

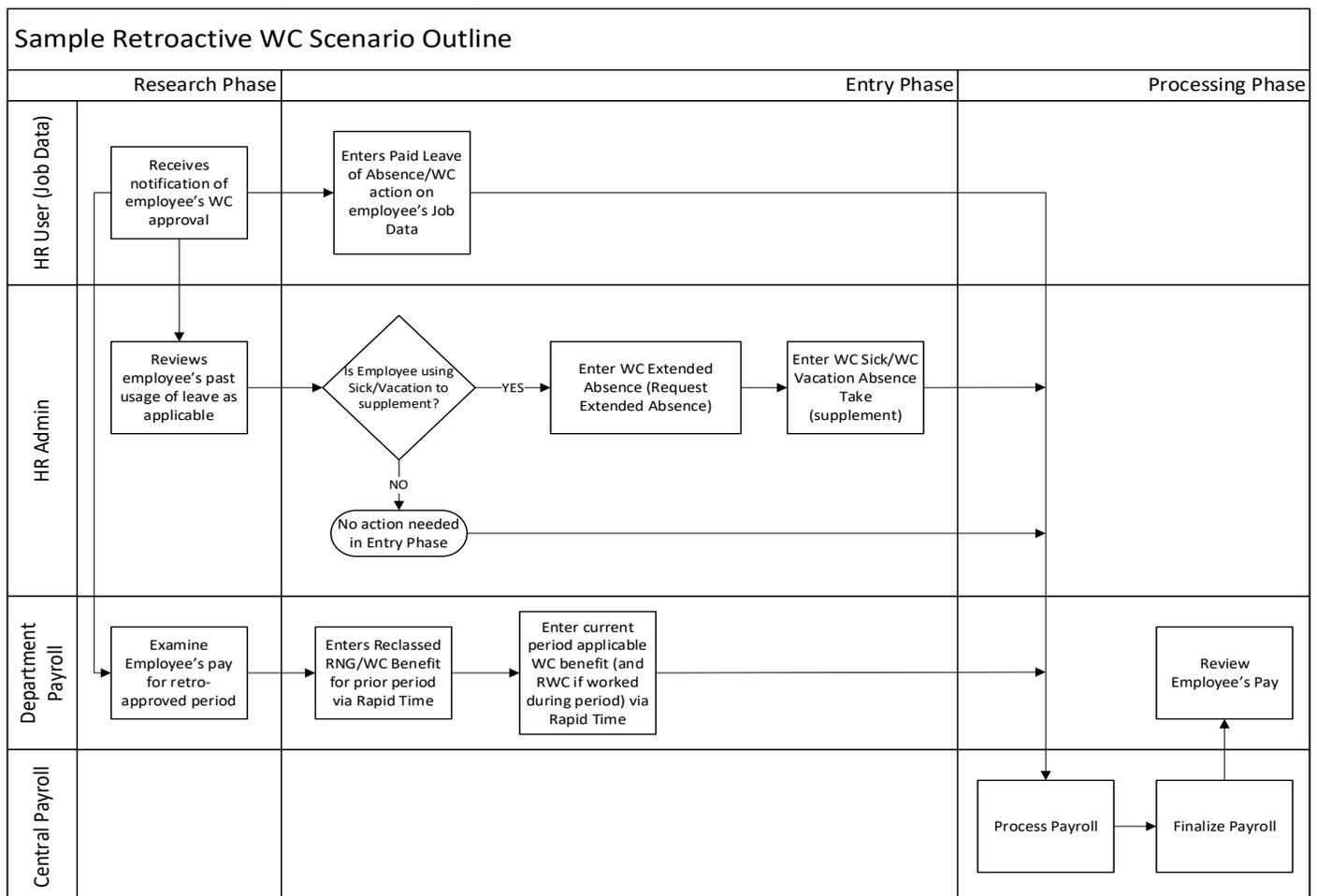
Workers' Comp Process Guide

This guide is to outline the basic overall process for (1) **HR users** with access to Job Data, (2) **HR Admins** with access to Request/Administer Extended Absences screens relating to Time and Leave, and (3) **Payroll users** with access to Rapid Time to enter the Workers' Comp (WC) benefit payment and how these three roles interact throughout the payroll process.

Three general scenarios are outlined: (1) a retroactive scenario where the employee's WC case for total disability was approved for a period in the past, (2) a retroactive scenario where the employee's WC case for partial disability was approved for a period in the past, and the employee continues to remain on partial WC disability in the current period, and (3) a current scenario where the employee's WC case for total disability was approved for the current period that payroll is processing.

Note: This document is meant for general guidance only. As employees' circumstances and situations are different, please consult with your HR authority for specific guidance on entering employee data.

Each different user is split into different parts numerically, but these actions can be taken in any order at any time (except for the HR User as they can only transact on Job Data outside of the HR Lockout dates) as long as entries and approvals are done by the Timesheet Submission deadline. These parts are broken down for the purpose of simplicity and referenced throughout this document.



Contents

Scenario 1: Reclassification: Employee approved for WC total disability for a past pay period where payroll has been finalized and may elect to use sick and/or vacation to supplement remaining regular pay3

- Part I: HR User with access to Job Data 3
- Part IIa: HR Admin with access to the Create and Maintain Absences page..... 5
- Part IIb: HR Admin with access to Request/Administer Extended Absence..... 6
- Part III: Payroll User with access to Rapid Time..... 10
- Part IV: Payroll Processing 13

Scenario 2: Reclassification: Employee approved for WC partial disability for a past pay period where payroll has been finalized and may elect to use sick and/or vacation to supplement remaining regular pay14

- Part I: HR User with access to Job Data 14
- Part IIa: HR Admin with access to the Create and Maintain Absences page..... 16
- Part IIb: HR Admin with access to Request/Administer Extended Absence..... 17
- Part IIc. Recording of Absences While the Employee Is On Partial WC 20
- Part III: Payroll User with access to Rapid Time..... 21
- Part IV: Payroll Processing 25

Scenario 3a: Employee is approved for WC total disability during the current pay period that payroll is processing and is electing to use sick and/or vacation to supplement their WC benefit and regular pay26

- Part I: HR User with access to Job Data 26
- Part II: HR Admin with access to Request/Administer Extended Absence..... 27
- Part III: Payroll User with access to Rapid Time..... 30
- Part IV: Payroll Processing 31

Scenario 3b: Employee is approved for WC during the current pay period that payroll is processing and is electing to use sick and/or vacation to supplement their WC benefit when Employee’s Job Data is not updated.....32

- Part I: HR User with access to Job Data 32
- Part II: HR Admin with access to Request/Administer Extended Absence..... 32
- Part III: Payroll User with access to Rapid Time..... 32
- Part IV: Payroll Processing 33

Scenario 1: Reclassification: Employee approved for WC total disability for a past pay period where payroll has been finalized and may elect to use sick and/or vacation to supplement remaining regular pay (*this scenario will be for an employee on the After-the-Fact pay schedule with payroll processing for the 07/20/22 paycheck. Dates used for this scenario will pertain to the 06/01/22 – 06/15/22 pay period relating to the 07/05/22 check that was already finalized*).

