A Guide to
Workers’ Compensation
for Wyoming Employers

dws.wyo.gov/dws-division/workers-compensation
We understand that starting a new business can be stressful and sometimes overwhelming. Our goal at the Wyoming Department of Workforce Services (DWS) is to make the workers’ compensation process as smooth as possible for both employers and injured workers. This handbook is intended to be an additional resource for your business when you have questions about the Wyoming workers’ compensation process. This information is not meant to be used as a legal reference. We recommend you consult with an attorney or contact us directly for questions related to the Wyoming Workers’ Compensation Act (Wyoming Statute §27-14-101 through §27-15-103) that governs the Workers’ Compensation Division and DWS’s actions.

Necessary forms and other information for employers can be found at the Workers’ Compensation website at dws.wyo.gov/dws-division/workers-compensation/forms-documents.

Please contact us if you have any questions at 307-777-6763 or by email at dws-wcemployerservices@wyo.gov.
CHAPTER 1
Registering for Coverage and Types of Coverage

Registration Process
- As a new business operation or doing business in the State of Wyoming, you will need to register your business. This can be done by completing the online registration at: wyui.wyo.gov.
- This online registration will register your business with Wyoming Workers’ Compensation and Wyoming Unemployment Insurance at the same time.
- Once the registration is complete, it typically takes 1-2 business days for the registration to be processed.
- Once your business has been registered, a North American Industry Classification System code (NAICS) will be assigned. This code will be based on the primary industry or source of income of your business.
- Once this code has been assigned, it will be determined if your business falls into a required industry (extra hazardous) or optional industry. W.S. §27-14-108 outlines what NAICS industries are considered required or optional.

Optional Coverage
- If your business is not extra hazardous and deemed optional, you can elect Wyoming Workers’ Compensation coverage or utilize a private insurance company for workers’ compensation coverage. For questions on finding a private insurance carrier, please follow this link on the Department of Insurance’s website: doi.wyo.gov/consumers/workers-comp.
- If you choose to elect Wyoming Workers’ Compensation coverage, you will need to return the necessary forms electing that coverage.
- Per W.S. §27-14-108(j), once optional coverage has been elected, it is to remain in effect for two years.

Out-of-State Employers
- Out-of-state employers working in Wyoming will need to register with Wyoming Workers’ Compensation and Wyoming Unemployment Insurance via the online registration at wyui.wyo.gov.
- If you are permanently working in Wyoming, we can utilize the registration to determine if you need a Wyoming Workers’ Compensation policy or not.
- If you are required to carry Wyoming Workers’ Compensation, you will need to provide a bond to activate coverage.
- If you are not required to carry Wyoming Workers’ Compensation, proof of coverage from your current carrier will be required.
- If you are temporarily working in Wyoming and not employing Wyoming residents, we can use the registration and proof of coverage to issue you a Certificate of Good Standing.

Bonds
Out-of-state employers must file a surety bond or other security with the Department within 30 days of starting work in the State of Wyoming per W.S. §27-14-302(b). If you have any questions, please contact us at 307-777-5962.

Exclusive Remedy
What is Exclusive Remedy? Per W.S. §27-14-104, if an employer is required or elects Wyoming Workers’ Compensation coverage through the State of Wyoming Workers’ Compensation Fund, an injured worker with a compensable claim can not sue his/her employer due to the workplace injury.
II Certificate of Good Standing and Extraterritorial Coverage

What is a Certificate of Good Standing?
A certificate of good standing from Wyoming Workers’ Compensation will verify to third parties that your business is in compliance with all statutory requirements of the DWS and that your employees are authorized to work within the state.

What are the requirements?
To obtain a certificate of good standing, employers must be current on all Wyoming Workers’ Compensation registration requirements, premium payments, and reporting requirements.

How do I request a Certificate of Good Standing?
- A certificate of good standing can be requested through our COGS website: cogs.state.wy.us
- Simply have your Federal Tax Identification number ready along with the e-mail and mailing address(es) where you would like the certificate(s) to be sent, and follow the step-by-step instructions on the screen. Digital copies of your certificates will be issued and e-mailed immediately to designated recipients.

