Short-Term Disability

The code used to report a short-term disability absence is DBL. Managers should remind employees to contact Hartford at 1-866-548-3101 to open a disability claim.

Once a claim has been reported to Hartford, eligible employees are grace-paid for two full pay periods following their disability date and one full pay period for a monthly paid employee. In this case, the DBL code can be entered prior to receiving the approval from Hartford. If the claim is suspended or denied during this period, the DBL code should not be entered, as the employee should not receive disability payments.

The period of disability must be authorized by Hartford before supplemental time can be used. Leave Administration will replace the employee's own time with supplemental time for the first week if it is available. Any remaining supplemental time will automatically be added to the employee's disability pay if they are receiving less than full pay. Vacation can be used to supplement disability at the request of the employee; vacation time must be entered by the Timekeeper.

Vacation and sick time are not accrued while the staff member is on disability. Banks stop accruing in the first full pay period the employee is out on leave and resume accruing during the first pay period the staff member returns to work, regardless of when in the pay period they return.

Holiday — If a person is on disability on a holiday, they will not receive holiday pay, but they will receive disability pay, so the DBL code must be entered. If an employee's claim is still pending during a holiday, HNP along with the DBL code must be entered.

An employee on Short-Term Disability may also be eligible for Family Medical Leave concurrent to the disability leave due to the employee's own "serious health condition." In these cases the FML code should be entered on a separate line in addition to the disability code. The FML code should be entered by the Timekeeper. Any question as to the employee's eligibility for Family Medical Leave can be directed to the FMLA Coordinator at x5-5250.

After an employee returns to work or even if they are extending their absence through FMLA or PFL, please notify Human Resources via the Leave Administration website at www.rochester.edu/working/hr/leave and complete the "Report a Return from Short-Term Disability" form so their status can be reactivated. If the employee is extending their absence through FMLA or PFL, the timekeeper should continue to enter the FML code and/or the PFI code.

When an employee has been released to come back to work on a restricted schedule, the disability is considered closed. Hours should be recorded for time worked and vacation, PTO or sick time can be used to supplement the time not worked. See "Elapsed Time" instructions.

PROCESS FOR ENTERING SHORT-TERM DISABILITY

There is a 7-day waiting period before the disability code (DBL) can be entered. Begin counting the 7-day waiting period from the first full day the staff member is out sick. Enter the number of hours sick on the days normally worked. For example:

a. An hourly staff member who works 8 hours a day, 5 days a week reports 8 hours of sick time (SIC or PTO) on each of the five days a week they normally work. The two days they do not work complete the 7-day waiting period.

b. An hourly staff member who works 7 hours a day, 4 days a week reports 7 hours of sick time (SIC or PTO) on each of the four days they normally work. The three days they do not work complete the 7-day waiting period.

c. An hourly staff member who works 7 hours on Monday, 6 hours on Tuesday and 5 hours on Wednesday enters the same number of sick hours on each of those days they normally work (SIC or PTO); the four days they do not work complete the 7-day waiting period.

d. A salaried person reports 1/5 of their standard work hours as sick (SIK) on each of the five days of the week, Monday through Friday. The remaining number of weekend days complete the 7-day waiting period.

Notes:

☐ Nothing is entered for the first 7 calendar days for a TAR employee.

☐ Entering the first week, whether using the Time Entry Screen or the Elapsed Time Entry Screen, is the same for hourly and salaried employees.

☐ Disability approval for all salaried and hourly nonrepresented staff is handled automatically by the system once the codes are entered on the appropriate days the person is out on disability.

☐ Disability codes for represented staff and TAR staff need to be approved.

☐ If an employee does not have a sick code available for the first week out, please contact Leave Administration.

ENTERING SICK OR PTO CODE AND THE DBL CODE (2 Methods)

METHOD ONE: *USING THE TIME ENTRY SCREEN*

Entering the Sick or PTO Code (Using the Time Entry Screen)
1. From the menu on the left or at the top, select *Time Entry – Timekeeper*
2. Change date if needed (default is today). You can enter any date within the pay period. The whole pay period will be selected.
3. Select Get *Empl ID, Get Group ID,* or *Get All Employees* and enter appropriate criteria.
4. Click *Get Employees* bar (employee list will appear on screen).
5. Choose desired employee.

