LOA – WORKERS' COMPENSATION

PER-70 | TRANSACTION ZPAA076, SWBP, PA40

PA

The purpose of this Business Process Procedure is to explain how to process a Leave of Action for Workers' Compensation in the Integrated HR-Payroll System.

Trigger: There is a need to process a Leave of Absence for one of the reasons listed in the Business Process Procedure Overview section.

Business Process Procedure Overview:

Leave of Absence (Workers' Comp) – used when an employee is out of work due to injury on the job.

Workers' Compensation Reasons

13 - WC Leave of Absence w/supplement – employee is removed from work by the treating physician and has opted to exhaust available leave according to the OSHR WC Supplemental Leave Schedule. This is effective the 8th day of absence.

14 - WC Leave of Absence - employee is placed on Workers' Compensation. (On the 8th day of Workers' Compensation and employee is not using supplemental leave; they are placed on WC Leave of Absence.)

15 - WC Salary Continuation Pay – employee is listed in NCGS §143-166.13 is placed on Workers' Compensation leave with Salary Continuation pay for up to two (2) years from date employee is unable to work either a partial or full day. Injury is result of or arises out of episode of violence, resistance, or due to other special hazards that occur while eligible person is performing official duties. Authorized treating physician has removed employee from work or injury related work restrictions cannot be accommodated by employer. TPA investigation/OSHR review/agency approval required. (See NCGS §143-166.14)

17 - WC Continuation Pay for Teachers Only – employee works in any educational institution supported by and under control of the State placed on Workers' Compensation leave with Salary Continuation pay for up to one year from date employee is unable to work either a partial or full day. Injury is due to "episode of violence." Authorized treating physician has removed employee from work or injury related work restrictions cannot be accommodated by employer. TPA investigation/agency approval required. (See NCGS §115C-338)

Workers' Compensation Information

When the seven days of the waiting period are consecutive:

The day the injury occurred is not counted as part of the seven-day waiting period. You may or may not include the weekends (see Weekend section below).

When the seven days of the waiting period are not consecutive:

If an employee takes the seven-day waiting period on non-consecutive days, you can enter several LOA Actions but are not required to do so. The WC 7-day waiting period begins with the first day missed after the day of the accident (employees are paid in full the day of the accident regardless of what time they went out). The seven days can be consecutive or non-consecutive. When an employee is out on consecutive days for the seven-day waiting period, you count calendar days (which includes the weekends). The employee must be out the entire day (no partial). You would not count doctor's appointments or treatments for the accident as absences because employees are paid as if they worked for reasonable time and travel to the doctor. The determining factor for counting days is lost wages.

When to include weekends in the seven-day waiting period

If the doctor's Work Status note takes the employee out of work on Friday and indicates the employee can return to work on Monday, you count the weekend as part of the seven-day waiting period. However, if the employee gets hurt early in the week but is back at work on Friday, then out again on Monday, you do not count the weekend.

On the eighth day out of work:

If the employee is still out of work after the seven-day waiting period, create an LOA Action on the eighth day using the applicable WC reason.

Benefits (Employee is not using approved leave.)

Agency Specific Benefits

- Each agency is responsible for administering these plans according to their agency process.

NCFlex Plans

- Will terminate in the Integrated HR-Payroll System.
- Will end the last day of the month premiums were paid.
- Employees can continue these benefits plans while on LOA by paying the NCFlex vendors directly.
- Premiums will not be deducted from WC payments.
- Employees who do not continue these plans while on an LOA without Pay may have waiting periods and/or Evidence of Insurability (EOI) upon benefits reinstatement. See the NCFlex HBR Administrative Manual for further details.

State Health Plan

- Employer contribution will continue as long as the employee is on WC and has not been separated from employment.
- Employees placed on LOA WC who would like to continue their coverage for dependents and/or any employee only costs will be billed by iTEDIUM. Failure to make payments will result in termination of the State Health Plan coverage. Employees whose coverage is terminated will not be able to re-enroll until the next open enrollment.
- Premiums will not be deducted from WC payments. Employees exhausting Supplemental Leave while on Workers' Compensation w/Supplement will be billed from iTEDIUM for the dependent and/or employee cost of coverage. Premiums for the State Health Plan will not be deducted from Workers Compensation Supplemental Pay.

LOA Checklist

- PA20 Display (Employee is active in the system.)
    - IT0000 - Actions
- View employee's Action history to ensure correct action is being entered and former actions have been entered appropriately.
- Verify eligibility for requested leave
- CATS_DA – verify that time has been entered, released, and approved. Also, verify last day worked (9500 - Time Worked).
- PT50 to ensure that employee has enough leave, if requesting to exhaust supplemental leave.

- Communicate with the Benefits Representative.
- Benefits – setup procedures for payment continuation or termination of benefits.
- Time, Benefits, Payroll, State Service, and longevity are dependent on entries made for action, reason and infotypes.
- Agency decides if Time (agency wide) is entered by PA (HR Data Maintainer) on IT2001 or Time (Time Administrator) in CAT2.
- Employee should make no time entries while on LOA.
- Time Type 9500 (time worked) shouldn't be used while employee is on LOA.
- The SAP Business Workplace is SAP's inbox and can be accessed by clicking on the **SAP Business Workplace** button, or by entering transaction code **SBWP** in the Command Field.
- The SAP Business Workplace inbox is where all workflow documents will be initiated/requested and where all workflow documents will arrive for approvers to review and respond.
- In the SAP Business Workplace, workflow documents are SAP messages that are created and read similar to any outside emailing system (MS Outlook, etc.).

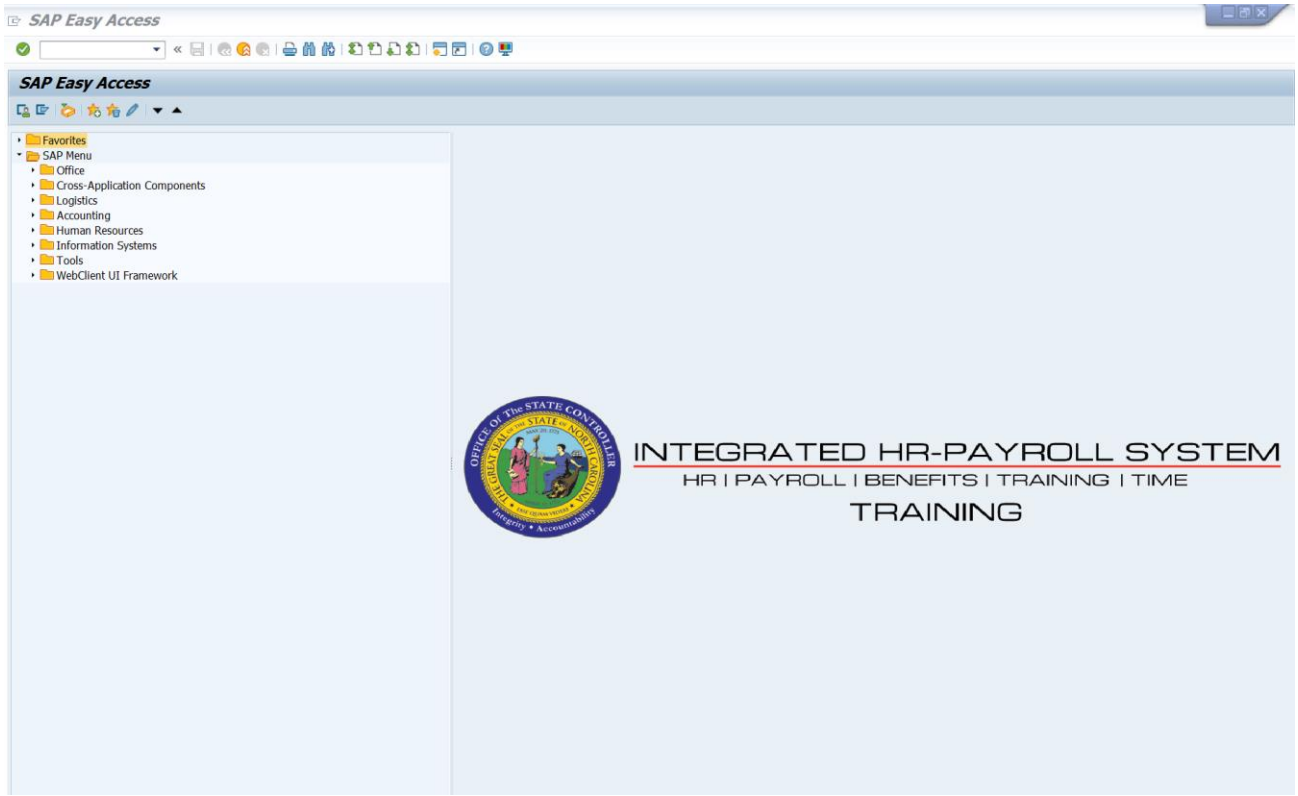
For more information on the SAP Business Workplace, including an overview of all Tree Functions (folders, organization of the workplace), see the Job Aid *Business Workplace Overview Tree Functions*.