What is Extraterritorial Coverage?
- Extraterritorial coverage is the reciprocity of coverage between different states. At this time, the State of Wyoming has reciprocity of coverage with Utah, Colorado, Oregon, Nevada, North Dakota, South Dakota, Ohio, Montana, Washington, Idaho, and California.
- If you are a Wyoming employer going to any of these states to work, please contact us for an extraterritorial certificate.
- If you are a Wyoming employer going to any states outside of this list to work, please contact that state for workers’ compensation requirements.

- If you are an employer from any of these states temporarily working in Wyoming, we will accept your extraterritorial certificate from that state.

If you are having difficulties with the website and are in need of a certificate, please contact the Unemployment Tax Division at (307) 235-3217 or the Workers’ Compensation Division at (307) 777-6763 or dws-wccert@wyo.gov.
As an employer with an active Wyoming Workers’ Compensation policy, you must file quarterly - or in some instances, monthly - payroll reports. These reports inform the DWS of the employees that should be covered under your policy and the payroll amount used to calculate your premium.

**Wage Listings**

This form reports individual employees’ information and wages and should be completed first. Employers must return their completed Wage Listing with the Summary Report every reporting period.

**NOTE:** All Corporate Officers, LLC Members, and Owners who have elected corporate officer coverage must be listed in the “Corporate Officer Information Only” section in the lower portion of the Wage Listing. Please do not list those that do not have coverage. **DO NOT** include Officers, LLC Members, or Owners with the regular employees in the upper portion of the form.

The table below provides assistance to employers in completing the Wage Listing form.

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Required Field</th>
<th>Required Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Social Security Number: Submit at least the last 4 SSN numbers of each covered employee receiving wages during this quarter. If the employee is not a US Citizen and an SSN is not available, please use his/her Alien Registration Number.</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>A2</td>
<td>Employee’s Full Name: Please list your employees in alphabetical order (Last, First, MI).</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>A3</td>
<td>Tips: This field is for Unemployment purposes only. The amount of tips each employee earned are included as wages for UI computations. <strong>DO NOT</strong> report tips to Workers’ Compensation.</td>
<td>YES (UI)</td>
<td>NO (WC)</td>
</tr>
<tr>
<td>A4</td>
<td>Total Wages: Submit all wages (excluding tips) paid to the employee during this reporting period. This includes vacation time, sick leave, overtime, bonuses, etc. See W.S. §27-14-102, (ix) Gross Earnings for more detail. Subtotal wages at the bottom of the section.</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>A5</td>
<td>Class Code: Class codes are issued by the DWS and can be found in column 9A of the Summary Report. Complete this field with the appropriate class code for each employee.</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>A6</td>
<td>Coverage Type: Enter the appropriate code for each employee: B: Employee is covered by both UI and WC. U: Employee is covered by UI only. W: Employee is covered by WC only.</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>A7</td>
<td>New Hire Date: Enter the date of hire for each employee hired during the quarter.</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>A8</td>
<td>Hours: If available, enter the total hours each employee worked during the quarter rounded to the nearest hour.</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>A9</td>
<td>WC Average Wage: Use this field to report Corporate Officers, LLC Members, or Owners at the statewide average wage <strong>ONLY</strong> IF the officer has elected corporate officer coverage. <strong>DO NOT</strong> use actual wages for Workers’ Compensation corporate officer coverage. Actual officer wages are reported for UI purposes only in section A4. <strong>DO NOT</strong> complete this section if Corporate Officer Coverage is not in effect.</td>
<td>YES, when corporate officer coverage is elected</td>
<td></td>
</tr>
</tbody>
</table>

**Summary Reports**

This form is used to submit total wage and tax information and should be completed after the Wage Listing. Employers are required to file a new Summary Report and Wage Listing every reporting period.

**NOTE:** INCLUDE ONLY THOSE EMPLOYEES COVERED BY WORKERS’ COMPENSATION (Coverage type W or B on Wage Listing).
The table below provides assistance to employers in completing the Summary Report form.

