

State of Louisiana

ISIS HR Training



Worker's

Compensation

Workshop

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Section 1: Introduction

Welcome

Welcome to ISIS HR Worker's Comp Training. Prior to beginning this course, we would like to take the opportunity to meet you. As we go around the room, please tell us:

- Your name and where you work.
- What role do you perform in processing Worker's Comp?
- What question do you hope to get answered today?

Course and Training Site Information:

- Agenda
- Emergency Number
- Safety Information
- Training Site Information
- To ensure that training is a positive experience for everyone, please observe the following rules during training:
 - Turn off all mobile phones or set them to vibrate
 - Set all pagers to vibrate
 - Do not check your personal e-mail during class time
 - No food or drink except in designated break areas
 - No smoking except in designated areas
 - Please return from breaks and lunch on time

Course Objectives:

- Understand what should be done when an employee is injured on the job
- Review worker's comp general rules and policies
- Review the proper leave codes for entering worker's comp leave
- Determine the accounting entries appropriate for depositing a worker's comp check
- Calculate and perform the worker's comp leave buy back.
Create a taxable wage adjustment

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Section 2: ORM – Overview of Worker's Compensation Process

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Section 3: Worker's Compensation Rules and Policies

In this section we will review various aspects of the worker's comp process.

❖ Civil Service Rule 11.21 provides

When an employee is absent from work due to disabilities for which he is entitled to workmen's compensation he

(a) shall, to the extent of the amount accrued to his credit, be granted sick leave not to exceed the amount necessary to receive total payments for leave and workmen's compensation equal to his regular salary.

(b) may, to the extent of the amount accrued to his credit, be granted annual leave or a combination of annual and sick leave not to exceed the amount necessary to receive total payments for leave and workmen's compensation equal to his regular salary.

(c) may be granted leave without pay.

- ❖ If an employee is on Worker's Comp and FMLA (Family Medical Leave Act) concurrently and exhausts sick leave, the agency **MAY** approve the use of 1.5K FLSA, but it does not count against the FMLA quota. Once the 1.5K is exhausted and the employee begins to use straight K, annual leave or leave without pay, the FMLA quota count begins again.

- ❖ Civil Service Rule 11.13.1 provides

An appointing authority may place an employee on sick leave when the employee asserts the need to be absent from the work place because of the employee's illness or injury.

- ❖ If an employee is on worker's comp and FMLA (Family Medical Leave Act) concurrently, it is critical that the absence type be coded as LD (Worker's Compensation) not LBFM (FMLA – Self). This will make it clear that an employee is on leave for worker's comp.

- ❖ La Revised Statute 23:1201.1 provides

Worker's Compensation payments, at the option of the employee, shall be mailed to the employee at the address designated by him.

- ❖ **Each agency must have established procedures to handle worker's comp.** The purpose of the procedures is to let the employee know what his rights and responsibilities are while off due to a worker's comp injury. Procedures should include provisions regarding the re-purchase or buy back of worker's comp leave, handling of retirement contributions, and the payment of health, group life and miscellaneous insurance premiums. The procedures should also include what will happen in the event the employee does not return a check to buy back leave used.

- ❖ In the event the employee does not bring a check to buy back leave, the agency must change the LD (Worker's Compensation) entries to LDLW (Worker's Comp Lv W/O Pay) on any hours that could have been bought back, so that a claim can be established.

- ❖ The appropriate retirement system should be notified when an employee is off due to a worker's comp injury. Refer to OSUP memo #2005-31 (manual insert) for more information.

- ❖ Agencies should discuss the payment of health and group life premiums with employees when off due to a worker's comp injury.
- ❖ If an employee is on FMLA and leave without pay (LDLW) the employer is required to pay the employee and employer share of the health and group life premiums, subject to reimbursement by the employee. See OSUP memo #2005-09 (manual insert) for more information.
- ❖ If an employee is on leave without pay (LDLW) and has miscellaneous deductions, the employee should contact the appropriate vendor to make arrangements for payment.

Discussion Questions

1. Can an employee receive his full 80 hour paycheck and a worker's comp check?

2. If an employee is on FMLA and worker's comp concurrently and exhausts all his sick leave and has been approved to use 1.5K FLSA leave, should you reduce his FMLA quota balance by the amount of 1.5 K hours used?

3. What issues should be included in your agency's worker's comp policies and procedures?

Section 3: Worker's Compensation Rules and Policies

4. If an employee is on leave without pay (LDLW), can he keep his insurance coverage and make contributions to his retirement ? If so, how?

5. What do you do if an employee does not return a check to buy back leave used?

Section 4: Buy Back Determination and Deposit Guidelines

In this section, we will review and discuss important information on a worker's comp check and the Indemnity Benefit Report from ORM. We will also discuss determining the number of hours to buy back and depositing a worker's comp check.

