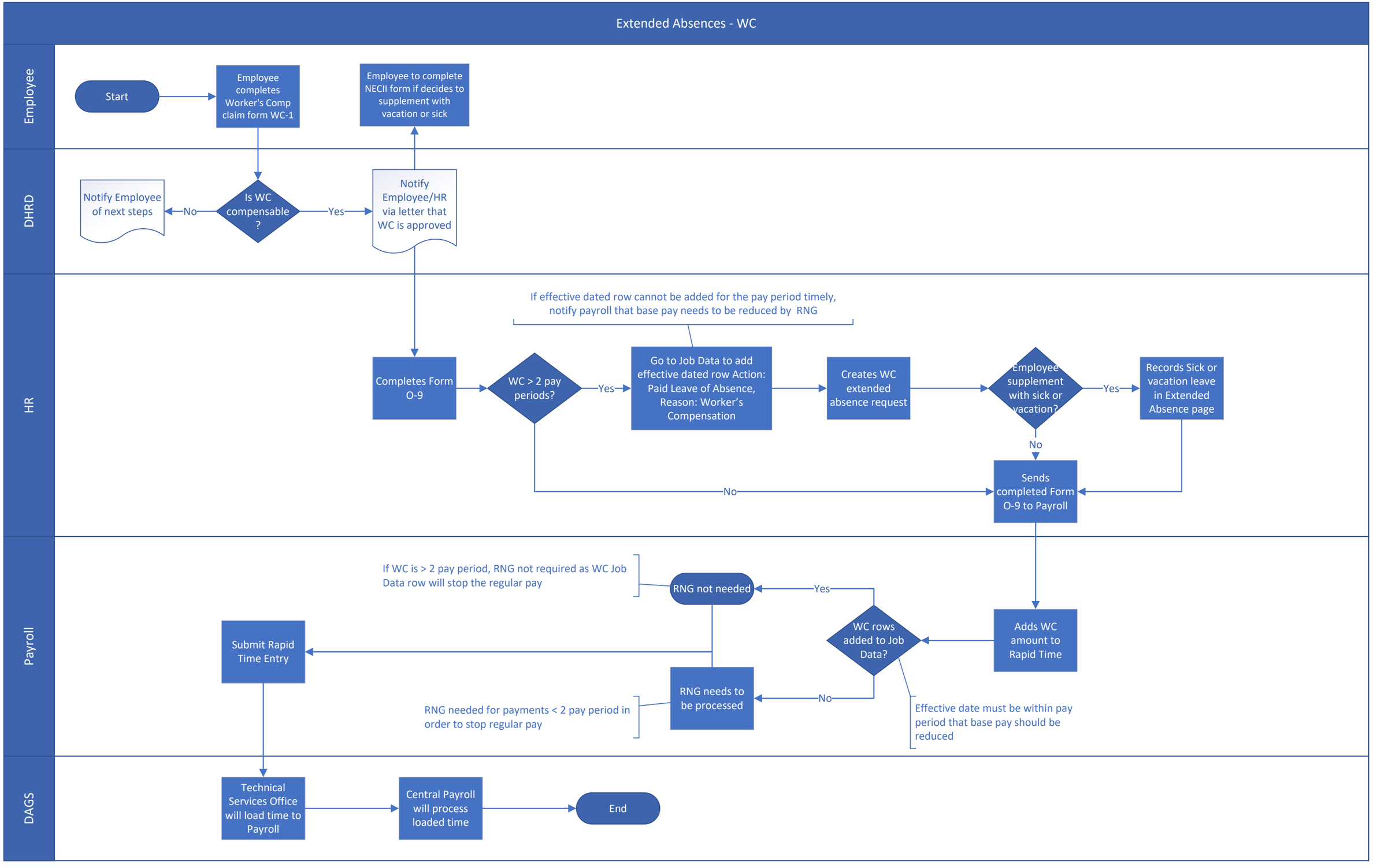
Extended Absences - WC
Employee
DHRD
HR
Payroll
DAGS
Start
Employee completes Worker's Comp claim form WC-1
Employee to complete NECII form if decides to supplement with vacation or sick
Notify Employee of next steps
No
Is WC compensable ?
Yes
Notify Employee/HR via letter that WC is approved
If effective dated row cannot be added for the pay period timely, notify payroll that base pay needs to be reduced by RNG
Completes Form O-9
WC > 2 pay periods?
Yes
Go to Job Data to add effective dated row Action: Paid Leave of Absence, Reason: Worker's Compensation
Creates WC extended absence request
Employee supplement with sick or vacation?
Yes
Records Sick or vacation leave in Extended Absence page
No
No
Sends completed Form O-9 to Payroll
If WC is > 2 pay period, RNG not required as WC Job Data row will stop the regular pay
RNG not needed
Yes
WC rows added to Job Data?
Adds WC amount to Rapid Time
Submit Rapid Time Entry
RNG needs to be processed
No
RNG needed for payments < 2 pay period in order to stop regular pay
Effective date must be within pay period that base pay should be reduced
Technical Services Office will load time to Payroll
Central Payroll will process loaded time
End