

Entering Workers Comp Time and Leave

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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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.

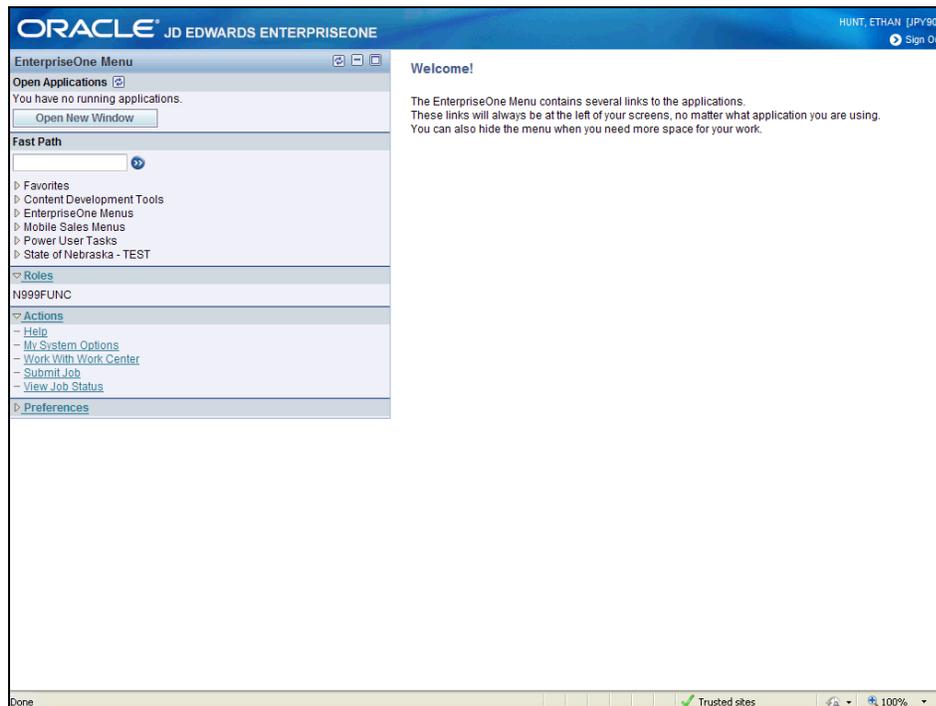
When an employee is injured, he/she is allocated 40 hours injury leave. After the 40 hours of injury leave is exhausted, the remaining hours are allocated 2/3 from workers compensation and 1/3 from sick leave. The workers compensation allocation is for tracking only since it is paid by the third party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

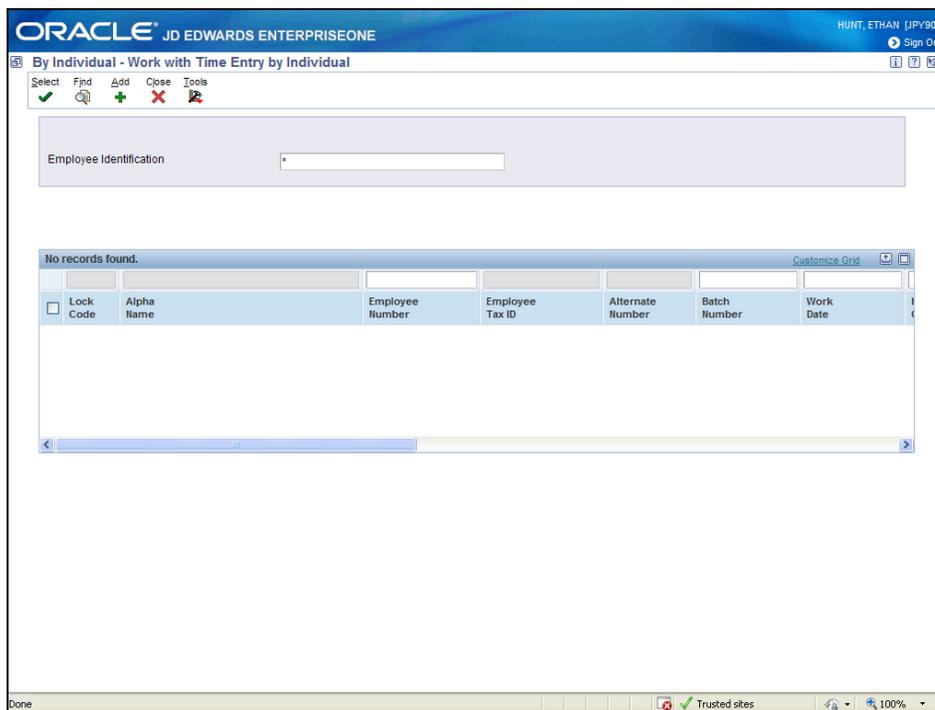


Step	Action
1.	Click the State of Nebraska link. State of Nebraska

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Entering Workers Comp Time and Leave

Step	Action
2.	Click the Payroll link.
3.	Click the Payroll Processing link.
4.	Click the Time Maintenance link.
5.	Click the By Individual link.



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

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

By Individual - Speed Time Entry Revisions

Work with Time Entry by Individual Speed Time Entry Revisions

Find Delete Cancel Form Row Previous Next Tools

Date/Batch 07/03/2010 * LS Amount / Hours

Public Timecards N

Category Codes Organization Subledger Dates

Cat 01 Cat 03

Cat 02 Cat 04

Records 1 - 2 Customize Grid

Employee Number	Alpha Name	Pay	Pay Type Description	Hours	Account Number	Business Unit Description
5695949		220		16		

Done Trusted sites 100%

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

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) 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 07/03/2010 * LS Amount / Hours 16.00

Public Timecards N

Category Codes Organization Subledger Dates

Cat 01 Cat 03

Cat 02 Cat 04

Records 1 - 2 Customize Grid

Employee Number	Alpha Name	Pay	Pay Type Description	Hours	Account Number	Business Unit Description
5695949	KENT, CLARK S	220	INJURY	16.00	65025009.511100	NIS

Done Trusted sites 100%

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.

