



# State of Wisconsin

## Department of Administration

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# Worker's Compensation

## Job Aid

Version 1.0

### Version History

Version	Date	Editor	Description
1.0	09/26/18	Stacie Happel/ Danielle Tesch	Initial release

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## Notes for using this guide:

The scope of this guide covers how to correctly enter a temporary-total workers compensation and temporary-partial workers compensation. Wisconsin Retirement System (WRS) implications are addressed in each section. The [WRS Reporting Job Aid](#) can be used in conjunction with this Job Aid.

## Workers Compensation Process Overview

When employee goes out on either partial or total workers compensation, agencies must enter a specific absence code (WCLWO) for all hours that are covered by Workers Compensation + any hours that are unpaid, up to the employee's full FTE. This ensures that WRS is correctly calculated and reported. A specific Time Reporter Code (WKCMP) must also be used to track Workers Compensation on the Timesheet.

Workers Compensation will pay up to 2/3 of an employee's wages and the employee has the option to supplement up to the remaining 1/3 of their wages with paid leave. The employee can choose to not use any paid leave for the remaining 1/3 of their income. Employees may also return to work part-time and receive their regular wages, paid leave and workers compensation.

Even though Workers Compensation replaces 2/3 of an employee's wages, WRS contributions are reported for the employee's full FTE. See the examples within the job aid to determine how to appropriately use the WCLWO absence code so WRS is reported correctly.

Note: If someone is approved to receive salary replacement due to an injury covered by Wis. Stats. 230.36, do NOT use the WCLWO absence code or WKCMP TRC code. You must ONLY use the 23036 TRC on the Timesheet in this situation.

## Workers Compensation – Absence and TRC Codes

There are two codes use to manage Workers Compensation within PeopleSoft.

- **WCLWO (Absence Take)**: WCLWO is used for pay/WRS purposes. The code creates the WRS service and earnings that should be reported to ETF. The use of this code is mandatory.
- **WKCMP TRC**: Totals the combination of WCLWO and other leave applicable to workers compensation for each reported day. Typically used for query/tracking purposes.

## Workers Compensation and WRS

Workers compensation WRS implications are outlined in Chapter 505 of the WRS manual (<http://etf.wi.gov/employers/wrschap5.pdf#page=8>). Employers must report hours and earnings for any WRS participating employee during any period for which that employee receives temporary disability compensation. A temporary disability may be temporary-partial or temporary-total.

Agencies must enter the Workers Compensation absence code (WCLWO) to ensure that WRS is reported correctly. When the code is used, the system will calculate all WRS hours and earnings based on what the employee would have worked if not on Workers Compensation.

### What are WRS Accumulators

The WRS Accumulators are one of the key components for all WRS reporting. The accumulators are running balances for WRS-eligible hours and earnings. WRS hours and earnings each have their own respective accumulators. Only WRS-eligible earnings codes and their associated hours are mapped to the accumulators. The accumulators record the eligible hours and earnings by payrun ID, month, quarter and year.

The respective WRS accumulators are:

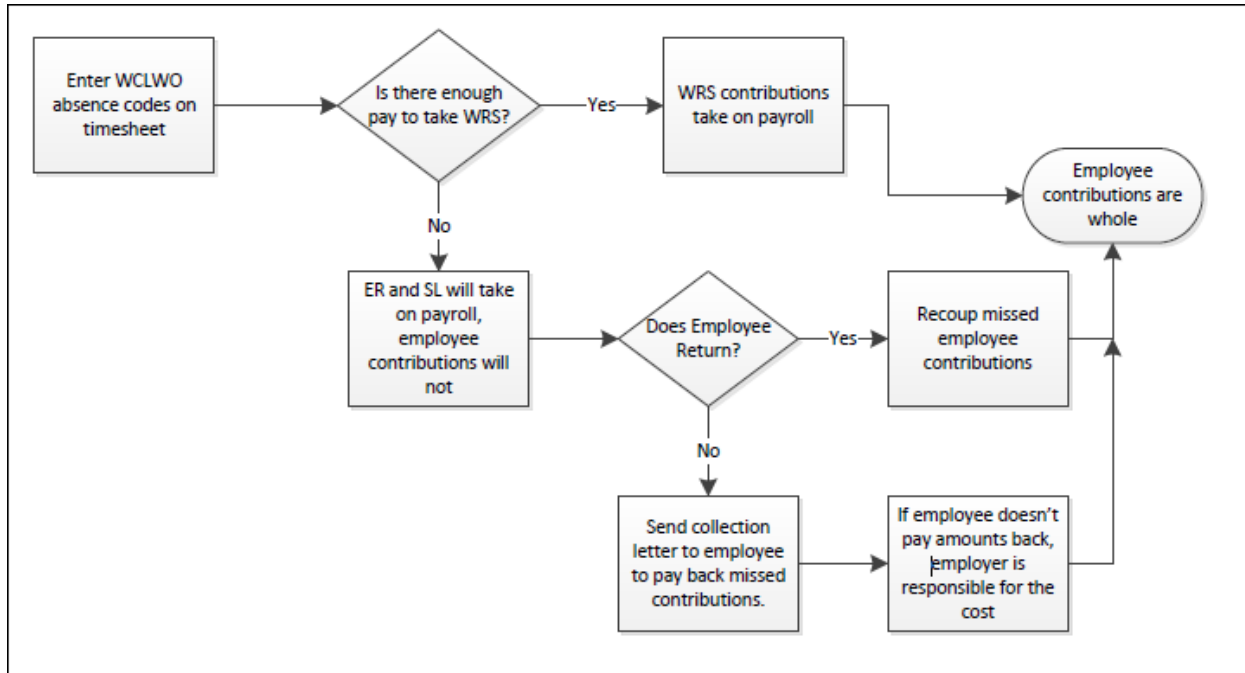
- **WRH**: WRS hours
- **WRS**: WRS earnings

When the WCLWO absence is entered, it sends the WRS hours and earnings that the employee would have received if not out on Workers Compensation to the WRH and WRS accumulators. This ensures that WRS is reported correctly and allows for the tracking of WRS employee deductions that are not taken during this period. **Even if the employee deductions are not taken, the employee deductions are captured on the WRS Transaction Table and reported to ETF.**

## WRS Transaction Table

The WRS Transaction Table stores all WRS-covered hours and earnings. This table is populated by the hours and earnings in the WRH and WRS accumulators when payroll confirms. You can query the WRS trans table by employee only. This will return all WRS hours, earnings, and contributions for the reporting year. You will also be able to see any WRS contributions not taken by payroll because the check was not large enough to support the deduction (common issue for employees on Workers Compensation).

## Workers Compensation WRS High Level Overview



## Workers Compensation Entry Examples

Employees have several options when it comes to leave usage while on Workers Compensations. Below are examples of how the WCLWO absence code and the WKCMP TRC code are used together to ensure that everything, including WRS, is reported correctly. The following examples are included:

1. Total Workers Compensation – No Gross Earnings
2. Total Workers Compensation + Used of Paid Leave for 1/3 of Salary
3. Partial Workers Compensation – Return to Work Part-Time (no paid leave used)
4. Partial Workers Compensation – Return to Work Part-Time + Used Paid Leave
5. Check Large Enough to Support WRS Deductions
6. Check NOT Large Enough to Support WRS Deductions

## 1. Workers Compensation Only – No Gross Earnings

A full-time employee receives no earnings and uses no paid leave. Enter 8 hours of WCLWO via Absence and 8 hours of WKCMP on the Timesheet for each day that the employee receives Workers Compensation.

### Timesheet View - Reported Hours = 80.00

Mon	Submitted					71 WKCMP - Workers Compensation Inj	8.00
	Approved					WCLWO - Workers Comp Leave Without Pay	8.00
Tue	Submitted					71 WKCMP - Workers Compensation Inj	8.00
	Approved					WCLWO - Workers Comp Leave Without Pay	8.00
Wed	Submitted					71 WKCMP - Workers Compensation Inj	8.00
	Approved					WCLWO - Workers Comp Leave Without Pay	8.00
Thu	Submitted					71 WKCMP - Workers Compensation Inj	8.00
	Approved					WCLWO - Workers Comp Leave Without Pay	8.00
Fri	Submitted					71 WKCMP - Workers Compensation Inj	8.00
	Approved					WCLWO - Workers Comp Leave Without Pay	8.00