- ❖ La Revised Statute 49:308 requires that all money received by state agencies must be deposited immediately.
- ❖ ORM checks expire after 180 days.
- ❖ Agencies should follow their fiscal department's policy on depositing a worker's comp check. In general, agencies will use the employee's cost distribution information from IT27. Refer to OSUP memo #2002-09 (manual insert) for information as it relates to ISIS HR.

Worker's Compensation Workshop
Section 4: Buy Back Determination and Deposit Guidelines

<p>STATE OF LOUISIANA TREASURY DEPARTMENT Office of the Governor DIVISION OF ADMINISTRATION OFFICE OF RISK MANAGEMENT P.O. BOX 12345 BATON ROUGE, La. 7777</p>	<p>SELF INSURANCE ACCOUNT 1234 000 BANK ONE Bank one of Alexander, La 123 1-880-777-1234</p>	<p>Date: 3-29-2005 Number: 00200001234 Amount: \$106.68</p>		
<p>IF NOT PRESENTED FOR PAYMENT WITHIN 180 DAYS</p>				
<p>PAY: ONE HUNDRED SIX AND 68/100</p>				
<p>TO: DANIEL STEWART C/O DIVISION OF ADMIN. 123 NORTH 3RD STREET BATON ROUGE, LA. 70888</p>				
		<p><i>John Doe</i> _____ Authorized Signature <i>Non-Negotiable</i></p>		
<p>SECURE FEATURES INCLUDE INVISIBLE FIBERS * MICROPRINTING* VOID FEATURES PANATOGRAPH *ENDORSEMENT BACKERS* BROWNSTAIN S</p>				
<p>----- PAYEE: THIS IS YOUR RECORD OF CLAIM, PLEASE DETACH AND SAVE PAYMENT, -----</p>				
CLAIM NUMBER	PAYMENT FOR	FOR THE PERIOD FROM/THRU	AMOUNT	CODE
00W1234DOE	IND - TEMPORARY TOTAL DISABILITY STEWART, DANIEL IB - TTD - DR. GALBADDER	3/24/05 - 3/27/05	\$106.68	R2D2
ACCIDENT DATE LOCATION CODE				
3/17/05 123456 1234 WC		If you have any question concerning this claim, please call your adjuster, Mae Be U at (225) 123-4567.		

Worker's Compensation Workshop
Section 4: Buy Back Determination and Deposit Guidelines

State of Louisiana								
Office Of Risk Management								
Workers Comp Payments								
Claim Number	Transaction Date	Check Number	Payee	Trans Type	Average Weekly	Amount	From Date	To Date
Location: 0233 - MILITARY AFFAIRS-JACKSON BARRACK								
00W123400E	3/29/2005	00200001234	DANIEL STEWART	3P01	280.00	106.68	3/24/2005	3/27/2005
Total By Location:				1 Transactions				

 -1- Thursday, April 07, 2005 11:47:30AM

The Indemnity Benefit Report will be mailed, by ORM, every two weeks to the agency liaison (same person that checks are mailed to at your agency). It lists all checks issued to employees during the period noted. For each check, the following is provided: claim number, transaction date (check date), check number, payee, transaction type (this is a code ORM uses to know it was an indemnity payment), the Average Weekly Wage (AWW), check amount, and the period covered.

Worker's Compensation Workshop
Section 4: Buy Back Determination and Deposit Guidelines

- ❖ To determine the number of hours the worker's comp check will buy back, you must first get the Average Weekly Wage (AWW) from the Indemnity Benefit Report. Calculate the hourly rate by dividing the AWW by 40 hours.
- ❖ Next, divide the check amount by the calculated hourly rate to determine the actual number of hours the check could buy back.
- ❖ ISIS HR will not send accounting entries to AFS if the employee is not due funds in regards to the buy back of leave. The agency must deposit the worker's comp check to AFS and classify it as a return of appropriation.
- ❖ Any additional (or excess) amount not due to the employee is usually deposited as **Income Not Available**, but the agency's fiscal department should be able to assist with this.
- ❖ If an employee is on LDLW (leave without pay) the entire pay period, he does not need to return the worker's comp check to the agency. The check should already be issued in the name of the employee. A payment must not be processed through ISIS HR.

See Scenario Worksheets for practice exercises.

Scenario #1: Locate Pink Scenario #1 Insert.

Section 5: Effect Of Worker's Comp Payments on the Employee's W-2

In this section, we will discuss the effects that worker's comp may have on an employee's W-2 for the current and previous years.

