



**WORKERS' COMPENSATION
TIME REPORTING
MANUAL**

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PURPOSE OF THE MANUAL

This manual provides an *overview* of Workers' Compensation processing in PeopleSoft, specifically how Timesheets, Leave, and Pay Exceptions Reports are completed, and how time is entered.

This manual *does not* address Policies and Procedures governing Workers' Compensation and *is not* intended to provide guidance on every possible situation that arises from Workers' Compensation injuries. Please contact the Leave of Absence and Workers' Compensation Section of Human Resources for questions not covered by this manual.

GENERAL INFORMATION

Workers' Compensation is "insurance" paid in full by the State that provides coverage to an employee for a job-related injury or illness.

Employees who are injured or become ill due to the conditions of their job are entitled to receive sixty-six and two thirds percent (66 2/3%) of his/her pre-injury average weekly wage and/or payment of expenses for medically necessary services under Workers' Compensation.

Job-related illnesses or injuries are *not* covered under the State Self-Insured Plan or any of the Health Maintenance Organizations in the State Health Insurance Program. Claims for job-related conditions *should not* be filed under any of these plans.

Employees sustaining a job-related injury or illness *must* complete a First Report of Injury (FROI) as soon as possible, and report it to the University's Insurer, AMERISYS. They then must submit the form to the HR Leave of Absence and Workers' Compensation Division immediately, along with any medical reports if treatment was received.

Please refer questions on current Policies and Procedures to the Leave of Absence and Workers' Compensation Section of Human Resources at loandworkcomp@ucf.edu or 407-823-2771.

TIME REPORTING GUIDELINES

USPS, FACULTY, AND A&P EMPLOYEES:

USPS (Non-Exempt) employees who experience a work-related accident or illness *must* complete both a Timesheet *and* a Leave and Pay Exceptions Report. Faculty, A&P and USPS (Exempt) employees *must* complete a Leave and Pay Exceptions Report; a timesheet is not necessary.

If an employee does not work any time during a Pay Period due to a Workers' Compensation injury, no Timesheet is required; however, a Leave and Pay Exceptions Report is required for any Pay Period during which an employee is using Workers' Compensation Disability with Pay (DIS), Workers' Compensation (WC), or Workers' Compensation Leave Without Pay (WCL). WC hours will be paid by the Florida Division of Risk Management.

Should one of these employees lose time from work due to a job-related injury or illness, the first seven (7) calendar eight-hour workdays, or forty (40) intermittent hours (forty hours being the maximum either way), should be charged to Disability with Pay (DIS) on the Leave and Pay Exceptions Report. When an employee is absent from work due to a job-related injury for reasons *other than* a medical appointment, the absence *must* be authorized by an approved Workers' Compensation Physician in writing. A copy of all DWC-25 Forms (medical reports provided by WC doctors) *must* be forwarded to the Workers' Compensation Section of Human Resources.

DIS is paid by the University and is *not* charged to the employee's accrued leave. If the employee returns to work within the first seven (7) calendar work days, and has not used the entire forty (40) hours immediately following the date of the accident, than the employee may use DIS for missed hours on the date of the injury and may use the remaining DIS hours intermittently for doctor visits, physical therapy, etc. Once the intermittent DIS hours are exhausted, the employee may use his/her accrued leave for further doctor's visits, physical therapy, etc.

If the employee is unable to return to work within the first seven (7) calendar workdays following the date of the injury, the employee is eligible for the full forty (40) hours of DIS; however, the employee is *not eligible* to use DIS on the date of the injury. Instead, the employee may elect to use accrued leave for any work time missed on the date of the injury. Beginning on the eighth (8th) day of disability, the employee *will be paid* 66 2/3% of his/her weekly pay by the Division of Risk Management. The employee *is eligible* to supplement Workers' Compensation (WC) wages with accrued leave.

The Workers' Compensation benefit paid by the Division of Risk Management generally represents 5.25 hours of an eight (8) hour day, leaving 2.75 hours that the employee may supplement with his/her accrued leave. (Coded for payroll as 5.25 -WC and 2.75 - Sick or Annual leave.) If an employee has no leave available or chooses not to use their leave, then

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the code for 2.75 is WCL. When an employee is on WCL and has no pay from any accrued leave, or not enough accrued leave to cover their insurance benefits deductions, they must arrange to pay the University for their insurance premiums.

There is a maximum Workers' Compensation weekly benefit amount paid by the Division of Risk Management. For highly-compensated employees, if 66 2/3% of an employee's weekly pay is more than the weekly maximum Workers' Compensation benefit, the employee may use more accumulated leave to supplement their Workers' Compensation benefit. This reduces the ratio of hours coded WC for an eight (8) hour day, and increases the amount of annual, sick or compensatory leave used per day. If the employee is highly compensated, please contact the Leave of Absence and Workers' Compensation Section of Human Resources for a revised calculation of Workers' Compensation (WC) hours.

Shift Work

If an employee *works a shift* that begins before midnight on one day and ends after midnight the next day, the eight (8) hours of DIS allowed per day is recorded on the day the shift begins and continues each workday where a shift begins until the 40 hours of DIS are used. The State of Florida does not pay partial day DIS.

OPS EMPLOYEES:

OPS Contract Employees who experience a work-related accident or illness must complete *both* a Timesheet *and* a Leave and Pay Exceptions Report. OPS Contract employees include adjuncts, graduate teaching assistants, and graduate research assistants. If an employee does not work at any time during a pay period due to a Workers' Compensation injury, no Timesheet is required, but the Leave and Pay Exceptions Report is still required.

