

Resource Guide for Workers' Compensation Payroll Coding

All permanent, full-time District employees are entitled to Illness in the Line of Duty (ILD) benefits that allow for paid absences at their regular rates as outlined by their bargaining units. Teachers are entitled to 35 days of ILD, and all other positions are entitled to 10 days or 8 days (10hr workday). Some bargaining units also allow up to 40 additional hours for appointments and therapy.

When an employee exhausts his or her ILD benefits, payments for approved absences are mailed to the employee in the form of a paper check that is processed and sent by the claims adjuster.

ILD hours are allocated per claim and do not renew once exhausted. In a single fiscal year (July 1st-June 30th), an employee is limited to a single claim allotment of ILD and appointment hours regardless of the number of claims reported.

Payroll Coding for Workers' Compensation

Workers' Compensation payroll entries are reviewed and processed by the Compliance & Information Specialist and the Claims Adjuster.

On the **date of injury**, an employee is not considered absent when hours are missed to receive care for the work-related injury. **Do not code an absence entry for those hours.**

For any Workers' Compensation (WC) related absences after the date of injury, **enter absence type "WCU" (Workers' Comp Unpaid)**. Then, **email all absence details** to the Claims Adjuster, Lissette Vidal, Chena Perkins, and wcpayroll@browardschools.com.

The email should contain the following:

- Employee's name
- Employee's personnel number
- Work Comp absence date and hours (example: 2.50 hours on 11/01/2023)

If an absence has been approved by the claims adjuster and the employee has available ILD hours, the absence entry will be coded "WCL" in CATS by the **Workers' Compensation Department**.

When benefits are exhausted and an employee is on a workers' compensation leave, **"ZDH"** must be entered for District holidays to prevent an overpayment.

If there are any hours reported that are not approved, the Payroll Contact will be notified. The Payroll Contact should then work with the employee to determine an appropriate absence type and make any necessary changes in the CATS.

To guarantee timely processing, submit your entries to the Workers' Compensation Department no later than the Friday before the scheduled payroll run.

If you have any questions, please contact the Workers' Compensation Compliance & Information Specialist, Lissette Vidal, at 754-321-2656 or email: lissette.vidal@browardschools.com.