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9A</td>
<td>Class Code: This section reflects the NAICS Code(s) that has/have been assigned to your policy by the Division. This field is pre-populated on your Summary Report.</td>
</tr>
<tr>
<td>9B</td>
<td>Number of Employees: Enter the total number of employees who worked during the reporting period in each class code.</td>
</tr>
<tr>
<td>9C</td>
<td>Total Wages for Class: Enter the total wages paid to your employees (excluding tips) under the class code during the reporting period.</td>
</tr>
<tr>
<td>9D</td>
<td>Rate: This field is pre-populated with the premium rate assigned by the DWS to the class code(s) on your policy.</td>
</tr>
<tr>
<td>9E</td>
<td>Taxes Due: This field reflects the premium due for each class code for the reporting period. Multiply Section 9C by Section 9D for each class code and enter the resulting value(s).</td>
</tr>
<tr>
<td>10</td>
<td>Totals: Enter the totals of columns 9B, 9C, and 9E. This step is especially important when your policy has more than one class code. NOTE: The total wages from column 9C should equal the total wages of all employees and corporate officers under the “B” and/or “W” coverage types on your Wage Listing.</td>
</tr>
<tr>
<td>11</td>
<td>Interest &amp; Late Filing Penalties: If the report is late, calculate interest due and the late filing penalty and enter the value in this field.</td>
</tr>
<tr>
<td>12</td>
<td>Amount Due from Prior Report Periods: If any unpaid premium, interest, or late filing penalties remain from prior reporting periods, enter the total in this field.</td>
</tr>
<tr>
<td>13</td>
<td>Outstanding Credit/Payment: If you have been informed by the DWS of an outstanding credit on your account or if you have submitted pre-payments for the reporting period, enter the total amount of credit you are due in this field.</td>
</tr>
<tr>
<td>14</td>
<td>Total Workers’ Compensation Amount Due: Add lines 10, 11, and 12, and subtract line 13. Enter the result in this field.</td>
</tr>
<tr>
<td>15</td>
<td>Total Amount Enclosed: This is the total dollar amount that should be remitted to the DWS for the reporting period. This amount should equal the total from section 14.</td>
</tr>
</tbody>
</table>

**BE SURE TO SIGN AND DATE THE SUMMARY REPORT FORM!**

*Please include a phone number so we can contact you if there are issues with your report.*

**MAKE CHECKS PAYABLE TO:**

**DEPARTMENT OF WORKFORCE SERVICES**

**RETURN THE COMPLETED SUMMARY REPORT, EMPLOYEE WAGE LISTING, AND YOUR REMITTANCE TO:**

**WYOMING DIVISION OF WORKERS’ COMPENSATION**

**P.O. BOX 20006, CHEYENNE, WY 82003**
### Reporting Dates & Delinquencies

The following table illustrates important dates for monthly and quarterly payroll reporting.

<table>
<thead>
<tr>
<th>REPORTING PERIOD</th>
<th>DUE DATE</th>
<th>PAST DUE DATE</th>
<th>DELINQUENT DATE</th>
<th>Late Filing Penalty Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Q1</strong></td>
<td>JAN</td>
<td>28-Feb</td>
<td>1-Mar</td>
<td>30-Mar</td>
</tr>
<tr>
<td></td>
<td>FEB</td>
<td>31-Mar</td>
<td>1-Apr</td>
<td>30-Apr</td>
</tr>
<tr>
<td></td>
<td>MAR</td>
<td>30-Apr</td>
<td>1-May</td>
<td>30-May</td>
</tr>
<tr>
<td><strong>Q2</strong></td>
<td>APR</td>
<td>31-May</td>
<td>1-Jun</td>
<td>30-Jun</td>
</tr>
<tr>
<td></td>
<td>MAY</td>
<td>30-Jun</td>
<td>1-Jul</td>
<td>30-Jul</td>
</tr>
<tr>
<td></td>
<td>JUN</td>
<td>31-Jul</td>
<td>1-Aug</td>
<td>30-Aug</td>
</tr>
<tr>
<td><strong>Q3</strong></td>
<td>JUL</td>
<td>31-Aug</td>
<td>1-Sep</td>
<td>30-Sep</td>
</tr>
<tr>
<td></td>
<td>AUG</td>
<td>30-Sep</td>
<td>1-Oct</td>
<td>30-Oct</td>
</tr>
<tr>
<td></td>
<td>SEP</td>
<td>31-Oct</td>
<td>1-Nov</td>
<td>30-Nov</td>
</tr>
<tr>
<td><strong>Q4</strong></td>
<td>OCT</td>
<td>30-Nov</td>
<td>1-Dec</td>
<td>30-Dec</td>
</tr>
<tr>
<td></td>
<td>NOV</td>
<td>31-Dec</td>
<td>1-Jan</td>
<td>30-Jan</td>
</tr>
<tr>
<td></td>
<td>DEC</td>
<td>31-Jan</td>
<td>1-Feb</td>
<td>2-Mar</td>
</tr>
</tbody>
</table>