Access Transaction:

Via Menu Path: Your menu path may contain this custom transaction code depending on your security roles.

Via Transaction Code: ZPAA076; SBWP; PA40

Procedure



1. Update the following field:

Field Name	Description	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	Enter value in Command. **Example**: ZPAA076

2. Click the **Enter** button.

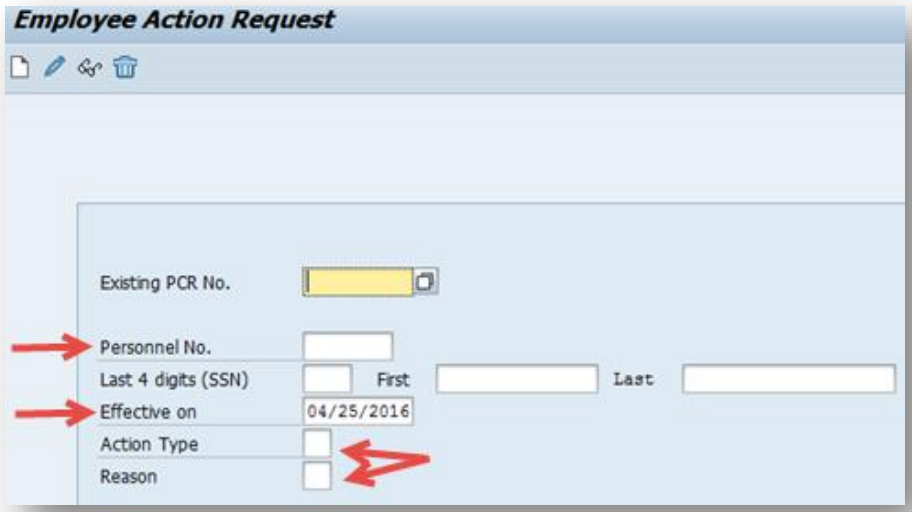
Information

You may want to enter this transaction code in your Favorites folder.

- From the menu at the top of the screen, choose **Favorites > Insert Transaction**.
- Type in **ZPAA076**.
- Click **Enter**.

To see the transaction code displayed in front of the link in your favorites from the menu at the top of the screen:

- Choose Extras > Settings.
- Place a check next to **Display Technical Names**.
- Click **Enter**.



3. Update the following fields:

Field Name	Description	Values
Personnel No.	Unique employee identifier	Enter value in Personnel No. **Example**: 10000114
Effective on	The date on which the action will be effective.	Enter value in Effective on. **Example**: 05/01/2016
Action Type	An action is a grouping of activities to perform a specific task. The action will prompt you for the Infotypes required to complete the task.	Enter value in Action Type. **Example**: Z3
Reason	Reason for the action, such as WC 7 Day Waiting Period	Enter value in Reason. **Example**: 12

Enter the Personnel Number of the individual to be placed on Leave of Absence. Click **Enter** to retrieve the name of the individual and verify you have the correct Personnel Number.

NOTE: Only enter the SSN and name for New Hires.

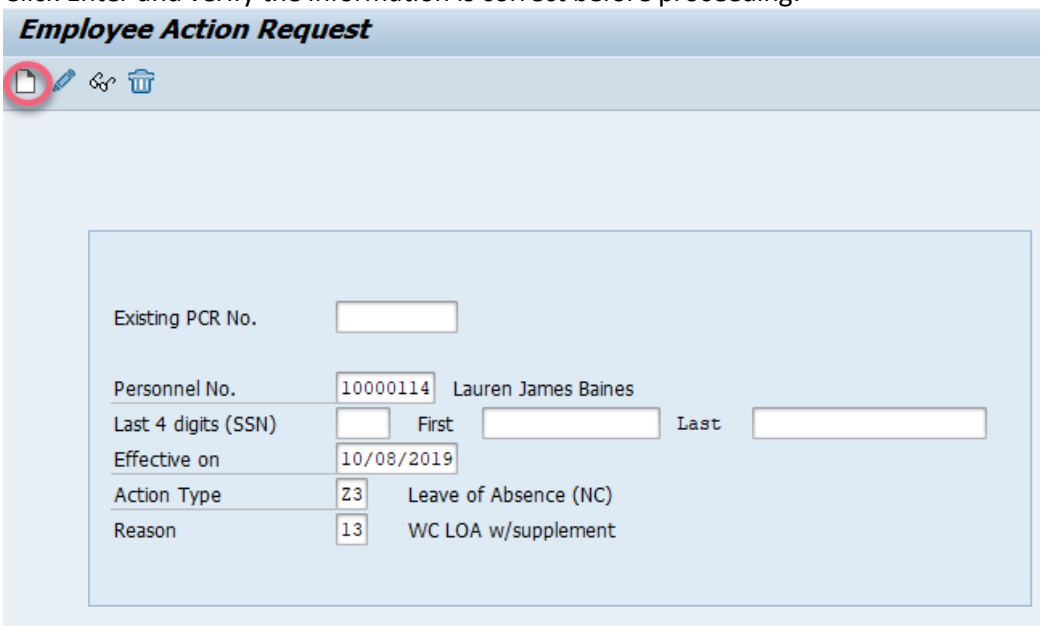
If you need to look up the personnel number, click your cursor in the field and click on the matchcode search button to the right of the field for search options.

4. Click the **Enter** button.

The system defaults the current date, but you can change the date to a day in the past or in the future.

There are several available **Reasons** from which to choose. For specific information on each reason, view the business process overview section at the beginning of these instructions.

Click Enter and verify the information is correct before proceeding.

