



Wisconsin Compensation Rating Bureau

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Located at 20700 Swenson Drive, Suite 100, Waukesha, WI 53186

GENERAL CIRCULAR LETTER 609—SEPTEMBER 3, 2013

TO: Members of the Bureau

FROM: Kay Higgins

RE: Implementation of Automatic Fining for Unmatched Unit Stat Reports

ATTENTION: UNIT STATISTICAL PERSONNEL

As part of our ongoing effort to improve data quality, effective September 21, 2013, all unit statistical reports will be tracked for timeliness and accuracy. **Unmatched unit reports will now be subject to WCRB's fining program.**

In the event a unit report is received and a matching policy not found, the unit report will fail edits and be displayed in Manage USR with a status of "Rejected". The unit report will be tracked in the same manner as a rejected correction report. The message displayed on the Reject Letter will state "Matching policy not found." The unmatched unit report will be subject to a fine if not resolved within 60 days of the date on the letter.

To assist you in identifying the status of your company's unit reports, please access our Web based tool, Manage USR, on our Web site.

If you have any questions regarding this procedure, please contact me.
(Phone: 262-796-4570, e-mail kay.higgins@wcrb.org)