- ❖ When the original leave payment is made to an employee, the wages are taxable and federal and state taxes are withheld.
- ❖ Because worker's comp payments should not be taxable, when the check is used to buy back the leave, a separate manual adjustment must be processed by the agency. This will be done on IT15 using wage type 0670. This adjustment will reduce the taxable wages and adjust the original taxes withheld in current and/or future pay periods.
- ❖ Taxable wages should only be adjusted for the value of the leave being bought back.
- ❖ The 0670 adjustment made in ISIS HR will adjust the employee's current year W-2. This adjustment will not pay the employee any wages.

- ❖ If wages are due back to the employee, a manual adjustment must be processed on IT15 using wage type 0674. This generates a payment to the employee. Taxable wages are not increased by this payment. If any insurance is in arrears, it will be withheld from this payment.
- ❖ Entries made in the current year for a prior year check will also adjust the employee's current W-2, except in certain situations.

Scenario #2: Locate Blue Scenario #2 Insert.

Scenario #3: Locate Purple Scenario #3 Insert.

Scenario #4: Locate Green Scenario #4 Insert.

Section 6: Buy Back Leave

Worker's comp procedures are different when leave must be bought back for dates prior to 12/23/2002. For help with these procedures please call the ISIS HR Help Desk.

Scenario 1

Locate Pink Scenario #1 Insert.

ZT06 Absence Quota Report prior to buy back for PP 07/2005

The screenshot shows the SAP Absence Quota Report for employee Daniel Stewart (PersNo 530) as of 04/15/2005. The report lists several types of leave with their respective balances, earned amounts, and taken amounts. A callout box at the bottom identifies the columns: 'Quotas' points to the 'Quota text' column, 'Leave Earned' points to the 'Lv Earned' column, and 'Leave Taken' points to the 'Lv Taken' column.

Last na...	Emp F Name	PersNo	QTy	Quota text	Beg Bal	Lv Earned	Lv Taken	Period Bal	Qta Units	PY Per	PY Year
Stewart	Daniel	530	20	ANNUAL LEAVE ENTITLEMENT	176.00200	3.6880	0.0000	179.69000	HRS	7	2005
			22	SICK LEAVE ENTITLEMENT	176.00200	3.6880	48.0000	131.69000	HRS	7	2005
			24	K-TIME EARNED (ST)	10.00000	0.0000	0.0000	10.00000	HRS	7	2005
			26	K-TIME EARNED (1.5)	20.00000	0.0000	0.0000	20.00000	HRS	7	2005
			72	FAMILY MEDICAL LV ROLL YR	480.00000	0.0000	48.0000	432.00000	HRS	7	2005

Scenario 1: Step 4: Reimburse employee for worker's comp leave taken during period noted on check.

Complete the on-line help script step 11 - 24.

Week 1 of PP 07/2005

Maintain Weekly Entry w/Activity Allocation

Personnel No: 530 Name: Daniel Stewart Status: Active
 EE group: A Full Time S... Pers. are: 0123 Trn-Green Agency CostCtr: 1231001
 EE subgroup: 04 Class NE WS rule: M-F 8HR Mon-Fri 8HR DAY TM-Status: 9

Week	1 Monday	2 Tuesd...	3 Wedn...	4 Thurs...	5 Friday	6 Saturd...	7 Sunday
11	03/14/05	03/15/05	03/16/05	03/17/05	03/18/05	03/19/05	03/20/05
	NORM	NORM	NORM	NORM	NORM	OFF	OFF
Standard	8.00	8.00	8.00	8.00	8.00	0.00	0.00
Abs. hrs	0.00	0.00	0.00	16.00	16.00	0.00	0.00
Att. hrs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rec. hours	0.00	0.00	0.00	16.00	16.00	0.00	0.00

Start Date	End Date	Hrs	Type	Att/absence type	Pr...	Cost Ctr	Function Cod	Activity Code	Sub-Object
4 03/17/2005	03/17/2005	8.00	FMLB	FMLA 12 WK/ROLL YEAR					
4 03/17/2005	03/17/2005	8.00	LD	WORKER'S COMP LEAVE					
5 03/18/2005	03/18/2005	8.00	FMLB	FMLA 12 WK/ROLL YEAR					
5 03/18/2005	03/18/2005	8.00	LD	WORKER'S COMP LEAVE					

LD (Worker's Comp) is entered when the employee has enough leave to cover the absence. LD rolls through LB (sick), 1.5 K, ST K, and then LA (annual).

LDLW (Worker's Comp Lv W/O Pay) is entered when the employee runs out of leave.

Prior to buy back, the employee's time file should be coded with LD or LDLW for all hours that they are on worker's comp leave.

