
Workers' Compensation Absence Reporting - Unassigned Payroll
Sacramento City Unified School District (RSK-205)

1.0 SCOPE:

- 1.1 Reporting absences of injured employees who have been transferred to the W/C Unassigned Payroll enabling them to remain in paid status until out of days.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Risk Management Analyst I or Payroll Tech

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Risk Management

Marianne Clemens

3/18/08

Signature

Date

4.0 DEFINITIONS:

- 4.1 RTW – Return to work
- 4.2 TPA – Third Party Administrator – Claims Administrators (Self-Insured)
- 4.3 W/C – Worker's Compensation
- 4.4 W/C Unassigned Payroll – W/C funding is used to cover the cost of the injured worker's pay when they are unable to work due to a workers' compensation injury or illness. This removes the cost from their assigned site/department budget.
 - 4.4.1 Criteria: Injured worker has been deemed P&S or they have been unable to work for approximately 6 months with no current anticipated RTW date.
- 4.5 FTE – Full-time-employee (if less than full day is worked, FTE will be listed in percentage)
- 4.6 Bargaining Unit – Union association
- 4.7 Roll-Off Payroll – Employee has exhausted all available days and is no longer in paid status.

5.0 PROCEDURE:

- 5.1 Monthly absence report forms are generated by the Payroll Department each month listing those employees who have been transferred to W/C Unassigned Payroll by use of a position requisition. There are separate forms for classified and certificated. Forms are turned in the last working day of each month.
- 5.2 Refer to copies of position requisition in file to verify employee's end of position date, percentage of FTE and position for bargaining unit.
- 5.3 Any changes due to RTW can be obtained from employee's W/C file.
- 5.4 Any changes to their end of position date (roll-off payroll) can be verified with W/C payroll technician.
- 5.5 If employee has been off work for the entire month, enter the number of FTE hours and the letter "A" in the first and last squares next to their name and draw a line from "A" to "A" on that row.

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- 5.6 If employee has RTW or their position has ended (roll-off payroll – verify with W/C payroll technician), put the “A” ’s and FTE hours in the appropriate squares with a note in the comments section indicating end date.
- 5.7 Absence Reporting Forms are signed by the Director.
- 5.8 Copy forms, file and forward original to Human Resource technician.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Position Requisitions

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Absence reporting form	Locked in storage cabinet	Original sent to Human Resources	Copy kept at least one year	Locked storage cabinet

8.0 REVISION HISTORY: 1/29/04

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/29/03	A	
3/25/08	B	Updated to reflect current process.

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