

Time Reporting Guide for Workers' Compensation

The first day of the injury:

The employee should code Paid not worked-PDNW for the hours out due to the injury but not to exceed normal scheduled hours.

Prior to claim approval:

The employee should code normal scheduled hours with leave using a workers' compensation (WC) time reporting code (TRC) of WSICK or WANNL (**annual leave can only be used once** sick has been exhausted) **plus** code the hours per day with the worker's compensation-WC Time Reporting Code (this TRC is an indicator that there may be a workers' compensation payment).

Example: If the normal schedule is 80 hours a pay period there should be a total of 160 hours = 80 hours of worker's compensation- WC TRC and 80 hours of leave WSICK or WANNL.

Doctor appointments related to the workers' compensation claim should be reported with sick leave, comment should be included.

Example comment: "pending claim, Doctor Appointment".

If the department determines the injury is assault, the timesheet still needs to be coded using the WC, WSICK and/or WANNL in addition to WCASP.

Holiday coding: Code for a holiday following regular holiday coding instructions. (hours may be adjusted based on weekly wage calculations)

After claim has been approved:

The timesheet should be coded with total normal hours with WC TRC's. (This will act as one of the indicators for workers' compensation payment) If an employee is not working in any capacity WC hours should be coded as a Monday- Friday regular schedule.

Employee chooses to supplement their workers comp benefit payment with leave: Code, in addition to the WC TRC's, each day of the pay period with total normal hours AND include a comment on the timesheet, indicating desire to supplement. Employees can either choose a specific number of hours to supplement with; however, a maximum number will be determined by the replacement wage calculation. If no comment exists on the timesheet requesting a leave supplement, eligible leave will be restored to employee.

A department determined **assault claim will not need to code leave, as the WCASP fills in the eligible remaining amount. Employee should code both Workers Comp Assault Pay – WCASP, and workers' compensation-WC time reporting codes.*

This information is intended to provide general information and guidance. Individual situations will vary. It is important to read bargaining agreements, policy language and to contact the Department of Human Resources with questions concerning the specific situation.

Coding for a Holiday:

Approved **total** workers comp: Code 8 hours of Holiday-HOL (hours will be adjusted based on weekly wage calculations)

Approved **partial** workers' comp: Code holiday following regular holiday coding instructions. (hours may be adjusted based on weekly wage calculations)

Workers' Compensation Time Reporting Codes:

Workers Compensation - WC: Is a place holder on the time report. Code is necessary to indicate employee may receive workers' compensation payment

Workers Comp Assault Pay-WCASP: Department determined; for further questions around this code speak to an HR administrator

Sick leave WC supplement-WSICK: will be used to supplement pay.

Annual leave WC supplement-WANNL: Use only when sick leave has been exhausted to supplement pay.

**If the employee is on a full time workers comp disability, timesheets need to be completed by the first Friday of the pay period.*

**The leave used for WSICK and WANNL will reduce employees accrued leave buckets. Once a claim is approved eligible leave will be restored.*

**Once employee has reached medical end result a PAR will need to be completed returning the employee from workers' compensation status.*

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