

How to Record Worker's Comp Time Away from the Work Site

When employees have taken time off work to attend to a health care appointment due to a worker's comp injury/incident/illness, this is always to be noted in the comments section of the employee's TRS attendance report. No accruals are used to cover the time away for WC health care appointments, e.g. to go to therapy appointments. Extended leave will be covered under other protected rights.

If an employee is hurt, develops an illness/injury while performing assigned work, they obtain medical care and time off to heal and for appointments...always documented by health care provider certification without use of accruals.

The employee should note their time away, both date and hours out of the office, in the Timesheet comment box and also provide both the supervisor and the HR office with an appointment notice that they have attended an appointment scheduled through their health care provider assigned by our worker's comp insurance broker services. The hours out of the office for this purpose should be recorded as "work hours" (currently TRS does not have a pay option for "Workers' Comp").

Please note, it is expected that appointments take place at the beginning or end of the day so as to not impact the work activities of the unit.

How to record for short-term time off (Worker's Comp):

Exempt employees do not report the time off via a dropdown type. Time off details and any necessary information is entered in the Comments Section.

- The employee must answer "YES" to "Do you have any leave time to report for this pay period?" in order to enter comments.
- The employee does not report any time away for Worker's Comp time away in the timesheet.
- The employee enters relevant information (date and time away from campus) regarding the Worker's Comp time away in the Comment Section.



In this example, the Exempt employee took time away from work to attend a Worker's Comp health care appointment from 4PM to 5PM on March 27th.

19	Add...	20	Add...	21	Add...	22	Add...	23	Add...	24	Add...	25	Add...
26	Add...	27	Add...	28	Add...	29	Add...	30	Add...	31	Add...	1	

Do not use dropdowns

* Timesheet Totals do not include earned holiday hours, shift differential, and overtime.

? Fixed schedule: Mon, Tue, Wed, Thu, Fri (8 Hrs)

Timesheet Comments

Worker's Comp Dr. appointment on 3/27 from 4-5pm.
Doctor's note submitted to manager and HR on 3/28.

Error / Warning

Enter relevant details here

Once submitted for approval, a copy will go to your supervisor. If you have any questions, please contact your Payroll Coordinator for assistance.

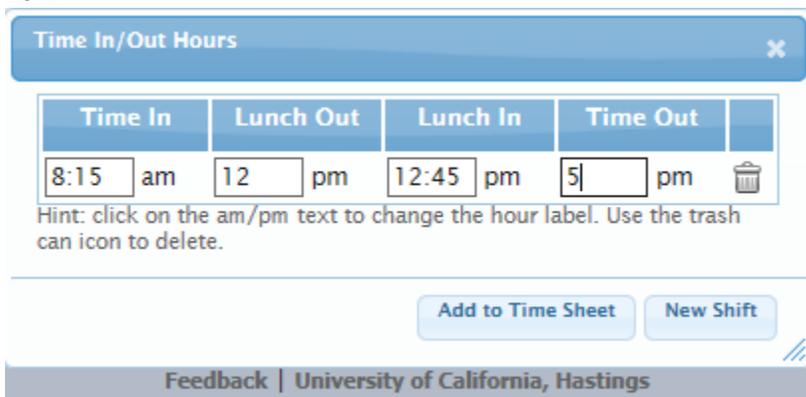
I understand any misstatement or falsification of hours on this time sheet may be cause for disciplinary action up to and including termination.

Save Submit to Supervisor

Non-Exempt employees report the time off as “Work Hours” resulting in pay for the Worker’s Comp time off. Time off hours and date are reported in the timesheet Comments Section.

- The employee clicks **Add: Work Hours** and reports the Worker’s Comp time away as “Work Hours” in the Time In/Out window.
- The employee enters relevant information (i.e., date and time away from campus) regarding the Worker’s Comp time away in the Comment Section.

In this example, the Non-Exempt employee took time away from work to attend a Worker’s Comp health care appointment from 4PM to 5PM on March 20th. The employee started work at 8:15AM, took their scheduled lunch, and worked until 4PM. In this example, although the employee was “at work” for 7 hours, they will report 8 hours of “Work Hours” resulting in 8 hours of pay for March 20th.



19	Add...	20	Add...	21	Add...	22	Add...	23	Add...	24	Add...	25	Add...
		Work Hrs. 8.0											

* Timesheet Totals do not include earned holiday hours, shift differential, and overtime.
 ? Fixed schedule: Mon, Tue, Wed, Thu, Fri (8 Hrs)

Timesheet In/Out Details

03/20 - 8:15am - 12pm, 12:45pm - 5pm

Timesheet Comments

Workers Comp Dr. appointment on 3/20 from 4-5pm.
 Doctor's note submitted to manager and HR on 3/21.

Error / Warning

Enter relevant details here

Once submitted for approval, a copy will go to your supervisor. If you have any questions, please contact your Payroll Coordinator for assistance.

I understand any misstatement or falsification of hours on this time sheet may be cause for disciplinary action up to and including termination.

Save Submit to Supervisor

How to record for long-term time off (Worker’s Comp):

All employees must see HR for guidance on how to process long-term time off in TRS.

March 29, 2017