

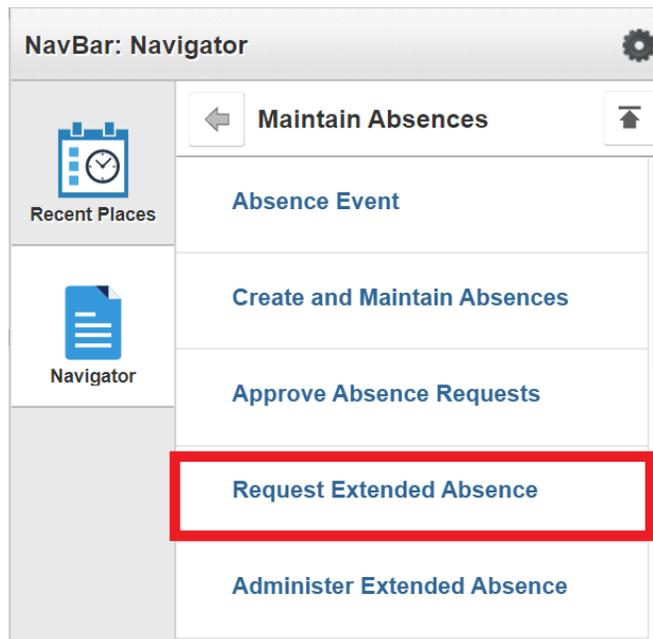
How to Enter Workers' Comp Sick/Vacation Supplement for Payment

This guide is for HR Admins to be able to enter an employee's Workers' Comp Sick and/or Vacation supplement more accurately for payment during payroll processing. The addition to this process includes entering the dollar amount in addition to the number of hours used so that payment comes out exactly as calculated on the Form WC-09.

Note: Calculation of payment will still be manually calculated using the Form WC-09. This addition to the process just allows for payments to be accurate during payroll processing in addition to using the employee's sick/vacation hours.

This guide applies to all Workers' Compensation sick and vacation supplements for employees effective November 1, 2021.

1. Enter the employee's Extended Absence request by navigating to *NavBar > Navigator > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Request Extended Absence*
 - **Note:** The employee is also able to request the extended absence through Employee Self Service, however this guide will go through the HR Admin's process.



2. Search for the employee by **Empl ID** or other search criteria.

Request Extended Absence

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID

Empl Record

Name

Last Name

Second Last Name

Alternate Character Name

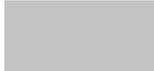
Middle Name

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

3. Enter the **Extended Absence Request Details**.

Request Extended Absence



To create your request, complete the information in the Extended Absence Request Details section and select save for later or submit the request for approval. Additional information may be managed or viewed at a later time.

Extended Absence Request Details [?](#)

*Start Date

*Expected Return Date

Actual Return Date

Absence Type

*Absence Name

*Absence Reason

[HI Template Definition](#)

4. Enter any relevant comments then click **Submit**.

Absence Requests

Absence Request ?

1-1 of 1 | View All

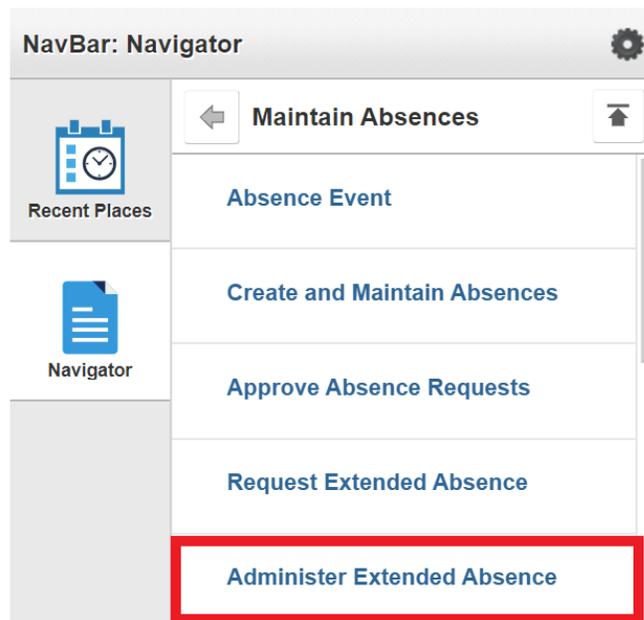
Absence Requests	Status	Start Date	End Date	Duration	Source	Process Action	Voided
							<input type="checkbox"/>

Requestor Comments

Go To [View Extended Absence Request History](#) [View Absence Balances](#)
 [Return to Search List](#)

* Required Field

5. Navigate to *Manager Self Service > Approvals* to review and approve/push back the Extended Absence request.
6. Once approved, navigate to *NavBar > Navigator > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Administer Extended Absence*.



7. Search for the employee's Extended Absence request using the search criteria.

Administer Extended Absence

Search Criteria

*Show Requests by Status Pending ▾

Approver

Employee ID

Absence Name ▾

From Last Name

From Date

Through Last Name

Through Date

Search Clear

8. Click on **Edit**.

Extended Absence Requests ?

Name	Empl ID	Empl Record	Absence Name	Start Date	Expected Return Date	Status	Date Submitted	Absence Request Exists	Edit	Approve
		0	Workers Compensation EA	09/01/2021	11/30/2021	Approved	10/06/2021	N	Edit	Approve

9. Select **Add New Absence** under the **Absence Request** section.

Absence Requests

Select the Absence Requests you want to perform an action for.

Absence Request ?

Select	Absence Requests	Status	Start Date	End Date	Duration	Source	Process Action	Voided	Edit
<input type="checkbox"/>								<input type="checkbox"/>	Edit

[Select All](#)
[Deselect All](#)
[**Add New Absence**](#)

10. Enter the relevant Workers' Comp information. For this sample, the employee will be using 8 hours of WC Sick to supplement their WC payment.

- **Note: The Duration is the total number of hours that will be used to deduct against the employee's sick or vacation balance during processing.**

11. Enter the calculated dollar amount needed to pay in the **WC Sick (or Vacation) Amount**, then click **Forecast Balance**.

- **Note: The dollar amount and number of hours are not automatically correlated on HIP. During payroll processing, the entered dollar amount will be used to pay the WC Sick/Vacation, and the indicated number of hours will be used to deduct the employee's sick/vacation balance. Calculations are still to be made manually using the Form WC-09.**
- **Note: Both the hours as well as the dollar amount are required for forecasting to work.**

SS Create Absence Req

*Start Date: 09/15/2021
End Date: 09/15/2021
Filter by Type: Workers Compensation Leave
*Absence Name: WC Sick AT
*Reason: Workers Compensation
Partial Days: None
Duration: 8.00 Hours

View Monthly Calendar
Current Balance: 56.41 Hours**

Calculate End Date or Duration Forecast Balance

Additional Information

*WC Sick Amount: 200.00

SS Create Absence Req

Override

Entitlement:
Adjustment:

Comments

Requestor Comments:

OK

Cancel

* Required Field

**Disclaimer: The current balance does not reflect absences that have not been processed.

12. Submit the added absence(s), then approve them.
13. Once payroll is processed, the dollar amount used in the absence take will be used to pay the employee their WC Sick/Vacation, and the hours will be deducted from the employee's sick/vacation balance.