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 <u>www.rochester.edu/working/hr/leave</u> 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.

Favorites - Main	Menu - > Time B	Entry - Timekeeper	
			Home Ad
Poport Time			New Window
Select Employe	ee		
Reporting Method:	Time and Labor Entr	y	Date 10/06/2013
Employee Entry Sea	rch		
Get EmplIDGet Group ID	Empli D Group ID	BA100	 Opt out of 15.5 hr PeopleCode Msg Use Criteria for Future Search
Get All Employee	es		

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.

Pun	ch ar	Punch and Elapsed Time Detail Customize Find 🗰 First 🗹 1-14										<u>Customize</u>	<u>Find</u>	j 🛄 🛛 Fi	rst 💽 1-14 of
		Date	<u>Day</u>	<u>In</u>	<u>Out</u>		<u>trc</u>		<u>Amount</u> / <u>Hours</u>	<u>1st Meal</u> <u>Minute</u> <u>Override</u>	<u>2nd Meal</u> <u>Minute</u> <u>Override</u>	<u>Transfer</u> <u>to</u> <u>Regular</u> <u>Shift</u>		<u>Call In</u>	<u>Taskgroup</u>
+	-	08/01/2010	Sun			Ħ		Q		•	-		Ħ	<u> </u>	-
+	-	08/02/2010	Mon			Ħ		Q			•		Ħ	<u>ि</u> ०	-
+	-	08/03/2010	Tue			Ħ		8		•	-		Ħ	<u> </u>	
+	-	08/04/2010	Wed				SIC	Q	8.00000						UR DE 💌
+	-	08/05/2010	Thu				SIC	٩	8.00000						UR DE 💌
+	-	08/06/2010	Fri				SIC	9	8.00000						UR DE 💌
+	-	08/07/2010	Sat					Q		-	-		Ħ	<u> </u>	-
+	-	08/08/2010	Sun			Ħ		Q			-		Ħ	<u> </u>	-
+	-	08/09/2010	Mon				SIC	Q	8.00000						UR DE 💌
+	-	08/10/2010	Tue				SIC	Q	8.00000						UR DE 💌
		00/44/2040	Wod			risti		0					risti		
	Weekends are counted as part of the 7-day waiting period.										part of				

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.



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.

Report Time						
Timesheet Summa	ary					
Employee Selection Crite	ria			Get Employees		
Selection Criterion Time Reporter Group Empl ID Last Name		Selection Criterion Value	Linear and Linear an			
		BA100	Q	Clear Criteria		
			Q	Save Criteria		
			Q			
Change View *View By Week	jetti a	¥.	Show Sched	dule Information		
Date 05/21/20	J14 🛐 🗘		Previous Week			
Employees For Susan Silv	ver, Totals From 05	5/19/2014 - 05/25/2014	Perso	nalize Find 🔄 1-16 of 1		
Time Summary Demo	ographics					
ast Name First N		Name	Employee ID	Empl Record		
Blue Bonnie Brown Becky		nie	201068	0		
		sy .	201073	0		
Burgundy	Betty	1	201078	0		

- 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 dropdown 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.

