

# compUpdate

## More features added to IdahoSIF.org

We've made some changes on our web site. If you are a registered user, now you can:

- Navigate to any screen using Quick Links on the toolbar.
- Generate loss runs on your computer to view or print instantly.
- Submit First Report of Injury forms via a secure connection (SSL).

If you haven't registered yet, it is easy to do. You will need a Personal Identification Number (PIN), a valid user name, a password and a policy number to gain access to our secure area. Forms and instructions for requesting a PIN and a user name are on the web site. Just click on the "How to register" link on our home page and follow the instructions.

### Generate loss runs

You can now generate loss runs to view on your computer screen. You can print or save the loss runs or export the file to Excel or a similar spreadsheet program. To generate loss runs, select "Loss Run Report" from the Quick Link menu. Fill in the form and select "Generate Report". The loss runs will display on your screen momentarily.

To print the report, select "Export this report to PDF". When the *File Download* dialog box appears, click Open. A PDF version of the report will appear on your screen for you to print or save.

To export the data to a spreadsheet program, select "Export this report to Excel (or similar program)."

### Upload a First Report of Injury

You can upload a completed First Report of Injury (FROI) directly to SIF using a Secure Sockets Layer connection. This allows you to submit a FROI without e-mailing it as an attachment. To upload a FROI choose "Upload a completed FROI" from our home page or select "Submit First Report of Injury (secure)" from the drop down menu in Quick Links. Use the browser window provided to locate your saved FROI form and then select **Secure Submit** to send the form to us.



### Using Quick Links

To move between screens, use the Quick Links option located on the right side of the blue tool bar near the top of each screen. When you mouse over the words "Quick Links" a drop down menu will appear. Select the screen you want to navigate to by clicking on the description of the screen in the drop down menu.

### Info available on web

Policy details including policy anniversary date, estimated annual premium, outstanding payroll reports, policy status, deposit amount and payroll plan, contact information for SIF team members; current rating details including class codes and rates by location, estimated payroll by class code and location; financial transactions including payroll received, payment received, payroll revision; Report of Claims including total medical and compensation payments made; Loss Experience Analysis Report (LEAR), which includes premium and loss information for the current policy year and up to five past policy years.

# Requesting Certificates of Insurance

A Certificate of Insurance issued by the Fund certifies to a third party that you have a workers compensation insurance policy and that the State Insurance Fund will endeavor to notify the certificate holder if your policy is cancelled.

## To request a certificate to be issued to a third party

Policyholders or their agent of record can make a request for a Certificate of Insurance to be issued to a third party. In order to issue the certificate the State Insurance Fund must have the following information:

- Your policy number.
- Your name and title.
- Name and address of the person or business to receive the certificate (certificate holder).
- If the request is urgent, the fax number of the person or business to receive the certificate.
- Name or number of any special job reference you would like to have included on the certificate.

There are several ways to request a Certificate of Insurance. Be sure to have all of the above information available before you make your request.

**E-mail:** [Certificate@IdahoSIF.org](mailto:Certificate@IdahoSIF.org)

**Fax:** 208-334-3254

**Call:** 208-332-2138, Boise area; 888-253-0149, outside the Boise area; 208-332-2375, 24-hour voice mail.

## Requesting certificates from contractors

If you have a contractor doing work for you, you should always ask them to provide a Certificate of Insurance **before** they begin work. If the State Insurance Fund insures the subcontractor, and they request us to issue a certificate, we will mail or fax it directly to you as the certificate holder (the business to whom the certificate is issued). We will also endeavor to notify certificate holders if the policy cancels.

Key areas on a Certificate of Insurance:

- The certificate must be for workers compensation in-

## Check online for coverage

Anyone can now check to see if a business has a workers compensation policy by going to the Industrial Commission's web site at [www.iic.idaho.gov](http://www.iic.idaho.gov). Click on the "Employer Coverage Verification" link on the right side of the home page.

You can search by business name or Federal Employer Identification Number. If the business has coverage, you can learn the business' address, policy number and insurance provider.

The Industrial Commission has a disclaimer, however, that there may be discrepancies in information provided due to causes outside the control of the commission such as reporting/recording delays or inaccuracies. The commission also points out that not being able to find an employer through use of its search engine doesn't necessarily mean that coverage does not exist. If you need assistance, you can contact the Employer Compliance Division at 208-334-6000.

The best way to ensure that a business does indeed have coverage is to obtain a Certificate of Insurance.

urance and list a policy number and insurance company.