### Review Paycheck View

Paycheck Earnings | Paycheck Taxes | Paycheck Deductions

Empl ID: 10001710 Name: Clark, James J

Company: WIS Pay Group: 410 Pay Period End: 10/27/2018 Page: 1257 Line: 7 Separate Check

**Paycheck Information**

Paycheck Status: Confirmed Paycheck Option: Check  
 Issue Date: 11/09/2018 Paycheck Number: 1092626  
 Off Cycle  Reprint  Adjustment  Corrected  Cashed

**Paycheck Totals**

Earnings	0.00
Taxes	0.00
Deductions	0.00
Net Pay	0.00

**Earnings** Find | View All First 1 of 4 Last

Begin Date: 09/30/2018 End Date: 10/06/2018 Addl Line Nbr: 2 Reason: Not Specified  
 Empl Record: 0 Benefit Record: 0 Additional Data

<b>Salaried</b>	<b>Hourly</b>	<b>Overtime</b>
Hours: 0.00 Rate: 21.350000 Earnings: 0.00	Hours: 0.00 Rate: 0.000000 Earnings: 0.00 Rate Code:	Hours: 0.00 Rate: 0.000000 Earnings: 0.00 Rate Code:
Rate Used: Hourly Rate State: WI	Shift: Not Applicable Locality:	Shift Rate:

**Other Earnings** Personalize | Find | View All | First 1 of 1 Last

Code	Description	Rate Used	Hours	Rate	Amount	Source
020	Injury - Workers Comp	Hourly Rate				

**Special Accumulators** Personalize | Find | View All | First 1-2 of 2 Last

Code	Description	Hours	Earnings	Empl Record
WRH	WRS Hours only	80.00	1,708.00.0	
WRS	WRS Eligible Earnings	80.00	1,708.00.0	

- WRS Eligible Hours that would have been worked will go to the WRH Accumulator
- WRS Eligible Earnings that would have been earned will go to the WRS Accumulator

Paycheck Earnings		Paycheck Taxes		Paycheck Deductions								
Empl ID	10000100	Name	Clark, James J									
Company	WIS	Pay Group	410	Pay Period End	10/27/2018							
Page	1257	Line	7	Separate Check								
<b>Paycheck Information</b>				<b>Paycheck Totals</b>								
Paycheck Status	Confirmed	Paycheck Option	Check	Earnings	0.00							
Issue Date	11/08/2018	Paycheck Number	1092626	Taxes	0.00							
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected	<input type="checkbox"/> Cashed								
				Deductions	0.00							
				Net Pay	0.00							
<div style="text-align: right;">Personalize   Find   View 8      First 1-14 of 14 Last</div>												
Deduction Code	Description	Class	Amount	Calculated Base	Plan	Benefit Record	Plan Type	Not Taken	Reason	Payback Amount	Refund Amount	AP Status
WRSSCK	Sick Leave Contribution	Nontaxable Btax Benefit	20.50	1,708.00	SCKLVE	0	Sick Leave Conversion					Sent to AP
WRS	Wisconsin Retirement System	Before-Tax		1,708.00	PROT	0	Wisconsin Retirement System	114.44	Not Enough Net Pay			
WRS	Wisconsin Retirement System	Nontaxable Btax Benefit	186.68	1,708.00	PROT	0	Wisconsin Retirement System					Sent to AP

- Employee (plan type 7W Before Tax) contributions will not process because Net Pay = \$0
  - The amount will go into the "Not Taken" column on the WRS transaction table for the employee
- Employer (plan type 7W Non-Taxable) contributions will be deducted from paycheck
- Employer Sick Leave Conversation (plan type 7Y Non-Taxable) will be deducted from paycheck

## 2. Workers Compensation (2/3 of salary) + Paid Leave for 1/3 of Salary

A full-time employee uses paid leave to fully supplement workers compensation (uses paid leave for 1/3 of FTE). Enter 5.33 hours of WCLWO and 2.67 hours of applicable paid leave via Absence and 8 hours of WKCMP on the Timesheet for each day that the employee receives Workers Compensation.

