



Office of the State Comptroller

PAYROLL BULLETIN

Subject New Workers' Compensation Program for PS&T Employees (NU-05) for Accidents on or after July 1, 1993	Bulletin No. P-774
	Date July 6, 1993

A new Workers' Compensation Program has been approved for employees in the Professional, Scientific and Technical Services Unit (NU 05) for job related injuries occurring on or after July 1, 1993. All employees under this program will receive the statutory benefit from the State Insurance Fund. Employees who choose to participate in the PS&T Medical Evaluation Program may also be entitled to receive a supplemental payment.

Effective Institution Period #7L, June 24-July 7, 1993 and Administration Period #8L, July 1-July 14, 1993, the following information should be used in reporting Workers' Compensation transactions for these employees.

EMPLOYEES WHO PARTICIPATE IN THE MEDICAL EVALUATION PROGRAM

Employees who participate in the Medical Evaluation Program are permitted to charge leave credits for the first five work days of the statutory seven calendar day waiting period. If leave credits exhaust prior to completion of the waiting period, the employee must, upon request, be placed on sick leave at half-pay, if eligible. Effective the eighth calendar day of disability, the employee must be placed on Workers' Compensation leave without pay. If leave credits exhaust prior to the completion of the waiting period and the employee does not request or is not entitled to sick leave at half-pay, Workers' Compensation leave without pay commences immediately. An employee who elects not to charge leave credits, is placed on Workers' Compensation leave without pay on the first day of disability.

While on Workers' Compensation leave without pay, an employee is treated as though in full pay status for the purpose of accruing biweekly leave accruals, continuous service, retirement service credit and health insurance benefits, for up to 9 cumulative months of absence. Specific instructions regarding retirement service credit and health insurance benefits will be addressed in a separate bulletin.

Employees who participate in the Medical Evaluation Program may also be eligible to receive a supplemental payment which when added to the statutory benefit would equal 60 percent of their gross pay. Specific instructions for supplemental payments will be addressed in a separate bulletin.

The following are transactions codes to be used for reporting Workers' Compensation transactions for employees participating in the Medical Evaluation Program.

1. WC PT SUP - This leave transaction code is used to place an employee on Workers' Compensation Leave with Percentage Supplement. The Block Requirements are as follows:

Group 2
Class P

Block Requirements: 01 through 06
 07 Transaction Code - WC PT SUP
 12 Trans Effective Date
 23 Gross (Add) - if applicable
 24 Normal (Deduct) - if applicable
 26 Time Paid - if applicable

2. REI PT SUP - This transaction code is used to report a reinstatement from WC PT SUP. The Block Requirements are as follows:

Group 1
Class P

Block Requirements: 01 through 06
 07 Transaction Code - REI PT SUP
 08 Line Changed To - if applicable
 12 Trans Effective Date - date employee is returned to the payroll
 13 Title Code and Title
 14 Jur Class
 15 Salary Grade
 16 Negotiating Unit
 18 Appointment Code
 21 Pay Basis Code
 22 Salary Rate
 23 Gross (Add)
 25 Part Time % - if applicable
 26 Time Paid
 27 Increment Code - if applicable
 28 Paid Thru (HRY,DLY,FEE)- ending date for services
 29 Ann Location Amt - if applicable
 30 Ann Inconvenience Amt - if applicable
 31 Ann Geog Amt or % - if applicable
 32 Ann Shift Amt or % - if applicable

3. ✓ APT PT SUP - This dual purpose transaction code is used to report an appointment type transaction and place the employee on Workers' Compensation Leave With Percentage Supplement in the same Payroll Period. The Block Requirements are as follows:

Group 1
Class P

Block Requirements:	01 thru 06	
	07 Transaction Code	- APT PT SUP
	08 Line Change To	- if applicable
	12 Trans Effective Date	- effective date of appointment transaction
	13 Title Code and Title	
	14 Jur Class	
	15 Salary Grade	
	16 Negotiating Unit	
	18 Appointment Code	
	21 Pay Basis Code	
	22 Salary Rate	- blank for FEE employee
	23 Gross (Add)	- if applicable
	24 Normal (Deduct)	- if applicable
	25 Part Time %	- if applicable
	26 Time Paid	- if applicable
	28 Paid Thru (HRY,DLY,FEE)	- ending date for services, if applicable
	29 Ann Location Amt	- if applicable
	30 Ann Inconvenience Amt	- if applicable
	31 Ann Geog Amt or %	- if applicable
	32 Ann Shift Amt or %	- if applicable
	48 Empl Loc Code/Loc	
	49 Misc Block A	- effective date of appointment transaction
	50 Misc Block B	- appointment transaction code
	51 Misc Block C	- effective date of WC PT SUP
	52 Misc Block D	- WC PT SUP
	59 Prev State Agy/Code	- if applicable
	60 Date of Separation	- if applicable

4. REF BELOW - This transaction code is used to report intermittent lost time for full day absences and absences of less than ten days that occur after an employee returns to work. Use BLOCKS 55-58 on the PR-75 to report lost time.

When the transaction codes WC PT SUP and APT PT SUP are reported, the employee will appear on the payroll register 'ON WCP'.

EMPLOYEES WHO DO NOT PARTICIPATE IN THE MEDICAL EVALUATION PROGRAM

If an employee elects not to participate in the Medical Evaluation Program, the agency must place the employee on regular leave without pay for all absences related to the Workers' Compensation accident. The agency must submit a PR-75 using the transaction code LV OUT for reporting continuous absences of ten days or more. Continuous absences of less than ten days and all intermittent lost time must be reported by using the transaction code REF BELOW and completing the lost time blocks 55-58 on the PR-75.

NEED HELP?

Questions regarding the implementation or administration of the Workers' Compensation Medical Evaluation Program should be directed to the Employee Relations Section of the Department of Civil Service at (518) 457-5167.

Questions regarding the preparation of PR-75's should be directed to OSC's Workers' Compensation Unit at (518) 474-6004.