



The City of New York

Financial Information Services Agency

Office of Payroll Administration

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First Deputy Executive Director

TO: Agency HR/Payroll Training Contacts

FROM: FISA-OPA Training

DATE: June 22, 2026

SUBJECT: Workers' Compensation System (WCS) Training

Please login to NYCAPS HRB to waitlist your employees to attend Workers' Compensation System (WCS) Training.

<u>Class Name</u>	<u>Class Date</u>	<u>Class Time</u>	<u>NYCAPS Course Code</u>	<u>Course Session Nbr.</u>
Workers' Compensation System (WCS) Overview	Tuesday, 9/22/2026 In-Person at FISA-OPA	9:00 am – 5:00 pm	8A1	F260

The above date/time is subject to change without notice.

WCS Training will be held **In-Person at FISA-OPA**, 5 Manhattan West, NY, NY 10001.

Trainees **must** attend a **WCS** class from start to finish in order to receive a Certificate of Completion.

Please do not arrive at FISA-OPA without an e-mail from [FISATraining](mailto:FISATraining@fisa-opa.nyc.gov) confirming your enrollment.

WCS Web page: <https://cityshare.nycnet/content/cityshare/pages/hr-payroll-systems-training/wcs>.

Accessibility & Reasonable Accommodations

If your employee requires a reasonable accommodation to attend a training, please contact the FISA-OPA Training Unit at FISA-OPATraining@fisa-opa.nyc.gov at least 7 days before the training start date.

Workers' Compensation System (WCS) Course

The Workers' Compensation System (WCS) is a sub-system of the Payroll Management System (PMS). It is a computerized method of processing an agency's Workers' Compensation claims. With WCS, your agency and the New York City Law Department have online access to claims as they move through the Workers' Compensation process.

Course 8A1: WCS Overview

Instructor-led training to introduce new users to WCS.

Objectives:

- Overview of WCS.
- How to logon and exit WCS and access the Claim Processing Menu.
- Enter information from the Workers' Comp claim forms into WCS.
- Process a WCS claim occurrence.
- WCS claim occurrence correction.
- How to administer grants.
- Importance of coordinating WCS transactions with the agency PMS Payroll, Personnel and Timekeeping areas to ensure prompt and accurate payments.

Prerequisite:

1. Participants should be new or current users of the Workers' Compensation System who are responsible for entering claims but have never attended formal WCS training.
2. Participants must be approved by their agency to attend WCS Training as part of their job responsibilities.

Length: 1 day

CEUs: None.

Assessment Methods: Instructor's observation, question and answer discussions, oral quiz, business case analysis and application.