What are the effects of having the employee’s WC approved retroactively? In this case, the employee has been approved for WC for a retroactive period, meaning that there are ramifications on both the payroll and HR sides.

For **Payroll**, this scenario will require research into how the employee was paid during the approved WC period as there will be some reclassification of time and/or leave needed to change to WC for payroll purposes.

For **HR**, they will need to update the employee’s Job Data with the **Paid Leave of Absence/WC** action for a prior date, which may require DHRD/HR Authority intervention depending on the effective date of the employee’s start of Workers’ Comp leave. If the effective date of the Workers’ Comp is prior to the most current effective action recorded on Job Data, then DHRD or the proper HR Authority will need to insert the WC action using “Correct History”.

For **HR Admin**, they will need to enter the extended absence for the WC supplement for sick and/or vacation, if the employee chooses to supplement.

Note: If there are absences that overlap (e.g., regular sick/vacation taken during a period where WC Sick/Vacation needs to be entered), a HIP Service Ticket may be needed to assist in transitioning the old absences to WC Sick or WC Vacation.

Part I: HR User with access to Job Data

What is the purpose of this process? This part of the process is to enter a WC action on the employee’s Job Data record that will effectively stop the employee’s regular pay from being processed during payroll, while allowing department payroll users to continue to pay the employee’s WC benefit and HR Admins to pay the sick and/or vacation supplement. This will also mark the effective date of when the employee is out on WC leave.

Note: If the effective date of the WC leave is prior to the most current-dated action, DHRD or HR Authority will need to intervene to insert the Paid Leave of Absence/WC action via “Correct History.”

1. Once the employee is approved for WC leave, the HR user will enter the WC action on Job Data by navigating to *NavBar> Navigator> Workforce Administration> Job Information> Job Data*
2. Search for the employee by **Empl ID** or other search criteria.
3. Check the employee’s most current effective-dated action and determine whether the WC benefit effective date is after or prior to this most current action.
 - In this scenario, the employee was approved for WC leave effective **June 6, 2022**, which is right after the most current action. The HR user can enter this action.

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [PAS](#) | [Hi Exec Job](#) | [Job Earnings Distribution](#)

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Work Location Details ? Find First 1 of 1 Last

06/01/2022 HR Status Active Payroll Status Active

Effective *Job Indicator Primary Job

Sequence
 *Action
 *Reason

4. Add a new row by clicking the “+” button.
5. Change the **Effective Date** to the date the employee is out on WC leave.
 - In this scenario, employee was out on WC starting 06/06/22.
6. (**Optional**) Change the **Effective Sequence Number** by +1 if another action is already in place on the same effective date.
7. Change the **Action** to **Paid Leave of Absence**.
8. Change the **Reason** to **WorkersCompensation/IndInjury**.
9. Enter any other additional information per your department or HR Authority’s standards (e.g., Legal Authority, Job Comments, NTE Date, etc.).

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [PAS](#) | [Hi Exec Job](#) | [Job Earnings Distribution](#)

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Work Location Details ? Find First 1 of 2 Last

06/06/2022 HR Status Active Payroll Status Leave With Pay

Effective *Job Indicator Primary Job

Sequence
 *Action
 *Reason

Current

What about tracking the employee’s service history? Please follow DHRD’s guidance regarding recording the employee’s leave while receiving WC benefits for service history tracking purposes. For agencies outside of the Executive Branch, please consult your HR Authority for guidance on leave tracking during the WC period.

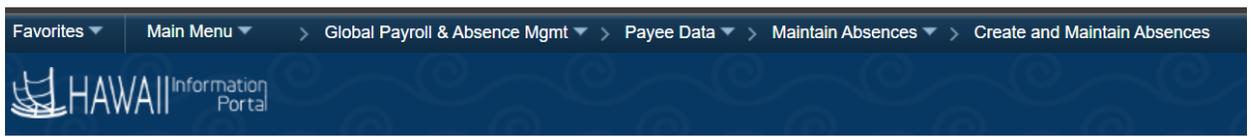
Part IIa: HR Admin with access to the Create and Maintain Absences page

What is the purpose of this process? Due to the retroactive nature of the retro approved WC, the HR Admin can assist in researching if any leave was used during the approved period, which can assist the Payroll user in reclassifying the regular leave to WC leave as noted in **Part IIb** below.

In this scenario, the employee was approved for WC effective June 6, 2022. This guide will go through how to research if the employee was on leave at any point during the 06/01/22 – 06/15/22 pay period to reprocess the leaves as WC sick or vacation leave.

To help with researching efforts, queries such as the **HIP_TL_EE_BAL_BY_PERIOD** and **HIP_TL_EE_APPRVD_LV_DTRNG** may be helpful for researching past leave usage at-a-glance.

1. Navigate to *NavBar > Navigator > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Create and Maintain Absences*
2. Expand the search criteria at the top of the screen by clicking the arrow.



Create and Maintain Absence Requests



3. Use the search criteria to narrow down the search, then click **Search**.
4. Scroll down and examine if any leaves were used for the approved WC period. In this scenario, any leave taken from June 1 – June 15 would apply. It appears that the employee did take sick leave on June 13.
 - **Note:** As the employee’s first day of WC is June 6, the HR Admin is only required to cancel the original absence and enter the WC supplement if the employee chose to supplement their WC benefit with sick and/or vacation. The Payroll user will enter the WC benefit payment as part of their process.

Absence Requests

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration
<input type="checkbox"/>			0	Painter II	06/13/2022	06/13/2022	01 - Sick L		8 Hours

5. Click on **Cancel Absence Requests**.
6. Click the **Select** checkbox on the 06/13/22 leave, scroll to the right, and indicate the **Cancel Reason**.

*End Date	*Absence Name	Reason	Duration	Attachment	Original Begin Date	Entry Source	Status	Cancel Reason
06/13/2022	01 - Sick Leave		8 Hours	View/Add	06/13/2022	Administrative Absence Event	Approved	Not Valid

7. Indicate the appropriate **Submit Option**, then **Submit for Cancellation**. In this scenario, since we are reclassifying sick leave to WC, supervisor approval will not be required for this cancellation, so this cancellation will be submitted with the **Approve Automatically** workflow.

- **Note:** If the **Approve Automatically** option is not used, the supervisor must approve the offsetting transaction to reverse the regular leave. If the offset is not approved, the date cannot be used to document any WC sick and/or vacation supplement outlined in **Part IIb**.