Week 2 of PP 07/2005

Worker's Compensation Workshop
Section 6: Buy Back Leave

Maintain Weekly Entry w/Activity Allocation

Personnel No: 530 Name: Daniel Stewart Status: Active
 EE group: Full Time S... Pers. are: 0123 Trn-Green Agency CostCtr: 1231001
 EE subgroup: 04 Class NE WS rule: M-F 8HR Mon-Fri 8HR DAY TM-Status: 9

Week	1 Monday	2 Tues...	3 Wedn...	4 Thurs...	5 Friday	6 Saturd...	7 Sunday
12	03/21/05	03/22/05	03/23/05	03/24/05	03/25/05	03/26/05	03/27/05
	NORM	NORM	NORM	NORM	NORM	OFF	OFF
Standard	8.00	8.00	8.00	8.00	0.00	0.00	32.00
Abs. hrs	16.00	16.00	16.00	16.00	0.00	0.00	64.00
Att. hrs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rec. hours	16.00	16.00	16.00	16.00	0.00	0.00	64.00

Start Date	End Date	Hrs	Type	Att/absence type	Pr...	Cost Ctr	Function Cod	Activity Code	Sub-Object
1 03/21/2005	03/21/2005	8.00	FMLB	FMLA 12 WK/ROLL YEAR					
1 03/21/2005	03/21/2005	8.00	LD	WORKER'S COMP LEAVE					
2 03/22/2005	03/22/2005	8.00	FMLB	FMLA 12 WK/ROLL YEAR					
2 03/22/2005	03/22/2005	8.00	LD	WORKER'S COMP LEAVE					
3 03/23/2005	03/23/2005	8.00	FMLB	FMLA 12 WK/ROLL YEAR					
3 03/23/2005	03/23/2005	8.00	LD	WORKER'S COMP LEAVE					
4 03/24/2005	03/24/2005	8.00	FMLB	FMLA 12 WK/ROLL YEAR					
4 03/24/2005	03/24/2005	8.00	LD	WORKER'S COMP LEAVE					

Week: 03/21/2005 - 03/27/2005 Record 1 / 8

As previously noted and calculated: check amount is \$106.68 for 3/24/2005 to 3/27/2005. Number of hours to buy back is 8.

Using the time file above, how would the employee's buy back be coded for this pay period?

Go to the employee's time file for the same period and code the worker's comp buy-back.

Week 2 of PP 07/2005

Maintain Weekly Entry w/Activity Allocation

Personnel No: 530 Name: Daniel Stewart Status: Active
 EE group: A Full Time S... Pers. are: 0123 Trn-Green Agency CostCtr: 1231001
 EE subgroup: 04 Class NE WS rule: M-F 8HR Mon-Fri 8HR DAY TM-Status: 9

Week	1 Monday	2 Tues...	3 Wedn...	4 Thurs...	5 Friday	6 Satur...	7 Sunday
12	03/21/05	03/22/05	03/23/05	03/24/05	03/25/05	03/26/05	03/27/05
	NORM	NORM	NORM	NORM	NORM	OFF	OFF
Standard	8.00	8.00	8.00	8.00	0.00	0.00	32.00
Abs. hrs	16.00	16.00	16.00	16.00	0.00	0.00	64.00
Att. hrs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rec. hours	16.00	16.00	16.00	16.00	0.00	0.00	64.00

Start Date	End Date	Hrs	Type	Att/absence type	Pr...	Cost Ctr	Function Cod	Activity Code	Sub-Object
1 03/21/2005	03/21/2005	8.00	FMLB	FMLA 12 WK/ROLL YEAR					
1 03/21/2005	03/21/2005	8.00	LD	WORKER'S COMP LEAVE					
2 03/22/2005	03/22/2005	8.00	FMLB	FMLA 12 WK/ROLL YEAR					
2 03/22/2005	03/22/2005	8.00	LD	WORKER'S COMP LEAVE					
3 03/23/2005	03/23/2005	8.00	FMLB	FMLA 12 WK/ROLL YEAR					
3 03/23/2005	03/23/2005	8.00	LD	WORKER'S COMP LEAVE					
4 03/24/2005	03/24/2005	8.00	FMLB	FMLA 12 WK/ROLL YEAR					
4 03/24/2005	03/24/2005	8.00	LDWC	WORKER'S COMP LV BUY BA...					

Week: 03/21/2005 - 03/27/2005 Record 1 / 8

The 48 hours of LD previously keyed will only have one day replaced with 8 hours of LDWC(3/24/2005) and the 40 hours prior to 3/24/2005 will remain LD. (Office of Risk Management does not issue a check until the employee is out for seven calendar days.)

- After Time Evaluation/Absence Recalc runs (see next screen shot) the LDWC entries will affect the employee's leave balances.