**Important note:** Unpaid premium will accrue interest from the Past Due Date shown above. If your payroll report is not filed within thirty (30) days of the Due Date, your account will be considered delinquent, and an additional $100.00 Late Filing Penalty will be assessed.

### What is Case Cost Liability (CCL)?

- CCL occurs when an employer is either delinquent or otherwise non-compliant with the Workers’ Compensation Act.
- Employers will be charged for all injury case costs if the employers' account is in non-compliance in the following circumstances:
  - Delinquent during the reporting period the injury occurred.
  - Injured workers are not reported on the wage list in the period the injury occurred.
  - Employer does not have an active policy with Wyoming Workers’ Compensation on the date of injury.
Liens
If premium payments are not timely, a lien can be filed with the county clerk of the county in which the employer has its principal place of business.

Zero Wage Reporting
Employers who do not currently employ any Wyoming workers or are not currently paying wages are still obligated to file quarterly payroll reports. In these instances, payroll reports should be completed with zeros or denoted with “No employees” and filed with the DWS.

Joint Reporting
- As a courtesy to our policyholders, employers with an active Wyoming Workers’ Compensation policy AND an active Wyoming Unemployment Insurance policy may request to have their accounts joined. With a joint workers’ compensation and unemployment insurance policy, employers can report and pay premiums online using wyui.wyo.gov.

Amended Payroll Reports
- If you have already submitted your quarterly payroll report and discover a mistake or discrepancy in the original filing, an Amended Payroll Report may be completed and submitted to DWS.
- Amended Payroll Report and Wage Listing forms and instructions can be found on our website at dws.wyo.gov/dws-division/workers-compensation/forms-documents.
- Please complete the Amended Payroll Report and Wage Listing in its entirety. If your account includes multiple NAICS codes, please include totals for ALL codes attached to your policy regardless of how many codes require correction.

Corporate Office Coverage
Wyoming Workers’ Compensation coverage is not immediately extended to Corporate Officers, LLC Members, Sole Proprietors, and Partners. Corporate

For more information or trouble accessing your WYUI account, please contact the Unemployment Tax Division at (307) 235-3294.

Independent Contractors
In Wyoming, an independent contractor is defined as meeting these three components:
- Is free from control or direction over the details of the performance of services by contract and by fact.
- Represents their services to the public as a self-employed individual or an independent contractor.
- May substitute another individual to perform their services.

Unless all three components of the law are met, the individual(s) is in fact an employee. The presence of a written or verbal contract alone does not establish independent contractor status. Issuing an IRS Form 1099 or paying on a commission-only basis does not qualify someone as an independent contractor.

For additional information or assistance in evaluating the working relationship of any independent contractors you have hired, please contact the Workers’ Compensation Division at (307) 777-6763 or email DWS-WCEmployerservices@wyo.gov.
officer coverage for these individuals is an optional addition to your active workers' compensation policy and must be elected by the corporate officer.

- **ELECTING COVERAGE:** In your registration welcome packet will be a form to elect corporate officer coverage. If you would like coverage, please complete this form and return it to the DWS.

- **REPORTING CORPORATE OFFICERS:** Once corporate officer coverage becomes effective, corporate officers will be reported on the Summary Report and Wage Listing under a “C” class code using the preset Statewide Average Wage. *The current statewide average wage can be found at dws.wyo.gov/dws-division/workers-compensation/resources/statewide-average-wage regardless of actual or zero wages paid. DO NOT use actual or zero wages for covered officers or members.

