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 <u>work related</u> injury or illness. *Note: The <u>waiting</u> <u>period</u>, 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 <u>not paid</u> by Workers' Compensation insurance until the employee is absent for <u>more than 14</u> <u>calendar days.</u> 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 <u>to attend an appointment for evaluation or treatment</u> 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

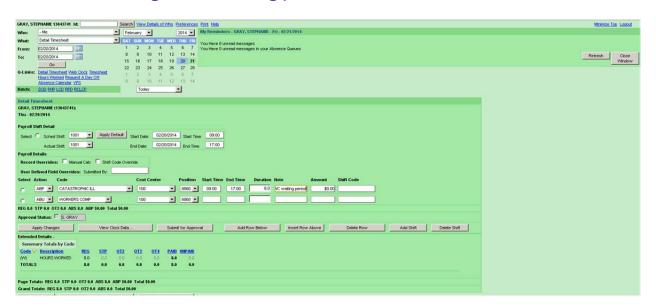
eligible. The workforce administrator will contact the manager if the worker's compensation should run concurrently with FMLA. If approved, record absences with the unpaid code FMLA as well, "ABU – FMLA".

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.)



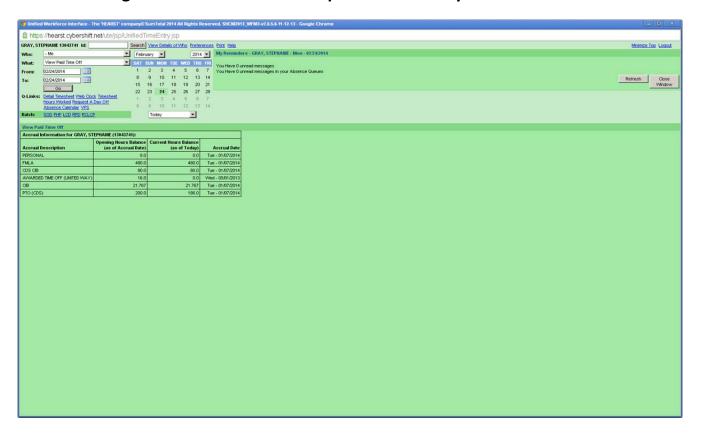
Record the reason for the absence in the Attendance Notes for the employee (i.e.: Workers' Compensation waiting period. If the absence was an approved FMLA leave that is running concurrently with worker's compensation also code FMLA.)

Example 1 (see screenshot above): An <u>lowa</u> 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:

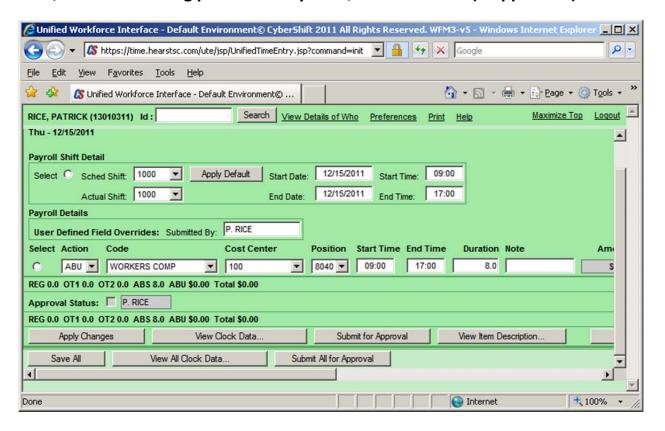
As stated above, employees are not required to use paid time during the WC waiting period. If they choose to use unpaid time during the waiting period, or they have exhausted their PTO, Personal (floating), Awarded Time Off and CIB time, report absences that occur as "ABU – Workers' Comp". Employees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



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).

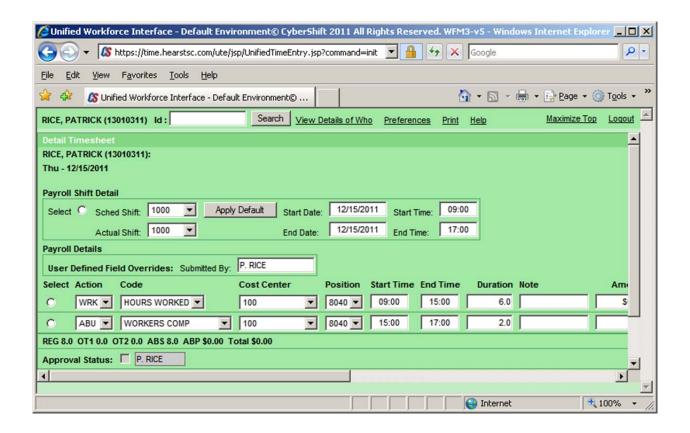
Thus, management would record 40 hours (8 hours for each of the 5 days per week) as "ABU – Workers' Comp" (as shown below for one given day's entry). In the "Note" field, add "WC waiting period" in days one, two and three (if applicable).



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.



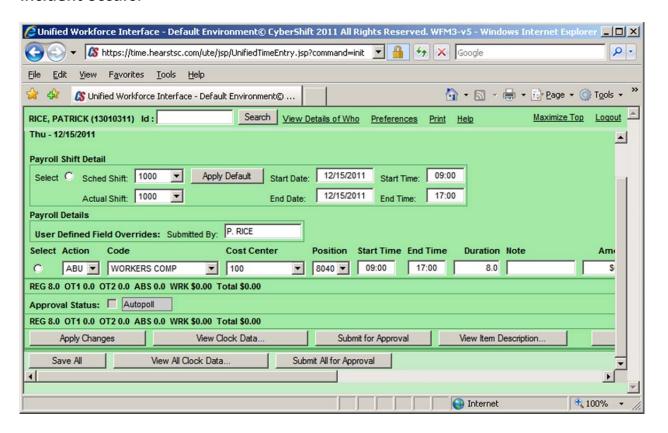
Holidays and Work Comp:

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 <u>retroactively</u> 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 <u>reinstated</u> 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.



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