Once time eval is run, the 8 hours will be added back to the employee's leave balance and the leave earned will be reduced.

ZT06 Absence Quota Report for PP07/2005 after leave buy back

The screenshot shows the SAP ZT06 Absence Quota Report for employee Daniel Stewart (Emp F Name: Daniel, PersNo: 530) for the period 04/05/2005. The report displays a table with columns for PA, Last name, Emp F Name, PersNo, QTY, Beg Bal, Lv Earned, Lv Taken, Period Bal, Qta Units, PY Per, and PY Year. The data shows a balance of 176.00200 at the start of week 20, which is reduced to 139.32120 by week 22 due to 40 hours of leave taken. The balance remains at 139.32120 through week 24 and then increases to 20.00000 by week 26. Finally, it reaches 432.00000 by week 72. A callout box points to the 'Lv Taken' column for week 22, stating: 'Only 40 hours of leave taken' and 'Accrual on 72 hours (40 hours from week 1 and 32 hours in week 2).'

PA	Last name	Emp F Name	PersNo	QTY	Beg Bal	Lv Earned	Lv Taken	Period Bal	Qta Units	PY Per	PY Year
0123	Stewart	Daniel	530	20	176.00200	3.3192	0.0000	179.32120	HRS	7	2005
				22	176.00200	3.3192	40.0000	139.32120	HRS	7	2005
				24	10.00000	0.0000	0.0000	139.32120	HRS	7	2005
				26	20.00000	0.0000	0.0000	20.00000	HRS	7	2005
				72	480.00000	0.0000	48.0000	432.00000	HRS	7	2005

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Section 7: Adjust Taxable Wages

Once time file is changed and the employee's leave has been reimbursed, Daniel Stewart's taxable wages must be adjusted.

Scenario 1: Step 5 : Adjust taxable wages for employee.

Taxable wages are adjusted using Infotype 0015 (Additional Payments).

Wage type 0670 = value of LD hours bought back.

Wage type 0674 = value of LDLW hours reimbursed.

Complete on-line help script, proceed with step 25.

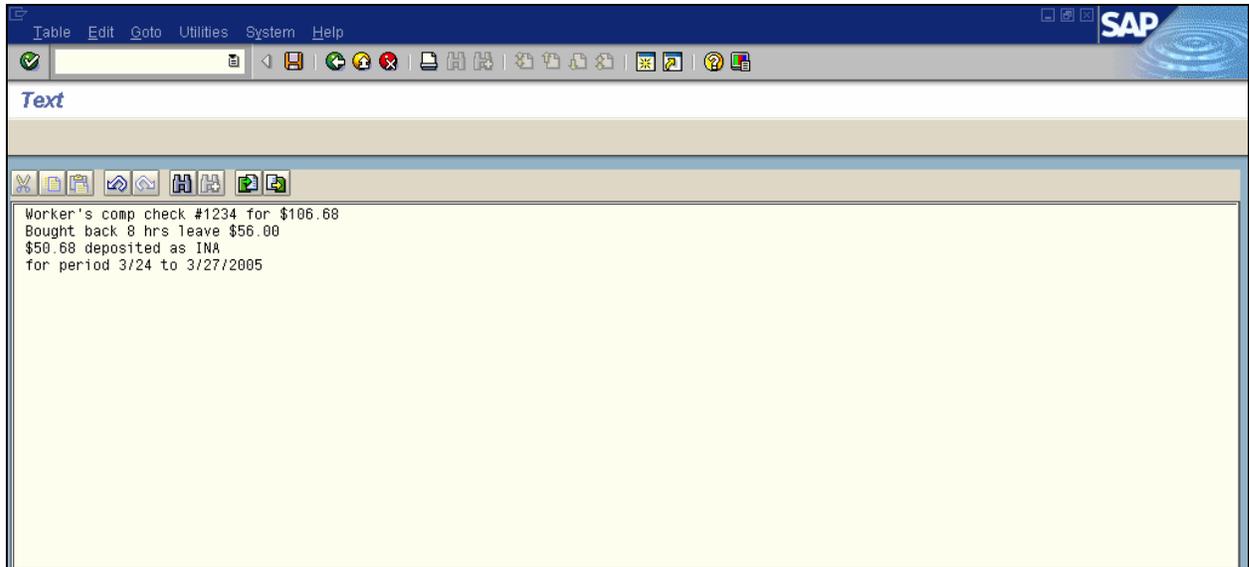
Personnel No 530 Name Daniel Status Active
EE group Full Time Salary Personnel ar 0123 Trn-Green Agency
EE subgroup 04 Class NE
Chng 04/05/2005 LNORMAN

Additional Payments
Wage type 0670 Workers Compensation
Amount 56.00 USD
Number/unit 0.00
Date of origin 03/27/2005
Default Date 00
Assignment number SEE ATTACHED TEXT
Reason for Change

Enter amount of check equal to the portion necessary to cover the number of hours bought back
Enter last day of pay period being reimbursed
Optional text

What will happen to the additional monies on the check?

