

Entering Workers Comp Time and Leave
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Entering Workers Comp Time and Leave

Entering Workers Comp Time and Leave Overview

When an employee is charged for Injury Leave and any Sick Leave used while on a non-paid leave of absence, the following procedure is followed to enter the worker's compensation time and leave usage. At the same time, this procedure will track the non-paid hours absent.

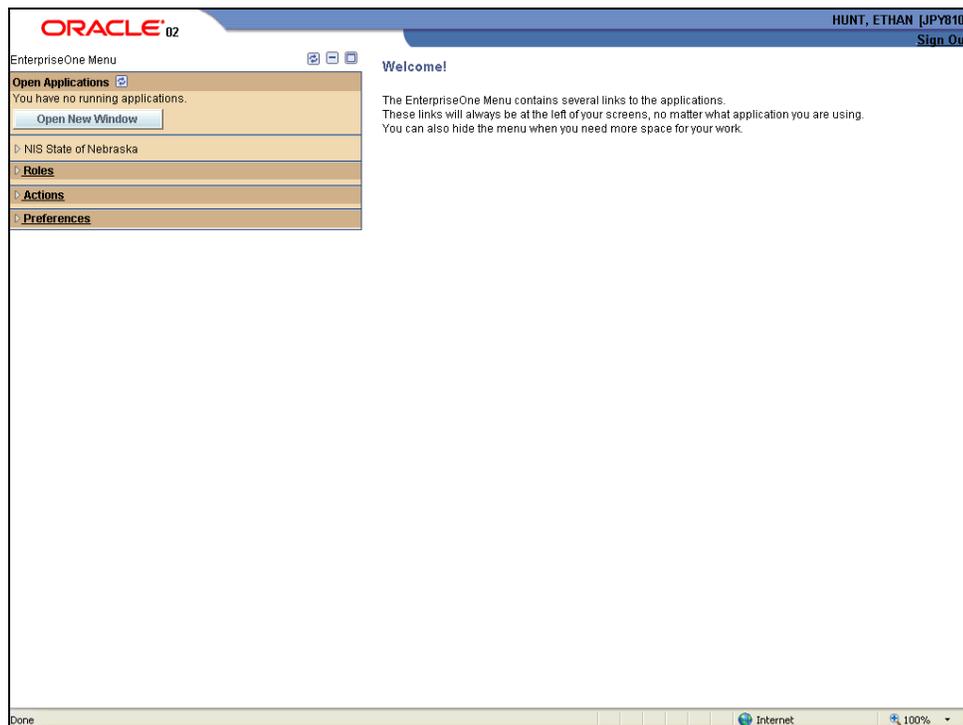
When an employee is injured, he/she is allocated 40 hours injury leave. After the 40 hours of injury leave is exhausted, the remaining hours are allocated 2/3 from workers compensation and 1/3 from sick leave. The workers compensation allocation is for tracking only since it is paid by the third party insurance company.

This work instruction shows how to enter injury leave and sick leave.

Entering Workers Comp Time and Leave Lesson

Procedure

In this lesson you will learn the steps for entering injury and sick leave.