### Timesheet View – Reported Hours = 80.00

Mon	Submitted					71 WKCMP - Workers Compensation Inj	8.00
	Approved					SICK - Paid Sick Leave	2.67
	Approved					WCLWO - Workers Comp Leave Without Pay	5.33
Tue	Submitted					71 WKCMP - Workers Compensation Inj	8.00
	Approved					SICK - Paid Sick Leave	2.67
	Approved					WCLWO - Workers Comp Leave Without Pay	5.33
Wed	Submitted					71 WKCMP - Workers Compensation Inj	8.00
	Approved					SICK - Paid Sick Leave	2.67
	Approved					WCLWO - Workers Comp Leave Without Pay	5.33
Thu	Submitted					71 WKCMP - Workers Compensation Inj	8.00
	Approved					SICK - Paid Sick Leave	2.67
	Approved					WCLWO - Workers Comp Leave Without Pay	5.33
Fri	Submitted					71 WKCMP - Workers Compensation Inj	8.00
	Approved					SICK - Paid Sick Leave	2.67
	Approved					WCLWO - Workers Comp Leave Without Pay	5.33

### 3. Partial Workers Compensation: Returned to Work Part Time

A full-time employee returns to work at 50%. Employee enters time worked on timesheet. Enter 4 hours of WCLWO via Absence and 4 hours of WKCMP on the Timesheet for each day that the employee receives Workers Compensation.

#### Timesheet View - Reported Hours = 60.00

Mon	Submitted					71 WKCMP - Workers Compensation Inj	4.00
	Submitted	7:45:00AM			11:45:00AM	4.00 01 REGLR - Regular Hours Worked	
	Approved					WCLWO - Workers Comp Leave Without Pay	4.00
Tue	Submitted					71 WKCMP - Workers Compensation Inj	4.00
	Submitted	7:45:00AM			11:45:00AM	4.00 01 REGLR - Regular Hours Worked	
	Approved					WCLWO - Workers Comp Leave Without Pay	4.00
Wed	Submitted					71 WKCMP - Workers Compensation Inj	4.00
	Submitted	7:45:00AM			11:45:00AM	4.00 01 REGLR - Regular Hours Worked	
	Approved					WCLWO - Workers Comp Leave Without Pay	4.00
Thu	Submitted					71 WKCMP - Workers Compensation Inj	4.00
	Submitted	7:45:00AM			11:45:00AM	4.00 01 REGLR - Regular Hours Worked	
	Approved					WCLWO - Workers Comp Leave Without Pay	4.00
Fri	Submitted					71 WKCMP - Workers Compensation Inj	4.00
	Submitted	7:45:00AM			11:45:00AM	4.00 01 REGLR - Regular Hours Worked	
	Approved					WCLWO - Workers Comp Leave Without Pay	4.00

### 4. Temporary - Partial Workers Compensation: Returned to Work Part Time with 1/3 Paid Leave

A full-time employee returns to work at 50% and uses paid leave for 1/3 of FTE. Employee enters time worked on timesheet. Enter 2.67 hours of WCLWO and 1.33 hours of applicable paid leave via Absence and 4 hours of WKCMP on the Timesheet for each day that the employee receives Workers Compensation.

#### Timesheet View Reported Hours = 60.00

Mon	Submitted					71 WKCMP - Workers Compensation Inj	4.00
	Submitted	7:45:00AM			11:45:00AM	4.00 01 REGLR - Regular Hours Worked	
	Approved					SICK - Paid Sick Leave	1.33
	Approved					WCLWO - Workers Comp Leave Without Pay	2.67
Tue	Submitted					71 WKCMP - Workers Compensation Inj	4.00
	Submitted	7:45:00AM			11:45:00AM	4.00 01 REGLR - Regular Hours Worked	
	Approved					SICK - Paid Sick Leave	1.33
	Approved					WCLWO - Workers Comp Leave Without Pay	2.67
Wed	Submitted					71 WKCMP - Workers Compensation Inj	4.00
	Submitted	7:45:00AM			11:45:00AM	4.00 01 REGLR - Regular Hours Worked	
	Approved					SICK - Paid Sick Leave	1.33
	Approved					WCLWO - Workers Comp Leave Without Pay	2.67
Thu	Submitted					71 WKCMP - Workers Compensation Inj	4.00
	Submitted	7:45:00AM			11:45:00AM	4.00 01 REGLR - Regular Hours Worked	
	Approved					SICK - Paid Sick Leave	1.33
	Approved					WCLWO - Workers Comp Leave Without Pay	2.67
Fri	Submitted					71 WKCMP - Workers Compensation Inj	4.00
	Submitted	7:45:00AM			11:45:00AM	4.00 01 REGLR - Regular Hours Worked	
	Approved					SICK - Paid Sick Leave	1.33
	Approved					WCLWO - Workers Comp Leave Without Pay	2.67

