

Workers' Compensation Timekeeper's Handbook

- [Introduction](#)
- [Procedures For All Claims](#)
- [Procedures for Accepted Claims](#)
- [80% Extended Sick Leave](#)
- [Procedures for Pending Claims](#)
- [Procedures for Denied Claims](#)

Introduction

This handbook was prepared by the UC San Diego Workers' Compensation Office and the UC San Diego Payroll Office. This information is for department timekeepers with employees who are losing time for a work-related injury or illness.

We hope these guidelines will be helpful to you. Our office has tried to provide information that is understandable and easy to use. Since Workers' Compensation laws continually change, we will make revisions and update these guidelines as needed.

If you have questions or need assistance, please call or email

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Procedures for All Claims

When an employee has a work-related injury or illness, the employee should provide the department with all disability slips authorized by the physician.

Copies of all disability slips received by the timekeeper should be forwarded immediately to the Workers' Compensation Office via fax: (858) 246-0973 or sent to Mail Code 0925

Submission of an injury report or claim form does not mean that the claim has been accepted. Claims are only approved by Sedgwick CMS, the Workers' Compensation administrator for UC SAN DIEGO.

When an employee cannot work due to a work-related injury, the Workers' Compensation Office will send the department timekeeper a payroll information sheet. The department timekeeper should complete the sheet and return it as soon as possible to the Payroll Office at Mail Code 0952. The Payroll Office will use the information on this sheet to make sure the injured employee receives a correct paycheck.

The department timekeeper should follow these steps for all employees who are losing time due to a work-related injury or illness:

- Any absence on the day of injury is Administrative Leave with pay.
- Employees who are unable to work as the result of a work-related injury or illness should be placed on Family and Medical Leave (FMLA) if eligible for coverage.
- Use the employee's available sick leave on the other days the employee is off work.

- Mark the time card or pay report with number of hours lost on each day of lost time using a "WC" code on a PTR or time card, and a "WKC" code on a hospital pay report.
- Enter the hours in TAR by placing the total number of hours lost in the sick leave section of the online payroll system under the correct pay period end date.
- Keep a print out of the employee's time card or pay report for future reference.

For Sub 1 and Sub 0 Employees:

- If the employee exhausts their sick leave and other selected leave balances, place the total number of hours lost in the "other hours" box with an "N" code (for no-pay) in the key entry section online payroll system.

For Sub 2 Employees:

- Do not report any hours after sick leave is exhausted.

An employee with an *accepted* workers' compensation claim may use their vacation and/or comp time balances when their sick leave is exhausted. The Workers' Compensation Office will mail the employee a letter asking if the employee would like to use their vacation and/or comp time after their sick leave is gone. The employee will return the completed letter to the Payroll Office and Payroll will include this information on the Workers' Compensation worksheet that will be mailed to the department timekeeper once the claim is accepted.

The employee has 10 days to respond to the letter regarding the use of their vacation and/or comp time balances. If the employee does not respond by that time, the Payroll Office will use all the employee's available leave balances on the Workers' Compensation worksheet that will be mailed to the department timekeeper once the claim is accepted.

If the employee's sick leave is exhausted while the workers' compensation case is pending, the employee may use their available comp time and vacation balances, with departmental approval. When the employee exhausts all selected leave accruals, place the employee on a no pay status. The Workers' Compensation Office will instruct the employee by letter to apply for other disability benefits through their Department Benefits contact if the employee is losing time from work while the workers' compensation case is on delay. The employee's supervisor and timekeeper will receive a copy of this letter. When the claim is accepted, you will receive a Workers' Compensation worksheet from Payroll with further instructions regarding the employee's leave balances. If you do not receive a worksheet from Payroll, please contact the Workers' Compensation Office for assistance.

When an employee is working a reduced schedule due to a work-related injury or illness, the lost time should be reported to the Workers' Compensation Office. The State of California uses a formula to determine wage loss benefits for partial lost time. Based on this formula, the employee may or may not be paid by Sedgwick CMS. Time lost from work is charged to all employees working a reduced schedule, whether they are on Exempt or Non-Exempt status.

Procedures for Accepted Claims

Once a claim is accepted, Sedgwick CMS will mail a check to the employee's home *if the employee lost more than three days from work*. The check pays two-thirds of the employee's weekly salary **up to a maximum amount determined by the State of California**. Since the employee's weekly salary is more than the amount paid by Sedgwick CMS, the rest of the employee's salary is paid through the UC SAN DIEGO payroll system using the employee's sick leave. The Payroll Office will issue a full paycheck minus the amount already paid to the employee by Sedgwick CMS.

Now that Sedgwick CMS is paying for part of the employee's lost hours, the timekeeper will be instructed to give back some sick leave to the employee. The Payroll Office will mail a Workers' Compensation worksheet to the timekeeper showing how many hours of lost time were paid by Sedgwick CMS and how many hours were paid by the employee's sick leave.

When the timekeeper receives a copy of the Workers' Compensation worksheet from the Payroll Office, these steps should be followed:

1. Continue to mark the employee's time card with a "WC" code. Use a "WKC" code on a hospital pay report.
2. The worksheet from Payroll will show the number of hours to credit the employee or if necessary, the number of hours to deduct. Adjustments to the employee's balances will always need to be made by the timekeeper. Usually the timekeeper will be giving hours back to the employee; however, the timekeeper will occasionally need to deduct hours from the employee's balances if lost time was not yet reported by the employee.

