

Insurers' and self-insured employers' assessment resources

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Workers' Compensation Report of Benefits Paid and information about possible penalties

Reporting

In mid-February, insurers and self-insured employers receive an email message notifying them the insurers' and self-insured employers' assessment reports are ready in Work Comp Campus. The notification is sent to stakeholders that previously filed updated electronic data interchange (EDI) FROI UR or SROI UR submissions verifying indemnity benefits were paid in the previous calendar-year.

Report the indemnity amount paid during the prior year's 12-month reporting period in your Campus dashboard under the **My SCF Assessment Reports** tab. Note: Only designated contacts for assessments and group administrators from each entity will be able to submit the report. The report may only be submitted once. If you think you may have made an error in the amount reported, email dli.assessment@state.mn.us.

Corrections to reports from prior periods must be made by submitting an amended Workers' Compensation Report of Benefits Paid. Email dli.assessment@state.mn.us for further instructions.

Include these benefits	Do not include
Temporary total disability	Supplementary benefits paid to employees or recovered from the Special Compensation Fund
Temporary partial disability	Interest paid to employees
Permanent total disability	Attorney fees paid under Minnesota Statutes § 176.081, subdivision 7
Permanent partial disability	Rehabilitation expenses
Impairment compensation	Attorney taxable costs
Economic recovery compensation	Payments to an out-of-state carrier where jurisdiction rests in another state

Include these benefits	Do not include
Retraining	Amounts recovered from another Minnesota workers' compensation carrier in a contribution claim
Dependency	
Monitoring period	
Attorney fees deducted from employees' benefits	
Portion of wage continuation benefits equal to workers' compensation benefits	
Indemnity benefits reimbursable as second-injury benefits	
Benefits reimbursable by WCRA or other reinsurer	
All indemnity benefits paid under a deductible policy, including those paid by the employer under the deductible limit	
Lump-sum settlement amounts representing any of the above benefits	
Contribution claims for any of the above benefits paid to another Minnesota workers' compensation insurer by your company	
Any of the above benefits paid directly by the employer	
Replacement policy (applies to very few insurers)	

Penalty notice

Minnesota Statutes § 176.129 requires self-insured employers and insurers to annually report paid indemnity losses for the preceding calendar-year. The Workers' Compensation Report of Benefits Paid must be submitted online to the commissioner no later than April 1 each year. If April 1 is on a weekend or government holiday, the report is due the next working day. The report is due April 1.

Minnesota Statutes § 176.129, subd. 10, allows the Department of Labor and Industry (DLI) to assess a penalty of up to 15% of the amount of the assessment due, but not less than \$1,000, if payment of the assessment or submission of the report are not made in the manner prescribed by the commissioner.

Each year, on June 1, the commissioner must determine the total amount needed to pay all estimated liabilities, including administrative expenses, of the Special Compensation Fund (SCF) for the following fiscal year, which begins July 1. On or before June 30 of each year, the commissioner must provide notification to each self-insured employer and insurer of amounts due. At least one-half of the payment must be made to the commissioner for deposit into the SCF on or before Aug. 1 of the same calendar-year. The remaining balance is due Feb. 1 of the following calendar-year. Late payments are subject to penalties as outlined above.

To contest a penalty, file an Objection to Penalty Assessment form, found online at dli.mn.gov/business/workers-compensation/work-comp-forms, within 30 days of the date of a Notice of Penalty Assessment. Unresolved objections will be referred to the state of Minnesota's Court of Administrative Hearings. If an Objection to Penalty Assessment form is not submitted within 30 days of the date of a Notice of Penalty Assessment, the penalty is final and not subject to additional review.

SCF annual assessment

The annual SCF assessment is for all insurers with reported benefit payments in the previous year. SCF receives money from insurers each year, which goes toward funding supplementary and second-injury benefit programs. Each year, insurers and self-insured employers are required to report indemnity benefits paid in the previous year and are invoiced according to the reported benefits and the rate of that year's SCF assessment. Each insurer and self-insured employer has a group administrator and can designate a contact for assessments. Each February, these individuals are contacted via email to inform them they are now able to report benefits from the previous year, which must be done by April 1.

In early February, Campus will automatically generate the insurer report details page for all insurers and self-insured employers that paid indemnity benefits in the previous year. This Campus page is accessible only to the insurer's group administrator and designated contact for assessments.