- **CANCELLATION:** To cancel workers’ compensation corporate officer coverage, you must submit a written request for termination of coverage. The DWS will terminate coverage 30 days after the request is received.

**Clerical Coverage**

Clerical Coverage is an optional addition to your active Wyoming Workers’ Compensation policy. Clerical Coverage must be applied for and will offer insurance coverage to your clerical employees at a lower premium base rate. Once Clerical Coverage is effective, clerical workers are reported under a separate NAICS Code.

- **ELIGIBILITY:** To be eligible for Clerical Coverage, employees must meet specific criteria. Chapter 1, Section 4(k) of the Wyoming Workers’ Compensation Rules & Regulations defines “Clerical Office Occupations” as follows:

  Employees whose duties are confined to keeping the books and records of the business or who are engaged wholly in office work. Employees shall have physical separation from exposure to the hazards associated with the business’s normal activities. Employees shall not have direct contact with, supervision of, or be involved in physical labor of, the employer’s operation, except, if incidental. Employees who qualify may include employees who work with financial or employee records, correspondence, or telephone duties.

  Employees qualifying for the clerical office occupation classification who perform any duties outside of the clerical office area or who perform duties not directly related to the performance duties inside the clerical office become disqualified for the clerical office occupation classification for the reporting period when the non-clerical work is performed. The limited exceptions allowed are solely for the direct travel to and from a local post office, bank, office supply store, or the primary business location if the employer is compensating travel.

  Any employee who is otherwise qualified to be reported as a clerical employee and who travels to any location other than outlined in the rules is thereby disqualified and can not be reported for that reporting period as clerical.
What is an industry base rate?
Once your business NAICS code is assigned, you will receive a base rate. Base rates are assigned to an industry based on an analysis done by our actuarial consultant. The base rate in conjunction with the EMR determines how much workers’ compensation premium an employer will pay.

What is an EMR, and how does it work?
- An EMR is a number derived from an industry-recognized formula that is in our Rules. See Wyoming Workers’ Compensation Rules and Regulations Chapter 2, Section 3 or this link: rules.wyo.gov.
- The EMR “split plan” as it is referred to, takes into account both the frequency of claims an employer has and the severity (monetary amount) of the claims. The EMR is based on 3 years of claims history.
- Once an experience modification rating is assigned to each employer, the Division will use the employer’s experience history to calculate what the business owes in premium above or below the industry base rate. In simple terms, EMRs below a 1.0 will pay less than the industry base rate and EMRs above a 1.0 will pay more than the industry base rate.
- New employers without a full year of premium obligation within the EMR period will receive an EMR of 1.0 until a one-year claims history is built.
- Out-of-state employers moving operations to Wyoming can request an EMR transfer from their private insurance carrier. If they do not have an experience history of more than one year, then they will be assigned an EMR of 1.0.

How does the EMR affect what my business pays in workers’ compensation premium?
A considerable amount of factors can affect what the business pays in premium. A few to mention are the amount of payroll, severity of claims, frequency of claims, three-year premium total, chargeable actual losses, expected losses, credibility factors, and parameters outlined by the actuarial yearly review. The full formula and factors can be found in our rules as mentioned above.
The Risk Management team at Wyoming Workers’ Compensation is committed to building a long-term and beneficial relationship with your company. Risk Management’s priority is to meet with you on a one-to-one basis to put a face and a voice to your policy.

Understanding the concepts of your Wyoming Workers’ Compensation coverage is a critical business practice often overlooked. Most employers are not familiar with the multiple features of their policy and often view premium expenses as a fixed cost. However, you can make a positive impact on your premium and the overall safety of your company.

The following is a brief overview of the services our DWS Risk Management team can provide to your business.

Premium Base Rate Discounts


Drug-Free Workplace Discount Program (DADPRG)


To apply for the Drug-Free Workplace Discount Program, complete and return the application included in your Welcome folder. A copy of this application and other Substance Abuse Treatment Resources can be found on our website: dws.wyo.gov/dws-division/workers-compensation/employer-services/risk-management-program. To continue enrollment in the program, employers are required to complete an annual renewal application. Renewal applications can be completed and submitted online by following the link on our website above.