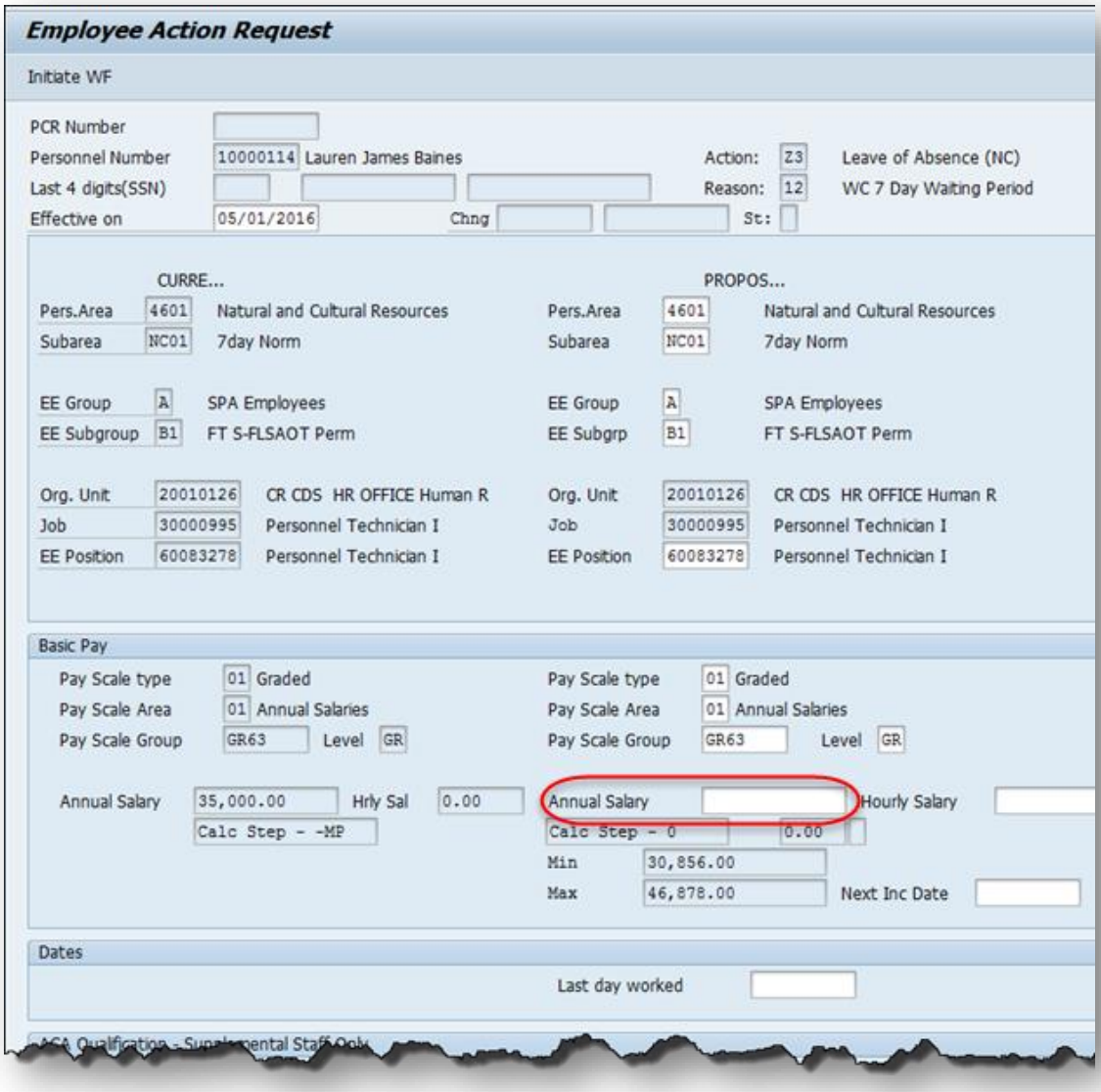


5. Click the **Create (F5)** button.

   If the information is correct, click **Create** to begin the process.

   Leave the **Existing PCR No**. field blank if you are creating a new PCR.

   Several fields on this screen are mandatory. The system will not let you continue if you have not provided data for the mandatory fields. If you are unsure which fields are mandatory, click Enter, and the system will prompt you for information in the mandatory fields.



6. Update the following field:

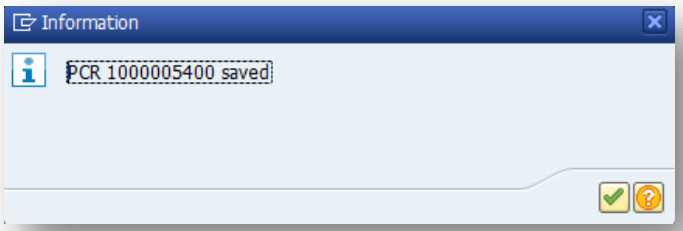
Field Name	Description	Values
Annual Salary	Employee's annual basic pay *Salary info should not change	Enter value in Annual Salary **Example:** 35,000

Enter the salary information in the Annual Salary or Hourly Salary field. Click Enter to validate the data. No Basic Pay record is created for LOA Action, but you must enter the salary on the PCR.

7. Click the **Enter** button.

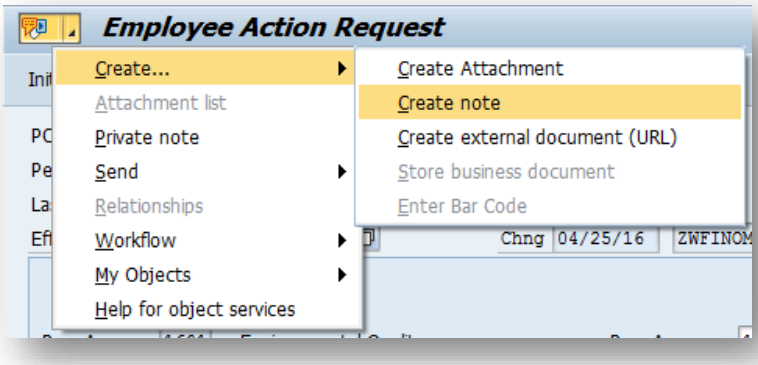
8. Click the **Save (Ctrl+S)** button.

Click Save to save the data and receive a PCR number. The PCR has not been submitted to workflow yet.



9. Click the **Enter** button.

   You may save this information as many times as you like. Each time you will receive a confirmation of the Save. You will not be able to create a note attachment until you have saved it at least once. If you have already submitted the PCR to workflow, you will not be able to change the details, nor save any new information, only display the existing details.



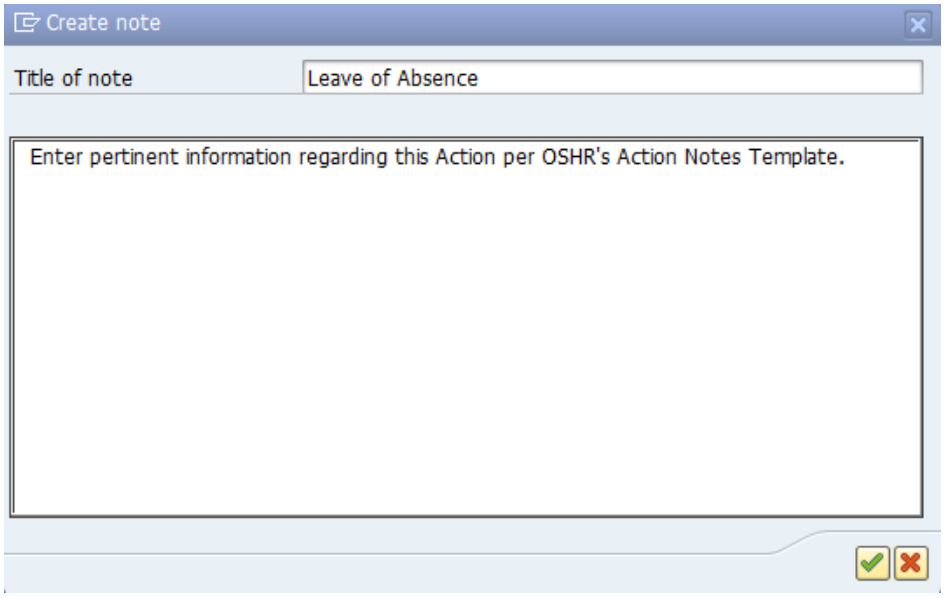
10. Click the **Services for Objects** button.

11. Click **Create... >> Create note** from the drop-down list on the menu.

Notes entered during PA Workflow must follow OSHR's Action Notes Template:
https://www.osc.nc.gov/documents/action-notes-template

If you need to type some information in, or copy and paste from an email, create a note. If you want to add a document as an attachment, use the attachment area.

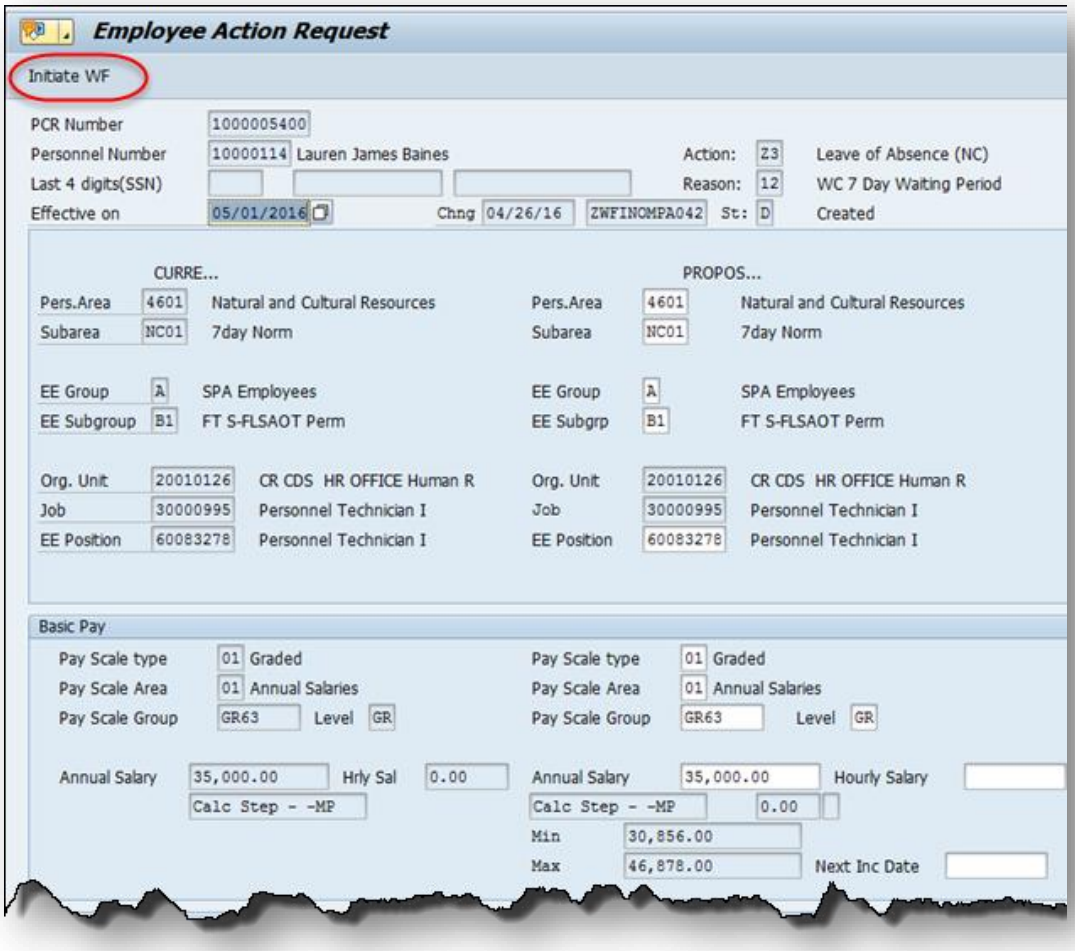
This note and attachment area gets attached to this specific PCR only. It will follow the PCR through the approval/rejection process and live with the PCR into the future. When the PCR has been approved, and you are processing the Action (such as a New Hire action), you will need to recreate any notes or attachments if they need to be attached to the Action record as well.