▼ **Submission Options**

*Submit Option Approve Automatically

8. Upon submission (if approving automatically) or supervisor approval, the sick leave will be cancelled and can be allowed to have other leaves entered.

Part IIb: HR Admin with access to Request/Administer Extended Absence

What is the purpose of this process? This part of the process allows the HR Admins to be able to pay the employee's sick and vacation supplement if the employee chose to supplement their WC pay.

Note 1: If the employee does not have leave, then this part may be **optional** based on your HR procedures on tracking leave. Since it is the employee's choice if they want to supplement their WC benefit with additional sick or vacation, this option step may not be required if the employee did not choose to supplement.

Note 2: If the employee had previously used sick or vacation during the time WC has been approved, some retroactive processing will need to occur by cancelling the regular absences using the **Create and Maintain Absences** screen (described in Part IIa above), then entering the WC Sick and/or WC Vacation following the steps below.

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.
3. Enter the **Extended Absence Request Details**.
 - **Note:** *The Start Date of the Extended Absence should be the first day that the employee is out on WC leave.*

Request Extended Absence

Painter II

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** 06/06/2022 

***Expected Return Date** 08/31/2022 

Actual Return Date 

Absence Type Workers Compensation Leave

***Absence Name** Workers Compensation EA

***Absence Reason** Workers Compensation

[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](#)

Submit

Save for Later

[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

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	06/06/2022	08/31/2022	Approved	09/01/2022	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"/>	<input type="button" value="Edit"/>

Select All Deselect All **Add New Absence**

10. Enter the relevant WC absence information then forecast the absence. For this scenario, the employee will be using 8 hours of sick leave to supplement their WC payment for the 6/15/22 period.

- Note:** Ensure that you have a WC dollar amount entered as well prior to forecasting the absence take. You will not be able to forecast without having a dollar value in there.

SS Create Absence Req

*Start Date 06/06/2022

End Date 06/06/2022

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

[Calculate End Date or Duration](#) [Forecast Balance](#)

Additional Information

*WC Sick Amount 242.35

- The **WC Sick/Vacation Amount** is the dollar amount that will be paid via payroll processing. This is derived from the Form WC-09.
11. Submit the added absence(s), then approve them.
 12. Once the absence take(s) are approved and the nightly absence process is complete, they will appear on Payable Time.

Part III: Payroll User with access to Rapid Time

What is the purpose of this process? This part of the process is to allow the Payroll user to be able to enter the WC benefit payment via Rapid Time and reclassify prior earnings to WC.

Note 1: Since the employee was approved for WC in a past pay period, research will be required to see how the employee was paid for that period to be able to accurately reclassify the employee’s earnings to WC leave.

Note 2: If the employee was paid as regular throughout the pay period, there may be potential for overpayment that may need to be discussed with the employee.

1. To review the employee’s paycheck, navigate to *NavBar> Navigator> Payroll for North America> Payroll Processing USA> Produce Payroll> Review Paycheck*.
 - a. Additionally, queries such as **HIP_TL_HRS_WORKED** may also help to quickly review past information.
2. Search using the **Empl ID**.
3. Select the applicable check. For this scenario, we are looking at the 07/05/22 paycheck pertaining to the employee’s 06/01/22 – 06/15/22 pay period.
4. Review the earnings information. For this employee, they were paid their normal semi-monthly salary for the pay period with 8 hours of Sick Leave used during this period.

Paycheck Earnings

Paycheck Taxes

Paycheck Deductions

Empl ID Name

Company SOH Pay Group ATF Pay Period End 06/15/2022 Page Line 1 Separate Check

Paycheck Information

Paycheck Status Confirmed Paycheck Option Advice

Issue Date 07/05/2022 Paycheck Number

Off Cycle
 Reprint
 Adjustment
 Corrected
 Cashed

Paycheck Totals

Earnings	2,625.50
Taxes	579.43
Deductions	121.61
Net Pay	1,924.46

Earnings View All

Begin Date 06/12/2022 End Date 06/15/2022 Addl Line Nbr 3 Reason Not Specified

Empl Record 0 Benefit Record 0 [Additional Data](#)

Salaried

Hours 0.00

Rate 30.294231

Earnings 0.00

Hourly

Hours -8.00

Rate 30.294231

Earnings -242.35

Rate Code

Overtime

Hours 0.00

Rate 0.000000

Earnings 0.00

Rate Code

State HI Locality

Rate Used Hourly Rate Shift Not Applicable Shift Rate

Other Earnings View All

Other Earnings Details 1

Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
SIC	Sick	Hourly Rate	8.00	30.294231	242.35	

5. Next, navigate to *NavBar > Navigator > Time and Labor > Report Time > Rapid Time*
6. Click on **Add a New Session**.
7. Enter the relevant Rapid Time session information.
8. Below is a sample breakdown of the employee’s prior period TRCs that would need to be entered into Rapid Time where 8 hours WC sick with the indicated dollar amount of \$242.35 should be reported along with WC benefit payment of \$702.82:

Classification of Amount	Amount	Amount that will load to payroll	Source of Payment
06/06 WC Sick Hours at indicated dollar amount on Extended Absence	242.35	242.35	Extended Absence entries from Part II (WC SICK)
06/06 – 06/15: WC Payment	702.82	702.82	Rapid Time (WC TRC)
06/06: RNG Needed to reclass WC Sick from HR Admin Entry:	(242.35)		N/A RNG load as one lump sum
06/06 – 06/15: RNG Needed to reclass WC benefit:	(702.82)		N/A RNG load as one lump sum
06/06 – 06/15: Total RNG Entered:	(945.17)	(945.17)	Rapid Time (RNG TRC)
	Total Payment to EE	0	

- a. **Note 1: The purpose of RNG is to reclassify the type of pay that was originally paid – If employee was on LWOP during the approved WC period, the RNG entry may not be needed.**
 - b. **Note 2: The difference between the total check paid and what should have been paid will need to be processed using Overpayment Recovery (OPR) to collect any extra monies that was paid to the employee.**
 - i. **In this sample, there is a difference of \$964.29 (\$2625.50 - \$1661.21) that would need to be processed as an Overpayment Recovery.**
 - ii. **\$1661.21 was derived from the total reclass of \$945.17 + \$716.04 REG from 06/01 – 06/05; \$716.04 of REG that was already paid for 06/01 – 06/05 period does not need to be reclassified.**
9. For the retroactive-approved period, enter the **Empl ID, Date, TRC** (WC for the WC payment), and **Quantity** as a dollar amount.
 - Payroll will also need to enter **RNG** to reclassify the WC benefit for the 06/01/22 – 06/15/22 pay period, enter the **Quantity** as a negative dollar amount.

