

JOB AID: Workers' Compensation Ecotime Transactions

Date of Injury:

If an employee loses time from work on the date of injury, they are to be paid in full using the below pay and reason codes to supplement any missing hours.

Title Code/ Pay Code	Reason Codes/ Project
<Title Code> ▼	Worker's Compensation DOI (Admin) ▼
Admin Time ▼	<Project> ▼

Attending On-Site Medical Appointments:

If an injured employee seeks medical attention through UC Employee Health Services for their delayed or accepted claim, they are eligible for Admin Time to be coded by the home department. Notification of all claim status changes will be provided by Sedgwick.

Title Code/ Pay Code	Reason Codes/ Project
<Title Code> ▼	Worker's Compensation Med Appt Onsite (Admin) ▼
Admin Time ▼	<Project> ▼

Lost Time Related to WC Injury/Illness:

To be used if an employee is taken off work on an accepted claim by the occupational medical provider, placed on a reduced schedule, or is not accommodated. Notification of claim acceptance will be provided by Sedgwick. Any notification of lost time exceeding 3 days must include LOA services: hs-loaservices@ucdavis.edu.

Title Code/ Pay Code	Reason Codes/ Project
<Title Code> ▼	Worker's Compensation ▼
Workers Comp ▼	<Project> ▼
<Select > ▼	

Delayed Claims:

Claims in a delayed status are not eligible for lost time benefits until a determination has been made by Sedgwick on the outcome or acceptance of the claim. Notification of all claim status changes will be provided by Sedgwick. The employee may use accrued sick leave and/or vacation leave (or PTO, if applicable) until notification is received that their claim has been changed to an accepted status. Notification of lost time should be provided to the workers' compensation unit and any lost time exceeding 3 days must include notification to LOA services: hs-loaservices@ucdavis.edu. Employees with delayed claims exceeding 14 days of lost time should be referred to LOA for ongoing benefit resources.

Workers' Compensation Unit Contact:
Main Line: (916) 734-6180
Email: hs-workerscompergo@ou.ad3.ucdavis.edu