

CDS Global {US}: How-To-Record Workers' Compensation Hour Codes within Cybershift Time and Attendance System:

* Disclaimer – On the day of the Injury, the employee is to receive full pay for their entire scheduled day's work shift (regardless of day of week or time of day that a workers' compensation event happened). As an example if the Workers' Compensation event happened during the first ten minutes of the employee's otherwise normal eight hour work day (management is to record the employee's time for the day as full eight hours of regular worked time, even though employee have left work after just starting due to needing medical attention, etc.).

Workers' Compensation insurance provides wage replacement benefits for employees who are absent from work due to a work related injury or illness. *Note: The waiting period, or minimum number of days the employee must be absent from work to be eligible for **Workers' Compensation** wage replacement benefits, varies by State:

Arizona waiting period is 5 work days (7 calendar days), Iowa waiting period is 3 calendar days and Pennsylvania waiting period is 5 work days (7 calendar days).

Absences that occur during the Workers' Compensation waiting period are not paid by Workers' Compensation insurance until the employee is absent for more than 14 calendar days. If the employee is off work more than 14 days the insurance company will retroactively pay the employee for the appropriate waiting period outlined by state workers compensation law.

Record absences from work to attend an appointment for evaluation or treatment of a work related injury or illness as Absence Paid "**ABP – Injury**", as these types of occurrences are paid by CDS Global.

FMLA and Worker's Compensation:

The Family and Medical Leave Act ("FMLA") provides certain employees with up to 12 work weeks of unpaid job-protected leave a year. The worker's compensation leave may, in fact, run concurrently with FMLA leave and may count toward an FMLA leave entitlement, provided the reason for the absence is due to a qualifying "serious health condition" as defined in the FMLA. The employee will be given FMLA paperwork if

eligible. The workforce administrator will contact the manager if the worker's compensation should run concurrently with FMLA. If approved, record absences with the unpaid code FMLA as well, "ABU – FMLA".

WORKERS' COMPENSATION WAITING PERIOD PROCEDURES

Paid Hours:

Employees are not required to use paid time during the WC waiting period. However, if they choose to use paid time, they are required to use time in the following order: PTO hours must be used first, any awarded time off or personal holiday time can then be used but does not have to. If there are not enough PTO hours to cover the waiting period then CIB hours can be used. Record such using the appropriate hours category and also record such hours as being Absence Unpaid, "**ABU – Workers' Comp**".

(This screenshot to change, instead of ABP code as CIB change to ABP code as PTO and delete this message before saving.)

GRAY, STEPHANIE 13043741 Id: [Search] View Details of Who Preferences Print Help

Who: Me February 2014 My Reminders - GRAY, STEPHANIE - Fri - 02/21/2014

What: Detail Timesheet SAT SUN MON TUE WED THU FRI

From: 02/02/2014 1 2 3 4 5 6 7 You Have 0 unread messages

To: 02/02/2014 8 9 10 11 12 13 14 You Have 0 unread messages in your Absence Queues

Go 15 16 17 18 19 20 21

Q-Links: Detail Timesheet Web Clock Timesheet

Hours Worked Request A Day Off

Absence Calendar VCS

Batch: 000 EMP LDR BSC POLICE Today

Refresh Close Window

Detail Timesheet

GRAY, STEPHANIE (13043741):

Thu - 02/20/2014

Payroll Shift Detail

Select Sched Shift: 1001 Apply Default Start Date: 02/20/2014 Start Time: 09:00

Actual Shift: 1001 End Date: 02/20/2014 End Time: 17:00

Payroll Details

Record Overrides: Manual Calc: Shift Code Override

User Defined Field Overrides: Submitted By:

| Select | Action | Code | Cost Center | Position | Start Time | End Time | Duration | Note | Amount | Shift Code |
|--------|--------|------------------|-------------|----------|------------|----------|----------|-------------------|--------|------------|
| | ABP | CATASTROPHIC ILL | 100 | 0060 | 09:00 | 17:00 | 0.0 | VC waiting period | \$0.00 | |
| | ABU | WORKERS COMP | 100 | 0060 | | | | | | |

REG 8.0 STP 0.0 OT1 0.0 OT2 0.0 OT3 0.0 OT4 0.0 PAID 8.0 UNPAID 0.0

Approval Status: S GRAY

Apply Changes View Clock Data... Submit for Approval Add Row Below Insert Row Above Delete Row Add Shift Delete Shift

Extended Details

Summary Totals by Code

| Code | Description | REG | STP | OT1 | OT2 | OT3 | OT4 | PAID | UNPAID |
|---------------|--------------|-----|-----|-----|-----|-----|-----|------|--------|
| (W) | HOURS WORKED | 8.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 8.0 | 0.0 |
| TOTALS | | 8.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 8.0 | 0.0 |

Page Totals: REG 8.0 STP 0.0 OT1 0.0 OT2 0.0 OT3 0.0 OT4 0.0 PAID 8.0 UNPAID 0.0 Total \$0.00

Grand Totals: REG 8.0 STP 0.0 OT1 0.0 OT2 0.0 OT3 0.0 OT4 0.0 PAID 8.0 UNPAID 0.0 Total \$0.00

Record the reason for the absence in the Attendance Notes for the employee (i.e.: Workers' Compensation waiting period. If the absence was an approved FMLA leave that is running concurrently with worker's compensation also code FMLA.)

