Legend: (O) owner or officer, (T) Terminated, (L) Leave of Absence, (D) Deceased. Blank indicates an active employee.</small>									
Client:QA/NC5 ACME SUPPLIES CO			Period Covered: 11/16/2010 - 11/22/2010			Week: 47			
			Check Date: 11/24/2010			Batch: 3069			
						Quarter: 4			
						Page: 3 of 3			

This material covers the Pay-by-Pay payroll feature of ADP's payroll processing services and does not involve the offer or sale of any insurance product. All insurance products will be offered and sold through Automatic Data Processing Insurance Agency, Inc., its licensed agents or licensed partners. CA License #0D04044.

*The Pay-by-Pay Premium Payment Report contains confidential employee payroll information. It is emailed only to the contact you have provided for workers' compensation. The contact you have identified may be changed at any time by calling ADP Insurance Services customer service center at 1-800-524-7024 from 8:00a.m.-8:00p.m. [EST].

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