

Payroll Reporting

Follow this guide to navigate and self-submit Payroll Reporting in the LUBA Connect Portal.

1

 Sign In

- Go to **lubawc.com**, click **Sign In**, choose **Policyholder Profile**, and enter your credentials.

2

 Open Payroll Reports

- Click the **Explore** tab, select the **Policy Number** hyperlink, then open the **Payroll Reports** tab.

3

 Sort by Criteria

- Sort your view by **Reporting Period & Status**, **Total Amount Due**, **Group Details**, or **Audit Info**.

4

 Search & Filter

- **Search Bar** — search by Group Number, Policy Period Status, or Audited status.
- **Dropdowns** — filter by Reporting Period, Estimated amounts, or Audited reports.

5

 Filter by Status

- Click **More** to open the Policy Period Status menu.
- Choose: **Completed** (finalized), **Expired** (past), **Open** (active), or **Pending** (awaiting action).

6

 Self-Submit Payroll

- Click the **Reporting Period** date range you wish to submit.
- Enter the payroll \$ amount for each class code in the box provided.
- Click **Submit Payroll** (or **Save and Exit** to finish later). Payment options then appear.



Tip: Use Save and Exit to keep a partially entered report — you can return and submit it later.