12. Update the following fields:

Field Name	Description	Values
Title of note	The short text to act as the title of the attachment	Enter value in Title of note. **Example**: Leave of Absence
Long text	An open text field	Enter value in long text. **Example**: appropriate information

13. Click the **(Enter)** button.

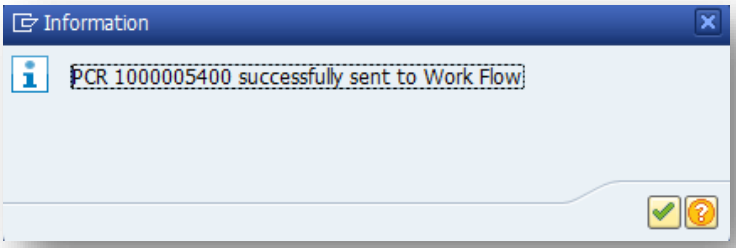


14. Click the **Enter** button.

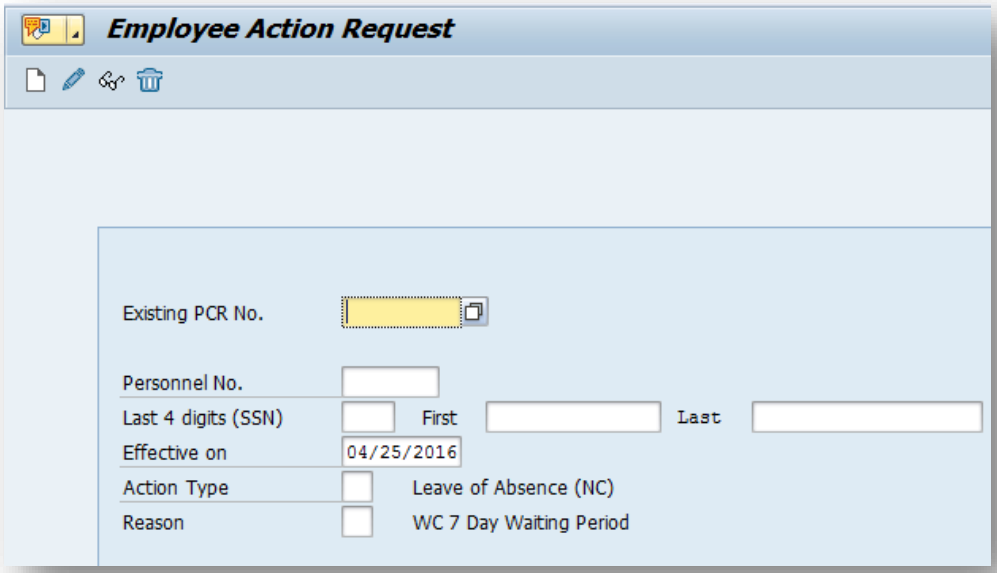
15. Click the **Save (Ctrl+S)** button.

16. Click the **Initiate WF** Initiate WF button.

    After you select the Initiate Workflow button to send the Leave of Absence Action through the approval process, no changes can be made unless the PCR is rejected at any stage and sent back to you (the initiator/requestor).



17. Click the **(Enter)** button.



18. Click the **Back (F3)** button.
19. The Initiate Leave of Absence Action is complete.

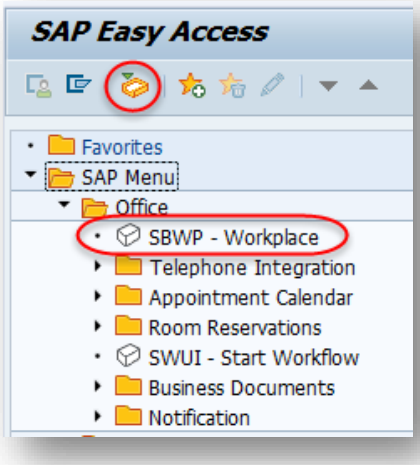
After Workflow Approvals have been received, proceed with the Complete Leave of Absence Action process.

Instructions for Completing The Action

Access Transaction:

Via Menu Path: Office >> SBWP – Workplace

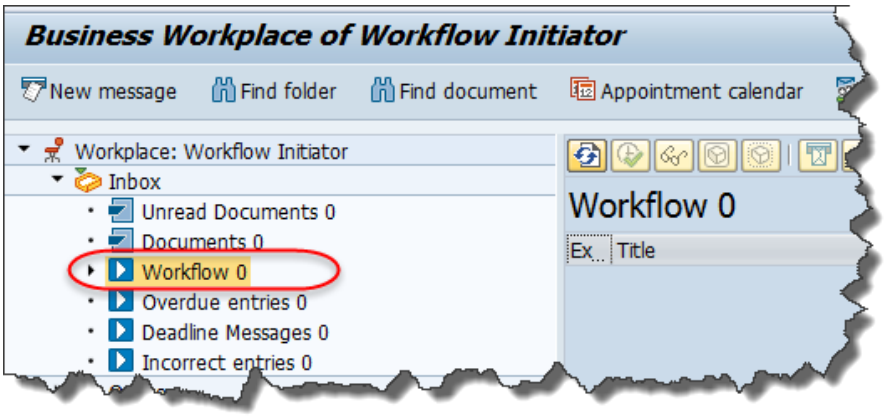
Via Transaction Code: SBWP, PA40



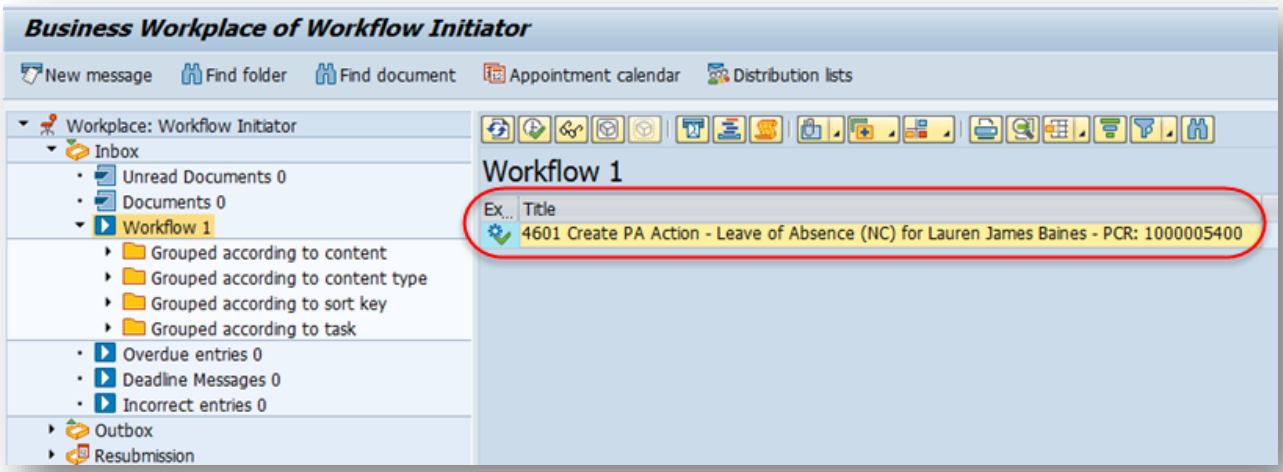
20. Click the **SAP Business Workplace (Ctrl+F12)** button.

