

Online Monthly Reporting for PEOs

A step-by-step guide

BWC has transitioned to a prospective billing system that provides more flexibility for private employers while reducing overall systems cost. This transition also brings changes to the way professional employer organizations (PEOs) report payroll to BWC. BWC requires PEOs to report actual payroll and pay premium on a monthly basis. Each month, the PEO

must report the actual amount of payroll for the previous month online by the 15th. Failure to do so will cause a lapse in coverage and possible revocation of the PEO registration. BWC has a designated service offering on www.bwc.ohio.gov strictly for PEOs to report payroll and pay premium monthly.

The screenshot shows the Ohio Bureau of Workers' Compensation website. At the top, there is a search bar and social media icons for Twitter, YouTube, and Facebook. The navigation menu includes: HOME, WORKERS, EMPLOYERS, SAFETY SERVICES, MEDICAL PROVIDERS, BWC, and CONTACT US. A green arrow points to the 'BWC' menu item. Below the navigation menu, there is a section for 'Private employers' with a 'Prospective billing' link. To the right, there is a banner for 'FREE webinars for private employers!' and an 'E-account logon' section with fields for 'User ID' and 'Password', a 'Sign on' button, and links for 'Create e-account', 'Problems logging on?', and 'Lost password?'. Below the banner, there is a 'Quick links' section with icons for 'File a claim', 'Apply for coverage', 'View claim documents', 'Report & pay', and 'Media & marketing'. At the bottom, there is a video player showing 'Ohio BWC Administrator Steve Buehrer' and a 'Resources' section with links for 'About us', 'Update communications profile', 'Help', 'Locate a service office', 'Report fraud', 'Injured Workers' Rights', 'Contact Ombuds Office', 'Privacy', 'Industrial Commission of Ohio', and 'Download forms or publications'.

To access this service offering, visit www.bwc.ohio.gov. From the home page, log on using an established e-account.

BWC's website - www.bwc.ohio.gov

Useful info is just a click away

The screenshot shows the 'My policy' page for an employer. The page is titled 'OhioBWC - Employer - Service: My policy'. It features a left-hand navigation menu with categories like 'Accident/Injury Info', 'Billing', 'Claim Costs/Reserves', 'Claim Info', 'Claim Payment', 'Claim Reference Info', 'Communications profile', 'Custom Services', 'Payroll/Premium', 'Rates', 'Policy Management', 'Programs', 'Safety Services', 'Self-Insured', 'State fund guide', 'Forms', and 'Section Map'. The main content area is divided into several sections: 'Company information' (Policy number 12345, update button), 'Account balance' (*Total balance: \$0.00, make payment, report & pay buttons), 'Coverage status' (ACTIVE, reprint certificate, request to cancel buttons), 'Rating plan information' (Policy year 2015 EM 0 95, claim costs, Total costs paid for experience period: \$236.68), 'Claim history' (table with columns for Claim, Date of injury, and Claim status), 'Program/Plan information' (No programs found, eligibility look-up button), and 'Important dates' (Jun 30 Deadline for OCP education requirement, Jun 30 Deadline for Safety Council Program participation requirements, Jun 30 Payroll reports mailed). At the bottom, there are links for 'About us', 'Update communications profile', 'Locate a service office', 'Report fraud', 'Contact Ombuds Office', 'Download forms or publications', 'Help', 'Injured Workers' Rights', 'Privacy', and 'Site map'.

My policy

Once logged in, the My Policy page will appear. Using the left side menu, select Payroll/Premium, and a dropdown menu will appear.