Rapid Time

[Process Monitor](#)

Rapid Session Information

*Description	WC Reclass	Session Number	9999999999
*Template Type	Elapsed Time Reporter	Session Status	Not Submitted
*Template	DEFEXHRLY	Last Updated	
*Processing Mode	Addition	User ID	

Rapid Detail Information

Delete	*Empl ID	Empl Record	Last Name	Suffix	First Name	Middle	*Date	TRC	Quantity
<input type="checkbox"/>							06/15/2022	RNG - R	-945.170000
<input type="checkbox"/>							06/15/2022	WC - Wc	702.820000

10. If applicable for the current period, since HR has already entered the **Paid Leave of Absence/WC** action, Payroll just needs to enter the WC benefit payment (no RNG needed to reduce pay since the employee’s pay will be turned off moving forward).

Rapid Detail Information

Delete	*Empl ID	Empl Record	Last Name	Suffix	First Name	Middle	*Date	TRC	Quantity
<input type="checkbox"/>							06/15/2022	RNG - R	-945.170000
<input type="checkbox"/>							06/15/2022	WC - Wc	702.820000
<input type="checkbox"/>							06/30/2022	WC - Wc	1732.83

11. If the WC needs to be charged to a UAC different from the employee’s regular pay, choose the appropriate combo code.
12. **Submit** the session. The nightly Time Administration will process the Rapid Time submission and will appear on the employee’s timesheet.

Part IV: Payroll Processing

Since the employee was retroactively approved for WC benefits and the employee's pay needed to be reclassified as WC earnings, there will be some complexity in terms of how the pay will be calculated and presented on the employee's paycheck.

The sick leave supplement that the HR Admin entered in **Part II** will be taken and processed with payroll.

The WC benefit that department Payroll entered in **Part III** will be taken and processed with payroll on a separate check. The RNG that was entered for the retro period will count against the WC Sick that is processed.

Because of the separate check processing for the WC benefit, Central Payroll intervention is needed to process the WC supplement payment reclassification as the default may result in a negative or unprocessed check. Please monitor your employee's data as payroll is processing to ensure that your employee is paid correctly.

Result: For the 07/20 check, the employee will be paid for the following:

WC benefit for the 06/16 – 06/30 pay period – This will be paid on a separate check.

Regular pay and sick leave taken from 06/06 – 06/15 will be reclassified to WC Sick and the WC benefit, with the reclassified WC benefit paid with the 06/30 pay period WC benefit.

No regular pay will be paid for the 06/16 – 06/30 pay period as HR entered the **Paid Leave of Absence/WC** action, which automatically disables regular pay from being paid out.

What happens to the employee's leave accruals? While the employee is on WC, the employee will accrue sick and vacation every pay period until the employee's Job Data status is changed back to an "Active" status, which they will revert to their regular accrual schedule.

Scenario 2: Reclassification: Employee approved for WC partial disability for a past pay period where payroll has been finalized and may elect to use sick and/or vacation to supplement remaining regular pay (*this scenario will be for an employee on the After-the-Fact pay schedule with payroll processing for the 07/20/22 paycheck. Dates used for this scenario will pertain to the 06/01/22 – 06/15/22 pay period relating to the 07/05/22 check that was already finalized*).

What are the effects of having the employee’s WC approved retroactively? In this case, the employee has been approved for WC for a retroactive period, meaning that there are ramifications on both the payroll and HR sides.

For **Payroll**, this scenario will require research into how the employee was paid during the approved WC period as there will be some reclassification of time and/or leave needed to change to WC for payroll purposes.

For **HR**, they will need to update the employee’s Job Data with the **Paid Leave of Absence/WC** action for a prior date, which may require DHRD/HR Authority intervention depending on the effective date of the employee’s start of Workers’ Comp leave. If the effective date of the Workers’ Comp is prior to the most current effective action recorded on Job Data, then DHRD or the proper HR Authority will need to insert the WC action using “Correct History”.

For **HR Admin**, they will need to enter the extended absence for the WC supplement for sick and/or vacation, if the employee chooses to supplement.

Note: If there are absences that overlap (e.g., regular sick/vacation taken during a period where WC Sick/Vacation needs to be entered), a HIP Service Ticket may be needed to assist in transitioning the old absences to WC Sick or WC Vacation.

Part I: HR User with access to Job Data

What is the purpose of this process? This part of the process is to enter a WC action on the employee’s Job Data record that will effectively stop the employee’s regular pay from being processed during payroll, while allowing department payroll users to continue to pay the employee’s WC benefit and HR Admins to pay the sick and/or vacation supplement. This will also mark the effective date of when the employee is out on WC leave.

Note: If the effective date of the WC leave is prior to the most current-dated action, DHRD or HR Authority will need to intervene to insert the Paid Leave of Absence/WC action via “Correct History.”

1. Once the employee is approved for WC leave, the HR user will enter the WC action on Job Data by navigating to *NavBar > Navigator > Workforce Administration > Job Information > Job Data*
2. Search for the employee by **Empl ID** or other search criteria.
3. Check the employee’s most current effective-dated action and determine whether the WC benefit effective date is after or prior to this most current action.
 - In this scenario, the employee was approved for WC leave effective **June 6, 2022**, which is right after the most current action. The HR user can enter this action.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | PAS | Hi Exec Job | Job Earnings Distribution

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Work Location Details ? Find First 1 of 1 Last

***Effective Date** 06/01/2022 **HR Status** Active **Payroll Status** Active **Go To Row** + -

Effective 0 ***Job Indicator** Primary Job

Sequence

***Action** Data Change

***Reason** Change Earnings Distribution

4. Add a new row by clicking the “+” button.
5. Change the **Effective Date** to the date the employee is out on WC leave.
 - In this scenario, employee was out on WC starting 06/06/22.
6. **(Optional)** Change the **Effective Sequence Number** by +1 if another action is already in place on the same effective date.
7. Change the **Action** to **Paid Leave of Absence**.
8. Change the **Reason** to **WorkersCompensation/IndInjury**.
9. Enter any other additional information per your department or HR Authority’s standards (e.g., Legal Authority, Job Comments, NTE Date, etc.).

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | PAS | Hi Exec Job | Job Earnings Distribution

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Work Location Details ? Find First 1 of 2 Last

Effective Date 06/06/2022 **HR Status** Active **Payroll Status** Leave With Pay **Go To Row** + -

Effective 0 ***Job Indicator** Primary Job

Sequence

***Action** Paid Leave of Absence

***Reason** WorkersCompensation/IndInjury

Current

What about tracking the employee’s service history? Please follow DHRD’s guidance regarding recording the employee’s leave while receiving WC benefits for service history tracking purposes. For agencies outside of the Executive Branch, please consult your HR Authority for guidance on leave tracking during the WC period.

What happens if the Paid Leave of Absence/WC action is not taken? If the employee’s Job Data is not updated to include the **Paid Leave of Absence/WC** action and is Payroll Status “Active,” the employee’s regular pay will be automatically processed for the pay period. This means for **Part III**; Payroll users will need to enter **RNG** to reduce the employee’s regular pay in addition to the WC benefit payment. The HR Admin’s procedures for entering supplemental WC Sick/Vacation in **Part II** does not change.