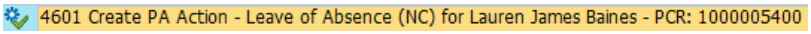
These instructions assume you have already initiated the Leave of Absence Personnel Change Request (PCR) in workflow, and you have an approved PCR ready to be processed as a Leave of Absence in the system.

Information	**Option**: Also, you can click the button for the SAP Business Workplace inbox. It is located just above the SAP Easy Access Favorites folders as depicted in the screen capture above.



21. Select **Inbox >> Workflow**.



22. Single-click to select the **PCR** 

row.

Information	Be sure to copy your PCR notes at this point so you can paste them on the Actions infotype when you begin the infotype creation process. For help with the copy/pasting of PCR notes, access the OSC Training HELP webpage.

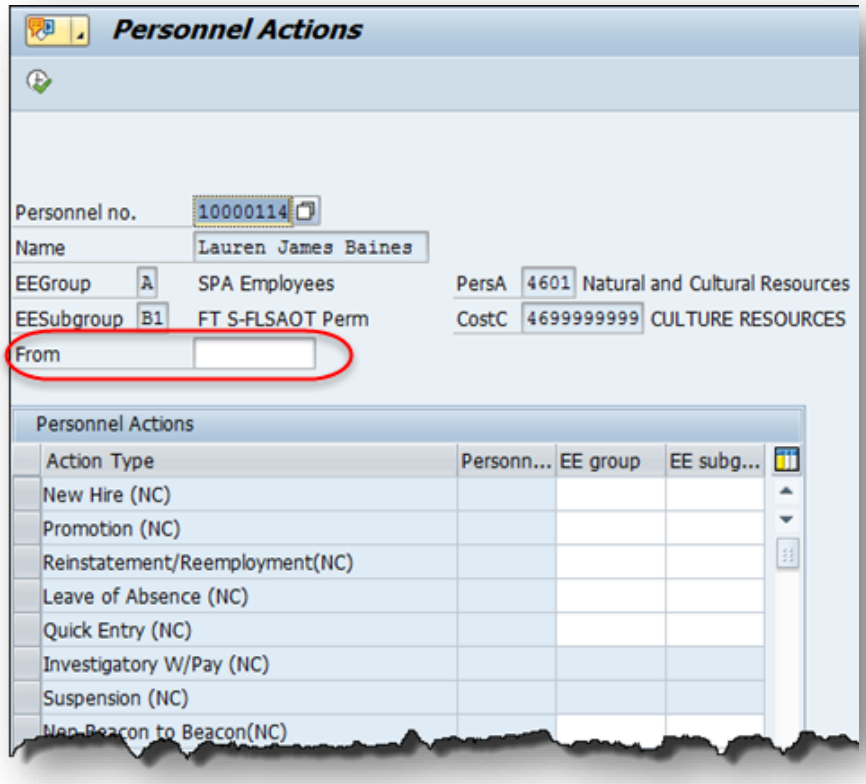
24. After you have copied the PCR notes, use one of the following methods to execute the PCR.

- Double-click on the PCR row.

  - - OR - -

- Click the **Execute (F8)** button.

A list of your approved (or rejected) PCRs are listed on the right side of the screen. Select the PCR to be processed and click Execute (or double-click the PCR). You can view the PCR details and/or Workflow Tracker details prior to executing the PCR if desired. Once the PCR is executed the Leave of Absence action will be launched.



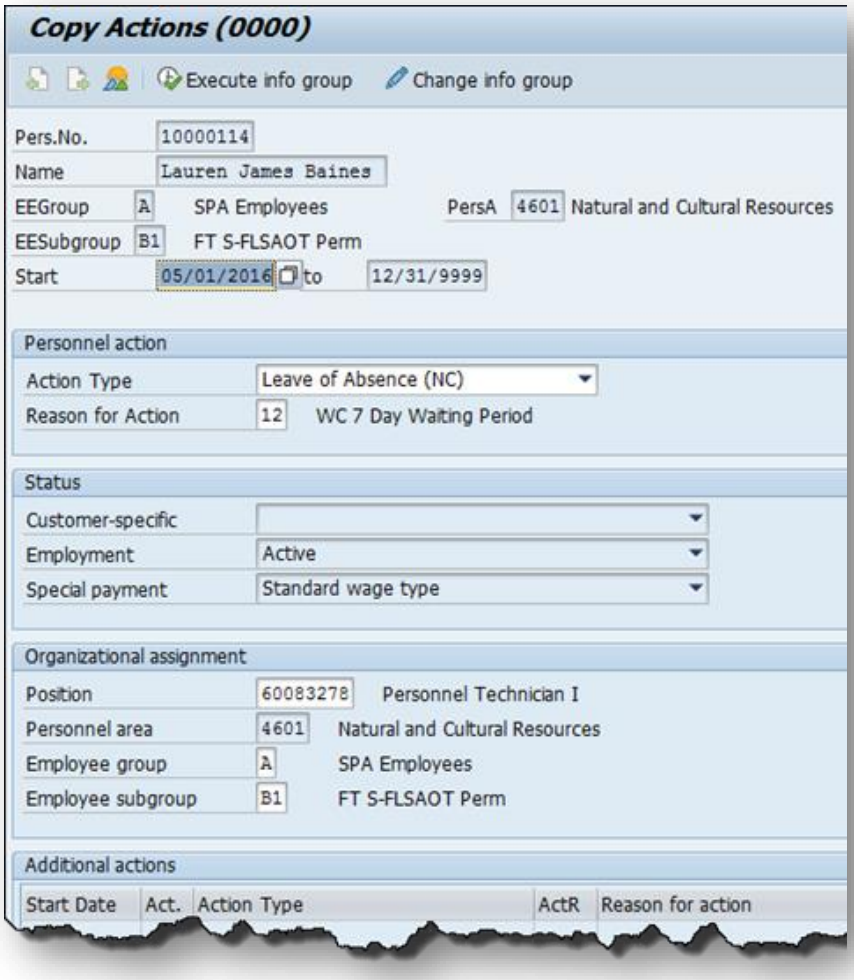
25. Update the following field:

Field Name	Description	Values
From	Effective date of the personnel action	Enter value in From. **Example**: 05/01/2016

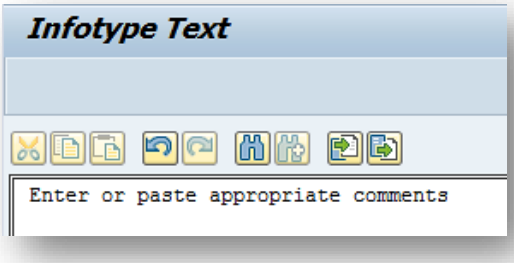
26. Highlight **Leave of Absence (NC)** action type.

27. Click the **Execute (F8)** button.

    The effective date is the date the Leave of Absence will go into effect. This date must match the date on the approved PCR.



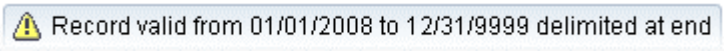
28. Click **Edit, >> Maintain text** to add your comment based on agency or OSHR Policy/Guidelines.



CRITICAL!	Don't forget to enter your comments. Remember, you can cut and paste from the PCR.

29. Click the **Save (Ctrl+S)** button.

30. The system will provide a yellow warning message informing you that the existing record will be delimited. Click Enter to go past this warning message.