80% Extended Sick Leave

UC SAN DIEGO Policy & Procedures (PPM 516-28) state that upon exhausting sick leave and other selected leave accruals, an employee with an approved claim will then be eligible to receive up to 26 weeks of Extended Sick Leave. The employee's department will pay the difference between what Sedgwick CMS is paying and 80% of the employee's paycheck. This benefit is known as Extended Sick Leave.

Employees who do not earn sick leave benefits are not eligible to receive the Extended Sick Leave benefit. These employees will only receive the payment from Sedgwick CMS.

Timekeepers should follow these steps for employees with accepted claims who are eligible for Extended Sick Leave:

- When the employee exhausts their sick leave and other selected leave accruals, the Payroll Office will mail to the timekeeper a Workers' Compensation Worksheet with the exact date that Extended Sick Leave begins and ends.
- Prepare a Personnel Action Form placing the employee on 80% of regular work hours as per the date on the Workers' Compensation Worksheet.
- If the employee regularly works part time, the entry in the Personnel Payroll System (PPS) should indicate 80% of the part time hours. EXAMPLE: The employee normally works 50% time, or 4 hours per day. When 80% pay begins, the PPS entry should indicate the employee now works 40% time or 3.2 hours per day ($.50 \times .80 = .40$ or $4 \times .80 = 3.2$).
- If leave balances are exhausted before the timekeeper receives a Workers' Compensation Worksheet from Payroll, call the Payroll Office for assistance.

While on Extended Sick Leave pay status, the employee will accrue 100% of regular vacation and sick leave hours. Vacation and sick leave accrued while on Extended Sick Leave can only be used when the employee returns to work. LASRs should be corrected to reflect the 100% accrual rate.

There is no need to prepare a PPS entry for employees who are placed on 80% pay status while losing intermittent hours from work, or for employees who are on 80% status for just a few days. The timekeeper should follow these steps instead:

- Multiply the number of hours lost by 80. Place the answer in the "other hours" box with a "W" code in the key entry section the online timekeeping system.
- Multiply the number of hours lost by 20. Place this answer in another "other hours" box on the next key entry line of the PTR. Use an "E" code (to extend the answer), followed by an "N" code (for no pay).
- EXAMPLE: An employee is off 5 hours intermittently during the month and is placed on 80% pay status. On the PTR, 4 hours should be placed in the "other hours" box with a "W" code ($.80 \times 5=4$) and 1 hour should be placed on the next key entry line in another "other hours" box with an "E" code followed by an "N" code ($.20 \times 5=1$).

There is a three-day waiting period before Workers' Compensation payments begin. The employee's sick leave and other selected leave balances will be used to cover any lost time during the first three days after the date of injury. Some employees may be off work only three days or less but might not have enough leave balances to cover the lost time. If this happens, the timekeeper should pay the employee 80% pay for any time lost during those three days.

80% pay will continue for 26 weeks or until the employee returns to work. If the employee does not return to work at the end of 26 weeks, the Workers' Compensation Office will mail the employee a letter instructing them to apply for disability benefits through the Benefits Office. A copy of the letter will also be sent to the employee's supervisor and department timekeeper.

When the timekeeper receives a copy of the letter stating 80% Extended Sick Leave will be ending, these steps should be followed:

- Prepare a PPS entry to remove the employee from pay status as per the 80% end date in the letter.
- The employee will continue to accrue sick leave and vacation hours at 100% rate. Sick leave and vacation accrued after 80% pay ends can only be credited to the employee upon return to work.

At this time, you may contact the Human Resources Department regarding options the department has regarding the employee's position.

Procedures for Pending Claims

A decision on a claim may be delayed by Sedgwick CMS. If more time is needed to make a decision, Sedgwick CMS will mail a letter to the employee's home stating the date a decision will be made. The Workers' Compensation Office will instruct the employee by letter to apply for other disability benefits through the employee's department benefits contact if the employee is losing time from work while the case is on delay. The employee's supervisor and the department timekeeper will receive a copy of this letter.

When a copy of this letter is received, the timekeeper should follow these steps:

- Continue to mark the employee's time card with a "WC" code. Use a "WKC" code on a hospital pay report.
- Continue to use the employee's selected leave accruals until the employee returns to work.
- The employee may use their available comp time and vacation balances if the department approves.
- If the employee exhausts all selected leave accruals before returning to work, prepare a PPS entry placing the employee on a no-pay status until a decision is made on the case.

Once a decision is made on a claim, Sedgwick CMS will inform the employee by mailing a letter to their home. The Payroll Office will mail a Workers' Compensation worksheet to the department timekeeper with information on how to adjust the employee's leave balances.

Procedures for Denied Claims

If a claim is denied, Sedgwick CMS will mail a letter to the employee's home explaining why the claim has been denied. Copies of the letter will also be sent to the employee's supervisor and department timekeeper.

When the department timekeeper receives a copy of the letter denying the employee's claim, the timekeeper should follow these steps:

- If the employee is off work on no-pay status, continue the no-pay status until the employee returns to work.
- If the employee is still off work and on approved leave, continue to use their selected leave accruals until the employee returns to work.

- If the employee exhausts their selected leave accruals before returning to work, prepare a PPS entry placing the employee on no-pay status until they return to work.
- Any loss of work on the day of injury will no longer be considered Administrative Leave. The employee must use their own leave balances to cover time lost on that day.

If you have questions or need assistance, contact the UC San Diego Workers' Compensation Office:

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