The screenshot shows the 'Featured Links' page on the Ohio BWC website. The page has a similar layout to the 'My policy' page, with a left-hand navigation menu and a main content area. The main content area is divided into several sections: 'Featured Links' (NEW Successorship liability, Prospective billing, Destination Excellence, Info for oil & gas employers), 'Policy Information' (Coverage certificate reprint, Coverage history, Demographic information, My policy), 'Safety Services' (Consulting services, Training courses, Online tools and resources, Safety councils), 'Programs' (Great Ohio Incentive Program, Drug-Free Safety Program, Program Discount, Compatibility, Deductible Program), and 'Financial Information' (NEW Premium installment schedule, Make payment, Report & pay, Payroll reporting info). At the bottom, there are two buttons: 'Private employers: Sign up for a FREE prospective billing webinar' and 'Notice: New lockbox address for overnight payments'.

Payroll/Premium

Under the Payroll/Premium dropdown, select Report & pay – PEOs.

The screenshot shows the 'PEO Payroll report' page on the Ohio BWC website. The page has a similar layout to the previous screenshots, with a left-hand navigation menu and a main content area. The main content area is titled 'PEO Payroll report - Reporting period window will display'. It features a dropdown menu for 'Payroll Period' with the value '07/01/2015 - 07/31/2015'. Below the dropdown, there is a 'previous' button and a 'next' button. The page also includes a search bar and a 'log off' button in the top right corner.

PEO Payroll report

The PEO Payroll report – Reporting period window will display. The periods will be monthly and will only display the month available. You cannot alter previously reported payroll online. To make adjustments, you must contact BWC's PEO unit.

Select the appropriate payroll period to report, and click next.

BWC's website - www.bwc.ohio.gov

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Employer: OhioBWC - Employer - Service: (PBO Payroll reports) - Payroll entry Policy #: 12562932

Payroll Reporting Period: 07/01/2015 - 07/31/2015
Payroll report number: 12562932

Manual description	Number of employees	Payroll	Rate	Premium
9742 RN SALESPERSONS OR COLLECTORS - OUTSIDE	<input type="text"/>	<input type="text"/>	0.002908	\$0.00
8810 RN CLERICAL OFFICE EMPLOYEES NOC	<input type="text"/>	<input type="text"/>	0.001761	\$0.00
8888 RN COLLEGE PROFESSIONAL EMPLOYEES & CLERICAL	<input type="text"/>	<input type="text"/>	0.005201	\$0.00
8871 RN CLERICAL TELECOMMUTER EMPLOYEES	<input type="text"/>	<input type="text"/>	0.001991	\$0.00

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previous next

Verify manual classifications

Prior to entering payroll, scroll through to ensure all of the required manual classifications are available. If you need to add manual classifications, you must contact BWC's PEO unit before proceeding. Enter the number of employees and the total payroll amount for the previous month by manual classification. Then, click next. The system will calculate a premium amount once you have entered the payroll amount.

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Employer: OhioBWC - Employer - Service: (PBO Payroll reports) - Verification Policy #: 12562932

Payroll summary

Reporting period
Payroll Reporting Period: 07/01/2015 - 07/31/2015
Payroll report number: 12562932

NCCI manuals

Manual description	Number of employees	Payroll	Rate	Premium
9742 RN SALESPERSONS OR COLLECTORS - OUTSIDE	0	\$0.00	0.002908	\$0.00
8810 RN CLERICAL OFFICE EMPLOYEES NOC	0	\$0.00	0.001761	\$0.00
8888 RN COLLEGE PROFESSIONAL EMPLOYEES & CLERICAL	0	\$0.00	0.005201	\$0.00
8871 RN CLERICAL TELECOMMUTER EMPLOYEES	0	\$0.00	0.001991	\$0.00

Premium

Total premium	\$0.00
Minimum Administrative Cost	\$10.00
Transition Credit	(\$10.00)
Amount due	\$0.00

submit

previous

Verify information

Verify payroll information and click submit if correct. If you need to adjust payroll, click previous to return to the entry page.

BWC's website - www.bwc.ohio.gov

Useful info is just a click away



E-signature

Next, an E-signature page will display. Enter your initials, and select I agree.



Confirmation

The final page is your confirmation.