

STATE OF WISCONSIN



Department of Workforce Development

Reports and Notices

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Topics

- Differences between a report and a notice?
- Notices
- Reports
 - Help for employers
- Claim administrator required reports
- Surcharges
- How do I know my report is in WCD system?
- Performance indicator reports



Reports and Notices

- What's the difference between a report and a notice?
 - Both are authorized by Wis. Admin. Code DWD 80.02.
 - Report – a specific format to ensure WCD receives all required information.
 - Notice – sender may submit the information in a way that suits the situation, their own needs, and WCD's requirements.



Notices

DUE	SEND TO	CODE
7 days	DWD; Employee	DWD 80.02(2)(g)1. Written notice of Suspension When payments are stopped for any reason. If any payments are stopped for a reason other than an employee's return to work, the notice shall explain why payments were suspended and shall advise the employee what to do to reinstate payments.
7 days	DWD; Employee	DWD 80.02(2)(g)2. Written notice of Denial You have already accepted liability for the claim but are now denying it. Give the reason for the denial and advise the employee of the right to a hearing.



Notices

DUE	SEND TO	CODE
7 days	DWD	DWD 80.02(2)(g)3. Written notice of Amputation requiring artificial member or appliance.
14 days	Employee	DWD 80.02(2m)(a)2. Written notice of Investigation Notice to advise that claim is not being paid YET because it is still under investigation. The notice shall specify if additional medical or other information is needed to complete the investigation and shall advise the employee of the right to a hearing IF THE CLAIM IS SUBSEQUENTLY DENIED.
14 days	Employee	DWD 80.02(2m)(a)1. Written notice of Denial Notice to advise that liability for payment of compensation is being denied, with the specific reason for the denial and advising employee of the right to a hearing.



Notices

DUE	SEND TO	CODE
30 days	DWD	DWD 80.02(2)(i) Final Receipt on Safety Violation If increased compensation is due, a final receipt within 30 days of the final payment to the employee.
13 weeks	DWD	DWD 80.42 Notice of disability beyond 13 weeks Notice to advise that disability is to extend beyond 13 weeks. Notice should include a copy of a current practitioner's report.



Reports

- Requirements found in DWD 80.02
- Who needs to send?
- What needs to be sent?
- When does it need to be sent?
- Who does it need to be sent to?



Required Reports: Employer

- Employer reports – accident or occupational disease; death claims
 - DWD 80.02(1)
 - Report **all** claims to insurance carrier
 - Within seven (7) days of accident or, in case of occupational disease, beginning of lost time
 - Within one (1) day for death claims



Voluntary Notice for Employers

- In May 2024, WCD announced a new tool for employers
- Notice to Injured Workers and Employers ([Form WKC-19606-P](#))
 - Voluntary for employers to post – not mandatory
 - Tells employers and employees what to do in the event of a work injury
 - Gives contact information for this employer's worker's compensation claims administrator
 - Available in English, Spanish, and Hmong



Notice to Injured Workers and Employers

**WISCONSIN WORKER'S COMPENSATION
NOTICE TO INJURED WORKERS AND EMPLOYERS**

The State of Wisconsin requires this employer to have worker's compensation insurance coverage.
Both employees and employers have rights and responsibilities under the worker's compensation law.

In Case of Work Injuries

Employee	Employer
<ol style="list-style-type: none">1. Immediately report any work injury or suspected occupational disease to your supervisor, Human Resources department, or other designated employer representative.2. Get medical treatment as soon as possible. You have the right to choose your own doctor for work injuries.3. Give your employer a copy of your doctor's note detailing your work restrictions or taking you off work.	<ol style="list-style-type: none">1. Complete and submit a first report of injury (form WKC-12) to notify your worker's compensation insurance company of any work injury or suspected occupational disease. Fatal claims must be reported within 24 hours.2. Submit any bills for the injured worker's medical care to your adjuster. Make sure to include the claim number.3. Let your adjuster know if you will be able to accommodate any restrictions related to the work injury.

This employer's worker's compensation insurance carrier or claim administrator is:

Name of Insurance Carrier or Claim Administrator _____

Mailing Address _____

City, State, Zip Code _____

Telephone Number _____

If you have questions about work injuries, please contact:

**STATE OF WISCONSIN
DWD
Department of Workforce Development
Worker's Compensation**

PO Box 7901
Madison, WI 53707-7901
DWDDWC@dwd.wi.gov
(608) 266-1340

The Department of Workforce Development is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format or need it translated to another language, please contact us.

WKC-19606-P (R-05/2024)



Find this and other workplace posters on the DWD eWorkBoard.



