FAQs for Workers’ Compensation
Office of Human Resources

Why has the Workers’ Compensation benefit payments process been updated?
Updates to the Workers’ Compensation pay process have been made to:
• support compliance under the Indiana Workers’ Compensation laws
• update the pay process for all exempt and non-exempt staff
• coordinate salary reimbursement under the Workers’ Compensation and Short Term Income Replacement programs

What is the process for Workers’ Compensation benefit payments?
In general, Workers’ Compensation benefits provide an eligible staff member with 2/3-salary reimbursement up to allowable Indiana maximums paid through Accounts Payable after 7 days. Once a claim is approved, the Risk Management and Safety department coordinates with the Payroll department to determine the average earnings and 2/3rd Workers’ Compensation pay. This pay is then reported through Accounts Payable.

How has the Workers’ Compensation benefit payment process been updated?
The University will subsidize the 1/3 difference of salary reimbursement of pre-injury earnings through University departmental salary dollars which will be reported by departmental supervisors who have staff with approved workers’ compensation claims.

How and when will I know to report Workers’ Compensation pay?
Depending upon the duration of absence(s) under Workers’ Compensation, supervisors will be notified directly through a coordinated process with Risk Management, Payroll and Human Resources on when and how to pay workers’ compensation for their staff member.

How do I report Workers Compensation for my employee?
Supervisors and staff should coordinate with Risk Management and Safety, Payroll and Human Resources for detailed information on when to report hours for their staff member under Workers’ Compensation.
Supervisors and staff should report using the following new payroll codes:

<table>
<thead>
<tr>
<th>CAREER STATUS</th>
<th>PAYROLL REPORTING</th>
<th>PAYROLL CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaried Exempt</td>
<td>Leave of Absence form</td>
<td>Use “Other” field and specify</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• “Workers’ Compensation”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• begin and end dates</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• any special instructions in “comments” section</td>
</tr>
<tr>
<td>Salaried Non-Exempt</td>
<td>Report of Absence and Overtime form</td>
<td>WCS</td>
</tr>
<tr>
<td>Hourly Non-Exempt</td>
<td>Ultra-time timekeeping system</td>
<td>WCH</td>
</tr>
</tbody>
</table>

Do I still use incidental time to supplement Workers’ Compensation pay for non-exempt staff?
No, the new Workers’ Compensation codes should be used in lieu of Incidental days if the absences have been approved under Workers’ Compensation claim.

Do I still use the ultra-time “JIA” code to record Workers’ Compensation pay for my hourly non-exempt staff?
No, the new Workers’ Compensation codes should be used in lieu of the ultra-time “JIA” code if the absences have been approved under Workers’ Compensation claim.

Why doesn’t MyTimeOff have a “leave type” to record Workers’ Compensation for Exempt staff?
At this time, the MyTimeOff system is not set up to record Workers’ Compensation.
How do I pay my staff member during the first 7 day waiting period for Workers’ Compensation?
Supervisors and staff should begin reporting pay for a work-related absence from the first date of absence using the appropriate payroll reporting method. Should the Workers’ Compensation claim be denied, incidental and/or incidental banks will be adjusted to account for the time through the Office of Human Resources.

I am confused as to when my staff member applies for workers’ compensation versus short term income replacement (STIR)?
Staff who experience a work-related injury or illness should report first to The Wellness Center for evaluation. All injuries require the First Report of Incident form to be submitted by the supervisor for review by Risk Management and Safety.

Staff who experience an injury/illness that is not work-related should contact The Hartford at 877-877-6067 or thehartfordatwork.com for determination of eligibility under the Family and Medical Leave Act (FMLA) and Short Term Income Replacement (STIR). Workers’ compensation will run concurrent with FMLA via a coordinated process with Risk Management, Human Resources and The Hartford.

Example of a continuous Workers’ Compensation (approved claim greater than 7 days):
Jane Domer is a non-exempt salaried staff member who works 40-hour per week and earns $15.63 per hour. She was injured at work and filed a claim and was approved for time off for 2 weeks. Jane or her supervisor will report her time as follows:

\[
\text{Calculation: Hours per day } \times \frac{1}{3} \text{ University subsidy } = \text{ Hours to report to Payroll}
\]

\[
\text{Example: } 8.0 \times 0.333 = 2.66 \text{ hours}
\]

<table>
<thead>
<tr>
<th>PAYROLL REPORTING METHOD</th>
<th>HOURS REPORTED</th>
<th>PAYROLL CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ultra-time timekeeping system</td>
<td>2.66 (for each day absent)</td>
<td>WCH</td>
</tr>
</tbody>
</table>

Example of a Workers’ Compensation (approved claim less than 7 days and/or medical appointments):
John Domer is a non-exempt had a work related injury that did not require continuous time off, but requires physical therapy appointments for 1 hour each week for 2 months. John or her supervisor will report her time as follows:

<table>
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<tbody>
<tr>
<td>Report of Absence and Overtime form</td>
<td>1.00 (for each appointment)</td>
<td>WCS</td>
</tr>
</tbody>
</table>

For more information on Workers’ Compensation Program, please visit Risk Management and Safety’s website.