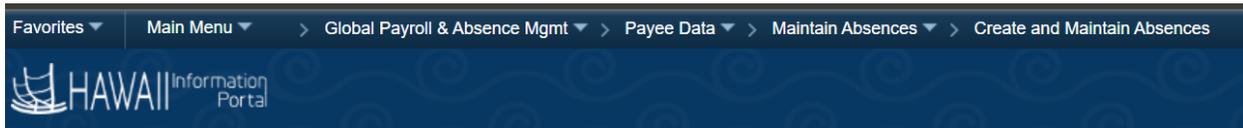
Part IIa: HR Admin with access to the Create and Maintain Absences page

What is the purpose of this process? Due to the retroactive nature of the retro approved WC, the HR Admin can assist in researching if any leave was used during the approved period, which can assist the Payroll user in reclassifying the regular leave to WC leave as noted in **Part IIb** below.

In this scenario, the employee was approved for WC effective June 6, 2022. This guide will go through how to research if the employee was on leave at any point during the 06/01/22 – 06/15/22 pay period to reprocess the leaves as WC sick or vacation leave.

To help with researching efforts, queries such as the **HIP_TL_EE_BAL_BY_PERIOD** and **HIP_TL_EE_APPRVD_LV_DTRNG** may be helpful for researching past leave usage at-a-glance.

1. Navigate to *NavBar > Navigator > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Create and Maintain Absences*
2. Expand the search criteria at the top of the screen by clicking the arrow.



Create and Maintain Absence Requests



3. Use the search criteria to narrow down the search, then click **Search**.
4. Scroll down and examine if any leaves were used for the approved WC period. In this scenario, any leave taken from June 1 – June 15 would apply. It appears that the employee did take sick leave on June 13.
 - **Note:** As the employee’s first day of WC is June 6, the HR Admin is only required to cancel the original absence and enter the WC supplement if the employee chose to supplement their WC benefit with sick and/or vacation. The Payroll user will enter the WC benefit payment as part of their process.

Absence Requests

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration
<input type="checkbox"/>			0	Painter II	06/13/2022	06/13/2022	01 - Sick L		8 Hours

5. Click on **Cancel Absence Requests**.
6. Click the **Select** checkbox on the 06/13/22 leave, scroll to the right, and indicate the **Cancel Reason**.

*End Date	*Absence Name	Reason	Duration	Attachment	Original Begin Date	Entry Source	Status	Cancel Reason
06/13/2022	01 - Sick Leave		8 Hours	View/Add	06/13/2022	Administrative Absence Event	Approved	Not Valid

7. Indicate the appropriate **Submit Option**, then **Submit for Cancellation**. In this scenario, since we are reclassifying sick leave to WC, supervisor approval will not be required for this cancellation, so this cancellation will be submitted with the **Approve Automatically** workflow.

- **Note:** If the **Approve Automatically** option is not used, the supervisor must approve the offsetting transaction to reverse the regular leave. If the offset is not approved, the date cannot be used to document any WC sick and/or vacation supplement outlined in **Part IIb**.

▼ **Submission Options**

*Submit Option Approve Automatically

Submit For Cancellation

8. Upon submission (if approving automatically) or supervisor approval, the sick leave will be cancelled and can be allowed to have other leaves entered.

Part IIb: HR Admin with access to Request/Administer Extended Absence

What is the purpose of this process? This part of the process allows the HR Admins to be able to pay the employee's sick and vacation supplement if the employee chose to supplement their WC pay.

Note 1: If the employee does not have leave, then this part may be **optional** based on your HR procedures on tracking leave. Since it is the employee's choice if they want to supplement their WC benefit with additional sick or vacation, this option step may not be required if the employee did not choose to supplement.

Note 2: If the employee had previously used sick or vacation during the time WC has been approved, some retroactive processing will need to occur by cancelling the regular absences using the **Create and Maintain Absences** screen (described in Part IIa above), then entering the WC Sick and/or WC Vacation following the steps below.

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.
3. Enter the **Extended Absence Request Details**.
 - **Note:** *The Start Date of the Extended Absence should be the first day that the employee is out on WC leave.*

Request Extended Absence

Painter II

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** 06/06/2022 

***Expected Return Date** 08/31/2022 

Actual Return Date 

Absence Type Workers Compensation Leave ▼

***Absence Name** Workers Compensation EA ▼

***Absence Reason** Workers Compensation ▼

[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](#)

Submit

Save for Later

[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

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	06/06/2022	08/31/2022	Approved	09/01/2022	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"/>	<input type="button" value="Edit"/>

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

10. Enter the relevant WC absence information then forecast the absence. For this scenario, the employee did not choose to supplement their WC, however a screenshot has been provided to illustrate an example.

- **Note:** Ensure that you have a WC dollar amount entered as well prior to forecasting the absence take. You will not be able to forecast without having a dollar value in there.

SS Create Absence Req
✕

*Start Date

End Date

Filter by Type ▼

*Absence Name ▼

*Reason ▼

Partial Days ▼

Duration Hours

View Monthly Calendar

Current Balance

Calculate End Date or Duration
Forecast Balance

Additional Information

*WC Sick Amount

- The **WC Sick/Vacation Amount** is the dollar amount that will be paid via payroll processing. This is derived from the Form WC-09.
11. Submit the added absence(s), then approve them.
 12. Once the absence take(s) are approved and the nightly absence process is complete, they will appear on Payable Time.

Part IIc. Recording of Absences While the Employee Is On Partial WC

What is the purpose of this section? This section is to highlight the difference between recording leaves when the employee is scheduled to work per their restriction while on partial WC and recording via the Extended Absences as shown in **Part IIa** and **IIb** of this section.

As a reminder, the Extended Absence module in relation to WC is to record any voluntary supplements using available sick and/or vacation leave to supplement the employee’s difference in regular pay from their WC benefit.

Extended Absences **should not** be used to record actual leave taken by the employee for the time that they are supposed to work during partial WC.

In the event the employee is out during their scheduled work hours not covered by their WC benefit, Create and Maintain Absences should be used to record the actual time that the employee is absent.

Part III: Payroll User with access to Rapid Time

What is the purpose of this process? This part of the process is to allow the Payroll user to be able to enter the WC benefit payment via Rapid Time and reclassify prior earnings to WC.

Also, Payroll will utilize Rapid Time to enter the WC benefit and regular pay for hours worked while on partial WC during the current period.

Note 1: Since the employee was approved for WC in a past pay period, research will be required to see how the employee was paid for that period to be able to accurately reclassify the employee’s earnings to WC leave.

The **HIP_TL_OK_TO_PAY_TURNED_OFF** query can be used to verify if the process will recognize the employee and stop their automated pay from processing.