- The certificate must be in the name of the contractor who is performing services for your business or the amount paid to the contractor could be included in premium on future audits.
- The policy dates must be for the time period the service is being performed and payment for services made.
- Keep these certificates for at least three years after the service is completed for future audits.
- Your business must be the named Certificate Holder.

If you have any questions regarding Certificates of Insurance, please call your agent, underwriter or the Premium Audit Department at (208) 332-2150.

## You only need to send it once!

Need to send us a payment, a payroll report, a claim form, or other correspondence? If you do, you only need to send it once.

That means:

- If you mail it, you don't need to e-mail it or fax it also.
- If you e-mail it, you don't need to mail it or fax it also.
- If you fax it, you don't need to mail it or e-mail it.

Sending the same document twice could result in confusion. For example, sending a First Report of Injury by mail, then faxing it, could result in one claim being registered as two claims.

When sending a payment, please use the coupon provided or make sure your policy number is on the check. It is a good idea to use your policy number on all correspondence sent to the Fund.

## E-mail addresses

Certificate requests:  
**Certificates@IdahoSIF.org**

File a claim:  
**ReportClaim@IdahoSIF.org**

Submit an application:  
**PolicyApplications@IdahoSIF.org**

Questions about a form, instructions, or any difficulties downloading a form:  
**Forms@IdahoSIF.org**

# What is gross payroll?

That's perhaps the most frequently asked question we receive at the State Insurance Fund.

Gross payroll is the payroll paid to your workers before any deductions. This includes any benefit plans such as 401(k) and cafeteria-style plans. Gross payroll includes cash payments. Gross payroll may be designated as wages, salary, bonuses, commissions, profit sharing or substitutes for money. Some substitutes for money may be goods, board and lodging, working out a debt, etc., for which the reasonable cash value of the non-cash payments would be considered wages.

Payments may be paid on an hourly, daily, weekly, monthly, yearly, or other frequency. Gross payment may be earned on a job-by-job basis, commission basis, piecework, or straight salary. All wages paid are to be included in the payroll report and audit. Start with gross payroll and subtract those wages as indicated as excluded to arrive at the subject payroll to be reported.

Current National Council on Compensation Insurance (NCCI) rules describe what is to be included and excluded as remuneration:

## Inclusions

- a. Wages or salaries including retroactive wages or salaries;
- b. Total cash received by employees for commissions and draws against commissions;
- c. Bonuses including stock bonus plans;
- d. Extra pay for overtime work (*reportable at straight time wage*);
- e. Pay for holidays, vacations, or periods of sickness;
- f. Payment by an employer of amounts otherwise required by law to be paid by employees to statutory insurance or pension plans, such as the Federal Social Security Act;
- g. Payment to employees on any basis other than time worked, such as piecework, profit sharing, or incentive plans;
- h. Payment or allowance for hand tools or power tools used by hand provided by employees either directly or through a third party and used in their work or operations for the insured;
- i. The rental value of an apartment or a house provided for an employee based on comparable accommodations;
- j. The value of lodging, other than an apartment or house, received by employees as part of their pay, to the extent shown in the insured's records;
- k. The value of meals received by employees as part of their pay to the extent shown in the insured's records;
- l. The value of store certificates, merchandise, credits or any other substitute for money received by employees as part of their pay (refer to Exclusions below for certain fringe benefits [substitutes for money] not considered to be remuneration);
- m. Payments for salary reduction, employee savings plans, retirement, or cafeteria plans (IRC 125) that are made through employee-authorized salary reduction from the employee's gross pay;
- n. Davis-Bacon wages or wages from a similar prevailing wage law;
- o. Annuity plans;
- p. Expense reimbursements to employees to the extent that an employer's records do not substantiate that the expense was incurred as a valid business expense;

**Note:** When it can be verified that the employee was away from home overnight on the business of the employer, but the employer did not maintain verifiable receipts for incurred expenses, a

reasonable expense allowance, limited to a maximum of \$30 for each such day, will be permitted.

- q. Payment for filming of commercials excluding subsequent residuals that are earned by the commercial's participant(s) each time the commercial appears in print or is broadcast.

