

Required Reports

For complete text of provisions, see Wisconsin Administrative Code DWD 80

Due	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 14 th day after an accident or the beginning of a disability from occupational disease.
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 30 th day following the day on which the injury occurred. (First payment & Wage Info)
30 days	WKC13A , Wage Info	DWD 80.02(2)(c) The wage information required by form WKC-13A if the wage is less than the maximum wage
30 days	Part-time employee's restriction statement if applicable	DWD 80.02(2)(d) A signed statement from the employee to verify that the employee restricts his/her availability on the labor market to part-time employment, and is not actively employed elsewhere.
30 days from event	WKC-13 , Supplemental Report. (Accompanied by WKC-16 , Final Medical, at end of healing when more than 3 weeks of temporary disability, any PPD or surgery as a result of injury).	DWD 80.02(2)(e) A WKC13 report within 30 days after each of the following events, with a copy to the employee <ul style="list-style-type: none"> • Payment type is changed from TTD to PPD • TTD benefits are reinstated • TPD is paid including information 30 days from event required by form WKC-7359-1-E • Final payment of compensation is made
At time of event	WKC13 , supplemental report	DWD 80.02(2)(f) Due when: <ul style="list-style-type: none"> • Submitting stipulation or compromise • At time of hearing

Notice Requirements

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Due	Code
7 days	DWD 80.02(2)(g)1. Written notice of Suspension with a copy to the employee, When payments are stopped for any reason. If any payments are stopped for a reason other than 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 80.02(2)(g)2. Written notice of Denial with a copy to the employee When a decision is made to deny liability for payment of compensation giving the reason for the denial and advising the employee of the right to a hearing before the division.
7 days	DWD 80.02(2)(g)3. Written notice of Amputation requiring artificial member or appliance
14 days	DWD 80.02(2m)(a)2. Written notice of Investigation Notice to advise that claim is not being paid 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
30 days	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 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