Note 2: If the employee was paid as regular throughout the pay period, there may be potential for overpayment that may need to be discussed with the employee.

1. To review the employee’s paycheck, navigate to *NavBar > Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck*.
 - a. Additionally, queries such as **HIP_TL_HRS_WORKED** may also help to quickly review past information.
2. Search using the **Empl ID**.
3. Select the applicable check. For this scenario, we are looking at the 07/05/22 paycheck pertaining to the employee’s 06/01/22 – 06/15/22 pay period.
4. Review the earnings information. For this employee, they were paid their normal semi-monthly salary for the pay period with 8 hours of Sick Leave used during this period.

Paycheck Earnings	Paycheck Taxes	Paycheck Deductions
--------------------------	----------------	---------------------

Empl ID	Name	Company	SOH	Pay Group	ATF	Pay Period End	06/15/2022	Page	Line 1	Separate Check
---------	------	---------	-----	-----------	-----	----------------	------------	------	--------	----------------

Paycheck Information				Paycheck Totals			
Paycheck Status	Confirmed	Paycheck Option	Advice	Earnings	2,625.50		
Issue Date	07/05/2022	Paycheck Number		Taxes	579.43		
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected	Deductions	121.61		
			<input type="checkbox"/> Cashed	Net Pay	1,924.46		

Earnings								4 of 4	View All
Begin Date	06/12/2022	End Date	06/15/2022	Addl Line Nbr	3	Reason	Not Specified	Additional Data	
Empl Record	0	Benefit Record	0						
Salaried			Hourly			Overtime			
Hours	0.00	Hours	-8.00	Hours	0.00				
Rate	30.294231	Rate	30.294231	Rate	0.000000				
Earnings	0.00	Earnings	-242.35	Earnings	0.00				
Rate Code			Rate Code			Rate Code			
State	HI	Locality							
Rate Used	Hourly Rate	Shift Rate							
Shift	Not Applicable								

Other Earnings

Code	Description	Rate Used	Hours	Rate	Amount	Source
SIC	Sick	Hourly Rate	8.00	30.294231	242.35	

5. Next, navigate to *NavBar > Navigator > Time and Labor > Report Time > Rapid Time*
6. Click on **Add a New Session**.
7. Enter the relevant Rapid Time session information.
8. Below is a sample breakdown of the employee’s prior period TRCs that would need to be entered into Rapid Time where the WC benefit payment of \$702.82 needs to be entered:

Classification of Amount	Amount	Amount that will load to payroll	Source of Payment
06/06 – 06/15: WC Payment	702.82	702.82	Rapid Time (WC TRC)
06/06 – 06/15: RNG Needed to reclass WC benefit:	(702.82)	(702.82)	Rapid Time (RNG TRC)
	Total Payment to EE	0	

- a. **Note 1: The purpose of RNG is to reclassify the type of pay that was originally paid – If employee was on LWOP during the approved WC period, the RNG entry may not be needed.**
 - b. **Note 2: The difference between the total check paid and what should have been paid will need to be processed using Overpayment Recovery (OPR) to collect any extra monies that was paid to the employee.**
 - i. **In this sample, there is a difference of \$237.22 (\$2625.50 - \$2388.28) that would need to be processed as an Overpayment Recovery.**
 - ii. **\$2388.28 was derived from the total reclass of \$702.82 + \$716.04 REG from 06/01 – 06/05 + \$969.42 REG (at 4 hours per day) from 06/06 – 06/15; All REG hours included from 06/01 – 06/15 totaling \$1685.46 does not need to be reclassified.**
 - c. **Note 3: In this sample, no WC Sick/Vacation was used to supplement pay, however if WC Sick/Vacation was processed by the HR Admin in Part II, RNG would also include the total of the WC Sick/Vacation to be processed.**
9. For the retroactive-approved period, enter the **Empl ID**, **Date**, **TRC** (WC for the WC payment), and **Quantity** as a dollar amount.
 - Payroll will also need to enter **RNG** to reclassify the WC benefit for the 06/01/22 – 06/15/22 pay period, enter the **Quantity** as a negative dollar amount.

Rapid Time

Process Monitor

Rapid Session Information

*Description	WC Reclass 2	Session Number	9999999999
*Template Type	Elapsed Time Reporter	Session Status	Not Submitted
*Template	DEFEXHRLY	Last Updated	
*Processing Mode	Addition	User ID	

Rapid Detail Information

Delete	*Empl ID	Empl Record	Last Name	Suffix	First Name	Middle	*Date	TRC	Quantity
<input type="checkbox"/>							06/15/2022	RNG - R	-702.820000
<input type="checkbox"/>							06/15/2022	WC - Wc	702.82

10. If applicable for the current period, since HR has already entered the **Paid Leave of Absence/WC** action, Payroll just needs to enter the WC benefit payment (no RNG needed to reduce pay since the employee's pay will be turned off moving forward).

- Note:** Since the **Paid Leave of Absence/WC** status does deactivate the employee's salary automatically, **RWC** will also be needed to pay the employee for hours worked during the period while on partial WC.
- Note 2:** If employee is out on Sick Leave for any time that the employee is scheduled to work, additional **RWC** is needed to pay sick leave since SIC earnings net to 0.
 - Example: If employee is out for 4 hours of Sick Leave for time that the employee was scheduled to work while on partial WC for a total of \$100.00, then additional \$100.00 of RWC should be added to account for the net-zero effect of Sick Leave.**

Rapid Detail Information

Delete	*Empl ID	Empl Record	Last Name	Suffix	First Name	Middle	*Date	TRC	Quantity
<input type="checkbox"/>							06/15/2022	RNG - R	-702.820000
<input type="checkbox"/>							06/15/2022	WC - Wc	702.820000
<input type="checkbox"/>							06/30/2022	RWC - F	1332.95
<input type="checkbox"/>							06/30/2022	WC - Wc	888.63

RWC used to pay employee's regular hours worked during the 6/16 - 6/30 period.
WC used to pay the benefit for the current period.

- If the WC needs to be charged to a UAC different from the employee's regular pay, choose the appropriate combo code.
- Submit** the session. The nightly Time Administration will process the Rapid Time submission and will appear on the employee's timesheet.

What happens if the Paid Leave of Absence/WC action is not taken? The Payroll User will still enter the WC benefit using the **WC** TRC in Rapid Time, however in addition they will also have to enter **RNG** to

reduce the employee’s regular pay as the employee’s Job Data was not updated with the **Paid Leave of Absence/WC** action.

- **Note:** If the employee worked for part of the period prior to being placed on WC, RNG entered should be the difference from the employee’s semi-monthly salary less the salary owed for time worked.

