

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 "Admin Time" pay code and "Workers' Compensation DOI (Admin)" reason code to supplement any missing hours.

Title Code/ Pay Code	Reason Codes/ Project
<Title Code> ▼	Worker's Compensation DOI (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. Workers' Compensation should be notified of any lost time. Notifications of lost time must include WC Leaves Inbox: hs-workerscompleaves@ucdavis.edu. Depending on the duration of time missed, a leave of absence may be issued.

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

Attending Medical Appointments:

Employees attending medical appointments related to an industrial injury may use their own accruals to be coded by the home department. It is recommended to add a corresponding note in Ecotime, "WC MD Appointment," designating the time away as related to their industrial injury. Use of accruals is subject to policy and should be used in accordance with department practices.

Delayed Claims:

Claims in a delayed status are not eligible for temporary disability 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. Depending on the length of absence, employees may be eligible for disability benefits through Lincoln Financial while their claim is delayed. All notifications of lost time should be provided to the Workers' Compensation unit and must include notification to WC Leaves Inbox: hs-workerscompleaves@ucdavis.edu.

Workers' Compensation Unit Contact:
Main Line: 916-734-6180
Email: hs-workerscompleaves@ucdavis.edu