Safety Discount Program (SDP)

Employers willing to adopt a written health and safety program with specific requirements may enroll in the Safety Discount Program. Example programs and policies are available on the DWS Risk Management website: dws.wyo.gov/dws-division/osha/safety-health-programs. The Safety program discount is applied in tiers starting at 3.33% up to 10%.

Risk Management Analysis (RMA)

By utilizing a Risk Management Analysis, you can take a step forward in maximizing your policy to its full potential. A Risk Management Analysis (RMA) is a free resource provided to all employers with an active Workers’ Compensation policy. A full-service RMA can be done face-to-face, online, or over the phone and will provide your business with an individualized presentation.

A request for any or all of these services can be submitted at any time by filling out the Risk Management Request Form on our website: dws.wyo.gov/dws-division/workers-compensation/employer-services/risk-management-program, calling our office at (307) 777-8990, or emailing us at businessrisk@wyo.gov.

Employers can now request a personalized Risk Management Analysis (RMA) through their PIERS portal at piers.wyo.gov.
The Workers’ Compensation Deductible program is designed to provide a cost-saving option for Wyoming businesses. With the Deductible Program, an employer could reduce premiums in exchange for an agreement to reimburse the DWS for all losses up to a specified deductible amount. The DWS would periodically bill the employer for reimbursement of payments until the per-injury deductible is met. More information is available at: dws.wyo.gov/dws-division/workers-compensation/employer-services/deductible-program.

The DWS OSHA Health & Safety Consultation Discount is applied in tiers starting at 3% to 10%. For more information or to apply for the DWS OSHA Health & Safety Consultation Discount, visit our website at: dws.wyo.gov/dws-division/osha/resources/health-safety-consultation-employer-discount-program or call our Wyoming Workers’ Compensation Safety & Risk offices at (307) 777-8990 or our OSHA offices at (307) 777-7786.

To find a list of approved third-party safety consultants or to apply for the DWS OSHA Health & Safety Consultation Discount, complete and submit the online application at: dws.wyo.gov/dws-division/osha/resources/health-safety-consultation-employer-discount-program.

The Wyoming Safety Improvement Fund is a monetary program that can help businesses implement health and safety training programs or assist with the purchase of health and safety equipment.

To apply for a Safety Improvement Fund Workplace Safety Contract, visit our website at dws.wyo.gov/dws-division/workers-compensation/employer-services/safety-improvement-fund. Complete one of three applications that is most suited to your needs and email, mail, or hand-deliver it to the address provided. Applications are evaluated on the business’s health and safety needs.

A Loss Run is a detailed report that lists Wyoming Workers’ Compensation claims for your company.

Employers can now access on-demand Loss Run Reports through their PIERS portal at piers.wyo.gov.
What is PIERS?
PIERS is an online portal available to our Wyoming Workers’ Compensation policyholders. With a PIERS account, employers gain 24/7 access to valuable resources to assist in managing your Wyoming Workers’ Compensation policy. Resources available from your PIERS account include:

- On-Demand Loss Run Reports- Detailed Claims Report.
- Experience Modification Rating (EMR) records.
- Final Rate Notice records.
- Certificates of Good Standing.
- Risk Management Discount Program applications.
- Risk Management Base Rate Discount Calculator.
- Financial Information & Account Balances.
- Monthly Claims Statements.

What are the Requirements?
To be eligible for a PIERS account, employers must have an active Wyoming Workers’ Compensation policy.

How Do I register for a PIERS Account?
Simply visit the homepage at piers.wyo.gov to register.
Preventing Injuries
• Consider your safety culture. Make regular safety meetings a part of your daily routine.
• Have company safety guidelines in place. For preventative measures, have an outline of specific safety procedures in place and have personnel trained in those safety procedures at job sites.
• DWS offers a wide range of safety assistance and can help you institute a safety plan. Please review the Risk Management Section.

