

Title	Workers Compensation Procedures
Version	1.1
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Process Owner	Human Resources
Dept/Division	Human Resources
Get help with this process	Janice Minder, Nancy Grassel, Lou Loban
Processes	PTREARN
	PTRECLS
	PHAHOUR
	PHICHEK, PEIJTOT, PEIETOT
	PEALEAV

Description:

The Bureau of Personnel manages the Workers Compensation claims for the State of South Dakota. In this process, they are also managing when dollars are paid out to the employee for missed work. As a reminder, employees will only receive dollars if they are absent from work for a period of seven consecutive days doctors orders.

Reference Information:

Data Source: PTREARN, PTRECLS, PHAHOUR.

Forms :

1. PTREARN Set Up

This earn code is set up to only accrue leave on Annual. The code is set up to allow you to use the rate of pay that BOP sends. The units have to equal the hours that the payroll is covering or the earnings are covering so leave can accrue appropriately. Again, the units have to equal hours due to annual leave accrual.

Oracle Developer Forms Runtime - Web: Open > PTREARN

Earnings Code: WCL

Long Description: Worker's Comp Leave w/o Pay

Short Description: WORK CO

Source of Rate: Job Regular Rate
 Special Rate
 Table Rate

Multiplication Factor: 100

Interface

Allow Labor Distribution Overrides at Time Entry
 Expend Budget with Earning Value
 Applicable to Fringe Expense

Rule Class Overrides

Rule Class:
Fringe Rule Class:

Attributes

Type: (NONE)

Earnings Group:

Hours or Units Indicator: Hours
 Units

Tax Method: Annualized

Base Salary
 Longevity
 Cash
 Reduce Base Salary
 Shift Differential
 Stipend
 Display on Web

Leave

Applicable to Leave Proration
 Applicable to Leave Minimum

Leave Taken Code:
Leave Earned Code: ANNL

FRM-40400: Transaction complete: 1 records applied and saved.
Record: 1/1 | | ... | | | <OSC>

2. PTRECLS is set up to reduce regular pay for exempt and the hourly rate will not be reduced.
3. PHAHOUR is where the earning and units can be added.

Application:

1. When payroll is occurring, you will need to load in PHAHOUR the WCL with the hourly rate in the special rate field from the Bureau of Personnel and total hours that equal the total payment.
2. When an employee needs to have leave corrected for an over payment, the earnings code such as ALT, SLT, FMA, FMS, FMP, or PLT then has to be placed on PHAHOUR with a negative number of hours. This will ensure the annual leave is replenished and employee dollars are reduced to avoid overpayment.
3. You cannot simply add leave back to PEALEAV. This will allow the employee to be double paid since they were already paid for the leave and workers compensation.

BOP Report Requirements:

Employee: Jane Jones
Current Hourly: (applicable amount) or hourly equivalent for salaried
Salaried Amount: (applicable amount)

Time Period	Earnings
6/20/08 thru 6/21/08	\$ 124.00
6/22/08 thru 07/21/08	\$ 2,500.00
7/22/08 thru 8/21/08	\$ 2,500.00
8/22/08 thru 9/21/08	\$ 2,500.00
9/22/08 thru 10/21/08	\$ 2,500.00
10/22/08 thru 11/21/08	\$ 2,500.00
11/22/08 thru 12/21/08	\$ 2,500.00
12/22/08 thru 1/21/09	\$ 2,500.00
1/22/09 thru 2/21/09	\$ 2,500.00
2/22/09 thru 3/21/09	\$ 2,500.00
3/22/09 thru 4/21/09	\$ 2,500.00
4/22/09 thru 5/21/09	\$ 2,500.00
5/22/09 thru 6/19/09	\$ 2,400.00
Total	\$30,024.00

Compensation includes the following in the net earnings

- *Overtime at Time 1/2: dates and rate
- *Overtime at Straight Rate dates and rate
- *Additional Duty or Supplemental
- *Any Leave Payments

Type of appointment: 9 month/10 month/11 month/12 month/other

Dates of Appointment:

Normal schedule: 8-5 M-F Other: _____

First day off work:

Date returned to work:

BOP Report Requirements Forms Associated: PEIJTOT, PEIETOT, PHAHOUR, PHICHEK.
Institutions should always monitor these forms when documenting to BOP the total earnings paid.

Related Documents:

NA

Links:

NA