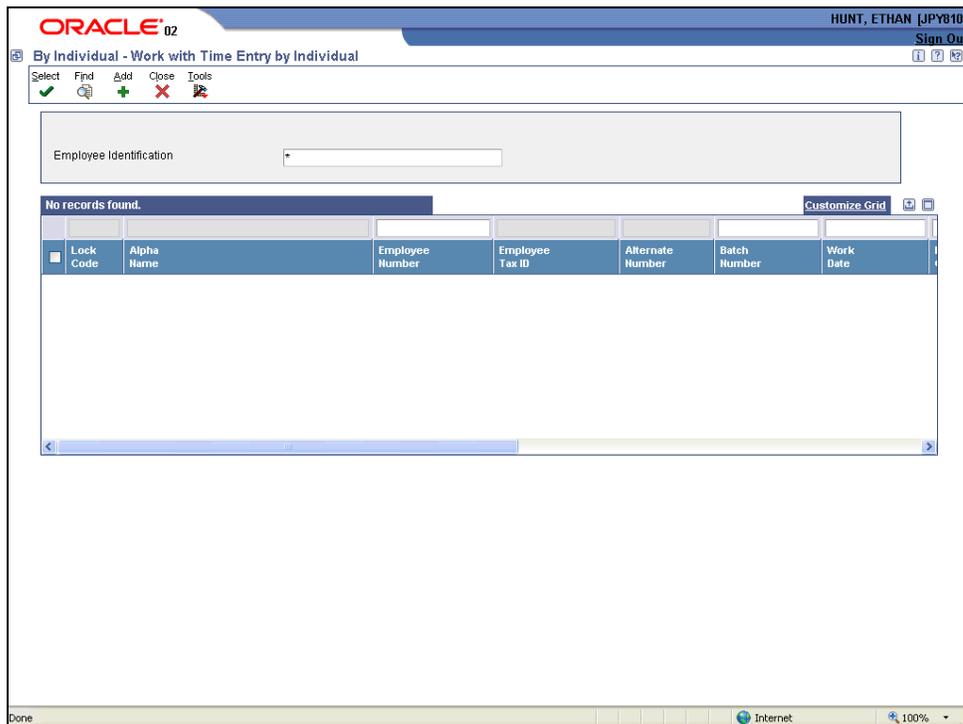


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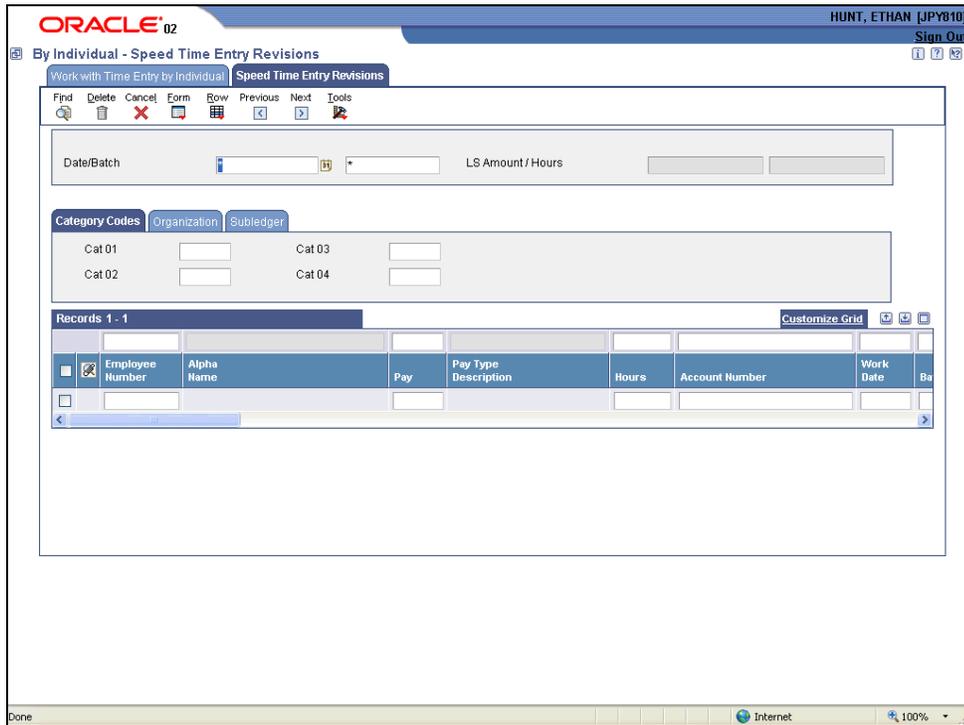
Entering Workers Comp Time and Leave



Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska
2.	Click the Human Resources/Payroll - Agencies link. Human Resources/Payroll - Agencies
3.	Click the Payroll link. Payroll
4.	Click the Time Maintenance link. Time Maintenance
5.	Click the By Individual link. By Individual



