

Worker's Compensation Codes

Worker's Compensation – Guidelines for payment processing for Hourly Employees

Applicable Codes

- UNM - Unpaid for 2/3 Worker's Comp (5.33 hours for 8 hour scheduled work day), OR when employee no longer has incidental time or vacation time available, then UNM for entire day – 8 hours
- INH - Paid Incidental Time for 1/3 Supplement (2.67 hours for 8 hour scheduled work day)
- VAH - Paid Vacation Time for 1/3 Supplement (2.67 hours for 8 hour scheduled work day)
- JIA – Job Injury – when employee has returned to work, but still has follow up appointments or therapy related to the worker's compensation injury, then JIA should be used.

Day of Injury (if partial workday)

- Employee should be paid for all hours scheduled to work on date of the job related injury/illness.
- Supervisor should enter the stop time in UltraTime with comment "job related injury".
- For example, employee was scheduled to work from 8 am to 5 pm. Employee clocked in at 8 am, but was injured on the job at 10:00 am. Supervisor should enter the stop time in UltraTime as of 5 pm, with the comment "job related injury".

Days 1 through 7 of Work Related Injury (Day 1 is the first full day of missed work after injury occurs)

- Note: The State of Indiana does not recognize the waiting period start date until the employee has been absent for a full shift.
- Supervisor will enter Incidental Hours (INH) in UltraTime, if available. If Incidental time is no longer available, supervisor will enter available Vacation Time (VAH). If Incidental time and Vacation time are no longer available, supervisor should enter Unpaid Time (UNM).
- In each case, whether INH, VAH or UNM, supervisor should add comments "job injury 7 day waiting period".

Days 8 through end of Worker's Compensation

- Supervisor should enter all time as UNM – Unpaid - with comment "job related injury". If employee wants to supplement the 1/3 pay not covered by Worker's compensation, then supervisor will enter INH or VAH with comment.

Employee Return to Work follow up Doctor Appointments

- Employee should clock in for work, then clock out when leaving for the appointment. Supervisor will enter the code JIA – Job Injury Appointment – for the absent time. Employee should clock back in when returning to work.