6. On the first day of absence, use the lookup (magnifying glass) to select the correct *Time Reporting Code* (sick or PTO). System will "flash." Enter the number of hours taken under the *Amount Hours* column heading.

   Continue to enter all sick or PTO time for the first week as necessary.
7. Click *Save* when completed.

Weekends are counted as part of the 7-day waiting period.

Entering the DBL Code (Using the Time Entry Screen)

Beginning on the 8th calendar day of absence, enter the disability code (DBL) for the duration of the time out, Monday through Friday, using **1/5 of the standard hours** for each day out. If an employee works less than 5 days a week, the disability code **must be entered over a 5-day period**. Examples:

    a. An hourly or salaried staff member who works 8 hours a day, 5 days a week uses 8 hours of DBL time on each of the five days a week they normally work.

    b. An hourly or salaried staff member who works 5 hours a day, 4 days a week enters 1/5 of the hours (4 hours) over a five-day period using the DBL code to total 20 hours for the week.

    c. An hourly or salaried staff member who works 7 hours on Monday, 6 hours on Tuesday and 5 hours on Wednesday, enters 1/5 of the hours (3.6 hours a day) over a five-day period using the DBL code to total 18 hours for the week.

    d. Use the DBL code only through the date of approved absence. For Disability the approved date is sent to the "reports to" supervisor in HRMS directly from Hartford.

1. From the menu on the left or at the top, select *Time Entry – Timekeeper*

2. Change the date if needed (default is today). You can enter any date within the pay period. The whole pay period will be selected.

3. Select Get *Empl ID, Get Group ID,* or *Get All Employees.*

4. Choose desired employee.

5. On the 8th calendar day, use the lookup (magnifying glass) to select the DBL code. The system will "flash." Enter the number of hours in the *Amount/Hours* column.

6. Continue to enter the DBL code for the pay period as necessary.

7. Click *Save* when completed.

8th Calendar Day

METHOD TWO: USING THE ELAPSED TIME ENTRY SCREEN

Entering the Sick or PTO Code (Using the Elapsed Time Entry Screen)

1. From the menu on the left or at the top, click *Manager Self-Service > Time Management > Report Time > Elapsed Time Entry*.

2. Select Criteria (*Time Reporter Group, Empl ID*, or *Last Name*) by using the lookup (magnifying glass) or type in your selection.

3. Change the date if necessary. (Default date is today.)

4. Click *Get Employees* bar (employee list will appear on screen).
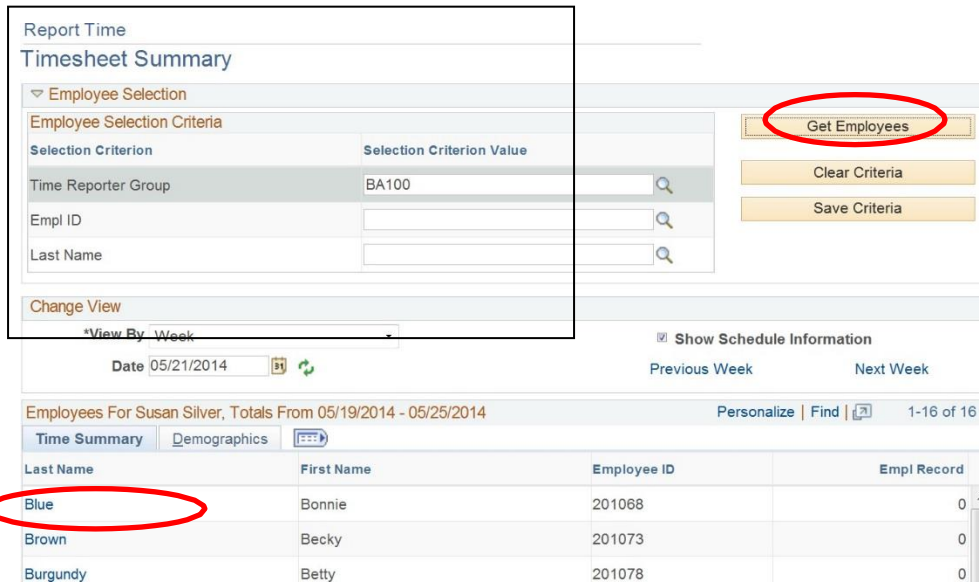
5. Choose employee.

