



## TIMEKEEPER QUICK REFERENCE CODING GUIDE FOR WORKERS' COMPENSATION CLAIMS

<b>Workers Compensation Claim Reporting</b>	<p>A workers' compensation claim must be filed <b>before</b> applying the following coding procedures:</p> <p>An employee <b>must</b> report their on-the-job injury/ illness via the <b>24/7 Employee Injury Call Center, (844) 264-5042</b>. When the employee reports they are seeking medical attention when they contact the call center, the workers' comp claim is activated.</p>
<b>Counting the 3-day waiting period</b>	<p>The waiting period begins with the first day of lost time or wages.</p> <ul style="list-style-type: none"> <li>• If the employee leaves work but returns and completes the work shift without loss of wages, that day <b>shall not</b> be considered the first day of the three-day waiting period.</li> <li>• If the employee leaves work but returns and completes the work shift with loss of wages, that day <b>shall</b> be considered the first day of the three-day waiting period.</li> <li>• If the employee does not complete the work shift, that day <b>shall</b> be considered the first day of the three-day waiting period, even if there is no loss of wages.</li> <li>• Count three consecutive days - weekend days are included in the waiting period. Example: If the first day of the waiting period is Thursday, the waiting period is Thursday, Friday, Saturday. If the first day of the waiting period is Friday, the waiting period is Friday, Saturday, Sunday.</li> <li>• The waiting period is waived if the medical provider does not allow the employee to perform any type of work for at least 14 consecutive calendar days or if there is in-patient hospitalization within the first 14 days of the injury.</li> <li>• If the employee is released for modified/ light duty at any time during the first 14 days, the waiting period applies.</li> </ul>
<b>PAT timesheet coding (except PAT substitutes)</b>	<ul style="list-style-type: none"> <li>• Report the employee's absence with Time Type "2-Absence-Wrkr Comp." This code may be used for a maximum of 1440 hours (aka 180 days).</li> <li>• Report the full amount of time the employee is absent. Example: If the employee is out all day (8 hours), report 8 hours for the absence. (Refer to PAT contract "Absence Due to Injury on Duty" for more information - 17.2.3). <u>This includes time missed for medical appointments.</u></li> </ul>
<b>All other employees timesheet coding (including substitutes)</b>	<ul style="list-style-type: none"> <li>• During the waiting period, report time as Time Type "1-Absence-Sick." If the employee does not have any sick leave benefits then report the waiting period as Time Type "1-Absence-Unpaid."</li> <li>• After the waiting period, you will use Time Type "1-Absence-Sick" and you will report 1/3 of the employee's absence time. Example: If the employee works 8 hours a day you will report 2.7 hours (2.7 is 1/3 of 8.0). <b>Note: In the past, you reported 1/3 sick and 2/3 unpaid. However, a change has been made to this process for a more consistent way of accounting and tracking workers' compensation payments. Effective 8/12/13, you no longer report the unpaid hours.</b></li> <li>• After the employee returns to work, <u>time missed for medical appointments is coded as Time Type "1-Absence Sick."</u> If the employee does not have any sick leave benefits then report the waiting period as Time Type "1-Absence-Unpaid."</li> </ul>
<b>Timesheet reporting</b>	<p>Report workers comp. absences daily. Should time reporting questions arise, this provides Risk and Payroll immediate access to current information.</p>
<b>Payroll adjustments of workers compensation payments made by CorVel to employee</b>	<p>Any payment made by CorVel to the employee, that covers the same period of time also paid by Portland Public Schools, will have that payment automatically adjusted in the period in which CorVel reports their payment to PPS. The amount adjusted will be reflected on the paystub, with dates.</p>
<b>Questions</b>	<p>Call Daedra Buntin (503) 916-3105 or Kristen Weiler (503) 916-3703</p>