Workers' Compensation *leave without pay* (WCL) is entered on the Leave and Pay Exceptions Report in an amount *equal to* the number of hours off work for doctor's visits, physical therapy, etc. If the OPS Contract employee is unable to return to work, WCL is entered in an amount *equal to* the employee's daily scheduled hours.

OPS Hourly employees complete only a Timesheet. OPS hourly employees include regular hourly OPS, undergraduate students, and hourly graduate assistants. No Workers' Compensation hours are entered for these employees - only actual hours worked are entered on the Timesheet.

OPS employees are *not eligible* for Disability Leave with pay (DIS). Workers' Compensation payments will begin on the eighth (8th) day at a rate of two-thirds (2/3) the employee's salary. After twenty-one (21) consecutive workdays of authorized absence from work, the employee will be paid *retroactively* for the first seven (7) days of Disability. The Division of Risk Management makes all Workers' Compensation benefit payments for these employees.

EFFECT OF HOLIDAYS ON TIME REPORTING

Holidays have no effect on OPS employees' Workers' Compensation benefits. For OPS contract employees who are unable to return to work, Workers' Compensation Leave Without Pay (WCL) is entered on the holiday in an amount equal to the employee's daily scheduled hours. USPS, Faculty, and A&P employees' time reporting is affected differently depending on when in the Workers' Compensation payment cycle the holiday falls. The sections below describe those effects:

Holiday Occurs During First Seven (7) Calendar Days of Disability (DIS)

When a holiday occurs during the first seven (7) calendar days or 40 intermittent hours of a disability, injured employees are eligible for holiday pay on that day rather than Disability.

Holiday Occurs After First Seven (7) Calendar Days of Disability (DIS)

When a holiday occurs after the first seven (7) calendar days or 40 intermittent hours of a disability:

- Injured employees who are supplementing Workers' Compensation payments the day before the holiday, are eligible to take holiday pay for 2.75 hours, (the number of hours normally used to supplement Workers' Compensation), if he/she uses 2.75 hours of accrued leave on that day. The balance 5.25 hours will be paid by the Division of Risk Management.
- Injured employees who are not supplementing 2.75 hours of Workers' Compensation payments the day before the holiday will not receive holiday pay.

OVERTIME AND TIME REPORTING

During the first 40 hours after a Workers' Compensation injury, if an employee has worked overtime, the employee may only use enough Disability leave to bring the employee to a total of 40 hours for the workweek. For example, if the employee is injured on Wednesday, and has already worked 35 hours in week 2 of the pay period, the employee can only use 5 hours of Disability leave in week two.

TIMESHEETS AND LEAVE AND PAY EXCEPTIONS REPORTS

Timesheets and Leave and Pay Exceptions Reports for employees who have job-related injuries must be submitted to Human Resources upon request for audit purposes. The Leave of Absence and Workers' Compensation Section reviews data entered into PeopleSoft for accuracy and DIS eligibility.

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TIME ENTRY AND APPROVAL

The Departmental Payroll Processor *must* enter time for USPS, Faculty, A&P and OPS Contract employees from the Leave and Pay Exceptions Report.

Workers' Compensation *is not entered* for regular OPS hourly, undergraduate students, and hourly graduate assistants; however, if an OPS hourly employee has worked during the pay period, than the worked hours must be entered on the Time Entry panel. Authorizers must approve the time on the Approval panels by the pay period closing day as indicated on the monthly Payroll Calendar.

For additional information on completing the Timesheet and/or Leave and Pay Exceptions Report and for steps for Processing Payroll, refer to the HR Procedure Manual for Payroll Processors. The Manual can be found one the Website at http://hr.ucf.edu/files/PS_timeprocmanual.pdf

QUICK PAY CODE REFERENCE CHART FOR WC

USE CODE	WHEN		OR	
Sick (S) or Annual (A) Leave	Day of Injury if employee started the work day		If EE is out without a Dr's written statement/report	
USE CODE	WHEN	OR	OR	
DISABILITY Leave (DIS) <i>(Entitle to 40 hours per injury)</i>	Day after Injury and continuing only up to 40 hours	Dr.'s Written Report states "No Work"	Dr's Written Report states "Modified Duty" with restrictions that your dept can not accommodate relative to EE's job description	<i>NOTE: HR must be notified daily if an employee is out and using DIS</i>
USE CODE	WHEN	OR	OR	
Workers' Compensation (WC) These hours are paid by the Fla. Div. of Risk Mgmt.	EE is authorized to be absent for at least 8 hours and has used all of his 40 hours of DIS (When used up HR <i>must</i> be notified in order to refer to RM)	Dr's written report states EE cannot work	Dr's Written Report states "Modified Duty" with restrictions that your dept can not accommodate relative to EE's job description	<i>NOTE: The maximum WC hours that can be given to an EE per 8 hour day is 5.25 hours.</i>
USE CODE	WHEN			
WCL (Workers' compensation Leave without Pay)	EE is on WC and has no S or A leave to supplement his pay (i.e. 2.75 hrs per work day)			<i>Note: In this case EE must make arrangements to pay his/her insurance premiums</i>
USE CODE	WHEN			
LWO (Leave without Pay)	EE has reached Maximum Medical Improvement and does not return to work immediately			