Example 1 (see screenshot above): An Iowa employee is absent for 5 days due to a work related injury and chooses to use 24 hours of "**ABP –PTO**" for the first 3 days of

absence (workers' compensation waiting period in Iowa is 3 calendar days). In the image above, the two entries needed to be entered are shown (Absence Paid – "ABU – PTO" and Absence Unpaid – "ABU - Workers' Comp"). Record the remaining 16 hours as "**ABU – Workers' Comp**" only.

Unpaid Hours:

As stated above, employees are not required to use paid time during the WC waiting period. If they choose to use unpaid time during the waiting period, or they have exhausted their **PTO, Personal (floating), Awarded Time Off and CIB time**, report absences that occur as "**ABU – Workers' Comp**". Employees and managers can check balances using the View Paid Time Off option from the Cybershift "What" list.

The screenshot shows the 'View Paid Time Off' screen for employee GRAY, STEPHANIE (ID: 13043741). The interface includes a calendar for February 2014, a table of accrual information, and a list of links for timekeeping functions.

Accrual Information for GRAY, STEPHANIE (13043741):

| Accrual Description | Opening Hours Balance (as of Accrual Date) | Current Hours Balance (as of Today) | Accrual Date |
|-------------------------------|--|-------------------------------------|------------------|
| PERSONAL | 0.0 | 0.0 | Tue - 01/07/2014 |
| FMLA | 480.0 | 480.0 | Tue - 01/07/2014 |
| CDS CIB | 80.0 | 80.0 | Tue - 01/07/2014 |
| AWARDED TIME OFF (UNITED WAY) | 16.0 | 0.0 | Wed - 05/01/2013 |
| CIB | 21.767 | 21.767 | Tue - 01/07/2014 |
| PTO (CDS) | 200.0 | 186.0 | Tue - 01/07/2014 |

When recorded under both headings, the Cybershift Automated Timekeeping System will track the hours to be submitted for payments by Workers' Compensation insurance.

Example 2: An Iowa employee has exhausted his/her **PTO, Personal (floating), Awarded Time Off and CIB balances**, and misses 5 days of work due to work related injury (required waiting period in Iowa is 3 days).

Thus, management would record 40 hours (8 hours for each of the 5 days per week) as **"ABU – Workers' Comp"** (as shown below for one given day's entry). In the "Note" field, add "WC waiting period" in days one, two and three (if applicable).

Unified Workforce Interface - Default Environment© CyberShift 2011 All Rights Reserved. WFM3-v5 - Windows Internet Explorer

https://time.hearstsc.com/ute/jsp/UnifiedTimeEntry.jsp?command=init

File Edit View Favorites Tools Help

RICE, PATRICK (13010311) Id: [] Search View Details of Who Preferences Print Help Maximize Top Logout

Thu - 12/15/2011

Payroll Shift Detail

Select ☐ Sched Shift: 1000 Apply Default Start Date: 12/15/2011 Start Time: 09:00

Actual Shift: 1000 End Date: 12/15/2011 End Time: 17:00

Payroll Details

User Defined Field Overrides: Submitted By: P. RICE

| Select | Action | Code | Cost Center | Position | Start Time | End Time | Duration | Note | Am |
|-----------------------|--------|--------------|-------------|----------|------------|----------|----------|------|----|
| <input type="radio"/> | ABU | WORKERS COMP | 100 | 8040 | 09:00 | 17:00 | 8.0 | | \$ |

REG 0.0 OT1 0.0 OT2 0.0 ABS 8.0 ABU \$0.00 Total \$0.00

Approval Status: ☐ P. RICE

REG 0.0 OT1 0.0 OT2 0.0 ABS 8.0 ABU \$0.00 Total \$0.00

Apply Changes View Clock Data... Submit for Approval View Item Description...

Save All View All Clock Data... Submit All for Approval

Done Internet 100%

Example 3: An employee's work schedule is restricted due to injury. The employee is only allowed to work 6 hours each day, the Workers' Compensation insurance pays the remaining 2 hours of his/her normal 8 hour work day.

Record 6 hours (actual hours worked) for each day for the work restriction period as **"WRK – Hours Worked"**, as these hours will be paid by CDS Global.