## 5. Partial Paid Earnings - All WRS Contributions Taken from Check

A full-time employee uses paid leave to supplement Workers Compensation. WRS contributions are calculated on full-time WRS earnings and check is large enough to take all employee WRS contributions. No additional action needed.

Paycheck Earnings | Paycheck Taxes | Paycheck Deductions

Empl ID 1000 Name **Justin, Theresa E**

Company WIS Pay Group CRS Pay Period End 06/23/2018 Page 6 Line 2 Separate Check

**Paycheck Information**

Paycheck Status Confirmed Paycheck Option Advice

Issue Date 07/05/2018 Paycheck Number 11246500

Off Cycle  Reprint  Adjustment  Corrected  Cashed

**Paycheck Totals**

Earnings	307.32
Taxes	16.18
Deductions	226.35
Net Pay	64.79

**Earnings** Find | View All | First 1 of 1 Last

Begin Date 06/10/2018 End Date 06/23/2018 Add'l Line Nbr 1 Reason Not Specified

Empl Record 0 Benefit Record 0 Additional Data

Salaried	Hourly	Overtime
Hours 0.00	Hours 0.00	Hours 0.00
Rate 23.020000	Rate 0.000000	Rate 0.000000
Earnings 0.00	Earnings 0.00	Earnings 0.00
Rate Code	Rate Code	Rate Code

Rate Used Hourly Rate Shift Not Applicable Shift Rate

State WI Locality

**Other Earnings** Personalize | Find | View All | First 1-2 of 2 Last

Code	Description	Rate Used	Hours	Rate	Amount	Source
001	Sick Leave	Hourly Rate	13.35	23.020000	307.32	
020	Injury - Workers Comp	Hourly Rate	26.65	23.020000	613.48	

**Special Accumulators** Personalize | Find | View All | First 1-2 of 2 Last

Code	Description	Hours	Earnings	Empl Record
WRH	WRS Hours only	40.00	920.80 0	
WRS	WRS Eligible Earnings	40.00	920.80 0	

Paycheck Earnings | Paycheck Taxes | Paycheck Deductions

Empl ID 1000 Name **Justin, Theresa E**

Company WIS Pay Group CRS Pay Period End 06/23/2018 Page 6 Line 2 Separate Check

**Paycheck Information**

Paycheck Status Confirmed Paycheck Option Advice

Issue Date 07/05/2018 Paycheck Number 11246500

Off Cycle  Reprint  Adjustment  Corrected  Cashed

**Paycheck Totals**

Earnings	307.32
Taxes	16.18
Deductions	226.35
Net Pay	64.79

**Deductions** Personalize | Find | View All | First 1-2 of 2 Last

Deduction Code	Description	Class	Amount	Calculated Base	Plan	Benefit Record	Plan Type	Not Taken
WRSSCK	Sick Leave Contribution	Nontaxable Btax Benefit	11.05	920.80	SCKLVE	0	Sick Leave Conversion	
WRS	Wisconsin Retirement System	Before-Tax	61.69	920.80	PROTXO	0	Wisconsin Retirement System	
WRS	Wisconsin Retirement System	Nontaxable Btax Benefit	102.76	920.80	PROTXO	0	Wisconsin Retirement System	

## 6. Partial Paid Earnings – Check NOT Large Enough to Take All Employee WRS Deductions

A full-time employee uses paid leave to supplement Workers Compensation. WRS contributions are calculated on full-time WRS earnings and check is NOT large enough to take all employee WRS contributions. Partial employee WRS contributions will be deducted and the remaining owed will go to “Not Taken” on the WRS Transaction Table and will need to be collected upon return to work or via personal check.