What would typically be entered in the amount field?



You have completed the worker's comp process on this employee for this pay period.

Recap of Steps:

1. Calculate # of hours to buy back
2. Deposit the worker's comp check
3. Determine adjustment entries
4. Perform Leave Buy Back
5. Create adjusting entries

Section 8: Complete Scenarios 2-4

Scenario 2

Locate Blue Scenario #2 Insert

Step 4: Reimburse the employee for 53.33 hours of worker's comp leave taken during affected period.

What does the employee's time file look like before the buy back of leave?

How did you code the employee's time file for the buy back of leave?

What would we have, instead, done to the time file if the employee had refused to bring in the check?

What will happen the next time payroll runs?

ZT06 Absence Quota Report following buy back of PP 08/2005

PA	Last name	Emp F Name	PersNo	QTY	Beg Bal	Lv Earned	Lv Taken	Period Bal	Qta Units	PY Per	PY Year
0123	Stewart	Daniel	530	20	179.32120	1.2295	0.0000	180.55070	HRS	8	2005
				22	139.32120	1.2295	26.6700	113.88070	HRS	8	2005
				24	10.00000	0.0000	0.0000	10.00000	HRS	8	2005
				26	20.00000	0.0000	0.0000	20.00000	HRS	8	2005
				72	432.00000	0.0000	80.0000	352.00000	HRS	8	2005

Accruals are not earned on LDWC (Worker's Comp Lv Buy Back) hours.

Accruals are not earned on LDLW (Worker's Comp Lv W/O Pay) hours.

After time eval, what value is shown in the Lv Taken column?

What is the employee's new earnings amount (Lv Earned)?

Once the time file is changed and the employee's leave has been reimbursed, Daniel Stewart's taxable wages must be adjusted.

Scenario 2: Step 5: Adjust taxable wages for employee.

What wage types and amounts did you use IT15?

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Scenario 3

Locate Purple Scenario #3 Insert.

Step 4: Worker's Comp has sent a check for \$373.34 for this period. Reimburse employee for worker's comp leave taken during affected period.

What does the employee's time file look like before the buy back of leave?

As previously calculated the worker's comp check covers 53.33 hours.

How did you code the employee's time file?

ZT06 Absence Quota Report following buy back of PP 13/2005

The screenshot shows the SAP ZT06 Absence Quota Report interface. At the top, the SAP logo and navigation menu are visible. Below the header, the report parameters are displayed: Run Date: 04/06/2005, Run Time: 07:24:18, Report ID: ZT06, and the system information: STATE OF LOUISIANA, ISIS HR SYSTEM. A toolbar with various icons and options like 'Set as Page Break' and 'Current Number of Entries' is present. The main data table is titled 'Absence Quota Report' and contains the following data:

PA	Last name	Emp F Name	PersNo	QTy	Beg Bal	Lv Earned	Lv Taken	Period Bal	Qta Units	PY Per	PY Year
0123	Stewart	Daniel	530	20	38.24670	0.0000	0.0000	38.24670	HRS	13	2005
				22	3.68870	0.0000	0.0000	3.68870	HRS	13	2005
				24	0.00000	0.0000	0.0000	0.00000	HRS	13	2005
				26	0.00000	0.0000	0.0000	0.00000	HRS	13	2005
				72	40.00000	0.0000	40.0000	0.00000	HRS	13	2005

After time eval ran, what does the Lv Taken column show? (see screen shot)

What is the employee's earnings amount (Lv Earned)? Why?

Once time file is changed and the employee's leave has been reimbursed, Daniel Stewart's taxable wages must be adjusted.

Scenario 3: Step 5: Adjust taxable wages for employee.

What wage types and amounts will be used on IT15?

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Scenario 4

Locate Green Scenario #4 Insert.

Week 1 PP 14/2005

The screenshot shows the SAP 'Maintain Weekly Entry w/Activity Allocation' window. The header includes the SAP logo and menu options like 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the header, there are navigation buttons: 'Choose', a trash icon, a printer icon, and 'New page'.

Employee details are displayed in a grid:

Personnel No	530	Name	Daniel Stewart	Status	Active
EE group	A Full Time S...	Pers. are	0123 Trn-Green Agency	CostCtr	1231001
EE subgroup	04 Class NE	WS rule	M-F 8HR Mon-Fri 8HR DAY	TM-Status	9

A weekly calendar grid shows the week of 06/20/05 to 06/26/05. The days are Monday through Sunday. The calendar indicates 'NORM' for Monday through Friday and 'OFF' for Saturday and Sunday. Summary rows at the bottom of the calendar show: Standard (8.00), Abs. hrs (8.00), Att. hrs (0.00), and Rec. hours (8.00) for each day, with a total of 40.00 for the week.

