

State Fund’s Guide to Complete Submissions for Workers’ Compensation Insurance

Licenses

The State of California requires businesses in specific industries to have appropriate licensing to operate. Some of the most common industries that require licensing, license, and governing boards are listed below.

Industry	License	Governing Agency
Construction	CSLB	Contractors State License Board
Asbestos	CSLB, ASB-DOSH	Contractors State License Board Department of Industrial Relations – Division of Occupational Safety & Health
Trucking; Out-of-State and In-State	USDOT/CADOT, MCP-DMV	U.S. Department of Transportation Department of Motor Vehicles
Farm Labor	FLC	Department of Industrial Relations – Division of Labor Standards Enforcement
Limousine/Bus/Shuttle/Charters	PUC	California Public Utilities Commission
Residential Care	RCFE, RCFA	Department of Social Services – RCFE Home Page

Payroll

The following items are included as payroll (but not limited to) and subject to workers’ compensation premium calculation:

- Gross wages
- 1099 payroll payments not verified by license
- Salaries
- Commissions
- All bonuses
- Most profit sharing
- Vacation/holiday/sick pay
- Overtime (straight time portion only)
- Market value of gifts
- Automobile allowances (less reimbursement for documented expenses)

Payroll (continued)

Items excluded from payroll and not subject to workers' compensation premium calculation:

- Meals or lodging (unless classification includes them or unless provided in lieu of wages)
- Tips
- Overtime excess pay (the increase above the regular hourly wage)
- Severance pay (except for accrued vacation, sick pay, commissions, and bonuses)
- Employer contributions to qualified insurance, stock, or retirement plans
- Stock options
- Value of an automobile furnished to an employee
- Employee discounts for merchandise
- Meals provided at no charge at the work location
- Residual payments for commercials
- Uniform allowance