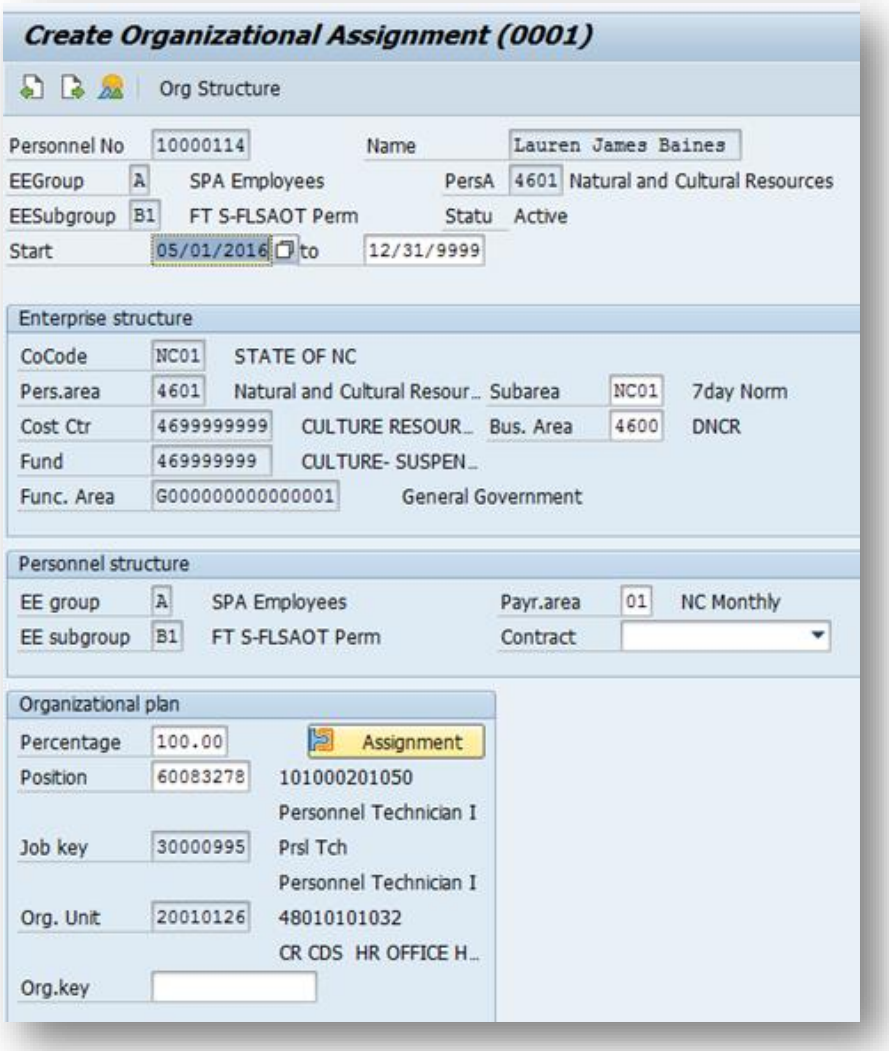
Notice at the top of this screen the title includes the word "Copy." This action takes the original action and makes a copy of it, delimiting the previous record and saving the new record. The word "Create" in the title indicates that this infotype is being created on this person's record for the first time.

When the employee subgroup is different from the position employee subgroup, you will receive a warning message. Click **Enter** to continue.

Best practice is to review all data and click Enter to allow the system to validate the data.

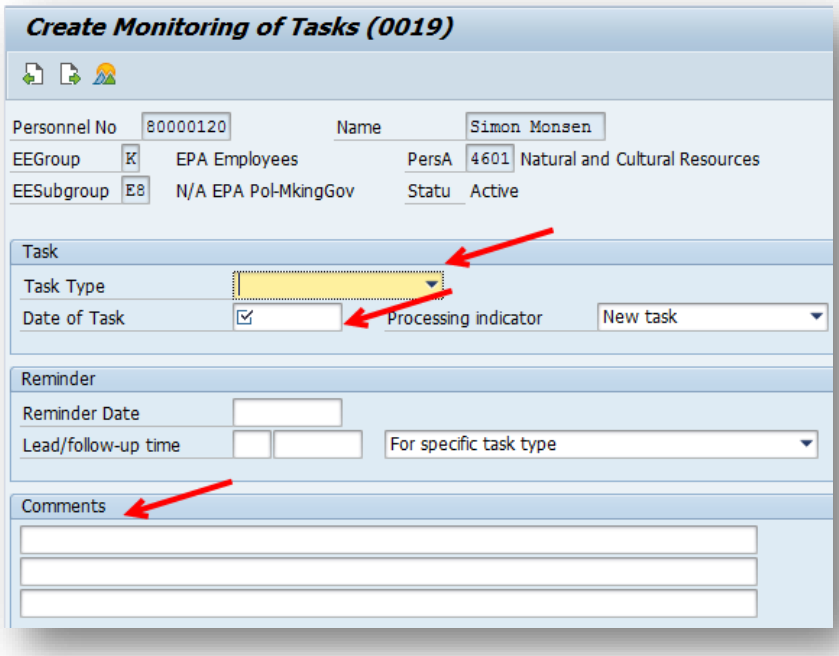
31. Click the **Enter** button.

32. Click the **Save (Ctrl+S)** button.



33. Click the **Enter** button.

34. Click the **Save (Ctrl+S)** button.



35. Update the following fields:

Field Name	Description	Values
Task Type	Select appropriate task type from list	Select task type **Example:** Workers Comp (7 days)
Date of Task	Date on which the task occurs	Enter value in Date of Task. **Example**: 05/07/2016
Comment	Additional information about an item	Enter value in Comment. **Example**: Create next LOA WC Action

BEST BUSINESS PRACTICE: Monitoring of Tasks infotype can be used to monitor the end of the two-year Salary Continuation by entering a date two years out from the first day the employee was placed out by the treating physician.

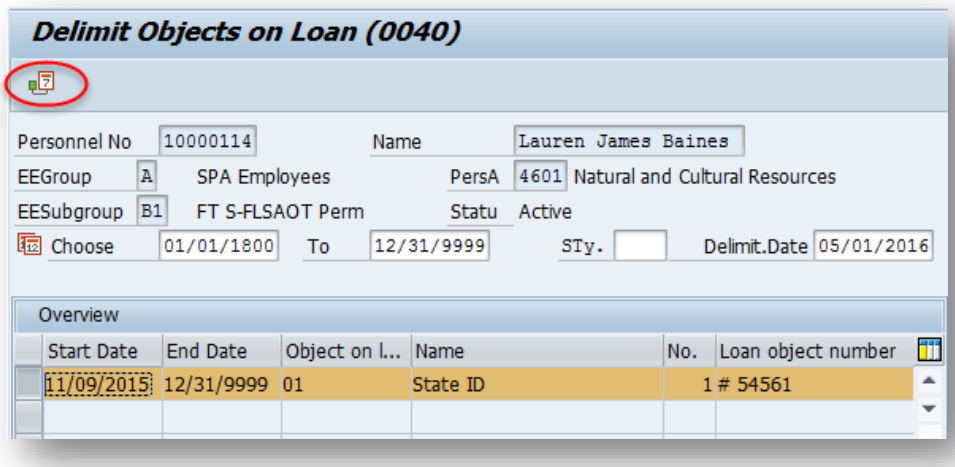
NOTE: You may need to create additional IT0019s via PA30. You can run either the Date Monitoring report S_PH0_48000450 or BI Report – B0099 – Employee Deadline Dates. Managers can view for their employees via MSS.

