



ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: WORKER'S COMPENSATION-TIME LOSS WORKSHEET

Policy Statement:

It is Dane County's policy to keep an accurate record of an employee's actual schedule, showing all time worked and all time off. The *Time Loss Worksheet* is the official documentation of the amount of time an employee was off while eligible for workers compensation benefits.

Procedure

1. An employee should complete a *Time Loss Worksheet* for a each pay period that the employee is eligible for workers compensation benefits. If the employee is unable to complete a *Time Loss Worksheet* , for whatever reason, then the employee's supervisor should complete a *Time Loss Worksheet* for the employee.
2. The *Time Loss Worksheet* documents when an employee has used personal time such as vacation, sick leave or holiday (if any) during the period the worker's compensation claim is being processed.
3. Any restricted duty is also recorded on the *Time Loss Worksheet*.
4. Revised *Time Loss Worksheets* , even though they may not affect workers compensation hours, need to be submitted to Risk Management.

END OF NARRATIVE



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Forms Needed:

Time Loss Worksheet 014-14(7/02)

RESPONSIBILITY

ACTION

Payroll Clerk

1. Completes Time Loss Worksheet:
 - a. Name of Employee
 - b. Department
 - c. Date of apparent injury
 - d. First day off work
 - e. Payperiod number
 - f. Payperiod dates
 - g. Hourly rate at time of injury
 - h. Longevity/incentive at time of injury
 - i. Record time for each day of the payperiod

2. Submits completed form to Risk Management no later than the Wednesday morning of the current payroll period.

Risk Management

3. Forwards Time Loss Worksheet to third party administrator (TPA).
4. Submits Time Loss Worksheet with amounts approved by TPA to Controller's Office.
5. Restores vacation/holiday/sick/comp time that was taken by employee prior to approval of workers compensation claim by TPA.

Supervisor

6. Receives updated physician's reports and return-to-work forms. Submits originals to Risk Management.
7. If physician's report recommends restrictive duty (light duty) informs Risk Management if such work is available and indicates that time on time loss worksheet.

END OF PROCEDURE