Below the calendar is a table for activity allocation:

Start Date	End Date	Hrs	Type	Att/absence type	Pr...	Cost Ctr	Function Cod	Activity Code	Sub-Object
* 06/20/2005	06/24/2005	40.00	LDLW	WORKER'S COMP LVWVO PAY					

At the bottom of the window, there are navigation arrows and a status bar showing 'Week 06/20/2005 - 06/26/2005' and 'Record 1 / 1'.

Week 2 PP 14/2005

The screenshot shows the SAP 'Maintain Weekly Entry w/Activity Allocation' interface. At the top, the SAP logo and menu bar are visible. Below the title bar, there are navigation buttons: 'Choose', a trash icon, a save icon, and 'New page'.

Employee details are displayed in a grid:

Personnel No	530	Name	Daniel Stewart	Status	Active
EE group	A Full Time S...	Pers. are	0123 Trn-Green Agency	CostCtr	1231001
EE subgroup	04 Class NE	WS rule	M-F 8HR Mon-Fri 8HR DAY	TM-Status	9

Below the employee details is a weekly grid for Week 26 (06/27/05 to 07/03/05). The grid shows standard hours, absence hours, attendance hours, and record hours for each day of the week.

Week	1 Monday	2 Tuesd...	3 Wedn...	4 Thurs...	5 Friday	6 Saturd...	7 Sunday
26	06/27/05	06/28/05	06/29/05	06/30/05	07/01/05	07/02/05	07/03/05
	NORM	NORM	NORM	NORM	NORM	OFF	OFF
Standard	8.00	8.00	8.00	8.00	8.00	0.00	0.00
Abs. hrs	8.00	8.00	8.00	8.00	8.00	0.00	0.00
Att. hrs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rec.hours	8.00	8.00	8.00	8.00	8.00	0.00	0.00

Below the grid is a table of activity entries:

Start Date	End Date	Hrs	Type	Att/absence type	Pr...	Cost Ctr	Function Cod	Activity Code	Sub-Object
* 06/27/2005	07/01/2005	40.00	LDLW	WORKER'S COMP LVWVO PAY					

At the bottom of the screen, there are navigation controls and a status bar showing 'Week 06/27/2005 - 07/03/2005' and 'Record 1 / 1'.

Step 4: Worker's Comp has sent a check for \$373.34 for this period June 20 thru July 3, 2005. Reimburse employee for worker's comp leave taken during affected period.

As previously noted and calculated: the check covers 53.33 hours, however, since the time file reflects all LDLW hours, the check must be returned to ORM and reissued in the employee's name only.

How will the employee's time file be coded?

Are any entries needed on Infotype 0015?

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Section 9: Wrap-Up

Wrap-up

Your Objectives:

- You have learned how to buy back leave, generate additional pay and correct taxable wages when an employee has been reimbursed for an on the job injury.

Summary

- Should you need to record worker's comp leave or buy back leave taken prior to 12/23/2002, you must call the ISIS HR Help Desk for assistance.
- Worker's comp checks are issued every 2 weeks.
- Worker's comp checks must be deposited into the employing agency's bank account immediately.
- Worker's comp checks expire 180 days from issue date.
- On the E-1 Form, report wages for IW on a WEEKLY basis. When determining this amount, be sure to take into account the overtime earned in the 4 weeks prior to date of accident and any premium or differential pay earned in the 4 weeks prior to date of accident. It's also important on the E-1 form to provide ORM with whatever details are known regarding part-time employment or second jobs that the employee held at time of injury. Earnings for these jobs, if deemed pertinent, will be obtained by ORM staff.
- Agencies must have established procedures to handle worker's comp.
- The employee's time file will need to be coded with LD, LDLW and/or LDWC for all hours that the employee is on worker's comp. leave.
- Once LD (Worker's Comp leave) is coded on an employee's time file, the number of LD hours coded will roll through LB (SICK) > 1.5 K > ST K > and then LA (ANNUAL). After time evaluation is run, accruals will be earned on these hours.
- Don't forget that a Worker's Comp absence very often qualifies as an FMLA event.