Required Reports: Claim Administrator

- DWD 80.02(2)(a)
- WKC-12 – First Report of Injury
- Report to WCD
- On or before the 14th day after an accident **or** first day of disability from occupational disease
- DO NOT send WCD medical only claims (less than 3 days of lost time) or denials
- File electronically – not on paper!



Required Reports: First Reports

WKC-12 = First Report of Injury

DUE	REPORT/FORM	CODE REQUIREMENT
1 day	WKC-12, First Report of Injury	DWD 80.02(1) An employer shall within one day after the death of an employee due to a compensable injury, report the death to the department and the employer's insurance carrier.
14 days	WKC-12, First Report of Injury	DWD 80.02(2)(a) A first report of injury... on or before the 14th day after an accident or the beginning of a disability from occupational disease . If the employer does not notify the insurance carrier until after 14 th day, submit within 7 days of notice from any source.



Required Reports: Subsequent Reports

DUE	REPORT/FORM	CODE REQUIREMENT
30 days	WKC-13 Supplemental Report	DWD 80.02(2)(b) A supplementary report, with information required by form WKC-13 on or before the 30th day following the date of injury or the date the injury was reported to WCD. (First payment & wage info)
30 days	WKC-13-A1 Wage Information	DWD 80.02(2)(cm) The wage information required by form WKC-13-A1 if the wage is less than the maximum wage. If the WKC-13-A1 is required and data is available, send it at the same time as the WKC-13.
30 days	Part-time employee's restriction statement, if applicable	DWD 80.02(2)(dm) A signed statement from the employee verifying that the employee restricts his/her availability to part-time employment, an employment application indicating an hour or shift preference, or other evidence showing the employee chose to work less than full time.



Required Reports: Subsequent Reports

DUE	REPORT/FORM	CODE REQUIREMENT
30 days from event	WKC-13, Supplemental Report (Send with WKC-16, Final Medical, at EOH when <ul style="list-style-type: none"> • More than 3 weeks of TD, • Any PPD, or • Surgery as a result of injury) 	DWD 80.02(2)(e) A WKC-13 report within 30 days after each of the following events, <u>with a copy to the employee</u> : <ul style="list-style-type: none"> • Payment type is changed to PPD from TD or salary continuation in lieu of compensation. • TD benefits or salary continuation in lieu of compensation is reinstated. • TPD is paid. Also send information about how you calculated the TPD rate. (Form WKC-7359) • Final payment of compensation is made or salary continuation in lieu of compensation ended.



Required Reports: Subsequent Reports

DUE	REPORT/FORM	CODE REQUIREMENT
At time of event	WKC-13, Supplemental Report	DWD 80.02(2)(f) To be filed when submitting a stipulation or compromise, and at the time of hearing.
June 30 annually	WKC-140-E	DWD 80.02(2)(k) Report listing date and amount of payment for permanent total disability and supplemental benefits during the previous calendar year.

- A new feature on the Insurer Portal: you'll be able to upload your WKC-140-E rather than sending it on paper!



Required Reports

- The tables on the previous slides are included in the Wisconsin Worker's Compensation Resources on the training page of the WCD website.
- Tables are sorted by report due date and may also be sorted by report.



Required Reports

Required Reports to Be Filed with Division of Worker's Compensation Sorted by Report

Which report	Who sends	Where to send	When to send
WKC-12 First Report of Injury	Employer	Insurance carrier	Within 7 days after <ul style="list-style-type: none"> • accident or • beginning of lost time for occupational disease
	Insurance carrier	WCD	<ul style="list-style-type: none"> • On or before 14 days after an accident or • On or before 14 days after the employee began losing time for an occupational disease <p>If the claim is reported to the insurance carrier more than 14 days after the date of accident, report the claim to WCD within 7 days of notice from any source</p>
	Employer	Insurance carrier	Within one (1) day after death of employee due to a compensable injury
	Insurance carrier	WCD	



What If I Miss Reporting Due Dates?

- Section 102.35(1) authorizes assessment of surcharges for late reporting
- Any reports with due dates can be subject to surcharge assessments if the reports are submitted late
- Paid to Work Injury Supplemental Benefit Fund
- Surcharge = \$100 for each late report



Avoiding Surcharges - Medical

- You have a lot of control over setting the due date for submitting the Final Medical Report (WKC-16).
- The Insurer Portal will allow you to pull Medical Report due date reports for all your claims.
- If you are getting close to the date that you had expected to submit the Final Medical Report, but you won't have it on time, extend the due date in the Insurer Portal.



