



OXNARD SCHOOL DISTRICT

Workers' Compensation Timesheet & Frontline Procedure

Completing My Monthly Timesheet

Employees shall complete monthly timesheet by last working day of each month while off work or when assigned to a bridge assignment at another school site or department. Indicate the hours you were off work by marking it on your timesheet. If you attended medical appointment during working hours, **you will mark your time sheet as sick or vacation.** If you were on a bridge assignment mark BA on your timesheet and notate where the bridge assignment was located. If you are off work temporarily totally disabled by medical doctor **you will mark your time sheet as sick.**

Frontline Absence Management

As of August of 2022, Oxnard School District rolled out district-wide Frontline Absence Management, this new absence system shall be used by all staff and substitutes. It is an automated service that greatly simplifies and streamlines the process of recording and managing absences, time, and finding substitutes. The Frontline Absence is available to staff and substitutes 24 hours a day, 7 days a week, and can be accessed via the internet, phone, and mobile app. To access Frontline: **CLICK HERE**

Procedure:

1. An employee shall enter their absence in to Frontline before the start of the shift they will be absent.
2. An employee may enter an absence in Frontline up to one hour after their scheduled start time for a work-related absence that occurs. If it is after that time, the school office manager or designee will need to enter the absence for them.
3. When an absence is entered in advance it allows Frontline to secure a substitute for the position in a timely manner.
4. An employee will need to enter sick leave code. If an employee has exhausted all their sick leave bank they may use vacation in lieu of sick (VASL) code. If an employee has exhausted all their sick leave bank a Leave of Absence Request Form must be submitted for No Pay to Human Resources <https://www.oxnardsd.org/site/handlers/filedownload.ashx?moduleinstanceid=27137&dataid=27386&FileName=B%20Leave%20of%20Absence%20Form.pdf> .
5. Once the claim is accepted by the Athens Administrator and the employee is eligible and approved for industrial leave the pay code will be changed to WC by Risk Management. The employee and Payroll will be notified of the change via email.
6. An employee assigned to a temporary bridge assignment may use BA when assigned to a different temporary location.
7. Employees may view current leave balance in Frontline by logging to employee profile, account tab and select absence reason to view balance.



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W/C FRONTLINE CODE REFERENCE CHART

USE CODE	WHEN	OR	OR	OR	Note:
<p>Sick (S) Use Sick in Frontline</p> <p>(Claim Accepted by Athens Administrators, TPA)</p>	<p>Day of Injury if employee started the work day</p> <p>Risk Management will change code to WC in Frontline upon notification by third party administrator claim is accepted and eligible for salary continuation.</p>	<p>Dr.'s written Report states "No Work Capacity or Temporarily Totally Disabled"</p> <p>Risk Management will change code to WC in Frontline upon notification by third party administrator claim is accepted and eligible for salary continuation.</p>	<p>Dr.'s written Report states "Modified Duty" with restriction and unable to accommodate restrictions or No bridge assignment is available.</p> <p>Risk Management will change code to WC in Frontline upon notification by third party administrator claim is accepted and eligible for salary continuation.</p>	<p>Doctor written report states "Modified Duty" with restriction(s) & bridge assignment offered</p> <p>Use BA code</p>	
USE CODE	WHEN	OR	OR	OR	OR
<p>Sick (S) Use Sick in Frontline</p> <p>(Claim is denied or delayed status by Athens to determine compensability)</p>	<p>Day of Injury if employee started the work day</p> <p>If accepted, Risk Management will change code to WC in Frontline upon notification by third party administrator claim is accepted and eligible for salary continuation.</p>	<p>Any follow up w/c medical appointments employee schedules during normal working hours</p>	<p>Dr.'s written Report states "Modified Duty" with restriction(s) & district offers bridge assignment but employee declines the BA</p>	<p>An employee is released to return to work without doctor's written medical report</p>	<p>Employee reaches Maximum Medical Improvement with Permanent Work Restrictions. employee remains off work until Interactive Accommodation meeting is scheduled.</p>