- Employees must return the worker's comp check to the agency to buy back leave used. If the employee does not return the check to buy back leave hours equal to the number of hours covered by the check, the entries on the time file for the period that the check covers should be changed to reflect LDLW, since the employee is being paid for these hours on the worker's comp check. This will establish a claim on the next payroll run. As this reduces the number of hours paid, it will reduce leave earned also.
- If an employee is on LDLW the entire pay period, he does not need to return the worker's comp check to the agency. If the agency receives the worker's comp check, it should be returned to ORM to issue to the employee only. No payment is processed through ISIS HR.
- To calculate the number of hours that a worker's comp check can buy back, divide the check amount by the employee's hourly rate at the time of injury, as calculated using the Average Weekly Wage on the Indemnity Benefit Report from ORM. Remember, an employee can not receive more that 100% of his regular salary when receiving worker's comp benefits.
- If the worker's comp check will buy back paid leave hours and also pay the employee for LDLW (Worker's Comp Leave without Pay) hours, the 0670 entry must be processed to adjust taxable wages for the worker's comp payment and the 0674 entry must be processed to pay the employee for a portion of the LDLW hours.
- Leave is not earned on LDLW (Worker's Comp Leave without Pay) or LDWC (Worker's Comp Lv Buy Back) hours.
- After leave is bought back, the employee may see a decrease in their taxes in the current and/or possibly future pay periods.

Discussion Questions

1. What are the 2 absence types that must be used on the employee's time file for all hours that the employee is out on worker's comp before the buy back occurs?

2. If a worker's comp check is buying back 12 hours of LD leave that was taken from the employee's sick quota, how many LD hours should be changed to LDWC?

3. If the employee has no LDLW, how many IT0015 adjustment records are necessary?

4. Why would you use wage type 0670? Why would you use wage type 0674?

5. Does an employee earn leave on the hours bought back by worker's comp?

6. If an employee was on 80 hours of LDLW and the agency receives a worker's comp check, is any entry necessary in ISIS HR?

7. The number of hours that a worker's comp check can buy back is calculated how?

8. If the sum of IT0015 records created is less than the Worker's Comp check amount, should the extra money go to the employee?

For more information contact:

For system related questions about ISIS HR, how to enter into ISIS, contact:

ISIS Help Desk: (225) 342-2677, option #1, 2

Visit our website at <http://www.doa.state.la.us/osis>

For any policy questions, how to determine the number of buy back hours, contact:

OSUP's Wage and Tax Unit (225) 342-0713

Visit our website at <http://www.doa.louisiana.gov/osup/osup.htm>.

For questions regarding workers' compensation claims, contact:

Office of Risk Management: (225) 342-8500

Visit our website at <http://www.doa.Louisiana.gov/orm>

For Leave Usage questions, contact:

Department of Civil Service Program Assistance Division: (225) 342-8274

Visit our website at <http://dscs.state.la.us>

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Data Sheet

Computer	User ID	User Name	Empl Name	Pernr
01	P0000038	Ashley Adams	Daniel Stewart	0501
02	P0000039	Bessie Adams	Daniel Stewart	0502
03	P0000040	Barbara Adams	Daniel Stewart	0503
04	P0000041	Betty Adams	Daniel Stewart	0504
05	P0000042	Carla Adams	Daniel Stewart	0505
06	P0000043	Catherine Adams	Daniel Stewart	0506
07	P0000045	Cynthia Adams	Daniel Stewart	0507
08	P0000046	Dottie Adams	Daniel Stewart	0508
09	P0000047	Dana Adams	Daniel Stewart	0509
10	P0000048	Daphne Adams	Daniel Stewart	0510
11	P0000049	Elaine Adams	Daniel Stewart	0511
12	P0000050	Estelle Adams	Daniel Stewart	0512
13	P0000052	Flora Adams	Daniel Stewart	0513
14	P0000053	Francis Adams	Daniel Stewart	0514
15	P0000054	Geraldine Adams	Daniel Stewart	0515
16	P0000055	Gladys Adams	Daniel Stewart	0516
17	P0000056	Gloria Adams	Daniel Stewart	0517
18	P0000057	Helen Adams	Daniel Stewart	0518
19	P0000058	Janice Adams	Daniel Stewart	0519
20	P0000059	Joanna Adams	Daniel Stewart	0520
21	P0000060	Josie Adams	Daniel Stewart	0521
22	P0000061	Joyce Adams	Daniel Stewart	0522
23	P0000062	Judy Adams	Daniel Stewart	0523
24	P0000064	Katina Adams	Daniel Stewart	0524
25	P0000065	Kelly Adams	Daniel Stewart	0525
26	P0000066	Leah Adams	Daniel Stewart	0526
27	P0000067	Laura Adams	Daniel Stewart	0527
28	P0000068	Mable Adams	Daniel Stewart	0528
29	P0000069	Lillian Adams	Daniel Stewart	0529
30	P0000070	Marie Adams	Daniel Stewart	0530