

Time Reporting Codes in Time & Labor for Disability and Workers' Comp

Time Reporting Code	Description	Staff
PTO (Med Ctr)/SIC (RC)	Reported for the first 7 calendar days of a disability or workers' comp absence; report hours as regularly scheduled. (Hours reported for the first seven days out of work should equal one week of standard hours.)	BWH
SIK	Reported for the first 7 calendar days of a disability or workers' comp absence; report as 1/5 of standard hours/week on Monday - Friday.	SMO, MTH
EXC	Reported for the first 7 calendar days of a disability or workers' comp absence; report as 1/5 of standard hours/week on Monday - Friday. Only for employees in exempt positions but paid on an hourly basis.	BWH <i>(See description)</i>
VSH (Vacation hourly)	Used to supplement disability or workers' comp pay for hourly employees who have exhausted supplemental banks and are receiving less than full pay; and/or used to cover 1st 7 days out of work related to a disability or workers' comp illness or injury if it PTO/SIC is exhausted	BWH
VSA (Vacation salaried)	Used to supplement disability pay for salaried employees who are receiving less than full pay.	SMO, MTH
DBL	Reported as 1/5 of standard hours/week on Monday - Friday for absences related to an approved disability or workers' comp claim (full days away from work starting on the 8th calendar day).	BWH, SMO, MTH
DBD (Intermittent disability)	Reported for periods of partial or "intermittent" approved disability (usually when employee returns partial days or partial weeks, i.e., 4 hours/day vs. 8 hours/day or 3 days/week vs. 5 days/week); must be approved by Third Party Administrator (TPA).	BWH, SMO, MTH
DBW (Intermittent WC)	Reported for periods of partial or "intermittent" approved workers' comp absences due to work related injuries (usually when employee returns partial days or partial weeks, i.e., 4 hours/day vs. 8 hours/day or 3 days/week vs. 5 days/week); must be approved by Third Party Administrator (TPA).	BWH, SMO, MTH
DHN (supplemental sick)	When the disability/workers' comp claim is approved, HR will replace any PTO or Vacation that was used in the first 7 calendar days of the absence with Supplemental hours. Will be used automatically when an employee receives less than full disability/workers' comp pay from the University. May also be used to provide pay to an employee who has been released to come back to work full-time but takes time off sporadically because of a disability or Workers' Compensation claim. (Must be entered by Leave Administration; does not require approval.)	BWH

Reminder: Time Approvers are required to report the DBL time reporting code, but the DBL code will not appear on the approval page (**DBL will need to be approved for 1199 and TAR employees**).

If you have questions regarding time reporting for employees on disability or workers comp, call ASK-URHR (275-8747).