Users navigate to the page in two primary ways

1. Users will have a **My SCF Assessments** tab in their **My Queues** dashboard that shows all assessments for insurers if they are either the group administrator or designated contact for assessments. In the queue will be a hyperlink to the details page and some summary information about the assessment.

The screenshot displays the 'My Overview' dashboard. At the top, there are three summary cards: '3 Open Claims', '0 Upcoming Events', and '0 New Documents'. To the right is a 'Notifications' panel with two messages about claim reimbursements. Below the summary cards is the 'My Queues' section, which includes tabs for 'My Claims', 'My Disputes', 'My Forms', 'My Rehab Cases', and 'My SCF Assessment Reports' (the last of which is highlighted with a red box). Under 'My SCF Assessment Reports', there is a table with the following data:

Insurer Name	Assessment ID	Assessment Year	Until Due
[Redacted]	AS-05-9705-787	2020	Submitted

Below the table, it says 'Showing (1-1) of 1' and 'Items per page 10'. To the right of the 'My Queues' section is the 'My Events' calendar for June 2020.

- Users can also navigate to the insurer report details page from the **Insurer Details** page. The **Insurer Details** page has an **SCF Assessment History** tab that will show past and present assessments for that insurer. There will be a hyperlink to the details page and some summary information about the assessment.

Insurance

Insurer: IR-02-5776-418

Insurer Details

Insurer Name [Redacted] [Edit](#) Insurer Type Insurer NAIC FEIN 86-7530999

NCCI

Insurer Status

Status Active

Bankrupt No

Addresses | Contacts | Insurer's Transaction History | Insurer's Relationships | SCF Assessment History | First Action | Related Claims & Cases

[+ Add Address](#)

Address Type	Address 1	City	Effective Range
0 data found			

The insurer report details page starts out sparsely populated outside of the insurer's information, which is pulled in from the **Insurer Details** page. The only action an external user can take from this page is to click the **Submit Insurer's Report** button in the top right, which allows them to report benefits from the previous year.

The webform is used to report benefits and replacement policies, which are then used to populate the insurer report details page. Indemnity Benefits is a required field, but Replacement Policy is not.

Submit Insurer Report

Report the indemnity amount paid by [Redacted] during the 12-month reporting period 1/1/2019 - 12/31/2019

1 Report Details

Use the fields below to report benefits paid by [Redacted]. A report must be submitted even if no benefits were paid during the reporting period.

Indemnity Benefits *

\$ [Redacted] Indemnity Benefits

Replacement Policy

\$ [Redacted] Replacement Policy

[Submit](#) [Cancel](#)

The **Submit** button will highlight after the required information is provided.

An insurer can only have one webform submitted each year. After the webform is submitted, the insurer will not be able to make any edits to the page in Campus. The rest of the information on the details page is handled within the SCF or by the application itself. For insurers, the SCF enters a designated statistical reporting (DSR) value and DSR upload date. For self- insurers, these fields will not show and neither will the fields **True-up Total** or **True-up Rate**. The current year's rate is maintained by SCF in the database and will have one value for all insurers and one value for all self-insured employers.

Based on the results of the assessment, most insurers will be required to pay two different invoices of equal amount. The first invoice is due Aug. 1 of the year the assessment was started; the second invoice is due Feb. 1 of the following year. The amount, once calculated, is listed on the insurer report details page.

Insurer's Report for
Insurance

Insurer's Report: AS-05-9705-818
Submit Insurer's Report

Assessment Details

Total Benefits Reported \$12,000.00	Report Submission Date 6/17/2020	2020 Rate 25%	Assessment Result \$3,000.00
DSR Value \$12,750.00	DSR Upload Date 6/17/2020	True Up Rate 30%	True Up Total \$3,825.00
Amount Due 8/1/20 \$1,912.50	Amount Due 2/1/21 \$1,912.50	Amount Paid	Payment Date
Assessment Year 2020			

Insurer Information

Insurer Name IR-02-5776-418:	FEIN 86-7530999	Type Insurer	
Address Line 1	City	State	Zip Code

Insurer Contacts

Name	Phone Number	Email Address
Spencer	(703) 481-	@gmail.com

Group administrators and designated contacts for the SCF annual assessment

Timely communications involving the annual assessment process are very important. DLI recommends taking time now to confirm the contact designees listed in Campus for your organization are correct.

Email messages for the Special Compensation Fund annual assessments are sent to Campus group administrators and to Campus users with the permission **Designated Contact for Assessments**. When the designated contacts are not set up properly or have not been maintained as employees retire or move out of their current position, important communications can be missed.