How does this change what was presented in this part? Below are the main differences:

Paid LOA/WC Action Entered	Paid LOA/WC Action Not Entered
Automatic Salary Processing	
Automatic Salary is not processed	Automatic Salary continues to be processed
Retroactive Period Reclassification	
RNG - Entered to reclassify original pay	RNG - Entered to reclassify original pay
WC - Entered to pay WC for retro period	WC - Entered to pay WC for retro period
Current Period Entries	
WC - Entered to pay WC	WC - Entered to pay WC
RWC - Entered to pay hours worked manually	RNG - Entered to reduce automatic salary – Amount entered should be difference from total semi-monthly less amount owed due to worked hours
RWC - Additional needed if EE is on leave (e.g. SICK or VAC) during scheduled work hours	

Part IV: Payroll Processing

Since the employee was retroactively approved for WC benefits and the employee's pay needed to be reclassified as WC earnings, there will be some complexity in terms of how the pay will be calculated and presented on the employee's paycheck.

Since no supplemental WC Sick or Vacation was used as part of the retroactive processing, there will be none processed for this check.

The WC benefit that department Payroll entered in **Part III** will be taken and processed with payroll on a separate check. The RNG that was entered for the retro period will count against the current period RWC that is processed.

Because of the separate check processing for the WC benefit, Central Payroll intervention is needed to process the WC reclassification as the default method may result in a negative or unprocessed check. Please monitor your employee's data as payroll is processing to ensure that your employee is paid correctly.

Result: For the 07/20 check, the employee will be paid for the following:

WC benefit for the 06/16 – 06/30 pay period – This will be paid on a separate check.

Regular pay and sick leave taken from 06/06 – 06/15 will be reclassified to the WC benefit, with the reclassified WC benefit paid with the 06/30 pay period WC benefit.

RWC that was entered by Payroll to record hours worked while on partial WC in the 06/16 – 06/30 pay period will be paid. Again, **RWC** is needed because the **Paid Leave of Absence/WC** action placed on the employee's Job Data will automatically turn off the employee's semi-monthly salary.

What happens to the employee's leave accruals? While the employee is on WC, the employee will accrue sick and vacation every pay period until the employee's Job Data status is changed back to an "Active" status, which they will revert to their regular accrual schedule.

Scenario 3a: Employee is approved for WC total disability during the current pay period that payroll is processing and is electing to use sick and/or vacation to supplement their WC benefit and regular pay (*this scenario will be for an employee on the After-the-Fact pay schedule with payroll processing for the 09/20/22 paycheck. Dates used for this scenario will pertain to the 08/16/22 – 08/31/22 pay period*).

Part I: HR User with access to Job Data

What is the purpose of this process? This part of the process is to enter a WC action on the employee’s Job Data record that will effectively stop the employee’s regular pay from being processed during payroll, while allowing department payroll users to continue to pay the employee’s WC benefit and HR Admins to pay the sick and/or vacation supplement. This will also mark the effective date of when the employee is out on WC leave.

Note: If no action is taken on the employee’s Job Data record, the employee’s regular pay will be processed, and different steps will need to be taken by department payroll users (*see Scenario 3b*).

1. Once the employee is approved for WC benefits, the HR user will enter the WC action on Job Data by navigating to *NavBar > Navigator > Workforce Administration > Job Information > Job Data*
2. Search for the employee by **Empl ID** or other search criteria.
3. Add a new row by clicking the “+” button.
4. Change the **Effective Date** to the date the employee first receives WC benefits after the seven-day waiting period.
 - In this scenario, employee was eligible for WC benefits starting 08/22/22.
5. (**Optional**) Change the **Effective Sequence Number** by +1 if another action is already in place on the same effective date.
6. Change the **Action** to **Paid Leave of Absence**.
7. Change the **Reason** to **WorkersCompensation/IndInjury**.
8. Enter any other additional information per your department or HR Authority’s standards (e.g., Legal Authority, Job Comments, NTE Date, etc.).



What about tracking the employee’s service history? Please follow DHRD’s guidance regarding recording the employee’s leave of absence while receiving WC benefits for service history tracking purposes. For agencies outside of the Executive Branch, please consult your HR Authority for guidance on leave tracking during the WC period.

Part II: HR Admin with access to Request/Administer Extended Absence

What is the purpose of this process? This part of the process allows the HR Admins to be able to pay the employee’s sick and vacation supplement if the employee chose to supplement their WC pay.

Note: If the employee does not have leave, then this part may be *optional* based on your HR procedures on tracking leave. Since it is the employee’s choice if they want to supplement their WC benefit with additional sick or vacation, this option step may not be required if the employee did not choose to supplement.

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.
3. Enter the **Extended Absence Request Details**.
 - **Note:** *The Start Date of the Extended Absence should be the first day that the employee is out on WC leave.*

Request Extended Absence



Painter II

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	08/22/2022	
*Expected Return Date	09/30/2022	
Actual Return Date		
Absence Type	Workers Compensation Leave	▼
*Absence Name	Workers Compensation EA	▼
*Absence Reason	Workers Compensation	▼

[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:

8. Click on **Edit**.

Extended Absence Requests ?

1-1 of 1 | View All

Name	Empl ID	Empl Record	Absence Name	Start Date	Expected Return Date	Status	Date Submitted	Absence Request Exists	Edit	Approve
		0	Workers Compensation EA	08/22/2022	09/30/2022	Approved	09/23/2022	N	<input type="button" value="Edit"/>	<input type="button" value="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 ?

☰ 🔍 1-1 of 1

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

Select All Deselect All **Add New Absence**

10. Enter the relevant WC absence information then forecast the absence. For this scenario, the employee will be using 8 hours sick leave to supplement their WC payment for the 08/31/22 period.

- **Note:** Ensure that you have a WC dollar amount entered as well prior to forecasting the absence take. You will not be able to forecast without having a dollar value in there.

SS Create Absence Req ✕

Details ?

*Start Date 📅

End Date 📅

Filter by Type ▼

*Absence Name ▼

*Reason ▼

Partial Days ▼

Duration Hours

[View Monthly Calendar](#)

Current Balance

Additional Information

*WC Sick Amount

- The **WC Sick/Vacation Amount** is the dollar amount that will be paid via payroll processing. This is derived from the Form WC-09.
11. Submit the added absence(s), then approve them.
 12. Once the absence take(s) are approved and the nightly absence process is complete, they will appear on Payable Time as shown below.

Part III: Payroll User with access to Rapid Time

What is the purpose of this process? This part of the process is to allow the Payroll user to be able to enter the WC benefit payment via Rapid Time.

Note 1: In this scenario, since the employee’s Job Data was already updated with the Paid Leave of Absence/WC action, the employee’s regular pay is already stopped for the pay period. If the employee’s Job Data was not updated, there would be additional entries necessary on Rapid Time (*see scenario 3b*). The **HIP_TL_OK_TO_PAY_TURNED_OFF** query can be used to verify if the process will recognize the employee and stop their automated pay from processing.

