

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.

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 type of occurrences are paid by CDS Global.

WORKERS' COMPENSATION WAITING PERIOD PROCEDURES

Employees have the option to use any accrued **Sick, Vacation, Personal (floating) or Awarded Time Off** hours they have available to receive CDS Global pay for absence hours that occur during the Workers' Compensation waiting period, if the employee desires to do so. Record such using the appropriate hours category and also record such hours as being Absence Unpaid, "**ABU – Workers' Comp**".

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

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

Who: - Me What: Detail Timesheet From: 02/20/2012 To: 02/20/2012 Go

Q-Links: Detail Timesheet Web Clock Timesheet Hours Worked Request A Day Off Calendar

February 2012

My Reminders - RICE, PATRICK- Tue - 02/21/2012
You Have 0 unread messages
You Have 0 unread messages in your Absence Queue

Refresh Close Window

Detail Timesheet
RICE, PATRICK (13010311):
Mon - 02/20/2012

Payroll Shift Detail
Select ☐ Sched Shift: 1000 Start Date: 02/20/2012 Start Time: 09:00
Actual Shift: 1000 End Date: 02/20/2012 End Time: 17:00

Payroll Details
User Defined Field Overrides: Submitted By: []

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration	Note	Amount	Shift Code
<input type="radio"/>	ABP	SICK PAY	100	8040	09:00	17:00	8.0		\$0.00	WC waiting period
<input checked="" type="radio"/>	ABU	WORKERS COMP	100	8040	09:00	17:00	8.0			

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

Approval Status: ☐ P. RICE

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

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Record the reason for the absence in the Attendance Notes for the employee (i.e.: Workers' Compensation waiting period).

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

Unpaid Hours (Occurrences)

When an employee is absent from work during the “waiting period”, due to a work related injury or illness and if the employee has exhausted his/her **Sick, Vacation, Personal (floating) or Awarded Time Off** (employees and managers can check balances via using “accrued time balances” option from the Cybershift “What” list), report absences that occur as **“ABU – Workers’ Comp”**.

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

Who: [- Me] What: [View Paid Time Off] From: [12/27/2011] To: [12/27/2011] Go

Q-Links: [Detail Timesheet](#) [Web Clock](#) [Timesheet](#) [Hours](#) [Worked](#) [Request A Day Off](#) [Calendar](#)

December 2011

SAT	SUN	MON	TUE	WED	THU	FRI
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today

My Reminders - RICE, PATRICK- Tue - 12/27/2011

You Have 0 unread messages
You Have 0 unread messages in your Absence Queue

Refresh Close Window

View Paid Time Off

Accrual Information for RICE, PATRICK (13010311):

Accrual Description	Opening Hours Balance (as of Accrual Date)	Current Hours Balance (as of Today)	Accrual Date
PERSONAL	0.0	0.0	Sat - 01/01/2011
VACATION	88.0	36.0	Sat - 01/01/2011
SICK	960.0	960.0	Sat - 12/17/2011
FMLA	480.0	480.0	Sat - 01/01/2011
CDS SICK	80.0	80.0	Sat - 01/01/2011
AWARDED TIME OFF (UNITED WAY)	4.0	0.0	Sat - 01/01/2011

Internet 100%

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 who has exhausted his/her **Sick, Vacation, Personal (floating) and/or Awarded Time Off 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).

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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

When the number of hours an employee can work each day is restricted due to a work related injury or illness, the absence is paid by Workers' Compensation insurance, not by CDS Global (* as shown via detail timesheet entry above).

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.

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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	Amount
<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

*Management Detail Timesheet Maintenance Note: If the waiting period involves a date that is a known schedule 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 during waiting period days.

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. After receiving retroactive pay from **Workers’ Compensation** insurance, employee hours of **Sick, Vacation, Personal (floating) and/or Awarded Time Off** hours he/she previously used for payment by CDS Global during the waiting period, can 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.***

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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 8.0 OT1 0.0 OT2 0.0 ABS 0.0 WRK \$0.00 Total \$0.00

Approval Status: ☐ Autopoll

REG 8.0 OT1 0.0 OT2 0.0 ABS 0.0 WRK \$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

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* Management should record “Voluntary Layoff” as **“ABU – Workers’ Comp”** for an employee who meets **Workers’ Compensation** criteria. In the “Note” field (shown blank above), indicate “Voluntary Layoff”. “Mandatory Layoff” should be entered as **“ABU – Workers’ Comp”** and indicated in the “Note” field as **“Mandatory Layoff”**.

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>