Managing a Claim
When a claim occurs, the employer should take action to assist the worker with treatment and the required paperwork. A well-managed claim from the employer side can assist the DWS with keeping costs low and getting the injured party returned to work as quickly as possible. Below are some simple steps to follow:

- Provide assistance in getting your worker prompt medical treatment.
- If lost time occurs, keep in contact with your injured workers and bring them back to light-duty if possible.

Employer Rights and Responsibilities
When an injury occurs in the workplace, you have a duty to assist your employees in receiving the care they need. Listed below are the rights and responsibilities you, as the employer have, as well as the steps to take if a workplace injury occurs.

- Employees must notify the employer of a workplace injury within 72 hours.
- Workplace injuries must be reported to the Wyoming Workers’ Compensation Division within 10 working days.
- Notify your assigned claims analyst if you suspect the injury is not work-related.
- Perform an internal investigation immediately after the accident.
- Share all information about the work injury, including internal investigations or injury reports, with Wyoming Workers’ Compensation Division.
- Notify Wyoming Workers’ Compensation Division if your employee will miss more than three work days.
- You have the right to request a hearing if you object to a claim.
- You have the right to request a second opinion regarding an employee’s treatment or surgeries.

A Wyoming Workers’ Compensation Customer Service Representative is also available to provide a personal point of contact to injured workers, employers, and healthcare providers who require general information about Workers’ Compensation programs or assistance with specific case information during business hours. Contact (307) 777-5476 or e-mail DWS-AskMeWC@wyo.gov.
CHAPTER 8

Wyoming Department of Workforce Services Locations

Casper
444 W. Collins Drive, Casper, WY  82601

Workers’ Compensation (Field Office)
(307) 235-3664
(307) 235-3699 Fax

Safety & Risk (Field Office)
(307) 235-3672, Safety Specialist
(307) 235-3265, Safety Specialist
(307) 235-3688 Fax

Labor Standards (Field Office)
307-235-9679
307-235-3688 (fax)

Unemployment Insurance (Main Office)
(307) 235-3264 HELP Line
(307) 473-3789 Claims Center
(307) 235-3277 Fax
(307) 473-3726 Fax

Cody
1026 Blackburn Ave, #4, Cody, WY  82414

Workers’ Comp./Unemployment (Field Office)
(307) 527-5609
(307) 527-7557
(307) 527-5053 Fax
(307) 527-8247 Fax (Unemployment)

Cheyenne
5221 Yellowstone Road, Cheyenne, WY 82002

Workers’ Compensation Employer Services
Mailing: P.O. Box 20006, Cheyenne, WY 82003
(307) 777-6763
(307) 777-5298 Fax
(888) 996-9226 Fraud Hotline

WC Claims (Main Office)
Mailing: P.O. Box 20207, Cheyenne, WY 82003
(307) 777-7441
(307) 777-6552 Fax
(888) 996-9662 Fraud Hotline

Risk Management
(307) 777-8990

Safety & Risk (Main Office)
(307) 777-8901
(307) 777-7749, Safety Specialist
(307) 777-3646 Fax

Labor Standards (Main Office)
(307) 777-7261
(307) 777-5633 Fax

Office of the Director
(307) 777-8650
(307) 777-5857 Fax
(307) 777-8728 (Executive Assistant)

Gillette
551 Running W Drive, Gillette, WY  82718

Workers’ Comp./Unemployment (Field Office)
(307) 686-0818
(307) 686-9120
(307) 687-5312 Fax

Safety & Risk (Field Office)
(307) 682-5549
(307) 687-5309, Safety Specialist
(307) 687-5312 Fax
LANDER
1295 12th Street, Lander, WY  82520

Workers’ Comp./Unemployment (Field Office)
(307) 332-0239 Claims
(307) 332-5766 Nurse’s Line
(307) 332-6514 Fax

Safety & Risk (Field Office)
(307) 335-2481
(307) 332-3514 Fax

ROCK SPRINGS
2451 Foothill Blvd., Rock Springs, WY  82901

Workers’ Comp./Unemployment (Field Office)
(307) 382-6775
(307) 352-2557
(307) 362-6338
(307) 382-3534 Fax