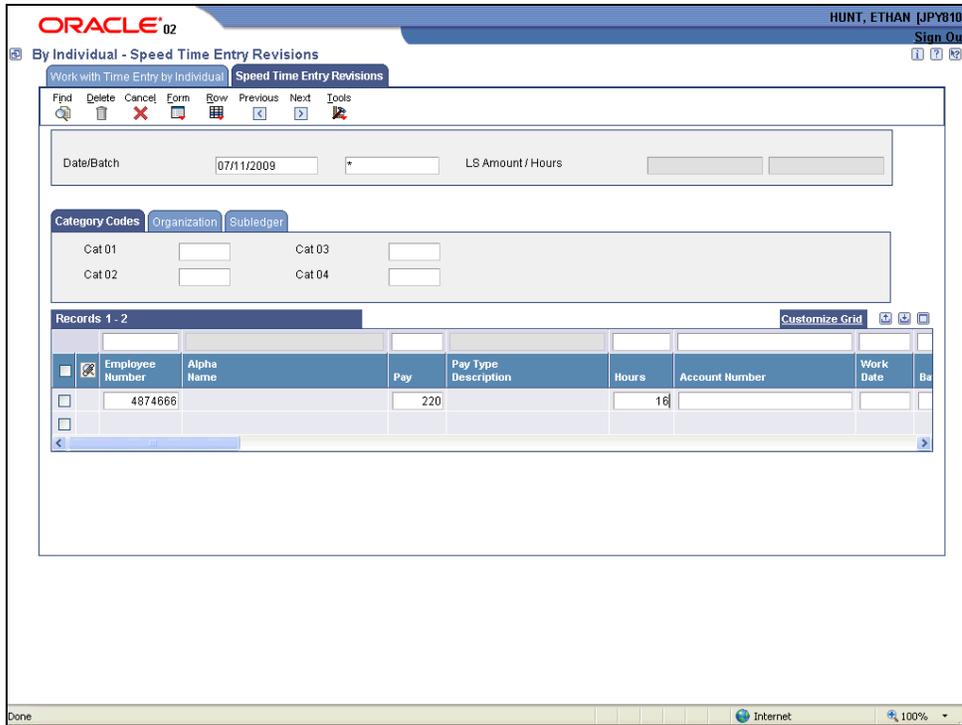
Step	Action
6.	Click the Add button. 



Step	Action
7.	Type the last day of the pay period in the Date field in the header.
8.	Enter the employee's address book number in the Employee Number field.
9.	Enter " 220 " into the Pay field. Pay Code 220 is for Injury Leave used.
10.	Enter the number of hours in the Hours field.

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Entering Workers Comp Time and Leave

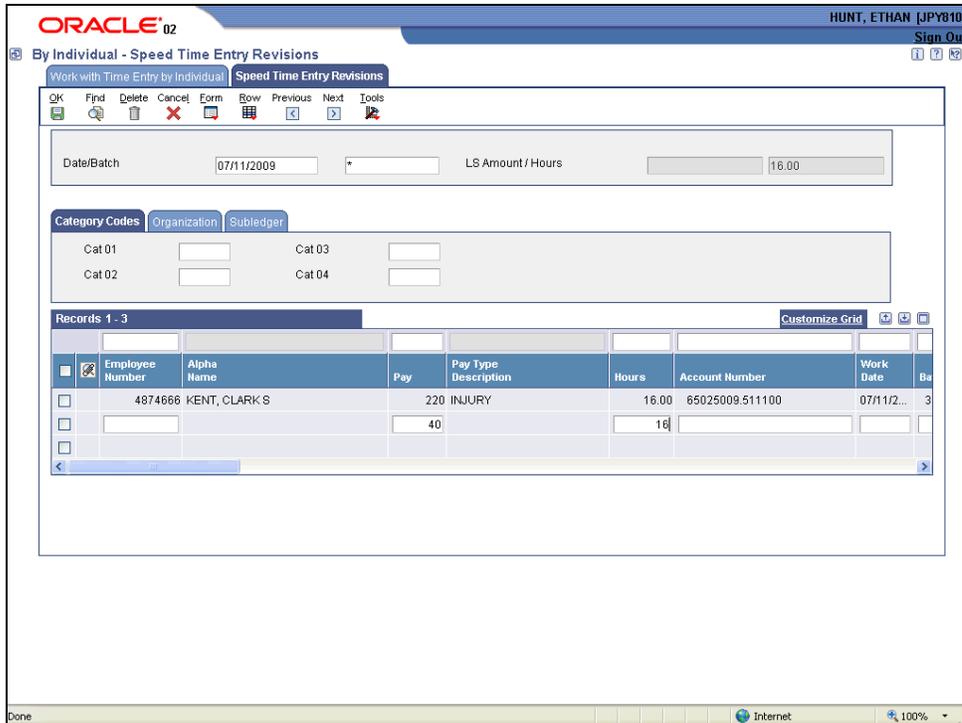


Step	Action
11.	Use the down arrow key on the keyboard to move to the next row on the grid.