		anger our or	ennee - min	ie management	· · · Report nin	e 77 Liapseu inn	e Entry				1	Home Ac
Timesheet												
Tammy Teal								Employee II	201070			
Purchasing Asst								Empl Recor	0 E			
							Earlie	st Change Dat	e 10/18/2013			
Select Another Type:	*View By Color	dar Pariod		-		Previous Period	Next Perio	d				
	Galen		+.			Previous Employee	Next Empl	lovee				
	Dute virte		~									
Schedul	led Hours 0 000	000	Reported H	Hours 0 000000								
Schedul Punch Time has bee	led Hours 0.000 in reported for this	000 s date range. U	Reported H Ise the "Punch Ti	Hours 0.000000	view the time.							
Schedul Punch Time has bee From Sunday 05/18/2	led Hours 0.000 in reported for this 2014 to Saturday	000 s date range. U 05/31/2014	Reported H Ise the "Punch Ti	Hours 0.000000	view the time.							
Schedul Punch Time has bee From Sundav 05/18/2 Sun 5/18	led Hours 0.000 en reported for this 2014 to Saturday Mon 5/19	000 s date range. U 05/31/2014 Tue 5/20	Reported H Ise the "Punch Ti 2 Wed 5/21	Hours 0.000000 imesheet" link to v Thu 5/22	view the time. Fri 5/23	Sat 5/24	Sun 5/25	Mon 5/26	Tue 5/27	Wed 5/28	Thu 5/29	Fri 5/30
Schedul Punch Time has bee From Sundav 05/18/2 Sun 5/18	led Hours 0.000 en reported for this 1014 to Saturday Mon 5/19	000 s date range. U 05/31/2014 Tue 5/20	Reported H Ise the "Punch Ti ? Wed 5/21 8.000000	Hours 0.000000 imesheet" link to v Thu 5/22 8.000000	Fri 5/23 8.000000	Sat 5/24	Sun 5/25	Mon 5/26 8.000000	Tue 5/27 8.000000	Wed 5/28	Thu 5/29	Fri 5/30
Schedul Punch Time has bee From Sunday 05/18/2 Sun 5/18	led Hours 0.000 en reported for this 1014 to Saturday Mon 5/19	000 s date range. U 05/31/2014 Tue 5/20	Reported H Ise the "Punch Ti ? Wed 5/21 8.000000	Hours 0.000000 imesheet" link to v Thu 5/22 8.000000	view the time. Fri 5/23 8.000000	Sat 5/24	Sun 5/25	Mon 5/26 8.000000	Tue 5/27 8.000000	Wed 5/28	Thu 5/29	Fri 5/30
Schedul Punch Time has bee From Sunday 05/18/2 Sun 5/18	led Hours 0.000 en reported for this 1014 to Saturday Mon 5/19	000 s date range. U 05/31/2014 Tue 5/20	Reported P Ise the "Punch Ti ? Wed 5/21 8.000000	Hours 0.000000 imesheet" link to v Thu 5/22 8.000000	view the time. 5/23 8.000000	Sat 5/24	Sun 5/25	Mon 5/26 8.000000	Tue 5/27 8.000000	Wed 5/28	Thu 5/29	Fri 5/30
Schedul Punch Time has bee From Sunday 05/18/2 Sun 5/18	In reported for this to the second se	000 s date range. U 05/31/2014 Tue 5/20	Reported F Ise the "Punch Ti ? Wed 5/21 8.000000	Hours 0.000000 imesheet" link to v Thu 5/22 8.000000	Fri 5/23 8.000000	Sat 5/24	Sun 5/25	Mon 5/26 8.000000			Thu 5/29	Fri 5/30
Schedul Punch Time has bee From Sunday 05/18/2 Sun 5/18	In reported for this control of the second s	000 s date range. U 05/31/2014 Tue 5/20	Reported F Ise the "Punch Tr ? Wed 5/21 8.000000	Hours 0.000000 imesheet" link to v Thu 5/22 8.000000	Fri 5/23 8.000000	Sat 5/24	Sun 5/25	Mon 5/26 8.000000 ekenc	Tue 5/27 8.000000	Wed 5/28	Thu 5729	Fri 5/30
Schedul Punch Time has bee From Sunday 05/18/2 5/18 Sun Sun Submit Return to Select Employ	led Hours 0.000 In reported for this Interported for this Interported for this Interported for the second s	000 s date range. U 05/31/2014 Tue 5/20	Wed 5/21 8.000000	Hours 0.000000	Fri 5/23 8.000000	Sat 5/24	Sun 5/25 We as	s.00000 ekenco	szz 8.00000 ds are c f the 7-4	Size Size Countection day	Thu 5729	Fri 5/30
Schedul Punch Time has bee From Sunday 05/18/2 Submit Return to Select Employ Manager Self Service	led Hours 0.000 In reported for this International Interna	000 s date range. U 05/31/2014 Tue 5/20	Wed 5/21 8.000000	Hours 0.000000	riew the time. 5/23 8.000000	5at 574	Sun 5/25 We as wai	ekenco bart o ting p	szz 8.00000 ds are c f the 7-0 eriod.	Size Counted	Thu 5729	Fri 5/30

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.

Report Time						
Fimesheet Summary						
Employee Selection						
Employee Selection Criteria			Get Employees			
Selection Criterion	Selection Criterion Value	Criterion Value				
Time Reporter Group	BA100	Q	Clear Criteria			
Empl ID		Q	Save Criteria			
Last Name		٩				
Change View						
*View By Week		Show Schedule Information				
Date 05/21/201	<u>ال</u>	Previous Week	Next Week			
Employees For Susan Silver, Totals	From 05/19/2014 - 05/25/2014	Personal	ize Find 🔄 1-16 of 1			
The Summary Demographics						
.ast Nime	First Name	Employee ID	Empl Record			
Blue	Bonnie	201068	0			
Brown	Becky	201073	0			

- 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.
- Enter hours as appropriate; tab to the *Time Reporting Code* 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 submit confirmation page.

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**):



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