Note 2: If the employee was placed on WC leave in the middle of the pay period (*e.g., employee was first out on August 22, and had worked from August 16 – 21*) **and** the employee’s Job Data was updated, an additional entry for RWC is needed to pay the employee for hours worked from August 16 – 21.

1. Navigate to *NavBar > Navigator > Time and Labor > Report Time > Rapid Time*
2. Click on **Add a New Session**.
3. Enter the relevant Rapid Time session information.

Rapid Time

[Process Monitor](#)

Rapid Session Information

*Description	WC Scenario	Session Number	9999999999
*Template Type	Elapsed Time Reporter	Session Status	Not Submitted
*Template	DEFEXHRLY	Last Updated	
*Processing Mode	Addition	User ID	

4. Enter the **Empl ID**, **Date**, **TRC** (WC for the WC payment), and **Quantity** as a dollar amount.
 - **Note:** In this example, we will also enter the **RWC** TRC to pay out the employee’s regular salary for hours worked from August 16 – 21. Due to the ***Paid Leave of Absence/WC*** status, regular salary for the **entire period** will be stopped, thus a manual entry for regular pay is also required since the employee worked part of the period.

Rapid Detail Information

Delete	*Empl ID	Empl Record	Last Name	Suffix	First Name	Middle	*Date	TRC	Quantity
<input type="checkbox"/>							08/31/2022	WC - We	1250.000000
<input type="checkbox"/>							08/31/2022	RWC - R	875.16

5. If the WC needs to be charged to a UAC different from the employee’s regular pay, choose the appropriate combo code.
6. **Submit** the session. The nightly Time Administration will process the Rapid Time submission and will appear on the employee’s timesheet.

Part IV: Payroll Processing

Once all the data has been entered, the data from the employee's Job Data from **Part I** (*Paid Leave of Absence/WC action*) will stop the employee's regular base pay from processing.

The sick leave supplement that the HR Admin entered in **Part II** will be taken and processed with payroll.

The WC benefit and regular pay (via the **RWC** TRC) that department Payroll entered in **Part III** will be taken and processed with payroll.

Result: For the 09/20/22 check, the employee will be paid for their WC benefit and their sick leave supplemented for their WC. Regular pay that would have been automatically calculated would not be considered as the **Paid Leave of Absence/WC** action automatically disables regular pay. However, since Department Payroll entered **RWC** in Part III to cover hours worked from 08/16 – 08/21, that will be paid.

The RWC earnings and supplemental sick leave will be paid on one check, with the WC benefit paid on a separate check.

What happens to the employee's leave accruals? While the employee is on WC, the employee will accrue sick and vacation every pay period until the employee's Job Data status is changed back to an "Active" status, which they will revert to their regular accrual schedule.

Scenario 3b: Employee is approved for WC during the current pay period that payroll is processing and is electing to use sick and/or vacation to supplement their WC benefit when Employee's Job Data is not updated (*this scenario will be for an employee on the After-the-Fact pay schedule with payroll processing for the 09/20/22 paycheck. Dates used for this scenario will pertain to the 08/16/22 – 08/31/22 pay period*). **However, the employee's Job Data was not updated in time by the deadlines before payroll processing started.**

How is this scenario different from 3a? In this scenario, if the employee's Job Data is not updated to include the **Paid Leave of Absence/WC** action and is Payroll Status "Active," the employee's regular pay will be processed for the pay period. This means for **Part III**; Payroll users will need to enter **RNG** to reduce the employee's regular pay in addition to the WC benefit payment. This scenario will still follow the principle of **Part II** of **Scenario 3a** in which the HR Admin enters the WC Sick to supplement the employee's pay.

Part I: HR User with access to Job Data

If the HR User is not able to update the employee's Job Data in time for payroll processing, the employee will still be considered "**Active**" and will have their regular pay processed.

Part II: HR Admin with access to Request/Administer Extended Absence

If the employee elects to use sick and/or vacation to supplement the employee's WC benefit, the HR Admin will enter these via the **Administer Extended Absence** screen using the same process outlined in **Scenario 2a**.

If the employee does not elect to use any sick and/or vacation to supplement the WC benefit, recording the employee's absence for WC may be optional based on your HR Authority or departmental standards for tracking leaves.

Part III: Payroll User with access to Rapid Time

The Payroll User will still enter the WC benefit using the **WC TRC** in Rapid Time as noted in **Scenario 3a**, however in addition they will also have to enter **RNG** to reduce the employee's regular pay as the employee's Job Data was not updated with the **Paid Leave of Absence/WC** action.

- **Note:** If the employee worked for part of the period prior to being placed on WC, RNG entered should be the difference from the employee's semi-monthly salary less the salary owed for time worked.
1. Navigate to *NavBar > Navigator > Time and Labor > Report Time > Rapid Time*
 2. Click on **Add a New Session**.
 3. Enter the relevant Rapid Time session information.
 4. Enter the **Empl ID, Date, TRC** (WC for the WC payment), and **Quantity** as a dollar amount.
 - For **RNG**, enter the **Quantity** as a negative dollar amount.
 5. If the WC needs to be charged to a UAC different from the employee's regular pay, choose the appropriate combo code.

Rapid Time

[Process Monitor](#)

Rapid Session Information

*Description	WC Current Scenario	Session Number	9999999999
*Template Type	Elapsed Time Reporter	Session Status	Not Submitted
*Template	DEFEXHRLY	Last Updated	
*Processing Mode	Addition	User ID	

Rapid Detail Information

Delete	*Empl ID	Empl Record	Last Name	Suffix	First Name	Middle	*Date	TRC	Quantity
<input type="checkbox"/>							08/31/2022	WC - Wk	1250.000000
<input type="checkbox"/>							08/31/2022	RNG - R	-2625.50

Part IV: Payroll Processing

Since the employee’s Job Data was not updated with the **Paid Leave of Absence/WC** action, the employee is still considered as “Active”, and will therefore have their regular pay automatically processed during payroll.

The sick leave that the HR Admin entered in **Part II** will be taken and processed with payroll.

The WC benefit that department Payroll entered in **Part III** will be taken and processed with payroll. The RNG that they entered will also reduce the employee’s regular pay based on the amount of RNG that was entered.

Result: For the 09/20/22 check, the employee will be paid for their WC benefit and their sick leave supplement. The employee will not be paid for their regular pay as the RNG that was entered through Rapid Time will effectively nullify the pay that would have come from the employee’s Job Data.

Note: *If the RNG entered is not the employee’s whole semi-monthly salary, then the RNG will only reduce the regular pay by the amount of RNG entered.*

Once the HR User can update Job Data with the **Paid Leave of Absence/WC** action, then the employee’s regular pay will automatically stop, and department Payroll will not have to enter the RNG and can effectively follow the same steps to only enter the WC benefit on Rapid Time as **Scenario 3a**.