Avoiding Surcharges - Medical

- You can only extend the due date 3 times
- Locked out? Surcharges are automatically assessed on the report expected date, so don't wait to act!
- To avoid a surcharge, contact the WCD **before the due date** and ask to have the due date extended.
- Call us or use the "Send email" function in the Insurer Portal.



Avoiding Surcharges - Wage

- Wage reports (WKC-13A1) also have due dates.
- The system sets a default due date for the WKC-13A1; you can change this date, but the report must be received no later than 90 days after the first WKC-13.



Surcharge Assessments

- If WCD has not received your report by the due date, a computer-generated surcharge letter will go out the very next day.
- Do not pay each individual surcharge from the letter.
- Once a year, an invoice with all company surcharges for the year will be sent out. Pay the surcharges from this invoice.



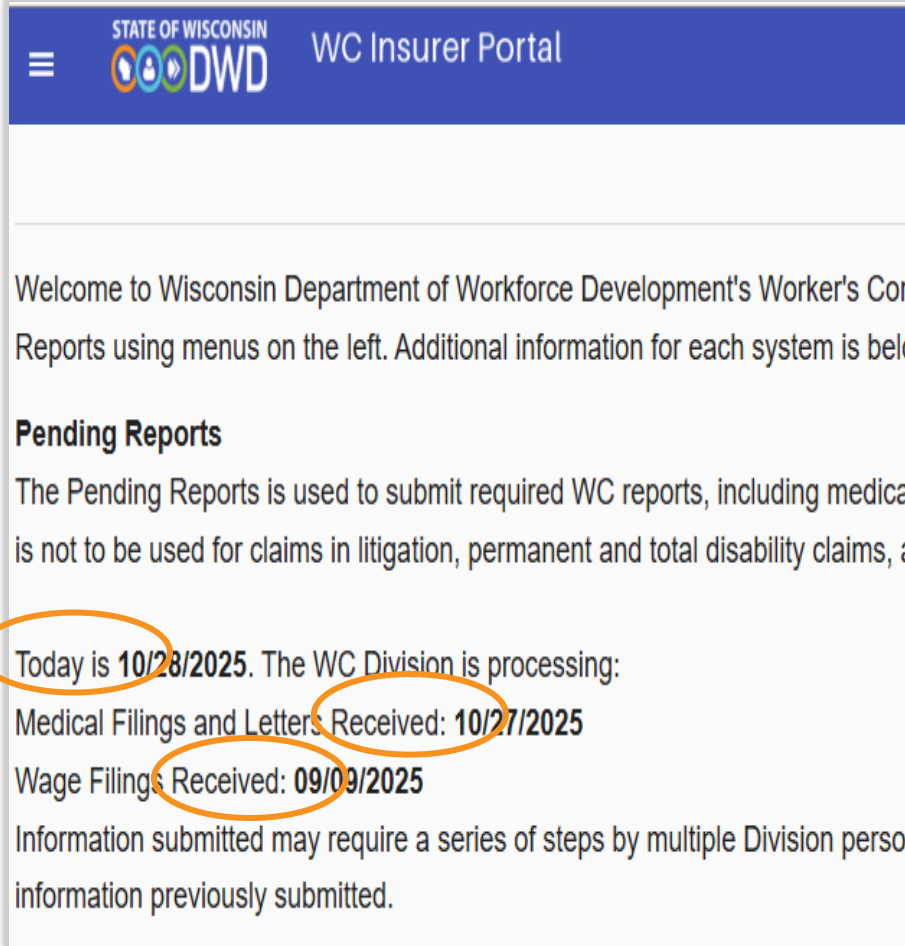
Surcharge Waivers

- If you get a surcharge letter but know that you have already submitted the medical report, follow these steps:
 1. Go into the claim and extend the due date – don't just fax in the report again.
 2. Bring the claim to our attention – we need to look at each individually to determine whether the surcharge can be waived.
- Don't skip either step!



Is My Report in the WCD System?

- Check the WC Insurer Portal.
You'll see:
 - Today's date
 - Date of received mail that is being processed
 - In progress wage information receipt date



The screenshot shows the 'WC Insurer Portal' for the State of Wisconsin Department of Workforce Development (DWD). The page displays a welcome message and a section titled 'Pending Reports'. The 'Pending Reports' section states: 'The Pending Reports is used to submit required WC reports, including medical information. This information is not to be used for claims in litigation, permanent and total disability claims, and other purposes.' Below this, the current date is shown as '10/28/2025'. The portal also indicates that the WC Division is processing reports received on '10/27/2025' and '09/09/2025'. The dates '10/28/2025', '10/27/2025', and '09/09/2025' are circled in orange in the original image.

