

## EXAMPLE: Non-Exempt Worker's Compensation Leave

A claim must be filed before Worker's Compensation leave hours can be entered on a time sheet. Instructions for filing for Worker's Compensation can be found at [http://www.alaska.edu/risksafety/b\\_insurance/insurance-coverage/workers-compensation/](http://www.alaska.edu/risksafety/b_insurance/insurance-coverage/workers-compensation/). For more information, please contact UAF Human Resources at 907-474-7700.

Once a claim is filed, Worker's Compensation hours are reported as shown in the example below on the days the leave was used. If leave needs to be reported that includes a partial hour, minutes should be entered as the decimal equivalent of an hour. A link to a chart for converting minutes to decimals is included on the web time sheet.

Earnings code **621** is used to indicate Worker's Compensation hours taken. Non-Worker's Compensation sick leave is reported using earnings code 550.

This example is for a non-exempt, regular, full-time employee. Part-time employees should enter the leave hours based on their work schedules.

Use your mouse or tab key to navigate to the date column of the earnings code/fund/orgn line to enter time. Enter the actual hours worked on the actual days worked. For instructions on how to enter time, an earnings code descriptions list, a chart converting minutes to decimals, submission timelines, and other helpful documents, please visit the [Web Timesheet Entry web page](#).

If your screen size does not accommodate your entire time sheet, you can use Ctrl+ and Ctrl- to zoom the page in and out in most browsers.

If you have suggestions for improving the web time sheet process, [please provide feedback to the project team](#).

### Time Sheet

<b>Title and Number:</b>	Job Title -- PCN	<b>Time Sheet Period:</b>	Feb 9, 2014 to Feb 22, 2014 (R05)
<b>Employee Class:</b>	NR -- NonExempt Staff - Regular	<b>Scheduled Pay Date:</b>	Mar 7, 2014
<b>Department and Number:</b>	Unit -- TKL	<b>Submit By Date:</b>	Feb 24, 2014 by 11:59am

[View Default Labor Distribution](#)

#	Earnings Code	Total	9	10	11	12	13	14	15	16	17	18	19	20	21	22	Fund Name	Fund	Orgn	Activity
			Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat				
1	Regular Pay (010) ▼	56		8	8						8	8	8	8	8					
2	L- Worker's Compensation (621) ▼	24				8	8	8												
3	▼																			
4	▼																			
<b>Total:</b>		80		8	8	8	8	8			8	8	8	8	8					

Unless you need to make a correction to your labor distribution, just allow the default accounting to be used here.

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**

NOTE: Although an electronic time sheet has been used for this example, the earnings code and procedure for entering leave hours are the same for paper time sheets. If a paper time sheet needs to be submitted, it should be completed in blue or black ink and approved by the appropriate supervisor.