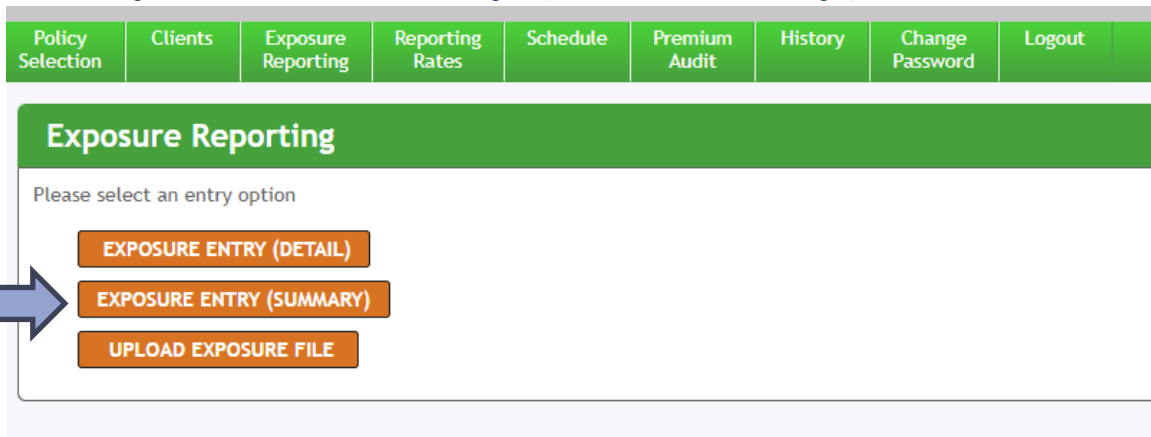




How to Enter Payroll

Entering Payroll

- First you sign into SmartPay website, and this will direct you to your home page.
 - [SmartPay Portal Link](#)
 - [AMRRP Policy Services - Arizona Municipal Risk Retention Pool](#)
- Select Exposure Entry (Summary)



The screenshot shows a web interface with a navigation bar at the top containing the following links: Policy Selection, Clients, Exposure Reporting, Reporting Rates, Schedule, Premium Audit, History, Change Password, and Logout. Below the navigation bar is a green header for 'Exposure Reporting'. Underneath the header, the text reads 'Please select an entry option'. There are three orange buttons stacked vertically: 'EXPOSURE ENTRY (DETAIL)', 'EXPOSURE ENTRY (SUMMARY)', and 'UPLOAD EXPOSURE FILE'. A blue arrow points from the left towards the 'EXPOSURE ENTRY (SUMMARY)' button.

- After the close of each quarter, and before the 15th of the month due, enter payroll reporting period start and end dates for the quarter:

Period Start Date
 Period End Date
 Report Date * Required

	Q1	Q2	Q3	Q4
Period start date	7/1	10/1	1/1	4/1
Period end date	9/30	12/31	3/31	6/30
Report date (END OF THE QUARTER)	9/30	12/31	3/31	6/30

- Enter your payroll in the blank Exposure boxes.
 - If you have a Class Code with no payroll for that quarter, please put a “0” in the box. Do not leave blank.

State	Code	Classification	Rating	Exposure	Premium Due	Exposure To Date	Paid to Date
AZ	5506	Street or Road Const	0.098265	<input type="text"/>	\$0.00	\$0.00	\$0.00
AZ	5507	STREET OR ROAD CONSTRUCTION	0.071221	<input type="text"/>	\$0.00	\$0.00	\$0.00
AZ	7382	BUS COMPANY - ALL OTHER EMPLOY...	0.061428	<input type="text"/>	\$0.00	\$0.00	\$0.00
AZ	7580	SEWAGE DISPOSAL PLANT OPERATIO...	0.038281	<input type="text"/>	\$0.00	\$0.00	\$0.00
AZ	7610	Radio Or Television Broadcasti...	0.007233	<input type="text"/>	\$0.00	\$0.00	\$0.00
AZ	7710	Firefighters & Drivers	0.052859	<input type="text"/>	\$0.00	\$0.00	\$0.00
AZ	7720	POLICE OFFICERS	0.052859	<input type="text"/>	\$0.00	\$0.00	\$0.00
AZ	8380	AUTOMOBILE SERVICE/REPAIR CENT...	0.031048	<input type="text"/>	\$0.00	\$0.00	\$0.00
AZ	8810	CLERICAL OFFICE EMPLOYEES NOC	0.002671	<input type="text"/>	\$0.00	\$0.00	\$0.00
AZ	8831	HOSPITAL - VETERINARY	0.025039	<input type="text"/>	\$0.00	\$0.00	\$0.00
AZ	9015	CAMP OPERATION NOC	0.040284	<input type="text"/>	\$0.00	\$0.00	\$0.00
AZ	9063	YMCA, YWCA, YMHA, YWHA INSTITU...	0.015246	<input type="text"/>	\$0.00	\$0.00	\$0.00
AZ	9102	PARK NOC	0.034498	<input type="text"/>	\$0.00	\$0.00	\$0.00
AZ	9403	Solid Waste Collector	0.069552	<input type="text"/>	\$0.00	\$0.00	\$0.00
AZ	9410	Municipal, Township, County, S...	0.019475	<input type="text"/>	\$0.00	\$0.00	\$0.00
			Total	\$0.00	\$0.00	\$0.00	\$0.00

