Basic PPS Directions -- Workers’ Compensation (WC)
Leaves for Staff Employees

While receiving Temporary Disability (TD) payments from Sedgwick CMS, employees can be on a Workers’ Compensation Leave with or without pay.

The UCSB Workers’ Compensation Office will provide specific instructions on which leave to place your employee on and you may refer to this document for guidance on how to input the leave into PPS.

IMPORTANT:
**Do not place your employee on a WC leave without specific direction from the UCSB Workers’ Compensation office**

1. WC LEAVE WITH PAY – (employee is using accrued sick, vacation and/or compensatory leave to supplement TD payments to remain at “full pay”)
   a. ELVE Screen ONLY
   b. Leave Action Code 07 (leave with pay)
   c. Insert dates of leave with pay i.e., 07/01/14 to 08/15/14
   d. Leave Type Code is 09 (Worker’s Compensation)
   e. DOS Code should remain REG

2. EXTENDED SICK LEAVE (ESL) – (employee has exhausted sick time and is eligible to receive 80% ESL pay minus Temporary Disability payments)
   a. NOTE: DO NOT USE LEAVE BUNDLE
   b. EAPP Screen:
      i. End REG distribution the day prior to first day of ESL
      ii. Add 80% distribution with DOS code ESL
      iii. Add corresponding 20% distribution with DOS code LNS
      iv. Add REG distribution bringing employee back to regular % of pay status beginning first day after ESL ends

EXAMPLE: Beginning November 1st, a full time employee is eligible for 26 weeks of ESL (80% time), until May 2nd.

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3. **WC LEAVE WITHOUT PAY** – *(employee is receiving TD payments, but has exhausted all paid leave and is on leave no salary)*
   a. **USE LEAVE BUNDLE**
   b. Leave Action Code 08 (leave without pay)
   c. Insert dates of leave without pay, e.g., 08/16/14 to 09/30/14
   d. **Leave Type Code is 09 (Worker’s Compensation)**
   e. End REG distribution on day prior to first full day of leave, e.g., 08/15/14
   f. Add LNS Distribution beginning with first full day of unpaid leave, e.g., 08/16/14
   g. Add REG distribution bringing employee back to regular pay status, e.g., 10/01/14

**Questions regarding which leave to use?**
Please refer to the appropriate **Collective Bargaining Agreement** or **Personnel Policies for Staff Members** and contact the Workers' Compensation Analyst, ext. 2029

**Questions regarding entering the leave into PPS?**
Please refer to the **PPS Tools & Resources** and **PPS New Users & Training Materials** sections of the Human Resources website: [www.hr.ucsb.edu/pps-uc-path/payrollpersonnel-system-pps](http://www.hr.ucsb.edu/pps-uc-path/payrollpersonnel-system-pps) or contact the Human Resources Analyst responsible for PPS training, ext. 4068.