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State of Wisconsin  
Department of Workforce Development

## Worker's Compensation Insurance Letter

INS #	474
Date	April 2, 2008
Program	Employee Leasing
Type	Procedure
Replaces	463

**To:** Employee Leasing Companies  
**From:** Frances Huntley-Cooper, Division Administrator  
**Subject:** Worker's Compensation Law Changes Effective April 1, 2008

**Purpose:** Inform employee leasing companies of Wisconsin Worker's Compensation Act, Chapter 102 law changes effective April 1, 2008, relating to required employee leasing company notification of a client covered under a master policy for small clients under s. 102.315(5)(b), Wis. Stats.

**Background:** Changes to the Wisconsin Worker's Compensation Act, Chapter 102 became effective on April 1, 2008. This law change affects the reporting requirements for employee leasing companies. It is important that employee leasing companies understand these changes, make the internal process adjustments and conduct training to ensure staff understand and act in compliance with the law changes.

Effective April 1, 2008, under s. 102.315, Wis. Stats., multiple coordinated policies will be required for a client of an employee leasing company except for small clients whose premium is not large enough for experience rating who may continue to be insured under a master policy.

Under s. 102.315(5)(b), Wis. Stats., employee leasing companies are required to provide the Department of Workforce Development (DWD) notice within thirty (30) days after the effective date of an employee leasing agreement with a small client that is covered under a master policy.

Form WKC-15784-E, Employee Leasing Company Notification of a client covered under a master policy for small clients under s. 102.315(5)(b), Wis. Stats.

**Action Requested:** Review s. 102.315, Wis. Stats., law changes with staff. File WKC-15784-E, Employee Leasing Company Notification of a client covered under a master policy for small clients under s. 102.315(5)(b), Wis. Stats. as appropriate.

Refer to: [http://www.dwd.state.wi.us/wc/legal/2007\\_WIS\\_20ACT\\_185.pdf](http://www.dwd.state.wi.us/wc/legal/2007_WIS_20ACT_185.pdf) for a text of the law changes.

Refer to: <https://dwd.wisconsin.gov/wc/legal/plain-peo-08.htm> for a complete summary of the changes.

Refer to: <https://www.wcrb.org/wcrb/manuals/BasicManual/wi-basic-manual.pdf> for policy filing requirements (located on the Wisconsin Compensation Rating Bureau Web Site).

Forms are available online at <https://dwd.wisconsin.gov/wc/about-us/formsorder.htm>

**Inquiries:** If you have any questions, please contact us at (608) 266-1340.

**Enclosure:** Worker's Compensation Division form [WKC-15784-E](#), Employee Leasing Company Notification of a client covered under a master policy for small clients under s. 102.315(5)(b), Wis. Stats. [Plain Language Summary of law change](#)