Safety & Risk (Field Offices)
(307) 347-4210
(307) 362-3534 Fax

LARAMIE
3817 Beech Street, #100, Laramie, WY  82070

Workers’ Comp./Unemployment (Field Office)
(307) 755-6261
(307) 742-2953 Fax

Safety & Risk (Field Office)
(307) 721-1915, Safety Specialist
(307) 742-4464 Fax

SHERIDAN
247 Grinnell Plaza, Sheridan, WY  82801

Workers’ Comp./Unemployment (Field Office)
(307) 672-7849
(307) 674-8043 Fax

WORLAND
1200 Culbertson Ave, Worland, WY 82401

Safety & Risk (Field Office)
(307) 347-4850, Safety Specialist
(307) 347-4017 Fax

RIVERTON
422 East Fremont Ave., Riverton, WY  82501

Workers’ Comp./Unemployment (Field Office)
(307) 856-8131
(307) 856-3468 Fax
Occupational Safety & Health Administration (OSHA) Locations

**Casper Field Office**
444 W. Collins Drive, Casper, WY 82601
Mailing: P.O. Box 2760, Casper, WY 82601
(307) 214-7399, Health Consultant
(307) 233-4691/6415, Safety Compliance
(307) 233-4690, Health Compliance
(307) 235-3677 Fax

**Gillette Field Office**
551 Running W Drive, #300, Gillette, WY 82718
(307) 687-5316, Safety Consultant
(307) 687-5312 Fax

**Rock Springs Field Office**
2451 Foothill Blvd., #53, Rock Springs, WY 82901
(307) 352-2566, Safety Compliance
(307) 352-2633, Safety Consultant
(307) 382-3534 Fax

**Cheyenne Main Office**
5221 Yellowstone Road, Cheyenne, WY 82002
(307) 777-7786 Main
(307) 777-3646 Fax

**Douglas Field Office**
311 North Russell Ave. #B, Douglas, WY 82633
(307) 718-0199

**Gillette Field Office**
551 Running W Drive, #300, Gillette, WY 82717
(307) 685-6579
(307) 685-6592 Fax

**Lander Field Office**
1295 12th Street, Lander, WY 82520
(307) 332-1361

**Rock Springs Main Office**
2451 Foothill Blvd., #101, Rock Springs, WY 82901
Mailing: P.O. Box 1094, Rock Springs, WY 82902
(307) 362-5222
(307) 362-5233 Fax
(307) 350-8952 State Mine Inspector’s Emergency
Other Helpful Resources

**Attorney General’s Office**
Kendrick Building
2320 Capitol Avenue
Cheyenne, WY 82002
(307) 777-7841
(307) 777-6869 Fax
[ag.wyo.gov](http://ag.wyo.gov)

**Business Council**
214 West 15th Street
Cheyenne, WY 82002
(307) 777-2800
(800) 262-3425
(307) 777-2837 Fax
[info.wbc@wyo.gov](mailto:info.wbc@wyo.gov)
[wyomingbusiness.org](http://wyomingbusiness.org)

**Department of Family Services**
2300 Capitol Ave., 3rd Floor
Cheyenne, WY 82002
(307) 777-7921
[dfs.wyo.gov](http://dfs.wyo.gov)

**Department of Revenue**
122 West 25th Street, 2nd Floor West
Cheyenne, Wyoming 82002
(307) 777-5200
[revenue.wyo.gov](http://revenue.wyo.gov)

**Office of the Governor**
State Capitol
200 W 24th Street
Cheyenne, WY 82002
(307) 777-7434
(307) 632-3909 Fax
[governor.wyo.gov](http://governor.wyo.gov)

**Secretary of State**
Herschler Building East
122 West 25th Street
Suite 100
Cheyenne, WY 82002
(307) 777-7378
[sos.wyo.gov](http://sos.wyo.gov)

**SOS Business Division**
Herschler Building East
122 West 25th Street
Suite 101
Cheyenne, WY 82002
(307) 777-7311
(307) 777-5339 Fax
[business@wyo.gov](mailto:business@wyo.gov)
[wyobiz.wyo.gov](http://wyobiz.wyo.gov)