Paycheck Information		Paycheck Totals	
Paycheck Status	Confirmed	Earnings	9.15
Issue Date	05/24/2018	Taxes	0.70
Paycheck Option	Check	Deductions	8.45
Paycheck Number	1076064	Net Pay	0.00
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint		
<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected		
<input type="checkbox"/> Cashed			

Deduction Code	Description	Class	Amount	Calculated Base	Plan	Benefit Record	Plan Type	Not Taken	Reason	Payback Amount	Refund Amount	AP Status
WRSSCK	Sick Leave Contribution	Nontaxable Btax Benefit	9.24	769.60	SCKLVE	0	Sick Leave Conversion					Sent to AP
WRS	Wisconsin Retirement System	Before-Tax	8.45	769.60	GENEAL	0	Wisconsin Retirement System	43.11	Not Enough Net Pay			Sent to AP
WRS	Wisconsin Retirement System	Nontaxable Btax Benefit	51.56	769.60	GENEAL	0	Wisconsin Retirement System					Sent to AP

## How to Identify Missed WRS Contributions

To identify any missed WRS employee contributions, you can run the query WI\_WRS\_XXXX\_NOT\_TAKEN (where XXXX is the year). The prompts are based on the pay period dates. It will return any employees who have an amount in the "Sum WRS NotTkn 7W B" column (this the not taken employee contribution column).

To run the query for all not taken amounts January 2018 – May 2018 you would use the prompts below. The Business Unit is optional.

**WI\_WRS\_2018\_NOT\_TAKEN - 2018 "Not Taken" Amounts**

PP Begin - First Ck of Month

PP End - Last Ck of Month

Business Unit

For each person in your business unit that appears on this query, you will want to run a WRS Trans Table Query for them. For details about how to run and analyse this query, see the Running the WRS Trans Table section of the [WRS Reporting Job Aid](#).

## How to Collect Missed WRS Contributions

All missing WRS contributions should be recouped during the same WRS reporting year as much as possible. If the payback process crosses over WRS reporting years, you will need to use a combination of codes to correctly assign the contributions to the correct reporting year. For full details, see the WRS Recon – Recouping Missed Deductions section of the [WRS Reporting Job Aid](#).

### Current Year

If you are recouping missed contributions for current year workers compensation, you will use the 7W Before Tax deduction code. This can be entered using Pay One Time Transaction (POTT). No manual entry would be needed in ETF's ONE System.

\*only need to collect employee portion of the adjustment

### Prior Year

If you are recouping missed contributions from a prior year's workers compensation, you will need to use the WxxxE (where xxx is your paygroup) general deduction code. This can be set up through General Deductions or through POTT. No manual entry would be needed in ETFOne System. The missed contributions from the prior year would have been reported and paid by the employer already.

## Workers Compensation Checklist

### **While on Workers Comp**

- Enter the absence code "WCLWO" for each day the employee is on workers comp

*This creates the earnings code of 020. This earnings code creates phantom earnings on the WRS accumulators. WRS deductions are based on the amount in the WRS accumulators. If there are no earnings, the employee contributions will go to "not taken". The employer contributions will still process.*

- Add the TRC "WKCMP" for each day the employee is on workers comp

### **When Coming Off Workers Comp: Current Year**

- You will recoup the missed employee WRS contributions (if any) by using the 7W Before Tax deduction code through POTTS.

- Once all of the employee WRS contributions are paid back, you will need to submit a ticket to have the "not taken" balance zeroed out on the WRS Trans Table.

### **When Coming Off Workers Comp: Prior Year**

- You will recoup the missed employee WRS prior year contributions by using the general deduction WXXXE (where XXX is your agency paygroup) either through POTTS or by setting up a general deduction.

*You will not need to recoup the employer shares of WRS, those already processed on the paycheck if you added the WCLWO absence code.*

- No manual transactions will be needed in ETFONE

*During the WRS annual, we will send the "not taken" amounts to ETF for end of year reporting. This is why you don't need to process any manual transactions in ETF.*