The screenshot displays the 'Speed Time Entry Revisions' window in Oracle JD Edwards EnterpriseOne. The window title is 'By Individual - Speed Time Entry Revisions'. The interface includes a toolbar with icons for 'QK', 'Fnd', 'Delete', 'Cancel', 'Form', 'Row', 'Previous', 'Next', and 'Tools'. Below the toolbar, there are input fields for 'Date/Batch' (07/03/2010), 'LS Amount / Hours' (16.00), and 'Public Timecards' (N). A 'Category Codes' section contains fields for 'Cat 01', 'Cat 02', 'Cat 03', and 'Cat 04'. The main data grid shows three records. The first record is for employee 5695949, KENT, CLARK S, with a pay of 220 (INJURY) and 16.00 hours. The second record shows a pay of 40 and 16 hours. The third record is partially visible. The grid columns are: Employee Number, Alpha Name, Pay, Pay Type Description, Hours, Account Number, and Business Unit Description.

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

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Entering Workers Comp Time and Leave



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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 07/03/2010 * LS Amount / Hours 32.00

Public Timecards N

Category Codes Organization Subledger Dates

Cat 01 Cat 03
Cat 02 Cat 04

Records 1 - 3 Customize Grid

Employee Number	Alpha Name	Pay	Pay Type Description	Hours	Account Number	Business Unit Description
5695949	KENT, CLARK S	220	INJURY	16.00	65025009.511100	NIS
5695949	KENT, CLARK S	40	SICK PAID	16.00	65025009.511100	NIS

Done Trusted sites 100%

Step	Action
15.	Enter " 520 " into the Pay field. 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.
16.	Enter the number of hours in the Hours field.

ORACLE JD EDWARDS ENTERPRISEONE

HUNT, ETHAN (JPY900) 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 07/03/2010 * LS Amount / Hours 32.00

Public Timecards N

Category Codes Organization Subledger Dates

Cat 01 Cat 03
Cat 02 Cat 04

Records 1 - 4 Customize Grid

Employee Number	Alpha Name	Pay	Pay Type Description	Hours	Account Number	Business Unit Description
5695949	KENT, CLARK S	220	INJURY	16.00	65025009.511100	NIS
5695949	KENT, CLARK S	40	SICK PAID	16.00	65025009.511100	NIS
		520		16		

Done Trusted sites 100%

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

ORACLE JD EDWARDS ENTERPRISEONE

HUNT, ETHAN (JPY900) 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 07/03/2010 * LS Amount / Hours 48.00

Public Timecards N

Category Codes Organization Subledger Dates

Cat 01 Cat 03
Cat 02 Cat 04

Records 1 - 4 Customize Grid

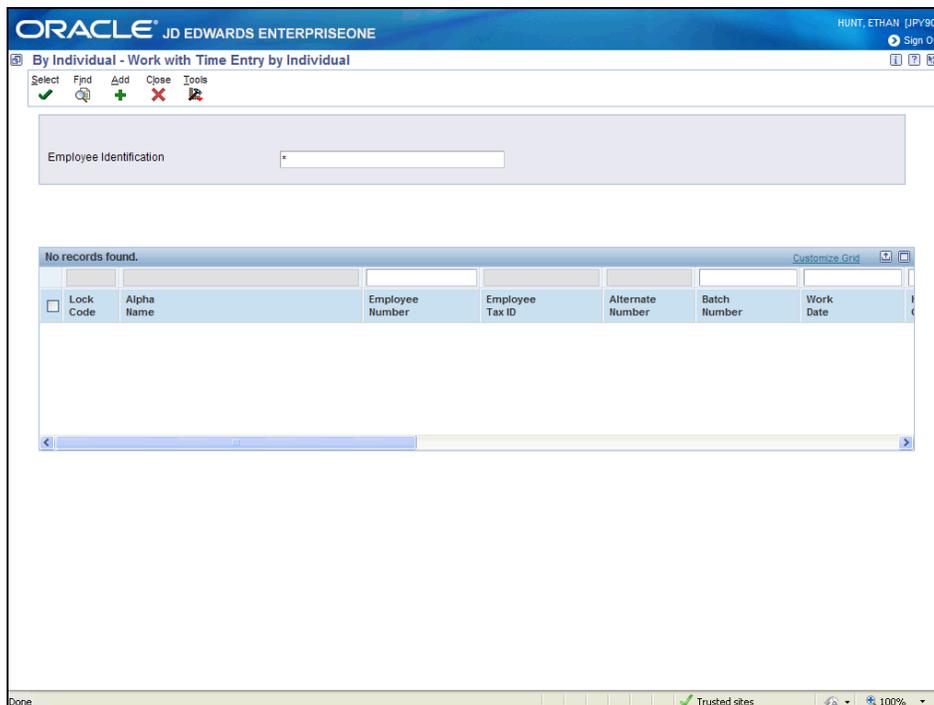
Employee Number	Alpha Name	Pay	Pay Type Description	Hours	Account Number	Business Unit Description
5695949	KENT, CLARK S	220	INJURY	16.00	65025009.511100	NIS
5695949	KENT, CLARK S	40	SICK PAID	16.00	65025009.511100	NIS
5695949	KENT, CLARK S	520	WCOMP NOS	16.00	65025009.511100	NIS

Done Trusted sites 100%

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



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