## Exclusions

- a. Tips and other gratuities received by employees;
- b. Payments by an employer:
  - (1) to group insurance or group pension plans for employees, other than payments covered by Inclusions f and m;
  - (2) into third-party pension trusts for the Davis-Bacon Act or a similar prevailing wage law, provided the pension trust is qualified under IRC Sections 401(a) and 501(a);
- c. The value of special rewards for individual invention or discovery;
- d. Dismissal or severance payments except for time worked or accrued vacation;
- e. Payments for active military duty;
- f. Employee discounts on goods purchased from the employee's employer;
- g. Expense reimbursements to employees to the extent that an employer's records substantiate that the expense was incurred as a valid business expense;  
**Note:** Reimbursed expenses and flat expense allowances, except for hand or power tools, paid to employees may be excluded from the audit, provided that all three of the following conditions are met:
  - (1) The reimbursed expenses or expenses for which allowances were paid were incurred upon the business of the employer, and
  - (2) the amount of each employee's expense payments or allowances is shown separately in the records of the employer, and
  - (3) the amount of each expense reimbursement or allowance payment approximates the actual expenses incurred by the employee in the conduct of his or her work.
- h. Supper money for late work;
- i. Work uniform allowances;
- j. Sick pay paid to an employee by a third party such as an insured's group insurance carrier that is paying disability income benefits to a disabled employee;
- k. Employer-provided perquisites (perks) such as:
  - (1) Use of an automobile;
  - (2) An airplane flight;
  - (3) An incentive vacation (e.g., contest winner);
  - (4) A discount on property or services;
  - (5) Club memberships;
  - (6) Tickets to entertainment events.
- l. Employer contributions to salary reduction, employee savings plans, retirement, or cafeteria plans (IRC-125) - Contributions made by the employer, at the employer's expense, that are determined by the amount contributed by the employee.

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## About NCCI, rating organizations

NCCI is Idaho's rating organization. Idaho's law requires all companies offering workers compensation insurance to be a member of a rating organization. A rating organization provides basic manual rates, rules, and classifications that all carriers must use. A rating organization determines rates on an actuarial basis by comparing payroll/premium to losses in each classification, then factoring in the carriers' expenses and profit.

State Insurance Fund  
1215 West State Street  
P.O. Box 83720  
Boise, ID 83720-0044  
(208) 332-2100  
(800) 334-2370

## E-mail addresses:

*Underwriting:* UnderwritingIM@IdahoSIF.org

*Audit:* AuditIM@IdahoSIF.org

*Claims:* ClaimsIM@IdahoSIF.org

*Risk Management:* RiskManagemIM@IdahoSIF.org

*Client Relations:* Client@IdahoSIF.org

*Manager's Office:* Administration@IdahoSIF.org

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[www.IdahoSIF.org](http://www.IdahoSIF.org)

ANTI-FRAUD HOTLINE 1-800-448-ISIF (4743)

## New system verifies e-mail addresses

You may have sent an e-mail to the State Insurance Fund recently and received a reply asking you to verify your e-mail address. The request was part of an e-mail address verification system we have implemented to reduce spam, enhance security and ensure prompt delivery of legitimate e-mail.

Briefly, here's how the system - also known as a challenge and response system - works: When an e-mail arrives at the Fund, it is checked against a list of verified senders, also called a "white list." If the sender is not on the list, the e-mail is queued and a message is returned to the sender asking to verify that he or she is indeed the sender. This is the challenge. The sender responds to this challenge by merely replying to the e-mail. When the reply is received at the Fund, the message is sent on to the intended recipient and the sender receives an acknowledgment. Also, at that time, the sender is added to the verified senders list for that particular recipient. From then on, his or her messages will go directly to that recipient.

Being on the approved senders list for one particular Fund employee does not mean you are approved to send e-mail to everyone at the Fund. If you send e-mail to other employees, you will receive challenges for each of them.

## Reporting fraud

If you suspect fraud has been committed against the Fund, please call our toll-free anti-fraud hotline or send an e-mail.

**Phone:** 1-800-448-ISIF (4743)

**E-mail:** ClaimsIM@IdahoSIF.org

## Balance billing prohibited

The Idaho Legislature recently passed a bill intended to define balance billing under the workers compensation statute and to clarify that balance billing is not permitted.

The legislation states that "balance billing" means charging, billing, or otherwise attempting to collect directly from an injured employee payment for medical services in excess of amounts allowable in compensable claims as provided by rules promulgated by the Industrial Commission.

If one of your injured employees should receive any statements requesting they pay any balance of charges, they should contact the Fund. They will be responsible, however, for charges unrelated to their injury or non-covered expenses incurred.