Designated contacts are managed by the group administrator at your organization.

Group administrator role

The group administrator can make updates to Campus user permissions.

Who is your group administrator?

To find the group administrator from the Campus dashboard, click on the down arrow next to your name in the upper right corner and select **My Groups** from the menu. Note the group administrators (there may be more than one) and their contact information.

What if the group administrator listed is incorrect?

If the group administrator listed is incorrect, email both group management specialists at cheryl.scherbel@state.mn.us and lynne.d.knowles@state.mn.us for assistance. Be sure to address your request to both, because one of them may be out of the office on the day you require help.

What if the group administrator is not listed?

If the group administrator is not listed, email both group management specialists at cheryl.scherbel@state.mn.us and lynne.d.knowles@state.mn.us for assistance. Be sure to address your request to both, because one of them may be out of the office on the day you require help.

Permission designations

The **My Groups** screen will also list **Designated Contacts for Assessments** under the **My Permissions** section. Each Campus user will have different permissions depending on their job requirements. If you see **Designated Contact for Assessments** listed under **My Permissions**, you will receive pertinent email messages about the assessment.

If any permissions need to be added or deleted from your list, contact the group administrator to make the changes.

My Groups

Insurer/ Self-Insurer 3 Members		
My Permissions		
Group Administrator	Group Admins Insurer Susan BTO (ctestimg719+insurer@gmail.com)	Date Joined 2/3/2025
Service of Process Designee		
Designated Contact for Information Requests from DLJ		
Designated Contact for Penalties		
Designated Contact for Assessments		
Profile Management Designee		
Claim Access Administrator		
Global Claim Access		

To add or delete the Designated Contact for Assessments permission for a Campus user

1. From the dashboard, click on the down arrow next to your name in the upper right corner and select **My Groups**.
2. Next, select the three-dot kabob menu and select **Manage Group** to see a list of group members.
3. Click the **Select** box in front of the member needing a change to their permission. You may need to scroll down to see their permissions.
4. Select the **Edit** icon, then click on the **Plus or Delete** icon to add or delete the **Designated Contact for Assessments** permission. You will see the items move from one side of the screen to the other.
5. When your choices are complete select the **Save** button.

What if the Campus user is a third-party administrator?

To give a Campus user from a third-party administrator (TPA) the **Designated Contact for Assessments** permission, they will need to be a member of the insurance entity.

1. To see a list of members of your entity select your name from the upper right corner and select **My Groups**.
2. Next, select the three-dot kabob menu and select **Manage Group** to see a list of **Active Members**.
3. If the TPA member is on the list, check the **Select** box in front of their name and make necessary changes to their permissions.

If the TPA member is not listed under the Active Members tab:

1. select the **+Add Member** button;

2. fill in the pertinent information;
3. be sure to select **Designated Contact for Assessment** in the permissions section; and
4. click **Add**.

If the TPA member is already a registered Campus user, they will receive assessment email messages going forward.

If the TPA member is not a registered Campus user, they will receive an email invitation to register. After they have completed the registration process, they will receive assessment email messages.

The group administrator is able to view members invited to register under the **Open Invitations** tab. After the TPA member registers in Campus, their name will appear under the **Active Members** tab. Members must be listed in the active tab with the **Designated Contact for Assessments** permission to receive assessment communications.

DEPARTMENT OF LABOR AND INDUSTRY
WORKSHEET CENTER

Campus TEST Environment

Dashboard > My Groups > Group Management

Group Management

BTO Insurance: IR-01-6173-787

[+ Add Member](#)

Active Members | Open Invitations

	Name	Email	User Type	Date Joined
☐	Insurer Susan BTO	ctest719+insurer@gmail.com	General	2/3/2025
☐	Susan Insurer	ctest719+insurer4@gmail.com	General	9/4/2025
☐	Test Testing	ctest719+insurer2@gmail.com	General	8/14/2025
☐	Test3 TEsting	ctest719+insurer3@gmail.com	General	8/14/2025

Showing (1-4) of 4 | < > 1 > | Items per page: 50

Insurer Susan BTO, General

All Locations

Permissions

- Group Administrator
- Service of Process Designee
- Designated Contact for Information Requests from DJ
- Designated Contact for Penalties
- Designated Contact for Assessments**
- Profile Management User

[Edit](#) | [Edit Location](#) | [Remove Member](#)