

Workers' Compensation

Step 1 - Departmental Instructions

Workers' Compensation is a program that requires your employer to pay medical costs and part of your lost wages if you are injured, or become ill, because of work conditions. For more information please view Board of Regents' Policy R04.06.090 at <http://www.alaska.edu/bor/policy/04-06.doc>, the Risk Services web site at http://www.alaska.edu/risksafety/b_insurance/insurance-coverage/workers-compensation, and the State of Alaska Division of Workers' Compensation web site at <http://labor.state.ak.us/wc/>.

To file a claim for Workers' Compensation, the injured employee must complete the upper portion of the Report of Occupational Injury or Illness form. If you do not have any forms to provide the employee, you can obtain them from your campus Risk Services Office; contact information for each campus is available at http://www.alaska.edu/risksafety/zz_campus_contacts/.

The employee's supervisor or designee must complete the information on the lower portion of the form, sign it, and attach any other documents, reports, or statements relating to the accident. Submit the Report of Occupational Injury or Illness form as noted on the Risk Services web site (see link above); the original copy of the form must be sent to the Risk Services office.

The first three days of absence due to a work related injury should be reported on the timesheet as sick leave, annual leave, or leave without pay. After the first three days, time is reported as Workers' Compensation Leave Without Pay (earnings code 621).

If the employee is in a Workers' Compensation status for more than 10 working days, a job form must be completed for the employee. Submit a job form with a job change reason of Workers' Comp Begin (WKC) and an earnings code of 621. The job form should be submitted prior to the pay run in which the status change is to take effect.

Another job form must be submitted to bring an employee off of Workers' Compensation status. The change effective date should be equal to the employee's first day back to work. Enter a job change reason of WKCE (End Workers' Comp) and update the earnings code to match the one used on the job record prior to the Workers' Comp Begin record, if applicable. The job form should be submitted prior to the pay run in which the status change is to take effect.

Job Form Modifications – Job Form 1 - WKC (Workers' Comp Begin)

Action Type

- ☐ Change

Job Detail information (NBAJOBS):

- ☐ Effective Date (may be subject to change by HR per system requirements)
- ☐ Personnel Date (actual start date)
- ☐ Job Change Reason = WKC

Earnings Code Information (NBAJOBS):

- ☐ Earnings Start Date = Effective Date
- ☐ Earnings Code = 621

Workers' Compensation

Job Form Modifications – Job Form 2 – WKCE (Workers' Comp)

Action Type

- ☐ Change

Job Detail information (NBAJOBS):

- ☐ Effective Date (may be subject to change by HR per system requirements)
- ☐ Personnel Date (actual end date)
- ☐ Job Change Reason = WKCE

Earnings Code Information (NBAJOBS):

- ☐ Earnings Start Date = Effective Date
- ☐ Earnings Code = return to prior code (before WKC, if applicable)

Initial, date, and file the job form(s).

Step 2 – BHR Detail Instructions

Workers' Comp Begin

On NBAJOBS, key in the ID, PCN, and Suffix. Go to the Job Detail tab and add a new effective date. Use the Workers' Comp Begin date per the job form or use the first day available after the last paid date (whichever is greater). Change the personnel date to reflect the correct start date, if the effective date is different. Enter a change reason of WKC (Workers' Comp Begin). Save the record.

Go to the Default Earnings tab. On the most current Earnings Code record, enter an "Ended as of Date" equal to the effective date on the job form (usually the first non-work day of workers' comp benefits from above) or the first day available after the last paid date (whichever is greater). Save the record.

Add a change with a new effective date equal to the "Ended as of Date" just used. Enter an earnings code of 621 and Hours or Units equal to the Hours/Pay in the Job Detail. The Hours or Units should match the values on the earnings code record that just ended. Save the record.

Note: Review any future dated job detail or default earnings records to determine if any records must be removed or changed. If future dated records exist for the time period while the employee is in a Workers' Comp status, the records may have to be deleted and rekeyed with the appropriate information.

Initial, date, and prepare the job form for filing as per your campus procedures. If the personnel date is changed to reflect a prior pay period, causing a potential overpayment, notify Payroll; include the appropriate print screens/job forms to process a pay adjustment. Also provide proper notification, as determined by your campus procedures, to your HR Benefits Coordinator.

Workers' Compensation

End Workers' Comp

On NBAJOBS, key in the ID, PCN, and Suffix. Go to the Job Detail tab and add a new effective date using the End Workers' Comp date per the job form or the first day available after the last paid date (whichever is greater). Change the personnel date to reflect the correct start date, if the effective date is different. Enter a job change reason of WKCE (End Workers' Comp). Save the record.

Go to the Default Earnings Tab. On the most current earnings code record (should be 621), tab to the "Ended as of Date" field and enter a date that is equal to the effective date on the job form (usually the first non-work day of workers' comp benefits from above) or the first day available after the last paid date (whichever is greater). Save the record.

Add a change with a new effective date equal to the "Ended as of Date" just used. Enter the earnings code used on the record prior to the Workers' Comp Begin record, if applicable, and the Hours or Units equal to the Hours/Pay in the Job Detail. The Hours or Units should match the values on the earnings code record that just ended. Save the record.

Note: Review any future dated job detail or default earnings records to determine if any records must be removed or changed. If future dated records exist for the time period while the employee is in a Workers' Comp status, the records may need to be deleted and rekeyed with the appropriate information.

Initial, date, and prepare the job form for filing as per your campus procedures. If the personnel date is changed to reflect a prior pay period, causing a retro adjustment, notify Payroll; include the appropriate print screens/job forms to process a pay adjustment if need be.

Also provide proper notification, as determined by your campus procedures, to your HR Benefits Coordinator.

Step 3 – BHR Data Entry Instructions

Workers' Comp Begin

Employee Jobs (NBAJOBS):

- ☐ Last Paid (Verify pay cycle)
- ☐ PCN
- ☐ Suffix

Job Detail Information (NBAJOBS):

- ☐ Effective Date (Last paid date plus 1 day or Effective Date on job form, whichever is greater)
- ☐ Personnel Date (if prior to Effective Date – notify payroll)
- ☐ Change Reason (WKC)
- ☐ Update Future Dated Records if necessary

Workers' Compensation

Earnings Code Information (NBAJOBS):

- ☐ Ended as of Date (for current Earnings Code)
- ☐ Effective Date = Ended as of Date
- ☐ Earnings Code = 621
- ☐ Hours or Units
- ☐ Reenter future dated records (if applicable)

End Workers' Comp

Employee Jobs (NBAJOBS):

- ☐ Last Paid (Verify pay cycle)
- ☐ PCN
- ☐ Suffix

Job Detail Information (NBAJOBS):

- ☐ Effective Date (Last paid date plus 1 or Effective Date on job form, whichever is greater)
- ☐ Personnel Date (if prior to Effective Date – notify payroll)
- ☐ Change Reason (WKCE)

Earnings Code Information (NBAJOBS):

- ☐ Ended as of Date (for current Earnings Code)
- ☐ Effective date = Ended as of Date
- ☐ Earnings Code = same as job record prior to WKC Begin record
- ☐ Hours or Units
- ☐ Future Dated Records – if applicable, reenter future dated records with same information as job record prior to WKC Begin record