6. After the employee is chosen, click on *View By* and choose *Calendar Period*. This will give you the appropriate time period (salaried or hourly) for the employee.

7. Enter hours as appropriate; tab to the *Time Reporting Code* column and use the drop-down box to enter appropriate code (Sick or PTO). Each code needs its own line.

8. Click *Submit,* then *OK* on the Submit Confirmation page; use the menu at the bottom of the page to navigate.

Weekends are counted as part of the 7-day waiting period.
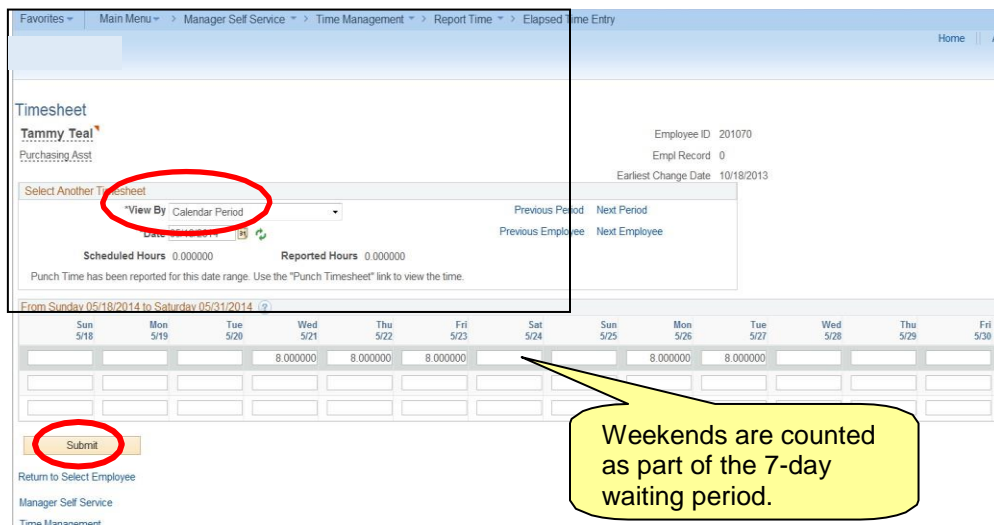
Entering the DBL Code (Using the Elapsed Time Entry Screen)

Beginning on the 8th calendar day, enter the disability code (DBL) for the duration of the time out, Monday through Friday, using **1/5 of the standard hours** for each day out. If an employee works less than 5 days a week, the disability code **must be entered over a 5-day period**. Examples:

a. An hourly or salaried staff member who works 8 hours a day, 5 days a week uses 8 hours of DBL time on each of the five days a week they normally work.

b. An hourly or salaried staff member who works 5 hours a day, 4 days a week enters 1/5 of the hours (4 hours) over a five-day period using the DBL code to total 20 hours for the week.

c. An hourly or salaried staff member who works 7 hours on Monday, 6 hours on Tuesday and 5 hours on Wednesday, enters 1/5 of the hours (3.6 hours a day) over a five-day period using the DBL code to total 18 hours for the week.

d. Use the DBL code only through the date of approved absence. For Disability the approved date is sent to the "reports to" supervisor in HRMS directly from Hartford.