Record the remaining 2 hours for each day as **"ABU – Workers' Comp"**, these hours will be paid by **Workers' Compensation** insurance. If the employee has not met their waiting period, the employee can use this time as PTO and also be coded **ABP- PTO**.

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https://time.hearstsc.com/ute/jsp/UnifiedTimeEntry.jsp?command=init

File Edit View Favorites Tools Help

Unified Workforce Interface - Default Environment© ...

RICE, PATRICK (13010311) Id: [] Search View Details of Who Preferences Print Help Maximize Top Logout

Detail Timesheet

RICE, PATRICK (13010311):

Thu - 12/15/2011

Payroll Shift Detail

Select ☐ Sched Shift: 1000 Apply Default Start Date: 12/15/2011 Start Time: 09:00

Actual Shift: 1000 End Date: 12/15/2011 End Time: 17:00

Payroll Details

User Defined Field Overrides: Submitted By: P. RICE

| Select | Action | Code | Cost Center | Position | Start Time | End Time | Duration | Note | Am |
|-----------------------|--------|--------------|-------------|----------|------------|----------|----------|------|----|
| <input type="radio"/> | WRK | HOURS WORKED | 100 | 8040 | 09:00 | 15:00 | 6.0 | | \$ |
| <input type="radio"/> | ABU | WORKERS COMP | 100 | 8040 | 15:00 | 17:00 | 2.0 | | |

REG 8.0 OT1 0.0 OT2 0.0 ABS 8.0 ABP \$0.00 Total \$0.00

Approval Status: ☐ P. RICE

Holidays and Work Comp:

If the waiting period or WC leave of absence involves a date that is a known scheduled Corporate Holiday for the employee involved, then remove this automatically loaded detail timesheet entry “**H – Holiday**” and given hours involved, instead handle as stated above.

Reinstate Paid Hours

If an employee is absent for more than 14 calendar days (State of AZ, IA or PA) due to work related injury or illness, **Workers’ Compensation** insurance will retroactively pay the employee for the number of days he/she was absent during the initial waiting period. If the employee opted to use paid time during the waiting period, and has received retroactive pay from **Workers’ Compensation** insurance, the hours he/she previously used for payment by CDS Global during the waiting period, will be reinstated within Cybershift system.

The employee is *required* to reimburse CDS Global for any reinstated hours for which he/she was previously paid, therefore, the Workers' Compensation Administrator will contact CDS Global Payroll department, on behalf of the employee, whenever such an incident occurs.

The screenshot shows the 'Unified Workforce Interface - Default Environment' web application. The user is logged in as 'RICE, PATRICK (13010311)'. The date is 'Thu - 12/15/2011'. The 'Payroll Shift Detail' section shows 'Sched Shift: 1000' and 'Actual Shift: 1000'. The 'Start Date' and 'End Date' are both '12/15/2011'. The 'Start Time' is '09:00' and the 'End Time' is '17:00'. The 'Payroll Details' section shows 'User Defined Field Overrides: Submitted By: P. RICE'. Below this is a table with columns: Select, Action, Code, Cost Center, Position, Start Time, End Time, Duration, Note, and Amount. The table contains one row with 'ABU' in the Action column, 'WORKERS COMP' in the Code column, '100' in the Cost Center column, '8040' in the Position column, '09:00' in the Start Time column, '17:00' in the End Time column, '8.0' in the Duration column, and '\$' in the Amount column. Below the table, there are summary rows: 'REG 8.0 OT1 0.0 ABS 0.0 WRK \$0.00 Total \$0.00' and 'Approval Status: Autopoll'. At the bottom, there are buttons for 'Apply Changes', 'View Clock Data...', 'Submit for Approval', 'View Item Description...', 'Save All', 'View All Clock Data...', and 'Submit All for Approval'.

Voluntary and Mandatory Layoffs:

Voluntary Layoff's should be recorded as **"ABU – Workers' Comp"** for an employee who meets **Workers' Compensation** criteria. In the "Note" field (shown blank above), indicate "Voluntary Layoff".

Mandatory Layoff's should be entered as **"ABU – Workers' Comp"** and indicated in the **"Note"** field as **"Mandatory Layoff"**.

For either Voluntary or Mandatory Layoff's, be sure to code any other paid or unpaid codes along with Workers Compensation. For example if the layoff was because of a

company request, you would code both **ABU- Workers' Comp** and **ABU-CR**. If the employee is using any of their paid time off during this time, you would code both **ABU- Worker's Comp** and **ABP-PTO**, or whatever paid time they are using.

Please refer to the CDS Global Employee Handbook for more details regarding the handling of Workers' Compensation (general policies, Workers' Compensation Insurance information, etc.).

<https://www.mycdsglobal.com/documents/48400/72614/Employee+Handbook+Section+2-+General+Policies.pdf?version=1.4>