Volunteer Information

- If you elect to cover volunteers, your volunteer payroll will be entered based on your WC Volunteer worksheet. Once you have those numbers you will enter them in the designated class code.
- See example below. First image is your worksheet, Second image is where you will enter you payroll in the correct class code exposure box.

Check October - December

CLASS CODE	CLASS DESCRIPTION	Number of Employees	VOLUNTEER PAYROLL BELOW:	TO BE ENTERED INTO SMARTPAY
8417	Volunteer- All other including, Fire Non-Professional, Police Non-Professional	33	\$	13,200.00

State	Code	Classification	Reporting Rate	Exposure
AZ	5506	Street or Road Construction-P...	0.072848	<input type="text"/>
AZ	8417	Volunteer- All other including...	0.007343	<input style="background-color: yellow;" type="text"/>



For further questions on volunteers please see the volunteer FAQ tab on [AMRRP Policy Services - Arizona Municipal Risk Retention Pool](#)

This is what your payroll should look like once your information has been completely entered.

Period Start Date
 Period End Date
 Report Date

State	Code	Classification	Reporting Rate	Exposure	Premium Due	Exposure To Date	Paid to Date	
AZ	5506	Street or Road Construction-P...	0.072848	<input type="text" value="50,000"/>	\$3642.40	\$262,422.57	\$19,116.96	
AZ	8417	Volunteer- All other including...	0.007343	<input type="text" value="13,200"/>	\$96.93	\$52,800.00	\$387.71	
AZ	8810	Clerical Office Employees NOC/...	0.001980	<input type="text" value="65,000"/>	\$128.70	\$996,791.46	\$1,973.65	
AZ	9410	Municipal, Township, County or...	0.014438	<input type="text" value="25,000"/>	\$360.95	\$446,441.73	\$6,445.73	
TOTALS					\$153,200.00	\$4,228.98	\$1,758,455.76	\$27,924.05

Premium Total **\$4,228.98**
 GRAND TOTAL **\$4,228.98**

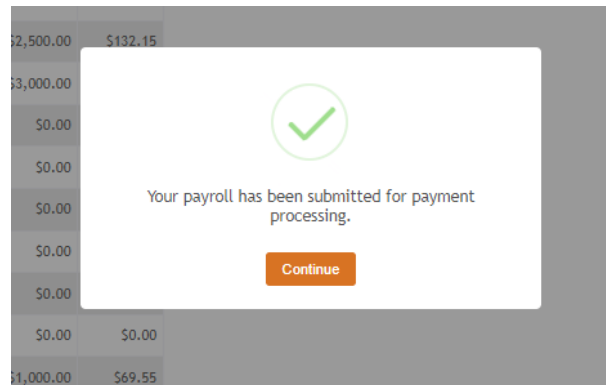
Have you changed your banking recently? Please update Banking on the Policyholder Information page to avoid delays in processing your payment and any bank return charges.

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- Once payroll had been entered scroll down and select “Continue to payment processing”.

Have you changed your banking recently? Be sure to contact SmartPay to update your banking information and avoid delays in processing your payment and any bank return charges.



- Once submitted you will see a popup box, and a confirmation email will be sent to the email address on file with SmartPay. This email will act as your invoice for the quarterly WC installment.



- If you have any questions, please feel free to call or email me.

MaryKe Goodchild
Underwriting Assistant

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