(Example Only) ☞

Monitoring of Tasks

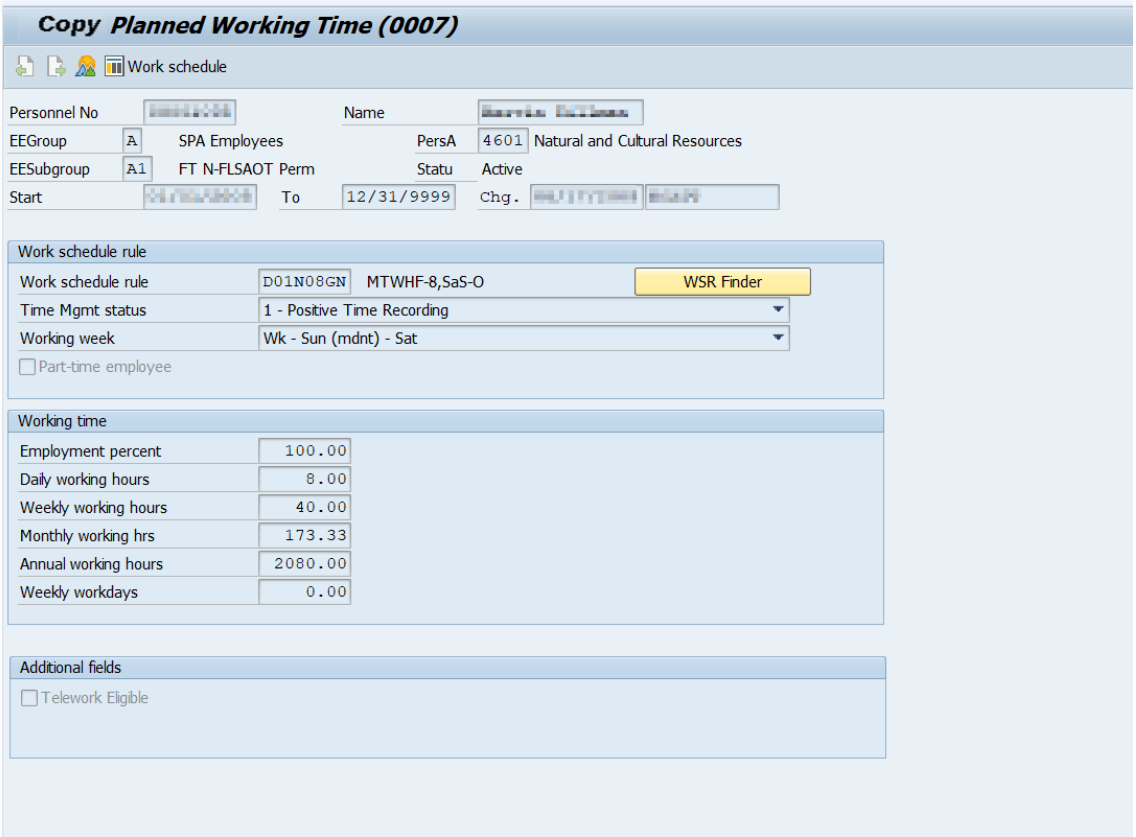
Status	Date	Reminder	Task
New task	5/8/2016	4/8/2016	Credential Verificat
New task	3/7/2016	2/7/2016	Military

36. Click the **Enter** button.
37. Click the **Save (Ctrl+S)** button.



38. Highlight and click the **11/09/2015** row.
39. Click the **Delimit (Shift+F1)** button

    Either skip or delimit depending upon whether or not (1) your agency uses this infotype (2) your agency requires employees to return items while out on leave, or (3) the employee returned items if required to do so.



40. Update the following fields:

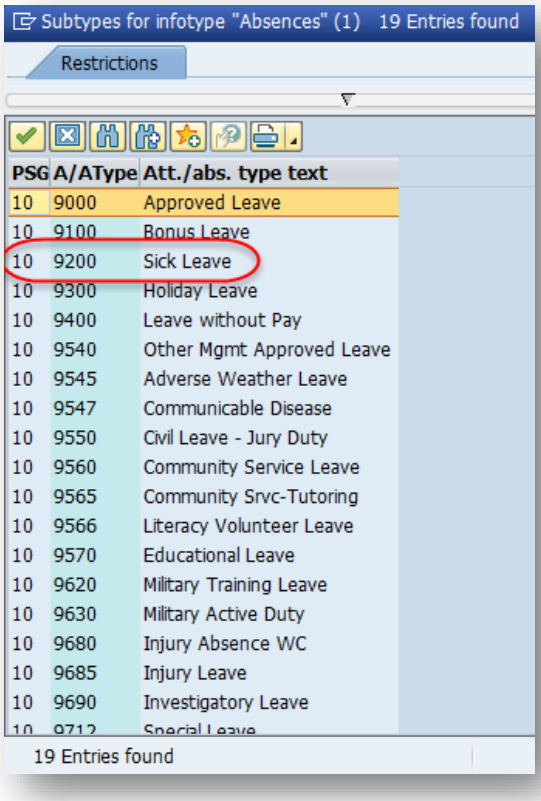
Field Name	Description	Values
Work Schedule Rule	A pattern of scheduled workdays and scheduled non-workdays.	Enter Work schedule rule **Example:** D01N08GN *Only DOT employees can stay on a flex schedule while on LOA
Time Mgmt status	Used in Time Evaluation processing	Enter value **Example**: Positive Time Recording

All full-time employees **must** be on a 5 -day, 8-hour per day work schedule (exception: DOT employees). The easiest way to accomplish this is to use **D01N08GN**. **All employees, whether full-time or part-time, must be positive time recording.**

For part-time employees, select an equivalent work schedule M-F. Example – PT EE 36 hrs equivalent schedule would be 5 x 7.2 = WSR DD9N1001

A 28-day employee will remain on the 28-day working week as long as they are exhausting leave. The working week should be changed to the normal agency specific working week on the 1st day they use LWOP. The work schedule rule is still changed to **D01N08GN**.

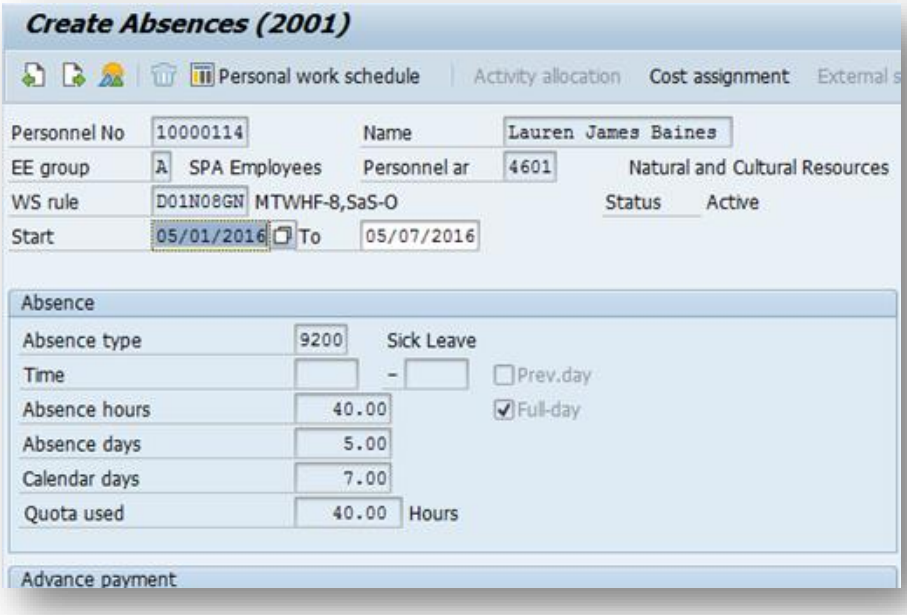
41. Click the **Enter** button.
42. Click the **Save (Ctrl+S)** button.



43. Select the **Sick Leave** code in the list box.
44. Click the **Enter** button.

    If the employee has requested to use leave while on LOA-WC, select the appropriate leave type from the list to indicate if the employee is to receive pay and, if so, from which type. (See Workers Comp guidelines for appropriate amount of leave that can be exhausted.)

    Note: Leave is not recorded while on WC, unless it is supplemental.



45. Update the following field:

Field Name	Description	Values
Start Date	Beginning date of the specified date range	Enter Date Value **Example:** 05/01/2016
To Date	Reflects the number of hours of leave the employee wants to use (or for code 9400 (LWOP) if unpaid leave).	Enter Date Value **Example:** 05/07/2016

The Absences infotype only displays if you selected a leave type from the subtype for Absences pop-up.

The Absences infotype (2001) indicates the number of hours the employee wants to use for leave and deducts from the leave quotas as applicable. (See State policy regarding accrual and longevity exceptions for Workers' Comp Leave.) Once you enter the date and hit enter, the system will calculate the number of absence hours and days automatically. These numbers default based on the work schedule rule on IT0007. The dates that are used on the infotype:

- The "start date" should pre-populate automatically based on the effective date of the LOA Action.
- Enter the "to date" to reflect the number of hours of leave the employee wants to exhaust. (Never enter 12/31/9999 as the "to date.")

Information	**Using leave accrued while out on leave:** If an employee wants to use the time that was accrued while he or she was out on paid leave, you will have to create a new IT2001 via PA30 in order to enter the new leave time.