STATE OF WISCONSIN
DWD
WC Insurer Portal

Welcome to Wisconsin Department of Workforce Development's Worker's Compensation Reports using menus on the left. Additional information for each system is below.

Pending Reports

The Pending Reports is used to submit required WC reports, including medical information. This information is not to be used for claims in litigation, permanent and total disability claims, and other purposes.

Today is 10/28/2025. The WC Division is processing:
Medical Filings and Letters Received: 10/27/2025
Wage Filings Received: 09/09/2025

Information submitted may require a series of steps by multiple Division personnel to process the information previously submitted.



Reports and Notices

- Why should I care about Reports and Notices?



Reasons to Care

- Performance Indicator Reports
 - Authorized by DWD 80.02(3)
 - Found in Insurer Portal
- Surcharge Report



Performance Indicator Reports

- Six reporting indicators are currently measured:
 - Promptness of Submitting First Reports of Injury
 - Promptness of First Indemnity Payments
 - Promptness of Submitting First Supplement Reports
 - Accuracy of Weekly Rates and Total Payments
 - Completeness of Wage Information Supplements
 - Promptness of Submitting Wage Reports



Claims Handling Performance Reports

Claims Handling Performance Reports

The claims handling performance report is published quarterly for major insurers of Wisconsin Worker's Compensation claims. Select Summary Level - Claim Handling Performance Indicator Reports to view quarterly, year to date and three year performance indicator data; this site is available to the public. Select Detail Level – Insurer Portal – Performance Reports to view quarterly detail data on the Insurer Portal – Performance Reports for the various performance indicators; this site is secured and requires a MyWisconsin ID and password.

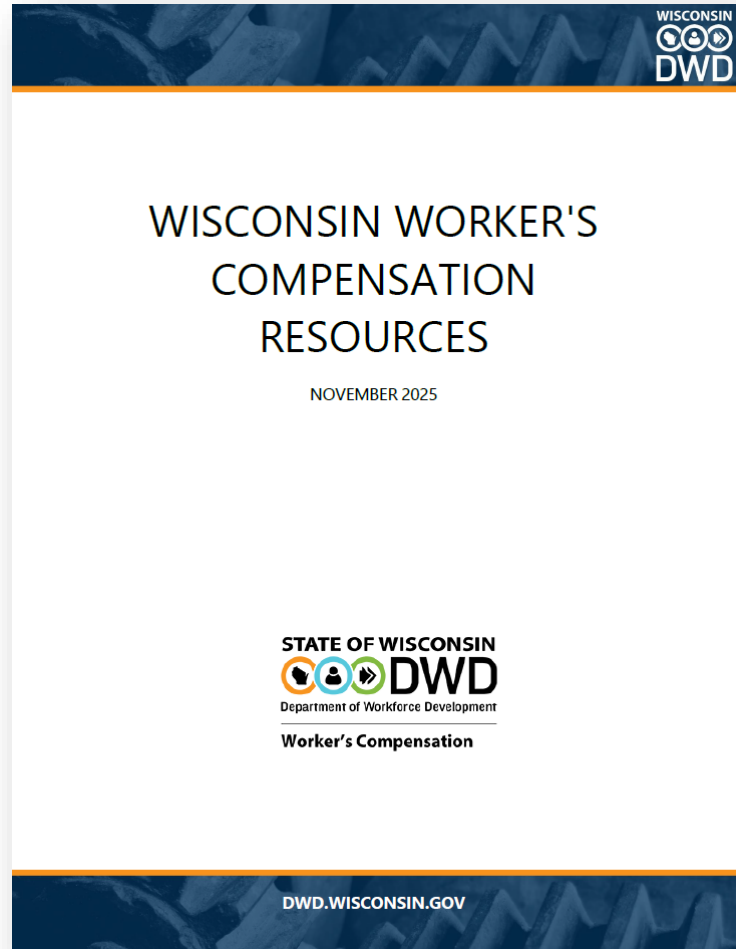
Surcharge Report

The Surcharge Report is published annually for insurers and self-insurers of Wisconsin Worker's Compensation claims. Each company's detail listings are available in the Insurer Portal – Performance Reports.

- [Introduction to Claims Handling Performance Indicators](#)
- [Summary Level - Claims Handling Performance Indicator Reports](#) (Public Information)



Wisconsin WC Resources



- Don't overlook the [Wisconsin Worker's Compensation Resources](#) document!
- Updated before every workshop.
- Found on the [Training Sessions and Workshops](#) web page.



Other WI WC Resources

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- A useful reference for Wisconsin WC basics
- Please let us know if you would like us to add other resources



Questions?

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