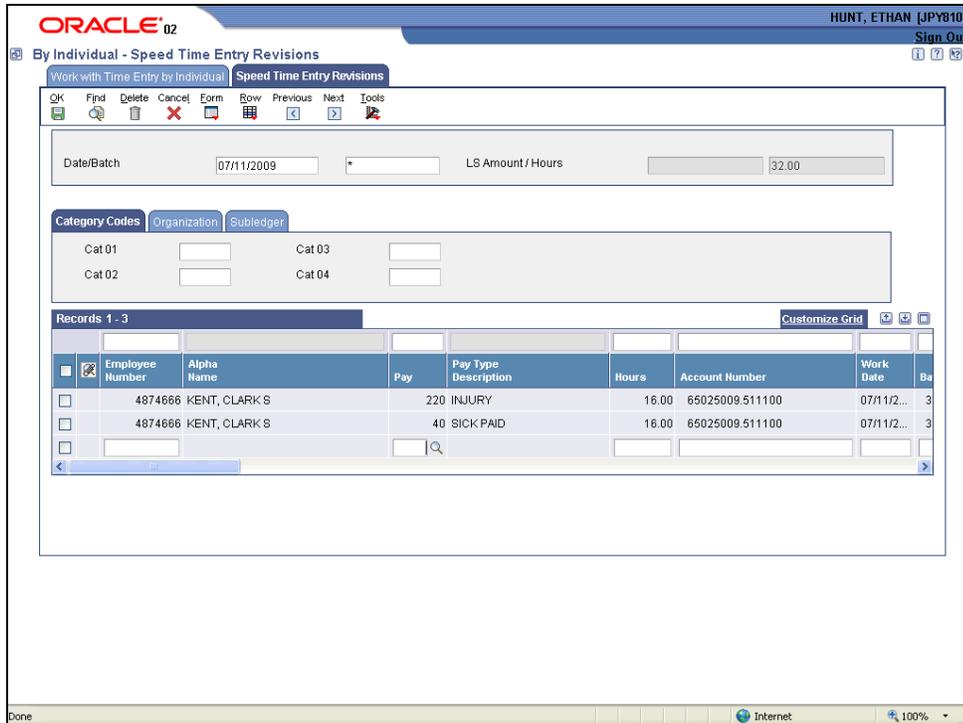
Step	Action
12.	Enter " 40 " into the Pay field. Pay Code 40 is for Sick Leave used. This is the sick leave the employee must be charged to supplement the worker's compensation absence.
13.	Enter the number of hours in the Hours field.

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Entering Workers Comp Time and Leave



Step	Action
14.	Use the down arrow key on the keyboard to move to the next row on the grid.



Step	Action
15.	<p>Enter "520" into the Pay field.</p> <p>Pay Code 520 is for Work Comp No\$. This code is used to track the number of hours (other than sick leave hours used) that the employee is absent due to worker's compensation reasons.</p>
16.	Enter the number of hours in the Hours field.

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Entering Workers Comp Time and Leave



ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

By Individual - Speed Time Entry Revisions

Work with Time Entry by Individual Speed Time Entry Revisions

OK Find Delete Cancel Form Row Previous Next Tools

Date/Batch 07/11/2009 LS Amount / Hours 32.00

Category Codes Organization Subledger

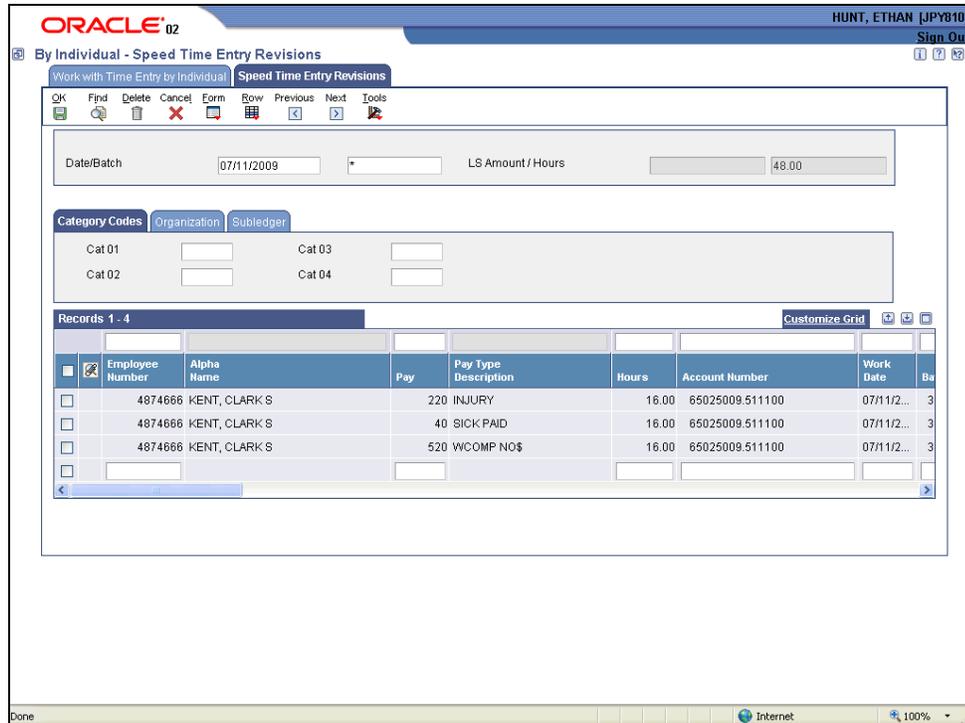
Cat 01 Cat 03
Cat 02 Cat 04

Records 1 - 4 Customize Grid

Employee Number	Alpha Name	Pay	Pay Type Description	Hours	Account Number	Work Date	Bas
<input type="checkbox"/>	4874666 KENT, CLARK S	220	INJURY	16.00	65025009.511100	07/11/2...	3
<input type="checkbox"/>	4874666 KENT, CLARK S	40	SICK PAID	16.00	65025009.511100	07/11/2...	3
<input type="checkbox"/>		520		16			

Done Internet 100%

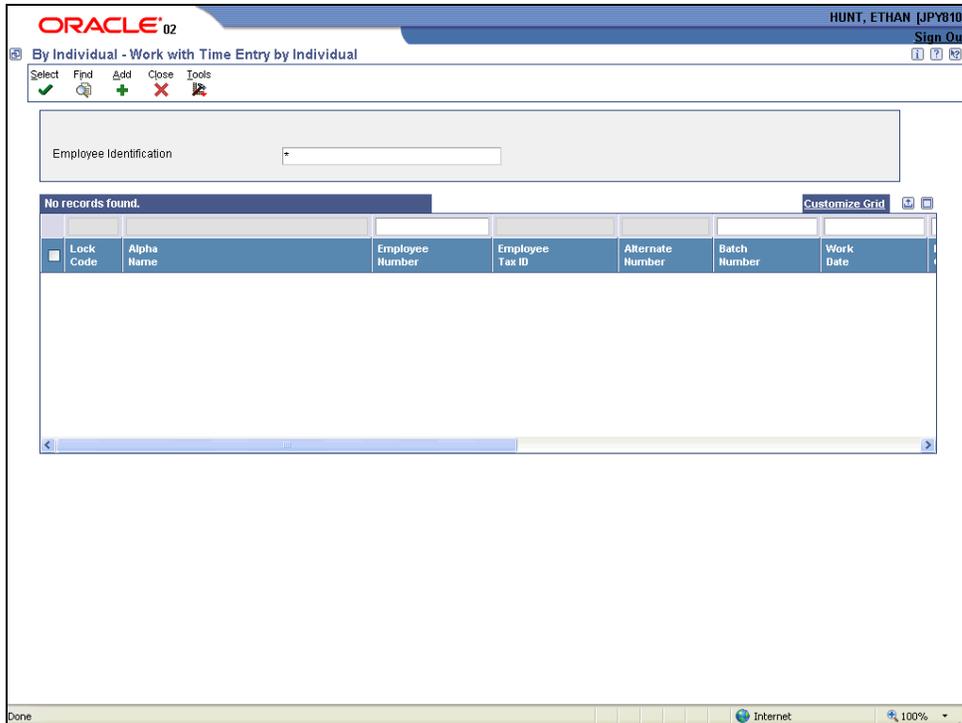
Step	Action
17.	Use the down arrow key on the keyboard to move to the next row on the grid.



Step	Action
18.	Click the OK button. 
19.	Click the Cancel button. 

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Step	Action
20.	Click the Close button. 
21.	You have successfully completed this lesson. End of Procedure.