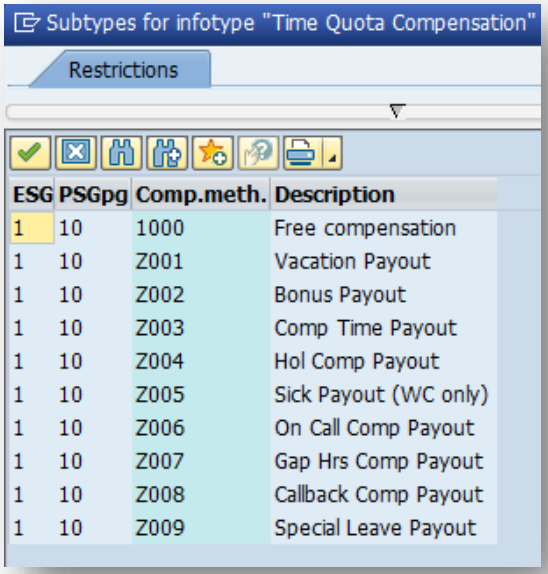
NOTE: An agency can make an agency-wide (not individual user) decision that LOA leave can be entered either on a timesheet by the Time Administrator or by HR on IT2001. The agency must be consistent across all employees for the entire agency. Because the Integrated HR-Payroll System is integrated, if the hours are entered on the Absences infotype 2001, they are processed during the next time evaluation. **Do not enter Time via CATs.**

Information	**Best Business Practice:** Create IT2001 to exhaust leave on a weekly basis rather than the entire LOA period.

46. Click the **Enter** button.

47. Click the **Save (Ctrl+S)** button.

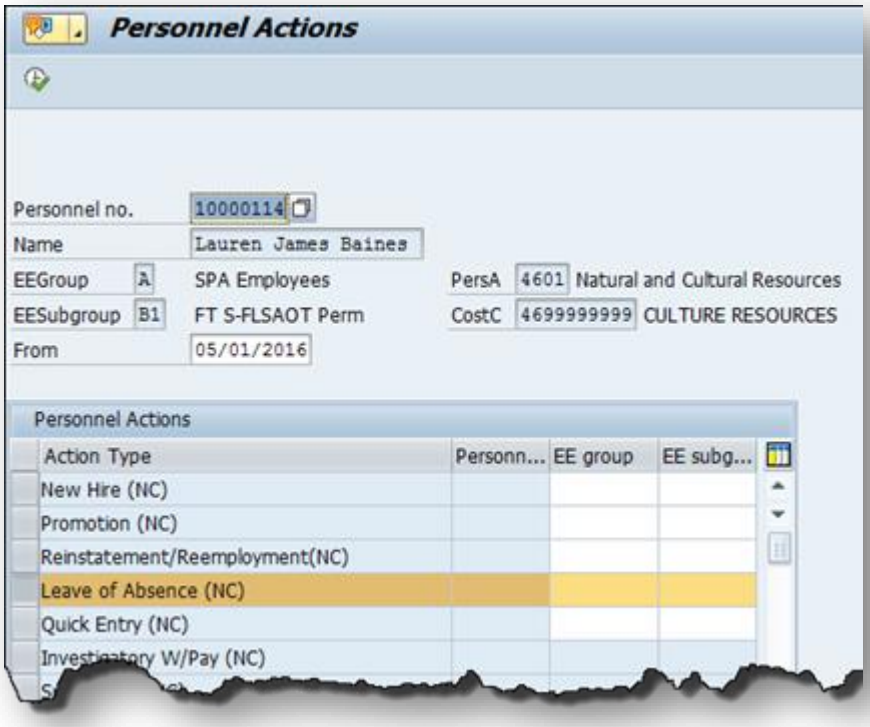
48. Select the **Vacation Payout** code in the list box.



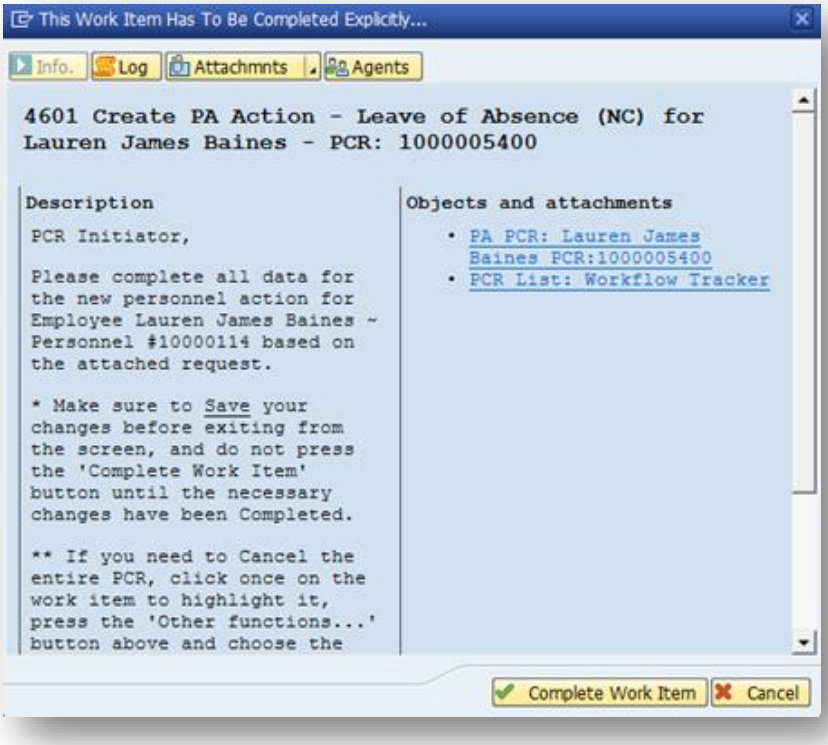
ESG	PSGpg	Comp.meth.	Description
1	10	1000	Free compensation
1	10	Z001	Vacation Payout
1	10	Z002	Bonus Payout
1	10	Z003	Comp Time Payout
1	10	Z004	Hol Comp Payout
1	10	Z005	Sick Payout (WC only)
1	10	Z006	On Call Comp Payout
1	10	Z007	Gap Hrs Comp Payout
1	10	Z008	Callback Comp Payout
1	10	Z009	Special Leave Payout

49. Click the **Close** button.

    Employee is not eligible to be paid out.

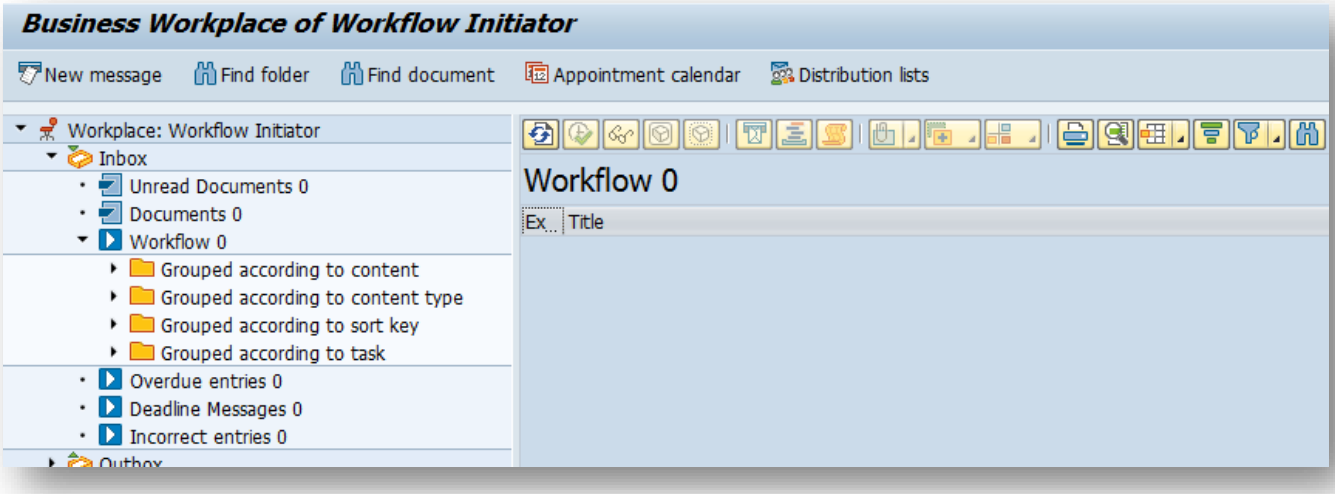


50. Click the **Back (F3)** button.



51. Click the **Complete Work Item** Complete Work Item button.

    Only once all of the infotype screens within the action have been processed and the system has returned you to the main screen will this Complete button be visible. Now you can complete the PCR in workflow.



52. Click the **Back (F3)** button.

    You can remain in this SAP Business Workplace and process additional PCRs, or click the Back to return to the main SAP screen.

The Leave of Absence Action Workers' Compensation is complete, but we recommend reviewing via PA20 all infotypes that have been processed.

Additional Resources

Training HELP website: https://www.osc.nc.gov/state-agency-resources/training/training_help_documents

Change Record

Change Date: 2/5/21 (B. Johnson)
Changes: Infotype 0007