

# Time Reporting Guide for Workers' Compensation

## ***The first day of the injury:***

If medical attention is sought, you should code "Paid Not Worked" - PDNW for the hours out due to the injury, not to exceed normal scheduled hours. If medical attention is not sought, you should code Sick Leave not to exceed normal scheduled hours.

Note: do not use the "Workers Comp Doctor" WCDR code as medical appointments are only covered once a claim is approved.

## ***Prior to claim approval:***

Your timesheet will include two sets of time reporting codes. The use of WC is a placeholder while the claim is pending.

You should code normal scheduled hours with **WC and leave time** if you want to be compensated while a claim is under review. Time reporting codes to be used are WSICK or WANNL (**annual leave can only be used once sick has been exhausted**)

*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 using sick leave, comment should be included.

*Example comment: "pending claim, Doctor Appointment".*

If the department determines the injury sustained is "assault", the timesheet needs to be coded using the WSICK and/or WANNL in addition to WCASP. "Assault Pay" is situationally determined, speak to your HR Administrator for department specific policy/s.

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

## ***If the claim has been approved:***

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

If you choose to supplement a workers' comp benefit payment with leave, you should code WSICK or WANNL, (if sick leave has been exhausted) in addition to the WC TRC, each day. You should include a comment on the

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timesheet, requesting to supplement. You can 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.

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

### ***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.
- Workers Comp Doctor – WCDR: Use only when attending medical appointments associated with the approved WC claim.

### ***Other important considerations:***

- Payroll deductions, such as health insurance premiums, are not taken from any workers' compensation indemnity payments you receive.
- You may, as already stated, supplement workers' compensation indemnity payments with earned sick leave or annual, after sick leave is exhausted. These payments are made through the State Payroll system and payroll deductions, such as health insurance premiums, are taken from this pay, to the extent possible.
- If you do not elect to supplement your workers' compensation indemnity payments with paid leave, or if that paid leave is not sufficient to cover all the payroll deductions, you would be responsible to pay for those deductions, such as health insurance premiums.

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