1. From the menu on the left or at the top, click *Manager Self-Service > Time Management > Report Time > Elapsed Time Entry*.
2. Select Criteria (*Time Reporter Group, Empl ID*, or *Last Name)* by using the lookup (magnifying glass) or type in your selection.
3. Change the date if necessary. (Default date is today.)
4. Click *Get Employees* bar (employee list will appear on screen).
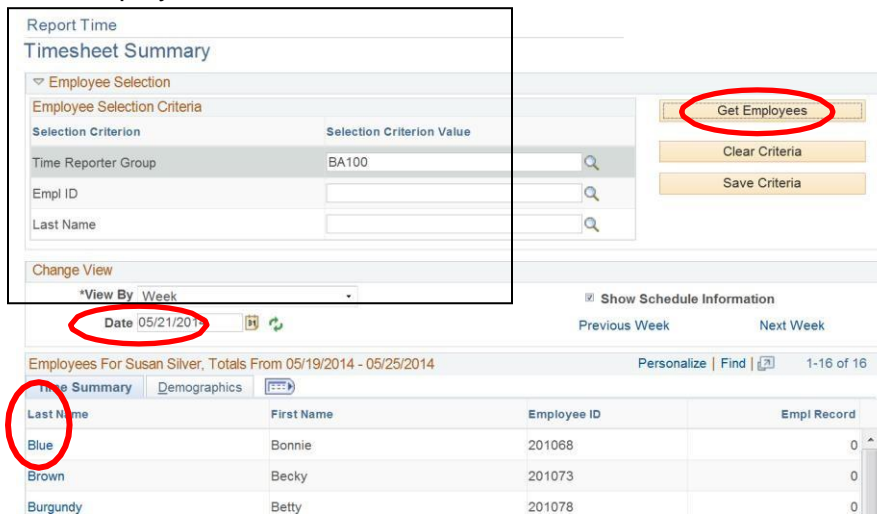5. Choose employee.

6. After the employee is chosen, click on *View By* and choose the *Calendar Period*. This will give you the appropriate time period (salaried or hourly) for the employee.
7. Enter hours as appropriate; tab to the *Time Reporting Cod*e column and use the drop-down box to enter the disability code (DBL).

Click *Submit*, then *OK* on the Submit Confirmation page; use the menu at the bottom of the page to navigate.(See examples on next page)

Entering time for an **hourly** staff member on short-term disability (on **Elapsed Time Entry Screen**):

Timesheet

Susan Silver
Secretary II

Employee ID 201077
Empl Record 0
Earliest Change Date 01/12/2014

Select Another Timesheet

*View By Calendar Period ▼   Previous Period   Next Period
Date 05/18/2014 📅 🔄   Previous Employee   Next Employee
Scheduled Hours 0.000000   Reported Hours 0.000000

From Sunday 05/18/2014 to Saturday 05/31/2014 ❓

Sun 5/18	Mon 5/19	Tue 5/20	Wed 5/21	Thu 5/22	Fri 5/23	Sat 5/24	Sun 5/25	Mon 5/26	Tue 5/27	Wed 5/28	Thu 5/29	Fri 5/30	Sat 5/31	Total Time Reporting Code
	8.000000	8.000000	8.000000	8.000000	8.000000									SIC - Sick ▼
								8.000000	8.000000	8.000000	8.000000	8.000000		DBL - Disability ▼

Submit   Schedule

First 7 calendar days–hourly (Excludes TAR)

8th calendar day and beyond–hourly

Entering time for a **salaried** staff member on disability (on **Elapsed Time Entry Screen**):

Timesheet

Jimmy Grad
Graduate Research Asst

Employee ID 201066
Empl Record 0
Earliest Change Date 04/01/2011

Select Another Timesheet

*View By Calendar Period ▼   Previous Period   Next Period
*Date 05/01/2012 📅 🔄   Next Employee
Scheduled Hours 0.000000   Reported Hours 0.000000

From Friday 05/16/2014 to Saturday 05/31/2014 ❓

Fri 5/16	Sat 5/17	Sun 5/18	Mon 5/19	Tue 5/20	Wed 5/21	Thu 5/22	Fri 5/23	Sat 5/24	Sun 5/25	Mon 5/26	Tue 5/27	Wed 5/28	Thu 5/29	Fri 5/30	Sat 5/31	Total Time Reporting Code
			8	8	8	8	8									SIK - Sick Salaried ▼
										8	8	8	8	8		DBL - Disability ▼

Submit   Apply Schedule

First 7 calendar days–salaried

8th calendar day and beyond–salaried